



MD-0005 Work Orders Requiring Multiple Shops

What to do if a work order requires more than 1 shop to complete?

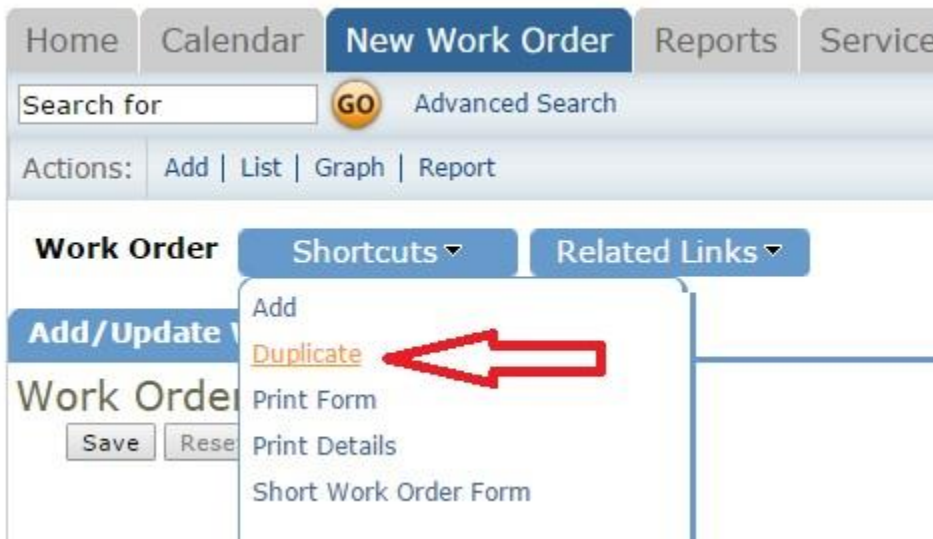
Each shop will have a separate work order for their duties.

Steps:

1. The first shop will complete their part of the job and the tech will fill out all of the required information (action taken with details including the Building Supervisor's initials, labor hours, materials etc) then will send a message to their Master Foreman using the message center stating that their part of the job is complete and that the next shop needs to be notified.
2. The Master Foreman from the first shop will enter the original work order number into the description of the original work order and save it (all related work orders will have this original work order number in the description to be searched for in an advanced search)
3. The Master Foreman will then duplicate the original work order.

To duplicate a work order:

When viewing the work order go to the shortcuts menu and select duplicate.



Please note: changing the status of a work order to duplicate is not creating a duplicate work order and should not be used in this process.

4. All of the information in the original work order will automatically be copied to a new work order. The craft, shop, classification information will have to be updated by the Master Foreman to reflect the duties of the next shop.
5. The original Master Foreman will then assign this new work order to the next shop's Master Foreman and also send a message to that Master Foreman using the message center.
6. The second Master Foreman will then assign the new work order to their technician.

Repeat these steps as many times necessary with the exception of adding the work order number to the description, this is only when changing the original. If done correctly, all work orders involved (the original and any duplicates) will contain the original work order number that can be referenced quickly at any time.