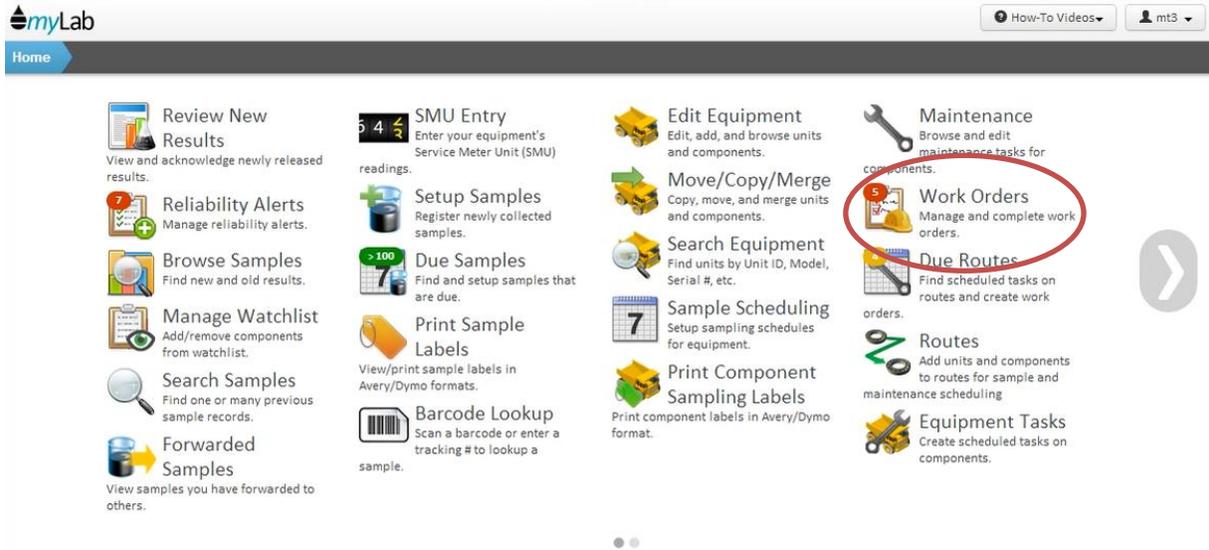
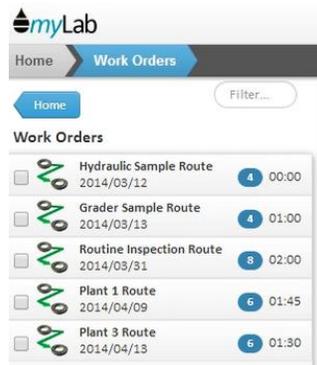


# Completing Work Orders

First, select work orders from the myLab home page.



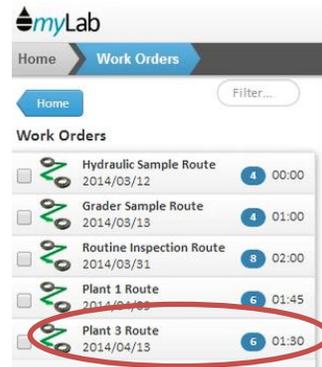
Outstanding work orders are displayed in a list on the left.



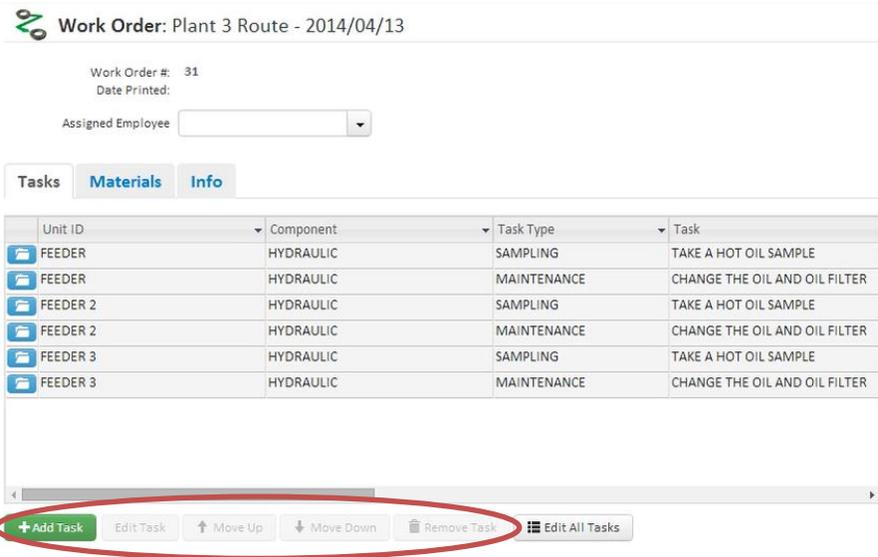
You can choose to view all work orders or just those that are assigned to you by changing the view by option below the list here. Viewing all work orders is the only way to see work orders that haven't been assigned to anyone specific.



