

# South African Weather Service

Technical Asset Management Administrator Training Manual



# **Document Review and Distribution**

### **Document location**

## **Revision history**

| Version | Author      | Date       | Revision | Email address |
|---------|-------------|------------|----------|---------------|
| 1.0     | Sipho Banda | 22/07/2019 | Final    |               |
|         |             |            |          |               |

#### **Document review**

This document is deemed official only if the reviewers have signed below

| Reviewer Name | Signature | Role | Date |
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#### **1** INTRODUCTION

#### 1.1 **Document Purpose**

The purpose of this training document is to provide steps on how to enter/maintain Assets and process transactions on the NetSuite system.

#### 1.2 **Scope**

The focus of the training will be on the below functions in NetSuite:

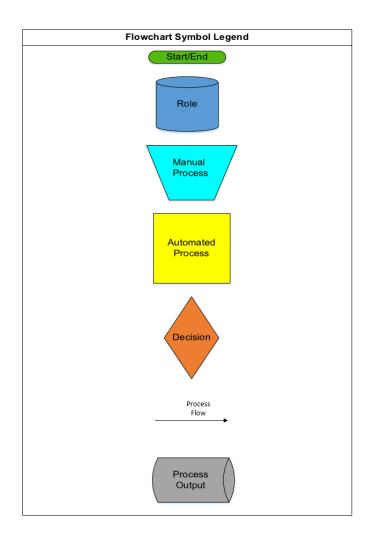
- User and User Groups
- Data Maintenance
- Reports



## 1.3 Process Flow

Flowchart Legends

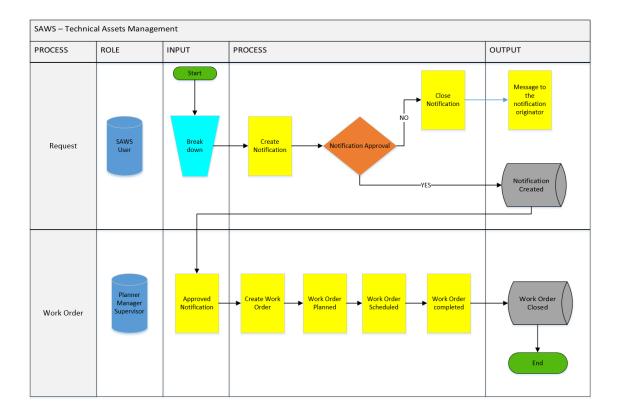
The following are the flowchart symbol legends:





#### **Technical Assets Management Process**

The following figure shows the Technical Assets Management Process Flow:





## 2 TECHNICAL ASSETS MANAGEMENT

# 2.1 Users and User Groups

#### 2.1.1 Add User

• Go to Settings > Users > New.

| **************************************  |                      |                     |                              |             |             |                   |
|---|----------------------|---------------------|------------------------------|-------------|-------------|-------------------|
| OUTH AFRICAN WEATHER SER<br>Sipho Banda | 🖝 Back 🔂 New         | 🗹 Import            | Print Delete Show Video Help |             |             |                   |
| Dashboard                               | Users with status: A | tive                | •                            |             |             |                   |
| X Maintenance                           | Businesses           | Email Address       | Full Name                    | Telephone   | User Name   | Groups            |
| Notifications                           |                      | Lindi Address       | Guest                        | relepitotie | User Marrie | Guests            |
| Assets                                  | -                    | sipho.banda@eoh.com | Sipho Banda                  | 0718769527  | SBanda      | Purchasing, Manad |
| J Supplies                              | -                    | sipno.banda@eon.com |                              | 0/18/6952/  |             |                   |
| Purchasing                              |                      |                     | Training1                    |             | Training1   | Managers, Techni  |
| Reports                                 |                      |                     | Training2                    |             | Training2   | Managers, Techni  |
| Settings -                              |                      |                     | Training3                    |             | Training3   | Managers, Techni  |
|   |                      |                     | Training4                    |             | Training4   | Managers, Techni  |
| Users                                   |                      |                     | Training5                    |             | Training5   | Managers, Techni  |
| User Groups<br>Business                 |                      |                     | Training6                    |             | Training6   | Managers, Techni  |
| Import                                  |                      |                     | Training7                    |             | Training7   | Managers, Techn   |
| Cmms Settings                           |                      |                     | Training8                    |             | Training8   | Managers, Techn   |
| Notification Templates                  |                      |                     | Training9                    |             | Training9   | Managers, Techn   |
| Connect Management                      | -                    |                     | Training10                   |             | Training10  | Managers, Techn   |
| Data Dictionary                         |                      |                     |                              |             |             |                   |
| Localization                            |                      |                     | Training11                   |             | Training11  | Managers, Techn   |
| Audit Log                               |                      |                     | Training12                   |             | Training12  | Managers, Techn   |
| Workflows<br>Security & Infrastructure  |                      |                     | Training13                   |             | Training13  | Managers, Techn   |
| security & intrastructure               |                      |                     | Training14                   |             | Training14  | Managers, Techni  |



