

DataSplice®

Mobile Computing

Remote Client User Manual

Work Order Views

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Introduction

Purpose

This manual details the usage and behavior of the DataSplice Remote Client. The views examined in this guide represent a typical set of work order views for a Computerized Maintenance Management System (CMMS) environment. This guide will discuss the typical behavior of these views when used under normal conditions.

It is important to remember that other implementations may require completely different views. All views can be completely customized to fulfill the specific needs of any application. Modifications made to the views by administrators are not reflected in this document.

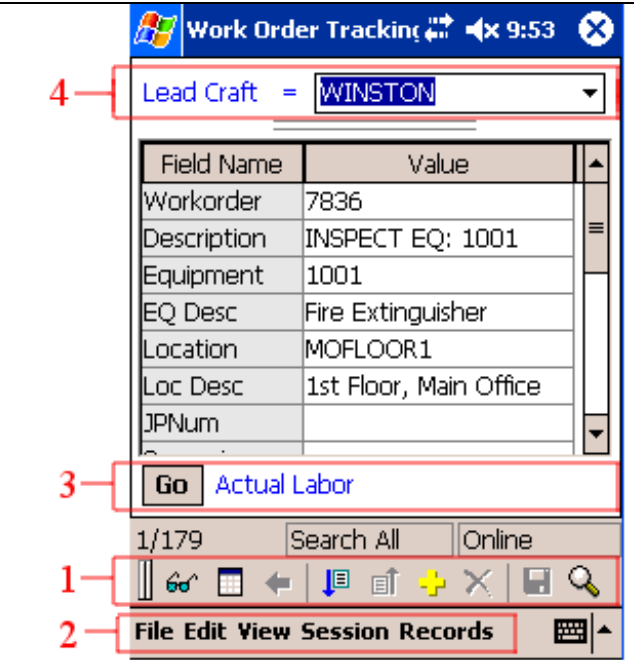
For additional documentation and support resources, please visit <http://support.datasplice.com>.

Version Information

The information in this document is valid and current with DataSplice version **2.3.10.0**.






User Interface





The first step in learning how to successfully use the DataSplice Remote Client is to familiarize yourself with the user interface of the program. The user interface can be broken down into a few important general sections:

User Interface																	
<ol style="list-style-type: none"> 1. Toolbar Buttons 2. Menus 3. Navigation 4. Filters 	 <p>The screenshot shows the 'Work Order Tracking' application window. At the top, the title bar reads 'Work Order Tracking' and the system tray shows '9:53'. Below the title bar is a dropdown menu for 'Lead Craft' with 'WINSTON' selected, indicated by a red box and the number 4. Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Workorder</td> <td>7836</td> </tr> <tr> <td>Description</td> <td>INSPECT EQ: 1001</td> </tr> <tr> <td>Equipment</td> <td>1001</td> </tr> <tr> <td>EQ Desc</td> <td>Fire Extinguisher</td> </tr> <tr> <td>Location</td> <td>MOFLOOR1</td> </tr> <tr> <td>Loc Desc</td> <td>1st Floor, Main Office</td> </tr> <tr> <td>JPNum</td> <td></td> </tr> </tbody> </table> <p>Below the table is a 'Go Actual Labor' button, indicated by a red box and the number 3. Below that is a status bar showing '1/179', 'Search All', and 'Online'. At the bottom is a toolbar with various icons, indicated by a red box and the number 1. Below the toolbar is a menu bar with 'File Edit View Session Records', indicated by a red box and the number 2.</p>	Field Name	Value	Workorder	7836	Description	INSPECT EQ: 1001	Equipment	1001	EQ Desc	Fire Extinguisher	Location	MOFLOOR1	Loc Desc	1st Floor, Main Office	JPNum	
Field Name	Value																
Workorder	7836																
Description	INSPECT EQ: 1001																
Equipment	1001																
EQ Desc	Fire Extinguisher																
Location	MOFLOOR1																
Loc Desc	1st Floor, Main Office																
JPNum																	

Toolbar Buttons

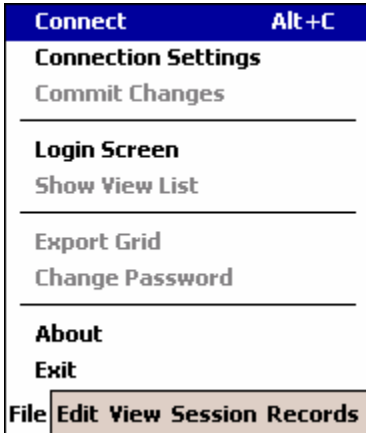
The user interface of the DataSplice Remote Client has numerous components. One of these components is the toolbar, which is composed of a series of buttons. The following is a brief explanation of these toolbar buttons.

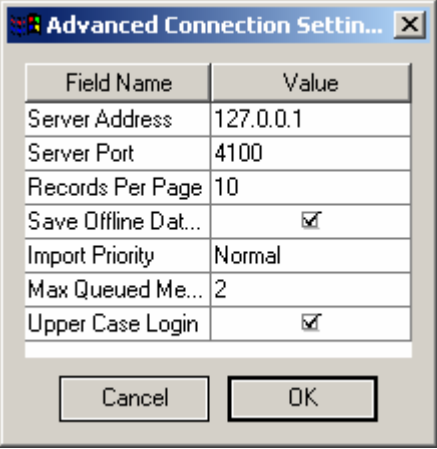
Show View List	
	This button displays the list of views available to the user. Changes made to the view display or records while in a view are not affected by navigating to the view list. For example, a user has set a view to sort in descending order and then navigates off the view. When the user returns to the view, the sort will appear as the user left it.
Toggle Display	
	This button switches the view between grid display and vertical display for the current view. Grid mode displays <i>multiple</i> records at one time. Records are displayed horizontally, one record per line. Grid mode is especially useful while searching through records. Vertical mode displays <i>one</i> record at a time. Field names are displayed in a column on the left side of the screen. The corresponding values are displayed on the right. Vertical mode is optimal for editing records.
Back	
	This button navigates the user through previous views. This is similar to using the Back button in a web browser.
Next	
	This button displays the next record(s). When in vertical display mode, tapping this button will take you to the next record in the current set. When in grid display mode, tapping this button will show you the next <i>set of records</i> .
Previous	
	This button displays the previous record(s). When in vertical display mode, tapping this button will take you to the previous record in the current set. When in grid display mode, tapping this button will show you the previous <i>set of records</i> .

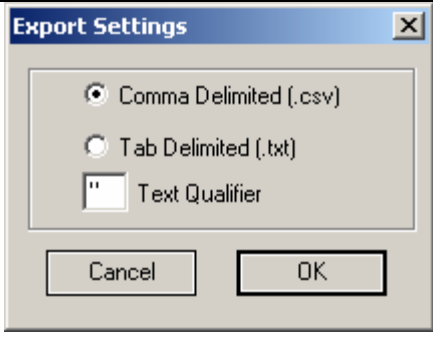
New Record	
	This button creates a new record in the designated view. The new record may be blank, may have some fields populated with default values, or may have all values from an originating record duplicated.
Delete Record	
	This button removes the selected record <i>permanently</i> . Note: Items deleted are not sent to the Recycle Bin, and the Delete command cannot be reversed.
Commit Changes	
	This button saves all record modifications. Records are committed in the order in which they are modified. To view the list of modifications, select Modification History from the View menu.
Search	
	This button retrieves specified records. Filter fields define the criteria upon which the records will be searched.

Menus

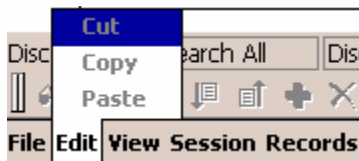
File Menu



<p>Connect</p>	<p>Tapping on this menu item connects the Remote Client to the DataSplice Server. When connected, this menu item changes to Disconnect, at which time tapping it will <i>disconnect</i> the Remote Client from the DataSplice Server.</p>
<p>Connection Settings</p>	<p>Tapping this item opens the Advanced Connection Settings dialog box:</p>  <p>This area specifies the address of the DataSplice Server, along with other properties like the number of records to view per page.</p>
<p>Commit Changes</p>	<p>Tapping this menu item saves all record modifications. Records are committed in the order in which they are modified. To view the list of modifications, select Modification History from the View menu.</p>
<p>Login Screen</p>	<p>Tapping this selection opens the Login screen. This action does not affect the connection status.</p>
<p>Show View List</p>	<p>Tapping this option opens the list of views available to the user logged in. The view list displayed is based on the class of the most recent view. To view another view class or all available views, select the appropriate option from the Select View dropdown box.</p>
<p>Export Grid</p>	<p>Tapping this item opens the Export Settings dialog box:</p>

