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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.

Apply Filter		Refresh	Culvert Work Orders											
				Asset Type		Activity	Work Order#	PRNo	Road Name	Reference	Status	Assigned To	Authorized	Pric
Filters				Culvert : Pre-C	ast Concrete Pipe	Unknown	OSH 1040	21501	W K L Ave	S 4th St & W	Open			Nor
☐ Status ☑ Open				Culvert : Com.	gated Steel Pipe	Unknown	C20101216	14805	A B Ave	1st St & A B	Open			Nor
			☐ Culvert : Pre-Cast Concrete Pipe		Clear Debris	5/9/2014	22810	E O Ave	E O Ave & S	Open			Nor	
	On Hold			Culvert : Unde	fined	Clear Debris	5/9/2014	22504	E Q Ave	EP Ave & S	Open			No
	Completed			Culvert : Cast-	in-place Concrete Culv	Other	5/5/2014	3391928	E Michigan	E Michigan A	Open			No
☐ Priority				Culvert : C	Cherk All	r Debris								
	Normal		∠	Culvert : Pr		r Debris								
	Urgent			Culvert : C	Uncheck All	er					Open			
	High Low			Culvert : C	Check Highlighted	ace Culvert					Open			No
Date Entered	Low			Culvert : C	Uncheck Highlighted	r Debris				EHJAve &	Open			No
	0/6/2010			Culvert : Pre C	ast Concrete Pipe	TCRor Debris	5/2/2014	18209	N 35th St	N 35th St &	Open			No
	/22/2022			Culvert : Com	gated Steel Pipe	Clear Debris	5/19/2014	25105	E Y Ave	E Y Ave & S	Open			No
Date Completed				Culvert : Corru	gated Steel Pipe	Replace Culvert	5/19/2014	15310	S 30th St	EX Ave & S	Open			No
☐ From Date 6/22/2022				Culvert : Pre-C	ast Concrete Pine	Replace Culvert	5/19/2014	15402	S 31st St	EY Ave & S	Open			No
☐ To Date 6/22/2022		10	Culvert : Pre-C	ast Concrete Pipe	Replace Culvert	5/19/2014	25909	E Y Ave	EY Ave & S	Open			No	
Assigned To			10		ast Concrete Pipe	Clear Debris	5/16/2014	15504	F U Ave	E U Ave & S	Open			No
Authorized By					ast Concrete Pipe	Clear Debris	5/16/2014	15406	F 7 Ave	34th St & E	Open			No
☐ Work Order # 34					ast Concrete Pipe	Replace Culvert	5/16/2014	3390098	S 32rd St	\$ 32nd \$t &	Open			Une
					gated Steel Pipe	Replace Culvert	5/15/2014	15508	S 31st St	E U Ave & S	Open			No
			l		ast Concrete Pipe	Clear Debris	5/15/2014	15504	E U Ave	E U Ave & S	Open			No
			l	Culvert : Unde		Clear Debris	5/14/2014	22605	35th St S	35th St S &	Open			No
ort Order			H		gated Steel Pipe	Clear Debris	5/13/2014	22904	32nd St S	E S Ave & 32	Open	_		No
			H		gated Steel Pipe	Clear Debris	5/12/2014	22704	F O N Ave	S 29th St &	Open	_		No
		15	H		igated Steel Pipe	Clear Debris	5/1/2014	23410	E D Ave	ED Ave & N	Open	_		No
ority		Apply Sort	H		igated Steel Pipe	Clear Debris	5/1/2014	24509	Greer Dr	N 37th St &	Open	_		No
tered Date		3011	H		igated Steel Pipe	Clear Debris	5/1/2014	9906	E E F Ave	Gull Rd & E E	Open	_		No
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		_			ast Concrete Pipe	Clear Debns Embankment	4-11-14	14803	N 3rd St	Big Rock Dr	Open			No
			lH				4-11-14							
					ast Concrete Pipe	Joint Sealing Clear Debris	4-11-14	14803	N 3rd St	Big Rock Dr N 3rd St A	Open	-	-	No
					ast Concrete Pipe						Open	_		
				Culvert : Corru	gated Steel Pipe	Clear Debris	4-10-14	15003	W B Ave	W B Ave & R	Open			No
			<								-			

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.

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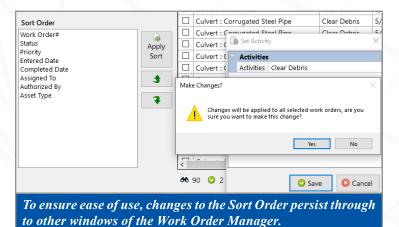


There are a few changes that can be made to any of the checked entries: if there are work orders that were completed for the same purposes, by the same group, all on the same date, they can be completed in bulk. The 'Set' button allows the user to alter some of the aspects of work orders without having 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.



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



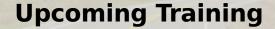
approximate address, a general description, data relevant to the type of order, and grouping by Work Order Number. This grouping allows for more than one asset to appear per page.

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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