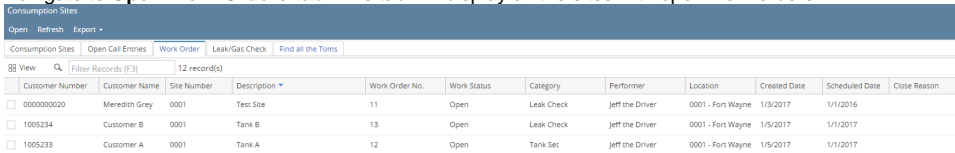# How to View Open Work Orders

The Open Work Orders Search screen display the lists of active sites with open work orders.
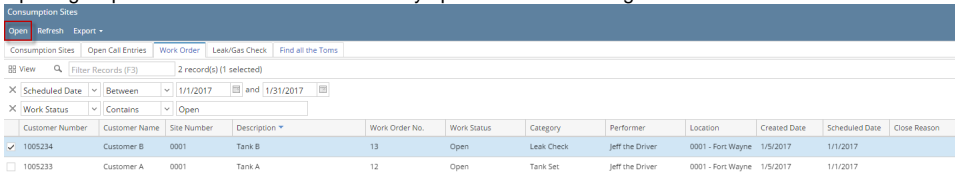
Here is how to use and view this report.

1. Open Consumption Site screen. Consumption Site Search screen will display focusing on the default tab - Site.
2. Navigate to **Open Work Orders tab**. This tab will display all the sites with open work orders.
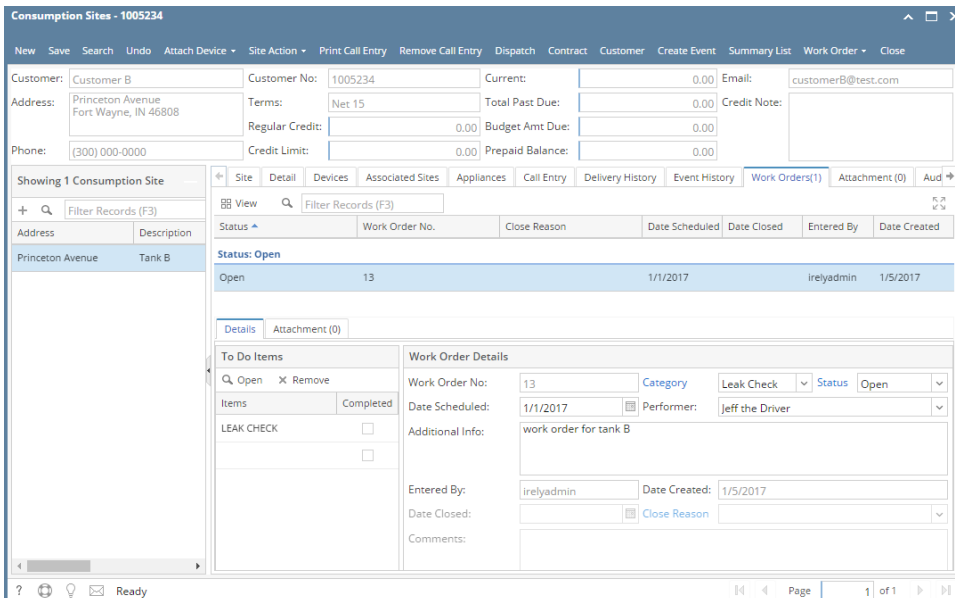

3. Opening a specific work order will automatically opens the site focusing in work orders tab.

4. Showing of Open Work Orders details can be customized by right clicking any of the **Column Header > Columns**. Select/Deselect from the column lists the details you want to display on the search screen.

5. The search screen can be also filtered, exported and printed like a report. Click on the **Advanced Filter icon** (magnifying glass) and select/enter specific filters. Click the same icon to add more filters.
6. Hit the **Enter Key** to apply the filters and display the results.

7. The results can be exported via **Export button** on the following format:

8. Exporting the records will be downloaded from the browser. Opening the downloaded exported file will open another browser tab if PDF file while the rest opens on the specific applications available on your computer.

Here's the sample exported records on different format:

PDF

Text

```
Work Order

Customer Number Customer Name  Site Number   Description    Work Order No.  Work Status    Category       Performer      Location      Created Date   Scheduled Date  Close Reason
1005234 Customer B       0001    Tank B  13     Open    Leak Check     Jeff the Driver 0001 - Fort Wayne   01/05/2017     01/01/2017
1005233 Customer A       0001    Tank A  12     Open    Tank Set       Jeff the Driver 0001 - Fort Wayne   01/05/2017     01/01/2017


Filter by:                                              1/5/2017, 5:29:07 PM
Scheduled Date is greater than or equal to '01/01/2017'
Scheduled Date is less than or equal to '01/31/2017'
Work Status contains 'Open'
```

CSV

```
Work Order

Customer Number,Customer Name,Site Number,Description,Work Order No.,Work Status,Category,Performer,Location,Created Date,Scheduled Date,Close Reason
1005234,Customer B,0001,Tank B,13,Open,Leak Check,Jeff the Driver,0001 - Fort Wayne,1/5/2017 12:00:00 AM,1/1/2017 12:00:00 AM,,
1005233,Customer A,0001,Tank A,12,Open,Tank Set,Jeff the Driver,0001 - Fort Wayne,1/5/2017 12:00:00 AM,1/1/2017 12:00:00 AM,,


Filter by:,,,,,,,,1/5/2017, 5:25:32 PM
Scheduled Date is greater than or equal to '01/01/2017'
Scheduled Date is less than or equal to '01/31/2017'
Work Status contains 'Open'
```

Excel

Work Order	iRely LLC		Created: 1/5/2017, 5:23:28 PM

Customer Number	Customer Name	Site Number	Description	Work Order No.	Work Status	Category
1005234	Customer B	0001	Tank B	13	Open	Leak Check
1005233	Customer A	0001	Tank A	12	Open	Tank Set

Filter by: Scheduled Date is greater than or equal to 01/01/2017, Scheduled Date is less than or equal to 01/31/2017, Work Status contains Open

Work Order	iRely LLC		Created: 1/5/2017, 5:23:28 PM

Performer	Location	Created Date	Scheduled Date	Close Reason
Jeff the Driver	0001 - Fort Wayne	01/05/2017	01/01/2017	
Jeff the Driver	0001 - Fort Wayne	01/05/2017	01/01/2017	

Filter by: Scheduled Date is greater than or equal to 01/01/2017, Scheduled Date is less than or equal to 01/31/2017, Work Status contains Open

9. **Print** the report.