## External Scheduling Tool For Mainsaver<sup>©</sup> Users Guide

Upon launching the application, you will automatically be brought into a screen showing you all of the work orders and employees in the current Mainsaver© schedule. On the left side you will see those employees who have current work orders scheduled for them. Next to their names you will also see how many work orders are scheduled for them and how many total hours. If you click on an employee, you will see their schedule on the right hand side of the screen. The application is divided into two parts: A Rescheduling tool and a Full Scheduler.

File Home													1	
K Cut	Ascending	🌾 Selection *		New 100	spelling 🦨	ab Replac	e Calibri (D	tail)	9 • 日日 健健 例 •					
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Schedule Form														
GPL MAIN		- Sched	uling	Tool Fo	or Mai	ncaver	Datah	200						
OI LIVIAII		. Serieu	wo	assetno	Wrk Area	Freq Code -	Status - Pri	- Due Date	Double-click on any work o	rder to split (clone) the planned labor li workreg	<ul> <li>Employee .</li> </ul>	sched_date - S	ich Tirr 🗸 Ho	ours 🗸
0.0000	SHOW ALL	FILTER	C14721	5 VT9948	01		DO 5	5/21/20	08 Preventative Maintenance System K&R DO	TINSPECTION	Everts, John E.	9/25/2014	700	8
Bowes, Matthew	A. 777.00	1												
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Everts, John E.	8.00	1												
Agar, Jason P.	4.00	1												
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<b>▲</b>		Þ	Record: I4	< 1 of 1	• H→=	No Filter Sea	arch							
0	Schedule Repo	ort INDIVIDUAL		Date for Activity Reports	Work Ord	er Activity B	y Date INDI	IDUAL	LAUNCH FULL SCHEDULER	NOTE: This Main "re-scheduling form" hours may be edited in the FULL SCHE	' will not affect I DULER screen or	PLANNED hours	. Planned	
Save and Exit	Schedule	Report ALL		9/11/2014	Work	Order Activi	ty By Date A	.LL	Refresh					

## WOKING WITH CURRENT SCHEDULES USING THE RESCHEDULING TOOL

GPL MAINTENANCE -	- Schedu	ling T	ool Fo	r Main	saver	Data	abas	se	Double-click on any work order to split (clone) the plan
workgroups ELECTRICAL		wo 🚽	assetno 🚽	Wrk Area 🖕	Freq Code 🚽	Status 🚽	Pri 🚽	Due Date 🖕	workreq
	WOs -	C138224	HIL070	12		DO	5	1/10/2007	Electrical System-H.E. Repair lights
Baldry, Robert MECHANICAL	1								
OPERATIONS									

GPLIMAINTENANCE - Schedu													
			S	HOW ALL	J	FILT		C1					
1	name			Hrs	-	WOs	-						
	Baldry, Robert J.				3.00		1						

You can modify an existing employee schedule by:

- By changing (editing) **any one** of the following:
  - o Employee

- Schedule Date
- Schedule Time
- Hours
- Copying the work order to another employee's schedule
- Deleting a work order from an employee's schedule

If you change an employee on a work order (assign a work order to a different person), it will disappear from the current employee immediately after the change.

S	aver	Data	base		Do	uble-cli	ck on any w	ork order to split (clone) the planned labor line.						
1	wo -	assetno 🗸	Wrk Area -	Freq Code 🚽	Status 🕳	Pri 🖕	Due Date 🖕	workreg -	Employee	-	sched_date 💄	Sch Tirr 🕳	Hours -	
	C121806	BLDG8000	ТР		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond Shawn	Redmond, Shawn	13	6/4/2014	2334		3
	C121806	BLDG8000	ТР		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 hear recovery heat exchanger isolation valves and the boiler bypass vive. See Shawn for more info. scheduled to: Redmond, Shawn cholded to: Redmond Shawn	Palacio, Abel Phillips, Chris Pompa, Leoni Rebstock, Wa	ard ayne	368 341 150 353	12 03 SR0 03		
	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler b pass valve. Scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn	Recimination State Rodriguez, State Schreiner, Do Simpson, Trev Steiner, Nick	eve oug vor	171 366 346 362	SRO O1 INV O1		
									Svoboda, Bill Tamborski, Ri Temporary La VanPelt, Gary	ich ibore	367 330 r 004 345	LAB M2 UL M2		
									Wise, Eric Wright, Rob		356 373 317	M2 M2 C3		

