

## 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](http://webtma.uwsp.edu)

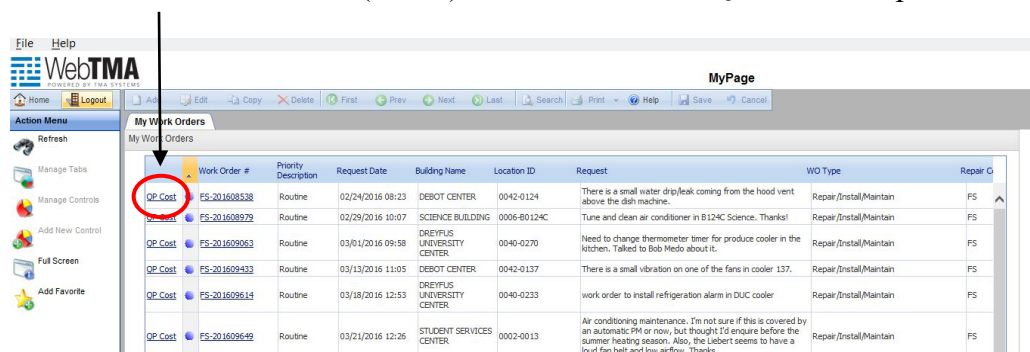
Login Info: Use the same credentials you use for the MobileTMA Go app on your iPhone

### 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

Work Order #	Priority	Request Date	Building Name	Location ID	Request	WO Type	Repair C
FS-201608538	Routine	02/24/2016 08:23	DEBOT CENTER	0042-0124	There is a small water drip/leak coming from the hood vent above the dish machine.	Repair/Install/Maintain	FS
FS-201608729	Routine	02/29/2016 10:07	SCIENCE BUILDING	0006-80124C	Tune and clean air conditioner in B124C Science. Thanks!	Repair/Install/Maintain	FS
FS-201609063	Routine	03/01/2016 09:58	DREYFUS UNIVERSITY CENTER	0040-0270	Need to change thermometer timer for produce cooler in the kitchen. Talked to Bob Medo about it.	Repair/Install/Maintain	FS
FS-201609433	Routine	03/13/2016 11:05	DEBOT CENTER	0042-0137	There is a small vibration on one of the fans in cooler 137.	Repair/Install/Maintain	FS
FS-201609514	Routine	03/18/2016 12:53	DREYFUS UNIVERSITY CENTER	0040-0233	work order to install refrigeration alarm in DUC cooler	Repair/Install/Maintain	FS
FS-201609649	Routine	03/21/2016 12:26	STUDENT SERVICES CENTER	0002-0013	Air conditioning maintenance. I'm not sure if this is covered by an automatic PM or now, but thought I'd enquire before the summer heating season. Also, the Liebert seems to have a loud fan belt and low airflow. Thanks	Repair/Install/Maintain	FS

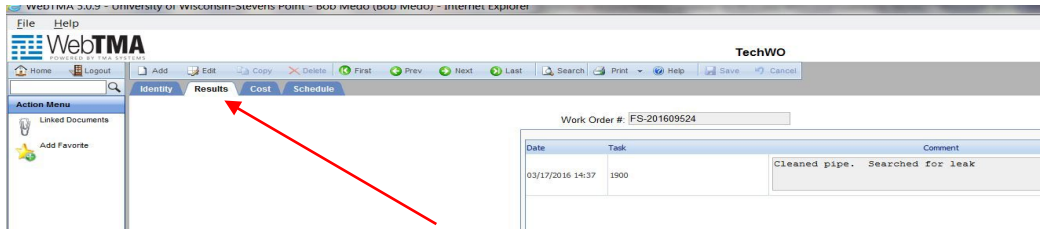
You have 4 tabs across the top menu!