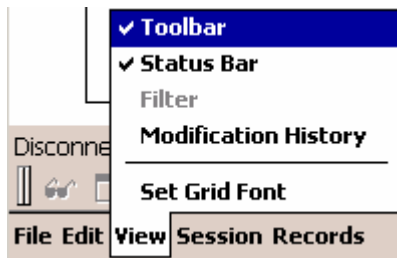
	 <p>Exporting a grid sends all visible information from the current view to an external file.</p>
<p>Change Password</p>	<p>This opens the Change Password dialog box. DataSplice users can change their passwords at any time. Additionally, some users may be required to change their password by the DataSplice Administrator. Contact the DataSplice Administrator if your password is lost or compromised.</p>
<p>About</p>	<p>This opens the About DataSplice dialog box. This box contains read-only information about the current version of the Remote Client application.</p>
<p>Exit</p>	<p>This closes the DataSplice Remote Client application. If the Save Offline Data to Disk option is selected and the user has an offline session, record modifications will be cached. The user is asked to commit data upon disconnect and reconnect.</p>

Edit Menu



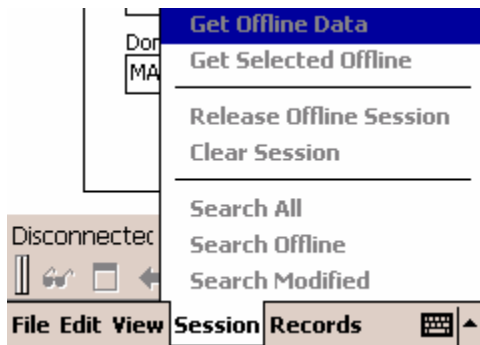
<p>Cut</p>	<p>The Cut command places the selected data into the clipboard and deletes it from its current position. Copying, cutting and pasting information reduces the likelihood of data entry errors and keeps information in the same format. Some underlying databases are case-sensitive, which means that filtering on <i>Joe Smith</i> will provide a different set of records than filtering on <i>JOE SMITH</i>.</p>
<p>Copy</p>	<p>The Copy command places the selected data into the clipboard without affecting the data itself.</p>
<p>Paste</p>	<p>The Paste command places information currently in the clipboard into the selected field.</p>

View Menu



Toolbar	When checked, the Toolbar is visible.
Status Bar	When checked, the Status Bar is visible.
Filter	When checked, the Filter fields are visible. This option will appear grayed out for users who have had this option removed by an Administrator with the <i>DS_NO_FILTER</i> attribute.
Modification History	Modification History displays all record modifications in the order in which they were completed.
Set Grid Font	Changes the type size of the characters within the data grid. You may choose from any fonts installed on your Windows platform.

Session Menu



Get Offline Data	Retrieve records marked as Offline . A green circle indicates the records that are available offline. This circle is viewable in both online and offline mode. View definitions determine which records are marked as Offline by default. The user can select which offline views they wish to download by checking the box next to the view in the Offline Views dialog. This allows static views, views that don't change, to be skipped, which reduces the time it takes to download offline data.
Get Selected Offline	Add records that are not marked as Offline records to the set of records available offline.
Release Offline Session	This return offline license to the license pool. After an offline session is released, the session becomes online-only until new offline records are retrieved.
Clear Session	This clears the current session.
Search All	The Search All option queries all the records that have been committed to the database. This option is only available while online. Uncommitted modifications will not be reflected in the query. Therefore, to avoid inaccurate searches, it is a good idea to commit all changes before searching.
Search Offline	The Search Offline option queries local records that have been marked as <i>Offline</i> records.
Search Modified	The Search Modified option queries only local records which have uncommitted modifications.

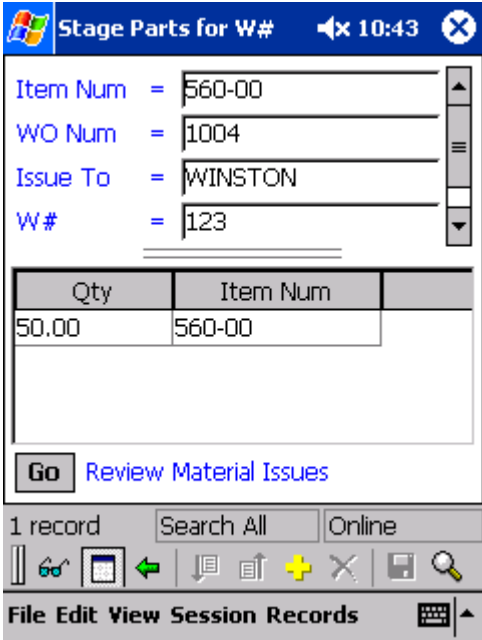
Records Menu



Narrow Search	Adds the currently highlighted field to the filter.
Clear Screen	The Clear Screen command resets the filter to the default criteria and clears any displayed records.
Reset Record Changes	The Reset Changes command reverts the record to the last committed version.
Apply Record Changes	The Apply Record Changes command commits changes to the selected record only.
Delete Record	The Delete Record command deletes an entire record from the database.
New Record	The New Record command creates a new blank record. Fields with default values will be auto-populated.
Edit Complex Filter	Opens the filter in grid mode. Conditions inserted in the same column are run with the <i>AND</i> operator. Different columns are concatenated together in the filter using an <i>OR</i> condition.

Navigation

On certain views, it may be possible to navigate to other views which have a special relationship to the one you are currently looking at. In such instances, you can use the navigation links towards the bottom of the window to move to that other related view.

Navigation	
	<p>To navigate to the associated view for the current record:</p> <ol style="list-style-type: none"> 1. Tap the navigation menu. It is displayed in blue next to the Go button. 2. From the navigation links, select the work process of interest, such as Review Material Issues. 3. Tap the Go button. This will navigate you to the selected screen, such as Review Staged Parts, and automatically filter the record selection based on the record you are navigating from.

Filters

As you are looking at views in the DataSplice Remote Client, you may want to search for particular items in the view that meet specific criteria. The filter field determines the criteria used to retrieve records from the database. The records returned from the query will have the same value in the specified field.

Filter Operators

Filter operators allow you to choose how you would like to compare the field in question and the value of that field you want to find.

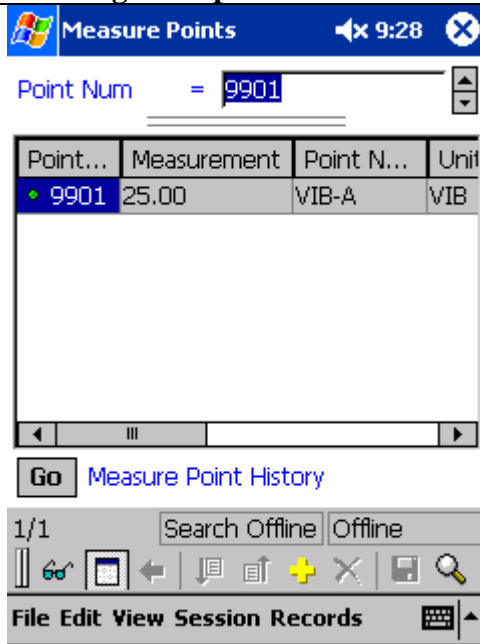
=	Equal to
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
<>	Not equal to
IS NULL	Returns values which are null
IS NOT NULL	Returns values which are not null

Wildcards

A wildcard is a placeholder for characters that do not have to be specified. Wildcards can be used in the filter field. For example, the records for all employees whose employee numbers begin with 27 can be retrieved by using a wildcard. In this case, the filter field would be **Employee Number**, and the value in the field would be 27%. The percent sign indicates that anything can follow the 27. In this particular case, all of the following numbers could be returned: 27, 270, and 27462983.

Simple Filters

Creating a Simple Filter



Measure Points 9:28

Point Num = 9901


Point...	Measurement	Point N...	Unit
9901	25.00	VIB-A	VIB

Go Measure Point History

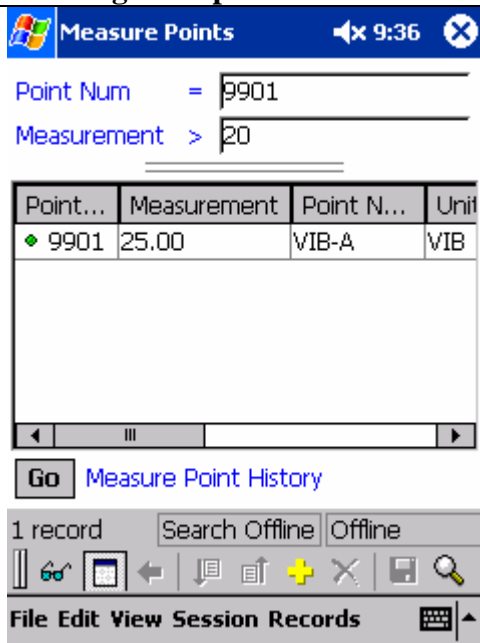
1/1 Search Offline Offline

File Edit View Session Records

To create a simple filter:

1. Tap the blue filter field. A dropdown box will appear.
2. From the dropdown list, choose the field you would like to search on, such as **Point Num**.
3. Tap on the blue “=” character to choose which operator you would like to use. For more information, please see the **Filter Operators** section above.
4. In the text field, enter the value you would like to find.
5. Tap the **Search** button  to retrieve the records.