Clicking on the Schedule Date will cause a calendar icon to appear (which you can use to pick the appropriate date).

wo 🚽	assetno 🗸	Wrk Area 💄 Freq Code 🔒	Status 🕳	Pri 🕳	Due Date 🚽	workreg		Emplo	yee	-	s	che	d_dat	e 🚽	Sch	Tirr 🕳	Hours -	
C121806	BLDG8000	TP	AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump	Re	dmor	id, Sł	hawr	٦		6/4	/2014		2334	3	E
						isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info		4		Ju	ine,	201	.4			6		
						scheduled to: Redmond, Shawn		Su	Мо	Tu	N N	/e	Th	Fr S	a			
C121806	BLDG8000	TP	AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn cholduled to: Redmond, Shawn	R	15 22	5 1 2 2	2 9 1 6 1 3 2	3 0 7 4	4 11 18 25	5 12 19 26	6 13 1 20 2 27 2	7 4 1 8	2335	3	
C121806	BLDG8000	TP	AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn	R	6	3	0 7	1 8 <u>T</u> oc	2 9 <b>day</b>	3 10	4	5	2336	1	

To add the same work order to an additional employee (without taking it away from the current employee), double click on the **record selector** to the left of the work order number. This will cause the work order to duplicate on the screen Once that happens, edit the duplicated copy and assign that one to a different employee.

ORK GROUP •	R	efresh	wo 🚽	assetno ,	- Wrk Area 🚽	Freq Code 🚽	Status 🚽	Pri 🚽	Due Date 🚽	workreq
name + Redmond, Shawn	Hrs - WO 9.00	5 •	121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot w isolation valves, the 2 heat recovery heat exchange See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond Shawn
Dembny Andre	3.00	1	0.21806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot v isolation valves, the 2 heat recovery heat exchanger See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond Shawn
Palacio, Abel	3.00	1	9121806	BLDG8000	ТР		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot w isolation valves, the 2 heat recovery heat exchanges See Shawn for more info.
	5.00	1								echadulad ta: Dadmand Shawa

Schedule Form														
Scheduling	Tool F	or	Mair	nsave	r Data	base		Do	ouble-cl	ick on any w	ork order to split (clone) the planned labor line.			
WORK GROUP	E		Refresh	/ wo	. assetno	- Wrk Area -	Freq Code 🕳	Status -	Pri 🕳	Due Date 🕳	workreg -	Employee 🚽	sched_date 🕳	Sch Tirr 🕳
Z name 👻 Redmond, Shawn	Hrs • 9.00	W	Os 🗸 3	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2334
Cain, Leslie	5.00		1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump	Redmond, Shawn	6/4/2014	2335
Dembny Andre	3.00		1	$\sim$							isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn			
Gonzalez, Joaquin	3.00		1	C121806	80068000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump	Redmond, Shawn	6/4/2014	2336
Palacio, Abel	3.00 1 3.00 1										isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info.			
Bielski, Ron	3.00		1								scheduled to: Redmond, Shawn			
				C121806	BLDOBOOO	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Radmond, Shawn	Redmond, Shawn	6/4/2014	2337
				$\sim$	/									

To delete a work order from an employee's schedule, simply click on the work order's **record selector** and click on the DELETE key on your keyboard.

