


Adding Multiple Shop Persons to a Phase of a Work Order

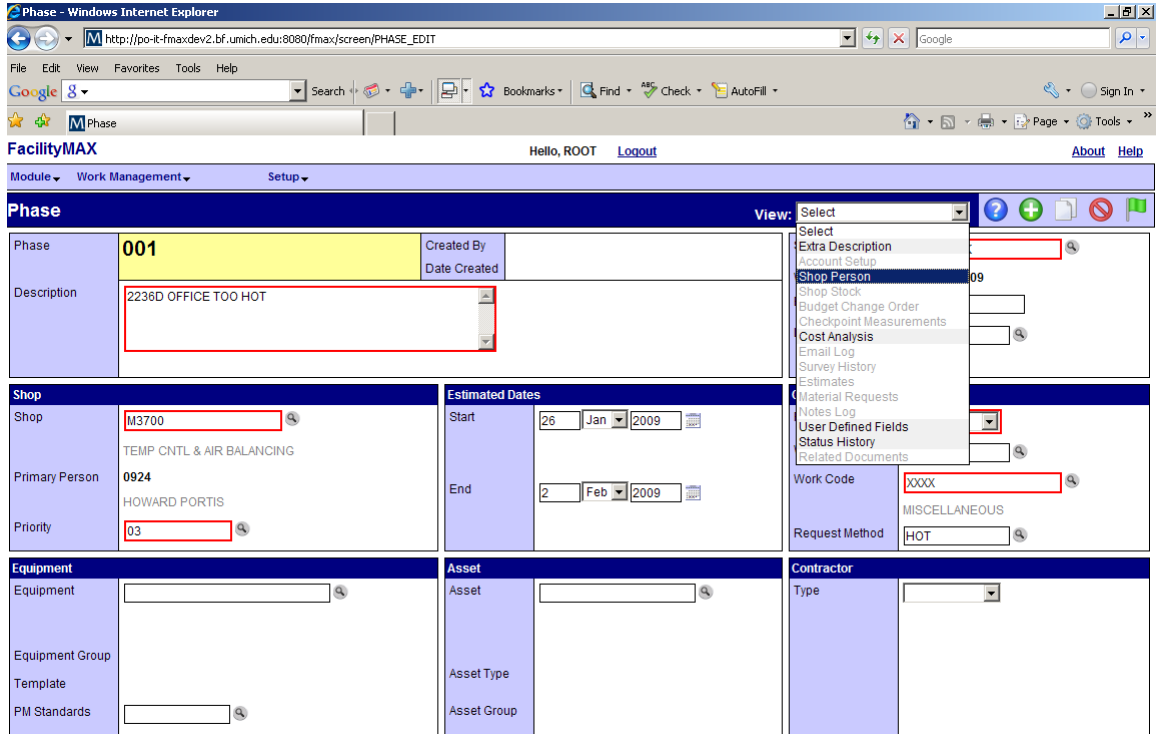
1. Select the work order. (See steps from To Perform a Work Order Search or Query)

2. Click the edit button 

3. Select the phase of the work order.

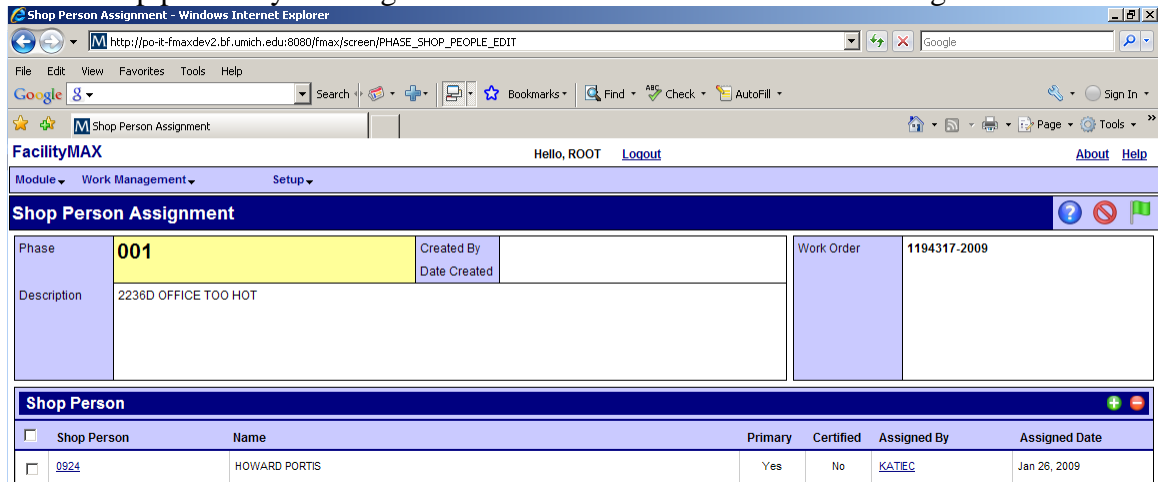
4. Click the view pull down menu **View:** Select

