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General program and database organization

PubWorks is software designed to record information about the activities and the entities of your public works department. Recording activity information will give you the power to analyze costs and operational efficiencies in a wide variety of ways. We call this the **Activity Model**.

In **PubWorks**, an *activity* is the combination of an *employee* performing a *task* at a *location*. In many cases, this activity is performed with the aid of one or more pieces of *equipment*, consuming one or more *materials* to complete the task. Each of these activity *contributors* has an associated cost based on the number of hours, miles or units consumed. The total activity cost is automatically derived by the sum of the contributing costs.

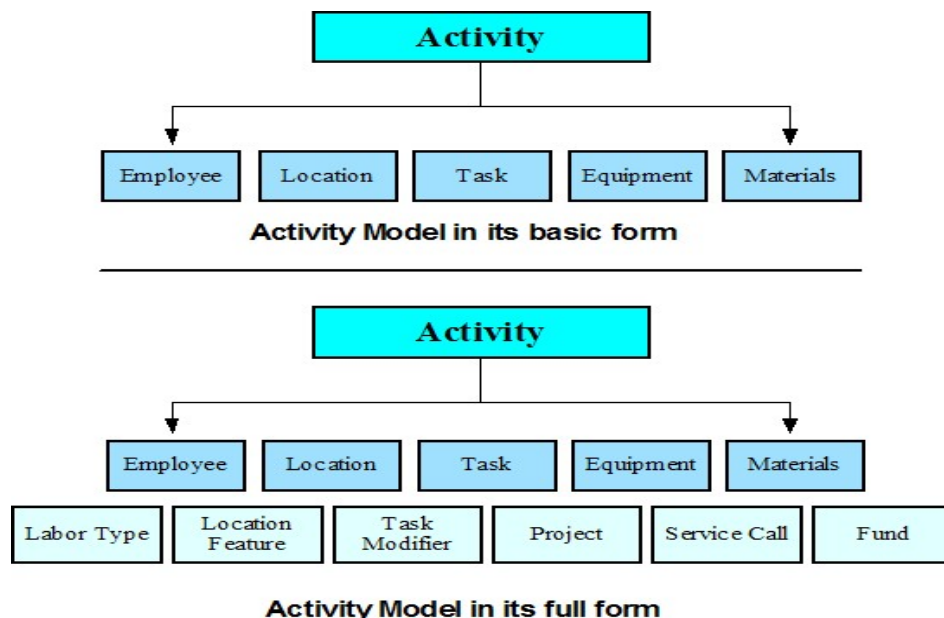
The Activity Model
<ul style="list-style-type: none"> ● The activity model is the basis of PubWorks. ● In its most simple form an Activity = Employee + Location + Task ● A more complex Activity = Employee + Location + Task + Equipment + Materials ● Activity Cost = Labor Cost + Equipment Cost + Material Cost ● Activities are, in essence, the time cards filled out by your employees every day.

As activities are recorded in the **PubWorks** database, a wealth of data is accumulated describing your operation. **PubWorks** has been designed to be extremely flexible, consistent and easy-to-use – thus expediting the data entry process and helping to assure that entered data is accurate and reliable.

PubWorks provides a rich set of reports enabling you to comprehensively present and analyze cost data on the basis of location, task, labor, project, fund, contractor, equipment used and materials consumed.

Activities represent the top level of the **PubWorks** data hierarchy. Entities that contribute to activities (employees, tasks, locations, equipment, materials, funds, projects and purchase orders) represent the middle tier.

The bottom tier of the database hierarchy consists of what are called “category” data. Category data is used to help assign user-defined, standard attributes to data of the middle tier. Making use of standard category data items provides for a high degree of flexibility, better data organization and enhanced reporting power.



Common Themes and Terminology

PubWorks makes use of a number of common elements to make the program easier to understand and use. Most of these elements should be very familiar to all Windows users, some though, are extensions of common Windows elements so they require some additional explanation.

Button Bar



The **PubWorks** button bar appears on all of the more complex **PubWorks** windows and it provides a straightforward means to perform a wide variety of functions.

- Reports – displays a menu of report options particular to the current data table
- First, Previous, Next and Last – allows you to move among the records in the table.
- Add New – allows you to add a new record to the table
- Save – allows you to save changes made to the currently displayed record
- Cancel – allows you to undo any unsaved changes that you might have made to the displayed record
- Delete – allows you to delete the currently displayed record
- Locate – provides a means to locate a record
- More – allows you to save documents and date-stamped notes on any record

Codes and Names

All data are stored in the **PubWorks** database as *records* in *tables*. Each record possesses a code and a name and these codes and names must be unique within a particular table. For example, two key tables are Locations and Tasks; you can not have two tasks with the code T37 but you can have a task coded as T37 and a location coded as T37.

Names can be up to 64 alphanumeric characters. Generally, codes are can be up to eight alphanumeric characters but there are a number of exceptions where the codes can be 16 alphanumeric characters. Proper casing is highly recommended because ALL CAPS CONSUME GREAT DEALS OF SCREEN AND PRINT REALESTATE.

There are some exceptions and special cases:

- Employee names are not necessarily unique thereby supporting things like two employees named “Smith.”
- Codes for Equipment, Locations, Location Feature, Materials, Projects, Funds and Purchase Order allow up to 16 alphanumeric characters.
- Location Feature codes and names must be unique but only in the scope of their parent Location.
- All characters – for names and codes – are permitted with the exception of single and double quotes.

Data grids

Data grids are used to display information in tabular form, not unlike an Excel spreadsheet. The rows and columns of the various grids in **PubWorks** will be dependent on context – the sample below is taken from the employee activity log. Usually, grids are for display only, but some (like the tasks grid and the category data grids) support direct updating.

Other grid functions include:

- **Column-Click Sorting.** Here, by clicking on grid column heading, the data in the grid will be resorted based on the column heading clicked
- **Double-Click Locate.** Here, by double clicking a line item in the grid, the details of that clicked row will be displayed.

- **Radio-button-filtering.** Here, a set of radio buttons (see the sample below) are used to limit the amount of data displayed in the grid. The **Custom** radio button allows you to set a user-specific date range.

66 Activity Records - 01/01/2010 through 06/08/2010									
Act ID	Date	Location	Task	LT	Reg	OT	Labor (\$)	Total (\$)	
34c	06/08/10	Babbit Lane	Drainage/Culvert Repair	RT	8.00	0.00	150.00	150.00	
152461	02/15/10	Pipe 1286	TV Line	RT	4.00	0.00	75.00	163.85	
173235	02/15/10	Pipe 536	Connector Inspection	RT	4.00	0.00	75.00	132.30	
173222	02/12/10	Pipe 467	Line Repair	RT	4.00	0.00	75.00	92.10	
152448	02/12/10	Pipe 1274	TV Line	RT	4.00	0.00	75.00	112.65	
173209	02/11/10	Pipe 400	Connector Installation	RT	4.00	0.00	75.00	203.00	
152435	02/11/10	Pipe 1262	TV Line	RT	4.00	0.00	75.00	98.33	
173196	02/10/10	Pipe 367	Connector Inspection	RT	4.00	0.00	75.00	161.01	
152422	02/10/10	Pipe 1250	TV Line	RT	4.00	0.00	75.00	269.00	
173183	02/09/10	Pipe 306	Line Repair	RT	4.00	0.00	75.00	5,931.00	
152409	02/09/10	Pipe 1239	TV Line	RT	4.00	0.00	75.00	223.00	
173170	02/08/10	Pipe 227	Connector Installation	RT	4.00	0.00	75.00	113.00	
152396	02/08/10	Pipe 1227	Line Flush	RT	4.00	0.00	75.00	96.00	
173157	02/05/10	Pipe 161	Connector Inspection	RT	4.00	0.00	75.00	164.63	
152383	02/05/10	Pipe 1215	TV Line	RT	4.00	0.00	75.00	212.99	

☐ Custom
 ☐ Month-to-Date
 ☐ Quarter-to-Date
 ☒ Year-to-Date
 ☐ Life-to-Date
 Map
 17,681.86

Data grids with starred column headings

You will notice that some data grids possess a column heading with a trailing asterisk (*). This is indicative of the fact that the cells in that column contain an embedded drop list from which a value can be chosen. The drop list's down arrow only appears when the cell is entered.

Year	Pavement Assessment / Road Condition *	Quality Index	Weight
2002	Longitudinal Cracking	9	1
2002	Edge Cracking	9	1
2002	Horizontal Cracking	8	1
2002	Alligator Fatigue	8	1
*			

Date Fields

PubWorks provides a number of date fields that possess special behavior to make the entry of dates as easy as possible.

- Straight Entry – dates may be entered in either MM/DD/YY or MM/DD/YYYY formats, which ever you prefer. **PubWorks** will automatically convert dates to MM/DD/YYYY format
- Special Keys – enter the letter **T** for today, **Y** for yesterday and **M** for tomorrow (manana).
- Up/Down Buttons – each date field has an up/down button to its right making moving forward and backward in time easier.
- Up/Down Keys – the keyboards up/down arrow keys and plus/minus keys provide the same functionality as the up/down button.
- Calendar – if you double click the date field, a calendar will pop up allowing you to select a date from the calendar.

Drop Lists

Drops lists make use of data from the various **PubWorks** category data tables. Drop lists are used to better define certain data with standard values (like assigning a department value to an employee) or for report data selection and filtering.

First Name: [Text Field]

Title: Laborer

Department: Road

Department Name	Code
Administration	A
Parks/Trails	PT
Road	R
Shop	SH

Base Pay Rate: [Text Field]

Drop lists generally display data in name order and have the name in the first column and the corresponding code in the second column.

At times, drop lists also appear in pairs allowing an entry by code in one or an entry by name in the other. Once a value is selected or entered in one of the paired drop lists, **PubWorks** will synchronize that selection with the corresponding value in the other drop list.

Since drop lists will never possess blank entries it might seem impossible to clear the drop list. All drop lists can be cleared by double clicking them

Field Shading/Required Fields – on most **PubWorks** screens, fields that have a yellow background are the required fields; fields with a white background are optional. If you wish to save a record, please be certain you’ve keyed valid data into the yellow (required) fields.

Task Code	812
Task Name	Blading Roads

Read Only Fields – **PubWorks** uses blue “ink” to color read-only fields. The values in these blue fields are auto-filled or auto-calculated by the software.

Cost Summary				
	MTD	QTD	YTD	LTD
Total Cost (\$)	3,973.44	5,264.04	7,486.46	78,177.57
\$/Length (miles)	2,657.64	3,520.86	5,007.33	52,289.19

Radio Buttons – a set of open circles accompanied by text labels. Only one of the radio buttons in a set can be selected; once one is selected all others in the set all unselected. Radio buttons are used for the selection of mutually exclusive options.

Record Deletes – **PubWorks** always “are you sure?” when you attempt to delete a record.

Referential Integrity

To prevent holes from being created in the database, prior to any record delete request, **PubWorks** will be sure that record chosen for deletion is not in use. If the record is not in use, **PubWorks** will delete it, other wise it will make the record inactive. Inactive records will be prevented from appearing in drop lists in other **PubWorks** windows.

Required Fields – on most **PubWorks** screens, fields that have a yellow background are the required fields; fields with a white background are optional. If you wish to save a record, please be certain you’ve keyed valid data into the yellow (required) fields. See image above.

Status Bar

Most major screen in PubWorks possess a status bar on their lower edge displaying record count, recode code and name and active status. This information remains constant as you click through the various tabs the screen possesses and is meant to help maintain viewing context.

Tab Order

The tab order refers to the order in which the cursor will appear in a set of fields in a window with each successive press of the tab key. Tab orders are established to be straightforward and as one would expect. They are especially important on the Daily Activity screen and they are the basis for fast and accurate data entry. See the User Powers / Daily Activity tab / Tab-to settings for more information.

Tabs

PubWorks makes extensive use of display tabs to display a maximum of data and information with minimal clutter.

Tool Tips

When the mouse pointer is left over a button, a text box, a drop list, etc, a small, ballooned caption will appear after three seconds with a brief description of the control in question.

Menu Guide

System (displayed as if logged in user has Admin powers).

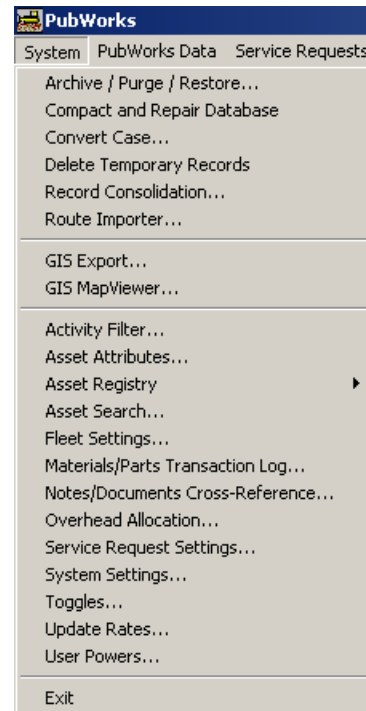
The first tier of menu options, **Archive/ Purge / Restore** through **Route Importer** are covered in the section titled **Database Maintenance Functions** on page 94.

The GIS tier is briefly covered in section **GIS Interface** on page 96 but is covered in more depth in the **PubWorks MapViewer Guide**.

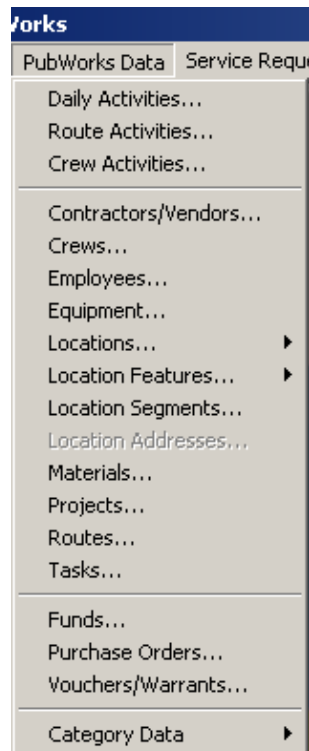
The third tier is covered as follows:

- **Activity Filter** on page 79.
- **Asset Attributes** on page 81.
- **Asset Registry** on page 82.
- **Asset Search** on page 83.
- **Material Transaction Log** on page 85.
- **Notes/Documents Cross Reference** on page 86.
- **Overhead Allocation** on page 87.
- **System Settings** on page 88.
- **Updating Rates** on page 90.
- **User Powers** on page 91.

Use the **Exit** menu item to close the **PubWorks** program on your PC.



PubWorks Data



Here's where you access the core data that drive **PubWorks**. From these menu items, you'll gain access to screen (described below) that allow you to add, modify and delete all of your **PubWorks** data.

- **Activities** (all three types listed first because they are likely to be used most often) are covered on page 65.
- **Contractors/Vendors** on page 10.
- **Crews** on page 12.
- **Employees** on page 15.
- **Equipment** on page 18.
- **Locations** on page 22.
- **Location Features** on page 29.
- **Location Segments** on page 33.
- **Location Addresses** will be covered in an upcoming version of this training guide.
- **Materials** on page 35.
- **Projects** on page 39.
- **Routes** on page 43.
- **Tasks** on page 46.
- **Funds** on page 48.
- **Purchase Orders** on page 51.
- **Vouchers/Warrants** on page 56.
- **Category Data** on page 8.

Service Requests

Service Request is an optional or add-on module and it is covered in this guide. This menu is the gateway to the primary functions of the Service Request module.

- **Service Request Log** on page 58.
- **Service Request Status** on page 61.
- **Callers** on page 62.
- **Caller Consolidation** on page 63.
- **Service Request Types** on page 63.
- **Service Request Settings** on page 64.

Service Requests	Work Orders
Service Request Log...	
Service Request Status...	
Callers...	
Caller Consolidation...	
Service Request Types...	
Service Request Settings...	

Work Orders

Work Orders is an optional or add-on module and is not covered in this guide. Please see the **PubWorks Work Order Training Guide**.

Fleet

Fleet Maintenance is an optional or add-on module and is not covered in this guide. Please see the **PubWorks Fleet Training Guide**.

Reports

PubWorks comes standard with over 350 ready-to-run reports. It is difficult, in the space provided here to describe every report in the system. The best way to learn about reports is to explore, be curious and run reports. They are easy to learn and understand and organized along the same lines as the **PubWorks** data. See page 76 through 78.

Windows

This is a MS Windows standard menu item. When you click on it, it will display a list of all windows that have been open with in the **PubWorks** application.

Help

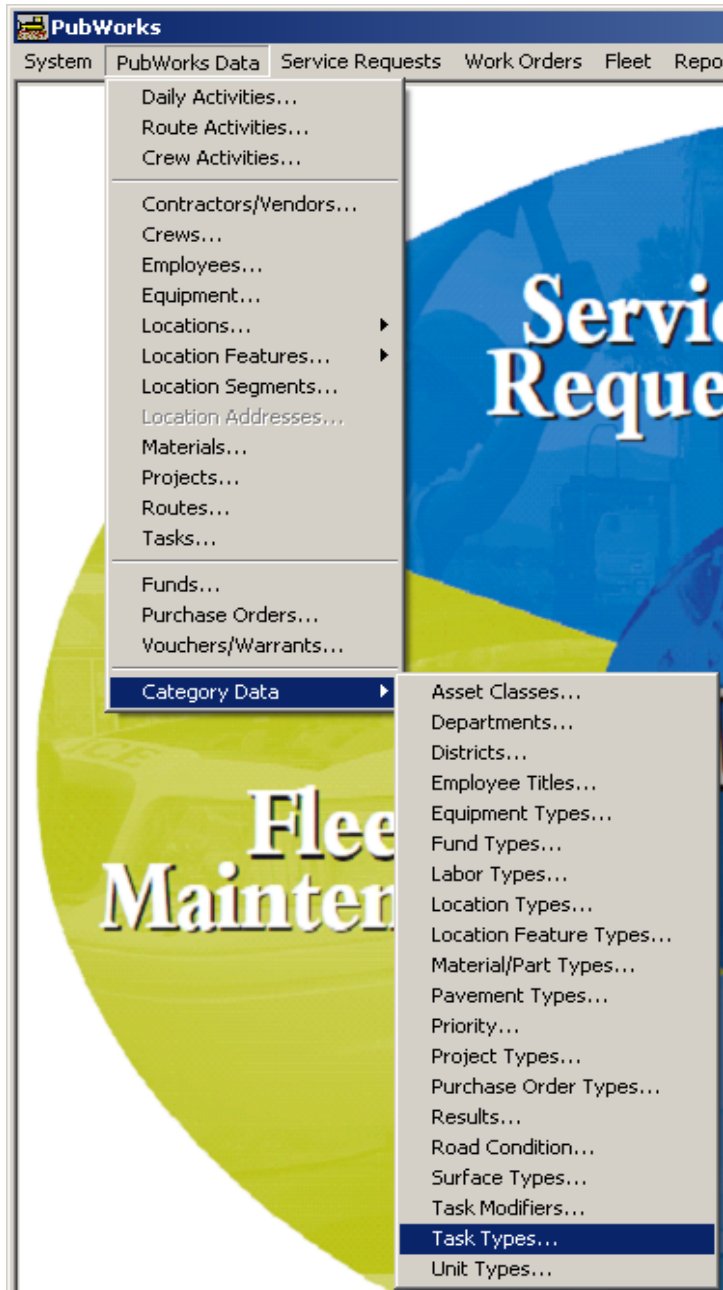
Clicking the help menu will allow you to view the **About PubWorks** screen on which you can view version information and send an email to PubWorks support. See page 97.

Reports	Windows	Help
Activity Cost Reports		▶
Fleet Reports		▶
Service Request Reports		▶
Work Order Reports		▶
Contractors/Vendors		▶
Employees		▶
Equipment		▶
Locations		▶
Materials/Parts		▶
Project Cost Reports...		
Routes		▶
Tasks		▶
Fund Reports...		
Purchase Order Reports...		
Category Data Listing Reports...		
GASB 34 Reports		▶
User Listing		
Pay Period Hours...		

Category Data

There are 20 types of category data tables. Each consists of a list of user-defined, standard values that help describe more complex data entities (like employees, equipment and locations) in your **PubWorks** database.

One way to explain the role of category data is as follows: Say you wanted to record information about people in your town and one of the pieces of data you wish to record is eye color. One way to do this is to allow users to key in what ever they wish for eye color. A more structured technique requires the users to define a list of eye colors and then provide a way for a one of the pre-defined eye colors to be selected. The first method, although simple, creates problems due to misspellings and other inconsistencies (hazel versus hazle). The second method assures consistent standard data – only one instance of hazel – and enhanced reporting power.



A particular category data table consists of three columns:

- A unique eight character alpha-numeric code
- A unique 64 character alpha-numeric name
- An active check box

The window in which category tables are displayed is simple but has some very useful features:

- **Add new:** simply type new entries for the table in the code and name cells just to the right of the eight-point asterisk (the active check box will be turned on automatically)
- **Modify:** type directly into the cell whose value you wish to modify
- **Delete:** click the square gray button just to the left of the row you wish to delete, then click the Delete button or hit the keyboard's delete key.
- **Save:** when a row is added or modified, the left button will display a small pencil – this means that the row is being updated. By moving to a different row or closing the window the data you have added or changed is automatically saved – clicking the Save button has the same effect.
- **Sorting:** by default, data in category tables is displayed in name order. Click on the blue-and-white grid's column heading to change the sort order.

Task Types

	Code	Name	Active
▶	900	Administrative	<input checked="" type="checkbox"/>
	300	Culverts and Drainage	<input checked="" type="checkbox"/>
	200	Engineering	<input checked="" type="checkbox"/>
	700	Fleet Maintenance	<input checked="" type="checkbox"/>
	100	Sign Management	<input checked="" type="checkbox"/>
	500	Storm Water Maintenance	<input checked="" type="checkbox"/>
	800	Street Maintenance	<input checked="" type="checkbox"/>
	600	Trash	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>

Task Types: 8

Save Delete Print Close

- **Uniqueness:** the code and name values must be unique for the particular category data table. **PubWorks** will enforce this uniqueness automatically.
- **Active:** you can render records inactive if you wish. Inactive records will be prevented from appearing in drop lists in other **PubWorks** windows.
- **Printing:** click the Print button to display category data list report options.

- **Exceptions:** a handful of data table have more than the three traditional columns (code, name and active). The exceptions are: Labor Types (possesses a pay rate multiplier column); Location Types (segments column); Pavement Types (sub-base, base-course and pavement columns).

Location Types

	Code	Name	Is Road	Segments	Mappable	Map Shape	PW Managed	Active
▶	F	Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Polygon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	LMKS	Landmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Polygon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P	Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Polygon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SEW	Sewer Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SSW	Storm Water Line	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Line	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ST	Street	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Line	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Location Types: 6

Save Delete Print Attributes Close

Contractors/Vendors

Often times, various contractors may provide services for your department. This module will help you manage contractors and vendors so that you can include them in the activity recording process.

General Information

- Contact information (8 character code, 64 character name).
- Transaction Log, Activity Log and List View tabs.
- Status bar with record count and context information.
- Service Provider and Product Vendor check boxes allow you define the role played by each contractor.

Contractors-Vendors : ALSCO-American Industrial Division / ALSCO

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information Transaction Log* Activity Log* Contractor List View

Contractor Code: ALSCO Web Site:
 Contractor Name: ALSCO-American Industrial Division Contact: Bobby Humphrey
 Address: 1200 Routt Street EMail: bob@alsco.com
 City: Steamboat Springs Phone 1: 970-958-8500
 State: TN Phone 2:
 Zip Code: 80477 Phone 800:
 Account #: Service Provider ☒
 Tax ID: 369-85-2147 Product Vendor ☒
 Contractor Notes: Any kind of note or remark you wish Record Active ☒
 Date Added: 12/29/2004

Record: 1 of 10 ALSCO ALSCO-American Industrial Division Active: Yes

Contractor Transaction Log

- All material inventory transactions associated with the displayed contractor.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Column-Click Sorting and Double Click transaction edit.

Contractors-Vendors : ALSCO-American Industrial Division / ALSCO

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information **Transaction Log*** Activity Log* Contractor List View

6 Transaction Records

Date	Type	Quantity	Price (\$)	Value (\$)	Method	Material Code	Material Name	Fund
06/04/10	Ret	-1.00	9.00	-9.00	By Unit	#104	#104 Hose Clamp	404-1
03/19/10	Add	9.00	9.00	81.00	By Unit	#104	#104 Hose Clamp	404-1
03/02/10	Add	3.00	3.00	9.00	By Unit	#104	#104 Hose Clamp	404-1
03/29/04	Add	200.00	15.00	3,000.00	By Unit	RM3	Asphalt	
03/27/04	Add	9.00	9.00	81.00	By Unit	SM	Steel Misc	
01/15/04	Add	9.00	1.00	9.00	Shipment	SM	Steel Misc	

3,171.00

Record: 1 of 10 ALSCO ALSCO-American Industrial Division Active: Yes

Contractor Activity Log

- A **PubWorks** data grid with Column-Click Sorting and Double-Click activity record locate.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Radio-button-filtering (custom, month, quarter, year and life to date) with Activity Cost Summary.
- Grid caption displays date range and count of records present in the grid.
- Map button to map the activity records displayed.

Contractors-Vendors : ALSCO-American Industrial Division / ALSCO

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information Transaction Log* **Activity Log*** Contractor List View

3 Activity Records - 05/06/2008 through 06/07/2010

Act ID	Date	Location	Task	Act Cost (\$)
173319	05/24/10	Babbit Lane	Engineering	500.00
173312	05/04/09	Amherst Dr	Engineering	125,466.00
173313	05/06/08	Amherst Dr	Engineering	45,891.00

☐ Custom ☐ Month-to-Date ☐ Quarter-to-Date ☐ Year-to-Date ☒ Life-to-Date Map 171,857.00

Record: 1 of 10 ALSCO ALSCO-American Industrial Division Active: Yes

Contractor List View

- All contractors listed together.
- Column-Click Sorting.
- Double-Click Contractor locate.

Contractors-Vendors : ALSCO-American Industrial Division / ALSCO

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information Transaction Log* Activity Log* **Contractor List View**

Code	Contractor Name	Contact	Phone	Cell	Address
ALSCO	ALSCO-American Industrial	Bobby Humphrey	970-958-8500		1200 Routt Street
DAWN	Dawn Trucking	Mike Anderson	970-488-9874		123 Moffat Avenue
DE	Davis Engineering	Floyd Little	970-458-9801		2001 River Street
FLEM	Fleming Chemical Co, Inc.				905 East Stage Coach
FOUR	Four Corners Materials	Otis Armstrong	970-548-9000		7500 DeKalb Avenue
GMCO	GMCO Corporation	Jon Keyworth	970-555-1212	909-125-8744	1212 Loggers Lane
GOSNEY	Gosney Brothers				98700 Highway 82
JS-45	Jackson Services	Dave Preston	970-999-8888		33 Main Street
NEWMAN	Newman Traffic Signs				183 Main Street
WEBER	Weber Sand & Gravel	Terrell Davis	970-458-1212	888-555-1212	415 Colfax Ave

Record: 1 of 10 ALSCO ALSCO-American Industrial Division Active: Yes

Crews

Crews give you the opportunity to create, in one place, a set of resources to be used on a job. The crew is not just a group of employees that work together but also the equipment and materials they use. Creating a crew allows you to later insert that crew on the Crew Activity screen and with one mouse-click; all of the crew's resources will be applied to the Crew Activity greatly expediting the data entry process

General Information

- Crew identifier (8 character code, 64 character name) plus a 255 character notes field.
- Default task and task modifier for the crew.
- Add, Modify, Delete buttons the ease the process of adding employees, equipment and materials to the crew.
- Three-tab resource sub-screen to keep the crew's employees, equipment and materials well organized.
- Status bar with record count and crew context information.

Emp Code	Employee Name	Hours	Reg (\$)	OT (\$)	Title	Department	Lead
12	Long, Glen	8.00	12.52	27.20	Foreman	Public Works	<input checked="" type="checkbox"/>
21	Kirby, Randy	8.00	13.53	39.38	Director	Public Works	<input type="checkbox"/>
10	Miller, Michael	8.00	37.52	56.28	Engineer	Engineering	<input type="checkbox"/>
23	Mitchell, Sam	8.00	16.52	30.00	Planner	Public Works	<input type="checkbox"/>
17	Watts, James	8.00	17.52	26.30	Laborer	Public Works	<input type="checkbox"/>

Resource Tabs

As you click on the resource tabs for Employees, Equipment or Materials, the resource modification buttons take on captions that are appropriate to the most recently clicked tab. Also, the tab captions will display the number of particular resources present giving you, in a glance, information about how extensive the crew is.

