

**M**

**MEGAMATION**

**DIRECTLINE**

**SOFTWARE SERVICE**



WHO ARE WE?



# MEGAMATION SYSTEMS

## UNLIMITED SUPPORT

Dedicated Account Team providing  
implementation assistance

## UNLIMITED TRAINING

Directline Service includes  
Unlimited Training.

## CUSTOM

The software is adapted to your  
unique requirements. The workflow  
can be customized to meet your  
needs

## UPGRADES

Stay up to date and keep your  
modifications

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# PREVENTIVE MAINTENANCE

## PLANNED HOURS

Entering estimated time for work order tasks.

## PLANNED MATERIALS

Tracking reserved materials for work order tasks.

## CHECKLISTS

Digital documents that you can report on, audit and track. Actions and alerts can be created.

## UPLOADING DATA

Data can be uploaded from Megamation Standard Excel Templates

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# WHY CHECKLISTS?

“WE CAN HAVE THE MOST HIGHLY SKILLED, HIGHLY TRAINED, HARD WORKING PEOPLE BUT THE VOLUME AND COMPLEXITY OF WHAT WE KNOW CAN EXCEED OUR ABILITY TO DELIVER ITS BENEFITS CORRECTLY, SAFELY OR RELIABLY.

THE SOLUTION TO THIS PROBLEM IS A CHECKLIST.” *ATUL GAWANDE , THE CHECKLIST MANIFESTO*

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# CHECKLISTS

## REPLACING PAPER

Directline Mobile first replaced the printed work order. Very quickly clients requested we replaced printed checklists and tasks

## ON DEMAND CHECKLISTS

Checklists started in the PM module but moved throughout the application

## TYPES OF CHECKLISTS

Mechanical/Electrical, Custodial, Environmental, Room Inspections, Water Tests, Health and Safety, Sanitation, Bio-Medical

## ACTIONS

Events and actions can be triggered by user entry. Alerts, followup work orders, notifications

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# MOBILE

## REPLACING PAPER

Work orders, checklists, receipts, requisitions, on-demand inspections

## TIME TRACKING

Clock in and out of work orders. Get wrench time and travel time

## BARCODES/QR CODES

Input can be made easy and more accurate. Buildings, rooms, equipment and inventory can be tagged

## DOCUMENTS

Everything can be accessible not kept on shelves, in binders, boxes or file cabinets

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# MEGAMATION DEMONSTRATION

[m.megamation.com/dldemo/facility](https://m.megamation.com/dldemo/facility)



# CUSTOMER FEEDBACK

FW: Status is now Closed on Work Order # 623623

 Mario Chmielinski  
To:  David Mutch

From: Uanny Rung <[urung@megamation.com](mailto:urung@megamation.com)>  
Subject: Status is now Closed on Work Order # 623623

**HOW DID WE DO?**

Click one of the thumbs

If you are not satisfied that this job is complete, please call the work group listed below to reopen the work order

1. Work Order#: 623623
2. Status: CL
3. Date: 10-01-2019
4. Work Description: TEST WORK ORDER. PLEASE IGNORE
5. Type of Service: Preventive Maintenance Consolidated
6. Room/Location:
7. Building: BLD008 - HAUG BUILDING
8. Equipment#: HVAC158 - HAUG AC3
  - a. Manufacturer:
  - b. Model:
9. Submitted By: PM SCHEDULER Tel:
10. Work Group/Assigned to: WVH-ENGINEERING - WVH Engineering / WVH-ENG - Wenatchee Valley Hospital Engineering
11. Closing Comments: Comments from BARRY, MICHAEL on Nov 06 at 12:35PM: test Comments from Groth, Duane on Oct 17 at 03:06PM: completed!

Do not respond to this email, it is linked to an un-attended address.

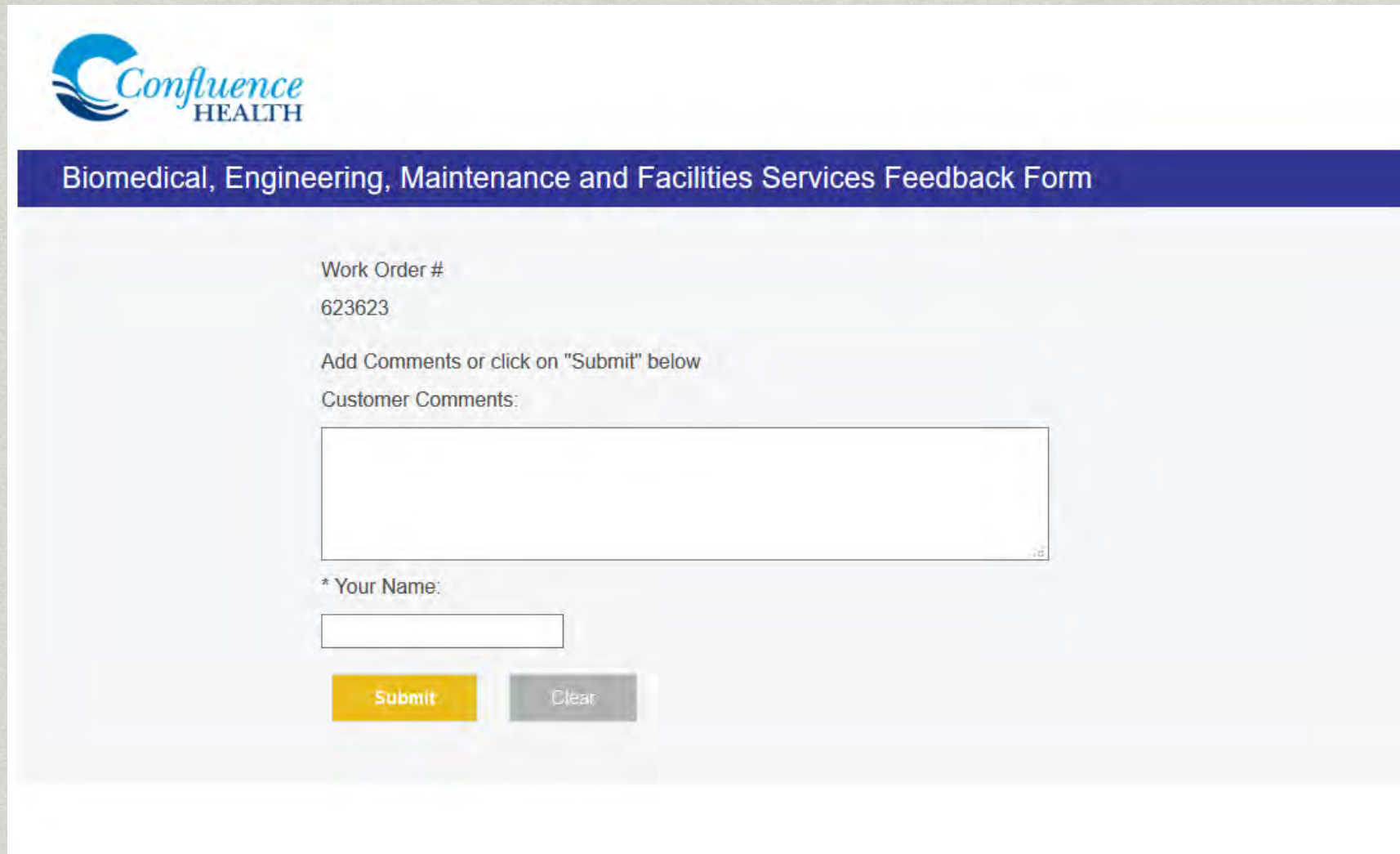
In this client screenshot example, after a WO is completed the requestor receives an email asking **How did we do?** With the ability to give a **thumbs up or down** and be linked to a webpage to fill in comments.



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# CUSTOMER FEEDBACK



The screenshot shows a web form for Confluence Health. At the top left is the Confluence Health logo. Below it is a dark blue header bar with the text "Biomedical, Engineering, Maintenance and Facilities Services Feedback Form". The form content includes a "Work Order #" field with the value "623623". Below this is a prompt "Add Comments or click on 'Submit' below" and a label "Customer Comments:" followed by a large empty text area. Underneath is a required field "\* Your Name:" with an empty input box. At the bottom are two buttons: a yellow "Submit" button and a grey "Clear" button.

After the requestor clicks the thumbs up or down, they can fill out further comments.



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# CUSTOMER FEEDBACK

## Work Order Completion Survey:


When a work order is completed, a survey email is sent to the originator.

Work Order 100028

 noreply@megamationsystems.com  
To:  Li Liang

 Reply  Reply All  Forward 

Tue 2018-11-20 5:46 AM

 100028.HTM  
5 KB

Hello,

Thank you for taking the time to fill out a work order. Your work order is being closed because it has reached completion status. Please open the attached work order to review your request and any closing comments. If you have any questions regarding your work order or would like to provide comments, please respond to [noreply@megamationsystems.com](mailto:noreply@megamationsystems.com) or call Facilities Services at 313.414.1310 and speak to our friendly staff. If your work order has been closed in error, please contact us so that we can help accommodate your needs.

Thank you, Facilities Services

----- To aid the Facilities Services with our processes, please take a minute to fill out the quick survey below:

[Submit Work Order Survey](#)

if the link above does not work, please copy and paste the address below into your internet browser.

[http://dlweb.megamation.com/Olympic/DLWEB.php/O4W\\_WO\\_SURVEY?WO\\_NO=2D3651A0DD65](http://dlweb.megamation.com/Olympic/DLWEB.php/O4W_WO_SURVEY?WO_NO=2D3651A0DD65)

Details and comments about the work order can be viewed by opening the document attached to this email.

If you were unsatisfied, please leave your name so we can follow up with you.

In this second example, a requestor receives an email with a link to **Submit a Work Order Survey** once the work order has completed.



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# CUSTOMER FEEDBACK

**Olympic College Operations Satisfaction Questionnaire**

**WO Info** | **Survey**

To complete the survey, responses to questions A-D are required. Written comments are optional. Thank you for taking the time to provide feedback regarding the Facilities Work Request completion.

A. The work was completed in a reasonable amount of time.

B. The work was done to your satisfaction.

C. The area was clean when the work was completed.

D. You received all items or services requested.

Please include any additional comments below. If you would like to be contacted directly, please include your name and phone extension. Thank you.

This survey allows the user to select from a dropdown for 4 questions A-D and then add additional comments.





# CUSTOMER FEEDBACK

## Questionnaire results 20191891 Received



noreply@megamation.com

To: [redacted]

Work Completed by: [redacted]

Survey Completed by: [redacted]

Survey Completed by Email: [redacted]

Work Completed Date: 15 OCT 2019

Work Order: 20191891

- A. The work was completed in a reasonable amount of time.: Very Satisfied
- B. Was there appropriate communication during the work order process: Very Satisfied
- C. Were you pleased with the quality of work: Very Satisfied
- D. Was this work a rework from a previous reported discrepancy: Very Satisfied

Comments:

=====

Survey result returned on:  
16 OCT 2019

Once the survey is completed an administrator can receive the results of the survey in an email.



