Viewing the Extra Description in a Work Order

1. Select a work order. (See steps from To Perform a Work Order Search or Query)
2. Click the view pull down menu **View:** Select
3. Then select **Extra Description**
4. After viewing the extra description, click the done flag **X** to return to the main work order screen.

**Note**
To view phase extra descriptions, click the phase number in the phase section of the work order, and repeat steps 2 to 4.