



## 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