

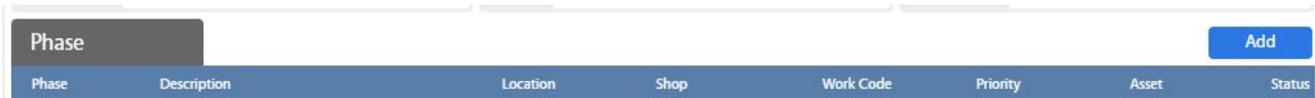
Adding a Phase to a Work Order

A Phase will need to be added to a Work Order under several circumstances. It may be the first Phase on the Work Order, or an additional shop may need to do work on the Work Order.

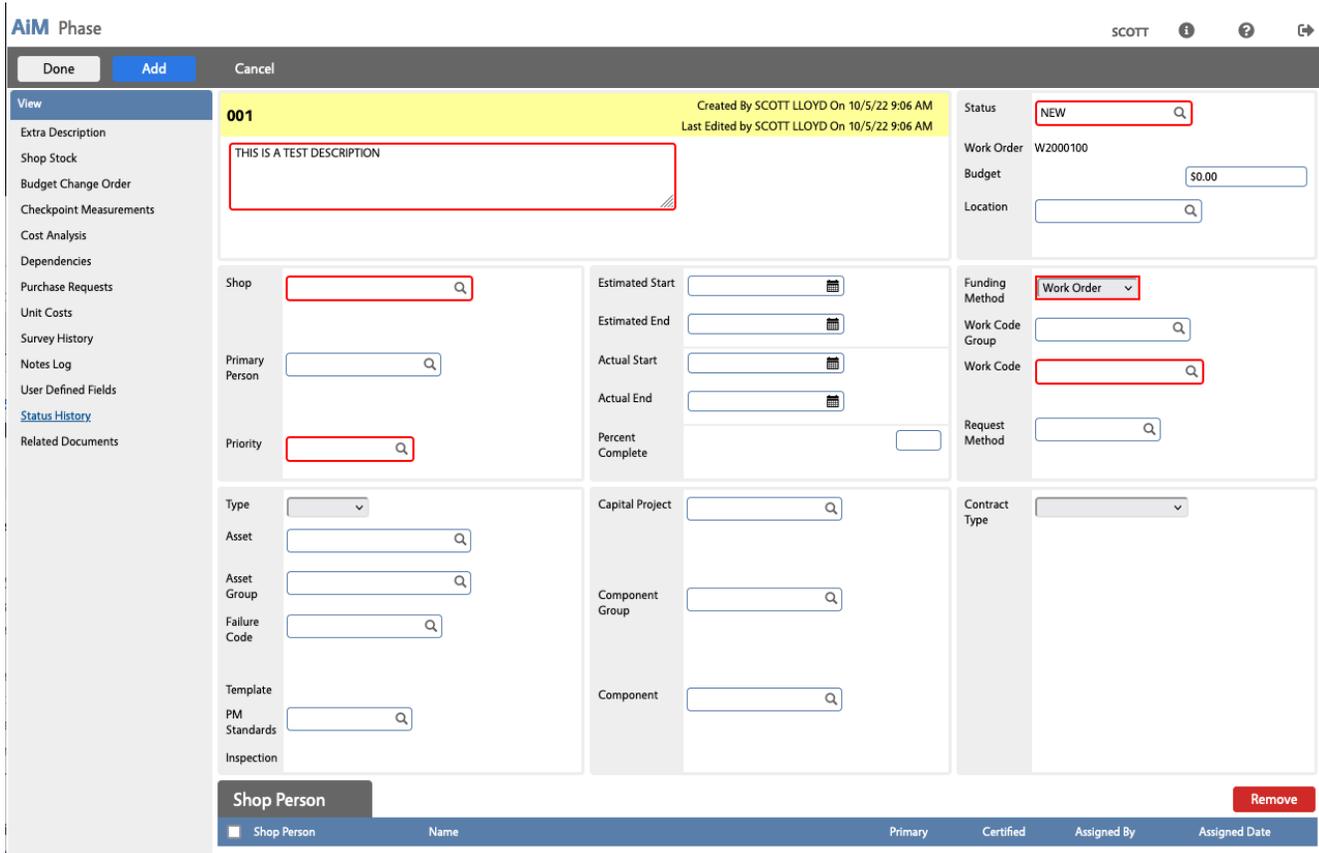
1. Find the Work Order that the Phase needs to be added to.



2. Click:



3. Click:



4. Add the following required fields:
 - a. **Description**
 - b. **Priority**
 - c. **Work Code**
 - d. Other fields as needed.

5. Assign Shop Persons as needed. (See [WM Assign a Shop Person to a Phase.](#))

6. Click:

7. Click: on the Work Order.