

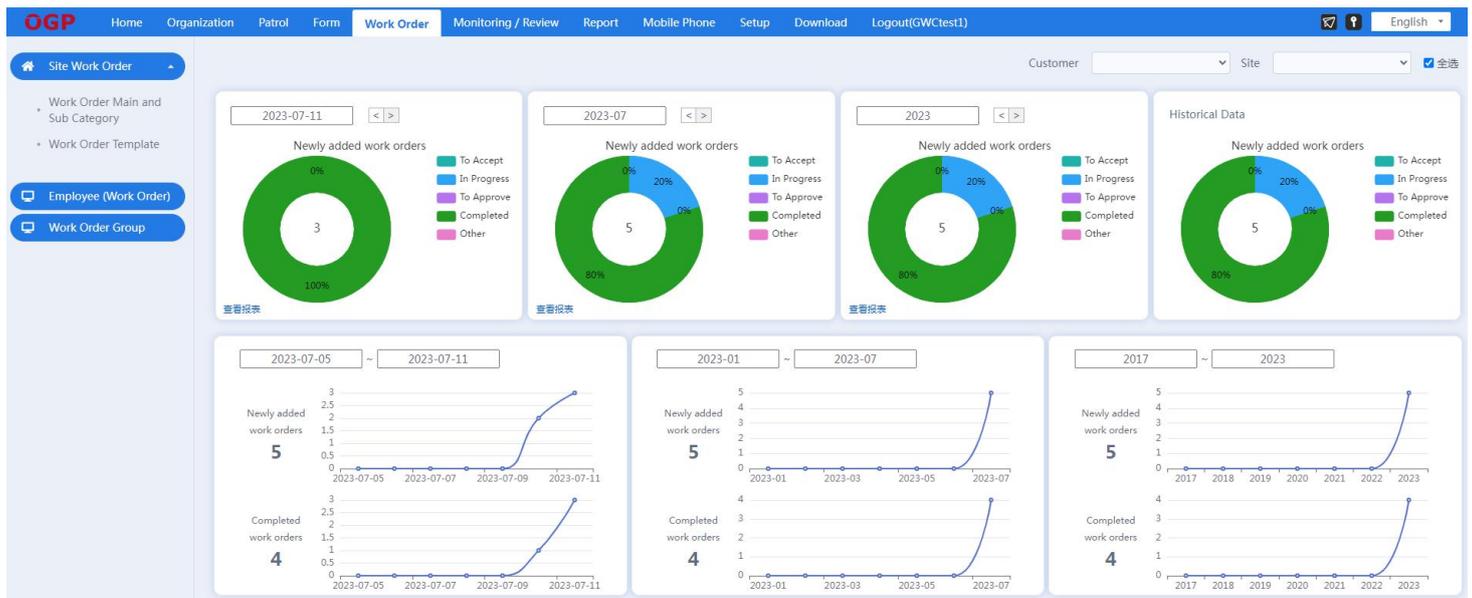
Work Order Function Simple Operating Manual

