



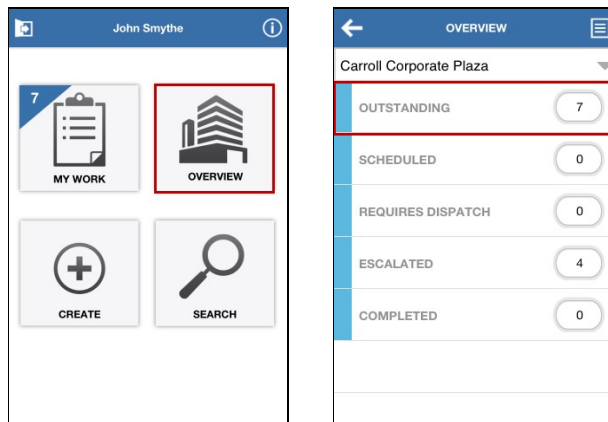


# Viewing and Dispatching Work Orders

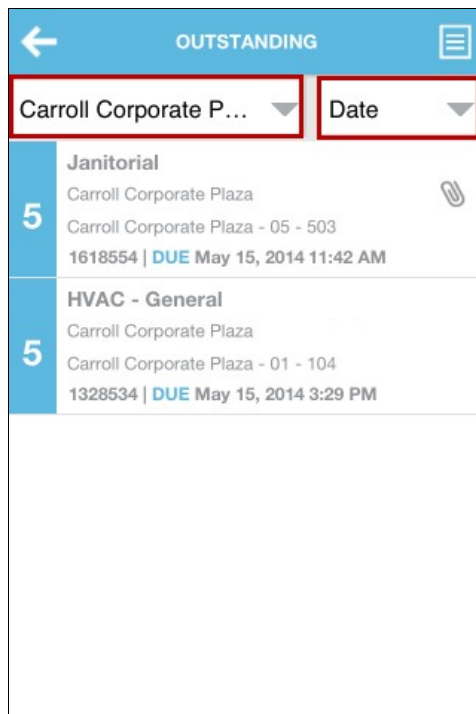
## Viewing and Dispatching Work Orders:

You can only dispatch work orders if you are able to see the **Overview** menu option. See [The Home Screen](#) for further details.

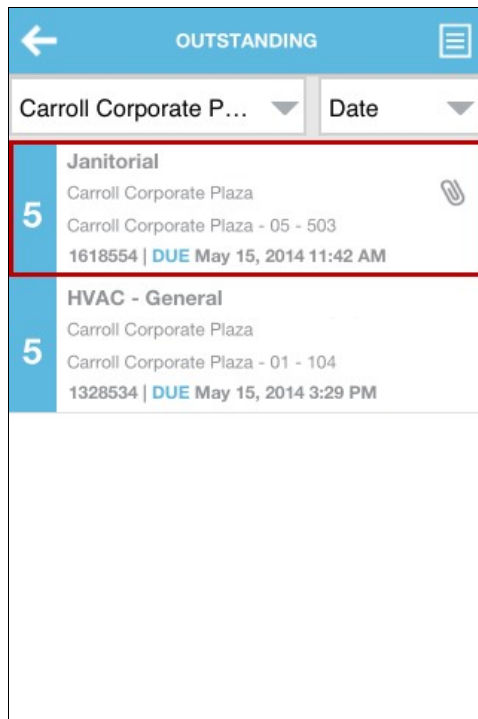
1. Select **Overview**, then the status type that you want to view (e.g. Outstanding).



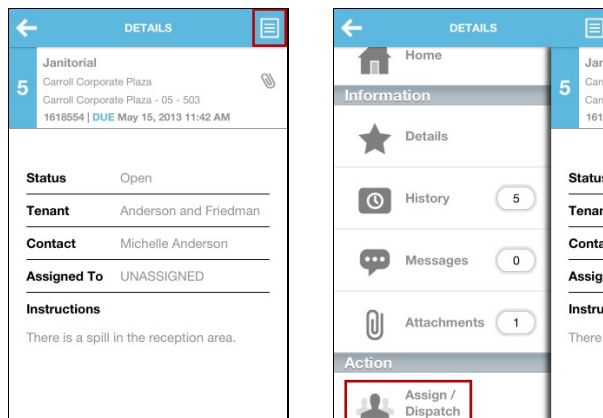
2. The work order list is displayed.
  - You can filter the list using the dropdown menu near the top-left screen and selecting a property (or **All Properties**) from the list.
  - You can also sort the list using the dropdown menu near the top-right and selecting a sort method from the menu that appears.



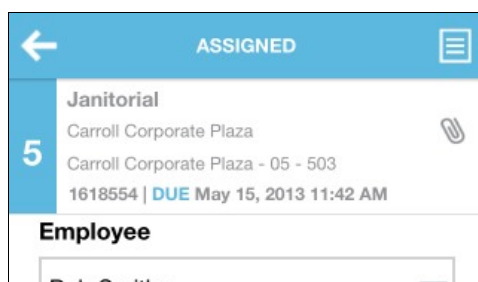
3. Locate and select the work order you would like to view.



4. The work order details are displayed.
5. Press the **Options** button (☰) in the top-right corner.
6. Select **Assign/Dispatch** assign and dispatch the work order.
  - You can also view the work order history, messages and attachments by selecting **History, Messages or Attachments**.



7. Select an **Employee** using the dropdown menu provided.
8. Add any notes to the **Note** section.
9. Press **Submit** to assign and dispatch the work order.



DDJ Summary

**Note**

There is a spill in the reception area.

Cancel

Submit