



**MYTURF SUPPLEMENTAL MANUAL**  
*Supplemental Information to Online Interactive Manual*

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## INITIAL MYTURF PRO STARTUP

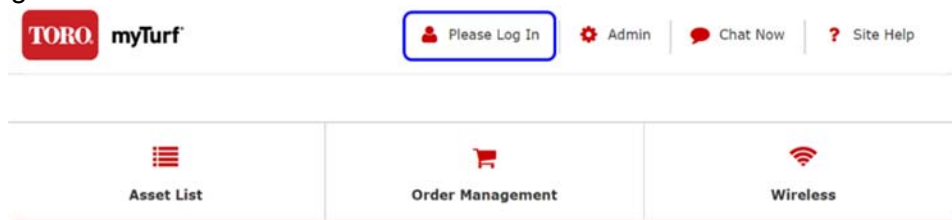
After successfully Enrolling through <https://myturf.toro.com/enrollment>

### To Login

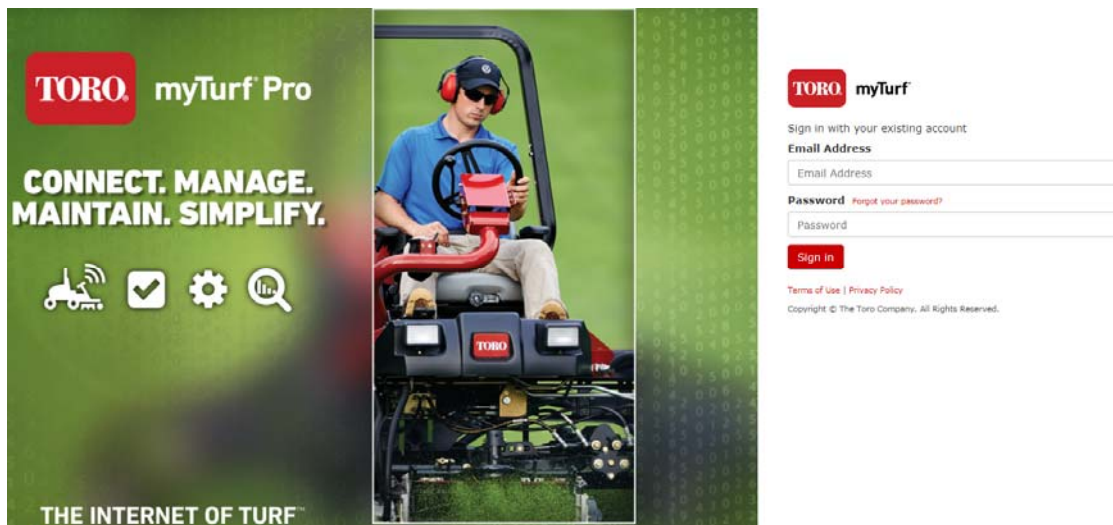
**NOTE:** Toro recommends using Google Chrome on a Windows or Android Operating System.

Visit: <https://myturf.toro.com>

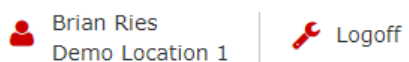
You will first be taken to a blank myTurf Page where you need to click on PLEASE LOG IN in the upper right:



You will then see a new Login Screen. Enter your Username (e-mail) and Password you entered in enrollment.



Once successfully logged in, you should see the main Navigation tabs for the system as well as your name and organization indicated in the upper right:



## Verify Information in your User Profile

Click on the User Profile Icon in the Upper Right Help Menu:



Verify your User Details correctly populated from Enrollment:

### Login Information

Email (User Name) *	<input type="text" value="myturf@outlook.com"/>
Password	..... <a href="#">Change Password</a>

### User Details

First Name *	<input type="text" value="Brian"/>
Last Name *	<input type="text" value="Ries"/>
Title	<input type="text" value="Asset Manager"/>
Country Code *	<input type="text" value="1"/>
Telephone Number *	<input type="text" value="555-555-5555"/>
Language *	<input type="text" value="English"/>

You should also see that you have been assigned the roles of Asset Manager and Entity Administrator for your location – This gives you full functional access to myTurf. You will now need to complete your Location Record.

## Accessing your Location Record

Click on the Admin Icon in the Upper Right Help Menu:



This takes you to the Admin Page, where you will need to view the Location Record by clicking on the edit icon next to the Location Name:



A large portion of the Location record will have been pre-filled out from the data you entered in enrollment.

### Location Details

Verify Correct information for your location. This address represents the physical location of your organization. There are separate addresses for invoicing and parts ordering we will cover in a little bit.

#### Location Details

---

Country *	United States ▼
Location Name *	Demo Location TCO
Display Name *	Demo Location TCO
Address Line 1 *	8111 Lyndale Ave S
Address Line 2	
City / Town *	Bloomington
State / Province / Region	Minnesota ▼
Zip / Postal Code *	55420

### Subscription Information

Verify the correct subscription information is represented.

#### Subscription

---

Subscription Level *	Pro ▼
<p><b>i</b> You will be billed at the completion of the 90-day Free Trial. You can manage your payment methods, schedule, or cancel your subscription at any time in Location Administration.</p>	
<p><input checked="" type="checkbox"/> I have read and understand <a href="#">myTurf Subscriptions Rates and Process</a></p>	
Payment Schedule *	Annually ▼
Preferred Subscription Invoice Method *	Paper Invoice ▼
Automatic Credit Card Option	<input type="checkbox"/> Pay by Automatic Credit Card
<p><a href="#">Automatic-Credit-Card-Form.pdf</a></p>	
<p><b>i</b> To request Automatic Credit Card payments, fill out form and send to <a href="mailto:myturfcustomer@toro.com">myturfcustomer@toro.com</a>. Available in U. S. &amp; Canada only.</p>	

#### U.S. Tax Exempt Organization

---

Tax ID	XX-XXXXXXX
--------	------------



Complete Subscription Invoice Contact and Address Information – If you are a Pro Subscriber or upgrade in the future, this is the details of where and to whom subscription invoices should be sent. This may be an administrator or an accounting office, etc.

### Subscription Invoice Contact Info

---

Contact Name *	<input type="text" value="Brian Ries"/>
Email *	<input type="text" value="myturf@outlook.com"/>
Telephone Country Code *	<input type="text" value="1"/>
Area / City Code Telephone Number *	<input type="text" value="9528878817"/>

### Subscription Invoice Address

---

Country *	<input type="text" value="United States"/>
Address Line 1 *	<input type="text" value="Demo Location TCO"/>
Address Line 2	<input type="text"/>
City / Town *	<input type="text" value="Bloomington"/>
State / Province / Region	<input type="text" value="Minnesota"/>
Zip / Postal Code *	<input type="text" value="55420"/>

### Labor, Wage, and Fuel

Maintenance Labor Wage, Operator Wage, and Fuel Cost are used for Total Cost of Ownership and Operation Tracking. All Wages and costs can be updated at any time and will affect costs going forward (not previously recorded costs)

Maintenance Labor is used to calculate cost of maintenance in the system. Your Maintenance Labor can be Users or you can add non-users to track. Wage should be “complete” wage for hour.

#### Maintenance Labor (18)

ⓘ Please ensure your use of this section is consistent with local data privacy laws. + Add New Labor

Delete	Last Name	First Name	Personal Wage Per Hour
	<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text" value="\$ 45.00"/>

Operator Labor is an average of Operator Wage across all equipment and is used to estimate Cost of Operation.

**Operators**

Average Wage Per Hour    \$    16.50

Fuel Costs are used to enable Fuel Usage Tracking across your equipment. Enter a current fuel cost for any fuel you currently utilize and wish to track.

**Fuel Cost**

Fuel Type	Unit Of Measure	Fuel Cost Per Unit Of Measure
Unleaded Gas / Petrol	Gal	\$ 2.99
Diesel	Gal	\$ 3.99

**Locale Settings**

Update Locale Setting for your region/Location. While not all of these are used in the system, currently, they should be set for when we activate new capabilities in the system.

Locale Settings

Date Format \*    MM/DD/YYYY

Start of Week \*    Sunday

Time Format \*    12H (AM/PM)

Time Zone \*    GMT - 6:00 - Central

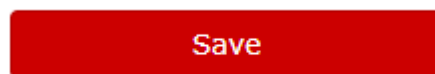
Currency Type \*    US Dollar

Odometer \*    Mile

Number Format \*    1,000.00

**Save**

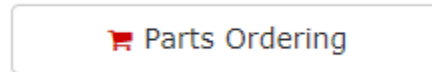
Click Save in the Right-hand Navigation column to save your changes.



You will see a success modal, or the system will highlight any required fields that are missing data.

### Parts Ordering Details

Click on the Parts Ordering Button in the right-hand Navigation column.



On the Parts Ordering page...

Make sure your correct Toro Distributor is selected:

#### Distributor Details

Distributor Name \*

MTI Distributing, Inc. ▼

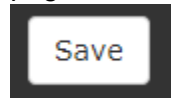
Ensure the correct e-mail to send confirmation of online orders to is set:

#### Parts Ordering Confirmation Email

Confirmation Email \*

test127@test.com

Use the Save Button at the bottom of the page to save any changes.



### Ordering Address Details

myTurf utilizes 3 address types for parts ordering: Sold-To, Bill-To, Ship-To. These addresses should correspond to what your Toro Distributor has in their ERP system for you (parts ordering). One address can serve all three purposes or you may have 2 or more different addresses depending on your organization.

