Administrator Quick Guide 5.0
WEB Work Order Manager

TeamWORKS WEB Work Order Manager manages and tracks the work order process from virtually anywhere. By using WEB Work Order Manager, users can access their work orders from anywhere and can keep track of work orders tied to specific categories like:

- Assigned To Employee
- Trades
- Projects
- Specific Locations
- Departments
- Vandalism
- Priority
- Budgets, and
- Other Purpose Codes

NOTE: Pop up blockers should be turned off or exceptions to this site should be made if not functionality will be lost. Also some screen shots may vary depending upon the browser you use.

**Highlighted fields indicate a System required field.*

Creating a New Work Order

Login to TeamWORKS WEB

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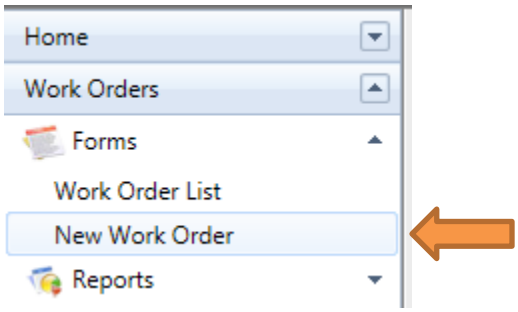
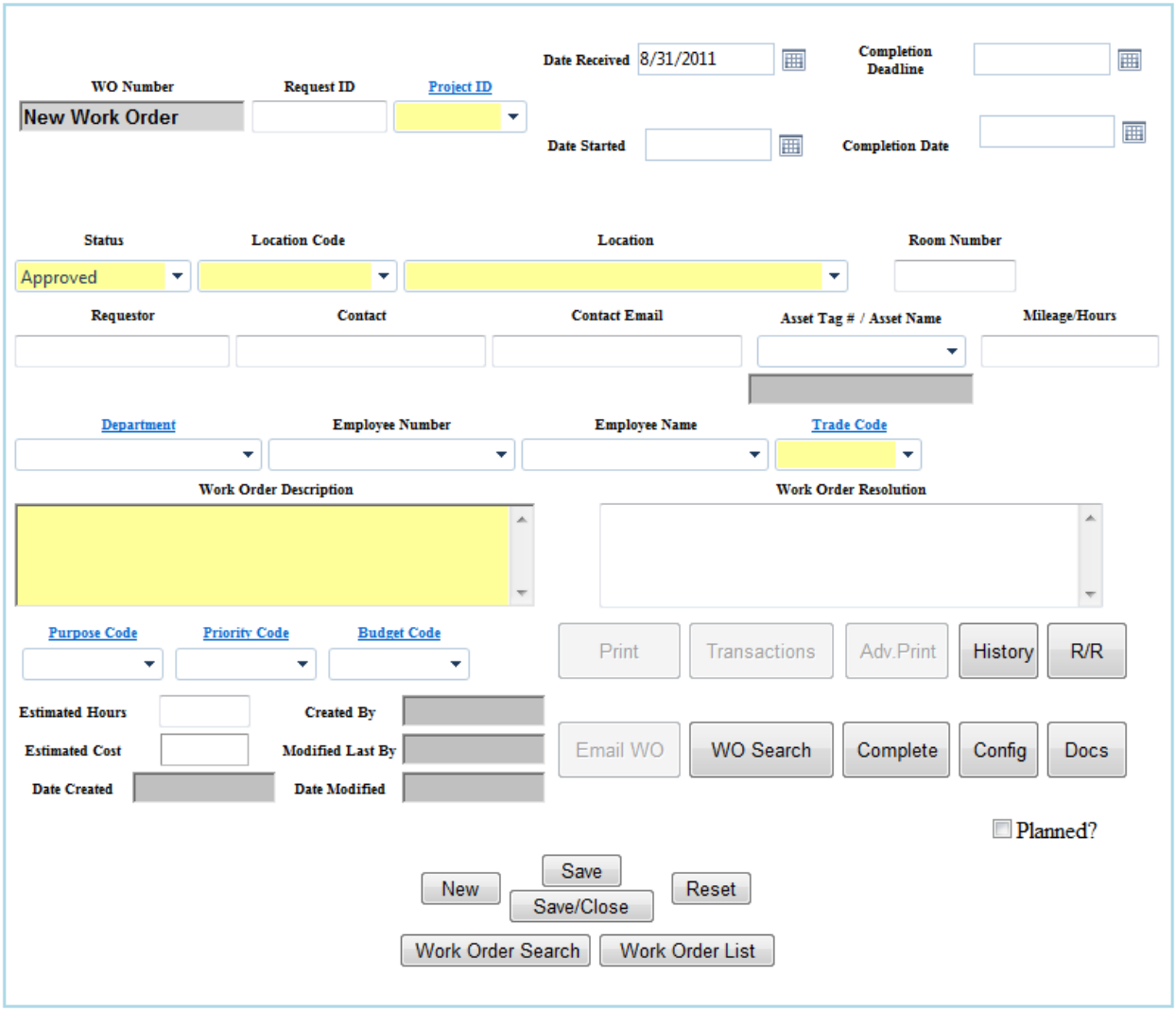
From the Work Order main menu Click on **Forms** and Select **New Work Order**.



