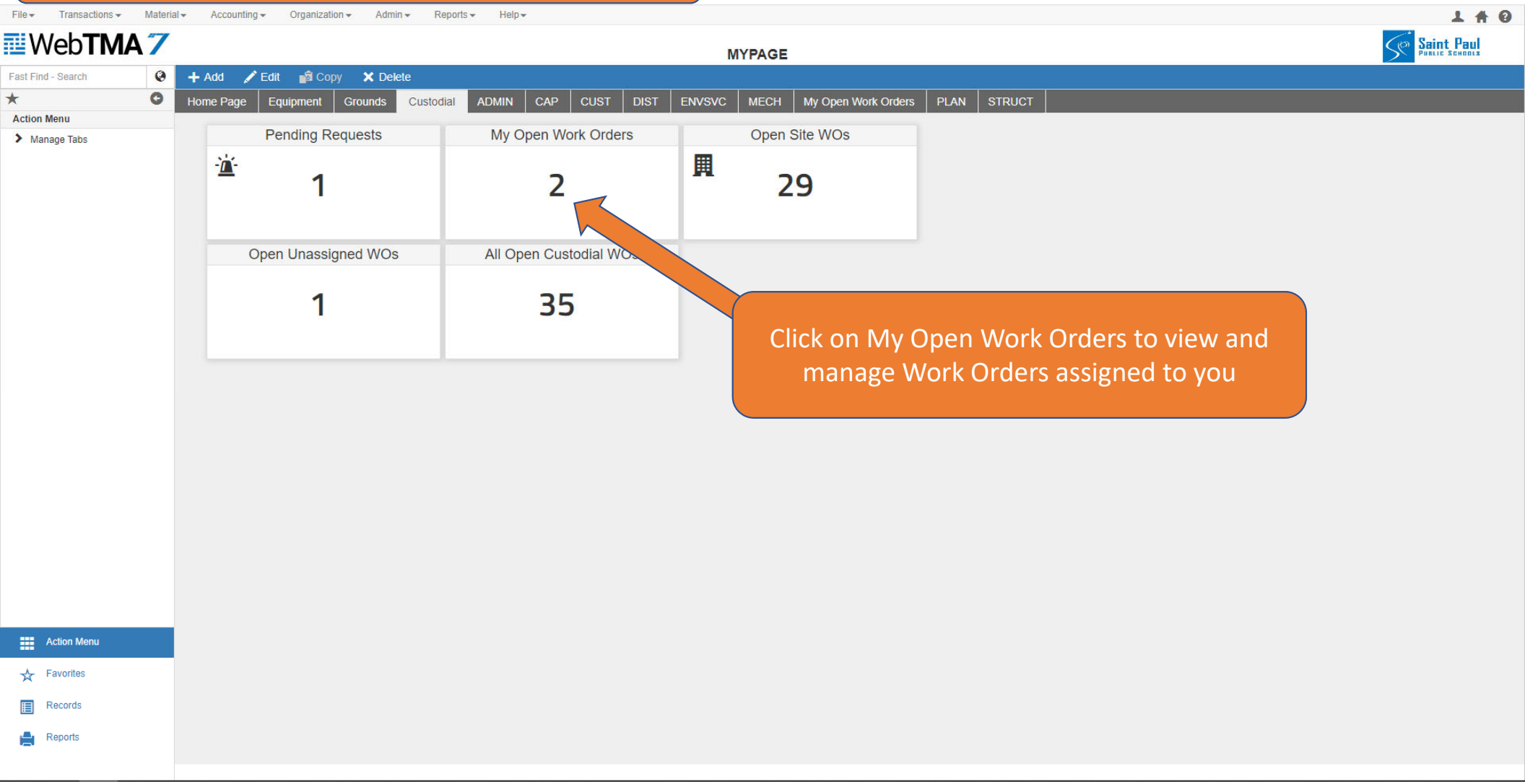
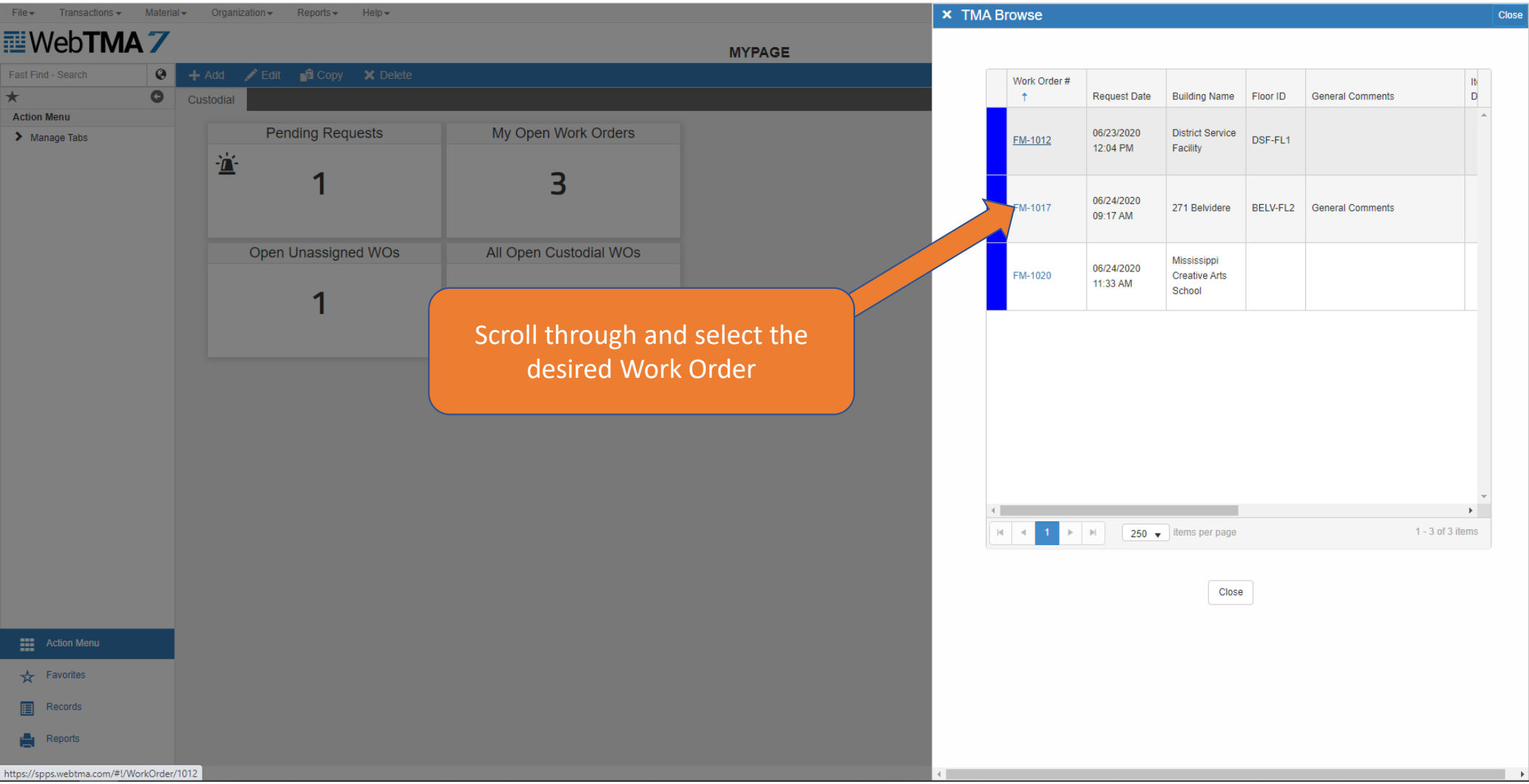
