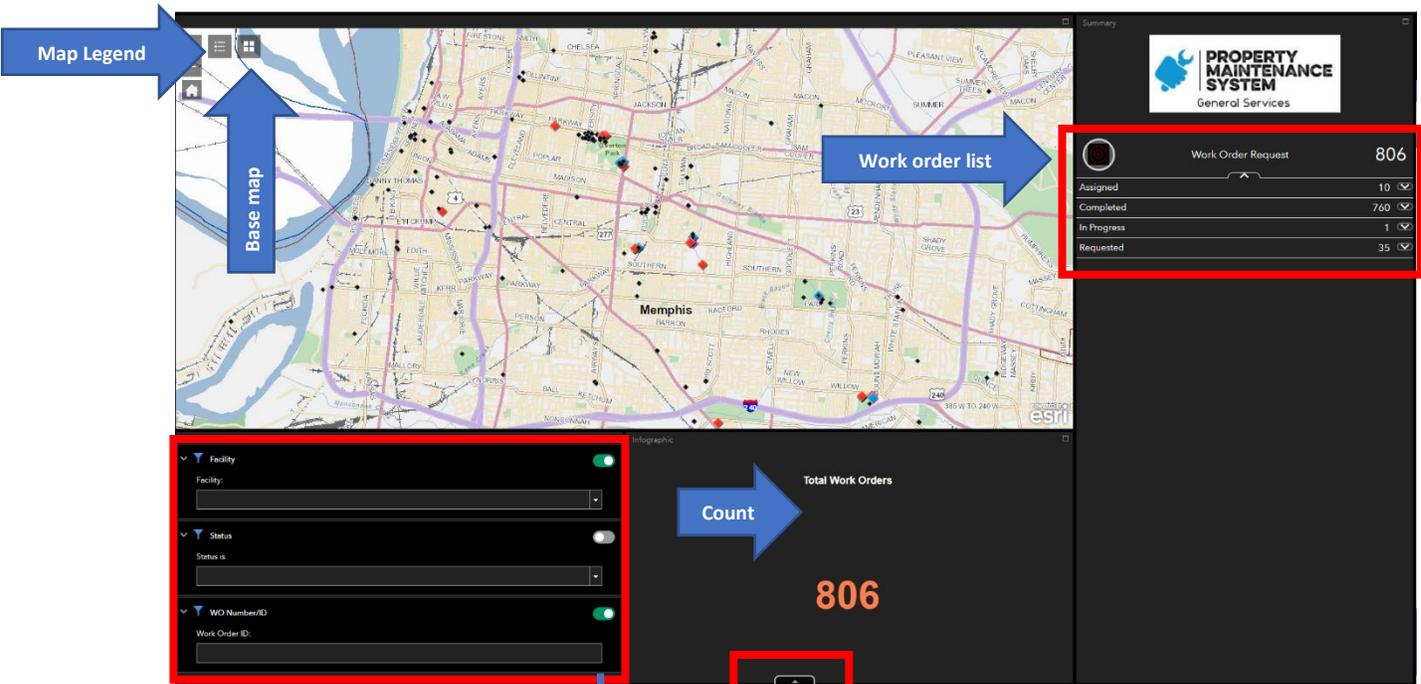# PMS Work Order Tracking MApp

This application was designed to help City of Memphis facility managers and representitives to look up and track work orders submitted for their facilities and their status.
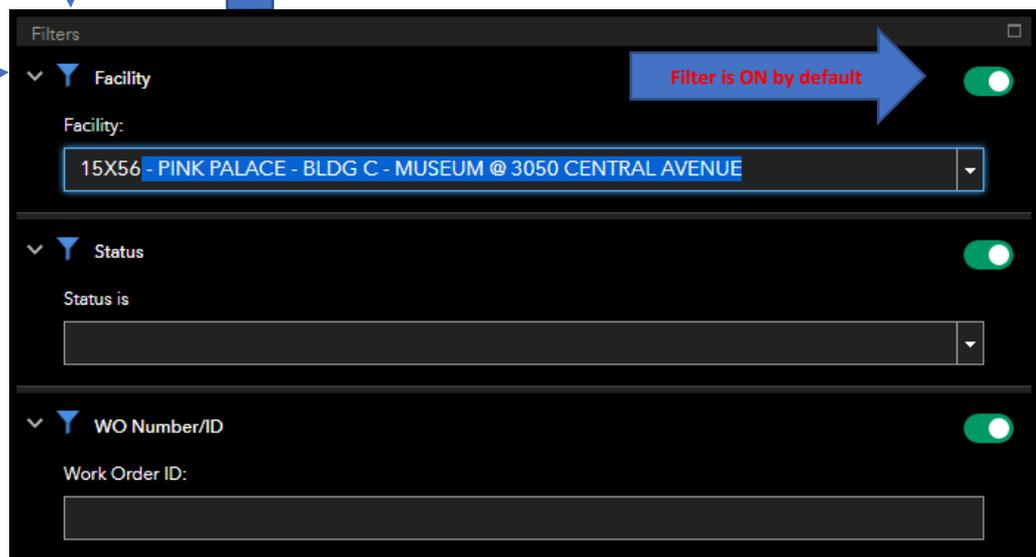
This document provides brief description of the application user interface.

