

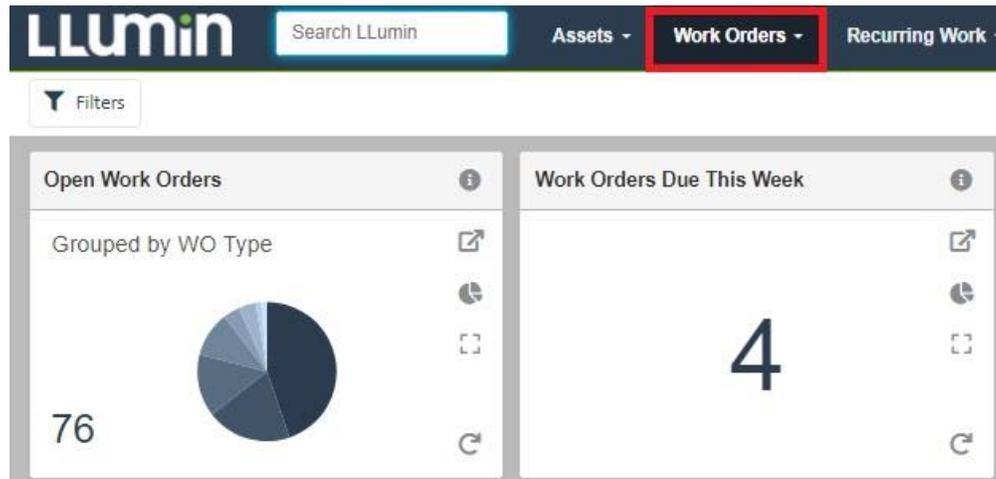
How to Complete a Work Order

Work Orders in LLumin go through several stages before they can be successfully closed.

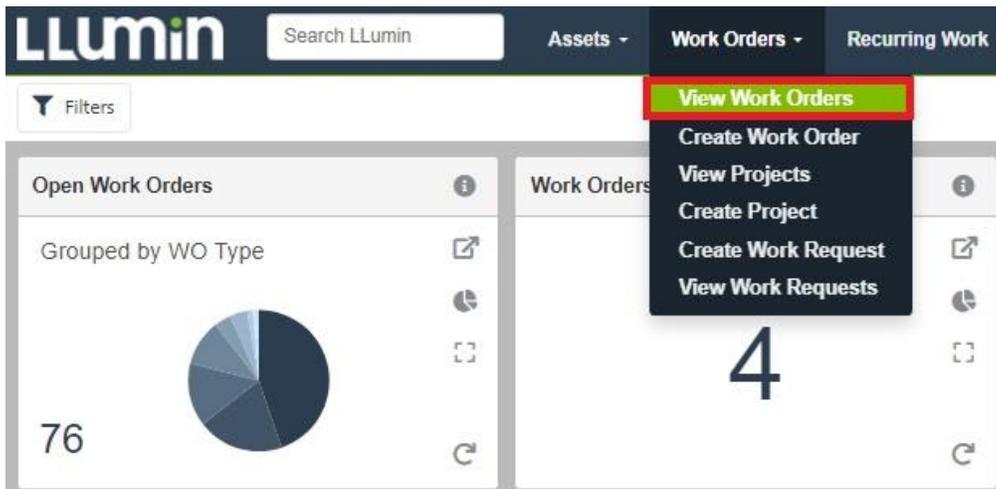
Those with the **Assigned** status can be marked as **Complete**, which will either change the Work Order's status to **Completed** or **Pending Approval**, depending on the system configuration.

