





## Updating Work Order Details

The Work Order details section is located to the left of a work order. This section contains basic information input by a tenant or employee, such as whom it was requested by, the location and details of the request.

Work Order (Open)

Work Order #: 1011395  
Source: Internal

REQUESTED BY  
Contact: John Smith  
Tenant: Anderson and Friedman  
(Edit)

LOCATION  
Property: Hillview Towers  
Building: Hillview Towers I  
Floor: 2  
Suite: 202  
(Edit)

DETAILS  
Request Type: Housekeeping  
Priority: 5  
Description: Spill in reception area.  
Received: Mar 29, 2010 at 11:54 am  
Required: As Soon As Possible  
(Edit)

Assigned To: (none)  
Instructions: Same as the Work Order description  
(Edit)

History

Date	Event	Employee	Time Taken	Updated By
Mar 29 at 11:54 am	Open			Bill Monahan

Services

Service	Billable	External	Quantity	Total
No Service records				

1. To edit a section of the work order details, click on its associated **Edit** link, as highlighted below.

Work Order (Open)

Work Order #: 1011395  
Source: Internal

REQUESTED BY  
Contact: John Smith  
Tenant: Anderson and Friedman  
(Edit)

LOCATION  
Property: Hillview Towers  
Building: Hillview Towers I  
Floor: 2  
Suite: 202  
(Edit)

DETAILS  
Request Type: Housekeeping  
Priority: 5  
Description: Spill in reception area.  
Received: Mar 29, 2010 at 11:54 am  
Required: As Soon As Possible  
(Edit)

2. A popup window will open, allowing you to modify the details (the example below shows the Location popup). Modify the information as needed, then click **Save** to update the information.

Location

Property: Hillview Towers  
Building: Hillview Towers I  
Floor: 2  
Suite: 202

Save Cancel