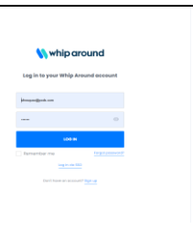
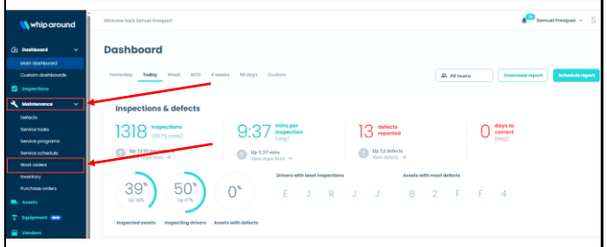
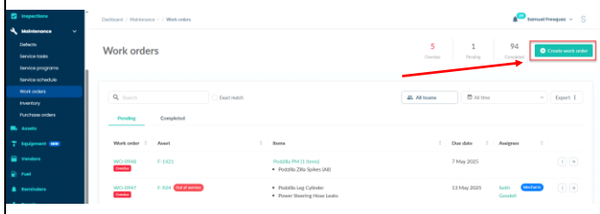
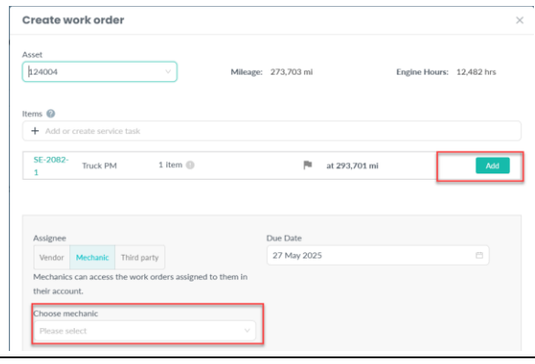
Standard Work - Transactional

PODS Moving & Storage	Core Process - Fleet Tracking	Date Created:	8/30/2023
		Date Revised:	9/11/2023
		Version:	V2.0
	Process Name: Back Dating Work Orders (Past PMs)	Leadership Sponsor	Rich Schwartz
		Process Owner:	Brannon Hufstetler

Steps		Key Points & Background		Visuals & Job Aids
Completed by Origination Location				
1	**Post Dating PM Work Orders**	**Best Practice**		**For updating PMs on equipment is to open a Work Order. If the PM was performed prior to today, open a Work Order and back date it to reflect when it was completed. Below are the steps to efficiently complete this task.**
		1.1	Login to Whip Around	
		1.2	Navigate to Collapsible Menu Selecting Maintainance then Work Orders	
		1.3	Select Create Work Order from upper right corner	
		1.4	Select Asset that requires updating from pick list	
		1.5	Select the Add Button for Asset PM to add the service to the Work Order. You can choose a Vendor or Mechanic to document repair. Due date is not important for post-dating Work Orders, as you will be Closing immediately	
		1.6	Search and Select Work Order previously opened and close Work Order by Selecting Actual Date of previous Service, inputting mileage or engine hours. Select Complete WO to finalize	