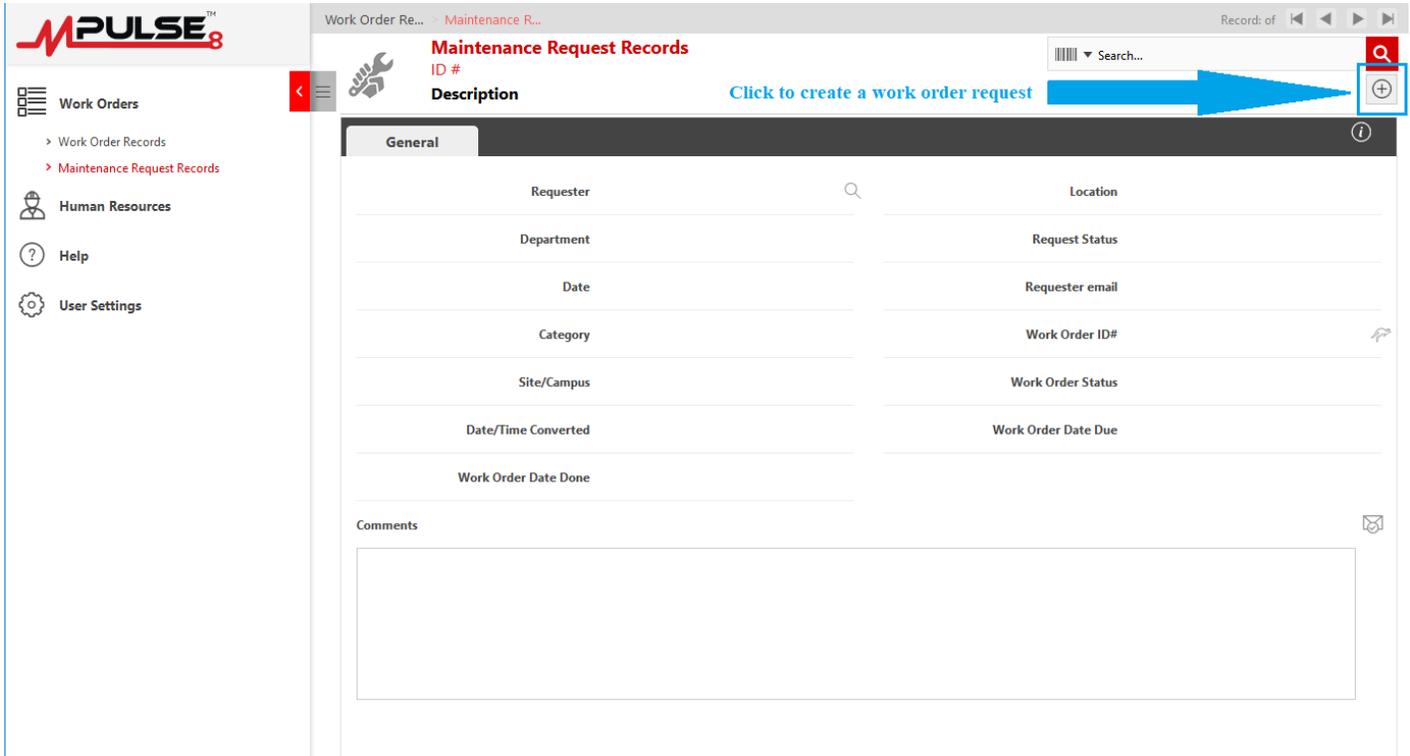
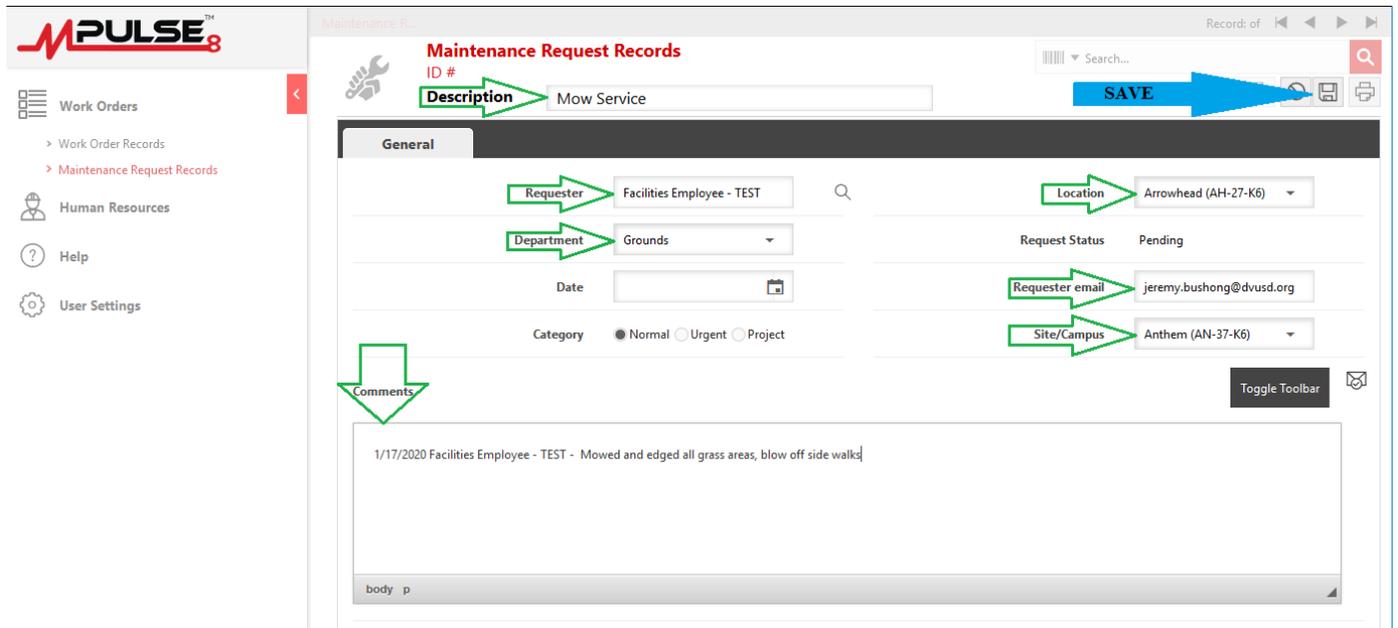


