



## Operations Management (Web) <sup>TM</sup> User Manual



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# 1 SUMMARY

This document contains exercises which are intended for users of the AgileAssets system. These exercises will allow the users of the MMS to practice and understand how the asset operation business processes can be carried out using the AgileAssets system.

**Note:** Every effort is made to ensure that users can successfully use the AgileAssets systems to efficiently perform the tasks listed in these exercises. For this training, a generic security profile is used throughout all the exercises - all trainees will use the same security profile to log into the system.

## 2 Introduction to MMS

### 2.1 Logging on to the System

Logging into the system requires **Single Sign-On (SSO)**. Contact the System Administrator for these details.

**Note:** If you are assigned to multiple **Departments** and **Security Profiles**, you will be prompted to choose these options upon log on.

**Note:** A different **Department** and **Security Profile** can be selected after logging into the system (details provided later in this document).

Perform the following steps to log into and access the system:

- Launch your Internet browser.  
[https://nvdot.agileassets.com/AMS\\_NV\\_UAT/Kernel/w\\_login.jsp](https://nvdot.agileassets.com/AMS_NV_UAT/Kernel/w_login.jsp)



1. In the User ID field, type your user ID. (If you have previously logged onto the system, the system will remember your user ID and so you will only need to enter your password.)
2. Press the Tab key to move the cursor to the User Password field and type your password.

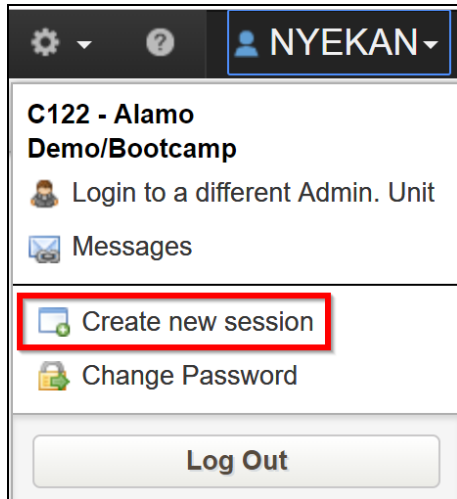
End Process \*\*\*



## 2.2 Opening Multiple Sessions

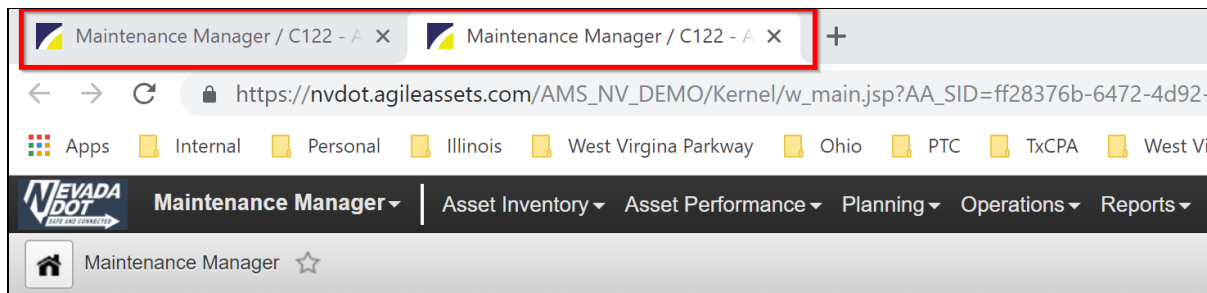
The create new session feature allows you to have multiple windows of the application open simultaneously providing the option of having 2 or more different windows/modules open at the same time.

1. Click the display dropdown (that shows your Name/Department/Security Profile) at the top right portion of the screen.



2. Click on **Create new session**.
3. A new tab is added in your Browser (with the identical window of your current session)
4. Navigate to the new session and review the page.

### Multiple Sessions are Established



End Process\*\*\*

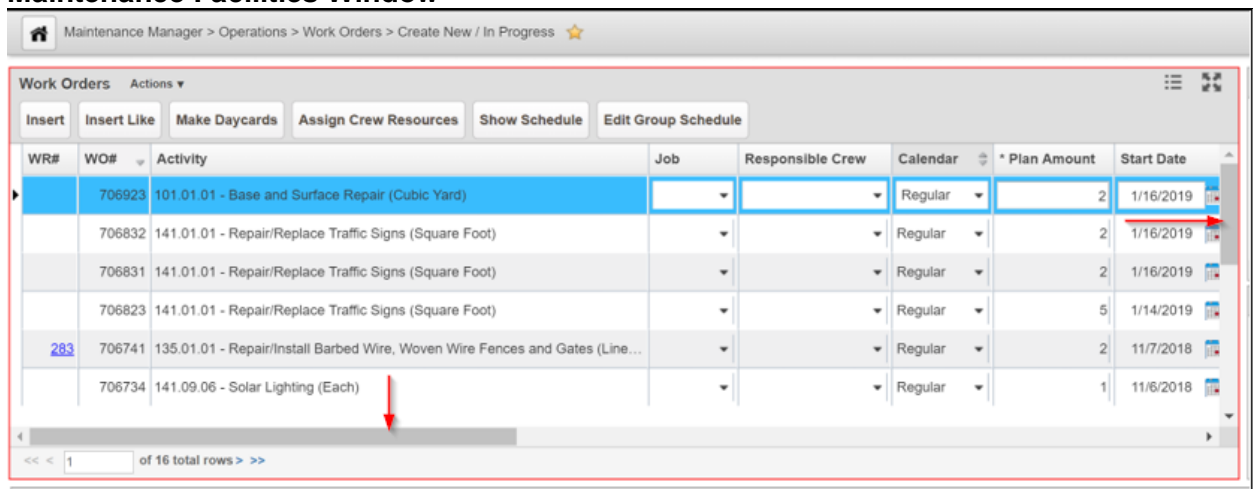
## 3 Basic System Functionality

### 3.1 Page Navigation and Scroll Bars

The scroll bars (horizontal & vertical) are only visible if the window cannot display all records that are available. Using the scroll bars allow the user to view more data by either scrolling downward and to the right side of the window.

1. Navigate to the Work Orders window: **Maintenance Manager > Operations > Work Orders > Create New/In Progress.**
2. Left-mouse click and hold the **horizontal scroll bar**, then move your mouse from left to right to view data on the page.
3. Left-mouse click and hold the **Vertical scroll bar**, then move your mouse upward and downward to view additional data that is on the page.

#### Maintenance Facilities Window



Maintenance Manager > Operations > Work Orders > Create New / In Progress

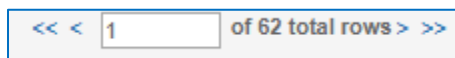
Work Orders Actions

Insert Insert Like Make Daycards Assign Crew Resources Show Schedule Edit Group Schedule

WR#	WO#	Activity	Job	Responsible Crew	Calendar	Plan Amount	Start Date
	706923	101.01.01 - Base and Surface Repair (Cubic Yard)			Regular	2	1/16/2019
	706832	141.01.01 - Repair/Replace Traffic Signs (Square Foot)			Regular	2	1/16/2019
	706831	141.01.01 - Repair/Replace Traffic Signs (Square Foot)			Regular	2	1/16/2019
	706823	141.01.01 - Repair/Replace Traffic Signs (Square Foot)			Regular	5	1/14/2019
283	706741	135.01.01 - Repair/Install Barbed Wire, Woven Wire Fences and Gates (Line...)			Regular	2	11/7/2018
	706734	141.09.06 - Solar Lighting (Each)			Regular	1	11/6/2018

<< < 1 of 16 total rows >>


4. Click on the navigation section (bottom of page) to go to the **first, previous, next, or last row** in the window (or click on a number to go to a specific record)



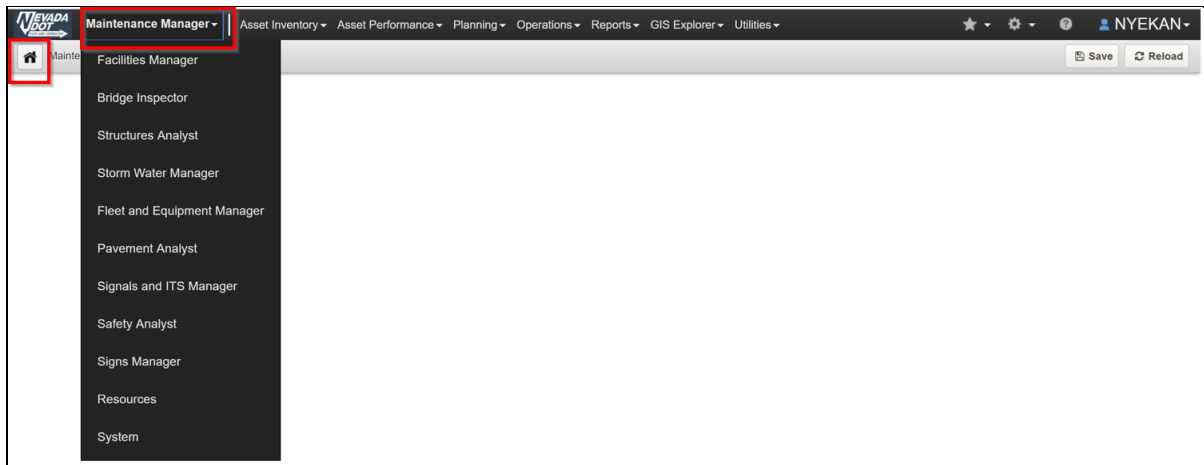
End Process\*\*\*

## 3.2 Accessing Modules and Menus

The section describes the processes of accessing different modules and menus.

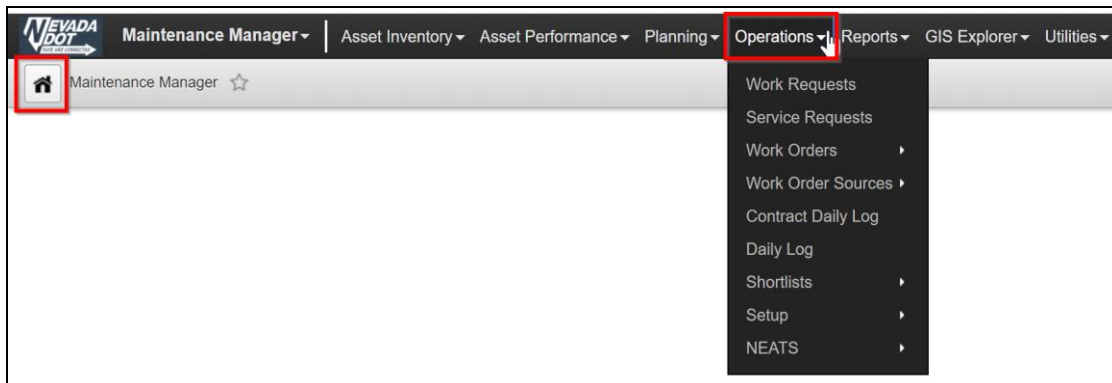
1. Click the home icon  to refresh the default window of the module (i.e. Maintenance Manager/Storm Water Manager) you have opened.
2. To access a different Module, click the module drop-down and select the module of interest.

### Module Accessed



3. Navigate to the **Menu Item** option and select a menu.
4. Based on your selection, the appropriate window is displayed.

### Menu Accessed



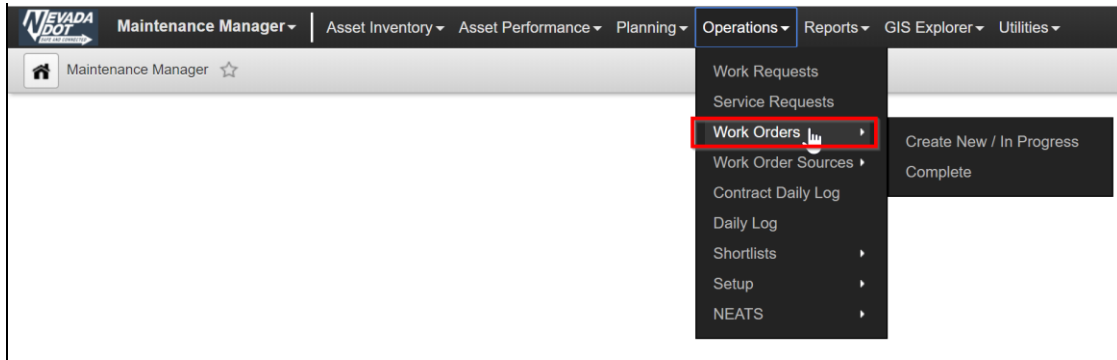
End Process\*\*\*

### 3.3 Displaying a Window by Pointing & Clicking

The section describes how different windows can be accessed in the application. Click the **Operations** Menu dropdown (system displays the list of submenus)

1. Hover your mouse over the **Work Orders** to display its submenus.

#### Sign menu/Sub-menus Displayed

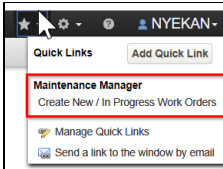


End Process\*\*\*

## 3.4 Adding a Window as a Quick Link

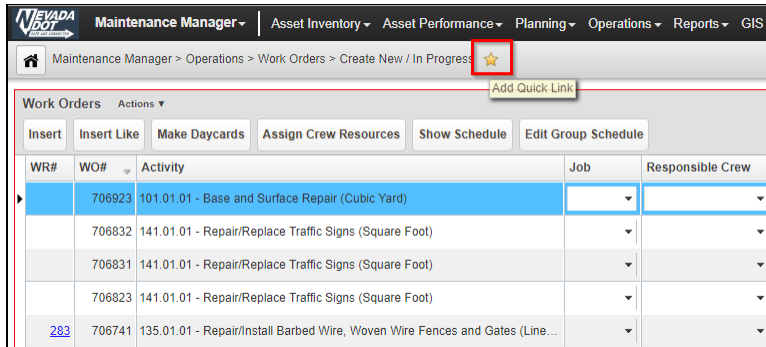
A Quick Link is a navigational shortcut created by a user to quickly display a window within a module.

1. Display the window that you want to create a **Quick Link** for (i.e. Work order window).
2. Click the Quick Link dropdown (upper right hand of the window) and select **Add Quick Link**.



3. A Reports hyperlink will now be available on the quick Links menu.
4. Additionally, Quick Links can also be added by clicking on the **Star icon** next to the window path.
5. To access the Quick Link you created, click the Quick Link dropdown and select the appropriate link.


### Quick Link is created



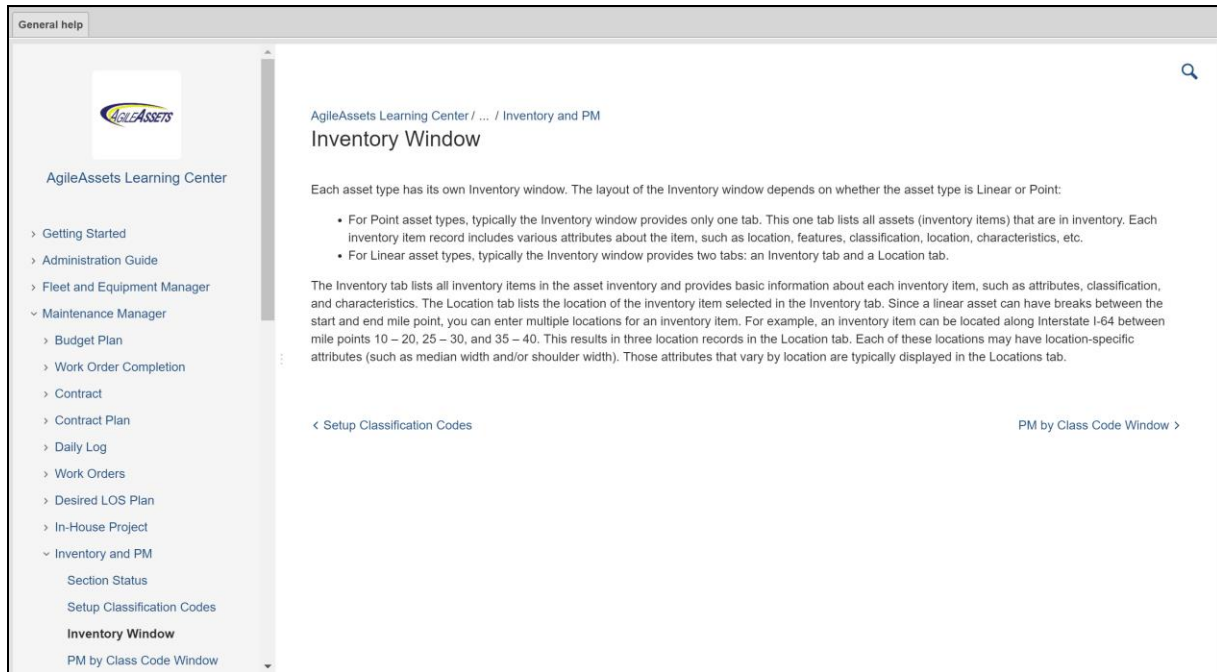
End Process\*\*\*

## 3.5 Accessing the Help Menu

Clicking on the Help icon in any window allows the system to provide detail information about that window. Additionally, the tree view in the left-hand pane also allow a user to review other help topics if needed.

1. To access the Help menu in any window, while in any window, click on the **Help icon**  in the top right corner of the screen.
2. The system launches another tab and displays the Help file.
3. On the Heading menu, click on **Contents** to display the Help topics by content item
4. Click on **Search** to search for Help items.

## Help Screen



End Process\*\*\*

## 3.6 Using Type Ahead

The “Type Ahead” search functionality allows user to search for a result quickly by typing few characters into the field that contains the listed values. This function can be used throughout the application in any window which has fields that contain stored values.

Example: While doing a work order, if I wanted to see only “Salt and Sand” result for “Tonopah”, from the **Mix Target Stock ID** column, then I will begin by typing “tono”.

1. Select any work order record.
2. In the Mix Target Stock ID column, begin to type “tono”.
3. The system displays all values that contains “tono”.

## Type Ahead Option

The screenshot displays the 'Work Orders' module in AgileAssets. A table lists various work orders with columns for WRF#, WOF#, Activity, Plan Amount, Start Date, Finish Date, Mix Target Stock ID, Comments, Administrative Unit, eSTIP, and User Update. A red box highlights the 'Mix Target Stock ID' column, which contains a search filter 'tono'. Below the filter, two items are listed: 'Salt and Sand (Cubic Yard) - #C104 - 450701 - Tonopah' and 'Salt Brine (Gallon) - #C104 - 450901 - Tonopah'. Below the main table, there are sections for 'Employees Short List', 'Assigned Employees', and 'Employee Day Cards'.

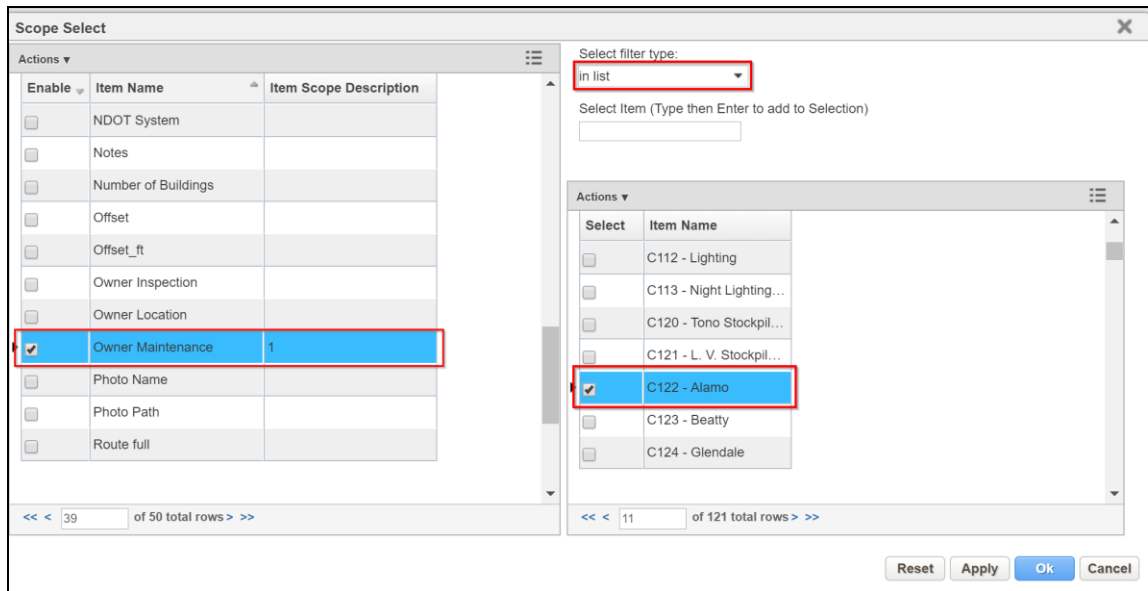
WRF#	WOF#	Activity	Plan Amount	Start Date	Finish Date	Mix Target Stock ID	Comments	Administrative Unit	eSTIP	User Update
709041	133.01.01	Remove Debris (Cubic Yard)	4	6/4/2019	6/4/2019			C170 - Tono Mntc Crew 1		NYEKAN
708902	131.01.01	Clean Culverts (Linear Foot)	1	5/29/2019	5/29/2019			C122 - Alamo		DEREK
708479	270.04.11	Haul Materials - Salt and Sand (Man Hour)	43	5/8/2019	5/8/2019	Salt and Sand (Cubic Yard) - #C170 - 450702 - Coaldale jct		C170 - Tono Mntc Crew 1		JASONM
708172	133.01.01	Remove Debris (Cubic Yard)	4	4/23/2019	4/23/2019			C170 - Tono Mntc Crew 1		JASONM
709159	270.04.01	Haul Materials (Man Hour)	8	4/22/2019	4/22/2019	tono		C170 - Tono Mntc Crew 1		NYEKAN
708066	270.06.01	Stockpile Purchasing (Man Hour)	1	4/18/2019	4/18/2019	Salt and Sand (Cubic Yard) - #C104 - 450701 - Tonopah		C170 - Tono Mntc Crew 1		JASONM
708067	151.01.01	Snow and Ice Removal (Man Hour)	5	4/18/2019	4/18/2019	Salt Brine (Gallon) - #C104 - 450901 - Tonopah		C170 - Tono Mntc Crew 1		JASONM
707997	131.06.01	Fill Slopes or Cut Slopes (Cubic Yard)	200	4/15/2019	4/15/2019			C170 - Tono Mntc Crew 1		JASONM
707970	182.01.01	Yard Work (Man Hour)	8	4/19/2019	4/19/2019			C170 - Tono Mntc Crew 1		JOHND
707959	101.01.01	Base and Surface Repair (Cubic Yard)	1000	4/9/2019	4/9/2019			C170 - Tono Mntc Crew 1	ES8009522	JOHND

End Process\*\*\*

## 3.7 Using the Filter or Filter By this Value Option

The **Filter** command allows you to restrict the data that appears in a column wherever that column appears in the module for your view. While the **Filter By This Value** is used to select a value in a table and then show only the records with the selected value.

1. To Filter records in a table, display the table (i.e. Maintenance Facilities Inventory table).
2. Right-click and select **Filter**.
3. In the left pane, click on **the Row/Item name** from which you wish to filter from.
4. In the right pane, click the down arrow in the **Select Filter Type** field and then choose the appropriate filter type (i.e. "in list"). The system then displays the values.
5. Select the desired values for the variable by clicking the **Select** check box.



6. When finished, repeat step 2 to add additional variable if applicable.
7. Click the **OK button** to close the **Scope Select** window. A **Filter Applied** icon is then shown in the upper right-hand of the page.
8. Conversely, **Filter by This Value** allows you to select a specific record in any column to filter by.

**Note:** To reset/remove an applied filter, open the Scope Select page by clicking on the filter icon or right-click the table window and select **Filter**, click the **Reset** button, and then click **OK**.

## Filter Applied Window

The screenshot shows a web application window titled 'Maintenance Manager > Asset Inventory > Maintenance Assets'. It displays a table of 'Maintenance Facilities'. The table has columns: 'Maint Facilities Name', 'Maint Facilities Class Code', 'Maint Facilities Status', 'Maint Facilities Material Type', 'Maint Facilities Operation Status', 'Maint Facilities Pump Style', 'Route ID', 'Direction', 'Lane', and 'Offset'. The first row is 'BATTLE MOUNTAIN'. A 'Filter applied' icon is visible in the top right corner of the table area.

Maint Facilities Name	Maint Facilities Class Code	Maint Facilities Status	Maint Facilities Material Type	Maint Facilities Operation Status	Maint Facilities Pump Style	Route ID	Direction	Lane	Offset
BATTLE MOUNTAIN	Maint Facilities Class	Active		OPEN	CARD				
CARSON CITY	Maint Facilities Class	Active		OPEN	CARD				
ELKO	Maint Facilities Class	Active		OPEN	CARD				
FERNLEY	Maint Facilities Class	Active		OPEN	CARD				
GARDNERVILLE	Maint Facilities Class	Active		OPEN	CARD				
GLENDALE	Maint Facilities Class	Active		OPEN	CARD				
HAWTHORNE	Maint Facilities Class	Active		OPEN	CARD				



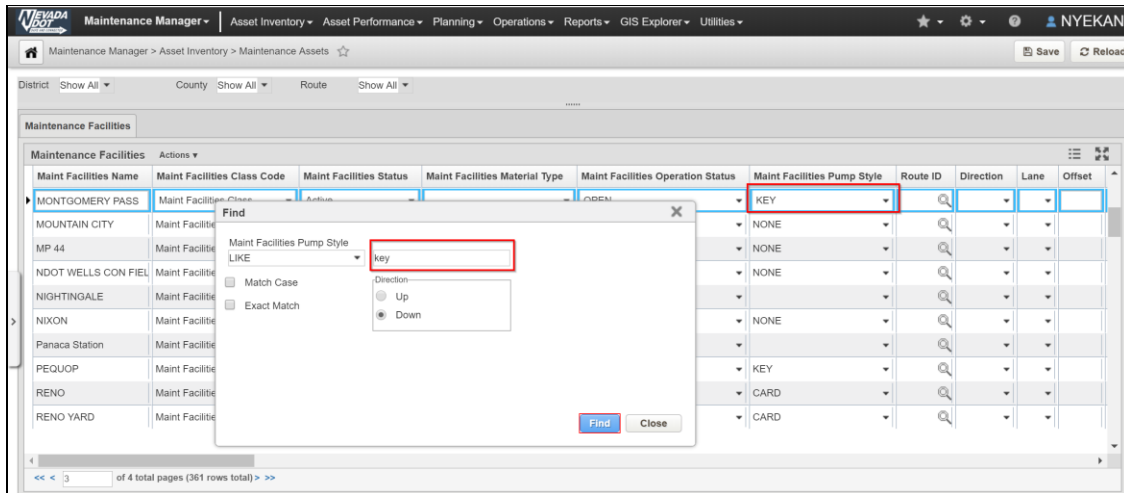
End Process\*\*\*

## 3.8 Using the Find Function

The Find command is used to locate a node in a tree view or an entry in a column of a table (the system does not search the entire table).

