



# 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 <input type="text"/>	Stock Number <input type="text"/>
Work Order Status Code <input type="text" value="0 - Open"/>	Maint Sched From <input type="text"/>
Has Assets <input checked="" type="radio"/> All <input type="radio"/> No <input type="radio"/> Yes	NMC <input checked="" type="radio"/> All <input type="radio"/> No <input type="radio"/> Yes
Work Order Id <input type="text"/>	

2. Select **Search**. 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	W/O Update Maint Sched	Work Order Reason	Work Order Status Code
201202000001	-	-	-	3 - Expedited - 3 days	-	-	-	-	PHOT - Preparation/Storage	0 - Open
201202000001	-	-	-	4 - Expedited - 4 days	-	-	-	-	ALDN - Alignment	0 - Open
201202000001	-	-	-	5 - Standard - 5 days	-	-	-	-	RSPT - Inspection/Restoration	0 - Open
201110200001	8900K000114	ACTIVITY BASED DEFN	-	5 - Standard - 5 days	-	5746311464	8317128001	-	ABSE - Absorb - Unsubscribed/Maintenance	0 - Open
201110200001	8900K000120	ACTIVITY BASED DEFN	-	5 - Standard - 5 days	-	54014	8317128002	-	ESBN - Emission	0 - Open
201110200001	34718490012	METHOD AND PROFILE	-	5 - Standard - 5 days	-	1212364	235541134CT990	-	ALDN - Alignment	0 - Open
201202000001	34718490012	METHOD AND PROFILE	-	5 - Standard - 5 days	-	641015	235541134CT990	-	RSPT - Inspection/Restoration	0 - Open
201202000001	8900K000104	MANU O ASSETS	-	5 - Standard - 5 days	-	577634341	840894	-	RSPT - Inspection/Restoration	0 - Open
201202000001	34718490012	METHOD AND PROFILE	-	10 - Standard - 6-10 days	-	641015	235541134CT990	-	TEST - Test	0 - Open
201202000001	34718490012	METHOD AND PROFILE	-	10 - Standard - 6-10 days	-	641015	235541134CT990	-	TEST - Test	0 - Open

Selected 0/10    1 2 3 4 5 6    10 Items per page    1 - 10 of 10 Items

**OR**

Select the Advanced Search tab.

### Search Criteria

Basic Search    **Advanced Search**





# Help Reference Guide

### Search Criteria

Basic Search **Advanced Search**

✖

Condition Cd Is equal to Select an Item ✖

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	WU Update Maint Sched	Work Order Reason	Work Order Status Code
201205000001	-	-	-	3 - Expedite/1 - 3 days	-	-	-	-	FRIG - Freezer/Storage	0 - Open
201205000001	-	-	-	4 - Expedite/1 - 4 days	-	-	-	-	ALIGN - Alignment	0 - Open
201210000001	-	-	-	5 - Routine/1 - 5 days	-	-	-	-	INSP - Inspection/Statutory	0 - Open
201111000001	BR00K000116	ACTIVITY BASED DEPN	-	5 - Routine/1 - 5 days	07461319400	6397238001	-	-	ABSG - Abuse/Structural Maintenance	0 - Open
201111000003	BR00K000120	ACTIVITY BASED DEPN	-	5 - Routine/1 - 5 days	941104	6397238002	-	-	EMBL - Fabrication	0 - Open
201111000001	SAT110000012	METERS AND PROPLED	-	5 - Routine/1 - 5 days	-	1021044	230503110617902	-	ALIGN - Alignment	0 - Open
201210000001	SAT110000013	METERS AND PROPLED	-	5 - Routine/1 - 5 days	-	4421016	230503110617902	-	INSP - Inspection/Statutory	0 - Open
201210000001	BR00K000004	WARRANT ASSETS	-	5 - Routine/1 - 5 days	-	070701201	0600010	-	WCU - Scheduler	0 - Open
201210000002	SAT110000012	METERS AND PROPLED	-	10 - Routine/1 - 10 days	-	4421016	230503110617902	-	TEST - Test	0 - Open
201211000002	SAT110000013	METERS AND PROPLED	-	10 - Routine/1 - 10 days	-	4421016	230503110617902	-	TEST - Test	0 - Open

Selected 9/10 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 <input type="text"/>	Asset Loc <input type="text"/>
Serial Number <input type="text"/>	Stock Number <input type="text"/>
Work Order Status Code <span style="border: 1px solid #ccc; padding: 2px;">O - Open</span>	Item Desc <input type="text"/>
Work Order Reason <span style="border: 1px solid #ccc; padding: 2px;">Select an Item</span>	* Priority Code <span style="border: 1px solid #ccc; padding: 2px;">Select an Item</span>
Approval Date <input type="text"/>	Avail Date <input type="text"/>
Return Date <input type="text"/>	Receipt Date <span style="border: 1px solid #ccc; padding: 2px;">3/30/2026 8:22 PM</span>
Cond Code <span style="border: 1px solid #ccc; padding: 2px;">Select an Item</span>	* Est Service End Date <input type="text"/>
Storage Type Code <span style="border: 1px solid #ccc; padding: 2px;">Select an Item</span>	Job Order Number <input type="text"/>
Document Number <input type="text"/>	Prep for Shipment Code <span style="border: 1px solid #ccc; padding: 2px;">Select an Item</span>
Special Instructions <input style="width: 100%; height: 40px;" type="text"/>	Remarks <input style="width: 100%; height: 40px;" type="text"/>

---

### 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	<input type="text" value="2018091200002"/>	
Sub Work Orders	<input type="checkbox"/> 1 - 0C18	<input type="checkbox"/> 2 - 0C18
	<input type="checkbox"/> Include All	

- 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**

<input type="checkbox"/>	Task(s)
<input type="checkbox"/>	Part(s)
<input type="checkbox"/>	Tool(s)/Equipment
<input type="checkbox"/>	Include All

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





## Help Reference Guide

**Details** ^

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

- 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** ^

<p><b>Corrosion Score</b> <input type="text" value="Select an Item"/></p> <p><b>Primers</b> <input type="text" value="Select an Item"/></p> <p><b>Topcoats</b> <input type="text" value="Select an Item"/></p>	<p><b>Color</b> <input type="text" value="Select an Item"/></p> <p><b>Last Painted Date</b> <input type="text" value="month-day-year"/></p>
--	---



6. Complete the Point of Contact panel.





### Point of Contact

Contact	<input type="text"/>	Mobile Number	<input type="text"/>
Email	<input type="text"/>	Remarks	<input type="text"/>
Phone Number	<input type="text"/>		

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.





