

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.

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.

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

Search Criteria ^

Basic Search
Advanced Search

| | |
|---|--|
| Asset Id <input style="width: 90%;" type="text" value=""/> | Work Order Id <input style="width: 90%;" type="text" value=""/> |
| Work Order Status Code ▼ 0 - Open | Stock Number <input style="width: 90%;" type="text" value=""/> |
| 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 |

Search Results ^

i
Please enter criteria and click Search

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

Search Results

Options + Add Edit Print

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

Selected 0/10 10 Items per page 1 - 10 of 388 Items

OR

Select the Advanced Search tab.

Search Criteria

Basic Search **Advanced Search**

And Or Add Expression Add Group

Reset Search

Search Criteria

Basic Search **Advanced Search**

And Or Add Expression Add Group

Condition Cd Is equal to Select an Item

Reset Search

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



Help Reference Guide

Search Results

Options + Add Edit Print

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

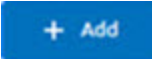
Selected 0/10 1 2 3 4 5 ... 10 items per page items per page items per page items per page 1 - 10 of 388 items






Add a Work Order

Navigation

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

Procedures

Add a Work Order

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



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

Work Order Sub WO 1

Work Order Options ^

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

Work Order Id

Details ^


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

Asset Information v

Point of Contact v


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.


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: 


Sub Work Orders: 1 - OC18
 2 - OC18
 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

Task(s)
 Part(s)
 Tool(s)/Equipment
 Include All






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

Details ↑

| | |
|--|--|
| Asset Id <input type="text"/> | Asset Loc <input type="text"/> |
| Serial Number <input type="text"/> | Stock Number <input type="text"/> |
| * Work Order Status Code <input type="text" value="O - Open"/> | Item Desc <input type="text"/> |
| Work Order Reason <input type="text" value="Select an Item"/> | * Priority Code <input type="text" value="Select an Item"/> |
| NMC <input type="radio"/> No <input type="radio"/> Yes | Avail Date <input type="text" value="month/day/year hour:minute ..."/> |
| Approval Date <input type="text" value="month/day/year hour:minute ..."/> | Receipt Date <input type="text" value="6/28/2023 10:18 AM"/> |
| Return Date <input type="text" value="month/day/year hour:minute ..."/> | * Est Service End Date <input type="text" value="month/day/year hour:minute ..."/> |
| Cond Code <input type="text" value="Select an Item"/> | Job Order Number <input type="text"/> |
| Storage Type Code <input type="text" value="Select an Item"/> | Prep for Shipment Code <input type="text" value="Select an Item"/> |
| Document Number <input type="text"/> | Remarks <input style="width: 100%; height: 40px;" type="text"/> |
| Special Instructions <input style="width: 100%; height: 40px;" type="text"/> | |

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

| | |
|---|--|
| NMC <input type="radio"/> No <input checked="" type="radio"/> Yes | * NMC Status Start Date <input type="text" value="6/27/2023 2:13 PM"/> |
| * NMC Status <input type="text" value="Select an Item"/> | * NMC Start Date <input type="text" value="6/27/2023 2:13 PM"/> |
| | NMC End Date <input type="text" value="month/day/year hour:minute ..."/> |

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

Additional Attributes ^


| | |
|---|---|
| Corrosion Score <input style="width: 90%;" type="text" value="Select an Item"/> | Color <input style="width: 90%;" type="text" value="Select an Item"/> |
| Primers <input style="width: 90%;" type="text" value="Select an Item"/> | Last Painted Date <input style="border: 1px solid #ccc;" type="text" value="month-day-year"/> |
| Topcoats <input style="width: 90%;" type="text" value="Select an Item"/> | |

6. Complete the *Point of Contact* panel.

Point of Contact ^

| | |
|---|--|
| Contact <input style="width: 90%;" type="text"/> | Mobile Number <input style="width: 90%;" type="text"/> |
| Email <input style="width: 90%;" type="text"/> | Remarks <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> |
| Phone Number <input style="width: 90%;" type="text"/> | |


Resend Email
+ Add

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

A.

OR

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

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

Asset Information ^

Asset Overview

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

Asset Details

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

Misc


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

Asset Certifications

| Name | Description |
|------|-------------|
| ASE | -- |
| CDL | -- |

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



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


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

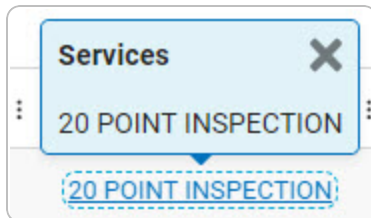
- A. **OR**


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

- 9. Complete the Related Work grid.

