

Maintenance Work Orders

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The screenshot shows a software window titled "Add a Maintenance Work Order". The window contains several input fields and controls:

- Work Order ID:** A text box containing the number "1".
- Work Order Date:** A date picker showing "01/25/2024".
- Due Date:** A date picker showing "01/31/2024".
- Directions/Notes:** A large text area for entering notes.
- Tank Serial #:** A text box containing "250156" with a question mark icon to its left.
- Percent Full:** A text box containing "80".
- Route:** A dropdown menu.
- Location:** A dropdown menu showing "00MAIN".
- Category:** A dropdown menu showing "Transfer Tank To".
- E-Mail Drivers:** A table with columns "Driver ID" and "Email Destination". It lists two drivers: "678RT" and "HAC3".
- Work Order Complete:** A checkbox.
- Dispatch Job Status:** A dropdown menu showing "Ready".
- Print:** A checkbox.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

- **Work Order ID** – The *Work Order ID* is automatically generated by the program.
- **Directions/Notes** – Information typed in this area appears when the Maintenance Work Order is printed. This information also appears in email and text messages sent to drivers.
- **Work Order Date** – This is the date the Work Order is requested.
- **Due Date** – This is the deadline for completion of the Work Order.
- **Tank Serial #** – Double-clicking in this field displays a list of all the tanks. Some Customers have multiple Tanks. Selecting the ? displays tank information to ensure the correct tank is selected.
- **Percent full** – This defaults the percentage full from the tank if it is a *Scheduled Delivery* tank. Some jobs cannot be performed if the tank is at a certain level. If the tank is not a *Scheduled Delivery* tank, the *Percent Full* may be entered in this area. Upon saving, that information is moved to the *Notes*.
- **Location** – Work Orders may be posted to a particular Location. A filter for one Location or all Locations is available at the *Select a Maintenance Work Order* screen.
- **Category** – Select the type of job to be done. This list is maintained at *Setup / Categories*.
- **E-Mail Drivers** – An email or text message is sent to drivers with information on the Work Order.
- **Work Order Complete / Date** – Select this option to update Tank History with the completed Work Order. When the *Work Order Complete* option is selected, the date defaults to the system date but may be changed if necessary.
- **Dispatch Job Status** – If using the Dispatch module, the *Job Status* may be set to give the dispatcher vision of the job.
- **Print** – If this option is selected, the Maintenance Work Order prints when saved.