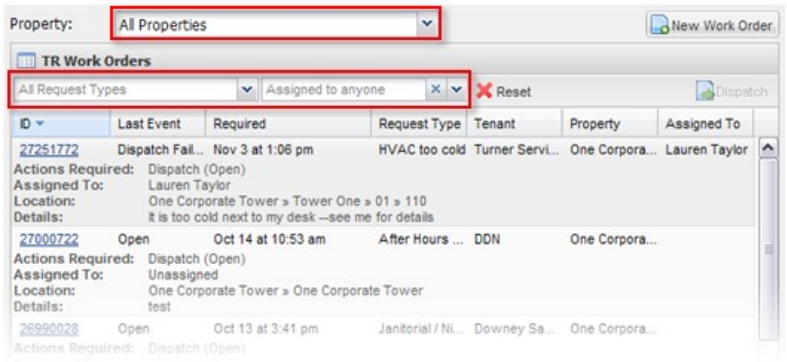
Finding TR Work Orders

Each list in the Tenant Request folder displays work orders in various states, as described below:

List	Description
Outstanding	Displays all work orders which are due but not yet completed.
Scheduled	This list shows all future-dated work orders.
Requires Dispatch	All work orders which have not yet been dispatched are displayed.
Escalated	Escalated work orders are shown.
To Close	Lists all work orders which have been completed but not yet closed.
Billing Verification	Displays the billing verification interface, allowing verification of billing for all billable work orders.

Each list can be sorted by ID, Required Date, Request Type, Tenant, Property or assignment (Assigned To). There is also an additional field in each list by which items can be sorted:

List	Additional Field
Outstanding	Last Event
Scheduled	Received
Requires Dispatch	Last Event
Escalated	Escalation Level
To Close	Last Event

It is also possible to filter lists using the **Property**, **Request Type** and **Assigned To** drop-down lists.