

SITE ASSIGNED MAINTENANCE WORKER

KIOSK APPLICATION Step-by-Step Application Guide

LAUSD Site Assigned Maintenance Worker (SAMW) Kiosk Application introduced: The application is designed for Plant Managers and Site Assigned Maintenance Worker (SAMW) Manager to perform the following:

- Create new Service Calls
- View and Print calls that are assigned to your school
- Re-assign calls back to the Area
- Status change
- Report Time
- Reverse Time
- Print Weekly Time Card Report

1. ACCESSING THE APPLICATION

The LAUSD Kiosk Application can be accessed through the following URL:

<http://awms.lausd.net/mwkiosk>

Note: You will have to be in the Districts network in order to access the application.

2. LOGIN

The Kiosk Application login utilizes your LAUSD Single Sign-On account.

Username: Enter your Single Sign-On (email) username. e.g. (danny.lu). Do not include the domain name (@lausd.net)

Password: Enter your Single Sign-On (email) password

Note: Please enter your username and password in lower case

LAUSD Facilities

LOS ANGELES UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Welcome to Maintenance & Operations Portal

Login to Plant Manager Kiosk

danny.lu

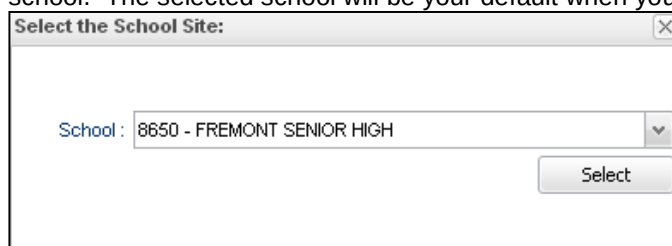
Login

Login Problems?

Contact FTS help desk (213) 241-4642

3. SELECT THE SCHOOL SITE

When you login for the first time on your machine, you are required to select a school site. On this window, select your school. The selected school will be your default when you login in the future.



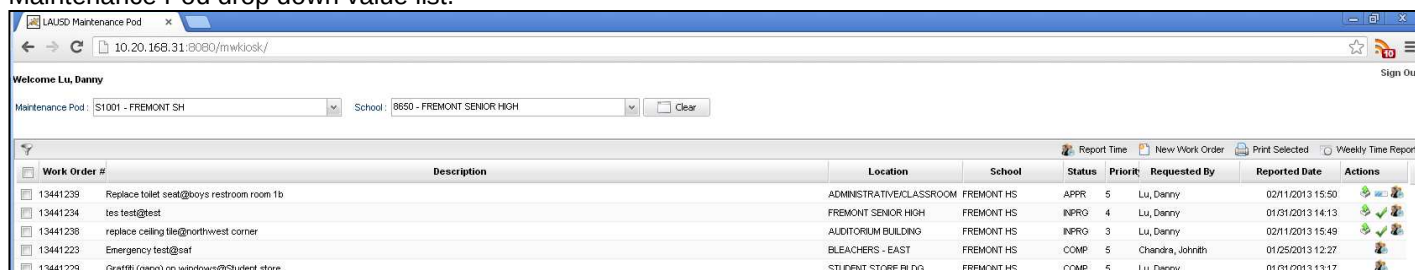
Select the School Site:

School: 8650 - FREMONT SENIOR HIGH

Select

4. APPLICATION HOME

After logging in and selecting your home school. You will be taken to the application home page. The home page displays all open work orders that are assigned to your Maintenance Worker (Site Based Flag = Y) at the selected school site. The work orders are sorted by the Reported Date, Status, and Priority. You may change the school by clicking on the Maintenance Pod drop down value list.



