



# Works Order Guide

**Author:** UTEL Training Team  
**Email:** [training@utel.co.uk](mailto:training@utel.co.uk)

**Version:** V1.0  
**Software:** S2.4.5



<b>1 Introduction .....</b>	<b>4</b>
<b>2 Works Order .....</b>	<b>4</b>
<b>2.1 Mobile View .....</b>	<b>5</b>

# Introduction

## 1 Introduction



The Works Order screen is an easy access screen available for the Installers to proceed with the Install of approved planning items

Works Order is optimized for the use on the mobile version of Fastlight.

This Guide assists you on the parameters available on the WO screen.

The Works Order is also available via the *Projects* tab, when the Planning phase has progressed onto Works Order phase.

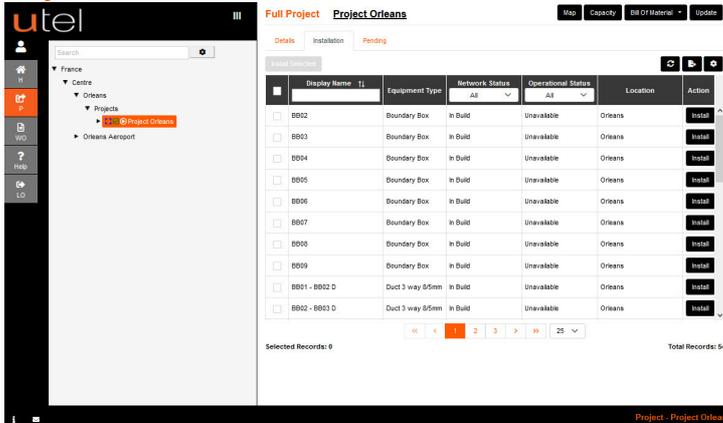
## 2 Works Order

The Installer team member will get notification that the project is at **Works Order** phase, and they can proceed with **Install**.

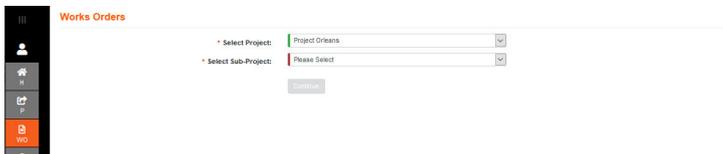


The Works Order will mirror the items ready for 'Install' found on the Installation tab in the Project.

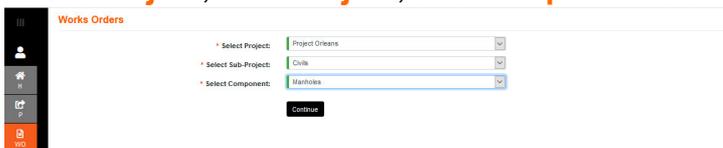
### Project Menu:



### Works Order Menu:



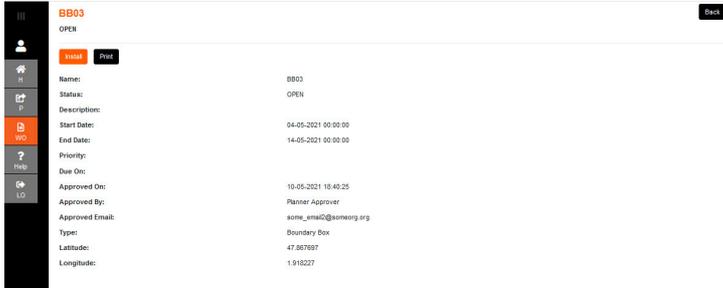
Select **Project**, **Sub Project**, and **Component** that is required to be installed.



Select the **Component** task.



Select **Install**. The form will close and go back to the list of component tasks, minus the item installed.

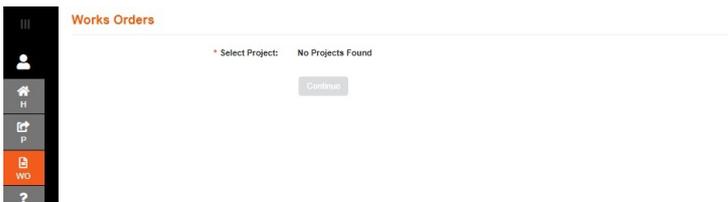


Note: If the Installer is untrusted then the Planner must navigate to the Pending tab and **Accept** the items installed by that user.



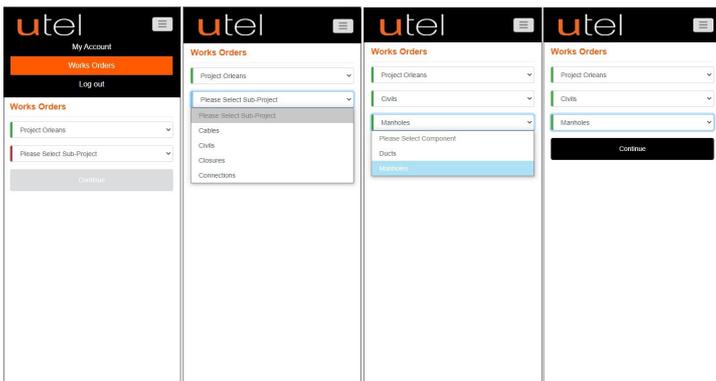
When all items are Installed, the **Phase Status** is available for the Planner to modify from WORK ORDER\_ISSUED to COMPLETE.

When a Project is Complete - the project will be removed from the Works Order 'Select Project' drop down.



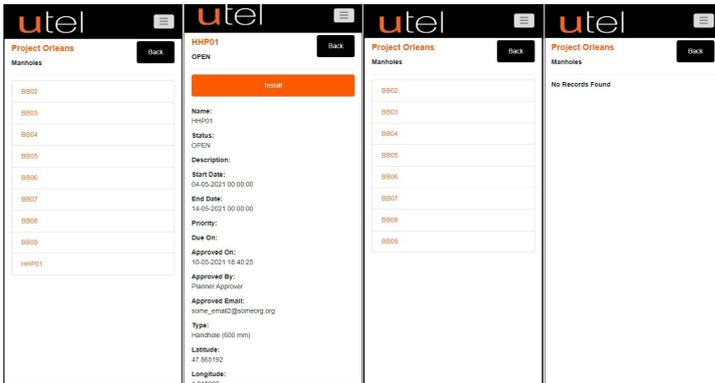
## 2.1 Mobile View

**Works Orders** is the default screen, after signing in. Select item to install and **Continue**.

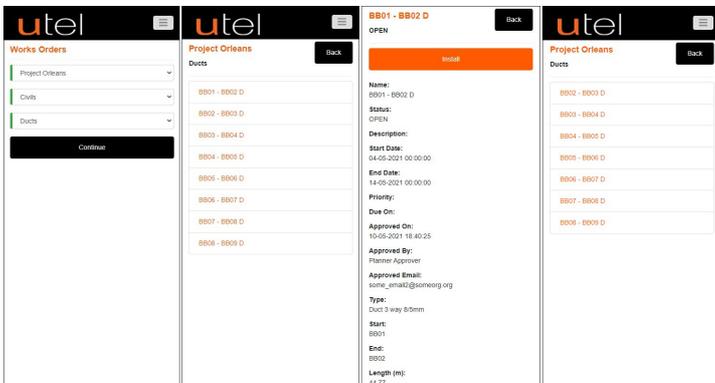


## Manholes. Select row of manhole to install. Details and **Install**.

Fastlight will automatically navigate back to the table after each install, until all are installed.

