



WORK ORDER TRACKING (WOTS) USER GUIDE

Document to help users with functionalities of the new WOTS system



Work Order Tracking System (WOTS) Geographic Information Services

TABLE OF CONTENTS

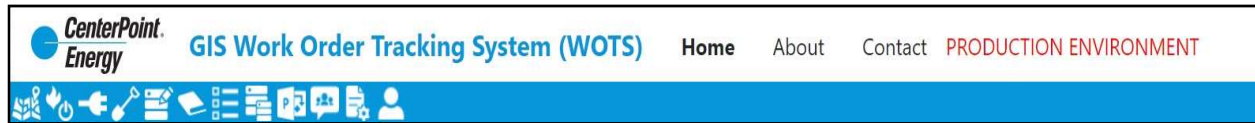
Work Order Tracking (WOTS) OVERVIEW	3
Modules.....	5
Edit Profile	6
General WOTS Functions	7
Work Order Search.....	7
Search by List.....	8
Important Search Information	8
Action tools	9
The Selection Tool	9
View Details Tool.....	10
Edit Tool	11
Attachment Tool.....	12
Follow/Unfollow Button	13
Filter Data	14
Data Corrections.....	15
Submitting a Data Correction:	15
Assigning a Data Correction/Searching:	16
Submit New landbase Work	17
Landbase Work Order Search	19
Gas Work Order.....	20
Gas Work Order Search.....	20
Electric Work Order/Major Underground	22
Electric	22
Work Order Search.....	22
Receive Electric Work Order	23
Related Fixed Low Confidence Work Orders.....	25
Review Low Confidence.....	26
FileNet WOTS Exception.....	28



Work Order Tracking System (WOTS) Geographic Information Services

Major Underground	29
Major Underground Order Search	29
Reports	31
Expand & Collapse Categories	31
Reviews	33
CNP User Reports->Projects	33
GIS Administration Reports -> Backlog / Completed Reports	33
Under the Vendor Reports Sections	33
Appendix A	34
Work Order Statuses	34

WORK ORDER TRACKING (WOTS) OVERVIEW



About:

WOTS was originally created for CNP GIS employees to track work order workflow and statuses. WOTS is used by GIS, Compliance, Operations, Management, WOM and Engineering departments to track Gas, Electrical, and LandBase requests for digitizing within the GIS database. Work order and data correction digitizing requests are submitted by internal company employees. Contractors also use the application for data entry, work order status updates, work assignment, and work order QA QC.

Supported internet browsers for WOTS are Microsoft Edge and Google Chrome.

Microsoft Edge



Google Chrome



The application can be accessed using Microsoft Edge or Google Chrome from the following link:

<https://gishqweb.cnp.int/GISWOTS2/>

Do not use Internet Explorer to access WOTS as it is incompatible with the new website.

The WOTS website link can also be found on the official GIS intranet:

<https://cnptoday.com/gis/pages/homenew.aspx>

Contacts:

For technical support, website issues, user access

GIS Support Desk gissupportdesk@centerpointenergy.com

For gas and landbase workorder, data correction and facilities related support

Chris Huff Christopher.Huff@centerpointenergy.com

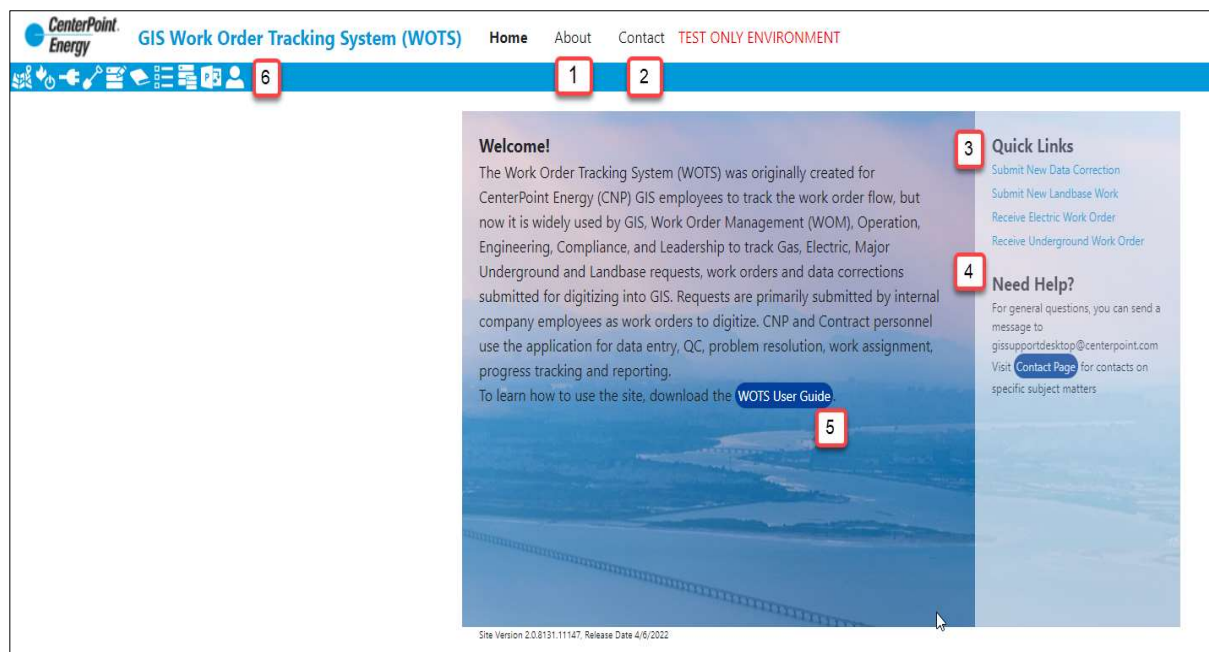
Belinda Walker Belinda.Walker@centerpointenergy.com

For electric and landbase workorder, data correction and facilities related support

Deepa Hukeri Deepalaxmi.Hukeri@centerpointenergy.com

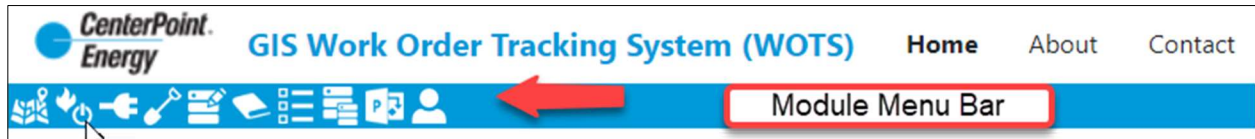
Introduction to WOTS Home Page

Preset login IDs - Once a user's account is created, they will automatically be logged in when accessing the WOTS website. When completing the access form, make sure to take note of any additional permissions needed. If you do not know what permissions are needed at the time of your request, you can have your supervisor request additional permissions. Additional permissions are required to perform certain activities in WOTS, such as running reports and updating data. Those areas where an Elevated User Role is required will be noted as (grayed out icons or not active) on the screen.



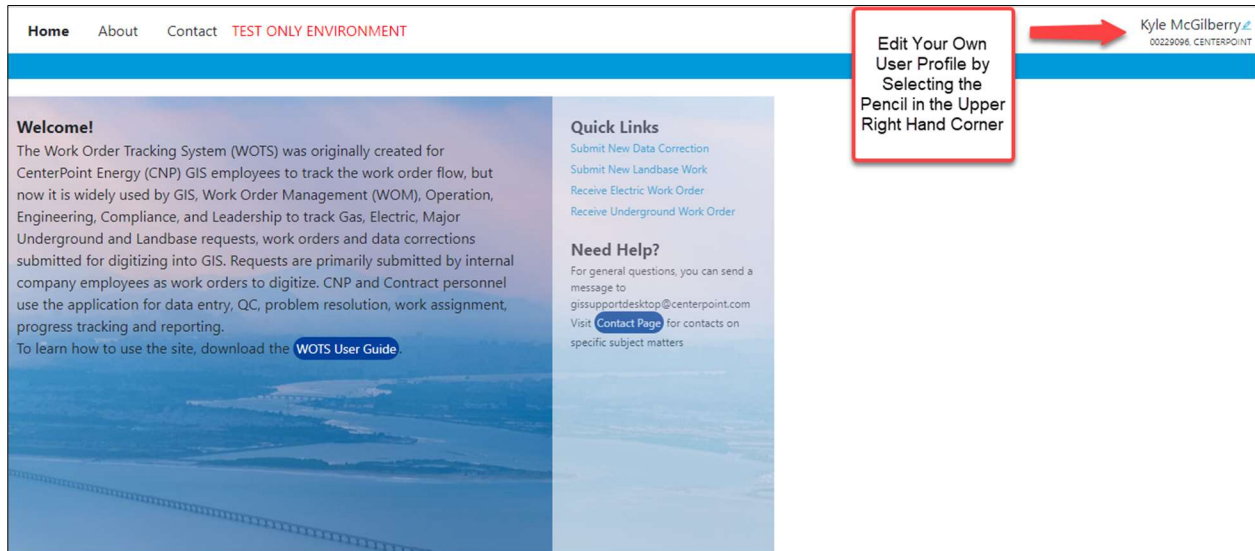
1. **About** – Summary of what groups use WOTS and how they utilize the functions of the website.
2. **Contact** – Here are the contacts if you have any questions or issues with the website/data. Each contact has information to determine the correct person to email.
3. **Quick Links** – Here are quick links to Submit New Data Correction, Submit New LandBase, Receive Electric Work Order, and Receive Underground Work Order.
4. **Need Help** – If you have any issues with the website or need more permissions you can send an email to the gissupportdesk@centerpointenergy.com.
5. **WOTS User Guide** – Here you can access the WOTS manual and save it or view/reference.
6. **WOTS Modules** – Access to enter data corrections, specific facility work orders, reports based on role you have been given.

Modules

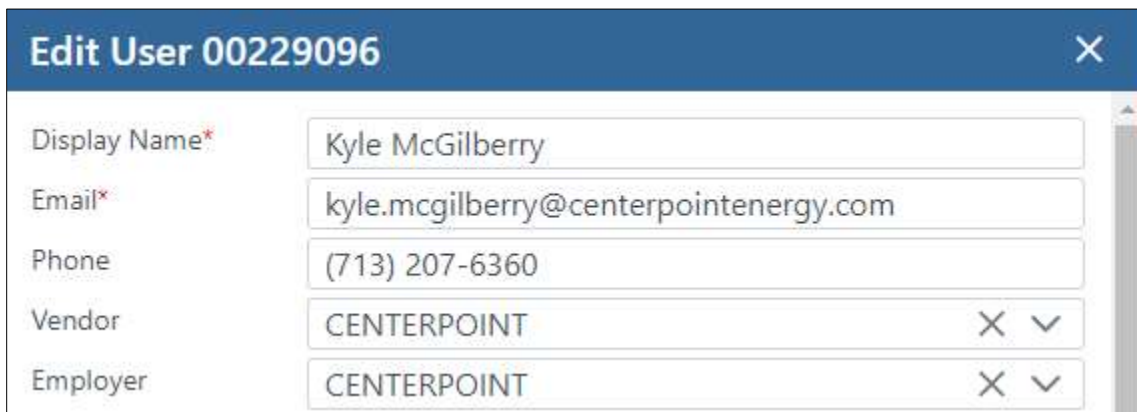


- **Landbase** - Work Order Search
- **Gas Facility** - Work Order Search
- **Electric Facility** - Work Order Search
- **Major Underground** - Work Order Search
- **Data Correction** – Searchable via Department, Location, Status, Submitted by, Issue IDs, Assigned to, Date Ranges, Correction type, or a combination of fields to narrow search results.
- **Reviews** – Review tab's functional purpose is strictly for setting items to be reviewed. It only returns items that are Not Reviewed. You will see the same reports on the Reports tab, which you would normally query for Reviewed/Non-Reviewed items.
- **Reports** – Are searchable or you can click the expand arrow on the associated work type.
- **Projects** – Searchable by Work Type, Jurisdiction, and Date Ranges.

Edit Profile



The screenshot shows the WOTS Home page. At the top, there is a navigation bar with links: Home, About, Contact, and TEST ONLY ENVIRONMENT. On the right side of the page, the user's name "Kyle McGilberry" and ID "00229096, CENTERPOINT" are displayed. A red callout box with a pencil icon points to the user's name, containing the text: "Edit Your Own User Profile by Selecting the Pencil in the Upper Right Hand Corner". The main content area is divided into two columns. The left column has a "Welcome!" section followed by a paragraph about the system and a "WOTS User Guide" link. The right column has "Quick Links" and "Need Help?" sections.