## 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	CHC	U
Demilitarization Code	A	RIC	0
LIN/TAMCN	MR000A	CAGE Code	
ECC	LM	UIC	
Precious Metal Code	A		

### Asset Certifications

Name	Description
ASE	--
CDL	--

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

- Verify the Asset Overview section.
- Verify the Asset Details section.





- C. Verify the MISC section.
  - D. Verify the Asset Certifications section.
8. Verify the Utilization panel.

### Utilization

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

Incoming	Outgoing
Meter Reading <input type="text"/>	Meter Reading <input type="text"/>
Reported Date <input type="text"/>	Reported Date <input type="text"/>

🕒 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	Work Order Reason
2022081700005	O - Open	5 - Routine   - 5 days	WSSET0000003	TANK CMBT 120MM M1A1	2350010871095	FM3434343002				

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

**Preventive Maintenance (1)**

Maint Schedule Name	Services	Occurrence	Recurring Method	Recurring Frequency	URI Frequency	Last Maint Date	Next Maint Date	Last URI Qty	Next URI 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 ✎ 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 <input style="width: 90%;" type="text" value="-Select-"/>	* Work Plan Type Code <input style="width: 90%;" type="text" value="-Select-"/>
* Sub Priority Code <input style="width: 90%;" type="text" value="-Select-"/>	Work Plan Id <input style="width: 90%;" type="text" value=""/>
* Work Plan Desc <input style="width: 90%;" type="text" value=""/>	* Maintenance Location <input style="width: 90%;" type="text" value=""/>

---

**Service**

* Requested Service <input style="width: 95%;" type="text" value=""/>	Service Performed <input style="width: 95%;" type="text" value=""/>
* Serviced By <input style="width: 90%;" type="text" value="INTRNL - Internal"/>	Remarks <input style="width: 95%;" type="text" value=""/>
Service Start Date <input style="width: 90%;" type="text" value="month/day/year"/>	
Service End Date <input style="width: 90%;" type="text" value="month/day/year"/>	

---

**Technician**

Team <input style="width: 90%;" type="text" value="-Select-"/>	Average Number of Techs <input style="width: 90%;" type="text" value="N/A"/>
* Primary Technician <input style="width: 90%;" type="text" value="-Select-"/>	

---

**Rate**

Estimated Labor Hours <input style="width: 90%;" type="text" value=""/>	Estimated Labor Cost <input style="width: 90%;" type="text" value=""/>
Actual Labor Hours <input style="width: 90%;" type="text" value="0"/>	Actual Labor Cost <input style="width: 90%;" type="text" value="0"/>
Estimated Hours to Perform <input style="width: 90%;" type="text" value=""/>	Estimated Non-Labor Cost <input style="width: 90%;" type="text" value=""/>
Actual Hours to Perform <input style="width: 90%;" type="text" value="0"/>	Actual Non-Labor Cost <input style="width: 90%;" type="text" value="0.00"/>

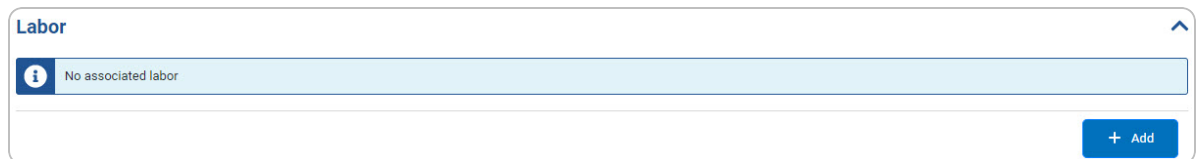
B. Complete the Overview section.

- 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 1024 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.*



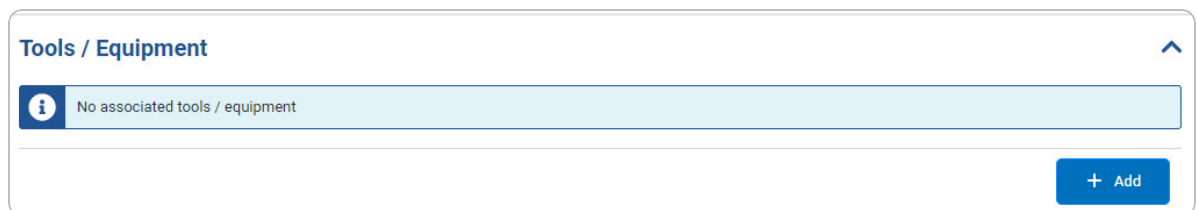
Select . The **Add Labor** slide-out window appears.

- G. *Complete the Tasks panel.*



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

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



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

- I. *Complete the Parts panel.*





## Help Reference Guide



**Parts**

*i* No associated parts

Add Deferred Parts Request Parts Refresh Parts + Add

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

**Note**


  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**

*i* 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	<input type="text" value="7/7/2023"/>	Approval Date	<input type="text" value="7/7/2023"/>
----------------	---------------------------------------	---------------	---------------------------------------

---

#### MC Record Details



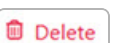
* Status Start Date	<input type="text" value="7/7/2023 3:15 PM"/>	
Status End Date	<input type="text" value="month/day/year hour:minat..."/>	
* Mission Capable Status	<input type="radio"/> PMCM - Partial MC Maintenance <input type="radio"/> PMCS - Partial MC Supply <input type="radio"/> NMCS - Non MC Supply	Established By <input type="text"/> Last Updated By <input type="text"/>

---




- 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.