- Enter values for the following fields on the Account tab: ٠
  - Full Name Training21
  - o Title Trainee
  - Email <u>Training21@weathersa.co.za</u>
  - Telephone 012 655 1589
  - o Address Doornkloof 391-Jr
  - o City Pretoria
  - State Gauteng
  - Postal Code 0157
  - Country South Africa, Republic of

  - Hourly Rate 150
     User Name Training21

| Letter train                             |   |
|--|---|
| SOUTH AFRICAN WEATHER SER<br>Sipho Banda | Back Save And Create Another Show Video Help                      |
| 🛞 Dashboard                              | User: New User #U28   |
| X Maintenance                            | Usel. New User #UZo   |
| Notifications                            | Full Name   |
| 📦 Assets                                 | Training21  |
| 🚛 Supplies                               | Personnel Code Title  |
| 🕎 Purchasing                             | U28 Trainee   |
| Reports                                  |   |
| 🔅 Settings 👻                             | Account Groups Reports To Messaging Files Certifications Log      |
| Users                                    |   |
| User Groups<br>Business                  | Contact Information   |
| Import                                   | Email Address   |
| Cmms Settings                            | Training21@weathersa@co.za  |
| Notification Templates                   | Telephone Telephone 2   |
| Connect Management<br>Data Dictionary    | 012 655 1589<br>Address Address Line 2                            |
| Localization                             | Address Line 2  |
| Audit Log                                | City State  |
| Workflows<br>Security & Infrastructure   | Pretoria Gauteng  |
|  | Postal Code Country   |
| Batch Meter Reading 📼                    | 0157 South Africa, Republic of                                    |
|  | Hourly Rate Currency  |
| Timezone (SAST)                          | 150 South African Rand  |
| Africa/Mbabane                           | Locale Preferences  |
|  | Default Login Location  |
|  | Dashboard 🔻   |
|  | Root Template   |
|  | reak rempilae - e maraval can ocalico de e into una ciange labola |
|  | Security and Access   |
|  | Login & Account Controls  |
|  | User Name   |
|  | Training21  |
| Help                                     | API & Application Authentication Controls                         |
| Log Off                                  | No access Manage API access                                       |



| SOUTH AFRICAN WEATHER SER<br>Sipho Banda            | Back Save Save And Create Another Show Video Help   |  |
|---|---|--|
| <ul> <li>Dashboard</li> <li>Maintenance</li> </ul>  | User: New User #U28   |  |
| Notifications Notifications                         | Full Name<br>Training21 Inactive  |  |
| en Supplies   | Personnel Code Title  |  |
| 🛒 Purchasing<br>🔐 Reports                           | U28 Trainee   |  |
| Settings -  | Account Groups Reports To Messaging Files Certifications Log  |  |
| User Groups   | This user is a member of the following user groups:   |  |
| Business<br>Import                                  | Administrators  Control Contr |  |
| Cmms Settings<br>Notification Templates             | Managers  |  |
| Connect Management<br>Data Dictionary               | Guests  |  |
| Localization  | Logistics     Purchasing  |  |
| Audit Log<br>Workflows<br>Security & Infrastructure | er rechteng   |  |

• Select the role on the Groups tab e.g. Technicians.



