



## RECEIVE WORK REQUESTS

**1** This is the home page for the MOJO web app. Select the menu button that has 3 horizontal lines across it.

**2** A list of menu options will populate; My Work, Add Hours, View Hours and Logout. Select My Work.

**3** (Optional) Type in a search term, WR #, building name, etc. The system will filter for the search terms you provide.

**4** (Optional) Select 'Sort By' and options will be provided. Select an option and WRs will be grouped by the selected option.

**Pro Tip:** In Chrome for Mobile, you can view this site in full-screen mode by selecting *Add to Home Screen* from the main browser menu. This will add an icon onto your home screen letting you open this site just like you would a native app!

User Name: AFM-MECHANIC  
 Role: MAINT-TECHNICIAN  
 Email: afm-mechanic@philasd.org  
 Employee ID: AFM-MECHANIC  
 Craftsperson ID: AFM-MECHANIC  
 First Name: | Last Name:

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# 1511297 Morton  
 Location: Exterior Drains  
 Problem: GENERAL PLUMBING|SEE DESCRIPTION FO  
 Description: Drain-Clear Clogged // Schoolyard - Clear clogged yard drain by gym exit . [ heavy iron grate is 32" x 28" ] Bob/Jim 10/2 they could not get the lid off Dave/Chris 10/23  
 Priority: 2-Important My Hours: 9.00  
 Status: Issued and In Process Total Hours: 9.00

# 1556561 Franklin HS  
 Location: BS:017:rm 17 landing number two amphitheatre seat  
 Problem: TRIM-MOULDINGS-COVE BASE|SECURE EXI  
 Description: rm 17 landing number two amphitheatre seating - re secure hanging cove base molding tripping hazard  
 Priority: 3-Standard My Hours: 35.00  
 Status: Assigned to Work Order Total Hours: 35.00

# 1537338 Alt Ed Cente  
 Location: BW Hours Code  
 Problem: BLANKET WORK - PLUMBING|HOURS CODE  
 Description: Blanket Work order. Hours Code. Do not close as per Tony Capucci  
 Priority: 5-Blanket Work My Hours: 1.00  
 Status: Issued and In Process Total Hours: 3896.00

## VIEW / UPDATE WORK REQUESTS & ADD HOURS

**5** Detailed Work Request information. Information presented will show location and type of problem.

**6** Additional information about the problem can be found in the description.

**7** Select additional information to view the Requestor, Requested Date, Priority and Problem Type.

**8** Click the "+" button to add hours to the WR.

**9** Verify the WR # and the correct mechanic is identified.

**10** Verify the correct date is selected. Clicking the small calendar button will open a calendar to select a different date if necessary.

**11** Record the number of hours worked in the appropriate hour field (Actual Hours, Overtime, Doubletime).

**12** Verify the Work Type by selecting the drop-down menu. The default is "Work" but you can select the District Codes to record all other hours.

**13** (Optional) Record comments about the work performed.

**14** (Optional) If the WR is entirely completed and requires no further action, you can check the completed box.

Work Request Details  
 Work Request Code: 1511297  
 Building Name: Morton  
 Floor:  
 Room:  
 Location: Exterior Drains  
 Problem: GENERAL PLUMBING|SEE DESCRIPTION FOR DETAILS  
 My Hours: 2  
 Total Hours: 2  
 Description: Drain-Clear Clogged // Schoolyard - Clear clogged yard drain by gym exit . [ heavy iron grate is 32" x 28" ] Bob/Jim 10/2 they could not get the lid off Dave/Chris 10/23  
 Status: Issued and In Process  
 Complete WR  
 Work History (2.00 hours)  

Date	Craftsperson	Type	Hours
Mon, Mar 14	AFM-MECHANIC	Work	1.00
Tue, Feb 23	AFM-MECHANIC	Work	1.00

 Additional information  
 Close

**9** Verify the WR # and the correct mechanic is identified.

**10** Verify the correct date is selected. Clicking the small calendar button will open a calendar to select a different date if necessary.

**11** Record the number of hours worked in the appropriate hour field (Actual Hours, Overtime, Doubletime).

**12** Verify the Work Type by selecting the drop-down menu. The default is "Work" but you can select the District Codes to record all other hours.

**13** (Optional) Record comments about the work performed.

**14** (Optional) If the WR is entirely completed and requires no further action, you can check the completed box.

**15** Verify all the information you have entered is accurate and then select the Save button to complete adding hours.

Add Work Hours  
 Work Request: 1511297  
 Craftsperson: AFM-MECHANIC  
 Date Worked: 04/26/2016  
 Actual Hours: 0.00  
 Overtime: 0.00  
 Doubletime: 0.00  
 Total Hours: 0.00  
 Work Type: Work  
 Comments: Enter Additional Comments Here  
 Completed?   
 Save Cancel  
 Work History (2.00 hours)  

Date	Craftsperson	Type	Hours
Mon, Mar 14	AFM-MECHANIC	Work	1.00
Tue, Feb 23	AFM-MECHANIC	Work	1.00

Date Worked: 05/06/2016

Actual Hour  
 Overtime  
 Doubletime  
 Total Hour  
 Work Type  
 Today Clear Close

Cancel Done  
 04 Personal Illness  
 11 Death in Family (5-Day)  
 12 Death in Family (3-Day)  
 13 Death in Family (1-Day)  
 19 Military Leave