1. Right-click the data within any column (i.e. Maint Facilities Pump Style) in a table and select **Find**.
2. In the Find dialog box, enter a value (i.e. Key) to search for. Additionally, you can also use the **Match Case** or **Exact Match** option to find records.
3. The system will find the next record that matches that criteria.

### **Find Setup screen**



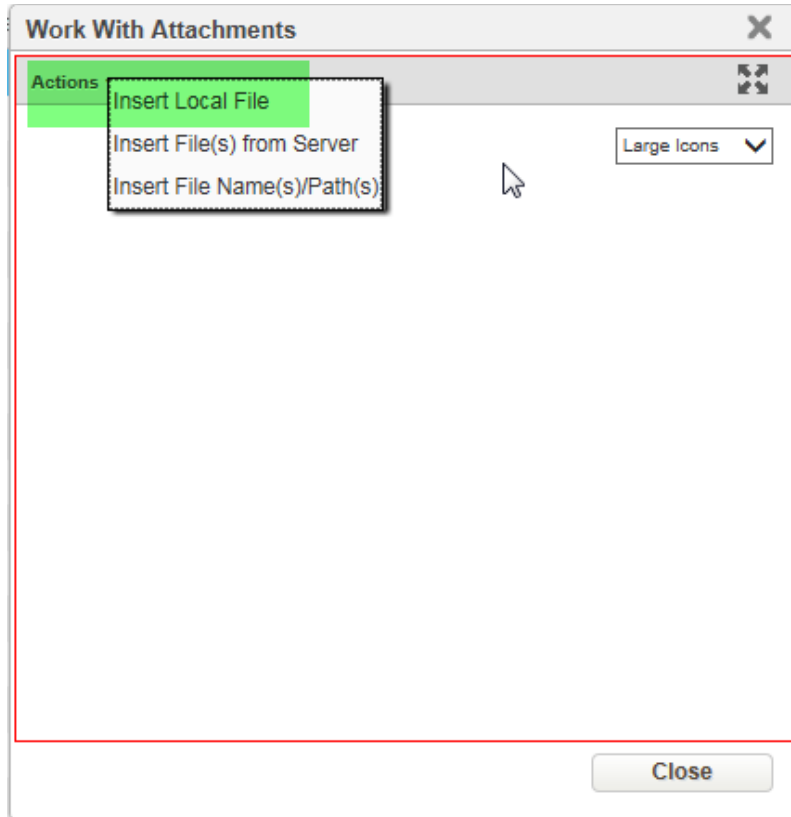
End Process\*\*\*

### 3.9 Attaching File to a Record

This option allows you to add one or more attachments to a record in the application.

1. Click once on the record for which you want to attach a file. The system highlights the record.
2. Double-click In the **Att. Column** to bring up the pop-up window.
3. A **Work With Attachments** pop-up window opens.

- Right-click or expand the Menu by clicking the Action down arrow, and then select **Insert Local File**.




- Another pop-up window opens.



- Click **Choose Files** from the pop-up window and then navigate to the file that is to be uploaded. This window is typically the file browser window of your computer's operating system.
- Once you have selected the file, click on the **Open** button. The window closes and the path to this file is inserted in the previous pop-up window.
- Click **Upload**. The system uploads the selected file and attaches it to the desired record.
- Click the **Close** button to close the window.

### Record With a File Attachment

Maint. History	Comments	Att.	User Up...
<a href="#">Yes</a>			IRIS_IMPO...
<a href="#">Yes</a>			IRIS_IMPO...

End Process\*\*\*

## 3.10 Displaying Data in Form or Grid View

Select whether the window or pane shows a single record at a time (Free Form View) or multiple records (Grid View).

1. When a window is first opened, in most cases it is displayed in Grid view. A user can switch between views by selecting the appropriate icon.

- When viewing data in a window or pane, you can switch from **Grid view** to **Form View** by simply clicking the Form View icon
- To switch back from Form View to Grid view, click the Grid View icon

## Grid View

WR#	WO#	Activity	Job	Responsible Crew	* Plan Amount	Calendar	Start Date	Finish Date	Comments	User Update
707777	151.01.01	Snow and Ice Removal (Man Hour)			10	Regular	3/20/2019	3/20/2019		JASONM
707780	135.01.01	Repair/Install Barbed Wire, Woven Wire Fences and Gates (Linear Foot)			10	Regular	3/21/2019	3/21/2019		JASONM
707786	141.01.01	Repair/Replace Traffic Signs (Square Foot)			8	Regular	3/21/2019	3/21/2019		KELSEY
707789	135.02.02	Repair/Replace/Install Cattle Guard (Each)			1	Regular	3/20/2019	3/20/2019		JASONM
707796	101.02.03	Overlay/Inlay; More than 500 feet (Cubic Yard)			1500	Regular	3/22/2019	3/22/2019		JOHND
707799	101.01.01	Base and Surface Repair (Cubic Yard)			980	Regular	3/22/2019	3/22/2019		JOHND
707804	131.01.07	Clean Sediment or Retention Basins (Cubic Yard)			10	Regular	3/26/2019	3/26/2019		JASONM
707805	161.01.01	Repair Bridge Superstructure (Man Hour)			8	Regular	3/26/2019	3/26/2019		JASONM
707806	135.02.02	Repair/Replace/Install Cattle Guard (Each)			1	Regular	3/26/2019	3/26/2019		JASONM
707807	131.05.03	Repair/Reshape/Construct Ditches or Channels (Linear Foot)			100	Regular	3/26/2019	3/26/2019		JASONM
710	707812	131.07.01	Blade Shoulders (Lane Mile)		1	Regular	3/26/2019	3/26/2019		JASONM
710	707859	131.01.07	Clean Sediment or Retention Basins (Cubic Yard)		10	Regular	4/4/2019	4/4/2019		JASONM
	707959	101.01.01	Base and Surface Repair (Cubic Yard)		1000	Regular	4/9/2019	4/9/2019		JOHND
	707970	182.01.01	Yard Work (Man Hour)		8	Regular	4/10/2019	4/10/2019		JOHND
1422	707994	141.01.01	Repair/Replace Traffic Signs (Square Foot)		10	Regular	4/14/2019	4/14/2019		NYEKAN

## Form View

**Note:** The form view only shows one record at a time.

WR#  WO#  Activity

Job  Responsible Crew  \* Plan Amount

Calendar  Start Date  Finish Date

Comments  User Update  Date Update

Budget Category  eSTIP No.  Amount

Att.  Source  Mix Target Stock ID

Day Cards  Administrative Unit

Cost Summary  Shared  Duration

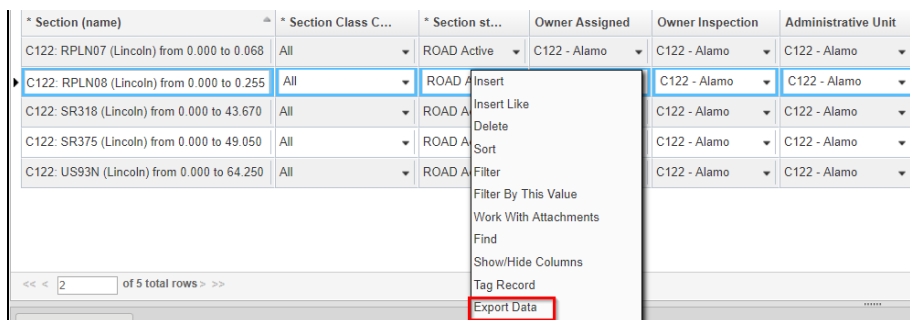
Start Hour  End Hour

End Process\*\*\*

## 3.11 Exporting Data

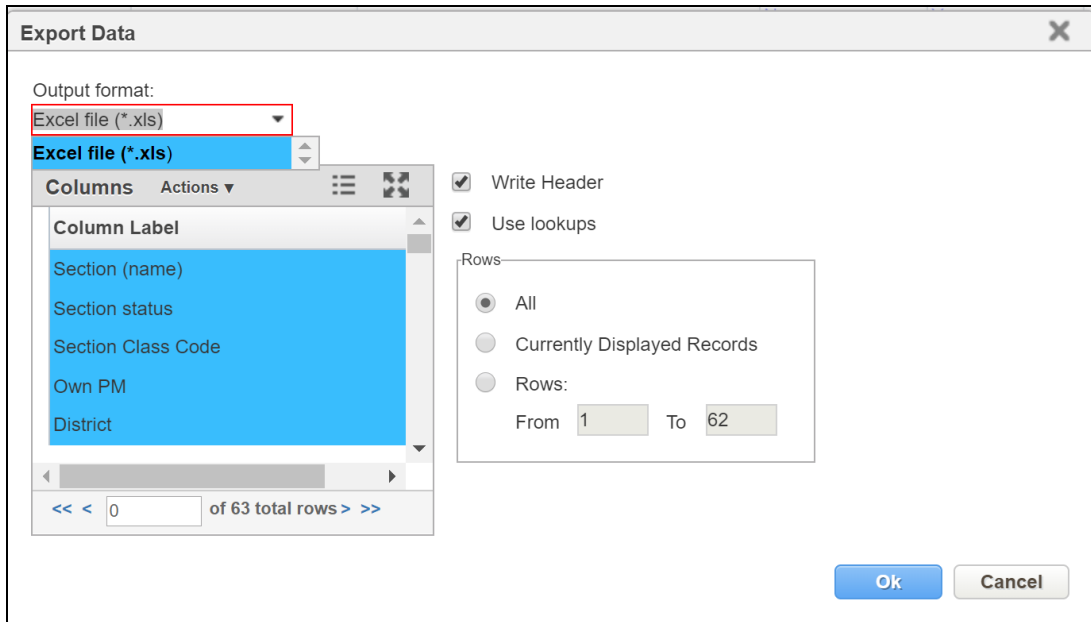
The Export Data command is available in windows or panes that show tabular data. It allows you to select what table columns and records you wish to export and then save the data to a file outside of the system.

1. Navigate to the table/pane/window you would like to export data from, right-click and select **Export Data**.



2. The Export Data pop-up appears.
3. Select the columns you would like to export by holding down the Ctrl key and clicking on each column of interest.
4. In the **Output format** field at the top, select the desired output format (e.g., Excel, HTML, etc.).
5. Click the **OK** button to export the file.

### File Export Window



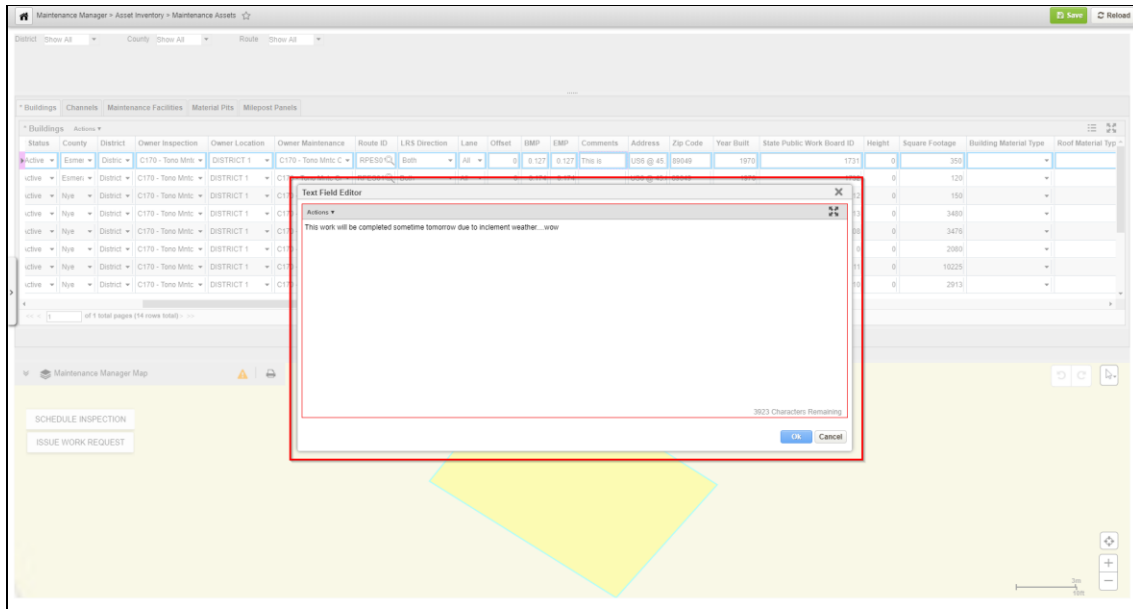
End Process\*\*\*

### 3.12 Double-click to Expand the Comment Column

The comments field is used to add comments against records created in the application. The user can simply type his/her comment in the field or double-click the (comment field) to expand the Text Field Editor pop-up window when typing. Select any work order record.

1. **Double-click** in the Comments column to bring up the Text Field Editor pop-up window.
2. Add your comment and then click OK to close the box.
3. Click Save to save the record.



#### Text Field Editor window



End Process\*\*\*

### 3.13 Utilizing the Sort Function

The Sort command allows you to sort a table using multiple criteria. (While you could use the Sort command to sort a table by a single criterion, it is easier to just double-click the column head of the column by which the table will be sorted.

1. To Sort records in a table, display the table (i.e. Maintenance Facilities Inventory table).
2. Double-click on the right-side arrow  of the column heading to change the sort order (Ascending to Descending or from Descending to Ascending).
3. Additionally, you can also right-click on the table and select **Sort** from the menu options that is presented.
4. The **Sort** dialog box is displayed. Select the column label(s) to sort by clicking on the  button to move the selected column to the **Columns to Sort** section. Select the



desired sort order (i.e. check the box next to column level for Ascending Sort and uncheck for Descending Sort). Click the **OK** button when finished.

### Sort Window

The screenshot displays the 'Sort' window in a software application. The window is titled 'Sort' and has a close button (X). It contains two main panes: 'Sort' and 'Columns to Sort'.

The 'Sort' pane lists various column labels, including 'Lane', 'Maint. History', 'Mech. Contract Nbr.', 'Municipal/Rural?', 'Offset', 'Own PM', 'Prior Sub Section Code', 'Recod Modify Code', 'Record History', 'Record Modify Data', 'RoadSd Lasst Chng Date', 'RoadSide Hist. Marker C...', and 'RoadSide Mowing Policy...'. A red box highlights the 'County' column label, and a blue arrow points to the 'Ascending' checkbox, which is checked.

The 'Columns to Sort' pane shows a list of columns to sort, with 'County' selected and 'Ascending' checked. The 'Descending' checkbox is unchecked.

The background shows a map and a data table. The data table has the following columns: Section (name), Section sta..., Section Class C..., Own PM, District, Team Section, Sub Section Code, City Name, County, and Municipal/Rural?. The data rows include: 923142, 923243, 923456, 923465, 923456, 923243, 923241, 923243, 923466, 923241, 923241, 076 POPE, 064 MASSAC, 100 WILLIAMSON, 076 POPE, 044 JOHNSON, 064 MASSAC, 044 JOHNSON, 076 POPE, 100 WILLIAMSON, and 044 JOHNSON.

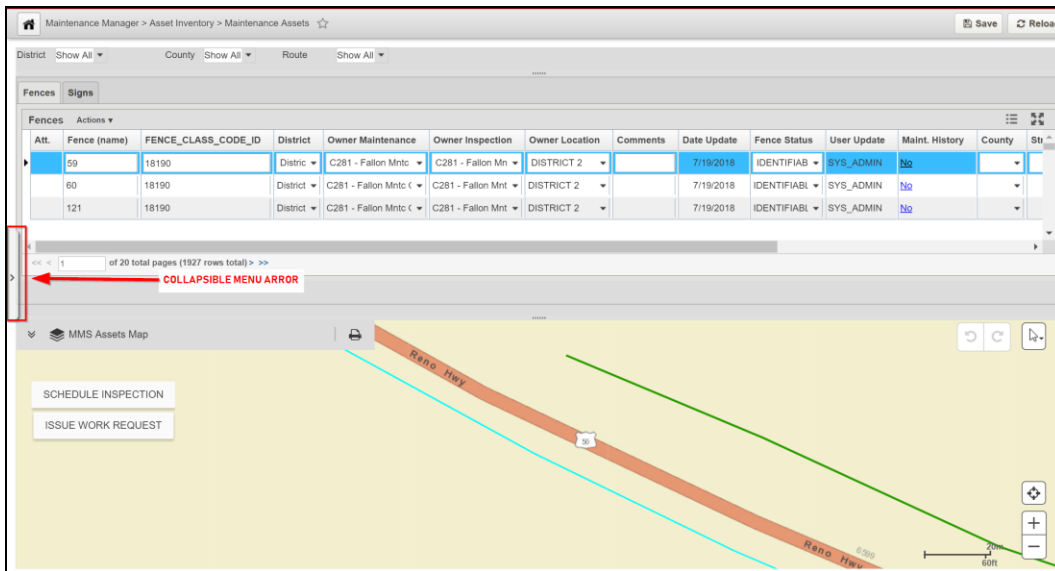
End Process\*\*\*

## 4 Asset Inventory

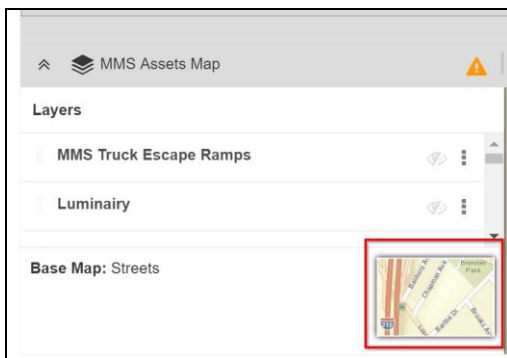
**Note:** The sections below apply to all asset types under Maintenance Assets.

### 4.1 Maintenance Assets Bar (slider) – Basic Overview

1. Open the following window: **Maintenance Manager > Asset Inventory > Maintenance Assets**
2. Click the Collapsible slider bar (arrow) to open the inventory menu list.



3. Click the check-box adjacent to the inventory record of interest.
4. When finished, click the collapsible slider (arrow) to collapse the menu.
5. From the Inventory pane, click on the Inventory type of interest to review its detail.
6. As you perform this operation, notice that the map automatically zooms into the Inventory image that was selected.
7. In the Map pane, click the Layer icon to expand the MMS Assets Map pane.
8. Click on the Base Map Icon to select a map style.



- Once your selection is made, click the Layer icon again to collapse the MMS Assets Map pane.

### Sample Maintenance Assets Inventory window

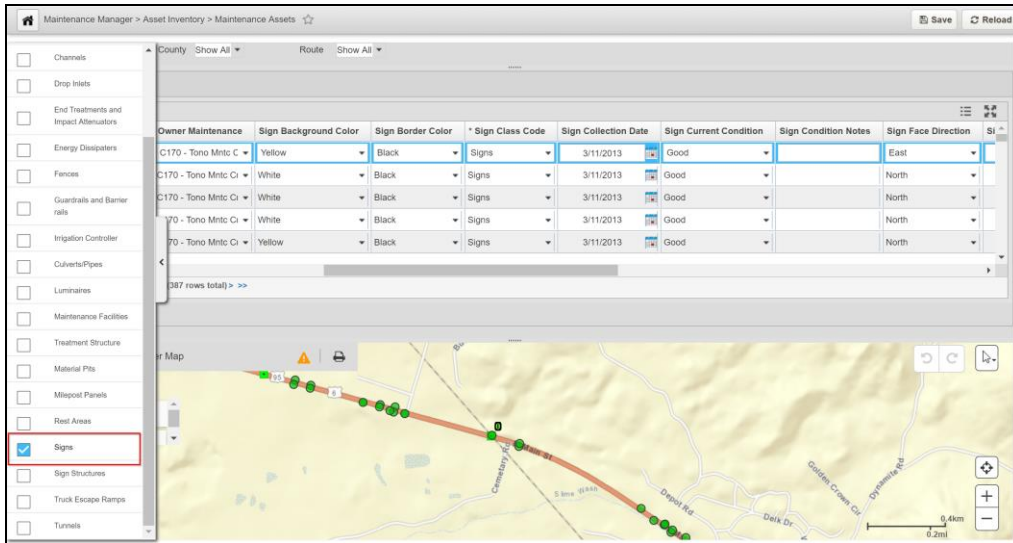
The screenshot displays the 'Maintenance Manager > Asset Inventory > Maintenance Assets' window. It features a table with the following columns: Att., Fence (name), FENCE\_CLASS\_CODE\_ID, District, Owner Maintenance, Owner Inspection, Owner Location, Comments, Date Update, Fence Status, User Update, Maint. History, County, and Str. The table contains four rows of data, with the second row (Att. 60) highlighted in blue. Below the table is a map pane titled 'MMS Assets Map' which shows an aerial view of a road with a red line indicating a fence location. Two buttons, 'SCHEDULE INSPECTION' and 'ISSUE WORK REQUEST', are overlaid on the map.

Att.	Fence (name)	FENCE_CLASS_CODE_ID	District	Owner Maintenance	Owner Inspection	Owner Location	Comments	Date Update	Fence Status	User Update	Maint. History	County	Str
59		18190	District	C281 - Fallon Mntc	C281 - Fallon Mnt	DISTRICT 2		7/19/2018	IDENTIFIABL	SYS_ADMIN	No		
60		18190	District	C281 - Fallon Mntc	C281 - Fallon Mn	DISTRICT 2		7/19/2018	IDENTIFIABL	SYS_ADMIN	No		
121		18190	District	C281 - Fallon Mntc	C281 - Fallon Mnt	DISTRICT 2		7/19/2018	IDENTIFIABL	SYS_ADMIN	No		
1001		18190	District	C336 - Wendover	C336 - Wendover	DISTRICT 3		7/19/2018		SYS_ADMIN	No		

End Process \*\*\*

## 4.2 Editing Assets

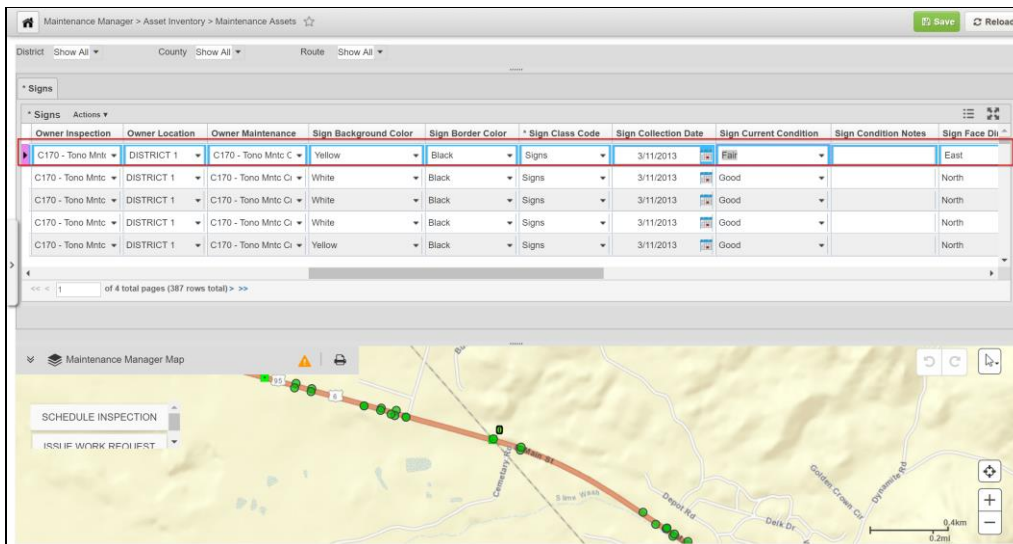
1. Open the following window: **Maintenance Manager > Asset Inventory > Maintenance Assets**
2. Click the **Collapsible slider bar** (arrow) to open the inventory menu list.
3. Click the check-box adjacent to the Asset inventory type of interest (i.e. Signs).
4. When finished, click the **Collapsible slider bar** (arrow) to collapse the menu.



5. Select an asset record to be modified and change the data in any of the fields that are editable (i.e. Sign Current Condition)

**Note:** In this example, the sign condition is changed from “Good” to “Fair”.

6. Click the **Sign Current Condition** drop-down and select a different value.



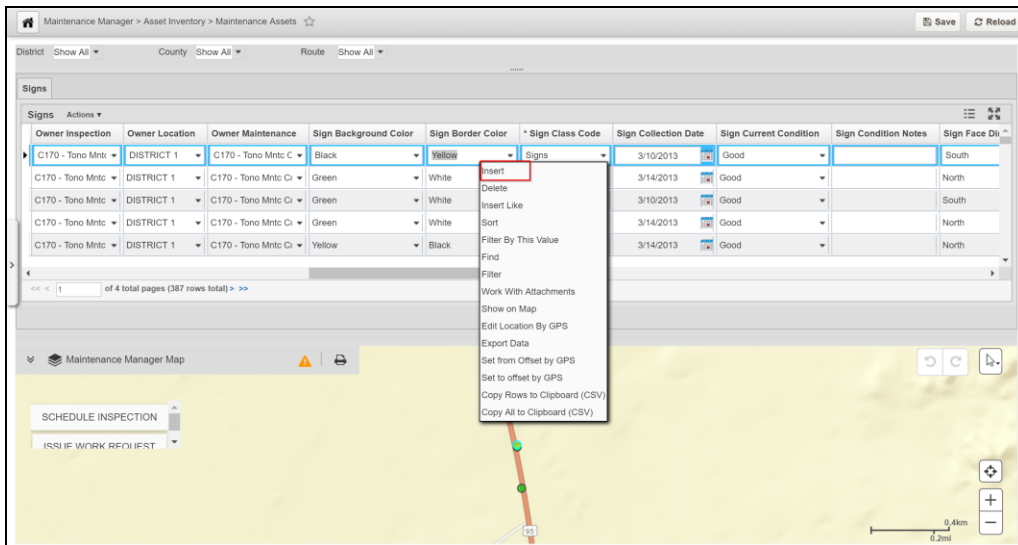
7. Click on the **Save** button to save your change.

