

Work Orders

How do I change the work order priority descriptions?

The priority shortform is always:

P1, P2, P3, P4 and P5, where P1 is the highest priority and P5 the lowest priority.

When the system shows a dropdown menu for user selection, then it always displays the options in the following format:

P1- Emergency

P2 - Urgent

P3 - Expedited

P4 - Routine Type 1

P5 - Routine Type 2

From version 1.2.6 (Sep, 2017), users can now change the description to match their procedures and needs. To do that, proceed as follows:

1. Go to the configuration modules:

Work Orders

Search

Justin Jteam ▼

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CUSTOM MODULES

none

CONFIGURATION

Modules



2. Select the following section

Modules Configuration

- [Payment Accounts](#)

Manage and view account payments

- [Organization/ Plant/ Department](#)

View available quotas, create and edit plants under your organization and departments under each plant

- [Users](#)

View available user quota, invite new users and edit user information

- [Work Orders and Anonymous Work Requests](#)



Configure organization-wide work order assignment options and set the anonymous work request message

3. Change the descriptions and click save:

WO Priority Labels

The following labels are shown to users to help them decide how to rate work orders and work requests in terms of priority. Defaults are Urgent (P1), Emergency (P2), Expedited (P3), Routine Type 1 (P4) and Routine Type 2 (P5).

Priority 1 (highest)	Priority 2	Priority 3	Priority 4	Priority 5 (lowest)
Emergency	Urgent	Expedited	Routine Type 1	Routine Type 2

Click save after changing
the descriptions



save

Your priority descriptions will now show your new descriptions.

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