

## Fleet Work Order Quick Reference Guide



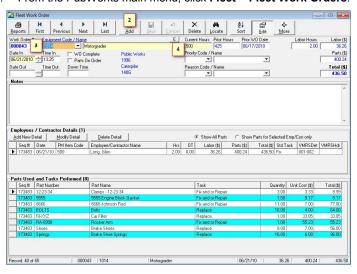
## **Adding a Fleet Work Order**

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.



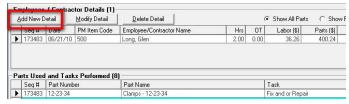
- Click the Add button to start a new Work Order. A new Work Order contains the following information:
  - The Work Order # text box contains New. PubWorks generates a work order number when you save the Work Order.
  - The Date In and Time In text box auto-populate with the current system date and time. 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.
- 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:

Click the Add New Detail button.



- 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.
- Optionally, type the number of overtime hours in the OT Hours text box.
- Optionally, select the type of hours worked from the Labor Type drop-down list.
- 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.
- Optionally, select a VMRS detail from the drop-down list. Selecting a VMRS detail value automatically selects the corresponding VMRS header value.
- Optionally, select the **Shop Location** of the work from the dropdown list.

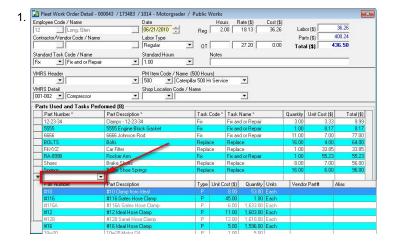
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## Adding Parts to a Work Order

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.



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

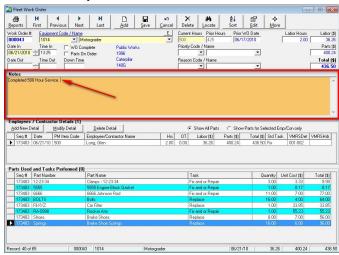


- 3. Type the quantity of parts used in the **Quantity** cell.
- 4. Type the cost in the **Unit Cost** cell, if different than the current unit cost. PubWorks auto-calculates the Total.
- Repeat Steps 1 through 4 until you have accurately entered all parts used on the vehicle.
- Click the Save button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

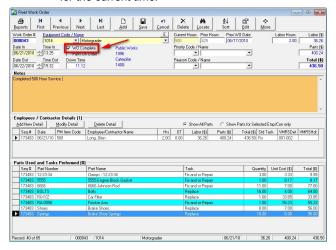
Click in the Notes text box and type your note. There is no limit to the size of the note you wish to enter.



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
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- Double Click for a Calendar
- Type a date using MM/DD/YY or MMDDYY format
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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.