



# PM Components PM\_WO\_310



## Course Content



- Introduction
- Unit 1 – Components Process
- Unit 2 – Editing Components
- Unit 3 – Documents and Approvals
- Course Summary



## Learning Objectives



- Upon completing this course, participants will be able to:
  - ♦ Understand the PM components process through the work order
  - ♦ Enter requests for materials on the components tab to generate through the work order
  - ♦ Enter requests for services on the components tab through the work order
  - ♦ Change components on work order
  - ♦ Cancel components on work order
  - ♦ Attach documents to a work order



## Prerequisites and Roles



- Prerequisites
  - ♦ UK\_100 IRIS Awareness & Navigation
  - ♦ PM\_WO\_300 Work Orders
- Roles
  - ♦ PM Users





# Components Process

- Maintenance Process
- Components Process
- Stock, Non-Stock, and Non-File materials
- Enter Requisitions for Materials/Services
- Find Vendors

## Materials and Inventory



- Materials Management Inventory will be replacing Stores Inventory Systems
- On-shelf inventory will be minimized
- Moving toward “just -in-time” inventory (parts will be requisitioned daily)
- Moving away from ProCard being used for materials; instead, contracts will be set up

## Materials and Inventory



- There will be stock, non-stock, and non-file materials
- Materials may be planned (used on a routine basis) and unplanned
- Stock and non-stock will be identified by 6-digit numbers in IRIS

## Components Process



- Components can be selected in several ways:
  - ♦ A search may be performed to find the part number
  - ♦ In the future, the Bill of Material (BOM) may be used to suggest part numbers, if it has been entered for the building, room, or equipment to be maintained
  - ♦ In the future, if the BOM has been created, include the Task List on an order also will include any materials on that Task List

## Planned Materials



- Planned stock materials result in a Reservation being created in the Storeroom
- Planned non-stock materials/services result in a Purchase Requisition being created
- Planned text items are instructions/comments about the materials required for a work order, such as a note to bring a ladder or supplies

## Unplanned Materials



- Unplanned stock materials may be issued directly to a work order
- Storeroom MM Techs will issue the materials and charge it to the work order number
- The name of the person receiving the materials is recorded

## Search for Components



- By Description
  - ♦ The description is often used to search for maintenance orders
  - ♦ Asterisks can be used as “wildcards” in a search, to let you search using partial information
  - ♦ Examples:
    - \*bearing\* will find all materials with “bearing” in the description
    - \*filter\*16\* will find all materials with “filter” and “16” in the description, such as Filter, Air, 16X20X1

## Search for Components



- By Bill of Materials (BOM) – Future Use
  - ♦ BOMs are parts lists that may be created for any Building, Floor, Room, or Equipment
  - ♦ BOMs list the parts frequently used to maintain that item
  - ♦ Parts may be directly selected from the BOM
  - ♦ BOMs can help plan work orders quickly

## Search for Components



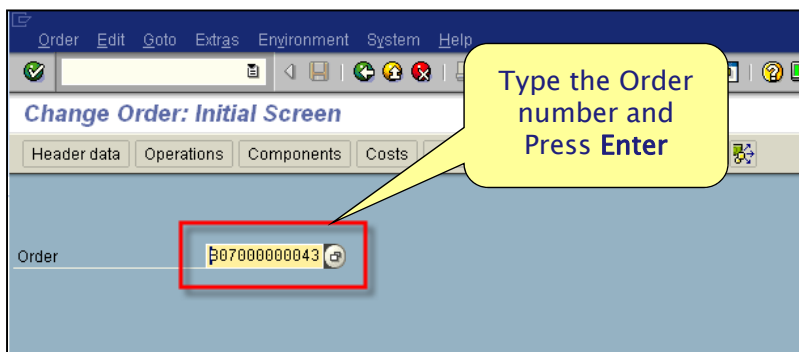
- By Task List (Future Use)
  - ♦ Task Lists are maintenance procedures which include parts and labor
  - ♦ These may be created for any Building, Floor, Room, or Equipment
  - ♦ Including a Task List on an order will also include any materials on that Task List

## Stock & Non-Stock Materials



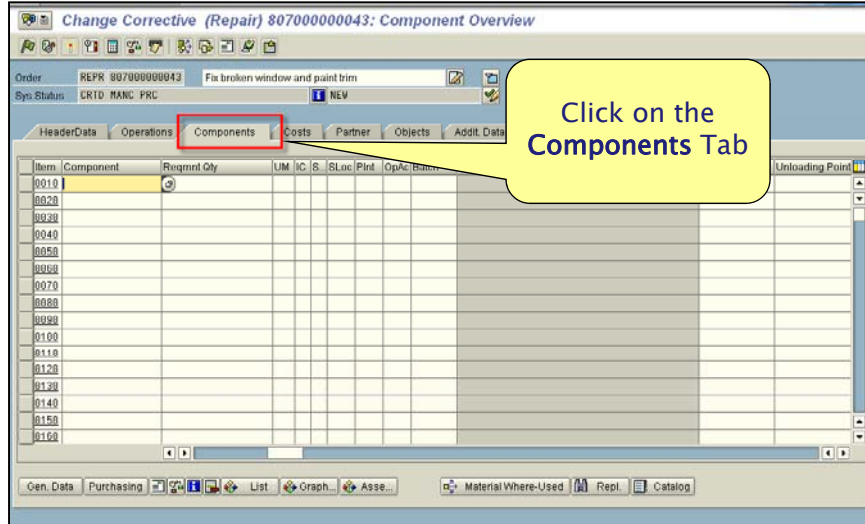
- Stock Materials
  - ♦ Parts which have IRIS material numbers and are kept in Central Stores
- Non-stock Materials
  - ♦ Parts which are used less frequently, have IRIS material numbers, and are ordered as needed