Creating Multiple Filters



Measure Points 9:36

Point Num = 9901

Measurement > 20


Point...	Measurement	Point N...	Unit
9901	25.00	VIB-A	VIB

Go Measure Point History

1 record Search Offline Offline

File Edit View Session Records

To create multiple filters:

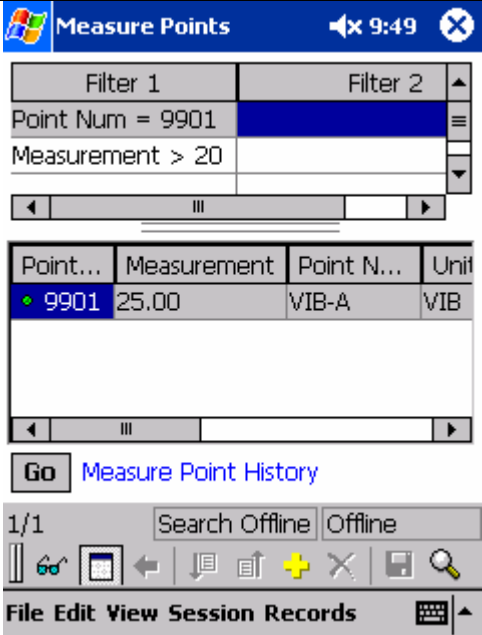
1. Tap the blue filter field. A dropdown box will appear.
2. From the dropdown list, choose **Add New Field**. Another filter field will appear below the original one.
3. Tap the new filter field. The same dropdown box will appear. From the dropdown list, select the field of interest.
4. Tap on the blue “=” character next to each filter field to choose which operator you would like to use for each of the filter fields. For more information, please see the **Filter Operators** section above.
5. In the text fields, enter values to search on for both filter fields.
6. Tap the **Search** button  to retrieve the records.

Complex Filters

Complex filters are more powerful than simple filters because they can be combined to further refine the data displayed.

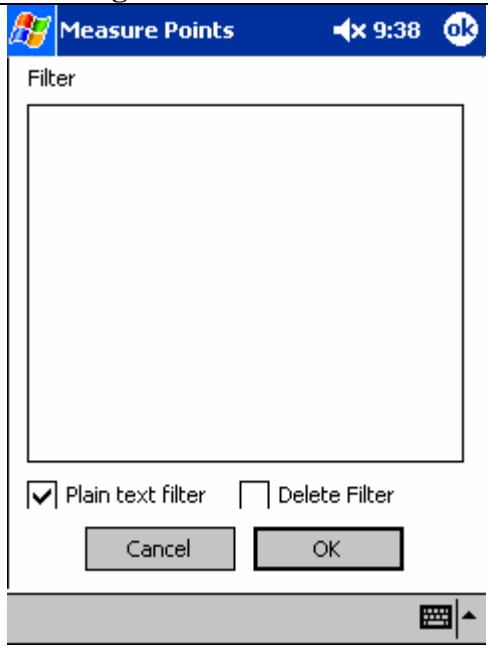
Filters in the same *column* are joined with an *AND* operation. The records retrieved must meet all of the conditions of *all of the filters* in that row.

Filters in the same *row* are joined by an *OR* operation. The records retrieved must meet all of the conditions of *at least one of the filters*.

Creating Complex Filters									
 <p>The screenshot shows the 'Measure Points' application interface. At the top, there is a status bar with the time 9:49. Below it, a filter grid is visible with two columns: 'Filter 1' and 'Filter 2'. Under 'Filter 1', the conditions are 'Point Num = 9901' and 'Measurement > 20'. Below the filter grid is a data table with the following content:</p> <table border="1"> <thead> <tr> <th>Point...</th> <th>Measurement</th> <th>Point N...</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>9901</td> <td>25.00</td> <td>VIB-A</td> <td>VIB</td> </tr> </tbody> </table> <p>At the bottom of the screen, there is a navigation bar with icons for 'File', 'Edit', 'View', 'Session', and 'Records'.</p>	Point...	Measurement	Point N...	Unit	9901	25.00	VIB-A	VIB	<p>To create a complex filter:</p> <ol style="list-style-type: none"> 1. From the Records menu at the bottom of the screen, choose Edit Complex Filter. This will change the filter area to two columns, titled Filter 1 and Filter 2. 2. Double tap in a field to create a filter. You will be shown a screen with value fields for Display Name, Test, and Value. 3. Fill in the Display Name, Test, and Value fields as desired. The Display Name and Test fields are both dropdown lists. 4. Tap OK. 5. The new filter will now appear in the filter grid.
Point...	Measurement	Point N...	Unit						
9901	25.00	VIB-A	VIB						

Advanced Filters

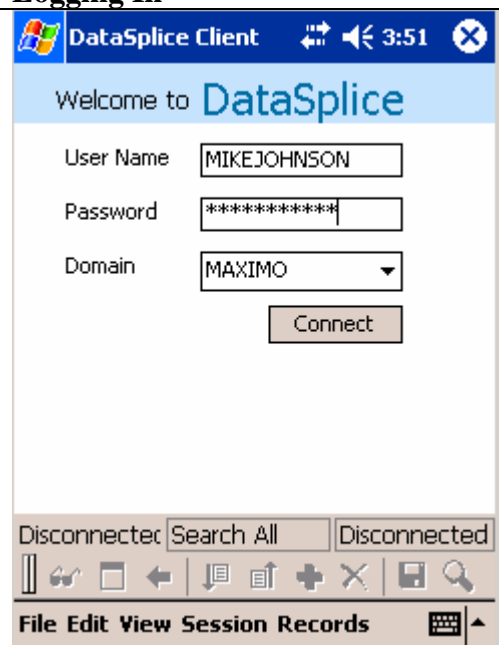
The basic filtering technique (selecting field, test, and value) works for most situations and is preferred because it ensures correct syntax in the query statements. More advanced filters may be created by checking the **Plain Text Filter** box on the **Edit Filter Item** dialog box and entering a custom SQL statement. This provides the opportunity to create unique filters based on the syntax of the particular database view by inputting text that will be inserted into the *where* clause without modification.

Creating Advanced Filters	
	<p>To create an advanced filter:</p> <ol style="list-style-type: none"> 1. From the menu at the bottom of the screen, tap Records > Edit Complex Filter. This will change the filter area to two columns, titled Filter 1 and Filter 2. 2. Double tap in a field to create a filter. You will be shown a screen with value fields for Display Name, Test, and Value. 3. Select the Plain text filter checkbox at the bottom of the screen. This will change the screen into a large text area. 4. Type your custom filter into the text area. 5. Tap OK. 6. The new filter will now appear in the filter grid.

Beginning a Session

When you start the DataSplice Remote Client application, you will first be prompted to log in and begin your session. DataSplice can function in two different modes – *online* and *offline*. The process of beginning a session is slightly different, depending on which mode you are going to use.

Logging In

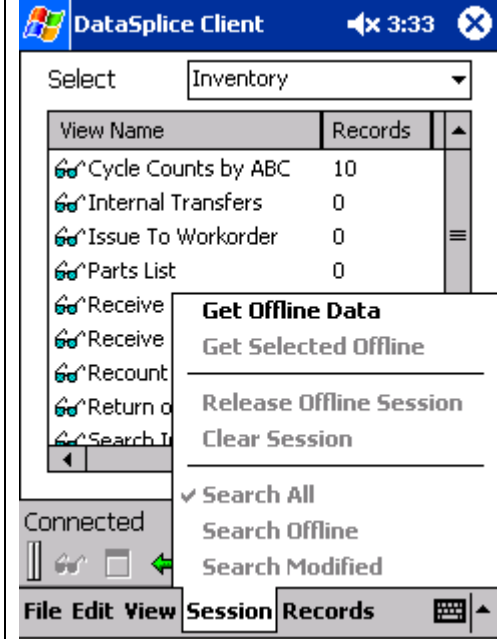
Logging In	
	<p>The first screen you will see when starting the DataSplice Remote Client is the login screen. To log in, enter your user name and password in the corresponding fields. Select your correct domain from the Domain dropdown list. If the domain you are looking for does not appear in the list, open the virtual keypad and enter it into the domain text field using the stylus. After your login information has been entered, tap the Connect button.</p> <p>Note: Please keep in mind that all user name, password, and domain information in DataSplice is case-sensitive.</p>

Once you have successfully logged in, you will be taken to the list of views. If you are going to use DataSplice in *online* mode, you can continue on to using the views. For an explanation of the views, please refer to the **Views** section later in this document. If you are going to use DataSplice in *offline* mode, you will first need to obtain an offline session. Please refer to the following **Obtaining an Offline Session** section for more information.

