

# Work Order Agenda

## ➤ Work Orders

- Purposes of tracking work orders
- Customizing disciplines
- Types of work orders
- Completion of a work order
  - Unit Charges
  - Special Features
  - Non Unit Work Orders (Maintenance Bldg.)
- Completion of a make ready work order
  - Unit turnaround & exemptions

## ➤ Reports

- Work Order Report
- Make Ready Work Order Report
  - Locating data entry errors
- Work Order Summary Report
  - MASS reporting information
- Unit Exemptions
- Unit Turnaround
  - Locating data entry errors using detail report

## ➤ Common mistakes