

Oracle® Utilities Work and Asset Management

User Guide

Release 1.9

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Preface

This document provides you with a general overview of the documentation and how it is intended to be used. Please refer to [New Content for Release 1.9](#) for more specific information on the current release.

Audience

The user guide documentation is intended for general users of the Oracle Utilities Work and Asset Management system.

Printed/Electronic User Guides

There are several User Guide sections: a system overview book and one book describing Compatible Units functionality, and one book for each of the subsystems in the application: Resource, Maintenance, Purchasing, Inventory, Customer, Enterprise and Administration. There are also supplemental guides for Business Rules, Reports, and Transaction Codes.

The overview section covers basic system features that are similar regardless of where you are in the system: operational concepts, how to find the record you need, shortcuts to different areas in the system, and similar tips. It also covers the home page, your personal workspace, where you can receive and send messages, and save searches and search results.

Each guide follows the subsystem and module organization of the application. If you have a question about a particular window, you can reference the appropriate subsystem guide, find the module, and browse through the discussion of each window.

Note: In order to locate text in the User's Guide that you are viewing, select Find from Acrobat Reader's Edit menu. You can also press Ctrl+F on the keyboard. In order to search for text in ALL of the User Guides simultaneously, select Search from the Edit menu and select Query from the sub-menu. You can also press Ctrl+Shift+F.

Please also use the [Table of Contents](#) and the [Index](#) to locate topics quickly.

Please also use the Table of Contents and the Index to locate topics quickly.

Online Help

There are two types of online Help available.

- **Online User Guides** include detailed descriptions of concepts, how the various pieces of the system fit together, what important fields mean and more. To open the User Guides, select Help from the menu then select User Guides.
- **Cue Cards** are step-by-step procedures that guide you through the completion of specific tasks. To open Cue Cards, select Help from the menu then select Cue Cards.

Online Help is context-sensitive. When you are viewing any window, select either User Guides or Cue Cards from the Help menu to open the online Help topics for that window. You can also use the tabs at the top of the Help window to search for the information you need.

- The **Contents** tab displays the online Help Table of Contents arranged by subsystem and major topic.
- The **Index** tab displays a searchable list of every topic in online Help.
- The **Search** tab displays a special window where you can look for keyword combinations in online Help.

In addition, most Help topics contain hypertext links to other topics. Click any underlined link to read more about these topics.

Note: When you are using the application, online Help is the fastest way to get information that you need. All of the information contained in printed User Guides, can also be found in online Help.

Related Documents

For more information, see the following documents in the Oracle Utilities Work and Asset Management Release 1.9 documentation set:

- Oracle Utilities Work and Asset Management Release Notes
- Oracle Utilities Work and Asset Management Configuration Guide
- Oracle Utilities Work and Asset Management Installation Guide

What's New

This section describes the major features and functionality changes in the application that were added to this documentation release.

New Content for Release 1.9

Changes in this release include the following:

Administration

- Added [automated password reset](#) so that when users forget their password, the system can reset it by sending a temporary password to their email address.
- Manage responsibilities for [charts](#) and [filtered metrics](#) in the respective modules rather than in the Responsibility module.

Maintenance

- Print a History Work Order using an action in the Actions list.
- Create a [follow-up work request](#) from the Cost and Closeout Task Progress screen.
- Search by addresses in the Work Order module.
- [Add a work design to an existing work order](#) in addition to creating a new work order. Also added Work Design [Permits](#) view with the ability to copy permit requirements entered on the design to work order tasks.
- Define a hierarchy of work order tasks using the [Precedence](#) view.
- Search by parent asset on work order, work order task, benchmark work order, and work order history Search Options screens.
- [Reject a leave request](#) and enter comments.
- [Automatically update all Daily Schedule or Workweek Schedule scheduled hours](#) using work order task estimates.
- Added [Work Breakdown Structure \(WBS\)](#) field to Work Order Task.
- Added support for the [ESRI ArcGIS Viewer](#).

Purchasing

- Added Copy Record functionality for [Blanket Contract to PO module](#).

Resource

- Added an additional [check box](#) to the Asset module Attachments view so that users can distinguish which types of records the attachment should be carried over to.

- Added Inventory Quantity and Average/Standard Price to the Storeroom Search Results window.

System-Wide

- Added an asterisk to indicate when there are approvals with comments in [Approval Log Views](#).
- This release supports the translation of the entire Oracle Utilities Work and Asset Management application into Spanish. Translation for the following features is not supported for translation:
 1. All reports
 2. ERD Viewer
 3. All add-ons (GIS integrations, RFGEN, Mobile, Standard interfaces, web services)
 4. Charts and Chart thumbnails

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