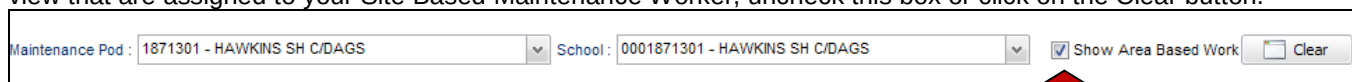
Welcome Lu, Danny

Maintenance Pod: S1001 - FREMONT SH School: 8650 - FREMONT SENIOR HIGH

Work Order #	Description	Location	School	Status	Priority	Requested By	Reported Date	Actions
13441239	Replace toilet seat@boys restroom room 1b	ADMINISTRATIVE/CLASSROOM	FREMONT HS	APPR	5	Lu, Danny	02/11/2013 15:50	
13441234	tes test@test	FREMONT SENIOR HIGH	FREMONT HS	INPRG	4	Lu, Danny	01/31/2013 14:13	
13441238	replace ceiling tile@northwest corner	AUDITORIUM BUILDING	FREMONT HS	INPRG	3	Lu, Danny	02/11/2013 15:49	
13441223	Emergency test@east	BLEACHERS - EAST	FREMONT HS	COMP	5	Chandra, Johnith	01/25/2013 12:27	
13441229	Graffiti (gang) on windows@Student store	STUDENT STORE BLDG	FREMONT HS	COMP	5	Lu, Danny	01/31/2013 13:17	

5. HOW TO VIEW ALL SERVICE CALLS REGARDLESS OF SITE BASED RESPONSIBLE OR NOT

You have the option to view all service calls at your site by clicking on the Show Area Based Work checkbox ☒. To only view that are assigned to your Site Based Maintenance Worker, uncheck this box or click on the Clear button.

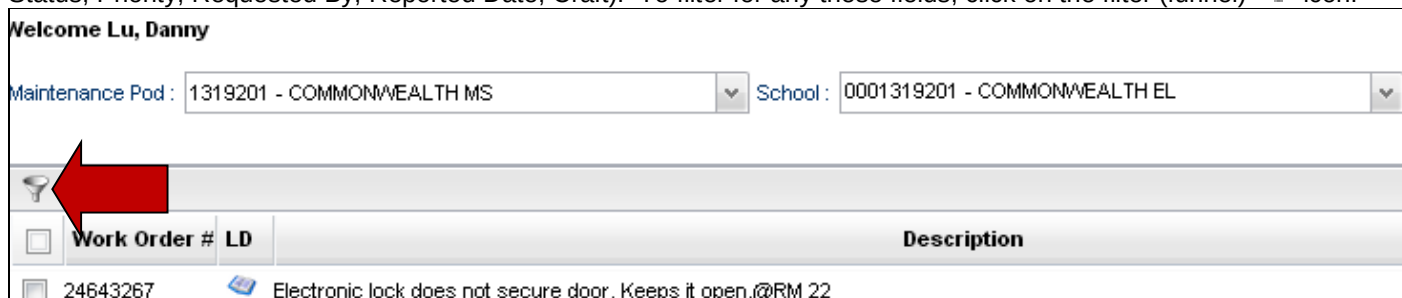


Maintenance Pod: 1871301 - HAWKINS SH C/DAGS School: 0001871301 - HAWKINS SH C/DAGS

☒ Show Area Based Work Clear

6. HOW TO USE THE FILTER FUNCTION

You can filter/search for any service calls by any of the column fields available (Work Order number, Description, Location, Status, Priority, Requested By, Reported Date, Craft). To filter for any these fields, click on the filter (funnel) icon.



