Finding Work Orders by Costs in FMS

1. Click Work Management

2. Within the Work Management click the search icon located to the left of Work Order

3. Within the Search Screen of the Work Order, scroll down to Work Order Costs section:

4. Expand the section by clicking Show
Finding Work Orders by Costs in FMS

5. Within the Work Order Costs section enter the select criteria for the cost information:

6. For the phase Costs, repeat steps #3 to 5 but for **Phase Costs**.

7. After entering the proper select criteria, run the search by clicking the execute search icon.

8. Then at the browse screen, click the Work Order number to view the details:

**NOTE: To return to the browse screen click the browse icon within the Work Order screen.**