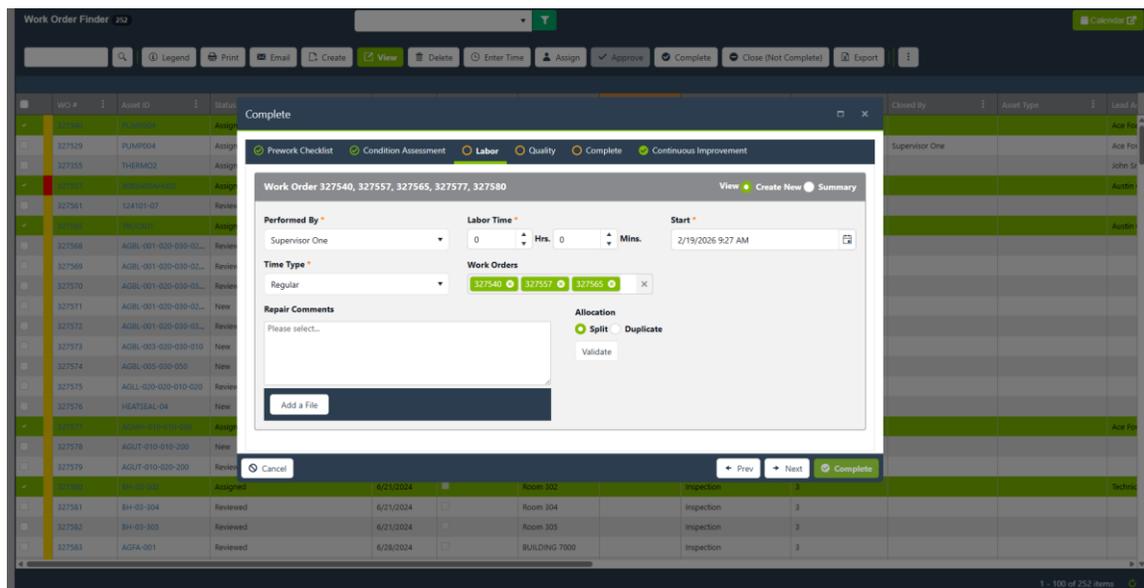


Feature Guide: Multi-Work Order Completion

Completing work orders just got easier! You can now bulk complete work orders in a single workflow from the Finder or homepage grids.

Multi-Work Order Completion also enhances labor time entry, allowing you to record and allocate labor across multiple work orders at once. This update reduces repetitive steps and minimizes record switching while preserving the familiar completion experience.



What's New

Previously, selecting multiple work orders disabled the **Complete** button, requiring each work order to be finished individually. With this release:

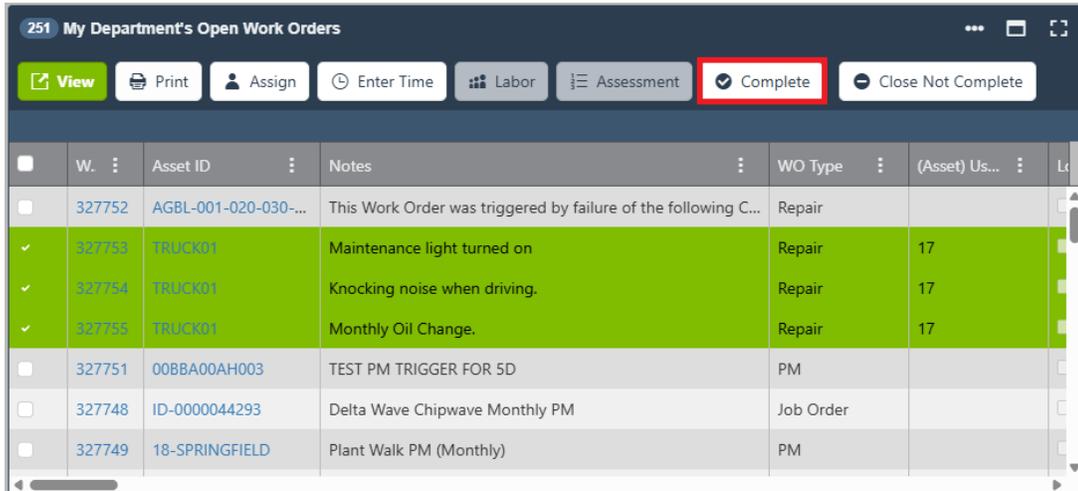
- The **Complete** button remains available when multiple work orders are selected
- The completion workflow opens once for all selected work orders
- Each tab appears once and includes all selected work orders
- Labor time, checklists, quality steps, and status updates are in one workflow
- Multi-work order labor time entry is supported in the Finder and homepage grids

These improvements reduce repetitive steps and screen switching while preserving the familiar workflow.

Where You Can Use Multi-Completion

You can start multi-work order completion or labor time entry from:

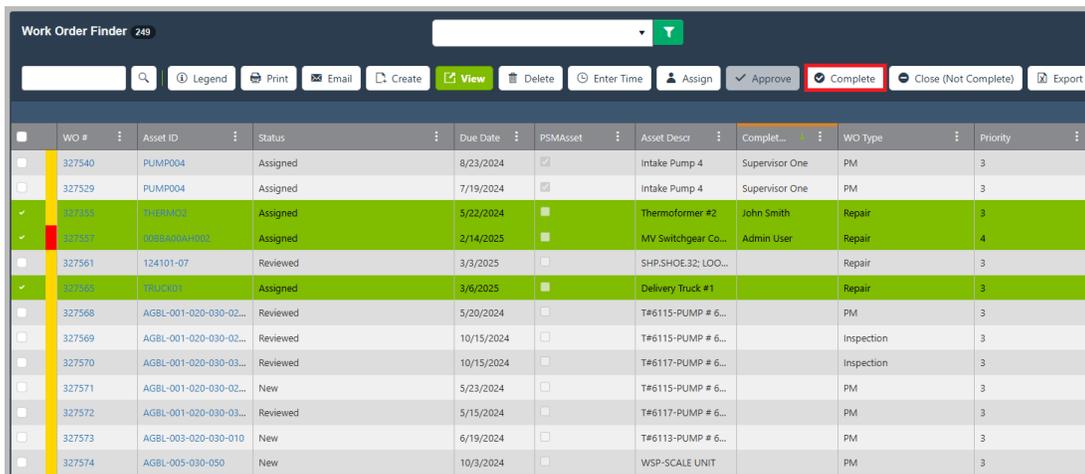
- The homepage Work Order grids



The screenshot shows a web application interface titled "251 My Department's Open Work Orders". At the top, there is a navigation bar with several buttons: "View", "Print", "Assign", "Enter Time", "Labor", "Assessment", "Complete" (highlighted with a red box), and "Close Not Complete". Below the navigation bar is a table with columns: "W.", "Asset ID", "Notes", "WO Type", and "(Asset) Us...". The table contains several rows of work order data, with the first three rows highlighted in green.

W.	Asset ID	Notes	WO Type	(Asset) Us...
327752	AGBL-001-020-030-...	This Work Order was triggered by failure of the following C...	Repair	
327753	TRUCK01	Maintenance light turned on	Repair	17
327754	TRUCK01	Knocking noise when driving.	Repair	17
327755	TRUCK01	Monthly Oil Change.	Repair	17
327751	00BBA00AH003	TEST PM TRIGGER FOR 5D	PM	
327748	ID-0000044293	Delta Wave Chipwave Monthly PM	Job Order	
327749	18-SPRINGFIELD	Plant Walk PM (Monthly)	PM	

- The Work Order Finder



The screenshot shows a web application interface titled "Work Order Finder 249". At the top, there is a search bar and a navigation bar with several buttons: "Legend", "Print", "Email", "Create", "View", "Delete", "Enter Time", "Assign", "Approve", "Complete" (highlighted with a red box), "Close (Not Complete)", and "Export". Below the navigation bar is a table with columns: "WO #", "Asset ID", "Status", "Due Date", "PSMAsset", "Asset Descr", "Comple...", "WO Type", and "Priority". The table contains several rows of work order data, with the first three rows highlighted in green.

WO #	Asset ID	Status	Due Date	PSMAsset	Asset Descr	Comple...	WO Type	Priority
327540	PUMP004	Assigned	8/23/2024		Intake Pump 4	Supervisor One	PM	3
327529	PUMP004	Assigned	7/19/2024		Intake Pump 4	Supervisor One	PM	3
327555	TRIFM402	Assigned	5/22/2024		Thermoformer #2	John Smith	Repair	3
327537	00BBA00AH003	Assigned	2/14/2025		MV Switchgear Co...	Admin User	Repair	4
327561	124101-07	Reviewed	3/3/2025		SHR.SHOE.32; LOO...		Repair	3
327563	TRUCK01	Assigned	3/6/2025		Delivery Truck #1		Repair	3
327568	AGBL-001-020-030-02...	Reviewed	5/20/2024		T#6115-PUMP # 6...		PM	3
327569	AGBL-001-020-030-02...	Reviewed	10/15/2024		T#6115-PUMP # 6...		Inspection	3
327570	AGBL-001-020-030-03...	Reviewed	10/15/2024		T#6117-PUMP # 6...		Inspection	3
327571	AGBL-001-020-030-02...	New	5/23/2024		T#6115-PUMP # 6...		PM	3
327572	AGBL-001-020-030-03...	Reviewed	5/15/2024		T#6117-PUMP # 6...		PM	3
327573	AGBL-003-020-030-010	New	6/19/2024		T#6113-PUMP # 6...		PM	3
327574	AGBL-005-030-050	New	10/3/2024		WSP-SCALE UNIT		PM	3

You can now select two or more work orders, then click **Complete**.

IMPORTANT: You can also click **Enter Time** from the Work Order Finder to record labor across multiple selected work orders.

What the Completion Screen Looks Like Now

The screenshot shows a web application window titled "Complete Work Order". At the top, there are four tabs: "Labor" (selected), "Quality", "Complete", and "Continuous Improvement". Below the tabs, the main content area is titled "Work Order 327753, 327754, 327755" and has three sub-tabs: "View" (selected), "Create New", and "Summary".

The "View" sub-tab contains the following fields and controls:

- Performed By ***: A dropdown menu with "Supervisor One" selected.
- Labor Time ***: Two input fields for "Hrs." (0) and "Mins." (0).
- Start ***: A date and time input field showing "2/12/2026 11:38 AM".
- Time Type ***: A dropdown menu with "Regular" selected.
- Work Orders**: A list of three work order IDs: "327753", "327754", and "327755", each with a close button.
- Repair Comments**: A text area with the placeholder "Please select...".
- Allocation**: Radio buttons for "Split" (selected) and "Duplicate", and a "Validate" button.
- Add a File**: A button at the bottom left of the repair comments area.

At the bottom of the window, there are three buttons: "Cancel", "Prev", and "Complete".

Each tab in the completion workflow includes all selected work orders in a clear, organized layout.

- Work orders are grouped by section so you always know which job you're working on.
- Required steps must still be completed for each work order.
- Work orders are processed in sequence when submitted.
- The workflow opens to the first tab that still requires action.

Updated Tab Behavior

The tab order has been streamlined for efficiency:

- **Condition Assessment** now appears before **Labor**
- The completion window opens to the first tab that still requires action
- If inspections or labor are already complete, the workflow may open directly to **Work Quality** or **Complete**

This prevents unnecessary navigation through tabs that have already been addressed.

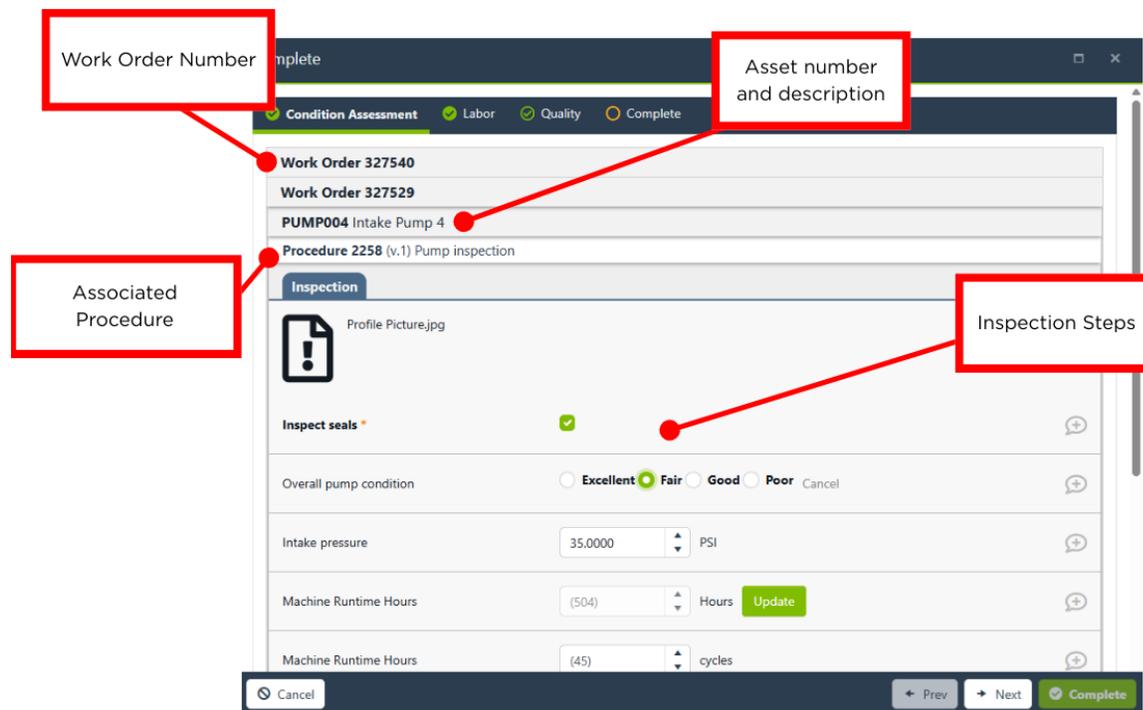
Tab-by-Tab Walkthrough

Condition Assessment Tab

Each selected Work Order appears in its own collapsible section with:

- Work Order number
- Asset number and description
- Associated procedure

Inspection steps are grouped by Work Order so you complete them in one place.



Improvements:

- All inspections appear together.
- No need to open each Work Order separately.
- Clear grouping by Work Order.

Labor Tab

This tab shows the biggest improvements in efficiency.

The screenshot shows a software interface for entering labor time. At the top, there are tabs for 'Labor', 'Quality', 'Complete', and 'Continuous Improvement'. The main area is titled 'Work Order 327753, 327754, 327755'. It includes a 'Performed By' dropdown menu with 'Supervisor One' selected, a 'Labor Time' input field with '1' in the 'Hrs.' section and '0' in the 'Mins.' section, and a 'Start' date/time field set to '2/12/2026 10:42 AM'. Below this is a 'Time Type' dropdown and a 'Work Orders' list containing three items: '327753', '327754', and '327755'. An 'Allocation' section has two radio buttons: 'Split' (unselected) and 'Duplicate' (selected). A 'Validate' button is located below the allocation options. At the bottom, there are 'Cancel', 'Prev', 'Next', and 'Complete' buttons. Five red callout boxes with arrows point to specific elements: 'Enter Labor Time normally' points to the 'Labor Time' input; 'Or, click Duplicate to apply time evenly across Work Orders' points to the 'Duplicate' radio button; 'Then, click Split to divide the time entered evenly across Work orders' points to the 'Split' radio button; 'Select Validate to apply your selection' points to the 'Validate' button; and another 'Or, click Duplicate...' callout points to the 'Duplicate' radio button.

You can now:

- Enter labor time once
- Allocate time across selected Work Orders
- See existing labor records

After entering time, choose how to allocate it:

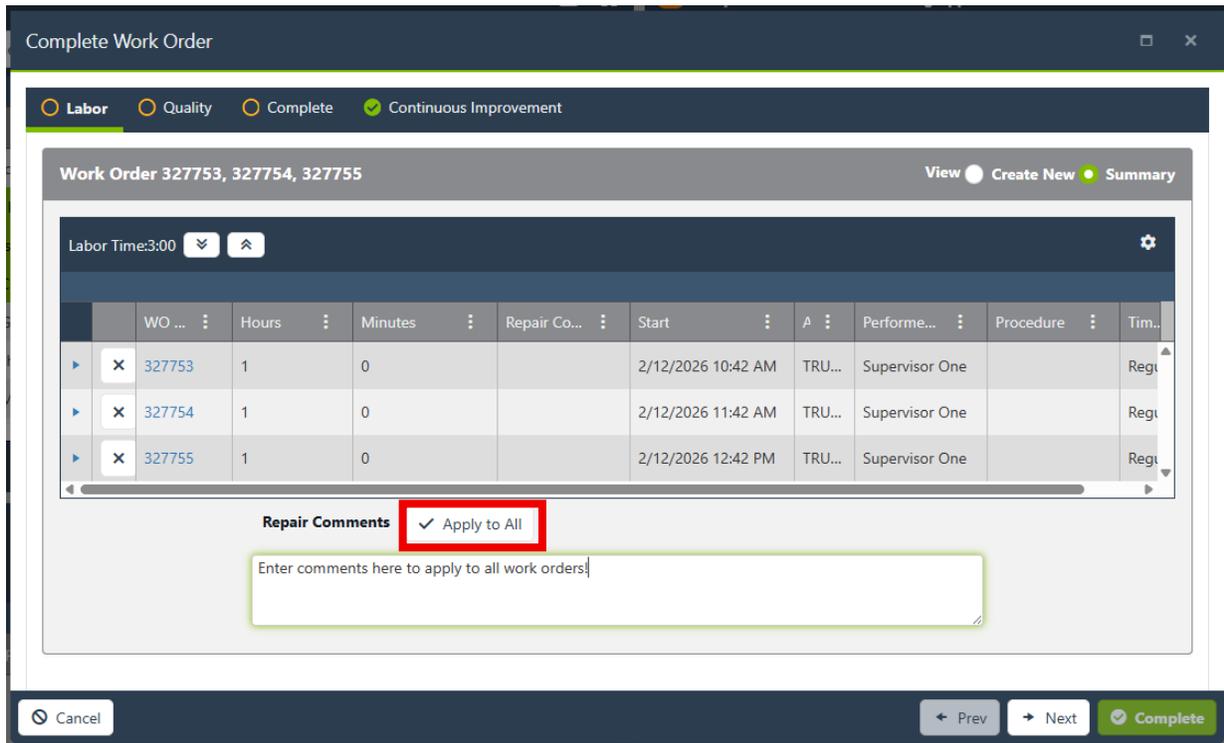
- **Split:** Divides time evenly across selected Work Orders
- **Duplicate:** Applies the full entered time to each Work Order

Then, click **Validate** to apply the time based on your decision.

Labor Summary

In the Summary section, you can also:

- Enter repair comments per Work Order
- Or, enter one comment and select **Apply to All**



The screenshot displays the 'Complete Work Order' interface. At the top, there are tabs for 'Labor', 'Quality', 'Complete', and 'Continuous Improvement'. Below this, the 'Work Order 327753, 327754, 327755' section is visible, with 'Summary' selected. A table lists the work orders with columns for 'WO ...', 'Hours', 'Minutes', 'Repair Co...', 'Start', 'A', 'Performe...', 'Procedure', and 'Tim...'. Below the table, the 'Repair Comments' section is highlighted with a red box, showing the 'Apply to All' option selected. A text input field is present below the 'Apply to All' option, with the placeholder text 'Enter comments here to apply to all work orders'. At the bottom of the interface, there are buttons for 'Cancel', 'Prev', 'Next', and 'Complete'.

