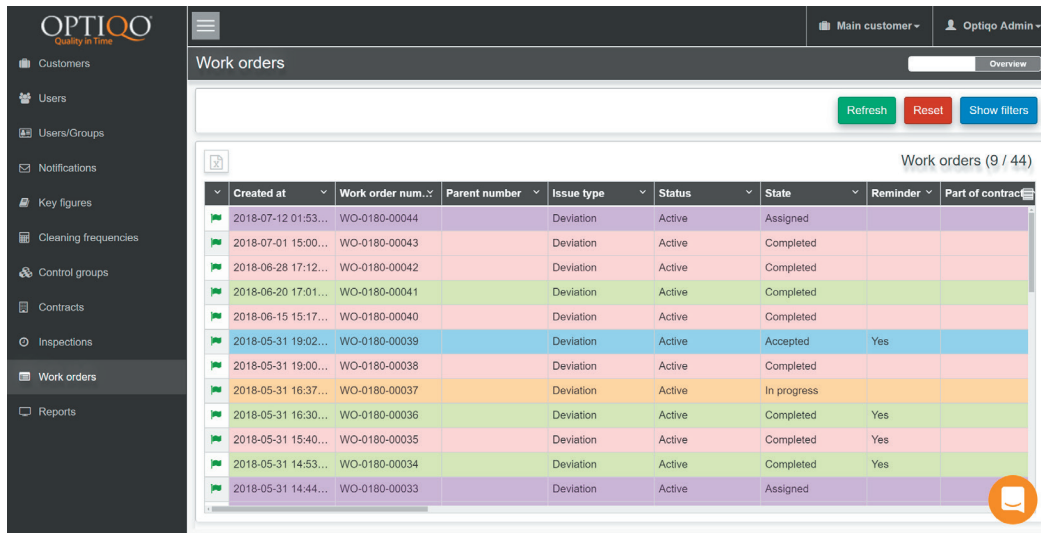


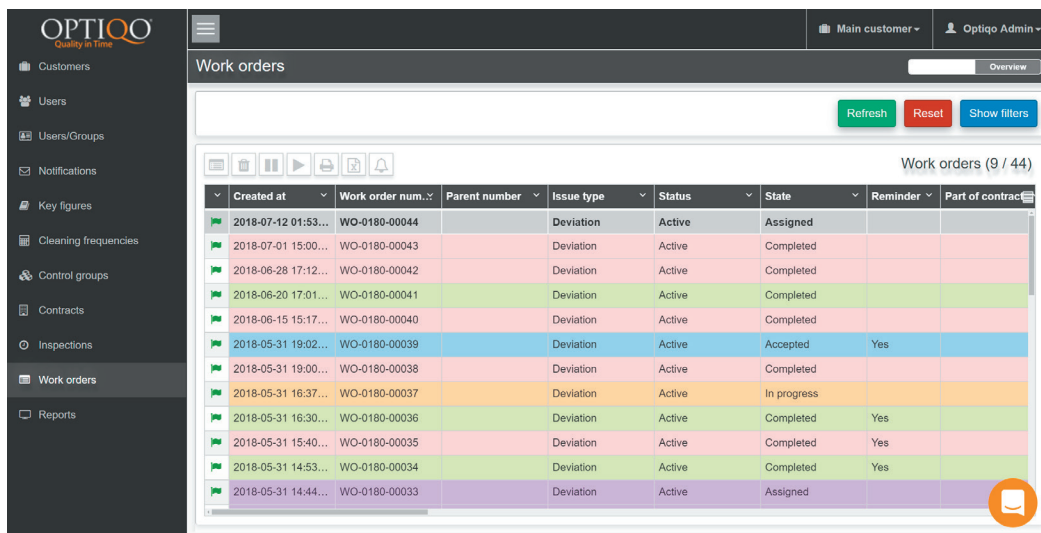
Work orders



The screenshot shows the OPTIQO Work orders interface. The left sidebar contains navigation links: Customers, Users, Users/Groups, Notifications, Key figures, Cleaning frequencies, Control groups, Contracts, Inspections, Work orders (selected), and Reports. The top header shows 'Main customer' and 'Optiqo Admin'. The main content area displays a table of work orders with the following columns: Created at, Work order num., Parent number, Issue type, Status, State, Reminder, and Part of contract. The table contains 9 rows of data, with the first row highlighted in green. The status of the work orders is 'Active'.

