# Work Orders: Managed

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We've recently made changes to the Work Order Manager, letting users use it more effectively to sort and edit work orders. This is different from our Work Order Generator, which can create and assign work orders.

The Work Order Manager allows users to bulk edit work orders for culverts, guardrails, sidewalks, signs, and traffic signals. After logging in, the tool can be accessed from under the **Asset Management** menu on the top bar of Roadsoft.

Results can be filtered by several different variables, shown above. For example, completed work orders versus open work orders, date entered, or priority. Sorting work orders doesn't harm data in any way, so experimentation is encouraged. Like our other interfaces, text in blue is static: the blue text for filters can be changed by toggling the checkbox and altering the filter's contents. **Active filters do not apply until 'Apply Filter' is pressed**.
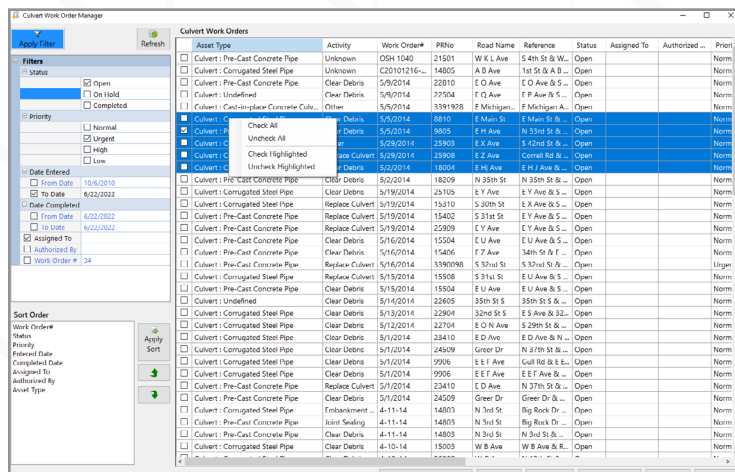
The 'Apply Filter' button will blink as a friendly reminder when there are unsaved changes to the filter.

Changing the Sort Order allows the reorganization of entries by the priority of the stack without having to change the scope of the preliminary filter. Changing the order allows the user to sift through work orders by a number of lenses such as order #, status, who is working on it, or the entry date; allowing for the fine-tuning of a search, and allowing for ease of organization.

After selecting a queue of work orders, the user can bring their queue back to the main map screen by pressing the '**Apply As Map Selection**' button. This will bring all associated assets from within those work orders to the bottom window. This will not move the map from its previous view, but **right-clicking** on an asset in the map window will pull up the menu to zoom or center to the selected feature.

To ensure precision when selecting in bulk, **assets are not checked right away**. Highlighting a query comes with standard **shift+left-click** (or by holding **left-click** and dragging across entries with the mouse) to select all entries between two points, and **ctrl+left-click** to add additional entries to the active highlight. To check off a work order, click on the small checkbox on the leftmost side of the entry. You can also check off the currently highlighted query by right-clicking in the asset window and selecting '**Check Highlighted**' from the dropdown menu.

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The number of actively checked assets will show up next to the green check mark icon near the bottom of the window. To the left of your selected work orders is the total number of work orders visible from the current search parameters; denoted by the small pair of binoculars. If too many entries have been selected, refreshing the list will clear the current queue without resetting the currently set filters.

There are a few changes that can be made to any of the checked entries: if there are work orders that were completed for the same purposes, by the same group, all on the same date, they can be completed in bulk. The '**Set**' button allows the user to alter some of the aspects of work orders without having to start fresh in the Work Order Generator. When it comes to bulk editing, changes are applied only after clicking '**Yes**' on the confirmation window. **We recommend reading through the changes carefully since they cannot be undone.** If needed, there is also the option to delete an entry; this will **completely** erase the checked selection from the database.

'Set' allows for the alternating of activity, description, priority, status, who the order was authorized by, or assigned to.
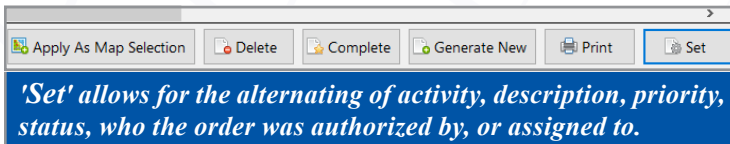
Along with the ways to edit entries, the new manager comes loaded with the option to print. Our printing user interface comes with a suite of common tools like the ability to change page or paper layouts, the option to export the print layout as a different file type, change the view style, and observe the pages as thumbnails to name a few.

Selecting a query and pressing the **Print** button in the bottom right tray will give the option of **Full Work Orders** or **Compact Work Orders**. Full Work Orders, as the name suggests, are a detailed overview of all data pertaining to the asset, and will print on as much space as needed. Compact Work Orders are comparatively condensed; containing GPS coordinates and
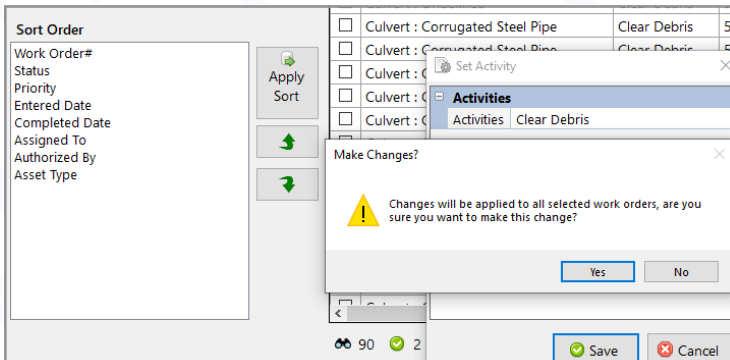
To ensure ease of use, changes to the Sort Order persist through to other windows of the Work Order Manager.

approximate address, a general description, data relevant to the type of order, and grouping by Work Order Number. This grouping allows for more than one asset to appear per page.

In short, the Work Order Manager is a tool crafted with ease of use in mind. This was in part possible from the input we received from our customers. Thank you for all of the recommendations. If there are any suggestions or feedback on how we can continue to improve Roadsoft, send us an email at: roadsoft@mtu.edu.

Roadsoft Tech Assist Tuesdays

If you're not able to schedule an in-person *Roadsoft on the Road* session, or you can't wait until September, this is a reminder that the CTT offers online technical assistance with our Tech Assist Tuesdays sessions. Sessions are available on Tuesdays with one hour slots at 9, 10, and 11 a.m.

Visit https://www.roadsoft.org/articles/roadsoft-tech-assist-tuesdays to request a Tech Assist Tuesday session. If another day or time would work better, send an email to roadsoft@mtu.edu and we'll find a time that fits your schedule.

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