



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.





Help Reference Guide

Search Criteria

Basic Search

Advanced Search

Asset Id

Work Order Status Code

0 - Open

Has Assets

☒ All
 ☐ No
 ☐ Yes

Work Order Id

Stock Number

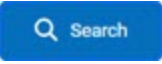
Maint Sched From

NMC

☒ All
 ☐ No
 ☐ Yes

Reset

Search

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

Search Results

Options

1

444

10 rows

Actions

Work Order ID	Asset ID	Item Desc	Maint Sched From	Priority Code	Secondary Serial Number	Serial Number	Stock Number	WOT Update Maint Sched	Work Order Reason	Work Order Status Code
201108000001	-	-	-	3 - Expedited 1 - 3 days	-	-	-	-	PHOT - Preparation - Storage	0 - Open
201108000001	-	-	-	4 - Expedited 4 - 5 days	-	-	-	-	ALDN - Alignment	0 - Open
201108000001	-	-	-	5 - Routine 1 - 5 days	-	-	-	-	BDSP - Inspection/Status	0 - Open
201111000001	06000000116	ACTIVITY BASED DEPR	-	5 - Routine 1 - 5 days	-	5760111646-0	83171738001	-	ABIS - Abuse / Unauthorised Maintenance	0 - Open
201111000001	06000000120	ACTIVITY BASED DEPR	-	5 - Routine 1 - 5 days	-	56104	83171738002	-	ESBN - Education	0 - Open
201111000001	061116000012	METROD AND PROFILED	-	5 - Routine 1 - 5 days	-	10215654	2355451134CT7992	-	ALDN - Alignment	0 - Open
201110000001	061116000013	METROD AND PROFILED	-	5 - Routine 1 - 5 days	-	6401016	2355451134CT7992	-	BDSP - Inspection/Status	0 - Open
201110000001	06000000104	M AND U ASSETS	-	5 - Routine 1 - 5 days	-	0776764261	0400004	-	RECT - Incident	0 - Open
201110000001	061116000015	METROD AND PROFILED	-	10 - Routine 5 - 10 days	-	6401016	2355451134CT7992	-	TEST - Test	0 - Open
201101000002	061116000018	METROD AND PROFILED	-	10 - Routine 5 - 10 days	-	601361261	64001494001	-	TEST - Test	0 - Open

Selected 0/10

1

2

3

4

5

10

Items per page

1 - 10 of 910 items

OR

Select the Advanced Search tab.

Search Criteria

Basic Search

Advanced Search

And

Or

Add Expression

Add Group

Reset

Search





Help Reference Guide

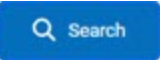
Search Criteria

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

Work Order ID	Asset ID	Item Desc	Maint Sched From	Priority Code	Secondary Serial Number	Serial Number	Stock Number	WII Update Maint Sched	Work Order Reason	Work Order Status Code
201205000001				3 - Expedited (1 - 3 days)					FRST - Preservation - Storage	O - Open
201205000001				4 - Expedited (1 - 4 days)					ALDR - Alignment	O - Open
201210000001				5 - Routine (1 - 5 days)					RSP - Inspection/Status	O - Open
201111000001	BRCKR0000116	ACTIVITY BASED DEPT		5 - Routine (1 - 5 days)		194013146-0	608727380001		ABMS - Abuse / Unauthorized Maintenance	O - Open
201111000003	BRCKR0000120	ACTIVITY BASED DEPT		5 - Routine (1 - 5 days)		1401144	608727380002		EXBN - Evaluation	O - Open
201110000001	SAT110000012	METERED AND PROFILED		5 - Routine (1 - 5 days)		1321584	230504711067902		ALDR - Alignment	O - Open
201210000001	SAT110000013	METERED AND PROFILED		5 - Routine (1 - 5 days)		6451016	230504711067902		RSP - Inspection/Status	O - Open
201210000001	BRCKR0000104	WARRANTY		5 - Routine (1 - 5 days)		070704201	00000000		RST - Rebuild	O - Open
201210000002	SAT110000015	METERED AND PROFILED		10 - Routine (6 - 10 days)		6451016	230504711067902		TEST - Test	O - Open
201210000002	SAT110000016	MED-ORIGAND KAMBLANCE		10 - Routine (6 - 10 days)		603001301	66001460001		TEST - Test	O - Open

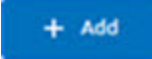
Selected 9/10
Items per page
1 - 10 of 910 items





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

Asset Id 🔍 Serial Number Work Order Status Code O - Open ▼ Work Order Reason Select an Item ▼ Approval Date 📅 Return Date 📅 Cond Code Select an Item ▼ Storage Type Code Select an Item ▼ Document Number Special Instructions	Asset Loc Stock Number Item Desc * Priority Code Select an Item ▼ Avail Date 📅 Receipt Date 3/30/2026 8:22 PM 📅 * Est Service End Date 📅 Job Order Number Prep for Shipment Code Select an Item ▼ Remarks
---	---

Point of Contact

2. Verify the Asset Indicators panel.

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.



