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:

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

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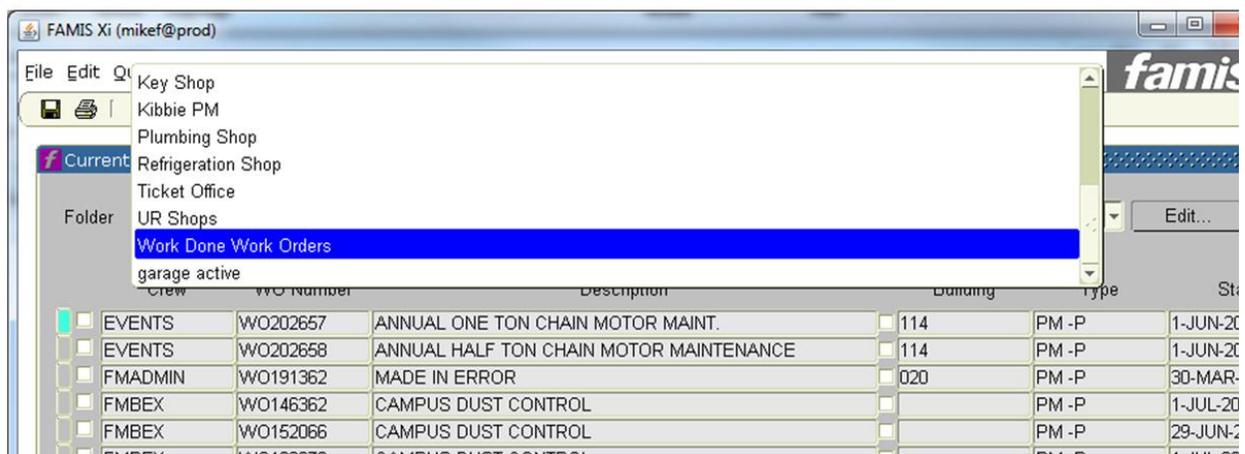
Choose that and you will see all of the Work Done status work orders for all FM shops. Most likely you will want to create a new Current Schedule just for the work orders you are interested in. There is no limit to the number of private schedules you can create.

2
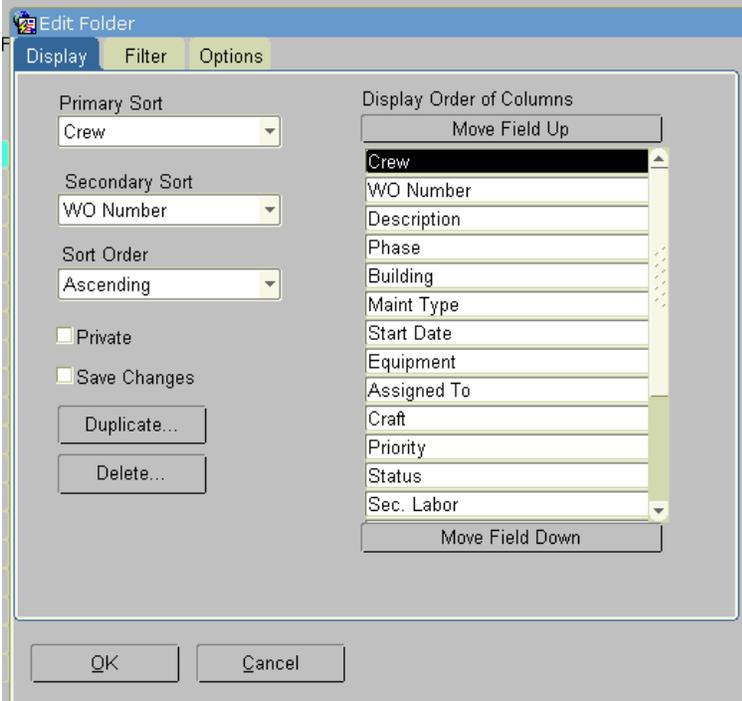
To create your own version of an existing Current Schedule, select the Edit button at the top right, then on the Edit Folder form select Duplicate:

Give the copied schedule a new name, then select OK:
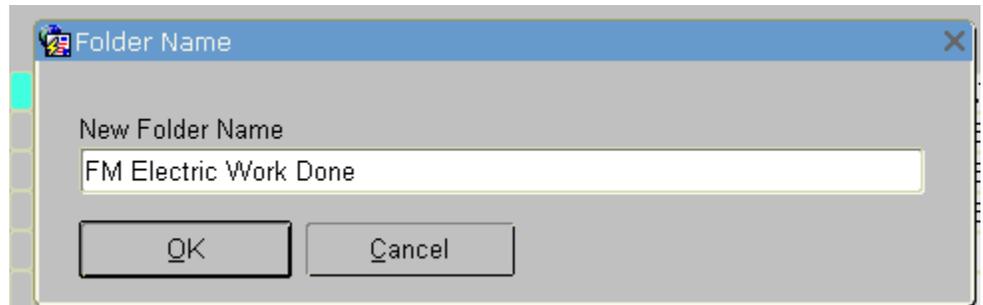
The Edit Folder form now has the Private and Save Changes boxes checked:

Pick the Filter tab at the top of the form:

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.

Select OK and now you can see just the one FMELECTRIC Work_Done work order.

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

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