





# Cancelling PM Work Orders

## *Cancelling PM Work Orders:*

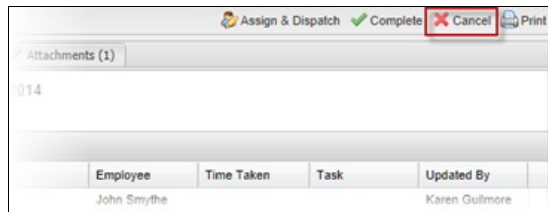
### Auto-Cancelled Work Orders

- Work orders are automatically cancelled when the next work order from the schedule is due.
- When work orders are created from a schedule, a cancellation date is determined for each work order, which is the due date plus one period. For example, if a work order is due on January 1, it appears in the list on December 15, because by default, the system displays it 14 days in advance. If it is not completed by February 1 when the next one is due to be completed, the system auto-cancels the one dated January 1.
- Automatic cancellations are processed overnight.
- Cancelled work orders are listed in the Cancelled List.

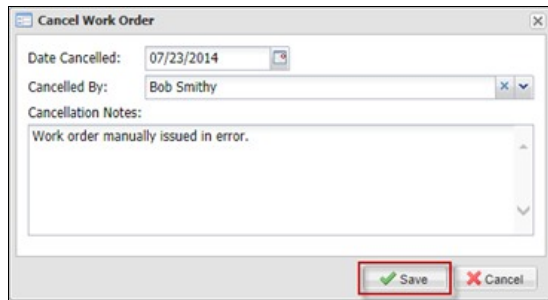
### Cancelling a Work Order

Work Orders that are in the On Demand, Scheduled, Issued and Completed lists can be cancelled.

1. Open the desired work order. See [Finding PM Work Orders](#) for more information.
2. Click the **Cancel** button. This will open the Cancel Work Order window.



3. In the Cancel Work Order window, enter the following information:
  - Date Cancelled (current date is the default)
  - Cancelled By
  - Cancellation notes (the reason the work order was cancelled).



4. Once finished, click **Save** to cancel the work order. The work order is moved to the Cancelled List.