The University of Western Ontario

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.

🛃 _Work Order Task Details - Status - Complete not Closed 📃 🗖 🗙								
Eile Edit <u>V</u> iew <u>W</u> indow Help								
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		Work Order	Task	Task Name	Entity	Entity Name	Start No Earlier Than	Finish M
E Search Standing Work Tasks	8	22	1	Test Simple Work Order	074333A 6	PUMP, ACID INJECTION A	2008-01-17 16:19	2008-
Search by Entity	8	00588901	1	U#1 SBFP ROTOR CHANGE OU	143510 6	PUMP, STANDBY BOILER FEE	D 2000-01-01 00:00	2007-
Search by Number								
E Search by PM Job								
Search by Shutdown								
🔢 Status - Canceled								
III Status - Closed								
Status - Complete not Closed								
🔢 Status - Held								
🔢 Status - In Progress								
🔢 Status - Not in Backlog								
🔢 Status - Open								
E Status - Planned in Backlog								
EStatus - Ready to Schedule								
🔢 🛛 Status - Scheduled								
							Selected - Fi	lter
For Help, press F1							NUM	



Closing Work

💦 Simple Work Order 00	9588901 - Planning					
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O05588901 U 143510 6 PI	#1 SBFP ROTC Assets Categories General Shutdown Entity to work on Number: Name: Criticality: Location: Planning information Title: Work type: Crew: Planner: Supervisor: Requested by: General ledger segment: Deliver purchases to:	Charging Keywords Requests Time Frame Image: Time Frame Est Image: Time Frame	#3 JIT1 Description timates Failure UNIT1 T #3			
For Help, press F1		SH				

- • Click the door icon to Close.



Closing Work

📑 Close Simple W	fork Order 00588901	×			
General Failure S	tatistics Downtime Sunset Dates				
🔲 Generate failure	analysis information				
Root cause:	(none)				
Reason for failure:	(none)				
Action taken:	Work Done- Complete				
Failure effect:	[none]				
Consequence of fail	ure	-			
🔲 Hidden	C Operational				
🔲 Safety/Environm	ental 🔲 Non-Operational				
Consequence 1	Consequence 2				
Equipment failed d	ue to				
Entity:	1				
Name:					
Catalog item:					
Name:					
OK	Record <u>Time</u> Record <u>Activities</u> Car	icel			

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



Closing Work

💦 Simple Work Order OC)588901 - Planning					
<u>File E</u> dit <u>V</u> iew <u>W</u> indow <u>H</u> e	lp					
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Costs Summary Status	Planner: Supervisor: Requested by: General ledger segment: Deliver purchases to:	Charging Keywords Requests Time Frame Es Charging Keywords Requests Time Fram	#3 Description timates Failure UNIT1 T #3			
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For Help, press F1		SH				

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

