

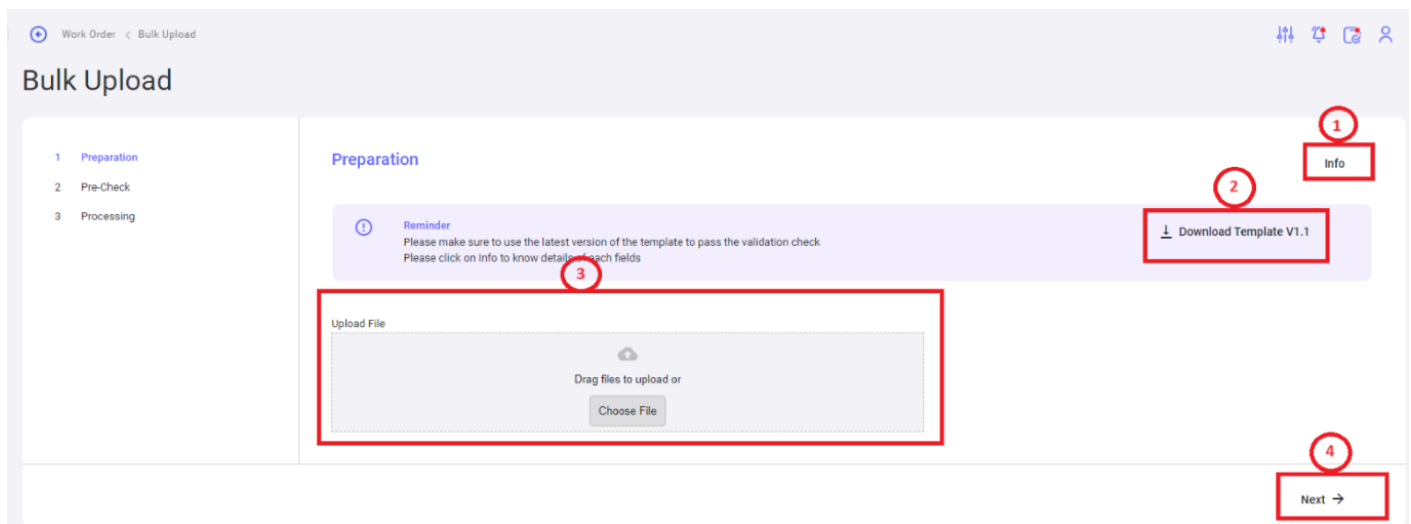
5. Bulk Upload

Bulk Upload:

This feature is to create work orders in bulk. Bulk upload is a 3-step process. The following are the steps followed in Work order bulk upload.

1. **Preparation:** Bulk Upload template can be downloaded.
2. **Pre-Check:** To check for any errors in the uploaded sheet.
3. **Processing:** To see the progress on the bulk upload process.

Below are the steps to create work orders in bulk.



1. **Info:** Provides the validation information required to fill the template.
2. **Download Template:** It's a predefined template used to key in data. Date update should match the validation provided in the Info.
3. **Upload File:** To upload updated template. The file can drag or upload using the choose file option.
4. **Next:** To move the upload file process to pre-check step.

List View:

Work orders created newly from new work order or bulk upload features will be displayed on the Work order dashboard in the List view.

Work Orders

My Team

1915
SLA Fulfilled

8992
SLA Breached

23
Awaiting Response

5041
Assigned

474
In Progress

45
Rescheduled

2475
Resolved

362
Closed

27
Paused

311
Cancelled

All Work Orders

All

Search

Filter

<input type="checkbox"/>	Work Order ID	Work Order Subject	Asset Name	Work Order Type	Work Order Sub Type	Response Time SLA	Resolution Time SLA	Start Date	Start Time	Assignee (Agent)	Created Date	Status	Due Date	Action
<input type="checkbox"/>	472024219503	Auto Created WO-VV	PostMan Second	HIMAN	HIMAN TP	-14D 22H 46M	-14D 22H 36M	04 Jul 2024	18:35	-	04 Jul 2024	Open	04 Jul 2024 18:55	
<input type="checkbox"/>	472024270360	TEST Sanjay WO	Realme	TEST SANJAY	TEST SANJAY	-15D 11H 18M	-15D 10H 18M	04 Jul 2024	13:10	sanjay mallulafield	04 Jul 2024	Assigned	04 Jul 2024 14:12	
<input type="checkbox"/>	472024758707	TEST Sanjay WO	Realme	TEST SANJAY	TEST SANJAY	-15D 11H 19M	-15D 10H 19M	04 Jul 2024	13:10	sanjay mallulafield	04 Jul 2024	Assigned	04 Jul 2024 14:11	
<input type="checkbox"/>	472024653484	TEST Sanjay WO	TEST sanjay	TEST SANJAY	TEST SANJAY	-15D 11H 19M	-15D 10H 19M	04 Jul 2024	13:10	sanjay mallulafield	04 Jul 2024	Assigned	04 Jul 2024 14:11	

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