





### Receiving Work Order Updates from Email

In the Equipment window, pressing  should receive only work order requests. But in this work order window  is intended to receive from an email account that contains only email with a subject "Work Order Number" followed by an existing work order number. This is the format created by email sent after pressing  in either Work Orders or Equipment.

This email does not update work orders until you press . Only Mail Text before "==" END My Comments" is added to the work order with a line showing who sent the mail and the date and time. The "Additional Comments" column contains the text that will be added to the work order.

Keeping original text out of email for work order updates.

Some email programs may add text before the "==" END" marker about the previous email message. This should be removed before you update from the work order. Click on the "Additional Comments" column to edit the text that will be added to the work order.

In some cases the email subject is not received or for other reasons you might need to edit the "Update from email" information before importing to work orders.



Scope	Mail date	Time	Work Order	Completed	Time	From	Subject	Additional Comments
	11/24/2009	11:08:52	0000009049	/ /	: ...	Work Order...	Re: Work Order Num...	My comment ...
	11/24/2009	11:08:56	0000009548	/ /	: ...	Work Order...	Re: Work Order Num...	My comment ...
	11/24/2009	12:41:37	0000009526	/ /	: ...	Work Order...	Re: Work Order Num...	My comment ...

### Closing a Work Order from email

If Completed [ ] in the email subject is not filled, the work order status remains unchanged and comments before "==" END My Comments" in the email are added to the work order description.

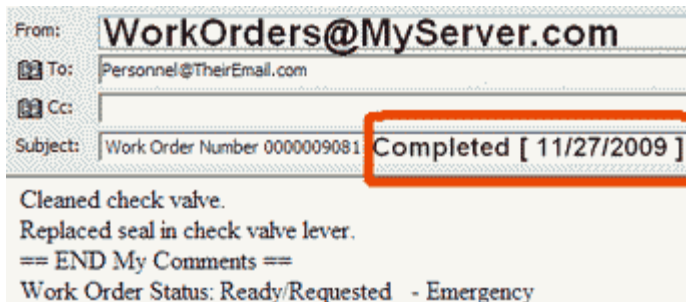
In the email subject, enter a date or just a single letter in the Completed[ ] brackets. If the email subject contains "Completed[ ]" the work order will be closed if a date or single character is entered in the square brackets. If a work order is already closed, the completed date remains unchanged, but new comments will be added. Date format depends on the windows local setting (mm/dd/ccyy or dd/mm/ccyy). Time must be hh:mm or hh am/pm. After receiving email, this date and time is displayed in the Completed and Time columns.

Examples for closing a work order:

Completed[ 12/01/2007 ] (Date only) or Dec 1 2007, 1 Dec 07, 01 Dec.

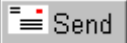

Completed[ 12/01/2007 ] Time[13:10 ] (Date and time) or 1:10 pm, 1pm

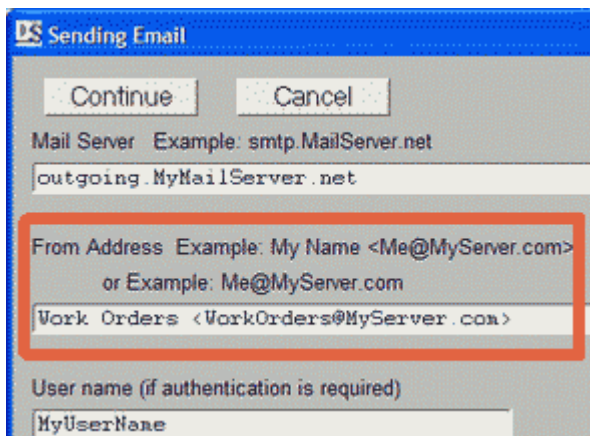
Completed [ Y ] (A single letter indicates work order closed on the date of the mail.)




Example email for a completed work order. IMPORTANT: Send the email "From" an account where you want personnel to reply to the email.

- In the Work Order window:
  - Send to personnel.
  - Receive from an email account that was entered as "From" when sending the email to personnel. For example: "WorkOrders@MyServer.com".
- In the Equipment window or requested work orders:
  - Send to personnel.
  - Receive from an email account for work order **Requests**. For example: WorkRequests@MyServer.com.

**IMPORTANT:** Send  the email "From" an account where you want personnel to reply to the email. For example From: "WorkOrders@MyServer.com" This is the email account from which to receive  updates to work orders.



Review work orders in you email account first.

It might be better to manage work requests and returned work orders in the email application, before receiving these emails to the CMMS. Simply open your email account for work orders in MS-Outlook or equivalent, and review the emails **before** pressing .

Since you can send and receive email to many devices, you can issue work orders with no special wireless connection. You can even send preventive maintenance work as a "Ready" PM work order by email.