

PWO Finder Tool Instructions

Finding and Entering Parent Work Order Numbers

Process Overview

The PWO Finder Tool is an online database that will help you to determine the correct parent work order number to apply to a specific work order.

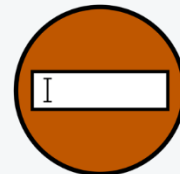
1 Access the PWO Finder Tool



2 Find the Correct PWO



3 Enter the PWO Number in FAMIS



Appendix



PWO Finder Overview



Notes



Resources



Additional Help



1 Access the PWO Finder Tool

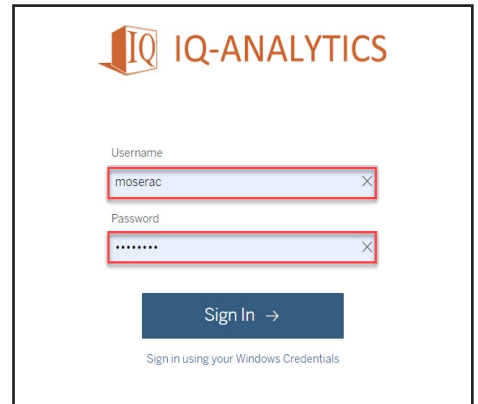


IMPORTANT: To make sure you are always viewing the most up-to-date information, never download or print information from the PWO Finder Tool.

1. To access the PWO Finder Tool, open a web browser and navigate to the following direct URL:
<https://iq-analytics.austin.utexas.edu/#/site/Campus/work-books/4909/views>

You can also navigate to the tool through the Tableau Home page: <https://iq-analytics.austin.utexas.edu>

Once there, select **Facilities Services > Facilities Operations and Maintenance Production > PWO Finder** and then open the PWO Finder dashboard.



Step #2

2. If the IQ Analytics home screen appears, enter your case-sensitive UT EID and password.

The PWO Finder Tool will appear.

CAMPUS	BUILDING	FLOOR	ROOM
UTM	(All)	(All)	(All)

Building Abbreviation	Floor	Room	PWO-Account Description	PWO Purpose	PWO Account
ADH	01	1100HL	ALMETRIS DORM (H&F)	Provide services, maintenance, & repairs for the RESIDENCE HALL	PWO: 37448988 Account: 29-0211-0050
		1101	ALMETRIS DORM (H&F)	Provide services, maintenance, & repairs for the RESIDENCE HALL	PWO: 37448988 Account: 29-0211-0050
		1103	ALMETRIS DORM (H&F)	Provide services, maintenance, & repairs for the RESIDENCE HALL	PWO: 37448988 Account: 29-0211-0050
		1105	ALMETRIS DORM (H&F)	Provide services, maintenance, & repairs for the RESIDENCE HALL	PWO: 37448988 Account: 29-0211-0050
		1106	ALMETRIS DORM (H&F)	Provide services, maintenance, & repairs for the RESIDENCE HALL	PWO: 37448988 Account: 29-0211-0050
		1107	ALMETRIS DORM (H&F)	Provide services, maintenance, & repairs for the RESIDENCE HALL	PWO: 37448988 Account: 29-0211-0050

PWOFinderTool

2 Find the Correct PWO



The PWO Finder Tool works by narrowing down the list of PWO numbers. Apply filters in the following order to find the correct number for the work order.

1. Use the **Campus** dropdown to choose the applicable campus (UTM for Main Campus or PRC for Pickle Research Campus). The tool will update to show the filtered results.

CAMPUS	BUILDING	FLOOR	ROOM	PWO-Account
UTM	(All)			
PWOs and Accounts for Campus: UTM, Building: All. (Last Updated: 5/7/2020 10:02 AM)				
ADH		01	1100HL	ALMETRIS D...

Step #1

Next, use the **Building** dropdown to choose the building that appears on the work order. The tool will again update to show the filtered results.