Main processes for Work order: 1 Edit the forms which need to fill in & perform

2 Login APP to fill in forms, perform & approve

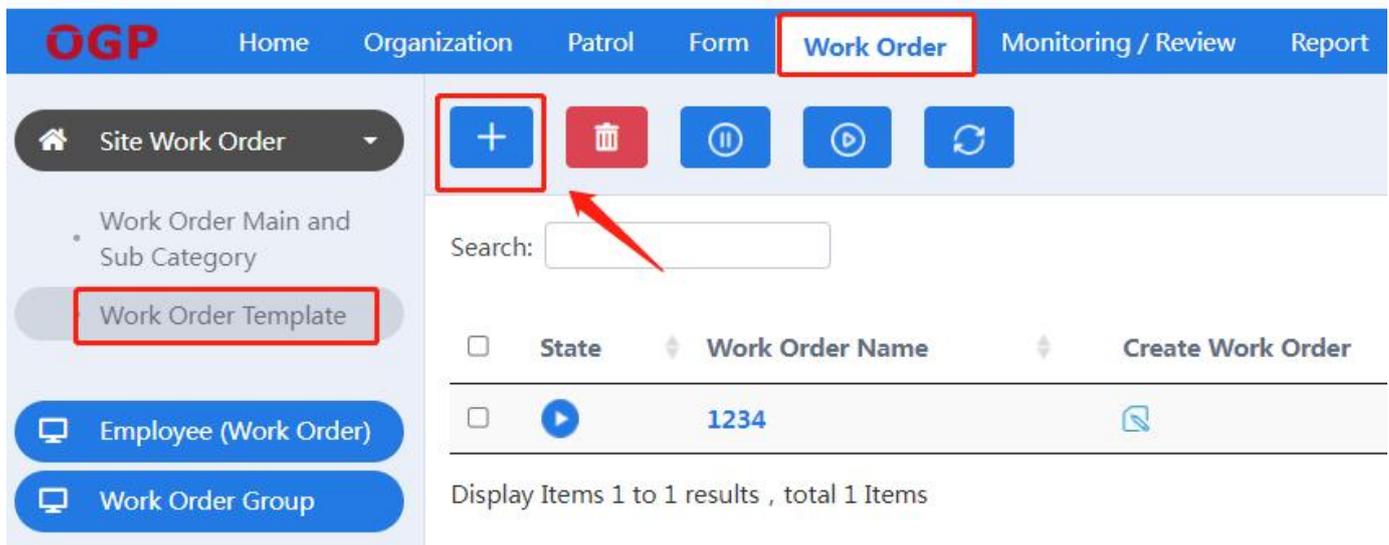
3 Check work order reports on PC

Work Order Dashboard



Step 1 Edit work order forms on PC

1.1 Click + to add new work order template



1.2 Give name for work order first, then click Save

1 Work Order settings 2 Work Order Content 3 Reply Content 4 Process Design

Original Work Order Template

Original Work Order Template (up to 64 Characters) ?

1234

Work Order Prefix (up to 6 Characters) ?

GD

Note: the Work Order Number is the number generated when submitting the Work Order, and the format is: XXX-23-000001 (Prefix-Year-Number)

W.O. Category

Please select Group

Please select the Category of the Work Order

Please select the Sub Category of the Work Order

QR code

Inform the Creator after the Work Order is completed

Cancel Save

1.3 Click **Work Order Content** to edit new form, then click Save

① Work Order settings ② **Work Order Content** ③ Reply Content

Basic elements

☑ Single selection(Remarks)	☑ Radio group
☑ Multi Selection(Remarks)	☐ Drop Down Box(Remarks)
☐ Drop Down Box(Search)	☐ Multilevel selection
📄 Column text	📄 Value
📷 Take/Attach Picture	📷 Take Picture
🔊 Audio	📺 Video
📍 Geo Location	☑ Remarks
📄 Signature	
📄 Table	📄 Multi row multi column
📅 Date	🕒 Time
🕒 Date and Time	
📄 Title	📄 Text Description
📷 Display Picture	📺 Video
📄 Slide Show	☑ Blank
— Split line	
☆ Importance	☆ Urgency
👤 Main Category / Sub Category	🏠 Customer/Site
🔑 Device code	
{-} Form code	

*Inspection Date and Time

To be filled in by User

Inspection Site

ST.15

Description Details

***Location/ Warehouse No:**
To be filled in by User

***Tenant Name**
To be filled in by User

Details

Category	Findings	Risk Rating	Significant Risk	Recommendations	*Take Picture	*Closure Date
Obstructions	Obstructions of Fire fighting equipment	Low	Yes	Remove the obstructions and clear the area		To be filled in by User

Submit

Save

1.4 Edit Reply Content, then click Save

① Work Order settings ② Work Order Content ③ Reply Content

Original Work Order Template

1234

Basic elements

<input type="radio"/> Single selection(Remarks)	<input checked="" type="radio"/> Radio group
<input checked="" type="checkbox"/> Multi Selection(Remarks)	<input type="checkbox"/> Drop Down Box(Remarks)
<input type="checkbox"/> Drop Down Box(Search)	<input type="checkbox"/> Multilevel selection
<input type="text"/> Column text	<input type="text"/> Value
<input type="image"/> Take/Attach Picture	<input type="image"/> Take Picture
<input type="audio"/> Audio	<input type="video"/> Video
<input type="location"/> Geo Location	<input checked="" type="checkbox"/> Remarks
<input type="signature"/> Signature	
<input type="table"/> Table	<input type="table"/> Multi row multi column
<input type="date"/> Date	<input type="time"/> Time
<input type="datetime"/> Date and Time	
<input type="text"/> Title	<input type="text"/> Text Description
<input type="image"/> Display Picture	<input type="video"/> Video
<input type="image"/> Slide Show	<input checked="" type="checkbox"/> Blank
<input type="hr"/> Split line	
<input type="submit"/> Submit button	
<input type="code"/> Form code	