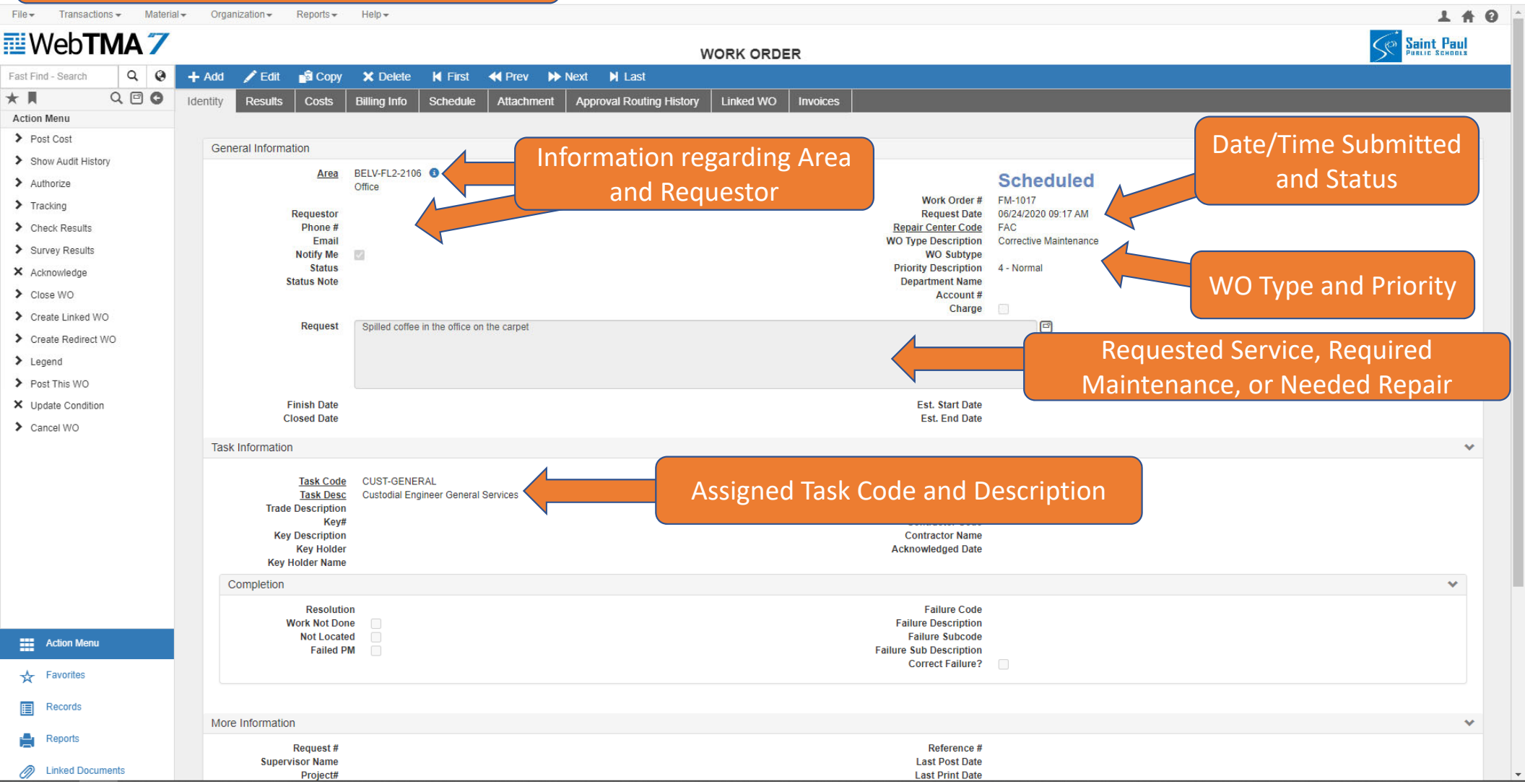
View and Manage Your Work Orders

