The life of a manual work order

1. Work request
   - The maintenance manager or an employee requests a work order to be started by an employee in a work assignment.

2. Work logged
   - The work request is logged with a unique identifier, and if necessary, an email is sent to the requester.

3. Work order
   - A work order is created, possibly in a separate application.

4. Assigning the work order
   - The work order is assigned to the correct department for the work under the next step of a screening process without a satellite office.

5. Scheduling the work order
   - The technician assigns the work order, possibly in a separate application.

6. Confirming the work order
   - The work order confirmation is sent to the requester.

7. Task identification and work request
   - The technician completes the work order and logs the information on the mobile app.

8. Assigning and completing the work order
   - The technician assigns and completes the work order.

9. Adjusting the work order
   - Having to spend time chasing down work requests can delay the project.

10. Ordering new parts to fulfill the work order
    - The technician orders new parts.

11. The work order is finally completed
    - The technician completes the work order.

12. Documenting the work order
    - The technician documents the work order.

13. Closing the work order
    - The work order is closed.

14. Confirmation
    - The requester confirms the work order is complete.

Is it time to switch to automated work orders?

Switching to a CMMS will help your operations run more efficiently.

Work orders are the engine of your maintenance operation. Having a solid work order process ensures tasks don’t get stuck in bloating, asset health and facility uptime is improved, and team efficiency is optimized. But not all work order processes are created equal.

Manual work order processes are more time-consuming in the short-term and significantly more expensive in the long-term compared to CMMS technology that can improve processes in:

- Streamlining work order processes and reducing time delays
- Improving communication and efficiency
- Improving maintenance management
- Gain real-time access to critical reporting
- CMMS benefits such as improved uptime, better workforce scheduling results

This is where Brightly can help

Our in-house developed CMMS increases productivity with optimized maintenance and work order processes, located within our cloud-based platforms.

Brightly solutions are powered by the latest technology to ensure that all teams receive real-time updates of facility performance.

To schedule a personalized demo today, please contact us at 866.455.3833 or info@brightlysoftware.com.

The life of an automated work order

1. Requesting process
   - The requester submits a work request for a maintenance or corrective maintenance request.

2. Task identification and work request
   - The technician identifies the work request and logs it into the system.

3. Scheduling the work order
   - The technician schedules the work order.

4. Assigning and completing the work order
   - The technician assigns and completes the work order.

5. Adjusting the work order
   - The technician can adjust the work order.

6. Confirming the work order
   - The technician confirms the work order is complete.

7. Analyzing the work order
   - The technician analyzes the work order and logs the information on the mobile app.

8. Reviewing and closing the work order
   - The technician reviews and closes the work order.

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