Locate a Work Order

1. Go to the **Work Orders** drop-down menu on the menu bar.



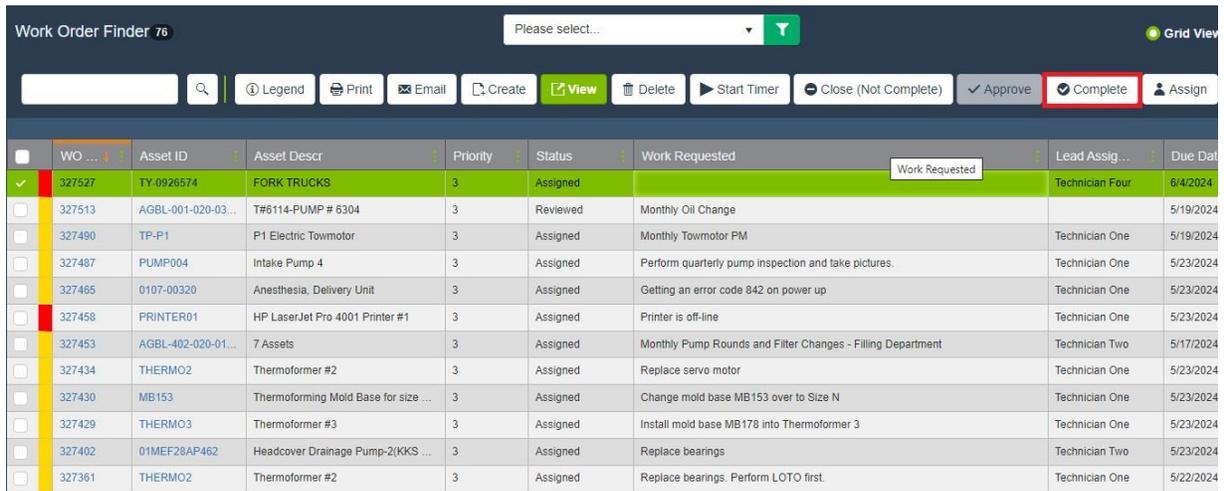
2. Select **View Work Orders** from the drop-down menu.



3. In the Work Order Finder, select the Work Order you want to complete. Ensure the Work Order has the 'Assigned' status.

Complete a Work Order

4. Select **Complete** to open the Complete Work Order popup.



Work Order Finder 76

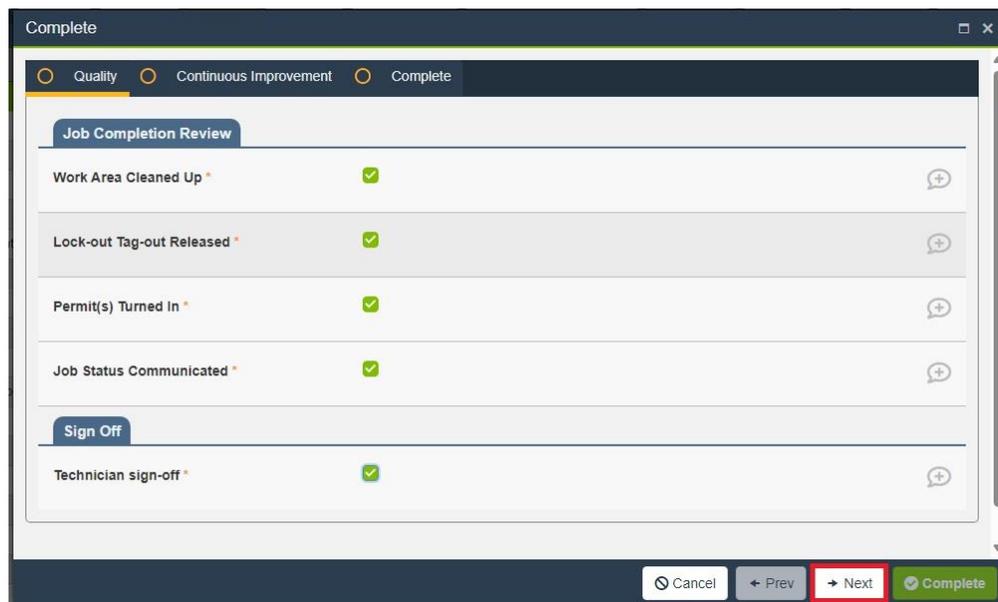
Please select... [Filter Icon]