Help Reference Guide

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





Help Reference Guide

Details	
Asset Id	
Serial Number	
Work Order Status Code	0 - Open
Work Order Reason	Select an Item
Approval Date	month/day/year hour:minute ...
Return Date	month/day/year hour:minute ...
Cond Code	Select an Item
Storage Type Code	Select an Item
Document Number	
Special Instructions	
Asset Loc	
Stock Number	
Item Desc	
* Priority Code	Select an Item
Avail Date	month/day/year hour:minute ...
Receipt Date	3/30/2026 8:16 PM
* Est Service End Date	month/day/year hour:minute ...
Job Order Number	
Prep for Shipment Code	Select an Item
Remarks	

A. Use  to select the desired Work Order Reason.

B. Use  to select the desired Priority Cd.

C. 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.





Help Reference Guide

Point of Contact

Contact		Mobile Number	
Email		Remarks	
Phone Number			

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

7. Verify the Asset Information panel.





Help Reference Guide

Asset Information

Asset Overview

Stock Number	12481632640006	Manufacturer Model	
Serial Number	DM0003	Manufacturer Part	
Secondary Serial Number		Manufactured Year	2012
Manufacturer Name	REBOKCO	Owning Cost Center	01234

Asset Details

Location	BLDG 101	Address 2	
Dollar Amount	200000	City	Washington
Meter	D	Country Code	US
Non Accountable	No	E-mail Address	
Custodian Id	BRENDA	APO Phone Number	
Custodian Name	BRENDA	Phone Number	
Address 1	1600 Pennsylvania Avenue addr		

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 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.





Help Reference Guide

Utilization

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

Select Subassembly

BROOKS000120

Incoming

Lst Mtr Rdn:3200
Lst Rptd Dt:03/21/2022

Current

Lst Mtr Rdn:3200
Lst Rptd Dt:03/21/2022

[Full Utilization Details](#)

[Quick Update](#)

Select [Full Utilization Details](#). The **Maintenance Asset Utilization Record Search** 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
☐	2022081700005	O - Open	5 - Routine 1 - 5 days	WSSET0000003	TANK CMBT 120MM M1A1	2350010871095	FM3434343002			
Selected 0/1 1 10 Items per page 1 - 1 of 1 items										
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
	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.

[Edit](#)

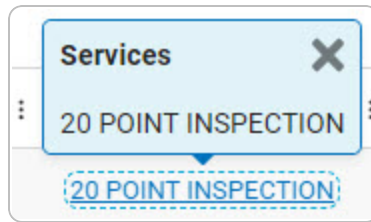
b. Select [Edit](#). The selected Work Order appears.

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 an Item

* Sub Priority Code

Select an Item

* Work Plan Desc

* Work Plan Type Code

Select an Item

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 an Item

Primary Technician

Select an Item

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

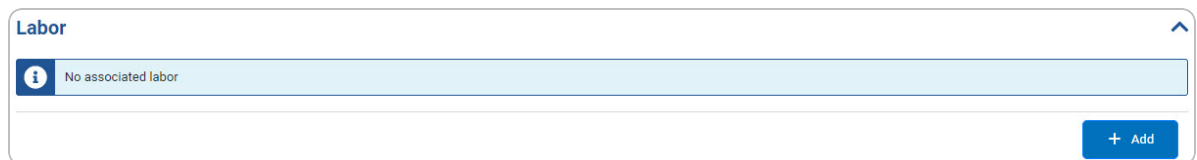
0.00

B. *Complete the Overview section.*





- a. Use  to select the Work Order State Code.
- b. Use  to select the Sub Priority Code.
- c. Enter the Work Plan DESC, or use  to browse for the entry. *This is a 250 alphanumeric 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 256 alphanumeric character field.*
 - b. Use  to select the Serviced 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.*





Help Reference Guide

Tools / Equipment

 No associated tools / equipment

[+ Add](#)

- I. Select [+ Add](#). The **Add Tools / Equipment** slide-out window appears.
Complete the Parts panel.

Parts

 No associated parts

[Add Deferred Parts](#) [Request Parts](#) [Refresh Parts](#) [+ Add](#)

- a. Select [Add Deferred Parts](#). The **Deferred Task/Parts** pop-up window appears.

Note

 [Request Parts](#) is editable after the Work Order is saved.

- b. Select [Refresh Parts](#). The parts panel reloads.

- c. Select [+ Add](#). 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.

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





Add a MC STATUS to a SUB WORK ORDER

Navigation

Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO tab
> MC STATUS panel >  > Add MC STATUS 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 MC STATUS to a SUB WORK ORDER

1. Select . The **Add MC STATUS** slide-out window appears.

Add MC Status

Header Info

Available Date

7/7/2023

Approval Date

7/7/2023

MC Record Details

* Status Start Date

7/7/2023 3:15 PM

Status End Date

month/day/year hour:minut...

* Mission Capable Status

PMCM - Partial MC Maintenance

PMCS - Partial MC Supply

NMCS - Non MC Supply

Established By

Last Updated By

Cancel

Save

- A. Complete the Header INFO grid.
- B. Complete the MC Record Details grid.
 - a. Use  to select the Status Start Date, or enter the date (MM/DD/YYYY) in the field provided.
 - b. Select  Mission Capable Status to pick the status. The selection indicates the current Mission Capable Status.



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 7/27/2026

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- C. Select . The slide-out window closes and the MC STATUS appears in the **MC Status - FMC** grid.
1. Click  to select the row(s) in the MC STATUS grid. The selected MC STATUS entry is highlighted, and  and  become available.

Delete a MC STATUS in a SUB WORK ORDER

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





Add Labor to a SUB WORK ORDER

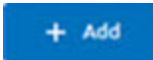
Navigation

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	-Select-	Base Hours	0.00
* Labor Category	-Select-	Overtime Rate	
* Rate Type	-Select-	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.

