

Viewing the Extra Description in a Work Order

Viewing the Extra Description in a Work Order or Phase:

1. Select a work order. (See steps from To Perform a Work Order Search or Query)
2. Click the view pull down menu **View: Select**
3. Then select **Extra Description**

The screenshot shows the FacilityMAX Work Order screen for work order 960737-2007. The 'View' dropdown menu is open, showing options: Select, Extra Description (highlighted), Reference Data, Budget Change Order, Cost Analysis, Email Log, Notes Log, User Defined Fields, Status History, and Related Documents. The main description is 'HOLIDAY FOOD PURCHASES - NOT FOR TIME'. Below this is a table for 'Phase' with columns: Phase, Description, Location, Shop, Work Code, Priority, and Status. The table contains five rows of phase data.

Phase	Description	Location	Shop	Work Code	Priority	Status
A1000	HOLIDAY FOOD PURCHASES - NOT FOR TIME		A1000	XXXX	05	SCHEDULING
A2200	HOLIDAY FOOD PURCHASES - NOT FOR TIME		A2200	XXXX	05	NEWWORK
A2300	HOLIDAY FOOD PURCHASES - NOT FOR TIME		A2300	XXXX	05	NEWWORK
A2400	HOLIDAY FOOD PURCHASES - NOT FOR TIME		A2400	XXXX	05	NEWWORK
B1000	HOLIDAY FOOD PURCHASES - NOT FOR TIME		B1000	XXXX	05	COMPLETE

4. After viewing the extra description, click the done flag  to return to the main work order screen.

The screenshot shows the FacilityMAX Extra Description screen for work order 960737-2007. The 'Extra Description' field contains the following text: 'HOOVER AVE BUILDING A WORK REQUEST FOR HOLIDAY FOOD PURCHASES FOR HOLIDAY PARTIES DECEMBER 2006. LIMITED TO \$8.50 PER EMPLOYEE. THIS WR IS NOT TO BE USED FOR HOURLY TIME. HOURLY TIME FOR EMPLOYEES SHOULD BE CHARGED TO UFUNCTION-2007. 12/19/06 11:44 TMB PER JOEL FOOS, ADD M2250 TO WORK REQUEST'.

****Note****

To view phase extra descriptions, click the phase number in the phase section of the work order, and repeat steps 2 to 4.