

Generate Work Orders

The **Generate Work Orders** screen is used to mass create work order for specific sites.

1. From TM menu, click **Generate Work Orders** screen.

The screenshot shows the 'Generate Work Orders' application window. The title bar reads 'Generate Work Orders' with standard window controls. Below the title bar is a menu bar with 'Generate', 'Finalize Work Orders', 'Export', and 'Close'. The main interface is divided into two panes. The left pane, titled 'Details', contains two sections: 'Create Work Orders' and 'Selection Criteria'. The 'Create Work Orders' section has three input fields: 'Scheduled Date' (with a calendar icon), 'Category' (a dropdown menu), and 'To Do Items' (a dropdown menu). The 'Selection Criteria' section has eight dropdown menus: 'Filter Method' (set to 'Last Event'), 'Device Type', 'Event Type', 'Before Last Date' (with a calendar icon), 'Device Ownership', 'Product', 'Route', and 'Location'. The right pane is a table with a header row containing the following columns: 'Customer No.', 'Name', 'Site No.', 'Site Description', 'Delivery Address', 'Location', 'Route', and 'Last Event Date'. Above the table is a toolbar with buttons for 'X Remove', 'Export', 'View' (with a grid icon), and a 'Filter (F3)' button. The table itself is currently empty. At the bottom of the window is a status bar with a help icon, a lightbulb icon, and the text 'Ready'.

2. Enter the details needed for the creation of work order for the specific sites.
 - a. Scheduled Date
 - b. Category
 - c. To Do Items