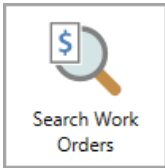


Search Work Orders

Last Modified on 10/06/2026 4:42 pm AEST



The instructions in this article relate to **Search Work Orders**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Search Work Orders is used to find *TaskMax* work order records by selected criteria. It can report on work order details such as status, creditor name, and Contractor Industry where that information has been populated from **Creditor Maintenance**.

This search assists with reviewing outstanding work orders, analysing contractor activity, and keeping the **Dashboard** current for outstanding work orders. Searches can be saved for continuous use, and the information can then optionally be exported to Excel or produced into a PDF-style document.

Searches

Many [search screens](#) use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

Search Work Orders | Security

To access **Search Work Orders**, the user must have permission set to *Allow* for *Search Work Orders* under the *Menus* category in **Security Setup**.

Search Work Orders | What it can report on

Search Work Orders reports on *TaskMax* work order records using the search values most relevant to the task being completed. This includes searches for work orders that are not finalised, work orders linked to a particular creditor, and work orders grouped by Contractor Industry where that information is available.

This is useful when you need to monitor outstanding work orders, review how many work orders have been sent to a contractor, or analyse work order activity by contractor type. The displayed columns and sort order can also be tailored to suit the information you need to review.


Search Work Orders | Recommended search examples


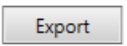




Find unfinalised work orders

This search can be used to identify outstanding work orders by returning records where the status is not

finalised.

1. Search for or select **Search Work Orders**.
2. From the *Restrict To* tab, add or select the *Status* field and set the *Condition* so the status is not equal to *Finalised*. Add any further fields of restriction.
3. Click *Refresh* to display the matching work orders.
4. Review the results to determine how many work orders are still outstanding.

 Search Work Orders - STRATAMAX ONLINE HELP 1521


  			
Restrict To	Field	Condition	Value
Columns	 Status	is not equal to	E-Finalised 
Sort Order	 Deleted	is equal to	<input type="radio"/> Yes <input checked="" type="radio"/> No
Advanced			


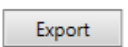






Status is not equal to E-Finalised, Deleted is No, Sorted By Id Highest First

Find work orders sent to a particular contractor

This search can assist with determining how many work orders have been sent to a contractor.

1. Search for or select **Search Work Orders**.
2. From the *Restrict To* tab, add or select the *Creditor Name* field, using the condition of *Contains* to locate the creditor record. Any of the creditor field types may also assist as another field of restriction.
3. Click *Refresh* to display the matching work orders.
4. Review the results, or export them if required.

 Search Work Orders - STRATAMAX ONLINE HELP 1521

  			
Restrict To	Field	Condition	Value
Columns	 Status	is not equal to	
Sort Order	 Creditor Name	contains	
Advanced	 Creditor Code	starts with	
	 Creditor ABN	starts with	

Sorted By Id Highest First