





## The Workflow Tab

The Workflow tab, located to the right of the work order, displays information related to the current status of the work order. This information is divided into three sections: **Assign and Dispatch**, **History** and **Services**.

The screenshot shows a software interface for a work order. The left sidebar contains details for work order #1011395, including source (Internal), requester (John Smith), location (Hilrew Towers), and request type (Housekeeping). The main content area is titled 'Workflow' and is divided into three sections:

- Assign and Dispatch:** Shows 'Assigned To: (none)' and 'Instructions: Same as the Work Order description'. It includes buttons for 'Start Work', 'Complete Work', and 'Other Events'. A table below shows a single record for 'Mar 20 at 11:04 am' with event 'Open', employee 'BB Monson', and time taken.
- History:** A section with a table for tracking past events.
- Services:** A section for managing services, showing a table with columns for Service, Billing, External, Quantity, and Total. It currently displays 'No Service records'.