

---

---

# Index

- A
- ABC Inventory Processing 2-122
  - setup 1-158
  - storeroom options 2-148
- ABC Processing
  - running 6-13
- Abilities
  - adjusting levels 8-32, 8-38
- Access List (Blanket Contract) 5-84
  - master 5-82
- Account Treatment 3-7
- Accounting 2-16, 2-23
  - budget 1-175
  - distribution 2-23
  - hierarchy 1-160
  - log 4-323
  - periods 8-98
  - regulatory 3-6
  - structure 8-49
  - yearly costs 2-19
- Accounts
  - creating 1-174
  - help (F1) 1-170
  - hierarchy 1-162
  - transaction log 1-178
- Actions 1-81
  - assign component to assets 3-47
  - create document record 1-64
  - update task description 4-229
- Activity Log
  - service request 7-19
- Activity Tracking 4-317
- Ad Hoc Reports 1-45
- Address Message Window 1-108
- Adjust Average Unit Price 2-146
- Adjust Inventory Quantity 2-144
- Advanced Searches 1-49
- Alerts 1-83
  - approval alert 1-84, 8-74
  - asset activity log 1-84
- asset readings out of range 1-85, 2-81
- auto stock reorder 1-84
- auto timesheet created 1-84, 2-208
- backordered items arrived 1-84
- budget overage 1-84
- default e-mail address for 1-85
- exceeded metrics tolerances 8-148
- issue qty. exceeds wo estimate 1-85
- metric values out of range 1-85
- multiple blnkt cntrct revisions 1-85
- out of range assets 1-85, 2-81
- parts arrived 1-85
- planners to receive alerts 1-85
- po fully received 1-85
- po item received 1-85
- project exceeds % tolerance 1-85, 4-99
- project exceeds budget tolerance 1-85, 4-99
- receive as e-mail 1-56
- receive in Inbox 1-56
- system-wide settings 1-86
- turn off for WEB reports 1-56
- unused demand 1-86, 2-150
- Allocation
  - stock items 2-147
- Analysis
  - asset 9-14
- AP Data
  - invoice 5-169
  - service invoice 5-150
- Application Map 1-27
- Application Security 8-37
- Approvals 1-123
  - approval limit 8-67, 8-152
  - approval routing 1-129
- approval title 1-125, 8-19
- basic process 1-125
- default routes 1-58
- portal (web access) 1-139
- routing list administration 8-71
- summary 1-77
- view related 1-139
- wizard 1-135
- work records 4-17
- Approved Vendor 2-128
- Approvers 5-11
- Area 1-161, 2-13
- Asset 1-164, 2-33
  - activity log 2-63
  - analyzing performance 2-59
  - assoc operational tolerances 2-54
  - balance distribution on sr 7-16
  - balance distribution on wot 4-67
  - class 2-72
  - condition 2-68
  - connected assets 1-112, 2-56
  - construction assets 3-43
  - data 2-87
  - data on work orders 4-66
  - default data 2-37
  - depreciation 1-185
  - engineering log 2-63
  - enterprise 9-11
  - final reading 2-109
  - fixed 3-44
  - group asset 1-189
  - hierarchy 1-163
  - inspection log 2-42
  - interfaces 2-48
  - listed on service requests 7-15
  - location basis 2-36
  - navigator 1-111, 2-58