Obtaining an Offline Session

If you wish to use DataSplice in offline mode, you must first obtain an offline session after you have logged in. This process caches the necessary offline data directly onto the handheld device. This allows you to use the device in the same way that you would if you were in a normal online session. The difference is that DataSplice will use and update the data that is actually stored on the handheld device, since an actual connection to the DataSplice Server is not possible without connectivity.

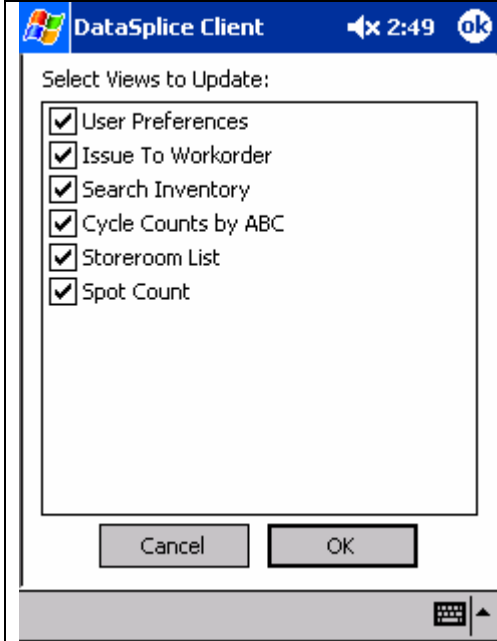
Getting Offline Data



To get offline data, tap **Session > Get Offline Data**.

This tells the DataSplice Server that you want to take your data from the Server and copy it to the handheld device so you can work offline.

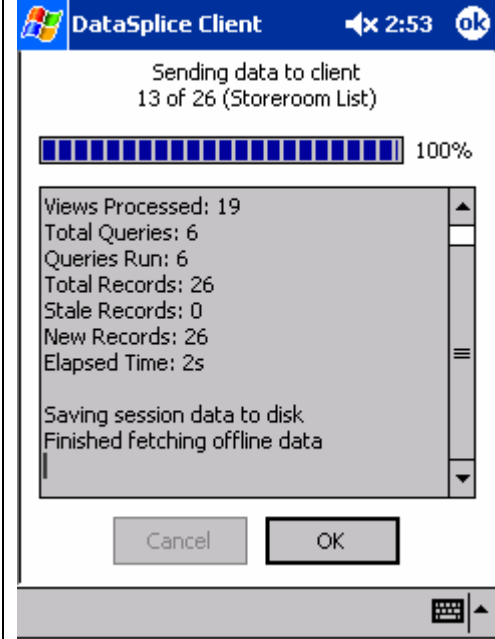
Selecting the Views to Download



You will be shown a list of views. Place a check mark beside each view for which you would like to download data to the handheld device. By default, all of the views should be checked.

Tap **OK** to continue.

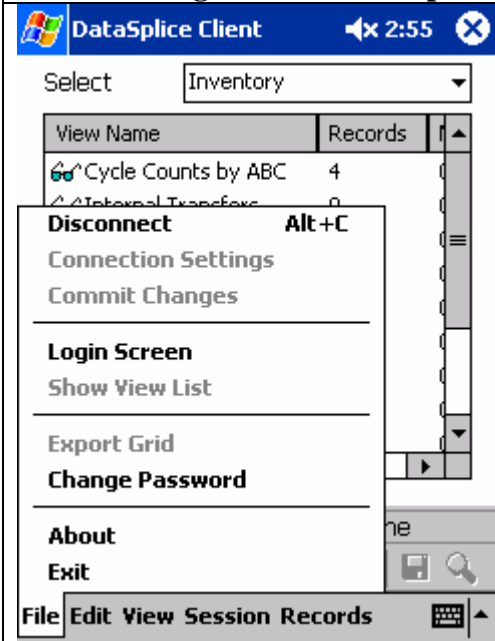
Downloading Offline Data



Based on your login name, the DataSplice Server will determine all of the necessary data to download to the handheld device.

When the download is complete, the screen will display summary information about the data received. To continue, tap **OK**.

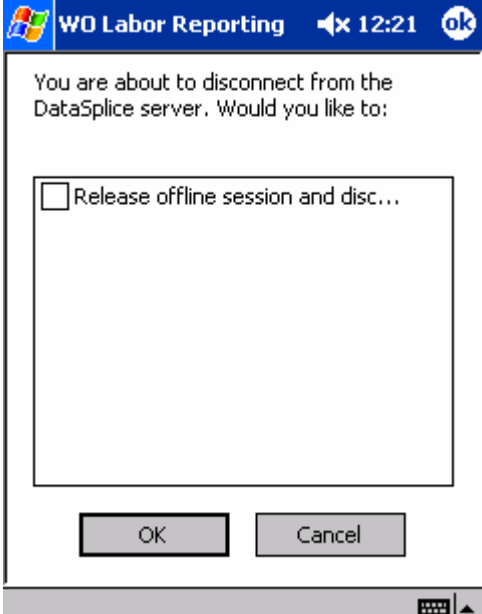
Disconnecting from the DataSplice Server



Now that the necessary data has been cached on the handheld device, you can disconnect from the DataSplice Server and go offline.

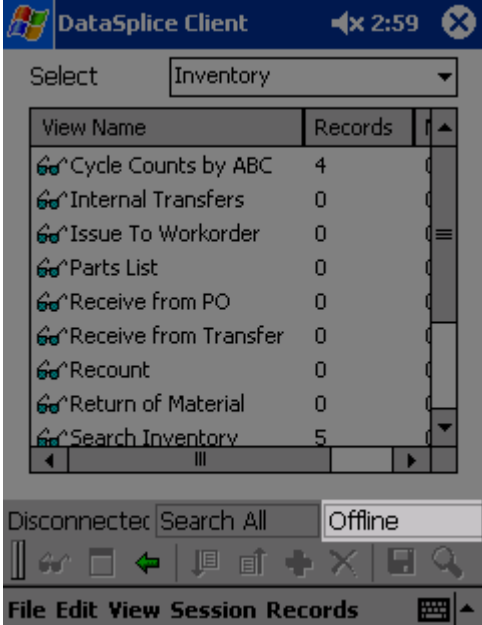
To disconnect from the DataSplice Server, tap **File > Disconnect**.

Disconnecting from the DataSplice Server (cont'd)



You will see a checkbox to **Release offline session and disconnect**. Leave this box *unchecked* and tap **OK** to continue.

Successfully Obtained an Offline Session



You have now successfully obtained an offline session and are working in offline mode. You can easily tell which mode you are in by referring to the far right section of the status bar. This should now say *Offline*.

View Name	Records
Cycle Counts by ABC	4
Internal Transfers	0
Issue To Workorder	0
Parts List	0
Receive from PO	0
Receive from Transfer	0
Recount	0
Return of Material	0
Search Inventory	5

Once you have successfully obtained an offline session, the data is cached on the handheld device, allowing you to perform the desired tasks in offline mode. Notice that the far right section of the status bar now says *Offline*. This indicates that you are now in offline mode. Another aspect to note is that offline data appears on the handheld with a green dot on the left of each record. This signifies that the record data you are viewing is actually stored on the handheld.

Completing a Session

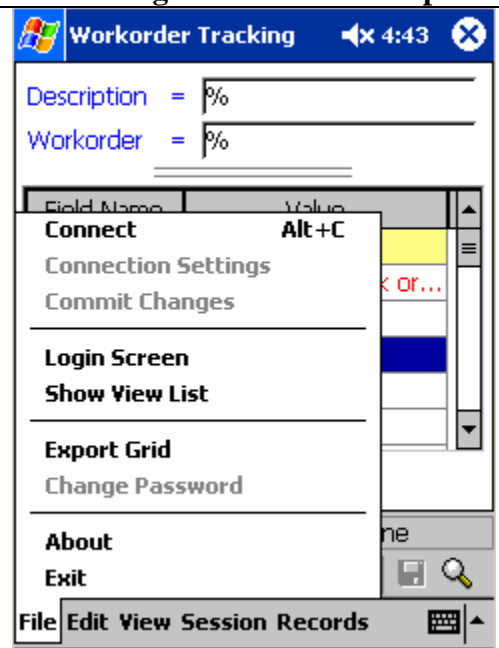
After you have performed all of the desired tasks in the DataSplice Remote Client, you will want to end your session. This process frees up the license you were using, and ensures that all of the changes you have made throughout your session have been successfully updated in the DataSplice Server. The process of completing a session differs depending on whether you are working in an *online* or an *offline* session.