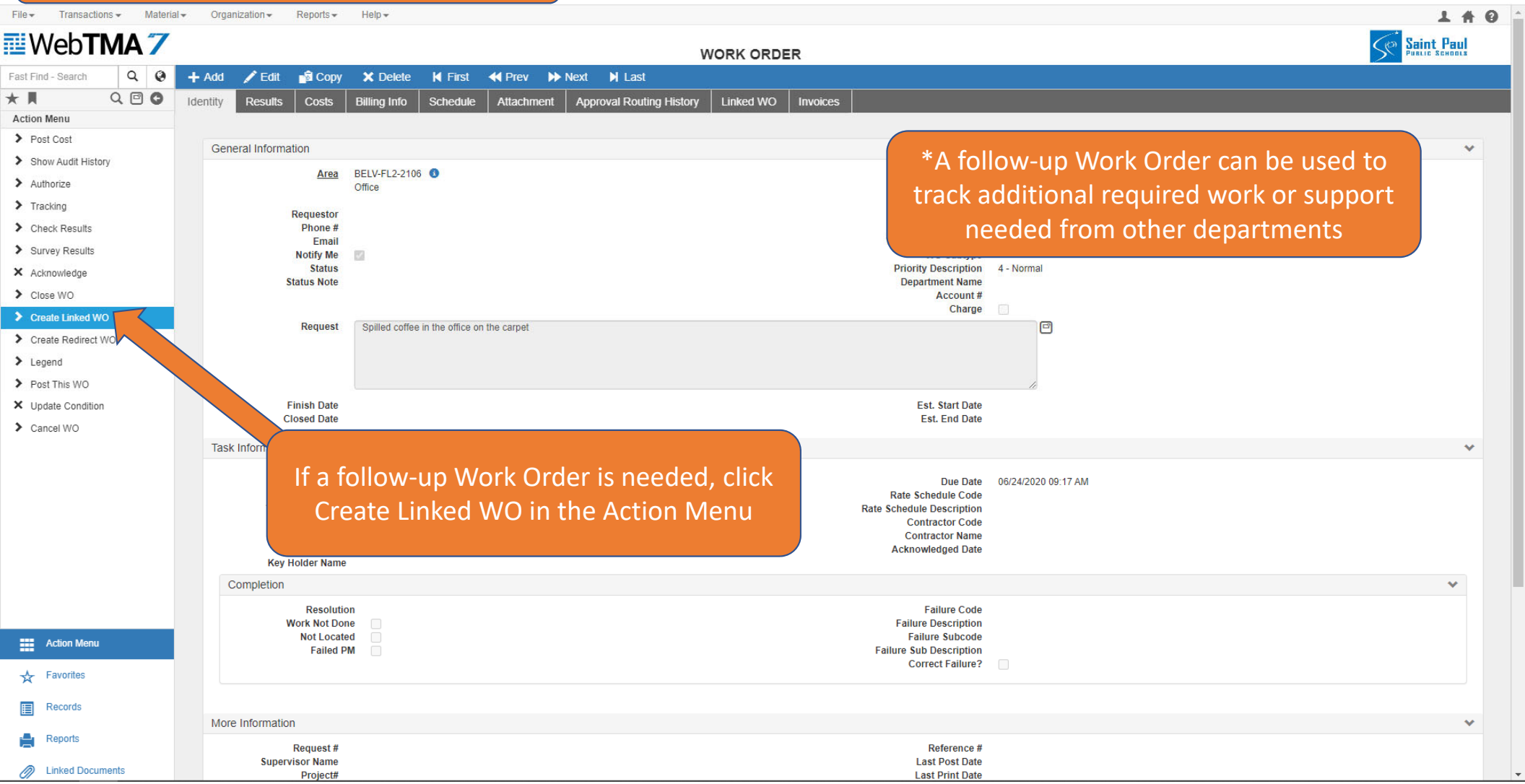



File
Transactions
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WebTMA 7
MYPAGE
Fast Find - Search
Add
Edit
Copy
Delete
Custodial
Action Menu
Manage Tabs
Pending Requests
1
My Open Work Orders
3
Open Unassigned WOs
1
All Open Custodial WOs
Scroll through and select the desired Work Order
Action Menu
Favorites
Records
Reports
https://spps.webtma.com/#!/WorkOrder/1012
TMA Browse
Close
Work Order #
Request Date
Building Name
Floor ID
General Comments
FM-1012
06/23/2020 12:04 PM
District Service Facility
DSF-FL1
FM-1017
06/24/2020 09:17 AM
271 Belvidere
BELV-FL2
General Comments
FM-1020
06/24/2020 11:33 AM
Mississippi Creative Arts School
1
250
items per page
1 - 3 of 3 items
Close

