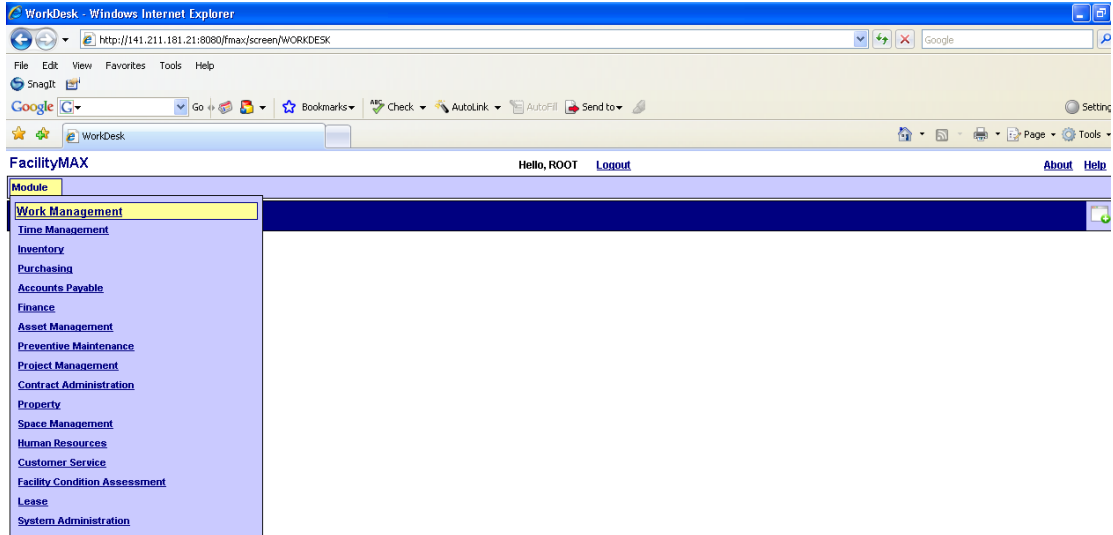


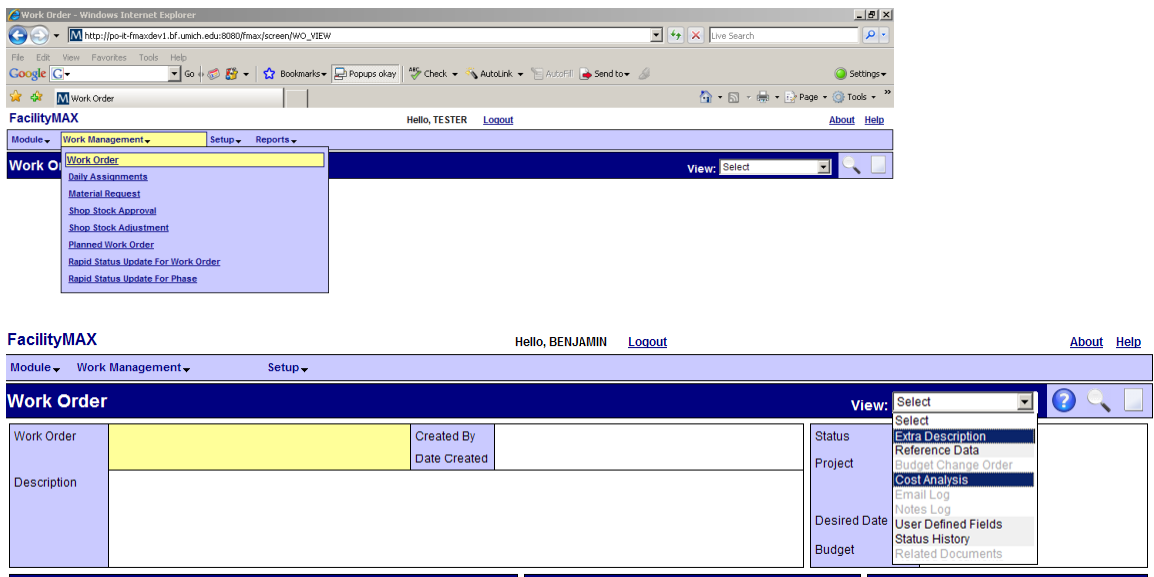
Finding and Editing Work Orders in FMAX

Workdesk Screen:

1. Move the mouse cursor over **Module**
2. Click **Work Management**



3. Move the mouse cursor over **Work Management**
4. Click **Work Order**




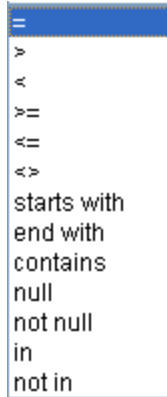
****Note****

View: Select is like the view buttons for Work Orders and Phases in FMS.

