

## PROCEDURE

This procedure covers how to Close or Cancel multiple work orders that appear in a work bench. There are multiple ways to get to a workbench, but process is the same.

rent Schedule		*****************		
ler All Active	Work Orders			▼ Edit
Building	Equipment	Due Date	WO Number	Description
0903	EQ105949	THU APR 9, 2020	38120243	QUARTERLY OFFICE TYPE AHU PM
0767	EQ105942	FRI APR 3, 2020	38120232	QUARTERLY OFFICE TYPE AHU PM
0760	EQ105919	FRI APR 3, 2020	38120238	QUARTERLY OFFICE TYPE AHU PM
0194	EQ105902	THU MAR 5, 2020	38108426	QUARTERLY OFFICE TYPE AHU PM
0765	EQ105917	FRI JAN 24, 2020	38095930	QUARTERLY OFFICE TYPE AHU PM
0900	EQ034229	THU SEP 10, 2015	37428134	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034228	THU SEP 10, 2015	37430280	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0194	EQ026226	TUE AUG 11, 2015	37426584	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034229	TUE MAR 10, 2015	37428133	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034228	TUE MAR 10, 2015	37430279	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0194	EQ026226	WED FEB 11, 2015	37426583	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034229	WED SEP 10, 2014	37428132	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034228	WED SEP 10, 2014	37430278	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0194	EQ026226	MON AUG 11, 2014	37426582	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034229	MON MAR 10, 2014	37428131	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034228	MON MAR 10, 2014	37430277	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0194	EQ026226	TUE FEB 11, 2014	37426581	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034229	TUE SEP 10, 2013	37428130	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
0900	EQ034228	TUE SEP 10, 2013	37430276	ANNUAL 000 AHU AND PNEUMATIC MAINTENANCE
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sign W Clo	se WO Close Error.	Export Express	. Labor	Reports View PR Print Conv to Pr

Scenario: You want to close all the work orders for 2015 from this workbench.

- 1. Click the yellow question mark for query and type the following in the due date: %2015%.
- 2. Click Execute.

f Current	tSchedule 🖂				***************************************	:::: <b>≚</b> ×
Folder	All Active W	/ork Orders			▼ Edit	
	<b>D</b> 111	- · · ·				
	Building	Equipment	Due Date	WO Number	Description	
			%201 <mark>5</mark> %			
				]		



Notice that now all the work orders shown from the query are all dated 2015.

3. Click the "CLOSE WO" button on the bottom of the screen.

r All Active	Work Orders			▼ Edit
Building	Equipment	Due Date	WO Number	Description
0801	EQ027169	THU OCT 8, 2015	37426563	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0801	EQ027169	THU OCT 8, 2015	37431945	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0801	EQ027168	THU OCT 8, 2015	37426554	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0801	EQ027168	THU OCT 8, 2015	37431940	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
777	EQ026627	WED OCT 7, 2015	37430854	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
777	EQ026627	WED OCT 7, 2015	37430826	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
777	EQ026624	WED OCT 7, 2015	37426615	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
777	EQ026624	WED OCT 7, 2015	37431969	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0921	EQ026696	TUE OCT 6, 2015	37426769	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0921	EQ026696	TUE OCT 6, 2015	37432151	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0921	EQ026695	TUE OCT 6, 2015	37426755	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0921	EQ026695	TUE OCT 6, 2015	37432123	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0801	EQ027191	FRI OCT 2, 2015	37425164	MTHLY-EXHAUST FAN MAINTENANCE INSTRUCTIONS
0190	EQ026892	FRI OCT 2, 2015	37431962	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0194	EQ026244	FRI OCT 2, 2015	37427670	SEMI-MANUAL OPERATED DOOR MAINTENANCE INSTRUC
0194	EQ026243	FRI OCT 2, 2015	37427660	SEMI-MANUAL OPERATED DOOR MAINTENANCE INSTRUC
0194	EQ026241	FRI OCT 2, 2015	37427365	SEMI-ELECTRIC OPERATED DOOR MAINTENANCE INSTRU
0194	EQ026240	FRI OCT 2, 2015	37427356	SEMI-ELECTRIC OPERATED DOOR MAINTENANCE INSTRU
0765	EQ025124	FRI OCT 2, 2015	37426231	QTRLY-EXHAUST FAN MAINTENANCE INSTRUCTIONS
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## 4. Click OK in the Checkbox Needed dialogue box.