• Click the Report To tab then add button

| SOUTH AFRICAN WEATHER SER<br>Sipho Banda               | 🗭 Back      | Save    | Save And Creat | e Another | Show Video | Help           |     |            |
|--|-------------|---------|----------------|-----------|------------|----------------|-----|------------|
|  |             |         |                |           |            |                |     |            |
| Dashboard  | User: Trair | ning21  |                |           |            |                |     |            |
| <ul> <li>Maintenance</li> <li>Notifications</li> </ul> |             | Full Na | me             |           |            |                |     |            |
| Assets   |             | Trainir |                |           |            |                |     | Inactive 🗶 |
| Jupplies   |             |         |                |           |            |                |     |            |
| Truchasing   |             | U28     | inel Code      |           | Title      |                |     |            |
| Reports  |             |         |                |           |            |                |     |            |
| 🗘 Settings 🗸   |             |         |                |           |            |                |     |            |
| Users  | Account     | Groups  | Reports To     | Messaging | Files      | Certifications | Log |            |
| User Groups  | Manager     |         |                |           |            |                |     |            |
| Business<br>Import                                     | Reports To  |         |                |           |            |                |     |            |
| Cmms Settings  |             |         |                |           |            |                |     |            |
| Notification Templates                                 |             |         |                |           |            |                |     |            |
| Connect Management<br>Data Dictionary                  |             |         |                |           |            |                |     |            |
| Localization   |             |         |                |           |            |                |     |            |
| Audit Log  |             |         |                |           |            |                |     |            |
| Workflows<br>Security & Infrastructure                 |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
| Batch Meter Reading 📼                                  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
| Africa/Mbabane   |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
|  |             |         |                |           |            |                |     |            |
| Help 📢   | G           |         |                |           |            |                |     | No records |

• Enter the managers name e.g. Training1 then click the OK button.

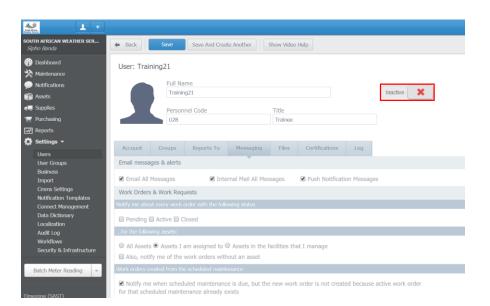
| Account    | Groups | Reports To | Messaging  | Files        | Certifications | Log |  |
|------------|--------|------------|--|--------------|----------------|-----|--|
| Manager    |        |            |  |              |                |     |  |
| Reports To |        |            |  |              |                |     |  |
|            |        |            | REPORTS TO<br>User<br>New Use<br>Reports<br>Training | r #U28<br>To | Show Vid       | ×   |  |



• Tick the check boxes as per below

| <b>4</b>  |   |                     |                                      |                   |               |                      |           |                   |  |  |
|---|---|---------------------|--------------------------------------|-------------------|---------------|----------------------|-----------|-------------------|--|--|
| And Aliza   |   |                     |                                      |                   |               |                      |           |                   |  |  |
| SOUTH AFRICAN WEATHER SER<br>Sipho Banda  | Back Save Save And Create Another Show Video Help |                     |                                      |                   |               |                      |           |                   |  |  |
| Dashboard   | User: Training21                                  |                     |                                      |                   |               |                      |           |                   |  |  |
| X Maintenance   | User: Trai  | ningzi              |                                      |                   |               |                      |           |                   |  |  |
| Notifications   |   | Full Na             | me                                   |                   |               |                      |           |                   |  |  |
| Assets  |   | Training21 Inactive |                                      |                   |               |                      |           |                   |  |  |
| I Supplies  |   | Person              | nel Code                             |                   | Title         |                      |           |                   |  |  |
| 🛒 Purchasing  |   | U28                 |                                      |                   | Trainee       |                      |           |                   |  |  |
| Reports   |   |                     |                                      |                   |               |                      |           |                   |  |  |
| 🔅 Settings 👻  |   |                     |                                      |                   |               |                      |           |                   |  |  |
| Users   | Account   | Groups              | Reports To                           | Messaging         | Files         | Certifications       | Log       |                   |  |  |
|   | Email messa                                       | ges & alerts        |                                      | Ť                 |               |                      |           |                   |  |  |
| Business<br>Import  | 🗷 Email All                                       | Messanes            | 🕅 Inte                               | rnal Mail All Mes | sanes         | Push Notification    | n Message | 15                |  |  |
| Cmms Settings   |   | & Work Reg          |                                      |                   | Jugos         |                      |           |                   |  |  |
| Notification Templates  |   |                     |                                      |                   |               |                      |           |                   |  |  |
| Connect Management<br>Data Dictionary   | Notify me abo                                     | ut every work       | order with the folk                  | owing status      |               |                      |           |                   |  |  |
| Localization  | Pending (   | Active C            | losed                                |                   |               |                      |           |                   |  |  |
| Audit Log   | for the follow                                    | ving assets:        |                                      |                   |               |                      |           |                   |  |  |
| Workflows   | All Assets  | Assets I            | am assigned to                       | Assets in the f   | acilities the | at I manage          |           |                   |  |  |
| Security & Infrastructure   | 🔲 Also, noti                                      | fy me of the        | work orders with                     | iout an asset     |               |                      |           |                   |  |  |
| Batch Meter Reading 📼   | Work orders a                                     | eated from th       | e scheduled maint                    | enance            |               |                      |           |                   |  |  |
| A second s | A Nobific me                                      | when eahed          | ulad maintanana                      | e is due, but the |               | order is not create  | d hornung | active work order |  |  |
|   |   |                     | uled maintenance<br>enance already e |                   | new Work      | Corder is not create | a pecause | acuve work order  |  |  |
| Timezone (SAST)<br>Africa/Mbabane   |   |                     |                                      |                   |               |                      |           |                   |  |  |

