

OMS WORK ORDERS USER GUIDE



DEPARTMENT OF HIGHWAYS Division of Maintenance Revision November 2010



WO-01

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WORK ORDERS USER GUIDE	Chapter INTRODUCTION Subject Design of This Manual

Organization & Numbering

Chapter Title—the subject matter in the manual is divided into chapters. The chapter title appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

Subject Title—the title of a subject appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

"WO" Prefix—preceding each subject number, this prefix stands for the manual title *Work Orders User Guide.*

Date—the latest issuance date of a subject appears at the bottom of each page of the subject. This date agrees with the latest issuance date shown for the subject in the Table of Contents ().

Page Numbering—each subject has its own page numbering, which appears at the bottom of each page.

Locating Information

Two indexes appear at the front of the manual, and one index appears at the back:

• Table of Contents—this index at the front lists the titles of the manual's chapters and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates may change.

Locating Information (Cont)

• List of Figures—this index at the front lists the titles of the figures referenced in the manual. It includes the latest issuance dates of all the subjects. As the manual matures, these dates may change.

Cross References In Manual

Subject Numbers within Narrative—a subject number within the narrative on a page directs the user to more information about the subject.

Questions

Who to Contact—for answers to questions about the contents of the manual and copies, please contact:

Operations and Pavement Management Branch Division of Maintenance Transportation Cabinet Office Building Frankfort, KY 40622 (502) 564-4556



	Chapter
	INTRODUCTION
WORK ORDERS USER GUIDE	Subject Overview

All work that is performed by state forces must be entered into OMS in the form of a work order. This could include pothole patching, sign installation, ditching, or any other activity performed by a OMS Mgmt. Unit. Work orders describe the following:

- > When work is to be done
- > Who is to perform the work
- \succ What work is being done
- > Where the work is to be done
- > How the work will be paid for

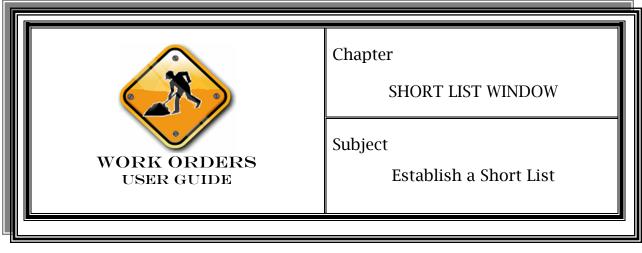
Most of this work will be performed within the Roadway module in OMS.

The Roadway module assists in the process of tracking in-house work and handles the entry of work accomplished on a daily basis through day cards. It also can provide versatile long or short term planning and scheduling capabilities for projects planned ahead of time. Critical to payroll, OMS will record daily time and attendance for OMS employees who perform work in the field.

By the completion of this manual, you will be able to:

- Create and close work orders
- > Create and approve day cards
- Edit accounting strip for work orders
- Produce a daily log (similar to the TC 31-396 form, Daily Report of Time and Equipment Usage) report for time entry into TIPS.

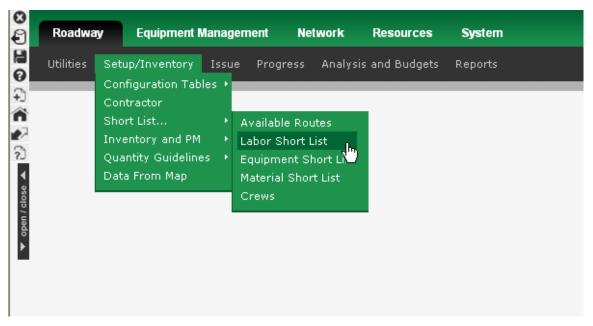




Procedure

1. Log into your management unit in OMS and access *Roadway>Setup/Inventory>Short List>Labor Short list*.

FIGURE 202-1: Access to Labor Short List Window



2. To select employees to be assigned to a work order click in the "Select" check box.

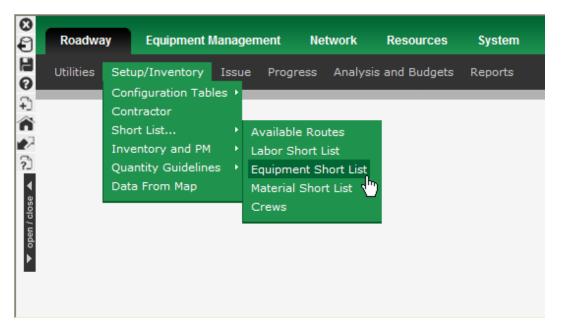
FIGURE 202-2: Roadway Labor Short List Window

0	Roadway	Equipment Manage	ment Network Resources	System		Ag
	Utilities	Setup/Inventory Issue	Progress Analysis and Budgets F	Reports		
-	Labor Shor					
	Select	Employee Name	Labor Class Code	Management Unit	Hours per day	Employe
2		WEBER, PAUL	HIGHWAY EQUIPMENT OPERATOR II	FRANKLIN	24	Perm Tra
4	5	JOHNSTON, MARK	HIGHWAY EQUIPMENT OPERATOR I	FRANKLIN	24	Normal
ose	1 3	POWER, RICKEY	HIGHWAY EQUIPMENT OPERATOR III	FRANKLIN	8	Normal
open / close		DEAN, JONATHAN	HIGHWAY EQUIPMENT OPERATOR III	FRANKLIN	8	Normal
be		CRITTENDON, PHILLIP	HIGHWAY SUPERINTENDENT II	FRANKLIN	8	Normal
Ľ	V	BARKER, JOHN	HIGHWAY EQUIPMENT OPERATOR III	FRANKLIN	8	Normal
	V	CLARK, LANDON	HIGHWAY EQUIPMENT OPERATOR III	FRANKLIN	8	Normal
		WILEY, WILLIAM	HIGHWAY EQUIPMENT OPERATOR IV	FRANKLIN	8	Normal
	V	SORRELL, JONATHAN	HIGHWAY EQUIPMENT OPERATOR I	FRANKLIN	8	Normal
	V	MITCHELL, MICHAEL	HIGHWAY EQUIPMENT OPERATOR I	FRANKLIN	8	Normal
	V	DEES, MICHAEL	HIGHWAY SUPERINTENDENT I	FRANKLIN	8	Normal
		HAWKINS, GLENN	HIGHWAY EQUIPMENT OPERATOR I	FRANKLIN	8	Normal
	V	SPAULDING, TONY	HIGHWAY EQUIPMENT OPERATOR I	FRANKLIN	8	Normal

