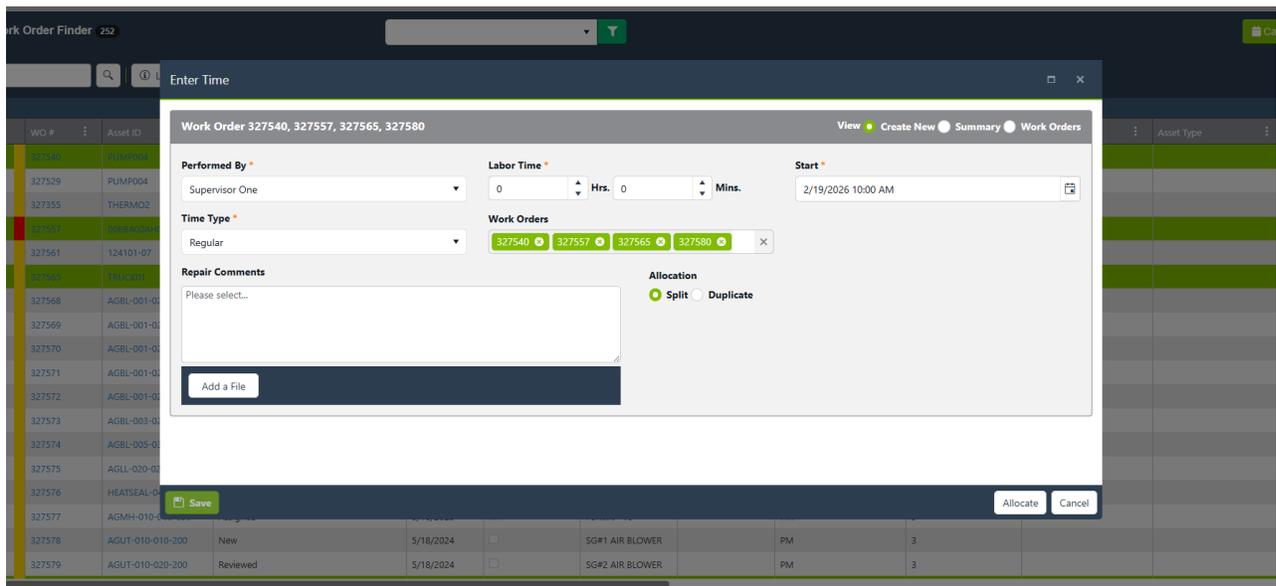


# Feature Guide: Multi-Work Order Labor Time Entry

Recording labor across multiple work orders is now faster and more flexible. You can enter time once and apply it to multiple work orders directly from the Work Order Finder or homepage grids.

This enhancement reduces duplicate entry, improves consistency, and gives technicians more control when working across related jobs.



## What's New

Previously, labor time had to be entered separately for each work order. Allocation options for multi-asset work orders were also limited. With this release:

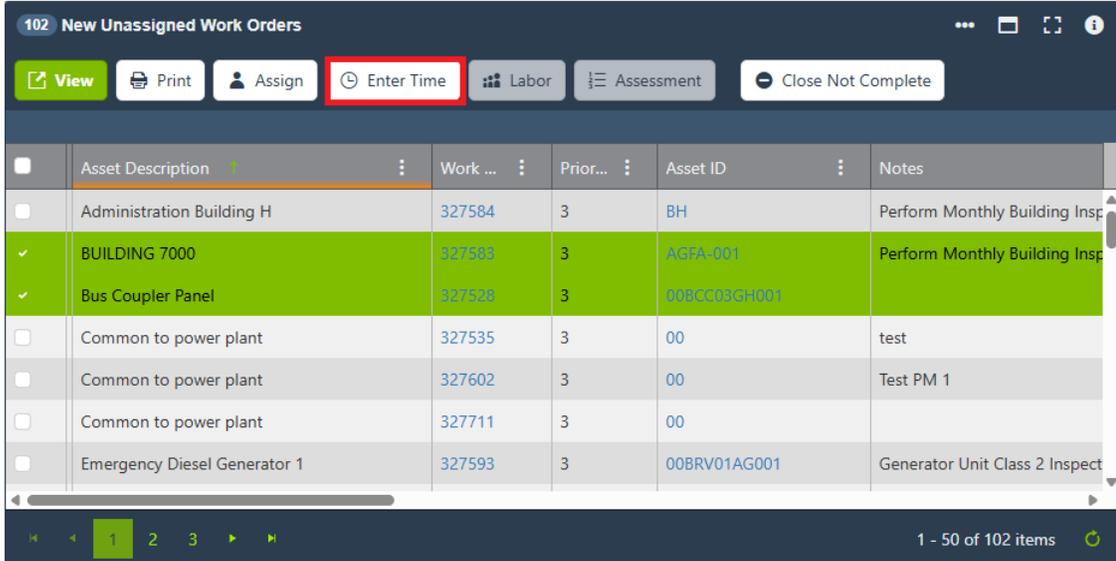
- Labor time can be entered once and applied to multiple selected work orders
- The Enter Time action in the Work Order Finder now supports multi-select entry
- Labor entry from homepage grids supports multiple work orders
- Allocation options allow time to be split or duplicated across work orders
- Multi-asset work orders now support selecting a subset of assets for labor allocation

