

# NDOT LUCITY WEB FLEET WORK ORDER TRAINING



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CREATE A WORK ORDER FROM A PM – VERSION 2019R2

AUGUST 31<sup>ST</sup>, 2020



# CREATE A WORK ORDER FROM A PM

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- You should have learned in the Lucity Web (Dashboard) Introduction & Navigation training the different ways you can look up an equipment number.
  - Use the filter in the Equipment # column. 
  - Use the Equipment Look Up on your Dashboard. This is available on the NDOT Welcome to Lucity tab which everyone should have on their dashboards.
  - OR Use the Search icon on your grid. 

# CREATE A WORK ORDER FROM A PM

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- Click on the gray plus sign to get to the PM/Work Templates tab. Click on the PM/Work Template tab. 
- Highlight the PM you want to create the WO from. The PM must be in the *Awaiting WO Generation* status. Then click on the toolkit icon 
- Select **Create WO from PM | Selected Record**
- Complete the work order as directed in the *Completing a Generated PM Work Order* training.

Fleet Equipment Number × +



Equipment #	Department Text	Operating Status Text	Class Code	Class Code Text
29532	District 4 - Maintenance	IN SERVICE	B25	TRUCK TANDEM DUMP HEAVY DUTY

- Travel Logs (594)
- Work Orders (61)
- Requests (0)
- PM/Work Templates (5)
- Warranties (6)
- Components (12)
- Hour Rollbacks (1)
- Status (4)
- Costs (2)
- Insurance Costs (8)
- Tasks (0)
- Tracking (0)
- Equipment Comments (0)
- Fuelings (385)



Create WO from PM | Selected Record

Equipment #	Template Text	Category	Category Text
29532	TRUCK TANDEM DUMP HEAVY D	E-432-643	Osceola - Maintenance
29532-E-B-PMA	TRUCK TANDEM DUMP HEAVY D	E-432-643	Osceola - Maintenance
29532-E-B0-PM3	TRUCK TANDEM DUMP HEAVY D	E-432-643	Osceola - Maintenance
29532-E-B0-PM2	TRUCK TANDEM DUMP HEAVY D	E-432-643	Osceola - Maintenance
29532-E-B0-PM1	TRUCK TANDEM DUMP HEAVY D	E-432-643	Osceola - Maintenance



# QUESTIONS

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- Contact the NDOT Lucity Support team if you have any questions.
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**THANK YOU!!**