End Process \*\*\*

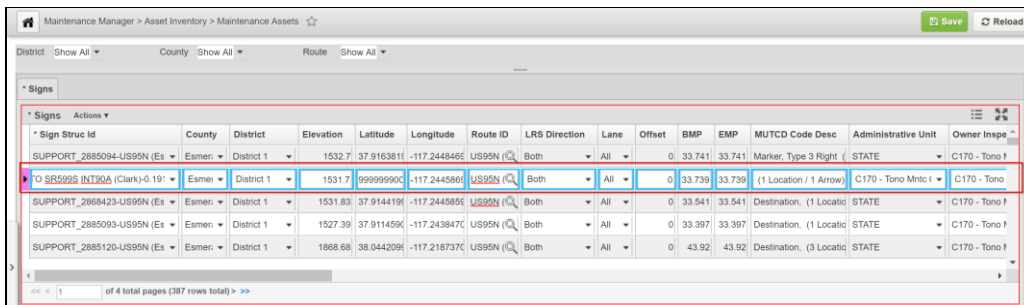
## 4.3 Inserting Assets

**Note:** Only users with the proper access rights will have the option of inserting new asset record.

1. Open the following window: **Maintenance Manager > Asset Inventory > Maintenance Assets**
2. Click the **Collapsible slider bar** (arrow) to open the inventory menu list.
3. Click the check-box adjacent to the Asset inventory type of interest (i.e. Signs).
4. When finished, click the **Collapsible slider bar** (arrow) to collapse the menu.
5. Right-click in the Data (top) pane and select **Insert**. A new record/row is inserted.



6. Populate all fields that are applicable.



7. Click the Save button to save the record.

**Note:** When adding an asset record that has interdependence on another asset (i.e. sign & sign structure), you must perform a hard reload of the page to update the added data.

End Process \*\*\*

## 4.4 Disabling Assets

**Note:** Only users with the proper access rights will have the option of disabling an asset record.

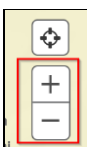
1. Open the following window: **Maintenance Manager > Asset Inventory > Maintenance Assets**
2. Click the **Collapsible slider bar** (arrow) to open the inventory menu list.
3. Click the check-box adjacent to the Asset inventory type of interest (i.e. Signs).
4. When finished, click the **Collapsible slider bar** (arrow) to collapse the menu.
5. Select the asset record to be disabled. The record is highlighted.
6. Scroll to the right of the page until you see the column **Sign Status**. Click the status drop-down and choose **Retire**.

* Signs	Actions	MUTCD Code	* TAMS Sign ID	Sign Position	Sign Rear Facing ?	Sign Retire Date	* Sign status	Sign Support	Sign Type	Sign Width	Att.	Comments	Date Update	WR
<input checked="" type="checkbox"/>		R1-1	SIGN_2959098-UJ	Right	<input type="checkbox"/>		Retired	-Jawc5-FX5?		36			6/13/2019	No
<input checked="" type="checkbox"/>		RNV8-1	SIGN_2970130-UJ	Right	<input type="checkbox"/>		Active	-Jz8njKAF_m		108				No
<input checked="" type="checkbox"/>		GNV29-6	SIGN_2970138-UJ	Right	<input type="checkbox"/>		Active	-Jz8q4rvHk5		60				No
<input checked="" type="checkbox"/>		W2-2R	SIGN_2970140-UJ	Right	<input type="checkbox"/>		Active	-Jz8yuHMFm		48				No
<input checked="" type="checkbox"/>		GNV37-2R	SIGN_2970148-UJ	Right	<input type="checkbox"/>		Active	-Jz95SnAH7e		30				No

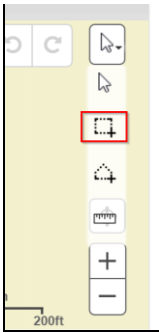
7. Click the Save button to save the record.
- End Process \*\*\*

## 4.5 Basic Asset Map Functionality

1. Open the following window: **Maintenance Manager > Asset Inventory > Maintenance Assets**
2. Click the **Collapsible slider bar** (arrow) to open the inventory menu list.
3. Click the check-box adjacent to the Asset inventory type of interest (i.e. Signs).
4. When finished, click the **Collapsible slider bar** (arrow) to collapse the menu.
5. Click and hold down your mouse left button in the **Map (bottom) pane**, then move in any direction. Notice that the map also moves in the same direction.
6. Click the Plus (+) or Minus (-) in the lower right corner of the map pane to zoom in or out on the map.



7. Click on any asset record in the map pane, notice that the record is automatically highlighted in the data pane as well.
8. Click on any asset record in the data pane, notice that the record is automatically highlighted in the map pane as well.
9. Click on the map menu drop-down (right hand side) and choose the **Select by Extend** option.



10. Select asset records on the map by drawing a box over the area where the assets are. The records are automatically highlighted in the data pane as well.

* Sign Struct Id	County	District	Elevation	Latitude	Longitude	Route ID	LRS Direction	Lane	Offset	BMP	EMP	MUTCD Code Desc	Administrative Unit	Owner Inspec
SUPPORT_2884958-SR265 (Es)	Esmer	District 1	1279.92	37.7619896	-117.6331386	SR265 (R)	Both	All	0	0.474	0.474	BULL CROSSING	STATE	C170 - Tono
SUPPORT_2884958-SR265 (Es)	Esmer	District 1	1279.41	37.7772441	-117.6334945	SR265 (R)	Both	All	0	1.563	1.563	Marker, Type 3 Right	STATE	C170 - Tono
SUPPORT_2901738-US95N (N)	Nye	District 1	1859.65	38.059475	-117.2179566	US95N	Both	All	26.889	149.75	149.75	Symbol, Pedestrian Cr	STATE	C170 - Tono
SUPPORT_2901762-US95N (N)	Nye	District 1	1857.89	38.059427	-117.218154	US95N	Both	All	-32.164	149.76	149.76	Arrow, Keep Right (M	STATE	C170 - Tono
SUPPORT_2901741-US95N (N)	Nye	District 1	1857.39	38.0600601	-117.2184566	US95N (R)	Both	All	27.47	149.80	149.80	SENIOR CENTER 180	STATE	C170 - Tono

End Process\*\*\*

## 5 Asset Reports

For Dead Animal, Flood Damage, Rockfall, Highway Restriction and Betterment Completion reports, if certain tasks are chosen in the Work Order process an Inspection Report will prompt to automatically generate and link to the Work Order.

**Example using 131.01.07 - Clean Sediment or Retention Basins:**

### 5.1 Dead Animal Report

A report related to dead animals along road side.

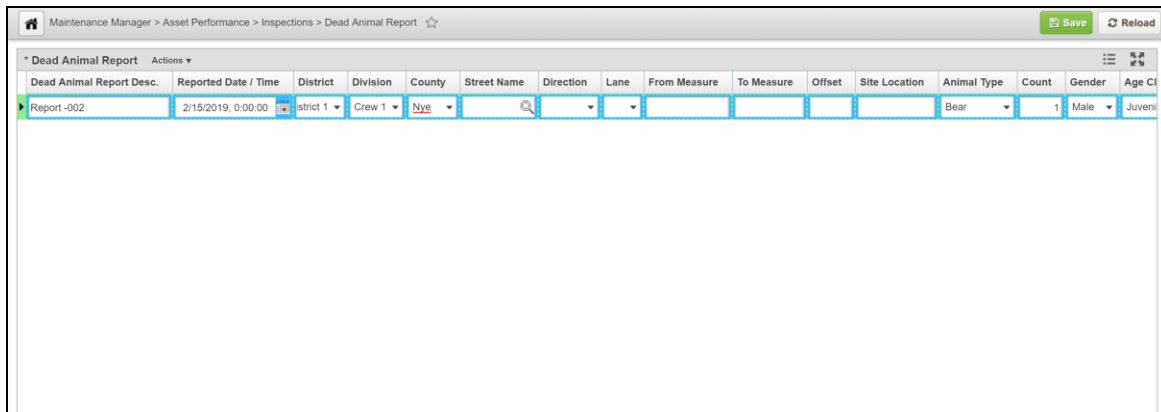
1. Open the following window: **Maintenance Manager > Asset Performance > Inspections > Dead Animal Report.**
2. Right-click in the **Dead Animal Report Desc.** and select **Insert.**

Dead Animal Report Desc.	Reported Date / Time	District	County	Division	Route ID	LRS Direction	Lane	BMP	EMP	Direction	Position	Site Location	Animal Type	Count	Gender	Age Class	Comments	Att.	Email	Phone	Reported By	
415					FAIRVIEW	Both	All	0	0.3	N (North)			Deer		Both	Adult						
314-Testing	4/23/2019, 0:00:00	District	Carson		E COLLIER	Both	All	0	0.313	N (North)			Antelope	1	Female	Adult	System Test		jmarly@			Me
314-Testing	4/23/2019, 0:00:00	District	Carson		E COLLIER	Both	All	0	0.313	N (North)			Antelope	1	Female	Adult	System Test		jmarly@			Me

3. Overwrite the system generated (Dead Animal Report Desc.) number by double clicking in the field and typing in a desire name.
4. Click the **Linked Work Order** drop-down and choose the appropriate work order record (if applicable).
5. Populate all fields that are required/applicable.
6. When finished, click the **Save** button to save the record



## Dead Animal Report Window

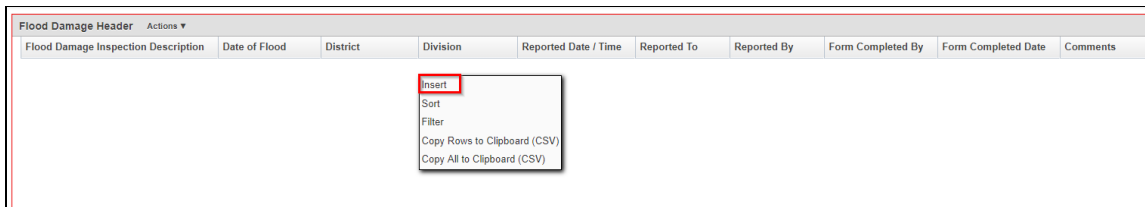


End Process\*\*\*

## 5.2 Flood Damage Inspection

This report relates to flooding activity.

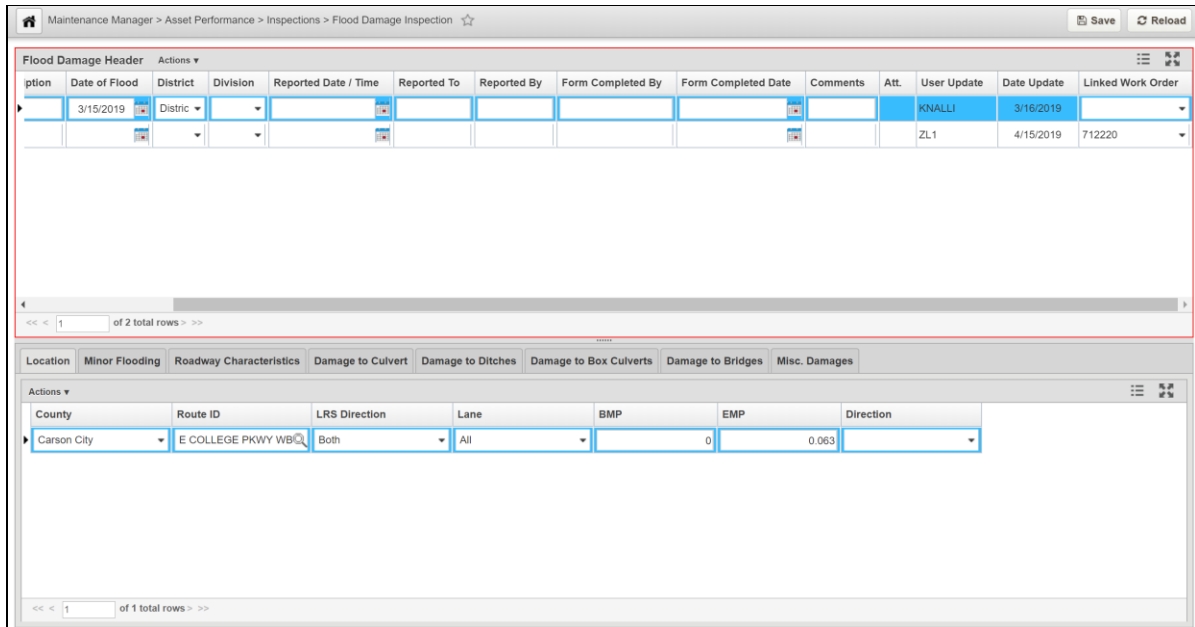
1. Open the following window: **Maintenance Manager > Asset Performance > Inspections > Flood Damage Inspection**
2. Right-click in the **Flood Damage Header** pane and select **Insert**.



3. Overwrite the system generated Flood Damage Inspection Description by double clicking in the field and typing in a desire description.
4. Click the **Linked Work Order** drop-down and choose the appropriate work order record (if applicable).
5. Populate all fields that are applicable.
6. Click on the **Location tab** (bottom pane, if not already highlight) to access the location pane.
7. Right-click in the pane and select Insert.
8. Populate all fields that are applicable.
9. Click on the **Minor Flooding tab** to access the pane.
10. Right-click in the pane and select Insert.
11. Populate all fields that are applicable.
12. Click on the **Roadway Characteristics tab** to access the pane.

13. Populate all fields that are applicable.
14. Click on the **Damage to Culver** tab to access the pane.
15. Populate all fields that are applicable.
16. Click on the **Damage to Ditches** tab to access the pane.
17. Populate all fields that are applicable.
18. Click on the **Damage to Box Culverts** tab to access the pane.
19. Populate all fields that are applicable.
20. Click on the **Damage to Bridges** tab to access the pane.
21. Populate all fields that are applicable.
22. Click on the **Misc. Damages** tab to access the pane.
23. Populate all fields that are applicable
24. When finished, click the **Save** button to save the record.

### Flood Damage Inspection Window



Flood Damage Header													
ption	Date of Flood	District	Division	Reported Date / Time	Reported To	Reported By	Form Completed By	Form Completed Date	Comments	Att.	User Update	Date Update	Linked Work Order
	3/15/2019	District									KNALLI	3/16/2019	
										ZL1		4/15/2019	712220

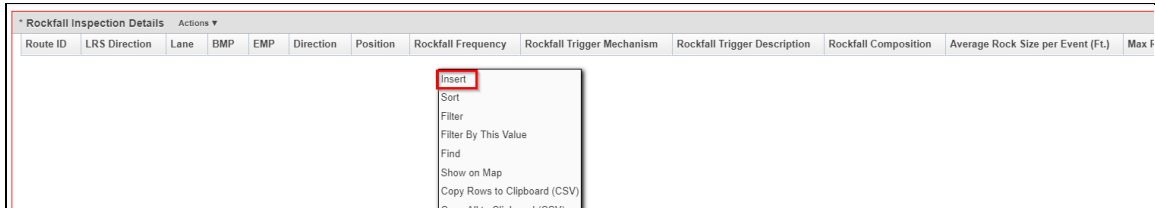
Damage to Bridges						
County	Route ID	LRS Direction	Lane	BMP	EMP	Direction
Carson City	E COLLEGE PKWY WB	Both	All		0	0.063

End Process\*\*\*

## 5.3 Rockfall Inspection

In addition to creating inspection from the Maintenance Asset Window, additional inspections can be created from the Asset Performance menu.

1. Open the following window: **Maintenance Manager > Asset Performance > Inspections > Rockfall Inspection.**
2. Right-click in the **Rockfall Inspection Header** pane and select **Insert.**



3. Overwrite the system generated (Rockfall Inspection Unique Identifier) name by double clicking in the field and typing in a desired name.
4. Click the **County drop-down** and select a county.
5. Click the **Evaluator drop-down** and select the evaluator.
6. Click the **District drop-down** and select the right district.
7. Click the **Survey Date** Calendar icon and choose a date.
8. Click the **Linked Work Order** drop-down and choose the appropriate work order record (if applicable).
9. Populate other fields as applicable.
10. Click the **Save** button to save the record.
11. Right-click in the **Rockfall Inspection Detail** pane and choose Insert.
12. Populate all required/applicable fields.
13. When finished, click the **Save** button to save the record.

## Rockfall Window

Maintenance Manager > Asset Performance > Inspections > Rockfall Inspection											
Rockfall Inspection Header											
Rockfall Inspection Unique Identifier	County	Evaluator	District	Survey Date	Phone Number	Speed Limit (mph)	Comments	Date Update	User Update	Att.	Linked Work Order
255	Carson City							3/27/2019	AMBARISH		
485	Churchill	LINAM, KEVIN	District 1	4/12/2019				4/12/2019	APAVELCHAK2		711701
590								4/15/2019	ZL1		712220

Rockfall Inspection Details										
Route ID	LRS Direction	Lane	BMP	EMP	Rockfall Frequency	Rockfall Trigger Mechanism	Rockfall Trigger Description	Rockfall Composition	Average Rock Size per Event (FL)	Max Rock Size per Event
FREL460	Asc.	All	0	1	Few Falls	Other		Multiple Rocks		

End Process\*\*\*

## 5.4 Highway Restriction Report

This report relates to highway restrictions.

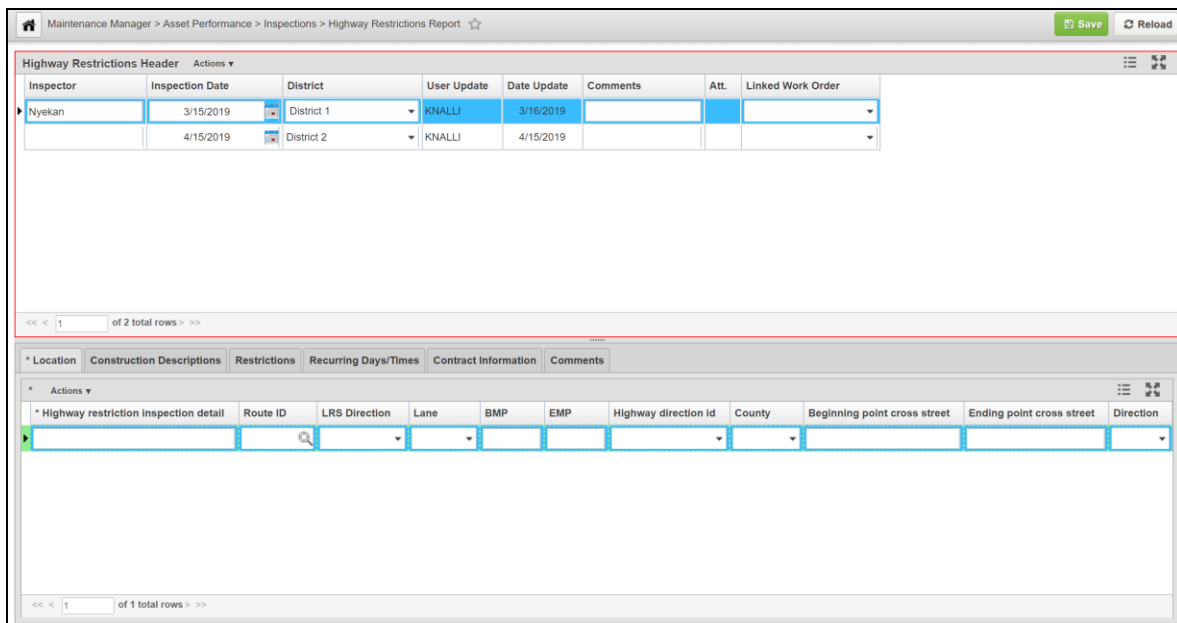
1. Open the following window: **Maintenance Manager > Asset Performance > Inspections > Highway Restriction Report**
2. Right-click in the **Highway Restriction Header** pane and select **Insert**.

Highway Restrictions Header							
Inspector	Inspection Date	District	User Update	Date Update	Comments	Att.	Linked Work Order
John		District 1	JKLAPPER	7/10/2019	Safe conditions		
a			ALARUE	7/10/2019			
amber			ALARUE	7/10/2019			
cc			CCOVERSTON	7/10/2019		706926	
Zach			ZGOSNELL	7/10/2019	Accident	706924	
Geoff			GMEADOWS	7/10/2019			

3. Enter the name of the inspector into the **Inspector** field.
4. Click the **Inspection Date** dropdown and select the date.
5. Click the **District** dropdown and choose the right district.
6. Click the **Save** button to save the record.
7. Click the **Linked Work Order** drop-down and choose the appropriate work order record (if applicable).
8. Click the **Location (bottom)** pane to access the page.
9. Populate applicable fields.
10. Click the **Save** button to save the record.

11. Click the **Reload** button to refresh the window.
12. Click the **Construction Descriptions (bottom) pane** to access the page.
13. Populate applicable fields.
14. Click the **Restrictions (bottom) pane** to access the page.
15. Populate applicable fields.
16. Click the **Recurring Days/Times (bottom) pane** to access the page.
17. Populate applicable fields.
18. Click the **Contract Information (bottom) pane** to access the page.
19. Populate applicable fields.
20. Add your comments into the **Comments** field if necessary.
21. When finished, click the **Save** button to save the record.

### Highway Restriction Report Window



Maintenance Manager > Asset Performance > Inspections > Highway Restrictions Report

Save Reload

Highway Restrictions Header							
Inspector	Inspection Date	District	User Update	Date Update	Comments	Att.	Linked Work Order
Nyekan	3/15/2019	District 1	KNALLI	3/16/2019			
	4/15/2019	District 2	KNALLI	4/15/2019			

<< 1 of 2 total rows >>

Location Construction Descriptions Restrictions Recurring Days/Times Contract Information Comments

Highway restriction inspection detail

Highway restriction inspection detail	Route ID	LRS Direction	Lane	BMP	EMP	Highway direction id	County	Beginning point cross street	Ending point cross street	Direction

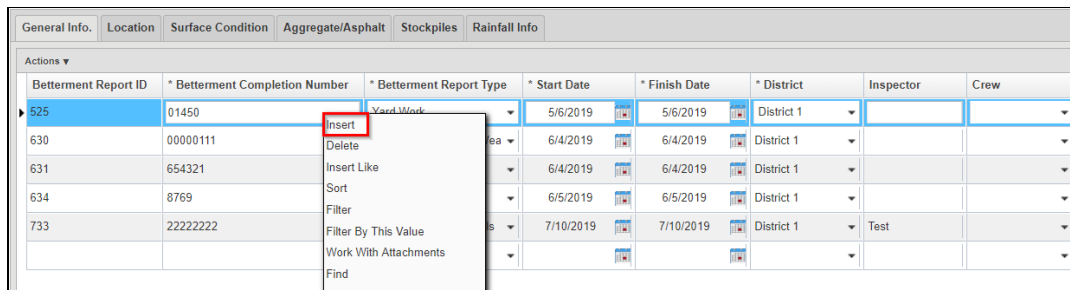
<< 1 of 1 total rows >>

End Process\*\*\*

## 5.5 Betterment Completion Report

This report relates to betterment (annual) plan.

1. Open the following window: **Maintenance Manager > Asset Performance > Inspections > Betterment Completion Report.**
2. Under the General **Info. Tab**, right-click the window and select **Insert**.



Betterment Report ID	* Betterment Completion Number	* Betterment Report Type	* Start Date	* Finish Date	* District	Inspector	Crew
525	01450	Yard Work	5/6/2019	5/6/2019	District 1		
630	00000111		6/4/2019	6/4/2019	District 1		
631	654321		6/4/2019	6/4/2019	District 1		
634	8769		6/5/2019	6/5/2019	District 1		
733	22222222		7/10/2019	7/10/2019	District 1	Test	

3. Populate the following require fields: **Betterment Completion Number, Betterment Completion Type, Start Date, Finish Date, District, along with other optional information (as required).**
4. Click the **Linked Work Order** drop-down and choose the appropriate work order record (if applicable).
5. Click on the **Location tab** to access the window.
6. Right-click the window and select **Insert**.
7. Populate applicable fields.
8. Click on the **Surface Condition tab** to access the window.
9. Populate applicable fields.
10. Click on the **Aggregate/Asphalt tab** to access the window.
11. Populate applicable fields.
12. Click on the **Stockpile tab** to access the window.
13. Populate applicable fields.
14. When finished, click the **Save** button to save the record

### Better Completion Report Window

Maintenance Manager > Asset Performance > Inspections > Betterment Completion Report ☆ Save Reload

General Info Location Surface Condition Aggregate/Asphalt Stockpiles Rainfall Info

Actions ▼

Report ID	Betterment Completion Number	Betterment Report Type	* Start Date	* Finish Date	* District	Inspector	Crew	Approved	Comments	Att.	User Update	Date Update	Linked Work Or
▶	123456	Clean Or Repair Structur	3/15/2019	3/15/2019	District	Nyekan		<input checked="" type="checkbox"/>	Test		KNALLI	3/16/2019	
	1111111	Clean Or Repair Structure	4/15/2019	4/15/2019	District 2	ZL		<input type="checkbox"/>			ZL1	4/15/2019	712220

<< 1 of 2 total rows >>

End Process\*\*\*

## 6 Asset Inspection

### 6.1 Sign Inspection

This inspection relates to sign reflectivity inspection.

1. Open the following window: **Maintenance Manager > Asset Performance > Inspections > Sign Inspection**
2. In the **Sign Inventory** pane, highlight on the sign record that is to be inspected by clicking on it.
3. Then click the **Sign Inspection Details** tab to access the window.

