

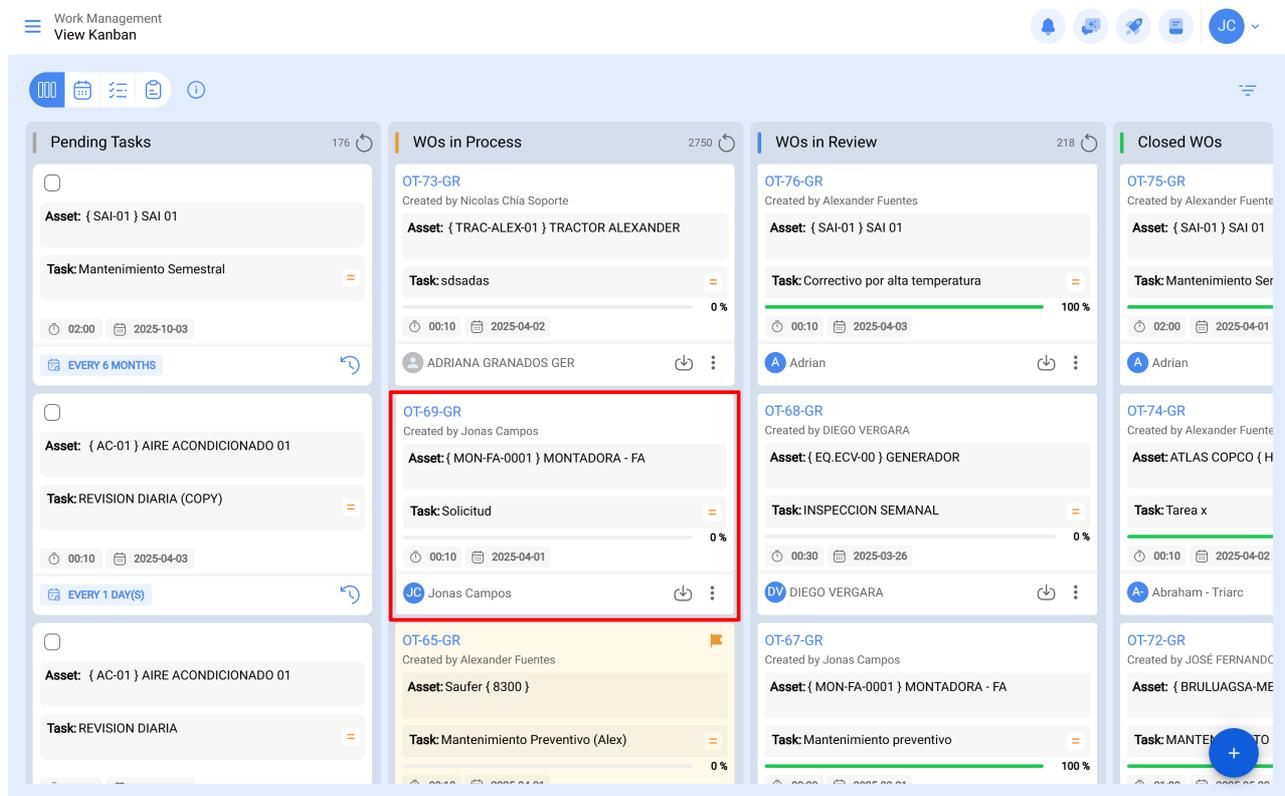
How to register the usage date of a resource in work orders?