Click on the Edit Icon next to your Address:



On the Address Modal:

- Make sure address information is correct
- The right Type(s) is/are selected for the address
- There must be one Primary for each address type (so if you only have one address, it should be marked as Primary)
- Make sure the “request verification” is selected (this ensures your Distributor verifies your Address – This must happen before you can order parts online)
- Click Save

**Edit Address** ✕

---

**Address Type \***  **Ship-To**  **Primary**

---

**Bill-To**  **Primary**

---

**Sold-To**  **Primary**

---

**Country \***  ▼

**Location Name**

**Address Line 1 \***

**Address Line 2**


**City / Town \***

**State / Province / Region**  ▼

**Zip / Postal Code \***

**Request Address Verification**

---

**Save** **Cancel** 

Once the modal closes, click the Save Button at the bottom of the page to ensure all updates are saved..

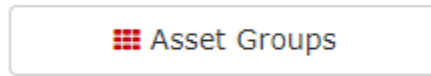


Click on Location Record in the breadcrumbs to return to the Location Record



### Asset Groups

Click on the Asset Groups Button in the right-hand Navigation column. Asset groups are used to organize your assets in the Location.



On the Asset groups page, you should have a default Group for each Asset Type. You can edit the name of this group by clicking on the edit icon or add additional groups using the Create new Group Button:



Clicking this Button will open up a modal where you can select the Asset Type and Name the Group:

**Create New Group** ×

---

**Asset Type**

**Group Name \***

**Create** **Cancel**

Once you click Create and the Group displays in your Asset Group list, you need to click SAVE at the bottom of the page:

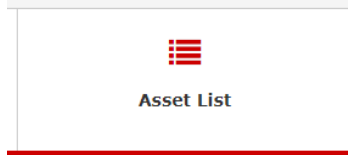


**Note:** The Parts Groups are not Editable.

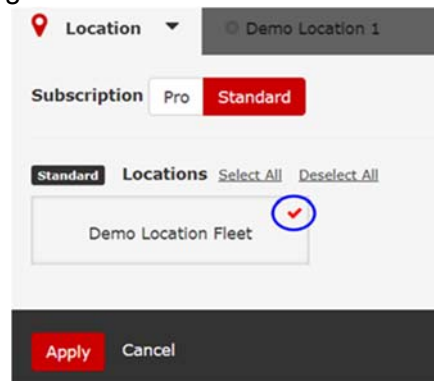
This completes Necessary Updates to Location Record. Proceed to Asset List to Load an Asset.

## Adding Assets

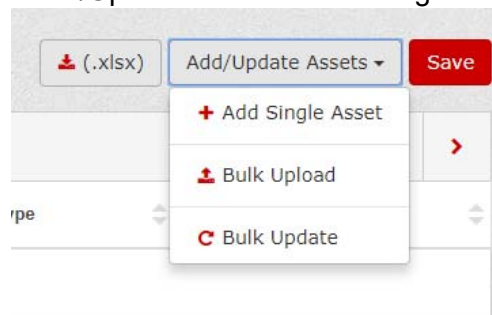
Click on the Asset List Tab of the Main Navigation.



While on the Asset List, go to the “Location Selection” in the upper left of the User Interface (UI) and ensure your Location is selected (red check mark). A location name may be displayed without the actual location being selected.



On the Asset List, click on the Add/Update Assets > Add Single Asset in the Upper Right:



This opens a Blank Asset Record. Fill out the (minimum) Required [Basic] Information (red asterisk) on the form.

Required Field (Column Header)	Example	Format Requirements
Asset I.D.	5010-H #1	15 Characters
Make	Toro	Alphanumeric Text
Model	03674	Alphanumeric Text
Serial Number	316000123	15 Characters
Description	My Reelmaster Hybrid	Alphanumeric Text
Date of Acquisition	04/07/2017	MM/DD/YYYY

It is highly recommended you also enter current Operating Hours to ensure proper initial download of the maintenance schedule for this equipment.

As Example:

## Basic Information

---

**Asset Type \***

**Status \***

**Location Assignment \***

**Group Assignment \***

**Asset ID \***

**Make \***

**Model \***

**Model Year**

**Serial Number \***

**Description \***

**Date Of Acquisition \***

## Operating Hours: Utilization

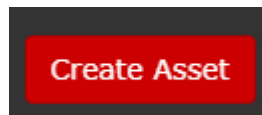
---

**Utilization Type**


**Connectivity**  To assign a WHM go to [Wireless Administration](#).

**Total Utilization**  hr

Click "Create Asset" at the bottom of the Modal:




You should see a success modal.

 **Success** ×

---

You have created the following asset(s):  
**5010-H #005**

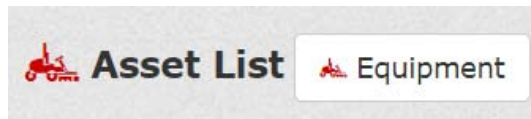
 To review or edit, go to the [Asset Record](#).

---

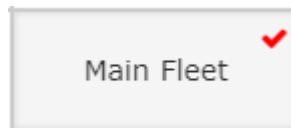
[Close](#)

Close and Return to Your Asset List.

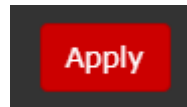
On the Asset List, you must select the Group (to view) that you added the added the Asset to, Click on the Equipment button at the top of the Asset List




Ensure the correct Group is selected (red checkmark)



Click Apply

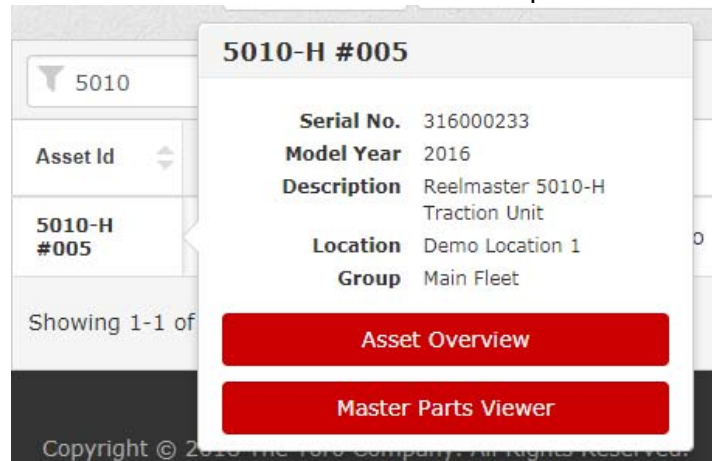


You should be able to see your new Asset in the Asset List.

Asset Id	Status	Make	Model	Operating Hours
5010-H #005		Toro	03674	0 hr



Click on the Asset ID and select Asset Overview from the Popover:



The Asset Overview is where you will access all the Key Resources for this Toro Asset (Manuals, etc.).

**Asset Overview - 5010-H #005**  Mark Unit Unavailable

<b>Status</b> Active	<b>Location</b> Demo Location 1
<b>Make</b> Toro	<b>Group</b> Main Fleet
<b>Model</b> 03674	<b>Warranty Expiration Date</b>
<b>Serial No.</b> 316000233	

**Description**  
Reelmaster 5010-H Traction Unit

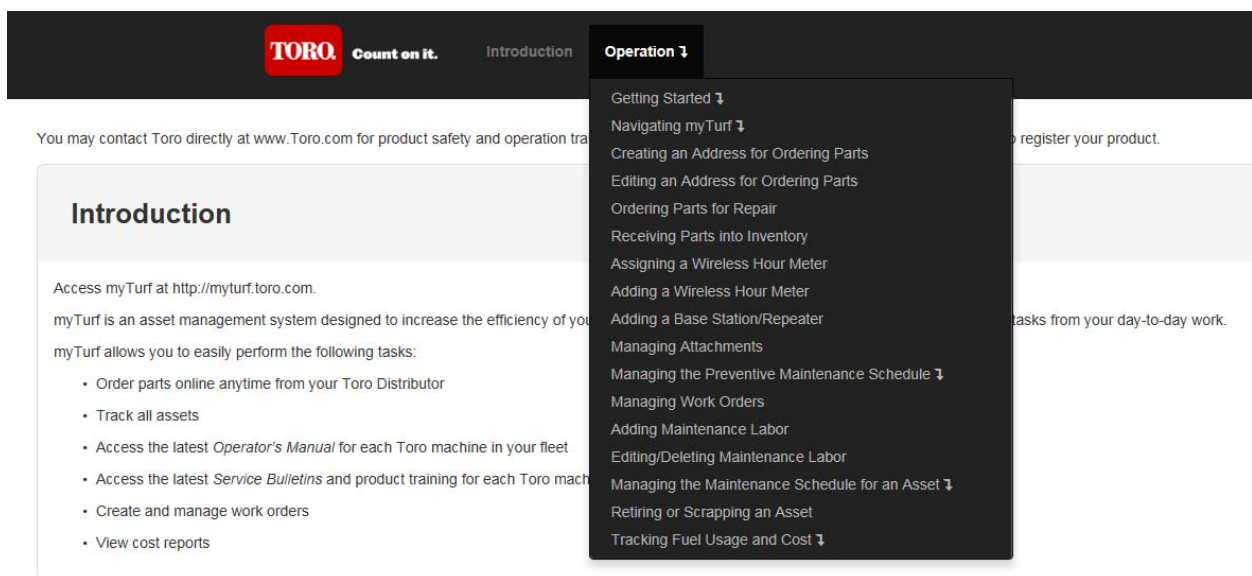
Resources
Maintenance Schedule
Maintenance History
Master Parts Viewer
Parts Catalog (.pdf) (1)
Service Bulletins (0)
Service Manuals (10)
Operator Manuals (15)
My Uploads (0)
Training Videos (0)
Product Training (0)

## Initial System Startup Summary

This completes the initial basic setup of the myTurf System. For additional Instruction, utilize the site To learn about features in the new system, visit the interactive user manual by clicking on the “Site Help” link in the upper right-hand corner of myTurf.