MPulse 8 Cheat Sheet for Facilities Department

- (1) Sign-in to MPulse
- (2) Click on the **Work Order** icon, and then **Maintenance Request Records**. Click on the **+** icon to create a new work order request.



- (3) Fill in all **GREEN arrows**: Description, Requestor, Department, Location & Site/Campus (same place), Requester Email, and comments. Remember to always click on the **SAVE** icon.



(4) Click on the “Convert to Work Order” icon. You will have to click yes twice (2).

Maintenance R... Record: 1 of 1

Maintenance Request Records
ID # WRQ-74280
Description Mow Service

Search...

Work Orders
Work Order Records
Maintenance Request Records

Human Resources
Help
User Settings

General

Requester	Facilities Employee - TEST	Location	Arrowhead (AH-27-K6)
Department	Grounds	Request Status	Pending
Date	1/17/2020	Requester email	jeremy.bushong@dvusd.org
Category	Normal	Site/Campus	Anthem (AN-37-K6)

Comments

1/17/2020 Facilities Employee - TEST - Mowed and edged all grass areas, blow off side walks

Reply To Requester Convert to Work Order Quit Waiting Cancel Request

(5) Work Order Records: General Tab section, fill in the “Work Order Group”. REMEMBER to click the SAVE icon.

Maintenance R... Work Order Re... Record: 1 of 1

Work Order Records
ID# WKO-78418
Description Mow Service

Search...