- 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 type="text" value="-Select-"/> | * Work Plan Type Code <input type="text" value="-Select-"/> |
| * Sub Priority Code <input type="text" value="-Select-"/> | Work Plan Id <input type="text" value=""/> |
| * Work Plan Desc <input type="text" value=""/> <input type="button" value="Q"/> | * Maintenance Location <input type="text" value=""/> |

Service

| | |
|--|---|
| * Requested Service <input type="text" value=""/> | Service Performed <input type="text" value=""/> |
| * Serviced By <input type="text" value="INTRNL - Internal"/> | Remarks <input type="text" value=""/> |
| Service Start Date <input type="text" value="month/day/year"/> <input type="button" value="Calendar"/> | |
| Service End Date <input type="text" value="month/day/year"/> <input type="button" value="Calendar"/> | |

Technician

| | |
|--|--|
| Team <input type="text" value="-Select-"/> | Average Number of Techs <input type="text" value="N/A"/> |
| * Primary Technician <input type="text" value="-Select-"/> | |

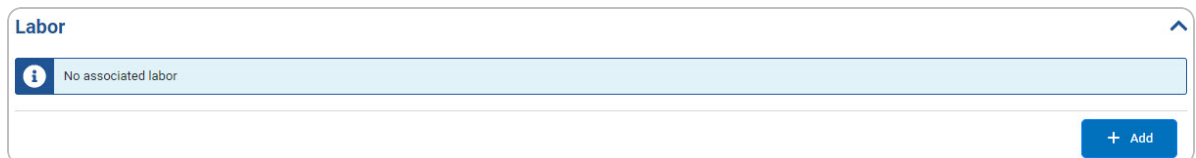
Rate

| | |
|--|---|
| Estimated Labor Hours <input type="text" value=""/> | Estimated Labor Cost <input type="text" value=""/> |
| Actual Labor Hours <input type="text" value="0"/> | Actual Labor Cost <input type="text" value="0"/> |
| Estimated Hours to Perform <input type="text" value=""/> | Estimated Non-Labor Cost <input type="text" value=""/> |
| Actual Hours to Perform <input type="text" value="0"/> | Actual Non-Labor Cost <input 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 25 alphanumeric character field.

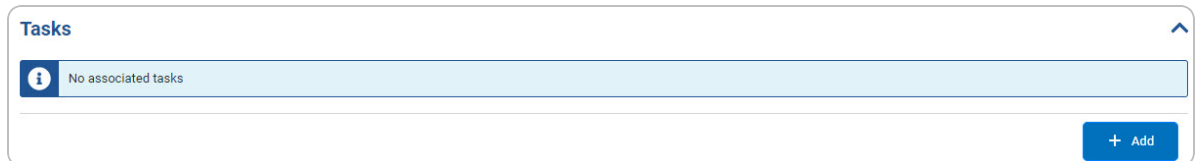
- d. Use ▼ to select the Work Plan Type Cd.
- e. Enter the Maintenance Location in the field provided. *This is a 20 alphanumeric character field.*
- C. *Complete the Service section.*
 - a. Enter the Requested Service in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Use ▼ 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.*



The screenshot shows a panel titled "Labor" with a blue header and a close button (upward arrow). Below the header is a light blue bar with an information icon (i) and the text "No associated labor". At the bottom right of the panel is a blue button with a plus sign and the text "+ Add".

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

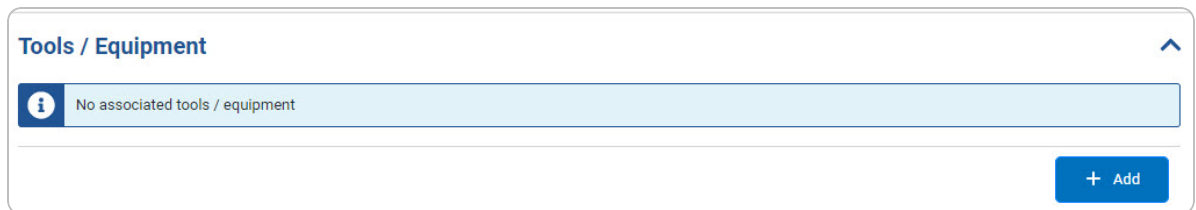
- G. *Complete the Tasks panel.*



The screenshot shows a panel titled "Tasks" with a blue header and a close button (upward arrow). Below the header is a light blue bar with an information icon (i) and the text "No associated tasks". At the bottom right of the panel is a blue button with a plus sign and the text "+ Add".

