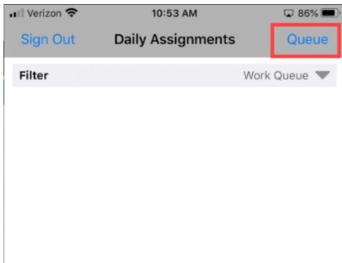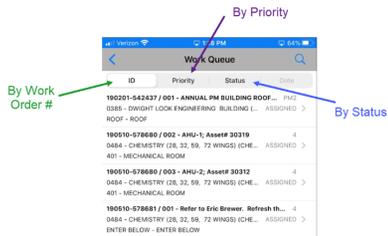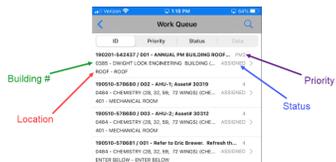# GO Work Management

Work Queue

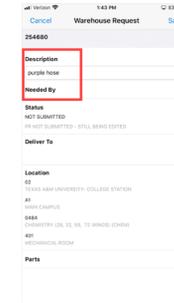- Touch Queue to open the full list of assigned Work Order/Phases

- The top bar allows the Work Order/ Phase information to be sorted in different ways
    - ID = Sorted by the Work Order number; oldest first
    - Priority
    - Status

- Each line of Work Order information includes
    - Work Order #
    - Phase #
    - Phase Description
    - Building #
    - Location
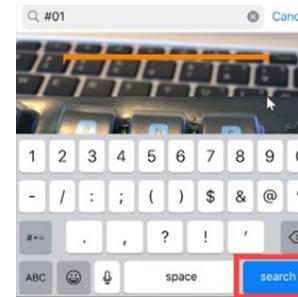   - Priority
    - Current Status

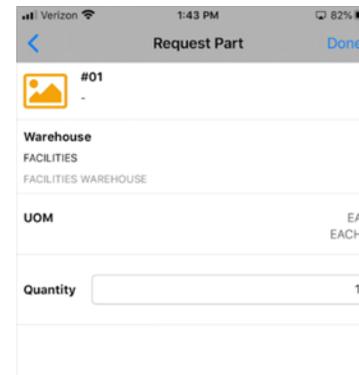- Touching the ❯ at the end of the line, will open the Phase detail

Create a Material Request for NonStock

- Navigate to the Warehouse Request screen
- Enter the description of the Non Stock part
- Choose Needed By
- Scroll to the bottom of the screen and choose Parts
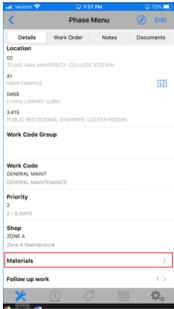- Touch Blue Plus Sign
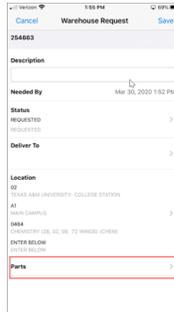

- At Search Parts – enter #01 then SEARCH

- Add Quantity
- Touch Done twice
- Touch Save

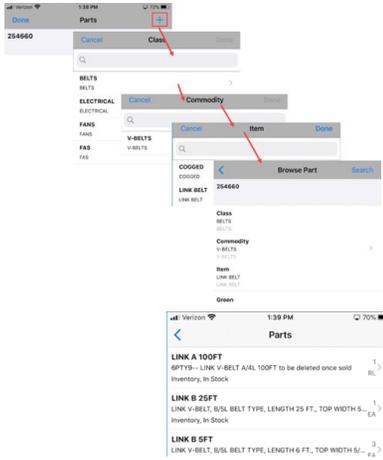Separate request is required for each Nonstock item

Create a Material Request

- At the bottom of the Phase Menu screen, Choose Materials
- Choose Warehouse Request
- Touch Blue Plus Sign .

- Choose a future Needed By date and time
- Touch Parts
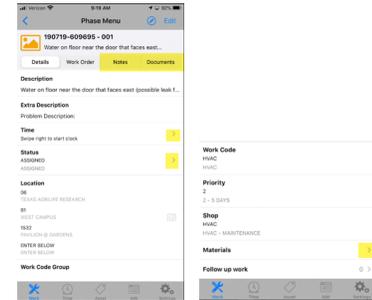- Touch Blue Plus Sign
- Touch Browse

- Choose Class, Commodity, Item, then Search to find part.

