

University of West Georgia

Document No.: WIC-02001
Department: Facilities & Grounds
Title: Standard Operating Procedure for FacilityFocus Work Management
Module
Supersedes: New

Implementation Date: 3/13/2009

Approved By: Wanda Williams 3/13/2009
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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

Document Identification	Location of Completed Documents	Length of Storage	Responsible for Document Management
UWG Work Management Module	Facilities Shared	Annually; based upon renewal of contract	WIC Staff
Work Requests	Within FacilityFocus	TBD	WIC Staff and ITS Staff
Time Cards	Within FacilityFocus	TBD	WIC Staff and ITS Staff
Material Requests	Within FacilityFocus	TBD	WIC Staff and ITS Staff

Refer to UWG Work Management Module documentation found at [blue](#).