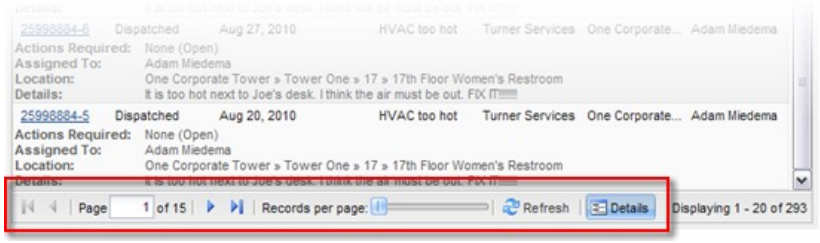
List Controls

Additional controls are located at the bottom of each list, as shown below:



Page Controls

Lists are paginated; when there are more work orders in the list than can be shown on a single page, the **Page** controls allow you to switch between pages in the list.

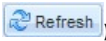
There are three ways to navigate between pages:

1. Type a page number into the **Page** field, then press [Enter] on your keyboard.
2. Use the and buttons to go directly to the first or last page, respectively.
3. Use the and buttons to go to the next or previous page, respectively.

Records per Page

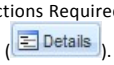
You can adjust the number of work orders displayed on each page by adjusting the records per page slide. You can display between 20 and 100 records per page.

Refresh Button

All TR lists automatically update themselves every 90 seconds; however, you can also use the **Refresh** button (

) to manually update the list at any time.

Details Button

By default, all lists show additional information for each work order entry on a list, such as Actions Required, Assigned To and Location. You can hide or show this information by clicking the **Details** button (

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