Viewing Work Orders in FMS

Workdesk Screen:
1. Click to enter the Work Management module.

To Perform a Work Order Search in the Work Management Module:
2. To look for a Work Order, click the search icon located to the left of or

   - OR -

   Click and enter Work Order number in the quick search bar located the lower left. The logic ‘CONTAINS’ is used.
To Perform a Work Order Search in the Work Management Module: (Continued)

3. Choose the selection criteria you are looking for and in the right most blank field you can either type the criteria or click the search icon to pick the item from a list.

Note:
there are several selection criteria options. On the right side of the screen is a scroll bar, advancing downward will offer more options for searching, including shop number and account (if searching for work charged to a specific chartcom).

- The middle field is the “operator”, it defaults to “equal to” but can be changed by selecting from the pull down menu:

  Note:  < > is the “not” operator, meaning the search results will not include this criteria. (i.e. search for all orders that are < > closed will return all “open” work orders).

- The left most blank field is for sequencing the orders returned by your search.

4. Once all criteria are entered, click to execute your search:
To Perform a Work Order Search in the Work Order Module: (Continued)

5. Select the work order you want to view by clicking the work order number:

<table>
<thead>
<tr>
<th>Work Order ID</th>
<th>Description</th>
<th>Status</th>
<th>Associated</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>587835-2012</td>
<td>Annual Risk Class: 10,000 sq ft Office Floor</td>
<td>ASSIGNED</td>
<td>AA</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>587833-2012</td>
<td>Annual Risk Class: 10,000 sq ft Office Floor</td>
<td>ASSIGNED</td>
<td>AA</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>587834-2012</td>
<td>Annual Risk Class: 10,000 sq ft Office Floor</td>
<td>ASSIGNED</td>
<td>AA</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>587836-2012</td>
<td>Annual Risk Class: 10,000 sq ft Office Floor</td>
<td>ASSIGNED</td>
<td>AA</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>587837-2012</td>
<td>Annual Risk Class: 10,000 sq ft Office Floor</td>
<td>ASSIGNED</td>
<td>AA</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>587838-2012</td>
<td>Annual Risk Class: 10,000 sq ft Office Floor</td>
<td>ASSIGNED</td>
<td>AA</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>587839-2012</td>
<td>Annual Risk Class: 10,000 sq ft Office Floor</td>
<td>ASSIGNED</td>
<td>AA</td>
<td>01/12/2012</td>
</tr>
</tbody>
</table>

The work order appears presenting only the “header” information at first glance:

Note:

- If you want to refer back to the search results or browse screen click.
- To perform a new search (change criteria), click.

To View Other Information Using the View Drop Down:

View: Select

To view the extra description, or cost analysis information for the entire Work Order, click the view drop then click on the screen you are looking for:
To view a particular phase (including extra description or cost analysis information specific to that phase) you need to first click the phase number as circled in the picture below, the phase information will appear. Then click the view drop down menu as noted above:

To return to the previous screen click the done flag . Clicking the done flag on each phase screen will return you to the work order header.