Review Work Order Information



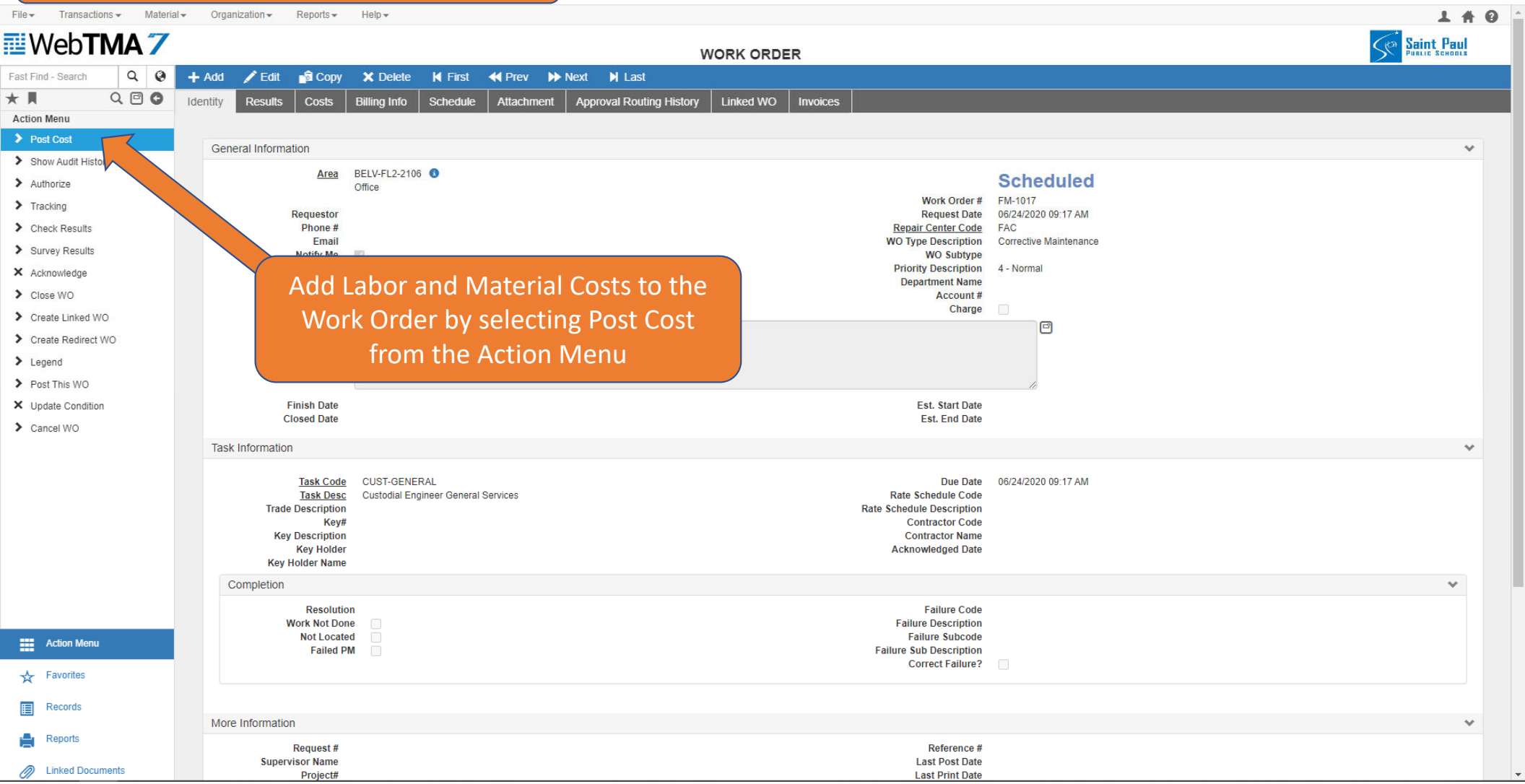
Create Follow-Up Work Order

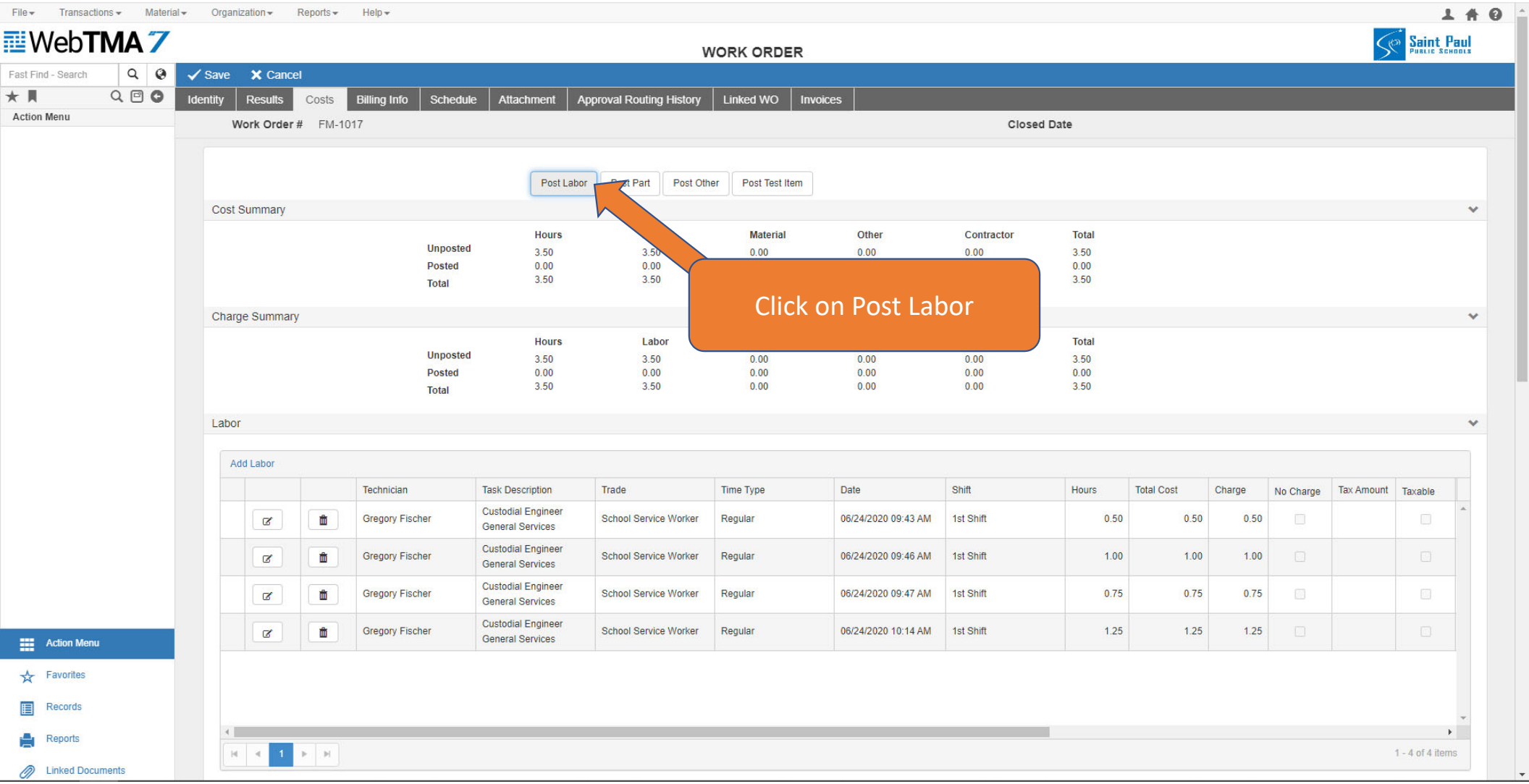


