

Editing Closed Work Orders in AlarmBiller

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How to edit a closed work order in AlarmBiller

Follow these steps to reopen a closed work order

1. Go into the customers page in question and delete the invoice that is associated with that work order.

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This will take you back into the customer's screen.

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2. Click on the work orders tab below, checkmark the show closed work order check box, and then click on the work order you wish to reopen in blue.

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3. Click the reopen button and AlarmBiller will ask if "Are you sure you want to reopen this work order?" click OK.

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4. The work order is now reopened, and you can edit as necessary.

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