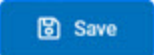
Note

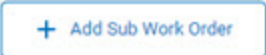


The fields auto populate and/or become available depending on the Technician and/or Labor Category selected.

- B. Use ▼ to select the Labor Category.

- C. Use ▼ to select the Rate Type.

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

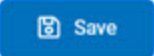
3. Select . *Another SUB WO tab appears in the tab section.*

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

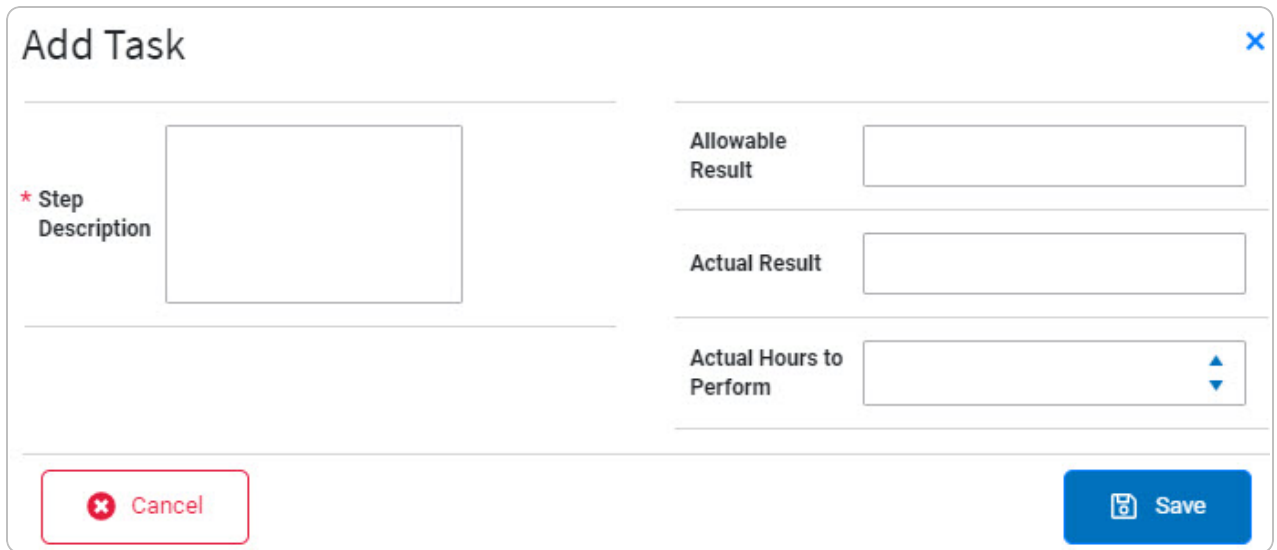
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab
> Tasks panel >  > Tasks >  > Add Task slide-out window

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 256 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

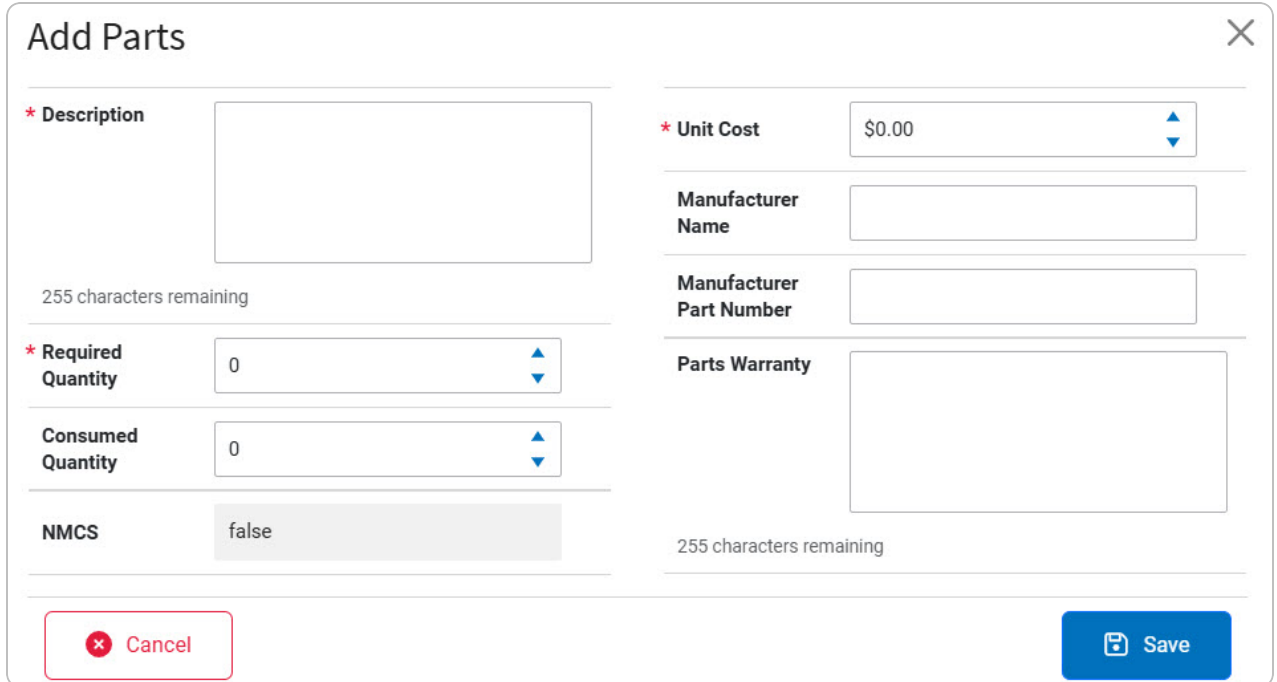
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab
> Parts panel >  > Parts >  > Add Parts slide-out window

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.



