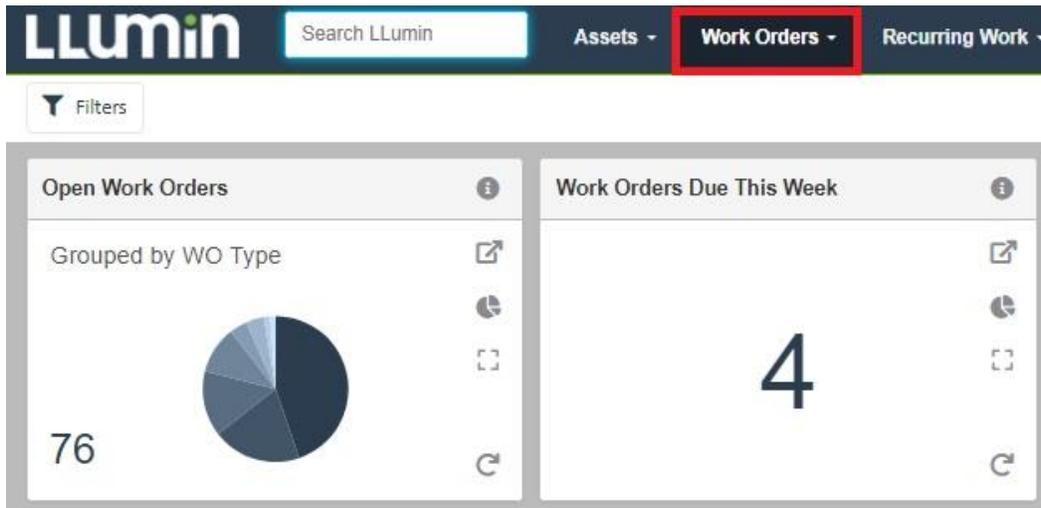


How to Approve a Work Order

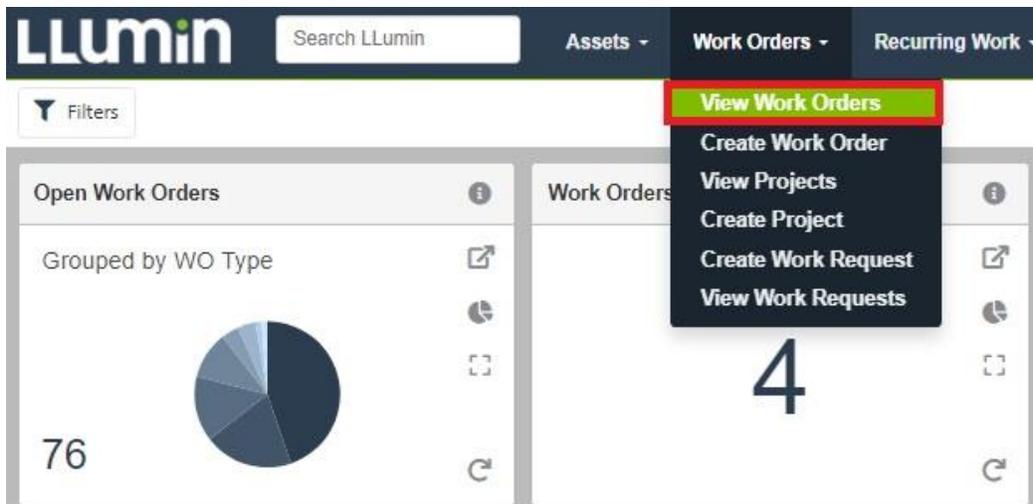
A finished Work Order will have its status set to 'Pending Approval' for review. Work Orders in this status can be marked as **Approved**, which will change their status to **Completed**. There are two options to approve a Work Order: Quick Approval or Detailed Review and Approval.