These improvements streamline time entry and reduce repetitive data entry.

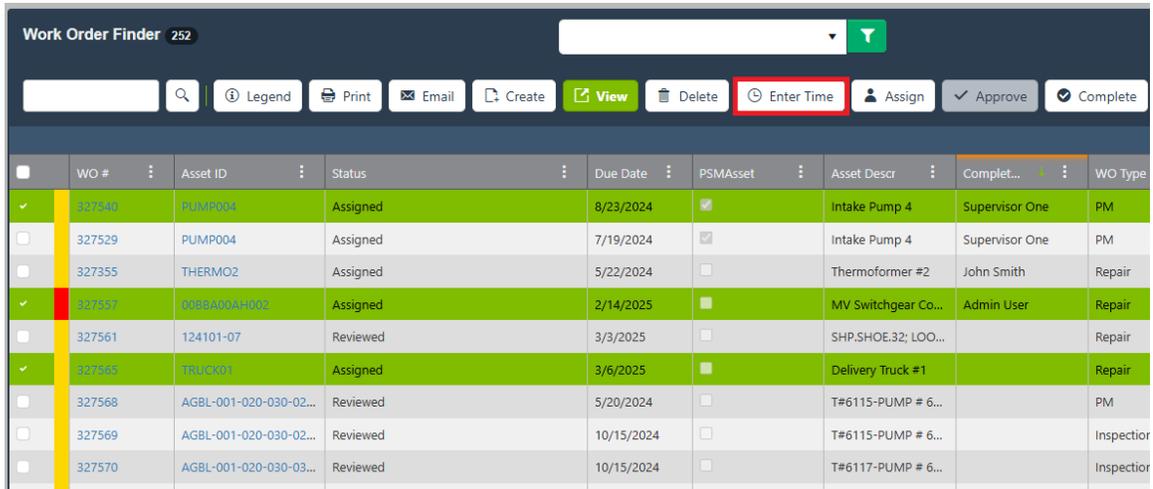
# Where You Can Use Multi-Work Order Labor Entry

You can start multi-work order labor entry from either of the following locations:

- Homepage work order grids



- Work Order Finder

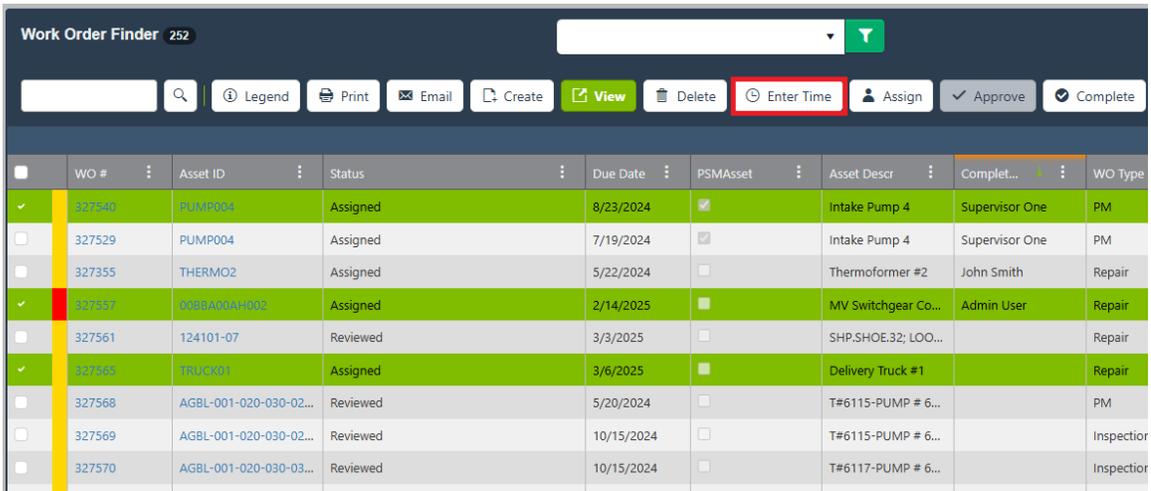


Select two or more work orders, then click **Enter Time**.

## Enter Labor Time for Multiple Work Orders

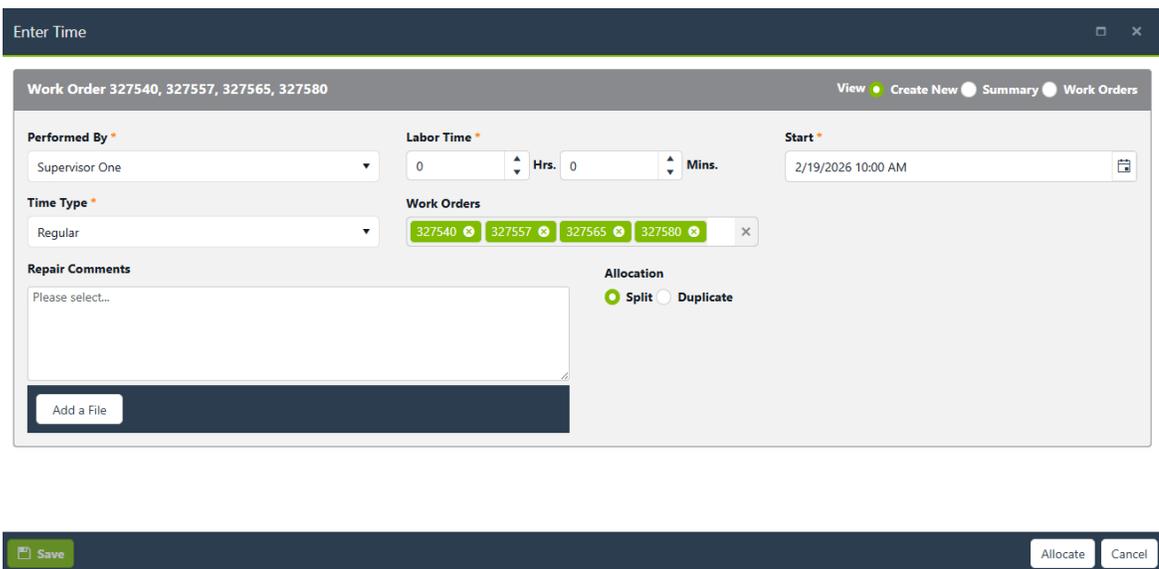
Use the following steps to record and apply labor time across multiple work orders.

1. Navigate to the Work Order Finder or the appropriate homepage grid.
2. Select two or more work orders.
3. Click **Enter Time** in the toolbar.



WO #	Asset ID	Status	Due Date	PSMAsset	Asset Descr	Comple...	WO Type
327540	TRUMP004	Assigned	8/23/2024	<input checked="" type="checkbox"/>	Intake Pump 4	Supervisor One	PM
327529	PUMP004	Assigned	7/19/2024	<input checked="" type="checkbox"/>	Intake Pump 4	Supervisor One	PM
327355	THERMO2	Assigned	5/22/2024	<input type="checkbox"/>	Thermoformer #2	John Smith	Repair
327557	00RBA00AH002	Assigned	2/14/2025	<input type="checkbox"/>	MV Switchgear Co...	Admin User	Repair
327561	124101-07	Reviewed	3/3/2025	<input type="checkbox"/>	SHP.SHOE.32; LOO...		Repair
327565	TRUCK01	Assigned	3/6/2025	<input type="checkbox"/>	Delivery Truck #1		Repair
327568	AGBL-001-020-030-02...	Reviewed	5/20/2024	<input type="checkbox"/>	T#6115-PUMP # 6...		PM
327569	AGBL-001-020-030-02...	Reviewed	10/15/2024	<input type="checkbox"/>	T#6115-PUMP # 6...		Inspector
327570	AGBL-001-020-030-03...	Reviewed	10/15/2024	<input type="checkbox"/>	T#6117-PUMP # 6...		Inspector

