



Activity: **Work Order Inquiry for Facilities, Tech Services and Telecom
Facility Work Order Inquiry (Maintenance)**

Munis > Financials > Work Orders, Fleet and Facilities > Facilities > Inquiry and Reports > Work Order Inquiry

Tech Services & Telecom Work Order Inquiry (MIS)

Munis > Financials > Work Orders, Fleet and Facilities > MIS > Inquiry and Reports > Work Order Inquiry

Search for Work Orders

1. Click **Search**
2. Enter the four digit cost center location in the **Requesting dept** field
3. Tab to **Servicing dept**
 - a. Enter the Servicing dept cost center number or use the drop-down to select the department. E.g. **9061-Maintenance Services, 9421-Telecommunications or 9422-Technology Services.**
4. Click **Accept**
5. The system will return all work orders that meet the selection criteria
6. To generate a PDF for a specific work order(s)
 - a. Click **Search**, and enter the work order number or range of numbers. E.g. **(10840:10845)**
 - b. Click **PDF** to generate the report
 - c. Select **Detail Report** and **OK**



Additional information can be viewed by clicking on any folder highlighted in yellow.



Select **More** in the ribbon and use the drop-down menu to **View Changes** associated with the work order.