The screenshot shows the "Edit User 00229096" form. The form has a blue header with the title and a close button. The fields are as follows:

Display Name*	Kyle McGilberry
Email*	kyle.mcgilberry@centerpointenergy.com
Phone	(713) 207-6360
Vendor	CENTERPOINT X ▼
Employer	CENTERPOINT X ▼

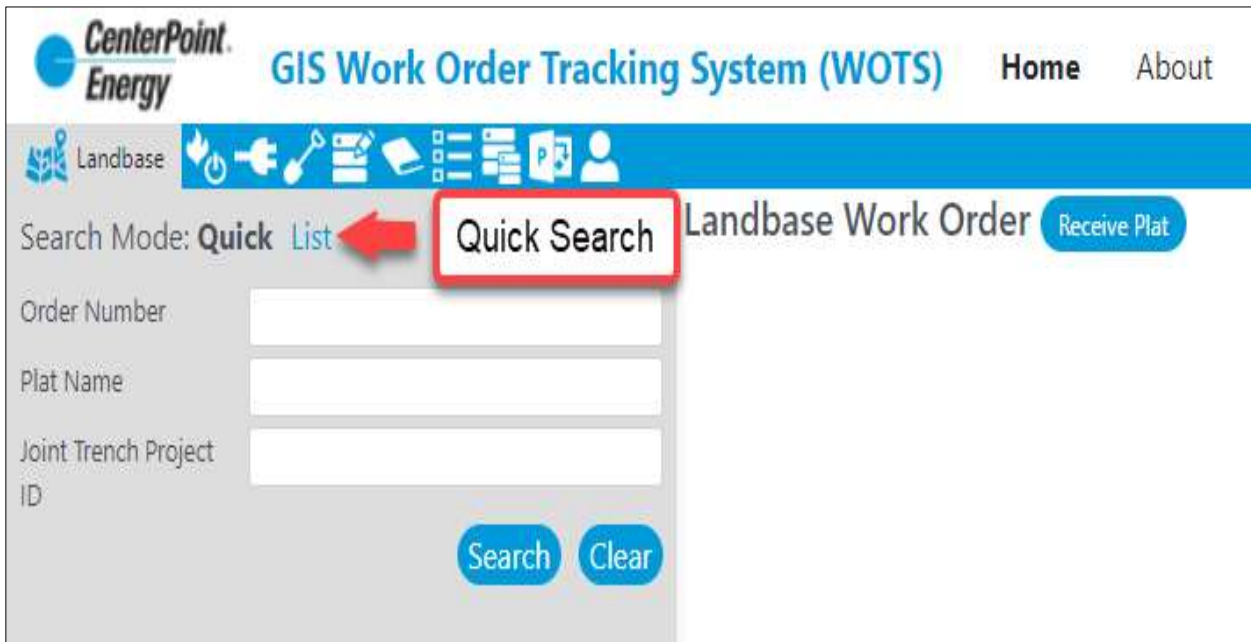
If your information was not put correctly in the system, you can change it.

Example: If your name was incorrect or your phone number is obsolete, you can change this yourself instantly.

GENERAL WOTS FUNCTIONS

Work Order Search

Quick Search - Typically used when only one or more of the three fields are known (these fields will vary depending on the type of facility).

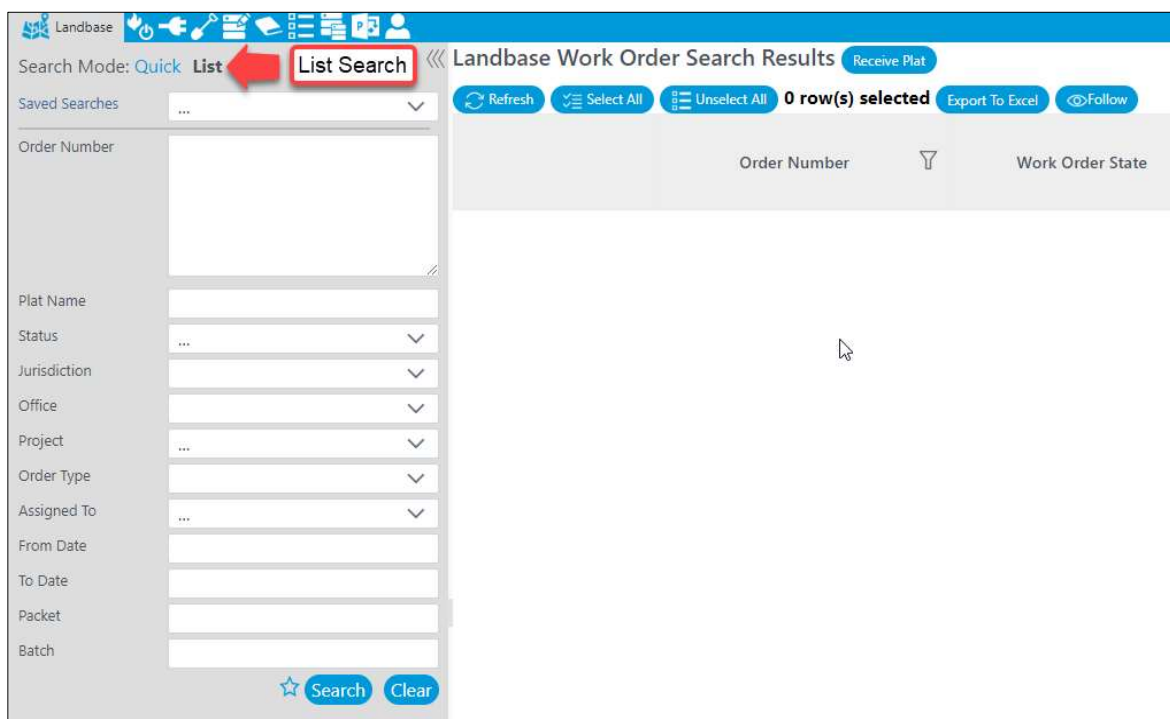


The screenshot displays the GIS Work Order Tracking System (WOTS) interface. At the top, the CenterPoint Energy logo is on the left, and the title "GIS Work Order Tracking System (WOTS)" is in the center, with "Home" and "About" links on the right. Below the title bar is a blue navigation bar with icons for Landbase, Home, and About. The main content area shows a search form with the following elements:

- Search Mode:** A dropdown menu with "Quick" selected and "List" as an alternative option. A red arrow points to the "Quick" option.
- Quick Search:** A red-bordered button next to the "Quick" option.
- Order Number:** A text input field.
- Plat Name:** A text input field.
- Joint Trench Project ID:** A text input field.
- Search:** A blue button to execute the search.
- Clear:** A blue button to reset the search fields.
- Landbase Work Order:** A label for the search results.
- Receive Plat:** A blue button for receiving a plat.

SEARCH BY LIST

- Search by List provides more flexible search criteria by adding additional fields to the available search options.
- You can search by all fields that are available in the work type you are accessing (Landbase, Gas, Electric, Major Underground).



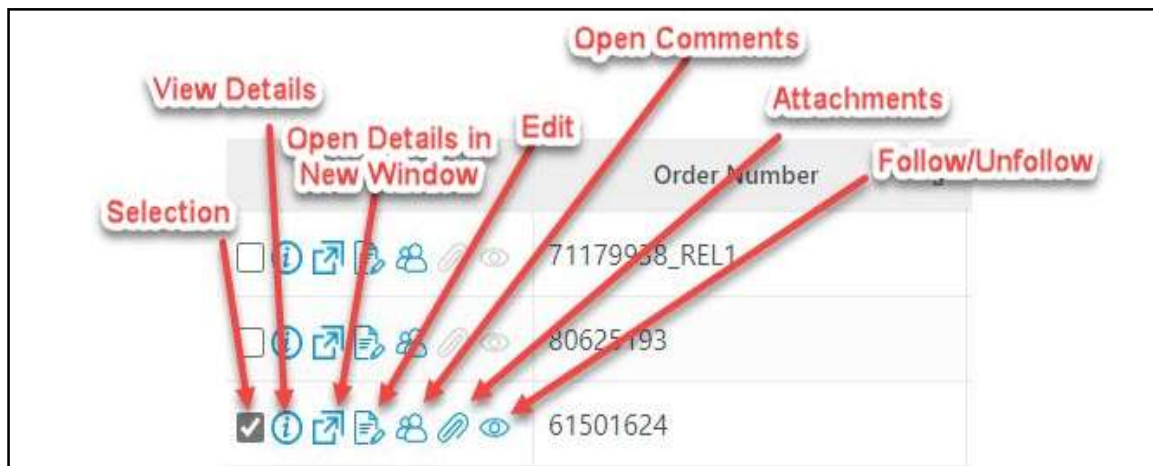
The screenshot shows the Landbase Work Order Search Results interface. The top navigation bar includes a 'List Search' button highlighted with a red box. A red arrow points to this button from the 'List' tab in the search mode dropdown. The search sidebar on the left contains various filters, and the main area displays search results with columns for Order Number and Work Order State. The interface also includes buttons for Refresh, Select All, Unselect All, Export To Excel, and Follow.

Important Search Information

- With fields like date ranges, you don't have to enter both From/To Date, unless you want a specific range. If you only specify To Date, it returns everything up to that date.
- Some fields you can click several dialog boxes if they are all relevant.
- You can save searches by clicking the star at the bottom for things that you search often. You can then access this saved search by clicking the drop down next to "Saved Searches" at the top.
- You can resize, move, and sort the columns of the search results. You can reduce how wide certain columns are, move more important columns or group certain columns, and toggle ones you don't need off.
- If you are returned with a red dialog box at the top right, this is likely the criteria that was searched does not exist. Most of the time generalizing your searches will return the correct results.

Action tools

These tools are available in the categories of Landbase, Gas, Electric, Major Underground, and Data Corrections.



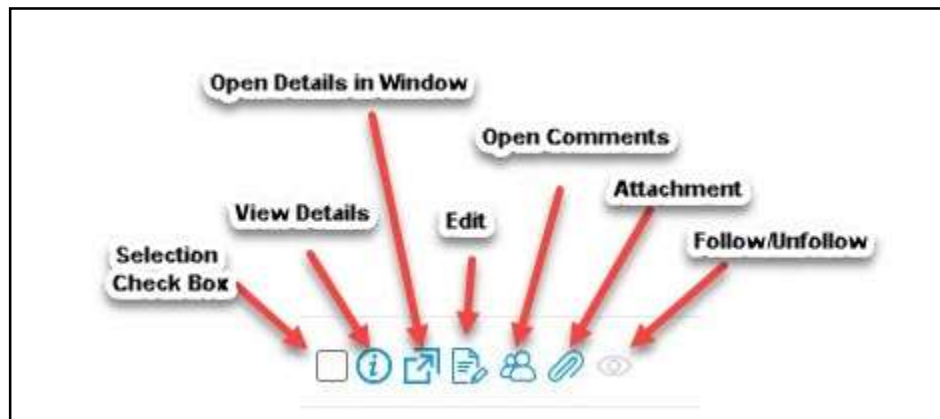
THE SELECTION TOOL

Is used to act on the selected order chosen (Assign, Complete, Problem, CNFA, Postable, and Reopen). You can choose to select and unselect all the results that are returned from your search results.

VIEW DETAILS TOOL

Scroll Up and Down to View Work Order Details.

Details for 41035970	
Issue Information	
Field	Value
WORKORDERSTATE	ASBUILT
ORDERNUMBER	41035970
CURRENTSTATUS	COMPLETED IN GIS
ARCHIVED	0
ASSIGNEDTO	ISERVICE
DESCRIPTION	NO PROBLEM
SERVICEAREA	HOUSTON
LASTUSERID	I912625
ORDERTYPE	MAIN
QAQC	QC COMPLETED
TYPE	

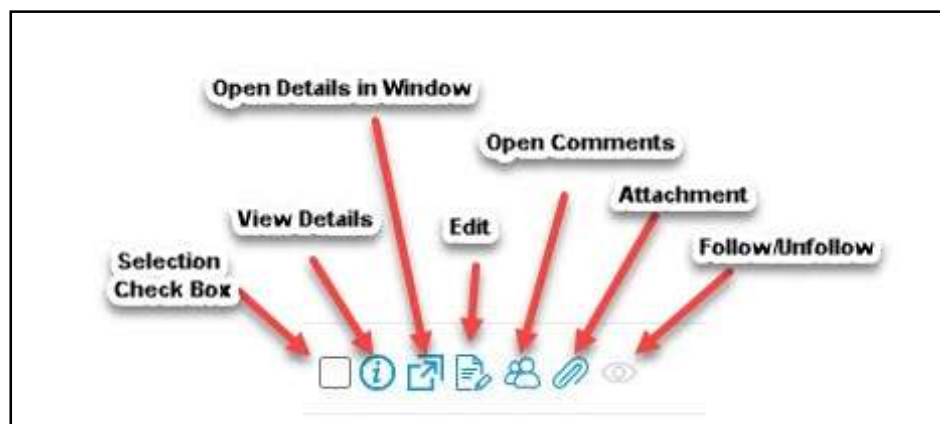


EDIT TOOL

Begin Editing Existing Work Order and Save Changes.