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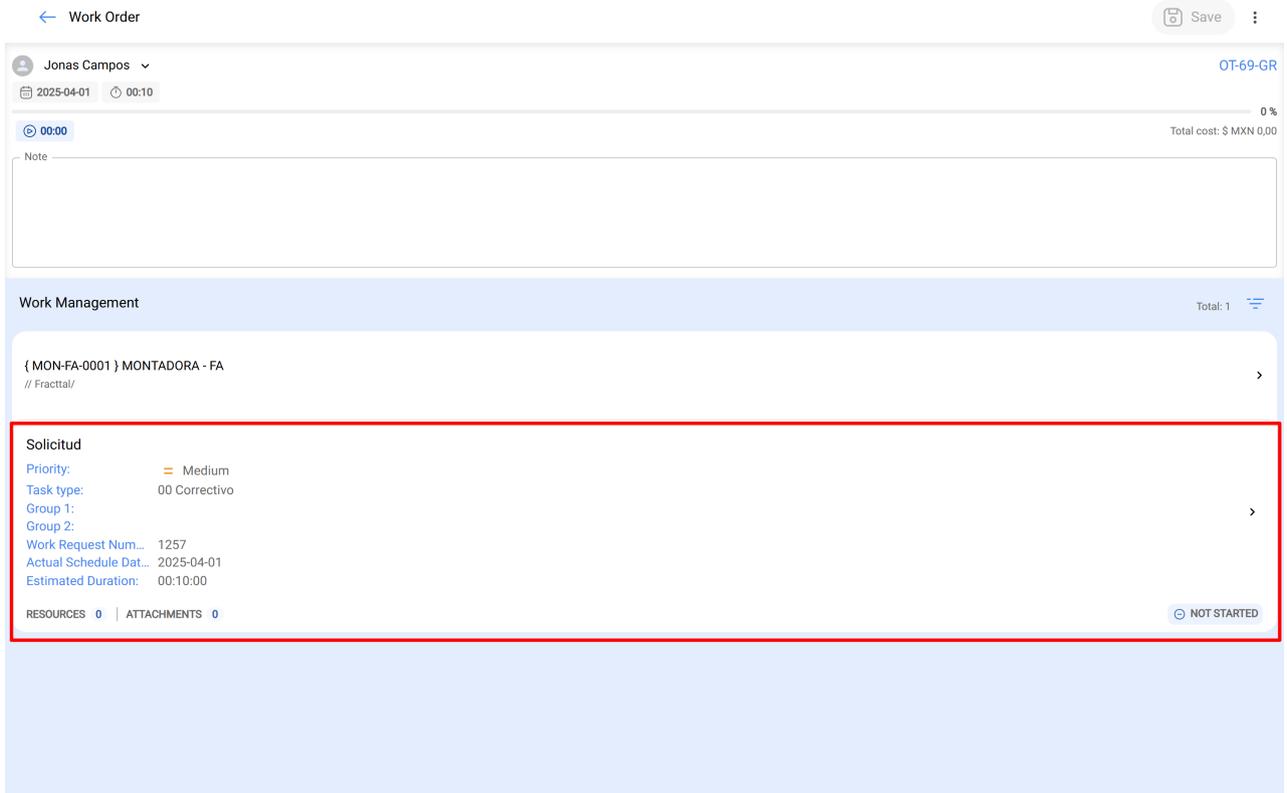
When a resource is assigned to a task within a work order that is in progress or under review, the default recorded usage date corresponds to the creation date of the entry. To ensure accurate and up-to-date tracking, it is possible to modify this date and register the actual usage date of the resource.

Steps to register the resource usage date

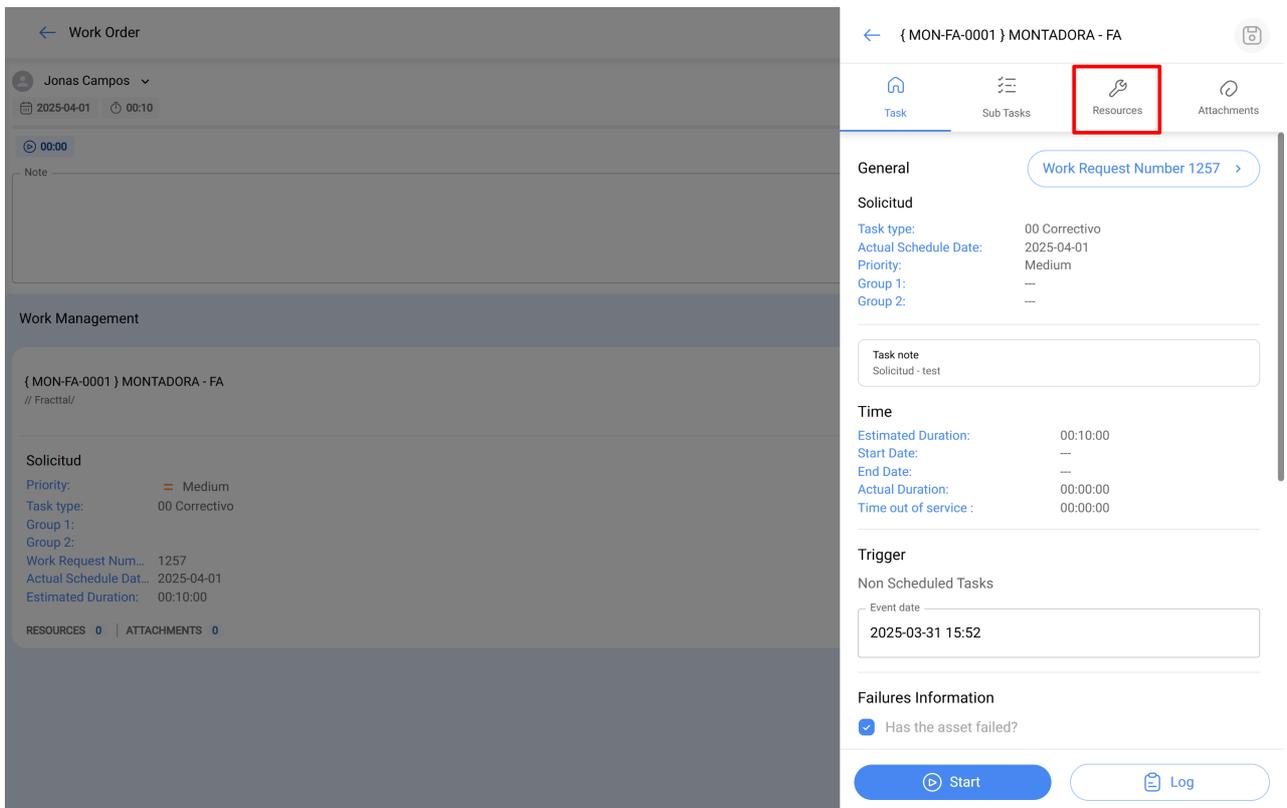
Locate and access the work order (WO) where you wish to register the information.

