Simple Work Order Entry – *For User* field information

The For User field is associated with the extension (facility ID or phone number) and agency/activity code.

When making a change or disconnecting an existing extension, click on the search icon and enter the phone number in the Extension field. Click on Detail Search. Select the correct extension. When making a change or disconnecting multiple extensions, select one of the correct extensions.

When installing a new extension or extensions, click on the search icon and enter the agency/activity code in the Agency Code field. Click on Detail Search. Select the correct agency/activity code.

It is recommended that orders be limited to one agency/activity code per order.

**Step 1: In Simple Work Order – Go to “For User” and click “search” icon**

**Step 2: On the User/Extn Lookup Screen – type in the extension. Click on “Detail Search.”**
Step 3: Single click on the correct extension. This will attach the extension/agency and activity code to the order.