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

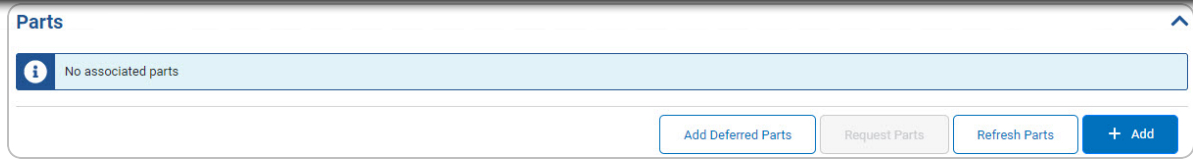
- H. *Complete the Tools / Equipment panel.*



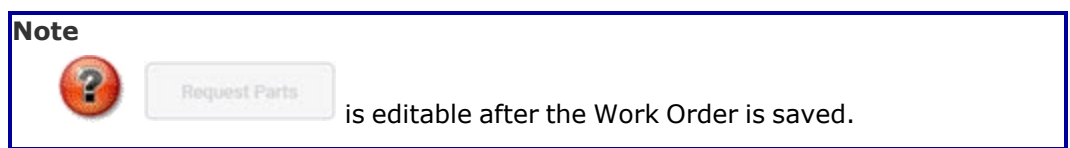
The screenshot shows a panel titled "Tools / Equipment" with a blue header and a close button (upward arrow). Below the header is a light blue bar with an information icon (i) and the text "No associated tools / equipment". At the bottom right of the panel is a blue button with a plus sign and the text "+ Add".

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

- I. *Complete the Parts panel.*



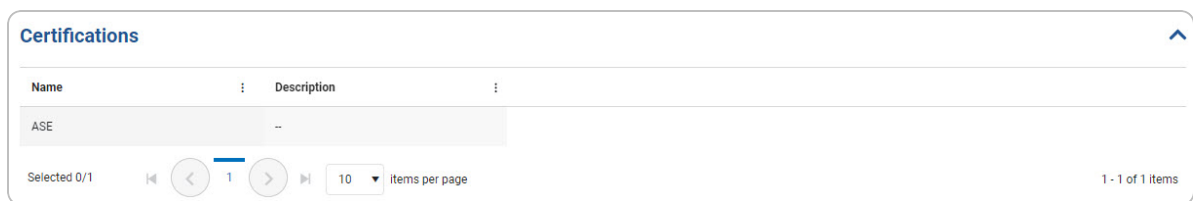
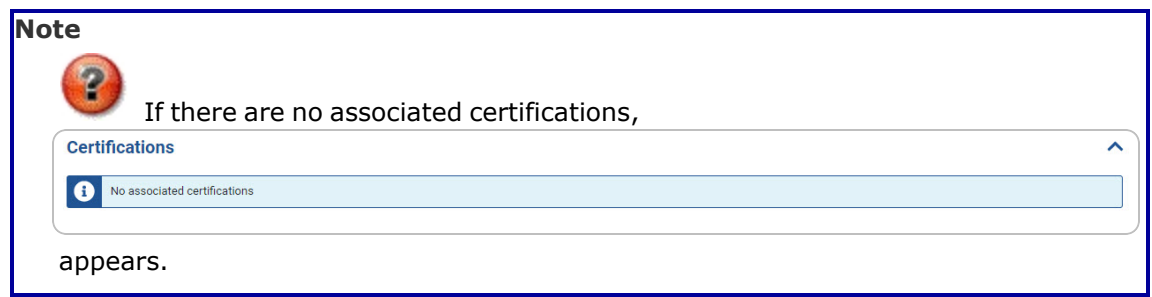
a. Select . The **Deferred Task/Parts** pop-up window appears.



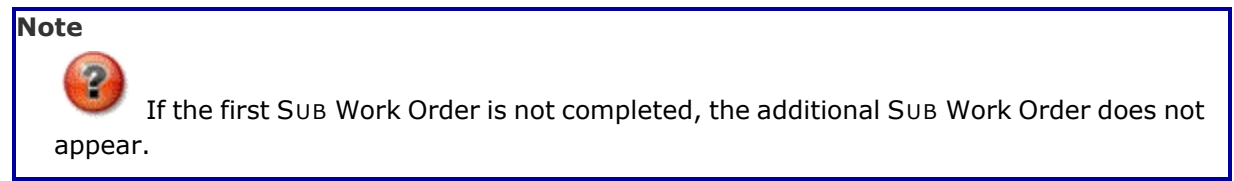
b. Select . The parts panel reloads.

