



# Search for a Work Order

## Overview

The Maintenance and Utilization module Work Order process provides the ability to manage the maintenance of the assets, and track all of the work involved.

### Helpful Tip



Assets for profiling can also be accessed from the **ELMS MAINT AND UTIL Home** page. Select the Asset expansion link located in the Message of the Day section to view the various asset profile hyperlinks.


## Navigation

Maintenance > Work Order > Work Order Search page

## Procedures

### Search for a Work Order

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all*

*results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following fields.



### Search Criteria

Basic Search
Advanced Search

Asset Id

Work Order Status Code

0 - Open

Has Assets

☒ All
 ☐ No
 ☐ Yes

Work Order Id

Stock Number

NMC

☒ All
 ☐ No
 ☐ Yes

Reset
Search

### Search Results

i Please enter criteria and click Search

+ Add

2. Select Search. The **Work Order Search Results** grid appears.

### Search Results

Options
+ Add
Edit
Print

	Work Order ID	Work Order Status Code	Priority Code	Asset ID	Stock Number	Item Desc	Serial Number	Secondary Serial Number	Work Order Reason
<input type="checkbox"/>	2020051100001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051400001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051500001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051800001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052100001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052200001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052400001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052500001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052800001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052900001	0 - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--

Selected 0/10

 1 2 3 4 5 ...
 10
 items per page
 
1 - 10 of 388 items

OR

Select the Advanced Search tab.





## Help Reference Guide

### Search Criteria

Basic Search

**Advanced Search**

And

Or

Add Expression

Add Group

Reset

Search

### Search Criteria

Basic Search

**Advanced Search**

And

Or

Add Expression

Add Group

Condition Cd

Is equal to

Select an Item

Reset

Search

A. Select . The **Work Order Search Results** grid appears.

### Search Results

Options + Add Edit Print

	Work Order ID	Work Order Status Code	Priority Code	Asset ID	Stock Number	Item Desc	Serial Number	Secondary Serial Number	Work Order Reason
<input type="checkbox"/>	2020051100001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051400001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051500001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051800001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052100001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052200001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052400001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052500001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052800001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052900001	O - Open	5 - Routine   - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--

Selected 0/10

1 2 3 4 5 ... 10 items per page items per page items per page items per page

1 - 10 of 388 items






# Add a Work Order

## Navigation

Maintenance > Work Order > Search Criteria >  > Work Order Add page

## Procedures

### Add a Work Order

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.





1. Select . The **Work Order Add** page appears.

Work Order

Sub WO 1

### Work Order Options

Fill in the following optional fields if you would like to copy data from an existing work order.

Work Order Id

### Details

<div>Asset Id</div> <input type="text"/> <input type="button" value="Q"/>	<div>Asset Loc</div> <input type="text"/>
<div>Serial Number</div> <input type="text"/>	<div>Stock Number</div> <input type="text"/>
<div>* Work Order Status Code</div> <div>O - Open</div>	<div>Item Desc</div> <input type="text"/>
<div>Work Order Reason</div> <div>Select an Item</div>	<div>* Priority Code</div> <div>Select an Item</div>
<div>NMC</div> <div> <input type="radio"/> No  <input type="radio"/> Yes         </div>	<div>Avail Date</div> <div>month/day/year hour:minute ...</div> <input type="button" value="Calendar"/>
<div>Approval Date</div> <div>month/day/year hour:minute ...</div> <input type="button" value="Calendar"/>	<div>Receipt Date</div> <div>6/1/2023 6:47 PM</div> <input type="button" value="Calendar"/>
<div>Return Date</div> <div>month/day/year hour:minute ...</div> <input type="button" value="Calendar"/>	<div>* Est Service End Date</div> <div>month/day/year hour:minute ...</div> <input type="button" value="Calendar"/>
<div>Cond Code</div> <div>Select an Item</div>	<div>Job Order Number</div> <input type="text"/>
<div>Storage Type Code</div> <div>Select an Item</div>	<div>Prep for Shipment Code</div> <div>Select an Item</div>
<div>Document Number</div> <input type="text"/>	<div>Remarks</div> <div></div>
<div>Special Instructions</div> <div></div>	

### Asset Information

### Point of Contact

2. Verify the Asset Indicators panel.





## Help Reference Guide

### Asset Indicators



The displayed NCE data is for informational use only. Per AFI 63-125, the Master Nuclear Certification Listing is the sole authority for determining the certification status of an item.


Nuclear Certified (NCE-Yes)

### Note



The Asset Indicator panel appears when the selected asset is associated with nuclear data.

### 3. Complete the Work Order Options panel.

- A. Enter the WORK ORDER ID, or use  to browse for the number. *This is a 20 numeric character field.*

### Note



Select the WORK ORDER ID, the SUB WORK ORDERS field appears.

### Work Order Options

Fill in the following optional fields if you would like to copy data from an existing work order.

Work Order Id

2018091200002



Sub Work Orders



1 - OC18




2 - OC18



Include All

✓ Update

- B. Click  to select the SUB WORK ORDERS. *Selecting a SUB WORK ORDER displays the available details based on the WORK ORDER ID. Depending on the details selected, additional radio buttons become available.*

- Details

1 - PRE INSPECTION Details

☐ Task(s)

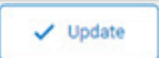
☐ Part(s)

☐ Tool(s)/Equipment

☐ Include All





- C. Select . The selected SUB WORK ORDERS appear as SUB WO tabs.
4. *Complete the Details panel.*

Details

Asset Id

Asset Loc

Serial Number

Stock Number

\* Work Order Status Code

O - Open

Item Desc

Work Order Reason

Select an Item

\* Priority Code

Select an Item

NMC

☐ No
 ☐ Yes

Avail Date

month/day/year hour:minute ...

Approval Date

month/day/year hour:minute ...

Receipt Date

6/28/2023 10:18 AM

Return Date

month/day/year hour:minute ...

\* Est Service End Date

month/day/year hour:minute ...

Cond Code

Select an Item

Job Order Number

Storage Type Code

Select an Item

Prep for Shipment Code

Select an Item

Document Number

Remarks

Special Instructions

- A. *The Work Order Status Code automatically populates and is not editable.*
- B. Use ▼ to select the desired Work Order Reason.
- C. Select ☒ NMC if the asset is non mission capable. *This specifies whether the asset is ready for a mission. If yes, additional fields appear.*

NMC

☐ No
 ☒ Yes

\* NMC Status

Select an Item

\* NMC Status Start Date

6/27/2023 2:13 PM

\* NMC Start Date

6/27/2023 2:13 PM




NMC End Date

month/day/year hour:minute ...







- a. Use ▼ to select the NMC Status.
  - b. Use  to select the NMC Status **STRT DT**, or enter the date (MM/DD/YYYY) in the field provided.
  - c. Use  to select the **NMCSTRT DT**, or enter the date (MM/DD/YYYY) in the field provided.
  - D. Use ▼ to select the desired Priority Cd.
  - E. Use  to select the **EST SERVICE END DT**, or enter the date (MM/DD/YYYY) in the field provided.
5. Complete the *Additional Attributes* panel.

### Additional Attributes

Corrosion Score

Select an Item ▼

Primers

Select an Item ▼


Topcoats

Select an Item ▼

Color

Select an Item ▼

Last Painted Date

month-day-year 

6. Complete the *Point of Contact* panel.

### Point of Contact

Contact

Email


Phone Number

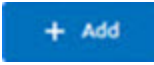

Mobile Number

Remarks

Resend Email

+ Add



Select . The **Point of Contact** pop-up window appears. The Add button turns to  when information is entered into the fields.

A.


OR

Enter the Contact in the field provided. *This is a 30 alphanumeric character field.*







- B. Select  Edit. The **Point of Contact** pop-up window appears.
7. Verify the Asset Information panel.