Sign	District	Route ID	LRS Direction	Lane	BMP	EMP	Direction	Position	Owner Location	Owner Inspection	Owner Maintenance	Sign Type	MUTCD Code	S
SIGN_2922329-FRCL63 (Clark)-0.136	Dis...	FRC...	Both	All	0.136	0.136			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mnt...		R2-1	F
SIGN_2922330-FRCL63 (Clark)-0	Dist...	FRCL...	Both	All	0	0			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mnt...		R10-5	C
SIGN_2922331-SR562 (Clark)-0.792	Dist...	SR56...	Both	All	0.792	0.792			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mnt...		R15-1	M
SIGN_2922332-SR562 (Clark)-0.792	Dist...	SR56...	Both	All	0.792	0.792			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mnt...		R15-1	R
SIGN_2922333-SR562 (Clark)-0.792	Dist...	SR56...	Both	All	0.792	0.792			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mnt...		R15-1	R
SIGN_2922334-SR562 (Clark)-0.791	Dist...	SR56...	Both	All	0.791	0.791			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mnt...		I-13A	R

4. Right-click in the top pane and select **Insert**.

Asset Type	Asset	* Inspection Status	Inspection Date	Inspector	Inspection Frequency	Route ID	LRS Direction	Lane	Offset	BMP	EMP	Direction

5. Click the **Inspection Status** dropdown and select the status of **In Progress**.
6. Click the Inspection **Date calendar icon** and select a date.
7. Type the name of the inspector into the **Inspector** field.
8. Click the **Inspection Frequency** dropdown and select the right option.
9. Click the **Linked Work Order** drop-down and choose the appropriate work order record (if applicable).



Maintenance Manager > Asset Performance > Inspections > Sign Inspection ☆ Save Reload

Sign Inventory Sign Inspection Details

Inspection Header Actions

Asset Type	Asset	* Inspection Status	Inspection Date	Inspector	Inspection Frequency	Route ID	LRS Direction	Lane	Offset	BMP	EMP	Direction	County	Comments	Att.	User
Signs	SIGN10906	New	6/26/2019			FRCL63 (Clark)	Both	All	0	0	0		Clark			JOHAN

<< < 1 of 1 total pages (1 rows total) >>

Inspection Details

Sign Inspection Questions

Sign Condition: GOOD FAIR POOR

Sign Life: 1-5 6-12 REPLACE

10. Click the **Save** button, then click the **Reload** button to refresh the page.
11. Answer all questions in the **Inspection Details** pane.
12. When done, Click the **Inspection Status** dropdown and select the status of **Completed**.
13. Click the **Save** button to save the record.

## Sign Inspection Window

Maintenance Manager > Asset Performance > Inspections > Sign Inspection ☆ Save Reload

Sign Inventory Sign Inspection Details

District Show County Show Route Show MP from MP to

Sign Inventory Actions

Sign	District	Route ID	LRS Direction	Lane	BMP	EMP	Direction	Position	Owner Location	Owner Inspection	Owner Maintenance	Sign Type	MUTCD Code	S
SIGN_2922329-FRCL63 (Clark)-0.136	Dist...	FRCL...	Both	All	0.136	0.136			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mntc...	R2-1	R	
SIGN_2922330-FRCL63 (Clark)-0	Dis...	FRC...	Both	All	0	0			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mntc...	R10-5	C	
SIGN_2922331-SR562 (Clark)-0.792	Dist...	SR56...	Both	All	0.792	0.792			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mntc...	R15-1	M	
SIGN_2922332-SR562 (Clark)-0.792	Dist...	SR56...	Both	All	0.792	0.792			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mntc...	R15-1	M	
SIGN_2922333-SR562 (Clark)-0.792	Dist...	SR56...	Both	All	0.792	0.792			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mntc...	R15-1	R	
SIGN_2922334-SR562 (Clark)-0.791	Dist...	SR56...	Both	All	0.791	0.791			DISTRICT 1	C150 - L. V. M...	C150 - L. V. Mntc...	I-13A	R	

<< < 2 of 61535 total rows >>

Sign Inspection Map

End Process\*\*\*

## 6.2 Maintenance Facility Inspection

This inspection relates to inspecting maintenance facilities.

1. Open the following window: **Maintenance Manager > Asset Performance > Inspections > Maintenance Facilities**
2. In the **Maintenance Facilities Inventory** window, highlight on the record that is to be inspected by clicking on it.
3. Then click the **Inspection History** tab to access the window.

Maintenance Manager > Asset Performance > Inspections > Maintenance Facilities

Maintenance Facilities Inventory **Inspection History**

Last Inspected Date	Last Inspected Date (Quarterly)	Next Inspected Date (Quarterly)	Last Inspected Date (Annually)	Next Inspected Date (Annually)	* Maint Facilities Type	Maint Facilities Drainage Basin	Gl
					Minor A		
					Minor A		
					Major		
					Minor A		
8/28/2019					N/A		
					Minor A		
					Minor A		

<< < 5 of 9 total rows >>

4. Right-click in the top pane and select **Insert**.

Maintenance Facilities Inventory **Inspection History**

Asset Type	Asset	* Inspection Status	Inspection Date	Inspector	Inspection Frequency	Route ID	LRS Direction	Lane	BMP	EMP	Dir
Maint Facilities	ALAMO MAINTENANCE YARD	New									

Context Menu: Insert, Insert Like, Delete, Sort, Find, Filter, Filter By This Value, Work With Attachments, Export Data

<< < 1 of 1 total pages (1 rows total) >>

5. Click the **Inspection Status** dropdown and select the status of **In Progress**.
6. Click the **Inspection Date calendar icon** and select a date.
7. Type the name of the inspector into the **Inspector** field.
8. Click the **Inspection Frequency** dropdown and select the right option.
9. Click the **Linked Work Order** drop-down and choose the appropriate work order record (if applicable).

Maintenance Manager > Asset Performance > Inspections > Maintenance Facilities ☆ Save Reload

Maintenance Facilities Inventory Inspection History

Actions

Asset Type	Asset	Inspection Status	Inspection Date	Inspector	Inspection Frequency	Route ID	LRS Direction	Lane	BMP	EMP	Direction	County	Comments	Alt.	User Update	Date
Maint Facilities	100006666	New	6/26/2019		Quarterly										JOHAN	6/26/2019

<<< 1 of 1 total pages (1 rows total) >>>

Action Items

Are there general maintenance needs at this site YES NO

Describe needed maintenance

Upload attachments YES NO

- Illicit Discharge Detection and Elimination
- Documentation
- Equipment Maintenance/Repair Facilities
- Equipment Painting Areas
- Equipment Storage/Parking Areas

- Click the **Save** button, then click the **Reload** button to refresh the page.
- Answer all questions in the **Inspection Details** pane (that are applicable) by expanding each section at a time to see all questions.
- When done, Click the **Inspection Status** dropdown and select the status of **Completed**.
- Click the **Save** button to save the record.

### Maintenance Facilities Window

Maintenance Manager > Asset Performance > Inspections > Maintenance Facilities ☆ Save Reload

Maintenance Facilities Inventory Inspection History

Actions

Last Inspected Date	Last Inspected Date (Quarterly)	Next Inspected Date (Quarterly)	Last Inspected Date (Annually)	Next Inspected Date (Annually)	* Maint Facilities Type	Maint Facilities Drainage Basin	Glc
3/15/19	3/15/19	6/15/19			Minor A	HUMBOLDT RIVER	(D4)
3/15/19					Major	CARSON RIVER	(B6)
					Minor A	TRUCKEE	(E9)
						CENTRAL REGION	(80-

<<< 2 of 237 total rows >>>

Storm Water Map

End Process\*\*\*

## 7 Basic Configuration for Work Orders

### 7.1 Working with the Labor Short List

The labor short list is used to share employees. Select the borrowed employees from the crew that they are assigned to and add them to the short list of the crew that is borrowing them so that the selected labors can be added to the work order.

1. Open the following window: **Maintenance Manager > Operations > Shortlists > Labor**
2. In the **Labor Short List** pane, select the preferred employees into the Short List by clicking the **check-box** (in the **select** column) adjacent to each employee name.
3. Additionally, you can also use the **Filter** option to find and select preferred employees into your short list.
4. Once your selection is made, click the **Save** button to save the data.
5. The selected Labor resources will now be visible in the Labor pane of the work order.

#### Employee Short List Window

Administrative Unit	Select	Employee Name	Employee status	Labor Class Code	Hours per day
C151 - L. V. Mntc Crew 2	<input checked="" type="checkbox"/>	BOBO, DANIEL	A	HWY MAINTENANCE ...	24
C151 - L. V. Mntc Crew 2	<input checked="" type="checkbox"/>	CANADA-BONE'S, TERESA	A	HWY MAINTENANCE ...	24
C151 - L. V. Mntc Crew 2	<input checked="" type="checkbox"/>	GOSNELL, ZACHARY	A	HWY MAINTENANCE ...	24
C151 - L. V. Mntc Crew 2	<input checked="" type="checkbox"/>	MCLEAN, JOEY	A	HWY MAINTENANCE ...	24
C150 - L. V. Mntc Crew 1	<input type="checkbox"/>	DESCHEPPER, GARY	A	HWY MAINTENANCE ...	24
C150 - L. V. Mntc Crew 1	<input type="checkbox"/>	MERRICK, CAROLYN	A	HWY MAINTENANCE S...	24
C150 - L. V. Mntc Crew 1	<input checked="" type="checkbox"/>	SIREVAAG, BRIAN	A	HWY MAINTENANCE ...	24
C150 - L. V. Mntc Crew 1	<input type="checkbox"/>	SMITH, KENNETH	A	HWY MAINTENANCE ...	24
C150 - L. V. Mntc Crew 1	<input type="checkbox"/>	SULLIVAN, MARKELL	A	HWY MAINTENANCE ...	24
C151 - L. V. Mntc Crew 2	<input checked="" type="checkbox"/>	MEZA-REYES, SAMUEL	A	HWY MAINTENANCE ...	24
C151 - L. V. Mntc Crew 2	<input type="checkbox"/>	SQUIERI, JEANETTE	A	HWY MAINTENANCE ...	24
C152 - L. V. Mntc Crew 3	<input type="checkbox"/>	CLARK, DARREN	A	HWY MAINTENANCE ...	24
C152 - L. V. Mntc Crew 3	<input type="checkbox"/>	HARRIS, TRINITY	A	HWY MAINTENANCE S...	24
C152 - L. V. Mntc Crew 3	<input type="checkbox"/>	JORDAN, JAMES	A	HWY MAINTENANCE ...	24
C152 - L. V. Mntc Crew 3	<input checked="" type="checkbox"/>	LOPEZ-ALVAREZ, RICARDO	A	HWY MAINTENANCE ...	24
C153 - L. V. Mntc Crew 4	<input type="checkbox"/>	BARTELT, MARK	A	HWY MAINTENANCE ...	24
C153 - L. V. Mntc Crew 4	<input checked="" type="checkbox"/>	BOBO, DANNY	A	HWY MAINTENANCE ...	24
C153 - L. V. Mntc Crew 4	<input type="checkbox"/>	BROWN, STEVEN	A	HWY MAINTENANCE ...	24

End Process\*\*\*

## 7.2 Working with the Equipment Short List

The equipment short list is used to share equipment. Select the borrowed equipment from the crew that it is assigned to and add it to the short list of the crew that is borrowing it for the equipment to be added to the work order.

1. Open the following window: **Maintenance Manager > Operations > Shortlists > Equipment**
2. In the **Equipment Short List** pane, select the preferred equipment into the Short List by clicking the **check-box** (in the **select** column) adjacent to each equipment record.
3. Additionally, you can also use the **Filter** option to find and select preferred equipment into your short list.
4. Once your selection is made, click the **Save** button to save the data.
5. The selected equipment will now be visible in the Equipment pane of the work order.

### Equipment Short List Window

Mo...	Select	Equipment #	Equipment Category	Assigned Admin Unit	SHOP Assigned	Administrative Unit	Met...	MAKE	Ass...
824J	<input checked="" type="checkbox"/>	0414	35 - LOADER FRONT END	C151 - L. V. Mntc Crew 2		C721 - Las Vegas Equipment Shop	3596	JOHN DEERE	IN-S
F-450	<input checked="" type="checkbox"/>	0545	11S - SWAPLOADER / DUMP TRUCK	C151 - L. V. Mntc Crew 2		C721 - Las Vegas Equipment Shop	206145	FORD	IN-S
F-450	<input checked="" type="checkbox"/>	0646	11E - 1 TON DUMP TRUCK	C151 - L. V. Mntc Crew 2		C721 - Las Vegas Equipment Shop	138132	FORD	IN-S
F-450	<input checked="" type="checkbox"/>	0653	11E - 1 TON DUMP TRUCK	C151 - L. V. Mntc Crew 2		C721 - Las Vegas Equipment Shop	186933	FORD	IN-S
323E	<input type="checkbox"/>	0051	54A - REMOTE CONTROLLED TRACK LOADER / SKID STEER	C152 - L. V. Mntc Crew 3		C720 - South Las Vegas Equipment Shop	60	JOHN DEERE	IN-SI
F-450	<input type="checkbox"/>	0225	11J - UTILITY TRUCK	C152 - L. V. Mntc Crew 3		C720 - South Las Vegas Equipment Shop	184990	FORD	IN-SI
357	<input type="checkbox"/>	0319	13 - TANDEM AXLE DUMP TRUCK	C150 - L. V. Mntc Crew 1		C720 - South Las Vegas Equipment Shop	99932	PETERBILT	IN-SI
4900	<input type="checkbox"/>	0328	13 - TANDEM AXLE DUMP TRUCK	C152 - L. V. Mntc Crew 3		C720 - South Las Vegas Equipment Shop	97858	WESTERN ST	IN-SI
F-250	<input type="checkbox"/>	0479	03 - 3/4 TON PICKUP TRUCK	C141 - L. V. Striping Crew		C720 - South Las Vegas Equipment Shop	207046	FORD	IN-SI
F-450	<input type="checkbox"/>	0542	11H - FLAT RACK TRUCK	C142 - L. V. Pvmnt Mrking Crew		C720 - South Las Vegas Equipment Shop	67044	FORD	IN-SI
F-450	<input type="checkbox"/>	0560	11S - SWAPLOADER / DUMP TRUCK	C142 - L. V. Pvmnt Mrking Crew		C720 - South Las Vegas Equipment Shop	100982	FORD	IN-SI
320	<input type="checkbox"/>	0609	77 - FREEWAY LINE STRIPER	C141 - L. V. Striping Crew		C720 - South Las Vegas Equipment Shop	125849	PETERBILT	IN-SI
F2574	<input checked="" type="checkbox"/>	0618	13 - TANDEM AXLE DUMP TRUCK	C152 - L. V. Mntc Crew 3		C720 - South Las Vegas Equipment Shop	75452	INTL	IN-SI
F-450	<input type="checkbox"/>	0640	11E - 1 TON DUMP TRUCK	C150 - L. V. Mntc Crew 1		C720 - South Las Vegas Equipment Shop	172187	FORD	IN-SI
TC62H	<input checked="" type="checkbox"/>	0715	35 - LOADER FRONT END	C152 - L. V. Mntc Crew 3		C720 - South Las Vegas Equipment Shop	1970	JOHN DEERE	IN-SI
140H	<input type="checkbox"/>	1016	31 - MOTOR GRADER	C152 - L. V. Mntc Crew 3		C720 - South Las Vegas Equipment Shop	3573	CAT	IN-SI
TC62H	<input type="checkbox"/>	1024	35 - LOADER FRONT END	C152 - L. V. Mntc Crew 3		C720 - South Las Vegas Equipment Shop	3234	JOHN DEERE	IN-SI
TC314...	<input type="checkbox"/>	1143	11D - COMPACTOR TRUCK	C150 - L. V. Mntc Crew 1		C720 - South Las Vegas Equipment Shop	132230	GMC	IN-SI

End Process\*\*\*

## 7.3 Working with the Material Shortlist

Material short list is used to share materials between crews.

1. Open the following window: **Maintenance Manager > Operations > Shortlists > Material**
2. In the **Material Short List** pane, select the preferred materials into the Short List by clicking the **check-box** (in the **select** column) adjacent to each material master code record.
3. Additionally, you can also use the **Filter** option to find and select materials into your short list.
4. Once your selection is made, click the **Save** button to save the data.
5. The selected materials will now be visible in the Material pane of the work order.

### Material Short List Window

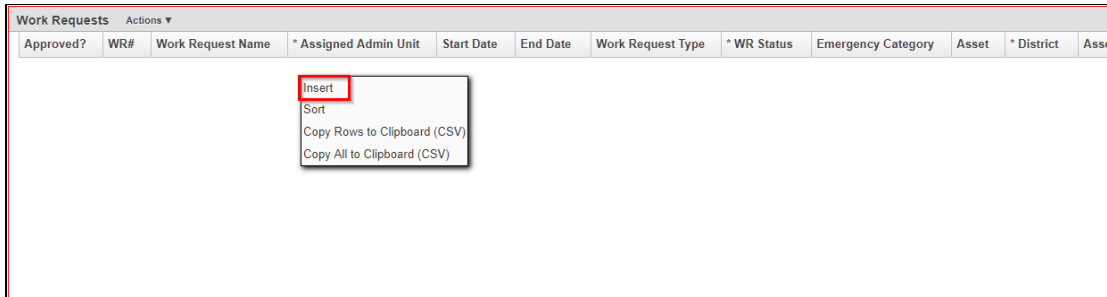
Select	Warehouse ID	Adv Primary Bin	Material Master Code	Administrative Unit	Current QTY	Capacity	Mat. Class Code	Asset Name	Unit Cost
<input checked="" type="checkbox"/>			Batteries (Each) (Each)	C151 - L. V. Mntc Crew 2	2000	1000	Batteries		\$0.00
<input checked="" type="checkbox"/>			Barbed Wire (Linear Foot) (Linear Foot)	C151 - L. V. Mntc Crew 2	46	1000	Barbed Wire		\$0.00
<input type="checkbox"/>			Herbicide/Alligare SMF 75 (Ounce) (Ounce)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Alligare SMF 75		\$0.00
<input type="checkbox"/>			Herbicide/Diuron 80 DF (Pound) (Pound)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Diuron 80 DF		\$0.00
<input checked="" type="checkbox"/>			Herbicide/Gallary 75 DF (Pound) (Pound)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Gallary 75 DF		\$0.00
<input type="checkbox"/>			Herbicide/Snapshot 2.5TG (Pound) (Pound)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Snapshot 2.5TG		\$0.00
<input checked="" type="checkbox"/>			Herbicide/Sureguard (Pound) (Pound)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Sureguard		\$0.00
<input type="checkbox"/>			Herbicide/Arsenal Powerline (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Arsenal Powerline		\$0.00
<input type="checkbox"/>			Herbicide/Dye-Helena Spray (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Dye-Helena Spray		\$0.00
<input checked="" type="checkbox"/>			Herbicide/MSO Helena (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/MSO Helena		\$0.00
<input type="checkbox"/>			Herbicide/Rodeo (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Rodeo		\$0.00
<input type="checkbox"/>			Herbicide/Round Up Pro Concentrate, (Gallon) (Gall...	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Round Up Pro Co...		\$0.00
<input type="checkbox"/>			Herbicide/Specticle (Ounce) (Ounce)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Specticle		\$0.00
<input type="checkbox"/>			Herbicide/Spreader Activator (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Spreader Activator		\$0.00
<input checked="" type="checkbox"/>			Herbicide/Surflan AS (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Surflan AS		\$0.00
<input checked="" type="checkbox"/>			Herbicide/Surfactant-Insist 90 (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Surfactant-Insist 90		\$0.00
<input type="checkbox"/>			Herbicide/Tordon K (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Tordon K		\$0.00
<input type="checkbox"/>			Herbicide/Weedone LV-4 (Gallon) (Gallon)	C151 - L. V. Mntc Crew 2	0	1000	Herbicide/Weedone LV-4		\$0.00

End Process\*\*\*

## 8 Work Request

### 8.1 Create a Work Request

1. Open the following window: **Maintenance Manager > Operations > Work Request**
2. In the Work Request (top pane), right-click and select **Insert**.



3. Type the name of your work request into the **Work Request Name** field,
4. Click the **Assigned Admin Unit** drop-down and select the right unit.
5. Click the **Start Date calendar icon** and select the start date.
6. Click the **End Date Calendar icon** and select an end date (if applicable).
7. Click the **Work Request Type** drop-down and choose a type.
8. Click the **WR Status** drop-down and choose a status.
9. Click the **Emergency Category** drop-down and select a category (if applicable).
10. Click the **District** drop-down and select the right district.
11. If applicable, click the **Asset Type** drop-down and select an asset type.
12. Provide a description for the work in the **Description** field.
13. Click the **Save** button to save the record.

**Note:** Routes that are available is for the crew that you are logged into. Route information can also be added to the work request if there is scheduled work to be done.

14. Right-click in the bottom pane and select **Insert**.
15. Click the **Magnifying Glass** in the **Route ID** column to bring up the List of Routes pop-up window.
16. Select the route of interest and then click **OK**.
17. Input the correct values into the **BMP** (beginning mile post) and **EMP** (end mile post) fields respectively.
18. Populate all other fields that are applicable.
19. When you are finished, click the **Save** button to save the record.

## Work Request window

Maintenance Manager > Operations > Work Requests ☆ Save Reload

Work Requests													
Approved?	WR#	Work Request Name	* Assigned Admin Unit	Start Date	End Date	Work Request Type	* WR Status	Emergency Category	* District	Asset Type	Description	Comments	At
<input type="checkbox"/>	599	Test-01	C270 - C. C. Mntr Crew			Routine	03 - WO Created		District 1		System test	test	
<input type="checkbox"/>	600	Test-02	C270 - C. C. Mntr Crew			Routine	03 - WO Created		District 1		System test	test	
<input type="checkbox"/>	499	Please fill	C270 - C. C. Mntr Crew	2/22/2019		Routine	01 - Created		District 1	Fences	Regular routine		
<input type="checkbox"/>	601	Test-03	C270 - C. C. Mntr Crew	2/6/2019		Routine	03 - WO Created		District 1		Test		
<input checked="" type="checkbox"/>	711	Maintenance Work	C270 - C. C. Mntr Crew	3/1/2019		Operations and Ma	01 - Created		District 1				

5 of 5 total rows >>

Actions									
Date Update	Route ID	Direction	Lane	Offset	BMP	EMP	User Update	WR#	
3/2/2019	E COLLEGE PKWY TO					0	0.4	NYEKAN	711

1 of 1 total rows >>

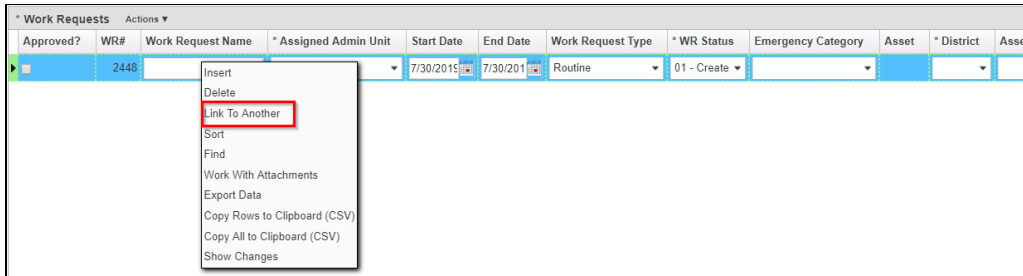
End Process \*\*\*



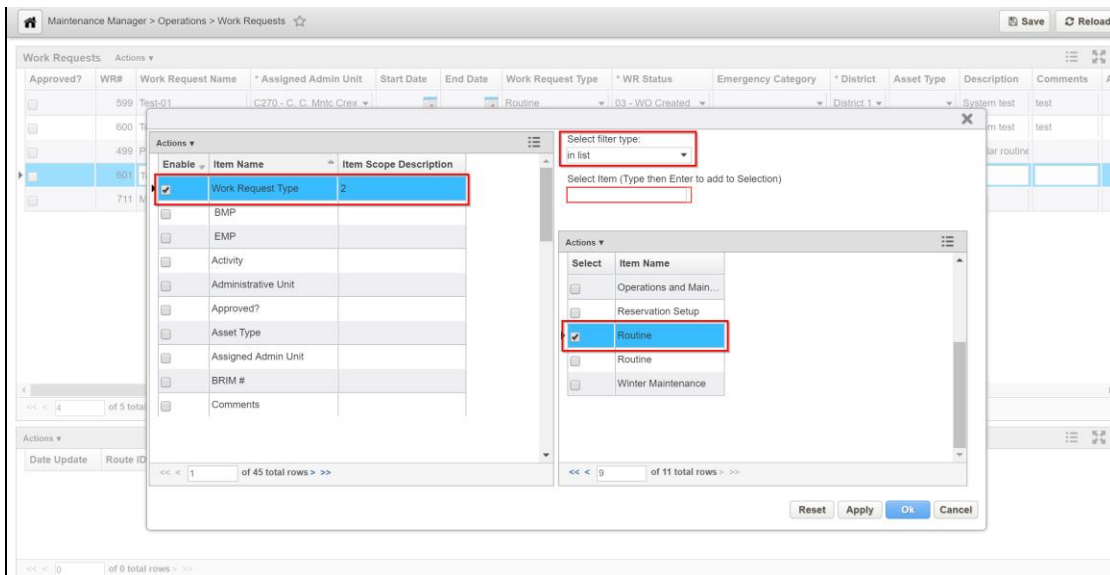
## 8.1.1 Link One Work Request to Another

The “Link to Another” feature allows you to link the selected work request with another work request to consolidate effort in a particular area.

1. In the Work Request (top pane), right-click on the work request record that is to be linked and choose **Link to Another**.



2. From the filter pop-up box that appears, in the left pane, click on the row (i.e. **Work Request Type**) to be filtered by. The row is highlighted.
3. Click the **Select Filter Type** drop-down and choose **In List**.
4. In the Action pane, select the option (i.e. **Routine**) to be used by clicking in the checkbox adjacent to the **Item Name**.



5. Click the **OK** button when done. The **Similar Complaints** pop-up window appears.
6. From the Similar Complaints window, highlight the work request record to be linked and then click the Link button.
7. Click the **Save** button to save the record. The two (2) requests are now linked

## Linked Work Requests

WR#	Work Request Name	Assigned Admin Unit	Start Date	End Date	Work Request Type	WR Status	Emergency...	District	Asset Type	Description	Co...	Att.	Linked to WR#
599	Test-01	C270 - C. C. Mntc Crew			Routine	03 - WO Created		District 1		System test	test		
600	Test-02	C270 - C. C. Mntc Crew			Routine	03 - WO Created		District 1		System test	test		
499	Please fill	C270 - C. C. Mntc Crew	2/22/2019		Routine	01 - Created		District 1	Fences	Regular routine			
601	Test-03	C270 - C. C. Mntc Crew	2/6/2019		Routine	03 - WO Created		District		Test			499
711	Maintenance Work	C270 - C. C. Mntc Crew	3/1/2019		Operations and Mai	01 - Created		District 1					

End Process \*\*\*

## 8.2 Create Work Order from a Work Request

1. Open the following window: **Maintenance Manager > Operations > Work Order Sources > Work Request**
2. In the **Work Request List** (top pane), click on the work request record that a work order is to be created against. The record is highlighted.
3. In the Work Orders (bottom pane), right click and select **Insert**. The Task Wizard pop-up window appear.

