1.0 PURPOSE

To outline procedure of those functions utilized in the FacilityFocus Work Management Module by AssetWorks.

2.0 SCOPE

This procedure applies to those functions that are documented in the FacilityFocus Work Management Module by AssetWorks.

3.0 RESPONSIBILITIES

It is the responsibility of all Work Information Center personnel to comply with this procedure.

4.0 PROCEDURE

Note: The following steps provide an outline to the instructions that are listed in the FacilityFocus® Work Management Module by AssetWorks. Please refer to these instructions for further detail.

4.1 Work Requests
   4.1.1 Entering a work request
   4.1.2 Editing a work request
   4.1.3 Retrieving work requests
   4.1.4 Required work request information
   4.1.5 Adding additional phases

4.2 Time Cards
4.2.1 Entering a time card
4.2.2 Description of time card data fields

4.3 Planned Work Requests

4.4 Rapid Status Changes
4.4.1 Work Request Rapid Status Change
4.4.2 Phase Rapid Status Change

4.5 Reopening Work Requests

4.6 Time Card Adjustments

4.7 Time Card Approval

4.8 Time Card Rapid Entry

4.9 Material Request
4.9.1 Entering a Materials Request
4.9.2 Required Global Data
4.9.3 Required Information for In-Stock Items
4.9.4 Required Information for Non-Stock Items

5.0 DOCUMENTATION

<table>
<thead>
<tr>
<th>Document Identification</th>
<th>Location of Completed Documents</th>
<th>Length of Storage</th>
<th>Responsible for Document Management</th>
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<td>UWG Work Management Module</td>
<td>Facilities Shared</td>
<td>Annually; based upon renewal of contract</td>
<td>WIC Staff</td>
</tr>
<tr>
<td>Work Requests</td>
<td>Within FacilityFocus</td>
<td>TBD</td>
<td>WIC Staff and ITS Staff</td>
</tr>
<tr>
<td>Time Cards</td>
<td>Within FacilityFocus</td>
<td>TBD</td>
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<tr>
<td>Material Requests</td>
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<td>TBD</td>
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</tr>
</tbody>
</table>

Refer to UWG Work Management Module documentation found at blue.