WEB Work Order Form



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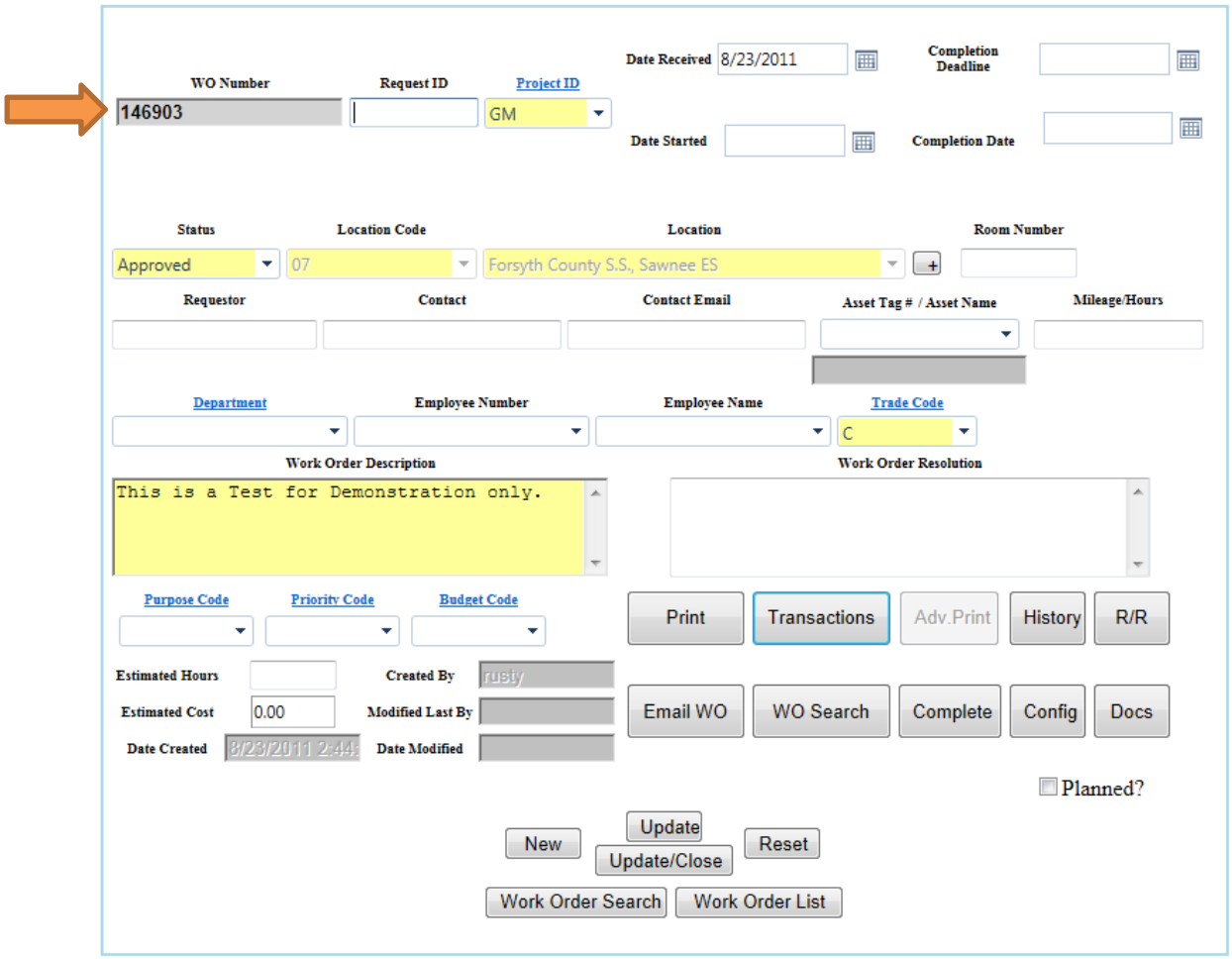
Once you have completed entering data into the form Select the **Save** tab at the bottom of the form. This will save the record and assign a work order number denoted in next screen



The other buttons on the Work Order Form allow you to :

New go to a new form

Update update an existing record

Reset resets the fields to its original values

Update/Close saves or updates the record and closes the form

Work Order Search Allows you to search for other work orders by number

Work Order List Shows you the list of work orders the user has entered to the system.

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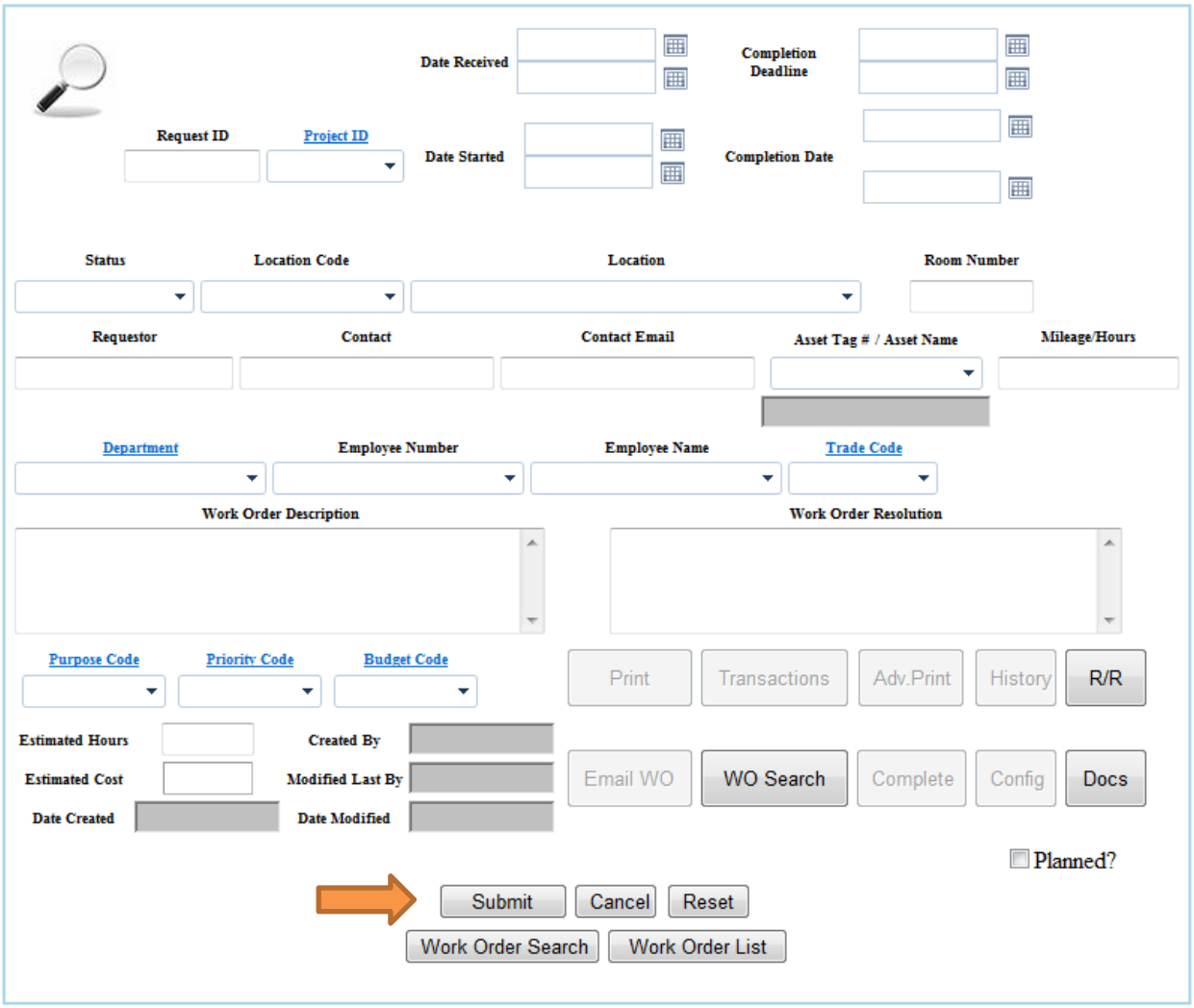
Work Order Search

a. Click on the Work Order Search button at the bottom of the Work Order Form.

