

Work Order Status

Status	Description
Open	Work Request has been submitted by a Requestor and is awaiting review by the Crew/Service area
Review	Work Request requires further review, evaluation of scope
Assigned	The Crew Manager has reviewed and assigned to a Crew Member
In Progress	The Crew Member has started the task
Work Complete	All tasks have been completed (All child Work Order tasks have been completed)
Closed	The Work Order is closed by the Crew Manager upon review of completion, no further action is required
On Hold (see comments)	The Work Order is put on hold as requested by Requestor or pending additional information
Materials Order	Materials/Parts/Supplies are on order
Materials Received	Materials/Parts/Supplies have been received and are awaiting pick up
Canceled	Work will not be performed (Requires Requestor notification with explanation)
Entered in Error	The Work Request may be a duplicate request or entered in error
Waiting Approval	The Work Request has been locked, routed and is pending approval. This status remains until approved or declined. If declined routing will stop and status is updated to Canceled
Approved	The Work Request for a billable/paying request has been approved