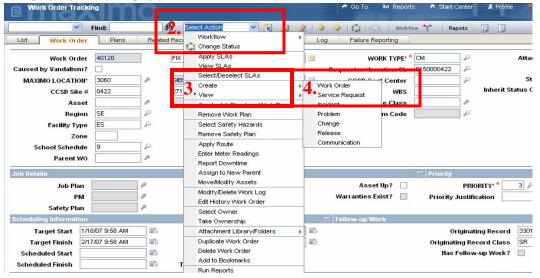
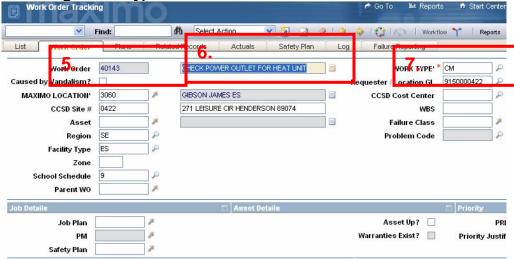
CREATING A FOLLOW UP WORK ORDER

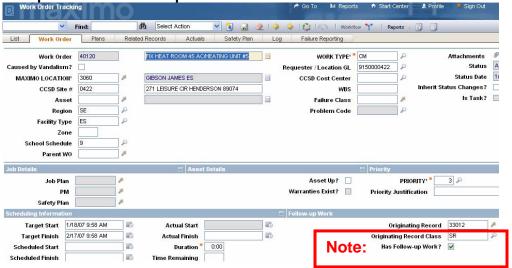
- 1. Go to the originating Work Order
- 2. Select Action
- 3. Scroll to Create
- 4. Click on Work Order



- 5. NOTE: NEW WORK ORDER NUMBER
- 6. Change the description
- Change Work Type if needed



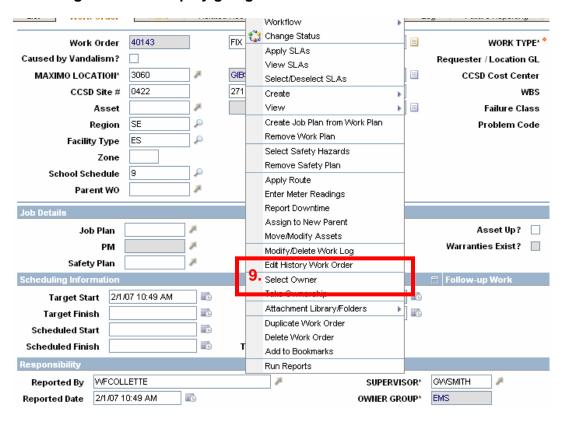
This produces a follow up check in the old work order as follows:



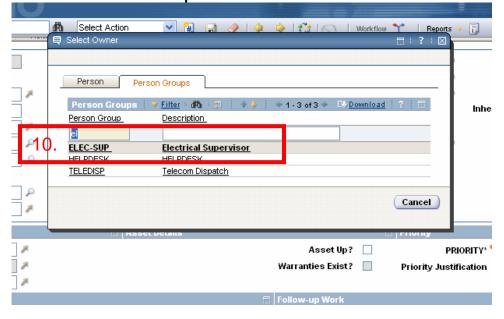
HVAC

Service Group

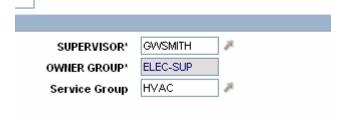
9. Change Owner Group by going to Select Action and Select Owner



10. Select a Person Group



Now it looks like this:

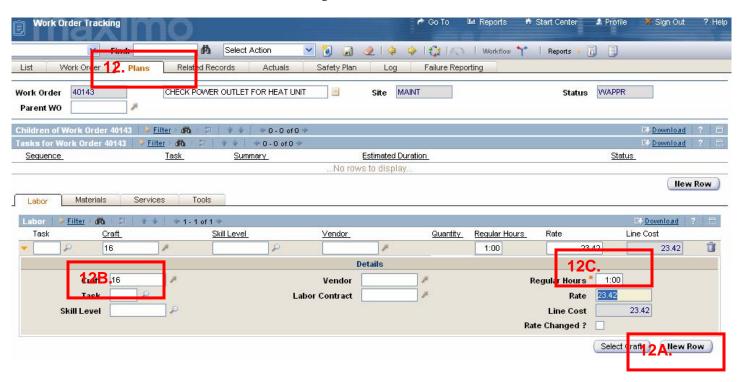


11. Enter new Priority number if needed

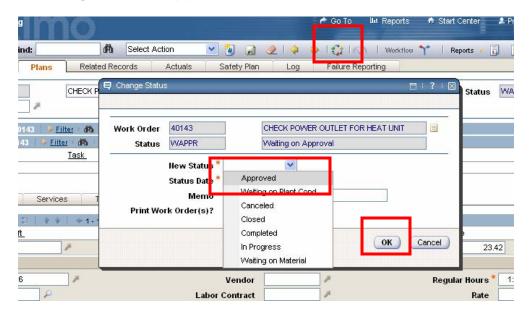


12. Plan the Craft for the Work Order - 3 STEPS

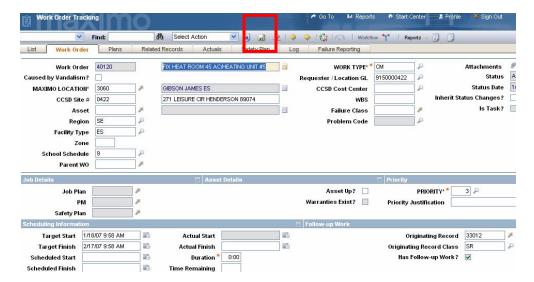
- 1. Click on the plans tab
 - A. While on the labor tab, click on New Row on the lower right side of the page
 - B. Put the craft # in the craft box or choose from list of crafts by choosing from drop down menu
 - C. Put at least 1 hour in the regular hours box



13. Change status to Approved – 3 STEPS



14. Save



15. DO NOT WORK FLOW IF YOU WORK IN THE MAINTENANCE DEPARTMENT.