Completing an Online Session

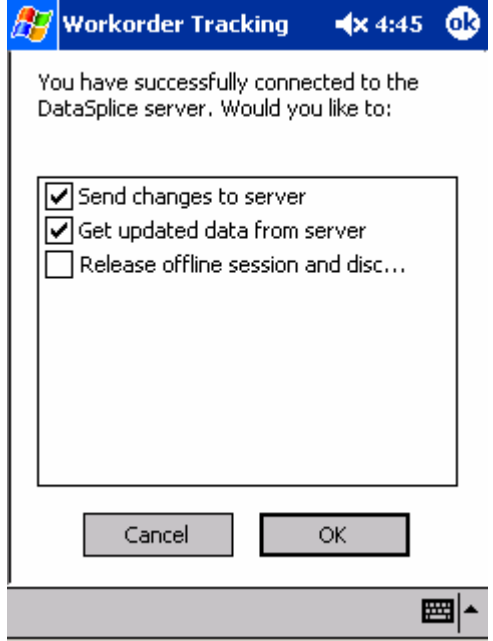
To complete a session when you are working online, the process is very simple. This is due to the fact that record modifications are synchronized with the DataSplice Server in real-time, since you are working *online*. To complete an online session, simply tap **File** > **Disconnect**. When you return to the login screen, your session and license have successfully been released.

Completing an Offline Session

The process of completing an offline session is slightly more involved. It is important to remember that, during an offline session, all of the modifications you have made are stored on the handheld, not on the DataSplice Server. To successfully complete the session, you need to reconnect and synchronize your modifications with the DataSplice Server.

Connecting Back to the DataSplice Server	
 <p>The screenshot shows the 'Workorder Tracking' application interface. At the top, there are two input fields: 'Description = %' and 'Workorder = %'. Below these is a table with columns 'Field Name' and 'Value'. A 'File' menu is open, listing several options: 'Connect' (with 'Alt+C' shortcut), 'Connection Settings', 'Commit Changes', 'Login Screen', 'Show View List', 'Export Grid', 'Change Password', 'About', and 'Exit'. The 'Connect' option is highlighted in yellow. At the bottom of the screen, there is a navigation bar with 'File', 'Edit', 'View', 'Session Records', and a keyboard icon.</p>	<p>When you are ready to connect back up with the DataSplice Server to synchronize your changes, tap the File menu and select the Connect menu option.</p> <p>Note: The handheld device must have a TCP/IP network connection to be able to communicate with the server, i.e. through the cradle using an Ethernet cable or ActiveSync (PC) connection, or a wireless network connection, etc.</p>

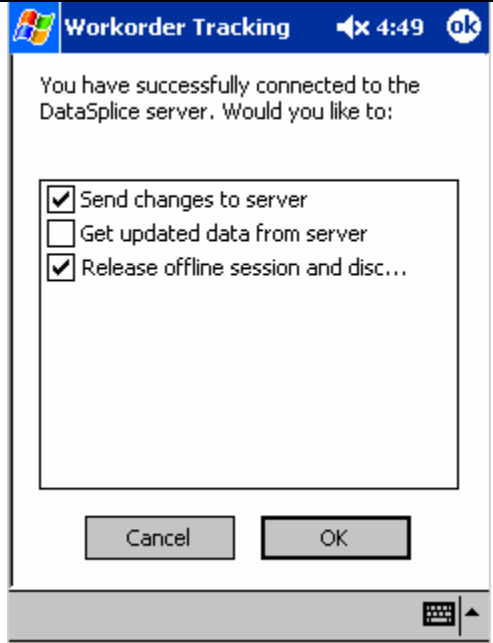
Synchronizing Data and Continuing to Work Offline



When you want to synchronize your record modifications and then continue to perform additional work offline, select the following options:

1. Check **Send changes to server**
2. Check **Get updated data from server**. The **Release offline session and disconnect** box will automatically be unchecked.
3. Tap the **OK** button

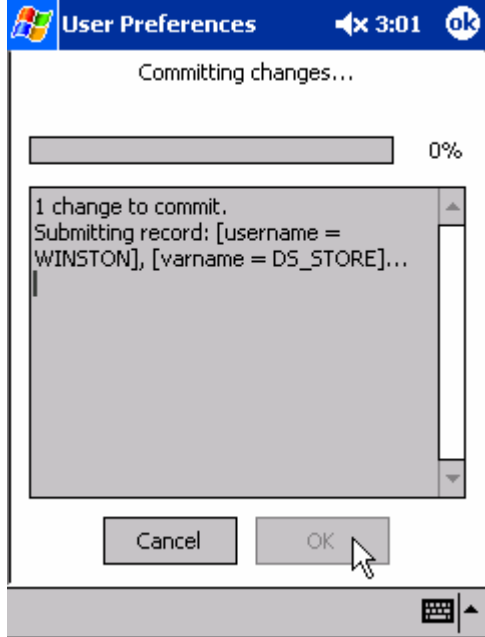
Synchronizing Data and Releasing Your Offline Session



To synchronize your data when you are finished working:

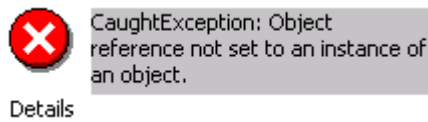
1. Check **Send changes to server**
2. Check **Release offline session and disconnect**. The **Get updated data from server** box will automatically be unchecked.
3. Tap the **OK** button.

Uploading and Committing Changes




After tapping the **OK** button from the previous screen, DataSplice begins the process of synchronizing your modifications on the handheld device with the DataSplice Server. If you selected **Get updated data from server**, then after the synchronization is complete, you will be returned to the view to continue working. If you selected **Release offline session and disconnect**, you will be taken to the login screen.

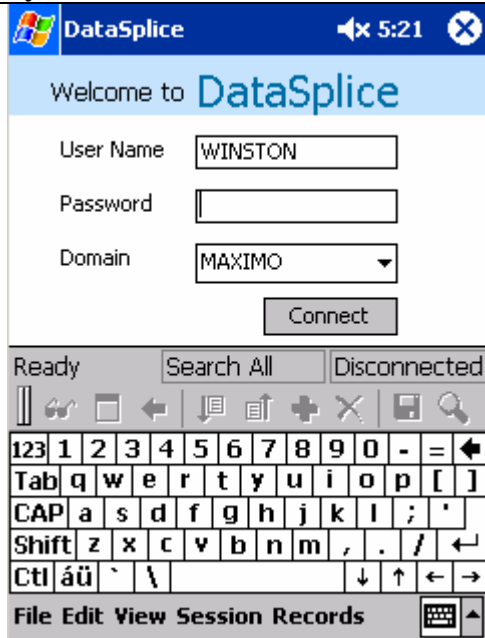
Note: If there is a problem with one of the record changes you are trying to upload, you will receive an error:



Tap **OK** to close the error dialog box. You will be taken directly to the record that caused the error, where you can fix the problem. Once you have corrected the problem, tap the **Commit**

Changes button  and you will be taken back to the screen where your data is being uploaded to the server.

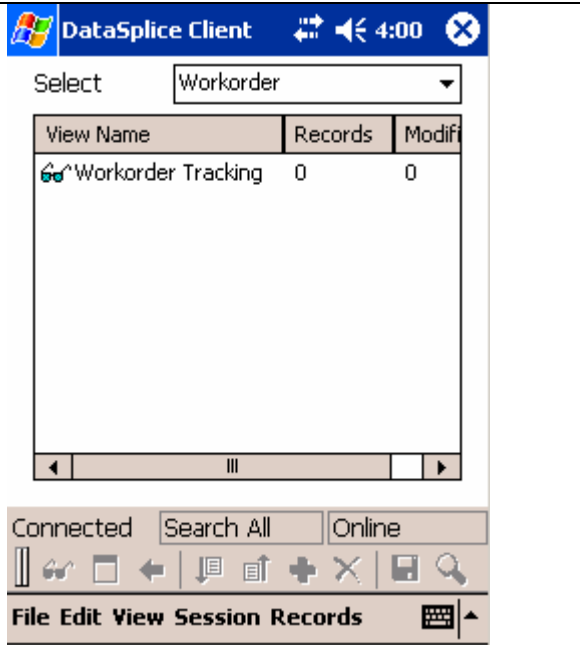

Synchronization Finished

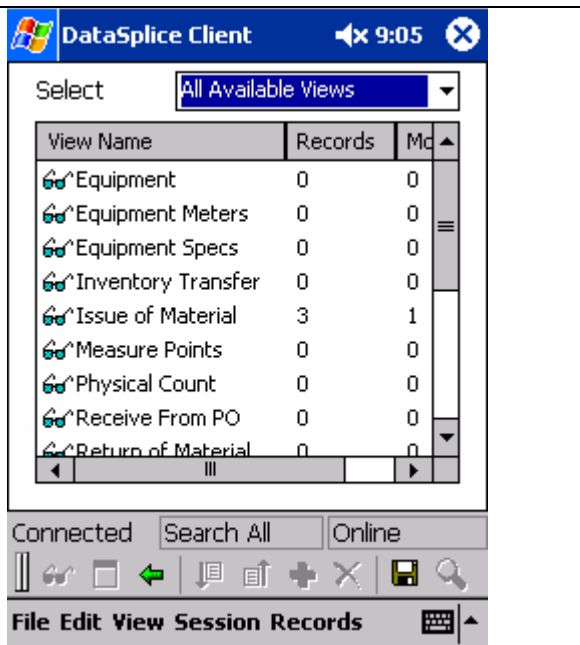


If you selected **Release offline session and disconnect**, then after the synchronization is complete, the Remote Client will release its offline session and license, and return to the login screen. The handheld device is now ready to be used by a different user.

