A work order can be created in many different ways (1):
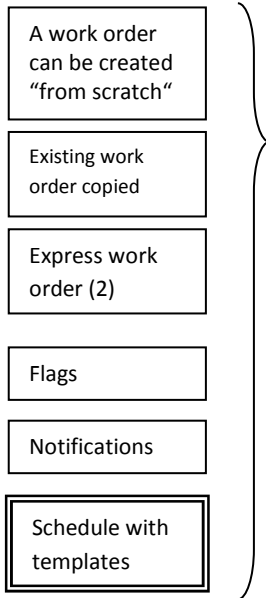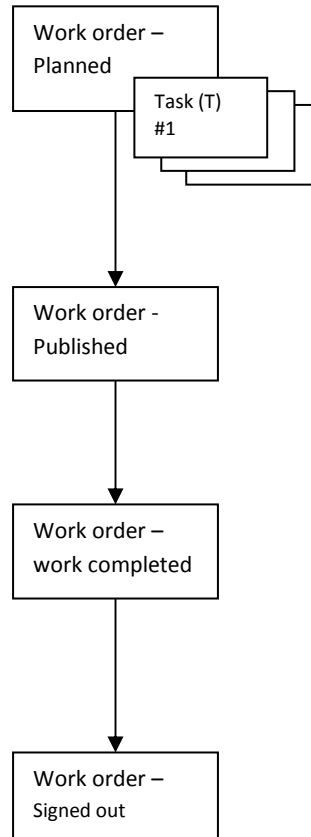
Work orders – statues are typically: Planned-Published-Work completed-Signed out:

A work order includes planning- and safety features and tasks (T). Each Task T can contain various records:

| A work order can be created "from scratch" |
| Existing work order copied |
| Express work order (2) |
| Flags |
| Notifications |
| Schedule with templates |

Work order – Planned

Task (T) #1

↓

Work order - Published

↓

Work order – work completed

↓

Work order – Signed out

A work order defines a timespan, employees etc.
A work order can define estimated hours for employees
A work order can have a safety analysis
A work order has 1 or more T

T has an asset and a work description
T can also have check lists, flags, notifications, bookings, estimated cost (man-hours, parts and import cost)

Work order: Safety analysis read
Work order: It is possible to change timespan, employees, estimated hours for employees and safety analysis after publish
T: It is possible to add check lists and flags after publish

T: Type of the work order decides which of the following should be entered: Task report, check lists answered, flags finished, notifications finished, time reports, actual cost (parts and import cost)

Work order: Modified safety analysis copied, if applicable
Work order: Manager can enter „Summary"
T: Records reviewed
Flags that were created: Handled
Schedule: If Work order originates from a schedule, then the next work order is created when this one is signed out

(1) In DMM there are 2 windows for work orders, "Work orders" and "Work orders Gantt". They are equivalent. The first is good for using the group by box to group data in various ways, the second for displaying a graphical Gantt presentation.

(2) When creating express work orders, the user is lead through a process that generates a new work order with published status. An express work order that includes failure handling usually contains a failure analysis – check list.