FIAM: Tire Maintenance Repairs

Job Aid: Carry Out Repairs on a Work Order and Set to 'Technically Complete' Status

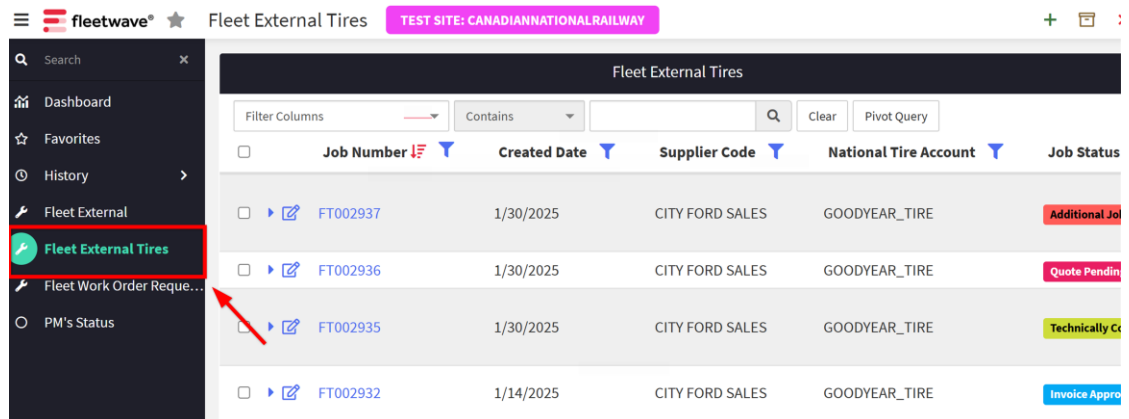# Job Aid: Carry Out Repairs on a Work Order and Set to 'Technically Complete' Status

FLEET (TIRES) FLOW

Once the work on the Work Order has been completed, you must set the Work Order to a 'Technically Complete' status to signify that the work has been completed for all the detail lines.
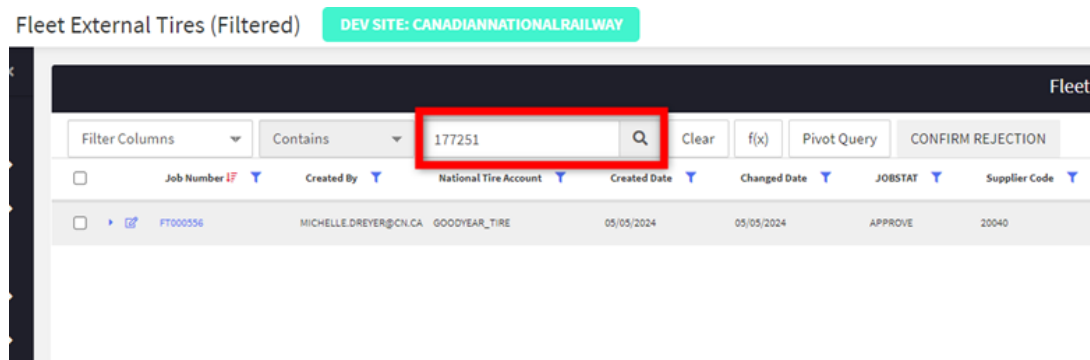
Steps

1 Go to **Fleet External Tire** module on the menu bar.

2 Use the search box to locate the unit you are working on.

3 Open the Work Order in edit mode by selecting the paper-pencil icon ✏️.

Fleet External Tires (Filtered)   DEV SITE: CANADIANNATIONALRAILWAY

Filter Columns ▼	Contains ▼	177251	🔍	Clear	f(x)	Pivot Query	CONFIRM REJE

☐		Job Number ▼ 🔻	Created By 🔻	National Tire Account 🔻	Created Date 🔻	Changed Date 🔻	JOBSTAT 🔻	Su
☐	▸ ✏️	FT000556	MICHELLE.DREYER@CN.CA	GOODYEAR_TIRE	05/05/2024	05/05/2024	APPROVE	2004

4 Set the Work Order to 'Work in Progress' and complete the work required on the vehicle (see Submit a Quote for Additional Work Post Initial Approval job aid for more information on how to address additional work that requires approval).

You can save the Work Order at this point and return to it once the work has been completed and all documentation is ready to be uploaded.

Fleet External Tires   DEV SITE: CANADIANNATIONALRAILWAY

| Description | Supplier Performance | Invoicing | Uploads | Warranty | Repair History | Status History | Auditing | 🖨 |

Work in Progress	Job Number	Job Status		Operational Status
Refresh Form	FT000556	Quote Approved ▼		UNAVAILABLE
Admin Dashboard	Vehicle/Asset Type	Vehicle Status		ABC Cost Center
2018 INTERNATIONAL W(	▼	ACTIVE ▼		10229 Chef De Voie St-Lambe

Estimate Tire Quantity	Approved Tire Quantity	Tire Invoice Quantity	Cost Avoidance	Approved Total Cost
3.00		0.00	0.00	0.00

5.

On the **Description** tab, select **Documentation Completed & Applicable Certifications Passed** and **All Work Completed** fields.

NOTE
The documentation does not necessarily need to be uploaded at this stage, but you must confirm that it has been completed.

6.

Ensure the final amount for parts quantity match what has been approved.
If not, adjust the wheel positions to calculate the **Estimate Tire Quantity** and follow the approval process.

7

On the Work Order header, select **Work Complete**.

If the System recognizes that:

a. The **Documentation Completed & Applicable Certifications Passed** or **All Work Completed** fields were not checked:
   i. A warning message displays to inform you that the status cannot be updated to '**Technically Complete**' and you must rectify the issue.

b. If the **Wheels Removed?** field is set to '**No Response**':
   i. The System displays a pop-up message asking you to indicate whether any wheels were removed during the job.
   ii. Set '**Yes**' or '**No**' as appropriate.

📝	**NOTE** If the System recognises that one of the detail lines had a **Wheel Removed** flag set to 'Yes', it will generate a new defect(s) with the reason '**Retorque Required**' and will set the **Defect Date**.

📝	**NOTE** The System automatically sets all detail lines on the Work Order to '**Technically Complete**' status and sets the Work Order **End Date** and **End Time** fields to now if the fields are blank. The System will not override any values already entered.