## Enter Components

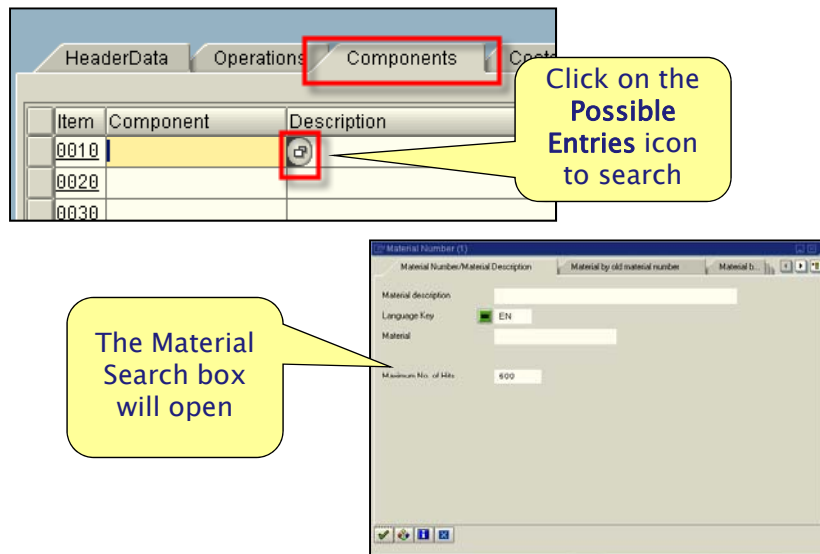




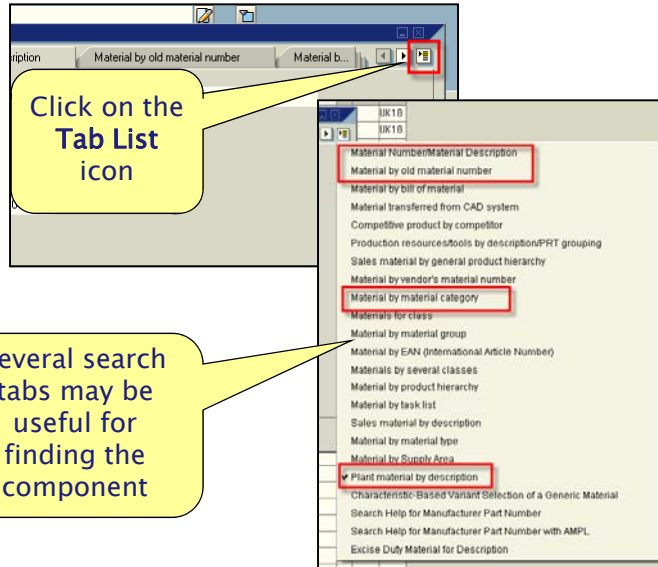
## Enter Components



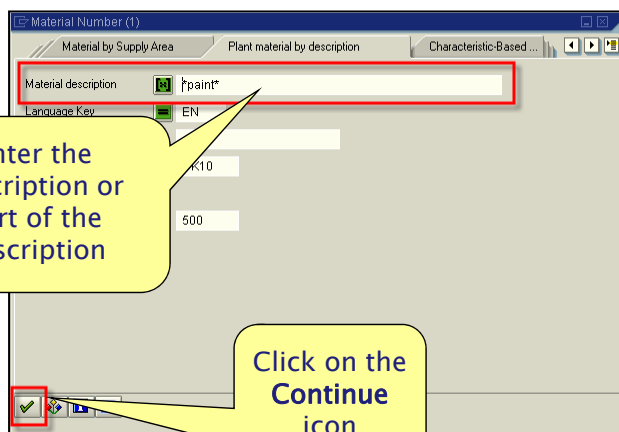
## Enter Components - Stock/Non-Stock



## Enter Components – Stock/Non-Stock



## Enter Components – Stock/Non-Stock



## Enter Components - Stock/Non-Stock



Material Number (1) 57 Entries found

Material by Supply Area Plant material by description

Material description	Language	Material	Plant
PAINT SPRAY GRAY HIGH TEMP	EN	304196	UK10
PAINT SPRAY HITEMP 1000 DEG FLAT BLACK 1	EN	304195	UK10
PAINT SPRAY ORANGE 12 OZ CAN	EN	304194	UK10
PAINT SPRAY PRIMER BLACK 12 OZ CAN	EN	304186	UK10
PAINT SPRAY PRIMER GRAY 12 OZ CAN	EN	304188	UK10
PAINT SPRAY PRIMER RUDDY BROLVWN 12 OZ CA	EN	304187	UK10
PAINT SPRAY PRIMER/SEALER STAIN KILLER	EN	304185	UK10
PAINT SPRAY REGAL BLUE 12 OZ CAN	EN	304192	UK10
PAINT SPRAY SAFETY RED 12 OZ CAN	EN	304190	UK10
PAINT SPRAY SHINY ALUMINUM 12 OZ CAN	EN	304198	UK10
PAINT TINTING COLOR AXG-ORGANIC YELLOW 8	EN	304153	UK10
PAINT TINTING COLOR L-RAW UNBER 888-2009	EN	304154	UK10
PAINT TRAFFIC HOTLINE LF YELLOW 5 GAL CA	EN	304200	UK10
PAINT TRAFFIC WHITE PROLBLOCK 5 GAL CAN	EN	304199	UK10
PAINT, ACRYLIC LATEX SATINO, EXTERIOR,WH	EN	304246	UK10
PAINT, ACRYLIC LATEX SATINO, EXTERIOR,WH	EN	304247	UK10
PAINT, ENAMEL, HIGH GALOSS, LATEX, BLACK	EN	304204	UK10
PAINT, ENAMEL, SEMI-GALOSS, LATEX, CLEAR	EN	304203	UK10
PAINT, INTERIOR, LATEX, FLAT DWHITE,PROL	EN	304244	UK10
PAINT, LACQUER, GALOSS BLACK, D COROLNADO	EN	304240	UK10
PAINT, LACQUER, SANDING SEALER, WATER WH	EN	304237	UK10
PAINT, LATEX, PM200 SPECIAL TINT, SHERWI	EN	308121	UK10

57 Entries found

Double-click on the needed material

## Enter Components - Stock/Non-Stock



HeaderData Operations Components Costs Objects UK Fields

Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plant	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26...	<input checked="" type="checkbox"/>		2	ST	L	0001	UK10 0010
0020	304187	PAINT SPRAY PRIMER RUDDY BROLVWN...	<input checked="" type="checkbox"/>	1	CAN	L		0001	UK10 0010
0030									UK10
0040									UK10
0050									UK10
0060									UK10

Enter the quantity required

## Enter Components – Stock/Non-Stock



Order: REPR 80700000174 Repair Broken Door/Touch-up Paint

Sys Status: CRTD MANC PRC NEW

HeaderData Operations Components Costs Objects UK Fields

Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26...		2	ST	L	0001	UK10	0010
0020	304187	PAINT SPRAY PRIMER RUDDY BROLWN...		1	CAN	L	0001	UK10	0010
0030								UK10	
0040								UK10	
0050								UK10	
0060								UK10	
0070									
0080									
0090									
0100									

For both Stock and Non-Stock items, the UM (Unit of Measure), IC (Item Category), and SLoc (Storage Location) will default

## Enter Components – Stock/Non-Stock



Order: REPR 80700000120 Repair Broken Door/Touch-up Paint

Sys Status: CRTD MANC PRC NEW

HeaderData Operations Components Costs Objects UK Fields

Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26...		2	ST	L	0001	UK10	0010