### Asset Information

#### Asset Overview

Stock Number	12481632640006	Manufacturer Model	
Serial Number	DM0003	Manufacturer Part	
Secondary Serial Number		Manufactured Year	2012
Manufacturer Name	REBOKCO		

#### Asset Details

Location	BLDG 101	Non Accountable	No
Dollar Amount	200000	Custodian Id	BRENDA
Meter	D		

#### Misc

Hazmat Code	ZZ	CIIC	U
Demilitarization Code	A	RIC	0
LIN/TAMCN	MR000A	CAGE Code	
ECC	LM	UUI	
Precious Metal Code	A		

#### Asset Certifications

Name	Description
ASE	--
CDL	--

Selected 0/2

1

10

Items per page

1 - 2 of 2 items





- A. Verify the Asset Overview section.
  - B. Verify the Asset Details section.
  - C. Verify the MISC section.
  - D. Verify the Asset Certifications section.
8. Verify the Utilization panel.

### Utilization

The following utilization info is a summary. For full utilization details and history, please visit the utilization process.

Incoming

Meter Reading

Reported Date

Outgoing

Meter Reading

Reported Date

[Full Utilization Details](#)
[Quick Update](#)

Select [Full Utilization Details](#). The **Search for a Maintenance Asset Utilization Record** page appears in another tab.

- A.
- OR**

Select [Quick Update](#). The **Edit Utilization** slide-out window appears.

9. Complete the Related Work grid.

### Related Work

#### Work Order (1)

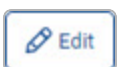
Work Order ID	Work Order Status Code	Priority Code	Asset ID	Item Desc	Stock Number	Serial Number	Secondary Serial Number	RIC	Condition Code	Work Order Reason
2022081700005	O - Open	5 - Routine 1 - 5 days	WSSET0000003	TANK CMBT 120MM M1A1	2350010871095	FM3434343002				

#### Preventive Maintenance (1)


Maint Schedule Name	Services	Occurrence	Recurring Method	Recurring Frequency	Util Frequency	Last Maint Date	Next Maint Date	Last Util Qty	Next Util Qty	Current Meter Reading
TestWODrop	MY TEST PLAN	One Time	--	--	--	--	08/17/2022 08:00 AM	--	--	--

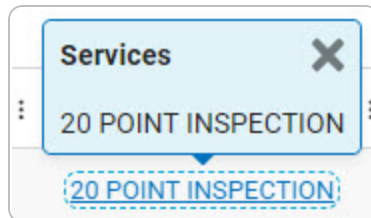
- A. Complete the Work Order grid.


- a. Click ☐ to select the entry. The **WORK ORDER ID** is highlighted, and becomes available.





- b. Select . *The selected Work Order appears.*
- B. Complete the Preventive Maintenance grid.
- a. Select the Services hyperlink. *The services pop-up window appears.*



- Select  to close.
10. Select the Sub WO 1 tab. *The **SUB WORK ORDER** appears.*





**A. Complete the Details panel.**

Details

Overview

\* Work Order State Code

-Select-

\* Sub Priority Code

-Select-

\* Work Plan Desc

Q

\* Work Plan Type Code

-Select-

Work Plan Id

\* Maintenance Location

Service

\* Requested Service

\* Serviced By

INTRNL - Internal

Service Start Date

month/day/year

Service End Date

month/day/year

Service Performed

Remarks

Technician

Team

-Select-

\* Primary Technician

-Select-

Average Number of Techs

N/A

Rate

Estimated Labor Hours

Actual Labor Hours

0

Estimated Hours to Perform

Actual Hours to Perform

0

Estimated Labor Cost

Actual Labor Cost

0

Estimated Non-Labor Cost

Actual Non-Labor Cost

0.00

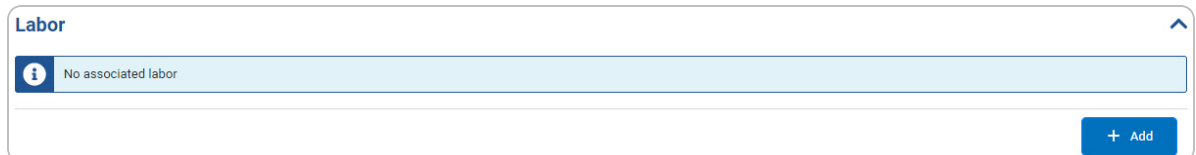
**B. Complete the Overview section.**

- Use ▼ to select the Work Order State Code.
- Use ▼ to select the Sub Priority Code.
- Enter the Work Plan DESC, or use Q to browse for the entry. *This is a 25 alpha-numeric character field.*





- d. Use ▼ to select the Work Plan Type Cd.
- e. Enter the Maintenance Location in the field provided. *This is a 20 alphanumeric character field.*
- C. *Complete the Service section.*
  - a. Enter the Requested Service in the field provided. *This is a 1024 alphanumeric character field.*
  - b. Use ▼ to select the Served By.
- D. *Complete the Technician section.*
  - a. Use ▼ to select the Primary Technician.
- E. *Complete the Rate section.*
- F. *Complete the Labor panel.*



Select . The **Add Labor** slide-out window appears.

- G. *Complete the Tasks panel.*



Select . The **Add Task** slide-out window appears.

- H. *Complete the Tools / Equipment panel.*



Select . The **Add Tools / Equipment** slide-out window appears.


- I. *Complete the Parts panel.*





## Help Reference Guide

**Parts**

 No associated parts

- a. Select  . The **Deferred Task/Parts** pop-up window appears.

### Note



Request Parts

is editable after the Work Order is saved.

- b. Select  . The parts panel reloads.

- c. Select  . The **Add Parts** slide-out window appears.


- J. Verify the Certifications panel.

### Note



If there are no associated certifications,

#### Certifications

 No associated certifications

appears.

**Certifications**

Name	Description
ASE	...

Selected 0/1    < 1 >    10 items per page    1 - 1 of 1 items

11. Select  . Another **SUB WO** tab appears.

### Note





If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

12. Repeat Steps 10-16.





## Help Reference Guide

13. Select . The  appears at the bottom right of the page. The Work Order page refreshes.











# Add Labor to a SUB WORK ORDER

## Navigation

Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
> Labor panel >  > Labor >  > Add Labor slide-out window


## Procedures










Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.



### Add a Labor to a SUB WORK ORDER

1. Select . The **Add Labor** slide-out window appears.

### Add Labor

 A Team has not been selected on the details panel

* Technician		Base Hours	 0.00 
* Labor Category		Overtime Rate	
* Rate Type		Overtime Hours	 0.00 
Base Rate			





**Note**

The No Team Selected Notice appears if a team is not selected before adding labor information.

- A. Use ▼ to select the Technician.

**Note**

The fields auto populate and/or become available depending on the Technician and/or Labor Category selected.

- B. Use ▼ to select the Labor Category.

- C. Use ▼ to select the Rate Type.



2. Select . *The information is saved under the Labor grid.*

3. Select . *Another SUB WO tab appears in the tab section.*

- 4.

**Note**

If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.




