

Main Menu – Can be accessed by tapping the 3 white bars in the upper left hand corner of the application

Create Work Order – create new workers in a status of New Request or In Progress.

Create Request – useful for entering work order requests that are performed by other individuals or roles.

Dashboard – Summary of assigned work orders, showing PM, non-PM, and past due

Work Orders – Work Order List View

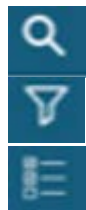
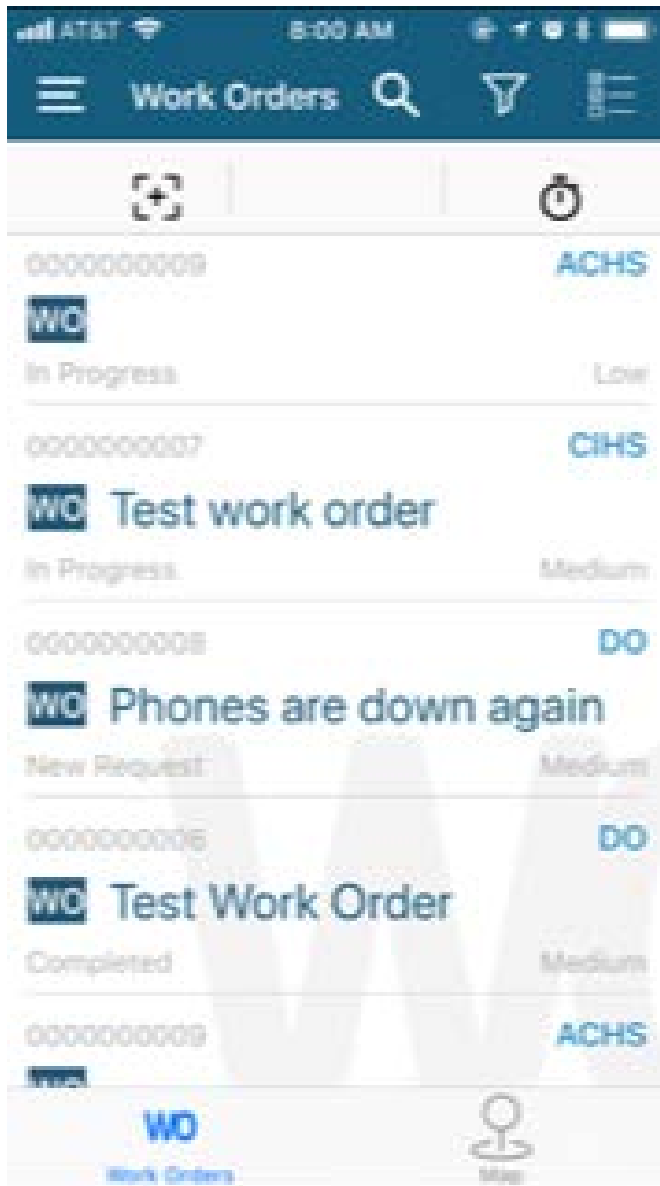
My Requests – Shows your requests entered via “create request”

Assets – Displays information about HVACs, RTUs, and Boilers etc.

Parts – View and scan parts.

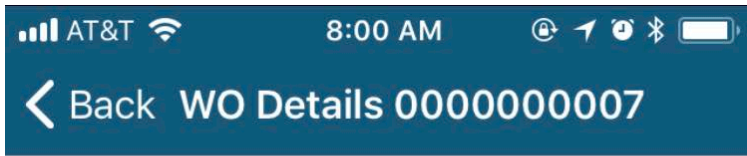
Notifications – Shows recent assignments and changes to work orders assigned to you

Settings – Password changes, view and picture settings



- Work order search
- Filter – search by work order priority, site, or status.
- Create and view timers, sync

Work Order details can be viewed by tapping on any work order displayed on the screen or by swiping left and picking view or edit.



CIHS

# WO Test work order

In Progress

Medium

- General
- Site
- Assigned To
- Documents
- Parts
- Labor Entries
- Tasks/Steps

Displays the site, status, and priority of the work order

General – Displays action taken, comments, Status, Work Category, Priority, Problem, Project Code, Originated time and date, estimated hours and costs, actual hours and costs

Site – Site, Location, or Asset Information

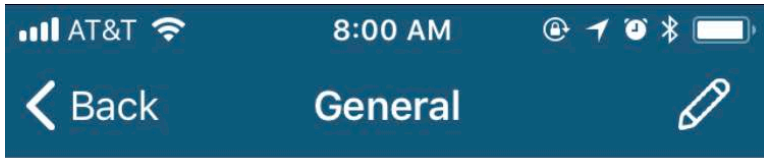
Assigned to – displays the list of user(s) assigned to a work order


Documents – displays any pictures or documents attached to a work order

Parts – View, add, remove any parts required to complete a work order

Labor Entries – view, add, and remove time associated with the work order

Tasks/Steps – Commonly used for Preventative or Scheduled Maintenance



Initially, the screen will be in view only mode, to edit information, tap on the  in the upper right hand corner of the screen.

