What you need to know:

Only the Primary Crew should close the work order. If you are a member of the primary crew, please proceed with the documented steps. If you are a secondary crew on the work order, follow these steps: FMM_WO_SecLaborClose.pdf

PROCEDURE

1. Open the **Work Order form** and query the work order number to be closed.

    Work Order Form – Primary Labor Section

    NOTE: If you are a member of the primary crew, please proceed.

2. Right click on the WO Number and select Close…

    Work Order Form – Work Order Field

3. The Work Order Closing Form will open.

Work Order Closing Form – Header Section

NOTE: Make SURE to delete any Cause associated with this work order BEFORE closing it. Click in the field and delete the text. (See below)

4. Click on the Crews tab.

Work Order Closing Form – Crews Tab

NOTE: The secondary labor crews should have either **COMPLETE** or **CANCELED** for work order to be closed. If the Status is OPEN or NEW, then the work order MUST remain OPEN.

5. Click on the Labor tab.

Work Order Closing Form – Labor Tab

NOTE: Check to make sure all Labor is posted.

6. Click on the Material Tab.

Work Order Closing Form – Material Tab

NOTE: BENCHSTOCK only materials should be charged here. Please refer to the SOP for entering Benchstock on Work orders:

http://www.utexas.edu/campusplanning/informationmgmt/docs/FMM_WOClose_EnterBenchstock.pdf

7. If all has been charged, click on the Work Order tab to close the WO.

Work Order Closing Form – Work Order Tab – Work Data Section

a. **Status -** Change to CLOSED by either using the LOV button, or typing in the Status.
b. Click the Save icon or press Ctrl+S to save the change.