

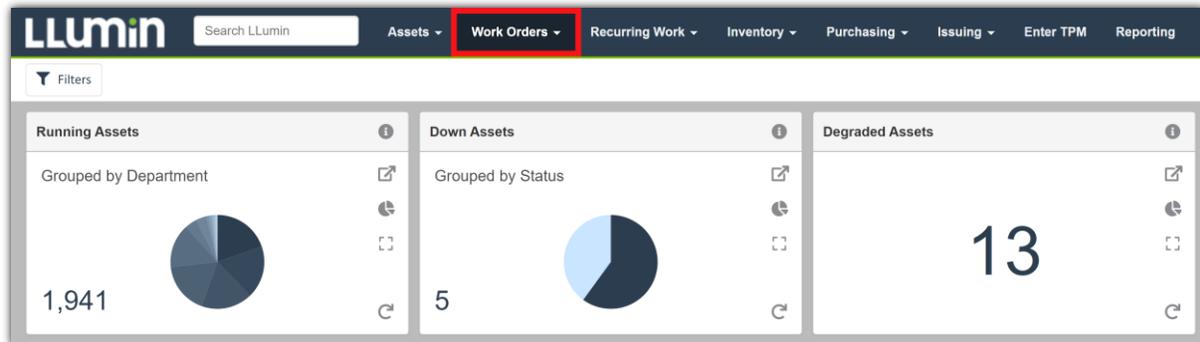
# How to Assign a Technician to a Work Order

After creating a Work Order, you might need to assign a **technician** to complete the work. This process is easy in LLumin CMMS+.

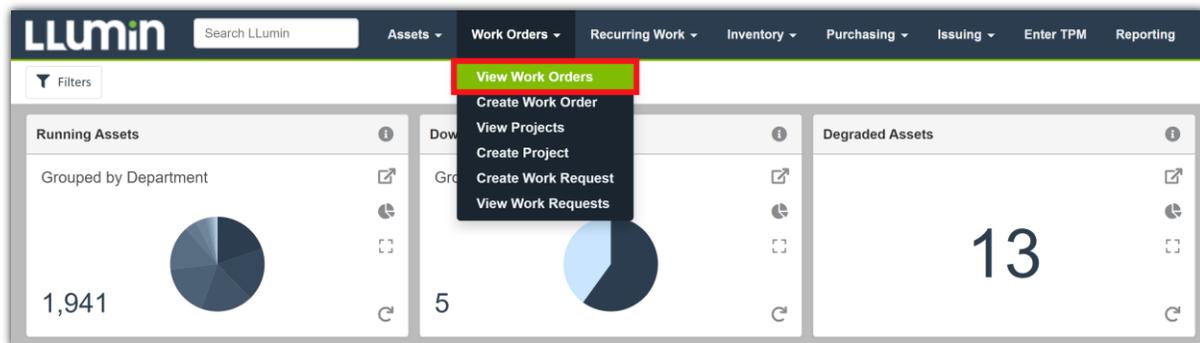
## Instructions

To assign a technician to a Work Order, perform the following steps:

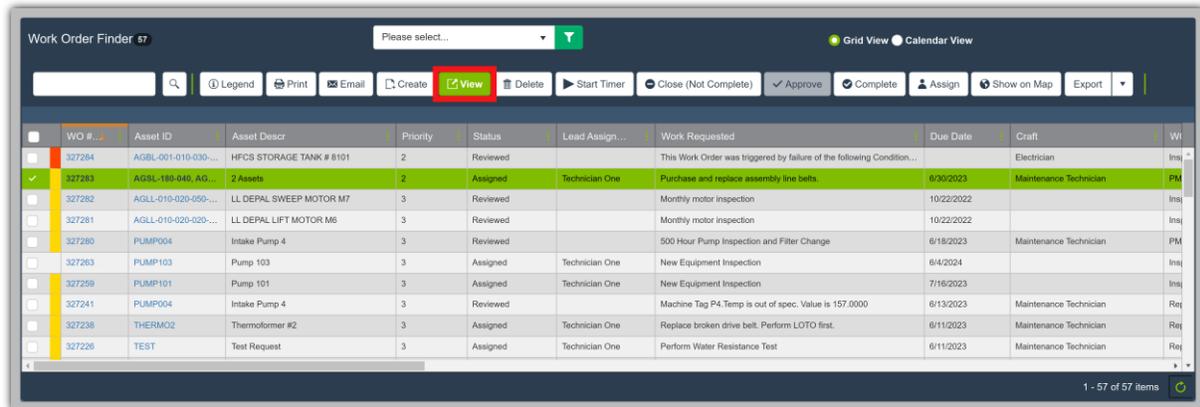
1. Navigate to the **Work Orders** drop-down menu on the menu bar.



