

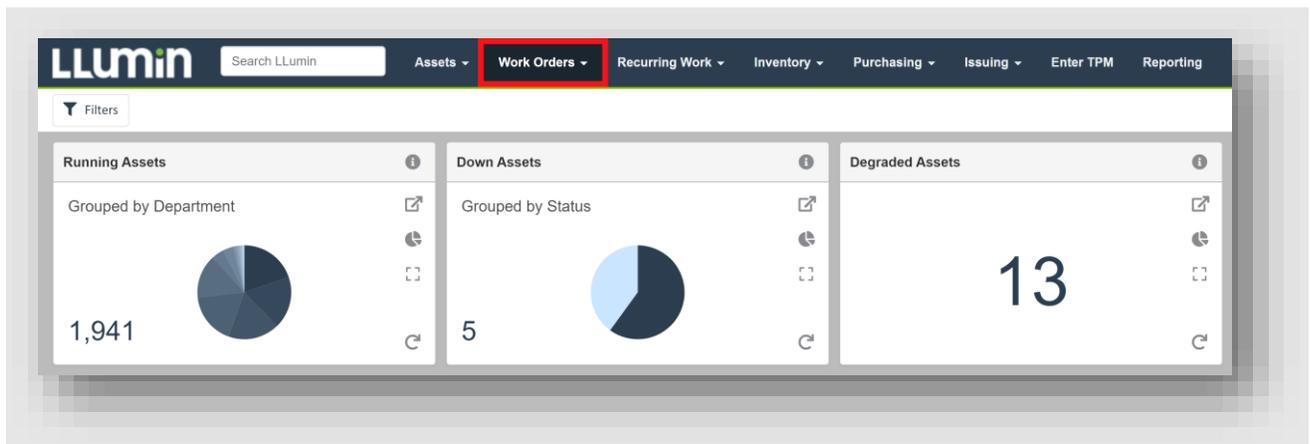
How to Close (Not Complete) a Work Order

Work Orders have a status available for when they need to be closed but the work has not been **Completed**. This status is known as **Close (Not Complete)** and is simple to apply. This status is useful when work cannot be fully completed but still needs to be closed for tracking purposes.

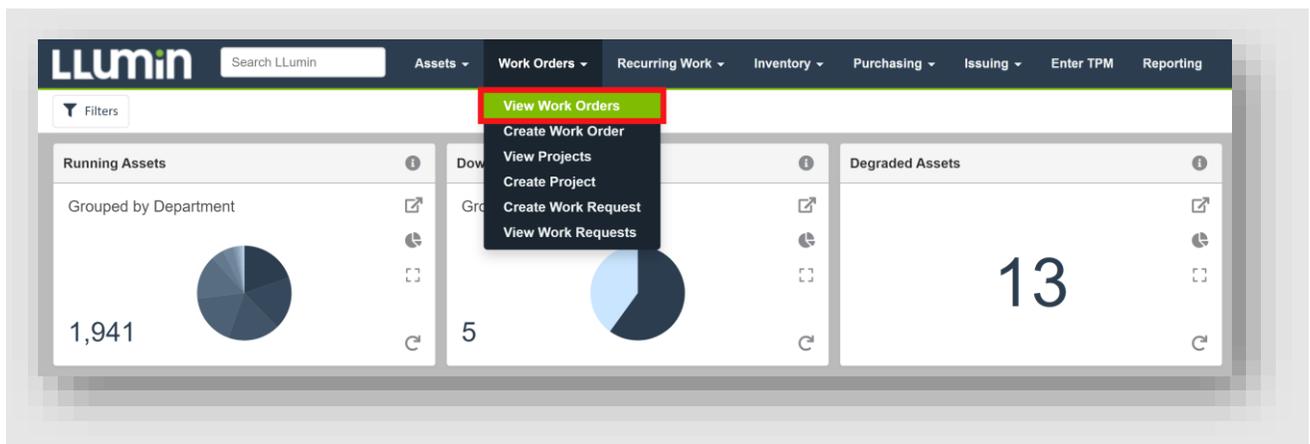
Instructions

To Close (Not Complete) a Work Order, perform the following steps:

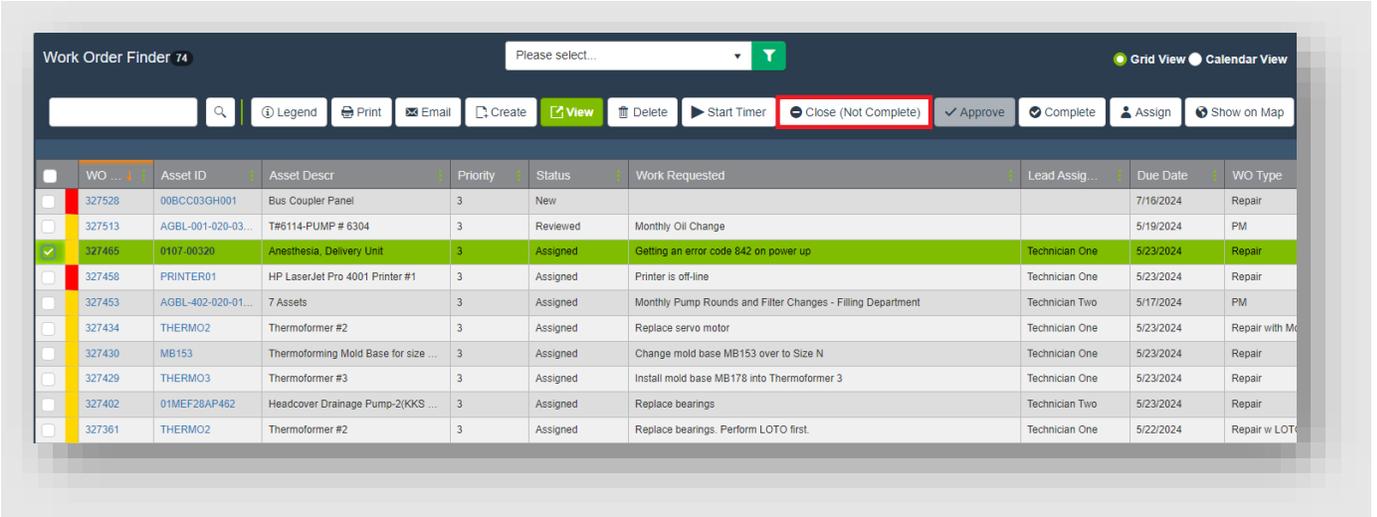
1. Go to the **Work Orders** drop-down menu on the menu bar.



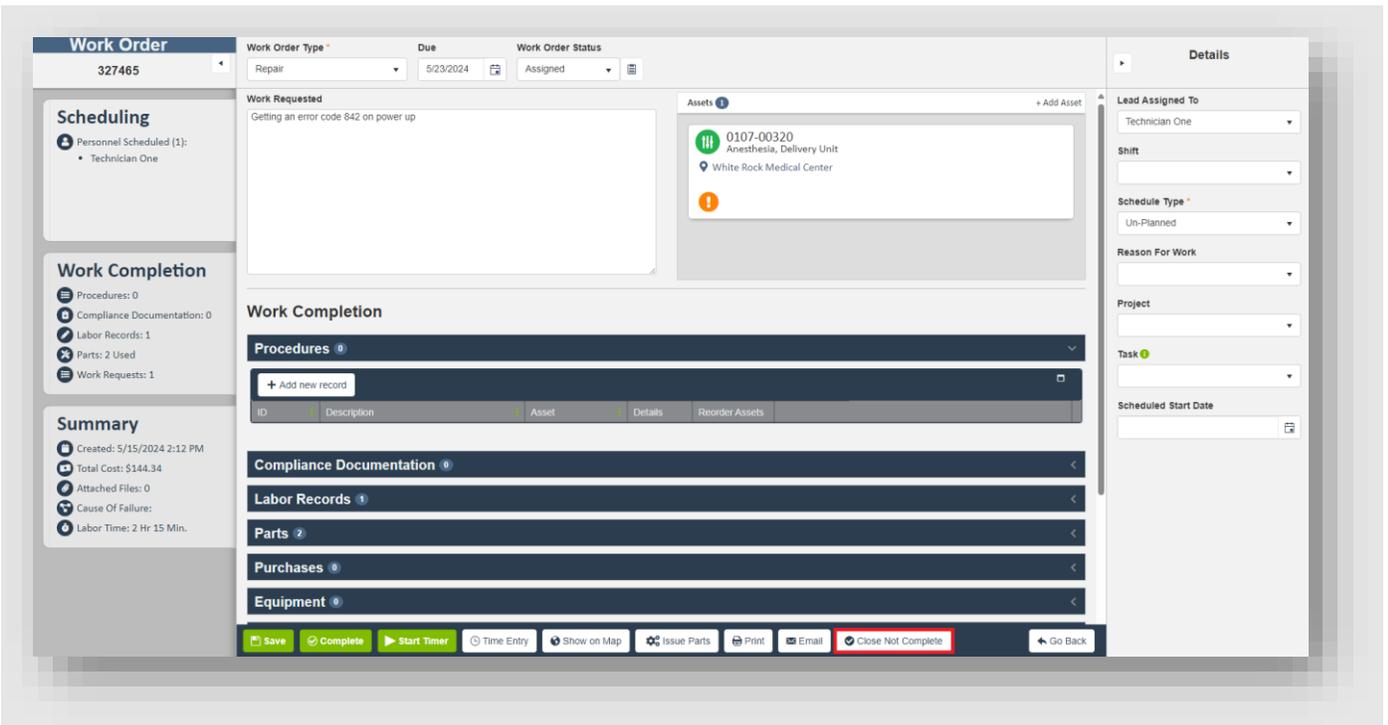
2. Select **View Work Orders**.



- In the Work Order Finder, choose the Work Order you want to Close (Not Complete).
- To close the work order, select **Close (Not Complete)** near the top to open the popup.



- Alternatively, select **View** to open the Work Order, then select **Close (Not Complete)** near the bottom of the screen to open the same popup.



6. Enter any **Comments** in the provided field.
7. Once finished, select **Yes** to Close (Not Complete) the Work Order.