Lead Employee

When the crew is used for a crew activity, **PubWorks** must decide how to allocate the crew's equipment and materials. **PubWorks** will use the Lead Employee and assign all equipment and materials used to that employee. When establishing a crew, **PubWorks** will require that you designate a single, lead employee for the crew.

Using Crews

When the crew is used for a crew activity, you will be able add and remove resources and change anything else about the crew. The established crew is designed to be a default starting point for work performed by a group of employees. Changes you might make to an established crew on the Crew Activity screen do not get pushed back into the original crew record.

Adding/Modifying Crew Resources – click on the resource tab of interest (Employees, Equipment or Materials) and then click the Add or Modify button. The screen below will appear allowing you add/modify the appropriate resource. If you clicked Add, this screen will initially be blank. If you clicked Modify, it will be filled in with the values present in the selected grid row.

Code	Name
12	Long, Glen

Cost Estimate		
Hours	Current Rate (\$)	Current Total (\$)
8.00	12.52	100.16

☒ Crew Leader

OK Cancel

Once you are satisfied with the resource values selected/entered, click the OK button to save this crew resource. Clicking Cancel will close the screen leaving the crew unaffected.

Deleting Crew Resources – click on the resource tab of interest (Employees, Equipment or Materials) and then click on the grid line item you wish to delete. Now click the Delete button. **PubWorks** will ask you if you are certain you wish to delete the selected record. Answering Yes will delete the record, answering No will cancel the delete request. Be careful, there is no undelete.

Crew Activity Log

- A **PubWorks** data grid with Column-Click Sorting and Double-Click activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Tab caption will possess an asterisk (*) when one or more records are present.
- Grid caption displays date range and record count and an Activity cost summary.
- Map button to map the activity records displayed.

Act ID	Date	Loc Name	Task Code	Hours	OT Hrs	Lab Cost(\$)	Tot Cost(\$)	Equip
000034	06/08/10	Babbit Lane	303	40.00	0.00	965.20	2,036.60	
000035	06/08/10	Babbit Lane	303	40.00	0.00	955.44	1,936.84	

Record: 1 of 4 CR Culvert Repair Crew Active: Yes

Crew List View

- All crews listed together.
- Column-Click Sorting.
- Double-Click Crew locate.

Crews : Culvert Repair Crew / CR

Reports
 First
 Previous
 Next
 Last
 Add New
 Save
 Cancel
 Delete
 Locate
 More

General Information		Activity Log*		Crew List View		
	Code	Name	Notes	Task	Task Modifier	Active
	CR	Culvert Repair Crew		Drainage/Culvert R		<input checked="" type="checkbox"/>
	PH	Pot Hole Crew		Patching-Pot Holes		<input checked="" type="checkbox"/>
	SC	Sign Repair Crew		Sign Repair		<input checked="" type="checkbox"/>
	TC	Trash Crew		Trash Removal		<input checked="" type="checkbox"/>

Record: 1 of 4 CR Culvert Repair Crew Active: Yes

Employees

This module manages contact, pay rate and date sensitive information for each of your employees.

General Information

- Contact information (8 character code, non unique names supported)
- Categorization of employees by Title and Department.
- Pay rates
- Relevant dates (these date labels can be customized on the System Settings screen).
- Labor Type Summary, Activity Log and List View tabs.
- Status bar with record count and employee context information.

Employees : Anderson, John / 13

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information Labor Type Summary* Activity Log* Employee List View

Emp Number Address
 Last Name City
 First Name State Home Ph
 Title Zip Code Work/Cell
 Department Record Active ☒

Base Pay Rate (\$) Regular Rate (\$) Effective Date of Rates
 Over Time Rate (\$) Prior Base Pay Rate (\$)

Birth Date CDL Expires External Code
 Last Evaluation ATSSA Expires Status
 Hire Date Flag Expires
 Last Accident Comments / Certs.

Record: 4 of 9 13 Anderson, John Active: Yes

Employee Pay Rates

- Base Pay – this represents what an employee sees in his/her paycheck.
- Regular Rate – this represents that rate of cost of having the employee performing work. It can be a *loaded* rate taking into account the cost of benefits and other overhead factors. The cost of overhead can be built directly into employee pay rate or it can be allocated explicitly across activities at the end of month or year.

See the system setting screen for more information on employee pay rate load factors. Separately, overhead can be more generally applied – see the section on overhead allocation below.

- Over Time Rate – represent the cost of the employee when overtime hours are worked.

Employee Dates

PubWorks has a series of employee date reports that help answer questions like “whose birthday occurs this week?” or “whose CDL expires this month?” or “whose evaluation is due next week?”

The seven date fields listed can have their labels customized so you can track any date you wish.

Employee Rates		Employee Dates	
Label 1	Birth Date	Label 5	CDL Expires
Label 2	Last Evaluation	Label 6	ATSSA Expires
Label 3	Hire Date	Label 7	Flag Expires
Label 4	Last Accident	Restore Defaults	

See the **General Settings** tab of the **System Settings** screen, page 88.

Employee Labor Type Summary

- Radio-button-filtering provides a means for comparing a current period of time to a prior period of time.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Column-Click Sorting.

Employees : Anderson, Pete / 13

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information **Labor Type Summary*** Fleet WO Log* Activity Log* Employee List View

01/01/2010 through 12/31/2010

Labor Type	Regular Hours	Overtime Hours
▶ Comp Time Earned	8.00	0.00
Regular	261.00	0.00

☐ Week-to-Date
☐ Fortnight-to-Date
☐ Month-to-Date
☐ Quarter-to-Date
☒ Year-to-Date

Regular Overtime

269.00 0.00

01/01/2009 through 12/31/2009

Labor Type	Regular Hours	Overtime Hours
▶ Comp Time Earned	104.00	0.00
Holiday Worked	24.00	0.00
Regular	1,960.00	0.00

☐ Last Week
☐ Last Fortnight
☐ Last Month
☐ Last Quarter
☒ Last Year

Regular Overtime

2,088.00 0.00

Record: 1 of 13 13 Anderson, Pete Active: Yes

Employee Activity Log

- **PubWorks** data grid with Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Tab caption will possess an asterisk (*) when one or more records are present.
- Grid caption displays date range and record count and activity cost summary appears below the grid.
- Map button to map the activity records displayed.

Employees : Anderson, Pete / 13

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information Labor Type Summary* Fleet W/O Log* **Activity Log*** Employee List View

3200 Activity Records - 01/01/1980 through 06/08/2010

Act ID	Date	Location	Task	LT	Reg	OT	Labor (\$)	Total (\$)
151798	12/04/09	Amherst Dr	Dead Animal	RT	4.00	0.00	72.75	247.35
138395	12/22/05	Babbit Lane	Dust Control	RT	4.00	0.00	63.75	108.80
30c	01/15/10	Babbit Lane	Patching-Pot Holes	RT	2.00	0.00	37.50	37.50
34c	06/08/10	Babbit Lane	Drainage/Culvert Repair	RT	8.00	0.00	150.00	150.00
163368	03/20/07	Babbit Lane	Inlet/Outlet Inspection	RT	4.00	0.00	68.25	349.44
157180	05/23/05	Babbit Lane	Sign Repair	CE	4.00	0.00	95.63	155.13
168841	10/29/08	Babbit Lane	Inlet/Outlet Repair	RT	4.00	0.00	70.50	86.48
153371	04/07/04	Babbit Lane	Inlet/Outlet Installation	RT	4.00	0.00	61.50	76.26
163537	04/06/07	Babcock Ln	Inlet/Outlet Repair	RT	4.00	0.00	68.25	120.99
163212	03/02/07	Babcock Ln	Drainage/Culvert Repair	RT	4.00	0.00	68.25	135.59
171454	08/06/09	Babcock Ln	Ditch Maintenance	RT	4.00	0.00	72.75	78.76
157206	05/25/05	Babcock Ln	Sign Installation	RT	4.00	0.00	63.75	113.48
156114	01/27/05	Baldwin Ln	Inlet/Outlet Inspection	RT	4.00	0.00	63.75	260.95
165773	12/04/07	Baldwin Ln	Sign Installation	RT	4.00	0.00	68.25	197.38
140631	08/21/06	Baldwin Ln	Sign Inspection	RT	4.00	0.00	66.00	124.52

Custom Month-to-Date Quarter-to-Date Year-to-Date Life-to-Date Map 668,691.30

Record: 1 of 13 13 Anderson, Pete Active: Yes

Employee List View

- All employees listed together.
- Column-Click Sorting.
- Double-Click Employee locate.

Employees : Long, Glen / 12

Reports First Previous Next Last Add New Save Cancel Delete Locate More

General Information Labor Type Summary* Fleet W/O Log* Activity Log* **Employee List View**

Emp Num	First Name	Last Name	Title	Department	Base(\$)	Rate (\$)	OT (\$)	Active
13	Pete	Anderson	Foreman	Public Works	15.00	18.75	28.13	✓
15	Billy	Brady	Engineer	Engineering	20.00	25.00	37.50	✓
14	Grover	East	Foreman	Parks	19.00	23.75	35.63	✓
21	Randy	Kirby	Director	Public Works	21.00	26.25	39.38	✓
00	Jerry	Kramer	Mechanic	Shop	18.75	23.44	35.16	✓
12	Glen	Long	Foreman	Public Works	14.50	18.13	27.20	✓
18	Darryl	Meadows	Foreman	Parks	16.75	20.94	31.41	✓
10	Michael	Miller	Engineer	Engineering	30.02	37.52	56.28	✓
23	Sam	Mitchell	Planner	Public Works	16.00	20.00	30.00	✓
19	Tom	Pierce	Superintendent	Parks	10.82	13.53	20.30	✓
78	Hank	Riordan	Mechanic	Shop	15.00	18.75	28.13	✓
17	James	Watts	Laborer	Public Works	14.02	17.53	26.30	✓
79	Gale	Wyant	Mechanic	Shop	20.00	25.00	37.50	✓

Record: 6 of 13 12 Long, Glen Active: Yes

Equipment

Describe each piece of equipment in your operation in terms of make and model, equipment type and department categorization, cost rates, model year and replacement year.

- General descriptive information (16 character code, 64 character name)
- Make, Model and Model Year
- Categorizations equipment by Type, Department, Asset Class and Vehicle Class
- Cost rates (primary, secondary and FEMA) and cost basis (hour or mile)
- Identification and attribute fields
- Acquisition and Disposal dates
- Depreciation parameters
- Utilization summary with MPG

Equipment : Backhoe 580C / 1008

Reports First Previous Next Last Add New Save Cancel Delete Locate More* Specs*

General Info GASB 34* Odometer Log* Fleet WD Log* Activity Log* List View

Unit/Code: 1008 Record Active ☒ Eqp Type: Heavy Equipment Asset Class: Rolling Stock
 Name: Backhoe 580C Department: Public Works Vehicle Class: Off Road
 Make: Case Employee: East, Grover Shop Location: Paddock Ln
 Model: Super L Model Year: 2000

Gross Vehicle Weight: 97,878
 Vehicle ID # (VIN): JJG0274654
 License Plate #: 823AVD
 External Code: 2
 FEMA Identifier: BH

Acquisition Date: 09/08/2009 Flagged for Auction ☒
 Disposal Date: Auction Year: 2020

Replacement Year: 2015
 Useful Life: 12
 Original Cost (\$): 45,000.00 Calculate
 Replacement Cost (\$): 72,211.76 Calculate
 Scrap Value (\$): 11,000.00

Usage Cost Basis
 Usage Cost by the Hour ☒
 Usage Cost by the Mile ☐
 Primary Cost: \$/Hour: 35.00
 Secondary Cost: \$/Hour: 45.00
 FEMA Rate: \$/Hour: 25.00

Service, Use and Seasonality
 Last Service: 125 03/24/2010
 Odometer by the Hour ☒ Mile ☐
 Labor Rate (\$): 0.00
 Annual Insurance Prem (\$): 1,200.00
 Deductable (\$): 2,000.00
 Estimated Hour/Mon: 41.67
 Estimated Hour/Year: 500.04
 Seasonal Start - Mon/Day:
 Seasonal End - Mon/Day:

Utilization Summary

	Custom	MTD	QTD	YTD	LTD
Hours	189.00	0.00	0.00	110.00	5,437.00
Cost	6,532.05	0.00	0.00	3,850.00	171,023.50
MPG	0.00	0.00	0.00	0.00	6.57

Record: 1 of 18 1008 Backhoe 580C Active: Yes

Equipment Depreciation Schedule

- Parameter values (repeated/synched from the General Information tab).
- Depreciation method radio buttons for method selection plus Calculate and Clear buttons.
- Ability to add Betterments, Writedowns and Disposals.

Equipment : Backhoe 580C / 1008

Reports First Previous Next Last Add New Save Cancel Delete Locate More* Specs*

General Info **GASB 34*** Odometer Log* Fleet W/O Log* Activity Log* List View

Calculate Depreciation Schedule

Acquisition Date: 09/08/2009
 Disposal Date:
 Start Year: 2010
 Useful Life: 16
 Original Cost (\$): 45,000.00 **Calculate**
 Scrap Value (\$): 11,000.00
 Non Depr'd Val (\$): 0.00

Depreciation Method:
☒ Straight Line
☐ Double Declining Balance
☐ Sum of the Year's Digits

Create Schedule Clear Schedule Betterments*

Depreciation Schedule (16)

Year	Depreciation Exp (\$)	Accumulated Depr (\$)	Book Value (\$)	BWD
2010	2,428.57	2,428.57	42,571.43	
2011	2,428.57	4,857.14	40,142.86	
2012	2,428.57	7,285.72	37,714.29	
2013	2,428.57	9,714.29	35,285.72	
2014	2,428.57	12,142.86	32,857.15	
2015	2,428.57	14,571.43	30,428.58	
2016	2,428.57	17,000.00	28,000.00	
2017	2,428.57	19,428.57	25,571.43	
2018	2,428.57	21,857.14	23,142.86	
2019	2,428.57	24,285.72	20,714.29	
2020	4,119.05	28,404.76	31,595.23	B
2021	4,119.05	32,523.81	27,476.19	
2022	4,119.05	36,642.86	23,357.14	
2023	4,119.05	40,761.91	19,238.09	
2024	4,119.05	44,880.95	15,119.05	
2025	4,119.05	49,000.00	11,000.00	

Record: 1 of 18 | 1008 | Backhoe 580C | Active: Yes

Equipment Activity Log

- Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date) and Activity cost summary.
- Grid caption displays date range and record count.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Map button to map the activity records displayed.

Equipment : Backhoe 580C / 1008

Reports

First

Previous

Next

Last

Add New

Save

Cancel

Delete

Locate

More*

Specs*

General Info

GASB 34*

Odometer Log*

Fleet W/O Log*

Activity Log*

List View

2452 Activity Records - 01/01/1980 through 06/07/2010

Act ID	Date	Employee	Location	Task	Rate (\$)	Hours	Cost (\$)
142862	04/18/07	Watts, James	Amherst Dr	Trash Removal	31.85	2.00	63.70
24c	09/03/09	Long, Glen	Babbit Lane	Drainage/Culvert Repair	35.00	8.00	280.00
29c	01/06/10	Kramer, Jerry	Babbit Lane	Patching-Pot Holes	35.00	3.00	105.00
155017	10/01/04	Watts, James	Babbit Lane	Drainage/Culvert Inspection	28.70	2.00	57.40
166951	04/09/08	Watts, James	Babbit Lane	Inlet/Outlet Repair	32.90	1.00	32.90
7c	01/04/06	Meadows, Darryl	Babbit Lane	Drainage/Culvert Repair	45.00	10.00	450.00
19c	04/23/09	Long, Glen	Babbit Lane	Drainage/Culvert Repair	35.00	6.00	210.00
131693	01/01/04	Miller, Michael	Babbit Lane	Trash Removal	28.70	3.00	86.10
166084	01/07/08	Long, Glen	Babbit Lane	Inlet/Outlet Repair	32.90	4.00	131.60
166985	04/11/08	Wyant, Gale	Babbit Lane	Inlet/Outlet Installation	32.90	1.00	32.90
159896	03/10/06	Long, Glen	Babbit Lane	Sign Repair	30.80	1.00	30.80
20c	06/08/09	Long, Glen	Babbit Lane	Drainage/Culvert Repair	35.00	8.00	280.00
17c	01/17/04	Long, Glen	Babbit Lane	Drainage/Culvert Repair	35.00	8.00	280.00
154490	08/05/04	Mitchell, Sam	Babcock Ln	Sign Installation	28.70	1.00	28.70
156190	02/04/05	Pierce, Tom	Babcock Ln	Inlet/Outlet Repair	29.75	1.00	29.75
18c	03/07/09	Pierce, Tom	Baldwin Ln	Drainage/Culvert Repair	35.00	8.00	280.00
147333	08/12/08	Kirby, Randy	Baldwin Ln	Sign Repair	32.90	3.00	98.70
166118	01/10/08	Kirby, Randy	Balfour Ln	Inlet/Outlet Installation	32.90	3.00	98.70
164265	06/25/07	Anderson, Pete	Balfour Ln	Inlet/Outlet Inspection	31.85	1.00	31.85
155255	10/27/04	Long, Glen	Balfour Ln	Inlet/Outlet Installation	28.70	1.00	28.70
21c	08/12/09	Long, Glen	Balfour Ln	Drainage/Culvert Repair	35.00	8.00	280.00

☐ Custom

☐ Month-to-Date

☐ Quarter-to-Date

☐ Year-to-Date

☒ Life-to-Date

Map

5,437.00

171,023.5

Record: 1 of 18

1008

Backhoe 580C

Active: Yes

Equipment List View

- All equipment listed together.
- Column-Click Sorting.
- Double-Click Equipment locate.

Equipment : Backhoe 580C / 1008									
Reports	First	Previous	Next	Last	Add New	Save	Cancel	Delete	Locate
More*	Specs*								
General Info		GASB 34*		Odometer Log*		Fleet WD Log*		Activity Log*	
Equipment Code	Equipment Name	Make	Model	Equipment Type	Department	Year	Repl Year	Int F	
1008	Backhoe 580C	Case	Super L	Heavy	Public Works	2000	2015		
1099	Cat Dozer	Caterpillar	D6	Heavy	Public Works	2009			
1009	Curbside	GMC	15 CY	Sweeper	Public Works	1995	2015		
1045	Dozer D-6	Caterpillar	D6	Heavy	Public Works	1991	2021		
1010	Dump Truck with Plow	Mack		Dump Truck	Public Works	1990	2015		
2015	F250 Pickup	Ford	F250 3/4 Ton 4x4	Pick Up	Parks	1997	2007		
2005	F250 Crew Cab	Ford	F250	Pick Up	Parks	2009			
1001	F350 Pickup	Ford	F350 Crew Cab 4x4	Pick Up	Public Works	1996	2010		
1006	Ford Dump Truck	Ford	9000	Dump Truck	Public Works	2009			
2101	Ford F150	Ford	F150	Pick Up	Parks	2000	2015		
2345	Ford F350 Pickup	Ford	F350	Pick Up	Public Works	2005			
1038	Loader	Case	624 E	Heavy	Public Works	1990	2015		
1014	Motorgrader	Caterpillar	140G	Heavy	Public Works	1996	2026		
9000	Police Cruiser	Ford	Crown Vic	Car	Police	2007			
1080	Sander	Hi-Way	E2020	Sweeper	Public Works	1996	2026		
1069	Sweeper	Elgin	Model - MRS196	Sweeper	Public Works	1993	2013		
2007	Tractor Mower	Kubota	RT-700	Mower	Parks	2002	2012		
1095	Trash Truck	International	I-9000	Sweeper	Public Works	2009			

Record: 1 of 18

1008

Backhoe 580C

Active: Yes

Locations

Locations are the places employees (and contractors) perform work. Location can possess dimensional data (length, width, square yards and acres) and can be categorized by type, district, asset class, pavement and surface. A location can be designated as a master location or as a segment that is part of a master location. A depreciation schedule and a pavement quality index can be calculated for any location – powerful tools supporting GASB 34.

- Descriptive information (16 character code, 64 character name).
- Categorization by Type, District, Surface, Pavement, Asset Class, Fund, Base Course and Sub-Base.
- Acquisition and Disposal dates
- Cost summary with custom “key dimension” and unit cost based on this key dimension.
- Dimensional information to help support unit cost accounting and GIS export.
- 30 custom attribute fields (10 for number, 10 for text and 10 for list values)
- Asset Hierarchy (see Features tab).
- Master/Segment capabilities (see Segments tab).

Locations (Street) : Babbit Lane / 1

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Info Features (6) Segments (5) GASB 34* Plan (3) Service Reqs* Activity Log* List View

Location Code: 11 Record Active: ☒ Acquisition Date: 01/01/1980 QA date: 07/28/2008
 Location Name: Babbit Lane Master Location: ☐ Disposal Date: 70.00
 Parent Location: Shop Location: ☐ GIS Export: ☒ External Code:

Location Type: Street Asset Class: Minor Street
 District: North West Fund:
 Surface: Paved Base Course: Gravel
 Pavement: Asphalt Sub-Base: Sand

Cost Summary

	MTD	QTD	YTD	LTD
Total Cost (\$)	0.00	1,290.60	3,343.88	74,034.99
\$/Length (miles)	0.00	863.22	2,236.56	49,518.42

Key Dimension: Length (miles)

Notes:

Metrics

Length (ft)	7,894.0000	Acres	3.6244
Width (ft)	20.0000	Count	25
Height		ADT	125
ROW (ft)	40.0000	Lanes	2
Left Shoulder (ft)	4.0000	Right Shoulder (ft)	4.0000
Length (Miles)	1.4951	Square Yards	17,542
Square Feet	157,880	Square Meters	14,668

Custom Attributes

Attributes (11)

Sidewalk Width	Buried Utilities	Jurisdiction
4.0000	Yes	Private
Speed Limit	Bike Lane	Zoning
25.0000	Yes	Residential
Turning Radius	One Way	Pickup Day
30.0000	No	Wednesday
	Snow Route	
	No	
	Emergency Route	
	Yes	

More Attributes (1)

Record: 1 of 461 | 1 | Babbit Lane | Active: Yes

Location Features Tab

- Tab caption possesses the number of associated features in parenthesis.
- Represent the feature details of the location – part of the asset hierarchy
- Column-Click sorting and Double-Click Location Feature locate.
- Supports detail tracking of work performed for signs, culverts, cattle guards, etc...

Locations (Street) : Babbit Lane / 1

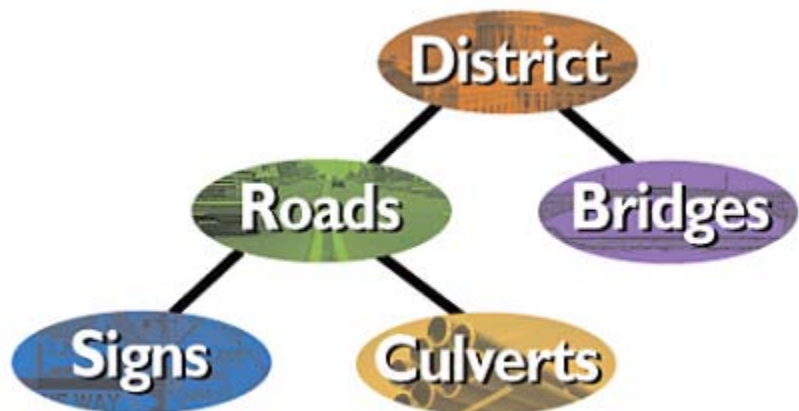
Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Info		Features (6)	Segments (5)	GASB 34*	Plan (3)	Service Req*	Activity Log*	List View
Feature Code	Feature Name	Feature Type	Beg MP	Side	Asset Class	Active		
Culvert5	Culvert 5	Culverts	0.000			<input checked="" type="checkbox"/>		
Inlet39	Inlet 39	Inlets	0.000		Infrastructure Asset	<input checked="" type="checkbox"/>		
Inlet80	Inlet 80	Inlets	0.000		Infrastructure Asset	<input checked="" type="checkbox"/>		
Inlet906	Inlet 906	Inlets	0.000		Infrastructure Asset	<input checked="" type="checkbox"/>		
Inlet940	Inlet 940	Inlets	0.000		Infrastructure Asset	<input checked="" type="checkbox"/>		
Sign14	Stop Sign 14	Sign Prismatic	0.000	R	Traffic Control	<input checked="" type="checkbox"/>		

Record: 1 of 461 | 1 | Babbit Lane | Active: Yes

PubWorks is designed to allow you to represent your asset hierarchy and the relationship among assets.

The Features and Segments tab explicitly list the (sub) assets that are related to the parent asset. Above the location asset record (a street named "Babbit Lane") possesses six features and is broken into five street segments.



Location Segments Tab

- Tab caption possesses the number of segments in parenthesis.
- Represent how is divided into specific segments.
- Column-Click sorting and Double-Click Location Feature locate.
- Supports detail tracking of work performed for any specific segment.

Locations (Street) : Babbit Lane / 1							
<div> <div> <div>Reports</div> <div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div> <div>Add New</div> <div>Save</div> <div>Cancel</div> <div>Delete</div> <div>Locate</div> <div>Sort</div> <div>More*</div> <div>Map</div> </div> </div>							
General Info		Features (6)		Segments (5)		GASB 34*	
Plan (3)		Service Reqs*		Activity Log*		List View	
Seg #	Segment Code	Segment Name		Begins At	Ends At	Length (Mi)	Active
1	1.01-Levitt-Blueberry	1.01-Levitt Pkwy-Blueberry		Levitt Pkwy	Blueberry Ln	0.044	<input checked="" type="checkbox"/>
2	1.02-Blueberry-Bradford	1.02-Blueberry-Bradford		Blueberry Ln	Bradford Ln	0.041	<input checked="" type="checkbox"/>
3	1.03-Bradford-Beechfern	1.03-Bradford-Beechfern		Bradford Ln	Beechfern Ln	0.111	<input checked="" type="checkbox"/>
4	1.04-Beechfern-Brierdale	1.04-Beechfern-Brierdale		Beechfern Ln	Brierdale Ln	0.057	<input checked="" type="checkbox"/>
5	1.05-Brierdale-Brooklawn	1.05-Brierdale-Brooklawn		Brierdale Ln	Brooklawn Dr	0.048	<input checked="" type="checkbox"/>

Location GASB34

Location Depreciation schedule

- Parameter values (repeated from the General Information tab).
- Depreciation method radio buttons for method selection.
- To calculate the original cost of procurement; double click the Original Cost field.
- Calculate and Clear buttons to manipulate the depreciation schedule.
- Tab caption will possess an asterisk (*) when a depreciation schedule is present.
- Ability to add Betterments, Writedowns and Disposals.

Pavement Quality Index

- Add quality assessments for any year you wish.
- Make use of user defined condition values and calculation.
- Tab caption will possess an asterisk (*) when one or more records are present.

Locations (Street) : Babbit Lane / 1

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Info Features (6) Segments (5) **GASB 34*** Plan (3) Service Reqs* Activity Log* List View

Depreciation

Acquisition Date: 01/01/1980
 Disposal Date:
 Start Year: 1980
 Useful Life: 50
 Original Cost (\$): 383,916.70 Calculate
 Scrap Value (\$): 50,000.00
 Non Depr'd Val (\$): 25,000.00

Depreciation Method:
☒ Straight Line
☐ Double Declining Balance
☐ Sum of the Year's Digits

Create Schedule Clear Schedule Betterments

Depreciation Schedule (50)

Year	Depreciation Exp (\$)	Accumulated Depr (\$)	Book Value (\$)	BWD
1980	6,178.33	6,178.33	352,738.30	
1981	6,178.33	12,356.67	346,560.00	
1982	6,178.33	18,535.00	340,381.60	
1983	6,178.33	24,713.33	334,203.30	
1984	6,178.33	30,891.66	328,024.90	
1985	6,178.33	37,070.00	321,846.60	
1986	6,178.33	43,248.33	315,668.30	
1987	6,178.33	49,426.66	309,489.90	
1988	6,178.33	55,604.99	303,311.60	
1989	6,178.33	61,783.32	297,133.20	
1990	6,178.33	67,961.66	290,954.90	
1991	6,178.33	74,139.99	284,776.50	
1992	6,178.33	80,318.33	278,598.20	
1993	6,178.33	86,496.66	272,419.90	

Quality Assessment

Assessment Date: 07/28/2008
 Quality Assessment for year 07/28/2008: 70.00

Add New Assessment
Delete Entire Assessment
Add Assessment Line Item
Modify Assessment Line Item
Delete Assessment Line Item

9 Assessment Records

Date	Assessment Condition	Extent	Severity	Deduction
07/28/2008	Alligator Fatigue	2	3	10
07/28/2008	Bleeding and Pumping	3	1	8
07/28/2008	Buckling	3	2	0
07/28/2008	Edge Cracking	1	3	2
07/28/2008	Frost Heaving	1	3	2
07/28/2008	Horizontal Cracking	1	3	1
07/28/2008	Longitudinal Cracking	2	1	1
07/28/2008	Patching	2	2	6
07/28/2008	Potholes	2	3	0

Record: 1 of 461 | 1 | Babbit Lane | Active: Yes

Location Service Request Log

- Column-Click Sorting.
- Double-Click Service Request locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Tab caption will possess an asterisk (*) when one or more records are present.
- Grid caption displays date range and record count.
- Activity cost summary.

