

There are several ways to notify your supervisor that a work order is ready for closing. The employee who finished the job can mark on the printed work order, send an email to their supervisor, or go into the WO Closing form and put it in a finished status.

Generally those mean that the supervisor has to query the work order in FAMIS before deciding what the final status should be, if there are materials to be charged, and so on.

The FAMIS timecard has another method, which can save some time:

WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Work Done?
S1300002	OCAM	COFFEE BREAKS	.50		REGULAR	CLASS	1		<input type="checkbox"/>
S1300009	OCAM	GENERAL MEETINGS	1.00		REGULAR	CLASS	1		<input type="checkbox"/>
WO192583	MULT	APOGEE INSIGHT - DAILY CHECK	2.00		REGULAR	CLASS	1		<input checked="" type="checkbox"/>
WO190028	OCAM/553	PAY ANNUAL ELEVATOR RE	2.50		REGULAR	CLASS	1		<input type="checkbox"/>
WO162909	OCAM	TEST PM - EQUIPMENT	2.00		REGULAR	CLASS	1		<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

On the right side of the labor form is a check box which says Work Done. If the work order on your timecard is complete, check the box.

That will change the status of the work order to Work\_Done

WO Number: WO192583    APOGEE INSIGHT - DAILY CHECK

Parent WO: [Empty]

Main | Attributes | Tasks | Crews | Parts | Tools | PO's | Routing | Read

**Asset**

Asset Class: [Empty]

Equipment: BAS-MULT    STATEWIDE BUILDING AUTOMATED SYSTEMS (BAS)

**General Information**

Type: INSPECT -P    Priority: 2

**Current Status / Dates**

Status: WORK\_DONE

Material Status: [Empty]

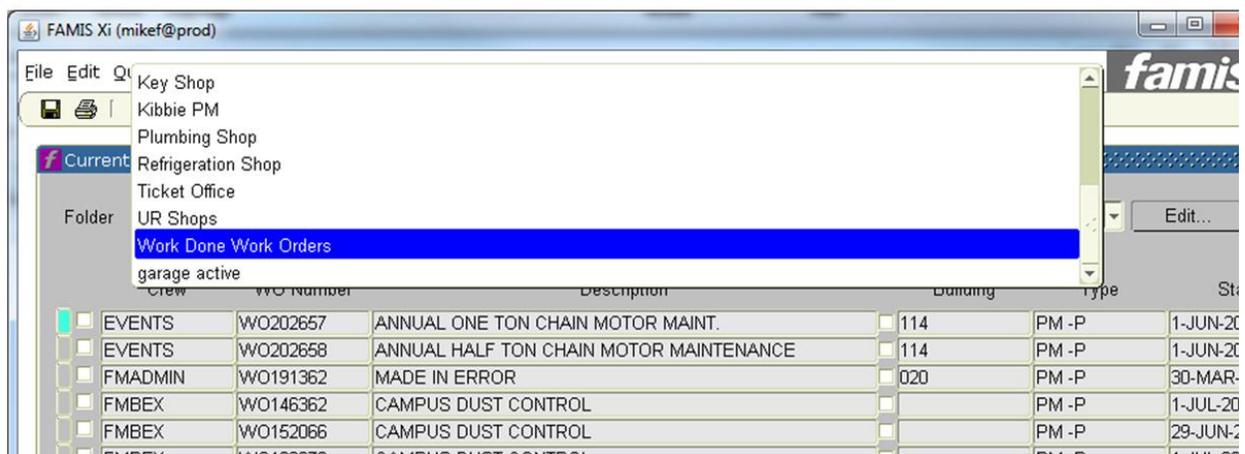
Tracking 1: [Empty]

That's still an active status. It doesn't need to be re-opened to add material charges or even additional labor, but it makes it easy to group all of the Work\_Done work orders together.