0020	304204	PAINT, ENAMEL, H...		1	GAL	L	0001	UK10	0010
0030								UK10	
0040								UK10	

When you have finished adding Components, click on Save

## Non-File Materials



- Non-File Materials
  - ♦ Parts which are used less frequently, do **NOT** have IRIS material numbers, and are ordered as needed

## Enter Components - Non-File



\* Change Corrective (Repair) 80700000174: Component Overview

Order: REPR 80700000174 Repair Broken Door/Touch-up Paint  
Sys Status: CRTD MANG PRC NEW

HeaderData | Operations | Components | Costs | Objects | UK Fields

Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26...			2	ST	L	0001 UK10	0010
0020	304188	PAINT SPRAY PRIMER GRAY 12 OZ CAN			1	CAN	L	0001 UK10	0010
0030		Glass Window, 10X11, Single						UK10	
0040									
0050									
0060									
0070									
0080									
0090									
0100									
0110									
0120									
0130									
0140									
0150									
0160									

Click in the Description field and enter a description of the needed material

## Enter Components - Non-File



Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26		2	ST	L	0001	UK10	0010
0020	304188	PAINT SPRAY PRIMER GRAY 12 OZ CAN		1	CAN	L	0001	UK10	0010
0030		Glass Window, 10X11, Single		1	ea	N		UK10	
0040								UK10	
0050								UK10	
0060								UK10	
0070								UK10	
0080									

Enter the quantity of components, unit of measurement, and the item category (N for Non-stock). The SLoc (storage location) for the delivery will default to Central Stores

## Enter Components - Non-File



Item	Component	Description	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MOR	2	ST	L	0001	UK10 0010
0020	304188	PAINT SPRAY PRIM	1	CAN	L	0001	UK10 0010
0030		Glass Window, 10X11, Single	1	ea	N		UK10
0040							UK10
0050							UK10
0060							UK10
0070							
0080							
0090							
0100							
0110							
0120							
0130							
0140							
0150							
0160							
0170							
0180							
0190							
0200							

Press Enter or click on the Continue icon

## Enter Components – Non-File



## Enter Components – Non-File



- **Requirement Quantity** – defaults from what was entered on the Components tab
- **Price** – estimate of the cost
- **Material Group** – PM000001 for *PM Non-Material Master Material*, PM000002 for *PM Non-Material Master Service*

## Enter Components - Non-File



- For Services - Enter PM000002 in the Material Group field

Material Group (1) 325 Entries found

Matl Gro...	Matl grp description	Description 2 for the material group
PM000002	PM Non-Srv Mstr Srv	PM Non-Material Master - Service
PM000001	PMNon-Matl Mstr Matl	PM Non-Material Master - Material

Change Corrective (Repair) 807000000465: Component Detail Purchasing

Requirement qty	2.0	HR	Sort string	
Price			per	1 HR
Material Group	PM000002		GL Account No.	
Purch. group	000 / UK00		Vendor	
Agreement	/ 0		Info record	
Goods recipient			Unloading Point	
Requisitioner			Tracking Number	
Plnd delay time			GR proc. time	
Vendor Mat. No.				

