

Cityworks Procedure

Create 'Cyclical' Work Orders for PM

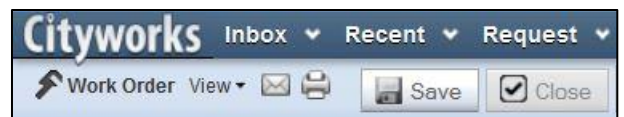
1. All cyclical work orders must be generated from an initial work order. Create the first order in your series as you would any other work order: select assets and work order activity type.
2. In the open work order, find the 'Work Cycle' panel:



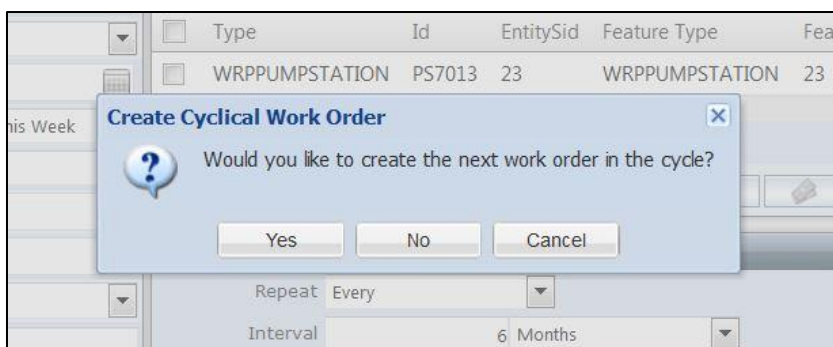
1. Select how often to **Repeat**: **Never**, **Once**, or **Every**.
2. Select an **Interval** for the number of **Days**, **Weeks**, **Months**, or **Years**.
3. Set the cycle to start **From** the **Actual Finish Date**, **Projected Start Date**, or **Pick a Date**. If you select **Pick a Date**, enter the date in the date field that will display.

In most cases choosing Projected Start Date will be the best option to generate your next order. If you choose Actual Finish Date, the interval will be determined by the *actual* date you finish the work.

3. After filling out the Work Cycle panel, click Save.



4. Clicking 'Save' will show a prompt:



We recommend selecting 'Yes', which will automatically generate the next order with a projected start date based on your chosen interval (your PM inbox will display these orders). If you select 'No', the order will not be created in the system until the date the work needs to be done. **THIS ACTION WILL ONLY GENERATE THE NEXT ORDER ONCE. YOU MUST PERFORM THIS ACTION ON EVERY SUBSEQUENT WORK ORDER TO CONTINUALLY GENERATE THE NEXT ORDER IN THE CYCLE.**