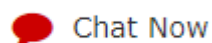
When you access the User Manual, the “Operations” Link at the top of the page provides a drop-down index of sections that you can click to take you directly to that section:



You can also view instructional Videos and Application Notes at:

<https://www.mytoronsn.com/myturf/videos/>

For general question or help with myTurf, use the “Chat Now” button in the top right to chat with a Toro NSN Support Technician.



For questions regarding Account, Subscription Invoicing, or Verification of Parts Ordering Addresses, contact the myTurf Administrator at: [myTurfCustomer@Toro.com](mailto:myTurfCustomer@Toro.com)

## MODIFYING MYTURF SUBSCRIPTION

myTurf provides customers with the ability to set and modify their subscription levels between the Standard (no fee) level and Pro (full-featured paid subscription level). If a customer wishes to completely cancel their myTurf account, they would need to contact [myTurfCustomer@Toro.com](mailto:myTurfCustomer@Toro.com).

### Modifying Subscription

Subscription is managed in the Admin section as part of the Location Record.

### Accessing your Location Record

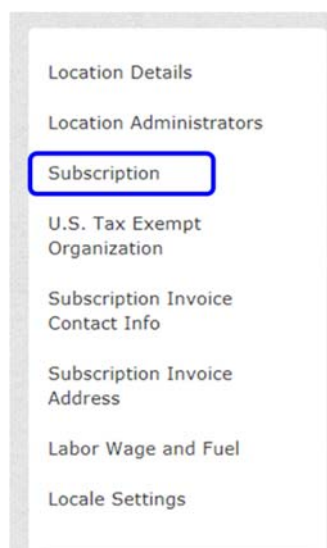
Once you are logged in, click on the Admin Icon in the Upper Right Help Menu:



This takes you to the Admin Page, where you will need to select the specific Location you want to edit using the edit icon next to the Location Name:

	Location Name	MyTurf Display Name	Address Line 1	City / Town	State / Province / Region
	Demo Location 1	Demo Location 1	test address	Bloomington	Minnesota
	Demo Location Fleet	Demo Location Fleet	Demo Location 1	Bloomington	Minnesota
	Demo Location TCO	Demo Location TCO	test address	Bloomington	Minnesota

Once in the Location Record, click on Subscription in the right-hand Navigation Menu – This will take you to the subscription section of the Location Record.



Within the Subscription section of the Location Record, you are able to self-select and modify your subscription level between Standard (no fee version of myTurf) and Pro (paid subscription version of myTurf). You also have the ability [for the paying subscription level] to modify billing options.

## Subscription

---

**Subscription Level \***    
    
    
    
 completion of the 90-day Free Trial. You can manage your payment methods, schedule, or cancel your subscription at any time in Location Administration.

I have read and understand [myTurf Subscriptions Rates and Process](#)

**Payment Schedule \***

**Preferred Subscription Invoice Method \***

**Automatic Credit Card Option**  Pay by Automatic Credit Card

**i** To request Automatic Credit Card payments, fill out form and send to [myturfcustomer@toro.com](mailto:myturfcustomer@toro.com). Available in U. S. & Canada only.

If you upgrade from Standard to Pro, the full features of the Pro level will be available to you as soon as you save the changes.

For details on subscription levels, visit: <https://www.toro.com/en/myturfpro/subscription-rates>

### **90-Day Free Trial**

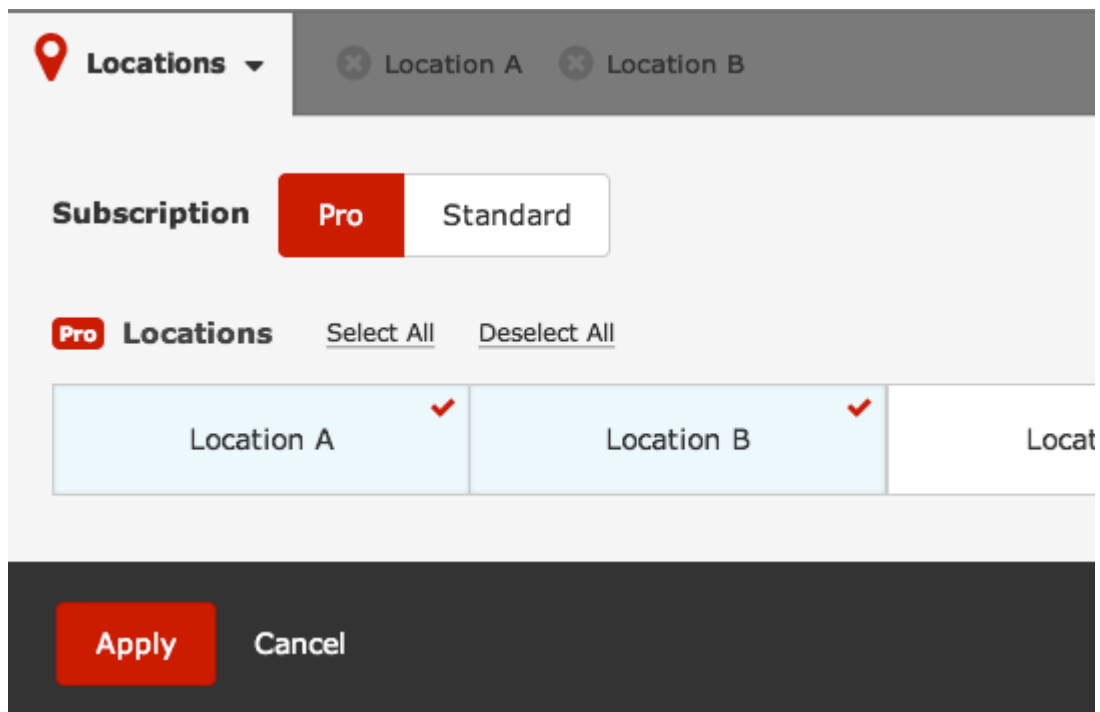
All customer Locations receive a 90-Day Free Trial the first time they use the Pro Version (either at new enrollment or at first upgrade from Standard). If the Location is subsequently reset to Standard and later upgraded to Pro, again, the 90-day Free Trial will no longer be available and invoicing will commence at time of upgrade.

## LOCATIONS & GROUPS

### Location Overview

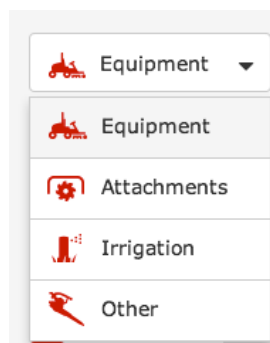
myTurf Pro is designed to facilitate views “across Locations” for Multi Location (Golf Course) Management Companies. However, like myTurf TCO, single Location customers will not be hampered by this in their management.

For major “sections” of myTurf Pro (Dashboard, Asset List, Maintenance Due, Order Management, Parts Inventory, Wireless Administration), Users can select to view data from one or more Locations (*of the same subscription level* – Pro or Standard) simultaneously:



### Group Overview

Within Pages of myTurf Pro that deal with specific Assets (Asset List, Maintenance Due), users will also be able to select the “Asset Type” and the “Groups” of Assets they want to view from the above selected Locations:



### Filter Assets by Group ✕

Equipment ▼

Pro

**Location A**

[Select All](#)

[Deselect All](#)

Equipment Group 1 <span style="color: red; font-weight: bold;">✓</span>	Equipment Group 2	Equipment Group 3	Equipment Group 4
---	-------------------	-------------------	-------------------

Pro

**Location B**

[Select All](#)

[Deselect All](#)

Equipment Group 1 <span style="color: red; font-weight: bold;">✓</span>	Equipment Group 2	Equipment Group 3	Equipment Group 4
Equipment Group 5	Equipment Group 6	Equipment Group 7	

Apply

Cancel

A “Group” within myTurf Pro is a grouping of Assets for the purpose of organization and management. This is similar to a “Fleet” in myTurf TCO. However, there are two considerations:

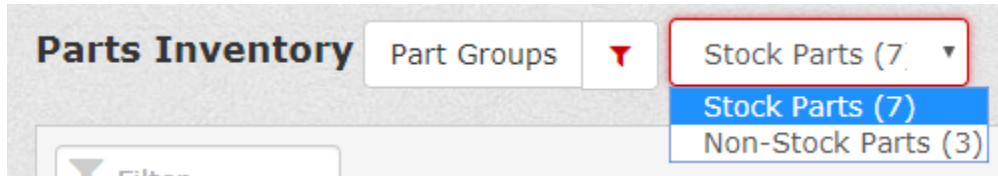
1. *A Group can only be comprised on one Asset Type* (Equipment, Attachment, Irrigation, or Other)
2. *On the Asset List and Maintenance Due, only one Asset Type (associated groups) can be viewed at a time.* The exception is when viewing Maintenance Due on a Single Asset – In this view, maintenance for both the Traction Unit and the Assigned Attachments (Parent-Child relationship) is represented.

This enables, for the various pages, selecting the cross section of products you want to see information on across Locations and Groups of a Selected Asset type.

Location Administrators can manage their Groups within the Location Admin Pages (create / name new groups).

## Parts Groups

Parts can be thought of as a different type of asset beyond the four main ones. For Parts Inventory, there are 10 pre-set Parts Groups that Parts can be organized in. In myTurf TCO, there was Preventive, Repair, Stock, and Non-Stock. In myTurf Pro, Stock and Non-Stock are an Attribute of a Part (any Group can have Stock and Non-Stock Parts).



