

# Simple & Affordable Compliance

**Find - Work Orders ...**

File Sort Setup Print Help

VILLAGE APARTMENTS - RDSEC.515

This feature displays a list of existing Work Order entries for the project selected. Project: **RHSDEMO**

WO ID	Location	Unit No.	Work Order Type	Received	Priority	Assigned	Vnd ID	Completed
18	Unit	101	General Maintenance	03/30/05	Normal	/ /	AAA	
17	Office		General Maintenance	04/10/05	Normal	/ /		
16	Unit							
15	Grounds							
14	Unit							
13	Unit							
12	Unit							
11	Unit							
10	Unit							
9	Unit							
8	Trash Dumpst							
7	Laundry Room							
6	Unit							
5	Unit							
4	Unit							
3	Unit							
2	Unit							
1	Unit							

Total WO Entries : 18

Find Window

**Work Order - Detail Window ...**

Project: VILLAGE APARTMENTS - RDSEC.515

Location: Unit **107** Name or Location: LARRY FREDERICK

Unit No.: 107 Address 1: 1111 RIVER BIRCH BLVD

Date & Time Received: 02/28/2005 11:37 AM Address 2: POPLAR CREEK, IL 61111

Reported by: LARRY FREDERICK Phone No.: 777-888-9999

Work Order ID: 9 Status: Closed

Turn Around Days: 5 Call Back WO ID:   
☐ On Hold   
☐ Recurring WO

**Open Work Order**

Work Order Type: Deadbolts

Work Order Description ...

Front door locks need to be replaced

Schedule Date: 03/03/2005 Priority: Normal

Permission to Enter: Call First Has Pets ☐

Vendor ID: AAA Vendor Selection

Work Assigned To: Alex Anderson

Date & Time Assigned: 03/03/2005 10:30 AM Today

**Close Work Order**

Detail (Edit) Window

**Work Order Reports ...**

This feature will generate a Work Order Report based on the selections defined below ...

☒ By Project Filename: RHSDEMO

☐ Multi-Property Reports: ALLPROJ

Beginning Date: January 1 2005

Ending Date: April 30 2005

**Date Used for Date Range**

☒ Received Date   
☐ Scheduled Date   
☐ Assigned Date   
☐ Completed Date

**Type of Report**

☐ Work Order ( Open )   
☐ Work Order ( Closed )   
☒ Work Order Summary   
☐ Work Order Detail

**Include**

☒ All Work Orders ☐ All Open WO's ☐ All Unassigned WO's ☐ All On-Hold WO's   
☐ All Closed WO's ☐ All Recurring WO's

**Sort By**

☒ Work Order ID ☐ Work Order Type ☐ Received Date ☐ Assigned Date   
☐ Unit Number ☐ Priority Ranking ☐ Scheduled Date ☐ Completed Date   
☐ Vendor ID ☐ Location Description

**Miscellaneous**

☐ Include Specific Vendor ID Only ...

Vendor ID:

**Output**

☒ Monitor ☐ Printer

Copies:

Print Options Window

Work Order features are built-in to FHA Software, eliminating the need to integrate, interface or import data elements from another module.

FHA Software is 100% Windows-based.

## Work Orders

- ✓ Prints Open & Closed Work Orders
- ✓ Prints Summary & Detailed Reports
- ✓ Provides Job Cost Detail
- ✓ Provides Turn Around Day Info
- ✓ Keeps Track of WO Call Backs
- ✓ Non-Unit Specific Work Order Entry
- ✓ Custom Text Generation
- ✓ Creates A/P Entries (Accounting)
- ✓ Creates A/R Entries (Accounting)
- ... and much, much more !!!

**FHA Software**  
Affordable Housing Automation

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