

WORKdirector



Training Guide



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WORKdirector Overview

WORKdirector is a work management program created and designed to generate work orders, track requests, and calculate the cost of business and inventory material items. WORKdirector will assist DOT in managing their sign asset inventories and will be used in conjunction with SIGNview in the future.

WORKdirector is made up of groups of record sets. A record set is a table. Each table contains a column for each field of data. Think of an Excel spreadsheet when you visualize a record set. Tables are like a worksheet that is made up of columns (fields) and rows (records).



WORKdirector has what is referred to as parent records sets. A parent record set is included for each *topic* of information that is stored and tracked. WORKdirector contains multiple parent record sets. Each of these record sets represents a *page* in the software – Work Orders, Materials, Vendors, etc. Icons for the pages are located on the Navigator bar down the left-hand side of the screen. Note the various page icons in the image on the left. ‘Pages’ that we will be using for this training are: **Work Orders** and **Materials**. The **Vendors** page is used by central office sign shop to place orders with sign manufacturing vendors.

A parent record set will have child record sets that are groups of fields that all relate back to a parent record. Child record sets have a one-to-many relationship with the parent record. For example, the main Requisition record, which is a parent record, can have many child record sets made up of the line items.

The Parent and Child record set concept is new to most SIGNview users. It is however used in MARKINGview and SIGNALview.

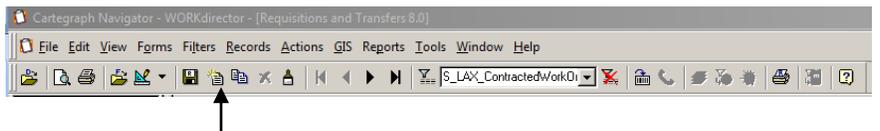
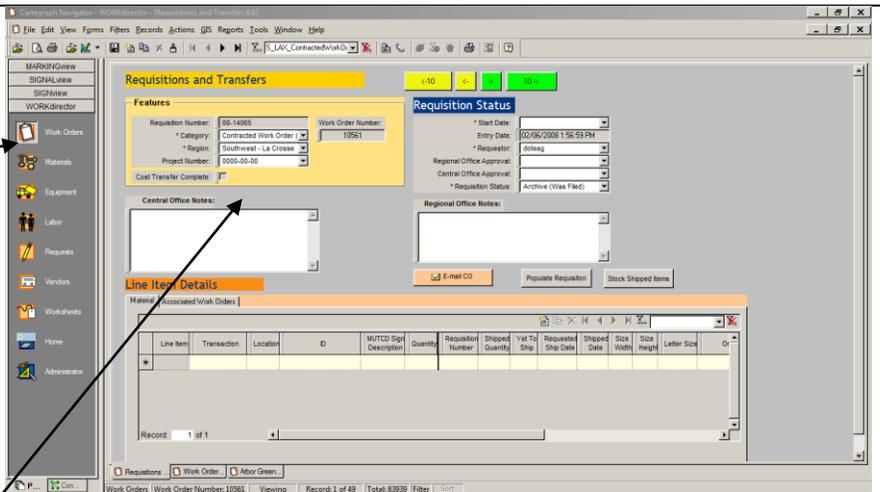
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Enter a Sign Order (Work Orders)

The **Requisitions and Transfers** form is used to enter orders. This is selected by clicking the **Work Orders** button on the Navigator Bar.

To start a new record (parent record set) you should first toggle the fields that you want to carry over to the new record. You do this by clicking the green toggle on the left side of each field you want to duplicate.

Now click the New Record button.

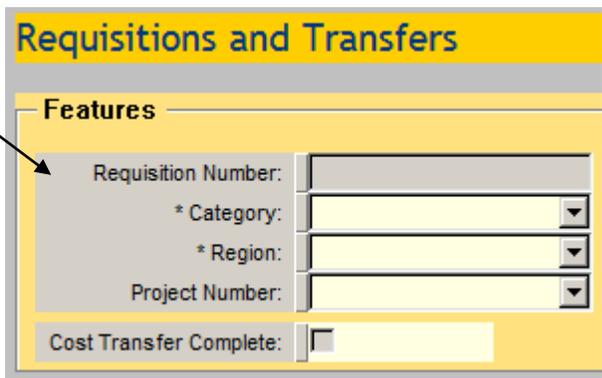


Requisition Number:
(AutoNumber) will fill in a Requisition Number automatically when the record is saved.

Category: Required Field.
This is a drop down list and you would choose the type of requisition you are preparing. For this example we are doing a standard order so you should choose **Material Requisition**. Typing just an M will bring up this choice.

At this time the rest of the toggle fields will fill in automatically.

Region: Required Field.
Fills in automatically if you clicked the toggle button. Otherwise enter your Region



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Project Number:

Enter the associated project number if there is one.

****Note – A new requisition should be started for each project number. Don't mix them on the same requisition.**

If the project number is not in the dataset you will receive this warning message. Verify that you have a valid project ID and then click **Yes** to add it.

If you entered the wrong project ID click **Cancel** and make the correction to the data.

Requisitions and Transfers

Features

Requisition Number:	08-14065
* Category:	Contracted Work Order (v)
* Region:	Southwest - La Crosse (v)
Project Number:	0000-00-00 (v)
Cost Transfer Complete:	<input type="checkbox"/>

Navigator



The item referenced does not exist.

The "Project Number" field refers to "1180-43-00". This item does not exist in the "Project Number" recordset.

Do you wish to add?

Yes

No

Cancel

Start Date: Required Field

Type in today's date or click on the down arrow to bring up a calendar to pick from.

- Requestor: Required Field**

Fills in automatically if you clicked the toggle button. Otherwise enter the appropriate name.

Regional Office Approval:

Fills in automatically if you clicked the toggle button. Otherwise enter the appropriate name.

Central Office Approval:

Leave this field blank.

Requisition Status: Required Field.

Not Yet Sent is used for a new requisition that is in the process of being entered.

Regional Office Notes:

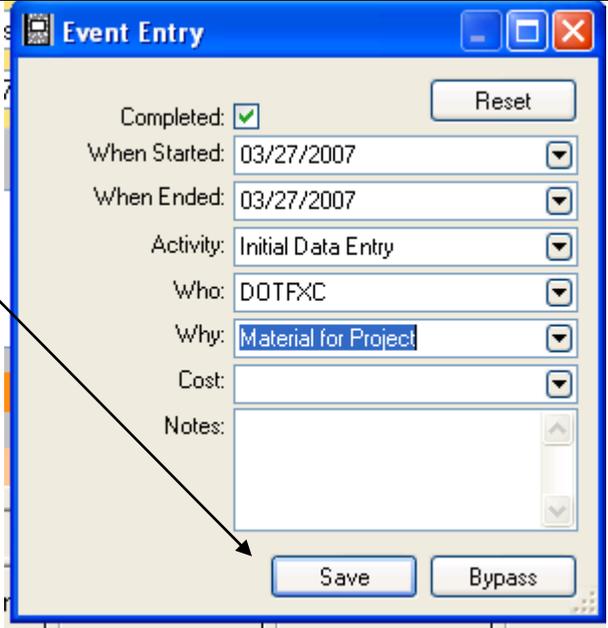
Enter any notes that will help you and CO Sign Shop understand the purpose of this order.

Requisition Status

* Start Date:	(v)
Entry Date:	
* Requestor:	(v)
Regional Office Approval:	(v)
Central Office Approval:	(v)
* Requisition Status:	(v)
Regional Office Notes:	
<div style="border: 1px solid gray; height: 40px;"></div>	

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<p>Save the record.</p> <p>Click the Save icon.</p>	
<p>Once the record is saved the Requisition Number will now fill in automatically.</p>	

<p>An Event Entry will pop up on your screen.</p> <p>Enter an Activity and a Why from the dropdown list options.</p> <p>Then click the Save button.</p>	
---	---

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Enter Line Item Details

- The entry of Line Items is done in the lower portion of this form (child recordset)

Once you save the 'Parent' record just click in the Transaction column for the first Line Item you want to add.

****Note:**

You can also toggle columns that you want to duplicate from line to line. The green toggle switch appears.

Line Item: (AutoNumber)

This field is automatically generated when the line is completed and you move the cursor to the next line. The line item is an automatically assigned sequential number and doesn't start over with #1 on each new requisition.

Transaction: Required Field

This is a drop down list with multiple options.

Each of the options has an effect on inventory balances so you want to be sure to pick the correct Transaction type. Note the Datasheet view and the effects each Transaction has on inventory balances.

In this exercise you are entering a Requisition Item(s).

Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity	SI Q
00426	Requisition Item(s)	SW - La Crosse	W3-4 48W x 48H	Be Prepared To	0 ea	
*						

Transaction	Effect On Quantity
Complete	None
Damaged	Decrease
Decrease Adjustment	Decrease
Estimate	None
Holding Material	None
Increase Adjustment	Increase
Material Encumbered	None
Moved	Decrease
On Order	None
Partial Shipment	None
Request Denied	None
Requisition Item(s)	None
Shipped NOI	None
Sold	Decrease
Stock Item	Increase
Stolen / Lost	Decrease
Used	Decrease
*	

Location: Required Field

Type the first letter of your region to bring up choices in this auto fill field, choose your Regional office.