In both the Dashboard and Parts Inventory, you can filter the information you are viewing by the 10 Parts Groups (multi-select 1 to all groups):

**Filter Part By Group** ×

---

**Pro** Locations Demo Location 1 [Select All](#) [Deselect All](#)

Chemical	Cutting Unit	Filter / Belt	Irrigation	Lubricant	Other
Preventive	Repair	Tine	Tire / Wheel		

**Apply** Cancel

## ASSET TYPES

### Asset Type Overview

In myTurf TCO, there was only one “Asset Type” – Equipment. This caused issues for some customers who wanted to track Attachments separately, or add in other assets like chainsaws, etc., to track. In myTurf Pro, there are now 4 Asset Types:



#### **Equipment**

Equipment is similar to what was in myTurf TCO. In myTurf Pro, this is intended to represent Toro and non-Toro Traction Units.



#### **Attachments**

Attachments are for Attachments or Accessories (cutting units, etc.) that Asset Managers want to Track separate from the Equipment Traction Unit. Attachments can be “assigned” to an Equipment Asset to create a Parent-Child relationship for the purposes of utilization tracking and maintenance.



#### **Irrigation**

Irrigation Assets allow you to track maintenance on your Toro Irrigation products and easily access reference materials and parts ordering for these products.



#### **Other**

Other represents a “catch all” category for anything no covered by the above categories, this can be handheld devices, trees, building, or anything else you want to calculate cost of ownership and track/manage maintenance on.

**Note:** Only Pro Subscriptions have this Asset Type available

Each of these Asset Types has a different set of information available to track within their Asset Record – This will affect what is displayed within the Asset List for each Asset type.

When you view the Asset List and Maintenance Due List, you can only view one Asset type at a time.



## Attachments

One of the new Asset types in myTurf Pro are Attachments. Attachments are Assets that “Attach to” or are “Accessories for” Traction Units (Equipment Assets). The easiest example is Cutting Units for a mower. Within myTurf Pro, Attachments are created as unique Assets with their own Groups and then assigned to a Parent Traction Unit.

After the Parent-Child linking is complete, Attachments will accrue operating hours at the same rate as the Parent Traction Unit – The hours don’t have to be the same, they just accrue at the same rate.

Attachments, as unique Assets, also have their own Maintenance Schedules. And, while Maintenance due for Attachments will appear on the Maintenance Due List – Single Asset for a Parent Traction Unit, they must have their own Work Orders.

Also, since Attachments (e.g. Cutting Units) are sometimes rotated between Parent Traction Units, Cost of Maintenance is tracked and reported separately from the Parent Traction Units.

## Assigning Attachments

Once the Parent Asset and the Attachment Asset(s) are in myTurf, assignment is easily completed via the “Manage Attachments” button on the Parent Traction Unit Asset Overview page:



**Note:** There is also a “Create Attachments” Button on the Asset Overview – This opens a blank Attachment Asset Record for creating a new Asset.

The Manage Attachments button opens a modal which allows the user easy ability to select Assets from Attachment Groups to link to the Parent Traction units (or remove others previously linked:

## Manage Attachments ✕



<b>Asset ID</b>	<b>GM4500D</b>	<b>Serial Number</b>	316000095
<b>Make</b>	Toro	<b>Location</b>	Location A
<b>Model</b>	30873	<b>Group</b>	Equipment Group 1

To assign attachments select from the list below.

**Attachments: Location A (50)**

- Attachment Group 1 ^
- GM4500D CU** Toro (30834) ✓
- SR1494** Toro (22661)
- TB1A6C** Toro (56802)
- Attachment Group 2 v
- Attachment Group 3 ^

**Assigned Attachments (1)**

Attachment Group 1

**GM4500D CU** Toro (30834)

**Save**

There are two potential icons next to Attachments Assets in the list:  
 Red Checkmark – Selected for this Parent Traction Unit

**GM4500D CU** Toro (30834) ✓


Gray Link – Already “Attached” to another Asset:

**JAKE04** Jacobsen (62284) 🔗

**Note:** If an Attachment assigned to another Asset is selected, it will break the previous assignment and move the attachment to the new parent asset.

Once all selections are made and saved, the Asset Overview will now reflect the Attachments and their current Maintenance Status:

## Assigned Attachments (1)

<b>Asset ID</b>	<b><u>GM4500D CU</u></b>
<b>Make</b>	Toro
<b>Model</b>	30834
<b>Description</b>	27in Rotary Cutting Unit
<b>Maintenance Status</b>	 Work Order Created / Tasks Assigned

**Tip:** Depending on how you want to manage, you could create an Attachment Asset for every Cutting Unit, or like the example above, you could have one Asset representing all [5] Cutting Units.

### **Asset List Display**

When viewing Equipment in the Asset List, there is a column for Attachments. This column will display a Number (number of Attachment Assets assigned to that Equipment Asset), as well as a potential yellow wrench and screwdriver icon (indicating there is a maintenance notification on at least one of the attachments):

**Attachments**   
**1** 

The number (underlined) has a popover when clicked. This popover lists all attachments assigned to that Equipment Asset and the Maintenance Status of each. Plus, links to “Manage Attachments” Modal (selecting and se-selecting attachments for the Parent Equipment) and Maintenance Due List – Single Asset for the Parent Traction Unit:

### Maintenance Due List – Single Asset

When you view the Maintenance Due List – Single Asset for a Parent piece of equipment, it will also list Maintenance Due on Attachments (indicating that if the unit needs maintenance, that Attachments need it as well). Attachments are indicated by their unique Asset I.D. and a gray Attachment Icon:

<input type="checkbox"/>	<u>GM4500D CU</u>		Sharpen blades
<input type="checkbox"/>	<u>GM4500D</u>		Torque set screws securing drive shafts to gear boxshafts driven pulleys Make sure belts are properly tensioned

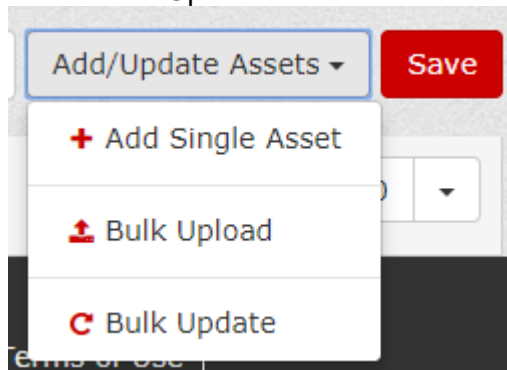
**Note:** Because the Attachment is a unique Asset, any Maintenance needs to be on a separate Work Order from Maintenance on the Parent Traction Unit.

## BULK UPLOAD ASSETS

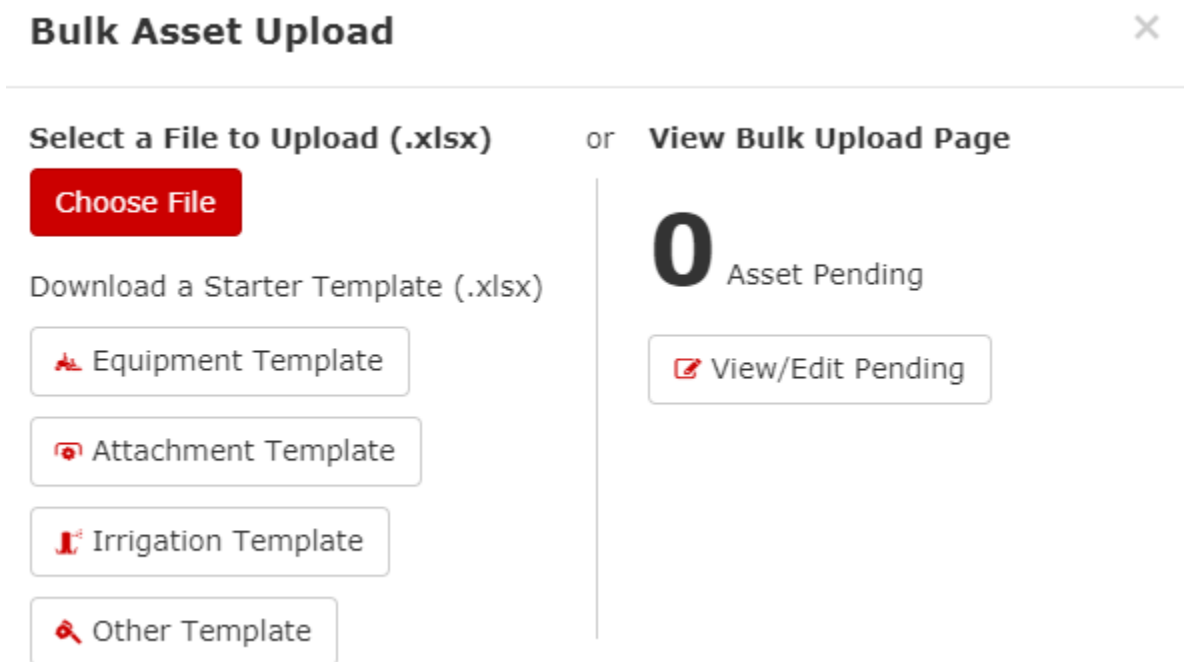
myTurf Pro includes functionality to load Assets or Parts into your system “en masse” using a Bulk Upload with Excel Spreadsheet rather than loading them one-by-one.