er All Active	Work Orders				* Edit
Building	Equipment	Due Date	WO Number	Descriptio	n
0801	EQ027169	THU OCT 8, 2015	37426563	SEMI-SPLIT SYSTEM (A/C & FURN	ACE) MAINTENANCE INS
0801	EQ027169	THU OCT 8, 2015	37431945	ANNUAL-SPLIT SYSTEM (A/C & FU	RNACE) MAINTENANCE
0801	EQ027168	THU OCT 8, 2015	37426554	SEMI-SPLIT SYSTEM (A/C & FURN	ACE) MAINTENANCE INS
0801	EQ027168	THU OCT 8, 2015	37431940	ANNUAL-SPLIT SYSTEM (A/C & FU	RNACE) MAINTENANCE
0777	EQ026627	WED OCT 7, 2015	37430854	ANNUAL-SPLIT SYSTEM (A/C & FL	RNACE) MAINTENANCE
0777	EQ026627	WED OCT 7, 20 Checkb	n Needed		CE) MAINTENANCE INS
0777	EQ026624	WED OCT 7, 20	UXINEEUEU		CE) MAINTENANCE INS
0777	EQ026624	WED OCT 7, 20			NACE) MAINTENANCE
0921	EQ026696	TUE OCT 6, 20'	* Please us	e the checkbox(es) to specify work order	CE) MAINTENANCE INS
0921	EQ026696	TUE OCT 6, 201	number(s)		NACE) MAINTENANCE
0921	EQ026695	TUE OCT 6, 201			CE) MAINTENANCE INS
0921	EQ026695	TUE OCT 6, 201		(OK)	NACE) MAINTENANCE
0801	EQ027191	FRI OCT 2, 201:			E INSTRUCTIONS
0190	EQ026892	FRI OCT 2, 2015	37431962	ANNUAL-SPLIT SYSTEM (A/C & FU	RNACE) MAINTENANCE
0194	EQ026244	FRI OCT 2, 2015	37427670	SEMI-MANUAL OPERATED DOOR	MAINTENANCE INSTRUC
0194	EQ026243	FRI OCT 2, 2015	37427660	SEMI-MANUAL OPERATED DOOR	MAINTENANCE INSTRUC
0194	EQ026241	FRI OCT 2, 2015	37427365	SEMI-ELECTRIC OPERATED DOOF	MAINTENANCE INSTRU
0194	EQ026240	FRI OCT 2, 2015	37427356	SEMI-ELECTRIC OPERATED DOOP	R MAINTENANCE INSTRU
0765	EQ025124	FRI OCT 2, 2015	37426231	QTRLY-EXHAUST FAN MAINTENAM	ICE INSTRUCTIONS
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- 5. Select the work orders to be closed or cancelled. To do that:
  - Select the checkbox at the top of the checkbox column. This selects all the checkboxes in the window.
  - Or select the checkbox next to each row. This selects/deselects that particular work order.

