

How to use the work order list filter

Last Modified on 03/31/2021 3:28 pm EDT

The work order list filter is a multi-select. By default Waiting, Ready, In Production and Finished are selected. To change the filter you need to scroll through the selections and click it so that it turns to the highlight color to include or until there is no highlight to exclude it.

For example if I wanted to see only Waiting and Ready I would highlight Waiting and Ready and NOT highlight In Product, Finished and History.

You should also ensure there are no Existing filters. You can see these on the bottom of the work order list e.g. SO #=XXX