WR#	Work Request Name	WO#	Administrative Unit	Assigned Admin Unit	WR Status	Route ID	LRS Direction	Lane	BMP	EMP
283	testing		C122 - Alamo	A075 - Records Management HQ	01 - Created					
392	Please fill	Yes	C151 - L. V. Mntc Crew 2	C122 - Alamo	01 - Created					
496	System Test		C122 - Alamo	C122 - Alamo	01 - Created					
705	SPEED LIMIT		C122 - Alamo	C122 - Alamo	03 - WO Created					
709	Please fill		C270 - C. C. Mntc Crew 1	C150 - L. V. Mntc Crew 1	01 - Created					
810	Test	Yes	C151 - L. V. Mntc Crew 2	C151 - L. V. Mntc Crew 2	01 - Created					

4. **Project** is by default selected. You will see the list of maintenance projects available in the project drop down list. Select the project of interest.
5. After you have made the selection, click the **Next** button. **Asset Type** is now selected. You will see the list of asset types in the drop-down list. Select an asset type.
6. After you make the selection, click the **Next** button. **Activity** is now selected. You will see the list of activities in a drop-down list. Select an activity of interest.
7. In the Plan Amount field, put in the right amount.

Project Type	Budget Category	Responsible Crew	Start Date	Plan Amount	Start Hour	Finish Date
ment or Retention Basins (Cubic Yard)	0	Roadside Maint		5		

8. Next, right-click on the work order record and select Activate WO.

WR#	Work Request Name	WO#	Administrative Unit	Assigned Admin Unit	WR Status	Route ID	LRS Direction	Lane	BMP	EMP
283	testing		C122 - Alamo	A075 - Records Management HQ	01 - Created					
392	Please fill	Yes	C151 - L. V. Mntc Crew 2	C122 - Alamo	01 - Created					
496	System Test		C122 - Alamo		01 - Created					
705	SPEED LIMIT			C122 - Alamo	03 - WO Created					
708	Please fill		Mntc Crew 1	C150 - L. V. Mntc Crew 1	01 - Created					
910	Test		Mntc Crew 2	C151 - L. V. Mntc Crew 2	01 - Created					

WO#	Asset Type	Active	Project Type	Budget Category	Responsible Crew	Start Date
709087	Basin	131.0	Basins (Cubic Yard)	0	Roadside Maint	

9. Click the **Save** button to save the record

10. Navigate to the following window: **Maintenance Manager > Operations > Work Orders > Create New / In Progress**

11. Verify that the Work Order record was created and is linked to the Work Request.

Maintenance Manager > Operations > Work Orders > Create New / In Progress

Save Reload

Work Orders Actions

Insert Insert Like Make Daycards Assign Crew Resources Show Schedule Edit Group Schedule

WR#	WO#	Activity	Plan Amount	Start Date	Finish Date	Mix Target Stock ID
283	709087	131.01.07 - Clean Sediment or Retention Basins (Cubic Yard)	5	6/13/2019	6/13/2019	
	709020	134.02.01 - Maintain Landscape Features (Man Hour)	5	5/30/2019	5/30/2019	
	708992	131.01.01 - Clean Culverts (Linear Foot)	1	5/29/2019	5/29/2019	
	708369	141.01.01 - Repair/Replace Traffic Signs (Square Foot)	3	5/2/2019	5/2/2019	
	708333	182.01.01 - Yard Work (Man Hour)	6	4/30/2019	4/30/2019	
	708336	100.02.01 - Supervisory Office Duties (Man Hour)	10	4/30/2019	4/30/2019	

<<< 1 of 14 total rows >>>

Account Codes Actions

Valid Acct Interfaced? Advantage Valid

Performance Guidelines Actions

No OG

Labor Equipment Material Accomplishments Location/Asset

S...	Employee Name	Labor Class Code	Administrative Unit
	ABBINANTI, JIM	HWY MAINTENANCE W...	C154 - L. V. Crew 5
	ADAMS, CHRISTOPHER	HWY MAINTENANCE W...	C152 - L. V. Mntc Cre
	ADDISON, MICHAEL	HWY MAINTENANCE W...	C155 - Bridge Mainte
	ALEXANDER, ALAN	HWY MAINTENANCE W...	C158 - Storm Wtr Mnt
	ALHWAYEK, YOUSSEF	HVACR SPECIALIST 1	C102 - L. V. Facilities
	ALI, RASHEED	HWY CONSTRUCTION ...	C145 - L. V. Landscap
	ALLRED, ADAM	HWY MAINTENANCE W...	C129 - Mt Charleston

Assigned Employees Actions

Employee

Employee Day Cards Actions

Appr... Employee Work Date TRC

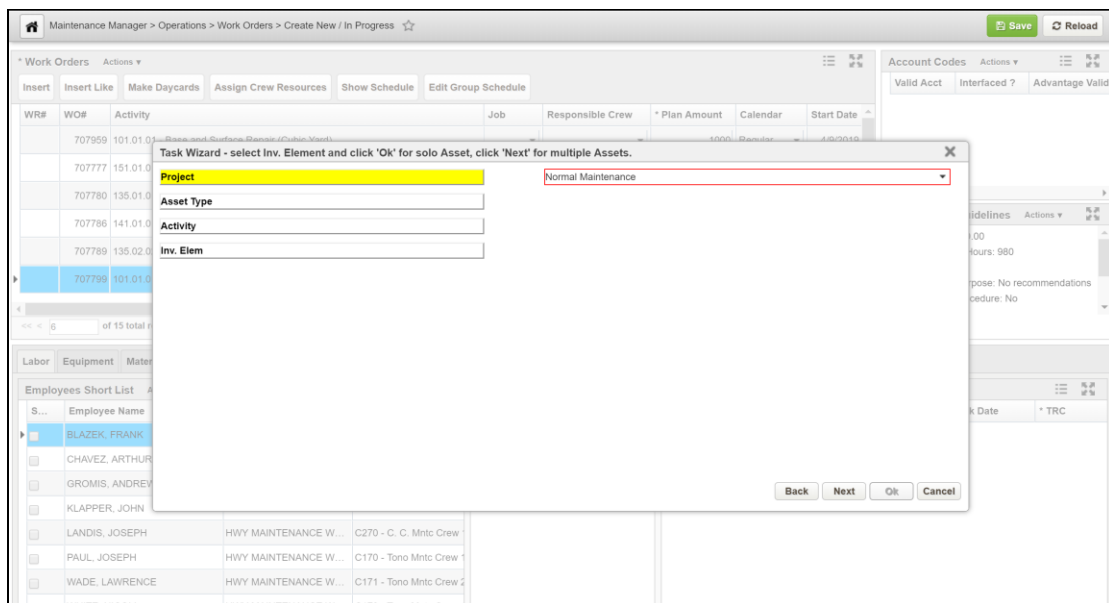
End Process\*\*\*

## 9 Work Orders

The Work Orders window allows you to assign labor, equipment, and material to work orders. It also allows you to create Day Cards for the assigned resources. In addition, a fourth assignment (called Costs and Accomplishments) is available to record costs that are not attributable to labor, equipment, or materials.

### 9.1 Create a Work Order

1. Open the following window: **Maintenance Manager > Operations > Work Orders > Create New / In Progress**
2. In the **Work Orders** (top) pane, right-click and select **Insert**, to create a new Work Order. As you perform this action, the **Task Wizard** pop-up window opens.



3. **Project** is by default selected. You will see the list of maintenance projects available in the project drop down list. Select the project of interest (i.e. Normal Maintenance).
4. After you have made the selection, click the **Next** button. **Asset Type** is now selected. You will see the list of asset types in the drop-down list. Select an asset type (i.e. Signs).
5. After you make the selection, click the **Next** button. **Activity** is now selected. You will see the list of activities in a drop-down list. Select an activity of interest.

**Note:** You can select **Inv. Elem**, if you know the specific **Inv. Elem ID** (i.e. Sign 18917). If it is unknown, or you need to assign multiple **Inv. Elems**, then perform this task later, from the **Location/Asset** tab.

6. Once you make the selection, click the **OK** button to save the selection and close the pop-up window.
7. A new Work Order record is created in the **Work Orders** pane.

8. Enter data (numeric value) into the **Plan Amount** column.

**Note:** **Plan amount is the amount of accomplishment tied to the activity. (i.e. Man Hours, Cubic Yards, Shoulder Miles, etc.)**

9. The **Start Date Calendar** automatically defaults to the current date that the work order is being created. You may change the date if needed.

10. Click on **Save** button to save the record.

## Work Orders Window

Maintenance Manager > Operations > Work Orders > Create New / In Progress

Work Orders Actions

WR#	WO#	Activity	Job	Responsible Crew	* Plan Amount	Calendar	Start Date	Finish Date
708062	151.04.01	Install/Remove/Replace Snow Markers (Each)			20	Regular	4/18/2019	4/18/2019
708069	270.03.01	Mix Salt/Sand (Man Hour)			8	Regular	4/18/2019	4/18/2019
708073	270.04.01	Haul Materials (Man Hour)			8	Regular	4/18/2019	4/18/2019
708185	141.01.01	Repair/Replace Traffic Signs (Square Foot)			24	Regular	4/23/2019	4/23/2019
708346		Used Leave (Each)			44	Regular	4/29/2019	4/29/2019
708360	141.01.01	Repair/Replace Traffic Signs (Square Foot)			5	Regular	5/1/2019	5/1/2019

Account Codes Actions

Valid Acct Interfaced ? Advantage Valid

Performance Guidelines Actions

Estimated Cost: \$ 0.00

NOT YET SETUP FOR USE

Recommended Procedure: No

Labor Equipment Material Accomplishments Location/Asset

Employees Short List Actions

S...	Employee Name	Labor Class Code	Administrative Unit
<input checked="" type="checkbox"/>	BERG, MICHAEL	HWY MAINTENANCE W...	C270 - C. C. Mntc Cr
<input type="checkbox"/>	JONES, RICHARD	HWY MAINTENANCE W...	C270 - C. C. Mntc Cr
<input type="checkbox"/>	LANDIS, JOSEPH	HWY MAINTENANCE W...	C270 - C. C. Mntc Cr
<input type="checkbox"/>	MAGNUSON, JAMES	HWY MAINTENANCE W...	C270 - C. C. Mntc Cr
<input type="checkbox"/>	PARKER, GEORGE	HWY MAINTENANCE W...	C270 - C. C. Mntc Cr
<input type="checkbox"/>	SANTOS, CRAIG	HWY MAINTENANCE SP...	C270 - C. C. Mntc Cr
<input type="checkbox"/>	SANTOYO, JUAN	HWY MAINTENANCE W...	C270 - C. C. Mntc Cr
<input type="checkbox"/>	CATTERFIELD, WILLIAM	HWY MAINTENANCE W...	C270 - C. C. Mntc Cr

Assigned Employees Actions

* Employee	* Work Date	* TRC
BERG, MICHAEL	4/23/2019	01. REG - Bas

Employee Day Cards Actions

Appr...	* Employee	* Work Date	* TRC
<input checked="" type="checkbox"/>	BERG, MICHAEL	4/23/2019	01. REG - Bas

End Process\*\*\*

### **Note:**

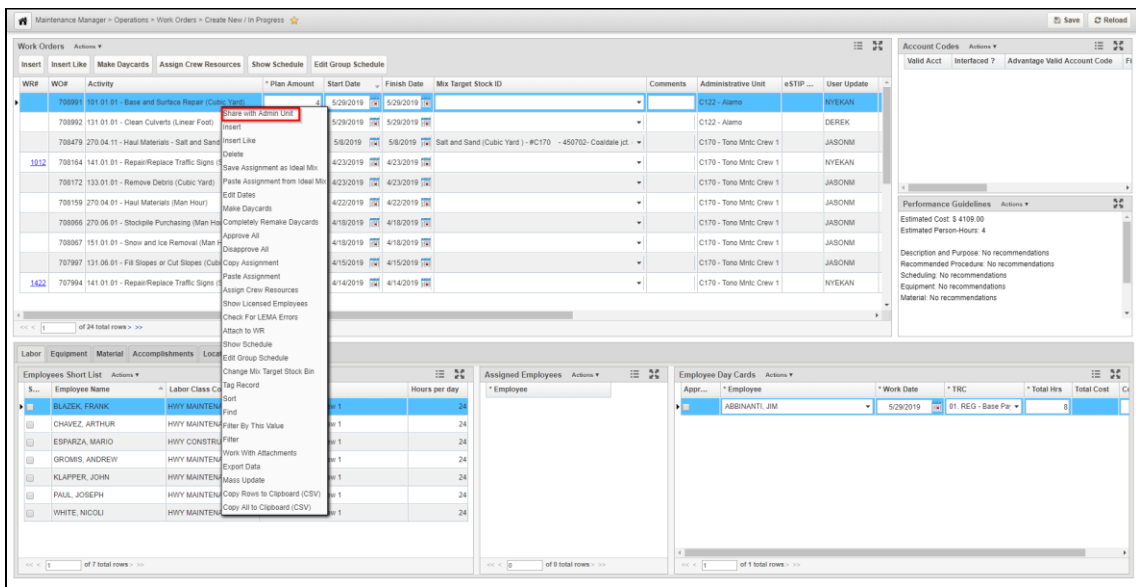
- The Account Codes pane will not be used because NDOT uses a different accounting system as the financial system of record.
- Performance Guideline pane is used to show output measures representing calculations of planned activity and effort. This pane is not yet setup.

# 10 Share (Work Order) with Admin Unit

This option allows you to specify one or more administrative units besides your own that can work on a work order. When you select this command, the system displays a dialog box, so you can select the administrative units of interest that can work on the work order.

## 10.1 Share an Existing Work Order with a Different Admin Unit.

1. Open the following window: **Maintenance Manager > Operations > Work Orders > Create New/In Progress**
2. Right-click on the work order (record) that is to be shared with another admin. unit and choose **Share with Admin Unit**. A pop-up box will appear.



3. In the pop-up window, click the check-box adjacent to the admin. unit of interest.



**Note:** A work order can also be shared with multiple admin. units. In such case, click the check-boxes adjacent to the admin. units of interest.

4. Click the **OK** button to close the pop-up window when finished.
5. The system automatically saves the transaction.
6. Login to the admin. unit that the work order was shared with. (see section 2.2 – How to change admin unit).
7. Navigate to: **Maintenance Manager > Operations > Work Orders > Create New/In Progress**
8. Verify that the work order record is available in the Work Orders pane.

The screenshot displays the AgileAssets software interface. The top navigation bar shows 'Maintenance Manager > Operations > Work Orders > Create New/In Progress'. The main area is divided into several panes:

- Work Orders:** A table listing work orders with columns for WOF#, Activity, Plan Amount, Start Date, Finish Date, Mix Target Stock ID, Comments, Administrative Unit, and User Update. The first row is highlighted in red.
- Account Codes:** A pane on the right showing 'Valid Acct', 'Interfaced?', and 'Advantage Valid Account Code'.
- Performance Guidelines:** A pane on the right showing 'Estimated Cost: \$ 4109.00', 'Estimated Person-Hours: 4', and 'Description and Purpose: No recommendations'.
- Employee Short List:** A table below the work orders listing employees with columns for Employee Name, Labor Class Code, Administrative Unit, and Hours per day. Frank Blazek is highlighted.
- Assigned Employees:** A pane on the right showing a list of assigned employees.
- Employee Day Cards:** A pane on the right showing a table with columns for Employee, Work Date, TRC, Total Hrs, and Total Cost. Jim Abbanti is highlighted.

End Process\*\*\*



## 11 Work Orders Sources

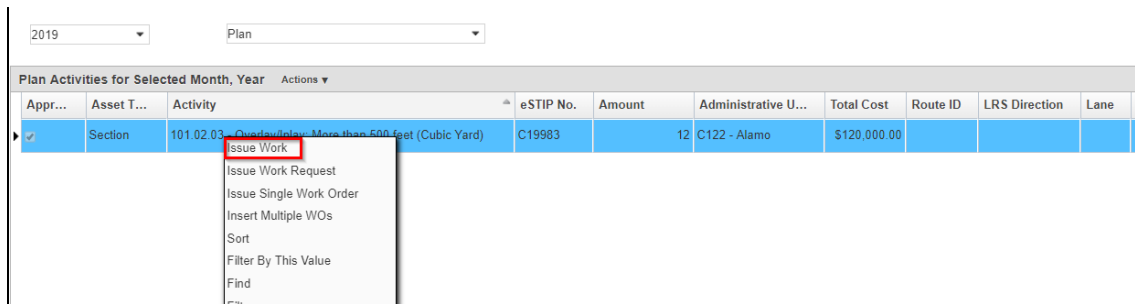
In addition to the work order pane, a work order can also be created from other sources in the application.

### 11.1 Create Work Order from Annual (Betterment) Work Plan

The annual work plan window provides user the ability of issuing work orders from any of the approved plans in the **Planned Activities** pane.

**Note:** Betterment plan is being referred to as Annual Work Plan in the AgileAssets system.

1. Open the following window: **Maintenance Manager > Operations > Work Order Sources > Annual Work Plan**
2. (If applicable) click the Year drop-down and select the correct year.
3. In the **Planned Activities for Selected Month, Year** (top) pane, click on the Planned Activity record that a work order is to be created for.
4. Next, right-click on the annual plan record that you want to create a work order against and choose **Issue Work**.



Appr...	Asset T...	Activity	eSTIP No.	Amount	Administrative U...	Total Cost	Route ID	LRS Direction	Lane
Section	101.02.03	Overlap: More than 500 feet (Cubic Yard)	C19983	12	C122 - Alamo	\$120,000.00			

**Note:** You can also, right-click and select **Insert**, to create a new Work Order in the work order pane.

5. **Project** is by default selected. You will see the list of maintenance projects available in the project drop down list. Select the project of interest.
6. After you have made the selection, click the **Next** button. **Asset Type** is now selected. You will see the list of asset types in the drop-down list. Select an asset type.
7. After you make the selection, click the **Next** button. **Activity** is now selected. You will see the list of activities in a drop-down list. Select an activity of interest.

**Note:** You can select **Inv. Elem**, if you know the specific **Inv. Elem ID**. If it is unknown, or you need to assign multiple **Inv. Elems**, then perform this task later, from the **Location/Asset** tab.

8. Once you make the selection, click the **OK** button to save the selection and close the pop-up window.
9. A new Work Order record is created in the **Work Orders** pane.

10. Enter data (numeric value) into the **Plan Amount** column.
11. Click on **Save** button to save the record.

### Work Order from Annual Work Plan Window

Maintenance Manager > Operations > Work Order Sources > Annual Work Plan Save Reload

2018 Plan

Plan Activities for Selected Month, Year									
Appr...	Asset T...	Activity	eSTIP No.	Amount	Administrative U...	Total Cost	Route ID	Direction	Lane
✓	Section	112.03.01 - Repair of Curb, Gutter, Sidewalk, Wheelchair Ra...	WA20160041		C270 - C. C. Mntc C...		CABELLA DR SOUTHBOUND TO IR80W INT42 (Washoe)	Both	All
✓	Section	112.03.01 - Repair of Curb, Gutter, Sidewalk, Wheelchair Ra...	WA20160041		C270 - C. C. Mntc C...		FRCH01 TO IR80E INT65 (Churchill)	Both	All
✓	Section	112.05.01 - Repair/Replace/Extend Reinforced Concrete Box...	WA20160041		C270 - C. C. Mntc C...		BROYLES RANCH RD TO IR80W INT231 (Lander)	Both	All

<<< 1 of 3 total rows >>>

Work Orders									Work Target							
Project Type	Budget ...	eSTIP No.	Responsible Crew	* Plan Amount	Start Date	Start Hour	Finish Date	End Ho	Route ID	Direction	Lane	Offset	BMP	EMP	Portion Worked	Asset Nam
0	Flexible Pa			2					CABELLA	Both	All		0	0.2	1	

<<< 1 of 1 total rows >>>

End Process\*\*\*

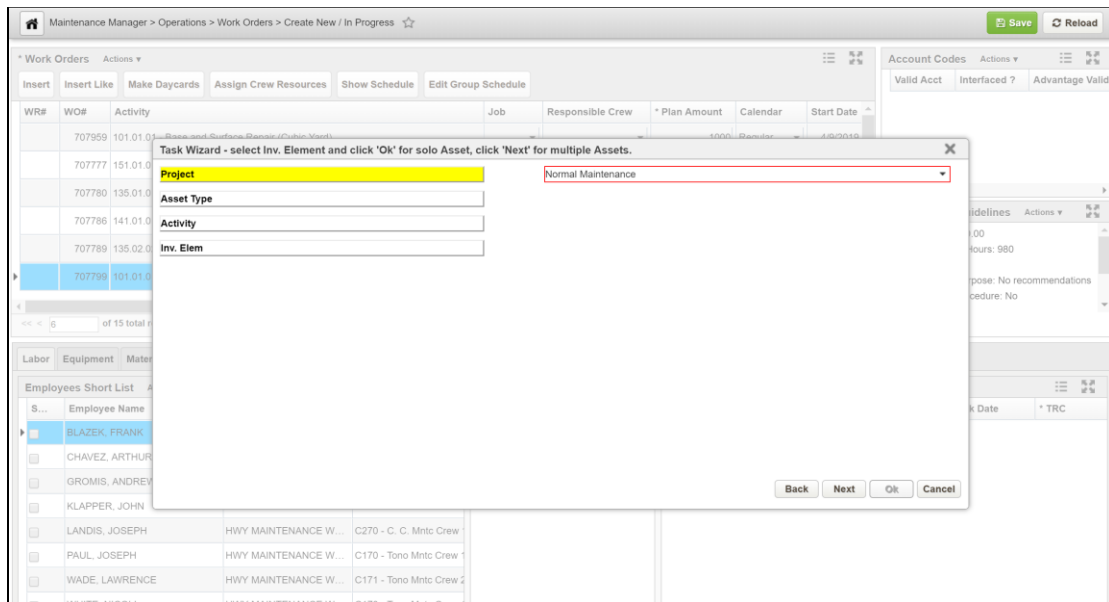
## 12 Material Stockpiles

A stockpile is where materials belonging to your administrative unit are stored. (warehouses, truck, route, etc.).

### 12.1 Material Hauling

The material hauling process is carried-out in the work orders window. This function allows you to haul materials from one location to another.

1. Open the following window: **Maintenance Manager > Operations > Work Orders > Create New / In Progress**
2. In the **Work Orders** (top) pane, right-click and select **Insert**, to create a new Work Order. As you perform this action, the **Task Wizard** pop-up window opens.



3. **Project** is by default selected. You will see the list of maintenance projects available in the project drop-down list. Select the correct project.
4. After you have made the selection, click the **Next** button. **Asset Type** is now selected. You will see the list of asset types in the drop-down list. Select the asset type of **Stock Piles**.
5. After you make the selection, click the **Next** button. **Activity** is now selected. You will see the list of activities in a drop-down list. Select the activity labeled **270.04.01 Haul Materials** (Man Hour).
6. Click the **OK** button to exit the pop-up window.

Task Wizard - select Inv. Element and click 'Ok' for solo Asset, click 'Next' for multiple Assets.

Project: Normal Maintenance

Asset Type: Stock Piles

Activity: 270.04.01 - Haul Materials (Man Hour)

Inv. Elem

Back Next Ok Cancel

- In the Work Order pane, scroll to the right then click the **Mix Target Stock ID** drop-down and choose the location where the haul is to be taken (e.g. C104-Tonopah).

**Note:** This is where the material is being hauled to.

new	Plan Amount	Calendar	Start Date	Finish Date	Comments	User Update	Date Update	Budget Category	eSTIP ...	Amount	Att.	So...	Mix Target Stock ID
	8	Regular	4/18/2019	4/18/2019		JOHND	4/18/2019	Stockpile Production Program				Day C.	
	24	Regular	4/23/2019	4/23/2019		KELSEY	4/23/2019	Traffic Services				Day C.	
	44	Regular	4/29/2019	4/29/2019		BILLW	4/30/2019	Administration				Day C.	
	5	Regular	5/1/2019	5/1/2019	Testing	KELSEY	5/1/2019					Mobile	
	2700	Regular	5/7/2019	5/7/2019		JOHND	5/8/2019	Flexible Pavement Program				Day C.	
	5	Regular	5/8/2019	5/8/2019		NYEKAN	5/8/2019	Misc. Concrete Repair				Day C.	
	2	Regular	5/9/2019	5/9/2019		NYEKAN	5/9/2019	Misc. Concrete Repair				Day C.	
	7	Regular	5/9/2019	5/9/2019		SHAFIUL	5/9/2019	Administration				Day C.	
	3	Regular	5/9/2019	5/9/2019		SHAFIUL	5/9/2019	Maintenance of District Facility				Day C.	
		Regular	5/19/2019	5/19/2019		NYEKAN	5/19/2019	Stockpile Production Program				Day C.	Salt and Sand (Cubic Yard) - #C104 - 450701 - Tonopah

- Enter numeric value into the **Plan Amount** column (e.g. 50).
- Click the **Labor** tab in the lower pane to access the Employee Shortlist.
- In the **Select column**, click the **Check-box** adjacent to the employee name that will be assigned to the work order for the hauling task.
- Click the **Equipment** tab in the lower pane to access the Equipment Shortlist.
- In the **Select column**, click the **Check-box** adjacent to the equipment that will be assigned to the work order for the hauling task.
- Click the **Material** tab in the lower pane to access the Material Shortlist.
- In the **Select column**, click the **Check-box** adjacent to the source material (e.g. salt and sand) that is being hauled to the stockpile.
- In the **Amount** column, put the amount of material being hauled.
- In the Work Order pane, highlight the work order record and click the **Make Daycards** button.
- Click OK to close the calendar.

**Note:** At this point, in the accomplishment pane, the system automatically inserts a row showing the amount being hauled, the date, and measurement unit (which is tied to the activity). Measurement unit should be updated to be linked to the material instead.

