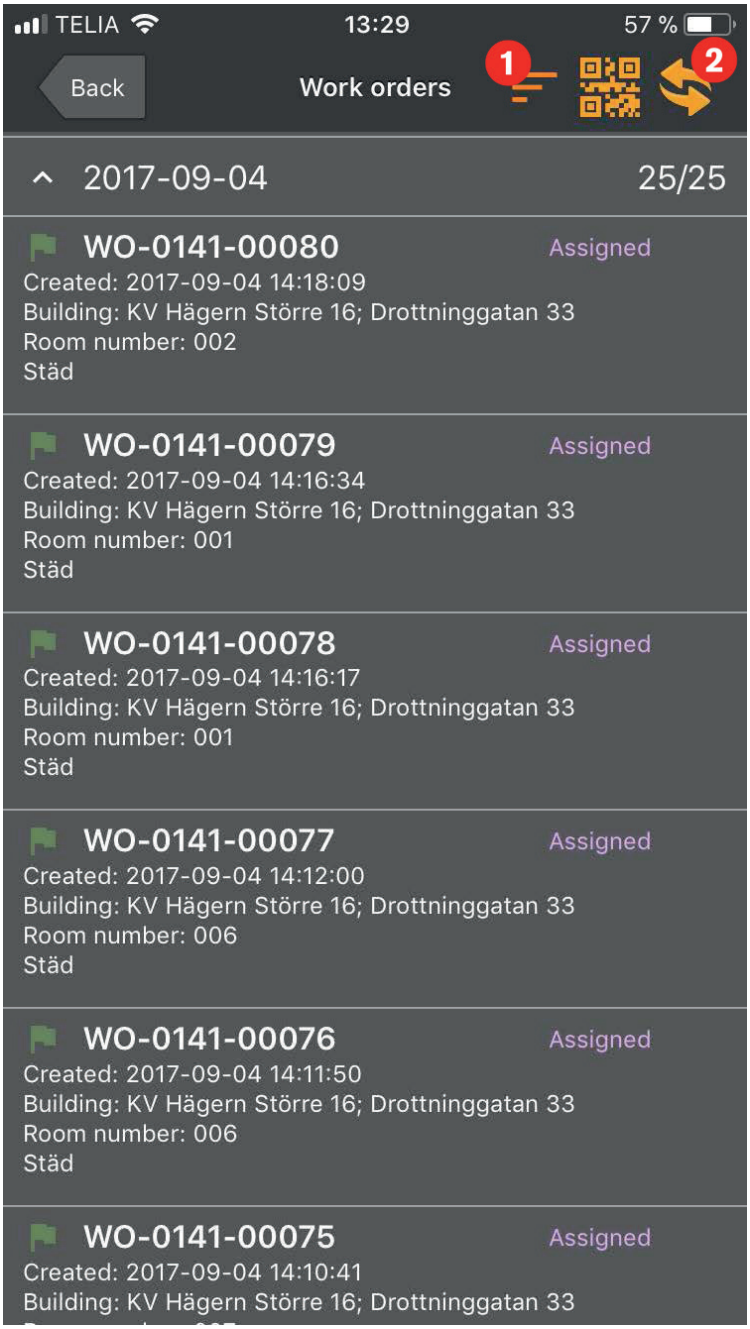
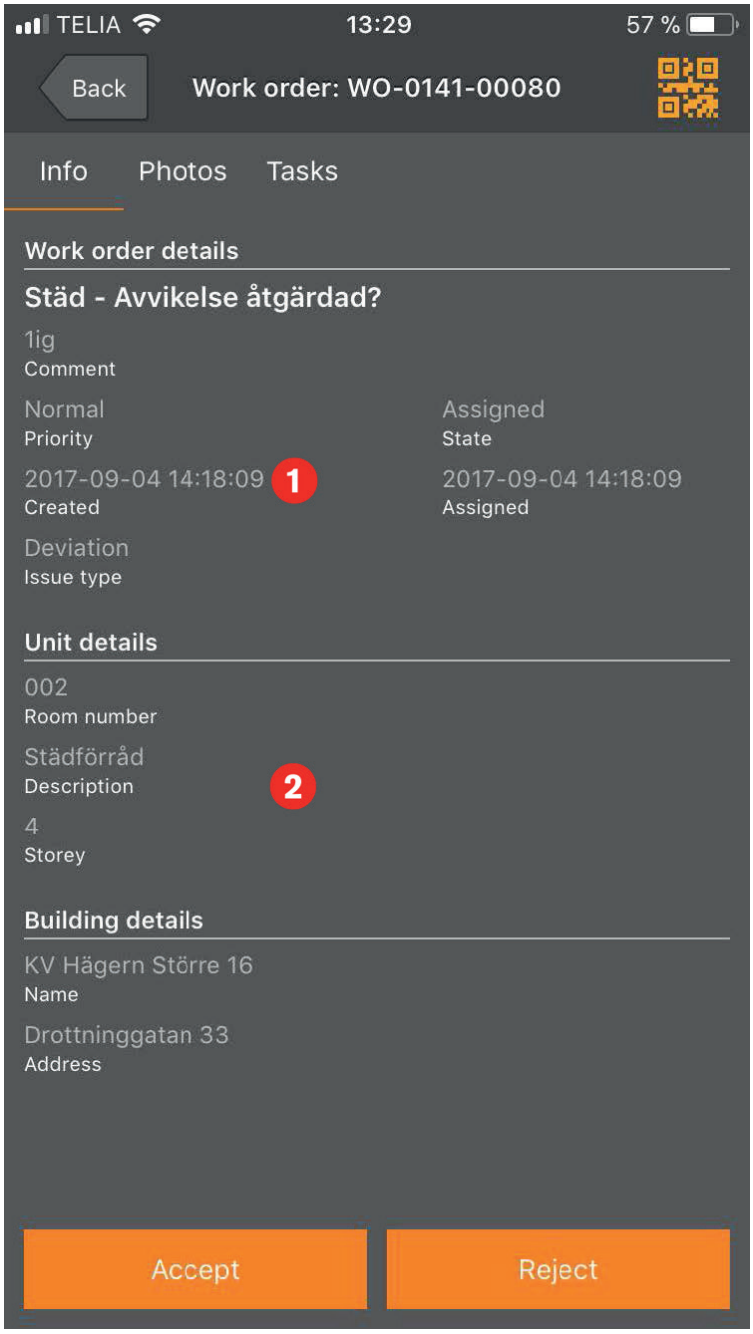
