Maintenance initially should have 3 main screens.

1. The landing screen (The one that is reached from the main Maintenance tab) should greet the logged in person and give some statuses. Within this landing screen should be a listing of work orders in a manner following:

Worker – List all non-closed work orders assigned to them with a number at the top that shows the total number of assigned non-closed work orders. Use similar list display as the one in the list of work orders in the “Work Order Search” page. (Basically the same look without the search tabs)

Supervisors – Two types of listings should be listed. Possibly listed separately.

1. All non-closed work orders with them as the supervisor.
2. All work orders that have a “Waiting for approval” status with no supervisor where the person writing the work order belongs to the work group that the supervisor supervises. (If put into one list these should be listed at the top.)
3. Work Order search. This screen will have a series of tabs on the top each with a search box. This will allow a user to search work orders by work order number, lead worker, supervisor, status, person writing the work order. There will be a list of work orders to select from that will populate once the search field has been filled and the search button clicked. Only one search field will be used at this time so just leaving the box should be enough to enact a search.
4. Work order enter/edit. This page will be the one that shows the details of the work order. If a work order has been selected this screen will be populated with the information from that work order. If this screen was reached by a “new work order” link then it should populate with an auto generated work order number and whatever defaults are decided upon. (Probably just date entered and person who entered it.)

Work orders that are listed need to be able to be printed as well with all of the fields printed.

When there are job plans they will list a series of parts that may be needed. The worker assigned to do the work will be able to look over the list and request the parts. When they request the parts an Order Request will be started. Whenever a Request is started it will go to the order screen (Stockroom page) with the selected parts already selected and the worker will be able to select additional parts as needed.

Note that the Landing page should have links on it to “Search Work orders” and to “Enter a new work order”.

For the listings of work orders, we will want to use a scrollable box and each line should contain the work order number, date of the original entry, the person who entered the work order, person assigned, supervisor assigned, current status and short description. The work order number should be a clickable link that allows the work order to be opened in the “Work order enter/ edit” page. There should also be a printer icon at the end or beginning of each line that allows the user to print that individual work order.

When printing out an individual work order either from the list or from the Enter/Edit page every field should be printed for the work order.

Notes for building the web form.

The date entered and Person writing should be created by default.

The status will default to “Waiting for Approval”

The other fields should be selectable.

Where there is a field that has its own database entry (Such as Status, supervisor, Asset) the box should have a scrollable listing of available entries to select from. Otherwise should be a text entry field.

To select the asset, the user will have to choose the location first. The location will be in a “drill down” fashion that allows the user to keep going deeper into the “tree” until the end location is found. (Think of looking up the sink in the bathroom. You would select the town, the street, the house, the room then the sink if was done in the real world.)

Once the location is found all available assets at that location will be listed.

Note that when the locations are setup there will be a default “Generic” asset setup with the locations name that will relate to anything at that location that isn’t in the database.

Additional notes:

Date entered will not be editable.

Workers will not be able to edit the Person entering the work order or the status field.

Supervisors will be able to change any field but the date entered or status update field.

Status update field will be updated any time the status is changed by someone.

When a work order is closed it will no longer be editable by anyone.

When time worked is entered the person doing the job and the time it took will be editable by anyone to allow one worker to add work done by the whole team by individual.