• Click the Inactive button to activate the user profile.

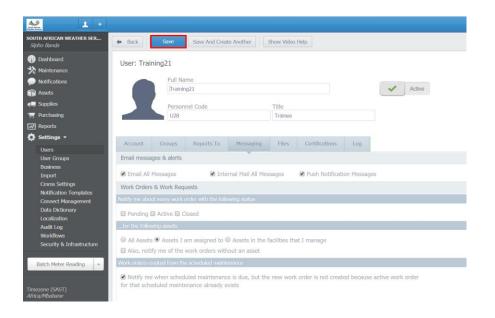




• Select the User must set password via email when this account is activated option or Set password manually then Click the OK button.

|               | Full Name<br>Training21               |              |   | Inactive                                |    |
|---------------|---------------------------------------|--------------|---|---|----|
|               | Personnel Code                        | Title        |   |   |    |
|               | U28                                   | Trainee      |   |   |    |
|               |                                       |              | CHANGE USER PASSWORD  |   | ×  |
|               |                                       |              | CHANGE USER PASSWORD  |   |    |
| Email messag  | ges & alerts                          |              | and the second se | a email when this account is activated. |    |
| 🗷 Email All I | Messages 🛞 Internal Mail              | All Messages | Set password manually   |   |    |
| Work Orders   | & Work Requests                       |              | New Password  | Repeat New Password                     |    |
|               |                                       |              |   |   |    |
|               | Active 🔲 Closed                       |              | O Click Here For Password Re  | quirements                              |    |
|               |                                       |              |   |   | ОК |
| All Assets    | Assets I am assigned to Assets        |              | hat I manage  |   |    |
|               | ly me of the work orders without an a |              |   |   |    |
|               |                                       |              |   |   |    |

• Click the Save button





#### 2.1.2 Add User Groups

- 1 + SOUTH AFRICAN WEATHER SER... Sipho Banda 👍 New 🔀 Export 🖉 Print Show Video Help Dashboard User Groups \* Full Name Notifications Administrators 👔 Assets Technicians 🚚 Suppli Managers Durchasin Guests Reports Logistics 🔅 Setti Purchasing User ( Data Dictio ity & Infrastructu Batch Meter Reading
- Go to Settings > User Groups > New.

• Enter the Full Name e.g. Planners

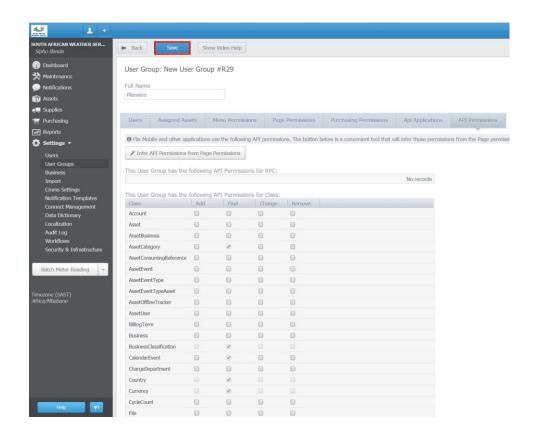
| Market Verses +  |                       |                              |                      |                  |                        |                  |                 |
|--|-----------------------|------------------------------|----------------------|------------------|------------------------|------------------|-----------------|
| SOUTH AFRICAN WEATHER SER<br>Sipho Banda   | 🗭 Back                | Save                         | Show Video Help      |                  |                        |                  |                 |
| 💮 Dashboard  | User Gro              | oup: New User Gr             | oup #R29             |                  |                        |                  |                 |
| Notifications     Assets     Supplier  | Full Name<br>Planners | 3                            |                      |                  |                        |                  |                 |
| 🚚 Supplies<br>🏋 Purchasing   | Users                 | Assigned Assets              | Menu Permissions     | Page Permissions | Purchasing Permissions | Api Applications | API Permissions |
| Reports     Settings      Users     User Groups     Business     Import     Omms Settings     Notification Templates | This user<br>Code     | group has the follow<br>Name | ing assets assigned: |                  |                        |                  |                 |
| Connect Management<br>Data Dictionary<br>Localization<br>Audit Log<br>Workflows                                      |                       |                              |                      |                  |                        |                  |                 |