Created at	Work order num.	Parent number	Issue type	Status	State	Reminder	Part of contract
2018-07-12 01:53...	WO-0180-00044		Deviation	Active	Assigned		
2018-07-01 15:00...	WO-0180-00043		Deviation	Active	Completed		
2018-06-28 17:12...	WO-0180-00042		Deviation	Active	Completed		
2018-06-20 17:01...	WO-0180-00041		Deviation	Active	Completed		
2018-06-15 15:17...	WO-0180-00040		Deviation	Active	Completed		
2018-05-31 19:02...	WO-0180-00039		Deviation	Active	Accepted	Yes	
2018-05-31 19:00...	WO-0180-00038		Deviation	Active	Completed		
2018-05-31 16:37...	WO-0180-00037		Deviation	Active	In progress		
2018-05-31 16:30...	WO-0180-00036		Deviation	Active	Completed	Yes	
2018-05-31 15:40...	WO-0180-00035		Deviation	Active	Completed	Yes	
2018-05-31 14:53...	WO-0180-00034		Deviation	Active	Completed	Yes	
2018-05-31 14:44...	WO-0180-00033		Deviation	Active	Assigned		

Work orders are generally generated by inspections. You can for example see when and where the work order was created. Comment, image and status of work order is also useful information which can be found.



The screenshot shows the OPTIQO Work orders interface. The left sidebar contains navigation links: Customers, Users, Users/Groups, Notifications, Key figures, Cleaning frequencies, Control groups, Contracts, Inspections, Work orders (selected), and Reports. The top header shows 'Main customer' and 'Optiqo Admin'. The main content area displays a table of work orders with the following columns: Created at, Work order num., Parent number, Issue type, Status, State, Reminder, and Part of contract. The table contains 9 rows of data, with the first row highlighted in green. The status of the work orders is 'Active'.

Created at	Work order num.	Parent number	Issue type	Status	State	Reminder	Part of contract
2018-07-12 01:53...	WO-0180-00044		Deviation	Active	Assigned		
2018-07-01 15:00...	WO-0180-00043		Deviation	Active	Completed		
2018-06-28 17:12...	WO-0180-00042		Deviation	Active	Completed		
2018-06-20 17:01...	WO-0180-00041		Deviation	Active	Completed		
2018-06-15 15:17...	WO-0180-00040		Deviation	Active	Completed		
2018-05-31 19:02...	WO-0180-00039		Deviation	Active	Accepted	Yes	
2018-05-31 19:00...	WO-0180-00038		Deviation	Active	Completed		
2018-05-31 16:37...	WO-0180-00037		Deviation	Active	In progress		
2018-05-31 16:30...	WO-0180-00036		Deviation	Active	Completed	Yes	
2018-05-31 15:40...	WO-0180-00035		Deviation	Active	Completed	Yes	
2018-05-31 14:53...	WO-0180-00034		Deviation	Active	Completed	Yes	
2018-05-31 14:44...	WO-0180-00033		Deviation	Active	Assigned		

By pressing an active work order you will have these options show. It is possible to delete, pause and start work orders. You can also print a report or export to csv aswell as set a reminder.

Work orders (9 / 44)

Created at	Work order num.	Parent number	Issue type	Status
2018-07-12 01:53...	WO-0180-00044		Deviation	Active
2018-07-01 15:00...	WO-0180-00043		Deviation	Active
2018-06-28 17:12...	WO-0180-00042		Deviation	Active
2018-06-20 17:01...	WO-0180-00041		Deviation	Active
2018-06-15 15:17...	WO-0180-00040		Deviation	Active
2018-05-31 19:02...	WO-0180-00039		Deviation	Active
2018-05-31 19:00...	WO-0180-00038		Deviation	Active
2018-05-31 16:37...	WO-0180-00037		Deviation	Active
2018-05-31 16:30...	WO-0180-00036		Deviation	Active
2018-05-31 15:40...	WO-0180-00035		Deviation	Active
2018-05-31 14:53...	WO-0180-00034		Deviation	Active
2018-05-31 14:44...	WO-0180-00033		Deviation	Active

Work tasks

Group name	Task name	Accept...	Comm
Office Cleaning	Has issue been c...	No	

By pressing the overview button above the filter function you will see work tasks associated with the selected work order..

