

# Work Order Log

Options Templates (0) Refresh Work Orders 1 to 1 of 1

WO #	Description	Record St...	Assigned Staff	Due Date	Due Ti...	Priority Code
45	Approved	E35845,E30476	12/31/1969	12:00 am	1	

1

Staff Equipment Materials Misc Expenses

Options Templates (0) Refresh Resources 1 to 6 of 102 (Filtered from 102)

Staff Code	Last Name	First Name	Status	Phone #1	Email #1
<input type="checkbox"/> E02823	Friedrichs	Robert	Active		
<input type="checkbox"/> E03640	Solano-Savage	Dianna	Active		
<input type="checkbox"/> E04681	Madrid	Manuel	Active		
<input type="checkbox"/> E04819	Mojica	Mario	Active		
<input type="checkbox"/> E05194	Sepulveda	Anjel	Active		

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Log Date (i) 06/22/2020 Log Time (i) 0.00 Time Unit (i) Hours Payroll Code (i) Regular Pay

Log All Change Delete History

Options Templates (0) Refresh Work Order Details 1 to 0 of 0

Asset Type	Asset Code	Asset Description	Task Code	Task Description
(0) Selected				

No records were found.

2

Task Category (i) Task Class (i) Project (i) --- Select A Project ---

Notes (i)

Options Templates (0) Refresh Logs 1 to 2 of 2

Date	Asset Ty...	Asset Code	Resource Code	Task Code	Amount	Payroll Code	Quantity
06/22/2020	Facility	ABQFPK	E04681	Blowing	36.80	Regular	
06/22/2020	Facility	ABQFPK	E04681	Aeration	36.80	Regular	

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## Section One: Work Orders

All approved work orders will appear in the **Work Orders** section. To log staff or equipment.

Options		Templates		☑ (0)		Refresh		Work Orders			1 to 1 of 1	
WO #	Description	Record St...	Assigned Staff	Due Date	Due Ti...	Priority Code						
<input type="text"/>	<input type="text"/>	(0) Selec... <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
45		Approved	E35845,E30476	12/31/1969	12:00 am	1						

## Section Two: Work Order Details

When a work order is created, the supervisor has the ability to assign items to that work order. You can see below that a trash truck and a water truck were assigned.

Options Templates (0) Refresh Work Order Details 1 to 2 of 2

Asset Type	Asset Code	Asset Description	Task Code	Task Description
(0) Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Equipment	PRD-014701	Water Truck	Cleaning	Cleaning
<input type="checkbox"/> Equipment	PRD-054703	Kenworth Trash Truck	Vent Cleaning	Vent Cleaning

Task Category  Task Class  Project

Notes

### Section Three: Resources

The staff assigned to the word order will appear. You can also go to the equipment tab and select equipment like below.

The screenshot displays the 'Resources' tab of a software application. At the top, there are navigation tabs: 'Staff', 'Equipment', 'Materials', and 'Misc Expenses'. Below these is a header bar with 'Options', 'Templates', a checked box '(0)', and a 'Refresh' button. The main area is a table titled 'Resources' showing 1 to 2 of 2 filtered items. The table has columns for Staff Code, Last Name, First Name, Status, Phone #1, and Email #1. Below the table are input fields for Log Date (06/22/2020), Log Time (0.00), Time Unit (Hours), and Payroll Code (Regular Pay). At the bottom, there are buttons for 'Log All', 'Change', 'Delete', and 'History'.

Staff Code	Last Name	First Name	Status	Phone #1	Email #1
<input type="checkbox"/> E30476	Salas	David	Active	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> E35845	Humbles	Dan	Active	<input type="text"/>	<input type="text"/>

Log Date (1) 06/22/2020    Log Time (2) 0.00    Time Unit (3) Hours    Payroll Code (4) Regular Pay

Log All    Change    Delete    History

1. You can change the log date to be yesterday, last week or whatever you would like.
2. When logging staff, you can put in the total number of hours for the project. IE if David and Dan worked on the project for a total of 8 hours, list 8 hours. You will have the ability to split the time onto different projects later.
3. You can change the time unit if you would like from hours to minutes, seconds, years and so on. Typically, though, the assumption is you would be logging hours.
4. If the work is completed during overtime or on a holiday, change the payroll code accordingly.

Staff **Equipment** Materials Misc Expenses

Options Templates (0) Refresh Resources 1 to 6 of 83 (Filtered from 83)

Equipment Code	Description	Permissions	Category	Location
<input type="checkbox"/>	CSD-052107	2005 Dodge B3500	Vehicle	ABQMUS
<input type="checkbox"/>	CSD-956301	1995 JHNDR Gator-Utility	Vehicle	ABQMUS
<input type="checkbox"/>	CSD-981205	1998 Ford Taurus	Vehicle	ABQMUS
<input type="checkbox"/>	CSD-993510	1999 Chevrl 3500HD	Trucks	ABQMUS
<input type="checkbox"/>	FCS-017814	16' Trailer	Trailer	FCSWARE

