WORKDirector – Work Orders

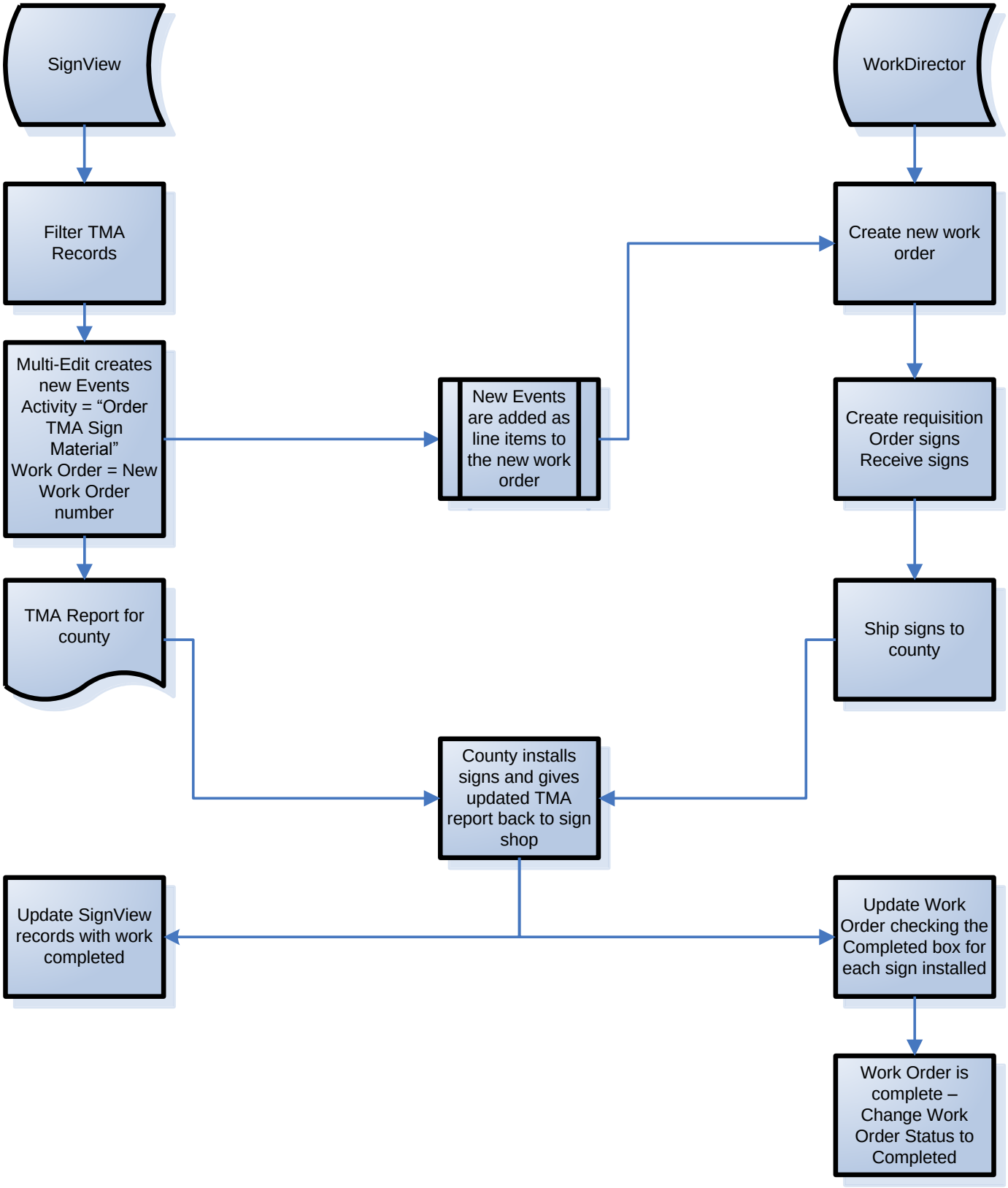
This process will utilize both WORKdirector and SIGNview to create a Work Order for county work or other contractor work. The processes are quite similar but a separate section has been created for the various types of Work Orders that sign coordinators create:

- TMA signs ..... Page 3
- County Work Orders – new or replacement signs ..... Page 13
- Signs flagged with 'Order' in SIGNview ..... Page 17
- Type I signs (Arbor Green) ..... Page 24

The next page contains a diagram of the TMA process that illustrates the interactions between SIGNview and WORKdirector.

This guide assumes prior knowledge of the usage of both SIGNview and WORKdirector.

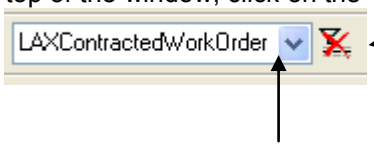
TMA Work Process



Create a Work Order and Requisition for a County's TMA Signs

1. Start CarteGraph – Oracle - OP01
2. Go to the **WORKdirector** module and click on the **Work Orders tab** to bring up that form.
3. Make sure you are viewing Work Orders records

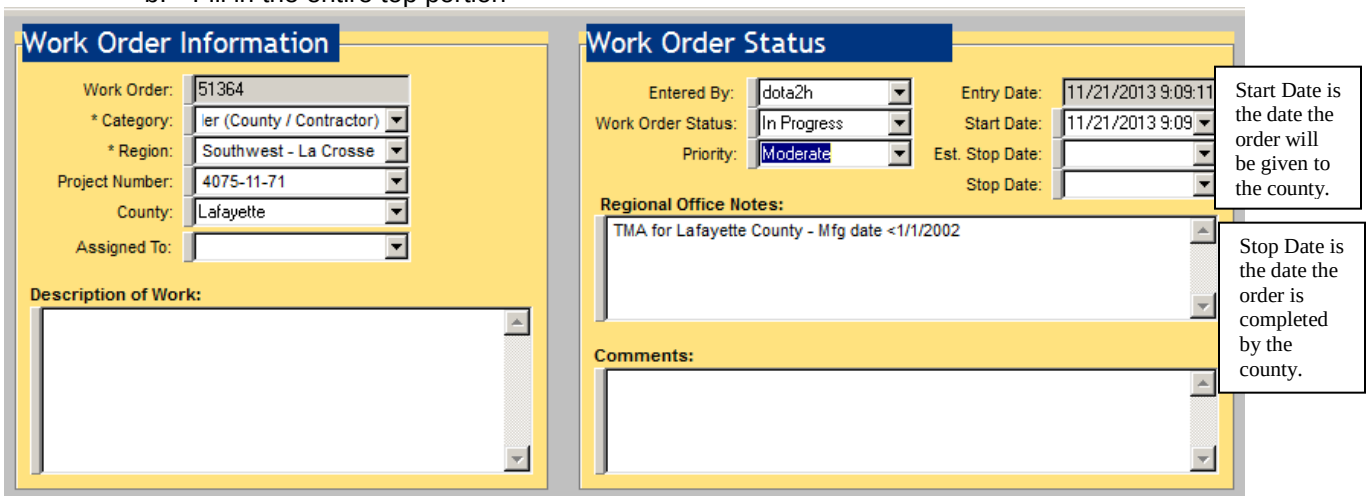
   a. At the top of the window, click on the "Show All Records" icon



   and then pick the Work Order filter from the drop down list for your Contracted Work Orders – e.g. S_LAXContractedWorkOrders

4. **Create a new Work Order**
   a. Select the New Record icon

   b. Fill in the entire top portion



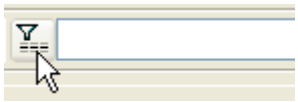
   c. Save the record
      i. Activity = "Order TMA Sign Material"
      ii. Why = "Material For County"
   d. Make a note of the Work Order number that is generated once the record is saved.

5. **Open SignView in a new window**

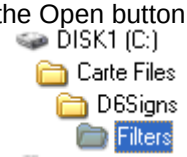
   a. Click on SignView on the Navigator Bar and click your <u>right mouse button</u> on Signs and choose **Open in New Window** from the drop down list.
   b. A new window for SignView will now open.

6. **Filter to the TMA signs**.
   a. A standard TMA filter has been written for you that will look for all signs starting with R, S or W and prompt you to enter a county and a manufactured date.
   b. If you want to create your own filters that is fine.
      i. Run your custom filter and go to set e. below.

   c. Run the standard TMA filter
      i. Click on the Filter Builder on the Toolbar



Click on the Open button and Look In



for “TMA Filter” . Double-click on it to open it.

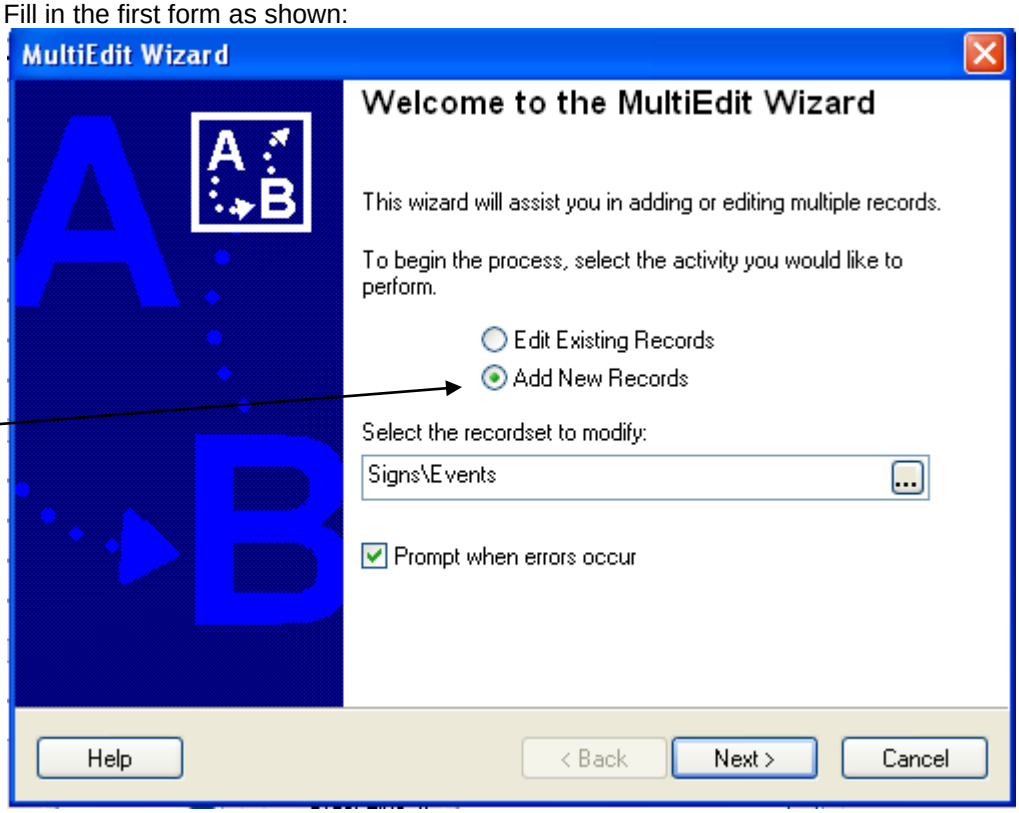
d. Click **Activate** and fill in the county and date manufactured when prompted.
e. Make a note of the number of records returned.

