



Labor Wedge

Quick Guide

Version 24.x
Last Modified 24.0 | March 2024

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Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone: 1-610-225-8300

Email: M5Support@AssetWorks.com

Website: <https://community.assetworks.com/hc/en-us>

The support website can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

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Overview

The Labor Wedge allows for the viewing and recording of real time labor information as your employees are performing and completing work order tasks.

Setup

For use of Test Suites within Labor Wedge, processing is configured by System Flag 5162 – “Test Suites Affect Labor Wedge” upon completion of a job on a work order.

If the system flag is set to 1, Labor Wedge will complete the job without checking the test suites for the job.

If the system flag is set to 2 and the job has test suites where no results have been entered or the results are incomplete, and the mechanic changes the job status to DON, the frame will display a warning but let the mechanic change the job status to DON and save the change.

If the system flag is set to 3, the frame will not allow the mechanic to change the job status to DON and will force the entry of test suite data. A message appears to let the mechanic know there is an open Test Suite on the job.

If the system flag is set to 4, the frame will give a warning message to the user when they log onto a job associated open test suite in the very beginning of the process. As the mechanic is completing the job, based on the revised System Flag 5162, they will not be allowed to change the job status to DON and save the change until the Test Suites results have been entered and the Test Suites have been stamped completed.

Also, if the mechanic adds a job to the work order through the Labor Wedge frame and the job has an associated Test Suite, they will also get the message alerting them that there is an open Test Suite.

When the mechanic returns to the Labor Wedge frame to update the status of the job, they will be able to select the Test Suites icon to view the Test Suites and update the test results.

Depending on how System Flag 5150 is set, as to what view of Labor Wedge will be displayed. The image shows Labor Wedge when the flag is set to Y.

SAVE UNDO REFRESH DELETE FIND RELATED

Work Order Labor Wedge

Employee

Employee ID:

Current Labor for authorized location groups - automatic refresh every 90 seconds (Loaded 22 records)

Employee	Employee Name	Employee Home Loc	Unit / Department	Indirect Code	WO Number	Job Code	Punch Loc	Punch In	Elapsed Time	Time Unit	Assignment	New Request
CNEMP001	employee 001	CNLOC1	CNCAR025		533116420	CN-21	CNLOC1	02/22/2017 18:14:21	14128.11	Hour(s)		Add
CNEMP003	employee 003	CNLOC1	CNCAR038		533117042	CN-81	CNLOC1	02/23/2017 17:13:50	14105.12	Hour(s)		Add
9321	employee	FM		AK			FM	10/06/2017 12:46:48	8710.57	Hour(s)		Add

Punching into a Work Order Job or Indirect Account

1. Open the Labor Wedge frame.
2. If System Flag 5150 is set to Y, double-click on your ID or enter an employee ID in the Employee ID field. Press Tab. Or scan an employee ID. If System Flag 5009 is set to Yes, an employee pin number will be required. The default is No.
3. If the employee is currently logged into a job, the Last WO/Job field displays the work order number and job code, and the cursor moves to the Status field.

SAVE UNDO REFRESH DELETE FIND MORE ▾ RELATED ▾

Labor Wedge

Employee
Employee ID: Time On Job:

Last Work Order
WO Number:
Unit/Dept No.:
Job Code:
Job Status: [View Work Order](#)
[Add Job Notes](#)
[Part Requests for this Job](#)
Position:
Time Type:
Pay Class / Step:

New WO/Indirect Code
Unit Number:
New Work Order / Indirect Code:
[View My Job Assignments](#) [View My Part Requests](#)

- Enter the downtime status for the last job and work order in the Status field. Press Tab. Or scan the downtime status. If System Flag 5237 is set to Y to display employee assignments from Labor Wedge and, if the View My Job Assignments hyperlink is available, the user can hover over the hyperlink to view any jobs assigned to them as shown below. To go on to any of the assigned jobs, select the Add hyperlink.

SAVE

UNDO

REFRESH

DELETE

FIND

MORE ▾

RELATED ▾

Labor Wedge

Employee

Employee ID:

SMTESTEMP

test employee S S

Time On Job:

14107.13 Hour(s)

Last Work Order

WO Number:

157872

Unit/Dept No.:

423923

2003 AUTOCAR WX64

Job Code:

01-00-001

REPAIR NEW UNIT IN-SERVICE INSPECTION

Job Status:

WIP

WORK IN PROGRESS

Position:

Time Type:

Pay Class / Step:

1

1

Regular Pay

[View Work Order](#)
[Add Job Notes](#)
[Part Requests for this Job](#)

New WO/Indirect Code

Unit Number:

New Work Order / Indirect Code:

View My Job Assignments

View My Part Requests

WO NO	Job	Description	Part	Part Description	Request Qty	Status
918932	05-13-001	INSTALL FRONT BRAKES & DRUMS	004	TEST	3	REQUEST

- If the employee is not currently logged into a job, the cursor moves to the New Work Order/Indirect Account section where you can enter the new Work Order/Indirect Account number or Unit Number.
- Enter or scan a work order number or indirect account code or unit number in the New Work Order/Indirect Account field. Press Tab.
- The system checks the Union-changing or Pay-changing field on the Indirect Account frame. If either field is set to "Y" and the Work order required? Indirect Account frame field is set to "Y", the necessary Relief Information fields can be accessed for user entry. If applicable, enter the union, class, step, work order, and job information.





