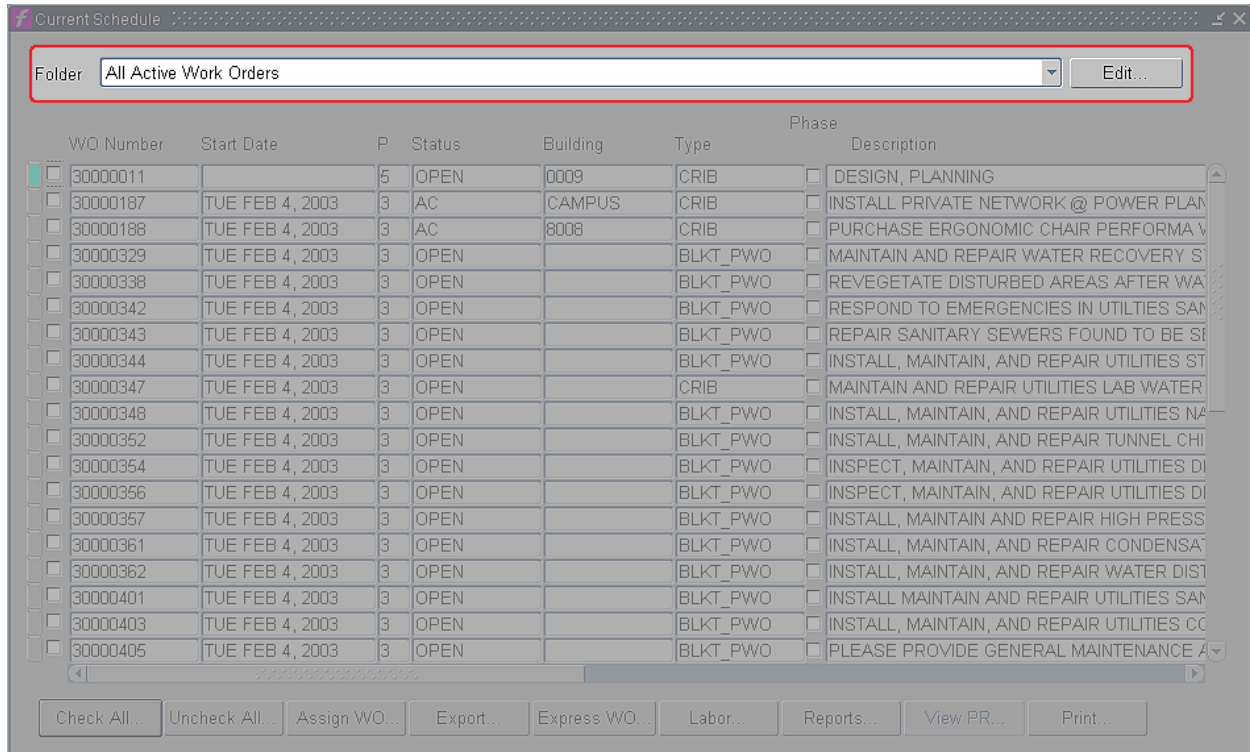


PROCEDURE

Current Schedule Form – Header Section



The screenshot shows a software window titled "Current Schedule". At the top, there is a "Folder" dropdown menu set to "All Active Work Orders" and an "Edit..." button. Below this is a table with the following columns: WO Number, Start Date, P, Status, Building, Type, Phase, and Description. The table contains 20 rows of work order data. At the bottom of the window, there is a row of buttons: Check All..., Uncheck All..., Assign WO..., Export..., Express WO..., Labor..., Reports..., View PR..., and Print...

