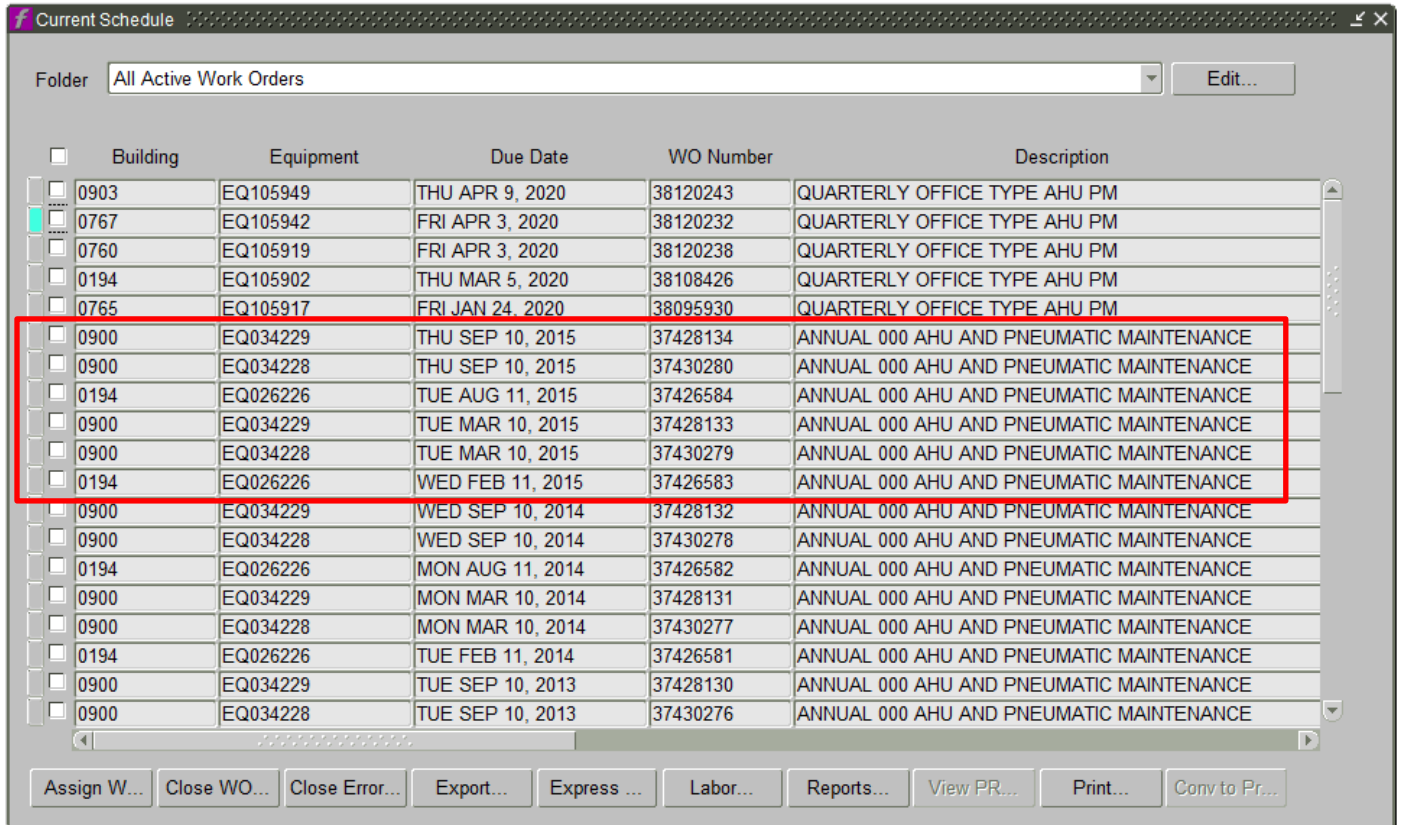


Close or Cancel Multiple Work Orders

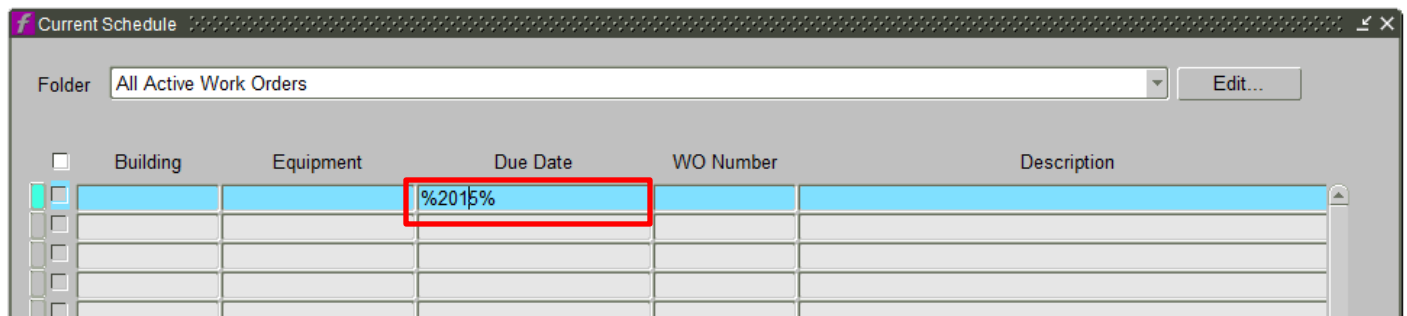
PROCEDURE

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.