- nodes 2-36
- permit template requirements 2-49
- pm control 4-145
- reliability 2-61, 2-78
- retire 2-35, 2-109
- revalue 2-111
- segment help 2-47
- work history 4-16
- work order default data 2-37
- Asset PM Control Forecast
  - Asset PM Control 4-151
- Associated Assets
  - FMEA Template 4-158
- Associated Service Requests 7-16
- Associated Stock Codes
  - master catalog 2-130
- Attachments 1-62
  - blobs 1-63, 2-165
  - creating 1-64
  - external 1-62
  - internal 1-62
  - printing 1-67
  - sequence numbers for document IDs 1-67
  - temporary 1-64
- Auditing 8-115
- Autofill Estimate 4-261
- Autofill Estimates 4-261
- Automatic Invoicing 5-176
- Automatic Stock Replenishment 6-112
  - blanket contract 5-80
  - storeroom 2-139
- Average Unit Price 2-143
- B**
- Backorder Processing 6-17, 6-87, 6-103, 6-111
- Bar Code Labels
  - printing 6-86
- Batch Processing 8-100
- Benchmark Work Order 4-118
- BI Publisher Reports
  - reports administration 8-77
- Bill of Material 2-154
- Billing Information 7-20
- Bin Locations
  - storeroom 2-147
- Binary Large Objects 1-63, 2-165
- Blanket Contract 5-80
  - create requisition from 5-90
  - log 5-194
- Blanket Contract to PO 5-94
- BLOBs 1-63, 2-165
- Blocks 8-32
- Bookmarks 1-87
- Browser Windows 1-22
- Budgets 1-175
  - checking 1-175
  - entering 1-176
  - notification 1-176
  - overage 5-185, 6-34
    - direct charges 4-311
    - invoicing 5-169
    - purchase order 5-70
    - requisition 5-35
    - work order 4-55
- Business Rules
  - general description 8-46
- Buyer Data
  - bc to po 5-96
  - purchase order 5-68
  - requisition 5-34
- Buyers 5-11, 8-53
- C**
- Calendar Tool 1-38
- Call History 7-18
- Capabilities 5-20
- Capital Regulatory Account 3-8
- Catalog 2-126
  - change request 6-8
  - enterprise 9-12
- Change Order 5-152, 5-186, 5-190
- Change Password 8-22
- Change Plant 1-74
- Change Request 2-103
  - catalog 6-8
  - post to prior year 1-194
  - vendor 5-28
- Charts
  - access to 8-33
  - administration 8-125
  - disabling thumbnails 8-139
  - home page 1-100
  - interactive 1-100
  - trusted sites 8-139
  - user 1-93
- Checkout
  - log 6-125
  - partial issue 6-32
  - request 6-28
- Checkout Request
  - budget overage 6-34
  - transaction log 6-35
- checkout request
  - return more than issued 6-26
- Chemical Label 2-185
  - synonyms 2-185
- Child Assets 2-46
- Closeout 1-116, 4-48
- Code Table and Codes 8-8
- Commodities 5-20
  - codes 1-157
- Company 9-5
- Compatible Structure 3-29
- Compatible Units 3-15
  - conductors 3-51
    - construction assets 3-43
    - dependent materials 3-18
    - reconcile 2-128, 3-38
    - set up accounting 3-13
    - structures 3-29, 3-51
    - worksheet 3-35
- Components 1-165, 2-90
  - asset warranty 2-94
    - construction assets 3-47
    - processing 6-36
    - receiving 6-84
    - repairing 6-38, 6-39
    - trackable 6-9
    - tracking 2-95
    - tracking log 2-98
- Conductors 2-135, 3-51
- Configuration Guide 8-66
- Connected Asset 2-56
  - show levels 1-113, 2-59
- Construction Asset
  - assign component 3-47
  - assign components 3-47
  - automatic valuation 1-195
  - depreciation forecasts 1-195
- Construction Assets 3-43
- Consumables 6-119
  - asset 2-46
- Contents tab
  - online help 1-xi
- Context Sensitive Help 1-xi
- Contract Material 5-142
- Contractors 3-24, 5-25
- Copy Record 1-35
  - administration 8-90
  - bc to po 5-99
  - configuration 8-90
  - purchase orders 5-53
  - purchasing 5-14
  - requisitions 5-42
  - responsibility 8-28