Locations (Street) : Babbit Lane / 1

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Info Features (6) Segments (5) GASB 34* Plan (3) **Service Reqs*** Activity Log* List View

20 Service Requests - 01/01/1980 through 06/07/2010

Request #	Open	Date	Request Type	Description	Assignee	Department
008309	<input type="checkbox"/>	04/14/10	Potholes	demo description	Pierce, Tom	Public Works
007886	<input type="checkbox"/>	01/31/06	Snow Plowing/San	There is a problem on Babbit Lane	Kramer, Jerry	Public Works
007425	<input type="checkbox"/>	10/16/07	Potholes	There is a problem on Babbit Lane	Wyant, Gale	Public Works
006964	<input type="checkbox"/>	06/30/09	Missed Trash	There is a problem on Babbit Lane	Riordan, Hank	
006503	<input type="checkbox"/>	01/31/05	Line Locate	There is a problem on Babbit Lane	Riordan, Hank	
006042	<input type="checkbox"/>	10/16/06	Flooding	There is a problem on Babbit Lane	Mitchell, Sam	
005581	<input type="checkbox"/>	06/30/08	Dead Animal	There is a problem on Babbit Lane	Anderson, Pete	
005120	<input type="checkbox"/>	01/27/04	Tree Down	There is a problem on Babbit Lane	Anderson, Pete	
004659	<input type="checkbox"/>	10/11/05	Traffic Light Out	There is a problem on Babbit Lane	Long, Glen	Public Works
004198	<input type="checkbox"/>	06/26/07	Street Sweeping	There is a problem on Babbit Lane	Pierce, Tom	Public Works
003737	<input type="checkbox"/>	03/10/09	Street Sign Down	There is a problem on Babbit Lane	Meadows, Darryl	Public Works
003276	<input type="checkbox"/>	10/11/04	Snow Plowing/San	There is a problem on Babbit Lane	Meadows, Darryl	Public Works
002815	<input type="checkbox"/>	06/26/06	Potholes	There is a problem on Babbit Lane	Brady, Billy	Public Works
002354	<input type="checkbox"/>	03/10/08	Missed Trash	There is a problem on Babbit Lane	Watts, James	
001893	<input type="checkbox"/>	11/23/09	Line Locate	There is a problem on Babbit Lane	Kirby, Randy	
001432	<input type="checkbox"/>	06/21/05	Flooding	There is a problem on Babbit Lane	Kirby, Randy	
000971	<input type="checkbox"/>	03/06/07	Dead Animal	There is a problem on Babbit Lane	Miller, Michael	
000510	<input type="checkbox"/>	11/18/08	Tree Down	There is a problem on Babbit Lane	East, Grover	
000049	<input type="checkbox"/>	06/21/04	Traffic Light Out	There is a problem on Babbit Lane	East, Grover	Public Works
000001	<input type="checkbox"/>	01/02/04	Flooding	Big Flood on Babbit Lane. [Water main break.	East, Grover	Public Works

☐ Custom ☐ Month-to-Date ☐ Quarter-to-Date ☐ Year-to-Date ☒ Life-to-Date

Record: 1 of 461 | 1 | Babbit Lane | Active: Yes

Location Activity Log

- Column-Click Sorting.
- Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Tab caption will possess an asterisk (*) when one or more records are present.
- Grid caption displays date range and record count.
- Activity cost summary.
- Map button to map the activity records displayed.

Locations (Street) : Babbit Lane / 1						
Reports	First	Previous	Next	Last	Add New	Save
					Cancel	Delete
					Locate	Sort
					More*	Map
General Info	Features (6)	Segments (5)	GASB 34*	Plan (3)	Service Reqs*	Activity Log*
List View						
100 Activity Records - 01/01/2004 through 06/07/2010						
Act ID	Date	Task	Location Feature	Employee/Contractor	Act Cost (\$)	
173319	05/24/10	Engineering		ALSCO-American Industrial Divis	500.00	
33c	04/14/10	Patching-Pot Holes		Long, Glen	90.65	
33c	04/14/10	Patching-Pot Holes		East, Grover	118.75	
33c	04/14/10	Patching-Pot Holes		Meadows, Darryl	581.20	
31c	02/18/10	Patching-Pot Holes		Long, Glen	90.65	
31c	02/18/10	Patching-Pot Holes		East, Grover	118.75	
173269	02/18/10	Street Inspection		Miller, Michael	187.60	
31c	02/18/10	Patching-Pot Holes		Meadows, Darryl	950.70	
30c	01/15/10	Patching-Pot Holes		Kramer, Jerry	172.88	
30c	01/15/10	Patching-Pot Holes		Anderson, Pete	37.50	
30c	01/15/10	Patching-Pot Holes		Miller, Michael	75.04	
29c	01/06/10	Patching-Pot Holes		Kramer, Jerry	270.04	
29c	01/06/10	Patching-Pot Holes		Mitchell, Sam	80.00	
29c	01/06/10	Patching-Pot Holes		Watts, James	70.12	
151799	12/04/09	Sign Inspection		Mitchell, Sam	276.22	
28c	12/01/09	Patching-Pot Holes		Long, Glen	181.30	
28c	12/01/09	Patching-Pot Holes		East, Grover	237.50	
28c	12/01/09	Patching-Pot Holes		Meadows, Darryl	548.90	
172417	11/18/09	Inlet/Outlet Repair	Inlet 940	Mitchell, Sam	168.78	
172383	11/16/09	Inlet/Outlet Inspection	Inlet 906	Miller, Michael	270.71	
24c	09/03/09	Drainage/Culvert Repair	Culvert 5	Long, Glen	1,122.04	
24c	09/03/09	Drainage/Culvert Repair	Culvert 5	Mitchell, Sam	160.00	
24c	09/03/09	Drainage/Culvert Repair	Culvert 5	Watts, James	140.24	
171557	08/18/09	Inlet/Outlet Installation	Inlet 80	Long, Glen	182.86	
22c	08/17/09	Patching-Pot Holes		Long, Glen	181.30	
22c	08/17/09	Patching-Pot Holes		East, Grover	237.50	
22c	08/17/09	Patching-Pot Holes		Meadows, Darryl	433.90	
<input checked="" type="radio"/> Custom <input type="radio"/> Month-to-Date <input type="radio"/> Quarter-to-Date <input type="radio"/> Year-to-Date <input checked="" type="radio"/> Life-to-Date					Map	74,034.99
Record: 1 of 461		1	Babbit Lane		Active: Yes	

Locations List View

- All locations listed together.
- Column-Click Sorting.
- Double-Click Location locate.

Locations (Street) : Babbit Lane / 1

Reports

First

Previous

Next

Last

Add New

Save

Cancel

Delete

Locate

Sort

More*

Map

General Info

Features (6)

Segments (5)

GASB 34*

Plan (3)

Service Reqs*

Activity Log*

List View

	Location Code	Location Name	Location Type	District	Surface	Pavement	Active	Master
	1	Babbit Lane	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2	Babcock Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3	Baldwin Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	4	Balfour Ln	Street	North West	Paved	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	5	Ballad Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	6	Bancroft Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	7	Barker Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	8	Barnwell Dr	Street	North West	Paved	Chip Seal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	9	Barrington Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	10	Bartlett Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	11	Bayberry Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	12	Beaverdale Ln	Street	North West	Paved	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	13	Beechfern Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	14	Beechnut Ln	Street	South East	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	15	Belhurst Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	16	Belmont Ln	Street	North West	Paved	Chip Seal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	17	Bendix Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	18	Bently Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	19	Berkshire Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	20	Bermuda Cir	Street	North West	Paved	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	21	Beverly Rancocas Rd	Street	South West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	22	Birchwood Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	23	Birdseye Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	24	Blackwell Ln	Street	North West	Paved	Chip Seal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	25	Bloomfield Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	26	Blueberry Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	27	Bolton Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	28	Bonnie Ln	Street	North West	Paved	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	29	Bosworth Ln	Street	North West	Paved	Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 461

1

Babbit Lane

Active: Yes

Record: 1 of 461

1

Babbit Lane

Active: Yes

Location Features

Locations Features are the things that exist at or are possessed by a Location. For example, the location Lake Hatcher Park might possess a Club House building. When work is performed at the park, it might be more specifically performed at the park's Club House.

Location features can be defined to represent virtually anything that exists at a location thus enabling you to easily track work performed in a highly detailed and useful fashion.

Places employees (and contractors) perform work Location can possess dimensional data (length, width, square yards and acres) and can be categorized by type, district, asset class, pavement and surface. A location can be designated as a master location or as a segment that is part of a master location. A depreciation schedule and a pavement quality index can be calculated for any location – powerful tools supporting GASB 34.

- Descriptive information (16 character code, 64 character name).
- Dimensional information to help support unit cost accounting and GIS export.
- Parent Location drop lists.
- Categorization by Type, Fund and Asset Class.
- Ten user-defined numeric fields and ten user defined text fields.

Location Features (All Location Features) : Stop Sign 14 / Sign14

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Information GASB 34 Plan (3) Activity Log* List View

Feature Code: Sign14 Record Active ☒ District: North West
 Feature Name: Stop Sign 14 Asset Class: Traffic Control
 Feature Type: Sign Prismatic Fund:
 Location Code: 1 Latitude: 40.0446802172493 Acquisition Date:
 Location Name: Babbit Lane Longitude: -74.8904194754818 Disposal Date:
 Segment: External Code:
 Notes:
 Muted
 Variable Text

Metrics

Length		Acres	0
Width		Count	
Height		ADT	
ROW		Lanes	
Left Shoulder		Right Shoulder	
Begin Mile Post	0.000	End Mile Post	0.000
Side	Right	Offset	8.0000
Length (Miles)	0	Square Yards	0
Square Feet	0	Square Meters	0

Custom Attributes

Attributes (15) More Attributes (10)

Height (in)	Installation Date	Sign Type
36.0000	1/1/2008	Construction
Width (in)	Replacement Date	Sheeting Material
36.0000	2/2/2018	Beaded High Intensi
Area (sq in)	Last Inspection Date	Blank Material
1296.0000		Aluminum
Qty Of Supports	Fabrication Date	Support Type
1.0000	7/7/2007	Mast Arm
Signs On Support	Manufacturer	Breakaway Type
1.0000	3M	Behind Guardrail/Ba

Record: 2,201 of 2,716 Sign14 Stop Sign 14 Babbit Lane Active: Yes

Location Features Depreciation schedule

- Parameter values and depreciation method radio buttons for method selection plus Calculate and Clear buttons.
- To calculate the original cost of procurement; double click the Original Cost field.
- Tab caption will possess an asterisk (*) when a depreciation schedule is present.
- Ability to add Betterments, Writedowns and Disposals.

Location Features (All Location Features) : Stop Sign 14 / Sign14

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Information **GASB 34*** Plan (3) Activity Log* List View

Depreciation

Acquisition Date: 01/01/2008
 Disposal Date:
 Start Year: 2008
 Useful Life: 10
 Original Cost(\$): 1,000.00 **Calculate**
 Scrap Value (\$): 0.00
 Non Depr'd Val (\$): 0.00

Depreciation Method:
☒ Straight Line
☐ Double Declining Balance
☐ Sum of the Year's Digits

Create Schedule Clear Schedule Betterments

Depreciation Schedule (10)

Year	Depreciation Exp (\$)	Accumulated Depr (\$)	Book Value (\$)	BWD
2008	100.00	100.00	900.00	
2009	100.00	200.00	800.00	
2010	100.00	300.00	700.00	
2011	100.00	400.00	600.00	
2012	100.00	500.00	500.00	
2013	100.00	600.00	400.00	
2014	100.00	700.00	300.00	
2015	100.00	800.00	200.00	
2016	100.00	900.00	100.00	
2017	100.00	1,000.00	0.00	

Record: 2,201 of 2,716 Sign14 Stop Sign 14 Babbit Lane Active: Yes

Location Features Activity Log

- Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Tab caption will possess an asterisk (*) when one or more records are present.
- Grid caption displays date range and record count and Activity cost summary.
- Map button to map the activity records displayed.

Location Features (All Location Features) : Stop Sign 14 / Sign14

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Information GASB 34* Plan (3) **Activity Log*** List View

7 Activity Records - 08/03/2004 through 06/07/2010

Activity ID	Date	Task Code	Task Name	Employee/Contractor	Cost (\$)
170760	05/25/09	113	Sign Repair	Watts, James	141.79
168044	08/05/08	112	Sign Installation	Brady, Billy	308.32
165328	10/17/07	113	Sign Repair	Meadows, Darryl	185.42
162612	12/28/06	111	Sign Inspection	Pierce, Tom	157.64
159896	03/10/06	113	Sign Repair	Long, Glen	96.82
157180	05/23/05	113	Sign Repair	Anderson, Pete	155.13
154464	08/03/04	112	Sign Installation	Mitchell, Sam	259.12

☐ Custom ☐ Month-to-Date ☐ Quarter-to-Date ☐ Year-to-Date ☒ Life-to-Date

Map 1,304.24

Record: 2,201 of 2,716 Sign14 Stop Sign 14 Babbit Lane Active: Yes

Locations Features List View

- All location features listed together.
- Column-Click Sorting.
- Double-Click Location Feature locate.

Location Features (All Location Features) : Stop Sign 14 / Sign14

Reports

First

Previous

Next

Last

Add New

Save

Cancel

Delete

Locate

Sort

More*

Map

General Information

GASB 34*

Plan (3)

Activity Log*

List View

Feature Code	Feature Name	Feature Type	Loc Code	Location Name	District	Fund	Asset Cla
Sign13	Stop Sign 13	Sign Prismatic	13	Beechfern Ln	North West		Traffic Co
Sign130	Stop Sign 130	Sign Engineer	145	Gamewell Ln	South East		Traffic Co
Sign131	Stop Sign 131	Sign Engineer	145	Gamewell Ln	South East		Traffic Co
Sign132	Stop Sign 132	Sign Engineer	145	Gamewell Ln	South East		Traffic Co
Sign133	Stop Sign 133	Sign Engineer	138	Gainscott Ln	South East		Traffic Co
Sign134	Stop Sign 134	Sign Engineer	135	Gable Wy	South East		Traffic Co
Sign135	Stop Sign 135	Sign Engineer	136	Gabriel Ln	South East		Traffic Co
Sign136	Stop Sign 136	Sign Engineer	165	Glover Ln	South East		Traffic Co
Sign137	Stop Sign 137	Sign Engineer	147	Garfield Ln	South East		Traffic Co
Sign138	Stop Sign 138	Sign Engineer	147	Garfield Ln	South East		Traffic Co
Sign139	Stop Sign 139	Sign Engineer	116	Essex Ln	South East		Traffic Co
Sign14	Stop Sign 14	Sign Prismatic	1	Babbit Lane	North West		Traffic Co
Sign140	Stop Sign 140	Sign Engineer	79	Eastbrook Ln	South East		Traffic Co
Sign141	Stop Sign 141	Sign Engineer	79	Eastbrook Ln	South East		Traffic Co
Sign142	Stop Sign 142	Sign Engineer	79	Eastbrook Ln	South East		Traffic Co
Sign143	Stop Sign 143	Sign Engineer	79	Eastbrook Ln	South East		Traffic Co
Sign144	Stop Sign 144	Sign Engineer	79	Eastbrook Ln	South East		Traffic Co
Sign145	Stop Sign 145	Sign Engineer	104	Elridge Ln	South East		Traffic Co
Sign146	Stop Sign 146	Sign Engineer	109	Emerald Ln	South East		Traffic Co
Sign147	Stop Sign 147	Sign Engineer	105	Elridge Pl	South East		Traffic Co
Sign148	Stop Sign 148	Sign Engineer	106	Elsin Ln	South East		Traffic Co
Sign149	Stop Sign 149	Sign Engineer	78	East Ln	South East		Traffic Co
Sign15	Stop Sign 15	Sign Prismatic	45	Buttercup Ln	North West		Traffic Co
Sign150	Stop Sign 150	Sign Engineer	85	Echo Ln	South East		Traffic Co
Sign151	Stop Sign 151	Sign Engineer	85	Echo Ln	South East		Traffic Co
Sign152	Stop Sign 152	Sign Engineer	85	Echo Ln	South East		Traffic Co
Sign153	Stop Sign 153	Sign Engineer	103	Elmwood Ln	South East		Traffic Co

Record: 2,201 of 2,716

Sign14

Stop Sign 14

Babbit Lane

Active: Yes

Record: 2,201 of 2,716 Sign14 Stop Sign 14 Babbit Lane Active: Yes

Location Segments

Like locations and location features, Location Segments make use of the same multi-tab screen to allow you to define the segments that exist on some of your road-ways.

To activate Location Segments, you must first define one or more location types (via the category data menu) and set their Segments check to on/true. Once this is done the Location Segments menu will be enabled.

The screenshot shows the 'Location Segments' window for '1.03-Bradford-Beechfern'. The window has a toolbar with icons for Reports, First, Previous, Next, Last, Add New, Save, Cancel, Delete, Locate, Sort, More, and Map. Below the toolbar are tabs for General Info, Features, GASB 34, Activity Log, and List View. The 'General Info' tab is active, showing fields for Segment Code, Segment Name, Location (Babbit Lane), Begin Mile Post, End Mile Post, Begin Intersection (Bradford Ln), End Intersection (Beechfern Ln), Begin Description, End Description, Surface (Paved), Pavement (Asphalt), Base Course, Sub-Base, Asset Class (Minor Street), District (North West), Fund, Segment Naming (Segment # - Intersections), Acquisition Date (01/01/1980), Disposal Date, and External Code. A Notes field is also present. Below the General Info tab are Metrics (Length, Width, Height, ROW, L Shoulder, Length (Miles), Square Feet) and Segment Order for 'Babbit Lane' (a table with columns #, Begins At, Ends At, BMP, EMP). The Segment Order table shows a sequence of segments: 1. Levitt Pkwy to Blueberry Ln, 2. Blueberry Ln to Bradford Ln, 3. Bradford Ln to Beechfern Ln, 4. Beechfern Ln to Brierdale Ln, 5. Brierdale Ln to Brooklawn Dr. At the bottom, there are buttons for Move Segment Up, Move Segment Down, and Order by Mile Post. The status bar at the bottom indicates 'Record: 3 of 6', '1.03-Bradford-Beechfern', '1.03-Bradford-Beechfern', 'Babbit Lane', and 'Active: Yes'.

The location segments screen is essentially identical to the Locations screen except for a few significant differences:

- **Segment Code and Naming Convention** – a set or radio button on the right-hand side of the screen allows you to set the naming convention mode.
 - **Free Form** – allows you to type whatever you wish for code and name values.
 - **Segment Number/Intersections** – code and name will be automatically constructed concatenating the follow: parent location code + hyphen + segment number + hyphen + begin intersection + hyphen + end intersection.
 - **Surface BMP-EMP** – code and name will be automatically constructed concatenating the follow: parent location code + hyphen + surface code + hyphen + BMP + hyphen + EMP.
 - **Pavement BMP- EMP** – code and name will be automatically constructed concatenating the follow: parent location code + hyphen + pavement code + hyphen + BMP + hyphen + EMP.
- **Parent Location** – select from a list of potential parent locations; locations whose location type has segments enabled.
- **Begin/End Mile Posts** – enter the mile markers for the segments begin and end.

- **Begin/End Intersection** – select the two roads whose intersection defines the segment.
- **Begin/End Description** – key in text that is helpful in describing the nature of the segment's begin and end points (if necessary).
- **Segment Order Grid** – displays where the displayed segment is situated with respect to other segments possessed by the parent location.

The rest of the screen's functionality is exactly the same as the functionality of the Locations screen; please refer to it for details.

Materials

This module handles your material inventory. Each material can be categorized by material type, shop location, vendor information and fund. Values describing minimum and maximum inventory quantities can be entered to aid in the re-order process. Inventory additions are easy and straightforward and inventory reductions are made automatically through the activity recording process.

- General descriptive information (16 character code, 64 character name) plus units and miscellaneous notes.
- Records inventory summary and reorder information.
- Provides means to categorize equipment by Type and Shop Location.
- Provides means to assign Primary and Secondary Vendor.
- Categorize equipment by Type and Shop Location and Fund.
- Inventory pricing, cost, reorder and quantity information.
- Quantity on Hand will be displayed in red when its value is less than the Minimum Quantity value.
- Add to Inventory and Transfer Inventory buttons provide capabilities described below.

The screenshot shows the 'Materials' form for material #104, 'Hose Clamp'. The form is divided into several sections: General Information, Transaction Log*, Fleet WO Log, Activity Log*, and Material List View. The General Information section contains fields for Material Code (#104), Material Name (#104 Hose Clamp), Material Type (Clamps), Units (Each), Shop Location (Paddock Ln), Ext Code, Aisle/Shelf/Bin (a s b), Vendor One (ALSCO-American Industrial Division), Vendor Two (Dawn Trucking), Fund (404-16-100-6200), and Misc. Note (Added on-the-fly in Work Order #25 / 3269). There are also checkboxes for Field Material (checked), Shop Part (unchecked), and Stock Item (checked). The right side of the form displays inventory statistics: Last Updated (06/04/2010), Quantity On Hand (11.0000, shown in red), Inventory Value (\$) (81.0007), Avg Unit Cost (\$) (7.3637), Last Price Paid (\$) (9.0000), Minimum Quantity (144.0000), and Re-Order Quantity (144.0000). At the bottom right, there are three buttons: Add to Inventory, Transfer Inventory, and Inventory Return. The status bar at the bottom indicates 'Record: 1 of 51', '#104', '#104 Hose Clamp', and 'Active: Yes'.

PubWorks will display the **Quantity on Hand** in red if its value is less than the value present in the **Minimum Quantity** field.

The value of the inventory item is calculated for you and it is based on the number current inventory quantities and costs.

Adding, transferring and returning inventory items is done via the three button on the lower right-hand portion of the screen and is covered on page 36 below.

Material Transaction Log

- Column-Click Sorting.
- Double-Click to edit a material transaction.
- Grid caption displays record count.
- Tab caption will possess an asterisk (*) when one or more records are present.

Materials : #104 Hose Clamp / #104

Reports First Previous Next Last Add New Save Cancel Delete Locate More

General Information **Transaction Log*** Fleet WO Log Activity Log* Material List View

3 Transaction Records

Date	Type	Quantity	Unit Price (\$)	Value (\$)	Method	Contractor/Vendor Name	From Location	To Location
06/04/10	Ret	-1.00	9.0000	-9.00	By Unit	ALSCO-American Industrial		
03/19/10	Add	9.00	9.0000	81.00	By Unit	ALSCO-American Industrial		
03/02/10	Add	3.00	3.0000	9.00	By Unit	ALSCO-American Industrial		

Quantity: 11.00 Value (\$): 81.00 Add to Inventory Transfer Inventory Inventory Return

Record: 1 of 51 #104 #104 Hose Clamp Active: Yes

Material Activity Log

- Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Grid caption displays date range and record count.
- Tab caption will possess an asterisk (*) when one or more records are present and Activity cost summary.
- Map button to map the activity records displayed.

Materials : #104 Hose Clamp / #104

Reports First Previous Next Last Add New Save Cancel Delete Locate More

General Information Transaction Log* Fleet WO Log **Activity Log*** Material List View

508 Activity Records - 01/01/1980 through 06/07/2010

Act ID	Date	Location	Task	Quantity Used	Material Cost (\$)
168800	10/24/08	Babbit Lane	Inlet/Outlet Installation	1.00	3.95
163306	03/13/07	Babcock Ln	Drainage/Culvert Inspection	1.00	3.83
12c	12/14/08	Babcock Ln	Line Repair	5.00	20.00
136164	04/27/05	Balfour Ln	Sign Inspection	4.00	14.29
145102	12/14/07	Bancroft Ln	Meetings	2.00	7.65
160272	04/20/06	Barrington Ln	Sign Installation	2.00	7.40
152564	01/12/04	Bartlett Ln	Inlet/Outlet Installation	4.00	13.79
165356	10/19/07	Bayberry Ln	Sign Repair	1.00	3.83
155434	11/16/04	Bayberry Ln	Inlet/Outlet Repair	4.00	13.79
168964	11/12/08	Beaverdale Ln	Inlet/Outlet Repair	4.00	15.81
166996	04/14/08	Belhurst Ln	Inlet/Outlet Repair	1.00	3.95

☐ Custom ☐ Mon-to-Date ☐ Qtr-to-Date ☐ Yr-to-Date ☒ Life-to-Date Map 1,120.00 4,224.85

Record: 1 of 51 #104 #104 Hose Clamp Active: Yes

Material List View

- All materials listed together.
- Column-Click Sorting.
- Double-Click Material locate.

Materials : #104 Hose Clamp / #104

Reports

First

Previous

Next

Last

Add New

Save

Cancel

Delete

Locate

More

General Information

Transaction Log*

Fleet W/O Log

Activity Log*

Material List View

Material Code	Material Name	Material Type	Location	Units	Avg Cost (\$)	Last Price (\$)	Qty On Hand
#104	#104 Hose Clamp	Clamps	Paddock Ln	Each	7.36	9.00	11.00
000	000				0.00	0.00	0.00
sp10	10 foot sign post	Signage			7.00	1.00	0.00
sp12	12 foot sign post	Signage			6.00	1.00	1,593.00
RM3	Asphalt	Road Material	Patriot Ln	Tons	3.00	10.00	2,604.00
RM1	Bedding 1/4 inch	Road Material	Patriot Ln	Tons	9.00	4.58	1,902.00
CS	Cart Small				25.00	0.00	0.00
CLP	Clamp	Clamps			12.00	12.00	124.00
RM2	Cold Mix	Road Material	Patriot Ln	Tons	4.69	5.00	1,355.00
C	Collected Sweepings				0.00	0.00	-12.50
C18	Culvert 18 Inch	Culvert	Patriot Ln	Foot	6.00	10.00	14.00
CB	Culvert Bolts	Road Material	Patriot Ln	Each	2.00	1.50	1.00
CNuts	Culvert Nuts	Road Material	Patriot Ln	Each	3.00	0.75	968.00

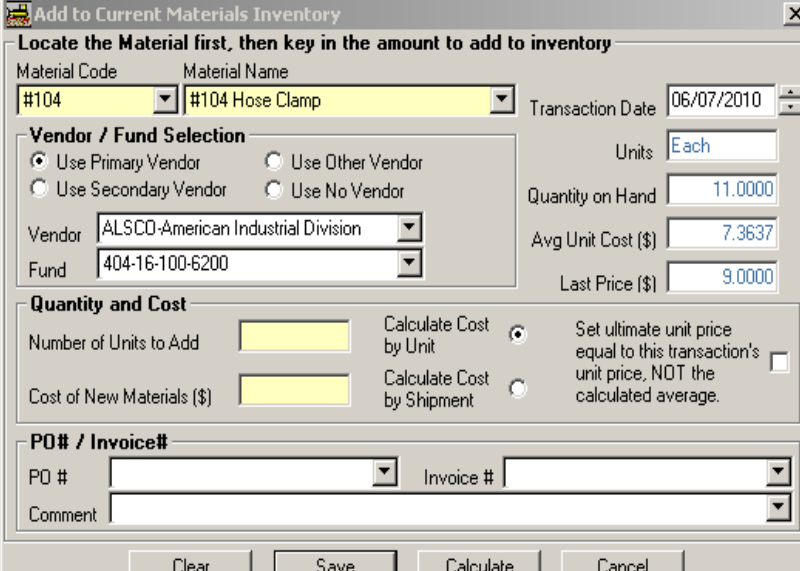
Record: 1 of 51 #104 #104 Hose Clamp Active: Yes

Material Adds, Transfers and Returns

Adds

Materials are automatically deducted from inventory with each activity record. Materials can be added back to inventory either by altering price and quantity data directory on the Materials window or through the window below.