3. Save 🗐.

4. Access *Roadway>Setup/Inventory>Short list>Equipment Short list*.

FIGURE 202-3: Access to Equipment Short List Window



5. Select equipment to be added to the short list by clicking the "Select" check box.

	Roadwa	y Equipment Mar	agement Network Resour	ces System	AgileAssets Management System (Pro
	Utilities	Setup/Inventory Is	sue Progress Analysis and Bud	lgets Reports	
ΞE	auipmen	t Short List			
0		Go ≥ ≥985 pages (1575	9 rows)		
1	Select	Equipment Name	Equip Class Code	Assigned Mgmt Unit	Asset Status
		0KA0535	PURSUIT VEHICLES	Fleet Division	HOLD
		0KA0547	FULL SIZE SEDAN	Fleet Division	AVAL
		0KA0550	FULL SIZE SEDAN	Fleet Division	HOLD
		0K40409	12-15 PASS VAN	Fleet Division	AVAL
5		0KA0410	12-15 PASS VAN	Fleet Division	AVAL
		0KA0412	12-15 PASS VAN	Fleet Division	AVAL
		0KA0632	MP COMPACT SUV 4WD	Fleet Division	MOTOR POOL
		0KA0633	COMPACT SUV 4WD	PRESTONSBURG SECTION	AVAL
		0KA0634	COMPACT SUV 4WD		AVAL
		0KA0638	COMPACT SUV 4WD	Fleet Division	AVAL

FIGURE 202-4: Roadway Equipment Short List Window

6.	Save	

7. Access Roadway>Setup/Inventory>Short List>Material Short List.

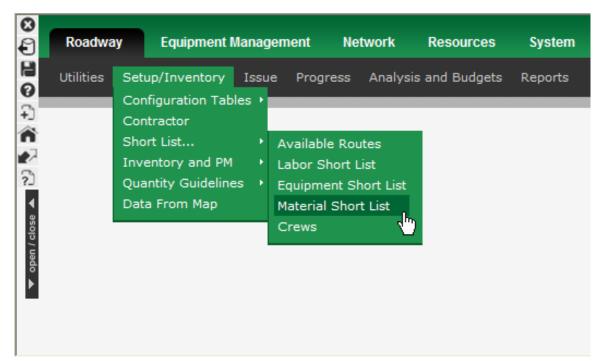


FIGURE 202-5: Access to Material Short List Window

8. Select materials to be added to the short list by clicking the "Select" check box.

tilities	Setup/Inventory Issue Pro	gress Analysis and Budgets Ro	eports	
iterial S	hort List			
1	G0 ▶ № 14 pages (221 rows)			
Select	Management Unit	Mat. Class Code	Master Code Number	Master Code Name
	226 (D05) Franklin Co. Structures	Aggregates	M11003 (tons)	Aggregate, 3's
	226 (D05) Franklin Co. Structures	02015 washer fluid	0201501 (gallons)	WINDSHIELD WASHER FLUID
	FRANKLIN	02015 washer fluid	0201501 (gallons)	WINDSHIELD WASHER FLUID
-	FRANKLIN	02015 washer fluid	0201502 (gallons)	WINDSHIELD WASHER DE-ICER
-	FRANKLIN	02006 anti-freeze and treatments	0200603 (each)	DIESEL COOLING SYSTEM TREATMENT
-	FRAME	02006 anti-freeze and treatments	0200605 (quarts)	ANTIFREEZE EXTENDER CATERPILLAR
-	FRANKLIN	02034 mud flaps	0203401 (each)	MUD FLAPS 24" X 36"
⊽	FRANKLIN	02036 degreaser	0203601 (each)	190Z. SOLVENT GREASE CUTTER
-	FRANKLIN	55001 dickey john parts	5500101 (each)	APPLICATION RATE SENSOR 46436-0171
-	226 (D05) Franklin Co. Structures	03002 lights	0300238 (each)	STROBE EMERGENCY ROOF/PIPE MOUNT
	FRANKLIN	03002 lights	0300243 (each)	LED LIGHT AMBER
-	FRANKLIN	03002 lights	0300244 (each)	HALOGEN SNOW PLOW DRIVING LIGHT
-	FRANKLIN	60300 tire chains	6030050 (each)	17.5 X 25 LOADER CHAINS OTR2624
-	FRANKLIN	02006 anti-freeze and treatments	0200601 (gallons)	PRE-MIXED ANTIFREEZE
	FRANKLIN	02046 tie straps	0204601 (each)	15" RUBBER TIE STRAP "S" HOOKS

FIGURE 202-6: Roadway Material Short List Window

NOTE: Sometimes labor, material, or equipment needed for a work order does not appear on your short list. This often happens when new material is purchased. To add this new material to your short list you would follow the same procedure as outlined in this chapter.



WORK ORDERS USER GUIDE	Chapter DAY CARDS WINDOW Subject Establish a Work Order

A work order can be set up to span several days, or can be created simply for one day. It can be created prior to work beginning, or after the first day of work. A work order must exist before any day cards can be assigned.

For every workday, all employees within OMS management units will be charged to a work order. In some cases, an employee will be charged to more than one work order in a day, but must always be charged to at least one.

Procedure

1. Log into your management unit and access *Roadway>Progress>Day Cards*.

8	Roadwa	y Equ	ipment Man	agement	Network	Resources	System
8	Utilities	Setup/Inv	entory Is	sue Progre Day C		is and Budgets	Reports
5 5 5 C C				Daily I			
				Comp	letion		
open / close 🔺							
ado 🔺							

FIGURE 301-1: Access to Day Cards Window

- 2. Right-click in the upper left hand **Work Orders (WO) Sub-Window** and select *Insert*.
- 3. In the Select WO Attributes Window, select the following:
- Project: Select project from the drop-down menu in the topright of the pop-up window. If an in-house project exists (*Roadway>Issue>Maintenance Projects*) then it will be shown in the drop-down list. Otherwise, the new WO will be selected by default as the project. Click "Next" at the bottom.

FIGURE 301-2: Select WO Attributes Window

0										A	gileAssets N	lanagement Sys	stem [Production] Ve
Ð	Roa	adway	Equi	pment Mai	nagement	Network	Resource	s Syste	m				
	Utilit	ies Se	etup/Inve	ntory Iss	ue Progre	ss Analysis	and Budgets	Reports					
0	Progre	ess > Da	y Cards										
÷		nsert	1	sert Like	Assign Cr	ew Membe M	ake Davcard	Show Grou	Schedu Sho	w Schedule			
ñ		Uraers		CONTENIC	/ looigir or								Chartfield & Quan
17	< 1	Go	🖻 🖻 16 p	bages (63 ro	ws)								
2						Plan Am	Start Da	Start Fi	nish End	Durat (Comments		Valid Unit
	8345	M140 E	MR REP	Select WO	Attributes								×
\bowtie	▶ 8358												
4	8346	N170 C	ONTY CR	Project:	General 755	8170			T210 REPLACE	SIGN & DEL (e	ach)		W
open / close	8346	F080 M	IOWER S	Asset T	ype: Section	IS							pos
n/c				Activity									iena sci
ope				noung									lisa
Þ	Labor	Equipm	nent M										
		loyees SI		Inv. Elen	n								
			> >>2 p										
	Sel	Emplo	oyee Na										ota
		MORR	IS, PHILL										
		SMITH	, TALMA										
	Г	OVER	BY, LIND										
		RENFR	ROW, JEF				Next			Cancel		OK	
		STOU	GH, EUGE	NE H	IGHWAY EQU	IPMENT OPERAT		А					

- > **Asset Type:** The appropriate "Asset Type" (i.e. Sections) will be selected automatically.
- Activity: Select appropriate "Activity" from the drop-down menu at the top-right of the window for the current work order and click on the "Next" button at the bottom of the window.

