

360 Print & Email Token List

Note: Tokens are case sensitive

Module	Field	Field Note	Print Token	Language Print Tokens	Email Token	Language Email Token
Company Document	Document Number		**DOCUMENTNUMBER**		%DOCUMENTNUMBER%	
Company Document	Current Date	Format: July 11, 2011	**DATE**		%DATE%	
Company Document	Current Date	Format: 22/3/2011 (International)			%Date_DDMMYYYY%	
Company Document	Current Date	Format: 22 Mar 2011 (International)			%Date_DDMonYYYY%	
Company Document	Company Name		**COMPANYNAME**		%COMPANYNAME%	
Company Document	Company Address	Format: Address Line 1 City, State, Zip	**COMPANYADDRESS**		%COMPANYADDRESS%	
Company Document	Property Address Line 1		**PROPERTYADDRESS1**			
Company Document	Property Address Line 2		**PROPERTYADDRESS2**			
Company Document	Property City		**PROPERTYCITY**			
Company Document	Property State		**PROPERTYSTATE**			
Company Document	Primary Contact		**PRIMARYCONTACT**		%PRIMARYCONTACT%	
Company Document	Contact Phone		**CONTACTPHONE**		%CONTACTPHONE%	
Company Document	Contact Email		**CONTACTEMAIL**		%CONTACTEMAIL%	
Company Document	Contact Alt Phone		**CONTACTALTPHONE**		%CONTACTALTPHONE%	
Company Document	Statement of Work		**STATEMENTOFWORK**		%STATEMENTOFWORK%	
Company Document	Cost Amount		**CONTRACTCOSTAMOUNT**		%CONTRACTCOSTAMOUNT%	
Company Document	Contract Type		**CONTRACTTYPE**		%CONTRACTTYPE%	
Company Document	Start Date	Format: 03/22/2011	**STARTDATE**		%STARTDATE%	
Company Document	Start Date	Format: 22/3/2011 (International)			%StartDate_DDMMYYYY%	
Company Document	Start Date	Format: 22 Mar 2011 (International)			%StartDate_DDMonYYYY%	
Company Document	End Date	Format: 03/22/2011	**ENDDATE**		%ENDDATE%	
Company Document	End Date	Format: 22/3/2011 (International)			%EndDate_DDMMYYYY%	
Company Document	End Date	Format: 22 Mar 2011 (International)			%EndDate_DDMonYYYY%	
Company Document	Project Name		**PROJECTNAME**			
Company Document	Project Budget		**PROJECTBUDGET**			
Company Document	Project Budget Year		**PROJECTBUDGETYEAR**			
Company Document	Project Budgeted? Flag	Format: Yes or No	**PROJECTBUDGETED?*			
Company Document	Parent Document Number				%PARENTDOCUMENTNUMBER%	
Company Document	Parent Document Start Date	Format: 03/22/2011			%PARENTDOCUMENTSTARTDATE%	
Company Document	Parent Document Start Date	Format: 22/3/2011 (International)			%PARENTDOCUMENTSTARTDATE_DDMMYYYY%	
Company Document	Parent Document Start Date	Format: 22 Mar 2011 (International)			%PARENTDOCUMENTSTARTDATE_DDMonYYYY%	
Company Document	Property Name				%PROPERTYNAME%	
Company Document	Property Address Line 1				%PROPERTYADDRESS1%	
Company Document	Property Address Line 2				%PROPERTYADDRESS2%	
Company Document	Property City				%PROPERTYCITY%	
Company Document	Property State				%PROPERTYSTATE%	
Company Document	Property Zip Code				%PROPERTYZIPCODE%	
Event	Event ID		**EVENTID**			
Event	Event Status		**EVENTSTATUS**			
Event	Property Name		**PROPERTY**			
Event	Space/Floor		**SPACEFLOOR**			
Event	Location		**EVENTLOCATION**			
Event	Event Type		**EVENTTYPE**			
Event	Event Sub-type		**EVENTSUBTYPE**			
Event	Event Start Date	Format:	**EVENTSTARTDATE**			
Event	Event End Date	Format:	**EVENTENDDATE**			
Event	Confidential Flag		**CONFIDENTIALFLAG**			
Event	Asset Number		**ASSETNUMBER**			
Event	Company Doing Work		**COMPANYDOINGWORK**			
Event	Event Objective		**EVENTOBJECTIVE**			
Event	Event Results		**EVENTRESULTS**			
Event	Hosted by First Name		**EVENTHOSTEDBYFIRSTNAME**			
Event	Hosted by Last Name		**EVENTHOSTEDBYLASTNAME**			
Event	Hosted by Company/Department		**EVENTHOSTEDBYCOMPANY**			
Event	Hosted by Email		**EVENTHOSTEDBYEMAIL**			
Event	Hosted By Occupation		**EVENTHOSTEDBYOCCUPATION**			
Event	Hosted by Phone		**EVENTHOSTEDBYPHONE**			
Event	Entered by First Name		**ENTEREDBYFIRSTNAME**			
Event	Entered by Last Name		**ENTEREDBYLASTNAME**			
Event	Entered by Company		**ENTEREDBYCOMPANY**			
Event	Entered by Email		**ENTEREDBYEMAIL**			
Event	Entered by Fax		**ENTEREDBYFAX**			
Event	Entered by Phone		**ENTEREDBYPHONE**			
Event	Timeline	Creates a table.	**PRINTTIMELINE**			
Event	Persons Involved	Creates a table.	**PRINTPERSONSINVOLVED**			
Event	Cost and Recovery	Creates a table.	**PRINTCOSTSANDRECOVERY**			
