



# Changing the Status of a Phase in a Work Request

## Editing a Work Order – Changing the Status on a Phase:

1. Select a work order. (See steps from To Perform a Work Order Search or Query)
2. Click the edit button  located at the top right.
3. Click the phase number located in the lower left in Phase section of the Work Order screen
4. Change the status of the phase by typing over the status or clicking the zoom button  and selecting one.

### \*\*NOTE\*\*

If the zoom window does not pop up, make sure pop-up blocker is shut off.  
If problem still persists, clear field and click zoom button again.

Phase - Windows Internet Explorer  
http://po-it-fmaxdev2.bf.umich.edu:8080/fmax/screen/PHASE\_EDIT

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Module Work Management Setup




Phase View: Select

Phase	001	Created By		Status	DISPATCHED
Description	# 1 ELEVATOR NOT RESPONDING	Date Created		Work Order	1193931-2009
				Budget	
				Location	

Shop	M6500	Estimated Dates	Classification		
ELEVATORS	Start	23 Jan 2009	Funding Source	Custom	
Primary Person	0318	End	26 Jan 2009	Work Code Group	ADMIN
WILLIAM HEPBURN				Work Code	XXXX
Priority	02			Request Method	MISCELLANEOUS
					ELEV

Equipment	Asset	Contractor
8957	Asset	Type
SOLID STATE ELECTRICAL TRACTION - GEAR @		
Equipment Group	Asset Type	
GTSS		
Template	Asset Group	
PM Standards		

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5. Click the  when finished editing the phase line item and to return to main Work Order screen.
6. Click  to save or  to cancel the revisions.