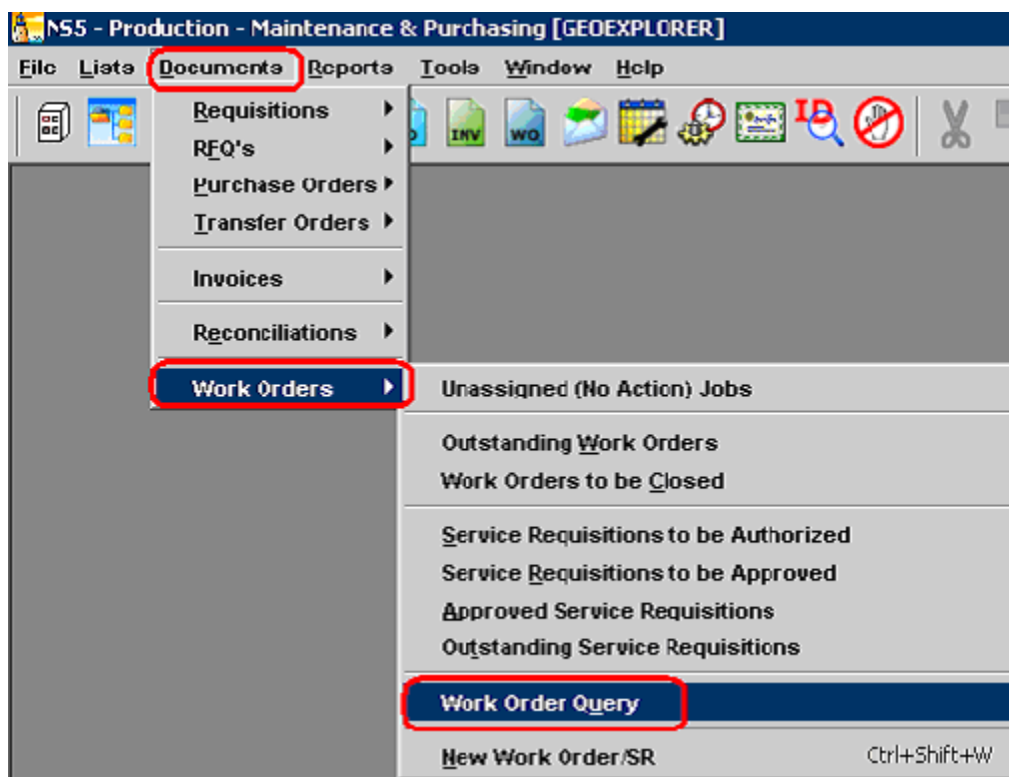# Cheat Sheet #11 How to Find a Work Order by Number or Date

Searching by Date

Log in to NS5 and open the Maintenance and Purchasing module. From the Menu Bar, click on Documents and scroll to Work Orders, then Work Order Query.

You will get a new window called Search Companion. If you click Search with the default settings, it will pull up all work orders ever entered.

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Vessel Systems Manager   Last updated October 2015

Work orders are listed by the date they were created. You can narrow your search by date if you have an idea of when the WO was entered. Move your mouse to the Scheduled/ Completed Date Range box on the form and click on Select. Then click on the calendar icons to select the date range.