## Enter Components - Non-File



- **Purchasing Group** - will default to 000/UK00 (000 = Work Order / UK00 = Purchasing)

Change Corrective (Repair) 807000000174: Component Detail Purchasing

Requirement qty	1	EA	Sort string	
Price	15.68		per	1 EA
Material Group	PM000001		GL Account No.	
Purch. group	000 / UK00		Vendor	
Agreement	/ 0		Info record	
Goods recipient			Unloading Point	
Requisitioner			Tracking Number	
Plnd delay time			GR proc. time	
Vendor Mat. No.				



## Enter Components – Non-File



Requirement qty	1	EA	Sort string	
Price	15.68		per	1 EA
Material Group	PM000001		G/L Account No.	
Purch. group	000 / UK00		Vendor	
Agreement		/ 0	Info record	
Goods recipient	D. Jones		Unloading Point	101 Taylor Building
Requisitioner	T. Ogle		Tracking Number	
Plnd dely time			GR proc. time	
Vendor Mat. No.	#2456-10X11-S			

- **Goods Recipient** – who receives the goods
- **Requisitioner** – who is requesting
- **Unloading Point** – where goods are delivered
- **Vendor Material Number** – plus additional description of the material (model, size, color, etc.)

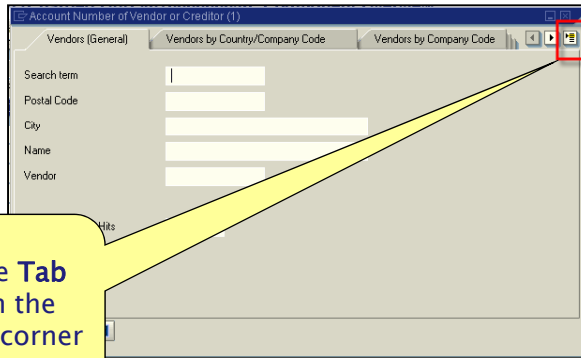
## Find Vendors – Non-File



Requirement qty	1	EA	Sort string	
Price	15.68		per	1 EA
Material Group	PM000001		G/L Account No.	
Purch. group	000 / UK00		Vendor	
Agreement		/ 0	Info record	
Goods recipient	D. Jones		Unloading Point	101 Taylor Building
Requisitioner	T. Ogle		Tracking Number	
Plnd dely time			GR proc. time	
Vendor Mat. No.	#2456-10X11-S			

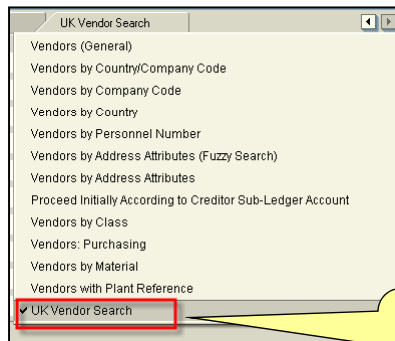
Click in the **Vendor** field, then click on the **Possible Entries** icon

## Find Vendors - Non-File



Click on the **Tab List** icon in the upper-right corner

## Find Vendors - Non-File



Click on **UK Vendor Search**

## Enter Components – Non-File



Account Number of Vendor or Creditor (1)  
Vendors with Plant Reference UK Vendor Search

Name home\*  
Name 2  
Vendor  
Street  
City  
Region  
Postal Code  
Country  
PO Box  
Social Security Nr.

Click on the Continue icon

## Find Vendors – Non-File



Account Number of Vendor or Creditor (1) 1 Entry found  
Vendors with Plant Reference UK Vendor Search

Name 1	Name 2	Vendor	Street	City	Rg	PostalCode	Cty	PO B...	Soc.Se...	FEIN	Group
LEXINGTON HOME SUPPLY		100106	240 Main	LEXINGTON	KY	40506		US		43-0956781	ZPRO

1 Entry found

Double-click on the Vendor's name

## Find Vendors - Non-File



Change Corrective (Repair) 80700000174: Component Detail Purchasing

Requirement qty	1	EA	Sort string	
Price	15.68		per	1 EA
Material Group	PM000001		GL Account No.	
Purch. group	000 / UK00		Vendor	100106
Agreement		/ 0	Info record	
Goods recipient	D. Jones		Unloading Point	101 Taylor Building
Requisitioner	T. Ogle		Tracking Number	
Plnd delay time			GR proc. time	
Vendor Mat. No.	#2456-10X11-S			

Click on the Continue icon

## Vendor Master Data



- A vendor master data is maintained in the IRIS system
- If a desired vendor is not found in the database the department should do the following:
  - ♦ Download the UK Vendor Form located at <http://www.uky.edu/Purchasing/vendapp102606.pdf> or from UK's forms page
  - ♦ Submit to desired vendor for completion
  - ♦ Fax or mail the completed form to Purchasing
- Once this form is received, Purchasing will create the vendor information in IRIS

## Non-File Components



Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26...		2	ST	L	0001	UK10	0010
0020	304187	PAINT SPRAY PRIMER RUDDY BROLWN...		1	CAN	L	0001	UK10	0010
0030		Glass Window, 10X11, Single		1	EA	N		UK10	0010
0040								UK10	
0050								UK10	
0060								UK10	
0070								UK10	
0080									

If you accidentally close the Non-File component detail box before you entered all the necessary information, click on the **Select** icon to the left of the component

## Non-File Components



0250					
0260					
0270					
0280					

Gen. Data **Purchasing** List

Click on the **Purchasing** button

## Non-File Components



Order 80700000174 Oper./Act.