Work Orders
Work Order Records
Maintenance Request Records

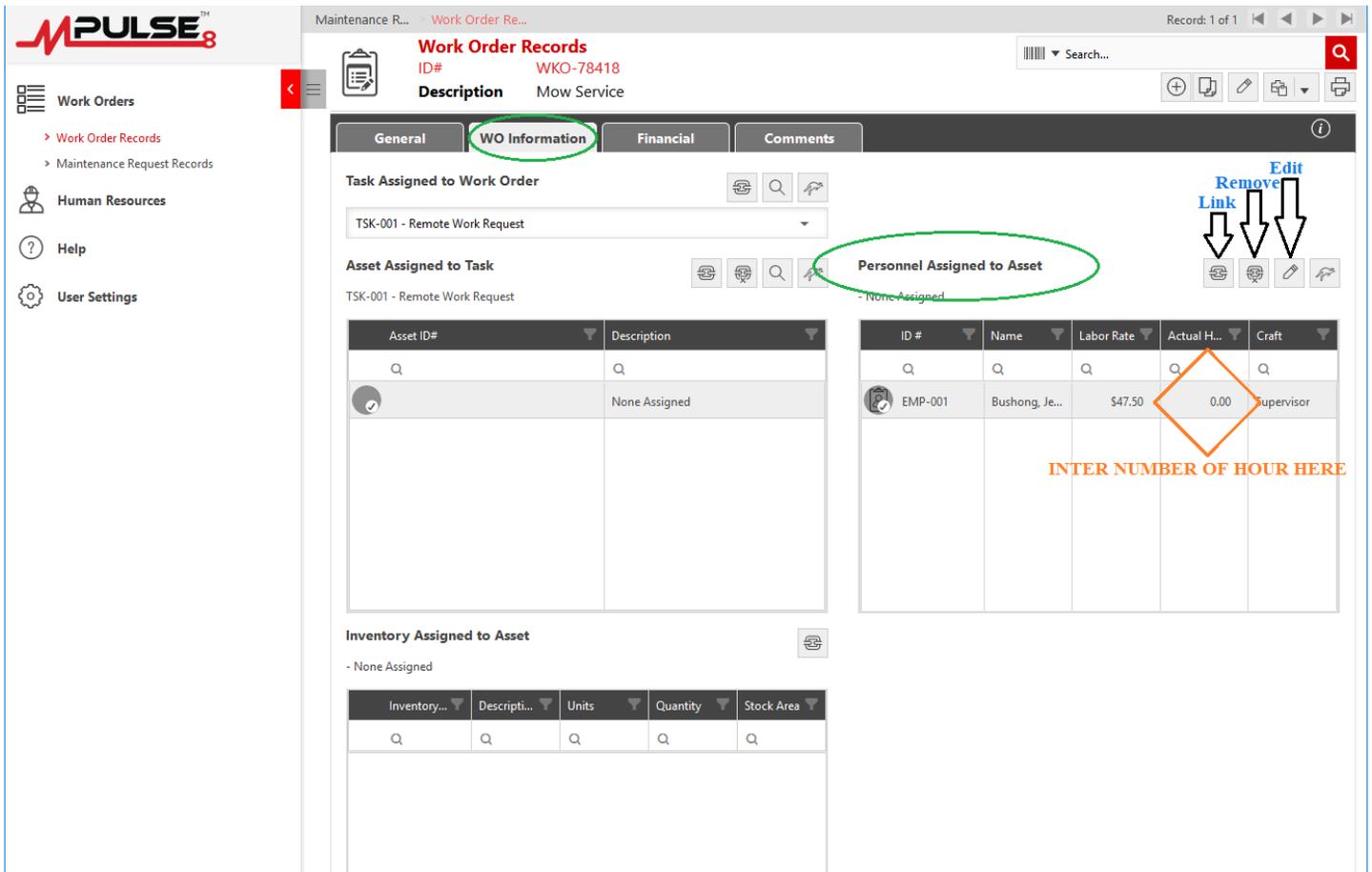
Human Resources
Help
User Settings

General WO Information Financial Comments

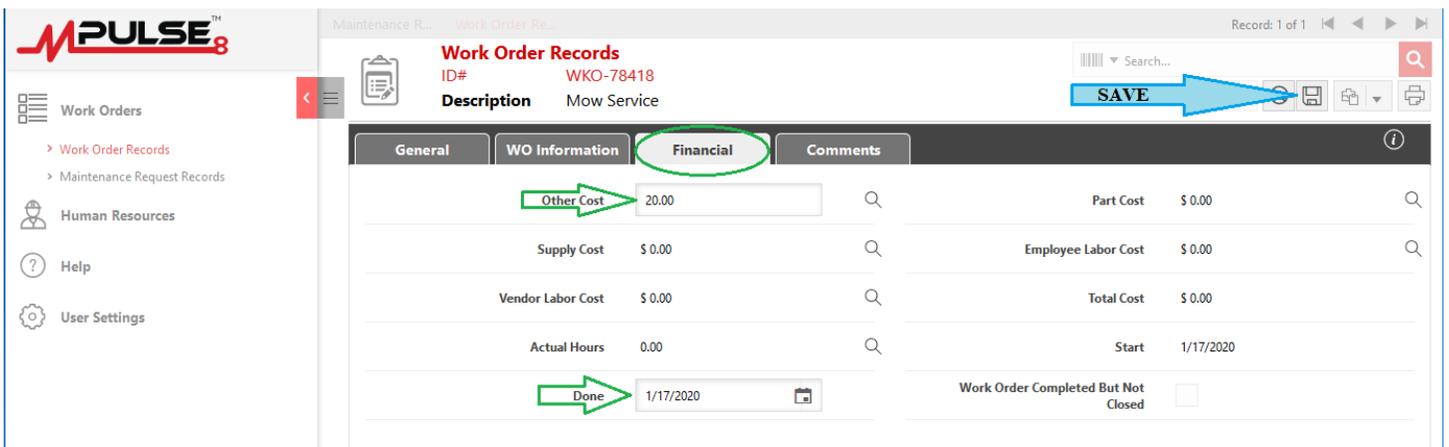
Status	Open	Request ID#	WRQ-74280
Requester	Facilities Employee - TEST	Site/Campus	Anthem (AN-37-K6)
Work Order Group	Grounds	Open	1/17/2020
Due	1/29/2020	Originator	Facilities Employee - TEST