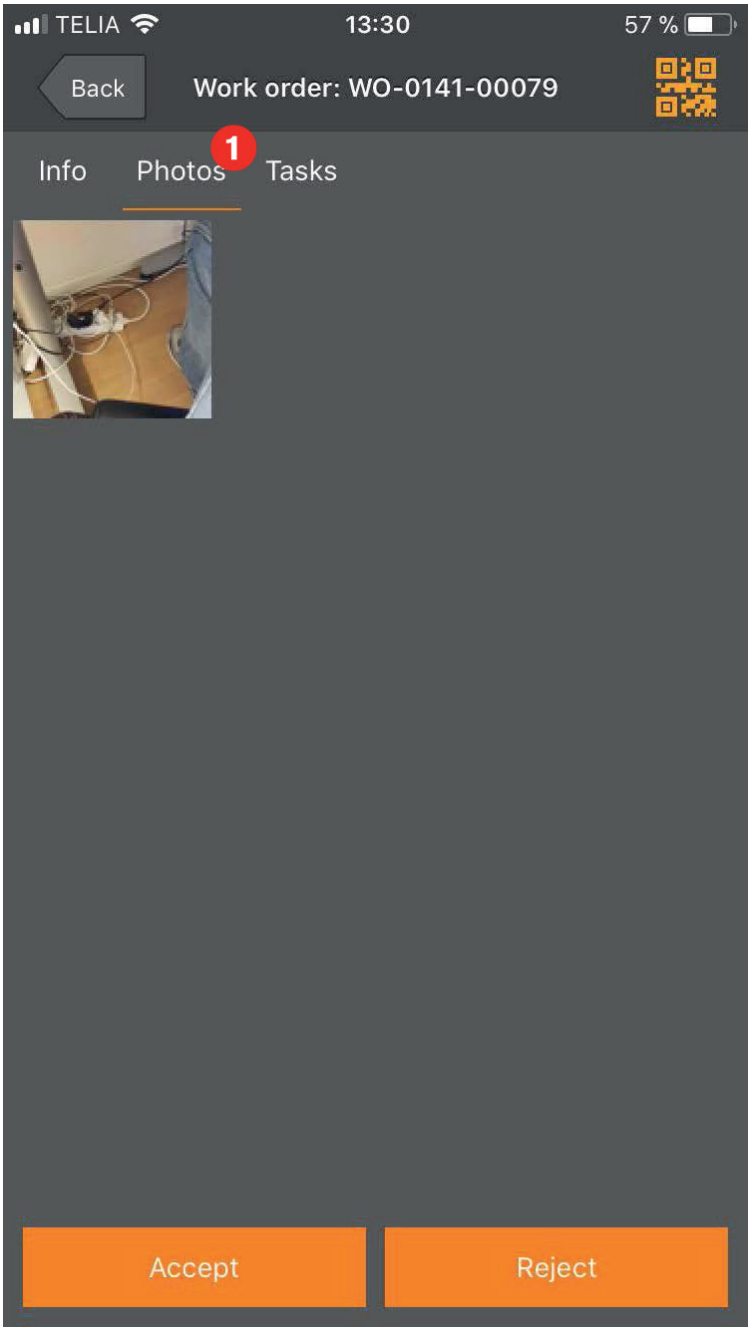
Work order English Manual