8. If you entered a work order in step 5, the cursor moves to the Job field. Enter or scan a job code (do not use the separating dashes) in the Job field. Press Tab.
9. From the File menu, select Save to save the labor information.
10. The downtime status automatically changes to WIP (work in progress). When you want to change the status because you are waiting for parts or logging off for the day. For example, you must log back into Labor Wedge frame, enter the employee ID and then enter a new downtime status. The work order or indirect account charge time is posted to the direct or indirect labor table.

Using Part Requests in Labor Wedge

There are several ways a technician can create a part request from the Labor Wedge frame. If current labor is displayed, the frame is displayed below. In order to use the functionality there is required configuration.

The use of the new Part Request frames in M5 requires a review of system flags and role privileges. System Flag 5292 - "Allow Part Requests on Labor Wedge? (Y/N)" controls whether users can see the part request hyperlinks and icons on Labor Wedge. If System Flag 5150 – "Display CURRENT LABOR information on LABORWEDGE (Y/N)" is Y, and System Flag 5292 is also Y, then part request icons will display for each row that exists on Labor Wedge.

Images have been added next to the work order and job code that means part requests are in various statuses. The icons can be selected which will open a display frame showing the part request details. A new column has been added to the right called "new request" with a hyperlink that allows a user to create a new part request with the row's details such as employee number, work order and job code.

<div> SAVE UNDO REFRESH DELETE FIND RELATED ▾ </div>											
Work Order Labor Wedge											
Employee											
Employee ID: <input type="text"/>											
Current Labor for authorized location groups - automatic refresh every 90 seconds (Loaded 22 records)											
Employee	Employee Name	Employee Home Loc	Unit / Department	Indirect Code	WO Number	Job Code	Punch Loc	Punch In	Elapsed Time	Time Unit	New Request
CNEMP001	employee 001	CNLOC1	CNCAR025		533116420	CN-21	CNLOC1	02/22/2017 18:14:21	14131.34	Hour(s)	 Add
CNEMP003	employee 003	CNLOC1	CNCAR038		533117042	CN-81	CNLOC1	02/23/2017 17:13:50	14108.35	Hour(s)	 Add

The green dot next to a work order means there are requests in READY status. If it is on the job, it means the job has a part request in READY status.

The yellow exclamation icon next work a work order means there are parts in REQUEST, ORDERED, IN-REQ, and APPROVED status. If it is on the job, it means the job has for that work order has the same.

The red stop sign means there are part requests for the work order/job that are in REQ-APPROVE status. Only authorized users (based on the new privilege mentioned above) can approve a part request.

If the employee double-clicks the row, the process of signing off and on a job displays the next frame.

SAVE

UNDO

REFRESH

DELETE

FIND

MORE ▾

RELATED ▾

Labor Wedge

Employee

Employee ID:

SMTESTEMP

test employee S S

Time On Job:

14107.13 Hour(s)

Last Work Order

WO Number:

157872

Unit/Dept No.:

423923

2003 AUTOCAR WX64

Job Code:

01-00-001

REPAIR NEW UNIT IN-SERVICE INSPECTION

Job Status:

WIP

WORK IN PROGRESS

Position:

Time Type:

Pay Class / Step:

1

1

Regular Pay

[View Work Order](#)
[Add Job Notes](#)
[Part Requests for this Job](#)

New WO/Indirect Code

Unit Number:

New Work Order / Indirect Code:

WO NO	Job	Description	Part	Part Description	Request Qty	Status
918932	05-13-001	INSTALL FRONT BRAKES & DRUMS	004	TEST	3	REQUEST

[View My Job Assignments](#)
[View My Part Requests](#)

The various colors (green, yellow and red) are used to display the status of related part requests as shown in new part request hyperlinks on this frame.

To create a part request for the job the employee is logged into, they need to select the “part requests for this job” located next to the job code.

The hyperlink launches Part Request frame. Creating the part request in this manner (vs. the menu) will pre-populate the Technician ID, work order number and job code so there are less key strokes. The Technician can see any existing part requests on the Part Request frame and the status.