4. The **Enter Time** screen opens.



Enter Time

Work Order 327540, 327557, 327565, 327580

View Create New Summary Work Orders

Performed By: Supervisor One

Labor Time: 0 Hrs. 0 Mins.

Start: 2/19/2026 10:00 AM

Time Type: Regular

Work Orders: 327540, 327557, 327565, 327580

Repair Comments: Please select...

Allocation: Split (selected), Duplicate

Add a File

Save Allocate Cancel

5. Update **Performed By**, **Time Type**, or **Start Date** as needed.

6. Enter a value in **Labor Time**. The amount entered will be applied based on the allocation option selected.

The screenshot shows the 'Enter Time' form with the following fields and values:

- Work Order:** 327540, 327557, 327565, 327580
- Performed By:** Supervisor One
- Labor Time:** 4 Hrs. 0 Mins. (highlighted with a red box)
- Start:** 2/19/2026 7:10 AM
- Time Type:** Regular
- Work Orders:** 327540, 327557, 327565, 327580
- Allocation:** Split (selected), Duplicate
- Repair Comments:** Please select...
- Buttons:** Save, Allocate, Cancel

7. Under **Allocation**, choose how to apply the labor time:

- Select **Split** to divide the entered time evenly across the selected work orders.
- Select **Duplicate** to apply the full entered time to each work order.

The screenshot shows the 'Enter Time' form with the following fields and values:

- Work Order:** 327540, 327557, 327565, 327580
- Performed By:** Supervisor One
- Labor Time:** 4 Hrs. 0 Mins.
- Start:** 2/19/2026 7:10 AM
- Time Type:** Regular
- Work Orders:** 327540, 327557, 327565, 327580
- Allocation:** Split (selected), Duplicate (highlighted with a red box)
- Repair Comments:** Please select...
- Buttons:** Save, Allocate, Cancel

8. Click **Validate** at the bottom right of the window.

Enter Time

Work Order 327540, 327557, 327565, 327580 View Create New Summary Work Orders

Performed By \* Supervisor One Labor Time \* 0 Hrs. 0 Mins. Start \* 2/19/2026 10:28 AM

Time Type \* Regular Work Orders 327540 327557 327565 327580

Repair Comments Please select... Allocation Split Duplicate

Add a File

Save Allocate Cancel

9. The **Summary** tab opens and displays a line for each work order with the calculated labor time. The total time applied across all work orders appears at the top of the screen.