Work Order Search

b. Enter criteria you wish to search for then click Submit



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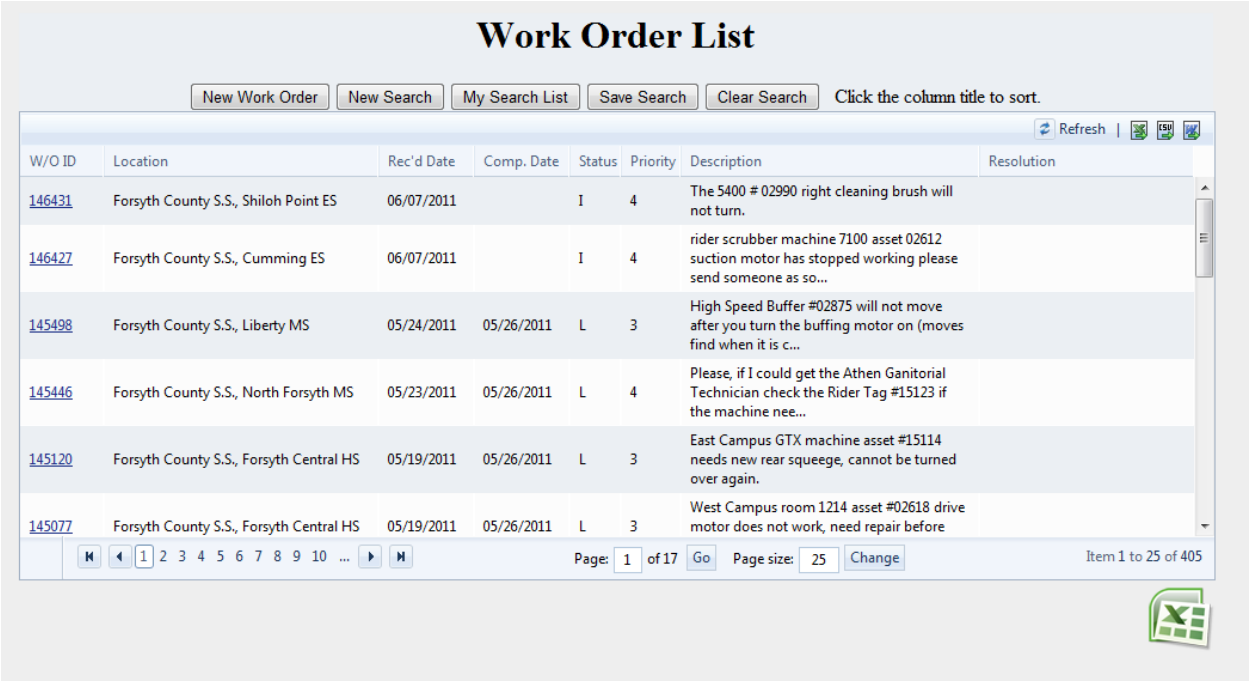
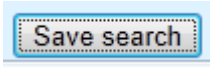
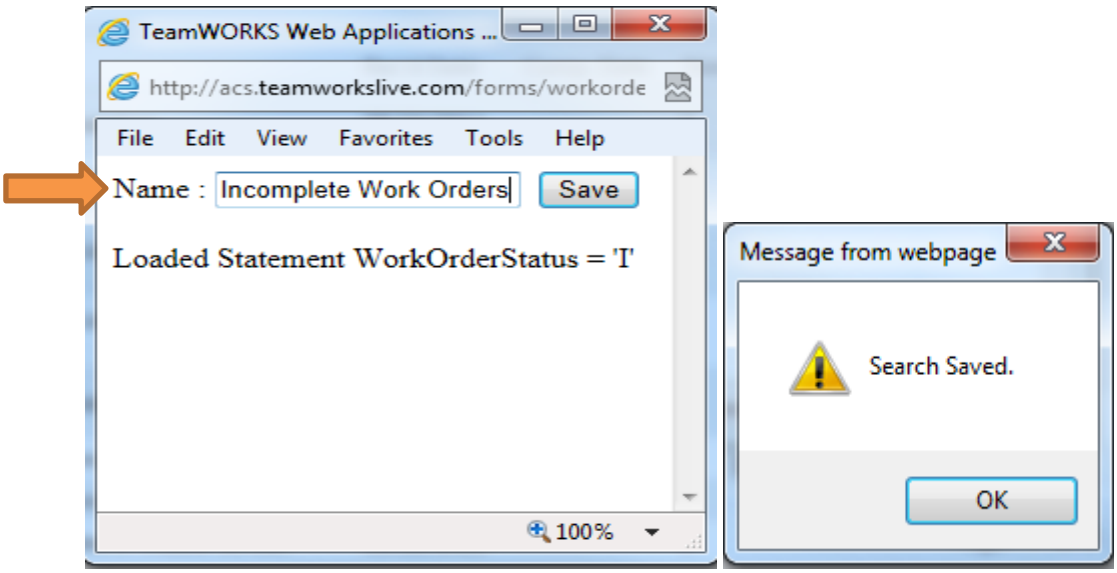
The search results will load in the next screen.



To save the search parameters, Click 

at the top of the Work Order List. The saved search will load each time you login.

It will then prompt you to another screen where the user can type the name in which they wish to save the search under. Click Save and you will receive a message confirmation. Click OK to close.



