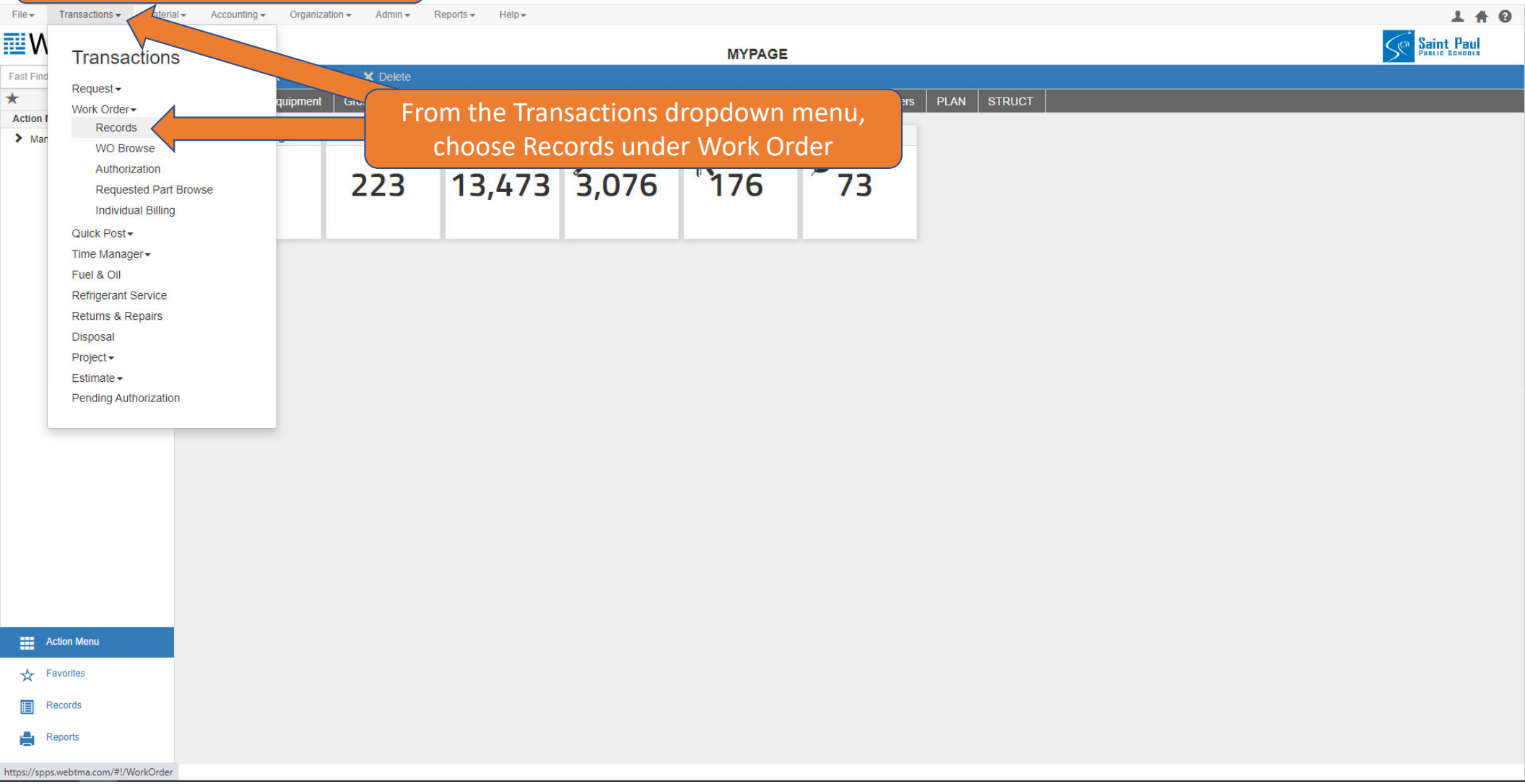
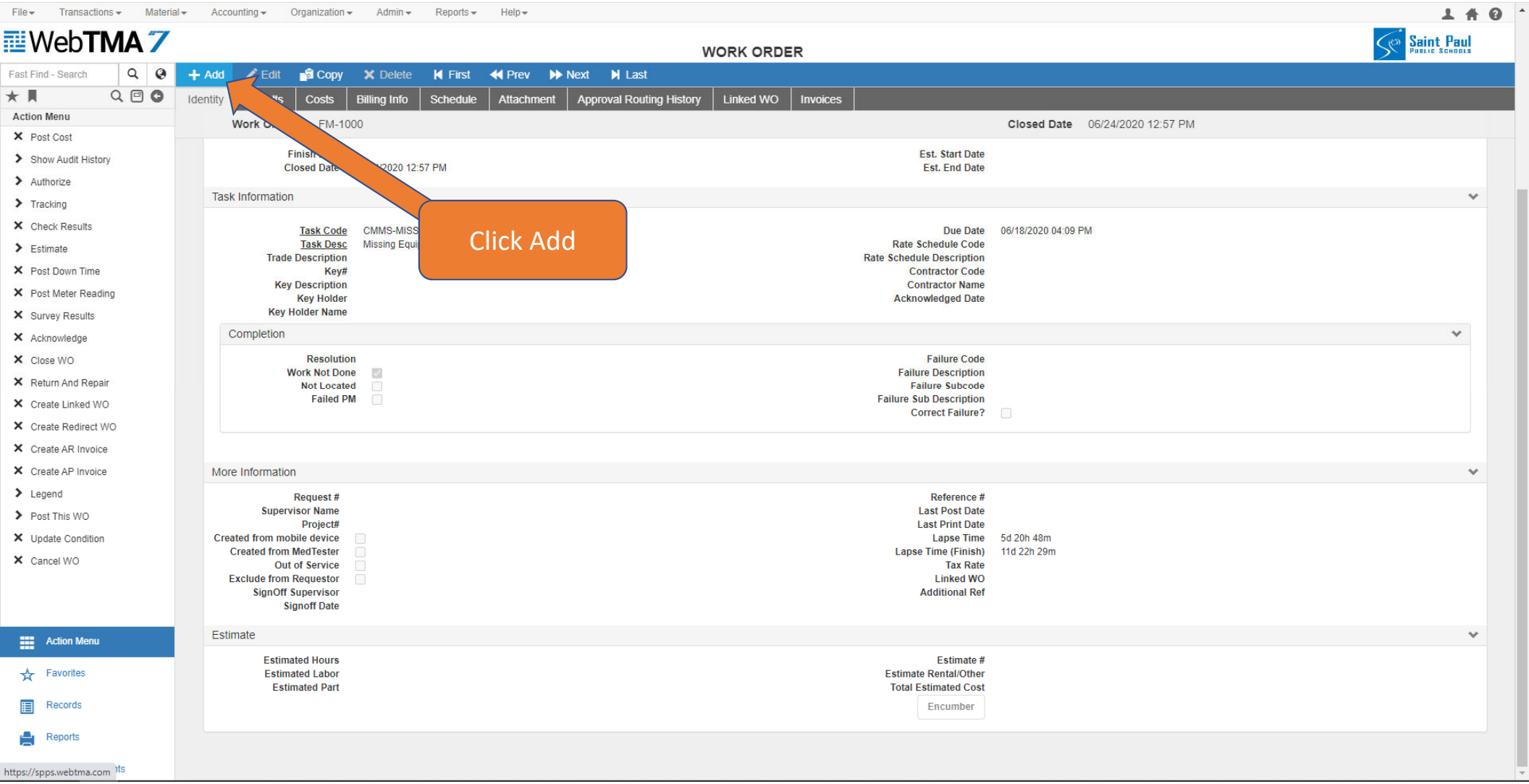
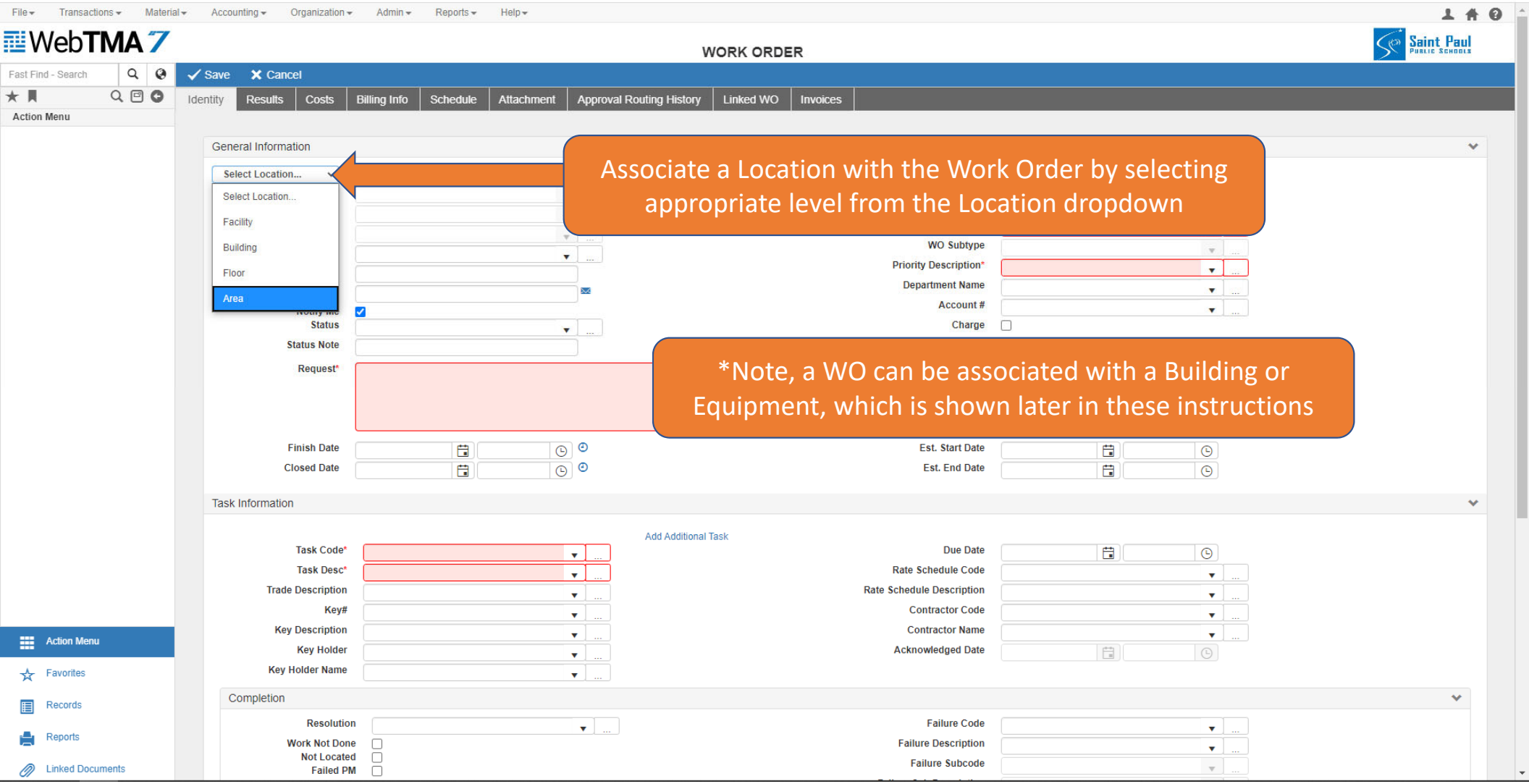
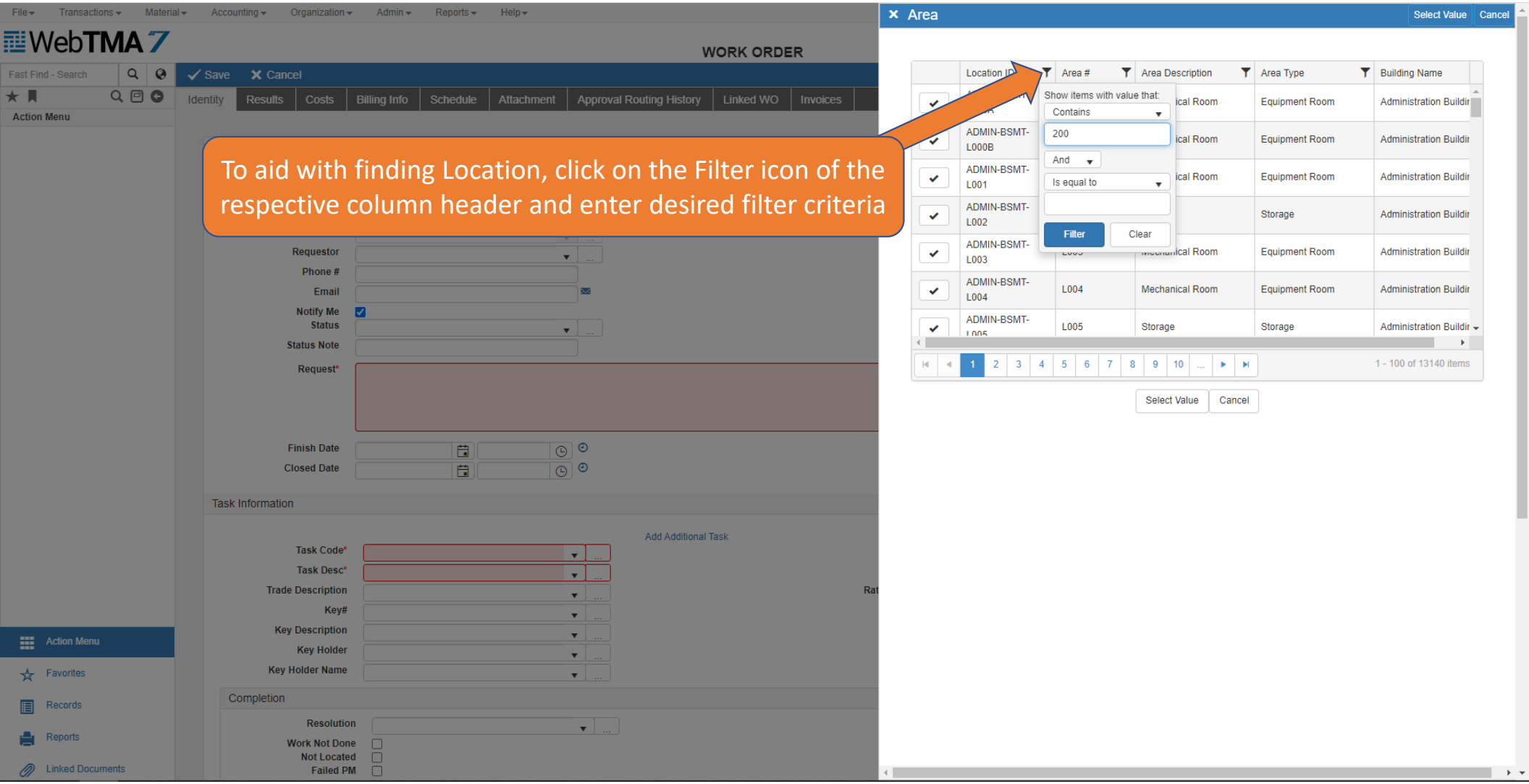
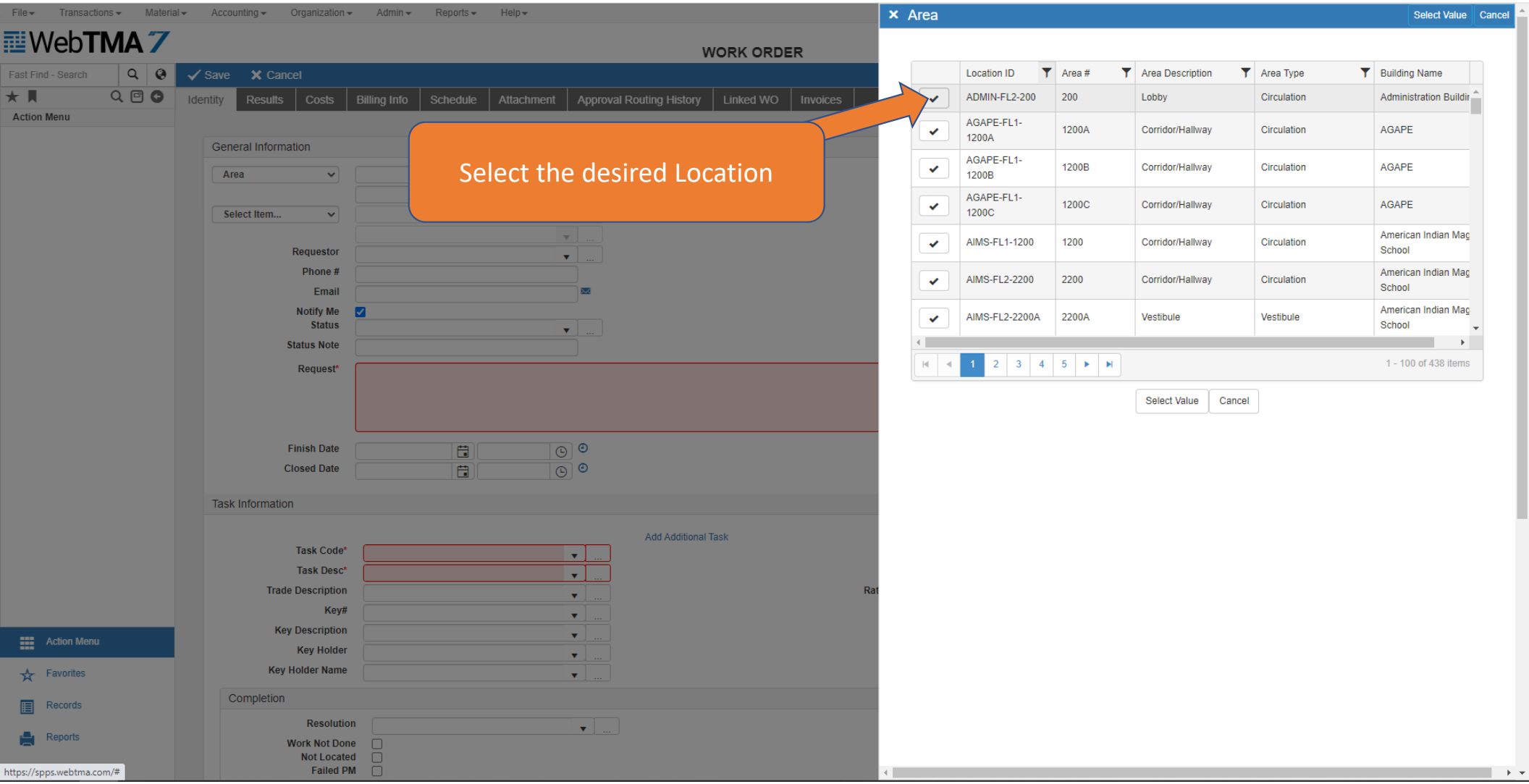
