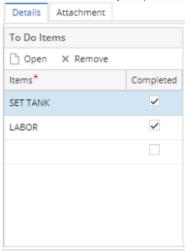
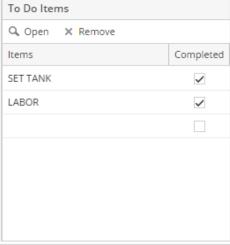
## How to Add the To Do Item to a Work Order

- 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.

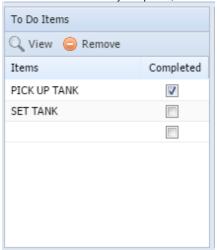


- 5. Save the changes on the record.
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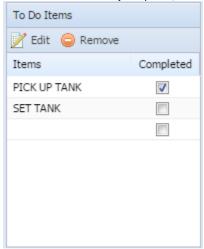


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5. Save the changes on the record.