- SOUTH AFRICAN WEATHER SER... Sipho Banda Back Save Show Video Help Dashboard User Group: New User Group #R29 Maintenance Full Name Planners Supplies 🛒 Purchasing Api Applications Users Assigned Assets Menu Reports This user group has the following menu permission Can See 'Settings' Top Menu Users User Groups Can See 'Users' Menu Item Can See 'User Groups' Menu Item User Groups Business Import Cmms Settings Notification Templates Connect Management Data Dictionary Localization Can See 'Business' Menu Item Can See 'Import' Menu Item Can See 'Cmms Settings' Menu Item Can See 'Notification Templates' Menu Item Can See 'Connect Management' Menu Item Localization Can See 'Localization' Menu Item Workflows Security & Infrastructure Can See 'Audit Log' Menu Item Can See 'Workflows' Menu Item Can See 'Security And Infrastructure' Menu Item Batch Meter Reading Can See 'Help' Top Menu Can See 'Log Off' Top Menu nezone (SAST) ica/Mhahane Can See 'Dashboard' Top Menu Can See 'Dashboard' Menu Item Can See 'Calendar' Menu Item Can See 'Assigned Assets' Menu Item Can See 'Assigned Work Orders' Menu Item Can See 'Submit Work Request' Menu Item Can See 'My Purchase Requests' Menu Item Can See 'Submit Purchase Request' Menu Item Can See 'Maintenance' Top Menu Can See 'Work Orders' Menu Item Can See 'Scheduled Maintenance' Menu Item 51 record.
- Under the Menu Permission, select permissions



• Under API Permissions, select permissions then save.





## 2.2 Data Maintenance

To update or add maintenance types

• Go to Settings > Cmms Settings > Lookup Tables then click the add button on maintenance types table. Enter the name and description.

| SOUTH AFRICAN WEATHER SER   |                         | The second second second second |                  |                |                |      |                       |
|---|-------------------------|---------------------------------|------------------|----------------|----------------|------|-----------------------|
| Sipho Banda   | Save 🗹 Import           | Show Video Help                 |                  |                |                |      |                       |
| <ul> <li>Dashboard</li> <li>Maintenance</li> <li>Notifications</li> </ul> | Cmms Settings           |                                 |                  |                |                |      |                       |
| 📦 Assets  | System Asset Categories | Sites Maintenance               | And Work Order   | Work Requests  | Purchasing     |      | Dashboard Permissions |
| 🚛 Supplies  | Maintenance             |                                 |                  |                |                |      |                       |
| Transing  |                         |                                 |                  |                |                |      |                       |
| Reports   | Asset Event Types       |                                 | Meter Reading Un |                |                |      |                       |
| 🖨 Settings 🗸  | Event Code Event Name   |                                 | Name             |                | mbol Precision |      |                       |
| Users   |                         |                                 | Hours            | h              |                |      |                       |
| User Groups   |                         |                                 | ProductionHours  | ph             | 1 2            |      |                       |
| Business  |                         |                                 | Paral Press      |                | 2              |      |                       |
| Import  |                         |                                 | MAINTENANCE TYPE |                | × 2            |      |                       |
| Cmms Settings   | ( <del>1</del>          | No recon                        | Name             |                | 11 recor       |      |                       |
| Notification Templates  | Mantenance Types        | NO TECON                        | New Maintenance  | Type #8        | 111600         |      |                       |
| Connect Management<br>Data Dictionary                                     | Name                    | Color                           | Description      |                |                | *    |                       |
| Localization  | Preventive              | 2d61ae                          |                  |                |                |      |                       |
| Audit Log   | Damage                  | cc4140                          | Color            |                |                |      |                       |
| Workflows   | Corrective              | 74bc50                          | FFFFFF           |                |                |      |                       |
| Security & Infrastructure   | Safety                  | FF9900                          | 01               | -              |                |      |                       |
|   | 4                       |                                 | ОК               | Show Video Hel |                | Ť    |                       |
| Batch Meter Reading +   |                         | 15 records.                     |                  |                | 5 recor        | 'dS. |                       |
|   | Work Order Statuses     | Control                         | Reasons To Set A |                |                |      |                       |
| Timezone (SAST)   | Requested               | Pending                         | In production    | In production  |                |      |                       |
| Africa/Mbabane  |                         |                                 |                  |                |                |      |                       |
|   | On Hold                 | Pending                         | On standby       | On standby     |                |      |                       |
|   | Draft                   | Draft                           |                  |                |                |      |                       |
|   | Assianed                | Active                          |                  |                |                |      |                       |



