Working with Package Work Orders(PWO) and Work Orders (WO)

There is a recommended way to work with PWOs and WOs. Ideally, work orders should be created directly from a rule, via the Rule tab in the aircrafts screen, although an alternative exists to allow for manual tasks to be added to a package work order. ;

Automatic Tasks approach (Recommended method)

This method is used extensibly by most Camotool customers and is therefore the most tested, making it the easier option for day to day work. Using this method, the user will create Package work orders directly from the aircraft by selecting the rules they want te package to contain, and these in turn will be added as Work Orders (users may sometimes refer to these as Tasks instead) to the PWO. This method only requires:

- An aircraft with rules.
- Work order creation permissions.

The steps to follow are the these:

1. Select all the applicable rules to the PWO [1].
2. Select the destination PWO (Can be created now or selected from an existing one)
3. In case of creating the new PWO, fill the necessary information. Once everything looks fine, click Add.

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

[1] Depending on your screen you may need to scroll to the left until the selection checkbox show up.

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Manual Tasks approach

Creating a Package Work Order, as well as manual tasks is relatively straightforward. To create a manual PWO 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 as needed.
3. Click the Add button.
4. Once created, navigate to the newly created PWO by right-clicking it in the list and select New window.
5. After the PWO screen loads, navigate to the Work Orders tab..
6. Click on the + sign to add a new manual task to the package.
7. Select the Customized Work Order option.
8. Fill the necessary information. Once everything looks fine, click Add.

With this, the manual WO/Task will be created. Further down the line, you can convert a manual task into an automatic task.

Conversion to Automatic Tasks

Manually created tasks (referenced as WO in the software) can be converted to automatic tasks by assigning said tasks to an aircraft's Performed Rule. To do so, the user needs to navigate to the Rules tab in the Aircraft Information screen. From there:

1. Right click on the desired rule.
2. Select the Assign WO option.
3. Search and click on the task the user wished to assign the rule to.
4. Save the rules to confirm the changes.

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> **IMPORTANT**
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> Converting Manual Tasks to Automatic Tasks must be done **before** closing the WO/Tasks. After a task has been closed *once*, the task is considered carried out and will not be further processed, even if a rule is assigned to it later on and the task is reopened.

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