- A. Enter the Description in the field provided. *This is a 255 alphanumeric character field.*





B. Use  to choose the Required Quantity.

C. Use  to choose the Unit Cost.

2. Select . The information is saved under the Parts grid.

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

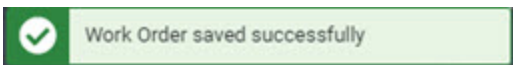
4. Select . The entries reload in the Part grid.

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

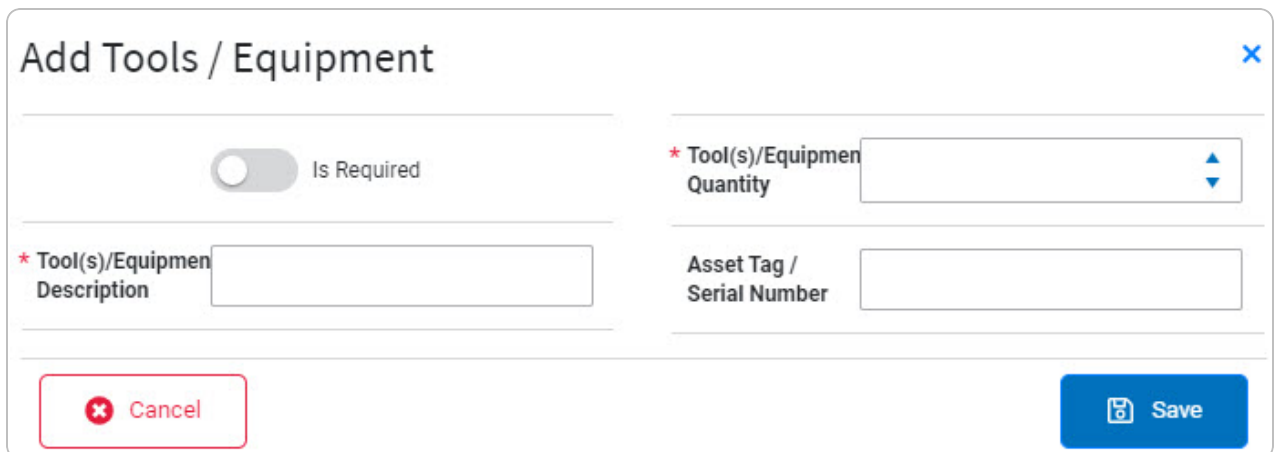
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab
> Tools/Equipment panel >  > Tools / Equipment >  > Add Tools/Equipment
slide-out window

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.



- 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.*

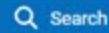




Update a Work Order

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:ABCTEST2
Work Plan Id: ABCTEST2

Info:
This asset (BROOKS000038) has associated open work, please reference the Related Work Tab.

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)

Details

Asset Id	BROOKS000038	Equipment Pool Description	21 - DUTY WATCH
Serial Number	8899566	Stock Number	1234567890
* Work Order Status Code	0 - Open	Item Desc	BROOKS SUPER ASSETS
Work Order Reason	PMNT - Preventive Mainten...	MC Status	FMC - Fully MC
Approval Date	3/17/2022 1:18 PM	* Priority Code	5 - Routine 1 - 5 days
Return Date	month/day/year hour:minute...	Avail Date	3/17/2022 1:18 PM
Cond Code	Select an Item	Receipt Date	3/17/2022 1:45 PM
Storage Type Code	Select an Item	* Est Service End Date	3/22/2022 1:43 PM
Document Number		Job Order Number	
Special Instructions			
Asset Loc	OUTSIDE STAGING	Prep for Shipment Code	Select an Item
		Remarks	

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 AVAIL DATE, using  or entering the date (MM/DD/YYYY) in the field provided.

C. Update the APPROVAL DATE, using  or entering the date (MM/DD/YYYY) in the field provided.

D. Update the Priority Code, using  to select the desired code.

E. Update the AVAIL DATE, using  or entering the date (MM/DD/YYYY) in the field provided.





Help Reference Guide

- F.** 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	839757589092	Manufacturer Model	
Serial Number	943164	Manufacturer Part	
Secondary Serial Number		Manufactured Year	2011
Manufacturer Name	UNASSIGNED	Owning Cost Center	

Asset Details

Location	AREA7	Address 2	
Dollar Amount	10	City	WASHINGTON
Meter	H	Country Code	US
Non Accountable	No	E-mail Address	
Custodian Id	DMB001	APO Phone Number	
Custodian Name	DO MY BIDDING	Phone Number	444-444-4444
Address 1	1600 PENNSYLVANIA AVENUE ADDR		

Misc

Hazmat Code	ZZ	CIIC	U
Demilitarization Code	A	RIC	0
LIN/TAMCN	AB1234	CAGE Code	
ECC	LY	UII	
Precious Metal Code	A		

Asset Certifications

Name	Description
 No Data	

Selected 0/0

- A.** Verify the Asset Overview section.
- B.** Verify the Asset Details section.





Help Reference Guide

- 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	Mobile Number	
Email		Remarks	HELP TEST
Phone Number			

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.