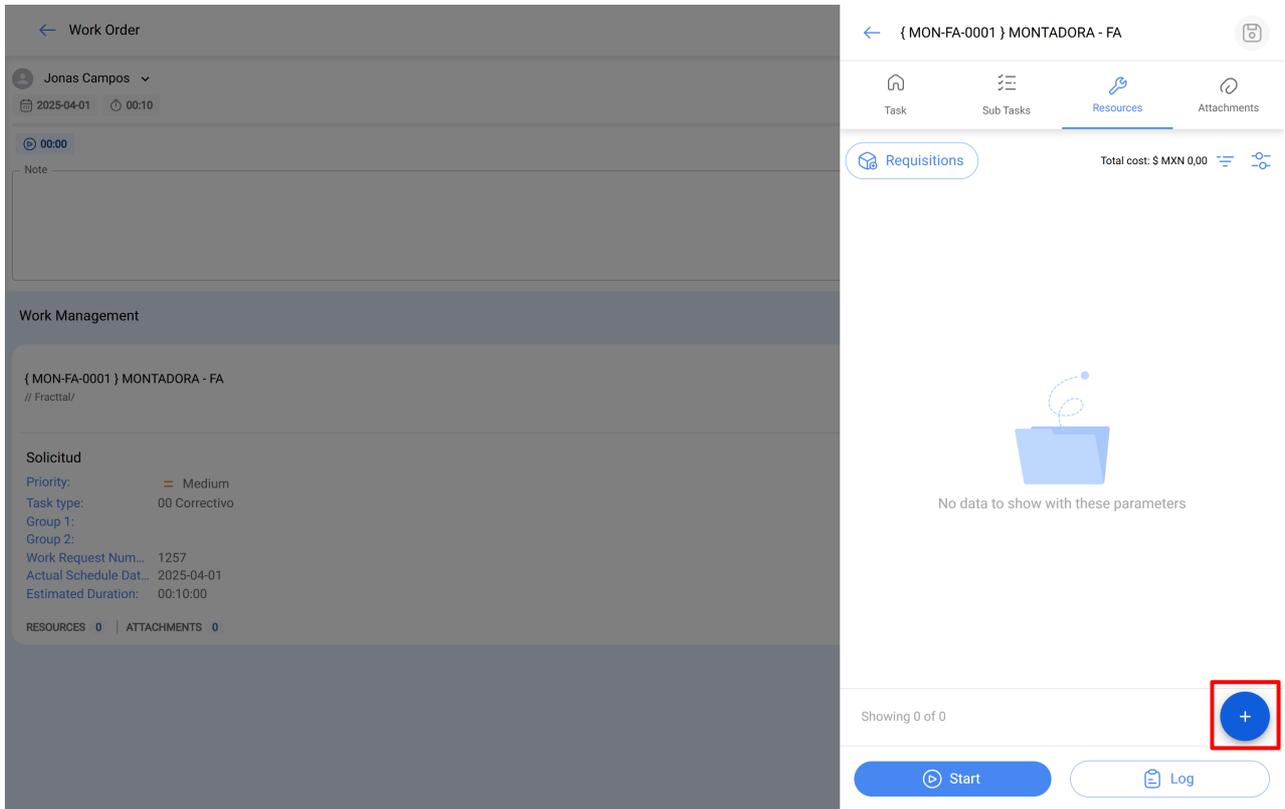


Within the work order, click on the desired task located at the bottom of the screen.