Views

After you have successfully logged in and begun your session, you will be presented with the view list.

View List							
 <table border="1"> <thead> <tr> <th>View Name</th> <th>Records</th> <th>Modifi</th> </tr> </thead> <tbody> <tr> <td>Workorder Tracking</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	View Name	Records	Modifi	Workorder Tracking	0	0	<p>The initial view list will only include a few views. To access a particular view, tap on the view name with your stylus. To return to the view list screen, tap the Show View List button .</p> <p>To perform some functions, you may need to change the view list to display all available views. See the next table titled All Available Views for more information.</p>
View Name	Records	Modifi					
Workorder Tracking	0	0					


All Available Views																															
 <table border="1"> <thead> <tr> <th>View Name</th> <th>Records</th> <th>Mc</th> </tr> </thead> <tbody> <tr><td>Equipment</td><td>0</td><td>0</td></tr> <tr><td>Equipment Meters</td><td>0</td><td>0</td></tr> <tr><td>Equipment Specs</td><td>0</td><td>0</td></tr> <tr><td>Inventory Transfer</td><td>0</td><td>0</td></tr> <tr><td>Issue of Material</td><td>3</td><td>1</td></tr> <tr><td>Measure Points</td><td>0</td><td>0</td></tr> <tr><td>Physical Count</td><td>0</td><td>0</td></tr> <tr><td>Receive From PO</td><td>0</td><td>0</td></tr> <tr><td>Return of Material</td><td>0</td><td>0</td></tr> </tbody> </table>	View Name	Records	Mc	Equipment	0	0	Equipment Meters	0	0	Equipment Specs	0	0	Inventory Transfer	0	0	Issue of Material	3	1	Measure Points	0	0	Physical Count	0	0	Receive From PO	0	0	Return of Material	0	0	<p>While this manual concentrates on only those views that are directly related to work orders, you may, at any time, see a list of all available views. To do this, simply tap the Select drop-down list and select All Available Views from the list. The DataSplice Remote Client will then show you a listing of all of the available views that you may choose from.</p> <p>For more information on the other available views not discussed in this manual, please refer to the other user manuals for those modules.</p>
View Name	Records	Mc																													
Equipment	0	0																													
Equipment Meters	0	0																													
Equipment Specs	0	0																													
Inventory Transfer	0	0																													
Issue of Material	3	1																													
Measure Points	0	0																													
Physical Count	0	0																													
Receive From PO	0	0																													
Return of Material	0	0																													

Failure Reporting


The **Failure Reporting** view can be used to enter the problem, cause, and remedy codes for a particular work order. To get to this screen, select the **Failure Reporting** link from the navigation menu at the bottom of the client window, and tap **Go**:

 [Failure Reporting](#)

This will take you to the **Failure Reporting** screen.



WO Failure Report
11:34

To perform the failure reporting for the selected work order:

1. In the **Failure Code** dropdown list, select the correct failure code.
2. In the **Problem** dropdown list, select the correct problem code.
3. Tap the **Commit Changes** button  when you are finished.

Workorder = 5002

Field Name	Value
Workorder	5002
Equipment	
Failure Code	BLDGS Facility Maint
Problem	BLDGS Facility Maintenan
Cause	BOILERS Boiler Failures
Remedy	BURNERS Gas Fired Burr
Description	CLEAN CLEAN EQUIPME
SITEID	CONVEYOR CONVEYOR
	MECHASSY MECHANICA
	MOLD MOLDING EQUIPN
	PIPES Pipe Failures
	SPKG Packaging Line Failu
	PROD PRODUCTION FAI
	PUMPS Pump Failures
	SPRAY SPRAY EQUIPME

1/1


File
Edit
View

Fields

The **Failure Reporting** view has multiple fields. The following is a brief description of each:

Field Name	Value
Workorder	The work order number
Equipment	The equipment number
Failure Code	The failure code (class) for the equipment
Problem	The problem code for the associated failure code (class)
Cause	The cause code for the associated problem
Remedy	The remedy code for the associated cause
Description	Any additional comments or failure remarks
SITEID	The identification for the site in question

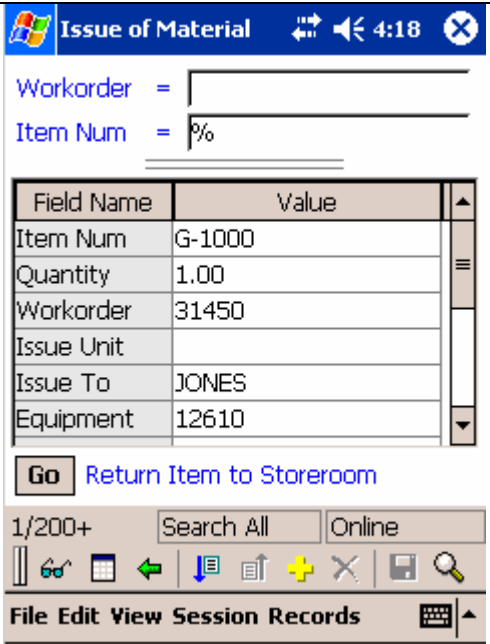
Issue of Material

To get to the **Issue of Material** screen, select the **Enter Actual Material** link from the navigation menu at the bottom of the client window, and tap **Go**:

 [Enter Actual Material](#)


This will take you to the **Issue of Material** screen. The **Issue of Material** view allows you to issue material for a particular work order.

Issue of Material





The screenshot shows the 'Issue of Material' screen with the following details:

- Workorder = []
- Item Num = [%]
- Table:

Field Name	Value
Item Num	G-1000
Quantity	1.00
Workorder	31450
Issue Unit	
Issue To	JONES
Equipment	12610
-  [Return Item to Storeroom](#)
- 1/200+ Search All Online
- File Edit View Session Records

To create a new issue of material:

1. Enter an **Item Num** in the filter field at the top of the screen.
2. Tap the **New Record** button .
3. Some of the fields will be filled in with default values. In the **Quantity** field, enter the quantity to issue. Fill in the remaining fields accordingly.
4. When you are done, tap the **Commit Changes** button  to save the record and issue the material.

Fields

The **Issue of Material** view has multiple fields. The following is a brief description of each:

Field Name	Value
Item Num	The number of the item being issued
Quantity	The quantity of the chosen item to be issued
Workorder	The work order number
Issue Unit	The unit of measure of the item to be issued
Issue To	The person the item is issued to
Equipment	The equipment to be issued
Location	The location of the material to be issued
GL Debit Acct	The general ledger debit account that will be affected by this transaction
Trans Date	The date of this transaction
Description	A description of the item
Storeroom	The store location of the item
Bin	The bin location of the item
Lot	The lot location of the item

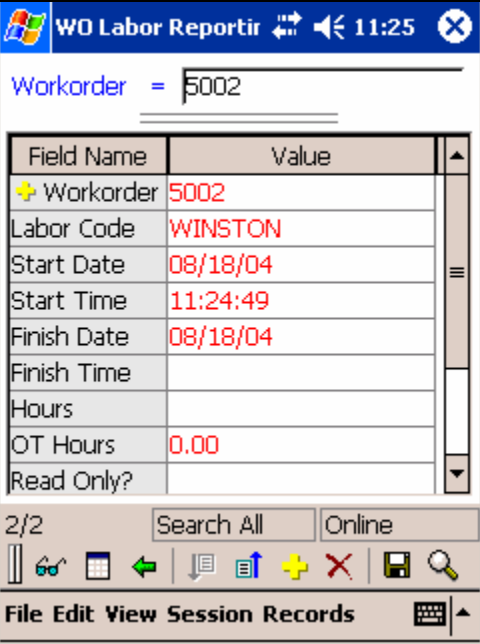
Labor Reporting

To get to the **Labor Reporting** screen from the **Workorder Tracking** view, select the **Enter Labor Hours** link from the navigation menu at the bottom of the client window, and then tap **Go**:

 [Enter Labor Hours](#)



This will take you to the **Labor Reporting** screen.

