

# Work Order

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How to create a Work Order

Overview

A Work Order is a planned job activity. It describes the work to be done for the chosen Land/Blocks and the estimated amount of Materials to be used. Labor and Equipment can also be tracked. A Worker Protection Sheet is available for printing too.

From the Work Order List screen click the Add button.

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1. Select or enter the date of the Work Order
2. Select Barn if different than defaulted.
3. Status will default to open
4. Select if Contractor will do the work
5. Select Job (Or enter partial description)
6. Select Crop (optional) to limit the Land Area planted with chosen crop.
7. Select Land Area
8. Select variety (optional). This will limit the Land to only those with the chosen variety.
9. Place a check mark in By Parcel if this work Order is for specific parcels (optional)

## **Click the search icon**

A list of Land Areas will appear. Select the Land Area/Blocks. Place a check mark for the Land Area/Blocks for this Work Order

10. Override the "Acres to Treat" column if needed.

11. When complete click the Submit icon

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**\*\*\*\*\* This Job type was setup to require materials. The material must be added to this Work Order to complete and save the Work Order. Help available within the material screen.**

**Click the *Plus sign* next to *Materials* to enter or click the *Check mark* to save and come back later for the materials.**

12. Add notes if needed.

13. Add PDF Attachment if needed by using the Choose File option/select file/click Upload. This will print with the Work Order form.

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