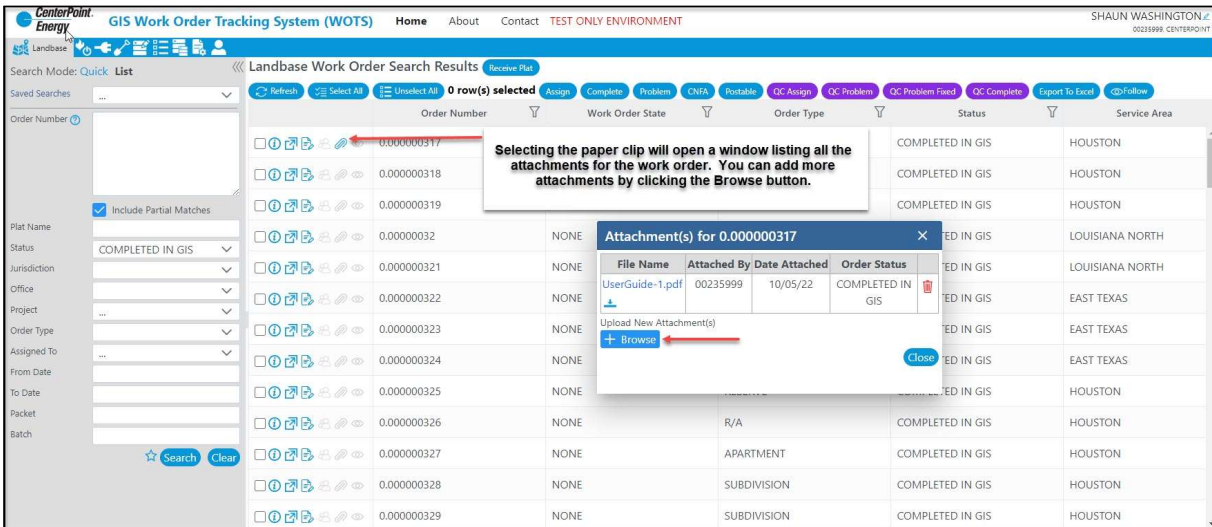
Edit Existing Work Order 0.000039078

Requested By*	...
Service Area*	ARKANSAS
Office*	...
Plat Name*	09 WATER
Need Date*	
Design Area	GAS
Work Order State*	...
Order Type*	SITE PLAN
Building Type(s)	<input type="checkbox"/> Proposed <input type="checkbox"/> Existing <input type="checkbox"/> Future
County*	
Address	
City*	...
Township	
Range	
Section	...
Quarter Section	...
Map Number*?	F11732088
Related /Reference WO#	
Batch Number	
Joint Trench Project ID	
User Status	NORMAL
Estimated Project Completion Date	



ATTACHMENT TOOL

Open, Download, Delete, or Upload a New Document.

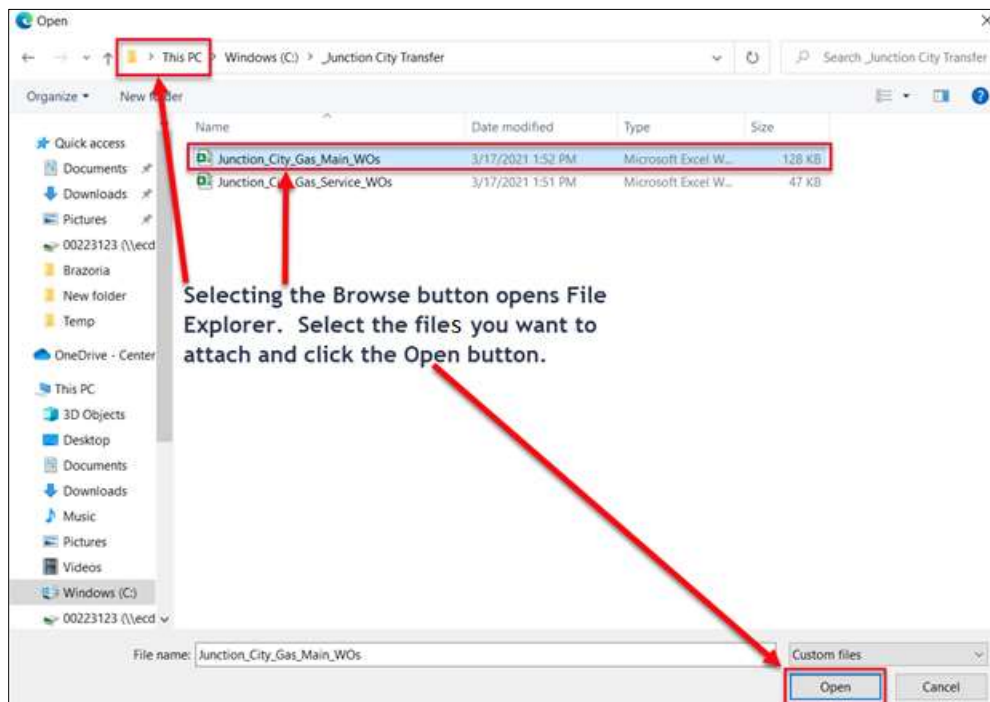


The screenshot shows the GIS Work Order Tracking System (WOTS) interface. On the left is a sidebar with filters for Order Number, Plat Name, Status, Jurisdiction, Office, Project, Order Type, Assigned To, From Date, To Date, Packet, and Batch. The main area displays a table of work orders. A modal window titled "Attachment(s) for 0.000000317" is open, showing a list of attachments with columns for File Name, Attached By, Date Attached, and Order Status. A red arrow points to the "Browse" button in the modal.

Attachment(s) for 0.000000317

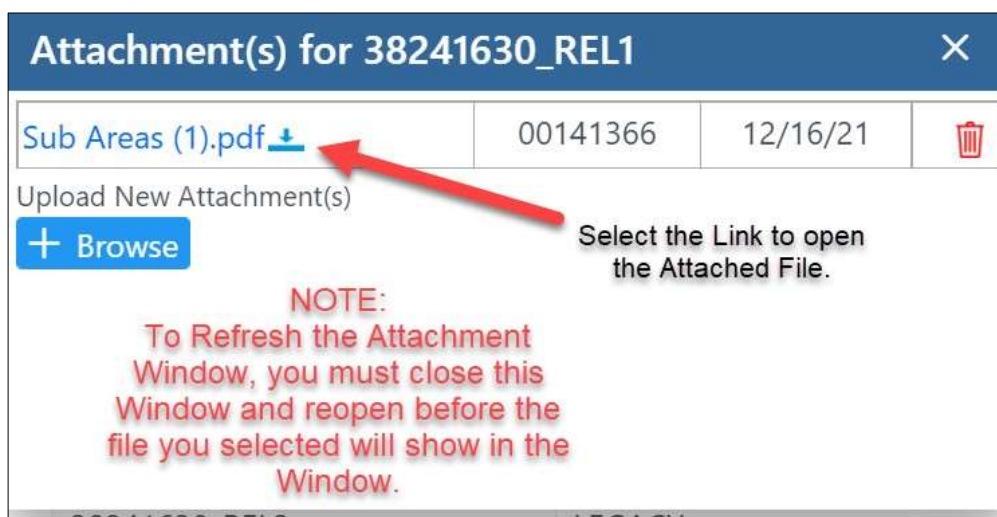
File Name	Attached By	Date Attached	Order Status
UserGuide-1.pdf	00235999	10/05/22	COMPLETED IN GIS

Upload New Attachment(s)
+ Browse



The screenshot shows a Windows File Explorer window titled "Open". The address bar shows "This PC > Windows (C:) > Junction City Transfer". The file list shows two files: "Junction_City_Gas_Main_WOs" (128 KB) and "Junction_City_Gas_Service_WOs" (47 KB). A red arrow points to the "Junction_City_Gas_Main_WOs" file. Another red arrow points to the "Open" button at the bottom right of the window.

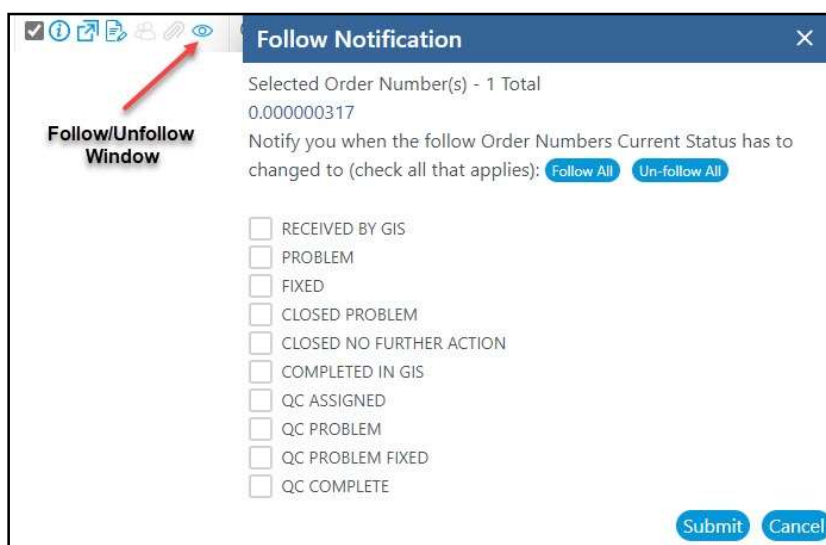
Selecting the Browse button opens File Explorer. Select the files you want to attach and click the Open button.



FOLLOW/UNFOLLOW BUTTON

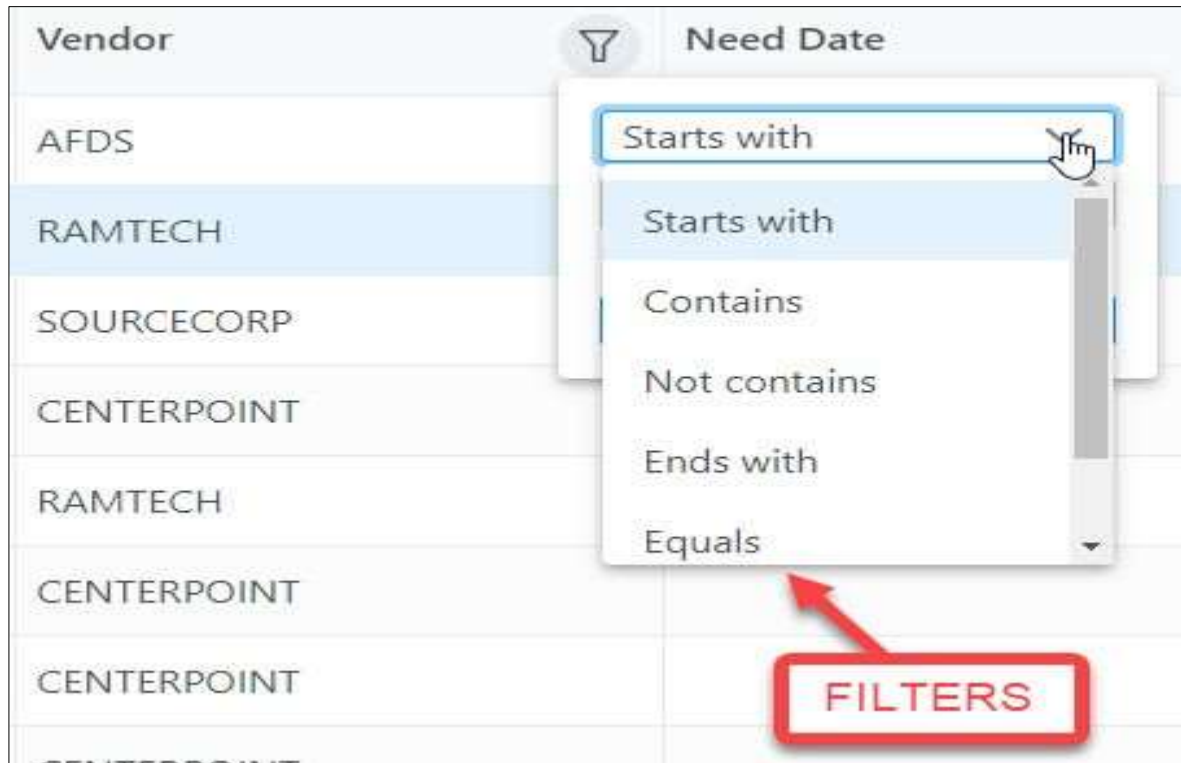
This is for the user to get email notifications when the status of a Work Order has changed.

Depending on which status was selected to follow (that's the dialog that comes up), they will get an email once the that Work Order becomes that status.



FILTER DATA

Get specific results by selecting the Filter/Funnel Icon below.

