
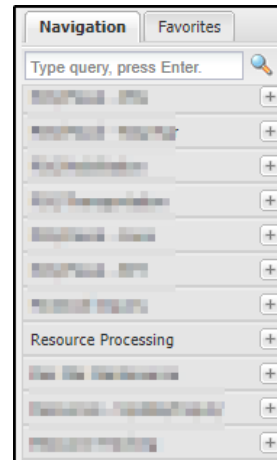



Work Orders – One Note To Many Resources

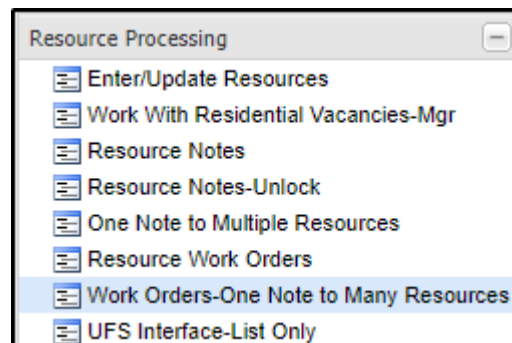
The **One Note To Many Resources** provides the ability to enter the same resource work order note to multiple resources.

To access the **Work Orders – One Note to Many Resources**, use the Navigation menu in the Atrium to find the **Resource Processing** section. Select the  icon next to Resource Processing to display the options available to the user profile.



In this sub-menu, select,

 Work Orders-One Note to Many Resources




The **Work Order Note to Multiple Resources** screen will display.


In the **Record for Resource** field, enter the resource number. Click

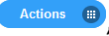



. A resource can be searched for by name by clicking on



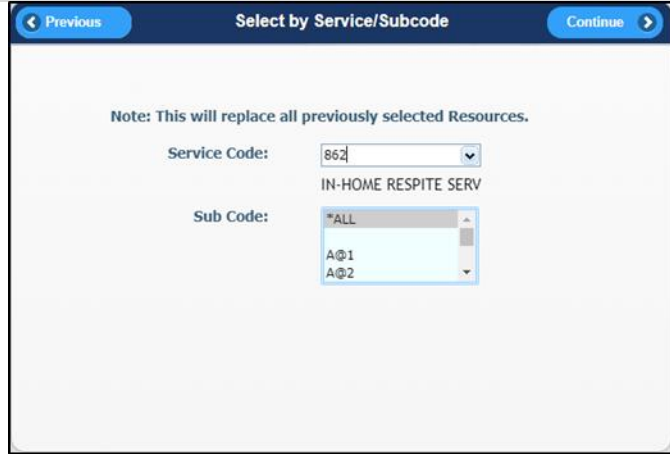
Clicking  will add the resource to the list where the note will be recorded.

To remove a vendor from the list, click on the delete icon .

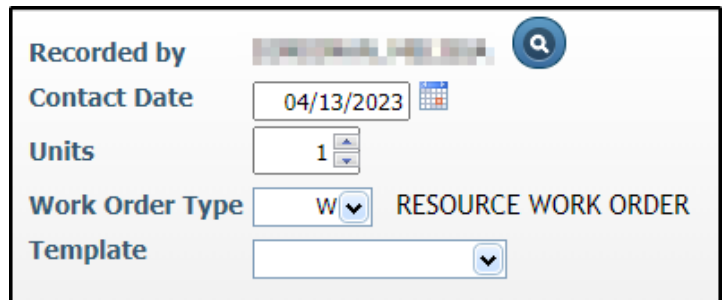
To add resources to the list by service code, click on , then click .

Enter the service code manually, or select a service code by using the drop-down menu.

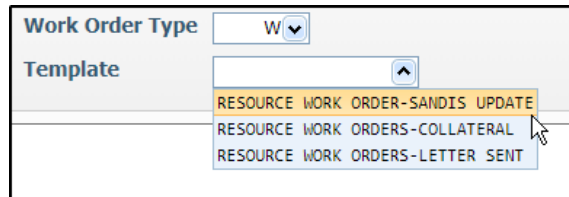
Select a sub-code, then click **Continue**. Resources that meet the criteria will auto-populate to the list.





Information such as the contact, date, units, work order type, and the type of template that will be used can be updated, as needed.





For more information on **Work Order Type** and its associated templates, please refer to the **Resource Work Orders** documentation.


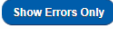


Enter the note, then click  when it has been completed.

The next screen will allow for reviewing and editing of the note. If there are no errors, click  to proceed with recording the note to multiple resources.

Clicking  will return the user to the previous screen and will not record the note.

If errors are found, the information must be corrected and  until no errors are found.

All notes can be displayed by clicking . To only show notes with errors, click on .

After importing the notes, they will display in the Resource Work Order file of that resource.

Resource # HQ0826 ARCC CENTER IH RESPITE
+ Add New Note Default date 04/13/2023

Date	Units	Work Order Type	Status	Author	Notes Snippet
04/13/2023	N 3	WORK ORDER	REVIEWED	MARTINEZ, EMILIA	A collateral request was sent to this vendor today.

Resource # H27318 YMCA CRS
+ Add New Note Default date 04/13/2023

Date	Units	Work Order Type	Status	Author	Notes Snippet
04/13/2023	N 3	WORK ORDER	REVIEWED	MARTINEZ, EMILIA	A collateral request was sent to this vendor today.