



Adding Work Orders

1. Navigate to the **Maintenance / Work Order** menu.
2. Select the **Add** button.
3. The **Add Criteria** page displays. Select *Work Order* from the **Add** drop-down list. (You have the option to create a Work Order from scratch or to use an existing Work Order as a template.)
4. Using the default of new Work Order, select the **Continue** button. The **Work Order – Basic** tab displays.
5. Use the **Asset Id Browse (...)** button to select one or more assets (see note below).
6. Select a **Priority Cd** from the drop-down list. (The **Priority Cd** must be greater than any single **Sub Priority Cd**.)
7. Select a **Work Order Reason** from the drop-down list.
8. The various date fields may become mandatory depending on other field selections.
9. Select the **Sub Work Order(s)** bar to display a **Sub Work Order – Basic** tab.

The DPAS Work Order process manages work to be performed. Work can be scheduled for assets whether or not they are located in the Property Accountability (PA) Module of DPAS.

The **Asset Id** field is not mandatory. You can create a Work Order for an asset not on your property book by leaving the **Asset Id** field blank.

The screenshot shows the 'Work Order' form with the following fields and callouts:

- 5**: Asset Id field (A0000000000000266794)
- 6**: Priority Cd field (5-Routine 1 - 5 days)
- 7**: Work Order Reason field (PMNT-Preventive Maintenance)
- 9**: Sub Work Order(s) bar at the bottom left

Other visible fields include: Work Order Id (0), Serial Nbr (1000-9), Asset Loc (1-01-001-1), Stock Nbr (6110012926532), Item Desc (CONTROL,REMOTE SWIT), Work Order Status Cd (O-Open), Avail Dt (10/13/2017), Receipt Dt (10/13/2017), Approval Dt (10/13/2017), Est Service End Dt (10/18/2017), Return Dt, Job Order Nbr, Cond Cd, Preservation Lvl Cd, Storage Type Cd, Prep for Shipment Cd, Doc Nbr, Special Instructions, Remarks, and History Remarks.



Adding Work Orders Cont.

1. The **Sub Work Order – Basic** tab displays.
2. Select a **Work Order State Cd** from the drop-down. This field indicates the current state of the Sub Work Order and needs to be updated as the Work Order progresses.
3. Select a **Sub Priority Cd** from the drop-down. A **Sub Priority Cd** cannot be greater than the **Priority Cd** on the **Work Order - Basic** tab.
4. Enter a **Work Order Desc** or browse for a Work Plan to use as a template for the Sub Work Order.
5. Select a **Work Plan Type Cd** from the drop-down. **Plan Types** are broad categories for maintenance actions.
6. Select a **Serviced By** value from the drop-down.
7. Select a **Team & Primary Tech** from the drop-down.
8. Enter a location in the **Maint Loc** field.
9. Continue entering data on the other tabs (see page 3), or select the **Add** button to create the Work Order.
10. A **Transaction Status** page displays. You may select the **View** button to display the Work Order report.

The **Serviced By** field determines whether the maintenance is performed internally or externally. If an external option is selected, an additional **Service By** tab displays.

If an **Asset Id** was selected on the **Work Order – Basic** tab and the asset has associated Warranty, Service or Subscriptions (W/S/S), the **Wrnty/Svc/Sub** tab will display.

The screenshot shows the 'Sub Work Order(s)' form with the following fields and callouts:

- 1: Basic tab selected
- 2: Work Order State Cd (AIPR - Apprvd-in progress)
- 3: Sub Priority Cd (5-Routine 1 - 5 days)
- 4: Work Order Desc (20POINT)
- 5: Work Plan Type Cd (PREV-Preventive Maintenance)
- 6: Serviced By (INTRNL-Internal)
- 7: Team & Primary Tech (SIMMONSD - SIMMONS, DAN)
- 8: Maint Loc (MOTOR POOL)
- 9: Add button

Other visible fields include: Requested Service (20 POINT INSPECTION), Est Labor Hours (3.00), Actual Labor Hours (0.00), Est Labor Cost (\$5.00), Labor Cost (\$0.00), Est Non-Labor Cost (\$5.00), Non-Labor Cost (\$0.00), Avg Nbr of Technicians (N/A), Service Start Dt (10/13/2017), and Service End Dt (10/18/2017).

The Work Order will appear under the Primary Tech's *WO Assigned To Me* section of My Actions because they have been assigned as the Primary Tech.



Completing Sub Work Order Tabs

The tabs covered by this guide are the Labor, Task(s), Part(s) and Tool(s)/Equipment.

Adding Tab Data

1. Select the tab to be updated.
2. Complete the fields in the top portion of the page.
3. Select the **Save** button. The data moves to the lower table.
4. Continue to enter any additional data on the selected tab.
5. Move to another tab, or select the **Add** or **Update** button.

Updating Tab Data

1. Navigate to the tab with data to be updated.
2. Select the Edit hyperlink in the lower table for the data to be updated. The data moves to the upper fields.
3. Edit the data as needed.
4. Select the **Save** button. Updated data moves back to the lower table.
5. Move to another tab, or select the **Add** or **Update** button.

Deleting Tab Data

1. Navigate to the tab with data to be deleted.
2. Select the Delete hyperlink for the data to be removed. The data is immediately removed.
3. Move to another tab, or select the Add or Update button.