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



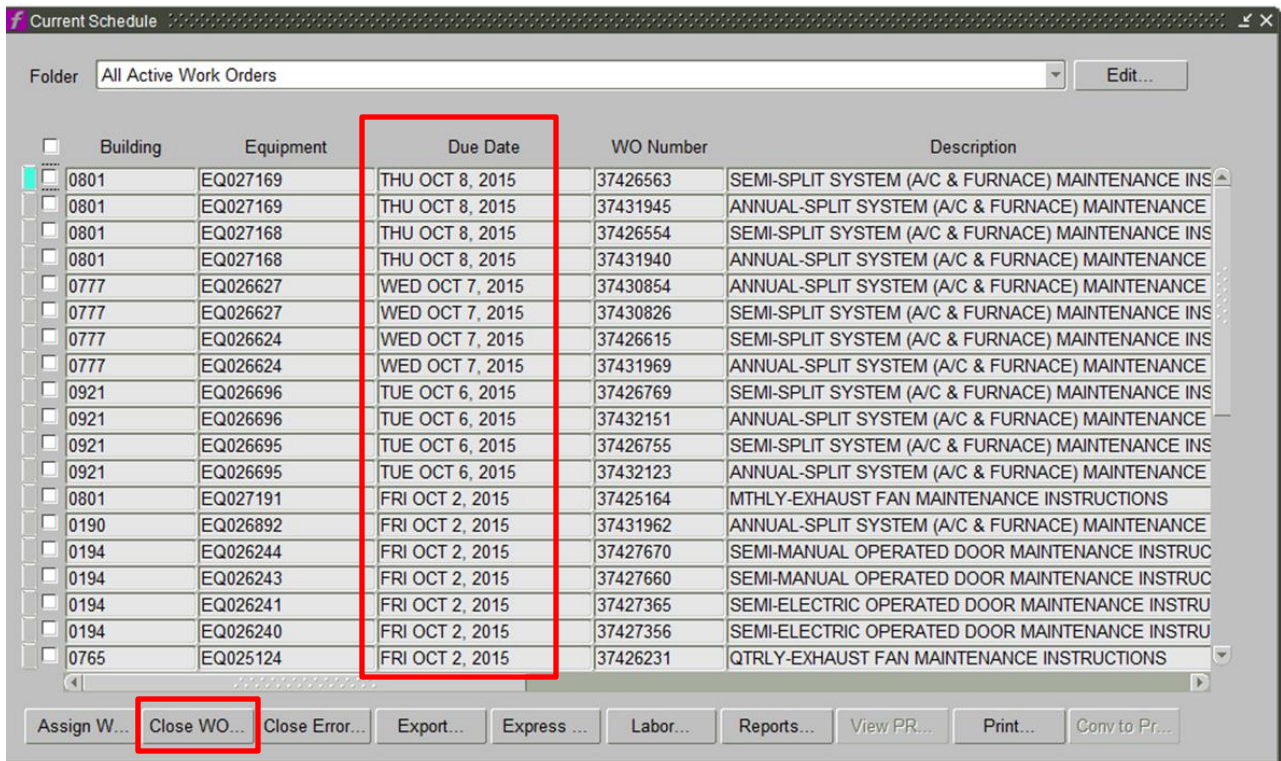
1. Click the yellow question mark for query and type the following in the due date: %2015%.
2. Click Execute.