Closure

*Closure picture

Add Picture

*Closure Date and Time

To be filled in by User

Remarks

To be filled in by User

Submit

Save

1.5 Process Design

1.5.1 Choose which department can view work order

① Work Order settings ② Work Order Content ③ Reply Content ④ Process Design

Original Work Order Template

1234

Create Work Order

All Work Order Employee in the site

Perform

Designated by the Employee who Created the Work Order , The...

Work Order Center Settings

Department that can View

Select All x

Select All

Select All

[1] Inspection department

Save

1.5.2 Perform setting, edit performer who need to fill in Reply Content, then click Save(can choose the same ID who fills in Work Order Content)

Original Work Order Template

1234

Create Work Order
All Work Order Employee in the site

Perform
Designated by the Employee who Created the Work Order , The...

Approval
Work order test

Complete

Perform Settings

Time-out Alarm of Un-Take Work Order
0.5 hour 01 hour 02 hours 01 day
(min) Save

Timeout alarm mail: [To set](#)

Executor
Set

Set Performer

Allow Creator to Designate by Employee

The system will Assign Work Order to the Designated Performer automatically

Designated Performer [View](#)

Designated Team

Designated Work Type

Save Close

1.5.3 Approve setting, edit Approver for work order, then click Save

Original Work Order Template

1234

Create Work Order
All Work Order Employee in the site

Perform
Designated by the Employee who Created the Work Order , The...

Approval
Work order test

Complete

Approve Settings

UnApprove Time-out Alarm
0.5 hour 01 hour 02 hours 01 day
(min) Save

Timeout alarm mail: [To set](#)