Locate a Work Order

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



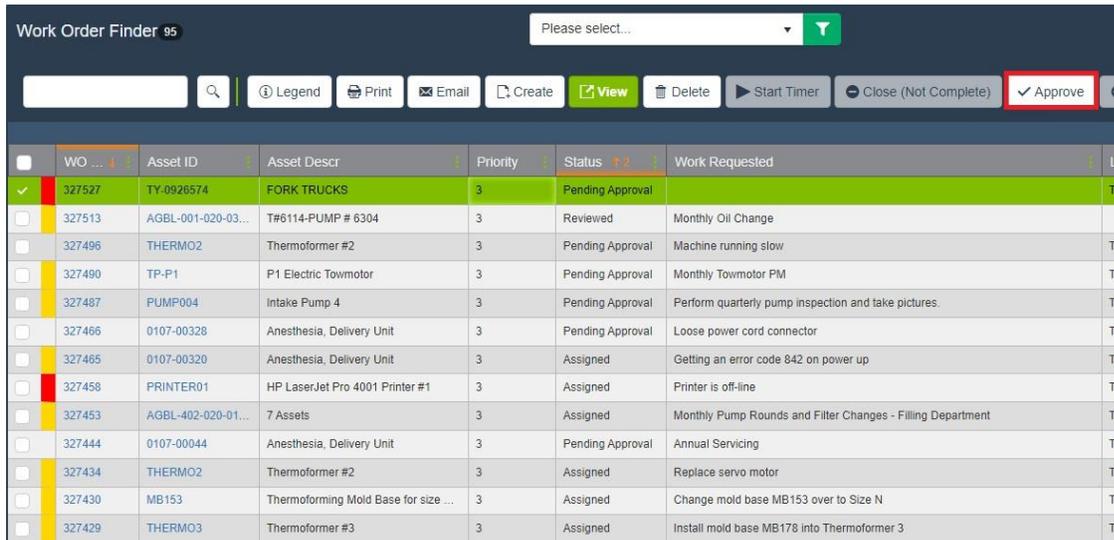
2. Select **View Work Orders**.



3. In the Work Order Finder, select the Work Order(s) to be approved.

Method 1: Quick Approval

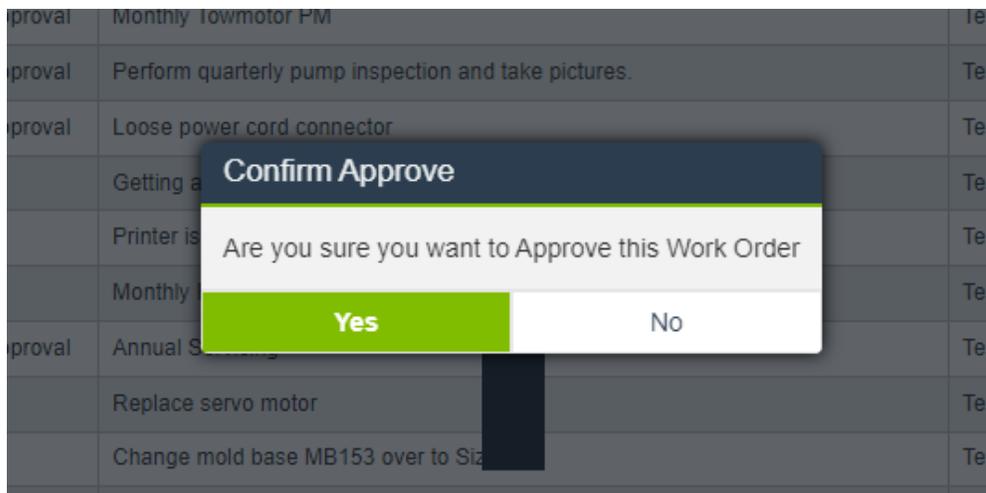
1. Select **Approve** at the top of the screen to change the Work Order's status to 'Completed.'



The screenshot shows the 'Work Order Finder' interface. At the top, there is a search bar with the text 'Please select...' and a green search icon. Below the search bar is a toolbar with buttons for 'Legend', 'Print', 'Email', 'Create', 'View', 'Delete', 'Start Timer', 'Close (Not Complete)', and 'Approve'. The 'Approve' button is highlighted with a red box. Below the toolbar is a table with columns: 'WO ...', 'Asset ID', 'Asset Descr', 'Priority', 'Status', and 'Work Requested'. The first row is highlighted in green and has a checkmark in the 'WO ...' column. The 'Status' for this row is 'Pending Approval'.

