

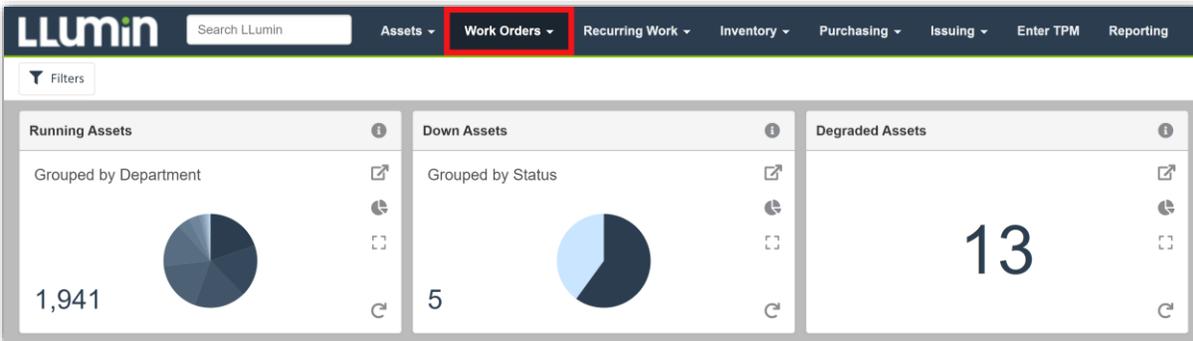
How to Issue Parts to a Work Order

When repairing Assets, additional parts may be required. Issuing parts to a Work Order tracks these requirements and automatically updates your inventory counts.

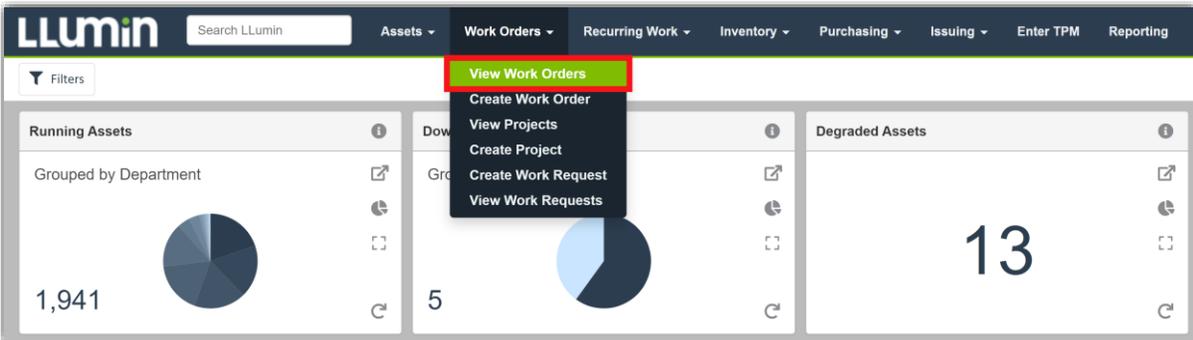
Instructions

To issue a part 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, select the Work Order you want to issue parts to.
- Click **View** to open the Work Order.

Work Order Finder 67

Please select... Grid View Calendar View

Legend Print Email Create **View** Delete Start Timer Close (Not Complete) Approve Complete Assign Show on Map Export

WO #...	Asset ID	Asset Descr	Priority	Status	Lead Assign...	Work Requested	Due Date	Craft	Wt
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

1 - 57 of 57 items

- Select **Issue Parts** at the bottom.

Work Order 327283

Work Order Type: PM Priority: High Due: 6/30/2023 Work Order Status: Assigned

Click to View

Scheduling: Personnel Scheduled (1): Technician One

Work Completion: Assessment Complete, Procedures: 2, Compliance Documentation: 0, Labor Records: 0, No Parts Used

Summary: Created: 6/29/2023 3:07 PM, Total Cost: \$0.00, Attached Files: 0, Labor Time: 0 Hr 0 Min.

Work Requested: Purchase and replace assembly line belts.

Assets:

- AGBL-001-010-030 HFCS STORAGE TANK SYSTEM Atlanta
- AGSL-180-040 METERING BELT @ CURVE (PRIOR TO WEBER) E ATLANTA PLANT

Procedures:

ID	Description	Asset	Details	Reorder Assets
2634	Pre-work Checklist	2 item(s) selected	View	Delete
2636	Work Completion Checklist	AGBL-001-010-030	View	Delete

Compliance Documentation

Labor Records

Parts

Purchases

Equipment

Save Complete Start Timer Time Entry Enter Assessment Data **Issue Parts** Print Email Close Not Complete Go Back

Details:

- Craft: Maintenance Technician
- Lead Assigned To: Technician One
- Shift: First
- Schedule Type: Planned
- Reason For Work: Planned Upgrade
- Location: Springfield Plant
- Estimate (hours): 15.00
- Scheduled Start Date:

6. Use the search bar to find and add the parts needed. Before selecting a part, enter the required quantity in the field to the left of the search bar.

The screenshot shows the 'Issue Parts' application window. At the top, there are three dropdown menus: 'Stockroom *' (Springfield Main Stockroom), 'Issued By' (Supervisor1 - Supervisor One), and 'Issued To *' (Supervisor1 - Supervisor One). Below these are 'Work Order #' (327539) and 'Asset' (0107-00355 - Anesthesia, D...). A search bar with a magnifying glass icon is highlighted with a red box. Below the search bar is a table with columns: Item #, Unit P..., Exten..., Comments, Current On Ha..., Stockroom, and Locat.

7. If there is insufficient stock, a popup will appear, giving you the option to create a Backorder.

The screenshot shows a 'Create Backorder? (123456)' dialog box. The text inside the dialog reads: 'Available quantity is 0. Would you like to create a Backorder?'. There are two buttons: 'Yes' (highlighted in green) and 'No'. The background shows a table with columns: Qty Issued, Unit P..., Exten..., Comments, and Current On.

- In the **Asset** field, choose to associate the parts issue with one asset or all assets tied to the Work Order.
- Once done, click **Finish** to submit the issue.

The screenshot shows the 'Issue Parts' form with the following fields and values:

- Stockroom ***: Springfield Main Stockroom
- Issued By**: Supervisor One
- Issued To ***: Supervisor One
- Work Order #**: 327283
- Asset**: (Apply to All)
- Comments**: Replacement belts

The table below shows the issued items:

Item #	Qty Issued	Unit P...	Exten...	Current On Hand	Stockro...	Location
BELT0027 / 645645 112 inch serpentine belt	1	\$8.25	\$8.25	9	Springfield ...	Springfield Main Stock F-2-A
BELT0022 / 326572354 68 inch serpentine v ...	4	\$8.50	\$34.00	26	Springfield ...	Springfield Main Stock 5-G-4

A red box highlights the **Finish** button at the bottom right of the form.

- After submission, a popup will allow you to print the receipt. This receipt can be used for record-keeping and verifying the parts used during repairs.

The screenshot shows a 'Print Receipt?' popup dialog with the following text and buttons:

Print Receipt?
Do you want to print a Receipt?
Yes **No**

Required Steps Completed: 0/2