ID: Required Field

Type the first few letters of the Sign ID and then choose the code of the sign you are ordering.

MUTCD Sign Description

This will fill in automatically once the record is saved.

Quantity: Required Field

Enter the quantity to order.

The left side of this form is frozen so that the first 6 columns always appear. The bold black line indicates this freeze. There are more columns to the right of the screen to enter next.

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Shipped Quantity:

CO will fill this in when they ship the order.

Yet To Ship:

CO will fill this in when they ship the order if it is not a complete shipment.

Requested Ship Date:

Enter the date here you would like to have this item shipped.

Shipped Date:

CO will fill this in when they ship the order.

Size Width & Size Height:

This field will fill in automatically for Inventoried Signs. If entering a NOI sign you should enter the Width and Height here.

Letter Size:

Enter a size by choosing from the drop down list if applicable for this Sign ID.

Line Item	Shipped Quantity	Yet To Ship	Requested Ship Date	Shipped Date	Size Width	Size Height	Letter Size	Order L
00276			4-9-7		36 in	36 in	14' - 4"	
00275			4-9-7		36 in	36 in	14' - 10"	
00277			4-9-7		36 in	24 in	1/4 MILE	
00278			4-9-7		36 in	24 in	550 FEET	
00286			4-9-7		72 in	51 in	South Sol	

Order Line 1:

Enter applicable variables for line one that will appear on the sign.

Order Line 2 – 6:

Enter additional variables for this particular sign.

Line Item	Order Line 1	Order Line 2	Order Line 3	Order Line 4	Order Line 5	Order Line 6
00276	14' - 4"					
00275	14' - 10"					
00277	1/4 MILE					
00278	550 FEET					
00286	South South	53-35				

Entry Date: Read Only

The program will automatically fill in the date.

Entered By:

Your user ID will fill in automatically.

Base:

Fills in automatically based on the Sign ID. You can choose another Base from the drop down list.

Face:

Fills in automatically based on the

Line Item	Order Line 6	Entry Date	Entered By	Base	Face	Message Material	Message
00276		03/23/2007	doteag	Sheet Alu	Type H - High Stencil Type	Type 5 - Ster	
00275		03/23/2007	doteag	Sheet Alu	Type H - High Stencil Type	Type 5 - Ster	
00277		03/23/2007	doteag	Sheet Alu	Type H - High Stencil Type	Type 5 - Ster	
00278		03/23/2007	doteag	Sheet Alu	Type H - High Stencil Type	Type 5 - Ster	
00286		03/26/2007	doteag	Plywood	Type H - High Stencil Type	Type 4 - Ster	

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Sign ID. You can choose another Face from the drop down list.

Message Material:

Fills in automatically based on the Sign ID. You can choose another Material from the drop down list.

Line Item	Order Line 6	Entry Date	Entered By	Base	Face	Message Material	Message
00276		03/23/2007	doteag	Sheet Alu	Type H - High	Stencil Type	Type 5 - Ster
00275		03/23/2007	doteag	Sheet Alu	Type H - High	Stencil Type	Type 5 - Ster
00277		03/23/2007	doteag	Sheet Alu	Type H - High	Stencil Type	Type 5 - Ster
00278		03/23/2007	doteag	Sheet Alu	Type H - High	Stencil Type	Type 5 - Ster
00286		03/26/2007	doteag	Plywood	Type H - High	Stencil Type	Type 4 - Ster

Message Type:

Choose appropriate Message Type from the drop down list.

Notes:

Type in any notes related to this Line Item.

Delivery Terms – Days to Deliver:

This will default to 28 Calendar Day Delivery. You can choose 5, 10 or 14 Day Delivery from the drop down list.

Hit the **Tab** key until you wrap around to the next line. Doing this will complete this Line Item and get you ready to add additional lines.

Line Item	Base	Face	Message Material	Message Type	Notes	Delivery Terms - Days to Deliver
00635	Sheet Alumin	Type H - High Int	Stencil Type	Type 5 - Stencil Alumi		28 Calendar Day Delive
00633	Sheet Alumin	Type F - Floures	Stencil Type	Type 5 - Stencil Alumi		28 Calendar Day Delive
00631	Plywood	Type H - High Int	Stencil Type	Type 4 - Stencil Plywo		28 Calendar Day Delive
00348	Sheet Alumin	Type H - High Int	Stencil Type	Type 5 - Stencil Alumi		28 Calendar Day Delive
00630	Plywood	Type H - High Int	Stencil Type	Type 4 - Stencil Plywo		28 Calendar Day Delive

Enter Remaining Line Item(s)

To start a new line you should be on the next blank line that has an * on it. If you tabbed around from the previous line this is where your cursor should be sitting.

Once you enter the Transaction a pencil will appear on the line to indicate you are in entry mode.

Continue to enter all of the required information for this line item.

Line Item	Transaction	Location	ID	Quantity	Shipped Date	Size Width	Size Height
00276	Requisition Item	SW - La Crosse	W12-2 36W x 36H	10 ea		36 in	36
00279	Requisition Item	SW - La Crosse	W57-52 36W x 24	1 ea		36 in	24
00285	Requisition Item	SW - La Crosse	J4-1 36W x 51H	1 ea		36 in	51
(AutoNum)	quest Denied	CO - Signs		0 ea			
*							

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Deleting a Line Item

If there is a Line Item that you decide you don't want to order you can delete it.

Select the row you wish to delete by clicking on the first column in that row.

The row will be highlighted, now click on the **Red X** button.

A confirming message will appear.

Click **Yes** to confirm the deletion of this record.

Line Item Details [E-mail CO] [Populate Requisition]

Line Item	Transaction	Location	ID	Multimed Sign Description	Quantity	Shipped Quantity	Yet To Ship	Requested Ship Date
00450	Requisition Item(s)	NE - Green Bay	R13-50 60W x 24H	Semi Tractor-Tr	55 ea			
00424	Stock Item	NE - Green Bay	D11-1 24W x 18H	Bike Route	9 ea			
00451	Requisition Item(s)	NF - Green Bay	R3-22 30W x 42H	Restricted Lane/	60 ea			
00425	Requisition Item(s)	NE - Green Bay	D11-1 24W x 18H	Bike Route	1 ea			

Navigator

? You are about to delete 1 'Material Log' record(s).
Are you sure you want to delete these records?

[Yes] [No]

Complete The Order

Once all of the Line Items have been entered the order is ready to be sent to CO for processing.

Click in the **Requisition Status** field and change it to **"Requisition Completed By Region"**.

Click on the **Email CO** button.

Requisitions and Transfers [<-10] [<-] [>-] [10 >]

Features

Requisition Number: 13-62083 Work Order Number: 45125
* Category: Material Requisition
* Region: Southwest - Madison
Project Number:
Cost Transfer Complete:

Requisition Status

* Start Date: 02/14/2013 4:07:50 PM
Entry Date: 02/14/2013 4:07:50 PM
* Requestor: dtgh
Regional Office Approval: dtgh
Central Office Approval:
* Requisition Status: CO Now Shipping

Central Office Notes:
Col. Co

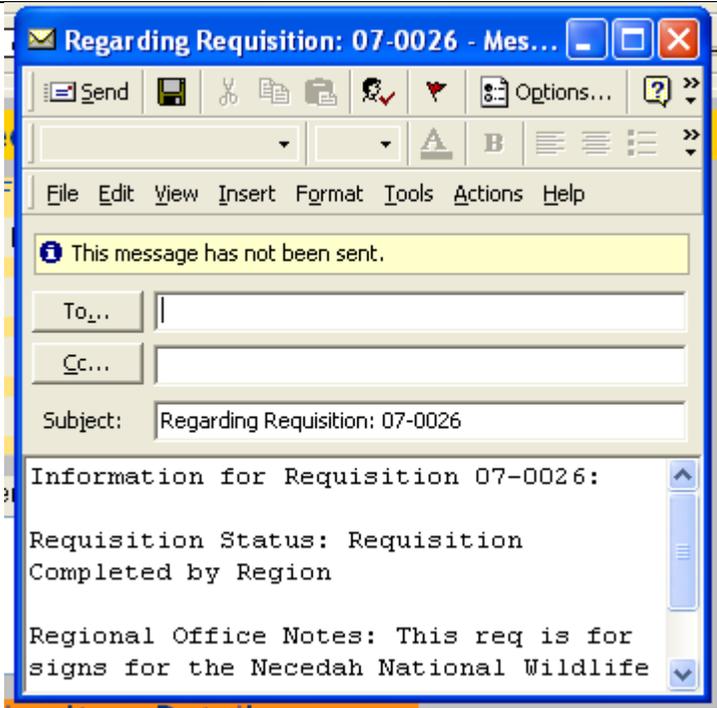
Regional Office Notes:
Col. Co

[E-mail CO] [Populate Requisition] [Stock Shipped Items]

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An email message screen will appear.