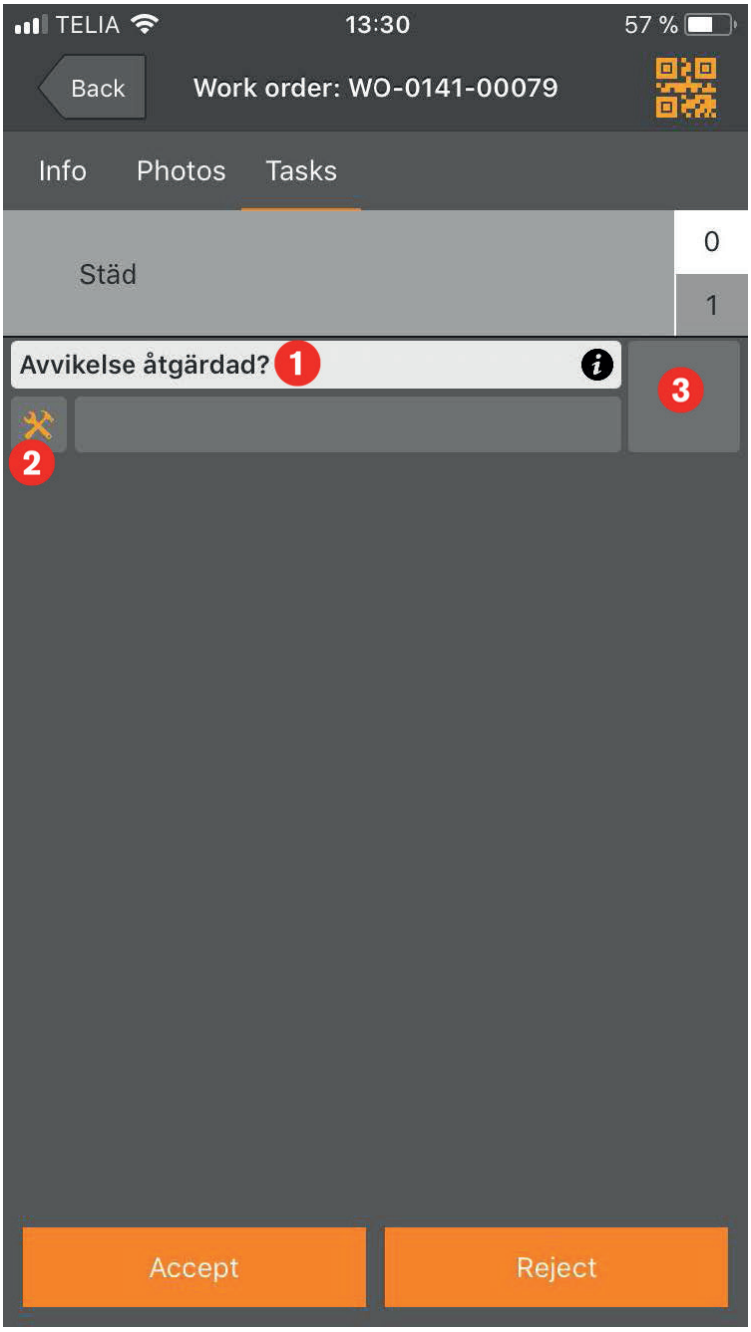
Once you have entered the Optiqo CHECK app, logged in and clicked on “view orders”, you will see this view. Here you can see all open deviations/work orders.
The work orders can have four different statuses: Assigned, Accepted, Ongoing and Completed.
1. Here you can choose how Work Orders are sorted. You can choose between priority, date, location and status.
2. Here you update the page.