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

J. Verify the Certifications panel.





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



12. Repeat Steps 10-16.



Help Reference Guide




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






Add Labor to a SUB WORK ORDER

Navigation

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

Procedures


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

Add a Labor to a SUB WORK ORDER

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


Add Labor

✕

 A Team has not been selected on the details panel

| | |
|---|---|
| <p>* Technician <input style="width: 90%;" type="text" value="-Select-"/></p> | <p>Base Hours <input style="width: 90%;" type="text" value="0.00"/></p> |
| <p>* Labor Category <input style="width: 90%;" type="text" value="-Select-"/></p> | <p>Overtime Rate <input style="width: 90%;" type="text" value=""/></p> |
| <p>* Rate Type <input style="width: 90%;" type="text" value="-Select-"/></p> | <p>Overtime Hours <input style="width: 90%;" type="text" value="0.00"/></p> |
| <p>Base Rate <input style="width: 90%;" type="text" value=""/></p> | |

✕ Cancel

 Save





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

✕ Cancel

Save

- 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.


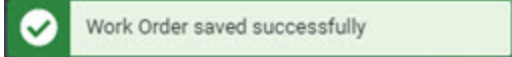




3. Select . Another SUB WO tab appears.

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.

Add Parts
✕

| | |
|---|--|
| <p>* Description <input style="width: 90%;" type="text"/></p> | <p>* Unit Cost <input style="width: 90%;" type="text" value="\$0.00"/></p> |
| <p>* Required Quantity <input style="width: 90%;" type="text" value="0"/></p> | <p>Manufacturer Name <input style="width: 90%;" type="text"/></p> |
| <p>Consumed Quantity <input style="width: 90%;" type="text"/></p> | <p>Manufacturer Part Number <input style="width: 90%;" type="text"/></p> |



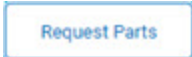

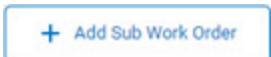
✕ Cancel

Save

- 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.

Add Tools / Equipment ✕

Is Required


* Tool(s)/Equipmen
Description


* Tool(s)/Equipmen
Quantity

Asset Tag /
Serial Number

✕ Cancel

Save

- 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 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 x

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 | HELPTTEST |
| 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.



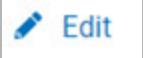
5. Select . *The next SUB Work Order information appears.*
6. Select . *The **Work Order Update** page appears.*






Update a Work Order




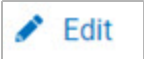
Navigation

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.



Work Order Sub WO 1:UPDATE TRUCK

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

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



Help Reference Guide

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

Asset Information ▲

Asset Overview

| | |
|--|---|
| Stock Number <input style="width: 90%;" type="text" value="12481632640006"/> | Manufacturer Model <input style="width: 90%;" type="text"/> |
| Serial Number <input style="width: 90%;" type="text" value="DM0003"/> | Manufacturer Part <input style="width: 90%;" type="text"/> |
| Secondary Serial Number <input style="width: 90%;" type="text"/> | Manufactured Year <input style="width: 90%;" type="text" value="2012"/> |
| Manufacturer Name <input style="width: 90%;" type="text" value="REBOKCO"/> | |

Asset Details

| | |
|---|--|
| Location <input style="width: 90%;" type="text" value="BLDG 101"/> | Non Accountable <input style="width: 90%;" type="text" value="No"/> |
| Dollar Amount <input style="width: 90%;" type="text" value="200000"/> | Custodian Id <input style="width: 90%;" type="text" value="BRENDA"/> |
| Meter <input style="width: 90%;" type="text" value="D"/> | |



Misc

| | | | |
|-----------------------|-------------------------------------|-----------|--------------------------------|
| Hazmat Code | <input type="text" value="ZZ"/> | CIIC | <input type="text" value="U"/> |
| Demilitarization Code | <input type="text" value="A"/> | RIC | <input type="text" value="0"/> |
| LIN/TAMCN | <input type="text" value="MR000A"/> | CAGE Code | <input type="text"/> |
| ECC | <input type="text" value="LM"/> | UII | <input type="text"/> |
| Precious Metal Code | <input type="text" value="A"/> | | |

Asset Certifications

| Name | Description |
|------|-------------|
| ASE | -- |
| CDL | -- |

Selected 0/2

items per page
 1 - 2 of 2 items

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

Additional Attributes

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

| Incoming | Outgoing |
|---------------------------|----------------------|
| Meter Reading: 36500 | Meter Reading: 36500 |
| Reported Date: 10/23/2018 | Reported Date: |

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

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




- Select . The **Edit Utilization** slide-out window appears.
9. Update the NMC panel.

