




# Copying a Phase in a Work Request



## Editing a Work Order – Copying a Phase:

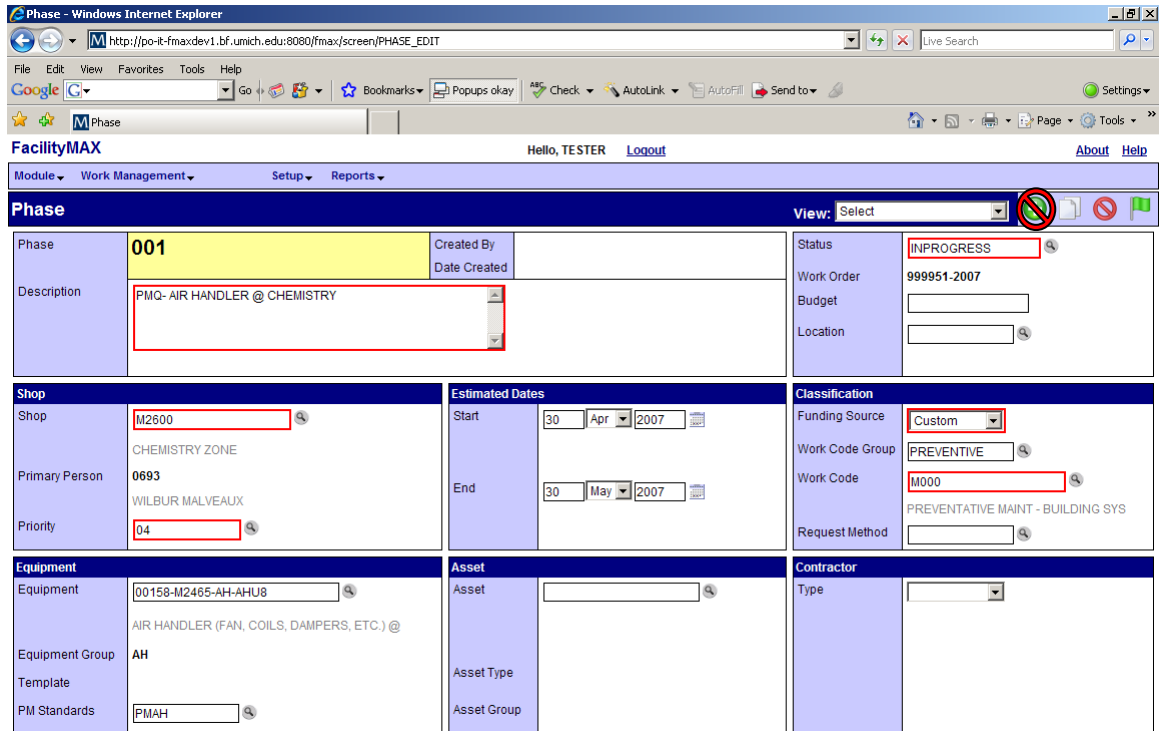
1. Select a work order. (See steps from To Perform a Work Order Search or Query)
2. Click the edit button  located at the top right.
3. Click the phase number located in the lower left in Phase section of the Work Order screen
4. Click the copy phase icon  located at the far right.




5. Click and select addition items to copy from phase (optional). If nothing additional to copy click the  button in the upper right hand corner.

# Copying a Phase in a Work Request


## Editing a Work Order – Copying a Phase: (Continued)

6. Make the necessary changes to the newly copied phase.
  - a. Correct the description of work to indicate the task(s) needed on this phase.
  - b. Correct the shop number to the shop needing to respond to this new phase.
  - c. Correct the priority to reflect based on task(s) needed.
  - d. Enter equipment number (serial no.) if applicable.
  - e. Correct Problem Code to reflect new work.
  - f. Work Code should remain XXXX.
  - g. Work Code group is defaulted, **and should not be changed.**
  - h. Funding source is custom and **should not be changed.**
  - i. Ensure phase status is “newwork” or “dispatched” as appropriate.
  - j. Select view: and scroll to extra description to complete the detailed information needed on that phase. Click the  when complete.
  
7. Click the  when finished adding the new phase and to return to main Work Order screen.



8. Click  to save or  to cancel the addition of the new phase. The new phase is not valid until the  is clicked and no errors are reported.

Misc Notes:

- a. Do not use the  button to add new phases as this will result in a loss of accounting information and the work order will not bill.