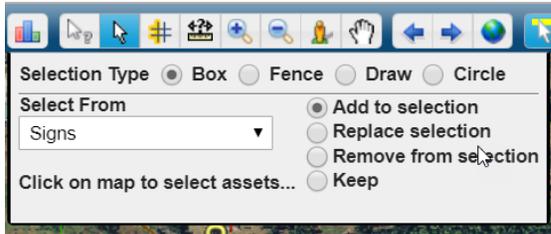
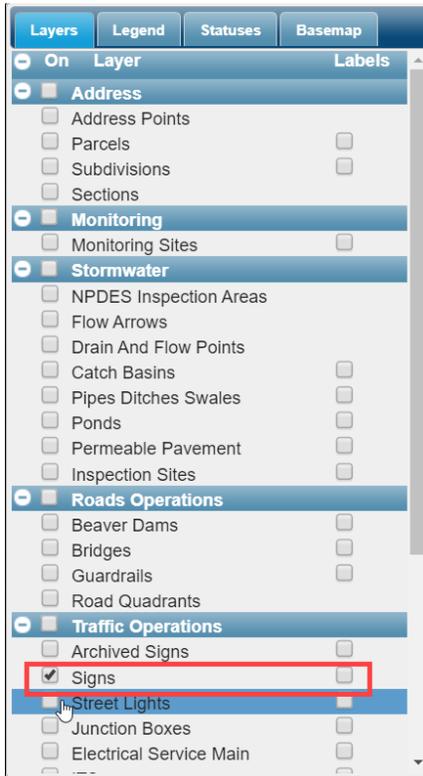


Make sure Signs is only selection:



And make sure Signs is checked on:



SIGN NIGHT REVIEW

Select all the Signs that were reviewed on the night reflectivity job for your shift. Note if you picked a wrong light, you have the choice to go back and Remove from Selection as seen in screen shot above.

Thurston County

- Welcome, RobertG
- Document Link
- Service Requests
 - Add New Service Request
 - Find / Manage / Report
 - Open My Services

92 Assets Selected

Asset ID	Layer
SGN12707	Signs
SGN12708	Signs
SGN12719	Signs
SGN14049	Signs
SGN14050	Signs
SGN1488	Signs
SGN1490	Signs
SGN1516	Signs
SGN1517	Signs
SGN1518	Signs
SGN1523	Signs
SGN1524	Signs
SGN1525	Signs

Map Scale: 1:8,000

Select all the signs that were reviewed on the night reflectivity job for your shift

Map labels: TAILP SW, CARPER ST SW, JAMES RD SW, RAINY LN SW, OLD HWY 9 SW, W:2, S:2

Multi-Edit

When all signs are selected you can now Create a New Work Order.

Thurston County

- Document Link
- Service Requests
- Work Orders**
- Add New Work Order**
- Add Work Orders to Selected Assets
- Find / Manage / Report
- Open My Work Orders
- Open Work Order

416 Assets Selected

Asset ID	Layer
<input checked="" type="checkbox"/> SGN1026	Signs
<input checked="" type="checkbox"/> SGN1028	Signs
<input checked="" type="checkbox"/> SGN12546	Signs
<input checked="" type="checkbox"/> SGN12547	Signs
<input checked="" type="checkbox"/> SGN12548	Signs
<input checked="" type="checkbox"/> SGN12549	Signs
<input checked="" type="checkbox"/> SGN12550	Signs
<input checked="" type="checkbox"/> SGN12551	Signs
<input checked="" type="checkbox"/> SGN12707	Signs
<input checked="" type="checkbox"/> SGN12708	Signs

1 of 9

Multi-Edit

0 0.15 0.3mi

Fill out the form as shown with work area Location and NIGHT REVIEW in Description.

Manage Work Orders

Filter is OFF - Current list contains 101 out of 9051 Work Orders

Depart/Division

ID Unassigned Logged By [Gregory Roberts](#) 01/30/2020 10:25 AM

Type

Depart/Division

Group

Activity Description

Location

Description

Assigned To [Unassigned](#) 01/30/2020 10:25 AM

Associate with...

Status Priority

Begin Date:
 Begin Time:

End Date:
 End Time:

Send Email to Notification List on Save

Sign Condition Review

Review Type

Night Day

Condition Review

Pass Sch Mnt

Notes

* Required † To Close

of 101

Click on Assets Tab and choose From Current Selection.

The screenshot displays the 'Assets' tab in a software interface. The 'Assets' tab is highlighted with a red box. Below the tabs, there are two sections: 'Add Assets to Work Order' and 'Work Order Assets'. In the 'Add Assets to Work Order' section, the 'From Current Selection' button is highlighted with a red box. The 'Work Order Assets' section contains three buttons: 'To Selection', 'Remove From', and 'Clear Selection'. Below these sections is a table with the following columns: 'Show Fields', 'Asset ID', 'Layer or Facility', 'GIS Location', and 'Name'. The table contains one row with the following data: '1', a trash icon, a checkmark icon, 'SGN1026', 'Signs', and '188TH AVE SW @ 65 ft W of MARBLE ST SW R1-1'. At the bottom of the interface, there is a toolbar with buttons for 'Export To Excel', 'Remove All', 'Add Work Order', and 'Add Work Order for Assets'. The pagination control shows '1 of 9' and a dropdown menu set to '50'.