**Title** Test work order

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**Work Requested**

I need help opening this jar of pickles

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**Action taken**

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**Comments**

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**Work Order #** 0000000007

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**Source Type** Site

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**WO Status** In Progress

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**Origin** Non-PM

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**Work Type**

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**Work Category**

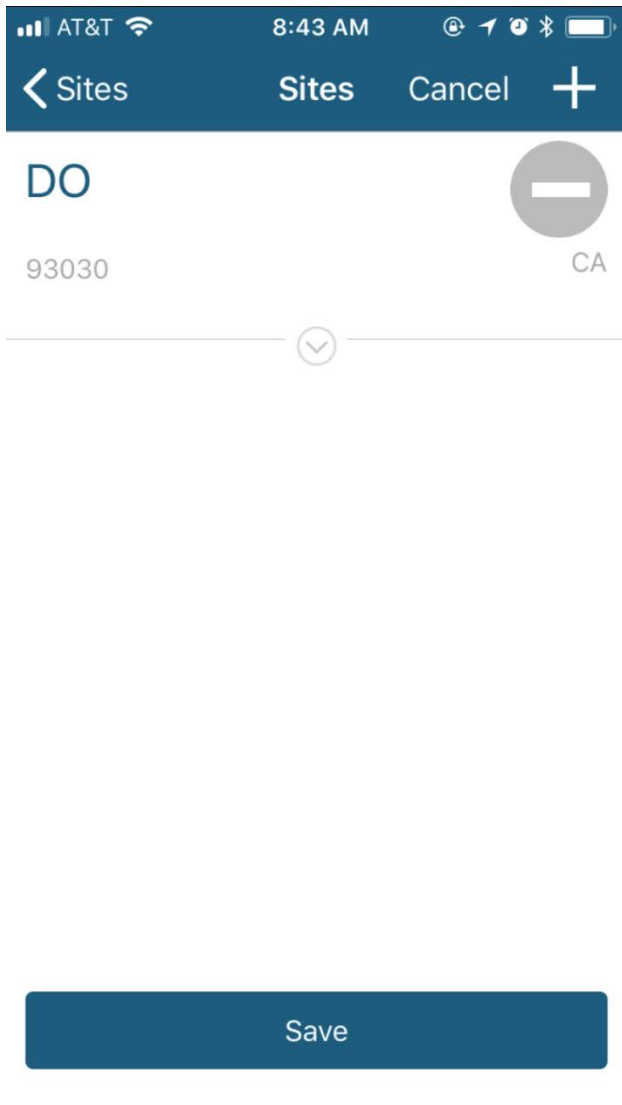
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**Priority** Medium



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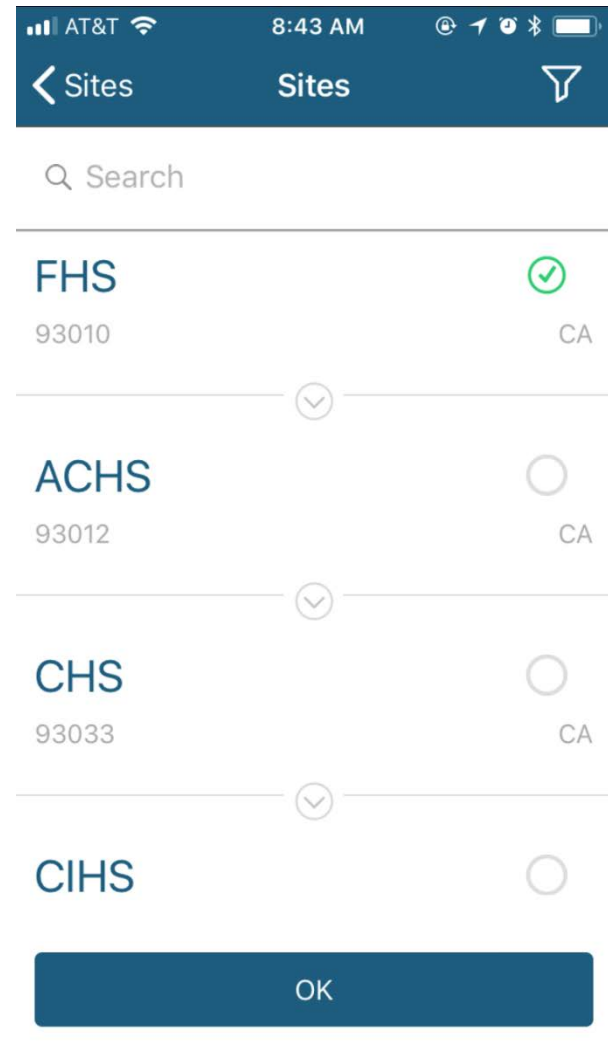
**Problem**

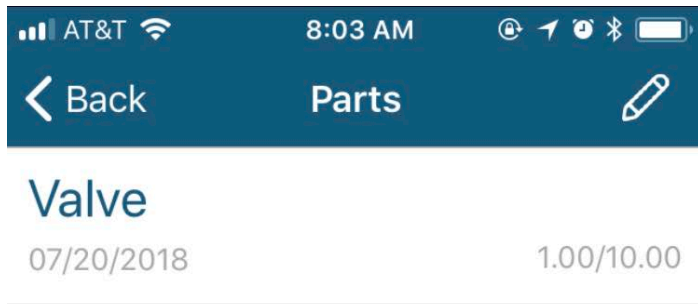
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### Site & Locations


To add a site, tap on the pencil in the upper right hand corner, followed by . From here, you can scroll through the list of options or use the search box to find the appropriate site or location. The  indicates that a selection has been made.







Similar to sites, parts can be viewed and edited by tapping on the  in the upper right hand corner. Here you can enter information such as cost, quantity, description, and where the parts were purchased.



AT&T
8:03 AM






← Back
Create Labor Entries


**First Name** Test



**Middle Name**

**Last Name** Technician

**Job Title** Skilled Worker

**Company Name**

**Description**

**Hour** 1

**End Date** 7/23/2018


8:03 AM

7/23/2018

Labor Entries – labor entries can be entered for individual users or other workers. To enter information, simply tap on



and “Select Me” if entering your own labor or Search to find another worker. Simply change the start time to when the job began and the hours will automatically adjusted for you.

When you’re done, tap on .