

Web Fleet Assistant Training Manual

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- Digital Dashboard Homepage
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- Work Orders
- VMRS Vehicle Monitoring Report Standards

- Parts
 - Adding Parts
 - Other Part Information
 - FMD - Receiving Tire Invoices
 - Parts Back order fill
 - Parts Charging out of parts to Work Order (WO)
 - Part Replenishment

Table of Contents – Continued..

- Charging out of parts to Work Order (WO)
- External Customers Purchase Orders
- General Manual Not in WFA

Digital Dashboard Homepage

Home Page / Digital Board

WebFA (jank@pwtads.com) 3.4.2.50 -- Home

File Edit Window Help

Work Order

Cetaris PWT_WFA_App_Test

News and Announcements

Recent Documents

- Recent DVCRs
 - DVCR: 06-001
- Recent Equipment
 - EQ: 0927 / 615
 - EQ: 0600 / 610
- Recent Parts
 - PRT: 0001000/6600
 - PRT: 1010.1120/3310
- Recent Suppliers
 - SU: TH0705

Reports

Complete Pending

There are 3 records that match the search criteria. 1 to 3 are shown. Sorts: Start DateDESC, Filters: (None)

Start Date	Name	Status
05/04/2006	Fleet Maintenance	Comple...
05/04/2006	Equipment Detail	Comple...
05/04/2006	Equipment Detail	Comple...

Quick Links

www.Cetaris.com

Quick Menu

- Add Meter Reading
- Add Other Work Needed
- Estimated Equipment Cost
- Fleet Maintenance Report
- Maintenance by SBU Report
- Select Equipment
- Select Outside Repair POs
- Select Part
- Select Parts POs
- Select WO
- Standard Time Exemptions Report
- Unit Not Posted
- View Surplus Equipment

Alerts

- 482 PMs are due within next 30 days in PBL Main
- 507 PMs are due within next 30 days in STL Cochrane
- 441 PMs are due within next 7 days in PBL Main
- 10 Payments require approval in STL Cochrane

Bin1

Nothing has been assigned to this bin (Bin1)

Bin2

Nothing has been assigned to this bin (Bin2)

Key Indicators

L vs O (30SG)

L vs O (60)

PMs Due (30SG)

PMs Due (60)

WOs by Age (60)

Parts
Equipment
Warranty
Fuel
Admin

Home

STL-OPS-FLASSCO QBE Search is Done (jank@pwtads.com)

start | Inbox - Microsoft ... | 3 Reminders | WFA - MetaFrame... | WebFA (jank@pwt... | Microsoft Offic... | http://www.lite96... | Microsoft PowerPo... | untitled - Paint | 9:29 AM

Digital Dash Board Home page

This menu on the left hand side is where you will select most of your functions. It is separated into 6 sections. Work Order, Parts, Equipment, Warranty, Fuel, Admin.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Home

Ceteris PWT Production

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSESSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work C
 - Select My Work Orders
 - Select My Technician's Assign
 - Select My Work Orders Requ
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
 - Recent Items
 - Select DVCRs / Other Work M
 - DVCR / Other Work Needed I
- Parts
- Equipment
- Warranty
- Fuel
- Admin

Recent Documents

- Recent Items
 - DVCR: 040609
 - DVCR: 031809
 - DVCR: 031809-A
 - DVCR: 03/12/09
 - DVCR: 030509

Alerts

- 291 PMs are due within next 7 days in 120 Shop - FMD
- 144 PMs are due within next 7 days in 460 Shop - FMD
- 322 PMs are due within next 7 days in 8030 Shop - FMD
- 455 PMs are due within next 7 days in 920 Shop - FMD

News and Announcements

Reports

Complete Pending

There are 11 records that match the search criteria, 1 to 11 are shown.

Start Date	Name	Status	E
4/6/2009	Safety Report	Page Limit...	5.
3/23/2009	Equip Costs Summary	Completed	4.

Select WO (ALL DOWN BUSESSES) Auto Refresh

There are 96 records that match the search criteria, 1 to 50 are shown.

Unit #	WO Num...	WO Date / Time	Warranty
1949	122150	4/7/2009 12:31 PM	NO
M888	122105	4/7/2009 8:18 AM	NO
3505	122107	4/7/2009 8:00 AM	NO

Select DVCR (to be done) Auto Refresh

There are more than 200 records that match the search criteria.

DVCR Number	Type	Driver	Company
2485	Deferred...		FMD - Diver...
T176923B	DVCR	31487	FMD - Diver...
3-045255~B	DVCR	Gurpreet	Diversified T...

Key Performance Indicators

- PMs Due (80)
- PMs Due (81)
- PMs Due (82)
- PMs Due (83)

PM Overdue 1 - 7 day PM Due

Home DVCR: Add

FTM-LPT-WFAT01 Clean (adamh@pwtads.com) Tuesday, April 07, 2009

Digital Dash Board Home page

News and Announcements – This will be done by the Fleet Assist Coordinator. You may request to have information added into this section.

News and Announcements

Congratulations on moving forward with Web Fleet Assistant

Digital Dash Board Home page

Recent Documents – your recent documents that you have been using will show up in this section. This will populate itself as you use the system. You can click on the different items you want to open.

WebFA Explorer (adamh@pwtads.com) 3.5.83.0 -- Home

Cetaris PWT Production

Recent Documents

- DVCR: 040609
- DVCR: 031809
- DVCR: 031809-A
- DVCR: 03/12/09
- DVCR: 030509

Alerts

- 291 PMs are due within next 7 days in 129 Shop - FMD
- 144 PMs are due within next 7 days in 460 Shop - FMD
- 322 PMs are due within next 7 days in 8030 Shop - FMD
- 455 PMs are due within next 7 days in 920 Shop - FMD

Reports

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4/6/2009	Safety Report	Page Limit...	5
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M888	122105	4/7/2009 8:18 AM	NO
3505	122107	4/7/2009 8:00 AM	NO

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Auto Refresh

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DVCR Number	Type	Driver	Company
2485	Deferred...		FMD - Diver...
T176923B	DVCR	31487	FMD - Diver...
3-045255~B	DVCR	Gurpreet	Diversified T...

Key Performance Indicators

- PMS Due (80)
- PMS Due (81)
- PMS Due (82)
- PMS Due (83)

PM Overdue 1 - 7 day PM Due

Quick Links

- PWT Help Desk
- PWT Shop Home Page
- www.Cetaris.com

Quick Menu

- (ALL DOWN BUSESSES)
- Add DVCR
- Add Meter Reading
- Add Part
- Part Direct
- Part PO Direct
- Safety Report Report
- Select Equipment
- Select Outside Repair POS

Home DVCR: Add

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Digital Dash Board Home page

- Alerts – This will be set up for the different users needs.
Samples
- PM that are due
 - PO's waiting for approvals
 - Etc.

WebFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work C
 - Select My Work Orders
 - Select My Technician's Assign
 - Select My Work Orders Requ
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
 - Recent Items
 - Select DVCRs / Other Work N
 - DVCR / Other Work Needed I

- Parts
- Equipment
- Warranty
- Fuel
- Admin

Cetaris PWT Production

Recent Documents

- Recent Items
 - DVCR: 040609
 - DVCR: 031809
 - DVCR: 031809-A
 - DVCR: 03/12/09
 - DVCR: 030509

Alerts

- 291 PMs are due within next 7 days in 120 Shop - FMD
- 144 PMs are due within next 7 days in 460 Shop - FMD
- 322 PMs are due within next 7 days in 8030 Shop - FMD
- 455 PMs are due within next 7 days in 920 Shop - FMD

News and Announcements

Reports

Complete Pending

There are 11 records that match the search criteria, 1 to 11 are shown.

Start Date	Name	Status	E
4/6/2009	Safety Report	Page Limit...	5.
3/23/2009	Equip Costs Summary	Completed	4.

Select WO (ALL DOWN BUSSES)

Auto Refresh

There are 96 records that match the search criteria, 1 to 50 are shown.

Unit #	WO Num...	WO Date / Time	Warranty
1949	122150	4/7/2009 12:31 PM	NO
M888	122105	4/7/2009 8:18 AM	NO
3505	122107	4/7/2009 8:00 AM	NO

Select DVCR (to be done)

Auto Refresh

There are more than 200 records that match the search criteria, 1 to 5 are shown.

DVCR Number	Type	Driver	Company
2485	Deferred...		FMD - Diver...
T176923B	DVCR	31487	FMD - Diver...
3-045255~B	DVCR	Gurpreet	Diversified T...

Key Performance Indicators

- PMs Due (80)
- PMs Due (81)
- PMs Due (82)
- PMs Due (83)

PM Overdue 1 - 7 day PM Due

Digital Dash Board Home page

The list below are reports that you have pulled recently

WebFA (adamh@pwtads.com) 3.5.83.0 -- Home

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSESSES)
 - (all in process)
 - (In process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
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 - Select My Work Orders Requ
 - Select WO Details
- Outside Repair PO
- DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
- Recent Items
- Select DVCRs / Other Work N
- DVCR / Other Work Needed I

Recent Documents

- Recent Items
 - DVCR: 040609
 - DVCR: 031809
 - DVCR: 031809-A
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Alerts

- 291 PMs are due within next 7 days in 120 Shop - FMD
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- 455 PMs are due within next 7 days in 920 Shop - FMD

News and Announcements

Reports

Complete Pending

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Start Date	Name	Status	E
4/6/2009	Safety Report	Page Limit...	5.
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Select DVCR (to be done) Auto Refresh

There are more than 200 records that match the search

DVCR Number	Type	Driver	Company
2485	Deferred...		FMD - Diver...
T176923B	DVCR	31487	FMD - Diver...
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Key Performance Indicators

- PMs Due (80)
- PMs Due (81)
- PMs Due (82)
- PMs Due (83)

PM Overdue 1 - 7 day PM Due

Home DVCR: Add

FTM-LPT-WFAT01 Clean (adamh@pwtads.com) Tuesday, April 07, 2009

Digital Dash Board Home page

These bins are for useful information you will use on a daily basis. Things like your shop down list, the current units you're working on, units waiting for parts, etc.

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work C
 - Select My Work Orders
 - Select My Technician's Assign
 - Select My Work Orders Requ
 - Select WO Details
- Outside Repair PO
- DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
 - Recent Items
 - Select DVCRs / Other Work N
 - DVCR / Other Work Needed I

Parts

Equipment

Warranty

Fuel

Admin

Ceteris PWT Production

Recent Documents

- Recent Items
 - DVCR: 040609
 - DVCR: 031809
 - DVCR: 031809-A
 - DVCR: 03/12/09
 - DVCR: 030509

News and Announcements

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- 291 PMs are due within next 7 days in 120 Shop - FMD
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Reports

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Start Date	Name	Status	Page Limit...
4/6/2009	Safety Report	Page Limit...	5.
3/23/2009	Equip Costs Summary	Completed	4.

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- PMs Due (80)
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- PMs Due (83)

PM Overdue 1 - 7 day PM Due

Home DVCR: Add

FTM-LPT-WFAT01 Clean [adamh@pwtads.com] Tuesday, April 07, 2009

Digital Dash Board Home page

This area will be set up with certain charts for the user.
PM Dues and Overdues

WebFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSESSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
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 - Outside Repair PO
 - DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
 - Recent Items
 - Select DVCRs / Other Work N
 - DVCR / Other Work Needed I

- Parts
- Equipment
- Warranty
- Fuel
- Admin

Cetaris PWT Production

Recent Documents

- Recent Items
 - DVCR: 040609
 - DVCR: 031809
 - DVCR: 031809-A
 - DVCR: 03/12/09
 - DVCR: 030509

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3-045255~B	DVCR	Gurpreet	Diversified T...

Quick Links

- PWT Help Desk
- PWT Shop Home Page
- www.Cetaris.com

Quick Menu

- (ALL DOWN BUSESSES)
- Add DVCR
- Add Meter Reading
- Add Part
- Part Direct
- Part PO Direct
- Safety Report Report
- Select Equipment
- Select Outside Repair POs

Key Performance Indicators

- PMs Due (80)
- PMs Due (81)
- PMs Due (82)
- PMs Due (83)

PM Overdue 1 - 7 day PM Due

Digital Dash Board Home page

Other Links Bus ISIS, CatBase , Prevost

WebFA (adamh@pwtads.com) 3.5.83.0 -- Home

File Edit Window Help

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSESSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work C
 - Select My Work Orders
 - Select My Technician's Assign
 - Select My Work Orders Requi
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
 - Recent Items
 - Select DVCRs / Other Work N
 - DVCR / Other Work Needed I

Parts
Equipment
Warranty
Fuel
Admin

Cetaris PWT Production

Recent Documents

- Recent Items
 - DVCR: 040609
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- 455 PMs are due within next 7 days in 920 Shop - FMD

Key Performance Indicators

- PMs Due (80)
 - PM Overdue
 - 1 - 7 day PM Due
- PMs Due (81)
 - PM Overdue
 - 1 - 7 day PM Due
- PMs Due (82)
 - PM Overdue
 - 1 - 7 day PM Due
- PMs Due (83)
 - PM Overdue
 - 1 - 7 day PM Due

News and Announcements

Reports

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Select DVCR (to be done)

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There are more than 200 records that match the search

DVCR Number	Type	Driver	Company
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Quick Links

- PWT Help Desk
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Quick Menu

- (ALL DOWN BUSESSES)
- Add DVCR
- Add Meter Reading
- Add Part
- Part Direct
- Part PO Direct
- Safety Report Report
- Select Equipment
- Select Outside Repair POs
- Select Parts

Home DVCR: Add

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Digital Dash Board Home page

Items that you use a lot will automatically be added to this column.

Pin in front of the item:

- When you assign a pin to an item it will always be in this list.
- How to assign the pin
 - Right click on the item you want in the explore window on the left side of your screen then click on the pin

WebFA (adamh@pwtads.com) 3.5.83.0 -- Home

File Edit Window Help

WFA Explorer

Work Order

- Add WO
- WO Direct
- Quick Part
- Select WOs
 - (ALL DOWN BUSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
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- Reports
- WO Scheduling
- Select My To-Be-Done Work
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- Select My Work Orders
- Select My Technician's Assign
- Select My Work Orders Requ
- Select WO Details
- Outside Repair PO
- DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
- Recent Items
- Select DVCRs / Other Work N
- DVCR / Other Work Needed I

Parts

Equipment

Warranty

Fuel

Admin

Cetaris PWT Production

Recent Documents

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- DVCR: 031809
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- DVCR: 03/12/09
- DVCR: 030509

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3-045255~B	DVCR	Gurpreet	Diversified T...

Key Performance Indicators

PMs Due (80)

PM Overdue 1 - 7 day PM Due

PMs Due (81)

PM Overdue 1 - 7 day PM Due

PMs Due (82)

PM Overdue 1 - 7 day PM Due

PMs Due (83)

PM Overdue 1 - 7 day PM Due

Quick Links

- PWT Help Desk
- PWT Shop Home Page
- www.Cetaris.com

Quick Menu

- (ALL DOWN BUSES)
- Add DVCR
- Add Meter Reading
- Add Part
- Part Direct
- Part PO Direct
- Safety Report Report
- Select Equipment
- Select Outside Repair POs
- Select Parts

Home DVCR: Add

FTM-LPT-WFAT01 Clean (adamh@pwtads.com)

Tuesday, April 07, 2009

The End

Table of Contents

DVCR's

ADDING A DVCR

WebFA (normt@pwtads.com) 3.4.2.129 -- Home

Under the Work Order tab

Cetaris FWI Production

Select ADD DVCR

Work Order

- Work Order
 - Add WO
 - WO Direct
 - WO Main Direct for Warranty
 - Select WO
 - Recent WOs
 - Select WOs By Status
 - Reports
 - Scheduled WO
 - Unscheduled WO
 - Select My To-Be-Done Work Orders
 - Select My In-Process Work Orders
 - Select My Work Orders
 - Select WO Detail
- Outside Repair PO
- DVCR (Other Work Needed)
 - Add DVCR
 - Add Other Work Needed
 - DVCR Direct
 - Select DVCRs
 - Recent DVCRs
 - Select DVCRs By Status
 - Reports
- Indirect Labor
- Standard Job
- Search VMRS Codes

Parts

Equipment

Warranty

Fuel

Admin

Home

DTL-EDM-REBUILD (normt@pwtads.com)

start | CatBase Viewer : C:\... | Inbox - Microsoft Out... | WebFA (normt@pwt... | Document1 - Microsof... | 10:50 AM

Select My In-Process Work

Could not find any results that match the

WO Num...	WO Date	Compe
-----------	---------	-------

Recent Documents

- Recent Customers
 - CU: Baker Transit Part
 - CU: Fleet Brake
 - CU: ABC Companies
- Recent DVCRs
 - DVCR: 3-033372
 - DVCR: 3-023433
 - DVCR: 3032387
 - DVCR: 3-030127
 - DVCR: 3-030113
- Recent Equipment
 - EQ: 2753 / 312
 - EQ: 2748 / 312
 - EQ: 0732 / 309
 - EQ: 1839 / 317
 - EQ: 0746 / 309
- Recent OPDs
 - OPO: 12828
 - OPO: 42061
 - OPO: 39302
 - OPO: 22633
 - OPO: 45172
- Recent Parts Adjustments
 - PA: 56836 / RDB3300
 - PA: 56043 / RDB3300
 - PA: 55898 / RDB3300
 - PA: 55826 / RDB3300
 - PA: 55807 / RDB3300
- Recent Inventories
 - PPI: 28237
 - PPI: 28238
 - PPI: 28236
 - PPI: 28233
 - PPI: 28235
- Recent Parts POs
 - PPPO: 6013653
 - PPPO: 6013595
 - PPPO: 6013524
 - PPPO: 6006573

Reports

Complete Pending

There are 26 records that match the search.

Start Date	Name
3/21/2008	PM Due
3/7/2008	Repair Employee Labor
3/6/2008	Repair Employee Labor
3/6/2008	Repair Employee Labor
2/29/2008	Parts Costing
2/27/2008	Road Maintenance
2/27/2008	Road Maintenance
2/26/2008	Standard Time Exemptio
2/26/2008	Road Maintenance
2/26/2008	Road Maintenance
2/26/2008	Fleet Maintenance
2/26/2008	WO Incidence of Repairs
2/26/2008	WO Summary by Reaso
2/26/2008	WO by Reason for Rep
2/22/2008	Repair Employee Labor
2/21/2000	SJ Schedule Detail
2/6/2008	Repair Employee Labor
2/6/2008	Repair Employee Labor
1/31/2008	Repair Employee Labor
1/31/2008	Repair Employee Labor
1/31/2008	Road Maintenance
1/31/2008	Road Maintenance
1/31/2008	Road Maintenance
1/31/2008	Road Maintenance
1/31/2008	Road Maintenance
1/31/2008	Road Maintenance
1/31/2008	Road Maintenance

Quick Menu

- Add DVCR
- Add Indirect Labor
- Add Meter Reading
- Add Part
- Add Part Adjustment
- Add Parts PO
- Add Supplier
- Add Unit Transfer
- Eq PM Due Report
- Search VMRS Codes
- Select Equipment
- Select Outside Repair POs
- Select Part
- Select PM
- Select WO

To add a DVCR:

- select the Work Order Tab
- Expand the DVCR (other work needed) folder
- Double click on Add DVCR

Work Order

- Work Order
- Add Work Order
- Work Order Details
- Work Order Maintenance
- Select
- Recurrence
- Select
- Report
- Schedule
- Unschedule
- Select
- Select
- Select
- Select
- Outside Recurrence
- DVCR (Optional)
- Add DVCR
- Add DVCR
- DVCR
- Select
- Recurrence
- Select
- Report
- Indirect Labor
- Standard Job
- Search VM

Parts

Equipment

Warranty

Fuel

Admin

Add DVCR

Step 1: Enter the date and time

DVCR Date / Time
3/26/2008 11:00 AM

Due Date / Time
3/26/2008 11:00 AM

Step 2: Identify the piece of equipment

Unit #

Step 3: Enter the meter readings

Primary Meter Ignore Primary Meter

Secondary Meter Ignore Secondary Meter

Step 4: Identify the DVCR

DVCR Number

Step 5: Identify the Driver

Driver

Step 6: Describe the DVCR (1)

Standard Job 1 RFR 1 System 1 Assembly 1 Condition 1

Service / Repair Description 1

Step 7 Describe the DVCR (2) (optional)

Standard Job 2 RFR 2 System 2 Assembly 2 Condition 2

Service / Repair Description 2

Step 8: Describe the DVCR (3) (optional)

Standard Job 3 RFR 3 System 3 Assembly 3 Condition 3

Service / Repair Description 3

Red Tag 3

Step 1 - Fill in DVCR Date & Time

Step 2 - Enter Unit #

Step 3 - Enter Meter Reading

Step 4 - Enter DVCR #

Step 5 - Enter Drivers Name

Show Alerts Print Save and Create Work Order Save and Add Another New DVCR Save and Open DVCR Save and Close Cancel



Work Order

Add DVCR

- Work Order
 - Add W
 - WO Di
 - WO M
 - Select
 - Recen
 - Select
 - Report
 - Sched
 - Unsch
 - Select
 - Select
 - Select
 - Select
- Outside Re
- DVCR (Oth
 - Add D
 - Add O
 - DVCR
 - Select
- Recen
- Select
- Report
- Indirect La
- Standard J
- Search VM

Step 1: Enter the date and time

DVCR Date / Time

Due Date / Time

Step 2: Identify the piece of equipment

Unit #

Step 3: Enter the meter readings

Primary Meter
 Ignore Primary Meter

Secondary Meter
 Ignore Secondary Meter

Step 4: Identify the DVCR

DVCR Number

Step 5: Identify the Driver

Driver

Step 6: Describe the DVCR (1)

Standard Job 1 RFR 1 System 1 Assembly 1 Condition 1

Service / Repair Description 1

Red Tag 1

Step 6 – Click Binoculars to Open Standard Job Search Dialogue

Step 7 Describe the DVCR (2) (optional)

Standard Job 2 RFR 2 System 2 Assembly 2 Condition 2

Service / Repair Description 2

Red Tag 2

Step 8: Describe the DVCR (3) (optional)

Standard Job 3 RFR 3 System 3 Assembly 3 Condition 3

Service / Repair Description 3

Red Tag 3

- Parts
- Equipment
- Warranty
- Fuel
- Admin

Show Alerts

Print

Home DVCR: Add

Work Order

Add DVCR

Step 1: Enter the date and time

DVCR Date / Time
3/26/2008 1:51 PM

Enter Correct System Code Preceded with a "M" for Master Code then click on "Search"

Standard Job 1 RFR 1 System 1 Assembly 1 Condition 1

Standard Job Search

Standard Job Code (partial) Description (partial)

M013

Manufacturer Default System RFR Ty

Highlight Correct Standard Job and Click Select

There are 14 records that match the search criteria, 1 to 14 are shown.

Standard Job Code	Description	Manufacturer	Type
M013000	M-Brakes		Standard Job
M013001	M-Brakes - Front Inspection		Standard Job
M013002	M-Brakes - Rear Inspection		Standard Job
M013003	M-Brakes - Parking Inspection		Standard Job
M013004	M-Brakes - Spring Parking Brake		Standard Job
M013005	M-Brakes - Pedal Assembly		Standard Job
M013006	M-Brakes - Master Cylinder		Standard Job
M013007	M-Brakes - Lines & Fittings - Hydraulic		Standard Job
M013008	M-Brakes - Vacuum Type Power		Standard Job
M013009	M-Brakes - Air Compressor		Standard Job
M013010	M-Brakes - Air Type Brakes - Valves, Air Dryer		Standard Job
M013011	M-Brakes - Anti-Lock Sensor Assembly		Standard Job
M013012	M-Brakes - Electric Brakes		Standard Job
M013013	M-Brakes - Air Disc Brakes		Standard Job

Clear Search New Select Close

- Parts
- Equipment
- Warranty
- Fuel
- Admin

Show Alerts

Print

Save and Create Work Order Save and Add Another New DVCR Save and Open DVCR Save and Close Cancel

Work Order

- Work Order
 - Add WO
 - WO Direct
 - WO Main Direct for Warranty
 - Select WO
 - Recent WOs
 - Select WOs By Status
 - Reports
 - Scheduled WO
 - Unscheduled WO

Add DVCR

Step 1: Enter the date and time

DVCR Date / Time
3/26/2008 1:51 PM

Due Date / Time
3/26/2008 1:51 PM

Step 2: Identify the piece of equipment

Unit #

Enter the meter readings

Ignore Primary Meter

Step 4: Identify the DVCR

DVCR Number
5-272727

Step 5: Identify the Driver

Driver
Murphy

Step 6: Describe the DVCR (1)

Standard Job 1 RFR 1 05 **System 1** 013 **Assembly 1** 001 **Condition 1** 169

M013001 Inspection - Rc Brakes Front Brakes & Worn

Service / Repair Description 1
Inspect Brakes Front - Front Brakes Squeal

Red Tag 1

Step 7 Describe the DVCR (2) (optional)

Standard Job 2 RFR 2 **System 2** **Assembly 2** **Condition 2**

Service / Repair Description 2

Red Tag 2

Step 8: Describe the DVCR (3) (optional)

Standard Job 3 RFR 3 **System 3** **Assembly 3** **Condition 3**

Service / Repair Description 3

Red Tag 3

Enter Drivers
Complaint in "Repair
Description"

- Add DVCR
- Add Other Work Needed
- DVCR Direct
- Select DVCRs
- Recent DVCRs
- Select DVCRs By Status
- Reports
- Indirect Labor
- Standard Job
- Search VMRS Codes

Parts

Equipment

Warranty

Fuel

Admin

When all complaints have been entered select a box from bottom of screen

If more than 1 complaint enter them in remaining lines Step 7 & step 8

Print

Save and Create Work Order

Save and Add Another New DVCR

Save and Open DVCR

Save and Close

Cancel

The End

Table of Contents

Work Orders

Work Order Section

The out-of-service date is defaulted to the time you open the work order, it can be changed if need be

Note: It is very important that if the work order needs to be back dated this is the **only time to make the change**, not after the WO has been opened.

WebFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSESSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work C
 - Select My Work Orders
 - Select My Technician's Assign
 - Select My Work Orders Requi
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
 - Recent Items
 - Select DVCRs / Other Work N
 - DVCR / Other Work Needed I

Parts

- Equipment
- Warranty
- Fuel
- Admin

Add Work Order: 122194

Step 1: Enter the out-of-service date and time

Out-of-service: 4/7/2009 8:00 AM Work Order: 4/7/2009 8:00 AM

Required: Promised:

Step 2: Identify the unit #

Unit #: 2525 Facility: 80
920 Shop - FMD

Step 3: Enter the VMRS classification and Currency

Repair Class: 3 Document Currency: CAD
Emergency \$ Canadian

Step 4: Enter the meter reading

Hub KM: 1234567 Ignore Primary

Step 5 (Optional): Describe the required repair

Standard Job:

RFR: Service / Repair Description:

Condition:

Step 6 (Optional): Select from due Preventive Maintenance / DVCR's

Include	Type	Due	Standard Job	RedTag	Description
<input type="checkbox"/> No	DVCR	12/5/...	M052000	Untag...	Electrical Acces...
<input type="checkbox"/> No	DVCR	12/5/...	M001003	Untag...	Auxiliary Heater
<input type="checkbox"/> No	PM Due	1/24/...	FMD 108	Not R...	108 Transmissi...
<input type="checkbox"/> No	Recall Due	7/1/2...	B08-05	Not R...	Expansion Tank
<input type="checkbox"/> No	Recall Due	6/1/2...	WB08-05	Not R...	Expansion Tank...
<input type="checkbox"/> No	Recall Due	6/1/2...	WB08-09	Not R...	Expansion Tank...
<input type="checkbox"/> No	Standard Job Due	6/7/2...	P02703609	Not R...	Transmission S...
<input type="checkbox"/> No	Recall Due	6/7/2...	SR08-22	Not R...	Power Steering...
<input type="checkbox"/> No	PM Due	4/5/2...	PMA	Not R...	PM-A Service

Step 7 (Optional): Preassign to technician

Technician: Date/Time: Duration: 0.0 Hrs

Start After: Finish Before:

Error List

Error Message	Severity
The warranty is about to expire - Manufacturer...	Warning
Please select Standard Job, Preventive Maint...	Error
Please select Standard Job, Preventive Maint...	Error

Home WO: Add

FTM-LPT-WFAT01 Modified (adamh@pwtads.com)

Work Order Section

Enter the unit number and if there is an open work order on the unit already a screen will pop up (check next slide for example). If this happens you can choose it or still open a new one

WebFA (adamh@pwtads.com) 3.5.83.0 -- Add Work Order: 122194

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSESSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work C
 - Select My Work Orders
 - Select My Technician's Assign
 - Select My Work Orders Requ
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work M
 - Recent Items
 - Select DVCRs / Other Work M
 - DVCR / Other Work Needed I

Add Work Order: 122194

Step 1: Enter the out-of-service date and time

Out-of-service: 4/7/2009 8:00 AM Work Order: 4/7/2009 8:00 AM

Required: Promised:

Step 2: Identify the Unit #

Unit #: 2525 Facility: 80
920 Shop - FMD

Step 3: Enter the VMRS classification and Currency

Repair Class: 3 Document Currency: CAD
Emergency \$ Canadian

Step 4: Enter the meter reading

Hub KM: 1234567 Ignore Primary

Step 5 (Optional): Describe the required repair

Standard Job:

RFR: Service / Repair Description:

Condition:

Step 6 (Optional): Select from due Preventive Maintenance / DVCR's

Include	Type	Due	Standard Job	RedTag	Description
<input type="checkbox"/>	No DVCR	12/5/...	M052000	Untag...	Electrical Acces...
<input type="checkbox"/>	No DVCR	12/5/...	M001003	Untag...	Auxiliary Heater
<input type="checkbox"/>	No PM Due	1/24/...	FMD 108	Not R...	108 Transmissi...
<input type="checkbox"/>	No Recall Due	7/1/2...	B08-05	Not R...	Expansion Tank
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-05	Not R...	Expansion Tank...
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-09	Not R...	Expansion Tank...
<input type="checkbox"/>	No Standard Job Due	6/7/2...	P02703609	Not R...	Transmission S...
<input type="checkbox"/>	No Recall Due		SR08-22	Not R...	Power Steering...
<input type="checkbox"/>	No PM Due	4/5/2...	PMA	Not R...	PM-A Service

Step 7 (Optional): Preassign to technician

Technician: Date/Time: Duration: 0.0 Hrs

Start After: Finish Before:

Error List

Error Message	Severity
The warranty is about to expire - Manufacturer...	Warning
Please select Standard Job, Preventive Maint...	Error
Please select Standard Job, Preventive Maint...	Error

Home WO: Add

FTM-LPT-WFAT01 Modified (adamh@pwtads.com)

If there is already a work order open at YOUR facility you may want to add your repair line to it if it is just a small job. If not click on “continue adding new WO” and fill in the facility if not defaulted to one you need.

The screenshot shows a dialog box titled "Select Work Order." with a close button (X) in the top right corner. The dialog contains the following text and table:

At least one open WO exists.

There is 1 record that matches the search criteria. **Sorts: WO NumberASC, Filters: (None)**

WO Number	WO Date	Primary Meter	RFR	Facility	Site	Status
39441	06/04/2006	212368	Inspection - Ro...	PWT Demo ...	Facility	In Process

At the bottom of the dialog box are three buttons: "Continue Adding New WO", "Stop Adding and Select Existing WO", and "Close".

