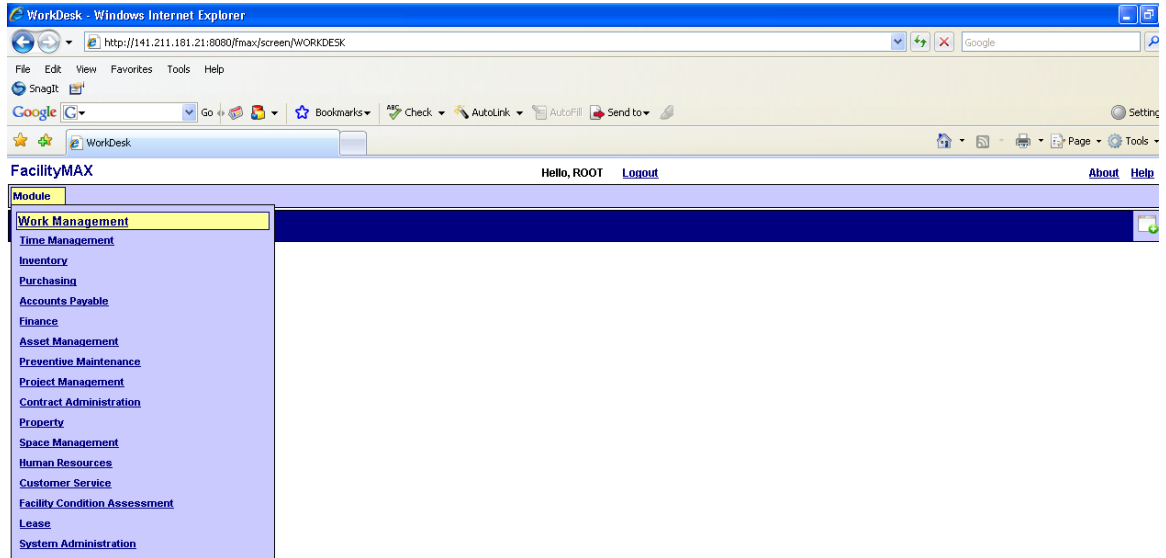


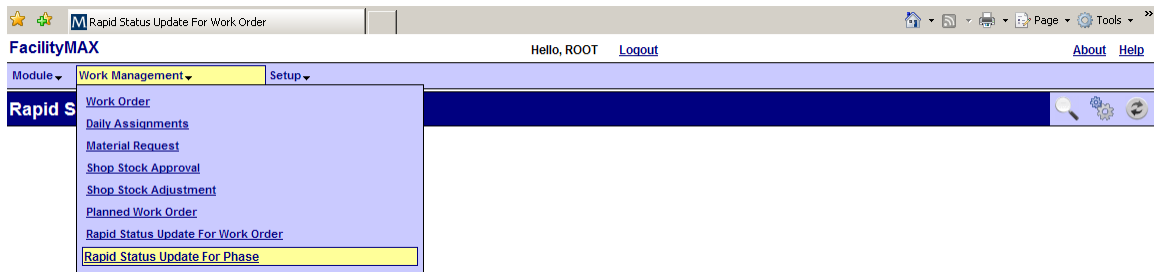
Rapid Status Update for Phases in FMAX

Workdesk Screen:

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



3. Move the mouse cursor over **Work Management**
4. Click **Rapid Status Update For Phase**



Rapid Status Update for Phases in FMAX

Rapid Status Update for Phase Screen:

1. Enter select criteria of the work orders.

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Module Work Management Setup

Rapid Status Update For Phase

Work Order

Work Order = []

Description = []

Status = [ASSIGNED]

Region = []

Facility = []

Property = []

Project = []

Problem Code = []

Type = [C]

Category = [C]

Institution = []

Department = []

Organization = []

Requestor = []

Contact = []

Contact Phone = []


Contact Email = []

Budget = []

Request Date = [] [] []

Desired Date = [] [] []

Customer Request = []

2. Then click  to execute the search, and the Rapid Status Update screen will appear

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Module Work Management Setup


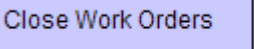
Rapid Status Update For Phase

Too many records to display. Displaying the first 250 records.

New Status		Options	
Type	[]	Close Work Orders	<input type="checkbox"/>
Category	[]		
Status	[]		

Select All | [Less Detail](#) | [More Detail](#)

C - C Total 250

3. Enter and use zoom  to select New Type, Category, Status, and (if applicable) check  if the work orders must be closed.

Rapid Status Update for Phases in FMAX

Rapid Status Update for Work Order Screen (Continued):

4. Click [More Detail](#) to view the phases in detail

FacilityMAX Hello, ROOT Logout About Help

Module Work Management Setup

Rapid Status Update For Phase

Too many records to display. Displaying the first 250 records.

New Status		Options	
Type	<input type="text" value="C"/>	Close Work Orders	<input checked="" type="checkbox"/>
Category	<input type="text" value="C"/>		
Status	<input type="text" value="CLOSED"/>		

Select All [Less Detail](#) | [More Detail](#)

C - C Total 250


<input type="checkbox"/>	Work Order	Phase	Description	Shop	Status
<input checked="" type="checkbox"/>	996342-2007	001	FAB & INSTL SHELVING UNIT IN ROOF OFFICE	M4100	COMPLETE
<input checked="" type="checkbox"/>	996342-2007	002	FINISH SHELVING UNIT NATURAL	M4500	COMPLETE

5. Click and check the work orders to be updated

****NOTE****

You can click the group or select all to update

i.e. C - C OR Select All

6. Click the generate process button  to update the phases and the updated phases will disappear from the list.

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Module Work Management Setup

Rapid Status Update For Phase

Processing...