Export — the work orders of a CMMS file, written to one CSV file

Menu: CMMS ▸ Export...

Part 1 — What the function does

What it does. CMMS ▸ Export... writes every work order of the open CMMS file to one CSV file, in work-order number order, whatever its status. The file follows the layout of the Import Wizard's sap_iw38 template, so it goes back into ReliaEn through that template and gives the same work orders. The file has a header row and five columns:

Column in the file	What it holds
Order Type	The work-order type, for example CM or PM
Equipment	The asset's tag
Description	The work order's description
Priority	The work order's priority, for example high or normal
Bsc start date	The date the work order was requested

From what data. The open CMMS file. If none is open in the session, ReliaEn first asks for one in the box Open or create a CMMS file. If the sap_iw38 map has been changed and saved in the Import Wizard, Export writes the columns of the changed map.

When an engineer uses it. To hand the work-order list to a planner's spreadsheet, or to move work orders from one CMMS file into another.

Do not use it when

Situation	Use instead
You want the plant's key performance indicators (KPI) in a document	CMMS ▸ KPI Dashboard... (chapter 6.11)
You want ReliaEn kept in step with SAP or Maximo	CMMS ▸ Bridge... (chapter 6.15)
You want the work-order number, status, assignee, cost or closing date in the file	The list in CMMS ▸ Work Orders.... Export does not write them