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## 6. Click the Close WO button.

de	All Active	Work Orders			Edit
8	Building	Equipment	Due Date	WO Number	Description
0	801	EQ027169	THU OCT 8, 2015	37426563	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0	801	EQ027169	THU OCT 8, 2015	37431945	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0	801	EQ027168	THU OCT 8, 2015	37426554	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0	801	EQ027168	THU OCT 8, 2015	37431940	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0	777	EQ026627	WED OCT 7, 2015	37430854	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
1	777	EQ026627	WED OCT 7, 2015	37430826	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0	777	EQ026624	WED OCT 7, 2015	37426615	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0	777	EQ026624	WED OCT 7, 2015	37431969	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
1	921	EQ026696	TUE OCT 6, 2015	37426769	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
1	921	EQ026696	TUE OCT 6, 2015	37432151	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0	921	EQ026695	TUE OCT 6, 2015	37426755	SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
0	921	EQ026695	TUE OCT 6, 2015	37432123	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
1	801	EQ027191	FRI OCT 2, 2015	37425164	MTHLY-EXHAUST FAN MAINTENANCE INSTRUCTIONS
0	190	EQ026892	FRI OCT 2, 2015	37431962	ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
0	194	EQ026244	FRI OCT 2, 2015	37427670	SEMI-MANUAL OPERATED DOOR MAINTENANCE INSTRUC
1	194	EQ026243	FRI OCT 2, 2015	37427660	SEMI-MANUAL OPERATED DOOR MAINTENANCE INSTRUC
1	194	EQ026241	FRI OCT 2, 2015	37427365	SEMI-ELECTRIC OPERATED DOOR MAINTENANCE INSTRU
1	)194	EQ026240	FRI OCT 2, 2015	37427356	SEMI-ELECTRIC OPERATED DOOR MAINTENANCE INSTRU
1	765	EQ025124	FRI OCT 2, 2015	37426231	QTRLY-EXHAUST FAN MAINTENANCE INSTRUCTIONS
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7. The Close Work Order(s) dialogue box pops up. The selections you make here will be applied to ALL of the work orders selected.

der All Active	Work Orders				Edit
Building	Equipment	Due Date	WO Number	Descri	ption
0801	EQ027169	THU OCT 8, 2015	37426563	SEMI ODIT SVOTEM (A/C & EL	IDNACE MAINTENANCE INS
0801	EQ027169	THU OCT 8, 2015	f Close Work Ord	er(s)	E) MAINTENANCE
0801	EQ027168	THU OCT 8, 2015	_		MAINTENANCE INS
0801	EQ027168	THU OCT 8, 2015	Status		E) MAINTENANCE
0777	EQ026627	WED OCT 7, 2015			E) MAINTENANCE
0777	EQ026627	WED OCT 7, 2015	Completed		MAINTENANCE INS
0777	EQ026624	WED OCT 7, 2015	_		MAINTENANCE INS
0777	EQ026624	WED OCT 7, 2015	Condition		E) MAINTENANCE
0921	EQ026696	TUE OCT 6, 2015	Cause		MAINTENANCE INS
0921	EQ026696	TUE OCT 6, 2015	Action		E) MAINTENANCE
0921	EQ026695	TUE OCT 6, 2015			MAINTENANCE INS
0921	EQ026695	TUE OCT 6, 2015			E) MAINTENANCE
0801	EQ027191	FRI OCT 2, 2015		Carrel	ISTRUCTIONS
0190	EQ026892	FRI OCT 2, 2015		Cancer	E) MAINTENANCE
0194	EQ026244	FRI OCT 2, 2015			TENANCE INSTRUC
0194	EQ026243	FRI OCT 2, 2015			TENANCE INSTRUC
0194	EQ026241	FRI OCT 2, 2015	37427365	SEMI-ELECTRIC OPERATED DO	OOR MAINTENANCE INSTRU
0194	EQ026240	FRI OCT 2, 2015	37427356	SEMI-ELECTRIC OPERATED DO	OOR MAINTENANCE INSTRU
0765	EQ025124	FRI OCT 2, 2015	37426231	QTRLY-EXHAUST FAN MAINTEI	NANCE INSTRUCTIONS
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8. Make the following selections in the Close Work Order(s) dialogue box:

	Building	Equipment	Due Date	WO Number		Description	
	01	EQ027169	THU OCT 8, 2015	27426663	CEMI SDI IT SVSTEM	AIC & ELIDNACEL	AINTENANCE INS
08	01	EQ027169	THU OCT 8, 2015	f Close Work Ord		- E	E) MAINTENANCE
08	01	EQ027168	THU OCT 8, 2015			N	AINTENANCE INS
080	01	EQ027168	THU OCT 8, 2015	Status		18	E) MAINTENANCE
07	77	EQ026627	WED OCT 7, 2015			- m (	E) MAINTENANCE
07	77	EQ026627	WED OCT 7, 2015	Completed			AINTENANCE INS
07	77	EQ026624	WED OCT 7, 2015			N	AINTENANCE INS
07	77	EQ026624	WED OCT 7, 2015	Condition		18	E) MAINTENANCE
092	21	EQ026696	TUE OCT 6, 2015	Cause		N	AINTENANCE INS
092	21	EQ026696	TUE OCT 6, 2015	Action	-	1	EV MAINTENANCE
092	21	EQ026695	TUE OCT 6, 2015	Action	Statuses		
092	21	EQ026695	TUE OCT 6, 2015				
08	01	EQ027191	FRI OCT 2, 2015	01	Find %		
01	90	EQ026892	FRI OCT 2, 2015	UK			
019	94	EQ026244	FRI OCT 2, 2015		Status	Complete Indic	cator Comments
01	94	EQ026243	FRI OCT 2, 2015		BLKT_ORDER	N	BLANKET WORK ORDER (R
019	94	EQ026241	FRI OCT 2, 2015	37427365	S CANCELED	N	WORK ORDER HAS BEEN C
019	94	EQ026240	FRI OCT 2, 2015	37427356	S CLOSED	N	WORK ORDER HAS BEEN C
07	65	EQ025124	FRI OCT 2, 2015	37426231	C RWO_DONE	N	ROUTE WORK ORDER COM
4					SUPERSEDED	N	DO NOT DELETE THIS STAT
		Close Error	Eurort Eurora	Labor	WORK_DONE	N	WORK COMPLETED MOB
aign	VV 0109	Gluse End	Export Expres	Lanhi Tanhi			
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• In the Status field: Select either CLOSED or CANCELLED.



• In the Completed field: Enter date.

old	er All Active	Work Orders			* ] Edit
	Building	Equipment	Due Date	WO Number	Description
	0801	EQ027169	THU OCT 8, 2015	INTER CARAGERS	ULT SYSTEM (A/C & EURNACE) MAINTENANCE INS
	0801	EQ027169	THU OCT 8, 2015	f Close Work Order(s)	E) MAINTENANCE
	0801	EQ027168	THU OCT 8, 2015		MAINTENANCE INS
	0801	EQ027168	THU OCT 8, 2015	Status CLOSED	E) MAINTENANCE
	0777	EQ026627	WED OCT 7, 2015		E) MAINTENANCE
	0777	EQ026627	WED OCT 7, 2015	Completed IUE MAR	0, 2020 12:00AN MAINTENANCE INS
	0777	EQ026624	WED OCT 7, 2015		MAINTENANCE INS
	0777	EQ026624	WED OCT 7, 2015	Condition	E) MAINTENANCE
	0921	EQ026696	TUE OCT 6, 2015	Cause	MAINTENANCE INS
	0921	EQ026696	TUE OCT 6, 2015	Action	E) MAINTENANCE
	0921	EQ026695	TUE OCT 6, 2015	Action	MAINTENANCE INS
	0921	EQ026695	TUE OCT 6, 2015		E) MAINTENANCE
	0801	EQ027191	FRI OCT 2, 2015		ISTRUCTIONS
	0190	EQ026892	FRI OCT 2, 2015	OK	E) MAINTENANCE
	0194	EQ026244	FRI OCT 2, 2015		TENANCE INSTRUC
	0194	EQ026243	FRI OCT 2, 2015		TENANCE INSTRUC
	12121	Para a second second	Transfer of some of the source of	Encode and the second second second second	