5. Then select **Shop Person**



Phase		View:
Phase	001	Select
Description	2236D OFFICE TOO HOT	Select
Shop	M3700	Extra Description
Primary Person	0924	Account Setup
Priority	03	Shop Person
Equipment		Shop Stock
Asset		Budget Change Order
Contractor		Checkpoint Measurements
		Cost Analysis
		Email Log
		Survey History
		Estimates
		Material Requests
		Notes Log
		User Defined Fields
		Status History
		Related Documents
		Work Code
		MISCELLANEOUS
		Request Method
		HOT

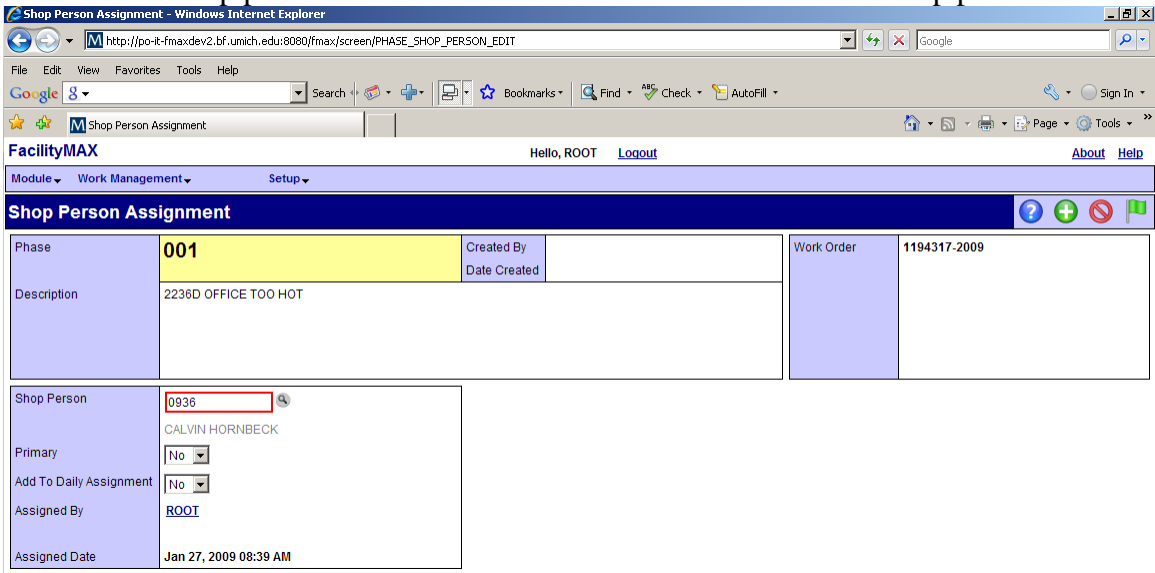
6. Add a shop person by clicking the add button  located on the lower right



Shop Person Assignment		Work Order
Phase	001	1194317-2009
Description	2236D OFFICE TOO HOT	
Shop Person		
Shop Person	Name	Primary
<input type="checkbox"/> 0924	HOWARD PORTIS	Yes
		Certified
		Assigned By
		Assigned Date
		KATEC
		Jan 26, 2009