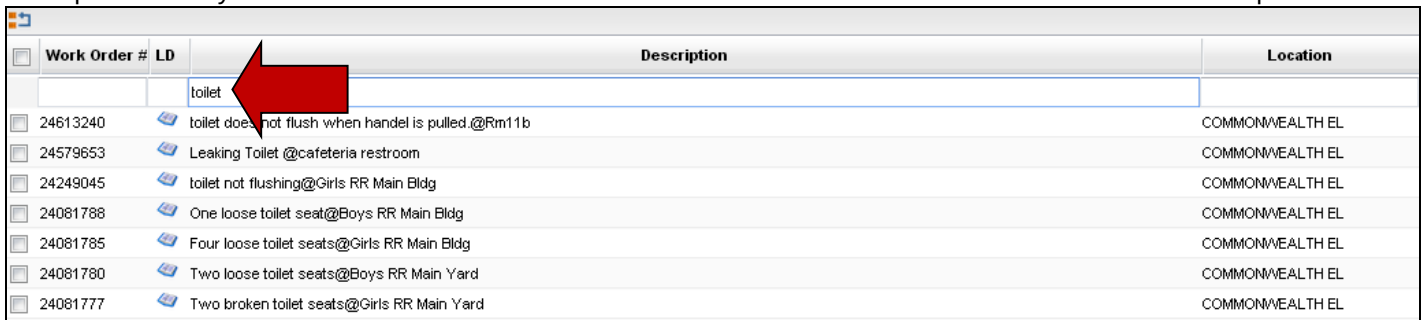
Welcome Lu, Danny

Maintenance Pod: 1319201 - COMMONWEALTH MS School: 0001319201 - COMMONWEALTH EL



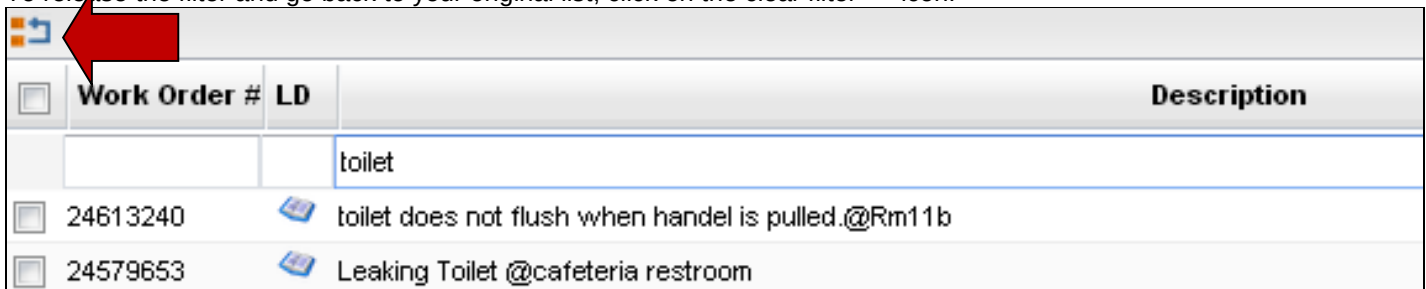
Work Order #	Description
24643267	Electronic lock does not secure door. Keeps it open.@RM 22

After you click on the filter icon, a new row will appear right below the top column. In this row, you can filter for any work orders by typing any keywords/words and hitting the enter button. For example, you can type in the word **toilet** in the description. The system will refresh the work order set with work orders that have the word **toilet** in its description.



Work Order #	LD	Description	Location
		toilet	
24613240		toilet does not flush when handel is pulled.@Rm11b	COMMONWEALTH EL
24579653		Leaking Toilet @cafeteria restroom	COMMONWEALTH EL
24249045		toilet not flushing@Girls RR Main Bldg	COMMONWEALTH EL
24081788		One loose toilet seat@Boys RR Main Bldg	COMMONWEALTH EL
24081785		Four loose toilet seats@Girls RR Main Bldg	COMMONWEALTH EL
24081780		Two loose toilet seats@Boys RR Main Yard	COMMONWEALTH EL
24081777		Two broken toilet seats@Girls RR Main Yard	COMMONWEALTH EL

To release the filter and go back to your original list, click on the clear filter  icon.



Work Order #	LD	Description
		toilet
24613240		toilet does not flush when handel is pulled.@Rm11b
24579653		Leaking Toilet @cafeteria restroom

7. HOW TO CREATE A NEW SERVICE CALL

To create a new service call, click on the **New Work Order** button.



