

[-] **Maintenance**

- Work Request
- Work Order
- Timecard
- PM
- Procedure
- IT Helpdesk

[-] **Assets**

- Equipment  
Route Reading
- Location
- Labor

[-] **Inventory**

- Inventory
- Storeroom
- Vendor

[-] **Purchasing**

- Purchasing
- Receiving
- Item Request

[-] **Admin**

- Admin
- Reports
- Budgeting
- Interface
- X-Reference

[-] **Proj Mgmt**

- Projects
- Scheduling

[-] **My Calendar**

- My Schedule

**Help**  
**Logoff**

## MODULE RECEIVING

Fully integrated with the Purchasing module is the Web Work Receiving module. Items purchased may be received by line, in part, or in full. All associated information from inventory and purchasing details are available from the receiving screen to ensure accuracy and eliminate mistakes.

Items may be received into a storeroom or directly issued to a work order or employee and held in a staging area for pick-up. All packaging documents may be entered into the receiving screen for tracking and accountability. Price adjustments, quantities and invoice totals may be entered here.

NOTE: Included in Enterprise Package