

Finding Work Order Phases in Go Work Management

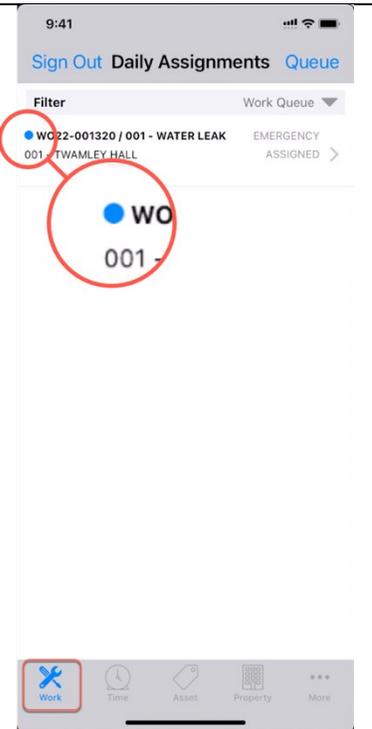
In Go Work Management, the Work Tab starts with one of two screens:

- Daily Assignments
- Work Queue

The Daily Assignments screen is where field technicians can view all work assigned *for the day*. The purpose is to indicate which work orders are urgent or must be done on that day such as an event or a shutdown. These are work orders that have been scheduled using the AiM Daily Assignments or the AiM Team Scheduler.

- A blue dot on the left side of the phase indicates that the phase is unread.
- Swipe right to toggle the phase between “read” and “unread.”

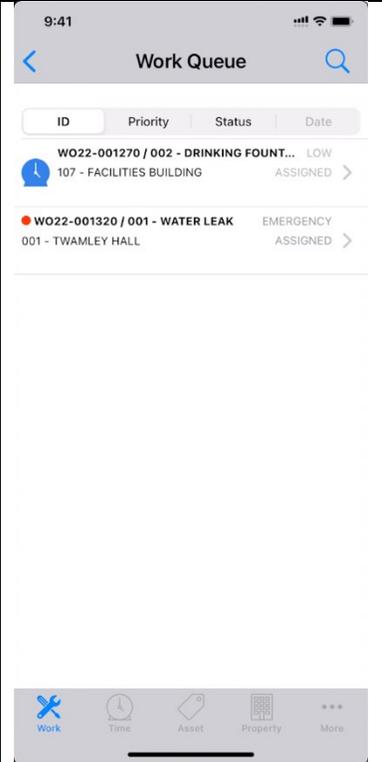
Phases are sorted by the assigned sequence on the Daily Assignments screen for the assigned shop person for that day. The list of phases is refreshed by pulling down the screen.



The **Work Queue** screen lists all phases assigned to the shop person where status work queue flag = “Yes”, namely,

- NEW
- ASSIGNED
- PARTS ON ORDER

A clock icon will show to the left of the current phase. If there are no phases in progress, the clock icon will be grey and disabled. If the phase is in progress, the clock will be blue. When a user clicks on the button, it will open to the phase details.

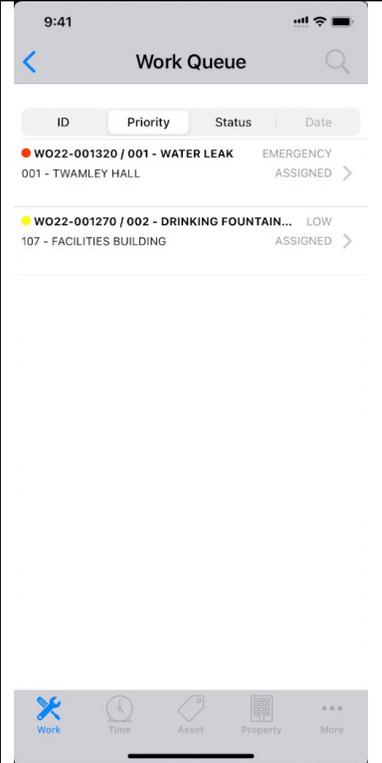


The colored dots are assigned by the system administrator to indicate the level of priority.