Inv. Element: Select the "Inv. Element" (road section) for the current work order where the work took place and click the "OK" button at the bottom of the window. If work took place on multiple locations, you can select multiple sections by clicking on Next (instead of OK) after each section where work took place.



Separating Road Sections

Road sections are classified as MP and RS. Separate work orders must be created for each type of road section even if multiple road types exist within the same project.

If the work order is set up for multiple dates or a date different from today, right-click on the newly inserted work order in the upper left hand **Work Orders Sub-Window** and select *Edit Dates*.

FIGURE 301-3: Edit Dates Option

0	Paste Assignment from Ideal Mix						Agile
	Save Assignment as Ideal Mix	Resources	s Sy	stem			
📔 Utilities Setup/Inventory Is	Insert Delete	nd Budgets	Report	ts			
Progress > Day Cards	Edit Dates						
Insert Insert Like	Make Daycards 🗟	e Daycard:	Show Gr	oup Sched	Show	Schedule	
work urgers ≪ ≤ 1 @ ≥ №16 pages (63	Completely Remake Daycards						
WO# + Activity	Disapprove All		Start	Finish	End	Durat	Cor
0345 III 140 EIIIK KEPAIKS ST KE	Copy Assignment	10/1/2010	0	10/1/2010	8	8	
8358 T210 REPLACE SIGN & DEI	Paste Assignment	11/4/2010	0	11/4/2010	8	8	
8346 N170 CNTY CRW GEN EXF	Assign Crew Members	10/5/2010	0	10/5/2010	8	8	
8346 F080 MOWER SUPPORT (h	Schedule As Latest	10/5/2010	0	10/5/2010	8	8	
1/1	Show Licensed Employees						
ad C	Check For LEMA Errors						
	Attach to WR						
Labor Equipment Material C	Show Gantt Diagram			ned Emplo		Concellance -	- Dev
Employees Short List	Show/Schedule Single Group			Go >	≫0 pa ≪	Employe	Go
Sel Employee Name	Sort	Manao	* Empl	oyee		Appro	* E
MORRIS, PHILLIP	Find	BALLA					
SMITH, TALMAGE	Work With Attachments Export Data	R III BALLA					
OVERBY, LINDA		R III BALLA					

> Double click on Start and End fields to pull up calendar to select the appropriate start and end dates.

FIGURE 301-4: Edit Dates Calendar

Procedure (Cont)

Roadway	quipment Management Network	Resources Sv	rstem	AgileAssets Managemer	nt System (Production
		is and Budgets Repor			
Progress > Day Car					
Insert	Insert Like Assign Crew Member	Make Daycard: Show G	roup Schedi St	how Schedule	
WORK URGERS	16 pages (63 rows)				Chartfield &
WO# ↑ Activity	Plan Am.	Start Da Start	Finish End	Durat Comments	Valid
8345 M140 EMR R	Euli Dates				E
8358 T210 REPLA	E =	Start:	1	0	
8346 N170 CNTY	Calendar CALENDAR NAME		<u>I</u>	November V 2010	
8346 F080 MOWE	RS Regular Regular			SMTWTFS	
	365 24/7 365 24/7	Duration:	8	7 8 9 10 10 10 13	ion from start-end
<	365 Day Calendar 365 Day Calendar			14 15 16 17 18 19 20 21 22 23 24 25 26 27	
Labor Equipment Employees Short I		End:	11/4/2010	28 29 30 pulate end	from start-duration
<< 1 G0 > >>	2 p				
Sel Employee					
SMITH, TAL					
OVERBY, L					
RENFROW.				01	2 mart
STOUGH, EI				ОК	Cancel

- Click on the "Calculate duration from start-end" button to insert number of hours in the Duration field and click "Ok".
- 4. The work order now reflects the edited date under the Start and Finish columns in the upper left hand **Work Orders Sub-Window**.
- 5. Save



What if my work order is for an on-going activity?

Some activities are performed daily such as patching and mowing. In instances like these, it may be more convenient to create a work order that lasts for several days or weeks. To do this, set the end date for the expected end of the work order and enter labor, equipment, and materials as it is used.

6. To edit the accounting strip, right-click in the **Chartfield and Quantity Standards Sub-Window** (top right hand) and select *Edit Chartfield*.

FIGURE 301-5: Edit Chartfield Option

Procedure (Cont)

