

### 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 <u>webtma.uwsp.edu</u>
 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**

ı.

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.

Home Logout	Adi	Edit 🖓 Copy	× Delete	C First C Prev	🚯 Next 👩 L	ast 🚺 Search	MyPage		
n Menu	My Work O								
Refresh	My Work Orde	ers							
lanage Tabs		Work Order #	Priority Description	Request Date	Building Name	Location ID	Request	WO Type	Repair C
lanage Controls	QP Cost	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
	97 - 2031	ES-201608979	Routine	02/29/2016 10:07	SCIENCE BUILDING	0006-80124C	Tune and clean air conditioner in B124C Science. Thanks!	Repair/Install/Maintain	FS
dd New Control	OP Cost	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
JI Screen	QP Cost	ES-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
dd Favorite	QP Cost	ES-201609614	Routine	03/18/2016 12:53	DREYFUS UNIVERSITY CENTER	0040-0233	work order to install refrigeration alarm in DUC cooler	Repair/Install/Maintain	FS
	<u>QP Cost</u>	E FS-201609649	Routine	03/21/2016 12:26	STUDENT SERVICES	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

#### University of Wisconsin Stevens Point – Technician MobileTMA Go

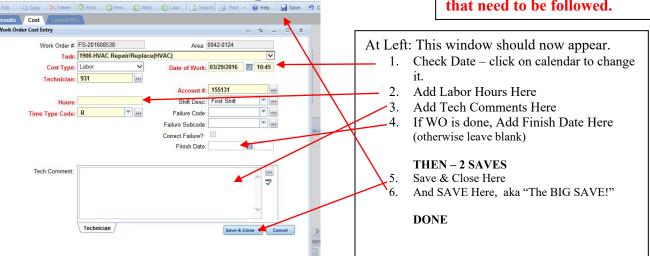
TechWO



Stevens Poin

#### **Reference Guide**

See Page 6 for additional information regarding the screen at left – Very IMPORTANT details that need to be followed.



