#### The University of Western Ontario

#### AVANTIS.PRO Converting an Emergency Work Order to a Simple Work Order University of Western Ontario

### **To Convert an Emergency WO to Simple WO**

Emergency Work Org	ler 50000	06 - General Information	On tl
	Help	₩ ⊗ थ 1 5 % % toilet DRATORY (CB)	• Sel Wo
Open Allow Editing Refresh	Ctrl+O Ctrl+E F5	rds Description Requester AssignArea Accounts Options Failure Categories	• Clie
Save Renumber Change to	Ctrl+S	nber:  COLLIP LABORATORY (CB) Simple Work Order CY	• Wc
Record Time Record Activities Record Statistics Create Catalog Request Hold Cancel Schedule Close Custom Extension Send Attach		Imple work order     Prepair       repair the toilet       e:     Repair       MOTOR MECHANIC       APPLEMAN, RODERICK P       or:     D.Norton (Project)       ad by:     HUMPHREY, RONALD       edger segment:     XE18622000	
Print Delete	Ctrl+P	Emergency Work Order	
Exit	Alt+F4	later than This action cannot be reversed. Do you want to change the work order to a s	imple work orde
hange from an Emergency W	ork Order to	a Simple Work Order PPD	

Physical Plant & Capital Planning Services

#### e Emergency Work Order:

- ect File Change to Simple k Order.
- k Yes to prompt

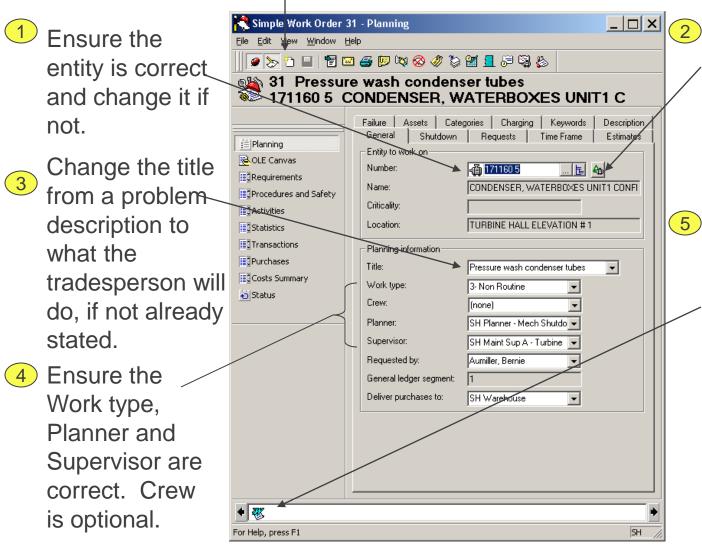
(23391)

- k Order is converted
  - still has the same number

🕈 Simp	ole Work Order 5	i00006 - Planning	
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		pair the toilet P LABORATOR	Y (CB)
≜ Planr	nina	Estimates Failure	Assets Categories Charging
ole 🧟	-	Keywords Descri General Accounts	ption Requester AssignArea Shutdown Requests Time Frame
×	dures and Safety ties tics	Entity to work on Number: Name:	D14 COLLIP LABORATORY (CB)
391)	actions ases Summary	Criticality: Location:	NO URGENCY
	s	Planning information Title: Work type:	repair the toilet
		Crew:	Repair MOTOR MECHANIC
		Planner:	APPLEMAN, RODERICK P
		Supervisor:	D.Norton (Project)
		Requested by:	HUMPHREY, RONALD
		General ledger segment: Deliver purchases to:	XE18622000 (none)

# **Simple Work Order- General Information**

#### **Click on Allow Edit icon**



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		
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Costs Summary  Status	Failure       Assets       I         General       Shutdo         Time frame for comple       Shutdown period:         Priority:       Start no earlier than:         Start no earlier than:       Finish no later than:         Parts required by:       ✓         Image: Condense work or       Condense work order:         Keep work order for:       Keep work order for:	wn         Requests         Tim           ting the work         SH1 2008         Immediately and the second secon	Ceywords     Description       e Frame     Estimates       at     00:00       at     00:00
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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.

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Requirements					
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III Transactions					
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# **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:	_Millwright
Number of people:	1
Time per person:	40.00 hours 💌
Employee assigned:	
Planned cost	
Maintenance rate:	C\$48.00000 per hr
Planned cost:	C\$1,920.00
Cost group:	Internal Labour - Maintenanc 💌
- Actuals	
Time:	hr
Actual cost:	
	OK Cancel



#### Simple WO – Add Inventory items

Simple Work Order	31 - Requiren	nents			_ 🗆 ×
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Add Inventory Part (for future use)

 Note : for non-inventory items, complete a paper requisition as per current process



### **Simple WO Requirements**

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31 Pressure wash condenser tubes 171160 5 CONDENSER, WATERBOXES UNIT1 C						
Requirements						
:= Planning	Part Number	Description	Planned quantity	Planned time	Plan 📥	
Real OLE Canvas	🕞 G00196	STRING LIGHTS W	4 each			
Requirements	🕞 G00373	Pressure Washing S	185,000.00 dollars		C:	
Procedures and Safety	<b>1</b>	_Millwright	1	40.00 hours		
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#### • Requirements will be updated