Work orders (9 / 44)

Created at	Work order num.	Parent number	Issue type	Status
2018-07-12 01:53...	WO-0180-00044		Deviation	Active
2018-07-01 15:00...	WO-0180-00043		Deviation	Active

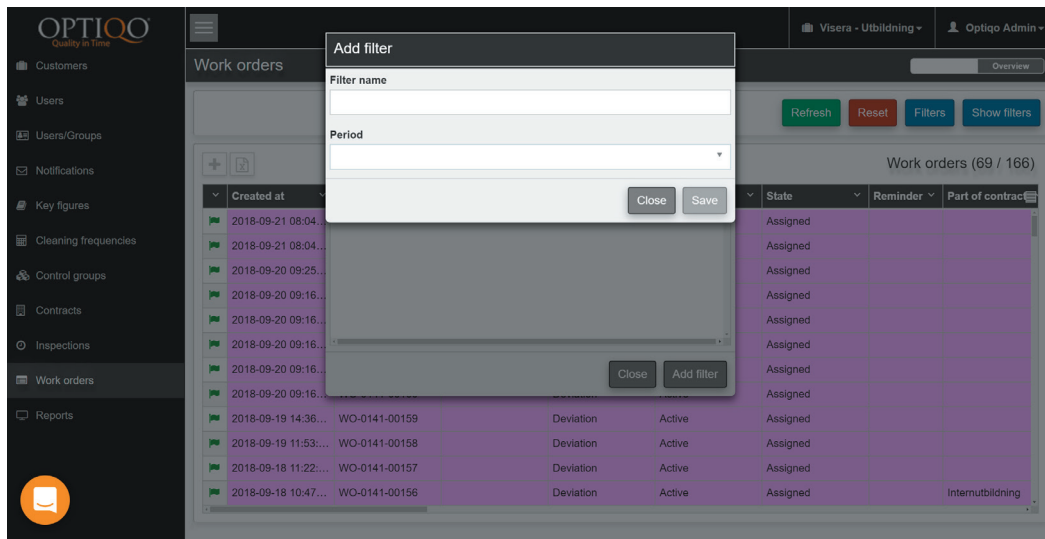
Work tasks

Group name	Task name	Accept...	Comm
Office Cleaning	Has issue been c...	No	

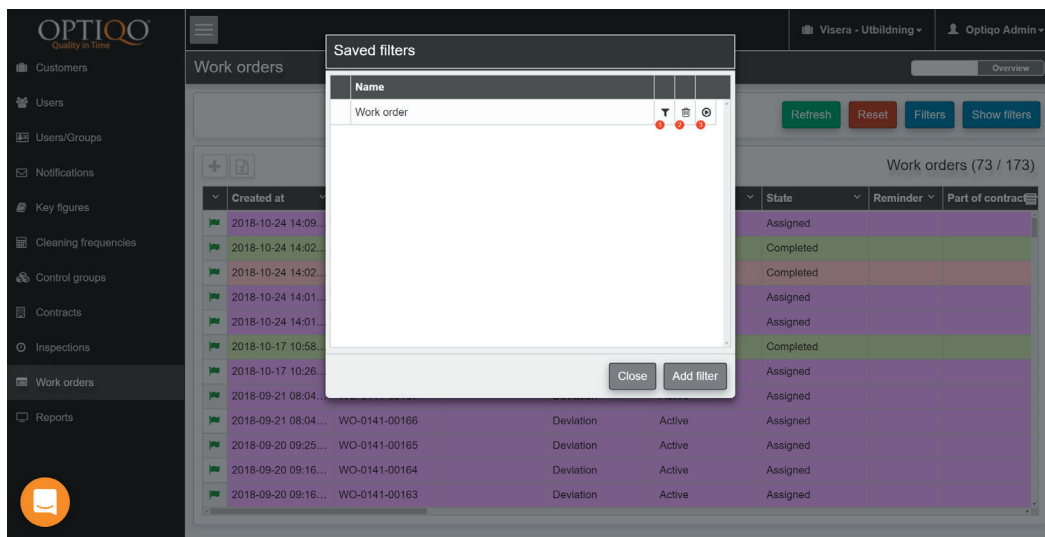
This is the view of the filter function.

Work order number	WO-0180-00041		
Performed by	Clint Lavallee		
Address	123 Rock		
Customer	Main customer	Room type	Main Office
Building/storey	Linkoping Office Building / 1	Room no.	004
Issue type	Deviation	Status	Completed
NFC restriction	No	Invoked by tag	No
Created at	2018-06-20 17:01:49	Accepted at	2018-06-20 17:02:59
Started at	2018-06-20 17:10:07	Finished at	2018-06-20 17:10:10
Work order images			
Work order comment			
demo			
Custom fields			
Office Cleaning			
Has issue been corrected?		Completed	2018-06-20 17:10:08
Work report comment			
Signature		Duration	00:00:03

The assessment form of work orders looks like above. Here you can find information like performed by, building, room number, status, duration etc.



Press the filters button to save current filters settings for future use. Choose a name and time interval to save filter.



Here you will see all saved filters.

1. Hold your mouse over this symbol to see timeperiod for saved filter
2. Press this button to delete saved filter.
3. Press this button to apply saved filter.