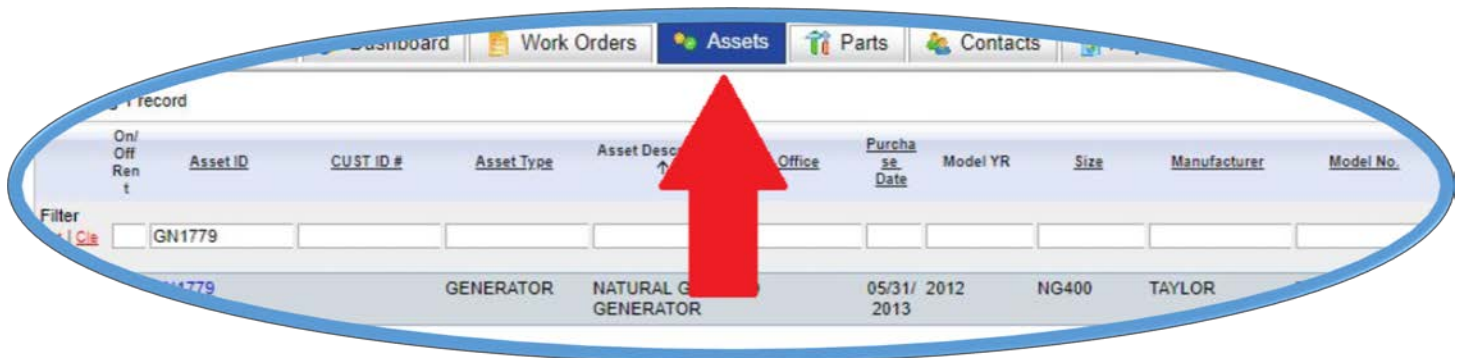


VI. WORK ORDER CREATION PROCESS (Except PM Type)

1. Go to www.emaint.com – Go to login - Once you log in, go to the **ASSETS** tab located at the top of the website and click on it.



2. Hit **Clear then Set** located next to the filter boxes on the left hand side located next to the asset list. This will clear out the filters from a previous search so you can initiate a new search.





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3. Type in the Asset ID number of the unit in the **ASSET ID** filter box that you need to create the work order for. Then hit ENTER. This will display that unit.

On/Off Rent	Asset ID	CUST ID #	Asset Type	Asset Description
	GN1779		GENERATOR	NATURAL GAS GENERATOR

4. Click on the **BLUE** Asset ID link and it will open up the actual Asset's yellow form page which lists all information about that asset including four Related Tables that contain - **METER READINGS, PM SCHEDULE, PARTS LIST**, and a complete **WORK ORDER HISTORY** for that asset.

Asset ID: [GN2345](#)

CUST ID #:
GES UNIT #:
Office:
Asset Type: GENERATOR
Asset Description: NATURAL GAS GENERATOR
Size: NG250
Model YR: 2014
Manufacturer: TAYLOR
Model No.: TG250
Serial No.: TP27087

Purchase Date: 09/30/2014

Last DOT Inspection: 08/10/2017
DOT Expiration: 08/10/2018

License Plate #: 74204ZH
License Tag Expiration Date:

Picture Image:
Weblink:

Customer:
Well Name:

Current Location:
Comments:

Available for Service?:
On/Off Rent: 1
Previous Rent Status: Off Rent
Date of Last Status Change: 10/13/2017

Engine Make: PSI
Engine Model: 14.6L
Engine Serial #: EEZ0G400756
Engine DOM: 05/05/2014
Clutch Make:
Clutch Model:
Clutch Serial#:
Clutchdom:
Clutch Actuator:
POC:
Alternator Model #:
Alternator SN #:

GPS ID: 4941003556
ADDITIONAL INFO:
Trailer VIN: 4ZEGC162XF1068177
Trailer Description:

Last (CLOSED) PM Service Date: 10/09/2017
Last PM Service Hours: 12610
Last PM Serviced By: Ron Estala
Current Meter Reading: 12706
Picture:

meter Readings
if Schedule
related Parts
Q history



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- To open up the Related Tables, click on any one of them and it will open that particular table up.

Meter Readings

PM Schedule

Add	Options	Learn More	Task No.	Asset ID	Model No	Brief Description	Last P
GoTo			1005	GN1779		500 hr - PM A - NG Gens - NG70,150,200,250,350,400	
GoTo			1012	GN1779		2000 Hr Generator Load Bank PM	
GoTo			1013	GN1779		4500 Hr Generator Air Cooler & Radiator Clean PM	
GoTo			1015	GN1779	TG350	DOT Annual Trailer Inspection (STATE REQUIRED)	
GoTo			1007	GN1779		1500 hr - PM B - NG Gens - NG70 NG150 NG200 NG250 NG350 NG400	

Related Parts

Options	Item	Descrip
GoTo	RS2863 - Baldwin Air Filter	Baldwin Air Filter
GoTo	NGK-5115 - Spark Plug	Spark Plug
GoTo	B95 - Baldwin Oil Filter	Baldwin Oil Filter

