

How to change a work order time

- **Product:** Alma
-

Description

Our Acquisitions Work Orders have a work order time of 7 days. How can we change it to a different value?

Resolution

in Alma the work order time is defined per department. So, if for example you want to change it for the XY Library Acquisition Department, do as follows:

1. Go to the General Configuration Menu.
2. Change the scope ("You are configuring") to XY Library.
3. Click "Work Order Departments".
4. Find the Acquisition Department and select Actions -> Edit.
5. Change the work time to any value.

Note: 7 days is the default value. So if nothing is defined here (also when you see a value "0"), 7 days are used as work order time.

-
- **Article last edited:** 16-September-2016