LADOT eWork Training



Welcome

Training Courses:

- A. Engineer/Approver Training
- **B. Yard Supervisor/Crew Chief Training**

9/25~10/9, 2014 LADOT BSG & SME

LADOT eWork – Training Schedules



Date	Time	Location	Training Title	Seats
9/25/2014	1 pm - 4 pm	CHE 1051, ITA Training Room	eWork: Engineer and Approver	18
10/1/2014	8 am - Noon	Chatsworth, 9th floor, Caltrans	eWork: Yard Supervisor and Crew Chief	7
10/2/2004	8 am - Noon	Chatsworth, 9th floor, Caltrans	eWork: Yard Supervisor and Crew Chief	7
10/2/2004	1 pm - 4 pm	Chatsworth, 9th floor, Caltrans	eWork: Engineer and Approver	7
10/8/2004	8 am - Noon	Encino Room, 10th floor, Caltrans	eWork: Yard Supervisor and Crew Chief	7
10/8/2004	1 am -	Encino Room, 10th floor, Caltrans	eWork: Engineer and Approver	7
, ,	8:30 am -		11	
10/9/2004	_	Chatsworth, 9th floor, Caltrans	eWork: Engineer and Approver	7
10/9/2004	1 pm - 4 pm	Chatsworth, 9th floor, Caltrans	eWork: Engineer and Approver	7

Agenda

- Introduction
- Key Components in eWork
- Work Order Status, Ownership, and Action
- Work Order in eWork
- Package in eWork
- System Navigation & Functionality Tabs
- MyPage Lists or Work Orders Associated with You
- Search Tool
- Accessing the Application
- Logging on
- Work Order Creation
- Yard Closeout Procedure
- Work Order Exceptions
- Packaging
- Reference Workflow and Status
- Questions & Answers

Introduction



• What is eWork: An online system that streamlines the Work Order processes and automates the workflow (with email notifications upon predefined status changes)

Who:

- Project Manager: Mony Patel
- Programmers: Chia-Chi (Mag) Hung, David Uchida (volunteer), Quoc Tran, Scott Lin (Project Lead)
- Subject Matter Experts: Nader Asmar, Edward Giron, John Sam, Kartik Patel, Manuel Viramontes
- Assistant QA: Karen Hernando (volunteer)
- When: Official Go-Live Date 10/20/2014

Work Order in eWork



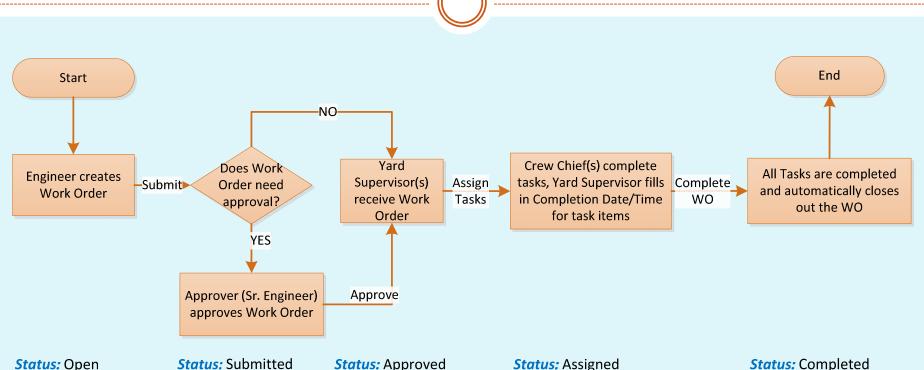
Key Components in eWork



Objects:

- Types: Work Order, Work Order Header, Work Order Taskline, Package,
 Package Header.
- *Status*: Open, Submitted, Approved, Assigned, Completed, etc.
- **Ownership**: Status + Role + Yard
- **Relationship**: A WO Header or Taskline are children to a Work Order. A WO can be associated with a Package
- **Workflow**: The objects, actions, roles, and status involved in the process
- Yards: Ave 19, Central, Valley and Western (Meter Shop and Sign Shop?)
- User Account:
- Role: Approver, Engineer, Coordinator, Clerical, Crew Chief, Yard Supervisor
- Role-based System Security and Access Control
- Use Access Rights (to an object): Determined by Object Type, Object Status, and Ownership

Work Order Status, Ownership, and Action



Status: Open
Owner: Eng
Action: Edit Header,
Add/Edit/Delete
tasks, Delete/
Submit WO

Status: Submitted
Owner: Eng, Approver
Action: Approver
approves, modifies,
rejects WO

Status: Approved
Owner: Eng, Approver,
Yard Supervisor
Action: Yard Supervisor
assigns tasks to Crew
Chief(s), modifies
tasklines, rejects WO,

Owner: Eng, Approver, Yard Supervisor Action: Yard Supervisor modify tasklines, inputs task completion dates, modifies tasklines, rejects WO

Status: Completed
Owner: Eng, Approver,
Yard Supervisor
Action: None

Work Order in eWork



WO Types:

- Curb Zone, General, Marking, Marking Removal, Sign created by Engineer (with optional Approval requirement) or Approver, and closed out by Yard Supervisor
- Curb Zone Maintenance, Marking Maintenance, Sign
 Maintenance created and closed out by Crew Chief or Yard
 Supervisor

Components in a WO:

- A WO must consist one WO Header
- Curb Zone, Marking, Sign and their Maintenance counterparts require at least one taskline

Package in eWork

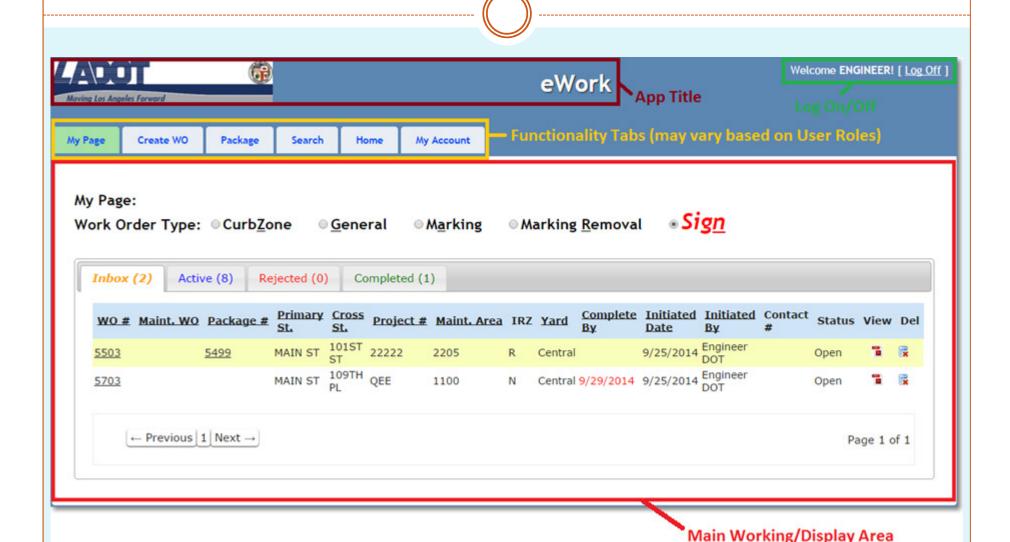


- Package: Functions as a hub or container for related Work Orders
- Package Types:
- Group (default): Usually contains work orders within a same yard
- Coordination: Engineer delegates the Work Order Submittal Responsibility to Coordinator. Usually contains work orders across multiple yards

• Features:

- Sequence Management: Engineer or Coordinator may schedule different work orders to submit at different times
- Manual Notification
- Add existing work orders into a package
- Remove work orders out of a package (removed WOs become standalone)
- Links to Work Order Create, Details, and Delete

System Navigation

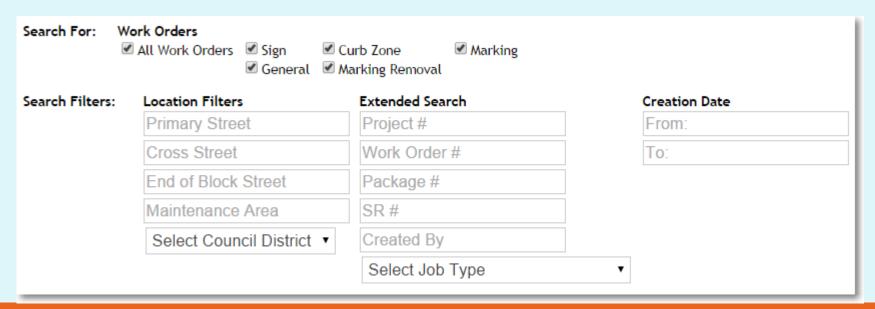


My Page

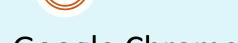
- A central location for Lists of Your Work Orders
- When will a Work Order Appear in MyPage
- Ownership: Status + Role + Yard
- Tab-Views (based on status)
- Four Tabs: Inbox, Active, Rejected, Completed
- Active, Rejected, and Completed: your work orders can be found in one of those exclusive tabs based on status
- Inbox: a auxiliary supporting view tab to highlight the work orders that need your immediate attention/action. Work orders appear in Inbox may also appear in Active or Rejected view tabs.
- Yard Supervisor may perform bulk Task Assignment in My Page

Search Tool

- A user-friendly tool to help you find Work Orders based on the search filters you submit
- The more specific the search filters are, the more specific the search results are
- Sorting function & Pagination function
- Auto complete for addresses, Maintenance Area, Created By, etc.



