Rapid Status Update for Phases in FMS

1. In the WorkDesk, click Work Management

2. In the Work Management module, click Rapid Status Update For Phase

Rapid Status Update for Phase Screen:

1. Enter select criteria of the work orders.

**Note:**

To Show/Expand Fields click Show
2. Then click to execute the search, and the Rapid Status Update screen will appear.

3. Enter or use the zoom icon to select New Type, Category, Status, and (if applicable) check if the work orders must be closed.

4. Click to view the phases in detail.

5. Click and check the work orders to be updated.

   **NOTE**

   You can click the group or select all to update.

   i.e. C - AES or Select All

6. Click the generate process button to update the phases.