

To process work orders entered via the web first use the **Search** feature find all work orders with the Source of **WEB** to **WEB**.

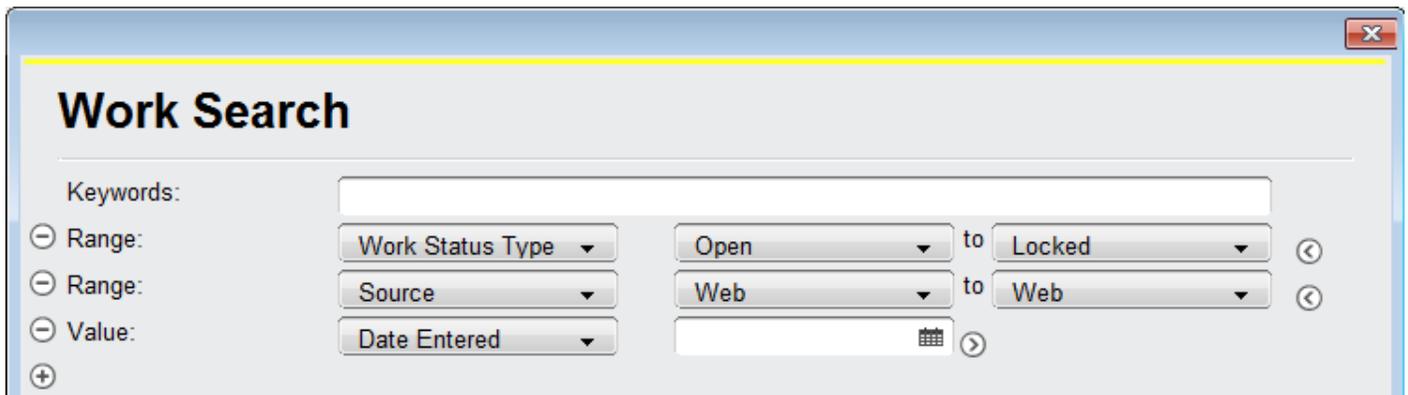
Hints:

- You may want to create a Recordset for this search so you can quickly and easily access the list at any time.
 - You can set up a Work Trigger (based on the source of WEB) to email the Operators responsible for processing work orders.
 - You can set up your status control panel to display work orders for the source WEB.
1. Right mouse click on **Work** and select **Open with Search**.
 2. Enter the search criteria to bring up the work records.

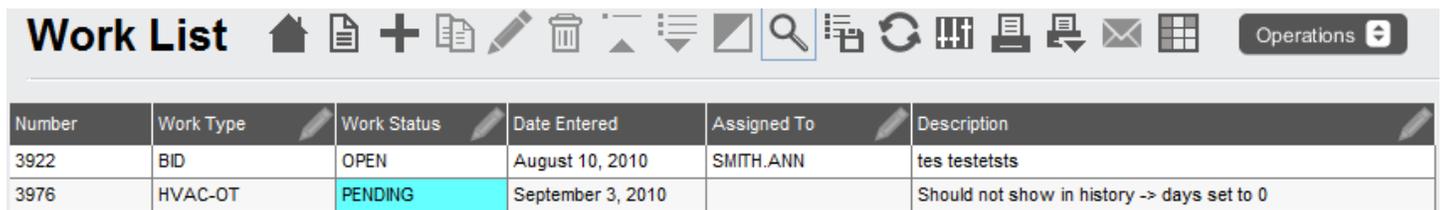
Source = WEB to WEB, and any other criteria (if applicable)

Work Status Type = Open to Open

Work Status = NEWREQUEST to NEWREQUEST (if you only want to see new work)