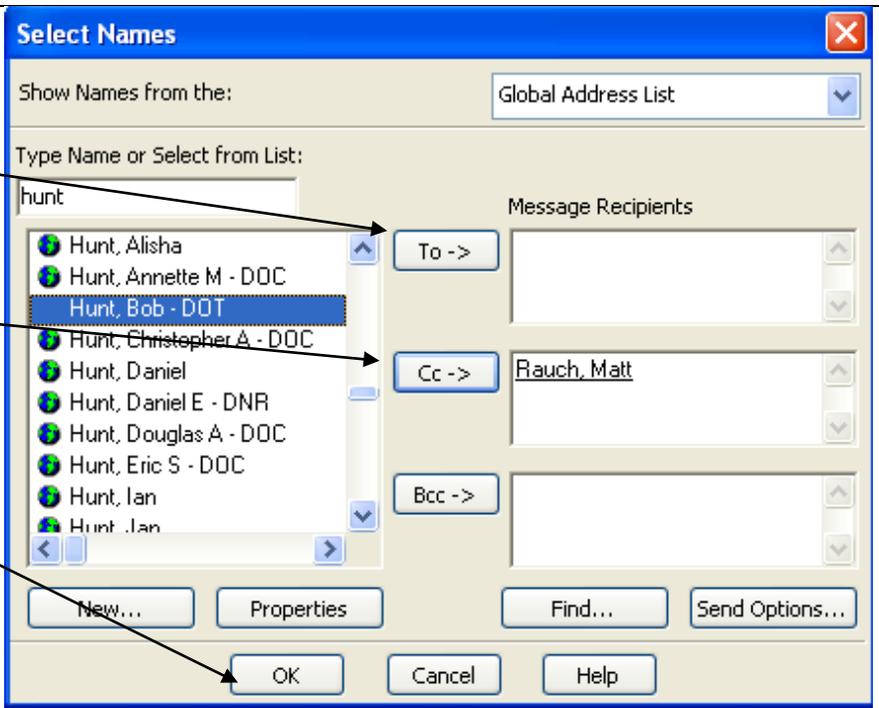
Click on the **To...** button



Now type in "Hunt" and then you can choose Hunt, Bob – DOT from the dropdown list by clicking on the **To ->** button.

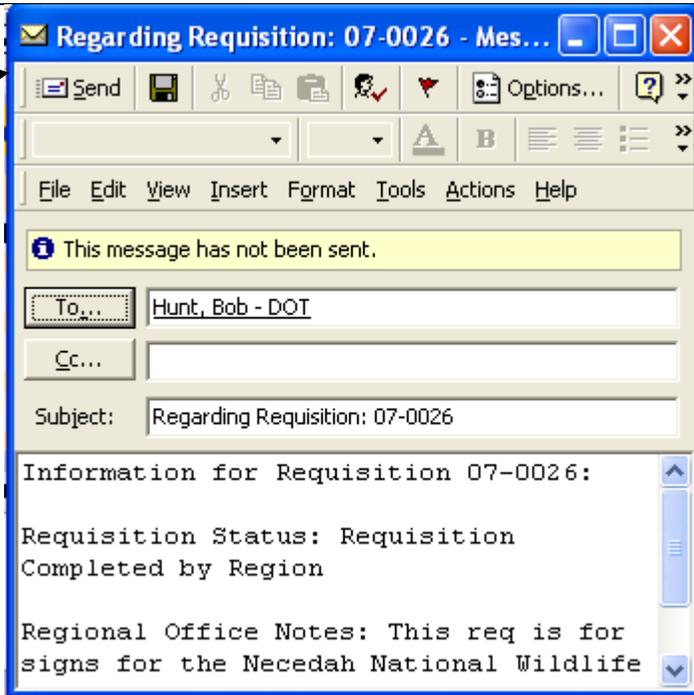
Please Cc: Matt Rauch. You can also Cc: others if you so desire.

Bob's name will now fill in so Click **OK**.



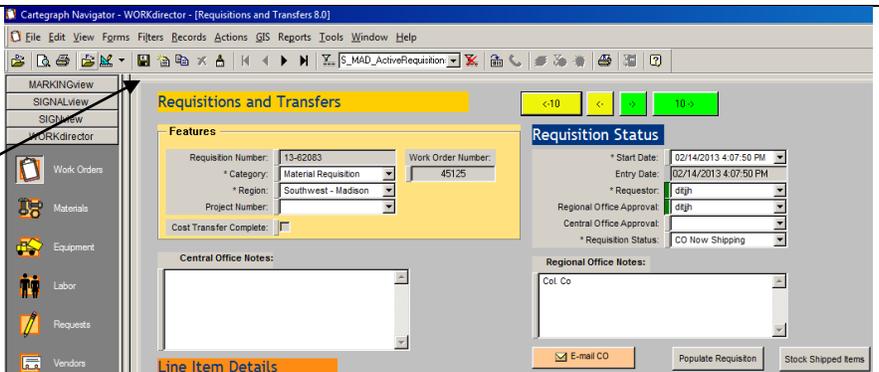
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Click the **Send** button to send the message to CO.

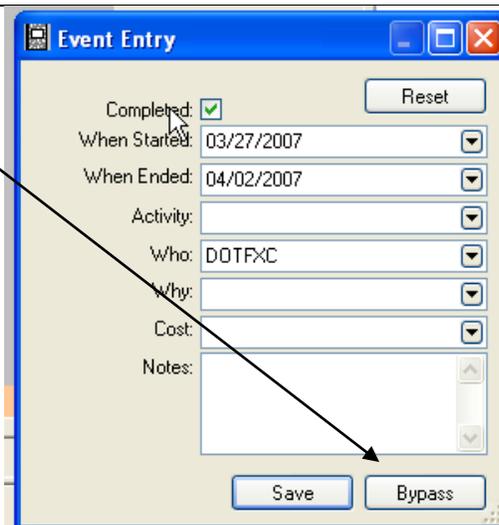


The requisition is now complete and you should save the record before leaving this screen.

Just click the **Save** icon.



Another **Event Entry** log will appear and you can bypass it by clicking on the **Bypass** button.



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Central Office Processing

Central office will now process the order.

They change the **Requisition Status** to “*Processing by CO*” until all of the line items have been received and shipped to the Regional Office.

CO will change the **Transaction** from “*Requisition Item*” to “*On Order*”.

The screenshot shows the 'Requisitions and Transfers' window in WORKdirector. The 'Requisition Status' section is active, displaying the following information:

- Requisition Number: 13-62083
- Work Order Number: 45125
- Material Requisition
- Region: Southwest - Madison
- Project Number:
- Cost Transfer Complete:
- Start Date: 02/14/2013 4:07:50 PM
- Entry Date: 02/14/2013 4:07:50 PM
- Requestor: dgjh
- Regional Office Approval: dgjh
- Central Office Approval:
- Requisition Status: CO New Shipping

The 'Line Item Details' table is shown below:

Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity	Requisition Number	Shipped Quantity	Yet To Ship	Requested Ship Date	Shipped Date	Size (WxH)	Size (HxW)	Letter Size	OT
106981	Shipped Complete	SW - Mad	J3-4 96W x 57H	Directional Alg	1 ea	13-62083	1 ea	0 ea	04/08/20		96 in	57 in		SOUTH TC
106978	Shipped Complete	SW - Mad	J2-2 48W x 57H	Route Turn A	1 ea	13-62083	1 ea	0 ea			48 in	57 in		
106984	Requisition Item(s)	SW - Mad	W14-1 30W x 30H	Dead End	1 ea	13-62083					30 in	30 in		

When CO ships the item(s) they will change they will enter the **Shipped Quantity, Yet To Ship** if necessary and the **Shipped Date**. The **Transaction** will be changed to “*Shipped – Complete*” or “*Shipped – Partial*”.

The screenshot shows the 'Material' window with the following table:

Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity	Requisition Number	Shipped Quantity	Yet To Ship
00352	Shipped Complete	SW - La Crosse	R5-1A 36W x 24H		10 ea	07-0031	10 ea	
00951	Complete	SW - La Crosse	R2-1 24W x 30H 55		10 ea	07-0031	10 ea	

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Regional Office - Receive Shipment from Central Office

- The "Sign Shipping Report" is the recommended report to use to check in a sign shipment. When the report is run it will list all of the Requisitions that have Line Items with a Transaction of "Shipped - Complete", or "Shipped - Partial".
- You must be in the **Work Orders** module before running this report. To make sure that you are viewing a complete list of active requisitions for your region be sure to set your filter to "XXX_ActiveRequisitions" where XXX is equal to the regional office.