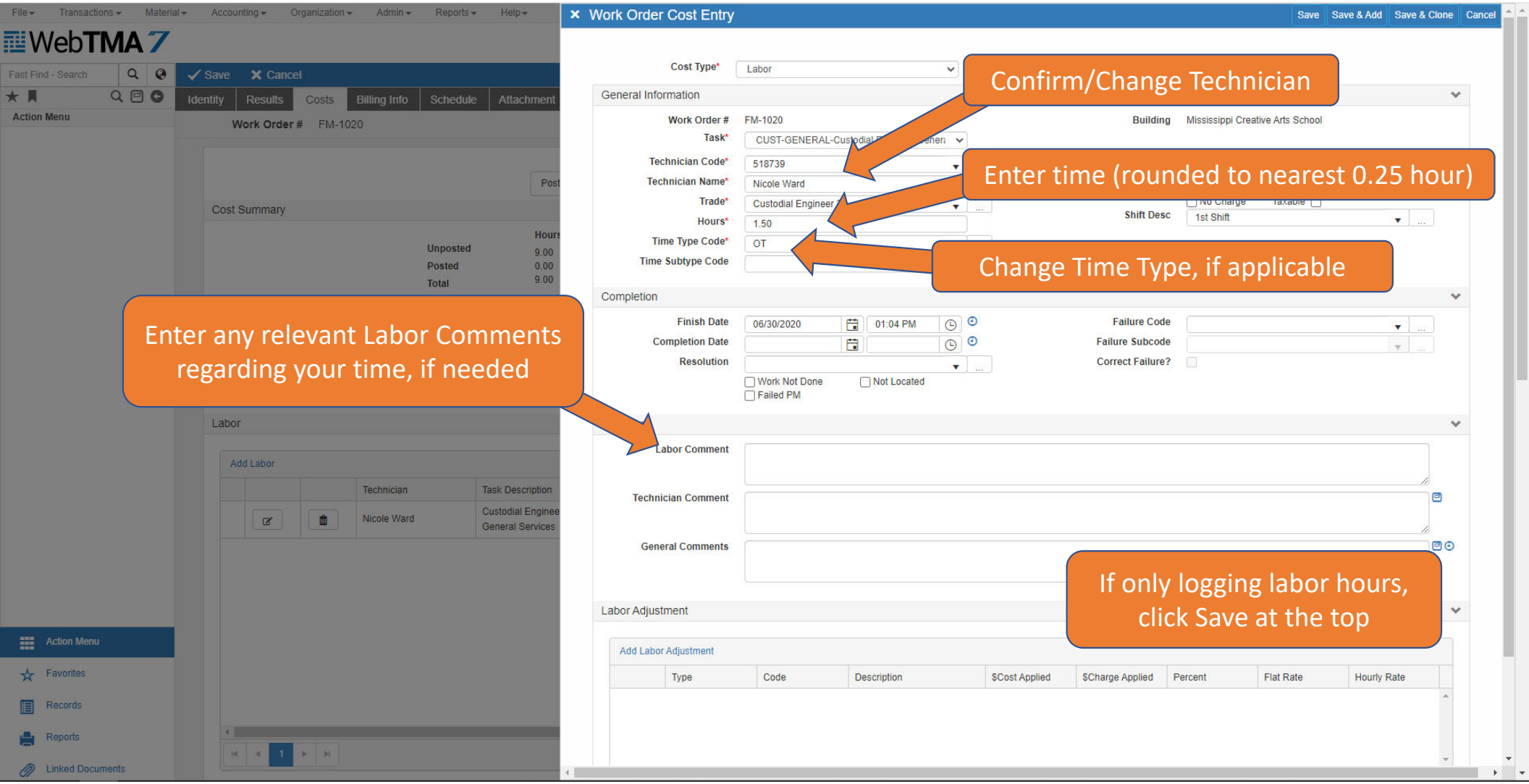
*A follow-up Work Order can be used to track additional required work or support needed from other departments

