

# Work Order

A **Work Order** can be any type of work that needs to be done on the Consumption Site. What needs to be done and when it will be done are communicated to the assigned employee (typically the Driver) through Work Orders.

In the **Consumption Site screen > Work Orders tab**, all work orders related to a site are listed (see [Consumption Sites](#)). There are two areas in this tab, the top area, which is a grid that displays all Work Orders created for the Consumption Site, and the bottom area which consists of Work Order Details and To Do items. Selecting a particular Work Order, open or closed, will display its details on the Work Order Details section and To Do section.

The process flow is as follows:

1. A Work Order is created and printed.
2. Driver receives the work order and completes the work.
3. Driver brings the paperwork back to the office. An invoice is created based on the work done, and the Work Order is set to close manually.

Note that there can be more than one Open Work Order per Consumption Site and more than one To Do items in a Work Order.

## Pages

- [How to Add a Work Order](#)
- [How to Print a Work Order](#)
- [How to Close a Work Order](#)
- [How to Add the To Do Item to a Work Order](#)
- [How to Delete a To Do Item of a Work Order](#)
- [Work To Do Items](#)
- [Close Reason](#)
- [Work Status](#)
- [Work Order Category](#)
- [How to View Open Work Orders](#)