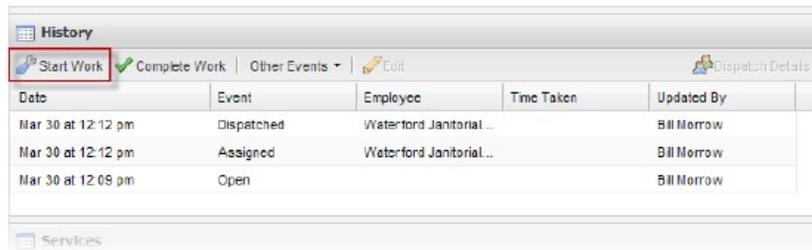


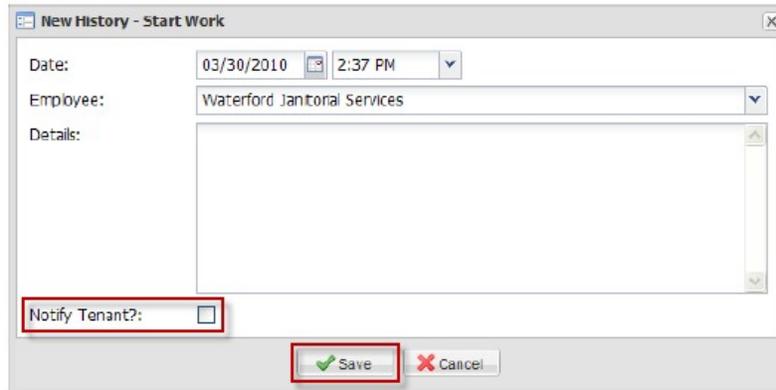
Start Work Event

1. To add a Work Started event to a work order using your Axis Portal, click **Start Work** in the History section. The New History popup is displayed.



Date	Event	Employee	Time Taken	Updated By
Mar 30 at 12:12 pm	Dispatched	Waterford Janitorial...		Bill Morrow
Mar 30 at 12:12 pm	Assigned	Waterford Janitorial...		Bill Morrow
Mar 30 at 12:09 pm	Open			Bill Morrow

2. Using the drop-down lists provided, enter the date and time that work was started. By default, the current date and time is used.
3. You can also modify the tradesperson that is performing the work.
4. You can add any additional information in the Details section.
5. If you would like to notify the tenant that work has started, place a checkmark beside **Notify Tenant**.
6. Click **Save** to add the Work Started event.



New History - Start Work

Date: 03/30/2010 2:37 PM

Employee: Waterford Janitorial Services

Details:

Notify Tenant?:

Save Cancel