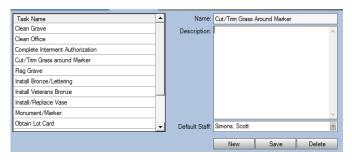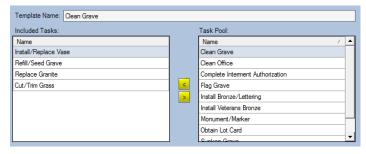# Work Orders

In SRS' cemetery program, InStone, we developed a key tool called Work Orders. This feature makes it a cinch to assign jobs to your staff. Some tasks might include cut the grass, or install or replace vase. Now, you have a manager for these tasks and making sure they're completed on time.

Start by clicking Work Orders on the top toolbar, then the Work Order Tasks List tab. Here's where you're going to build your task list. We can give you a few examples, but this is completely customizable for your business and creating tasks unique to your cemetery. Click New to create a new task. Give it a name! You can give a description if you'd like, but that's optional. Another option is to assign a staff member who normally performs this job, and click save.
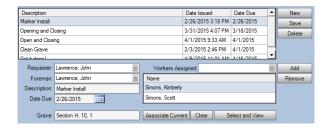

You can enter as many tasks as you'd like until you have a dynamic list for any person in the program.
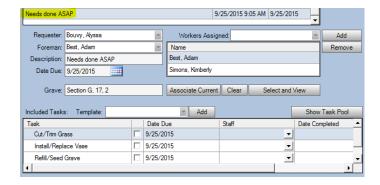
The Templates tab is where you can create to do lists with multiple tasks included. If you have a general task, such as Clean Grave, you can include tasks such as cut grass, replace vase, replace granite, etc. That way, when this "list" is assigned to a staff member, you can ensure everything will be completed associated with that grave. Use these arrow buttons to move tasks in and out of the template list of included tasks.

Now, move into the Work Orders tab. Here's where you'll assign your individual tasks or templates to employees. Click New to assign a new task. In the Requestor box, select your name since you're assigning the task. Select a foreman from the drop down. Add a description, which will be used a "title" for this task. Give it a due date. In the Workers Assigned box, select as many staff members as you'd like in charge of completing this task, then click Add to put them on the list.

Now assign your tasks or templates that need to be completed. You can select templates from the drop down and click Add to place it on the list. If you want to assign individual tasks instead of a list, click Show Task Pool. This will bring the list of every task you entered. Use the arrows to move tasks in and out. Any notes can be added in this section if you'd like to add them. Click Save at the top when you're finished creating this task.

When an employee completes a task, they'll check the box. It'll also be date and time stamped to show you when it was finished! Completed work orders can also be seen in the space information section.

Task lists can be printed simply by clicking the printer icon at the bottom.