Sign Shipping Report

SignShippingReport

Region: Southwest - La Crosse

Requisition Number 07-0024		Order Date 3/23/2007	
Requisition Status CO Now Shipping			
Regional Office Notes		Central Office Notes	
These Signs are all for signing bridge clearance heights at I-90 and Exit 3 in La Crosse. The project number is La Crosse County's 2007 TMA number. Please Rush Order these signs.			
Line Item 00285	Order Line 1 North		
Code/Size J4-1 36W x 51H	Order Line 2 35		
Description	Order Line 3		
Base Plywood	Order Line 4		
Letter Size	Order Line 5		
Message Type Type 4 - Stencil Plywood	Order Line 6		
Requested Ship Date 4-9-7	Notes Additional sign for above SP signs		
Order Quantity <input type="text" value="1 ea"/>	Shipped Quantity <input type="text" value="1 ea"/>	Yet To Ship	<input type="text"/>

Update Line Items

- Central Office will change the **Transaction** on the Line Items they ship to either "Shipped Complete" or "Shipped Partial".
- IMPORTANT! Partial Shipments**
If a Line Item is Shipped Partial, Central Office will update the "Shipped Quantity" and "Yet To Ship" fields.
 - Regional staff should leave the line item "as-is" until it is completely shipped.

Requisitions and Transfers

<-10
<
>
10>

Features

Requisition Number: 08-14135

* Category: Material Requisition

* Region: Northwest - Spooner

Project Number:

Cost Transfer Complete:

Central Office Notes:

Requisition Status

* Start Date: 02/14/2008 12:00:00 AM

Entry Date: 02/14/2008 9:16:20 AM

* Requestor: dolbtr

Regional Office Approval: Brian R

Central Office Approval:

* Requisition Status: CO Now Shipping

Regional Office Notes:

Bob, I forgot to add 1 sign to this order. I added Road to Big Bay State Park. Thanks Brian!

E-mail CO Populate Requisition Stock Shipped Items

Line Item Details

Material Associated Work Orders

Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity	Requisition Number	Shipped Quantity	Yet To Ship
11962	Shipped Complete	NW - Spooner	M1-94	Crossroad Nam	1 ea	08-14135	1 ea	0 ea
11965	Shipped Complete	NW - Spooner	D7-52	Road To (Name	1 ea	08-14135	1 ea	0 ea

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- Once the shipment quantities have been verified the Regional Office should click the **Stock Shipped Items** button.

- Clicking on the **Stock Shipped Items** will change the Transaction to *“Complete”* and will create a new *“Stock Item”* Transaction.

- This will result in an increase of the *“On Hand Balance”* by the amount in the Shipped Quantity.

Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity	Requisition Number	Shipped Quantity	Yet To Ship
11962	Complete	NW - Spooner	M1-94	Crossroad Nam	1 ea	08-14135	1 ea	0 ea
11963	Complete	NW - Spooner	M1-94	Crossroad Nam	1 ea	08-14135	1 ea	0 ea
18227	Stock Item	NW - Spooner	M1-94	Crossroad Nam	1 ea	08-14135		
18228	Stock Item	NW - Spooner	M1-94	Crossroad Nam	1 ea	08-14135		

Note – These changes may not be displayed immediately. Restarting Work Orders will display these updates properly.
(This is due to a CarteGraph bug and can not be changed by WisDOT)

- When all items on a Requisition have been received it is important to change the **Requisition Status** to *“Archive (Was Filed)”*.

Requisitions and Transfers

Features

Requisition Number: 07-0024
 * Category: Material Requisition
 * Region: Southwest - La Crosse
 Project Number: 0032-78-20
 Cost Transfer Complete:

Requisition Status

* Start Date: 03/23/2007
 * Requirer: Eric
 Regional Office Approval: Eric
 Central Office Approval:
 * Requisition Status: Archive (Was Filed)

Central Office Notes:

Regional Office Notes:

These Signs are all for signing bridge clearance heights at I-90 and Exit 3 in La Crosse. The project number is La Crosse County's 2007 TMA number. Please Rush Order these signs.

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Transfer Materials

This process is used to transfer inventory from the shop to the county or to another region.

Transferring materials is completed in a similar manner as ordering signs as described on Pages 1-3 of this guide.

Select Work Orders from the Navigation Bar

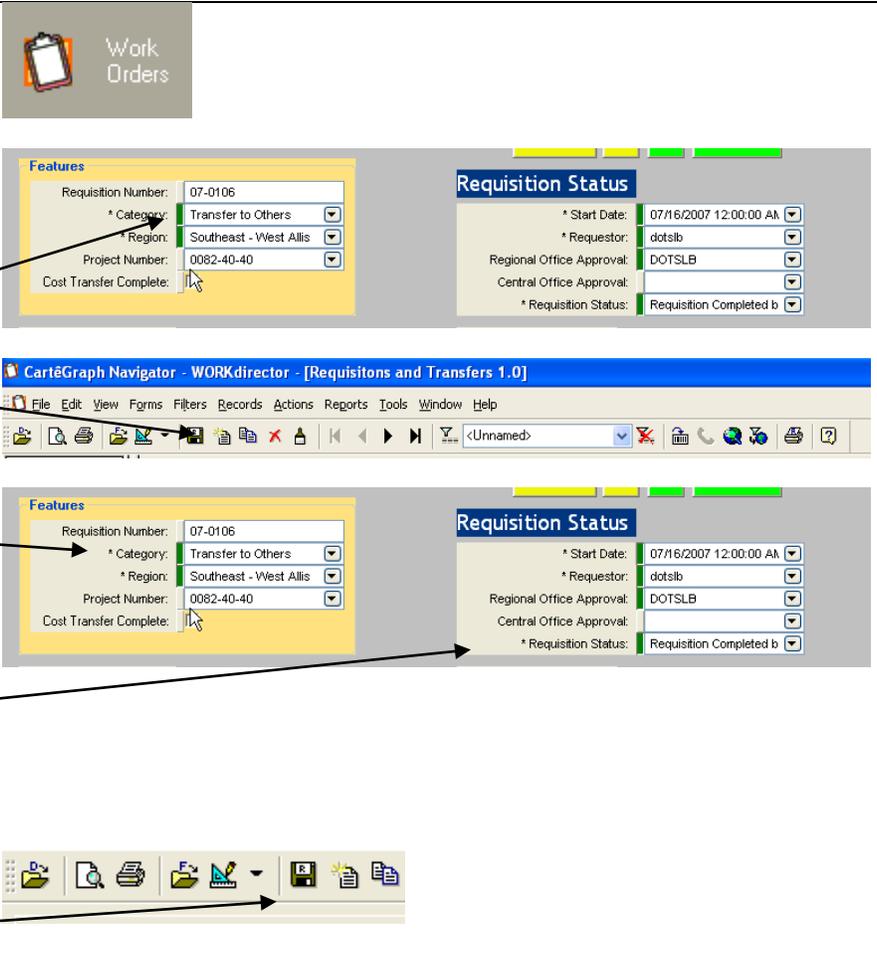
Toggle any fields that you want to carry over to the new record. You do this by clicking the green toggle on the left side of each field you want to duplicate.

Now click the "New Record" button.

Category: Use "Transfer to Others".

Requisition Status: "Not Yet Sent" if items have not been sent yet
OR
"Requisition Completed By Region" if items are ready to ship.

Remember to save the record before you start to add the Line Item Details.



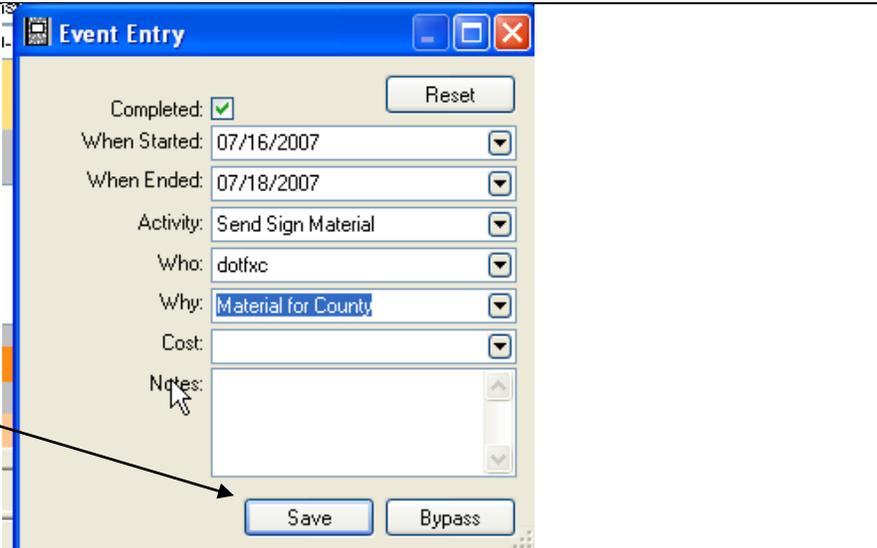
An Event Entry will pop up on your screen.

Enter an Activity and a Why from the dropdown list options.

In this example we chose to use Activity "Send Sign Material" and Why "Material for County".

Notes are optional.

Then click the Save button.



