

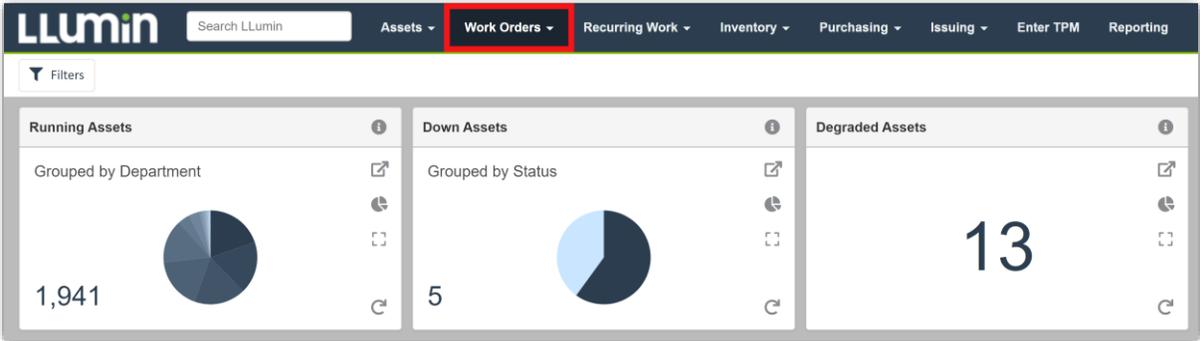
How to Reopen a Work Order

Reopening a Work Order in LLumin CMMS+ allows you to make updates or changes after it has been marked as completed. If a Work Order is in the Completed state, reopening it will return it to the Pending Approval state. If it is in the Pending Approval state, it will be moved back to the Assigned state.

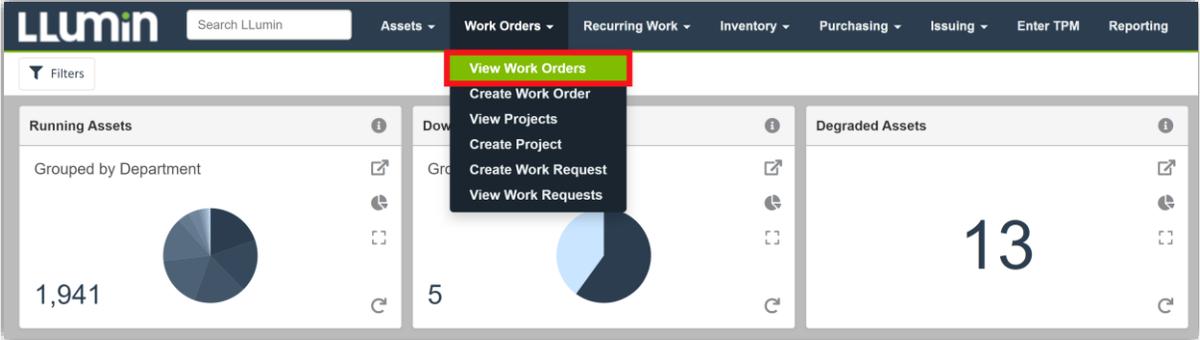
Instructions

To reopen 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**, you can either use the search bar at the top to locate a specific Work Order or browse through the list to find it manually.
- Double-click the Work Order or click **View** to open it.

NOTE: Ensure **Completed** is selected in the filters if you don't see the Work Order you're looking for.

The screenshot shows the 'Work Order Finder' interface with a search bar at the top and a list of work orders below. The 'View' button is highlighted in red. The table below contains the following data:

WO #	Asset ID	Asset Descr	Priority	Status	Lead Assign...	Work Requested	Due Date	Craft	WI
327284	AGBL-001-010-030...	HFCS STORAGE TANK # 8101	2	Reviewed		This Work Order was triggered by failure of the following Condition...	6/30/2023	Electrician	Ins
327283	AGSL-180-040, AG...	2 Assets	2	Assigned	Technician One	Purchase and replace assembly line belts.	6/30/2023	Maintenance Technician	PM
327282	AGLL-010-020-050...	LL DEPAL SWEEP MOTOR M7	3	Reviewed		Monthly motor inspection	10/22/2022		Ins
327281	AGLL-010-020-020...	LL DEPAL LIFT MOTOR M6	3	Reviewed		Monthly motor inspection	10/22/2022		Ins
327280	PUMP004	Intake Pump 4	3	Reviewed		500 Hour Pump Inspection and Filter Change	6/18/2023	Maintenance Technician	PM
327263	PUMP103	Pump 103	3	Assigned	Technician One	New Equipment Inspection	6/4/2024		Ins
327259	PUMP101	Pump 101	3	Assigned	Technician One	New Equipment Inspection	7/16/2023		Ins
327241	PUMP004	Intake Pump 4	3	Reviewed		Machine Tag P4 Temp is out of spec. Value is 157.0000	6/13/2023	Maintenance Technician	Req
327238	THERM02	Thermofomer #2	3	Assigned	Technician One	Replace broken drive belt. Perform LOTO first.	6/11/2023	Maintenance Technician	Req
327226	TEST	Test Request	3	Assigned	Technician One	Perform Water Resistance Test	6/11/2023	Maintenance Technician	Req

- At the bottom of the page, select **Reopen**.

The screenshot shows the 'Work Order' details page for work order 327283. The 'Reopen' button is highlighted in red. The page includes sections for Scheduling, Work Completion, Summary, and Details. The 'Summary' section shows the work order was created on 6/29/2023 at 3:07 PM, with a total cost of \$77.25 and a labor time of 1 hour and 0 minutes. The 'Details' section shows the craft as Maintenance Technician, lead assigned to Technician One, and the reason for work as Planned Upgrade.

- After completing this action, you can make any necessary updates or actions to ensure the Work Order is completed properly.