

In Progress Window

The In Progress window shows all Active, in-house Repair orders. Use this window to create Day Cards for Repair orders and to record the work that is performed to accomplish the Repair. You can store warranty information in this window. This window also provides functionality to [Replace a Broken Odometer](#).

Note: Before work and parts can be recorded for a Repair order in this window, the Repair order first must be created in the [Issue Internal Repair Orders](#) window. You cannot create new Repair orders directly in this window.

The In Progress window contains following two panes in the top half of the window:

- [Activities Pane](#)
- [Repair Orders Pane](#)

Activities Pane

The Activities pane shows the activities that are planned to complete the repair for the Repair order selected in the Repair Orders pane. These Activities are initially created in the [Issue Internal Repair Orders](#) window. You can add or delete activities in this pane by right-clicking and selecting **Insert** or **Delete**.

When you right-click on this pane, the system displays a shortcut menu. This menu contains the common commands and the following special commands:

- **Show Licensed Employees:** If a license or certification is required to perform the selected activity (as defined in the Activity License window in the System module), it is recommended to select only employees with the necessary license or certification. This command displays a new window with the names of employees who are licensed to perform the selected activity (as configured in the License tab of the Employees window in the Resources module).

Repair Orders Pane

The Repair Orders pane shows all Active Repair orders for your administrative unit.

Fleet Asset Name is a hyperlink. When you click the equipment name, a new window is displayed. This window contains detailed information about the equipment from the Equipment Inventory window. Within this new window, additional links may be available to see detailed fuel history, repair history, warranty information.

When you right-click a Repair order, the system displays a shortcut menu. This menu contains the common commands along with the following special commands:

- **Approve All:** If you have sufficient authority, this command is available. You use it to approve all Day Cards created for the selected Repair order. (Approval is noted by a check mark in the Approved column of the Day Cards pane in each tab.)
- **Disapprove All:** If you have sufficient authority, this command is available. You use it to disapprove all Day Cards created for the selected work order.

See [In Progress Resource and Cost Tabs](#) for information on the following tabs in the bottom half of the window:

- [Labor Day cards tab](#)
- [Material Day cards tab](#)
- [Equipment Day cards tab](#)
- [Direct Costs Day cards tab](#)
- [Warranties tab](#)
- [Down Time Tab](#)