

WORK TRACKING APP

**Protocol for Editing, Creating, and
Cancelling Work Orders**

This protocol is to be followed after work is completed in the field, before final approval from City Project Managers.

Login

Username (Your Email)

Password

Login

Register

Forgot Password

Resend Email Confirmation

Register for a new Account.

First Name

Last Name

Company Name

Email (This will be your username)

Password

This field is required.

Confirm Password

Register

If you need to Register

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 >

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



Search for entries that need to be edited

Work done on I/I Reduction: Blue River South Basin Project Area 4 & 5 Phase 1 project

Add New Work Done

Import Work Done

Export to Excel

Search



Showing 1 to 25 of 1522 rows rows per page

< 1 2 3 4 5 ... 61 >

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
Asset Type: Sewer Lateral USManhole: S151-247 DSManhole: S151-248 Location From USManhole: 133 Suspected Addr: 9801 CHERRY ST	Work Done: CIPP Full Wrap Short Liner / Top Hat Repair Length: 1.5 Hansen WO: 784284601	Contractor: null Creator: Daniel Little (CONTR-GBA) Last Edit By: Daniel Little Last Edit Date: 08-14- 2019	\$2,000.00	08-12-2019	-	-	WO_Open	

Click the little arrow to sort


Add New Work Done

Import Work Done

Export to Excel

Work done on I/I Reduction: Blue River South Basin Project Area 4 & 5 Phase 1 project



Showing 1 to 25 of 1522 rows rows per page

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date		
Asset Type: Sewer Lateral USManhole: S151-247 DSManhole: S151-248 Location From USManhole: 133 Suspected Addr: 9801 CHERRY ST	Work Done: CIPP Full Wrap Short Liner / Top Hat Repair Length: 1.5 Hansen WO: 784284601	Contractor: null Creator: Daniel Little (CONTR-GBA) Last Edit By: Daniel Little Last Edit Date: 08-14- 2019	\$2,000.00	08-12-2019	-	

This will show blank entries

Work done on I/I Reduction: Blue River South Basin Project Area 4 & 5 Phase 1 project

[Add New Work Done](#)[Import Work Done](#)[Export to Excel](#)Showing 1 to 25 of 1522 rows rows per page[<](#) [1](#) [2](#) [3](#) [4](#) [5](#) [...](#) [61](#) [>](#)




Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
Asset Type: Sewer Main USManhole: S073-003 DSManhole: S073-004 Location From USManhole: null Suspected Addr:	Work Done: CCTV Repair Length: 325.145 Hansen WO: 784244803	Contractor: null Creator: Steve Sartin (CONTR-BURNS) Last Edit By: Steve Sartin Last Edit Date: 04-24-2019	NULL				WO_Open	 

You can also search by typing in null

Search  

Showing 1 to 25 of 223 rows rows per page

< 1 2 3 4 5 ... 9 >

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
			null					
Asset Type: Manhole USManhole: S149-104 DSManhole: null Location From USManhole: null Suspected Addr:	Work Done: Raise Manhole Repair Length: null Hansen WO: 784283815	Contractor: null Creator: Andrew Alvarado (CONTR-GBA) Last Edit By: Andrew Alvarado Last Edit Date: 08-13-2019	NULL	05-10-2019	-	-	WO_Open	  
Asset Type: Manhole USManhole: S149-104		Contractor: null						


If you want to look up a specific Asset, search for the ID

Work done on I/I Reduction: Blue River South Basin Project Area 4 & 5 Phase 1 project

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

Search  

Showing 1 to 1 of 1 rows

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
S149-220			null					
Asset Type: Manhole USManhole: S149-220 DSManhole: null Location From USManhole: null Suspected Addr:	Work Done: External Frame Chimney Seal Repair Length: null Hansen WO: 784231226	Contractor: null Creator: Andrew Alvarado (CONTR-GBA) Last Edit By: Andrew Alvarado Last Edit Date: 03-01-2019	NULL	12-20-2018	Manhole cementitious lined 12/10 before SSO was removed not completed till SSO is removed and cementitious lining is completed	-	WO_Open	  