5. Select . The  appears at the button right of the page. The Work Order page refreshes.






# Add a Task to a SUB WORK ORDER

## Navigation

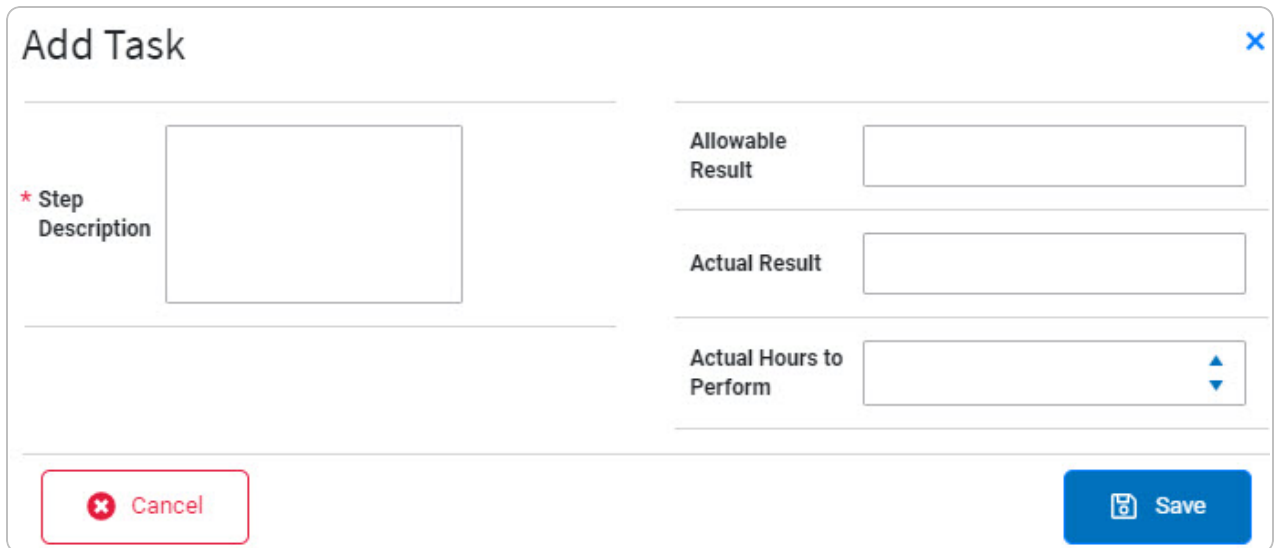
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
> Tasks panel >  > Tasks >  > Add Task slide-out window

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

### Add a Task to a SUB WORK ORDER

1. Select . The **Add Task** slide-out window appears.





**Add Task**


\* Step Description

Allowable Result

Actual Result

Actual Hours to Perform

- A. Enter the Step Description in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . The information is saved under the Tasks grid.







3. Select . Another SUB WO tab appears.

**Note**



If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.




4. Select . The  appears at the bottom right of the page. The Work Order page refreshes.






# Add Parts to a SUB WORK ORDER

## Navigation

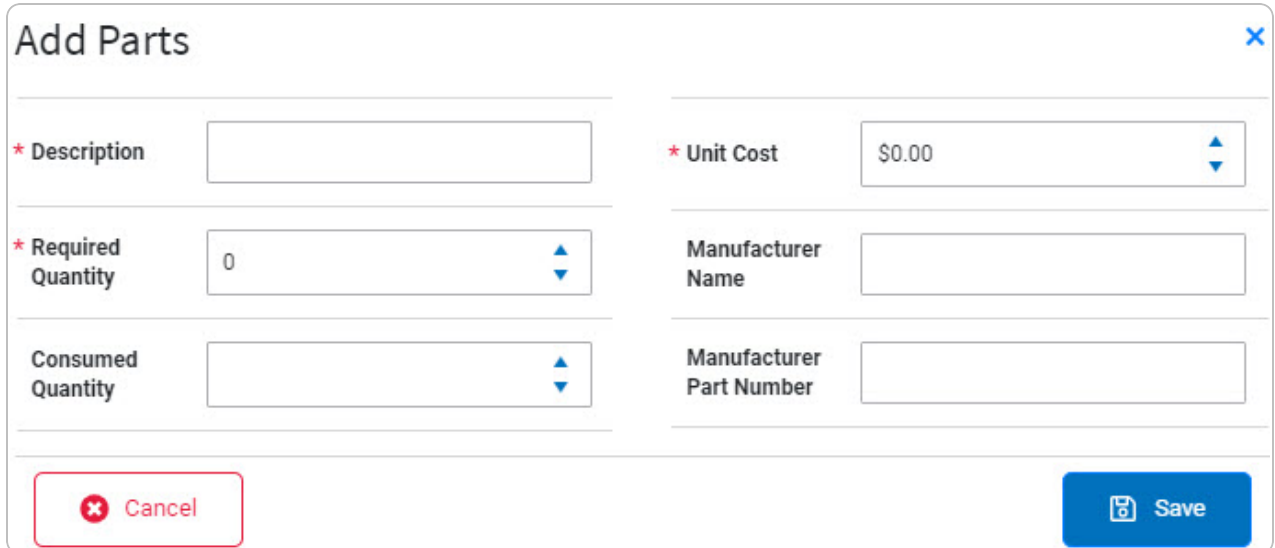
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
> Parts panel >  > Parts >  > Add Parts slide-out window

## Procedures


### Add Parts to a SUB WORK ORDER

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

1. Select . The **Add Parts** slide-out window appears.





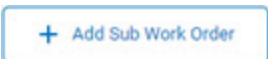


The 'Add Parts' slide-out window is displayed. It features a title bar with a close button (X). The main area contains two columns of input fields. The left column has 'Description' (with an asterisk), 'Required Quantity' (with an asterisk and a numeric spinner), and 'Consumed Quantity' (with a numeric spinner). The right column has 'Unit Cost' (with a numeric spinner showing '\$0.00'), 'Manufacturer Name', and 'Manufacturer Part Number'. At the bottom, there is a red 'Cancel' button with a close icon and a blue 'Save' button with a document icon.

- A. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
- B. Use  to choose the Required Quantity.





- C. Use  to choose the Unit Cost.
- D. Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
- E. Enter the Manufacturer Part Number in the field provided. *This is a 88 alphanumeric character field.*
2. Select . *The information is saved under the Parts grid.*
3. Select . *The **Add Requisition** page appears in a new tab.*
4. Select . *The entries reload in the Part grid.*
5. Select . *Another SUB WO tab appears in the tab section.*

### Note



If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

6. Select . The  appears at the bottom right of the page. *The Work Order page refreshes.*

## Add Deferred Parts to a SUB WORK ORDER




1. Select . *The **Deferred Task/Parts** pop-up window appears.*






# Add Tools/Equipment to a SUB WORK ORDER

## Navigation

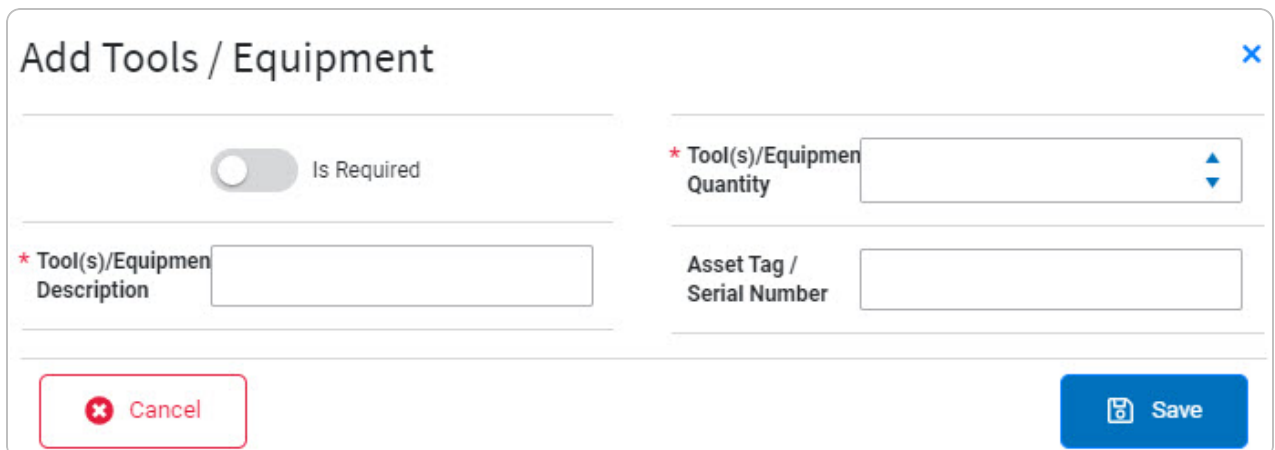
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
 > Tools/Equipment panel >  > Tools / Equipment >  > Add Tools/Equipment  
 slide-out window

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.


### Add Tools/Equipment to a SUB WORK ORDER

1. Select . The **Add Tools/Equipment** slide-out window appears.





**Add Tools / Equipment**



☐ Is Required

\* Tool(s)/Equipment Quantity 

\* Tool(s)/Equipment Description

Asset Tag / Serial Number

- A. Enter the TOOL(S)/EQUIPMEN DESCRIPTION in the field provided. *This is a 255 alpha-numeric character field.*
  - B. Use  to choose the TOOL(S)/EQUIPMENT QUANTITY.
2. Select . The information is saved under the Tools/Equipment grid.