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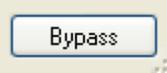
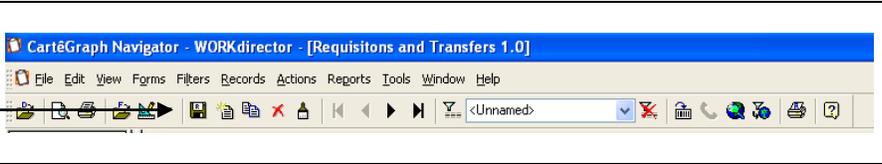
Line Item Details are now entered.

Enter each Line Item and set the **Transaction** to **"Shipped NOI"** for non-stock items or **"Used"** for stock materials.

Fill in your **Location**, the **ID** and the **Quantity**. The **MUTCD Sign Description** will fill in automatically when you leave this Line Item.

Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity
00590	Shipped NOI	SW - La Crosse	J4-2 72W x 51H	Reassurance A	1 ea
00591	Used	SW - La Crosse	R1-1 30W x 30H	Stop	15 ea

Save the requisition by clicking on the Save Record button.



You can hit the Bypass button on the Event Entry Screen.

Transfer Materials - Complete The Order

Once all of the Line Items have been shipped you will close the Transfer. Go to the Requisition and:

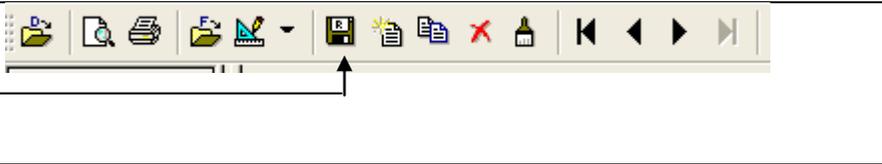
Click in the **Requisition Status** field and change it to **"Archive (Was Filed)"**

Then update the **"Shipped Quantity"** and **"Shipped Date"**.

Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity	Shipped Quantity	Yet To Ship	Requested Ship Date	Shipped Date	S + V
04435	Used	SE - West Allis	W5-52-R 12W x 36H	Clearance Strip	2 ea	2 ea			07/11/2007	
04433	Used	SE - West Allis	W14-3 48W x 36H	No Passing Zon	3 ea	3 ea			07/11/2007	

Save the record.

Click the **Save** icon.



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An **Event Entry** will pop up on your screen.

Enter **Activity** “**Complete Requisition**”.

Then click the **Save** button.

Event Entry

Completed: Reset

When Started: 04/17/2007

When Ended: 05/01/2007

Activity: Complete Requisition

Who: DOTFXQ

Why:

Cost:

Notes:

Save Bypass

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Sales to Others

This process is used to reduce inventory when materials are sold from the Regional shop's inventory.

Select Work Orders from the Navigation Bar

Click on the **Requisitions...** Tab to move to that form.

Click the **"New Record"** button.

Category:
Use **"Sales to Others"**

Requisition Status:
"Not Yet Sent" if items have not been sent yet
OR
"Archive (Was Filed)" if items are ready to ship.

Regional Office Notes:
Enter information pertinent to this sale. It should contain information regarding where to send the invoice.

Remember to save the record before you start to add the Line Item Details.

The Requisition Number is generated once the record is saved.

The screenshot shows the WORKdirector application window titled 'Graph Navigator - WORKdirector - [Requisitions and Transfers 1.0]'. The interface includes a navigation bar with tabs for 'Requisitions...', 'History', 'Arbor Green...', and 'Work Order...'. The main form is titled 'Requisitions and Transfers' and contains several sections: 'Features' with fields for Requisition Number (08-14647), Category (Sales to Others), Region (Northeast - Green Bay), Project Number (0083-02-01), and Cost Transfer Complete; 'Requisition Status' with fields for Start Date (08/13/2007 12:00:00 AM), Entry Date (04/08/2008 7:11:17 AM), Requestor (ditjyk), and Requisition Status (Archive (Was Filed)); 'Central Office Notes' and 'Regional Office Notes' (containing text about signs sold to Frank Wasdovitch). A toolbar at the bottom contains icons for file operations and navigation. Arrows from the text on the left point to these specific elements in the interface.

WORKdirector Training Guide

An **Event Entry** will pop up on your screen.

Enter an **Activity** and a **Why** from the dropdown list options.

Activity = **“Send Sign Material”**
Why = **“Material for County”**.

Notes are optional.

Then click the **Save** button.

Line Item Details are now entered.

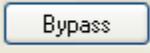
Enter each Line Item and set the **Transaction** to **“Sold”**

Fill in your **Location**, the **ID** and the **Quantity**.

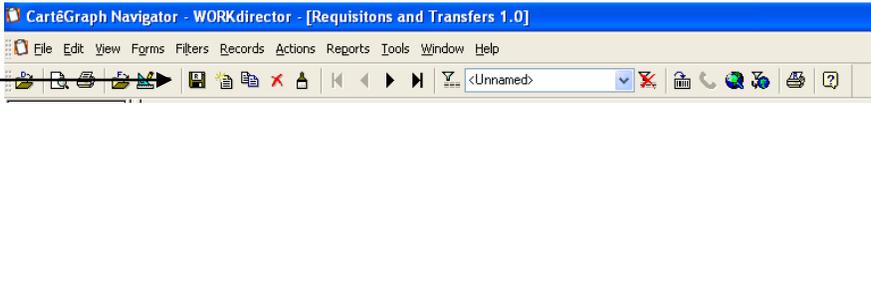
Line Item	Transaction	Location	ID	MUTCD Sign Description	Quantity	Requisition Number	Shipped Quantity	Yet To Ship
14543	Sold	NE - Green Bay	D7-53-R	[Name State Par	3 ea	08-14647		
14544	Sold	NE - Green Bay	D7-53-L	[Name State Par	3 ea	08-14647		

Save the requisition by clicking on the **Save Record** button.

You can hit the **Bypass**

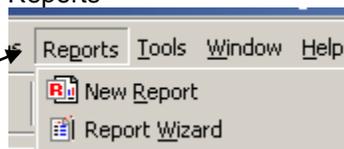


on the **Event Entry** Screen.

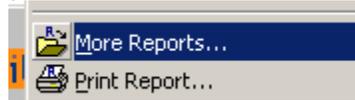


• Complete Paperwork for Madison

1. Print the “Sales to Others Invoice”.
 1. On the WORKdirector toolbar
 - Choose Reports



- More Reports



WORKdirector Training Guide

- Navigate to your C:\Carte Files\D#Work Director\Reports\ directory
- Choose **“Sales to Others Invoice”**
 - Click Open
- The report will prompt you for the Requisition number.
- The report will now generate.

SALE TO OTHERS INVOICE		Wisconsin Department of Transportation								
DT1668										
Please forward completed form to the Bureau of Business Services, Fiscal Services (FS)										
Document No. (FS Completes)	Invoice No. (FS Completes)	Date	Walk-in <input type="checkbox"/>							
		11/15/2007	Shipped <input type="checkbox"/>							
Purchase Order Number (if Applicable)		Charge Project								
ID	Description	Quantity	Price Per Unit	Cost						
W5-55-C 3W x 3H	Clear Delineator	200.00 ea	\$0.47	\$94.00						
Total Amount:				\$94.00						
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">SEND INVOICE TO</td> <td>Region's Requisition #</td> </tr> <tr> <td>Invoice to: Jerry Pedretti Town of Genoa E860 Mundsack Rd Genoa, WI 54632</td> <td>08-12938</td> </tr> </table>		SEND INVOICE TO	Region's Requisition #	Invoice to: Jerry Pedretti Town of Genoa E860 Mundsack Rd Genoa, WI 54632	08-12938	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">SIGNATURE REQUIRED</td> </tr> <tr> <td style="text-align: center;"><i>Eric Anderson</i></td> </tr> </table>			SIGNATURE REQUIRED	<i>Eric Anderson</i>
SEND INVOICE TO	Region's Requisition #									
Invoice to: Jerry Pedretti Town of Genoa E860 Mundsack Rd Genoa, WI 54632	08-12938									
SIGNATURE REQUIRED										
<i>Eric Anderson</i>										
		<table border="1" style="width: 100%;"> <tr> <td>Bureau/Region/Service Center</td> </tr> <tr> <td>Southwest - La Crosse</td> </tr> <tr> <td>Telephone Number</td> </tr> <tr> <td>608-785-9909</td> </tr> </table>			Bureau/Region/Service Center	Southwest - La Crosse	Telephone Number	608-785-9909		
Bureau/Region/Service Center										
Southwest - La Crosse										
Telephone Number										
608-785-9909										
CREDIT PROJECT ID(8 digits)	FUNCTION (2 digits)	OBJECT(4 digits)	TOTAL COST							

2. Send a copy of the invoice to Matt Rauch.

- Scan the invoice and email it to Matt Rauch.
- You can also export the report to a .pdf file and email that to Matt Rauch.
- If you need assistance with exporting a report file call Fran Coenen and she will step you thru it.

