

# Creating a Child Work Order

## PROCEDURE

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

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

WO Number	38120232	QUARTERLY OFFICE TYPE AHU PM
Parent WO		

Buttons: Print, Library, Request, Related WO, **Create WO**, Billing, Estimates, Dates, Audit..., Conv to Proj...

Asset: EQ105942, AHU: AHU-01 PARENT

General Information: Type: PREV\_MAINT, Priority: 3, Method: IN HOUSE

Current Status / Dates: Status: OPEN, Start Date: MON MAR 30, 2020, Due Date: FRI APR 3, 2020

Primary Labor: Crew: 051, Craft: , Crew Size: 2, Est Hrs: 1.00

Location: Site: PRC, Building: 0767, Floor: 02, Room: , Zone: PRC

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

3. Enter the description for the work to be performed.
4. Complete filling out the fields as per entering any work order.

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

WO Number	38121000	TCC: REPLACE BELTS
Parent WO	38120232	QUARTERLY OFFICE TYPE AHU PM

Buttons: Print, Library, Request, Related WO, Create WO, Billing, Estimates, Dates, Audit..., Conv to Proj...

Asset: EQ105942, AHU: AHU-01 PARENT

General Information: Type: PREV\_MAINT, Priority: 3

Current Status / Dates: Status: , Start Date: TUE MAR 10, 2020

Primary Labor: Crew: , Craft: , Crew Size: , Est Hrs: , Current Est Hrs:

Location: Site: PRC, Building: 0767, Floor: 02, Room: , Zone: PRC