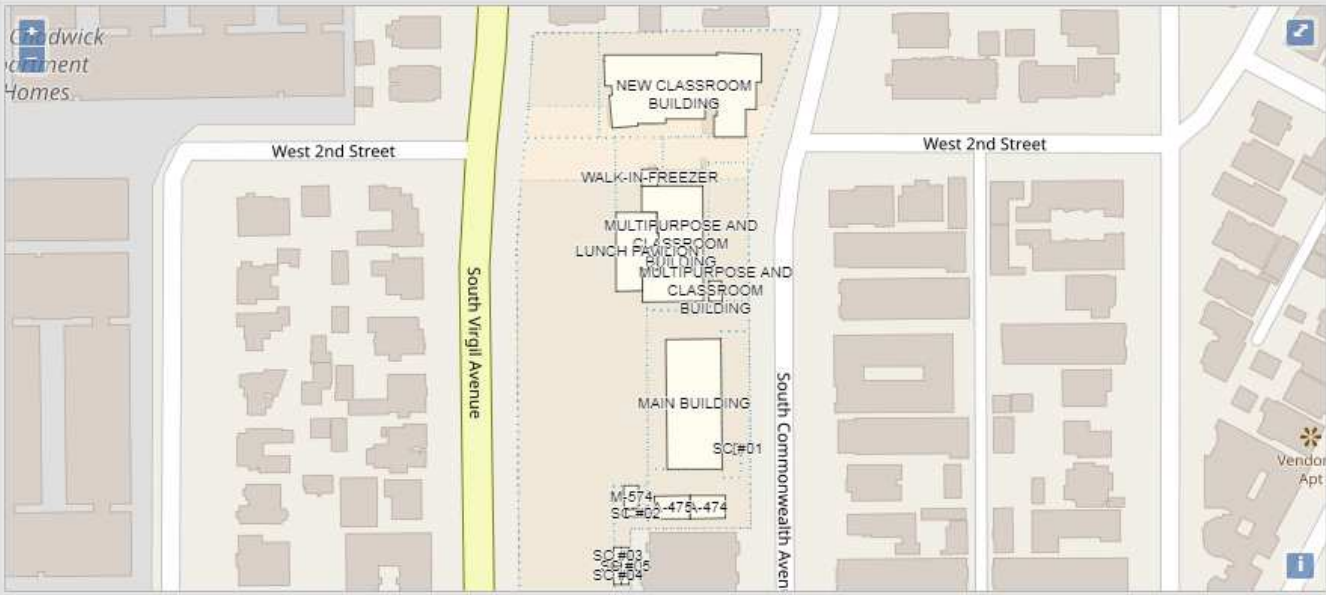
 Report Time  New Work Order  Print Selected  Weekly Time Report						
Location	School	Status	Priority	Requested By	Reported Date	Actions
ADMINISTRATIVE/CLASSROOM	FREMONT HS	APPR	5	Lu, Danny	02/11/2013 15:50	  
FREMONT SENIOR HIGH	FREMONT HS	INPRG	4	Lu, Danny	01/31/2013 14:13	  

The **Create Work Order** window will appear.

Create Work Order:

Type of Work :

School : COMMONWEALTH EL Building :



Problem Description :

Location Detail :

Craft :

Route Code :

Priority :

☐ Site-Based ☒ Area-Based

☐ Potential Warranty?

Create Service Call

Fill in all applicable fields.

- **Type of Work** – Click on the dropdown list to select the appropriate type of service call.
- **School** – This value is defaulted to the preselected school. If you would like to create a service call for a different school, you may click on the drop down value list.
- **Building** – Click on the dropdown list to select the appropriate building where the service call resides **OR** Click on the building/zone within the map to populate this value. If you cannot locate the building from the map or the value list, select the site level location which will always start with **S-*******.
- **Problem Description** – Type in the description of the problem.
- **Location Detail** – Type in the description of the location (e.g. room 1, main office).
- **Craft** – Click on the dropdown list to select the appropriate craft/category of work.
- **Route Code** – Click on the dropdown list to select the appropriate type of work within the craft/category.
- **Priority** – This value is defaulted to Routine. If you would like to change the priority, you may click on the drop down value list to select either Urgent or Emergency.
- **Site-Based/Area-Based** – If your school has a Site-Assigned Maintenance Worker (SAWM), the Site-Based button will be pre-selected (which means that the service call is assigned to your SAWM for execution). If you want to assign this service call to the Maintenance Areas, select the Area-Based button. If your school does **not** have a Site-Assigned Maintenance Worker (SAWM), the Area-Based button will be pre-selected.
- **Potential Warranty?** – Check this box if the service call may be covered under warranty.

Sample

Create Work Order:

Type of Work: Repair of Buildings

School: COMMONWEALTH EL

Building: MULTIPURPOSE AND CLASSROOM BUILDIN...

Problem Description: Wall fold table does not fold into wall properly.

