

# Work Order Posting

Last Modified on 05/26/2026 6:29 am PDT

Pathway: [Operations > Dispatch](#)

Work orders that have been reviewed will display under the 'Ready To Post' or 'Posted' columns in the *Work Order Posting* view of the Dispatch screen. Only 'Posted' work orders will be included in the next billing cycle. The posting status for a work order can be changed individually or en masse.



Always follow your company's work order posting process.

DISPATCH										OPERATIONS > DISPATCH					
FROM	TO	DIVISION	LINE OF BUSINESS												
03/28/24	03/28/24	CORPUS	Roll Off, Commercial, Residential, Document Destruction, Inbound and Outbound							LOAD					
Work Order Posting										Select Route Sheet				Search	
ROUTE	DRIVER	SCHEDULED	SERVICED	PENDING	DO NOT SERVICE	EXCEPTIONS	PENDING TO POST	READY TO POST	POSTED	BILLED	REVENUE				
- CORPUS - Commercial - Thursday Mar 28, 2024 ( 3 of 5 Completed)															
<input type="checkbox"/>	COR 201	Michael Shannon - Tech Guy (Not Available)	71	71 (77)	0	0	0	71 (100%)	0	0	\$ 0.00				
<input type="checkbox"/>	COR 202	Rudy Espinosa - Driver	81	81 (95)	0	0	0	81 (100%)	0	0	\$ 0.00				
<input type="checkbox"/>	COR 203	Marco Hurtado - Driver	80	80 (86)	0	0	0	80 (100%)	0	0	\$ 0.00				
<input type="checkbox"/>	COR 204		1	1 (1)	0	0	0	1 (100%)	0	0	\$ 0.00				
<input type="checkbox"/>	COR 301	Juan Bonilla - Driver	1	0	1 (100%)	0	0	1 (100%)	0	0	\$ 0.00				
- CORPUS - Residential - Thursday Mar 28, 2024 ( 1 of 3 Completed)															
<input type="checkbox"/>	NO ROUTE ASSIGNED		1	0	1 (100%)	0	0	1 (100%)	0	0	\$ 0.00				
<input type="checkbox"/>	COR 101	Pedro Hernandez - Driver	159	159 (100%)	0	0	0	159 (100%)	0	0	\$ 0.00				
<input type="checkbox"/>	COR 401	Luis Villa - Driver	558	0	558 (100%)	0	0	558 (100%)	0	0	\$ 0.00				
- CORPUS - Roll Off - Thursday Mar 28, 2024 ( 0 of 1 Completed)															
<input type="checkbox"/>	ALVARO	Dave Pike - Support Analyst (Not Available)	4	0	4 (100%)	0	0	4 (100%)	0	0	\$ 4,341.05				

## Permissions

The following permissions affect what a user can do in Dispatch and to Service Records:

Permission ID	Permission Name
88	Dispatch (required to view dispatch)
98	Delete Work Order Attachments
179	Change Status of Credit Hold Work Orders
205	Change Work Order Status
285	Export Work Orders from Dispatch
299	Add Manual Label to Work Order
306	Void Work Order Label
326	Edit Work Order Minimum
334	Add Charge Code to Work Order
335	Delete Charge Code from Work Order
336	Edit Charge Code Rate for Work Order
341	Change Work Order to Ready to Post
342	Change Work Order to Posted
344	Change Status of Signed Work Order
388	Edit Billed Work Order Completion Note
417	Override Work Order Start Timestamp or End Timestamp
464	Change Inbound/Outbound Work Order Status to Cancelled
472	Reverse Work Order Posting Status (User must also have permission "Ready to Post" or "Posted")

## Individually Edit Posting Status

To update the posting status for a specific location, right-click on the location from the Services List. Then, choose the 'Change Posting Status' option, and select the appropriate status.



Set the screen view to Billing to see the Posting Status column. This will assist in identifying the work orders still in a pending status.

The screenshot shows the 'SERVICES LIST' interface. At the top, there is a 'Billing' dropdown menu highlighted with a red box. Below it is a table with columns: ROUTE, SITE, SCHEDULED DATE, WO#, WO TYPE, QTY, CHARGE QTY, EQUIPMENT, REVENUE, RECURRING RATE, and POSTING STATUS. The table contains several rows of work orders. A context menu is open over the row for 'COR 201' with site '42762003 NATIONWIDE DISTRIBUTING CO. AIR NAIL BUILDERS 1826 N Padre Island Dr, Corpus Christi'. The menu options are: Display on Map, Send Service Notification, Change Route, Change Status, and Change Posting Status. The 'Change Posting Status' option is highlighted, and a sub-menu is open showing 'Ready to Post' and 'Post' options. A red arrow points to the 'Change Posting Status' option in the main menu.

