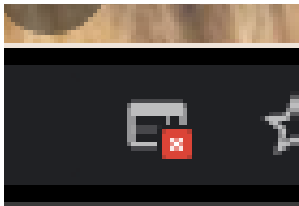


# New Work Order and Inventory System

The Arcadia Valley R-II School District is moving to an automated Maintenance Work Order System and Inventory System. The Work Order System should allow for faster response to building and teacher initiated work orders. The inventory will meet the requirements of our insurance provider for a safe, complete and secure inventory in the event of a disaster. Each teacher, administrator, and secretary will have to enter the inventory items they are responsible for (items in your room, lab, office, sports uniforms, equipment, etc.) and be able to submit work orders. The Hyperlink to the site is found on our District Work Order and Inventory web page. The web address is <http://www.bluechalkapps.com/menu/>

You have to allow pop-ups for “this site.”



To do this in Google Chrome, look for this icon to come up in the address bar. Click the icon and choose to allow pop ups from this website. After you do that, click your link again and it will come up.

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Welcome to your organization's intranet site.  
Please login with your user name and password below:

<b>Username:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<b>Org Code:</b>	<input type="text" value="AVMU"/>
<input type="button" value="Login"/>	

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Your **username** is the first letter of your first name and last name.

**Ex. - jsmith**

Your **password** is your last 4 digits of your SSN. **1234**


*If by chance your login id and password will not work, send an email to Jim Wagner.*


**Org Code** stands for Organizational code and that is: **avmo**  
which stands for Arcadia Valley, Missouri


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The following screen will appear once you log in.

**Hello, Test1 !**  
**Welcome to your organization's intranet site.**

 [Classroom Inventory System](#)  
Add/Edit/Delete Items in Your Classroom Inventory

 [Building Work Order System](#)  
Request building/room repairs, report maintenance problems.

 [Technology Work Order System](#)  
Request computer repairs, report computer problems.

[Log Off](#)  
Leave the intranet site.

The “Classroom Inventory System” link is to your classroom inventory. You will need to place items in their respective categories of groups and items when you do your inventory at the end of the year and just add anything additional you receive this school year. It is extremely important that the District have a complete inventory for insurance purposes. If you are not sure which group to enter an item under, take your “best” guess. As long as the items are entered they could be replaced in case of disaster. Principals will also have edit rights to ensure that items are in the correct group.

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# View of Classroom Inventory page

Menu Home Logout

Enter an Inventory Item Reports

-Filter By Building- -Filter By Group- -Filter By Item Type-

-Filter By Faculty- Clear

Current Filter: None  
 Current Sort: GroupName,ItemName ASC  
 Viewing Page 1 of 4

