

Creating On Demand Work Orders

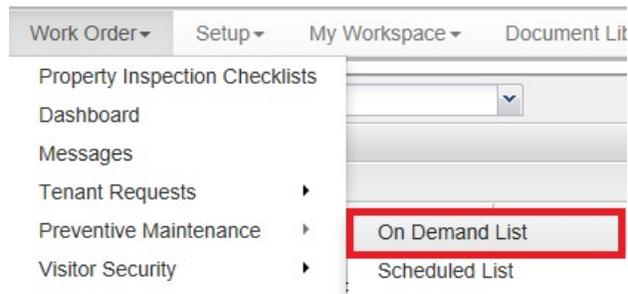
Creating On Demand Work Orders:

Users can create on demand work orders manually, or from a completed work order.

Manual Creation of On Demand Work Orders

[Control Panel](#) > [Work Order](#) > [Preventive Maintenance](#) > [On Demand List](#)

1. Log into the Axis Control Panel at <http://cp.axisportal.com>, hover over **Work Order**, hover over **Preventive Maintenance**, then select **On Demand List**.



2. To the top-right of the list, click **New Work Order**.



3. A New Work Order window is displayed.
4. Select the Property, Building, and Equipment the work order involves. If the equipment is still under warranty, a warning will be shown.



5. Enter a name for the task, and any additional instructions to clarify what work needs to be done.
6. Select the applicable trade using the Trade drop-down list.



Trade: Engineering

Priority: 1

7. Select a priority level for the work order using the provided drop-down list.
8. Click the Estimated Time fields and select the time it should take to complete the work order.
9. By default, the Due Date field is set to today's date. If the date needs to be changed, click the Due Date field and enter the date, or click  and select the date from the calendar interface.
10. Click the Assign To field and select an employee.
 - Users can also leave this field blank and assign the work order once it is generated and displayed in the On Demand List.
11. If the work order has not been assigned, the only dispatch option available is "Do not dispatch at this time". If the work order has been assigned, then "Dispatch immediately" is the default option, but users can instead select "Do not dispatch at this time" and issue the work order at a later date.
12. Click **Create**.

Trade: Engineering

Priority: 1

Est. Time: 4 hr 0 min

Due Date: 07/26/2014

Assign To: Sheila Jackson

Dispatch:
 Dispatch immediately
 Do not dispatch at this time

13. Users will see your work order displayed in the On Demand List. Users can now assign and issue it as they would with a scheduled work order.

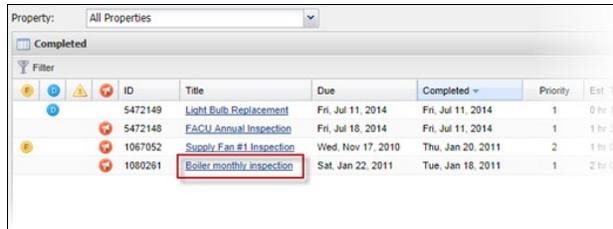
Creating On Demand Work Orders from a Completed Work Order

[Control Panel](#) > [Work Order](#) > [Preventive Maintenance](#) > [Completed List](#)

1. Log into the Axis Control Panel at <http://cp.axisportal.com>, hover over **Work Order**, hover over **Preventive Maintenance**, then select **Completed List**.

Building Services	Setup	Content Manager
Property Inspection Checklists		
Dashboard		
Messages		
Tenant Requests		
Preventive Maintenance		
Visitor Security	On Demand List	
COI	Scheduled List	
Surveys	Issued List	
Search	Completed List	
	Cancelled List	
	Equipment	
	Tasks	
	Schedules	

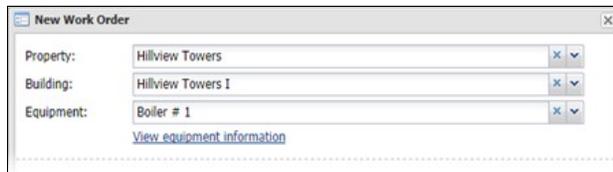
2. Locate the work order in the list, then click on the title to open the Work Order Details screen.



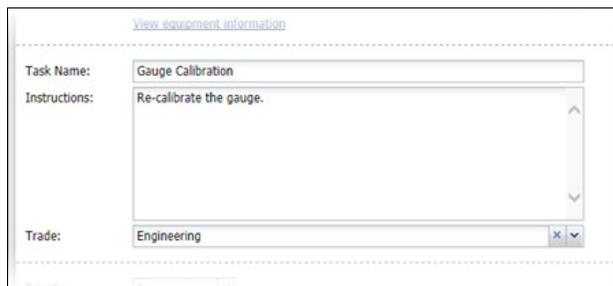
3. In the Work Order Details screen, click **Create Work Order** at the top-right. This will open the New Work Order popup.



4. In the New Work Order popup window, some information such as the equipment and location are auto-filled. Users can edit this information as needed.



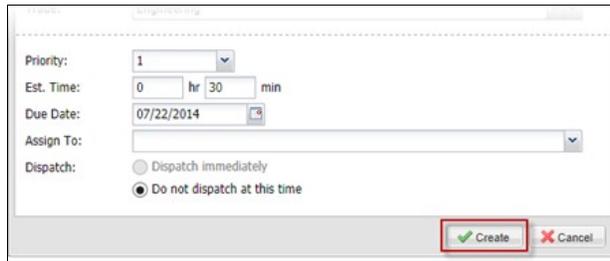
5. The task name is also auto-filled. Edit the task name if required, then provide any instructions which should accompany the work order.
6. Select the applicable trade using the drop-down menu provided; by default, the trade that this work order was based on is used by default.



7. Enter a priority and due date.
8. Click the Estimated Time fields and select the time it should take to complete the work order.
9. By default, the Due Date field is set to today's date. If the date needs to be changed, click the Due Date field and enter the date, or click the calendar icon and select the date from the calendar interface.
10. Click the Assign To field and select an employee.
 - Users can also leave this field blank and assign the work order once it is generated and displayed in the On Demand List.
11. If the work order has not been assigned, the only dispatch option available is "Do not dispatch at this time". If the work order has been assigned, then "Dispatch immediately" is the default

option, but users can instead select "Do not dispatch at this time" and issue the work order at a later date.

12. Click **Create**.



The screenshot shows a web-based form for creating a work order. The form includes the following fields and options:

- Priority:** A dropdown menu with the value '1' selected.
- Est. Time:** Two input fields for '0' hours and '30' minutes.
- Due Date:** A date picker showing '07/22/2014'.
- Assign To:** A dropdown menu that is currently empty.
- Dispatch:** Two radio button options: 'Dispatch immediately' (unselected) and 'Do not dispatch at this time' (selected).
- Buttons:** A green 'Create' button with a checkmark icon and a red 'Cancel' button with an 'X' icon. The 'Create' button is highlighted with a red rectangular box.

13. Users will see their work order displayed in the On Demand List. Users can now assign and issue it as they would with a scheduled work order.