## 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.

		AiM Work Order								
		Edit		New Search		Browse				
2. Click:	Edit						_			
Phase										Add
Phase Descript	ion		Location	Shop	w	ork Code	Priority	Asse	e .	Status
3. Click:	Add									
AIM Phase								SCOTT	0 (	9 🕩
Done Add	Cancel									
View Extra Description		TION		Las	Created By SCOTT LLOYD O st Edited by SCOTT LLOYD O	10/5/22 9:06 AM 10/5/22 9:06 AM	Status Work Order	NEW W2000100	Q	
Shop Stock Budget Change Order	This is A rest beschin			li			Budget		\$0.00	
Checkpoint Measurements Cost Analysis							Location		Q	
Dependencies Purchase Requests	Shop	Q	Estima	ated Start	<b></b>	)	Funding Method	Work Order V		
Unit Costs Survey History			Estima	ated End	<b></b>	)	Work Code Group		Q	
Notes Log User Defined Fields	Primary Person	Q	Actual	l Start	<b></b>	)	Work Code		Q	
<u>Status History</u> Related Documents	Priority	٩	Percen Compl	nt lete			Request Method	Q		
	Type	v	Capita	al Project	Q		Contract Type		*	
	Asset	q								
	Group Failure Code	٩	Compo Group	onent	Q					
	Template		Compo	onent	Q					
	Standards	٩								
	Shop Person									Remove
	Shop Person	Name				Primary	Certified	Assigned By	Assigned	Date

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

AiM Phase			scott 🚺 😧 🖟
Done Add	Cancel		
View Extra Description Shop Stock Budget Change Order Checkpoint Measurements Cost Analysis	001 THIS IS A TEST DESCRIPTION THIS IS AN EXTRA DESCRIPTION FOR THE PHASE.	Created By SCOTT LLOYD On 10/5/22 9:06 AM Last Edited by SCOTT LLOYD On 10/5/22 9:06 AM	Status     NEW     Q       Work Order     W2000100       Budget     \$0.00       Location     Q
Dependencies Purchase Requests Unit Costs Survey History Notes Log User Defined Fields <u>Status History</u> Related Documents	Shop     ELECTRICAL     Q       CENTRAL ELECTRICAL       Primary       Q       Priority	Estimated Start     Oct 5, 2022 9:11 AM       Estimated End     Nov 2, 2022 9:11 AM       Actual Start     Image: Complete	Funding Method Work Code Group Work Code INSTALLATION Request Method
	Type  Asset  Coup  Asset  Coup  Asset  Coup  Code  Cod	Capital Project Q Component Q	Contract Type
	Template PM Standards Inspection	Component Q	
	Shop Person Name	Primary	Certified Assigned By Assigned Date

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

6. Click: Done											
AIM Work Order								SCOTT	0	0	•
Save Cancel											
View	W2000100			Created By SC	OTT LLOYD On 10/5/22 8:	57 AM	Status	OPEN		Q	
Extra Description				Last Edited by SCOTT LLOYD On 10/5/22 8:57 AM			Project				
Reference Data	THIS IS A TEST DESC	RIPTION							-	)	
Account Setup			//.				Desired Date		i		
Cost Analysis							Budget		[\$	0.00	
Received Email											
Notes Log	Organization	Q	Region	UCB	Q		Problem Cod	e	Q		
User Defined Fields				UNIVERSITY OF COLC	DRADO BOULDER						
Status History	Requestor	٩	Eacility				Туре	UNPLANNED	Q		
Related Documents			- acincy	MAIN CAMP	ų			UNPLANNED	UNPLANNED		
	Contact			MAIN CAMPUS			Category	CUSTOMER REQ Q			
	Contact Phone	hone		224 Q			Job Priority	CUSTOMER REC			
									Q		
	Contact Email			CRISTOL CHEMISTRY	& BIOCHEMISTRY BUILDIN	IG					
	Phase								Remo	ve	Add
	Phase	Description		Location	Shop	Work Co	ode	Priority	Asset		Status
	001	THIS IS A TEST DESCRIPTION THIS IS AN EXTRA DESCRIPTION FOR THE PHASE.			ELECTRICAL	INSTALL	ATION	3			NEW

7. Click: Save on the Work Order.