chedule Form							/				
name	- H	rs 🚽	WOs 🗸	1	Z wo	- Employee	💂 selied_date 🚽	sched_ <del>ut</del>	Hours 🚽	org_date 🚽	
Crawford, Andrew I		3		1	R100003	8 Crawford,	5/31/2013	704	3	3/17/2009	
Davis, Ernest L.		3		1		AndrewT					
Meyering, Jeremy		3		1	$\checkmark$						
Bennett, Brian L.		2		1	R10000	Crawford.	5/31/2013	705	3	3/17/2009	
Bennett, Pete L.		2		1		Andrew I	-,,		-	-//	
Boer, Jon A.		2		1							
Bravo, Nicolas S.		2		1							
Carson, Lewis Jacob		2		1	$\mathbf{\nabla}$						
Chatman, Timothy		2		1							
Holmes, Craig K.		1		1							

To print an employee's schedule, double-click on the employee on the left hand side of the screen.

== S	Schedule Form														
	name	*	Hrs 🚽	WOs		2	wo 🚽	Employee	-	sched_date 🖕	sched_ <del>«</del> †	Hours 🖕	org_date 🚽		
	Crawford, Andrew I		3	÷	1		R100010	Bennett,		5/10/2013	700	2	3/17/2009		
	Davis, Ernest L.		3	4	1			Brian L.	-						
	Mevering, leremy		3		1										
$\triangleleft$	Bennett, Brian L.		2		1										
	Bennett, Pete L.		2		1										
	Boer, Jon A.		2		1										
	Bravo, Nicolas S.		2	1	1										
	Carson, Lewis Jacob		2		1										
	Chatman, Timothy		2	2	1										
	Holmes, Craig K.		1		1										

This will launch the print preview screen from which you may print the employee's schedule.

							Friday, Marc	h 07, 2014	2:44:0
Walters, I	Mark A.		Em	ploy	vee W	ork Schedule			
Vork Orde	r Asset Number	Pri	i Org Date	W.A.	Status	PM Freq	Originator	Schedule Date	Hours
C147373	RP657	5	5/27/2008	01	IWM		Miedema, Dustin	7/16/2008	0
Brake Sys	tem Needs brakes	1st ax	le right side.	Wheel	seal an	d hubcap leaking 3rd	l axle left side		
C149022	DT126	5	8/14/2008	01	IWM		MARK WALTERS	8/14/2008	0
Attachme	ntsREPAIR TARP S	YSTEM	I						
C150698	J D663	5	10/31/2008	01	IWM		MARK WALTERS	10/31/2008	0
Brake Sys	tem REPLACE BAD	SLACK	ADJUSTER						
C150874	RP679	5	11/10/2008	01	IWM		MARK WALTERS	11/10/2008	0
Body/Exte	erior REPAIR BODY	AS NE	EDED						
C151502	GH709	5	12/16/2008	01	IWM		MARK WALTERS	12/16/2008	0
Axles SER	VICE CALL TO REPL	ACE H	IUB						
C149899	GL715	5	9/25/2008	01	IWM		antonio a soto	12/19/2008	0
Air Systen	CK AIR LEAK OF	N SELN	IOID						
C151564	DT7803	5	12/22/2008	01	IWM		MARK WALTERS	12/22/2008	0
Body/Exte	erior REPAIR BODY	AS NE	EDED						
C152408	VT9939	5	2/10/2009	01	IWM		MARK WALTERS	2/10/2009	0
Body/Exte	erior REPLACE DOC	DR LAT	СН			<u></u>			
C152893	DT0526	5	3/4/2009	16	IWM		MARK WALTERS	3/4/2009	0
Hydraulics	BOX JERKS WHILI	E LOW	ERING	-					
C150663	LP633	5	10/30/2008	01	IWM		Capel, Sarah K.	3/10/2009	0
Axles Whe	el seals are leakin	g	1						
C153256	RP667	5	3/24/2009	01	IWM		MARK WALTERS	3/24/2009	0
Brake Sys	tem ABS LIGHT ST/	AYS OI	N			L	1	1	
C153497	VT464	5	4/6/2009	01	IWM		MARK WALTERS	4/6/2009	0
Electrical	Components for V	ehichl	es and Traile	rs Othe	er than I	H.E. REPAIR LIGHTS A	ND WIRING AS N	EEDED	
P117532	DT0525	4	3/31/2009	01	IWM	6 Week Service		4/7/2009	0
Preventat	ive Maintenance S	System	/ serviced tr	ailer		l			
C153516	DT0526	5	4/7/2009	16	IWM		MARK WALTERS	4/7/2009	0
Attachme	nts TARP SYSTEM	NOT V	VORKING PRO	OPERLY	(				_
C153539	VE0809	5	4/8/2009	01	IWM		MARK WALTERS	4/8/2009	0
Body/Exte	erior FREE UP HITC		ER PAINT AN	D CHE	CK LIGH	TS ON PUP		4/0/2003	- ×
C153566	DT0526	5	4/9/2009	16	IWM		MARK WALTERS	A/9/2009	n
AirSysten	REPLACE SOL VA			10	1.44.141		MARK WALLENS	4/3/2003	
a set of the later							I	1	
C152612	R D5 74	=	4/13/2000	0.2	11078.4		MARKIMALTERS	//12/2000	

