

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.

MPulse 8

Work Order Re... Maintenance R...

Maintenance Request Records

ID #

Description

Click to create a work order request

Record of

Search...

+

General

Requester

Location

Department

Request Status

Date

Requester email

Category

Work Order ID#

Site/Campus

Work Order Status

Date/Time Converted

Work Order Date Due

Work Order Date Done

Comments

- (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.

MPulse 8

Maintenance R...

Maintenance Request Records

ID #

Description

Mow Service

SAVE

General

Requester

Facilities Employee - TEST

Location

Arrowhead (AH-27-K6)

Department

Grounds

Request Status

Pending

Date

Requester email

jeremy.bushong@dvusd.org

Category

Normal Urgent Project

Site/Campus

Anthem (AN-37-K6)

Comments

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

body p

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

MPULSE⁸

Maintenance Request Records

Record: 1 of 1

Search...

Maintenance Request Records

ID # WRQ-74280

Description Mow Service

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.

MPULSE⁸

Maintenance Request Records

Record: 1 of 1

Search...

Work Order Records

ID# WKO-78418

Description Mow Service

General

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.

Work Order Records
ID# WKO-78418
Description Mow Service

WO Information

Task Assigned to Work Order
TSK-001 - Remote Work Request

Asset Assigned to Task
TSK-001 - Remote Work Request

Personnel Assigned to Asset
- None Assigned

ID #	Name	Labor Rate	Actual H...	Craft
EMP-001	Bushong, Je...	\$47.50	0.00	Supervisor

INTER NUMBER OF HOUR HERE

Inventory Assigned to Asset
- None Assigned

Inventory...	Descripti...	Units	Quantity	Stock Area

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

Work Order Records
ID# WKO-78418
Description Mow Service

Financial

Other Cost 20.00

Supply Cost \$ 0.00

Vendor Labor Cost \$ 0.00

Actual Hours 0.00

Done 1/17/2020

Part Cost \$ 0.00

Employee Labor Cost \$ 0.00

Total Cost \$ 0.00

Start 1/17/2020

Work Order Completed But Not Closed ☐

SAVE

- (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.

MPulse 8

Maintenance R... > Work Order Re...

Record: 1 of 1

Work Order Records

ID# WKO-78418

Description Mow Service

Search...

General WO Information **Financial** Comments

Other Cost \$ 20.00

Supply Cost \$ 0.00

Vendor Labor Cost \$ 0.00

Actual Hours 0.00

Done 1/17/2020

Part Cost \$ 0.00

Employee Labor Cost \$ 0.00

Total Cost \$ 20.00

Start 1/17/2020

Work Order Completed But Not Closed ☐

Close Work Order

Automatically calculates from the hours put in

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

MPulse 8

Maintenance R... > Work Order Re...

Record: 1 of 1

Work Order Records

ID# WKO-78418

Description Mow Service

Search...

General WO Information Financial Comments

Other Cost \$ 20.00

Supply Cost \$ 0.00

Vendor Labor Cost \$ 0.00

Actual Hours 0.00

Done 1/17/2020

Part Cost \$ 0.00

Employee Labor Cost \$ 0.00

Total Cost \$ 20.00

Start 1/17/2020

Completed ☒

Work Order Completed But Not Closed ☐

Change Password

Logout

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