



**350 W. Burnsville Parkway
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Schedule Your Free Demo!

Service Orders

- Create custom service orders and modify the design to meet your needs
- Default service orders included
- Create user definable fields
- Create check boxes, memo boxes or drop down menus
- Track progress by service order status
- Linked directly to utility billing to populate account number, meter reads, serial numbers, meter id, etc.
- Assign service orders to a technician
- Print or email service order
- Print daily service order schedule by employee
- Complete schedule tracking capabilities
- Run reports by service order type, status, etc.
- Search for service order by number or address

Service Order 14031

Search Order

Service Address

Contact Info

Create New Order

200 N MARKET ST
YOUR CITY, US 55427

Jefferson, Morgan
200 N Market St
YOUR CITY US 55427

Service Type

Service Date/Time

Duration/End Time

Status

Requested By

Taken By

Logged Date

Assigned To

Service Charge

Delete

Schedule

Print To

E-Mail

CHECK IF METER IS BROKEN

Notes

METER CHECK SERVICE ORDER

UB Account Number

010001000000

WATER USAGE

PREVIOUS READ DATE

PREVIOUS METER READING

NEW METER READING

Previous Read Date

437

500

METER ID

SERIAL NUMBER

52867632

60587044

Technician Verify The Following:

Result

☐ Check Meter Head
☐ Check Valve
☐ Check Transmitter

NOTES

DATE COMPLETED

SIGNATURE

| | | | | | |
|----------------------------------------|-----|----------|-----|----------------|-----|
| Pick person and date to view schedule. | | May 2014 | | Block Time-Off | |
| City Inspector | Sun | Mon | Tue | Wed | Thu |
| Alton Steelman | 27 | 28 | 29 | 30 | 1 |
| Charles Dickerson | 4 | 5 | 6 | 7 | 8 |
| Clarence Smith | 11 | 12 | 13 | 14 | 15 |
| Edward Wiley | 18 | 19 | 20 | 21 | 22 |
| Le Fredrick Thomas | 25 | 26 | 27 | 28 | 29 |
| James Vincent | 1 | 2 | 3 | 4 | 5 |
| Jason Williams | | | | | |

| Time | Duration | Type of Service | Address | Note | Service No. |
|---------|----------|------------------|-------------|------|-------------|
| 11:00AM | 15 min | Meter Change Out | 100 MAIN ST | | 14032 |
| 1:00PM | 15 min | Meter Change Out | 100 MAIN ST | | 14033 |