noa	dway Equipment I	lanagement	Network	Resources	Syst	tem								
Utilitie	es Setup/Inventory I	ssue Progress	Analysis ar	nd Budgets	Reports									
Progres	ss > Day Cards													
Ins VVOTK	sert Insert Like	Assign Crew	Membe Make	e Daycard:	Show Grou	up Schedi	Show	Schedule			E Chartfield	d & Quantity S	tandarda	
< < 1	G0 > >> 16 pages (63	3 rows)											iges (1 rows	s)
WO#	↑ Activity		Plan Am	Start Da	Start F	Finish	End	Durat	Comments		Valid	Unit	Lo Fu	
8345	M140 EMR REPAIRS ST R	DS (hours)		10/1/2010	0 1	10/1/2010	8	8	5		< □	Edit Chartfie		>
8358	T210 REPLACE SIGN & DI	EL (each)		11/5/2010	0 1	11/5/2010	8	8				Cart		
8346	N170 CNTY CRW GEN EX	P (hours)	16	10/5/2010	0 1	10/5/2010	8	8	3		Unit Cost: \$0 Man-Hours p	.00		
8346	F080 MOWER SUPPORT ((hours)	16	10/5/2010	0 1	10/5/2010	8	8	1		Description a	Inc Export Data		
												sheeting signs s that have bee		
ব]		1111								3		accidents or v		
<] Labor	Equipment Material	Costs + Acc Inv. I	tems							>				
	oyees Short List		tems		Assigne			Employe	e Day Cards					
Emplo	oyees Short List © ≥ ≫2 pages (11	rows)		Manao	~~	G0 >	🖻 0 pa 🗠	<	© ≥ ⊵0 pag	es (0 rows)	destroyed by	v accidents or v	vandalism or	
≡ Emplo ≪ < 1 Sel	oyees Short List		de	Manag	~~	G0 >	🖻 0 pa 🗠	Employe < Appro				v accidents or v		
Emplo	oyees Short List © Demonstrate Pages (11 Employee Name MORRIS, PHILLIP	rows) Labor Class Cod	de INTENDENT II	BALLA	~~	G0 >	🖻 0 pa 🗠	<	© ≥ ⊵0 pag		destroyed by	v accidents or v	vandalism or	
≡ Emplo ≪ < 1 Sel	oyees Short List Color Property pages (11 Employee Name MORRIS, PHILLIP SMITH, TALMAGE	rows) Labor Class Coo HIGHWAY SUPER HIGHWAY EQUIPN	INTENDENT II	BALLA R III BALLA	~~	G0 >	🖻 0 pa 🗠	<	© ≥ ⊵0 pag		destroyed by	v accidents or v	vandalism or	
≡ Emplo ≪ < 1 Sel	overs Short List Cole Search Pages (11 Employee Name MORRIS, PHILLIP SMITH, TALMAGE OVERBY, LINDA	rows) Labor Class Coo HIGHWAY SUPER HIGHWAY EQUIPI HIGHWAY EQUIPI	de INTENDENT II IENT OPERATOF	BALLA R III BALLA R III BALLA	~~	G0 >	🖻 0 pa 🗠	<	© ≥ ⊵0 pag		destroyed by	v accidents or v	vandalism or	
≡ Emplo ≪ < 1 Sel	ovees Short List Color (Color) 2 pages (11 Employee Name MORRIS, PHILLIP SMITH, TALMAGE OVERBY, LINDA RENFROW, JERRY	rows) Labor Class Coo HIGHWAY SUPER HIGHWAY EQUIPI HIGHWAY EQUIPI HIGHWAY EQUIPI	de INTENDENT II IENT OPERATOF IENT OPERATOF	BALLA R III BALLA R III BALLA R III BALLA	~~	G0 >	🖻 0 pa 🗠	<	© ≥ ⊵0 pag		destroyed by	v accidents or v	vandalism or	
≡ Emplo ≪ < 1 Sel	short List Short List Short States MORRIS, PHILLIP SMITH, TALMAGE OVERBY, LINDA RENFROW, JERRY STOUGH, EUGENE	rows) Labor Class Coo HIGHWAY SUPER HIGHWAY EQUIPI HIGHWAY EQUIPI HIGHWAY EQUIPI	INTENDENT II IENT OPERATOF IENT OPERATOF IENT OPERATOF	BALLA R III BALLA R III BALLA R III BALLA R III BALLA	~~	G0 >	🖻 0 pa 🗠	<	© ≥ ⊵0 pag		destroyed by	v accidents or v	vandalism or	
≡ Emplo ≪ < 1 Sel	ovees Short List Color (Color) 2 pages (11 Employee Name MORRIS, PHILLIP SMITH, TALMAGE OVERBY, LINDA RENFROW, JERRY	rows) Labor Class Coo HIGHWAY SUPER HIGHWAY EQUIPI HIGHWAY EQUIPI HIGHWAY EQUIPI	INTENDENT II IENT OPERATOF IENT OPERATOF IENT OPERATOF	BALLA R III BALLA R III BALLA R III BALLA R III BALLA	~~	G0 >	🖻 0 pa 🗠	<	© ≥ ⊵0 pag		destroyed by	v accidents or v	vandalism or	

7. In the **Edit Chartfield Pop-up Window** enter the correct accounting information and select *Ok*.

NOTE: For each activity in the **Chartfield and Quantity Standards Sub-Window**, levels of resources are recorded. The type and quantities of labor, equipment, and materials are defined for each activity to act as a benchmark for future work.

FIGURE 301-6: Edit Chartfield Pop-up Window

									AgileAssets I	Managem	ent S
Roadway	Equipment Ma	nagement	Network	Resource	s Sys	stem					
	up/Inventory Iss	ue Progress	Analysis a	nd Budgets	Report	s					
Progress > Day	Cards										
Insert	Insert Like	Assign Crew	Membe Make	e Daycard:	Show Gr	oup Sched	Show	Schedule			
	▶ 🔤 16 pages (63 ro	ows)									
WO# ↑ Activity	I		Plan Am	Start Da	Start	Finish	End	Durat	Comments		
8345 M140 EI	VIR REPAIRS ST RDS	(hours)		10/1/2010	0	10/1/2010	8	8			
▶ 8358 T210 RE	PLACE SIGN & DEL	(each)		11/5/2010	0	11/5/2010	8	8			
8346 N170 CI	NTY CRW GEN EXP (hours)	16	10/5/2010	0	10/5/2010	8	8			
8346 F080 M	OWER SUPPORT (ho	urs)	Chartfield							2	<
				1 pages	(1 rowe)						
र		Valio	d Acct		√ √		Su	bFunc		004 🖾	
Labor Equipm	ent Material Cos	sts + Acc	4		100		Ac	tivity		T210	1
Employees Sh			Code		100			0.500			
< < 1 GO	2 pages (11 rov	ws)						b Activity			s)
		abor Class Loca	ation	0	1		Ob	ject (E)		E229	
MORRI	S, PHILLIP	HIGHWAY SI Fund	ction		E01		Ob	piect (M)	1	E389	
SMITH,	TALMAGE H	IIGHWAY E		1111					Ok	Cancel	
									.0		

8. Save

NOTE: Once the work order is saved, any subsequent changes to the activity, section, termini, etc. needs to be reflected in the accounting strip. These accounting strips need to be updated in both the Roadway>Progress>Day Card Window and the Roadway>Progress>Daily Log Window to ensure accuracy.



	Chapter DAY CARDS WINDOW
WORK ORDERS USER GUIDE	Subject Snow and Ice/Disaster Work Orders

After each day of snow and ice work is realized, employees for that management unit will have their time recorded against a designated snow and ice (K series) activity code. All day card usage on snow and ice work orders must be up-to-date by the close of the following business day.

NOTE: Special attention must be given when snow and ice resources are used on a project that starts one day and carries over into the next business day. For example, if a snow and ice truck is used on roads from 6pm to 2am, it will be the responsibility of the management unit to effectively record the usage on day cards that represent two days. The management unit will be required to estimate how much of those resources were used on the first day (6pm-11:59pm) and how much were used on the second day (12am-2am).

State Forces

- For each activity that was performed, create a separate work order for MP routes and RS routes.
- Create labor, equipment, and material day cards for each of the work orders.

NOTE: As a shortcut, you may only create day cards for one work order, but you must be sure to enter the correct hours and material usage in the **Daily Log Window**. This shortcut is to be used per pay period only.

> Fill out the Daily Log as usual, and enter time into TIPS.