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## THE FULL SCHEDULER

The Full Scheduler will allow you to do everything that you can do with the Rescheduling Tool with the added capabilities of seeing every OPEN work order in your Mainsaver<sup>©</sup> system.

LAUNCH FULL SCHEDULER

The default view of the Full Scheduler will show all open work orders sorted first by Name (scheduled to) descending (so that scheduled work orders are all at the top of the screen) and then by the work order number ascending. The sort can be easily overridden by clicking into any filed and then clicking on the sorting function at the top of the screen.

Ascending Z Descending

A+ Descending

Along with some added features, the Full Scheduler has the identical functionally as the Rescheduling tool:

- By changing (editing) any of the following:
  - o Employee
  - o Schedule Date
  - Schedule Time
  - Hours
- Copying the work order to another employee's schedule
- Deleting a work order from an employee's schedule

The Full Scheduler also allows you to:

- Add ANY open work order to an employee's schedule
- Perform searches and add filters (similar to querying in Mainsaver<sup>©</sup>) to the work order list.

A		М	lainsaver Scheduling Tool
File Home			
Cut X Selection *	New 🌮 Spelling 👬 🧯	e Replace	an se
Paste Filter	Refresh More Find	GoTo*	
→ A Remove Sort Y Toggle Filter	All - X Delete - More	Select *	
Clipboard Sort & Filter	Records Fir	d Text Formatting	15
Schedule Form 🔚 wkaw-staging			
Full Scheduler	Group WO First Letter ■ All O C O D O	P ©R ©T	Commit Changes
wo Asset Short Desc Status PM Group PM Freq Code Due Date	Work Requested	Wrk Group Org Date Wrk Area Pri Employee	Date Hrs Sched Craft Hrs Plan Time
C121806 BLDG8000 BUILDING AND GROUNDS DEW	Please replace all hot water plug valves	MAINTENAN( 10/12/2011 TP 8 Redmond, Sha	awn 🐱 6/4/2014 3 2334
AWL 4/9/2012	on the hot water loop. This includes the		M2 280 Hrs
C121806 BLDG8000 BUILDING AND GROUNDS DEV	Please replace all hot water plug valves	MAINTENAN( 10/12/2011 TP 8 Redmond, Sha	wn
AWL 4/9/2012	on the not water loop. This includes the	MAINTENANC 10/12/2011 TD 0 Dedreed She	M2 280 Hrs
AMU AVAILABLE AVAILAB	on the hot water loop. This includes the	MAINTENANG 10/12/2011 IP 8 Reamond, Sha	IWN V 0/4/2014 5 2550
C121805 BLDG8000 BUILDING AND GROUNDS DEV	Please replace all hot water plug valves	MAINTENAN( 10/12/2011 TP 8 Redmond Sha	- 6/4/2014 3 2337