Material

Item 0030 Item Cat. N Glass Window, 10X

General Data Purchasing Data

Requirement qty	1	EA	Sort string	
Price	15.68		per	1 EA
Material Group	PM000001		GL Account No.	533046
Purch. group	000 / UK00		Vendor	
Agreement	/ 0		Info record	
Goods recipient	D. Jones		Unloading Point	
Requisitioner	T. Ogle		Tracking Number	
Plnd delv time			GR proc. time	
Vendor Mat. No.				

## Non-File Components



Order 80700000174 Oper./Act.

Material

Item 0030 Item Cat. N Glass Window, 10X11, S

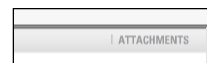
General Data Purchasing Data

Requirement qty	1	EA	Sort string	
Price	15.68		per	
Material Group	PM000001		GL Account No.	
Purch. group	000 / UK00		Vendor	
Agreement	/ 0		Info record	
Goods recipient	D. Jones		Unloading Point	
Requisitioner	T. Ogle		Tracking Number	
Plnd delv time			GR proc. time	
Vendor Mat. No.	#2456-10X11-S			

## Summary



- Maintenance Process
  - Components Process
  - Stock, Non-Stock, and Non-File materials
  - Enter Requests/Requisitions for Materials/Services
  - Find Vendors
- 
- Click **Attachment** (upper right corner) to view or print **QRC Add Stock /Non-Stock Component** and **QRC Add Non-File Component**



## Unit 2



# Editing Components

## Unit 2– Editing Components

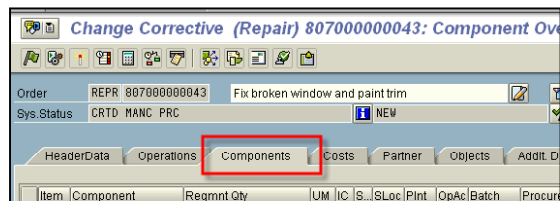


- Change requests/requisitions for materials/services
- Cancel requests/requisitions for materials/services

## Change Components



- To Change a component:
  - ♦ Pull up the work order
  - ♦ Go to the Components Tab





## Change Components



Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26...			2	ST	L	0001	UK10 0010
0020	304188	PAINT SPRAY PRIMER GRAY 12 OZ CAN			1	CAN	L	0001	UK10 0010
0030		Glass Window, 10X11, Single			1	EA	N		UK10 0010
0040									UK10

Notice that the Stock and Non-stock components are grayed-out which means they cannot be changed by selecting a new component; you can change the quantity and Unit of Measure.

## Change Components



Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26...			2	ST	L	0001	UK10 0010
0020	304188	PAINT SPRAY PRIMER GRAY 12 OZ CAN			1	CAN	L	0001	UK10 0010
0030		Glass Window, 10X11, Single			1	EA	N		UK10 0010
0040									UK10

For the Non-File Component, you can change any of the information

## Change Components



Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0010	304483	HINGE FULL MORT BB 4 1/2X4 1/2 US26		2	ST	L	0001	UK10	0010
0020	304188	PAINT SPRAY PRIMER GRAY 12 OZ CAN		1	CAN	L	0001	UK10	0010
0030		Glass Window, 10X11, Single		1	EA	N		UK10	0010
0040								UK10	
0050								UK10	
0060								UK10	
0070								UK10	
0080									

To change the description of a Stock or Non-Stock component, click on the Select icon to the left of the component

## Change Components



At the bottom of the screen, click on the Delete Row icon

When the Confirm. box appears, click on Yes

## Change Components



Order: REPR 807000000174 Repair Broken DoorTouch-up Paint  
Sys.Status: CRTD MANC PRC NEW

Item	Component	Description
0020	304188	PAINT SPRAY PRIM
0030		Glass Window Text, Single
0040		
0050		
0060		
0070		
0080		
0090		
0100		
0110		
0120		
0130		
0140		
0150		
0160		

Material Number (1)  
Material Number/Material Description | Material by old material number | Material b...  
Material description: [ ]  
Language Key: EN  
Material: [ ]  
Maximum No. of Hits: 500

## Enter Components - Stock/Non-Stock



Material Number (1)  
Material Number/Material Description | Material by old material number | Material b...  
Material description: Phinge\*  
Language Key: EN  
Material: [ ]  
No. of Hits: 500

## Enter Components – Stock/Non-Stock



When the list appears, double-click on the item

Material description	Language	Material...
HINGE FULL MORT BB 4 1/2X4 1/2 US26D S/3 EN		304483
HINGE, FULL MORTISE, BALL BEARING, 4 1/2 EN		303077
HINGE, TIGHT PIN, 2 X 2, ZINC PLATED, 10 EN		303076