When you have clicked on a work order, you will see this view. Here you can choose to accept or decline the work order. If a work order has already been accepted, you can choose to start or decline the work order.
1 .Here you will find details about the work order. For example, when the work order was created, accepted, assigned, started and how long it took to fix the work order.
2. Here you can see which room where the deviation exists.

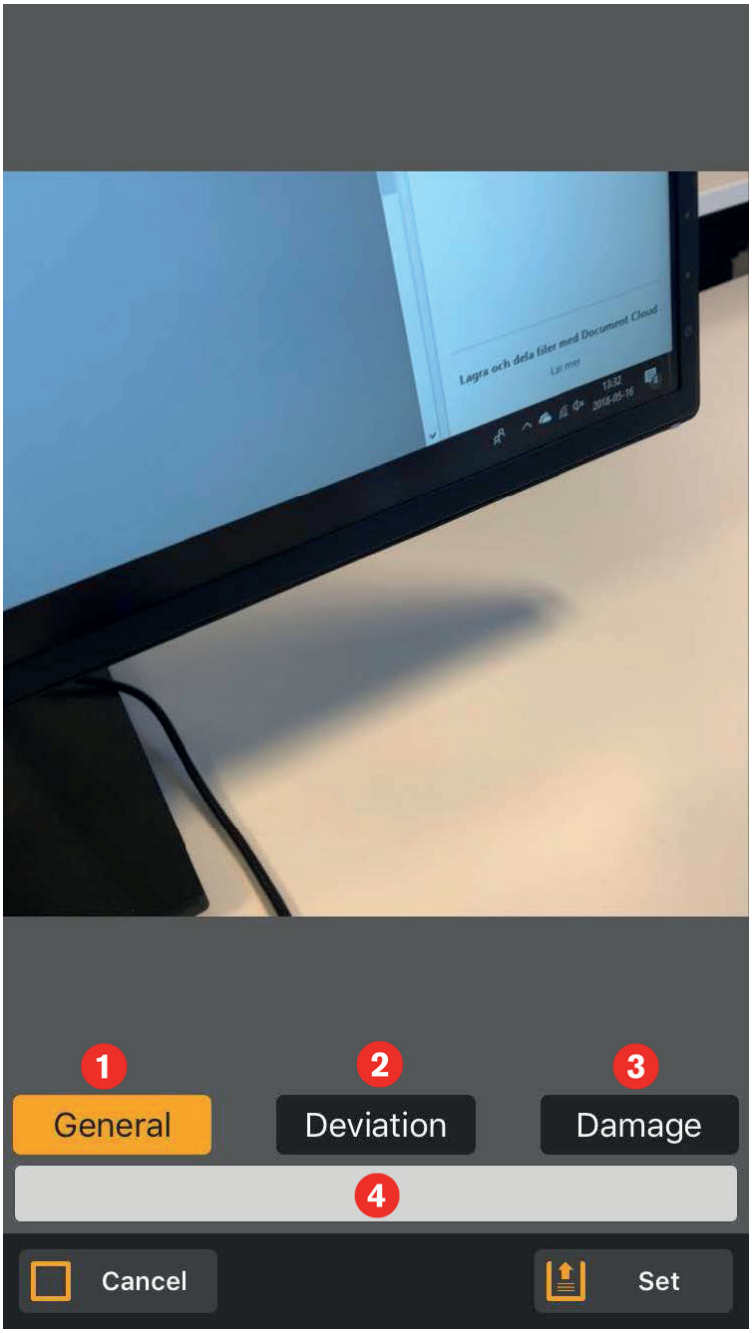


1. Here you can see all the pictures that have been attached to the work order and what to do.



Here you can add comments and pictures before finishing the work order.
It is a requirement that you add an image of the action or you can not finish the work order.

1 .Pressing this box gives you a text box with information.
2. Tap here to attach pictures.
3. Tap here to show that the work order has been completed.



Here you decide what kind of picture you have taken.
1. "General" is used to take a post-photo after correcting the deviation/work order.
2. "Deviation" is used if the work order can not be fully resolved.
3. "Damage" is used to report property damage.
4. Here you must add a comment to the photo you have taken.

TELIA
13:32
56 %
Back
Work order: WO-0141-00101
Info
Photos
Tasks
Städ
1
1
Avvikelse åtgärdad?
1
Tap to enter a comment
Finish