Work Order Section

Fill in the repair class

- **Scheduled** – All PM's
- **Non-Scheduled** - DVCR or Routine Repairs
- **Emergency** – Service or Road Calls

Fill in the proper mileage, if the meter reading is right, click on "Get WO Number" DO NOT CLICK IGNORE. Check unit for proper mileage. If it does not accept proper mileage you can fix it later when work order is open

WebFA (adamh@pwtads.com) 3.5.83.0 -- Add Work Order: 122194

File Edit Window Help

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WO's
 - (ALL DOWN BUSESSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WO's
 - Select WO's By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work
 - Select My Work Orders
 - Select My Technician's Assign
 - Select My Work Orders Requ
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Add DVCR
 - Add Other Work Needed
 - DVCR / Other Work Needed I
 - Select DVCRs / Other Work N
 - Recent Items
 - Select DVCRs / Other Work M
 - DVCR / Other Work Needed I

- Parts
- Equipment
- Warranty
- Fuel
- Admin

Add Work Order: 122194

Step 1: Enter the out-of-service date and time

Out-of-service: 4/7/2009 8:00 AM Work Order: 4/7/2009 8:00 AM

Required: Promised:

Step 2: Identify the Unit #

Unit #: 2525 Facility: 80
2525 920 Shop - FMD

Step 3: Enter the VMRS classification and Currency

Repair Class: 3 Document Currency: CAD
Emergency \$ Canadian

Step 4: Enter the meter reading

Hub KM: 1234567 Ignore Primary Change Meter

Get WO Number

Step 5 (Optional): Describe the required repair

Standard Job: RFR: Service / Repair Description: Condition:

Step 6 (Optional): Select from due Preventive Maintenance / DVCR's

Include	Type	Due	Standard Job	RedTag	Description
<input type="checkbox"/>	No DVCR	12/5/...	M052000	Untag...	Electrical Acces...
<input type="checkbox"/>	No DVCR	12/5/...	M001003	Untag...	Auxiliary Heater
<input type="checkbox"/>	No PM Due	1/24/...	FMD 108	Not R...	108 Transmissi...
<input type="checkbox"/>	No Recall Due	7/1/2...	B08-05	Not R...	Expansion Tank...
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-05	Not R...	Expansion Tank...
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-09	Not R...	Expansion Tank...
<input type="checkbox"/>	No Standard Job Due	6/7/2...	P02703609	Not R...	Transmission S...
<input type="checkbox"/>	No Recall Due		SR08-22	Not R...	Power Steering...
<input type="checkbox"/>	No PM Due	4/5/2...	PMA	Not R...	PM-A Service

Step 7 (Optional): Preassign to technician

Technician: Date/Time: Duration: 0.0 Hrs

Start After: Finish Before:

Error List

Error Message	Severity
The warranty is about to expire - Manufacturer...	Warning
Please select Standard Job, Preventive Maint...	Error
Please select Standard Job, Preventive Maint...	Error

Home WD: Add

FTM-LPT-WFAT01 Modified (adamh@pwtads.com)

Work Order Section


If the wrong mileage is entered this window will pop up.

Only check off the ignore primary meter reading only as your last resort

If you are replacing the meter follow the steps in the lower section of the window

Correct Meter Reading(s)

Please re-enter the Meter Reading(s):

Primary Meter 

- or -

Mark the Meter(s) as suspect (invalid)

Ignore Primary Meter

- or -

Replace the Meter(s)

Replace the Primary Meter

Old Meter Reading

Elapsed Usage

New Meter Reading

Ok Cancel

The Meter Reading is outside the valid range.

Work Order Section

Step 6 -Fill in the standard job code for the job you are going to work on. There is a standard job for every type of job you do on a unit and you will need to pick the condition of the repair from the list. If you are unsure of the code click the binoculars and search for the proper code. If you are not adding a job and only want to select a job from the menu on the right skip this step and go to next page.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Add Work Order: 122194

File Edit Window Help

WFA Explorer

- Work Order
- Parts
- Equipment
 - Add Equipment
 - Equipment Direct
 - Select Equipment
 - Select Equipment without PM Assign
 - Recent Equipment
 - View Surplus Equipment
 - Equipment Reports
 - Estimated Equipment Cost
 - Unit # Not Posted
 - Configure Equipment Costs
 - LCC Reports
 - Change Equipment Number
 - Change Equipment Type
 - Change Meter Type
 - Swap Meter Types
 - Meter Readings
 - Add Meter Reading
 - Select Meter Readings
 - Reports
 - Assign Cost Groups

Add Work Order: 122194

Step 1: Enter the out-of-service date and time

Out-of-service: 4/7/2009 8:00 AM Work Order: 4/7/2009 8:00 AM

Required: Promised:

Step 2: Identify the Unit #

Unit #: 2525 Facility: 80
2525 920 Shop - FMD

Step 3: Enter the VMRS classification and Currency

Repair Class: 3 Document Currency: CAD
Emergency \$ Canadian

Step 4: Enter the meter reading

Hub KM: 1234567 Ignore Primary Change Meter

Get WO Number

Step 5 (Optional): Describe the required repair

Standard Job: [] []

RFR: [] Service / Repair Description: []

Condition: []

Step 6 (Optional): Select from due Preventive Maintenance / DVCR's

Include	Type	Due	Standard Job	RedTag	Description
<input type="checkbox"/>	No DVCR	12/5/...	M052000	Untag...	Electrical Acces...
<input type="checkbox"/>	No DVCR	12/5/...	M001003	Untag...	Auxiliary Heater
<input type="checkbox"/>	No PM Due	1/24/...	FMD 108	Not R...	108 Transmissi...
<input type="checkbox"/>	No Recall Due	7/1/2...	B08-05	Not R...	Expansion Tank
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-05	Not R...	Expansion Tank...
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-09	Not R...	Expansion Tank...
<input type="checkbox"/>	No Standard Job Due	6/7/2...	P02703609	Not R...	Transmission S...
<input type="checkbox"/>	No Recall Due		SR08-22	Not R...	Power Steering...
<input type="checkbox"/>	No PM Due	4/5/2...	PMA	Not R...	PM-A Service

Step 7 (Optional): Preassign to technician

Technician: [] Date/Time: [] Duration: 0.0 Hrs

Start After: [] Finish Before: []

Print Save and Add New WO Save and Open WO Save and Close Cancel

FTM-LPT-WFAT01 (adamh@pwtads.com)

Work Order Section

The next window shows all the other work needed and PM's the are due, check off the ones you want to add to the work order. Make sure you only select the jobs you plan on doing and all others are unselected.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Add Work Order: 122194

File Edit Window Help

WFA Explorer

- Work Order
- Parts
- Equipment
 - Add Equipment
 - Equipment Direct
 - Select Equipment
 - Select Equipment without PM Assign
 - Recent Equipment
 - View Surplus Equipment
 - Equipment Reports
 - Estimated Equipment Cost
 - Unit # Not Posted
 - Configure Equipment Costs
 - LCC Reports
 - Change Equipment Number
 - Change Equipment Type
 - Change Meter Type
 - Swap Meter Types
 - Meter Readings
 - Add Meter Reading
 - Select Meter Readings
 - Reports
 - Assign Cost Groups
- Warranty
- Fuel
- Admin

Add Work Order: 122194

Step 1: Enter the out-of-service date and time

Out-of-service 4/7/2009 8:00 AM	Work Order 4/7/2009 8:00 AM
Required	Promised

Step 2: Identify the Unit #

Unit # 2525 Facility 80

Step 3: Enter the VMRS classification and Currency

Repair Class 3 Document Currency CAD

Step 4: Enter the meter reading

Hub KM
 Ignore Primary

Step 5 (Optional): Describe the required repair

Standard Job

RFR

Condition

Service / Repair Description

Step 6 (Optional): Select from due Preventive Maintenance / DVCR's

Include	Type	Due	Standard Job	RedTag	Description
<input type="checkbox"/>	No DVCR	12/5/...	M052000	Untag...	Electrical Acces...
<input type="checkbox"/>	No DVCR	12/5/...	M001003	Untag...	Auxiliary Heater
<input type="checkbox"/>	No PM Due	1/24/...	FMD 108	Not R...	108 Transmissi...
<input type="checkbox"/>	No Recall Due	7/1/2...	B08-05	Not R...	Expansion Tank
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-05	Not R...	Expansion Tank...
<input type="checkbox"/>	No Recall Due	6/1/2...	WB08-09	Not R...	Expansion Tank...
<input type="checkbox"/>	No Standard Job Due	6/7/2...	P02703609	Not R...	Transmission S...
<input type="checkbox"/>	No Recall Due		SR08-22	Not R...	Power Steering...
<input type="checkbox"/>	No PM Due	4/5/2...	PMA	Not R...	PM-A Service

Step 7 (Optional): Preassign to technician

Technician <input type="text" value=""/>	Date/Time <input type="text" value=""/>	Duration <input type="text" value="0.0"/> Hrs
Start After <input type="text" value=""/>	Finish Before <input type="text" value=""/>	

Home | WD: Add

FTM-LPT-WFAT01 (adamh@pwtads.com)

Work Order Section

Work Order – Repair tab is the main tab you will use. This is where all of the repair lines are. Each line will have at least 1 labour line and if any parts are used they will be charged out under the parts tab.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122310

File Edit WO Module Window Help

WFA Explorer

Work Order

- Work Order
- Add WO

Repair Tab

- Recent WOs
 - WO: 122310
 - WO: 112673
 - WO: 122086
 - WO: 109701
 - WO: 121120
- Select WOs By Status
- Reports
- WO Scheduling
 - Select My To-Be-Done Work Orders
 - Select My In-Process Work Orders
 - Select My Work Orders
 - Select My Technician's Assignments
 - Select My Work Orders Requiring
 - Select WO Details
- Outside Repair PO
- DVCR / Other Work Needed
- Indirect Labor
- Preventive Maintenance
- Standard Job
- Search VMRS Codes

Parts

Equipment

Warranty

Fuel

Admin

Work Order: 122310

Init # 2818 Odometer KMs 45677 Repair Class Scheduled Facility 83 Primary RFR CVIP WO Date/Time 4/8/2009 12:32 PM WO Status To be Done WO Number 122310

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

Standard Job SE Reference Line Status T Alt Status RFR C3 Condition

SEMI FMD SEMI Annual Inspection -

Assigned To

Accounting File Claim

Labor Parts

I/O	Sys	Assy	WA	Technician	Remarks	Supplier	PO#	Technician	Start Date	Reg Hrs
I	PM	PM	06							0.00

Repair Lines

Document Currency \$ Canadian Display Currency Use Orig

Save Cancel

Home Select WOs WO: 122310

FTM-LPT-WFAT01 Clean (adamh@pwtads.com)

Work Order Section

You can add a new repair line by clicking on

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122310

File Edit WO Module Window Help

Work Order: 122310

Unit # 2818 Odometer KM's 45677 Repair Class Scheduled Facility 8030 Shop - FMC Primary RFR CVIP WO Date/Time 4/8/2009 12:32 PM WO Status To be Done WO Number 122310

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

Standard Job SE Reference Line Status T All Status
SEMI FMD Click to access basic Equipment Repair History RFR CVIP C3 Condition

Service / Repair Description
Semi Annual Inspection -

Assigned To
Accounting File Claim

Labor Parts

I/O	Sys	Assy	WA	Technician	Remarks	Supplier	PO#	Technician	Start Date	Reg Hrs
I	PM	PM	06							0.00

Document Currency \$ Canadian Display Currency Use Orig Save Cancel

Home Select WO's WD: 122310

FTM-LPT-WFAT01 Clean (adamh@pwtads.com)

Work Order Section

Each repair line must have the labour line completed before the repair line can be completed.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122310

File Edit WO Module Window Help

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - Recent WOs
 - WO: 122310
 - WO: 112673
 - WO: 122086
 - WO: 109701
 - WO: 121120
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work Order
 - Select My In-Process Work Order
 - Select My Work Orders
 - Select My Technician's Assigned
 - Select My Work Orders Requiring
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Indirect Labor
 - Preventive Maintenance
 - Standard Job
 - Search VMRS Codes
- Parts
- Equipment
- Warranty
- Fuel
- Admin

Work Order: 122310

Unit # 2818 Odometer KM's 45677 Repair Class Scheduled Facility 8030 Shop - FMC Primary RFR CVIP WO Date/Time 4/8/2009 12:32 PM WO Status To be Done WO Number 122310

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

Standard Job SE Reference Line Status T Alt Status RFR C3 Condition

SEMI FMD Click to access basic Equipment Repair History CVIP To be Done

Service / Repair Description

Semi Annual Inspection -

Assigned To

Accounting File Claim

Labor Parts

WO	Sys	Assy	WA	Technician	Remarks	Supplier	PO#	Technician	Start Date	Reg Hrs
+	PM	PM	06							0.00

There are two ways to add a labour line. One is usually already created with each repair line

Document Currency \$ Canadian Display Currency Use Orig Save Cancel

Home Select WOs WO: 122310

Work Order Section

To add a DVCR or other work, click on

- WO Module, then Utility , then Add Other Work, PM, or DVCR to WO

The screenshot displays the WebFA software interface for Work Order 122310. The title bar reads "WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122310". The main window shows the "WO Module" menu open, with the "Utility" option selected. The "Add Other Work, PM, or DVCR to WO" option is highlighted in the "Utility" submenu. The background shows the work order details for "Order: 122310", including fields for Odometer KM's (45677), Repair Class (Scheduled), Facility (8030 Shop - FMC), Primary RFR (CVIP), WO Date/Time (4/8/2009 12:32 PM), and WO Status (To be Done). The interface also includes a table for Technician Remarks, Supplier, PO#, Technician, Start Date, and Reg Hrs, and a bottom navigation bar with "Home", "Select WOs", and "WO: 122310".

Technician	Remarks	Supplier	PO#	Technician	Start Date	Reg Hrs
						0.00

Work Order Section

Adding Parts – Remember to make sure you have the right repair line selected

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122310

File Edit WO Module Window Help

WFA Explorer

Work Order

Parts

Parts

- Recent Parts
- Add Part
- Part Direct
- Select Parts
- Select National Parts
- Commodities
- Consumables
- Delete Unused Parts
- Part Replenishment
- Part Reports
- Parts Adjustment
- Parts Transfer
- Parts PO
- Supplier
- Customer
- Sale
 - Add Sale
 - Sale Direct
 - Select Sales
- Recent Sales
- Reports
- Search VMRS Codes

Equipment

Warranty

Fuel

Admin

Work Order: 122310

Unit # 2818 Odometer KM's 45677 Repair Class Scheduled Facility 83 Primary RFR CVIP WO Date/Time 4/8/2009 12:32 PM WO Status To be Done WO Number 122310

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

Standard Job SE Reference Line Status T Alt Status RFR C3 Condition

SEMI FMD To be Done CVIP

Service / Repair Description

Semi Annual Inspection -

Assigned To

Accounting File Claim

Labor Parts

I/O	Qty	Assy	C

Under the parts tab there are two icons you can click that will add a part

Add Delete

Document Currency \$ Canadian Display Currency Use Orig

Save Cancel

Home Select WOs WD: 122310

Work Order Section

Work Order – Info Tab please write a short description in the work order notes about the repairs needed

The screenshot displays the WebFA software interface for a Work Order. The window title is "WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122310". The main form is titled "Work Order: 122310" and contains the following fields:

Unit #	Odometer KM's	Repair Class	1 Facility	83 Primary RFR	C3 WO Date/Time	WO Status	T WO Number
2818	45677	Scheduled	8030 Shop - FMD	CVIP	4/8/2009 12:32 PM	To be Done	122310

Below the main form, there are several sections:

- Repair Class:** FMD - Diversified Transport
- Reason For Delay:** FMD Schedule 5 (Yellow B)
- Authorized By:** Toppin, Gillian
- Out of Service Date/Time:** 4/8/2009 12:32 PM
- Driver 1 Name:** (Empty)
- Driver 1 Number:** (Empty)
- Driver 2 Name:** (Empty)
- Driver 2 Number:** (Empty)
- In Service Date/Time:** (Empty)
- Closed Date/Time:** (Empty)
- Downtime:** 0.00

The **Work Order Notes** section contains the text: "CVIP, PMA, PMB and DVCR's".

At the bottom of the form, there are buttons for "Save" and "Cancel", and a "Document Currency" dropdown set to "\$ Canadian".

Work Order Section

Work Order – Summary Tab shows the overall summary of each work order. It shows the entire WO labour and parts while breaking it down by line.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122310

File Edit WO Module Window Help

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - Recent WOs
 - WO: 122310
 - WO: 112673
 - WO: 122086
 - WO: 109701
 - WO: 121120
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work Order
 - Select My In-Process Work Order
 - Select My Work Orders
 - Select My Technician's Assigned
 - Select My Work Orders Requiring
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Indirect Labor
 - Preventive Maintenance
 - Standard Job
 - Search VMRS Codes

Work Order: 122310

Unit # 2818 Odometer KM's 45677 Repair Class Scheduled Facility 8030 Shop - FMC Primary RFR CVIP WO Date/Time 4/8/2009 12:32 PM WO Status To be Done WO Number 122310

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

[C\$69.73] WO Details

- L1 [C\$0.00] Semi Annual Inspect
- [C\$0.00] Labor
- L2 [C\$0.00] - PREVENTATIVE MAINT
- [C\$0.00] Labor
- L3 [C\$0.00] Driver heater motor
- L4 [C\$0.00] Driver Dome light ve
- L5 [C\$0.00] Back door handle v
- L6 [C\$0.00] Preventative Mainte
- [C\$0.00] Labor
- L7 [C\$66.41] Oil and Filter Chan
- [C\$0.00] Labor
- [C\$66.41] Parts
- [C\$3.32] GST
- [C\$69.73] Grand Total

Labor

L#	Sys	Assy	WA	Technician	Cost	Claimed	Reimburs...	Credited	Net	T
1	P	PM	06		C\$0...	C\$0...	C\$0.00		C\$0.00	
2	P	PM	A		C\$0...	C\$0...	C\$0.00		C\$0.00	
6	P	PM	B		C\$0...	C\$0...	C\$0.00		C\$0.00	
7	P	PM	07		C\$0...	C\$0...	C\$0.00		C\$0.00	

Parts

L#	Part #	Site	Description	Sys	Assy	Comp	Qty	Cost	Claimed P
7	B7030	88...	M-FILTER ASEMBL...	04	011	001	1	C\$1...	C\$0...
7	15W40	88...	15W40 - Engine Oil	05	999	016	28	C\$4...	C\$0...

Document Currency \$ Canadian Display Currency Use Orig

Save Cancel

Home Select WOs WO: 122310

FTM-LPT-WFAT01 [adamh@pwtads.com]

Work Order Section

Work Order – Claim tab will summarize all Warranty claims on that work order.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

WFA Explorer

Work Order

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 920 Shop - FMD Primary RFR 11 WO Date/Time 4/1/2009 12:00 AM WO Status Closed WO Number 121181

Repair Summary Claims History Groups Attachments Notes Audit Trail

There is 1 record that matches the search criteria. Sorts: Claim # ASC, Filters: (None)

L#	Labor	Parts	Other Charges	Outside	Shipping/Tax/Misc	Total Claimed	Reimbursed
1	C\$15.00	C\$360.70	C\$0.00	C\$0.00	C\$0.00	C\$375.70	C\$0.00

Document Currency \$ Canadian Display Currency Use Orig

Home Select WOs WO: 121181

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com) VELOCHE WHEELS - Windows Internet Explorer

Work Order Section

Work Order History Tab – list of work orders

Once you fill in the filters that you need, click on search to bring the list up.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 920 Shop - FMD Primary RFR 11 WO Date/Time 4/1/2009 12:00 AM WO Status Closed WO Number 121181

Repair Info Summary Class **History** Groups Attachments Notes Audit Trail

WO History WO Details Future PMS Completed PMS Indirect Labor Claims Meters Transfers Payments

Date (From - To) Labor / Part A I/O Sys Assy WA

Failure Code RFR Repair Facility Prob Descr / Tech Remarks (partial)

Supplier Standard Job Part Number WO Status

Search

There are 22 records that match the search criteria, 1 to 22 are shown. Sorts: WO Date DESC, Filters: (None)

WO Number	WO Status	WO Date	RFR	Facility	Problem ...	Classification	Primary	\$ Cost
121181	Closed	4/1/2009	Routine	920 Shop - ...			45783	C\$736.30
118477	Closed	3/11/2009	Road Ca...	Mobile Main...			45672	C\$180.00
117048	Closed	3/1/2009	Driver's...	Mobile Main...			44988	C\$120.00
117037	Closed	3/1/2009	Routine	8030 Shop - ...			44425	C\$880.00
115944	Closed	2/21/2009	Driver's...	Mobile Main...			44425	C\$120.00
115642	Closed	2/19/2009	Driver's...	8030 Shop - ...			44988	C\$2,901...
110342	Closed	1/17/2009	Driver's...	920 Shop - ...			41452	C\$58.79
110344	Closed	1/12/2009	Routine	8030 Shop - ...			41398	C\$2,093...
110003	Closed	1/8/2009	Routine	Mobile Main...			1	C\$527.94
108881	Closed	1/2/2009	Driver's...	Mobile Main...			41398	C\$60.00
108382	Closed	12/29/2008	Driver's...	Mobile Main...			41398	C\$503.85
104334	Closed	11/26/2008	Inspectio...	Mobile Main...			43534	C\$190.26
103941	Closed	11/24/2008	Routine	Mobile Main...			40248	C\$113.40
101590	Closed	11/5/2008	Routine	460 Shop - ...			39120	C\$30.12
100115	Void	10/25/2008	Preventi...	8030 Shop - ...			38239	C\$0.00

Document Currency \$ Canadian Display Currency Use Orig Save Cancel

Home Select WOs WO: 121181

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Work Order Section

Work Order WO Details – Shows each repair line description for each work order

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

WFA Explorer

- Work Order
 - Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - Recent WOs
 - WO: 121181
 - WO: 121875
 - WO: 122016
 - WO: 122310
 - WO: 112673
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work
 - Select My Work Orders
 - Select My Technician's Assignments
 - Select My Work Orders Requiring Attention
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Indirect Labor
 - Preventive Maintenance
 - Standard Job
 - Search VMRS Codes

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 920 Shop - FMD Primary RFR 80 WO Date/Time 4/1/2009 12:00 AM WO Status Closed WO Number 121181

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

WO Notes WO Details Future PMs Completed PMs Indirect Labor Claims Meters Transfers Payments

Date (From - To) Labor / Part A I/O Sys Assy WA

Problem Type Classification Failure Code RFR Repair Facility Prob Descr / Tech Remarks (partial)

Supplier Standard Job Part Number WO Status

Search

There are 45 records that match the search criteria, 1 to 45 are shown. Sorts: WO Date DESC, Filters: (None)

WO Number	WO Status	WO Date	RFR	Problem Type	Facility	Classification	Primary
121181	Closed	4/1/2009	Routine		920 Shop - ...	45783	Exh
121181	Closed	4/1/2009	Routine		920 Shop - ...	45783	Cle:
121181	Closed	4/1/2009	Preventive Ma...		920 Shop - ...	45783	(Pr
121181	Closed	4/1/2009	CVIP		920 Shop - ...	45783	Sen
121181	Closed	4/1/2009	PMA		920 Shop - ...	45783	- PI
118477	Closed	3/11/2009	Road Call Cus...		Mobile Main...	45672	Roa
118477	Closed	3/11/2009	Routine		Mobile Main...	45672	Exh
117037	Closed	3/1/2009	Routine		8030 Shop - ...	44425	Tow
117048	Closed	3/1/2009	Driver's Report		Mobile Main...	44988	No
115944	Closed	2/21/2009	Driver's Report		Mobile Main...	44425	Sen
115642	Closed	2/19/2009	Driver's Report		8030 Shop - ...	44988	(Po
115642	Closed	2/19/2009	Routine		8030 Shop - ...	44988	Exh
115642	Closed	2/19/2009	Driver's Report		8030 Shop - ...	44988	Cle:
115642	Closed	2/19/2009	Routine		8030 Shop - ...	44988	Gla:
115642	Closed	2/19/2009	Routine		8030 Shop - ...	44988	Mirr

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Save Cancel

Home Select WOs WO: 121181

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Work Order Section

Work Order Future PM's – list of PM's showing the next due date

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - Recent WOs
 - WO: 121181
 - WO: 121875
 - WO: 122016
 - WO: 122310
 - WO: 112673
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work
 - Select My In-Process Work
 - Select My Work Orders
 - Select My Technician's Assignments
 - Select My Work Orders Requiring Parts
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Indirect Labor
 - Preventive Maintenance
 - Standard Job
 - Search VMRS Codes
- Parts
- Equipment
- Warranty
- Fuel
- Admin

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 920 Shop - FMD Primary RFR 11 WO Date/Time 4/1/2009 12:00 AM WO Status Closed WO Number 121181

Repair Info Summary Claims **History** Groups Attachments Notes Audit Trail

WO History
 WO Details
 Future PM's
 Completed PM's
 Indirect Labor
 Claims
 Meters
 Transfers
 Payments

Date Time (From - To) Standard Job

This view shows repairs where the RFR = '08' (PM)
Other history is shown in WO Details History

Search

There are 8 records that match the search criteria, 1 to 8 are shown. Sorts: Due Date ASC, Filters: (None)

Standard Job	Description	Schedule	Last Date	Last Primary	Meter Type	Last Secondary	Last
G-09501	Heater Blower Motor	Heater Blower Motor	6/1/2007	0	Odometer K...		
G-08506	Battery Interconnect...	Battery Interconnect...	6/1/2007	0	Odometer K...		
PMA	PM-A Service	FMD Yellow Service	4/1/2009	45783	Odometer K...		Prud'H
PMB	PMB - Service	FMD Yellow Service	10/24/2...	0	Odometer K...		
SB WINTER	Winterization All Schu...	School Bus Winteriz...	5/31/2008	38196	Odometer K...		Kuntuk
SEMI FMD 2	Semi Inspection FMD 2	PMSEMI 2	10/6/2008	38196	Odometer K...		Prime,
SEMI FMD 1	Semi Inspection FMD 1	PMSEMI 1	4/7/2009	45783	Odometer K...		Prud'H
FMD 109	109 Yellow Bus Trans...	Trany Service Yello...	6/1/2007	0	Odometer K...		

Document Currency \$ Canadian Display Currency Use Orig

Home Select WOs WO: 121181 Save Cancel

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Work Order Section

Work Order Complete PM's – Lists out completed PM's

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 920 Shop - FMD Primary RFR 11 WO Date/Time 4/1/2009 12:00 AM WO Status Closed WO Number 121181

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

WO History WO Details Future PMs Completed PMs Indirect Labor Claims Meters Transfers Payments

Date Time (From - To) Standard Job Facility This view shows repairs where the RFR = '08' Other history is shown in WO Details History Search

There are 4 records that match the search criteria, 1 to 4 are shown. Sorts: Completed Date DESC, Filters: (None)

Standard Job	Description	Schedule	Due Date	Completed D...	WO Num...	Facility	Re
SEMI FMD 2	Semi Annual Inspection - Please ad...	PMSEMI 2	10/6/2008	10/26/2008	100071	8030 Shop - ...	Cld
FMD 107	FMD 107 Service	FMD 107 =...	10/25/2008	10/26/2008	100071	8030 Shop - ...	Cld
SB WINTER	Winterize inspection as per checklist	School Bus...	5/31/2008	10/26/2008	100071	8030 Shop - ...	Cld
FMD 107	FMD 107 Service			7/22/2008	89792	8030 Shop - ...	Cld

Document Currency \$ Canadian Display Currency Use Orig Save Cancel

Home Select WOs WO: 121181

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Work Order Section

Work Order Indirect Labour – Shows indirect labour that is attached to this unit. Most indirect labour is not applied to a unit

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

WFA Explorer

- Work Order
- Parts
- Recent Parts
 - Add Part
 - Part Direct
 - Select Parts
 - Select National Parts
- Commodities
- Consumables
 - Delete Unused Parts
 - Part Replenishment
- Part Reports
- Parts Adjustment
- Parts Transfer
- Parts PO
- Supplier
- Customer
- Sale
 - Add Sale
 - Sale Direct
 - Select Sales
 - Recent Sales
 - Reports
 - Search VMRS Codes

Equipment

- warranty
- Fuel
- Admin

Work Order: 121181

Unit #: 2382 Odometer KM's: 45783 Repair Class: Scheduled Facility: 920 Shop - FMD Primary RFR: 80 Routine WO Date/Time: 4/1/2009 12:00 AM WO Status: Closed WO Number: 121181

Repair Info Summary Claims **History** Groups Attachments Notes Audit Trail

WO History WO Details Future PMs Completed PMs **Indirect Labor** Claims Meters Transfers Payments

Date Time (From - To)

Search

Could not find any results that match the search criteria Sorts: Date / Time Start DESC, Filters: (None)

Date / Time Start	Facility	Technician	Indirect Labor Code

Document Currency: \$ Canadian Display Currency: Use Orig

Home Select WOs WD: 121181 Save Cancel

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Work Order Section

Work Order Claims – Shows all up to date warranty claims for this unit.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

WFA Explorer

Work Order

Parts

- Parts
 - Recent Parts
 - Add Part
 - Part Direct
 - Select Parts
 - Select National Parts
 - Commodities
 - Consumables
 - Delete Unused Parts
 - Part Replenishment
 - Part Reports
 - Parts Adjustment
 - Parts Transfer
 - Parts PO
 - Supplier
 - Customer
 - Sale
 - Add Sale
 - Sale Direct
 - Select Sales
 - Recent Sales
 - Reports
 - Search VMRS Codes
- Equipment
- Warranty
- Fuel
- Admin

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 920 Shop - FMD PrimaryRFR Routine WO Date/Time 4/1/2009 12:00 AM WO Status Closed WO Number 121181

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

WO History WO Details Future PMs Completed PMs Indirect Labor **Claims** Meters Transfers Payments

Claim Type Manufacturer Agreement Claim Status Supplier

Claim Date (From - To) Close Date (From - To)

Search

There are 7 records that match the search criteria, 1 to 7 are shown. Sorts: Claim Date DESC, Filters: (None)

Claim Nu...	Claim Date	WO Num...	Line	Status	Type	Parts \$	Labor \$	Outside \$	Other Ch\$	Manufacturer
17284	4/3/2009	121181	1	Open	Warranty A...	C\$36...	C\$15.00	C\$0.00	C\$0.00	INTERNATIONAL...
16507	3/13/2009	118477	2	Open	Warranty A...	C\$0.00	C\$15.00	C\$0.00	C\$0.00	INTERNATIONAL...
16210	3/2/2009	115642	2	Void	Warranty A...	C\$0.00	C\$0.00	C\$0.00	C\$0.00	INTERNATIONAL...
15464	2/4/2009	110003	1	Void	Warranty A...	C\$13...	C\$15.00	C\$0.00	C\$0.00	INTERNATIONAL...
14771	1/17/2009	110344	3	Void	Warranty A...	C\$34...	C\$15.00	C\$0.00	C\$0.00	INTERNATIONAL...
14232	12/31/2008	108382	1	Open	Policy Warr...	C\$32...	C\$18...	C\$0.00	C\$0.00	INTERNATIONAL...
9737	5/2/2008	80427	1	Open	Warranty A...	C\$13...	C\$0.63	C\$0.00	C\$0.00	INTERNATIONAL...