Craft: Carpentry Failure Class

Priority: Routine

Location Detail: South end of MPR building

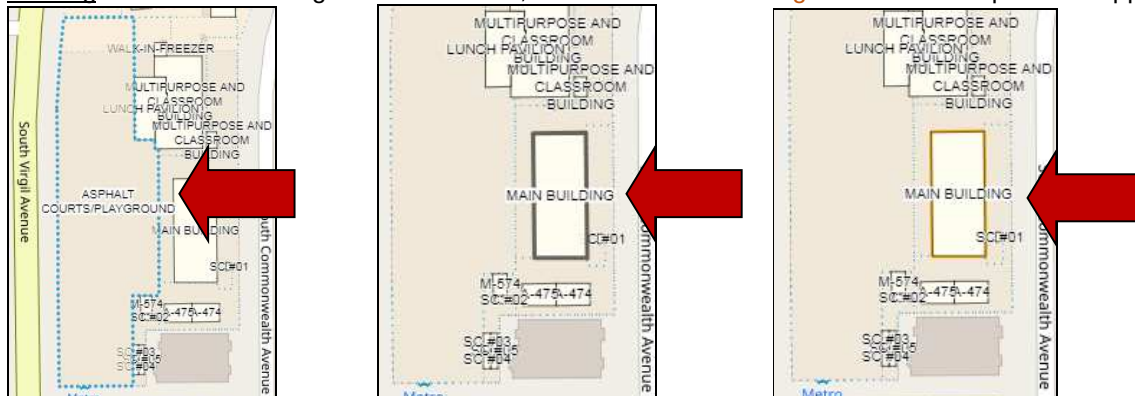
Route Code: Other Carpentry Repairs

Site-Based ☐ Area-Based ☒

☐ Potential Warranty?

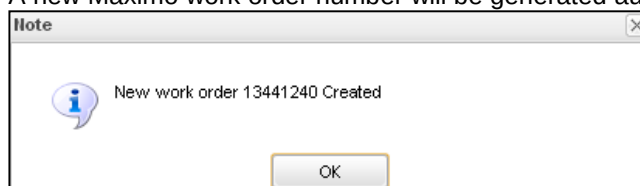
Create Service Call

Tip: When utilizing the map to select a building/zone, the following outlined determines the type of location selected. If the outline is **dotted-blue**, the location represents an **entire zone**. If the outline is **black**, the location represents a **building**. When the building/zone is selected, the outline will be **orange** and the description will appear under Building.



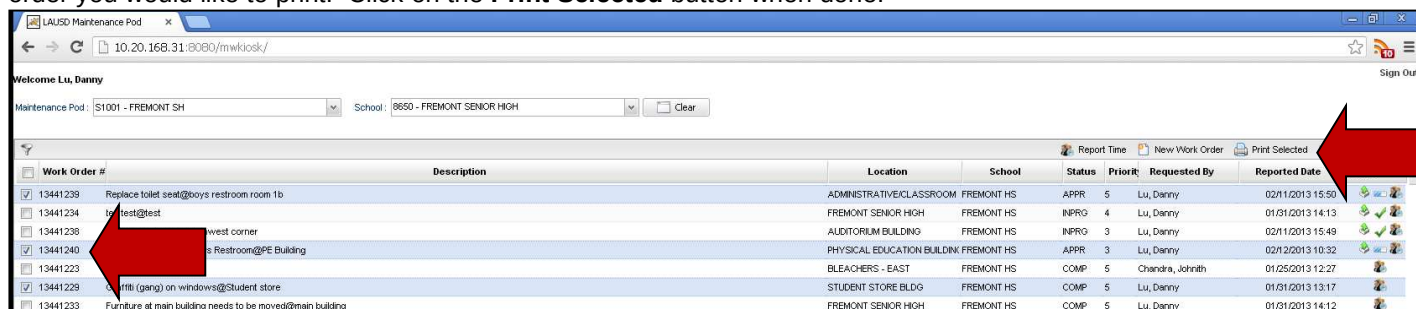
When done, click on the **Create Service Call** button.

A new Maximo work order number will be generated automatically. Click OK when done.



8. HOW TO PRINT SELECTED WORK ORDERS

If you would like to print a list of calls, you may do so within the application. Check the box in the first column of each work order you would like to print. Click on the **Print Selected** button when done.



After clicking on the **Print Selected** button, a new window will appear with the report. The report may be used to log time spent at each work order.

Los Angeles Unified School District		Maintenance & Operations					
Facilities Service Division - Existing Facilities							
Site Based Worker Work Order Report							
Category	Work Order#	Description	Loc. Description	Site Name	Status	Priority	Reported Date
PAINT	13441229	Graffiti (gang) on windows@Student store	STUDENT STORE BLDG	FREMONT HS	COMP	5	Jan 31, 2013 1:17 PM
Problem Type: 01 Problem Description: Graffiti (gang) on windows Location Details: Student store							
Date: / / Start Time: : Reg Hrs: : OT Hrs: : Miles: Veh. Allow. (4,5,7,9) Recorded: ()							
PLUMBING	13441239	Replace toilet seat@boys restroom room 1b	ADMINISTRATIVE/ CLASSROOM BUILDING	FREMONT HS	APPR	5	Feb 11, 2013 3:50 PM
Problem Type: 01 Problem Description: Replace toilet seat Location Details: boys restroom room 1b							
Date: / / Start Time: : Reg Hrs: : OT Hrs: : Miles: Veh. Allow. (4,5,7,9) Recorded: ()							

9. HOW TO REASSIGN CALLS BACK TO THE M&O AREA

If there was a work order on the list that cannot be executed by the SAMW, you may reassign the call back to the M&O Area, by clicking on the **Convert to Area Based** icon in the **Actions** column.

Note: The work order will automatically be removed from your list and a message will appear on the long description of the work order indicating who reassigned the call back to the Area.

Work Order indicating who reassigned the car back to the Area.

 Report Time

 New Work Order

 Print Selected

 Weekly Time Report

Status	Priority	Requested By	Reported Date	Actions
APPR	5	Lu, Danny	02/11/2013 15:50	  
INPRG	4	Lu, Danny	01/31/2013 14:13	  

10. HOW TO CHANGE THE WORK ORDER STATUS

The current work order status is displayed in the Status column. If you wish to change the status to the next level

(APPR → INPRG → COMP). Click on the change status  for INPRG or  for COMP icon in the **Actions** column.
Note: You can only change a status forward; you are unable to take a status back to its previous status.

	Report Time		New Work Order		Print Selected		Weekly Time Report
Status	Priority	Requested By	Reported Date	Actions			
APPR	5	Lu, Danny	02/11/2013 15:50	 			
INPRG	4	Lu, Danny	01/31/2013 14:13	  			

11. HOW TO REPORT TIME

There are two ways to report time.

How to initiate Time Reporting - Option 1: If the work order you wish to report time against is on your home page list.

Click on the report time  icon in the **Actions** column of the work order.

	Report Time		New Work Order		Print Selected		Weekly Time Report
Status	Priority	Requested By	Reported Date	Actions			
APPR	5	Lu, Danny	02/11/2013 15:50	  			
INPRG	4	Lu, Danny	01/31/2013 14:13	  			

The Labor Reporting window will appear w/ the work order number pre-populated. Fill in the appropriate fields and click **Save** when done.

Labor Reporting:

Labor Code :

Work Order# : 13441239

Hours : 0:00

Work Date : 02/12/2013

Replace toilet seat@boys restroom room 1b

Miles :

Tool :

Labor Reporting:

Labor Code : 783916

Work Order# : 13441239

Hours : 8:00

Lu, Danny

Work Date : 02/12/2013

Replace toilet seat@boys restroom room 1b

Miles : 20

Tool : 7

Note: Please make sure you have the correct information before you click the **Save** button. After clicking the **Save** button, this information entered will automatically become an Actual labor transaction record. After you click the **Save** button, a pop up message when indicate that Time has been reported in Maximo and the details will be displayed in the lower section of the Time Reporting window.

Labor Code	Work Order#	Work Date	RG	OT	Miles	T	L	SD	BTS Status	BTS Remarks	Rev.
783916	13441239	02/12/2013	8	0	20	7			Yet To Interface		

Note X

Time reported in Maximo.

OK

8 0 20

If you need to report **NON-PRODUCTIVE** time, click on the magnifying glass to the right of the **Work Order #** field.

Labor Reporting: X

Labor Code : 762836

Work Order# :

Hours : 0:00

Hernandez, Juan D.

Miles :

Work Date : 02/12/2013

Tool : 9

Save
 Clear

The Select Worker window will appear, check the **Non-Productive** button and click on the work order that is most appropriate.

Select Work Order X

☐ Site-Based
 ☒ Non-Productive

WONUM	Description	Job #	Org Code	Resp Area	Time Code
3041501	AREA-7 MAINTENANCE-MILITARY LEAVE(MD)	25521431	1431	AREA-S1	MD
3041484	AREA-7 MAINTENANCE-VACATION(VA)	25501431	1431	AREA-S1	VA
546187	AREA-7 MAINTENANCE-VACATION(VA)	25501431	1431	AREA-S1	VA
143680	MAINTENANCE-VACATION(VA)	25501431	1431	AREA-S1	VA
3041507	AREA-7 MAINTENANCE-PERSONAL NECESSITY(PND)	25541431	1431	AREA-S1	PN

The selected work order number will now appear in the **Work Order #** field.