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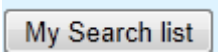
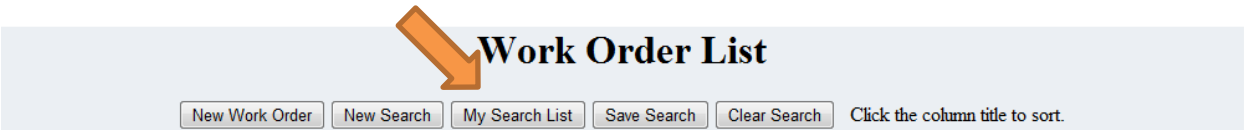
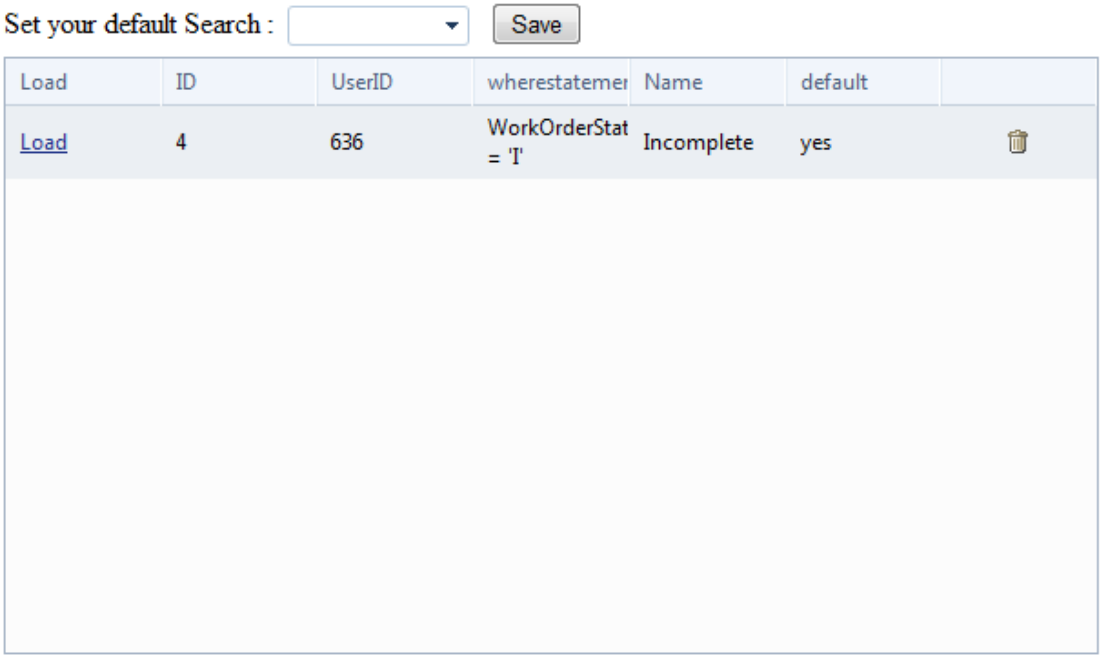
My Search List

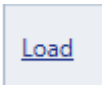
Click the 

button it will launch another page.

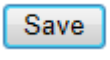


The following screen will appear with a list of the user's saved searches:



If you click the 

it re-launches the work order list page with those results.

In order to save these results as the Default search select the Search Criteria from the drop down list, that was created and saved. Then click the 

button. Then Exit out of the window. Multiple Search criteria can be saved and loaded at the user's convenience.

*NOTE: Only **ONE** Default search Criteria can be saved at a time. The Default Search can have one search that has multiple criteria.*

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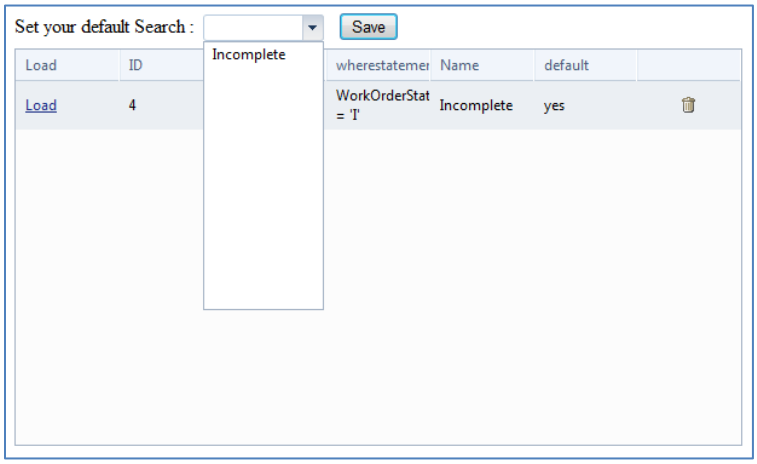
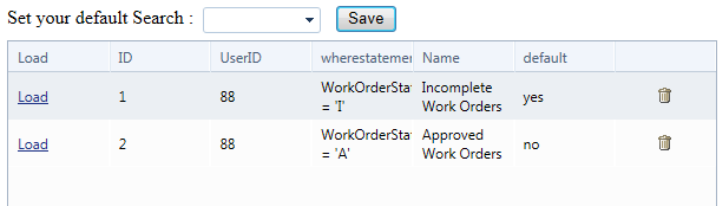
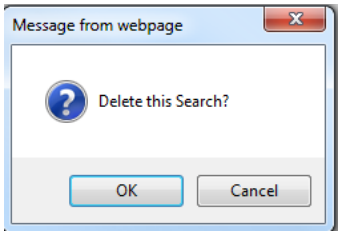


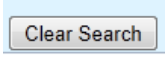


-Click here to delete the search

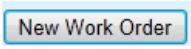


Click OK to delete the Search.

Additional Buttons/options:



clears the search parameters



brings up the form that allows you to enter a new work order

allows user to export to excel the work orders from the Work Order List.

