

INFORMATION SERIES:

WORK ORDER UPLOAD TOOL

WHAT IS THE WORK ORDER UPLOAD TOOL?

A tool that gives service buyers the ability to quickly create and route up to 50 work orders at once, simply by uploading an Excel spreadsheet to the OnForce platform.

WHO USES THE UPLOAD TOOL?

Many OnForce buyers use the upload tool on a regular basis, including VARs, solution providers, OEMs and corporate IT users.

WHY DO BUYERS USE IT?

Buyers have adopted this tool for many reasons, including:

- Simplifying the work order creation and routing process to save time and money
- Creating more than five work orders at a time
- Duplicating standardized work orders
- Managing project-based rollouts or multi-location service events
- Overcoming staffing limitations
- Waiting for integration with the OnForce API

WHAT DOES IT COST TO USE THE UPLOAD TOOL?

There is no upfront cost to use this tool. Buyers pay the same \$15 fee to route a work order, whether those work orders are created manually, via the upload tool, or through the API.

HOW DO I LEARN MORE?

OnForce encourages new users of the upload tool to attend a training session to learn how to use it most effectively. To schedule a consultation or receive more information, contact your Account Manager or email our training department directly at training@onforce.com.

HOW DO I BEGIN USING THE WORK ORDER UPLOAD TOOL?

The work order upload tool is available to all OnForce buyers. It can be accessed in the left-side menu of the Buyer Command Center by clicking:

Work Orders → Create Work Orders → Upload File of Work Orders