Work Order Posting

Last Modified on 07/29/2025 6:43 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.

| РАТСН | | | | | | | | | | | | OPERAT | TIONS > DISF |
|----------|--------------------------|-------------------------------|--|-----------|----------------|-------------------|-------------------|---------------|--------------------|------------------|---------|--------|--------------|
| м | то | DIVISION | | | LIN | NE OF BUSINESS | | | | | | | |
| 28/24 | 03/28/24 | CORPUS | | | - R | oll Off, Commerc | ial, Resident | ial, Document | Destruction, Ir | bound and O | utbound | - 0 | LOAD |
| ork Ord | er Posting | - 2 | Select Route Sheet 👻 🖨 | | | | | | | Sea | arch | | C |
| | ROUTE 🕇 | DRIVER | | SCHEDULED | SERVICED | PENDING | DO NOT SERVICE | EXCEPTIONS | PENDING TO POST | READY TO POST | POSTED | BILLED | REVE |
| ORPUS | - Commercial - Thursda | y Mar 28, 2024 (3 of 5 Com | oleted) | | | | | | | | | | |
| • • | COR 201 | Michael : | ihannon - Tech Gu <u>y (Not Available)</u> | <u>71</u> | <u>71 (77)</u> | 0 | 0 | 0 | <u>71 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| 0 |) <u>COR 202</u> | Rudy Esp | inosa - Driver | <u>81</u> | <u>81 (95)</u> | 0 | 0 | 0 | <u>81 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| 0 |) <u>COR 203</u> | Marco Hi | urtado - Driver | <u>80</u> | <u>80 (86)</u> | 0 | 0 | 0 | <u>80 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| | COR 204 | | | 1 | <u>1 (1)</u> | 0 | 0 | 0 | <u>1 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| 0 |) <u>COR 301</u> | Juan Bon | illa - Driver | 1 | 0 | <u>1 (100%)</u> | 0 | 0 | <u>1 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| ORPUS | - Residential - Thursday | / Mar 28, 2024 (1 of 3 Comp | leted) | | | | | | | | | | |
| | NO ROUTE ASSIGNE | D | | 1 | 0 | <u>1 (100%)</u> | 0 | 0 | <u>1 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| • • | OR 101 | Pedro He | rnandez - Driver | 159 | 159 (100%) | 0 | 0 | 0 | <u>159 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| 0 0 | OR 401 | Luis Villa | - Driver | 558 | 0 | <u>558 (100%)</u> | 0 | 0 | <u>558 (100%)</u> | 0 | 0 | 0 | \$ 0. |
| <u> </u> | | ar 28, 2024 (0 of 1 Complete | d) | | | | | | | | | | |
| ORPUS | - Koll Off - Thursday M | | | | | | | | | | | | |

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.

| SERVICES LIST | | | | | | | | | | | ? | 8 |
|----------------------|---|--|---------------------|---------|--|-----|---------------|-----------|---------|-------------------|-------------------|---|
| Billing | ✓ Select | Print Format 🔷 👻 | 8 | PRINT | | | | | | Search | Q, 🛞 | 0 |
| ROUTE | SITE | | SCHEDULED DATE 🕇 | WO# | WO TYPE | QTY | CHARGE QTY | EQUIPMENT | REVENUE | RECURRING RATE | POSTING STATUS | |
| COR 201 | 45847008 * <u>SONIC DRIVE-IN</u> 13913 Northwe Christi | st Blvd, Corpus | Thu 3/28/24 | 7414941 | Scheduled Service DO NOT SERVICE Vacation Hold | 1 | 0 | 8 Yard FL | | \$ 254.27 | Pending | |
| COR 201 Right-cli | 32744012 * Family Dollar #3 1711 Voss Ave, 0 | 2 <u>689</u> Ddem | Thu 3/28/24 | 7415140 | Scheduled Service COMPLETED | 1 | 0 | 4 Yard FL | | \$ 185.00 | Pending | |
| COR 2 Dis | splay on Map nd Service Notification | <u>689</u> dem | Thu 3/28/24 | 7415141 | Scheduled Service COMPLETED | 1 | 0 | 8 Yard FL | | \$ 195.00 | Pending | |
| COR 2 Ch | nange Route | <u>es</u> Corpus Christi | Thu 3/28/24 | 7415280 | Scheduled Service COMPLETED | 1 | 0 | 6 Yard FL | | \$ 235.00 | Pending | |
| COR 2 Ch | ange Posting Status | Ready to Pos | tt 3/28/24 | 7415459 | Scheduled Service COMPLETED | 1 | 0 | 4 Yard FL | | \$ 95.00 | Pending | |
| COR 201 | 42762003 <u>NATIONWIDE D</u> CO. AIR NAIL BL 1826 N Padre Isl Christi | ISTRIBUTING JILDERS and Dr, Corpus | 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 CO | | | | | Search | ۵ 🛛 🗘 | |
| ROUTE | SITE | SCHEDULED DATE ↑ | WO# | WO TYPE | QTY | CHARGE QTY | EQUIPMENT | REVENUE RECURRING RATE | POSTING STATUS | |
| COR 201 | 45847008 * <u>SONIC DRIVE-IN</u> 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 | Thu 3/28/24 | 7415140 | Scheduled Service COMPLETED | 1 | 0 | 4 Yard FL | \$ 185.00 | Pending | |
| COR 201 | 32744012 * Family Dollar #32689 1711 Voss Ave, Odem | Thu 3/28/24 | 7415141 | Scheduled Service COMPLETED | 1 | 0 | 8 Yard FL | \$ 195.00 | Pending | |
| ✓ COR 201 | 45927001 * <u>s inray Townhomes</u> 27, 1 Sunray Cir, Corpus C | Thu 3/28/24 70 rows selected | 7415280 | Scheduled Service COMPLETED | 1 | 0 | 6 Yard FL | \$ 235.00 | Pending | |
| ✓ COR 201 | 472286 1 * <u>Q-Productions</u> 5410 Leopa, 1 St, Corpus (| Display on Map Send Service Notifica | i459 ition | Scheduled Service COMPLETED | 1 | 0 | 4 Yard FL | \$ 95.00 | Pending | |
| COR 201 | 42762003 <u>NATIONWIDE DIS, UBUTI</u> <u>CO. AIR NAIL BUILDE 75</u> 1826 N Padre Island D. L. Christi | Change Route Change Status Change Posting Statu | i603 | Scheduled Service COMPLETED | 1 | 0 | 2 Yard FL | \$ 70.00 | Pending | |
| COR 201 | 47181001 * <u>Ibex Riverside Center</u> 15602 Northwest Blvd, Robstown | Thu 3/28/24 | 741! Post | Service ITED | 1 | 0 | 8 Yard FL | \$ 253.50 | Pending | |
| ✓ COR 201 | 47712001 <u>Los Jeffe's</u> 333 N Port Ave, Corpus Christi | Thu 3/28/24 | 7415672 | Scheduled Service COMPLETED | 1 | 0 | 6 Yard FL | \$ 140.00 | Pending | |
| ✓ COR 201 | 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 | |
| COR 201 | 33171001 * | Thu 3/28/24 | 7415680 | Scheduled Service | 1 | 0 | 4 Yard FL | \$ 115.00 | Pending | |

Related Articles

Review Work Order Charges Closing Routes