

LAUSD PLANT MANAGER

KIOSK APPLICATION Step-by-Step Application Guide

LAUSD Plant Manager Kiosk Application introduced: The Plant Manager Kiosk application allows the Plant Manager to perform the following:

- View / Filter for Service Calls/OEHS Work Orders
- Create new Service Calls
- Attach Documents to existing Service Calls
- View and Print Service Call calls
- Assign / Re-assign Service Calls to your Site Assigned Maintenance Worker (if applicable)
- Change WO Status (if applicable)

1. ACCESSING THE APPLICATION

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

<https://facapps.lausd.net/mwkiosk>

Note: You will have to be in the Districts network 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

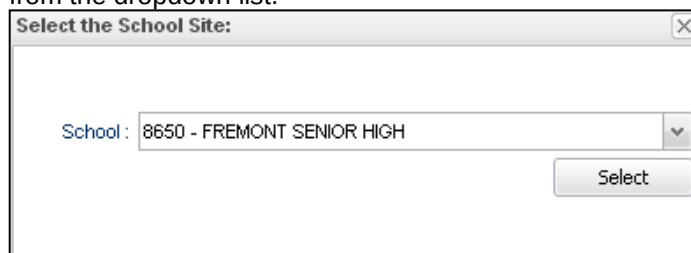
Login

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. You may type in the school name or select from the dropdown list.



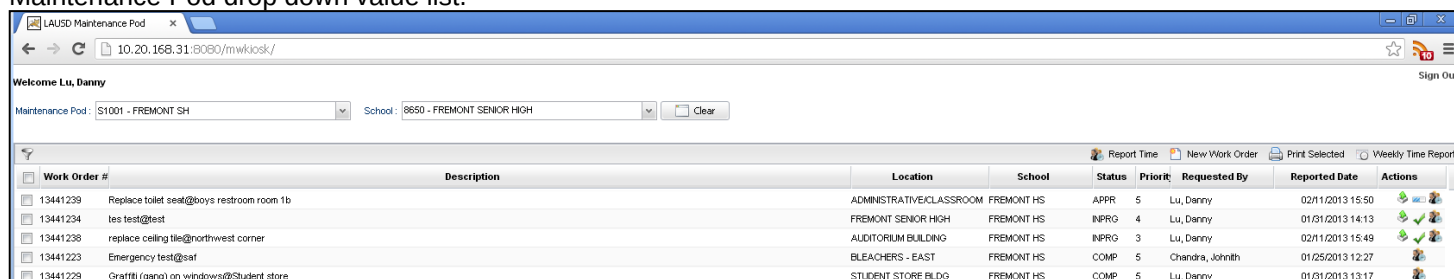
Select the School Site:

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.



LAUSD Maintenance Pod

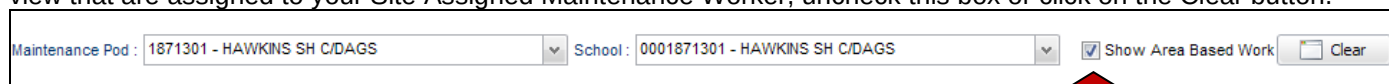
Welcome Lu, Danny

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@saf	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

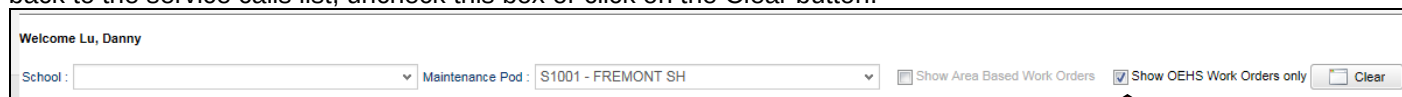
You have the option to view all service calls at your site by clicking on the Show Area Based Work checkbox ☒. To only view that are assigned to your Site Assigned Maintenance Worker, uncheck this box or click on the Clear button.



Maintenance Pod: 1871301 - HAWKINS SH C/DAGS School: 0001871301 - HAWKINS SH C/DAGS ☒ Show Area Based Work Clear

6. HOW TO VIEW OEHS WORK ORDERS

You have the option to view OEHS Work Orders by clicking on the Show OEHS Work Orders only checkbox ☒. To go back to the service calls list, uncheck this box or click on the Clear button.