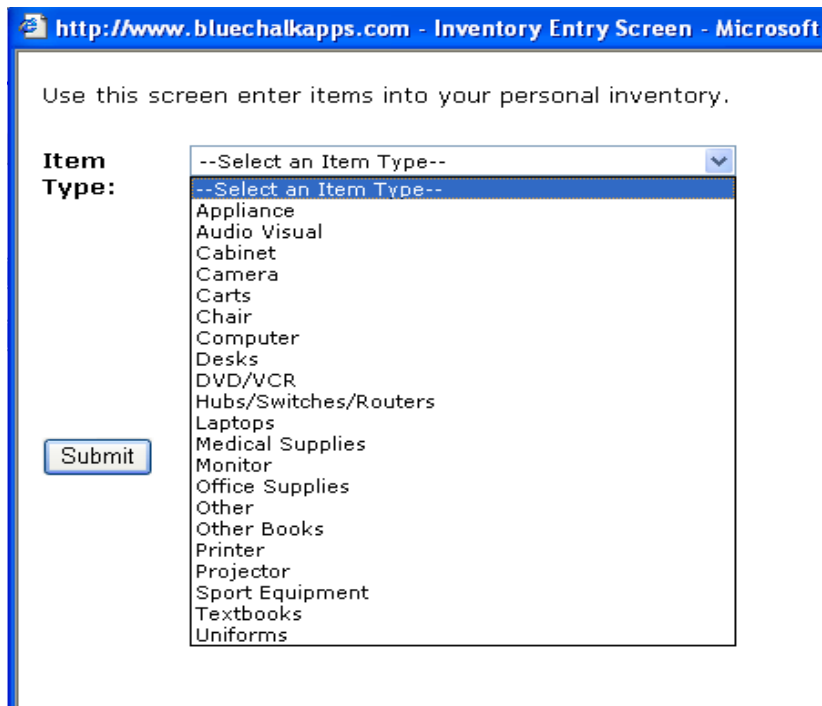
ID #	Details	Delete	Count	Name/Title	Group	Item Type	Estimated Value (each)	Total Estimated Value
13331	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	21	Student's Mathematics	Books	Textbooks	\$0.00	\$0.00
13334	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	2	Blue Magnetic Boards	Books	Textbooks	\$0.00	\$0.00
13335	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	24	Judy original mini-clocks	Books	Textbooks	\$0.00	\$0.00
13336	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	1	Month-by-month Phonics	Books	Textbooks	\$0.00	\$0.00
13330	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	1	computer table	Books	Textbooks	\$0.00	\$0.00
13332	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	15	Geoboards	Books	Textbooks	\$0.00	\$0.00
13333	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	1	Trash can	Books	Textbooks	\$0.00	\$0.00
13337	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	16	Reading Posters	Books	Textbooks	\$0.00	\$0.00
13338	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	21	Student's desk	Books	Textbooks	\$0.00	\$0.00
13339	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	24	Blue Student chairs	Books	Textbooks	\$0.00	\$0.00

1 2 3 4  
 Viewing Page 1 of 4

Enter an Inventory Item

You click on tool bar at left top that says Enter an Inventory item and fill in boxes with your info. First choice is to choose an Item Type. The bar must turn gray before you can enter items. Sometimes this is very slow and you may have to “click” on it to appear. If the gray bar does not appear, you need to disable the pop-up blocker for this page only.

The next screen to appear is the “Inventory Entry Screen.”



http://www.bluechalkapps.com - Inventory Entry Screen - Microsoft

Use this screen enter items into your personal inventory.

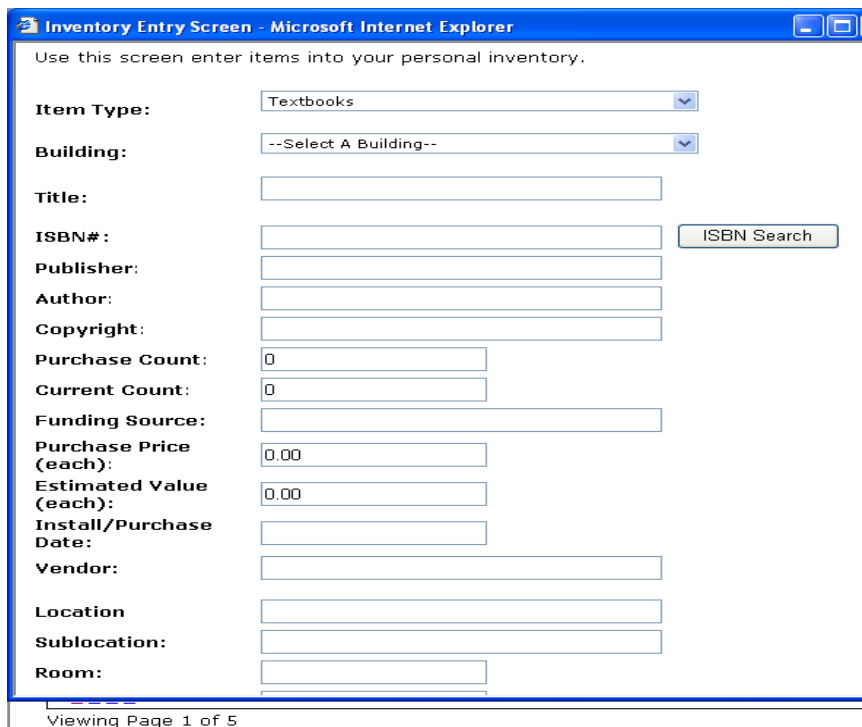
Item Type: --Select an Item Type--

- Appliance
- Audio Visual
- Cabinet
- Camera
- Carts
- Chair
- Computer
- Desks
- DVD/VCR
- Hubs/Switches/Routers
- Laptops
- Medical Supplies
- Monitor
- Office Supplies
- Other
- Other Books
- Printer
- Projector
- Sport Equipment
- Textbooks
- Uniforms

Submit

Click on the “select an Item Type.” Choose the item type that is the closest to the item you wish to enter. If there are more item types you would like to see, send Mr. Dillard an email and they can be added. However, this is not critical and the fewer that are in the list the easier it will be to manage.