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# CUSTOMER FEEDBACK



Survey Information can be provided on the Analytic Dashboard





# BUILDING IMPROVEMENT REQUEST

Community Colleges of Spokane - Building Improvem...



## DISTRICT FACILITIES DEPARTMENT

Phone: 533-8630

### SCC BIR Request

<b>Fixed Wing Hangar</b>	171-301
<b>Apprenticeship &amp; Journeyman Training Center A</b>	171-602
<b>Apprenticeship &amp; Journeyman Training Center B</b>	171-603
<b>Maintenance Annex</b>	171-606
<b>Esmeralda Center North</b>	171-624
<b>ECCC Head Start</b>	171-633
<b>Esmeralda Center South</b>	171-635
<b>Bowdish Valley Center</b>	171-636
<b>Anrode Hangar</b>	171-687
<b>Colville Center</b>	172-617
<b>NE Community Center Head Start</b>	172-973

### SFCC BIR Request

<b>Adult Education Center</b>	172-604
<b>Newport Center</b>	171-630
<b>Lodge</b>	172-009
<b>Magnuson</b>	172-027
<b>Industrial Training Center</b>	172-608



# BUILDING IMPROVEMENT REQUEST

## SCC Building Improvement Request

*Fields with \* must be filled in order to submit the work request.*

*Two email addresses may be entered by separating them with a comma.*

\*BIR or EST?



\*Date

Feb 15, 2024

\*Building ID



Room(s) Number

\*Project Contact Name

\*Project Contact Email

\*Administrator Approver

\*Administrator Work Email

Identify funding deadline(s)

(grants, tech fees, etc) when a fund source will no longer be available to cover charges.

Detailed Project Request (Include additional budget splits)






*Please click Next to continue.*



Next



# BUILDING IMPROVEMENT REQUEST

*Building	<input type="text"/>				
*Requested By	<input type="text"/>				
*Phone No	<input type="text"/>				
*E-Mail	<input type="text"/>				
Dept Head/Dean/Director	<input type="text"/>				
Work Tags (UW Only)	Cost Center (8 digits)	Fund (5 digits)	Function (5 digits)	Resource (8 digits)	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grant, Gift, Or Program:	<input type="text"/>				
Funding Available (in dollars)	<input type="text"/>				
Please choose the service(s) needed, please note lead times *Lead times vary depending on size and complexity of project.					
*Project Type	<input type="text"/>				
*Project Description (please include problem statement, goals, and details such as expanding operations, adding FTE, type/amount of space)	<input type="text"/>				
Desired Completion Date:	<input type="text"/>				
Pictures	<input type="checkbox"/> Upload images/pictures after work order saved				
 <input type="button" value="Save"/>					



# BUILDING IMPROVEMENT REQUEST APPROVAL

**To:** kathy.albin@sfcc.spokane.edu <kathy.albin@sfcc.spokane.edu>

**Subject:** Action needed: New BIR Request 21 [REDACTED] Submitted

You have been identified as administrative approver for this estimate/BIR: 216751

Please provide budget number and forward for prioritization:

SCC: Joanne Arsenault

SFCC: McCall Fadeley

District: Frances MacDonald-Davis

Your estimate/BIR will be prioritized and processed through Facilities.

Type: PEND Pending (No Action without Administrative Authorization)

Status: Initiated

Submitted By: Katie Smith

Date: 01/25/2023

Building: Library

Project Contact Name: K [REDACTED]

Project Contact Email: ka [REDACTED]

Administrator Name: Kat [REDACTED]

Administrator Email: katl [REDACTED]

Budget(s): 7172-146--64 [REDACTED]

Detailed Project Request:

Please change out the lock on door 003B to key C1B6

THIS KEY IS INTENDED FOR THIS SPACE ONLY - Please do not issue this key for any other rooms in bldg 172-Library.

Please rename room "003 B Passport Lounge"

call with questions Katie Smith x4114 - Thank you :)

Selected Type: BIR

Room(s) Number: 0003 B Faculty Development

ASBESTOS CAUTION: This work site could contain ASBESTOS.

[Approve the request](#) OR [Reject the request](#)



# EVENT RENTAL REQUEST

Event Rental Requests Form		+ Save
*Requester's Full Name	<input type="text"/>	
*Phone Ext.	<input type="text"/>	
*E-Mail	<input type="text"/>	
DEPARTMENTAL CODING		
*Fund (3 digits)	<input type="text"/>	
*Unit (6 digits)	<input type="text"/>	
*Grant (6 digits)	<input type="text"/>	
*Project (6 digits)	<input type="text"/>	
*Object	<input type="text" value="64533"/>	
REQUEST DETAILS:		
*Building # (eg. 060)	<input type="text" value="060"/>	
Room #:	<input type="text"/>	
Closest To Room #	<input type="text"/>	
*Delivery Date / Time	<input type="text" value=""/>	<input type="text" value=""/>
*Pickup Date / Time	<input type="text" value=""/>	<input type="text" value=""/>
Days of Rentals Required	<input type="text"/>	



# 25LIVE INTERFACE MANUAL RUN

Previous attachment Administration

Last Run: 01-17-2024

How Many Days to Check:  This value is the number days. Inteface uses this parameter to check the event schedule based on today's date + days to check. By default, it's 14 days.

A confirmation of work request created along with any error log will be sent to the email addresses below. Two email addresses may be entered by separating them with a comma.

Confirmation Email Address:

Manual Run Log:

```
1 - Initiallizing
2 - Login In
3 - Getting Resources
4 - Getting Reservations
*** Listing Reservation Work Orders 01-17-2024_03:59PM
    WO#: 226400, Event Start Date: 01-30-2024, Event Name: Americans of Chinese Descent
    WO#: 226401, Event Start Date: 01-31-2024, Event Name: ECON Salon
    WO#: 226402, Event Start Date: 01-31-2024, Event Name: Colville Airport Community Meeting
*** End Of Work Order Listing 01-17-2024_03:59PM
*** Listing Reservation Work Orders 01-17-2024_05:00PM
    No New Reservation Work Orders At This Time
*** End Of Work Order Listing 01-17-2024_05:00PM
*** Listing Reservation Work Orders 01-17-2024_04:44PM
    No New Reservation Work Orders At This Time
*** End Of Work Order Listing 01-17-2024_04:44PM
5 - Sending Emails
6 - Writting Logs
***Logging***
    Success
    The process finished at 17 JAN 2024 04:44PM
7 - Finished - Success
***Sending Log Email***
    Email Sent to: pouellette@megamation.com
    Email Sent successful
```

Log File Location:

Disable Interface (This will stop the interface until it's unchecked)



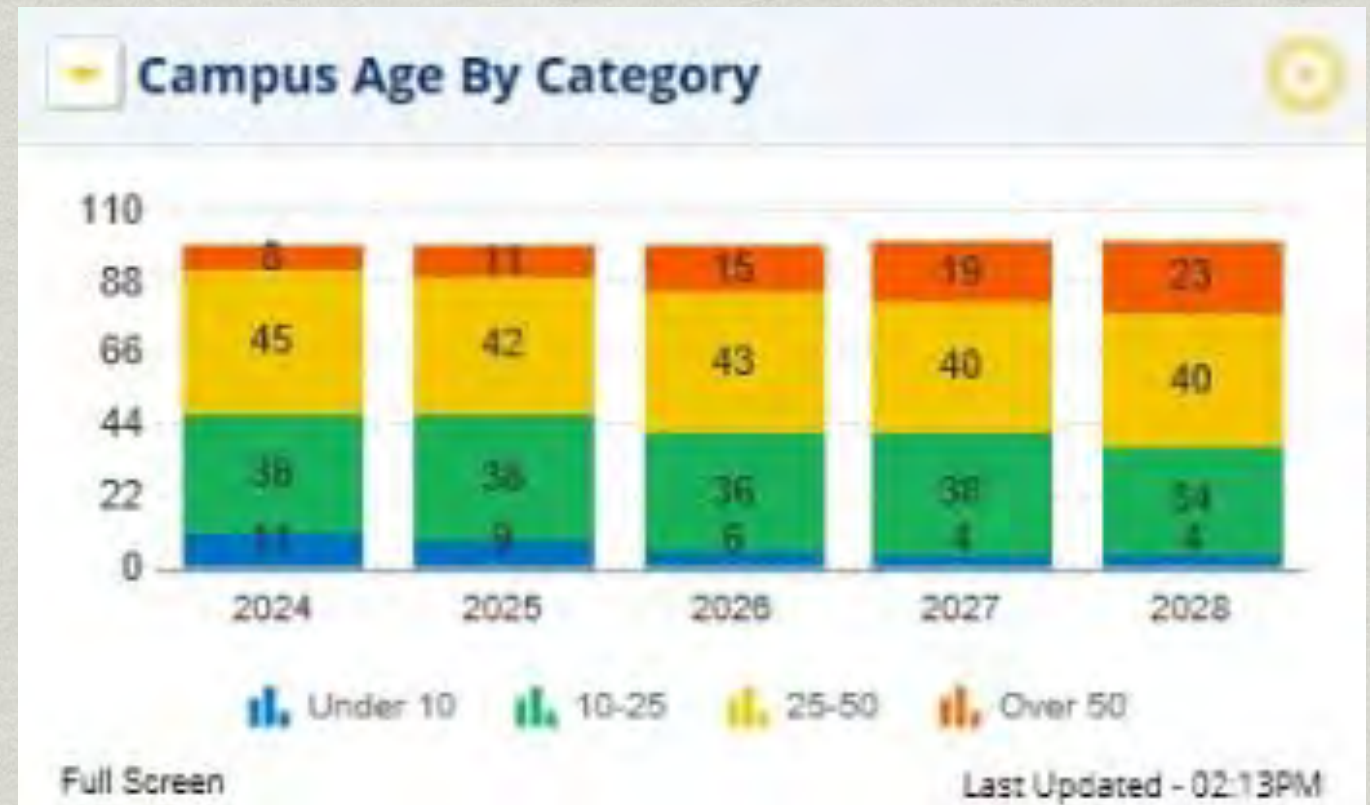
# AUTOMATED PLANNING

The screenshot shows a software window titled "Admin Work Order Plan Entry". The window contains several input fields for data entry:

- \*Campus:** A dropdown menu with a blue background and a search icon to its right.
- \*Work order type:** A dropdown menu with a blue background.
- Assign to:** A dropdown menu with a white background.
- Issue to:** A dropdown menu with a white background.
- Issue to Name:** A text input field with a grey background.
- Job Type:** A dropdown menu with a blue background.



# ANALYTICS






# ORDERING SUPPLIES

Direct Line Mobile

dlweb.megamation.com/highlinecc/DLWEB.php/O4W\_WO\_RFQ?ADMIN=1



Information Page

Work Order Entry

Work Order Search

**Shopping List**

Search Shopping List

## Shopping List

Info      Parts

- Fields with \* and parts must be filled in order to create a shopping list.  
- The Save button is enabled when a part is added.

