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## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	30 min
2	Setting Up Work Order	90 min
3	Entering & Releasing work Orders	120 min
4	Processing Transactions	60 min
5	Additional Options & Reports	30 min
6	Review	15 min
7	Lab	45 min
	<b>Total Time</b>	<b>390 min or 6 1/2 hours</b>

## Work Order Objectives:

- Learn the features and function of Work Order.
- Learn the steps necessary for setting up Work Order.
- Learn how to enter work orders and work order templates.
- Learn how to release a work order to production.
- Learn the reports, forms, and inquiry options available for assisting the production staff.
- Learn how to post transactions against work orders.
- Learn how to complete and close work orders.