- 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	<input type="text" value="-Select-"/>	Base Hours	<input type="text" value="0.00"/>
* Labor Category	<input type="text" value="-Select-"/>	Overtime Rate	<input type="text" value=""/>
* Rate Type	<input type="text" value="-Select-"/>	Overtime Hours	<input type="text" value="0.00"/>
Base Rate	<input type="text" value=""/>		





### 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.*


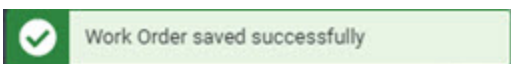
3. Select . *Another SUB WO tab appears in the tab section.*

- 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

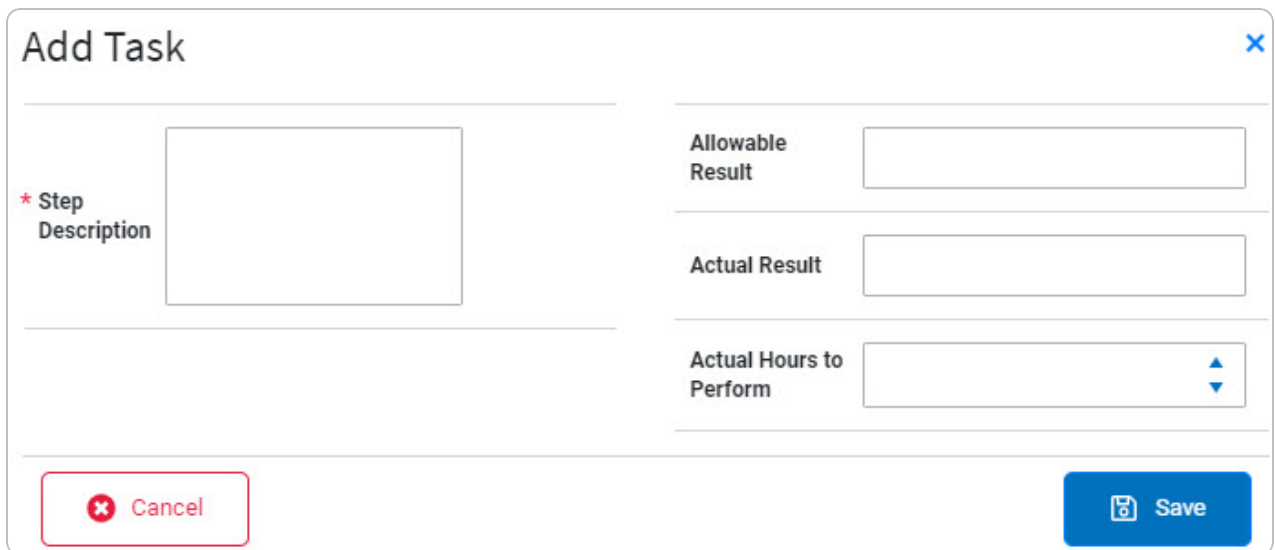
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
> Tasks panel >  > Tasks >  > Add Task slide-out window

### 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.



The screenshot shows a slide-out window titled "Add Task" with a close button (X) in the top right corner. On the left side, there is a label "\* Step Description" next to a large empty text box. On the right side, there are three input fields: "Allowable Result", "Actual Result", and "Actual Hours to Perform" (which has a small up/down arrow on its right side). At the bottom left is a "Cancel" button with a red X icon, and at the bottom right is a "Save" button with a floppy disk icon.

- 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 button right of the page. The Work Order page refreshes.






## Add Parts to a SUB WORK ORDER

### Navigation

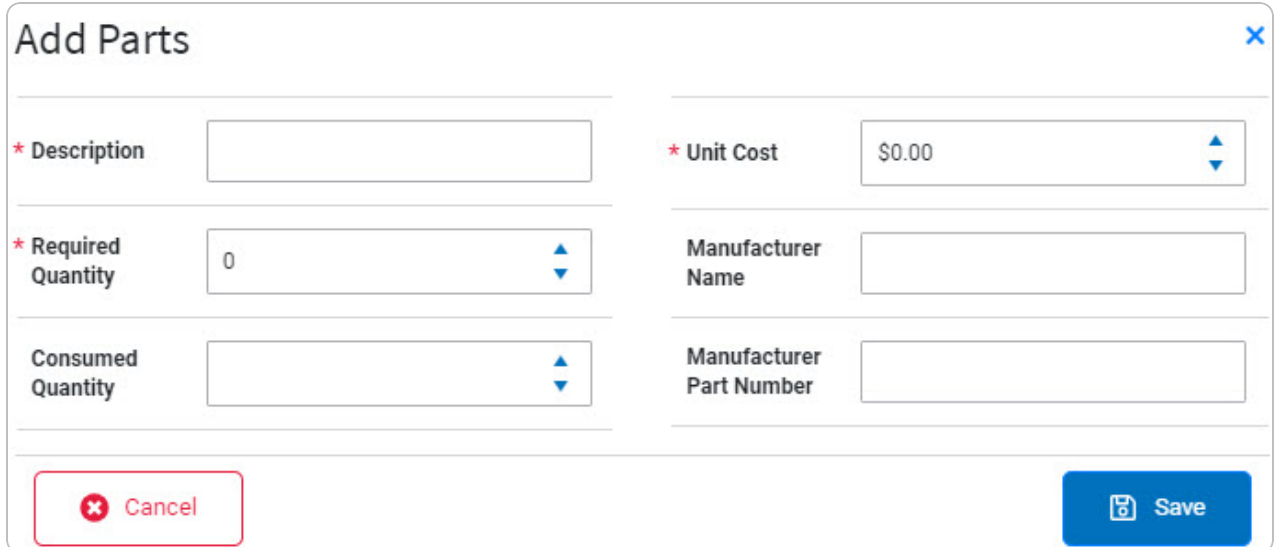
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
> Parts panel >  > Parts >  > Add Parts slide-out window


