Working with Package Work Orders (PWOs) and Work Orders (WOs)

There is a recommended workflow for working with PWOs and WOs.

Ideally, Work Orders should be created directly from a rule via the Rules tab in the Aircraft Information screen. However, an alternative workflow is available that allows manual tasks to be added to a Package Work Order.

Scheduled Tasks Approach (Recommended Method)

This method is widely used by most CAMOTool customers and is therefore the most extensively tested, making it the easier option for day-to-day work.

Using this method, the user creates Package Work Orders directly from the aircraft by selecting the rules to be included in the package. These rules will then be added to the PWO as Work Orders (sometimes also referred to as Tasks).

This method only requires:

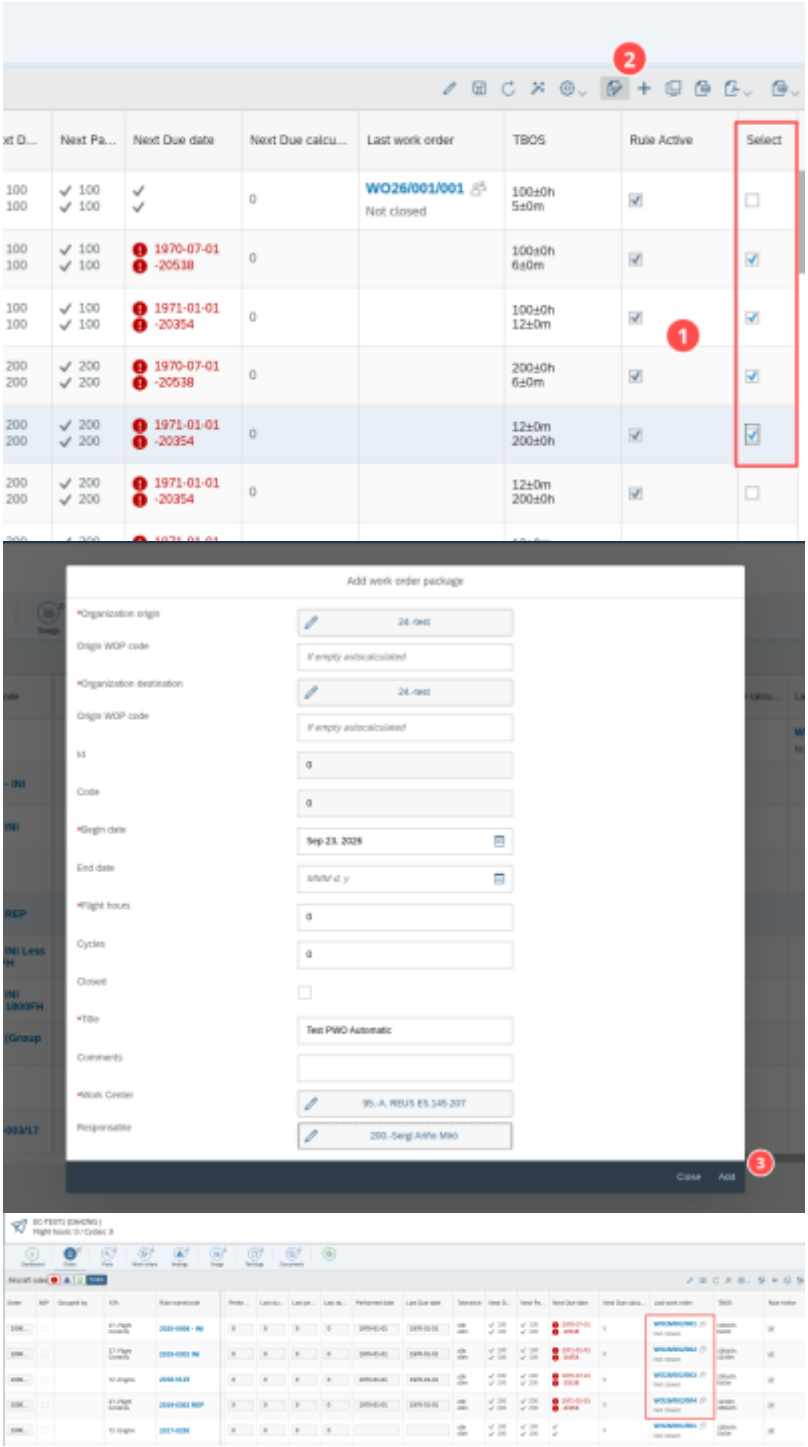
- An aircraft with rules.
- Permission to create Work Orders.

The steps are as follows:

1. Select all the rules applicable to the PWO [1].
2. Select the destination PWO. A new PWO can be created at this point, or an existing one can be selected.
3. If creating a new PWO, enter the required information. Once everything is correct, click **Add**.

This will create the PWO, create the corresponding tasks, and assign the selected rules to their respective tasks.

[1] Depending on your screen size, you may need to scroll horizontally until the selection checkboxes become visible.



