

# Work Order Cheat Sheet

## Work Order

Work Order ID+ WO0000000000928

Company+ UVAHS

Customer+ Rukeah Bailey

Contact+ Scott Harlow

Notes

Template+ Departmental Systems - General

Summary\* Install eprint on computers for CM

Service

Work Order Type\* General

Request Manager

Support Group Name\* Departmental Systems

Request Manager Waddill D Stewart

Request Assignee

Support Group Name Departmental Systems

Request Assignee Scott Harlow

Status\* Assigned

Status Reason

Priority Low

Work Detail

1 entries returned - 1 entries matched

Type	Notes	Files	Submit Date	Submitter
General Information	Requested by Case Management	0	10/12/2015 1:57:26 PM	cash3h

Add Work Info

Notes: <Type your work info here>

Attachment: <File Name>

More Details

Add

Step 1: **Select a template** (if available)  
Or fill in required fields

Step 2: **Identify the Customer**

Step 3: **Add relevant documentation**

Step 4: **manage the status**