

**WORK TRACKING
APPLICATION
PROJECT MANAGER
APPROVALS
TRAINING**



ROLE OF THE PROJECT MANAGERS

City Project Managers are responsible for approving the work orders that are opened and updated by their Design Professional team. This training document will walk project managers through the process of approving work orders in the Work Tracking Application.

A screenshot of a web browser window showing a login form. The browser's address bar is empty. The page title is "Login". The form contains two input fields: "Username (Your Email)" and "Password". Below the input fields are four buttons: "Login" (green), "Register" (white), "Forgot Password" (white), and "Resend Email Confirmation" (green).

LOGIN INFORMATION

To login go to

<https://kcwaterworktrackingapp.azurewebsites.net/>

If you Need to Register, Click the Register button and Fill out the requested information.

After you register, you will see a message from Kansas City Water Services that directs you to check your e-mail and confirm your account.

Once logged in, the projects page is visible

Projects

Add New Project



Showing 1 to 5 of 29 rows rows per page

< 1 2 3 4 5 6 >

Project Number	Project Name	Creator	Contractor	DesignFirm	Creation Date	Totals
81000706	Town Fork Creek Neighborhood Sewer Rehabilitation	julie.jenson@kcmo.org	CONTR-HAVENS	CONTR-LARKIN	05-23-2017	Pending Hansen Open: 0 Pending Hansen Close: 0 Work Orders Opened: 467 Work Orders Closed: 0 Errors: 0 Total: 2477
						Pending Hansen Open: 0

Next, search for a Project

Projects

Add New Project

Search for the project here



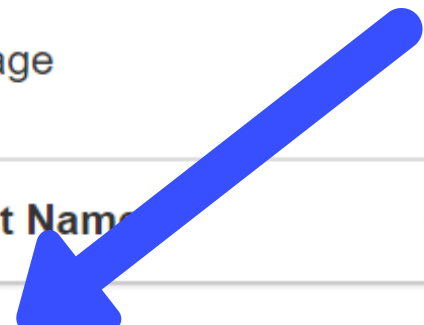
Showing 1 to 5 of 29 rows

5 ▾

rows per page

< 1 2 3 4 5 6 >

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Asset Info



Cost



Work Done



Completion
Date



Contractor
Information



Comments

NECESSARY FIELDS



Asset Info

ASSET TYPE

Sewer Main, Manhole,
Sewer Lateral

LOCATION

Location from
USManhole for Point
Repairs etc.

MANHOLE

Enter Upstream and
the Downstream
Manhole will auto-
populate, although
downstream manhole
ID can be manually
entered as well.

ADDRESS

Suspected Address



WORK DONE

Description of Work Done, based on Hansen Codes

REPAIR LENGTH

Should match the Type of work Done, Some Manhole work has no length, Such as Replacing Frame

HANSEN WO

Work Order created after initial entry.

WORK DONE



CONTRACTOR

Name of the contractor who performed the work

CREATOR

Whoever created/Uploaded the Entry.

LAST EDIT

Shows when and who made the last edits.

CONTRACTOR

Fields

COST

Cost according to the Schedule of Values.

COMPLETION DATE

Actual date the work on the asset was completed.

COMMENTS

Use this to add additional pertinent information.

ERRORS

This field will show errors, such as invalid Asset ID.

Select Status

Work done on **Town Fork Creek Neighborhood Sewer Rehabilitation** project

Add New Work Done

Import Work Done

Export to Excel

Search



Showing 1 to 25 of 2477 rows rows per page

< 1 2 3 4 5 ... 100 >

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status
Asset Type: Sewer Main USManhole: S098-336 DSManhole: S098-208 Location From USManhole: 0 Suspected Addr:	Work Done: CIPP Repair Length: 292 Hansen WO: 784108327	Contractor: CONTR-INSITU Creator: Julie Jenson (KCWater) Last Edit By: Julie Jenson Last Edit Date: 07-26-2018	\$6,278.00	01-24-2017			WO_Closed
Asset Type: Sewer Lateral							

Status dropdown menu with a blue border and a downward arrow.

Vertical toolbar with three buttons: a pencil icon (edit), a red button with a white 'X' (delete), and a green button with a white checkmark (confirm).

STATUS: WO_OPEN

The work order is OPEN in Hansen. The Work Tracking Application has been able to successfully sync with Hansen to open the work order.

STATUS: WO_CLOSED

The work order has been closed in Hansen















STATUS: WO_OPEN_ERROR

There was an error creating the work order in Hansen. Check the error message and edit the work as necessary.

STATUS: WO_CLOSE_ERROR

There was an error closing the work order in Hansen. Check the error message and edit the work as necessary.

Under Status
Select
WO_Open

Creation Date	Comments	Error Message	Status	
			<div style="border: 1px solid #ccc; padding: 2px;"><div style="border-bottom: 1px solid #ccc; padding: 2px;">▼</div><div style="padding: 2px;">WO_Closed</div><div style="padding: 2px; background-color: #007bff; color: white;">WO_Open</div><div style="padding: 2px;">WO_Open_Error</div></div>	<div style="text-align: center;">  </div>
			WO_Closed	<div style="text-align: center;">  </div>
			WO_Closed	<div style="text-align: center;">  </div>
	RFI 31		WO_Closed	<div style="text-align: center;">  </div>
	Plan called as saved, but no			<div style="text-align: center;"> </div>

This shows all the Open Work Orders

Work done on **Town Fork Creek Neighborhood Sewer Rehabilitation** project

[Add New Work Done](#)
[Import Work Done](#)
[Export to Excel](#)

Search



Showing 1 to 25 of 467 rows rows per page

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
							WO_Open	
Asset Type: Sewer Main USManhole: S124-369 DSManhole: S124-378 Location From USManhole: null Suspected Addr:	Work Done: Cleaning Repair Length: null Hansen WO: 784113418	Contractor: CONTR-ACEPIP Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 03-16-2018	\$29,252.00	02-28-2017	Preliminary cleaning and CCTV	-	WO_Open	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="check"/>
Asset Type: Sewer Lateral USManhole: S124-118 DSManhole: S124-603 Location From USManhole: 202 Suspected Addr: 205 E 68th Terr	Work Done: Open Cut Lateral Repair Length: 26 Hansen WO: 784113453	Contractor: contr-Havens Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-26-2017	\$4,900.00	03-16-2017	-	-	WO_Open	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="check"/>
Asset Type: Sewer Lateral USManhole: S099-200 DSManhole: S099-199 Location From USManhole: 48 Suspected Addr: 5527 Brooklyn	Work Done: Open Cut Lateral Repair Length: 6 Hansen WO: 784113558	Contractor: contr-Havens Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 09-11-2018	\$675.00	04-27-2017	-	-	WO_Open	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="check"/>
Asset Type: Sewer Main USManhole: S127-130 DSManhole: S127-140 Location From USManhole: 174 Suspected Addr:	Work Done: Point Repair Open Cut Repair Length: 10 Hansen WO: 784113563	Contractor: contr-Havens Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-28-2017	\$6,750.00	03-23-2017	-	-	WO_Open	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="check"/>

Quantity

Work done on **Town Fork Creek Neighborhood Sewer Rehabilitation** project


[Add New Work Done](#) [Import Work Done](#) [Export to Excel](#)













Search  

< 1 2 3 4 5 ... 19 >

Showing 1 to 25 of 467 rows rows per page

Showing 1 to 25 of 467 rows rows per page

Asset Info  **Work Done on**

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
Asset Type: Sewer Main USManhole: S124-369 DSManhole: S124-378 Location From USManhole: null Suspected Addr:	Work Done: Cleani Repair Length: nul Hansen WO: 78411			8-2017	Preliminary cleaning and CCTV	-	WO_Open	  
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To Sort

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments
Asset Type: Sewer Main USManhole: S124-369 DSManhole: S124-378 Location From USManhole: null Suspected Addr:	Work Done: Cleaning Repair Length: null Hansen WO: 784113418	Contractor: CONTR-ACEPIP Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 03-16-2018	\$29,252.00	02-28-2017	Preliminary cleaning and CCTV

Cost	Completion Date
<input type="text"/>	<input type="text"/>

Use the Arrows, or Type a specific Value

To Sort

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments
			Null		
Asset Type: Sewer Main USManhole: S124-369 DSManhole: S124-378 Location From USManhole: null Suspected Addr:	Work Done: Cleaning Repair Length: null Hansen WO: 784113418	Contractor: CONTR-ACEPIP Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 03-16-2018	\$29,252.00	02-28-2017	Preliminary cleaning and CCTV

Cost	Completion Date
Null	
NULL	01-30-2018

Search for Null, for entries that need to be Edited.

To Sort

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments
	Null				
Asset Type: Sewer Main USManhole: S124-369 DSManhole: S124-378 Location From USManhole: null Suspected Addr:	Work Done: Cleaning Repair Length: null Hansen WO: 784113418	Contractor: CONTR-ACEPIP Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 03-16-2018	\$29,252.00	02-28-2017	Preliminary cleaning and CCTV

Work Done on Asset

Null

Work Done: Cleaning
Repair Length: null
Hansen WO: 784113418

Can Also be used to look for entries that need a Repair Length

Double Check information








Work done on **Town Fork Creek Neighborhood Sewer Rehabilitation** project

[Add New Work Done](#) [Import Work Done](#) [Export to Excel](#)

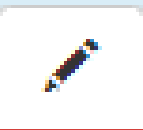

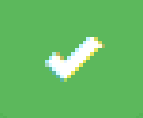



Search

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If Edits need to be made

message	Status	
	WO_Open	
	WO_Open	  
	WO_Open	  

Add Missing Length of Repair

Sewer Main Form

Upstream Manhole ID **Suggested Downstream Manhole ID** **Downstream Manhole ID**

Work Completed







Length of Repair/Replacement (ft) **Location from UpStream Manhole (ft)**

Work Completed Date **Cost of Complete Repair/Replacement**

Comments

LARKIN) \$675.00 04-27-2017 -

Once all Necessary
fields have been
completed, it can be
Approved

message	Status	
	WO_Open	
	WO_Open	  
	WO_Open	  

As long as there are
no Errors it will
switch to
WO_Closed

Error Message	Status	
	WO_Closed	
	WO_Closed	