Creating Pools

Control Panel > Setup > Work Order Routing > Pools Tab

Creating Pools:

1. Go to Control Panel > Setup > Work Order Routing.

Setup	Content Manager
Places	
Tenants	
Vendors	
User Group	os
User Searc	ch
User Regis	tration
Coverage	
Work Orde	r Routing

2. Under the Pools tab, click on New Pool. The New Pool configuration window will open.

👌 Work Or	der Ro	outing	-		
👍 Assignme	nts	\land Pools	S Forwarding	Options	
O New Pool	1	Edit 🥥 Dela	ste		

3. In the **New Pool** window, enter a **Pool Name** and indicate whether the pool is intended to handle work orders for **Tenant Request**, **Preventive Maintenance**, or both.

Pool Name:	Maintenance	
	Tenant Request (TR)	
	✓ Preventive Maintenance (PM)	
Employees		

 Use the drop-down menu to select a staff member to add to the pool, then click on Add. Repeat this step until you are finished adding staff members.

New Pool		
Pool Name:	Maintenance	
	Tenant Request (TR) Preventive Maintenance (PM)	
Employees		
	×	O Add
Employees (1	15)	×
Alphonso Fran	co	2
Bob Smithy		2
Darren Dos Ra	mos	2
John Mallory		×

 Victor Van Helsing
Save X Cancel
Save X Cancel

- 5. You can remove a staff member from the list by clicking on the X beside the staff member you would like to remove.
- 6. When you are finished, click on **Save**.

Pool Name:	Maintenance			
	Tenant Request (TR) Preventive Maintenance	(PM)		
Employees				
Name:	TR Device info:	PM Device info:	Status _	Add
John Smythe	Angus Mobile	Angus Mobile	Good	<
Maria Agapito	Angus Mobile	Angus Mobile	Good	ĸ
Sheila Jackson	Angus Mobile	Angus Mobile	Good	×