Event	User Defined Fields (UDFs)	Creates a table.	**PRINTUDFS**			
Incident	Incident ID		**INCIDENTID**	**INCIDENTID**	%INCIDENTID%	%INCIDENTID_LANG%
Incident	Incident Status		**INCIDENTSTATUS**	**INCIDENTSTATUS**	%INCIDENTSTATUS%	%INCIDENTSTATUS_LANG%
Incident	Property		**PROPERTY**	**PROPERTY**	%lgp_property_name%	%lgp_property_name_lang%
Incident	Space/Floor		**SPACEFLOOR**	**SPACEFLOOR**	%SPACE%	%SPACE_LANG%

Incident	Incident Type		**INCIDENTTYPE**	**INCIDENTTYPE**	%INCIDENTTYPE%	%INCIDENTTYPE_LANG%
Incident	Incident Sub Type		**INCIDENTSUBTYPE**	**INCIDENTSUBTYPE**	%INCIDENTSUBTYPE%	%INCIDENTSUBTYPE_LANG%
Incident	Location		**INCIDENTLOCATION**	**INCIDENTLOCATION**		
Incident	Incident Date	Format: 6/27/2011 11:14 AM	**INCIDENTSTARTDATE**	**INCIDENTSTARTDATE**		
Incident	Incident Date	Format: Jun 27 2011 11:14AM			%INCIDENTDATE%	%INCIDENTDATE_YYYY-MM-DD%
Incident	Incident Date	Format: 22 Mar 2011 (International)			%INCIDENTDATE_DDMonYYYY%	
Incident	Incident Date	Format: 22/3/2011 (International)			%INCIDENTDATE_DDMMYYYY%	
Incident	Root Cause		**ROOTCAUSE**	**ROOTCAUSE**	%INCIDENTROOTCAUSE%	%INCIDENTROOTCAUSE_LANG%
Incident	Incident End Date		**INCIDENTENDDATE**	**INCIDENTENDDATE**	%INCIDENTENDDATE%	
Incident	Other		**OTHER**	**OTHER**		
Incident	External Incident ID		**EXTERNALINCIDENTID**	**EXTERNALINCIDENTID**		
Incident	Asset Number		**ASSETNUMBER**	**ASSETNUMBER**		
Incident	Company Doing Work		**COMPANYDOINGWORK**	**COMPANYDOINGWORK**		
Incident	Confidential Flag		**CONFIDENTIALFLAG**	**CONFIDENTIALFLAG**		
Incident	Department Number		**DEPARTMENTNUMBER**	**DEPARTMENTNUMBER**	%DEPARTMENTNUMBER%	
Incident	Department Description		**DEPARTMENTDESC**	**DEPARTMENTDESC**	%DEPARTMENTDESC%	
Incident	Original Description		**INCIDENTDESC1_SAVED**	**INCIDENTDESC1_SAVED**		
Incident	Incident Description I		**INCIDENTDESC1**	**INCIDENTDESC1**	%INCIDENTDESC1%	%INCIDENTDESC1_LANG%
Incident	Incident Description II		**INCIDENTDESC2**	**INCIDENTDESC2**	%INCIDENTDESC2%	%INCIDENTDESC2_LANG%
Incident	Incident Description III		**INCIDENTDESC3**	**INCIDENTDESC3**	%INCIDENTDESC3%	%INCIDENTDESC3_LANG%
Incident	Root Cause Investigation		**ROOTCAUSEDESC**	**ROOTCAUSEDESC**	%INCIDENTDESCROOT%	%INCIDENTDESCROOT_LANG%
Incident	Reported By First Name		**REPORTEDBYFIRSTNAME**	**REPORTEDBYFIRSTNAME**		
Incident	Reported By Last Name		**REPORTEDBYLASTNAME**	**REPORTEDBYLASTNAME**		
Incident	Reported by Company/Department		**REPORTEDBYCOMPANY**	**REPORTEDBYCOMPANY**		
Incident	Reported by Occupation		**REPORTEDBYOCCUPATION**	**REPORTEDBYOCCUPATION**		
Incident	Reported by E-mail Address		**REPORTEDBYEMAIL**	**REPORTEDBYEMAIL**	%REPORTEDBYEMAIL%	
Incident	Reported by Phone		**REPORTEDBYPHONE**	**REPORTEDBYPHONE**	%REPORTEDBYPHONE%	
Incident	Entered by First Name		**ENTEREDBYFIRSTNAME**	**ENTEREDBYFIRSTNAME**		
Incident	Entered by Last Name		**ENTEREDBYLASTNAME**	**ENTEREDBYLASTNAME**		
Incident	Entered by Company/Department		**ENTEREDBYCOMPANY**	**ENTEREDBYCOMPANY**		
Incident	Entered by E-mail Address		**ENTEREDBYEMAIL**	**ENTEREDBYEMAIL**		
Incident	Entered by Phone		**ENTEREDBYPHONE**	**ENTEREDBYPHONE**		
Incident	Timeline	Creates a table.	**PRINTTIMELINE**	**PRINTTIMELINE**		
Incident	Persons Involved	Creates a table.	**PRINTPERSONSINVOLVED**	**PRINTPERSONSINVOLVED**		
Incident	Cost and Recovery	Creates a table.	**PRINTCOSTSANDRECOVERY**	**PRINTCOSTSANDRECOVERY*		
Incident	User Defined Fields (UDFs)	Creates a table.	**PRINTUDFS**	**PRINTUDFS**	%PRINTUDFS%	%PRINTUDFS_LANG%
Inspection	Inspection ID (in URL)				%INSPECTIONID%	%INSPECTIONID_LANG%
Inspection	Inspection Date	Format: 03/22/2011 1:00 PM			%INSPECTIONDATE%	%INSPECTIONDATE_YYYY-MM-DD%
Inspection	Inspection Date	Format: 22/3/2011			%INSPECTIONDATE_DDMMYYYY%	
Inspection	Inspection Date	Format: 22 Mar 2011			%INSPECTIONDATE_DDMonYYYY%	
Inspection	Property ID				%lgp_property id%	
Inspection	Property Name				%lgp_property name%	%lgp_property name lang%
Inspection	Property Address Line 1				%lgp_addr1%	
Inspection	Property Address Line 2				%lgp_addr2%	
Inspection	Property City				%lgp_city%	%lgp_city_lang%
Inspection	Property State				%lgp_state%	%lgp_state_lang%
Inspection	Property Zip Code				%lgp_zip%	%lgp_country_lang%
