

Manage Work Orders

Filter is ON - Current list contains 1 out of 180 Work Orders

- Select Field -

Clear Filter

Form View

Table View

Filter

Reports

Assets

ID 051424002 Logged By [Michelle Jenkins](#) 05/14/2024 02:18 PMType **Select**Department **Select**Group **Select**Activity Description **Select**Location **Project Location**

Lat/Long

Description **Description of work to be done under work order**Assigned To [Role: ENG Director](#) 05/14/2024 2:43 PM☒ Associate with...Project Group: **Select**Project: **Select**

Status

Open

Priority

Medium

Begin Date:

Time: **Now**

End Date:

Time: **Now**

Work Start Date

8:00 AM

Work Completion Date

9:00 AM

Due Date:

Time:

☐ Send Email to Notification List on Save

Set Recurring

Details

Workflow

Costs

Tasks

Labor

Equipment

Inventory

Assets

Documents

Work Orders

Comments

Parent PO Number

Check: <https://www.jarimer.gov/iboard/engineering-intranet/parent-po-numbers>

Child PO Number

Leave Blank

Addendum

Leave Blank

Addendum Date

Leave Blank

Project Manager

Project Manager's Name

Funding Source

Select (Ask Rusty if you don't know)

Requesting Department

Who's paying the bills? (Ask Rusty if you don't know)

Vendor

Consultant/Contractor

Fee Type

Select

Contract Administrator Name & Email

Consultant/Contact Name & Email

Fee

Complete

Approval Signature

Leave Blank

Title

Leave Blank

Date

Leave Blank

Project Description and Scope

Project Number and description of scope.

Click on the "Workflow" tab, type in your message
Save

* Required To Save

‡ Required To Close

Save

Delete

New Copy

New

Print...

Close

1

of 1