- **Finalize the Requisition**

1. Once the materials have been shipped it is important to change the **Requisition Status** to **Archive**.

Central Office Approval:	▼
* Requisition Status:	Archive (Was Filed) ▼

WORKdirector Training Guide

Regional Office Material Management

Sign materials will need to be counted and on-hand balances will need to be manually entered to establish accurate on-hand balances in each of the sign shops. This will be done after the fiscal year end date of June 30th.

Once the initial inventory balances are entered the WORKdirector application will adjust on-hand balances as transactions occur. There may be instances where manual adjustments will need to be entered. All of this can be accomplished using the Materials module of WORKdirector.



Shop Inventory Report (Materials_InventoryReport)

A report is available to run that you can use when taking the physical inventory. It is called Materials_InventoryReport. You must be in the Materials module to run the report. The report can be exported to Excel if desired for further data sorting or other customizations. If you need assistance with exporting to Excel please call or email Fran Coenen.

Shop Inventory Report										
Filter	(Is Stock Item = Yes)									
Working Set Filter	<Not Applicable >									
Sort	<Not Applicable >									
Group By	<Not Applicable >									
MUTCD Sign Code	MUTCD Sign Description	Size Width	Size Height	Order Line 1	Base	Face	Message Material	Message Type	Bin Location	On Hand Balance
A--ADOPT										
D11-1	Bike Route	24.00 in	18.00 in		Sheet Aluminum	Type H - High Intensity	Stencil Type	Type 5 - Stencil Aluminum		
D11-1	Bike Route	30.00 in	24.00 in		Sheet Aluminum	Type H - High Intensity	Stencil Type	Type 5 - Stencil Aluminum		
D11-10	Atv Route	24.00 in	18.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 5 - Stencil Aluminum		
D11-6	Snowmobile Route with Symbol	24.00 in	18.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 5 - Stencil Aluminum		
D11-8	Snowmobile/ATV Route	24.00 in	18.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 5 - Stencil Aluminum		
D11-9	Golf Cart Route	24.00 in	18.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 5 - Stencil Aluminum		
D12-2	Rideshare Information	48.00 in	21.00 in		Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Cut		
D12-2	Rideshare Information	60.00 in	42.00 in		Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Cut		
D12-2	Rideshare Information	78.00 in	54.00 in		Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Cut		
D12-2A	Rideshare Information	40.00 in	21.00 in		Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Cut		

WORKdirector Training Guide

Adjusting On Hand Balances - Start module and select the proper record.

Once the physical inventory is complete you are ready to enter the transaction to adjust the on hand balance for each sign.

Go to the Materials module.



Locate the record for the Sign Code you want to update. You can do this by using the **“Prompt For Value”** option.

First clear out any current filters by clicking on the **“Show All Records”** button on the Menu Bar.

Click your right mouse button in the Sign Code field.

Slide the mouse down and choose **Prompt for Value**.

Now enter the Sign Code you want to go to.

LAX Material Information ID: D9-2 24W x 24H

Material Type: Sign Material
 Sign Code: D9-2
 Sign Description: Hospital

Width: 24 in Height: 24 in
 Order Line 1:
 Base: Sheet Aluminum
 Face: Type H - High Intensity
 Message Material: Stencil Type
 Message Type: Type 5 - Stencil Aluminum
 Bin Location:
 Retired:

Quantity On Hand NW-EAU: 0 ea
 Quantity On Hand NC-RHI: 0 ea
 Quantity On Hand NE-GRE: 0 ea
 Quantity On Hand NW-SPO: 0 ea
 Quantity On Hand SW-MAD: 0 ea
 Quantity On Hand SE-WAL: 0 ea
 Quantity On Hand NC-WIS: 0 ea

Line Item	Transaction	Location	Quantity	Quantity Remaining	Entered By	Entry Date	Order Line 1	Order Line 2	Order Line 3	Order Line 4
00093	Increase Adjustment	SW - La Crosse	6 ea	6 ea	DOTTEAG	01/29/2007				



Material Type: Sign Material
 Sign Code: D10-1
 Sign Description: Milepost Ma

Width: 12 in Height:
 Order Line 1:
 Base: Plywood
 Face: Type H - Hig
 Message Material: Die-cut Lette
 Message Type: Type 2 - Die
 Bin Location:
 Retired:

- Undo
- Cut
- Copy
- Paste
- Clear
- Select All
- By Value
- Excluding Value
- Prompt for Value...**
- Show All Records
- Sort Ascending
- Sort Descending

Filter by MUTCD Sign Code

MUTCD Sign Code: D9-2
 Filter Properties: is equal to

Buttons: Help, Activate, Cancel

WORKdirector Training Guide

Adjust the On Hand Balances

Once the proper Materials record is displayed you are ready to enter the Transaction that will build the on-hand balance.

Go to the first blank line in the Materials Log and click in the Transaction field.

Transaction: Required Field

Enter either an:

- Increase Adjustment
- Or
- Decrease Adjustment

Location: Required Field

Type the first few letters of your region to bring up choices in this auto fill field and then choose your Regional office.

Quantity: Required Field

Enter the Quantity by which to increase or decrease the on-hand balance.

The screenshot displays the 'LAX Material Information' window. The 'Features' section includes fields for Material Type (Sign Material), Sign Code (D9-2), Sign Description (Hospital), Width (24 in), Height (24 in), Order Line 1, Base (Sheet Aluminum), Face (Type H - High Intensity), Message Material (Stencil Type), Message Type (Type 5 - Stencil Aluminum), Bin Location, and Retired. The 'Orders' section shows First Purchased, Cost (sq. ft.), Cost (Each) (22.24 ea), Reorder Point LAX, Reorder Amount LAX, Quantity On Hand LAX (6 ea), Statewide Quantity (6 ea), and Quantity On Hand CD (0 ea). Below these are various 'Quantity On Hand' fields for different regions (EAU, GRE, MAD, WAL, WIS, NCRHI, NW-SPD, SE-WAL). A 'Materials Log' table is visible at the bottom, with columns for Line Item, Transaction, Location, Quantity, Quantity Remaining, Entered By, Entry Date, and Order Lines. The first row shows Line Item 00093, Transaction 'Increase Adjuster', Location 'SW - La Crosse', Quantity 6 ea, Quantity Remaining 6 ea, Entered By DOTTEAG, and Entry Date 01/23/2007. An arrow points from the 'Transaction' field in the text to the 'Increase Adjuster' entry in the table.

Line Item	Transaction	Location	Quantity	Quantity Remaining	Entered By	Entry Date	Order Line 1	Order Line 2	Order Line 3	Order Line 4
00093	Increase Adjuster	SW - La Crosse	6 ea	6 ea	DOTTEAG	01/23/2007				

Save the record.

Click the **Save** icon.



WORKdirector Training Guide

An **Event Entry** will pop up on your screen.

Enter:

Activity = Update Current Information

Why = Inventory Adjustment

Then click the **Save** button.

The screenshot shows the 'Event Entry' dialog box with the following fields and values:

- Completed:
- When Started: 05/02/2008
- When Ended: 05/02/2008
- Work Order #: (empty)
- Activity: Update Current Information
- Who: dotfxc
- Why: Inventory Adjustment
- Cost: (empty)
- Notes: (empty)

Buttons: Reset, Save, Bypass

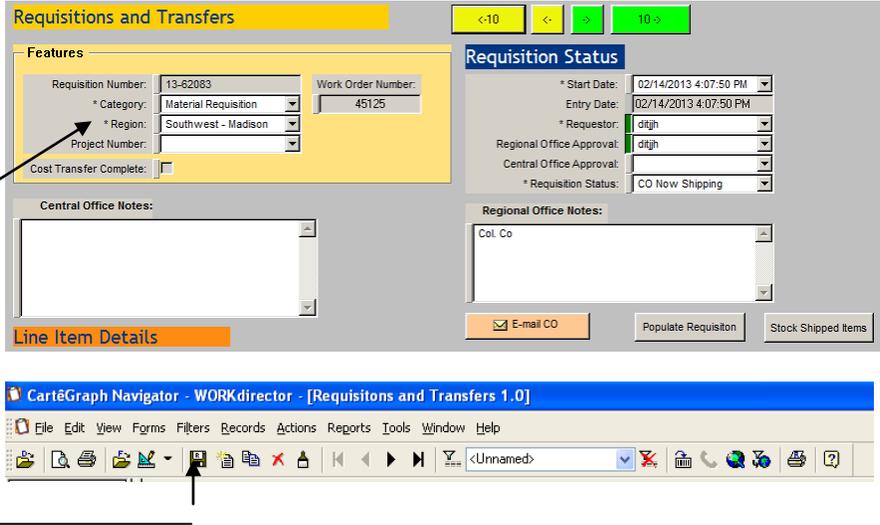
Repeat this process for each Sign Code where you want to update (pages 20 – 22) the on-hand balance.

WORKdirector Training Guide

Automatic Requisition - Signs Below Reorder Point

First you will start a new Requisition. When entering a new requisition, remember to first toggle the fields that you want to carry over to the new record. You do this by clicking the green toggle on the left side of each field you want to duplicate.

Now click the New Record button.



Requisition Number:
(AutoNumber) will fill in a Requisition Number automatically when the record is saved.