# Create New Work Order

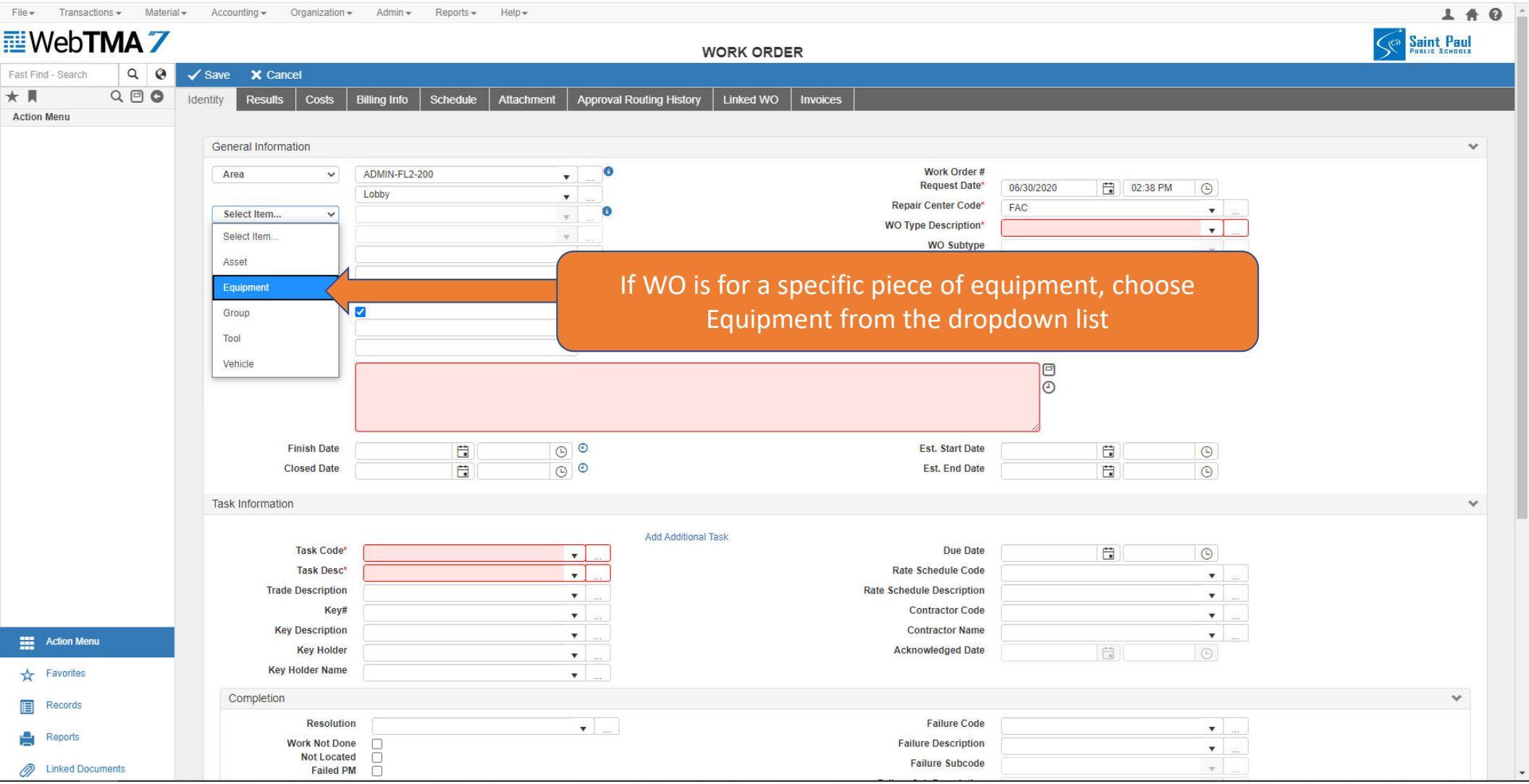


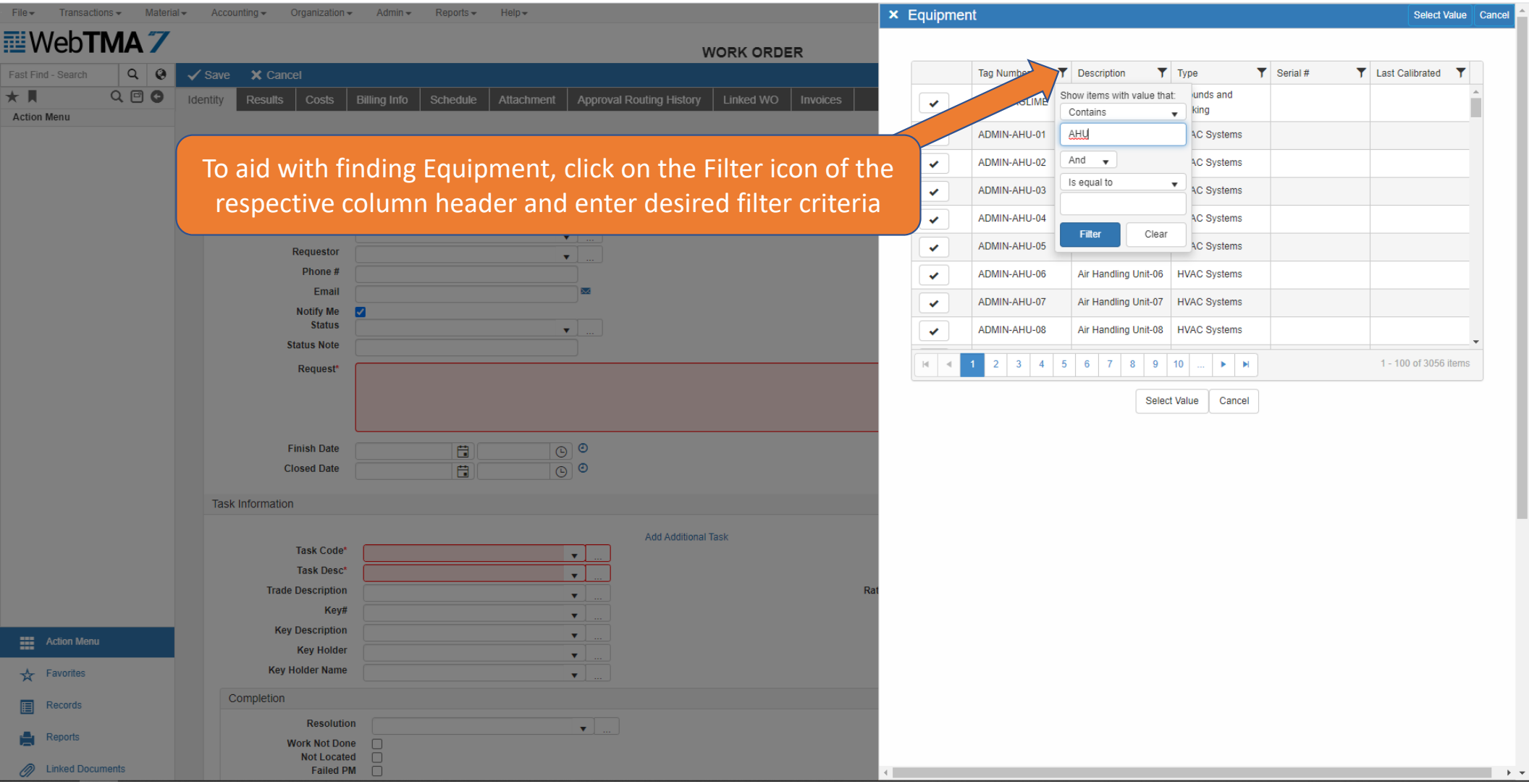

File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Saint Paul Public Schools
Fast Find - Search
Action Menu
Post Cost
Show Audit History
Authorize
Tracking
Check Results
Estimate
Post Down Time
Post Meter Reading
Survey Results
Acknowledge
Close WO
Return And Repair
Create Linked WO
Create Redirect WO
Create AR Invoice
Create AP Invoice
Legend
Post This WO
Update Condition
Cancel WO
Action Menu
Favorites
Records
Reports
https://spps.webtma.com
Add
Edit
Copy
Delete
First
Prev
Next
Last
Identity
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
FM-1000
Closed Date 06/24/2020 12:57 PM
Est. Start Date
Est. End Date
Task Information
Task Code CMMS-MISS
Task Desc Missing Equi
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Due Date 06/18/2020 04:09 PM
Rate Schedule Code
Rate Schedule Description
Contractor Code
Contractor Name
Acknowledged Date
Completion
Resolution
Work Not Done
Not Located
Failed PM
Failure Code
Failure Description
Failure Subcode
Failure Sub Description
Correct Failure?