If a follow-up Work Order is needed, click Create Linked WO in the Action Menu

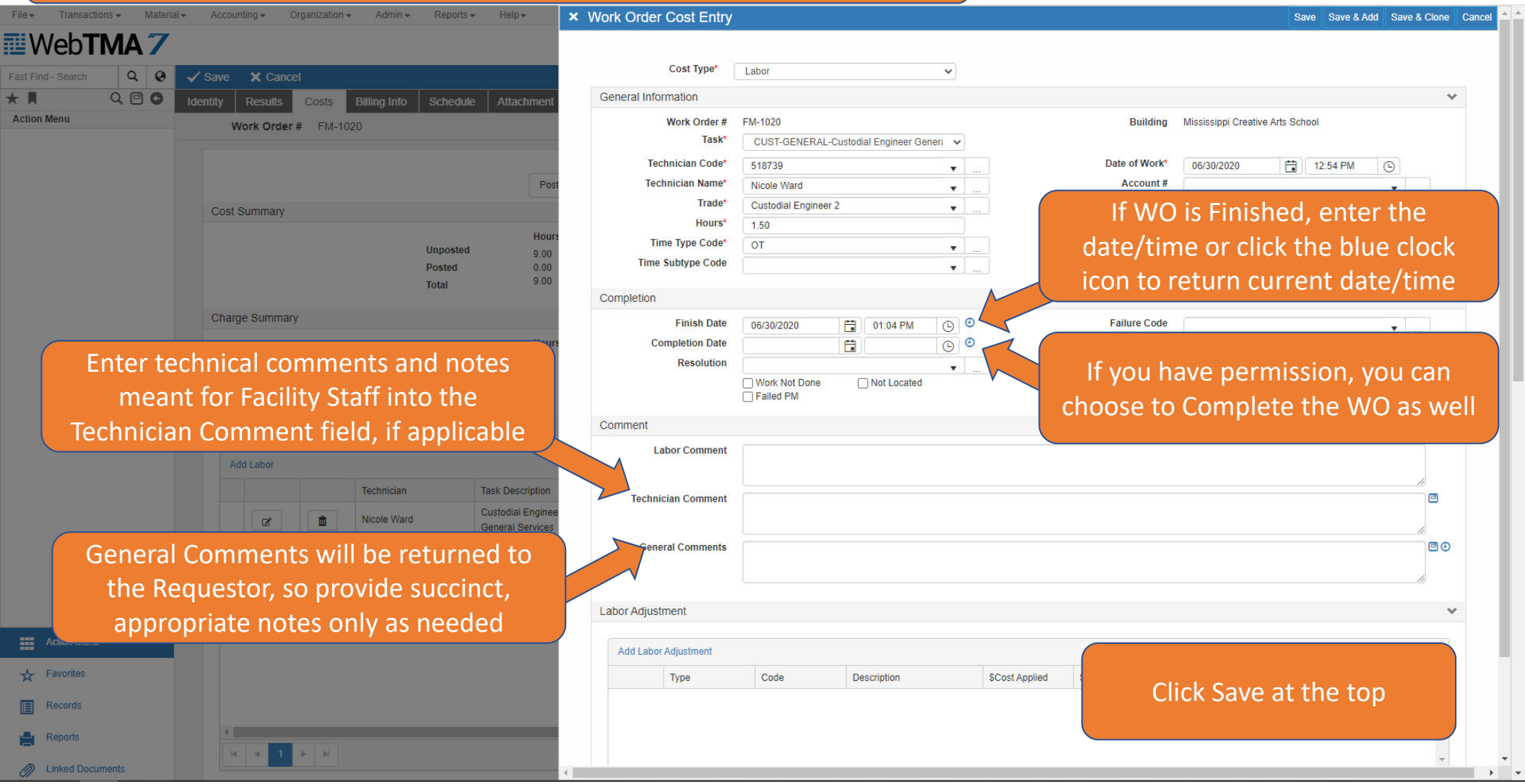
Add Labor/Material Costs



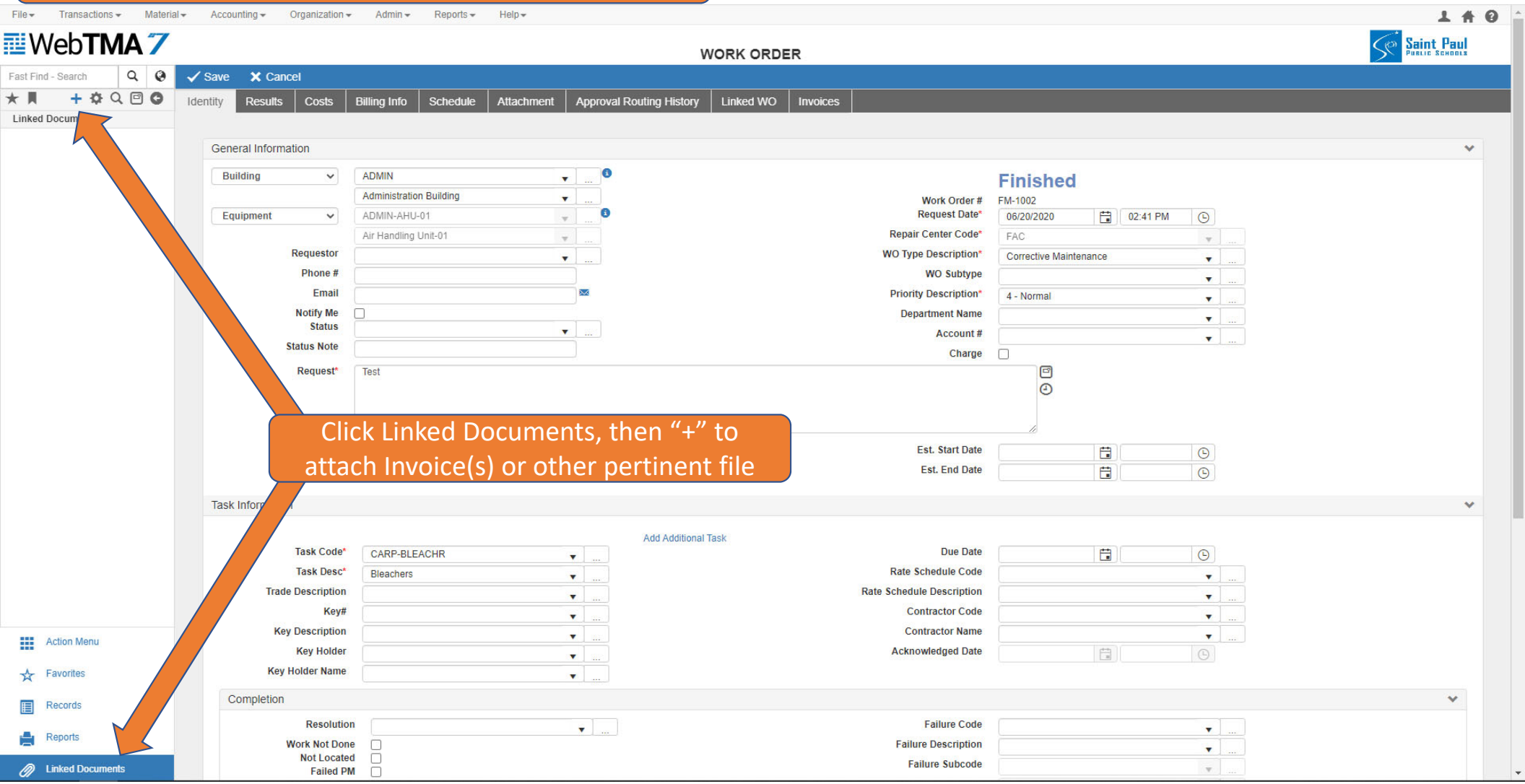

File
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Help
WebTMA 7
WORK ORDER
Saint Paul Public Schools
Fast Find - Search
Save
Cancel
Identity
Results
Costs
Billing Info
Schedule
Attachment
Approval Routing History
Linked WO
Invoices
Action Menu
Work Order # FM-1017
Closed Date
Post Labor
Post Part
Post Other
Post Test Item
Cost Summary
Hours
Material
Other
Contractor
Total
Unposted 3.50 3.50 0.00 0.00 0.00 3.50
Posted 0.00 0.00 0.00
Total 3.50 3.50 3.50
Click on Post Labor
Charge Summary
Hours
Labor
Total
Unposted 3.50 3.50 0.00 0.00 0.00 3.50
Posted 0.00 0.00 0.00 0.00 0.00 0.00
Total 3.50 3.50 0.00 0.00 0.00 3.50
Labor
Add Labor
Technician
Task Description
Trade
Time Type
Date
Shift
Hours
Total Cost
Charge
No Charge
Tax Amount
Taxable
Gregory Fischer Custodial Engineer General Services School Service Worker Regular 06/24/2020 09:43 AM 1st Shift 0.50 0.50 0.50
Gregory Fischer Custodial Engineer General Services School Service Worker Regular 06/24/2020 09:46 AM 1st Shift 1.00 1.00 1.00
Gregory Fischer Custodial Engineer General Services School Service Worker Regular 06/24/2020 09:47 AM 1st Shift 0.75 0.75 0.75
Gregory Fischer Custodial Engineer General Services School Service Worker Regular 06/24/2020 10:14 AM 1st Shift 1.25 1.25 1.25
