

View an overview of your Issues

On the grid ², you can view the following information for each one of your Work Orders:

- “Needs attention”*: An indication of whether this W0 needs attention by the manager.
- “Ref number”: A system-generated, unique number for each W0.
- “Date”: The Date the W0 was created.
- “Name”: The Name of the W0.
- “Status”: The Status of the W0.
- “Priority”: The Priority of the W0.
- “Tag”: The current condition of the W0.
- “Assignees”: The people assigned to this W0 in order to complete the work required.
- “Due Date”: The Due Date of the W0.
- “Client/Site”: The Client/Site this W0 is related to (if any).
- “Branch Office”: The Branch this W0 belongs to.

You can export your grid ³ a PDF or Excel by pressing the respective buttons at the top of the page. The export will include all Work Orders available on your grid, based on the filters you have applied.

* Needs attention

“Needs attention” gives an indication to the manager that there might be something wrong with a W0.

A W0 can be marked as needing attention if the Operational Need cannot be covered, in case it was “Rejected” or “Aborted” by the Assignees.

W0s marked with “Yes”, indicate that they need attention.

Needs Attention	Ref number	Date	Name	Status	Priority	Tag	Assignees	Due Date	Client	Site	Branch Office
Yes	201	2022-07-14 11:50:40	Please check t...	Open		Aborted					New York Branch
No	200	2022-07-14 11:48:52	Check the perli...	Open	Medium	Assigned	Michael Scott				New York Branch
No	199	2022-07-14 11:38:28	Spillage and R...	In Progress	Low	Working	Michael Scott	2022-07-14 12:30:00			New York Branch