Finding and Editing Work Orders in FMAX

To Perform a Work Order Search:

1. Click the 
2. Pick a select criteria and click the
3. From the pull down menu pick the select logic:



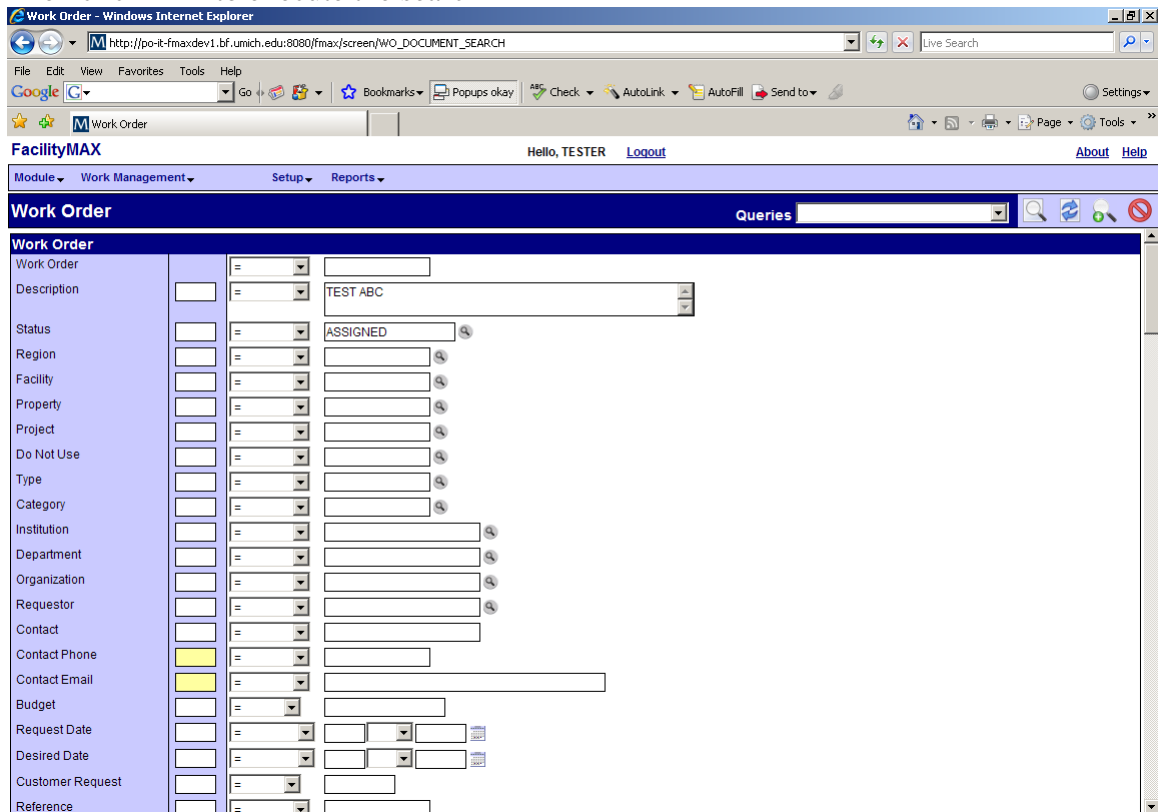
- * <> : Not Operator- Does NOT include select criteria
- * Null: Blank – No Values
- * In: multiple select criteria, format listed with commas
i.e. shop in M2100, M6500

4. Enter the specific select criteria name to the applicable fields

i.e.