3. Select . Another SUB WO tab appears.

**Note**



If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

4. Select . The  appears at the bottom right of the page. The Work Order page refreshes.






# View the Work Order Information

## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results > WORK ORDER  
Id hyperlink > Work Order Information slide-out window

## Procedures

### View the Work Order Information

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the WORK ORDER Id hyperlink. The **Work Order Information** slide-out window appears.





### Work Order Information

**Work Order**

Work Order Status Code

O - Open

Priority Code

5 - Routine I - 5 days

Asset Id

101240090351

Stock Number

12481632640006

Item Desc

PICKUP TRUCK

Serial Number

DM0003

**Sub Work Order**

\*Sub Id

2

Work Order Status Cd

AARC

Work Order Desc

VAN OIL CHANGE

Work Plan Type Cd

MANT

Team ID

HELPTST

Primary Tech

TESSA TEST

Maint Loc

PA

Prev

Next

Edit

2. Verify the Work Order section.
3. Verify the SUB WORK ORDER section.








4. Select . *The previous SUB Work Order information appears.*

### Note



The  and  buttons appear grayed-out when there is only 1 SUB Work Order associated with the Work Order.

5. Select . *The next SUB Work Order information appears.*

6. Select . *The **Work Order Update** page appears.*

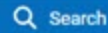




# Update a Work Order

## Navigation

Maintenance > Work Order > Search Criteria >



> Search Results >




(desired record) >




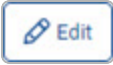


> Work Order Edit page

## Procedures

### Edit a Work Order

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

1. Click  to select the entry. The *WORK ORDER ID* is highlighted, and  and  become available.
2. Select . The **Work Order Edit** page appears.






## Help Reference Guide

**Work Order** Sub WO 1:UPDATE TRUCK

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**Asset Indicators**


 The displayed NCE data is for informational use only. Per AFI 63-125, the Master Nuclear Certification Listing is the sole authority for determining the certification status of an item.

Nuclear Certified (NCE-Yes)

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**Details**





<b>Asset Id</b>	LICENSEPLATE	<b>Asset Loc</b>	AREA7
<b>Serial Number</b>	VIN	<b>Stock Number</b>	1910015786923
<b>* Work Order Status Code</b>	O - Open	<b>Item Desc</b>	JOINT HIGH SPEED VESSEL
<b>Work Order Reason</b>	TEST - Test	<b>* Priority Code</b>	10 - Routine II - 6-10 days
<b>* NMC Status</b>	NMCM - Maintenance	<b>* NMC Status Start Date</b>	7/7/2023 2:42 PM
<b>* Avail Date</b>	7/7/2023 2:38 PM	<b>* NMC Start Date</b>	7/7/2023 2:42 PM
<b>* Approval Date</b>	7/7/2023 2:38 PM	<b>NMC End Date</b>	month/day/year hour:minute ...
<b>Return Date</b>	month/day/year hour:minute ...	<b>Receipt Date</b>	7/7/2023 2:23 PM
<b>Cond Code</b>	Select an Item	<b>* Est Service End Date</b>	7/17/2023 2:43 PM
<b>Storage Type Code</b>	Select an Item	<b>Job Order Number</b>	
<b>Document Number</b>		<b>Prep for Shipment Code</b>	Select an Item
<b>Special Instructions</b>	HELP TEST	<b>Remarks</b>	HELP TEST

3. *Verify the Asset Indicators panel.*
4. *Update the Details panel.*
  - A.** Update the Work Order Status Code, using ▼ to select the desired code.
  - B.** Update the NMC Status, using ▼ to select the desired status.
  - C.** Update the AVAIL DATE, using  or entering the date (MM/DD/YYYY) in the field provided.





## Help Reference Guide

- D.** Update the APPROVAL DATE, using  or entering the date (MM/DD/YYYY) in the field provided.
  - E.** Update the Priority Code, using ▼ to select the desired code.
  - F.** Update the NMC Status Start Date, using  or entering the date (MM/DD/YYYY) in the field provided.
  - G.** Update the NMCStart Date, using  or entering the date (MM/DD/YYYY) in the field provided.
  - H.** Update the EST SERVICE END DATE, using  or entering the date (MM/DD/YYYY) in the field provided.
5. *Verify the Asset Information panel.*

### Asset Information ^

#### Asset Overview

Stock Number	12481632640006
Manufacturer Model	
Serial Number	DM0003
Manufacturer Part	
Secondary Serial Number	
Manufactured Year	2012
Manufacturer Name	REBOKCO

#### Asset Details

Location	BLDG 101
Non Accountable	No
Dollar Amount	200000
Custodian Id	BRENDA
Meter	D







## Help Reference Guide

Misc

Hazmat Code	ZZ	CIIC	U
Demilitarization Code	A	RIC	0
LIN/TAMCN	MR000A	CAGE Code	
ECC	LM	UII	
Precious Metal Code	A		

Asset Certifications

Name	Description
ASE	--
CDL	--

Selected 0/2

10 items per page 1 - 2 of 2 items

- A. Verify the Asset Overview section.
  - B. Verify the Asset Details section.
  - C. Verify the MISC section.
  - D. Verify the Asset Certifications section.
6. Update the Additional Attributes panel.

Additional Attributes

Corrosion Score	Select an Item	Color	Select an Item
Primers	Select an Item	Last Painted Date	month-day-year
Topcoats	Select an Item		

7. Update the Point of Contact panel.



Point of Contact

Contact

TEST

Email

Phone Number

Mobile Number

Remarks

HELP TEST

Resend Email

Edit

A. Select . The **Point of Contact** pop-up window appears.

8. Update the Utilization panel.

Utilization

The following utilization info is a summary. For full utilization details and history, please visit the utilization process.

Incoming

Meter Reading

36500

Reported Date

10/23/2018

Outgoing


Meter Reading

36500

Reported Date

Full Utilization Details

Quick Update

Select . The **Search for a Maintenance Asset Utilization Record** page appears in another tab.

A.  
**OR**

Select . The **Edit Utilization** slide-out window appears.

9. Update the NMC panel.

NMC

Edit

Delete

	Status	NMC Start Date	NMC End Date	Established By	Last Update By
<input type="checkbox"/>	NMCM	07/07/2023 02:24 PM	07/07/2023 03:15 PM	NMLAW	NMLAW

Selected 0/1




1

10 items per page

1 - 1 of 1 items



## Help Reference Guide

A. Click  to select the entry. *The NMC record is highlighted, and  and  become available.*

B. Select . *The **Edit NMC Details** slide-out window appears.*

C. Select . *The **Delete Confirmation** pop-up window appears.*

10. Verify the Warranty/Services/Subscriptions panel.

Warranty/Services/Subscriptions				
Contractor	Contract Number	Contract Use Code	CLIN/SLIN	Clause Terms
STYW3 - CHEVROLET MOTORS	N92T3B12C0001	W - Extended Warranty	--	ALL HEADS, INTERNAL PARTS, TIMING GEARS, CHAIN OR BELT COVERS, FLYWHEEL, VALVE COVERS
STYW3 - CHEVROLET MOTORS	N92T3B12C0001	W - Extended Warranty	--	ALL BODY AND SHEET METAL COMPONENTS

11. Verify the Attachments panel.







### Attachments


 View Attachments
  Attachments

A. Select . *The **Work Order Attachment Viewer** page appears in another tab.*

B. Select . *The **Maintenance Attachment Add** page appears in another tab.*

12. Update the Maintenance Schedules panel.

Maintenance Schedules				
 Options  Edit				
<input type="checkbox"/>	Id	Name	Description	Occurrence
<input type="checkbox"/>	AnotherforTest2692	BT101526Bug	Test maint sched aud	Recurring
Selected 0/1   1   10 items per page           1 - 1 of 1 items				