Labor Reporting:

Labor Code : 762836 **Hernandez, Juan D.** **Work Date :** 02/12/2013

Work Order# : 3041484 **AREA-7 MAINTENANCE-VACATION(VA)**

Hours : 0:00 **Miles :** **Tool :** 9

Save Clear

How to initiate Time Reporting - Option 2: In the home page, click on the **Report Time** button.

Report Time New Work Order Print Selected Weekly Time Report						
Location	School	Status	Priority	Requested By	Reported Date	Actions
ADMINISTRATIVE/CLASSROOM	FREMONT HS	APPR		Lu, Danny	02/11/2013 15:50	
FREMONT SENIOR HIGH	FREMONT HS	INPRG	4	Lu, Danny	01/31/2013 14:13	

The Labor Reporting window will appear w/o a defaulted work order number. Follow the previous steps on how to create a labor transaction.

Labor Reporting:

Labor Code : **Work Date :** 02/12/2013

Work Order# :

Hours : 0:00 **Miles :** **Tool :**

Save Clear

12. HOW TO REVERSE TIME

To reverse time, in the home page, click on the **Report Time** button. In the Labor Reporting window, enter the employee number and Work Date where the transaction is located.

Labor Reporting:

Labor Code : 783916 **Lu, Danny** **Work Date :** 02/12/2013

Work Order# :

Hours : 0:00 **Miles :** **Tool :**

Save Clear

▼ Reported Time

Labor Code	Work Order#	Work Date	RG	OT	Miles	T	L	SD	BTS Status	BTS Remarks	Rev.
783916	13441239	02/12/2013	8	0	20	7			Yet To Interface		

All of the transactions for that day and for that employee will be displayed on the bottom section of the window under Reported Time. On the transaction you like to reverse, click on the reverse  icon. The system will automatically create a new reversal transaction.

Labor Code	Work Order#	Work Date	RG	OT	Miles	T	L	SD	BTS Status	BTS Remarks	Rev.
783916	13441239	02/12/2013	8	0	20	7			Yet To Interface		
783916	13441239	02/12/2013	-8	0	-20	7			Yet To Interface		

Note

 Time reversed.

OK

13. HOW TO PRINT THE WEEKLY TIME REPORT

To print the Weekly Time Card report, in the home page, click on the Weekly Time Report button.

 Report Time  New Work Order  Print Selected  Weekly Time Report						
Location	School	Status	Priority	Requested By	Reported Date	Act
ADMINISTRATIVE/CLASSROOM	FREMONT HS	APPR	5	Lu, Danny	02/11/2013 15:50	
FREMONT SENIOR HIGH	FREMONT HS	INPRG	4	Lu, Danny	01/31/2013 14:13	 

The Print Preview window will appear. Enter the employee number and the start date of the report. Click the **Show** button when done. The report will display all labor transactions for the entire start date work week.

Print Preview

LABORCODE: STARTDATE: 02/12/2013 

Print Preview

LABORCODE: 783916 Lu, Danny STARTDATE: 02/12/2013 

The **Weekly Time Report** will appear. Run, print and sign this report at the end of every week and submit the originals back to your M&O Area.

Los Angeles Unified School District - Maintenance & Operations

Weekly Time Report

Payroll Period: 2/10/2013 - 2/16/2013

Labor Code: 783916 **Name:** Lu, Danny

Start Date: 2/12/13 **Class:** 5409 **Section:** 0640 **Tool:** 7 **Lead:** **S.Diff:**

Work Order	Site Name	W.O. Description	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
13441239	FREMONT HS	Replace toilet seat@boys restroom room 1b	8:00	0:00	20	N
Date Total			8:00	0:00	20	
Employee Total			8:00	0:00	20	

I certify that information appearing on this report is a true record of services performed or absences from productive labor and the number of miles indicated for the reimbursement is valid for the date of this report.

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127), Nelson Castro (n.castro@lausd.net / 213-241-8764).