

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

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.

SaltOSDashboardApplicationsAdmin

+ New

Search

SearchPDFReset

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<input type="checkbox"/> 2024-11-10	Matthew Reeves	Meyer Ltd
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<input type="checkbox"/> 2025-02-26	Sharon Rogers	Bennett-Carlson
<input type="checkbox"/> 2025-01-29	Shirley Freeman	Gates Ltd
<input type="checkbox"/> 2025-03-27	Sharon Rogers	Boyd Group
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<input type="checkbox"/> 2025-02-28	Christine Middleton	Bridges, Anderson and Kerr
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<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

Datemm/dd/yyyy

Worker

Client

Description

HoursPriceTotalInvoice

New files

New note

CreateCancel

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

SaltOSDashboardApplicationsAdmin

+ New

Search

SearchPDFReset

Date	Worker	Client
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<input type="checkbox"/> 2025-01-06	Sara Hernandez	Riggs, Mills and Ortega
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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

Date11/10/2024

WorkerMatthew Reeves

ClientMeyer Ltd

Description

Hours4.58Price76.53Total350.51InvoiceF2025-0089

InfoPDF

EditDeleteClose

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

Dashboard Applications

Admin

+ New

Search

Search

PDF

Reset

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

New files

Choose Files

No file chosen

New note

Save

Cancel

Date	Worker	Client
2024-11-10	Matthew Reeves	Meyer Ltd
2025-04-12	Darlene Brooks	Sheppard-Bradley
2025-01-06	Sara Hernandez	Riggs, Mills and Ortega
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2025-02-06	Cristian Shannon	Cook-Elliott
2025-02-16	Shane Cooper	Gomez and Sons
2024-10-27	Erin McDonald	Nolan-Anderson

The form includes the following fields:

- **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.
- **Description:** Details about the nature or objective of the work to be done.
- **Hours:** Estimated or actual number of hours allocated to the task.
- **Price:** Hourly rate or fixed price agreed for the work.
- **Total:** Final amount calculated based on price and hours.
- **Invoice:** Invoice number or reference associated with the completed work.

Delete

Workorders can be deleted only if they are not linked to completed services or logged actions.

A confirmation prompt is displayed before deletion. Deactivation is preferred if you want to retain history without exposing the record.

PDF generation

SaltOS

Dashboard Applications

▼

Now

Date	Worker
<input type="checkbox"/> 2024-11-10	Matthew Reeves
<input type="checkbox"/> 2025-04-12	Darlene Brooks
<input type="checkbox"/> 2025-01-06	Sara Hernandez
<input type="checkbox"/> 2024-12-11	Paul Murphy
<input type="checkbox"/> 2025-01-12	Lisa Garcia
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<input type="checkbox"/> 2025-01-21	Benjamin Williams
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<input type="checkbox"/> 2025-01-02	Lisa Garcia
<input type="checkbox"/> 2025-02-06	Cristian Shannon
<input type="checkbox"/> 2025-02-16	Shane Cooper
<input type="checkbox"/> 2024-10-27	Erin Mcdonald

workorder_100.pdf

Workorder Report

Date

2024-11-10

Id

100

Worker

Matthew Reeves

Client

Meyer Ltd

Description

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

Hours

4.58

Price

76.53

Total

350.51

Invoice

F2025-0089

Page 1 of 1

Download

Close

Client

Meyer Ltd

Invoice

F2025-0089

Edit

Delete

Close

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.