*List ID	NEW
Description	Bellevue Items
*Requester Name	David Mutch
*Phone No	905-844-9947
E-Mail	dmutch@megamation.com
Required Date	Feb 09, 2024
Comments	Supplies for Bellevue School



# ORDERING SUPPLIES

Direct Line Mobile

dlweb.megamation.com/highlinecc/DLWEB.php/O4W\_WO\_RFQ?ADMIN=1

**MEGAMATION DIRECTLINE**

- Information Page
- Work Order Entry
- Work Order Search
- Shopping List**
- Search Shopping List

## Shopping List

Info      Parts

There is no material associated with this shopping list.

Add Material to shopping list



# ORDERING SUPPLIES

The screenshot shows a mobile web browser interface for 'Direct Line Mobile'. The browser's address bar displays the URL: `dlweb.megamation.com/highlinecc/DLWEB.php/O4W_WO_RFQ_PART?ID=SESS2_20492_ay4UqEOJ60Sg4Tou.KPFsw__RFQ...`. The page features the 'MEGAMATION DIRECTLINE' logo and a navigation menu on the left with the following items: 'Information Page', 'Work Order Entry', 'Work Order Search', 'Shopping List' (highlighted in blue), and 'Search Shopping List'. A 'Part Search' modal is open, containing the following fields and options:

- Part #**: An empty text input field with a dropdown icon.
- containing**: A label positioned below the Part # field.
- Whs**: A dropdown menu with 'Select Warehouse' selected.
- Class**: A dropdown menu with 'Custodial Supplies' selected.
- Supplier**: A dropdown menu with 'Select Supplier' selected.
- Manufacturer**: A dropdown menu with 'Select Manufacturer' selected.

At the bottom of the modal, there are two buttons: 'Clear' and 'Search'.



# ORDERING SUPPLIES

Direct Line Mobile

dlweb.megamation.com/highlinecc/DLWEB.php/O4W\_WO\_RFQ\_PART?ID=SESS2\_20492\_ay4UqEOJ60Sg4Tou.KPFsw\_\_RFQ...

**MEGAMATION DIRECTLINE**

**Shopping List Material**

Inventory Part

Part# 12X24X22

Whs MECHROOM

Description BAG FILTER

Unit Cost 1.0000

Qty

On Hand 9999959 EA

Qty on Order 0 EA

Manufacturer

Mfg Part#

Value Method

AFRS\_FUND

PS\_FUND/AI

PRG/CLASS

ORG/DEPT

Receive into the Equipment Inventory?

Save



# ORDERING SUPPLIES

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Direct Line Mobile
- Address Bar:** dlweb.megamation.com/sumter/DLWEB.php/O4W\_INV\_REQUEST
- Logo:** MEGAMATION DIRECTLINE
- Navigation Menu:**
  - New Work Order
  - Work Order Search
  - Inventory Request** (highlighted)
  - Inv Request Report
  - Logout
- Page Header:** Inventory Request
- Main Content:** There is no material associated with this inventory request.
- Action Button:** Add Material to inventory request



# ORDERING SUPPLIES

Direct Line Mobile

dlweb.megamation.com/sumter/DLWEB.php/O4W\_MOBILE\_INV\_PART?ID=SESS2\_20492\_NirQwjlEukOYToF0kPWhNA\_RFQ

**MEGAMATION DIRECTLINE**

**Inventory Request Material**

Back

New Work Order

Work Order Search

**Inventory Request**

Inv Request Report

Logout

\*Part: 21006

Whse: WH

\*Req Qty: 10

UOM: PK

\*Requesting Site: Bushnell Elementary [BES]

\*Requesting Building: Bes 10 - Cust Shed [BES-10]

Save



# ORDERING SUPPLIES

Request Entry
— □ ×

\*Request #:

\*Status: CLOSED ▾

\*Request Date: 02/05/2024 ▾

Site: WIS ▾ Wildwood Intermediate

Building: WIS-16 ▾ WIS 16 - Cafe

Approved By: woodard

Requested By: Amy Guarino

Issued To: amy

Issued By: woodard

**Issue Details**

	Part #	Whs	Description	Issue Qty	Required Qty	Cost	UOM	Aisle	Shelf	Bin	OHQ	O
1	21145	... WH ...	40"x46" 40-45-Gallon Green Recycle Can Lin	2.00	2.00	32.1700	CS	2B	08	Floor		^
2	M21209	... WH ...	Tough Guy G40 39M982 White 1-Ply Gener	4.00	4.00	11.4000	BX	2B	06	Floor		
3		... ..										

**Notes:**

Issue Required Quantities

Save

Close



# ORDERING SUPPLIES

Request Entry
— □ ×

\*Request #:

Site:

Building:

Requested By:

\*Status:

\*Request Date:

Approved By:

Issued To:

Issued By:

**Issue Details**

	Part #	Whs	Description	Issue Qty	Required Qty	Cost	UOM	Aisle	Shelf	Bin	OHQ	O
1	21234	...	9"x1000' Nova 1002 2-Ply Jumbo Toilet Pap	4.00	4.00	24.7200	CS	Jack Wall	00	Floor		^
2	21140	...	33"x40" 33-Gallon Clear Can Liners, 500/CS	4.00	4.00	29.9700	CS	2B	09	Floor		
3	21144	...	38"x58" 60-Gallon Black Can Liners	4.00	4.00	22.0900	CS	2B	08	Floor		
4		...										

**Notes:**



# WORK REQUEST APPROVAL

**New Residence Work Request** + Save

Submitted By: STUDENT Residence

\*Student Name:

\*Student Email:

\*Student Phone #:

\* Work Requested in Building:  ▼

\* Floor:

\* Room #:

\*Work Request Description:

↶ **Submit**

For this client we allowed a requestor to submit the request.






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# WORK REQUEST APPROVAL

Notification: New Student Request created 1043

 noreply@megamation.com  
To  [C:\Users\liliana\Documents](#)  
Cc  [liliana@wpunj.edu](#)



Mon 11:53 AM

New student work request received!

Please click on the link below to approve the request

Student Request #: 1043

Date: 11/04/2019

Building: 020 - HERITAGE

Work Description:

Testing the Student Work Order Process: Please approve and assign the work order request (both JT and Bev). One of you will receive a reply that says it has already been approved by the other. Let me know how it goes.

Thanks. Lenee

[Approve the request](#)

---

If above link does not work, please copy and paste following URL into your Browser

To Approve the request: [https://dlweb.megamation.com/WPUTEST/DLWEB.php/O4W\\_LOGIN\\_DLWEB\\_MOBILE?ID=5367244](https://dlweb.megamation.com/WPUTEST/DLWEB.php/O4W_LOGIN_DLWEB_MOBILE?ID=5367244)

Respond with questions/comments to:

TEST GUY XI

[testguy11@wpunj.edu](mailto:testguy11@wpunj.edu)

The notification of the request is sent to the appropriate user who can click on the **Approve the request** link in the email.



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# WORK REQUEST APPROVAL

**MEGAMATION DIRECTLINE**

New Work Order    Save

Please approve the student work request below:

Request ID:	1021
Student Name:	TEST GUY
Request Date:	10/15/2019
Student Email:	[REDACTED]
Submitted By:	[REDACTED]
Building:	011 - MORRISON HALL
* Phone Ext.:	6211
*E-Mail:	[REDACTED]
* Work Requested in Building:	048 - High Mountain West [048]
* Department:	Student Enrollment Services
* Floor:	1
* Room #:	OFFICE
* Assign To:	
<input checked="" type="checkbox"/> Email on completion	
*Work Description:	TESTING STUDENT WORK ORDER PROCESS: Please Approve and Assign
Pictures:	Upload images/pictures after work order saved
<input type="button" value="Approve"/>	

The approver can view the details of the request and click the Approve button at the bottom of the page.



# WORK REQUEST APPROVAL

The screenshot shows a web interface for submitting a work request. On the left is a navigation menu with 'Facilities Work Order Request' selected. The main form area is titled 'Work Request' and includes a 'Save' button. A note states: 'Fields with \* must be filled in order to submit the work request. Two email addresses may be entered by separating them with a comma.' The form contains several fields: dropdown menus for 'Building or Outdoor?' (Building), '\*Type' (Corrective), '\*Job Type' (Dont Know), and '\*Status' (Initiated); text input fields for '\*Full Name', '\*Phone No', '\*E-Mail Work Email', and 'Budget#'; a date field for '\*Date' (Nov 06, 2019); another dropdown for '\*Institutional Affiliation'; and another dropdown for '\*Building'. There is also a large text area for '\*Work Description' and a checkbox for 'Pictures' with the label 'Upload images/pictures after work order saved'. At the bottom, there is a dropdown for 'Receive Email Notification' set to 'Every Status change'.

Field Label	Value
*Building or Outdoor?	Building
*Type	Corrective
*Job Type	Dont Know
*Status	Initiated
*Full Name	
*Phone No	
*E-Mail Work Email	
*Date	Nov 06, 2019
*Institutional Affiliation	
*Building	
Budget#	
*Work Description	
Pictures	<input type="checkbox"/> Upload images/pictures after work order saved
Receive Email Notification	Every Status change



This is a second example of client who allows a requestor to enter a Work Request for approval.





# WORK REQUEST APPROVAL


Confirmation: New Work Request 87257 Created

 noreply@megamation.com  
To:  Li Liang

Reply Reply All Forward

Mon 2019-10-07 4:15 AM

Please review the new work request as described below and approve/reject as appropriate by clicking either the approve or reject link

Work Order 87257 has been submitted into the work order system  
Type: Repair  
Job Type: ELECTRICAL: electrical plugs, cords frayed, electrical sparks  
Status: Initiated  
Submitted By:   
Submitter Email: [li.liang@megamation.com](mailto:li.liang@megamation.com)  
Building: Cascadia CC1 -- South of bend  
Room: 011  
Date: 10/07/2019

Work Description:  
Repair up lighting w/Lutron

[Approve the request](#) OR [Reject the request](#)



---

If above link does not work, please copy and paste following URL into your Browser

To Approve the request: [https://dlweb.megamation.com/uwb/DLWEB.php/O4W\\_WO\\_APPROVAL?REQUEST=189082227236233238236&MOD=1](https://dlweb.megamation.com/uwb/DLWEB.php/O4W_WO_APPROVAL?REQUEST=189082227236233238236&MOD=1)

To Reject the request: [https://dlweb.megamation.com/uwb/DLWEB.php/O4W\\_WO\\_APPROVAL?REQUEST=189081227236233238236&MOD=1](https://dlweb.megamation.com/uwb/DLWEB.php/O4W_WO_APPROVAL?REQUEST=189081227236233238236&MOD=1)

**\*\*Do not respond to this email, as it is linked to an un-attended address.\*\***

To speak to Facilities Services Dispatch, please call  [503.752.1444](tel:5037521444) or email  [facilities@megamation.com](mailto:facilities@megamation.com)

Thank you!