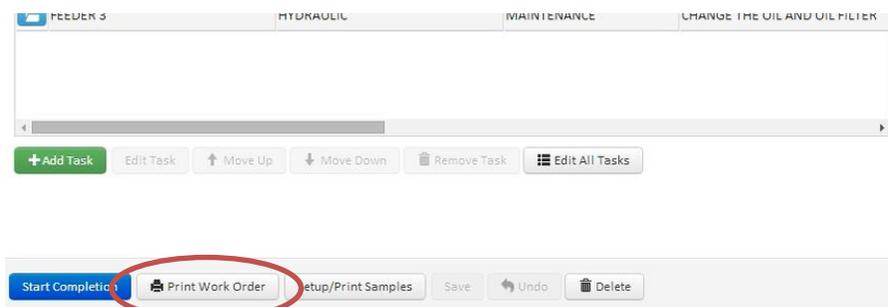
Select a route by clicking on it.



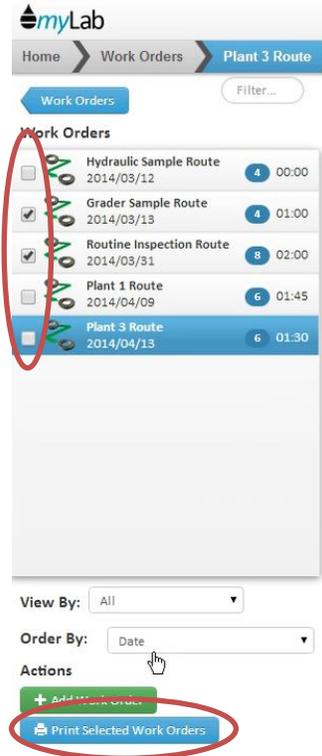
The work order details are now listed on the right. You can see all the tasks for the work order. You can also edit, delete and add additional tasks if you need to.



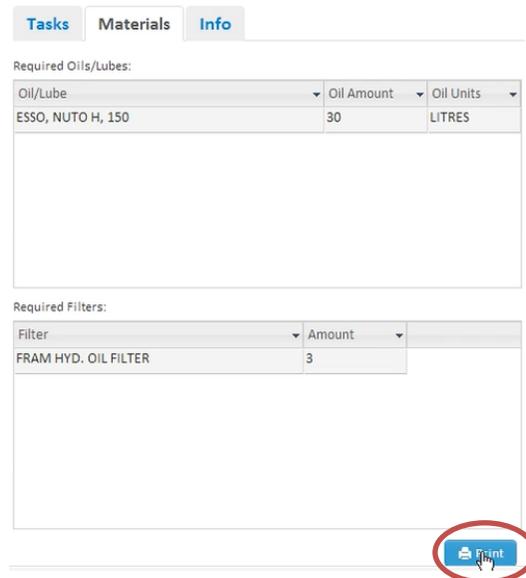
You can print out the work order by clicking the print work order button here.



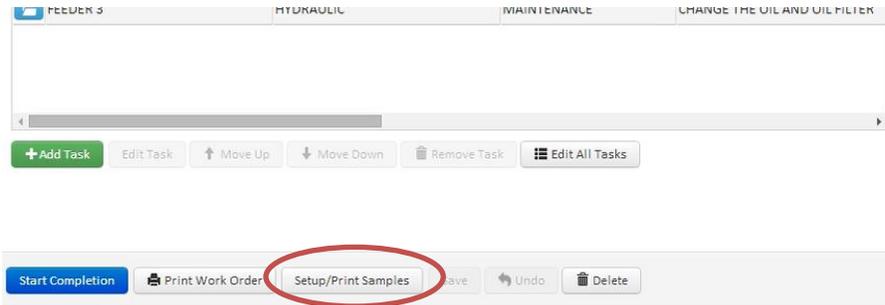
Or, you can print out multiple work orders by using the check boxes to select them in the list and then clicking the print selected work orders button here.



If you click on the materials tab, you can see all the materials needed to complete the tasks and you can print this information out prior to the work being done. There is also a global option that can set to have the materials list print automatically when the work order is printed.



If the work order has tasks that involve taking a sample, you could setup the samples beforehand allowing you to print blank sample labels to take with you by pressing the setup/print samples button here.



It's not necessary to print the labels, you can go do the work and when you complete the work order the samples will be created. You can choose a method that suits your current work flow.

To complete the work order without printing labels, click on the start completion button here.



Now, you can quickly mark tasks as completed by using the check boxes. This automatically sets the task as being completed successfully. If this is not the case you can change it.