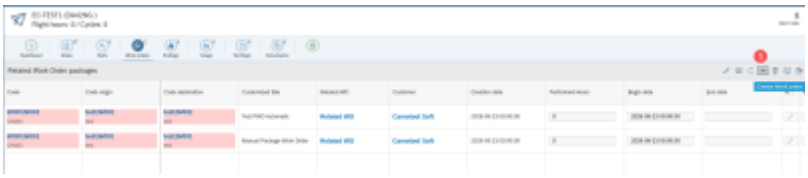
Manual Tasks Approach

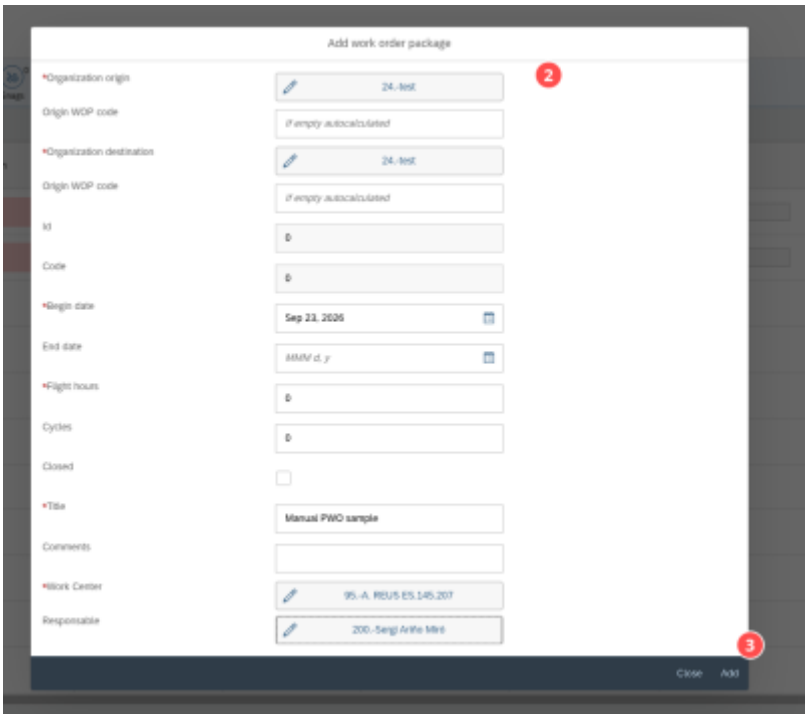
Creating a Package Work Order and adding manual tasks is relatively straightforward.

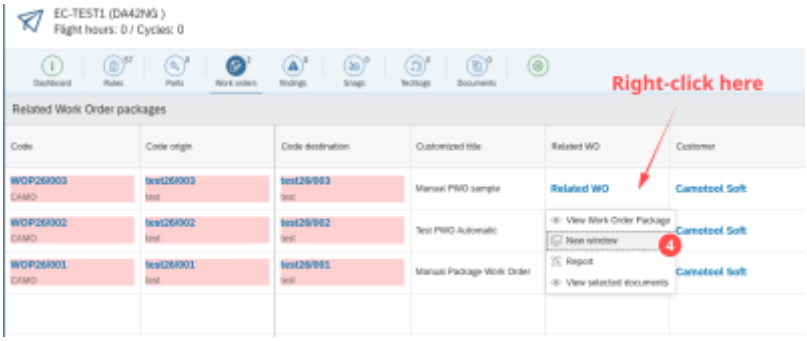
To create a PWO manually, first navigate to the Work Orders tab in the Aircraft Information screen.

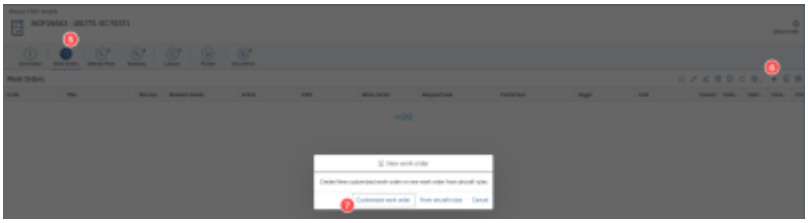
1. Click the **Add** button in the Work Orders screen.
2. Enter the required information.
3. Click the **Add** button.
4. Once created, navigate to the newly created PWO by right-clicking it in the list and selecting **New window**.
5. After the PWO screen loads, navigate to the Work Orders tab.