### Bulk Upload Assets

To access the Bulk Upload functionality on the Asset List, Click on the “Add/Update Assets” Button in the upper right and select Bulk Upload:



The next modal will give you an opportunity to download the template for each asset type or to select an existing template already filled out to upload, or view Assets previously uploaded but not yet assigned to Groups (i.e. Pending):



The Templates are Excel Spreadsheets with each row representing one Asset and the Columns Representing the Fields from an Asset Record.

The ‘Minimum’ required Entries (fields) for the four Asset types are all part of what we refer to as “Basic Information”, they are highlighted in the templates with Yellow Headers and an asterisk (\*):

	B	C	D	E	F	G	N	O
1	Equipment							
2	Asset ID*	Make*	Model*	Model Year	Serial Number*	Description*	Utilization Type	Total Utilization
3								
4								

## Required Fields

The following charts detail the required fields for each Asset Type:

### Equipment Assets

Required Field (Column Header)	Example	Format Requirements
Asset I.D.	5010-H #1	15 Characters
Make	Toro	Alphanumeric Text
Model	03674	Alphanumeric Text
Serial Number	316000123	15 Characters
Description	My Reelmaster Hybrid	Alphanumeric Text
Date of Acquisition	04/07/2017	MM/DD/YYYY*

\*Format may change based on Locale Settings in Location Admin

### Attachment Assets

Required Field (Column Header)	Example	Format
Asset I.D.	GM4500D CU	15 Characters
Make	Toro	Alphanumeric Text
Model	30834	Alphanumeric Text
Description	27in Rotary Cutting Unit (x5)	Alphanumeric Text
Date of Acquisition	06/23/2017	MM/DD/YYYY*

\*Format may change based on Locale Settings in Location Admin

### Irrigation Assets

Required Field (Column Header)	Example	Format
Asset I.D.	Network VP #2	15 Characters
Make	Toro	Alphanumeric Text
Model	Network VP	Alphanumeric Text
Asset Category	Controllers	Choose from Selection list
Description	Network VP on Hole 2	Alphanumeric Text
Date of Acquisition	10/15/2016	MM/DD/YYYY*

\*Format may change based on Locale Settings in Location Admin

### Other Assets

Required Field (Column Header)	Example	Format
Asset I.D.	Blower Vac 001	15 Characters
Make	Toro	Alphanumeric Text
Model	51988	Alphanumeric Text
Description	Gas Blower Vac	Alphanumeric Text
Date of Acquisition	03/24/2017	MM/DD/YYYY*

\*Format may change based on Locale Settings in Location Admin

**Note:** Other “Required Fields” (Status, Location, Group) will be completed once the Assets have been uploaded and are in the “pending” area.

To Upload a Spreadsheet, select “Choose File” from the Bulk Upload Modal and select the file from your computer.

Once you have uploaded, the Bulk Upload Modal closes (this is a known issue) – Re-open the Modal and click View/Edit Pending It is possible the number of Assets “Pending” has not updated due to need for a Page Refresh to update the interface:

## Bulk Asset Upload ✕

---

**Select a File to Upload (.xlsx)**

Choose File

Download a Starter Template (.xlsx)

🔧 Equipment Template

📎 Attachment Template

💧 Irrigation Template

🔍 Other Template

**or View Bulk Upload Page**

17

Asset Pending

📄 View/Edit Pending

↑

This will direct you to the “Pending Page”. At the top of the Pending Page, you can select which Asset Type you are working with (Assets are categorized into their appropriate Types based on the template used):

**Bulk Asset Uploads** 🔧 Equipment (17) ▾

If you need to Edit any of the data for an Asset, the far-right hand column of the table opens all the Asset Record Data for edit (View/Edit Button):

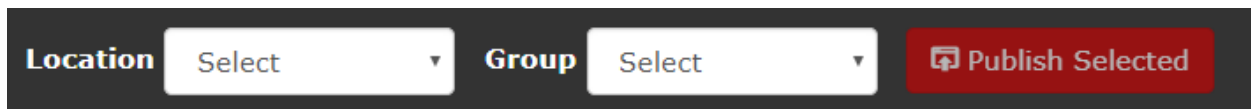


The screenshot shows a form with a date field containing '10/6/2017' and a 'View/Edit' button. Above the date field is a label 'Date Of Acquisition' and a calendar icon. To the right is a label 'Other Fields' with a dropdown arrow. At the top right are navigation arrows and a series of dots.

When you are ready to assign assets a Location and group and “Publish” them to your Asset List, you first select which Assets:

Select	Asset Id
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	EQP 010818-VI
<input checked="" type="checkbox"/>	EQP 010818-V

And then, at the bottom of the page, you select which “Location” and “Group” the Assets are assigned to and click “Publish Selected”:



The screenshot shows a dark grey bar with two dropdown menus labeled 'Location' and 'Group', both with 'Select' as the current value. To the right is a red button with a white icon and the text 'Publish Selected'.

This moves the Assets from Pending Bulk Upload and makes them Active Assets in your Asset List.



## RETIRE & SCRAP (DELETE) ASSETS

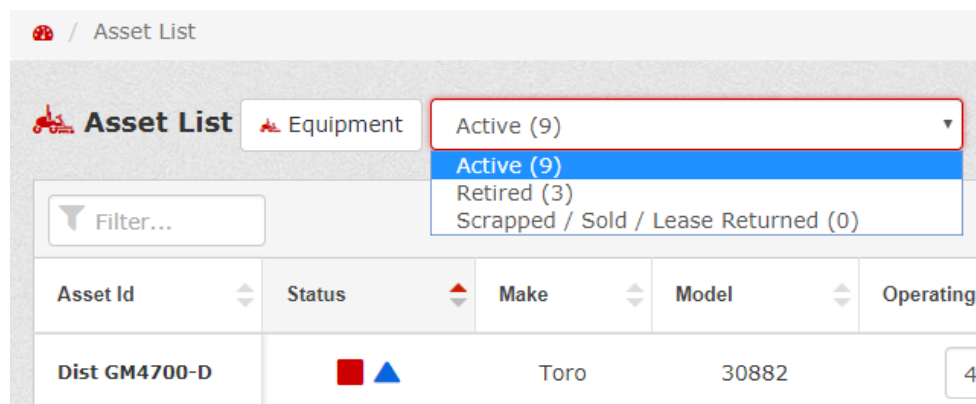
### Asset Status Overview

An Asset can have one of three states as it relates to its manageability in the system:

Status	Description
<b>Active</b>	Active member of your Assets. This Asset is currently being managed, operated and is part of your maintenance program. You will receive maintenance alerts on this Asset (Pro)
<b>Retired</b>	This Asset is no longer Active. You still wish to be able to use its data in reports. This Asset may still, physically, exist at your location, but it is mothballed or used for spare parts. Maintenance Status on this Asset does not report to the Dashboard or the main (multi-asset) "Maintenance Due List".
<b>Scrapped / Sold / Lease Returned</b>	You no longer have physical possession of this Asset. After a designated date, this Asset will be deleted from your Inventory and will no longer be available in reports, etc.

### Asset Display in Asset List

Any Group may have Assets in one of the three statuses. Within the Asset List, you can select from a dropdown (next to the Asset Type / Group Selection) which Asset State you want to view:



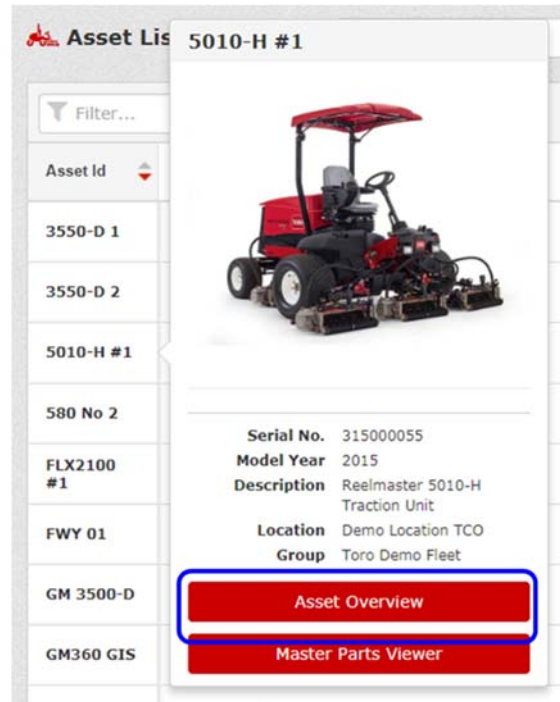
To change status of an Asset, you will need to go to the Asset record for that Asset.

## Management of Status

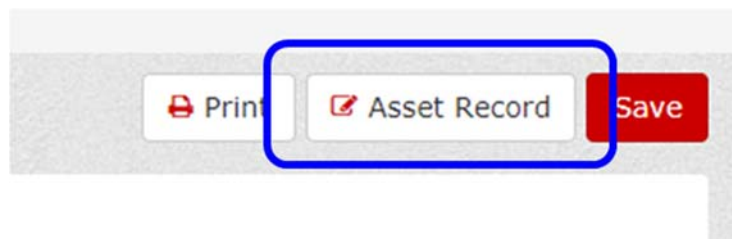
Asset Status is managed within the Asset Record.

To Get to the Asset Record:

1. Click on the Asset I.D. in the Asset List and then in the popover that appears, click on “Asset Overview”:



2. In the upper right-hand corner of the Asset Overview, click on the Asset record Button:



Typically, when you create an Asset, it will be “Active”.

Asset Type \* Equipment


Status \* Active

Location Assignment \* Demo Location TCO #

### To Retire an Asset

Retiring an Asset means it will no longer appear as one of your Active Assets and you will no longer receive maintenance Alerts (Pro).

