

How to Add the To Do Item to a Work Order

- 1. [Open the Consumption Sites record.](#)
- 2. Navigate to the Work Orders tab. Either [add a new work order](#) or select a work order in the grid. The work order's details will be displayed on the **Work Order Details panel**. Refer to [Consumption Sites > Work Orders tab](#) for the field description.
- 3. There is an empty row in the grid, this is where you can enter the to do items. Click the Items combo box then select an item from the list. If the item is not on the list, you can add this to the [Work To Do Items](#) screen.
- 4. If the To Do Item is already completed, then select the **Completed check box button**.

DetailsAttachment

To Do Items

OpenRemove

Items*

Completed

SET TANK

✓

LABOR

✓

- 5. **Save** the changes on the record.
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4. If the To Do Item is already completed, then select the **Completed check box button**.

To Do Items	
 View  Remove	
Items	Completed
PICK UP TANK	<input checked="" type="checkbox"/>
SET TANK	<input type="checkbox"/>
	<input type="checkbox"/>

5. **Save** the changes on the record.

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To Do Items	
 Edit  Remove	
Items	Completed
PICK UP TANK	<input checked="" type="checkbox"/>
SET TANK	<input type="checkbox"/>
	<input type="checkbox"/>

5. **Save** the changes on the record.