

Go™ Wm – Adding Notes

Add a Note to a Work Order Phase

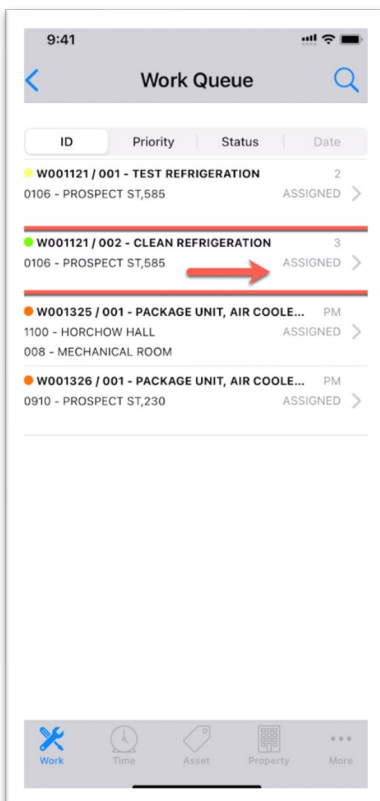
(Based on Version 12.1)

- 1) From the Work Queue, Open a Work Order Phase
- 2) Tap the **Notes** Tab.
- 3) Tap the **Plus Sign**.

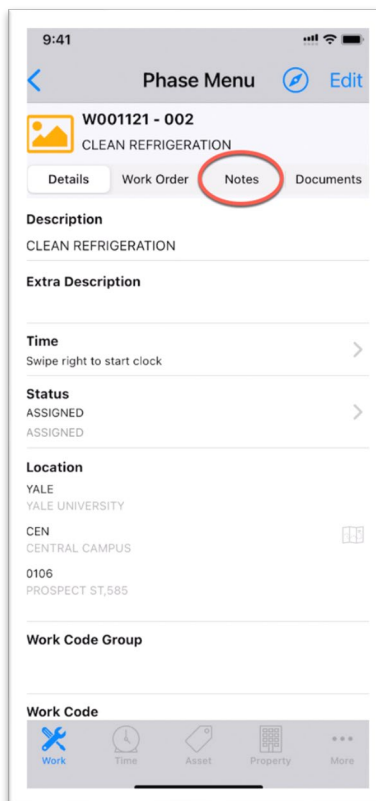
Note: You can only add a note to the Work Phase.

- 4) Select a Note Type.
- 5) Type or speak the comments and notes
- 6) Tap **Save**.
- 7) From the Phase Menu, tap the **Back arrow** pointing to the left.

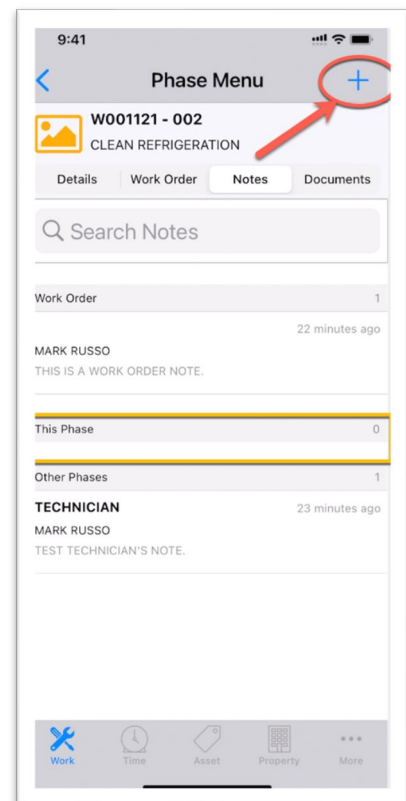
Open a Work Order Phase



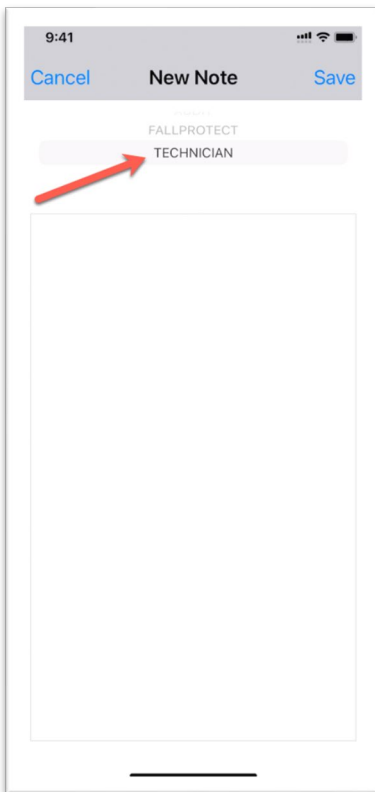
Tap the Notes Tab.



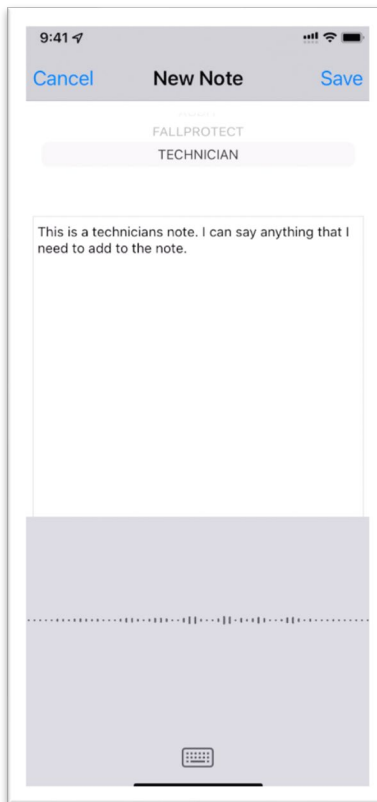
Tap the Plus Sign



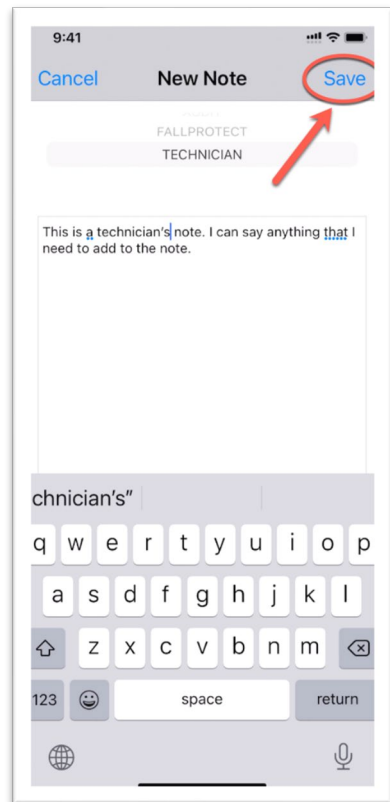
Select a **Note Type**.



Type or speak the comments and notes.



Tap **Save** to continue.



9:41



Phase Menu



W001121 - 002

CLEAN REFRIGERATION

Details

Work Order

Notes

Documents

Search Notes

Work Order

1

57 minutes ago

MARK RUSSO

THIS IS A WORK ORDER NOTE.

This Phase

1

TECHNICIAN

Less than a minute ago

MARK RUSSO

THIS IS A TECHNICIAN'S NOTE. I CAN SAY ANYTHING THAT I NEED TO ADD TO THE NOTE.

Other Phases

1

TECHNICIAN

57 minutes ago

MARK RUSSO

TEST TECHNICIAN'S NOTE.



Work



Time



Asset



Property



More