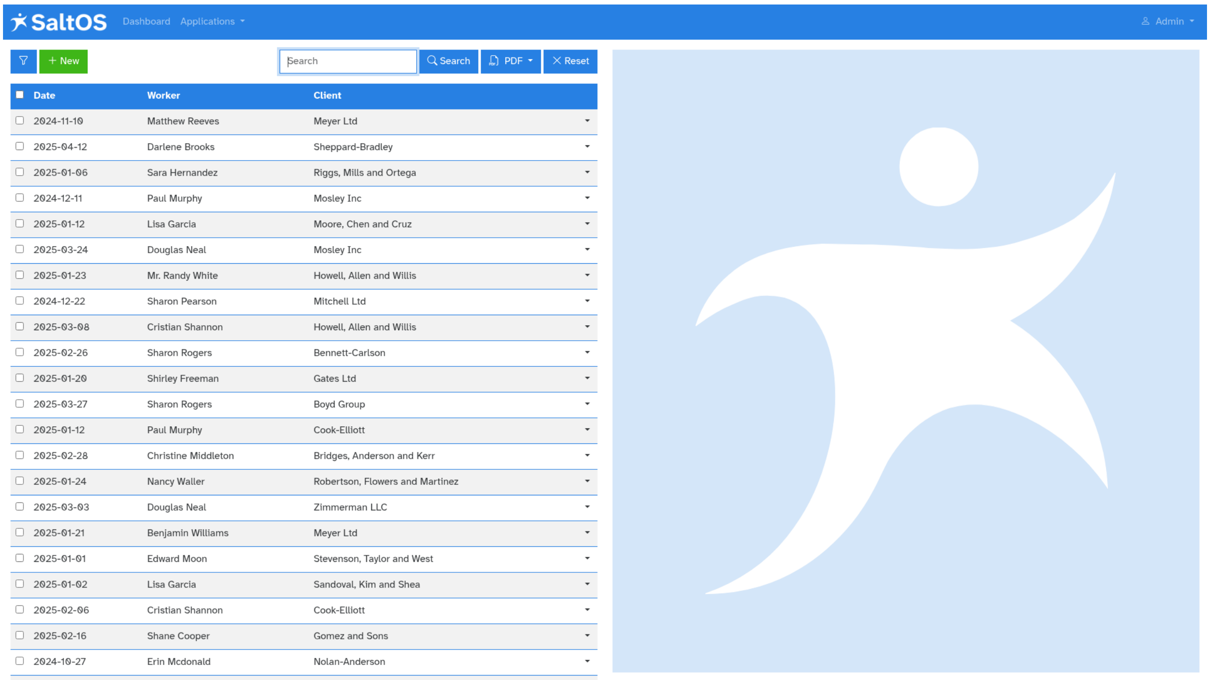
Workorders

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



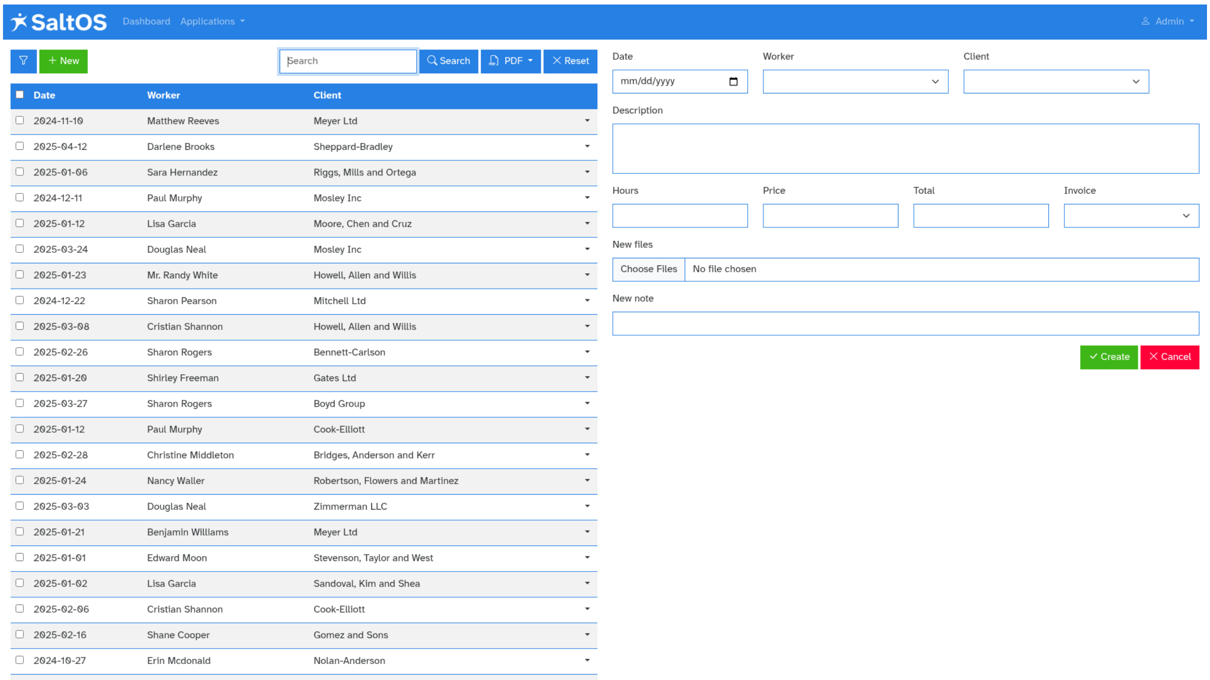
The following fields are displayed in the list view:

- 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.

