

Work Order Agenda

➤ Work Orders

- Purposes of tracking work orders
- Customizing disciplines
- Types of work orders
- Completion of a work order
 - Unit Charges
 - Special Features
 - Non Unit Work Orders (Maintenance Bldg.)
- Completion of a make ready work order
 - Unit turnaround & exemptions

➤ Reports

- Work Order Report
- Make Ready Work Order Report
 - Locating data entry errors
- Work Order Summary Report
 - MASS reporting information
- Unit Exemptions
- Unit Turnaround
 - Locating data entry errors using detail report

➤ Common mistakes