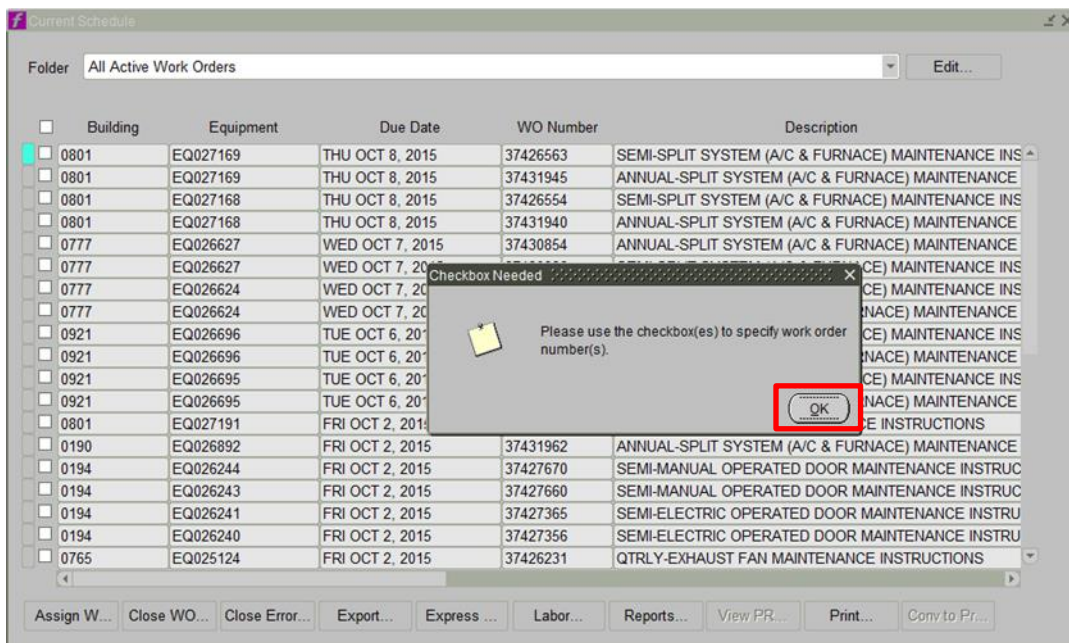
Close or Cancel Multiple Work Orders

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.



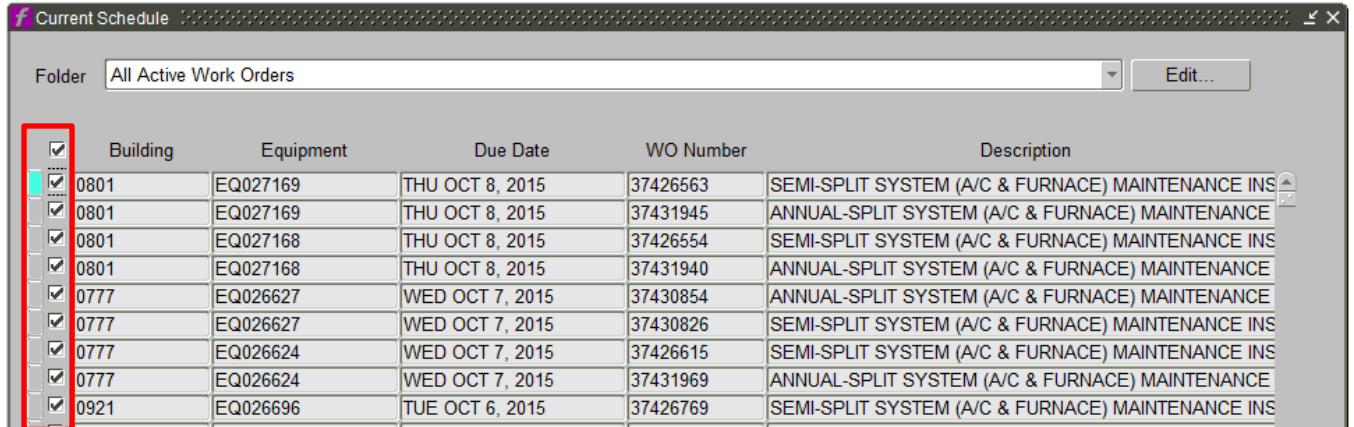
4. Click OK in the Checkbox Needed dialogue box.



