

# Closing/Canceling Work Orders for Secondary Labor

## PROCEDURE

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

### Work Order Form – Main Tab – Primary Labor Section

The screenshot shows the 'Work Order' form with the following details:

- WO Number: 36401274
- Parent WO: [Empty]
- Equipment: [Empty]
- General Information:
  - Type: CRIB
  - Priority: 3
  - Method: [Empty]
  - Assigned To: [Empty]
  - Outage Class: [Empty]
- Current Status / Dates:
  - Status: OPEN
  - Material Status: [Empty]
  - Start Date: THU DEC 7, 2006
  - Due Date: TUE DEC 12, 2006
  - Completed: [Empty]
- Primary Labor (highlighted in red):
  - Crew: 026
  - Craft: [Empty]
  - Crew Size: [Empty]
  - Est Hrs: [Empty]
  - Current Est Hrs: [Empty]
- Location:
  - Site: UTM
  - Building: 0637
  - Floor: [Empty]
  - Room: [Empty]
- Tracking 1, 2, Non-Available, Travel Time: [Empty]
- Buttons: Print, Library, Request, Related WO, Create WO, Billing, Estimates, Dates, Audit...
- Print Ticket On Next Batch Run:

- 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.

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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

Crew	Craft	Size	Status	Est Hours	Task List
031		1	NEW		
032		1	NEW		
031		1	NEW		

- 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:
  - i) **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.