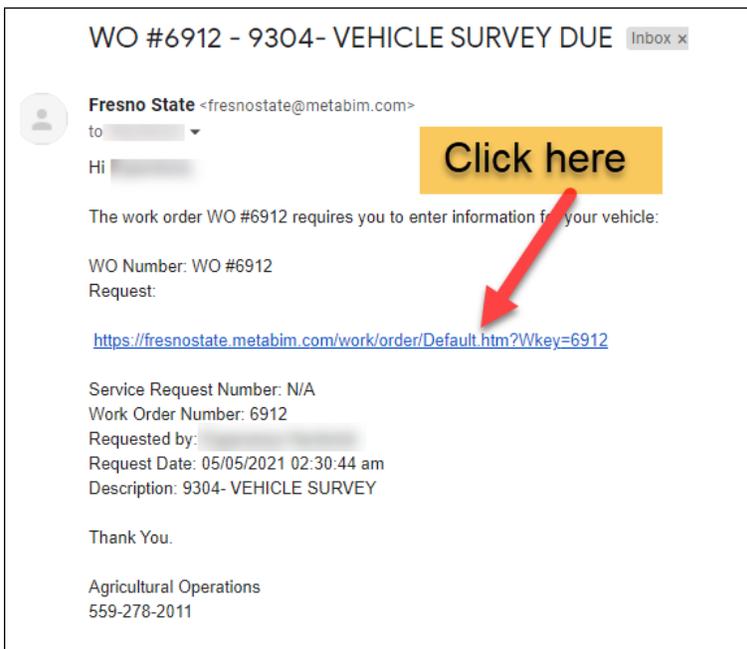


Facilities Link Mobile Work Vehicle Surveys

- I Email notification(s): You should receive a monthly email notification prompting you to enter information on your vehicle(s). Click the URL link to access the Facilities Link app.



***NOTE: If you are already signed into Facilities Link, you will be taken to the WORK ORDER screen. Click HOME and proceed to step IV.**

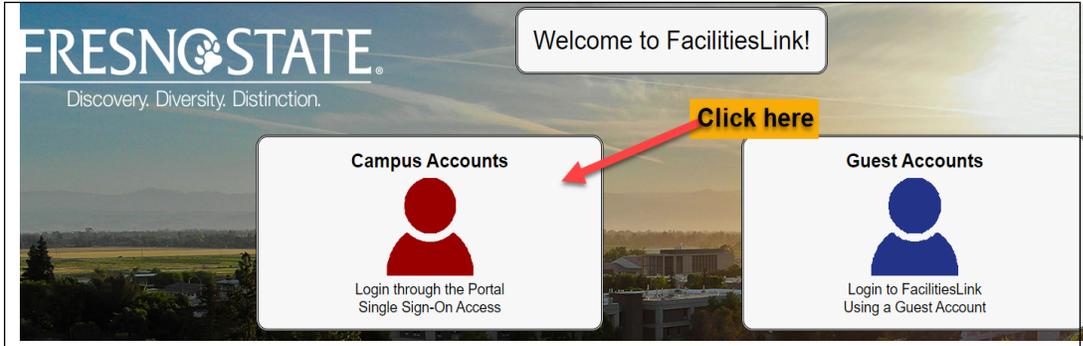
FRESNO STATE
Discovery. Diversity. Distinction.

Home · work · Vehicle Surveys : [WO #005-588](#)