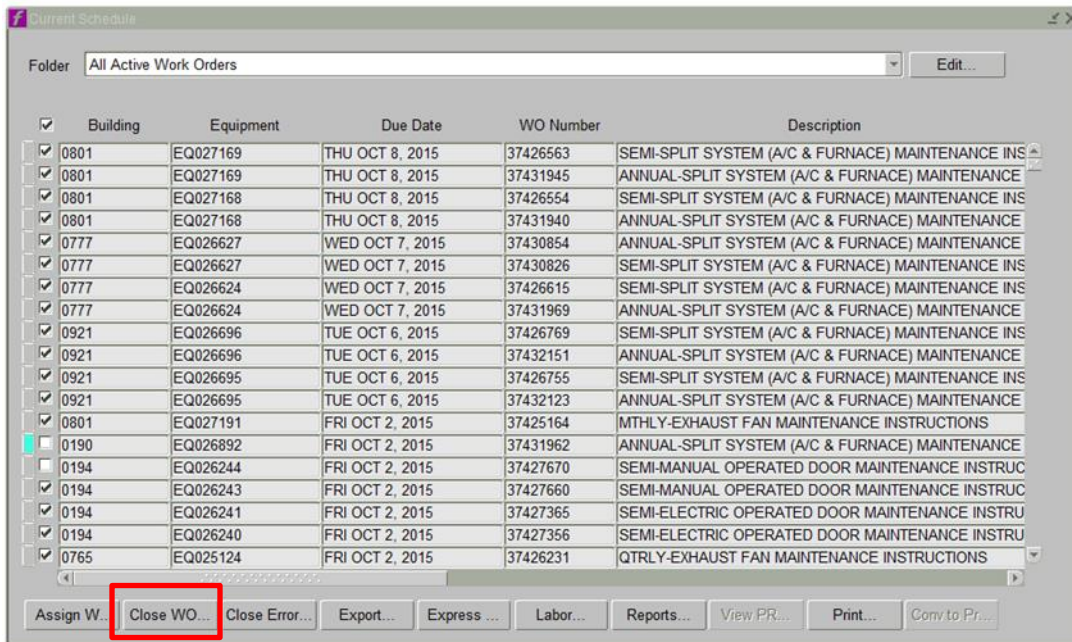
Close or Cancel Multiple Work Orders

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.

