

MMS ~ Work Order/Phase Copy

How do I copy a Work Order?

- ☐ Find the Work Order you want to copy
- ☐ Click on the edit Icon
- ☐ Click the copy icon
- ☐ Check boxes or click blue next arrow (most common)
- ☐ Make any needed changes to
 - Description, Category, and Status
 - Project (if it is filled out)
 - Requestor
 - Delete organization and requestor
 - Enter new Requestor and zoom Organization
 - Make sure Region, Facility and Property changed if you replaced the requestor.
 - Click on the phases
- ☐ Make any needed changes to
 - Phase Description, Shop, Priority and Work Code
- ☐ Click green done flag
- ☐ Click on Save Icon

How do I copy a Phase?

- ☐ Find the Work Order that has the phase you need to copy
 - It has to be a Work Order already saved
- ☐ Click on the edit Icon
- ☐ Click on the phase you wish to copy
- ☐ Click on the Copy Icon
- ☐ Check boxes or click blue next arrow (most common)
- ☐ Make any needed changes to
 - Phase Description, Shop, Priority and Work Code
- ☐ Click green done flag
- ☐ Click on Save Icon

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