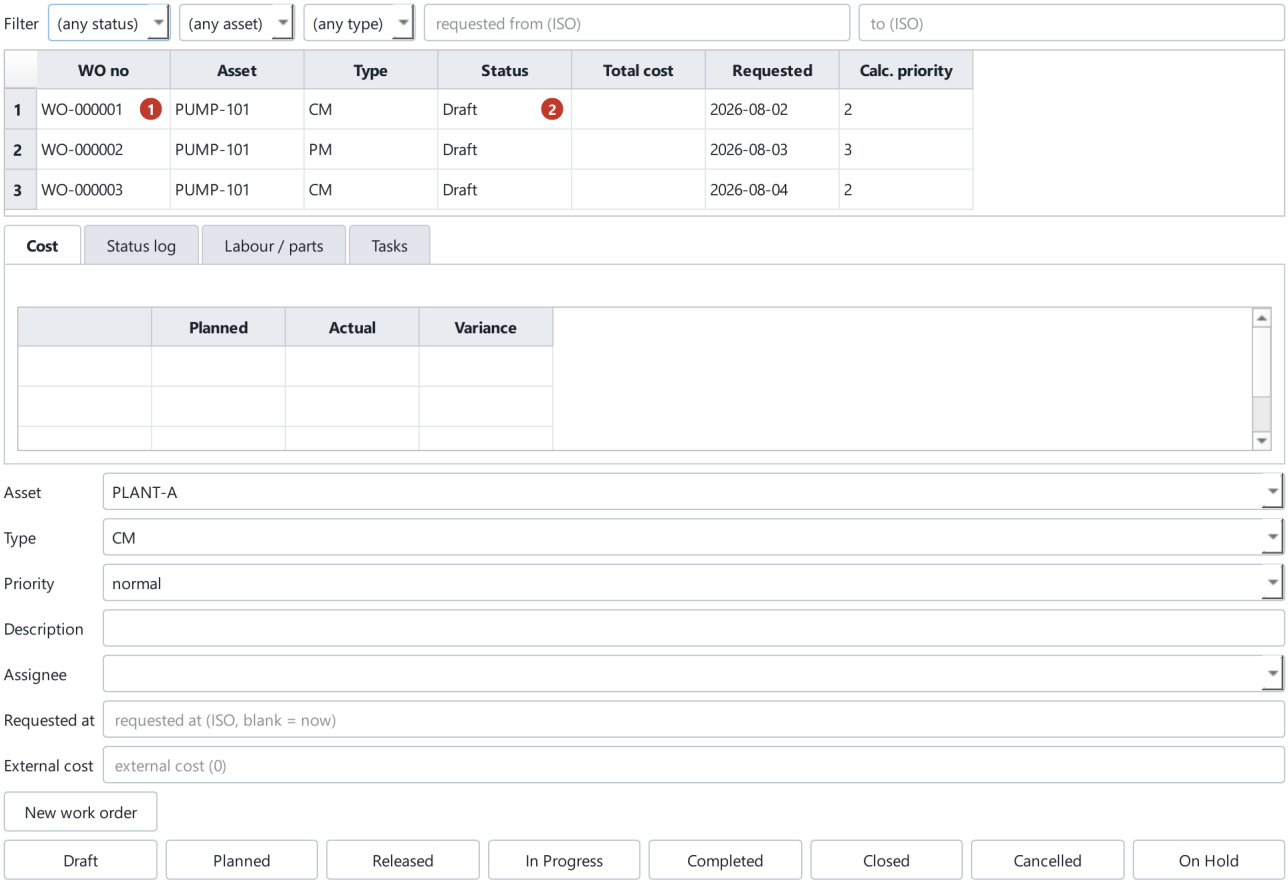
---

Part 2 — The example's input data

Setting. The small plant of chapter 6.9 holds the pump PUMP-101. The planner imports the three SAP orders of that chapter, writes them out, then moves them into a fresh copy of the plant file. The first file is saved as work_orders.csv, the second as work_orders_again.csv.

Files in the worked-example zip	**6-Import-Wizard/ReliaEn-Import-Plant.reliaen, sap_iw38.csv**

The three orders after that import, in CMMS ▸ Work Orders…:

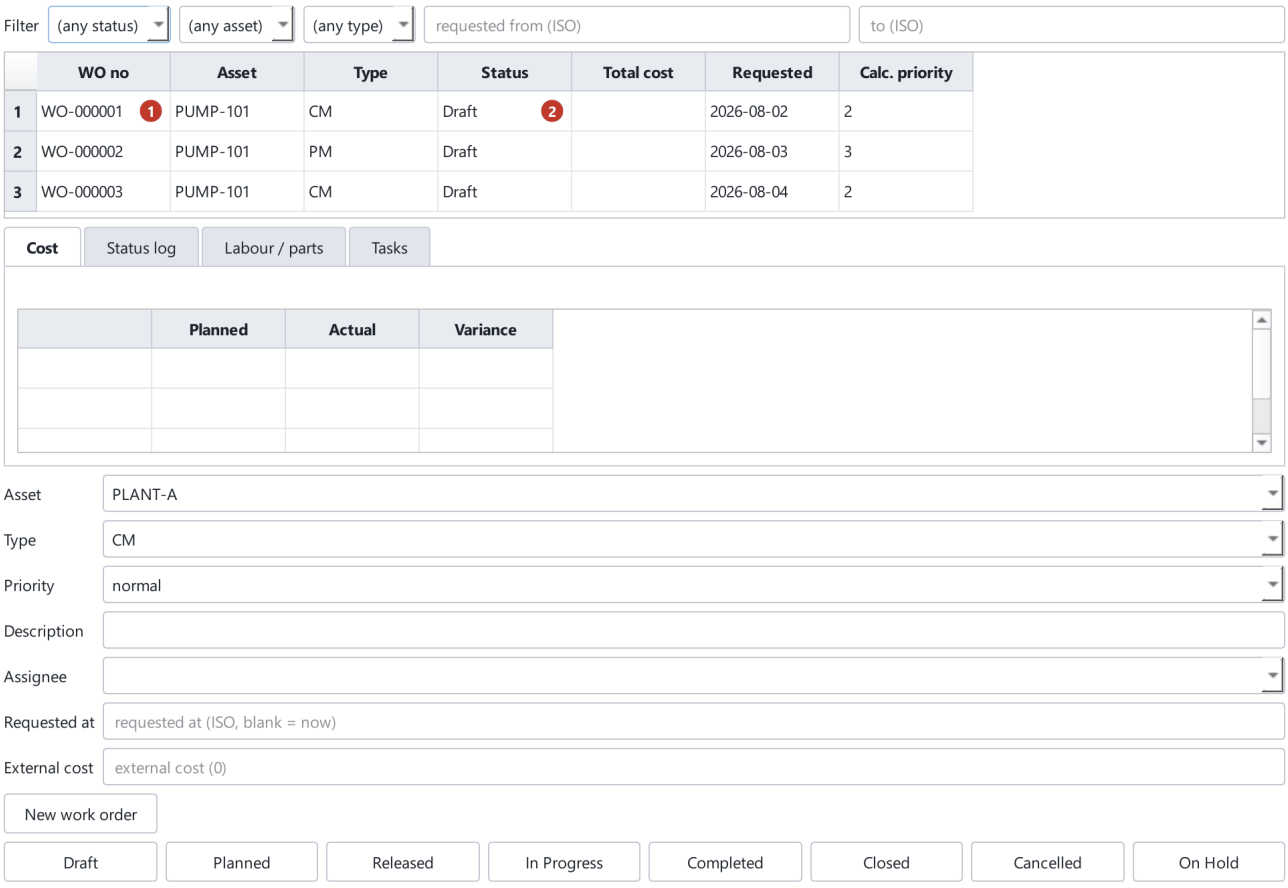


The three orders

- ① WO-000001, the first of the three.
- ② Its Status: Draft.

Part 3 — How to use it, step by step

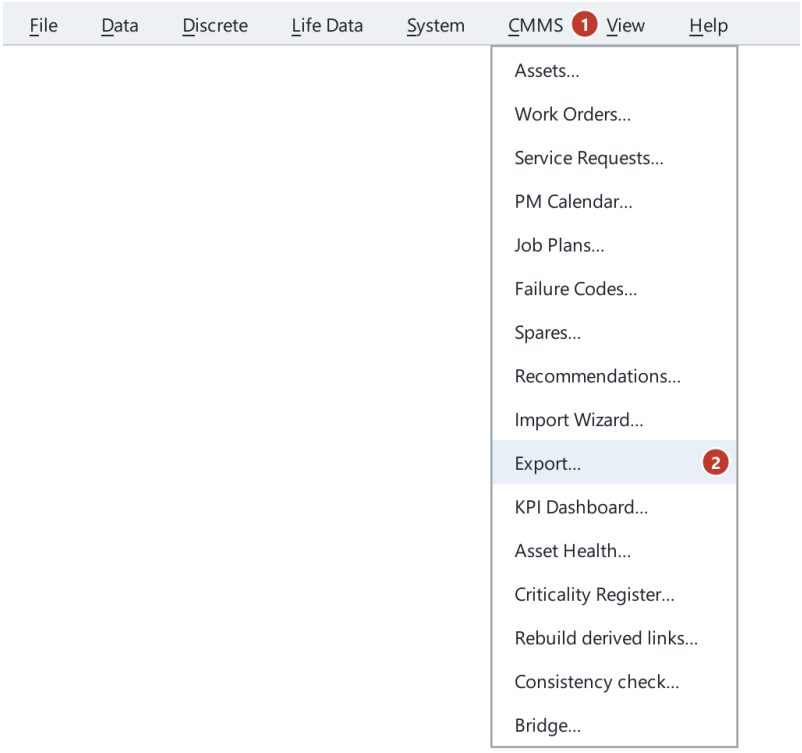
1. **Open the plant file and import sap_iw38.csv,** as steps 3 to 8 of chapter 6.9 do:



Step 1 — the three orders in the list

- ① WO-000001.
- ② Its Status.

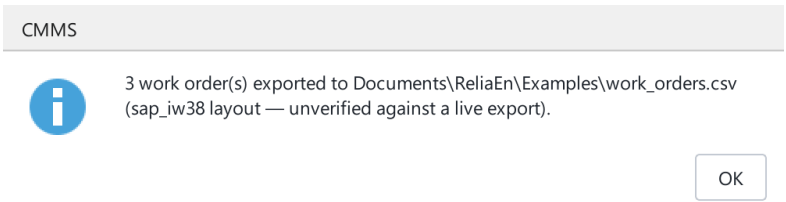
2. **Choose CMMS ▸ Export…** in the menu bar. The save window Export work orders (generic layout) opens with the name work_orders.csv proposed.



Step 2 — the menu path

- ① CMMS: the menu.
- ② Export…: the entry to click.

