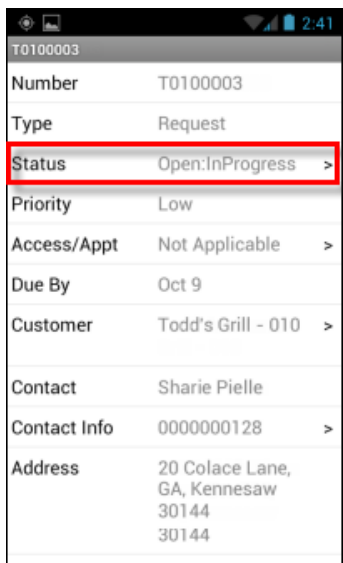


## How to....

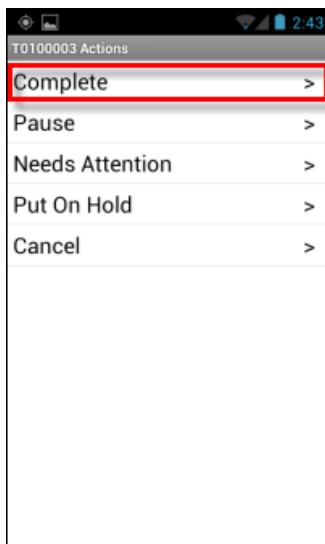
### *Complete a Work Order while Mobile (Android)*

The following steps should be completed when you have finished with a work order and you are planning to mark it as Completed. Some of the steps below are mandatory and some of them you might need to do depending on the work you performed:

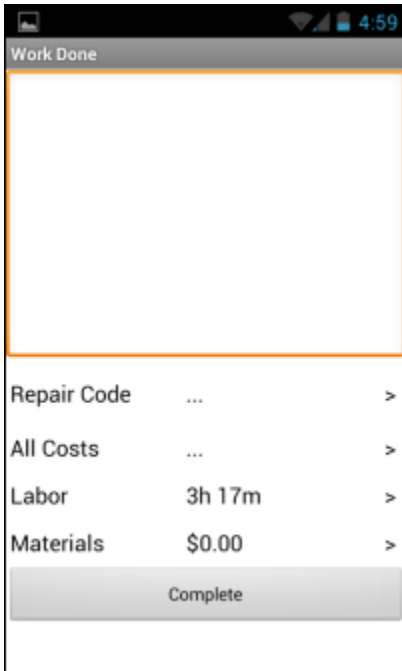
1. When you are finished working on the work order, tap the Status row on the work order details screen.



2. Select **Complete** from the list of options that appears.

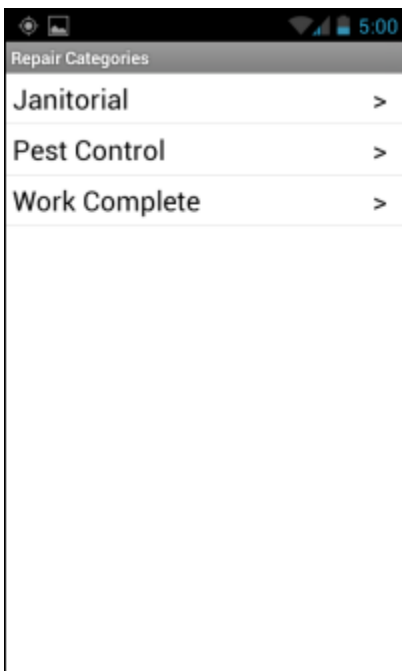


- (Mandatory) On the Work Done screen, tap the text field at the top and then enter any completion notes you have for the work order.

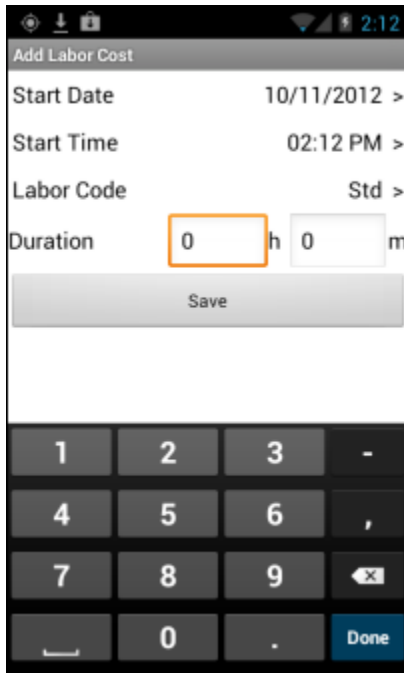


**Alert:** This is the only place you can enter completion notes for the work order. After you change the status to Complete, the completion notes text-entry field becomes inaccessible.