Labor Reporting



Field Name	Value
Workorder	5002
Labor Code	WINSTON
Start Date	08/18/04
Start Time	11:24:49
Finish Date	08/18/04
Finish Time	
Hours	
OT Hours	0.00
Read Only?	

To enter time against a work order:

1. Make sure the work order number is entered in the **Workorder** filter field.
2. Tap the **New Record** button .
3. When creating labor transaction entries, DataSplice will default the **Labor Code** value based on the user's login name. If you are entering labor records for another tech, be sure to enter the correct labor code for that individual into the **Labor Code** field. The **Start Date**, **Finish Date**, and **Finish Time** values will default to the system clock of the handheld device.
4. Enter the remaining information of interest in the corresponding fields.
5. When you are finished, tap the **Commit Changes** button  to save the record.

If you are entering labor records for another tech, be sure to enter the correct labor code for that individual into the **Labor Code** field.

Fields

The **Labor Reporting** view has multiple fields. The following is a brief description of each:

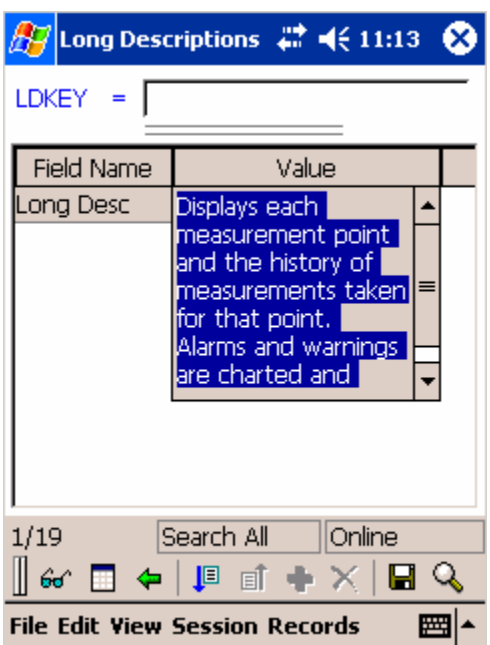



Field Name	Value
Workorder	The work order number
Start Date	The date the work was started
Labor Code	The name or identifier of the employee
Start Time	The time the work was started
Finish Date	The date the work was completed
Finish Time	The time the work was completed
Hours	The number of hours spent
OT Hours	The number of overtime hours
Read Only?	This shows if the record is read-only or not (Y or N)
Trans Date	The date and time of the transaction

Long Descriptions

To get to the **Long Descriptions** screen from the **Workorder Tracking** view, select the **View Long Description** link from the navigation menu at the bottom of the client window, and tap **Go**:

Go [View Long Description](#)

This will take you to the **Long Descriptions** screen:

Long Descriptions	
	<p>To add a long description:</p> <ol style="list-style-type: none"> 1. Tap the New Record button . 2. Enter a long description in the Long Desc field. 3. Tap the Commit Changes button  to save the long description. <p>To edit an existing long description:</p> <ol style="list-style-type: none"> 1. Select the Long Desc field. 2. Edit the long description as desired. 3. Tap the Commit Changes button  to save the newly-edited long description.

Fields

The **Long Descriptions** view has only one field:


Field Name	Value
Long Desc	The actual text of the long description

Planned Labor



To get to the **Planned Labor** screen, select the **Planned Labor** link from the navigation menu at the bottom of the client window, and tap **Go**:

 [Planned Labor](#)

This will take you to the **Planned Labor** screen.


WP Labor
3:26


To enter planned labor:


1. Enter a work order number into the **Workorder** filter field.
2. Tap the **New Record** button .
3. The **Labor Code** field will be automatically generated.
4. Fill in the remaining fields accordingly.
5. When you are done, tap the **Commit Changes** button  to save the record.

Workorder = 5002

Field Name	Value
Workorder	5002
Labor Code	EL1
Quantity	1.00
Hours	1.00
Rate	0.00
LDKEY	
VENDOR	

1/2
Search All
Online



File Edit View Session Records


Fields

The **Planned Labor** view has multiple fields. The following is a brief description of each:

Field Name	Value
Workorder	The work order number
Labor Code	The technician or craft involved in this labor
Quantity	The number of technicians or crafts involved in this labor
Hours	The number of hours of labor provided
Rate	The hourly rate of the labor
LDKEY	The long description key
VENDOR	The vendor who provided the labor

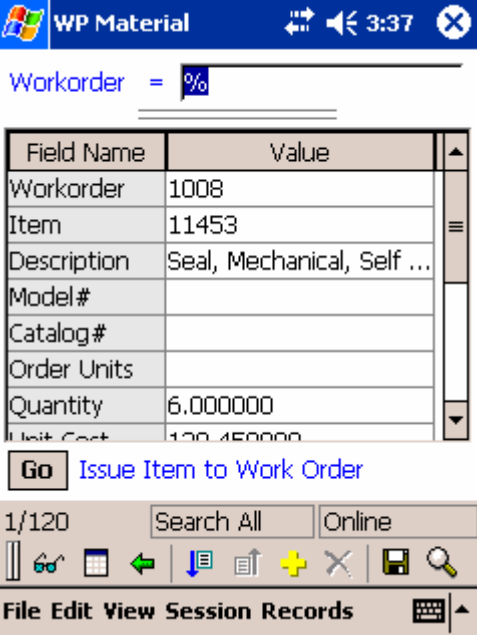
Planned Material

To get to the **Planned Material** screen, select the **Planned Material** link from the navigation menu at the bottom of the client window, and tap **Go**:



 [Planned Material](#)

This will take you to the **Planned Material** screen.

Planned Material



To enter new planned material:

1. Enter a work order number in the **Workorder** filter field.
2. Tap the **New Record** button .
3. Some of the fields will be automatically generated. Fill in the remaining fields accordingly.
4. When you are done, tap the **Commit Changes** button  to save the record.

Fields

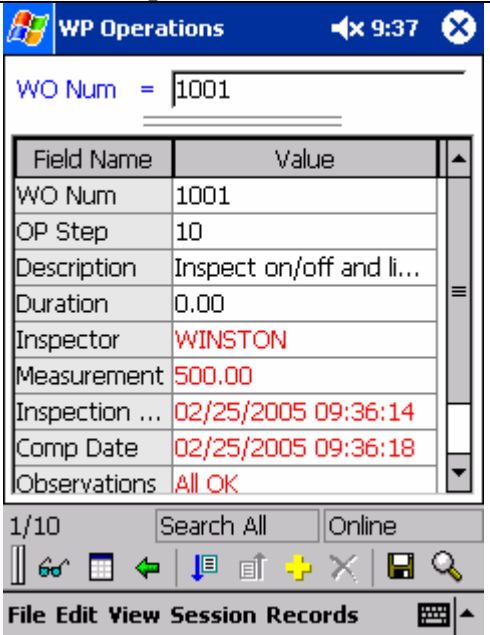


The **Planned Material** view has multiple fields. The following is a brief description of each:

Field Name	Value
Workorder	The work order number
Item	The item number
Description	A description of the item
Model #	The model number of the item
Catalog #	The catalog number of the item
Order Units	The unit of measure in which the item is ordered
Quantity	The quantity of the item
Unit Cost	The cost, per unit, of the item
Vendor	The vendor of the item
Required Date	The date this item needs to be in place
Requested By	The person who made the request for the item
Issue To	The person the item is issued to
Mfg	The manufacturer of the item
Location	The location of the item

Planned Operations

This screen is used for completing operation steps, specifying inspector and inspection date values and, if there is a point number, entering measurement data. To get to the **Planned Operations** screen, select the **Planned Operations** navigation link, and tap **Go**:

Go [Planned Operations](#)

Planned Operations	
	<p>To complete the operation steps for a given work order:</p> <ol style="list-style-type: none"> 1. Ensure that the work order number of interest is in the WO Num filter field. If not, enter it in the field. 2. Tap the Search button  to retrieve the information. 3. Enter the inspector's name into the Inspector field. 4. Enter the measurement data into the Measurement field. 5. Enter the date of inspection in the Inspection Date field. 6. Enter the completion date in the Comp Date field. 7. If desired, enter observational notes into the Observations field. 8. Tap the Commit Changes button  to save the record.