Contract Forces

Follow the same steps as with state forces with the following exceptions:

- Create material day cards for each work order. Contract labor and trucks will be added later as a direct cost.
- > Do not complete the work order until the invoice from the contractor is received.
- Once the invoice is received, the cost for labor and equipment should be added to the work order as a direct cost.

Disaster Work

When a disaster has been declared, all snow and ice related work should be charged to the appropriate snow and ice (K series) activity code. Central Office will provide management units with a department object code that will be used to isolate emergency work performed from regular snow and ice duties. It is the responsibility of the management unit to ensure that all emergency work is recorded with the provided department object code.

NOTE: Once a disaster has been declared and an object code submitted, it is a good rule of thumb to make an extra copy of the 396 form for each day during the event in order to easily capture driver information for FEMA reimbursement. Currently OMS does not have a field available for equipment operator name but FEMA will require this information to be eligible for reimbursement.



	Chapter DAY CARDS WINDOW
WORK ORDERS	Subject
USER GUIDE	Day Card Overview

A day card is part of a work order. Whenever material, equipment, or labor hours are used on a project, those items must be charged to the work order for that project.

When project work is complete, the amounts for that day will be entered on a day card. If any materials (cold mix, rock, sign, etc.) are used, all the quantities will be entered on a materials day card for that work order. All hours worked on the project will be entered by each employee's name in a labor day card. If equipment (backhoe, dump truck, etc.) or a fleet vehicle is used, hours or mileage for each piece of equipment is entered on the equipment day card.

If a work order spans several days, there will be new day cards every day. For every project that takes place on a given day, there will only be 1 of each type of day card.



Note: If the *Acct Strip Error* column in the upper **Work Orders Sub-Window** says "No" then the accounting information is acceptable and the work order is eligible for completion. If that column says "Yes" then there is some error associated with the work order and you may need to click on the "Yes" link to determine how the error needs to be corrected.



	Chapter DAY CARDS WINDOW
WORK ORDERS	Subject
USER GUIDE	Create a Day Card

Scenario

Your manager called and requested that certain signs in your county be replaced. The Traffic Superintendent has assigned two employees to the job. They will be using a 1-Ton Truck Crew Cab along with several signs and posts. At the end of the day, the crew reports that they were able to finish the job. They had driven 75 miles and used the following materials:

- Break In Pavement 30 x 30 sign
- ▶ Road Work Ahead 30 x 30 sign

Date of Project:	November 5, 2010
Assigned Employees:	Pick two employees
Activity:	T210 Replace Sign and Del (each)
Section:	Pick any section
Milepoints:	Pick any applicable section

Procedure

- 1. Log into your management unit and access *Roadway>Progress>Daycards*.
- 2. In the lower left hand **Employees Short List Sub-Window**, you will see a tab for **Labor**, **Equipment**, **Material**, **Costs** + **Acc**, **and Inv. Items**. Click on each of these tabs to insert the appropriate day card information.

FIGURE 302-01-1: Employee Short List Sub-Window Tabs

Roa	dway Equipr	ment Management	Network	Resources	s Sy	stem			AgileAssets
Utiliti	es Setup/Invento	ory Issue Progre	ss Analysis a	and Budgets	Repor	ts			
Progre	ss > Day Cards								
		ert Like 📃 Assign Cre	ew Membe Mał	ke Daycard:	Show G	roup Sched	L_ Shov	w Schedule	
		ges (63 rows)							- 2
	Activity	ges (65 fows)	Plan Am	Start Da	Start	Finish	End	Durat	Comments
	F080 MOWER SUP	PORT (hours)		10/21/2010		10/21/2			3
8357	F210 MOW-TP2-ST	TATE FORCES (acres)		10/21/2010	c	10/21/2		8 8	3
▶ 8358	T210 REPLACE SIG	GN & DEL (each)		11/5/2010	(11/5/2010		8 8	3
<u>۲</u>									
	Equipment Mate		v. Items		Assig			Employe	e Day Cards
BEmp!	wees Short List © ≥ ≫2 pag	es (11 rows)		Mana		G0 >		~ <	G0 > >>0 p
Bengl	wees Short List	es (11 rows) Exabor Class (Mana	c * Emp	G0 >		≣Employe ≪ < Appro	
₩ Emp!: ≪ < 1 Sel	Short List © ≥ ≫2 pag Employee Name	es (11 rows) Labor Class (HIGHWAY SUP	Code	BALLA	es e	G0 >		~ <	G0 > >>0 p
Emp!: ≪ < 1 Sel	Stort List © > ≫2 pag Employee Name MORRIS, PHILLIP	es (11 rows) Labor Class (HIGHWAY SUP HIGHWAY EQU	Code ERINTENDENT II	BALLA	c * Emp	G0 >		~ <	G0 > >>0 p
■ cm;:!: <i>< 1 Sel</i>	SMITH, TALMAGE	es (11 rows) E Labor Class (HIGHWAY SUP HIGHWAY EQU HIGHWAY EQU	Code ERINTENDENT II IIPMENT OPERATO	BALLA DR III BALLA DR III BALLA	Emp	G0 >		~ <	G0 > >>0 p
Sel	Short List Go ≥ ≥2 pag Employee Name NORRIS, PHILLIP SMITH, TALMAGE OVERBY, LINDA	es (11 rows) E Labor Class (HIGHWAY SUP HIGHWAY EQU HIGHWAY EQU Y HIGHWAY EQU	Code PERINTENDENT II IPMENT OPERATO	BALLA OR III BALLA OR III BALLA	Emp	G0 >		~ <	G0 > >>0 p
	Gole Short List Gole 2 pag Employee Name MORRIS, PHILLIP SMITH, TALMAGE OVERBY, LINDA RENFROW, JERR)	es (11 rows) E Labor Class (HIGHWAY SUP HIGHWAY EQU HIGHWAY EQU Y HIGHWAY EQU E HIGHWAY EQU	Code ERINTENDENT II IIPMENT OPERATO IIPMENT OPERATO	BALLA DR III BALLA DR III BALLA DR III BALLA DR III BALLA	e e e e e e e e e e e e e e e e e e e	G0 >		~ <	G0 > >>0 p

- 3. Click on the **Labor** tab in the bottom sub-window.
- 4. Click the "Select" check box next to the name of each employee assigned to the highlighted work order. Notice the employee name is populated in the **Assigned Employee Sub-Window**.