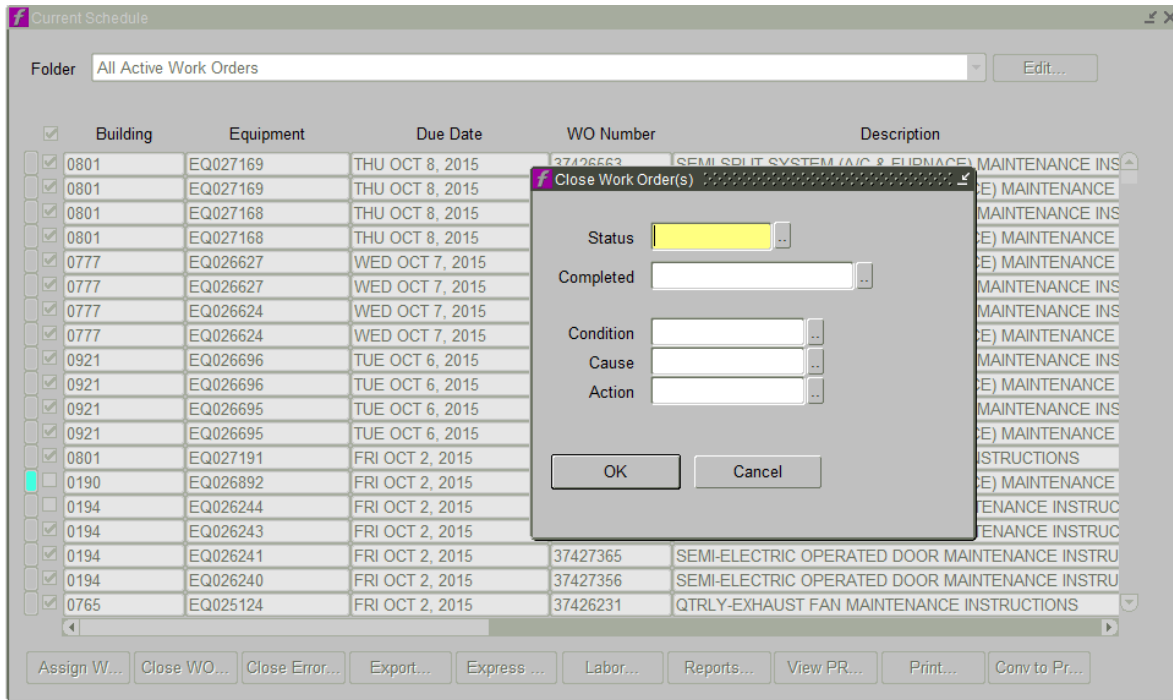


6. Click the Close WO button.



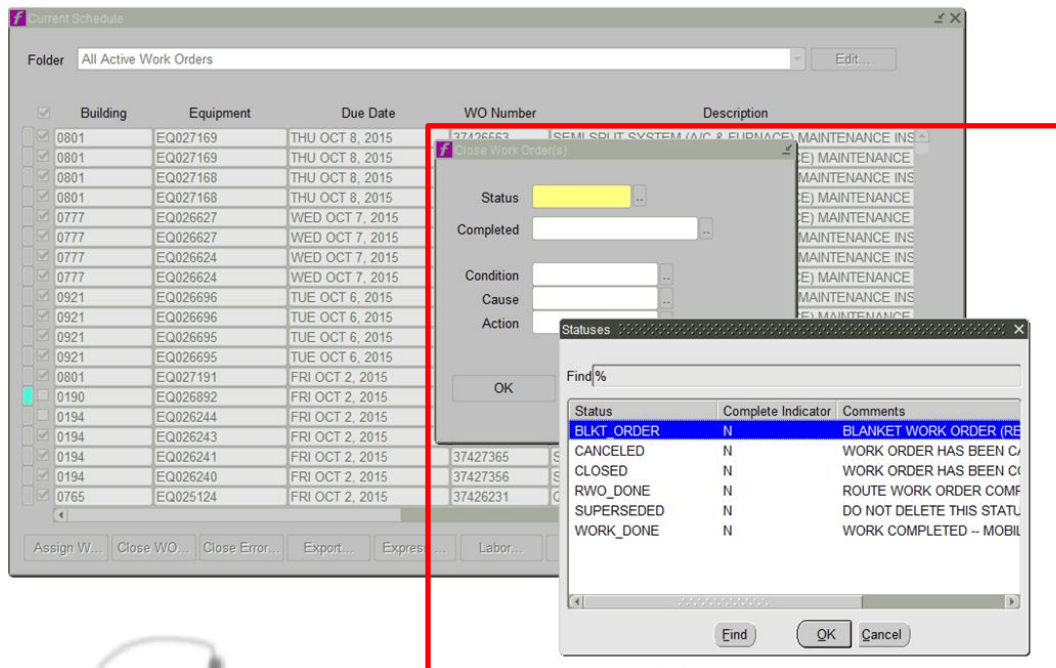
Close or Cancel Multiple Work Orders

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.