[Update Order](#) **PM #005-588 - 2/1/21 - 9304- VEHICLE SURVEY**

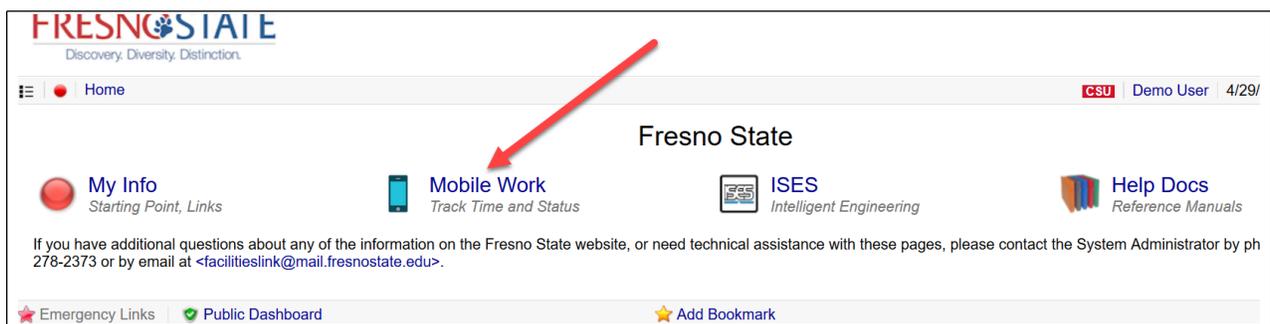
| | | |
|--|---|--------------------------------|
| Location: PO | Workbook: Vehicle Surveys (Edit) | Start Date: --- |
| Customer: FACILITIES MANAGEMENT | Category: --- | Target Date: --- |
| Received: --- | Context: --- | Completed: --- |
| Department: --- | Job Owner: Joshua Shamp | Priority: Routine |
| Billing: Non-Billable | Assigned: Meredith Sandrik | Phase: Assigned to Tech |
| Account: --- | Job Type: Preventive Work Order | Status: Ready to Start |

II Facilities Link Sign in Screen: You will login through the **Campus Accounts**.



III 2-Step Verification (DUO). *If you have not already authenticated, you will be prompted to verify your identity.*

IV To view your Facilities Link (FL) **Mobile Work**, from your Home Screen click on **MOBILE WORK**.



V My Work Screen

1. Make sure to set view option from **MY WORK** to **PREVENTIVE**.
2. Click on **CLIPBOARD** icon to enter vehicle information.

The screenshot shows the 'Preventive Work Orders' interface. At the top, there is a navigation bar with 'Home : Mobile' on the left and 'Hours Today:' followed by a grid of empty boxes on the right. Below this, a dropdown menu is set to 'Preventive', with a yellow callout box '1. Set view option to PREVENTATIVE' and a red arrow pointing to it. The main title is 'Preventive Work Orders' and there is an 'Assigned to Tech' dropdown. A 'Focus (Clear)' link is on the right. Below the title, 'WO #005-426' is displayed, with a yellow callout box '2. Click on CLIPBOARD enter vehicle information' and a red arrow pointing to a clipboard icon. Underneath, the text '1/25/21 - 9304- VEHICLE SURVEY' is shown. A section contains 'Location: PO' and 'Phase: Assigned to Tech (Ready to Start)'. To the right, it says 'Floor Plan Unavailable'. At the bottom left is an 'Update Dashboard' button, and at the bottom right is a 'Time:' field with 'hrs' and 'mins' inputs and an 'Add' button.

VI Job Notes Screen

1. Enter information on the **CHECKLIST**.
 - a) **MILEAGE or HOURS** = depending on odometer of vehicle.
 - b) **DAYS OF USE** = the number of days vehicles was used for the month.
 - c) **CONDITION** = select OK or NOT OKAY
 - d) **COMMENT IF NOT OKAY** = please give brief details of what is wrong.
2. Click **BACK TO WORK ORDERS** to return to your list of Vehicle Survey(s).

The screenshot shows the 'WO #005-588 - Job Notes' screen. At the top, there is a 'Back to Work Orders' link on the left and 'WO #005-588' on the right. Below this, the 'Job Notes' section contains 'GMC SONOMA', 'DEPARTMENT: PLANT OPERATIONS (ORG: 086)', and 'LOCK SHOP'. A yellow callout box '2. Click BACK TO WORK ORDERS' has a red arrow pointing to the 'Back to Work Orders' link. To the right, another yellow callout box '1.a) Enter Miles or Hours (click to the left of the word "Mileage" "Hours" for entry box to appear)' has a red arrow pointing to the 'Miles' and 'Hours' labels. Below this is a 'Checklist' section with an 'Expand / Collapse' link. It contains fields for 'MILEAGE' (with a 'Miles' label), 'HOURS' (with a 'Hours' label), 'DAYS OF USE' (with a dropdown arrow), 'CONDITIONS' (with a dropdown arrow), and 'COMMENT IF NOT OKAY.' (with a text input field). Yellow callout boxes provide instructions: '1.b) Click drop down list arrow to select Days of Use' points to the 'DAYS OF USE' dropdown, '1.c) Click drop down list arrow to select Condition' points to the 'CONDITIONS' dropdown, and '1.d) Comment if vehicle is Not OK' points to the 'COMMENT IF NOT OKAY.' input field. At the bottom, there is a 'Comments' section with an 'Add Comments' label and a large text area. A '(Show All)' link is on the right side of the comments area.