ROUTE	SITE	SCHEDULED DATE	WO#	WO TYPE	QTY	CHARGE QTY	EQUIPMENT	REVENUE	RECURRING RATE	POSTING STATUS
COR 201	45847008 * SONIC DRIVE-IN 13913 Northwest Blvd, Corpus Christi	Thu 3/28/24	7414941	Scheduled Service DO NOT SERVICE Vacation Hold	1	0	8 Yard FL		\$ 254.27	Pending
COR 201	32744012 * Family Dollar #32689 1711 Voss Ave, Odem	Thu 3/28/24	7415140	Scheduled Service COMPLETED	1	0	4 Yard FL		\$ 185.00	Pending
COR 201	42762003 NATIONWIDE DISTRIBUTING CO. AIR NAIL BUILDERS 1826 N Padre Island Dr, Corpus Christi	Thu 3/28/24	7415141	Scheduled Service COMPLETED	1	0	8 Yard FL		\$ 195.00	Pending
COR 201	42762003 NATIONWIDE DISTRIBUTING CO. AIR NAIL BUILDERS 1826 N Padre Island Dr, Corpus Christi	Thu 3/28/24	7415280	Scheduled Service COMPLETED	1	0	6 Yard FL		\$ 235.00	Pending
COR 201	42762003 NATIONWIDE DISTRIBUTING CO. AIR NAIL BUILDERS 1826 N Padre Island Dr, Corpus Christi	Thu 3/28/24	7415459	Scheduled Service COMPLETED	1	0	4 Yard FL		\$ 95.00	Pending
COR 201	42762003 NATIONWIDE DISTRIBUTING CO. AIR NAIL BUILDERS 1826 N Padre Island Dr, Corpus Christi	Thu 3/28/24	7415603	Scheduled Service COMPLETED	1	0	2 Yard FL		\$ 70.00	Pending

## Edit Posting Status For Multiple Locations

Change the posting status for multiple sites by first selecting the desired locations. Then, right-click within one of the selected rows, choose the 'Change Posting Status' option, and select the appropriate status.



Set the Services List view to "Billing" to see the Posting Status column. This will assist in identifying the work orders still in a Pending status.

SERVICES LIST											
Billing		Select Print Format	PRINT COMPLETED	Search							
ROUTE	SITE	SCHEDULED DATE ↑	WO#	WO TYPE	QTY	CHARGE QTY	EQUIPMENT	REVENUE	RECURRING RATE	POSTING STATUS	
COR 201	45847008 * SONIC DRIVE-IN 13913 Northwest Blvd, Corpus Christi	Thu 3/28/24	7414941	Scheduled Service DO NOT SERVICE Vacation Hold	1	0	8 Yard FL		\$ 254.27	Pending	
✓	32744012 * Family Dollar #32689 1711 Voss Ave, Odem	Thu 3/28/24	7415140	Scheduled Service COMPLETED	1	0	4 Yard FL		\$ 185.00	Pending	
✓	32744012 * Family Dollar #32689 1711 Voss Ave, Odem	Thu 3/28/24	7415141	Scheduled Service COMPLETED	1	0	8 Yard FL		\$ 195.00	Pending	
✓	45927001 * Sunray Townhomes 2711 Sunray Cir, Corpus Christi	Thu 3/28/24	7415280	Scheduled Service COMPLETED	1	0	6 Yard FL		\$ 235.00	Pending	
✓	47228001 * Q-Productions 5410 Leopold St, Corpus Christi	Thu 3/28/24	7415459	Scheduled Service COMPLETED	1	0	4 Yard FL		\$ 95.00	Pending	
✓	42762003 NATIONWIDE DISTRIBUTION CO. AIR NAIL BUILDINGS 1826 N Padre Island Dr, Corpus Christi	Thu 3/28/24	7415603	Scheduled Service COMPLETED	1	0	2 Yard FL		\$ 70.00	Pending	
✓	47181001 * Ibex Riverside Center 15602 Northwest Blvd, Robstown	Thu 3/28/24	7415611	Scheduled Service COMPLETED	1	0	8 Yard FL		\$ 253.50	Pending	
✓	47712001 Los Jefe's 333 N Port Ave, Corpus Christi	Thu 3/28/24	7415672	Scheduled Service COMPLETED	1	0	6 Yard FL		\$ 140.00	Pending	
✓	33336002 * PRO TEX SERVICES (COMM) 4063 EMIL DR, ROBSTOWN	Thu 3/28/24	7415674	Scheduled Service COMPLETED	1	0	2 Yard FL		\$ 85.00	Pending	
✓	33171001 *	Thu 3/28/24	7415680	Scheduled Service	1	0	4 Yard FL		\$ 115.00	Pending	

Right Click

70 rows selected

- Display on Map
- Send Service Notification
- Change Route
- Change Status
- Change Posting Status
  - Ready to Post
  - Post

## Related Articles

- [Review Work Order Charges](#)
- [Closing Routes](#)