Legend Print Email Create View Delete Start Timer Close (Not Complete) Approve Complete Assign

WO ...	Asset ID	Asset Descr	Priority	Status	Work Requested	Lead Assig...	Due Dat
327527	TY-0926574	FORK TRUCKS	3	Assigned	Work Requested	Technician Four	6/4/2024
327513	AGBL-001-020-03...	T#6114-PUMP # 6304	3	Reviewed	Monthly Oil Change		5/19/2024
327490	TP-P1	P1 Electric Towmotor	3	Assigned	Monthly Towmotor PM	Technician One	5/19/2024
327487	PUMP004	Intake Pump 4	3	Assigned	Perform quarterly pump inspection and take pictures.	Technician One	5/23/2024
327465	0107-00320	Anesthesia, Delivery Unit	3	Assigned	Getting an error code 842 on power up	Technician One	5/23/2024
327458	PRINTER01	HP LaserJet Pro 4001 Printer #1	3	Assigned	Printer is off-line	Technician One	5/23/2024
327453	AGBL-402-020-01...	7 Assets	3	Assigned	Monthly Pump Rounds and Filter Changes - Filling Department	Technician Two	5/17/2024
327434	THERMO2	Thermoformer #2	3	Assigned	Replace servo motor	Technician One	5/23/2024
327430	MB153	Thermoforming Mold Base for size ...	3	Assigned	Change mold base MB153 over to Size N	Technician One	5/23/2024
327429	THERMO3	Thermoformer #3	3	Assigned	Install mold base MB178 into Thermoformer 3	Technician One	5/23/2024
327402	01MEF28AP462	Headcover Drainage Pump-2/KKS ...	3	Assigned	Replace bearings	Technician Two	5/23/2024
327361	THERMO2	Thermoformer #2	3	Assigned	Replace bearings. Perform LOTO first.	Technician One	5/22/2024

NOTE: Alternatively, select **View** to open the Work Order's page. Then, select **Complete** near the bottom to open the same popup.

5. If there are Procedures linked to your Work Order and you have not entered Assessment Data, you will be prompted to fill out a Condition Assessment. Confirm that each required step of each Procedure is completed, then select **Next**.



Complete

Quality Continuous Improvement Complete

Job Completion Review

Work Area Cleaned Up *

Lock-out Tag-out Released *

Permit(s) Turned In *

Job Status Communicated *

Sign Off

Technician sign-off *

Cancel Prev Next Complete

- If the Work Order requires Continuous Improvement, complete the requested information on the screen.
- Click **Next** to proceed.

The screenshot shows a 'Complete' window with three tabs: 'Quality' (checked), 'Continuous Improvement' (checked), and 'Complete' (unchecked). The 'Continuous Improvement' section contains three questions:

- Do Linked Parts need updating? (with an 'Update Linked Parts' button)
- Do Procedures need updating? (with an 'Update Procedures' button)
- Do you have any suggestions for maintenance improvements? (with a large text input area)

A 'Comments' field is located to the right of the first two questions. At the bottom, there are four buttons: 'Cancel', 'Prev', 'Next' (highlighted with a red box), and 'Complete'.

- On the next page, update the statuses of the Linked Assets, including logging any Downtime when the Asset was not operational.
- Then, select **Complete** to complete the Work Order. The status will change to 'Pending Approval' or 'Completed,' depending on your system configuration.

The screenshot shows the 'Complete' window with the 'Complete' tab selected. It displays the following information:

- Created:** 5/28/2024 9:45 AM
- Started:** 5/28/2024 9:46 AM
- Date Completed:** 7/1/2024 8:25 AM
- Cause Of Failure:** Motor
- Asset ID:** TY-0926574
- Current Status:** Running
- Downtime Record:**

Start Date	End Date	Down Time	Reason	Notes
5/28/2024 9:42 AM	7/1/2024 8:25 AM	33d 22h 43m 0s		

At the bottom, there are four buttons: 'Cancel', 'Prev', 'Next', and 'Complete' (highlighted with a red box).