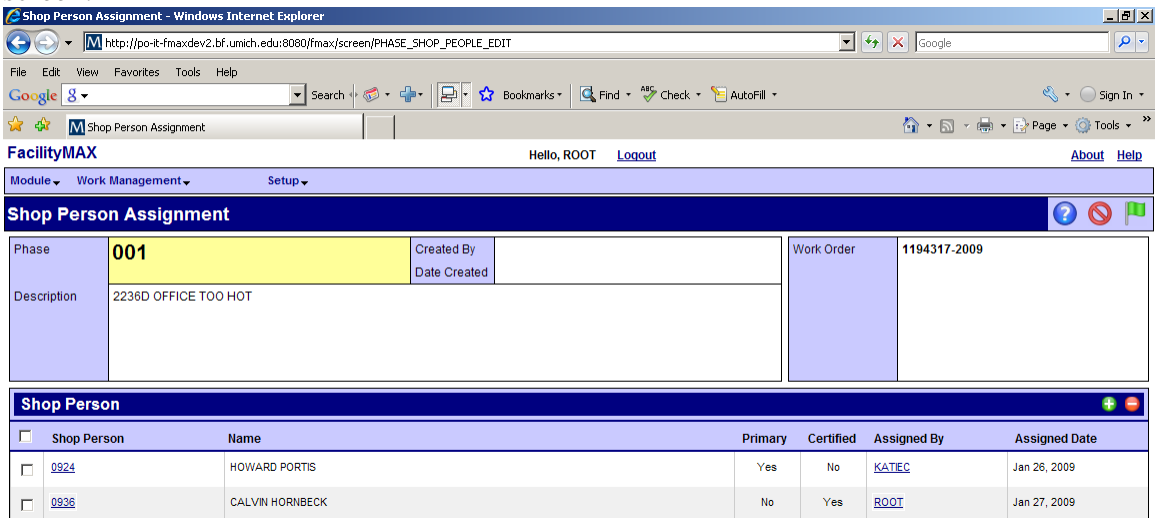
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7. Enter the shop person or click the zoom button  and select the shop person



Phase	001	Created By		Work Order	1194317-2009
Description	2236D OFFICE TOO HOT				
Shop Person	0936				
	CALVIN HORNBECK				
Primary	No				
Add To Daily Assignment	No				
Assigned By	ROOT				
Assigned Date	Jan 27, 2009 08:39 AM				

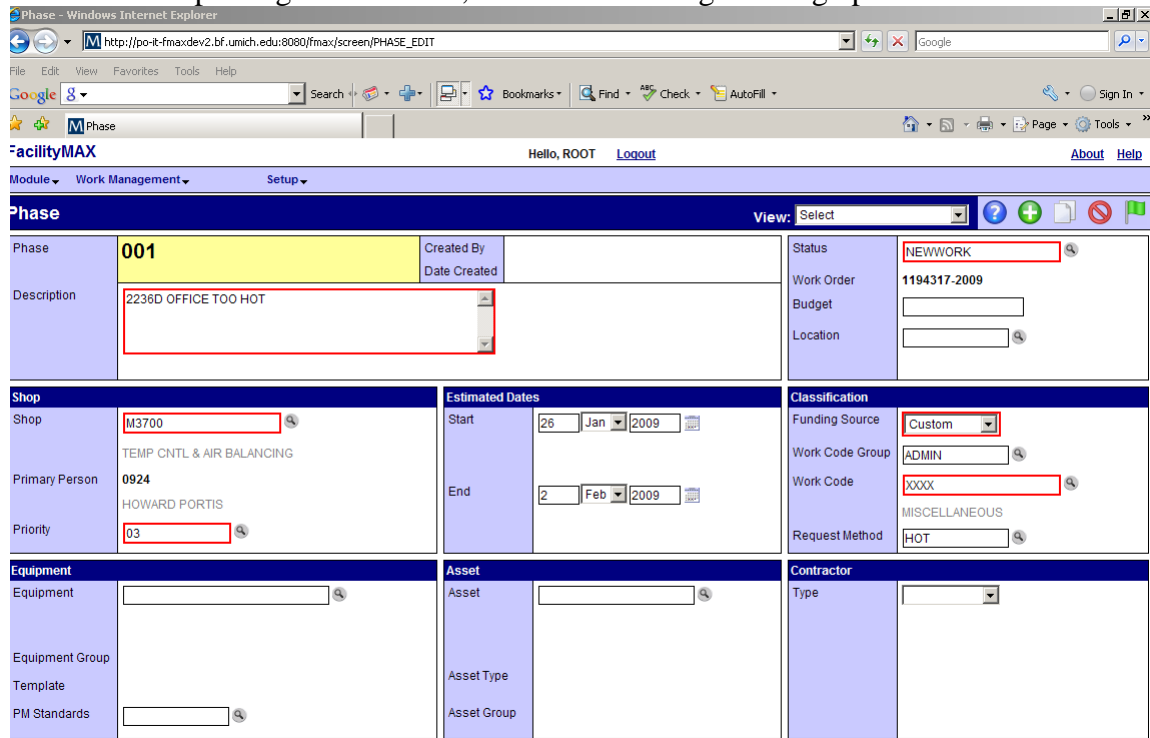
8. Click the done flag when finished  to go to the Shop Person Assignment screen:





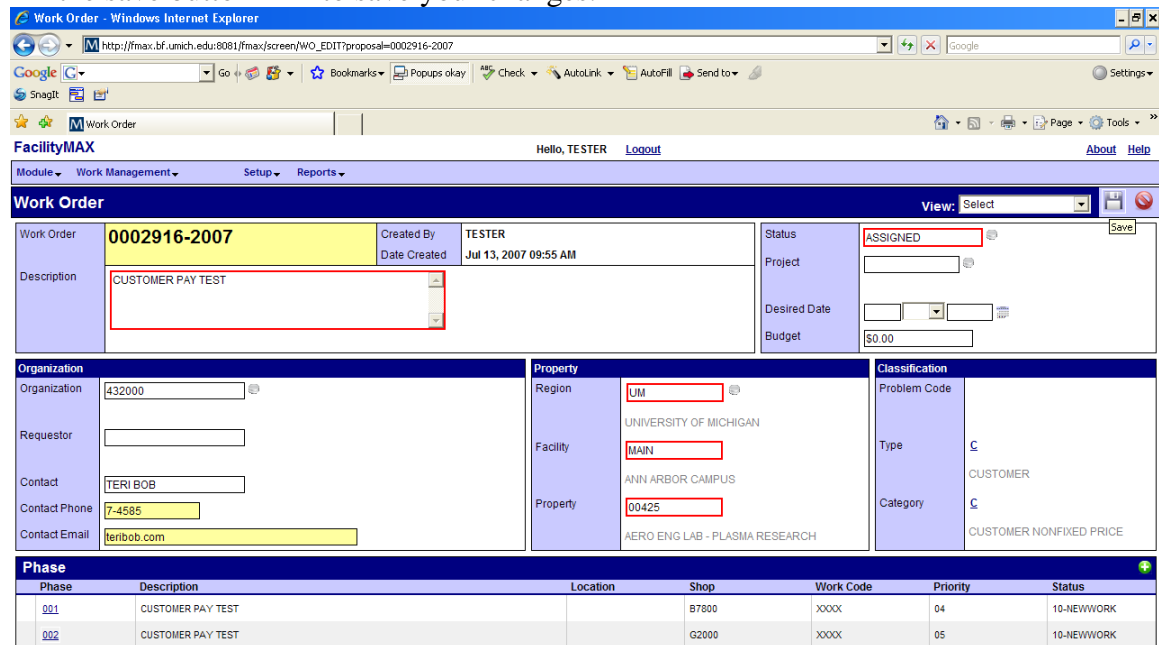
Shop Person	Name	Primary	Certified	Assigned By	Assigned Date
<input type="checkbox"/> 0924	HOWARD PORTIS	Yes	No	KATEC	Jan 26, 2009
<input type="checkbox"/> 0936	CALVIN HORNBECK	No	Yes	ROOT	Jan 27, 2009

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9. At the Shop Assignment screen, click the done flag  to go phase screen:



10. At the phase screen click  to return to the main Work Order screen and click the save button  to save your changes.



Phase	Description	Location	Shop	Work Code	Priority	Status
001	CUSTOMER PAY TEST		B7800	XXXX	04	10-NEWWORK
002	CUSTOMER PAY TEST		G2000	XXXX	05	10-NEWWORK