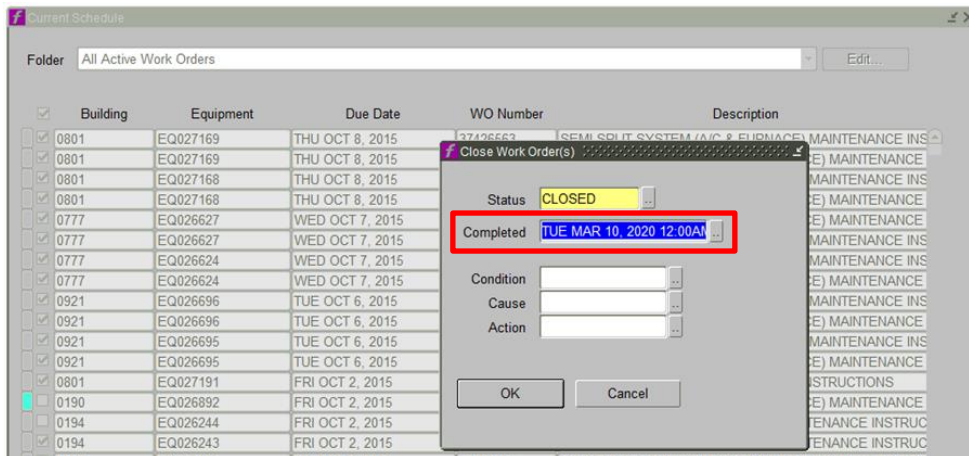


8. Make the following selections in the Close Work Order(s) dialogue box:

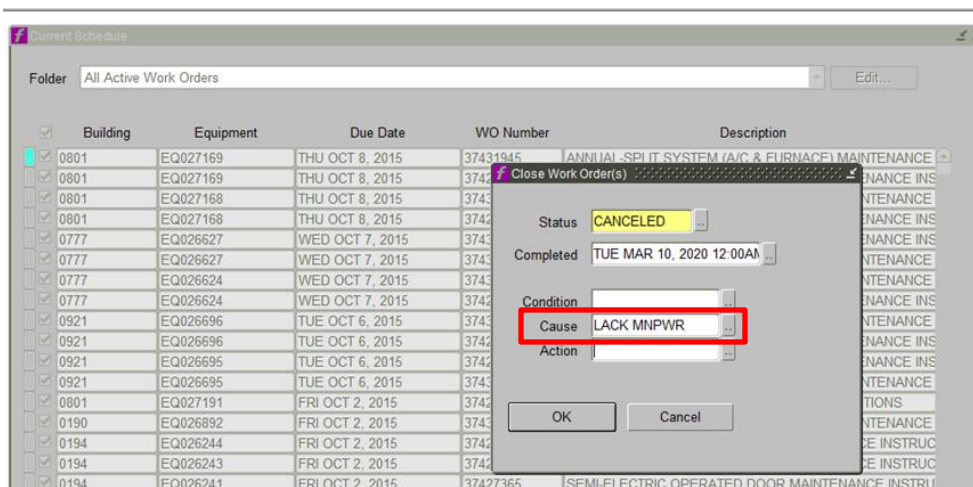
- In the Status field: Select either CLOSED or CANCELLED.



- In the Completed field: Enter date.



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



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

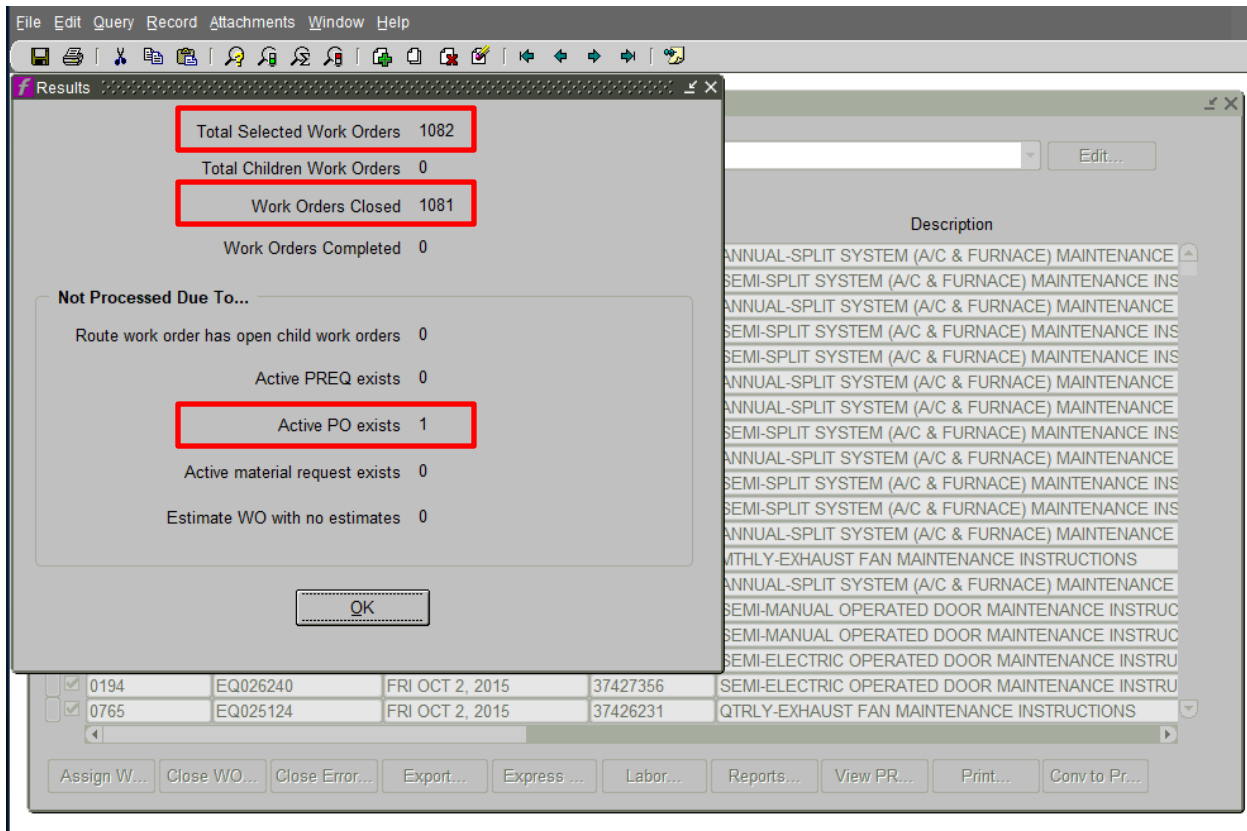
9. Click the OK button to start the close operation.

