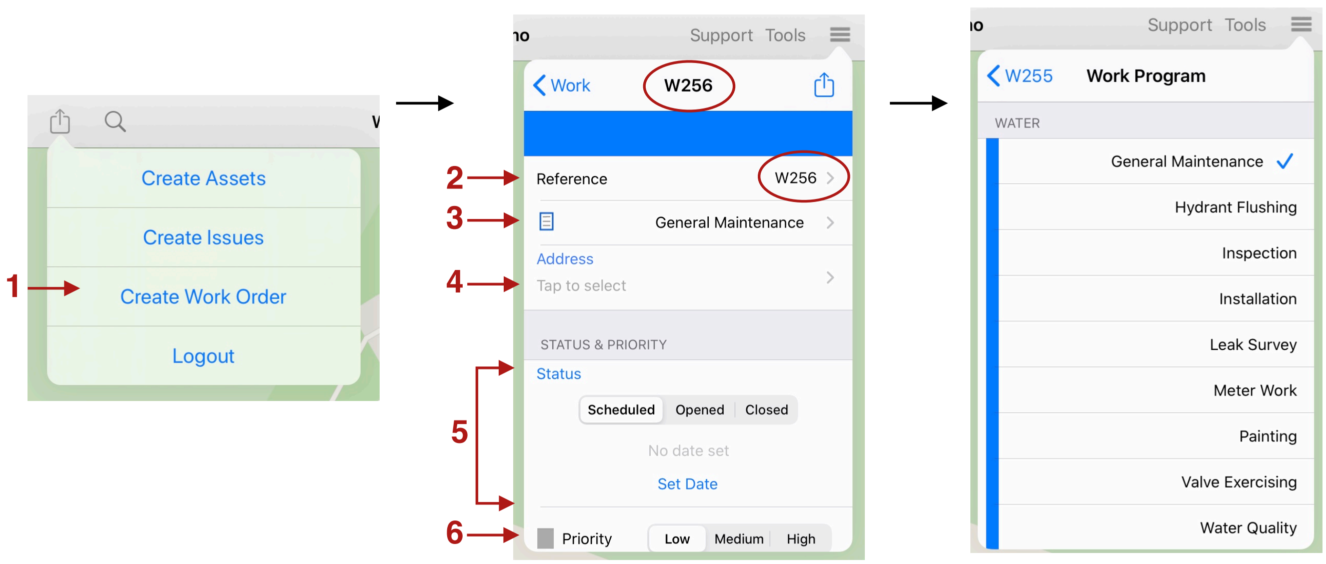
WPN: Creating Work Orders

Step 1: Open the Create Work Order View

1. In the Map view, tap the Action button in the top left corner and tap Create Work Order to show a new Work Order view. The next available work order reference number will automatically be populated.



Step 2: Filling Out the Work Order

2. If you would like to change the work order reference number, tap on the reference row and enter a new reference name or number.
3. Tap on the work order program row to select the appropriate work program.
4. Tap on the address row to enter an address for the work location.
5. Tap the status button for this work order: Scheduled - Opened - Closed; and then tap Set Date to set the date for the status.
6. Set the priority of the work order by tapping Low, Medium or High.

7. Tap on the Manager and People rows to select the utility users that are involved with this work order.

8. Under Associations you can include any of the following:
   - Assets such as hydrants, valves, etc.
   - Activities such as hydrant flushing, valve exercising, inspection, etc.
   - Issues such as suspected leak, water pressure, etc.
   - LNC deployments and recordings

9. In the Logistics area enter the cost, hours, and materials of the work.

10. Under Summary enter a short description of the work to be done via this work order.

11. Field crews can tap on the Notes row to enter important notes related to carrying out this work order.

12. Tap on the Action button in the top right of the view to add photos to the work order, print a PDF work order or find the location of the work order on the map.