BUILDING	FLOOR	ROOM	PWO Purpose
BEL	(All)	(All)	
- (Last Updated: 1/6/2020 11:41:53 AM)			
ADH			
AF1			
AF2			
APP			
AHG			
AND			
ARC			
ART			
ASE			
ATT			
BEL			
BEN			
BGH			

Step #2A

The building's applicable PWO numbers will appear in the list on the right side of the tool. Most buildings contain only one corresponding PWO number.

PWOs for the building
36383090
36383097
37296884
37450289

Step #2B

If only one number appears in the list, this is the correct PWO number to enter in FAMIS. Skip to **Section 3: Enter the PWO Number in FAMIS** for further information.

If more than one PWO number appears in the list, you must further narrow down the results. Follow these steps:

3. Select the floor number from the **Floor** dropdown menu.
4. Select the room number from the **Room** dropdown menu.

FLOOR	ROOM	PWO Purpose	PWO-Account
(All)	(All)		
- (Last Updated: 5/7/2020 10:02 AM)			
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
(All)			

Step #3

FLOOR	ROOM	PWO Purpose	PWO-Account
01	(All)		
- (Last Updated: 5/7/2020 10:02 AM)			
	1 1E1		
	1 1E2		
	1 1E3		
	1 1E4		
	1 1S1		
	1 1S2		
	1 1S3		
	1 1S4		
	1 1S5		
	1 1S6		
	1 1S7		
	1 1S8		
	1 1S9		
	1 1S0		
	1 1S1		
	1 1S2		
	1 1S3		
	1 1S4		
	1 1S5		
	1 1S6		
	1 1S7		
	1 1S8		
	1 1S9		
	1 1S0		

Step #4

2 Find the Correct PWO

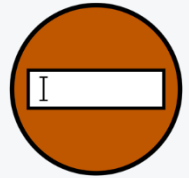


5. Examine the results. If there are still multiple PWOs listed, select the PWO that corresponds to the applicable **Account Description** and **PWO Purpose** fields.

PWO-Account Description	PWO Purpose	
L. THEO BELLMONT HALL - (E&G) Department of Kinesiology Air Force Science (ROTC)	MAINTENANCE, SERVICE, & TROUBLE CALLS	PWO: 37296884 Account: 19-8649-1150
L. THEO BELLMONT HALL (ATH)	Athletics - Private use areas - Refer to Bldg Detail	PWO: 37450289 Account: 30-6269-2450

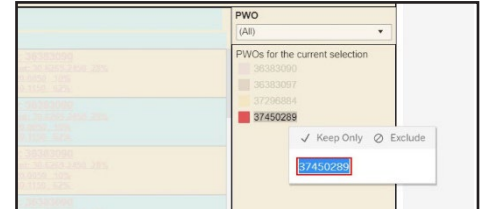
Step #5

3 Enter the PWO Number in FAMIS

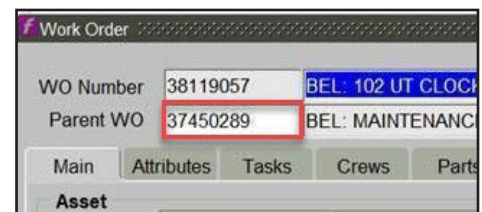


Once you've determined the PWO number, you must enter this number in the **Parent WO** field in the FAMIS work order. To save some time, you can copy and paste this number into FAMIS. To do this:

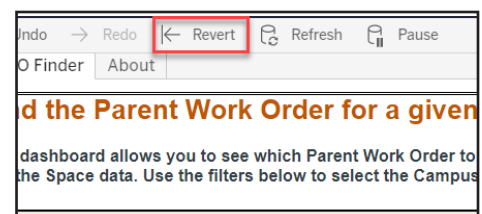
1. Select the PWO number in the PWO list in the right column of the tool and wait for the pop up window to fully appear next to it.
2. Next, select the PWO number in the pop-up window and use the **Copy** shortcut on your keyboard: Ctrl and C (Windows) or Command and C (Mac).
3. Then, in FAMIS, select the Parent WO field and then use the **Paste** keyboard shortcut: Ctrl and V (Windows) or Command and V (Mac). Make sure to delete any blank spaces that may appear in the number.
4. To reset the query at any time, select the **Revert** button at the top of the PWO Finder Tool screen.