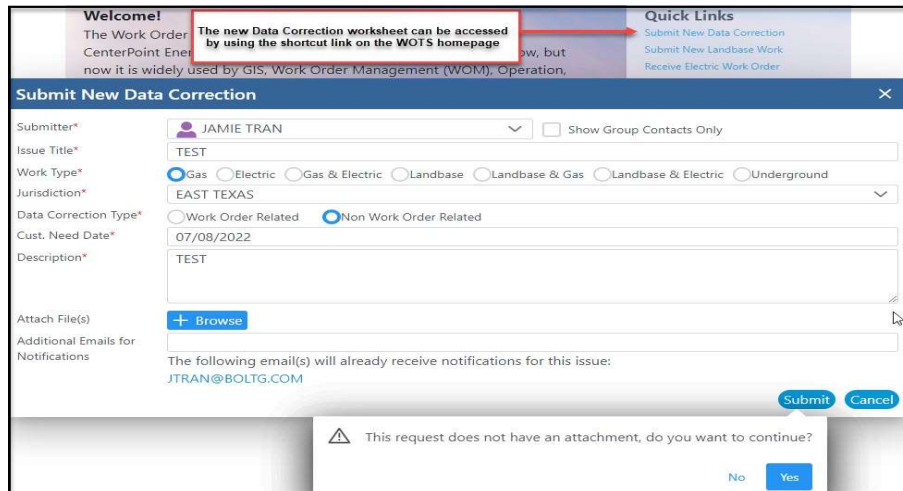


DATA CORRECTIONS

Submitting a Data Correction:

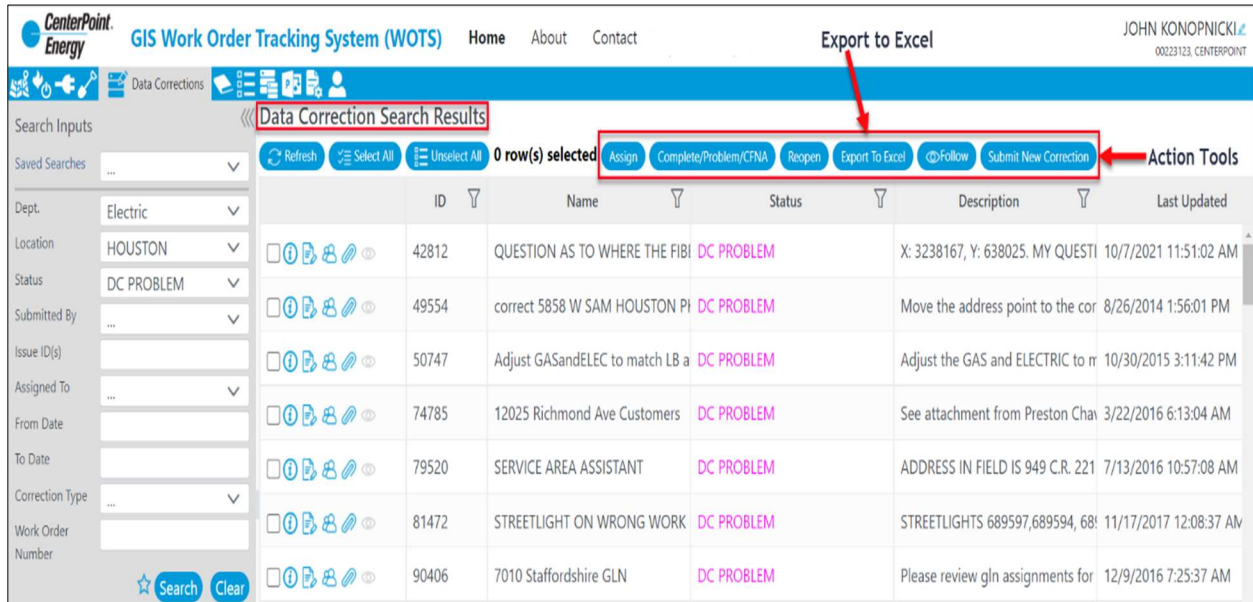
Quick access to enter New Data Corrections and submit request without leaving the Home Page.

Click on the Link below → the form selected will open on your screen → enter the information in the form → click the submit button at the bottom of the page.



- The Submitter should be the name that you see at the top right unless you are submitting on behalf of someone. (Make sure the name is spelled correctly).
- The Title is there to help understand what the Data Correction is for maybe a specific area or issue.
- The work type should be whatever the request is being made for.
- The Jurisdiction will be the database/state that the request is being made.
- The Data Correction Type is whether the correction is associated with a Work Order that exists or not.
- The Customer Need Date can be pushed out but will be the day of the request as the earliest option.
- The Description is to provide as much information as possible for the person assigned to the data correction to interpret.
- Attach Files is to add as many attachments as needed to show what work is needing to be done.
- If you didn't put an attachment, it will prompt you to confirm you want to continue without.
- Additional Emails is to notify other coworkers or supervisors of how the data correction is progressing

Assigning a Data Correction/Searching:



CenterPoint Energy GIS Work Order Tracking System (WOTS) Home About Contact

Export to Excel JOHN KONOPNICKI 00023123, CENTERPOINT

Data Correction Search Results

Refresh Select All Unselect All 0 row(s) selected Assign Complete/Problem/CNFA Reopen Export To Excel Follow Submit New Correction Action Tools

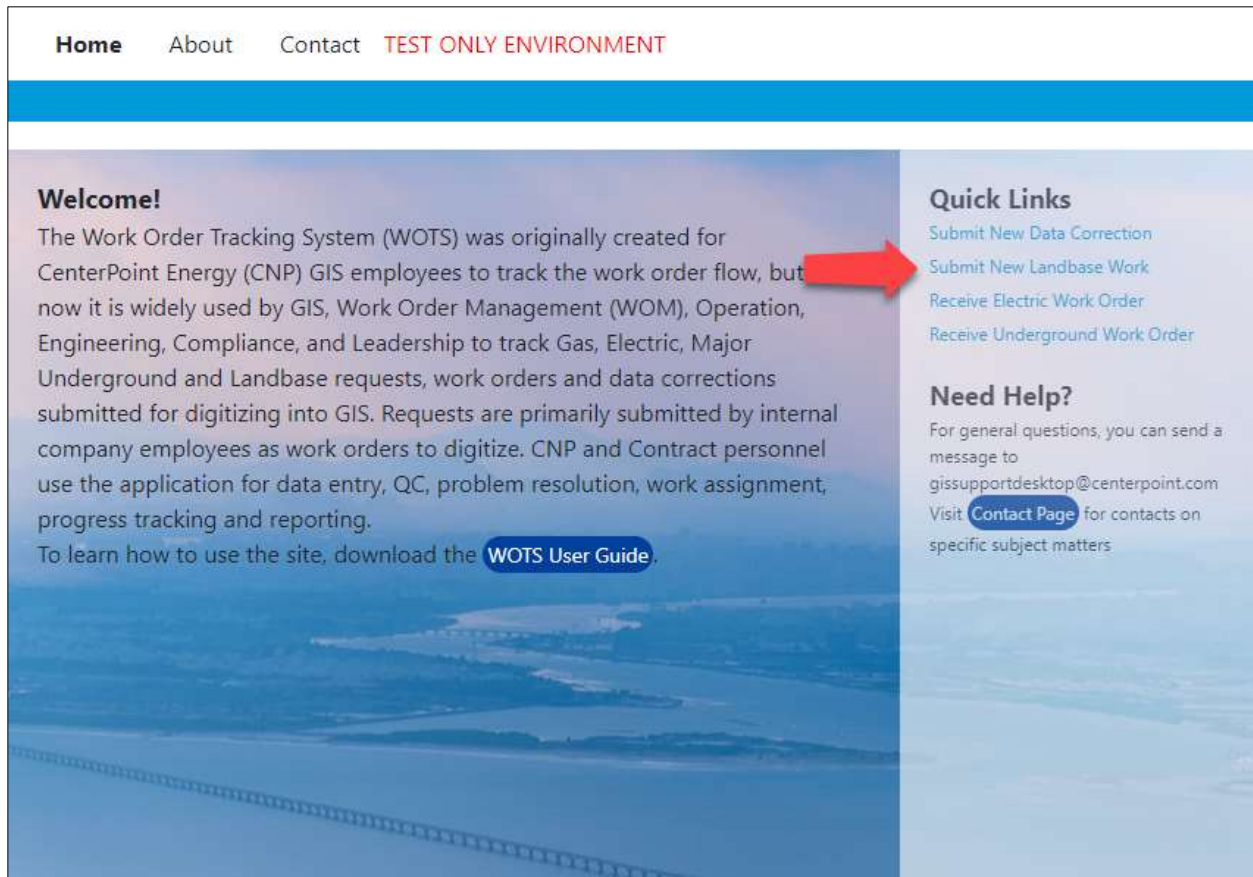
ID	Name	Status	Description	Last Updated
42812	QUESTION AS TO WHERE THE FIBI	DC PROBLEM	X: 3238167, Y: 638025. MY QUESTI	10/7/2021 11:51:02 AM
49554	correct 5858 W SAM HOUSTON PI	DC PROBLEM	Move the address point to the cor	8/26/2014 1:56:01 PM
50747	Adjust GASandELEC to match LB a	DC PROBLEM	Adjust the GAS and ELECTRIC to m	10/30/2015 3:11:42 PM
74785	12025 Richmond Ave Customers	DC PROBLEM	See attachment from Preston Cha	3/22/2016 6:13:04 AM
79520	SERVICE AREA ASSISTANT	DC PROBLEM	ADDRESS IN FIELD IS 949 C.R. 221	7/13/2016 10:57:08 AM
81472	STREETLIGHT ON WRONG WORK	DC PROBLEM	STREETLIGHTS 689597,689594, 68	11/17/2017 12:08:37 AM
90406	7010 Staffordshire GLN	DC PROBLEM	Please review gln assignments for	12/9/2016 7:25:37 AM

- The List Search on the left in the example above is one way to find specific information using several fields to narrow it down. You can search the fields: Department, Location, Status, Submitted By, Issue IDs, Assigned To, From Date, To Date, Correction Type, and Work Order Number.
- The Action Tools are there to Assign, Complete/Problem/CNFA, Reopen, and Export to Excel. The export to Excel gives you two options: You can export only the items that you have selected (Clicked the box) or you can export the entire selection from your search results.
- You can add to existing Data Corrections, if you have a new attachment or newer information that would help complete the work.

SUBMIT NEW LANDBASE WORK

The Landbase tab can be used to check statuses of Landbase work submitted: 'Outstanding Work' or 'Completed in Last 30 Days'. You are not required to have specific permission on your account to search Landbase orders. Vendors use this section to receive, assign and complete Landbase requests and work orders submitted.

Easily enter New Corrections and submit request without leaving the Home Page. Click on one of the two Links below and the form selected will open on your screen, enter information in the form and then select submit button at the bottom of the page.



The screenshot shows the WOTS Home Page. At the top, there is a navigation bar with links: [Home](#), [About](#), [Contact](#), and [TEST ONLY ENVIRONMENT](#). Below the navigation bar is a blue header. The main content area is divided into two columns. The left column has a 'Welcome!' section with a paragraph about the system's history and a button labeled 'WOTS User Guide'. A red arrow points from the 'Submit New Landbase Work' link in the 'Quick Links' section to the 'WOTS User Guide' button. The right column has a 'Quick Links' section with four links: [Submit New Data Correction](#), [Submit New Landbase Work](#), [Receive Electric Work Order](#), and [Receive Underground Work Order](#). Below this is a 'Need Help?' section with contact information and a link to the [Contact Page](#).

Welcome!

The Work Order Tracking System (WOTS) was originally created for CenterPoint Energy (CNP) GIS employees to track the work order flow, but now it is widely used by GIS, Work Order Management (WOM), Operation, Engineering, Compliance, and Leadership to track Gas, Electric, Major Underground and Landbase requests, work orders and data corrections submitted for digitizing into GIS. Requests are primarily submitted by internal company employees as work orders to digitize. CNP and Contract personnel use the application for data entry, QC, problem resolution, work assignment, progress tracking and reporting.

To learn how to use the site, download the [WOTS User Guide](#).

Quick Links

- [Submit New Data Correction](#)
- [Submit New Landbase Work](#)
- [Receive Electric Work Order](#)
- [Receive Underground Work Order](#)

Need Help?

For general questions, you can send a message to gissupportdesktop@centerpoint.com. Visit [Contact Page](#) for contacts on specific subject matters.