1 - 4 of 4 items
Action Menu
Favorites
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Reports
Linked Documents


Work Order Cost Entry
Save
Save & Add
Save & Clone
Cancel
Confirm/Change Technician
Enter time (rounded to nearest 0.25 hour)
Change Time Type, if applicable
Enter any relevant Labor Comments regarding your time, if needed
If only logging labor hours, click Save at the top
Cost Type*
Labor
General Information
Work Order #
FM-1020
Building
Mississippi Creative Arts School
Task*
Technician Code*
518739
Technician Name*
Nicole Ward
Trade*
Custodial Engineer
Hours*
1.50
Time Type Code*
OT
Time Subtype Code
Shift Desc
1st Shift
Completion
Finish Date
06/30/2020
01:04 PM
Completion Date
Resolution
Failure Code
Failure Subcode
Correct Failure?
Work Not Done
Not Located
Failed PM
Labor Comment
Technician Comment
General Comments
Labor Adjustment
Add Labor Adjustment
Type
Code
Description
$Cost Applied
$Charge Applied
Percent
Flat Rate
Hourly Rate
WebTMA 7
Work Order #
FM-1020
Identity
Results
Costs
Billing Info
Schedule
Attachment
Cost Summary
Unposted
9.00
Posted
0.00
Total
9.00
Labor
Add Labor
Technician
Task Description
Nicole Ward
Custodial Engineer
General Services
Action Menu
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Reports
Linked Documents

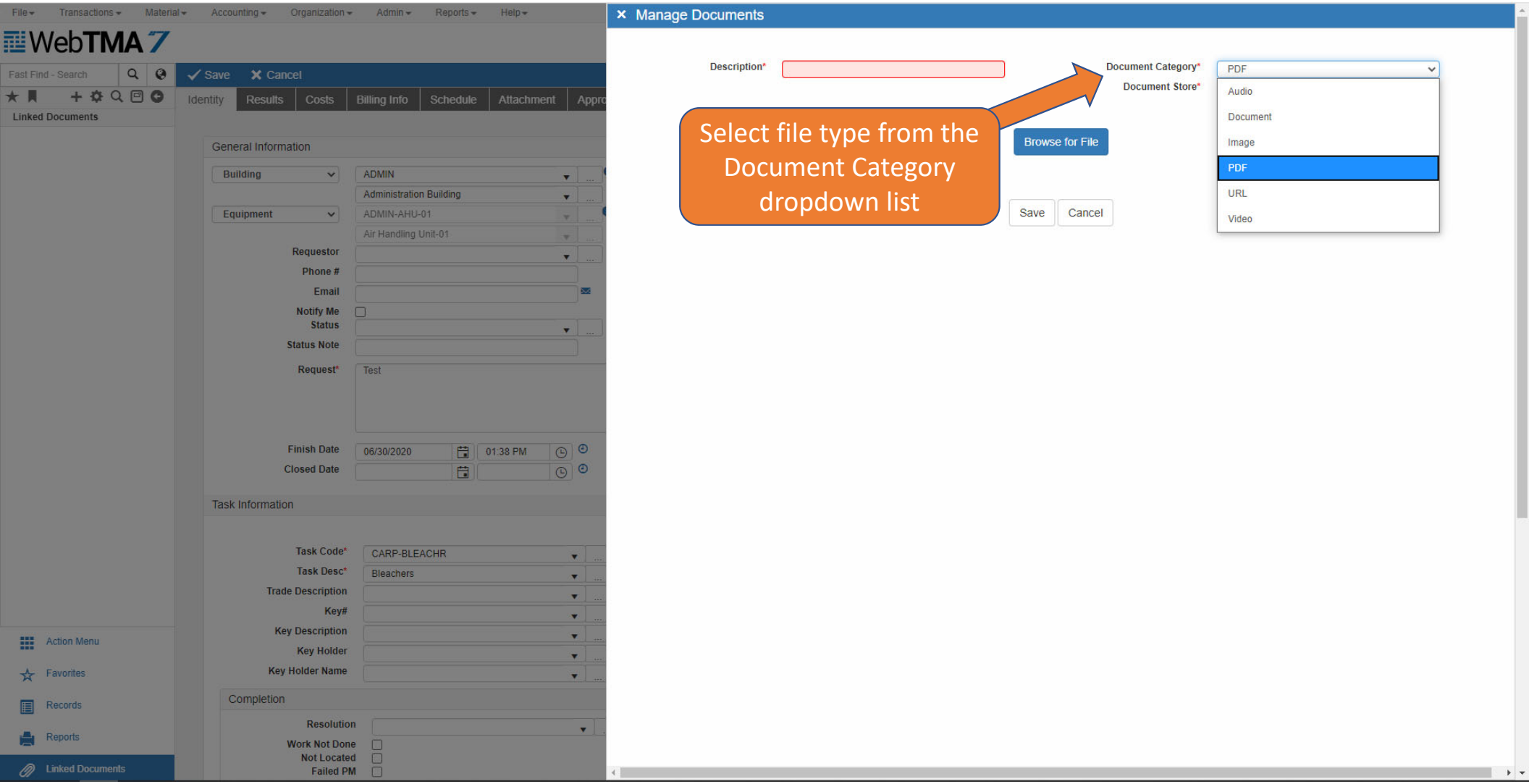
Finish/Complete Work Order from the Post Cost window