Inspection	Property Country				%lgp_country%	
Inspection	Space/Floor				%SPACE%	
Inspection	Inspection Class				%INSPECTIONCLASS%	%INSPECTIONCLASS_LANG%
Inspection	Inspection Type				%INSPECTIONTYPE%	%INSPECTIONTYPE_LANG%
Inspection	General Comments				%INSPECTIONCOMMENTS%	
Inspection	Room/Area				%INSPECTIONROOMAREA%	%INSPECTIONROOMAREA_LANG%
Inspection	Occupant				%INSPECTIONOCCUPANT%	
Inspection	Inspector				%INSPECTORNAME%	%INSPECTORNAME_LANG%
Inspection	Inspector Phone Number				%INSPECTORPHONE%	
Inspection	Inspector Email				%INSPECTOREMAIL%	
Inspection	Inspection Score	Overall Score			%INSPECTIONSORE%	%INSPECTIONSORE_LANG%
Inspection	Inspection Score Summary	Display the details of an inspection: Item, Score, Condition, Weight/Reading, Comments			%INSPECTIONSORESUMMARY%	
Project	Project Budget				%PROJECTBUDGET%	
Project	Project Budgeted?	Displays: Yes or No			%PROJECTBUDGETED?%	
Project	Project Budget Year				%PROJECTBUDGETYEAR%	
Project	Project Comments				%PROJECTCOMMENTS%	
Project	Project GL Account				%PROJECTGLACCOUNT%	
Project	Project ID				%PROJECTID%	
Project	Project Manager				%PROJECTMANAGER%	
Project	Project Manager Email				%PROJECTMANAGEREMAIL%	
Project	Project Manager Name				%PROJECTMANAGERNAME%	
Project	Project Manager Phone				%PROJECTMANAGERPHONE%	
Project	Project Name				%PROJECTNAME%	
Project	Project Status				%PROJECTSTATUS%	%PROJECTSTATUS_LANG%
Project	Project Total Amount				%PROJECTTOTALAMOUNT%	
Project	Project Type				%PROJECTTYPE%	%PROJECTTYPE_LANG%
Purchase Order Print & Approval Email	PO #		**PONUMBER**		%PONUMBER%	

Purchase Order Print & Approval Email	PO ID (In URL)				%POID%	
Purchase Order Print & Approval Email	PO Date	Format: Jul 25 2011 12:00AM	**PODATE**		%PODATE%	
Purchase Order Print & Approval Email	PO Date	Format: 22/3/2011 (International)			%PODATE DDMMYYYY%	
Purchase Order Print & Approval Email	PO Date	Format: 22 Mar 2011 (International)			%PODATE DDMonYYYY%	
Purchase Order Print & Approval Email	Expiration Date	Format: Jul 25 2011 12:00AM	**POEXPIRATIONDATE**		%POEXPIRATIONDATE%	
Purchase Order Print & Approval Email	Expiration Date	Format: 22/3/2011 (International)			%POEXPIRATIONDATE DDMMYYYY%	
Purchase Order Print & Approval Email	Expiration Date	Format: 22 Mar 2011 (International)			%POEXPIRATIONDATE DDMonYYYY%	
Purchase Order Print & Approval Email	Status		**POSTATUS**		%POSTATUS%	%POSTATUS_LANG%
Purchase Order Print & Approval Email	Requestor Name		**REQUESTORNAME**		%REQUESTORNAME%	
Purchase Order Print & Approval Email	Requestor Email				%REQUESTOREMAIL%	
Purchase Order Print & Approval Email	Requestor Phone		**REQUESTORPHONE**		%REQUESTORPHONE%	
Purchase Order Print & Approval Email	Vendor Name		**VENDORCOMPANYNAME**		%VENDORCOMPANYNAME%	
Purchase Order Print & Approval Email	Vendor Address		**VENDORADDRESS**		%VENDORADDRESS%	
Purchase Order Print & Approval Email	Vendor Internal Code		**VENDORCODE**			
Purchase Order Print & Approval Email	Vendor Fax Number		**VENDORFAXNUMBER**			
Purchase Order Print & Approval Email	Property Name		**PROPERTYNAME**			
Purchase Order Print & Approval Email	Property External ID 2		**EXTPROPID2**			
Purchase Order Print & Approval Email	Bill To Address		**BILLTOADDRESS**			
Purchase Order Print & Approval Email	Ship to Address		**SHIPTOADDRESS**			
Purchase Order Print & Approval Email	Attention		**SHIPTOEMPLOYEE**			
Purchase Order Print & Approval Email	Description		**PODESCRIPTION**		%PODESCRIPTION%	
Purchase Order Print & Approval Email	Type		**POTYPE**		%POTYPE%	%POTYPE_LANG%
Purchase Order Print & Approval Email	Terms		**TERMS**			
Purchase Order Print & Approval Email	Default Request ID		**DEFAULTREQUESTID**			
Purchase Order Print & Approval Email	Authorization #		**AUTHNUMBER**			
Purchase Order Print & Approval Email	Detail (Materials & Services)		**PODETAIL**			
Purchase Order Print & Approval Email	Detail 2 (Materials & Services)	Format: Includes account number & description	**PO2DETAIL**			
Purchase Order Print & Approval Email	Detail 3 (Materials & Services)		**PO3DETAIL**			
Purchase Order Print & Approval Email	Detail 4 (Materials & Services)		**PO4DETAIL**			
Purchase Order Print & Approval Email	Detail 5 (Materials & Services)		**PO5DETAIL**			