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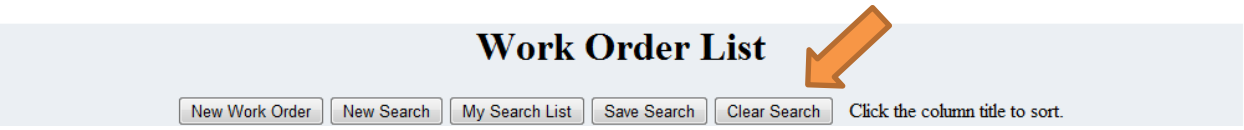
Clear Search

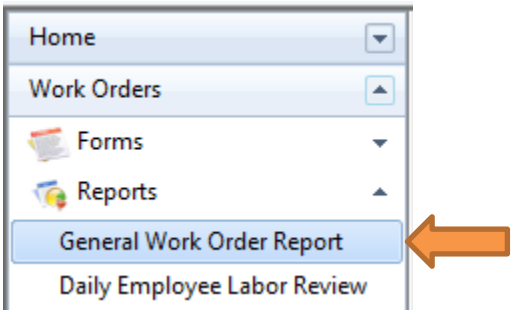
Clears the users search parameters.



General Work Order Report

95% of your work order reporting will come through this report. Any data entered on the work order form can be filtered out using this report front.

From the main menu, click on **Work Orders** and Select **Reports**. From there you will need to Select **General Work Order Report**



You will then be shown a form where you can select the criteria in order to generate a Work Order report.

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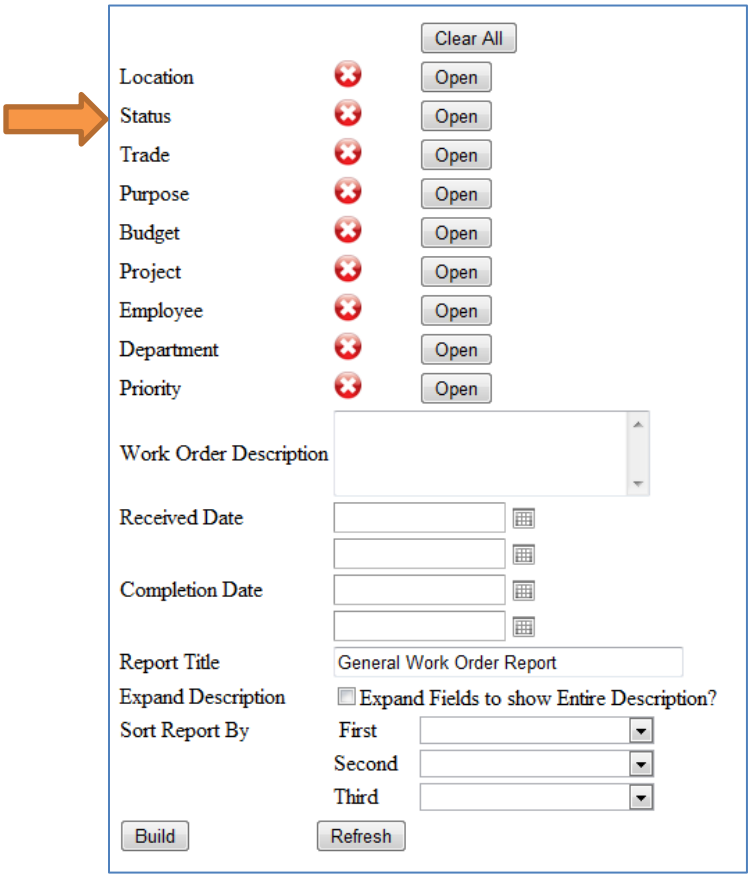

If for example you click the open in Status Open you will be prompted with the below screen shot.

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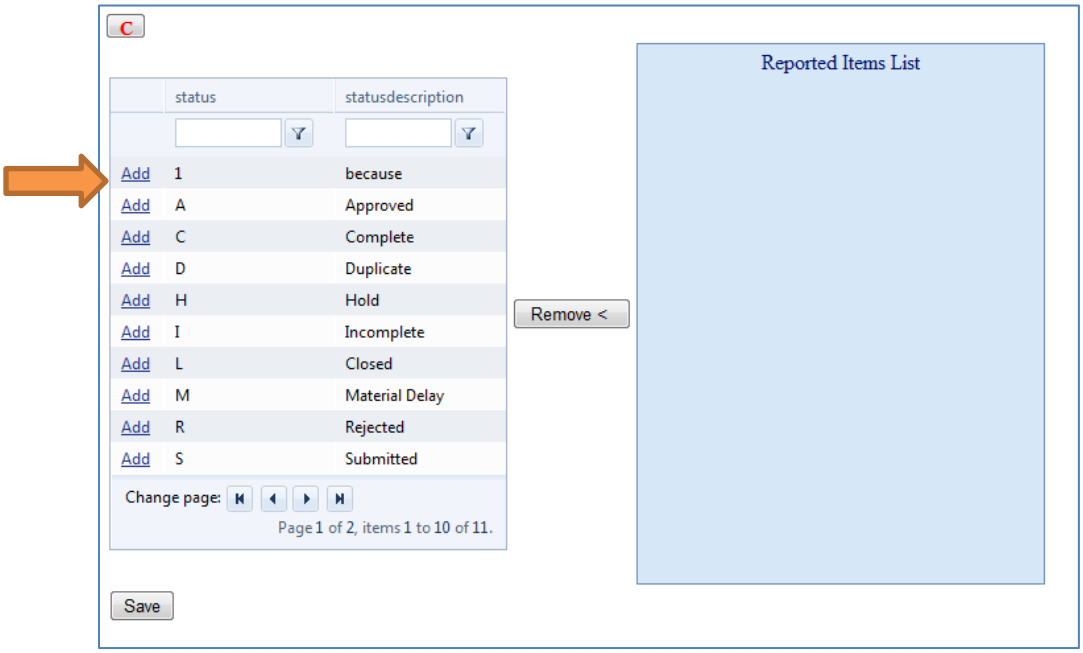
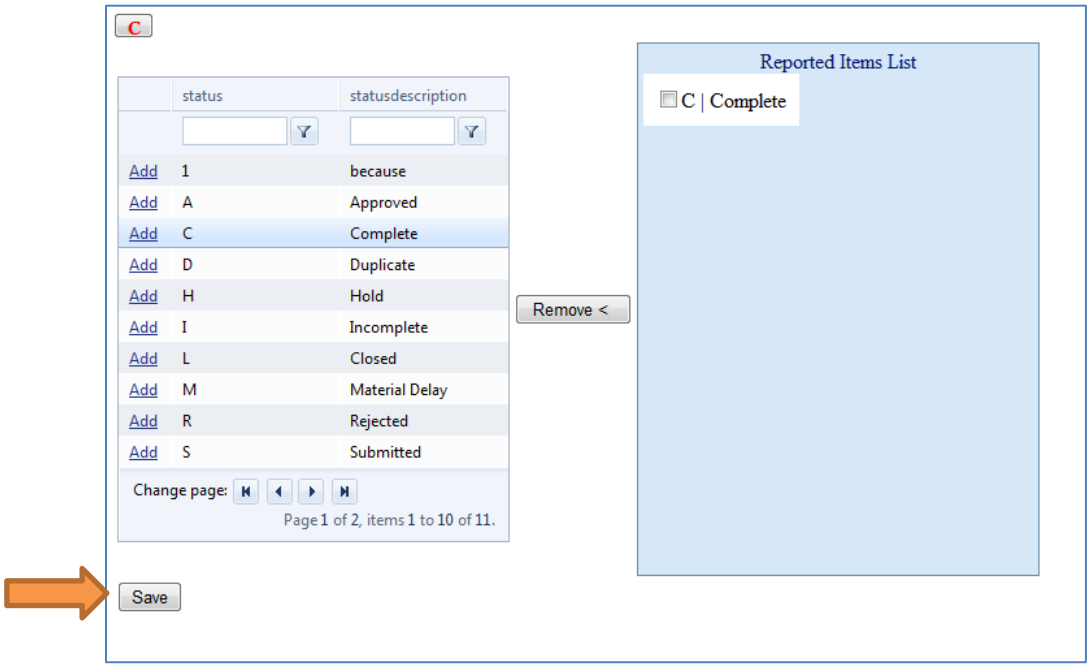