Using the window below, you will create a Material Add transaction. This transaction will then appear in appropriate Material Transaction grids. Also, linking the Material Add to a Purchase Order will have an effect on the Purchase Order's indirect balance



Add to Current Materials Inventory

Locate the Material first, then key in the amount to add to inventory

Material Code: #104 Material Name: #104 Hose Clamp Transaction Date: 06/07/2010

Units: Each

Quantity on Hand: 11.0000

Avg Unit Cost (\$): 7.3637

Last Price (\$): 9.0000

Vendor / Fund Selection

☒ Use Primary Vendor
 ☐ Use Other Vendor
☐ Use Secondary Vendor
 ☐ Use No Vendor

Vendor: ALSCO-American Industrial Division

Fund: 404-16-100-6200

Quantity and Cost

Number of Units to Add: []

Cost of New Materials (\$): []

Calculate Cost by Unit: ☒ Set ultimate unit price equal to this transaction's unit price, NOT the calculated average.

Calculate Cost by Shipment: ☐

PQ# / Invoice#

PQ #: [] Invoice #: []

Comment: []

Buttons: Clear Save Calculate Cancel

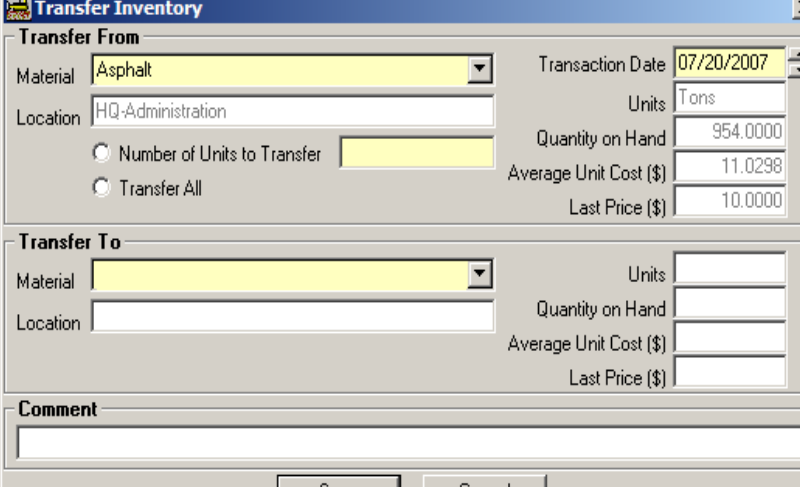
Returns

Use this screen to return an item in your inventory to the vendor that provided it. PubWorks will make the appropriate inventory quantity adjustments automatically. Just enter the item and the amount you are returning.

Transfers

Shops in your organization may possess different quantities of the same material. For better tracking, **PubWorks** can provide you with the means of transferring quantities of a material in one shop to another shop in your jurisdiction.

Using the Transfer Inventory window, you will create a Material Transfer transaction. This transaction will then appear in appropriate Material Transaction grids.



Transfer Inventory

Transfer From

Material: Asphalt Transaction Date: 07/20/2007

Location: HQ-Administration

Units: Tons

Quantity on Hand: 954.0000

Average Unit Cost (\$): 11.0298

Last Price (\$): 10.0000

☐ Number of Units to Transfer []
☐ Transfer All

Transfer To

Material: []

Location: []

Units: []

Quantity on Hand: []

Average Unit Cost (\$): []

Last Price (\$): []

Comment: []

Buttons: Save Cancel

Projects

Describe the projects, special events, disasters or ongoing maintenance activities your department is servicing. Assign activities to the project as they occur (or after the fact) to accurately track progress and cost. This module can be used to bill external entities for services rendered.

General Information

- General information (16 character code, 64 character name) and free-form description.
- Categorization by Department, Type, site Location, Priority and Fund.
- Additional information, activity log, List View tabs.
- Automatic tallies of cost-to-date for employees, equipment, materials and contractors.
- Estimate, actuals and projections.
- Project production units and cost per unit calculation.
- Additional and code issues can be entered on the Additional Information tab.
- Status bar with record count and context information.

The screenshot displays the 'Projects : 2009 Oil & Chip / OC2009' window. The 'General Information' tab is active, showing fields for Project Number (OC2009), Project Name (2009 Oil & Chip), and Project Description. Below these are dropdowns for Project Type (Road Surfacing), Fund, Priority, Default Location, Location Department, and Paying Department. To the right, the 'Costs-to-Date' section lists Employee Costs (\$21,801.76), Equipment Costs (\$18,992.92), Material Costs (\$17,793.02), and Contractor Costs (\$0.00). The bottom section is divided into 'Estimates', 'Actual', and 'Production' data. The 'Actual' section shows Start Date (06/01/2009), End Date (10/01/2009), Actual Duration (123 Days), Cost-to-Date (\$58,587.69), Under Budget (\$21,412.31), and Funds Used (%) (73.23). The 'Production' section shows Quantity (8.75), Units (Mile), Cost per Unit (\$6,695.74), Percent Complete (100), and checkboxes for Complete, Record, and Active. The status bar at the bottom indicates 'Record: 1 of 7', 'OC2009', '2009 Oil & Chip', 'Act.: \$58,587.69', and 'Active: Yes'.

General Information		Costs-to-Date	
Project Number	Project Name	Employee Costs (\$)	
OC2009	2009 Oil & Chip	21,801.76	
Project Description		Equipment Costs (\$)	
		18,992.92	
Project Type	Fund	Material Costs (\$)	
Road Surfacing		17,793.02	
Default Location	Location Department	Contractor Costs (\$)	
		0.00	

Estimates		Actual		Production	
Desired Start Date	06/01/2009	Start Date	06/01/2009	Quantity	Units
Required End Date	10/01/2009	End Date	10/01/2009	8.75	Mile
Estimated Duration	123 Days	Actual Duration	123 Days	Cost per Unit (\$)	
Estimated Cost (\$)	80,000.00	Cost-to-Date (\$)	58,587.69	6,695.74	
		Under Budget (\$)	21,412.31	Percent Complete	100
				Complete	<input checked="" type="checkbox"/>
				Record	<input checked="" type="checkbox"/>
				Active	<input checked="" type="checkbox"/>

Record: 1 of 7 OC2009 2009 Oil & Chip Act.: \$58,587.69 Active: Yes

Here, there are a whole host of auto-calculated figures (in blue "ink"). **PubWorks** is using the linked Activity records to make these calculations.

Project Additional Information

Projects : Airport Maintenance Activities for 2002 / AM-2002

Reports First Previous Next Last Add New Save Cancel Delete Locate More*

General Information **Additional Information*** Activity Log* Project List View

Reason for Change
R&B needs to track this information carefully for reimbursement for services rendered.

Requestor
Tammie Jackson

Project Notes
Airport demands have been lighter than expected.

Code Issues
There are special security concerns that must be observed since 9/11

Record: 1 of 5 AM-2002 Airport Maintenance Activities for 2002 Act.: \$6,361.50 Active: Yes

Use this tab to enter key supporting information about the project.

Remember: The More Button can be used to link documents and pictures to the project record – as many as you need.

Project Activity Log

- Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Grid caption displays date range and record count and Activity cost summary.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Map button to map the activity records displayed.

Projects : Culvert Construction / B

Reports

First

Previous

Next

Last

Add New

Save

Cancel

Delete

Locate

More

General Information

Additional Information*

Activity Log*

Project List View

472 Activity Records - 01/01/1980 through 06/07/2010

Act ID	Date	Location	Task	Employee	Contractor	Act Cost (\$)
171321	07/23/09	Woodhaven Ln	Drainage/Culvert	Meadows, Darryl		146.09
171322	07/23/09	Windsor Ln	Ditch Maintenance	Pierce, Tom		199.94
171335	07/24/09	Van Sciver Pkwy	Drainage/Culvert	Pierce, Tom		61.76
171447	08/06/09	Unnderwood Ct	Drainage/Culvert	Miller, Michael		248.38
171417	08/03/09	Tyler Dr	Drainage/Culvert	Riordan, Hank		177.51
171430	08/04/09	Tyler Dr	Ditch Maintenance	Riordan, Hank		132.89
171420	08/04/09	Tipton Ln	Drainage/Culvert	East, Grover		144.58
171421	08/04/09	Tioga Ln	Drainage/Culvert	Miller, Michael		206.69
171425	08/04/09	Tiffany Ln	Drainage/Culvert	Meadows, Darryl		100.65
171424	08/04/09	Tiffany Ln	Drainage/Culvert	Brady, Billy		190.91
171426	08/04/09	Tiffany Ln	Ditch Maintenance	Pierce, Tom		103.91
171427	08/04/09	Tiffany Ln	Drainage/Culvert	Long, Glen		171.22
171428	08/04/09	Tiffany Ln	Drainage/Culvert	Anderson, Pete		343.87
171423	08/04/09	Tiffany Ln	Drainage/Culvert	Watts, James		190.24
171418	08/03/09	Tiber Ln	Ditch Maintenance	Wyant, Gale		287.61
171416	08/03/09	Thornhill Ln	Drainage/Culvert	Mitchell, Sam		138.71
171429	08/04/09	Terrell Ln	Drainage/Culvert	Mitchell, Sam		236.68
171419	08/03/09	Temple Ln	Drainage/Culvert	Kramer, Jeru		176.31

☐ Custom

☐ Month-to-Date

☐ Quarter-to-Date

☐ Year-to-Date

☒ Life-to-Date

Map

111,033.30

Record: 2 of 7

B

Culvert Construction

Act.: \$111,033.32

Active: Yes

Project List View

- All projects listed together.
- Column-Click Sorting.
- Double-Click Project locate.

Projects : Culvert Construction / B

Reports | First | Previous | Next | Last | Add New | Save | Cancel | Delete | Locate | More

General Information		Additional Information*		Activity Log*		Project List View	
Project Number	Project Name	Project Type	Location	Location Dept	Paying Dept	Fund	
OC2009	2009 Oil & Chip	Road					
R	Disaster Recovery						
FR178	FARM ROAD 178						
A	Road Overlays	Road	Mystic Wy	Public Works	Public Works	300-15-100-6	
GM	Grounds Maintenance	General	Partridge Turn		Parks	404-16-100-6	
MC	Mosquito Control - 2004	Recreation			Parks	404-16-100-6	
B	Culvert Construction	Construction	Babbit Lane		Public Works	Capital	

Record: 2 of 7 | B | Culvert Construction | Act.: \$111,033.32 | Active: Yes

Routes

Routes consist of a series of locations where a single task is performed for all route locations. Total activity cost is allocated to each route location based on its contributing percentage. Contributing percentages can be determined automatically based on location dimensions or can be set manually.

- General descriptive information (8 character code, 64 character name).
- Optional default values for Task, Employee and Equipment.
- Percentage calculation basis selection (length, area or unit).
- Controls at the bottom of the screen give you the ability to select the locations for the route.
- An Edit button on the button bar to enable route editing.

Routes : Snow Route Two / SR2

Reports First Previous Next Last Add New Save Cancel Delete Locate Edit More Map

General Information Activity Log Route List View

Route Code: SR2 Route Name: Snow Route Two Task: Snow Plowing
 Length Basis: ☒ Length Basis ☐ Area Basis ☐ Unit Basis Employee: Pierce, Tom
 Route Active: ☒ Segments: ☐ Equipment: Motorgrader

11 Route Locations

Seq#	Loc Code	Location Name	Segment Begin	Segment End	Pct (%)	Len (Mi)	Priority
1	366	Salem Rd			32.12	3.03	
2	367	Sandal Ln			9.57	0.90	
3	368	Sandstone Ln			10.56	1.00	
4	53	Clearwater Pl			1.60	0.15	
5	415	Tidewater Ln			11.75	1.11	
6	283	New Way Ct			1.96	0.18	
7	141	Galloway Ln			11.08	1.04	
8	94	Edgewater Ln			6.89	0.65	
9	68	Dexter Ct			2.95	0.28	
10	98	Elder Ln			3.81	0.36	
11	161	Glenolden Ln			7.71	0.73	

Location Code / Name: 141 Galloway Ln Segment Begin: Segment End:
 Sequence #: 7 Priority: Pct (%): 11.08 Length: 1.04 Area: Units:
 Route Locations: 11 Add New Location Delete Selected Location Calculate Percentages Total (%): 100.00

Record: 2 of 5 SR2 Snow Route Two Active: Yes

Routes Activity Log

- Column-Click Sorting and double click Route Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Grid caption displays date range and record count.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Activity cost summary.
- Map button to map the activity records displayed.

Routes : Snow Route One / SR1

Reports First Previous Next Last Add New Save Cancel Delete Locate Edit More Map

General Information **Activity Log*** Route List View

4 Activity Records - 09/25/2008 through 06/07/2010

Rte Act ID	Date	Task	Employee	Cost (\$)
000003	09/25/08	Snow Plowing	Brady, Billy	864.06
000004	12/07/08	Snow Plowing	Brady, Billy	775.20
000007	08/12/09	Snow Plowing	Brady, Billy	700.00
000008	09/17/09	Snow Plowing	Brady, Billy	560.00

☐ Custom
 ☐ Month-to-Date
 ☐ Quarter-to-Date
 ☐ Year-to-Date
 ☒ Life-to-Date
 Map 2,899.26

Record: 1 of 5 | SR1 | Snow Route One | Active: Yes

Routes List View

- All routes listed together.
- Column-Click Sorting.
- Double-Click Route locate.

Routes : Snow Route One / SR1

General Information		Activity Log*		Route List View			
	Code	Route Name	By	Task	Employee	Equipment	Active
	TR	Trash Route	L	Trash Removal	Kirby, Randy	1009 / Curbside	<input type="checkbox"/>
	TR1	Trash Collection Route 1	U	Trash Removal	Long, Glen	1009 / Curbside	<input checked="" type="checkbox"/>
	SWR1	Sweeping Route 1	L	Street Sweeping	Brady, Billy	1069 / Sweeper	<input checked="" type="checkbox"/>
	SR2	Snow Route Two	L	Snow Plowing	Pierce, Tom	1014 / Motorgrader	<input checked="" type="checkbox"/>
▶	SR1	Snow Route One	L	Snow Plowing	Brady, Billy	1010 / Dump Truck with	<input checked="" type="checkbox"/>

Record: 1 of 5 SR1 Snow Route One Active: Yes

Tasks

Tasks describe what employees do. Tasks can be categorized by task type and can optionally be associated with a unit type – this creates the ability for **PubWorks** to perform unit cost accounting. For example, the task *Snow Plowing* might be categorized as a *Winter Maintenance* task requiring *Miles* as its unit type; similarly, the task *Pot Hole Repair* of type *Street Maintenance* might require *Number Completed* as its unit type.

General Information

- Eight character code, 64 character name.
- Categorized by task type drop list.
- Requires Units and Unit Type drop lists enable unit cost accounting.
- Check boxes to field or shop distinction.
- Check boxes for the Activity data validation.
- Check boxes for Overhead Allocation, GIS export and GASB 34 reporting consideration.

Tasks : Blading Roads / 812

General Information | Description* | Plan | Activity Log* | Task List View

Task Code: 812 Record Active: ☒

Task Name: Blading Roads

Task Type: Street Maintenance

Ext Code:

Unit Cost Accounting Settings

Requires Units: ☒

	MTD	QTD	YTD	LTD
Total Cost	0.00	0.00	368.16	35,725.21
Prod Units	0	0	5	351
\$ / Unit	0.00	0.00	73.63	101.78

Unit Type: Mile

Field Task: ☒ Standard Hours:

Shop Task: ☐

Activities Require/Allow

Employee: ☒ Fund: ☐ Zero Emp Hours: ☐

Contractor: ☐ Project: ☐ Force 0 Eq Hr/Mi: ☐

Equipment: ☒ Service: ☐ Force 0 Eq Rate: ☐

Materials: ☐ Request: ☐

Overhead, GASB, GIS

Include in Overhead Allocations: ☒

Include in GIS Export Filtering: ☒

Record: 1 of 35 | 812 | Blading Roads | Active: Yes

Here, there are a whole host of auto-calculated figures (in blue “ink”). *PubWorks* is using the linked Activity records to make these calculations.

Tasks : Blading Roads / 812

General Information | Description* | Plan | Activity Log* | Task List View

By blading the road, you are knocking down the high spots and filling in the holes. This makes a smoother road and keeps the holes from getting bigger.

Try to minimize the amount of blading that we perform when as much as practical, subject to complaints and road condition. We do not have the resources available to provide a water truck prior to blading.

Crew: 2, Operator I or II
Equipment: One Tone Truck, Grader, Water Truck (if needed)
Materials: 15,000 gallons of water

Work Method:

1. place safety devices and signs
2. equipment must have revolving amber beacon
3. water surface where needed
4. grade and windrow material to center of road
5. smooth and place windrow material to original grade and crown

Average Daily Production: 5.5 road miles

Record: 1 of 35 | 812 | Blading Roads | Active: Yes

Tasks Activity Log

- Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Grid caption displays date range and record count.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Activity cost summary.
- Map button to map the activity records displayed.

Tasks : Blading Roads / 812										
Reports	First	Previous	Next	Last	Add New	Save	Cancel	Delete	Locate	More
General Information		Description*		Plan		Activity Log*		Task List View		
175 Activity Records - 01/02/2004 through 06/07/2010										
	Act ID	Date	Location	Location Feature	Employee/Contractor	Cost (\$)				
▶	152121	01/08/10	Pastoral Ln		Pierce, Tom	122.12				
	152096	01/06/10	Newhall Ct		Long, Glen	110.52				
	152070	01/04/10	Midfield Ln		Long, Glen	135.52				
	152044	12/31/09	Marblestone Ln		Long, Glen	167.34				
	152017	12/29/09	Holton Ln		Pierce, Tom	122.34				
	151991	12/25/09	Harper Ln		Pierce, Tom	91.30				
	151966	12/23/09	Glen Wy		Long, Glen	113.02				
	151939	12/21/09	Gable Wy		Pierce, Tom	269.78				
	151913	12/17/09	Empire Ln		Pierce, Tom	171.81				
	151888	12/15/09	Echo Ln		Long, Glen	396.26				
	151863	12/11/09	Crestview Ct		Anderson, Pete	5,825.82				
	151834	12/09/09	Bridgeboro Rd		Meadows, Darryl	478.95				
Custom		Month-to-Date		Quarter-to-Date		Year-to-Date		Life-to-Date		Map
Record: 1 of 35		812		Blading Roads		Active: Yes				

Tasks List View

- All tasks listed together.
- Column-Click Sorting.
- Double-Click Task locate.

Tasks : Blading Roads / 812								
Reports	First	Previous	Next	Last	Add New	Save	Cancel	Delete
					Locate	More		
General Information		Description*	Plan		Activity Log*		Task List View	
Code	Task Name	Task Type	Units	Overhead	GIS Exp	Gasb 34	Active	
812	Blading Roads	Street Maintenance	Mile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
813	Chip & Seal	Street Maintenance	Lane-Mile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
531	Connector Inspection	Storm Water Mainten	Unit/Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
532	Connector Installation	Storm Water Mainten	Unit/Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
533	Connector Repair	Storm Water Mainten	Unit/Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
601	Dead Animal	Trash	Unit/Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
602	Debris Pickup	Trash	Pickup Spot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
305	Ditch Maintenance	Culverts and Drainage	Foot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
301	Drainage/Culvert Inspection	Culverts and Drainage	Unit/Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
302	Drainage/Culvert Installation	Culverts and Drainage	Foot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
303	Drainage/Culvert Repair	Culverts and Drainage	Foot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
603	Dust Control	Trash	Mile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
899	Engineering	Engineering	Unit/Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
833	Flagging Traffic	Street Maintenance	Hour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Record: 1 of 35		812	Blading Roads		Active: Yes			

Funds

Funds, in **PubWorks**, are used to provide another level of information organization and report summarization. Funds can be used to closely tie with your department's budget line-items and you can create annual allocations in order to perform variance analysis.

General Information

- General information (16 character code, 64 character name).
- Categorization by Fund Type and Department.
- Automatic tallies of cost-to-date for variance analysis at-a-glance.
- Status bar with record count and context information.

Fiscal Year	Start Date	End Date	Budget (\$)	Actual (\$)	Balance (\$)	Var (%)
2002	01/01/02	12/31/02	56,123.00	0.00	56,123.00	0.00
2003	01/01/03	12/31/03	45,898.00	0.00	45,898.00	0.00
2004	01/01/04	12/31/04	8,888.00	0.00	8,888.00	0.00
2005	01/01/05	12/31/05	15,000.00	0.00	15,000.00	0.00
2006	01/01/06	12/31/06	17,500.00	151.17	17,348.83	0.86
2007	01/01/07	12/31/07	18,800.00	0.00	18,800.00	0.00

Working with Allocations

Each fund supports the notion of annual allocations for the purpose of instant variance analysis.

To add an allocation, click the Add Allocation button and key in the year and allocation amount. **PubWorks** will add this allocation and instantly calculate the variance for the allocation based on the activity records associated to the fund for that year.

To modify an allocation, either double-click on the allocation row you wish to modify or first click the row you wish to modify and then click the

Modify Allocation button. **PubWorks** will present you with a screen containing the allocation year and the allocation amount. At this point you may change these values if you wish.

Deleting an allocation is accomplished by clicking on the row you wish to delete and then clicking the Delete Allocation button.

Allocation variances are based on the **PubWorks** activity records that have been linked to the fund. Over time, as activity records are linked to funds, variances will change and be kept up to date instantly and automatically.

Transaction Log

This tab lists all inventory additions, returns and transfer of materials and parts that are linked to the linked to the fund.

Funds : 404-16-100-6200 / XAF

Reports

First

Previous

Next

Last

Add New

Save

Cancel

Delete

Locate

More

General Information

Transaction Log*

Activity Log*

Fund List View

14 Transaction Records

	Date	Type	Quantity	Price (\$)	Value (\$)	Method	Material Code	Material Name
▶	06/04/10	Ret	-1.00	9.00	-9.00	By Unit	#104	#104 Hose Clamp
	03/19/10	Add	9.00	9.00	81.00	By Unit	#104	#104 Hose Clamp
	03/02/10	Add	3.00	3.00	9.00	By Unit	#104	#104 Hose Clamp
	03/10/09	Add	2.00	9.00	18.00	By Unit	Belt1	Belt Number One
	03/10/09	Add	3.00	10.00	30.00	By Unit	Belt2	Belt Number Two
	03/10/09	Add	9.00	5.25	47.25	By Unit	FitXYZ	Car Filter
	03/10/09	Add	1.00	1.25	1.25	By Unit	10w30	10w30 Motor Oil
	03/10/09	Add	5.00	1.75	8.75	By Unit	10w40	10w40 Motor Oil
	03/10/09	Add	1.00	2.12	2.12	By Unit	GAS	Regular Gas
	03/10/09	Add	1.00	1.75	1.75	By Unit	DSL	Diesel
	03/10/09	Add	1.00	14.00	14.00	By Unit	3650CC	Traffic Cones
	11/10/05	Add	100.00	10.00	1,000.00	By Unit	RM3	Asphalt
	11/07/05	Add	1.00	1.00	1.00	By Unit	RM3	Asphalt

1,217.12

Record: 2 of 6

XAF

404-16-100-6200

Active: Yes

Double clicking a row in the grid will display the transaction and give you the opportunity to view it in detail and edit it if you need to.

Fund Activity Log

- Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Grid caption displays date range and record count and Activity cost summary.
- Tab caption will possess an asterisk (*) when one or more records are present.

Funds : 300-15-100-6200 / GF

Reports First Previous Next Last Add New Save Cancel Delete Locate More

General Information Transaction Log **Activity Log*** Fund List View

25 Activity Records - 07/03/2006 through 06/07/2010

ActID	Date	Location	Task	Employee/Contractor	Cost (\$)
3r	09/30/08	Noland Ln	Snow Plowing	Brady, Billy	37.74
3r	09/30/08	New Coach Ln	Snow Plowing	Brady, Billy	71.31
3r	09/30/08	Nelson Ct	Snow Plowing	Brady, Billy	7.95
3r	09/30/08	Needlepoint Ln	Snow Plowing	Brady, Billy	48.45
3r	09/30/08	Nottingham Dr	Snow Plowing	Brady, Billy	85.00
3r	09/30/08	New Coach Pl	Snow Plowing	Brady, Billy	25.82
3r	09/30/08	Newhall Ct	Snow Plowing	Brady, Billy	7.61
3r	09/30/08	New Pond Ln	Snow Plowing	Brady, Billy	463.62
2r	09/22/08	Nassau Dr	Trash Removal	Kirby, Randy	118.91
2r	09/22/08	Nassau Dr	Trash Removal	Kirby, Randy	135.90
2r	09/22/08	Needwood Ln	Trash Removal	Kirby, Randy	67.95
2r	09/22/08	Pastoral Ln	Trash Removal	Kirby, Randy	101.92
2r	09/22/08	Needwood Ln	Trash Removal	Kirby, Randy	84.94
2r	09/22/08	Northgate Ln	Trash Removal	Kirby, Randy	84.94

☐ Custom ☐ Month-to-Date ☐ Quarter-to-Date ☐ Year-to-Date ☒ Life-to-Date 2,505.62

Record: 1 of 6 GF 300-15-100-6200 Active: Yes

Funds List View

- All tasks listed together.
- Column-Click Sorting.
- Double-Click Fund locate.

Funds : 300-15-100-6200 / GF

Reports First Previous Next Last Add New Save Cancel Delete Locate More

General Information Transaction Log Activity Log* **Fund List View**

Code	Name	Department	Fund Type	Active
A	A	Engineering	Enterprise Fund	<input checked="" type="checkbox"/>
B	B	Engineering	Enterprise Fund	<input checked="" type="checkbox"/>
CIP	Capital Improvements	Public Works		<input checked="" type="checkbox"/>
GF	300-15-100-6200	Public Works	General Fund	<input checked="" type="checkbox"/>
TF	Transportation	Public Works		<input checked="" type="checkbox"/>
XAF	404-16-100-6200	Parks	General Fund	<input checked="" type="checkbox"/>

Record: 1 of 6 GF 300-15-100-6200 Active: Yes

Purchase Orders

Create a record of purchase orders issues by your department and keep track of the actual funds spent per Purchase Order. The Purchase order gives you the ability to detail the items ear-marked for purchase (in the Purchase Order Details grid) plus keep a record of actual vendor payments made (in the Vouchers grid)

The Purchase Order's amount can be set manually or it can be set based on the total value of the items present in the Purchase Order Details grid.

PubWorks automatically calculates dollars "consumed" for the Purchase Order as follows:

- Direct consumption – based on entries in the Daily Activities Direct Job Cost items tab.
- Indirect consumption – based on material/parts additions from the Materials Add screen.
- Voucher consumption – based on the sum of the values entered in the Vouchers grid.

General Information

- General information (16 character number, 64 character description).
- Purchase Order status and open and closed date values.
- Categorization by Fund and Vendor.
- Automatic tallies of consumption-to-date for balance analysis at-a-glance.
- Status bar with record count and context information.

Purchase Orders : asphalt paving project / 14945

Reports First Previous Next Last Add New Save Cancel Delete Locate More

General Information Activity Log Material Transaction Log* Purchase Order List View

PO Number Record Active ☒

Description

PO Type 90 Day Blanket

Vendor 404-16-100-6200

Fund Parks

Department Parks

Open ☒ 12/22/2005 Closed ☐

Amounts and Balances

PO Amount (\$)	123.12	Detail Tot (\$)	
Direct Used (\$)	0.00	Direct Var (\$)	126.12
Indirect Used (\$)	123.12	Indirect Var (\$)	3.00
Vouchers (\$)	126.12	Balance (\$)	0.00

Vouchers* **Purchase Order Details*** **Equipment Details**

9 Items

Mat/Part Number *	Material/Part Name *	Qty	Price (\$)	Cost (\$)	Vendor *	Fund *	Invoice	Rev	Date	#
3650CC	Traffic Cones	1.00	14.00	14.00				<input checked="" type="checkbox"/>	03/10/09	
DSL	Diesel	1.00	1.75	1.75				<input checked="" type="checkbox"/>	03/10/09	
GAS	Regular Gas	1.00	2.12	2.12				<input checked="" type="checkbox"/>	03/10/09	
10w40	10w40 Motor Oil	5.00	1.75	8.75				<input checked="" type="checkbox"/>	03/10/09	
10w30	10w30 Motor Oil	1.00	1.25	1.25				<input checked="" type="checkbox"/>	03/10/09	
FilterXYZ	Car Filter	9.00	5.25	47.25				<input checked="" type="checkbox"/>	03/10/09	
Belt2	Belt Number Two	3.00	10.00	30.00				<input checked="" type="checkbox"/>	03/10/09	
Belt1	Belt Number One	2.00	9.00	18.00				<input checked="" type="checkbox"/>	03/10/09	
*								<input type="checkbox"/>		

Delete Line Item Receive Line Item Receive All Items

Record: 2 of 199 14945 asphalt paving project Open 12/22/2005 126.12

Purchase Order Details

Purchase Order Details can be entered directly on the Purchase Order Details grid by either entering a material/part number or selecting a material/part from the drop list that is resident in the material/part cell. Once a material/part is selected, the material/part name, a quantity of one and the unit cost is automatically filled in to the other cells in the grid's row.