Planning	Unplanned	Unplanned Type	Normal

SAVE

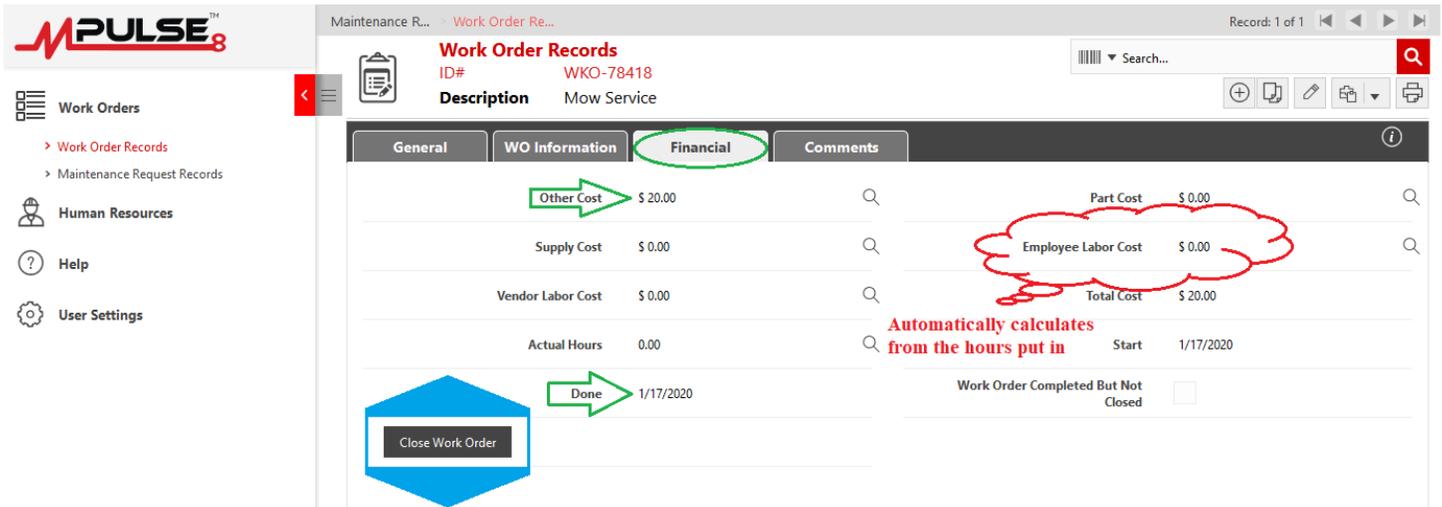
(6) Work Order Record: **WO Information Tab** section, “**Personnel Assigned to Asset**” and “**Link**” icon to add people to the work order. Once you have add everyone that worked on this work order. Click on the **Actual Hours** area to enter the number of hours taken to complete the work order.