7. Use MultiEdit to create new records.

a. From the Main Tool Bar choose Tools/Multi-Edit

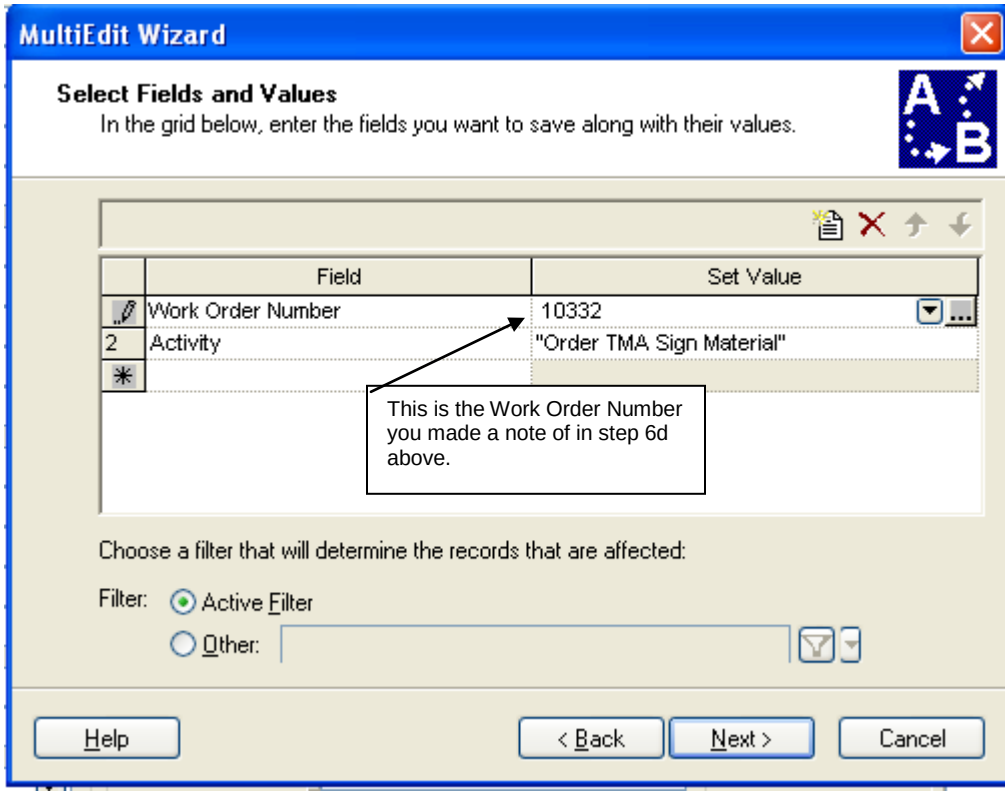
i. Fill in the first form as shown:

Be sure to click on the Add new Records option.

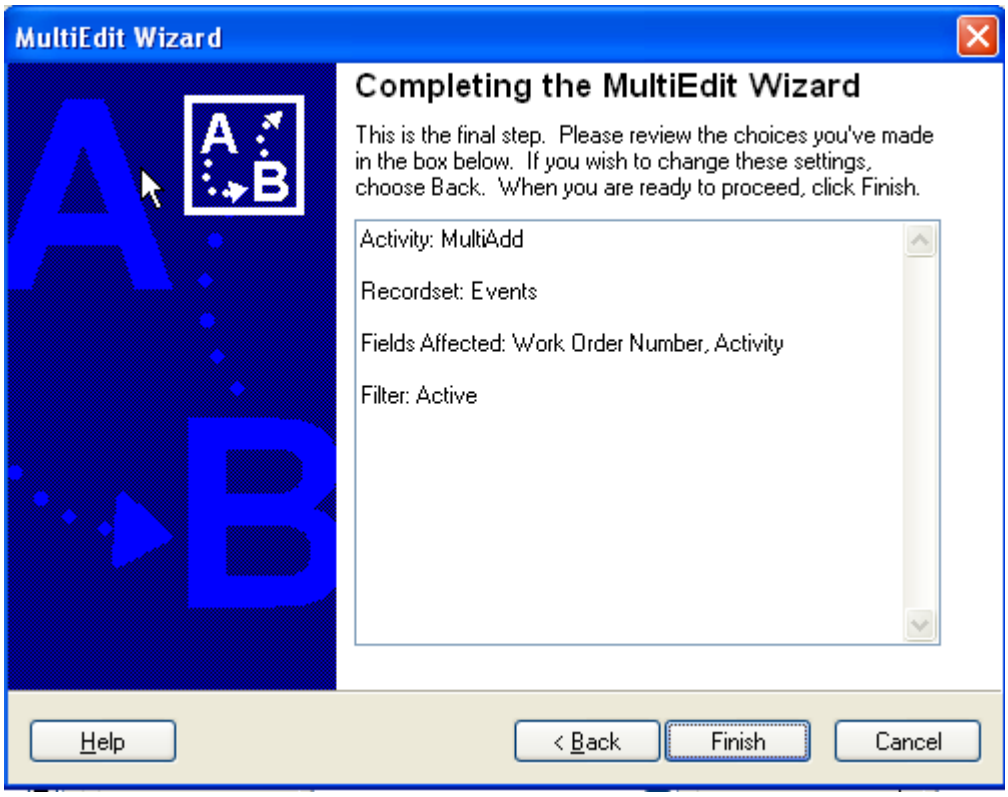


ii. Click Next>

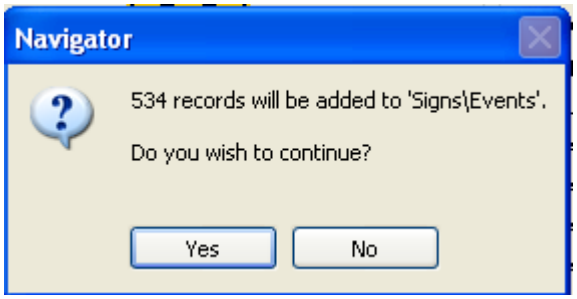
iii. Fill in the next form:



iv. Click Next>



v. Click Finish when prompted to complete the MultiEdit Wizard.

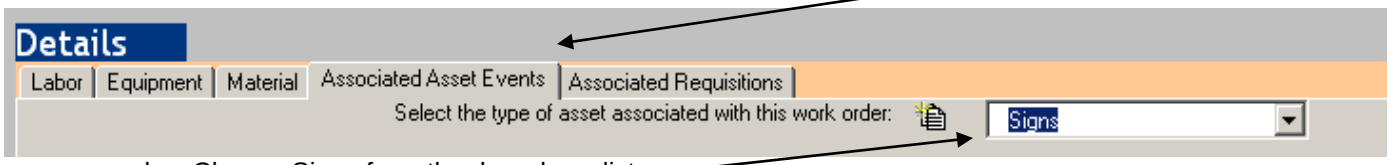


vi. Next you will be prompted if you wish to continue. If this is the correct number of records click **Yes** otherwise click **No** to cancel the MultiEdit.

b. The MultiEdit will now process.

8. Go back to WORKDirector on the Work Orders form.

a. On the lower part of the form; Click on the ***Associated Asset Events*** tab



b. Choose Signs from the drop down list

c. Hit **F5** to refresh the recordset if nothing displays in the grid.

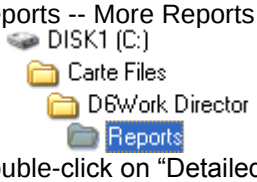
d. You will now see a line for each one of the records from the TMA filter run in SignView. These are the signs you identified that need to be replaced for this county.

9. You can now run and print the **Detailed Work Order report** so that you can review the details.

a. The report is generated from WORKdirector and will print only the current record.

b. From the main tool bar in WORKdirector

a. Reports -- More Reports – Look in



b. Double-click on “Detailed TMA Work Order” to produce the report

Detailed TMA Work Order

Work Order Number	10623
Category	Contracted Work Order (County / Contractor)
Region	North Central - Wisconsin Rapids
Project Number	
County	Green Lake
Assigned To	
Status	In Progress
Priority	Moderate
Start Date Actual	
Stop Date Estimated	
Stop Date Actual	

Regional Office Notes	
Description	Replacing Signs 2008 TMA
Comments	

Route	Marker	Material ID	Site ID	Sign ID	Description
_023E	34.29 mi	R1-1 30W x 30H	STH 73	4-1272317695	Stop
_023E	35.82 mi	W14-3 48W x 36H	CTH D	605474136	No Passing Zone
_023E	43.80 mi	R1-1 30W x 30H	CTH A/North St	4-850180095	Stop
_023W	3.57 mi	W4-2-R 36W x 36H	Lawson Dr	4-445145343	Lane Reduction Transitio Symbol - RIGHT
_023W	10.23 mi	R4-7 24W x 30H	STH 73	4-1920162816	Keep Right
_049N	1.48 mi	W4-2-R 36W x 36H	Brooklyn J	4-767041791	Lane Reduction Transitio Symbol - RIGHT
_073N	13.84 mi	R3-72 30W x 36H	CTH T	4-1721268991	Oncoming Traffic Uses Cc Lane
_073S	62.65 mi	R1-1 30W x 30H	Fourth St	4-983303752	Stop
_091E	0.51 mi	R2-1 24W x 30H 35	Quarry St	4-377715968	Speed Limit _ MPH
_091W	0.07 mi	W57-51 30W x 15H	Green lake Co Line	4-1189389056	Next _ Miles
_091W	0.07 mi	W11-3 30W x 30H	Green lake Co Line	4-1088397311	Deer Crossing Symbol

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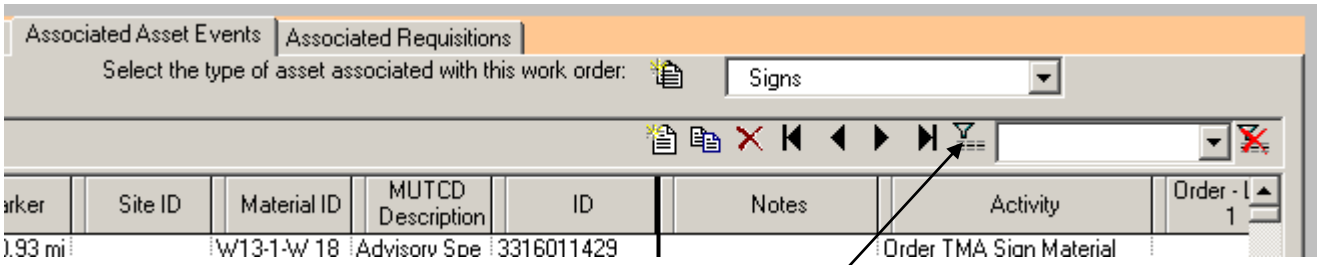
10. Modifying the Work Order

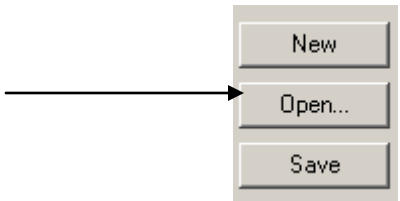
a. **Tip!** It is best to modify the entries on the Work Order **before** a requisition is created so careful review of the above report or the work order screen is important.

b. The Work Order grid can be sorted by Route and Marker to make it easier to find signs on a particular part of a road.