WO ...	Asset ID	Asset Descr	Priority	Status	Work Requested
327527	TY-0926574	FORK TRUCKS	3	Pending Approval	
327513	AGBL-001-020-03...	T#6114-PUMP # 6304	3	Reviewed	Monthly Oil Change
327496	THERMO2	Thermoformer #2	3	Pending Approval	Machine running slow
327490	TP-P1	P1 Electric Towmotor	3	Pending Approval	Monthly Towmotor PM
327487	PUMP004	Intake Pump 4	3	Pending Approval	Perform quarterly pump inspection and take pictures.
327466	0107-00328	Anesthesia, Delivery Unit	3	Pending Approval	Loose power cord connector
327465	0107-00320	Anesthesia, Delivery Unit	3	Assigned	Getting an error code 842 on power up
327458	PRINTER01	HP LaserJet Pro 4001 Printer #1	3	Assigned	Printer is off-line
327453	AGBL-402-020-01...	7 Assets	3	Assigned	Monthly Pump Rounds and Filter Changes - Filling Department
327444	0107-00044	Anesthesia, Delivery Unit	3	Pending Approval	Annual Servicing
327434	THERMO2	Thermoformer #2	3	Assigned	Replace servo motor
327430	MB153	Thermoforming Mold Base for size ...	3	Assigned	Change mold base MB153 over to Size N
327429	THERMO3	Thermoformer #3	3	Assigned	Install mold base MB178 into Thermoformer 3

2. To confirm your approval, click **Yes**.



Method 2: Detailed Review and Approval

3. Select **View** to open the Work Order details.
4. Review the Work Order details.
5. Select **Approve** at the bottom of the screen.

The screenshot displays a 'Work Order' management interface for work order 327496. The interface is divided into several sections:

- Header:** Work Order Type: Repair, Due: 5/22/2024, Work Order Status: Pending Appr..., Sub Status: [Dropdown]
- Scheduling:** Personnel Scheduled (2): Technician Two, Technician One
- Work Completion:** Procedures: 0, Compliance Documentation: 0, Labor Records: 2, No Parts Used
- Summary (Left Panel):**
 - Created: 5/15/2024 1:18 PM
 - Total Cost: \$165.00
 - Attached Files: 0
 - Cause Of Failure:
 - Labor Time: 3 Hr 0 Min.
- Work Requested / Repair Comments:** Machine running slow
- Assets:** THERMO2 Thermoformer #2, Bay E-4
- Summary (Main Panel):**
 - Requested: 3/18/2024 3:05 PM, Requested By: Supervisor One
 - Created: 5/15/2024 1:18 PM, Notification Email: [Field]
 - Started: 5/15/2024 1:20 PM, Labor Time: 3 Hrs, 0 Mins.
 - Completed: 5/15/2024 3:08 PM, Elapsed Time: 1h 50m 0s
 - Closed: [Field], + Create Follow Up W/O
- Costs (Total: \$165.00):**
 - Equipment Usage Cost: \$0.00
 - Purchases Cost: \$0.00
 - Parts Cost: \$0.00
 - Labor Cost: \$165.00
- Bottom Bar:** Save, Approve, Time Entry, Show on Map, Issue Parts, Reopen, Print, Email, Go Back

NOTE: If Continuous Improvement was required for the Work Order, you can view the responses given.

6. Click **Cancel** to close the window and finalize approval for the Work Order.

Do Linked Parts need updating?	<input type="button" value="✖ Update Linked Parts"/>	Comments
		<input type="text" value="Remove part 12345"/>
Do Procedures need updating?	<input type="button" value="☰ Update Procedures"/>	<input type="text"/>
Do you have any suggestions for maintenance improvements?	<input type="text" value="Nope"/>	