

Completing TR Work Order

Select this option to send a Completed Work Order back to Angus AnyWhere™.

Once the Work Order has been sent, it is deleted from the Work Order list on the BlackBerry® Handheld. This action sends a message back to Angus AnyWhere™ and the status of the Work Order is changed to Work Complete.

To Complete a Work Order on a BlackBerry:

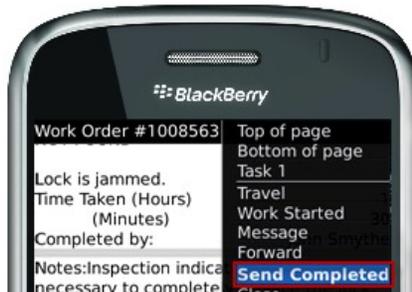
1. Open the desired work order. See the [Viewing Work Orders](#) topic for more information.
2. Scroll to the Time Taken section of the screen.
3. Enter the time taken to complete the job in hours and minutes (accepted values for minutes are **0, 15, 30, and 45**). First, enter the number of hours by using the keyboard or spacebar. Then scroll down and enter the minutes. Incremental values may be added by highlighting the number displayed in the Time Taken Hours or Minutes field and pressing the spacebar.
4. Select the employee who completed the work order or task. Scroll through the names of employees by highlighting the name in the **Completed By** field and pressing the spacebar.



5. Enter any additional information regarding this work order in the Notes field. These notes are only appended to the work order when work has been completed.



6. When all information is entered for a completed work order, it must be sent back to the Angus AnyWhere™ system. Click the track wheel and select **Send Completed** from the menu.





7. The Send Completed pop-up is displayed. To send the work order back to the system at this time, select **Yes**. If the work for the work order is still in progress and more details need to be entered at another time, select **No**. Any information that was added will be saved.