3. **Keep the name, choose a folder and click Save.** ReliaEn confirms in a box:



Step 3 — the box

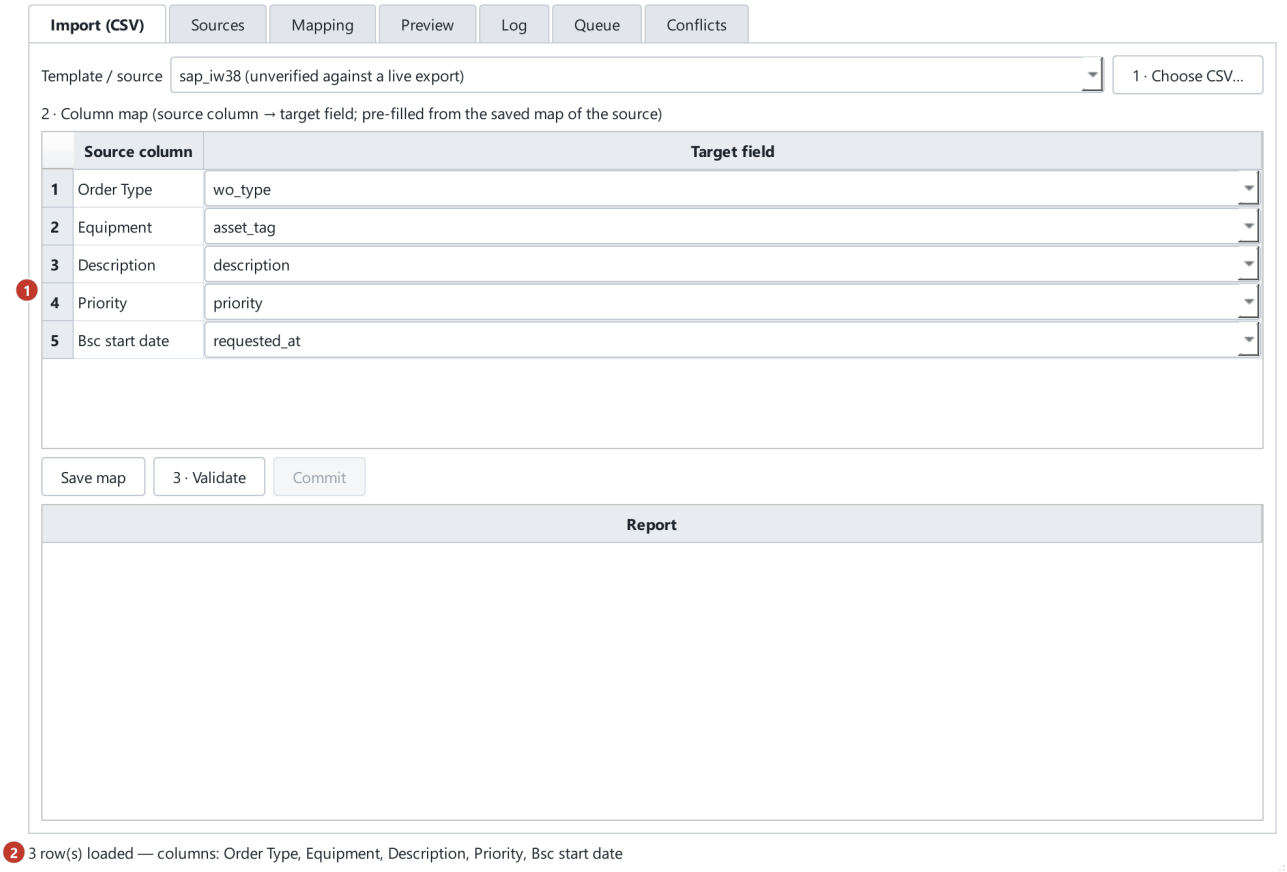
4. **Click OK, then open the file** in a spreadsheet program or a text editor:

```
Order Type,Equipment,Description,Priority,Bsc start date  (1)
CM,PUMP-101,Seal replacement,high,2026-08-02  (2)
PM,PUMP-101,Quarterly service,normal,2026-08-03  (3)
CM,PUMP-101,Bearing noise,high,2026-08-04
```

Step 4 — the file

- ① The header row.
- ② The first order.
- ③ The second order.