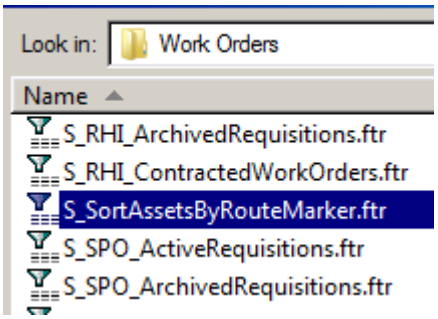


c. Click on the Filter Builder icon on the grid section of the form.

d. Click on the Open button.



e. Locate the SortAssestByRouteMarker filter in your C:\Carte Files\filters\Work Orders directory.



click **Open**

click **OK**

f. The grid will now sort.

g. You can delete lines from the grid on the Work Order

h. If you want to add signs to this Work Order you will do this back to SIGNview

   i. Go to SIGNview

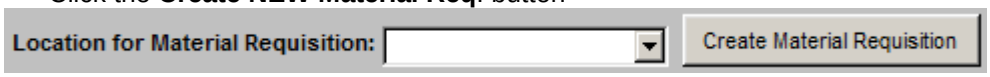
   ii. Run a filter or find the particular sign(s) you want to add

   iii. Run another Multi-Edit as described on pages 4 and 5, inputting the same Work Order number you just used

   iv. Review the lines making sure that each one has a Material ID. If it is blank it will not be added to the requisition when it comes time to place the order. A blank Material ID indicates there is erroneous information for this sign in SIGNview and it should be corrected. Once you are satisfied with the line items on the Work Order you will create a Requisition for the signs.

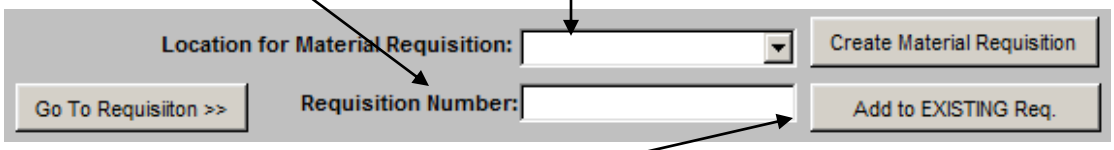
11. Create the Requisition

a. Move down to the bottom of the Work Order Form
   i. Fill in the "**Location for Material Requisition**"
   ii. Click the **Create NEW Material Req**. button



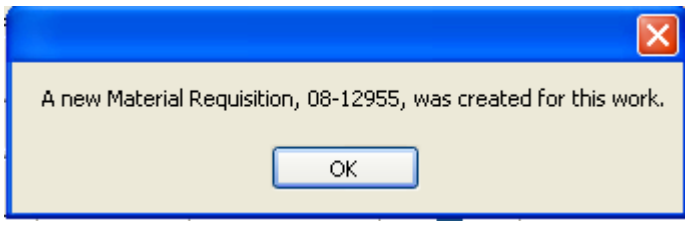
   iii. Click Yes to continue when prompted.

b. **NOTE**: You can also add this Work Order to an existing Requisition.
   i. Fill in the "**Location for Material Requisition**"
   ii. Fill in an EXISTING Requisition Number



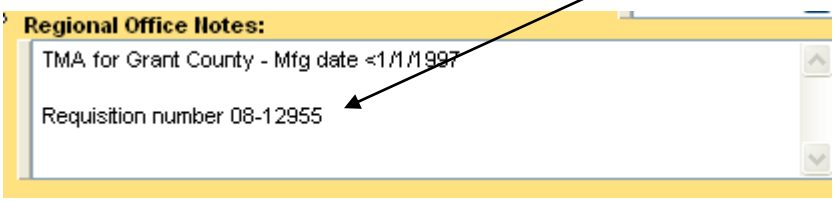
   iii. Click the **Add to EXISTING Req.** button
   iv. Click Yes to continue when prompted.

c. The requisition will now process so give it some time. When it is completed it will give you a message box containing the Requisition number.
   i. The program is calculating the total number of each Material ID you have on the Work Order and will aggregate like items on to one line on the new requisition.
   ii. A screen prompt will appear when the requisition is complete



d. The Requisition number will appear on an Associated Requisitions tab as well as in the Requisition Number field.

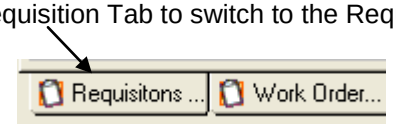
e. **Tip!** It is a good idea to make a note of the Requisition number in the Regional Office Notes field.



f. You can now see the new Requisition by first clicking the Show All Records button at the top of the form.

g. You may be prompted to save the record, click Yes and then click on Bypass
h. Now fill in the requisition number if it's not already there and click "Go To Requisition" button.

i. Click on the Requisition Tab to switch to the Requisition & Transfers form.



j. You will now see the new Requisition and modify it as necessary.
k. Note that the Regional Office Notes field is automatically updated indicating that this Requisition was generated from a Work Order #####.
l. Treat this new requisition just like any other sign order. You can delete line items or change quantities if you have some of the materials on hand.
    i. **TIP!** Make sure to clean out shop inventory first. If you have extra signs use them first.

m. If you want to add lines for existing signs you should follow the procedure outlined in 10.h. above.
n. Once you are satisfied with the Requisition change the **Requisition Status** to *"Requisition Completed by Region"* and then email it to Bob Hunt for ordering.
o. You should also print an **"Individual Sign Requisition"** report.

Working With the TMA

1. Once all of the signs are received and ready to be delivered to the county, you will print a report to give to the county to track their work.
    a. A standard **TMA Report** has been developed that lists only the signs to be replaced.
        i. **TIP! Run the TMA Work Order – WD Report in WORKdirector.**
    b. Some of the regions give the county a complete listing of all of the signs in the county and highlight only the signs that need to be replaced. You can easily do this by looking at your Work Order lines and finding them on the complete county report.
    c. It's up to you what you decide to use.

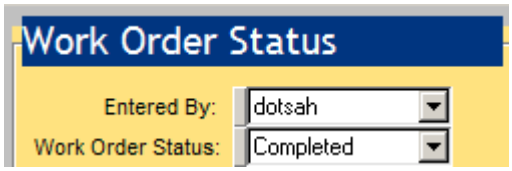
    If you would like a different report please contact Fran Coenen for assistance.

TMA Work Order Report-WD
for
La Crosse County
Work Order Number 10257

Route	Marker	Material ID	MUTCD Description	Position	Site ID	Mfg Date	Support ID	Date Tag	Post Info	Date Installed	Notes
_171E	13.09 mi	W13-1 24W x 24H 25	Advisory Speed Plate (Yellow Back)	Right		3/13/1989	LAX171E013.09				
_060E	15.22 mi	W1-2-L 36W x 36H	Left Curve	Right		5/10/1980	LAX060E015.22				
_060E	19.29 mi	W13-1 18W x 18H 40	Advisory Speed Plate (Yellow Back)	Right		5/10/1988	LAX060E019.29				
_035S	120.20 mi	R2-1 24W x 30H 40	Speed Limit _ MPH	Right		3/3/1989					
_014W	79.86 mi	R1-1 30W x 30H		Right							
_014W	79.86 mi	R1-1 30W x 30H		Right							
_014W	79.86 mi	R1-1 30W x 30H		Right							
_171E	23.35 mi	W5-2 30W x 30H	Narrow Bridge	Right		4/24/1980					
_060W	24.41 mi	W2-2 30W x 30H	Side Road (90 Degrees)	Right		5/10/1980					
_060W	30.66 mi	W1-2-R 30W x 30H	Right Curve	Right		5/10/1980	LAX060W030.66				

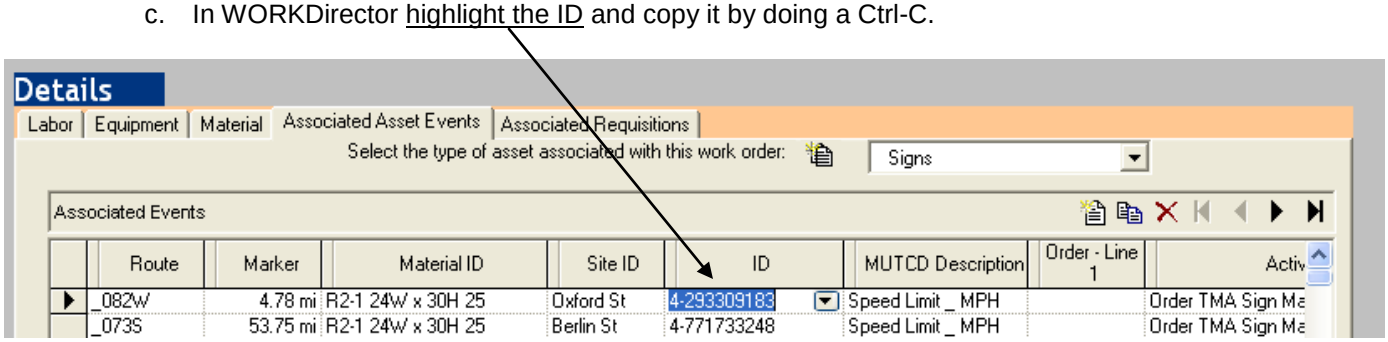
2. As the county reports their progress back to you the Work Order and the Requisition need to be updated.
    a. The Requisition should be updated the same as any other Requisition. Once all of the items have been shipped you will mark each line item as Complete and then set the Requisition Status to "Archived (Was Filed)".

    b. When the county has completed all of the line items on the Work Order you should change the Work Order Status to Completed.

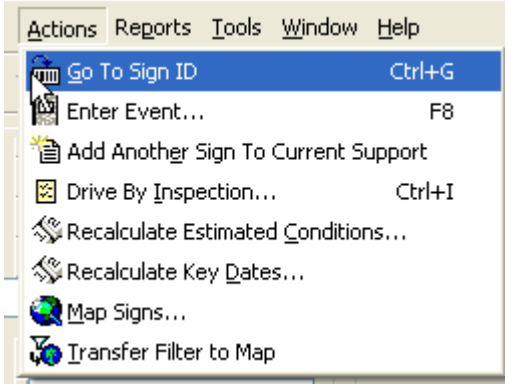


3. SIGNview must also be updated with the new information. This is completed the same as the current process.
    a. In SignView you need to find the appropriate sign and update the necessary fields, e.g. "Mfg Date", "Post" information, etc.
    b. **TIP!** You can quickly find the sign by having both WORKdirector and SIGNview open in separate windows.

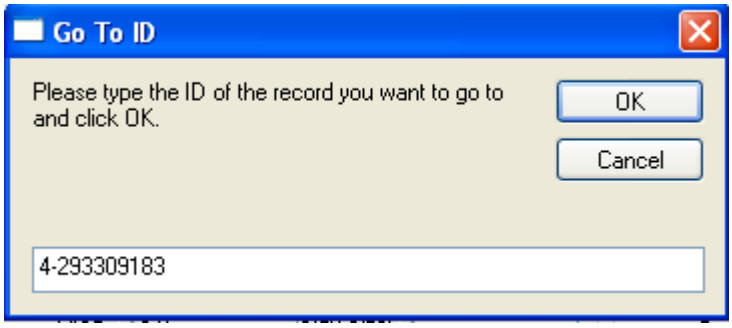
c. In WORKDirector highlight the ID and copy it by doing a Ctrl-C.



d. Go to SignView.
e. Select Actions -> Go to Sign ID from the Tool Bar



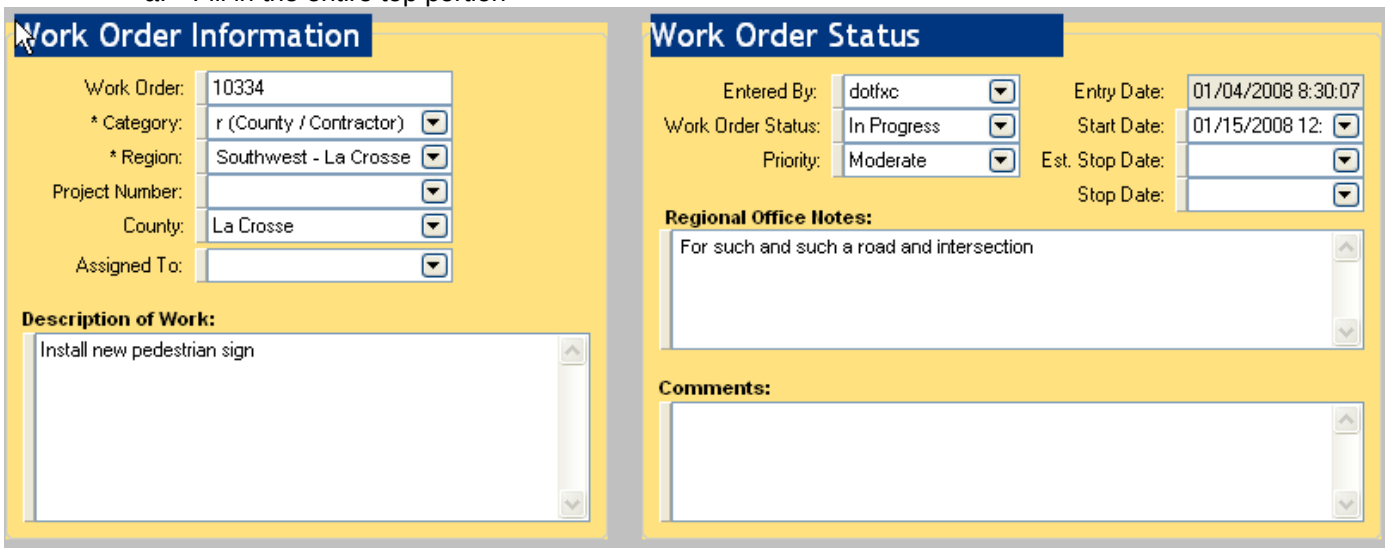
f. When the **Go To ID** window appears hit Ctrl-V to paste the ID in to the window and click OK.