Document Currency \$ Canadian Display Currency Use Orig

Save Cancel

Home Select WOs WO: 121181

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Work Order Section

Work Order Meters – Shows all the meter readings that have been entered in the system

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

WFA Explorer

Work Order

Parts

- Parts
 - Recent Parts
 - Add Part
 - Part Direct
 - Select Parts
 - Select National Parts
 - Commodities
 - Consumables
 - Delete Unused Parts
 - Part Replenishment
 - Part Reports
 - Parts Adjustment
 - Parts Transfer
 - Parts PO
 - Supplier
 - Customer
 - Sale
 - Add Sale
 - Sale Direct
 - Select Sales
 - Recent Sales
 - Reports
 - Search VMRS Codes
- Equipment
- Warranty
- Fuel
- Admin

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 920 Shop - FMD PrimaryRFR 80 Routine WO Date/Time 4/1/2009 12:00 AM WO Status Closed WO Number 121181

Repair Info Summary Claims **History** Groups Attachments Notes Audit Trail

WO History WO Details Future PMs Completed PMs Indirect Labor Claims **Meters** Transfers Payments

Date (From - To)

There are 24 records that match the search criteria, 1 to 24 are shown. Sorts: Date DESC, Filters: (None)

Date	Primary Meter Type	Reading (Primary)	LTD (Primary)	Valid (Primary)	Ref Doc Type	Ref Doc Number
4/1/2009	Odometer KM's	45783	45783	Yes	Work Order	121181
4/1/2009	Odometer KM's	45783	45783	Yes	Driver Report	T177000
3/11/2009	Odometer KM's	45672	45672	Yes	Work Order	118477
3/1/2009	Odometer KM's	44988	44988	Yes	Work Order	117048
3/1/2009	Odometer KM's	44425	44425	Yes	Work Order	117037
2/21/2009	Odometer KM's	44425	44425	Yes	Work Order	115944
2/19/2009	Odometer KM's	44988	44988	No	Work Order	115642
1/17/2009	Odometer KM's	41452	41452	Yes	Work Order	110342
1/12/2009	Odometer KM's	41398	41398	Yes	Work Order	110344
1/8/2009	Odometer KM's	1	1	No	Work Order	110003
1/2/2009	Odometer KM's	41398	41398	Yes	Work Order	108881
12/29/2008	Odometer KM's	41398	41398	Yes	Work Order	108382
12/6/2008	Odometer KM's	1	1	No	Driver Report	176997
11/26/2008	Odometer KM's	43534	43534	No	Work Order	104334
11/24/2008	Odometer KM's	40248	40248	Yes	Work Order	103941
11/5/2008	Odometer KM's	39120	39120	Yes	Work Order	101590
10/24/2008	Odometer KM's	38196	38196	Yes	Work Order	100071
7/24/2008	Odometer KM's	1	1	No	Work Order	90089
7/21/2008	Odometer KM's	1	1	No	Work Order	89759
7/21/2008	Odometer KM's	28568	28568	Yes	Work Order	89792

Document Currency \$ Canadian Display Currency Use Orig

Save Cancel

Home Select WOs WO: 121181

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Work Order Section

Work Order Transfers – This will show if the unit has been transfer for a different company or fleet.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 121181

File Edit WO Module Window Help

WFA Explorer

- Work Order
- Parts
- Equipment
 - Add Equipment
 - Equipment Direct
 - Select Equipment (equip)
 - Select Equipment without PM A
 - Recent Equipment
 - View Surplus Equipment
 - Equipment Reports
 - Estimated Equipment Cost
 - Unit # Not Posted
 - Configure Equipment Costs
 - LCC Reports
 - Change Equipment Number
 - Change Equipment Type
 - Change Meter Type
 - Swap Meter Types
 - Meter Readings
 - Assign Cost Groups
- warranty
- Fuel
- Admin

Work Order: 121181

Unit # 2382 Odometer KM's 45783 Repair Class Scheduled Facility 1 920 Shop - FMD Primary RFR 80 Routine WO Date/Time 11 4/1/2009 12:00 AM WO Status Closed WO Number C 121181

Repair Info Summary Claims **History** Groups Attachments Notes Audit Trail

WO History WO Details Future PMs Completed PMs Indirect Labor Claims Meters **Transfers** Payments

Date: []

There is 1 record that matches the search criteria. Sorts: Date DESC, Filters: (None)

Date	Old Company	Old Fleet	New Company	New Fleet	Status	User	Remark
12/13/2007	FMD - Diver...	FMD Main	FMD - Diversif...	FMD Sched...	Completed		Successful

Document Currency \$ Canadian Display Currency Use Orig

Home Select WOs WD: 121181 Save Cancel

FTM-LPT-WFAT01 QBE Searching... (adamh@pwtads.com)

Outside PO's

Work Order Section

Work Order / Outside Service – You would create the Work Order the same way as in-house WO. Make sure the PO is given to supplier before work is done.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122464

File Edit WO Module Window Help

WFA Explorer

Work Order

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work Ord
 - Select My In-Process Work Ord
 - Select My Work Orders
 - Select My Technician's Assigned
 - Select My Work Orders Requiring
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Indirect Labor
 - Preventive Maintenance
 - Standard Job
 - Search VMRS Codes
- Parts
- Equipment
- Warranty
- Fuel
- Admin

Unit # 2525 Hub KM 3349 Facility 920 Shop - FMD Primary RFR Routine WO Date/Time 4/9/2009 1:16 PM WO Status To be Done WO Number 122464

Repair Info Summary Claims History Groups Attachments Notes Audit Trail

Standard Job 03TOWING Reference Line Status To be Done Alt Status RFR Routine Condition

Service / Repair Description
Towing from superstest to 920. Called by Cyril Goodyear

Assigned To

1/1

Inside must be changed to outside. The sys>assy>wa codes must be correctly selected. The correct supplier must be added.

After supplier is added click generate PO to get PO number

Make sure to pick correct std job

I/O	Sys	Assy	WA	Supplier	1771
Outside	Towing	Towing For Accid	Towing	ROBBY'S TOWING	

Generate PO

Technician Remarks

Std Time Technician Start Date/Time Operation Codes

0.00 Flat Rate

Reg Hrs	OT Hrs	Reg. Rate	OT Rate	Total	Credited	Net Total
0.00	0.00	C\$0.00	C\$0.00	C\$0.00	C\$0.00	C\$0.00

Document Currency \$ Canadian Display Currency Use Orig

Home W0: 122464 Select WOs

Save Cancel

FTM-LPT-WFAT01 Validated (adamh@pwtads.com)

Work Order Section

Work Order / Outside Service – Fill in the Tech remarks / check off the Flat Rate for towing, enter in the cost of the towing if known. This is the final step until invoice is received.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Work Order: 122464

Work Order: 122464

Unit #: 2525 Hub KM: 334957 Repair Class: Emergency Facility: 920 Shop - FMD Primary RFR: 11 WO Date/Time: 4/9/2009 1:16 PM WO Status: In Process - WO Number: 122464

Repair: Info Summary Claims History Groups Attachments Notes Audit Trail

Standard Job: 03T Reference: Line Status: In process Alt Status: RFR: Routine Condition: 11

03TOWING

Service / Repair Description: Towing from supertest to 920. Called by Cyril Goodyear

Assigned To:

I/O	Sys	Assy	WA	Technician	Supplier	PO#	Technician	Start Date	Reg hrs	Chrg	Std	Warranty	Chronic
O	005	002	20	called tow truck to pick...	1771	87141	ADAM H	4/9/2009	0.00	0.00	0.00	NO	NO
Outside	Towing	005	002	Towing For Accid	ROBBY'S TOWING	87141							

Technician Remarks: called tow truck to pick up unit at supertest and bring to 920 at 1:25 pm

Std Time: 0.00 Technician: ADAM H Start Date/Time: 4/9/2009 Flat Rate

Regular Total	Total	Credited	Net Total
C\$1.00	C\$1.00	C\$0.00	C\$1.00

Document Currency: \$ Canadian Display Currency: Use Orig

Save Cancel

Home WD: 122464 Select WDs

FTM-LPT-WFAT01 Validated (adamh@pwtads.com)

PO number is now available. To go to the PO click on the blue words PO

Fill in your name as technician. Click the clock to put in today's date. Make sure flat rate is selected. If you do not know the exact total put in 1 dollar until invoice is received.

Work Order Section

Work Order / Outside Service PO – When invoice is received. Open PO and fill out all applicable fields shown here.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Outside Purchase Order: 87141

File Edit Outside PO Module Window Help

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work Order
 - Select My In-Process Work Order
 - Select My Work Orders
 - Select My Technician's Assigned
 - Select My Work Orders Requiring
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Indirect Labor
 - Preventive Maintenance
 - Standard Job
 - Search VMRS Codes
- Parts
- Equipment
- Warranty
- Fuel
- Admin

Outside Purchase Order: 87141

PO Number	WO Number	PO Date	Supplier	1771 State	AB	PO Type	PO Status	P
87141	122464	4/9/2009	ROBBY'S TOWING	Alberta		Outside Repair	Pending	

Main Repair Groups Attachments Notes Audit Trail

Contact Name	Phone	Fax	Shipping	Expensed	AppORTioned	Total
Kyle Reid	(780) 742-9941 Ext:	() - Ext:	C\$0.00	C\$0.00	C\$0.00	C\$0.00
E-mail			Taxes 0.00 %	C\$0.00 0.00 %	C\$0.00	C\$0.00
			Misc 0.00 %	C\$0.00 0.00 %	C\$0.00	C\$0.00
Remark Towing from supertest to 920. Called by Cyril Goodyear						Total Labor C\$1.00
						Total Parts C\$0.00
PO Total						C\$1.00

Ship Via	Payment Method	H Place Method	V Invoice Number	Payment Terms	N30	Payment Due
Vendor	Charge	Verbal	test000	Net 30 days		

Written by	PO Date	Authorization	Due Date	Completed Date	Closed Date
Habkirk, Adam	4/9/2009	GS	4/9/2009		

1st Approval by	1st Approval Date/Time	1st Approval Status	Remark
2nd Approval by	2nd Approval Date/Time	2nd Approval Status	

Reference / Batch

Document Currency \$ Canadian Display Currency Use Orig

Save Cancel

Home | WO: 122464 | Select WOs | OPD: 87141

FTM-LPT-WFAT01 Validated (adamh@pwtads.com)

Work Order Section

Work Order / Outside Service PO – Repair tab is the same as a WO.
Please double check the labour and parts tab to make sure everything is charged out.

WebFA (adamh@pwtads.com) 3.5.83.0 -- Outside Purchase Order: 87141

File Edit Outside PO Module Window Help

WFA Explorer

- Work Order
 - Add WO
 - WO Direct
 - Quick Part
 - Select WOs
 - (ALL DOWN BUSES)
 - (all in process)
 - (in process work)
 - (open WO)
 - (WFA IAN)
 - Recent WOs
 - Select WOs By Status
 - Reports
 - WO Scheduling
 - Select My To-Be-Done Work Order
 - Select My In-Process Work Order
 - Select My Work Orders
 - Select My Technician's Assigned
 - Select My Work Orders Requiring
 - Select WO Details
 - Outside Repair PO
 - DVCR / Other Work Needed
 - Indirect Labor
 - Preventive Maintenance
 - Standard Job
 - Search VMRS Codes

Outside Purchase Order: 87141

PO Number: 87141 WO Number: 122464 PO Date: 4/9/2009 Supplier: ROBBY'S TOWING 1771 State: Alberta AB PO Type: Outside Repair PO Status: Pending

Main **Repair** Groups Attachments Notes Audit Trail

1 Standard Job 03T Reference Line Status RFR
03TOWING In process Down Routine

Service / Repair Description
Towing from supertest to 920. Called by Cyril Goodyear

Labor Parts

Sys	Assy	WA	Technician	Remarks	Technician	Start D...	Reg	Std	Warranty	Chronic
+ 005	002	20		called tow truck to pick up unit at supe...	ADAM H	4/9/2...	0	0	NO	No

Add Labor Delete Labor

Document Currency: \$ Canadian Display Currency: Use Orig

Home W/O: 122464 Select W/Os OPD: 87141 Save Cancel

FTM-LPT-WFAT01 Validated (adamh@pwtads.com)

Work Order Section

Work Order / Outside Service PO – PO will need to be approved like the parts PO. Click on Outside PO Module then click on Process PO

WebFA (adamh@pwtads.com) 3.5.83.0 -- Outside Purchase Order: 87141

File Edit Outside PO Module Window Help

Open WO

Process PO

Complete PO

Mark PO as Ready to Close

Close PO

Unclose PO

Void PO

Add Part

Delete Part

Add Labor

Delete Labor

Add Group

Delete Group

Print PO

Update Supplier

Outside Purchase Order: 87141

WO Number	PO Date	Supplier	1771	State	AB	PO Type	PO Status	P
122464	4/9/2009	ROBBY'S TOWING		Alberta		Outside Repair	Pending	

Repair Groups Attachments Notes Audit Trail

Standard Job 03T Reference Line Status RFR 11

TOWING In process Down Routine

Service / Repair Description

...owing from supertest to 920. Called by Cyril Goodyear

Sys	Assy	WA	Technician Remarks	Technician	Start D...	Reg	Std	Warranty	Chronic
005	002	20	called tow truck to pick up unit at supe...	ADAM H	4/9/2...	0	0	NO	No

Add Labor Delete Labor

Document Currency \$ Canadian Display Currency Use Orig

Home WD: 122464 Select WDs OPD: 87141 Save Cancel

FTM-LPT-WFAT01 (adamh@pwtads.com)

Work Order Section

Work Order / Outside Service PO – Follow the steps to approve the PO

12/11/2007 | SHAW GMC | Shaw GMC Truck - STL | Alberta | Outside Reps | Pending

Process Outside PurchaseOrder

PO Number	WO Number	Unit #	Supplier
49556	66488	01-002	SHAW GMC TRUCK

Step 1: Submit for Approval
 Submit Purchase Order for Approval

Step 2: Print PO
 Print PO?

Step 3: PO Approval

Summary
Supplier: (1) Shaw GMC Truck - STL
Parts: 0.00 Labor: 55.00 Other Charges: 0.00 Total: 55.00
Comments:
Description: Towing

Approve / Decline PO (First Approval)

Approve Decline
Remark: test

[Click for a list of people who can approve this PO](#)

Step 4: Place Order
 Place order with Supplier

How do you want to place the order?

Description	Code
Print	P
Verbal	V

Buttons: Load PO, Process, Cancel

Once the PO is Approved it will stay in the open status unit, you go back into the PO and close it. This must be done before the WO can be closed.

The End

Table of Contents

VMRS

Vehicle Maintenance Reporting Standards

VEHICLE MAINTENANCE REPORTING STANDARDS

VMRS

VMRS is a Universal Coding Language for Tracking Maintenance Costs

Benefits:

- Easy to use
- Designed to be used at shop level
- Allows managers to understand what the technician has accomplished

- **VMRS Codes Labor**

- All labor is given an 8 digit code which is broken down into:

- **SYSTEM – ASSEMBLY – WORK ACCOMPLISHED**

- System (3 digits) i.e. – 042 – Cooling System

- Assembly (3 digits) i.e. – 002 - Radiator

- WA (2 digits) i.e. – 03 – Replace New
OR

- System Code 013 Brakes

- Assembly Code 001 Front Brakes

- WA Code 06 Inspect

■ VMRS Codes Parts

- All parts are given a 9 digit code which is broken down into:

- System (3 digits) i.e. – 042 - Cooling System
- Assembly (3 digits) i.e. - 002 - Radiator
- Component (3 digits) i.e. - 044 - Cap – Surge Tank

OR

- System Code = 013 - Brakes
- Assembly Code = 001 - Front Brakes
- Component Code = 014 - Shoe – Front Brake

Work Order Codes

Repair Class Codes:

Code 1 - Scheduled - i.e. Services or Semi Annual Inspection

Code 2 – Non Scheduled - i.e. DVCR's & Routine Maintenance

Code 3 – Emergency - i.e. Road Calls

Primary Reason for Repair Codes (RFR):

I.E. - "What caused the unit to come into the shop for repair"

Code 11 - Routine

Code 10 - Road Call – Customer Affected

Code 01 - Road Call – Customer Not Affected Etc.

- **Part Failure Codes:**

Allows a technician to report why a part has failed.

- I.E. Code 18 – Leaking

- Code 37 – Seized

-

- **Indirect Labor Codes:**

- Labor that is not charged to a specific piece of equipment is entered under Indirect Labor

- I.E. Code 55 Physical / Drug Testing

- Code 37 Training / Meetings

-

VMRS SYSTEM CODES

CAB, CLIMATE CONTROL &
INSTRUMENTATION

Electrical

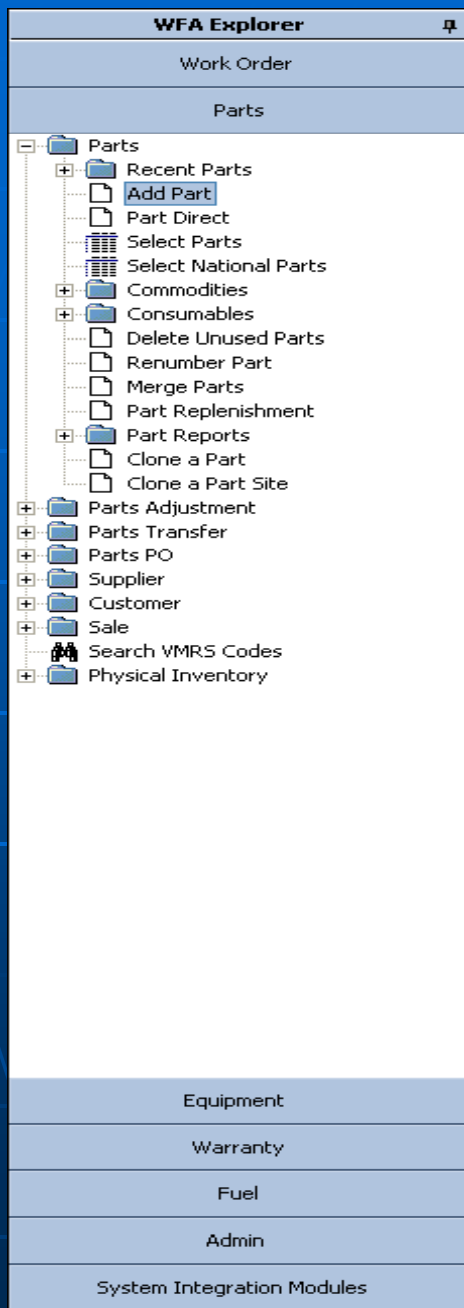
001	Heating & Ventilation System	031	Charging System
002	Cab & Sheet Metal	032	Cranking System
003	Instruments, Gauges, Warning & Shutdown Devices	033	Ignition system
		034	Lighting System

The End

Table of Contents

Parts

Adding Parts



Adding Part
Under the parts tab
Add part

Step 1, enter the new part number and the inventory site which the part is going to be

Add Part

Step 1: Identify the Part

Part Number: TEST Inventory Site: PWT Corporate 1100

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: Copy Inventory Site: Copy

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description: Testing

Step 4: Enter Part Information

Part Status: Inventory Main Bin: Unknown NOB: Main Sub-Bin: Serialized: No N:

Step 5: Enter the VMRS Classification of the Part

Sys: 002 Assy: 020 Comp: 044

Cab & Sheet Me Side Door Mech Ball Stud - Door

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand	Avg Cost	Last PO Cost	Document Currency	CAD
1	10.00	10.00	\$ Canadian	

Step 7: Part Criticality (Optional)

Part Criticality:

Step 8: Group Parts (Optional)

Group: Parameter:

Step 9: Add Supplier Links

Supplier	Name	Primary
1		Yes

Supplier: SHAW GMC TRUC Primary: Y

SHAW GMC TRUCK Yes

Add Delete

Step 2, If there is a part already in the system that you would like to copy the information from enter the part number.
Also if you know the site you want to copy it from

Add Part

Step 1: Identify the Part

Part Number: TEST Inventory Site: PWT Corporate (1100)

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: Copy Inventory Site:

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description: Testing

Step 4: Enter Part Information

Part Status: Inventory Main Bin: Unknown NOB Main Sub-Bin: Serialized: No N:

Step 5: Enter the VMRS Classification of the Part

Sys: Cab & Sheet Me (002) Assy: Side Door Mech (020) Comp: Ball Stud - Door (044)

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand: 1 Avg Cost: 10.00 Last PO Cost: 10.00 Document Currency: \$ Canadian (CAD)

Step 7: Part Criticality (Optional)

Part Criticality:

Step 8: Group Parts (Optional)

Group: Parameter:

Step 9: Add Supplier Links

Supplier	Name	Primary
1		Yes
Supplier SHAW GMC TRUC	SHAW GMC TRUCK	Primary: Y
	<input type="text"/> <input type="button" value="🔍"/>	Yes <input type="text"/>

Step 3, Enter in the description of the part using the VMRS coding description

Add Part

Step 1: Identify the Part

Part Number: TEST Inventory Site: PWT Corporate (1100)

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: Copy Inventory Site: Copy

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description: Testing

Step 4: Enter Part Information

Part Status: Inventory Main Bin: Unknown NOB Main Sub-Bin: Serialized: No

Step 5: Enter the VMRS Classification of the Part

Sys: Cab & Sheet Me (002) Assy: Side Door Mech (020) Comp: 044

Select the VMRS Assembly Code within selected System Code
Contents: Side Door Mechanism

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand: 1 Avg Cost: 10.00 Last PO Cost: 10.00 Document Currency: \$ Canadian (CAD)

Step 7: Part Criticality (Optional)

Part Criticality:

Step 8: Group Parts (Optional)

Group: Parameter:

Step 9: Add Supplier Links

Supplier	Name	Primary
1		Yes
SHAW GMC TRUCK		Yes

Supplier: SHAW GMC TRUCK Primary: Yes

“Part status” can be selected from the drop down menu. The 2 most common being “Inventory and Consumable. It must be determined if the part is to be serialized or not as this cannot be changed later. If part is going to be stocked and has a bin, please ensure to put in a bin location, do not leave as unknown.

Add Part

Step 1: Identify the Part

Part Number: TEST
Inventory Site: PWT Corporate (1100)

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand	Avg Cost	Last PO Cost	Document Currency
1	10.00	10.00	CAD (\$ Canadian)

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: Copy Inventory Site: Copy

Copy Part Manufacturers Copy Part Suppliers

Step 7: Part Criticality (Optional)

Part Criticality:

Step 3: Describe the Part

Description: Testing

Step 8: Group Parts (Optional)

Group: Parameter:

Step 4: Enter Part Information

Part Status: Inventory | Main Bin: Unknown | NOB Main Sub-Bin: | Serialized: No

Step 9: Add Supplier Links

	Name	Primary

Step 5: Enter the VMRS Classification of the Part

Sys: Cab & Sheet Me (002) | Assy: Side Door Mech (020) | Comp: Ball Stud - Door (044)

Enter a short Description of the Part
Contents: Testing

Add Delete

In step 5, Fill out “Sys” “Assy” and “Comp” fields by selecting the appropriate codes from the drop down menus

Add Part

Step 1: Identify the Part

Part Number: TEST Inventory Site: PWT Corporate (1100)

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: Copy Inventory Site: Copy

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description: Testing

Step 4: Enter Part Information

Part Status: Inventory Main Bin: Unknown NOB Main Sub-Bin: Serialized: No

Step 5: Enter the VMRS Classification of the Part

Sys: Cab & Sheet Me (002) Assy: Side Door Mech (020) Comp: Ball Stud - Door (044)

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand: 1 Avg Cost: 10.00 Last PO Cost: 10.00 Document Currency: \$ Canadian (CAD)

Step 7: Part Criticality (Optional)

Part Criticality:

Step 8: Group Parts (Optional)

Group: Parameter:

Step 9: Add Supplier Links

Supplier	Name	Primary

Add Delete

In step 6, enter "Last PO cost" as shown in the example below if known

Add Part

Step 1: Identify the Part

Part Number Inventory Site 1100

Step 2: Copy from an Existing Part (Optional)

Copy Part Number Copy Inventory Site

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description

Step 4: Enter Part Information

Part Status Main Bin NOB Main Sub-Bin Serialized N

Step 5: Enter the VMRS Classification of the Part

Sys Assy Comp

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand Avg Cost Last PO Cost Document Currency CAD

Step 7: Part Criticality (Optional)

Part Criticality

Step 8: Group Parts (Optional)

Group Parameter

Step 9: Add Supplier Links

Supplier	Name	Primary

Step 7, is where you can flag the part as Critical or Not critical or leave blank

Add Part

Step 1: Identify the Part

Part Number: TEST Inventory Site: PWT Corporate 1100

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: Copy Inventory Site: Copy

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description: Testing

Step 4: Enter Part Information

Part Status: Inventory Main Bin: Unknown Main Sub-Bin: Serialized: No

Step 5: Enter the VMRS Classification of the Part

Sys: Cab & Sheet Me 002 Assy: Side Door Mech 020 Comp: Ball Stud - Door 044

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand	Avg Cost	Last PO Cost	Document Currency
1	10.00	10.00	\$ Canadian

Step 7: Part Criticality (Optional)

Part Criticality:

Description	Code
Critical	C
Not Critical	N

Step 8: Add Supplier Links

Supplier	Name	Primary

Add Delete

Step 8, You can group the part from the drop down list

Add Part

Step 1: Identify the Part

Part Number: TEST Inventory Site: PWT Corporate 1100

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: Copy Inventory Site: Copy

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description: Testing

Step 4: Enter Part Information

Part Status: Inventory Main Bin: Unknown NOB Main Sub-Bin: Serialized: No N

Step 5: Enter the VMRS Classification of the Part

Sys: Cab & Sheet Me 002 Assy: Side Door Mech 020 Comp: Ball Stud - Door 044

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand	Avg Cost	Last PO Cost	Document Currency	CAD
1	10.00	10.00	\$ Canadian	

Step 7: Part Criticality (Optional)

Part Criticality:

Step 8: Group Parts (Optional)

Group: Parameter:

Description	Code	Primary
24-340	24-340	
Coach Body	0193	Primary
Obsolete	002	Yes
Obsolete-Remove	003	
Oil & Antifreeze	001	
Parts - Demo	01	
Parts - DTL Edmonton	03	
Parts - PBL Red Deer	09	
Parts - STL Calgary	06	
Rebuild Part	RBD	
TOR Parts	04	

Admin Add

Add Delete

Step 9, enter the Supplier information and select “primary” option as “Yes”... If supplier code is not known, click on binoculars to search. You can also add more than 1 supplier . After that click “Save and Open Part”

Add Part

Step 1: Identify the Part

Part Number: TEST Inventory Site: PWT Corporate (1100)

Step 2: Copy from an Existing Part (Optional)

Copy Part Number: [] Copy Inventory Site: [] Copy

Copy Part Manufacturers Copy Part Suppliers

Step 3: Describe the Part

Description: Testing

Step 4: Enter Part Information

Part Status: Inventory Main Bin: Unknown NOB Main Sub-Bin: [] Serialized: No

Step 5: Enter the VMRS Classification of the Part

Sys: Cab & Sheet Me (002) Assy: Side Door Mech (020) Comp: Ball Stud - Door (044)

Step 6: Enter Initial Quantity On Hand (Optional)

On Hand: 1 Avg Cost: 10.00 Last PO Cost: 10.00 Document Currency: \$ Canadian (CAD)

Step 7: Part Criticality (Optional)

Part Criticality: []

Step 8: Group Parts (Optional)

Group: [] Parameter: []

Step 9: Add Supplier Links

Supplier	Name	Primary
1		Yes
Supplier SHAW GMC TRUC	SHAW GMC TRUCK	Primary Yes

Add Delete

Other Part Information

Enter "Min" and "Main Bin Max" information.
At this point there should be a bin location given to the part
This is also a good time to enter in the Manufactures
information

The screenshot displays the 'Part: TEST PART/8805' form in the WebFA software. The 'Replenish' section is highlighted with a red circle, showing the following values:

Min	Main Bin Max	Alt Bin Max	Safety Stock	Reorder Point	EOQ	Replenish	Calc Replenish	Adj Replenish
2	4		0		0		0	0

Other visible fields include:

- Part Number:** TEST PART
- Inventory Site:** FMD - Admin Site
- Main Bin:** Non-Stocked
- Part Status:** Inventory
- Description:** Solenoid, Test Part
- On Hand:** 0
- On Hand All Sites:** 0
- Reserved:** 0
- Need:** 0
- On Order:** 0
- Pending On Order:** 0
- Sys:** 033
- Assy:** 001
- Comp:** 001
- Negotiated Price:** 0.000
- National:** No
- Unit of Measure:** EA
- Superseded by:**
- Superseded Date:**
- Receipt:** Last Receipt, Net Cost (123.450), Taxes (0.000), Shipping (0.000), Misc (0.000), Total Cost (123.450), Last Use, Last Cost (0.000), Next Cost (0.000)
- Serialized:** No
- Core Required:** No
- Labels:** Yes
- Condition:** New
- Fluid:** Not Applic
- Classification:**
- Price Level:** Cost
- Position A Type:** Not Required
- Position B Type:** Not Required
- Position C Type:** Not Required
- Cost Center Override:**
- Expense GL Account Override:**
- Asset GL Account Override:**
- Date Added:** 31/07/2008
- Added By:** Goralchuk, Jere
- Date Modified:** 31/07/2008
- Modified By:** Goralchuk, Jere

Buttons at the bottom right: Save, Cancel.

Bottom status bar: FTM-LPT-JGOR Validated [jeremyg@pwtads.com], Home, Select WD, PRT: TEST PART/8805, WD: Add, Select WD, WD: Add, WD Direct, WD: Add.

Taskbar: Start, Flow charts - Microsoft..., WebFA (jeremyg@p..., Procedures, Charging out parts to WO, Adding Parts, Craze FM - Mozilla Firefox, 4:19 PM.

In "Cost center Override" select the appropriate cost centers and GL codes from the drop down lists.

The screenshot displays the 'Part: TEST PART/8805' form in the WebFA software. The form includes various fields for part details, inventory, and cost accounting. The 'Cost Center Override' field is highlighted with a red circle, showing 'FMD Consolidated 84' selected from a dropdown menu. Other fields include 'Part Number', 'Inventory Site', 'Main Bin', 'Alt Bin', 'Part Status', 'Description', 'On Hand', 'On Hand All Sites', 'Reserved', 'Need', 'On Order', 'Pending On Order', 'Manufacturer', 'Supplier', 'Cost', 'History', 'Groups', 'Notes', 'Sys', 'Assy', 'Comp', 'Negotiated Price', 'National', 'Unit of Measure', 'Superseded by', 'Superseded Date', 'Receipt', 'Last Receipt', 'Net Cost', 'Taxes', 'Shipping', 'Misc', 'Total Cost', 'Last Use', 'Last Cost', 'Next Cost', 'Replenish', 'Min', 'Main Bin Max', 'Alt Bin Max', 'Safety Stock', 'Reorder Point', 'EOQ', 'Replenish', 'Calc Replenish', 'Adj Replenish', 'Serialized', 'Core Required', 'Labels', 'Condition', 'Fluid', 'Classification', 'Price Level', 'Position A Type', 'Position B Type', 'Position C Type', 'Date Added', 'Added by', 'Date Modified', and 'Modified by'. The 'Date Added' and 'Added by' fields show '31/07/2008' and 'Goralchuk, Jere' respectively. The 'Date Modified' and 'Modified by' fields also show '31/07/2008' and 'Goralchuk, Jere' respectively. The 'Cost Center Override' field is highlighted with a red circle, showing 'FMD Consolidated 84' selected from a dropdown menu. The 'Expense GL Account Override' and 'Asset GL Account Override' fields are also visible, with 'Parts' selected for both. The 'Save' and 'Cancel' buttons are located at the bottom right of the form. The taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the time '4:21 PM'.

