

*AVANTIS.PRO*  
**Converting an Emergency  
Work Order to a  
Simple Work Order**  

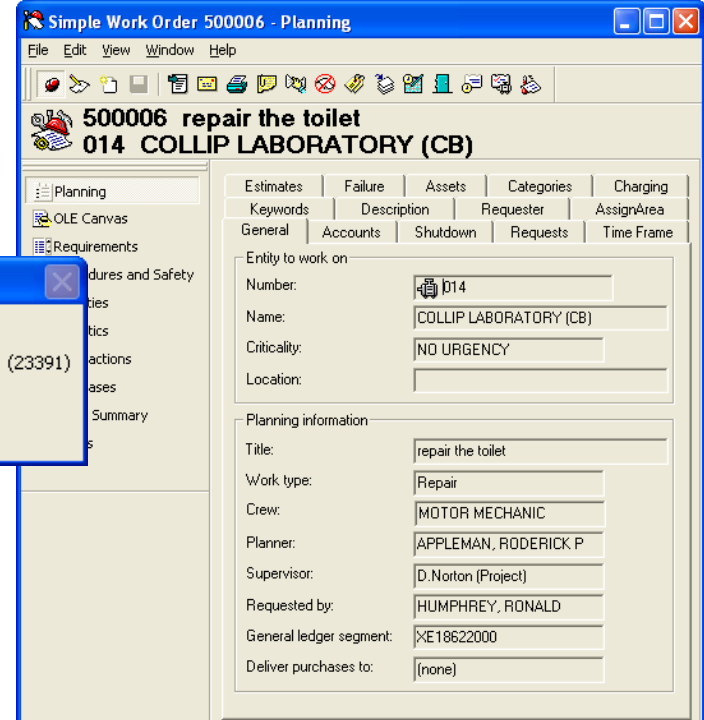
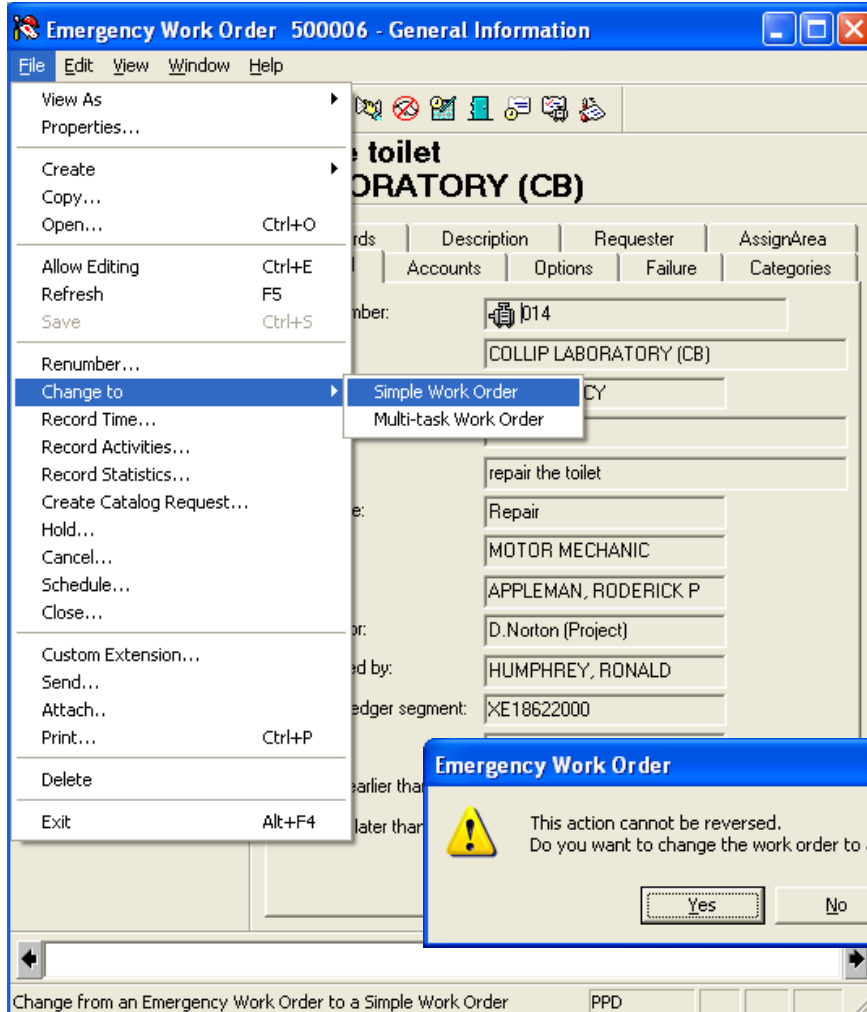
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**University of Western Ontario**