Completing Work Order: Plant 3 Route - 2014/04/13

Work Order #: 31  
Date Printed:  
Assigned Employee: [dropdown]

Tip: Click a value to edit

Spreadsheet Tools: Sort, Filter, Multiple Fill, Export to Excel

|                                     | Unit ID  | Component | Task                          | Completion             |
|-------------------------------------|----------|-----------|-------------------------------|------------------------|
| <input type="checkbox"/>            | FEEDER   | HYDRAULIC | TAKE A HOT OIL SAMPLE         | COMPLETED SUCCESSFULLY |
| <input checked="" type="checkbox"/> | FEEDER   | HYDRAULIC | CHANGE THE OIL AND OIL FILTER | COMPLETED SUCCESSFULLY |
| <input checked="" type="checkbox"/> | FEEDER 2 | HYDRAULIC | TAKE A HOT OIL SAMPLE         | COMPLETED SUCCESSFULLY |
| <input checked="" type="checkbox"/> | FEEDER 2 | HYDRAULIC | CHANGE THE OIL AND OIL FILTER | COMPLETED SUCCESSFULLY |
| <input checked="" type="checkbox"/> | FEEDER 3 | HYDRAULIC | TAKE A HOT OIL SAMPLE         | COMPLETED SUCCESSFULLY |
| <input checked="" type="checkbox"/> | FEEDER 3 | HYDRAULIC | CHANGE THE OIL AND OIL FILTER | COMPLETED SUCCESSFULLY |

If there is additional information to be recorded for the task you can edit the task by clicking here.

Completing Work Order: Plant 3 Route - 2014/04/13

Work Order #: 31  
Date Printed:

Assigned Employee: [dropdown]

Spreadsheet Tools: Sort | Filter | Multiple Fill | Export to Excel

| Unit ID | Component | Task                      |
|---------|-----------|---------------------------|
| FEEDER  | HYDRAULIC | TAKE A HOT OIL SAMPLE     |
| FEEDER  | HYDRAULIC | CHANGE THE OIL AND OIL FI |

Tip: Click a value to edit

Here you can enter the meter reading, equipment/oil service, and whether the oil was changed. Your meter reading and service values may have already been filled in for you if meter readings are being recorded daily. Please read recording meter readings for more information.

Edit Task

Unit ID: FEEDER  
Component: HYDRAULIC  
Task: TAKE A HOT OIL SAMPLE  
Completion: COMPLETED SUCCESSFULLY  
Task Date: 2014/04/13  
Task Type: SAMPLING  
Status: Running  
Estimated Time: (hh:mm)  
Cost Savings \$

Meter Information | **Oil/Lube Info** | Readings | Instructions | Custom Fields

| Current Reading                       | Previous Reading                         |
|---------------------------------------|--|
| Meter Reading: 29964                  | Date: 2006/10/03<br>Meter Reading: 29345 |
| Unit Service: 29964                   | Unit Service: 29345                      |
| Component Service: 29964              | Component Service: 29345                 |
| Oil Service: 2161                     | Oil Service: 1542                        |
| Oil Changed: <input type="checkbox"/> | Oil Changed: <input type="checkbox"/>    |

Ok Cancel

The oil/lube info tab has information for oil and filters needed for this task.

Meter Information | **Oil/Lube Info** | Readings | Instructions | Custom Fields

Oil/Lube: ESSE, NUTO H, 150  
[Add Oils To Short List](#)

Make-up Added: [dropdown]

Filter: [dropdown]

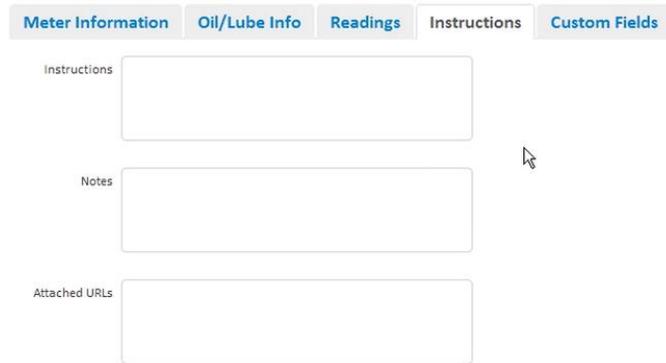
Application: [dropdown]

On the readings tab you can enter any readings that were defined for this task. Component temperature and pressure are standard but you can add your own custom ones.



The screenshot shows a tabbed interface with five tabs: "Meter Information", "Oil/Lube Info", "Readings", "Instructions", and "Custom Fields". The "Readings" tab is selected and highlighted. Below the tabs, there are three input fields: "Component Temperature" with a text box and a dropdown arrow, "Pressure" with a text box and a dropdown arrow, and "Oil Level" with a text box.

The instructions tab allows you to enter some additional notes about the task as well as links to resources that may have information pertaining to the task.



