

# Work Orders - MGMT

### Work Order Management

Options Templates (0) Refresh

Work Orders 1 to 19 of 23

Work Order Number	Description	Record Status	Permissions	Open Date	Open Time	Last Name	First Name	Due Date	Due Time	Completion ...	Address	Email Address
45		Approved		06/17/2020	11:10 am			12/31/1969	12:00 am			
43	HSCC- Game room is 86 degrees	New		04/08/2020	4:34 pm	GALLEGOS	BRIANNA		12:00 am		1830 WILLIAMS SE	BGALLEGOSI
42	HSCC- Paint walls near restroom	New		04/08/2020	4:30 pm	GALLEGOS	BRIANNA		12:00 am		1830 WILLIAMS SE	BGALLEGOSI
41	HSCC Need vacuum replacement ASAP	New		03/31/2020	3:13 pm	Gallegos	Brianna		12:00 am		1830 Williams SE	bgallegos@c
40	HSCC Lights need replacements in lobby	New		03/31/2020	3:09 pm	Gallegos	Brianna		12:00 am		1830 Williams SE	bgallegos@c
39	Light Replacement in Lobby	New		03/11/2020	3:29 pm	Saavedra	Dominic	12/31/1969	12:00 am			dsaavedra@
38	Please see attached work order. PT Staff is having ...	New		03/05/2020	11:36 am	Wicker	Charlene		12:00 am		11710 Comanche Rd. NE	cwicker@cab
37	Camera control room air conditioner does not work	New		02/26/2020	3:53 pm	Wicker	Charlene		12:00 am		11710 Comanche Rd. NE	cwicker@cab
35	Tissue holder in girls restroom broke. Needs a ne...	New		02/24/2020	10:16 am	GALLEGOS	BRIANNA		12:00 am		1830 WILLIAMS SE	BGALLEGOSI
34	Need soap dispenser in kitchen	New		02/12/2020	10:30 am	GALLEGOS	BRIANNA		12:00 am		1830 WILLIAMS ST SE	BGALLEGOSI
32	Heater is not working, has been on an hour with n...	New		02/05/2020	9:26 am	Wicker	Charlene		12:00 am		11710 Comanche Rd NE	cwicker@cab
31	Outlet cover is missing in basketball gym. Causing...	New		02/04/2020	8:36 am	Wicker	Charlene		12:00 am		11710 Comanche Rd NE	cwicker@cab
30	Computer lab has a hole netting showing through...	New		02/04/2020	8:33 am	Wicker	Charlene		12:00 am		11710 Comanche Rd NE	cwicker@cab
29	Activity Room 2 needs to be painted, there are als...	New		02/04/2020	8:30 am	Wicker	Charlene		12:00 am		11710 Comanche Rd NE	cwicker@cab
28	Carpet in Meeting Room 2 has been ripped by the...	New		02/04/2020	8:23 am	Wicker	Charlene		12:00 am		11710 Comanche Rd NE	cwicker@cab
27	Indian Room heater is only blowing cold air.	New		01/31/2020	8:39 am	Wicker	Charlene		12:00 am		801 Barelars Rd. SW	cwicker@cab
25	Lights out in shop	Complete		01/29/2020	10:50 am				12:00 am	01/29/2020		
24	Cracked tiles in the main entrance	New		01/29/2020	10:49 am				12:00 am			

VSI - MainTrac Work Order Print (Basic) ↓

Add Change Delete Update Status Export Import Audit Info View Work Order Details Email Work Order Create Work Orders From Reservations Quick Print

Above is your main word order page. You have a list of all the work orders at a glance and can interact with the bottoms on the bottom to add, update or approve work orders.

When opening a work order, there are a lot of fields. The ones that should always be filled out are highlighted below.

Core Documents Photos Tasks and Fixed Assets Service Requests

### Work Order Update

#### Core Settings

Work Order Number ⓘ 49	Record Status ⓘ New	Record Type ⓘ Internal
Source Code ⓘ	User Name ⓘ E30767MT	Permissions ⓘ (0) Selected
Description ⓘ		
Location ⓘ	Location Code ⓘ	Project Code ⓘ
Category Code * ⓘ	Priority Code ⓘ	Comment Code ⓘ

Notes ⓘ  
Plain Text Editor  
0 of 30000

#### Dates/Assigned Staff

Open Date ⓘ 06/22/2020	Open Time ⓘ 04:47 pm
Due Date ⓘ	Due Time ⓘ
Assigned Staff ⓘ	Completion Date ⓘ

#### Approval

Approval Code ⓘ

Review List ⓘ

#### Rejection

Rejection Code ⓘ	Rejection Date ⓘ
Rejection Notes ⓘ Plain Text Editor	

#### Contact

#### Additional Settings

The fields that should be filled out by supervisors are in green.

