

NS5 Cheat Sheet #4 How to turn Standard Jobs into Work Orders and complete them

The first thing you need to know is that there is a difference between a Standard Job and a Work Order. A Standard Job is an ongoing “To Do” list that must be done weekly, monthly, etc. On your car, “change oil” is a standard job. You have to do it regularly the whole time you drive that car.

A Work Order is where you explain what happened on a certain day when you did that job. On your car, “July 19th - drained oil and added new 10W30 oil” would be a Work Order.

Whose job is it to keep up with Standard Jobs/ Work Orders?

It is the Chief Engineer’s duty to maintain equipment and keep a current record of ship maintenance in NS5.

To Maintain NS5 Standard Jobs/ Work Orders:

- **Check the maintenance time plan at the beginning of each week.**
- **Turn all Standard Jobs into Work Orders.**
- **Document in each Work Order with any observations and work performed and end the notes with your name.**
- **Keep the maintenance jobs current.**
- **If any job cannot be completed within one week of its due date, (waiting for parts, dry-dock, etc) provide a detailed explanation in the Work Order with your name and the date you entered the notes.**

How do you check the Maintenance Time Plan?

Log into NS5 and open the **Maintenance and Purchasing** module. In the title bar under the word “**Tools**” is an icon of a calendar with a wrench on it. This is the Maintenance Plan Time-Scale. Click once to open it.



Maintenance Plan Time Scale icon on the Maintenance and Purchasing toolbar

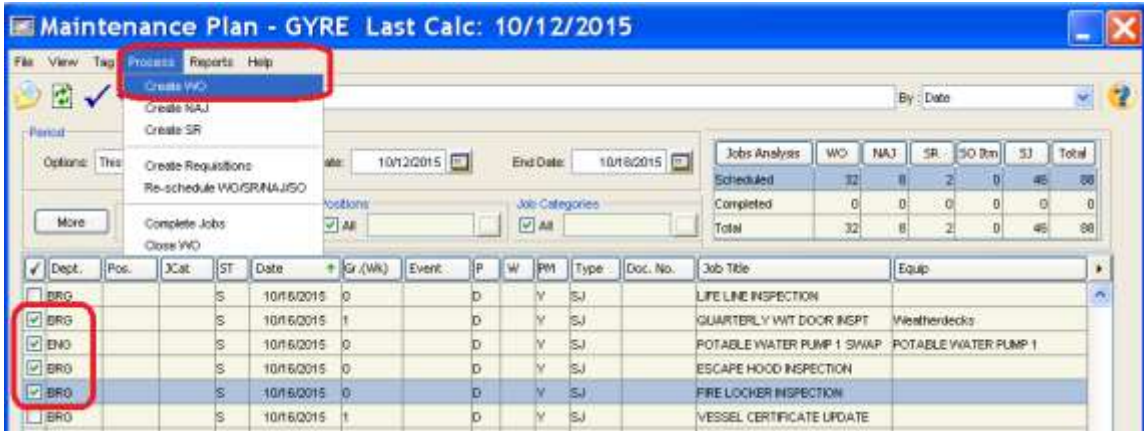
There are many columns of information on this page, but you only need to look at a few of them.

Dept.	Pos.	JCat	ST	Date	Gr. (Wk)	Event	P	W	PH	Type	Doc. No.	Job Title	Equip.
CONT			S	01/01/2014			D			NAJ	0015089	M22- MAIN ENGINE EXHAUST FL...	MAIN ENGINE PORT, MAIN ENGIN...
TRN			S	01/01/2014			D			NAJ	0003681	FF1 - FIRE SAFETY PLAN POSTI...	
TRN			S	01/01/2014			D			NAJ	0003692	FF4 - THRU BULKHEAD STUFFIN...	
TRN			S	01/01/2014			D			NAJ	0003693	FF6 - FIRE FLAP ACCESS-EXAM...	FIRE FLAPS
TRN			S	01/03/2014			D			NAJ	0003694	FF11 - FIRE HOSE REPLACEMEN...	

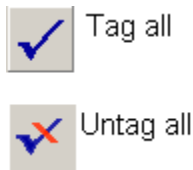
- **ST** - means Status. If that box turns pink, it is overdue. I refer to these as “pinkies” and your goal is not to have any. Once a job is completed, the box turns green and the “S” turns into “CP”, meaning it is complete. (There is a glitch in the current programs that sometimes shows jobs as pinkies before they are overdue)
- **Date** –is the date the job is due to be completed. This column will list the oldest job at the top – any job overdue by more than a week needs to be documented with why it hasn't been done yet.
- **Type**: **SJ** means – Standard Job and **WO** means – Work Order. The Port Engineer may change the type to **SR**- which means service request (contractor) or **NAJ**- which means non action item (waiting on drydock).
- **P**- means Priority. Priorities are assigned by the Port Engineer when he reviews your work orders and ranked A through D, with A being highest priority.