FIGURE 302-01-2: Assigned Employee Sub-Window

	Labor	Equipment Material C	Costs + Acc Inv. Items				
	Employ	ees Short List		Assigned Employees		000	
2	101	G0 ≥ ≥ 2 pages (11		Colored Colored		Go e e o pac	
	Sel	Employee Name	Labor Class Code	Manag	1	Appro	* Employee
	✓	MORRIS, PHILLIP	HIGHWAY SUPERINTENDENT II	BALLA	MORRIS, PHILLIP		
Þ		SMITH, TALMAGE	HIGHWAY EQUIPMENT OPERATOR III	BALLA	SMITH, TALMAGE		
		OVERBY, LINDA	HIGHWAY EQUIPMENT OPERATOR III	BALLA			
		RENFROW, JERRY	HIGHWAY EQUIPMENT OPERATOR III	BALLA		\	
		STOUGH, EUGENE	HIGHWAY EQUIPMENT OPERATOR III	BALLA			
		YARBROUGH, DANIEL	HIGHWAY EQUIPMENT OPERATOR III	BALLA			
<				>		<	

5. Right-click in **Assigned Employee Sub-Window** and select *Make Day Cards*. Notice all employee names checked in the "select" checkbox are populated in the **Employee Day Cards Sub-Window** for today's date (or the date(s) specified for the WO) and eight hrs per day (or less, depending on the duration of the WO. The duration on the WO is specified in the **Edit Dates Window** for the work order. If necessary edit the Total Hours column to reflect actual hours worked).

FIGURE 302-01-3: Employee Day Cards Sub-Window

Labor	Equipment Material	Costs + Acc Inv. Items									
🗏 Empl	oyees Short List		Assigned Employees Employee Day Cards								
< 1	G0 ≥ №2 pages (11	rows)		😔 🗧 1 🔤 🕑 🖂 🖂 🖂 🖂 🖂 🖂 🔤 🔤 🖬 pa	<- [<	1	🙆 🖻 🖻 1 pages (2 rov	/s)			
Sel	Employee Name	Labor Class Code	Manag	* Employee	Ap	pro	* Employee		* Work Date	* Total Hrs	T((\$)
	MORRIS, PHILLIP	HIGHWAY SUPERINTENDENT II	BALLA	MORRIS, PHILLIP	<mark>۲</mark> [1	MORRIS, PHILLIP	~	11/5/2010	8	8
▶ 🔽	SMITH, TALMAGE	HIGHWAY EQUIPMENT OPERATOR III	BALLA	SMITH, TALMAGE	Г	1	SMITH, TALMAGE	~	11/5/2010	8	3
	OVERBY, LINDA	HIGHWAY EQUIPMENT OPERATOR III	BALLA								
	RENFROW, JERRY	HIGHWAY EQUIPMENT OPERATOR III	BALLA								
	STOUGH, EUGENE	HIGHWAY EQUIPMENT OPERATOR III	BALLA								
	YARBROUGH, DANIEL	HIGHWAY EQUIPMENT OPERATOR III	BALLA								
<				<] · ·) >	<		i	11			>

- 6. Click the "Approved" check box for each employee.
- 7. Save .
- 8. Click on the **Equipment** tab in the bottom sub-window.
- 9. Click the "Select" check box next to each piece of equipment you want assigned to the highlighted work order. Notice the equipment name is populated in the **Assigned Equipment Sub-Window**.
- 10.Right click in the lower middle Assigned Equipment Sub-Window and select *Make Day Cards*. Notice all equipment listed in the **Assigned Equipment Sub-Window** will auto-populate in the **Equipment Day Cards Window** for today's date (or the date(s) specified for the WO) and total hours of eight per day (or less depending on the duration of the WO. The duration on the WO is specified in the **Edit Dates Window** for the work order).

NOTE: If you make a daycard for a fleet vehicle, you will need to enter the miles driven as well as the *#* of hours used in the "Total Hours" box.

- 11.Once the appropriate mileage or hours used for each vehicle has been entered, click the "Approved" check box next to each piece of equipment.
- 12.Save 🔳.
- 13.Click on the Material tab in the bottom sub-window.
- 14.Click the "Select" check box for each material type to be assigned to the work order. Notice a line will be added to the middle **Assigned Material Sub-Window**.
- 15.Enter the amount of material used in the "Amount" box for each assigned material in the **Assigned Material Sub-Window**.
- 16.Right-click in the **Assigned Material Sub-Window** and select *Make Day Cards*. Notice a line is auto-populated in the **Material Day Cards Sub-window** with today's date (or the date(s) specified for the WO) and the amount of material you entered in the last step.

17.Click the "Approved" check box.

18.Save 🖬

 $\diamond \diamond \diamond$

	WORK ORDERS USER GUIDE	Chapter DAY CARDS WINDOW Subject Direct Costs and Accomplishments Entry
--	---------------------------	---

There are times when KYTC creates a work order for a specific project or job. During a project, there may be a need for labor, equipment, or materials to be charged directly to the project. These charges would not be included as part of KYTC labor, equipment, or material day cards but are charges from external sources. Some examples of direct costs are:

- Labor temporary labor services or inmate labor
- > Equipment equipment rented from outside contractor
- Materials materials ordered for and delivered to a specific project

Direct costs may be entered on work orders that may or may not have day cards associated with them however, direct costs must be reported whenever any of the management unit's resources are used in conjunction with outside resources (i.e. contract labor, nonstockpiled materials charged directly to the project) prior to completing the work order. If a work order needs to be completed prior to receiving all direct cost information, the management unit must open a separate work order (with the same header and accounting information) and enter only direct cost information. All day cards associated with this project must be entered on the original work order.

NOTE: Price contracts (including any associated materials not stockpiled in OMS) need to be entered on a work order as a direct cost in order to capture the cost of those resources against an activity and project through reporting. This is generally the responsibility of district personnel; however, a management unit can also be responsible for entering this information.

(Cont)

This includes inputting the cost and accomplishments for each contract. Contact your designated OMS Coordinator for assistance with these price contracts.

NOTE: Keep in mind that even though the Direct Cost charges are entered into OMS on a work order this process will not move the appropriate monies through Emars. Additional steps will possibly need to be made through accounts to handle the accounting associated with direct cost charges.

The ability to capture direct project costs is included in the **Costs and Accomplishments** tab of the **Day Cards Sub-Window**. There are two options available under the **Costs and Accomplishments** tab:

FIGURE 302-02-1: Costs and Accomplishments Tabs

Labor	Equipment	Material	Costs + Acc	Inv. Items							
Costs	8						[Accompli:	shments		
								~~ <	Go > >>0 pa	ges (0 rows)	
Appro	oved * Wo	rk Date	* Cost Type	* Total Cost (\$) Amount	Comments	Attacl	Approv	* Work D	* Amo	Unit
<								<]		III	
								· #			

- Costs Outside costs (labor, equipment, and/or materials usage) associated with a specific work order are entered.
- Accomplishments Amount of work completed for a specific day is entered. For example, suppose a project involved paint striping (by linear foot) over a 2-week period. Ten accomplishment day cards would be entered detailing the number of feet painted for a specific day for the associated work order. The work order reflects the *estimated* amount of activity that would be accomplished for the work order. The accomplishments day cards log the actual amount of activity completed.

