



Alerts



MD-0024 Target Completion Date

To better track work order completions on an as needed basis, the “target completion date” is to be filled out on the work order by a Building Services department supervisor. This could be used to meet deadlines for inspections, opening or closing schools or other important dates.


The technician will be able to see the target completion date on their homepage within their assigned open work orders. The “requested completion date” is *NOT* to be used for this purpose, as it does not display on the technician’s home screen.



Supervisor view:

Assignment Info

Assigned To
  



Route for approval or review?


Target Start Date
 

Target Completion
  

Estimated Costs

Actual Costs: 0.00 (Note: Actual costs exclude tax amounts.)
Total Costs: 0.00

 **Requested Completion**
 




Actual Completion
 


Estimated Hours


Actual Hours: 0.00

Technician view from the home screen:

Northern High School
 Area: Multipurpose Room
 Area Number: MPR
635110
 Replace ballast before election day.

 Print This!  Email Supervisor  Make a Note

Would like this completed by 11/8/2022 
 Request Age: 0 (in days)
 Assigned to: Doe, John
 Contact:


 Scheduled

Action Taken

 Mark in Progress
 Mark Complete

 New Request