Select “Retired” as status in the Asset Record. Set (new field) Date of Retirement and Save. This will record when the Asset was Retired. Save the edits to the Asset Record.

**Asset Type \***  Equipment ▼

**Status \*** Retired ▼


**Date Retired \*** 10/31/2017 

**Location Assignment \*** Demo Location TCO # ▼


### To Delete an Asset from your System

The Status of Scrapped / Sold/ Lease Returned means you no longer have physical possession of this Asset. At a specified date, the Asset will be deleted from your system (no longer available for reports, etc.).

Select “Scrapped / Sold / Lease Returned” as status in the Asset Record. Set (new field) Asset end date – this is the date the Asset will be deleted from your system. We recommend setting asset End Date as January 1 of the following year, but you can set it for the next day, if desired. Click “Save” to save your the edits to the Asset Record.

**Asset Type \***  Equipment ▼

**Status \*** Scrapped / Sold / Lea ▼

**Asset End Date \*** 01/01/2018 

**Location Assignment \*** Demo Location TCO # ▼

## FUEL TRACKING

### Fuel Tracking Overview

myTurf Pro includes new functionality to track fuel usage / cost for Equipment. This data is included as an element in both the Utilization Report and the Total Cost of Ownership report.

There are 2 primary ways to track the fuel usage for Equipment:

- Entry of Full Fill (Fill-up) Amounts or update of Fuel Used YTD
- Use of an Estimated Amount / Operating Hour

### Fuel Tracking Setup - Location

To setup Fuel Tracking, start by filling out the Fuel Cost Table in your Location Record (Location Administration). In this table, you can update the Unit of Measure for each fuel type and the cost per unit of measure.

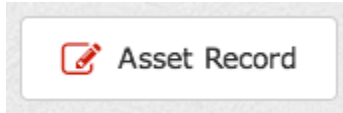
#### Fuel Cost

Fuel Type	Unit of Measure	Fuel Cost per Unit of Measure
Unleaded / Petrol	Gal	\$ <input type="text"/>
Diesel	Gal	\$ <input type="text"/>
Biodiesel	Gal	\$ <input type="text"/>
Ethanol	Gal	\$ <input type="text"/>
LPG - Propane	Gal	\$ <input type="text"/>
CNG - Natural Gas	Lbs	\$ <input type="text"/>
Electric	KWh	\$ <input type="text"/>
Other	UoM	\$ <input type="text"/>

**Note:** Costs can be updated as frequently as needed. Changes only affect usage cost going forward, not what has already been

## Fuel Tracking Setup – Asset

For any asset the user wants to track fuel usage on, they must go to the Asset Record to setup for that Asset. The Asset Record is accessed via the Asset Overview.



In the Asset Record, Navigate to the Fuel Tracking section:

### Fuel Usage

---

<b>Fuel Type</b>	<input type="text" value="Select one"/>
<b>Fuel Tracking Method</b>	<input type="text" value="Fuel Fill"/>
<b>Fuel Fill</b>	<input type="text" value="0"/> gal
<b>Fuel Usage YTD</b>	<input type="text" value="0"/> gal

Select:

- Fuel Type – Corresponds to the Fuel Cost Table in Location Record
- Fuel Tracking Method
  - *Average Fuel Usage*
    - Set Fuel per Utilization (Operating Hour or Mile/Kilometer)
    - Input Fuel Used YTD

<b>Fuel Tracking Method</b>	<input type="text" value="Average Fuel Usage"/>
<b>Fuel Per Utilization</b>	<input type="text" value="0"/> gal
<b>Fuel Usage YTD</b>	<input type="text" value="0"/> gal

- The system will automatically increment Fuel YTD as the Asset accrues Operating Hours or Miles/Kilometers. This provides an estimated fuel usage.

- **Fuel Fill**
  - Input Fuel Used YTD (input in Fuel Fill Amount will increment Fuel YTD by that amount)

**Fuel Tracking Method** Fuel Fill ▼

**Fuel Fill**  gal

**Fuel Usage YTD**  gal

Once you save the settings for the Asset, the system will be ready to track fuel for that Asset.

### **Inputting Fuel Used**

If the user selected Average Fuel Usage, the system will automatically estimate (add to YTD Total) fuel used based on incrementing of the Utilization. The only action the user needs is to maintain the Fuel Cost table.

If the user selected Fuel Fill, they track fuel usage by either:

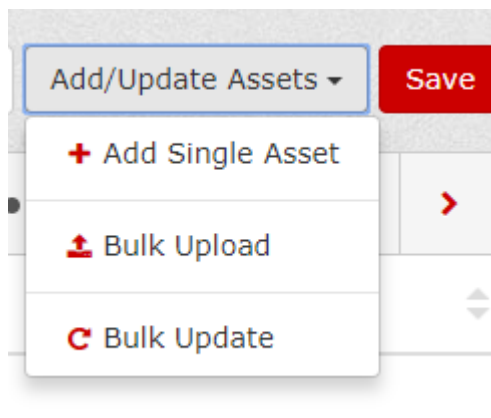
- Periodically incrementing Fuel used YTD
- Adding a Fuel Fill Amount (which will then be added by the system to Fuel YTD)

Both of those methods will log the amount of change to Fuel YTD at the current cost in the Fuel Cost table. Fuel usage can be logged on the Asset List or on the Asset Overview.

### **Bulk Update**

myTurf Pro has a feature where you can update Utilization (operating hours / odometer) and Fuel Usage (Update YTD or Add Fuel Fill) for multiple assets at once through Excel Upload.

On the Asset List, select the groups you want to do a bulk update for. In the Add/Update Assets, select Bulk Update:



You can download the current Asset List by Excel File and save it (you can re-use the file in the future):

## Bulk Asset Update (Utilization and Fuel) ×

---

Select a File to Upload (.xlsx)

Choose File

Or Download Current List (20)

 Update File (.xlsx)





In the file, either update Fuel YTD or add a value in Fuel Fill for each Asset to be updated. Save the file and then Choose and Upload. This will update the Assets in the file with the new values.

**Note:** The Asset List does not need to be on the same Assets when the Update is made. The Assets in the Spreadsheet will still be updated.

## MAINTENANCE STATUS ICONS



### Maintenance Status Icon Overview

In myTurf Pro, Maintenance Status is reflected per Maintenance Task on that Asset.











-  Work Order Created/Tasks Assigned
-  Maintenance Due, Parts On Hand
-  Maintenance Due, Parts Needed
-  Maintenance Coming Due

**Note:** Maintenance Coming Due is “within next 25 Operating Hours or 50 Miles or Kilometers of Utilization”




The “Maintenance Due List” will display any Task (Preventive, Repair, or General Maintenance) for an Asset that has one of the above 4 statuses. The Maintenance Schedule will also reflect current Status of a Preventive Maintenance Task.

-  Replace Hydraulic Oil and Hydraulic Oil Filter(s)
-  Torque set screws securing drive shafts to gear box shafts driven pulleys to 20-25 ft lbs (each side)  
Make sure belts are properly tensioned

So, if any Maintenance Task for an Asset has one of the above 4 statuses, that icon will appear next to the Asset in the Asset List. This means, an Asset in the Asset List could have up to 4 simultaneous Icons. More detail is available in a popover:

Asset Id	Status	Make	Model
3550-D 1	 		
3550-D 2	  		
5010-H #1	  		
580 No 2			
FLX2100 #1			

**5010-H #1 Status**

-  Work Order Create/Tasks Assigned
-  Maintenance Due, Parts On-hand
-  Maintenance Due, Parts Needed

[Maintenance Due List](#)

[Maintenance Schedule](#)



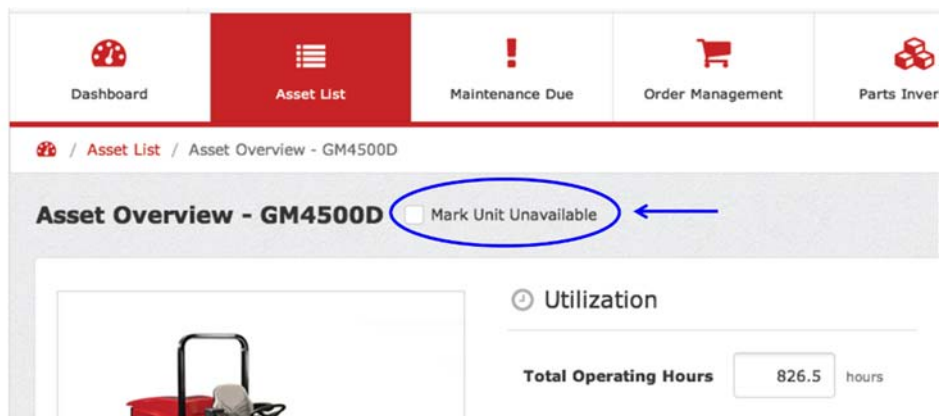
## Asset Level Icons

While maintenance status is reflected at the Task Level, myTurf Pro also has two “Asset Level” icons.

- 1) **Red Square:** This represents an Asset that is unusable for turf maintenance operations. It is either undergoing maintenance or down, waiting for repairs. This icon can show with or without other Maintenance Status Icons:

Asset ID	Status
<u>MON01</u>	■ ▲
<u>GM4500D</u>	■

This Asset Status is set/removed on the Asset Overview Page (after clicking the box, user must also click “save” on Asset Overview):



- 2) **Green Circle:** The Green Circle represents that “Everything is Good” – No Maintenance Status currently exists for any Maintenance Task on that unit and the unit is available for turf maintenance operations:



This status will only appear by itself. It will never be seen in combination with any other icon.

## Understanding the Two Maintenance Due Icons

In myTurf Pro, there are two icons, a solid orange triangle and a hollow orange triangle indicating Maintenance Due status:

 **Maintenance Due - Parts Needed**

 **Maintenance Due - Parts On Hand**

**Note:** The color Orange for an Icon in myTurf Pro represents "action needed" on the part of the Asset Manager. The two icons are:

If you are utilizing Parts Inventory within myTurf Pro, the difference between the two is:

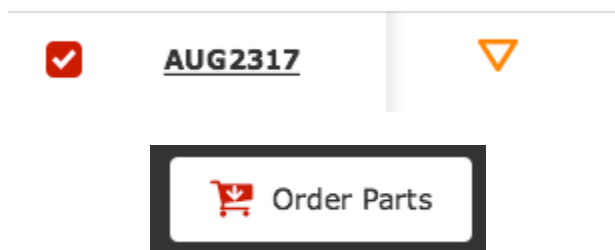
- A solid triangle is telling you that you have parts on hand (if parts are needed) and available to complete the Task(s) that is/are due – You can assign to a Work Order
- A hollow triangle is telling you that parts are not available – They either need to be ordered or are on order and have not been received, yet. This accounts for all Maintenance Due. So, if a filter is needed across multiple units at the same time and you do not have enough on hand to complete the maintenance on all units (but could complete some) all units will show the orange hollow triangle.

So, the orange solid triangle represents tasks that can be completed (can be added to a Work Order). The Hollow triangle needs a little more investigation (see Checking Parts below).

If you are not using Parts inventory within myTurf Pro, you should always see the Hollow Triangle. This is similar function to the red square in myTurf TCO.

### Ordering Parts for Maintenance Due Parts Needed

Within the Maintenance Due List, you can select Tasks (i.e. those with an orange hollow triangle) and click "Order Parts".



What you will see is a modal listing:

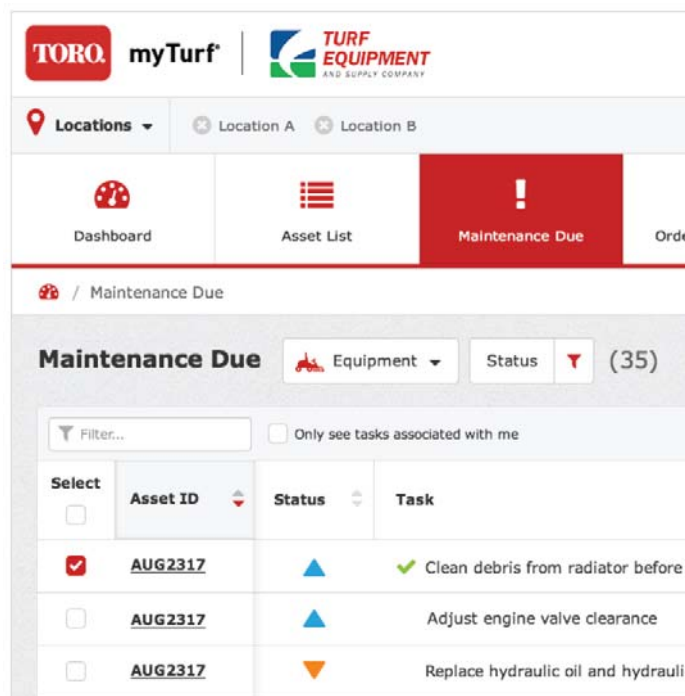
- How many of a specific part are needed for Maintenance Due across all Assets
- How many of that Part are On Hand / Available
- How many are "On Order"
- The recommended number to Order (Taking into account Safety Stock settings)

From that modal, you can set quantity to add to a cart and order. But, the modal also informs you of how many are on hand/available, so the Asset manager can prioritize which assets can have maintenance completed now.

## MAINTENANCE DUE LIST

### Maintenance Due List Overview

In myTurf Pro, Maintenance Due takes the form of a Page:

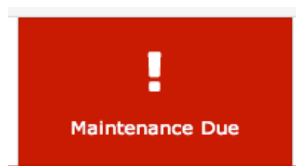


There are two basic Views:

#### Maintenance Due List (MDL)

All Maintenance Alerts on the selected Location(s), Asset Type, & Asset Group(s). This is a view akin to what you would see under "Batch Work Orders" in myTurf TCO, but with more information.

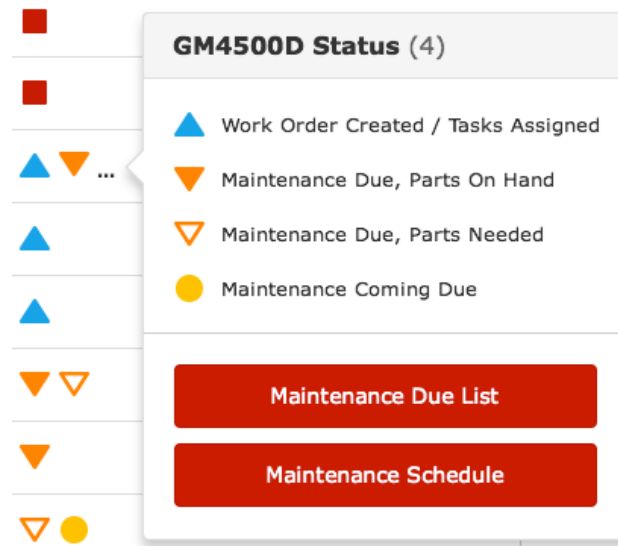
This Page is accessed using the main Navigation Tabs:




### Maintenance Due List – Single Asset (MDL-SA)

This view aggregates all Maintenance Due on a Single Asset into one view. And, if the Asset is Equipment with Attachments, it also shows Attachment Maintenance. This view has more functionality than the base MDL.

This page is accessed from a link on the Asset Overview, or the Status Icon Popover on the Asset List:



Attachment Maintenance is indicated by the unique Attachment Asset I.D> and a gray attachment icon:

<input type="checkbox"/>	<b>GM4500D CU</b> 	▲	Sharpen blades
<input type="checkbox"/>	<b>GM4500D</b>	▼	Torque set screws securing drive shafts to gear boxshafts driven pulleys Make sure belts are properly tensioned

### Icons and Indications

- In myTurf Pro, each Task has a maintenance Status:

- ▲ Work Order Created/Tasks Assigned
- ▼ Maintenance Due, Parts On Hand
- ▼ Maintenance Due, Parts Needed
- Maintenance Coming Due

myTurf Pro has 3 Task Types for accurately Tracking Asset history:

- Preventive Maintenance
- Repair
- General Maintenance
- On both the MDL and MDL-SA, you will not only have active Work Orders listed, but Technicians (Mechanics) can easily see Work Orders to which they are assigned by an Orange “Person Icon” (they can filter the list to only these items using the “only see tasks assigned to me” checkbox)::

**291053** 

Only see tasks associated with me




- If a Technician/Mechanic is using a Digital Work order, the Manager will be able to see which “Tasks” have been marked complete by the Technician (Green Check):

 **Inspect/Check battery level & cable connections**

- When all tasks are complete and a Technician says a Work Order is “Ready to Close”, the Manager will see that status, as well (It is not necessary for all tasks to be marked complete for a Manager to go in and close a Work Order, these indicators are simply aids when a shop uses tablets/ the digital work orders):

**728601** 

- A Work Order can, actually, show 4 status indicators in the MDL/MDL-SA

<b><u>435067</u></b> 	Labor Assigned – Includes current User
<b><u>835410</u></b> 	Labor Assigned – Does not include Current User
<b><u>172703</u></b>	Not Assigned (no icon – any mechanic can go perform the work and “assign themselves” to the Work Order)
<b><u>728601</u></b> 	Ready to Close

## Maintenance Due List Functions

In myTurf Pro, the functions available on the MDL to perform on tasks are an enhanced set of what myTurf TCO had for Batch Work Orders:



- **Order Parts:** This allows you to select multiple tasks (intended for the ones that say parts needed, but really any task) and you will see on hand, on order, and needed quantities and a recommendation on what to order and the ability to add to a cart.
- **Create Work Order:** Select multiple tasks and create work orders in bulk. A separate Work Order will be created for each Asset (groups tasks by Asset).
- **Download Work Orders to .pdf:** This is, essentially, your bulk print function. By selecting tasks with Work Orders, you will download a .pdf file of those work orders that you can print.
- **Delete:** This is what it sounds like. Note: If you delete a preventive maintenance task, it will trigger again unless the Maintenance Schedule is changed. Note: If that Task is in a Work Order, it will also be removed from the Work Order.

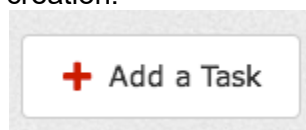
## Maintenance Due List - Single Asset Functions

The MDL-SA has a more complete set of functions for managing Maintenance on an Asset. Some of these tasks are ones myTurf TCO had in the Work Order. In myTurf Pro, you create additional parts and Add Parts to Tasks in the Maintenance Due List, and then create or add to a work order. If you edit the Task Record in the Maintenance Due List, changes flow into the Digital Work Order, as well.



