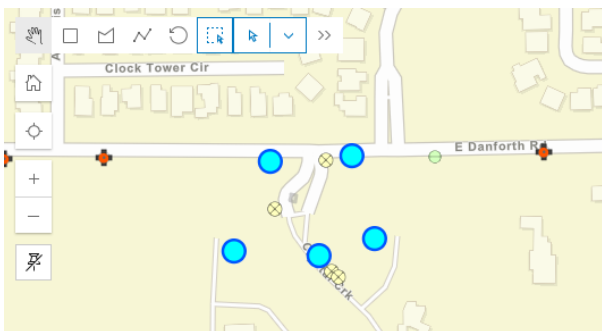


Create an Attached Work Order: From the Map

An attached work order includes features from the map. When a work order is created, several panels show. The panels that show and any data automatically populated in them are configured by the administrator.

1. On the map, use the **Legend** tool to select the layer you would like to make selectable.
2. Use a **Selection** tool to select asset(s) on the map.



3. From the menu, click **Create** and then **Work Order**.

By default, all the assets are selected in the **Add Assets** panel. Clear the check box next to any assets that you do not want to attach to the work order. Click **Clear Selection** to clear all the check boxes for the selected assets.



NOTE: Click **Find Assets** if the **Add Assets** panel is not populated.

4. Select either **Create a work order for each asset** or **Create a single work order that includes all assets**.

Add Assets

☐ Create a work order for each asset
☒ Create a single work order that includes all assets

Assets

1 asset selected **Clear Selection**

Asset Type: WHYDRANT (12)

Asset Type	Uid	Asset Identifier	Display Name	Operational Status
☒	12527	12527	InService #12527	In Service
☐	12528	12528	InService #12528	In Service

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The **Asset Group** and **Asset Type** on the **Select a Work Order Asset Type** panel automatically populate based on the selected assets, but can be changed.

5. Select a **Work Order Template**.

Select a Work Order Asset Type

Entity Table Type: ☒ Feature ☐ Object ☐ Other

Asset Group: Sanitary Sewer Asset Type: SanSewer Manholes

Select a Work Order Template

Category: Work Order Template: Clean/Jetting

6. On the **Work Order Details** panel, enter the information for the work order.
7. Click **Create Work Orders**.

Work Order Details

Address: Location:

Geocode

Status: Priority:

Create 1 Work Order

The work order is created and opens.