This screen gives you the part number, description, current available and unit of measure
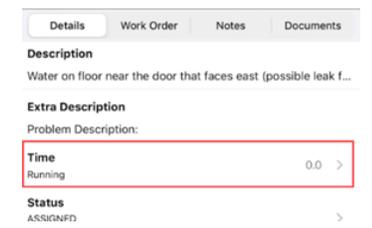
After choosing the part, add the quantity

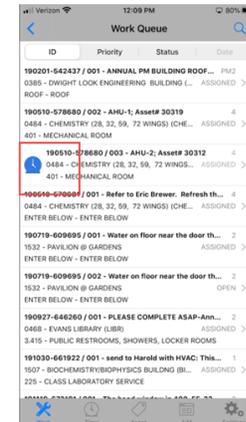- Don't forget to update the status to REQUESTED and SAVE

Navigating the Phase Detail

Lines with **>** at the end of the line, indicate another screen will open and a change can be made.
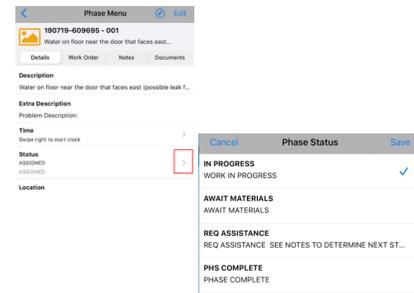

- When starting a job, find the Time line on the Phase Detail screen
- The words "Slide right to start clock" will appear if the clock is not running
- With finger, slide across the screen on the Time line

On the Work Queue screen, a large BLUE clock will appear by the Work Order the clock is running on.

- To stop the timer, touch **>** at the end of the line
- The Labor Hours screen will appear
- Confirm the hours
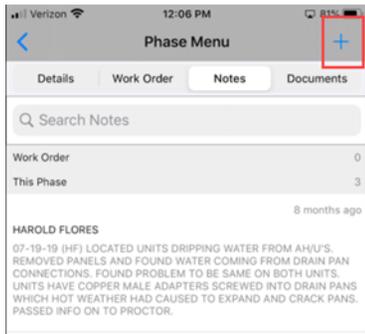- Change the Time Type if needed
- Straight Time
- Overtime
- Touch Save

- Change the Status from the Phase Detail Screen
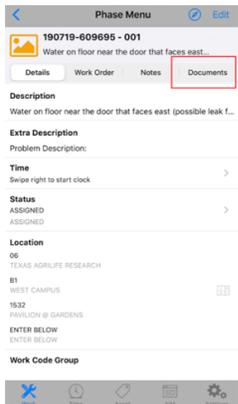
Add Notes

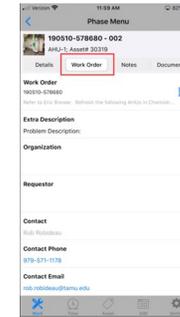- At the top of the Phase Menu screen, touch Notes

- Touch the Blue Plus sign to add a new note.
- Technician can edit their own Notes
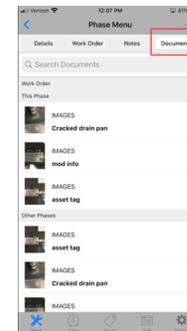
Add Photos

- Open Documents tab
- Touch Blue Plus sign
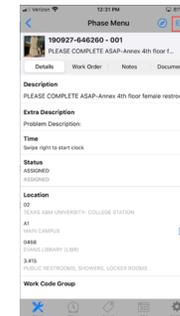- Take a photo or choose one from the library

Work Tab

Touch the Work Order tab to see information about the Work Order

- Lists the contact information for the customer
- Lists other phases
- Lists shop contacts for other phases

- Document tab shows all documents attached to the Work Order and any Phase

Add Asset

- Click Edit on the Phase Detail Screen to add or change the Asset on the Phase
- *Click on the Asset arrow*
   * If there is not an Asset Tag, enter the 4 digit building number in the search field.
- Click SAVE