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

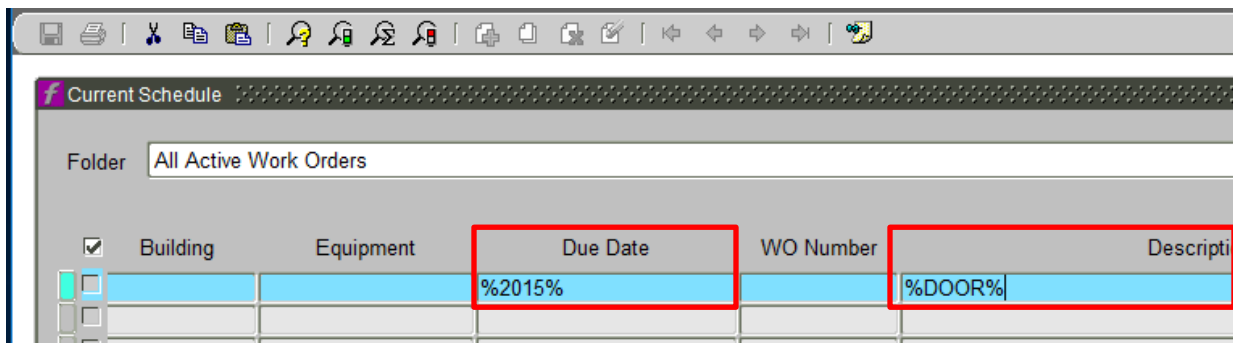
There is one work order with an active PO, which caused the close operation for that work order to fail.



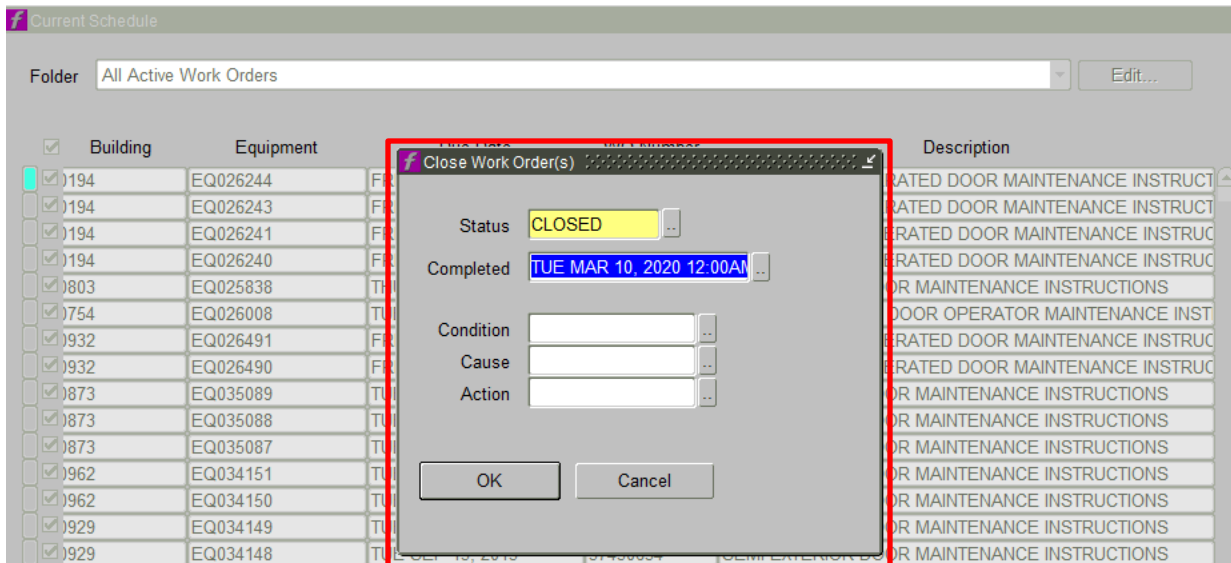
In this scenario, you now want to narrow down the query for another batch of work orders to be closed.