Then you will see the following screen with many fields to fill in. Not all fields are applicable to the item, just fill in what you know. You



Inventory Entry Screen - Microsoft Internet Explorer

Use this screen enter items into your personal inventory.

Item Type: Textbooks

Building: --Select A Building--

Title:

ISBN#:  ISBN Search

Publisher:

Author:

Copyright:

Purchase Count:

Current Count:

Funding Source:

Purchase Price (each):

Estimated Value (each):

Install/Purchase Date:

Vendor:

Location:

Sublocation:

Room:

Viewing Page 1 of 5

should enter the cost or an estimated cost. Different items will have different fields on some. Most of the fields are self-explanatory, **but those dealing with costs and serial numbers are critical.** The cost may not be known, but try to be accurate since this will

help determine insurance replacement costs if we ever need them. The funding source is important for all items purchased through grants. Most other items will be district purchases.

You must enter the following fields:

**Item Type:** (chosed from the list)

**Purchase Count:** (this is the number being added)

**Current Count:** (this is an accumulation, it will often be the same as the Purchase Count)

**Funding Source:** (used for grants, Title Programs, or may be district)

**Purchase Price:** (this is for a single unit and must be ##.##)

**Estimated Value:** (this may be the same for a single item or the total cost for multiple items. These values are critical for insurance)

At bottom of the screen you **MUST** enter some type of Details and then you can click Submit. The details box should be used to describe the item such as metal, wood, purchased through a specific grant or other information about the item.

Serial Number:   
Location:   
Sublocation:   
Room:   
Warranty Expires:   
Condition:   
Details:   
Submit

You can use MS Word or MS Excel and copy and paste into the details.

The Technology and Building Work Order System allows any district employee to enter a work order to the Maintenance or Technology Department. All work orders are copied to the building Principals and Assistant Superintendent for review. Some work orders will be referred to the building principals for budget determination, some will be sent to the maintenance department and some will be filed for summer work.

This is the management screen that maintenance and principals will view. It allows the work orders to be tracked, assigned and notes upon completion entered.

Menu Home Logout

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Enter a Work Order Archives Reports System Technician Management

The Stats lists only show up to 10 items, use [More Stats](#) to view all Stats.