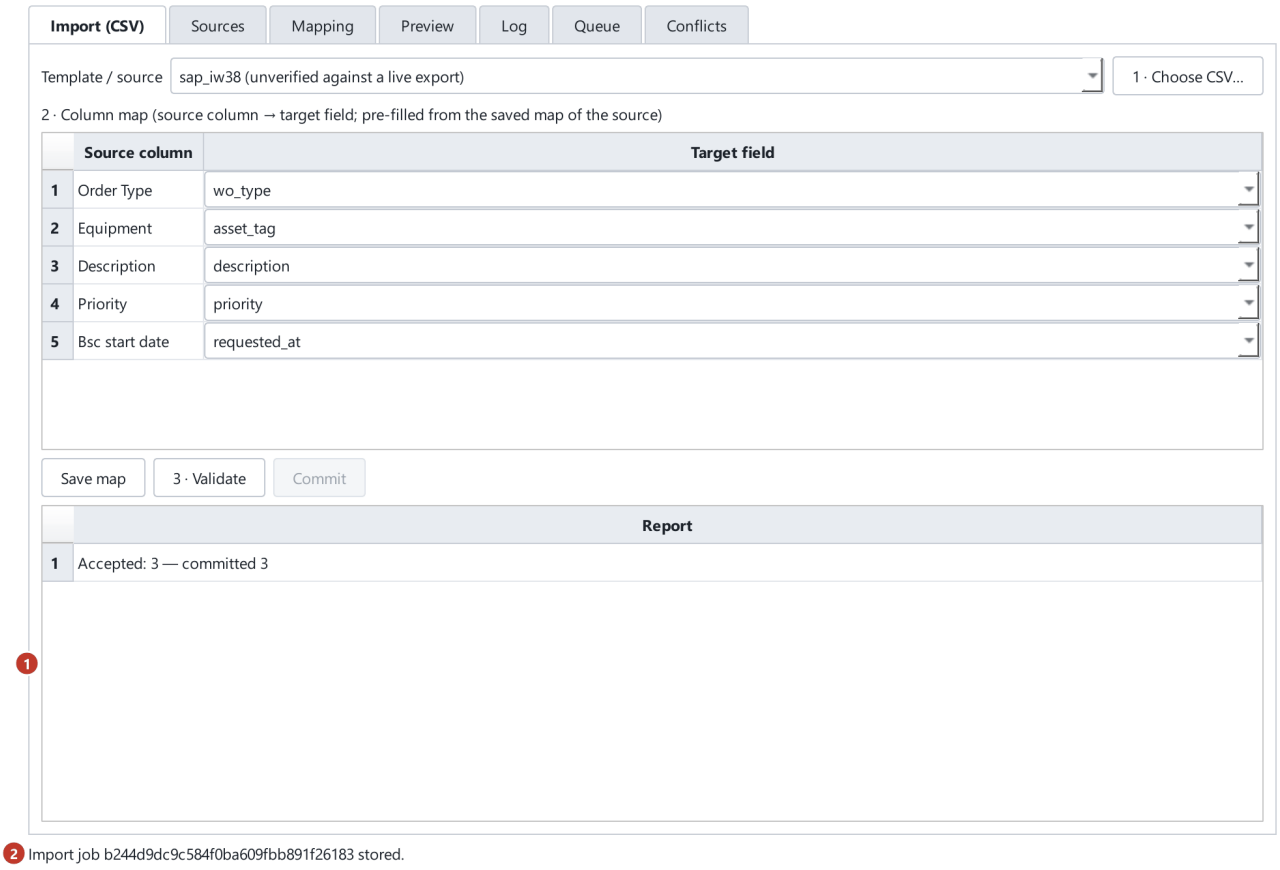
5. **Open a fresh copy of the plant file, choose CMMS ▸ Import Wizard..., choose sap_iw38 in Template / source, click 1 · Choose CSV... and pick work_orders.csv:**



Step 5 — the file chosen in the second plant file

- ① The column map, all five columns mapped.
- ② The foot line.

