



# Maintenance Orders



Caselle Maintenance Orders is for the administrative assistant, clerk, or field personnel who needs to track maintenance orders or non service related orders for an organization's public works department.

With combined power and flexibility, tracking your maintenance orders has never been easier. This application allows you to easily create and print customized maintenance orders and then track their creation date, due date, and completion date. You can also organize maintenance orders by department, project, personnel, or location. In addition, this application allows you to record multiple actions on a single maintenance order and create user-defined fields for storing any unique information. With the Connect Online capabilities, field personnel can view the maintenance orders through a web browser. They can then electronically enter and submit maintenance order information back to the office staff, all without having to go to the office to pick up printed forms.

## BENEFITS

- Set up and track maintenance orders through the completion process.
- Track creation, due date, and completion of maintenance orders by date and time.
- Import existing service addresses from Utility Management.
- View a complete list of maintenance orders online.

## EFFICIENT

- Organize work by departments, project, or personnel.
- View location history while creating or completing a maintenance order.
- Easily create, edit, reprint, and complete maintenance orders while viewing details.
- Field personnel can access and complete maintenance orders electronically.

## FLEXIBLE

- Create and print customized maintenance orders by request type.
- Create and save filters to refine viewable maintenance order history.
- Control actions and personnel by department.
- Create user-defined fields.
- Go paperless and allow field staff to see and complete maintenance orders remotely in real-time.

## INTERFACES WITH

- Utility Management
- Document Management