

Work Orders

Welcome to Work Orders

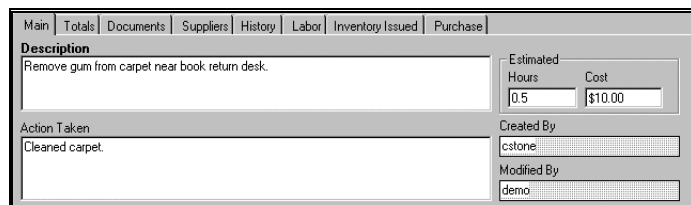
The Work Order control is similar to the Work Order Form in ACT 1000 System. For more information on entering work orders, refer to the ACT 1000 System User's Guide.

Creating a new work order

1. On the Work Order main screen, click **New** to create a new work order.
2. Enter information in all **bold** (required) fields.
3. Click **Save** to save the work order.

Note: You cannot delete records from the application. You may change the Status to Void or Duplicate.

4. In the **Main** tab, enter a description of the work order and the action taken. **Note that the Description and Action Taken fields are limited to 255 characters. Click **Save** to save your changes.**



The screenshot shows a software interface with a menu bar at the top containing: Main | Totals | Documents | Suppliers | History | Labor | Inventory Issued | Purchase. The main area is divided into two columns. The left column has two text input fields: 'Description' containing 'Remove gum from carpet near book return desk.' and 'Action Taken' containing 'Cleaned carpet.'. The right column has several input fields: 'Estimated Hours' with '0.5', 'Cost' with '\$10.00', 'Created By' with 'cstone', and 'Modified By' with 'demo'.

5. On the **Totals** tab, you can view the total cost for a work order. The Totals window is for informational use only. You cannot alter any of the figures. **Totals can be edited and viewed further through ACT 1000**

System, Version 2.0 or greater desktop application. Click **Save** to save your changes.

Hours	181.70
Labor Cost	\$5880.90
Inventory Cost	\$2.94
Purchased Cost	\$30.70
Travel Cost	\$0.00
Total Cost	\$5914.54

- On the **Documents** tab, you can associate documents with this work order.

Document Name
fst.txt

- On the **Suppliers** tab, you can associate suppliers with this work order.

Supplier ID	Supplier Name
A1APPLRP	A-1 Reliable Appliance Repair & Supplies
AAPUMP	A & A Pump Co.
AARONPROP	Aaron s Propane Co.
ACCASPH	Accurate Asphalt
ACEFIRE	ACE Fire Equipment Company
ADL	America On Line

- On the **History** tab, you can view the history of the work order. This information is read-only and cannot be altered.

Date Modified	Modified By	Modification
8/9/99 9:25:47 AM	demo	snreport.txt deleted from documents and server.
8/9/99 9:25:37 AM	demo	snreport.txt added to documents.
8/6/99 11:42:03 AM	demo	fst.txt added to documents.

- On the **Labor** tab, you can record labor transactions associated with this work order.

Employee ID	Hours	Work Date	Rate	Total Expensed To
Employee Name	Trade Code	Labor Type	Funded By	
200-004	0.7	10/3/97	\$17.00	\$11.90
Jackson, Jim	EL	R	01-003-04	02-003-04

- On the **Inventory Issued** tab, you can issue inventory to be used for this work order.

Inventory Type	Item ID	Pool ID	Description	Quantity	Date	Unit Price	Total Expensed To
Mechanical	400016	Main	Scoreboard Lamp (orange)	4	12/3/97	\$0.49	\$1.96
				each			
						01-003-04	02-003-04

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- On the **Purchase** tab, you can record inventory, purchased from an outside source or outside of the inventory pool, associated with this work order.

Inventory Type	Item ID	Supplier ID	Description	Quantity	Date	Unit Cost	Total Expensed To
Mechanical	100001	A1APPLRP	90 ELL Blk St 1/2"	10	1/1/99	\$0.65	\$6.50
			A-1 Reliable Applian				
						01-001	01-001

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- Close Work Order, or create another work order. Perform steps 2-11 to enter another work order.

Locating a work order

- Click  to filter by form.
- Place your cursor in the **Work Order ID** field.
- Enter the **Work Order ID** you wish to find.
- Click  to apply the filter.
- Click  to remove the filter.