

Closing Work Orders

What you need to know:

Only the Primary Crew should close the work order. If you are a member of the primary crew, please proceed with the documented steps. If you are a secondary crew on the work order, follow these steps: [FMM_WO_SecLaborClose.pdf](#)

PROCEDURE

1. Open the **Work Order form** and query the work order number to be closed.

Work Order Form – Primary Labor Section

The screenshot displays the 'Work Order' application window. At the top, the 'WO Number' is 36401274 and the 'PPB' is LOCK ON DOOR INOPERATIVE. Below this are tabs for 'Main', 'Attributes', 'Tasks', 'Crews', 'Parts', 'Tools', 'PO's', 'Routing', 'Readings', and 'Closing'. The 'Primary Labor' section is highlighted with a red border and contains the following fields:

- Crew: 026
- Craft: [Empty]
- Crew Size: [Empty]
- Est Hrs/Current Est Hrs: [Empty]

Other sections visible include 'General Information' (Type: CRIB, Priority: 3), 'Current Status / Dates' (Status: OPEN, Start Date: THU DEC 7, 2006, Due Date: TUE DEC 12, 2006), and 'Location' (Site: UTM, Building: 0637).

NOTE: If you are a member of the primary crew, please proceed.

2. Right click on the WO Number and select Close...

Work Order Form – Work Order Field

The screenshot shows the 'Work Order' application window with a right-click context menu open over the 'WO Number' field (36401274). The menu options are:

- Cut
- Copy
- Paste
- View/Edit...
- Quick Schedule...
- Close...** (highlighted)
- Cost Summary...
- Print...

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3. The Work Order Closing Form will open.

Work Order Closing Form – Header Section

NOTE: Make SURE to delete any Cause associated with this work order BEFORE closing it. Click in the field and delete the text. (See below)

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- Click on the Crews tab.

Work Order Closing Form – Crews Tab

| Crew | Size | Craft | Est Hours | Status | Task List |
|------|------|-------|-----------|----------|-----------|
| 021 | 1 | | | COMPLETE | |
| 032 | 1 | | | COMPLETE | |

NOTE: The secondary labor crews should have either **COMPLETE** or **CANCELED** for work order to be closed. If the Status is OPEN or NEW, then the work order MUST remain OPEN.

- Click on the Labor tab.

Work Order Closing Form – Labor Tab

| Employee | Work Date | Hours | Task Code | Done | Labor Status | Pay Code | Labor Class | Shift |
|----------|------------------|-------|-----------|--------------------------|--------------|----------|-------------|-------|
| 00045 | FRI FEB 9, 2007 | 1.00 | | <input type="checkbox"/> | S APPROVE | REGULAR | EMPLOYEE | 1 |
| 00045 | TUE JAN 23, 2007 | 1.00 | | <input type="checkbox"/> | S APPROVE | REGULAR | EMPLOYEE | 1 |
| 00045 | WED DEC 13, 2006 | 1.00 | | <input type="checkbox"/> | S APPROVE | REGULAR | EMPLOYEE | 1 |
| 00451 | FRI FEB 9, 2007 | 1.00 | | <input type="checkbox"/> | S APPROVE | REGULAR | EMPLOYEE | 1 |
| 00451 | TUE JAN 23, 2007 | 1.00 | | <input type="checkbox"/> | S APPROVE | REGULAR | EMPLOYEE | 1 |
| 00451 | WED DEC 13, 2006 | 1.00 | | <input type="checkbox"/> | S APPROVE | REGULAR | EMPLOYEE | 1 |
| 01498 | TUE FEB 27, 2007 | 1.00 | | <input type="checkbox"/> | S APPROVE | REGULAR | EMPLOYEE | 1 |
| | | | | <input type="checkbox"/> | | | | |

Total: 7.00

Comments:

Location: UTM/0637

Buttons: Save, Don't Approve | Save And Approve | View WO

NOTE: Check to make sure all Labor is posted.

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- If all has been charged, click on the Work Order tab to close the WO.

Work Order Closing Form – Work Order Tab – Work Data Section

The screenshot displays the 'Work Order Closing' form. At the top, the 'WO Number' is 36401274 and the 'PPB' is LOCK ON DOOR INOPERATIVE. Below this are tabs for 'Work Order', 'Attributes', 'Task List', 'Crews', 'Labor', 'Material', and 'Readings'. The 'Asset' section includes 'Asset Class' and 'Equipment' dropdowns, with 'Close Dates' and 'Audit...' buttons. The 'Work Data' section, highlighted with a red box, contains:

- Status: CLOSED
- Type: CRIB
- Start Date: THU DEC 7, 2006
- Due Date: TUE DEC 12, 2006
- Arrived: (empty)
- Completed: FRI OCT 12, 2012 1:30PM

 The 'Equipment Data' section includes 'Down Time' (Down, Up, Hours) and 'Usage' fields. The 'Employee Data' section has 'Assigned To', 'Authorized By', and 'Inspected By' dropdowns. The 'Performance Codes' section has 'Condition', 'Cause', and 'Action' dropdowns.

- Status** - Change to CLOSED by either using the LOV button, or typing in the Status.
- Click the Save icon or press Ctrl+S to save the change.