Part Request

Technician: CNEMP002
Unit/Dept/Comp: CNCAR145 2009 C2500 4X4 SUBURBAN WO No: 533116019

Check Status Clear

Existing Requests for WO 533116019 (Loaded 7 records)

Job Code	Part No	Description	Avail Qty	Request Qty	Total Inv Cost Emp	Needed By Date	Requested By	Status	Picked up?	Ordered?/Notes
CN-01	CNFLYPART004	STOCK FLY PART 004	0	1	\$125.00	03/27/2018 17:07:11	CNEMP001	REQUEST	<input type="checkbox"/>	<input type="checkbox"/>
CN-01	CNFLYPART005	NON-STOCK FLY PART 005		1	\$147.00	03/27/2018 17:14:38	CNEMP001	REQUEST	<input type="checkbox"/>	<input type="checkbox"/>
CN-01	CNPART006	CNPART006	110	1	\$23.44	03/27/2018 17:19:24	CNEMP001	REQUEST	<input type="checkbox"/>	<input type="checkbox"/>
CN-02	CNFLYPART006	STOCK FLY PART 006	0	1	\$125.00	03/27/2018 17:27:56	CNEMP001	REQUEST	<input type="checkbox"/>	<input type="checkbox"/>
CN-02	CNFLYPART007	NON-STOCK FLY PART 007		1	\$123.36	03/27/2018 17:28:39	CNEMP001	REQUEST	<input type="checkbox"/>	<input type="checkbox"/>
CN-02	CNPART007	CNPART007	11	1	\$6.76	03/27/2018 17:46:10	CNEMP001	REQUEST	<input type="checkbox"/>	<input type="checkbox"/>

The Part Request frame is used to submit part requests to be handled by the personnel controlling inventory in a parts room setting. It is a means of communication that parts are needed for a specific Technician/Work Order/Job code along with a need by date. The Technician will enter the information for parts needed into the Part Request frame. Part number is not required and the part description can be entered instead, along with a request qty. The part number LOV supports three types of LOV searches and they are: search for parts issued to any unit with the same tech spec and job code combination, a list of standard parts if they exist for the job (standard job tech spec) and the part catalog by location search.

The location where the parts are being requested will default to the inventory location associated to the job location. A note can be entered for the request. After you select save, the request will be routed to the Part Request Handling frame.

All existing part requests for the work order and job are displayed at the bottom of the Part Request frame regardless of the Technician that submitted the request. This is helpful in case a Technician is out and another Technician has taken over the work order/job.

If a mistake occurs, the Technician is allowed to cancel the request by selecting the existing row at the bottom of the frame and selecting the delete icon as long as the request is in REQUEST status.

The Technician will save the part request and the form does not clear allowing the Technician to quickly enter a request for a new part for the same work order and job.

A part request will have several statuses:

1. REQUEST – New request created.
2. ORDERED – Part had to be ordered using part requisition or purchase order.
3. REQ APPROVE – Requires supervisor approval.
4. IN-REQ – The part request has been made into a part requisition.
5. APPROVED – Supervisor approved part request.
6. READY – Parts person has changed the status to ready which will alert the Technician the parts are ready for pickup.
7. CANCELLED – The Technician, Supervisor, or Parts Person can cancel the request.
8. CLOSED – The part has been issued.

The “view my part requests” hyperlink is a hover table that when the user hovers the cursor over it, shows all requests for all work orders/jobs for the specific employee logged in that are not in CANCELLED or CLOSED status.

Punching an Employee Out of the System

1. Open the Labor Wedge frame.
2. Enter an employee ID in the Employee ID field. Press Tab. Or scan an employee ID.
3. Enter the status for the last job and work order in the Status field. Press Tab. Or scan the status. Or, if you are still working on a job, enter the job status your company requires when you log out for the day.
4. The New Work Order/Indirect Account field is highlighted.
5. Enter BYE.
6. From the File menu, select SAVE to save the labor information.

Adjusting Labor Charges

You can adjust a specific labor charge transaction for erroneous information. By adjusting the time, you do not actually alter the original transaction, but post an adjustment transaction with the same code to the charge table. Charge transactions can be of positive or negative duration.

1. Enter the work date time period to display.
2. Highlight the row you want to adjust.
3. Double-click the row. The entry's start time, time type, and informational code are entered on the Labor Time Card table field. The Labor Time Card status line displays the selected charge transaction's original duration. For example, "Time on received line was 2.50".
4. Change or add information where needed.
5. If necessary, repeat steps 1-4.
6. To save the adjustment, select SAVE from the File menu.

System Flags

Please see the *System Flags Table* for a complete listing of all the flags.

Updates

Release	Section	Description
23.1	System Flags	Added new System Flag 5522.
23.2	All sections	Applied miscellaneous writing style updates throughout the document.
24.0	System Flags	Updated to reference the System Flags Table.