

## [-] Maintenance

- › Work Request
- › Work Order
- › Timecard
- › PM
- › Procedure
- › IT Helpdesk

## [-] Assets

- › Equipment
  - Route Reading
- › Location
- › Labor

## [-] Inventory

- › Inventory
- › Storeroom
- › Vendor

## [-] Purchasing

- › Purchasing
- › Receiving
- › Item Request

## [-] Admin

- › Admin
- › Reports
- › Budgeting
- › Interface
- › X-Reference

## [-] Proj Mgmt

- › Projects
- › Scheduling

## [-] My Calendar

- › My Schedule

Help  
Logoff

## MODULE PROCEDURE

Establishing a detailed library of procedures means that you always know exactly what work is to be performed and the time and costs associated with it. Ensuring that the procedures are constantly up-dated by field personnel when the project or task is complete means an accurate procedure database. With a single mouse click, procedures in Web Work are automatically up-dated from the work order closing information.

The procedure module allows you to assign all tasks, materials, tools and labor to work orders or schedule preventive maintenance work from a single easily maintained library. By up dating the procedures from the work order closing information you are defining and refining the time and costs associated with the job or project.

Knowing the exact cost for yearly budgeting or personnel requirements is crucial. The Web Work Procedure Library will help.

Within the Procedure module you can:

- › Create template procedures for Work Orders & PMs
- › Copy templates for ease of data entry
- › Assign tasks, materials, and labor to templates
- › Prioritize procedures
- › Create detailed reports