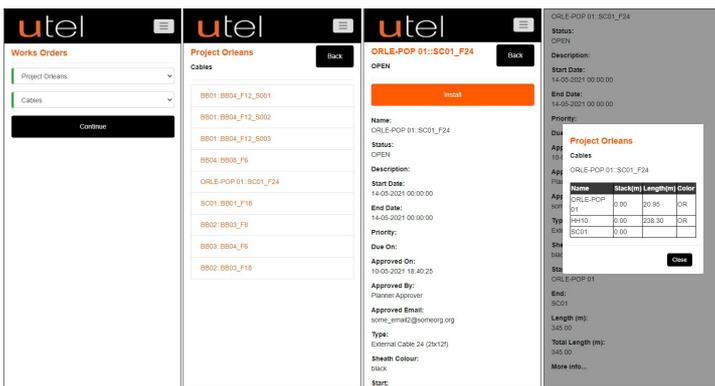


## Ducts. Stroll down on the Details page as there is more information provided.



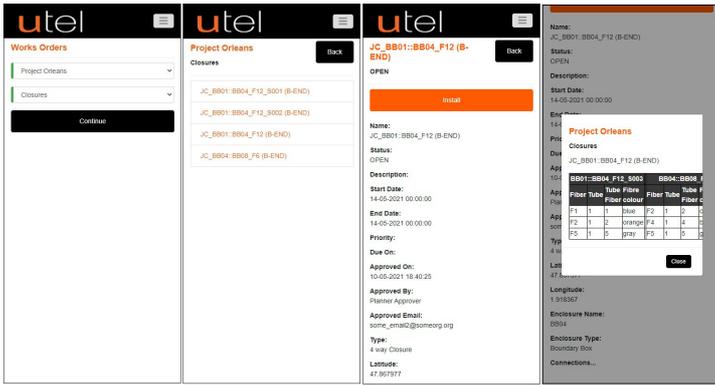
## Cables. Click on 'More Info' at the bottom on the screen.

A hyperlink will display a table with the length of cable between each item in the cable path.

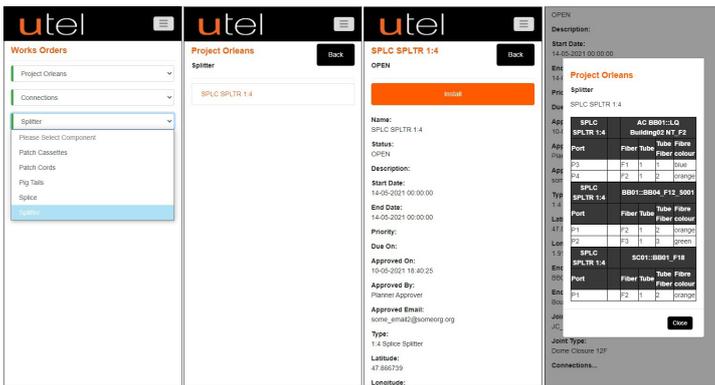


## Closures. Click on 'Connections' at the bottom on the screen.

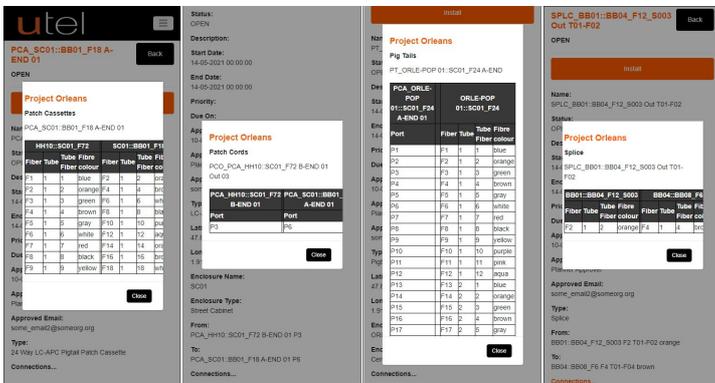
The hyperlink will display a table with the information required.



Connections; Splitter. The 'Connections' hyperlink will display a table with the details of how to connect.



The 'Connections' hyperlink will display a unique table for Patch Cassette/Patch Cords/Pigtails/Splice.





**UTEL Laboratories  
Wolves Farm Lane  
Hadleigh  
Suffolk  
IP7 6BH  
United Kingdom**

**Tel: +44 (0)1473 828 909  
Email: [training@utel.co.uk](mailto:training@utel.co.uk)**

**[www.utel.co.uk](http://www.utel.co.uk)**