

Filter and Sort Preferences

You can now edit filter and sort preferences for the work order systems. With this new feature, you will no longer have to open the work order system to the default settings (no filters and sorted by order number descending) each time you log on; the system will check for your set preferences. To change your settings, click on Preferences at the top left of the screen or on the My Preferences link below the filters.

The screenshot shows the 'Technology Maintenance System' interface. At the top, there is a navigation bar with 'Menu', 'Home', 'Preferences' (circled in red), and 'Logout'. Below this is a search bar with 'Enter a Work Order' and buttons for 'Archives' and 'Reports'. A message states: 'The Stats lists only show up to 10 items, use [More Stats](#) to view all Stats.'

There are two columns of statistics:

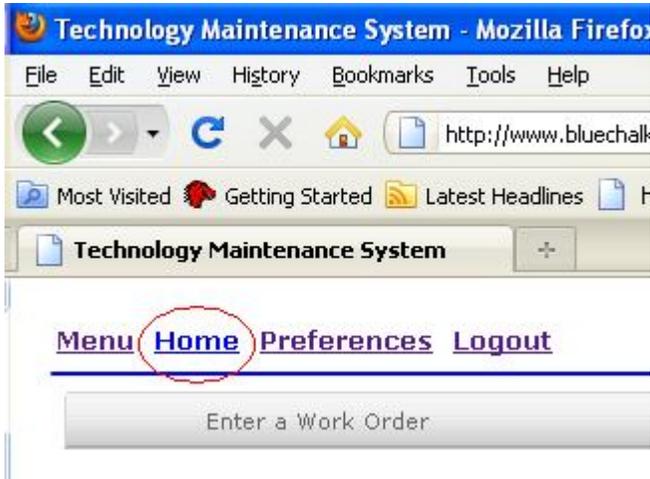
- Status (total, no filters):**
 - Chart it: [Pie Bar](#)
 - Assigned to Josh McClinn: 1 (20.00%)
 - Cancelled By Administrator: 1 (20.00%)
 - Complete: 1 (20.00%)
 - In Progress: 1 (20.00%)
 - More Information is Needed: 1 (20.00%)
- Types (total, no filters):**
 - Chart it: [Pie Bar](#)
 - Custom Job: 2 (40.00%)
 - Install New Hardware:
 - Internet Connectivity:
 - Power Problem: 1 (20.00%)

Below the statistics are filter dropdowns: '--Filter By Building--', '--Filter By Job--', and '--Filter By Assign--'. There is also a 'Normal' button. A 'My Preferences' link is circled in red. Below it is a 'Print All Unprinted Work Orders' link and an 'Open Work Order: (live or archived)' section with a text input and a 'Go!' button. A 'Search Problems:' section with a text input is also present. At the bottom, it shows 'Current Filter: Priority='Normal'', 'Current Sort: Deadline Asc', and 'Showing Page 1 of 1'.

In the Preferences screen, select the filters and sort you would like to set as your defaults.

The screenshot shows the 'Technology Work Order Preferences Management' screen in a Mozilla Firefox browser. The browser's address bar shows 'http://www.bluechalkapps.com/work/techpreferences.aspx'. The page has a navigation bar with 'Menu', 'Home', and 'Logout'. The main content area is titled 'Preferred Building Filter:', 'Preferred Job Type Filter:', 'Preferred Status Filter:', 'Preferred Assignment Filter:', 'Preferred Priority Filter:', and 'Preferred Sort:'. Each of these has a dropdown menu currently set to 'No Preference'. Below these are buttons for 'Save Preferences' and 'Back to Technology Home Page'. A dropdown menu is open for 'Preferred Sort:', showing options: 'No Preference', 'Work Order Number Ascending', 'Work Order Number Descending', 'Building Ascending', 'Building Descending', 'Date Entered Ascending', 'Date Entered Descending', 'Deadline Ascending', 'Deadline Descending', 'Priority Ascending', 'Priority Descending', 'Type Ascending', 'Type Descending', 'Status Ascending', and 'Status Descending'.