In this second example the approver gets an email with a link to **Approve the request OR Reject the request.**



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# WORK REQUEST APPROVAL

**Work Order Approval system**

*To Reject this request 87257, please state the reason*

\*Approver Name:

\*E-Mail:

Reason (Required):

**Save**




Megamation setup the system for this client to require the approver to enter a reason for the rejection of the request.









# WORK REQUEST APPROVAL

Update: The BIR request 186857 has been rejected

 noreply@megamation.com  
To:  Liang  
Cc:  Liang

 Reply  Reply All  Forward 

Thu 2019-06-13 4:27 P

The BIR request has been rejected on 13 JUN 2019

Reason: This is a test.  
Approver: Deborah  
Approver Email: [lliang@megamation.com](mailto:lliang@megamation.com)

BIR Request: 186857  
Type:  
Job Type:  
Status: Cancelled  
Submitted By: Tester  
Submitter Email: [lliang@megamation.com](mailto:lliang@megamation.com)  
Building: Library  
Room:  
Date: 06/13/2019  
Approval Date: 06/13/2019

\*\*\*Work Description\*\*\*

This is a test request. Room(s) Number: 1234 Identify funding deadline(s) : no deadline ASBESTOS CAUTION: This work site could contain ASBESTOS.

\*\*\*Notes\*\*\*

Rejected by :  
Deborah 06-13-2019 01:27PM  
[lliang@megamation.com](mailto:lliang@megamation.com)

This is a test.

Do not respond to this email, as it is linked to an un-attended address.

If the request is rejected the requestor will receive an email notifying them of rejection and the reason for the rejection.

M

MEGAMATION



# WORK REQUEST APPROVAL

\*Building/Site: CC2

Work Request Approval Key Request Approval

	Email
1	[redacted]
2	[redacted]
3	[redacted]
4	
5	
6	
7	
8	
9	
10	
11	

\* Work Order Status: AP1

The new work request created will be default to the status above.

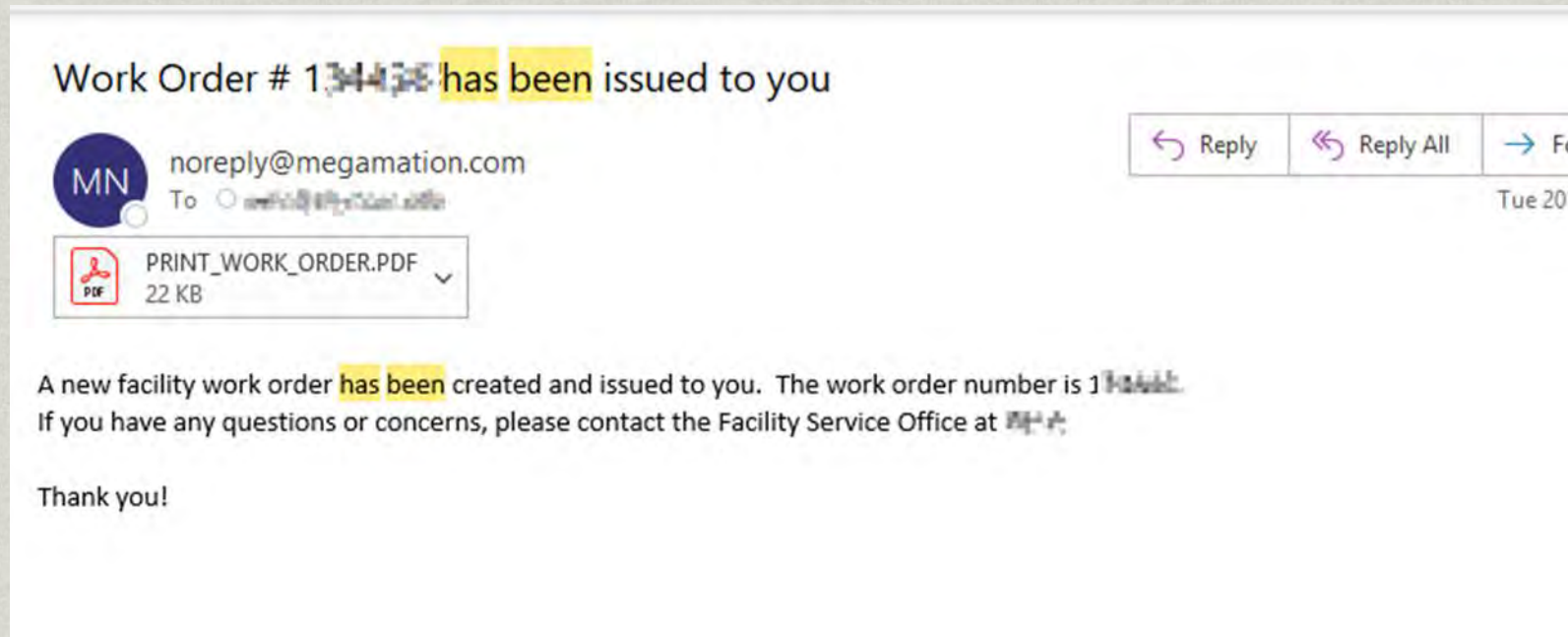
Megamation set up a table for the administrators to be able to add and edit the users able to approve work requests for a building/site.

M

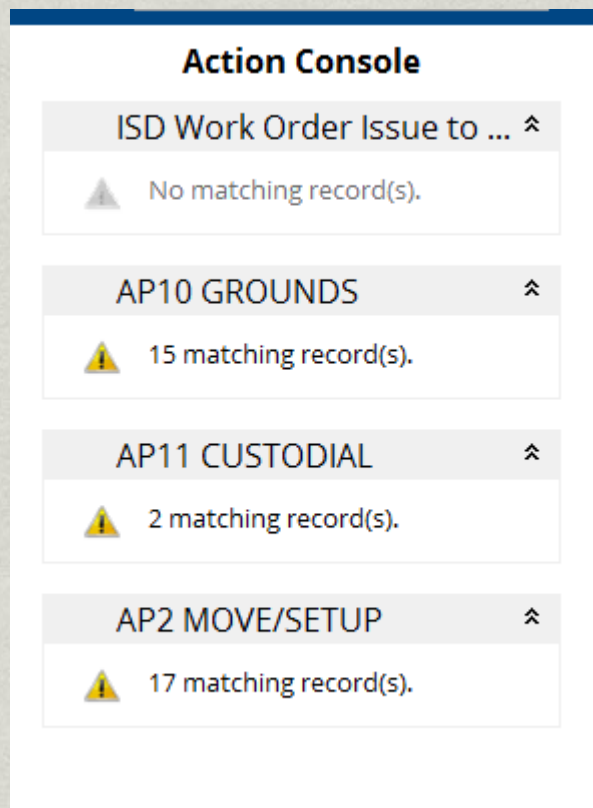
MEGAMATION



# WORK REQUEST APPROVAL



Once the Work Request is approved it can be automatically routed to a technician. In this example the user receives an email or it can be added to their action console or mobile device.



M

MEGAMATION



# BUILDING ENTRY DIRECTLINE

Site and Building Entry - <QBF Browse: 1 of 1>

\*Building/Site:

Building/Site Name:

\*Class:

District:

Area:

School #:

General | Contacts | Building Details | Miscellaneous Particulars 1 | Miscellaneous Particulars 2 | Hazardous Materials | Comments

**Area**

	Square Feet	Square Meters
Gross Area:	<input type="text" value="14400"/>	<input type="text" value="1338"/>
Assignable Area:	<input type="text" value="0"/>	<input type="text" value="0"/>
Unassignable Area:	<input type="text" value="0"/>	<input type="text" value="0"/>
Net Area:	<input type="text" value="0"/>	<input type="text" value="0"/>

**Structural**

Construction Completed (Year):

Last Renovated (Year):

Occupied Since (Year):

Building Age:

**General**

Category/Family:  Building

Superintendent:

Building Address:

Map:

Floors:

Numonic:

Telephone:

Fax:



# BUILDING ENTRY - FAE

Building/Site Entry - <QBF Browse: 1 of 1>

\*Building/Site:   State UFI:  Campus:  College:  Bates Technical Colle

Building/Site Name:  \*Status:

\*Class:  Facility ID:  Bates Technical College  GASB 83 GASB 83 Notes:

Facilities AMS Finance Comments Contacts HM Shared Space

State Land Code:   Hide From HTML Work Request page

State Site ID:   Hide From DL Work order screens

GPS information Latitude:  Longitude:   Hide From Building List

Sector:  Zone:  Region:  PPS Standing WO#:

Area		Additional Location Info		Lease Info		Structural Dates	
	Square	Agency Assigned #:		Lease Type:		Construction Completed (Date):	
Gross Area:	74256	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	08/01/1999	<input type="text"/>
Assignable Area:	84552	<u>Legislative District:</u>	29	Lease Date:	<input type="text"/>	06/22/1973	<input type="text"/>
Unassignable Area:	0	Homeland Security Region:	<input type="text"/>	Lease Term:	<input type="text"/>	06/21/1973	<input type="text"/>
Net Area:	84552	Essential Public Facility:	<input type="text"/>			RVSN Date:	05/08/2001

General

Situs:   Situs Address #:  Situs Pre Directional:

Situs Address:  Situs Address Suffix:

Secondary Unit Designators:  Secondary Unit (Address):  Post Directional:

Building Address:

City:  State:

Zip Code:

Facility:  Floors:  Numonic:  Telephone:  Fax:



# BUILDING ENTRY – FAE AMS

Building/Site Entry - <QBF Browse: 1 of 1>

\*Building/Site: 01E State UFI: A03217 Campus: College: 280 Bates Technical College

Building/Site Name: D.t. Campus - Main Bldg. (East Wing) \*Status: ACTIVE

\*Class: BUILDING Facility ID: BA Bates Technical College  GASB 83 GASB 83 Notes:

Facilities AMS Finance Comments Contacts HM Shared Space

**FAE Data Elements**

On/Off Campus: 1 On campus continuous

Utilization: 1 Used on a full-time basis

Ownership Status: 1 Owned by institution

Gross SQ FEET: 74256

Assignable Area: 84552 Unassignable Area: 0

Building Condition: 9

Air Conditioning: YES

HNDCP Access: YES

SMS BLDG#:

Rented Electrical:

Rented Fuel:

Dormitory Capacity:

County Code: 27 Pierce

Construction Type: 1 Concrete, Steel

Control Status: YES

Total Capital Investment: \$00

Historic Site: NO

GA Lease#:

Space Type:

2nd Space Type:

Janitorial Services:

Interior Maintenance %:

Exterior Maintenance %:

**Heating System**

Fuel	Net (Sq Feet)	Code	Qty	Description

**Parking Accomodations**

Required:

Available:

Handicapped:



# BUILDING ENTRY – FAE FINANCE

Building/Site Entry - <QBF Browse: 1 of 1>

\*Building/Site: 01E State UFI: A03217 Campus: College: 280 Bates Technical College

Building/Site Name: D.t. Campus - Main Bldg. (East Wing) \*Status: ACTIVE

\*Class: BUILDING Facility ID: BA Bates Technical College  GASB 83 GASB 83 Notes:

Facilities AMS Finance Comments Contacts HM Shared Space

Original Acquisition/Construction

Wing	Occupied Date	Description	Value Meth...	AFRS_FUND	PS_FUND/AI	PRG/CLASS	ORG/DEPT	Investment	Gross Area	Assignable	Commodity	Life Span	Scrap Value
1		D.T. Campus - Main Bldg. (East Wing)							74256	61214	0550	50	
2													
3													

Project	Value Met...	AFRS_FUND	PS_FUND/AI	PRG/CLASS	ORG/DEPT	Commodity Co...	Occupied D...	Investment	Useful Life	Date Of Invest.	Non-Depreciable	Notes
1	1010	4	001			0550	09/01/2000	40000.00	50	12/01/1945		
2	1050	4	001			0550	09/01/2000	1368000.00	50	01/01/1972		
3	1070	4	001			0550	09/01/2000	7892000.00	50	09/01/2000		
4												
5												
6												
7												
8												

Disposed Status:	%GSF	Facility Type	ASF	Unit Cost	Total Cost
	1.85	Classroom (100s)	1,562.00	\$505.64	\$789,809.68
	31.06	Teaching Lab (200s)	26,221.00	\$540.46	\$14,171,401.66
	31.80	Administration (300s)	26,844.00	\$501.56	\$13,463,876.64

View Depreciation Gross Area: 74256.00

Replacement Cost Calculator Assignable Area: 84552.00

Total Cost: \$0.00

Depreciation is calculated on each entry based on the following Useful Life and Investment Dates:

- Useful Life of Commodity Code if provided. If not,
- Useful Life of Commodity Code of master building record (05xx)
- Investment Date of each financial record with corresponding Commodity Code
- Occupied Date must be provided when project is complete and depreciation starts
- Change Work In Progress (0200) to (05xx) when you add the Occupied Date
- See SAAM Chapter 30.50 for current Commodity Codes

Cost Summary

Installation Cost: \$0.00 Investment Invest: \$9,300,000.00

Replacement Cost: \$15,849,120.00 Replacement Date:

Assessed Value: \$0.00 Assessed Date:



# STATE REPORTING – WASHINGTON COLLEGES

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Comments Share

A1 WED, 27 APR 2022, 09:33AM

1 WED, 27 APR 2022, 09:33AM PAGE 1

2 160 Yakima Valley College REPORT CR2128

3 TOTAL ALL FUNDS VER201809

4 Navigation Final Run:No Fiscal Year:2022 Start Date:07/01/2021 End Date:04/30/2022 Report Date:04/27/2022

5 Final Copy Retrieved From Database on 27 APR 2022, 09:24AM

COMMODITY GROUPING	BEGINNING BALANCES		ANNUAL ACTIVITY					ANNUAL		ENDING BALANCES	
	07/01/2021		ADDITIONS	DISPOSALS	CHANGES		DEPR	04/30/2022			
	COST	DEPR ALLOW	COST	COST	DEPR	DEPR	DEPR	COST	DEPR ALLOW		
LAND (A0)	9,193,310.65	0.00	0.00	0.00	0.00	0.00	0.00	9,193,310.65	0.00		
INFRASTRUCTURE (04)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
BUILDING (05)	130,797,247.79	36,104,420.26	0.00	0.00	0.00	0.00	2,028,154.30	130,797,247.79	38,132,574.58		
EQUIPMENT (10-99)	9,844,078.46	7,833,548.16	270,476.00	179,578.00	175,359.60	0.24	409,287.35	9,934,976.46	8,067,476.15		
IMPROVEMENTS (06)	11,061,052.95	3,529,294.95	0.00	0.00	0.00	0.00	393,462.72	11,061,052.95	3,922,757.67		
LIBRARY RESOURCES (07)	342,054.00	275,557.27	0.00	0.00	0.00	0.00	25,194.52	342,054.00	300,751.81		
WORK IN PROGRESS (02)	2,712,439.00	0.00	0.00	0.00	0.00	0.00	0.00	2,712,439.00	0.00		
TOTAL:	163,950,182.85	47,742,820.64	270,476.00	179,578.00	175,359.60	0.26	2,856,098.89	164,041,080.85	50,423,560.21		

Summary Proprietary Overall Summary NotProcessed-B NotProcessed-INF NotProcessed-E

Ready Accessibility: Unavailable Display Settings 100%

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A1

1 CR2128 Report Navigation

2 Final Run:No Fiscal Year:2022 Start Date:07/01/2021 End Date:04/30/2022 Report Date:04/27/2022

Overall Summary	Processed Building	Not Processed Building
Summary Governmental	Processed Equipment	Not Processed Equipment
Summary Proprietary	Processed Infrastructure	Not Processed Infrastructure
Fund Detail	Processed Land	Change list
CR21118	Asset Report	

Processed-E Processed-L Processed-INF Asset Report Changes Navigation

Ready Accessibility: Unavailable Display Settings 100%



# STATE REPORTING – WASHINGTON COLLEGES

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WED, 27 APR 2022, 09:33AM

160 Yakima Valley College  
Summary Governmental  
Final Run:No Fiscal Year:2022 Start Date:07/01/2021 End Date:04/30/2022 Report Date:04/27/2022

Final Copy Retrieved From Database on 27 APR 2022, 09:24AM

COMMODITY GROUPING	BEGINNING BALANCES		ANNUAL ACTIVITY						ENDING BALANCES	
	07/01/2021 COST	DEPR ALLOW	ADDITIONS COST	DISPOSALS COST	DEPR	CHANGES COST	DEPR	ANNUAL DEPR	04/30/2022 COST	DEPR ALLOW
LAND (A0)	8,846,426.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,846,426.39	0.00
INFRASTRUCTURE (04)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING (05)	127,648,287.00	33,708,441.13	0.00	0.00	0.00	0.00	0.00	2,004,307.01	127,648,287.00	35,712,748.15
EQUIPMENT (10-99)	9,426,126.69	7,510,612.61	250,291.00	82,716.00	78,497.60	0.00	0.24	378,070.96	9,593,701.69	7,810,186.20
IMPROVEMENTS (06)	10,341,532.00	2,917,856.15	0.00	0.00	0.00	0.00	0.00	372,033.38	10,341,532.00	3,289,889.53
LIBRARY RESOURCES (07)	342,054.00	275,557.27	0.00	0.00	0.00	0.00	0.02	25,194.52	342,054.00	300,751.81
WORK IN PROGRESS (02)	2,712,439.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,712,439.00	0.00
<b>TOTAL:</b>	<b>159,316,865.08</b>	<b>44,412,467.16</b>	<b>250,291.00</b>	<b>82,716.00</b>	<b>78,497.60</b>	<b>0.00</b>	<b>0.26</b>	<b>2,779,605.87</b>	<b>159,484,440.08</b>	<b>47,113,575.69</b>

Summary Governmental | Summary Proprietary | Overall Summary | NotProcessed-B | NotProces ...

AutoSave Off CR2128.FY22 - Compatibility M... Search David Mutch DM

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WED, 27 APR 2022, 09:33AM

160 Yakima Valley College  
Not processed - Equipments  
Final Run:No Fiscal Year:2022 Start Date:07/01/2021 End Date:04/30/2022 Report Date:0

Final Copy Retrieved From Database on 27 APR 2022, 09:24AM

Record type	07/01/2021 Record ID	State Tag #	Description	Comments	Fund(s)	Date of Investment	Invested or Purchase Amount
Equipment				Inventory with unit cost less than \$5000 is bypassed (total acquisition cost / quantity)..No Fund value found.No			
Equipment	000326	000326	Computer; Engine Analysis	Inventory was disposed before the Fiscal Year.No Fund value found.		1980-12-01	11
Equipment	000921	000921	Projector; Multi Sync Mt 820-Lcd Black	Inventory was disposed before the Fiscal Year.No Fund value found.		1998-09-02	5
Equipment	000922	000922	Projector; Multi Sync Mt 820-Ldc; Black	Inventory was disposed before the Fiscal Year.No Fund value found.		1998-09-02	5
Equipment	00975	00975	View Station Fx	Inventory was disposed before the Fiscal Year.No Fund value found.		2003-09-15	13
Equipment	10001	625358	Dishwasher	Inventory was disposed before the Fiscal Year.	001	2015-12-07	6
Equipment	10041	1870	1TB Hard Drive for Rad Tech	Inventory was disposed before the Fiscal Year.	145	2016-05-24	7
Equipment	10043	992010	LIBRARY RESOURCES	Inventory was disposed before the Fiscal Year.	001	2009-07-01	129
Equipment	10044	992011	LIBRARY RESOURCES	Inventory was disposed before the Fiscal Year.	001	2010-07-01	111
Equipment	10045	992012	LIBRARY RESOURCES	Inventory was disposed before the Fiscal Year.	001, 570	2011-07-01	125
Equipment	10046	992013	LIBRARY RESOURCES	Inventory was disposed before the Fiscal Year.	001	2012-07-01	130
Equipment	10047	992014	LIBRARY RESOURCES	Inventory was disposed before the Fiscal Year.	001, 570	2013-07-01	120
Equipment	10075	636522	PASS THRU DISHWASHER	Inventory was disposed before the Fiscal Year.	147	2017-05-12	8
Equipment	10076	636521	MOVEABLE WALK-IN COOLER	Inventory was disposed before the Fiscal Year.	147	2017-05-12	12

Overall Summary | NotProcessed-B | NotProcessed-INF | NotProcessed-E | Processed-B | Proce ...



