Work Order Guide (Report Parameters)

8-16-2017

Enter Date Range ①

| Due Date ▼ |
| Creation Date |
| Due Date |

Start Date | Aug 16 2017 ▼   ②   **End Date** | Aug 16 2017 ▼

Select Divisions/Communities

Division(s) ③   Select All   Deselect All   **Communities** ④   Select All   Deselect All

- ☐ BLH
- ☐ BLN
- ☐ BLS
- ☐ BLW
- ☐ CAC
- ☐ CHI

No options available.

Select Statuses   **Vendors**

Statuses ⑤   Select All   Deselect All   ⑥

- ☐ Cancelled   **Vendor Name**
- ☐ Completed   [   ]   **Add to Search**
- ☐ Draft
- ☐ Open   You have selected the following vendors for your search:
- ☐ Rejected
- ☐ Waiting for approval

Other Options ⑦   ⑧

| ☑ Include Back Charges | ☐ WO Mentions Me

⑨

Execute   **Cancel**

1. Search can be based on either of the following
   a. Creation Date – This would be the date that the WO was created
   b. Due Date – This searches for ANY due date in a WO (this is the default)
2. Start date and End Date set the range for the system to search, the default is always the current day.
3. Division visible are based on your process access, if a division is missing go to USERS_>_MY PROFILE and see if the Division is selected
4. Communities listed are based on the divisions that are selected in the box to the left
5. If no STATUS is selected then ALL WOs will be returned if the search is run, this is the default
6. Vendor selection is only visible to NVR users; Vendors will only see WOs they are assigned.
7. Back Charge filter allows a user to include or exclude WOs that are flagged to be back charged to another vendor
8. WO Mentions Me filter gives a user the ability to see only WOs in which they are assigned, it defaults to OFF unless you get to the page from the Dashboard.
9. Clicking Execute will run the search based on the criteria listed above, clicking Cancel will take you back to the Work Order Summary Page.