Step #2



Step #3



Step #4

IMPORTANT: You must reset the query each time you perform a search. Leaving selections in dropdown fields may affect the accuracy of the search.

A PWO Finder Overview



About Button

Revert Button

Filtered PWO List

The screenshot shows the PWO Finder application interface. At the top, there are navigation buttons: 'Revert', 'Refresh', and 'Pause'. Below these are filter dropdowns for 'CAMPUS' (set to 'UTM'), 'BUILDING' (set to '(All)'), 'FLOOR' (set to '(All)'), and 'ROOM' (set to '(All)'). The main content area is titled 'PWOs and Accounts for Campus: UTM, Building: All, (Last Updated: 1/6/2020 11:41:53 AM)'. It contains a table with columns: Building Abbreviation, Floor, Room, PWO-Account Description, PWO Purpose, and PWO. The table lists several rows for building 'ADH' on floor '01', with rooms 1100HL through 1107. Each row includes a PWO ID and account number. On the right side, there is a 'PWO' dropdown menu with a legend for 'PWOs for the cu' showing various colored squares corresponding to PWO IDs.

Room Dropdown

Floor Dropdown

Building Dropdown

Campus Dropdown

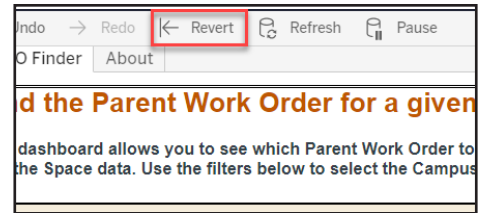
B Notes



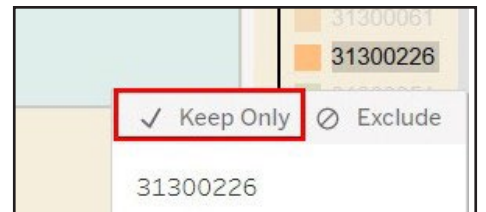
To see a list of buildings that a specific PWO applies to:

1. Select the **Revert** button in the top menu to return the tool to the default state.
2. Select the applicable campus in the **Campus** drop-down menu and then select the PWO number in the PWO Filter panel on the right side of the tool.
3. On the small option panel that appears over the number, select **Keep Only** to filter by the PWO number.

A list of all buildings, floors and rooms that use this PWO number will appear in the tool.



Step #1



Step #2

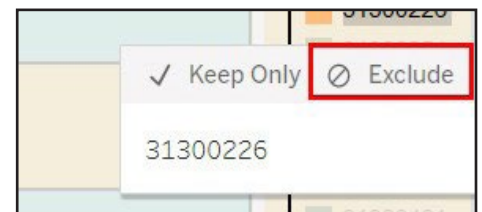
PWO-Account Description	PWO Purpose	PWO Number
UNION BUILDING (AUX)	MAINTENANCE, SERVICE & TROUBLE CALLS	PWO: 31300226 Account: 30.0000.1301
UNION BUILDING (AUX)	MAINTENANCE, SERVICE & TROUBLE CALLS	PWO: 31300226 Account: 30.0000.1301
UNION BUILDING (AUX)	MAINTENANCE, SERVICE & TROUBLE CALLS	PWO: 31300226 Account: 30.0000.1301
UNION BUILDING (AUX)	MAINTENANCE, SERVICE & TROUBLE CALLS	PWO: 31300226 Account: 30.0000.1301
UNION BUILDING (AUX)	MAINTENANCE, SERVICE & TROUBLE CALLS	PWO: 31300226 Account: 30.0000.1301

List Filtered by PWO Number

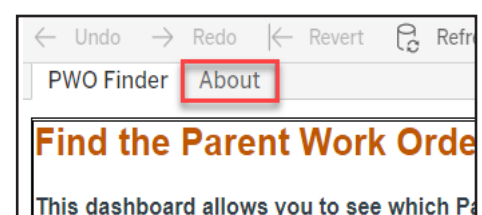
To filter out one or more specific PWOs from the list:

1. Select the **Revert** button in the top menu to return the tool to the default state.
2. Select the applicable campus in the **Campus** drop-down menu and then select the PWO number in the PWO Filter panel on the right side of the tool.
3. On the small option panel that appears over the number, choose **Exclude** to filter out the PWO number.