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

To Open a Work Order, click here

POWERED BY	TMA SYSTEMS							MyPage		
🗘 Home 📲 Lo	gout 🗋 Add 🕠	Edit 🖓 Copy	× Delete	() First Orrev	🜔 Next 🔘 L	ast 🔯 Search	🔄 Print 👻 🛞 Help	Save 🧳 Cancel		
Action Menu	My Work Orde	ers								
Refresh	My Work Orders		/							
Manage Tabs		Work Order #	Printy Description	Request Date	Building Name	Location ID	Request		WO Type	Repa
Manage Contro	ols QP Cost	5-201608538	Routine	02/24/2016 08:23	DEBOT CENTER	0042-0124	There is a small water drip above the dish machine.	leak coming from the hood	vent Repair/Install/Maintain	FS
<b>S</b>	QP Cost	FS-201608979	Routine	02/29/2016 10:07	SCIENCE BUILDING	0006-80124C	Tune and clean air condition	oner in B124C Science. Thar	ks! Repair/Install/Maintain	FS
Add New Cont		ES-201609063	Routine	03/01/2016 09:58	DREYFUS UNIVERSITY CENTER	0040-0270	Need to change thermome kitchen. Talked to Bob Me	eter timer for produce coole do about it.	in the Repair/Install/Maintain	FS
Full Screen	OP Cost	FS-201609433	Routine	03/13/2016 11:05	DEBOT CENTER	0042-0137	There is a small vibration of	on one of the fans in cooler	137. Repair/Install/Maintain	FS
Add Favorite	OP Cost	FS-201609614	Routine	03/18/2016 12:53	DREYFUS UNIVERSITY CENTER	0040-0233	work order to install refrig	eration alarm in DUC cooler	Repair/Install/Maintain	FS
	OP Cost	ES-201609649	Routine	03/21/2016 12:26	STUDENT SERVICES	0002-0013	an automatic PM or now, I summer heating season. A	ice. I'm not sure if this is co out thought I'd enquire befo viso, the Liebert seems to h	re the	FS
				top n	nenu!		loud fan beit and Iow airfic	w. Thanks		
1. The II				top n	nenu!		Joud fan beit and low airflo	ww. Thanks		
1. The II	DENTIT	ГҮ Та	ıb	•			<b>FechWO</b>	w. Thanks		
1. The II		<b>FY Ta</b>		•	nenu!		<b>FechWO</b>	w. Thanks	_	
1. The II		<b>FY Ta</b>	ıb	•		🛿 Help 🛛 💭 Save	<b>FechWO</b>	w. Thanks Wark Order #: #	75-201609524	
		<b>FY Ta</b>	ıb	t 🗿 Last 🛛 💪 Sec	arch 📑 Print - @ Arca: 0008-0101E	🛿 Help 🛛 💭 Save	FechWO	Work Order # Repair Center Code	s	
1. The II		<b>FY Ta</b>	ıb	t 💽 Last 🔯 See Depar	arch 👍 Print + & Area: 0008-0101E tment:	🛿 Help 🛛 💭 Save	TechWO	Work Order # Repair Center Code WO Type	FS Repair/Install/Maintain	
1. The II		<b>FY Ta</b>	ıb	t 💽 Last 💽 See Depar	arch 📑 Print - @ Arca: 0008-0101E	🛿 Help 🛛 💭 Save	TechWO "Cancel M SHOWCASE Charge 9	Work Order # Repair Center Code WO Type	s	
1. The II		<b>FY Ta</b>	ıb	t 💽 Last 🔍 See Depar Acce Request	arch 3 Print - 6 Area: 0008-0101E tment: 55131	NUSEL	TechWO	Work Order # Repair Center Code WO Type WO Stybye Reference # Request Log #	S Repair/Install/Maintain .abor not Chargeable 11504	
1. The II		<b>FY Ta</b>	ıb	t 💽 Last 💽 See Depar Acce Request P Req	arch  Print  0008-0101E timent: Date: D3/5/2016 trionty: Routine usefor Jason Zinda	MUSEL	TechWO Cancel M SHOWCASE Charge @ Notify Me Ø	Wark Order # Repair Center Code WO Subtype Reference #	S Repair/Install/Maintain .abor not Chargeable 11504	
1. The II		<b>FY Ta</b>	ıb	t Depar Acco Request Reguest P Reg	arch 2 Pret - 6 Arca 0008-0101E tment: 10 Date: 03/15/2016 findly: Routine usetor: Jason Zinda	Hep Sove     MUSEL     22:04	TechWO Cancel MM SHOWCASE Charge V Notify Me V mall. jzinda@uvsp.edu	Work Order # Repair Center Code WO Type WO Stybye Reference # Request Log #	S Repair/Install/Maintain .abor not Chargeable 11504	
1. The II		<b>FY Ta</b>	ıb	t Depar Acco Request Reguest P Reg	arch  Pret	MUSEL 22:04 22:04 0 E.r found in muse	TechWO Cancel MM SHOWCASE Charge Ø Notify Me Ø nall. jzinda@wsp.edu nam nam. jzinda@wsp.edu	Work Order # Repair Center Code WO Type WO Stybye Reference # Request Log #	S Repair/Install/Maintain .abor not Chargeable 11504	
1. The II COTURE COTURE COTURE COTURE NOT COTURE NOT COTURE NOT COTURE NOT COTURE NOT COTURE NOT COTURE NOT NOT NOT NOT NOT NOT NOT NOT NOT NOT			Ib Prev © Heat	t Olest (2, Set Depar Acces Request P Request Re P Re P Re P Re P	arch Area 0008-0101E treent tount # 155131 Coate 021/52016 Workly Routine wester Jason Zinda coate 175-346-207 (appendix Fix Jeak (b) Medde (b) Medde	MUSEL	TechWO Cancel MM SHOWCASE Charge Ø Notify Me Ø nall. jzinda@wsp.edu nam nam. jzinda@wsp.edu	Work Order # Repair Center Code WO Type WO Stybye Reference # Request Log #	S Repair/Install/Maintain .abor not Chargeable 11504	
Re documents Favorite T		<b>FY Ta</b>	Ib Prev © Heat	t Otast Q See Depar Accc Request P Req P Req Finish	arch Area 0008-0101E treent tount # 155131 Coate 021/52016 Workly Routine wester Jason Zinda coate 175-346-207 (appendix Fix Jeak (b) Medde (b) Medde	MUSEL	TechWO Cancel MM SHOWCASE Charge Ø Notify Me Ø nall. jzinda@wsp.edu nam nam. jzinda@wsp.edu	Work Order # Repair Center Code WO Type WO Stybye Reference # Request Log #	S Repair/Install/Maintain .abor not Chargeable 11504	

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

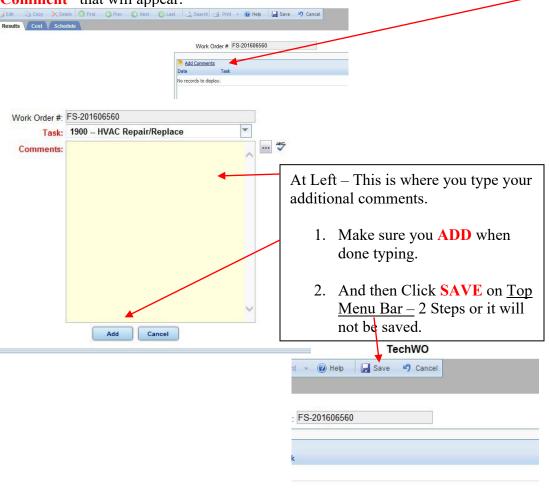
bar.	<b><u>SAVE</u> on top</b> menu	I Cancel	
TMA Date Last Revised: 03/31/16	Page 2 of 6	: FS-201606560	



#### 2. The RESULTS Tab

WebTM	EMS						TechWO	
ome 📲 Logout	🗋 Add 🛛 🛃 Edit	🖓 Copy 🔀 Delete	🕐 First 🔇 Prev	🜔 Next 🕥	Last 🙆 Search 🗃	🕯 Print 👻 🎯 Help	Save 9 Cancel	
Q	Identity Results	Cost V Schedule						
on Menu		K				ler #: FS-201609524		
Linked Documents					Work Ore	ter #: FS-201609524		
Add Favorite					Date	Task		Comment
					03/17/2016 14:37	1900	Cleaned pipe. S	earched for leak

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.





Cost)

#### 3. The COST tab

Logout Add	-		Chedule	G Prev 📀 Nex	t 💽 Last 🛕 S	earch 🕞 Print	• 🕜 He	np (gg save	-) Cancer		
	1										
iments	Work O	rder #: FS-20	1609524								
• 0	harges	Hours	Labor	Material		Other		Total			
Un	osted:	1.00	59.60	0.00	0.00	0.00		59.60			
	osted:	0.00	0.00	0.00	0.00	0.00		0.00			
	Total:	1.00	59.60	0.00	0.00	0.00		59.60			
0	st / Charg	e									
									All	1	
	Cost	Туре	Task Description	Date	Item / Technician	Quantity	Cost	Charge	Tax Amount	Taxable	Account
	Eabo	ir .	HVAC Repair/Replace	03/17/2016	Bob Medo		1.00	59.60	59.60		155131

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</u> 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.....

					_
	FS-201606560		0005-0152		
Task:	1900-HVAC Repair/Replace	ce(HVAC)			Y
Cost Type:	Labor 🗸	Date of Work:	03/30/2016	08:1	15
Technician:	931				
		Account #:	155131		
Hours:		Shift Desc:	First Shift	-	
Time Type Code:	R 🔻	Failure Code:		-	
		Failure Subcode:		-	
		Correct Failure?:			
		Finish Date:		<b></b>	
Tech Comment:					••• • <del>•</del>
	Technician		Save &	Close 🔻	Ca

Now the Final Tab.....



#### 4. The SCHEDULE tab

Home 📲 Logout	Add entity	Results V Cos		🔇 First 🔇 Prev	🜔 Next 🕥 Last	Search	🎒 Print 👻 🔞 He
Action Menu Linked Documents		Work Order #: F	S-201609524				
Add Favorite	2 1	Task	Technician	Trade	Start	Hrs.	Completion Date
	100	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**

Home	Logout	DbA [	Edt	Ga Copy	× Delete	( First	C Prev	O Next	🖸 Last	A Search	Print - 🐼 Hel	b Gis	ave 9 Cancel			
	Q	Identity		Cost												
Action Men	u									Area:	0008-0101E	MUS	EUM SHOWCASE		Work Order #:	FS-201609524
(a) Linked	Documents														Repair Center Code:	FS
0		)								Department:					WO Type:	Repair/Install/Maintain
Add Fi	avorite									Account #:	155131		C	harge 🗹	WO Subtype:	Labor not Chargeable
									Re	quest Date:	03/15/2016	22:04	No	tify Me 🗹	Reference #:	
										Priority:	Routine				Request Log #:	11504
										Requestor:	Jason Zinda				Supervisor Name:	Travis Olsen
											715-346-2670		E-mail: jzinda@uws	p.edu		
												on syste ak at th	em bucket his time. Send	<b>to</b>		
			Task: 1				air/Replace		F	Finish Date:						
			Trade: H	HVAC		IVAC				Due Date:						
			ontractor:							hasing Hold						
		Rate S	chedule:						Acknow	wledgement						

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.

ENE



## **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. <u>This is very important, do this whether on your iPhone or the PC.</u>
- 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.

	Work Order #:	FS-201608538		Area:	0042-0124		
CH I	Task:	1900-HVAC Rep	air/Replac	e(HVAC)		V	
p	Cost Type:	Labor	~	Date of Work:	03/31/2016	08:48	
P	Technician:	931		Bob Medo		<b>∀(</b> ) ←	
	Trade:	HVAC	~	Account #:	155131		
	Hours:			Shift Desc:	First Shift		-
)S	Time Type Code:	R		Failure Code:		·	
				Failure Subcode:		<b>*</b>	
				Correct Failure?:			ax A
				Finish Date:			
		♥ ←					
	Tech Comment:	B.M Chanc	ed Filte	r.			
		$\cup$			1	ABC	
					~		

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.