Finding and Editing Work Orders in FMS

Workdesk Screen:

1. Click \[\text{Work Management}\] to enter the Work Management module.

Work Management Module:

2. To look for a Work Order, click the search icon \[\text{Work Order}\] located to the left of

   - OR -

   Click \[\text{Work Order}\] and enter Work Order number in the quick search bar

   The logic ‘CONTAINS’ is used.
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3. Pick a select criteria and click the "=\" From the pull down menu pick the select logic:

- Not  Does NOT include select criteria
- Null: Blank – No Values
- In: multiple select criteria, format listed with commas
  i.e. shop in M2100, M6500

4. Enter the specific select criteria name to the applicable fields

i.e.

5. Then click to execute the search
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6. Select the work order you want to view by clicking the work order number at the lower left.

**NOTE**

If you want to refer back to the search results click . To perform a new search, click

To return to the main Work Order Module Screen click

If you see a paper clip, it indicates there is a related document or attachment to the work order. You can click the icon and view the related document.

7. After selecting a work order, click to edit it. (Refer To Perform Work Order Search)
8. Perform your edit.

**Note**

Phase line items can be edited by clicking the phase numbers.
You can edit phase extra description.

Remember to click the done flag or cancel to return to main work order screen.

9. Click to save or to cancel revisions.