## Change Components



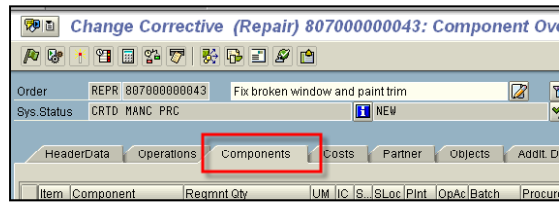
Item	Component	Description	LT	Reqmnt Qty	UM	C	SLoc	Pint	OpAc
0020	304188	PAINT SPRAY PRIMER GRAY 12 OZ CAN		1	CAN	L	0001	UK10	0010
0030		Glass Window, 10X11, Single		1	EA	N		UK10	0010
0040	303077	HINGE, FULL MORTISE, BALL BEARING, 4 1/2 EN		1	ST	L	0001	UK10	0010
0050								UK10	
0060								UK10	
0070								UK10	
0080									
0090									
0100									
0110									
0120									
0130									
0140									

Press Enter and the new component will be added

## Cancel Components



- To cancel a component:
  - ♦ Pull up the work order
  - ♦ Go to the Components Tab

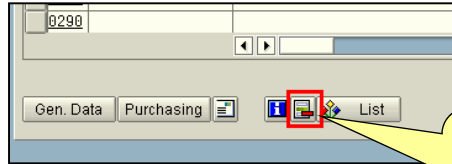


## Cancel Components



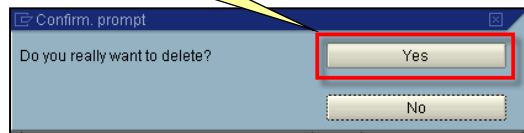
Item	Component	Description	LT	Reqmnt Qty	UM	IC	SLoc	Plnt	OpAc
0020	004188	PAINT SPRAY PRIMER GRAY 12 OZ CAN		1	CAN	L	0001	UK10	0010
0030				1	EA	N		UK10	0010
0040					ST	L	0001	UK10	0010
0050								UK10	
0060								UK10	
0070								UK10	
0080									
0090									
0100									
0110									
0120									
0130									
0140									
0150									
0160									
0170									
0180									
0190									
0200									
0210									
0220									
0230									

## Cancel Components



At the bottom of the screen, click on the **Delete Row** icon

When the Confirm. Prompt box appears, click on **Yes**



## Summary



- Change requests/requisitions for materials/services
- Cancel requests/requisitions for materials/services
- Click **Attachment** (upper right corner) to view or print **QRC Change Stock /Non-Stock Component, QRC Change Non-File Component, and QRC Cancel Components**





# Documents And Approvals

- Entering item long text
- Attaching supporting documents
- Release approvals

## Enter Item Long Text



Item	Component	Description	LT	Reprint Qty
0010	0020	Drywall 0x4 - 3/4 *	[Icon]	5
0020				
0040				
0050				
0060				
0070				
0080				
0090				
0100				
0110				
0120				
0130				
0140				
0150				
0199				

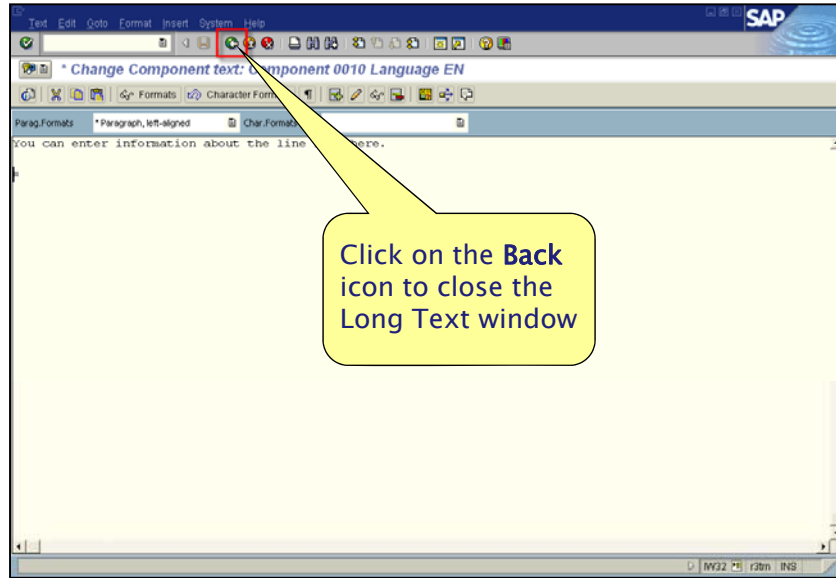
## Enter Item Long Text



You can enter information about the line item here.