Approver
Set

Set Approver

Customer: Other

Site: Inspection Site

Search

Inspection Site

Work order test

Select results

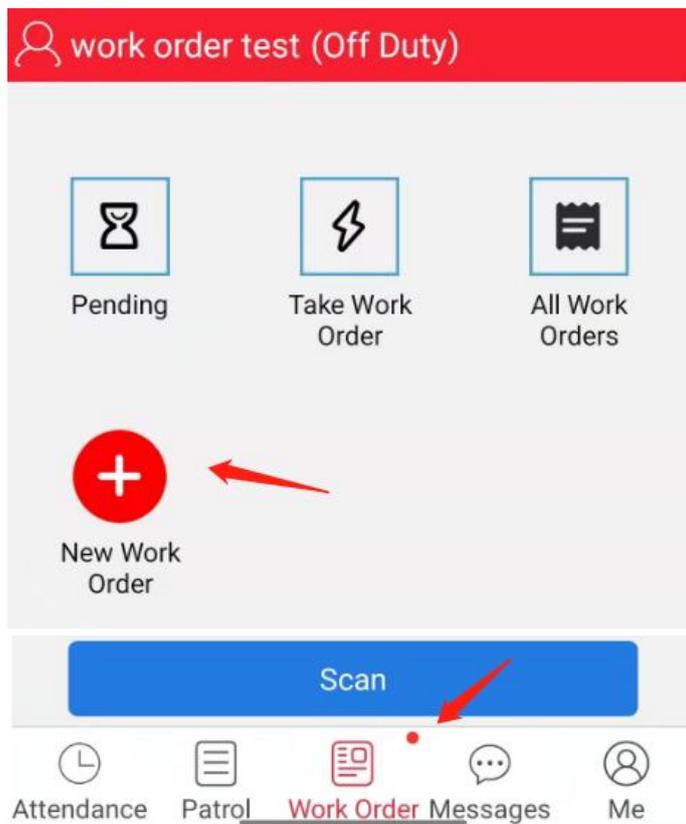
Work order test x

Reset Save Close

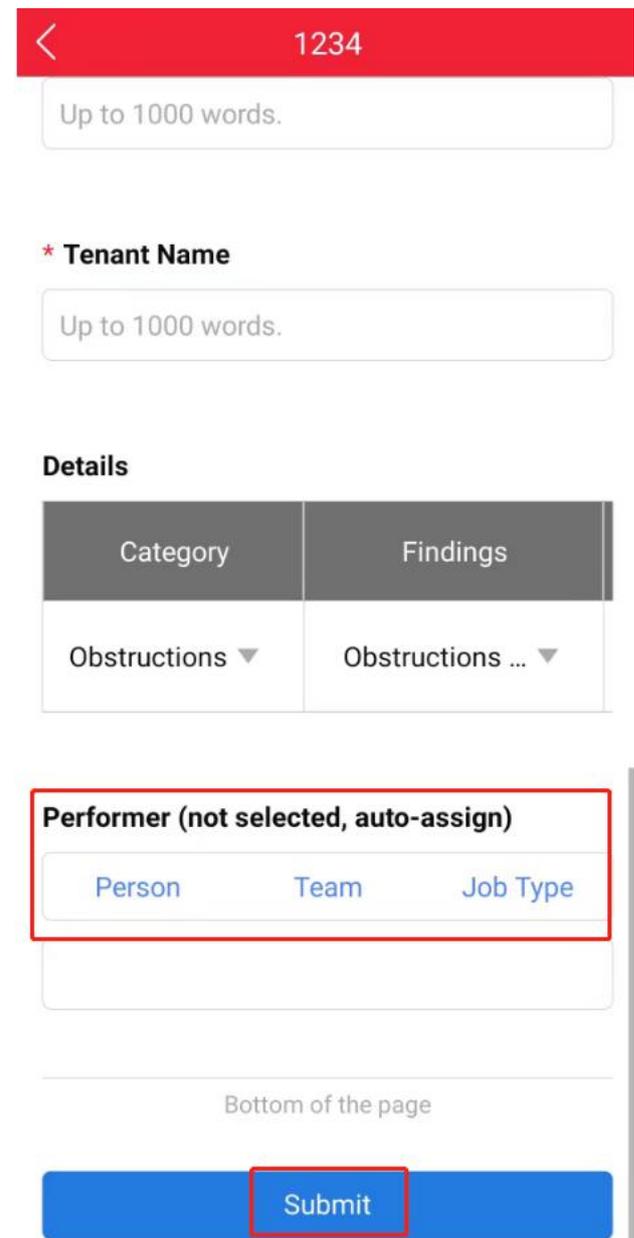
(can also choose the same ID who fills in **Work Order Content &Reply Content**, then only one ID can finish all work order process, this only suggests for testing. Normally need at least three different IDs)

Step 2 Fill in work order on APP

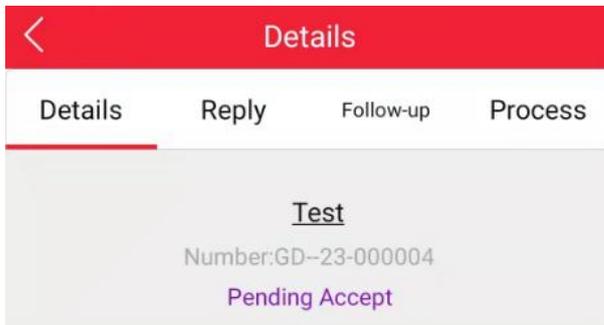
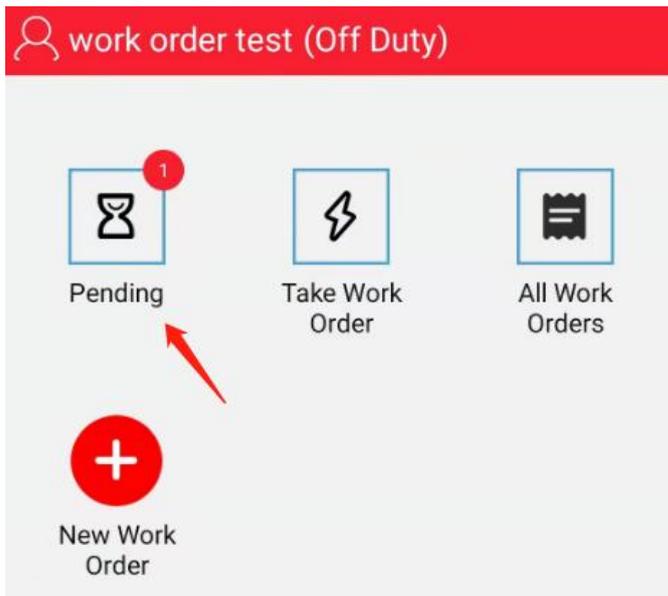
2.1 Click New Work Order to fill in