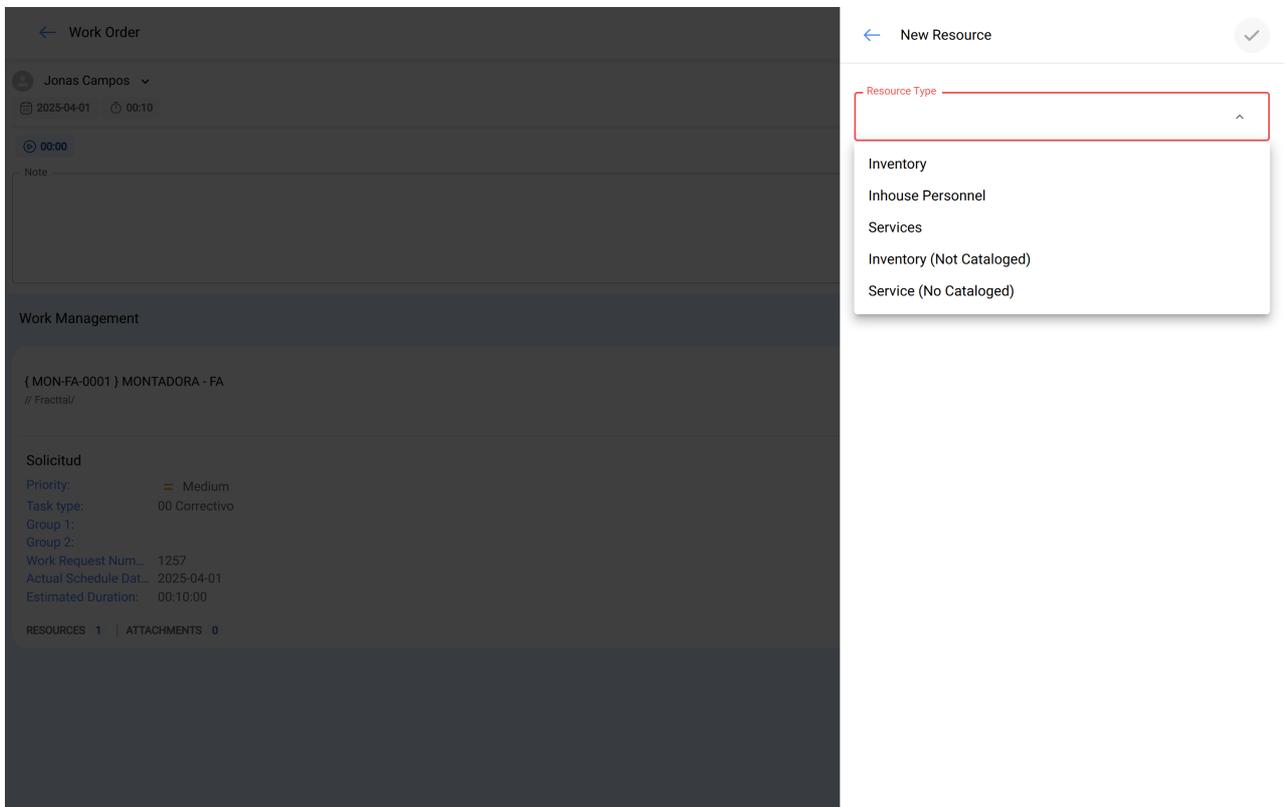


The task details sidebar will appear on the right side. Select the **"Resources"** option and then click **"Add Resource."**