### 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.



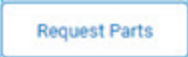


1. Select . The **Add Parts** slide-out window appears.



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



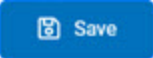



- C. Use  to choose the Unit Cost.
- D. Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
- E. Enter the Manufacturer Part Number in the field provided. *This is a 88 alphanumeric character field.*
2. Select . *The information is saved under the Parts grid.*
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 button 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

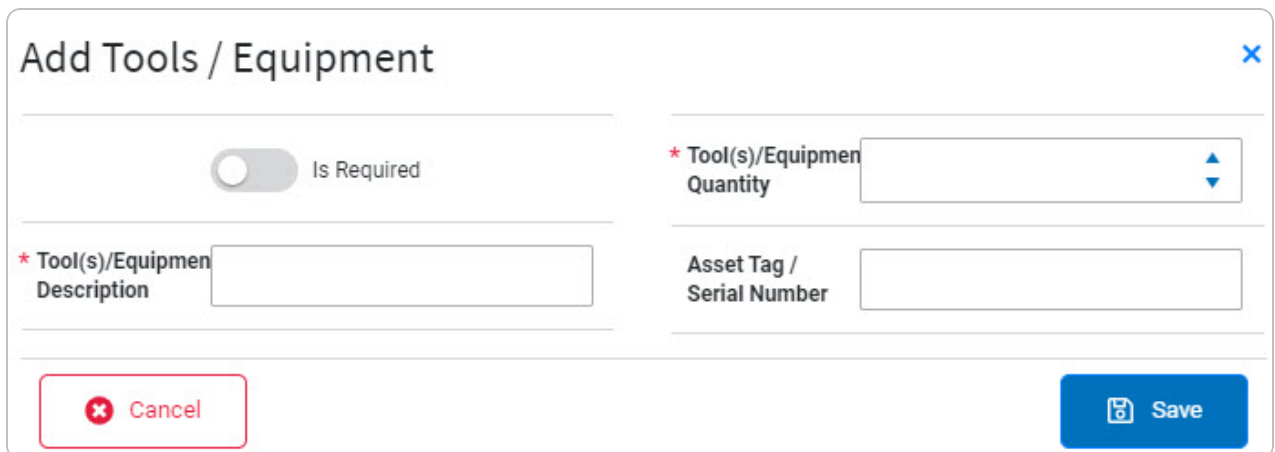
Maintenance > Work Order > Search Criteria >  > Work Order > SUB WO 1 tab  
> Tools/Equipment panel >  > Tools / Equipment >  > Add Tools/Equipment slide-out window

### 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.



The screenshot shows a slide-out window titled "Add Tools / Equipment" with a close button (X) in the top right corner. It contains the following fields and controls:

- An "Is Required" toggle switch.
- A dropdown menu for "\* Tool(s)/Equipment Quantity".
- A text input field for "\* Tool(s)/Equipment Description".
- A text input field for "Asset Tag / Serial Number".
- A "Cancel" button with a red X icon.
- A "Save" button with a floppy disk icon.

- A. Enter the TOOL(S)/EQUIPMEN DESCRIPTION in the field provided. *This is a 255 alphanumeric 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 button 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.*

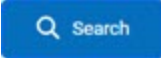


6. Select . *The **Work Order Update** page appears.*






# Update a Work Order





## Navigation

Maintenance > Work Order > Search Criteria >  Search > Search Results >   
(desired record) >  Edit > 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.





**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**

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

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.
  - 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.*
- 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			

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

<b>Incoming</b> Lst Mtr Rdnq: Lst Rptd Dt:	<b>Current</b> Lst Mtr Rdnq:3200 Lst Rptd Dt:03/21/2022
--	---

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

A.

**OR**

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

9. Verify the Warranty/Services/Subscriptions panel.





## Help Reference Guide



### 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

10. 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.

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

12. Update the Related Work panel.

- A. Update the Work Order grid.

### Related Work

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
201210020001	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	--	--	--

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 ▼	* Work Plan Type Code: PREV - Preventive Maintenance ▼
* Sub Priority Code: 4 - Expedited II - 4 days ▼	Work Plan Id: BROOKSPLAN1
* Work Plan Desc: BROOKSPLAN1 🔍	* Maintenance Location: LAB 1

---

**Service**

* Requested Service: BROOKSPLAN1	Service Performed:
* Serviced By: INTRNL - Internal ▼	Remarks:
Service Start Date: month/day/year 📅	
Service End Date: month/day/year 📅	

---

**Technician**

Team: TEAMB - TEAMB ▼	Average Number of Techs: 1
* Primary Technician: DMBROOKS - BROOKS, DAVE ▼	

---

**Rate**

Estimated Labor Hours: 0.00 ⬆️⬇️⬆️	Estimated Labor Cost: 0.00 ⬆️⬇️⬆️
Actual Labor Hours: 0	Actual Labor Cost: 0
Estimated Hours to Perform: 0.00 ⬆️⬇️⬆️	Estimated Non-Labor Cost: 0.00 ⬆️⬇️⬆️
Actual Hours to Perform: 0	Actual Non-Labor Cost: 0.00

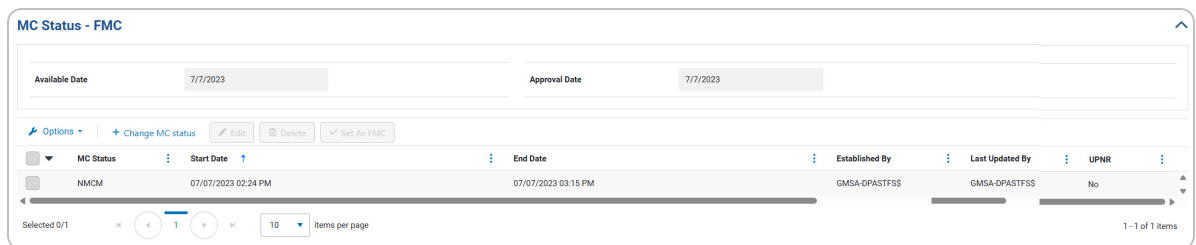
B. *Update the Overview section.*

- 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.*





- 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 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  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.







