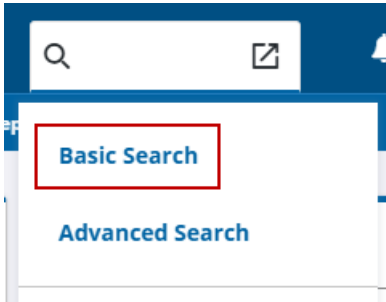


Search for a Work Order

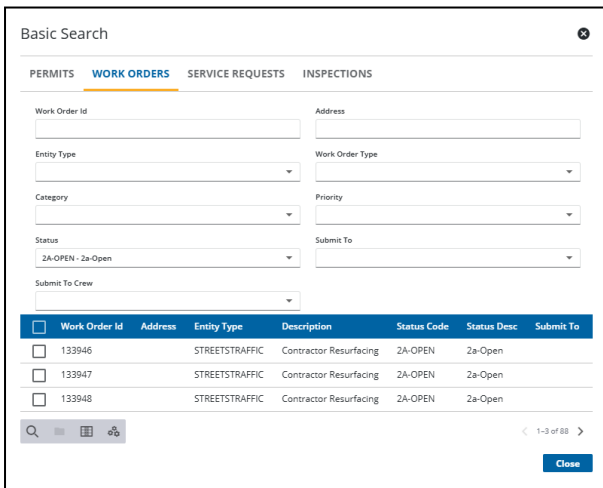
You can search for a work order by ID, description/type, and/or location instead of just by the ID.

1. Click **Work activity search** and then **Basic Search**.

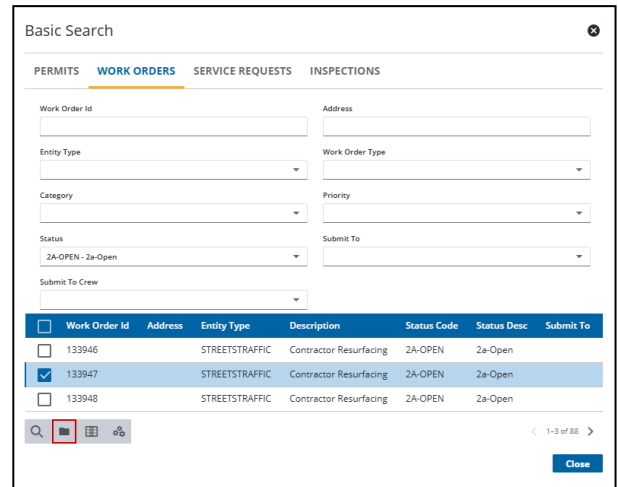


The **Basic Search** panel opens. The panel has four tabs allowing for different activities to be searched.

2. Click **Work Orders**.
3. Enter the criteria you want to search for. Search results automatically populate and filter as you add search criteria.



4. Select the work order and click **Open Work Activities**.



Quickly search for a work order based on the record number.

1. Click **Work activity search** and start typing a work order ID number. Any record that matches (or includes) the number appears in the results.
2. Select the work order to open it. If the activity ID entered is unique, press **Enter** to open the work order.

