



## Adding a Fleet Work Order

There are four steps to adding a new Fleet Work Order:

1. Starting a Work Order and entering an equipment code (unit number).
2. Adding detail to the Work Order for parts and labor.
3. Adding optional notes.
4. Completing the Work Order.

## Starting a Work Order and Entering an Equipment Code

1. From the PubWorks main menu, click **Fleet > Fleet Work Orders**.

2. Click the **Add** button to start a new Work Order. A new Work Order contains the following information:
  - The **Work Order #** text box contains **New**. PubWorks generates a work order number when you save the Work Order.
  - The **Date In** and **Time In** text box auto-populate with the current system date and time. You can edit as needed typing the following:
    - T = Today
    - Y = Yesterday
    - M = Tomorrow
    - Double click for a calendar
    - Type a date using MM/DD/YY or MMDDYY format
    - Type a time using HHMM, HHMMa, HH:MM format or press N for the current time.
3. Select the **equipment/vehicle** for repair or maintenance. You can either select the equipment using the **Equipment Code** or the **Equipment Name** drop-down list. To search for the equipment, click the **E** button above the Equipment Name drop-down list.
4. Type the miles or hours of the equipment in the **Current Miles/Hours** text box. PubWorks changes to hours or miles automatically depending on the equipment. For example, a police cruiser has an odometer by miles; whereas, a motor grader has an hour meter.

## Adding Detail to the Work Order for Parts and Labor

Next, add detail about the work performed, who did the work, and the time it took to complete the work.

To add work order detail:

1. Click the **Add New Detail** button.

2. Select one of the following:

- **Employee Code** or **Employee Name** from the drop-down list.
- **Contract/Vendor Code /Name** from the drop-down list.

*You can select only one employee or a contractor per Work Order detail record. If an employee and a contractor performed work as part of the same Work Order, you must create separate detail records for each.*

3. Type the **date** on which the work was performed. By default the detail date will be inherited from the work order header.
4. Type the number of **hours** worked in the **Reg Hours** text box, if applicable. If you selected an employee that has an hourly rate, the Rate(\$ and labor Cost (\$) calculate automatically. If you select a contractor and they charge by the hour for repair, type their labor rate in the Rate(\$ text box.
5. Optionally, type the number of **overtime hours** in the **OT Hours** text box.
6. Optionally, select the type of **hours** worked from the **Labor Type** drop-down list.
7. Optionally, select a **task** from the **Standard Task Code / Name** drop-down list. Selecting a task from the **Standard Task Code / Name** drop-down list enables you to select predefined tasks from the Standard Hours drop-down list.
8. Optionally, select a **Vehicle Maintenance Reporting Standards (VMRS) Header** from the **VMRS Header** drop-down list. The VMRS is a uniform method for recording data in a computerized system.
9. Optionally, select a **VMRS detail** from the drop-down list. Selecting a VMRS detail value automatically selects the corresponding VMRS header value.
10. Optionally, select the **Shop Location** of the work from the drop-down list.

# Fleet Work Order Quick Reference Guide

## Adding Parts to a Work Order

Depending on the work performed to the vehicle/equipment, it may require parts to complete the Work Order. Track these parts and their cost in PubWorks to efficiently manage your parts inventory.

### To add parts to a Work Order:

Click the **Parts Number** or **Parts Description** drop-down list in the **Parts Used and Tasks Performed** section and select a Part. Selecting a Part Number from the drop-down list completes the Part Description, Quantity, Unit Cost, and Total columns.

1. Fleet Work Order Detail - 000043 / 173483 / 1014 - Motorgrader / Public Works

Employee Code / Name: T2 Long, Glen Date: 06/21/2010 Reg: 2.00 Hours: 18.13 Cost (\$): 36.26 Labor (\$): 36.26  
Contractor/Vendor Code / Name: Labor Type: Regular OT: 27.20 0.00 Parts (\$): 400.24 Total (\$): 436.50

Standard Task Code / Name: Fix Fix and or Repair Standard Hours: 1.00 Notes:

VMRS Header: PM Item Code / Name (500 Hours): 500 Caterpillar 500 Hr Service  
VMRS Detail: 001-002 Compressor Shop Location Code / Name:

Parts Used and Tasks Performed (8)