The system will now use these filters and sort each time you log on. You can clear/change the filters and sort as you use the system as you always have; to return to your chosen defaults, click Home at the top left of the page.



Work Timer

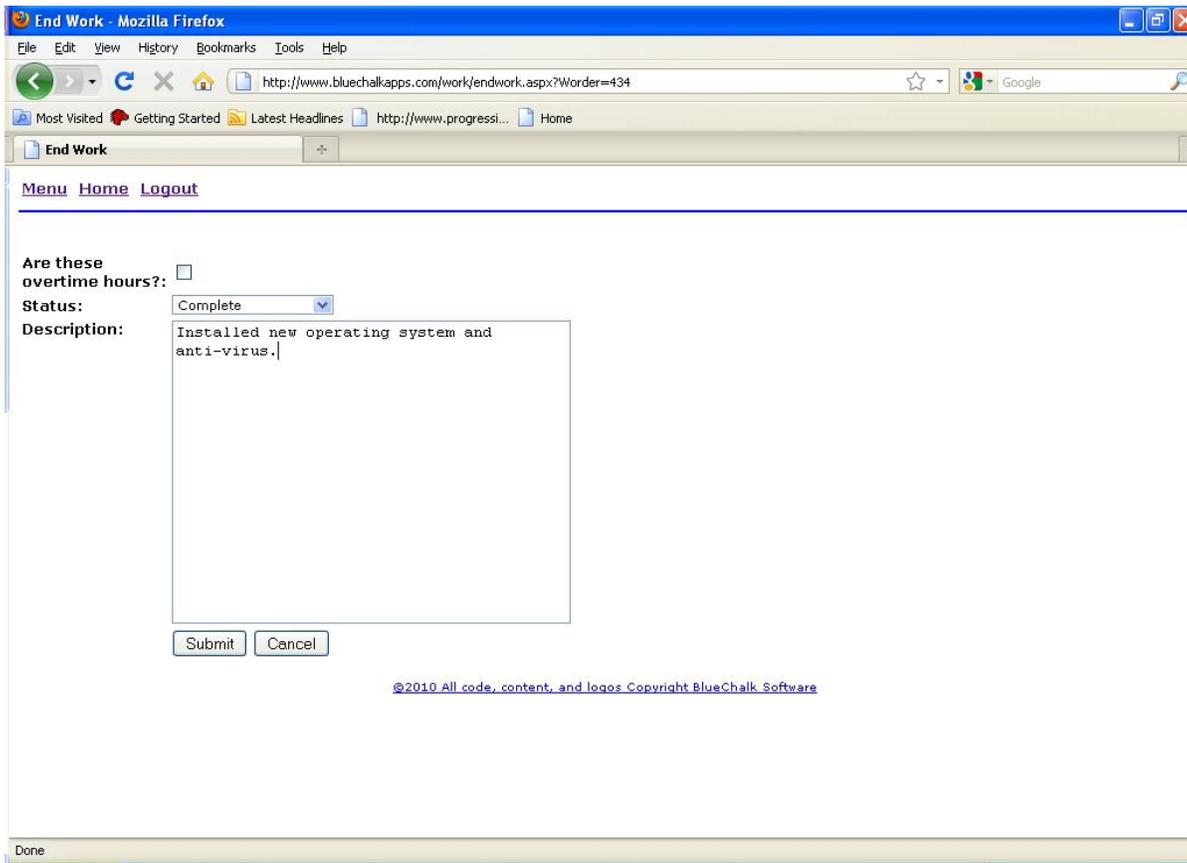
Another new feature is the work timer. The work timer allows you to start a timer as you begin working on a single work order. For instance, if you are going on a service call and want to track all time including drive time, you would click on the work order as you leave your office, then click on Start Work Timer under the Technician Options.



The main screen of the work order system now shows that you are working on the chosen work order number.



