

## How to Add an Additional Comment to All Work Order Requests

To create a comment so that it appears on the bottom of all Work Order requests, please follow the below steps;

- Open up the program 'Wordpad' from your computer's start menu
- Type the message that you wish to appear on all Work Orders
- Save this document as the name 'WorkOrderComment' and ensure that the file type is Rich Text Format i.e the file will have the ending .rtf
- Save this in your \\SERVER\Strata\Data\ folder on the server containing your Strata Master database

The comment will now appear on all WORK ORDER requests when printed.

All work must be carried out in accordance with WHS Workplace Safety Requirements

To ensure prompt payment, please quote Work Order reference number on your Invoice

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