

# Workorders

## Description

The Workorders application is used to register, plan, and track work tasks or service jobs requested by customers. Each work order includes information about the requester, the service required, status, dates, assigned staff, and associated notes or attachments. This module is essential for managing operational activities, such as technical support, installations, or field services.

## List view

SaltOS

Dashboard Applications

List - Workorders

Admin

▼

New

Search

Search

PDF

Reset

Date	Worker	Client
<input type="checkbox"/> 2024-11-10	Matthew Reeves	Meyer Ltd
<input type="checkbox"/> 2025-04-12	Darlene Brooks	Sheppard-Bradley
<input type="checkbox"/> 2025-01-06	Sara Hernandez	Riggs, Mills and Ortega
<input type="checkbox"/> 2024-12-11	Paul Murphy	Mosley Inc
<input type="checkbox"/> 2025-01-12	Lisa Garcia	Moore, Chen and Cruz
<input type="checkbox"/> 2025-03-24	Douglas Neal	Mosley Inc
<input type="checkbox"/> 2025-01-23	Mr. Randy White	Howell, Allen and Willis
<input type="checkbox"/> 2024-12-22	Sharon Pearson	Mitchell Ltd
<input type="checkbox"/> 2025-03-08	Cristian Shannon	Howell, Allen and Willis
<input type="checkbox"/> 2025-02-26	Sharon Rogers	Bennett-Carlson
<input type="checkbox"/> 2025-01-20	Shirley Freeman	Gates Ltd
<input type="checkbox"/> 2025-03-27	Sharon Rogers	Boyd Group
<input type="checkbox"/> 2025-01-12	Paul Murphy	Cook-Elliott
<input type="checkbox"/> 2025-02-28	Christine Middleton	Bridges, Anderson and Kerr
<input type="checkbox"/> 2025-01-24	Nancy Waller	Robertson, Flowers and Martinez
<input type="checkbox"/> 2025-03-03	Douglas Neal	Zimmerman LLC
<input type="checkbox"/> 2025-01-21	Benjamin Williams	Meyer Ltd
<input type="checkbox"/> 2025-01-01	Edward Moon	Stevenson, Taylor and West
<input type="checkbox"/> 2025-01-02	Lisa Garcia	Sandoval, Kim and Shea
<input type="checkbox"/> 2025-02-06	Cristian Shannon	Cook-Elliott
<input type="checkbox"/> 2025-02-16	Shane Cooper	Gomez and Sons
<input type="checkbox"/> 2024-10-27	Erin McDonald	Nolan-Anderson

The following fields are displayed in the list view:

- Date: The date when the work order was created or scheduled.
- Worker: The employee or technician assigned to carry out the task.
- Client: The customer who requested the service or task.

## Form view

This view is used to create, edit, or view a work order.

In **create** mode, the form allows registering a new task to be performed.

SaltOSDashboardApplications

New - WorkordersAdmin

+ New

Search

SearchPDFReset

Date

Worker

Client

mm/dd/yyyy

Description

Hours

Price

Total

Invoice

New files

Choose Files

No file chosen

New note

Create

Cancel

Date	Worker	Client
<input type="checkbox"/> 2024-11-10	Matthew Reeves	Meyer Ltd
<input type="checkbox"/> 2025-04-12	Darlene Brooks	Sheppard-Bradley
<input type="checkbox"/> 2025-01-06	Sara Hernandez	Riggs, Mills and Ortega
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<input type="checkbox"/> 2025-03-27	Sharon Rogers	Boyd Group
<input type="checkbox"/> 2025-01-12	Paul Murphy	Cook-Elliott
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<input type="checkbox"/> 2025-01-21	Benjamin Williams	Meyer Ltd
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<input type="checkbox"/> 2025-02-16	Shane Cooper	Gomez and Sons
<input type="checkbox"/> 2024-10-27	Erin Mcdonald	Nolan-Anderson

In **view** mode, the information is shown as read-only.

SaltOSDashboardApplications

Detail - WorkordersAdmin

+ New

Search

SearchPDFReset

Date

Worker

Client

11/10/2024

Matthew Reeves

Meyer Ltd

Description

Week course bad despite whether factor night. Box off method information.

Hours

Price

Total

Invoice

4.58

76.53

350.51

F2025-0089

InfoPDF

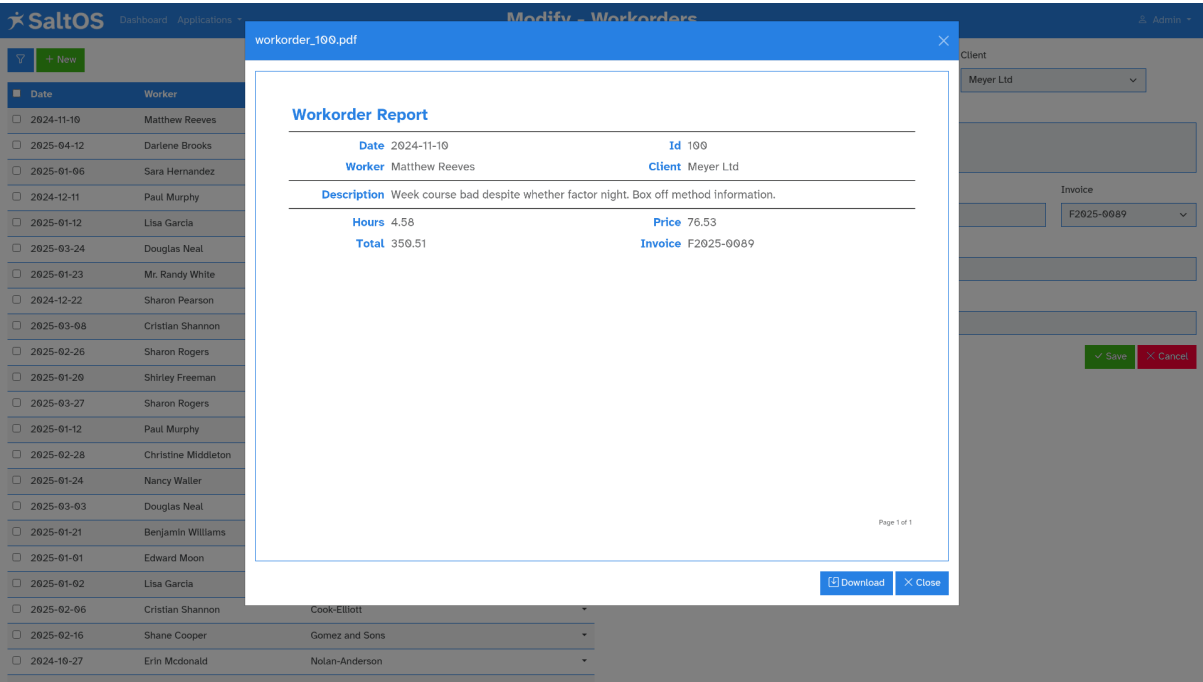
EditDeleteClose

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<input type="checkbox"/> 2025-01-06	Sara Hernandez	Riggs, Mills and Ortega
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<input type="checkbox"/> 2024-10-27	Erin Mcdonald	Nolan-Anderson

In **edit** mode, the data can be updated based on progress or feedback.



PDF generation



From the individual view of a record (view), the user can generate and download a PDF containing all relevant data of that entry.

From the list view (list), it is possible to select multiple records using the checkboxes and generate a single PDF that includes all of them.