

Work Order Setup

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Introduction



Work Order Module icon

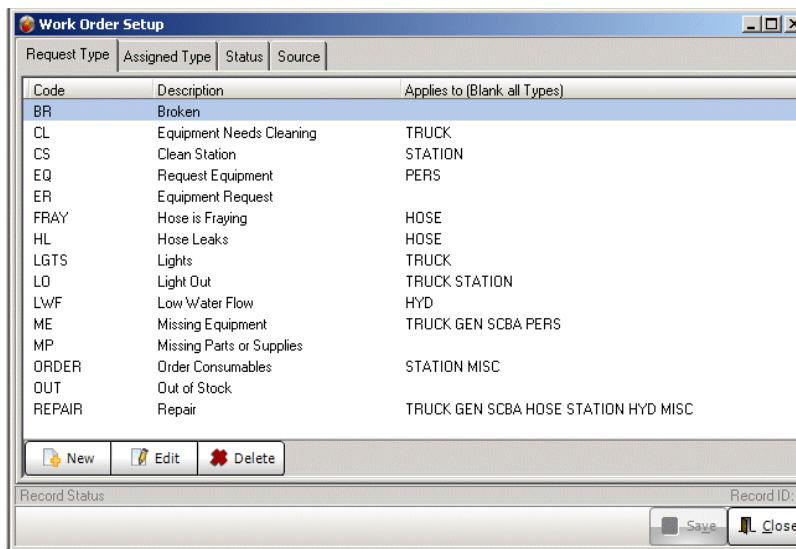
This user manual describes how to setup the Work Order module. The Work Order system is closely integrated with the Inventory Module. Work orders are categorized by type, the work order types are derived from the inventory types. The work order types are:

Code	Description	Includes
GEN	General Inventory	Nozzles, Turnout Gear, Radio Equipment, Fire Station, Office Equipment
HOSE	Hoses	Hose Lengths, sections, couplers.
SCBA	Self Contain Breathing Apparatus	Air Bottles, Pass Devices, Harnesses
TRUCK	Apparatus and Vehicles	Engines, Aerials, HazMat, Utility vehicles.
PERS	Personnel Inventory	Helmet, Bunker coat, Bunker pants, gloves, etc...
STATION	Station	Windows, doors, desks, appliances, electronics
HYD	Hydrants	Hydrants
MISC	Miscellaneous items not covered by other codes	Everything else

Setup Look-ups

Accessing the Work Order setup screen is done by clicking the down arrow on the right side of the Work Order icon. Within the Setup window, there are three tabs that correspond to values used in the Work Order module.

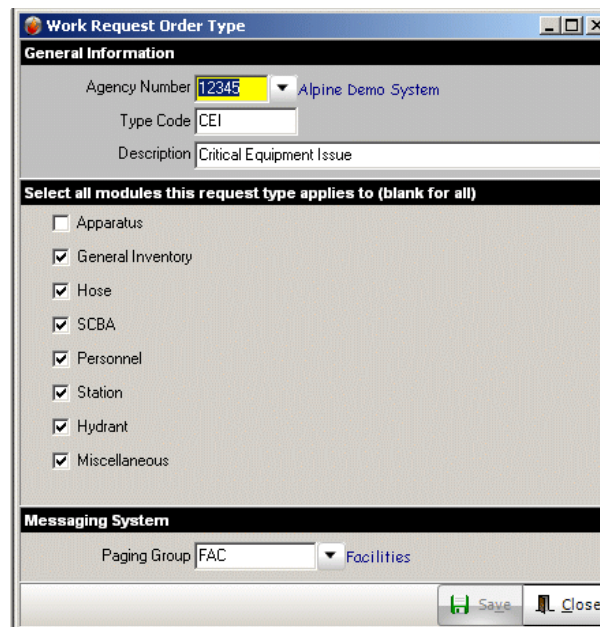
Tab	Description
Request Type	This tab contains the types of requests a user may make in the system. These types can be inventory type specific, or they can be global, covering all Work Order Inventory Types.
Assigned Type	This tab contains the information about the work order's assignment status.
Status	This tab contains the codes for the work order status.
Source	This tab contains the codes for the work order status.