Under the left bottom widget to type in the **Facility** Code, and press enter.

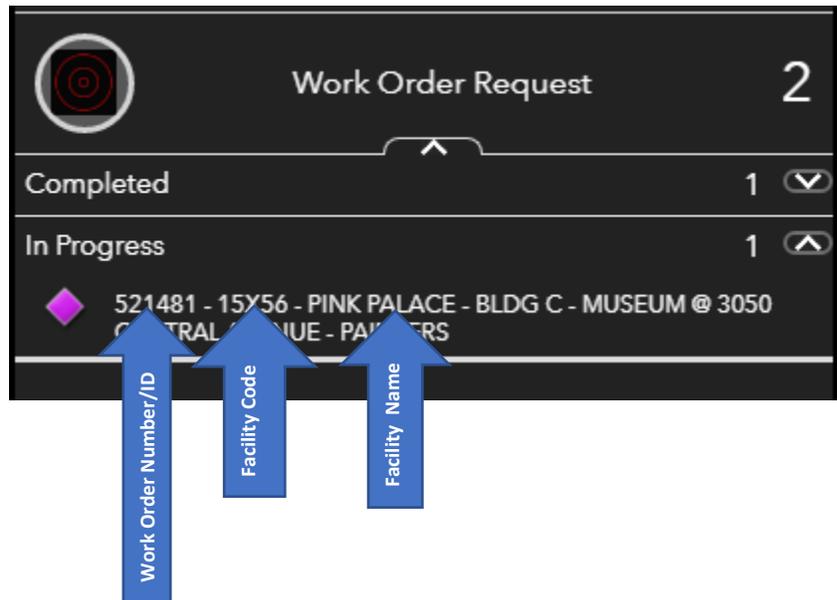You can select **Status** of the work order you are looking up.

If you know the work order number/ID you can type it in **WO Number/ID**

PMS Work Order Tracking MApp

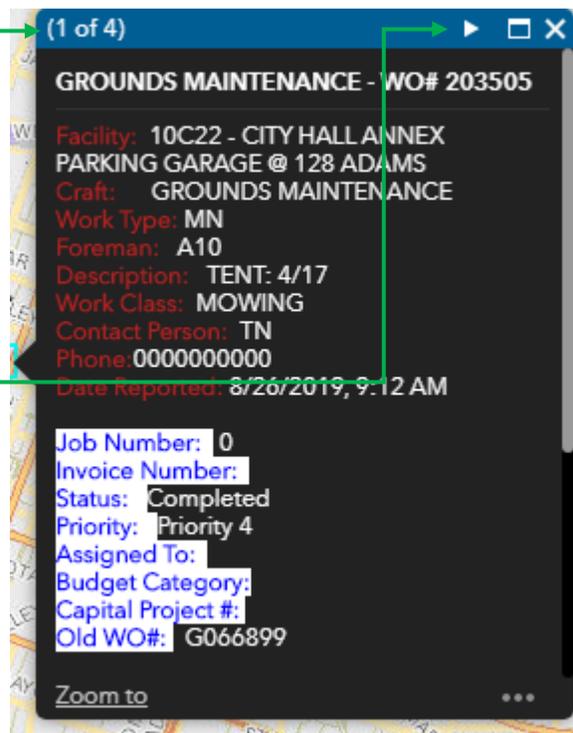The widget on the right side is a list of work orders, grouped by status.

You can expand and minimize the lists using the up and down arrows.

As you filter the work orders in your facility, you can click the point on the map and get the details on the work order from the pop-up window.

If there are more than one work order, at the top of the pop-up window you will see **(1 of 4),** meaning there are 4 work orders at that facility.

Use the **Next** button to navigate to the next work order.

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To export list of work orders on the, click on the up arrow button on the bottom of the page, the table for the work orders will appear. Under Options, you can choose Export all to CSV…

Summary:

The application does not enable users to edit work orders, rather to look-up the status and progress of the work orders submitted for their facility.

This application should help facility managers and representatives to eliminate the duplication in submitting work orders for the same issue, and reduces calls and inquiries forwarded to General Services, Property Maintenance.