You may change the quantity and price if you wish and **PubWorks** will calculate a new line item cost and will also update the Detail Total for the items purchased.

You can delete a grid row by clicking in the gray button just to the left of the value in the material/part cell and then pressing the delete key on you keyboard.

Vouchers*		Purchase Order Details*				Equipment Details			
9 Items									
Mat/Part Number *	Material/Part Name *	Qty	Price (\$)	Cost (\$)	Vendor *	Fund *	Invoice	Rcv	Date
▶ 3650CC	Traffic Cones	1.00	14.00	14.00				<input checked="" type="checkbox"/>	03/10/09
▶ DSL	Diesel	1.00	1.75	1.75				<input checked="" type="checkbox"/>	03/10/09
▶ GAS	Regular Gas	1.00	2.12	2.12				<input checked="" type="checkbox"/>	03/10/09
▶ 10w40	10w40 Motor Oil	5.00	1.75	8.75				<input checked="" type="checkbox"/>	03/10/09
▶ 10w30	10w30 Motor Oil	1.00	1.25	1.25				<input checked="" type="checkbox"/>	03/10/09
▶ FilXYZ	Car Filter	9.00	5.25	47.25				<input checked="" type="checkbox"/>	03/10/09
▶ Belt2	Belt Number Two	3.00	10.00	30.00				<input checked="" type="checkbox"/>	03/10/09
▶ Belt1	Belt Number One	2.00	9.00	18.00				<input checked="" type="checkbox"/>	03/10/09
▶ *								<input type="checkbox"/>	

Purchase Order Vouchers

Click the Vouchers tab on the lower portion of the Purchase Order screen to reveal the voucher grid. This grid is used to record payments made to vendors for the purchase order. Only the amount value is required by the Vouchers grid – the date (it will use today's date) and the vendor (it will insert the vendor fro the vendor drop list) will be filled in automatically if you chose not to enter values.

As voucher line-items are entered, **PubWorks** will automatically calculate a Purchase Order balance based on the total of the entered voucher amounts.

You can delete a grid row by clicking in the gray button just to the left of the Voucher Date cell and then pressing the delete key on you keyboard.

Purchase Orders : asphalt paving project / 14945

General Information
Activity Log
Material Transaction Log*
Purchase Order List View

PO Number: 14945 Record Active: ☒
 Open: ☒ 12/22/2005 Closed: ☐

Description: asphalt paving project
 PO Type: 90 90 Day Blanket
 Vendor:
 Fund: XAF 404-16-100-6200
 Department: PA Parks

Amounts and Balances

PO Amount (\$)	123.12	Detail Tot (\$)	
Direct Used (\$)	0.00	Direct Var (\$)	123.12
Indirect Used (\$)	123.12	Indirect Var (\$)	0.00
Vouchers (\$)	126.12	Balance (\$)	-3.00

Vouchers*
Purchase Order Details*
Equipment Details

1 Vouchers

Date	Voucher Number	Amount (\$)	Paid	Vendor Code	Vendor Name	Voucher Description
▶ 02/05/10	V20100205	126.12	<input type="checkbox"/>	ALSCO	ALSCO-American Industrial Division	testing delete

Record: 2 of 199 | 14945 | asphalt paving project | Open | 12/22/2005 | 123.12

Purchase Order Activity Log

These are the details of direct consumption – based on entries in the Daily Activities Direct Job Cost items tab.

- Column-Click Sorting and Double-Click Activity record locate.
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Grid caption displays date range and record count.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Activity cost summary.
- Screen shot is on the next page.

Purchase Orders : bridge materials 24536 / 24536

1 Activity Records - 04/29/2002 through 07/20/2007

Act ID	Date	Material Name	Location	Project Number	Quantity	Unit Cost (\$)	Cost (\$)	Ta
▶ 003110	04/29/02	Misc Bridge Materials	Rockwood Community Cer	AM-2002	1.00	278.91	278.91	Er

☐ Week-to-Date
 ☐ Month-to-Date
 ☐ Quarter-to-Date
 ☐ Year-to-Date
 ☒ Life-to-Date
 278.91

Record: 21 of 197 24536 bridge materials 24536 Open 10/06/2005 5,000.00

These are the details of indirect consumption – based on material/parts additions from the Materials Add screen.

- Purchase Orders : 1 / 1**

Reports

First

Previous

Next

Last

Add New

Save

Cancel

Delete

Locate

More

General Information

Activity Log

Material Transaction Log*

Purchase Order List View

5 Material Transaction Records - 09/09/2009 through 06/07/2010

	Date	Mat/Part Code	Material/Part Name	Vendor	Fund	Quantity	Price (\$)	Value (\$)	Inv
▶	09/09/09	Kw123098	Kenworth Belt			1.00	1.00	1.00	
	09/09/09	DSL-A	Deisel A			1.00	23.00	23.00	
	09/09/09	6666	6666 Johnson Rod			1.00	7.00	7.00	
	09/09/09	#10	#10 Clamp from Ideal			1.00	11.81	11.81	
	09/09/09	#10	#10 Clamp from Ideal			1.00	11.81	11.81	

☐ Custom
☐ Month-to-Date
☐ Quarter-to-Date
☐ Year-to-Date
☒ Life-to-Date

54.62

Record: 1 of 199

1

1

Closed

09/09/2009

02/05/2010

46.14

Purchase Orders List View

- All purchase orders listed together.
- Column-Click Sorting.
- Double-Click Purchase Order locate.
- Radio-button-filtering by status (open, closed, all).
- Radio-button-filtering (custom, month, quarter, year and life to date).

Purchase Orders : 1 / 1

Reports First Previous Next Last Add New Save Cancel Delete Locate More

General Information		Activity Log		Material Transaction Log*		Purchase Order List View		
199 Purchase Orders - 1/1/2005 through 6/7/2010								
PO Number	PO Description	Issued	Closed	Open	Amount (\$)	Fund	Vendor	Department
14945	asphalt paving project	12/22/05		<input type="checkbox"/>	123.12	404-16-100-6200		Parks
24870	Misc Materials for Bride	12/22/05		<input type="checkbox"/>	5,000.00	Transportation	Four Corners Materials	Public Works
24946	Gasoline & Diesel	12/22/05		<input type="checkbox"/>	2,000.00	Transportation	Dawn Trucking	Public Works
24593	Salt 2005	12/22/05		<input type="checkbox"/>	37,000.00	Transportation	Four Corners Materials	Public Works
24948	Sheet metal products	12/22/05		<input type="checkbox"/>	2,000.00	Transportation	GMCO Corporation	Public Works
24949	Supplies for bridge &	12/22/05		<input type="checkbox"/>	1,500.00	Transportation	Fleming Chemical Co.	Public Works
24950	Construction supplies	12/22/05		<input type="checkbox"/>	2,000.00	Transportation	GMCO Corporation	Public Works
24951	Bridge Concrete	12/22/05		<input type="checkbox"/>	2,000.00	Transportation	Jackson Services	Public Works
24952	Precast Concrete	12/22/05		<input type="checkbox"/>	3,000.00	Transportation	Jackson Services	Public Works
24953	Bridge Materials	12/22/05		<input type="checkbox"/>	500.00	Transportation	Jackson Services	Public Works
24871	Misc Equipment for	12/22/05		<input type="checkbox"/>	4,000.00	300-15-100-6200	Four Corners Materials	Public Works
24954	Misc. parts for #751	12/22/05	02/04/10	<input type="checkbox"/>	1,800.00	300-15-100-6200	Four Corners Materials	Public Works
24955	Misc. parts for #752	12/22/05	02/04/10	<input type="checkbox"/>	8,000.00	300-15-100-6200	Four Corners Materials	Public Works
24591	Generator for Guardrail	12/22/05		<input type="checkbox"/>	641.00	300-15-100-6200	Fleming Chemical Co.	Public Works
24645	RF-118-00.12	12/22/05		<input type="checkbox"/>	10,000.00	300-15-100-6200	GMCO Corporation	Public Works
24872	Misc contract services	12/22/05		<input type="checkbox"/>	3,000.00	404-16-100-6200	Four Corners Materials	Public Works
24646	RF-118-00.12	12/22/05		<input type="checkbox"/>	15,000.00	404-16-100-6200	GMCO Corporation	Public Works
24956	Supplies for bridges	12/22/05	02/04/10	<input type="checkbox"/>	2,500.00	404-16-100-6200	Jackson Services	Public Works
24873	Misc contract projects	12/22/05		<input type="checkbox"/>	800.00	Transportation	Four Corners Materials	Public Works
24874	Misc Expenses for	12/22/05		<input type="checkbox"/>	2,000.00	404-16-100-6200	Four Corners Materials	Public Works

☐ Open POs
 ☐ Closed POs
 ☒ All POs
☐ Custom
 ☐ Month-to-Date
 ☐ Quarter-to-Date
 ☐ Year-to-Date
 ☒ Life-to-Date

Record: 1 of 199 1 1 Closed 09/09/2009 02/05/2010 46.14 758,552.06

Vouchers and Warrants

Create a record of purchase orders issues by your department and keep track of the actual funds spent per Purchase Order. The Purchase order gives you the ability to detail the items ear-marked for purchase (in the Purchase Order Details grid) plus keep a record of actual vendor payments made (in the Vouchers grid)

The Purchase Order's amount can be set manually or it can be set based on the total value of the items present in the Purchase Order Details grid.

PubWorks automatically calculates dollars "consumed" for the Purchase Order as follows:

- Direct consumption – based on entries in the Daily Activities Direct Job Cost items tab.
- Indirect consumption – based on material/parts additions from the Materials Add screen.
- Voucher consumption – based on the sum of the values entered in the Vouchers grid.

General Information

- General information (16 character number, 64 character description).
- Voucher status and paid date.
- Categorization by Vendor.
- Automatic tallies of consumption-to-date for balance analysis at-a-glance.
- Status bar with record count and context information.

Voucher/Warrant : Annual Wireless Service & E-mail Accounts / 003

Reports First Previous Next Last Add New Save Cancel Delete Locate

General Information Voucher/Warrant List View

Number: 003 Date: 01/10/2006 Amount (\$): 1,116.00 Paid: ☐ Active: ☒

Vendor Code: GMCO Vendor Name: GMCO Corporation

Description: Annual Wireless Service & E-mail Accounts

2 Purchase Orders

	PO Number *	Date	Amount (\$)
▶	24883	12/20/2005	1,068.00
	24863	12/20/2005	48.00
*			

Record: 3 of 97 003 1,116.00 01/10/2006 GMCO Corporation

Vouchers and Warrants List View

- All vouchers/warrants listed together.
- Column-Click Sorting.
- Double-Click Voucher/Warrant locate.
- Radio-button-filtering by status (open, closed, all).
- Radio-button-filtering (custom, month, quarter, year and life to date).

Voucher/Warrant : Annual Wireless Service & E-mail Accounts / 003

Reports First Previous Next Last Add New Save Cancel Delete Locate

General Information **Voucher/Warrant List View**

97 Vouchers - 12/6/2005 through 7/20/2007

Voucher	Date	Amount (\$)	Paid	Vendor Code	Vendor Name	V
001	01/10/06	173.85	<input type="checkbox"/>	WEBER	Weber Sand & Gravel	V
002	01/10/06	32.83	<input type="checkbox"/>	GMCO	GMCO Corporation	S
003	01/10/06	1,116.00	<input type="checkbox"/>	GMCO	GMCO Corporation	A
004	01/10/06	200.00	<input type="checkbox"/>	NEW/MAN	Newman Traffic Signs	U
005	01/10/06	178.75	<input type="checkbox"/>	DAW/N	Dawn Trucking	K
006	01/10/06	200.00	<input type="checkbox"/>	FOUR	Four Corners Materials	U
007	01/10/06	200.00	<input type="checkbox"/>	NEW/MAN	Newman Traffic Signs	U
008	01/10/06	200.00	<input type="checkbox"/>	ALSCO	ALSCO-American Industrial Divis	U
009	01/10/06	386.58	<input type="checkbox"/>	DAVIS	Davis Engineering	M
010	01/10/06	144.62	<input type="checkbox"/>	NEW/MAN	Newman Traffic Signs	2
011	01/10/06	200.00	<input type="checkbox"/>	GMCO	GMCO Corporation	U
012	01/10/06	106.16	<input type="checkbox"/>	ALSCO	ALSCO-American Industrial Divis	W
013	01/10/06	121.60	<input type="checkbox"/>	GMCO	GMCO Corporation	Bi

☐ Unpaid
 ☐ Paid
 ☒ All

☐ Month-to-Date
 ☐ Quarter-to-Date
 ☐ Year-to-Date
 ☒ Life-to-Date
 107,469.15

Record: 3 of 97 003 1,116.00 01/10/2006 GMCO Corporation

Service Requests

Track Service Requests and the cost of work performed to remedy problems. This module supports the ability to accumulate a database of callers, assign Service Requests to supervisors, track status and actions taken, assign resources consumed and compile statistical and cost reports based on the Service Requests on file.

General Information

- Call number automatically assigned.
- Call date and time automatically assigned but changeable.
- Schedule for service date.
- Categorization by Call Type, Call Taker, Assignee, Department, Location, District and Priority.
- Resident locate/selection or entry capability.
- Automatic calculation of call service duration.
- Call description.
- Contact Notes grid.
- Miscellaneous key field for easy identification and search.

Service Request Log : 000001

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Information		Extended Description		Activity Log*		Service Request List View	
Classification and Status							
Serv Req#	000001			<input type="radio"/> Open <input checked="" type="radio"/> Closed		Assignment	
Req Type	Flooding					Taken By: Watts, James	
Call Date	01/02/2004	Time	08:55	Days	2.51	0.64	Assignee: East, Grover
Completed	01/04/2004	Time	21:11	Hours	60.27	15.27	Dept: Public Works
Scheduled	01/04/2004	Misc		Cost (\$)	1,399.43		Priority: High Priority
District: North West							
Location							
Location Name		L	LQ	Street Number		WO	
Babbit Lane			A	18			
Caller							
Last Name / First		Johnson Peter		Find		Notes: Beware of dog!!	
Street Num/Name		18 Babbit Lane		Edit		City: Castle Rock State: CO Zip: 81111	
Home/Work/Cell		888-9879 555-9856		Clear		E-Mail: pete@castlerock.com	
Description and Contact Notes							
Big Flood on Babbit Lane. Water main break.							
	Date	Time	Contact	Note			
	05/11/10	09:06	<input type="checkbox"/>	Call Closed via Crew Activity 32			
	01/06/04	11:22	<input checked="" type="checkbox"/>	Told home owner our crew will be there tomorrow			
	01/05/04	08:00	<input type="checkbox"/>	Drove out for an inspection			
	01/04/04	21:11	<input type="checkbox"/>	Call Closed			
Record: 1 of 8,308 000001 Flooding East, Grover North West High Priority Closed							

Remember: Yellow fields mandatory, white fields optional. You can tell **PubWorks** which fields you want as mandatory and which should be optional on the **Service Request Settings** screen – see page 62.

Service Request Activity Log

- Column-Click Sorting and Double-Click Activity record locate.
- Grid caption displays date range and record count.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Activity cost summary.

Service Request Log : 000001

Reports | First | Previous | Next | Last | Add New | Save | Cancel | Delete | Locate | Sort | More* | Map

General Information | Extended Description | **Activity Log*** | Service Request List View

3 Activity Records - 01/01/1980 through 06/07/2010

Act ID	Date	Task	Employee	Contractor	Tot Cost (\$)
▶ 17c	01/17/04	Drainage/Culvert Repair	Long, Glen		1,127.11
17c	01/17/04	Drainage/Culvert Repair	Mitchell, Sam		132.16
17c	01/17/04	Drainage/Culvert Repair	Watts, James		140.16

1,399.43

Record: 1 of 8,308 | 000001 | Flooding | East, Grover | North West | High Priority | Closed

Service Request List View

- All Service Requests listed together.
- Column-Click Sorting.
- Double-Click Service Request locate.
- Radio-button-filtering by status (open, closed, all).
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Grid caption displays date range and record count.

Service Request Log : 000001

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort More* Map

General Information Extended Description Activity Log* **Service Request List View**

283 Open Calls - 1/10/2006 through 6/7/2010

Req #	Open	Date	Assignee	Department	Request Type	Priority	Description
000619	<input checked="" type="checkbox"/>	12/07/09	East, Grover	Public Works	Traffic Light Out		There is a problem on Gimbl
000620	<input checked="" type="checkbox"/>	12/08/09	East, Grover		Tree Down		There is a problem on Ginge
000621	<input checked="" type="checkbox"/>	12/14/09	East, Grover		Dead Animal		There is a problem on Glen
000622	<input checked="" type="checkbox"/>	12/15/09	East, Grover		Flooding		There is a problem on Glenc
000623	<input checked="" type="checkbox"/>	12/21/09	East, Grover		Line Locate		There is a problem on Glenv
000624	<input checked="" type="checkbox"/>	12/22/09	East, Grover		Missed Trash		There is a problem on Globe
000625	<input checked="" type="checkbox"/>	12/28/09	East, Grover	Public Works	Potholes		There is a problem on Gloria
000626	<input checked="" type="checkbox"/>	12/29/09	East, Grover	Public Works	Snow		There is a problem on Glove
000627	<input checked="" type="checkbox"/>	01/04/10	East, Grover	Public Works	Street Sign Down		There is a problem on Good
000629	<input checked="" type="checkbox"/>	01/11/10	East, Grover	Public Works	Traffic Light Out		There is a problem on Grant
000630	<input checked="" type="checkbox"/>	01/12/10	East, Grover		Tree Down		There is a problem on Granit
000631	<input checked="" type="checkbox"/>	01/18/10	East, Grover		Dead Animal		There is a problem on Gray I
000632	<input checked="" type="checkbox"/>	01/19/10	East, Grover		Flooding		There is a problem on Grays
000633	<input checked="" type="checkbox"/>	01/25/10	East, Grover		Line Locate		There is a problem on Greer
000634	<input checked="" type="checkbox"/>	01/26/10	East, Grover		Missed Trash		There is a problem on Griffin
000635	<input checked="" type="checkbox"/>	02/01/10	East, Grover	Public Works	Potholes		There is a problem on Guild
000636	<input checked="" type="checkbox"/>	02/02/10	East, Grover	Public Works	Snow		There is a problem on Gunn
000637	<input checked="" type="checkbox"/>	02/08/10	East, Grover	Public Works	Street Sign Down		There is a problem on Hadle
000639	<input checked="" type="checkbox"/>	02/15/10	East, Grover	Public Works	Traffic Light Out		There is a problem on Hamil
001257	<input checked="" type="checkbox"/>	12/01/09	Miller, Michael	Public Works	Street Sign Down		There is a problem on Popla
001259	<input checked="" type="checkbox"/>	12/08/09	Miller, Michael	Public Works	Traffic Light Out		There is a problem on Post l

☒ Open Requests
 ☐ Closed Requests
 ☐ All Requests
☐ Custom
 ☐ Month-to-Date
 ☐ Quarter-to-Date
 ☐ Year-to-Date
 ☒ Life-to-Date

Record: 1 of 8,308 000001 Flooding East, Grover North West High Priority Closed

Service Request Status

The data grid below can be used by assigned employees or supervisors to check on Service Requests by status. Open calls assigned to the logged-in employee are automatically displayed but the displayed set of Service Requests can be changed using the status filtering and assignee filtering controls at the bottom of the window.

- Radio-button-filtering by status (open, closed, all).
- Radio-button-filtering (custom, month, quarter, year and life to date).
- Drop list filtering equipped with the Multi-item list capability.
- Display filter by logged in user or assignee and/or department.
- Column-Click Sorting.
- Double-Click Service Request locate.
- Select and print.

Service Request Status

7 Open Calls - Called 1/1/1980 through 6/7/2010

Req #	Open	Date	Assignee	Department	Request Type	Priority	Description
005035	<input checked="" type="checkbox"/>	05/19/09	Long, Glen	Public Works	Potholes		There is a problem on Torrington Ln
005055	<input checked="" type="checkbox"/>	07/28/09	Long, Glen	Public Works	Potholes		There is a problem on Turner Ln
005091	<input checked="" type="checkbox"/>	12/01/09	Long, Glen	Public Works	Potholes		There is a problem on Blackwell Ln
005095	<input checked="" type="checkbox"/>	12/15/09	Long, Glen	Public Works	Potholes		There is a problem on Bonnie Ln
005101	<input checked="" type="checkbox"/>	01/05/10	Long, Glen	Public Works	Potholes		There is a problem on Bridge St
005105	<input checked="" type="checkbox"/>	01/19/10	Long, Glen	Public Works	Potholes		There is a problem on Brunswick Ln
005111	<input checked="" type="checkbox"/>	02/09/10	Long, Glen	Public Works	Potholes		There is a problem on Burgess Ln

☒ Open
 ☐ Closed
 ☐ All
 ☐ Call Date
 ☐ Sched Date
 ☐ Completion Date
 ☐ Custom
 ☐ Mon-to-Date
 ☐ Qtr-to-Date
 ☐ Yr-to-Date
 ☒ Life-to-Date

For Assignee... Long, Glen M
 For Department... M
 For Request Type... Potholes M
 For Location... M

Print Display Request Map Close

Callers

As Service Requests are logged the callers that are the source of the calls are automatically placed in a caller's table. This capability makes it possible to attribute calls for service to particular individuals or entities.

General Information

- Contact information.
- Status bar with record count and context information.

Callers : Johnson / Peter

Reports First Previous Next Last Add New Save Cancel Delete Locate

General Information Service Request Log (3) Callers List View

Last Name: Johnson EMail: pete@castlerock.com
 First Name: Peter Address: 18 Babbit Lane
 Home Phone: 888-9879 Resident: ☒ City: Castle Rock
 Work Phone: Business: ☐ Zip Code: 81111
 Cell Phone: 555-9856 Active: ☒ State: CO
 Notes: Beware of dog!!

Record: 3 of 8 Johnson, Peter 888-9879 555-9856

Caller Service Request Log

- Column-Click Sorting.
- Grid caption displays record count.
- Tab caption will possess an asterisk (*) when one or more records are present.
- Double-Click Service Request locate.

Callers : Johnson / Peter

Reports First Previous Next Last Add New Save Cancel Delete Locate

General Information **Service Request Log (3)** Callers List View

3 Service Request Records

Req #	Call Date	Time	Open	Complete	Time	Duration	Request Type	Assignee
000005	01/19/04	20:02	<input type="checkbox"/>	01/25/04	20:02	8640	Potholes	East, Grover
000003	01/12/04	10:34	<input type="checkbox"/>	01/16/04	20:02	6328	Trash Lid Delivery	East, Grover
000001	01/02/04	08:55	<input type="checkbox"/>	01/04/04	21:11	3616	Flooding	East, Grover

Record: 3 of 8 Johnson, Peter 888-9879 555-9856

Callers List View

- All callers on file listed together.
- Column-Click Sorting.
- Double-Click Caller locate.

The screenshot shows a window titled "Callers : Johnson / Peter". It has a toolbar with buttons: Reports, First, Previous, Next, Last, Add New, Save, Cancel, Delete, and Locate. Below the toolbar are three tabs: General Information, Service Request Log (3), and Callers List View. The "Callers List View" tab is active, displaying a table with the following data:

Last Name	First Name	Number	Street	Home	Work
Johnson	Peter	18	Babbit Lane	888-9879	
Myers	Sue	23	Elm St	123-0987	
peter anzalone	peter	123	baker avenue	555-1212	
Ryan Reid	Ryan	806	Second Ave	620-225-8100	
Smith	John	81	Babbit Lane		
wade	tammy			555-1212	

At the bottom of the window, it says "Record: 3 of 8" and "Johnson, Peter" with phone numbers "888-9879" and "555-9856".

Caller Consolidation

This powerful function allows you to clean up portions of your caller database that, due to time and sometimes less than careful use has caused the creation of near duplicate records.

The example to the right shows that two callers exist representing the same person. Here, **Johnson, Pete** will have all Service Requests associated to him moved to **Johnson, Peter** and after the Service Requests are moved, caller **Johnson, Pete** will be completely deleted.

There is no undo!

The screenshot shows a dialog box titled "Caller Consolidation". It contains the following text and controls:

Move all Service Requests linked to the caller in the first drop-down list to the caller selected in the second drop-down list.

Caller #1 - move all Service Requests FROM this caller
 Johnson, Pete;

Caller #2 - move all Service Requests TO this caller
 Johnson, Peter; Babbit Lane

☒ Delete Caller #1 After Service Requests Are Moved

☐ Sort by Caller Name
☐ Sort by Caller Address

OK Cancel

Service Request Types

Like other category data items, Service Request Types are managed from a simple grid form screen.

Here, though added power is provided. Default employee and departments can be associated with each Service Request type so that when a Service Request is created it will automatically be assigned to the employee and department established here.

The screenshot shows a window titled "Service Request Types". It contains a grid with the following data:

	Code	Name	Employee	Department	Active
▶	DA	Dead Animal	East	Parks	<input checked="" type="checkbox"/>
	F	Flooding	Kirby	Public Works	<input checked="" type="checkbox"/>
	LL	Line Locate		Administration	<input checked="" type="checkbox"/>
	MT	Missed Trash	Long	Public Works	<input checked="" type="checkbox"/>
	PH	Potholes	Long	Public Works	<input checked="" type="checkbox"/>
	SN	Snow Plowing/Sanding	Long	Public Works	<input checked="" type="checkbox"/>
	SIGN	Street Sign Down	Brady	Engineering	<input checked="" type="checkbox"/>
	SW	Street Sweeping	Long	Public Works	<input checked="" type="checkbox"/>
	T	Traffic Light Out	Brady	Engineering	<input checked="" type="checkbox"/>
	TLD	Trash Lid Delivery		Administration	<input checked="" type="checkbox"/>
	TR	Tree Down	East	Parks	<input checked="" type="checkbox"/>
*					<input type="checkbox"/>

At the bottom of the window, it says "Service Request Types: 11" and has buttons for Save, Delete, Print, and Close.

Service Request Settings

This window, found from either the System menu or the Service Request menu, give you control over the behavior of **PubWorks** Service Requests.

- **Required Fields** – by setting or clearing check boxes you can customize the set of required fields.

- **Cursor Placement** – when a new Service Request is created, PubWorks will place the cursor in the selected field.

- **List Views** – there are two list view options to choose from – one is assignee-department oriented the other caller-address orient. Select the one that best suites your needs.

- **Response Goals** – for reporting purposes (close and contact analysis reports) specify what the goals are for resolving Service Requests and contacting the callers.

- **Default settings** are values that **PubWorks** will automatically fill in for you with each new Service Request. These default values can save you time.

- **Other Settings** – if you wish, **PubWorks** will require a Call Type or a Closing Note when a Service Request goes from “open” to “closed.” Also, if you wish, **PubWorks** will automatically insert your agency’s city, state and zip or new callers.
- When **searching for callers**, ask **PubWorks** to use AND to join criteria (therefore reducing the number of choices available) or use OR to join criteria (thereby increasing the number of choices available).
- **Activity Auto-Close** options allow you to determine what happens to a Service Request’s status value once it has been linked to an Activity record. **PubWorks** can close a Service Request automatically, close it only after you are prompted, or simply do nothing to the Service Request’s status value. Further more, if **PubWorks** is asked to close the Service Request, you have an option as to what date is used as the Service Request close date.

