

Background

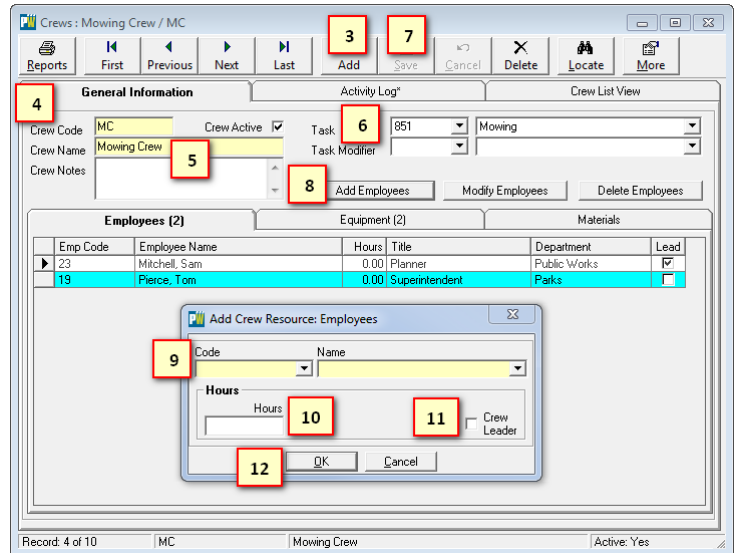
Documenting work and job costs are a key strength of the **PubWorks** system and are recorded in **PubWorks** as Activities. A Crew Activity is the combination of a group of employees going to a location and performing a task.

Setting Up a Crew

1. Open PubWorks and Login using your PubWorks Login Name and Password. Click the **PubWorks Data Menu** and choose **Crews...** (not pictured).
2. You will be presented with the **Crew** screen.

Create a Crew.

3. Click **Add** to create a new Crew.
4. Key in the **Crew Code**. Choose any unique Alphanumeric ID up to 8 characters long.
5. Key in the **Crew Name**. Choose any unique Alphanumeric ID up to 64 characters long.
6. Select the **Task** using the **Task Code** or **Task Name** drop-down box.
7. Click **Save**.
8. Click **Add Employees**. You will be presented with the **Add Crew Resource: Employees** form.
9. Select an **Employee** using the **Employee Code** or **Employee Name** drop-down box.
10. (Optional) Key in the Hours
11. Click the Crew leader check box if you would like the employee to be the **Crew Leader**. Note you must assign each crew one and only one **Crew Leader**.
12. Click **OK**
13. Repeat steps 8-11 as needed until all Crew members are included.

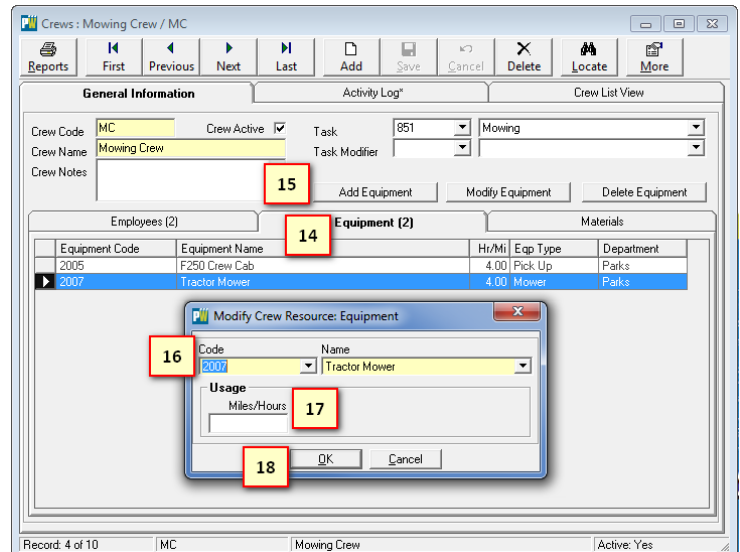


The screenshot shows the 'Crews: Mowing Crew / MC' window. The 'General Information' tab is active. The 'Add Crew Resource: Employees' dialog box is open, showing a list of employees. The 'Hours' field is set to 0.00. The 'Crew Leader' checkbox is checked. The 'OK' button is highlighted.