Purchase Order Print & Approval Email	Subtotal	Materials & Services Total	**SUBTOTAL**			
Purchase Order Print & Approval Email	Shipping & Handling	S&H Total	**TOTALSHAMOUNT**			
Purchase Order Print & Approval Email	Tax	Tax Total	**TOTALTAXAMOUNT**			
Purchase Order Print & Approval Email	Total Amount	Materials, Services, S&H, and Tax Total	**TOTALAMOUNT**		%POTOTALAMOUNT%	
Purchase Order Print & Approval Email	PO Alteration #		**ALTERATIONNUMBER**			
Purchase Order Print & Approval Email	Alteration Detail (Materials & Services)		**PODETAILALTERATION**			
Purchase Order Print & Approval Email	Alteration Amount		**PODETAILALTERATIONSUMMARY**			
Purchase Order Print & Approval Email	Original Total Amount		**ORIGINALAMOUNT**			
Purchase Order Print & Approval Email	Total Alteration Amount (Original & Alteration)		**TOTALALTERATIONS**			
Purchase Order Print & Approval Email	Total Revised Amount (Original & Alteration)		**REVISEDTOTALAMOUNT**			
Purchase Order Print & Approval Email	User Name	First Name Last Name	**USERNAME**			
Purchase Order Print & Approval Email	Master Agreement Start Date	Inserts a line	**MASTERAGREEMENTSTARTDATE**			
Purchase Order Print & Approval Email	Buyer		**BUYERNAME**			
Purchase Order Print & Approval Email	Buyer Phone		**BUYERPHONE**			
Purchase Order Print & Approval Email	Payment Terms		**PAYMENTTERMS**			
Purchase Order Print & Approval Email	Shipping Method		**SHIPPINGMETHOD**			
Purchase Order Print & Approval Email	FOB		**FOB**			
Purchase Order Print & Approval Email	Vendor Phone Number		**VENDORPHONENUMBER**			
Purchase Order Print & Approval Email	Vendor Code 2 (vendor code2 from company)		**VENDORCODE2**			
Purchase Order Print & Approval Email	New Details (line item details) based on PODETAIL and includes Item Number		**PO3DETAIL**			
Purchase Order Print & Approval Email	New Details (line item details) based on PODETAIL and includes both Item # and Supplier Part # (Vendor and Supplier must match or field will be empty)		**PO4DETAIL**	**PO4DETAIL**		
Purchase Order Print & Approval Email	Delivery Date		**DELIVERYDATE**			
Purchase Order Requisition	Requisition Requestor				%PRRequestor%	
Purchase Order Requisition	Requisition Request ID				%PRRequestID%	
Purchase Order Requisition	Requisition Buyer				%Buyer%	
Purchase Order Requisition	Requisition Number				%PRNumber%	
Purchase Order Requisition	Requisition Description				%PRDescription%	
Purchase Order Requisition	Requisition Line Item				%PRLInetm%	
Purchase Order Requisition	Requisition Line Item Description (Material or Service)				%PRLInetmDescription%	
Purchase Order Requisition	Requisition Line Date Required				%PRLInetmDateReqd%	
Purchase Order Requisition	Requisition Line Item Unit Cost				%PRLInetmCost%	
Purchase Order Requisition	Requisition Line Item Quantity				%PRLInetmQty%	
Purchase Order Requisition	Requisition Line Item ID				%PRLInetmID%	
Purchase Order Requisition	Requisition Line Item Status				%PRLInetmStatus%	
Purchase Order Requisition	Requisition Line Item Unit of Measure				%PRLInetmUOM%	
Purchase Order Requisition	Requisition Line Item Total Cost (Unit Cost x Quantity)				%PRLInetmTotalCost%	
Purchase Order Requisition	Requisition Line Item Other Type (Service)				%PRLInetmOtherCostType%	
Purchase Order Requisition	Requisition Line Item Warehouse				%PRLInetmWarehouse%	
Purchase Order Requisition	Requisition Line Item Attention				%PRLInetmAttr%	
Purchase Order Requisition	Requisition Line Item Ship To (Property Address)				%PRLInetmShipTo%	
Purchase Order Requisition	Requisition Line Item Vendor				%PRLInetmVendor%	
Reservation	Reservation ID (in URL)				**RESERVATIONID**	

Reservation	Property Name				**PROPERTY**	
Reservation	Date	Format: 07/27/2011			**RESERVATIONDATE**	
Reservation	Time	Format: 2:00 PM			**RESERVATIONTIME**	
Reservation	Duration				**DURATION**	
Reservation	Number of Attendees				**NOATTENDEES**	
Reservation	Reservation Description				**DESCRIPTION**	
Reservation	Reservation Summary Comment				**RCOMMENTS**	
Reservation	Resource				**RESOURCE**	
Reservation	Status				**STATUS**	
Reservation	All Comments				**ALLCOMMENTS**	
Reservation	Last Comment				**LCOMMENT**	
Timecard	Employee	Format: Last Name, First Name	**EMPLOYEE**			