Submit New Landbase Work

Requested By*

Service Area*

Office

Plat Name*

Need Date*

Design Area

Work Order State*

Order Type*

Building Type(s)

☐ Proposed
☐ Existing
☐ Future

County*

Address

City*

Township

Range

Section

Quarter Section

Map Number*

Related /Reference WO#

Batch Number

Joint Trench Project ID

User Status

Attach File(s)

+ Browse

Comments

Additional Emails for Notifications

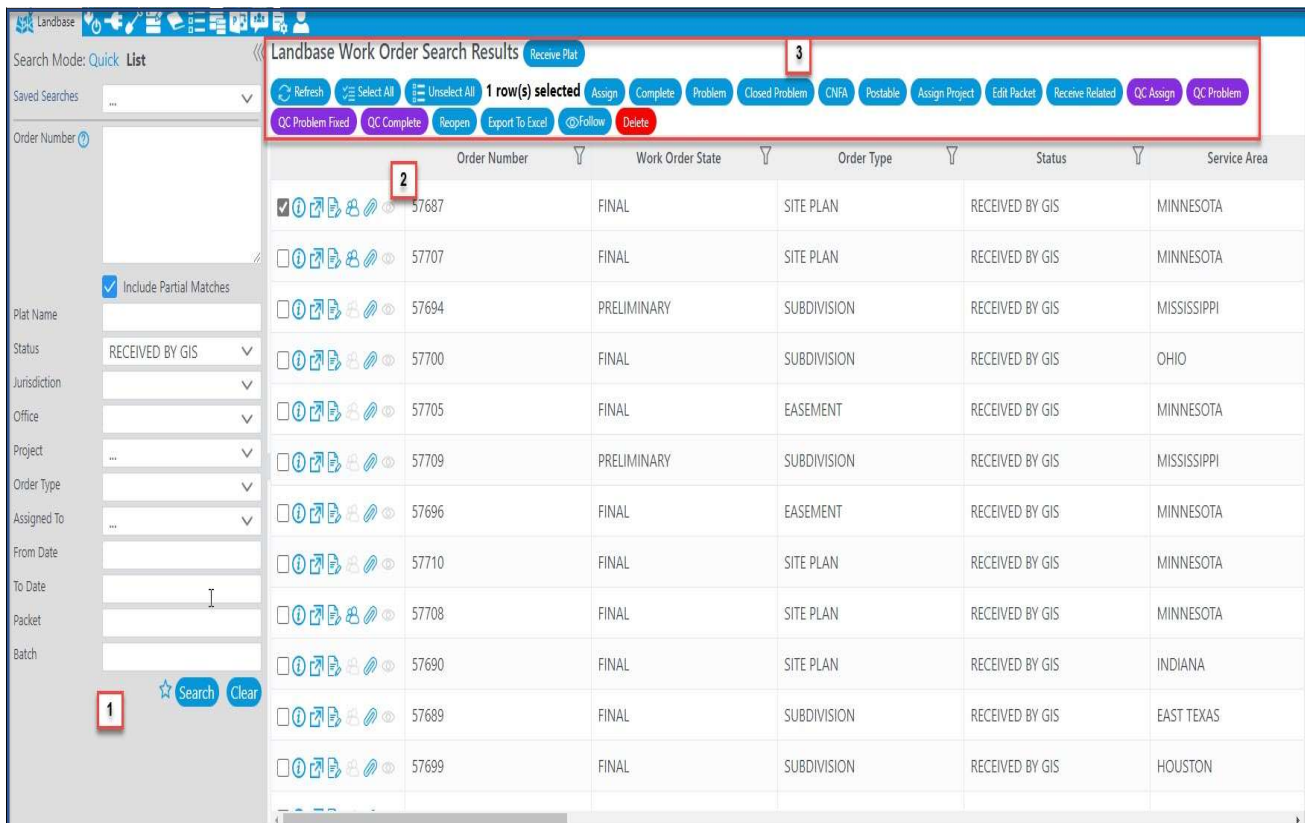
The following email(s) will already receive notifications for this issue:

Submit

Cancel

* Indicates Required Fields that must be populated.

Landbase Work Order Search



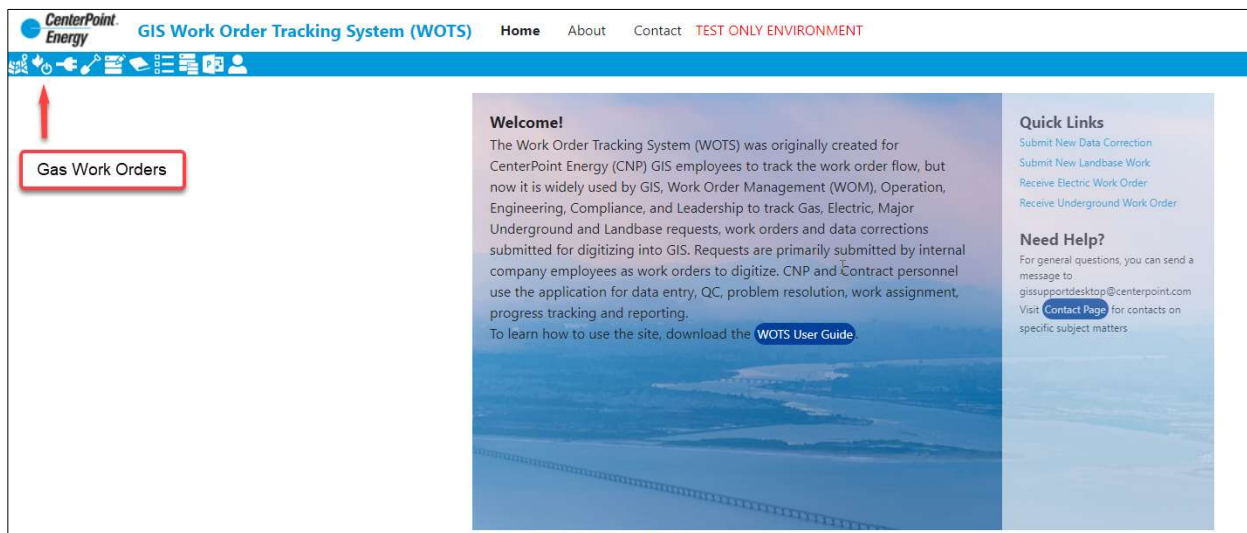
Order Number	Work Order State	Order Type	Status	Service Area
57687	FINAL	SITE PLAN	RECEIVED BY GIS	MINNESOTA
57707	FINAL	SITE PLAN	RECEIVED BY GIS	MINNESOTA
57694	PRELIMINARY	SUBDIVISION	RECEIVED BY GIS	MISSISSIPPI
57700	FINAL	SUBDIVISION	RECEIVED BY GIS	OHIO
57705	FINAL	EASEMENT	RECEIVED BY GIS	MINNESOTA
57709	PRELIMINARY	SUBDIVISION	RECEIVED BY GIS	MISSISSIPPI
57696	FINAL	EASEMENT	RECEIVED BY GIS	MINNESOTA
57710	FINAL	SITE PLAN	RECEIVED BY GIS	MINNESOTA
57708	FINAL	SITE PLAN	RECEIVED BY GIS	MINNESOTA
57690	FINAL	SITE PLAN	RECEIVED BY GIS	INDIANA
57689	FINAL	SUBDIVISION	RECEIVED BY GIS	EAST TEXAS
57699	FINAL	SUBDIVISION	RECEIVED BY GIS	HOUSTON

*Remember specifics for searching are under Work Order Search under General WOTS Functions

1. These are all the fields available to search by in the LandBase section of WOTS. They are as follows: (Order Number, Plat Name, Status, Jurisdiction, Office, Project, Order Type, Assigned To, From Date, To Date, Packet, Batch.)
2. These are the Action Tools described in detail under that section.
3. The tabs up top are functions on how to status a Landbase Work Order. The shown examples are all Received by GIS and can be restatused by most all the actions in the ribbon. You might not see all of these, but that is likely from not needing all of the actions available. If you are missing something, contact GIS Support for further permissions.

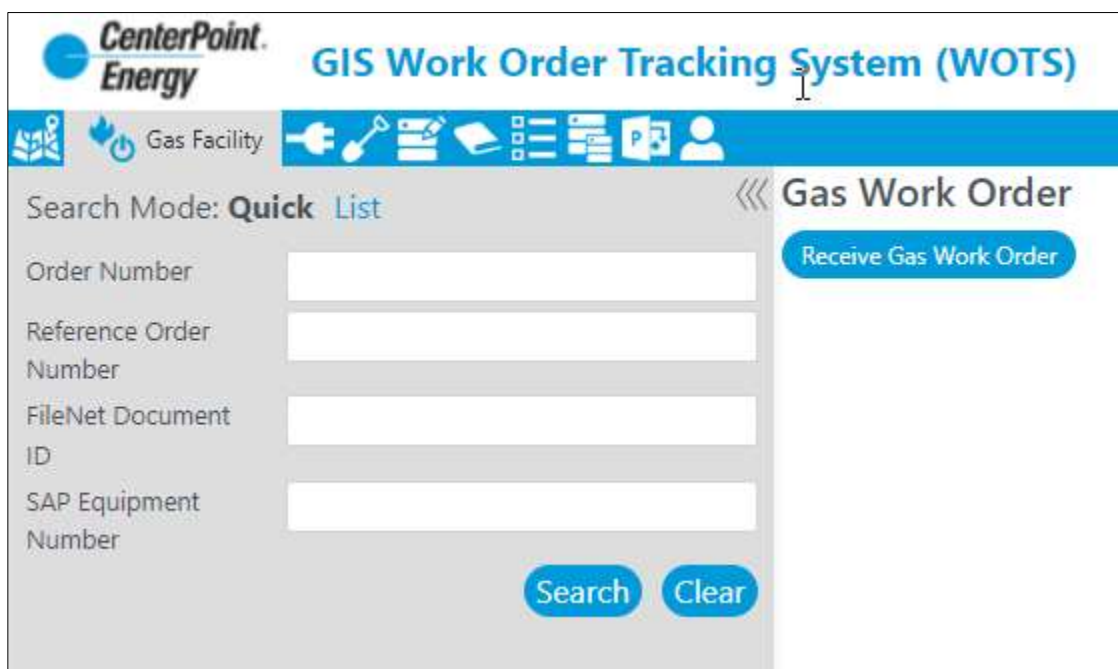
GAS WORK ORDER

The Gas Work Order Icon can be found below:

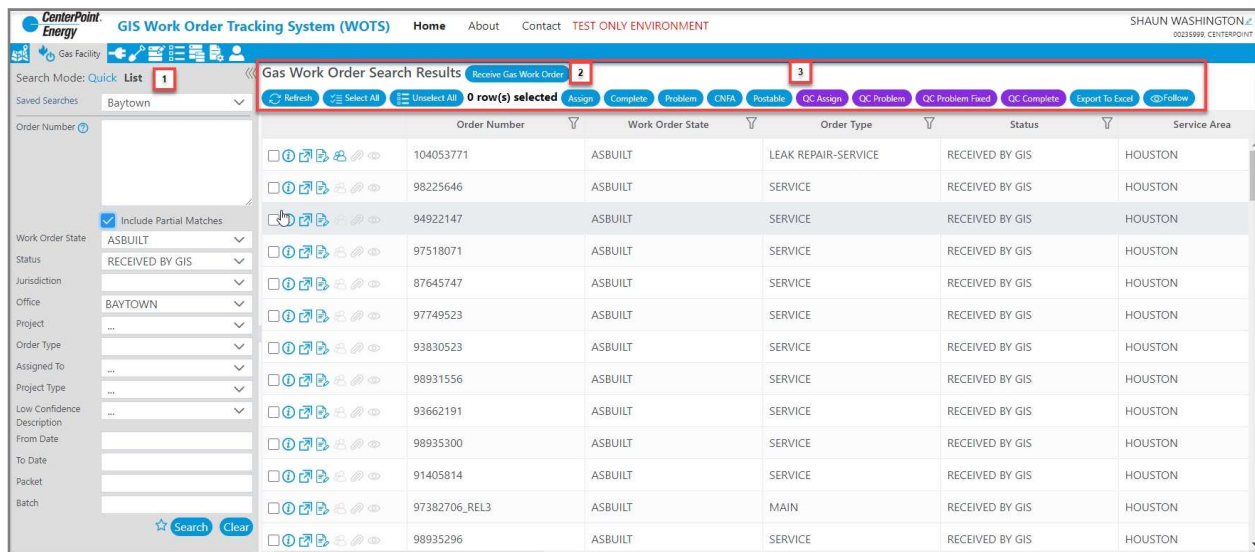


Gas Work Order Search

The Quick Search contains: Order Number, Reference Order Number, FileNet Document ID, and SAP Equipment Number.