WO ...	Hours	Minutes	Repair Co...	Start	A	Performe...	Procedure	Tim...
327753	1	0		2/12/2026 10:42 AM	TRU...	Supervisor One		Regt...
327754	1	0		2/12/2026 11:42 AM	TRU...	Supervisor One		Regt...
327755	1	0		2/12/2026 12:42 PM	TRU...	Supervisor One		Regt...

This makes completing several Work Orders consistent and faster.

Quality Tab

If quality checklists are required, each Work Order displays its own checklist section.

- You must complete required quality steps for each Work Order before submission.
- You complete all quality steps in one workflow instead of opening separate records.

The screenshot displays a software interface titled "Complete Work Order". At the top, there are four tabs: "Labor" (checked), "Quality" (selected and highlighted in green), "Complete" (unchecked), and "Continuous Improvement" (checked). Below the tabs, the interface lists two work orders: "Work Order 327753" and "Work Order 327754". A section titled "Job Completion Review" contains four checklist items, each with an unchecked checkbox and a comment icon (+): "Work Area Cleaned Up *", "Lock-Out Tag-Out Released *", "Permit(s) Turned In *", and "Job Status Communicated *". Below this is a "Sign-Off" section with one item: "Technician Sign-Off *", also with an unchecked checkbox and a comment icon (+). At the bottom of the interface, there are three buttons: "Cancel", "Prev", and "Next", followed by a green "Complete" button with a checkmark icon.

Completion Tab

On the final tab, each Work Order shows:

- Work Order number
- Created date
- Work start date
- Completion date

The screenshot displays two work order cards. The top card is for 'Work Order 327703 - Delta Wave Chipwave Monthly PM'. It shows a 'Created' date of 11/6/2025 3:15 AM, a 'Started' date of 2/12/2026 10:08 PM, and a 'Date Completed' of 2/12/2026 12:08 PM. The bottom card is for 'Work Order 327707 - Delta Wave Chipwave Monthly PM'. It shows a 'Created' date of 11/13/2025 3:15 AM, a 'Started' date of 2/12/2026 10:08 PM, and a 'Date Completed' of 2/12/2026 12:08 PM. Red boxes and arrows highlight the 'Work Order Number', 'Work Start Date', 'Created Date', and 'Completion Date' fields.

Below that you can:

- Update asset statuses individually
- **Change All Statuses** to update everything at once
- Enter downtime per Work Order.

The screenshot shows a 'Change All Statuses' dialog box. At the top, there is a dropdown menu set to 'Running'. Below this, two asset cards are visible, each with a 'Current Status' dropdown set to 'Running'. The first asset is ID-0000035540 and the second is ID-0000044293. Below the asset cards is a table with columns for 'End Date', 'Down Time', 'Reason', and 'Notes'. A green 'Add Downtime' button is positioned above the table. At the bottom of the dialog, there are 'Cancel', 'Prev', 'Next', and 'Complete' buttons.

Additional Workflow Tabs

Depending on system configuration, additional tabs may appear in the completion workflow. These behave the same as in previous releases.

Possible tabs include:

- Prework Checklist
- Safety Documentation
- Condition Assessment
- Labor Time
- Part Confirmation
- Work Quality Checklist
- Complete
- Continuous Improvement (optional)

What This Means for You

This update helps you complete batches of Work Orders without repetitive steps. It's especially useful when:

- Closing related Work Orders
- Writing labor time on multiple jobs
- Completing inspections for similar work
- Updating statuses in bulk

You complete everything in one workflow that feels familiar and saves time.

Settings and Configurations

No configuration changes are required. Multi-Work Order Completion is automatically available with the release.

Select multiple work orders from the homepage grids or Work Order Finder and click **Complete** to use the new workflow.

Need Help?

For questions or additional training on the new feature, please visit our Support Center or contact support@lumin.com.