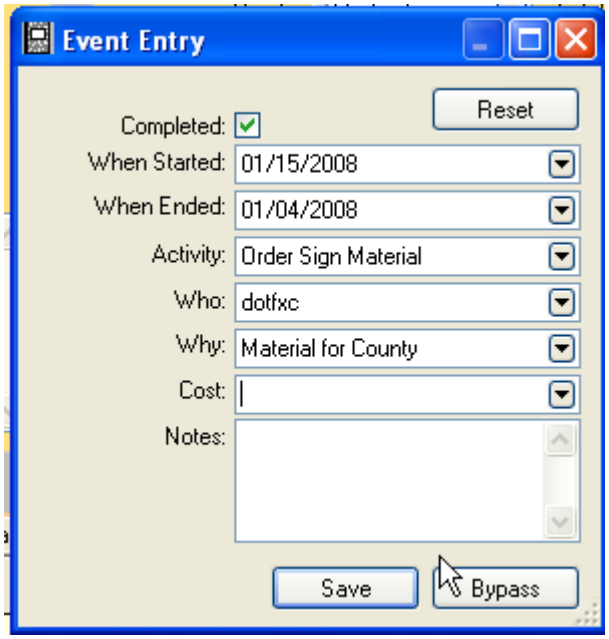
g. This will quickly jump you to the appropriate record in SIGNview where you can make your updates.

Creating Work Orders For New Signs That The County Will Install

1. Start CarteGraph – Oracle OP01
2. Go to the WORKdirector module and click on Work Orders.
3. Go to the Work Orders form.
4. Create a new record by clicking on the New Record icon -
    a. Fill in the entire top portion

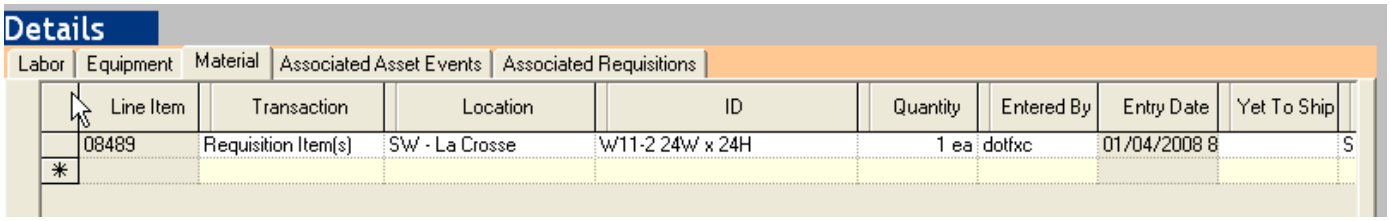


    b. Save the record - note that the Work Order number fills in once the record is saved.

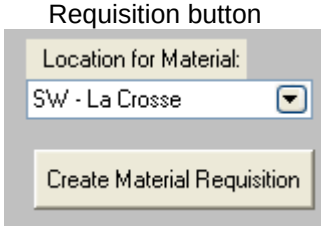


    i. Activity = “Order Sign Material”
    ii. Why = “Material For County”

5. Go to the grid section and click on the Material tab.
    a. Fill in the Requisition Line Items the same as you do on the Requisitions and Transfers form.



b. Once all of the requisition lines are completed fill in the Location For Material and click on Create Requisition button



c. Click 'Yes' when prompted.

6. Wait until the process is completed and another message window appears giving you the new Requisition number. It will also appear in the Requisition Number box.

7. View the new Requisition

a. Click the Show All Records icon on the Tool Bar.
b. Click the **Go To Requisition** button.

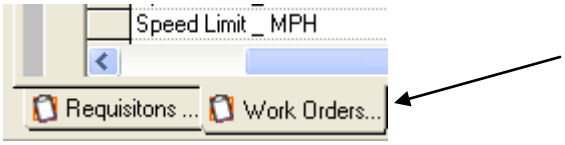
c. Now click on the Requisition Tab at the bottom of your screen to view the requisition form.

6. Finish the requisition.
   a. Modify any fields on the requisition.
   b. Change the **Requisition Status** to "Requisition Completed by Region"
   c. Email it to Bob Hunt for ordering as per usual process

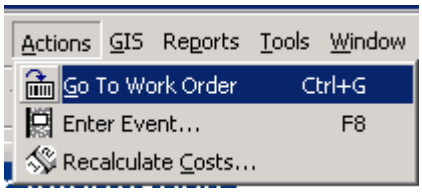
7. When the signs are received change each of the line item's **Transaction** to "Complete".
8. When all of the signs on this order have been received change the **Requisition Status** to "Archived (Was Filed).

Print a Work Order for the County

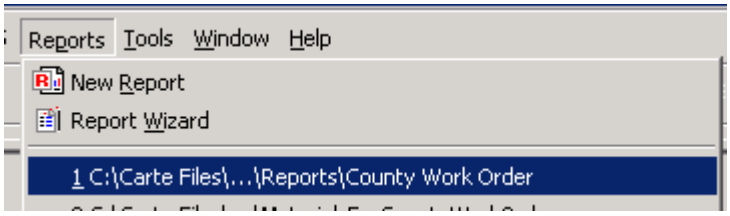
9. To print a work order to give to the county you need to have the appropriate Work Order displayed in WorkDirector.
    a. This is the Work Order number that was created in step 4b above.
    b. Go to the Work Orders Form.



    c. You can quickly jump to the work order by selecting **Actions** from the Menu and Choose "Go To Work Order" or press Ctrl+G.



    d. From the Reports Menu choose the "County Work Order" report.



    e. If it is not listed you will find it in the standard \WorkDirector\Reports location.

County Work Order

Work Order Number 30327
Category Contracted Work Order (County / Contractor)
Region Northwest - Spooner
Project Number
County Barron
Assigned To County - Barron
Status Planned
Priority ASAP
Start Date Actual 7/21/2011 12:35:04 PM
Stop Date Estimated
Stop Date Actual

Regional Office Notes

Rush order. The associated Material Requisition is 13-61635

Description

Replace damaged E5-1B Exit sign @ USH 53 NB, 105.231, #10826

Comments

No

Line #	Sign ID	MUTCD Sign Description	Qty	Order Line 1	Order Line 2
105845	E5-1-B 90W x 60H	Exit Number and Letter (Arrow) 1-4 Digits	1.00	126	
75644	M3-1 24W x 12H	NORTH Cardinal Route Marker	5.00		
75645	M3-3 24W x 12H	SOUTH Cardinal Route Marker	5.00		
75646	M1-6 24W x 24H	State Route Marker	5.00	35	
75647	M1-4 24W x 24H	US Route Marker	5.00	53	
75968	W11-1 30W x 30H	Bycicle Symbol with Helmet	4.00		
75977	W16-1-P 18W x 24H	Share The Road	4.00		

Total Signs 29

! Don't Forget to Update SignView!

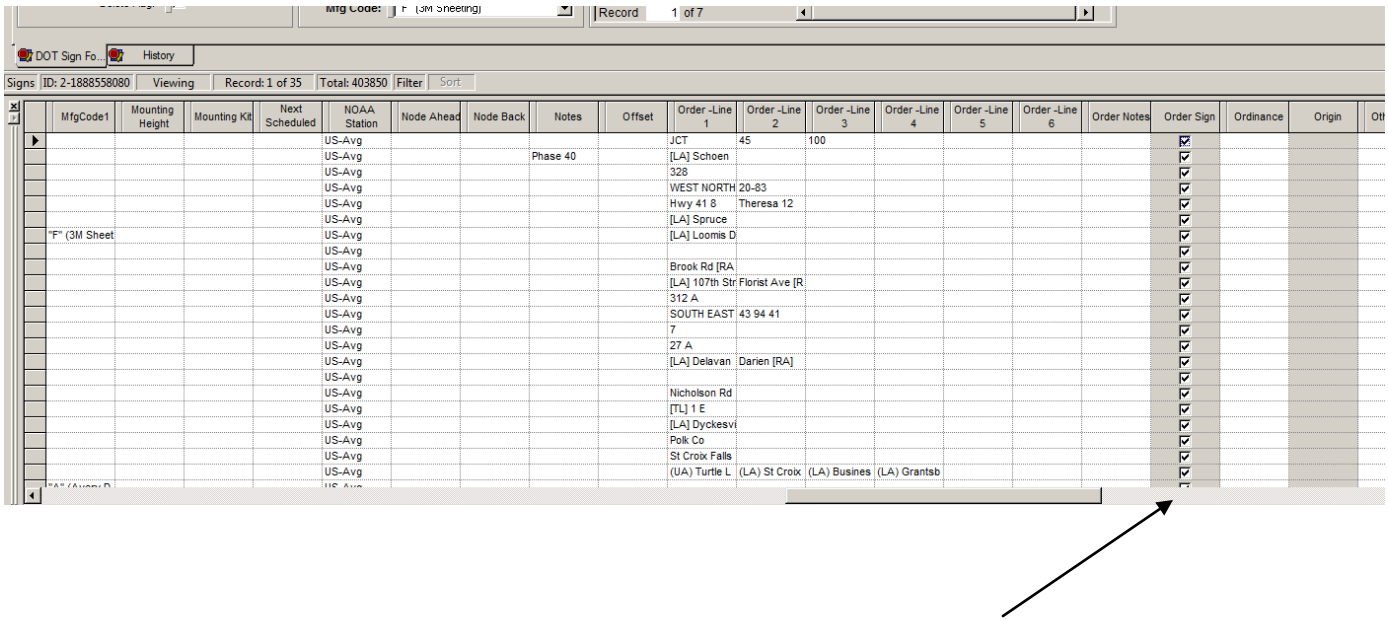
10. Go to SignView and add or update the new sign record per regular process.