Click on Add beside the status you want added to the report and it will move the selection to the right pane. Repeat to make more selections.



Click Save to continue.

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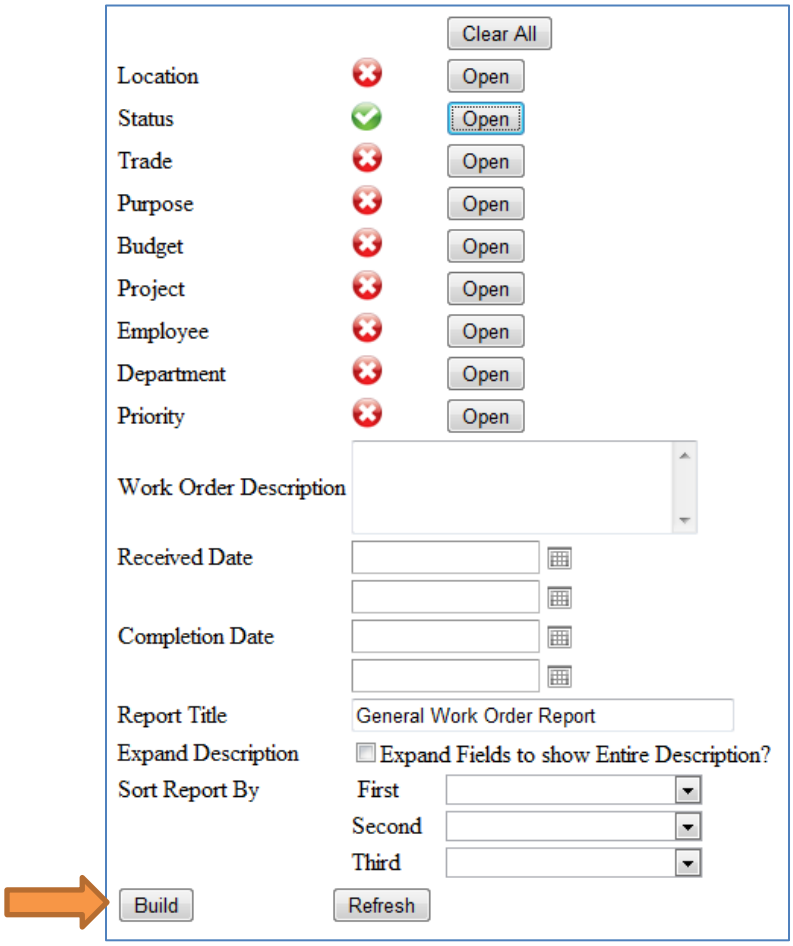
This will yield the criteria selection form with your selection marked with



Once all selections have been made and fields completed, Click **Build** to generate the report.

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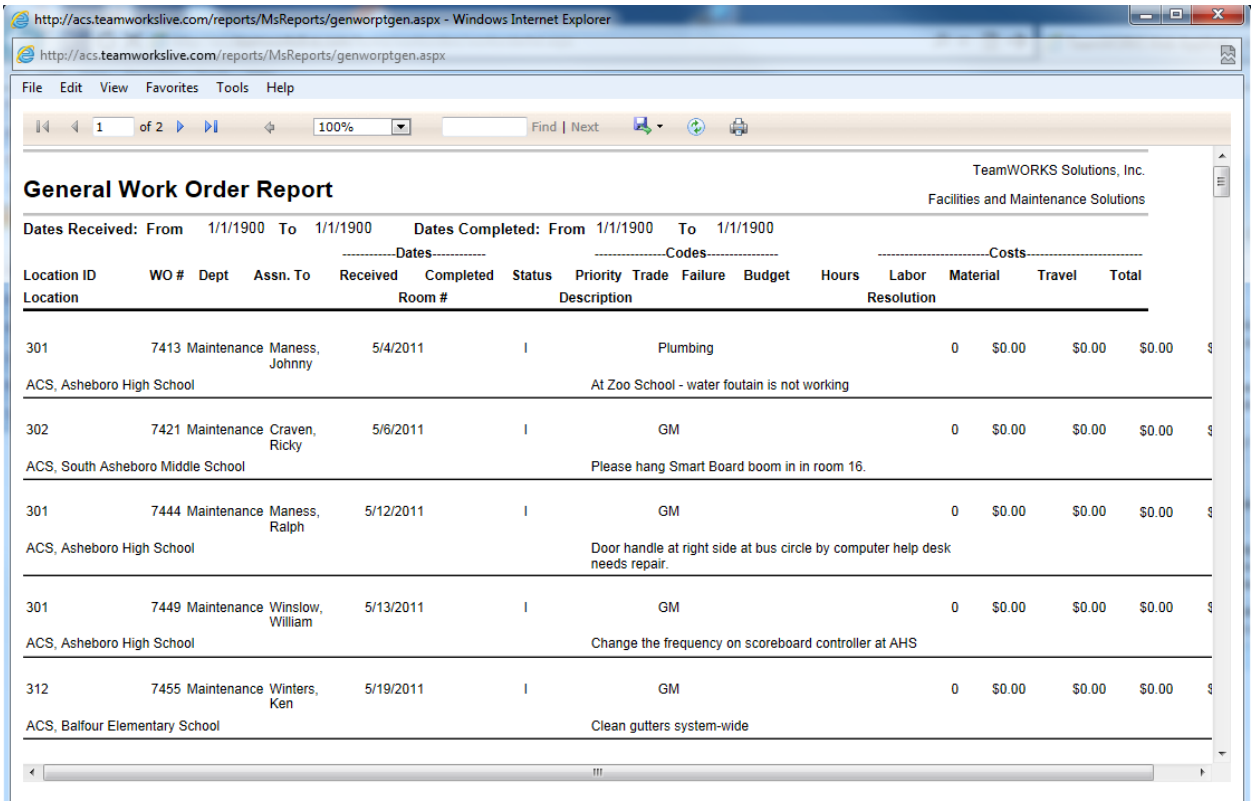
General Work Order Report example:



http://acs.teamworkslive.com/reports/MsReports/genworptgen.aspx - Windows Internet Explorer

http://acs.teamworkslive.com/reports/MsReports/genworptgen.aspx

File Edit View Favorites Tools Help

1 of 2 100% Find | Next

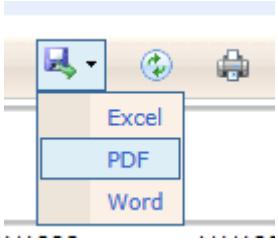
TeamWORKS Solutions, Inc.
Facilities and Maintenance Solutions

General Work Order Report

Dates Received: From 1/1/1900 To 1/1/1900 Dates Completed: From 1/1/1900 To 1/1/1900

Location ID / Location	WO #	Dept	Assn. To	Dates: Received / Room #	Dates: Completed	Status	Codes: Priority / Description	Codes: Trade	Codes: Failure	Codes: Budget	Hours	Costs: Labor / Resolution	Costs: Material	Costs: Travel	Costs: Total
301	7413	Maintenance	Maness, Johnny	5/4/2011		I		Plumbing			0		$0.00	$0.00	$0.00
ACS, Asheboro High School							At Zoo School - water foutain is not working								
302	7421	Maintenance	Craven, Ricky	5/6/2011		I		GM			0		$0.00	$0.00	$0.00
ACS, South Asheboro Middle School							Please hang Smart Board boom in in room 16.								
301	7444	Maintenance	Maness, Ralph	5/12/2011		I		GM			0		$0.00	$0.00	$0.00
ACS, Asheboro High School							Door handle at right side at bus circle by computer help desk needs repair.								
301	7449	Maintenance	Winslow, William	5/13/2011		I		GM			0		$0.00	$0.00	$0.00
ACS, Asheboro High School							Change the frequency on scoreboard controller at AHS								
312	7455	Maintenance	Winters, Ken	5/19/2011		I		GM			0		$0.00	$0.00	$0.00
ACS, Balfour Elementary School							Clean gutters system-wide								

From this screen you can save the file in Excel, PDF or Word.



To print the report click the icon. Once completed just exit out of the page.

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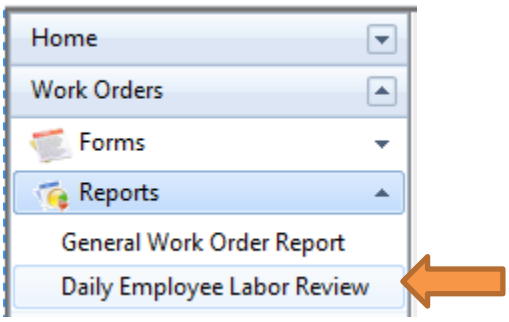
Daily Employee Labor Review

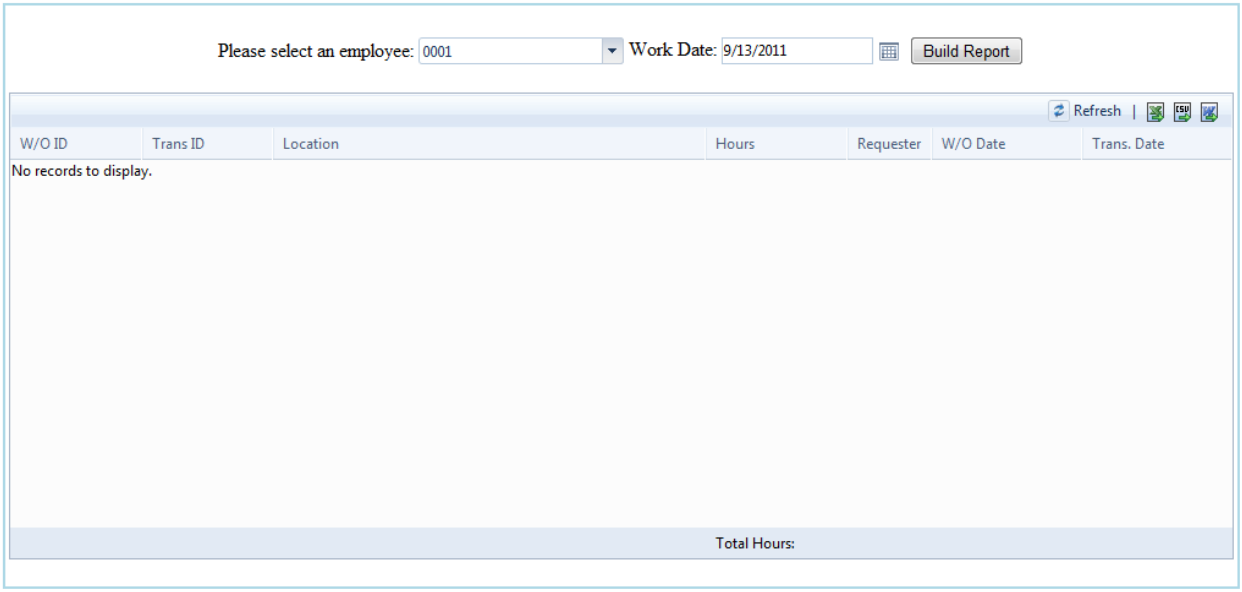
This report will show labor transactions (not Assigned To) for any employee, department or specific labor types specified in the report front.

