

- [-] **Maintenance**
  - › Work Request
  - › Work Order
  - › Timecard
  - › PM
  - › Procedure
  - › IT Helpdesk
- [-] **Assets**
  - › Equipment
    - Route Reading
  - › Location
  - › Labor
- [-] **Inventory**
  - › Inventory
  - › Storeroom
  - › Vendor
- [-] **Purchasing**
  - › Purchasing
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  - › Item Request
- [-] **Admin**
  - › Admin
  - › Reports
  - › Budgeting
  - › Interface
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- [-] **Proj Mgmt**
  - › Projects
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- [-] **My Calendar**
  - › My Schedule

**Help**  
**Logoff**

## MODULE

# LOCATION

The Location module is where Operating Locations are created and maintained. A location is a space identifier of some kind; however every organization will have their own way of identifying and using locations. A location may be a building, room, field, zone, site or even a state or a city name. Locations can be created in a hierarchal manner to match your unique manner.

Establishing physical and operating locations for assets is easy with Web Work. Whether in the field or in repair you will not only know exactly where the asset is, but it's historical locations as well. The parent-child relationship between locations and their respective assets allows for an unlimited "view" of your organization and it's operations.

As with equipment, locations can have unlimited specifications or data sheets. You can define a location with an unlimited amount of searchable information. Web Work also gives you the ability to create standard or preventive maintenance work against a location regardless of whether there is an asset at that location.

Within the Location module you can:

- » Implement an unlimited hierarchal location structure
- » Move equipment in & out of locations
- » Create detailed specifications for each Location
- » Create work orders on locations
- » Assign crews & manpower to locations
- » Assign priorities and status
- » Assign divisions or systems
- » Multiple personnel assigned to a location provides for contact information or area of responsibility. Assigning a "requester" to a location defaults the request for work when entered to assist in responding to the customers' needs quickly.