

Closing/Canceling Work Orders for Secondary Labor

PROCEDURE

1. Open the Work Order form, and query the appropriate work order number.

Work Order Form – Main Tab – Primary Labor Section

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

Field	Value
WO Number	36401274
Parent WO	
Equipment	
Type	CRIB
Priority	3
Method	
Assigned To	
Outage Class	
Status	OPEN
Material Status	
Start Date	THU DEC 7, 2006
Due Date	TUE DEC 12, 2006
Completed	
Crew	026
Craft	
Crew Size	
Est Hrs/	
Current Est Hrs	
Site	UTM
Building	0637
Floor	
Room	

- a. **Only the PRIMARY crew can close or cancel the work order.** If you are assigned to the Primary Labor Crew, see either the Work Order Closing or the Work Order Canceling SOP to close or cancel the request.

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2. Click on the Crews tab and select your crew from the list (blue block indicates selected row).

Work Order Form – Crews Tab - Crews Section

Crew	Craft	Size	Status	Est Hours	Task List
021		1	NEW		
032		1	NEW		
031		1	NEW		

- a. **Status** – Select the appropriate status by either typing directly into the field or click the LOV button at the top of the column. Valid inactive statuses are:
 - i) **CANCELED** – Indicates neither labor nor materials have been posted to the Work Order, and no further action is required by the Secondary Crew; verify this by running the WO Cost Summary Report.
 - (1) Right click on the Work Order number and select **Cost Summary**.
 - ii) **COMPLETE** – All required work has been performed by the Secondary Crew and any materials have been posted. Refer to the SOPs for Labor Entry and for WO Close Enter Benchstock.
- b. Click the save icon or press Ctrl+S to save.
- c. Close the Work Order form.