



**MD-0010 Work Order Reassignment**

Work orders must be assigned to the technician who completed the work.

If the work order must be reassigned from one technician to another, the Supervisor or Master Foreman in charge will add the crew number of the originally assigned technician to the work order description in this format:

@crew number@ (without any spaces) Example: @123@

**Add/Update Work Order**

Work Order: 1558811

Save Reset First Prev Unfilter Next Last

**Work Order saved successfully!**

**Status**  New Request

**Priority**  Medium

**Status Date** 7/3/2017

**Created By** Johnathan Doe

**Status Last Changed By** School Dude Supervisor

**Date Created** 7/3/2017

**Date Last Printed**

**Last Changed By** School Dude Supervisor

**Request Info**

**Location** Southern High School

**Building** -- No Building Available--

**Area** Classroom

**Area Number** 112

**Request Date** 7/3/2017

**Request Description**  Replace Mucet in room 112 @123@

Emergency?

If the work order must be reassigned from one technician to another, the Supervisor or Master Foreman in charge will add the crew number of the originally assigned technician to the work order description