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
 - o Make sure the STATUS field is BLANK
 - o 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.

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	Work Order List E0F									
oles	WO Pr	rop-Unit Status	Call	Start	Employee	Brief Desc	Quantity Stock	Stock	Unit	Total
alytics	1648055 05	61-925 Work Complet	ed 05/01/2017	Date	627376	Multiple Items	1.25	Shiflett	0.00	0.00
aports	1642067 05	61_963, Work Complet	ed 05/01/2017		627376	Refrigerator is not cooling	0.25	Shifflett	0.00	0.00
	Property	 Work Complet 	ed 05/01/2017		627376	disposal leaking	1.25	Shiffett	0.00	0.0
sidents	Durante Duran	Work Complet	ed 05/01/2017		627376	Leak in furnace/laundry room	0.50	Shiffett	0.00	0.0
anters Insurance	Property - Keside	Work Complet	ed 05/01/2017			Massive air and water leak	0.00		0.00	0.00
	RENTmaximizer	•			627376		24.25	Shifflett	0.00	0.00
hit Pricing		Work Complet	ed 05/01/2017		627376	kitchen sink	1.00	Shifflett	0.00	0.00
evenue Management	Market Survey	Work Complet	00 US/U1/2017		62/3/6	stove and window screens	0.25	Shifted	0.00	0.00
	Unit	Nork Complet	05/02/2017		627376	naucet leaking	0.30	Statiliett	0.00	0.00
narges		B Work Complet	ed 05/02/2017		627376	oven door won't open	2.25	shiften	0.00	0.0
ayments	Resident	Cal	05/02/2017		sarare	miscellaneous	0.00		0.00	0.0
and the second se	Receivables	Work Complet	ed 05/02/2017		627376	miscellaneous	0.75	Shifflett	0.00	0.0
EVables	-	Work Complete	ed 05/02/2017			bathtub leaking, knob won't turn	0.00		0.00	0.0
/L	Traffic	Work Complet	ed 05/02/2017		627376	bathtub leaking, knob won't turn	0.75	Shifflett	0.00	0.0
od Davied	Pavable	8 Work Complet	ed 05/02/2017		627376	toilet overflow	0.25	Shifflett	0.00	0.0
no renod	- or over	F Work Complet	ed 05/02/2017			a/c blowing warm air	0.00		0.00	0.0
Setup	Financial	Work Complet	ed 05/03/2017		10000	not working	0.00	et. 18	0.00	0.0
dministration	Registers	No. Minh Council at	A DEIDZIDONT		627376	holist handle horizon	0.25	shaffield	0.00	0.0
ALL DESCRIPTION OF THE OWNER OF T		A Call	05/03/2017		667376	milday in living come donat	0.25	Demunder	0.00	0.0
Vork Order	Purchasing	Work Correlat	ed 05/04/2017		625828	dead holt	0.25	Duron	0.00	0.0
urchasing	Inventory	Work Complet	ed 05/04/2017		625828	trap to disposal	0.75	Dunn	0.00	0.0
		Work Complet	ed 05/04/2017		625828	air filter	0.25	Dunn	0.00	0.0
nventory	Work Orders	Minute Contex Link	5/05/2017		625828	no heat	0.50	Dunn	0.00	0.0
ixed Assets	Unit Assets	Contraction of Contraction	5/05/2017		625828	smell	0.25	Dunn	0.00	0.0
	and Cereta	Work Order Summary by Prov	ider 5/06/2017		627376	shower head leaks	0.25	Shiffett	0.00	0.0
kenaces	Conductor	Work Onlar Summary by Mar	B/08/2017		627376	door wont open	0.50	Shiffield	0.00	0.00
cript Utility	SOL Reports	wark order summary by Ven	5/08/2017		627370	Employ detector batteny	0.25	Shellight	0.00	0.00
	1650826 105	Work Order Pay Detail	5/09/2017		027370	dishwasher is still not working	0.25	Company of the second s	0.00	0.00
	1650964 05	61-685 much Order Charge David	5/09/2017		627376	Light out on first floor	0.50	Shiffett	0.00	0.0
	1651230 05	61-916	5/10/2017		627376	half bath toilet is leaking	0.25	Shifflett	0.00	0.0
	1651346 05	61-931 Invoice Pay Detail	5/10/2017		627376	door wont lock	0.50	Shifflett	0.00	0.0
	1651355 05	61-929	\$/10/2017		627376	a/c blowing warm air	1.00	Shifflett	0.00	0.0
	1651529 05	61-806 invoice unarge Detail	5/11/2017			remove plants	0.00		0.00	0.0
	1651597 05	61-81 Recurring Work Order	\$/11/2017			gutters	0.00		0.00	0.0
	1651674 05	61-854	5/11/2017			previous leak problem returned	0.00	The second se	0.00	0.0
	1651738 05	61-685-6 Work Complet	es 05/11/2017		627376	window not opening or closing	0.25	Sniffett	0.00	0.0
	1651829 05	61-547 Gall	ed 05/12/2017		622326	tolet doored	0.25	Chilliant	0.00	0.0
	1652017 05	61-907 Work Complet	ad 05/12/2017		627326	door wort lock	0.50	Shiffett	0.00	0.00
	1652326 05	61-893-8 Work Complet	ed 05/15/2017		627376	Disposal not working	0.50	Shiffett	0.00	0.0
	1657335 05	61-925 Call	05/15/2017		- marit	Refrigerator is leaking	0.00		0.00	0.0
	1652435 05	61-870 Call	05/15/2017			Refrigerator door	0.00		0.00	0.0
	1652660 05	61-881-D Work Complet	ed 05/15/2017		627376	a/c not working	1.25	Shifflett	0.00	0.0
	1652771 05	61-888-E Work Complet	ed 05/16/2017		627376	no a/c	0.50	Shiffett	0.00	0.0
	1652924 05	61-883-8 Call	05/16/2017			door frame needs repair	0.00		0.00	0.0
	1652927 05	61-903 Call	05/16/2017			shelving	0.00		0.00	0.00
	1653039 05	61-848 Call	05/16/2017			board by gutter falling off	0.00		0.00	0.00
	1653302 05	61-885-A Work Complet	ed 05/17/2017		627376	leak in bathroom	0.50	Shifflett	0.00	0.0
	1653374 05	61-828 Work Complet	ed 05/17/2017		627376	a/c not working	3.00	Shiftett	0.00	0.0
	10.0 0000000000000000000000000000000000	A Lord A Community	en : UN/1//2017		BULLER	ALC DOL COCHOD	1.00	A DUPTLATT	0.00	0.0

Work Order List	
Property	0561 Revere Village Apartments
<u>Unit</u>	
Employee	
Status	
Asset	
Category	
Order By	W0# 🗸
Call Dates	05/01/2017 🗰 -to- 05/31/2017
Scheduled Dates	to-
Completion Dates	-to-
from WO	
to WO	
Destination	Screen V
	Advanced
	Submit Clear Help

File or Code: rs_5_Maint_WO_list.txt

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Work Order List

Excel PDF

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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			bathtub leaking, knob won't turn	0.00			0.00	0.00
1648921	0561-824	Work Completed	05/02/2017		627376	bathtub 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