Daily Activities

This represents the crux of the **PubWorks** program – it is the source of all cost data. Here is where information is pulled together from a variety of information sources so that you can record activities exactly as they occur on an ongoing basis.

Activities are based on:

- Employee (or Contractor).
- Tasks performed and optional Task Modifier.
- Location (that can be **qualified** with address, mile markers or Segments) and Location Feature.
- Equipment used (optional).
- Materials used (optional).
- Project (optional).
- Fund (optional).
- Service Request (optional).

The **Button Bar** has two critical additional buttons

- Sort – allows for varying sort order which will determine the order in which records are displayed.
- Edit – to prevent inadvertent changes, records are always displayed in a *locked* mode, clicking the edit button permits record edits, changes and corrections.

Daily Activities

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort Edit Filter* Map

Employee or Contractor

Activity ID: 173269 Employee Code / Name: Miller, Michael Date: 02/18/2010

Hours: 5.00 Rate (\$): 37.52 Cost (\$): 187.60

Contractor Code / Name: Labor Type: Regular

Reg: 5.00 37.52 187.60 OT: 0.00 56.28 0.00

Location and Task

Location Code / Name: 1 Babbit Lane

LQ Starts / Ends: S 01 [Levitt] to [Blueberry]

Location Feature Code / Name (6):

Task Code / Name: 801 Street Inspection

Task Units: Lane-Mile: 1.0027

Task Modifier Code / Name:

Fund Code / Name:

Project Number / Project Name:

Service Request Number / Request Type:

Equipment and Materials*

Equipment Code / Name: 2015 F250 Pickup Hr/Mi: 5.00 Rate (\$): 33.00 Cost (\$): 165.00

Material Code / Name: GAS Regular Gas Quantity: 2.00 Unit Cost (\$): 2.0679 Cost (\$): 4.14

Direct Job Cost Items

Notes:

Add New Save Cancel

Record: 2 of 59 173269 Miller, Michael Babbit Lane 02/18/2010

Total Cost (\$) 356.74

Other features and considerations:

- **Add** – click either Add New button; in fact pressing the Enter key is equivalent to clicking the Add New button.
- **Employee or Contractor** – for each activity record only one employee or contractor can be entered/selected.
- **Contractor Activities** – when a contractor is selected, only a total amount is permitted to be entered; it is assumed that contractors supply invoices and that these invoices cover the cost of contractor labor, equipment and materials.

- **Enter Code or Name** – dual drop lists are present to permit the entry /selection of an entity code or name. When a code is entered/selected, **PubWorks** will automatically fill in the matching name. When a name is entered/selected, **PubWorks** will automatically fill in the matching code.
- **Key or Click** – the drop lists are all designed to accept either keyboard or mouse-click selection entries. Data entry will be faster with key strokes and the tab order of this window is setup to go to the code drop lists only.
- **Labor Types** – a variety of (user-defined) labor types can be used better describe the work performed for any given activity but the default value (typically something like *Regular Time*) will be filled in automatically.
- **Employee Labor Rates** – when an employee is selected, that employee's labor rate for regular and overtime are automatically filled in. Appropriately empowered users can override employee rates.
- **Equipment and Material Rates** – these behave exactly like employee pay rates: they are automatically filled in and appropriately empowered users can override rates. Equipment rates (primary and secondary) are placed in a drop list for selection.
- **Material Quantities** – when materials are used, quantities are automatically deducted from inventory.
- **Reuse Last** – **PubWorks** can be set up to reuse the last values entered for employee, date, location, task, equipment and/or materials. See System Settings for more information.
- **Tab Order** – In System Settings, the tab order for employee code/name and equipment and materials can be customized.
- **Date** – the activity date field possesses all the special date characteristics described for date fields above.
- **Location Qualifier** – specify where on the location the work occurred; i.e.: at an address, an intersection, on a segment or on a series of segments, or on or between mile posts.
- **Location Feature** – a location feature drop list will be populated if features exist for the selected location.
- **Task Units** – automatically filled in if task configuration corresponds with location dimensional values.
- **Direct Job Cost Items** – see screen shot and description on the next page.

Direct Job Cost Items – this tab contains room for three additional material entries on the activity record.

The difference between entries on this tab and entries on “Equipment and Materials” tab is

- material entries can be attributed to a contractor
- the material used need not exit in your material inventory and
- you can enter additional information about the acquisition of the material in the form of an Invoice number, PO number and miscellaneous note.

The information entered on this tab contributes to the total cost of materials for the activity record and is associated (allocated) to the task and location on the activity record.

The screenshot shows the 'Daily Activities' window with the 'Direct Job Cost Items' tab selected. The window is divided into several sections:

- Employee or Contractor:** Activity ID (002371), Employee Code / Name, Date (06/03/2002), Reg, Hours, Rate (\$), Cost (\$), Contractor Code / Name (DAVIS), Labor Type, OT, and Total (\$) (600.00).
- Location and Task:** Location Code / Name (RCC), Location Name (Rockwood Community Ce), LQ, Location Feature Code / Name (S), Location Name (Stair Main Entry), Task Code / Name (115), Task Name (Sign Maintenance), Task Units: Unit/Item (1.0000), Task Modifier Code / Name, Fund Code / Name (GF), Fund Name (300-15-100-6200), Project Number / Project Name, and Service Call Number / Service Call Type.
- Equipment and Materials:** Material Item Number / Name, Quantity, Rate (\$), Cost (\$), Inv #, PO #, and Note.
- Direct Job Cost Items*:** Material Item Number / Name, Quantity, Rate (\$), Cost (\$), Inv #, PO #, and Note. This section contains three entries:

Material Item Number / Name	Quantity	Rate (\$)	Cost (\$)
NUTS	25.00	0.3500	8.75
BOLTS	33.00	0.2537	8.37
SM	11.00	33.0000	363.00

 Total (\$) 380.12

At the bottom, there is a 'Notes' field and a 'Total Cost (\$)' field showing 980.12. The status bar at the bottom indicates 'Record: 248 of 405', '002371', 'Davis Engineering', 'Rockwood Community Center', and '06/03/2002'.

Route Activities

A separate Route Activities window exists in **PubWorks** and its sole purpose is for the entry of route-based activity records. Its form and function are almost identical to the Activity window described above with some important exceptions.

- **Route Selection** – instead of selecting a location, you may only select a route.
- **Default values** – if the selected route possesses default values for employee, task and equipment, these values will be automatically filled in.
- **No contractors** – it is assumed that contractors do not perform route activities.
- **Equipment and Materials** – instead of three and six entries for equipment and materials, only two and four entries are made available, respectively.

Route Activities

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort Edit Filter Map

Employee

Activity ID: 000005 Employee Code / Name: 15 Brady, Billy Date: 03/12/2009 Labor Type: Regular

	Hours	Rate (\$)	Cost (\$)
Reg	8.00	32.52	260.16
OT	0.00	48.78	0.00
Total (\$)			260.16

Route and Task

Route Number / Name: SWR1 Sweeping Route 1 Task Code / Name: 853 Street Sweeping Task Units: Mile 6.7025 Task Modifier Code / Name: Fund Code / Name: Project Number / Project Name:

Equipment Used

Equipment Code / Name	Hr/Mi	Rate (\$)	Cost (\$)
1001 F350 Pickup, F350 Crew Cab	1.00	55.00	55.00
1069 Sweeper, Model - MRS196	8.00	35.00	280.00
Total (\$)			335.00

Materials Used

Material Code / Name	Units	Unit Cost (\$)	Cost (\$)
C Collected Sweepings	12.50	0.0000	0.00
Total (\$)			0.00

Activity Notes: route act id 5

Add New Save Cancel

Total Cost (\$) 595.16

Record: 5 of 8 000005 Brady, Billy Sweeping Route 1 03/12/2009

Crew Activities

A separate crew activities window exists in **PubWorks** and its sole purpose is for the entry of crew-based activity records. Its form and function are similar to the activity and route activity windows described above with some important exceptions.

- **Crew Selection** – the single selection of pre-defined crew will almost completely fill in the Crew Activity screen leaving only the Location, you may only select a route.
- **Default values** – the selected Crew's pre-defined resources and default values are used to automatically filled in the Crew Activity screen but you may change any of the with our effecting the pre-defined values.
- **Adding/Removing Crew Resources** – if you select a predefined crew, you can easily add, modify or delete resources as you see fit. Either use the Add/Modify/Delete buttons above the resource grid or enter your values directly into the resource grid. Crew additions, modifications and deletions made on the Crew Activity screen do not affect pre-defined crews.
- **The Ad-hoc Crew** – instead of selecting a pre-defined crew, you can assemble a crew from scratch if you wish. Either use the Add/Modify/Delete buttons above the resource grid or enter your values directly into the resource grid. Crews assembled in this manner will not be stored along with the other pre-defined crews in **PubWorks**.
- **Lead Employee** – **PubWorks** will take the Lead Employee and assign all equipment and materials used to that employee. When using a crew, **PubWorks** will require that you designate a single, lead employee for the crew.
- **Resource Tabs** – each set of resources displayed on its own tab. Each resource tab caption will have a number in parenthesis indicating the number of selected resources present
- **Crew Summary** – the upper right-hand portion of the screen possesses a set of summary fields that will automatically tally labor hours, labor cost, equipment cost, materials cost and total cost.

Crew Activities

Reports First Previous Next Last Add New Save Cancel Delete Locate Sort Edit Filter Map

Crew
Crew Activity ID: 000001
Crew Code / Crew Name: SC Sign Repair Crew
Date: 07/09/2008
Reg Hours: OT Hours: Labor Type: Update Employees
Activity Notes: crew act id 1

Crew Summary

	Hours	Cost (\$)
Labor Regular	30.00	748.75
Labor Overtime	0.00	0.00
Equipment		282.00
Material		2.00
Total (\$)		1,032.75

Location and Task
Location Code / Name: 328 Pine St
LQ:
Location Feature Code / Name:
Task Code / Name: 305 Ditch Maintenance
Task Units: 35.0000
Task Modifier Code / Name:
Fund Code / Name:
Project Number / Project Name:
Service Request Number / Request Type: 001222 Flooding

Add Employees Modify Employees Delete Employees Delete All Employees

Employees (6)

Emp Code*	Employee Name*	HR	Rate	OT	Rate	Cost (\$)	Lab Type*	Lead
00	Kramer, Jerry	5.00	23.44	0.00	35.16	117.20	RT	<input type="checkbox"/>
10	Miller, Michael	5.00	37.52	0.00	56.28	187.60	RT	<input type="checkbox"/>
12	Long, Glen	5.00	12.52	0.00	18.78	62.60	RT	<input type="checkbox"/>
14	East, Grover	5.00	32.52	0.00	48.78	162.60	RT	<input type="checkbox"/>
78	Riordan, Hank	5.00	18.75	0.00	28.13	93.75	RT	<input type="checkbox"/>
79	Wyant, Gale	5.00	25.00	0.00	37.50	125.00	RT	<input checked="" type="checkbox"/>
*								<input type="checkbox"/>

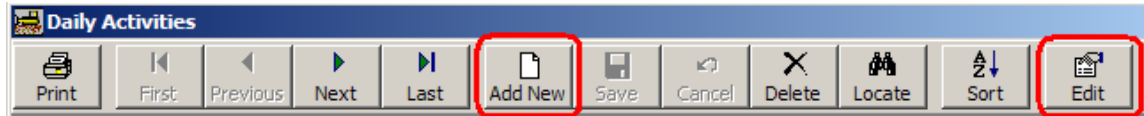
Add New Save Cancel

Record: 1 of 27 000001 Sign Repair Crew Pine St 07/09/2008

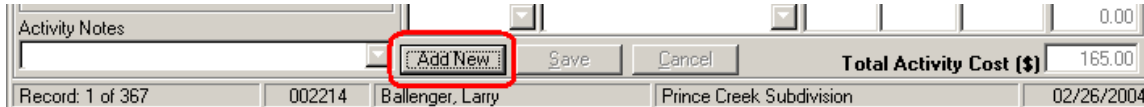
Adding Activity Records

Daily Activities are the crux of the **PubWorks** database – here is where costs are recorded and associated to Locations, Tasks, Employees and etc.

When you need to add Activities (timesheets or time cards or contractor invoices), click the **PubWorks Data** menu and then the **Daily Activities** item to load the Daily Activity screen. The Daily Activities screen has an **Add New** button on the button bar and an additional **Add New** button on the lower edge of the screen. Clicking either of these buttons will start the add-new process.



Please note that the lower **Add New** button possesses a black silhouette indicating that it is the *default* button – pressing the enter key is equivalent to clicking the default button.



When the add-new process begins, the activity screen's fields will be cleared of any existing data and will be enabled for data entry. At this point you will enter the details of the activity record that is based on an Employee at a Location performing a Task.

Things to Notice

Notice that most of the data entry fields are in the form of drop-lists and that drop lists are *paired*. The pairing takes the form of a code drop list followed by a name drop list. These paired drop-lists work in unison – selecting a value from the code drop-list will cause its matching value in the name drop-list to appear and vice versa.

Values in the code drop-lists are in code order and they also possess a column for the code value and the corresponding name value. Values in the name drop-lists are in name order and they also possess a column for the corresponding code value.

Values, from either drop-list, can be selected by using the mouse or they can be selected by typing all or part of a value. Either way, when a selection is clicked or typed in a drop-list, its corresponding code or name is automatically selected.

When an Employee is selected, the employee's pay rates are automatically filled in. The same is true for Equipment and Material selections.

Tab Order

The Daily Activities screen is designed to accommodate both the novice and expert user and all users in between. That is why you can navigate this screen and satisfy its data entry requirements with or without the use of the mouse.

The screen's tab order (where the cursor goes with each press of the Tab key) is designed to move from code field to code field. This assumes that the user is familiar with the appropriate code values and plans on keying them in for fastest data entry.

User Power settings are available to alter and customize the tab order to make this screen as efficient for an individual user as possible.

Required Fields

A Daily Activity, at the very least, records the work performed by an Employee at a Location performing a Task. This means that the minimum required fields are an Employee, the employee pay (cost) rate, the labor hours and a labor type (which is filled in automatically), a date (also filled in automatically) a Location and a Task.

If Equipment is used then values for Equipment usage rates and hours or miles are required. Similarly, if Materials are consumed then a Material quantity and unit cost are required. In both cases usage rate and unit cost are filled in automatically.

Saving

When you have finished entering a Daily Activity you can click the button bar's **Save** button or the **Save** button on the screen's bottom edge, or for fastest results you can simply press the **Enter** key. **PubWorks** will perform a validation check on the data you have entered; if the data is valid, the newly entered record will be redisplayed but all the fields will be locked to prevent unintentional changes. If the data validation check fails, then an appropriate and descriptive error message will appear and **PubWorks** will place the cursor in the offending field.

Editing

As mentioned above, the Daily Activity screen displays all data in a locked mode to prevent unintentional changes. It is clearly important to be able to correct and/or add to existing Daily Activity records. This is easily accomplished by clicking the **Edit** button on the button bar. Such a click will render all fields unlocked giving you the ability to make any change you wish. Once your edit is complete, click the **Save** button (either one) or press the enter key. When you save the record, the same validation process will be performed as described above for new records.

Re-Use Last

There's a way to get **PubWorks** to remember as much as or as little about the last Daily Activity entered for purpose of copy that remembered data into the next Daily Activity that you create. We call this Re-Use Last. From the User Powers screen each user can have a different set of re-use last settings in order to make the Daily Activity entry process as fast and as accurate as possible.

For example, if ask **PubWorks** to re-use the last employee for each new Daily Activity record then each time you click the Add New button, **PubWorks** will fill in the employee field automatically with the employee from the last Daily Activity record you entered saving you one entry. The same can be done for Location, Task, Equipment, Materials, Fund, Project, Service Requests, Task Modifier, Task Units, Location Feature and Activity Notes.

By keeping the User Power screen open while you are keying in Daily Activities, you can change your personal Re-Use Last settings on the fly to make the data entry process as fast and efficient as possible.

Special Behavior

There are a variety of subtle features a work on the Daily Activity screen – knowing how they work will enhance the quality of your Daily Activity data and make the entry process easier.

Location Features – these paired drop lists appear just below the drop lists for Locations. When a location is selected, the associated set of location features will automatically populate the Location Features drop lists.

Task Units – this text field just below the Task Code drop list is where a value can be entered for the amount of work completed. This value will be filled in automatically if the Task has an associated Unit Type and the Location has a dimensions value that corresponds to the Unit Type. For example, if the Task selected is "Snow Plowing" and it has as its unit type "Miles" and the selected location is "County Road 123" which happens to be 3.75 miles long, the **PubWorks** will automatically place 3.75 into this field and the Task Units label will read "Task Units: Miles." Even though **PubWorks** might fill this field in with a default value, you can change to whatever value you wish – in fact, there's even a built in calculator in this field to help with arithmetic.

Activity Notes – this is essentially a free-form text field into which you can enter a 64 character note to help describe the work the Daily Activity represents. This field looks like a drop list and can be used as such if you wish. When the Daily Activity screen loads, it looks at all activity notes and create a list of the distinct notes and places them in the drop list, you can then select an already entered value from the drop list saving time and enhancing the quality of your data. You can also type in a new value if the values in the list are not to your liking.

Date Field – don't forget that the date field has an embedded calendar (Double-Click) and fills in a date in response to special key strokes: Y for yesterday, T for tomorrow, M for manana. Also, using the up/down arrow keys and/or the +/- keys you can scroll a date forward or backward in time.

Sort Order – the Sort button on the Button Bar allows you to arrange the Daily Activity records in whatever order you wish. The sort order you select will not interfere with the sort order of other users.

Lookups – a small square button appears near the location, task, equipment and materials drop lists (labeled "L", "T", "E" and "M" respectively). Clicking this button will provide a lookup feature for item your searching for. Type a few characters to hone in on the item of interest, click the row and then click OK and your selected item will be copied to the appropriate drop list on the Activity screen.

Locate a Location

Search for...
gle

5 records found

Code/Number	Name/Description	Active
75	Eagle Ln	<input checked="" type="checkbox"/>
160	Glen Wy	<input checked="" type="checkbox"/>
161	Glenolden Ln	<input checked="" type="checkbox"/>
162	Glenview Ln	<input checked="" type="checkbox"/>
435	Triangle Ln	<input checked="" type="checkbox"/>

OK Cancel Map ☒ Search Mode ☐ List Mode

Adds, Modifies and Deletes

As with any program, adding new information and modifying or deleting existing information is an important function. **PubWorks** provides straightforward means by which to perform these functions.

Adding New Information

On the **PubWorks** data screens possessing the standard button bar, click the **Add New** button. This will clear the screen's fields and position the cursor on the screen's Code field. Key in the data values you wish the new record to possess moving from field to field with the tab key or mouse clicks. When you are satisfied with the data entries you have made, click the button bar's **Save** button.

When you click the Save button, **PubWorks** will check that the code and name values you entered are unique and will perform other data validations that the particular table requires. Generally speaking, only the code and name values are required.

Modifying Existing Information

Changing existing information is very easy. First locate the record you wish to change (more on searching, finding and locating below). Then move the cursor to the field you wish to change and make the change you desire.

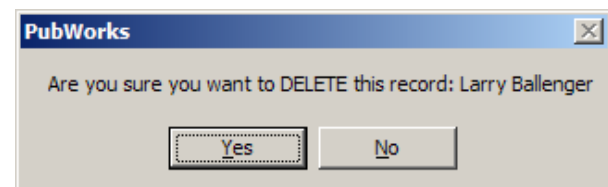
Once a change is started the button bar's **Cancel** and **Save** button will become enabled. If you wish not to save the change, click the Cancel button. If you do wish to save the change, click the save button, **PubWorks** will perform data validation checks to be sure the data you are saving is valid.

Clicking the Save button is not really required. Clicking any button on the button bar will cause **PubWorks** to validate and save the new or modified record. Even closing the screen will cause **PubWorks** to save the record. The idea is that if you forget to save the record **PubWorks** will handle the save for you.

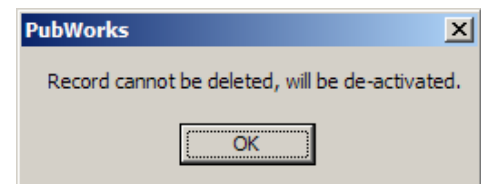
Exceptions: Activity records can be modified but you must first click the Edit button on the button bar because these records are displayed in a "locked" mode. Also Category Data records can be modified in the same way you would change cells in a spreadsheet.

Deleting Existing Information

Deleting existing information is also very easy. First locate the record you wish to change (more on searching, finding and locating below). Then click the button bar's Delete button. **PubWorks** will ask you to confirm your wish to delete the record.



If **PubWorks** can delete the record it will otherwise it will make it inactive. Deleting a record is not always possible because the record might be associated to one or more other records in the system. Deleting such a record would effectively tear a hole in the **PubWorks** database – something that **PubWorks** attempts to avoid – this is called a referential integrity check.



For example, John Doe might have worked for you for three years and has three years worth of activity records reflecting work he performed. For some reason John leaves your organization and now you think it would be a good idea to delete his employee record. In such a case, **PubWorks** would not be able to delete John Doe's record because of all the activity records his employee record is associated with. **PubWorks** would make John Doe inactive.

Exceptions: Category data items can be deleted by clicking on the row/record you wish to delete and then clicking the Delete button at the bottom of the screen. The same delete confirmation and referential integrity check is performed.

Searching, Finding and Locating Information

There are a variety of ways to locate records in **PubWorks**.

Locating Category Data

Category data screens are quite simple so therefore the locate process is also simple. Display the category data table of interest and scroll to the record you wish to edit. If many entries exist, Column-Click Sorting can be used to aid in the locate effort.

Locating Activities, Route Activities and Crew Activities

The Activities, Route Activities and Crew Activities button bars possess a Locate button. When you wish to find a particular Activity record, click this button and you will be presented with a pop-up window into which you can select an activity date or an activity ID number. Type the number or select the date of interest and click the OK button and you will be brought to the Activity or Route Activity record you asked for. At this point you may change the record if you wish but please remember to click the button bar's Edit button first.

Another way to locate an Activity record is to double click the record's row in the Activity Log of another screen (for example the Equipment screen's Activity Log) and you will be brought to the Activity, Route Activity or Route Activity screen with the record of interest displayed. Please remember that Route Activity numbers are followed by a lower-case "r" (like 358r below) and Crew Activities are followed by a lower-case "c".

General Information		Depreciation*		Activity Log*		Equipment List View		
88 Activity Records - 01/01/1980 through 06/12/2004								
Act ID	Date	Employee	Location	Task	Rate (\$)	Hours	Cost (\$)	
3045	05/28/02	Chain, Mark	Carbondale City Airport	Mow	30.00	12.00	360.00	
358r	07/03/02	Kennedy, Ellie	Carbondale City Golf Cours	Mow	30.00	1.00	30.10	

Perhaps the best and most flexible way to locate activity records or groups of them is via the **Activity Filter** – please see the section below that deals with this powerful tool directly.

Locating Other Records

By other records, we are referring to all screens with button bars (excluding Activity screens). These include Contractors, Employees, etc... Each of these screens possess two locate methods.

The first method is clicking the Locate button on the button bar. When clicked, a pop-up window will be displayed with a single text box. As you type characters into the text box, **PubWorks** will find all records that possess the characters you have typed. The records found will be listed in the grid that appears below the text box.

Once the grid displays the record you're looking for, either double click its row in the grid or single click its row in the grid and click the OK button.

Locate an Equipment Record

Search for...
for

3 records found

Code/Number	Name/Description	Active	Vehicle ID # (VIN)	License Plate #	External Code
1006	Ford Dump Truck	<input checked="" type="checkbox"/>			1309
2101	Ford F150	<input checked="" type="checkbox"/>	123-456-789	VCV333	1311
2345	Ford F350 Pickup	<input checked="" type="checkbox"/>			

OK Cancel Search Mode List Mode

The second method is to use the List View. When you see the record of interest in the data grid, double click its line (anywhere on the line) and the record will be displayed in the General Information tab. If many entries exist, Column-Click Sorting can be used to aid in the locate effort.

Equipment

Print First Previous Next Last Add New Save Cancel Delete Locate

General Information Depreciation* Activity Log* Equipment List View

Equipment Code	Equipment Name	Make	Model	Equipment Type	Department	Y
9999	Western Curbside	GMC	15cy	Misc/Other	Road	1
8888	Heil Rear-Load Refuse	International	4900 - 25cy	Misc/Other	Road	1
PU350	Ford F350	Ford	Pickup	Pick Up	Parks/Recreation	1

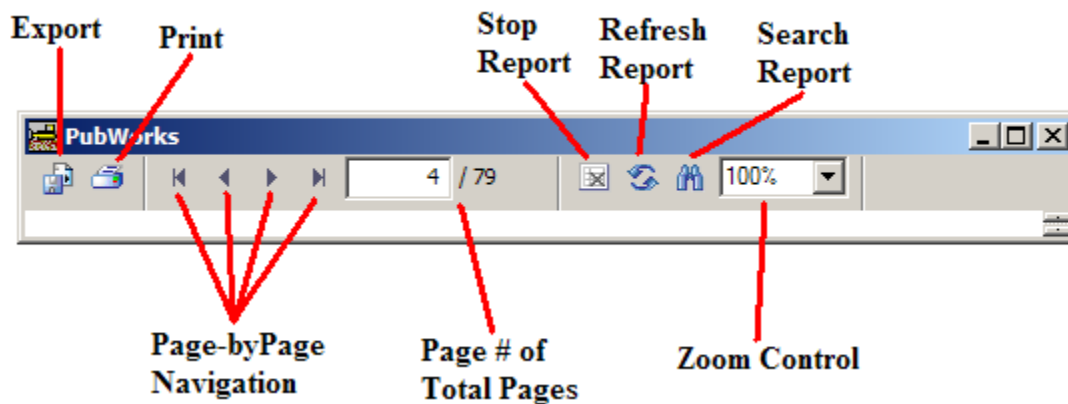
Reporting

In **PubWorks** there are essentially three classes of reports:

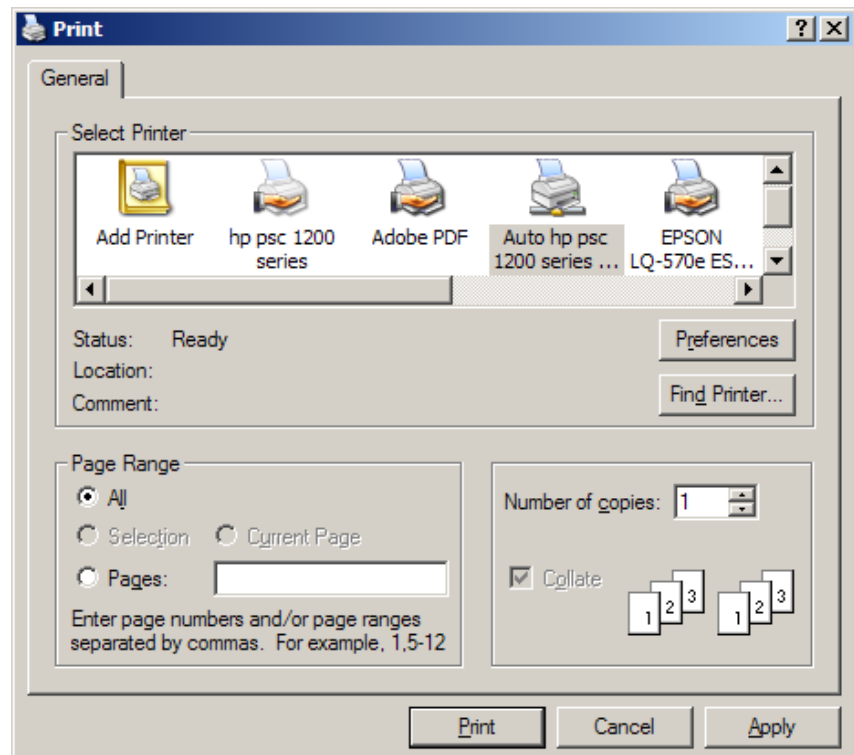
- Cost reports.
- Listing reports.
- Miscellaneous reports.

All **PubWorks** reports appear in a print preview window and require a single click to send the report to a printer. The print preview window possesses controls for:

- Page navigation (first, previous, next, last).
- Send to the default printer.
- Send to a network printer.
- Export to a file.
- Zoom control.
- Page number-of-number information.



Once you send a report to the printer, the following window gives you the option to print all pages or any range of pages and any number of copies.