Tab: Request Type Field Descriptions

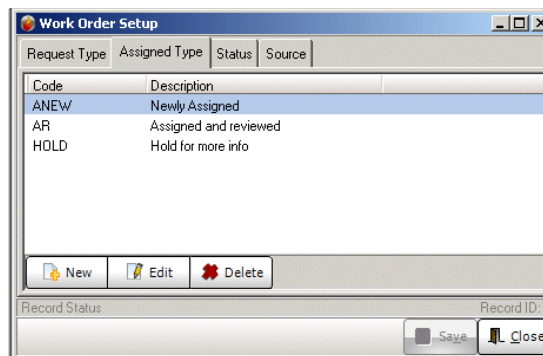
The Request Type is a coded entry that denotes the type of request a staff is making for work to be done.

Field	Description
Agency Number	The FDID Number of the agency this code pertains to, if multiple agencies. Leaving the field blank assumes all Agencies.
Type Code	This is the code that is used to identify the request type
Description	This is the text description of the request type that will be displayed with the code and printed on the reports. This should be kept to a word or short phrase.
Applicable Types	This area denotes which Work Order Inventory Types this Request Type should apply to. For example a work order Request Type of Lights would not apply to Hose. So if the Hose Inventory Type is not checked, Lights will not appear as a choice for work order type when creating a work order for hose. If all choices are left unchecked, all inventory types will be displayed for that given Work Order Request Type.
Messaging System	Select the paging group that will be paged when a work order is created for this Work Order Request Type. Refer to the paging module on how to assign personnel to groups. This section is available only if you have the paging module.



Tab: Assigned Type Field Descriptions

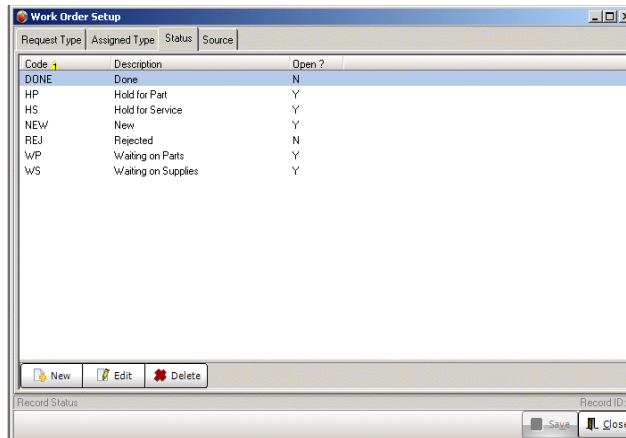
Field	Description
Agency Number	The FDID Number of the agency this code pertains to. Leaving the field blank assumes all Agencies.
Type Code	This is the code that is used to identify the assigned Type
Description	This is the text description of the assigned type that will be displayed with the code and printed on the reports. This should be kept to a word or short phrase.



Tab: Status Field Descriptions

The status field determines whether the work order is open, on hold, closed, etc.

Field	Description
Agency Number	The FDID Number of the agency this code pertains to. Leaving the field blank assumes all Agencies.
Type Code	This is the code that is used to identify the work order status type
Description	This is the text description of the work order status type that will be displayed with the code and printed on the reports. This should be kept to a word or short phrase.
Open Work Order	Check this box to designate this status code as open, meaning future work is required to bring closure to this work order.



Tab: Source

This is a basic field for tracking the source of the work order.

Field	Description
Agency Number	The FDID Number of the agency this code pertains to. Leaving the field blank assumes all Agencies.
Type Code	This is the code that is used to identify the work order status type
Description	This is the text description of the work order status type that will be displayed with the code and printed on the reports. This should be kept to a word or short phrase.
Open Work Order	Check this box to designate this status code as open, meaning future work is required to bring closure to this work order. This field can be reported on.

