

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.

The screenshot shows a web application interface for a Work Order. On the left, a sidebar titled "Work Order (Open)" contains sections for "REQUESTED BY", "LOCATION", and "DETAILS". Each section has an "Edit" link. The "REQUESTED BY" section shows Contact: John Smith and Tenant: Anderson and Friedman. The "LOCATION" section shows Property: Hillview Towers, Building: Hillview Towers I, Floor: 2, and Suite: 202. The "DETAILS" section shows Request Type: Housekeeping, Priority: 5, Description: Spill in reception area., Received: Mar 29, 2010 at 11:54 am, and Required: As Soon As Possible. The main content area on the right shows Assigned To: (none), Instructions: Same as the Work Order description, and a History table with one entry: Mar 29 at 11:54 am, Open, Employee, Time Taken, Updated By: Bill Miron.

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

This is a close-up of the "Work Order (Open)" sidebar from the previous screenshot. The "Edit" links for the "REQUESTED BY" section (Tenant: Anderson and Friedman), the "LOCATION" section (Suite: 202), and the "DETAILS" section (Required: As Soon As Possible) are highlighted with red boxes.

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.

The screenshot shows a "Location" popup window. It contains four dropdown menus: Property (Hillview Towers), Building (Hillview Towers I), Floor (2), and Suite (202). At the bottom, there are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon). The "Save" button is highlighted with a red box.