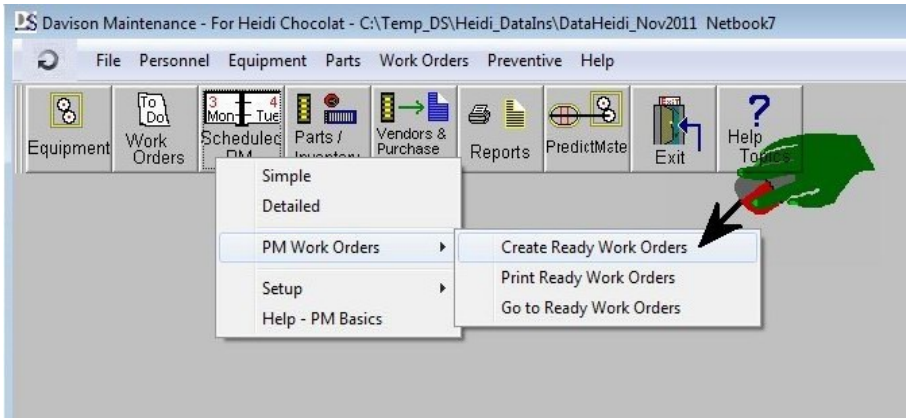


The PM Work Orders menu is a simple weekly routine.

Anyone with access on the network can run this routine.

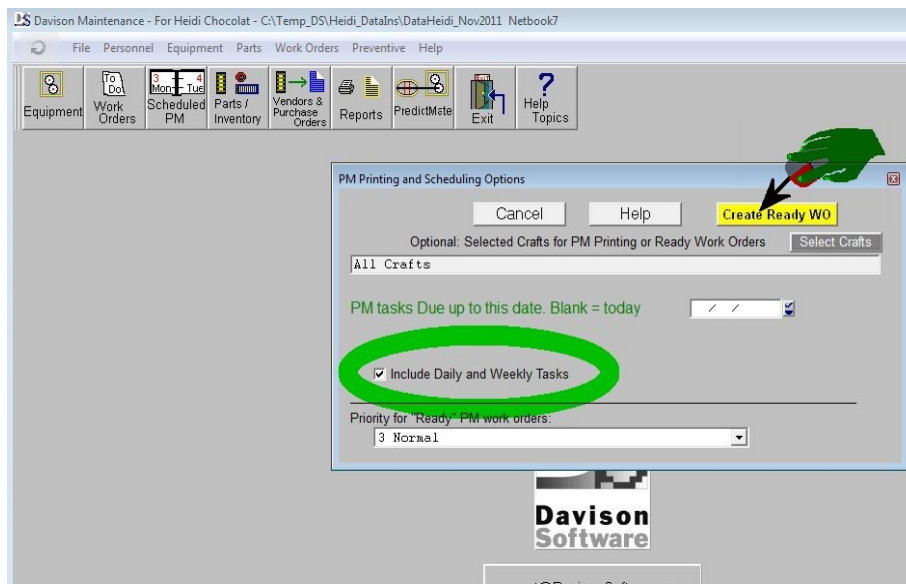
There is no need to send email if everyone can close their work orders on the network.

But only one manager needs to create work orders each week.