## Enter Item Long Text

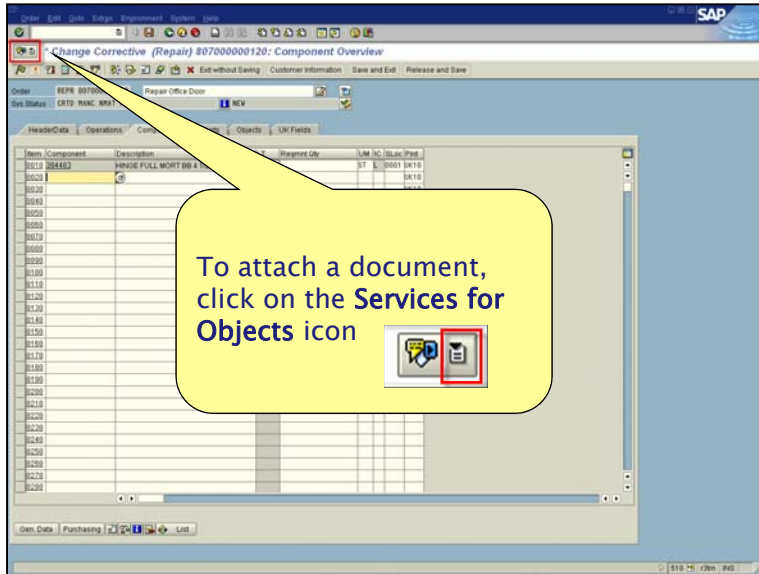


## Attaching Supporting Documents

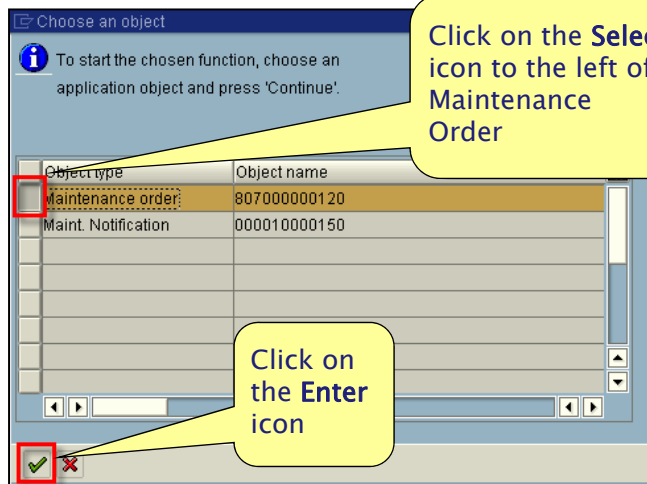


- Supporting Documents can include:
  - ♦ Certificates of insurance
  - ♦ Drawings
  - ♦ Warranties
  - ♦ Quotes

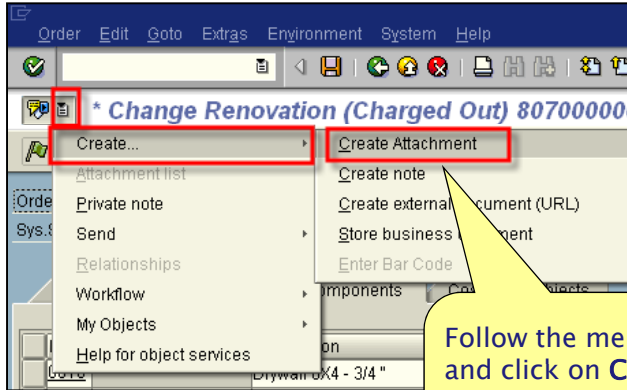
## Attaching Supporting Documents



## Attaching Supporting Documents

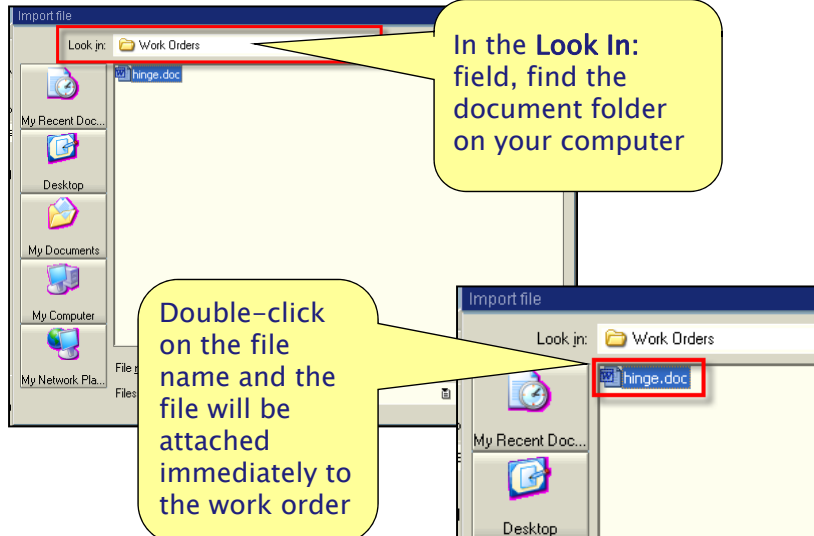


## Attaching Supporting Documents

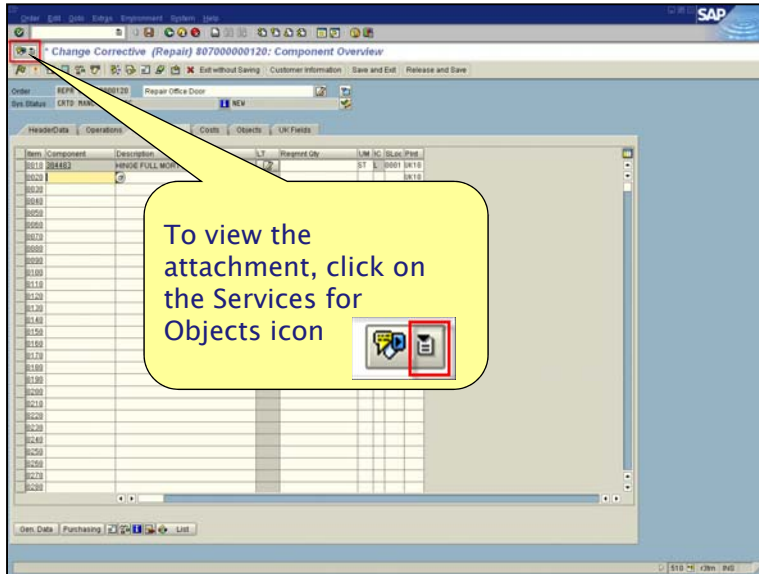


Follow the menu and click on **Create Attachment** to immediately create the attachment