Accessing the Application

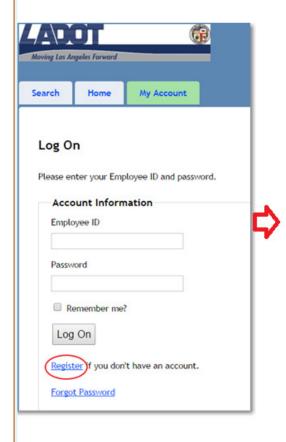


- Browser Compatibility: Google Chrome
- URL: http://myladot.lacity.org/eWork

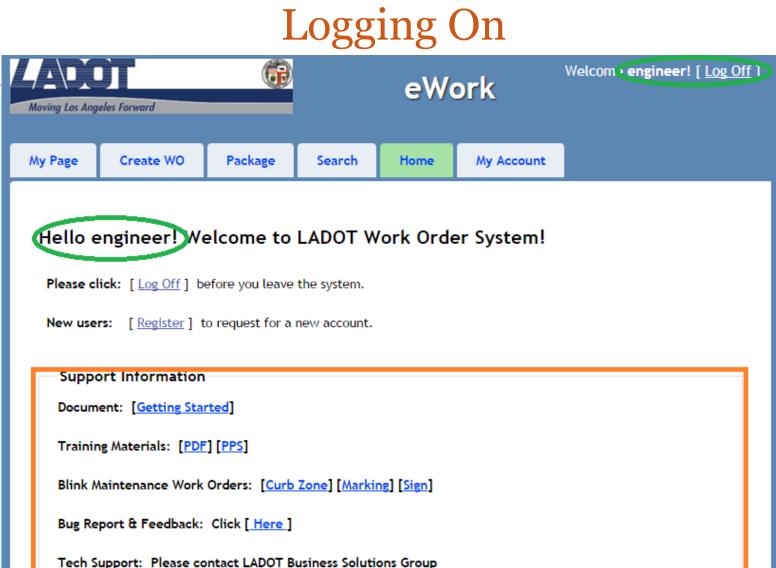
Account Registration

Create a New Account

Use the form below to create a new account.



Employee ID*	
First Name*	
Last Name*	
Phone Number	
Email address*	
Password*	Passwords are case-sensitive. Passwords length minimum: 6. Non-alphanumeric characters required: 1.(for example, !\$#,%)
Confirm password*	
	Select a password recovery security question ▼
PasswordQuestion*	Select a password recovery security question ▼
PasswordQuestion* PasswordAnswer*	Select a password recovery security question Select your Organization
Confirm password* PasswordQuestion* PasswordAnswer* Organization* Operational Roles:*	



Work Order Creation (Sign WO)



- Required Fields (denoted by * and yellow background)
- Header
- Taskline
- Create Page
- Details page
- Update Header
- Add, Edit, and Delete TaskLines
- Submit Work Order

Yard Closeout Procedure

- Assign Tasklines to Crew Chief(s)
- Input Task Completion Dates
- Work Order is closed out if all tasklines are completed

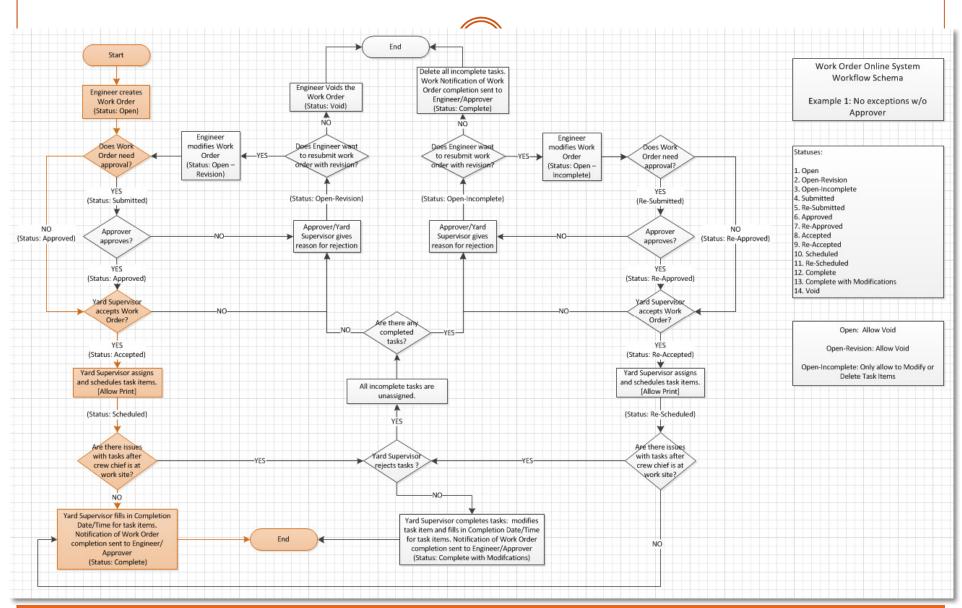
Work Order Exceptions

- Approver Rejection
- Yard Rejection
- Voiding
- Re-submission
- Completion with Modifications

Packaging

- Create a new Package
- Add Existing Work Order to a Package
- Create new Work Order within Package
- Remove Work Orders out of a Package (removed work orders become standalone)
- Send email notifications to Yards
- Delete a Package (when there is no work order in the package)

Reference - Workflow and Status



Thank You

Q & A