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- » **Work Order**
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MODULE

WORK ORDER

The Work Order module allows users to manage all aspects of daily maintenance and operations. Work Orders are generated through the request module, preventive maintenance schedules, or as required by the user. All aspects of work to be performed are entered here. Details including estimated costs and actual costs are added to work orders as the work process is completed. Activity based costing and accomplishments are tracked for reporting and all labor, material, tools and other information may be entered here.

Work Orders can never be deleted from Web Work (only archived), so any history captured by a work order can be viewed and analyzed at any given time.

The accounting system contained within Web Work allows for an unlimited account structure to charge various aspects of the job/project to, by fixed dollar amount or percentage. Fault codes, downtime and asset costs are also tracked through data entered into the work order.

- » Allows users to manage all aspects of daily maintenance and operations
- » Generated through the request module, preventive maintenance schedules, or as required by the user
- » Estimated costs and actual costs are added to work orders as the work process is completed
- » Activity based costing and accomplishments are tracked for reporting
- » All labor, material, tools, and other information may be entered here
- » Unlimited account structure to charge various aspects of the job/project to, by fixed dollar amount or percentage.
- » Fault codes, downtime and asset costs are also tracked
- » Create modify & review work orders
- » Prioritize and schedule work
- » Query based on any criteria
- » Add tasks, labor, material, and tools
- » Manage small and large projects
- » Compare estimates with actual costs
- » Automatically update procedures from actuals
- » Batch close work orders
- » Route work orders to employees with built in email functions