Welcome Lu, Danny

School: Maintenance Pod: S1001 - FREMONT SH ☐ Show Area Based Work Orders ☒ Show OEHS Work Orders only Clear

7. 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 #	LD	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.



8. 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: X

Type of Work :

School : COMMONWEALTH EL Building :

Room :



Problem Description : Please provide us with as much detail as possible about what you are reporting.

Location Detail : e.g. Main Building, Football Field, Roof, Room 143, etc.

Craft :

Route Code :

Priority : Routine

☐ Potential Warranty?

☐ Site-Based ☒ Area-Based

Direct Phone number : Direct phone number, (not school phone)...

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 you have knowledge that the issue is related to a building system that was recently installed, repaired, or replaced by a contractor and have reason to believe the service call may be covered under a warranty.
- **Direct Phone** - If checking the Potential Warranty box, you **MUST** provide your direct phone number so you can be contacted about information you may be aware of related to the contractor, contracted work, or warranty.

Sample

Create Work Order:

Type of Work : Repair of Buildings

School : COMMONWEALTH EL Building : MULTI-PURPOSE & CLRM BLDG (002BCX)

Room : MULTIPURPOSE ROOM

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

Location Detail : South end of MPR building

Craft : Carpentry Failure Class

Route Code : Other Carpentry Repairs

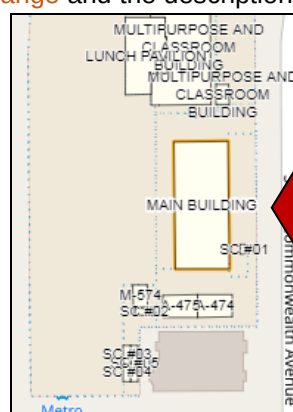
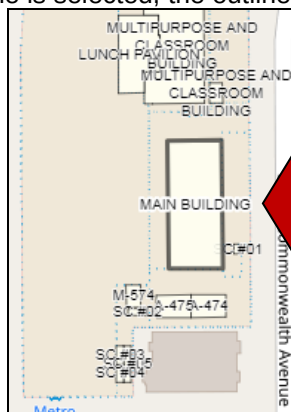
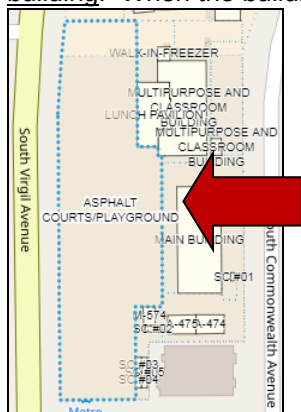
Priority : Routine

☐ Potential Warranty?

Direct Phone number : Direct phone number, (not school phone)...

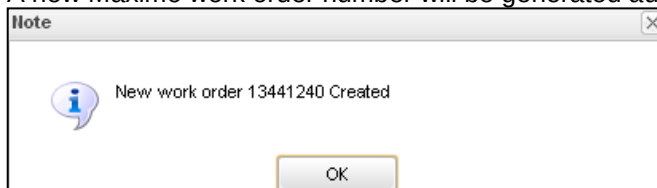
Create Service Call

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.



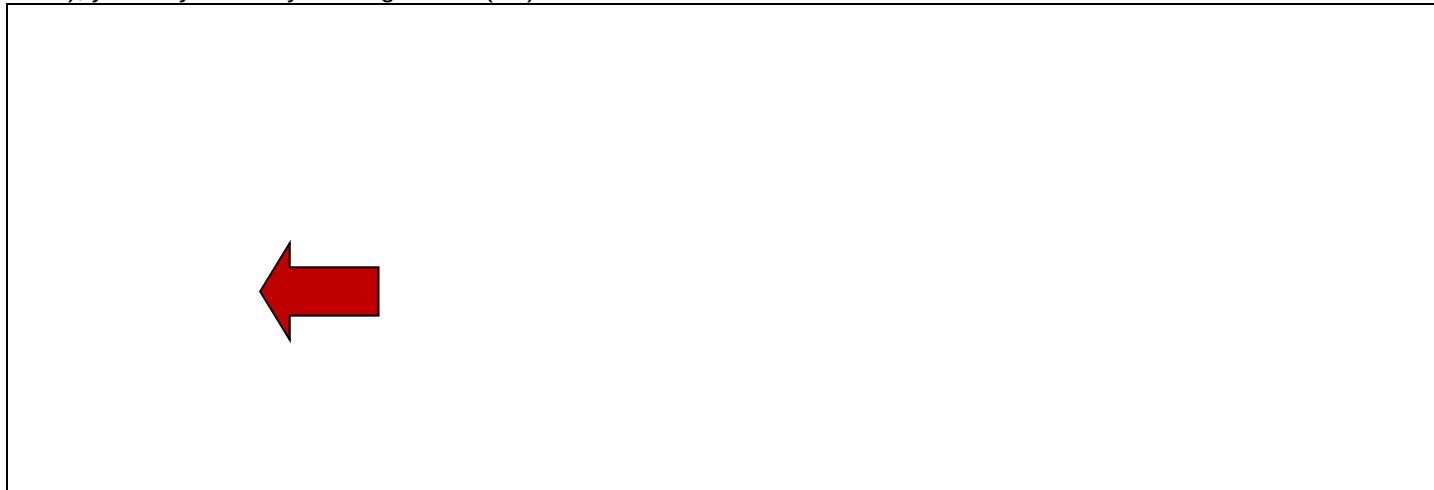
When done, click on the **Create Service Call** button.

