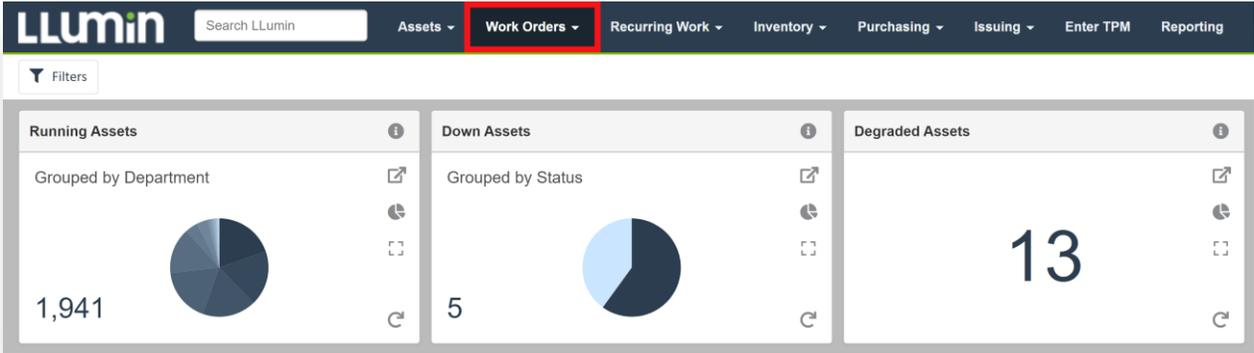# How to Change the Status of a Work Order

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+.
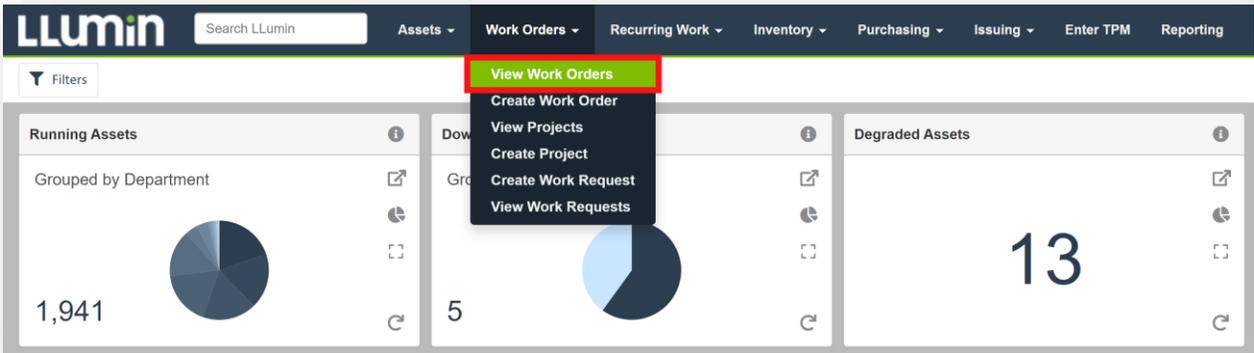
Instructions

To change the status of a Work Order, perform the following steps:
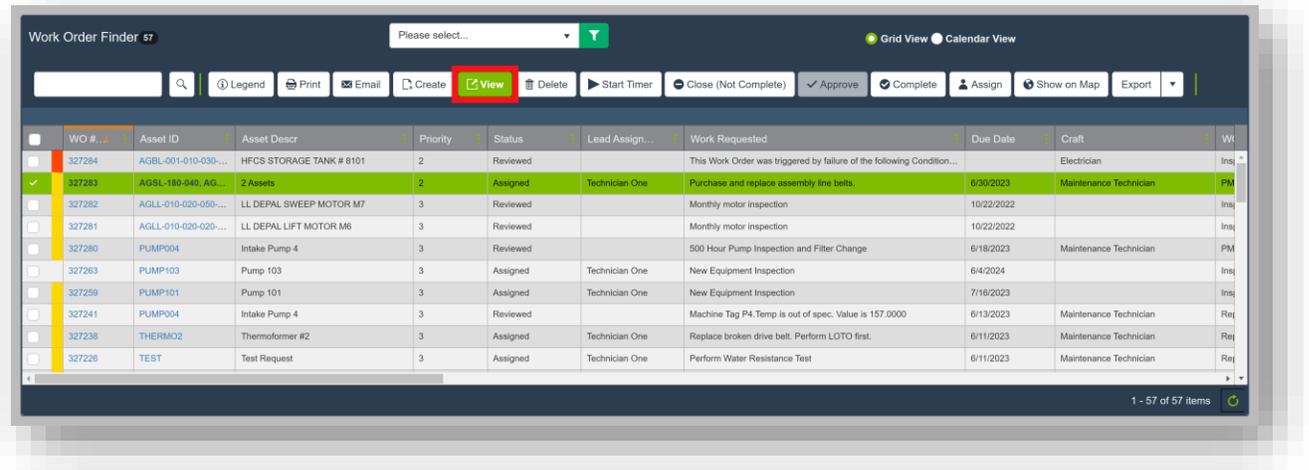
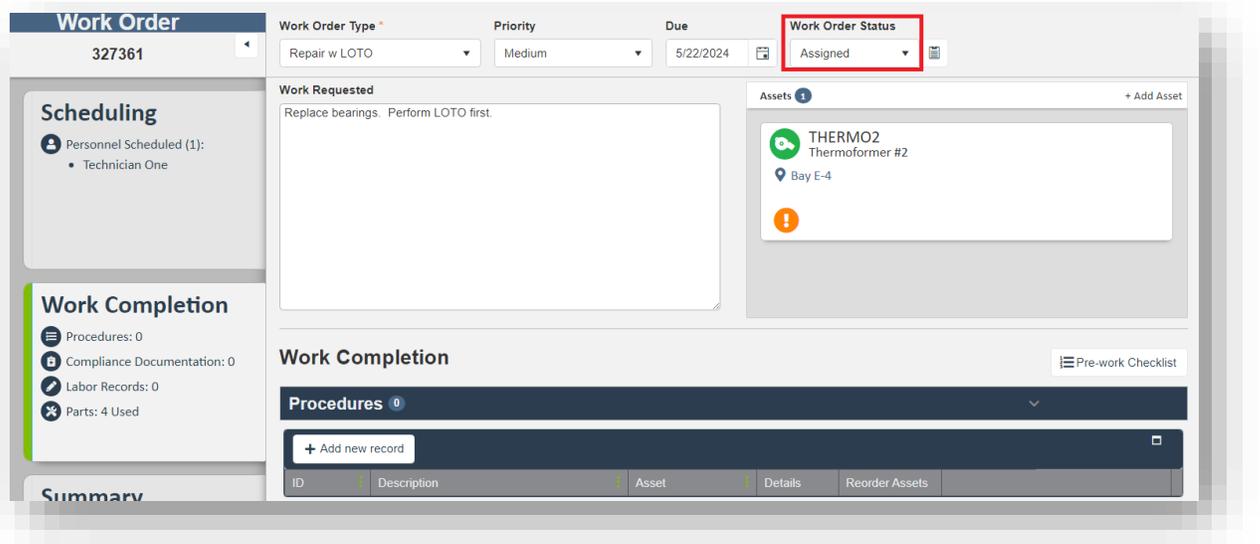1. Go to the **Work Orders** drop-down menu on the menu bar.

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.

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