Click "save" when completed

The screenshot displays the 'Part: TEST PART/8805' form in the WebFA software. The interface includes a menu bar (File, Edit, Parts Module, Window, Help), a toolbar, and a left-hand navigation pane with categories like 'Parts', 'Recent Parts', 'Parts Adjustment', 'Parts Transfer', 'Parts PD', 'Physical Inventory', 'Supplier', 'Customer', 'Sale', and 'Search VMRS Codes'. The main form area contains the following fields and sections:

- Part Number:** TEST PART
- Inventory Site:** 8805
- Main Bin:** N/S
- Alt Bin:** (empty)
- Part Status:** Inventory
- Description:** Solenoid, Test Part
- On Hand:** 0
- On Hand All Sites:** 0
- Reserved:** 0
- Need:** 0
- On Order:** 0
- Pending On Order:** 0
- Manufacturer:** Ignition Sys
- Supplier:** Ignition Swi
- Cost:** Switch - lgr
- Negotiated Price:** 0.000
- National:** No
- Unit of Measure:** EA
- Superseded by:** (empty)
- Superseded Date:** (empty)
- Receipt Table:**

Last Receipt	Net Cost	Taxes	Shipping	Misc	Total Cost	Last Use	Last Cost	Next Cost
	123.450	0.000	0.000	0.000	123.450		0.000	0.000
- Replenish Table:**

Min	Main Bin Max	Alt Bin Max	Safety Stock	Reorder Point	EOQ	Replenish	Calc Replenish	Adj Replenish
2	4	0	0	0	0		4	0
- Serialized:** No
- Core Required:** No
- Labels:** Yes
- Condition:** New
- Fluid:** Not Applic
- Classification:** (empty)
- Price Level:** Cost
- Position A Type:** Not Required
- Position B Type:** Not Required
- Position C Type:** Not Required
- Cost Center Override:** 66301
- Expense GL Account Override:** 624
- Asset GL Account Override:** 6240
- Date Added:** 31/07/2008
- Added By:** Goralchuk, Jere
- Date Modified:** 31/07/2008
- Modified By:** Goralchuk, Jere

At the bottom right of the form, the 'Save' button is circled in red, and the 'Cancel' button is visible next to it. The status bar at the bottom shows 'Home | Select WO | PRT: TEST PART/8805 | WO: Add | Select WO | WO: Add | WO Direct | WO: Add'.

The End

Table of Contents

FMD - Receiving Tire Invoices

- Things to remember before you receive an invoice.
- **When opening PO you MUST select proper vendors (Parts Manager will send list and codes, those are the ONLY ones to used)**
- When adding PO click binoculars and make sure you select the right vendor
- Every time you give a PO to vendor MUST add shop code ex 78634 – 02....02 being Syncrude shop
- 920 = 00, 460 = 01, 120 = 02, 8030 = 03
- When sending a unit to Kal or Ftn tire a work order number must be given as well

Open PO, if invoice is for anything other than tires make sure remarks contain what they ordered, qty of order, who requested/authorized the order

WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 75281

File Edit Part PO Module Window Help

Work Order

Parts

Parts PO

Equipment

Warranty

Fuel

Admin

Purchase Order: 75281

PO Number: 75281 Site: FMD - Bottom Main 8803 PO Date: 11/12/2008 Supplier: FOUNTAIN Supplier Name: Fountain Tire Fort McMurray State: Alberta AB PO Type: Parts R PO Status: Open

Main Parts Groups Notes

Contact Name: Blair McNab Phone: (780) 799-3366 Ext. Fax: (780) 799-3399 Ext. E-Mail:

	Expensed	Apportioned	Total
Shipping	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Misc	0.00	0.00	0.00
Total Parts			100.00
PO Total			100.00

Remark: ORDERED with TODD Stud # 4956 x 20 Dayton Wheel Stud # 4963 x 20

Ship Via: Vendor Payment Method: Charge H: Print Invoice Number: Payment Terms: Net 30 days N30 Payment Due:

Written by: Steenburgh, Ashley PO Date: 11/12/2008 Authorization: DR Due Date: 11/14/2008 Date Completed: Closed Date:

1st Approval by: Radakovic, Danijela 1st Approval Date/Time: 11/13/2008 1st Approval Status: Approved Approval Remark:

2nd Approval by: 2nd Approval Date/Time: 2nd Approval Status:

Reference / Batch:

Save Cancel

Home Scheduled WD WD: 102870 Select Parts POs PPO: 75281

FTM-LPT-AHAB QBE Search is Done (adamh@pwtads.com)

start WebFA (adamh@pwt... Receiving Tire Invoic... Microsoft PowerPoint ... receive invoice1 - Paint 10:48 AM

Select Parts PO Module, then select Close PO

The screenshot displays a web browser window titled "WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 75281". The main content area shows the "Purchase Order: 75281" details for "Bottom Main" with a PO Date of 11/12/2008 and Supplier "FOUNTAIN". The supplier is identified as "Fountain Tire Fort McMurray" in Alberta, Canada. The PO Status is "Open".

A dropdown menu is open from the "Part PO Module" menu item. The menu options include: Add PO, PQ Approval List, Process PO, Receive PO, Complete PO, **Close PO** (highlighted with a red box), Undo PO, Void PO, Add Part, Delete Part, Add Group, Remove Group, Update Supplier, Print PO, and View / Modify Accounting Defaults.

The main form includes a summary table for expenses:

	Expensed	Apportioned	Total
Shipping	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Misc	0.00	0.00	0.00
Total Parts			100.00
PO Total			100.00

Additional form fields include Payment Method (Charge), Place Method (Print), Invoice Number, Payment Terms (Net 30 days), and Payment Due. Approval history shows a 1st approval on 11/13/2008 with status "Approved".

The bottom of the screen shows a navigation bar with "Home", "Scheduled WO", "WO: 102870", "Select Parts POs", and "PPO: 75281". The Windows taskbar at the bottom shows the Start button and several open applications: WebFA, Receiving Tire Invoic..., Microsoft PowerPoint..., and untitled - Paint. The system clock shows 10:43 AM on 11/13/2008.

After you select close PO it is good practice to select automatically fill received qty to zero. This way you are less likely to make a costly error when receiving.

WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 72327~0

File Edit Part PO Module Window Help

Work Order

Parts

PO Number 72327~0 Site FMD - Syncrude Mair PO Date 10/2/2008 Supplier FOUNTAIN 1 Supplier Name Fountain Tire Fort McMurray

AB PO Type R PO Status B
Parts Open Backor

Remark
Monthly Po for Syncrude.

Expensed
Shipping 0.00
Taxes 0.00
Misc 22.61
Total 22.61

Apportioned
TotalParts 0.00
PO Total 22.61

Ship Via Vendor Payment Method Charge H Place Method Print Invoice Number 102076

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total Cost
B315/80R2...	New Tire, St...	211	656.99	138624.89	0	656.99	0.00
HUB RIM	Hub Mount R...	242	165.00	39930.00	0	165.00	0.00
R315/80R2...	Retread Tire...	226	203.26	45936.76	0	203.26	0.00
STUD RIM	Stud Mount R...	239	165.00	39435.00	0	165.00	0.00
TIRE SER...	Tire Service...	188	245.90	46229.20	0	245.90	0.00

Automatically fill Received Quantity with Ordered
Automatically fill Received Quantity with 0
Automatically backorder shortfall
Don't Automatically backorder shortfall

Save Close

Home Scheduled W.O. W.O: 102870 PPO: 75281 Select Parts POs PPO: 72327~0

FTM-LPT-AHAB Validated (adamh@pwtads.com)

start WebFA (adamh@pwt... Receiving Tire Invoic... Microsoft PowerPoint ... untitled - Paint 12:04 PM

Take your invoice and check which tires/rims we have received and fill in Rec'd field according to part number. If we have not received one or more of the parts just keep the amount at 0. For tires our cost center will always be FMD consolidated 82 and both GL accounts will be Tires and Tires repairs. For ANYTHING OTHER THAN TIRES BOTH GL ACCOUNTS MUST BE SPECIFIC TO WHAT WAS RECEIVED.

WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 72327~0

File Edit Part PO Module Window Help

Work Order

Parts

PO Number 72327~0 Site FMD - Syncrude Mair PO Date 10/2/2008 Supplier FOUNTAIN Supplier Name Fountain Tire Fort McMurray

AB PO Type R PO Status B
Parts Open Backor

Remark
Monthly Po for Syncrude.

Expensed	Apportioned	Total
0.00	0.00	0.00
22.61	0.00	22.61
Total Parts		0.00
PO Total		22.61

Ship Via Vendor Payment Method Charge H Place Method Print Invoice Number 102076

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total Cost
B315/80R2...	New Tire, St...	211	656.99	138624.89	0	656.99	0.00

Part Number	Description	Supplier Part Number
B315/80R22.5	New Tire, Steering or Tag Axle	B315/80R22.5

Qty	Unit Cost	Total Cost	Total Credited	Total Net Cost
211	656.99	138624.89	0.00	138624.89

Rec'd	Rec'd Unit Cost	Rec'd Total Cost	Rec'd Total Credited	Rec'd Total Net Cost	BO	# Labels
0	656.99	0.00	0.00	0.00	0	0

Cost Center	DR GL Account	CR GL Account
F MD Consolidated 82	Tires & Tire Repairs	Tires & Tire Repairs

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total Cost
HUB RIM	Hub Mount R...	242	165.00	39930.00	0	165.00	0.00
R315/80R2...	Retread Tire...	226	203.26	45936.76	0	203.26	0.00

Automatically fill Received Quantity with Ordered
Automatically fill Received Quantity with 0
Automatically backorder shortfall
Don't Automatically backorder shortfall

Save Close

Save Cancel

Home Scheduled W/O W/O: 102870 PPO: 75281 Select Parts POs PPO: 72327~0

FTM-LPT-AHAB Validated (adamh@pwtads.com)

start WebFA (adamh@pwt... Receiving Tire Invoic... Microsoft PowerPoint ... receive2 - Paint 12:07 PM

All other charges (anything other than a tire or a rim) will be considered a tire service cost. You will add up all others charges on the invoice (except shipping and misc) and divide by the amount of tires we received. Ex. If we receive 3 tires and our total service charges were \$737.70 our rec'd unit cost will be **\$245.90**

The screenshot shows a software window titled 'WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 72327-0'. The main window is 'Receive Part' for PO Number 72327~0, Site FMD - Syncrude Mair, PO Date 10/2/2008, and Supplier FOUNTAIN 1 (Fountain Tire Fort McMurray). The window contains several sections:

- Header:** PO Number, Site, PO Date, Supplier, Supplier Name, AB, PO Type, R, PO Status, B.
- Remark:** Monthly Po for Syncrude.
- Expensed, Apportioned, Total:** Shipping (0.00), Taxes (0.00), Misc (22.61), Total Parts (737.70), PO Total (760.31).
- Ship Via, Payment Method, H, Place Method, Invoice Number:** Vendor, Charge, Print, 102076.
- Table of Received Items:**

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total C
R315/80R22.5	Retread Tire...	226	203.26	45936.76	0	203.26	(
STUD RIM	Stud Mount R...	239	165.00	39435.00	0	165.00	(
TIRE SERVICE	Tire Service, ...	188	245.90	46229.20	3	245.90	737.70
- Summary Table:**

Qty	Unit Cost	Total Cost	Total Credited	Total Net Cost
188	245.90	46229.20	0.00	46229.20
- Received Summary Table:**

Rec'd	Rec'd Unit Cost	Rec'd Total Cost	Rec'd Total Credited	Rec'd Total Net Cost	BO	# Labels
3	245.90	737.70	0.00	737.70	185	0
- Cost Center, DR GL Account, CR GL Account:** F MD Consolidated 82, Outside Service, Outside Service.
- Options:**
 - Automatically fill Received Quantity with Ordered
 - Automatically fill Received Quantity with 0
 - Automatically backorder shortfall
 - Don't Automatically backorder shortfall

The 'Rec'd' and 'Rec'd Unit Cost' cells in the summary table are highlighted with a red box. The bottom of the window shows a taskbar with 'WebFA (adamh@pwt...', 'Receiving Tire Invoic...', 'Microsoft PowerPoint...', and 'receive4 - Paint'.

Any shipping/freight charges will be filled in here. Any other Misc charges are also filled in here. Your PO total MUST be identical to sub total on invoice. If total is off by a SMALL amount adjust misc charge accordingly. If it is large amount you will need to go over your costs and figure out what is wrong.

The screenshot shows a software window titled 'WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 72327-0'. The main window is 'Part PO Module' and a 'Receive Part' dialog box is open. The dialog box contains the following information:

PO Number: 72327~0
Site: FMD - Syncrude Mair
PO Date: 10/2/2008
Supplier: FOUNTAIN T
Supplier Name: Fountain Tire Fort McMurr

Remark: Monthly Po for Syncrude.

Shipping: Expensed 62.42

Taxes: 0%

Misc: 22.61

PO Total: 85.03

Table:

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total Cost
B315/80R22.5	New Tire, St...	211	656.99	138624.89	0	656.99	0.00
HUB RIM	Hub Mount R...	242	165.00	39930.00	0	165.00	0.00
R315/80R22.5	Retread Tire...	226	203.26	45936.76	0	203.26	0.00
STUD RIM	Stud Mount R...	239	165.00	39435.00	0	165.00	0.00
TIRE SERVICE	Tire Service, ...	188	245.90	46229.20	0	245.90	0.00

At the bottom of the dialog box, there are four checkboxes:

- Automatically fill Received Quantity with Ordered
- Automatically backorder shortfall
- Automatically fill Received Quantity with 0
- Don't Automatically backorder shortfall

The 'Save' and 'Close' buttons are visible at the bottom right of the dialog box.

Remember to check invoice number and make sure it matches the one on your invoice. Check PO total again to ensure there are no errors.

WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 72327~0

File Edit Part PO Module Window Help

Work Order

Parts

Equipment

- Add Equipment
- Equipment Direct
- Select Equipment
- Recent Equipment
- Equipment Reports
- LCC Reports
- Meter Readings

Warranty

Fuel

Admin

Receive Part

PO Number: 72327~0 Site: FMD - Syncrude Mair PO Date: 10/2/2008 Supplier: FOUNTAIN 1 Supplier Name: Fountain Tire Fort McMurray

Remark: Monthly Po for Syncrude.

Shipping: Expensed 62.42

Taxes: 0.00

Misc: 22.61

TotalParts: 0.00

PO Total: 85.03

Invoice Number: 102076

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total Cost
B315/80R22.5	New Tire, St...	211	656.99	138624.89	0	656.99	0.00
HUB RIM	Hub Mount R...	242	165.00	39930.00	0	165.00	0.00
R315/80R22.5	Retread Tire...	226	203.26	45936.76	0	203.26	0.00
STUD RIM	Stud Mount R...	239	165.00	39435.00	0	165.00	0.00
TIRE SERVICE	Tire Service, ...	188	245.90	46229.20	0	245.90	0.00

Automatically fill Received Quantity with Ordered

Automatically fill Received Quantity with 0

Automatically backorder shortfall

Don't Automatically backorder shortfall

Save Close

Home Scheduled WO WO: 102870 PPO: 75281 Select Parts POs PPO: 72327~0

FTM-LPT-AHAB Validated (adamh@pwtads.com)

start WebFA (adamh@pwt... Receiving Tire Invoic... Microsoft PowerPoint ... untitle - Paint Inbox - Microsoft Out... 12:32 PM

You must click save again on the PO to complete the process.

WebFA (adamh@pwtads.com) 3.4.2.129 -- PPO: 72327-0

File Edit Part PO Module Window Help

Work Order

Parts

PO Number 72327-0 Site FMD - Syncrude Mair PO Date 10/2/2008 Supplier FOUNTAIN 1 Supplier Name Fountain Tire Fort McMurray

AB PO Type R PO Status B
Parts Open Backor

Remark
Monthly Po for Syncrude.

Expensed
Shipping 0.00
Taxes 0.00
Misc 22.61

Apportioned
Total 0.00
0.00
22.61

Total Parts 3284.95
PO Total 3307.56

Ship Via Vendor Payment Method Charge H Place Method Print Invoice Number 102076

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total C
B315/80R22.5	New Tire, St...	211	656.99	138624.89	5	656.99	3284.95

Part Number B315/80R22.5 Description New Tire, Steering or Tag Axle Supplier Part Number B315/80R22.5

Qty	Unit Cost	Total Cost	Total Credited	Total Net Cost
211	656.99	138624.89	0.00	138624.89

Rec'd	Rec'd Unit Cost	Rec'd Total Cost	Rec'd Total Credited	Rec'd Total Net Cost	BO	# Labels
5	656.99	3284.95	0.00	3284.95	206	0

Cost Center 66300 DR GL Account Tires & Tire Repairs CR GL Account Tires & Tire Repairs 6330

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Rec'd	Rec'd Unit Cost	Rec'd Total C
HUB RIM	Hub Mount R...	242	165.00	39930.00	0	165.00	
R315/80R22.5	Retread Tire,...	226	203.26	45936.76	0	203.26	

Automatically fill Received Quantity with Ordered
Automatically fill Received Quantity with 0
Automatically backorder shortfall
Don't Automatically backorder shortfall

Save Close

Home Select Parts PDs PPO: 72327-0

FTM-LPT-AHAB Validated (adamh@pwtads.com)

start Receiving Tire Invo... Receiving parts 1 [Co... receive 7 - Paint Inbox - Microsoft Out... WebFA (adamh@pwt... 1:06 PM

Stamp each invoice with received date and initials, printing pink copy of Po and forwarding to managers for signing

The End

Table of Contents

Parts Back order fill

From the Work Order tab select WO backorder fill. Select inventory site, then search. A list of work orders that require backorder fills will be displayed for the inventory site that was selected.

WebFA (fredaf@pwtads.com) 3.5.83.0 -- WO Backorder Fill

File Edit QBE Module Window Help

WFA Explorer

Work Order

- WO Reason For Delay Sum
- WO by Company
- WO by Fleet
- WO by Equip
- Equipment Repair History t
- WO by Reason For Repair
- WO Outside Detail
- WO by Parts Number
- WO by Facility and System
- WO by System
- WO by System/Assembly
- WO by System/Assembly/t
- Labor Analysis
- WO Backorder
- WO Backorder Fill
- WO Cost
- Fleet Maintenance
- Maintenance by SBU
- Missed Warranty
- WO Claims
- WO Standard Time Compa
- WO Detail Cost
- WO Analysis Cube
- WO Scheduling

WO Backorder Fill

Standard Fields

WO #(from) WO #(to) Inventory Site 8801 WO Date

To FMD - Suncor Main

Unit #(partial) Company Fleet Type

Sort Order Output Format

By WO Number PDF

Load Config Save Config Clear Export Search Print

There is 1 record that matches the search criteria. Sorts: WO Number ASC, Filters: (None)

WO Number	WO Line	Inv Site	Part Sku	Part BO Qty	Qty On Hand
125516	1	FMD - Suncor Main	238907	1.00	2.00

This is an example of “WO Backorder Fill” that has been assigned to display on a Homepage to monitor backorder fills.

Alerts

- 1 PDs require your approval in Suncor Shop - FMD
- 4 PDs require your approval in Transfer Shop - FMD
- 28 Payments require approval in Bottom Shop - FMD
- 26 Payments require approval in FMD - Admin
- 52 Payments require approval in Suncor Shop - FMD

Key Indicators

- WOs by Age (80)
- WOs by Age (81)
- WOs by Age (82)
- WOs by Age (83)

Select WO (Assigned to JRG)

There are 10 records that match the search criteria. 1 to 10 are shown. Sorts: TypeASC, Filters: (None)

WO Number	Unit#	WO Date	Work Order Notes	WO Status	Facility
85430	1001	10/06/2008	* Outsource Labor - 8V71 engine.	In Process - Down Unit	Suncor Shop - FMD
90726	1030	30/07/2008	service	Waiting for paper work	Transfer Shop - FMD
85613	1424	11/06/2008	In FMD (1086). Outsource Labor - ...	In Process - Down Unit	Suncor Shop - FMD
89413	2001	17/07/2008	low oil presure	In Process - Down Unit	Syncrude Shop - FMD
90776	2572	31/07/2008	windshield/mirror/gauge/light	Parts On Order	Transfer Shop - FMD
90393	363	28/07/2008	brakes	Parts On Order	Syncrude Shop - FMD
87032	T1998	23/06/2008	RE6V92DDEC on order. Needs e...	In Process - Down Unit	Suncor Shop - FMD
87288	T1566	25/06/2008	Requies 730 Trans. Trans light on...	Labour Waiting	Suncor Shop - FMD
85448	989	10/06/2008	Outsource Labor - 8V71 engine.	In Process - Down Unit	Suncor Shop - FMD

WO Backorder Fill (WO/BO fill FMD (ALL))

There are 10 records that match the search criteria. 1 to 10 are shown. Sorts: WO NumberASC, Filters: (None)

WO Number	WO Line	Inv Site	Part Sku	Part BO Qty	Qty On Hand
87524	1	FMD - Sunco...	023671	1.00	4.00
87524	1	FMD - Sunco...	6356231	1.00	5.00
88464	8	FMD - Syncr...	280340	4.00	3.00
89032	2	FMD - Sunco...	109941	2.00	12.00
89109	1	FMD - Botto...	491016	1.00	1.00
89109	1	FMD - Botto...	491014	1.00	1.00
89109	1	FMD - Botto...	477469	1.00	1.00
89504	3	FMD - Sunco...	T14-1028	2.00	4.00

Click on Parts tab and select appropriate part.

The screenshot shows a software window titled "WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO: 87524". The main area displays "Work Order: 87524" with various fields for Unit #, Hub KM, Repair Class, Facility, Primary RFR, WO Date Time, WO Status, and WO Number. Below this, there are tabs for Repair, Info, Summary, Claims, History, Groups, Attachments, and Notes. The "Parts" tab is active, showing a "Standard Job" with Reference 00002010, Line Status "In process", and AR Status "Waiting for". The "Service / Repair Description" field contains text about mirror assembly changes and part orders. Below the description is a table with columns for I/O, Sys, Assy, Qty, Qty Reli., Need, Site, Part#, Description, Supplier, PO#, Cost, and Warrant. The table lists three parts: a Mirror, a Housing, Head Light, and a Bracket Mirror. At the bottom of the window, there are buttons for "Add Parts", "Delete Parts", "Show Alerts", "Save", and "Cancel". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 11:15 AM.

I/O	Sys	Assy	Qty	Qty Reli.	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
I	002	000	0	0	1	8801	6356231	Mirror.			0.00	N
I	034	001	0	0	1	8801	023671	Housing, Head Light.			0.00	N
I	002	000	1	0	0	8801	248663	Bracket Mirror.			90.64	N

Click on the fill icon (beside need box) to fill the need by quantity and click on Print barcode.

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO: 87524

File Edit WO Module Window Help

Work Order

Work Order: 87524

Unit # T1943 Hub KM 246953 Repair Class Non-Scheduled Facility Suncor Shop - FM Primary RFR Routine Repair WO Date Time 27/06/2008 5:00 PM WO Status Parts On Ord P WO Number 87524

Repair Info Summary Claims History Groups Attachments Notes

Standard Job Reference Line Status Alt Status L RFR 11 Condition 00?

00002010 In process Waiting for Routine Broken/Cr

Service / Repair Description Assigned To MANOJLOVIC, DE Accounting

Mirrors /mirror assy 255135, bracket248663,housing door023671-1000, new flyer. Please add parts to Backorder-1rg
248663 changes to 6356231..... 35 days delivery....Ben.
Danijela, please order, thanks, Ben. Ordered.
Recieved part #248663 and put on rack (waiting on labour)

Labor Parts

I/O	Sys	Assy	D.	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
I	002	000		0	0	1	8801	6356231	Mirror.			0.00	N
I	034	001		1	0	0	8801	023671	Housing, Head Light.			178.04	N

I/O Qty Need Part Number Inventory Site 8801 Core N Unit Cost Total Cost Credited Net

Inside 1 0 023671 FMD - Suncor N No 178.04 178.04 0.00 178.04

Description Failure Code

Housing, Head Light.

Accounting Print Barcode

Sys 034 Assy 001 Comp 001

Lighting Syste Headlamps Housing Assembl

Included in Claim

I	002	000		1	0	0	8801	248663	Bracket, Mirror.			90.64	N
---	-----	-----	--	---	---	---	------	--------	------------------	--	--	-------	---

Show Alerts

Home WO: 87524


Save Cancel

FTM-LPT-JGDR Validated (jeremyg@pwtads.com)

Start WebFA (jeremyg@pw... Radio Bollywood FM - Mo... untitled - Paint Procedures backorder fill << 11:17 AM

Below is the barcode which should be attached to the part and placed on BO fill shelf

The image shows a screenshot of an Adobe Reader window displaying a barcode label. The label contains the following information:

Failure Code	Core Value		
	0		
			
023671			
Description Housing, Head Light.			
Supplier	Manufacturer	Dispose Date	
		27/06/2008	
RO Number	RO Date	Unit Number	Life To Date
87524	27/06/2008	T1943	246953

The screenshot also shows the Adobe Reader interface with a menu bar (File, Edit, View, Document, Tools, Window, Help), a toolbar, and a taskbar at the bottom with several open applications including WebFA, Radio Bollywood FM, Paint, Procedures, and backorder fill.

Change Alt. Status to “waiting for labor” and work order status to “Labor waiting”. Click save to finish filling up of backorder

Work Order: 87524

Unit # T1943 Hub KM 246953 Repair Class Non-Scheduled Facility Suncor Shop - FM Primary RFR Routine Repair WO Date Time 27/06/2008 5:00 PM WO Status Labour Waiting WO Number 87524

Reference: 00002010 Line Status: In process Alt Status: Waiting for Labor RFR: Routine Condition: Broken/Cr

Service / Repair Description
Mirrors /mirror assy 255135, bracket248663,housing door023671-1000, new flyer. Please add parts to Backorder-lrg
248663 changes to 6356231..... 35 days delivery....Ben.
Danijela, Please order, thanks, Ben. Ordered.
Received part #248663 and put on rack (waiting on labour)

Labor | **Parts**

I/O	Sys	Assy	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
I	002	000	0	0	1	8801	6356231	Mirror.			0.00	N
I	034	001	1	0	0	8801	023671	Housing, Head Light.			178.04	N

I/O | **Qty** | **Need** | **Part Number** | **Inventory Site** | **Core** | **N** | **Unit Cost** | **Total Cost** | **Credited** | **Net**

Inside | 1 | 0 | 023671 | FMD - Suncor N | No | 178.04 | 178.04 | 0.00 | 178.04

Description: Housing, Head Light. **Failure Code**: []

Sys 034 Assy 001 Comp 001
Lighting Syste Headlamps Housing Assembl

Bracket, Mirror. 90.64 N

Buttons: Accounting, Print Barcode, Add Parts, Delete Parts, Show Alerts, Save, Cancel

The End

Table of Contents

Parts

Charging out parts to
Work Order (WO)

From the Work Order tab, select work orders to find applicable work order to add the corresponding parts

Work Order: 90650

Unit # 2506 | Hub KM 202974 | Repair Class Non-Scheduled | Facility 80 | Primary RFR Routine Repair | WO Date Time 30/07/2008 8:00 AM | WO Status Parts On Ord | WO Number 90650

Standard Job M002017 | Reference T238174 | Line Status In process | Alt Status | RFR Routine | Condition Does not | Red Tag Assigned to

Service / Repair Description
 Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door
 Please order 1 entrance door weatherstrip part# 267976

Assigned To: STEFNBURGH, A

I/O	Sys	Assy	WA	Technician Remarks	Supplier	PO#	Technician	Start Date
I	002	017	06	Checked coach and found entrance door seal needs replacng			Batt, Byron	30/07/2008 9:00 A

Buttons: Add Labor, Delete Labor, Show Alerts, Save, Cancel

Bottom Bar: Home, Select WO, PRT: Add, WO: Add, Select WO, WO: Add, WO Direct, WO: Add, WO: 90650

Select the appropriate repair line that the parts were used on, click Add Parts button

WebFA (jeremy@pwtads.com) 3.4.2.129 -- WO: 90650

File Edit WO Module Window Help

Work Order

Work Order
Add WO
WO Direct
WO Main Direct for Wara
Select WO
Recent WOs
Select WOs By Status
Reports
Scheduled WO
Unscheduled WO
Select My To-Be-Done Wo
Select My In-Process Wor
Select My Work Orders
Select WO Detail
Outside Repair PD
DVCR (Other Work Needed)
Indirect Labor
Standard Job
Search VMRS Codes

Parts
Equipment
Warranty
Fuel
Admin

Work Order: 90650

Unit # 2506 Hub KM 202974 Repair Class Non-Scheduled Facility 80 Primary RFR Routine Repair WO Date Time 30/07/2008 8:00 AM WO Status Parts On Ord P WO Number 90650

Repair Info Summary Claims History Groups Attachments Notes

Standard Job Reference Line Status Alt Status RFR 11 Condition 02 Red Tag A
M002017 T238174 In process Routine Does not Assigned to

Service / Repair Description
Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door
Please order 1 entrance door weatherstrip part# 287976

Assigned To STEFNBURGH, A
Accounting

WO	Sys	Assy	D.	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
1	I	CV	CV	0	0	1	8800	287976	ENTRANCE DOOR SEAL			0.00	N

Home Select WO PRT: Add WO: Add Select WO WO: Add WO Direct WO: Add WO: 90650

FTM-LPT-JGDR Validated (jeremy@pwtads.com)

Start Flow charts - Microsoft Vi... WebFA (jeremy@pw... Procedures Charging out parts to WO BombayBeat FM - Mozill... 2:54 PM

Enter the required quantity, part number and Inventory site.
Click "Save" button in the end to conclude the charging out of that part.

