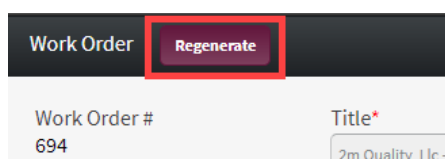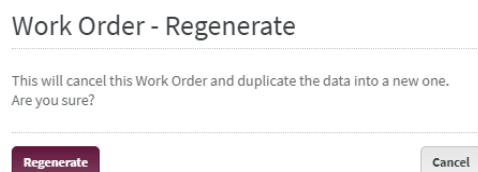# Work Order Guide (Regenerate Process)

Rev. 8-16-2017

There are cases in which a WO needs to be adjusted due to changes in Scope, Phase, or Price. Instead of having to recreate the WO from scratch, the system allows you to create a new WO from an existing one. This process is call Regeneration and is a common practice with our current Purchase Order (PO) process. Below is what happens when a WO is Regenerated

1. The Regenerate button can be located in an open WO in the upper left hand corner, if the button is not visible then it means it cannot be regenerated, only Pending, Open, Cancelled WOs can be Regenerated

2. Clicking on the button will prompt you to confirm your action, this action cannot be undone

3. Once Confirmed an email will be sent to all users in the attention field stating that the WO was cancelled

4. A new WO screen will appear with the same information in every field, except that every field is editable. If you exit the page without creating a new WO or saving, the information will be lost and you will have to redo it from scratch or click the regeneration button again.

5. In the history of the new WO you will see the following, this shows that it was copied from another WO

6. Once created a notification will be sent to the audience of the new WO following the standard process, a notation will be visible at the top of the email stating that the WO was regenerated from another one. There will be a link to the original WO.

7. If the new WO is printed, the PDF will reference the original WO # as shown below

8. Completed WOs cannot be regenerated

Example of when you might need to Regenerate a WO

1. Vendor is asked to replace (3) Hardwood boards, comes to site and PJM finds (2) more, WO is regenerated to say (5) Hardwood Boards
2. PJM creates WO with an incorrect price based on current contracts, WO is regenerated and updated to show correct pricing
3. Vendor hits bad ground, gives PJM an estimate of 10 hours to correct, ends up being 15 hours, WO is regenerated to say 15 hours
4. PJM requests work from vendor to paint entire model, price comes back higher than expected. WO is regenerated and scope is adjusted to only paint main level, price is adjusted.