

# Work Orders

## Info you will find on a work order

- Work Order Number
- The Work Order Title
- The work location associated with this Work Order
- The Client Company Name, Address, and Phone Number
- Specific Notes and Instructions regarding this Work Order
- An active map with the GPS coordinates of the property and fixture
- A list of the fixtures that need service along with photographs and documents
- The ability to reject the Work Order
- Work Order Notes and Completion Button.

## Here's what you will find at the top of the Work Order:

### Workorder #12502

Welcome, Elemental Air

Click on this work order and touch or drag the work order and moves it to your

#### Ollie's Toccoa Quarterly HVAC Service Units 1,2,7,8

**Property:** Toccoa Georgia Ollies 996  
1524 Big A Rd, Toccoa, GA 30577, USA

**Management:** Big Ole Company (615) 555-1212  
123 Main Street Nashville TN 37206

Click on the work site, just click on the

## Here's the Active Map or Drawing of the property:

Please confirm the quarterly service on all HVAC units 1,2,7 and 8. Clean the coils, Change the filters, Inspect the heat exchangers, and adjust the belts. Estimate the cost before starting repairs. Call me with any questions, Jeff 615-319-8277.

Confirm completion of Workorder #12502 at Toccoa Georgia Ollies 996.

Enter notes here, then click all complete below.

Map can be shown and can be hidden or

Map.  
Click on the fixture

## Below the Fixture map is a list of all of the fixtures that need service

Next to the Fixture Name is a small blue plus sign (+). Click this to reveal:

+ Fixture: HVAC 2 (EMS 10) SN 5612E02457

2 part to repair 2012 Lennox 5 TON GAS PACK RTU

- Parts or services that this Fixture requires
- Thumbnail photographs or files related to this fixture
- Indicators of which part requires repair

+ Fixture: HVAC 7 (EMS 7) SN 5612E04S37

+ Fixture: HVAC 2 (EMS 10) SN 5612E02457

2 part to repair 2012 Lennox 5 TON GAS PACK RTU

OK Needs Service Repair Complete

- There may be several parts listed in each fixture.
- Only those with the **Needs Service** button highlighted are meant serviced on this work order.
  - In the example above, **HVAC UNIT 2** needs the **Quarterly Cleaning** done and the **Filters** changed.
  - On each of those lines you will notice that the **Needs Service** button is highlighted
- Click on any of the photographs to show a full size image in greater detail.

## And, If you aren't available to conduct the work as requested:

- Type a note in the field labeled **I reject Workorder...** and click on the reject button.
  - This will notify the sender so the Work Order can be assigned to another vendor.

Any notes you would like to make about this Work Order can be entered in the **Add a Note** section **before** or **after** completion of the Work.

I reject Workorder #12502 at *Toccoa Georgia Ollies 996.*

Reason for rejection

Reject

Revision #4

Created Mon, Nov 30, 2020 1:41 AM by [Jeff Thornhill](#)  
**Add A Note to Workorder #12502**  
 Updated Mon, Nov 30, 2020 2:57 AM by [Jeff Thornhill](#)