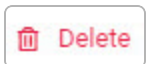
## Help Reference Guide

**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.*


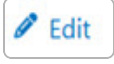
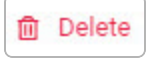
H. *Update the Tasks panel.*

**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*








**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 Refresh Parts

a. Click  to select the entry. *The Parts record is highlighted, and , , , , and  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 . The **Deferred Parts** pop-up window appears.

**OR**

Select . 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 10 items per page 1 - 1 of 1 Items

L. Update the Serviced By panel.


**Serviced By** ^

Address

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





- 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 button right of the page. The Work Order page refreshes.



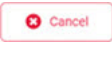


## Update the NMC Details

### Navigation

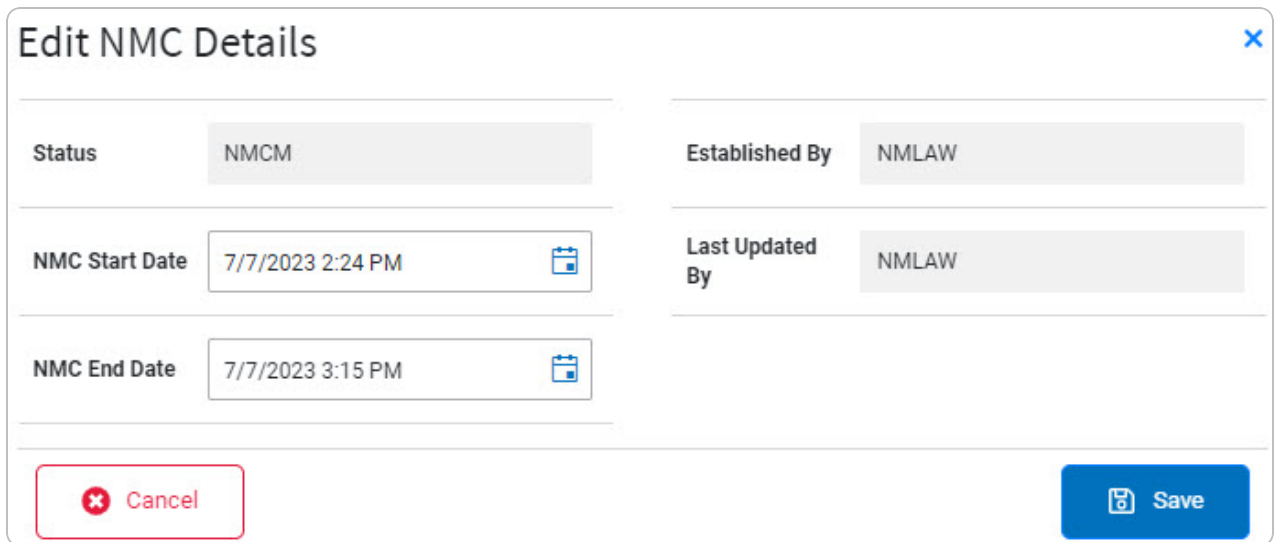
Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order > NMC panel >  > NMC >   
record) >  > Edit NMC Details slide-out window

### 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.



The screenshot shows a slide-out window titled "Edit NMC Details" with a close button (X) in the top right corner. The window contains several input fields:

- Status: NCMC
- Established By: NMLAW
- NMC Start Date: 7/7/2023 2:24 PM (with a calendar icon)
- Last Updated By: NMLAW
- NMC End Date: 7/7/2023 3:15 PM (with a calendar icon)

At the bottom of the window, there are two buttons: a red "Cancel" button with a close icon and a blue "Save" button with a save icon.





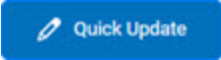
2. Select . The **Edit NMC Details** slide-out window closes and the revised information appears in the NMC panel.







# 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

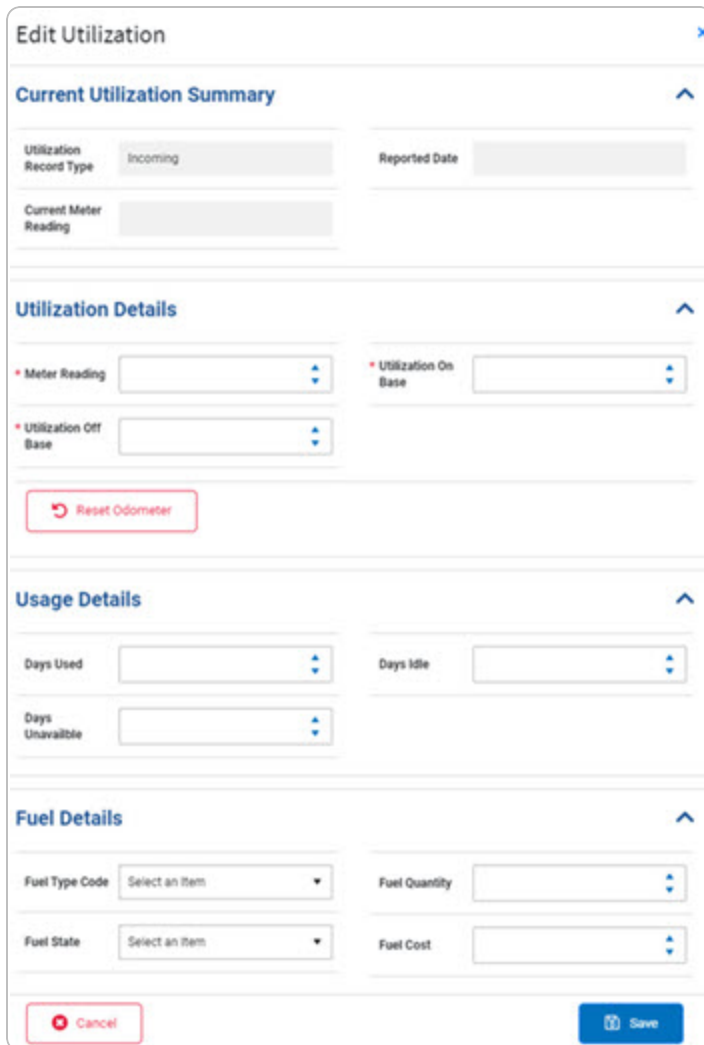
Selecting  or  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