Category: Required Field.
This is a drop down list and you would choose the type of requisition you are preparing. For the automatic reorder requisition use Material Requisition.

At this time the rest of the toggle fields will fill in automatically.

Region: Required Field.
Fills in automatically if you clicked the toggle button. Otherwise enter your Region

Project Number:
Enter the associated project number if there is one.

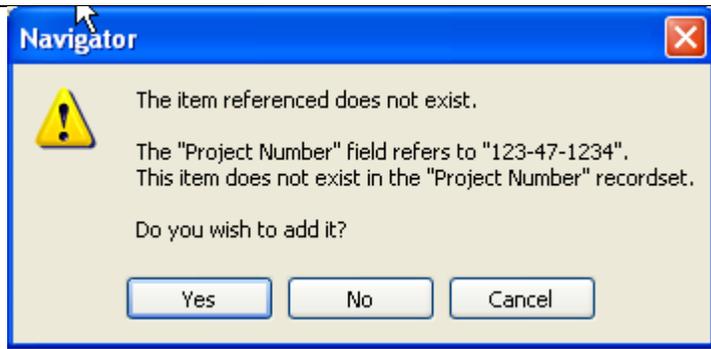


WORKdirector Training Guide

If the project number is not in the Record Set you will receive this warning message.

Verify that you have a valid project ID and then click **Yes** to add it.

If you entered the wrong project ID click **Cancel** and make the correction to the data.



Start Date: Required Field

Type in today's date or click on the down arrow to bring up a calendar to pick from.

- **Requestor: Required Field**

Fills in automatically if you clicked the toggle button. Otherwise enter the appropriate name.

Regional Office Approval:

Fills in automatically if you clicked the toggle button. Otherwise enter the appropriate name.

Central Office Approval:

Leave this field blank.

Requisition Status: Required Field.

Not Yet Sent is used for a new requisition that is in the process of being entered.

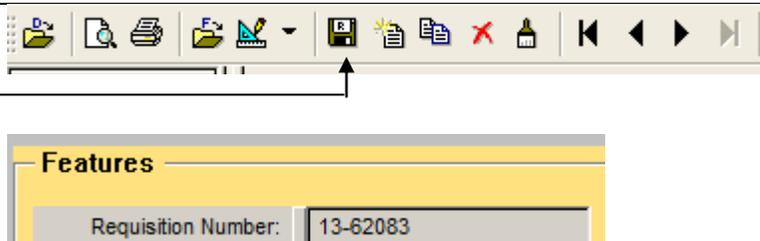
Regional Office Notes:

Enter any notes that will help you and CO Sign Shop understand the purpose of this order.

Save the record.

Click the **Save** icon.

Once the record is saved the **Requisition Number** will now fill in automatically.



WORKdirector Training Guide

An **Event Entry** will pop up on your screen.

Enter an **Activity** and a **Why** from the dropdown list options.

Then click the **Save** button.

Event Entry

Completed: Reset

When Started: 03/27/2007

When Ended: 03/27/2007

Activity: Initial Data Entry

Who: DOTFXC

Why: Material for Project

Cost:

Notes:

Save Bypass

Now click the **Populate Requisition** button.

Regional Office Notes:

Col. Co

E-mail CO Populate Requisition Sto

- The program will now add a line item for every material that is below the reorder point set for your region.
- The quantity will be the reorder quantity for that material for the region.
- All other default information is brought down from the material, too, just as if you added the line item to the requisition by hand.
- Since the Order Quantity is automatically entered based on the Reorder Quantity it is imperative that you look at these quantities and make sure they look reasonable. If the reorder quantity is accidentally set to 50 when it should be 5 the order will be placed asking for 50 signs.

WORKdirector Training Guide

Standard Reports

Standard reports have been created to help manage the work processes. Reports are dependent on a record set, e.g. Materials, Work Orders, Vendors. These are identified after each report title.

1. Sign Order (Vendors) – One for each Vendor, Dickie, Decker, BSI & Tapco
 - Used by Central Office

BSI Sign Order									
Vendor Name	Order ID	Release #	Date						
Location	Entry Date	Line Item	ID	Size Width	Size Height	Quantity	Cost	Total Cost	Sq Ft
									\$0.00

2. Individual Sign Requisition Report (Work Orders)

Individual Sign Requisition Report									
Region					Southwest - La Crosse				
Requisition Number 07-0024					Order Date 3/23/2007				
Requisition Status CO Now Shipping									
Regional Office Notes					Central Office Notes				
These Signs are all for signing bridge clearance heights at I-90 and Exit 3 in La Crosse. The project number is La Crosse County's 2007 TMA number. Please Rush Order these signs.									
Line Item	00286	Order Line 1	South	South					
Code/Size	J4-2 72W x 51H	Order Line 2	53-35						
Description	Base Plywood	Order Line 3							
Letter Size		Order Line 4							
Message Type	Type 4 - Stencil Plywood	Order Line 5							
Requested Ship Date	4-9-7	Order Line 6							
Order Quantity	1 ea	Notes	Additional sign for above SP signs						
Shipped Quantity	1 ea	Yet To Ship							
Line Item	00285	Order Line 1	North						
Code/Size	J4-1 36W x 51H	Order Line 2	35						
Description	Base Plywood	Order Line 3							
Letter Size		Order Line 4							
Message Type	Type 4 - Stencil Plywood	Order Line 5							
Requested Ship Date	4-9-7	Order Line 6							
Order Quantity	1 ea	Notes	Additional sign for above SP signs						
Shipped Quantity	1 ea	Yet To Ship							
Line Item	00282	Order Line 1	SOUTH	SOUTH	NORTH				
Code/Size	J3-3 72W x 57H	Order Line 2	53-35-35						
Description	Base Plywood	Order Line 3	[TL]	[TL]	[TR]				
Letter Size		Order Line 4							
Message Type	Type 4 - Stencil Plywood	Order Line 5							
Requested Ship Date	4-9-7	Order Line 6							
		Notes							

WORKdirector Training Guide

3. Outstanding Requisitions by Code (Work Orders)

Outstanding Requisitions by Code				
Region		Southwest - La Crosse		
Code/Size	Description	Order Qty	Shipped Qty	Yet To Ship
D7-52		2.00 ea		
Line Item	00335	Order Line 1	Road To	
Requisition Number	07-0026	Order Line 2	Necedah National	
Order Date	4/11/2007	Order Line 3	Wildlife Refuge	
Shipped Date		Order Line 4	1 Mile	
Notes		Order Line 5		
Order Date	3/27/2007	Order Line 6		
Code/Size	Description	Order Qty	Shipped Qty	Yet To Ship
D7-53-L		1.00 ea		
Line Item	00334	Order Line 1	[LA] Necedah National	
Requisition Number	07-0026	Order Line 2	[LA] Wildlife Refuge	
Order Date	4/11/2007	Order Line 3		
Shipped Date		Order Line 4		
Notes		Order Line 5		
Order Date	3/27/2007	Order Line 6		
Code/Size	Description	Order Qty	Shipped Qty	Yet To Ship
D7-53-R		1.00 ea		
Line Item	00333	Order Line 1	Necedah [RA]	
Requisition Number	07-0026	Order Line 2	Wildlife Refuge [RA]	
Order Date	4/11/2007	Order Line 3		
Shipped Date		Order Line 4		
Notes		Order Line 5		
Order Date	3/27/2007	Order Line 6		

WORKdirector Training Guide

4. Outstanding Requisitions by Date (Work Orders)

OutstandingRequisitionsbyDate					
Region Southwest - La Crosse					
Order Date	Code/Size	Description	Order Qty	Shipped Qty	Yet To Ship
3/27/2007	W21-51-RU 48W x 48H		4.00 ea		
	Line Item 00287		Order Line 1		
	Requisition Number 07-0025		Order Line 2		
	ShippedDate		Order Line 3		
	Notes Juneau Co		Order Line 4		
	Order Date 3/27/2007		Order Line 5		
	Requisition Status Processing by CO		Order Line 6		
Order Date	Code/Size	Description	Order Qty	Shipped Qty	Yet To Ship
3/27/2007	W03-2-RU 48W x 48H		2.00 ea		
	Line Item 00288		Order Line 1		
	Requisition Number 07-0025		Order Line 2		
	ShippedDate		Order Line 3		
	Notes Juneau Co		Order Line 4		
	Order Date 3/27/2007		Order Line 5		
	Requisition Status Processing by CO		Order Line 6		
Order Date	Code/Size	Description	Order Qty	Shipped Qty	Yet To Ship
3/27/2007	R1-2-RU 48W x 42H		2.00 ea		
	Line Item 00289		Order Line 1		
	Requisition Number 07-0025		Order Line 2		
	ShippedDate		Order Line 3		
	Notes Juneau Co		Order Line 4		
	Order Date 3/27/2007		Order Line 5		
	Requisition Status Processing by CO		Order Line 6		
Order Date	Code/Size	Description	Order Qty	Shipped Qty	Yet To Ship
3/27/2007	W21-6-RU 48W x 48H		2.00 ea		
	Line Item 00290		Order Line 1		
	Requisition Number 07-0025		Order Line 2		
	ShippedDate		Order Line 3		

