

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 with a 'Work Order (Open)' window. The window is divided into two main sections. The left section contains details for Work Order #1011395, including Source (Internal), Requested By (John Smith), Tenants (Andersen and Freedman), Location (Hilbren Towers, Building 1, Floor 2, Suite 202), and Details (Request Type: Housekeeping, Priority: 5, Description: Spill in reception area, Received: Mar 29, 2016 at 11:54 am, Required: As Soon As Possible). The right section is the 'Workflow' tab, which is highlighted with a red border. It contains three sub-sections: 'Assign and Dispatch' (Assigned To: (none), Instructions: Same as the Work Order description), 'History' (a table with columns Date, Event, Employee, Time Taken, and Updated By, showing a single record for Mar 29 at 11:54 am, Event: Open, Employee: Bill Monahan), and 'Services' (a table with columns Service, Billable, External, Quantity, and Total, showing no service records).

Date	Event	Employee	Time Taken	Updated By
Mar 29 at 11:54 am	Open	Bill Monahan		

Service	Billable	External	Quantity	Total
No Service records				