Creating Work Orders for Signs Flagged With “Order”

During the regular process of inspecting signs the signing coordinators and assistants will create an Event record with one of 3 Activities:

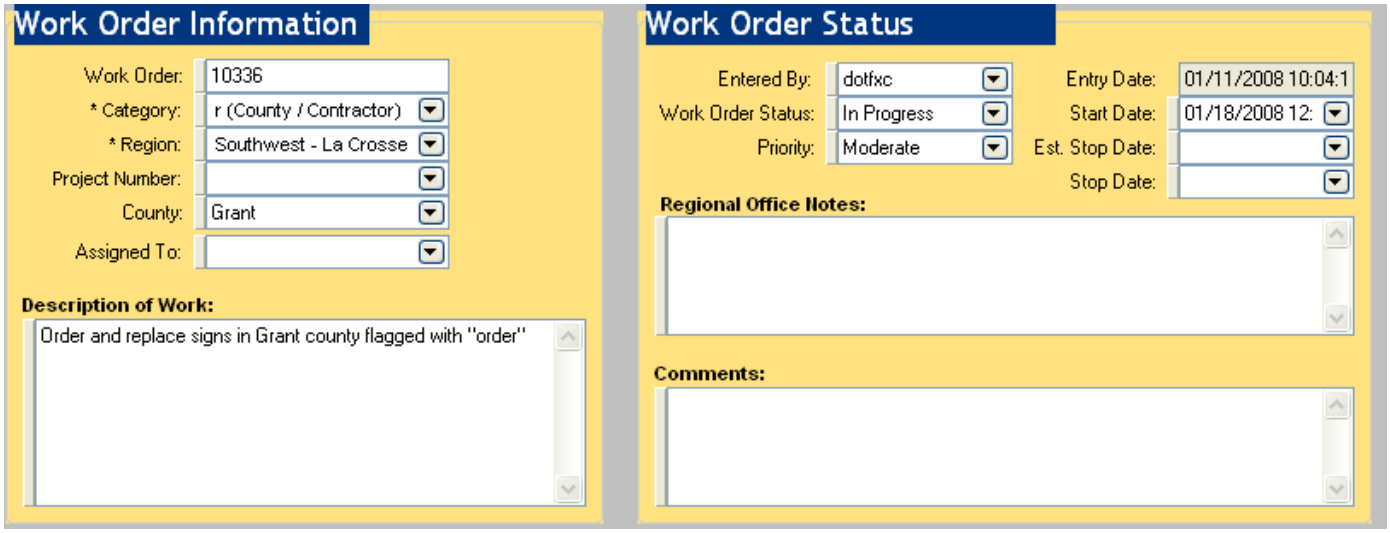
- Damage Claim – Temp Repairs + Order
- Inspect and HOLD order
- Inspect and Order New Sign

When one of these Events is saved SignView will automatically check an “Order Sign” box on the Signs form.

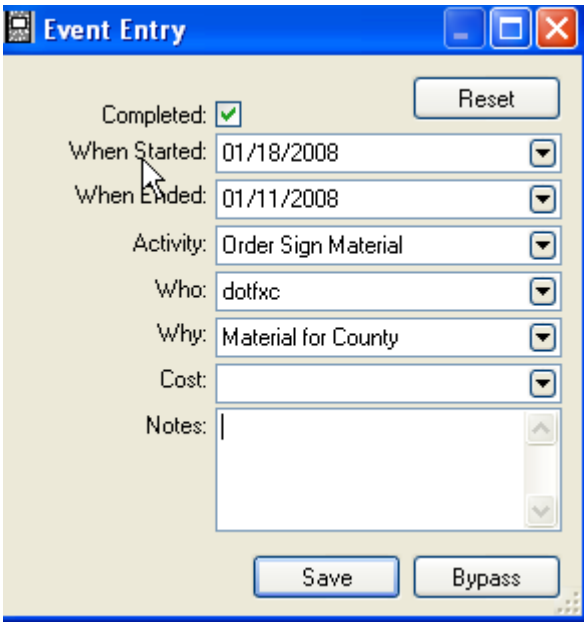


Following is a process to locate these signs and create a Work Order and Requisition for them.

1. Start CarteGraph – Oracle OP01
2. Go to the WORKDirector module and click on Work Orders.
3. Go to the Work Orders form.
4. Create a new record by clicking on the New Record icon -
   a. Fill in the entire top portion



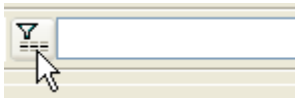
b. Save the record - note that the Work Order number fills in once the record is saved.
c. Make a note of this Work Order number.



iii. Activity = “Order Sign Material”
iv. Why = “Material For County”

5. Open SignView in a new window
   a. Click on SignView on the Navigator Bar and then click your <u>right mouse button</u> on Signs and choose **Open in New Window** from the drop down list.
   b. A new window for SignView will now open.

6. Run the “Order Sign Filter”
   a. Click on the Filter Builder on the Toolbar

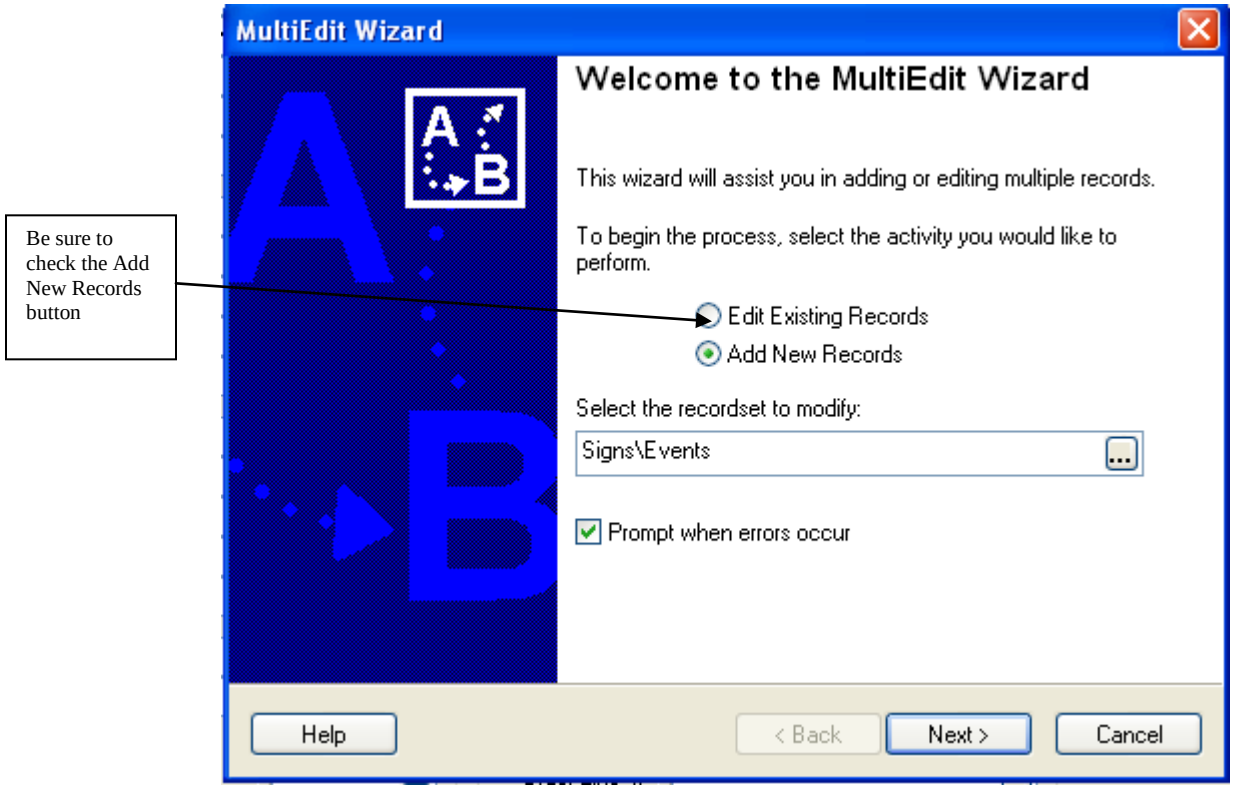


Click on the Open button and look in

for a filter called “OrderSignFilter”
Double-click on it to open it.

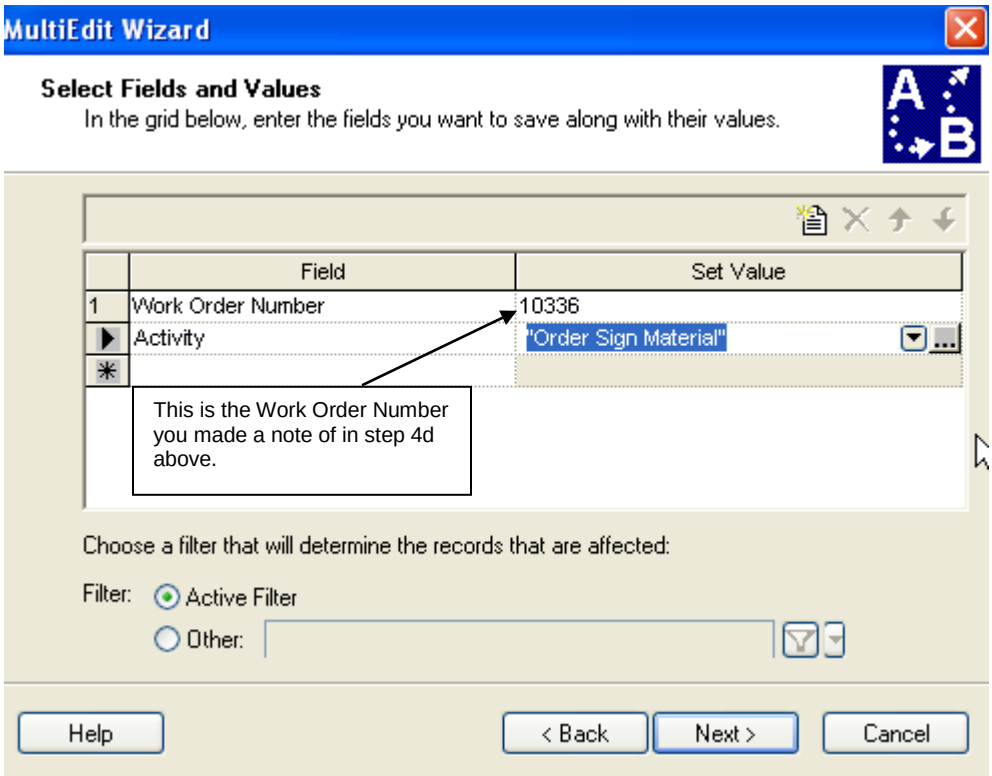
c. Click Activate and fill in the county when prompted.
d. Make a note of the number of records returned.