18. In the Equipment pane, click the **Operator** drop-down and select the right resource.
19. In the Work Order pane, right-click on the work order record and select **Approve All**. The system approves all the Daycards.

20. Open the following window: **Maintenance Manager > Operations > Work Orders > Complete**
21. The **Show Completed from** Calendar Icon displays the current date.

**Note:** The Date filter option allows a user to search for previous work orders by date.

22. In the **Work Orders** (top) pane, select the WO that you created in this exercise.
23. Click the **check-box** in the **Completed** column that corresponds to the selected WO.
24. Click on the **Save Data** button to save the record when finished.

The screenshot shows the 'Work Orders' interface. The top pane displays a table of work orders with columns: Completed, WO#, Project/Contract, Job, Asset Type, Activity, Start Date, Start Hour, Duration, Finish Date, End Hour, Calendar, Responsible Crew, Plan Am., Amount, Budget Category, Cost Summary, and Labor Cost. The first row is highlighted with a red border, showing WO# 79876, Project/Contract Normal Maintenance, Job Stock Files, Activity 270.04.01 - Haul Materials (Man Hour), Start Date 5/19/2019, and Amount 50. Below the table is a 'Detail' pane for 'Costs and Accomplishments' with columns: Description, MIN DATE WORK, MAX DATE WORK, NOT APPROVED, Total Cost, Quantity, and Person Hour Used. The first row shows 'Labor Day Cards' with a total cost of \$199.96 and a quantity of 5.

25. To see if the material got updated, open the following window: **Resources > Materials > Material Management**.
26. In the **Admin. Units** pane, check the box adjacent to administrative unit that the material was hauled to.
27. In the **Material Class Code** pane, check the box adjacent to the material that was hauled.
28. Click the **Reload** button to refresh the pane.
29. In the **Transaction** pane, you should now see the mixing transaction.

The screenshot shows the 'Material Management' interface. It has three main panes: 'Admin. Units', 'Stock List', and 'Transactions'. The 'Admin. Units' pane shows a list of administrative units, with 'C104 - Tono Admin (w Maintenance Yard)' checked. The 'Stock List' pane shows a table with columns: Buy, Administrative Unit, Material Master Code, Current QTY, Capacity, Stockpile?, and Measurement Unit. The first row shows 'C270 - C. C. Mntc Crew 1' with a current quantity of 2764.8. The 'Transactions' pane shows a table with columns: Material Trans ID, Accepted, Full, Transaction Type, Direction, Administrative..., Material Master C..., Ro..., and LRS Direct. The first row shows a transaction ID of 2694, which is checked in the 'Accepted' and 'Full' columns, with a transaction type of 'Mix' and a direction of 'Internal'.

End Process\*\*\*

## 12.2 Purchase/Receive Material

This function allows you to buy materials.

1. Open the following window: **Resources > Materials > Material Management**
2. In the **Stock List** pane, locate the stockpile of interest.
3. Right-click the record showing the stockpile and select **Purchase**. The system creates a transfer record in the Transactions pane.

The screenshot shows the 'Material Management' window with the 'Stock List' pane selected. A context menu is open over the first row of the Stock List table, with 'Purchase' highlighted. The Stock List table has the following data:

Buy	Administrative Unit	Material Master Code	Current QTY	Capacity	Stockpile?	Measurement Unit	Mat. Class Code
<input checked="" type="checkbox"/>	C122 - Alamo	Sand (Ton )				TON - Ton	Sand
<input type="checkbox"/>	C122 - Alamo	Sand (Ton )				TON - Ton	Sand

The Transactions pane below is empty, showing only the headers: LRS Direction, Lane, BMP, EMP, Asset Name, Quantity, Measurement Unit, Unit Cost, Ext PO ID, and Ext PO Line ID.

4. In the new transfer record that is in the Transactions pane, click in the **Quantity** column and enter the amount of material being transferred.
5. Enter the unit cost for selected material into the **Unit Cost** column.

The screenshot shows the 'Material Management' window with the 'Transactions' pane selected. A new record has been added to the Transactions table. The Stock List pane now shows two rows:

Buy	Administrative Unit	Material Master Code	Current QTY	Capacity	Stockpile?	Measurement Unit	Mat. Class Code	Asset Name	Threshold to purchase	Inspect
<input checked="" type="checkbox"/>	C122 - Alamo	Sand (Ton )	500	8769	<input checked="" type="checkbox"/>	TON - Ton	Sand			10%
<input type="checkbox"/>	C122 - Alamo	Sand (Ton )	500	1000	<input type="checkbox"/>	TON - Ton	Sand			10%

The Transactions table now has one record:

Buy	Material Master Code	RPL	LRS Direction	Lane	BMP	EMP	Asset Name	Quantity	Measurement Unit	Unit Cost	Ext PO ID	Ext PO Line ID	Comments
<input checked="" type="checkbox"/>	Sand (Ton )		RPL	Both	All	0	0.068	500	DN - Ton	\$0.00			
<input checked="" type="checkbox"/>	Sand (Ton )							400	CH - Ton	\$5.00			

- (When the stock item arrives) click the check box shown in the **Accepted** column. (This also selects the Fulfilled check box).

- When finished, click the **Save** button to save the record.
- Click the Reload button to refresh the page. The stock current quantity is updated displaying the new quantity.

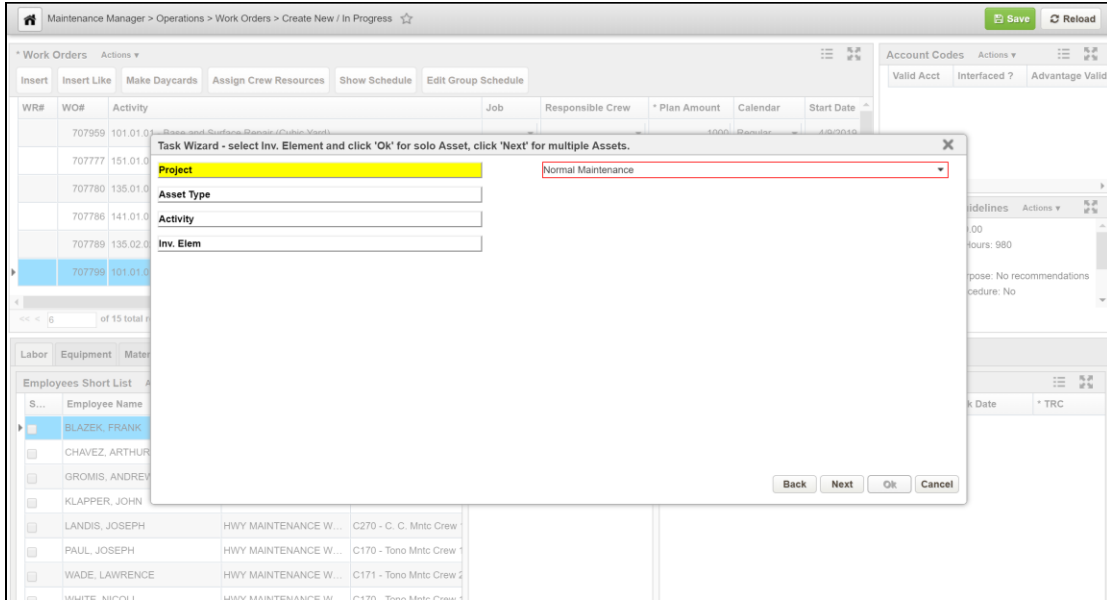
End Process\*\*\*

## 12.3 (Material) Mixing Activity

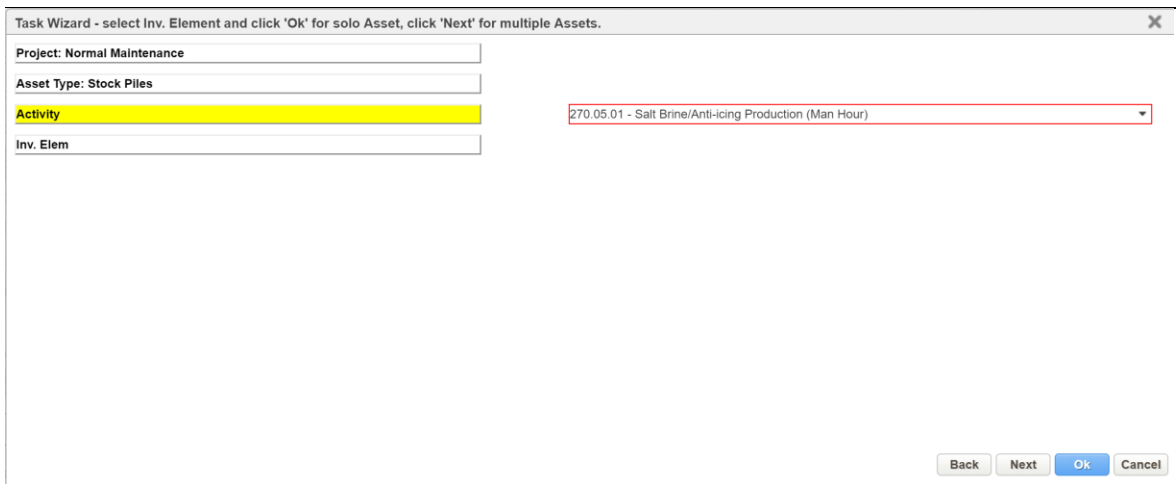
Mixing activities require combining existing raw materials to make new materials. The tasks are performed using the process for creating work orders

- Open the following window: **Maintenance Manager > Operations > Work Orders > Create New / In Progress**
- In the **Work Orders** (top) pane, right-click and select **Insert**, to create a new Work Order. As you perform this action, the **Task Wizard** pop-up window opens.





3. **Project** is by default selected. You will see the list of maintenance projects available in the project drop-down list. Select project labeled **Normal Maintenance**.
4. After you have made the selection, click the **Next** button. **Asset Type** is now selected. You will see the list of asset types in the drop-down list. Select the asset type of **Stock Piles**.
5. After you make the selection, click the **Next** button. **Activity** is now selected. You will see the list of activities in a drop-down list. Select the activity labeled **270.05.01 Mix Salt Brine (Man Hour)**.
6. Click the **OK** button to exit the pop-up window.



7. In the Work Order pane, scroll to the right then click the **Mix Target Stock ID** drop-down and choose the mixing activity (e.g. Salt Brine) associated with your admin. unit.

**Note:** Mixing activity is performed using material within your admin unit.

User Update	Date Update	Budget Category	eSTIP ...	Amount	Att.	So...	Mix Target Stock ID	Cost Summary
NYEKAN	5/12/2019	Stockpile Production Program				Day C...	Salt Brine (Gallon) - #C104 - 450901- Tonopah	

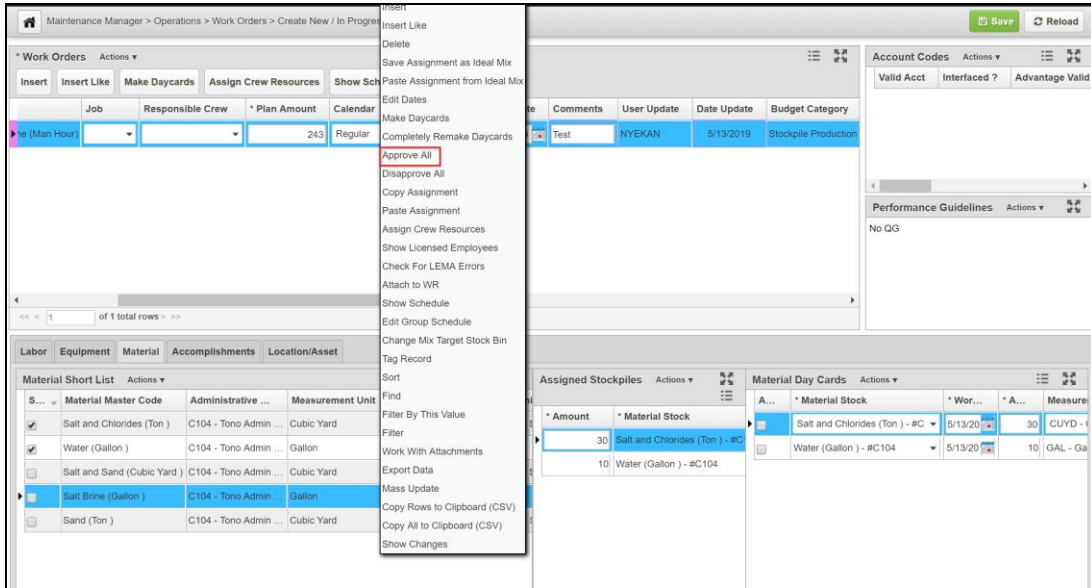
8. Put the right amount into the **Plan Amount** column (e.g. 243).
  9. Click the **Labor** tab in the lower pane to access the Employee Shortlist.
  10. In the **Select column**, click the **Check-box** adjacent to the employee names that will be assigned to do the mixing activity.
  11. Click the **Equipment** tab in the lower pane to access the Equipment Shortlist.
  12. In the **Select column**, click the **Check-box** adjacent to the equipment that will be use the mixing activity.
  13. Click the **Material** tab in the lower pane to access the Material Shortlist.
  14. In the **Select column**, click the **Check-box** adjacent to the materials (salt & Chlorides, and water) that will be used for the mixing activity.
  15. In the **Amount** column for water, input the right amount (e.g.10).
- Note:** In the Accomplishment pane, the (accomplishment) amount should equal the water amount (e.g.10), and the measurement unit should also be changed to gallon.
16. In the **Amount** column for Salt & Chlorides, input the right amount (e.g.30).

Job	Responsible Crew	Plan Amount	Calendar	Start Date	Finish Date	Comments	User Update	Date Update	Budget Category
		243	Regular	5/13/2019	5/13/2019	Test	NYEKAN	5/13/2019	Stockpile Production Program

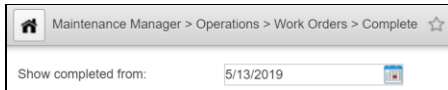
  

S...	Material Master Code	Administrative ...	Measurement Unit	Current ...	Capacity	Unit	* Amount	* Material Stock
<input checked="" type="checkbox"/>	Salt and Chlorides (Ton)	C104 - Tono Admin ...	Cubic Yard	265.38	1000		30	Salt and Chlorides (Ton) - #C
<input checked="" type="checkbox"/>	Water (Gallon)	C104 - Tono Admin ...	Gallon	1000	1000		10	Water (Gallon) - #C104
<input type="checkbox"/>	Salt and Sand (Cubic Yard)	C104 - Tono Admin ...	Cubic Yard	5795.63	1000			
<input checked="" type="checkbox"/>	Salt Brine (Gallon)	C104 - Tono Admin ...	Gallon	28561	1000			
<input type="checkbox"/>	Sand (Ton)	C104 - Tono Admin ...	Cubic Yard	82311.22	1000			

17. Right-click on the work order record (in the work orders pane) and select **Make Daycards**.
18. Click OK to close the calendar.
19. In the Work Order pane, right-click on the work order record and select **Approve All**. The system approves all the Daycards.

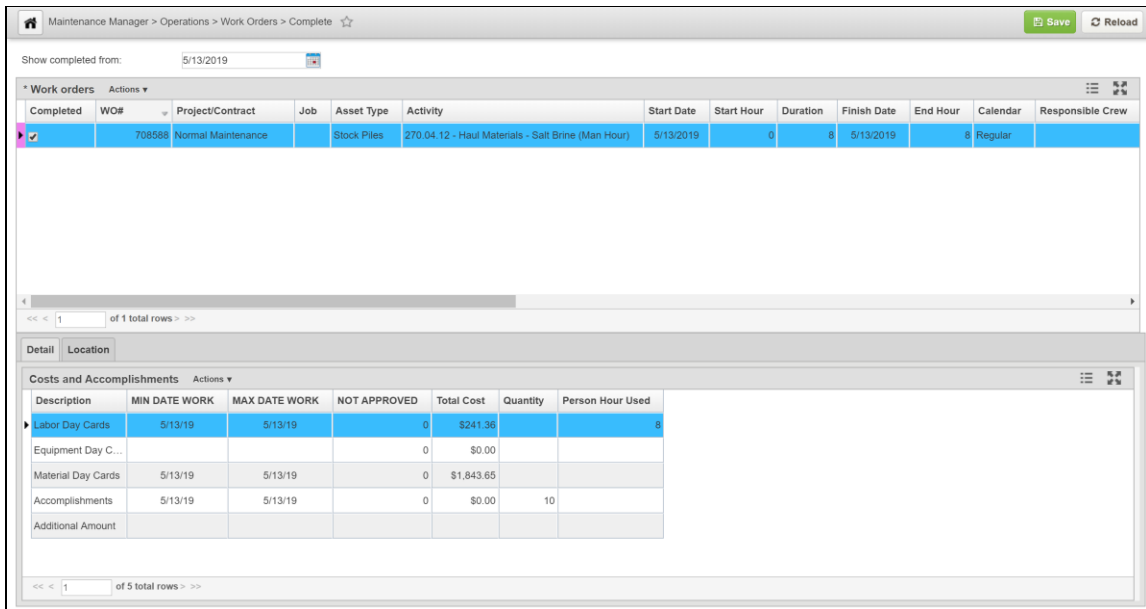


20. Open the following window: **Maintenance Manager > Operations > Work Orders > Complete**
21. The **Show Completed from** Calendar Icon displays the current date.



- Note:** The Date filter option allows a user to search for previous work orders by date.
22. In the **Work Orders** (top) pane, select the WO that you created in this exercise.
  23. Click the **check-box** in the **Completed** column that corresponds to the selected WO.

24. Click on the **Save** button to save the record when finished.



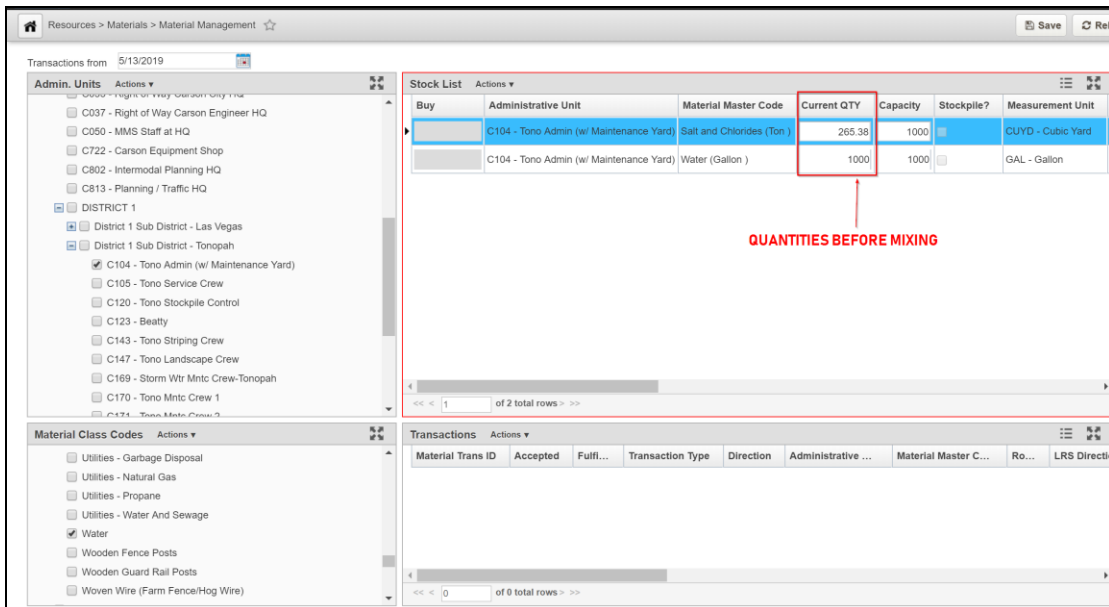
25. To see if the material got updated, open the following window: **Resources > Materials > Material Management**.

26. In the **Admin. Units** pane, check the box adjacent to administrative unit in which the materials mixing occurred.

27. In the **Material Class Code** pane, check the box adjacent to the materials that were used.

28. Click the **Reload** button to refresh the pane.

29. In the **Stock List** pane, you should now see that the quantity got updated in the Current QTY column.



Resources > Materials > Material Management ☆ Save Relo

Transactions from 5/13/2019

**Admin. Units** Actions

- C037 - Right of Way Carson Engineer HQ
- C050 - MMS Staff at HQ
- C722 - Carson Equipment Shop
- C802 - Intermodal Planning HQ
- C813 - Planning / Traffic HQ
- DISTRICT 1
  - District 1 Sub District - Las Vegas
  - District 1 Sub District - Tonopah
  - C104 - Tono Admin (w/ Maintenance Yard)
  - C105 - Tono Service Crew
  - C120 - Tono Stockpile Control
  - C123 - Beatty
  - C143 - Tono Striping Crew
  - C147 - Tono Landscape Crew
  - C169 - Storm Wtr Mntc Crew-Tonopah
  - C170 - Tono Mntc Crew 1
  - C171 - Tono Mntc Crew 2

**Stock List** Actions

Buy	Administrative Unit	Material Master Code	Current QTY	Capacity	Stockpile?	Measurement Unit
<input checked="" type="checkbox"/>	C104 - Tono Admin (w/ Maintenance Yard)	Salt and Chlorides (Ton)	235.38	1000	<input checked="" type="checkbox"/>	CUYD - Cubic Yard
<input type="checkbox"/>	C104 - Tono Admin (w/ Maintenance Yard)	Water (Gallon )	990	1000	<input type="checkbox"/>	GAL - Gallon

↑  
QUANTITIES AFTER MIXING

**Material Class Codes** Actions

- Utilities - Garbage Disposal
- Utilities - Natural Gas
- Utilities - Propane
- Utilities - Water And Sewage
- Water
- Wooden Fence Posts
- Wooden Guard Rail Posts
- Woven Wire (Farm Fence/Hog Wire)

**Transactions** Actions

Material Trans ID	Accepted	Fufl...	Transaction Type	Direction	Administrative ...	Material Master C...	Ro...	LRS Directio
0 of 0 total rows								

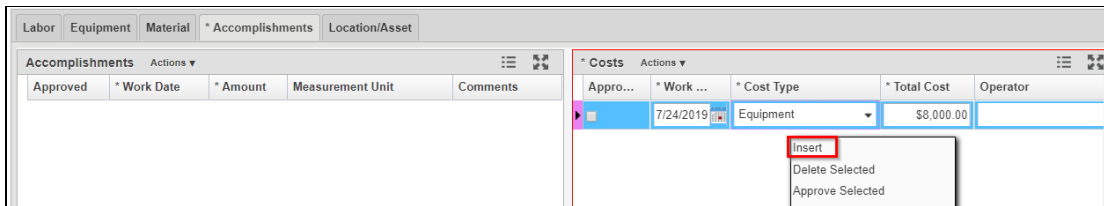
End Process\*\*\*

## 13 Accomplishment/Cost tab

The Cost pane under the Accomplishments tab, deals with day cards associated with activity costs and direct costs.

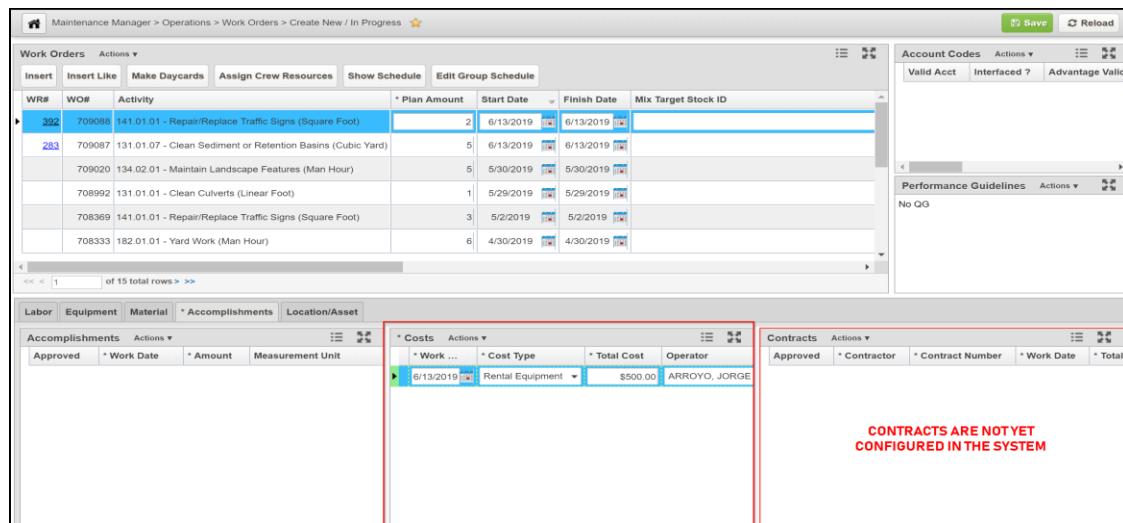
### 13.1 Equipment Rental

1. Assign Equipment Rental Cost to WO: In the **Work Orders** (top) pane, select the WO that you created in 9.1
2. Click on the **Accomplishments** tab (in the bottom pane) to access the accomplishment pane.
3. Right-click in the **Cost** pane and select **Insert**.



4. Click the **Work Date Calendar icon** and select the date that is on the work order.
5. Click the **Cost Type** drop-down and select the **Rental Equipment**.
6. In the **Total Cost** field, input the dollar amount for the equipment.
7. Click the Operator drop-down and select the right resource.
8. Add your comments in the **Comments** field (if applicable).
9. Click the **Save** button to save the data.

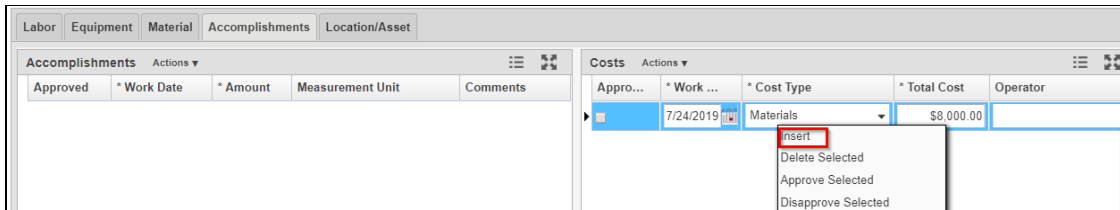
### Equipment Rental Cost to a Work Order



End Process\*\*\*

## 13.2 Misc. Cost

1. Assign Misc. Cost to WO: In the **Work Orders** (top) pane, select the WO that you created in 9.1
2. Click on the **Accomplishments** tab (in the bottom pane) to access the accomplishment pane.
3. Right-click in the **Cost** pane and select **Insert**.