- Cost Adjustment 5-183
  - budget overage 5-185
- Cost and Closeout 1-116
- Cost Summary
  - account 2-20
  - area 2-14
  - asset 2-45
  - company 9-5
  - components 2-94
  - customer 7-8
  - department 2-11
  - hierarchies 1-168
  - maintenance manager 2-216
  - organization 9-7
  - plant 9-10
  - process 2-31
  - project/subproject 4-105
  - purchase order 5-69
  - requisition 5-35
  - service request 7-19
  - work order 4-46
  - work order task 4-68
- Cost Types 1-151
- Costs
  - data entry 1-116
  - logging 1-116
  - monitoring 1-178
- Courtesy Stores 4-76, 5-53
- Craft 4-254
- Crafts 2-134
- Create Document Record 1-64
- Create PM Work Order 2-89
- Credit Card Information 8-19
- Crew 4-254, 4-313
  - activity log 4-319
  - assignments 4-86
- Critical Number 4-15
- CU Worksheet 3-35
- Currency 8-150
- Custom Menu
  - forms 8-87
- Custom SQL 1-49, C-5
- Customer 7-5
- Customized
  - field labels 8-90
  - lists of values 8-63
  - menus 8-87
  - order by 8-87
- CWIP Regulatory Account 3-8
- Cyclical Work 4-15
- D
  - Daily Schedule 4-253, 4-264, 4-278
  - Data Entry 1-116
  - Database C-9
    - administration C-1
    - allocating space C-11
    - indexes C-21
    - tables C-23
  - Datafiles C-9
  - Dates 1-37
    - formatting 1-76
  - DBA
    - data blocks C-17
    - extents C-17
    - segments C-17
  - Decimal Values 1-37
  - Default Accounts
    - purchase order 5-70
    - requisition 5-36
  - Default Approval Routes 1-124
  - Default Next Approvers 8-20
  - Default Values
    - creating 8-83
  - Defining Tables 8-60
  - Department 1-161, 2-10
  - Dependent Materials 3-18
  - Depreciation 1-181
    - asset 1-185
    - calculations 1-187
    - configuration 1-181
    - final reading 2-109
    - fleet asset 1-185
    - parameters 1-182
    - retire asset 2-35
    - set parameters 2-77
  - Direct Charges 4-306
    - cost and closeout 1-120
    - data entry 1-120
    - log 4-312
  - Direct Overhead 3-12
  - Direct Stock Items 6-14
  - Discrepancies
    - invoices 5-175
    - shipments 6-97
  - Distribution Lists 8-112
  - Document
    - control 1-63
    - register in system 2-165
    - transaction log 2-168
  - Document Control
    - log 2-168
- Documents
  - control 2-162
  - create in record 1-64
  - distribution 2-166
  - log 2-170
  - revision history 2-167
  - temporary 1-64
- Downtime Summary 2-55
- Drawing Documents 2-157
- Drill-Down 1-36
- Duplication
  - bc to po 5-99
  - purchase orders 5-53
  - records 1-35
  - requisitions 5-14, 5-42
  - service requests 7-23
  - set parameters 8-88
  - work requests 4-26
- E
  - E-Mail
    - alerts 1-56
  - Employee 2-205
    - adding user profile 8-13
    - crew assignment 4-314
    - default purchasing approvers 8-20
    - timekeeping 4-282
    - training 2-211
    - training (list) 2-211
  - Engineering Log 2-63
  - Enrolling Users 8-13
  - Enterprise
    - asset 9-11
    - asset analysis 9-14
    - catalog 9-12
  - Enterprise Asset
    - retire 2-109

- Entity Relationship Viewer 1-216
- ERD 1-216
- Evaluation 5-21
- Event Queue 8-116
- Exchange Rates 8-150
- Expedite PO 5-156
- Expense Codes 1-174, 2-21
- Export Data 1-24
- Export Search Results 1-45
- External Attachments 1-62
  
- F
- Favorite Reports 1-77, 1-149
- Favorites 1-77
- FGA 8-42
- FGA Responsibility 8-43
- Field Labels 8-90
- Fields 8-32, 8-38
- Filtered Metrics 8-145
- Finding Names 1-109
- Fine Grain Access 8-42
- Fixed Asset 3-44
- Fleet
  - asset 4-212
  - benchmark work order 4-245
  - depreciation 1-185
  - fleet mileage reasonability 4-222
  - retire asset 2-109
  - warranty 4-216
  - work order 4-223, 4-241
    - asset warranty 4-230
- Fleet Asset 4-212
  - See also, Asset
- Fleet Work Order Task
  - update task description 4-229
- FMEA 4-151
- FMEA Items
  - FMEA Template 4-159
- FMEA Template 4-154
- FMEA Template Data
  - Asset PM Control 4-151
- Follow-up Work Order 7-21
- Forecasting 4-264, 4-272, 4-278
- Format Date 1-76
- Forms Modules Administration 8-83
- Fractions 1-37
- Function 2-217
- Functions
  - responsibility functions 8-33
  
