



What do the Date/Time fields in Repair Order Entry Mean?

Date/Time fields are available as range filters for CFA's Repair Transaction reports.

- Understanding which Repair Order Date/Time fields can be edited by users, what the default values are for each field, and your internal operational definition for each of these fields will help you determine how to update these fields during data entry.
- Consistency in use during data entry is critical to accurate reporting.
- Most fields auto-populate with a default date/time based on the date and time on your computer or network when the repair order is created.
 - Most can be edited if, for example, the Repair Order is being entered after the work was done.
 - For best results, type in mmddyyhhmm, so 1201190130 will result in a display of 12/01/2019 01:30.
 - Adding symbols such as backslash (/) or time with a colon (:) will cause an error and the field will reset.
 - Time is kept according to a 24-hour clock, or military time, so 13:30 equates to one thirty in the afternoon, (1:30 PM.)

I. Repair Order Header

1. **Open Date/Time** – Can be changed if the Date/Time the Repair Order was opened is different than Entry Date/Time.
2. **Expected Date/Time** – Defaults to reflect no date and 00:00 as the time. It can be used to enter the Date/Time the Repair Order is expected to be completed, for example; the date a vendor quoted for completion of an outsourced Repair Order or the date/time quoted to an internal customer (another department) for when their unit will be ready for pick-up.
3. **Close Date/Time** – Can be changed if the Date/Time the Repair Order was closed/completed is different than Entry Date/Time.
4. **Posted Date/Time** – Can be changed if the Date/Time the Repair Order was posted is different than Entry Date/Time.
5. **Entry Date/Time** – The Date/Time that the Repair Order was created.
 - i. **This field cannot be edited by end-users**
6. **Last Edited** – Displays the Date/Time any portion of the Repair Order was last edited.
 - i. **This field cannot be edited by end-users**

II. Repair Order Detail

1. **Repair Date** – Can be used to enter in the Date/Time the repair job was started by the mechanic. Since multiple jobs can be associated with a single Repair Order, the Repair Date can be adjusted for each Detail record.
2. **Last Edited** – Displays the Date/Time the detail record was last edited.
 - i. **This field cannot be edited by end-users**

III. Repair Order Inventory

1. **Entry Date/Time** – Displays the Date/Time that the part record was entered onto the Repair Order.
 - i. **This field cannot be edited by end-users**
2. **Last Edited** – Displays the Date/Time the part record was last edited.
 - i. **This field cannot be edited by end-users**