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



9. HOW TO ATTACH DOCUMENT(S) AGAINST EXISTING WORK ORDER

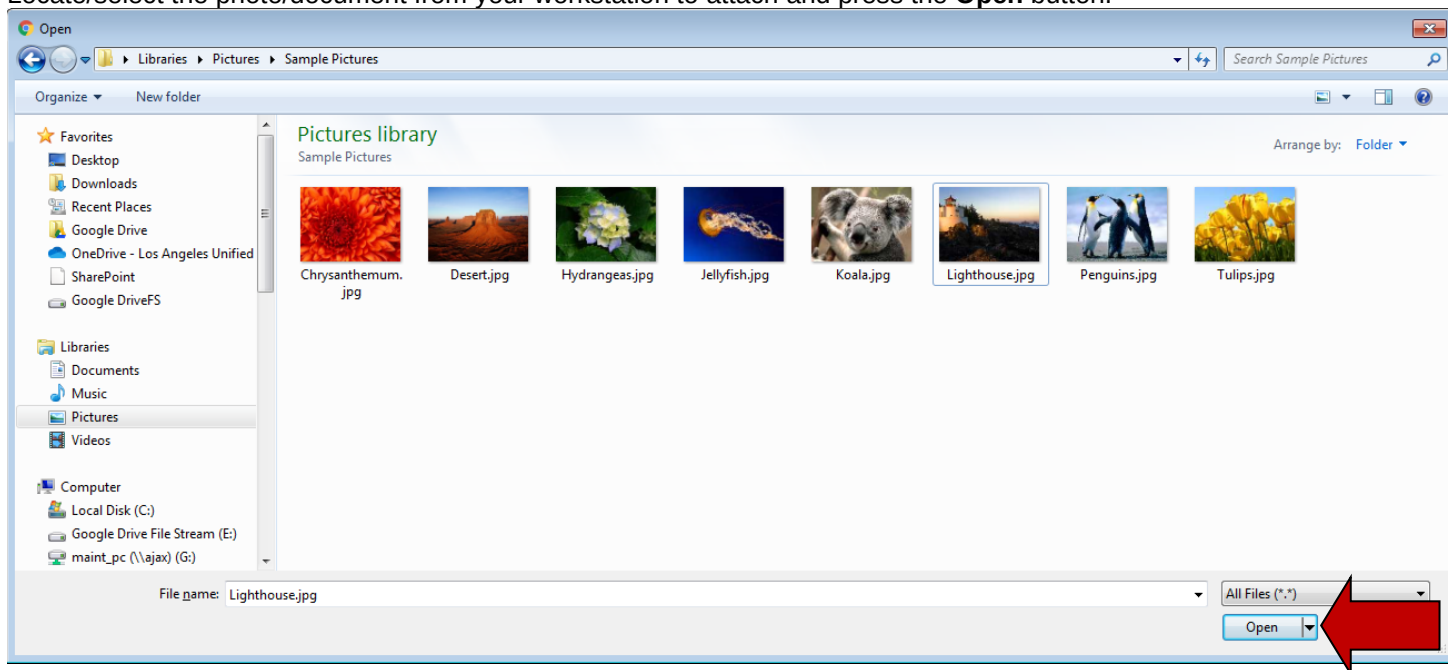
If you would like to attach a document against an existing service call (e.g. photos, rubbish/hazardous waste pick up form, etc...), you may do so by clicking on the (LD) icon on the work order row.