Enter Time

Work Order 327540, 327557, 327565, 327580 View Create New Summary Work Orders

Labor Time: 4:00

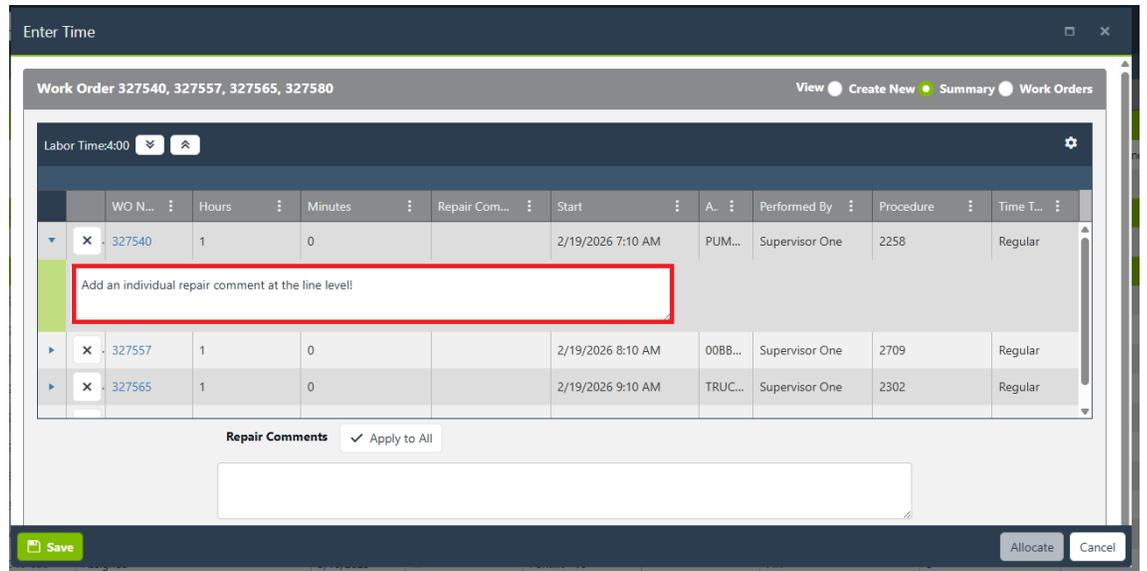
	WO N...	Hours	Minutes	Repair Com...	Start	A.	Performed By	Procedure	Time T...
▶	327540	1	0		2/19/2026 7:10 AM	PUM...	Supervisor One	2258	Regular
▶	327557	1	0		2/19/2026 8:10 AM	00BB...	Supervisor One	2709	Regular
▶	327565	1	0		2/19/2026 9:10 AM	TRUC...	Supervisor One	2302	Regular
▶	327580	1	0		2/19/2026 10:10 AM	BH-0...	Supervisor One	2639	Regular