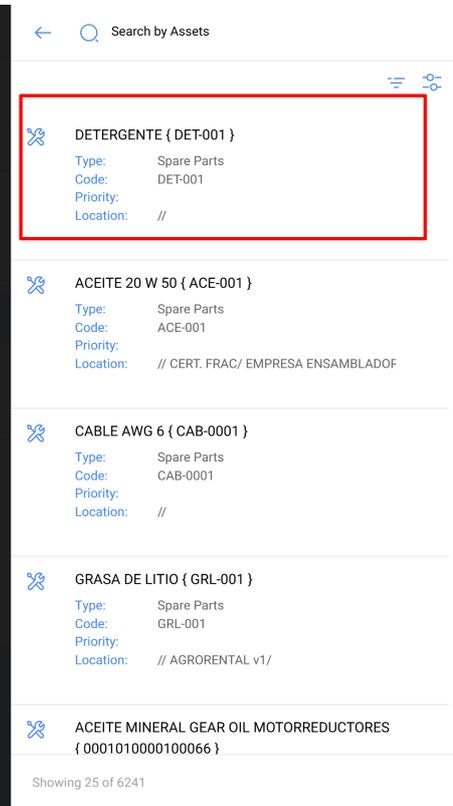
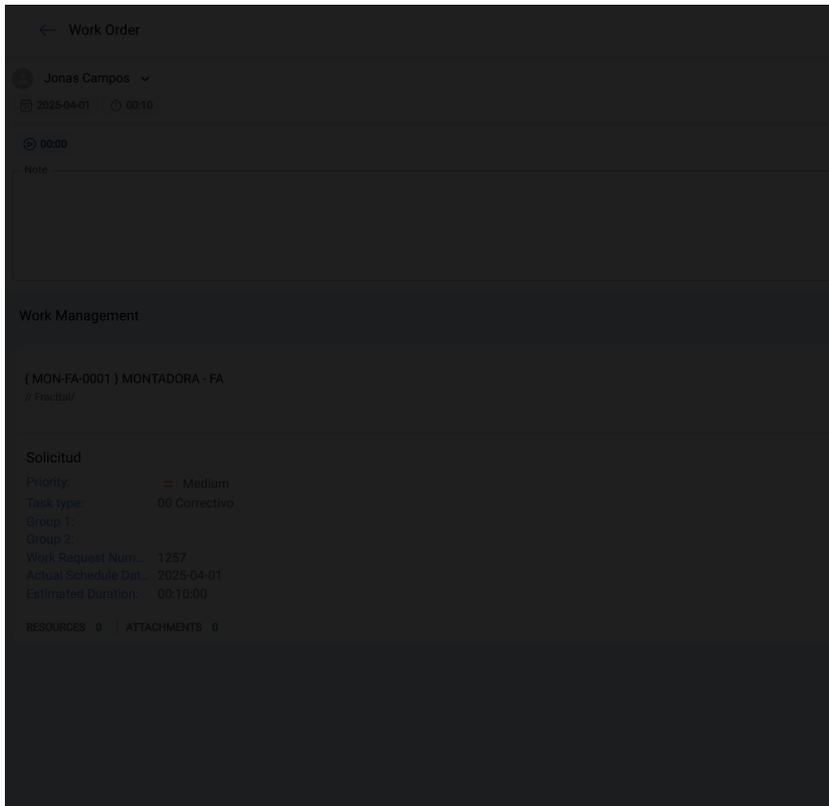




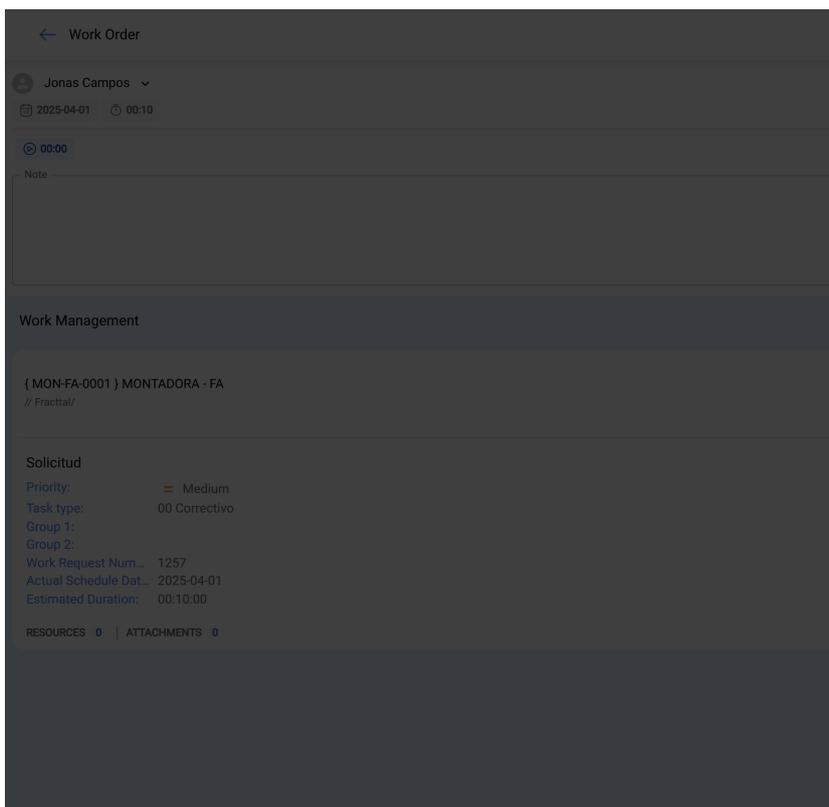
At this step, select the type of resource you want to add. Available options may include "Inventory," "Human Resources," "Services," among others, depending on the type of resource you wish to register.