Click on the date you want and then click the blue check mark. This will enter your search date.
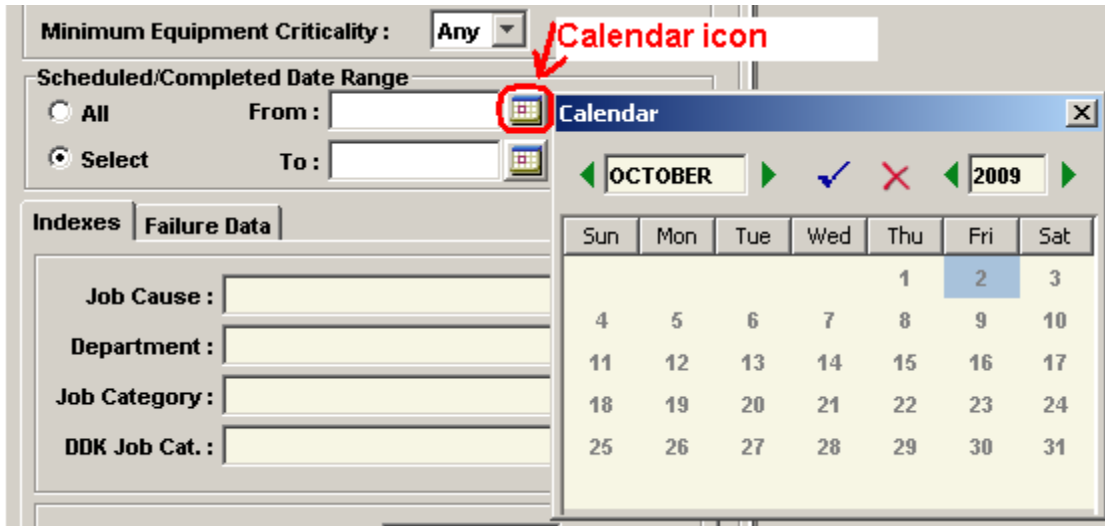

Now when you click Search, you will only see WO's that occurred during the time range you entered. Once the work orders are listed, you can click on the titles of the columns to sort the list. Clicking **Title** will sort wo's alphabetically, **Scheduled** will sort by date and **Doc. No**. will sort by number.

✓	Type	Doc. No.	Scheduled	Completed	Title	Est. ▶
☐	WO	0308913	11/18/2010	11/17/2010	BILGE PUMP BIWEEKLY TEST	
☐	WO	0308881	11/18/2010		BOW THRUSTER MALFUNCTION	
☐	WO	0308912	11/18/2010		GMDSS WEEKLY TEST	

Another way to search is to use the top of the window. Click on the drag down menu next to the word **By:** and select how you want to search. Then go to the Search box and start typing. The program will start looking as you type.
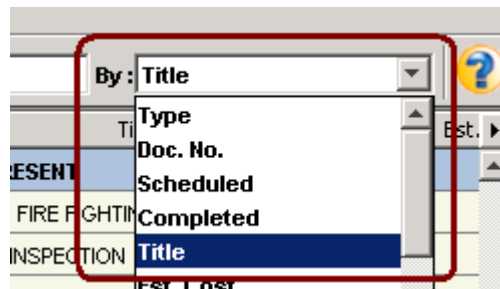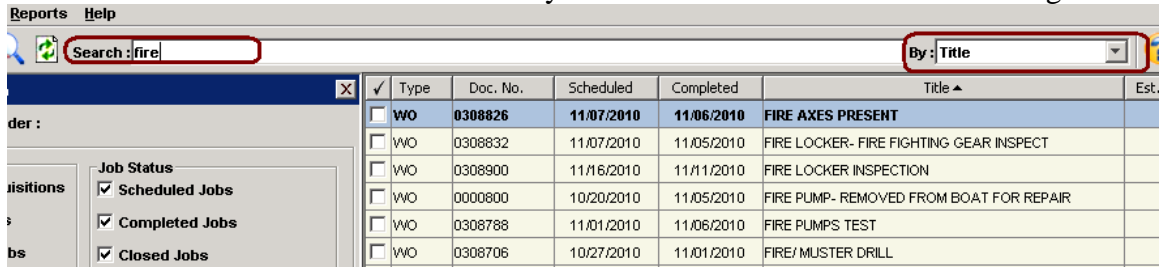
If you have a work order number, you can look it up directly. Just click the box next to Enter Work Order No. and type in the number. **Be sure to include any leading zeros or the system will not find your work order.** Click Search.
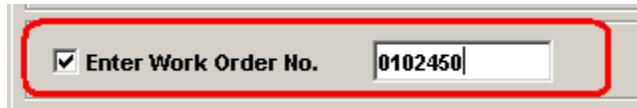
Only the job you specify will appear on the right side of the window. You can then double click on that work order to open it.