	on the hot water loop. This includes the	MANTENANC 10/12/2011/1 0 Incumond, sic	M2 280 Hrs
C121553 MISCDDSD MISC ITEMS ON AND OFF SITE	Remove the bollards and old sampling	MIS 8/11/2011 TP 4 Palacio Abel	<ul> <li>1/11/2014 3 928</li> </ul>
DO 9/8/2011	lines between the ERB and chemical		12 2 Hrs
C121806 BLDG8000 BUILDING AND GROUNDS DEV	Please replace all hot water plug valves	MAINTENAN( 10/12/2011 TP 8 Gonzalez, Joa	auin 🖌 6/4/2014 3 2334
AWL 4/9/2012	on the hot water loop. This includes the		03 40 Hrs
C121806 BLDG8000 BUILDING AND GROUNDS DEW	Please replace all hot water plug valves	MAINTENANC 10/12/2011 TP 8 Dembny Andr	e 🖌 6/4/2014 3 2333
AWL 4/9/2012	on the hot water loop. This includes the		M2 280 Hrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2 Cain, Leslie	▼ 6/27/2014 5 701
DO 1/12/2000	to heavy grease buildup.Can tv lines on		SRO 33 Hrs
C121806 BLDG8000 BUILDING AND GROUNDS DEW	Please replace all hot water plug valves	MAINTENAN( 10/12/2011 TP 8 Bielski, Ron	<ul> <li>6/4/2014 3 2332</li> </ul>
AWL 4/9/2012	on the hot water loop. This includes the		M3 280 Hrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	▼ 700
DO 1/12/2000	to heavy grease buildup.Can tv lines on		CON 5 Hrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	▼ 700
DO 1/12/2000	to heavy grease buildup.Can tv lines on		03 0 Hrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	▼ 700
	to neavy grease buildup.Can tv lines on		02 3 Hrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	unronic cleaning schedule required due	TECH SERVICE 1/11/2000 SA 2	700
	Chronic cleaning achadula required due	TECH SERVICE 1/11/2000 SA 2	UI OHrs
DO 1/12/2000	to heavy grease buildup Can ty lines on	IECH SERVICI 1/11/2000 SA Z	MM OHrs
C100734 CW05808-CW05 SANITARY MAIN UNE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	700
DO 1/12/2000	to heavy grease buildup.Can ty lines on	1/11/2000 BA 2	MIS OHrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	700
DO 1/12/2000	to heavy grease buildup.Can ty lines on		M3 OHrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	▼ 700
DO 1/12/2000	to heavy grease buildup.Can tv lines on		M2 0 Hrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	▼ 700
DO 1/12/2000	to heavy grease buildup.Can tv lines on		13 0 Hrs
C100734 CW05B08-CW05 SANITARY MAIN LINE	Chronic cleaning schedule required due	TECH SERVICI 1/11/2000 SA 2	▼ 700

If you right click into any field, you will be presented with a search tool.

