

## Work Orders Module Exercise

Create complete work orders for the following:

- 1) **Job 1:** A fleet vehicle pick-up has a bad radiator hose.
- 2) **Job 2:** Complaints about a loud fan that needs to be serviced.
- 3) **Job 3:** Replace the main bearings on a lathe dial block.
- 4) **Job 4:** An office needs to be remodeled.
- 5) **Job 5:** A press is not cycling properly, and needs to be repaired.

Update the work orders per the following scenarios:

- 1) **Job 1:**
  - a. The pick-up, while in for repairs, is discovered to be out of alignment as well. Add labor and hours to account for additional work.
  - b. A new filter is added to the truck. Add the filter to the work order.
  - c. Close the work order.
- 2) **Job 2:**
  - a. The technician assigned to complete repairs on the fan has been called away to other duties. The second technician completes the work. Enter both technicians' hours in Time Card module.
  - b. Verify that the hours are correct, and close the work order.
- 3) **Job 3:**
  - a. The bearings on the lathe have never been replaced, so they are not in Inventory. Add the bearings to the Parts Master File, and then attach them to the work order.
  - b. This job turns out to be the result of the worker using the equipment incorrectly. Make sure the work order records that fact.
  - c. Close the work order

4) **Job 4:**

- a. The project, remodeling an office, has been completed. The project manager, Allen Henkle, is responsible. Assign the work order to Allen Henkle, and add him to labor.
- b. Close the work order.

5) **Job 5:**

- a. As it turns out, the employee originally assigned to repair the press is out sick. Using the Change Employee function, switch to another employee from the work order record navigator.