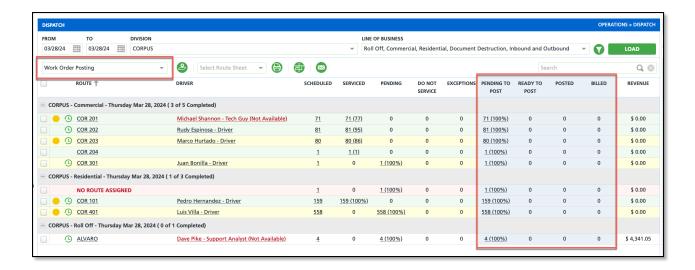# Work Order Posting

Last Modified on 03/28/2024 4:48 pm EDT

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.

Individually Edit Posting Status

To update the Posting Status for a specific location in the Service Record, double-click on the location from the Services List. This action will open the corresponding Service Record, where the Posting Status can be modified.

> ✅ 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.

Edit Posting Status For Multiple Locations

Change the Posting Status for multiple service locations by first selecting the locations you would like to include and then selecting the Set Posting drop down and selecting the status that applies.

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.

Billing | Select Print Format

SET POSTING ▼ | EDIT | PRINT COMPLETED

Search

	ROUTE	LOCATION	SCHEDULED DATE ↑		TYPE	QTY	CHARGE QTY	EQUIPMENT	REVENUE	RECURRING RATE	POSTING STATUS
☑		Example Location 22 16750 Red Oak Dr, Houston		Ready to Post Post	COMPLETED 3:28 pm						
☑	DAY CO SU...	30977005 * Example Location 514 12627 SOUTH KIRKWOOD ROAD, STAFFORD	Thu 3/28/24	7417201	Scheduled Service COMPLETED 3:29 pm	2	0	8 Yard FL		$ 1,564.50	Pending
☑	DAY CO SU...	30977015 * Example Location 531 10950 LOUETTA ROAD, HOUSTON	Thu 3/28/24	7417204	Scheduled Service COMPLETED 3:29 pm	2	0	8 Yard FL		$ 2,790.25	Pending
☑	DAY CO SU...	30977007 * Example Location 184 705 FM 1960 W, HOUSTON	Thu 3/28/24	7417211	Scheduled Service COMPLETED 3:29 pm	1	0	8 Yard FL		$ 782.25	Pending
☑	DAY CO SU...	30977006 * Example Location 45 7531 WESTHEIMER ROAD, HOUSTON	Thu 3/28/24	7417212	Scheduled Service COMPLETED 3:29 pm	1	0	8 Yard FL		$ 1,046.51	Pending
☑	DAY CO SU...	30977003 * Example Location 258 410 S MASON ROAD, KATY	Thu 3/28/24	7417215	Scheduled Service COMPLETED 3:30 pm	1	0	8 Yard FL		$ 782.25	Pending
☑	DAY CO SU...	30977004 * Example Location 166 1105 N DAIRY ASHFORD, HOUSTON	Thu 3/28/24	7417216	Scheduled Service COMPLETED 3:30 pm	1	0	8 Yard FL		$ 782.25	Pending
☑	DAY CO SU...	30977009 * Example Location 257 9730 GATSON ROAD, KATY	Thu 3/28/24	7417217	Scheduled Service COMPLETED 3:30 pm	1	0	8 Yard FL		$ 782.25	Pending
☑	DAY CO SU...	30977010 * Example Location 250 6717 FM 1463 ROAD, KATY	Thu 3/28/24	7417218	Scheduled Service COMPLETED 3:30 pm	1	0	8 Yard FL		$ 782.25	Pending
☐	DAY CO SU...	30977012 * Example Location 264 520 RAYFORD ROAD, SPRING	Thu 3/28/24	7417219	Scheduled Service NOT SERVICED	1	0	8 Yard FL		$ 782.25	Pending