• In the Cause field: If cancelled, select the CAUSE.

older All Ac	tive Work Orders					- Edit
Buildir	ng Equipment	Due Date	wo	Number	Description	
0801	EQ027169	THU OCT 8, 2015	37431	145 LAN	NUAL-SPLIT SYSTEM (A/C & EURN	ACE) MAINTENANCE
0801	EQ027169	THU OCT 8, 2015	3742	Close Work (	Order(s)	NANCE INS
0801	EQ027168	THU OCT 8, 2015	3743			NTENANCE
0801	EQ027168	THU OCT 8, 2015	3742	Status	CANCELED	NANCE INS
0777	EQ026627	WED OCT 7, 2015	3743			NANCE INS
0777	EQ026627	WED OCT 7, 2015	3743	Completed	TUE MAR 10, 2020 12:00AN	NTENANCE
0777	EQ026624	WED OCT 7, 2015	3743			NTENANCE
0777	EQ026624	WED OCT 7, 2015	3742	Condition		INANCE INS
0921	EQ026696	TUE OCT 6, 2015	3743	Cause	LACK MNPWR	NTENANCE
0921	EQ026696	TUE OCT 6, 2015	3742	Action		NANCE INS
0921	EQ026695	TUE OCT 6, 2015	3742	Action		NANCE INS
0921	EQ026695	TUE OCT 6, 2015	3743			NTENANCE
0801	EQ027191	FRI OCT 2, 2015	3742	-		TIONS
0190	EQ026892	FRI OCT 2, 2015	3743	OK	Cancel	NTENANCE
0194	EQ026244	FRI OCT 2, 2015	3742			E INSTRUC
0194	EQ026243	FRI OCT 2, 2015	3742			E INSTRUC
0194	EQ026241	FRI OCT 2, 2015	37427	365 SE	MI-ELECTRIC OPERATED DOOR M	AINTENANCE INSTRU

Note: This info will be applied to all work orders selected.

9. Click the OK button to start the close operation.

Note: Be patient. If closing a large number of work orders, this operation will take some time. You will see the icon swirling for a minute or so.



10. The Results dialogue pops up. It describes all the work orders you closed.

- 1082 were selected
- 1081 were closed or cancelled

There is one work order with an active PO, which caused the close operation for that work order to fail.

suns				
	Total Selected Wor	k Orders 1082		
	Total Children Wor	k Orders 0		* Edit
	Work Order	s Closed 1081		Description
	Work Orders Co	ompleted 0		ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
				SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
Not Processe	d Due To			ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
Route work	order has open child wo	rk orders 0		SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
				SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
	Active PRE	Q exists 0		ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
	Antin D	O surists 1		ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
	Active P	O exists		SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
	Active material reque	stexists 0		ANNUAL-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE
				SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
	Estimate WO with no e	stimates 0		SEMI-SPLIT SYSTEM (A/C & FURNACE) MAINTENANCE INS
				ANNUAL-SPLIT STSTEM (A/C & FURNACE) MAINTENANCE
		OK		SEMI-MANUAL OPERATED DOOR MAINTENANCE INSTRUC
				SEMI-ELECTRIC OPERATED DOOR MAINTENANCE INSTRU
0194	EQ026240	FRI OCT 2, 2015	37427356	SEMI-ELECTRIC OPERATED DOOR MAINTENANCE INSTRU
0765	EQ025124	FRI OCT 2, 2015	37426231	QTRLY-EXHAUST FAN MAINTENANCE INSTRUCTIONS
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In this scenario, you now want to narrow down the query for another batch of work orders to be closed.

- 11. Re-query with a Due Date of 2015 and a Description including the key word DOOR.
- 12. Repeat steps 3 through 6 from above.