NMC

[Edit](#) [Delete](#)

| Status | NMC Start Date | NMC End Date | Established By | Last Update By |
|--------|---------------------|---------------------|----------------|----------------|
| NMCM | 07/07/2023 02:24 PM | 07/07/2023 03:15 PM | NMLAW | NMLAW |

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

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

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

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

10. *Verify the Warranty/Services/Subscriptions panel.*

| Warranty/Services/Subscriptions | | | | |
|---------------------------------|-----------------|-----------------------|-----------|---|
| Contractor | Contract Number | Contract Use Code | CLIN/SLIN | Clause Terms |
| 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 |


11. *Verify the Attachments panel.*

| Attachments | |
|---|--|
|   | |

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

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

12. *Update the Maintenance Schedules panel.*

| Maintenance Schedules | | | | |
|---|--------------------|-------------|----------------------|------------|
| Options  | | | | |
| <input type="checkbox"/> | Id | Name | Description | Occurrence |
| <input type="checkbox"/> | AnotherforTest2692 | BT101526Bug | Test maint sched aud | Recurring |

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

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

13. *Update the Related Work panel.*

A. Update the Work Order grid.

Related Work

Work Order (1)

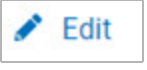
Options Edit

| 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 | 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 | USI Frequency | Last Maint Date | Next Maint Date | Last USI Qty | Next USI Qty | Current Meter Reading |
|---------------------|---------------------|------------|------------------|---------------------|---------------|-----------------|---------------------|--------------|--------------|-----------------------|
| Hugh Hurton Test | 20 POINT INSPECTION | Recurring | Every X Days | Yearly | -- | -- | 11/17/2022 10:00 AM | -- | -- | -- |

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

A. Update the Details panel.

Details

Overview

| | | | |
|-------------------------|---------------------------------|------------------------|---------------------------------|
| * Work Order State Code | RQST - Requested-Awtng Approv ▼ | * 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 Labor panel.

Labor

+ Add Edit Delete

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

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

- a. Click to select the entry. *The Labor Category record is highlighted, and  Edit and  Delete become available.*
- Select . *The **Edit Labor** slide-out window appears.*
- b. **OR**
- Select . *The **Delete Confirmation** pop-up window appears.*


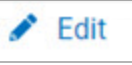

- G. Update the Tasks panel.

Tasks

+ Add Edit Delete

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

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

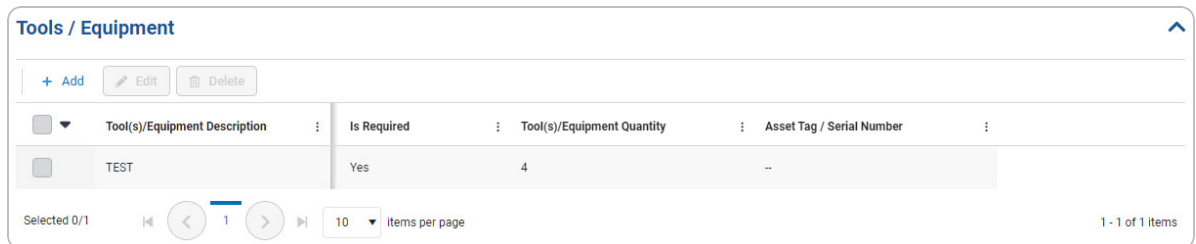
a. Click  to select the entry. *The Task record is highlighted, and  and  become available.*

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




b.
OR

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

H. *Update the Tools/Equipment panel*



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

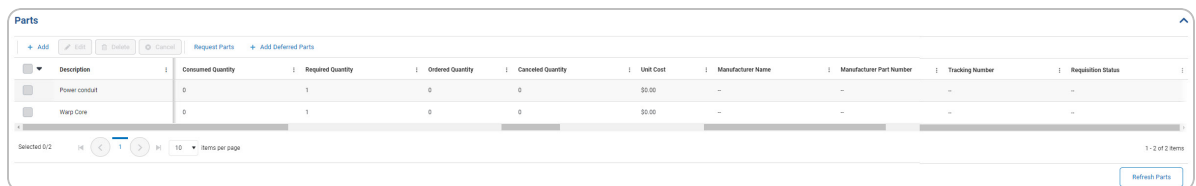
a. Click  to select the entry. *The Tools/Equipment record is highlighted, and  and  become available.*