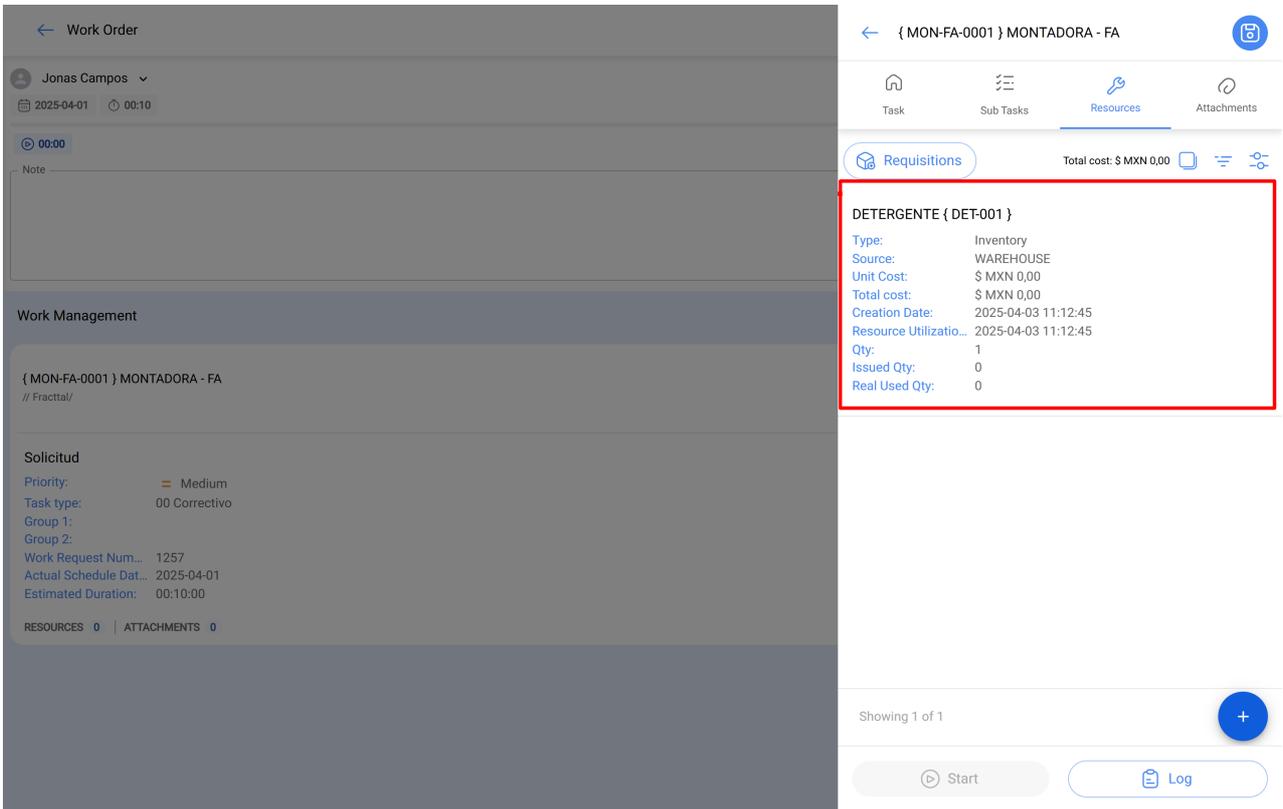
Choose the corresponding resource and the necessary quantity.