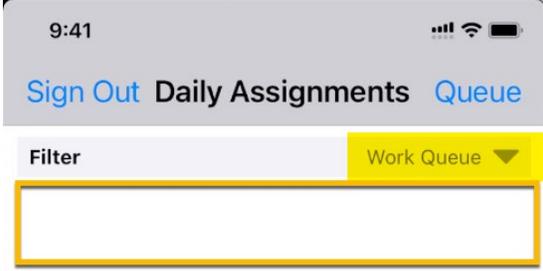
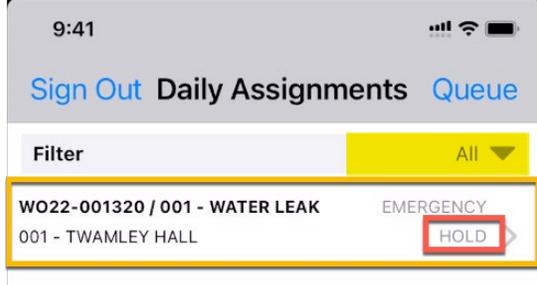
For example,

- “EMERGENCY” is coded as **red**.
- “MEDIUM” coded as **orange**.
- “LOW” is coded as **yellow**.

Tap the Priority tab to reorder the work orders in priority order.



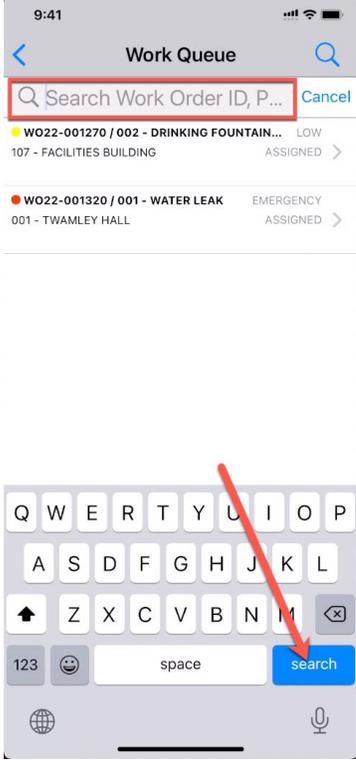
Phases where the status is Hold, Work Complete, Supv Reviewed, and Closed will be removed from your Work Queue. However, if you are assigned to work phases that are in one of these statuses, you can see them by changing the Daily Assignments filter to "All".

	
<p>Nothing is in the Daily Assignments Work Queue.</p>	<p>Phase on HOLD status will appear in Daily Assignments if filter is set to All, but not in the Work Queue.</p>

Find a specific work order phase

The Go Work Management app is set up to only show work order phases assigned to you, the user. If the work order phase is not assigned to you, you cannot see the phase details.

If you know that the phase has been assigned to you and that it is not in a holding or finalized status, then do this:

<p>1) Search by Work Order ID or Phase Description.</p> <ol style="list-style-type: none">Tap the Zoom icon (🔍) to open the search field.Type or speak the work order number or the phase description. Tip: you do not need to include full phrases or the full work order number.Tap Search on the keyboard to start the search.	 <p>9:41</p> <p>Work Queue</p> <p>Search Work Order ID, P... Cancel</p> <p>WO22-001270 / 002 - DRINKING FOUNTAIN... LOW 107 - FACILITIES BUILDING ASSIGNED</p> <p>WO22-001320 / 001 - WATER LEAK EMERGENCY 001 - TWAMLEY HALL ASSIGNED</p> <p>Q W E R T Y U I O P A S D F G H J K L Z X C V B N M space search</p>	 <p>9:41</p> <p>Work Queue</p> <p>1320</p> <p>WO22-001320 / 001 - WATER LEAK EMERGENCY 001 - TWAMLEY HALL ASSIGNED</p> <p>Work Time Asset Property More</p>
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