A. Select . *The **Schedule Preventive Maintenance - Asset Assignment** slide-out window appears in a new tab.*

13. Update the Related Work panel.





## Help Reference Guide

### A. Update the Work Order grid.

Related Work

Work Order (1)

Options Edit

Work Order ID	Work Order Status Code	Priority Code	Asset ID	Item Desc	Stock Number	Serial Number	Secondary Serial Number	RIC	Condition Code	Work Order Reason
2012100200001	O - Open	5 - Routine - 5 days	SAT11M900015	METERED AND PROFILED	2350SAT11METPRO	6431616				INSP - Inspection/Statutory

Selected 0/1 | 1 | 10 | Items per page | 1 - 1 of 1 items

### B. Click to select the entry. The WORK ORDER ID record is highlighted, and becomes available.



### C. Select . The selected Work Order appears.

### D. Verify the Preventive Maintenance grid.

Preventive Maintenance (1)

Options

Maint Schedule Name	Services	Occurrence	Recurring Method	Recurring Frequency	Util Frequency	Last Maint Date	Next Maint Date	Last Util Qty	Next Util Qty	Current Meter Reading
Hugh Hunton Test	20 POINT INSPECTION	Recurring	Every X Days	Yearly	--	--	11/17/2022 10:00 AM	--	--	--

### 14. Select the Sub WO 1 tab. The **SUB WORK ORDER** appears.





A. *Update the Details panel.*

Details

Overview

\* Work Order State Code

RQST - Requested-Awtng Approv ▼

\* Sub Priority Code

4 - Expedited II - 4 days ▼

\* Work Plan Desc

BROOKSPLAN1 🔍

\* Work Plan Type Code

PREV - Preventive Maintenance ▼

Work Plan Id

BROOKSPLAN1

\* Maintenance Location

LAB 1

Service

\* Requested Service

BROOKSPLAN1

\* Serviced By

INTRNL - Internal ▼

Service Start Date

month/day/year 📅

Service End Date

month/day/year 📅

Service Performed

Remarks

Technician

Team

TEAMB - TEAMB ▼

\* Primary Technician

DMBROOKS - BROOKS, DAVE ▼

Average Number of Techs

1

Rate

Estimated Labor Hours

0.00 ⬆️⬆️

Actual Labor Hours

0

Estimated Hours to Perform

0.00 ⬆️⬆️

Actual Hours to Perform

0

Estimated Labor Cost

0.00 ⬆️⬆️

Actual Labor Cost

0

Estimated Non-Labor Cost

0.00 ⬆️⬆️

Actual Non-Labor Cost

0.00

B. *Update the Overview section.*

- a. Update the Work Order State Cd, using ▼ to select the desired code.
- b. Update the Sub Priority Code, using ▼ to select the desired code.
- c. Update the Work Plan DESC, using 🔍 to browse for the revised work plan. *This is a 25 alphanumeric character field.*





## Help Reference Guide



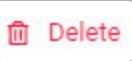
- d. Verify the *WORK PLAN ID*.
- e. Update the Maintenance Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
- C. Update the Service section.
  - a. Update the Requested Service, entering the revised service in the field provided. *This is a 1024 alphanumeric character field.*
  - b. Use ▼ to select the Serviced By.
- D. Update the Technician section.
  - a. Update the Primary Tech, using ▼ to select the desired team.
- E. Update the Rate section.
- F. Update the Labor panel.

**Labor**

+ Add Edit Delete

	Labor Category	Technician	Rate Type	Base Rate	Base Hours	Overtime Rate	Overtime Hours
<input type="checkbox"/>	TECH TEST 1	TEST5667 - TEST, TESSA	MI - MILITARY	30	40	47	5

Selected 0/1 | 10 items per page | 1 - 1 of 1 items

- a. Click  to select the entry. The Labor Category record is highlighted, and  and  become available.

Select . The **Edit Labor** slide-out window appears.

b.

**OR**

Select . The **Delete Confirmation** pop-up window appears.

- G. Update the Tasks panel.

**Tasks**

+ Add Edit Delete




	Step Description	Allowable Result	Actual Result	Actual Hours to Perform
<input type="checkbox"/>	Add Step Test Task	SAVE and Edit	SAVE	1

Selected 0/7 | 10 items per page | 1 - 7 of 7 items





## Help Reference Guide

- a. Click  to select the entry. *The Task record is highlighted, and  and  become available.*

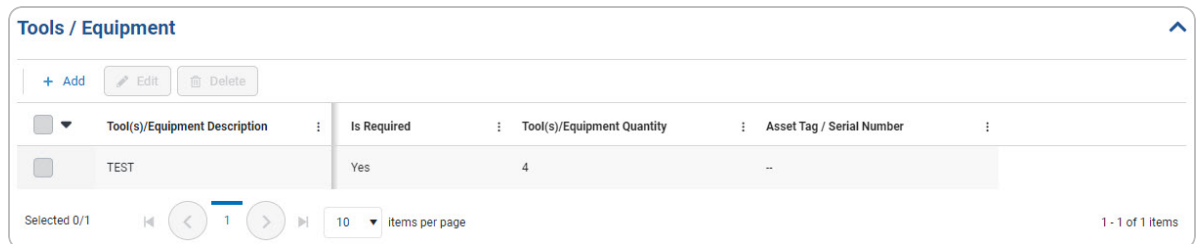
Select . *The **Edit Task** slide-out window appears.*




b.

**OR**

Select . *The **Delete Confirmation** pop-up window appears.*

### H. Update the Tools/Equipment panel



- a. Click  to select the entry. *The Tools/Equipment record is highlighted, and  and  become available.*

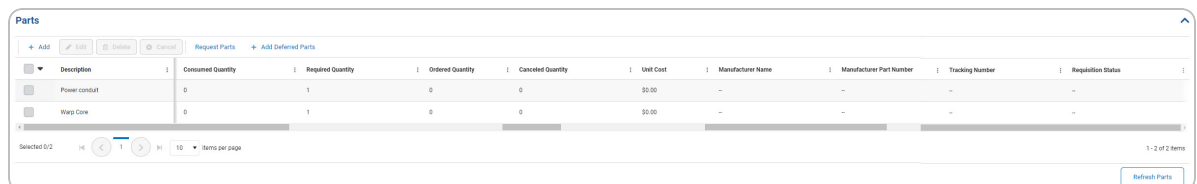
Select . *The **Edit Tools/Equipment** slide-out window appears.*

b.

**OR**

Select . *The **Delete Confirmation** pop-up window appears.*

### I. Update the Parts panel.



- a. Click  to select the entry. *The Parts record is highlighted, and , , , and  become available.*







- b. Select . The **Edit Parts** slide-out window appears.

**OR**

- Select . The **Delete Confirmation** pop-up window appears.

**OR**

- Select . The **Add Requisition** page appears in a new tab.

**OR**

- Select . The **Deferred Parts** pop-up window appears.


- J. Verify the Certifications panel.

### Note



If there are no associated certifications,

#### Certifications

 No associated certifications

will appear.

Certifications	
Name	Description
ASE	--
Selected 0/1    < 1 >    10 items per page	
1 - 1 of 1 items	


- K. Update the Serviced By panel.






## Help Reference Guide

**Served By**

Address	
Address 1	123 MAIN AKO STREET 
City	WARREN
UIC Name	BROOKS TEST UIC
State	OH
DODAAC	
ZIP Cd	44483
DSN	555-5555
Country Cd	US
Phone Nbr	555-555-5555
FAX Nbr	
Org Name	WILLIE WONKA
E-mail Address	
Loc	
POC	
Address 1	123 MAIN AKO STREET
Doc Nbr	
Address 2	

- a. Update the Address 1, using  to browse for the revised address. *This is a 25 alphanumeric character field.*

15. Select . The **Print Options** slide-out window appears.


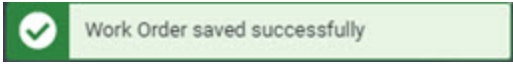
16. Select . The **Delete Confirmation** pop-up window appears.