From the main menu, Click on **Work Orders** and Select **Reports**. From there Select **Daily Employee Labor Review**



The following screen will appear.

NOTE: the Employee's labor has to be entered in order to have results



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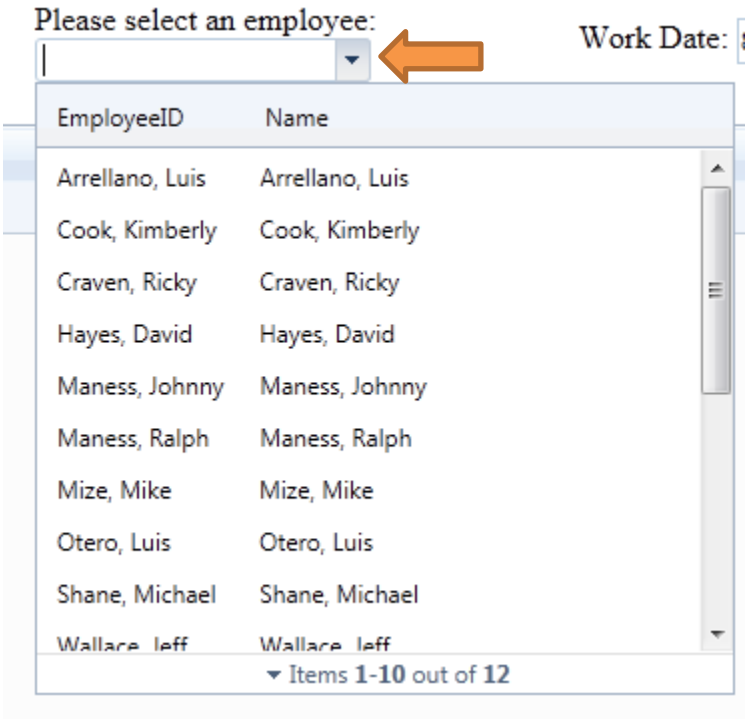
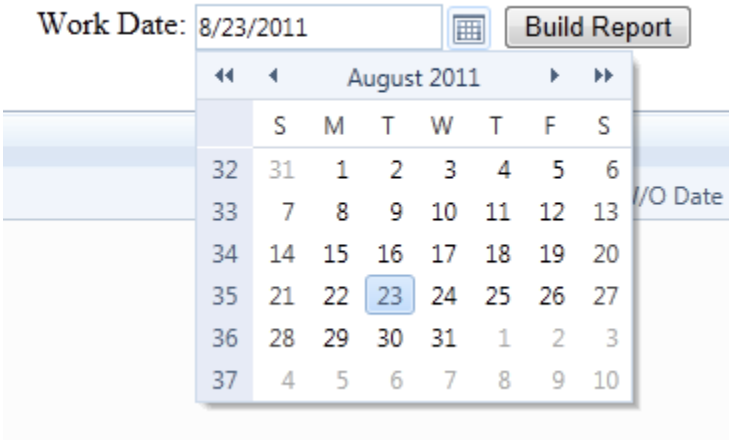
Select an employee from the drop down menu.



Enter the Work Date or use the Calendar: By default it loads with the current date



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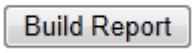
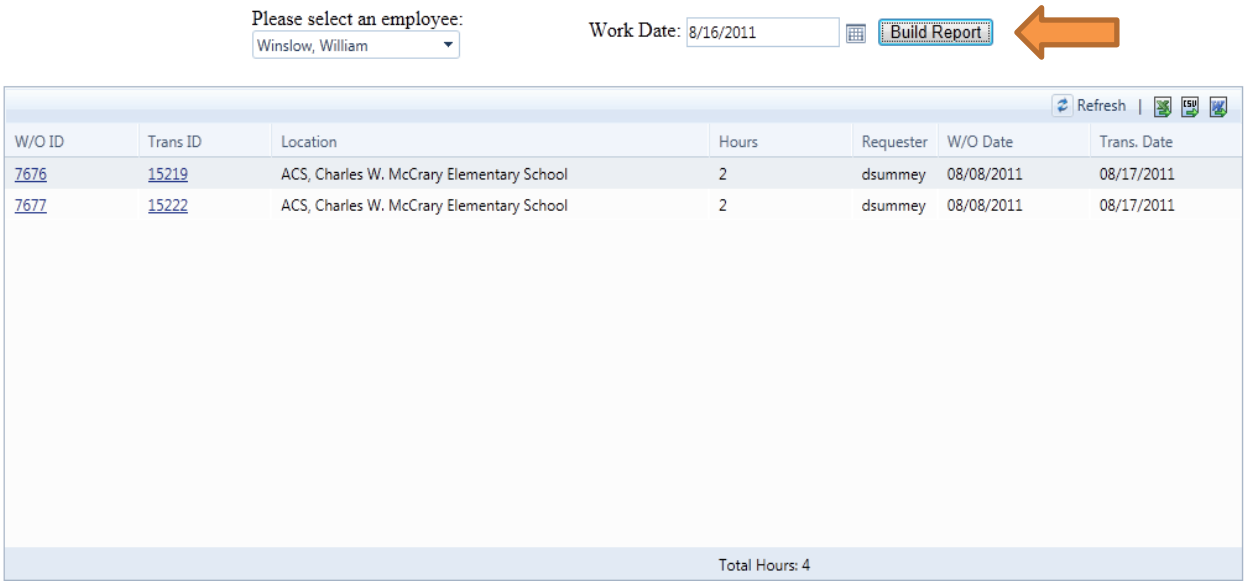
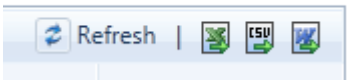
Then click 

to generate the results.



From the results you have several options 

Export to Microsoft Excel, CSV (comma Separated Values) it will open it Excel and to open in Microsoft Word. From these formats you can save, email and print if needed.

Customer Support

Email: Support@goTeamWORKS.com

Telephone: Toll Free (866) 892-0034

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