More Information
Request #
Supervisor Name
Project#
Created from mobile device
Created from MedTester
Out of Service
Exclude from Requestor
SignOff Supervisor
Signoff Date
Reference #
Last Post Date
Last Print Date
Lapse Time 5d 20h 48m
Lapse Time (Finish) 11d 22h 29m
Tax Rate
Linked WO
Additional Ref
Estimate
Estimated Hours
Estimated Labor
Estimated Part
Estimate #
Estimate Rental/Other
Total Estimated Cost
Encumber
Click Add

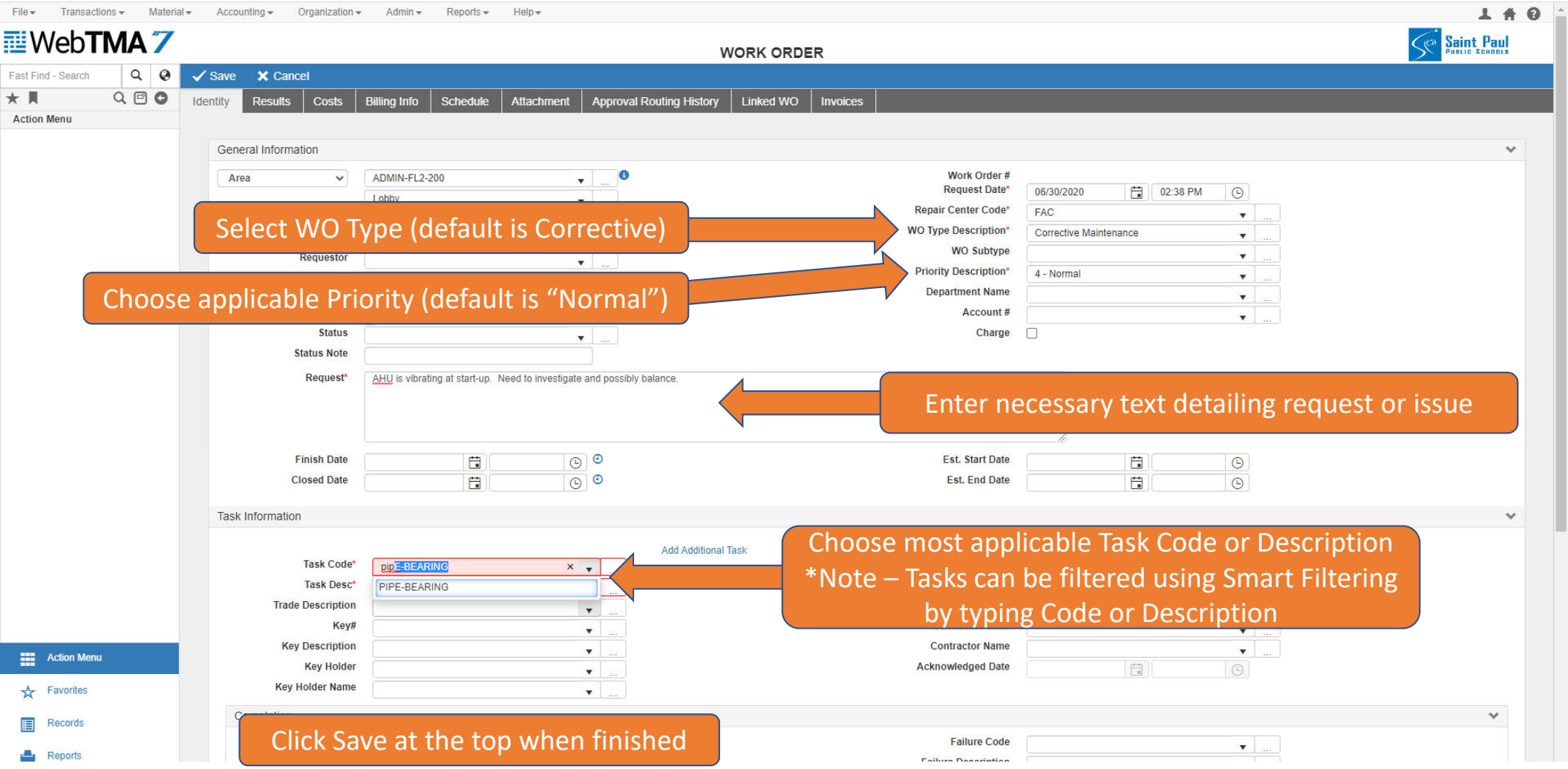

File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Saint Paul Public Schools
Fast Find - Search
Save
Cancel
Action Menu
Identity
Results
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
General Information
Select Location...
Select Location...
Facility
Building
Floor
Area
Associate a Location with the Work Order by selecting appropriate level from the Location dropdown
WO Subtype
Priority Description*
Department Name
Account #
Charge
Status
Status Note
Request*
*Note, a WO can be associated with a Building or Equipment, which is shown later in these instructions
Finish Date
Closed Date
Est. Start Date
Est. End Date
Task Information
Add Additional Task
Task Code*
Task Desc*
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Due Date
Rate Schedule Code
Rate Schedule Description
Contractor Code
Contractor Name
Acknowledged Date
Completion
Resolution
Work Not Done
Not Located
Failed PM
Failure Code
Failure Description
Failure Subcode
Action Menu
Favorites
Records
Reports
Linked Documents


File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Fast Find - Search
Action Menu
Save
Cancel
Identity
Results
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
To aid with finding Location, click on the Filter icon of the respective column header and enter desired filter criteria
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Finish Date
Closed Date
Task Information
Add Additional Task
Task Code*
Task Desc*
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Completion
Resolution
Work Not Done
Not Located
Failed PM
Action Menu
Favorites
Records
Reports
Linked Documents
Area
Select Value
Cancel
Location ID
Area #
Area Description
Area Type
Building Name
Show items with value that:
Contains
200
And
Is equal to
Filter
Clear
ADMIN-BSMT-L000B
ADMIN-BSMT-L001
ADMIN-BSMT-L002
ADMIN-BSMT-L003
ADMIN-BSMT-L004
L004
Mechanical Room
Equipment Room
Administration Buildir
ADMIN-BSMT-L005
L005
Storage
1 2 3 4 5 6 7 8 9 10 ...