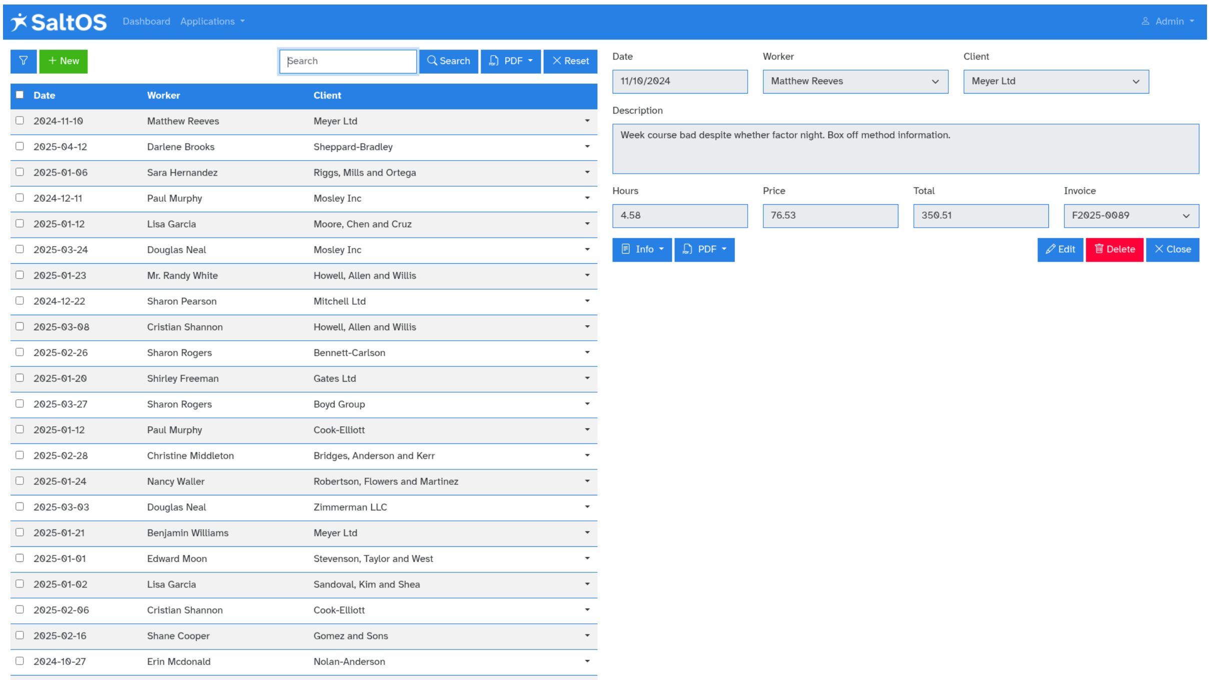
Form view

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

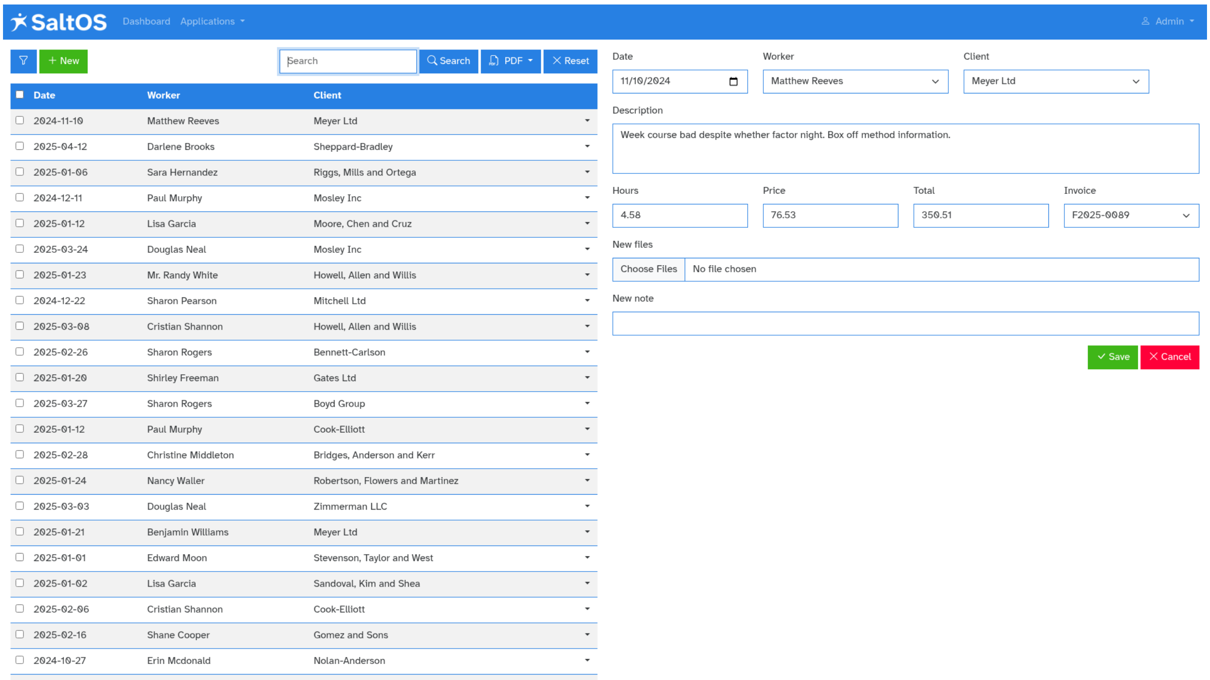
In **create** mode, the form allows registering a new task to be performed.



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



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



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.