# To Convert an Emergency WO to Simple WO

On the Emergency Work Order:

- Select File – Change to – Simple Work Order.
- Click Yes to prompt
- Work Order is converted
  - still has the same number



# Simple Work Order- General Information

Click on Allow Edit icon

1 Ensure the entity is correct and change it if not.

3 Change the title from a problem description to what the tradesperson will do, if not already stated.

4 Ensure the Work type, Planner and Supervisor are correct. Crew is optional.

Simple Work Order 31 - Planning

File Edit View Window Help

31 Pressure wash condenser tubes  
171160 5 CONDENSER, WATERBOXES UNIT1 C

Failure Assets Categories Charging Keywords Description  
General Shutdown Requests Time Frame Estimates

Entity to work on

Number: 171160 5

Name: CONDENSER, WATERBOXES UNIT1 CONF

Criticality:

Location: TURBINE HALL ELEVATION # 1

Planning information

Title: Pressure wash condenser tubes

Work type: 3- Non Routine

Crew: (none)

Planner: SH Planner - Mech Shutdo

Supervisor: SH Maint Sup A - Turbine

Requested by: Aumiller, Bernie

General ledger segment: 1

Deliver purchases to: SH Warehouse

For Help, press F1 SH

2 If the icon next to the entity is activated then select it to add entity procedures to the work order if required.

5 If required, link a document in the attachment tray

- Must be on shared drive
- Opened by clicking.

# Simple Work Order Time Frame

Ensure the Start and Finish dates are realistic estimates for scheduling

If the work needs to be done while Offline, select a Shutdown period for the job

Simple Work Order 31 - Planning

File Edit View Window Help

31 Pressure wash condenser tubes  
171160 5 CONDENSER, WATERBOXES UNIT1 C

Failure Assets Categories Charging Keywords Description  
General Shutdown Requests Time Frame Estimates

Time frame for completing the work

Shutdown period: SH1 2008

Priority: 1 Work Request

Start no earlier than: 2008-04-04 at 00:00

Finish no later than: 2008-04-28 at 00:00

Parts required by: 2008-04-04

Reserve planned requirements

Retention information

Condense work order

Condense work order: 365.00 days after close date

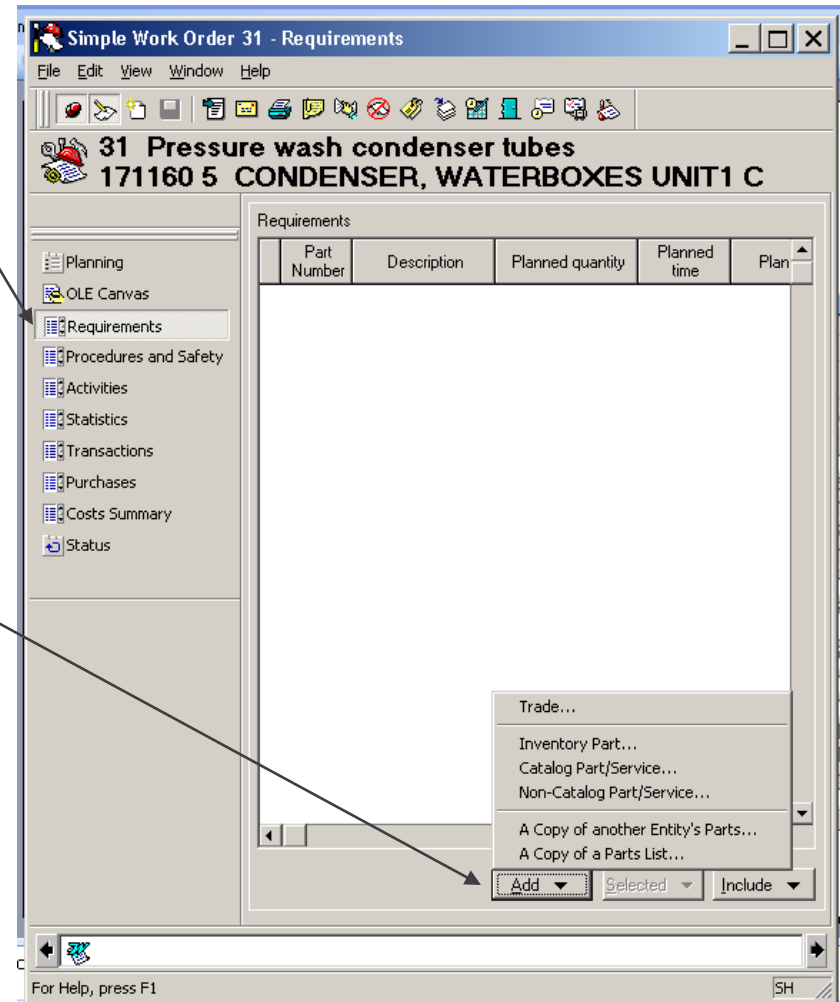
Keep work order for: 365.00 days after close date