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Curre	nt Schedule	1.1.1.1.1.1.1						·.·.·.		·····	·.·.·.		••••••	
Folde	r All Act	ive Work C	Orders											
	Building		Equipme	nt		Due Da	te		W	/O Nun	nber			Descripti
					%2015	5%						%DOOR%		



13. Make the following selections in the Close Work Order(s) dialogue box.

f Current Schedule									
Folder All Active Work Orders Edit									
Building	Equipment	Close Wo	rk Order(s)	Description					
)194	EQ026244	FR							
)194	EQ026243	FR		ATED DOOR MAINTENANCE INSTRUCT					
)194	EQ026241	FR State	is CLOSED	RATED DOOR MAINTENANCE INSTRUC					
)194	EQ026240	FR Complete	ed TUE MAR 10, 2020	12:00AN					
)803	EQ025838	TH		OR MAINTENANCE INSTRUCTIONS					
)754	EQ026008	TU		DOOR OPERATOR MAINTENANCE INST					
932 🗹 🦉	EQ026491	FR	on [	RATED DOOR MAINTENANCE INSTRUC					
932 🗹 🦉	EQ026490	FR Caus	se	RATED DOOR MAINTENANCE INSTRUC					
)873	EQ035089	TUI Actio	on	OR MAINTENANCE INSTRUCTIONS					
)873	EQ035088	TU		OR MAINTENANCE INSTRUCTIONS					
)873	EQ035087	TU		OR MAINTENANCE INSTRUCTIONS					
)962	EQ034151		Cancel	OR MAINTENANCE INSTRUCTIONS					
962	EQ034150			OR MAINTENANCE INSTRUCTIONS					
)929	EQ034149	TUI		OR MAINTENANCE INSTRUCTIONS					
)929	EQ034148	TUL OLI 10, 20	10 01400004	DR MAINTENANCE INSTRUCTIONS					

14. In the Results dialogue box, it shows 677 were selected, and 677 closed. No errors. Success!

f Currer						≚ ×
Folder	All Active	Work Orders				- Edit
	Building	Equipment	Results (MARADIA	M/O Number	Descripti	
<b> </b> 🗹 )1	94	EQ026244				
U⊠) <u>1</u>	94	EQ026243		Total Selected Work Orders	677	ANCE INSTRUCT
U⊠) <u>1</u>	94	EQ026241		Total Children Work Orders	0	IANCE INSTRUC
U <b>⊠</b> )1	94	EQ026240		Total Children Work Orders	0	IANCE INSTRUC
<u> </u> <b>⊠</b> )8	03	EQ025838		Work Orders Closed	677	RUCTIONS
<u> </u> <b>⊠</b> )7	54	EQ026008			0	TENANCE INST
) 🗌 🗹 )9	32	EQ026491		Work Orders Completed	U	IANCE INSTRUC
) 🗌 🗹 )9	32	EQ026490				IANCE INSTRUC
8( 🔍 📃	73	EQ035089	Not Processed L	Jue Io		RUCTIONS
)8( 🔍 📃 🛛	73	EQ035088	Route work ord	er has open child work orders	0	RUCTIONS
8( 🔍 🗌	73	EQ035087				RUCTIONS
9( 🗹 🗌	62	EQ034151		Active PREQ exists	0	RUCTIONS
)9 🗌 🔄	62	EQ034150				RUCTIONS
9( 🗹 📄	29	EQ034149		Active PO exists	0	RUCTIONS
9 🗌 🗹 🦻	29	EQ034148			0	RUCTIONS
9 🗌 🗹	62	EQ026873	· · · · · · · · · · · · · · · · · · ·	Active material request exists	U	RUCTIONS
9 🛛 🖉	29	EQ026804	Fa	timate WO with no estimates	0	RUCTIONS
8 🖸 🗌	73	EQ026295		diffate wo with no estimates	•	RUCTIONS
007	52	EQ025875				RUCTIONS
Assi	gn W) Clos	se WO Close Er		<u>0</u> K		Donv to Pr



15. Re-query again for another batch. This is just a quick to whittle away at closing batches of work orders. Find the year and a key word from the description.