7. Use MultiEdit to create new records
   a. From the Main Tool Bar click on Tools/MultiEdit
      i. Fill in the first form like as shown



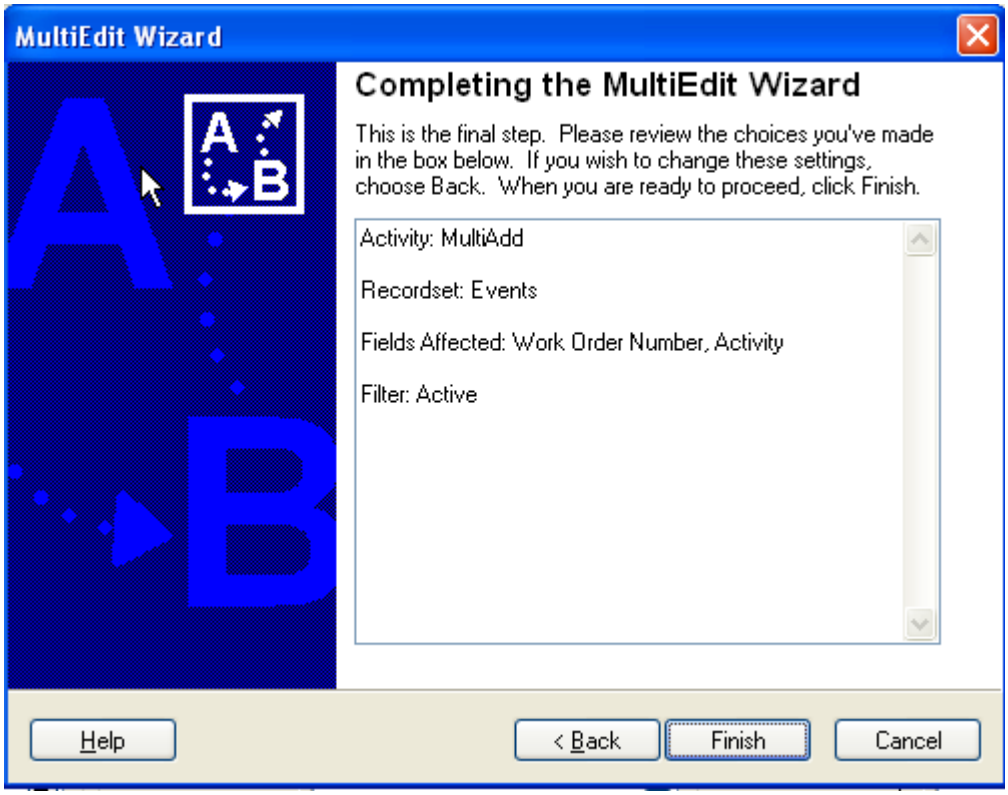
      ii. Click Next>

iii. Fill in the form as shown:

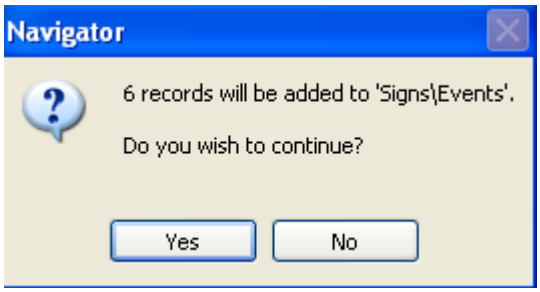


TIP! – If you do not recall the Work Order number you can Alt-Tab back to WORKDirector to get the order number

iv. Click Next>

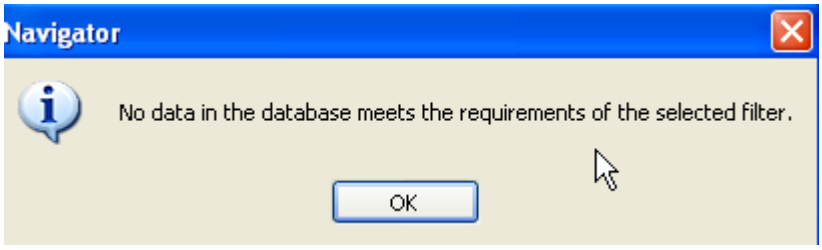


v. Click Finish when prompted to complete the MultiEdit Wizard.



vi. Next you will be prompted if you wish to continue. If this is the correct number of records click **Yes** otherwise click **No** to cancel the MultiEdit.

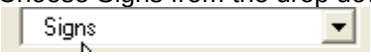
e. The MultiEdit will now process.
f. You will get a prompt when the process is done.
g. You will also receive the message:



h. This is because the “Order Sign” was automatically cleared once the new sign events were created in the step above.

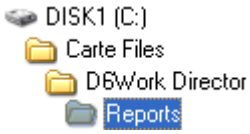
8. Go back to WORKdirector

a. On the Work Order form, click on the Associated Asset Events tab on the lower grid
b. Choose Signs from the drop down list



c. Hit F5 to refresh the recordset if nothing displays in the grid.
d. You will now see a line for each one of the records from the SIGNview "Order Signs" filter.

9. You can now print the Detailed Work Order report so that you can review the details.
   a. The report is generated from WORKdirector and will print only the current record.
   b. From the main tool bar in WORKdirector
      i. Reports -- More Reports – Look in



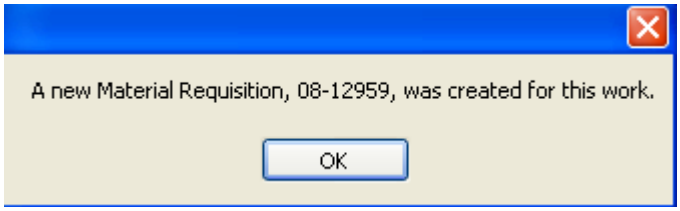
      ii. Double-click on "Detailed Work Order" to produce the report

10. Modifying the Work Order
   a. You can delete lines from the grid on the Work Order
   b. If you want to add signs to this Work Order you will do this back to SIGNview
      vii. Go to SIGNview
      viii. Run a filter or find the particular sign(s) you want to add
      ix. Run another Multi-Edit inputting the same Work Order number you just used.

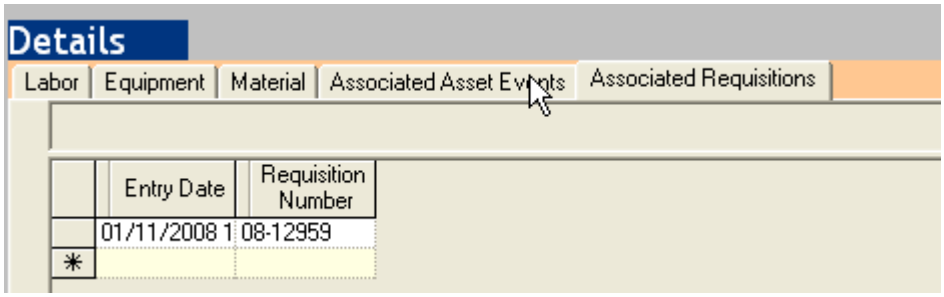
11. Review the lines making sure that each one has a Material ID. If it is blank it will not be added to the requisition when it comes time to place the order. A blank Material ID indicates there is erroneous information for this sign in SignView and it should be corrected. Once you are satisfied with the line items on the Work Order you will create a Requisition for the signs.

   a. Move down to the bottom of the Work Order Form
   b. Fill in the Location for Material Requisition and click the Create Material Requisition button

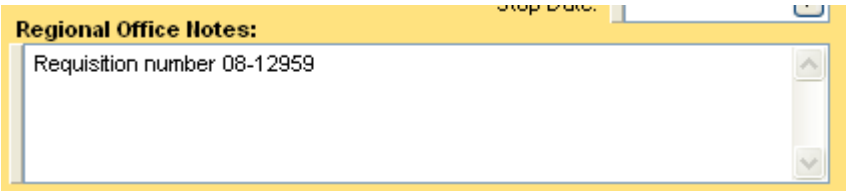
   c. The requisition will now process so give it some time. When it is completed it will give you a message box containing the Requisition number.
      x. The program is calculating the total number of each Material ID you have on the Work Order and will aggregate like items on to one line on the new requisition.
      xi. A screen prompt will appear when the requisition is complete



   d. The Requisition number will appear on an Associated Requisitions tab as well as in the Requisition Number field.

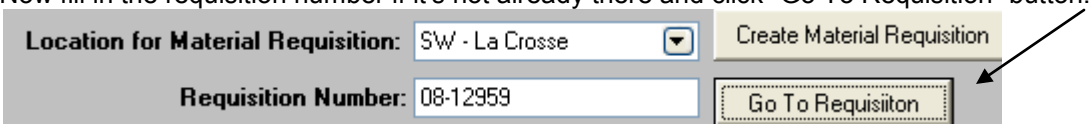


e. You may want to also make a note of this number in the Regional Office Notes field.



f. You can now see the new Requisition by first clicking the Show All Records button at the top of the form.

g. Now fill in the requisition number if it's not already there and click "Go To Requisition" button.



h. Click on the Requisition Tab to switch to the Requisition & Transfers form.
i. Note that the Regional Office Notes field is automatically updated indicating that this Requisition was generated from a Work Order #####.
j. Treat this new requisition just like any other sign order. You can delete line items or change quantities if you have some of the materials on hand.
k. If you want to add lines for existing signs you should follow the procedure outlined in 9.b. above.
l. Once you are satisfied with the Requisition change the **Requisition Status** to "Requisition Completed by Region" and then email it to Bob Hunt for ordering.

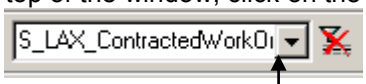
12. Once the signs are received you will handle them similar to the TMA orders as outlined on pages 10 and 11.

Create a Work Order For Arbor Green Type I Sign Repairs

1. Start CarteGraph – Signs.cgd or SignsMarkings.cgd
2. Go to the **WORKdirector** module and click on the **Arbor Green tab** to bring up that form.

3. Make sure you are viewing Work Orders records

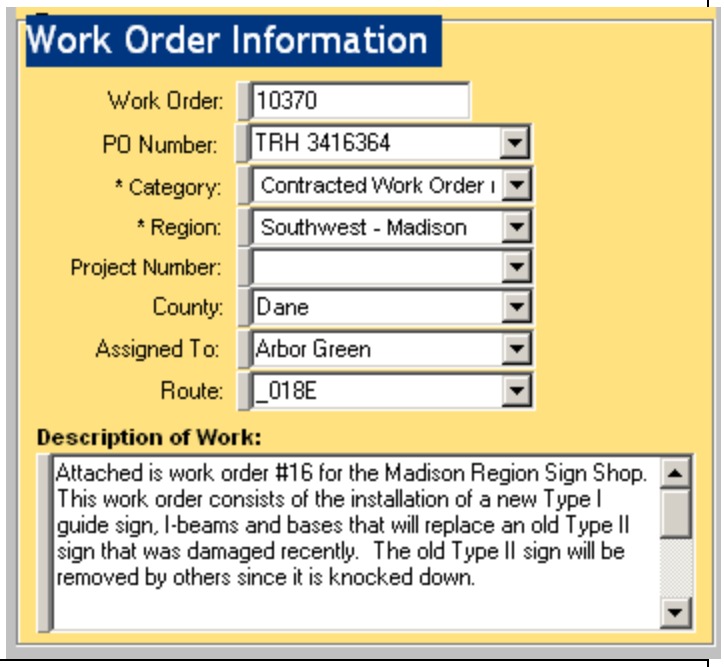
   a. At the top of the window, click on the "Show All Records" icon



   and then pick the Work Order filter from the drop down list for your Contracted Work Orders – e.g. S_LAX_ContractedWorkOrders

4. **Create a New Work Order**

   a. Select the New Record icon
   b. Complete the top section as described below.

Work Order: Auto-assigned when the record is saved. **PO Number:** Matt Rauch will fill in the current approved PO. **Category:** Contractor Work Order **Region:** Your Region **Project Number:** Damage Claims - 008X-02-90 where X = old district number Or ID of other appropriate PO Number. **County:** Where the sign is located **Assigned To:** Always Arbor Green **Route:** Where the sign is located **Description of Work:** See example: →	

Entered By: This will default to your login ID. If necessary it can be changed to the sign coordinator that will be overseeing this work.

If a name is missing from the list contact Fran Coenen to have it added.

Work Order Status:
Region should enter "*Planned*".
Matt Rauch will change it to "*In Progress"* when the order is given to Arbor Green.

The Region must change this to "*Complete"* when the region receives a copy of the invoice from Matt Rauch. This is covered in detail at the end of this section.