To update or add work order statuses

• Go to Settings > Cmms Settings > Lookup Tables then click the add button on work order statuses table. Enter the name and description.

| SOUTH AFRICAN WEATHER SER<br>Sloho Banda                                  | Save                                    | 🗹 import | Show Video         | Help             |                 |               |         |        |  |
|---|---|----------|--------------------|------------------|-----------------|---------------|---------|--------|--|
| <ul> <li>Dashboard</li> <li>Maintenance</li> <li>Notifications</li> </ul> | Cmms Set                                | tings    |                    |                  |                 |               |         |        |  |
| Assets  |   |          |                    |                  |                 |               |         |        |  |
| 🚛 Supplies  | Maintenance                             |          |                    |                  |                 |               |         |        |  |
| 🛒 Purchasing  |   |          |                    |                  |                 |               |         |        |  |
| Reports   | Asset Event Types Event Code Event Name |          |                    | Meter Reading Un |                 |               |         |        |  |
| 🔅 Settings 🕶  |   |          |                    |                  | Hours           |               | h 2     |        |  |
| Users   |   |          |                    |                  | ProductionHours |               | ph 2    |        |  |
| User Groups   |   |          |                    |                  | Revolutions     |               | rev 2   |        |  |
| Business<br>Import  |   |          |                    |                  | Litres          |               | 1 2     |        |  |
| Cmms Settings   | 0                                       |          |                    |                  |                 |               | ~       | *      |  |
| Notification Templates  | G                                       |          |                    | No records       |                 |               | 11 reco | rds.   |  |
| Connect Management  | Mantenance                              |          |                    |                  | Priorities      |               |         | 4      |  |
| Data Dictionary<br>Localization   | Preventive                              |          | 2d61ae             |                  | = Highest       |               |         |        |  |
| Audit Log<br>Workflows  | Damage                                  |          | INCOME AND INCOME. | ORK ORDER STA    | 1000            |               | ×       |        |  |
|   | Corrective                              |          | 746c50             | ORK ORDER STA    | TUS             |               |         |        |  |
| Security & Infrastructure   | Safety                                  |          | FE9900             | Name             |                 | Control       |         |        |  |
|   |   |          | 11022410           | New Work Ord     | ler Status #8   | Pending *     |         | *      |  |
| Batch Meter Reading -   | G                                       |          |                    |                  |                 |               | 5 reco  | erds.  |  |
|   | Work Order                              |          |                    |                  | ок              | Show Video He | lp.     |        |  |
| Timezone (SAST)   | Requested                               |          | F                  | endina           | In production   | In production |         |        |  |
| Africa/Mbabane  | On Hold                                 |          | p                  | ending           | On standby      | On standby    |         |        |  |
|   | Draft                                   |          | E                  | raft             |                 |               |         |        |  |
|   | Assianed                                |          | P                  | ctive *          |                 |               |         |        |  |
|   | 4                                       |          |                    | 13 records.      | a               |               | 2 rect  |        |  |
|   |   |          |                    | La records.      | LT.             |               | Z lett  | n u.a. |  |



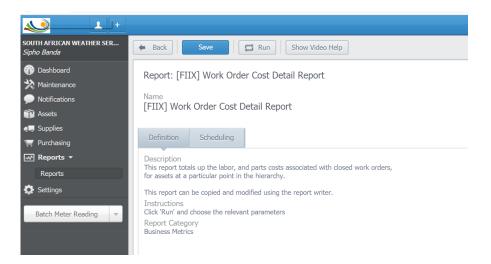
### 2.3 Reports

To run a Work Order Cost Detail Report:

• Go to Reports > Work Order Cost Detail Report

| 🔊 🕹 +                                    |         |                           |  |  |
|--|---------|---------------------------|--|--|
| SOUTH AFRICAN WEATHER SER<br>Sipho Banda | 🕈 Back  | 🔒 New                     | Import Show Video Help                                     |  |
| Dashboard                                | Reports | 📰 ★ of Type:              |  |  |
| 🔆 Maintenance                            |         | Inventory control reports | [FITA] LISE OF IOW SUCK INVENTORY, TITLE OF DY TOCATION    | This reporcises air the parts in stock that are below minimum revers in a par      |
| Notifications                            | 日六日     | Asset Reports             | [FIIX] List of meter readings added to an asset            | This report lists all meter readings added to an asset filtered by asset, asset    |
| 📦 Assets                                 | 日六岐     | Asset Reports             | [FIIX] List of offline assets                              | This report lists all assets which are offline. You can filter the report by locat |
| 🚛 Supplies                               | 日六岐     | Asset Reports             | [FIIX] List of offline assets (Improved Version)           | The report shows the list of offline assets along with the details for the lates   |
| 🐺 Purchasing                             | 日六岐     | Open Work Order Reports   | [FIIX] Open PM Work Orders List Report                     | This report displays the list of all open PM work orders assigned to a mainte      |
| √ Reports 👻                              | □ ☆ 🕪   | Open Work Order Reports   | [FIIX] Open Work Order Graph Report                        | This graphical report shows the split of work orders by maintenance type fo        |
| Reports                                  | 日六日     | Open Work Order Reports   | [FIIX] Open Work Orders Detail Report                      | This report displays the detailed list of all open work orders assigned to a m     |
| 🔅 Settings                               | 日 合 110 | Open Work Order Reports   | [FIIX] Open Work Orders List Report                        | This report displays the list of all open work orders assigned to a maintenan      |
|  | 日合い     | Open Work Order Reports   | [FIIX] Overdue Work Orders Detail Report                   | List of open work orders that passed expected completion date.                     |
| Batch Meter Reading 📼                    | 日合い     | Inventory Control Reports | [FIIX] Parts inventory work sheet, filtered by location an | Lists inventory information for all parts and supplies filtered by location, and   |
|  | 日六岐     | Scheduled Maintenance     | [FIIX] Planned Maintenance List Per Site                   | This report lists all the SM's with their details associated with the particular s |
|  | 日合い     | Forecasting Reports       | [FIIX] Planned Maintenance Two Week Lookout                | This report shows the upcoming planned maintenance for a particular paren          |
|  | 日六日     | Closed Work Order Reports | [FIIX] Projects Report with Work Order details             | This report lists the WO and total cost related details for each Work Order u      |
|  | □ ☆ 142 | Open Work Order Reports   | [FIIX] Requested Work Orders List Report                   | This report shows the list of requested work orders.                               |
|  | □ ☆ ⊌>  | Open Work Order Reports   | [FIIX] Shift Report  | This lists all the work orders modified on a specific date, filtered by asset ca   |
|  | □ ☆ ⊌>  | Scheduled Maintenance     | [FIIX] Site Asset & SM Summary Report                      | This report lists the assets in the facility and their corresponding SMs.          |
|  | □ ☆ ₩   | Scheduled Maintenance     | [FIIX] Skipped PM's Report by Site by Maintenance Type     | When scheduled maintenance is due, the new work order is not created if a          |
|  | 日六回     | Forecasting Reports       | [FIIX] Upcoming Scheduled Maintenance Detail Report        | This report lists all of the upcoming active scheduled maintenances that will      |
|  | □ ☆ ⊌₂  | Forecasting Reports       | [FIIX] Upcoming Scheduled Maintenance List Report          | This report lists all of the upcoming active scheduled maintenances that will      |
|  | □ ☆ ⊌>  | Forecasting Reports       | [FIIX] Upcoming scheduled maintenance with stock fore      | This report lists all of the upcoming active scheduled maintenances, filtered      |
|  | □ ☆ ⊌>  | User Reports              | [FIIX] User Certifications Report (by User Group)          | This report shows the certifications of all users in the system as well as their   |
|  | 日六岐     | Business Metrics          | [FIIX] Work Order Cost Detail Report                       | This report totals up the labor, and parts costs associated with closed work       |
|  | 日六岐     | Business Metrics          | [FIIX] Work Order Cost List Report                         | This report lists the labor, parts and misc cost associated with work orders.      |
|  | □ ☆ ₩   | Inventory Control Reports | [new] List of receipts, received between two dates         | This lists all receipts in your system, between two dates, as well as the indiv    |
|  | □ ☆ 🕪   | Inventory Control Reports | [new] Work order part usage history, created between t     | Lists all work orders that have consumed a part, between two work order cr         |

• Click the Run button.