Timecard	Date Range	Format: 09/25/2011 to 09/30/2011	**FROMTODATE**			
Timecard	Days of the Week	Creates rows. Each day of the week for given date range. Format: MONDAY	**DAYOFWEEK**			
Timecard	Date	Labor Date Format: 03/25/2011	**DATE**			
Timecard	Day Data	Each day's total hours separated by columns: REG, OT, DT, PTO and TE	**DAYDATA**			
Timecard	Day Total Hours	Each day's total hours	**DAYTOTAL**			
Timecard	Total Day	Totals of each day's total hours separated by columns: REG, OT, DT, PTO and TE for a given pay period	**GRANDTOTAL**			
Timecard	Grand Total Hours	Total Hours for given pay period	**GRANDGRANDTOTAL**			
Timecard	Comments		**DISPLAYCOMMENTS**			
Timecard	External User ID		**EXTERNALEMPLOYEEID**			
Timecard	External Payroll ID		**EXTERNALPAYROLLID**			
Visitor	Property Name				%lqp property name%	
Visitor	Visitor Person Visiting Name		**PersonVisitingName**			
Visitor	Visitor Company Visiting Name		**CompanyVisitingName**			
Visitor	Visitor Company Name		**VisitorCompanyName**			
Visitor	Visitor Name		**VisitorName**			
Visitor	Visitor Space		**Space**			
Visitor	Date (Today's Date)	Format: 7/11/2011 12:41:57 PM	**Date**			
Visitor	Visit Date	Format: Jul 25 2011 12:00AM			%VISITDATE%	
Visitor	Visitor's Name				%VISITORNAME%	
Visitor	Visitor's Company Name				%VISITORCOMPANYNAME%	
Visitor	Visitor Type				%VISITORTYPE%	%VISITORTYPE_LANG%
Visitor	Visit Comments				%VISITCOMMENTS%	
Visitor	Person Visiting Name	Format: Last Name, First Name			%PERSONVISITINGNAME%	
Visitor	Person Visiting Company Name				%PERSONVISITINGCOMPANYNAME%	
Visitor	Person Visiting Phone				%PERSONVISITINGPHONE%	
Visitor	Person Visiting Email				%PERSONVISITINGEMAIL%	
Visitor	Person Visiting Space				%PERSONVISITINGSPACE%	
Visitor	Statement of Work (from Work Order)				%lqq statement of work%	
Visitor	CC Email				%CCEMAIL%	
Visitor	Visitor Image		**Visitor Image**			
Work Order	Current Date	Format: 7/1/2011	**CURRENTDATE**			
Work Order	Request ID		**lqq request id**		%lqq request id% or %lql request id%	
Work Order	External WO #		**lqq external wo number**		%lqq external wo number%	
Work Order		Token is 2 merged fields. The external work order number/ref. wo and the request id. They are joined with a pipe				
Work Order	External WO # Request ID				%360-360 wo number%	
Work Order	Create Date or Rescheduled Start Date	Format: 2/23/2009	**CreateDate** or **RequestDate**		%CreateDate mmdyy%	
Work Order	Create Date or Rescheduled Start Date	Format: Monday, February 23, 2009			%CreateDate%	
Work Order	Create Date or Rescheduled Start Date	Format: Jun 27 2011 10:00AM CDT			%Lqq Create Date%	
Work Order	Create Date or Rescheduled Start Date	Format: February 23, 2009			%CreateDate std%	
Work Order	Create Date or Rescheduled Start Date	Format: Thursday, June 30, 2011			%CreateDate%	
Work Order	Create Date or Rescheduled Start Date	Format: 22/3/2011 (International)			%CreateDate DDMMYYYY%	
Work Order	Create Date or Rescheduled Start Date	Format: 22 Mar 2011 (International)			%CreateDate DDMonYYYY%	
Work Order	Create Time or Rescheduled Start Time	Format: 15:00 EST (in Military Time)			%CreateTime military%	
Work Order	Create Time	Format: 9:00AM EST	**CreateTime**		%CreateTime%	
Work Order	Create Time or Rescheduled Start Time	Format: 2:56PM EDT	**RequestTime**			
Work Order	Status		**lqk status desc**	**lqk status_desc LANG**	%lqk status desc%	%lqk status_desc LANG%
Work Order	Statement of Work		**lqq statement of work**		%lqq statement of work%	
Work Order	Original Statement of Work (First Description)				%FIRST lqe request desc%	
Work Order	Request History		**PRINTREQUESTCOMMENTS**			
Work Order	Closing Comment				%CLOSE lqe request desc% or %WORK COMPLETE lqe request desc%	
Work Order	Last Request Comment				%LAST lqe request desc%	
Work Order	Last Update Comment				%EXACT lqe request desc%	
Work Order	Last Updated by Username				%EXACT updatedby name%	
Work Order	Space/Floor		**lqs space desc**	**lqs space_desc LANG**	%lqs space desc%	%lqs space_desc LANG%
Work Order	Room/Cube		**CubeRoomNumber**		%CubeNumber%	
Work Order	Tower/Wing Name		**TOWERWINGNAME**		%tower wing name%	
Work Order	Floor Name		**FLOORNAME**		%floor name%	
Work Order	Sub Space Name		**SUBSPACENAME**		%subspace name%.	