Work Order Tracking System (WOTS) Geographic Information Services



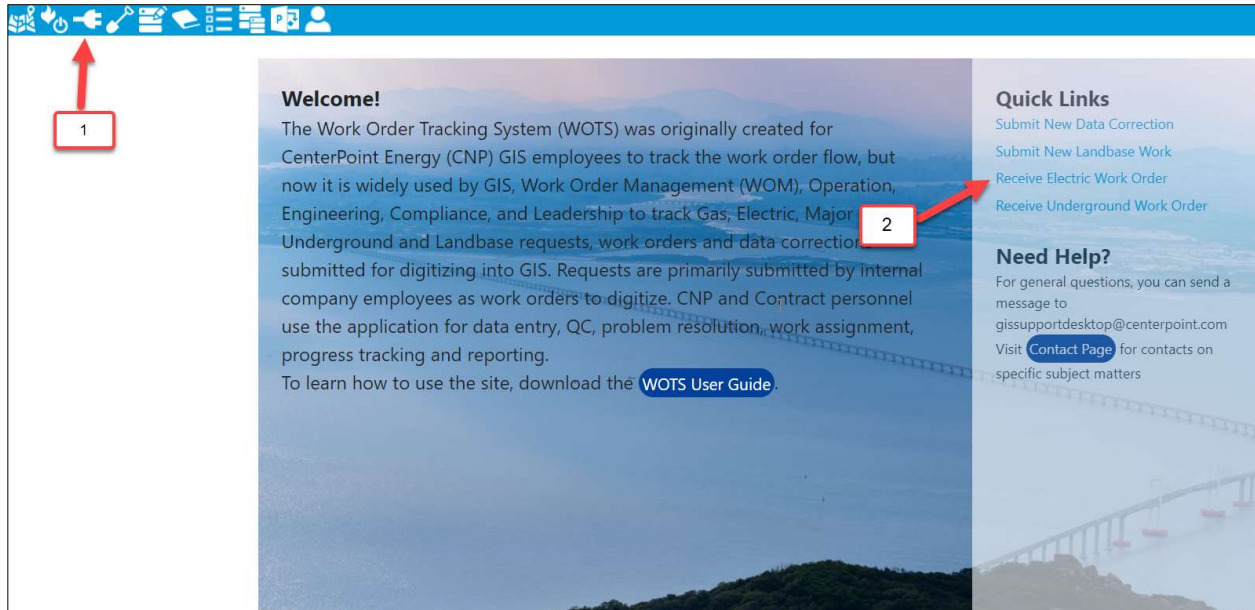
The screenshot displays the GIS Work Order Tracking System (WOTS) interface. The top navigation bar includes links for Home, About, Contact, and TEST ONLY ENVIRONMENT. The top right corner shows the user name SHAUN WASHINGTON and the date 00231999. CENTERPOINT. The main search results table has columns for Order Number, Work Order State, Order Type, Status, and Service Area. The table lists 10 work orders, all with a status of 'RECEIVED BY GIS' and a service area of 'HOUSTON'. The interface also includes a sidebar with filters for Work Order State, Status, Jurisdiction, Office, Project, Order Type, Assigned To, Project Type, Low Confidence, Description, From Date, To Date, Packet, and Batch. The top navigation bar includes links for Home, About, Contact, and TEST ONLY ENVIRONMENT. The top right corner shows the user name SHAUN WASHINGTON and the date 00231999. CENTERPOINT.

1. At the top you can see I created a Saved Search which was the criteria of (Work Order State = As Built, Status = Received by GIS, Office = Baytown).
In the List Search you will find the fields: Order Number, Work Order State, Status, Jurisdiction, Office, project, Order Type, Assigned To, From date, To Date, Packet, Batch.
2. Here you can choose to Receive a Gas Work Order which will be covered on the section below.
3. The tabs up top are functions on how to status that are available within the Gas Facilities section. You might not see all of these but that is likely from not needing all the actions available. If you are missing something, contact GIS Support for further permissions.

ELECTRIC WORK ORDER/MAJOR UNDERGROUND

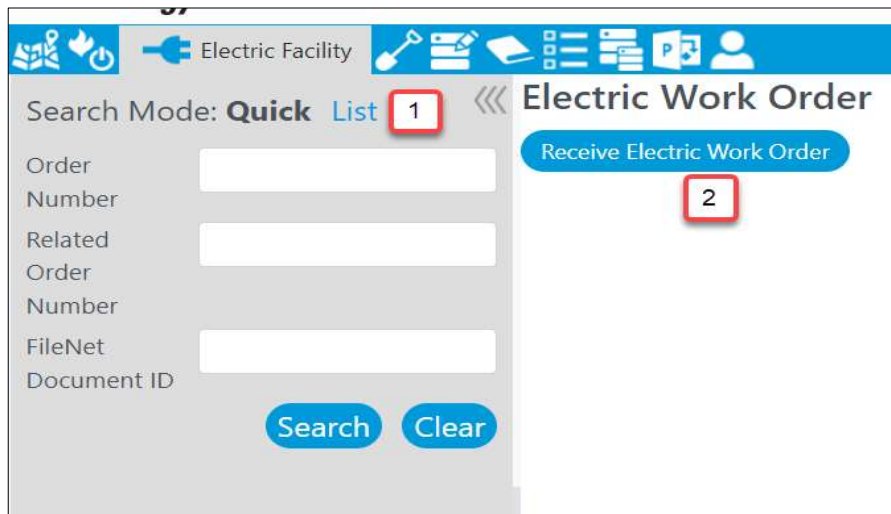
Electric

Work Order Search

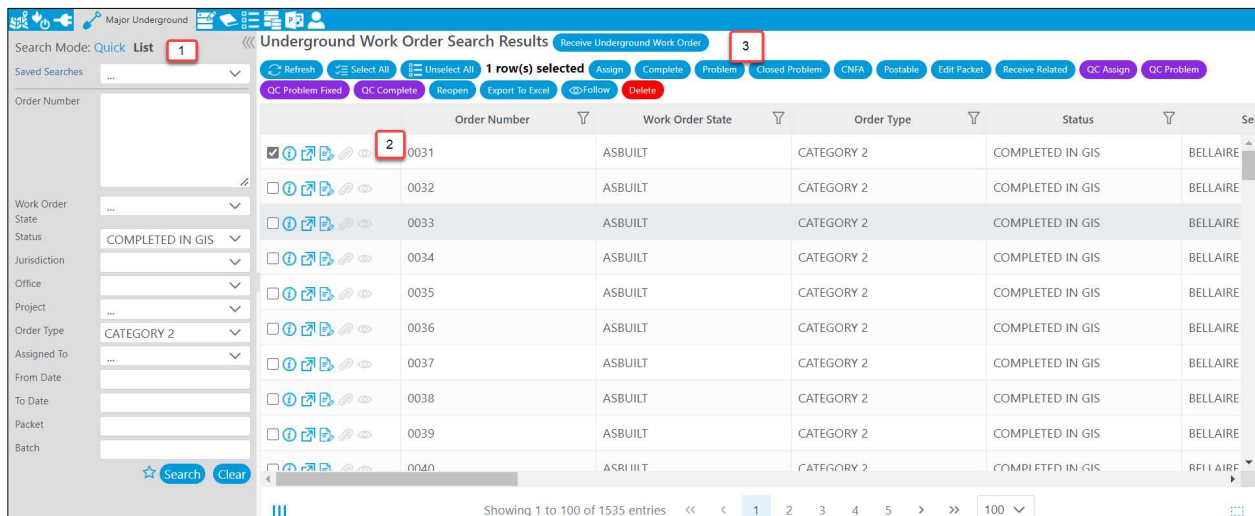


1. There are two options from the homepage to access Electric in WOTS. The option with the 1 on the left side, is to get Electric Work Order Results and restatus work orders.
2. The option on the right under the 2, is to Receive Electric Work Orders.

Work Order Tracking System (WOTS) Geographic Information Services



1. The quick search function for Electric Work Orders contains: Order Number, Related Order Number, and FileNet Document ID.
2. This is another way to access the Receive Electric Work Orders instead of on the homepage. This is just a quicker way if you are already searching Electric Work Orders.



Order Number	Work Order State	Order Type	Status	Se
0031	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0032	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0033	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0034	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0035	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0036	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0037	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0038	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0039	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0040	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE

1. At the top you can see I created a Saved Search which was the criteria of (Status = Completed in GIS, Order Type = Category 2).
2. In the List Search you will find the fields: Order Number, Work Order State, Status, Jurisdiction, Office, Project, Order Type, Assigned To, From date, To Date, Packet, Batch.
3. Here you can choose to Receive an Electric Work Order which will be covered on the section below. The tabs up top are functions on how to status that are available within the Electric Facilities section. You might not see all of these but that is likely from not needing all the actions available. If you are missing something, contact GIS Support for further permissions.

Receive Electric Work Order

Receive Work Order

Work Order Number*

Work Order State

Batch Number

Order Type

Service Area

Office

Reference Order

Attach File(s)

+ Browse

Add

Close

The Receive Work Order is used to manually receive a work order. This functionality is used when a work order is not submitted through SAP. Most of the Electric switching orders are received through this functionality. The paperwork most of the time is received from the dispatchers or other resources. The required field is Work Order Number but work order state and order type are needed too. The more fields you can fill out is better.

RELATED FIXED LOW CONFIDENCE WORK ORDERS

The site now has the ability to associate Low Confidence Order(s) that was Fixed by the Order that was completed. Below is the complete dialog as an additional section.

Complete Work Order

Selected Issue(s) - 1 Total

61665819_REL24

Post Time

0.00

hrs

Number of Lots

☒ Per Unit
 ☐ Hourly

☐ This is a Low Confidence Order

☒ Fixed Low Confidence Order(s)

Select Low Confidence Order(s) fixed by this order

☐ 61665819_REL13
 ☐ 61665819_REL20

Submit

Cancel

On the Quick View and Detail Page, you will see the information below on a work order.

Gas Work Order Search Results 61665819_REL24

Receive Gas Work Order

Edit

Comments

Attachment

Assign

Complete

Problem

Closed Problem

CNFA

Postable

Assign Project

Edit Packet

QC Assign

QC Problem

QC Problem Fixed

QC Complete

Reopen

Release Hold

Delete

Asset Information

Archived

Last Updated BY

Last Updates

WO Creation User

WO Last User

0

00939830

7/1/2022 2:00:06 AM

Other Information

CP Status

CP Material

Design Status

Building Type

Equip. Install Year

SAP Comments

Installation Type

Start Date

Short Text

Related Reason

SAP Equipment No.

HPT Status

Total Items

0

Navigation

Actual Total Cost

Room

Pint

Plant

Per Unit

0

1

Num Comp.

Num Not Comp.

Post Time

Est. Time

0

0

0

0

Related Order(s)

Order Number

Order State

Category

Date

By

Vendor

61665819_REL20

ASBUILT

FIXED LOW CONFIDENCE

7/1/2022 2:00:06 AM

JAMIE TRAN

CENTERPOINT

Transactions Information

Date

Transaction

User

Vendor

Order State

Order Type

Description

11/7/2012 2:15:23 AM

RECEIVED BY GIS

WOTS

AFDS

ASBUILT

SERVICE

11/7/2012 8:23:52 PM

ASSIGNED

ISHU WADWANI

AFDS

ASBUILT

SERVICE

11/8/2012 12:57:00 PM

CLOSED PROBLEM

KESHAV KUSHWAH

AFDS

ASBUILT

SERVICE

11/11/2014 2:35:40 PM

FIXED

DEANNA JONES

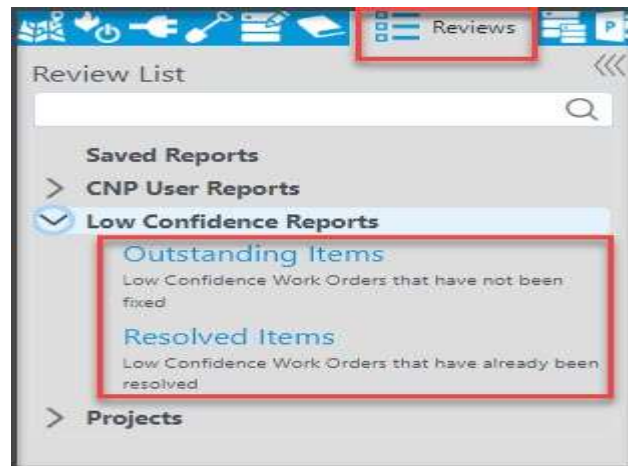
CENTERPOINT

ASBUILT

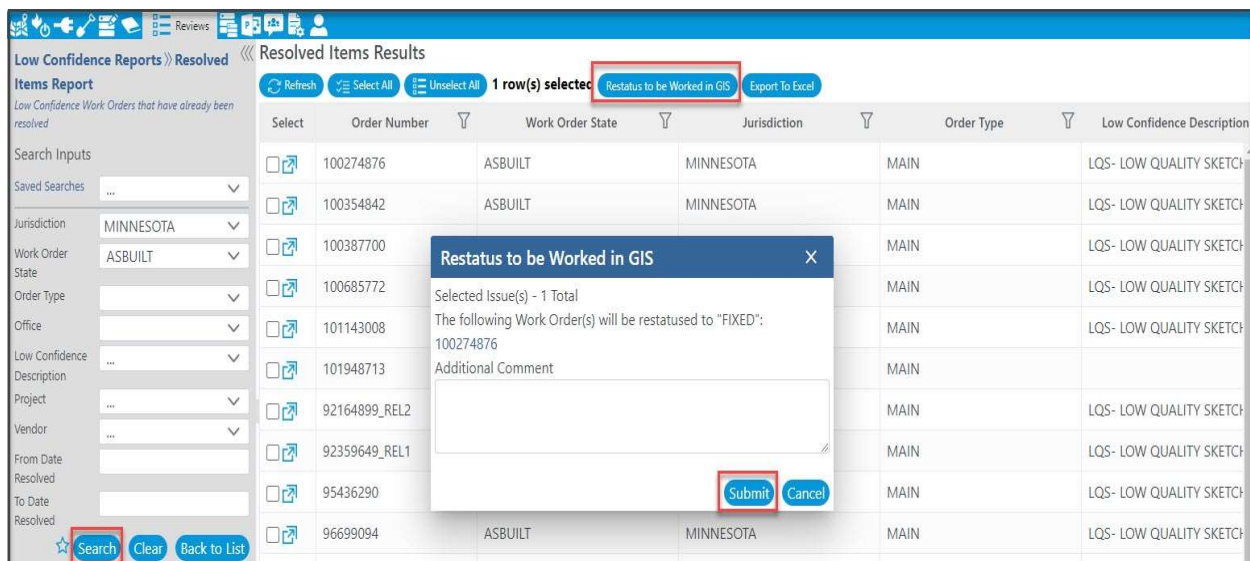
SERVICE

Review Low Confidence Reports

Within the Review tab, the option of selecting Outstanding Items and Resolved Items is available.

