FMS 940 How to Close a Work Order

This Training Guide will show how to close work orders.

Before you begin . . .

Upon completion of this guide you will be able to:
- Sign in to FAMIS
- Close a work order

Who has access?
All Supervisors with responsibilities for managing shops. Supervisors must have security access to the FAMIS application.

What does it affect?
This process will change how supervisors close work orders when all labor and materials have been completed, entered, and ready to be billed.

When is this used/not used?
This process will allow supervisors to close work orders when all labor and materials have been completed, entered and ready to be billed.

How to log in?
Contact the Help Desk for security access to FAMIS.

Additional Resources
http://cafe.northwestern.edu/training/

Where to get help? For assistance, contact NUIIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu
Step 1a: Locating Work Order to Close

After all labor, services, and materials have been entered and are ready to be billed, a work order can be closed.

![Diagram showing how to locate a work order to close]
Step 1b: Locating Work Order to Close

1. Click Enter Query icon
2. Enter WO Number
3. Click Execute Query icon

Verify that this is the correct work order.
Step 2: Reviewing Labor

Verify data in each row and correct as needed.

Verify Work Done box is checked in each row.

Click Save and Approve.
Step 3: Reviewing Materials

Verify data in each row and correct as needed
Step 4: Closing a Work Order

1. Change status to Closed

2. Click No

3. Click button to open calendar and select Closed Date

Click Save and click X to close Work Order Closing form. An e-mail should be sent out with a link to the FM survey.
Option: Reopening a Work order

Open the Work Order Closing form. If you reopen a work order to add additional charges, you should notify the Requestor.

1. Click Enter Query icon
2. Enter WO Number
3. Click Execute Query icon
4. Change Status to Reopen

Click Yes

Click Save and Close Work Order Closing form.