11. Re-query with a Due Date of 2015 and a Description including the key word DOOR.

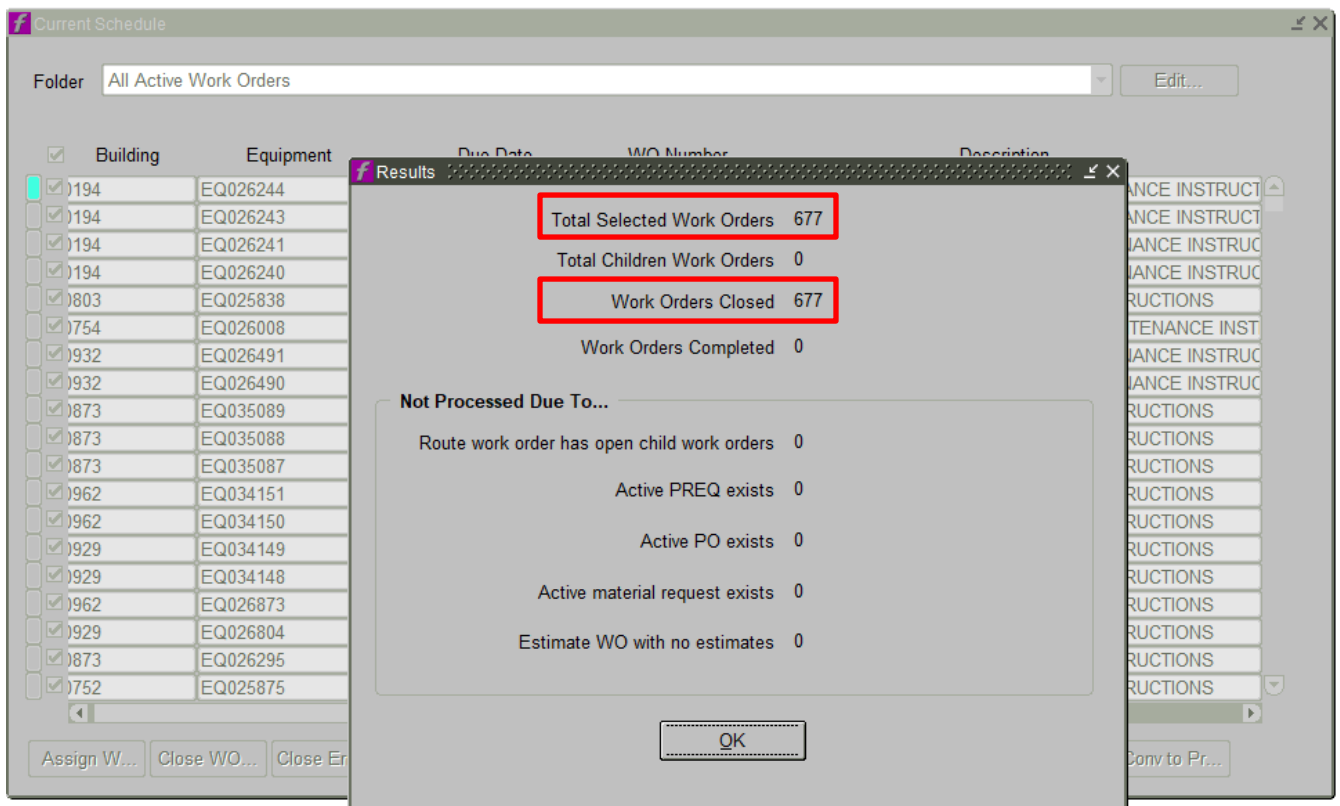
12. Repeat steps 3 through 6 from above.



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



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



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.