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO: 90650

File Edit WO Module Window Help

Work Order: 90650

Unit # 2506 Hub KM 202974 Repair Class Non-Scheduled Facility Transfer Shop - F Primary RFR Routine Repair WO Date Time 30/07/2008 8:00 AM WO Status Parts On Ord P WO Number 90650

Repair Info Summary Claims History Groups Attachments Notes

Standard Job M002017 Reference T238174 Line Status In process Alt Status RFR Routine Condition 11 Does not Red Tag Assigned to

Service / Repair Description
Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door
Please order 1 entrance door weatherstrip part#287976
Assigned To STEENBURGH, A Accounting

I/O	Sys	Assy	Qty	Qty Reli	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
I	CV	CV	0	0	1	8800	287976	ENTRANCE DOOR SEAL			0.00	N
I	016	006	2	0	0	8800	12-5-123	M-Bushing, Rubber, Rear Shock Absorber F/12J-5-6			1.00	N

I/O Qty Need Part Number Inventory Site 8800 Core N Unit Cost Total Cost Credited Net
inside 2 0 12-5-123 FMD - Transfer No 0.500 1.00 0.00 1.00

Description M-Bushing, Rubber, Rear Shock Absorber F/12J-5-6 Failure Code
Enter the Description of the Part Accounting Print Barcode

Sys 016 Assy 006 Comp 003
Suspension Shock Absorber Bushing - Rear Sh

Included in Claim

Home Select WO PRT: Add WO: Add Select WO WO: Add WO Direct WO: Add WO: 90650

FTM-LPT-JGDR Validated (jeremyg@pwtads.com)

Start Flow charts - Microsoft Vi... WebFA (jeremyg@pw... Procedures Charging out parts to WO BombayBeat FM - Mozilla... 2:56 PM

Charging out parts to Work
Order (WO);

Back order (BO) concept

Enter quantity needed, enter the part number and press tab twice to validate it....

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO: 90650

File Edit WO Module Window Help

Work Order

Work Order: 90650

Unit # 2506 Hub KM 202974 Repair Class Non-Scheduled Facility 80 Primary RFR 11 WO Date Time 30/07/2008 8:00 AM WO Status P WO Number Parts On Ord 90650

Repair Info Summary Claims History Groups Attachments Notes

Standard Job Reference Line Status Alt Status RFR 11 Condition 02 Red Tag A

M002017 T238174 In process Routine Does not Assigned to

Service / Repair Description

Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door
Please order 1 entrance door weatherstrip part# 287976

Assigned To STEFENBURGH, A Accounting

Labor Parts

I/O	Sys	Assy	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
I	CV	CV	0	0	1	8800	287976	ENTRANCE DOOR SEAL			0.00	N
I	016	006	2...	0	0	8800		M-Bushing, Rubber, Rear Shock Absorber F/12J-5-6			100.00	N

I/O Qty Need Part Number Inventory Site 8800 Core N Unit Cost Total Cost Credited Net

Inside 200 0 - Transfer Main No 0.500 100.00 0.00 100.00

Description M-Bushing, Rubber, Rear Shock Absorber F/12J-5-6 Failure Code Accounting Print Barcode

Sys 016 Assy 006 Comp 003

Suspension Shock Absorber Bushing - Rear S

Included in Claim

Show Alerts Save Cancel

Home Select WO PRT: Add WO: Add Select WO WO: Add WO Direct WO: Add WO: 90650

FTM-LPT-JGDR Error (jeremyg@pwtads.com)

Start Flow charts - Microsoft Vi... WebFA (jeremyg@pw... Procedures Charging out parts to WO BombayBeat FM - Mozilla... 3:09 PM

A new window opens indicating insufficient quantity.... 58 are on hand and rest are backordered. Click on Backorder button to proceed...

The screenshot shows the WebFA software interface. The main window is titled "Work Order: 90650". The "Repair Class" is set to "Non-Scheduled". A dialog box titled "Insufficient Parts Exist" is open, displaying a table with one record:

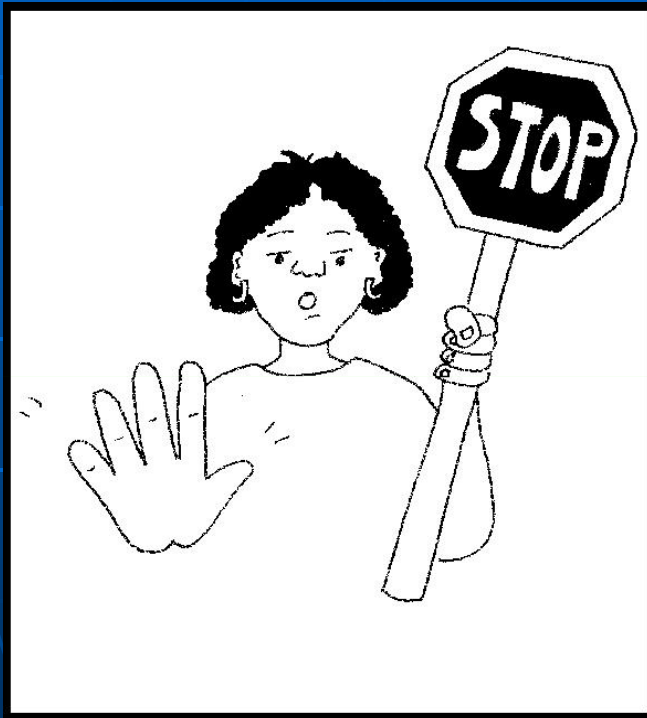
Facility	Inventory Site	On Hand	Part Status
Transfer Shop - FMD	FMD - Transf...	58	Inventory

A red circle highlights the "Backorder" button in the dialog box. The dialog also contains a message: "An insufficient quantity, of the part, exists at the selected Site. Please select a New Site or Reserve or Backorder the Part." The "Backorder" button is circled in red.

The main window also shows a "Parts" section with a table of parts:

Supplier	PO#	Cost	Warrant
		0.00	N
J-5-6		100.00	N
Net		100.00	

Please note down to always click on “Backorder” button.. **Never** click on “Reserve” button...



Insufficient Parts Exist

An insufficient quantity, of the part, exists at the selected Site.
Please select a New Site or Reserve or Backorder the Part.

Facility: 80
Transfer Shop - FMD

Inventory Site: [Dropdown]

Search

There is 1 record that matches the search criteria. Sorts: FacilityASC.

Facility	Inventory Site	On Hand	Part Status
Transfer Shop - FMD	FMD - Transf...	58	Inventory

Reserve Backorder Select Site Cancel

As 58 are on hand, the remaining 142 becomes "Need" which is being shown in the replenishment list. Click save.

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO: 90650

File Edit WO Module Window Help

Work Order: 90650

Unit # 2506 Hub KM 202974 Repair Class Non-Scheduled Facility 80 Primary RFR Routine Repair WO Date Time 30/07/2008 8:00 AM WO Status Parts On Ord WO Number 90650

Repair Info Summary Claims History Groups Attachments Notes

Standard Job M002017 Reference T238174 Line Status In process Alt Status RFR Routine Condition Does not Red Tag Assigned to

Service / Repair Description: Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door
Please order 1 entrance door weatherstrip part# 287976

Assigned To: STEFNBURGH, A

Labor Parts

I/O	Sys	Assy	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
I	CV	CV	0	0	1	8800	287976	ENTRANCE DOOR SEAL			0.00	N
I	016	006	58	0	142	8800	12-5-123	M-Bushing, Rubber, Rear Shock Absorber F/12J-5-6			29.00	N

I/O Qty Need Part Number Inventory Site 8800 Core N Unit Cost Total Cost Credited Net

Inside 58 142 12-5-123 - Transfer Main No 0.500 29.00 0.00 29.00

Description: M-Bushing, Rubber, Rear Shock Absorber F/12J-5-6 Failure Code

Sys 016 Assy 006 Comp 003
Suspension Shock Absorber Bushing - Rear S

Included in Claim

Accounting Print Barcode

Add Parts Delete Parts

Save Cancel

Home Select WO PRT: Add WO: Add Select WO WO: Add WO Direct WO: Add WO: 90650

FTM-LPT-JGDR Validated (jeremyg@pwtads.com)

Start Flow charts - Microsoft Vi... WebFA (jeremyg@pw... Procedures Charging out parts to WO Radio Bollywood FM - Mo... 3:32 PM

Don't Know Charging Out
Procedure



If you don't know the method of charging out of parts. Open the work order and in "Service/ repair description" write what ever you want to be ordered showing part number as well. Please see the highlighted example for best understanding

WebFA (jeremy@pwtads.com) 3.4.2.129 -- WO: 90650

File Edit WO Module Window Help

Work Order: 90650

Unit # 2506 Hub KM 202974 Repair Class Non-Scheduled Facility 80 Primary RFR 11 WO Date Time 30/07/2008 8:00 AM WO Status Parts On Ord P WO Number 90650

Repair Info Summary Claims History Groups Attachments Notes

Standard Job Reference Line Status Alt Status RFR 11 Condition 02 Red Tag A
M002017 T238174 In process Routine Does not Assigned to

Service/Repair Description
Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door
Please order 1 entrance door weatherstrip part#287976

Assigned To: STEFNBURGH, A Accounting

WO	Sys	Assy	D.	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
1	I	CV	CV	0	0	1	8800	287976	ENTRANCE DOOR SEAL			0.00	N

Home Select WO PRT: Add WO: Add Select WO WO: Add WO Direct WO: Add WO: 90650

FTM-LPT-JGDR Validated (jeremy@pwtads.com)

Start Flow charts - Microsoft Vi... WebFA (jeremy@pw... Procedures Charging out parts to WO Craze FM - Mozilla Firefox 3:39 PM

Change "Line status" to "In process", "Alt. status" to "waiting for parts" and assign it to inventory supervisor

WebFA (jeremy@pwtads.com) 3.4.2.129 -- WO: 90650

File Edit WO Module Window Help

Work Order

Work Order

- Add WO
- WO Direct
- WO Main Direct for Warr
- Select WO
- Recent WOs
- Select WOs By Status
- Reports
- Scheduled WO
- Unscheduled WO
- Select My To-Be-Done W
- Select My In-Process Wor
- Select My Work Orders
- Select WO Detail
- Outside Repair PD
- DVCR (Other Work Needed)
- Indirect Labor
- Standard Job
- Search VMRS Codes

Parts

Equipment

Warranty

Fuel

Admin

Work Order: 90650

Unit # 2506 Hub KM 202974 Repair Class Non-Scheduled Facility 80 Primary RFR Routine Repair WO Date Time 30/07/2008 8:00 AM WO Status Parts On Ord P WO Number 90650

Repair Info Summary Claims History Groups Attachments Notes

Standard Job	Reference	Line Status	Alt Status	RFR	Condition	Red Tag
M002017	T238174	In process	Waiting for	Routine	Does not	Assigned to

Service / Repair Description

Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door
Please order 1 entrance door weatherstrip part# 287976

Assigned To
ADESINA, RFN
Accounting

WO	Sys	Assy	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
1	I	CV	CV	0	0	1	8800	287976	ENTRANCE DOOR SEAL		0.00	N

Add Parts Delete Parts

Save Cancel

Home Select WO PRT: Add WO: Add Select WO WO: Add WO Direct WO: Add WO: 90650

FTM-LPT-JGDR Validated (jeremy@pwtads.com)

Start Flow charts - Microsoft Vi... WebFA (jeremy@pw... Procedures Charging out parts to WO Craze FM - Mozilla Firefox << 3:45 PM

Click "Save" and contact Parts Manager if you are having any trouble.

The screenshot displays the WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO: 90650 interface. The main window is titled "Work Order: 90650". The interface includes a menu bar (File, Edit, WO Module, Window, Help), a toolbar, and a left-hand navigation pane with categories like "Work Order", "Reports", "Outside Repair PD", "DVCR (Other Work Needed)", "Indirect Labor", "Standard Job", and "Search VMRS Codes".

The main content area shows the following details for Work Order 90650:

- Unit #:** 2506
- Hub KM:** 202974
- Repair Class:** Non-Scheduled
- Facility:** Transfer Shop - F
- Primary RFR:** Routine Repair
- WO Date Time:** 30/07/2008 8:00 AM
- WO Status:** Parts On Ord
- WO Number:** 90650

Below these details are tabs for "Repair", "Info", "Summary", "Claims", "History", "Groups", "Attachments", and "Notes". The "Summary" tab is active, showing a table with columns: Standard Job, Reference, Line Status, Alt Status, P, RFR, Condition, and Red Tag. The first row contains: M002017, T238174, In process, Waiting for, Routine, Does not, and Assigned to.

The "Service / Repair Description" section contains the text: "Entrance Door - Buses-door sounds like wind tunnel going down highway---->sound coming from lower part of door. Please order 1 entrance door weatherstrip part#287976". An "Assigned To" dropdown menu is set to "ADESINA, BEN" with an "Accounting" button below it.

A "Parts" table is visible with the following data:

WO	Sys	Assy	D.	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warrant
1	I	CV	CV	0	0	1	8800	287976	ENTRANCE DOOR SEAL			0.00	N

At the bottom right of the main window, the "Save" button is circled in red, next to a "Cancel" button. A status bar at the bottom of the window shows "Home", "Select WO", "PRT: Add", "WO: Add", "Select WO", "WO: Add", "WO Direct", "WO: Add", "WO: 90650".

The End

Table of Contents

Part Replenishment

From the Parts Tab, select Parts Folder, then Part Replenishment to open this window

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- Replenish Parts

File Edit Window Help

Work Order

Parts

Part Replenishment

Facility: Transfer Shop - FMD Inventory Site: 80 Supplier: [] Auto Refresh Every: 5 Minutes

Facility	Site	Part Number	Description	Supplier	Suggested	Qty Add	Qty Total	On Hand	Need	On Order	Pending On Order	Mi
----------	------	-------------	-------------	----------	-----------	---------	-----------	---------	------	----------	------------------	----

Recalculate Replenish Parts Cancel

FTM-LPT-JGDR (jeremyg@pwtads.com)

Start WebFA (jeremyg@p... Radio Bollywood FM - M... untitled - Paint Procedures backorder fill Replenishment 11:27 AM

Select appropriate facility, Inventory site, and then search

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- Replenish Parts

File Edit Window Help

Work Order

Part Replenishment

Facility: **Suncor Shop - FMD** | Inventory Site: **FMD - Suncor Mail** | Supplier: | Auto Refresh Every: Minutes

Facility	Site	Part Number	Description	Supplier	Suggested	Qty Add	Qty Total	On Hand	Need	On Order	Pending On Order	Mi
Suncor Sh...	FMD - Sunco...	560913	SWITCH	P69000	8	0	8	0	0	0	0	4
Suncor Sh...	FMD - Sunco...	570062	Finger, Transmission, Shifting	P69000	9	0	9	3	0	0	0	8
Suncor Sh...	FMD - Sunco...	6322534	DRIVE MODULE	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	641425	Chamber, Brake, Type 36	P69000	5	0	5	1	0	0	0	4
Suncor Sh...	FMD - Sunco...	67013381	Belt, Starter.	MC0801	10	0	10	0	0	0	0	8
Suncor Sh...	FMD - Sunco...	712999CG	712999cq	MC0801	3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	8927745	8927745	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	930341	M-Clearance/Marker/Amber 2...	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	990128	990128	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	G5007789	Lens-Tell Tale	MC0801	5	0	5	0	1	0	0	3
Suncor Sh...	FMD - Sunco...	063129	SWITCH MIRROR 12V		4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2030977	POWER STEERING PUMP		4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2344027	OIL FILLER CAP 50 AND 60 S...	1086	5	0	5	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2379588	JOINT ASSY.		3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	562049	BULB 24 VOLT 2 WATT OTH...	P69000	20	0	20	0	0	0	0	10
Suncor Sh...	FMD - Sunco...	562374	MOTOR 1.5HP	P69000	1	0	1	0	0	0	0	1
Suncor Sh...	FMD - Sunco...	570036	Seal, Remote Control Oil	P69000	6	0	6	0	0	0	0	2
Suncor Sh...	FMD - Sunco...	610868	M-STUD - FRONT WHEEL H...	P69000	64	0	64	16	0	0	0	20
Suncor Sh...	FMD - Sunco...	610870	Seal, Wheel	P69000	5	0	5	7	0	0	0	8
Suncor Sh...	FMD - Sunco...	6909882	Plunger	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	D402-1406	10457794	1328	8	0	8	0	0	0	0	6
Suncor Sh...	FMD - Sunco...	D402-1407	10457787	1328	8	0	8	0	0	0	0	6
Suncor Sh...	FMD - Sunco...	G5007314	Lens-Bottom, Telltale	MC0801	5	0	5	0	1	0	0	3

Home Replenish Parts

FTM-LPT-JGDR Clean (jeremyg@pwtads.com)

Start | WebFA (jeremyg@p... | Radio Bollywood FM - M... | untitled - Paint | Procedures | backorder fill | Replenishment | 11:29 AM

Click on need column to sort data by “need”. Those parts which fall under this category are given preference and are ordered as Rush order.

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- Replenish Parts

File Edit Window Help

Work Order

Parts

Part Replenishment

Facility: Suncor Shop - FMD Inventory Site: FMD - Suncor Mail Supplier: Auto Refresh Every: 5 Minutes

Calculated Replenishment History

Facility	Site	Part Number	Description	Supplier	Suggested	Qty Add	Qty Total	On Hand	Need	On Order	Pending On Order	Mi
Suncor Sh...	FMD - Sunco...	G5007789	Lens-Tell Tale	MC0801	5	0	5	0	1	0	0	3
Suncor Sh...	FMD - Sunco...	G5007314	Lens-Bottom, Telltale	MC0801	5	0	5	0	1	0	0	3
Suncor Sh...	FMD - Sunco...	560913	SWITCH	P69000	8	0	8	0	0	0	0	4
Suncor Sh...	FMD - Sunco...	570062	Finger, Transmission, Shifting	P69000	9	0	9	3	0	0	0	8
Suncor Sh...	FMD - Sunco...	6322534	DRIVE MODULE	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	641425	Chamber, Brake, Type 36	P69000	5	0	5	1	0	0	0	4
Suncor Sh...	FMD - Sunco...	67013381	Belt, Starter.	MC0801	10	0	10	0	0	0	0	8
Suncor Sh...	FMD - Sunco...	712999CG	712999cq	MC0801	3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	8927745	8927745	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	930341	M-Clearance/Marker/Amber 2...	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	990128	990128	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	063129	SWITCH MIRROR 12V		4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2030977	POWER STEERING PUMP		4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2344027	OIL FILLER CAP 50 AND 60 S...	1086	5	0	5	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2379588	JOINT ASSY.		3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	562049	BULB 24 VOLT 2 WATT OTH...	P69000	20	0	20	0	0	0	0	10
Suncor Sh...	FMD - Sunco...	562374	MOTOR 1.5HP	P69000	1	0	1	0	0	0	0	1
Suncor Sh...	FMD - Sunco...	570036	Seal, Remote Control Oil	P69000	6	0	6	0	0	0	0	2
Suncor Sh...	FMD - Sunco...	610868	M-STUD - FRONT WHEEL H...	P69000	64	0	64	16	0	0	0	20
Suncor Sh...	FMD - Sunco...	610870	Seal, Wheel	P69000	5	0	5	7	0	0	0	8
Suncor Sh...	FMD - Sunco...	6909882	Plunger	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	D402-1406	10457794	1328	8	0	8	0	0	0	0	6
Suncor Sh...	FMD - Sunco...	D402-1407	10457787	1328	8	0	8	0	0	0	0	6

Equipment

Warranty

Fuel

Admin

Home Replenish Parts

Recalculate Replenish Parts Cancel

FTM-LPT-JGDR Clean (jeremyg@pwtads.com)

Start WebFA (jeremyg@p... BombayBeat FM - Mozill... untitled - Paint Procedures backorder fill Replenishment 11:31 AM

Secondly check for anomalies (e.g. supplier info missing, inappropriate part number etc.). These must be reviewed and corrected

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- Replenish Parts

File Edit Window Help

Work Order

Parts

Part Replenishment

Facility: Suncor Shop - FMD Inventory Site: FMD - Suncor Mail Supplier: Auto Refresh Every: 5 Minutes

Calculated Replenishment History

Facility	Site	Part Number	Description	Supplier	Suggested	Qty Add	Qty Total	On Hand	Need	On Order	Pending On Order	Min
Suncor Sh...	FMD - Sunco...	560913	SWITCH	P69000	8	0	8	0	0	0	0	4
Suncor Sh...	FMD - Sunco...	570062	Finger, Transmission, Shifting	P69000	9	0	9	3	0	0	0	8
Suncor Sh...	FMD - Sunco...	641425	Chamber, Brake, Type 36	P69000	5	0	5	1	0	0	0	4
Suncor Sh...	FMD - Sunco...	930341	M-Clearance/Marker/Amber 2...	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	990128	990128	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	562049	BULB 24 VOLT 2 WATT OTH...	P69000	20	0	20	0	0	0	0	10
Suncor Sh...	FMD - Sunco...	562374	MOTOR 1.5HP	P69000	1	0	1	0	0	0	0	1
Suncor Sh...	FMD - Sunco...	570036	Seal, Remote Control Oil	P69000	6	0	6	0	0	0	0	2
Suncor Sh...	FMD - Sunco...	610868	M-STUD - FRONT WHEEL H...	P69000	64	0	64	16	0	0	0	20
Suncor Sh...	FMD - Sunco...	610870	Seal, Wheel	P69000	5	0	5	7	0	0	0	8
Suncor Sh...	FMD - Sunco...	6322534	DRIVE MODULE	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	67013381	Belt Starter.	MC0801	10	0	10	0	0	0	0	8
Suncor Sh...	FMD - Sunco...	712999CG	712999cq	MC0801	3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	8927745	8927745	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	6909882	Plunger	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	D402-1406	10457794	1328	8	0	8	0	0	0	0	6
Suncor Sh...	FMD - Sunco...	D402-1407	10457787	1328	8	0	8	0	0	0	0	6
Suncor Sh...	FMD - Sunco...	2344027	OIL FILLER CAP 50 AND 60 S...	1086	5	0	5	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2030977	POWER STEERING PUMP	1086	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2379588	JOINT ASSY.	1086	3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	G5007789	Lens-Tell Tale	MC0801	5	0	5	0	1	0	0	3
Suncor Sh...	FMD - Sunco...	G5007314	Lens-Bottom, Telltale	MC0801	5	0	5	0	1	0	0	3

Equipment

Warranty

Fuel

Admin

Home Replenish Parts

Recalculate Replenish Parts Cancel

FTM-LPT-JGDR Clean (jeremyg@pwtads.com)

Start WebFA (jeremyg@p... BombayBeat FM - Mozill... untitled - Paint Procedures backorder fill Replenishment 11:34 AM

Sort by Supplier and click "Replenish parts"

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- Replenish Parts

File Edit Window Help

Work Order

Part Replenishment

Facility: Suncor Shop - FMD Inventory Site: FMD - Suncor Mail Supplier: Auto Refresh Every: 5 Minutes

Calculated Replenishment History

Facility	Site	Part Number	Description	Supplier	Suggested	Qty Add	Qty Total	On Hand	Need	On Order	Pending On Order	Mi
Suncor Sh...	FMD - Sunco...	2030977	POWER STEERING PUMP		4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	2379588	JOINT ASSY.		3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	2344027	OIL FILLER CAP 50 AND 60 S...	1086	5	0	5	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	D402-1406	10457794	1328	8	0	8	0	0	0	0	6
Suncor Sh...	FMD - Sunco...	D402-1407	10457787	1328	8	0	8	0	0	0	0	6
Suncor Sh...	FMD - Sunco...	6322534	DRIVE MODULE	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	67013381	Belt, Starter.	MC0801	10	0	10	0	0	0	0	8
Suncor Sh...	FMD - Sunco...	712999CG	712999cq	MC0801	3	0	3	1	0	0	0	3
Suncor Sh...	FMD - Sunco...	8927745	8927745	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	6909882	Plunger	MC0801	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	G5007789	Lens-Tell Tale	MC0801	5	0	5	0	1	0	0	3
Suncor Sh...	FMD - Sunco...	G5007314	Lens-Bottom, Telltale	MC0801	5	0	5	0	1	0	0	3
Suncor Sh...	FMD - Sunco...	560913	SWITCH	P69000	8	0	8	0	0	0	0	4
Suncor Sh...	FMD - Sunco...	570062	Finger, Transmission, Shifting	P69000	9	0	9	3	0	0	0	8
Suncor Sh...	FMD - Sunco...	641425	Chamber, Brake, Type 36	P69000	5	0	5	1	0	0	0	4
Suncor Sh...	FMD - Sunco...	930341	M-Clearance/Marker/Amber 2...	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	990128	990128	P69000	4	0	4	0	0	0	0	3
Suncor Sh...	FMD - Sunco...	562049	BULB 24 VOLT 2 WATT OTH...	P69000	20	0	20	0	0	0	0	10
Suncor Sh...	FMD - Sunco...	562374	MOTOR 1.5HP	P69000	1	0	1	0	0	0	0	1
Suncor Sh...	FMD - Sunco...	570036	Seal, Remote Control Oil	P69000	6	0	6	0	0	0	0	2
Suncor Sh...	FMD - Sunco...	610868	M-STUD - FRONT WHEEL H...	P69000	64	0	64	16	0	0	0	20
Suncor Sh...	FMD - Sunco...	610870	Seal, Wheel	P69000	5	0	5	7	0	0	0	8

Recalculate Replenish Parts Cancel

FTM-LPT-JGDR Clean (jeremyg@pwtads.com)

Start WebFA (jeremyg@p... BombayBeat FM - Mozill... untitled - Paint Procedures backorder fill Replenishment 11:38 AM

This generates a PO number . Click on “Save and Open PO” . From this screen you can check prices and order.

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO : Add

File Edit Window Help

Work Order

Add Part PO: 67806

Step 1: Identify the inventory site and PO type

Facility	Inventory Site	PO Type	R
Suncor Shop - FMD	FMD - Suncor Main	Parts	

Step 2: Copy from an Existing PO (Optional)

Copy from PO

Step 3: Replenish Parts

Replenish Parts

Step 4: Identify the Supplier

Supplier	Supplier Name	Get PO Number
PREVOST CAR INC	Prevost Car Inc	<input type="button" value="Get PO Number"/>

Step 5: Add Parts (optional)

Part Number	Description	Qty	Unit Cost
560913	SWITCH	8	1.12
562049	BULB 24 VOLT 2 WATT OT...	20	0.00
562374	MOTOR 1.5HP	1	2933.62
570036	Seal, Remote Control Oil	6	3.63
570062	Finger, Transmission, Shifting	9	06.26
610868	M-STUD - FRONT WHEEL ...	64	26.41
610870	Seal, Wheel	5	32.42
641425	Chamber, Brake, Type 36	5	131.16
930401	M-Clearance\Marker\Amber...	6	24.59
990128	990128	4	0.00

Print PO
 Print Barcode

Home Replenish Parts PPO : Add PPO : Add

FTM-LPT-JGOR Validated (jeremyg@pwtads.com)

Start WebFA (jeremyg@p... BombayBeat FM - Mozill... untitled - Paint Procedures backorder fill Replenishment << 11:45 AM

Enter the required information...

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67806

File Edit Part PO Module Window Help

Work Order

Purchase Order: 67806

PO Number	Site	8801	PO Date	Supplier	Supplier Name	State	QC	PO Type	R	PO Status	P
67806	FMD - Suncor Main		01/08/2008	PREVOST C	Prevost Car Inc	Quebec		Parts		Pending	

Main | Parts | Groups | Notes

Contact Name	Phone	Fax	E-Mail
	(0) - Ext:	() - Ext:	

Remark

Expensed	AppORTioned	Total	
Shipping	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Misc	0.00	0.00	0.00
Total Parts		6396.38	
PO Total		6396.38	

Ship Via	Payment Method	Place Method	Invoice Number

Written by	PO Date	Authorization	Due Date	Date Completed	Closed Date
Goralchuk, Jeremy	01/08/2008				

1st Approval by	1st Approval Date/Time	1st Approval Status	Approval Remark
2nd Approval by	2nd Approval Date/Time	2nd Approval Status	

Reference / Batch

Equipment

Warranty

Fuel

Admin

Home Replenish Parts PPO : Add PPO: 67806

FTM-LPT-JGDR (jeremyg@pwtads.com)

Start WebFA (jeremyg@p... BombayBeat FM - Mozill... untitled - Paint Procedures backorder fill Replenishment << 11:47 AM

Click on Process PO and then submit for approval

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67806

File Edit **Part PO Module** Window Help

- Add PO
- PO Approval List
- Process PO**
- Receive PO
- Close PO
- Undo PO
- Delete PO
- Add Part
- Delete Part
- Add Group
- Remove Group
- Update Supplier
- Print PO
- View / Modify Accounting Defaults

Order: 67806

8801 PO Date: 01/08/2008 Supplier: PREVOST Supplier Name: Prevost Car Inc State: Quebec QC PO Type: Parts R PO Status: Pending

Phone: () - Ext: () - Ext: E-Mail:

	Expensed	Apportioned	Total
Shipping	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Misc	0.00	0.00	0.00
Total Parts			6396.38
PO Total			6396.38

Payment Method: Place Method: Invoice Number:

PO Date: 01/08/2008 Authorization: Due Date: Date Completed: Closed Date:

1st Approval Date/Time	1st Approval Status	Approval Remark
2nd Approval by	2nd Approval Date/Time	2nd Approval Status

Reference / Batch:

Equipment Warranty Fuel Admin

Home Replenish Parts PPO: Add PPO: 67806

FTM-LPT-JGDR (jeremyg@pwtads.com)

Start WebFA (jeremyg@p... BombayBeat FM - Mozill... untitled - Paint Procedures backorder fill Replenishment << 11:48 AM

The End

Table of Contents

Parts Transfers

From the Parts Tab, select Parts Transfer, select Add Part Transfer

The screenshot shows the Cetraris PWT Production software interface. On the left is a navigation tree with the 'Parts Transfer' folder expanded and 'Add Part Transfer' highlighted with a red circle. The main content area is divided into several sections:

- Alerts:** Lists 31 payments requiring approval in FMD - Admin, 14 in FMD - Bottom Shop, 77 in FMD - Suncor Shop, 35 in FMD - Syncrude Shop, and 198 in FMD - Transfer Shop.
- Recent Documents:** Lists recent customers (e.g., CU: Conoco, Komatsu), equipment (e.g., EQ: 1418 / 804), OPDs (e.g., OPD: 56045), parts adjustments (e.g., PA: 56709 / 8800), and parts POs (e.g., PPO: 58411).
- Select Parts POs (Submit/Resubmit):** A table showing 4 records that match search criteria.
- Select Parts POs (Pending):** A table showing 34 records that match search criteria.

The status bar at the bottom indicates the user is logged in as 'FTM-LPT-JGDR (jeremyg@pwtads.com)'.

Select Parts POs (Submit/Resubmit)

There are 4 records that match the search criteria, 1 to 4 are shown. Sorts: PO NumberASC, Filters: (None)

PO Number	Invoice Number	Date	Date Due	Date Closed	Status	Inventory
57237		11/03/2008	11/03/2008		Submitted fo...	FMD - Suncor Main
58102		24/03/2008	24/03/2008		Submitted fo...	FMD - Suncor Main
58104		24/03/2008	24/03/2008		Submitted fo...	FMD - Suncor Main
58211		25/03/2008	25/03/2008		Submitted fo...	FMD - Suncor Main

Select Parts POs (Pending)

There are 34 records that match the search criteria, 1 to 34 are shown. Sorts: PO NumberASC, Filters: (None)

PO Number	Invoice Number	Date	Date Due	Date Closed	Status	Inventory
54998		26/02/2008	03/03/2008		Pending	FMD - Suncor Maii
55157		08/02/2008	08/02/2008		Pending	FMD - Admin Site
55863		20/03/2008			Pending	FMD - Admin Site
55943		21/02/2008			Pending	FMD - Admin Site
56742		06/03/2008	06/03/2008		Pending	FMD - Suncor Maii
56862		07/03/2008	07/03/2008		Pending	FMD - Syncrude I
57248		12/03/2008			Pending	FMD - Suncor Maii
57378		13/03/2008	13/03/2008		Pending	FMD - Syncrude I
57411		24/03/2008	24/03/2008		Pending	FMD - Transfer Me

Select Ship Facility & Site (From) Select Receive Facility & Site (To)

The screenshot displays the 'Part Transfer' module interface. The main form contains the following fields:

Ship Facility	80	Ship Site	8800	Ship Date / Time	Ship User	Transaction #	Status	P
FMD - Transfer	FMD - Transfer	27/09/2008 7:26 AM	Goralchuk, Jeremy	9944	Pending			
Rec Facility	81	Rec Site	8801	Rec Date / Time	Rec User	Shipping	Shipping Via	
FMD - Suncor S	D - Suncor Main					0.00		

Below the form is a 'Remark' field and a table with the following columns: Part #, Part Description, Qty, Unit Cost, Ext Cost.