Edit	Delete	Tech	Labor Category	Rate Type	Base Rate	Base Hours	Base Cost	Overtime Rate	Overtime Hours	Overtime Cost	Labor Cost
Edit	Delete	SIMMONS, DAN	GSS - CIVILIAN	CV - Civilian	\$10.00	3.00	\$30.00	\$15.00	0.00	\$0.00	\$30.00





Closing Work Orders

1. Navigate to the **Maintenance / Work Order** menu.
2. Enter the search criteria necessary to display the desired Work Orders.
3. Select the **Search** button. (There is a 500 record display limit.)
4. The **Search Results** page displays. Use the *Update* hyperlink to choose the Work Order to update.
5. The **Work Order - Basic** tab displays. Select *C-Closed* from the **Work Order Status Cd** drop-down list.
6. Select the **Sub Work Order(s)** bar to display a **Sub Work Order – Basic** tab.
7. Complete all date fields.
8. If there is a gap between one Sub Work Order’s **Service End Dt** and the next Sub Work Order’s **Service Start Dt**, the **Unavl Maint Days/Unavl Sply Days** must be entered.
9. If the Work Order is associated with an asset, and the asset is profiled as metered, you have the ability to enter the current meter reading.
10. Select the **Sub Work Order(s)** bar to view the **Sub Work Order – Basic** tab.

Total Util Qty, Replacement and **Current Mtr Rdng** only display if utilization is profiled on the asset and the **Work Order Status** is *Closed*. The **Replacement** checkbox can be used to indicate a replacement meter was installed.

The Sub Work Order’s **Service End Dt** must be less than the Work Order’s **Return Dt**.

11. Select an appropriate **Work Order State Cd** from the drop-down list.
12. Enter the **Service Performed**.
13. Ensure the **Service Start Dt** and **Service End Dt** are completed.
14. Select the **Update** button to close the Work Order.

The screenshot shows the 'Work Order' form in the DPAS system. It includes fields for Work Order Id, Serial Nbr, Asset Id, Asset Loc, Stock Nbr, Item Desc, Priority Cd, Receipt Dt, Est Service End Dt, Job Order Nbr, Unavl Maint Days, Unavl Sply Days, Preservation Lvl Cd, Prep for Shipment Cd, and Remarks. A callout '5' points to the 'Work Order Status Cd' dropdown menu, which is set to 'C-Closed'. A callout '6' points to the 'Sub Work Order(s)' bar at the bottom of the form. A callout '14' points to the 'Update' button at the bottom right of the form.



Mass Updating/Mass Closing Work Orders

1. Navigate to the **Maintenance / Work Order** menu.
2. Enter the search criteria necessary to display the desired Work Orders
3. Select the **Search** button. Refine the search criteria if the search performed returns more than 500 rows.
4. The **Search Results** page displays. Use the checkboxes to choose the Work Orders to update/close.
5. Select the **Continue** button.
6. The **Selected Rows** page displays. To Mass Update, select the **Mass Template** button.
7. Use the **Mass Update Template** table to make changes to all the Work Orders. Enter or select new field values and select the **Apply to All** button.
8. The **Mass Template** pop-up window closes, and the status is posted at the top of the **Selected Rows** page.
9. Select **Update** to complete the process.

MassTemplate		close or Esc Key	
*Area	Work Order	*Action	Update
Work Order Status Cd	Select an Item	Priority Cd	Select an Item
Work Order Reason	Select an Item		
Avail Dt		Receipt Dt	
Approval Dt		Est Service End Dt	
Return Dt			
Job Order Nbr			
Cond Cd	Select an Item	Preservation Lvl Cd	Select an Item
Storage Type Cd	Select an Item	Prep for Shipment Cd	Select an Item
Doc Nbr			
Special Instructions			
Remarks			
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>			

You can print from one to 50 Work Orders from the **Search Results** page using the **Print** button. The Work Order print request is sent to the **Forms-Report Manager**.





Voiding Work Orders

Work Orders cannot be deleted. They can be voided if no longer needed.

1. Navigate to the **Maintenance / Work Order** menu.
2. Enter the **Work Order** of the Work Order you need to Void, and select the **Search** button.
3. The **Search Results** page displays.
4. Select the *Update* hyperlink. The **Work Order – Basic** tab displays.
5. Select *Voided* from the **Work Order Status** drop-down list.
6. Select the **Sub Work Order(s)** bar. The **Sub Work Order – Basic** tab displays.
7. Select an appropriate **Work Order State Cd** from the drop-down list.
8. Select the **Update** button.

Work Order

Basic Customer Asset Info Publication(s) Attachment(s)

Work Order Id	2011103100003		
Asset Id	UIC003000010	Item Desc	TRUCK, UTILITY, CLOT
*Work Order Status Cd	V-Voided 5	*Priority Cd	5-Routine I - 5 days
*Work Order Reason	PMNT-Preventive Maintenance		
Avail Dt	10/28/2011	Receipt Dt	10/28/2011
Approval Dt		Est Service End Dt	11/02/2011
Return Dt			
Remarks			
History Remarks			

Sub Work Order(s)

Sub Work Order(s) 01 New Delete

Basic Labor Task(s) Part(s) Tool(s)/Equipment

*Work Order State Cd	ADSP - Asset has been disposed 7	*Sub Priority Cd	4-Expedited II - 4 days
*Work Order Desc	REPAIR	*Work Plan Type Cd	MINR-Minor Repair
*Serviced By	INTRNL-Internal	Team	TEAMA-TEAM ALPHA
*Primary Tech	ANDEJOH1-ANDERSON, JOHN	*Maint Loc	GARAGE 23
*Requested Service	REPAIR	Service Performed	
Est Hours	0.00	Actual Hours	0.00
Est Labor Cost	0.00	Labor Cost	0.00
Est Non-Labor Cost	0.00	Non-Labor Cost	0.00
Service Start Dt		Service End Dt	
Remarks			

Update **8** Cancel

Voided Work Orders cannot be reopened.