Work Order	Sub Type		**lqu request subtype_desc LANG**		%lqu request subtype_desc LANG%	%lqu request_subtype_desc_LANG%
Work Order	Type		**lqv request type desc**	**lqv request type_desc LANG**	%lqv request type desc%	%lqv_request_type_desc_LANG%
Work Order	Priority		**lgw request priority_desc LANG**		%lgw request priority_desc%	%lgw_request_priority_desc_LANG%

Work Order	NTE (Not To Exceed Amount)	500 or \$500	**lqq_not_to_exceed_amount** or **NOEAmount**		%lqq_not_to_exceed_amount%	
Work Order	Estimated Labor Hours		**EstimatedHours**			
Work Order	Estimated Amount		**EstimatedAmount**			
Work Order	Actual Labor Hours		**ActualHours**			
Work Order	Billable	Format: Yes or No	**lqq_billable_flag**	**lqq_billable_flag_LANG**		
Work Order	Billable	Format: Yes or No	**BillableFlag**	**lqq_billable_flag_LANG**		
Work Order	Billable	Format: Billable or Nonbillable			%lqq_billable_flag%	%lqq_billable_flag_LANG%
Work Order	External Cost Center		**lqq_external_cost_center** or **ExtCostCenter**		%lqq_external_cost_center% or %ExtCostCenter%	
Work Order	External Cost Center Description		**ExtCostCenterDescription**		%ExtCostCenterDescription%	
Work Order	Assigned To	Format: Mike Smith	**AssignedToName**		%AssignedToName%	
Work Order	Assigned To's Username				%UserID%	
Work Order	Assigned To Phone		**AssignedToPhone**		%AssignedToPhone%	
Work Order	Assigned To Fax		**AssignedToFax**			
Work Order	Assigned To Company Name				%AssignedToCompany%	
Work Order	Assigned To Email				%AssignedToEmail%	
Work Order	Assigned To's Mobile				%AssignedToMobile%	
Work Order	Assigned To's Mobile E-Mail Address				%AssignedToMobileEmail%	
Work Order	Assigned To's Company External ID		**AssignedToCompanyExternalID**			
Work Order	Default Account Description		**DefaultAccountDesc**		%DefaultAccountDesc%	
Work Order	Default Account Number		**DefaultAccountNumber**		%DefaultAccountNumber%	
Work Order	Account Description		**lqq_account_desc**		%lqq_account_desc%	
Work Order	Account Number		**lqq_account_number**		%lqq_account_number%	
Work Order	Bill Code		**BILLCODE**		%lc2_bill_code_desc%	
Work Order	Property Name		**lqp_property_name** or **PROPERTY NAME**	**lqp_property_name_LANG**	%lqp_property_name%	%lqp_property_name_LANG%
Work Order	External Property ID 1		**lqp_external_property_id**		%lqp_external_property_id%	
Work Order	Property ID (in URL)				%lqp_property_id%	
Work Order	Property Address 1		**lqp_property_addr1**		%lqp_addr1%	
Work Order	Property Address 2		**lqp_property_addr2**		%lqp_addr2%	
Work Order	Property City		**lqp_property_city**		%lqp_city%	
Work Order	Property State		**lqp_property_state**		%lqp_state%	
Work Order	Property Zip		**lqp_property_zip**		%lqp_zip%	
Work Order	Property Default Contact Business Phone				%PMContactPhone%	
Work Order	Property Default Contact Mobile Phone				%PMContactMobile%	
Work Order	Property Default Contact Name				%PMContact%	
Work Order	Requested By Name	Format: Mike Smith	**RequestedByName**		%RequestedByName%	
Work Order	Requestor First Name				%lqq_first_name%	
Work Order	Requestor Last Name				%lqq_last_name%	
Work Order	Requested By Company Name		**lqq_company_name**		%lqq_company_name%	
Work Order	Requested By Phone		**lqq_phone**		%lqq_phone%	
Work Order	Requested By Email		**lqq_email**		%lqq_email%	
Work Order	Secure Site	Displays: http:// or https://			%lqi_secure_site%	
Work Order	SLA Estimated Response Date	Format: 7/11/2011			%EstimatedResponseDate_MMDDYYYY%	
Work Order	SLA Estimated Response Date	Format: July 11, 2011			%EstimatedResponseDate_std%	
Work Order	SLA Estimated Response Date	Format: Monday, July 11, 2011			%EstimatedResponseDate%	
Work Order	SLA Estimated Response Date	Format: Nov 9 2008 4:17PM EST			%lqq_sl_estimated_response_date%	
Work Order	SLA Estimated Response Date	Format: 6/30/2011 2:43PM EDT	**SLEstimatedResponseDate**			
Work Order	SLA Estimated Response Date	Format: 15/05/2011 (International)			%EstimatedResponseDate_DDMMYYYY%	
Work Order	SLA Estimated Response Date	Format: 15 May 2011 (International)			%EstimatedResponseDate_DDMonYYYY%	
Work Order	SLA Estimated Response Time	Format: 1:00PM CDT			%EstimatedResponseTime%	