After completing the work order and returning to your office, log on and click on Stop Work Timer on the main work order page. The add labor item page will open with the time automatically recorded. Fill in a description of the work completed then click submit.



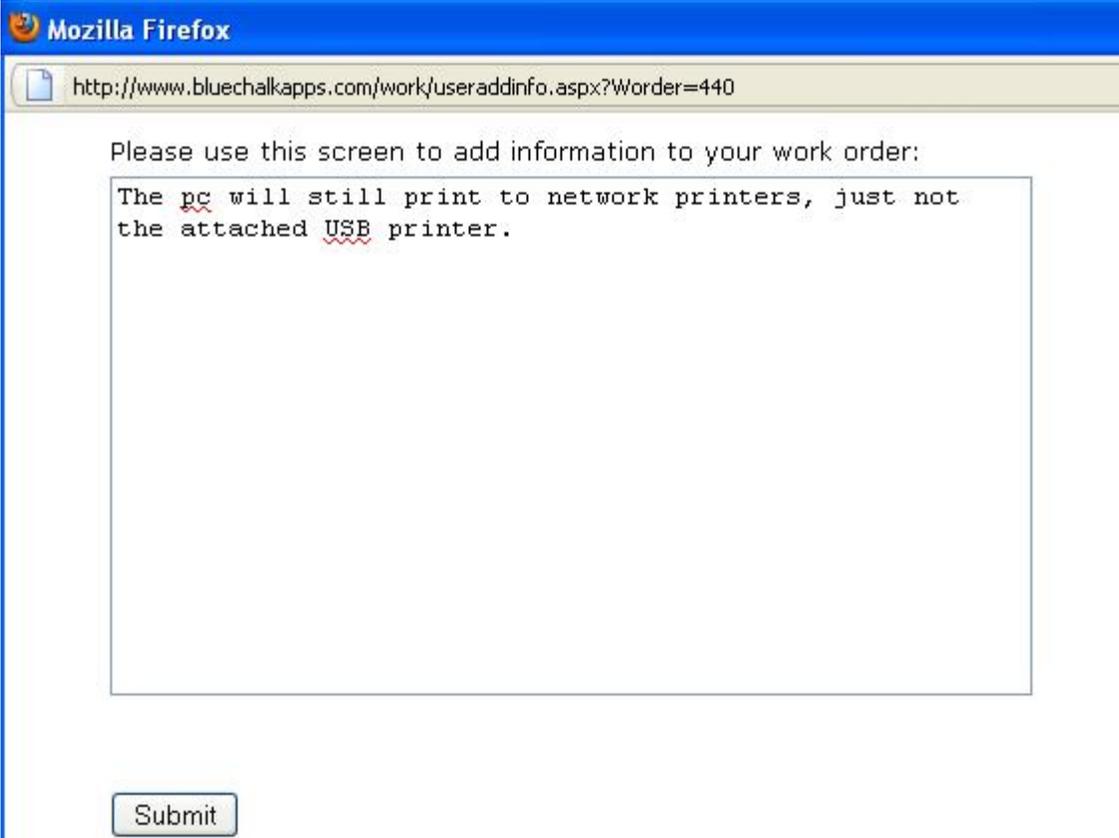
The work order will be marked complete and the main grid will stop showing the work order timer notification. **NOTE: The work order timer will only allow you to work on one work order at a time.**

Add User Information

We recently added the Request More Information link to the technician options. With this, a technician could request more information from the user regarding a particular work order. The user is emailed an information request and the status of the work order is changed to More Information is Needed. Once the user has added information to the work order, the status is changed to Information Added.

The add user information feature is based on the More Information is Needed feature. Often, a user will submit a work order and then remember something they wished to add to the order. Now, rather than emailing or calling, the user can click on Add Information under the User Options and fill in the additional info.





Those are all the current updates. These updates work in both the technology and building work order systems. Thank you all for your business!