Equipment Use ⓘ 0.00

Equipment Unit ⓘ Acres

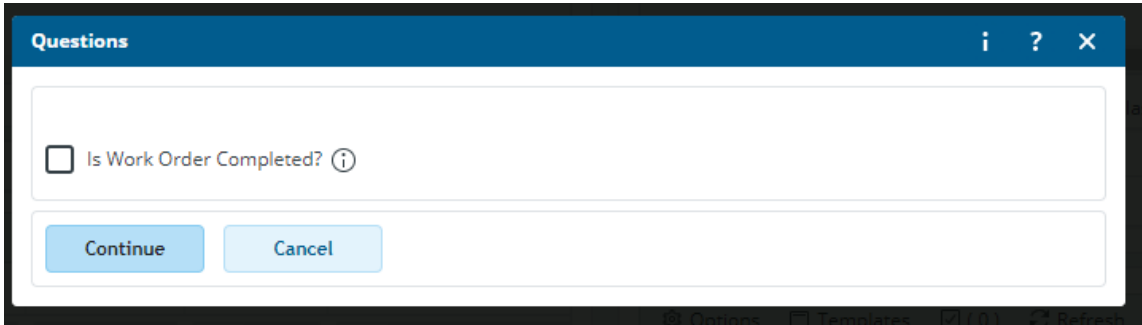
**Log All** Change Delete History

After staff has been selected, you can select your equipment resources. When it comes to equipment use and equipment unit there are many options such as gallons, miles and so on. Logging this will help you understand at a later date what was used.

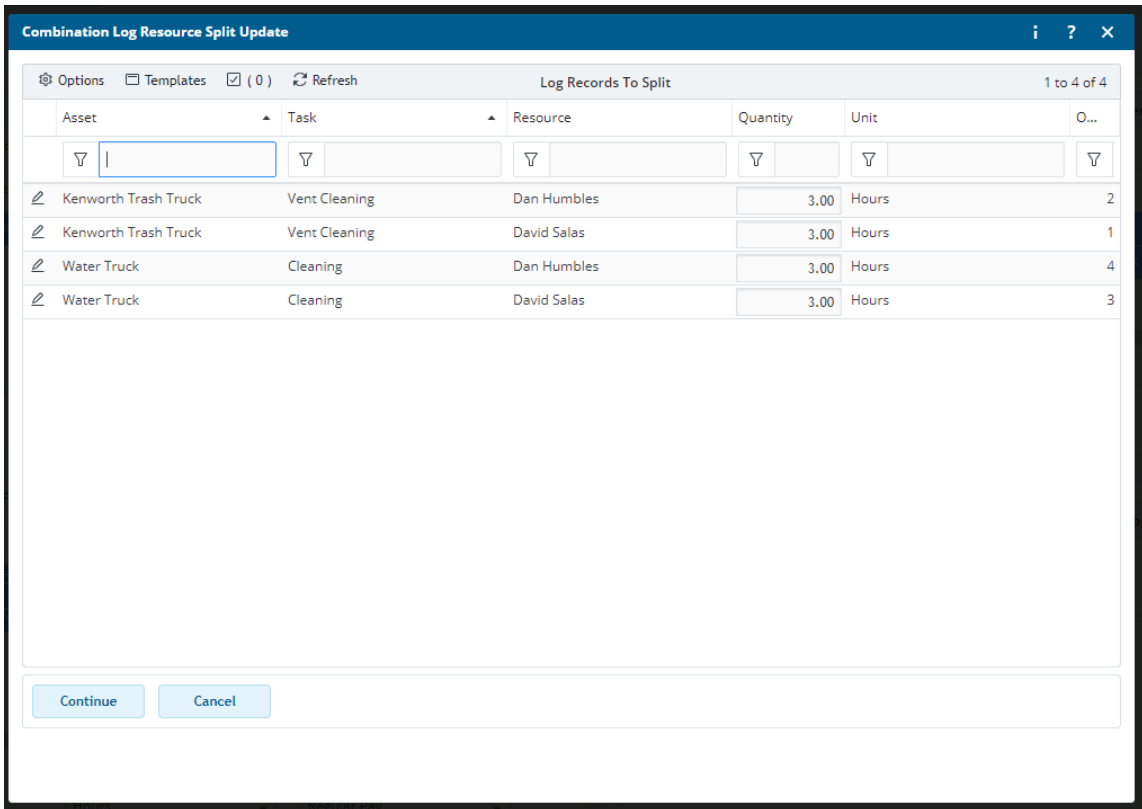
Once all items have been selected, go to **Log All**.

Part 2:

After all items have been selected and you click **Log All** a window will pop up asking if the work order is complete. You can check the box or click continue if it is not.



The next screen to appear will be the resource split. This will allow you to assign the amount of time each person spent on each task. By default, it will evenly distribute the hours.



Once finished, everything will be placed in the log. At this point you have the ability to edit if needed.

Options		Templates		<input checked="" type="checkbox"/> (0)	Refresh	Logs			1 to 6 of 6	
Date	Asset Ty...	Asset Code	Resource Code	Task Code	Amount	Payroll Code	Quantity			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	(0) Sele...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(0) Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	06/22/2020	Equipment	PRD-014701	E35845	Cleaning	73.83	Regular			
	06/22/2020	Equipment	PRD-014701	E30476	Cleaning	52.23	Regular			
	06/22/2020	Equipment	PRD-054703	E35845	Vent Cleaning	73.83	Regular			
	06/22/2020	Equipment	PRD-054703	E30476	Vent Cleaning	52.23	Regular			
	06/22/2020	Facility	ABQFPK	E04681	Blowing	36.80	Regular			
	06/22/2020	Facility	ABQFPK	E04681	Aeration	36.80	Regular			