At the bottom right of the form are buttons for 'Add', 'Delete', 'Save', and 'Cancel'. The status bar at the bottom shows 'Home PT: 9944' and 'FTM-LPT-JGDR Validated (jeremyg@pwtads.com)'.

Add Detailed Comment Such as-W/O #, inventory, unit #, etc,

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PT: 9944

File Edit Part Transfer Module Window Help

Work Order

Part Transfer:

Ship Facility	80	Ship Site	8800	Ship Date / Time	27/03/2008 7:26 AM	Ship User	Goralchuk, Jeremy	Transaction #	9944	Status	Pending
Rec Facility	81	Rec Site	8801	Rec Date / Time		Rec User		Shipping	0.00	Shipping Via	

Comment
Requested by Suncor for Unit 2506.

Part #	Part Description	Qty	Unit Cost	Ext Cost

Home PT: 9944

FTM-LPT-JGOR Validated (jeremyg@pwtads.com)

Add Delete
Save Cancel

Add Part Number/s and Quantity

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PT: 9944

File Edit Part Transfer Module Window Help

Work Order

Parts

- Parts
 - Add Part
 - Part Direct
 - Select Part
 - Select Commodity
 - Select Consumables
 - Delete Unused Parts
 - Part Replenishment
- Recent Parts
- Part Reports
 - Parts Adjustment
 - Parts Transfer
 - Add Part Transfer
 - Part Transfer Direct
 - Select Part Transfer
 - Reports
- Parts PO
- Physical Inventory
- Supplier
- Customer
- Sale
- Search VMRS Codes

Equipment

Warranty

Fuel

Admin

Part Transfer:

Ship Facility: 80 Ship Site: 8800 Ship Date / Time: 27/03/2008 7:26 AM Ship User: Goralchuk, Jeremy Transaction #: 9944 Status: Pending

Rec Facility: 81 Rec Site: 8801 Rec Date / Time: Rec User: Shipping: 0.00 Shipping Via:

Remark: Requested by Suncor for Unit 2506.

Part #	Part Description	Qty	Unit Cost	Ext Cost
1157	M-Bulbs - All Lamps (NAPA)	1	0.350	0.35

Part #	Part Description	Qty	Unit Cost	Ext Cost
1157	M-Bulbs - All Lamps (NAPA)	1	0.350	0.35

Add Delete

Save Cancel

Home PT: 9944

FTM-LPT-JGDR Validated (jeremyg@pwtads.com)

Click "Save"

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PT: 9944

File Edit Part Transfer Module Window Help

Work Order

Part Transfer:

Ship Facility	80	Ship Site	8800	Ship Date / Time	Ship User	Transaction #	Status	C
FMD - Transfer Shi	FMD - Transfer Mail	27/03/2008 7:26 AM	Goralchuk, Jeremy	9944	Complete			
Rec Facility	81	Rec Site	8801	Rec Date / Time	Rec User	Shipping	Shipping Via	
FMD - Suncor Sho	D - Suncor Main	27/03/2008 7:41 AM	Goralchuk, Jeremy	0.00				

Remark
Requested by Suncor for Unit 2506.

Part #	Part Description	Qty	Unit Cost	Ext Cost
1157	M-Bulbs - All Lamps (NAPA)	1	0.350	0.35

Part #	Part Description	Qty	Unit Cost	Ext Cost
1157	M-Bulbs - All Lamps (NAPA)	1	0.350	0.35

Equipment
Warranty
Fuel
Admin

Home PT: 9944

FTM-LPT-JGDR (jeremyg@pwtads.com)

Buttons: Add, Delete, Save, Cancel

From Part Transfer Module, select Print

Part Transfer:

Facility	80	Ship Site	8800	Ship Date / Time	27/03/2008 7:26 AM	Ship User	Goralchuk, Jeremy	Transaction #	9944	Status	P
Facility	81	Rec Site	8801	Rec Date / Time		Rec User		Shipping	0.00	Shipping Via	

Remark
Requested by Suncor for Unit 2506.

Part #	Part Description	Qty	Unit Cost	Ext. Cost
1157	M-Bulbs - All Lamps (NAPA)	1	0.350	0.35

Buttons: Add, Delete, Save, Cancel

Windows Taskbar: Start, WebFA (jeremyg@pw..., Microsoft PowerPoint - [...], Inbox - Microsoft Outlook, 7:38 AM

Place printed copy with shipment and place on Part Runner shelf for transfer

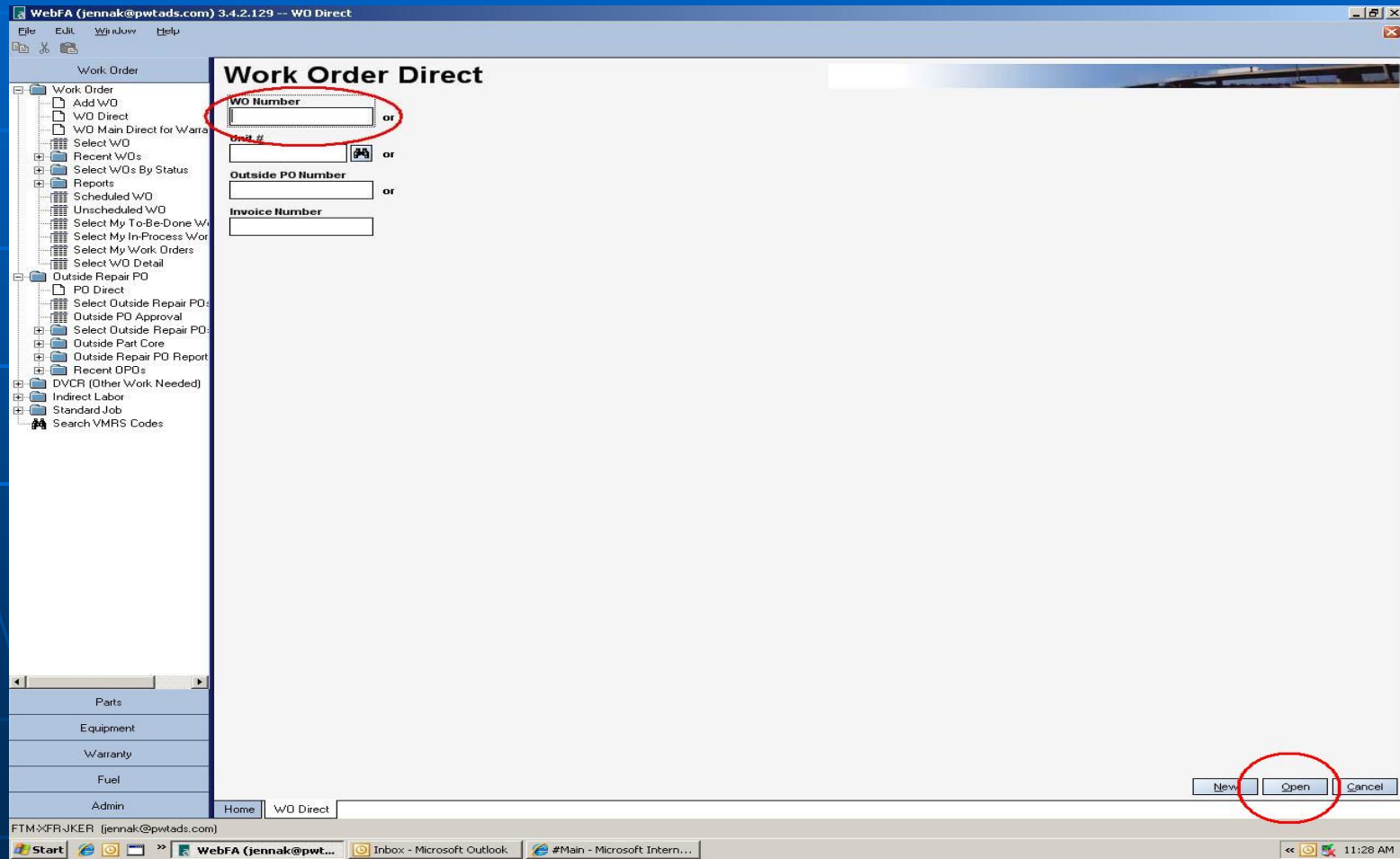


The End

Table of Contents

External Customers Purchase Orders

Select work order tab, select WO Direct,
Enter WO number or find WO that has the outside services, then click
open



Review WO to find the repair line pertaining to external customer. If there is no repair line for outside services, then create one using a SJ code is applicable.

The screenshot displays the WebFA (jennak@pwtads.com) 3.4.2.129 -- WO: 95819 interface. The main window is titled "Work Order: 95819" and shows the following details:

- Unit #: 1456, Hub KM: 149152, Repair Class: Scheduled, Facility: 820 Shop - FMD, Primary RFR: 05, WO Date Time: 15/09/2008 3:40 PM, WO Status: Waiting for p, WO Number: 95819
- Repair Line 1: TOWING (Status: In process, RFR: Routine, Condition: 11)
- Repair Line 2: Service / Repair Description: Towing coolant leak (Status: In process, RFR: Routine, Condition: 11)

The interface includes a navigation pane on the left with options like "Work Order", "Add WO", "WD Direct", "WD Main Direct for Warra", "Select WO", "Recent WOs", "Select WOs By Status", "Reports", "Scheduled WO", "Unscheduled WO", "Select My To-Be-Done Wo", "Select My In-Process Wor", "Select My Work Orders", "Select WO Detail", "Outside Repair PO", "PO Direct", "Select Outside Repair POs", "Outside PO Approval", "Select Outside Repair PO", "Outside Part Core", "Outside Repair PO Report", "Recent OPOs", "DVCR (Other Work Needed)", "Indirect Labor", "Standard Job", and "Search VMRS Codes".

At the bottom of the window, there are buttons for "Add Labor", "Delete Labor", "Save", and "Cancel". The system tray shows the Start button, WebFA (jennak@pwt...), Inbox - Microsoft Outlook, #Main - Microsoft Intern..., and 1 - Paint. The time is 11:32 AM.

■ Vendor Number

Vendor Name

- 1086
McMurray Waterous, Fort
- W03000 Waterous, Edmonton
- W03200 Waterous, Red Deer
- B95005
Edmonton Buses R Us,
- A41000 A.K. Coach, Calgary
- A-1 TOW
McMurray A-1 Towing, Fort
- 1089
International, Fort McMurray Diamond
- 1119
McMurray Kal Tire, Fort
- 1092
McMurray Fountain Tire, Fort
- 1100
Cleaning (VIP), Fort McMurray McMurray Steam
- 1123 Midtown Glass

Below is an example for towing services.

Complete all applicable fields. Use the Flat Rate box or hourly rate to calculate known charges. Click "Generate PO" to obtain Outside PO number.

Work Order: 95819

Unit # 1456 Hub KM 149152 Repair Class Scheduled Facility 80 Primary RFR 05 WO Date Time 15/09/2008 3:40 PM WO Status Waiting for p WO Number 95819

Standard Job Reference Line Status Alt Status RFR 11 Condition

Service / Repair Description Towing coolant leak Assigned To RADAKOVIC, DAI Accounting

I/O	Sys	Assy	WVA	Technician	Remarks	Supplier	PO#	Technician	Start Date	Reg	Std	Warranty	Chronic
O	005	003	00	Towing from Syncrude 4	A-1 T...					0.01	0.00	N	N
Outside		Towing		Breakdown / Mair		Towing		A-1 TOWING					

Generate PO

Std. Time Technician Start Date/Time

Reg Hrs	OT Hrs	Reg. Rate	OT Rate	Total	Credited	Net Total
0.01	0.00	0.01	184.13	0.00	0.00	0.00

Flat Rate Operation Codes

Add Labor Delete Labor Save Cancel

Click on Blue words 'PO Number', This takes you to the outside PO

The screenshot displays the WebFA software interface for Work Order 95819. The main window title is "WebFA (jennak@pwtads.com) 3.4.2.129 -- WO: 95819". The interface includes a menu bar (File, Edit, WO Module, Window, Help) and a toolbar. A left-hand navigation pane lists various work order management options. The main content area is titled "Work Order: 95819" and contains several data fields and a table.

Key fields at the top include:

- Unit #: 1456
- Hub KM: 149152
- Repair Class: Scheduled
- Facility: 80 Shop - FMD
- Primary RFR: Inspection - Rou
- WO Date Time: 15/09/2008 3:40 PM
- WO Status: Waiting for p
- WO Number: 95819

The "Service / Repair Description" section shows "Towing coolant leak" assigned to "RADAKOVIC, DAI".

The "Parts" table below lists a part for "TOWING" with a unit cost of 640.00. The "Description" field contains "OUTSIDE - TOWING CHARGES". The "PO Number" field is circled in red and contains the value "71361". The "Supplier" field contains "A-1 TOWING".

I/O	Sys	Assy	Comp	Qty	Qty Reli...	Need	Site	Part#	Description	Supplier	PO#	Cost	Warranty	Chronic	Core
O	005	003	001	1	0	No...	OUTS...	TOWING	OUTSIDE - TOWING CHARG...	A-1 T...	71361	640.00	N	N	N

At the bottom of the table, there are fields for "Description", "Failure Code", "PO Number" (71361), and "Supplier" (A-1 TOWING). Buttons for "Accounting" and "Print Barcode" are also visible.

Fill in all applicable fields. Click 'Yes' when asked to save .

The screenshot shows the WebFA (jennak@pwtads.com) 3.4.2.129 application window. The main window title is "Work Order: 95819". The interface includes a menu bar (File, Edit, WO Module, Window, Help), a toolbar, and a left-hand navigation tree. The main content area displays the work order details for Unit # 1456, Hub KM 149152, Repair Class 1, Facility 80, Primary RFR 05, WO Date Time 15/09/2008 3:40 PM, WO Status Waiting for p, and WO Number 95819. A table shows the work order details, including a line for "Towing coolant leak" with a status of "In process". A dialog box is open in the center, displaying a warning message: "Work Order must be saved before opening dependant document. Would you like to save the Work Order?". The "Yes" button in the dialog box is circled in red. The bottom of the window shows the Windows taskbar with the Start button and several open applications: WebFA (jennak@pwt...), Inbox - Microsoft Outlook, #Main - Microsoft Intern..., and 7 - Paint. The system clock shows 12:07 PM.

WebFA (jennak@pwtads.com) 3.4.2.129 -- WO: 95819

File Edit WO Module Window Help

Work Order

Work Order

- Add WO
- WO Direct
- WO Main Direct for Warra
- Select WO
- Recent WOs
- Select WOs By Status
- Reports
- Scheduled WO
- Unscheduled WO
- Select My To-Be-Done W
- Select My In-Process Wor
- Select My Work Orders
- Select WO Detail
- Outside Repair PO
- PO Direct
- Select Outside Repair PO
- Outside PO Approval
- Select Outside Repair PO
- Outside Part Core
- Outside Repair PO Report
- Recent OPDs
- DVCR (Other Work Needed)
- Indirect Labor
- Standard Job
- Search VMRS Codes

Parts

Equipment

Warranty

Fuel

Admin

Home | WO: 95819

FTM\FRJKER (jennak@pwtads.com)

Start | WebFA (jennak@pwt... | Inbox - Microsoft Outlook | #Main - Microsoft Intern... | 7 - Paint | 12:07 PM

Work Order: 95819

Unit # 1456 | Hub KM 149152 | Repair Class 1 | Facility 80 | Primary RFR 05 | WO Date Time 15/09/2008 3:40 PM | WO Status Waiting for p | WO Number 95819

Repair Info Summary Claims History Groups Attachments Notes

Standard Job	Reference	Line Status	Alt Status	RFR	11	Condition
03TOWING		In process		Routine		

Service / Repair Description

Towing coolant leak

Assigned To: RADAKOVIC, DAI

Accounting

I/O	Sys	Assy	WA	Technician	Remarks	Supplier	PO#	Technician	Start Date	Reg	Std	Warranty	Chronic
O	005	003	20	Towing from Syncrude t...	A-1 T...	71361				0.01	0.00	N	N

I/O: Outside | Sys: Towing | Assy: 005 | WA: Breakdown / Mair | Technician: Towing | Supplier: A-1 TOWING | PO#: 71361

Technician Remarks

Towing from Syncrude to Transfer station

Included in Claim

Invoice# 73566

WFA

Std. Time Tecl: 0.00

Reg Hrs OT Hr: 0.01 0.00

Work Order must be saved before opening dependant document. Would you like to save the Work Order?

Yes No

Add Labor Delete Labor

Save Cancel

Enter remarks: Work done and Invoice Number

The screenshot displays the 'Outside Purchase Order: 71361' form in the WebFA application. The form is divided into several sections:

- Header:** PO Number (71361), WO Number (95819), PO Date (18/09/2008), Supplier (A-1 TOWING), Supplier Name (A-1 Towing), State (Alberta), PO Type (Outside Rep), PO Status (Pending).
- Contact Information:** Contact Name (unknown), Phone ((780) 743-1253 Ext.), Fax ((780) 791-0336 Ext.), E-mail.
- Financial Summary:** Shipping (0.00), Expensed (0.00), Apportioned (0.00), Total (0.00). Taxes (0.00%), Misc. (0.00%). Total Labor (0.00), Total Parts (640.00), Total Other (0.00), PO Total (640.00).
- Logistics:** Ship Via, Payment Method (Charge), Place Method (Print), Invoice Number (73566), Payment Terms (Net 30 days), Payment Due.
- Administrative:** Written by (Kerr, Jenna), PO Date (18/09/2008), Authorization (JRG), Due Date (18/09/2008), Completed Date, Closed Date.
- Approvals:** 1st Approval by, 1st Approval Date/Time, 1st Approval Status, Remark.
- Reference / Batch:** Reference / Batch.

A red circle highlights the 'Remark' field, which contains the text: "Towing from Syncrude to Transfer station Invoice# 73566".

At the bottom of the form, there is a button labeled "Click to access basic Outside PO information".

The taskbar at the bottom shows the Start button, several open applications (WebFA, Outlook, Internet Explorer, Paint), and the system clock showing 12:15 PM.

Fill in the following fields, Ship Via: Vendor, Place Method: Print, Invoice Number: As On Invoice, Payment Terms: Net 30 Days, Due Date: The date of the day, Authorization: Garage Manager, DO NOT fill in payment due or 'Reference/Batch', Verify total with invoice

WebFA (jennak@pwtads.com) 3.4.2.129 -- Outside PO 71361

Work Order

Outside Purchase Order: 71361

PO Number: 71361, WO Number: 95819, PO Date: 18/09/2008, Supplier: A-1 TOWING, Supplier Name: A-1 Towing, State: Alberta, PO Type: Outside Rep, PO Status: Pending

Main | Repair | Groups | Attachments | Notes

Contact Name: unknown, Phone: (780) 743-1253 Ext., Fax: (780) 791-0336 Ext.

E-mail:

Remark: Towing from Syncrude to Transfer station Invoice# 73566

	Shipping	Expensed	Apportioned	Total
Taxes	0.00 %	0.00	0.00 %	0.00
Misc	0.00 %	0.00	0.00 %	0.00
Total Labor				0.00
Total Parts				640.00
Total Other				0.00
PO Total				640.00

Ship Via: Vendor, Payment Method: Charge, Place Method: Print, Invoice Number: 73566, Payment Terms: Net 30 days, Due Date: 18/09/2008

Written by: Kerr, Jenna, PO Date: 18/09/2008, Authorization: JRG, Due Date: 18/09/2008, Complete Date: , Closed Date:

1st Approval by: , 1st Approval Date/Time: , 1st Approval Status: , Remark:

2nd Approval by: , 2nd Approval Date/Time: , 2nd Approval Status:

Reference / Batch:

Click to access basic Outside PO information

Save Cancel

Home | WO: 95819 | Outside PO 71361

FTM\FRJ-JKER Clean (jennak@pwtads.com)

Start | WebFA (jennak@pwt...) | Inbox - Microsoft Outlook | #Main - Microsoft Intern... | untitled - Paint | 12:15 PM

Select 'Outside PO Module', Select 'Process PO'

The screenshot displays the WebFA (jennak@pwtads.com) 3.4.2.129 application window titled 'Outside PO 71361'. The 'Outside PO Module' menu is open, and the 'Process PO' option is highlighted with a red circle. The main window shows the 'Purchase Order: 71361' form with various fields and a summary table.

Menu Items: Open WO, PO Approval Hist, Process PO, Mark PO as Work Complete, Complete PO, Mark PO as Ready to Close, Close PO, Unclose PO, Void PO, Add Part, Delete Part, Add Labor, Delete Labor, Add Group, Delete Group, Print PO, Update Supplier.

Form Fields:

- WO Number: 95819
- PO Date: 18/09/2008
- Supplier: A-1 TOWING
- Supplier Name: A-1 Towing
- State: Alberta
- AB: [dropdown]
- PO Type: Outside Rep
- PO Status: Pending

Summary Table:

Category	Expensed	Apporioned	Total
Shipping	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Misc.	0.00	0.00	0.00
Total Labor			0.00
Total Parts			640.00
Total Other			0.00
PO Total			640.00

Payment Information:

- Payment Method: Charge
- Place Method: Print
- Invoice Number: 73566
- Payment Terms: Net 30 days
- Payment Due: [dropdown]

Approval Information:

by	1st Approval Date/Time	1st Approval Status	Remark
by	2nd Approval Date/Time	2nd Approval Status	

Bottom Bar: Home | WO: 95819 | Outside PO 71361

Taskbar: Start | WebFA (jennak@pwt...) | Inbox - Microsoft Outlook | #Main - Microsoft Intern... | untitled - Paint | 12:19 PM

Click Process on the window that opens
- Click Cancel to Exit PO

The screenshot displays the 'Outside Purchase Order: 71361' window in the WebFA application. The window title is 'WebFA (jennak@pwtads.com) 3.4.2.129 -- Outside PO 71361'. The main content area is titled 'Outside Purchase Order: 71361' and contains the following information:

- PO Number:** 71361, **WO Number:** 95819, **PO Date:** 18/09/2008, **Supplier:** A-1 TOWING, **Supplier Name:** A-1 Towing, **State:** Alberta, **AB PO Type:** Outside Rep, **PO Status:** Pending.
- Contact Name:** unknown, **Phone:** (780) 7...
- Remark:** Towing from Syncrude to Tr Invoice# 73566
- Ship Via:** Vendor, **Payme:** Charg
- Written by:** Kerr, Jenna, **PO Date:** 18/09/20
- 1st Approval by:** 1st A, **2nd Approval by:** 2nd A
- Reference / Batch:** [Empty field]

The window also features a 'Process Outside PurchaseOrder' sub-window with the following steps:

- Step 1: Submit for Approval:** Submit Purchase Order for Approval
- Step 2: Print PO:** Print PO?
- Step 3: PO Approval:** Summary table showing Supplier: (A-1 TOW) A-1 Towing, Parts: 640.00, Labor: 0.00, Other Charges: 0.00, Total: 640.00. Description: Towing coolant leak.
- Step 4: Place Order:** Place order with Supplier. How do you want to place the order? P Print

At the bottom of the window, there are buttons for 'Void PO', 'Load WO', 'Load PO', 'Process' (circled in red), and 'Cancel'. A 'Save' and 'Cancel' button are also present at the bottom right of the main window.

Obtain approval from shop manager/supervisor.
Select 'Outside PO Module' click Close PO

The screenshot displays the 'Purchase Order: 71361' form in the WebFA application. A dropdown menu is open, and the 'Close PO' option is highlighted with a red circle. The form includes the following fields and data:

WO Number	PO Date	Supplier	Supplier Name	State	AB	PO Type	PO Status
95819	18/09/2008	A-1 TOWING	A-1 Towing	Alberta		Outside Reps	Open

Phone	Fax	Shipping	Expensed	Apportioned	Total
(780) 743-1253 Ext.	(780) 791-0336 Ext.	0.00	0.00	0.00	0.00

Taxes	Misc.	Total Labor	Total Parts	Total Other	PO Total
0.00 %	0.00 %	0.00	640.00	0.00	640.00

Payment Method	Place Method	Invoice Number	Payment Terms	Payment Due
Charge	Print	73666	Net 30 days	

PO Date	Authorization	Due Date	Completed Date	Closed Date
18/09/2008	JRG	18/09/2008		

by	1st Approval Date/Time	1st Approval Status	Remark
Danijela	18/09/2008 12:26 PM	Approved	[First Approval]

by	2nd Approval Date/Time	2nd Approval Status

The interface also shows a sidebar with navigation options like 'Parts', 'Equipment', 'Warranty', 'Fuel', and 'Admin'. The bottom of the screen displays the Windows taskbar with the Start button and several open applications.

Select "Yes" to close Outside PO

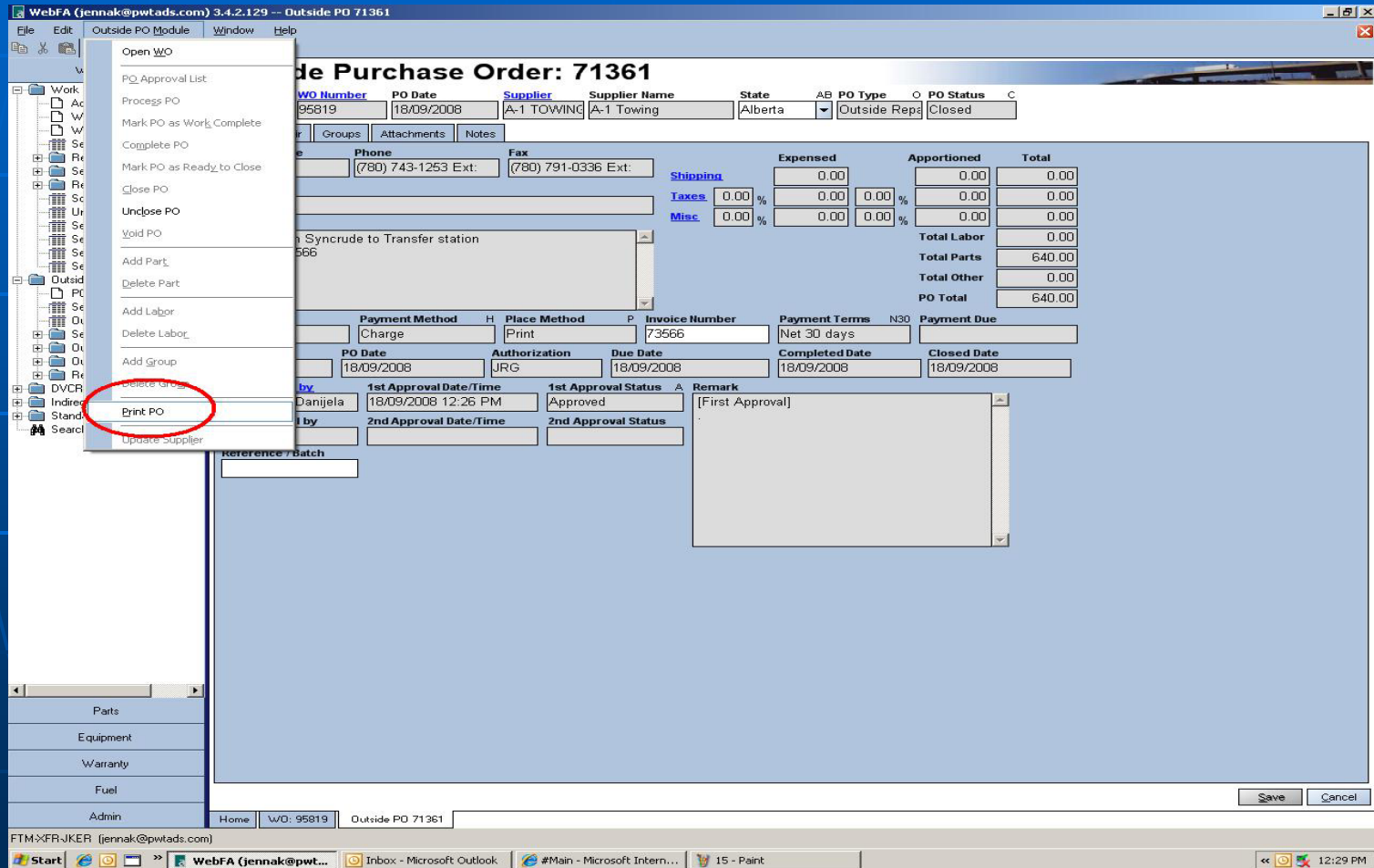
The screenshot displays the 'Outside Purchase Order: 71361' form in the WebFA application. The form includes fields for PO Number (71361), WO Number (95819), PO Date (18/09/2008), Supplier (A-1 TOWING), Supplier Name (A-1 Towing), State (Alberta), PO Type (Outside Rep), and PO Status (Open). A summary table shows financial details:

Category	Expensed	Apportioned	Total
Shipping	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Misc	0.00	0.00	0.00
Total Labor			0.00
Total Parts			640.00
Total Other			0.00
PO Total			640.00

A 'Close PO' dialog box is overlaid on the form, asking: 'Do you want to close outside repair PO 71361?'. The 'Yes' button is circled in red. The dialog also shows the '1st Approval by' (Radakovic, Danijela) and '1st Approval Date' (18/09/2008 12:22).

At the bottom of the application window, the status bar shows 'Home | WO: 95819 | OPO: 71361'. The taskbar at the very bottom includes the Start button, WebFA (jennak@pwtads.com), and other open applications like Microsoft Outlook and Internet Explorer.

If required to print Outside PO, select Print PO from the Outside PO Module.



Go back to WO, if repair line is completed, change line status to complete. Only if all other lines are completed on the work order change work order status to completed. Stamp and initial invoice.

The screenshot displays the WebFA software interface for a Work Order (WO) titled "Work Order: 95819". The interface is divided into several sections:

- Header:** Unit # 1456, Hub KM 149152, Repair Class Scheduled, Facility B20 Shop - FMD, Primary RFR Inspection - Rou, WO Date Time 15/09/2008 3:40 PM, WO Status Waiting for p..., and WO Number 95819.
- Navigation:** A tree view on the left lists various work order categories such as "Work Order", "Add WO", "Recent WOs", and "Outside Repair PD".
- Main Data Entry:** A table with columns for I/O, Sys, Assy, WA, Technician Remarks, Supplier, PO#, Technician, Start Date, Reg, Std, Warranty, and Chronic. The first row shows "03TOWING" with a status of "Completed".
- Service / Repair Description:** A text area containing "Towing coolant leak".
- Technician Remarks:** A text area containing "Towing from Syncrude to Transfer station Invoice# 73566".
- Summary Table:** A table with columns for Reg Hrs, OT Hrs, Reg. Rate, OT Rate, Total, Credited, and Net Total. The values are: Reg Hrs 0.01, OT Hrs 0.00, Reg. Rate 0.01, OT Rate 184.13, Total 0.00, Credited 0.00, Net Total 0.00.
- Bottom Bar:** Includes "Save" and "Cancel" buttons, and a status bar showing "FTM>FR-JKER Validated [jennak@pwtads.com]" and system tray icons.