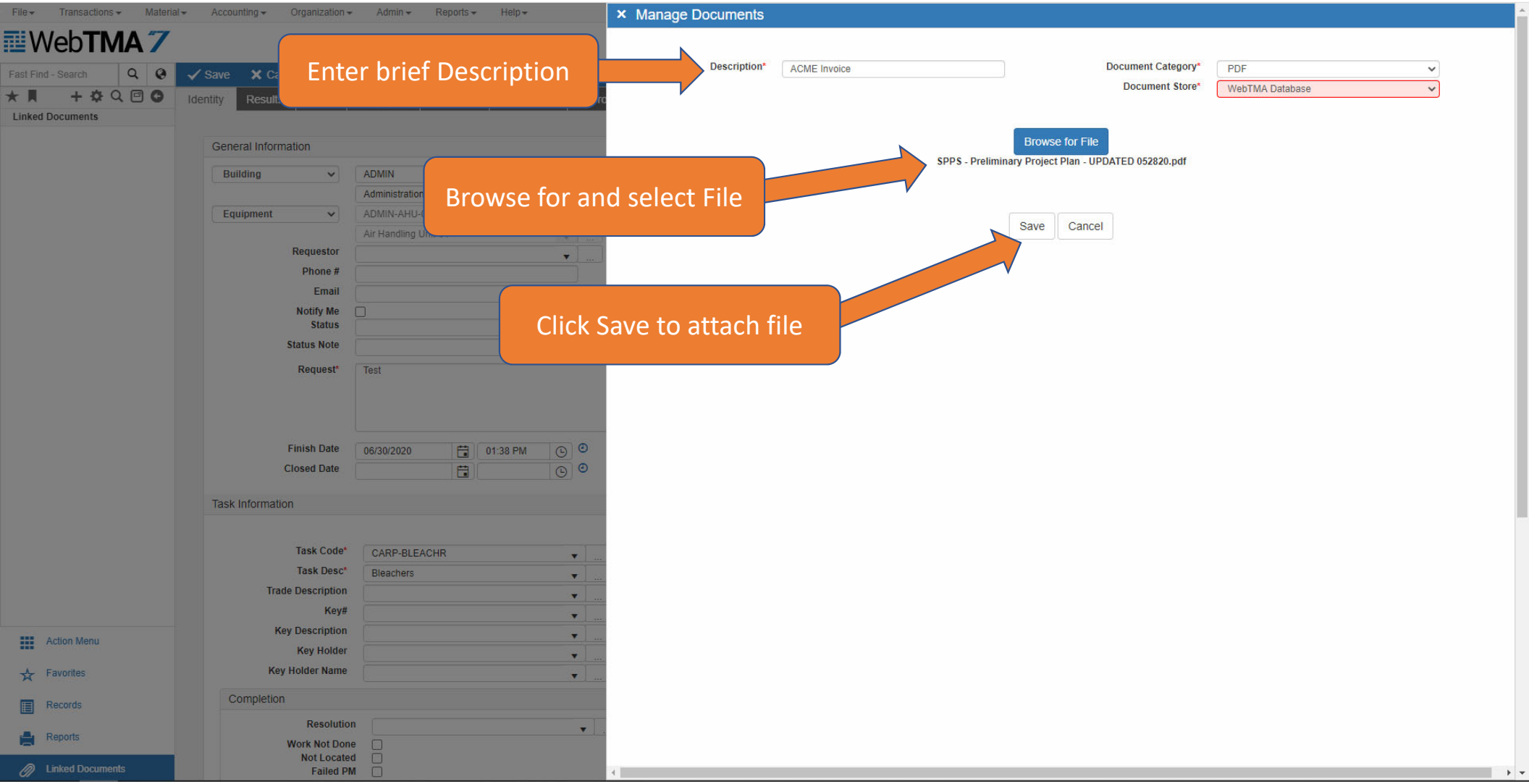


Attach Files/Documents to Work Order



Click Linked Documents, then “+” to attach Invoice(s) or other pertinent file


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Attachment
General Information
Building
ADMIN
Administration Building
Equipment
ADMIN-AHU-01
Air Handling Unit-01
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Test
Finish Date
06/30/2020
01:38 PM
Closed Date
Task Information
Task Code*
CARP-BLEACHR
Task Desc*
Bleachers
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Completion
Resolution
Work Not Done
Not Located
Failed PM
Action Menu
Favorites
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Reports
Linked Documents
Manage Documents
Description*
Document Category*
PDF
Document Store*
Audio
Document
Image
PDF
URL
Video
Select file type from the Document Category dropdown list
Browse for File
Save
Cancel


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Identity
Linked Documents
General Information
Building
ADMIN
Equipment
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Test
Finish Date
06/30/2020
01:38 PM
Closed Date
Task Information
Task Code*
CARP-BLEACHR
Task Desc*
Bleachers
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Completion
Resolution
Work Not Done
Not Located
Failed PM
Action Menu
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Records
Reports
Linked Documents
Enter brief Description
Browse for and select File
Click Save to attach file
Manage Documents
Description*
ACME Invoice
Document Category*
PDF
Document Store*
WebTMA Database
Browse for File
SPPS - Preliminary Project Plan - UPDATED 052820.pdf
Save
Cancel