



# **DQT ASSET MANAGEMENT CREATING A WORK ORDER**

Subject: AM Creating a Work Order

Created: 12/18/2020

Updated: 6/6/2022

Version: 1.1



## How to Create a Work Order

1. Login to Asset Management – <https://dqtech.com/AM/>
2. Select the location and Asset that the work order is for and then select Work Order.

The screenshot shows the 'Asset Management' interface for 'BOI-Amber'. The 'Work Order' button is highlighted with a red circle. The 'Details' section shows vehicle information: Equipment Number (BOI-Amber), Equipment Description (Ambers Car), Asset Number (BOI-Amber), Make (GMC), Model (Acadia), Year (2018), VIN# (1GKKNXL54JZ130686), Location (DQT Bse), Fuel Type (Electric), and Assigned Device ID. There are buttons for 'New', 'Update', and 'Clear'.

3. Next, select Add New Work Order.

The screenshot shows the 'Manage WO' section of the 'Asset Management' interface. The 'Add New Workorder' button is highlighted with a red circle. The interface shows a table with columns for 'WO #', 'WO Desc', 'Repair Category', 'WO Date', and 'Total Cost (\$)'. The total cost is \$0.00. There are also buttons for 'Reset' and 'Add New Workorder'.

4. Fill in required fields and any other fields where information is available. Work Order Description, Repair Categories, and Vendor will need to be filled in before you will be able to save the work order. Everything else is optional.

**NOTE:** There will need to be additional setup if you want to have custom repair categories, as well as vendors, and technicians. Repair categories and technicians can be added under Customize>AddOn. Whereas vendors can be added under Assets>Vendors.

The screenshot shows the 'Add New Workorder' form. The 'Work Order Description' field is highlighted with a red circle and contains the text 'This Field is Required'. The 'Repair Categories' field is also highlighted with a red circle and contains the text 'Multiple'. The 'Vendor' field is highlighted with a red circle and contains a dropdown menu. Other fields include 'Work Order Number' (WO\_B519\_16085850471), 'Work Order Date' (12/21/2020), 'Odometer' (56779), and 'Engine Hours' (55666.7).

- Adding individual parts is available but not required. If you wish to just attach the shop invoices you can do so by selecting, Browse Files from Here and attaching all files related to the work order.

File Name	Size (Bytes)	Status
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Parts(\$) 0 Labor(\$) 0 Tax(\$) 0  
WO Total : \$0.00 Grand Total : \$0.00

Save Cancel

- To track the total cost of the work order you can manipulate the Parts, Labor, and Tax dollar amounts by entering the values in the fields manually prior to saving.

Parts	Warranty(Yes/No)	Employee Name	Qty	Price (\$)	Total (\$)	Action
<input type="text"/>			1	0.00	\$0.00	

Parts(\$) 50.00 Labor(\$) 100.00 Tax(\$) 5.00  
WO Total : \$150.00 Grand Total : \$155.00

Save Cancel

- After everything is added, select save to save the work order to the asset.

Parts(\$) 44 Labor(\$) 25.21 Tax(\$) 0  
WO Total : \$69.21 Grand Total : \$69.21

Save Cancel