The End

Table of Contents

Part Purchase Orders (PO)

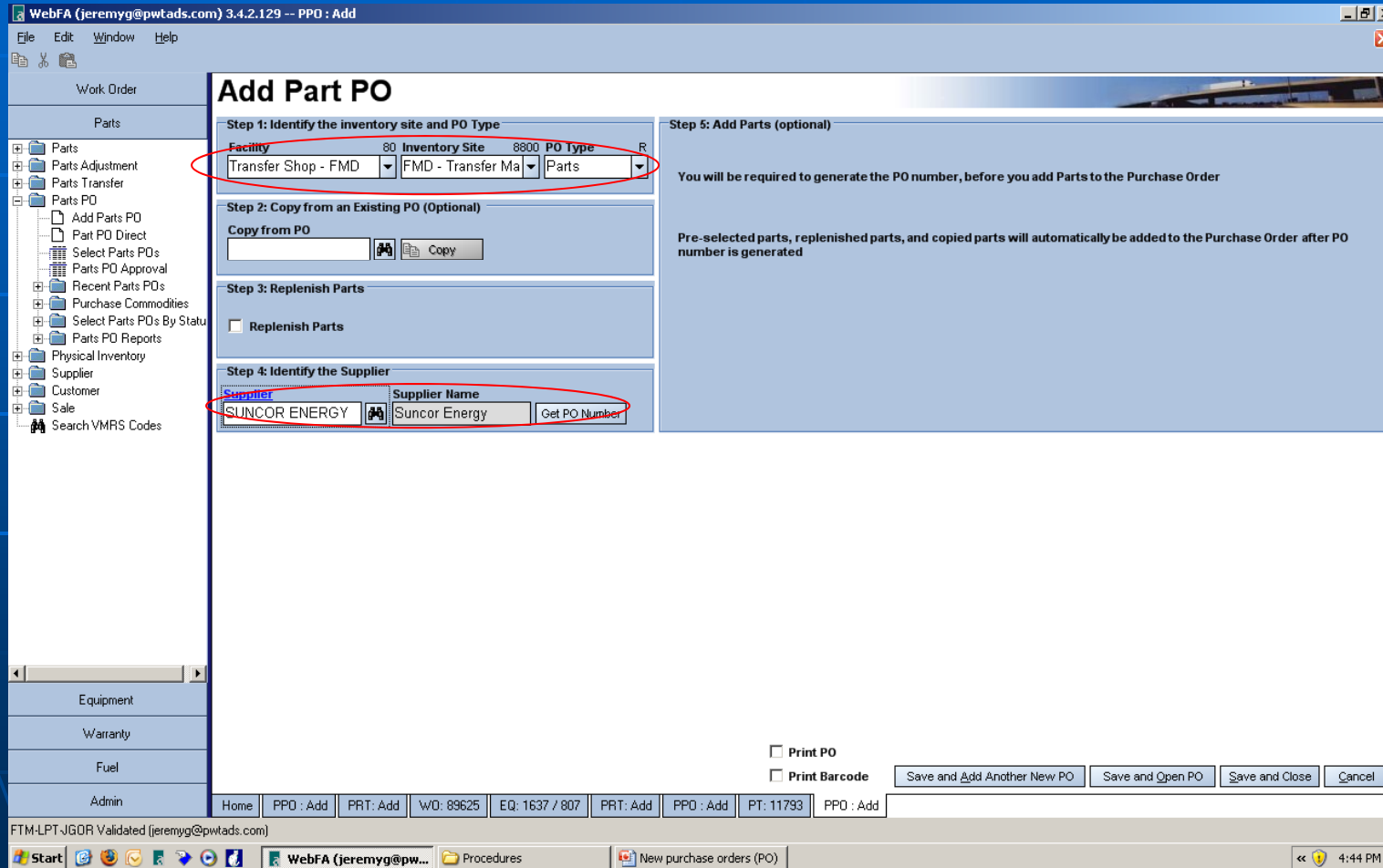
To add a Part PO in the system, click on the Parts tab, Then click Parts PO folder and finally “Add Parts PO”

The screenshot displays the 'Add Part PO' interface within the WebFA application. The left sidebar shows a navigation tree with the 'Parts' folder selected and the 'Add Parts PO' sub-item highlighted. The main content area is divided into five steps:

- Step 1: Identify the inventory site and PO Type**
 - Facility: 80
 - Inventory Site: Transfer Shop - FMD
 - PO Type: Parts
- Step 2: Copy from an Existing PO (Optional)**
 - Copy from PO: [Empty field]
 - Buttons: [Icon], [Copy]
- Step 3: Replenish Parts**
 - Replenish Parts:
- Step 4: Identify the Supplier**
 - Supplier: [Empty field]
 - Supplier Name: [Empty field]
 - Buttons: [Icon], [Get PO Number]
- Step 5: Add Parts (optional)**
 - Text: You will be required to generate the PO number, before you add Parts to the Purchase Order
 - Text: Pre-selected parts, replenished parts, and copied parts will automatically be added to the Purchase Order after PO number is generated

At the bottom of the interface, there are checkboxes for 'Print PO' and 'Print Barcode', and buttons for 'Save and Add Another New PO', 'Save and Open PO', 'Save and Close', and 'Cancel'. A breadcrumb trail at the bottom shows: Home > PPO : Add > PRT : Add > WO: 89625 > EQ: 1637 / 807 > PRT : Add > PPO : Add > PT: 11793 > PPO : Add.

First Select shop/Facility, Inventory site, PO type, Supplier etc.
and then click "Get PO number"



After Clicking “Get PO number” click on “Save and Open PO”

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO : Add

File Edit Window Help

Work Order

Add Part PO: 67445

Step 1: Identify the inventory site and PO Type

Facility	80	Inventory Site	8800	PO Type	R
Transfer Shop - FMD		FMD - Transfer Main		Parts	

Step 2: Copy from an Existing PO (Optional)

Copy from PO

Step 3: Replenish Parts

Replenish Parts

Step 4: Identify the Supplier

Supplier	Supplier Name	
SUNCOR ENERGY	Suncor Energy	<input type="button" value="Get PO Number"/>

Click to Generate the PO Number

Step 5: Add Parts (optional)

Part Number	Description	Qty	Unit Cost
-------------	-------------	-----	-----------

Print PO
 Print Barcode

Home PPO : Add PRT : Add WO: 89625 EQ: 1637 / 807 PRT: Add PPO : Add

FTM-LPT-JGDR Validated (jeremyg@pwtads.com)

Start WebFA (jeremyg@pw... Procedures New purchase orders (PO) 4:48 PM

A new PO number will be generated. Add the details of item/s to be purchased in “Remark” section. Don’t forget to write approver’s name in the end.

The screenshot displays the 'Purchase Order: 67445' form in the WebFA application. The form includes fields for PO Number, Site, PO Date, Supplier, and State. A sidebar on the left contains a tree view of navigation options, with 'Remark' highlighted in red. The bottom of the form features a 'Save' button and a status bar with navigation links.

PO Number	Site	8800	PO Date	Supplier	Supplier Name	State	ON	PO Type	R	PO Status	P
67445	FMD - Transfer Main		28/07/2008	SUNCOR E	Suncor Energy	Ontario		Parts		Pending	

Contact Name	Phone	Fax	E-Mail	Expensed	Apportioned	Total
Customer Service	(800) 668-8060 Ext:	(416) 733-7247 Ext:	commercialcard@su	Shipping 0.00	0.00	0.00
				Taxes 0.00	0.00	0.00
				Misc 0.00	0.00	0.00
				Total Parts		0.00
				PO Total		0.00

Ship Via	Payment Method	H	Place Method	Invoice Number	Payment Terms	Payment Due
	Charge					

Written by	PO Date	Authorization	Due Date	Date Completed	Closed Date
Goralchuk, Jeremy	28/07/2008				

1st Approval by	1st Approval Date/Time	1st Approval Status	Approval Remark
2nd Approval by	2nd Approval Date/Time	2nd Approval Status	

Reference / Batch

Home PPO : Add PRT : Add WD: 89625 EQ: 1637 / 807 PRT: Add PPO: 67445

Complete all applicable fields.

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67458

File Edit Part PO Module Window Help

Work Order

Purchase Order: 67458

PO Number: 67458 Site: FMD - Transfer Main 8800 PO Date: 29/07/2008 Supplier: SUNCOR EN Supplier Name: Suncor Energy State: Ontario ON PO Type: Parts R PO Status: Pending

Main Parts Groups Notes

Contact Name	Phone	Fax	E-Mail	Expensed	Apportioned	Total
Customer Service	(800) 668-8060 Ext:	(416) 733-7247 Ext:	commercialcard@su	Shipping 0.00	0.00	0.00
Remark				Taxes 0.00	0.00	0.00
				Misc 0.00	0.00	0.00
				Total Parts		0.00
				PO Total		0.00

Ship Via: Charge Payment Method: Invoice Number: Payment Terms: Payment Due:

Written by: Goralchuk, Jeremy PO Date: 29/07/2008 Authorization: Due Date: Date Completed: Closed Date:

1st Approval by: 1st Approval Date/Time: 1st Approval Status: Approval Remark:

2nd Approval by: 2nd Approval Date/Time: 2nd Approval Status:

Reference / Batch:

Equipment
Warranty
Fuel
Admin

Home PPO: 67458

FTM-LPT-JGOR Clean (jeremyg@pwtads.com)

Start Procedures Microsoft PowerPoint - [...] WebFA (jeremyg@pw... 8:14 AM

Click "Save" to continue...

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67458

File Edit Part PO Module Window Help

Work Order

Purchase Order: 67458

PO Number	Site	8800	PO Date	Supplier	Supplier Name	State	ON	PO Type	R	PO Status	P
67458	FMD - Transfer Main		29/07/2008	SUNCOR E	Suncor Energy	Ontario		Parts		Pending	

Main Parts Groups Notes

Contact Name	Phone	Fax	E-Mail	Expensed	Apportioned	Total
Customer Service	(800) 668-8060 Ext:	(416) 733-7247 Ext:	commercialcard@su	Shipping 0.00	0.00	0.00
Remark				Taxes 0.00	0.00	0.00
				Misc 0.00	0.00	0.00
				Total Parts		0.00
				PO Total		0.00

Ship Via	Payment Method	Place Method	Invoice Number	Payment Terms	Payment Due
	Charge				

Written by	PO Date	Authorization	Due Date	Date Completed	Closed Date
Goralchuk, Jeremy	29/07/2008				

1st Approval by	1st Approval Date/Time	1st Approval Status	Approval Remark
2nd Approval by	2nd Approval Date/Time	2nd Approval Status	

Reference / Batch

Equipment
Warranty
Fuel
Admin

Home PPO: 67458

Save Cancel

FTM-LPT-JGOR Clean (jeremyg@pwtads.com)

Start Procedures Microsoft PowerPoint - [...] WebFA (jeremyg@pw... 8:23 AM

Click "Parts" tab on the top to enter further details of order...

The screenshot shows the 'WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67458' window. The interface includes a menu bar (File, Edit, Part PO Module, Window, Help) and a toolbar. A sidebar on the left contains a tree view of navigation options, with 'Parts' expanded. The main area displays the 'Purchase Order: 67458' details. A table at the top shows PO information:

PO Number	Site	8600	PO Date	Supplier	Supplier Name	State	ON	PO Type	R	PO Status	P
67458	FMD - Transfer Main		29/07/2008	SUNCOR EN	Suncor Energy	Ontario		Parts		Pending	

Below this table are tabs for 'Main', 'Parts', 'Groups', and 'Notes'. The 'Parts' tab is active and shows a large empty table with the following columns: Part Number, Description, Qty, Approx Unit Cost, Total Cost, Supplier Part Number, Cost Center, DR GL Account, and CR GL Account. A tooltip 'click to access the Parts on the PO' is visible over the 'Description' column. At the bottom right of the main area are 'Add', 'Delete', 'Save', and 'Cancel' buttons. The taskbar at the bottom shows the Start button, system tray icons, and open applications: 'Procedures', 'Microsoft PowerPoint - [...]', and 'WebFA (jeremyg@pw...'. The system clock shows '8:38 AM'.

Click on Add button, enter part number if known and hit tab twice to validate it.

The screenshot displays the WebFA software interface for a Purchase Order (PO) with the number 67458. The window title is "WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67458". The main area is titled "Purchase Order: 67458".

At the top, there are fields for PO Number (67458), Site (FMD - Transfer Main), PO Date (29/07/2008), Supplier (SUNCOR ENERGY), Supplier Name (Suncor Energy), State (Ontario), PO Type (Parts), and PO Status (Pending).

Below this, there are tabs for "Main", "Parts", "Groups", and "Notes". The "Main" tab is active, showing a table with columns: Part Number, Description, Qty, Approx Unit Cost, Total Cost, Supplier Part Number, Cost Center, DR GL Account, and CR GL Account. The first row shows a "SHOP" entry with a quantity of 0 and costs of 0.00.

Below the table, there are input fields for "Part Number" (circled in red), "Description", and "Supplier Part Number". There are also summary fields for "Qty", "Unit Cost", "Total Cost", "Total Credited", and "Total Net Cost", all showing 0.00.

At the bottom of the form, there are dropdown menus for "Cost Center", "DR GL Account", and "CR GL Account".

At the bottom right of the form, there are buttons for "Add" (circled in red), "Delete", "Save", and "Cancel".

The left sidebar contains a navigation tree with categories like "Parts", "Physical Inventory", "Supplier", "Customer", and "Sale".

The bottom of the screen shows a Windows taskbar with the Start button, several application icons, and the system tray showing the time as 8:45 AM.

This screen appears if you need to verify part number.

The screenshot displays a software application window titled "WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67458". The main window shows a "Purchase Order: 67458" with the following details:

PO Number	Site	8600	PO Date	Supplier	Supplier Name	State	ON	PO Type	R	PO Status	P
67458	FMD - Transfer Main		29/07/2008	SUNCOR E	Suncor Energy	Ontario		Parts		Pending	

A "Part Search" dialog box is open, displaying the following message and table:

Part Number 'SHOP' does not exist. However, an alike Part was found.
There is 1 record that matches the search criteria.
Sorts: Part NumberASC, Filters: (None)

Part Nu	Part Number	Inventory Site	Qty On Hand	Description / Note
SHOP	SHOP SUPPLIES	FMD - Transfer Main	76	Shop Supplies

The text "SHOP SUPPLIES" in the table is circled in red. The dialog box also includes "New", "Select", and "Close" buttons.

The bottom of the screen shows a Windows taskbar with the Start button, several application icons, and the system tray displaying "8:49 AM".

If part number, unit cost etc. are unknown, leave blank but ensure details are noted in the remarks field. Click “Save” to complete.

Purchase Order: 67458

PO Number: 67458 | Site: FMD - Transfer Main | PO Date: 29/07/2008 | Supplier: SUNCOR ENERGY | Supplier Name: Suncor Energy | State: Ontario | PO Type: Parts | PO Status: Pending

Part Number	Description	Qty	Approx Unit Cost	Total Cost	Supplier Part Number	Cost Center	DR GL Account	CR GL Account
SHOP SUP...	Shop Supplies	0	47.48	0.00	SHOP SUPPLIES	66300	Shop Expense	Shop Expense

Part Number: SHOP SUPPLIES | Description: Shop Supplies | Supplier Part Number: SHOP SUPPLIES

Qty: 0 | Unit Cost: 47.48 | Total Cost: 0.00 | Total Credited: 0.00 | Total Net Cost: 0.00

Cost Center: 66300 | DR GL Account: 6222 | CR GL Account: 6222

FMD Consolidated 80 | Shop Expense | Shop Expense

Buttons: Add, Delete, Save, Cancel

Hit Save button again to save recent changes...

The screenshot shows a software window titled "WebFA (jeremyg@pwtads.com) 3.4.2.129 -- PPO: 67458". The main content area is titled "Purchase Order: 67458".

Form fields include:

- PO Number: 67458
- Site: FMD - Transfer Main
- 8800 PO Date: 29/07/2008
- Supplier: SUNCOR EN
- Supplier Name: Suncor Energy
- State: Ontario
- ON PO Type: Parts
- R PO Status: Pending

Below the form is a table with columns: Part Number, Description, Qty, Approx Unit Cost, Total Cost, Supplier Part Number, Cost Center, DR GL Account, and CR GL Account. The first row contains: SHOP SUP..., Shop Supplies, 0, 47.48, 0.00, SHOP SUPPLIES, 66300, Shop Expense, Shop Expens.

At the bottom right of the form area, there are buttons for "Add", "Delete", "Save", and "Cancel". The "Save" button is circled in red.

The left sidebar contains a tree view with categories like "Parts", "Physical Inventory", "Supplier", "Customer", "Sale", and "Search VMRS Codes".

The bottom status bar shows "Home PPO: 67458" and a taskbar with "FTM-LPT-JGDR Clean (jeremyg@pwtads.com)", "Microsoft PowerPoint - [...]", and "WebFA (jeremyg@pw...". The system clock shows "8:56 AM".

If ALL correct data has been entered on PO, go to “Part PO Module” and click on “Process PO”

The screenshot shows the WebFA (jeremy@pwtads.com) 3.4.2.129 -- PPO: 67458 application window. The 'Part PO Module' menu is open, and the 'Process PO' option is highlighted with a red oval. The main window displays 'Purchase Order: 67458' with the following details:

8800 PO Date	Supplier	Supplier Name	State	ON	PO Type	R	PO Status	P
Transfer Main	29/07/2008	SUNCOR EN	Suncor Energy	Ontario	Parts		Pending	

Below the header is a table with the following columns: Description, Qty, Approx Unit Cost, Total Cost, Supplier Part Number, Cost Center, DR GL Account, and CR GL Account. The first row contains the following data:

Description	Qty	Approx Unit Cost	Total Cost	Supplier Part Number	Cost Center	DR GL Account	CR GL Account
Shop Supplies	0	47.48	0.00	SHOP SUPPLIES	66300	Shop Expense	Shop Expens

The interface also includes a left-hand navigation pane with categories like Parts, Physical Inventory, Supplier, Customer, Sale, and Search VMRS Codes. At the bottom, there are buttons for 'Add', 'Delete', 'Save', and 'Cancel'. The Windows taskbar at the bottom shows the Start button, system tray icons, and open applications including 'Procedures', 'Microsoft PowerPoint - [...]', and 'WebFA (jeremy@pw...)'.

“Online parts ordering”



PREVOST.
PARTS
COACH & TRANSIT

Exclusive OEM parts distributor for Nova BUS

Get
1% OFF
on all online orders !

<https://order.prevostparts.com/scripts/wgate/yw20/!?!~language=en>

Enter your login # and Password and click Online Ordering from left hand menu....

SAP Internet menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://order.prevostparts.com/scripts/wgate/yw207dbc470e/~FINOYXRIPTeZNDM2LjAwMS4wM14wNQ==?~target=_top&~forcetarget=yes

SAP Internet menu

Log Off Help

Parts

- Available
- Online Ordering
- Sales Order Status
- Condition of Sales
- Material Return
- Credit Application

Download Adobe Acrobat Reader™

Hello **DIVERSIFIED TRANSPORTATION LTD**, Thank you for choosing the Prevost Parts On Line Store. Please choose one of the options in the column on the left of your screen.

If you need any help, please contact Vicky Tremblay at (418)654-0174 ext. 227, or at prevost.parts.online@volvo.com. For all other assistance pertaining to parts, please contact your Regional Sales Manager, **Dave Wylie** at (403) 816-1585 or by e-mail at dave.wylie@volvo.com.

Done order.prevostparts.com

Start Procedures Microsoft PowerPoint - [...] WebFA (jeremyg@pwta...) SAP Internet menu - ... 9:11 AM

Select your delivery spot

SAP Internet Application Component Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://order.prevostparts.com/scripts/wgate/yw207dbc470e/~FIN0YXRIPTExODY2LjAyNS4wNS4xNQ==?~target=_top&~forcetarget=yes

Most Visited CIBC Citrix MCI PCI CatBase G&T Triton FGI Day&Ross DHL Purolator Epic CRA Acklands Google International Avenue CUTA | ACTU

SAP Internet Application Compo...

Online Store

Main Menu Help Shopping Basket Quick Entry

Quotation

Choose a partner : SHIP-TO PARTY

Number	Name	Address	City
0000202562	DIVERSIFIED TRANSPORTATION LTD	460 MACALPINE CRESCENT	FORT MCMURRAY
2000004430	DIVERSIFIED TRANSPORTATION LTD	8030 GOLOSKY AVE.	FORT MCMURRAY
2000001335	DIVERSIFIED TRANSPORTATION LTD	HWY 63, TRANSFER STATION	FORT MCMURRAY

Done order.prevostparts.com

Start Procedures Microsoft PowerPoint - [...] WebFA (jeremyg@pwta...) SAP Internet Applicat... 9:18 AM

Generate a PO number from WFA to enter on order form.
Click on "Order" button to place a regular order...

The screenshot shows the SAP Internet Application Component Page in Mozilla Firefox. The browser address bar displays the URL: https://order.prevostparts.com/scripts/wgate/yw207dbc470e/~FIN0YXRlPTI2ODc3LjAyNHwNy4yMA==?w_choice=18~okcode=SHIPTO&~target=_top&~forcetarget=yes. The page features a navigation bar with "Main Menu", "Help", "Shopping Basket", and "Quick Entry". A yellow "Online Store" banner is present. Below the banner, a "Quotation" button is highlighted with a red circle. The "PO number" input field is also circled in red. The "Order" radio button is selected, and the "Rush Order" radio button is unselected. A checkbox for "Accept rush order conditions" is present. A table displays the quotation items:

Quantity	Unit	Plant	Price	Sub. Part	Product	Deliv. Date	Tax	Total (CAD)	Break Pricing	Delete
4.000	4.000	EA	200C	0.00	K280203 FRAME ASM.	08/10/17	0.00	0.00		
4.000	4.000	EA	200C	3,287.23	X 280705 DOOR ASSY, L.H. REAR ENGINE	08/10/17	657.45	13,806.37		
TOTAL							657.45	13,806.37		

Below the table, the "Your address" and "Ship-to address" are listed. The "Your address" is: DIVERSIFIED TRANSPORTATION LTD, 460 MACALPINE CRESCENT, FORT MCMURRAY, Alberta Canada. The "Ship-to address" is: 0000202562, DIVERSIFIED TRANSPORTATION LTD, 460 MACALPINE CRESCENT, T9H 4E1 FORT MCMURRAY, AB CA, 780-743-2265. A "Change Address" button is located below the ship-to address.

The Windows taskbar at the bottom shows the Start button, several application icons, and the taskbar title "SAP Internet Applicat...". The system clock shows 9:20 AM.

“Last but not the least”

- Hit the option of Invoice every time and click continue to go further.
- Don't forget to note down the confirmation number.
- Copy confirmation number on PO and then click Process PO
- In Step 4 check mark “Place order with Supplier” and hit “Process”

The End

Table of Contents

Finding part numbers for buses

Select Work Order tab, then select Work order folder, then click on Work Order Direct and then enter Work Order (WO) number

The screenshot displays the WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO Direct application. The interface is divided into a left navigation pane and a main content area. The navigation pane shows a tree structure under 'Work Order', with 'WO Direct' highlighted and circled in red. The main content area is titled 'Work Order Direct' and contains four input fields: 'WO Number', 'Unit #', 'Outside PO Number', and 'Invoice Number'. Each field is followed by an 'or' label. At the bottom of the main content area, there are 'New', 'Open', and 'Cancel' buttons. The taskbar at the bottom shows the Start button and several open applications, including 'WebFA (jeremyg@pw...', 'Procedures', 'Maintenance Support - T...', and 'parts purchase for buses'. The system clock shows 2:22 PM.

This is the screen which you will see after entering the work order number. Read the description and figure out “Part Number”. The method of finding “Part Number” is different for Yellow buses and Coaches

Work Order: 89625

Unit #: 1637 Odometer KM's: 16444 Repair Class: Scheduled Facility: Transfer Shop - F Primary RFR: 80 WO Date Time: 20/07/2008 7:49 AM WO Status: P WO Number: 89625

Standard Job: MD13000 Reference: T247679 Line Status: In process Alt Status: RFR: 05 Condition: 17: Red Tag: A Assigned to: LOCKYER, RHON

Service / Repair Description
 Inspect Brakes Squeaks When Going Around Turns & Brake Light Comes On Have To Shut Bus Off Each Time To Put Light Out
 PLEASE ORDER FRONT ROTORS, WHEEL SEAL, BRAKE PADS.
 seal part #610870 in stock and brake pads part #Bhnmkd786 in stock rotor on order

I/O	Sys	Assy	WA	Technician Remarks	Supplier	PO#	Technician	Start Date
I	013	000	06	check all brakes found front rotors defective p.o.o.			Tewoldem...	25/07/2008 9:00 A

Buttons: Add Labor, Delete Labor, Show Alerts, Save, Cancel

Footer: Home PPO: Add PRT: Add WO: 89625

Method to find Part Number For Yellow Buses



For international Buses (Yellow bus) click on the unit # on the top

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- WO: 89625

File Edit WO Module Window Help

Work Order

Work Order: 89625

Unit # 1637 Odometer KM's 164444 Repair Class Scheduled Facility 80 Primary RFR 05 WO Date Time 20/07/2008 7:49 AM WO Status P WO Number 89625

Repair Info Summary Claims History Groups Attachments Notes

Standard Job Reference Line Status Alt Status RFR 05 Condition 17: Red Tag A Assigned to

MD13000 T247679 In process Inspectio Other

Service / Repair Description

Inspect Brakes Squeaks When Going Around Turns & Brake Light Comes On Have To Shut Bus Off Each Time To Put Light Out
PLEASE ORDER FRONT ROTORS, WHEEL SEAL, BRAKE PADS.
seal part #610870 in stock and brake pads part #Bhnmkd786 in stock rotor on oder

Assigned To LOCKYER, RHON Accounting

I/O	Sys	Assy	WA	Technician	Remarks	Supplier	PO#	Technician	Start Date
I	013	000	06		check all brakes found front rotors defective p.o.o.			Tewoldem...	25/07/2008 9:00 A

Show Alerts Save Cancel

Home PPO : Add PRT : Add WO: 89625

FTM-LPT-JGDR Clean (jeremyg@pwtads.com)

Start WebFA (jeremyg@pw... Procedures Maintenance Support - T... parts purchase for buses 2:43 PM

This gives you all details of vehicle. Locate the Vehicle Identification Number (VIN) and write as much information as possible in Service/Repair description (back on work order line) and assign to Parts Department

WebFA (jeremyg@pwtads.com) 3.4.2.129 -- EQ: 1637 / 807

File Edit Equipment Module Window Help

Work Order

Equipment: 1637

Company: 8 Fleet: 807 Unit #: 1637 Type: A2
 FMD - Diversified Transportation - FMD Schedule 5 (Yellow Bus)

Make: ONAL (NAVISTAR) Model: 3800 Series INT Year: 1999 Status: Active Alt Status:
 Description: **1HVBBAAAP4XH226035** Electronic ID: Fuel Card ID: Fuel Card Type: Red Tag A Asset #: Assigned to WO -

Main Equip Cost Engine/Trans Agle Cab Body Dimensions System License Detail Group Driver Link History Attachments Note

Domicile Facility: 80 Repair Facility: 80 Date Manufactured: Date Purchased: 01/01/1999 Date Sold: Original Warranty Date: 01/01/1999
 License State: AB License Plate: Expiry Date: Cost Center: 66500 Business Unit: School Maintenance 80

Primary Meter

Meter Type	Beginning Reading Date	Beginning Reading	Current Reading Date	Current Reading	Life To Date Reading	Monthly Avg	Estimated Life
Odometer KM's	01/01/1999	0	20/07/2008	164444	164444	1434	0

Secondary Meter

Meter Type	Beginning Reading Date	Beginning Reading	Current Reading	Life To Date Reading	Monthly Avg	Estimated Life	Beginning LTD Reading
			0	0		0	

Latitude: 0°00" Longitude: 0°00" Lockout Standard Job: Startup Standard Job: Lockout / Startup Details: Subscribed SIMs: DVCR SIM, F

Save Cancel

Home PPO : Add PRT: Add WO: 89625 EQ: 1637 / 807

FTM-LPT-JGDR Clean (jeremyg@pwtads.com)

Start WebFA (jeremyg@pw... Procedures Maintenance Support - T... parts purchase for buses 2:46 PM

Method to find Part Number for Prevost Buses



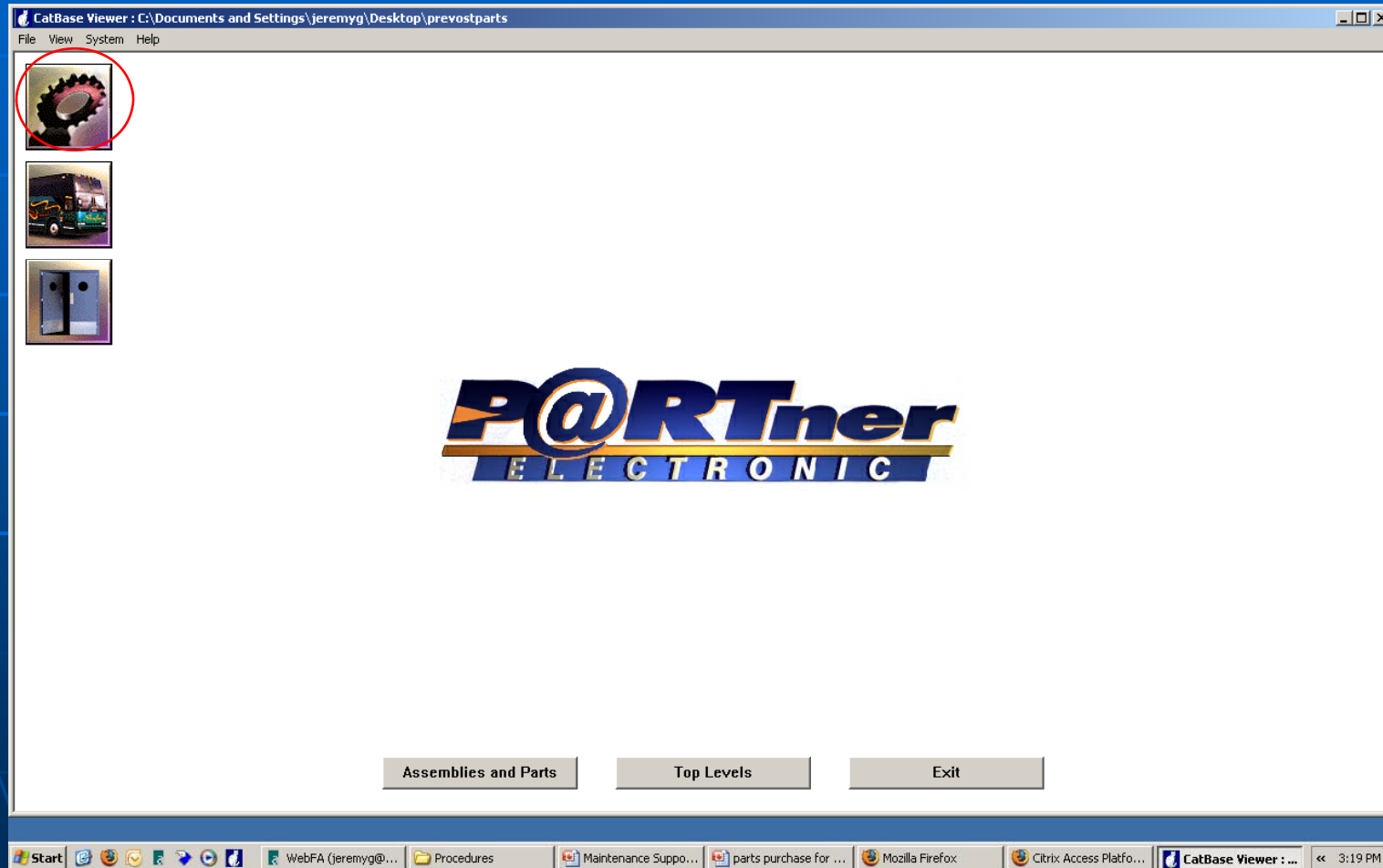
For Prevost Buses, open website <http://shop.pwt.ca> and click Catbase

The screenshot shows a Mozilla Firefox browser window displaying the website <http://shop.pwt.ca/>. The page title is "PWT Maintenance Software". A central green box contains a "MAINTENANCE SOFTWARE LIST" with two columns: "Links" and "Applications".

