

Practice Exercises – Work Order

1. Create a work order for a single room
 - a. Place the room offmarket
 - b. Have a Desired Completion Date of next week
 - c. Input Work Order Text
 - d. Assign the Work Order to someone using Mailbox
 - e. Complete Description and Contact Information
2. Create a work order for 4 rooms on a single work order
 - a. Select both a bedroom and a public area
 - b. Assign the highest urgency possible
 - c. Provide an Estimated Cost and a Revised Estimate
3. Create a Work Order for 3 rooms
 - a. Place the room offmarket using the Second Offmarket Status
 - b. List 2 Chargeable Items
 - c. Assign an AR account
4. Create a Work Order for 3 public areas
 - a. List 2 Chargeable Items
 - b. Complete Description and Text
 - c. Assign a Permanent Client
5. Close the Work Orders created in Questions 1-3
6. Create a Work Order Template
 - a. Select the lowest level of urgency
 - b. List 3 charges
 - c. Select 10 rooms
 - d. Place the rooms offmarket 1 day prior to completion date
 - e. Add text to the work order
7. Using the Work Order Template, create the work orders using the following information
 - a. Have a completion date of next week
 - b. Repeat 3 times, at an interval of every 6 weeks