2.2 Choose the performer if need then click Submit



2.3 login Performer ID on APP to click Pending and Accept first, then click Perform to fill in Reply Content then click Complete



Related Person

Work order test

Inspected By

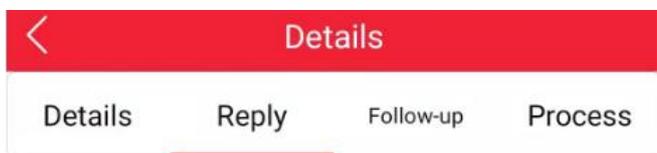
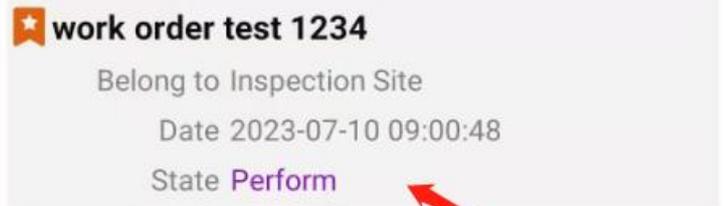
Jose Vinu Paul

Designation

Assistant - HSE | QA, HSE and Security

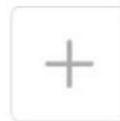
Inspection Date and Time

2023/07/11 10:19:51



Closure

* Closure picture



* Closure Date and Time

[Click Add](#)

Remarks

Up to 1000 words.

Bottom of the page



2.4 login Approver ID on APP to click Agree & Confirm to approve the work order

Pending

0 Pending Accept	0 Performing	0 Pending Authorize	1 Pending Approval
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work order test 1234
Belong to Inspection Site
Address Libayan Road Shenyang Academy of Instrumentation Science Co., Ltd.
Date 2023-07-10 14:36:05
State Pending Approve

Details

work order test 1234
Number:GD-23-000002
Pending Approve

Related Person

Work order test

HSE Inspection Report

Description

Inspected By

Abhilashkumar Vasudevan Pillai

Designation

Officer - HSE | QA, HSE and Security

Agree Disagree

Approve

Pass

Task Name

Test01

Remarks

Please Input

Performer

Work order test

Step 3 Check Work Order Report on PC

OGP Home Organization Patrol Form Work Order Monitoring / Review **Report**

- Patrol Report
- Form Report
- Work Order Report
 - Work Order Summary
 - Employee Work Order
 - Work Order Details**
 - Query Work Order by Work Order Number

3.1 Choose Site, Template Name & Time, then click Query

Customer: Other
Site: **Inspection Site**
Inspection Site
Template Name: 1234
W.O. Category: All
W.O. Sub Category: All
State: All
Submit: 2023-07-10 00:00:00 ~ 2023-07-10 23:59:59
Query Cancel

Work Order No	Task	Template Name	State	Executor	Submit	Accept	Completion	Type	Customer	Site	Urgency	Importance
GD--23-000002	work order test 1234	1234	Completed	Work order test	2023-07-10 14:36	2023-07-10 14:36	2023-07-10 14:39	-		Inspection Site		
GD--23-000001	work order test 1234	1234	In Progress	Work order test	2023-07-10 09:00	2023-07-10 09:10	-	-		Inspection Site		

3.2 Choose the columns need to show then can download summary report as Excel

Excel

- Work Order No
- Task
- Template Name
- State
- Executor
- Submit
- Accept
- Completion
- Type

3.3 Click magnifier icon to view more details

Excel

Reply Content			
Closure picture	Closure Date and Time	Remarks	
View	2023/07/10 14:38:15	gdgbx	
-	-	-	

Complete

- Complete
2023-07-10 14:39
- Approve Pass
Work order test
2023-07-10 14:39

View all

Work order test

work order test 1234
GD--23-000002

2023-07-10 14:36:05

Assignee

HSE Inspection Report

Description

Inspected By

View all

1234

[-/Inspection Site](#)

-/-

Complete

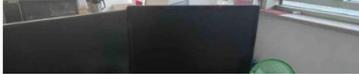
View all

Work Order Follow-up

Work Order Reply

Closure

Closure picture



View all

@Follow-up

Excel

1234

[-/Inspection Site](#)

-/-

Complete

View all

@Follow-up

Excel

Also can download details by click Excel