17. Select . Another **SUB WO** tab appears in the tab section.

### Note



If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

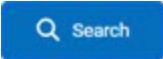





18. Select . The  appears at the button right of the page. The Work Order page refreshes.






# Update the NMC Details

## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results >   
 (desired record) >  > Work Order > NMC panel >  > NMC >  (desired  
 record) >  > Edit NMC Details slide-out window

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

### Update the NMC Details

1. Select . The **Edit NMC Details** slide-out window appears.

Edit NMC Details

Status


NMCM

Established By

NMLAW

NMC Start Date

7/7/2023 2:24 PM





Last Updated By


NMLAW

NMC End Date

7/7/2023 3:15 PM







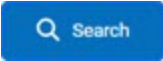




2. Select . The **Edit NMC Details** slide-out window closes and the revised information appears in the NMC panel.







# Update Utilization in a Work Order

## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order > Utilization panel >  > Utilization >  
 > Edit Utilization slide-out window

## Procedures

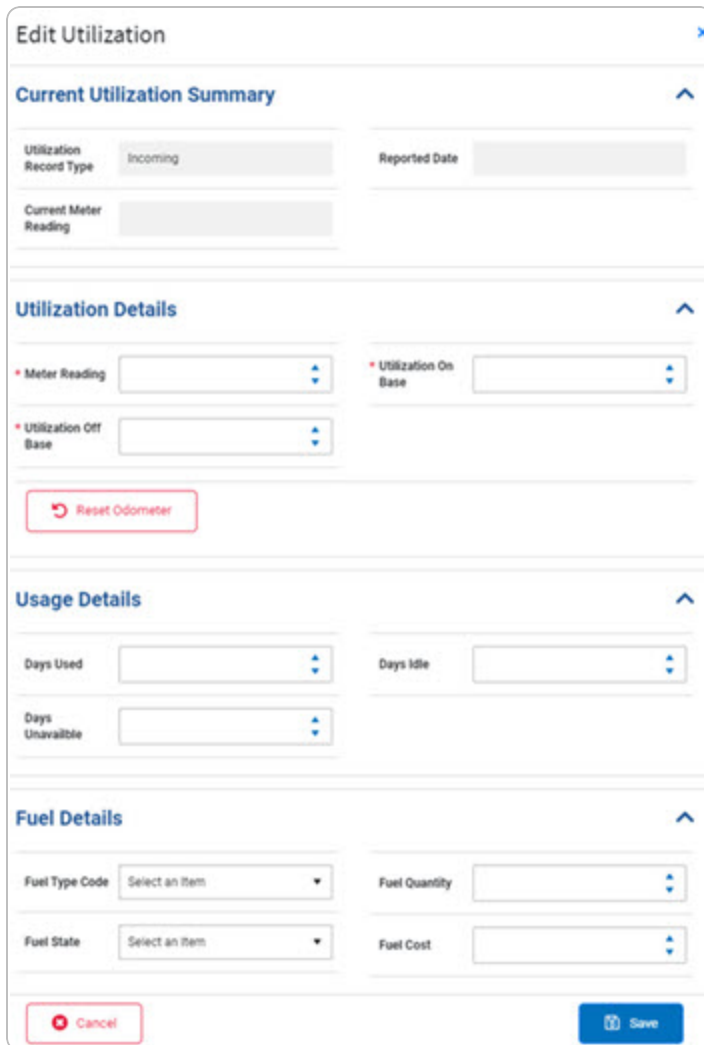
Selecting  or  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





### Update Utilization in a Work Order

1. Select . The **Edit Utilization** slide-out window appears.



**Edit Utilization**

**Current Utilization Summary**

Utilization Record Type: Incoming | Reported Date: | Current Meter Reading: |

**Utilization Details**

\* Meter Reading: | \* Utilization On Base: |

\* Utilization Off Base: |

[Reset Odometer](#)

**Usage Details**

Days Used: | Days Idle: |



Days Unavailable: |

**Fuel Details**

Fuel Type Code: Select an item | Fuel Quantity: |

Fuel State: Select an item | Fuel Cost: |


[Cancel](#) [Save](#)

2. Verify the Current Utilization Summary grid.
3. Update the Utilization Details grid.
  - A. Update the Meter Reading, using  to choose the revised information.
  - B. Update the Utilization Off Base, using  to choose the revised information.






## Help Reference Guide


C. Update the Utilization On Base, using  to choose the revised information.

D. Select .

 Meter reading will be reset. appears.

4. Update the Usage Details grid.

5. Update the Fuel Details grid.






6. Select . The **Edit Utilization** slide-out window closes and the Utilization panel appears.





# View a Work Order Attachment

## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order > Attachments panel >  > Attachments >  
 > Work Order Attachment Viewer page

## Procedures

### View a Work Order Attachment

Selecting  at any point of this procedure removes all revisions and closes the page.

1. Select . The **Work Order Attachment Viewer** page appears in another tab.



2. Select the Attachment. *The selected attachment opens in another window.*
3. Follow the prompts provided by the computer.










# Add a Maintenance Attachment

## Overview


The Maintenance Attachment Add process provides the ability to attach a file to a Work Order record.

## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order > Attachments panel >  > Attachments >  
 > Maintenance Attachment Add page

## Procedures

### Add a Maintenance Attachment

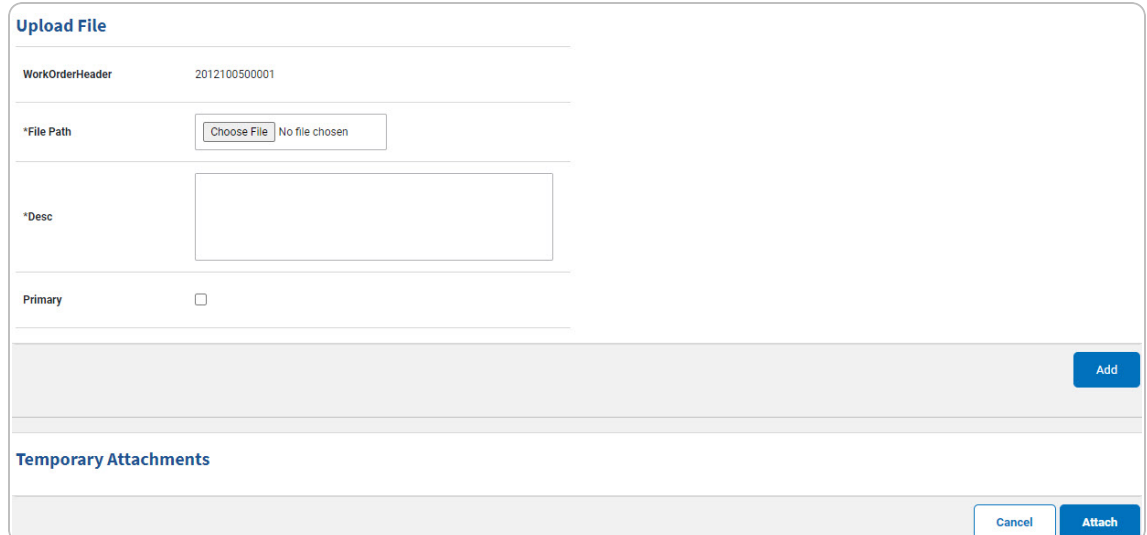
Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.




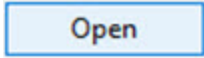






1. Select . The **Maintenance Attachment Add** page appears.



The screenshot shows the 'Upload File' form. At the top, it says 'Upload File'. Below that, there is a 'WorkOrderHeader' field with the value '2012100500001'. The 'File Path' field has a 'Choose File' button and the text 'No file chosen'. The 'Desc' field is a large text area. The 'Primary' checkbox is unchecked. At the bottom right, there is an 'Add' button. Below the form, there is a section titled 'Temporary Attachments' with 'Cancel' and 'Attach' buttons.