To learn more about how the PWO Tool works, select the About tab.



Step #3



Step #3

C Examples



Below are some examples of various complexity that you're likely to encounter when using the PWO Finder Tool:

- **Simple Case:** After selecting the campus and building from the dropdown menus, all rooms only have one associated PWO number and only one PWO appears in the right panel. Add this PWO number to the work order in FAMIS.

FLOOR	ROOM	
01	100	

Building: BEL. (Last Updated: 1/6/2020 11:41:53 AM)

PWO-Account Description	PWO Purpose	PWO Number	Account
L. THEO BELLMONT HALL - (E&G) Department of Kinesiology Air Force Science (ROTC)	MAINTENANCE, SERVICE, & TROUBLE CALLS	PWO: 37296884	Account: 19-8640-1150
L. THEO BELLMONT HALL (ATH)	Athletics - Private use areas - Refer to Bldg Detail	PWO: 37450289	Account: 30-6269-2450

- **Complex Case:** After selecting the campus and building from the dropdown menus, multiple PWOs appear in the right panel. Specify the floor and room by using the dropdown menus. If there is only one number remaining, add the PWO to the work order in FAMIS.

CAMPUS	BUILDING	FLOOR	ROOM	
UTM	BEL	03	304	

PWOs and Accounts for Campus: UTM, Building: BEL. (Last Updated: 4/6/2020 10:01:27 AM)

Building Abbreviation	Floor	Room	PWO-Account Description	PWO Purpose	PWO Number	Account
BEL	03	304	L. THEO BELLMONT HALL (RS)	Rec Sports - Private use areas - Refer to Bldg Detail	PWO: 36383097	Account: 29-1428-0050

- **More Complex Case:** After selecting the campus and building from the dropdown menus, multiple PWOs appear in the right panel. After specifying the floor and room, multiple PWOs still appear in the right panel. Read through the PWO Account Descriptions and add the applicable PWO number to the work order in FAMIS based on the correct description. In the example below, the work was done in a different area of the building – not in O's Café – so you would use the PWO with the E&G description.

CAMPUS	BUILDING	FLOOR	ROOM	
UTM	PCB	06	6.206	

PWOs and Accounts for Campus: UTM, Building: POB. (Last Updated: 4/6/2020 10:01:27 AM)

Building Abbreviation	Floor	Room	PWO-Account Description	PWO Purpose	PWO Number	Account
POB	06	6.206	O's Café - PETER O'DONNELL JR. BUILDING (AUX)	MAINTENANCE, SERVICE, & TROUBLE CALLS	PWO: 36016338	Account: 41-0611-2651
			PETER O'DONNELL JR BLDG (E&G)	MAINTENANCE, SERVICE, & TROUBLE CALLS	PWO: 37461274	Account: 19-8640-1150

C Examples



- Unusual Case: After selecting the campus and building from the dropdown menus, no PWO numbers appear. This occurs when there is no PWO set up for the area. Contact Sean Mackenzie (sean.mackenzie@austin.utexas.edu) if this issue occurs.

CAMPUS	BUILDING	FLOOR	ROOM	
UTM	CLK	01	(All)	
PWOs and Accounts for Campus: UTM, Building: CLK. (Last Updated: 4/6/2020 10:01:27 AM)				
Building Abbreviation	Floor	Room	PWO-Account Description	PWO Purpose
CLK	01	1.102	Null	Null
		1.102A	Null	Null

Note: In the screenshot, red boxes highlight the 'PWO: Account...' text in the 'PWO-Account Description' column for both rows, and the 'Null' value in the 'PWO Purpose' column for the second row.



Additional Help



For help using the PWO FinderTool,
contact:

FS BusinessAnalytics
FS-Business-Analytics@austin.utexas.edu

If you have trouble finding a specific
PWO number, contact:

Sean Mackenzie
sean.mackenzie@austin.utexas.edu

(303) 250-4616