# EMPLOYEE TIME ENTRY

Employee Time Entry - DL - <New Entry>

\*Work Date: 03-02-23 View Week Schedule Trade: 02399 Log Status: OPEN

Employee #: 101806 SSO, TESTER Select Employee#

Work Details

Code	VAC	FLTR	TOIL	WETB	PPL	STB	FRT	SICK
Hours	.00	.00	.00	.00	.00	.00	.00	.00
Days	.00	.00	.00	.00	.00	.00	.00	.00
Pending Hrs	.00	.00	.00	.00	.00	.00	.00	.00

W/O#	WO Description	Equipment#	Project	Function	Code	Hours	Comments	Status	Status Description	Line#
1										

Crew Time Manager Approval - DL

\*Date: 03-01-23  By Crew  By Employee

\*Crew: BAQPM Employee #: 820021 VUK MATT  All Unapproved  Current Pay Period Refresh

Time Transaction Double Click WO # to View WO

Date	Employee #	Employee Name	Work Order #	Work Order Description	Other Hours on WO	Equipment #	Project #	Description/Comments	Function	Code	Hour	Status	Approval Status Description
02-24-23	820021	VUK, MATT	194597	BLDG 058 - STANDING WOR	226.00	058				PB	8.00	Yes	Approved By SKENNY - On 02-27-23
								SUBTOTAL	02-24-23 DAILY HRS.	8.00	ASSIGNED HR.	8.00	REMAINING: .00
02-27-23	820021	VUK, MATT	194597	BLDG 058 - STANDING WOR	226.00	058				PB	8.00		
								SUBTOTAL	02-27-23 DAILY HRS.	8.00	ASSIGNED HR.	8.00	REMAINING: .00
02-28-23	820021	VUK, MATT	194597	BLDG 058 - STANDING WOR	226.00	058				PB	6.00		
02-28-23	820021	VUK, MATT								PPL	2.00		
								SUBTOTAL	02-28-23 DAILY HRS.	8.00	ASSIGNED HR.	8.00	REMAINING: .00
03-01-23	820021	VUK, MATT	194597	BLDG 058 - STANDING WOR	226.00	058				PB	8.00		
								SUBTOTAL	03-01-23 DAILY HRS.	8.00	ASSIGNED HR.	8.00	REMAINING: .00
03-02-23	820021	VUK, MATT	194597	BLDG 058 - STANDING WOR	226.00	058				PB	8.00		
								SUBTOTAL	03-02-23 DAILY HRS.	8.00	ASSIGNED HR.	8.00	REMAINING: .00

Total: .00

Green Lines denote previously approved transactions
Red Lines denote rejected transactions
Yellow Lines denote approved/rejected lines to be updated, use SAVE button to update
Cyan Lines denote blank unapproved transactions created automatically. The hours takes from Hours/Day field in the Employee Entry.
Please click on SAVE button to apply the updates.

SAVE
View Week Schedule
Make Adjustment
Add Employee Time
Edit Employee's Time
Reject Selected Lines
Approve Selected Lines
Approve All
Close



# LABOUR ENTRY

DirectLine Mobile - Direct Line Mobile

Menu Roster Roster In

\*Crew Electrical Crew

\*Shift Day Shift

Time 08 hrs, 00 mins

Roster In

DirectLine Mobile - Direct Line Mobile

Back Time Save

Type

- Admin Time
- Work Order Time

Administrative Work Description

- Meeting
- Shop Time
- Training
- Travel Time
- Vacation

Employee Larry Deaver

Trade Electrician

Date Mar 03, 2023

Time 02 hrs, 30 mins

Save



# CHECKLISTS QR CODES

Here is a link for Equipment# "TACOMA\_CAMPUS" and a sample QR Code. We would add text along side it  
[https://m.megamation.com/evergreen/DLWEB.php/O4W\\_MOBILE\\_LOGIN\\_SEARCH?EQP=TACOMA\\_CAMPUS&DETAILS=1](https://m.megamation.com/evergreen/DLWEB.php/O4W_MOBILE_LOGIN_SEARCH?EQP=TACOMA_CAMPUS&DETAILS=1)




Equipment View	
Details	Action
*Equipment#	ALT-01-606 <span>✕</span> <span>🔍</span>
	606
*Equipment# Update	<span>➕</span>
View Work Orders	1 <span>➕</span>
New Work Order	<span>➕</span>
On-Demand Inspections	2 <span>➕</span>
PMs Available	0 <span>➕</span>
Room Assets	3 <span>➕</span>
Related Inventory	0 <span>➕</span>
Previous Inspections	<span>➕</span>







# CHECKLISTS QR CODES

Window	
Window Free Flowing Up And Down	<input type="text"/>
Window Glass Condition	<input type="text"/>
Window Stuck	<input type="text"/>
Window Locked	<input type="text"/>
Window Treatment Working (Pull Down And Hold	<input type="text"/>
Window Has Lock	<input type="text"/>
<b>+ Deficiency List</b>	
<input type="checkbox"/> Enter additional deficiency not associated with checklist.	
All checklist items have been completed:	<input type="checkbox"/> <b>No</b>
	<b>Submit</b>



# AUTOMATED WO REPORT – BARNARD COLLEGE

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Comments Share

Work Order With Date

Generated on 23 JAN 2024

WO #	Date	Type	Status	Building	Description	Assign To	Assign To Name	Issue To	Issue To Name
275857	2024-01-15	REP	AP	600	Air Conditioner Issue Our heater was finally fixed, but it's too hot inside the room. We've tried adjusting the heater's knob to limit the amount of heat that comes in, but it appears stuck. Can someone come in and explain to us what's wrong with our heater now that it's so hot inside the room compared to the other rooms?	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William
275858	2024-01-15	REP	AP	616	Other - General Repairs No hot water throughout the suite and at least all of the floors on 2.	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William
275859	2024-01-15	REP	AP	616	Resolved by Hvac Other - Plumbing Other - Plumbing There is no hot water!	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William
275860	2024-01-15	REP	AP	616	Resolved by Hvac Water/Steam Leak No hot water	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William
275862	2024-01-15	REP	AP	616	This was resolved on MOnday...LW Other - HVAC Other - HVAC we have no hot water in our suite -- also no hot water in some suites on other floors as well	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William
275865	2024-01-15	REP	AP	620	Resolved yesterday...LW Repair/Install Furniture Repair/Install Furniture My radiator valve is broken so there is water leaking in my room. Since yesterday a huge puddle has amassed.	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William
275866	2024-01-15	REP	AP	620	Air Conditioner Issue Air Conditioner Issue Consistent hissing sound from the heater/pipe Water/Steam Leak	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William
275894	2024-01-16	REP	AP	620	Water/Steam Leak My radiator is leaking, I've put a cup under the radiator to control the problem but it keeps filling up very quickly Water/Steam Leak	HVAC2	Hvac Mechanic 2nd Shift	23456	Abbey, William

Sheet1 Sheet2 Sheet3

Ready Accessibility: Investigate Display Settings 100%



# LABOUR REPORTS

DL\_EMP\_WO\_TIME Report - Read-Only - Compatibility Mode

Search

David Mutch DM

File Home Insert Page Layout Formulas Data Review View Help

Share Comments

A5 Employee Name

**WO Employee hours from 01-NOV 2020 to 10-NOV 2020**

Employee Name	Employee #	WO#	Type	Status	Assigned To	Lab.Date	Reg Hours	Hours 1.5	Hours 2.0	Total Hours	Planned Hours	% Actual vs Planned
DAN McNEILEY	78971	342456	PM	CL	ME	07-Nov-20		8.00		8.00	1.00	12.5
DAN McNEILEY	78971	342456	PM	CL	ME	08-Nov-20			8.00	8.00	1.00	12.5
DAN McNEILEY	78971	343372	REDTAG	CL	ME	08-Nov-20			1.50	1.50	1.50	100
DAN McNEILEY	78971	343760	REDTAG	CL	ME	01-Nov-20			2.00	2.00	2.00	100
DAN McNEILEY	78971	343762	REDTAG	CL	ME	01-Nov-20			8.00	8.00	2.00	25
DAN McNEILEY	78971	343902	PM	CL	ME	08-Nov-20			1.50	1.50	1.50	100
DWAYNE GILLIM	78961	343376	REDTAG	CL	EL	01-Nov-20			1.50	1.50	1.50	100
DWAYNE GILLIM	78961	343698	PM	CL	EL	01-Nov-20			0.50	0.50	0.50	100
DWAYNE GILLIM	78961	343699	PM	CL	EL	01-Nov-20			0.50	0.50	0.50	100
DWAYNE GILLIM	78961	343735	REDTAG	CL	EL	01-Nov-20			1.00	1.00	1.00	100
JACOB HUMPHREY	78743	343788	REDTAG	CL	ME	02-Nov-20	2.00			2.00	2.00	100
JASON FULKERSON	78880	343448	PM	CL	ME	03-Nov-20	3.00			3.00	3.00	100
JASON FULKERSON	78880	344108	REP	CL	ME	09-Nov-20	1.00			1.00	1.00	100
MICHAEL WINK	70842	343354	REDTAG	CL	ME	07-Nov-20		4.50		4.50	3.00	66.67
MICHAEL WINK	70842	343448	PM	CL	ME	03-Nov-20	3.00			3.00	3.00	100
MICHAEL WINK	70842	343490	REDTAG	CL	ME	07-Nov-20		1.00		1.00	1.00	100
MICHAEL WINK	70842	343669	REDTAG	CL	ME	07-Nov-20		2.00		2.00	3.00	150
MICHAEL WINK	70842	343889	PM	CL	ME	08-Nov-20			1.00	1.00	1.00	100
MICHAEL WINK	70842	343892	PM	CL	ME	08-Nov-20			1.00	1.00	1.00	100
MICHAEL WINK	70842	343893	PM	CL	ME	08-Nov-20			1.00	1.00	1.00	100
MICHAEL WINK	70842	343942	REDTAG	CL	ME	08-Nov-20			5.50	5.50	2.00	36.36
MICHAEL WINK	70842	344108	REP	CL	ME	09-Nov-20	1.00			1.00	1.00	100
RICHARD MATTINGLY	78928	342002	PM	CL	ME	01-Nov-20			2.00	2.00	2.00	100
RICHARD MATTINGLY	78928	342403	PM	CL	ME	01-Nov-20			2.00	2.00	2.00	100
RICHARD MATTINGLY	78928	342577	PM	CL	ME	01-Nov-20			1.00	1.00	2.00	200
RICHARD MATTINGLY	78928	343031	PM	CL	ME	01-Nov-20			1.00	1.00	1.00	100
RICHARD MATTINGLY	78928	343032	PM	CL	ME	01-Nov-20			1.00	1.00	1.00	100
RICHARD MATTINGLY	78928	343372	REDTAG	CL	ME	08-Nov-20			1.50	1.50	1.50	100

Time











145%





# LABOUR REPORTS

### Shortcuts

-  Work Order Console
-  PM Procedure Entry
-  Document Entry
-  Bldg/Asset Entry
-  Inventory Detail Entry
-  Requisition P/O Entry
-  Project Management...
-  Contract Entry
-  Hazardous/Waste Ma...
-  Incident Report Entry