Showing 1 to 1 of 1 rows

Click the to edit



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

Work done on I/I Reduction: Blue River South Basin Project Area 4 & 5 Phase 1 project

Search  

Showing 1 to 25 of 1522 rows rows per page

< 1 2 3 4 5 ... 61 >

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
Asset Type: Sewer Main USManhole: S073-003 DSManhole: S073-004 Location From USManhole: null Suspected Addr:	Work Done: CCTV Repair Length: 325.145 Hansen WO: 784244803	Contractor: null Creator: Steve Sartin (CONTR-BURNS) Last Edit By: Steve Sartin Last Edit Date: 04-24-2019	NULL	-	-		WO_Open	 

Double Check the Length of Repair

Sewer Main Form

Upstream Manhole ID

S073-003

Suggested Downstream Manhole ID

Other

Downstream Manhole ID

S073-004

Work Completed

CCTV

Length of Repair/Replacement (ft)

325.145

Location from UpStream Manhole (ft)

Work Completed Date

Cost of Complete Repair/Replacement

Comments

Submit

Close

Leave Location blank for non-point repairs

Sewer Main Form

Upstream Manhole ID

S073-003

Suggested Downstream Manhole ID

Other

Downstream Manhole ID

S073-004

Work Completed

CCTV

Length of Repair/Replacement (ft)

325.145

Location from UpStream Manhole (ft)

Work Completed Date

Cost of Complete Repair/Replacement

Comments

Submit

Close

Fill out Date and Cost Information

Sewer Main Form

Upstream Manhole ID

S073-003

Suggested Downstream Manhole ID

Other

Downstream Manhole ID

S073-004

Work Completed

CCTV

Length of Repair/Replacement (ft)

325.145

Location from UpStream Manhole (ft)

Work Completed Date

Cost of Complete Repair/Replacement

Comments

Submit

Close

Comments from Work Tracking app will be linked to Hansen

Sewer Main Form

Upstream Manhole ID	Suggested Downstream Manhole ID	Downstream Manhole ID
<input type="text" value="S073-003"/>	<input type="text" value="Other"/>	<input type="text" value="S073-004"/>










Work Completed

Length of Repair/Replacement (ft)	Location from UpStream Manhole (ft)
<input type="text" value="325.145"/>	<input type="text"/>

Work Completed Date	Cost of Complete Repair/Replacement
<input type="text"/>	<input type="text"/>

