CORRIGOPRO

Quick Reference - The Basic Steps of a Reactive or PM/RM Work Order

Your Customer

4080-GA, Alpharetta
Jamestown
4080 McGinnis Ferry Road,
Alpharetta, GA 30005

Branch: Derek's General Maintenance

WO# JTOWN0857 NON-URGENT 2:03 PM

New WO#JTOWN0857 is awaiting your attention

Your Customer

The above image is a work order in CorrigoPro. There are 4 basic steps to each work order for completion and invoicing. To get started, click anywhere on your work order, then follow the steps below.

1. Accept – Click "Accept" to accept your work order. Another option is to reply to your email alert with the work "Accept".

Click to **ACCEPT** or **REJECT** WO #307860303?
Any questions? Send a message

If the NTE is not sufficient and will need to be increased, then click "Here" where your invoicing limit is stated to submit a quote

You cannot invoice us more than $500.00 USD for this work. Click **HERE** if you need this increased

2. Check In – This will be done on site by your tech if your customer requires it. If not, you must click "Check In" in the work order.
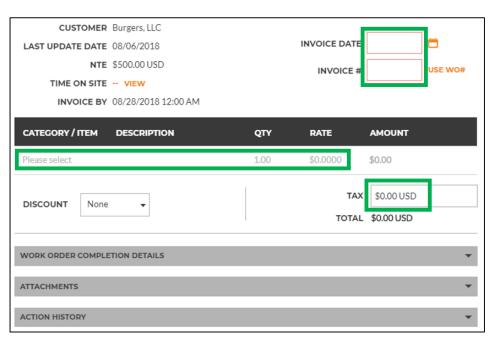
Please **CHECK IN** when you arrive on site and start working

3. Check Out – This will also be done on site if your customer requires it. If not, you must click "Check Out" in the work order.

Please **CHECK OUT** when you complete working or **PAUSE** if you need a break

4. Invoice – Checking out will complete your work order, and the invoicing link will appear.

You have to submit the invoice by 09/06/2018 3:00 AM.
Click **HERE** to manage your invoice

CUSTOMER	Burgers, LLC			INVOICE DATE	
LAST UPDATE DATE	08/06/2018				
NTE	$500.00 USD			INVOICE #	USE WO#
TIME ON SITE	-- VIEW				
INVOICE BY	08/28/2018 12:00 AM				

CATEGORY / ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Please select		1.00	$0.0000	$0.00

| DISCOUNT | None | TAX | $0.00 USD |
| | | TOTAL | $0.00 USD |

WORK ORDER COMPLETION DETAILS

ATTACHMENTS

ACTION HISTORY

Fill in the items in green, give a quick review, and click "Submit". Your work order is now completed and the invoice has been submitted.