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

b.
OR

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

I. *Update the Parts panel.*



| Description | Consumed Quantity | Required Quantity | Ordered Quantity | Canceled Quantity | Unit Cost | Manufacturer Name | Manufacturer Part Number | Tracking Number | Requisition Status |
|---------------|-------------------|-------------------|------------------|-------------------|-----------|-------------------|--------------------------|-----------------|--------------------|
| Power console | 0 | 1 | 0 | 0 | \$0.00 | -- | -- | -- | -- |
| Wap Cov | 0 | 1 | 0 | 0 | \$0.00 | -- | -- | -- | -- |

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

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

OR

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

OR


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

OR

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


J. Verify the Certifications panel.

Note



If there are no associated certifications,

Certifications

 No associated certifications

will appear.

Certifications

| Name | Description |
|------|-------------|
| ASE | -- |

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

K. Update the Serviced By panel.



Served By

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

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

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

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

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







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

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




Update the NMC Details

Navigation

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

Procedures



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



Update the NMC Details

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

Edit NMC Details

✕

| | |
|--|--|
| Status <input type="text" value="NMCN"/> | Established By <input type="text" value="NMLAW"/> |
| NMC Start Date <input type="text" value="7/7/2023 2:24 PM"/>  | Last Updated By <input type="text" value="NMLAW"/> |
| NMC End Date <input type="text" value="7/7/2023 3:15 PM"/>  | |



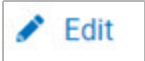


2. Select . The **Edit NMC Details** slide-out window closes and the revised information appears in the NMC panel.







Update Utilization in a Work Order

Navigation

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



Procedures

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



Update Utilization in a Work Order

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

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 .




Meter reading will be reset.

appears.

4. Update the Usage Details grid.

5. Update the Fuel Details grid.



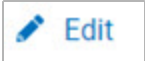


6. Select . The **Edit Utilization** slide-out window closes and the Utilization panel appears.





View a Work Order Attachment

Navigation

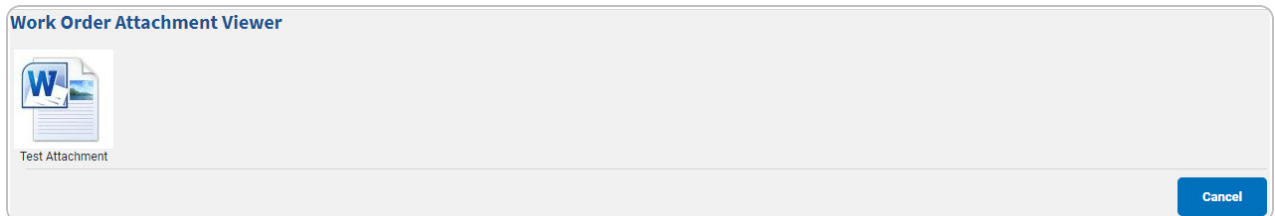
Maintenance > Work Order > Search Criteria >  > Search Results > 
 (desired record) >  > Work Order > Attachments panel >  > Attachments >  > Work Order Attachment Viewer page

