

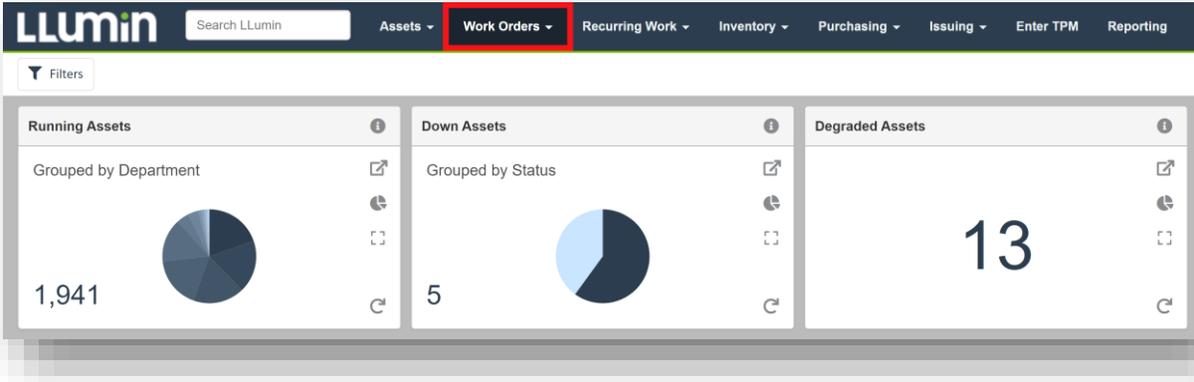
How to Create a Work Order

LLumin CMMS+ simplifies work order management, enabling users to create and track work orders for both unexpected issues and scheduled maintenance. This guide will walk you through the basic steps to create a work order, helping you stay ahead of machine failures and minimize unplanned downtime.

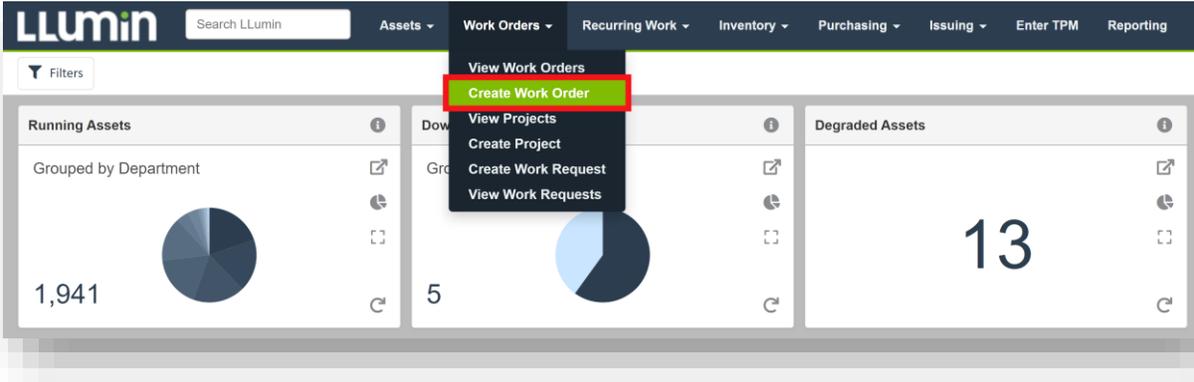
Instructions

To create a new Work Order, perform the following steps:

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



2. Select **Create Work Order**.



3. On the **Create a Work Order** screen, choose a **Work Order Type** and a **Schedule Type**. The fields you see will vary depending on the type selected.