Switch to Menu    Modify Shortcuts

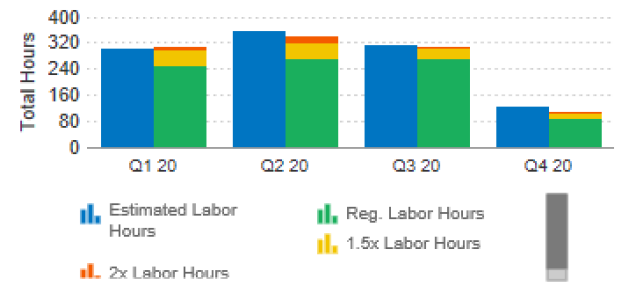
### Analytics

Pop Out



Full Screen    Last Updated - 10:15AM

#### Work Order Labor Hours



Full Screen    Last Updated - 10:15AM


#### Open Work Orders - High Priority

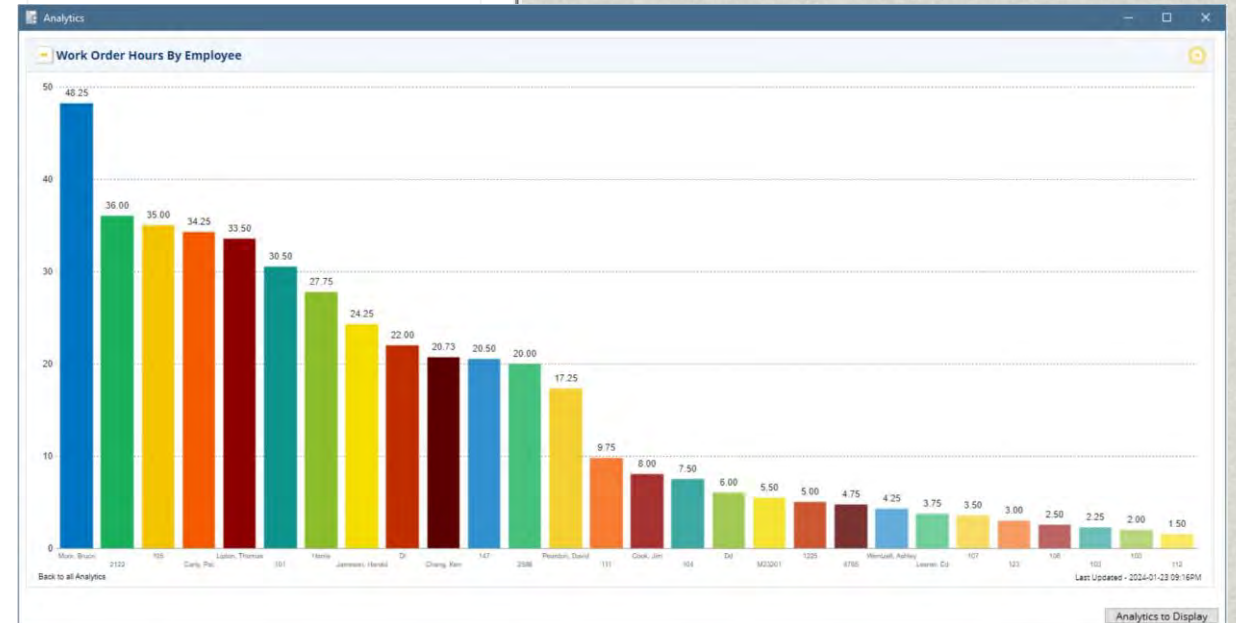


Analytics to Display

### Action Console

#### Quotes in NEW status

 You have 20 Quotes still in NEW status.

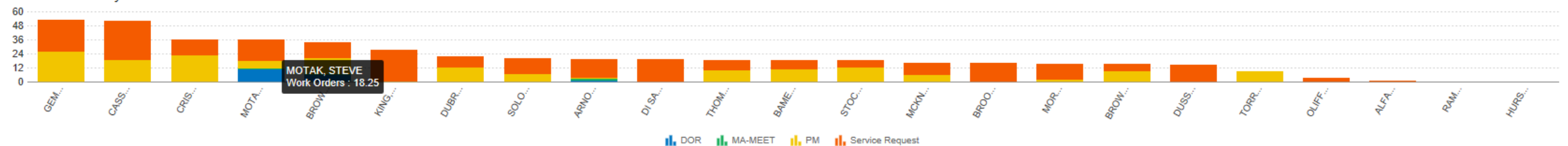


Create Action    Actions to Display    Refresh

Last Updated at 10:14AM on 2020-11-10.

Unlimited Support and Training - Call us at 1-800-344-8655 ext 1

### Labor Productivity



Export    Configure    Refresh





# LABOUR REPORTS

WOHoursChart - Excel

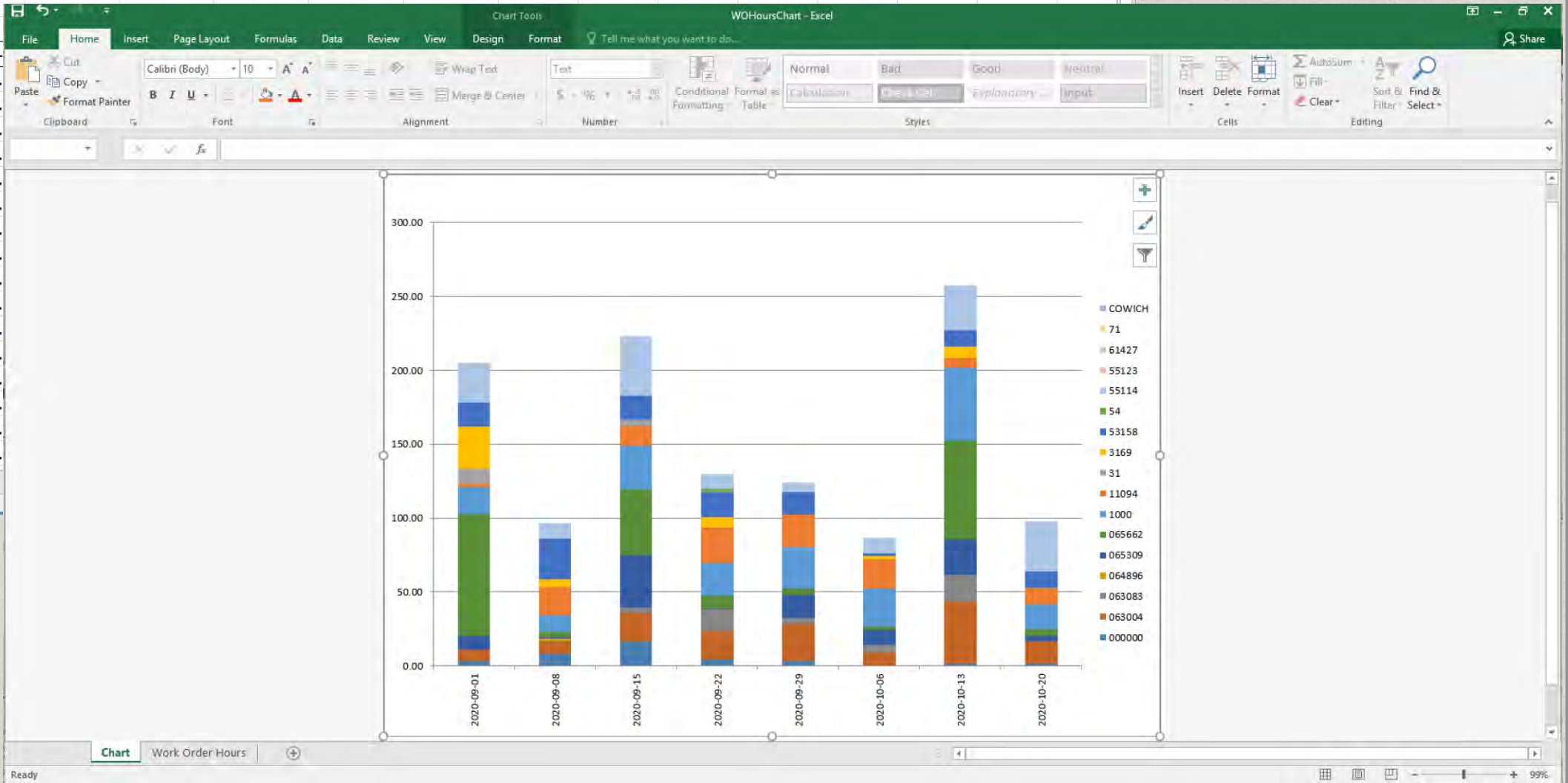
File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

A9 000000

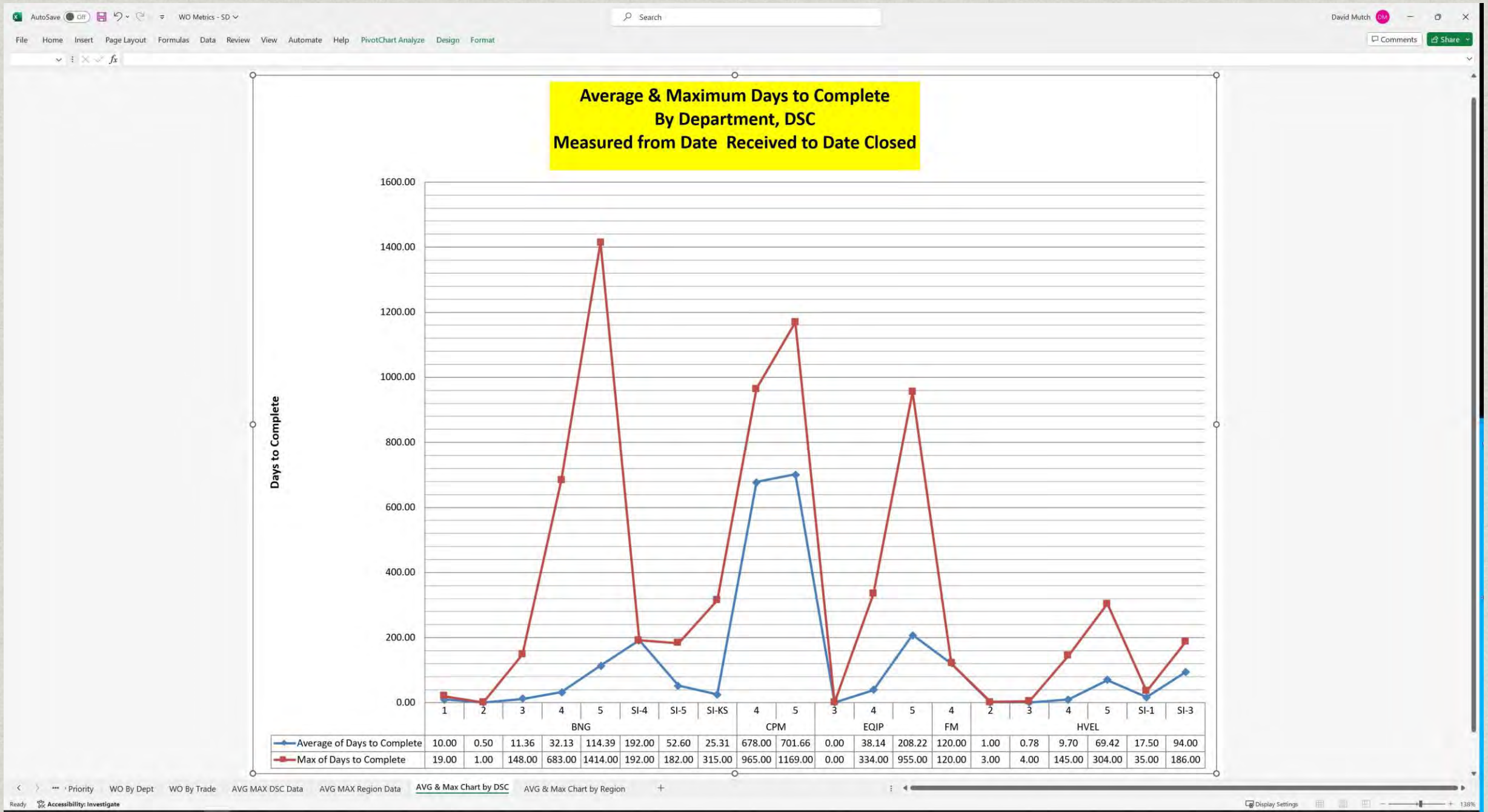
4	End Date:	2020-10-26
5	Select Criteria	( WITH VERTICAL EQ "DIRECTLINE" OR EQ "FLEET" OR EQ "HELP-DESK" OR EQ "TAG-ITEM" )
6	Sort Criteria	BY ISSUE_TO