WO History

Filter: WO Date from 01/02/2018 to 02/02/2018 Filter Show All

Add	Options	Asset ID	Asset Description	WO Assign No. To	WO Date	Completed Date	WO TYPE	Trailer VIN	Brief Description	Work D
GoTo		GN1779	NATURAL GAS GENERATOR	174140	01/18/2018		TSB	4ZEGH1821D1041283	TSB# T-1006 Maxtrol Filter Housing	Older l exceed pipe A:
GoTo		GN1779	NATURAL GAS GENERATOR	170578	01/11/2018		TSB	4ZEGH1821D1041283	TSB# T-1099 TG30-400 LPG Line Strainer Installation.pdf	
GoTo		GN1779	NATURAL GAS GENERATOR	169825	01/10/2018		TSB	4ZEGH1821D1041283	TSB# T-1098 TG250-400 Missing CCV Check Valve	

Asset Documents

Related Tables



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WORK ORDER CREATION PROCESS (Except PM Type) - Cont.

- For all work order types **except PM Type**, you will go to the top of the asset form and click on **ACTIONS**, then **ADD WORK ORDER**.

NOTE: If you are using an IPAD, you will need to tap on **OPTIONS** first, which is located to the right of **ACTIONS**. You will then be able to click on **ACTIONS** and see the drop down menu. (This is a known IPAD glitch). If you are using an IPAD and click on **ACTIONS** first, you will not see the drop down menu. That's why you need to tap on **OPTIONS** first.

- For all other full users of PC's and/or laptops, you will just need to choose **ACTIONS** then **ADD WORK ORDER**.

Assets

Add Edit Delete List GoTo Actions Options

Charges
History
Key Change
Labor Charge
Add Work Order
Add Request
Print
Fluid Analysis

Asset Description: AS GENERATOR

Model YR: 2014
Manufacturer: TAYLOR
Model No.: TG250
Serial No.: TP27087

Purchase Date: 09/30/2014

Last DOT Inspection: 08/10/2017
DOT Expiration: 08/10/2018

License Plate #: 742042H
License Tag Expiration Date:

Picture Image:
Weblink:

Customer:
Well Name:

Current Location:
Comments:

Available for Service?:
On/Off Rent: 1
Previous Rent Status: Off Rent
Date of Last Status Change: 10/13/2017

Engine Make: PSI
Engine Model: 14.6L
Engine Serial #: EEZOG400766
Engine DOM: 05/05/2014
Clutch Make:
Clutch Model:
Clutch Serial#:
Clutchdom:
Clutch Actuator:
POC:
Alternator Model #:
Alternator SN #:

GPS ID: 4941003556
ADDITIONAL INFO:
Trailer VIN: 4ZEGC162XF1068177
Trailer Description:

Last (CLOSED) PM Service Date: 10/09/2017
Last PM Service Hours: 12610
Last PM Serviced By: Ron Estala
Current Meter Reading: 12706
Picture:



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WORK ORDER CREATION PROCESS (Except PM Type) - Cont.

- Once you choose **ADD WORK ORDER**, you will then need to determine what TYPE of work order is appropriate. Please familiarize yourself with all the work order type definitions. This is **VERY IMPORTANT** in the work order creation process and ensures the integrity and accuracy of the work being performed.

The screenshot shows a software interface for creating a work order. It is divided into several sections:

- Work Order** (Yellow header):
 - WO No.: 0 *key field*
 - WO Created By:
 - WO Date: 10/13/2017
 - WO Time: 14:38:35
 - Completed Date:
- Asset** (Green header):
 - Asset ID: GN2345
 - Asset Description: NATURAL GAS GENERATOR
 - Model No: TG250
 - Serial No: TP27087
 - Trailer VIN:
 - Engine Make: PSI
 - Engine Model: 14.6L
 - Engine Serial #: EEZOC400786
 - Clutch Make:
 - Clutch Model:
 - Clutch Serial #:
 - Clutch Actuator:
 - POC:
- Assignment** (Cyan header):
 - WO TYPE: (Dropdown menu open showing options: AUCTION REQUEST, AUCTION REPLY, LONG TERM REPAIR, BLDG MAINT, CORRECTIVE, DOT INSPECTION, GPS, MAKE READY, PU REPAIR, QC RETURN, R&D, SHIP & REC, TSR, WARRANTY REP, SERVICE OPERATIONS)
 - Assign To Type:
 - Assign To:
 - Office Location:
- Additional Information** (Green header):
 - CURRENT ON/OFF RENT STATUS: 1
 - Customer:
 - Well Name:
 - DIRECTIONS:
 - Document: Select File | Clear File
 - WebLink: File
 - Picture/Image: Select File | Clear File
 - HIGH PRIORITY ?:
- Work Order Details** (Blue header):
 - Labor Guide Hours (Manual Entry): 0
 - Brief Description: Default Labor Guide Description

Red arrows point to the 'WO No.' field, the 'WO TYPE' dropdown menu, and the 'Labor Guide Hours' field.