6. **Click 3 · Validate, then Commit:**



Step 6 — after Commit

- ① Report.
- ② The foot line.

7. **Choose CMMS ▸ Export... again and save the file as work_orders_again.csv:**

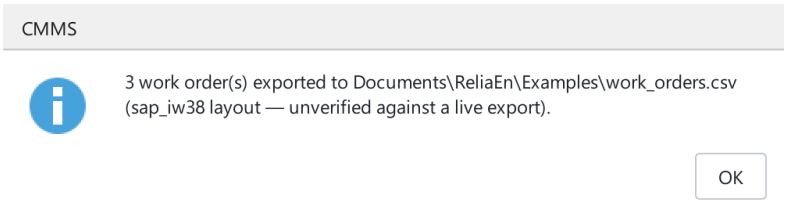
```
Order Type,Equipment,Description,Priority,Bsc start date  1
CM,PUMP-101,Seal replacement,high,2026-08-02  2
PM,PUMP-101,Quarterly service,normal,2026-08-03
CM,PUMP-101,Bearing noise,high,2026-08-04
```

Step 7 — the second file

- ① The header row.
- ② The first order.

Part 4 — The result, picture by picture

After Save in step 3:



The box after Export…

The box CMMS reads 3 work order(s) exported to … (sap_iw38 layout — unverified against a live export)., with the file and folder you chose in place of the dots. The count 3 is every order of the list. The layout has not been checked against a live SAP installation.

The file work_orders.csv:

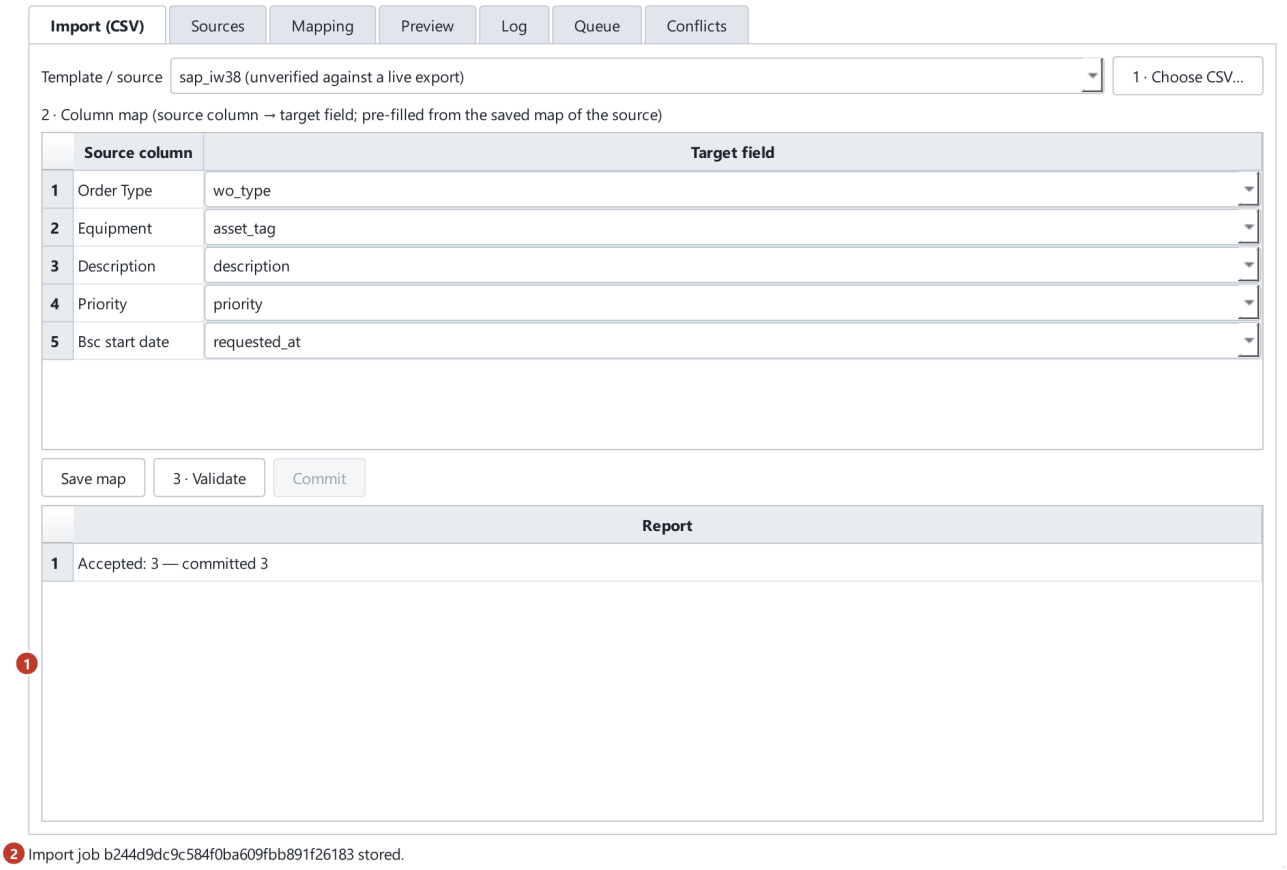
```
Order Type,Equipment,Description,Priority,Bsc start date  ①
CM,PUMP-101,Seal replacement,high,2026-08-02  ②
PM,PUMP-101,Quarterly service,normal,2026-08-03  ③
CM,PUMP-101,Bearing noise,high,2026-08-04
```