## Update Utilization in a Work Order



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



The screenshot shows the 'Edit Utilization' window with the following sections:



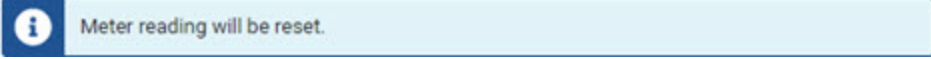

- Current Utilization Summary**: Includes 'Utilization Record Type' (set to 'Incoming'), 'Reported Date', and 'Current Meter Reading'.
- Utilization Details**: Includes 'Meter Reading', 'Utilization On Base', and 'Utilization Off Base', each with a spinner control. A 'Reset Odometer' button is also present.
- Usage Details**: Includes 'Days Used', 'Days Idle', and 'Days Unavailable', each with a spinner control.
- Fuel Details**: Includes 'Fuel Type Code', 'Fuel State', 'Fuel Quantity', and 'Fuel Cost', each with a spinner control.

Buttons for 'Cancel' and 'Save' are located at the bottom of the window.

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.










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

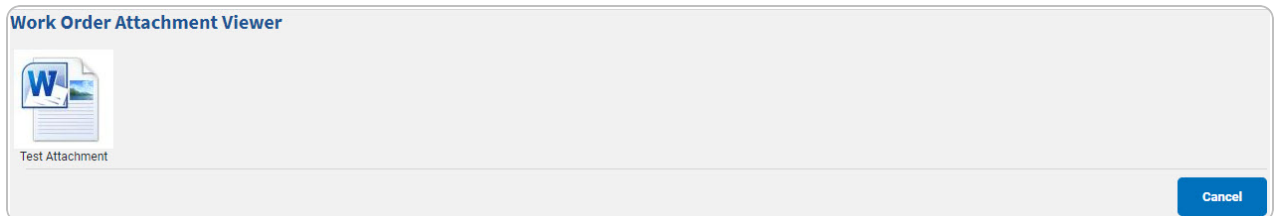
Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order > Attachments panel >  > Attachments >  > Work Order Attachment Viewer page

## 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.



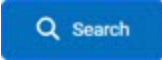






## Add a Maintenance Attachment

### Overview


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

### Navigation

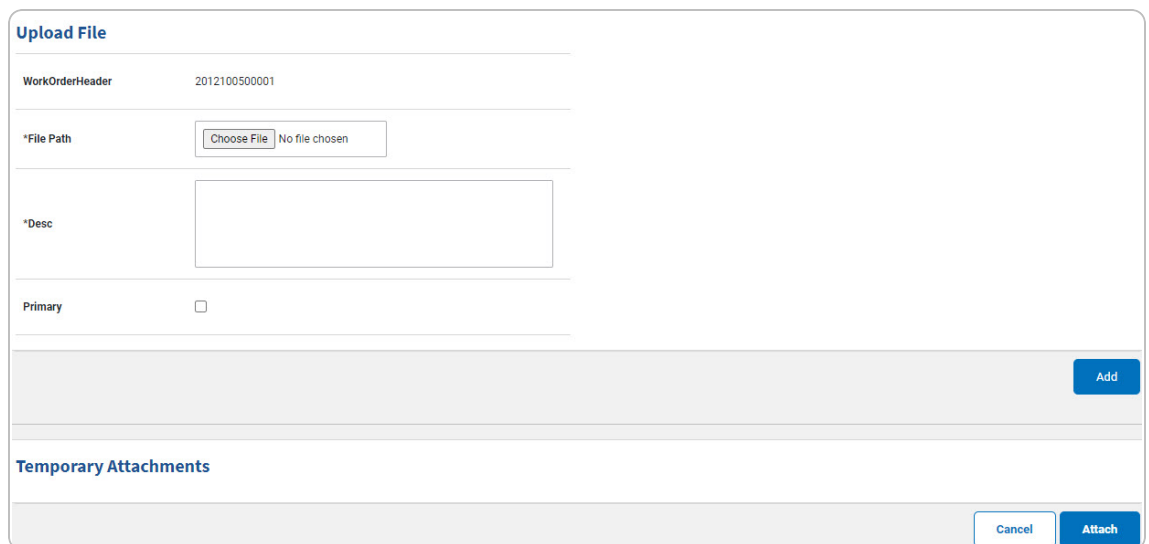
Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order > Attachments panel >  > Attachments >  > Maintenance Attachment Add page

### 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 with the following fields and controls:

- WorkOrderHeader: 2012100500001
- \*File Path:  No file chosen
- \*Desc:
- Primary:
- Buttons:  (top right),  and  (bottom right)





## 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 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.

**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

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 <input style="width: 90%;" type="text" value="7/7/2023"/>	Approval Date <input style="width: 90%;" type="text" value="7/7/2023"/>
--	---


---


**MC Record Details**

* Status Start Date	<input style="width: 95%;" type="text" value="7/7/2023 2:24 PM"/>		
Status End Date	<input style="width: 95%;" type="text" value="7/7/2023 3:15 PM"/>		

* <input type="radio"/>	PMCM - Partial MC Maintenance	Established By	<input style="width: 90%;" type="text" value="GMSA-DPASTFSS"/>
* Mission Capable Status	<input type="radio"/> PMCS - Partial MC Supply	Last Updated By	<input style="width: 90%;" type="text" value="GMSA-DPASTFSS"/>
	<input checked="" type="radio"/> NMCM - Non MC Maintenance		
	<input type="radio"/> NMCS - Non MC Supply		


✕ Cancel

 Save


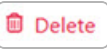

- A. Verify the Header INFO grid.
- B. Verify the MC Record Details grid.
  - a. Use  to select the Status Start Date, or enter the date (MM/DD/YYYY) in the field provided.
  - b. Verify the Mission Capable Status contains the appropriate  or . When checked, the selection indicates the current Mission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




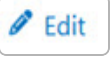
1. Click  to select the row(s) in the MC STATUS grid. The selected MC STATUS entry is highlighted, and  and  become available.
2. Select . The **Delete Confirmation** pop-up window appears.






