



- Search for the Work Orders by Phase Shop. Additional criteria can be specified to limit results.
- Click **Refresh**

Backlog	Planning	Scheduling	Started	Stalled
<p>160201-116630 001 8270 HEAVY EQUIPMENT PLEASE GENERAL MAINT 2 Apr 20, 2016 09:50 AM IN PROGRESS 0.00</p>				<p>161141-500861 001 Fix for grounds HEQ CORRECTIVE 2 Nov 21, 2016 11:27 AM ASSIGNED 0.00</p>
<p>160726-263679 001 HOUSTON STREET AND UNIVERSITY STREET ROAD REPAIR 2 Jul 26, 2016 10:50 AM ASSIGNED 0.00</p>				<p>170324-303326 001 Fix-pot hole ROUTINE 1 Feb 24, 2017 08:48 AM ASSIGNED 0.00</p>

Results are displayed in 5 columns based on the following criteria –

- Backlog – No transactions exist against the WO/Phase. No planning screens or scheduling screens have been started.
- Planning – Work Planner screen has been started. No other transactions started. No charges on the phase. *(Not using at this time.)*
- Scheduling – Been added to a Daily Assignment. Pick Ticket created. No time has been started.
- Started – Timecards started. Charges posted to the phase.
- Stalled – Charges posted to the phase. No Daily Assignment, Pick Tickets or Asset rentals for a future date.

## Work Order/Phase (WOP) Information

Status can be edited from this screen. All other fields are display only.

Work Order #  
Phase #

160420-236630  
001  
0270 HEAVY EQUIPMENT-PLEASE  
GENERAL MAINT  
2  
Apr 20, 2016 09:50 AM  
IN PROGRESS Q  
0.00

Description  
Work Code  
Priority  
Date created  
Status  
Estimated Hrs


Work Planner  
Work Scheduler  
Shop Daily Assignment

Work Order Descending ▼

**Backlog** 5

170404-303477  
001  
broken bricks in the middle - test  
LANDSCAPE DESIGN  
1  
Apr 04, 2017 10:11 AM  
OPEN Q  
0.00

161207-300946  
002  
Grounds work order.  
OTHER  
4  
OPEN Q  
0.00

- By default, the Work Orders will appear with the oldest on top. Change the drop down to Work Order Descending to see the newest on top.
- Click  to open the **Shop Daily Assignment** screen.