



Using the ILRI Ethiopia computer-aided facility management web

A guide to logging a Work Order

1. Go to the <http://ilriethcafwm/>

Enter in your username (e.g. reshetu) and the password you use for logging into all ILRI accounts. Click on Log a Work Order (see top right hand side of figure 1). The tab presented to you is the Main Details tab; you can see Main Details displayed on the panel on the right hand side of the figure 1.

Figure 1: Main Details tab

This example shows a **user** whose details have already been entered into the CAFM web interface. This is why several fields have already been automatically populated. If these details have not been entered, a blank screen will be displayed.

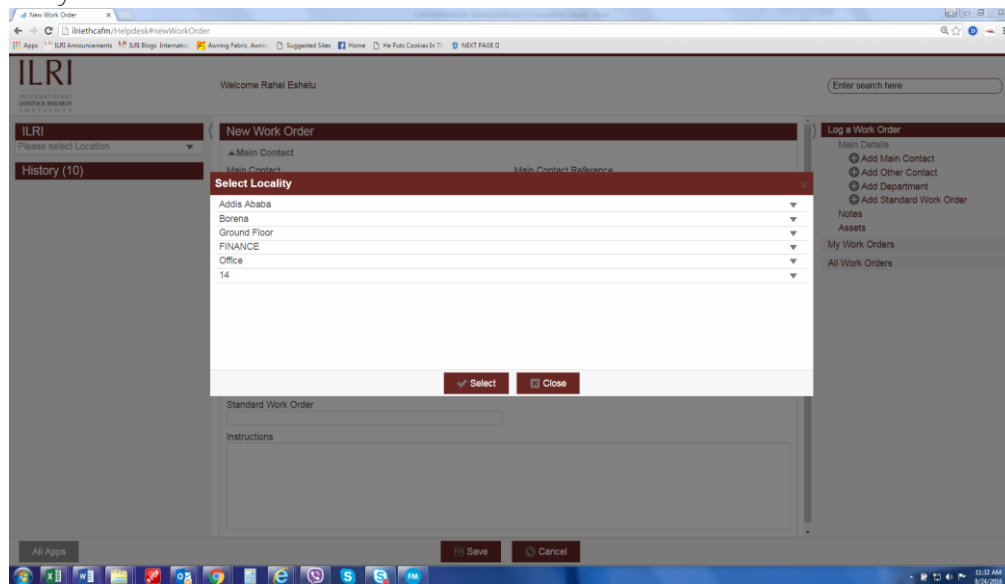
2. Main Contact

If any details such as telephone number or email are missing they can be entered in manually. The user will receive an email notification when a work order has been logged; the email address must have been entered into the system before this email can be sent.

3. Location

- The Location field will be automatically populated with the location of the user within the CAFM Explorer hierarchy. Note: this will need to be changed if the Work Order is being reported for a different location to that shown on the screen. To change the location hover the mouse over the For Locality field and click on the Open Lookup  icon. The following window will appear (see figure 2). The user can change the location, building, floor, zone, space or room.

Figure 2: Select Locality



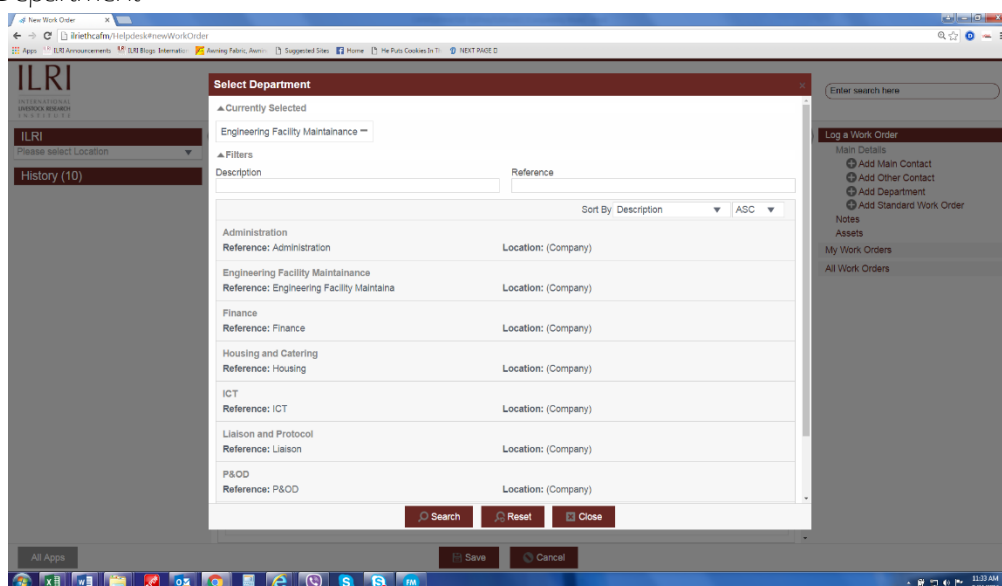
- Press select once the correct locality has been chosen.
- Alternatively select the locality from the locality dropdown controls on the left side of the screen as shown next (see figure 2).