Listing Reports

Listing reports are simple and straightforward listings of each record that resides in each of the **PubWorks** data tables. Listing reports exist for contractors, employees, equipment, locations, materials, routes, tasks and all category data items. Listing reports can be printed in either code or name order and can be grouped and filtered by category.

From the same listing report screen, you can gain access to all listing reports with in **PubWorks**. Simply click on the tab of interest and you will be presented with a set of report choices.

Listing Reports

Contractor/Vendor Employee Equipment
Part Kits PM Items Service Groups
Route Task Category Data
Location Location Feature Materials/Parts

☒ Location listing by Code ☐ Location Detail listing by Code
☐ Location listing by Name ☐ Location Detail listing by Name
☐ Location listing grouped by Asset Class ☐ Location listing grouped by Master Location
☐ Location listing grouped by District ☐ Location listing grouped by Location Type
☐ Location listing grouped by Fund ☐ Location listing grouped by Pavement Type
☐ Use Alternative Form ☐ Location listing grouped by Surface Type
☐ Use Graphed Form ☐ Location listing with Segments

Location: M ☐ Exclude
Asset Class: Location Type:
District: Pavement Type:
Fund: Surface Type:

OK Close

Cost Reports

Cost reports are a key **PubWorks** feature and provide the means by which cost analysis and cost accounting can occur. Cost reports are based on activity cost data and are organized on the following basis – each corresponding to a major **PubWorks** data table/module:

- Contractor Cost Reports.
- Employee Cost Reports.
- Equipment Cost Reports.
- Equipment Asset and Depreciation Reports.
- Location Cost Reports.
- Location Asset and Depreciation Reports
- Material Cost Reports.
- Material Inventory Analysis Reports
- Task Cost Reports.
- Project Cost Reports.
- Purchase Order Balance and Use Reports.
- Service Request Cost Reports.

Using Task cost reports as an example – all cost report options make use of a similar pop up window – it can be seen how reports are generated.

- Report type selection – a series of radio buttons permit selection of the type of report desired.
- Task filtering – select a single task or a range of tasks for inclusion in the report.
- Date filtering – select a date, date range, entire month, quarter or year.
- Other filtering – limit report data to only include a certain task type, location, employee, contractor and fund.

If too much filtering is applied, thereby providing the report with no data, **PubWorks** will notify you of such a situation.

All reports are displayed in a print preview window and all cost reports possess a legend documenting the filtering that was applied to the report.

Other/Miscellaneous reports

- Employee Date reports.
- Equipment Net Asset, Depreciation and Replacement reports.
- Location Net Asset, Depreciation and PQI reports.
- Material Reorder and Value reports.
- Service Request Statistics reports.

Activity Filter

The activity filter is a powerful tool that can be used for a variety of purposes:

- Limit the number of activity records loaded with the activity screen during the data entry process – this can greatly improve the speed and performance of the activity screen.
- View activity records based on any type of user defined criteria – here the activity filter acts as an information activity cost reporting tool.
- Locate activity records based on any criteria – clicking on a displayed activity record will open that activity record in the appropriate activity screen.
- Users can individually set the filter to suite their own preferences without interfering with other user's settings.

18 Activity Records										
Act ID	Date	Employee / Contractor	Location	Task	Labor (\$)	Eqp (\$)	Mat (\$)	Con (\$)	Total (\$)	
33c	04/14/10	East, Grover	Babbit Lane	Patching-Pot Holes	118.75	0.00	0.00	0.00	118.75	
33c	04/14/10	Meadows, Darryl	Babbit Lane	Patching-Pot Holes	104.70	352.50	124.00	0.00	581.20	
33c	04/14/10	Long, Glen	Babbit Lane	Patching-Pot Holes	90.65	0.00	0.00	0.00	90.65	
31c	02/18/10	Long, Glen	Babbit Lane	Patching-Pot Holes	90.65	0.00	0.00	0.00	90.65	
31c	02/18/10	Meadows, Darryl	Babbit Lane	Patching-Pot Holes	104.70	750.00	96.00	0.00	950.70	
31c	02/18/10	East, Grover	Babbit Lane	Patching-Pot Holes	118.75	0.00	0.00	0.00	118.75	
30c	01/15/10	Kramer, Jerry	Babbit Lane	Patching-Pot Holes	46.88	30.00	96.00	0.00	172.88	
30c	01/15/10	Anderson, Pete	Babbit Lane	Patching-Pot Holes	37.50	0.00	0.00	0.00	37.50	
30c	01/15/10	Miller, Michael	Babbit Lane	Patching-Pot Holes	75.04	0.00	0.00	0.00	75.04	
29c	01/06/10	Kramer, Jerry	Babbit Lane	Patching-Pot Holes	93.76	120.00	56.28	0.00	270.04	
29c	01/06/10	Mitchell, Sam	Babbit Lane	Patching-Pot Holes	80.00	0.00	0.00	0.00	80.00	
29c	01/06/10	Watts, James	Babbit Lane	Patching-Pot Holes	70.12	0.00	0.00	0.00	70.12	
28c	12/01/09	Meadows, Darryl	Babbit Lane	Patching-Pot Holes	209.40	132.50	207.00	0.00	548.90	
28c	12/01/09	Long, Glen	Babbit Lane	Patching-Pot Holes	181.30	0.00	0.00	0.00	181.30	
28c	12/01/09	East, Grover	Babbit Lane	Patching-Pot Holes	237.50	0.00	0.00	0.00	237.50	
22c	08/17/09	Long, Glen	Babbit Lane	Patching-Pot Holes	181.30	0.00	0.00	0.00	181.30	
22c	08/17/09	East, Grover	Babbit Lane	Patching-Pot Holes	237.50	0.00	0.00	0.00	237.50	
22c	08/17/09	Meadows, Darryl	Babbit Lane	Patching-Pot Holes	209.40	17.50	207.00	0.00	433.90	

Filter By...				Act. Types	Activity Cost Summary	
Employee Code / Name	M	Contractor Code / Name	M	<input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Route <input checked="" type="checkbox"/> Crew <input checked="" type="checkbox"/> Work Order	Labor Cost	2,287.90
Location Code / Name	M	District Code / Name	M		Equip Cost	1,402.50
1 Babbit Lane					Material Cost	786.28
Task Code / Name	M	Timeframe	Change		Contractor Cost	0.00
858 Patching-Pot Holes		Last 365 Days			Total Cost	4,476.68
Clear Filter Set Filter Map Close						

Filtering – Use the paired drop lists to select values by which to filter. Use the Change button (just to the right of the Timeframe field) to select any date-based timeframe you wish. Upon changing any of the filter controls, the records displayed in the grid will immediately change.

Summary Information – A cost summary of the activities in the grid will be displayed on the lower right-hand side of the screen. Costs are broken out by labor, equipment, material and contractor sub-totals. Additionally, the grid's caption display the number of records displayed.

Clear Function – the Clear Filter button will remove all filtering criteria and cause the activity filter to load all records into its grid. If you have a large number of records, this load process might take a few seconds to complete.

Set Function – the Set Filter button will establish the current setting for the user and these settings will dictate how activity records are loaded into activity screen for this user. When a filter is set for a user, the Filter button on the activity screens will possess an appended asterisk ("**").

Locating Records – The grid in which activity records are displayed possesses the standard Column-Click sorting and Double-Click locate features of all other PubWorks data grids.

Activity ID Numbers – Activity records with an “r” or “c” appended are route and crew activities respectively. Double-click on such a row in the grid will open the activity record in the route or crew activity screen as appropriate.

Asset Attributes

Here's where you can define and modify a set of custom attributes for any and all of your location features.

- Select a Location Feature Type from the drop list or double click an already defined set of labels from the scrollable list.
- Once a Location Feature Type is selected, define or modify the custom labels – you have the option of creating ten numeric field and ten text field labels.
- When you are satisfied with the defined set of labels click the Save button.
- If you wish to cancel changes to labels or you wish not to save a newly added set of labels, click the Cancel button.
- If you wish to delete a set of Location Feature Type labels, select the Location Feature Type from the scrollable list by clicking on it and then click the Delete button – the label set will not be deleted if any Location Feature possesses that set of labels.

Asset Attributes

Location & Feature Types
Sign Engineer

Custom Attributes

Numeric Attributes		Text Attributes		List Attributes	
Field 1	Height (in)	Field 1	Installation Date	Field 1	Sign Type List*...
Field 2	Width (in)	Field 2	Replacement Date	Field 2	Sheeting Material List*...
Field 3	Area (sq in)	Field 3	Last Inspection Date	Field 3	Blank Material List*...
Field 4	Qty Of Supports	Field 4	Fabrication Date	Field 4	Support Type List*...
Field 5	Signs On Support	Field 5	Manufacturer	Field 5	Breakaway Type List*...
Field 6	RR Legend	Field 6	RR Date	Field 6	Legend Color List*...
Field 7	RR Background	Field 7	Visual Quality	Field 7	Background Color List*...
Field 8	Contrast Ratio	Field 8		Field 8	Side Of Road List*...
Field 9		Field 9		Field 9	Sign Face Exposure List*...
Field 10	Letter Height	Field 10		Field 10	Assessment Method List*...

Enforce "Proper Case" ☐

Metrics

Input and Display	Road Related	Feature Placement	Calculate & Display
<input type="checkbox"/> Length Unit Type: [dropdown]	<input type="checkbox"/> ROW Unit Type: [dropdown]	<input checked="" type="checkbox"/> Begin Mile Post	<input type="checkbox"/> Acreage
<input type="checkbox"/> Width Unit Type: [dropdown]	<input type="checkbox"/> Shoulder Unit Type: [dropdown]	<input checked="" type="checkbox"/> End Mile Post	<input type="checkbox"/> ROW
<input type="checkbox"/> Height Unit Type: [dropdown]	<input type="checkbox"/> Lanes	<input checked="" type="checkbox"/> Side	<input type="checkbox"/> Square Feet
<input type="checkbox"/> Acres	<input type="checkbox"/> ADT	<input checked="" type="checkbox"/> Offset [dropdown]	<input type="checkbox"/> Square Yards
<input type="checkbox"/> Count			<input type="checkbox"/> Square Meters
			<input type="checkbox"/> Length (Miles)

Save Restore Delete Close

Asset Registry

For Locations and Location Features you can display any number of assets based on your own set of filtering criteria. The nature of the display is financial – in other words, these screens show the key depreciation parameters for each asset.

Furthermore, you can update depreciation parameters and create whole depreciation schedule for any and all assets based on the asset records you have elected to display.

Drop-list Filtering – use the drop-list at the top of the screen to display a select group of asset records.

Location Name	Len (mi)	Original Value (\$)	Book Value (\$)	Scrap Value (\$)	Non Depr'd Val (\$)	SE	St Year	U Life
Babbit Lane	1.0	383,917	167,388	50,000	25,000	<input checked="" type="checkbox"/>	1980	50
Babcock Ln	1.0	364,466	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Baldwin Ln	1.2	466,045	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Ballad Ln	1.1	419,222	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bancroft Ln	0.5	184,243	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Barker Ln	0.7	276,365	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Barrington Ln	1.3	490,888	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bartlett Ln	0.9	334,881	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bayberry Ln	1.8	696,541	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Beechfern Ln	0.7	267,286	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Belhurst Ln	0.9	352,688	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bendix Ln	0.8	308,926	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bentley Ln	0.8	304,708	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Berkshire Ln	1.1	417,206	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Birchwood Ln	0.7	282,192	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Birdseye Ln	0.6	218,154	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bloomfield Ln	1.0	372,583	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Blueberry Ln	0.8	302,492	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bolton Ln	0.9	357,772	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Bosworth Ln	0.9	336,711	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Botany Cir	0.6	248,869	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Boxwood Ln	1.1	423,851	50,000	50,000	25,000	<input type="checkbox"/>	1980	30
Brewster Turn	0.1	53,275	50,000	50,000	25,000	<input type="checkbox"/>	1980	30

Summary for 64 Locations 112.5 40,727,349 199,660 3,100,000 1,550,000

Update Asset Values Update Depreciation Map Close

Value Summary Fields – at the bottom of the screen are fields that automatically summarize the values displayed in the grid.

Use the **Fiscal Year** and **Start Year** to further refine your set of displayed assets and financial totals.

Use the **Update Asset Values** button to establish asset values based on acquisition or construction costs of the displayed assets.

Use the **Update Depreciation** button to establish or update depreciation parameters or wholes schedules for the displayed set of assets.

Update Location Asset Values

Valuation

☒ Inflate Start Year: 2000

☐ Deflate End Year: 2010

Inflation Factor

☒ Average Inflation Rate (%) 3.125

☐ Consumer Price Index

Cost Basis

☒ Valuation based on ORIGINAL cost of construction

☐ Valuation based on ORIGINAL cost of acquisition

ORIGINAL Cost of Construction (\$) 250,000 Per Unit Length (mi)

Update Cancel

Update Location Asset Depreciation

Depreciation

☐ Delete Depreciation Schedules

☐ Delete Depreciation Schedules and clear parameters

☐ Create Depreciation Schedules using parameters below

☒ Create Depreciation Schedules using existing Locations' values and any of the Parameters below

Original Cost (\$) []

Start Year 2000 Scrap Value (\$) []

Useful Life 25 Non Depr'd Val (\$) []

Update Cancel

Asset Search

The asset search screen allows you to search for, list, map and print a set off assets that meet you custom criteria.

The controls on the screen allow you find a set of assets based on their custom attribute fields and the values and ranges of values for which you wish to search.

As you enter search criteria, clicking the Generate List button will refresh the grid to display the assets that match your search criteria.

One a list of assets is displayed in the grid; it can be printed, mapped or used to create a Work Order.

Double-clicking on a row in the grid will display the details of the asset listed.

Asset Search

Search Criteria

☐ Locations ☒ Features

District: North West M Location Type: Location Code / Name: M Feature Type: Sign Prismatic M

Attribute Operator Numeric Value Text Value List Value

Height (in) <= 36

Width (in) >= 36

Qty Of Supports = 1

And **Or**

Generate List **Set All Checks** **Clear All Checks** **Create New WO** **Add to WO** **Print List** **Map List** **Close**

Found Assets **Incomplete Work Items**

112 Sign Prismatic found

	District	Location Type	Location Name	Feature Type	Feature Name	Height	Width (in)	Area (sq)	Qty Of	Signs On	RR	RI
<input type="checkbox"/>	North West	Street	Bermuda Cir	Sign Prismatic	Stop Sign 1	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Brooklawn Dr	Sign Prismatic	Stop Sign 10	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Brooklawn Dr	Sign Prismatic	Stop Sign 11	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Brierdale Ln	Sign Prismatic	Stop Sign 12	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Beechfern Ln	Sign Prismatic	Stop Sign 13	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Babbit Lane	Sign Prismatic	Stop Sign 14	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buttercup Ln	Sign Prismatic	Stop Sign 15	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Beaverdale Ln	Sign Prismatic	Stop Sign 17	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Birchwood Ln	Sign Prismatic	Stop Sign 18	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Birchwood Ln	Sign Prismatic	Stop Sign 19	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Bradford Ln	Sign Prismatic	Stop Sign 2	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Birchwood Ln	Sign Prismatic	Stop Sign 20	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 21	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 22	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 23	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Birchwood Ln	Sign Prismatic	Stop Sign 24	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 25	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 26	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 27	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 28	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 29	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Bradford Ln	Sign Prismatic	Stop Sign 3	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Birchwood Ln	Sign Prismatic	Stop Sign 30	36	36	1296	1	1	0	0
<input type="checkbox"/>	North West	Street	Buckingham Dr	Sign Prismatic	Stop Sign 31	36	36	1296	1	1	0	0

Betterments/Writedowns/Disposals

Betterments, write-downs and disposals are transactions that mark major milestones in the life of an asset. Betterments are used to extend the value and or life of an asset, writedowns are the opposite – they are used to lower the value and/or shorten the life of an asset. Disposals are used to officially declare that an asset has been removed from your inventory.

20 Betterment Records							
Date	BWD	Asset	Asset Code	Asset Name	Value Change (\$)	New Scrap (\$)	Description
03/10/10	B	EQP	Grader 3	Motor Grader	25,000.00	35,000.00	
06/30/95	B	EQP	Fuel Tank	Double Walled Fuel Tank	2,250.00	1,000.00	
04/23/14	D	EQP	Grader 3	Motor Grader	106,612.50	35,000.00	
03/10/10	D	EQP	Grader 2	Motor Grader No 2	127,687.50	0.00	
04/23/12	D	EQP	Grader 1	Motor Graders	29,888.00	0.00	
04/23/10	W	EQP	Grader 1	Motor Graders	100,000.00	0.00	
04/13/10	B	SEG	606.22-606-606	606.22-606-606	15,000.00	0.00	
04/26/14	D	SEG	606.19-Twp-Twp	606.19-Twp 100-Twp 100	3,460.03	1.00	
04/26/14	D	SEG	606.22-606-606	606.22-606-606	5,266.52	0.00	
03/30/10	D	SEG	606.14-Twp-Twp	606.14-Twp 091-Twp 092	8,483.59	0.00	
03/29/95	D	SEG	606.17-Twp-Twp	606.17-Twp 094-Twp 095	6,706.78	0.00	
04/26/14	D	SEG	606.21-Creelman-Creelm	606.21-Creelman-Creelman	7,653.57	1.00	
04/26/14	D	SEG	606.20-Twp-Twp	606.20-Twp 100-Twp 100	8,492.29	1.00	
04/14/10	D	SEG	606.15-Twp-Twp	606.15-Twp 092-Twp 093	8,942.41	0.00	
04/26/10	W	SEG	606.20-Twp-Twp	606.20-Twp 100-Twp 100	1,500.00	1.00	
04/26/10	W	SEG	606.21-Creelman-Creelm	606.21-Creelman-Creelman	2,500.00	1.00	
04/26/10	W	SEG	606.19-Twp-Twp	606.19-Twp 100-Twp 100	7,500.00	1.00	
04/26/10	W	SEG	606.18-Twp-Twp	606.18-Twp 095-Twp 100	5,000.00	0.00	
04/13/12	W	SEG	606.22-606-606	606.22-606-606	5,000.00	0.00	
03/30/04	W	SEG	606.14-Twp-Twp	606.14-Twp 091-Twp 092	5,000.00	0.00	
Summary for 20 Betterments					481,943.19		

The screen to the right is used to create betterments, writedowns and disposals.

Note that it can be used for any kind of asset in your inventory and can be used to record a betterment, writedown or disposal.

These transactions automatically update the asset's depreciation schedule and will alter the asset's disposal date value if necessary.

Asset Betterment		
Asset Type <input type="radio"/> Location <input type="radio"/> Segment <input type="radio"/> Feature <input checked="" type="radio"/> Equipment		
Betterment / Writedown / Disposal <input checked="" type="radio"/> Betterment <input type="radio"/> Writedown <input type="radio"/> Disposal		
Date 06/10/2010 <input type="button" value="Calendar"/>		
Equipment Code Grader 1	Equipment Name Motor Graders	
Betterment Value (\$) 15,000.00	Added Life (Years) 5	New Scrap Value (\$) 0.00
<input checked="" type="checkbox"/> Recalculate Depreciation Schedule <input type="checkbox"/> Deactivate the Asset		
Description / Note Engine Overhaul		
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>

Materials Transaction Log

All material adds, transfers and returns can be viewed from the Materials Transaction Log. This screen displays the details of each transaction in a grid that has the following features:

- Column-Click Sorting.
- Double-Click to edit an existing transaction.
- Filter by transaction type.
- Filter by week through life-to-date time frame.
- Filter by specific material item and/or vendor.
- Print button to gain access to inventory management reports.

Materials/Parts Transaction Log

40 Transactions

Date	Type	Code	Name/Description	Quantity	Unit Price (\$)	Value (\$)	Method	Contractor/Vendor	PO #
06/04/10	Ret	#104	#104 Hose Clamp	-1.00	9.0000	-9.00	By Unit	ALSCO-American	
04/02/10	Xfer	sp10	10 foot sign post	1.00	7.0000	7.00	By Unit		
03/24/10	Add	GAS	Regular Gas	20,000.00	2.0000	40,000.00	By Unit	Gosney Brothers	
03/19/10	Add	#104	#104 Hose Clamp	9.00	9.0000	81.00	By Unit	ALSCO-American	
03/02/10	Add	#104	#104 Hose Clamp	3.00	3.0000	9.00	By Unit	ALSCO-American	
09/09/09	Add	#10	#10 Clamp from Ideal	1.00	11.8100	11.81	By Unit		1
09/09/09	Add	KW123098	Kenworth Belt	1.00	1.0000	1.00	By Unit		1
09/09/09	Add	DSL-A	Deisel A	1.00	23.0000	23.00	By Unit		1
09/09/09	Add	6666	6666 Johnson Rod	1.00	7.0000	7.00	By Unit		1
09/09/09	Add	#10	#10 Clamp from Ideal	1.00	11.8100	11.81	By Unit		1
08/12/09	Add	MC	Mag Chloride	1,000.00	2.5000	2,500.00	By Unit	Dawn Trucking	
04/22/09	Add	5555	5555 Engine Block Gasket	144.00	10.0000	1,440.00	By Unit	Dawn Trucking	
03/10/09	Add	3650CC	Traffic Cones	1.00	14.0000	14.00	By Unit		14945
03/10/09	Add	Belt1	Belt Number One	2.00	9.0000	18.00	By Unit		14945
03/10/09	Add	Belt2	Belt Number Two	3.00	10.0000	30.00	By Unit		14945
03/10/09	Add	FitXYZ	Car Filter	9.00	5.2500	47.25	By Unit		14945
03/10/09	Add	10w30	10w30 Motor Oil	1.00	1.2500	1.25	By Unit		14945
03/10/09	Add	10w40	10w40 Motor Oil	5.00	1.7500	8.75	By Unit		14945
03/10/09	Add	GAS	Regular Gas	1.00	2.1200	2.12	By Unit		14945
03/10/09	Add	DSL	Diesel	1.00	1.7500	1.75	By Unit		14945
02/19/09	Add	new part	descriptyion	12.00	22.0000	264.00	By Unit	Newman Traffic	
01/28/09	Add	#10	#10 Clamp from Ideal	10.00	10.0000	100.00	By Unit		
12/10/08	Add	CLP	Clamp	124.00	12.0000	1,488.00	By Unit	Dawn Trucking	

Quantity: 24,847.00 Value (\$): 85,093.13

☐ Adds
 ☐ Returns
 ☐ Transfers
 ☒ All Transactions
 Material/Part: M

☐ Custom
 ☐ Mon-to-Date
 ☐ Qtr-to-Date
 ☐ Yr-to-Date
 ☒ Life-to-Date
 Vendor Name: M

Notes and Documents Cross-Reference

Documents [32]					Notes [36]	
Parent	Date	File Description	File Name	User		
LOC	06/01/10	link to our web page	www.pubworks.com	Admin		
CSC	01/22/10	after	E:\After.JPG	Admin		
CSC	01/22/10	the before pic	E:\Before.JPG	Admin		
LOC	01/22/10	Roadway Improvements Plan	E:\Projects\PubWorks\Attachments\weaver.pdf	Admin		
CSC	01/15/10		E:\Projects\PubWorks\Attachments\weaver.pdf	Admin		
EQP	09/21/09		E:\Projects\PubWorks\Attachments\FordF350.jpg	Admin		
MAT	09/21/09		E:\Projects\PubWorks\Attachments\10KA.jpg	Admin		
EMP	09/17/09	CDL Diploma	E:\Projects\PubWorks\Attachments\cdldiploma.jpg	Admin		
PRJ	09/17/09		E:\Projects\PubWorks\Attachments\FR178.JPG	Admin		
LFT	09/16/09	Formal Regulations	E:\Projects\PubWorks\Attachments\Driveway_Culvert_Regu	Admin		
LFT	09/16/09	Engineering Diagram	E:\Projects\PubWorks\Attachments\E7171E81.gif	Admin		
LFT	09/16/09	Flow Diagram	E:\Projects\PubWorks\Attachments\hdsMainDiagram.jpg	Admin		
LFT	09/16/09	The actual culvert	E:\Projects\PubWorks\Attachments\culvert.jpg	Admin		
LFT	09/16/09		E:\Projects\PubWorks\Attachments\stop.jpg	Admin		
LFT	09/16/09	Culvert Installation Diagram	E:\Projects\PubWorks\Attachments\Culvert_Driveway\	Admin		
LOC	09/16/09	One nice looking street	E:\Projects\PubWorks\Attachments\BabbitLane2.JPG	Admin		
LFT	08/28/09	timing plan	E:\Projects\PubWorks\Attachments\Addresses.doc	Admin		
PRJ	07/14/09	Open House Discussion Agenda	E:\Projects\PubWorks\Attachments\weaver.pdf	Admin		
CSC	06/17/09		E:\Projects\PubWorks\DataGIS\MV2-SwiftServices\Attachm	Admin		
CSC	02/19/09		E:\Media\Pictures\FatAlbert2.jpg	Admin		
EQP	02/19/09		c:\Projects\PubWorks\DataGIS\Willingboro\Images\caterpill	Admin		
EQP	01/12/09	This is NOT good.	E:\Projects\PubWorks\Attachments\CaseBackHoeSubmerge	Admin		
LOC	01/12/09	Line striping problem	E:\Media\Pictures\PubWorks\ADOT.jpg	Admin		
LOC	12/17/08		E:\FTP Login.JPG	Admin		
LOC	12/17/08		E:\Projects\PubWorks\ClipArt.txt	Admin		
CSC	12/02/08	What a mess!	E:\Projects\PubWorks\Attachments\FloodedStreet.jpg	Admin		
LOC	05/19/08	Standing water problem	E:\Projects\PubWorks\Storm\Water Video.mpg	Admin		

From one screen, it is possible to view all attached notes and documents. The screen's two data grids provide the following capabilities:

Column-Click sorting – standard among all PubWorks data grid is the ability to sort the displayed data based on the column headers you click. Click it once to sort in ascending order, click it again to sort in descending order.

Double-Click locate – double clicking a line item will open that line up for edits in the Modify Note window depicted below.

Modify – clicking on a row selects the row and is indicated by virtue of a small black triangular arrow appearing at the very left most edge of the line item. Once a row is selected, click the modify button to display the row's data in the modify pop-up window (see example below). Exactly equivalent to double-click locate.

Modify Note for Employee - 10 / Miller	
Date	07/20/2007
Note	test
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Delete – click a grid line item to select it and then click the delete button. PubWorks will prompt you asking you are certain you wish to delete the note or document. Be careful, there's no undelete.

Overhead Allocation

The **PubWorks** overhead allocation module provides the ultimate in ease and flexibility when the time comes to distribute an overhead figure across activities.

Overhead is allocated based on the settings in the Overhead Allocation Parameters group. The check boxes on the left-hand side of this group tell **PubWorks** what activity cost components to use as the basis of the overhead allocation. For example, if only Labor Costs and Equipment Costs are checked, **PubWorks** will calculate a total activities cost based on labor and equipment costs alone for the time frame selected. If Material Costs were also checked, this calculated total would also include material costs for the time frame.

The radio buttons in the Overhead Allocation Parameters group determines the method of allocation as follows:

- **Allocate Overhead Annually** – Use this if you spread a single overhead number across activities at year-end.
- **Allocate Overhead Monthly** – Use this if you spread a monthly overhead number across activities at the end of each month (this can be further refined by telling **PubWorks** to use just the month's activities or all activities month-to-date for the overhead cost basis calculation).

Once the allocation method is established (**PubWorks** will remember the method you use for overhead allocation so that you don't have to configure it with each use), you simply enter the overhead dollar amount, select the allocation time frame and click the OK button. **PubWorks** will update all appropriate activity records with a calculated overhead value and add a row to the Overhead History grid recording the exact nature of the overhead calculation used.

An overhead allocation can be easily removed by clicking the row in the history grid you wish to have removed and then clicking the Remove button.

Overhead Allocation

Overhead History Log

	Entry Date	Year	Mon	Overhead (\$)	Cost Basis (\$)	OH / CB	Labor	Eqp	Mat	Con	Monthly	Sum Monthly
▶	07/27/02	2002	06	3,000.00	13,327.49	0.2251	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	06/27/02	2002	05	3,100.00	15,066.62	0.2058	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	05/27/02	2002	04	3,000.00	9,717.28	0.3087	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	04/27/02	2002	03	3,100.00	10,262.00	0.3021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	03/27/02	2002	02	2,800.00	9,161.20	0.3056	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	05/20/04	2002	01	10,000.00	7,682.70	1.3016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Records Displayed: 6

Enter the Month, Year and Overhead Amount

Overhead (\$) For Month For Year

Overhead Allocation Parameters

☒ Labor Costs ☐ Allocate Overhead Annually

☐ Equipment Costs ☒ Allocate Overhead Monthly

☒ Material Costs

☐ Contractor Costs

☐ Total Cost

☒ Use month only as summary basis

☐ Use YTD as summary basis

System Settings

This five-tab window stores values used by **PubWorks** to provide flexibility, greater ease-of-use and better data accuracy.