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

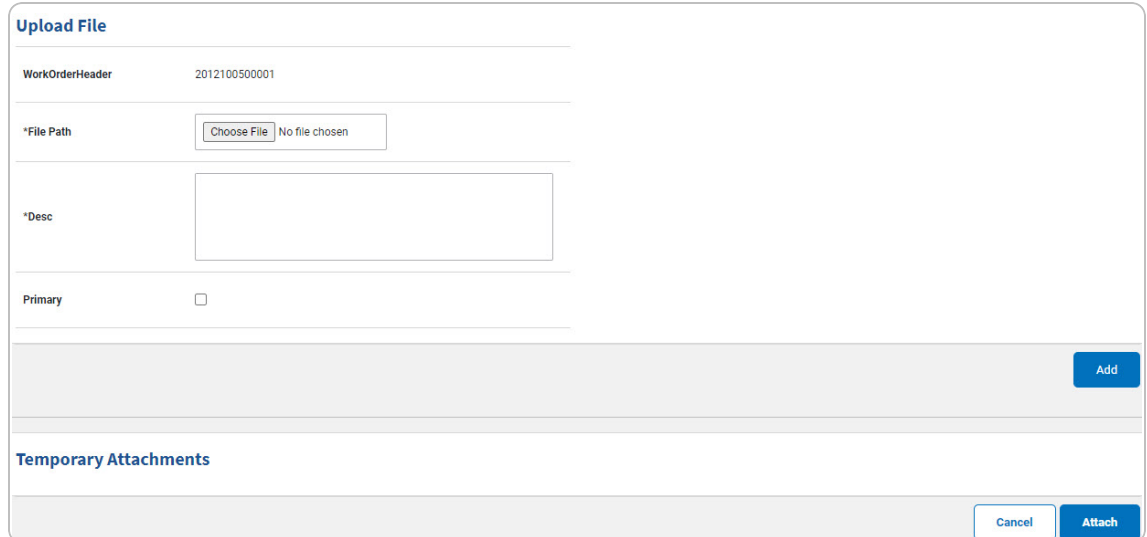
Procedures


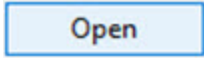

Add a Maintenance Attachment

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.



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 |
|------------------------|---------------|---------|------|
| Remove | Help Document | 17.68KB | DOCX |

- Repeat Steps 3 - 8 to attach multiple documents.

Remove an Attachment


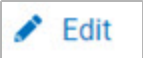


Select the Remove hyperlink next to the desired document. *The document is deleted from the screen.*

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




Update Labor in a SUB WORK ORDER


Navigation

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

Procedures

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

Update Labor in a SUB WORK ORDER

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





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) > > Work Order > SUB WO tab > Tasks panel > > Tasks >
 (desired record) > > Edit Task slide-out window

Procedures

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

Update a Task in a SUB WORK ORDER

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

Edit Task
✕

* Step Description

Add Step Test Task

Allowable Result

Actual Result



Actual Hours to Perform

✕ Cancel

Save




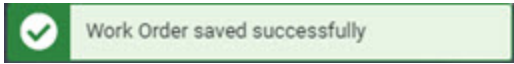
Help Reference Guide

- A. Update the Step Description, entering the revised information in the field provided. *This is a 1024 numeric character field.*
3. Select . *The information is saved under the Tasks Results Grid.*
4. Select . *Another SUB WO tab appears.*





Note



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

5. Select . The  appears at the 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




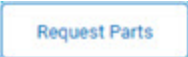

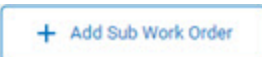
1. Click to select the row(s) in the Parts grid. *The selected Part entry is highlighted, and , , and become available.*
2. Select . *The **Edit Parts** slide-out window appears.*

Edit Parts
✕

| | |
|---|---|
| <p>* Description <input style="width: 90%;" type="text" value="TEST"/></p> | <p>* Unit Cost <input style="width: 90%;" type="text" value="\$1.00"/></p> |
| <p>* Required Quantity <input style="width: 90%;" type="text" value="17"/></p> | <p>Manufacturer Name <input style="width: 90%;" type="text"/></p> |
| <p>Consumed Quantity <input style="width: 90%;" type="text" value="100,000,000,000,000"/></p> | <p>Manufacturer Part Number <input style="width: 90%;" type="text"/></p> |




