Cheat Sheet #11 How to Find a Work Order by Number or Date

Searching by Date

Log in to NS5 and open the Maintenance and Purchasing module. From the Menu Bar, click on Documents and scroll to Work Orders, then Work Order Query.



You will get a new window called Search Companion. If you click Search with the default settings, it will pull up all work orders ever entered.

Search Companion								
Search On Work Order :								
_ Job Турсэ	Jub Status							
Service Requisitions	Scheduled Jobe							
Work Orders	Completed Jobs							
✓ No-Action Jobs	Closed Jobs							
SPO Items								
Minimum Priority Level :	D							
Minimum Equipment Critic	cality : Any 🔻							
Scheduled/Completed Date	e Range							
• All From :								
C Select To :								
Indexes Failure Data								
Job Cause :								
Department :								
Job Category :								
DEK Job Cat. :								
Enter Work Order No.								
Court								
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Work orders are listed by the date they were created. You can narrow your search by date if you have an idea of when the WO was entered. Move your mouse to the Scheduled/ Completed Date Range box on the form and click on Select. Then click on the calendar icons to select the date range.

Scheduled/Cor	npleted Date R	tange
• All	From :	
C Select	To :	
<u> </u>		

Click on the date you want and then click the blue check mark. This will enter your search date.

Minimum Equipment Criticality : Any Calendar icon									
Scheduled/Completed Date Range									
🔿 All From : 🛄	Calend	ar					×		
© Select To:		TOBER	•	\checkmark	×	4 2009			
Indexes Failure Data	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Job Cause :					1	2	3		
	4	5	6	7	8	9	10		
Department :	11	12	13	14	15	16	17		
Job Category :	18	19	20	21	22	23	24		
DDK Job Cat. :	25	26	27	28	29	30	31		

Now when you click Search, you will only see WO's that occurred during the time range you entered. Once the work orders are listed, you can click on the titles of the columns to sort the list. Clicking **Title** will sort wo's alphabetically, **Scheduled** will sort by date and **Doc. No**. will sort by number.

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1	Туре	Doc. No.	Scheduled	Completed	Title	Est.	۲
Г	wo	0308913	11/18/2010	11/17/2010	BILGE PUMP BIWEEKLY TEST		*
Г	wo	0308881	11/18/2010		BOW THRUSTER MALFUNCTION		
Г	wo	0308912	11/18/2010		GMDSS WEEKLY TEST		

Another way to search is to use the top of the window. Click on the drag down menu next to the word **By:** and select how you want to search. Then go to the Search box and start typing. The program will start looking as you type.

	B.	Title	D	9
	by :	nue		
	Ti	Туре 🔺	E	st. 🕨
CCCNI		Doc. No.		
ESENI		Scheduled		
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NSPEC	TION	Title 📃		
		FST. U.OST	-	-

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2 🖉 🤇	earch : fire						By : Title	
		× √	Туре	Doc. No.	Scheduled	Completed	Title 🔺	Est
der :			wo	0308826	11/07/2010	11/06/2010	FIRE AXES PRESENT	
			wo	0308832	11/07/2010	11/05/2010	FIRE LOCKER- FIRE FIGHTING GEAR INSPECT	
	Job Status		wo	0308900	11/16/2010	11/11/2010	FIRE LOCKER INSPECTION	
lisitions	Scheduled Jobs		wo	0000800	10/20/2010	11/05/2010	FIRE PUMP- REMOVED FROM BOAT FOR REPAIR	
\$	Completed Jobs		wo	0308788	11/01/2010	11/06/2010	FIRE PUMPS TEST	
bs	Closed Jobs		wo	0308706	10/27/2010	11/01/2010	FIRE/ MUSTER DRILL	

If you have a work order number, you can look it up directly. Just click the box next to Enter Work Order No. and type in the number. **Be sure to include any leading zeros or the system will not find your work order.** Click Search.

✓ Enter Work Order No.	0102450	

Only the job you specify will appear on the right side of the window. You can then double click on that work order to open it.