Description	=	TEST
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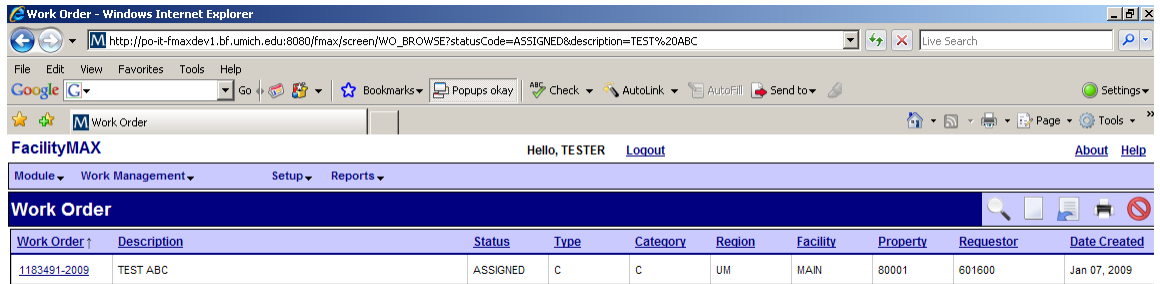
5. Then click  to execute the search



Finding and Editing Work Orders in FMAX

To Perform a Work Order Search: (Continued)



6. Select the work order you want to view by clicking the work order number at the lower left.




The screenshot shows a web browser window displaying the FacilityMAX interface. The browser address bar shows a URL with parameters for a work order search. The page header includes 'FacilityMAX' and a user greeting 'Hello, TESTER'. Below the header is a navigation menu with 'Module', 'Work Management', 'Setup', and 'Reports'. The main content area is titled 'Work Order' and contains a table with the following data:

Work Order	Description	Status	Type	Category	Region	Facility	Property	Requestor	Date Created
1183491-2009	TEST ABC	ASSIGNED	C	C	UM	MAIN	80001	601600	Jan 07, 2009

****NOTE****

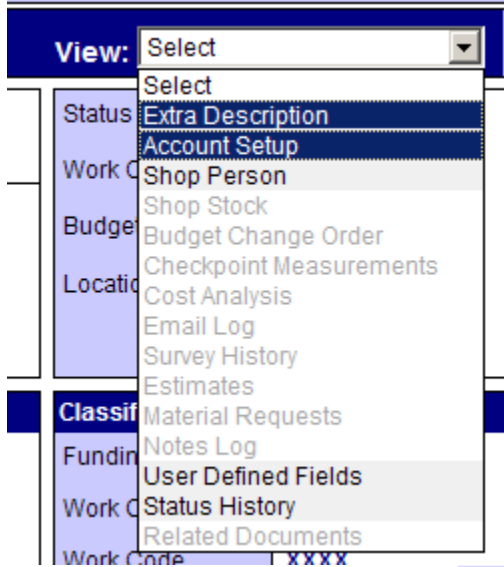
If you want to refer back to the search results click . To perform a new search, click .



Editing a Work Order:

1. After selecting a work order, click  to edit it. (Refer To Perform Work Order Search)
2. Perform your edit.

****Note****

**Phase line items can be edited by clicking the phase numbers
You can edit phase extra description**



Remember to click the done flag  or cancel  to return to main work order screen

Finding and Editing Work Orders in FMAX

3. Click  to save or  to cancel revisions.

Work Order - Windows Internet Explorer

http://po-r-fmaxdev1.bf.umich.edu:8080/fmax/screen/WO_EDIT?proposal=1183491-2009

File Edit View Favorites Tools Help

Google

Work Order

FacilityMAX Hello, TESTER Logout About Help

Module Work Management Setup Reports

Work Order View: Select

Work Order	1183491-2009	Created By	TESTER	Status	ASSIGNED
		Date Created	Jan 07, 2009 09:28 AM	Project	
Description	TEST ABC			Desired Date	
				Budget	\$0.00

Organization	Property	Classification
Organization: 601600	Region: UM	Do Not Use
Requestor: 601600	Facility: MAIN	Type: C
Contact:	UNIVERSITY OF MICHIGAN	CUSTOMER
Contact Phone:	ANN ARBOR CAMPUS	Category: C
Contact Email:	Property: 60001	CUSTOMER NONFIXED PRICE
	GROUNDS, WALKS & ROADS	CUSTOMER NONFIXED PRICE

Phase						
Phase	Description	Location	Shop	Work Code	Priority	Status
001	TEST ABC		M2500	C415	03	NEWWORK