

03.08 How to Close Preventive Maintenance Work Orders

Note: The fields displayed on the screen may vary from the illustrations below based on an individual user's security rights or based on the specific configuration of the database.

Locate the Preventive Maintenance Work Order you are planning to close.

Right-click on the ID number to open it in a new tab.

Scroll down to the update requests section.

1. Go to the General Comments box and type in “Work Order Closed”.
2. Go to the Status field and select “Closed” unless “Tech Not Able to Complete” or “Not Enough Resources – ADMIN” apply to the Work Order.

PLEASE NOTE: You do not need to be concerned about the “Date Closed” field, as this will automatically populate the information when you update the Work Order.

3. Click Update to save changes.

The screenshot shows the 'UPDATE REQUEST' form in the FAMIS 360 system. The form is titled 'UPDATE REQUEST' and has a dark header bar. The main content area is divided into several sections:

- General Comments:** A text area containing the text 'Work Order Closed.' A blue circle with the number '1' is overlaid on the top-left corner of this section.
- Assigned To:** A dropdown menu showing 'Admin, Report'. A blue circle with the number '2' is overlaid on the 'Status' dropdown menu.
- Status:** A dropdown menu showing 'Closed'. There are two checkboxes: 'Notify Lead Assignee' and 'Notify Requestor', both of which are unchecked.
- Closed By:** A dropdown menu showing 'Newton, Grace - KAPUR, INCL.'.
- Billing:** A section with 'Billing status' and 'No' selected, and 'Not Billed' as an option.
- Asset:** A dropdown menu showing 'Not Selected'. There are 'Select' and 'Clear' buttons next to it. A 'Failure Code' dropdown menu is also present.
- Statement of Work:** A text area containing the text 'Water Meter Reading, Section 3.11 - Testing'.
- Reschedule For:** A section with a date picker, a time dropdown showing '9:00', an AM/PM dropdown showing 'AM', and a 'Re-Notify?' checkbox.

At the bottom right of the form, there is a yellow 'UPDATE' button. A blue circle with the number '3' is overlaid on the top-right corner of the form area.