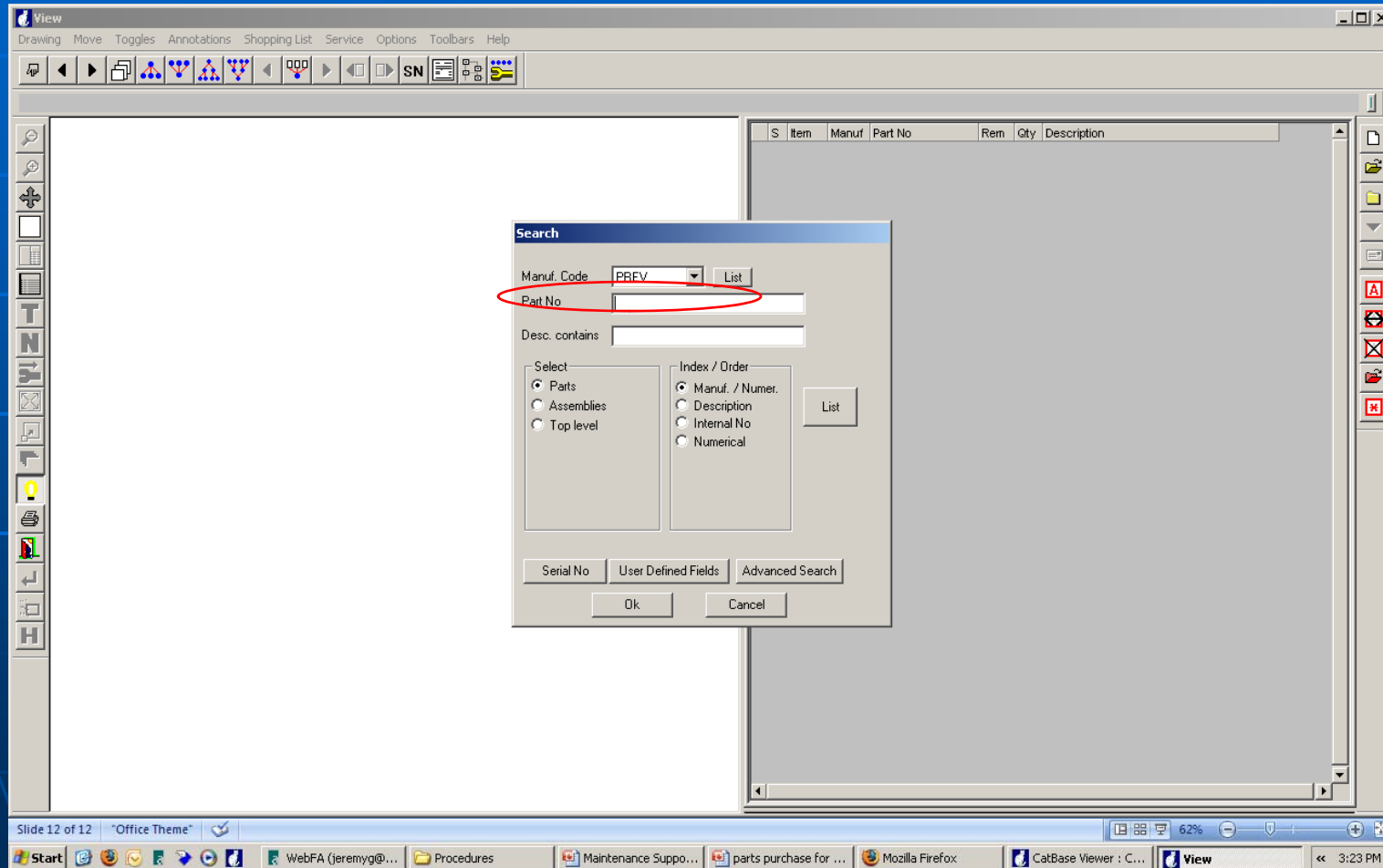
Links	Applications
Blue Bird Bus	Catbase
Bus ISIS	AvinMentor
Cetaris Home Page	Blue Bird Parts Catalog
Cummins Palm Pilot	Thomas Electronic Manuals
DDEC Reports	Thomas Service Manuals
ProLink DDEC 1&2	Corbeil Parts Catalog
ProLink DDEC 3&4	MCI Parts Catalog
ProLink Allison World	WFA Meter Import
Detroit Diesel Home Page	
Diagnostic Link	
Diamond Logistics Builder (IC)	
Engine Analyzer	
Ford Motor Company	
GPS	
IHC ABS (older 3800)	
International	
International Diagnostics	
MCI Coach Home Page	
MD32 Engine Diaon. (IC)	
New Flyer Vasco	
OTC Scanner/ Light/Heavy duty	
Prevost Car Home Page	
Prevost Car Parts	
PWT Help Desk	
Quick Check Palm	
Vansco Application	
VMMS V4.3.0.450	
VMMS V5.0.1.5	

The browser's address bar shows the URL <http://shop.pwt.ca/>. The taskbar at the bottom includes the Start button, several application icons, and the Mozilla Firefox window title "Maintenance Support - T...". The system clock shows 3:14 PM.

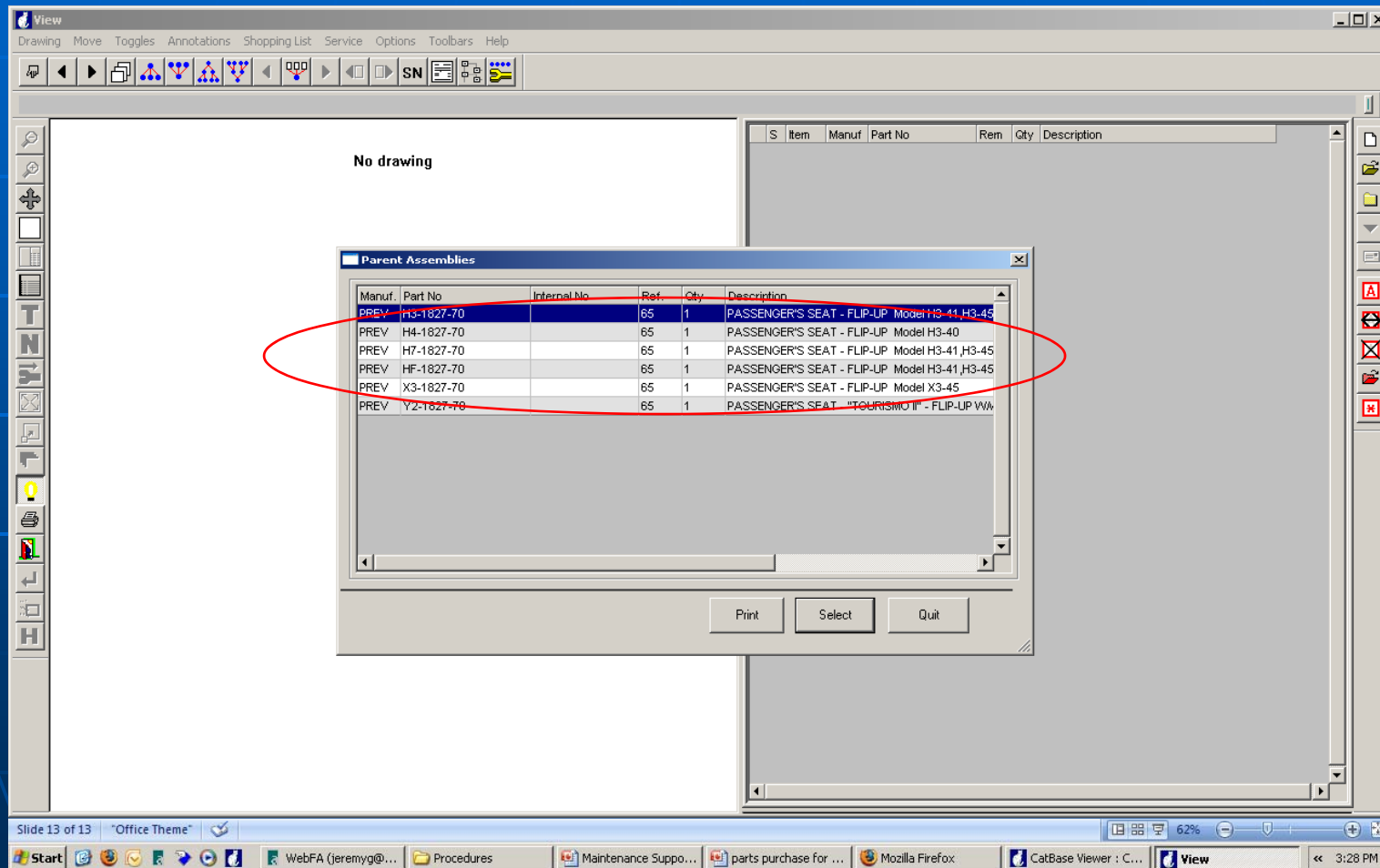
This application will be launched by clicking on Catbase.
There are three prominent buttons on the top left corner.
Let's click the 1st button.....



A screen will pop out asking you for Part number. This option is used to check complete details of any part in inventory



After entering the “part number”, click on the appropriate option to see all details of particular part and other parts attached to it



Here you will find all the parts and details

PREV H7-1827-70 PASSENGER'S SEAT - FLIP-UP From SN 8-1044

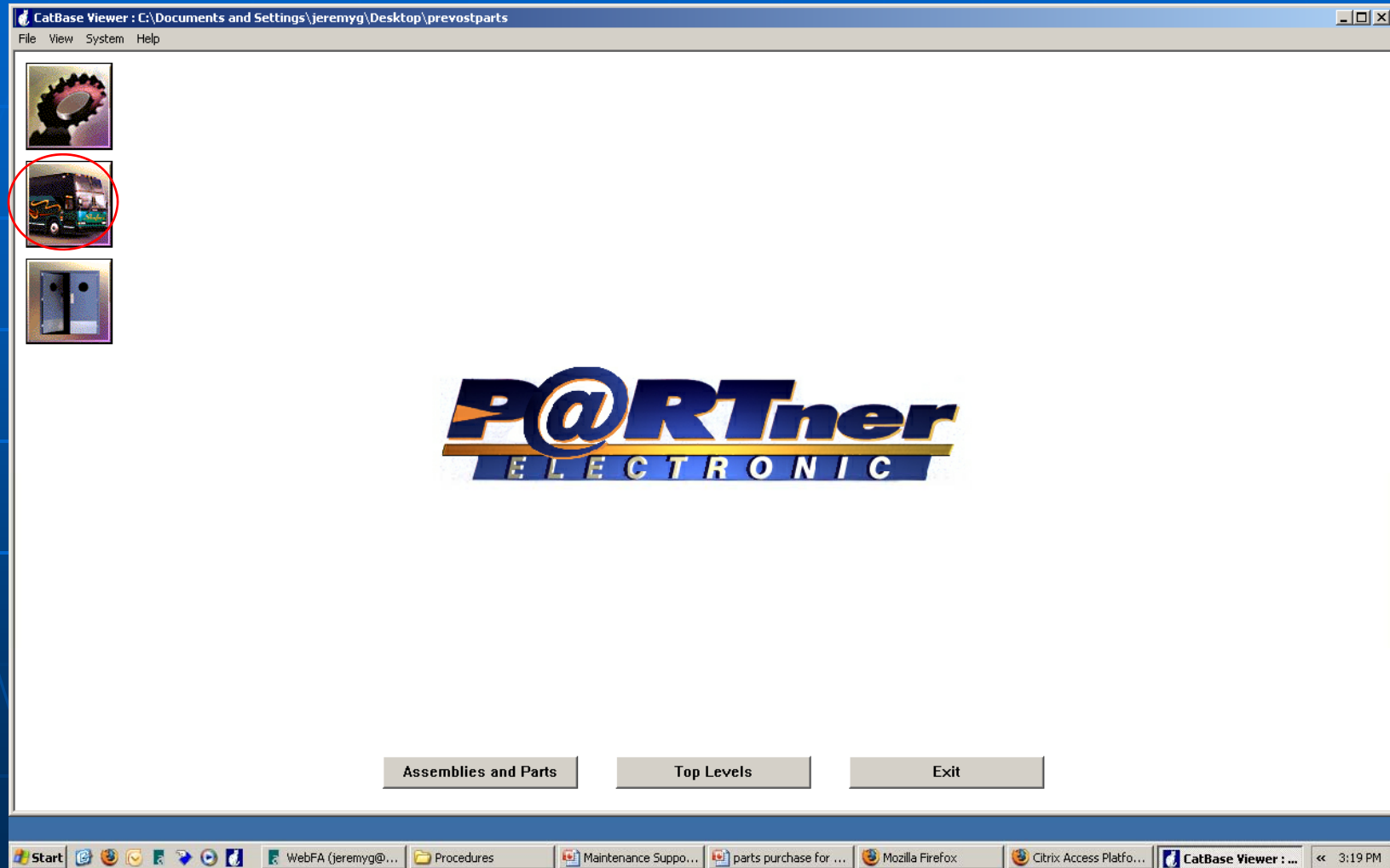
Drawing Move Toggles Annotations Shopping List Service Options Toolbars Help

S	Item	Manuf	Part No	Rem	Qty	Description
32	PREV		502723		2	.WASHER FL .386x.750x.050 NYL Model ...
33	PREV		500441		2	.WASHER FL .312x.734x.065 ZP Model H...
34	PREV		500777		2	.NUT HEX STO 5/16-18 ZP Model H3-41 H...
35	PREV		500183		2	.SCREW CAP HEX 5/16-18x1 1/2 G5 PT Z...
36	PREV		500476		2	.WASHER LO SPT .317x.586x.078 ZP Mo...
37	PREV		363304		1	.FOOTREST ASSY / DOUBLE SEAT WFLI...
38	PREV		502701		2	.SCRDW SET HEX3 CUP 5/16-10x1/4 Mod...
40	PREV		860874		2	.HANDLE NUT 3/8-16 Model H3-41_H3-45
41	PREV		500777		7	.NUT HEX STO 5/16-18 ZP Model H3-41 H...
42	PREV		502510		1	.WASHER FL .375x.875x.083 Model H3-4...
43	PREV		363292		2	.PEDESTAL Model H3-41_H3-45
44	PREV		363278		2	.T" BOLT RETAINER 3/8-16 X 10 5/8" Mo...
45	PREV		363280		4	.GUIDE 28MM O.D. / M10 - 1.5 Model H3-...
46	PREV		363281		2	.SLIDING TRACK / 60MM x 240MM PLASTI...
47	PREV		500179	AR		.SCREW CAP HEX 5/16-18x3/4 G5 ZP Mo...
48	PREV		363460		2	.SPACER 10MM I.D. x 19MM O.D. X 8.5MM...
49	PREV		502723		4	.WASHER FL .386x.750x.050 NYL Model ...
50	PREV		363311		1	.FINISHING LOWER R.H. Model H3-41_H3-...
50	PREV		363310		1	.FINISHING LOWER L.H. Model H3-41_H3-...
51	PREV		860421		1	.HOOK Model H3-41_H3-45
52	PREV		860422		1	.HANDLE Model H3-41_H3-45
NS	PREV		505229		2	.SPACER 3/8 I.D. X 3/8 LG Model H3-41 ...
52	PREV		363424		1	.HANDLE REINFORCEMENT SUPPORT Mo...
53	PREV		502521		2	.SCREW TC OV PH #8-32x1 BK Model H3-...
54	PREV		860809		1	.MAGAZINE NET / 14" x 7 1/4" Model H3-...
55	PREV		500353		4	.SCREW TP FL PH #8x3/4 BK Model H3-4...
59	PREV		861277		1	.ASHTRAY / PLASTIC Model H3-41_H3-45
60	PREV		404094		2	.DECAL "DOIT ÊTRE VERROUIL..." Model...
60	PREV		404093		2	.DECAL "MUST BE LOCKED..." Model H3-...
61	PREV		363296		2	.COVER PEDESTAL / PLASTIC Model H3-...
62	PREV		500686	AR		.SCREW TP OV PH #6x1/2 BK Model H3-4...
63	PREV		504412	AR		.WASHER RETAINER SNAP CAP #8 Mode...
64	PREV		504403	AR		.SNAP CAP #8 FINISHING BLACK Model ...
65	PREV		323228		1	.CAP, INTERIOR REAR Model H3-41_H3-45
66	PREV		363229		1	.COVER CENTER ARMREST / PLASTIC M...

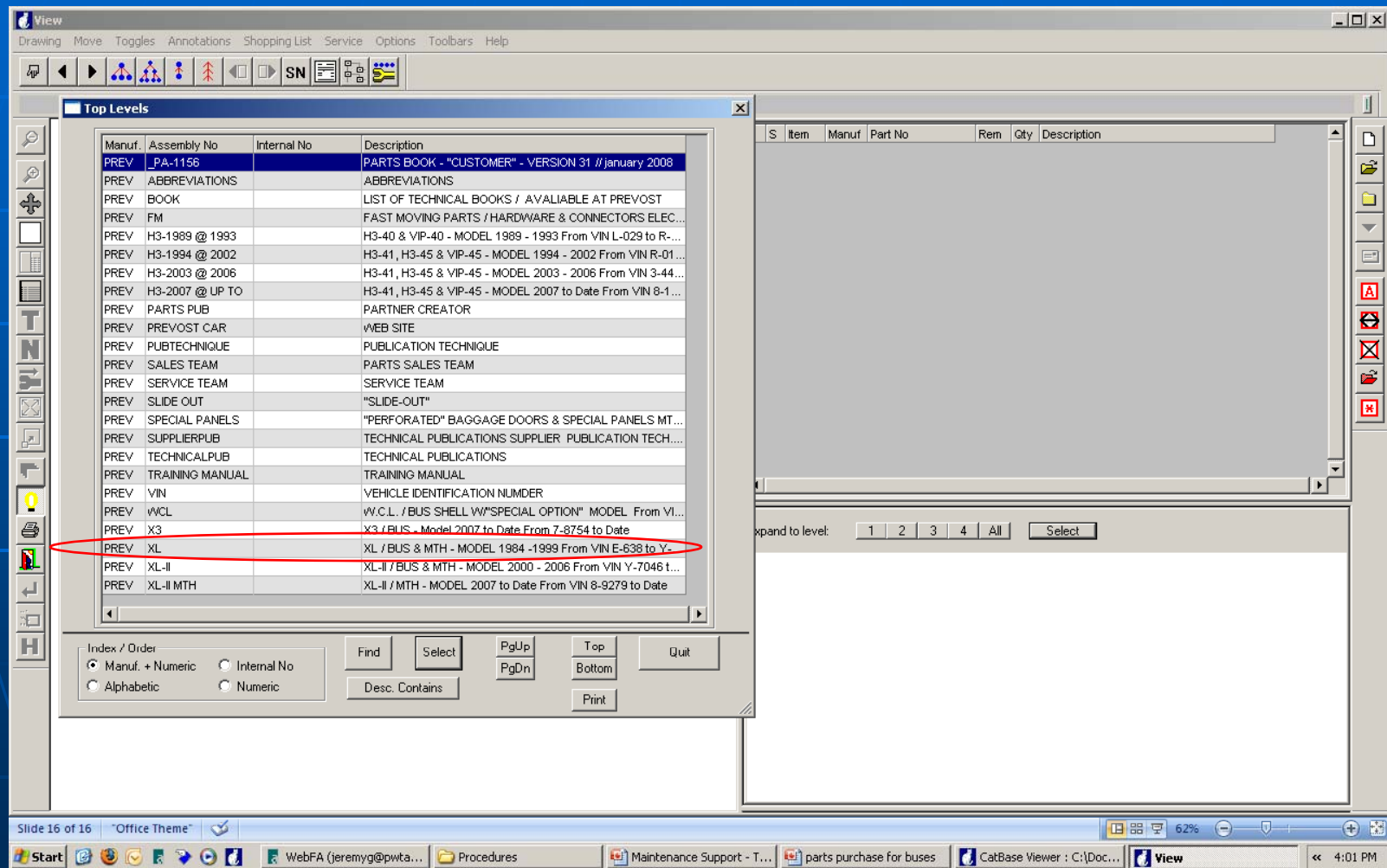
Done

Start WebFA (jeremyg@...) Procedures Maintenance Suppo... parts purchase for ... Mozilla Firefox CatBase Viewer : C... PREV H7-1827-7... 3:32 PM

Click on 2nd button



The 2nd button leads to a screen which has all the categories of vehicles, Let's click on Assembly Number XL



On the right hand pane there is a list of all categories of vehicle parts. Let's click on steering....

The screenshot shows a software application window titled "PREV XL XL / BUS & MTH - MODEL 1984 -1999 From VIN E-638 to Y-7045". The interface includes a menu bar (Drawing, Move, Toggles, Annotations, Shopping List, Service, Options, Toolbars, Help) and a toolbar with various icons. The main area displays two diagrams of a bus: a side view and a front view. The side view is labeled with 10 FRONT AXLE, 11 REAR AXLE, 14 STEERING, 15 COOLING, and 16 EXHAUST. The front view is labeled with 1 ENGINE, 2 CLUTCH, 7 TRANSMISSION, 13 WHEEL HUBS & TIRES, 18 BODY, 16 PROPELLER SHAFT, 3 FUEL, 6 ELECTRICAL, 12 BRAKE, 16 SUSPENSION, 22 HEATING & AIR CONDITIONING, and 23 ACCESSORIES. On the right, a parts list table is visible, with the "STEERING" row (item 14) highlighted in blue. Below the table, there is an "Expand to level:" section with buttons for 1, 2, 3, 4, and All, and a "Select" button. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:03 PM.

S	Item	Manuf	Part No	Rem	Qty	Description
▶	4	PREV	XL-04			EXHAUST
▶	5	PREV	XL-05			COOLING
▶	6	PREV	XL-06			ELECTRICAL
▶	7	PREV	XL-07			TRANSMISSION
▶	9	PREV	XL-09			PROPELLER SHAFT
▶	10	PREV	XL-10			FRONT AXLE
▶	11	PREV	XL-11			REAR AXLE
▶	12	PREV	XL-12			BRAKE
▶	13	PREV	XL-13			WHEELS, HUBS & TIRES
▶	14	PREV	XL-14			STEERING
▶	16	PREV	XL-16			SUSPENSION
▶	18	PREV	XL-18			BODY
▶	22	PREV	XL-22			HEATING & AIR CONDITIONING
▶	23	PREV	XL-23			ACCESSORIES
▶	50	PREV				
▶	50	PREV	PA-1115			MAINTENANCE MANUAL XL /1984 TO 198...
▶	50	PREV	PA-1082			MAINTENANCE MANUAL XL /1989 TO 199...
▶	50	PREV	PA-1154			MAINTENANCE MANUAL XL "GO TRANSIT...

A new window will open, click on “Go to” button to go further

The screenshot shows a CAD application window titled "PREV XL XL / BUS & MTH - MODEL 1984 -1999 From VIN E-638 to Y-7045". The main drawing area displays a side view of a bus with numbered callouts for various components: 1 STEERING, 2 CLUTCH, 3 FUEL, 4 EXHAUST, 5 COOLING, 6 ELECTRICAL, 7 TRANSMISSION, 8 PROPPELLER SHAFT, 9 BRAKE, 10 FRONT AXLE, 11 REAR AXLE, 12 BRAKE, 13 WHEELS, HUBS & TIRES, 14 STEERING, 15 SUSPENSION, 16 SUSP, 17 HEA, 18 BODY, 19 HEATING & AIR CONDITIONING, and 20 ACCESSORIES. A parts list table is visible on the right side of the drawing area.

S	Item	Manuf	Part No	Rem	Qty	Description
▶	1	PREV	XL-01			ENGINE
▶	2	PREV	XL-02			CLUTCH
▶	3	PREV	XL-03			FUEL
▶	4	PREV	XL-04			EXHAUST
▶	5	PREV	XL-05			COOLING
▶	6	PREV	XL-06			ELECTRICAL
▶	7	PREV	XL-07			TRANSMISSION
▶	9	PREV	XL-09			PROPELLER SHAFT
▶	10	PREV	XL-10			FRONT AXLE
▶	11	PREV	XL-11			REAR AXLE
▶	12	PREV	XL-12			BRAKE
▶	13	PREV	XL-13			WHEELS, HUBS & TIRES
▶	14	PREV	XL-14			STEERING
▶	15	PREV	XL-15			SUSPENSION
▶	16	PREV	XL-16			BODY
▶	17	PREV	XL-17			HEATING & AIR CONDITIONING
▶	18	PREV	XL-18			ACCESSORIES

The "Parts - detailed data screen" dialog box is open, showing details for part 14 (STEERING). The "Go to" button is highlighted with a red circle. The dialog box contains the following information:

- Ref. No: 14
- Quantity: []
- Manuf: PREVOST PARTS
- Part No: XL-14
- Description: STEERING
- Assembly: Assembly Not Purchasable
- Buttons: More, X,Ref, Text, Set Members, Add to Shopping List
- Internal No: []
- Interface: []

The Windows taskbar at the bottom shows the Start button, several application icons, and the taskbar text: "Slide 18 of 18", "Office Theme", "WebFA (jeremyg@pwta...)", "Procedures", "Maintenance Support - T...", "parts purchase for buses", "CatBase Viewer : C:\Doc...", "PREV XL XL / BUS & ...", and "4:07 PM".

Click on desired part of steering and click on “Go to” button again

The screenshot shows a software window titled "PREV XL-14 STEERING" with a menu bar (Drawing, Move, Toggles, Annotations, Shopping List, Service, Options, Toolbars, Help) and a toolbar. The main area is divided into three sections:

- Left Panel:** A vertical toolbar with various icons for navigation and editing.
- Center Panel:** A "Parts - detailed data screen" for part number 35. It includes fields for "Ref. No" (35), "Quantity", "Manuf." (PREVOST PARTS), "Part No" (XL-1415-00), and "Description" (STEERING GEARBOX - HFB-70108 From SN E-638 Up to SN). A "Go to" button is circled in red. Other buttons include "Close", "More", "X Ref", "Text", "Get Members", "Add to Shopping List", "Internal No", and "Interface".
- Right Panel:** A table listing parts with columns for S, Item, Manuf, Part No, Rem, Qty, and Description. Two rows are highlighted in cyan and circled in red: Item 35, Part No XL-1415-00 (STEERING GEARBOX - HFB-70108 From ...) and Item 35, Part No XL-1415-01 (STEERING GEARBOX - TAS 85040 & TAS ...). Below the table is an "Expand to level" section with buttons 1, 2, 3, 4, All, and a "Select" button. A tree view shows a hierarchy of parts including PA-1082-24 MAINTENANCE MANUAL, ENGINE, CLUTCH, FUEL, EXHAUST, COOLING, ELECTRICAL, TRANSMISSION, PROPELLER SHAFT, FRONT AXLE, REAR AXLE, BRAKE, WHEELS, HUBS & TIRES, and STEERING.

The Windows taskbar at the bottom shows the Start button, system tray, and several open applications: WebFA (jeremyg@pwt...), Procedures, Maintenance Support - ..., parts purchase for buses, CatBase Viewer : C:\Do..., and PREV XL-14 STEERIN... The system clock shows 4:09 PM.

Click on desired part to see the corresponding part number in top right hand pane as in example below

The screenshot displays a CAD application window titled "PREV XL-1415-00 STEERING GEARBOX - HFB-70108 From SN E-638 Up to SN P-740". The interface includes a menu bar (Drawing, Move, Toggles, Annotations, Shopping List, Service, Options, Toolbars, Help) and a toolbar with navigation icons. The main workspace shows an exploded view of the steering gearbox assembly with numbered callouts (1-58) and a red arrow pointing to part 55. A "PARTS" box is labeled "100-101-102".

S	Item	Manuf	Part No	Rem	Qty	Description
37	PREV	660713			1	. COVER END Model XL-40,MTH-40
38	PREV	660714			1	. SCREW ADJUSTING Model XL-40,MTH-40
39	PREV	660715			1	. NUT JAM Model XL-40,MTH-40
40	PREV	660716			4	. WASHER Model XL-40,MTH-40
41	PREV	660717			4	. SCREW Model XL-40,MTH-40
41	PREV	660739			1	. SHAFT & COVER SERVICE ASSY Model ...
42	PREV	000000			1	. SCRDW SET SLT FL BK 3/8-24x1 1/2 Mo...
42	PREV	N.S.S.			1	. INSERT THRUST Model XL-40,MTH-40
43	PREV	660731			1	. BALL (KIT OF 34) Model XL-40,MTH-40
43	PREV	N.S.S.			1	. BEARING Model XL-40,MTH-40
48	PREV	N.S.S.			1	. SHAFT & COVER (48 & 56) Model XL-40...
49	PREV	660741			1	. ADJUSTING SCREW (SECTOR SHAFT) ...
50	PREV	660742			1	. RETAINER (ADJUSTING SCREW) Model ...
52	PREV	660747			1	. RING RETAINING Model XL-40,MTH-40
52	PREV	660746			1	. SEAL ASSY / SIDE COVER (2 PIECES) ...
53	PREV	660744			1	. WASHER Model XL-40,MTH-40
54	PREV	660745			1	. WASHER BACK UP Model XL-40,MTH...
55	PREV	660749			1	. GASKET / SIDE COVER Model XL-40,M...

Below the table, the "Expand to level:" section shows options 1, 2, 3, 4, All, and a "Select" button. A scrollable list of parts is visible below that.

Windows taskbar at the bottom shows "Slide 20 of 20", "Office Theme", and several open applications including "WebFA (jeremyg@pwt...", "Procedures", "Maintenance Support - ...", "parts purchase for buses", "CatBase Viewer : C:\Do...", and "PREV XL-1415-00 S...". The system clock shows 4:12 PM.

- Once the Part Number is found either for yellow buses or Coaches, put it in the Part direct to see if that part is available or not.
- If it is not available place it on Work order as needed and forward it to Inventory Supervisor.

The End

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