Forwarding TR Work Orders

You can forward TR work orders to someone else, as follows:

1. Open the TR work order you would like to forward. Select the work order from the list, then click the track wheel and select **Open**.

2. Once the work order has been opened, click the track wheel again and select **Forward**.

3. From the forwarding interface, there are two ways to toggle between recipients:
    - Pressing the **Spacebar** on your keyboard will toggle through recipients in alphabetical order.
    - Pressing a letter on your keyboard will toggle through all contacts that start with that letter. For example, pressing **J** on your keyboard will cycle through all recipients whose name starts with the letter "J".

4. Once you have selected your recipient, click the track wheel again and select **Send**. Your work order has

now been forwarded.