The file work_orders.csv

- ① The header row: Order Type,Equipment,Description,Priority,Bsc start date. The Order column of the SAP export is not written.
- ② The first row: CM,PUMP-101,Seal replacement,high,2026-08-02, the order WO-000001 as stored.
- ③ The second row: PM,PUMP-101,Quarterly service,normal,2026-08-03. The third, under it, is CM,PUMP-101,Bearing noise,high,2026-08-04.

What to decide. The file carries no work-order number, status or cost. Use it as a planner's list or as the transfer file for another CMMS file; keep the list in ReliaEn for the numbers and the status.

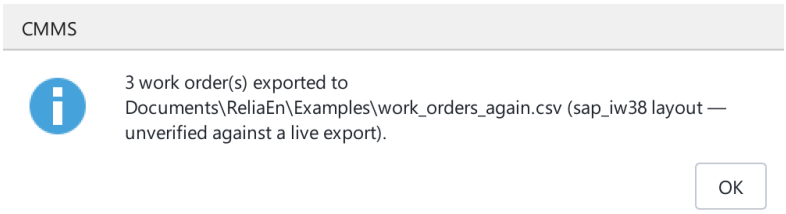
In the second plant file, after Commit of step 6:



The second plant file after Commit

- ① Report: Accepted: 3 — committed 3. No line names a column left out: all five are mapped.
- ② The foot line: Import job … stored.

The box after the second export:



The box after the second Export…

It reads the same count, 3, and names work_orders_again.csv.

The file work_orders_again.csv:

```
Order Type,Equipment,Description,Priority,Bsc start date  ①
CM,PUMP-101,Seal replacement,high,2026-08-02  ②
PM,PUMP-101,Quarterly service,normal,2026-08-03
CM,PUMP-101,Bearing noise,high,2026-08-04
```

The file work_orders_again.csv

- ① The header row, as in the first file.
- ② The first row, as in the first file. The two files are identical, character for character.

What to decide. Export and the template sap_iw38 carry work orders between CMMS files unchanged. Numbers, status and cost do not travel: they start again in the receiving file.

Part 5 — How to interpret the results

Check the count. The number in the box is every work order of the file, whatever its status, Draft, open, closed or cancelled. Compare it with the list.

Why there is no number in the file. ReliaEn's work-order number has no column in this layout. The orders of the second file take that file's own numbers; check them in its list.

What is plain text in the file. The type code, the asset tag, the description, the priority word and the request date, as stored. The file is UTF-8 text with a header row.

One layout, one kind of file. There is no export in the layouts of the other templates and no Excel file: open the CSV file in a spreadsheet program and save it there. Export writes work orders only, not assets, failure records, preventive plans or spares.

Cancelling. Cancelling the save window writes nothing and shows no box.