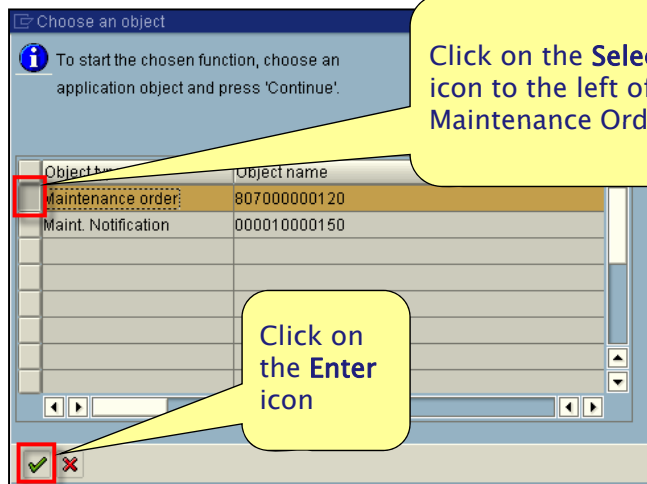
## Attaching Supporting Documents



## View Attached Supporting Documents



## View Attached Supporting Documents



## View Attached Supporting Documents



Click on **Attachment List**

Note: When the Attachment List is in **BOLD**, a document is attached

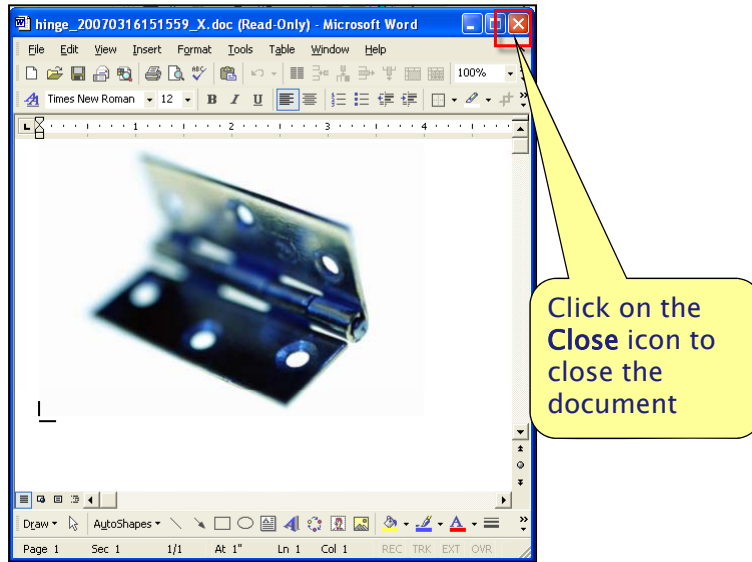
## View Attached Supporting Documents



Title	Creator Name	Created On
<b>hinge</b>	Missy Curry	03/16/2007

Double-click on the attachment to open it

## View Attached Supporting Documents



## Release Approvals



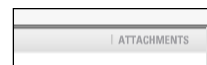
- Needed for over \$10,000 per line item
  - ♦ Follows normal approval process through the business officer



## Summary



- Entering item long text
- Attaching supporting documents
- Release approvals
  
- Click **Attachment** (upper right corner) to view or print **QRC Add Item Long Text** and **QRC Attach Supporting Documents**



## Help Websites



- For Quick Reference Cards
  - ♦ Click on **Attachment** (upper right corner)
  - ♦ Click on QRC
  - ♦ Print
  
- myHelp website:
  - ♦ <http://myHelp.uky.edu/rwd/HTML/index.html>
  - ♦ Contains Quick Reference Cards (QRCs), updated course manuals, Simulations, Frequently Asked Questions, and other job aids
  
- IRIS website
  - ♦ <http://www.uky.edu/IRIS/>
  - ♦ Contains Information Directory, Forms, and other references



## Course Summary



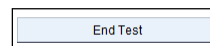
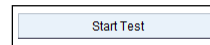
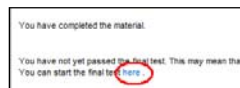
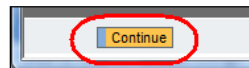
- Understand the PM components process through the work order
- Enter requests for materials through the work order
- Enter requests for services through the work order
- Change components on work order
- Cancel components on work order
- Attach documents to a work order



## Course Assessment Instructions



- To begin the course assessment, click **Continue** (bottom left corner of the screen)
- Click **Here** to continue when the system message appears
- Click **Start Test** to continue
- If you pass the assessment successfully, click **End Test** (located at the bottom right of your screen)
- Click **Close** (lower right corner of the screen)





## Course Completion Instructions



- Click **Logoff** (lower right corner)
- When the WBT window closes, go back to your original browser window
  - ♦ Click on the browser window in your taskbar and wait for the screen to refresh
- Scroll down the page until you see the **Confirm Participation** section
- To complete the course, click **Confirm Participation**