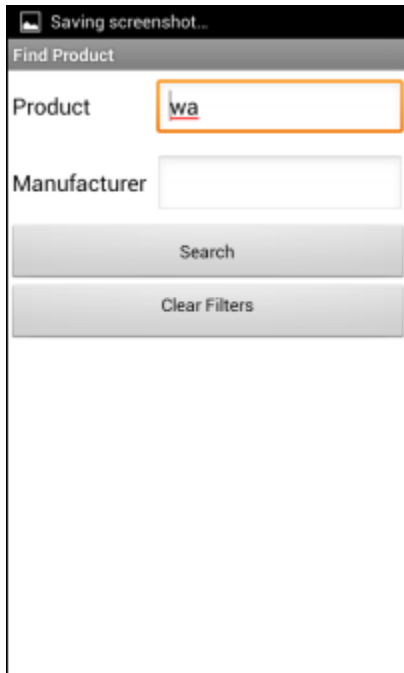
- (Mandatory) Tap the **Repair Code** field to select the repair category related to the work order.



5. In rare cases, you might have additional labor costs you need to add to the work order or the time recorded for the work order is incorrect. When that happens, you can update the time displayed on the Work Done screen by doing the following:
  - a. Tap the **Labor** row on the Work Done screen.
  - b. On the Labor Costs screen that appears, tap the **Add >** link in the Total row.
  - c. (Optional) On the Add Labor Cost screen, if the default value in the Labor Code field is incorrect, tap the row to view the Choose labor code popup screen where you can select the correct code for the job.



- d. Tap the **hour** field within the Duration row on the Add Labor Cost screen to enter the number of hours you spent on the job.
  - e. Repeat Step d. for the **minute** field.
  - f. Tap the **Save** button at the bottom of the screen.
  - g. On the Labor screen, review the total amount of time you have recorded for the job. If everything is okay, tap the **Back** button on your phone to return to the Work Done screen.
6. If you have materials costs, add them to the work order by doing the following. Otherwise, jump to Step 7 below.
  - a. Tap the Materials row on the Work Done screen.
  - b. On the Material Costs screen that appears, tap the **Add >** link in the Materials row.
  - c. On the Find Product screen that appears, search for a product or manufacturer by entering at least two letters in at least one of the fields and tapping the **Search** button.

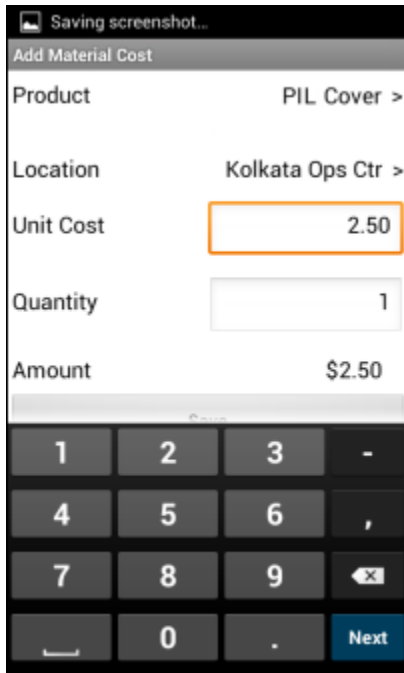


**Note:** If your search returns no data, tap the Back button on your phone to return to the Find Product screen and try a different set of search criteria.

- d. From the list of search results that appears, tap the name of the product that you want to add to the work order.



An Add Materials screen opens, displaying the specific details, location, and default price of the selected item.



Saving screenshot...

Add Material Cost

Product PIL Cover >

Location Kolkata Ops Ctr >

Unit Cost 2.50

Quantity 1

Amount \$2.50

1 2 3 -

4 5 6 ,

7 8 9 ↵

⏪ 0 . Next

- e. (Optional) If you need to change the default price for the product, tap the **Unit Cost** field and update the price.
  - f. Tap the **Quantity** field to enter the number of items to be added to the work order or leave the default set to 1 if you are only adding one.
  - g. When you have finished, tap the **Save** button to save your changes and have them added to the work order costs.
  - h. (Optional) If you need to add more materials to the work order list, tap the **Add >** link again on the Material Costs screen and repeat steps 6b through 6g.
  - i. When you have finished adding materials, tap the **Back** button on your phone to return to the Work Done screen where you can view a summary of all of the work order costs to date.
7. Tap the **Complete** button at the bottom of the screen to return to the work order details screen.

The status of the Work Order changes to Completed.