# 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

<p>* Technician <input style="width: 90%;" type="text" value="87589456 - TEST, TRISH"/></p> <p>* Labor Category <input style="width: 90%;" type="text" value="GENERIC"/></p> <p>* Rate Type <input style="width: 90%;" type="text" value="CV - CIVILIAN"/></p> <p>Base Rate <input style="width: 90%;" type="text" value="1"/></p>	<p>Base Hours <input style="width: 90%;" type="text" value="9.00"/></p> <p>Overtime Rate <input style="width: 90%;" type="text" value="0"/></p> <p>Overtime Hours <input style="width: 90%;" type="text" value="4.25"/></p>
--	---

✕ 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 Work Order saved successfully appears at the button 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.



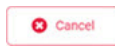


## Update a Task in a SUB WORK ORDER





### 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.*


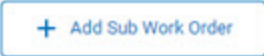
### Edit Task ✕

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

 Cancel  Save





- 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.*




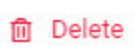
### Note



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

5. Select . The  appears at the button 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



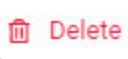


### Navigation

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 ✕




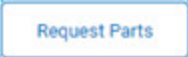


* Description	TEST	* Unit Cost	\$1.00
* Required Quantity	17	Manufacturer Name	
Consumed Quantity	100,000,000,000,000	Manufacturer Part Number	





## 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.*



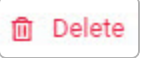

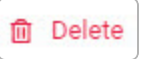
### Note



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

7. Select . The  appears at the button 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

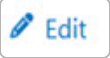


## Navigation

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

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



### Edit Tools / Equipment ✕

Is Required

\* Tool(s)/Equipment Description

\* Tool(s)/Equipment Quantity


Asset Tag / Serial Number

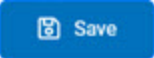



- A.** Update the TOOL(S)/EQUIPMENT DESCRIPTION, entering the revised information in the field provided. *This is a 255 alphanumeric character field.*





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


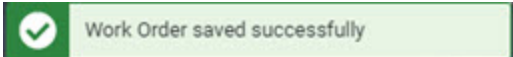
3. Select . *The information is saved under the Tools/Equipment grid.*

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



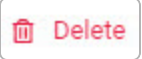
### Note



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

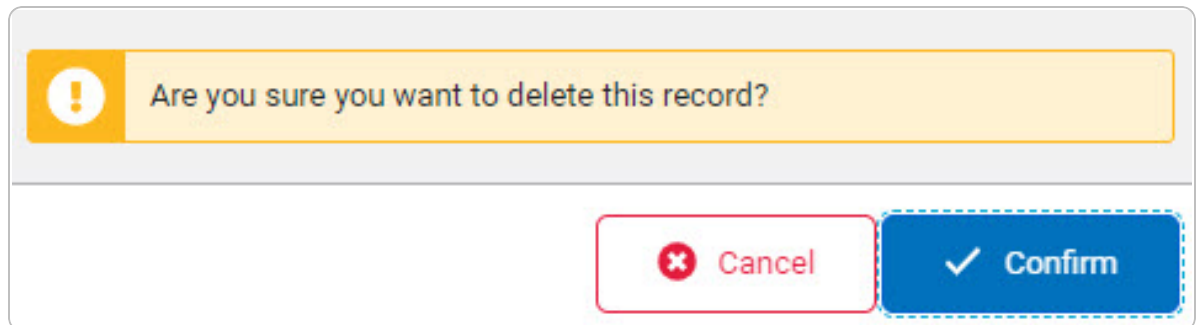
Maintenance > Work Order > Search Criteria >  > Search Results > *VARIOUS PROCEDURAL STEPS* > Delete Confirmation pop-up window

## 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.

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






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







## Print a Work Order

### Navigation

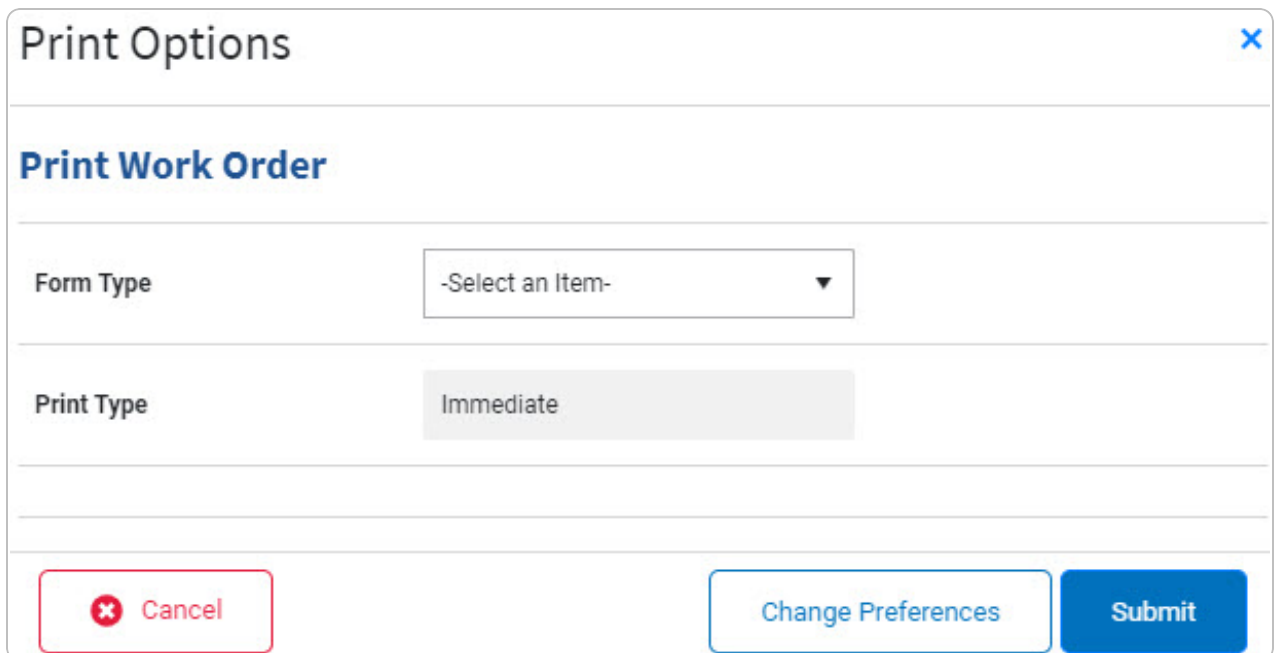
Maintenance > Work Order > Search Criteria >  > Search Results >   
(desired record) >  > Work Order Print pop-up window

