

Work Order Tracking

Work Order(s)  
created (PM,  
Service Call,  
Planned Job)

Supervisor/Designee

Navigate to  
Assignment Sheet  
application

Enter search  
criteria (from/to  
date, labor group,  
emp. no., craft,  
supervisor, section)

Result set  
produced more  
than 1 labor  
code?

No

Click on the 'New  
Assignment'  
button in the New  
Assignments  
section

Filter for and  
select the work  
orders you wish  
you assign

Enter the  
scheduled start/  
finish dates for  
each assignment  
and Save

Yes

Select labor code  
you wish you  
create  
assignments for

Yes

Create  
assignments for  
another  
employee?

No

Print Daily  
Assignments  
report to display all  
assignments

Submit copy of  
assignments to  
Craft

End

Repeat steps for  
each assignment  
and Craft

Enter actual Start/  
Finish time, miles,  
differentials to  
assignment and  
Create Actual

Craft/Designee

Print out Work  
Order Details  
Report for each  
assignment

Execute work

Enter start/finish  
time, miles,  
differentials on  
WO Details Report

Submit completed  
WO Details Report  
to Supervisor or  
Designee