4. Department

A department can be assigned to a person or a space. If a department is already assigned to a person or a space, this field will have been automatically populated on the call logging screen. To assign a Department:

- Click on the **Open Lookup** icon, or select **Add Department** from the panel on the right
- The following window will appear (see figure 3)
- Click **Search** to view all the departments or type the department in the Description field and click search
- Click on the required Department to select it

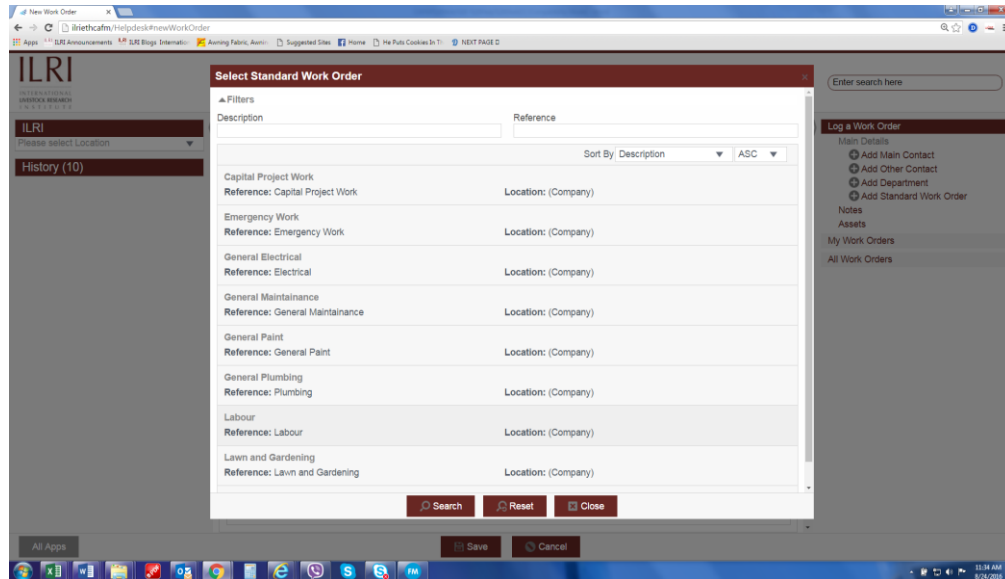
Figure 3: Select Department



Instructions

- If you see the standard Work Order field hover the mouse over it and click on the **Open Lookup**  icon (see figure 4)
- **Please note:** the system administrator may turn off Standard Work Orders for your user role. If so please skip to the section 'Entering the Instructions Text'.
- If your role is not configured to use **Standard Work Order Groups**, figure 3 will appear:
 - Filter by **description** or **reference** if required and click **search**
 - Click on the required Standard Work Order row to select it.
 - If your role is configured to use **Standard Work Order Groups** the following window (figure 4) will appear:

Figure 4: Standard Work Order

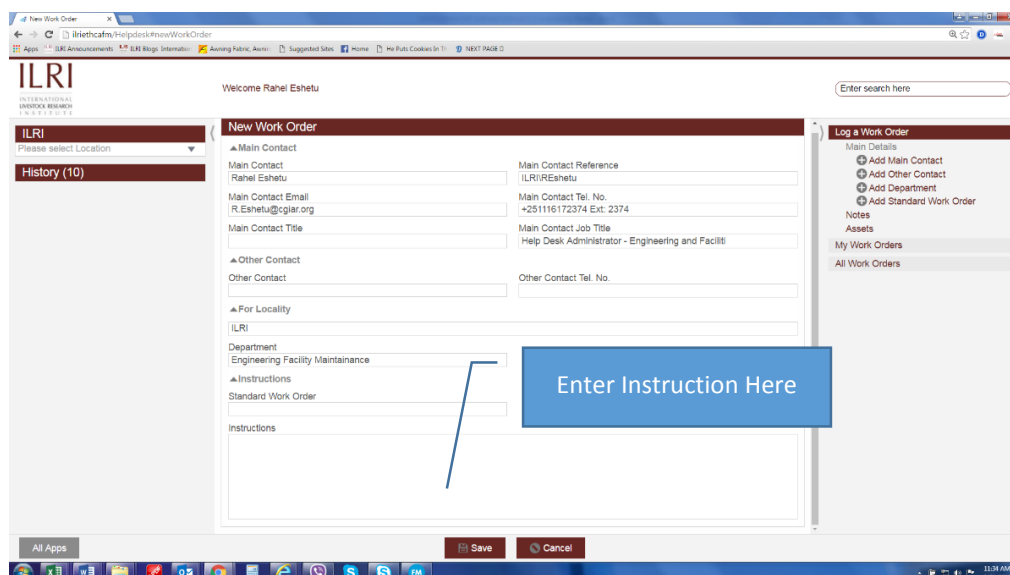


- When hovering over a standard Work Order a tick  icon will display to show which standard Work Order will be selected.

5. Entering the Instructions Text

- Type the details of the Work Order in the **Instructions** text box providing as much information as possible so the tradesman or contractor can fully understand the work required.

Figure 5: Instructions text

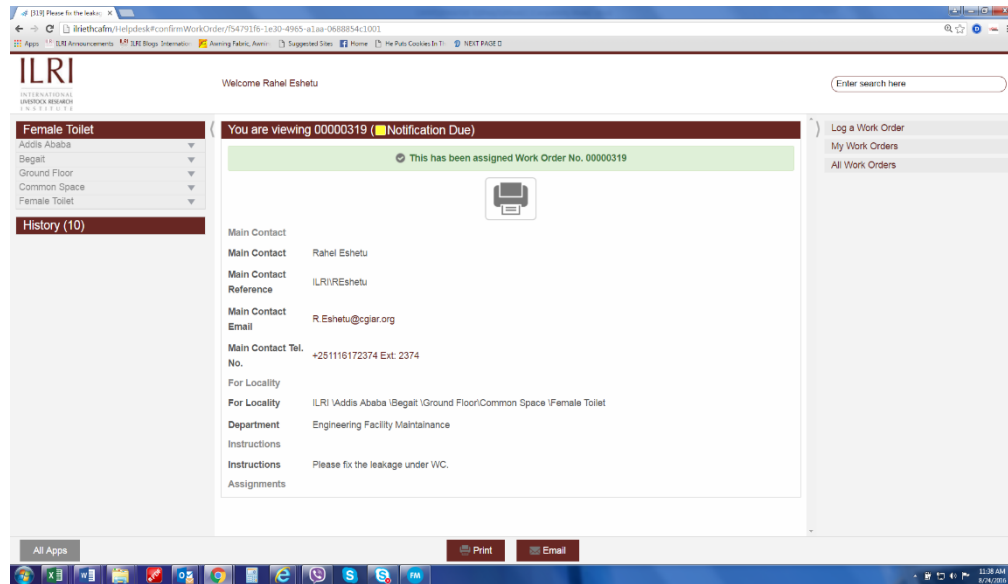


Saving the Work Order

The Work Order now needs to be saved as follows:

- Press the **Save** button at the bottom of the screen (figure 5).

Figure 6: Summary screen



- You will be presented with a summary of the call you have just logged and the Work Order number as shown in figure 6.

Contact

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