

# WORK ORDERS



eBase's Work Orders module is an online work order management system. Users are able to submit work order requests from any computer with an internet connection meaning no more costly software installations or hardware upgrades. Work Orders are assigned to appropriate personnel and vendors.

## FEATURES:

- Secure access via any computer with Internet access
- Assign work orders to individuals within the appropriate departments for improved facility management
- Notifications for Work Order participants are generated via email, fax and SMS messaging
- Configurable work types address your specific needs
- Work Orders are tagged with specific statuses (requested, assigned, completed, etc.) as the Work Order moves through its lifecycle
- Attach images to Work Orders to reduce confusion and improve communication
- All Work Order entries are time-stamped for historical reference
- Service providers have the ability to include an estimate for the work required
- Track current jobs per work order
- Real-time reporting
- Integrate with eBase's Timesheets module to ensure data integrity between departments
- Generate automated Work Orders with eBase's Assets module

WO Number	Details	Jobs
#001140	John A MacDonald High   Maintenance Issued: May 2, 2011	[Plumbing] Andrew Hamilton Toilet is broken The base of the toilet has been busted
#001139	John A MacDonald Medium   Maintenance Issued: May 2, 2011	[Elevators] Dale McEwen Elevator not working The elevator is stuck in between the first and second floor. No-one is in it.
#001138	John A MacDonald Low   Maintenance Issued: Apr 29, 2011	[Painting] eBase Administrator Problem
#001137	John A MacDonald Low   Maintenance Issued: Apr 19, 2011	[Elevators] Ability Moving & Transfer Ltd Elevators The elevator is broken.
#001136	John A MacDonald Medium   Maintenance Issued: Apr 29, 2011	[Elevators] eBase Administrator Subject Description
#001135	John A MacDonald Medium   Maintenance Issued: Apr 1, 2011	[General Maintenance] Alarm trip eBase Work Order Test
#001130	John A MacDonald Urgent   Maintenance Issued: Mar 29, 2011	[4210 - Brick Masonry] Facility Inspections Demo Structural Description Subitems: * Cracked Foundations * Pads
#001129	John A MacDonald Urgent   Maintenance Issued: Mar 29, 2011	[4210 - Brick Masonry] Facility Inspections Demo Structural Description Subitems: * Pads * Other
#001128	John A MacDonald Not Assigned   Maintenance Issued: Mar 28, 2011	[Flooring] Facility Inspections Demo Demolition/Removals This is the hazard Subitems: * Shrubs/Brush * Fixtures * Other Other Notes: Other note
#001127	Blessed Trinity Medium   Maintenance Issued: Mar 14, 2011	[3000 - Concrete] preventative maintenance Routine preventative maintenance to be done on boilers

Work Order Tickets

**Create Work Order**

**Request**

Requested by:

Type: Custodial & Grounds

Work type: Fencing

Reason: Repair

Subject: Hole in fence

Description: Please repair fence on North-side of football field.

Image Attachment:  Browse...

**Location**

Facility: Anne Hathaway Public School, Arthur Meighan Public School, Avon Public School, Bedford Public School, Blyth Public School, Brookside Public School, Brussels Public School, Central Huron Secondary School, Central Perth Elementary School, Clinton Public School, Colborne Central Public School, Downie Central Public School, East Wawanosh Public School, Education Centre

hold "Control" to select more than one facility

Floor or area: Site

Room #: 00 Site

Work Order Requests

## BENEFITS:

- Save time and money by improving your work order processes
- Strengthen employee effectiveness with improved communication
- Improve communication with departments to ensure continued success
- Track expenditures and department budgets
- Web-based functionality means no costly hardware installations or software upgrades
- Reliable data management ensures the system's information is maintained and protected 24/7
- Account management team with over 25 years of industry experience