42		1 1 1 1 1 1 1		1	730/2008			
		C150663	LP633	Lugger Pup Dou	ble Trailer	Axles Wheel seals are leaking	LPM TRUCK	10/30/20
		IWM		1	.1/4/2008			
		C150698	JD663	Roll-Off Joe Dog	gTrailer	Brake System REPLACE BAD SLACK	LPM TRUCK	10/31/20
		IWM		1	1/5/2008	ADJUSTER		
		C150874	RP679	Trailer R.O. 7 A	de	Body/Exterior REPAIR BODY AS NEEDED	LPM TRUCK	11/10/20
		IWM		1	1/15/2008			
	►	C1515	0.0200	a + 1 - 01 -	Side	Axles SERVICE CALL TO REPLACE HUB	LPM TRUCK	12/16/20
		IWM 🕺	Cu <u>t</u>		/21/2008			
		C1515 🖹	<u>С</u> ору			Body/Exterior REPAIR BODY AS NEEDED	LPM TRUCK	12/22/20
		IWM 👝	Dacta		/27/2008			
<u>e</u>		C1524	<u>Faste</u>		toughton	Body/Exterior REPLACE DOOR LATCH	LPM TRUCK	2/10/20
ar		IWM 🛔	IWM 1 Sort A to Z		15/2009			
-		C1526 Z	Sort 7 to A		o Dbl Pup	Hydraulics BOX JERKS WHILE LOWERING	LPM TRUCK	3/4/20
음		IWM A	* <u>50</u> 112 to A					
ga		01532	Clear filter fro	m wo	e Pup	Brake System ABS LIGHT STAYS ON	LPM TRUCK	3/24/20
avi		IWM	Text Filters	•	29/2009			
Ž		C1534	Text Litters			Electrical Components for Vehichles and	LPM TRUCK	4/6/20
		IWM	Equals "C1515	502"	L1/2009	Trailers Other than H.E. REPAIR LIGHTS		
		C1535	Does Not Fau	al "C151502"	m Dbl Pup	Attachments TARP SYSTEM NOT	LPM TRUCK	4/7/20
		WM	Does <u>n</u> or Equ		L2/2009	WORKING PROPERLY		
		C1535	Contains "C15	51502"	htliner	Body/Exterior FREE UP HITCH AFTER	LPM TRUCK	4/8/20
		IWM	Does Not Cor	tain "C151502"	3/2009	PAINT AND CHECK LIGHTS ON PUP		
		C1535			m Dbl Pup	Air System REPLACE SOL. VALVE FOR AIR	LPM TRUCK	4/9/20
		IWM >	Delete		14/2009	AXLE		
		Los coces	00074		1		LONA TOLLOW	4/40/00

If you choose the text filter you can search for a value on a work order in any of the fields on the screen.

The example below shows a search by work order number.

## Right click

			1.0			101 -	1200				
	$\Box$	C14902	22 C	T126	Double Traile	r			AttachmentsR	EPAIR TARP SYSTEM	
		IWM				8/1	9/20	08			
		C14934	15 C	)T127	Double Traile	r			Body/Exterior	PATCH HOLE IN FLC	
		DO				9/7	/2008		JUST ENOUGH TO GET BUY FOR NO		
	►	C1498	¥	Cut			ide		Air System Ch	AIR LEAK ON SELNO	
		IWM	00	cur			0/20	08			
		C1506		<u>С</u> ору			Trai	ler	Axles Wheel s	eals are leaking	
		IWM	B	Paste			4/20	08			
		C1506					ailer		Brake System	REPLACE BAD SLACK	
		IWM	ż.	, <u>S</u> ort A to Z	Sort A to Z			08	ADJUSTER		
		C1508	Z	Sort Z to A					Body/Exterior	REPAIR BODY AS NE	
		IWM					15/2	008			
		C1515(		Clear filter fr	Clear filter from wo		ide		Axles SERVICE CALL TO REPLACE HU		
		IWM		Text Filters	Text <u>F</u> ilters			Equals			
		C1515(							15-1-1-5	PAIR BODY AS NE	
		IWM		Equals "C149	899*			Does No	t Equal		
e		C15240		Does Not Eq	ual "C149899"			Begins \	With	PLACE DOOR LAT	
ar		IWM		Contains *C1	optains "C149899"			Does No	t Begin With		
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There are also a number of advanced filterng features offered aty the top of the screen. These are useful for searching on more than one field at the same time.



Filter by form will launch a blank record which you can use as a search. Simply fill out any fields you want. Keep in mind that if you wish to do a partial search (**like** as opposed to **equal** in Mainsaver's query builder), surround that value with asterisks. See the example below searching on the word CRANE using like (wildcard) functionality.

