

Fyi: If you are viewing a resident, choose 'Reports' at the top, click 'Work Order History' – it will not work – not now , not ever.

## How to look at Work Order History – Final Resolution:

On the left side menu:

- Choose 'Reports'
- Choose 'Work Orders'
- Choose 'Work Order List'
- On the Work Order List submit screen:
  - Fill in the property code
  - Make sure the STATUS field is BLANK
  - Fill in TO and FROM Call dates with the date you think your work order was created.
  - Submit – a list of work orders will display. Click on the blue font in 'WO' field to see the details of the work order.

| WO      | Prop-Unit | Status         | Call Date  | Start Date | Employee | Brief Desc                      | Quantity | Stock | Stock Description | Unit Price | Total |
|---------|-----------|----------------|------------|------------|----------|---------------------------------|----------|-------|-------------------|------------|-------|
| 1648055 | 0561-925  | Work Completed | 05/01/2017 |            | 627376   | Multiple Items                  | 1.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/01/2017 |            | 627376   | Refrigerator is not cooling     | 0.75     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | disposal leaking                | 1.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | Leak in furnace/laundry room    | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/01/2017 |            | 627376   | Massive air and water leak      | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | Call                            | 24.25    |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | kitchen sink                    | 1.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/01/2017 |            | 627376   | stove and window screens        | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/01/2017 |            | 627376   | Raquet leaking                  | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | gutters                         | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | over door won't open            | 2.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | miscellaneous                   | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | miscellaneous                   | 0.75     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | bathub leaking, knob won't turn | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | bathub leaking, knob won't turn | 0.75     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | toilet overflow                 | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/02/2017 |            | 627376   | a/c blowing warm air            | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/03/2017 |            | 627376   | not working                     | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/03/2017 |            | 627376   | toilet handle broken            | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/03/2017 |            | 627376   | mildeew in living room dozet    | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/04/2017 |            | 625828   | dead bolt                       | 0.25     |       | Dunn              | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/04/2017 |            | 625828   | trap to disposal                | 0.75     |       | Dunn              | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/04/2017 |            | 625828   | air filter                      | 0.25     |       | Dunn              | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/05/2017 |            | 625828   | no heat                         | 0.50     |       | Dunn              | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/9/2017   |            | 625828   | smell                           | 0.25     |       | Dunn              | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/06/2017  |            | 627376   | shower head leaks               | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/08/2017  |            | 627376   | door wont open                  | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/08/2017  |            | 627376   | miscellaneous                   | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/09/2017  |            | 627376   | service detector battery        | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/09/2017  |            | 627376   | dishwasher is still not working | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/09/2017  |            | 627376   | Light out on first floor        | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/10/2017  |            | 627376   | half bath toilet is leaking     | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/10/2017  |            | 627376   | door wont lock                  | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/10/2017  |            | 627376   | a/c blowing warm air            | 1.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/11/2017  |            | 627376   | remove plants                   | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/11/2017  |            | 627376   | gutters                         | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 5/11/2017  |            | 627376   | previous leak problem returned  | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/11/2017 |            | 627376   | window not opening or closing   | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/12/2017 |            | 627376   | window screen                   | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/12/2017 |            | 627376   | toilet clogged                  | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/12/2017 |            | 627376   | door wont lock                  | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/15/2017 |            | 627376   | Disposal not working            | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/15/2017 |            | 627376   | Refrigerator is leaking         | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/15/2017 |            | 627376   | Call                            | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/15/2017 |            | 627376   | Refrigerator door               | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/15/2017 |            | 627376   | a/c not working                 | 1.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/16/2017 |            | 627376   | no a/c                          | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/16/2017 |            | 627376   | door frame needs repair         | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/16/2017 |            | 627376   | shelving                        | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/16/2017 |            | 627376   | board by gutter falling off     | 0.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/17/2017 |            | 627376   | leak in bathroom                | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/17/2017 |            | 627376   | a/c not working                 | 3.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648055 | 0561-925  | Work Completed | 05/17/2017 |            | 627376   | air not recieve                 | 1.00     |       | Shifflett         | 0.00       | 0.00  |

**Work Order List**

Property:  Revere Village Apartments

Unit:

Employee:

Status:

Asset:

Category:

Order By:

Call Dates:  -to-

Scheduled Dates:  -to-

Completion Dates:  -to-

from WO:

to WO:

Destination:

File or Code: rs\_5\_Maint\_WO\_list.txt

**Work Order List**

Property=0561 AND Order By=WO#

| WO      | Prop-Unit  | Status         | Call Date  | Start Date | Employee | Brief Desc                      | Quantity | Stock | Stock Description | Unit Price | Total |
|---------|------------|----------------|------------|------------|----------|---------------------------------|----------|-------|-------------------|------------|-------|
| 1648055 | 0561-925   | Work Completed | 05/01/2017 |            | 627376   | Multiple Items                  | 1.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648067 | 0561-862   | Work Completed | 05/01/2017 |            | 627376   | Refrigerator is not cooling     | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648288 | 0561-920   | Work Completed | 05/01/2017 |            | 627376   | disposal leaking                | 1.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648542 | 0561-912   | Work Completed | 05/01/2017 |            | 627376   | Leak in furnace/laundry room    | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648599 | 0561-893-A | Work Completed | 05/01/2017 |            |          | Massive air and water leak      | 0.00     |       |                   | 0.00       | 0.00  |
|         |            |                |            |            | 627376   |                                 | 24.25    |       | Shifflett         | 0.00       | 0.00  |
| 1648621 | 0561-908   | Work Completed | 05/01/2017 |            | 627376   | kitchen sink                    | 1.00     |       | Shifflett         | 0.00       | 0.00  |
| 1648635 | 0561-804   | Work Completed | 05/01/2017 |            | 627376   | stove and window screens        | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648638 | 0561-810-B | Work Completed | 05/01/2017 |            | 627376   | Faucet leaking                  | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1648725 | 0561-830   | Call           | 05/02/2017 |            |          | gutters                         | 0.00     |       |                   | 0.00       | 0.00  |
| 1648731 | 0561-888-B | Work Completed | 05/02/2017 |            | 627376   | oven door won't open            | 2.25     |       | Shifflett         | 0.00       | 0.00  |
| 1648739 | 0561-825   | Call           | 05/02/2017 |            |          | miscellaneous                   | 0.00     |       |                   | 0.00       | 0.00  |
| 1648802 | 0561-844   | Work Completed | 05/02/2017 |            | 627376   | miscellaneous                   | 0.75     |       | Shifflett         | 0.00       | 0.00  |
| 1648919 | 0561-824   | Work Completed | 05/02/2017 |            |          | bathub leaking, knob won't turn | 0.00     |       |                   | 0.00       | 0.00  |
| 1648921 | 0561-824   | Work Completed | 05/02/2017 |            | 627376   | bathub leaking, knob won't turn | 0.75     |       | Shifflett         | 0.00       | 0.00  |
| 1649001 | 0561-807-B | Work Completed | 05/02/2017 |            | 627376   | toilet overflow                 | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1649120 | 0561-929-F | Work Completed | 05/02/2017 |            |          | a/c blowing warm air            | 0.00     |       |                   | 0.00       | 0.00  |
| 1649129 | 0561-917   | Work Completed | 05/03/2017 |            |          | not working                     | 0.00     |       |                   | 0.00       | 0.00  |
|         |            |                |            |            | 627376   |                                 | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1649388 | 0561-912   | Work Completed | 05/03/2017 |            | 627376   | toilet handle broken            | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1649435 | 0561-891-A | Call           | 05/03/2017 |            |          | mildew in living room closet    | 0.00     |       |                   | 0.00       | 0.00  |
| 1649567 | 0561-830   | Work Completed | 05/04/2017 |            | 625828   | dead bolt                       | 0.25     |       | Dunn              | 0.00       | 0.00  |
| 1649738 | 0561-909   | Work Completed | 05/04/2017 |            | 625828   | trap to disposal                | 0.75     |       | Dunn              | 0.00       | 0.00  |
| 1649747 | 0561-802   | Work Completed | 05/04/2017 |            | 625828   | air filter                      | 0.25     |       | Dunn              | 0.00       | 0.00  |
| 1650094 | 0561-926   | Work Completed | 05/05/2017 |            | 625828   | no heat                         | 0.50     |       | Dunn              | 0.00       | 0.00  |
| 1650097 | 0561-881-C | Work Completed | 05/05/2017 |            | 625828   | smell                           | 0.25     |       | Dunn              | 0.00       | 0.00  |
| 1650236 | 0561-918   | Work Completed | 05/06/2017 |            | 627376   | shower head leaks               | 0.25     |       | Shifflett         | 0.00       | 0.00  |
| 1650399 | 0561-927-D | Work Completed | 05/08/2017 |            | 627376   | door wont open                  | 0.50     |       | Shifflett         | 0.00       | 0.00  |
| 1650525 | 0561-833   | Work Completed | 05/08/2017 |            | 627376   | miscellaneous                   | 0.25     |       | Shifflett         | 0.00       | 0.00  |