2. The appropriate ID automatically populates and is not editable.
3. Select  in the File Path field. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.
6. Enter the DESC in the field provided. This is a 1024 alphanumeric character field.
7. Click  to select Primary. This indicates which attachment the system should open first if there are multiple documents.
8. Select . The file appears in the Temporary Attachments section.





## Help Reference Guide

### Upload File

WorkOrderHeader

2012100500001

\*File Path

No file chosen

\*Desc

Primary

☐

### Temporary Attachments

	Desc	Size	Type
<a href="#">Remove</a>	Help Document	17.68KB	DOCX

- Repeat Steps 3 - 8 to attach multiple documents.

### Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the screen.*






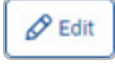
- Select . The **Maintenance Attachment Add** page closes, and the files are attached to the record.






# Update Labor in a SUB WORK ORDER



## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order > SUB WO tab > Labor panel >  > Labor >  
 (desired record) >  > Edit Labor slide-out window

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

### Update Labor in a SUB WORK ORDER

1. Click  to select the row(s) in the Labor grid.
2. Select . The **Edit Labor** slide-out window appears.





## Help Reference Guide

### Edit Labor



A Team has not been selected on the details panel

\* Technician 87589456 - TEST, TRISH ▼

Base Hours 9.00 ▲ ▼

\* Labor Category GENERIC ▼

Overtime Rate 0

\* Rate Type CV - CIVILIAN ▼

Overtime Hours 4.25 ▲ ▼

Base Rate 1

✖ Cancel

💾 Save

**A.** Update the Technician, using ▼ to select the desired technician.

**B.** Update the Labor Category, using ▼ to select the desired labor.

**C.** Update the Rate Type, using ▼ to select the desired rate.


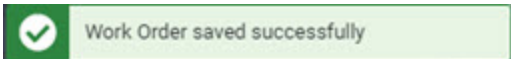
3. Select . The information is saved under the Labor grid.

4. Select . Another SUB WO tab appears in the tab section.

5. **Note**





If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

6. Select . The  appears at the bottom right of the page. The Work Order page refreshes.







### Delete a Labor in a SUB WORK ORDER



1. Click  to select the row(s) in the Labor grid.
2. Select  **Delete**. The **Delete Confirmation** pop-up window appears.





## Update a Task in a SUB WORK ORDER


## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results > 




(desired record) >  > Work Order > SUB WO tab > Tasks panel >  > Tasks >

 (desired record) >  > Edit Task slide-out window

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

## Update a Task in a SUB WORK ORDER

- Click  to select the row(s) in the Tasks grid. *The Tasks entry is highlighted, and*  **Delete** *become available.*
- Select . The **Edit Task** slide-out window appears.

## Edit Task

\* Step Description

Add Step Test Task

Allowable Result

SAVE and Edit

Actual Result

SAVE

Actual Hours to Perform

1

Cancel


Save





## Help Reference Guide

- A. Update the Step Description, entering the revised information in the field provided. *This is a 1024 numeric character field.*

3. Select . *The information is saved under the Tasks Results Grid.*

4. Select . *Another SUB WO tab appears.*



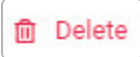
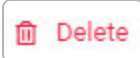
### Note



If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

5. Select . The  appears at the bottom right of the page. The Work Order page refreshes.

## Delete a Task in a SUB WORK ORDER

1. Click  to select the row(s) in the Task grid. *The Tasks entry is highlighted, and*   
*and*  *become available.*
2. Select . *The **Delete Confirmation** pop-up window appears.*











# Update Parts in a SUB WORK ORDER


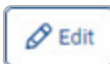
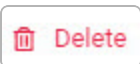


## Navigation

Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
> Parts panel >  > Parts >  > Edit Parts slide-out window

## Procedures



Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

### Update Parts in a SUB WORK ORDER

1. Click  to select the row(s) in the Parts grid. *The selected Part entry is highlighted, and , , and  become available.*
2. Select . *The **Edit Parts** slide-out window appears.*

### Edit Parts

* Description	<input type="text" value="TEST"/>	* Unit Cost	<input type="text" value="\$1.00"/>
* Required Quantity	<input type="text" value="17"/>	Manufacturer Name	<input type="text"/>
Consumed Quantity	<input type="text" value="100,000,000,000,000"/>	Manufacturer Part Number	<input type="text"/>






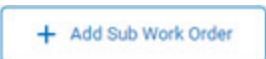








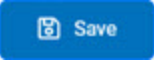

## Help Reference Guide

- A. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
  - B. Update the Required Quantity, using  to choose the revised quantity.
  - C. Update the Unit Cost, using  to choose the revised cost.
3. Select . *The information is saved under the Parts grid.*
  4. Select . *The **Add Requisition** page appears in a new tab.*
  5. Select . *The entries reload in the Part grid.*
  6. Select . *Another SUB WO tab appears.*



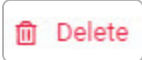


### Note



If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

7. Select . The  appears at the bottom right of the page. The Work Order page refreshes.

## Delete Parts in a SUB WORK ORDER

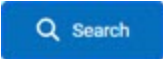





1. Click  to select the row(s) in the Parts grid. *The selected Part entry is highlighted, and , , and  become available.*
2. Select . *The **Delete Confirmation** pop-up window appears.*






# Update the Tools/Equipment in a SUB WORK ORDER



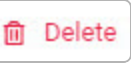

## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results >   
 (desired record) >  > Work Order > SUB WO tab > Tools/Equipment panel >   
 > Tools/Equipment >  (desired record) >  > Edit Tools/Equipment slide-out window


## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

### Update Tools/Equipment in a SUB WORK ORDER

- Click  to select the row(s) in the Tools / Equipment grid. *The selected Tools/Equipment entry is highlighted, and  and  become available.*
- Select . *The **Edit Task** slide-out window appears.*


### Edit Tools / Equipment


 Is Required

\* Tool(s)/Equipment Quantity

\* Tool(s)/Equipment Description

Asset Tag / Serial Number






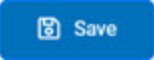
- A.** Update the TOOL(S)/EQUIPMENT DESCRIPTION, entering the revised information in the field provided. *This is a 255 alphanumeric character field.*





## Help Reference Guide

B. Update the TOOL(S)/EQUIPMENT QUANTITY, using  to choose the revised amount.

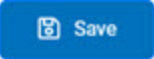

3. Select . *The information is saved under the Tools/Equipment grid.*

4. Select . *Another SUB WO tab appears.*



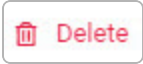
### Note



If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

5. Select . The  appears at the button right of the page. The Work Order page refreshes.

## Delete Tools/Equipment in a SUB WORK ORDER

1. Click  to select the row(s) in the Tools/Equipment grid. *The selected Tools/Equipment entry is highlighted, and  and  become available.*

2. Select . *The **Delete Confirmation** pop-up window appears.*





# Delete a Work Order Record

## Navigation


Maintenance > Work Order > Search Criteria >  > Search Results > *VARIOUS PROCEDURAL STEPS* > Delete Confirmation pop-up window

## Procedures


### Delete a Work Order Record


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. A. Click ☐ to select the row(s) in the desired grid.
- B. Select . The Delete pop-up window appears.



Are you sure you want to delete this record?

 Cancel

 Confirm

- C. Select . The pop-up window closes and the selected entry is removed from the Labor grid.






# Print a Work Order



## Navigation

Maintenance > Work Order > Search Criteria >  > Search Results > ☐

(desired record) >  > Work Order Print pop-up window

## Procedures

### Print a Work Order

Selecting  or  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Print** pop-up window appears.

### Print Options


**Print Work Order**

Form Type

-Select an Item-

Print Type

Immediate

 Cancel

Change Preferences

Submit

2. Complete the Print Work Order section.





- A. Use ▼ to select the Form Type.

### Full Work Order

Print Options

Print Work Order

Form Type

Full Work Order ▼

Print Type

Immediate

Display

☒ Labor

☒ Tasks

☒ Parts

☒ Tool(s)/Equipment

☒ Certs

☒ Additional Attributes

✖ Cancel

Change Preferences

Submit





### TECH Work Order

Print Options

Print Work Order

Form Type

Tech Work Order



Print Type

Immediate

Cancel

Change Preferences

Submit

3. Select . The **Preferences** page appears in a new tab.
4. Select . The procedure leaves the application based on the selection made.
5. Follow the prompts provided by the computer.







# Assign Work to SUB WORK ORDER — Mass Updates


## Navigation


Maintenance > Work Order > Search Criteria >  > Search Results > ☐

(desired record(s)) >  > Assign Work drop-down option > Assign Work page

## Procedures

### Assign Work — Mass Updates

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for Assign Work — Mass Updates.*
2. Select . *The action options appear in a drop-down.*



Close Work Order(s)  
Cancel Parts Request(s)  
Assign Work

3. Select . *The **Assign Work** page appears.*







## Help Reference Guide

### Mass Updates

Team

-Select-

\* Primary Technician

-Select-

Apply Updates

### Sub Work Order(s)

Options

	Work Order Id - Sub Id Number	Description	Team	Primary Tech
<input type="checkbox"/>	2012100300002 - 1	PRE-INSPECTION	TEAMB	DAVE BROOKS
<input type="checkbox"/>	2012101000002 - 1	PRE-INSPECTION	TEAMB	DAVE BROOKS

Selected 0/2

1

10


 items per page

1 - 2 of 2 items

Cancel

Save

4. Update the Mass Updates grid.

A. Use  to select the Primary Technician.

5. Update the SUB WORK ORDER(s) grid.

A. Click ☐ to select the SUB WORK ORDER(s). The checked SUB WORK ORDERS are selected for Mass Update.

B. Select 

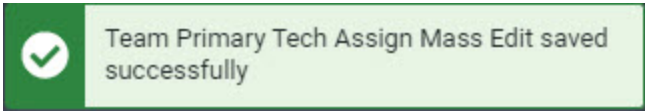
Apply Updates

. All selected SUB WORK ORDERS are updated.

6. Select 

Save

. 


appears in the bottom right corner.

7. Select 

Cancel

. The **Work Order Search** page appears.






# Close Work Order(s) — Mass Updates


## Navigation


Maintenance > Work Order > Search Criteria >  > Search Results > ☐

(desired record(s)) >  > Close Work Order(s) drop-down option > Close Work Order(s) page

## Procedures

### Close Work Order(s) — Mass Updates

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for Close Work Order(s) - Mass Updates.*
2. Select . *The action options appear in a drop-down.*




Close Work Order(s)  
Cancel Parts Request(s)  
Assign Work

3. Select . *The **Close Work Order(s)** page appears.*





## Help Reference Guide

**Work Order Mass Updates** 

FPO Message Content: Changes made to the fields below will apply to all items, regardless of selection in the grid.


Work Order Status Code:

Estimated Service End Date:

Return Date:

NMC Status:

---

**Sub Work Order Mass Updates** 

FPO Message Content: Changes made to the fields below will only apply to selected items in the grid.

Work Order State Code:


Service End Date:

Service Performed:

---

4. Complete the Work Order Mass Updates grid.


**Note**

 Select the WORK ORDER ID entry(s) before clicking .

- A. Select . All selected SUB WORK ORDERS are updated.


5. Complete the SUB WORK ORDER Mass Updates grid.

**Note**

 Select the WORK ORDER ID entry(s) before clicking .






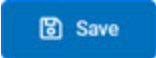
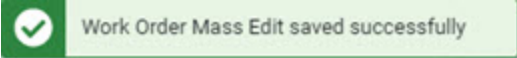

- A. Select . *All selected SUB WORK ORDERS are updated.*
6. *Update the SUB WORK ORDER(s) grid.*

Sub Work Order(s)

Options ▾

<input type="checkbox"/>	Work Order ID	Work Order Status Code	Sub Work Order Description	Sub Work Order State Code	Received Date	Return Date	NMC Status	Sub Work Order Number	Estimated Service End Date	Service End Date	Service Performed
<input type="checkbox"/>	2012100300002	O - Open	PRE-INSPECTION	RQST	10/03/2012 12:00 AM	--	--	1	10/08/2012 12:00 AM	--	--
<input type="checkbox"/>	2012101000002	O - Open	PRE-INSPECTION	RQST	10/10/2012 12:00 AM	--	--	1	10/15/2012 12:00 AM	--	--

Selected 0/2    10 Items per page    1 - 2 of 2 items

- A. Click ☐ to select the SUB WORK ORDER(s). *The checked SUB WORK ORDERS are selected for Mass Update.*
- B. Select . *All selected SUB WORK ORDERS are updated.*
7. Select .  appears in the bottom right corner.
8. Select . *The **Work Order Search** page appears.*





# Cancel Parts Request(s)


## Navigation



Maintenance > Work Order > Search Criteria >  > Search Results > ☐

(desired record(s)) >  > Cancel Parts Request(s) drop-down option > Cancel Parts Request(s) page

## Procedures

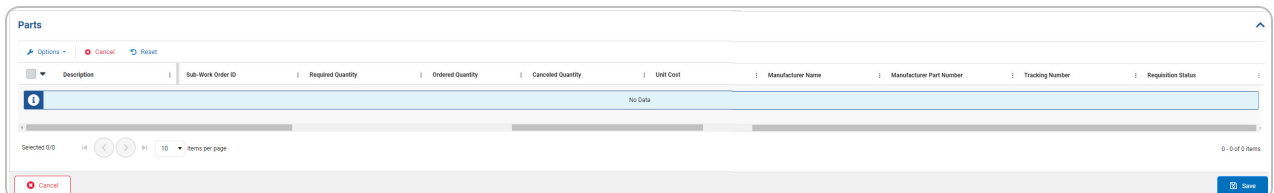
### Cancel Parts Request(s)

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the Work Orders. *The checked Work Orders are selected for the Cancel Parts Request(s).*
2. Select . *The action options appear in a drop-down.*


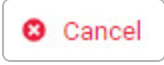


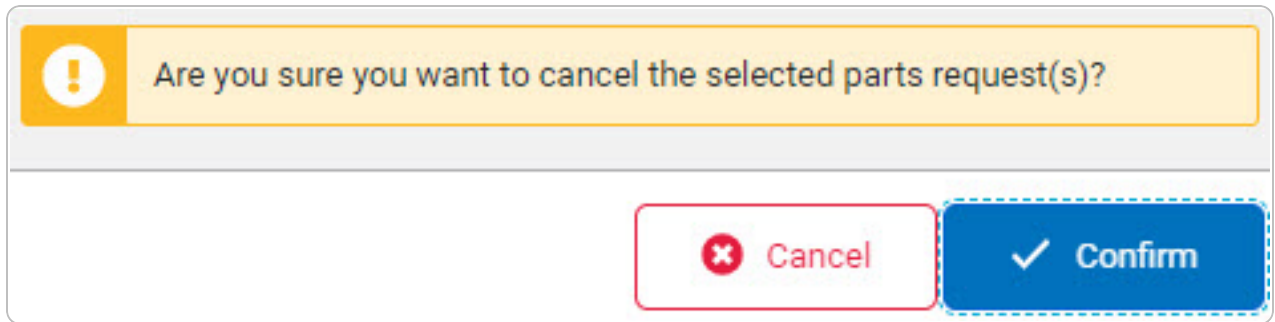
3. Select . *The **Cancel Parts Request(s)** page appears.*


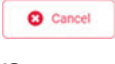
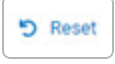

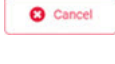




## Help Reference Guide

4. Click  to select the Parts. *The checked parts are selected for the Cancel Parts Request (s).*
5. Select . *The Cancel pop-up window appears.*



- A. Select . *The selected entry is removed from the Parts grid.*
- B. Select . *The pop-up window closes and the Cancel Parts Request(s) page appears.*
6. Select . *The parts grid reloads.*
7. Select . *The Mass Parts Cancellation Success Banner appears in the bottom right corner.*
8. Select . *The **Work Order Search** page appears.*