- G
- Graphs
  - administration 8-117
  - site 8-117
  - system 8-117
  - user 1-90
  - viewer 1-90
  
- Group Asset 1-189
  - depreciation forecasts 1-195
  
- H
- Hazardous Components 2-45
- Header 1-31
- Help
  - configure online help 8-81
- Help icons 1-xi
- Hierarchies 1-160
- History
  - failure 4-326
  - fleet work order 4-251
  - work order 4-324
  - work order task 4-81
- History Work Order 4-122
- Home Page 1-74
  - alerts 1-83
  - bookmarks 1-87
  - charts 1-93
  - editing 1-78
  - favorites 1-77
  - graph viewer 1-90
  - inbox 1-105
  - links 1-88
  - metrics 1-101
  - modules 1-77
  - news 1-77
  - notes 1-77
  - personalize 1-75
  - preferences 1-75
  - reports 1-149
  - saved searches 1-47
  - tip of the day 1-78
- Hot Keys 1-19
- How to open online help 1-xi
  
- I
- Icons
  - Help 1-xi
- Inbox 1-105
- Index tab
  - online help 1-xi
- Indirect Overhead 3-8
- Inspection Log 2-42
- Installation Parameters 8-65
- Internal Attachments 1-62
- Invoice Wizard 5-174
- Invoicing 5-161, 5-179
  - discrepancies 5-175, 5-176
  - entering invoices 5-167
  - multiple purchase orders 5-177
  
- Issuing Stock 6-22
  
- J
- Job Hazard 2-194
  - revising 2-196
- Job Manager 8-100
  - log 8-105
  
- K
- Key Segments 2-47
- Keyboard Shortcuts 1-19
- Keys and Locks 2-201
  - log 2-203
  - subsets 2-203
  
- L
- Labels
  - field labels 8-90
- Labor Requirements
  - work order task 4-82
- Leave
  - accrual 2-211
  - enter balance hours 2-211
  - requests 4-300
  - summary 2-210
- Line Items
  - blanket contract 5-87
  - expedite po 5-158
  - property inventory 6-75
  - purchase order 5-54, 5-61
  - requisition 5-36
  - service contract 5-132, 5-147
- Links 1-77, 1-88
- List of Values
  - standard 1-52
- Lists of Values
  - custom 8-63
- Locale 9-9
- Localization 1-11, 8-90
  - field labels 8-90
  - locale 9-9
- Location Basis 2-36
- Lockout/Tagout 4-174, 4-192
- Locks and Keys 2-201
  - log 2-203
  - subsets 2-203
- Logging On and Off 1-12
- Lot Management 6-18
- Lots 2-131, 2-148
- LOV 1-52
  - See Lists of Values
  