VII Preventative Work Orders Screen
1. Click **UPDATE DASHBOARD**.

| | | | |
|-------------------------------|-----------------------------------|------------------------|------------------|
| Preventive | Preventive Work Orders | | Assigned to Tech |
| Focus (Clear) | | | |
| WO #005-588 | | | ■ Routine |
| 2/1/21 - 9304- VEHICLE SURVEY | | | |
| Click Update Dashboard | | | |
| Location: | PO | Floor Plan Unavailable | |
| Phase: | Assigned to Tech (Ready to Start) | | |
| Update Dashboard | Time: | hrs | mins Add |

VIII Update Status Screen

1. Change the Status to **JOB COMPLETED**.
2. Click **NEXT**.

| WO #005-426 - Update Status | |
|--|---|
| Update the status for work order <i>WO #005-426</i> . Click the Next button to continue the job assignment or click Cancel to return to work order page. | |
| 1. Change Status to JOB COMPLETED | Assigned to Tech |
| | Ready to Start |
| | Completed |
| Job Completed | Requisition processed and parts/services provided |
| | Verification |
| Verification- Supervisor | Verification- Manager |
| Verification- Service Center | Waiting on Invoice |
| | Closeout |
| Billed | Sent to budget analyst |
| Expensed | Drawings and Documentation |
| Canceled | |
| Cancel | 2. Click NEXT Next |

IX From the Assign to a Co-Worker Screen

1. Assign Work Order back to **JOSHUA SHAMP**.
2. Click **UPDATE**.

WO #005-426 - Assign to a Co-Worker

Assign work order WO #005-426 to a colleague. Click the Update button or click Cancel to return to your work order page.

| | |
|--|---|
|  Arreguin-Dominguez, Reinalda |  Atwood, Rachel |
|  Avant, Blake |  Deegan, George |
|  Sandrik, Meredith |  Shamp, Joshua |
|  User, Demo |  Valencia, Gabriel |

Note: In the original image, a yellow highlight covers the 'Shamp, Joshua' row with the text '1. Assign to JOSHUA SHAMP' and a red arrow pointing to the name. Another yellow highlight covers the 'Update' button with the text '2. Click UPDATE' and a red arrow pointing to the button.

If you have more than one Vehicle Survey to complete, repeat steps V through IX.

COMON Q&A

Q: I am at an unfamiliar screen; how do I get back to my surveys?

A: Find the “HOME” button (usually located at the top left corner of your screen) or click the back arrow to backtrack to a familiar screen.

Q: How do I know if I have survey(s) due?

A: Go to your “VEHICLE SURVEY DUE” Gmail *OR* go to URL: <https://fresnostate.metabim.com> follow Steps I thru IV of this training document. Step IV-1 will populate with any uncompleted surveys. If you have uncompleted SURVEYS continue following Steps IV-2 through IX.

Q: I need to update my survey. Can I go back to correct this?

A: If your survey has not be set to CLOSED, you can edit your survey.

1. From your **Home Screen** (see Step IV of training doc) select **Mobile Screen**.
2. From **My Work Screen**
 - a. Set view option from **MY WORK** to **PREVENTATIVE**.
 - b. Set status from **Assigned to Tech** to **Complete**
 - c. If you have multiple surveys/work orders look for your desired vehicle number. Then click on **CLIPBOARD** icon to enter vehicle information.

The screenshot shows the 'Preventive Work Orders' interface. At the top, there are two dropdown menus: 'Preventive' on the left and 'Completed' on the right. A red arrow points from the 'Preventive' dropdown to a yellow box labeled '2. a) Change to Preventive'. Another red arrow points from the 'Completed' dropdown to a yellow box labeled '2. b) Change to Completed'. Below these is a search bar with 'WO #005-426' and a 'Focus (Clear)' button. A list of work orders is shown, with the first one having a date '1/25/21' and a vehicle number '9304- VEHICLE SURVEY'. A red arrow points from this vehicle number to a yellow box labeled '2. c) If you have multiple surveys/work orders, look for vehicle # to identify desired Vehicle Survey. Then click Clipboard to make your updates.'. To the right of this box is a clipboard icon, with a red arrow pointing from the yellow box to it. Below the work order list, there are fields for 'Location: PO' and 'Phase: Completed (Job Completed)'. At the bottom left is a red circle icon with the text 'Update Dashboard'. At the bottom right is a 'Time:' field with 'hrs' and 'mins' dropdowns, and an 'Add' button.