Work Order	SLA Estimated Response Time	Format:16:17 EST (in Military Time)			%EstimatedResponseTime_Military%	
Work Order	SLA Estimated Completion Date	Format: Jul 15 2011 3:49PM CDT			%lqq_sl_estimated_completion_date%	
Work Order	SLA Estimated Completion Date	Format: Friday, July 15, 2011			%EstimatedCompletionDate%	
Work Order	SLA Estimated Completion Date	Format: 7/15/2011			%EstimatedCompletionDate_MMDDYYYY%	
Work Order	SLA Estimated Completion Date	Format: July 15, 2011			%EstimatedCompletionDate_std%	
Work Order	SLA Estimated Completion Date	Format: 6/30/2011 2:43PM EDT	**SLEstimatedCompletionDate**			
Work Order	SLA Estimated Completion Date	Format: 22/3/2011 (International)			%EstimatedCompletionDate_DDMMYYYY%	
Work Order	SLA Estimated Completion Date	Format: 22 Mar 2011 (International)			%EstimatedCompletionDate_DDMonYYYY%	
Work Order	SLA Estimated Completion Time	Format: 3:49PM CDT			%EstimatedCompletionTime%	
Work Order	SLA Estimated Completion Time	Format: 15:49 CDT (in Military Time)			%EstimatedCompletionTime_Military%	
Work Order	Complete By Date	Format: Jul 13 2011 9:00AM CDT	**CompleteByDate**		%lqq_close_by_date%	
Work Order	Complete By Date	Format: Thursday, June 30, 2011			%CloseByDate%	
Work Order	Complete By Date	Format: 6/30/2011			%CloseByDate_MMDDYYYY%	
Work Order	Complete By Date	Format: June 30, 2011			%CloseByDate_std%	
Work Order	Complete By Date	Format: 22/03/2011 (International)			%CloseByDate_DDMMYYYY%	
Work Order	Complete By Date	Format: 22 Mar 2011 (International)			%CloseByDate_DDMonYYYY%	
Work Order	Complete By Time	Format: 2:56PM EDT			%CloseByTime%	
Work Order	Complete By Time	Format: 14:56 EDT (in Military Time)			%CloseByTime_Military%	
Work Order	Act Response Date	Format: 6/30/2011 2:43PM EDT	**SLResponseDate**			
Work Order	Act Completion Date	Format: 6/30/2011			%WorkCompleteDate_MMDDYYYY%	
Work Order	Act Completion Date	Format: June 30, 2011			%WorkCompleteDate_std%	
Work Order	Act Completion Date	Format: Jun 30 2011 10:00AM CDT			%lqq_work_complete_date%	
Work Order	Act Completion Date	Format: Thursday, June 30, 2011			%WorkCompleteDate%	
Work Order	Act Completion Date	Format: 6/30/2011 2:43PM EDT	**SLCompletionDate**			
Work Order	Act Completion Date	Format: 22/3/2011 (International)			%WorkCompleteDate_DDMMYYYY%	
Work Order	Act Completion Date	Format: 22 Mar 2011 (International)			%WorkCompleteDate_DDMonYYYY%	
Work Order	Act Completion Time	Format: 2:56PM EDT			%WorkCompleteTime%	
Work Order	Act Completion Time	Format: 15:49 CDT (in Military Time)			%WorkCompleteTime_Military%	

Work Order	Closed Date	Format: June 30, 2011 3:23PM CDT			%lqq close_date%	
Work Order	Closed Date	Format: 7/24/2011 12:00AM EDT	**ClosedDate**			
Work Order	Closed Date	Format: 3/08/2011			%CloseDate mmddyy%	
Work Order	Closed Date	Format: March 22, 2011			%CloseDate std%	
Work Order	Closed Date	Format: 22/03/2011			%CloseDate DDMYYYY%	
Work Order	Closed Date	Format: 22 Mar 2011			%CloseDate DDMonYYYY%	
Work Order	Closed Date	Format: Wednesday, March 22, 2011			%CloseDate%	
Work Order	Closed Time	Format: 3:00PM EST			%CloseTime%	
Work Order	Closed Time	Format: 15:00 EST (in Military Time)			%CloseTime military%	
Work Order	Asset Model		**asa_model_desc**		%asa_model_desc%	
Work Order	Asset Make		**asb_make_desc**		%asb_make_desc%	
Work Order	Asset Name		**asm_asset_name** or **AssetName**		%asm_asset_name%	
Work Order	Asset Number		**asm_assetnumber**		%asm_assetnumber%	
Work Order	Asset Description		**asm_description**		%asm_description%	
Work Order	Asset Vendor		**asm_purchased_from_vendor**			
Work Order	Asset Room		**asm_room** or **AssetRoom**		%asm_room%	
Work Order	Asset Serial Number		**asm_serialnumber**		%asm_serialnumber%	
Work Order	Asset Rank		**asr_asset_rank_description**		%asr_asset_rank_description%	
Work Order	Asset Document(s)	Link to attached document(s)	**ASSETDOCUMENTS**			
Work Order	Asset Room/Area		**AssetRoom** or			
Work Order	Asset Comments		**AssetComments**		%asm_comments%	
Work Order	Asset Safety Comments		**AssetSafetyComments**			
Work Order	Asset Warranty Effective Date	Format: 7/1/2011	**AssetWarrantyEffDate**			
Work Order	Asset Warranty Expiration Date	Format: 7/1/2011	**AssetWarrantyExpDate**			
Work Order	Asset Details		**ASSETDETAILS**			