Procedure

1. Click on the **Costs** + **Acc** tab. If you have any direct costs associated with this work order, complete the following steps. If there are no direct costs, skip to step 5.

2. Right-click in the lower left hand **Costs Sub-Window** and select *Insert*.

FIGURE 302-02-2: Costs Sub-Window

Labor	Equipment	Material	Costs + Acc	Inv. Items								
Costs								Accompli:	shments			
~ <	G0 > >:							G0 >>>0 pages (0 rows)				
Approved * Work Date * Cost Type * Total Cost (\$)					(\$) Amount	Comments	Attacl	Approv	* Work D	* Amo	Unit	
					Insert							
					Delete select	ted 🗟						
					Approve Sel	ected						
					Disapprove S	Selected						
					Sort							
					Find							
					Work With At	ttachments						
					Export Data							
<								<				

3. Enter Work Date, Cost Type, Total Cost, Amount and any necessary comments.

4. Check the "Approved" check box.

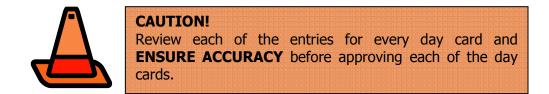
5. Right-click in the lower right hand **Accomplishments Sub-Window** and select *Insert*.

6. Fill in Work Date, Amount (amount of accomplishment completed) and Unit.

7. Check the "Approved" check box.

FIGURE 302-02-3: Approved Costs & Accomplishments

	Labor Equi	pment Material	Costs + Acc	nv. Items							
I	Costs					BA	ccomplisi	hments			
- 11		30 🖻 🖻 1 pages (1	rows)			80	1 0	🔊 🖻 🖂 1 page	es (1 rows)		
ľ	Approved	* Work Date	* Cost Type	* Total Cost (\$)	Amount C	A	pprov	* Work D	* Amo	Unit	
I	• 🔽	11/5/2010	Materials 🗸 🗸	\$50.00	1	ÞΓ	v	11/5/2010	1	each	~
ľ											
I											
I											
I											
I											
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I											
	<u>ح</u>					<					
	8	3. Save									



NOTE: by clicking the "Approved" check box in the **Day Cards Window**, selected day cards will be approved. Day cards may also be approved in the daily log. (See WO-401)



	Chapter DAILY LOG WINDOW
WORK ORDERS	Subject
USER GUIDE	Overview

Overview

The **Daily Log Window** provides the timekeeper (or authorized personnel) with the ability to:

- > Insert and assign employees to leave work orders
- View all work orders entered for a specific day, as well as the employees, equipment, materials, additional costs and accomplishments that were used to complete the work
- Approve labor hours, equipment usage, materials, additional costs and accomplishments used on the selected work orders for any given day
- > Generate the WO Daily Report to assist payroll data entry

The **Daily Log Window** allows you to edit and approve day cards on all work orders that occur in a single day (including administrative support work orders). This window allows you to record all activities that take place in your management unit for a single day for both operations and administrative support. Conversely, the **Day Cards Window** allows you to edit all the day cards for any single operations work order across multiple days. The result is the same of any given work order regardless of the window you use to edit day cards. This window simply provides a different access to the same type of information.

The **Daily Log Window** consists of the following:

Overview (Cont)

- Work Orders Sub-Window displays type of work completed and start and end dates.
- Labor Tab displays employees who performed the work order and the time it took to complete the work order.
- Equipment Tab displays all equipment used on the work order and total hours or mileage charged to the equipment.
- Material Tab displays stock name of materials and the total amount used on the work order.
- Costs and Accomplishments Tab displays cost types and total costs for any additional expenses and the amount of the work order that was completed.
- Inv. Items Tab displays the section(s) where the work order took place.

NOTE: The timekeeper must verify the accuracy of all work order information prior to entering the day's information into TIPS. All accounting strip related errors (OMS or TIPS) and interface errors (i.e. WO# was not sent from OMS to TIPS) should be directed to the OMS Coordinator. All work orders from the Daily Log report shall be entered into TIPS with the exception of leave work orders. All daily log processing and TIPS entries must be complete before payroll runs.

Procedure

1. Access Roadway>Progress>Daily Log

FIGURE 401-1: Access to Daily Log Window

8	Roadwa	y Equipmer	nt Manage	ement	Network	Resources	System
H	Utilities	Setup/Inventory	Issue	Progress	Analysis	and Budgets	Reports
0				Day Cards			
£				Scheduling			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				Daily Log	D		
				Completion	2		
					_		
▼ open / close ▲							

2. In the **Work Orders Sub-Window,** click on the work order you just created.

NOTE: Only work orders (or a day of work order if work order spans for more than one day) are shown which have a date similar to the date reflected in the Effective Date field at the top. By default, "Present Date" is selected as the "Effective Date".

3. In the lower sub-window, click on the **Labor** tab and verify all assigned hours for each employee are accurate.

FIGURE 401-2: Labor Tab

Ð	Roadwa	ay I	Equipmer	nt Manag	ement	Network	R	esources	Syste	m	
	Utilities	Setup/I	nventory	Issue	Progress	Analysi	s and	Budgets F	Reports		
2	Progress	Daily Lo	g								
) r	Eff Work Ord	ective Det	e.	11/5/2010							
	<< 1		1 pages (1 rows)							
7	WO#	Activity				Star	Start	Finish	End	Dur	Plan Amou
	8358297	T210 REF	LACE SIG	N & DEL (e	ach)	11/5/2		0 11/5/2010	8	8	
7						- 20				1	
4	<u> </u>								IIII		
4	Employed	es Hours			al Costs 🖌	Accomplishn	nents	Inv. Items	IIII		
4	Cimployed	GO > >		(11 rows)						_	
4	Employed Employed Employed	es Hours Go > > Name		(11 rows)	297 Hours	Total Hou	rs Ot	Inv. Items			
🔻 open / close 🔺 🔥	Employed Compleyed Employed SMITH, TA	es Hours Go > > Name LMAGE		(11 rows)		Total Hou	rs Ot		rs <u>0</u>	_	
4	Employed Employed Employed	es Hours Go > > Name LMAGE		(11 rows)	297 Hours	Total Hou	rs Ot			_	_
4	Employed Compleyed Employed SMITH, TA	es Hours GO > >> Name LMAGE OY	2 pages ((11 rows)	297 Hours	Total Hou	rs Ot		rs <u>0</u>		
🔻 open / close 🔺 📐	Employed 2 Employed SMITH, TA DENNIS, R	es Hours Go > >> Name LMAGE DY N, JONAT	2 pages ((11 rows)	297 Hours	Total Hou	rs Oti 8 0		rs <u>0</u>	_	

4. Click on the **Equipment** tab and verify all assigned hours/miles for each piece of equipment are accurate.

5. Click on the **Material** tab and verify all assigned material and amounts are accurate.

6. Click on the **Costs and Accomplishments** tab and verify all direct costs and accomplishments are accurate.

NOTE: If any of the day card amounts displayed in the Daily Log are inaccurate, right-click on them and select *Disapprove*. This will change them from green (Approved) to white (Unapproved) and allow you to edit them to reflect the actual amounts. Once you are satisfied with your day card, right-click and select *Approve*.

