Completing PM Work Orders

Completing PM Work Orders:

Engineers may update and complete work orders from the field using a handheld device or by following the steps described below.

Note:

- Work orders can only be completed if they are in the Issued List.

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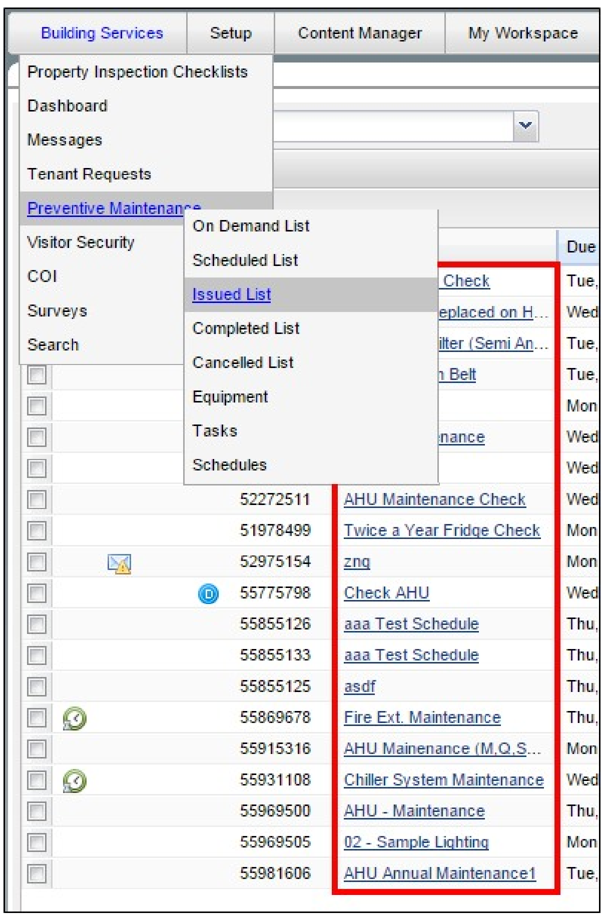
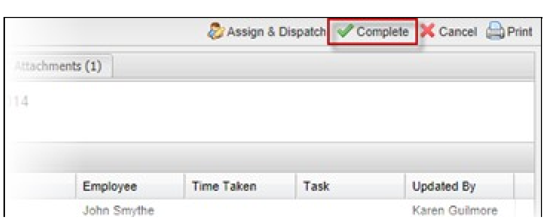
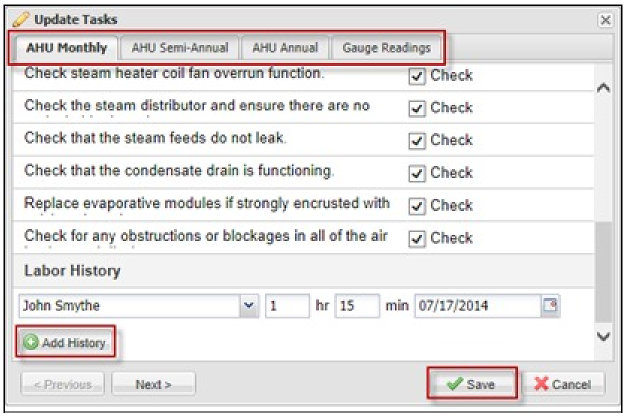
1. Locate the work order that needs to be completed. Users can use the list filters to assist with the search.
2. Click on the work order's title to open the Work Order Details screen.



3. Near the top-right corner of the Work Order Details screen, click **Complete**.



4. In the window that opens, users will have the opportunity to enter any previously unrecorded information, such as task completion or gauge readings.
5. Users can also add to the labor history by clicking **Add History**. Users can use this section to track the time taken by multiple people by creating a separate entry for each person.
6. If there are multiple tasks, users can use the **Previous** or **Next** buttons to update information related to each task, or click on the tabs at the top of the screen.
    - Each task has its own labor history section.
7. Click **Save** to save any updates provided.



8. In the Complete Work Order screen that is displayed next, enter any notes concerning the completion of the work order
9. Users can also indicate if a supervisor should be notified. See The Notify Supervisor Flag for additional details.
10. Click **Save** once finished. The completed work order is moved to the Completed List.