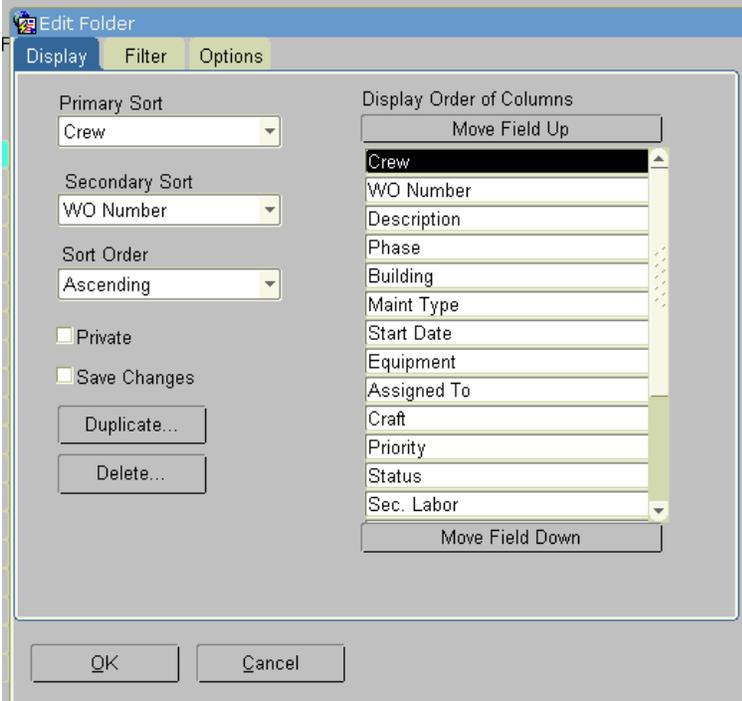


This won't let you mark Standing Work Orders as Work Done. If you try to check the box for an SWO, nothing will happen except that you will see a note on the bottom of the timecard form, on the left, saying the field is protected against update.

To find all of the Work\_Done work orders, you can look at the Current Schedule list. Everyone should now have the Work Done Work Orders schedule on their list.

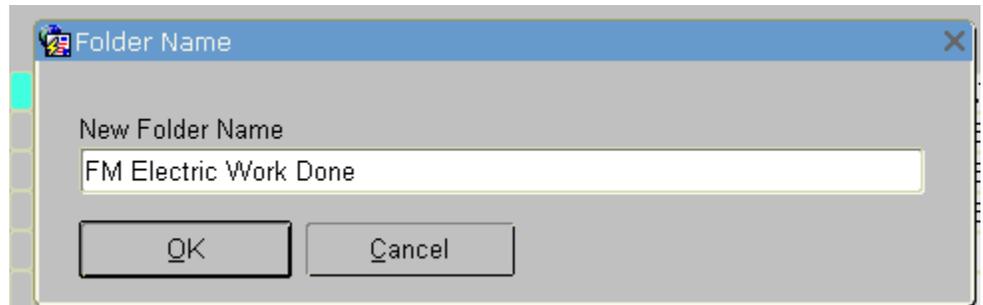


Choose that and you will see all of the Work Done status work orders for all FM shops. Most likely you will want to create a new Current Schedule just for the work orders you are interested in. There is no limit to the number of private schedules you can create.



To create your own version of an existing Current Schedule, select the Edit button at the top right, then on the Edit Folder form select Duplicate:

Give the copied schedule a new name, then select OK:



The Edit Folder form now has the Private and Save Changes boxes checked:

Pick the Filter tab at the top of the form:

The screenshot shows the 'Edit Folder' window with the 'Filter' tab active. The following table represents the filter settings shown in the image:

Field	Value
Crew	ALL
Craft	ALL
Labor	Both
Maintenance Type	ALL
Request Type	ALL
Maximum Priority	ALL

Use the Crew drop down list to pick your crew. If you want multiple crews, it can be done, but we'll need to show you.

The screenshot shows the 'Edit Folder' window with the 'Filter' tab active. The 'Crew' dropdown menu has been updated to 'FMELECTRIC'. The following table represents the filter settings shown in the image:

Field	Value
Crew	FMELECTRIC
Craft	ALL
Labor	Both
Maintenance Type	ALL
Request Type	ALL
Maximum Priority	ALL

Select OK and now you can see just the one FMELECTRIC Work\_Done work order.

The screenshot shows the 'Current Schedule' window with the 'Folder' set to 'FM Electric Work Done'. The table below shows the filtered work orders:

	Crew	WO Number	Description	Phase	Building	Type	Start D
<input checked="" type="checkbox"/>	FMELECTRIC	WO148052	GAUSS/JOHNSON GFCI	<input type="checkbox"/>	423	SAFETY -R	14-DEC-2006
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

From the Current Schedule you can go to the WO Closing form as usual:

The screenshot displays the 'Work Order Closing' form. At the top, the 'WO Number' is 'WO148052' and the description is 'GAUSS/JOHNSON GFCI'. Below this are tabs for 'Work Order', 'Attributes', 'Task List', 'Crews', and 'Labor'. The 'Asset' section contains 'Asset Class' and 'Equipment' (ELECTRIC-423, ELECTRICAL SYSTEMS). The 'Work Data' section includes 'Status' (WORK\_DONE), 'Type' (SAFETY -R), 'Start Date' (14-DEC-2006), 'Due Date' (19-DEC-2006), 'Arrived', and 'Completed' (10-NOV-2010 12:00AM). The 'Equipment Data' section shows 'Down Time' (Down, Up, Hours) and 'Usage'.

Then check the labor and material charges as you normally do and change it to Complete, or whichever closing status is correct.

The advantage of the Work Done status is that the employee who charged time to the job already has to enter it on the timecard, so there's little extra work to check the box, and by having all of your Work Done WOs on a Current Schedule list, you can save time looking for work orders which need to be closed.

There are quite a few other things you can do on the Current Schedule form. If you have a need for something different, come see us.

**Change History**

Date	Description	Changed By
9 Aug 12	Initial Creation	MikeF