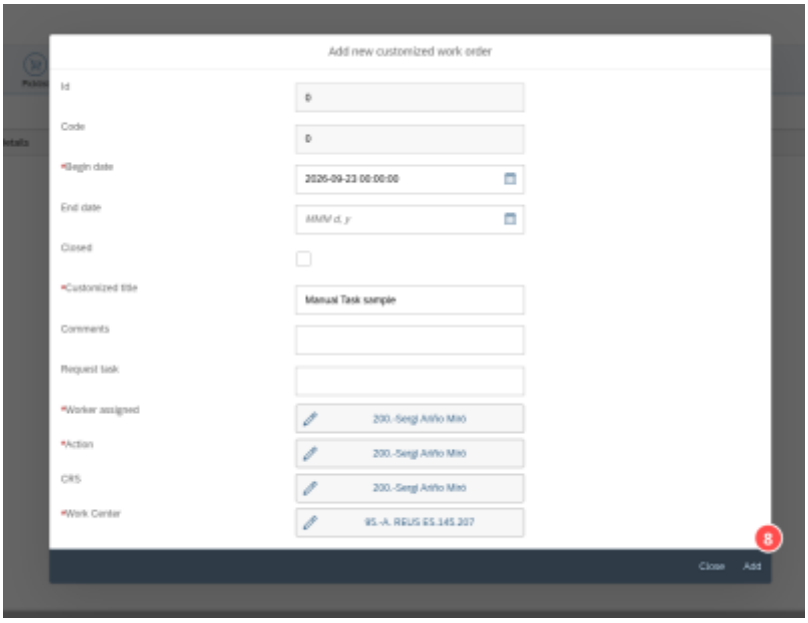
6. Click the **+** button to add a new manual task to the package.
7. Select the **Customized Work Order** option.
8. Enter the required information. Once everything is correct, click **Add**.











The manual WO/Task will now be created and added to the package.

A manual task can later be converted into an scheduled task.

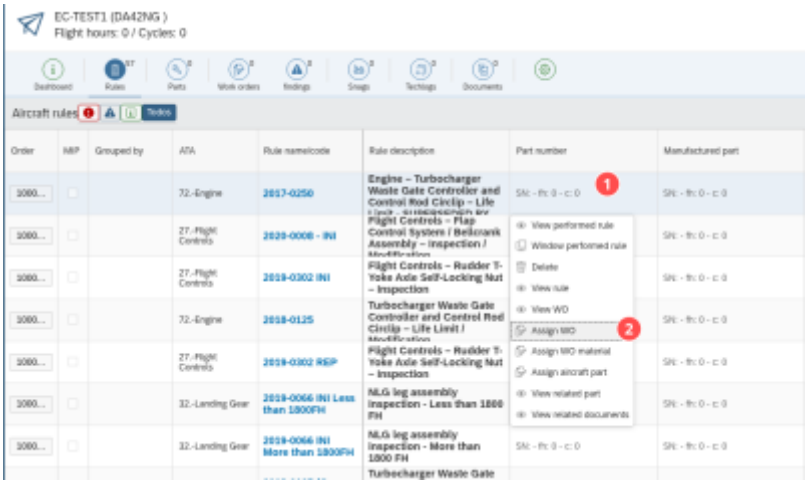
Converting Manual Tasks to Scheduled Tasks

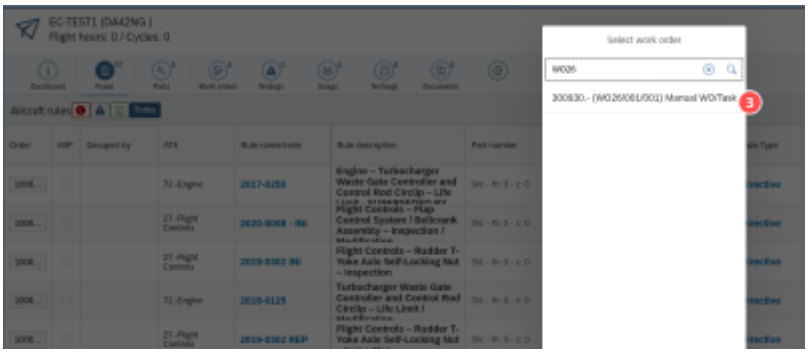
> **IMPORTANT**
>
> Manual Tasks must be converted to Scheduled Tasks **before closing the WO/Task for the first time**.
>
> Once a task has been closed, it is considered completed and will no longer be processed automatically, even if a rule is later assigned to it and the task is reopened.

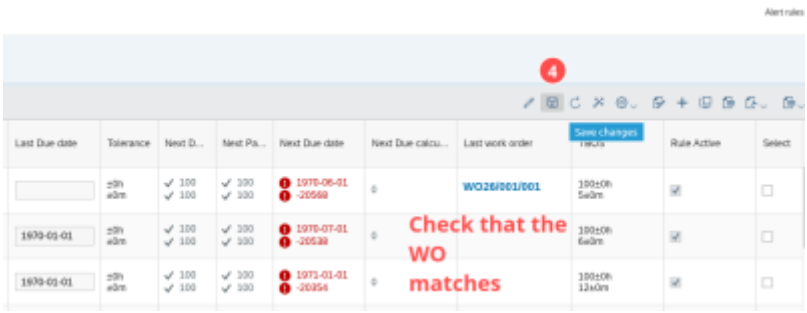
Manually created tasks (referred to as WOs in CAMOTool) can be converted into scheduled tasks by assigning an aircraft's Performed Rule to them.

To do so, navigate to the Rules tab in the Aircraft Information screen and follow these steps:

1. Right-click the desired rule.
2. Select the **Assign WO** option.
3. Search for and select the task to which you want to assign the rule.
4. Save the rules to confirm the changes.







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