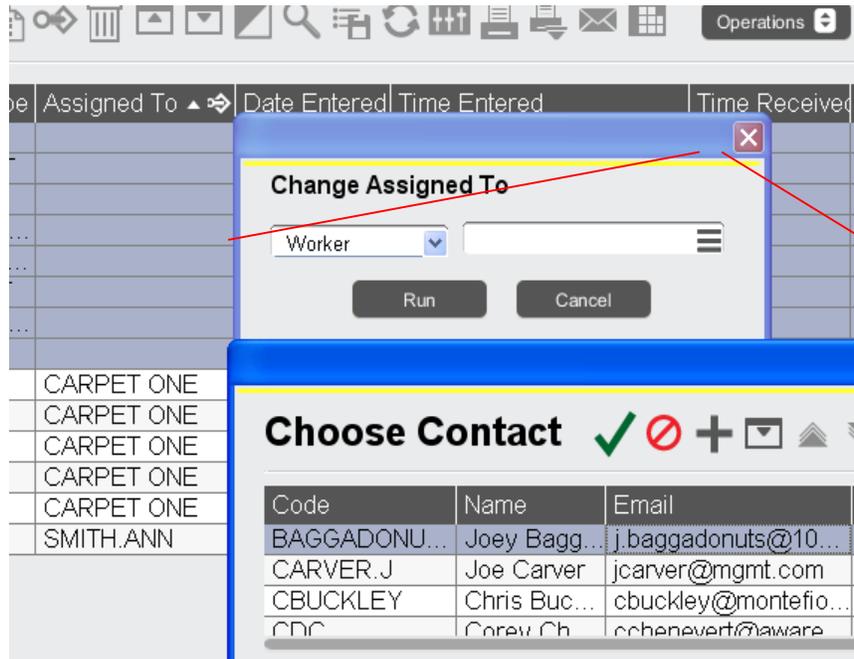


3. This will open the list of work orders that have been entered via the Work Request Form based upon your entered search criteria.

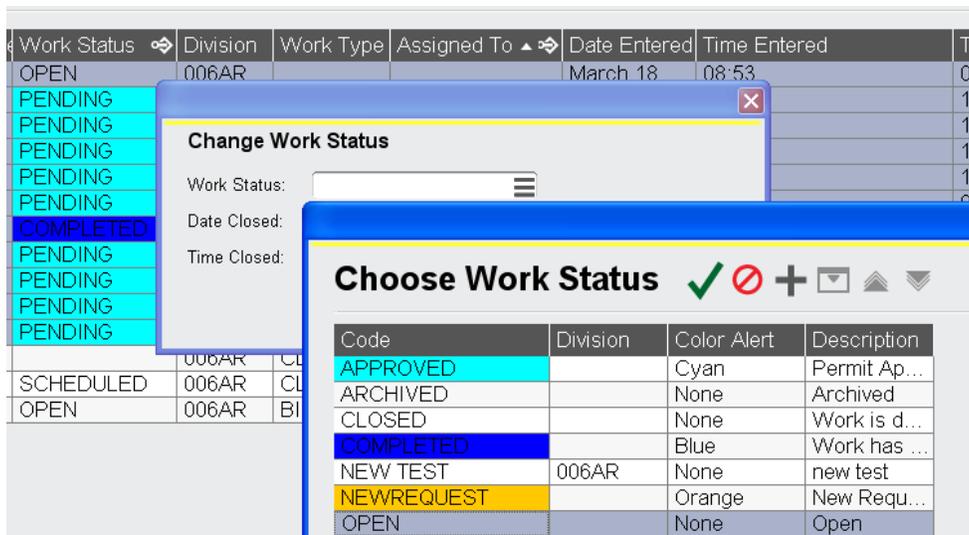


Number	Work Type	Work Status	Date Entered	Assigned To	Description
3922	BID	OPEN	August 10, 2010	SMITH,ANN	tes testetsts
3976	HVAC-OT	PENDING	September 3, 2010		Should not show in history -> days set to 0

- Next, assign the work (if the assign to value has not defaulted based on the work type).



- Change the status, if necessary, to indicate the work has been received and assigned.



Hint: You can set up a Work Trigger (based on the status OPEN) to email the Assigned To person(s).