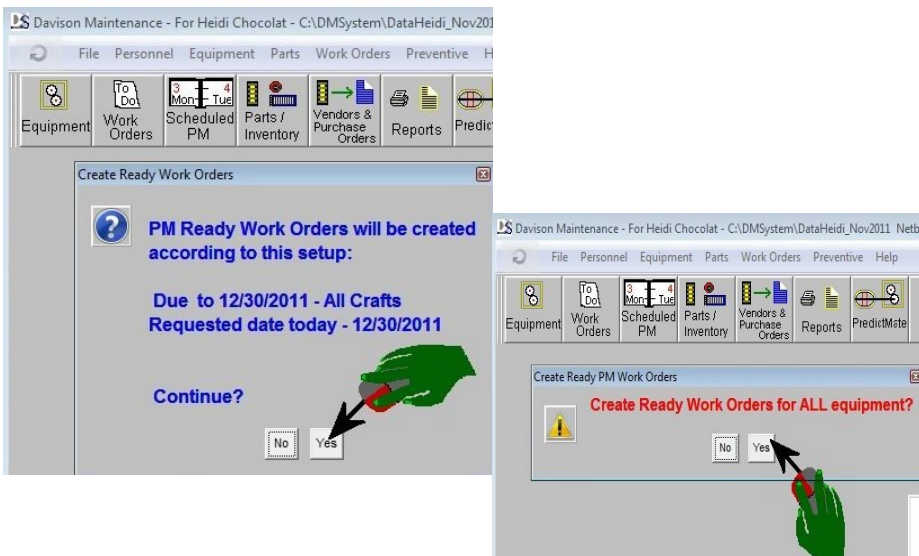


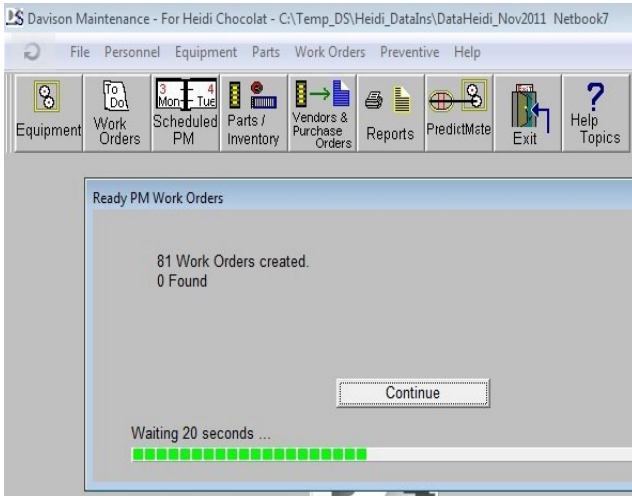
Create Ready Work Orders.

Check "Include Daily and Weekly..." for your weekly tasks to schedule.



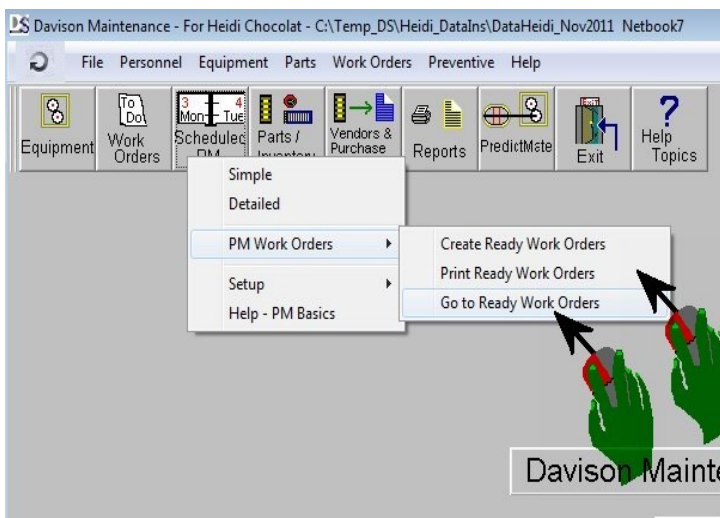
Follow the prompts, checking "Yes".





Work Orders are created.

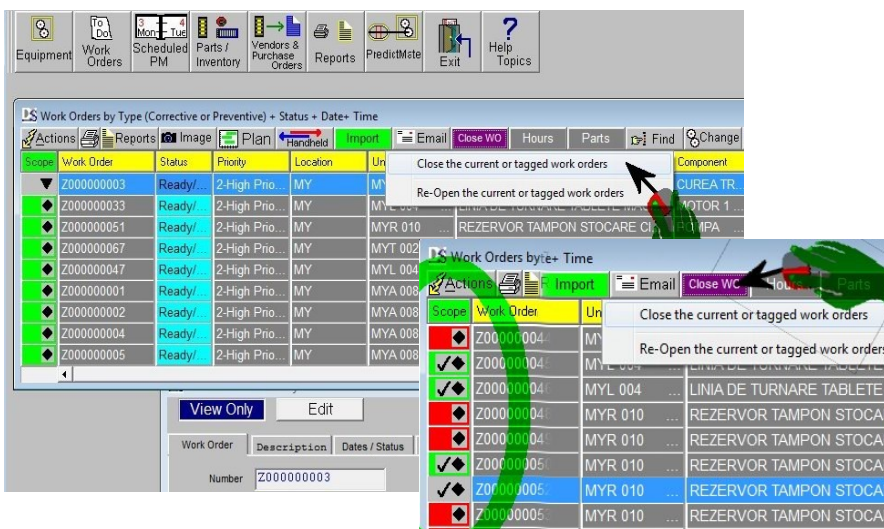
Only new work orders are created. If any work orders from the past week exist, a new work order is not created until the old work order is completed.



Print the work orders

OR

If you close (complete) the work orders in the Work Orders window, go directly to Work Orders.



Close work orders as you complete the tasks.

You can tag several work orders in the "scope" to close many.

Work order windows can be configured for each person or craft, so that person or group sees their work orders.