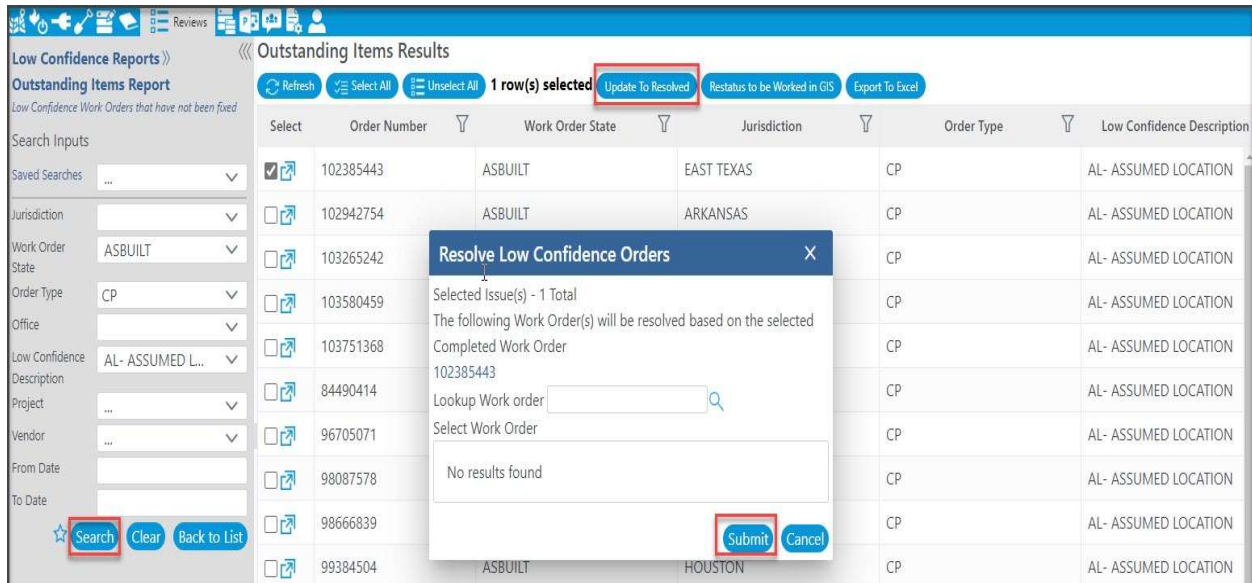


From Resolved Items Report, you can “Search” then select “Restatus to be Worked in GIS”. Once selected, the “Restatus to be Worked in GIS” dialogue box will appear in which you can submit your WO.



Work Order Tracking System (WOTS) Geographic Information Services

From Outstanding Items Report, you can “Search” then select “Update to Resolve”. Once selected, the “Update to Resolve” dialogue box will appear in which you can submit your WO.



Outstanding Items Results

Refresh Select All Unselect All 1 row(s) selected Update To Resolved Restatus to be Worked in GIS Export To Excel

Select	Order Number	Work Order State	Jurisdiction	Order Type	Low Confidence Description
<input checked="" type="checkbox"/>	102385443	ASBUILT	EAST TEXAS	CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	102942754	ASBUILT	ARKANSAS	CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	103265242			CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	103580459			CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	103751368			CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	84490414			CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	96705071			CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	98087578			CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	98666839			CP	AL- ASSUMED LOCATION
<input type="checkbox"/>	99384504	ASBUILT	HOUSTON	CP	AL- ASSUMED LOCATION

Resolve Low Confidence Orders

Selected Issue(s) - 1 Total
The following Work Order(s) will be resolved based on the selected Completed Work Order
102385443

Lookup Work order

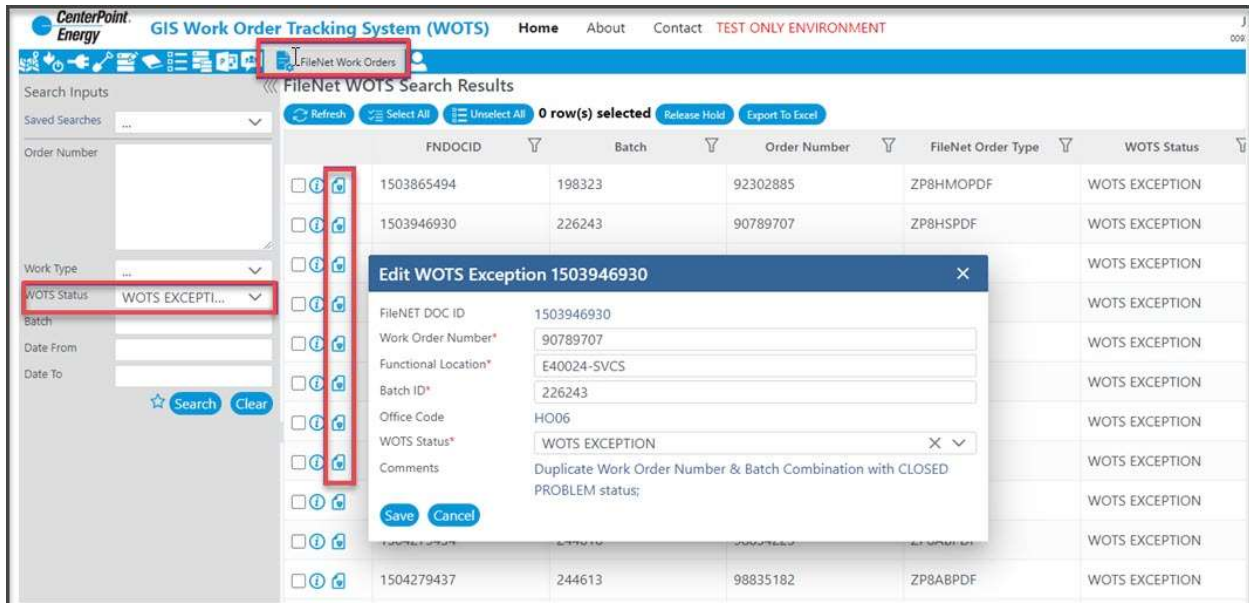
Select Work Order

No results found

Submit Cancel

FILENET WOTS EXCEPTION UPDATES

For items where WOTS Status in WOTS Exception, there's a new button that allows you to update those exceptions. It's also under the FileNet Work Order's tab. (You'll need permission to view)



The screenshot shows the GIS Work Order Tracking System (WOTS) interface. The top navigation bar includes the CenterPoint Energy logo, the title "GIS Work Order Tracking System (WOTS)", and links for Home, About, and Contact. A red box highlights the "FileNet Work Orders" tab. Below the navigation bar, the "FileNet WOTS Search Results" section displays a table with columns: FNDODID, Batch, Order Number, FileNet Order Type, and WOTS Status. The table lists several rows, all with a status of "WOTS EXCEPTION". A red box highlights the "WOTS Status" column header. A modal window titled "Edit WOTS Exception 1503946930" is open, showing fields for FileNET DOC ID, Work Order Number*, Functional Location*, Batch ID*, Office Code, WOTS Status*, and Comments. The WOTS Status* field is set to "WOTS EXCEPTION". The modal also includes "Save" and "Cancel" buttons.

The GAS and ELECTRIC look is a different view and it's based on what the Desktop App had.



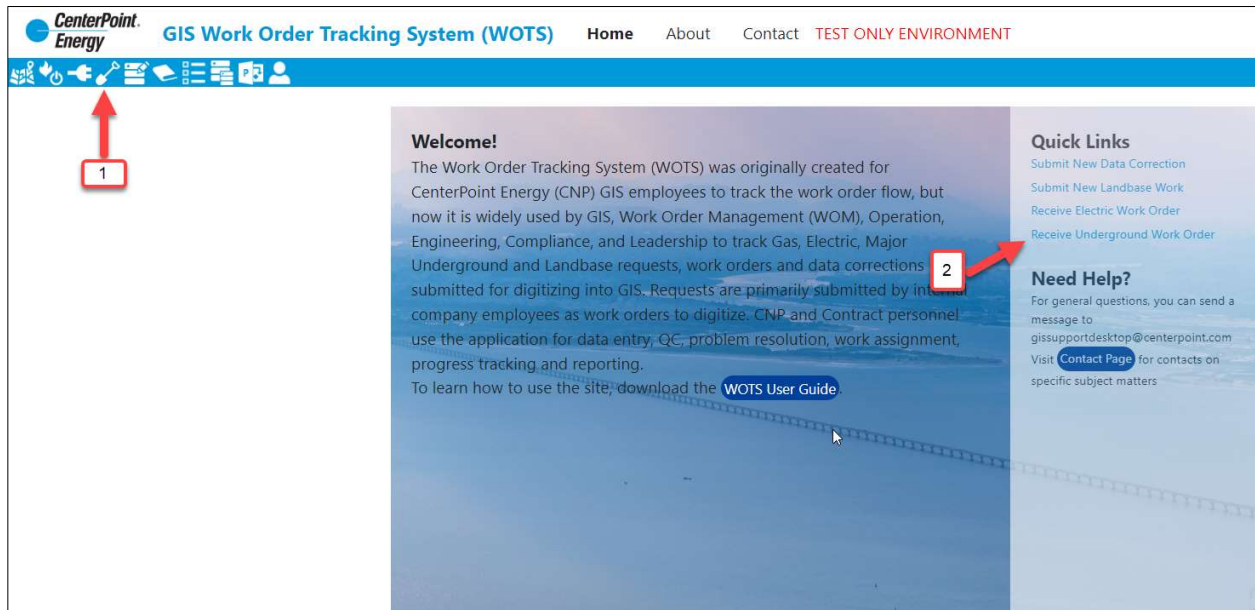
The screenshot shows the "Edit WOTS Exception 1504248841" modal. The fields are as follows:

- FileNET DOC ID: 1504248841
- Work Order Number*: 99385707
- Category*: (empty)
- Batch ID*: 242589
- Document Type: ASBU
- WOTS Status*: WOTS EXCEPTION
- Comments: Invalid WOTS Category; Invalid Vendor;

The modal includes "Save" and "Cancel" buttons at the bottom.

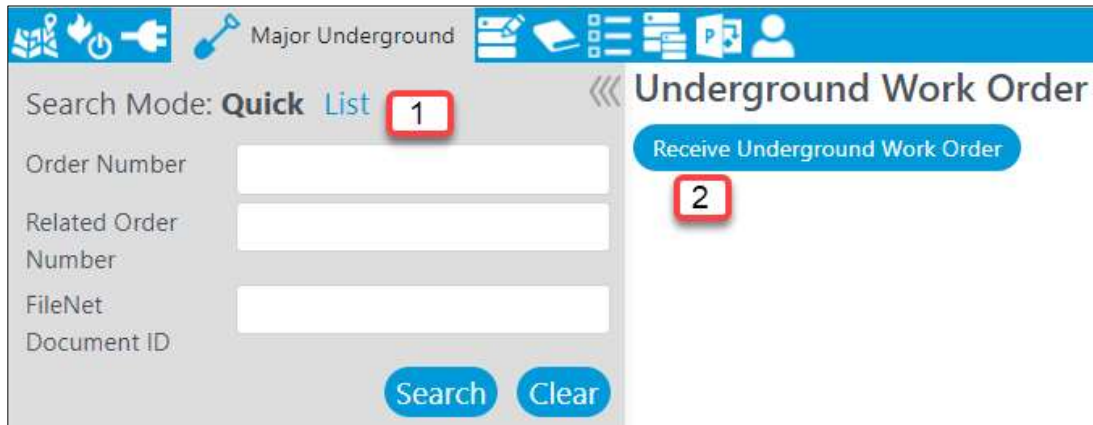
Major Underground

Major Underground Order Search

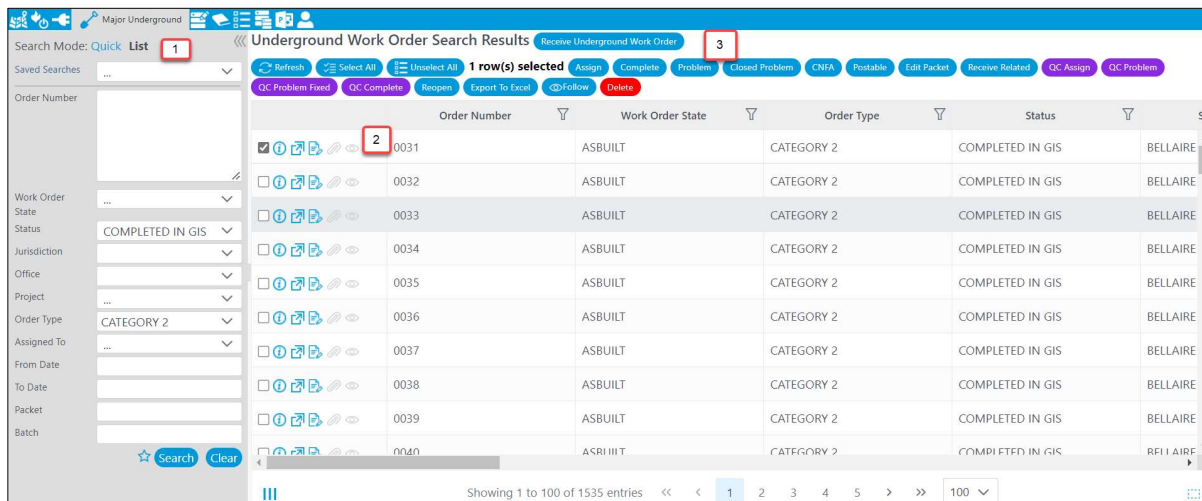


1. There are two options from the homepage to access Major Underground in WOTS. The option with the 1 on the left side, is to get Major Underground Work Order Results and restatus work orders.
2. The option on the right under the 2, is to receive Major Underground Work Orders.