1 - 100 of 13140 items
Select Value
Cancel


File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Fast Find - Search
Save
Cancel
Action Menu
Identity
Results
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
General Information
Area
Select Item...
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Finish Date
Closed Date
Task Information
Add Additional Task
Task Code*
Task Desc*
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Completion
Resolution
Work Not Done
Not Located
Failed PM
Action Menu
Favorites
Records
Reports
https://spps.webtma.com/#
Select the desired Location
Area
Select Value
Cancel
Location ID
Area #
Area Description
Area Type
Building Name
ADMIN-FL2-200
200
Lobby
Circulation
Administration Buildi
AGAPE-FL1-1200A
1200A
Corridor/Hallway
Circulation
AGAPE
AGAPE-FL1-1200B
1200B
Corridor/Hallway
Circulation
AGAPE
AGAPE-FL1-1200C
1200C
Corridor/Hallway
Circulation
AGAPE
AIMS-FL1-1200
1200
Corridor/Hallway
Circulation
American Indian Mag School
AIMS-FL2-2200
2200
Corridor/Hallway
Circulation
American Indian Mag School
AIMS-FL2-2200A
2200A
Vestibule
Vestibule
American Indian Mag School
1 2 3 4 5
1 - 100 of 438 items
Select Value
Cancel


File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Saint Paul Public Schools
Fast Find - Search
Save
Cancel
Action Menu
Identity
Results
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
General Information
Area
ADMIN-FL2-200
Lobby
Select Item...
Select Item...
Asset
Equipment
Group
Tool
Vehicle
Work Order #
Request Date*
06/30/2020
02:38 PM
Repair Center Code*
FAC
WO Type Description*
WO Subtype
If WO is for a specific piece of equipment, choose Equipment from the dropdown list
Finish Date
Closed Date
Est. Start Date
Est. End Date
Task Information
Add Additional Task
Task Code*
Task Desc*
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Due Date
Rate Schedule Code
Rate Schedule Description
Contractor Code
Contractor Name
Acknowledged Date
Completion
Resolution
Work Not Done
Not Located
Failed PM
Failure Code
Failure Description
Failure Subcode
Action Menu
Favorites
Records
Reports
Linked Documents


To aid with finding Equipment, click on the Filter icon of the respective column header and enter desired filter criteria
WebTMA 7
WORK ORDER
Save
Cancel
Identity
Results
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
Action Menu
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Finish Date
Closed Date
Task Information
Add Additional Task
Task Code*
Task Desc*
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Completion
Resolution
Work Not Done
Not Located
Failed PM
Favorites
Records
Reports
Linked Documents
Equipment
Select Value
Cancel
Tag Numbe
Description
Type
Serial #
Last Calibrated
Show items with value that:
Contains
AHU
And
Is equal to
Filter
Clear
ADMIN-AHU-01
ADMIN-AHU-02
ADMIN-AHU-03
ADMIN-AHU-04
ADMIN-AHU-05
ADMIN-AHU-06
Air Handling Unit-06
HVAC Systems
ADMIN-AHU-07
Air Handling Unit-07
HVAC Systems
ADMIN-AHU-08
Air Handling Unit-08
HVAC Systems
1 - 100 of 3056 items
Select Value
Cancel


File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Saint Paul Public Schools
Fast Find - Search
Save
Cancel
Action Menu
Identity
Results
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
General Information
Area
ADMIN-FL2-200
Lobby
Requestor
Work Order #
Request Date*
06/30/2020
02:38 PM
Repair Center Code*
FAC
WO Type Description*
Corrective Maintenance
WO Subtype
Priority Description*
4 - Normal
Department Name
Account #
Charge
Status
Status Note
Request*
AHU is vibrating at start-up. Need to investigate and possibly balance.
Finish Date
Closed Date
Est. Start Date
Est. End Date
Task Information
Add Additional Task
Task Code*
pipE-BEARING
Task Desc*
PIPE-BEARING
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Contractor Name
Acknowledged Date
Failure Code
Action Menu
Favorites
Records
Reports
Select WO Type (default is Corrective)
Choose applicable Priority (default is “Normal”)
Enter necessary text detailing request or issue
Choose most applicable Task Code or Description
*Note – Tasks can be filtered using Smart Filtering by typing Code or Description
Click Save at the top when finished