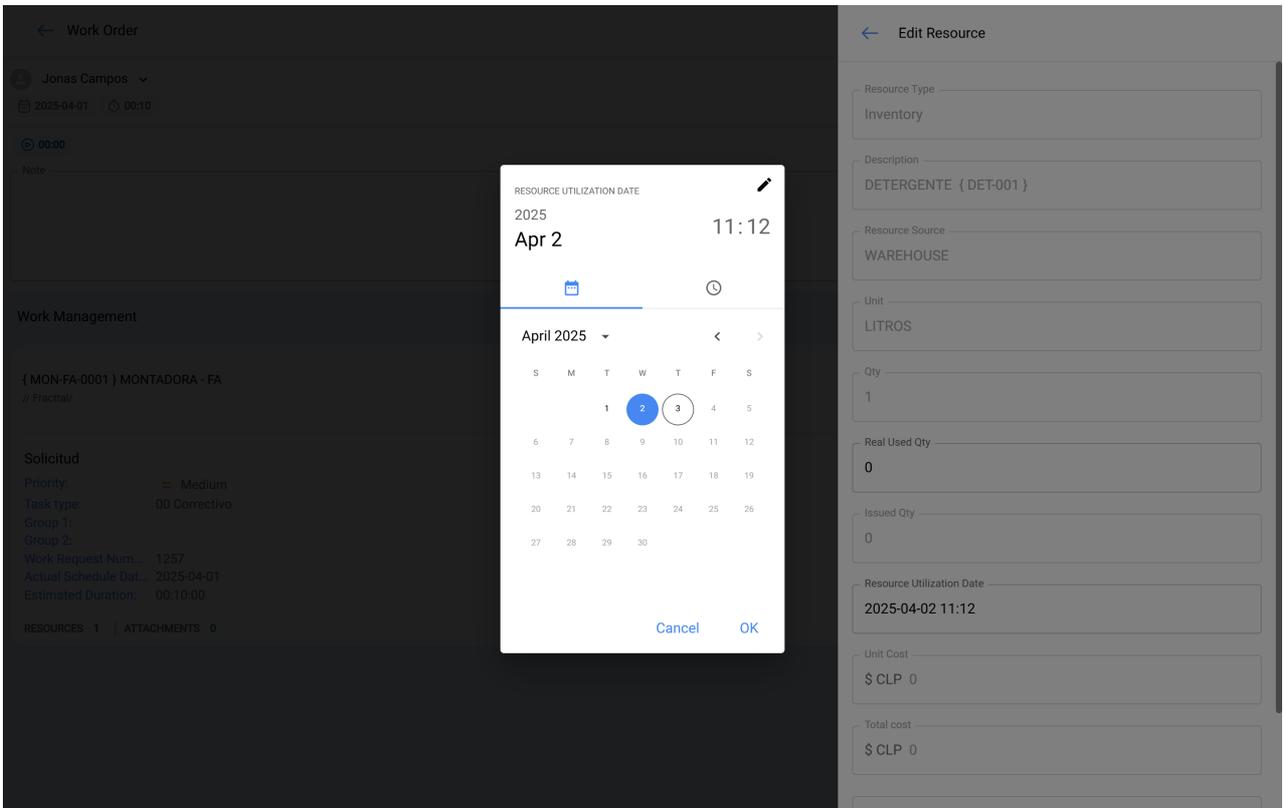
Select the source warehouse for the resource and click "Save."



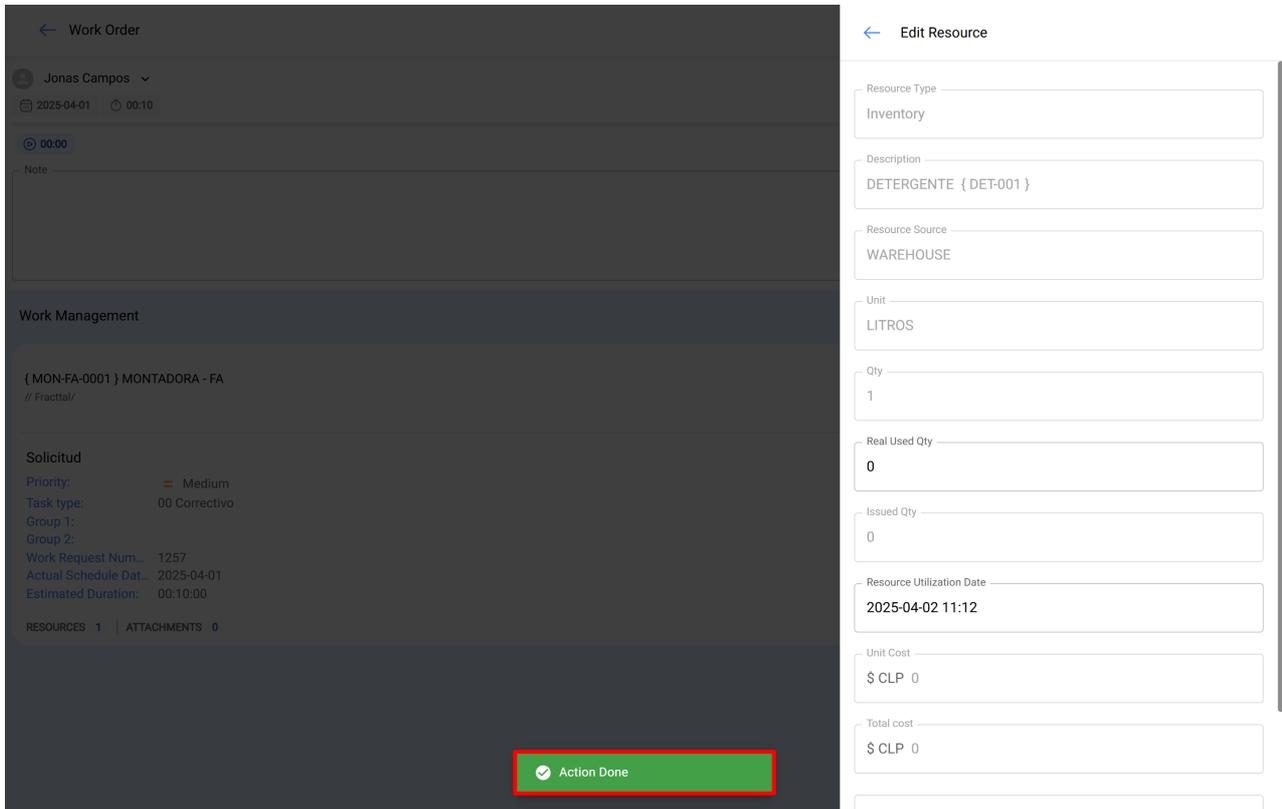
After saving, the resource overview will be displayed, including the creation date and the usage date. By default, both dates will be the same, reflecting the moment of the resource's registration.



