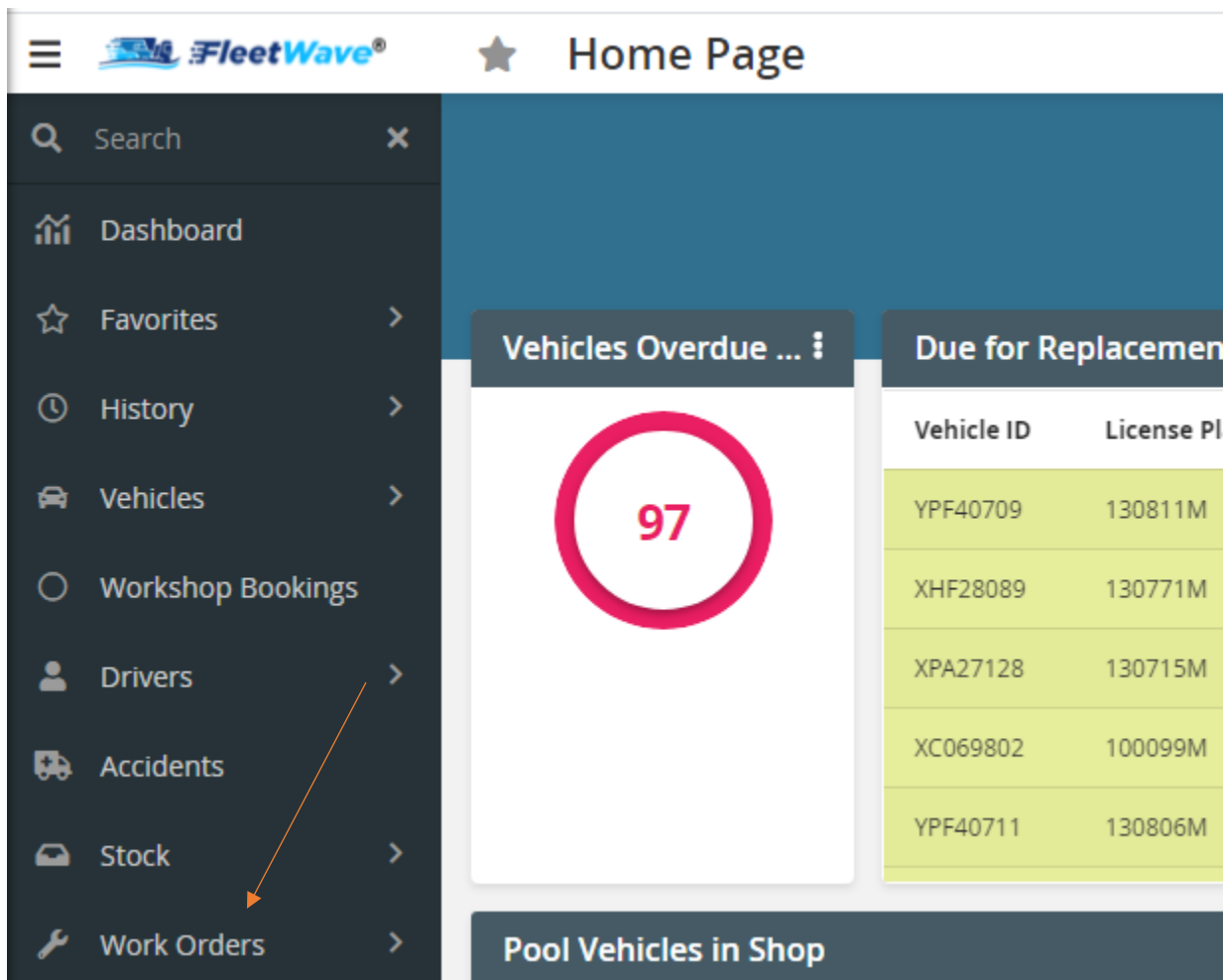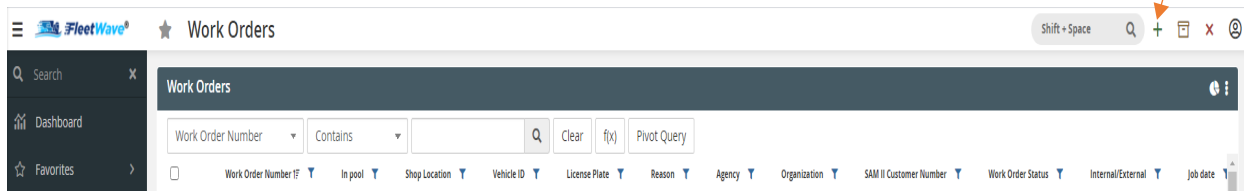**How to add and close an external Work Order in FleetWave. This is to be used when maintenance and repair items are completed at repair shops other than OA Vehicle Maintenance.**

Add and close a Work Order in the system.

1. User clicks on Work Order from the left menu.

2. User clicks on the '+' sign on top right corner.

3.　　　User enters License Plate number in the Vehicle ID field. Hit tab and the page will auto populate. Choose "Other" in the Shop Location field. Select reason in the Reason field. For this example we are selecting PMTN1. Choose "External" in the Internal/External filed. Enter the date when the work was completed. Enter the Odometer for when the work was completed. Select Save at the bottom right corner.

4. User will scroll down to the bottom of this page to the Job Details section. User will click on the "+" sign.

5. From the Job Details screen the user will select Job Type as "External/PM". Mechanic as "Main Shop". In the Job Comments section you can enter all the work done for this vehicle. You may also enter the invoice number and any other information you would like to capture in this field. User selects Save in the bottom right hand corner. Important: If multiple PMs or Safety/Emissions inspections are completed at one time, separate Job Detail lines will need to be added so the system resets the reminder e-mails.

6. User selects External/PM tab.

7. User enters repair total in the highlighted fields. You can break the cost down if you would like but not necessary. In this case we are entering the grand total. Select save at the bottom right hand corner.

8. Ther system will take you back to the main Work Order screen. The user will scroll to the Job Details section and selects the "Edit" icon. From this screen select "Closed" in the the Job Details Status field.

9. From the main Work Order screen user will review data to ensure accuracy. User will then select "Close Job".

10. When this screen appears, select Submit. That completes entering an External Work Order