General Settings

- Agency name, and address information.
- Overhead allocation parameters and Employee load and overtime factors.
- Task/Location unit linkage.
- Employee Rates and Dates.
- Material Inventory Controls.

The screenshot shows the 'System Settings' dialog box with the 'General Settings' tab selected. The 'Agency Information' section contains fields for Name ('Willingboro Public Works'), City ('Rockwood'), State ('TN'), Street ('6002 Main Street'), Country ('United States'), and Zip Code ('01234-9988'). The 'Overhead Allocation Parameters' section has checkboxes for Labor Costs, Equipment Costs, Material Costs, Contractor Costs, and Total Cost, along with radio buttons for 'Allocate Overhead Annually' (selected), 'Allocate Overhead Monthly', 'Use month as summary basis', and 'Use YTD as summary basis'. The 'Employee Rates' section shows 'Emp Load Factor' (1.2500), 'Emp OT Multiplier' (1.5000), and checkboxes for 'Easy Emp Rate Update', 'Easy Eqp Rate Update', and 'Easy Mat Rate Update'. It also has radio buttons for 'Apply load factor to the cost of overtime' (selected) and 'Do not apply load factor to the cost of overtime'. The 'Task Units for Locations' section lists units for Acres, Lane Miles, Linear Feet, Miles, Square Yards, and Units. The 'Materials/Parts Inventory' section has checkboxes for 'Allow Direct Mat/Parts Inventory Edits', 'Use Average Materials/Parts Cost' (selected), and 'Use Last Price Materials/Parts Cost'. Buttons for 'OK' and 'Cancel' are at the bottom.

Daily Activity Settings

- Warning values and Labor Types (used for pay period hour customizations).
- Reuse last settings and unit cost accounting settings.
- Labor type setup for Pay Period Hours program

The screenshot shows the 'System Settings' dialog box with the 'Daily Activities' tab selected. The 'Warning Values' section has input fields for 'Max Emp Regular Hours' (24), 'Max Emp Overtime Hours' (24), 'Max Hours Per Period' (300), 'Max Equipment Hours' (20), 'Max Equipment Miles' (250), and 'Per-Week Period Basis' (1). The 'Re-use Last' section has checkboxes for Date, Employee, Location, Task, Task Units, Equipment, Material, and Mat Units. The 'Default and Special Labor Types' section has dropdowns for 'Default Labor Type' (Regular), 'Out-of-Class Pay' (Out of Class Pay), 'On-Call Pay' (On Call), 'Personal Time' (Personal), 'Comp Time Used' (Comp Time Taken), 'Comp Time Earned' (Comp Time Earned), 'Special Labor Type 1', 'Special Labor Type 2', 'Sick Time' (Vacation Time), 'Vacation Time' (Sick Time), 'Hourly Premium' (0.000), and 'Hourly Rate' (0.000). The 'Other Settings' section has checkboxes for 'Display Location's units in Activities window', 'Allow Zero for Task units in Activities window', 'Display Location's units in Route Activities window', 'Allow Zero for Task units in Route Activities window', 'Hours worked requires Begin & End Times', and 'Activity Notes as a Drop List'. Buttons for 'OK' and 'Cancel' are at the bottom.

Miscellaneous Settings

- Export path and file name.
- File format.
- Pay period hours customization settings.
- Background graphic and Icon file selections.

The screenshot shows the 'System Settings' dialog box with the 'Miscellaneous' tab selected. The 'GIS Export' section has 'C:\' for the directory and 'PW_GIS_Export.txt' for the file name, with 'Export with TAB separator' selected. The 'Segment Naming' section has 'Free Form' selected. The 'Pay Period' section has 'Two Week with Start Day' selected, with 'Saturday' chosen from the dropdown. The 'Background and Icon Files' section has a path 'e:\Projects\PubWorksMarketing\PubWorksPieChartNew.wmf' and a 'Do not use any background graphic' checkbox. The 'PO/Voucher Report Names' section has 'PODemo.rpt' for the Purchase Order Report name and 'POVoucher.rpt' for the Voucher/Warrant Report name. Checkboxes for 'Show Crews', 'Asset Auditing', 'Show Addresses', and 'Show FOR's' are present. 'Submit Query', 'OK', and 'Cancel' buttons are at the bottom.

Pavement Quality Index

- Upper /lower limits of scale.
- Acceptability thresholds.
- Scale ranges.
- All values are user defined with preset defaults.

The screenshot shows the 'System Settings' dialog box with the 'Quality Assessment' tab selected. The 'Quality Assessment Grading System' section includes 'Scale Range' (Upper Limit: 100, Lower Limit: 0) and 'Goals' (Desired/Required Percentage: 80, Acceptable/Minimum Percentage: 40, Greater Than or Equal To: 8, Less Than or Equal To: 4). Below is a table for 'Quality Assessment Index Ranges':

Code	Name	High: Less Than Or Equal	Low: Strictly Greater Than
A	Excellent / New	100	90
B	Very Good / Good	89	71
C	Acceptable	70	51
D	Sub Standard / Poor	50	21
F	Unacceptable / Very Poor	20	0

At the bottom, 'Weighted Average Assessment Method' and 'Deduction Assessment Method' are radio buttons. 'OK' and 'Cancel' buttons are at the bottom.

Toggles

The Toggles screen provides users with additional preference settings that will be persistent only on the PC that was used to display the Toggles screen. Additionally, the Toggles screen gives you capability to set or clear check boxes for GASB, GIS and Overhead attribute for Locations and Tasks with a single mouse-click.

The Toggles dialog box is divided into several sections:

- Inactive Records:**
 - ☐ Exclude Inactive Records from Windows
 - ☒ Exclude Inactive Records from Listing Reports
- Report Toggles:**
 - ☐ Use Password on Report
 - ☐ Use Password on Sub-Report
 - ☐ Minimize Page Breaks
 - ☒ Display 'Show Query' Button
 - ☒ Include Fleet Work Orders by default
 - Group Listings:
 - ☒ Sort by Code
 - ☐ Sort by Name
 - Activity Note Wild Card:
 - ☐ Starts With
 - ☐ Ends With
 - ☐ Contains
 - ☒ Is Like
 - Employee Activity Audit Delay: 0
- Location Toggles:**
 - Set Location GIS Export to...: TRUE FALSE
 - Set Location Apply PQI to...: TRUE FALSE
 - Set Location Feature GIS Export to...: TRUE FALSE
- Task Toggles:**
 - Set Task GASB 34 to...: TRUE FALSE
 - Set Task GIS 34 to...: TRUE FALSE
 - Set Task Overhead to...: TRUE FALSE
- User Toggles:**
 - Set Employee Dept Filter to...: TRUE FALSE
 - Set Equipment Dept Filter to...: TRUE FALSE
- Comprehensive Detail Reports:**
 - ☒ Use Equipment Name
 - ☒ Use Material Name

Buttons at the bottom: OK, Apply, Cancel.

Updating Rates

It is possible, from one window, to adjust the pay rate of all employees, a group of employees or just a single employee. Pay increases (or decreases) can be performed across title or department and it can be done retroactively.

Pay raises can be performed on the basis of a percentage increase, a dollar increase or to a set amount. Rate increases can be selected so that they are applied to base rate, regular or overtime rate.

Drop lists are provided to permit selection of a single employee or a group of employees based on title or department.

The Update Rates dialog box contains the following sections:

- Apply Rate Update To:**
 - ☒ Employees
 - ☐ Equipment
 - ☐ Materials
- Update Rates:**
 - ☒ By Percentage
 - ☒ Regular Rate
 - ☒ Overtime Rate
 - ☐ By Dollars
 - ☐ To Set Amount
 - ☐ In Activities Based on Current Rate Values
- Increase Rate By (%): 3.25
- From: 01/01/10 (Calendar)
- To: 05/31/10 (Calendar)
- Employee Filtering:**
 - Individual Employee: ☐ Exclude
 - Employee Department: ☐ Exclude (Public Works)
 - Employee Title: ☐ Exclude (Laborer)

Buttons at the bottom: OK, Cancel.

User Powers

Users are set up on a login name and password basis. Each user can be tied directly to an employee and employee department. User-names and phone numbers are optional.

PubWorks permits an administrative user to create as many user accounts as necessary. Each user account can be configured to grant or deny levels of access to all of the main software components in **PubWorks**.

Users can gain access – on a module-by-module basis – at four different levels

- Full add, modify, delete access
- View only access
- Reporting only access
- No access

User Powers : Admin

Reports First Previous Next Last Add New Save Cancel Delete

General Info Misc Activities 1 Activities 2 Service Reqs Fleet Settings List View

User

Login Name: Admin Password: [redacted] Employee: [dropdown] User's Phone: None

Start Screen: [dropdown] Department: Public Works Active User: [checked] Administrator: [checked]

Funds Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

POs Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Vouchers Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Contractors Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Employees Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Equipment Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Locations Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Materials Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Projects Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Tasks Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Category Add [checked] Modify [checked] Delete [checked] Viewing [checked] Reporting [checked]

Record: 1 of 2 Admin Logged In Active: Yes

User Powers : Admin

Reports First Previous Next Last Add New Save Cancel Delete

General Info Misc Activities 1 Activities 2 Service Reqs Fleet Settings List View

Miscellaneous Settings

Allow Direct Mat Inventory Edits [checked] Archive on Exit [checked]

Enable Key Stroke Validation [checked] Use Employee Activity Audit Report with Activity Note [checked]

Employee-Department Filtering [checked] GIS MapViewer AMD [checked]

Equipment-Department Filtering [checked] Task-Dept Filtering [checked]

Activity Screens Feature Lookup [checked] Display Code & Name in Title Bar [checked]

Display PO Details Tab in Foreground [checked] Override Dept Filtering [checked]

Default Location Qualifier Code: A Override Inactive Status [checked]

General Information Sort Order Code Name

List View Sort Order Code Name

Default Locate Mode Search List

Custom Date Filter Timeframe: 08/01/2009 through 08/31/2009 Change

Record: 1 of 2 Admin Logged In Active: Yes

User Activity Settings

- Access powers with respect to Activities and Route Activities.
- Allow partial entries in code and or name drop lists.
- Re-use last settings.
- Extensive control over “tab-to” settings.
- Ability to hide “code” drop lists and use the “name” drop lists only.
- Synchronize user settings with comparable system settings button.

User Powers : Admin

Reports First Previous Next Last Add New Save Cancel Delete

General Info Misc **Activities 1** Activities 2 Service Reqs Fleet Settings List View

Activities

Add	Emp/Eqp/Mat Rate Override	<input checked="" type="checkbox"/>
Modify <input checked="" type="checkbox"/>	Copy Emp Hours to First Equip	<input checked="" type="checkbox"/>
Delete	Allow Zero Equipment Hours	<input type="checkbox"/>
Viewing <input checked="" type="checkbox"/>	Allow Zero Material Cost	<input type="checkbox"/>
Reporting <input checked="" type="checkbox"/>	Allow Partial Code Entries	<input type="checkbox"/>
	Allow Partial Name Entries	<input type="checkbox"/>

Re-use Values from Prior Activity Record

Date <input checked="" type="checkbox"/>	Task <input checked="" type="checkbox"/>	Equipment <input checked="" type="checkbox"/>
Employee <input checked="" type="checkbox"/>	Task Units <input type="checkbox"/>	Equip Hours <input type="checkbox"/>
Emp Hours <input checked="" type="checkbox"/>	Task Mod <input type="checkbox"/>	Material <input checked="" type="checkbox"/>
Contractor <input type="checkbox"/>	Fund <input type="checkbox"/>	Mat Units <input type="checkbox"/>
Location <input type="checkbox"/>	Project <input type="checkbox"/>	Service Req <input type="checkbox"/>
Loc Feature <input type="checkbox"/>	Activity Note <input type="checkbox"/>	

Tab-To

Emp Code <input checked="" type="checkbox"/>	Loc Code <input type="checkbox"/>	Equipment Name <input type="checkbox"/>
Emp Name <input type="checkbox"/>	Loc Name <input checked="" type="checkbox"/>	Equipment Rate <input type="checkbox"/>
OT Hours <input checked="" type="checkbox"/>	Loc Qualifier <input type="checkbox"/>	Eqp Tab-To Count <input type="text" value="2"/>
Labor Type <input type="checkbox"/>	Loc Segment <input type="checkbox"/>	Material Name <input type="checkbox"/>
Con Code <input type="checkbox"/>	Loc Feature <input type="checkbox"/>	Material Rate <input type="checkbox"/>
Con Name <input type="checkbox"/>	Task Code <input checked="" type="checkbox"/>	Mat Tab-To Count <input type="text" value="2"/>
Activity Note <input type="checkbox"/>	Task Name <input type="checkbox"/>	
Fund Code <input type="checkbox"/>	Task Modifier <input type="checkbox"/>	
Fund Name <input type="checkbox"/>	Project Code <input type="checkbox"/>	
Service Req <input type="checkbox"/>	Project Name <input type="checkbox"/>	

Restore Default Settings

Record: 1 of 2 Admin Logged In Active: Yes

User Powers : Admin

Reports First Previous Next Last Add New Save Cancel Delete

General Info Misc **Activities 1** **Activities 2** Service Reqs Fleet Settings List View

Warning Values

Max Emp REG Hours <input type="text" value="24"/>	Max Equip Hours <input type="text" value="20"/>
Max Emp OT Hours <input type="text" value="24"/>	Max Equip Miles <input type="text" value="250"/>
Max Hours Per Period <input type="text" value="300"/>	Weeks per Period <input type="text" value="1"/>

Unit Cost Calculations

Activities	Route Activities
<input checked="" type="checkbox"/> Display Location's Dimensions	<input checked="" type="checkbox"/> Display Location's Dimensions
<input checked="" type="checkbox"/> Allow Zero for Task Units	<input checked="" type="checkbox"/> Allow Zero for Task Units

Direct Job Cost Items

Allow use of Direct Job Cost Items tab	<input checked="" type="checkbox"/>
Display Direct Job Cost Items tab by default	<input type="checkbox"/>
Direct Job Cost Items include stocked materials	<input checked="" type="checkbox"/>

Default Equipment Rate to Use

☒ Primary ☐ Secondary ☐ FEMA

Display Name Drop List Only

Employee <input type="checkbox"/>	Task <input type="checkbox"/>	Equipment <input type="checkbox"/>
Contractor <input type="checkbox"/>	Task Mod <input type="checkbox"/>	Material <input type="checkbox"/>
Location <input type="checkbox"/>	Fund <input type="checkbox"/>	
Loc Feature <input type="checkbox"/>	Project <input type="checkbox"/>	

Restore Default Settings

Record: 1 of 2 Admin Logged In Active: Yes

User Service Request Settings

- Service Request settings granting access powers
- Ability to hide code drop lists and use the name drop lists only.
- Choice of list-views
- Determine which fields are “tabbed-to” on the Service Request screen

User Powers : Admin

Reports First Previous Next Last Add New Save Cancel Delete

General Info Misc Activities 1 Activities 2 **Service Reqs** Fleet Settings List View

Service Requests

Add ☐
 Modify ☒
 Delete ☐
 Viewing ☒
 Reporting ☒

Work Orders

Add ☐
 Modify ☒
 Delete ☐
 Viewing ☒
 Reporting ☒

Display Name Drop List Only

Req Type ☒ District ☒
 Taken By ☒ Priority ☒
 Assignee ☒ Location ☒
 Department ☒

List View Options

☒ Assignee-Department
☐ Address-Caller
☐ Location-Taken By

Tab-To

Req Type Code ☒ Taken By Code ☐ Caller Last ☐
 Req Type Name ☐ Taken By Name ☐ Caller First ☐
 Status Open ☐ Assignee Code ☐ Caller Street ☐
 Status Closed ☐ Assignee Name ☒ Caller City ☐
 Call Date ☒ Dept Code ☐ Caller Phone ☐
 Call Time ☒ Dept Name ☐ Caller E-Mail ☐
 Completed Date ☐ Priority Code ☐ Caller Notes ☐
 Completed Time ☐ Priority Name ☐
 Scheduled ☐ District Code ☐ Desc & Notes ☒
 Misc ☐ District Name ☐

Record: 1 of 2 Admin Logged In Active: Yes

User List View

- All users listed together.
- Column-Click Sorting and Double-Click User locate.

User Powers : Admin

Reports First Previous Next Last Add New Save Cancel Delete

General Info Misc Activities 1 Activities 2 Service Reqs Fleet Settings **List View**

Login Name	Employee	Department	Phone	Admin	Logged In	Active
Admin		Public Works	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
demo	Long, Glen	Public Works	555-1212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 1 of 2 Admin Logged In Active: Yes

Database Maintenance Functions

Archive / Purge / Restore

Activity records can be removed from or restored to the **PubWorks** database very easily using the window below.

Archive / Purge / Restore

Action

- ☒ Archive and Purge
- ☐ Archive but do NOT Purge
- ☐ Purge Only
- ☐ Restore from Archive
- ☐ Compact Database Files

Activities Date Range

Enter the date range for the activities you wish to archive.

☒ Any Dates Start Date Calendar End Date Calendar

☐ By Month 2002

☐ By Quarter 2002

☐ By Year 2002

Source Database

C:\Projects\PubWorks\CustomerServiceCalls\dataDemo\PubWorks.mdb Find...

Target Database

C:\Projects\PubWorks\CustomerServiceCalls\dataDemo\PubWorks_021112_1913_Ad Find...

OK View Log Close

Errors

Ready

Convert Case – use this function to change the case of code and name fields in the database. This is a powerful feature and can save you lots of time. Just the same, converting all code and name values to UPPER CASE might have some negative ramifications with respect to screen and print real estate.

Convert Case

Core Tables

- ☐ Attached Documents
- ☐ Attached Notes
- ☐ Contractors/Vendors
- ☐ Crews
- ☐ Employees
- ☐ Equipment
- ☐ Locations
- ☐ Location Features
- ☐ Activities (All, including Route Activities)
- ☐ Location Feature Labels
- ☐ Materials
- ☐ Projects
- ☐ Routes
- ☐ Tasks
- ☐ Funds
- ☐ Purchase Orders
- ☐ Vouchers

Set All Clear All

Category Data Tables

- ☐ Asset Classes
- ☐ Departments
- ☐ Districts
- ☐ Employee Titles
- ☐ Equipment Types
- ☐ Fund Types
- ☐ Labor Types
- ☐ Location Types
- ☐ Location Feature Types
- ☐ Material Types
- ☐ Pavement Types
- ☐ Purchase Order Types
- ☐ Priority
- ☐ Project Types
- ☐ Road Conditions
- ☐ Surface Types
- ☐ Task Modifiers
- ☐ Task Types
- ☐ Unit Types

Set All Clear All

Service Call Tables

- ☐ Service Calls
- ☐ Service Call Notes
- ☐ Service Call Types
- ☐ Callers

Set All Clear All

Fleet Maintenance Tables

- ☐ Equipment Notes
- ☐ Fleet Work Order Notes
- ☐ Fuel and Odometer Log
- ☐ PM Items
- ☐ Part Kits
- ☐ Service Groups
- ☐ Maintenance Category
- ☐ Maintenance Frequency
- ☐ Vehicle Class
- ☐ Vehicle Component

Set All Clear All

☒ To Upper Case

☐ To LowerCase

OK Cancel

Compact and Repair Database

Over time, as records are added, modified and deleted, the size of the **PubWorks** database will continue to grow. It is highly recommended that you perform a Compact and Repair operation on a fairly frequent basis. Compact and Repair will delete temporary records, rebuild all data indexes and resize the database for optimum performance. Running Compact and Repair weekly would be a very good idea.

To perform Compact and Repair, it is required that you be the exclusive user of **PubWorks** at the time you attempt a Compact and Repair.

Delete Temporary Records

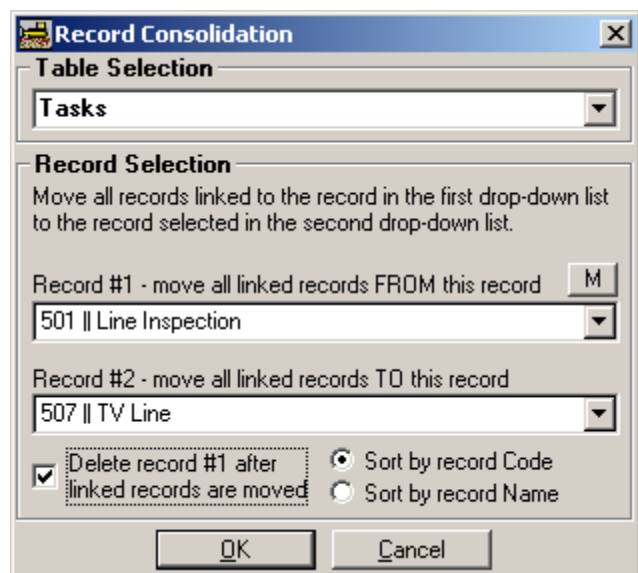
Certain functions and reports in **PubWorks** create temporary records to achieve their ultimate goal. The creation of these temporary records is indicated with the use of a progress bar. It is a good idea to remove these temporary records from the **PubWorks** database periodically for the sake of size, efficiency and reliability.

Record Consolidation

This powerful function allows you to clean up portions of your database that, due to time and sometimes less than careful use has caused the creation of near duplicate records.

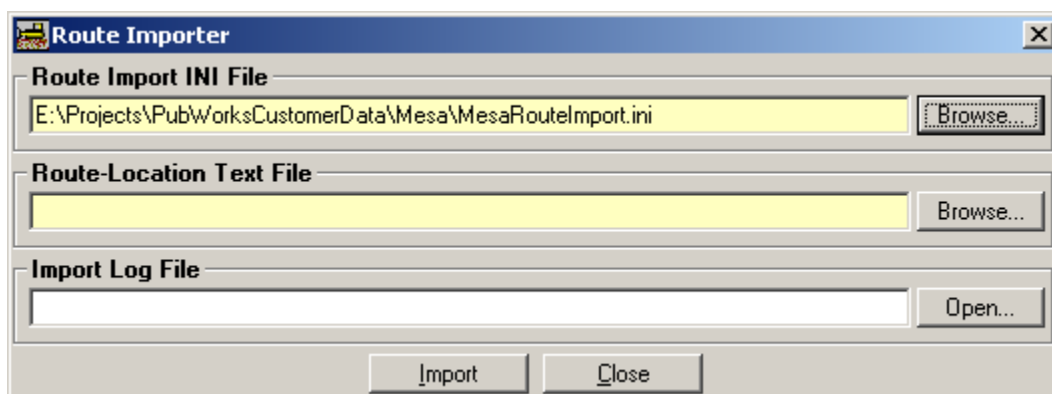
The example to the right shows that two tasks exist and they essentially represent the exact same thing. Here task 501 will have all records associated to it moved to task 507 and after the records are moved, task 501 will be completely deleted.

There is no undo!



Route Importer

To ease the data entry burden for route creation, a spreadsheet can be created that lists all the roads that make a certain route. Using the screen below (and an INI file that define the nature of the spreadsheet) PubWorks can import the route data and auto-create to corresponding route automatically.



GIS Interface

The **PubWorks** MapViewer is a live, two-interface to your GIS data. The MapViewer not only allows you to view assets in an ESRI Map directly with the PubWorks application but it permits you to view **PubWorks** "transaction" data via the map.

Due to the breadth of the MapViewer's functionality, it is covered in a separate training guide.

GIS Export

PubWorks can export cost information directly to your GIS system (or any other program that can accept comma or tab delimited text such as Microsoft Excel). This GIS interface allows you to send location cost data directly to your GIS system.

The file produced by this window is essentially a table of information consisting of locations as the rows and tasks as the columns. Task columns will have cost component sub-columns that correspond to the cost column check boxes. You can also elect to consolidate all tasks cost per location if you wish.

Locations can be selected individually or by range as well as by type, district, pavement and/or surface types. Also, Location Features can be used as the basis of creating the export file.

Tasks can be selected by moving the desired task or tasks from the list on the left to the list on the right. You can list tasks by either their codes or names. Task type filtering is also available

Full date range filtering as well as fund, location feature, employee and contractor filtering is also available.

File output format (comma or tab delimited) and location/directory defaults are established in the System Settings window.

GIS Export

Cost Columns

☒ Labor Cost ☒ Contractor Cost ☒ Total Cost

☒ Equipment Cost ☒ Overhead Cost ☒ Unit Cost

☒ Material Cost

Column Headers

☒ Include Header Row ☐ Column Width Max 10

☐ Consolidate costs for all Tasks

Location Selection

Select a single Location, a range or leave blank for all

Location Type Surface Type

Location District Pavement Type

☐ Include all segments of selected master location

☒ Export Location cost data

☐ Export Location Feature cost data

Activity Dates

☒ Any Dates Start Date End Date Calendar

☐ By Month 2004

☐ By Quarter 2004

☐ By Year 2004

Tasks

☒ Use Task Names ☐ Use Task Codes

Blading Roads
Build
Culvert Installation
Culvert Maint./Re
Engineer - Road &
Flagging Traffic
Lime Mix
Loading Dirt/Sand
Mosquito Control
Mowing Weeds
Patching-Major
Patching-Pot Hole
Road Checks - R
Road Checks - St
Road Reconstruct
Rock Removal
Roll Roads
Shoulder Mainten
Sign Maint/Repair

Task Type

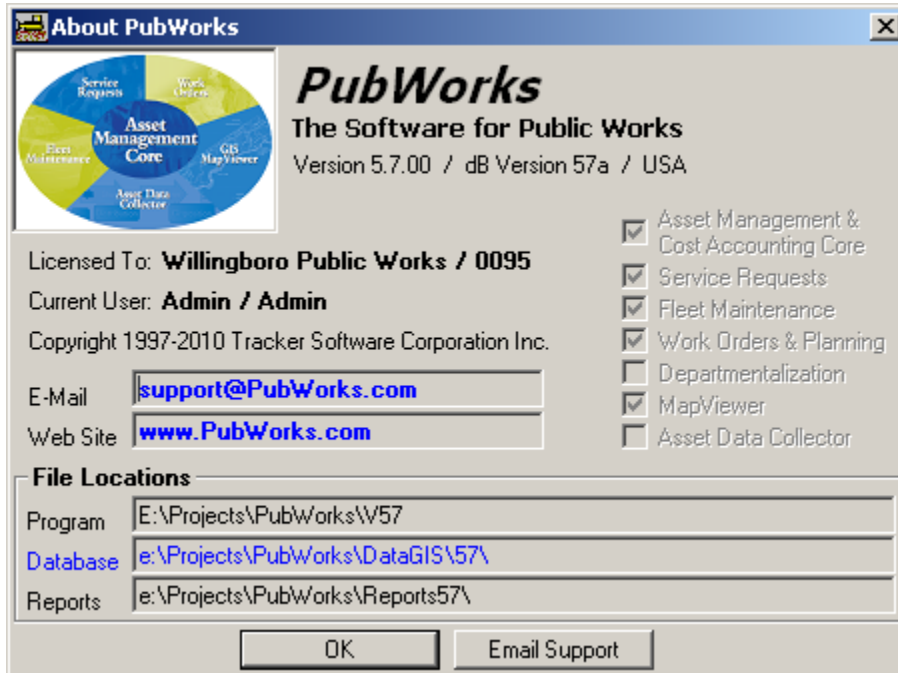
Other Criteria

Fund
Feature Type
Employee
Contractor

OK Cancel

Version Information

PubWorks possesses two version numbers – one for the **PubWorks** software and the other for the **PubWorks** database. These version numbers are prominently displayed on the **PubWorks** login screen and can also be found on the **PubWorks** about screen (by clicking Help on the main menu bar and then clicking the About menu item).



Here, it can be seen that we are at version **5.0.37**, database version **51a**. (The “a” stands for MS Access, if the SQL Server database were in use, the database version would say “51s.”)

Additionally:

- Customer name and User name are displayed.
- Active modules are indicated by a series of four check boxes.
- Drive and folder information for program, database and reports locations.

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