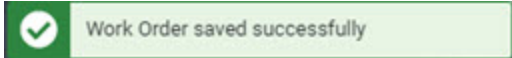
Help Reference Guide

- 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.*


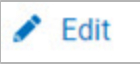

Delete Parts in a SUB WORK ORDER

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

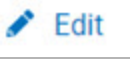

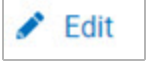
Navigation

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



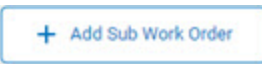
* Tool(s)/Equipment Quantity

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

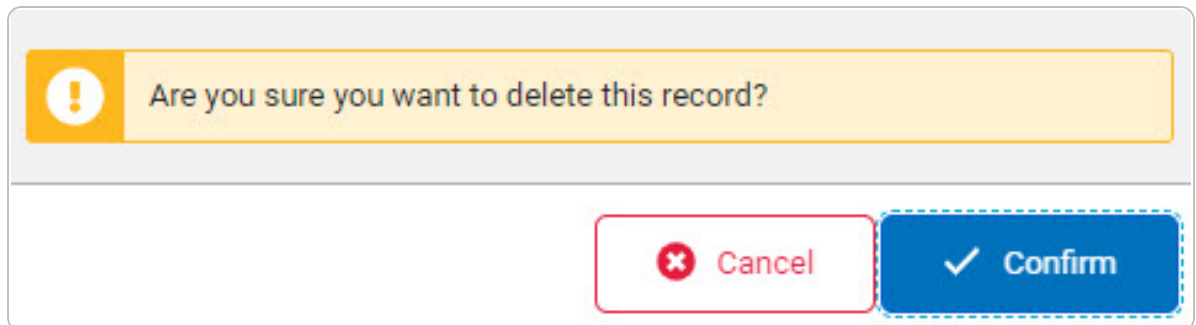
Maintenance > Work Order > Search Criteria > > Search Results > *VARIOUS PROCEDURAL STEPS* > Delete Confirmation pop-up window

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.

1. 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.

Print Options

Print Work Order

Form Type

Print Type

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.



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:

Sub Work Order(s)

Options

| <input type="checkbox"/> | Work Order ID | Work Order Status Code | Sub Work Order Description | Sub Work Order State Code | Receipt |
|--------------------------|---------------|------------------------|----------------------------|---------------------------|---------|
| <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:

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 .



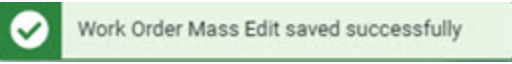
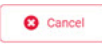
- A. Select  . All selected **SUB WORK ORDERS** are updated.
6. Update the **SUB WORK ORDER(s)** grid.

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 | ROST | 10/03/2012 12:00 AM | -- | -- | 1 | 10/08/2012 12:00 AM | -- | -- |
| 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 Results >

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

Procedures

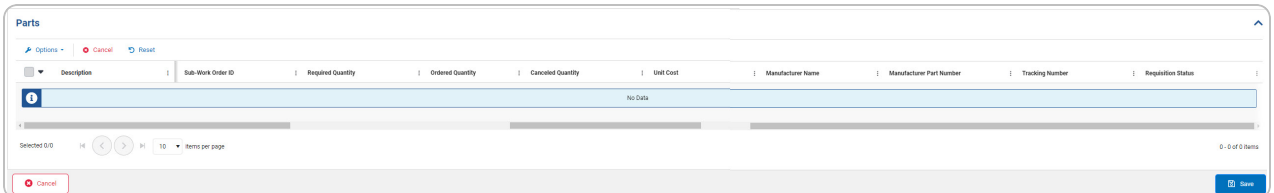
Cancel Parts Request(s)

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.*



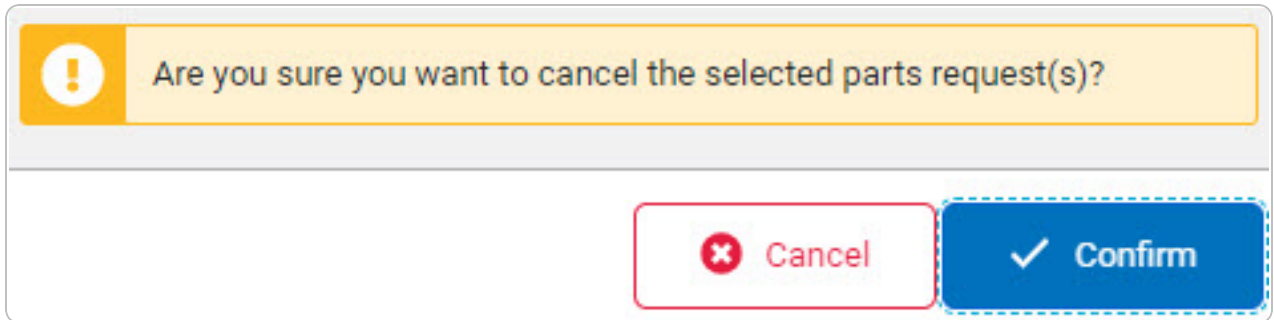
3. Select . *The **Cancel Parts Request(s)** page appears.*





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.*





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.*



Mass Updates

Team:

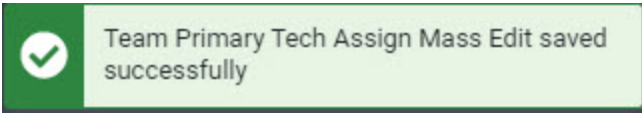
* Primary Technician:

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.