How to use WebTMA on your Computer for checking Work Orders.

This handout includes;

- **1.1 How to use the QP Cost to put in Tech Comments, Hours, Date, etc.**

- **1.2 How to open up a Work Order and Check – Results, Labor, Parts, and Other**

- **1.3 How to view pictures you have added to a Work Order**

Info: webtma url is **webtma.uwsp.edu**

Login Info: Use the same credentials you use for the MobileTMA Go app on your iPhone

1.1 How to use QP Cost

QP Cost – stands for Quick Post Cost. It will allow you to do the following on a Work Order….

1. Change date (The date should reflect the day work was done)
2. Add Labor
3. Add Tech Comments
4. Add Finish Date (if done with Work Order)
……all from one window on your computer

To get to the QP Cost menu – log in with your username and password to webtma.uwsp.edu
You should see this screen (below). Click once on the QP COST to open it.
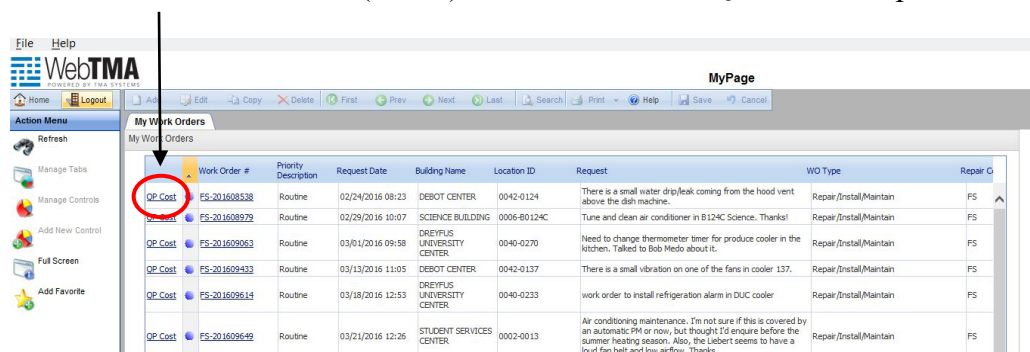
See Page 6 for additional information regarding the screen at left – Very IMPORTANT details that need to be followed.

At Left: This window should now appear.
1. Check Date – click on calendar to change it.
2. Add Labor Hours Here
3. Add Tech Comments Here
4. If WO is done, Add Finish Date Here (otherwise leave blank)

THEN – 2 SAVES
5. Save & Close Here
6. And SAVE Here, aka "The BIG SAVE!"

DONE

1.2 How to open up a Work Order and Check Results, Labor, Parts, Schedule, etc.

**To Open a Work Order, click here**

You have 4 tabs across the top menu!

1. The IDENTITY Tab

On the Identity tab you can review the primary information. (Who, What, Where)

You can choose **"Edit"** here and add a **"Finish Date"** if the WO is finished. But only do this if all labor hours and tech comments have already been added.

Then the final step is to click on the **Big SAVE on top** menu bar.
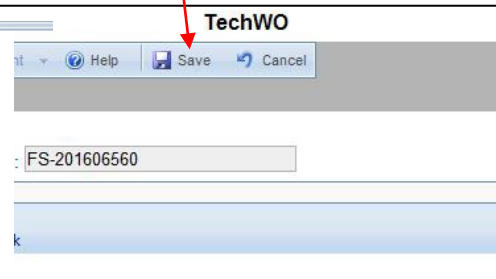
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2. The RESULTS Tab
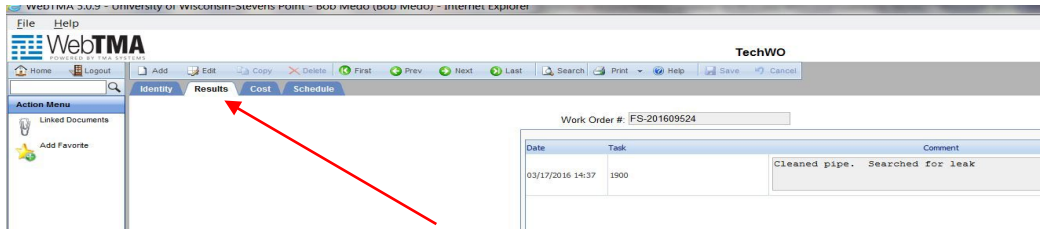
On the Results tab you can review any "Task Comments" you have uploaded from your phone. To add additional comments here – click the **"Edit"** button on the top menu bar and choose the **"Add Comment"** that will appear.
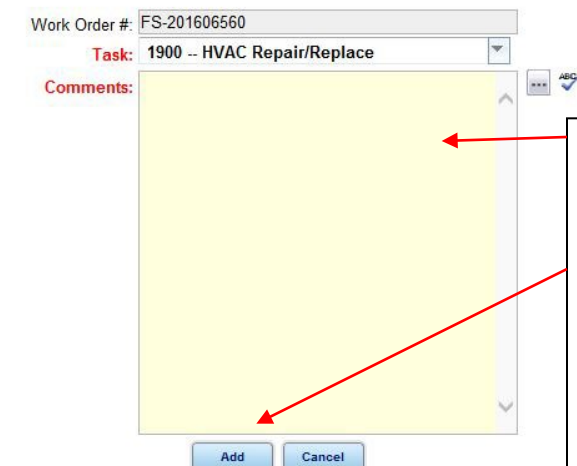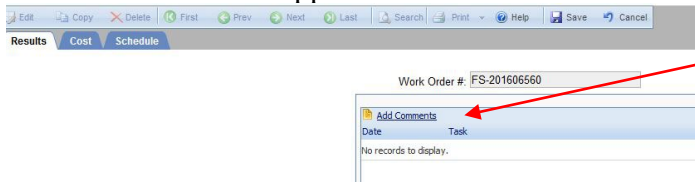
At Left – This is where you type your additional comments.

1. Make sure you **ADD** when done typing.

2. And then Click **SAVE** on Top Menu Bar – 2 Steps or it will not be saved.

3. The COST tab

Here you can choose to Add your LABOR HOURS here if you like. (Instead of the QP Cost)

Click the **"Edit"** option form the <u>Top Menu Bar</u>.

In the lower right corner you should now see this…….

Click on the **"Cost"** button
And this window will appear (below) – <u>it is the same window you get when you choose the QP Cost option on from the Main Window or the aka HOME Page.</u> See Page 1 of this handout for how to complete this and remember **2 SAVES!**– **Save and Close** at the bottom of the window and the **Big Save** on the top menu bar…..

Now the Final Tab……

4. The SCHEDULE tab

On this tab you cannot edit anything here – this is for you to view only and see who else may be assigned to the Single Task Work Order. If others are assigned make sure to coordinate who will finish the WO when done. (aka put in the finish date on PC or check the finish task on iPhone\iPad in MobileTMA Go.

1.3 How to view pictures\documents you have added to a Work Order

When you have the Work Order open – on the left side bar is a **"Linked Documents"** option.
If you have attached pictures this is where you will find them.

Additional Instructions:

3/31/16 - Two things have come up that I need to let you know about.

1. When leaving Task\Tech Comments on your Work Orders – PLEASE make sure to include your Initials at the beginning of the comments. This is very important, do this whether on your iPhone or the PC.

2. When adding labor hours on your computer – please make sure you change the name of the technician to yours, if not already…..see screenshot below.

Page 6 was hand delivered to the techs and also emailed to the techs on 3/31/16.

***When multiple people are scheduled to the Work Order the first person scheduled is who the Technician box will default to. You need to make sure the tech listed is you for the work you are doing.