8	Issue To	2020-09-01	2020-09-08	2020-09-15
9	000000	3.50	8.25	17.00
10	063004	7.75	8.00	19.00
11	063083	0.00	0.50	3.00
12	064896	0.00	2.00	0.00
13	065309	9.00	1.25	35.00
14	065662	83.00	3.50	44.00
15	1000	17.75	11.00	30.00
16	11094	2.25	19.25	13.00
17	31	9.75	0.00	4.00
18	3169	28.75	5.00	0.00
19	53158	16.25	27.25	16.00
20	54	0.00	0.00	0.00
21	55114	27.00	10.75	40.00
22	55123	27.50	0.00	45.00
23	61427	22.50	6.50	2.00
24	71	0.00	0.00	0.00





# LABOUR REPORTS





# PURCHASING – EMAIL SUPPLIER

### Requisition P/O Entry - <New Entry>

\*Requisition: 10835    \*Type: REG    Status: NEW

\*Date: 2024-01-24    Fiscal Year:

General   Line-item Details   Approvals   Notes

**Supplier Particulars**

Supplier #: 3748    Name: A.F. HALL    Address: 3103 MAINWAY BURLINGTON, ONTARIO L7P 3S9

FOB: DEST    Terms: NET 30    ShipVIA: BEST WAY    Fax #: (905) 844-0347    Phone #: (416) 335-5646

Email supplier for price    Confirmation Status:    Retrieve Res

**Approval Route**

Desk: FACSUPERDM

Approved By	Date
<	

Quotation#:

### Purchase Requisition/Order Line-item Detail Entry

Details For Line Item 1 of 2

\*Part #: EMTT00033

Description: 1 IN. Lb Rigid Fitting Threaded

\*UOM: EA    Unit Cost: 15.2740    Tax #1: N/I

Qty: 10.00    Line Cost: 152.74    Tax #2: N/I

Blanket P/O#:    Work Order#:    Bldg/Asset#:    MarkUp Percent:    Project#:    Project Step#:    Line-item Type: Contract    Account#: 420-6508    Date Required:

Manufacturer: Hubbel    Manufacturer Part#: 40C22C20X5/8    Supplier Part#:    Supplier Part Aux:     Punchout Lineitem

Line-item Options: Add   Delete   Line-item Function: NEW

### Requisition P/O Entry

\*Requisition: 10835    \*Type: REG

\*Date: 2024-01-24    Fiscal Year: 2024

General   Line-item Details   Approvals   Notes

**Line-item Details**

	Part #	Description	UOM	Qty	Unit Cost	Date Required	Idg/Asset
1	EMTT00033	1 IN. Lb Rigid Fitting Threaded	EA	10.00	15.2740		
2	EMTT00037	3/4 IN. IN.T IN. Rigid Fitting Threaded	EA	10.00	14.0700		





# PURCHASING – EMAIL SUPPLIER

Confirmation Email

Email Content Audit

To ... dmutch@megamation.com

Subject: Requisition 10835

View

This email contains a link to Requisition 10835.  
You are requested to confirm the unit price and supplier part number.  
Supplier Comments can be used if you are unable to supply a part number.  
incorrect or for any other comments.  
After completing the form, please click on the Information Confirmation button.  
information on the requisition to a purchasing agent. You will not be  
confirmed.  
Click [here](#) to confirm the requisition.  
Respond with questions/comments to:  
Bruce Moore

Thank you for your co-operation.

Direct Line Web Portal

dlweb.megamation.com/dldemo/facility/DLWEB.php/O4W\_REQ\_CONFIRMATION?TYPE=R&ID=NUE1Nzc4NDQ0NQ%3D%3D&SUPNO=NTg1MDc0NEY%3D&DATABASE=MkYyNjE...

**DirectLine**  
Maintenance Software Service

### Requisition Confirmation

Requisition# : 10835  
Supplier : A.F. HALL

Ship To:  
Megamation Systems Inc.  
114 Lakeshore Rd. E.  
Oakville ON L6J 6N2

Please enter any changes into the **GREEN** fields.  
Original values submitted that can be modified will appear in **BLUE** font.

Part#	Description	UOM	Mfg	Mfg Part#	Qty	Unit Cost	Supp Part#	Date Required
EMTT00033	1 IN. Lb Rigid Fitting Threaded	EA		40C22C20X5/8	10.00	15.27		
EMTT00037	3/4 IN. IN.T IN. Rigid Fitting Threaded	EA		4120640X	10.00	14.07		

Information Confirmed - Send Updates

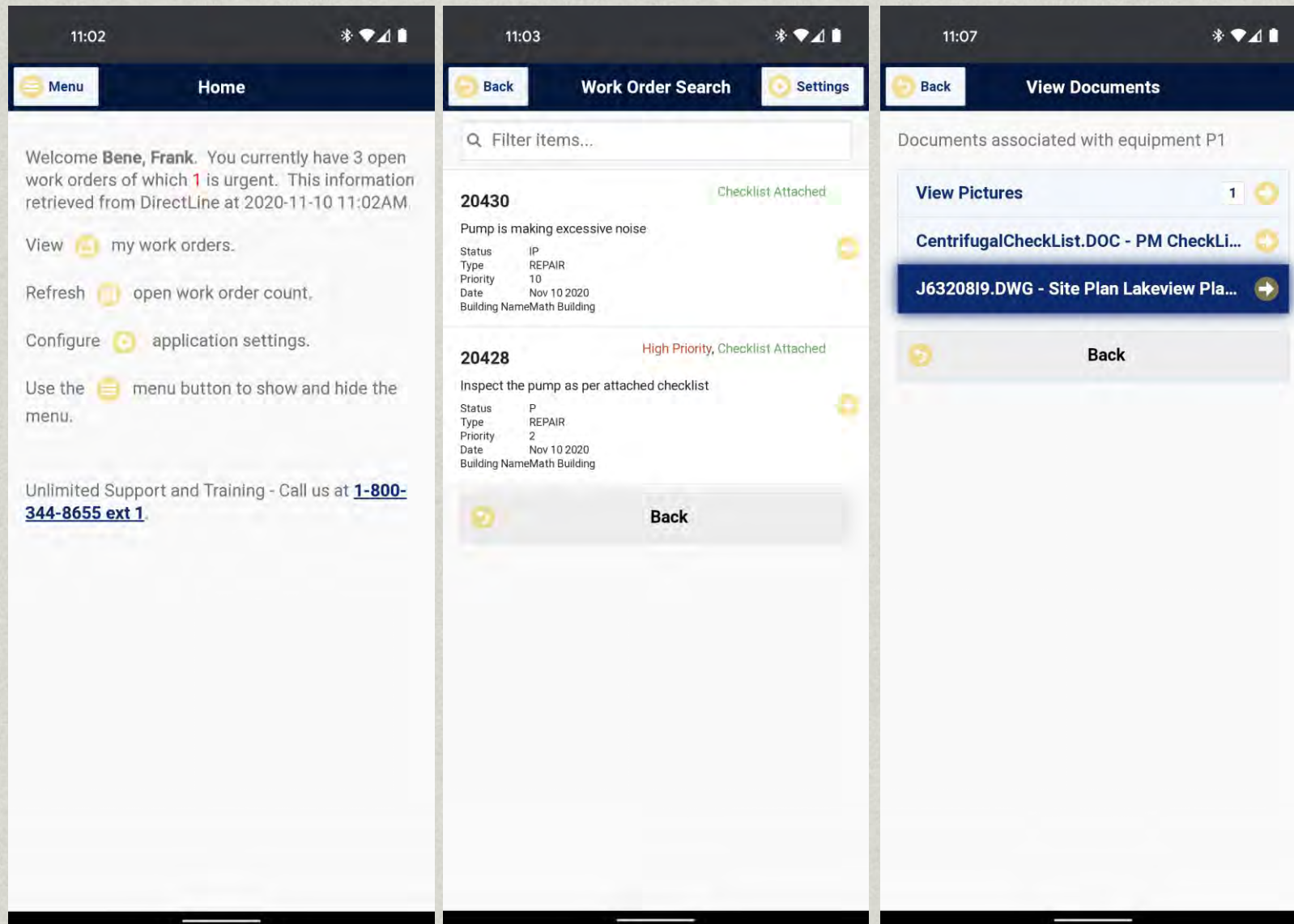
Supplier Comments:

Save





# MEGAMATION DIRECTLINE MOBILE



Megamation Directline Mobile can use Barcodes, QR Codes, NFC and RFID to allow a user to scan a tag and find a piece of equipment.

Documentation can be linked to the equipment allowing the user to see drawings, manuals and any other important information.

M

MEGAMATION



# EQUIPMENT VIEW

The image displays a sequence of five mobile application screens for 'Equipment View'.

- Screen 1 (10:21):** Shows the 'Equipment View' for asset P1. It includes a 'Scan Barcode/RFID' button and a 'Details' section with fields for Bldg/Asset#, Description, Class (PUMP-CENTRIFUGAL), Bldg/Asset St...IN - Installed, Manufacturer (ITT), and Building (001-0100).
- Screen 2 (10:21):** Similar to Screen 1, but the 'Details' section is expanded to show a list of actions: Bldg/Asset# Update, View Work Orders (2), New Work Order, On-Demand Inspections (0), PMs Available (4), Assets (3), Related Inventory (5), View Pictures/Documents (2), and Previous Inspections.
- Screen 3 (10:21):** Similar to Screen 2, showing the same list of actions.
- Screen 4 (10:22):** Titled 'View Documents', it shows 'Documents associated with equipment P1'. It includes a 'View Pictures' button (1) and a document titled 'CentrifugalCheckList.DOC - PM CheckLi...'. A 'Back' button is also present.
- Screen 5 (10:22):** Titled 'Gallery', it displays a technical diagram of a centrifugal pump. The diagram is labeled with various parts: Suction nozzle, Volute, Impeller, Discharge nozzle, Casing, Bearings, Seal, Shaft, and Oil Rings.