### 1. The IDENTITY Tab

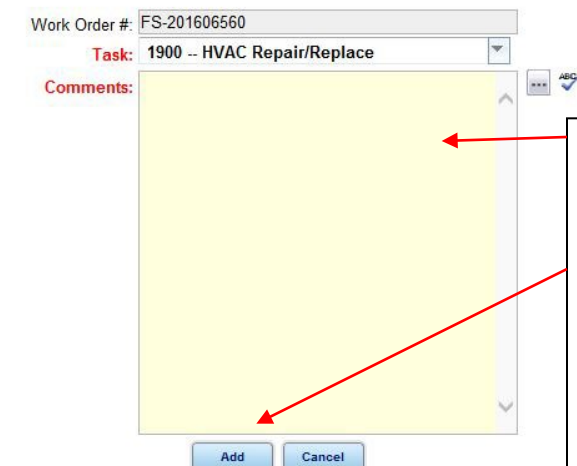
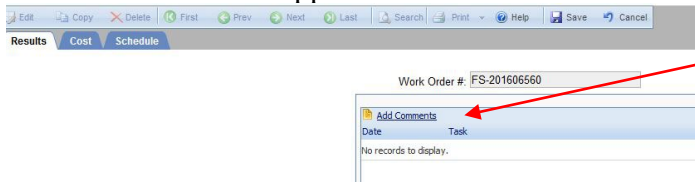
On the Identity tab you can review the primary information. (Who, What, Where)  
You can choose “Edit” here and add a “Finish Date” if the WO is finished. But only do this if all labor hours and tech comments have already been added.

Then the final step is to click on the **Big SAVE on top** menu bar.

## 2. The RESULTS Tab

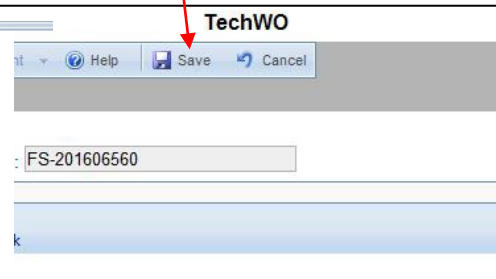


On the Results tab you can review any “Task Comments” you have uploaded from your phone. To add additional comments here – click the **“Edit”** button on the top menu bar and choose the **“Add Comment”** that will appear.



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

Charges	Hours	Labor	Material	Other	Total
Unposted:	1.00	59.60	0.00	0.00	59.60
Posted:	0.00	0.00	0.00	0.00	0.00
<b>Total:</b>	<b>1.00</b>	<b>59.60</b>	<b>0.00</b>	<b>0.00</b>	<b>59.60</b>

Cost Type	Task Description	Date	Item / Technician	Quantity	Cost	Charge	Tax Amount	Taxable	Account
Labor	HVAC Repair/Replace	03/17/2016	Bob Medo	1.00	59.60	59.60			155131

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

Click the **“Edit”** option form the Top Menu Bar.

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

Click on the **“Cost”** button

And this window will appear (below) – it is the same window you get when you choose the QP Cost option on from the Main Window or the aka HOME Page. 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

Work Order #: FS-201609524

Task	Technician	Trade	Start	Hrs.	Completion Date
HVAC Repair/Replace	Bob Medo	HVAC	03/16/2016 07:57	0.25	

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

WebTMA

Area: 0008-0101E MUSEUM SHOWCASE

Work Order #: FS-201609524

Repair Center Code: FS

WO Type: Repair/Install/Maintain

WO Subtype: Labor not Chargeable

Reference #:

Request Log #: 11504

Supervisor Name: Travis Olsen

Department: 155131

Account #: 03/15/2016 22:04

Charge: ☒ Notify Me: ☒

Priority: Routine

Requestor: Jason Zinda

Phone #: 715-346-2670

E-mail: jzinda@uwsp.edu

Request: ☒ Fix leak found in museum humidification system -- bucket capturing leak at this time. Send to Bob Medo as he is aware.

Task: 1900 HVAC Repair/Replace

Trade: HVAC HVAC

Contractor:

Rate Schedule:

Finish Date:

Due Date:

Purchasing Hold: ☐

Acknowledgement:

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.

The screenshot shows the 'Work Order Cost Entry' form in the EMS system. The form is divided into several sections: Identity, Results, Cost, and Schedule. The 'Cost' section is currently active. The form contains the following fields and values:

- Work Order #: FS-201608538
- Area: 0042-0124
- Task: 1900-HVAC Repair/Replace(HVAC)
- Cost Type: Labor
- Date of Work: 03/31/2016 08:48
- Technician: 931 (Bob Medo)
- Trade: HVAC
- Account #: 155131
- Shift Desc: First Shift
- Hours: (empty)
- Time Type Code: R
- Failure Code: (empty)
- Failure Subcode: (empty)
- Correct Failure?: (checkbox)
- Finish Date: (empty)

Red arrows point to the Technician dropdown menu and the Tech Comment text area, highlighting the need to update the technician name and include initials in the comment.

Tech Comment: B.M. - Changed Filter.

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.