Fields

The fields that comprise the **Planned Operations** view are as follows:

Field Name	Value
WO Num	The work order number
OP Step	The operation step number
Description	A description of the operation step
Duration	The duration of the operation step
Inspector	The employee ID of the inspector
Measurement	The measurement value taken
Inspection Date	Date and time of the inspection
Comp Date	Completion date and time
Observations	Any observational notes that you wish to take
Point Number	The point number associated with this operation step

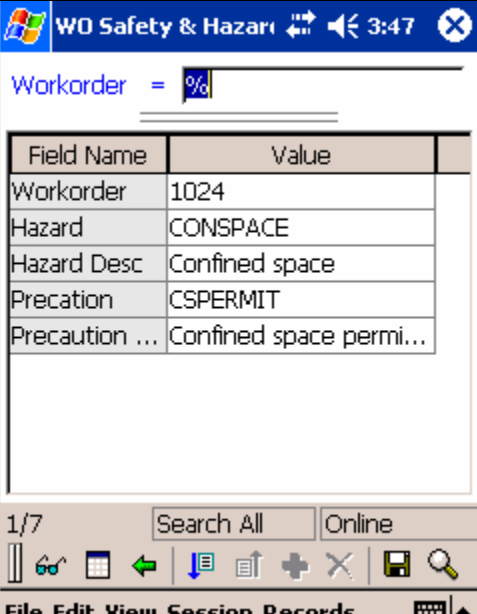
Safety & Hazards

To get to the **Safety & Hazards** screen, select the **View Safety Information** link from the navigation menu at the bottom of the client window, and tap **Go**:


Go [View Safety Information](#)

This will take you to the **Safety & Hazards** screen. This view shows you safety information with regard to a particular work order.

Safety & Hazards



To search for the safety and hazard information for a particular work order:

1. Enter a **Workorder** of interest in the filter field.
2. Tap the **Search** button  to retrieve the hazard data for the specified work order.

Fields

The **Safety & Hazards** view has multiple fields. The following is a brief description of each:

Field Name	Value
Workorder	The work order number
Hazard	The hazard identifier
Hazard Desc	The description of the hazard
Precaution	The precaution identifier
Precaution Desc	The description of the precaution

Tag Locks

Tag Locks is a read-only display of the lock out steps for a given work order tag out identifier. To get to the **Tag Locks** screen from the **Tag Outs** screen, select the **View Tag Locks** link from the navigation menu at the bottom of the client window, and tap **Go**:

Go [View Tag Locks](#)

This will take you to the **Tag Locks** screen.

WO Tag Locks

9:18

Tag Out ID =

Field Name	Value
Lock Out Descrip...	
Device Desc	Centrifugal Pump 100.
Required State	OFF
Location	
Equipment	12222
Apply Sequence	1
Remove Sequence	2

1/5

Search All

Online

File Edit View Session Records

This is a support view for use with **Tag Outs**. The intended use is for a user to navigate to this view from the **Tag Outs** view, which pre-filters for the selected **Tag Out ID** and displays the required lock outs for the associated tag out process. For further information, please see the **Tag Outs** section.

Fields

The **Tag Locks** view has multiple fields. The following is a brief description of each:

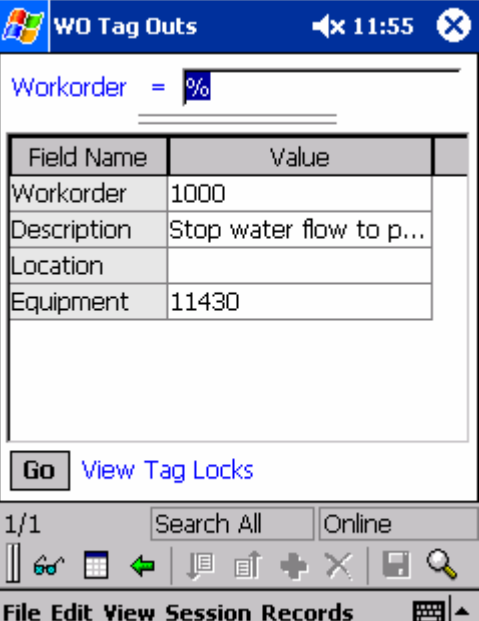

Field Name	Value
Lock Out Description	A description of lock out step
Device Desc	A description of the part or piece of equipment
Required State	The necessary state of the device
Location	The location of the part or piece of equipment
Equipment	The equipment number
Apply Sequence	The sequence in which the locks are applied
Remove Sequence	The sequence in which the locks are removed

Tag Outs

Tag Outs is a read-only view of tag out procedures for a given work order. Tag outs contain information for processes to ensure safety when servicing particular equipment. The **Tag Outs** view contains information for procedures that should be followed to tag the equipment while being serviced for a particular work order. To get to the **Tag Outs** screen, select the **View Tag Outs** link from the navigation menu at the bottom of the client window, and tap **Go**:

 [View Tag Outs](#)

This will take you to the **Tag Outs** screen.

	<p>To search for the tag out information for a particular work order:</p> <ol style="list-style-type: none"> 1. Enter a Workorder in the filter field. 2. Tap the Search button  to retrieve the hazard data for the specified work order. <p>To view the lock out steps for a given tag out procedure, highlight the desired tag out record, select View Tag Locks from the navigation menu, and tap the Go button. For further information, see the Tag Locks page.</p>
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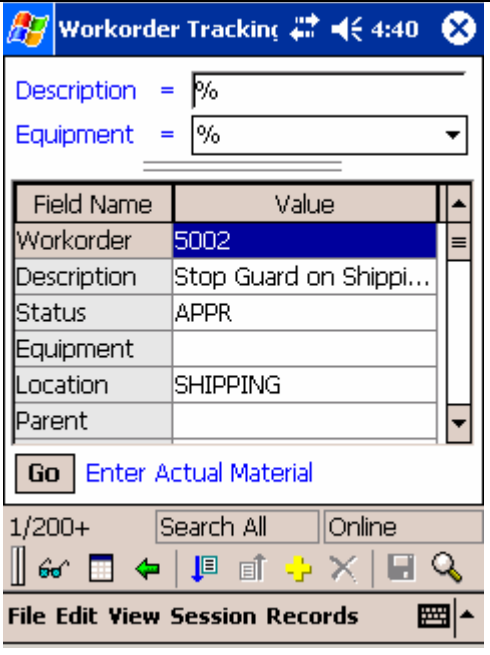


Fields

The **Tag Outs** view has a few fields. The following is a brief description of each:

Field Name	Value
Workorder	The work order number
Description	A description of the tag/lock procedure
Location	The location of the part or piece of equipment
Equipment	The equipment number

Workorder Tracking

The **Workorder Tracking** view can be used to update existing work orders or to create new ones. To get to the **Workorder Tracking** view, select it from the main view list.

Workorder Tracking	
	
<p>To create a new work order:</p> <ol style="list-style-type: none"> 1. Tap the New Record button . 2. Some of the fields will be automatically generated. One of these is the Workorder field. It will appear in yellow. You do not need to alter this field, as it contains a temporary work order number that DataSplice will automatically create when the record is saved. 3. You can enter a Location, Status, Equipment, etc. When editing some of these fields, they may open in a popup window to show more options to choose from. 4. When you have filled in the fields as desired, tap the Commit Changes button  to save the work order. 	

Fields

The **Workorder Tracking** view has multiple fields. The following is a brief description of each:

Field Name	Value
Workorder	The work order number
Description	A description of the work order
Status	The status of the work order (such as <i>APPR</i> for <i>Approved</i>)
Equipment	The equipment number
Location	The equipment location of the work order
Parent	If this is a child work order, this displays the work order number of the parent
Work Type	The type of work (<i>Corrective</i> , etc.)
Lead Craft	The assigned craft for the work order
Crew	The crew assigned to the work order
Supervisor	The supervisor assigned to the work order
Priority	The priority of the work order
EQ Priority	The equipment priority
Target Complete	The targeted date and time of the completion of the work order
Target Start	The targeted date and time for work to begin on this work order
Actual Start	The actual date and time that work began on this work order
Actual Finish	The actual date and time that work was completed on the work order
Scheduled Start	The scheduled date and time for work to begin on this work order
Scheduled Finish	The scheduled date and time of the completion of the work order
LDKEY	The long description key
Reported By	The person who reported the work order
Report Date	The date the work order was reported
Phone	The phone contact for the work order
Failure Code	The failure code (class) for the equipment in the work order
Problem Code	The problem code for the associated failure code (class)
GL Account	The general ledger account used in association with this work order
Has Follow Up Work	This shows if this work order has follow work (<i>Y</i> or <i>N</i>)
Original WO	The original work order for this task
Work Location	The work location
TaskID	If this work order is a child work order, this will show its corresponding task ID
Is Task	This shows whether or not this work order is a task (<i>Y</i> or <i>N</i>)