Procedure

(Cont)

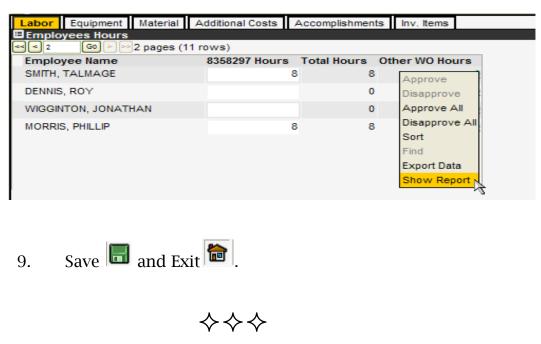
FIGURE 401-3: Disapprove Inaccurate Day Card Amounts

Labor Equipment Mate	erial Additional Costs	Accon	np Approve	. Items
Employees Hours			Disapprove	
Employee Name	8358297 Hours	s Tota	Approve All	WO Hours
SANDERFER, DAVID			Sort Find	<u>0</u>
BROWN, CHARLES			Export Data	<u>0</u>
YARBROUGH, DANIEL		8	Show Report	<u>0</u>
STOUGH, EUGENE			0	<u>0</u>
RENFROW, JERRY			0	<u>0</u>
OVERBY, LINDA			0	<u>0</u>

7. Right-click and select *Show Report* to display all daily work orders for time entry into TIPS.

8. If satisfied with the displayed report print and send to payroll to TIPS entry.

FIGURE 401-4: Show Report Option



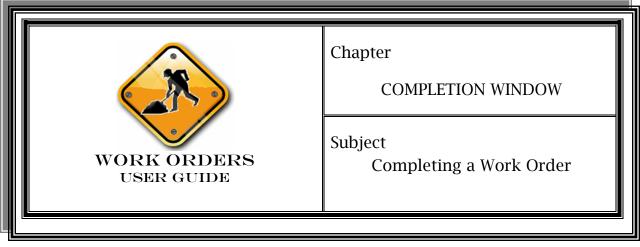
WORK ORDERS	Chapter DAILY LOG WINDOW Subject Recording
WORK ORDERS	Recording
USER GUIDE	Leave Activities

All employees must have their time recorded against a particular activity. For an absence, the employee's time will be recorded appropriately (sick, vacation, etc.). Leave codes exist to cover each type of absence they may encounter. Management units will create one work order for each leave activity as needed with an "End Date" of 6/30/FY.

Leave work orders are only set up in the *Roadway>Progress>Daily Log* window. No equipment or material usage will be recorded in this window. Unlike non-leave work orders, leave work orders shall remain open for a period of time determined by Central Office but must be completed prior to a new fiscal year.

After day cards are approved and the Daily Log has been completed, the timekeeper must enter the leave information in TIPS.





Work orders shall be marked "completed" in the **Completion Window** by the management unit's supervisor upon verification of accuracy of the following data:

- > Labor, equipment, and material usage
- > Activity
- > Project code
- > All other accounting information including termini and section
- Direct costs and accomplishments
- Start/End dates
- > Work performed on project is complete
- > Payroll entry for this work order is processed

NOTE: If usage errors on the work order (equipment and materials) are discovered after it has been completed in OMS, reconciliation would need to occur in both eMARS and OMS. Management units shall contact their OMS Coordinator for assistance.

Work orders shall not span more than one pay period. If a project is going to start in one pay period and end in the next, the management unit shall end the work order on the last day of the current pay period and open a new one for the next period.

Overview (Cont)



Procedure

1. Access Roadway>Progress>Completion

Work Order		ges (63 rows)					
	WO#	Activity	Start Date	Start Hour	Finish Date	End Hour	Duration (
	8356309	F210 MOW-TP2-STATE FORCES (acr	10/19/2010	0	10/19/2010	8	8
	8356311	F080 MOWER SUPPORT (hours)	10/19/2010	0	10/19/2010	8	8
	8356315	F210 MOW-TP2-STATE FORCES (acr	10/19/2010	0	10/19/2010	8	8
	8357078	N170 CNTY CRW GEN EXP (hours)	10/20/2010	0	10/20/2010	8	8
	8357081	E010 TREE&BRUSH REMOVAL (hours)	10/20/2010	0	10/20/2010	8	8
	8357093	F080 MOWER SUPPORT (hours)	10/20/2010	0	10/20/2010	8	8
	8357095	F210 MOW-TP2-STATE FORCES (acr	10/20/2010	0	10/20/2010	8	8
	8357141	F080 MOWER SUPPORT (hours)	10/20/2010	0	10/20/2010	8	8
	8357142	F210 MOW-TP2-STATE FORCES (acr	10/20/2010	0	10/20/2010	8	8
	8357876	N170 CNTY CRW GEN EXP (hours)	10/21/2010	0	10/21/2010	8	8
	8357881	E010 TREE&BRUSH REMOVAL (hours)	10/21/2010	0	10/21/2010	8	8
	8357905	H990 MISC BDG MAINT (hours)	10/21/2010	0	10/21/2010	8	8
	8357910	F080 MOWER SUPPORT (hours)	10/21/2010	0	10/21/2010	8	8
	8357913	F210 MOW-TP2-STATE FORCES (acr	10/21/2010	0	10/21/2010	8	8
▶ <u> </u>	8358297	T210 REPLACE SIGN & DEL (each)	11/5/2010	0	11/5/2010	8	8

•

Detail Location						
Costs and Accomplishments						
<< < 1 Go > >> 1 pages (5 rows)						
DESCR	MIN DATE WORK	MAX DATE WORK	NOT APPROVED	Total Cost (\$)	Quantity	Man Hour Used
Labor Day Cards	11/5/2010	11/5/2010	0	\$610.37		16
Equipment Day Cards	11/5/2010	11/5/2010	0	\$80.00		
Material Day Cards	11/5/2010	11/5/2010	0	\$42.80		
Accomplishments	11/5/2010	11/5/2010	0	\$0.00	1	
Direct Material Costs	11/5/2010	11/5/2010	0	\$50.00		

2. Click on the Work Order ready for completion and verify all amounts are accurate in the Costs and Accomplishments sub window.

- 3. Check the completed box.
- 4. Save 🖬 and Exit.

