

TRAINING GUIDE

Lucity Basic Functionality

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Lucity - Basic Functionality

In this workbook, we'll introduce you to the basic layout and functionality of the Lucity system. This includes menus, form layout, fields, toolbars, adding/editing/deleting records, finding records, and filtering records. We'll also introduce you to Asset Management and Work Management.

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Introduction to Asset Management

The Lucity[™] suite offers you a comprehensive solution for Asset Management. Our user-friendly inventory and inspection modules are all structured around the basic functions discussed in the following pages. These modules allow you to manage your asset inventory, assess the condition of your assets, and determine your maintenance needs. Our modules have been created specifically for Public Works Departments and allow you to manage your water and sewer assets, transportation system, fleet, facilities, trees, and parks.

System Inventory

Each solution provides inventory modules for comprehensive data capture of your assets and their components. The inventory modules consolidate asset information into a single database. You can easily retrieve and analyze this data using the built-in filtering and reporting capabilities. Additionally, each solution provides functionality designed specifically for the assets you are managing. For example, the *Pavement* module provides you with maintenance forecasting and budget forecasting capabilities, while the *Tree* module allows you to create a library of scientific information about the trees in your system, as well as determine the value of each tree using two distinct valuation methods.

Field Inspection

Most inventory modules have corresponding inspection modules that allow you to manage your system's condition assessment data. These modules are fully integrated. Physical data in the inventory databases links directly to the inspection modules. When you correct discrepancies in the inspection modules, the inventory data automatically adjusts. By compiling and analyzing inspection data, you can detect trends in system performance and organize rehabilitation plans for maximum efficiency.

Notes:

Introduction to Work Management

The *Lucity*[™] suite also offers you a comprehensive solution for Work Management. The *Lucity Work* module allows you to track customer requests, create work orders, establish a preventative maintenance plan, set priorities, provide timetables, track system rehabilitation, manage work projects, and perform budget forecasting.

Work Orders

The Work Orders module allows you to schedule and track work tasks, personnel, equipment, and material usage. Three versions of work orders are offered: Standard, Lite, and Daily Work. All three modules integrate with the same data set. The Standard module is the most comprehensive of the three, offering additional functions such as costing, billing, and tracking. Work Order Lite contains only the basic functions of the Work Order Standard module. This allows for quick and easy data entry. The Daily Work module is the most basic of the three, designed for quick data entry without your fingers ever having to leave the keyboard.

Mobile Work

Mobile Desktop allows you to upload and download work orders to and from the field. In this manner, you can mobilize your work management database. This solution is available for handheld devices, tablets, and laptop PCs.

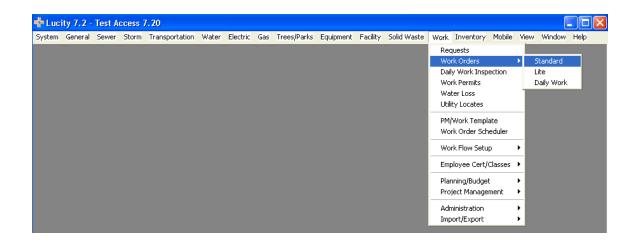
Notes:	 	 	 	

Menus

The menu bar will help you navigate through the *Lucity*^M suite. After logging into the system, you'll see a menu bar at the top of the screen:

🕂 Luci	ity 7.2 -	Test A	ccess 7	7.20														
System	General	Sewer	Storm	Transportation	Water	Electric	Gas	Trees/Parks	Equipment	Facility	Solid Waste	Work	Inventory	Mobile	View	Window	Help	

The menu items correspond to individual applications in the software, system functions, and the help guide. Each main menu item contains a drop down menu listing each available module. For example, under the Work main menu item, you can see a list of all modules within the *Work* module.



Although the menu bar contains all of the capabilities and programs offered by Lucity, only those purchased will be accessible. If you click on a program that you have not purchased, a drop-down menu will appear; however, the menu items will be disabled (grayed out).

Form Layout

Each application in the *Lucity*[™] suite has a window designed specifically for the information recorded in that module. Although each module has a custom window, the components that make up each window are the same. This helps make the *Lucity*[™] suite easy to use. The basic components of each window are the Module Toolbar, Header Data, Fields, Field Captions, Attribute Tabs, and the Status Bar. We'll discuss each of these components in the following pages using the *Work Orders* module as a guide.

Notes:_

Module Toolbar

At the top of each window you'll see a Module Toolbar.

🖼 Work Orders - No Filter	
	◂▶▶ <mark>⇒</mark> ୬፼명⊠ ₽∢ ∢∕₽
Work Order # 98-000019 Category Status 999 Complete Problem Status Date 7 / Image: AM Main Task W0 Location Assets List/Events Tasks/Res Routing Costs Bit	200 Sewer Department 210 Sewer Odor 210 Check for Sewer Odor
Asset Location 5512 PLAZA LN Cause 10 10 10 10 10 10 10 10 10 10 10 10 10	Request Comments for Work Order Please call him to let him know when you may need to get into the basement. Odor started two days ago. [RM] Called owner prior to work. No odor found, but line was nearly clogged with roots and debris. Has been cleaned!
Assigned Crew 230 Sewer Inspection Crew	
Supervisor 130.2 Robert Monster	Assigned By
Lead Worker	Assigned Date 7 / Control Among Coverride
Priority II	Start Date 10/05/1998 02:00 PM Problem
Account #	End Date 10/05/1999 🔽 02:00 PM Overdue
Proj No - Acct	Project ID: Lead Worker
Project Text	Project Name:
Reason	Supervisor
	Record 1 of 5045 View Mode Ready

This contains buttons that perform or access a variety of standard functions. Place your cursor over an icon to see the name/function of that particular toolbar button. For example, if you place your cursor over the icon that resembles a printer, the words "Print Module Window" appear.

