Completing Your Own Self Service Work Orders

You can complete your own Self Service work orders in Track-It! Web. This is useful if you've found your own solution or want to cancel your work order.

To Complete Your Own Self Service Work Orders:

1. To find the work order you want to complete, click the Work Orders tab.

2. Click the Work Order number.

3. The Work Order details display.

4. Click the Complete Work Order link.

5. Enter a short description in the text box describing how you resolved the problem.

6. Click the Complete button.

7. A confirmation messages displays that your work order was completed.

8. Click the OK button.

9. The work order will be removed from your Open Work Orders list. You can click the Closed or All links to view the closed work order.