

AVANTIS.PRO

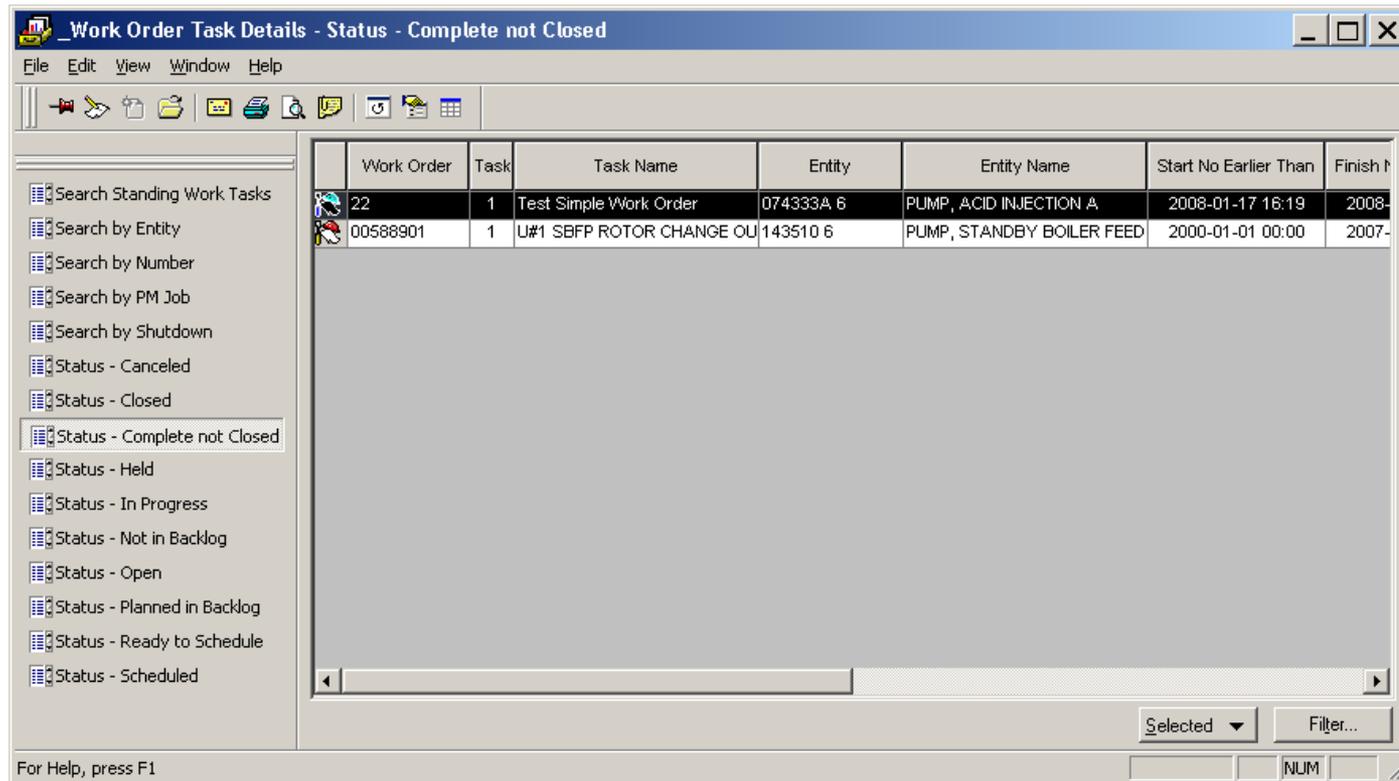
Closing Work Order

University Of Western Ontario



Closing Work Orders

- Open work task cabinet
- Select the “Status – Complete not Closed” view
- Choose work order to close and click OK.



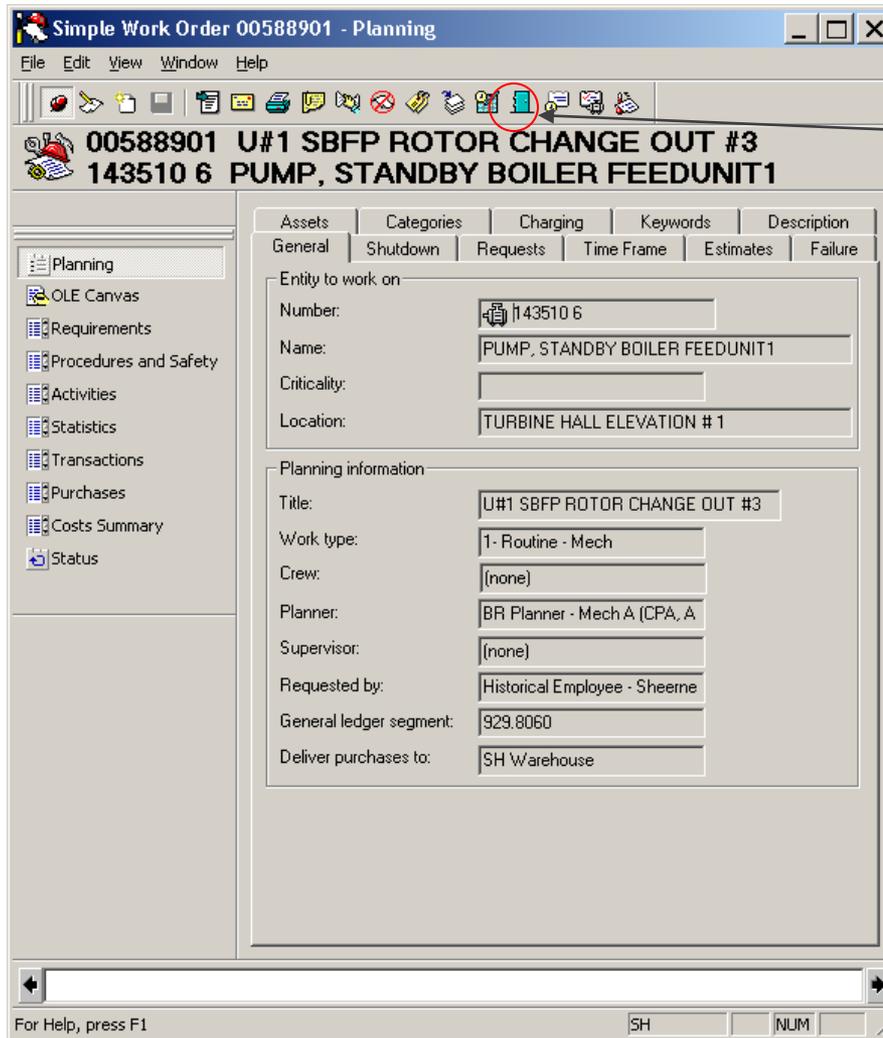
The screenshot shows a software window titled "_Work Order Task Details - Status - Complete not Closed". The window has a menu bar (File, Edit, View, Window, Help) and a toolbar with various icons. On the left, there is a sidebar with search filters. The main area contains a table with the following data:

Work Order	Task	Task Name	Entity	Entity Name	Start No Earlier Than	Finish
22	1	Test Simple Work Order	074333A 6	PUMP, ACID INJECTION A	2008-01-17 16:19	2008-
00588901	1	U#1 SBFP ROTOR CHANGE OU	143510 6	PUMP, STANDBY BOILER FEED	2000-01-01 00:00	2007-

At the bottom of the window, there are buttons for "Selected" and "Filter...". A status bar at the bottom left says "For Help, press F1".



Closing Work



- Click the door icon to Close.

Closing Work

Close Simple Work Order 00588901

General Failure Statistics Downtime Sunset Dates

Generate failure analysis information

Root cause: (none)

Reason for failure: (none)

Action taken: Work Done- Complete

Failure effect: (none)

Consequence of failure

Hidden Operational

Safety/Environmental Non-Operational

Consequence 1 Consequence 2

Equipment failed due to

Entity: [] [...]

Name: []

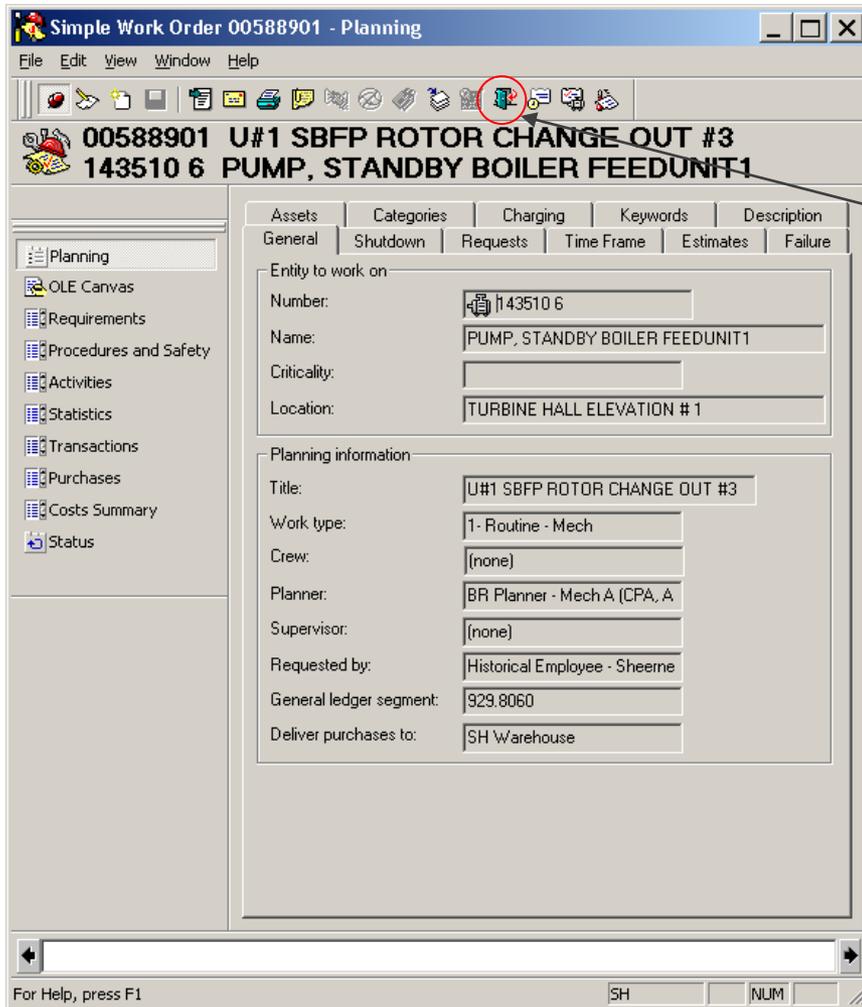
Catalog item: [] [...]

Name: []

OK Record Time... Record Activities... Cancel

- Enter failure information as appropriate
- Add comments by selecting the General tab.
- Note – Continue to use existing time card process
- Click OK

Closing Work



- Work order is now closed (removed from backlog).
- Re-open the work order at any time by selecting the door icon again.