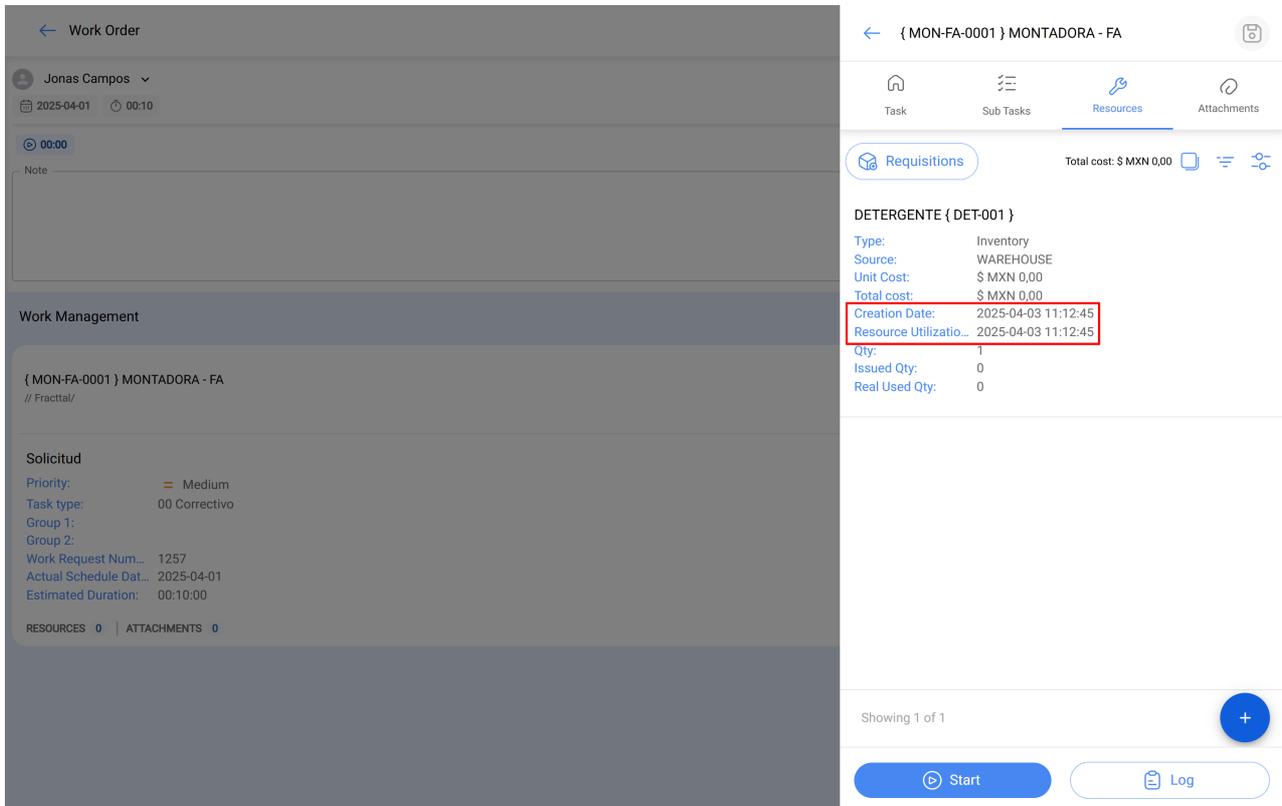
In the details panel, locate the "Usage Date" field and click on it. A calendar will open.



Select the actual date when the resource was used in the work order.



After selecting the correct date, confirm the change to ensure the usage is properly recorded.



This process allows for more precise control over the resources used in work orders, ensuring that both the warehouse team and technicians have access to detailed and updated information.

Note: If the resource was registered at the time of its usage, no change is necessary, as the information will be consistent with the context. Changing the usage date is mainly recommended for records made after the resource has been used.