- M
- Maintenance
  - activity tracking 4-317

- Maintenance Manager 2-214
- Manufacturer Data
  - purchase order 5-59, 5-66
  - request for quotes 5-111
  - requisition line item 5-40
- Master Catalog 2-126
  - associated stock codes 2-130
  - change request 2-117, 6-8
- Materials
  - control codes 2-128
  - cost and closeout 1-121
  - disposition 6-36, 6-56
  - safety data sheets 2-181
  - work order task 4-73
- Materials Used
  - data entry 1-121
- Maximizing Windows 1-19, 1-58
- Messages 1-105, 8-79
  - distribution groups 8-112
  - receive as email 1-56
  - receive in inbox 1-56
- Metrics
  - access to 8-33
  - administration 8-143
  - disabling thumbnails 8-139
  - filtered 8-145
  - user 1-101
- Microsoft Project 4-111
- Modules 1-30
- Modules Administration
  - forms 8-83
  - sia 8-94
- Monthly Usage
  - stock items 2-148
- Motorpool 4-247
- MS Project 4-111, 4-255
  - launching 4-112
- MSDS 2-181
  - synonyms 2-184
- Multi-Step Receiving 6-89
  - backorder processing 6-103
- My Searches 1-43
- N
- Navigation 1-14
- Navigator (Asset) 2-58
- News 1-77
- Nodes 2-36
- Non-Components
  - repairing 6-45
- Not Vendor Caused 6-100
- Notes
  - home page 1-77
  - standard 2-180
- Numbers
  - decimals 1-37
  - entering 1-37
- O
- Online Help 1-xi
- Online help
  - icons 1-xi
- Tabs
  - Contents 1-xi
  - Index 1-xi
  - Search 1-xi
- Opening context-sensitive help 1-xi
- Operational Data 2-80
  - asset module 2-55
- Operational Tolerances 2-81
- Oracle Data Dictionary 8-107
- Order By 8-87
- Organization 9-7
- Overhead Class 3-7
- Overhead Costs
  - allocation 3-43
- Overhead Regulatory Account 3-8
- Overtime Standings 2-213
- P
- Packing Slip 6-82, 6-95
- Pages 8-38
- Parent/Child Relationships 1-167
- Password
  - administration 8-21
  - changing 1-58, 8-22
  - reset 1-13
  - unlock user 8-22
- Pay Periods 8-111
- Period Costs 1-168
  - account 2-18
  - area 2-14
  - asset 2-44
  - company 9-5
  - components 2-94
  - customer 7-8
  - department 2-12
  - function 2-218
  - maintenance manager 2-216
  - organization 9-7
  - plant 9-10
  - process 2-31
- Permit 4-182, 4-192
  - permit template 4-175
  - permits 4-174
  - requirements 2-49
- Permits
  - duplicates 4-191
- Personalize
  - date format 1-76
  - home page 1-75
- Phase 4-63
- Physical Inventory 6-62
- Picklist
  - blanket to po 5-98
  - multi-step receiving 6-93
- PIN
  - administration 1-143, 8-21
  - changing 1-58
  - processing 1-142, 1-143
- PIN Processing 1-138
- Planning
  - planner 4-42, 4-62
  - work order tasks 4-96
- Plant 9-9
- PM Events 4-142
- PM Group Delay 1-220
- PM Master 4-123
  - associating to PM routes 4-138
  - associating with PM Route 4-169
  - estimates 4-136
  - fleet 4-145
  - fleet pm control 4-147
  - seasonal 4-137
- PM Route 4-15, 4-16
  - asset 2-53
  - associating to PM masters 4-138
- PM Routes
  - associating with PM Master 4-169
  - create scheduled 4-170
  - display scheduled 4-170
  - planning 4-165
- PM Schedule 4-16
  - asset 2-52
  - component 2-95
- Post-Issue 5-74
- Precedence
  - work order task 4-87
- Preferences 1-75
- Preventive Maintenance 4-15
  - create sched routes 4-170
  - display sched routes 4-170
  - events 4-142
  - master record 4-123
  - planning routes 4-165
  - scheduled assets 2-52
  - scheduled components 2-95
  - scheduled processes 2-31
- Primavera 4-113
  - launching 4-113