### 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.



The screenshot shows a 'Print Options' pop-up window with a close button in the top right corner. The window title is 'Print Options'. Below the title is the section 'Print Work Order'. There are two main fields: 'Form Type' with a dropdown menu currently showing '-Select an Item-' and a downward arrow, and 'Print Type' with a text input field containing 'Immediate'. At the bottom of the window, there are three buttons: a red 'Cancel' button with a close icon, a blue 'Change Preferences' button, and a blue 'Submit' button.

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	<input checked="" type="checkbox"/> Labor <input checked="" type="checkbox"/> Tasks <input checked="" type="checkbox"/> Parts <input checked="" type="checkbox"/> Tool(s)/Equipment <input checked="" type="checkbox"/> Certs <input checked="" type="checkbox"/> Additional Attributes

---





### TECH Work Order

#### Print Options ✕

---

#### Print Work Order

---

Form Type

---

Print Type

---

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:

\* Primary Technician:

### Sub Work Order(s)

Options

<input type="checkbox"/>	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    10 items per page    1 - 2 of 2 items

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 . All selected SUB WORK ORDERS are updated.

6. Select .  appears in the bottom right corner.

7. Select . 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.*





**!** The most recent recorded utilization will be reflected when closing out associated work orders, please update each work order individually if different. WO: 2012100300002, 2012101000002

### 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:

[Apply Updates](#)

### Sub Work Order(s)

[Options](#)

<input type="checkbox"/>	Work Order ID	Work Order Status Code	Sub Work Order Description:	Sub Work Order State Code:	Receiv
<input type="checkbox"/>	2012100300002	O - Open	PRE-INSPECTION	RQST	10/03
<input type="checkbox"/>	2012101000002	O - Open	PRE-INSPECTION	RQST	10/10

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

### 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:

[Apply Updates](#)

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

4. Complete the Work Order Mass Updates grid.

**Note**

Select the WORK ORDER ID entry(s) before clicking [Apply Updates](#).

A. Select [Apply Updates](#). All selected SUB WORK ORDERS are updated.

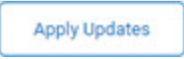
5. Complete the SUB WORK ORDER Mass Updates grid.

**Note**

Select the WORK ORDER ID entry(s) before clicking [Apply Updates](#).






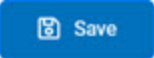
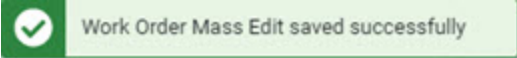
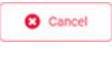
- A. Select . All selected *SUB WORK ORDERS* are updated.
6. Update the *SUB WORK ORDER(s)* grid.

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
<input type="checkbox"/> 2012100300002	O - Open	PRE-INSPECTION	ROST	10/03/2012 12:00 AM	--	--	1	10/08/2012 12:00 AM	--	--
<input type="checkbox"/> 2012101000002	O - Open	PRE-INSPECTION	ROST	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 > Search Results >

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

### Procedures

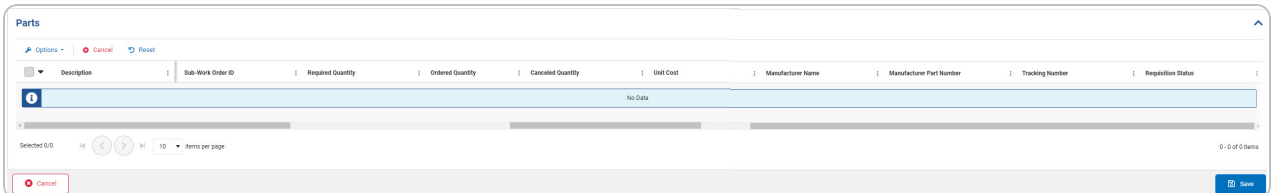
#### Cancel Parts Request(s)

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  Actions . *The action options appear in a drop-down.*


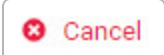


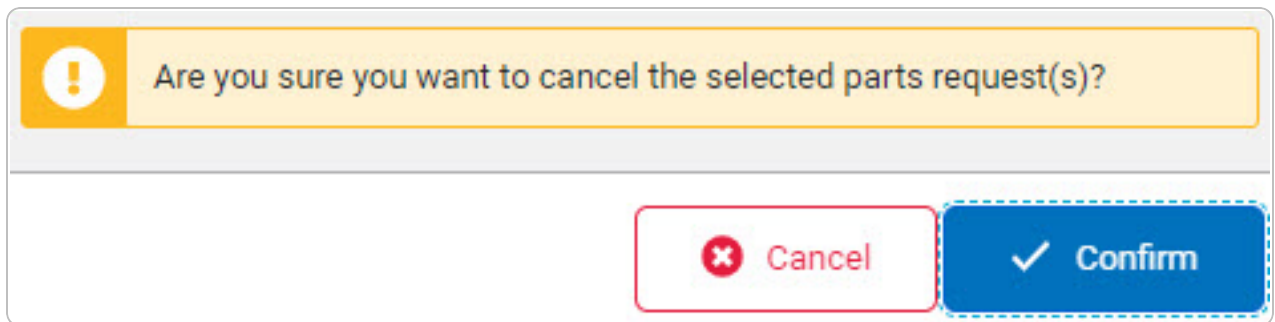
3. Select  Cancel Parts Request(s) . *The **Cancel Parts Request(s)** page appears.*










## 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.*

