

Facilities Ancillary Services Best Practice

Adding Contractor Information to the Work Order System

INTRODUCTION (Purpose and Importance)

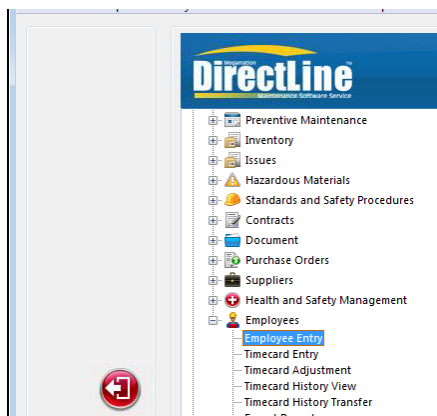
Instructions on how to add new contractor information into the work order (Megamation) system.

Follow instructions below:

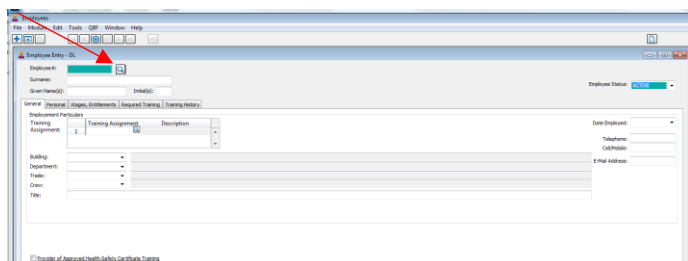
Click on Employees



Double click on Employee Entry

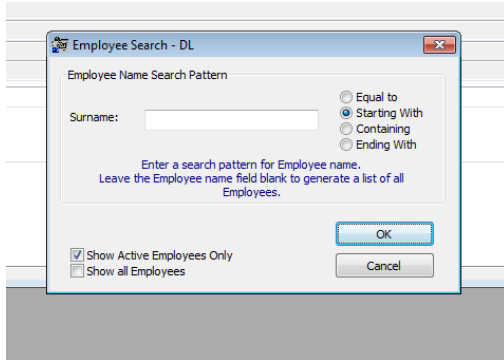


The Employee record comes up, click the hour glass search button



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The Employee search button comes up, click ok to pull up employee list.

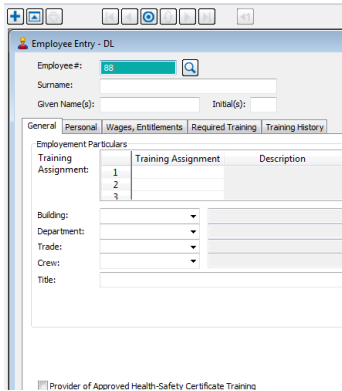


Click on the Employee column and make sure the arrow is facing up. This will sort the employees by number. Scroll to the bottom of the list for next available number (ex: 88)

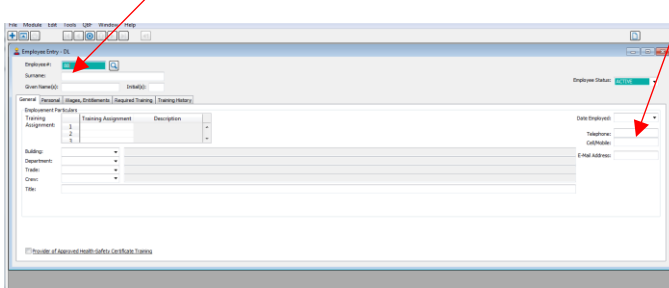
Employee...	Last Name	First Name	Bu
54	51	ISLAND SOLAR FILM	
55	52	DJ HOWE	David
56	53	PAYLESS BUILDING	
57	53158	Vink	Bob
58	53259	Barber	Cathy
59	53636	Wicks	Darren
60	54	WEST COAST ROOF	
61	55	BELFOR PROPERTY	
62	55114	Randen	Ivar
63	55123	Campbell	Bruce
64	55771	Compton	George
65	56	LEWKOWICH GEOTE	
66	57	ACE COURIER(Dunc	
67	57816	Crimp	Ed
68	57959	Thiele	Chelsea
69	58	JEUNE BROTHERS T	
70	58467	Wiebe	Virginia
71	58582	Taylor	Drew
72	58724	Gregory	Daniel
73	59	BRUCE CAMPBELL D	
74	6	ESC AUTOMATION	
75	60	PRICES'S ALARMS - I	
76	60931	Frieswith	Paul
77	61385	Nicol	Scott
78	61427	Shaw	Richard
79	62	ISLAND IRRIGATION	
80	62076	Lewis	Richard
81	62383	Gulbranson	Burke
82	63	ABBA FLOOR COVER	
83	64	Read Jones Christoffe	
84	65	EMPLOYERS ADVISE	
85	66	ALPHA ROOFING & S	
86	67	VI OFFICE FX	
87	68	PRICES ALARMS DU	
88	7	IT Helpdesk	
89	70	SHADES TANKERSE	
90	71	PEST DOCTOR	
91	72	PRICES DUNCAN	Cody
92	73	AURORA ROOFING	
93	74	HOULE ELECTRIC	
94	75	Linda Gary Interiors	
95	77	Trane	
96	78	Outstanding	W/D
97	79	Concise Systems Corp	
98	8	CALEDONIA FIRE PR	
99	80	Rainbow International	
100	81	Ram Electric (Parksvill	
101	82	Sinclair Supply Ltd	
102	83	Westcoast Scanning	
103	84	Able Recognition	
104	85	Pentair Aquatic Eco-S	
105	86	Osborne Electro-Mech	
106	87	Price's Alarms Courten	
107	9	GEORGIA STRAIT LI	
108	CCARTE	carter	cory

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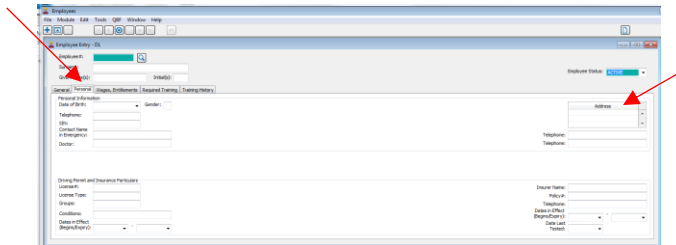
Type in number in employee # field and hit enter. This will create your new employee/contractor record



Under surname, enter company name, telephone/email address and then save.



Under the Personal tab, this is where you enter the address



Click save and you are done creating a new contractor.