Part Number *	Part Description *	Task Code *	Task Name *	Quantity	Unit Cost (\$)	Total (\$)
12-23-34	Clamps - 12-23-34	Fix	Fix and or Repair	3.00	3.33	9.99
5555	5555 Engine Block Gasket	Fix	Fix and or Repair	1.00	8.17	8.17
5656	5656 Johnson Rod	Fix	Fix and or Repair	11.00	7.00	77.00
5015	Bolts	Replace	Replace	16.00	4.00	64.00
FAV2	Car Filter	Replace	Replace	1.00	33.95	33.95
RA-0998	Rockler Arm	Fix	Fix and or Repair	1.00	55.23	55.23
Shoes	Brake Shoes	Replace	Replace	8.00	7.00	56.00
Springs	Brake Shoe Springs	Replace	Replace	16.00	6.00	96.00

Part Number: #10 Clamps from Ideal Type: P Unit Cost (\$): 8.00 Quantity: 53.00 Units: Each Vendor Part#: Alias:

#116 #116 Gates Hose Clamp P 45.00 1.00 Each

#116A #116A Gates Hose Clamp P 6.00 1,633.00 Each

#12 #12 Ideal Hose Clamp P 11.00 1,603.00 Each

#128 #128 Sanel Hose Clamp P 12.00 1,510.00 Each

#16 #16 Ideal Hose Clamp P 5.00 1,536.00 Each

2. Optionally, select a **Task Code** from the drop-down list to complete the **Task Name** column.

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Locate a Part Save Delete Line-Item Cancel

3. Type the quantity of parts used in the **Quantity** cell.
4. Type the cost in the **Unit Cost** cell, if different than the current unit cost. PubWorks auto-calculates the Total.
5. Repeat **Steps 1** through **4** until you have accurately entered all parts used on the vehicle.
6. Click the **Save** button at the bottom of the Fleet Work Order Detail screen.

## Adding Notes (Optional)

PubWorks allows you to add notes to the Work Order to capture additional information about the maintenance performed.

Click in the Notes text box and type your note. There is no limit to the size of the note you wish to enter.

Fleet Work Order

Work Order #: 000043 Equipment Code / Name: 1014 Motorgrader Current Hours: 500 Prior Hours: 425 Prior W/O Date: 06/17/2010 Labor Hours: 2.00 Labor (\$): 36.26  
Date In: 06/21/2010 Time In: 13:25 Date Out: 06/21/2010 Time Out: 11:12  
Priority Code / Name: 1996 Public Works  
Reason Code / Name: 1400 Caterpillar  
Total (\$): 436.50

Notes: Completed 500 Hour Service

Employees / Contractor Details (1)

Seq #	Date	PM Item Code	Employee/Contractor Name	Hrs	OT	Labor (\$)	Parts (\$)	Total (\$)	Std Task	VMRS Det	VMRS Hrs	
1	173483	06/21/10	500	Long, Glen	2.00	0.00	36.26	400.24	436.50	Fix	001-002	VMRS Hrs

Parts Used and Tasks Performed (8)

Seq #	Part Number	Part Name	Task	Quantity	Unit Cost (\$)	Total (\$)	
1	173483	12-23-34	Clamps - 12-23-34	Fix and or Repair	3.00	3.33	9.99
2	173483	5555	5555 Engine Block Gasket	Fix and or Repair	1.00	8.17	8.17
3	173483	5656	5656 Johnson Rod	Fix and or Repair	11.00	7.00	77.00
4	173483	5015	Bolts	Replace	16.00	4.00	64.00
5	173483	FAV2	Car Filter	Replace	1.00	33.95	33.95
6	173483	RA-0998	Rockler Arm	Fix and or Repair	1.00	55.23	55.23
7	173483	Shoes	Brake Shoes	Replace	8.00	7.00	56.00
8	173483	Springs	Brake Shoe Springs	Replace	16.00	6.00	96.00

Record: 40 of 65 000043 1014 Motorgrader 06/21/10 36.26 400.24 436.50

After entering labor, parts and notes on your Work Order, you can finalize the Work Order with **Date Out** and **Time Out** values. These values will cause a **Down Time** value to be auto-calculated.

To complete the Work Order, click the **WO Complete** check box. The Date Out and Time Out text boxes auto-populate with the current system date and time, you can edit them as needed using the following keyboard shortcuts:

- T = Today
- Y = Yesterday
- M = Tomorrow
- Double Click for a Calendar
- Type a date using MM/DD/YY or MMDDYY format
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Record: 40 of 65 000043 1014 Motorgrader 06/21/10 36.26 400.24 436.50

Once you are satisfied with what you have entered on your Work Order, be sure to click the **Save** button on the button bar to be certain all you have entered has been saved.