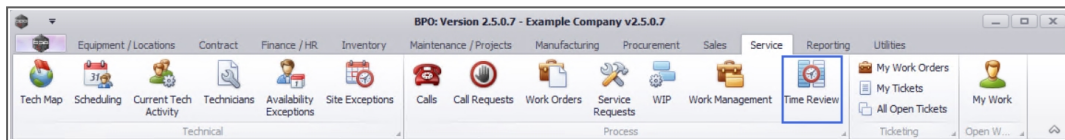We are currently updating our site; thank you for your patience.

SERVICE

TIME REVIEW – VIEW WORK ORDER
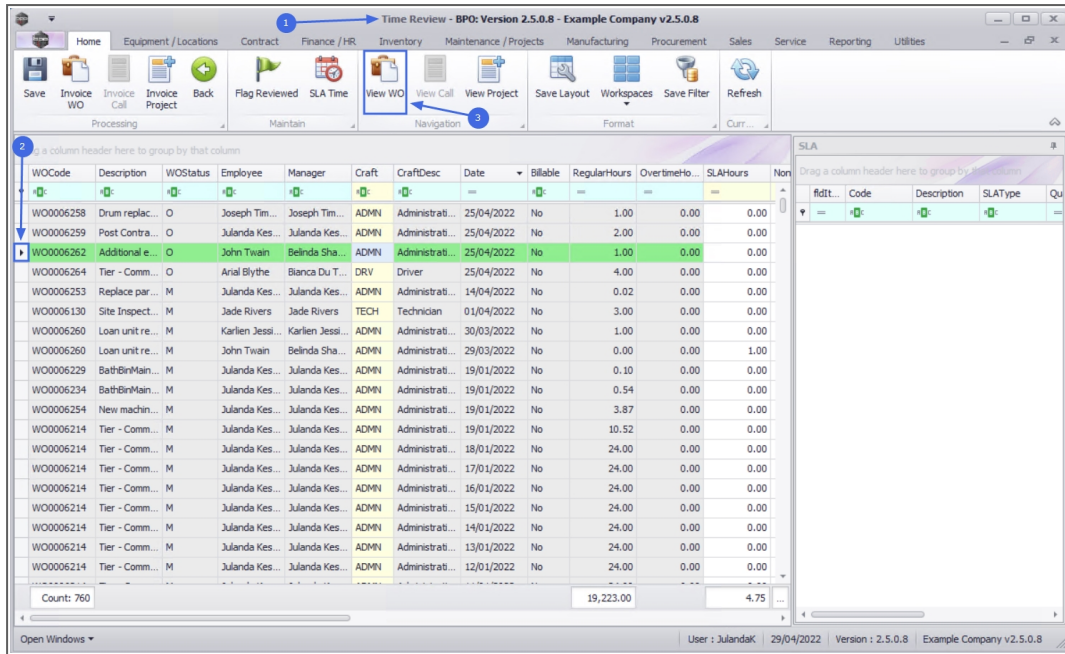
The **View Work Order** function gives you access to the Work Order details where it can be viewed and managed.

Ribbon Access: Service > Time Review

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1. The **Time Review** screen will be displayed.
2. Click on the **row** of the work order you wish to view.
3. Click on **View WO**.

> Selecting a work order that has <u>not</u> been linked to a **Project** or **Call** will have the **View WO** button active.

4. " The Maintain WO - Ref [work order number] screen will be displayed. " on page 2

5. The Work Order "Schedule" on page 6 may need to be updated. The **Functions** tiles are available to link and update the functions related to the work order.

6. Click on **Save** to save any changes made,
   - or click on **Back** to return to the Time Review screen.

Related Topics

- [Work Orders - Print Work Order Report](#)

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