AssetWORKS
Integrated Workplace Management Systems

ReADY- Check the Status of a Work Order
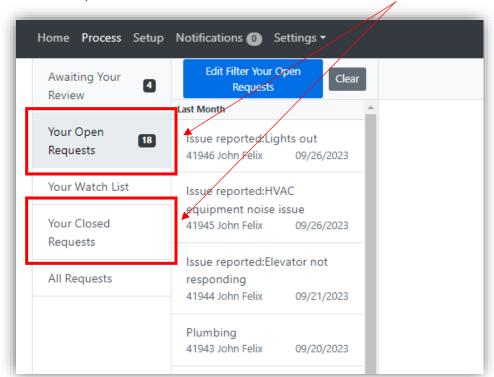
END USER TRAINING GUIDE

October 30, 2023

Check the status of a work order

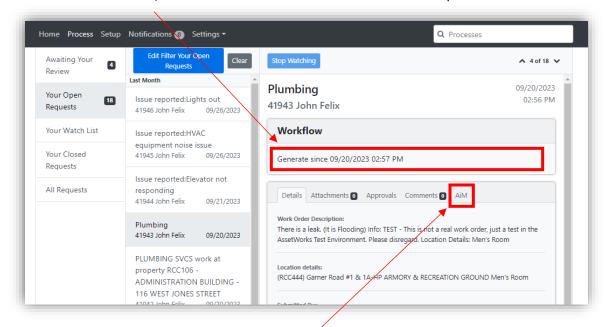1) On the top of the page, select Process.

2) In the process page, locate the request by searching through either "Your Open Requests" or "Your Closed Requests" Lists
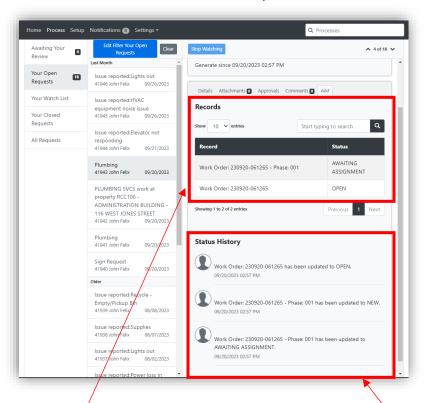
3) Click on the request. To the right, the details will appear. If the top of the page indicates "Generate since …", this means a work order was created for this request.

4) Below that, see the tabs and select the "AiM" tab to see the Work Order and Phase details.

5) Scroll down locate the AiM Records and Status History sections.

   a. In the "Records," it will indicate the current status.
   b. In "Status History," it will have a list of the history of status updates provided.