4. Click the **Work Date Calendar icon** and select the date that is on the work order.
5. Click the **Cost Type drop-down** and select the **Materials**.
6. Click the Operator drop-down and select the right resource (if applicable).
7. Add your comments in the **Comments** field (if applicable).
8. Click the **Save** button to save the data.

### Misc. Cost to a Work Order

The screenshot shows the 'Maintenance Manager > Operations > Work Orders > Create New / In Progress' interface. The top pane displays a list of work orders with columns for WR#, WO#, Activity, Plan Amount, Start Date, Finish Date, and Mix Target Stock ID. The bottom pane shows the 'Accomplishments' tab with a 'Costs' sub-pane. The 'Costs' pane has a table with columns for Work Date, Cost Type, Total Cost, and Operator. A red box highlights the 'Costs' pane, and a red text box indicates 'CONTRACTS ARE NOT YET CONFIGURED IN THE SYSTEM'.

WR#	WO#	Activity	Plan Amount	Start Date	Finish Date	Mix Target Stock ID
392	709088	141.01.01 - Repair/Replace Traffic Signs (Square Foot)	2	6/13/2019	6/13/2019	
263	709087	131.01.07 - Clean Sediment or Retention Basins (Cubic Yard)	5	6/13/2019	6/13/2019	
	709020	134.02.01 - Maintain Landscape Features (Man Hour)	5	5/30/2019	5/30/2019	
	708992	131.01.01 - Clean Culverts (Linear Foot)	1	5/29/2019	5/29/2019	
	708369	141.01.01 - Repair/Replace Traffic Signs (Square Foot)	3	5/2/2019	5/2/2019	
	708333	182.01.01 - Yard Work (Man Hour)	6	4/30/2019	4/30/2019	

Work Date	Cost Type	Total Cost	Operator
6/13/2019	Materials	\$25.00	BARAJAS, CESAR

CONTRACTS ARE NOT YET CONFIGURED IN THE SYSTEM

End Process\*\*\*

## 14 Assigning Resources (Day Cards)

The Work Orders window allows you to assign labor, equipment, and material to work orders. It also allows you to create Day Cards for the assigned resources.

### 14.1 Assign Labor to Work Order

This function allows you to assign a crew member or members to the work order.

1. **Assign Labor to WO:** In the **Work Orders** (top left) pane, left-click on the WO that you created in 9.1 to select it.
2. Click the **Labor** tab in the lower pane to access the Employee Shortlist.
3. In the **Select column**, click the **Check-box** adjacent to the employee name that will be assigned to the work order. The system loads the selected employee in the **Assigned Employees** pane.
4. Repeat above step for all remaining employees to be assigned.
5. Click the **Save** button to save the data.

#### Labor Resource(s) Assigned to Work Order

End Process\*\*\*



## 14.2 Assign Equipment to Work Order

This function allows you to assign equipment to the work order.

1. Assign Equipment to WO: In the **Work Orders** (top left) pane, select the WO that you created in 9.1
2. Click on the **Equipment** tab (bottom left pane) to access the equipment shortlist.
3. In the **Select column**, click the **Check-box** adjacent to the equipment that is to be used against the work order. The system loads the selected equipment in the **Assigned Equipment** pane.
4. Repeat above step for all remaining equipment to be assigned.
5. Click the **Save** button to save the data.

### Equipment Assign to a Work Order

The screenshot displays the AgileAssets software interface. The top pane shows a list of Work Orders with columns for Job, Responsible Crew, Calendar, Plan Amount, Start Date, Finish Date, Start Hour, End Hour, Duration, Comments, and User Update. The bottom pane shows the 'Equipment' tab with an 'Equipment Short List' and an 'Assigned Equipment' pane. The 'Assigned Equipment' pane is highlighted with a red box.

End Process\*\*\*

**Note:** Rental equipment is processed in the (other) **Cost** pane found under the **Accomplishment** tab.

## 14.3 Assign Material to a Work Order

This function allows you to assign material to the work order.

1. Assign Material to WO: In the **Work Orders** (top left) pane, select the WO that you created in 9.1
2. Click on the **Material** tab (bottom left pane) to access the material shortlist.
3. In the **Select column**, click the **Check-box** adjacent to the material that is to be used against the work order. The system loads the selected material in the **Assigned Stockpiles** pane.
4. In the Amount Column, insert the material quantity to be use against the work order.
5. Repeat above step for all remaining materials to be assigned.
6. Click the **Save** button to save the data.

### Assign Material(s) to a Work Order

End Process\*\*\*

## 15 Recording Time and Work Accomplishments

After a work order is created and the resources to complete the work order are assigned, you can create day cards.

### 15.1 Make Labor, Equipment, Material Day Cards for a Work Order

**Note:** A Day Card-work date cannot be modified when resources are already assigned. Based on the business rule, a work date should first be updated prior to assigning resources.

1. In the **Work Orders** pane, click on the work order record of interest and select the **Make Day cards** button.
2. The system displays a **Make Day cards from** pop-up window.
3. Review the **Start Date** and **End Date** and then click **OK** when done.
4. The system automatically creates Day Cards for the appropriate resources that were assigned to the work order.
5. If an equipment day card was created, click on the **Equipment** tab (bottom left pane) to access the equipment shortlist again.
6. Click the **Operator** drop-down and select the right operator.
7. In the **Total Hours** column, insert the hours that the equipment was used.
8. Click the **Save** button to save the record.

## Make Day Card for a Work Order

The screenshot displays the AgileAssets software interface. In the top left, the 'Work Orders' table is shown with a context menu open over the 'Make Daycards' option. The menu includes options like 'Insert', 'Delete', 'Edit Dates', 'Make Daycards', 'Completely Remake Daycards', 'Approve All', 'Disapprove All', 'Copy Assignment', 'Paste Assignment', 'Assign Crew Resources', 'Show Licensed Employees', 'Check For LEMA Errors', 'Attach to WR', 'Show Schedule', 'Edit Group Schedule', 'Change Mix Target Stock Bin', and 'Tag Record'. Below the 'Work Orders' table, the 'Labor' tab is selected, showing an 'Employees Short List' table with columns for 'S...', 'Employee Name', and 'Labor C...'. The list includes employees like BLAZEK, FRANK; CHAVEZ, ARTHUR; GROMIS, ANDREW; KLAPPER, JOHN; LANDIS, JOSEPH; PAUL, JOSEPH; WADE, LAWRENCE; and WHITE, NICOLI. To the right, the 'Assigned Employees' table shows three employees: BLAZEK, FRANK; CHAVEZ, ARTHUR; and GROMIS, ANDREW. Below that, the 'Employee Day Cards' table is visible with columns for 'Appr...', 'Employee', 'Work Date', and 'TRC'. The 'Account Codes' table is also visible on the right side of the interface.

End Process\*\*\*

## 15.2 Editing Day Card

A Day Card can be edited in both the **Work Orders** and the **Daily Log** window once not in an approve status. For equipment day card, the Operator or Total Hrs. can be modified. For labor day card, the TRC code or Total Hrs. can be modified. For material day card, the Amount can be modified.

**Note:** A Day Card-work date cannot be modified when resources are already assigned. Based on the business rule, a work date should first be updated prior to assigning resources.

### Edit Day Card in Work Order window

1. In the **Work Orders** (top left) pane, left-click on the WO that you created in 9.1 to select it.
2. Click the **Labor** tab in the lower pane to access the Employee Day Card.

- For this example, change the **TRC code** from “REG - Base Pay” to “Overtime Pay” and the **Total Hrs.** from “8” to “3”.

Employee	Work Date	TRC	Total Hrs
ABBINANTI, JIM	5/29/2019	Overtime Pay	3
DAMS, CHRISTOPHER	5/29/2019	01. REG - Base Pay	8

- Click the **Save** button to save the record.

End Process\*\*\*

### Edit Day Card in Daily Log window

- Open the Daily Log window: **Maintenance Manager > Operations > Daily Log**
- Click the **Effective Date Calendar Icon** and select the date of which you would like to review related work orders. As you perform this action, the Work Orders pane will show the WO in the selected Effective Date range.

**Note:** The Daily Log window when opened, will always default to the current date.

- Click on the **Equipment** tab to see details related to the equipment used.
- In this example, change the **Hours** from “8” to “2”.

Equipment #	Equipment Category	Hours	MIs	Hours Shown	Total MIs	Other Hours
1014	AERIAL LIFT TRUCK	70892	70892	0	0	0
0256	TANDEM AXLE DUMP TRUCK			0	0	0
0800	LOADER FRONT END			0	0	0
0013	1/2 TON PICKUP TRUCK			0	0	0
0019	4 DOOR SEDAN			2	0	0
0026	4 DOOR SEDAN			0	0	0

- Click the **Save** button to save the record.

End Process\*\*\*

## 15.3 Approve Day Cards for Work Order

Day Card types (Labor, Equipment, Material, Accomplishments) can all be approved at once using the **Approve All** right-click menu option on the work order record in the **Work Orders pane**, or by approving each Day Card individually.

WR#	WO#	Activity	* Plan Amount	Start Date	Finish Date
710830	131.01.08	Inspect Drainage Facilities (Each)	8000	7/29/2019	7/29/2019
710824	135.01.05	Inspect/Repair/Install Tortoise Fence (Ma	9000	7/26/2019	7/27/2019
710829	101.01.01	Base and Surface Repair (Cubic Yard)	5	7/26/2019	7/26/2019
710822	135.01.02	Repair/Install Chain Link, Snow Fence ar	4000	7/25/2019	7/30/2019
710823	101.07.01	Crack Filling (Pound)	8000	7/25/2019	7/27/2019
710821	141.01.01	Repair/Replace Traffic Signs (Square Fo	90	7/24/2019	7/24/2019
710819	141.01.01	Repair/Replace Traffic Signs (Square Fo	9	7/23/2019	7/23/2019
710820	101.01.01	Base and Surface Repair (Cubic Yard)	90	7/23/2019	7/23/2019

**Note:** Approved Day Cards (Labor, Equipment, Material, Accomplishments) can also be disapproved using either methods; Uncheck the “**Approved**” check-box for the record that was previously approved and save or use the right-click menu option on the work order record in the **Work Orders pane** and select **Disapprove All**.

### Approve Employee Day Cards:

1. In the **Work Orders** (left) pane, select the WO that you created in 9.1
2. Click on the **Labor** tab to access the employee day card pane.
3. In the **Employee Day Cards** pane, click the “**Approved**” check-box adjacent to the record(s) to be approved.
4. Click the **Save** button to save your transaction.

### Approved Employee Day Cards

WR#	WO#	Activity	Job	Responsible Crew	Calendar	* Plan Amount	Start Date	Finish Date	Start Hour	End Hour	Duration	Comments	User
707148	135.01.01	Repair/Install Barbed Wire, Woven Wire Fences and Gates (Line		Regular		2	2/22/2019	2/22/2019	0	8	8		NYEK
707039	101.01.01	Base and Surface Repair (Cubic Yard)		Regular		2	2/3/2019	2/3/2019	0	0	0		NCUM
707040	101.01.01	Base and Surface Repair (Cubic Yard)		Regular		2.5	2/3/2019	2/3/2019	0	0	0		NCUM
707045	141.01.01	Repair/Replace Traffic Signs (Square Foot)		Regular		2	2/6/2019	2/6/2019	0	8	8		NYEK
706651	141.01.01	Blade Shoulders (Lane Mile)		Regular		10	10/26/2018	10/26/2018	0	8	8		KELBE
706738	135.01.01	Repair/Install Barbed Wire, Woven Wire Fences and Gates (Line		Regular		2	11/5/2018	11/5/2018	0	8	8		AUTO
707042	141.01.01	Repair/Replace Traffic Signs (Square Foot)		Regular		2.0	2/5/2019	2/5/2019	0	4	0		NYEK
707158	9008	Training (Each)		Regular		8	2/26/2019	2/26/2019	0	8	8		NYEK

Employee Name	Labor Class Code	Administrative Unit	Hours per day	Employee	Approved	Employee	Work Date	* TRC	* Total Hrs	Total Cost
COLONIA, DOMINICK	HWY MAINTENANCE W.	C279 - C. C. Mtc Crew 1	24	COLONIA, DOMINICK	<input checked="" type="checkbox"/>	COLONIA, DOMINICK	2/5/2019	01 REG - Base Pay	4	
LANDIS, JOSEPH	HWY MAINTENANCE W.	C279 - C. C. Mtc Crew 1	24	LANDIS, JOSEPH	<input checked="" type="checkbox"/>	LANDIS, JOSEPH	2/5/2019	01 REG - Base Pa	4	

End Process\*\*\*

### Approve Equipment Day Cards:

1. In the **Work Orders** (left) pane, select the WO that you created in 9.1
2. Click on the **Equipment** tab to access the equipment day card pane.
3. In the **Equipment Day Cards** pane, click the “**Approved**” check-box adjacent to the record(s) to be approved.
4. Click the **Save** button to save your transaction.

### Approved Equipment Day Cards

The screenshot displays the Agile Assets software interface. The top navigation bar shows 'Maintenance Manager > Operations > Work Orders > Create New / In Progress'. The main interface is divided into several panes:

- Work Orders:** A table listing work orders with columns for WOF#, Activity, Job, Responsible Crew, Calendar, Plan Amount, Start Date, Finish Date, Start Hour, End Hour, Duration, Comments, and User. The selected work order is 797343, '141.01.01 - Repair/Replace Traffic Signs (Square Foot)', with a plan amount of 2.5 and start/finish dates of 2/25/2019 and 3/5/2019.
- Equipment:** A table listing equipment with columns for Equipment #, Equipment Category, Equipment #, Assigned Admin Unit, Meter #, MAKE, and Equip... The selected equipment is 1140, 'TRAILER MOUNTED AIR COM', assigned to 'C270 - C. C. Mtc Crew 1'.
- Approved Equipment Day Cards:** A table listing approved equipment day cards with columns for Approved, Equipment #, \*Wor..., Operator, \*Total Hrs, and Mileage. The selected record is for equipment 140, work order 25201, operator LATRAONA, JOSEPH, with 2 total hours and 100 miles.

End Process\*\*\*

### Approve Material Day Cards:

1. In the **Work Orders** (left) pane, select the WO that you created in 9.1
2. Click on the **Material** tab to access the material day card pane.
3. In the **Material Day Cards** pane, click the **“Approved”** check-box adjacent to the record(s) to be approved.
4. Click the **Save** button to save your transaction.

### Approved Material Day Cards

The screenshot displays the Agile Assets software interface. The top pane shows a list of Work Orders (WOs) with columns for WO#, Activity, Job, Responsible Crew, Calendar, Plan Amount, Start Date, Finish Date, Start Hour, End Hour, Duration, Comments, and User. The bottom pane shows the 'Material Day Cards' section, which is divided into 'Material' and 'Material Day Cards' tabs. The 'Material Day Cards' tab is active, showing a table with columns for 'Approved', 'Material Stock', 'Work Date', and 'Measurement'. A red box highlights the 'Approved' checkbox, which is checked for a record. The record details are: 'Bagged Concrete Mix (Sack) - #C270', '2/5/2019', and 'SACK - Sack'.

End Process\*\*\*



## Approve Accomplishments Day Cards:

1. In the **Work Orders** (left) pane, select the WO that you created in 9.1
2. Click on the **Accomplishment** tab to access the accomplishments day cards pane.
3. In the **Accomplishments** pane, click the **“Approved”** check-box adjacent to the record(s) to be approved.
4. In the **Cost** pane, click the **“Approved”** check-box adjacent to the record(s) to be approved.
5. Click the **Save** button to save your transaction.

## Approved Accomplishment Day Cards

The screenshot displays the Agile Assets software interface. The top pane shows a list of work orders with columns for WSR#, WO#, Activity, Job, Responsible Crew, Calendar, Plan Amount, Start Date, Finish Date, Start Hour, End Hour, Duration, Comments, and User. The bottom pane is divided into three sections: 'Material', 'Assigned Stockpiles', and 'Material Day Cards'. The 'Assigned Stockpiles' section shows a list of stockpiles with columns for Amount, Material Stock, Approved, Material Stock, Work Date, and Measurement. The 'Approved' checkbox in the 'Assigned Stockpiles' section is highlighted with a red box.

End Process\*\*\*

## 16 Complete a Work Order

### 16.1 Completing a Work Order

The Completion window displays work order (WO) information such as location, amounts, and actual charges from Day Cards for WOs that are either active or completed on or after the date entered in the date field at the top of the window.

1. Open the following window: **Maintenance Manager > Operations > Work Orders > Complete**

2. Click the **Show Completed from** Calendar Icon and choose the appropriate date.

**Note:** The Date filter option allows a user to search for previous work orders by date.

3. Click the **Reload** button to refresh the page.

4. In the **Work Orders** (top) pane, select the WO that you created in previous exercise.

5. Click the **check-box** in the **Completed** column that corresponds to the selected WO.

**Note:** If there are any 'unapproved' Day Cards, the system will prompt you to approve the Day Cards prior to Completing the work order.

6. Click on the **Save Data** button to save the record when finished.

### Complete Work Order

The screenshot shows the 'Complete Work Order' window in the Maintenance Manager software. The window title is 'Maintenance Manager > Operations > Work Orders > Complete'. At the top, there is a 'Show completed from' field set to '2/28/2019'. Below this is a table of work orders. The row for WO# 707949 is selected and highlighted in blue. The 'Completed' checkbox for this row is checked. Below the table, there is a 'Detail Location' section showing a table of costs and accomplishments.

Completed	WO#	Project/Contract	Job	Asset Type	Activity	Start Date	Start Hour	Duration	Finish Date	End Hour	Calendar	Responsible Crew	Plan Am...	Amount	Budget Category	Cost Summary	Labor Cost	Equipment
<input type="checkbox"/>	706651	Normal Maintenance	Section	131.07.01 - Blade Shoulders (Lane Mile)		10/29/2018	0	8	10/29/2018	8	Regular		10		Roadside Mainte...	Yes		
<input type="checkbox"/>	706728	Accident	Fences	135.01.01 - Repair/Instal Barbed Wire, Woven W...		11/5/2018	0	8	11/5/2018	8	Regular		2		Maintenance of F...	Yes		
<input type="checkbox"/>	707839	Accident	Section	101.01.01 - Base and Surface Repair (Cubic Yard)		2/3/2019	0	0	2/3/2019	0	Regular		2		Flexible Pavemer...	No		
<input type="checkbox"/>	707940	Accident	Section	101.01.01 - Base and Surface Repair (Cubic Yard)		2/3/2019	0	0	2/3/2019	0	Regular		2.5		Flexible Pavemer...	No		
<input checked="" type="checkbox"/>	707949	Accident	Signs	141.01.01 - Repair/Replace Traffic Signs (Square)		2/9/2018	8	8	2/9/2018	8	Regular		2.5	250	Traffic Services	Yes	\$138.20	
<input type="checkbox"/>	707945	Normal Maintenance	Signs	141.01.01 - Repair/Replace Traffic Signs (Square)		2/9/2019	0	8	2/9/2019	8	Regular		2		Traffic Services	No		
<input type="checkbox"/>	707148	Accident	Fences	135.01.01 - Repair/Instal Barbed Wire, Woven W...		2/22/2019	0	8	2/22/2019	8	Regular		2		Maintenance of F...	No		
<input type="checkbox"/>	707158	Non 9190	Non MMIS Task	9908 - Training (Each)		2/26/2019	0	8	2/26/2019	8	Regular		8		Administration	No		

Below the table, there is a 'Detail Location' section showing a table of costs and accomplishments.

Description	MIN DATE WORK	MAX DATE WORK	NOT APPROVED	Total Cost	Quantity	Person Hour Used
Labor Day Cards	2/5/19	2/5/19	8	\$138.20		8
Equipment Day C...	2/5/19	2/5/19	0	\$18.60		
Material Day Cards	2/5/19	2/5/19	0	\$0.00		
Accomplishments	2/5/19	2/5/19	0	\$0.00	250	
Additional Amount						
Other Direct Costs	2/5/19	2/5/19	0	\$200.00		

End Process\*\*\*

## 16.2 Re-opening a Work Order

**Note:** Once a work order (WO) has been completed, it will no longer be visible in any of the other windows after the date it was closed. If necessary, you can re-open a closed WO as long as you know the date it was closed.

1. In the **Work Orders** (top) click the **Show Completed from** Calendar icon and select the date that the work order was closed.
2. Click the Reload icon to refresh the page
3. In the **Work Orders** (top) pane, select the WO that you closed.
4. Uncheck the **check-box** in the **Completed** column that corresponds to the selected WO.
7. Click on the **Save Data** button to save the record when finished.
8. The Work Order will now show up in the **Create New/ In Progress** window.

### Reopen a Work Order

The screenshot shows the AgileAssets software interface. At the top, there is a navigation bar with 'Maintenance Manager > Operators > Work Orders > Complete'. Below this is a 'Show completed from:' field with a calendar icon, which is highlighted with a red box. The main area displays a table of work orders with columns: Completed, WO#, Project/Contract, Job, Asset Type, Activity, Start Date, Start Hour, Duration, Finish Date, End Hour, Calendar, Responsible Crew, Plan Am..., Amount, Budget Category, Cost Summary, Labor Cost, and Equipment. The row for WO# 707043 is selected and highlighted in blue. Below the table, there is a 'Detail Location' section with a 'Costs and Accomplishments' table. This table has columns: Description, MIN DATE WORK, MAX DATE WORK, NOT APPROVED, Total Cost, Quantity, and Person Hour Used. The 'Labor Day Cards' row is expanded, showing a total cost of \$138.25 and 4 person hours used. Other rows include 'Equipment Day C...', 'Material Day Cards', 'Accomplishments', 'Additional Amount', and 'Other Direct Costs'.

End Process\*\*\*

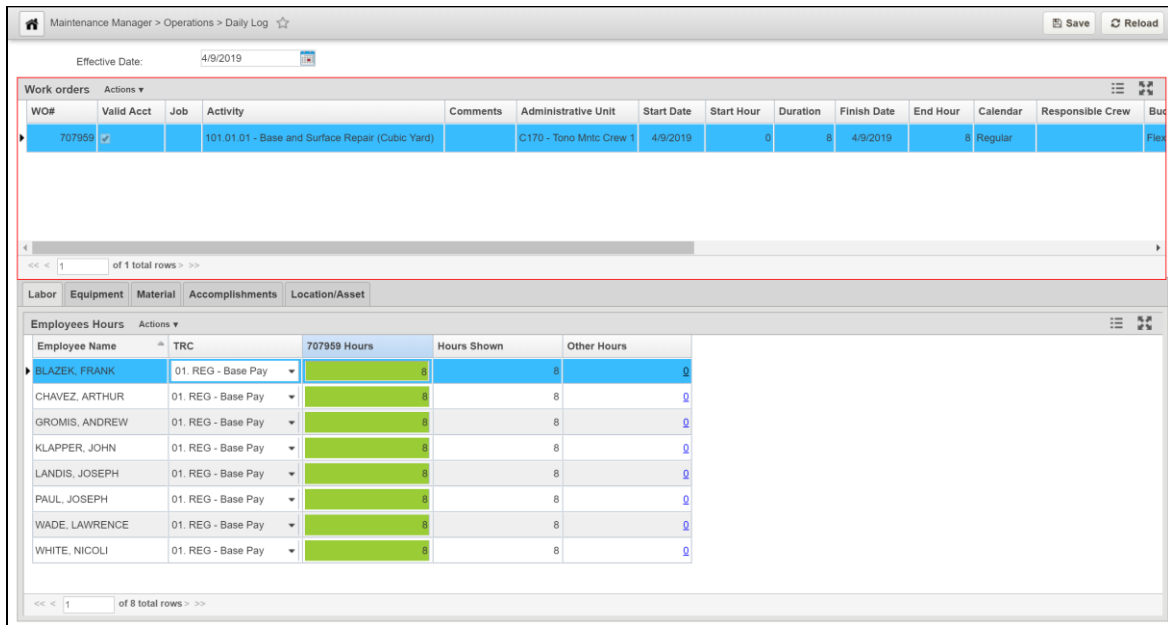
## 17 Daily Log Window

### 17.1 How to View Date in Daily Log Window

The Daily Log window allows you to enter, edit, and approve or disapprove all types of Day Cards for all work order performed by agency personnel for a single day. In other words, the Daily Log window is a way to record all activities that take place in your admin. unit for a single day.

1. Open the following window: **Maintenance Manager > Operations > Daily Log**
2. Click the **Effective Date Calendar Icon** and select the date of which you would like to review related work orders. As you perform this action, the Work Orders pane will show the WO in the selected Effective Date range.
  - a. Hours Shown are the hours logged in for the crew you are logged into.
  - b. Other Hours are for the hours logged outside the crew you are logged into.
3. If applicable, update the data in the respective tabs (**Labor, Equipment, Material, Accomplishments**) in the bottom part of the window.
4. Click the **Save** button to save your transaction.

#### Daily Log Window



Maintenance Manager > Operations > Daily Log

Effective Date: 4/9/2019

WO#	Valid Acct	Job	Activity	Comments	Administrative Unit	Start Date	Start Hour	Duration	Finish Date	End Hour	Calendar	Responsible Crew	Buc
707959			101.01.01 - Base and Surface Repair (Cubic Yard)		C170 - Tono Mntc Crew 1	4/9/2019	0	8	4/9/2019	8	Regular		Flex

1 of 1 total rows

Labor | Equipment | Material | Accomplishments | Location/Asset

Employee Name	TRC	707959 Hours	Hours Shown	Other Hours
BLAZEK, FRANK	01. REG - Base Pay	8	8	0
CHAVEZ, ARTHUR	01. REG - Base Pay	8	8	0
GROMIS, ANDREW	01. REG - Base Pay	8	8	0
KLAPPER, JOHN	01. REG - Base Pay	8	8	0
LANDIS, JOSEPH	01. REG - Base Pay	8	8	0
PAUL, JOSEPH	01. REG - Base Pay	8	8	0
WADE, LAWRENCE	01. REG - Base Pay	8	8	0
WHITE, NICOLI	01. REG - Base Pay	8	8	0

1 of 8 total rows

End Process\*\*\*

## 18 NEATS/EAMS Correlation

NEATS interface is setup to provide an output of employee data along with TRC codes into the AgileAssets system for data validations.