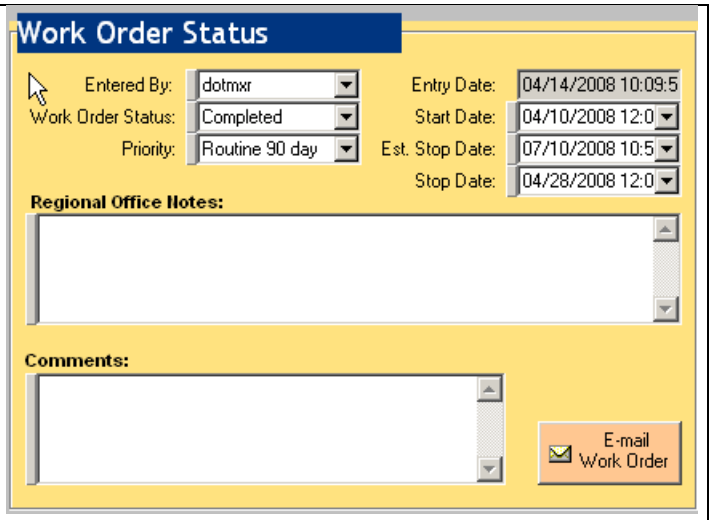
Priority:
Select from:

Routine 45 day
Routine 90 day
Emergency 24 hour weekday
Emergency 24 hour weekend
Emergency 48 hour weekday
Emergency 48 hour weekend

Start Date, Est. Stop Date & Stop Date:
Matt Rauch will fill these in.

Regional Office Notes:
Any additional text you want on the Work Order

Comments: Any additional text you want on the Work Order

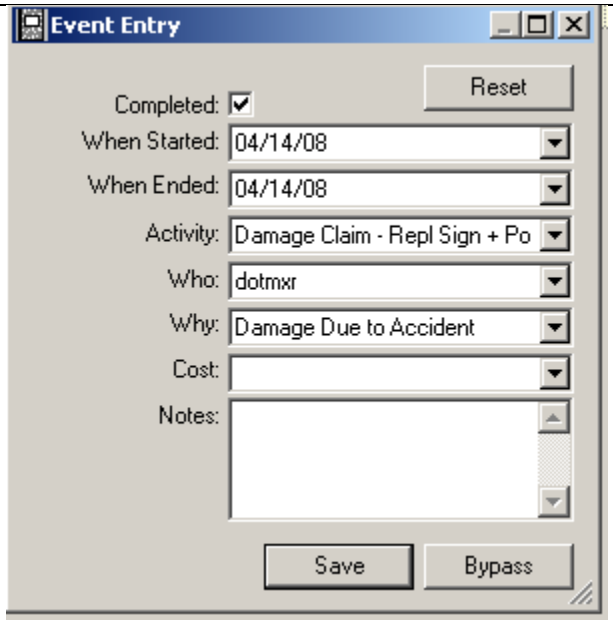


c. Save the record and complete the Event Entry:

Activity: Choose from:

Replace Post(s) Only
Replace Sign
Replace Sign + Posts
Replace Sign Only
Replace Support
Damage Claim - Repairs
Damage Claim - Repl Sign + Posts
Damage Claim - Replace Post Only
Damage Claim - Replace Sign Only
Damage Claim - Temporary Repairs
Damage Claim -Temp Repairs+Order

Why: Choose From:
"Damage Due to Accident"
"New Install"
"Routine Maintenance"
"Supplemental Traffic Generator"



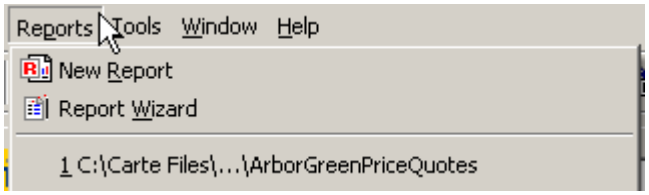
5. Enter Material Line Items

a. Determine the materials to order.

1. There is an "**Arbor Green Price Quote"** report that can be run to provide a complete list of the materials and pricing for Arbor Green orders.

2. Generate the Arbor Green Price Quote report:
   1. ***IMPORTANT:*** This report **MUST** be run from the Vendors module.
   2. Select Vendors from the Navigator bar:

   3. From the **Reports Menu**
      - Select **ArborGreenPriceQuotes**
      - If it is not listed you will find it on your C:\Carte Files\D#Work Director\Reports directory.



   4. Enter the Vendor (Arbor Green) and your Region when prompted.
   5. The report will now generate.

ArborGreenPriceQuotes

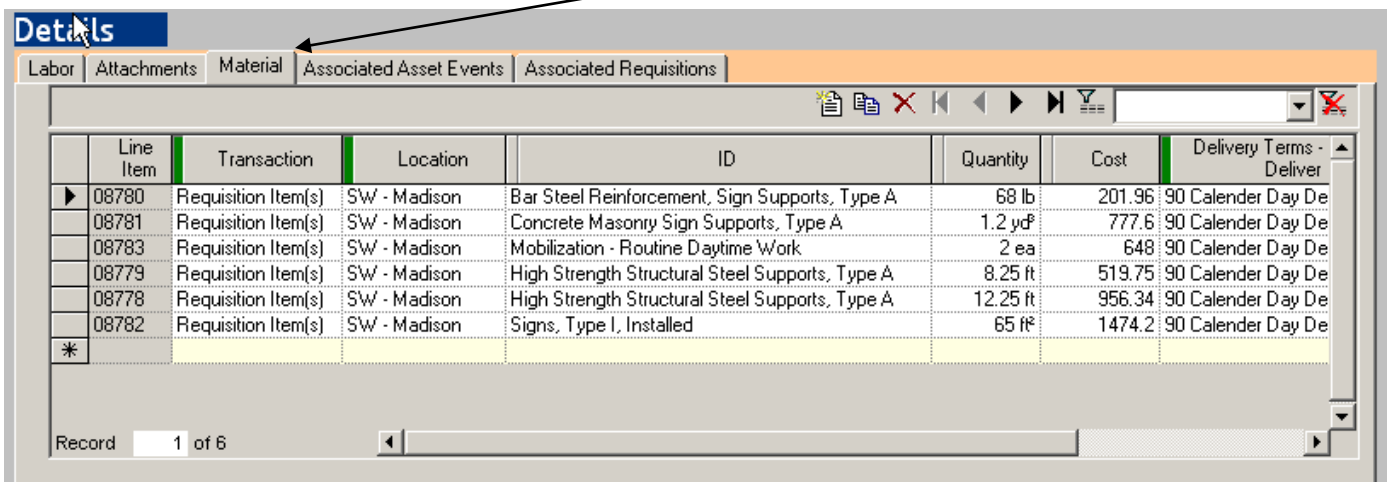
Filter	((..\Vendor Name is equal to "Arbor Green") And (Region is equal to "Southwest - Madison"))
Working Set Filter	<Not Applicable>
Sort	Material ID
Group By	<Not Applicable>

ArborGreenPriceQuotes **Southwest - Madison**

Material ID	Quote	Delivery Terms
Aluminum Vertical Sign Support Beams	19.80 $/ft	
Bar Steel Reinforcement, Sign Supports, Type A	2.97 $/lb	
Bar Steel Reinforcement, Sign Supports, Type B	2.97 $/lb	
Bar Steel Reinforcement, Sign Supports, Type C	2.97 $/lb	
Bar Steel Reinforcement, Sign Supports, Type D	2.97 $/lb	
Bar Steel Reinforcement, Sign Supports, Type E	2.97 $/lb	
Concrete Masonry Sign Supports, Type A	648.00 $/yd³	
Concrete Masonry Sign Supports, Type B	648.00 $/yd³	
Concrete Masonry Sign Supports, Type C	648.00 $/yd³	
Concrete Masonry Sign Supports, Type D	648.00 $/yd³	

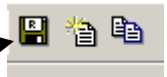
6. The report should be referenced to determine the Materials required and also the pricing unit, e.g. lb., ft^2, etc.

b. Go to the grid section and click on the **Material** tab.



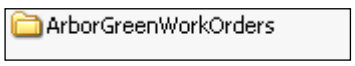
Line Item	Transaction	Location	ID	Quantity	Cost	Delivery Terms - Deliver
08780	Requisition Item(s)	SW - Madison	Bar Steel Reinforcement, Sign Supports, Type A	68 lb	201.96	90 Calender Day De
08781	Requisition Item(s)	SW - Madison	Concrete Masonry Sign Supports, Type A	1.2 yd³	777.6	90 Calender Day De
08783	Requisition Item(s)	SW - Madison	Mobilization - Routine Daytime Work	2 ea	648	90 Calender Day De
08779	Requisition Item(s)	SW - Madison	High Strength Structural Steel Supports, Type A	8.25 ft	519.75	90 Calender Day De
08778	Requisition Item(s)	SW - Madison	High Strength Structural Steel Supports, Type A	12.25 ft	956.34	90 Calender Day De
08782	Requisition Item(s)	SW - Madison	Signs, Type I, Installed	65 ft²	1474.2	90 Calender Day De

c. Note that the format of the grid is the same as when entering a Requisition.
d. Toggle the Transaction, Location and Delivery Terms fields so that they will duplicate for each new line.
e. Choose the appropriate ID for each line item to be added.
    1. NOTE: This is a type-ahead field so it will save time to start to enter the ID and then choose from the drop down list.
f. Enter the Quantity.
    1. IMPORTANT: Make sure to enter the appropriate unit; e.g. lb, ft^2, since the pricing is dependent upon it.
g. Skip the Cost field and enter the Delivery Terms.
    1. IMPORTANT: Make sure to enter the appropriate terms since the pricing is also dependent upon it.
h. Cost will calculate when you move to the next line.
i. Continue entry until all of the line items have been completed.

j. Save the record  and **Bypass** the Event Log

6. Include Attachments on Work Order

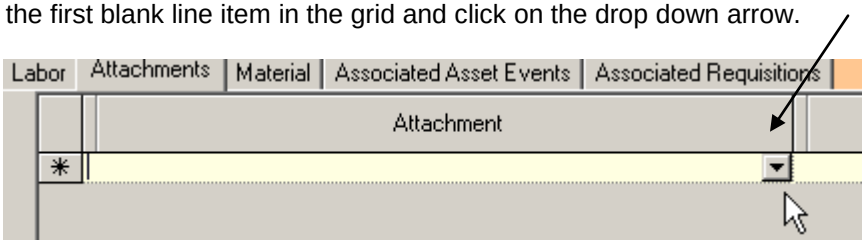
a. Attachments such as photos or drawings should now be saved with the Work Order.
b. You will first need to save any pictures or drawings to your regional file server.
    1. The following are links to each of the servers:
        1. D1 - \\mad31zp1\sims\D1CarteFiles\D1Work Director\Attachments
        2. D2 - \\wal31zp1\sims\D2CarteFiles\D2WorkDirector\Attachments
        3. D3 - \\gre31zp1\sims\D3CarteFiles\D3WorkDirector\Attachments
        4. D4 - \\wis31fp1\sims\D4CarteFiles\D4WorkDirector\Attachments
        5. D5 - \\lax31fp2\sims\D5CarteFiles\D5WorkDirector\Attachments
        6. D6 - \\eau32zp1\sims\D6CarteFiles\D6Work Director\Attachments
        7. D7 - \\Rhi31fp1\SIMS\D7CarteFiles\D7Work Director\Attachments
        8. D8 - \\spo31fp1\sims\D8CarteFiles\D8WorkDirector\Attachments