The screenshot shows the same tabbed interface, but the "Instructions" tab is selected and highlighted. Below the tabs, there are three large text input areas: "Instructions", "Notes", and "Attached URLs".

On the custom fields tab you can enter values for any custom fields you've created. If you haven't created any custom fields then this tab will be blank.



The screenshot shows the same tabbed interface, but the "Custom Fields" tab is selected and highlighted. Below the tabs, there are two text input fields: "Mechanic ID" and "Cost Center".

Click ok to save any changes.



The screenshot shows two buttons: "Ok" and "Cancel". The "Ok" button is circled in red.

If there are still tasks remaining to be completed, then you could save and leave the work order open by clicking here.

| <input type="checkbox"/>            | Unit ID  | Component | Task                          | Completion              |
|-------------------------------------|----------|-----------|-------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | FEEDER   | HYDRAULIC | TAKE A HOT OIL SAMPLE         | COMPLETED SUCCESSFULLY  |
| <input checked="" type="checkbox"/> | FEEDER   | HYDRAULIC | CHANGE THE OIL AND OIL FILTER | COMPLETED SUCCESSFULLY  |
| <input type="checkbox"/>            | FEEDER 2 | HYDRAULIC | TAKE A HOT OIL SAMPLE         | COULD NOT SHUTDOWN UNIT |
| <input checked="" type="checkbox"/> | FEEDER 2 | HYDRAULIC | CHANGE THE OIL AND OIL FILTER | COMPLETED SUCCESSFULLY  |
| <input checked="" type="checkbox"/> | FEEDER 3 | HYDRAULIC | TAKE A HOT OIL SAMPLE         | COMPLETED SUCCESSFULLY  |
| <input checked="" type="checkbox"/> | FEEDER 3 | HYDRAULIC | CHANGE THE OIL AND OIL FILTER | COMPLETED SUCCESSFULLY  |

+ Add Task   Edit Task   ↑ Move Up   ↓ Move Down   🗑 Remove Task

Save And Complete Work Order   **Save And Leave Work Order Open**

If all the tasks have been completed, either successfully or not, then you can save and complete the work order by clicking here.



If the work order had tasks where a sample was taken then you are given the opportunity to edit the sample information and print sample labels.



Here you can enter any other sample information you need. All of the basic information is already filled in for you because it was entered on the tasks.

**Completing Work Order: Plant 3 Route - 2014/04/13**

Labels can be printed after saving.

**MYLAB TEST 4**  
FEEDER - HYDRAULIC

Sample Date: 2014/04/13   Changed:

Meter: 29964   Unit: 29964   Comp: 29964   Oil: 2161   HR:

1 - 258353   [Advanced Info](#)

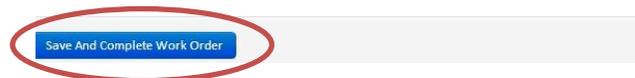
**MYLAB TEST 4**  
FEEDER 3 - HYDRAULIC

Sample Date: 2014/04/13   Changed:

Meter: 28487   Unit: 28487   Comp: 28487   Oil: 1516   HR:

1 - 258354   [Advanced Info](#)

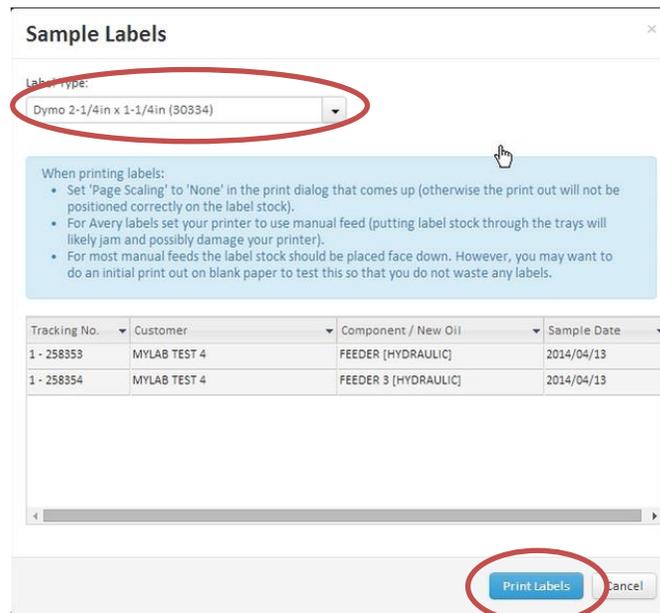
Once you are done making changes, continue completing the work order by clicking here.



The work order is now completed and the tasks become maintenance records. Now you can choose to print the sample labels by clicking here.



This gives you a print window showing the samples that were created. Verify the label type, and then print by clicking the button here.



This opens the labels in a new tab of your browser ready to print.