Additional notes, if any, should be provided in the **Notes** text box.

The contact is optional because it can be used for the contact information from the person who called in the work order or made the request.

The screenshot shows a 'Contact' form with the following fields:

- First Name (i)
- Last Name (i)
- Email Address (i)
- Phone Number (i) (505) -
- Phone Extension (i)
- Phone Type (i) (Home Phone)
- Address (i)
- City (i)
- State (i) (NM)
- Zip Code (i)

After everything has been filled in on the “core” page, you can upload documents or photos.

The screenshot shows a navigation bar with the following tabs:

- Core
- Documents
- Photos
- Tasks and Fixed Assets
- Service Requests

After selecting the **Photos** tab, you will be able to:

The screenshot shows a button bar with the following buttons:

- Add
- Change
- Delete
- View

### For Supervisors:

After the work order has been created, while you are assigning priority codes and personnel you will also need to select **Tasks and Fixed Assets**.

The screenshot shows a navigation bar with the following tabs:


- Core
- Documents
- Photos
- Tasks and Fixed Assets
- Service Requests

Again, you have the ability to:



Each task has been custom created to include things that are associated with the type of facility it is. For example, when you select a playground you won't necessarily see any tasks related to crack repair.

A screenshot of a 'Work Order Details Update' form. It has a dark blue header with the title. Below the header is a 'Core' section. There are three input fields: 'Asset Type \*' with a dropdown menu showing 'Facility', 'Facility Code \*' with an empty text box and a search icon, and 'Task Code \*' with an empty text box and a search icon.

Under asset type, you can select Facility of Equipment to link what you would like for the work order. When you click on the  next to facility code, you will be greeted with a list of all facilities and the features they have, such as tennis courts and playgrounds. Select what pertains to the work order.

A screenshot of a 'Facility Management' table. The table has columns for Facility Code, Description, Status, Permissions, Category, Location, Parent Asset Code, and RecTrac Facility ComboKey. The first row is highlighted. Below the table are buttons for 'Add', 'Change', 'Clone', 'More', 'Close', and 'Select'.

Facility Code	Description	Status	Permissions	Category	Location	Parent Asset Code	RecTrac Facility ComboKey
ADOPK	Arroyo Del Oso Park	Active	(1) Active (0) Selected	Parks	ADOPK		
ADOPK-BBALL	Arroyo Del Oso Full Basketball Court	Active		Courts	ADOPK		
ADOPK-PARKING	Arroyo Del Oso Parking Lot	Active		Plot	ADOPK		
ADOPK-PLAY	Arroyo Del Oso Playground	Active		PLAY	ADOPK		
ADOPK-SHADE	Arroyo Del Oso Park Shade Structure	Active		Shade	ADOPK		
ADOPK-SOCCER	Arroyo Del Oso Soccer Fields	Active		Sports	ADOPK		
ADOPK-TENNIS	Arroyo Del Oso Tennis Courts	Active		Courts	ADOPK		
ADOSPK	Arroyo Del Oso Elementary School	Active		Parks	ADOSPK		
ADOSPK-SOCCER	Arroyo Del Oso Elem Soccer Field	Active		Sports	ADOSPK		

Once the park has been selected, head to the task code:


**Work Order Details Update**

Core

Asset Type \* ⓘ Facility

Facility Code \* ⓘ ADOPK-PLAY

Task Code \* ⓘ

When you click the  for task code, you will see all the tasks that should be associated with any playground maintenance that might need to be done.

**Asset Category Task Management**

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Task Code	Linked To	Status	Description	Task Category	Task Class
<input type="text" value=" "/>	<input type="text"/>	(1) Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
Blowing	Asset Category	Active	Blowing		
Cleaning	Asset Category	Active	Cleaning		
Crack Repair	Asset Category	Active	Crack Repair		
Edging	Asset Category	Active	Edging		
Equip Maint/Repair	Asset Category	Active	Equipment Maintenance/Repair		
Fence Repair	Asset Category	Active	Fence Repair		
Fixtures	Asset Category	Active	Fixture Maint/Repair		
Floor Clean	Asset Category	Active	Floor Cleaning (Non Carpet)		
Floor Repair	Asset Category	Active	Floor Repair		
Furnishings	Asset Category	Active	Furnishings		
Graffiti	Asset Category	Active	Graffiti Removal		
Handrails/Benches	Asset Category	Active	Handrails/Benches		

Pick the most relevant item and click the **Select** button in the bottom right. You will need to repeat the process to add all necessary Tasks and Assets.