

PROCEDURE

- 1. Query the work order.
- 2. Click on button, "CREATE WO."

f Work Order 1999						00000000000000 🗹 I
WO Number 38 Parent WO	120232	UARTI	ERLY OFFICE TYP	PE ANU PM		
Main Attrib	utes Tasks	С	rews Parts	Tools PO's	Routing Readi	ngs Closing
Asset Asset Class					F	Print
Equipment EQ105942			J: AHU-01 PARENT	ſ		Library
General Information			Current Status	s / Dates	Tracking 1	Request
Туре	PREV_MAINT		Status	OPEN		Related WO
Priority	3		Material Status		Tracking 2	Related WO
Method	IN HOUSE		Start Date	MON MAR 30, 2020	Tracking 2	Create WO
Assigned To			Due Date	FRI APR 3, 2020		Billing
Outage Class			Completed		Non-Available	Ectimatos
Primary Labor			Location	ı ———	ζ []	LStimates
Crew	051		Site	PRC	Travel Time	Dates
Craft		1.	Building	0767		Audit
Crew Size	2		Floor	02		Conv to Proj
Est Hrs/	1.00		Room		Drint Ticket Or	Next Peteb Due
Guirent Est His		Zone		PRC	Plint ficket Of	I Next Datch Run

Notice that the work order from the query is now the "parent."

3.	Enter the description for the work to be performed.	Work Order Sector WO Number 38121000 Parent WO 38120232	TCC: R	EPLACE BELITS	PE AHU PM		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
4.	Complete filling out the fields as per entering any work order	Main Attributes Tas Asset Asset Class Equipment EQ105942	ks C	Crews Parts J: AHU-01 PAREN	Tools PO's	Routing Readi	ngs Closing Print Library
		General Information		Current Status / Dates		Tracking 1	Request
		Type PREV_MAI	NT	Status			Polated WO
		Priority 3		Material Status		Tracking 2 Non-Available	
		Method		Start Date	TUE MAR 10, 2020		Create WO
		Assigned To		Due Date			Billing
							Estimates
		Primary Labor				Travel Time	Dates
		Crew		Site	PRC	Taver Time	Audit
		Craft	<u> </u>	Building	0/6/		Audit
		Crew Size		Floor	02		Conv to Proj
		Current Est Hrs		Room	<u> </u>	Print Ticket On	Next Batch Run
				Zone PRC		This Hold Chi Noxt Butch Hun	