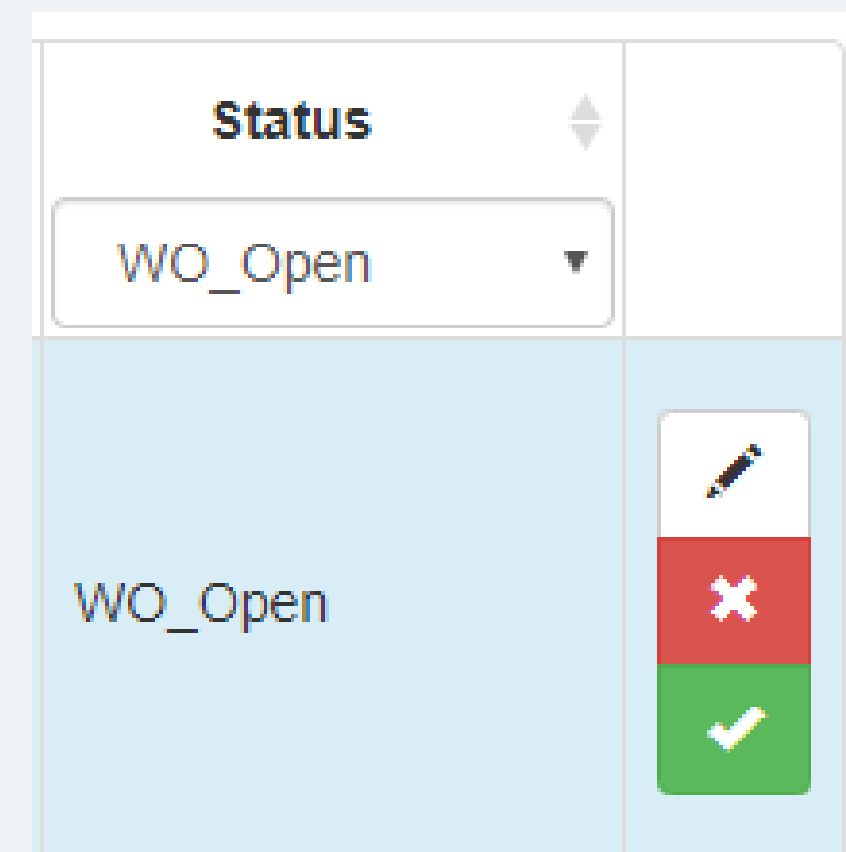
Comments

If no errors, it will show the updated entry

Asset Type: Sewer Main USManhole: S105-022 DSManhole: S105-023 Location From USManhole: 0 Suspected Addr:	Work Done: CCTV Repair Length: 323 Hansen WO: 784113883	Contractor: CONTR-INSITU Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-29-2017	NULL	01-19-2017	-	-	WO_Open	  
Asset Type: Sewer Main USManhole: S105-023 DSManhole: S105-024 Location From USManhole: 0 Suspected Addr:	Work Done: Cleaning Repair Length: 324 Hansen WO: 784113884	Contractor: CONTR-INSITU Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-29-2017	NULL	01-17-2017	-	-	WO_Open	  
Asset Type: Sewer Main USManhole: S105-023 DSManhole: S105-024 Location From USManhole: 0 Suspected Addr:	Work Done: CCTV Repair Length: 324 Hansen WO: 784113885	Contractor: CONTR-INSITU Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-29-2017	NULL	01-19-2017	-	-	WO_Open	  

To be Approved
by City Project Managers




See Approval protocol For PMs

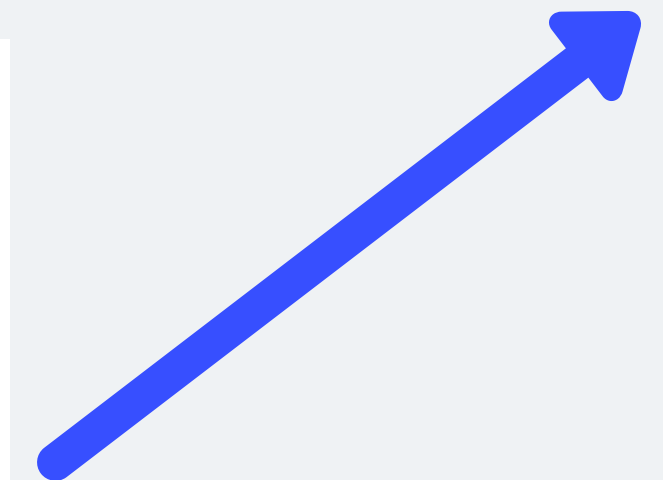


Status

WO_Open

WO_Open



If you need to Create New Work Orders in the Field, Coordinate with City Project Managers



If you are authorized to add new work, click the button

Add New Work Done

Import Work Done

Export to Excel



Work done on I/I Reduction: Blue River South Basin
Project Area 4 & 5 Phase 1 project

Search



Showing 1 to 25 of 1522 rows 25 rows per page

< 1 2 3 4 5 ... 61 >

Asset Info	Work Done on Asset	Contractor	Cost	Completion Date	Comments	Error Message	Status	
Asset Type: Sewer Main USManhole: S073-003 DSManhole: S073-004 Location From USManhole: null Suspected Addr:	Work Done: CCTV Repair Length: 325.145 Hansen WO: 784244803	Contractor: null Creator: Steve Sartin (CONTR-BURNS) Last Edit By: Steve Sartin Last Edit Date: 04-24-2019	NULL	-	-	-	WO_Open	 

Select Asset Type

Asset Type

Sewer Main

Same As Previous Asset

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

Submit

Close

Cut	Creator: Nick Peterson (CONTR-LARKIN)	\$7,800.00	06-06-2017	RFI 31
-----	---------------------------------------	------------	------------	--------

Fill in Information

Asset Type

Sewer Main

Same As Previous Asset

Sewer Main Form

Upstream Manhole ID S081-511

Suggested Downstream Manhole ID Other

Downstream Manhole ID

Work Completed Total Line Replacement

New Pipe Type Please Choose

Length of Repair/Replacement (ft) 10

Location from UpStream Manhole (ft)

Work Completed Date 11-12-2019

Cost of Complete Repair/Replacement 1000

Comments

Example Comment

Submit

Close



Asset Info



Cost



Work Done



Completion
Date



Contractor
Information



Comments

NECESSARY FIELDS

Check the Warning for Conflicts

Asset Type

Sewer Main ▼

Same As Previous Asset

WARNING: There are recent Work Orders on this Asset!

There are **3** recent work orders on this asset.
Last one being **784104008**.
Activity: **2237-INVESTIGATIONS**.
Initiated on **02-23-2018** by **HCMARTIN**.
Assigned to:

View All Recent Work Orders

Sewer Main Form

Upstream Manhole ID

S085-007

Suggested Downstream Manhole ID

Other ▼

Downstream Manhole ID

S085-006

Work Completed

Please Choose ▼

You can look up the Work Order on Hansen

Asset Type

Sewer Main

Same As Previous Asset

WARNING: There are recent Work Orders on this Asset!

There are 3 recent work orders on this asset.

Last one being **784104008**.

Activity: **2237-INVESTIGATIONS**.

Initiated on **02-23-2018** by **HCMARTIN**.

Assigned to:

My Infor Lookup Work Orders (WLWO) **Work Order InfoViewer**

Form Code



Work Order # 784104008










Activity Code* C17 JETTED NO STOPPAGES
[Asset](#) Sewer Main From Sewer Manhol S085-007 To Sewer Manhole S085-006 #

Summary **Information** Location Log Misc Info

Work Order Information

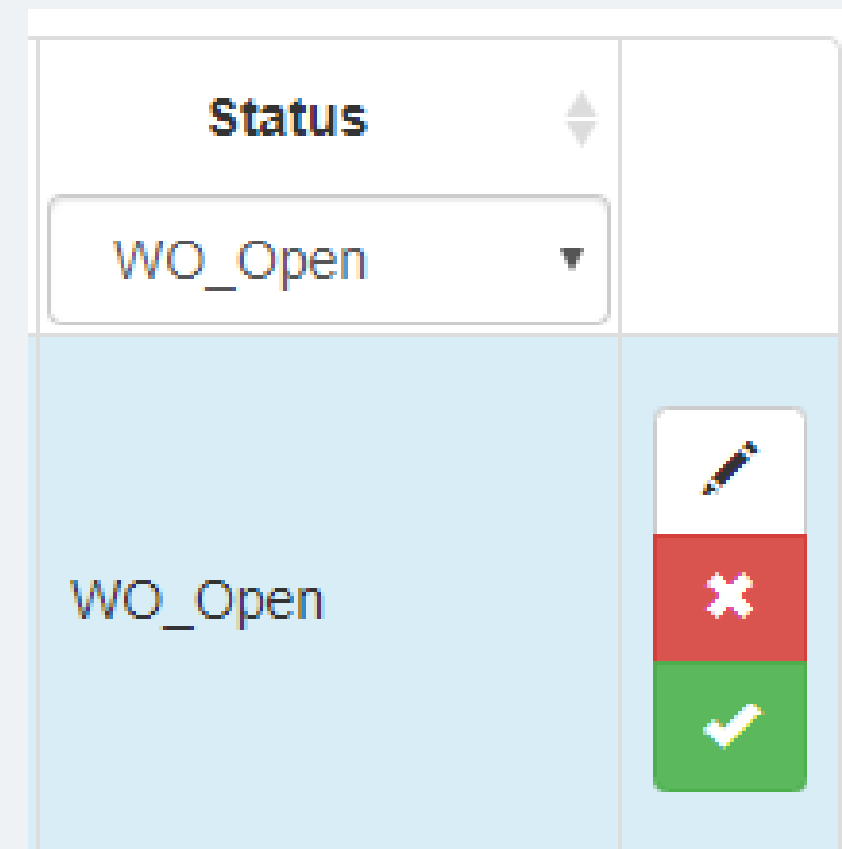
Initiated	12/5/2019	00:00	Source*	WWLM	Authorization	
Schedule Start	//	:	Maint Type*	PM	Assigned To	WWC08
Schedule Finish	//	:	Problem		Responsibility	WW-C
Due	//	:	Priority*	1	Reference #	
Initiated By	HCMARTIN		Service Request			
Project		Estimated Cost	0.00	Group Project	52402	

If no errors, it will show the new entry

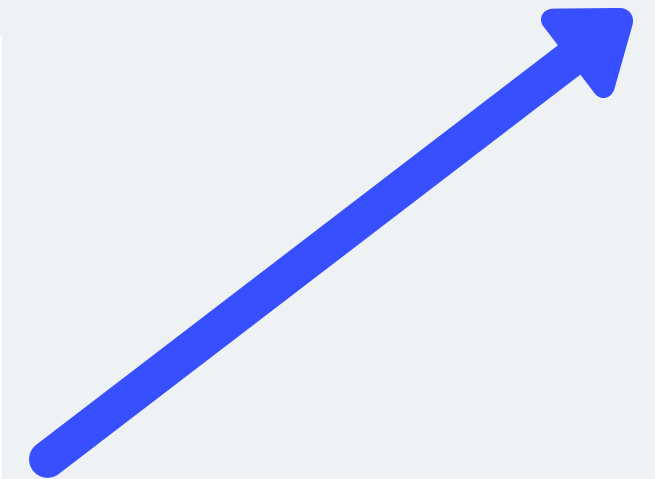
Asset Type: Sewer Main USManhole: S105-022 DSManhole: S105-023 Location From USManhole: 0 Suspected Addr:	Work Done: CCTV Repair Length: 323 Hansen WO: 784113883	Contractor: CONTR-INSITU Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-29-2017	NULL	01-19-2017	-	-	WO_Open	  
Asset Type: Sewer Main USManhole: S105-023 DSManhole: S105-024 Location From USManhole: 0 Suspected Addr:	Work Done: Cleaning Repair Length: 324 Hansen WO: 784113884	Contractor: CONTR-INSITU Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-29-2017	NULL	01-17-2017	-	-	WO_Open	  
Asset Type: Sewer Main USManhole: S105-023 DSManhole: S105-024 Location From USManhole: 0 Suspected Addr:	Work Done: CCTV Repair Length: 324 Hansen WO: 784113885	Contractor: CONTR-INSITU Creator: Nick Peterson (CONTR-LARKIN) Last Edit By: Nick Peterson Last Edit Date: 06-29-2017	NULL	01-19-2017	-	-	WO_Open	  

To be Approved
by City Project Manager

See Approval protocol For PMs



A close-up of a web form element. At the top, the word "Status" is displayed in bold black text next to a small up/down arrow icon. Below it is a dropdown menu with "WO_Open" selected and a downward-pointing arrow on the right. Underneath the dropdown is a light blue rectangular area containing the text "WO_Open". To the right of this area is a vertical stack of three icons: a pencil icon (edit), a red square with a white 'X' (cancel), and a green square with a white checkmark (approve).



Status Explanation

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.

You can use the Work Tracking App to lookup work being done on Assets, to see how recently similar work has been done.