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WORK ORDER CREATION PROCESS (Except PM Type) - Cont.

9. Using the Labor Guide Operations Menu. (Except PM Type)

- I. Once you have chosen the correct work order type, If this is a **CORRECTIVE** (repair) or **MAKE READY** type work order the next step is to use the **Labor Guide Operations Menu**. The first step is to select the correct asset description.

WO TYPE: CORRECTIVE

TASK #:

1. SELECT CORRECT ASSET TYPE **Asset Desc:** NATURAL GAS GENERATOR

Model No: Select Comp_desc
Category: AIR COMPRESSOR
Sub-Category: COOLING TRAILER
Labor Operation: DIESEL GENERATOR
Operation: DIESEL PUMP
Operation: HEATER
Labor Operation Guide Hours: GENERATOR LIGHT TOWER
FRESH WATER TRAILER
Assignment LIGHT TOWER

Assign To Type: NG GENERATOR
Assign To: OFFICE TRAILER
Assign ID: PRESSURE WASHER
TRAILER HOUSE
TRANSPORT TRAILER
Office Location: TRASH TRAILERS
SHOWER TRAILERS

- II. Select the applicable asset model.

WO TYPE:

TASK #:

Asset Desc: LIGHT TOWER

Model No: Select Model_no

Category: Select Model_no

Sub-Category: MAG20I
MAG8L

Labor Operation: MLT3060K
Operation: MLT3060M

Labor Operation Guide Hours: MQ6L
MXL20I
MXL30I

Assign To Type: MXL8I
Assign To: MXL8K
MXLA20I
Assign ID: MXLA8K
MXLAH20I
Office Location: MXLH8K
NLP8K
NLP8K
WACK20I
WACK6KO
WACK6L
WACK8K

2. Select Applicable Model No





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III. Select the applicable repair categories.(main and sub)

WO TYPE: CORRECTIVE

TASK #:

Asset Desc: LIGHT TOWER

Model No: MXL30I

Category: Select Labcat

Sub-Category: Select Labcat

Labor Operation: AC ELECTRICAL

Operation: BODY, MAST, & HARDWARE

Labor Operation Guide Hours: COOLING SYSTEM & BELT DRIVE

Assign To Type: DC ELECTRICAL

Assign To: ENGINE

Assign ID: FUEL, EXHAUST, AND EMISSIONS

Office Location: MAKE READY & PM TASKS

Assign ID: TRAILER

Assign ID: Select Contactid

Office Location: Cleburne (CRF) TX

3. Select Repair Category

IV. Select the applicable labor operation.

WO TYPE: CORRECTIVE

TASK #:

Asset Desc: LIGHT TOWER

Model No: MXL30I

Category: COOLING SYSTEM & BELT D

Sub-Category: COOLING SYSTEM & BELT D

Labor Operation: Select Labop

Select Labop

Belt- Replace with guards removed

Coolant Hose Clamp &/or Tube Clamp-Replace

Coolant Hoses &/or Tube-Replace

Coolant Reservoir- Install

Coolant Temperature Sensor-Replace

Coolant Temperature Switch-Replace

Cooling System Pressure Test

Diagnose Cooling System Leak

Diagnose Overheating Condition

Drain & Refill Cooling System

Fan (Cooling)-Replace

Generic Cooling System & Belt Drive Labor Line - Specify generic labor operation

Guard, Belt- R&R or R&I

Guard, Fan- R&R or R&I

Pulley-Replace

Radiator Assembly-R&R or R&I

Radiator Cap-Replace

Thermostat Housing, Thermostat &/or Gasket - Replace

Tighten & Adjust All Applicable Belts with guards removed

4. Select Labor Operation



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v. After selecting a labor operation, The Operation number & Labor Operation Guide hours will auto populate into the work order.

PM Meter Entry:
Current Meter Reading:
WO TYPE: CORRECTIVE
TASK #:
Asset Desc: LIGHT TOWER
Model No: MXL30I
Category: COOLING SYSTEM & BELT
Sub-Category: COOLING SYSTEM & BELT
Labor Operation: Fan (Cooling)-Replace
Operation: CB111
Labor Operation Guide Hours: 1.2
Assign To Type: Select Category
Assign To: Select Fullname
Assign ID: Select Contactid
Office Location: Cleburne (CRF) TX

Sub-Category: COOLING SYSTEM & BELT
Labor Operation: Fan (Cooling)-Replace
Operation: CB111
Labor Operation Guide Hours: 1.2
Assignment
6. Select Applicable Branch → Assign To Type: Employee-91
Assign To: Curtis Redmon → 7. Select Assign to Technician
Assign ID: CURTISR17
Office Location: Cleburne (CRF) TX
QC AFFECTED BRANCH:
Additional Information

Select the applicable employee branch number. Select the Technician name that the work order will be assigned to. The Assign ID & Office Location will auto populate into the work order.

Select Save New Record to save and create the Work Order.

Work Orders
Save New Record
GRAVITY Power and Thermal Division
Work Order
WO No.:
WO Created By:
WO Date/Date In:

