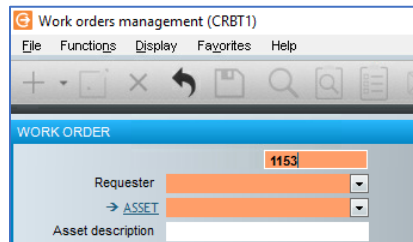


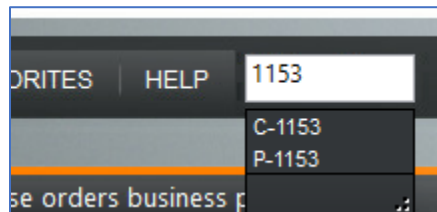
Work Order Closing

Once you are completed the work, you need to update the information in the work order and complete it. On completion, the appropriate planner is notified to review the work order and close it.

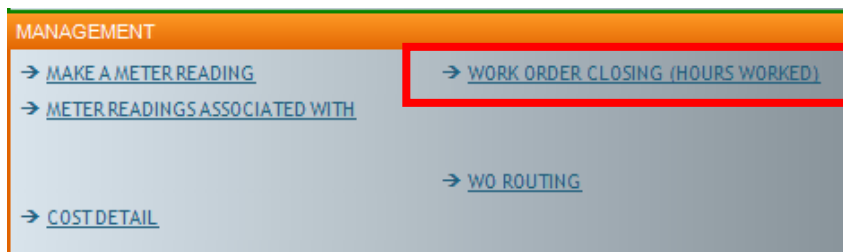
1. Open the work order in GTI.
 - a. Open it from your work order list.
 - b. Search for the work order in the work order entry window.



- c. Use the quick lookup and type in the number.

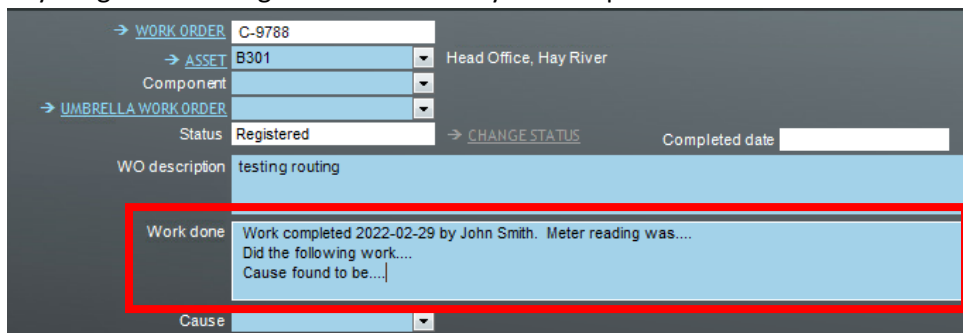


2. Click on the Work Order Closing (Hours Worked) link in the Management section.

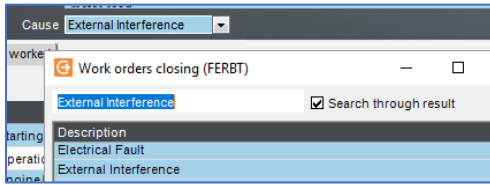


3. Enter any notes in the work done box.

Be as descriptive as possible. When the work was done and by who, downtime, meter reads if applicable, notes on all the work that was completed, document what the cause was... and anything else that might be useful for any follow up work.



- Select a Cause from the drop down.

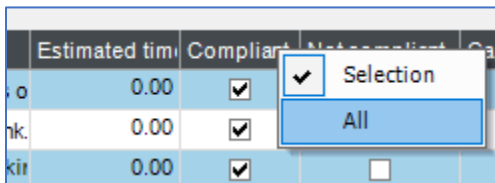


- If there are activity lines you must check if each item is compliant, not compliant or cancelled.

You can enter notes specific to a single activity line in the 'Activity line closing comments' box:

| Sequence | Note | Estimated time | Compliant | Not compliant | Cancelled | Activity line closing comments |
|----------|---|----------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|
| 1 | Complete Cal Code Entry | 0.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Investigate possible wiring issue with DDEC Reade | 0.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Assist in Possible Wiring Issue with DDEC Upload, | 0.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

You can right click on the compliant/not complaint/cancelled column headers to check all activity lines at once:



- Hours worked recorded on a work order in GTI are for reporting purposes only and to help plan for future work with similar requirements. There are 2 ways to enter hours against a work order:
 - In GTI. On the work orders closing window select the Hours worked tab. Click the New button. A new line will populate with the current date and your name prepopulated. If there are activity lines on the work order the first line will be populated.

| Date | Hours worked | Employee | Activity line | Skill |
|--------------------|--------------|--------------------|--------------------------------------|-------------|
| 2022-03-10 2:38 PM | 0.00 | Test, Leigh(ltest) | 1 - Before starting work make sure v | Electrician |

Enter hours worked in the hours worked box.

| Date | Hours worked | E |
|--------------------|--------------|---|
| 2022-03-10 2:38 PM | 4.00 | T |

Scroll over to the right to select a valid cost category from lookup:

| Project Number | Cost Category |
|-----------------|---------------|
| 120864500001000 | 5001.0001 |

Because this is for reporting purposes only, you do not have to break out hour by different days or against different activity lines unless you want to.

b. In Penny Timesheets.

Click the lookup for WO# in your timesheet.

| Loc | WO# | Project | Pay Code | 6 (S) | Work Order Lookup | | |
|-----|-----|--------------------------|----------|-------|-------------------|-----------------|------------------------------------|
| | | | | | Work Order | Project | Description |
| X | ▼ | IT Applications and Supp | Regular | | P-19778.1 | 134864400001001 | 120 Day Plant Checks- Electrical |
| X | ▼ | | Regular | | P-19779.1 | 121871000001002 | Trailer inspections |
| X | ▼ | | Regular | | P-19780.1 | 137864400001001 | Heat Trace Periodic Inspection Rec |
| X | ▼ | | Regular | | P-19781.1 | 141-0000 | 30 Day Plant Check |
| X | ▼ | | Regular | | P-19782.1 | 141-0000 | Monthly Safety Inspection Deline |
| X | ▼ | | Regular | | P-19783.1 | 134864400001001 | Monthly Safety Inspection Nahanni |
| X | ▼ | | Regular | | P-19784.1 | 148871900001002 | Monthly Safety Inspection Tulita |

You can also start typing in the work order number and it will give you a selection to choose from:

| WO# | Project | Pay |
|-----|-----------|--------------------------|
| ▼ | 1988 | IT Applications and Supp |
| ▼ | P-19887.1 | Bi-Monthly Operations Ch |
| ▼ | P-19885.1 | Bi-Weekly Inspection Rep |
| ▼ | P-19884.1 | Monthly Safety Inspectio |
| ▼ | P-19886.1 | Dam Safety Monthly Opera |
| ▼ | P-19882.1 | Operations Checklist for |
| ▼ | P-19883.1 | Bluefish Monthly Thermis |

You must still select the correct project number and pay code as you always do on your timesheet. Hours coded to work orders will be exported out of Penny and into GTI every 2 weeks at the end of a pay run.

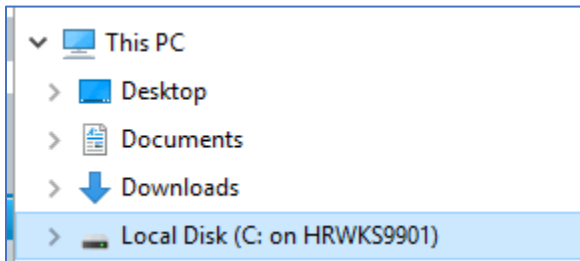
- Click Save on the Work orders closing window and close the window.
- If you have any attachments that should be included on the work order (photos, test results, etc.) click the Edit button at the top of the work order and then click the Attached Files tab.

| ACTIVITIES | ATTACHED FILES | Notes | | | | |
|---|----------------|-------|----------|--|--|---|
| <table border="1"> <thead> <tr> <th>File</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | | File | Location | | | <p>→ ADD FILE</p> <p>→ ADD A URL LINK</p> <p>→ DELETE</p> <p>→ RFNAME</p> |
| File | Location | | | | | |
| | | | | | | |

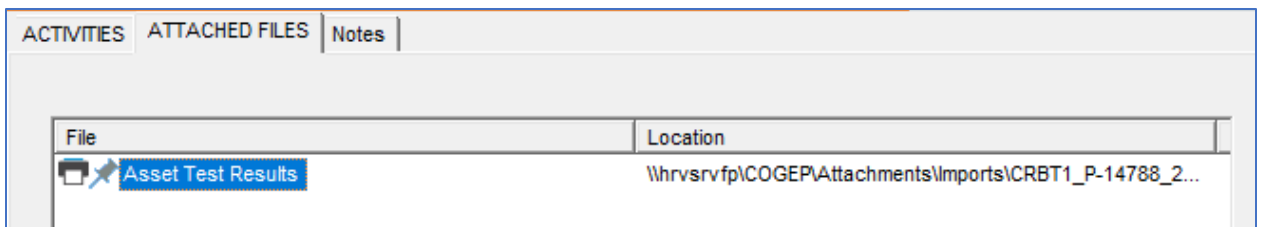
Click Add File.

Browse to where your file is located.

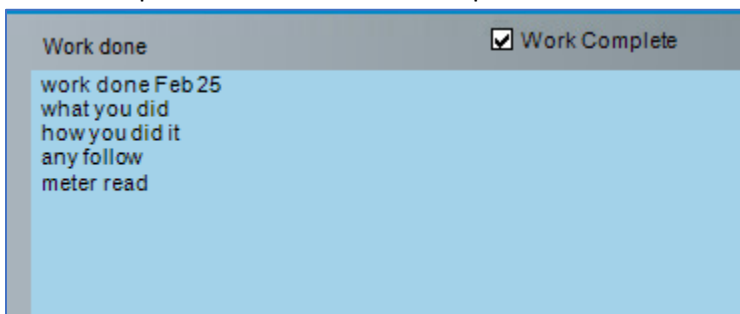
If it's on the c:\ of your computer (your desktop or documents folder for example), click on the 'Local Disk (C: on your computer name)' folder along the left:



Then double click on Users -> Your login name -> OneDrive – Northwest Territories Power Corporation then Desktop or Documents to find your file. Select your file and click Open to attach.



9. The last step is to check the 'Work Complete' checkbox.



10. Click Save.

The work order will now route automatically back to the planner who will review the work order, enter any meter reads required, manage any non complaint or cancelled activity lines and close the work order.