- Printing 1-38
  - attachments 1-67
  - printable version 1-25
- Procedure 2-171, 2-198
  - job hazard 2-194
  - log 2-197
  - new revision 2-196
  - where used 2-200
- Process 1-164, 2-29
- Procurement Level 2-128
- Project 4-98
  - managing 4-111
- Property
  - inventory 6-73, 6-74
  - log 6-77
  - management 2-97, 6-70
  - transaction log 6-73
- Prorate Data
  - invoice 5-169
  - service invoice 5-150
- Purchase Order 5-46
  - changing 5-49, 5-78, 5-152, 5-155, 5-186, 5-190
  - duplicating 5-52
  - e-mailing 5-77
  - log 5-193
  - modifying 5-49, 5-78, 5-152, 5-155, 5-186, 5-190
  - multi-step receiving 6-89
  - template 5-52
  - updating 5-49, 5-78, 5-152, 5-155, 5-186, 5-190
- Purchase Types 1-155
- Purchasing
  - transaction log 5-10
- Q
- Quality Item 5-56, 5-63
- Quantity Summary
  - storeroom 2-129
- Quick List 1-36
- R
- Receiving 6-78
  - backorder processing 6-87
  - log 6-126
  - trackable stock items 6-9
- Records 1-30
- Reference ID 1-174, 2-17
- Regulatory Account
  - update distributions 3-42
- Regulatory Accounting 3-6
  - direct overhead 3-12
  - indirect overhead 3-8
- Renewal Work 1-221, 4-67
- Reorder Review 2-140, 6-112
  - setup 2-139
  - wizard 6-116
- Repair
  - components 6-39
  - non-components 6-45
- Report Administration 8-76
- Reports 1-145, 1-149, 10-1
  - access to 8-33
  - ad hoc 1-45
  - add to modules 8-90
  - adding to responsibilities 8-33
  - creating home page list 1-56
  - default group 8-19
  - list 1-149
  - output options 10-1
  - search export 1-45
  - standard 1-145
- Request for Quotes 5-100
  - using vendor ratings 1-205
- Required Fields 8-84
  - secondary 8-85
- Requisition 5-29
  - create from blanket 5-42, 5-90
  - duplicating 5-14, 5-42, 5-53, 5-99
  - template 5-14, 5-42, 5-53, 5-99
- Reservation 4-247
- Reset Password 1-13
- Responsibility 8-26
  - charts 8-125
  - definitions 8-26
  - filtered metrics 8-146
  - function 8-33
  - modifying 8-25, 8-31
  - user access 8-11
- Results of Search 1-42
- return more than issued 6-26
- Returning Stock 6-22
- Returns 6-42, 6-101
- Routing
  - messages 1-87
- Routing Lists
  - administration 8-71
  - associated documents 8-73
  - overview 1-129
- Rule
  - See Business Rules
- Run to Failure 2-38
- Runtime
  - entry 4-161
  - log 2-53
- S
- SAPI Triggers 8-87
- Saved Search
  - creating 1-47
  - exporting 1-45
  - personal list 1-49
- Schedule Plan 4-272
  - overview 4-253
- Scheduling 4-253
  - actions 4-257
  - add to other days 4-257
  - adding tasks 4-257
  - autofill estimate 4-261
  - copying tasks 4-258
  - daily 4-264, 4-278
  - defining crew hours 4-315
  - from task 4-254
  - merging tasks 4-259
  - number of days 4-259
  - on task 4-70
  - plan 4-272
  - print reports 4-262
  - removing tasks 4-257
  - save and add more 4-257
  - schedule hours 4-260
  - schedule plan 4-272
  - use estimates 4-261
  - weekly 4-278
- Scheduling Integration
  - primavera 4-111, 4-113
- Search 1-40
  - advanced 1-49
  - exact match 1-49
  - results 1-42
  - saved searches 1-47
- Search tab
  - online help 1-xi
- Searching
  - default fields 1-47
  - work records 1-51
- Seasonal Adjustments 4-137
- Security
  - BLOBS 2-165
- Sequence Numbers 8-96
- Server Report Queue 8-106
- Service
  - contract 5-130
    - enter materials charges 5-142
  - invoice 5-145
  - request 7-9
  - timesheet 5-139