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	AWL		4	4/9/2012	on the	hot water	loop. This incl	ludes the	-						M2	280 H	irs
	C121806 BLD	G8000	BUILDING AND G	GROUNDS DEV	Please	e replace a	II hot water plu	ıg valves	MAINTE	NANC	10/12/2011 TP	8	Redmond, Shawn	-	6/4/2014	3	2335
	AWL		4	4/9/2012	on the	hot water	loop. This incl	ludes the							M2	280 H	irs
	C121806 BLD	G8000	BUILDING AND G	GROUNDS DEV	Please	e replace a	II hot water plu	ig valves	MAINTE	NANC :	10/12/2011 TP	8	Redmond, Shawn	-	6/4/2014	3	2336
	AWL		4	/9/2012	on the	e hot water	loop. This incl	ludes the							M2	280 H	Irs
	C121806 BLD	G8000	BUILDING AND G	GROUNDS DEV	Please	e replace a	II hot water plu	ig valves	MAINTE	NANC :	10/12/2011 TP	8	Redmond, Shawn	-	6/4/2014	3	2337
	AWL		4	4/9/2012	on the	e hot water	loop. This incl	ludes the						_	M2	280 H	irs
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	DO		9	9/8/2011	lines	between the	e ERB and chem	nical						_	12	2  -	irs
	C121806 BLD	G8000	BUILDING AND G	GROUNDS DEV	Pleas	e replace a	II hot water plu	ig valves	MAINTE	NANC :	10/12/2011 TP	8	Gonzalez, Joaquin	-	6/4/2014	3	2334
	AWL		4	1/9/2012	on the	e hot water	loop. This incl	udes the						_	03	40 H	irs
	C121806 BLD	G8000	BUILDING AND G	GROUNDS DEV	Please	e replace a	II hot water plu	ig valves	MAINTE	NANC :	10/12/2011 TP	8	Dembny Andre	-	6/4/2014	3	2333
	AWL		4	1/9/2012	on the	hot water	loop. This incl	udes the						_	M2	280 H	irs
	C100734 CW	05B08-CW	05 SANITARY MAIN	LINE	Chron	ic cleaning	schedule requ	ired due	TECH SE	RVICI	1/11/2000 SA	2	Cain, Leslie	•	6/27/2014	5	701
	DO		1	1/12/2000	to hea	vy grease l	ouildup.Can tv	lines on					1	_	SRO	33 H	irs
	C121806 BLD	G8000	BUILDING AND G	GROUNDS DEV	Please	e replace a	II hot water plu	ig valves	MAINTE	NANC :	10/12/2011 TP	8	Bielski, Ron	-	6/4/2014	3	2332
	AWL		4	/9/2012	on the	hot water	loop. This incl	ludes the				-			M3	280 H	irs
	C100734 CW	05B08-CW	05 SANITARY MAIN	LINE	Chron	ic cleaning	schedule requ	ired due	TECH SE	RVICI	1/11/2000 SA	2					700
	DO		1	1/12/2000	to nea	ivy grease i	buildup.Can tv	lines on				-			CON	5 H	rs
	C100/34 CW	05808-CW	05 SANITARY MAIN	LINE	Chron	ic cleaning	schedule requ	lired due	TECH SE	RVICI	1/11/2000 SA	2		•		-	/00
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Once you build your "filter by form", click the Toggle Filter button to run your search.

V ggle Filter

To revert back to an unfiltered list, click on the Toggle Filter button again in either the top of the screen or at the very bottom of the screen.

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C121553	MISCDDSD	MISC ITEMS C	N AND OFF SITE	Remove the bollards and old sampling	MIS
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C121806	BLDG8000	BUILDING AND	GROUNDS DEW	Please replace all hot water plug valves	MAINTENA
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DO			1/12/2000	to heavy grease buildup.Can tv lines on	
C100734	CW05B08-CW05	SANITARY MA	IN LINE	Chronic cleaning schedule required due	TECH SERV
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DO			1/12/2000	to heavy grease buildup.Can tv lines on	
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There are many more advanced search tools available in the application however the most common ones have been covered.

To save your changes, click on the COMMIT CHANGES button. This will return you to the Rescheduling Tool where you can see your changes on the individual employees.

Commit Changes

To exit the application, click on the EXIT button.



