

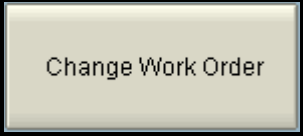
Process: This process is used to add more details for a particular component using the Item Long Text function. This function will allow the user to add as much information needed by typing or copy/pasting text into the available field. The detailed information can help Purchasing order the material more quickly and accurately without the need to contact the department.

Role: Plant Maintenance User

Frequency: When needed

BEGINNING STEPS

Click on the **Change Work Order** button

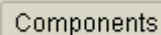


CHANGE ORDER: INITIAL SCREEN

Enter the work order number into the **Order** field

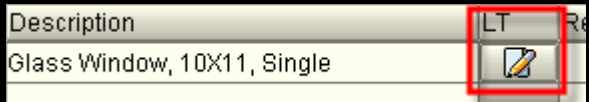


Click on the **Components** button located on the **Application Toolbar**



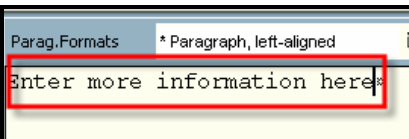
CHANGE CORRECTIVE: COMPONENT OVERVIEW

To enter more details about the component, click on the **Item Long Text** icon, located in the column after the component description



CHANGE COMPONENT TEXT

In the text field, enter as much information as available about the component



Click on the **Back** button to return to the previous screen



CHANGE CORRECTIVE: COMPONENT OVERVIEW

After entering all the information for the non-file component, click on the **Save** icon



The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>