For Help, press F1

SH

# Simple WO Requirements

- Select the Requirements view
- Add Labour, Materials or Service needed to do the work.
  - Click Add
  - Always add a Trade first. Without this scheduling can't take place.



# Simple WO Trade Details

- Select an appropriate trade, number of people and time.
- Assign employees as required
- Cost group will default from the trade.

**Trade Details**

Requirement

Trade name:

Number of people:

Time per person:  hours

Employee assigned:

Planned cost

Maintenance rate:  per

Planned cost:

Cost group:

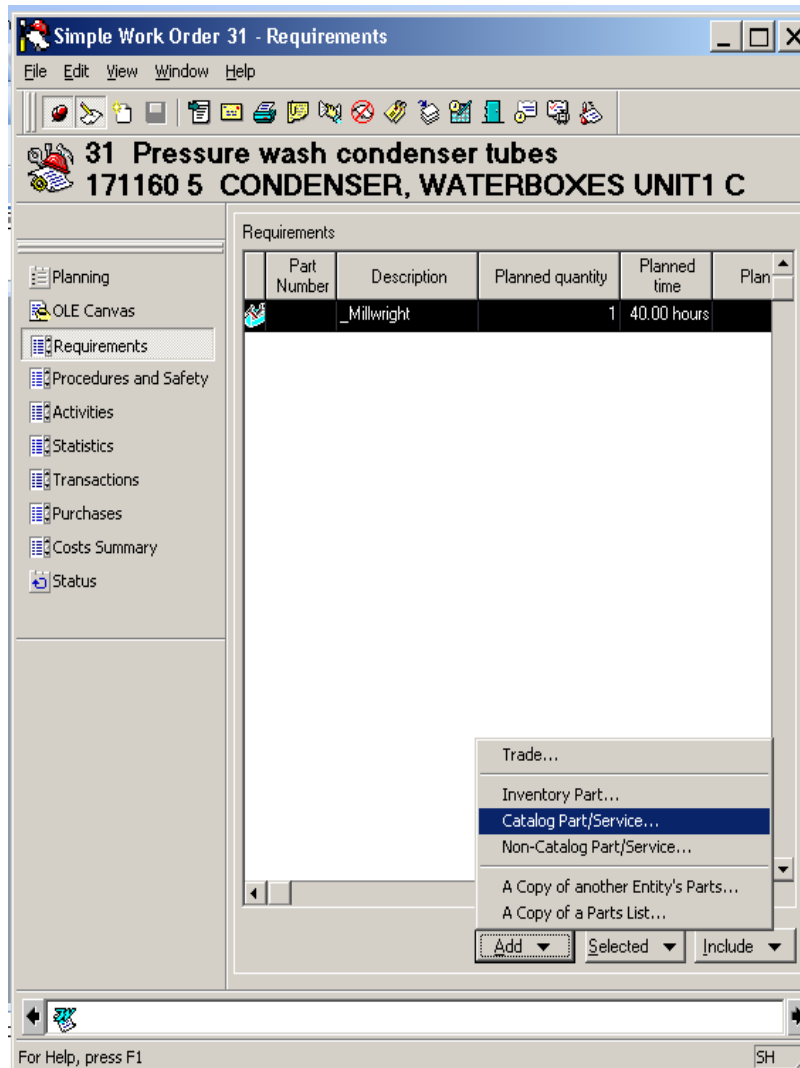
Actuals

Time:  hr

Actual cost:

OK Cancel

# Simple WO – Add Inventory items



- Add Inventory Part (for future use)
- Note : for non-inventory items, complete a paper requisition as per current process

# Simple WO Requirements

Simple Work Order 31 - Requirements

File Edit View Window Help

**31 Pressure wash condenser tubes**  
**171160 5 CONDENSER, WATERBOXES UNIT1 C**

Part Number	Description	Planned quantity	Planned time	Plan
G00196	STRING LIGHTS w	4 each		
G00373	Pressure Washing S	185,000.00 dollars		C3
_Millwright		1	40.00 hours	

For Help, press F1 SH

- Requirements will be updated