Work Order	Inspection		**INSPECTION**			
Work Order	Asset UDE's	Formatted in a table	**ASSETUDFS**			
Work Order	Procedure Name		**PROCEDURENAME**		%lcu_procedure_desc%	
Work Order	Procedure Name & Text		**PROCEDURE**			
Work Order	Procedure Text	The Asset Reading flag must be set to	Yes for the relevant inspection for this token to return a value.		%lcu_procedure_body%	
Work Order	Last Inspection Date (Inspection Date Scheduled Work Order)	For work orders stemming from the same schedule. Does not work for task-based scheduling or Parent/Child scheduling. Presents the LAST inspection date.	**LastInspectionDate**			
Work Order	Last Inspection Readings (Inspection Items From Past Scheduled Work Orders)	For work orders stemming from the same schedule. Does not work for task-based scheduling or Parent/Child scheduling. Presents the last inspection. Token displays the: Inspection Item(s), Score, Condition, Comments, and Reading. The Asset Reading flag must be set to Yes for the relevant inspection for this token to return a value.	**LastInspectionReadings**			
Work Order	Last Three Work Orders (Token displays the WO#, Create Date, Assigned To, Procedure Name, & Closing Comments)	Displays data from the last three work orders closed. For work orders stemming from the same schedule. Does not work for task-based scheduling or Parent/Child scheduling. The schedule must have a procedure to make this work.	**LastThreeWorkOrders**			
Work Order	Last Three Scheduled Work Orders (Token displays the WO#, Create Date, Assigned To, Procedure Name, & Closing Comments)		**LastThreeScheduledWorkOrders**			
Work Order	Last Reactive Three Work Orders (Token displays the WO#, Create Date, Assigned To, Procedure Name, & Closing Comments)		**LastThreeReactiveWorkOrders**			
Work Order	Inspection Results	Shows completed inspection detail in a table	**INSPECTION_DETAILS_CURRENT**			
Work Order	Authorized to Enter Flag	Displays: Yes or No	**AuthEntryFlag**			
Work Order	Authorized to Enter Comments		**AuthEntryRemarks**			
Work Order	Customer PO #		**lqq_customer_ponumber**		%lqq_customer_ponumber%	
Work Order	Customer PO # Line Number		**lqq_customer_POLineNum**		%lqq_customer_POLineNum%	
Work Order	WO's Schedule Recurrence Pattern	Daily, Weekly, Monthly, Yearly	**ScheduleRecurrencePattern**			
Work Order	WO's Schedule Name		**ScheduleName**			
Work Order	Labor Costs Total (\$)		**TotalLaborAmount**			
Work Order	Labor Hours Total		**TotalLaborHours**			
Work Order	Material Costs Total (\$)		**TotalMaterialAmount**			
Work Order	Other Costs Total (\$)		**TotalOtherCosts**			
Work Order	Work Order Total Cost (\$)		**GrandTotal**			
Work Order	Dispatch Date		**DispatchDate**			
Work Order	Contractor Company Address 1		**ContractorCompanyAddr1**			
Work Order	Contractor Company City		**ContractorCompanyCity**			
Work Order	Contractor Company Name		**ContractorCompanyName**			
Work Order	Contractor Company State		**ContractorCompanyState**			
Work Order	Contractor Company Zip		**ContractorCompanyZip**			
Work Order	Survey Text				%Survey_Text%	
Work Order	Survey URL				%SurveyURL%	
Work Order	Secure Site	Displays: http:// or https://			%lqi_secure_site%	
Work Order	Database Name (Installation Desc.)		**InstallationDesc**		%lqi_productionsite_name%	

Work Order	EnteredByName	Displays first and last name.	**EnteredByName**			
Work Order	Shopping Cart Reservations		**ORIGOPENCARTRESERVATION**			
Work Order	ECRI		**AssetECRI**		%AssetECRI%	
Work Order	Risk Assessment		**AssetRiskAsmt**		%AssetRiskAsmt%	
Work Order	Tasks	Prints all work order tasks with the Procedure Name & Text	**PRINTTASKS**			
Work Order Invoice	Invoice Number		**INVOICENUMBER**			
Work Order Invoice	Invoice Date	Format: 7/15/2011	**INVOICEDATE**			
Work Order Invoice	Remit To Address		**REMITTOADDRESS**			
Work Order Invoice	Summary Of Charges		**SUMMARYOFCHARGES** or **SUMMARYOFCHARGES2**			
Work Order Invoice	Bill To Name (360 field name Account Description)		**BILLTNAME**			
Work Order Invoice	Bill To Address	Format: Account Description Address Line 1 Address Line 2 City, State Zip Account Number	**BILLTOADDRESS**			
Work Order Invoice	Total Amount Due		**TOTALAMOUNTDUE**			