Since each module's toolbar may vary, there may be instances where buttons appear to be "grayed out". These buttons are inaccessible for that module; nothing will happen when they are clicked on.

👺 Work Orders - Filter = Non-Complete									
	5	9	ñ	-	9	-	•••	- 🖻 🔊	
Print Module Window									

Toolbar Buttons

Button	Name	Description			
	Resize	Resizes the module window.			
<u>s</u>	Print Module Window	Captures the screen image and sends it to your designated printer.			
	Locate	Quickly locates specific records.			
<u></u>	Browse	Browse records, produce quick, custom reports, and export information.			
∀ •	Filter	Opens the Filter window.			
	Reports	View, print, or add and delete reports to or from the list of pre-defined reports.			
r an	Open Document	View a list of documents, videos, and images attached to the record.			
Ð	Document Control	Add or delete documents, videos, and images to or from the record.			
	Save	Save your changes.			
×	Cancel	Cancel any changes you have made since the last save.			
	Add Record	Add a new record to the module.			
0	Edit	Edit the current record.			
ж	Delete	Delete the current record.			
	First, Previous, Next, Last	Navigate through the data set.			
⇔	Go To	View a specific record number.			
4	Refresh	Re-queries the data set and returns your screen to the first record in the filtered set (i.e. it runs the filter again).			
<mark>磅</mark>	Relationship	Displays other modules related to the current record.			
	Subsets	Create and save a set of filtered records.			
	Work Order	Generates a work order for the current record.			
	Work Request	Generates a work request for the current record.			
	PM/Template	Generates a PM/Template for the current record.			
<u> </u>	Toolkit	Opens the Toolkit dialog box. Toolkit options vary by module.			
@ -	Show In Map	Opens GIS, zooms in, and highlights the selected feature.			

<u>*</u>	Custom Library Function	Only appears in the Work Request module, and only works for those clients for which it was installed. Used in the "Search for Customer" process in Requests when accessing a third-party table containing the requestor or requestor address.
	Recalculate	Updates all calculations in the module.
<u>-</u>	Help	Opens the Lucity Help Guide to the appropriate topic chapter.
	Falcon Integration	Only appears if the Falcon Document Management Integration is turned on, and only accessible if html strings are added to launch the Falcon document for each asset inventory module. Used to access documents via the web instead of individually associating documents with assets.
	Close	Closes the module.

Header Data

At the top of the module window you will see header data. This is visible regardless of which tab is displayed below. It is important to enter data in the header for each new record because this information defines or distinguishes each record using unique IDs.

😫 Work Orders - No Filter	
	◢▶▶ ∳∮∅馏◙■▲
Work Order # 98-000019 Category Status 999 Complete Problem Status Date 7 / T : AM Main Task	200 Sewer Department 210 Sewer Odor 210 Check for Sewer Odor
WO Location Assets List/Events Tasks/Res Routing Costs B	illing Related Requests/Track Links Custom Comments
Asset Location 5512 PLAZA LN	Please call him to let him know when you may need to get into the basement. Odor started two days ago. (PM) Called owner prior to work. No odor found, but line was
Cause 10 Unknown	nearly clogged with roots and debris. Has been cleaned!
Assigned Crew 230 Sewer Inspection Crew	
Supervisor 130.2 Robert Monster	Assigned By
Lead Worker	Assigned Date 7 / T AM Override
Priority	Start Date 10/05/1998 202:00 PM Problem
Account #	End Date 10/05/1999 202:00 PM Overdue
Proj No - Acct	Project ID: Lead Worker
Project Text	Project Name:
Reason	Supervisor
	Record 1 of S045 View Mode Ready

Header data varies with each module. In most modules the header data consists of an ID number or some other number that identifies the asset represented in that record. Many modules have required fields in the header, meaning a record cannot be saved until data is entered in these fields. These fields will be highlighted in blue. You will receive an error message if you attempt to save the record without the required information.

Fields and Field Captions

Each record contains various field types and field captions. Fields are the locations on the window where data is entered. Each field is preceded by a field caption button.

Field captions define what information should be entered into a particular field. For example, the first field caption below is titled "Priority". A priority of 1 - High has been entered in the corresponding field.

Field Caption —	Priority	1 High
Field ———	Account #	4863138

All fields have a field definition window and a field properties window. You can access these by placing your cursor over a field and using **Ctrl + Right Click** to view the menu options.

Account #	
Proj No - Acct	Field Definition
	Field Properties
Project Text	Field Caption
Reason	
	Global Edit

These windows allow you to view or change the field definition, change the decimal point in a numeric field, make field entry required or restricted, etc.

Some fields are editable and others are static (meaning you cannot modify them). Editable fields have a white background while static fields have a gray background. A few special fields have a Global Edit option. This option allows you to mass-populate a field in your filtered record set without having to update each record individually.

Field Types

There are different types of fields available for data entry. For example, some fields require numerical data while others require text. A brief definition and example of each field type is listed in the table below.

Code-Description Fields Priority I High Numeric Fields	These fields require you to enter a code in the first box. The code description will then appear in the grayed-out box. For example, a code might be 1=High, 2=Medium, 3=Low, etc. The number 1 would go in the first field and the description "High" would automatically appear in the second field. The codes and descriptions are created and then accessed through a pick list.
Quantity 7.00	Depending on the field, the numbers may or may not contain decimals.
Text Fields Subcontractor A1 Auto Body	Text fields allow both letters and numbers to be entered.
Logical (checkbox) Fields	Logical fields allow you to enter a checkmark in the box if you wish to select that field.
June, 2008 June, 2008 Sun Mon Tue Wed Thu Fri Sat 25 26 27 28 29 30 31 1 2 30 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 Conday: 6/3/2008 20 21 22 23 24 25 26 27 28	Date fields can be manually or automatically entered. To manually enter a date, use the mm/dd/yyyy format. Use the arrow keys in place of the backslash. To automatically enter the current date, hit the space bar while your cursor is in the field. You can also use the drop-down menu to select the date from a pop-up calendar. You can then use the arrow keys at the top of the calendar to select a different month or year.
Time Fields 01:47 PM	Time fields can be manually or automatically entered. To manually enter a time, use the arrow keys in place of the colon. To automatically enter the current time, hit the space bar. To identify AM or PM, enter an "A" or "P" after the time or use the up or down arrow keys on your keyboard.

Attribute Tabs

Each module has various attribute tabs to organize and store similar types of data. You can see on the screen below that the *Work Orders* module has tabs for WO (work order data), Location, Assets, List/Events, Tasks/Resources, Routing, Costs, Billing, Related, Requests/Tracking, Links, Custom, and Comments. Although tabs vary by module, each module typically has Custom and Comments tabs. To navigate through the record, click on the tab names. The display will change accordingly.

😫 Work Orders - No Filter		
	/ 牀 ◀ ◀ ▶ ▶ ⇒ ୬ ፴	3 58 🔜 🗰 🍳 • 🔗 • 🛸
Work Order # 98-000019 Status 999 Status Date / /	Problem 210 Sew	ver Department ver Odor ck for Sewer Odor
W0 Location Assets List/Events Tasks/Res Ro	uting Costs Billing Related Requests	:/Track Links Custom Comments
Asset Location 5512 PLAZA LN Cause 10 Unknown		Request Comments for Work Order Please call him to let him know when you may need to get into the basement. Odor started two days ago. (RM) Called owner prior to work. No odor found, but line was nearly clogged with roots and debris. Has been cleaned
Assigned Crew 230 Sewer Inspection (Crew	
Supervisor 130.2 Robert Monster	Assigned By	
Lead Worker	Assigned Date	7.7 ▼ : AM Override Notifications
Priority I	Start Date	0/05/1998 💌 02:00 PM Problem 🔽
Account #	End Date 🚺 1	0/05/1999 🔽 02:00 PM 0verdue 🗌
Proj No - Acct	Project ID:	Lead Worker
Project Text	Project Name:	Task 🗖
Reason		Supervisor
	Reco	ord 1 of 5045 View Mode Ready

Status Bar

The status bar, located at the bottom of the module window, performs a variety of functions. It allows you to see what record number you are viewing as well as how many records are in the current set. For example, the status bar below reads "Record 1 of 5045".

🖫 Work Orders - No Filter				
Work Order # 98-000019	Category 200 Sev	ver Department		
Status Complete		ver Odor		
Status Date // 💌 : AM		ck for Sewer Odor		
WO Location Assets List/Events Tasks/Res Rou	itting Losts Billing Helated Hequests	Request Comments for Work Order		
Asset		Please call him to let him know when you		
Location 5512 PLAZA LN		may need to get into the basement. Odor started two days ago. (RM) Called owner		
		prior to work. No odor found, but line was nearly clogged with roots and debris. Has		
Cause 10 Unknown		been cleaned!		
Assigned Crew 230 Sewer Inspection C				
Supervisor 130.2 Robert Monster	Assigned By			
Lead Worker	Assigned Date	7.7 Cverride Notifications		
Priority	Start Date 📘 🗍	0/05/1998 💌 02:00 PM Problem 🗖		
Account #	End Date 🚺 1	0/05/1999 🔽 02:00 PM 🛛 🖸 🖉		
Proj No - Acct	Project ID:	Lead Worker		
Project Text	Project Name:	Task T		
Reason		Supervisor 🥅		
Press F9 for pop-up selection	Reci	ord 1 of 5045 Edit Mode 🛛 Ready 📝		

The status bar also allows you to see whether the current record is in View Mode, Add Mode, or Edit Mode. For example, this record is in Edit Mode. The status bar may also display any messages regarding available Hot Keys or other special functions. The status bar above tells you that by pressing the <F9> hot key, a pop-up list of choices will appear. Finally, the status bar alerts you when the system is busy performing another function. In this example, the status bar reads "Ready", meaning the system is not performing any other function at this time.

-

Adding, Editing, and Deleting Records

The steps for adding a new record, editing the current record, or deleting a record are the same throughout the modules:

To Add a New Record:

- 1. Click 🖄 on the module toolbar to add a record. You are now in Add Mode.
- 2. Enter any Header data or required data.
- 3. Enter any additional information in the Attribute Tabs.
- 4. Click 📕 to save the record.

To Edit the Current Record:

- 1. Click *I* on the module toolbar to edit the current record. You are now in *Edit Mode*.
- 2. Make the necessary changes.
- 3. Click 📕 to save your changes.
- 4. Click X to exit Edit Mode or cancel your changes prior to a save.

To Delete a Record:

- 1. Locate the record you wish to delete.
- 2. Click *b* to delete the record.
- 3. You will receive a prompt asking you to confirm the deletion. Take care when deleting records as this action cannot be undone.

Your security settings may limit who can add, edit, and delete records.

Notes:	

Locate

The locate feature allows you to quickly find specific records within the current record set. The following example is from the *Work Orders* module; however these same steps apply in all other modules. You can use this feature if you know specific identification information about the record you are looking for, or if you'd like to search through a list of the records available.

To access the locate feature, click 🕺 on the module toolbar.

😢 L	ocate				
Worł	Order # to Locate:			Open Cancel	
	Work Order #	Status Text	Category Text		
1			Park Department	Typing	
2			Park Department	Typing	
3	05-000001	New Work Order	Pavements	Concrete Pavement	
4	06-000001	New Work Order	Street Lights		
5	06-00002	New Work Order	Street Lights	Paint	
6	06-000003	New Work Order	Street Lights		
7	06-000004	New Work Order	Administrative	Meetings	
8	06-000005	Complete	Pavements	Pothole Investigation	
9	06-000006	New Work Order	Equipment	MAINTENANCE SHC	
10	06-000007	Complete	Pipe Maintenance	High Pressure Clear	
11	06-000008	New Work Order	Facility Maintenance		
12	06-000009	New Work Order	Pavements	Sign Fabrication	
13	06-000010	New Work Order	Pavements	Repair Potholes	
14	06-000011	New Work Order	Sewer Department	Typing	
15	06-000012	New Work Order	Pipe Maintenance	Sanitary Stoppage	
16	06-000013	New Work Order	Fleet	Troubleshoot	
17	06-000014	New Work Order	Street Department	Repair Signs	
18	06-000015	New Work Order			
19	06-000016	New Work Order			
20	06-000017	New Work Order	Facility Furnishing		
<	1		1	>	

Your search is organized by the fields at the top of the window. Click on the column header for the field you want to search by. The selected header text will be shown in red italics and the records in the dialog will be sorted by that field. In the example above, the "Work Order #" header is selected.

You can search for a record by scrolling through the list shown or by using a dynamic search. In a dynamic search you will use the text box at the top of the window to enter the information you are looking for. In this example, we've entered Work Order # 06-000017 and the system has found the corresponding record. The record found by the system will be highlighted in red.

Work	Order # to Locate: 🔇	06-000017	>	Open Cancel
	Work Order #	Status Text	Category Text	
3	05-000001	New Work Order	Pavements	Concrete Pavement
4	06-000001	New Work Order	Street Lights	
5	06-000002	New Work Order	Street Lights	Paint
6	06-000003	New Work Order	Street Lights	
7	06-000004	New Work Order	Administrative	Meetings
8	06-000005	Complete	Pavements	Pothole Investigation
9	06-000006	New Work Order	Equipment	MAINTENANCE SHC
10	06-000007	Complete	Pipe Maintenance	High Pressure Clear
11	06-000008	New Work Order	Facility Maintenance	
12	06-000009	New Work Order	Pavements	Sign Fabrication
13	06-000010	New Work Order	Pavements	Repair Potholes
14	06-000011	New Work Order	Sewer Department	Typing
15	06-000012	New Work Order	Pipe Maintenance	Sanitary Stoppage
16	06-000013	New Work Order	Fleet	Troubleshoot
17	06-000014	New Work Order	Street Department	Repair Signs
18	06-000015	New Work Order		
19	06-000016	New Work Order		
20	06-000017	New Work Order	Facility Furnishing	
21	06-000018	New Work Order	Facility Site Asset	
22	06-000019	New Work Order	Facility Site	

The system will also search for partial text. In the example above, when "06" is typed, the red line will jump to the first record beginning with "06". As you continue typing, the highlighted line will move to match your search item. This function is performed automatically.

Once you have found the record you are searching for, click Open. The module will open to the highlighted record.

Filtering Records

A filter helps you narrow your search for a specific record or set of records. You can use filters to find and work with only the records you want without having to deal with the entire record set. For instance, you may be trying to manage your Work Orders, but find that you have to sort through other people's records as well. A Filter will allow you to work with only your desired records.

Once you're comfortable with filtering, you'll be able to use filters to get a great deal of specialized information out of the system. You can find assets that are costing you the most in maintenance, do cost and trend analyses, and much more.

There are two ways to open a filter:

• When you open a module for the first time you will be prompted to define a filter before any records are displayed.

OR

 After a module is already opened, you can set up a filter by clicking the filter button in the toolbar ?

Notes:

Using the Filter Window

💙 Work Order Filter (Defa	ılt Date Range Filter Enabled)		
Filter Sort Pg. 3 Pg. 4	Pg. 5 Pg. 6 Pg. 7 Pg. 8 Pg.	9 Pg. 10 Address 2nd 💶 🕨	Selected Filter:
			Non-Complete
Author	Filter 🛆	Advanced	
GBA GBA GBA	Non-Complete W0 10/12 thru 10/17 W0 10/19 thru 10/24	No No No	Make Default
GBA	W0 10/5 thru 10/10	No	Delete
			Cancel
			Reset
			Advanced
			Rename
			Save As
<	IIII		Save
Default Filter: Non-Com	plete		
Skip This Screen	Load Default Filter C Load All Record	s My Filters Only 🔽	Count Records

Filter

The "Filter" option is the first tab in the Filter window. This tab contains a list of saved filters. If this is your first time using the module, no filters will be saved.

Sort

Work Order Filter	×
Filter Sort Pg. 3 Pg. 4 Pg. 5 Pg. 6 F	Pg. 7 │ Pg. 8 │ Pg. 9 │ Pg. 10 │ Address │ 2nd 💶 🕨 Selected Filter:
Sort	Selected No Filter
Work Order #	Make Default
Status Text Status Date Status Time Category	
Category Text Problem	> Cancel Reset
Cause Text Main Task Main Task Text Assigned Crew	Advanced
Assigned Crew Text Supervisor Supervisor Text Lead Worker	Rename Save As
Select List Order	Sort Order Save
Standard Order Alshabatiaal	
C Alphabetical	C Descending Count Records Go

The "Sort" option is the second tab on the Filter window. THIS IS NOT A FILTER (and you can skip this step). You can set up a sort order to view records in ascending or descending order based on the field(s) you select. To use the sort function, complete the following steps:

- 1. Highlight a field in the "Selectable" list. You can use the selection buttons at the bottom of the grid to change the order in which the fields appear. "Standard Order" reflects the order in which the fields appear in the module itself. If you'd prefer, you can change it to "Alphabetical" order.
- 2. Click the right arrow and the field appears in the "Selected" list. You can select as many fields as you like from the list. Use to remove an item from the list.
- Click the "Ascending" or "Descending" buttons under the "Selected" list to indicate how you want the records sorted.
- 4. Click "Reset" to clear all "Selected" fields and start over.

Filter Tabs

The remaining tabs in the Filter window (Pg. 3, Pg. 4, Address, etc.) contain all of the filterable fields. You will use these tabs to set up your filter criteria.

💙 Work Order Filter		X
Filter Sort Pg. 3	Pg. 4 Pg. 5 Pg. 6 Pg. 7 Pg. 8 Pg. 9 Pg. 10 Address 2nd	Selected Filter:
Work Order #	<none></none>	No Filter
Status	(None)	Make Default
Status Text	<none></none>	Delete
Status Date		Cancel
Jiaius Paic	<none> // ·</none>	Reset
Status Time	<none></none>	Advanced
Category	<none></none>	Rename
о. т.		Save As
Category Text	<none></none>	Save
Problem	<none></none>	
		Count Records Go

When you move through the tabs you'll see that the fields appear in the same order as they would in the Work Order module (or whatever module you are using). The right and left arrows \checkmark at the top-right of the screen allow you to move through the tabs and see more filter options.

Day-to-Day Work Order Filter

To help you better understand how to use filters in your daily work, we'll go over some specific examples. Supervisors are responsible for managing their own work. That means generating Work Orders from public Work Requests, creating Work Orders for new jobs, looking through Work Orders on a daily basis to schedule and manage work, editing Work Orders to keep them current, and closing Work Orders when the job is completed. All Work Orders in the Lucity system are shared, so you can view other supervisor's Work Orders as well as your own. Work Orders that are completed and closed are not erased from the system. Over time, you'll have more and more Work Orders to deal with.

In order to manage the records, you can use a filter to see only the records currently assigned to you. The following example shows you how to set a filter with a supervisor's name.

Y Work Order Filter		X
Filter Sort Pg. 3	Pg. 4 Pg. 5 Pg. 6 Pg. 7 Pg. 8 Pg. 9 Pg. 10 Address 2nd 🔸 🕨	Selected Filter:
		No Filter
Supervisor	<none></none>	
		Make Default
Supervisor Text	<none></none>	
	<none></none>	Delete
Lead Worker	not equal like	Cancel
	in list vitilities vitilitities vitilities vitilities vitilities vitilities vitilities v	Reset
Lead Worker Text	<none></none>	
		Advanced
Priority	<none></none>	
Priority Text	<none></none>	Rename
		Save As
Account #	<none></none>	Save
Proj No - Acct	<none></none>	Count Records
		Go
	,	

Filter with 'Equals' (Supervisor Name)

Since we want work orders with a specific supervisor's name, we'll set up a filter for Robert Monster. To find his Work Orders we'll filter the records so that "Supervisor equals Robert Monster".

Start by finding the Supervisor Text field. The *Work Order* filter has this field on Pg. 5. Note that 'Supervisor' refers to the employee's CODE, while 'Supervisor Text' refers to the NAME. This is the case for all Code/Type fields (white + grey field). Set the drop down list next to Supervisor Text to 'equal'. When you do, the Supervisors will be listed in the box to the right. Use the up and down arrow to scroll to the entry you want (or, you can click on one entry, hit the first letter, "R", and

you'll jump to the "R's" in the list).

Find your choice and click it. It will be highlighted in blue. This reads like a formula: Supervisor Text = Robert Monster.

Supervisor Text			Dahash Dashava	
	equal	_	Robert Barbour Robert Monster	
			Robert Richardson	×

Count Records

Count Records

Click the Count Records button to get a count on the records that will be filtered out. Here we can see that 9 (out of the total 5045) Work Order records have Robert Monster named as Supervisor.

Record Count				
	Total number of records: Number of records after current filter:	5045 9		
	ОК			

Go to Records

Go Now click "Go" on the filter screen and the nine Work Orders with Robert Monster named as a supervisor will be shown. You can see the record count at the bottom of the screen (in the status bar).

월 Work Orders - Unnamed Filter Set ■ 올 및 옮 • ♡ • 별 • 알 환 표 ★ \$ 1 % 4	X□- ▲ - @- @=圖即图 < <
Work Order # 98-000019 Category Status 999 Complete Problem Status Date / / : AM Main Tas W0 Location Assets List/Events Tasks/Res Routing Costs	n 210 Sewer Odor
Asset Location 5512 PLAZA LN Cause 10 10 Unknown Assigned Crew 230 Sewer Inspection Crew	Request Comments for Work Order Please call him to let him know when you may need to get into the basement. Odor started two days ago. (FM) Called owner prior to work. No odor found, but line was nearly clogged with roots and debris. Has been cleaned!
Supervisor 130.2 Robert Monster Lead Worker 1 Priority 1 Account # 1 Proj No - Acct 1 Project Text 1 Reason 1	Assigned By Assigned Date 10/05/1998 02:00 PM End Date Project ID: Project Name: Supervisor
	Record 1 of 9 View Mode Ready

To see a list of the records, use the Locate Button 🖳 You'll see the filtered record set only (the nine records found in your filter).

Filter with 'In List' (Statuses)

Next, let's filter out the old Work Orders that are completed or cancelled, leaving only current work. You'll need to filter out all the Statuses indicating the Work Order is finished. Return to your filter form and find Status Text on

Pg. 3. Instead of 'equal', which allows it to be equal to

Status Text	in list	•	In Service Bay	~
			Missing Required Data New Work Order	~

only one value, select 'in list', which allows you to choose several matching values.

Hold down the CTRL or SHIFT keys and click to highlight each status indicating a current Work Order. The filter statement you're building reads something like this:

"I want Work Orders where Status Text is in this list:

- ✓ Missing Required Data
- ✓ New Work Order
- ✓ Open WO ... etc..."

Click 'Count Records' again, and we're down to four Work Orders—all current. Click 'Go' to open the records, and 'Locate' to see a list.

🛿 Locate						
Work Order # to Locate: Open Cancel						
Work Order #		Status Text	Category Text	Main Task Text	Lead Work 🔷	
1	98-000019	New Work Order	Equipment	Paint		
2	98-000021	On-Hold	Pipe Maintenance	Flush Sewer		
3	98-000025	New Work Order	Pumps	Inspection		
4	99-000002	New Work Order	Pipe Maintenance	Sanitary Stoppage		
5						

Save the Filter

This is a useful daily filter, so we can save it and make it the default filter. Then, it will filter Work Orders every time we open the Work Order module.

Using a Default Filter

The selection buttons at the bottom of the "Saved Filters" list allow you to choose to display only your own saved filters and indicate whether or not a default filter will be used each time a module is opened. *Note:* Default filters are workstation specific.

- 1. When you select the "Skip this Screen" option, the filter form will not appear each time the module is opened. Instead, the system will open the module directly to the record set. If needed, you can still open the filter from the module toolbar.
- 2. When the "Load Default Filter" option is selected, the system runs the filter marked as default each time the module is opened. The default filter will be listed at the bottom of the screen. To change the default filter, highlight a different filter name in the saved filters grid and click the Make Default button on the right-hand side of the filter screen.
- 3. When the "Load All Records" option is selected, the system will display all records each time the module is opened.
- 4. When the "My Filters Only" option is selected, the saved filters grid will display only the filters saved using your Lucity login ID. If this option is not selected, all saved filters, including those saved by other Lucity users, will appear in the grid.

💙 Wo	rk Order Filter (Defau	lt Date Range Filter Enabled)		
Filter	Sort Pg. 3 Pg. 4	Pg. 5 Pg. 6 Pg. 7 Pg. 8 Pg. 3	9 Pg. 10 Address 2nd 💶 🕨	Selected Filter:
	Author	Filter 🛆	Advanced	
	GBA GBA GBA	Non-Complete W0 10/12 thru 10/17 W0 10/19 thru 10/24	No No No	Make Default
	GBA	WO 10/5 thru 10/10	No	Delete
				Cancel
				Reset
				Advanced
				Rename
				Save As
	<		>	Save
	Default Filter: Non-Comp	lete		
\leq	💌 Skip This Screen 🔿	Load Default Filter 💿 Load All Records	s My Filters Only 🔽	Count Records Go

Notes:___

Advanced Filters

If you find that one of our standard filters does not provide the necessary results, you can use an advanced filter. Advanced filters are particularly useful if you want to query for null values or include 'or' statements in your query. In the following step-by-step examples, we'll show you how to create some of the simplest forms of advanced filters.

Keep in mind that for more advanced types of filters it's very important that you have knowledge of SQL syntax to create your queries. Also, you should know that the filter syntax differs depending on which database you are using (Oracle, SQL Server, or Access). Finally, reports won't run properly with advanced filters. You'll need to define the Report SQL in order to use advanced filters in your reports. For additional information on our advanced filters, please consult our Lucity help guide or talk to your database administrator for help writing SQL queries.

Filtering for Null Values

In our first example, we'll show you how to create a filter for a null value. In other words, we'll show you how to filter for a blank field. The easiest way to create this type of advanced filter is to start with a standard filter.

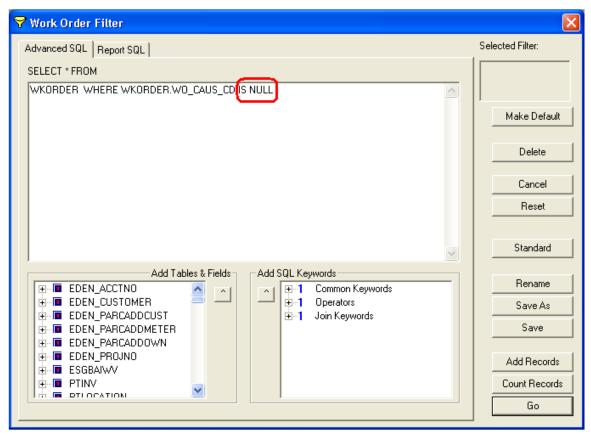
- 1. First, select a field to filter on. We'll use the Cause field in Work Orders.
- 2. Select 'equal' from the drop-down list. Then, highlight any value in the next field. It doesn't matter which one you select as we'll be deleting it in the next step.
- 3. Click the Advanced button.

ę	Work Order Filter				X
	Filter Sort Pg. 3	Pg. 4 Pg. 5 Pg. 6	Pg. 7 Pg. 8 Pg. 9 Pg. 10	Address 2nd	Selected Filter:
	Problem Text	<none></none>			Make Default
	Cause	equal	01		
			03		Delete
	Cause Text	<none></none>			Cancel
	Main Task				Reset
	Main Task	<none></none>			\frown
	Main Task Text	<none></none>			Advanced
					Rename
	Assigned Crew	<none></none>			Save As
			~		Save
	Assigned Crew Text	<none></none>			Add Records
					Count Records
					Go

4. In the Advanced SQL window, delete the = sign and anything after it. Here, we'll delete the = sign and '01'.



- 5. Next, type IS NULL where you made the deletion.
- 6. Click GO to see your filtered set. This particular record set will contain any records where the Cause field is null (blank).



Filtering Using 'OR' Statements

Now, we'll show you how to alter a standard filter to include an 'or' statement. This is another kind of advanced filter that's really quite simple to use. For example, you may want to use this type of advanced filter to find all Work Orders where you are listed as either a Lead Worker or a Supervisor.

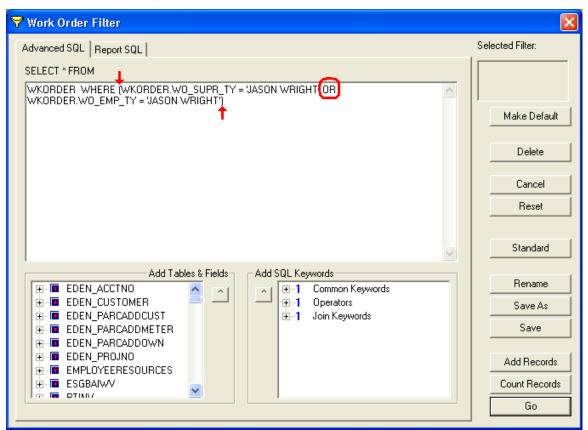
- 1. On Pg. 5 of the filter screen, set the Supervisor Text and Lead Worker Text equal to your name. Here, we've selected Jason Wright.
- 2. As the filter appears now, it will return all records where both the supervisor AND lead worker is Jason Wright. Since we want to return records where he is listed in either capacity (not both), we'll use an advanced filter. Click the *Advanced* button.

💙 Work Order Filter			
Filter Sort Pg. 3	Pg. 4 Pg. 5 Pg. 6	Pg. 7 Pg. 8 Pg. 9 Pg. 10 Address 2nd 💶 🕨	Selected Filter:
Supervisor	<none></none>		Make Default
Supervisor Text	equal 🗨	JASON TITLESON JASON WRIGHT JEFF FOSTER	Delete
Lead Worker	<none></none>		Cancel
Lead Worker Text	equal 👤	JASON PEPPER JASON TITLESON JASON WRIGHT	Advanced
Priority Priority Text	<none></none>		Rename
Account #	<none></none>		Save As Save
Proj No - Acct	<none></none>		Add Records Count Records
			Go

💙 Work Order Filter	×
Advanced SQL Report SQL	Selected Filter:
SELECT * FROM	
WKORDER WHERE WKORDER.WO_SUPR_TY = JASON WRIGHT AND WKORDER.WO_EMP_TY = JASON WRIGHT	Make Default

- 3. On the Advanced SQL tab, delete the word AND and type OR in its place.
- 4. Add parentheses around the new query: WKORDER WHERE (WKORDER.WO_SUPP_TYP = 'JASON WRIGHT' OR WKORDER.WO_EMP_TY = 'JASON WRIGHT')

5. You can then click the *GO* button to access the filtered set. This filter will now return all records where Jason Wright is listed as either the Supervisor OR the Lead Worker.



Filters for 'In List" Numbers

The final type of advanced filter that we'll demonstrate is a filter for numbers in a list. Remember, earlier in this workbook we discussed filters for 'in list' statuses. That kind of filter allowed you to select multiple values from a pick list; however, certain fields in the filter form don't provide pick lists. These include fields like Work Order and Request Numbers. To search for multiple Work Order Numbers in a list, complete the steps below:

- 1. On Pg. 3 of the filter window, select 'in list' from the drop-down menu beside Work Order #.
- 2. In the field to the right, type your first Work Order Number as it appears in the *Work Orders* module. Then press the <Enter> key. Your cursor will move to the next line allowing you to add an additional number. You can continue to add as many numbers as you wish.

Notes:_

3. Press GO to view the filtered set. In this example, our filter will return the three work orders numbered 2007-01712, 2007-01711, and 2007-01710.

💙 Work Order Filter		
Filter Sort Pg. 3	Pg. 4 Pg. 5 Pg. 6 Pg. 7 Pg. 8 Pg. 9 Pg. 10 Address 2nd •	Selected Filter:
Work Order #	in list 2007-01712 2007-01711 2007-01711	
	2007-01710	Make Default
Status Status Taut	<none></none>	
Status Text	<none></none>	Delete
		Cancel
Status Date	<none></none>	Reset
Status Time	<none></none>	Advanced
Category	<none></none>	Rename
		Save As
Category Text	<none></none>	Save
Problem	<none></none>	Add Records
		Count Records
		Go

Reports

Reports are a convenient way to view and organize data. The desktop application contains a set of pre-defined reports in each module. These reports can be modified using Crystal Reports[™] software. You can also create your own custom reports using Crystal Reports. The following example is from the *Work* module; however, these same steps apply in all other modules.

A supervisor may need a report documenting which work orders have been worked on by each employee. Our system contains a pre-defined report with just this information (the Employee Usage Detail report).

- 1. To access the report, click 🛄 on the module toolbar.
- 2. The names of all pre-defined reports are listed in the Reports dialog box. Scroll down to find the report you are looking for.

3. The Report Description box at the bottom of the screen will display a brief summary of the highlighted report.

	Dialog		
	Reports:		Report Filter
	•	Aging Work Order Report	
		Completed Work Order Summary	This Record Only
		Contractor Usage Detail Report	C Current Filter
	🔜 🛤	Contractor Usage Summary Report	C All Records
		Crew Assignment Report	
	.	Employee Hours by Equipment Summary Report	
		Employee Usage Detail	View Report
	.	Employee Usage Summary Report	Print Report
	.	Equipment Hours by Employee Summary Report	
	.	Equipment Usage Detail Report	Export Report
		Equipment Usage Summary Report	
		_EluidU Isane, Netail Bennit	bbA
	Report De	scription	
	Details all	Work Order Information each employee has been	Edit
ς	associate		Delete
			Properties
	Report File	Path:	
	\\GBAMS	-DEV-01\T\Reports\Install\Work\W0emplst.rpt	Close

Report Filter

Note the Report Filter box in the upper-right corner. This feature allows you to choose which records will be included in the report.