WO Number	Start Date	P	Status	Building	Type	Phase	Description
3000011		5	OPEN	0009	CRIB		DESIGN, PLANNING
30000187	TUE FEB 4, 2003	3	AC	CAMPUS	CRIB		INSTALL PRIVATE NETWORK @ POWER PLAN
30000188	TUE FEB 4, 2003	3	AC	8008	CRIB		PURCHASE ERGONOMIC CHAIR PERFORMA V
30000329	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		MAINTAIN AND REPAIR WATER RECOVERY S
30000338	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		REVEGETATE DISTURBED AREAS AFTER WA
30000342	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		RESPOND TO EMERGENCIES IN UTILITIES SAN
30000343	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		REPAIR SANITARY SEWERS FOUND TO BE ST
30000344	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL, MAINTAIN, AND REPAIR UTILITIES ST
30000347	TUE FEB 4, 2003	3	OPEN		CRIB		MAINTAIN AND REPAIR UTILITIES LAB WATER
30000348	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL, MAINTAIN, AND REPAIR UTILITIES NA
30000352	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL, MAINTAIN, AND REPAIR TUNNEL CHI
30000354	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSPECT, MAINTAIN, AND REPAIR UTILITIES DI
30000356	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSPECT, MAINTAIN, AND REPAIR UTILITIES DI
30000357	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL, MAINTAIN AND REPAIR HIGH PRESS
30000361	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL, MAINTAIN, AND REPAIR CONDENSAT
30000362	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL, MAINTAIN, AND REPAIR WATER DIST
30000401	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL MAINTAIN AND REPAIR UTILITIES SAN
30000403	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		INSTALL, MAINTAIN, AND REPAIR UTILITIES CC
30000405	TUE FEB 4, 2003	3	OPEN		BLKT_PWO		PLEASE PROVIDE GENERAL MAINTENANCE A

1. Header Section

- a. **Folder** – Depicts work bench view. Use the drop down arrow to select different views.
- b. **Edit** – Provides access to mechanism for creating and modifying private views. To create a custom view, refer to the Creating Workbench Views SOP.

Using the WO Current Schedule

Current Schedule Form – Content Section

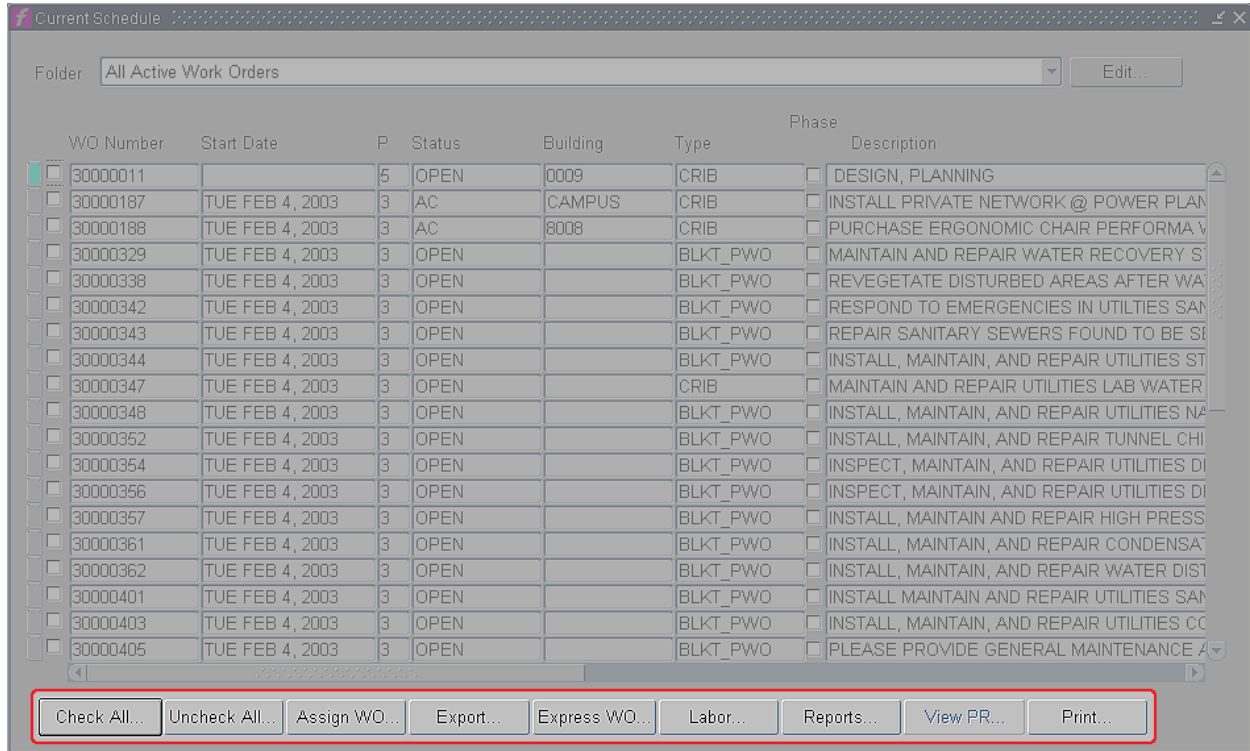
WO Number	Start Date	P	Status	Building	Type	Phase	Description
<input type="checkbox"/> 3000011		5	OPEN	0009	CRIB	<input type="checkbox"/>	DESIGN, PLANNING
<input type="checkbox"/> 30000187	TUE FEB 4, 2003	3	AC	CAMPUS	CRIB	<input type="checkbox"/>	INSTALL PRIVATE NETWORK @ POWER PLAN
<input type="checkbox"/> 30000188	TUE FEB 4, 2003	3	AC	8008	CRIB	<input type="checkbox"/>	PURCHASE ERGONOMIC CHAIR PERFORMA V
<input type="checkbox"/> 30000329	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	MAINTAIN AND REPAIR WATER RECOVERY S
<input type="checkbox"/> 30000338	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	REVEGETATE DISTURBED AREAS AFTER WA
<input type="checkbox"/> 30000342	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	RESPOND TO EMERGENCIES IN UTILITIES SAN
<input type="checkbox"/> 30000343	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	REPAIR SANITARY SEWERS FOUND TO BE SI
<input type="checkbox"/> 30000344	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL, MAINTAIN, AND REPAIR UTILITIES ST
<input type="checkbox"/> 30000347	TUE FEB 4, 2003	3	OPEN		CRIB	<input type="checkbox"/>	MAINTAIN AND REPAIR UTILITIES LAB WATER
<input type="checkbox"/> 30000348	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL, MAINTAIN, AND REPAIR UTILITIES NA
<input type="checkbox"/> 30000352	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL, MAINTAIN, AND REPAIR TUNNEL CHI
<input type="checkbox"/> 30000354	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSPECT, MAINTAIN, AND REPAIR UTILITIES DI
<input type="checkbox"/> 30000356	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSPECT, MAINTAIN, AND REPAIR UTILITIES DI
<input type="checkbox"/> 30000357	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL, MAINTAIN AND REPAIR HIGH PRESS
<input type="checkbox"/> 30000361	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL, MAINTAIN, AND REPAIR CONDENSAT
<input type="checkbox"/> 30000362	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL, MAINTAIN, AND REPAIR WATER DIST
<input type="checkbox"/> 30000401	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL MAINTAIN AND REPAIR UTILITIES SAN
<input type="checkbox"/> 30000403	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	INSTALL, MAINTAIN, AND REPAIR UTILITIES CC
<input type="checkbox"/> 30000405	TUE FEB 4, 2003	3	OPEN		BLKT_PWO	<input type="checkbox"/>	PLEASE PROVIDE GENERAL MAINTENANCE A

2. **Content Section** – Except for the checkbox, none of the fields in this section can be edited. Column and sort order can be modified from the Edit... view dialog box. Note that the records shown in a workbench view can be further refined by querying in the WB (click F11, enter search criteria, click Ctrl+F11).
- Checkbox** – Records can be individually checked or unchecked; use buttons at bottom of form to check/uncheck all. Once records are checked, click the Assign WO or Print WO button to assign/print multiple WOs.
 - WO Number** – Lists the work order number. Double click in this field to open a Work Order.
 - Req Number** – The Service Request number associated with the Work Order.
 - Scheduled Date** – Date the Work Order was scheduled.
 - Start Date** – Date the work is to begin.
 - Due Date** – Date the work is to be completed.
 - P** – WO Priority. See Configuration Tables on FAMIS Help Center for List of Values.
 - Status** – Work order status. See Configuration Tables on FAMIS Help Center for List of Values.
 - Type** – Work order type. See Configuration Tables on FAMIS Help Center for List of Values.
 - Crew** – Primary Crew on the Work Order.
 - S** – Checkmark indicates Secondary Crew(s) are assigned to the Work Order.
 - Craft** – Any Craft assigned to the Work Order.
 - Assigned To** – 5-digit FAMIS ID of the employee the WO is assigned to.
 - Description** – short description of work requested
 - Equipment** – The equipment ID of an associated equipment record.
 - Building** – Building work is to be performed in.

Using the WO Current Schedule

- i) **Site** – Site where the building is located.
- ii) **Phase** – NOT USED

Current Schedule Form – Button Section



3. Button Section

- a. **Check All** – Select all displayed WOs
- b. **Uncheck All** - Deselect all displayed WOs
- c. **Assign WO** - Opens the Assign Work Order form for the selected WOs.
- d. **Export** – Export selected records to text file. See Export from WB SOP.
- e. **Express WO** – NOT USED
- f. **Labor** – NOT USED
- g. **Reports** – NOT USED
- h. **Print** – Print selected WOs.