The screenshot shows the 'Create a Work Order' interface. At the top right, there is a button labeled 'Import Work Definition'. Below this is a search bar 'Enter Asset...' and a table with columns: Asset ID, Description, Current Status, Utilization Value, Current Utilizat..., and Warranty... The main form area contains several fields: 'Work Order Type' (set to 'Repair'), 'Requested By' (set to 'Supervisor One'), 'Requested' (set to '10/21/2024 8:39 AM'), 'Priority' (set to 'Medium'), 'Schedule Type' (set to 'Un-Planned'), 'Due' (set to '10/28/2024'), and 'Estimate (hours)'. Other fields include 'Craft', 'Lead Assigned To', 'Location', 'Reason For Work', and 'Work Requested'. At the bottom, there are buttons for 'Add a File' and 'Attach Existing File', and a 'Procedures' section with an 'Add +' button and a table with columns: ID, Description, D., Esti..., and Labor H... The 'Work Order Type' and 'Schedule Type' dropdown menus are highlighted with a red box.

4. Optionally, select **Import Work Definition** near the top to open the Work Definition Finder. Choose a Work Definition to automatically fill in fields in the Work Order.

This screenshot is identical to the previous one, but the 'Import Work Definition' button at the top right is highlighted with a red box. The rest of the form fields and layout are the same as in the previous image.

5. To associate one or more assets with a Work Order, follow the steps below:
- Type the Asset ID, description, or part of either into the search box to narrow your results or click the magnifying glass to open the Asset Finder for more options.
 - If the asset has child assets, click **Add Children** to include them in the Work Order.

NOTE: At least one asset is required to create a Work Order.

The screenshot shows the 'Create a Work Order' interface. At the top, there is a search box labeled 'Enter Asset...' with a magnifying glass icon and a refresh icon. Below the search box is a table with columns: Asset ID, Description, Current Status, Warranty..., Location, Plant, and Equipm... The table contains two rows of assets:

Asset ID	Description	Current Status	Warranty...	Location	Plant	Equipm...
00BBA	MV Switchgear Container	Running			Portland Power Plant	
00BBA00	Commun to MV Switchgear Cont...	Running			Portland Power Plant	

Below the table, there are several form fields: 'Work Order Type' (set to Repair), 'Requested By' (Supervisor One), 'Requested' (9/9/2024 9:47 AM), 'Priority', 'Schedule Type', and 'Due'.

6. Optionally, in the **Procedures** section, you can click **Add+** to open the Procedure Finder and select the required procedures.

The screenshot shows the 'Create a Work Order' interface with the 'Procedures' section expanded. The 'Add +' button is highlighted with a red box. Below the 'Add +' button is a table with columns: ID, Description, D., Esti..., and Labor H... The 'Procedures' section also includes fields for 'Work Order Type', 'Requested By', 'Requested', 'Priority', 'Schedule Type', 'Due', 'Estimate (hours)', 'Craft', 'Lead Assigned To', 'Location', 'Reason For Work', and 'Work Requested'.

7. Complete additional optional fields:

- Fill in the **Lead Assigned To** dropdown.
- Choose an option from the Reason for Work dropdown.
- Add a detailed description of the work in the text box provided.

8. Attach relevant files or photos by selecting either **Add a File** or **Attach Existing File**.

9. Once you've filled out all the necessary fields, select **Create** at the bottom of the page to submit the Work Order.

Create a Work Order Import Work Definition

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Asset ID	Description	Current Status	Warranty...	Location	Plant	Equipm...
x 00BBA	MV Switchgear Container	Down ✎			Portland Power Plant	
x 00BBA00	Commun to MV Switchgear Cont...	Down ✎			Portland Power Plant	

Work Order Type*
Repair 📎

Requested By
Supervisor One

Requested
9/9/2024 9:47 AM 📅 🕒

Priority
High ▼

Schedule Type*
Un-Planned ▼

Due
9/10/2024 📅

Lead Assigned To
▼

Reason For Work
Down Asset ▼

Work Requested

Add a File Attach Existing File

Procedures

+ Add new record 🗑

ID	Description	Asset	Details
2207	Replace Bearings	<input type="text"/>	👁 View ✕ Delete
2258	Pump inspection	<input type="text"/>	👁 View ✕ Delete

Create Go Back