ReADY- Check the Status of a Work Order
END USER TRAINING GUIDE

November 10, 2020

NCDOA Training
https://sonctest.assetworks.cloud/
Check the status of a work order

1) On the top of the page, select Process.

2) In the process page, locate the request by searching through all of "Your Open Requests" list.
3) Click on the request. To the right, the details will appear. If the top of the page indicates “Generate since …”, this means a work order was created for this request.

4) Scroll to the bottom of the details and locate the AiM Records and Status History sections.

   a. In the AiM Record, it will indicate the current status.
   b. In Status History, it will have a list of the history of status updates provided.