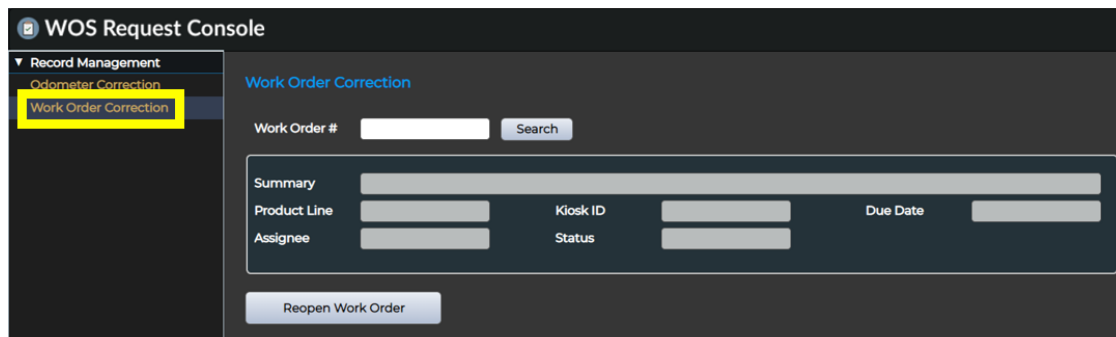# Reopening Work Orders for LFSTs and ROSs

Overview

This document outlines the needed steps taken by LFSTs or ROSs for reopening work orders to correct mistakes or inaccuracies.
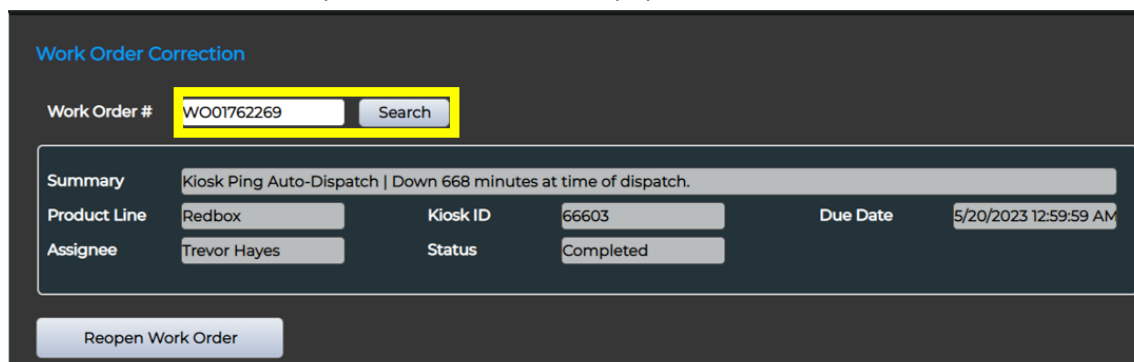
Process

1. Log into the Work Order System.

2. From the "Navigate to" dropdown, choose "Data Correction"/"Record Management". This will open the Data Correction window.
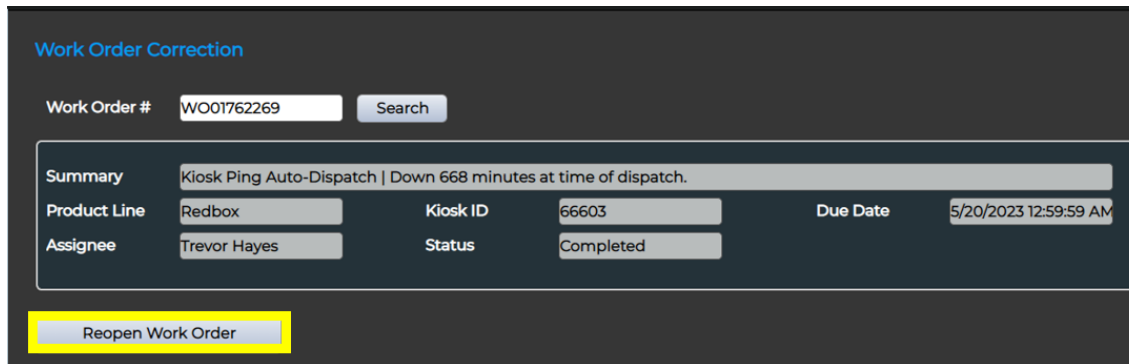

3. Press "Work Order Correction" on the left hand side of the page to populate the Work Order Correction form.

4. Enter the work order number of the work order you wish to reopen in the Work Order # field. After the work order # has been entered, press "Search". This will populate the basic work order information.

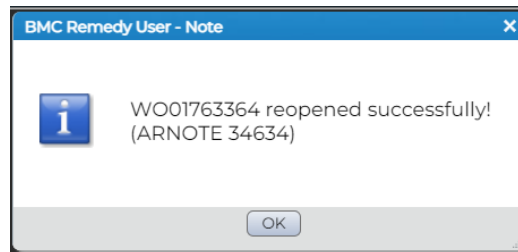5. Verify the correct work order has populated. Press "Reopen Work Order" to reopen the work order.

6. You will receive verification that the work order was reopened successfully.

7. The work order is now reopened and available for the FST to open and make the necessary corrections.