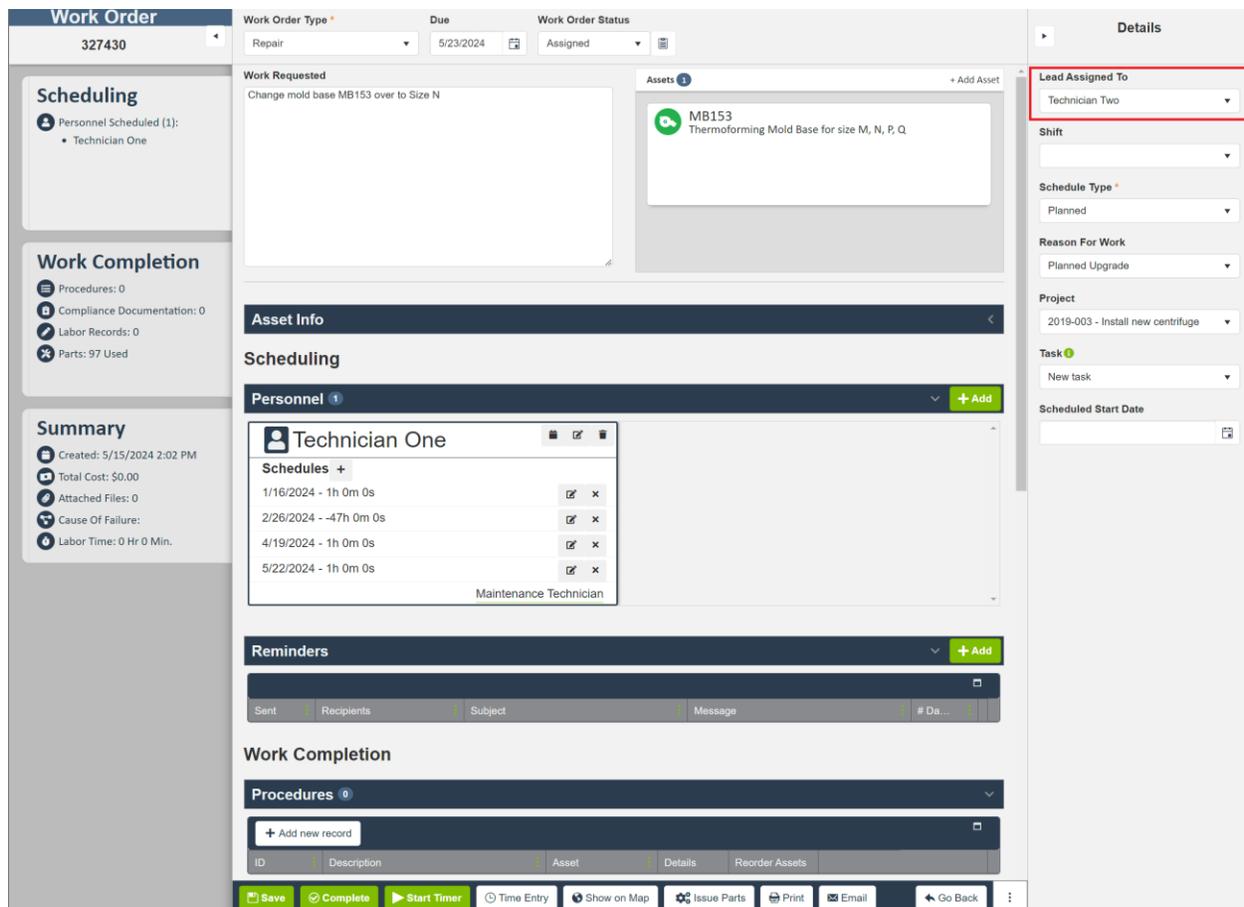
2. Select **View Work Orders**.



- In the Work Order Finder, locate the Work Order you want to modify.
- Click on the Work Order number directly or select **View** at the top of the screen.



- In the Work Order details, open the drop-down menu for **Lead Assigned To** on the right-hand sidebar.
- Choose the technician you would like to assign.



- Click the **Save** button near the bottom to submit the change.