Repair Comments Apply to All

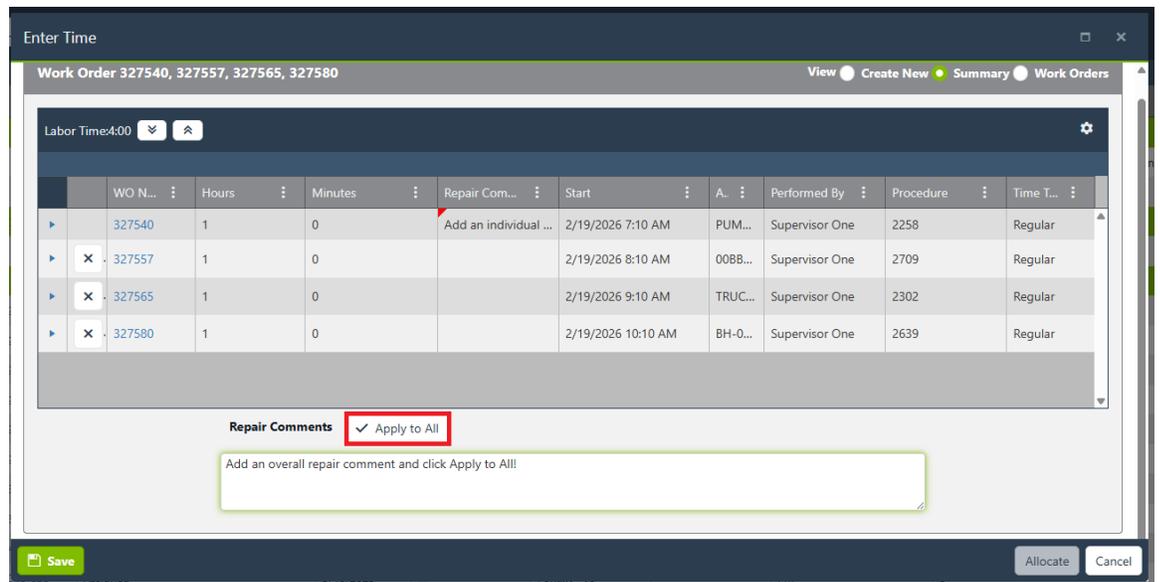
Save Allocate Cancel

10. Here, you can enter repair comments using one of the following methods:

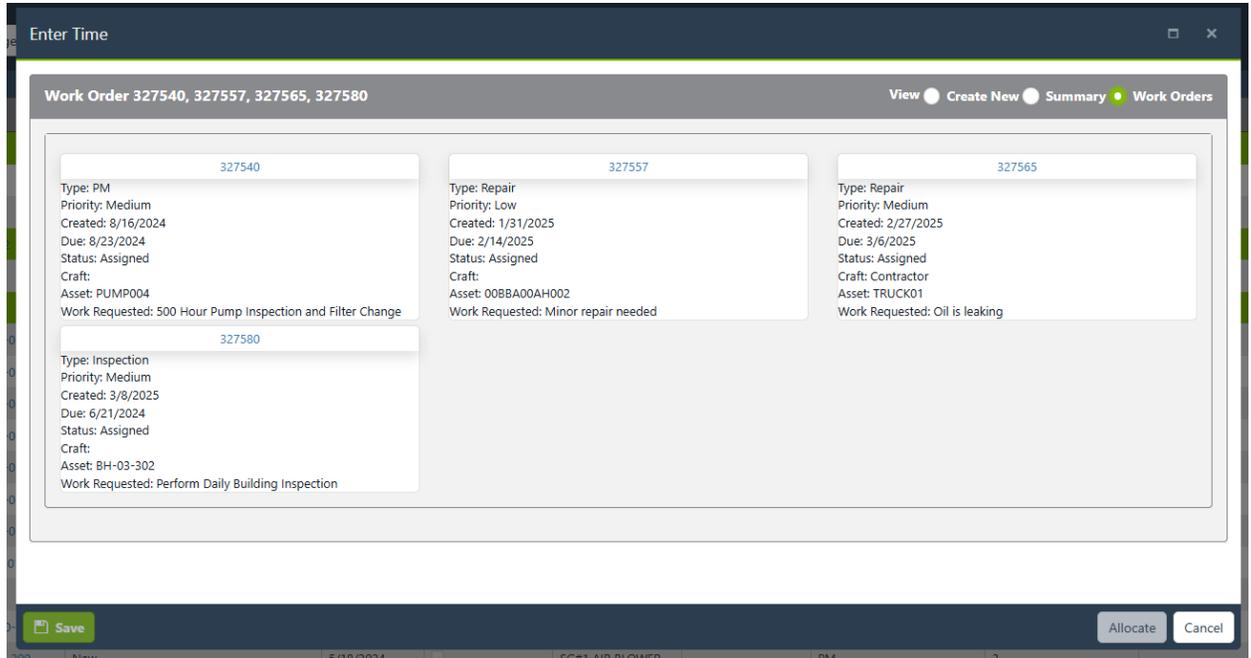
- Enter comments individually at the work order line level.



- Enter a single comment in the **Repair Comment** box below the grid and click **Apply to All**.



11. (Optional) Select the work order tabs to review details. Each tab displays a summary snapshot such as type, priority, created date, due date, status, craft, asset, and work requested.



12. Click **Save** when finished.

## Multi-Asset Work Order Enhancement

For multi-asset work orders, you can now select a subset of assets when allocating labor time. Previously, time could only be applied to a single asset or split across all assets.

The screenshot shows the 'Enter Time' window for Work Order 327760. The 'Assets' section is highlighted with a red box, showing a list of three assets: '00BCC08GH001 - Hotel Feeder Panel', '00BCC09GH001 - Spare Feeder Panel', and '00BCD02 - 35KV MV System'. Other fields include 'Performed By' (Supervisor One), 'Labor Time' (0 Hrs, 0 Mins), 'Start' (2/19/2026 10:36 AM), 'Procedure', 'Time Type' (Regular), and 'Allocation' (Split/Duplicate). The bottom of the window features a 'Save' button and a 'Cancel' button.

This provides more precise labor tracking for complex work orders and improves accuracy when technicians work on only part of a multi-asset job.

## What This Means for You

Multi-work order labor entry helps technicians record time more efficiently and consistently. It is especially useful when:

- Working across related work orders
- Logging time for batch work
- Supporting multi-asset maintenance activities
- Reducing repetitive time entry

You can now capture labor once and apply it exactly where it belongs.

## **Settings and Configurations**

No configuration changes are required. Multi-work order labor time entry is automatically available with the release.

Select multiple work orders from the homepage grids or Work Order Finder and click **Enter Time** to begin.

## **Need Help?**

For questions or additional training on the new updates, please visit our Support Center or contact [support@lumin.com](mailto:support@lumin.com).