WORKdirector Training Guide

5. Sign Order New (Vendors) - Used by Central Office

Sign Order New										
Vendor Name	Traffic and Parking Control Co. (TAPCO)			Order ID	TRG 3401117	Release #	13	Date	5/3/2007	
Location	Entry Date	Line Item	ID	Size	Width	Size	Height	Quantity	Cost	SQ FT
CO - Signs	5/2/2007	00528	W1-7 60W x 30H	60.00 in		30.00 in		6.00 ea	\$637.50	75
Order Line 1										
Order Line 2										
Order Line 3										
Order Line 4										
Order Line 5										
Order Line 6										
NC - Rhineland	5/2/2007	00519	R3-6-R 42W x 48H	42.00 in		48.00 in		1.00 ea	\$119.00	14
Order Line 1										
Order Line 2										
Order Line 3										
Order Line 4										
Order Line 5										
Order Line 6										
NC - Rhineland	5/2/2007	00520	R3-8-W 30W x 54H	30.00 in		54.00 in		1.00 ea	\$95.63	11.25
Order Line 1										
Order Line 2										
Order Line 3										
Order Line 4										
Order Line 5										
Order Line 6										
NC - Wisconsin Rapids	5/2/2007	00511	J13-2 48W x 45H	48.00 in		45.00 in		1.00 ea	\$127.50	15
Order Line 1	CHH									

WORKdirector Training Guide

6. Inventory Report (Materials) – One for each location

This report will show an on hand balance of each sign in stock and will calculate the cost of the signs.

Shop Inventory Report						
MUTCD Sign Code	MUTCD Sign Description	Size Width	Size Height	Order Line 1	On Hand Balance	Cost
D5-61	Wayside [1/2] Mile	48.00 in	24.00 in		3.00 ea	\$203.52
M1-1	Interstate Shield	24.00 in	24.00 in	94	15.00 ea	\$333.60
M1-1	Interstate Shield	36.00 in	36.00 in	39	4.00 ea	\$200.76
M1-5-A	County Marker	24.00 in	24.00 in	AAA	5.00 ea	\$111.20
M1-5-A	County Marker	24.00 in	24.00 in	AW	5.00 ea	\$111.20
M1-5-A	County Marker	24.00 in	24.00 in	B	1.00 ea	\$22.24
M1-5-A	County Marker	24.00 in	24.00 in	D	3.00 ea	\$66.72
M1-5-A	County Marker	24.00 in	24.00 in	DB	5.00 ea	\$111.20
M1-5-A	County Marker	24.00 in	24.00 in	DD	5.00 ea	\$111.20

The report also includes a Total Cost of Signs on hand.

W9-2-L	Lane Ends Merge Left	36.00 in	36.00 in		8.00 ea	\$401.52
WF16-7L	Left Diagonal Downward Pointing Arrow (Fluorescent)	24.00 in	12.00 in		35.00 ea	\$663.25
WF16-9P	AHEAD Plaque (Fluorescent Yellow Green)	24.00 in	8.00 in		54.00 ea	\$682.02
Total Cost of Signs						\$102,533.37

7. Shop Inventory Report (Materials) – Used for annual shop inventory.

Shop Inventory Report										
Filter	[X] Stock Item = Yes)									
Working Set Filter	[Y] Retired is null)									
Sort	<Not Applicable >									
Group By	<Not Applicable >									
MUTCD Sign Code	MUTCD Sign Description	Size Width	Size Height	Order Line 1	Base	Face	Message Material	Message Type	Bin Location	On Hand Balance
D1-2	Two Destinations (Arrows)				Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D1-3	Triple Destination/Arrow				Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D1-60	Street Name with Cardinals & Arrows				Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D12-4	Wisconsin Road Emergency Information	36.00 in	24.00 in		Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D12-4	Wisconsin Road Emergency Information	72.00 in	48.00 in		Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D13-51-L	Vehicle Emission Test Sta/Arrow Left	36.00 in	30.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D13-51-L	Vehicle Emission Test Sta/Arrow Left	42.00 in	36.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D13-51-R	Vehicle Emission Test Sta/Arrow Right	36.00 in	30.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D13-51-R	Vehicle Emission Test Sta/Arrow Right	42.00 in	36.00 in		Sheet Aluminum	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		
D2-1	Destination/Distance (One) with Die Out Letters				Plywood	Type H - High Intensity	Die-cut Letters	Type 2 - Die-Out		

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8. Sign Shipping Report (Work Orders)

Region		SignShippingReport	
		Southwest - La Crosse	
Requisition Number 07-0024		Order Date 3/23/2007	
Requisition Status CO Now Shipping			
Regional Office Notes		Central Office Notes	
<p>These Signs are all for signing bridge clearance heights at I-90 and Exit 3 in La Crosse. The project number is La Crosse County's 2007 TMA number. Please Rush Order these signs.</p>			
Line Item 00286	Code/Size J4-2 72W x 51H	Order Line 1 South South	Order Line 2 53-35
Description	Base Plywood	Order Line 3	Order Line 4
Letter Size	Message Type Type 4 - Stencil Plywood	Order Line 5	Order Line 6
Requested Ship Date 4-9-7		Notes Additional sign for above SP signs	
Order Quantity <input type="text" value="1 ea"/>	Shipped Quantity <input type="text" value="1 ea"/>	Yet To Ship <input type="text"/>	

Line Item 00285	Code/Size J4-1 36W x 51H	Order Line 1 North	Order Line 2 35
Description	Base Plywood	Order Line 3	Order Line 4
Letter Size	Message Type Type 4 - Stencil Plywood	Order Line 5	Order Line 6
Requested Ship Date 4-9-7		Notes Additional sign for above SP signs	
Order Quantity <input type="text" value="1 ea"/>	Shipped Quantity <input type="text" value="1 ea"/>	Yet To Ship <input type="text"/>	

Line Item 00282	Code/Size J3-3 72W x 57H	Order Line 1 SOUTH SOUTH NORTH	Order Line 2 53-35-35
Description	Base Plywood	Order Line 3 [TL] [TL] [TR]	Order Line 4
Letter Size	Message Type Type 4 - Stencil Plywood	Order Line 5	Order Line 6
Requested Ship Date 4-9-7		Notes	
Order Quantity <input type="text" value="1 ea"/>	Shipped Quantity <input type="text" value="1 ea"/>	Yet To Ship <input type="text"/>	

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8. Wisconsin DOT Sign Code Book (Materials)

Wisconsin DOT Sign Code Book							B	F	M	C
Sign Code	Size 1	Size 2	Size 3	Size 4	Size 5	Description				
A--ADOPT	X	X	X	X	X	Adopt-A-Highway				
A--ARROW	X	X	X	X	X	Arrow / Tourist Information Signs				
A--DETOUR	X	X	X	X	X	Use if you are installing a temporary Detour.				
A--SIS	X	X	X	X	X	Service and Information Signing				
A--TOD	X	X	X	X	X	Tourist and Information Sign				
D10-1	X	X	X	12in x 24in	12in x 24in	Milepost Marker (1 Digit)	1	3	2	
D10-2	X	X	X	12in x 36in	12in x 36in	Milepost Marker (2 Digit)	1	3	2	
D10-3	X	X	X	12in x 48in	12in x 48in	Milepost Marker (3 Digit)	1	3	2	
D10-5	X	X	X	21in x 60in	21in x 60in	Enhanced Reference Marker (1 Shield)	1	3	2	
D10-5-A	X	X	X	X	X	Enhanced Reference Marker (2 Shields)				
D1-1	X	X	X	X	X	One Destination (Arrow)	1	3	2	
D11-1	X	24in x 18in	30in x 24in	X	X	Bike Route	2	3	1	
D11-10	X	24in x 18in	X	X	X	Atv Route	2	3	2	
D11-6	X	24in x 18in	X	X	X	Snowmobile Route with Symbol	2	3	2	
D11-7	X	24in x 24in	X	X	X	[Menomonie River Valley] Snowmobile Route	2	3	2	
D11-8	X	24in x 18in	X	X	X	Snowmobile/ATV Route	2	3	2	
D11-9	X	24in x 18in	X	X	X	Golf Cart Route	2	3	2	
D1-2	X	X	X	X	X	Two Destinations (Arrows)	1	3	2	

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9. Materials Below Reorder Point - Statewide (Materials)

Material Below Reorder Point - Statewide			
	Quantity on Hand	Reorder Point	Reorder Amount
Material ID D10-1 12W x 24H			
La Crosse	0.00 ea		
Green Bay	0.00 ea	10.00 ea	30.00 ea
Material ID D10-3 12W x 48H			
La Crosse	0.00 ea	10.00 ea	20.00 ea
Green Bay	0.00 ea		
Material ID R1-1 36W x 36H			
La Crosse	38.00 ea		
Green Bay	5.00 ea	5.00 ea	10.00 ea