Work Order Tracking System (WOTS) Geographic Information Services



1. The quick search function for Major Underground Work Orders contains: Order Number, Related Order Number, and FileNet Document ID.
2. This is another way to access the Receive Major Underground Work Orders instead of on the homepage. This is just a quicker way if you are already searching Major Underground Work Orders.



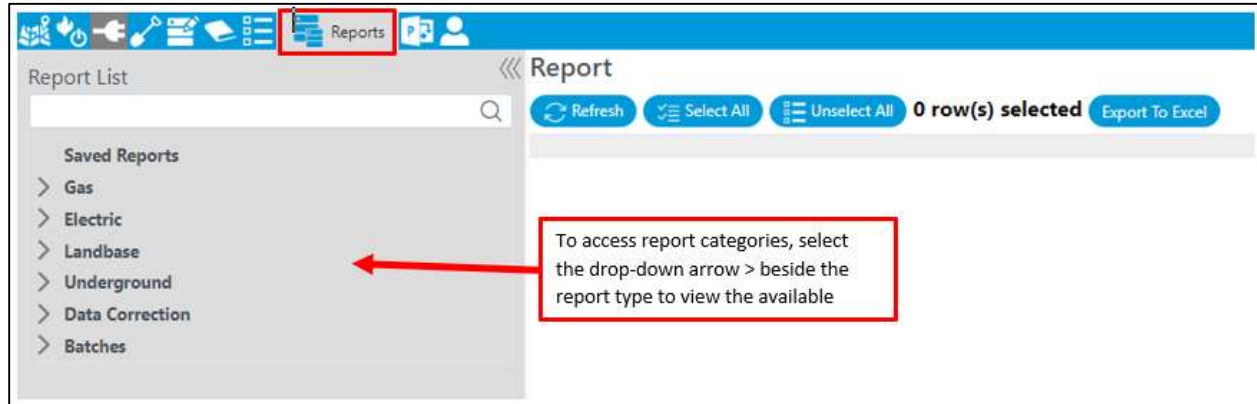
Order Number	Work Order State	Order Type	Status	Assigned To
0031	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0032	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0033	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0034	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0035	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0036	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0037	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0038	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0039	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE
0040	ASBUILT	CATEGORY 2	COMPLETED IN GIS	BELLAIRE

1. Here is the List View for Major Underground Work Orders which contains: Order Number, Work Order, State, Status, Jurisdiction, Office, Project, Order Type, Assigned To, From Date, To Date, Packet, and Batch.
2. The second section contains the results from the searched criteria on the left side and the column names at the top.
3. Here you can choose to Receive a Major Underground Work Order which will be covered on the section below. The tabs up top are functions on how to status orders that are available within the Major Underground Facilities section. You might not see all of these but that is likely from not needing all the actions available. If you are missing something, contact GIS Support for more permissions.

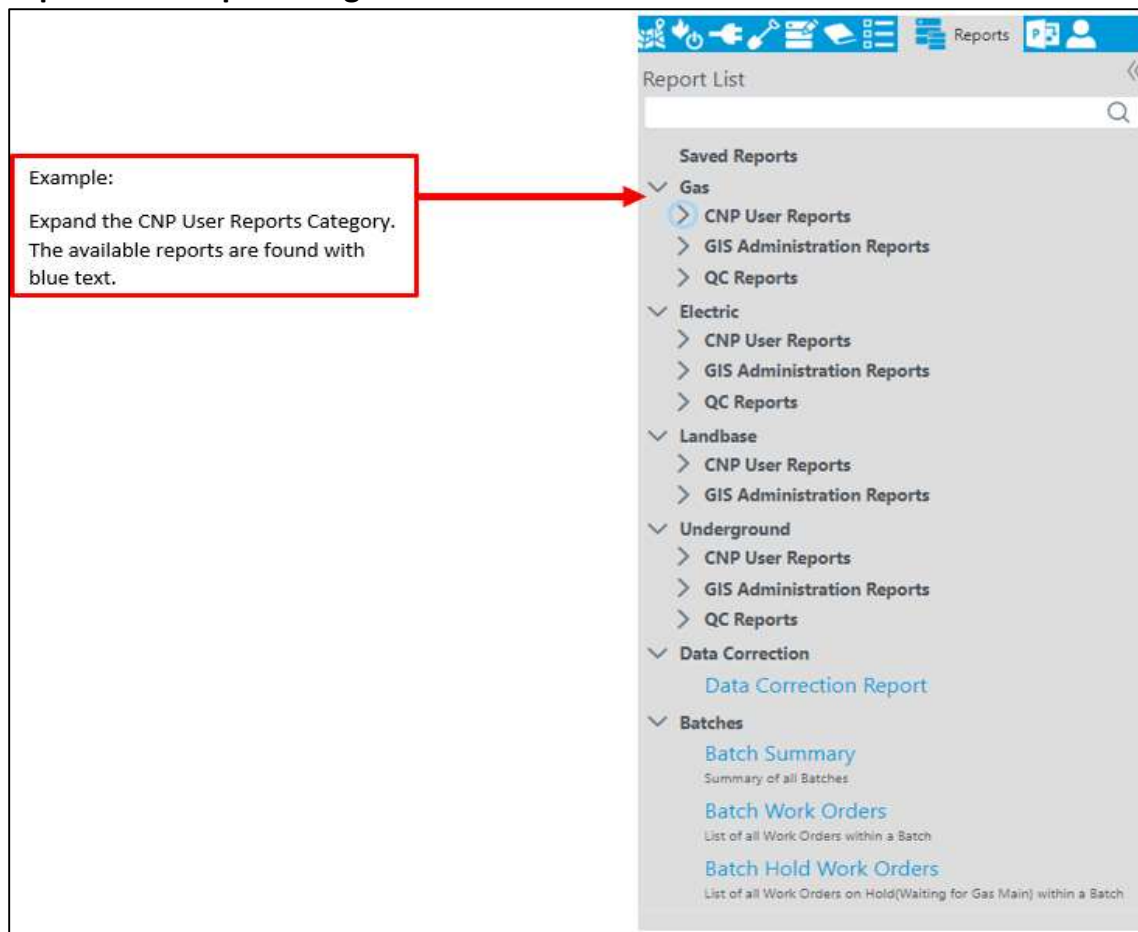
REPORTS

The Reports button is located on the Menu Bar.

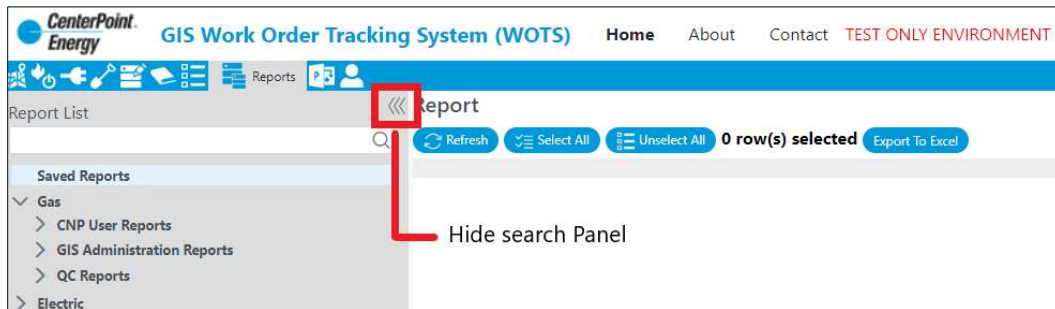
Note: The tools on the menu bar are accessible from any of the Work Modules.



Expand & Collapse Categories



Search panel can be hidden or made available by clicking the three arrows button as shown below.



REVIEWS

1. CP Status
2. High Pressure Transmission (HPT) - WOTS
3. HPT - Non WOTS
4. Design Installed

NOTE: Review tab's functional purpose is strictly for setting items to be reviewed. It only returns items that are Not Reviewed. You will see the same reports on the Reports tab, which is how you would normally query for Reviewed/Non-Reviewed items.

CNP USER REPORTS->PROJECTS

1. CP Status
2. High Pressure Transmission (HPT) - WOTS
3. HPT - Non WOTS
4. Design Installed

GIS ADMINISTRATION REPORTS -> BACKLOG / COMPLETED REPORTS

1. Outstanding Problem
2. Completed Orders by Employer
3. Closed No Further Action
4. QC Report
5. Preliminary with AsBuilt

UNDER THE VENDOR REPORTS SECTIONS

QC Reports

1. QC Summary - Summary of all QC Work Orders
2. QC Problem Work Orders - List of all QC Work Orders
3. QC Assigned Work Orders - List of all QC Assigned Work Orders

Backlog or Completed Reports

1. Gas
2. Outstanding Postables
3. Outstanding Problems
4. Completed Orders by Employers
5. Completed Orders by Users
6. Closed No Further Action
7. QC Reports
8. Preliminary with Asbuilt

APPENDIX A

Work Order Statuses

NOTE: Work order number and work order state as it is listed in WOTS can be found by performing a work order search

STATUS	DESCRIPTION
FN	FILENET ONLY
A	RECEIVED BY GIS
Fa	NAVIGATION ASSIGNED
B	PROBLEM
Fb	NAVIGATION COMPLETE
C	FIXED
C2	RE-FIXED
B1	PROBLEM - 2
B2	PROBLEM - 3
B3	PROBLEM - 4
AP	OLD RECEIVE DATE
F	FIELDCHECK SENT
BP	OLD PROBLEM DATE
FP	OLD FIELDCHECK DATE
ASSIGN	ASSIGNED
Z	COMPLETED IN GIS
X	ARCHIVED
A2	RE-RECEIVED 3
CP	OLD FIXED DATE
FIXN	FIXING - IN PROCESS
U	REC ESTIMATED
V	COMPLETE ESTIMATED
A1	RE-RECEIVED 2
A3	RE-RECEIVED 4
A4	RE-RECEIVED 5
REASGN	RE-ASSIGNED
Y	CLOSED NO FURTHER ACTION
R	CLOSED PROBLEM
UP	UPDATED
QCR	QC RECEIVED
QCA	QC ASSIGNED
QCP	QC PROBLEM
QCPF	QC PROBLEM FIXED
QCZ	QC COMPLETED
SENT BACK	SENT BACK

GET BACK	GET BACK
DCA	DC RECEIVED
DCZ	DC COMPLETED
DCASSIGN	DC ASSIGNED
DCB	DC PROBLEM
DCCNFA	DC CLOSED NO FURTHER ACTION
DCQCZ	DC QC COMPLETED
MZ	MAPPING COMPLETE
CTRZ	CONTRACTOR COMPLETE
CEX	CIRCUIT EXCEPTIONS
INP	PHASE MAPPING IN PROGRESS
CNPQZ	CNP QC COMPLETE
DMZ	DDE MAPPING COMPLETE
DDE	CNP PEER REVIEW IN
DCTRZ	PROGRESS
DINP	DDE MAPPING IN PROGRESS
DCNPQ	DDE CNP QC COMPLETE
DCEX	DDE CIRCUIT EXCEPTIONS
DCNPF	DDE CNP PEER REVIEW COMPLETE
DPV	DDE PRE-VALIDATION
DPVC	DDE PRE-VALIDATION COMPLETE
NO	NO