After clicking on the LD icon, the Work Order Details window will appear. To attach a file, click on the Choose File button under the Attachments tab.

 A screenshot of the 'Work Order Details' window. The title bar says 'Work Order Details'. It contains several input fields: 'Work Order#' (29147751), 'Status' (WMATL), 'Description' (1 broken window blind needs to be replaced @in Bungalow 4), 'Cost Center' (0001872901), 'Location' (B-22125), 'Requestor' (Rubalcava, Raudel / PLANT MANAGER III), 'Job Type' (01 - Repair of Buildings), 'Priority' (3), 'Category' (MAINTWKR), and 'Tracking Code' (MO-FA-05 - Other Maintainer). There are also buttons for 'Choose File', 'Site Based', and 'C2-FA'. At the bottom, there are tabs for 'Assignments', 'Actuals', 'Work Log', and 'Attachments'. A red arrow points to the 'Choose File' button under the 'Attachments' tab.

Locate/select the photo/document from your workstation to attach and press the **Open** button.



After attaching the document, you will see a **"File uploaded"** message on to screen.

Work order Details

Description: 1 broken window blind needs to be replaced @in Bungalow 4

Details

Cost Center: 0001872901 LINCOLN SH

Location: B-22125 MUSIC BLDG #1

Requestor: Rubalcava, Raudel / PLANT MANAGER III School Ph: 323 441-4600 Cafe Ph: 323-441-4638

Job Type: 01 - Repair of Buildings

Priority: 3

Tracking Codes:

Category: MAINTWKR MO-FA-05 - Other Maintainer C2-FA Site Based: ☒

Assignments

Actuals

Work Log

Attachments

Choose File No file chosen

File uploaded.

Total Reported Hours: 0.50

To view the attachment, click on the paperclip icon on the top right of the page and select the attachment.

Work order Details

Work Order#: 29147751 Status: WMATL

Description: 1 broken window blind needs to be replaced @in Bungalow 4

 **Lighthouse.jpg**

The attached image/document will appear.



Note: It may take up to 3 minutes before your attachment appears.

10. HOW TO PRINT SELECTED WORK ORDERS

If you would like to print a list of work orders, 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.

LAUSD Maintenance Pod x

10.20.168.31:8080/mwkiiosk/

Welcome Lu, Danny

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

Work Order #	Description	Location	School	Status	Priority	Requested By	Reported Date	
☒ 13441239	Replace toilet seat@boys restroom room 1b	ADMINISTRATIVECLASSROOM	FREMONT HS	APPR	5	Lu, Danny	02/11/2013 15:50	
☐ 13441234	test@rest	FREMONT SENIOR HIGH	FREMONT HS	INPRG	4	Lu, Danny	01/31/2013 14:13	
☐ 13441238	test@rest	AUDITORIUM BUILDING	FREMONT HS	INPRG	3	Lu, Danny	02/11/2013 15:49	
☒ 13441240	Restroom@PE Building	PHYSICAL EDUCATION BUILDING	FREMONT HS	APPR	3	Lu, Danny	02/12/2013 10:32	
☐ 13441223		BLEACHERS - EAST	FREMONT HS	COMP	5	Chandra, Johnith	01/25/2013 12:27	
☒ 13441229	gang on windows@Student store	STUDENT STORE BLDG	FREMONT HS	COMP	5	Lu, Danny	01/31/2013 13:17	
☐ 13441233	Furniture at main building needs to be moved@main building	FREMONT SENIOR HIGH	FREMONT HS	COMP	5	Lu, Danny	01/31/2013 14:12	

Print Selected

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

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

11. HOW TO REASSIGN CALLS BACK TO THE M&O AREA (IF APPLICABLE)

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.

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	  															

12. HOW TO CHANGE A SAMW WORK ORDER STATUS (IF APPLICABLE)

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	  															

To view the attachment, click on the paperclip icon on the top right of the page and select the attachment. The attached image/document will appear. **Note:** It may take up to 3 minutes before your attachment appears.

Should you have any questions on this guide, please contact Elmer Cortez (elmer.cortez@lausd.net / 213-241-1515), 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).