For each Tab, make sure Email is turned off and hit Save for each Tab change. If you don't turn off Email notification, the Crew Chief gets an email for each time you hit the save button.

SIGN NIGHT REVIEW

Manage Work Orders

Filter is OFF - Current list contains 101 out of 9051 Work Orders

Depart/Division: [Dropdown] [Apply Filter]

Form View | Table View | Filter | Reports | Assets

ID 013020018 Logged By [Gregory Roberts](#) 01/30/2020 10:25 AM

Type: General
Depart/Division: (PW) Transportation
Group: Traffic Operations
Activity Description: Sign Review
Location: SW AREA ROADS 1-30-2020
Description: NIGHT REVIEW
Assigned To: [Unassigned](#) 01/30/2020 10:25 AM

Status: Open Priority: 1
Begin Date: 01/30/2020 Begin Time: 8:00 AM
End Date: 01/30/2020 End Time: 9:00 AM

Send Email to Notification List on Save

Set Recurring

Hit save for each tab, but make sure to uncheck Send Email or Crew Chief gets bombarded with emails for each time the save button is hit.

Details | Costs | Tasks | Labor | Equipment | Inventory | **Assets** | Documents | Work Orders | Comments

Add Assets to Work Order: [By Selecting on Map] [From Current Selection] [From Facility]

Work Order Assets: [To Selection] [Remove From] [Clear Selection]

Show Fields	Asset ID	Layer or Facility	GIS Location	Name
<input checked="" type="checkbox"/>	SGN1026	Signs	188TH AVE SW @ 65 ft W of MARBLE ST SW R1-1	

Export To Excel | Remove All | Add Work Order | Add Work Order for Assets

* Required † To Close

Save | Delete | New Copy | New | Print... | Close

1 of 101

For Labor Tab, add yourself (Me) and at minimum fill out the Red text items.

SIGN NIGHT REVIEW

Details Costs Tasks **Labor** Equipment Inventory Assets Documents Work Orders Comments

Actual Enter Labor By: Name Number

Employee Crew Me **Fill out all Red categories at minimum**

Notes:

of

Actions	Employee Number	Employee or Crew	Title	Resource	Dept/Divisi	Date	Hours	Status
---------	-----------------	------------------	-------	----------	-------------	------	-------	--------

* Required † To Close

of 101

Add the hours for others who were a part of the Sign Night Review and Save.

SIGN NIGHT REVIEW

Form View Table View Filter Reports Assets

ID: 013020018 Depart/Division: (PW) Transportation Group: Traffic Operations Activity Description: Sign Review Status: Open State: Open

Toggle icon to show more real estate

Details Costs Tasks Labor Equipment Inventory Assets Documents Work Orders Comments

Actual Enter Labor By: Name Number

Employee Crew Me Date*: 01/30/2020 Pay Code*: Hourly Add

Fred Chapman Hours*: 5.00 Notes:

+ Add Multiple Update Rates

Actions	Employee Numbr	Employee or Crew	Title	Resource Depart/Divisi	Date	Hours	Status	Rate Type	Pay Rate	Cost	Notes
<input type="checkbox"/>	07895	Fred Chapman	Assistant Maintenance Te	(PW) Transportation	01/30/2020	5.00	Saved	Hourly	\$ 47.26	\$ 236.30	
<input type="checkbox"/>	02630	Greg Roberts	Senior Maintenance Tech	(PW) Transportation	01/30/2020	5.00	Saved	Hourly	\$ 57.44	\$ 287.20	

10.00 \$ 523.50

Columns Save Layout Restore Layout Export To Excel Conflicts

* Required To Close

Save Delete New Copy New Print... Close

1 of 101

Go to Equipment Tab to add Equipment

SIGN NIGHT REVIEW

Details Costs Tasks Labor **Equipment** Inventory Assets Documents Work Orders Comments

Actual Enter Equipment By: Name Number

Entry Mode: Item Ad Hoc Date: 01/30/2020 Rate Type: Standard

9362 Hours: 5.00 Notes:

Add Multiple Update Rates

	Number	Name	Year	Make	Model	Date	Hours	Rate Type	Pay Rate	Cost	Notes
1	9362	2015 FORD EXPLORER 2015		FORD	EXPLORER	01/30/2020	5.00	Standard	\$ 14.00	\$ 70.00	

5.00 \$ 70.00

Columns Save Layout Restore Layout Export To Excel Conflicts

* Required † To Close

Save Delete New Copy New Print... Close

1 of 101

Save and put in Begin Time and End Time and Uncheck Send so Crew Chief does not get an extra email.

Status: Open Priority: 1

Begin Date: 01/30/2020 Begin Time: 4:00 AM Now

End Date: 01/30/2020 End Time: 9:00 AM Now

Send Email to Notification List on Save

Set Recurring

Change status to Close and remember to check mark Send Email so final WO gets sent to Crew Chief.

Status Priority

Begin Date: Begin Time: **Now when you Save, email goes to Crew Chief to show now Closed**

End Date: End Time:

Send Email to Notification List on Save