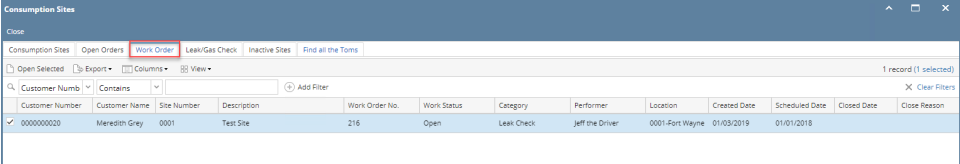


# Work Order Status

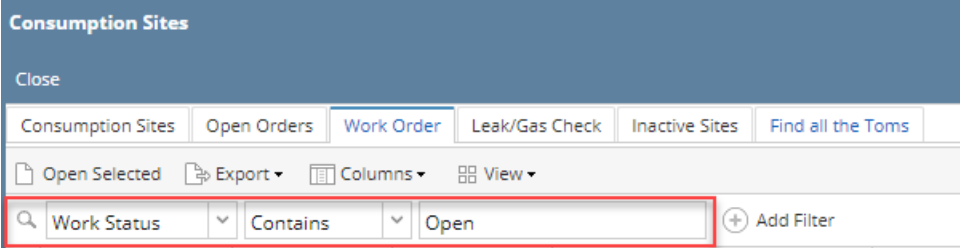
**Work Order Status report** has been removed in Reports menu and was included in **Consumption Site Search screen > Work Orders tab**. The search screen can be used to view the list of work orders detail and its current status.

Here is how to use and view this report.

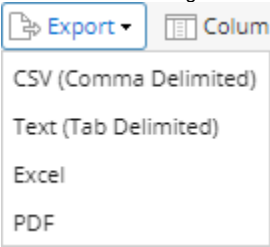
- 1. Open the Consumption Site Search screen and navigate to **Work Order**tab. Customer work order details will be listed on the grid.



- 2. Filter specific records using the Advance Filter (magnifying glass icon) to list the records needed for the report. Additional parameters can be also done by clicking the **+ Add Filter** button.




- 3. Select the record on grid and click Export button. The report can be exported and viewed via CSV, Text, Excel or PDF file.



- 4. Below is the preview of the report as exported via PDF:

Consumption Sites												
Customer Number	Customer Name	Site Number	Description	Work Order No.	Work Status	Category	Performer	Location	Created Date	Scheduled Date	Closed Date	Close Reason
0000000020	Meredith Grey	0001	Test Site	216	Open	Leak Check	Jeff the Driver	0001-Fort Wayne	03/01/2019 12:00:00 AM	01/01/2018 12:00:00 AM		



**Note**

**Work Order Status report** has been obsoleted in 15.4 and higher version. Information that is being displayed by the report can be filtered in Consumption Site search screen > Work Orders tab.

Use this report to view a list of work orders and its current status.

Here is how to use and preview this report.

1. Open Report Parameters screen of Work Order Status report.

Report Parameters - Work Order Status

Preview Defaults Save Close

X Remove Layout Filter Records (F3)

Field Name	Condition	From	To	Join
<input type="checkbox"/> Status	Equal To			And
<input type="checkbox"/> Date Scheduled	Between			And
<input type="checkbox"/> Date Created	Between			And
<input type="checkbox"/> Performer ID	Between			And
<input type="checkbox"/> Location	Between			And
<input type="checkbox"/>				

Report Options

Description Apply

Sort Options

X Remove Filter:

Sort Field Name	Sort Direction
	Ascending

Ready

2. Fill out Selection Criteria section. Below are the available criteria.

- **Status** - Use this to filter report by the current status of work order. You can select a status from the combo box list, or type one in.
- **Date Scheduled** - Use this to filter data by date entered in Date Scheduled field of work order. You can select a date from the date picker, or type one in.
- **Date Created** - Use this to filter data by date indicated on Date Entered field of work order. You can select a date from the date picker, or type one in.
- **Performer** - Use this to filter report by the performer indicated on work order. You can select a performer ID from the combo box list, or type one in.
- **Location** - Use this to filter the report by consumption sites' location number. User can select from the combo box list, or manually type it on. If field is left blank, the report includes all locations.

3. Click **Preview** toolbar button. **Preview Task List** form will display.

Preview Task List

Remove

Archive

Layout

Filter Records (F3)

Report Name

Status

Download

Details

Work Order Status

## Work Order Status

i21 Demo Setup Company(Source)

Monday, April 25, 2016

04:32:25 PM

Location	Customer Number	Name	Consumption Site Number	Address	Description
0001 - Fort Wayne	0001005078	Customer A	0001	1234 Main St., Fort Wayne, IN, 46801	Tank A
Work Order Number: 00005      Date Scheduled: 4/19/2016      Date Created: 04/25/2016					
Performer: 0001005080      To Do Items: LABOR;					
Customer C					
Date Closed: 04/20/2016      Close Reason: WORK COMPLETED					

Parameters				
Status	From		To	
Date Scheduled	From	04/01/2016	To	04/30/2016
Date Created	From		To	
Performer ID	From		To	
Location	From		To	

### Note

Work Order Status report has been obsoleted in 15.4 and higher version. Information that is being displayed by the report can be filtered in Consumption Site search screen > Work Orders tab.

Use this report to view a list of work orders and its current status.

Here is how to use and preview this report.

1. Open Report Parameters screen of Work Order Status report.

Report Parameters - Work Order Status

Preview Defaults Save Close

Remove Filter Records (F3)

Field Name	Condition	From	To	Join
Status	Equal To			And
Date Scheduled	Between			And
Date Created	Between			And
Performer ID	Between			And
Location	Between			And

Report Options

Description	Apply
-------------	-------

Sort Options

Remove Filter:

Sort Field Name	Sort Direction
	Ascending

Ready

2. Fill out Selection Criteria section. Below are the available criteria.

- **Status** - Use this to filter report by the current status of work order. You can select a status from the combo box list, or type one in.
- **Date Scheduled** - Use this to filter data by date entered in Date Scheduled field of work order. You can select a date from the date picker, or type one in.
- **Date Created** - Use this to filter data by date indicated on Date Entered field of work order. You can select a date from the date picker, or type one in.
- **Performer** - Use this to filter report by the performer indicated on work order. You can select a performer ID from the combo box list, or type one in.
- **Location** - Use this to filter the report by consumption sites' location number. User can select from the combo box list, or manually type it on. If field is left blank, the report includes all locations.

3. Click **Preview** toolbar button. **Preview Task List** form will display.

Preview Task List

Remove

Archive

Filter:

Report Name	Status	Download	Details
Work Order Status			

Report Viewer

Work Order Status

Page 1 of 1

Work Order Status

iRely Grain and Ag Co

Tuesday, March 24, 2015

04:18:44 PM

Location	Customer Number	Name	Consumption Site Number	Address	Description
071	0000000010	UNIOIL PETROLEUM	0001	MAIN STREET, CAMBRIDGE, MN, 55008	Sample Site

Work Order Number: 11676

Date Scheduled: 3/12/2015

Date Created: 03/12/2015

Performer: CO Company

To Do Items: PICK UP TANK; SET TANK;

Parameters

Status	From		To	
Date Scheduled	From		To	
Date Created	From		To	
Performer ID	From		To	
Location	From		To	