Project NextGen

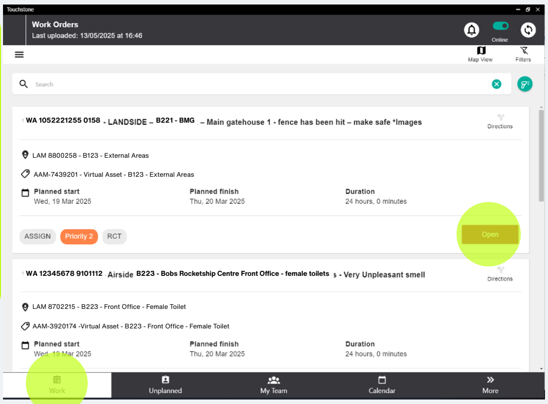
Igniting change, uniting teams.

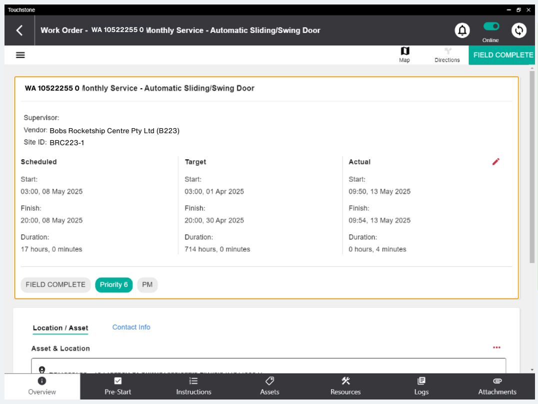
PROGRAMMED by PERSOL

On-Site: Completing Workorders

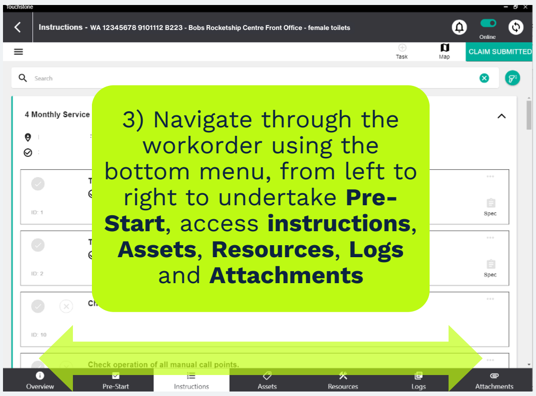
Touchstone makes it easy to locate and complete your assigned work orders. Once logged in, just follow the steps below. The full process is available on the Knowledge Hub.

1) From the bottom menu, select **work**, to view workorders that have been assigned to you. Select **Open** to see the details of any work order.

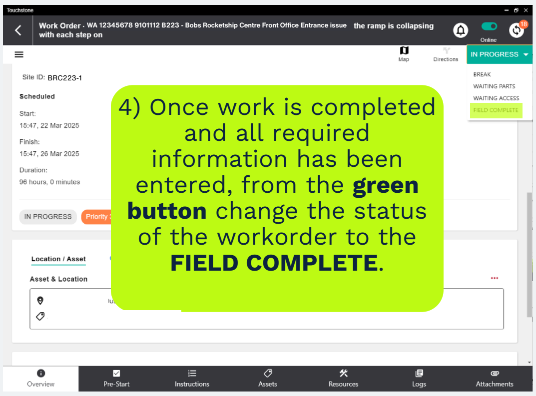




2) Once opened you'll land here, where you'll will find the workorder details, such as the scope of work, priority, dates, related records, assets and locations



3) Navigate through the workorder using the bottom menu, from left to right to undertake **Pre-Start**, access **instructions**, **Assets**, **Resources**, **Logs** and **Attachments**



4) Once work is completed and all required information has been entered, from the **green button** change the status of the workorder to the **FIELD COMPLETE**.

Key Change

- Cleaner screen with easier and rational navigation
- Intuitive menu changes with your screen
- Live and responsive - you and your team can see the same information (based on access levels)

Tips

- The process will be familiar
- When in a work order - title is displayed at the top of the screen
- Don't forget to sync

The full process will be uploaded to the knowledge hub, when available **– scan here**