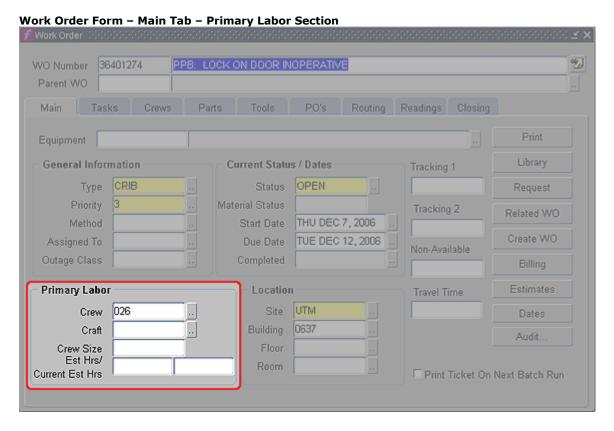
Closing/Canceling Work Orders for Secondary Labor



PROCEDURE

1. Open the Work Order form, and query the appropriate work order number.



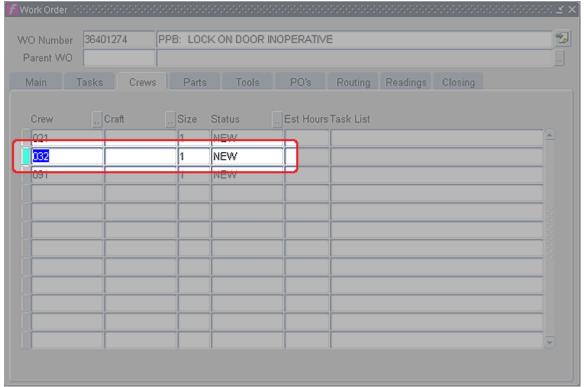
a. Only the PRIMARY crew can close or cancel the work order. If you are assigned to the Primary Labor Crew, see either the Work Order Closing or the Work Order Canceling SOP to close or cancel the request.

Closing/Canceling Work Orders for Secondary Labor



2. Click on the Crews tab and select your crew from the list (blue block indicates selected row).

Work Order Form - Crews Tab - Crews Section



- a. **Status** Select the appropriate status by either typing directly into the field or click the LOV button at the top of the column. Valid inactive statuses are:
 - CANCELED Indicates neither labor nor materials have been posted to the Work Order, and no further action is required by the Secondary Crew; verify this by running the WO Cost Summary Report.
 - (1) Right click on the Work Order number and select Cost Summary.
 - ii) COMPLETE All required work has been performed by the Secondary Crew and any materials have been posted. Refer to the SOPs for Labor Entry and for WO Close Enter Benchstock.
- b. Click the save icon or press Ctrl+S to save.
- c. Close the Work Order form.