**Status (total, no filters)**  
Chart: [Pie](#) [Bar](#)  
Received: 1 (100.00%)

**Types (total, no filters)**  
Chart: [Pie](#) [Bar](#)  
Other: 1 (100.00%)

**Priorities (total, no filters)**  
Chart: [Pie](#) [Bar](#)  
Normal: 1 (100.00%)

-Filter By Building-

-Filter By Assign-

-Filter By Job-

-Filter By Priority-

-Filter By Status-

Clear

Open Work Orders: (live or archived)  Go

Current Filter: None  
Current Sort: OrderNum Desc  
Viewing Page 1 of 1

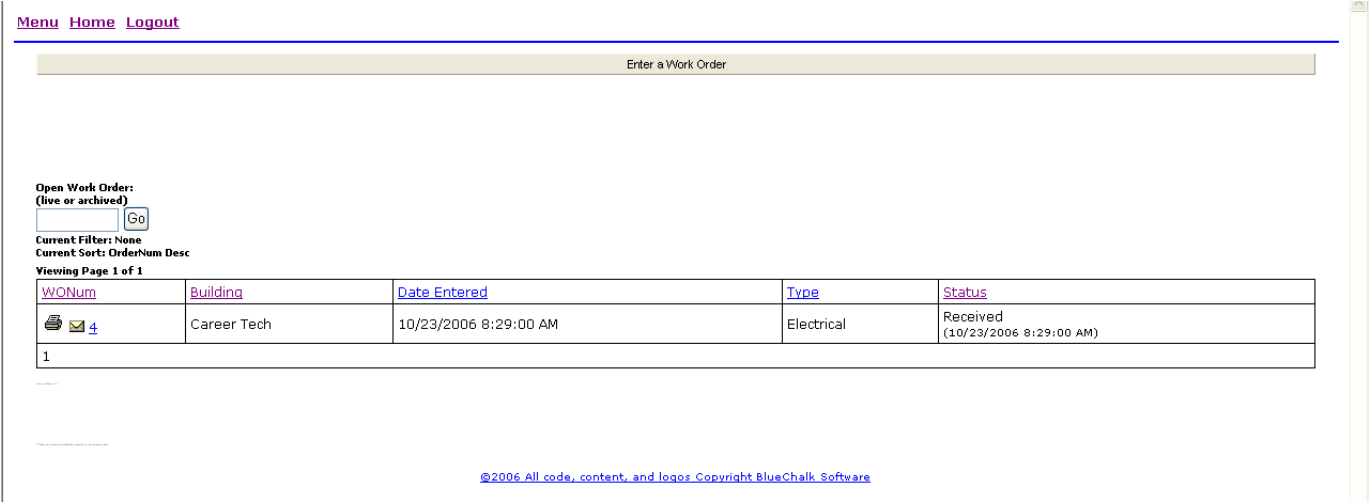
<a href="#">WONum</a>	<a href="#">Building</a>	<a href="#">Date Entered</a>	<a href="#">Deadline</a>	<a href="#">Priority</a>	<a href="#">Type</a>	<a href="#">Status</a>
1	Arcadia Valley High School	10/16/2006 1:11:00 PM	Not Set	Normal	Other	Received (10/16/2006 1:11:00 PM)

1

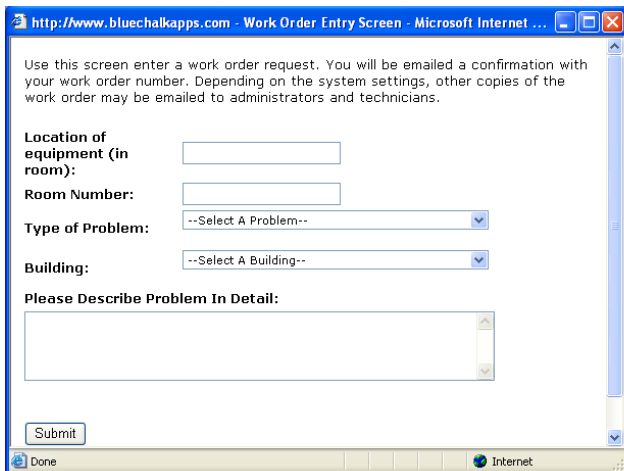
Viewing Page 1 of 1  
\* These work orders are scheduled preventative maintenance orders.

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The screen below is what most users will see when they choose the Building Work Order System.



To enter a new work order click the gray “Enter a Work Order” box at the top of the screen. Again, check for pop ups to be blocked if you haven’t allowed them yet and you don’t see the box to enter your work order.



The screen to the left will appear. The location of the equipment needs to be as specific as possible, ie, the front of the room, the fifth light from the door.



http://www.bluechalkapps.com - Work Order Entry Screen - Microsoft Internet ...

Use this screen enter a work order request. You will be emailed a confirmation with your work order number. Depending on the system settings, other copies of the work order may be emailed to administrators and technicians.

Location of equipment (in room):

Room Number:

Type of Problem:   
--Select A Problem--  
--Select A Problem--  
Construction (major)  
Construction (minor)  
Electrical  
Heating & Cooling  
Mechanical Repair  
Non-Mechanical Repair  
Other  
Painting  
Renovation  
Replacement

Building:

Please Describe Problem:

Choose the “Type of Problem” that best fits the request you are making. Choose the building you are making the request for and then describe the problem as best you can. Then select Submit.

If you have questions, please contact your building principal.