### 18.1 Timecards

The purpose of this window is to show the employee hours worked for a specific pay period.

1. Open the following window: **Maintenance Manager > Operations > NEATS > Timecards**
2. Click the **Pay Period** drop-down and select the pay period of interest.
3. The system displays information related to the pay period that was selected.
4. Close the window after reviewing the data.

Employee	Owner Maintenance	Activity Code	TRC	Work Date	Pay Period	Pay Period	Total Hrs	Comments	User Update	Date Update
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	Overtime Pay	3/23/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/22/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/21/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/20/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/19/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/18/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/14/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/13/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/12/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/11/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
BERG, MICHAEL	C270 - C. C. Mtc Creel	9190	Overtime Pay	3/11/2019	16819	2019-03-11 to 2019-03-24	10	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/22/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/21/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/20/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/19/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/18/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/15/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/14/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/13/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/12/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
PARKER, GEORGE	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/11/2019	16819	2019-03-11 to 2019-03-24	1	NEATS labor timecards	SYSTEM	4/3/2019
SPEER, RICHARD	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/22/2019	16819	2019-03-11 to 2019-03-24	2	NEATS labor timecards	SYSTEM	4/3/2019
SPEER, RICHARD	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/21/2019	16819	2019-03-11 to 2019-03-24	2	NEATS labor timecards	SYSTEM	4/3/2019
SPEER, RICHARD	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/18/2019	16819	2019-03-11 to 2019-03-24	2	NEATS labor timecards	SYSTEM	4/3/2019
SPEER, RICHARD	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/14/2019	16819	2019-03-11 to 2019-03-24	2	NEATS labor timecards	SYSTEM	4/3/2019
SPEER, RICHARD	C270 - C. C. Mtc Creel	9190	01. REG - Base Pay	3/13/2019	16819	2019-03-11 to 2019-03-24	2	NEATS labor timecards	SYSTEM	4/3/2019

End Process\*\*\*

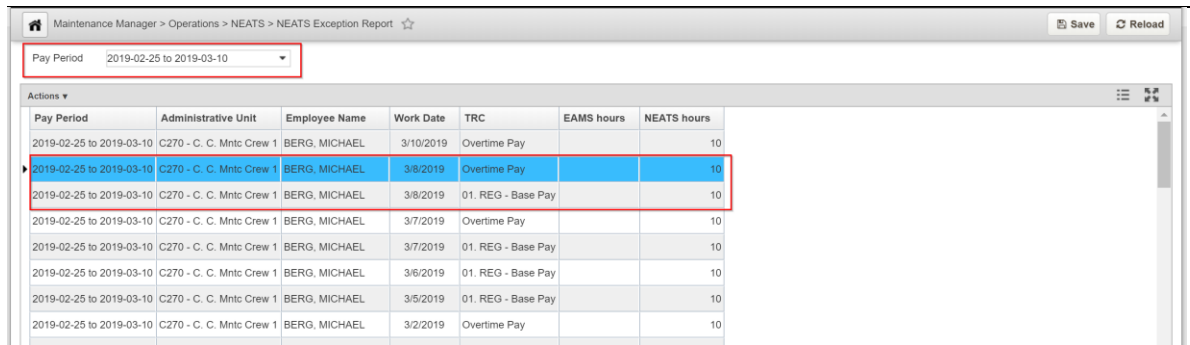
## 18.2 NEATS Exception Report

The purpose of the NEATS Exception Report window is to show discrepancies between the EAMS hours (captured from work orders timecards) and NEATS hours (captured from the interface) for any given pay period. If there are no discrepancies for a pay period, then no data will be shown for that pay period.

If at any time, the 2 systems (EAMS & NEATS) data do not match during a pay period, then the records that have inconsistencies will be shown in the appropriate column with the hours.

1. Open the following window: **Maintenance Manager > Operations > NEATS > Timecards**
2. Click the **Pay Period** drop-down and select the period of interest.
3. The system displays the correlation report for the pay period that was selected.
4. If an employee hour worked differs between the 2 systems, the report will display the discrepancy. However, if there are no discrepancies, no data will be displayed in the window.

**Example:** The screenshot below shows Michael Berg booked 10 hours of regular time and 10 hours of overtime in NEATS but not in EAMS on 3/8/2019 for pay period 2/25 thru 3/10.



Pay Period	Administrative Unit	Employee Name	Work Date	TRC	EAMS hours	NEATS hours
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/10/2019	Overtime Pay		10
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/8/2019	Overtime Pay		10
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/8/2019	01. REG - Base Pay		10
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/7/2019	Overtime Pay		10
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/7/2019	01. REG - Base Pay		10
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/6/2019	01. REG - Base Pay		10
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/5/2019	01. REG - Base Pay		10
2019-02-25 to 2019-03-10	C270 - C. C. Mntc Crew 1	BERG, MICHAEL	3/2/2019	Overtime Pay		10

**Note:** If Michael Berg had booked these hours in EAMS but not NEATS, then the system would have shown the hours in the EAMS column instead of the NEATS column. Furthermore, if he had booked these hours in both systems, then no data would have been shown for him.

5. Close the window when finish.

End Process\*\*\*

# 19 Reports

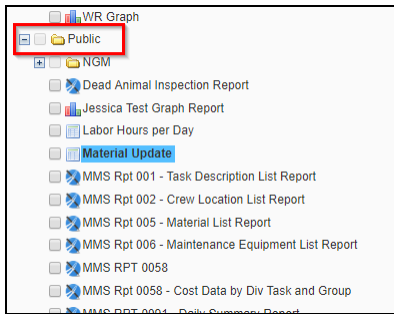
## 19.1 Viewing Report

REPORT LEGEND:

	Tabular Report Icon
	Graph Report Icon
	Jasper Report Icon

Navigate to the following window: **Maintenance Manager > Reports > Reports**

1. Expand the **Public** folder (if not already expanded).



2. Right-click on the report of interest (i.e. Material Updated) and select **Show Report**. The system opens another tab with the report.

Report	On Dashboard	Public?	Shared	Comments	Right To See	Date Update	User Update	Report Owner	Report Type	Table Name	Last Shown
Rockfall Inspection Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	10/11/2018	SYS_ADMIN	KNALLI	Jasper Server		
MMS Rpt 001 - Task Description List Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	10/11/2018	SYS_ADMIN	KNALLI	Jasper Server		
MMS Rpt 002 - Crew Location List Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	10/11/2018	SYS_ADMIN	KNALLI	Jasper Server		
MMS Rpt 005 - Material List Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	10/11/2018	SYS_ADMIN	KNALLI	Jasper Server		
MMS Rpt 006 - Maintenance Equipment List Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	10/11/2018	SYS_ADMIN	KNALLI	Jasper Server		
MMS RPT 0058	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	10/11/2018	SYS_ADMIN	KNALLI	Jasper Server		
MMS Rpt 0058 - Cost Data by Div Task and Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	2/20/2019	KNALLI	KNALLI	Jasper Server		
MMS RPT 0091 - Daily Summary Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	2/24/2019	KNALLI	KNALLI	Jasper Server		
MMS RPT 0092A - Daily Work Orders - Reno_Cal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	2/27/2019	KNALLI	KNALLI	Jasper Server		
MMS RPT 0058	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	5/16/2019	KNALLI	KNALLI	Jasper Server		
M54 Maintenance Sweeping Quantities Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	4/1/2019	SYS_ADMIN	KNALLI	Jasper Server		
Dead Animal Inspection Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	4/1/2019	SYS_ADMIN	KNALLI	Jasper Server		
M54 Area Maintenance Regulatory Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 - Read / W	4/1/2019	SYS_ADMIN	KNALLI	Jasper Server		
Material Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	3/25/2019	KNALLI	KNALLI	Standard	REPORT_MATL_AUDIT	4/23/2019
New Standard Report from REPORT_WORK_OR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	4/9/2019	JASONM	JASONM	Standard	REPORT_WORK_ORDE	
Labor Hours per Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	4/9/2019	KELSEY	KELSEY	Standard	WORK_ORDERS	4/23/2019
Report 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35	5 - System A	4/9/2019	JOHND	JOHND	Standard	WORK_ORDERS	4/9/2019
Work Order Details Report.puml	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	4/15/2019	KNALLI	KNALLI	Jasper		
My first report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	4/9/2019	BILLY	BILLY	Standard	WORK_ORDERS	5/1/2019
Jessica Test Graph Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	5 - System A	3/28/2019	JESSICAB	JESSICAB	Graph	WORK_ORDERS	5/21/2019
Update for District 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35	5 - System A	4/8/2019	KNALLI	KNALLI	Standard	REPORT_MATL_AUDIT	4/9/2019
Report 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	4/9/2019	JOHND	JOHND	Standard	WORK_ORDERS	4/9/2019
Employee Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	5 - System A	5/23/2019	DEREK	DEREK	Standard	REPORT_LABOR_TIME	5/28/2019
Landscape (34x44).puml	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5 - System A	4/28/2019	NYEKAN	NYEKAN	Jasper		

- Click on the report tab to review the report.

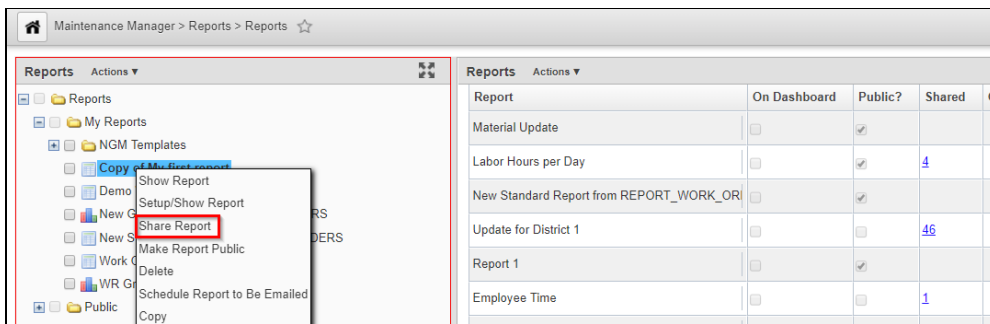
### Sample Standard Report

Administrative Unit	Project/Contract	WO#	Plan Amount	Status	Start Hour	Asset Type	Date Update
C170 - Tono Mntc Crew 1	Normal Maintenance	706621	100.0000	Active	0	Section	10/16/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706651	10.0000	Active	0	Section	10/29/2018
C122 - Alamo	Accident	706655	4.0000	Completed	0	Fences	10/29/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706656	12.0000	Active	0	Fences	10/30/2018
C122 - Alamo	Accident	706660	4.0000	Active	0	Basin	10/30/2018
C122 - Alamo	Normal Maintenance	706661	4.0000	Active	0	Section	10/30/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706628	36.0000	Completed	7	Culverts	10/16/2018
C101 - L. V. Admin	Normal Maintenance	706630	1.0000	Active	0	Rest Area	10/16/2018
C122 - Alamo	Accident	706633	5.0000	Active	0	Basin	10/22/2018
C178 - Panaca	Accident	706665	12.0000	Active	0	Fences	10/30/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706724	2.0000	Active	0	Section	11/5/2018
C122 - Alamo	Accident	706725	2.0000	Active	0	Basin	11/5/2018
C122 - Alamo	Accident	706726	2.0000	Active	0	Basin	11/5/2018
C122 - Alamo	Accident	706727	2.0000	Active	0	Fences	11/5/2018
C270 - C. C. Mntc Crew 1	Accident	706728	2.0000	Active	0	Fences	11/5/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706729	100.0000	Active	0	Fences	11/5/2018
C122 - Alamo	Accident	706730	3.0000	Active	0	Fences	11/5/2018
C270 - C. C. Mntc Crew 1	Accident	706638	4.0000	Active	0	Section	10/22/2018
C122 - Alamo	Accident	706640	6.0000	Active	0	Basin	10/24/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706642	.0000	Active	0	Section	10/25/2018
C270 - C. C. Mntc Crew 1	Accident	706641	6.0000	Active	0	Basin	10/25/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706643	4.0000	Active	0	Section	10/25/2018
C270 - C. C. Mntc Crew 1	Accident	706644	2.0000	Active	0	Basin	10/25/2018
C270 - C. C. Mntc Crew 1	Accident	706645	1.0000	Active	0	Basin	10/25/2018
C122 - Alamo	Accident	706646	7.0000	Active	0	Basin	10/26/2018
C122 - Alamo	Accident	706647	14.0000	Active	0	Basin	10/26/2018
C270 - C. C. Mntc Crew 1	Road Closure	706648	5.0000	Active	0	Fences	10/28/2018
C270 - C. C. Mntc Crew 1	Normal Maintenance	706649	20.0000	Active	0	Section	10/29/2018
C122 - Alamo	9906	706734	1.0000	Active	0	Treatment Structure	11/6/2018
C122 - Alamo	Normal Maintenance	706741	2.0000	Active	0	Fences	11/7/2018
C122 - Alamo	Accident	706823	5.0000	Active	0	Signs	1/14/2019
C370 - Winn Mntc Crew 1	Accident	706827	5.0000	Active	0	Signs	1/15/2019
C122 - Alamo	Normal Maintenance	706832	2.0000	Active	0	Signs	1/16/2019

End Process\*\*\*

## 19.2 Sharing a Report

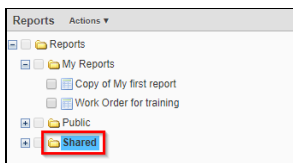
- Navigate to the Reports window: **Maintenance Management > Reports > Reports**.
- Expand the **My Reports** folder.
- Right-click on the report you want to share and select **Share report**. A Report Group Sharing pop-up window appears.



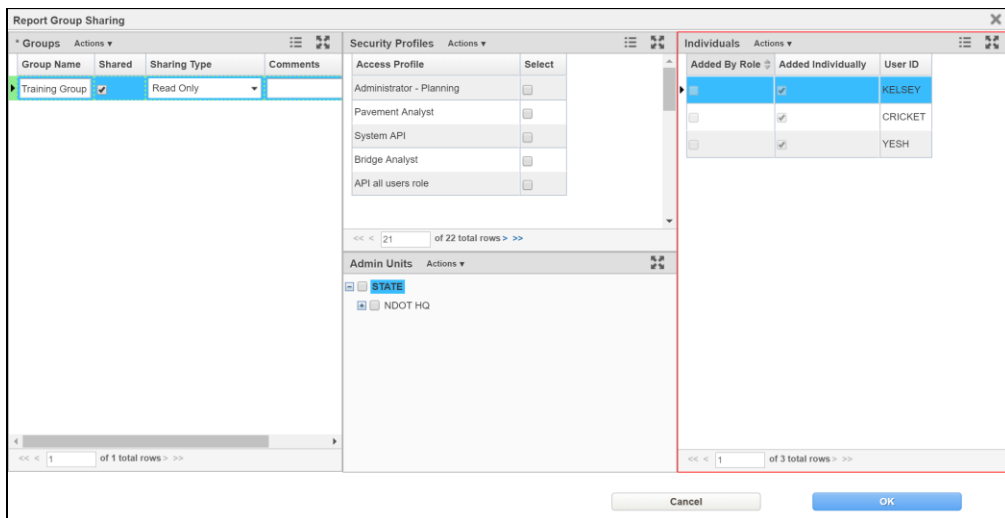
- Right-click in the **Groups** (left pane) and insert a new record in the **Groups** pane,
- Type in the name of the group.



6. **DO NOT** place a check mark into the **Shared** Checkbox.
7. Select a **Sharing Type** from the sharing type drop down.
8. You can Share the report with either:
  - a. **Option 1** - Choose individuals by selecting a **Security Profile** and **Admin. Unit** (middle pane).
  - b. **Option 2** - Select individual directly by right-clicking in the **Individuals** pane and then choosing **Insert** (right pane).
9. When the share group is fully configured, click the **OK** button to close the **Report Group Sharing** dialog box.
10. A copy of the report will now be available in the **Shared Folder** for that individual or group in the Report pane.



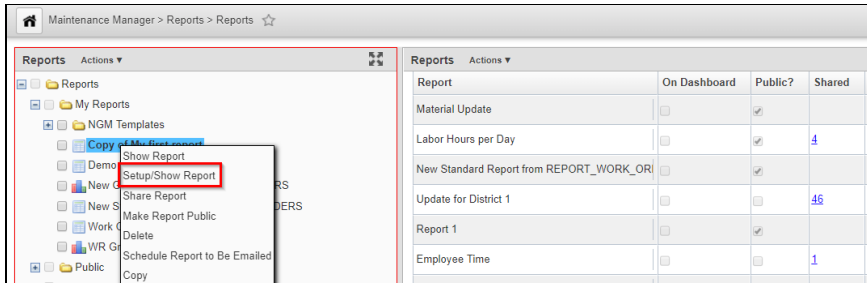
### Sample Share report



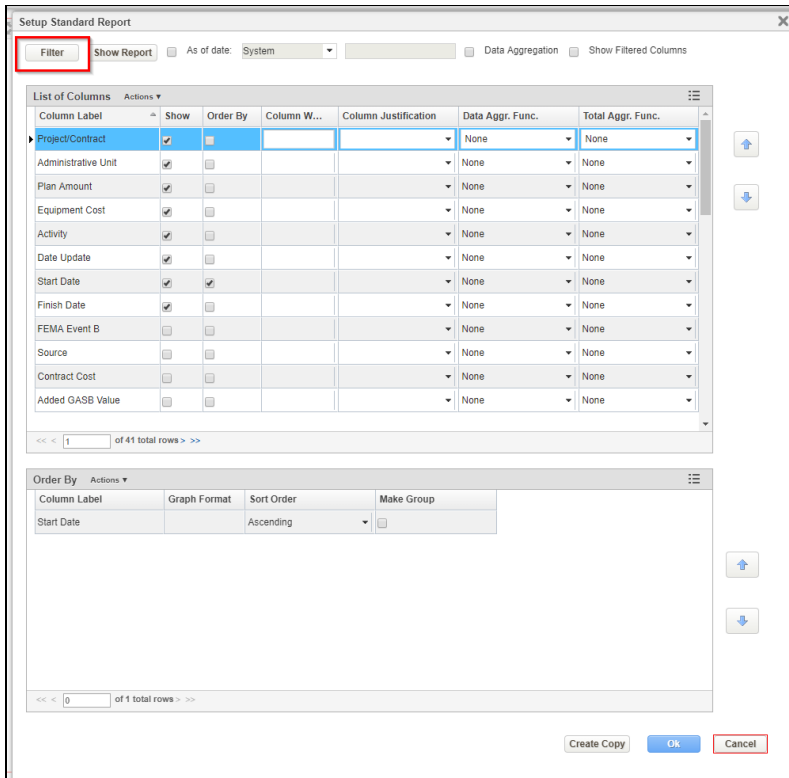
End Process\*\*\*

## 19.3 Filtering Report

1. Navigate to the Reports window: **Maintenance Manager > Reports > Reports.**
2. Click on the **My Reports** folder.
3. Right-click on the report of interest and select **Setup/Show Report.**



4. Click on the **Filter** button to bring up the filter pop-up window.



5. Click on the **Item Name** (left pane) that is to be used for the filter. The system highlights the select row.
6. Next, click the **Select filter type** drop-down and choose the right option.

**Example:** **Start Date** is selected in the left pane and the filter type of “**between**” is selected in the right pane.

Actions ▾

Enable ▾	Item Name	Item Scope Description
<input checked="" type="checkbox"/>	Start Date	between 2019-05-01 00:00:00-05 and 2019-0
<input type="checkbox"/>	Activity	
<input type="checkbox"/>	Add Amount	
<input type="checkbox"/>	Add Capital Value	
<input type="checkbox"/>	Added GASB Value	
<input type="checkbox"/>	Administrative Unit	
<input type="checkbox"/>	Amount	
<input type="checkbox"/>	Asset Type	
<input type="checkbox"/>	Att.	
<input type="checkbox"/>	Budget Category	
<input type="checkbox"/>	Calendar	

Select filter type: **between**

5/1/2019

and

6/12/2019

<< < 1 of 41 total rows > >>

Reset Apply **Ok** Cancel

- Click Ok when done. The pop-up window closes
- Click on the **Show Report** button to review the report. The system opens another tab with the report.
- Click the report tab to view the report. Notice that the report generated display records between the dates that were specified.

### Sample Filtered Report

**NEVADA DOT** **AGILEASSETS**

Work Order for training  
6/12/2019 18:41:54

(1 Pages) Rows per page: All

Project/Contract	Administrative Unit	Plan Amount	Equipment Cost	Activity	Date Update	Start Date	Finish Date
Accident	C236 - Yerington	2.0000		101.01.01 - Base and Surface Repair (Cubic Yard)	5/2/2019	5/1/2019	5/1/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	5.0000		141.01.01 - Repair/Replace Traffic Signs (Square Foot)	5/1/2019	5/1/2019	5/1/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	8.0000		151.01.01 - Snow and Ice Removal (Man Hour)	5/13/2019	5/1/2019	5/1/2019
Complaint	C140 - L. V. Sign Crew	3.0000	\$0.00	141.01.01 - Repair/Replace Traffic Signs (Square Foot)	5/8/2019	5/2/2019	5/2/2019
Normal Maintenance	C122 - Alamo	3.0000		141.01.01 - Repair/Replace Traffic Signs (Square Foot)	5/3/2019	5/2/2019	5/2/2019
Normal Maintenance	C140 - L. V. Sign Crew	8.0000	\$0.00	100.02.01 - Supervisory Office Duties (Man Hour)	5/8/2019	5/2/2019	5/2/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	16.0000		141.01.01 - Repair/Replace Traffic Signs (Square Foot)	5/13/2019	5/6/2019	5/6/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	2700.0000		101.07.01 - Crack Filling (Pound)	5/8/2019	5/7/2019	5/7/2019
Normal Maintenance	C122 - Alamo	3.0000	\$16.80	135.01.01 - Repair/Install Barbed Wire, Woven Wire Fences and Gates (Linear Foot)	5/29/2019	5/7/2019	5/7/2019
Normal Maintenance	C125 - Indian Springs	8.0000		141.02.01 - Repair/Replace/Install Guard Rail (Linear Foot)	5/10/2019	5/7/2019	5/7/2019
Accident	C140 - L. V. Sign Crew	3.0000		141.01.01 - Repair/Replace Traffic Signs (Square Foot)	5/7/2019	5/7/2019	5/7/2019
Accident	C140 - L. V. Sign Crew	1.0000		135.01.01 - Repair/Install Barbed Wire, Woven Wire Fences and Gates (Linear Foot)	5/7/2019	5/7/2019	5/7/2019
Accident	C140 - L. V. Sign Crew	2.0000		112.06.01 - Repair Barrier Rail (Linear Foot)	5/7/2019	5/7/2019	5/7/2019
Normal Maintenance	C150 - L. V. Mntc Crew 1	1.0000		141.01.01 - Repair/Replace Traffic Signs (Square Foot)	5/7/2019	5/7/2019	5/7/2019
Normal Maintenance	C302 - Eiko Service Crew	5.0000		182.01.01 - Yard Work (Man Hour)	5/9/2019	5/8/2019	5/8/2019
Normal Maintenance	C145 - L. V. Landscape Crew	3.0000		133.01.01 - Remove Debris (Cubic Yard)	5/9/2019	5/8/2019	5/8/2019
Normal Maintenance	C145 - L. V. Landscape Crew	2.0000		131.08.05 - Chemical Weed Spray (Lane Mile)	5/30/2019	5/8/2019	5/8/2019
Accident	C140 - L. V. Sign Crew	2.0000	\$11.90	141.10.01 - Patrolling/Inspect Miscellaneous Assets (Man Hour)	5/8/2019	5/8/2019	5/8/2019
Normal Maintenance	C140 - L. V. Sign Crew	7.5000	\$0.00	100.02.01 - Supervisory Office Duties (Man Hour)	5/9/2019	5/8/2019	5/8/2019
Accident	C270 - C. C. Mntc Crew 1	5.0000		141.01.01 - Repair/Replace Traffic Signs (Square Foot)	5/8/2019	5/8/2019	5/8/2019
Normal Maintenance	C170 - Tono Mntc Crew 1	43.0000		270.04.11 - Haul Materials - Salt and Sand (Man Hour)	5/8/2019	5/8/2019	5/8/2019
Non 9190	C140 - L. V. Sign Crew	11.0000	\$0.00	9100 - District and Safety Meeting (Each)	5/9/2019	5/8/2019	5/8/2019
Accident	C140 - L. V. Sign Crew	1.5000	\$44.80	141.10.01 - Patrolling/Inspect Miscellaneous Assets (Man Hour)	5/9/2019	5/8/2019	5/8/2019
Normal Maintenance	C145 - L. V. Landscape Crew	24.0000		134.03.02 - Landscape Areas without Turf (Man Hour)	5/9/2019	5/8/2019	5/8/2019
Normal Maintenance	C145 - L. V. Landscape Crew	2.0000		131.08.05 - Chemical Weed Spray (Lane Mile)	5/9/2019	5/8/2019	5/8/2019
Accident	C270 - C. C. Mntc Crew 1	3.0000		182.01.01 - Yard Work (Man Hour)	5/9/2019	5/9/2019	5/9/2019
Accident	C270 - C. C. Mntc Crew 1	2.0000		112.08.01 - Repair/Install Drop Inlets (Each)	5/9/2019	5/9/2019	5/9/2019
Normal Maintenance	C170 - Tono Mntc Crew 1	10.0000	\$0.00	270.04.01 - Haul Materials (Man Hour)	5/9/2019	5/9/2019	5/9/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	7.0000		100.02.01 - Supervisory Office Duties (Man Hour)	5/9/2019	5/9/2019	5/9/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	20.0000		270.04.01 - Haul Materials (Man Hour)	5/10/2019	5/10/2019	5/10/2019
Normal Maintenance	C140 - L. V. Sign Crew	25.0000		270.04.01 - Haul Materials (Man Hour)	5/10/2019	5/10/2019	5/10/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	50.0000	\$74.40	270.04.01 - Haul Materials (Man Hour)	5/10/2019	5/10/2019	5/10/2019
Normal Maintenance	C270 - C. C. Mntc Crew 1	100.0000		270.03.01 - Mix Salt/Sand (Man Hour)	5/10/2019	5/10/2019	5/10/2019

End Process\*\*\*



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