    2. Under this folder there is a 

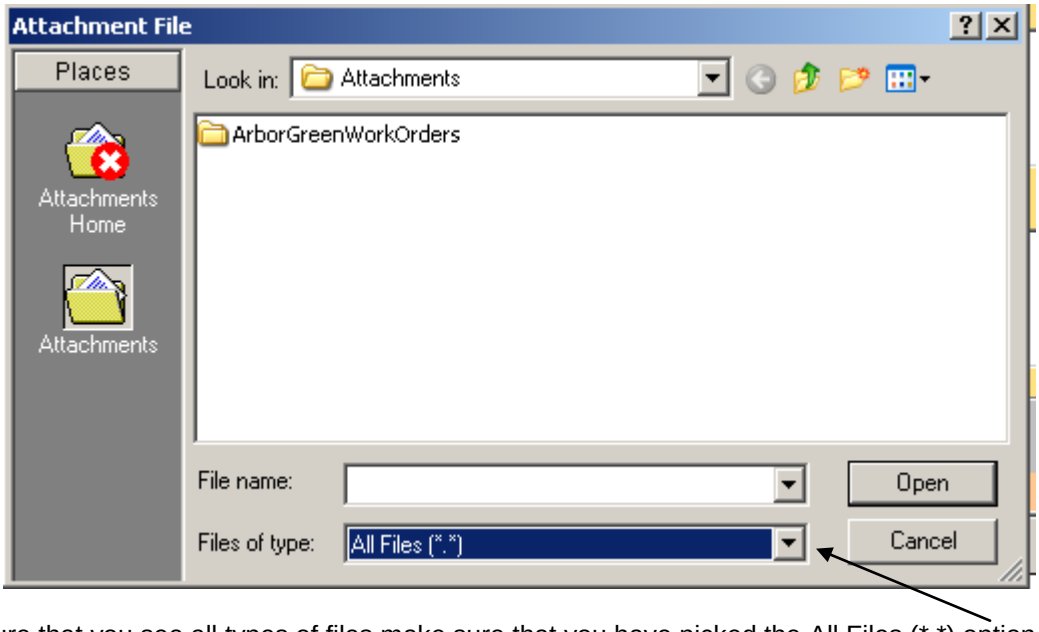
sub-directory where you should store all of the attachments.

c. Click on the Attachments tab

d. Click on the first blank line item in the grid and click on the drop down arrow.



e. The default Attachment directory will now display.



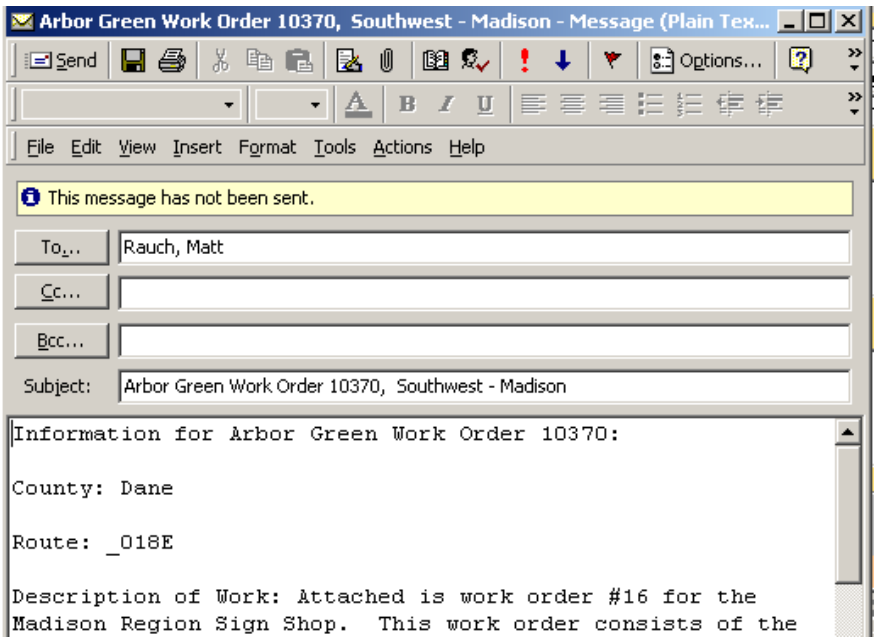
f. To be sure that you see all types of files make sure that you have picked the All Files (*.*) option.

g. Open the ArborGreenWorkOrders folder and then choose the attachments you want to keep with the Work Order.
h. Continue to add additional lines for each Attachment you need.
i. Save the Work Order when completed.
j. **Bypass** the Event Log.

7. Email the Work Order to Matt Rauch

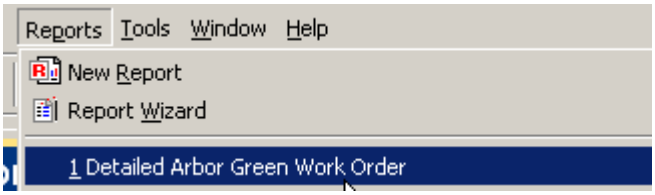
a. Click on the

button at the top of the Work Order.
b. An email dialogue box will appear.



c. Click the **Send** button.

8. Print the **Arbor Green Work Order**
   a. From the **Reports Menu**
      - Select **Detailed Arbor Green Work Order**



      - If it is not listed you will find it on your C:\Carte Files\Reports\Work Orders directory.

b. The report will now generate

OPEN-ENDED SIGNING CONTRACT WORK ORDER

ARBOR GREEN, INC.
ATTN: Owen or Christy Wade
430 East Albert Street
Portage, WI 53901
Phone: 608-742-0055
FAX: 608-742-0255
arborgreen@verizon.net

Region: Southwest - Madison
Attn: Rauch, Matt
Telephone: 608-266-0150
matt.rauch@dot.state.wi.us

Work Order Number 10370
Category Contracted Work Order (County / Contractor)
PO Number TRH 3416364
Assigned To Arbor Green
Project Number
County Dane
Route _018E
Status In Progress
Priority Routine 90 day
Start Date Actual 4/10/2008 12:00:00 AM
Stop Date Estimated 7/10/2008 10:54:00 AM
Stop Date Actual

Regional Office Notes

Comments

Description

Attached is work order #16 for the Madison Region Sign Shop. This work order consists of the installation of a new Type I guide sign, I-beams and bases that will replace an old Type II sign that was damaged recently. The old Type II sign will be removed by others since it is knocked down.

The sign location is on USH 18/151 eastbound, east of the CTH P and PD interchange near Mount Horeb (See picture). The location has been staked for you. The I-beams will be Type A with lengths of 12'-3" and 8'-3". Attached is the sign fabrication detail. All work will need to be done within 90 calendar days.

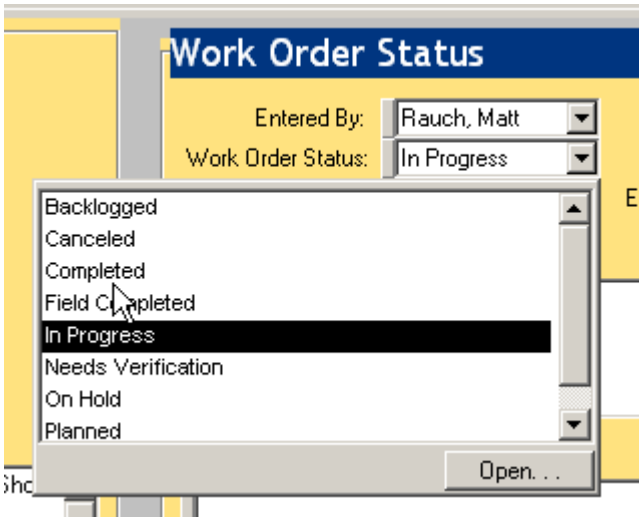
Line	Description	Quantity	Total Price	Notes
08778	High Strength Structural Steel Supports, Type A	12.25 ft	$956.34	
08779	High Strength Structural Steel Supports, Type A	8.25 ft	$519.75	
08780	Bar Steel Reinforcement, Sign Supports, Type A	68.00 lb	$201.96	
08781	Concrete Masonry Sign Supports, Type A	1.20 yd^3	$777.60	
08782	Signs, Type I, Installed	65.00 ft^3	$1,474.20	
08783	Mobilization - Routine Daytime Work	2.00 ea	$648.00	
08787	Signs, Type I, Installed	65.00 ft^3	$1,474.20	

Total: $6,052.05

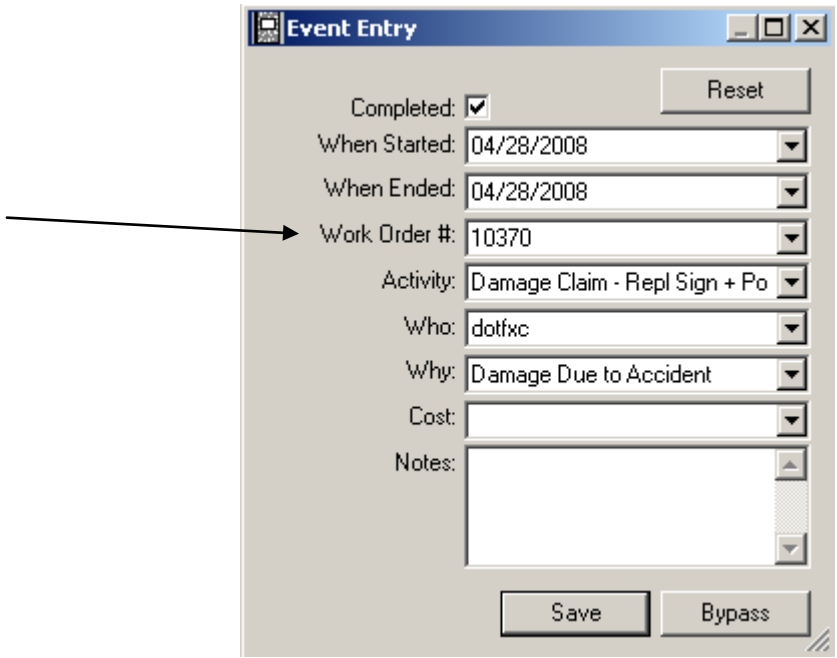
Friday, April 25, 2008 1 of 1

9. Completing a Work Order

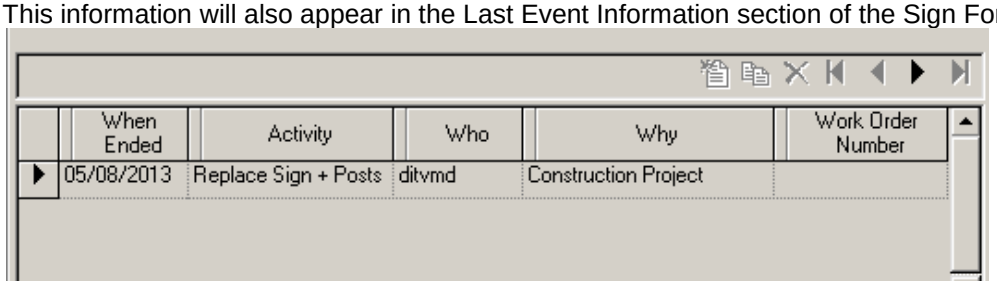
a. When the work is completed and Matt Rauch receives the invoice he will send a copy of the invoice to the Region.
b. The Region will open the correct Work Order and change the status from "***In Progress***" to "***Complete***".



c. The Region must now update the sign in SignView.
   1. In SignView locate the appropriate sign
      1. Change the pertinent sign data
   2. **Important:** When you save the Event Entry in SignView make sure to enter the appropriate Work Order number in the Event Entry form.
   3. This is the only way to track the sign back to the Work Order used when Arbor Green replaced or repaired it.



   4. This information will also appear in the Last Event Information section of the Sign Form.



When Ended	Activity	Who	Why	Work Order Number
05/08/2013	Replace Sign + Posts	ditvmd	Construction Project	