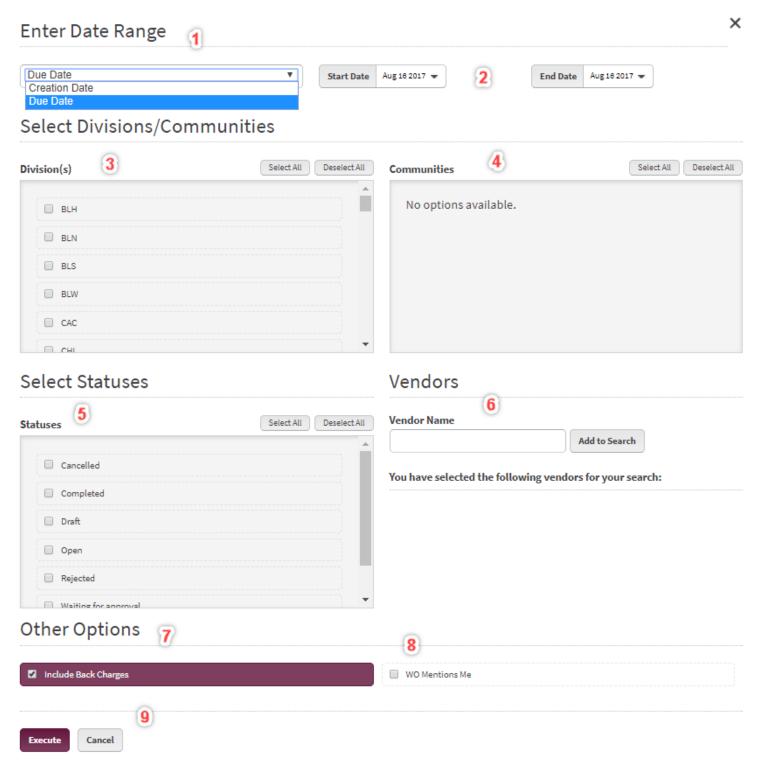
Work Order Guide (Report Parameters)

8-16-2017



- 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.