

Buildings – Work orders tab

WORK ORDERS TAB

The work orders tab displays all work orders for the building.

1. Click to select and then double click to open a work order
2. Add a new work order here

Building

O/Corp*

22

Manager*

Anne Fluva

Folio*

Building Type*

Strata

Building Sub Type*

Residential

Building Class

Total UOL*

220

Total UOE*

Active

☒

Debt Collection

☒

All Inclusive Fees

☐

Payment Plan

☒

Address

Street No

15

Street Name*

Arkenstone Drive

Address 2

Suburb

BENDIGO

State*

VIC

Building Name

Cascade Gardens

P/Code

3122

Formal Tenancy 29%

Payment Plan Statement

Settings

Dates

Charges

Info

Financials

Budget

Notes

Documents

Registers

Alerts

Work Orders

Insurance Claims

Emails

Log of Changes

| Job # | Summary | Status | Supplier | Date Issued |
|-------|---------------------------------|-------------|--------------------|-------------|
| 472 | Repair roof tiles | In Progress | Jack of All Trades | 12/2/2020 |
| 471 | Broken roof tiles | In Progress | Jack of All Trades | 12/2/2020 |
| 470 | Test | Complete | | 7/2/2020 |
| 469 | New Lightfittings for foyer | In Progress | Jack of All Trades | 4/2/2020 |
| 468 | New lights for foyer | In Progress | Jack of All Trades | 31/1/2020 |
| 467 | Replace light fittings in foyer | In Progress | Jack of All Trades | 31/1/2020 |
| 464 | Broken roof tiles | In Progress | Jack of All Trades | 20/1/2020 |
| 461 | Guttering replacement | In Progress | Jack of All Trades | 5/11/2019 |
| 460 | Broken roof tiles | In Progress | Jack of All Trades | 27/9/2019 |
| 449 | Broken roof tiles | Quote | | 24/7/2019 |
| 440 | broken roof tiles | In Progress | Henry The Man | 12/4/2019 |

2

+ Add

Opening Balances

Info Certificates

Schedules

Financial Reports

Edit

Done

1. To edit an existing work order, select Edit from the work order card

The screenshot shows the 'Work Order' form with the following details:

- S/Plan:** 22 Cascade Gardens 15 Arkenstone D B
- Job Number:** 472
- Summary:** Repair roof tiles
- Full Description:** approx 50 roof tiles broken in storm
- Schedule:** OC 1
- Status:** In Progress
- My Estimation:** \$0.00

Below the form is a tabbed interface with 'Job' selected. The 'Job' tab contains sections for 'Extra Details', 'Account', 'Requesting Lot', 'Supplier', and 'Insurance Claim'. A blue circle with the number '1' highlights the 'Edit' button in the bottom right corner of the form.

1. When adding a work order from the building card, the building populates automatically.

The screenshot shows the 'Work Order' form with the following details:

- S/Plan:** 22 (highlighted with a blue circle '1')
- Summary:**
- Full Description:**
- Schedule:** Select a Schedule..
- Status:** In Progress
- My Estimation:** \$0.00

Below the form is a tabbed interface with 'Job' selected. The 'Job' tab contains sections for 'Extra Details', 'Account', 'Requesting Lot', 'Supplier', and 'Insurance Claim'. The 'Requesting Lot' section is expanded, showing 'Lot: ' and 'Contact Details' with fields for Name, Email, Phone 1, Phone 2, and Mobile. The 'Supplier' section is also expanded, showing 'Select Supplier:', 'Date Issued' (24/02/2020), 'Date Quoted', 'Amount Quoted' (\$0.00), 'Estimated Completion', 'Completed Date', 'Extra Name', 'Extra Email', 'Extra Phone', and 'Extra Mobile'.

For full details about work orders, see the manual "Work orders"