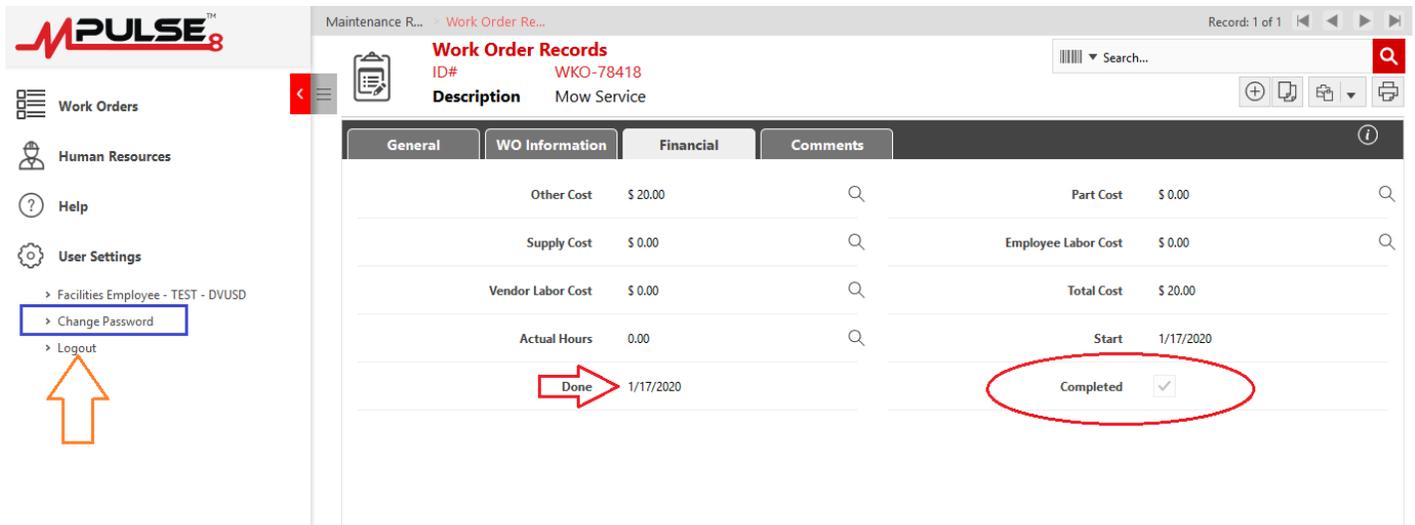
(7) Work Order Record: **Financial Tab** section, “**Other Cost**” (example: fuel, purchase items, ...), “**Done**” date completed. REMEMBER to click the **SAVE** icon.



- (8) Work Order Record: **Financial Tab** section, “**Close Work Order**” icon will close out work order and once this is done, it can not be reopened.
 “**Employee Labor Cost**” is calculated automatically from the hours inputted in “**WO Information Tab**” section.



- (9) Work Order Record: “**Completed**” is check off and the “**Date**” appears when successfully completed.



- (10) Remember to “**Logout**” when done using MPulse 8.
 (11) It is recommended after login in for the first time to “**Change Password**”.