



## Searching for the right Task Code

As many of our properties are expanding the use of SynergyMMS outside of the Engineering department it becomes necessary for more task codes to be added to the list. SynergyMMS already allows for both numeric and alpha-numeric task. Now we have added a search process to the WR to make finding task codes even easier than knowing the first few characters.

When you go into the WR both the Full View and the FasTrax View you will see a magnifying glass to the right of the task code field. Click on this and type in a word to search for, press enter, then click the drop down arrow and your task code list is filtered to only show tasks with your word.

**Synergy Work Requests**

403 Open Work Requests Find WR#

WR #	Gst	Location	Description	Status	Assigned To	Duration	Started On
3980		Pool	Check pool chemical levels	○	None	66d 03:52	2/5/2008 8:2
4001		1004	5000 Pick up mail from Guest	⇒	None	65d 04:23	2/6/2008 7:5
4002		1004	1032 TV Remote 000 Hard to contr	⇒	None	65d 04:22	2/6/2008 7:5
4003		1004	Equip Equip Walk thru	⇒	None	43d 21:14	2/27/2008 3:
4005		1003	Check pool chemical levels	⇒	None	65d 03:52	2/6/2008 8:2
4006		1008	Check pool chemical levels	⇒	None	65d 03:52	2/6/2008 8:2
4025		1st floor store r	1003 Bed Side Light Out	✓	None	7d 03:29	2/6/2008 9:5
4027		3004	EPL1005 Sink Cleanup	⚠	None	21d 19:34	3/20/2008 4:
4030		7007	1023 Sink Faucet Drips 1. Turn off po	✓	None	0d 00:25	2/7/2008 12:
4029		794	FloorScrub Bathroom Floors Power S	⚠	None	64d 04:16	2/7/2008 8:0

Details | More | Closing | Cost

**Details - WR#: 4025 Issued By: Demo, Demo (ENG) on 2/6/2008 9:53 AM**

Location: 1st floor store room Repair Dept: ENG

**Task Code:** 1003- Bed Side Light Out

Assigned To: None

Guest:  Requested By: None

Comments: Bed Side Light Out --

+ Add Save Cancel Dispatch Complete Close WR

More | Closing | Cost

**WR#: 4025 Issued By: Demo, Demo (ENG) on 2/6/2008 9:53 AM**

Location: 1st floor store room

**Task Code:** light

Guest:

Comments: Bed Side Light Out --

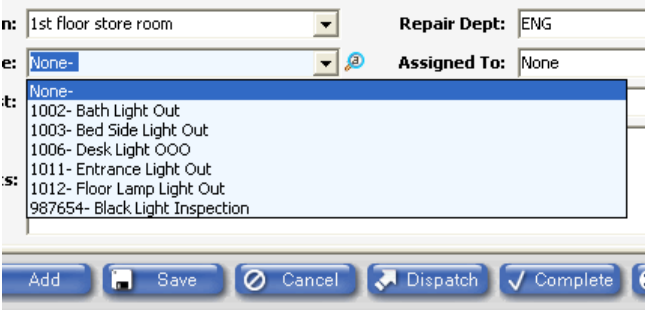


Once you click on the task code field will turn blue and you can type in the word you wish to search for.

Now press enter and click on the drop down and viola. Only task with the word you are searching for show.

Also when you are in this search mode for the task, the fields and drop down will be displayed in blue

and the icon  changes to .



n: 1st floor store room      **Repair Dept:** ENG

e: None-      **Assigned To:** None

it: None-

:s: 1002- Bath Light Out  
1003- Bed Side Light Out  
1006- Desk Light OOO  
1011- Entrance Light Out  
1012- Floor Lamp Light Out  
987654- Black Light Inspection

Add   Save   Cancel   Dispatch   Complete



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