

## Utility – Close Diary, Quotes and Work Orders

This screen allows you to close multiple diaries, quotes and work orders in a single action.

The screenshot shows a software window titled "Close Diary, Quotes or Work Orders Entries". It features an "EXIT" button and a grid icon. The main area is titled "Owners Corporation Diaries, Quotes and Work Orders" and contains several sections:

- Multiple owners corporation selection criteria:** Includes radio buttons for "One" and "Multiple" (selected). A "Manager" dropdown menu is set to "\*Any Manager\*". "From plan" and "To" text boxes are empty.
- Checkboxes:** "Quotes", "Work Orders", "Lot Owner diary records", "Corp diary records for R & M", and "Corp diary records" are all checked.
- User Diary:** Includes a checked "User diary records" checkbox and a "User" dropdown menu set to "\*Any User\*".
- Creditor Diary:** Includes a checked "Creditor diary records" checkbox and a "Creditor" dropdown menu set to "Select All".
- Date Range:** Includes "From" and "To" dropdown menus. "From" is set to "01/01/2001" and "To" is set to "31/12/2014".

### Owners Corporation and Lot Records

- Open quotes, work orders, Corporation and lot owner diary records can be closed using the utility
- Where one owners corporation is selected you may nominate all lot, or specific lot
- Where multiple owners corporations is selected where Lot Owner diary records is selected all lots will be included

### User Diary

- Tick the checkbox to close User diary records

- The default is Any User which includes all active users, or you may select a specific active user

## Creditor Diary

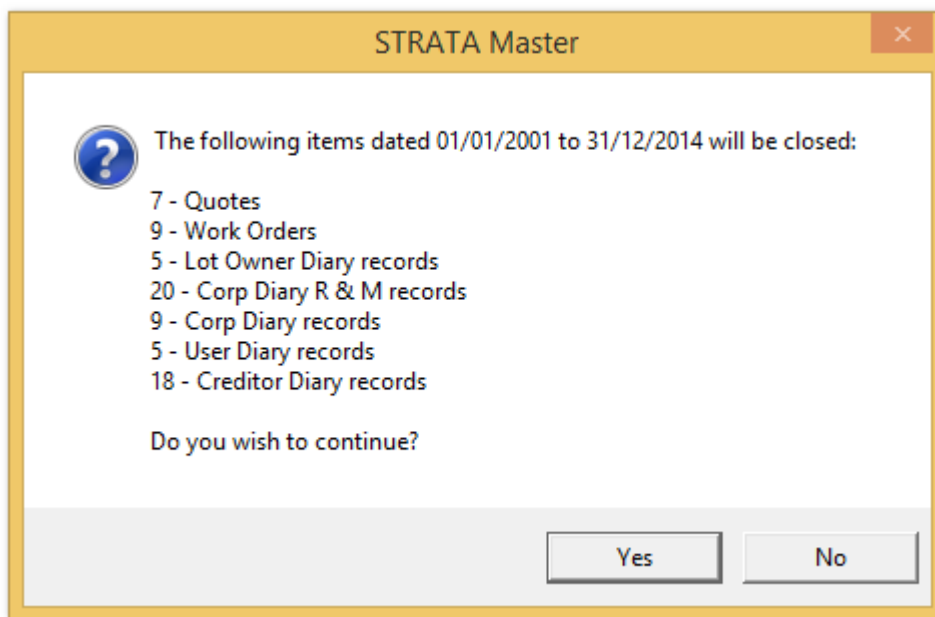
- Tick the checkbox to close Creditor diary records
- The default is Select All which includes all active creditors, or you may select a specific active creditor

## Date Range

- Enter a from and to date
- The to date cannot be in the future

## Confirmation messages

- Click process to close the record types which fall between the date range recorded on screen and a confirmation message will be displayed, which will detail the date range and the number of items found for each record type.
- Select Yes to continue to close the records, or No to change your selection criteria
- When all records have been processed a message will be displayed confirming the number of records closed.



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