Select Subassembly: BROOKS000120

Incoming Lst Mtr Rdng: Lst Rptd Dt:	Current Lst Mtr Rdng:3200 Lst Rptd Dt:03/21/2022
--	---

Full Utilization Details
Quick Update

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

A.

OR

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





Help Reference Guide

9. Verify the Warranty/Services/Subscriptions panel.

Warranty/Services/Subscriptions				
Contractor	Contract Number	Contract Use Code	CLIN/SLIN	Clause Terms
5TYW3 - CHEVROLET MOTORS	N92T3B12C0001	W - Extended Warranty	--	ALL HEADS, INTERNAL PARTS, TIMING GEARS, CHAIN OR BELT COVERS, FLYWHEEL, VALVE COVERS
5TYW3 - CHEVROLET MOTORS	N92T3B12C0001	W - Extended Warranty	--	ALL BODY AND SHEET METAL COMPONENTS

Note



If there are no associated warranty/services/subscriptions,

Warranty/Services/Subscriptions



Info:
No contract line details associated with the selected asset were found

appears.

10. Verify the Attachments panel.

Attachments

[View Attachments](#)
[+ Attachments](#)

A. Select [View Attachments](#). The **Work Order Attachment Viewer** page appears in another tab.

B. Select [+ Attachments](#). The **Maintenance Attachment Add** page appears in another tab.

11. Update the Maintenance Schedules panel.

Maintenance Schedules

[Options](#)
[Edit](#)

☐	Id	Name	Description	Occurrence
☐	AnotherforTest2692	BT101526Bug	Test maint sched aud	Recurring

Selected 0/1

1

10

items per page

1 - 1 of 1 items

A. Select [Edit](#). The **Schedule Preventive Maintenance - Asset Assignment** slide-out window appears in a new tab.

12. 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 Hutton Test	20 POINT INSPECTION	Recurring	Every X Days	Yearly	--	--	11/17/2022 10:00 AM	--	--	--

13. 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.

- Update the Work Order State Cd, using  to select the desired code.
- Update the Sub Priority Code, using  to select the desired code.



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 7/27/2026

35

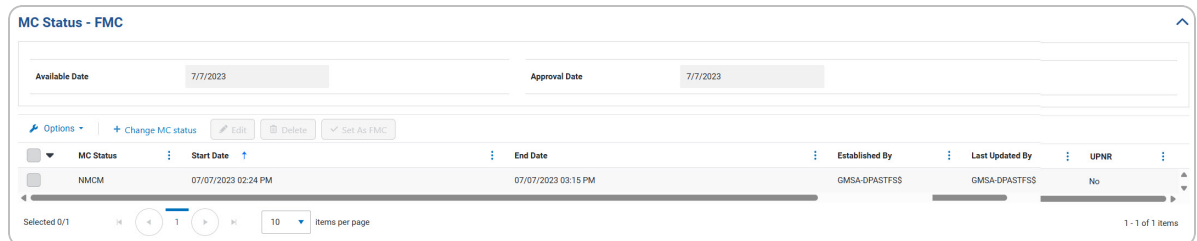
ELMS Helpdesk
1-844-843-3727





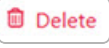
Help Reference Guide

- c. Update the Work Plan DESC, using  to browse for the revised work plan. *This is a 25 alphanumeric character field.*
- 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 256 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 MC Status - FMC panel.



- a. Select . The **Add MC Status** slide-out window appears.

OR

- b. Click  to select the entry. The MC Status record is highlighted, and  and  become available.

Select . The **Edit MC Status** slide-out window appears.

- c.

OR

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

- G. Update the Labor panel.





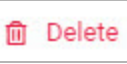
Help Reference Guide

Labor

+ Add Edit Delete

Labor Category	Technician	Rate Type	Base Rate	Base Hours	Overtime Rate	Overtime Hours
TECH TEST 1	TEST5667 - TEST, TESSA	MI - MILITARY	30	40	47	5

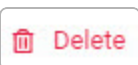
Selected 0/1 1 10 items per page 1 - 1 of 1 items

- 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.*

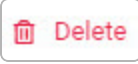
H. *Update the Tasks panel.*

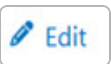
Tasks

+ Add Edit Delete

Step Description	Allowable Result	Actual Result	Actual Hours to Perform
Add Step Test Task	SAVE and Edit	SAVE	1

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

- 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.*

I. *Update the Tools/Equipment panel*





Help Reference Guide

Tools / Equipment

+ Add Edit Delete

Tool(s)/Equipment Description	Is Required	Tool(s)/Equipment Quantity	Asset Tag / Serial Number
TEST	Yes	4	--

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

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

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

b.

OR

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

J. *Update the Parts panel.*

Parts

+ Add Edit Delete Cancel Request Parts + Add Deferred Parts NMCS Yes/No

Description	NMCS	Consumed Quantity	Required Quantity	Ordered Quantity	Cancelled Quantity	Unit Cost	Manufacturer Name	Manufacturer Part Number	Tracking Number	Requisition Status
TEST PART	No	1	2	0	0	\$16.00	TEST	TEST	--	--

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

Refresh Parts

- a. Click  to select the entry. *The Parts record is highlighted, and  Edit,  Delete,  Request Parts,  + Add Deferred Parts, and  NMCS Yes/No become available.*

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

b.

OR

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

OR

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





OR

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

OR

Select **NMCS Yes/No**. The NMCS field changes to "Yes" or "No".

K. 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

L. Update the Serviced By panel.

Serviced 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	

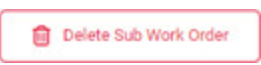




Help Reference Guide

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

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

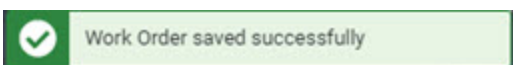
15. Select . The **Delete Confirmation** pop-up window appears.

16. 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.

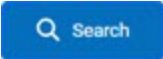
17. Select . The  appears at the bottom right of the page. The Work Order page refreshes.





Update the NMC Details

Navigation

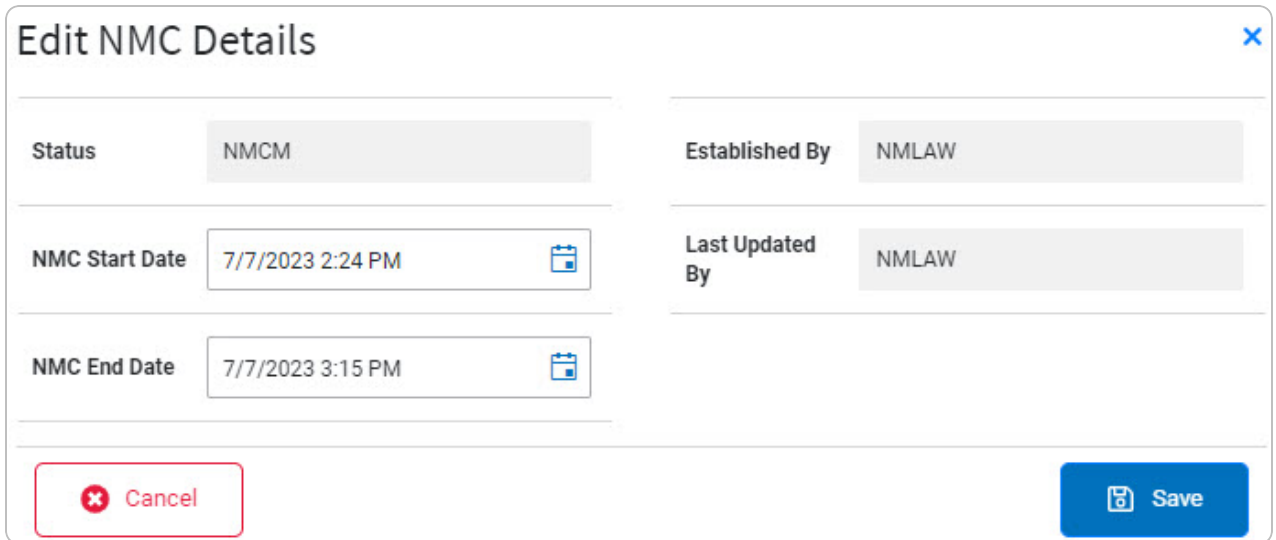
Maintenance > Work Order > Search Criteria >  > Search Results > 
(desired record) >  > Work Order > NMC panel >  > NMC >  (desired
record) >  > Edit NMC Details slide-out window

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.



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

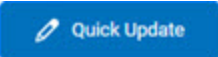
Procedures

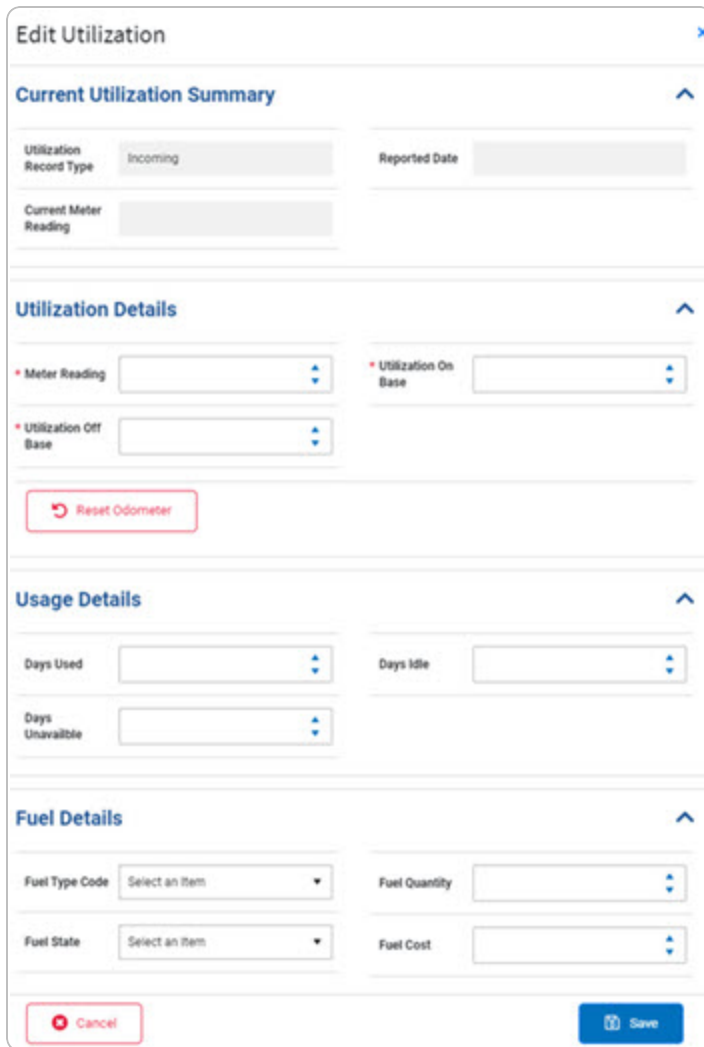
Selecting  or  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





Update Utilization in a Work Order

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



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.

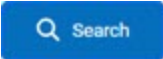
6. Select . The **Edit Utilization** slide-out window closes and the Utilization panel appears.





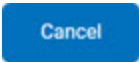
View a Work Order Attachment

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

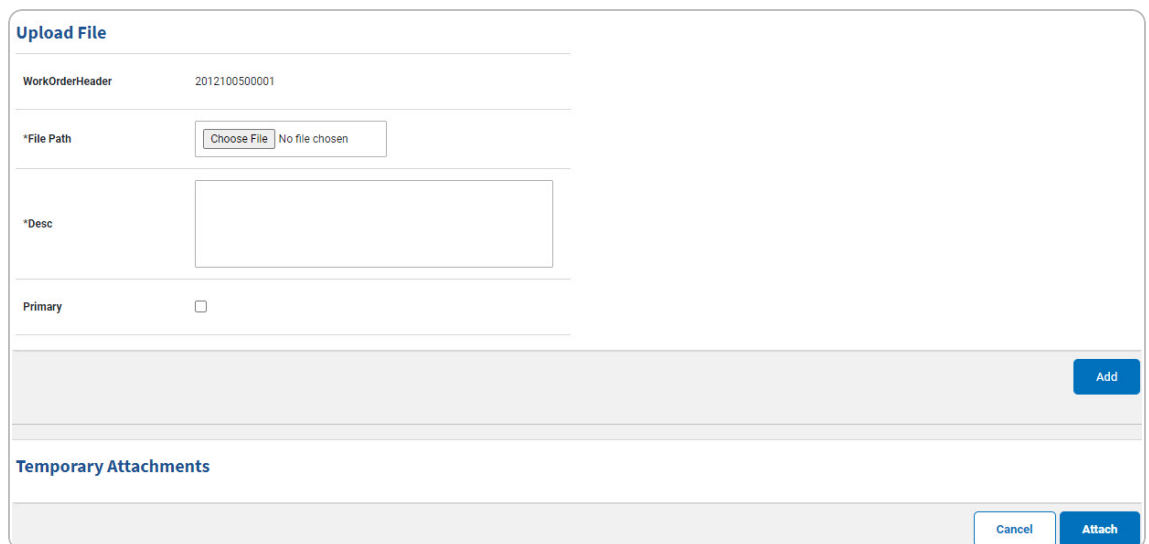
Maintenance > Work Order > Search Criteria >  > Search Results > 
(desired record) >  > Work Order > Attachments panel >  > Attachments >  > Maintenance Attachment Add page

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.

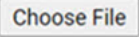
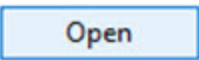


The screenshot shows the 'Upload File' form. At the top, it says 'Upload File'. Below that, there is a 'WorkOrderHeader' field with the value '2012100500001'. Underneath, there is a '*File Path' field with a 'Choose File' button and the text 'No file chosen'. Below that is a '*Desc' field with a text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





Help Reference Guide

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 256 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.

Upload File

WorkOrderHeader 2012100500001

*File Path  No file chosen

*Desc

Primary ☐



Temporary Attachments

	Desc	Size	Type
Remove	Help Document	17.68KB	DOCX

9. 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.

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





Update a MC STATUS in a SUB WORK ORDER

Navigation

Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO tab
> MC STATUS panel >  (desired record) >  > Edit MC STATUS 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 MC STATUS in a SUB WORK ORDER

1. Select  **Edit**. The **Edit MC Status** slide-out window appears.

Edit MC Status

Header Info

Available Date

7/7/2023

Approval Date

7/7/2023

MC Record Details

* Status Start Date

7/7/2023 2:24 PM



Status End Date

7/7/2023 3:15 PM



* Mission Capable Status

☐ PMCM - Partial MC Maintenance

☐ PMCS - Partial MC Supply

☒ NMCM - Non MC Maintenance

☐ NMCS - Non MC Supply

Established By

GMSA-DPASTFS\$

Last Updated By

GMSA-DPASTFS\$

 Cancel

 Save

- A. Verify the Header INFO grid.
- B. Verify the MC Record Details grid.
 - a. Use  to select the Status Start Date, or enter the date (MM/DD/YYYY) in the field provided.
 - b. Verify the Mission Capable Status contains the appropriate ☐ or ☒. When checked, the selection indicates the current Mission Capable Status.





- C. Select . The slide-out window closes and the updated MC STATUS appears in the **MC Status - FMC** grid.

Delete a MC STATUS in a SUB WORK ORDER

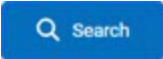
1. Click  to select the row(s) in the MC STATUS grid. The selected MC STATUS entry is highlighted, and  and  become available.
2. Select . The **Delete Confirmation** pop-up window appears.





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.





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 Save. The information is saved under the Labor grid.

4. Select + Add Sub Work Order. 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 Save. The Work Order saved successfully 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 > Search Results > 
(desired record) >  Edit > Work Order > SUB WO tab > Tasks panel >  > Tasks >
 (desired record) >  Edit > 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

1. Click  to select the row(s) in the Tasks grid. *The Tasks entry is highlighted, and  Edit and  Delete become available.*
2. 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

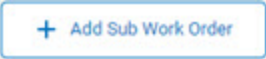
 Cancel

 Save





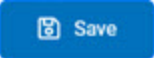
Help Reference Guide

- A. Update the Step Description, entering the revised information in the field provided. *This is a 256 numeric character field.*
3. Select . *The information is saved under the Tasks Results Grid.*
4. Select . *Another SUB WO tab appears.*

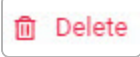
Note



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

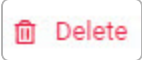
Navigation

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.*





Help Reference Guide

Edit Parts

* Description

Test

251 characters remaining

* Required Quantity

6

Consumed Quantity

5

NMCS

false

* Unit Cost

\$80.00

Manufacturer Name

Tester

Manufacturer Part Number

1234567887655

Parts Warranty

Adding instructions for warranty.

221 characters remaining

Cancel

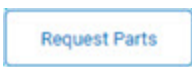
Save

A. Update the Description, entering the revised information in the field provided. *This is a 255 alphanumeric character field.*

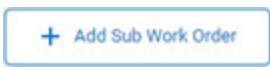
B. Update the Required Quantity, using  to choose the revised quantity.

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



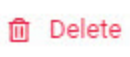
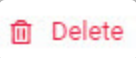
If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.





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 > Search Results > 
 (desired record) >  Edit > Work Order > SUB WO tab > Tools/Equipment panel > 
 > Tools/Equipment >  (desired record) >  Edit > 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  Edit and  Delete 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

 Cancel

 Save

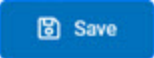
- Update the TOOL(S)/EQUIPMENT DESCRIPTION, entering the revised information in the field provided. *This is a 255 alphanumeric character field.*





Help Reference Guide

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

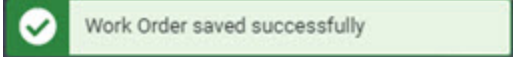
3. Select . *The information is saved under the Tools/Equipment grid.*

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

Note

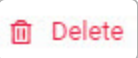


If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

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

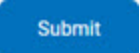
Print Type

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
☐	2012100300002 - 1	PRE-INSPECTION	TEAMB	DAVE BROOKS
☐	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

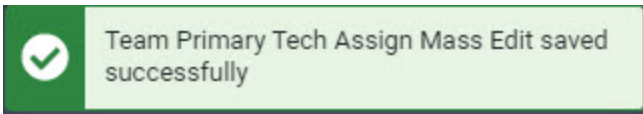
Apply Updates

. 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.*



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 .





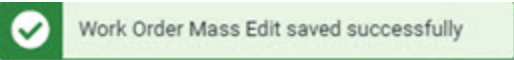
- A. Select . *All selected SUB WORK ORDERS are updated.*
6. *Update the SUB WORK ORDER(s) grid.*

Sub Work Order(s)

Options ▾

☐	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
☐	2012100300002	O - Open	PRE-INSPECTION	RQST	10/03/2012 12:00 AM	--	--	1	10/08/2012 12:00 AM	--	--
☐	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

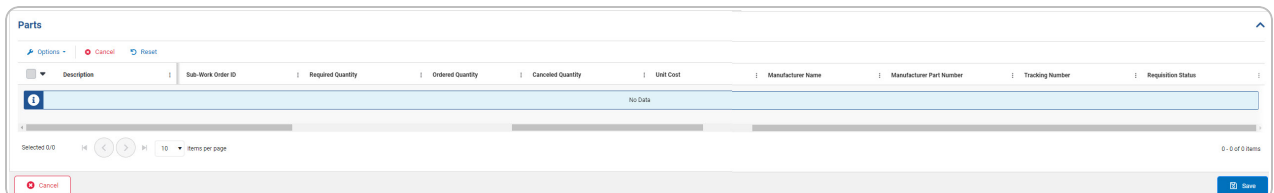
Cancel Parts Request(s)

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.*

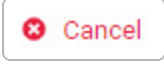


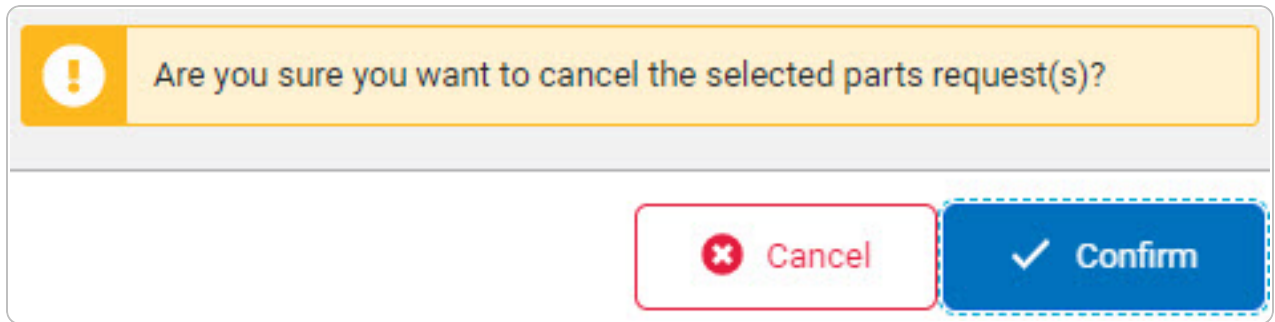
3. Select . *The **Cancel Parts Request(s)** page appears.*

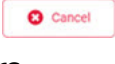
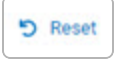
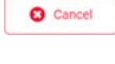




Help Reference Guide

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.*