Use the Utility Pages to check Recent Work Orders

KC Water Work Tracking App Projects Manager Pages **Utility Pages** Welcome Alexander Gilbertson! Log Out

Projects Add New Project

Showing 1 to 5 of 40 rows 5 rows per page

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

Utility Pages ▾

- Find Recent Work Orders
- Asset Viewer

Use the Utility Pages to check Recent Work Orders

Recent Work Orders

Upstream Manhole ID

S151-247

Suggested Downstream Manhole ID

Other ▼

Downstream Manhole ID

S151-248

Submit

WO Num	Activity Description	Assigned To	Initiated By	Initiated Date	Completed By	Completed Date
784284605	R51-SYSTEMS ENGINEERING - CIPP	Contr-Kissic	HANSEN8	2019-08-12T00:00:00	-	-
784284604	R51-SYSTEMS ENGINEERING - CIPP	Contr-Kissic	HANSEN8	2019-08-12T00:00:00	-	-
784284603	R51-SYSTEMS ENGINEERING - CIPP	Contr-Kissic	HANSEN8	2019-08-12T00:00:00	-	-
784284602	R51-SYSTEMS ENGINEERING - CIPP	Contr-Kissic	HANSEN8	2019-08-12T00:00:00	-	-
784284601	R51-SYSTEMS ENGINEERING - CIPP	Contr-Kissic	HANSEN8	2019-08-12T00:00:00	-	-
784284595	R53-SYSTEMS ENG - PRIVATE LINE	Contr-Kissic	HANSEN8	2019-04-18T00:00:00	-	-
784284591	R52-SYSTEMS ENG - MAIN REPAIR	Contr-Kissic	HANSEN8	2019-04-18T00:00:00	-	-
784284586	R51-SYSTEMS ENGINEERING - CIPP	Contr-Kissic	HANSEN8	2019-08-05T00:00:00	-	-
784171614	R52-SYSTEMS ENG - MAIN REPAIR		HANSEN8	2018-08-30T16:21:16	-	-
784042653	C17-JETTED NO STOPPAGES	WWC15	jlarsen	2017-06-30T08:50:00	BDUNN25	2017-06-30T09:45:00
958787	C36-JETTED ROOTCUTTER NO STOPPAGE	ECOURTNEY	HMARTIN	2012-07-06T14:35:00	ECOURTNEY	2012-07-06T15:15:00
883009	C36-JETTED ROOTCUTTER NO STOPPAGE	ECOURTNEY	LRAMIREZ	2011-04-01T14:30:00	ECOURTNEY	2011-04-01T15:00:00
832909	C42-WIB - NO STOPPAGE PRIVATE PROB	SRRILEY	LRAMIREZ	2010-06-14T13:50:00	SRRILEY	2010-06-14T14:15:00
701025	C42-WIB - NO STOPPAGE PRIVATE PROB	-	LRAMIREZ	2007-10-27T12:10:00	SKBROWN	2007-10-27T12:45:00
408387	C07-REELED NO STOPPAGE	-	SSFP	2006-02-27T14:51:00	SJR	2006-02-27T15:24:00

You can then Double Check with Hansen



Work Order # 784284604

Activity Code* R51 SYSTEMS ENGINEERING - CIPP
[Asset](#) Sewer Main From Sewer Manhol S151-247 To Sewer Manhole S151-248 #

Work Order Status

- Open for 120 days.
- Started 8/12/2019 [Close Now](#)
- WW-OCP CON is responsible - Assigned to KISSICK CONTRACTOR
[Re-assign](#)

Work Order Information

- 1 Priority.
- Maintenance Type is SCH.
- Associated to the 81000687 - Budget # is 1382.

Quick Links

- [Add an Attachment](#)
- [Add Comments](#)
- [Add a Failure](#)
- [Add a Linked Work Order](#)
- [Add a Planned Task](#)
- [Add Resource Usage](#)
- [Add Scheduled Resource](#)
- [Create Standard Work Order](#)
- [Duplicate Work Order](#)
- [Change Activity Code](#)

WORK ORDER CONFLICT

DATES

Check the Dates of the most recent work done, see if similar work was done in the last 3 years.

TYPE OF WORK

See if work types conflict with each other, or supersedes.

IF THERE IS CONFLICT

Coordinate with Work Order Owner prior to adding New Work Orders.