

MMS ~ Work Order Update

How do I change phase status, assign a shop person and print?

- ☐ Find the work order(s) you wish to update or assign a person to.
- ☐ Click on Edit
- ☐ Click on the phase number
- ☐ Change the phase status (you can zoom)
- ☐ Shop person - From view drop down menu at the top of the page choose shop person
 - To remove default shop person, check box beside the name and click on the red minus
 - To add a shop person, click on the green plus sign
 - Add user name
 - Assign as primary if needed
 - Click on green and white plus at top of page to add more shop people to phase.
 - Click green done flag when finished
 - Click green done flag to go back to phase
 - Click green done flag to go back to work order
 - Click save
- ☐ To Print
 - Click on the black and white printer
 - Choose the 10-work order report
 - Wait for report to run
 - Click on the small printer at top of page
 - Choose HTML (black and white) or PDF (gray added)
 - Click OK
 - Check printer name
 - Print

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