- materials 5-142
    - timesheet log 5-144
    - work order task 4-85
  - Service Contracts
    - activating 5-137
    - copying 5-138
    - itemizing services 5-134
    - revising 5-138
  - Service History 2-187
    - attribute update 1-121
    - cost and closeout 1-121
    - data entry 1-121
    - service request 7-16
    - work order task 4-82
  - Service Request
    - follow-up work order 7-21
  - Service Timesheets
    - modifying 5-143
  - Shipments
    - attributes 6-97
    - recording problems 6-97
  - Shipping Memo 6-56
  - Shortcuts 1-19
  - SIA Modules Administration 8-94
  - Signing On and Off 1-12
  - Special Lists of Values 8-86
  - Specification 2-187
    - configuration 2-192
    - lists of values for 2-192
    - template 2-190
  - SQL 1-49, C-1, C-5
    - Structured Query Language C-1
  - Standard Notes 2-180
  - Stock
    - backorder processing 6-17, 6-111
    - checkout 6-22
    - checkout transaction log 6-23
    - direct 6-14
    - issuing 6-22
    - quality items 5-56, 5-63
    - receiving 6-84
    - reorder overrides 2-125, 2-152
    - returning 6-22
    - trackable 6-9
    - transfer 6-106, 6-118
    - types 1-155
  - stock checkout
    - return more than issued 6-26
  - Storeroom 2-137, 6-10
    - adjust inventory quantity 2-144
    - adjustments 2-146
  - change request 2-115
  - direct stock 6-14
  - log 2-153
  - lookahead 2-149
  - pricing 2-142
  - quantity summary 2-129
  - reorder summary 2-129
  - setup 2-120
  - stocking 6-122
  - Structured Query Language C-1
  - Structures 3-29, 3-51
  - Subproject 4-98
    - summary 4-102
  - Subsystems 1-26
  - Synonyms 2-184, 2-185
  - System Graphs 8-117
- T
- Tablespaces C-9
  - Task Progress
    - cost and closeout 1-121
    - data entry 1-121
  - Template Information 5-42
  - The 8-7
  - Thumbnails
    - disabling 8-139
  - Timekeeping 4-282
    - auto create timesheet 2-208, 4-286
    - comments 4-288
    - cost and closeout 1-119
    - create timesheet for a crew 4-89
    - create timesheet for employee 4-89
    - data entry 1-119
    - log 4-299
    - payroll log 4-305
    - wizard 4-292
  - Timesheet
    - calculations 4-298
  - Tip of the Day 1-78
  - Trackable Stock 6-9
    - receiving 6-84
  - Transaction Logs 1-71
  - Trusted Sites 8-139
  - Turn off Alerts for WEB reports 1-56
- U
- Unlock User 8-22
  - Unused Demand
    - stock items 2-150
  - Usage Code 3-7
  - User Enrollment 8-13
  - User Profile 1-55, 8-11
    - attributes 8-19
    - personal settings 1-55
  - User Settings
    - customizing 1-55
  - User-Defined Fields (UDFs) 8-56
- V
- Value Assets in Prior Year 3-49
  - Vehicle 4-212
    - motorpool 4-247
    - reservation 4-247
  - Vehicle Maintenance
    - Reporting Standard 4-63, 4-229
  - Vehicles
    - exceeding mileage 4-222
  - Vendor 5-15
    - award items to 5-122
    - business rules 1-200
    - change request 2-113, 5-28
    - code structure 8-51
    - contractor 3-24
    - location 5-17, 5-19
    - order history 5-22
    - performance 5-22
    - rating 1-198
    - receiving quotes 5-113
    - structure 8-51
  - Vendor Performance 5-22
    - not vendor caused 6-100
  - View All 1-78
  - View Related Approvals 1-139
  - VMRS 4-63, 4-229
- W
- Wage Rate 2-208
  - Warranty 2-94, 4-25, 4-56, 4-87
    - fleet work order 4-230
  - Waybill 6-82
  - Where Used
    - stock codes 2-133
  - WIP Regulatory Account 3-8
  - Work
    - entering time 4-282
    - history 4-16, 4-122
    - renewal work 1-221
  - Work Demand
    - stock items 2-146
  - Work Design 4-27
    - associated work orders 4-37
  - Work History
    - asset 2-56
    - components 2-94
    - function 2-219
    - process 2-31

- Work Order 4-40
  - activity log 4-55
  - asset warranty 4-56
  - associated to work designs 4-37
  - benchmarking 4-118
  - create follow up for srv req 7-21
  - creating from asset 2-39
  - default data 2-37
  - default data for assets 2-37
  - emergency 4-59, 4-160
  - follow-up to Serv Req 7-21
  - history 4-16, 4-122
  - planning tool 1-114
  - searching 1-51
- work order
  - return more than issued 6-26
- Work Order Task 3-32, 4-60
  - activating materials 4-80
  - activity tracking 4-317
  - asset list 4-67
  - asset warranty 4-87
  - assignment 4-86, 4-320
  - compatible units 3-35
  - create checkout request 4-77
  - finishing 4-93
  - hierarchy 4-87
  - labor requirements 4-82
  - materials 4-73
  - multiple assets 4-67
  - planning tool 1-114, 4-96
  - precedence 4-87
  - schedule plan 4-272
  - scheduling 4-70, 4-254, 4-264, 4-278
  - scheduling overview 4-253
  - searching 1-51
- Work Planning Tool 1-114
- Work Records
  - creating 2-39
- Work Request 4-20
  - creating from asset 2-39
  - rejected 4-21
  - warranty 4-25
- WorkFlow Groups 8-112
- Workflow Groups 1-110
- Workweek Schedule 4-253, 4-278

## Y

- Yearly Costs 2-19