Emp Code	Employee Name	Hours	Title	Department	Lead
23	Mitchell, Sam	0.00	Planner	Public Works	<input checked="" type="checkbox"/>
19	Pierce, Tom	0.00	Superintendent	Parks	<input type="checkbox"/>

(Optional) Adding Equipment to a Crew.

14. Click on the **Equipment Tab**.
15. Click **Add Equipment**. You will be presented with the **Add Crew Resource: Equipment** form.
16. Select a piece of **Equipment** using the **Equipment Code** or **Equipment Name** drop-down box.
17. (Optional) Select the Miles/Hours.
18. Click **OK**.
19. Repeat steps 15-18 as needed until all desired pieces of **Equipment** are listed.



The screenshot shows the 'Crews: Mowing Crew / MC' window. The 'Equipment' tab is active. The 'Modify Crew Resource: Equipment' dialog box is open, showing a list of equipment. The 'Usage' field is set to 4.00. The 'OK' button is highlighted.

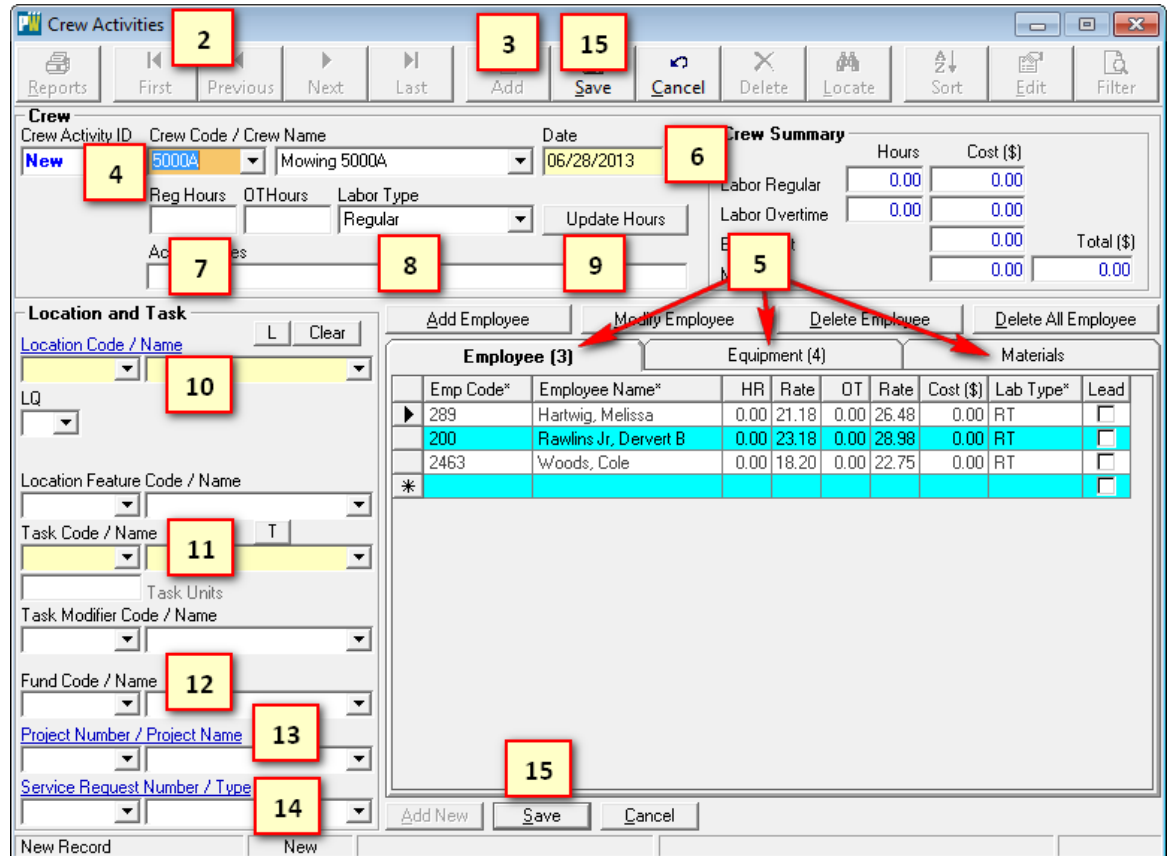
Equipment Code	Equipment Name	Hr/Mi	Eq Type	Department
2005	F250 Crew Cab	4.00	Pick Up	Parks
2007	Tractor Mower	4.00	Mower	Parks

