

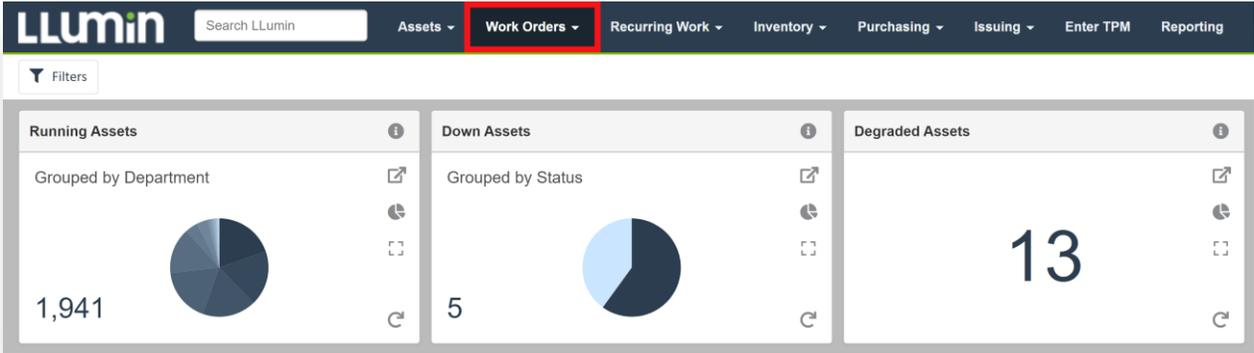
How to Change the Status of a Work Order

As a Work Order progresses, you may need to update its **Status** manually. You can view and change the status directly on the Work Order detail screen within LLumin CMMS+.

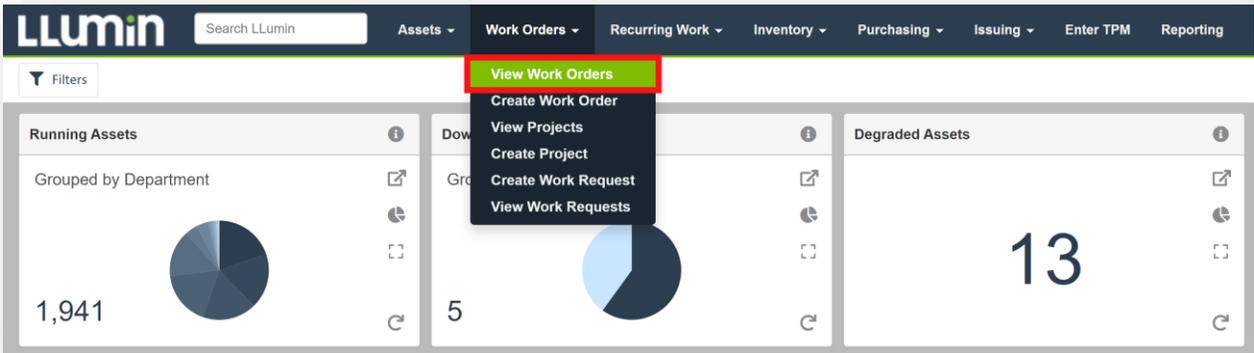
Instructions

To change the status of a Work Order, perform the following steps:

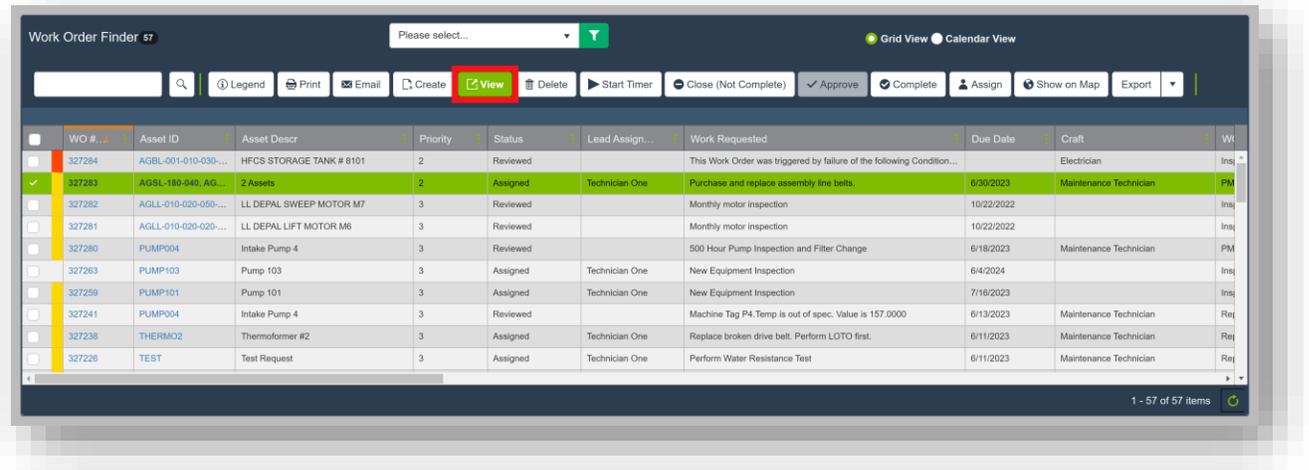
1. Go to the **Work Orders** drop-down menu on the menu bar.



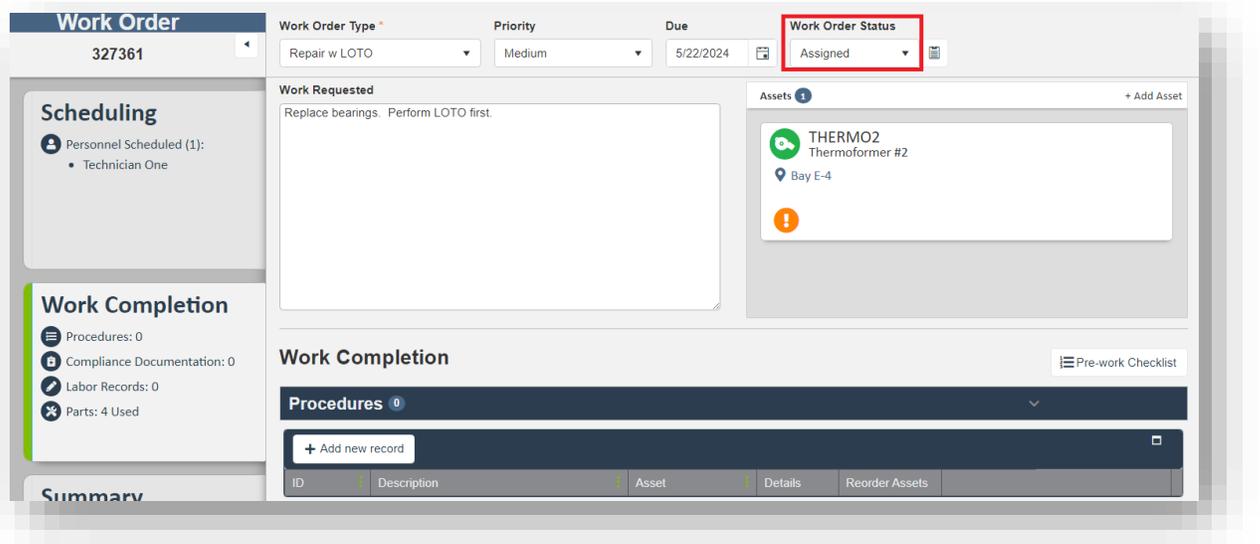
2. Select **View Work Orders**.



3. In the Work Order Finder, select the Work Order you want to update.
4. Click the hyperlink on an individual Work Order or select **View** to open it.



5. Open the drop-down menu for **Work Order Status** near the top of the screen.



6. Then, choose the status you want to change the Work Order to to.

The screenshot shows the 'Work Order' interface for ID 327361. At the top, there are fields for 'Work Order Type' (Repair w LOTO), 'Priority' (Medium), and 'Due' (5/22/2024). The 'Work Order Status' dropdown is currently set to 'Assigned' and is open, showing a list of options: 'Assigned', 'Scheduled WIP', 'Waiting Parts', 'Waiting', and 'On Hold'. The 'Waiting' option is highlighted with a red box. Below the status dropdown, there is a 'Work Requested' section with the text 'Replace bearings. Perform LOTO first.' and an 'Assets' section with a search bar and a '+ Add Asset' button. On the left side, there are sections for 'Scheduling' (Personnel Scheduled (1): Technician One) and 'Work Completion' (Procedures: 0, Compliance Documentation: 0, Labor Records: 0, Parts: 4 Used). At the bottom, there is a 'Summary' section and a 'Work Completion' section with a 'Pre-work Checklist' button.

7. Click the **Save** button at the bottom of the screen to submit the change.

The screenshot shows the 'Work Order' interface for ID 327361 after the status has been changed to 'Waiting Parts'. The 'Work Order Status' dropdown is now set to 'Waiting Parts'. The 'Assets' section shows one asset: 'THERMO2 Thermoformer #2' located at 'Bay E-4'. The 'Work Completion' section at the bottom has a 'Save' button highlighted with a red box. Other buttons in this section include 'Complete', 'Start Timer', 'Time Entry', 'Show on Map', 'Issue Parts', 'Print', 'Email', and 'Go Back'. The 'Summary' section on the left shows details such as 'Created: 5/15/2024 4:19 PM', 'Total Cost: \$62.00', 'Attached Files: 0', 'Cause Of Failure:', and 'Labor Time: 0 Hr 0 Min.'.