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- Enter values for the following values: From Date (datetime) e.g. Ju 01, 2019
  To Date (datetime) e.g. Aug 01, 2019

#### Then Click the Run button.

| OUTH AFRICAN WEATHER SER<br>Ipho Banda  | Back Save Show Video Help   |
|---|---|
| Deshboard     Maintenance     Maintenance     Notifications     Assets     Supplies     Purchasing  | Report: [FIIX] Work Order Cost Detail Report           Name           [FIIX] Work Order Cost Detail Report           Definition         Scheduling  |
| Reports     R | Description The report table up the lation; and parts costs associated with of for axacts at a practical point in the Nearadhy. This report cancel and modified using the report writer. Justications Click Run' and choose the relevant parameters Report Catagory Baanees Metrics |

#### Review the Work Order Cost Detail Report •

| South African Weather Service |               |                           |   |            |            | South African<br>Weather Service |  |  |
|-------------------------------|---------------|---------------------------|---|------------|------------|----------------------------------|--|--|
|                               |               | [F                        | IX] Work Order Cost Detail  | Report     |            |                                  |  |  |
|                               |               |                           | This report was run on: Aug 01, 2019 0<br>with the following parameters<br>From Date: Jul 01, 2019 01<br>To Date: Sep 01, 2019 0<br>Asset: "All"<br>Asset Category: "All" | :40:00 AM  |            |                                  |  |  |
| Asset C                       | ode           | Asset Name                |   |            |            |                                  |  |  |
|                               | WO Code       | Description               | Labor Cost  | Parts Cost | Misc Cost  | Total Cost                       |  |  |
|                               | 58            | Breakdown                 |   |            |            |                                  |  |  |
|                               |               |                           |   |            |            |                                  |  |  |
| Asset C                       | ode           | Asset Name                |   |            |            |                                  |  |  |
| 413                           |               | 26062                     |   |            |            |                                  |  |  |
|                               | WO Code<br>47 | Description               | Labor Cost  | Parts Cost | Misc Cost  | Total Cos                        |  |  |
|                               | 47<br>69      | Test                      |   | 30.00      |            | 30.00                            |  |  |
|                               | 71            | Notification Test         |   |            |            |                                  |  |  |
|                               | /1            | Testing                   |   | 30.00      |            | 30.00                            |  |  |
| Asset C                       | odo           | Asset Name                |   | 30.00      |            | 30.0                             |  |  |
| A17                           | 000           | A290007                   |   |            |            |                                  |  |  |
| N17                           | WO Code       | Description               | Labor Cost  | Parts Cost | Misc Cost  | Total Cos                        |  |  |
|                               | 63            | There is a crack on wall. | 400.00  | Faits Cost | Milde Cool | 400.00                           |  |  |
|                               |               |                           | 400.00  |            |            | 400.0                            |  |  |
| Asset C                       | odo           | Asset Name                | 300.00  |            |            | -100.0                           |  |  |
| A29                           | 000           | A290008                   |   |            |            |                                  |  |  |
| ~29                           | WO Code       | Description               | Labor Cost  | Parts Cost | Misc Cost  | Total Cos                        |  |  |
|                               | 79            | Testing                   | Labor Cost  | Faits Cost | Miac Coat  | Total Coa                        |  |  |
|                               |               | -                         |   |            |            |                                  |  |  |
| Asset C                       | ode           | Asset Name                |   |            |            |                                  |  |  |
| 446                           |               | 24324                     |   |            |            |                                  |  |  |
|                               | WO Code       | Description               | Labor Cost  | Parts Cost | Misc Cost  | Total Cos                        |  |  |
|                               | 67            | There is a breakdown.     |   |            |            |                                  |  |  |
|                               | 80            | Radar is down.            | 160.00  | 600.00     | 1,000.00   | 1,760.0                          |  |  |
|                               |               |                           | <u>160.00</u>   | 600.00     | 1.000.00   | 1.760.0                          |  |  |
| Asset C                       | ode           | Asset Name                |   |            |            |                                  |  |  |
| A61                           |               | FAM035150                 |   |            |            |                                  |  |  |
|                               | WO Code       | Description               | Labor Cost  | Parts Cost | Misc Cost  | Total Cos                        |  |  |
|                               | 86            | The radar is down again.  | 240.00  | 30.00      | 1,000.00   | 1,270.00                         |  |  |
|                               |               |                           | 240.00  | 30.00      | 1.000.00   | 1.270.00                         |  |  |
|                               |               |                           |   |            |            |                                  |  |  |
|                               |               |                           |   |            |            |                                  |  |  |