(Optional) Adding Materials to a Crew.

20. Click on the **Materials Tab** in the Crew Screen.
21. Click **Add Materials**. (You will be presented with the **Add Crew Resource: Materials** form.)
22. Select a piece of **Materials** using the **Materials Mode** or **Materials Name** drop-down box.
23. (Optional) Key in **Quantity**
24. Click **OK**.
25. Repeat steps 21-24 as needed until all desired **Materials** are listed.

Here is how to document work using Crew Activities:

1. Open PubWorks and Login using your PubWorks Login Name and Password. Click the **PubWorks Data** Menu and choose **Crew Activities...** (Not pictured).
2. You will be presented with the **Crew Activities** screen.
3. Click the **Add** button, or use the keyboard by pressing **Enter**.
4. Key in or Select the pre-defined Crew by using the Crew Code or Name drop-down list.
5. Once a crew is selected the crew information will auto-fill. This includes Employee, Equipment, Task and Materials and their rates.
6. Enter the **Date** the work was accomplished. Key in the date or use the special keys (T for today, Y for yesterday, M for tomorrow) or double click the date field to use a calendar.
7. Key in employee **Hours** in the **Reg Hours** and/or the **OT Hours** fields.
8. The **Labor Type** will be auto-filled to Regular hours. Key in or select a different **Labor Type** as needed.
9. Click on the **Update Hours** button. This will update the hours for each employee, equipment and material.
10. Key in or select the **Location** at which the work occurred by using the Location Code or Name drop-down list.
11. Key in or select the **Task** by using the Task Code or Name drop-down list. If required, key in the **Task Units**.
12. (Optional) Key in or select the **Fund** by using the Fund Code or Name drop-down list.
13. (Optional) Key in or select the **Project** by using the Project Code or Name drop-down list.
14. (Optional if the Activity is associated with a Service Request.) Key in or select the **Service Request Number**.
15. Click either **Save** button (top or bottom of the screen) or use the keyboard by pressing **Enter**.
16. Repeat steps 3-15 until all activities are entered.



The screenshot shows the 'Crew Activities' window with the following fields and buttons highlighted with numbered callouts:

- 2**: Add button
- 3**: Save button
- 4**: Crew Code / Crew Name dropdown
- 5**: Update Hours button
- 6**: Date field
- 7**: Reg Hours field
- 8**: Labor Type dropdown
- 9**: OT Hours field
- 10**: Location Code / Name dropdown
- 11**: Task Code / Name dropdown
- 12**: Fund Code / Name dropdown
- 13**: Project Number / Project Name dropdown
- 14**: Service Request Number / Type dropdown
- 15**: Save button (bottom)

The main form contains the following sections:

- Crew Summary:** Hours (0.00), Cost (\$) (0.00), Labor Regular (0.00), Labor Overtime (0.00), Total (\$) (0.00)
- Employee (3):**

Emp Code*	Employee Name*	HR	Rate	OT	Rate	Cost (\$)	Lab Type*	Lead
289	Hartwig, Melissa	0.00	21.18	0.00	26.48	0.00	RT	<input type="checkbox"/>
200	Rawlins Jr, Dervert B	0.00	23.18	0.00	28.98	0.00	RT	<input type="checkbox"/>
2463	Woods, Cole	0.00	18.20	0.00	22.75	0.00	RT	<input type="checkbox"/>
*								<input type="checkbox"/>
- Equipment (4)**
- Materials**

Questions? Comments?

Please contact us directly:

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