💾 Dialog				
Reports:			Report Filter	
3 3 3 3	Aging Work Order Report Completed Work Order Summary Contractor Usage Detail Report		 This Record Only Current Filter 	
	Contractor Usage Summary Report Crew Assignment Report Employee Hours by Equipment Summary Report	_\	C All Records	
	Employee Usage Detail Employee Usage Summary Report		View Report Print Report	
	Equipment Hours by Employee Summary Report Equipment Usage Detail Report Equipment Usage Summary Report		Export Report	
L	_EluirU Isane Detail Bennt	~	Add	
Report De	escription: Il Work Order Information each employee has been		Edit	
associate		^	Delete	
		~	Properties	
Report File Path:				
\\GBAM	S-DEV-01\T\Reports\Install\Work\WDemplst.rpt		Close	

Note the Report Filter box in the upper-right corner. This feature allows you to choose which records will be included in the report.

- If you select "This Record Only", the report will only include the information on the current record.
- If you select "Current Filter", the report will include all records in the current filtered set.
- If you select "All Records", the report will include all records in the module.

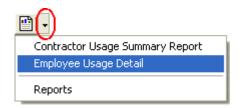
Quick Reports

You may have some reports that are used more frequently than others. You can save these reports as "Quick Reports". This feature allows you to select and generate a report quickly, without having to open the entire Report List. Quick reports are now Lucity user ID specific; therefore, the Quick Report list will display only the reports you have saved.

- 1. Click i on the module toolbar to open the report list.
- 2. Right click on the report you wish to save as a "Quick Report" (default report).
- 3. Select Add to Quick Reports.

🖺 Dialog 📃 🗖 🔀				
Reports: Aging Work Order Report Completed Work Order S Contractor Usage Detail I Contractor Usage Summation Crew Assignment Report Employee Hours by Equip Employee Usage Detail Equipment Hours by E Equipment Usage Detail Equipment Usage Detail	ummary Report ary Report	Report Filter This Record Only Current Filter All Records View Report Print Report Export Report Add Edit Delete Properties		
Report File Path: \\GBAMS-DEV-01\T\Reports\Install\Work\W0emplst.rpt Close				

4. Once a report is saved as a Quick Report, a pointing hand will appear in front of the report name. Quick Reports will appear in the list when you click the drop-down arrow beside the toolbar button.



Browse



The Browse feature is used for reporting on-demand. It allows you to quickly generate a report in table format. The following example is from the *Work Orders* module; however, these same steps apply in all other modules.

- 1. To access the Browse function, click **M** on the module toolbar.
- 2. Using the Browse dialog box, you can select a series of fields from the grid on the left and add them to the grid on the right. This allows you to build a report for all of your records showing only the information you are interested in seeing.
 - Highlight a field in the left-hand grid.
 - Click the Add -> button to move it to the right-hand grid.
 - Continue adding additional fields as necessary.

Status Add -> Work Order # Status Text Add -> Problem Status Time <- Remove Problem Text Category Category Text Add All >> Main Task Add All >> Main Task Add All >> Main Task Add All >> Main Task Add All >> Main Task Add All >> Supervisor Supervisor Text Lead Worker Image: Show Mine Show All Save	🙀 Browse			×
Assigned Crew Text Supervisor Supervisor Text Lead Worker	Status Text Status Date Status Time Category Category Text Main Task Main Task		Problem Problem Text Cause	
Browse / Global Author	Assigned Crew Text Supervisor Supervisor Text		 \$U	
Browse △ Global Author Save Reorder	Show Mine	C Show All		
	Browse A	Global Author	Save	Reorder
Rename Delete			Rename	Delete
Reset Browse Last			Reset	Browse Last
Go Cancel	<	>	Go	Cancel

Browse Report

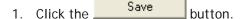
Once you have selected the fields for your Browse, click **Go** to view the Browse report.

Work Order #	Problem	Problem Text	Cause				
98-000019	210	Sewer Odor	10	Unknown			
98-000020	350	Sign Replacement	300	Accident			
98-000021	200	Sewer Investigation	210	Preventive Ma			
98-000022	300	Contractor Inspection	325	Roadway Proj			
98-000023	360	Routine Maintenance	335	Preventive Ma			
98-000024							
98-000025	200	Sewer Investigation	210	Preventive Ma			
98-000026	360	Routine Maintenance	335	Preventive Ma			
98-000027							
98-000028							
98-000029	325	Drainage	40	Weather			
98-000005S							
98-000030	315	Potholes	330	Traffic Loading			
98-000031	401	Due for inspection	405	Preventive Ma			
98-000032	440	Leak	10	Unknown			
98-000033	400	Pressure Complaint	10	Unknown			
98-000034	453	Routine Maintenance	405	Preventive Ma			
98-000036	406	Telemetry equipment not functioning	50	Vandalism			
98-000037	205	Sewer Stoppage	30	Found in Field			

In the example above, we've selected Work Order #, Problem, Problem Text, Cause, and Cause Text. As you can see, the Browse report displays only the selected information.

Saving a Browse

If this is a Browse report you would like to use frequently, you can save it to your Browse list.



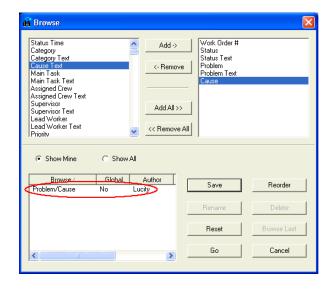
- 2. Enter a name for the Browse in the field provided.
 - Here, we've named the Browse "Problem/Cause".
- 3. Once the Browse has been saved, the name will appear in the grid at the bottom left-hand corner of the dialog.

Status Status Text Status Date Status Time Category		Add <- Rem	Problem Problem Text	
Category Text Main Task Main Task Text Assigned Crew	Browse Save			
Assigned Crew Supervisor Supervisor Text Lead Worker		e name for the bro e	owse	
Show Mine		Save	Cancel	
	Global	Author	Save	Reorder
Browse /				
Browse A			Rename	Delete
Browse			\sim	

Quick Browse

After saving a Browse, you can access it through the Quick Browse list in the menu. All Quick Browses appear in the list when you click the drop-down arrow beside the toolbar button.

Problem/Cause Browse



Notes: