



# Copying a Work Plan

You can copy an existing plan from anyone who uses Maintenance in DPAS as long as they have made the plan Public.

1. Navigate to the **Maintenance/Work Plan** menu.
2. Enter your new **Plan Id**.
3. Select **Copy Plan Id** checkbox. (The page refreshes and the **Plan Type Cd** and **Plan Name** are replaced with **Using Plan Id**).
4. Select the **Using Plan Id** browse button.

### Search Criteria

<b>*Plan Id</b>	<input type="text" value="LT0002"/>	2	...
<b>Copy Plan Id</b>	<input checked="" type="checkbox"/>	3	
<b>Using Plan Id</b>	<input type="text"/>		4

Add
Search
Reset

Inquiries > UsingWorkPlanIdBrw close or Esc Key

Plan Id	<input type="text"/>				
Plan Type Cd	All				
Plan Name	<input type="text"/>				
Plan Selection	Other Activity Plans				
	5	Search	Reset		

Select	Plan Id	Plan Type Cd	Plan Name	Plan Desc	Activity Name	Public
6	<a href="#">LOADTST001</a>	LDDT - Load Testing	LOAD TEST FORKLIFTS	ELECTRIC FORKLIFT LOA	JIM BOBS SHOP	Yes
	<a href="#">QC001</a>	PREV - Preventive Maintenance	UTIL TRK OIL CHANGE	OIL CHANGE FOR UTILIT	CMH MAINT ACTY	Yes
	<a href="#">REG30KTUNEUP</a>	PREV - Preventive Maintenance	30KMileTuneUpAllVehic	Basic Periodic Tune-U	CMH MAINT ACTY	Yes

**In the Using Plan Id Browse:**  
 You can search for a specific **Plan Id**, **Plan Type Cd** or **Plan Name**.

The default **Plan Selection** is *My Activity Plans* (displays plans for which you have access); however, to view plans made public by other Activities, select *Other Activity Plans*.

5. Select the **Search** button.
6. Select the hyperlink for **Plan Id** you wish to copy. (You are returned to the **Search Criteria** page with the selected Plan Id displayed in **Using Plan Id**.)
7. Select the **Add** button.





## Copying a Work Plan

The Work Plan information populates from the plan that is being copied, but can be modified.

8. To make your new plan public to other DPAS users, make sure the **Public** checkbox is selected.
9. Select the **Add** button.

Select the checkbox(es) for tasks, parts, tools/equipment, or certifications to copy ALL detailed information for that category into your Work Plan. If the copied plan does not have tasks, parts, tools/equipment, or certifications, the checkbox(es) will be disabled.

Select the numbered hyperlink to review the details in the Work Plan Detail Viewer.

Add			
*Plan Id	LT0002	*Plan Type Cd	LDTT-Load Testing <span>▼</span>
*Plan Name	LOAD TEST FORKLIFTS	Est Hours	15.00
Est Labor Cost	745.00	Est Non-Labor Cost	125.00
*Plan Desc	ELECTRIC FORKLIFT LOAD TEST		
Public	8 <input checked="" type="checkbox"/>		
Task(s)	<input type="checkbox"/> (12)		
Part(s)	<input type="checkbox"/> None		
Tool(s)/Equip	<input type="checkbox"/> (4)		
Certification(s)	<input type="checkbox"/> None		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
9		Add	Cancel

Any modifications to the details must be made using the Work Plan Details process.