How do you turn Standard Jobs into Work Orders?

Before you can work in a Standard Job, you need to turn it into a Work Order. To turn select SJs into Work orders, click the check box to the far left of the SJ. Then click Process/ Create WO.



If you want to turn all the SJs into Work Orders at once, click the blue check at the top of the window. This will “tag” or select all the standard jobs. Change your mind? Hit the Untag button.



Now go to “Process” and “Create WO’s”.



Your cursor/ arrow will turn into an hourglass icon and flicker several times while the computer creates all the work orders. Wait until it has finished and the cursor/ arrow shows again. You will notice that in the “Type” column, all of the **SJ**’s have been replaced with **WO**’s and now have a number in the “Doc. No.” field. You can now start entering info and completing the Work Orders.

***Note – if you already have some work orders created, you can still check all the boxes and go to “Process”-, “Create WO’s”. The computer will not create the same ones again.*

How do you complete Work Orders?

Work Orders must be handled one at a time. Double click on any work order to open it. You will notice that many of the Work Orders do not have anything under the Description tab. That is because most of the Standard Job names

need no additional description – like “change oil” or “charge workshop batteries”. You may add a more detailed description if you like.

HERE’S THE IMPORTANT PART – Under the **Findings tab**, tell me what work was done, observations, notes about the equipment condition when you did the job that day, **AND SIGN YOUR NAME.**

If this is a simple job, like “Change water filter for ice machine”, and were no problems, just write a short statement of what you did followed by your name. **“CHANGED FILTER- (YOUR NAME)”**

If something unexpected happened, explain:

Description
 CONNECTION LEAKING DUE TO O RING MISSING. REPLACED O RING-- CHARLIE


If you can’t finish the job that day – for whatever reason – leave it open until you complete the job.

Description
 CONNECTION LEAKING DUE TO O RING MISSING. NO SPARES. ORDERED REPLACEMENT -- FELIX

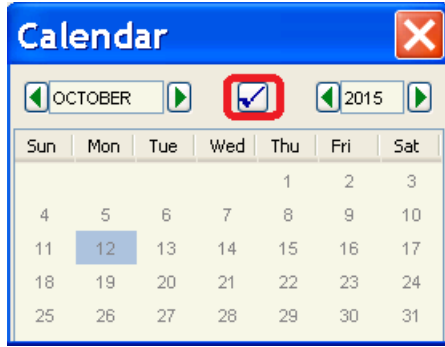
Later, you can go back into the record and add more notes before closing the Work Order. Be sure to include the date in any notes you add later.

Description
 CONNECTION LEAKING DUE TO O RING MISSING. NO SPARES. ORDERED REPLACEMENT -- FELIX
 REPLACEMENT O RING ARRIVED AND INSTALLED. WORK COMPLETE. - GEORGE 25 OCT 08

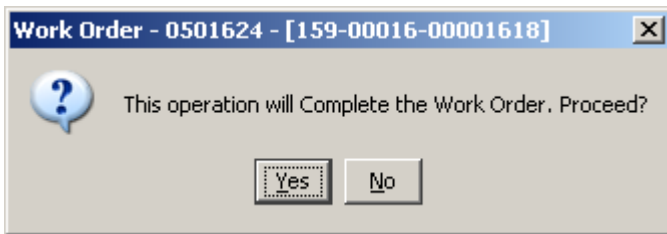
When the job is finally complete, you need to enter a note stating the work has been completed, and enter the date of completion. There is a small button on the right of the **Completed** field.

Completed : 

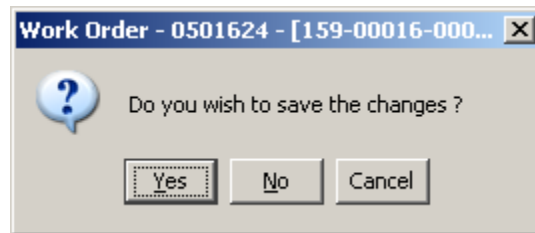
Click it to open the calendar. Double click on the date the job was completed, then click the blue check mark and go to **File, Save.**



You will get the following message. Click Yes. Then close the Work Order window by clicking on the **X** in the upper right corner.



You will get the following message. Click Yes.



If this job is within the current week, it will change status and display **CP** (completed) in a green box. The **Date** box will show the actual completion date. If the job is outside of the current week, it will disappear from the calendar.

ST	Date
CP	11/04/2008

That's it. Any questions, contact Shannon at shannonsmith@tdi-bi.com.