- **Order Parts:** Same as MDL
- **Create Work Order:** Same as MDL – If you select Equipment and Attachment Tasks, separate Work Orders are created for the Equipment and Attachment.
- **Add to Work Order:** Add selected Tasks to an Existing Work Order
- **Download Work Orders to .pdf:** Same as MDL
- **Quick Close:** Quick Close allows you to bypass manually Creating and Closing Work Orders. If you select Tasks and use Quick Close, the system will automatically open and close a Work Order in the background, log the Maintenance as completed, and log “Parts Used” as those the Tasks said were needed.
- **Delete:** Same as MDL

On MDL-SA, you can also choose to “Add a Task” for Repair and General maintenance Task Types (these Tasks are “Due” upon creation:

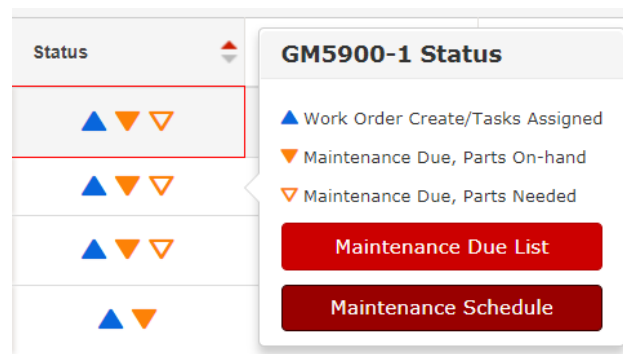


## Maintenance History

Maintenance History – Asset Overview: The Maintenance History in Asset Overview will give the History of Maintenance on an Asset and provide links to view Work Orders and “re-Open” if necessary.

## MANAGING WORK ORDERS

myTurf Pro takes a Task-centric approach to managing and monitoring maintenance. So, when creating or editing a Work Order, you are doing it with the Tasks in the Maintenance Due List. To get familiar with some of the functions, you should start with the Maintenance Due List for a Single Asset – Accessed from the Maintenance Status popover on the Asset List:



The Maintenance Due List accessed from the Main Navigation Tab is a multi-Asset view designed for “multi-asset” functions.

## Work Order Labor

In order to Assign Tasks to Labor in a Work Order, you need your Maintenance Labor Chart filled out in the Location Record. This chart can be comprised of users of myTurf and non-users. For any labor in the chart, they are only selectable as labor in a work order if they have a wage rate. Their wage rate can be 0 if you do not want to track labor costs. But if the field is blank, you will not be able to select them for a work order.

### Maintenance Labor (15)

ⓘ Due to Privacy concerns, you may need to attain permission from personnel to assign a personal wage.

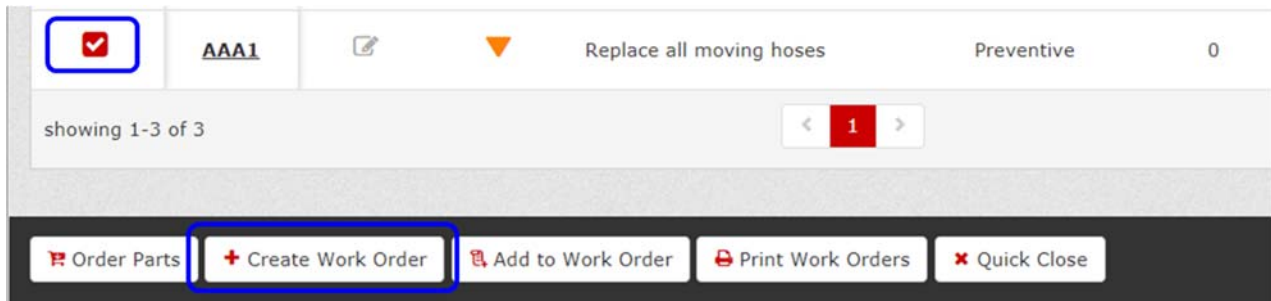
+ Add New Labor

Delete	Last Name	First Name	Personal Wage Per Hour
<span>×</span>	Doe	John	\$ 45.00
<span>×</span>	Tech	Service	\$ 25.00

**Note:** A name with a delete button is a non-user. They can be deleted without losing history of what they previously worked on and their wage on those jobs.

## Creating a Work Order

When a Task (or Tasks) are Due in the Maintenance Due List, to create a Work Order, you simply select those Tasks and use the button “Create Work Order”:



**Note:** A Work order can include tasks of multiple Task Types (Preventive, Repair, General).

The next step will ask you to assign labor (this can be done later). Any labor you assign will be assigned to all tasks in the Work Order (you can selectively delete labor from the Work Order, later).

There are three choices for labor assignment:

1. Local – The Labor Chart that is in your Location Record
2. Distributor – This will “assign” the Work Order to your Distributor and e-mail it to them as a Service Request
  - a. Check with your Distributor before using this option the first time
  - b. You will still “manage” the work order in myTurf
3. Dealer – **Future Functionality** for targeting service request to a branch or mobile technician, etc.

**Create New Work Order** ×

---

**Asset ID** AAA1

**Location** Demo Location TCO

**Tasks** Replace all moving hoses

**Assign Labor**

Local
  Distributor
  Dealer

Select All Deselect All

New Dude	Service Tech # 2	Turf Star Distributor
Brian Ries	Karen G.	Stephen Rice
John Doe	Service Tech	Service Intern
Bobby Technician	Toro User	Bobby Islam

Once you select labor assignments, you “Save to Work Order”, and the work order is created.



 **Success**



You have created the following work order(s):

**686236** for Asset ID AAA1

Close



This Work Order is now linked to the task in the Maintenance due List:

<input type="checkbox"/>	<b>AAA1</b>			Replace all moving hoses	Preventive	0	<b><u>686236</u></b> 
--------------------------	-------------	---	---	--------------------------	------------	---	--

Clicking the Work Order Number will Open the Work Order in a new Tab.

### ***Maintenance Due List Labor Indications***

It is important to note, that the Maintenance Due list includes “Assignment” indications for Users. This allows Users to easily see what their job assignments are. The icon next to a Work Order Number shows assignment as follows:

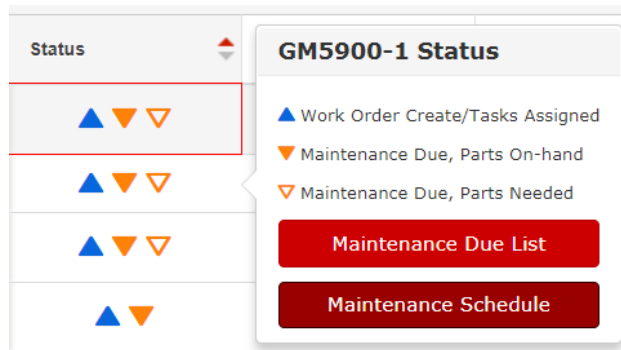
<b><u>435067</u></b> 	Labor Assigned – Includes the current User
<b><u>835410</u></b> 	Labor Assigned – Does not include Current User
<b><u>172703</u></b>	Not Assigned (no icon – any mechanic can go perform the work and “assign themselves” to the Work Order)

## ADDING ADDITIONAL TASKS TO A WORK ORDER

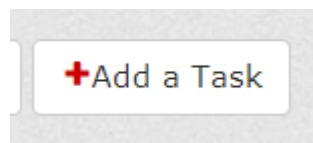
The new version of myTurf works in a “task-centric” fashion rather than Work Order-centric. In order to add [Repair] Tasks or Parts to a Work order, you must Start with the Task:

### *Creating a Repair Task and Adding it to a Work Order*

To Create a Repair Task and Add it to the Work Order, start with the Maintenance Due List for a Single Asset – Accessed from the Maintenance Status popover on the Asset List:



On the Maintenance Due List Asset, click on the button in the upper right-hand side labeled “Add a Task”:



In the Add a Task model:

- Select Task Type Repair & Select appropriate Task Sub-Type
- Add Description
- SAVE

### Create New Task ✕

\* Required field

**Task Type \***

**Sub Type \***

**Description \***

**Parts Needed** i You can manage parts after you create this task.

**File Attachment**  (.pdf, .jpg or .png)

The Task will [automatically] be set as Due Now (today).

This Repair Task will now Appear on the Maintenance Due List

In the Confirmation Modal, you can click to enter the Task Record and now Add Parts to this Task:

### ✓ Success ✕

You have created the following task:

**Replace Seat**

i To edit and add parts go to the **Task Record**.

Close

When edits are complete, from the Maintenance Due List, you can now select that task and either 1) create a new work order with it, or 2) add it to an existing work order:

GM5900-1

✎

▼

Replace Seat

showing 1-16 of 16

1

2

🛒 Order Parts

+ Create Work Order



📄 Add to Work Order

🖨 Print Work Orders

✕ Quick Close

## Making a Preventive Maintenance Task “Due” in order to Add it to a Work Order

In the Maintenance Schedule for the Asset, click on the “Edit Task record” Icon next to the Task you want due:

Task Record	Status	Description
		Inspect blade bolt torque

This opens the Task Record. Near the bottom of the Task Record, you will see a “Make Due Now” button. Click that and then SAVE. The Task will now be “Due” in maintenance Due List and can be added to Work Order.

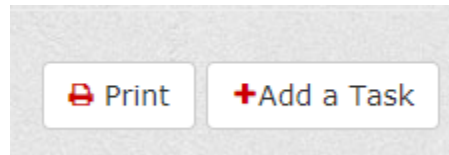
<b>Last Performed</b>	<input type="text" value="0.0"/> hr	
<b>Next Due</b>	<input type="text" value="1300.0"/> hr	<input type="button" value="Make Due Now"/>

Toro has added a new Preventive Maintenance Task Sub Type “One Time”. The intent of the Preventive Maintenance On time Task is to allow users to create a task that logs costs as Preventive Maintenance, but does not write that Task as a “recurring Task” in the Asset Preventive Maintenance Schedule.

This task is designed to track items like parts replacement classified as Preventive Maintenance, but are not part to the standard scheduled tasks. This Task will function similarly to Repair or General tasks where it is immediately due upon creation and has no interval.

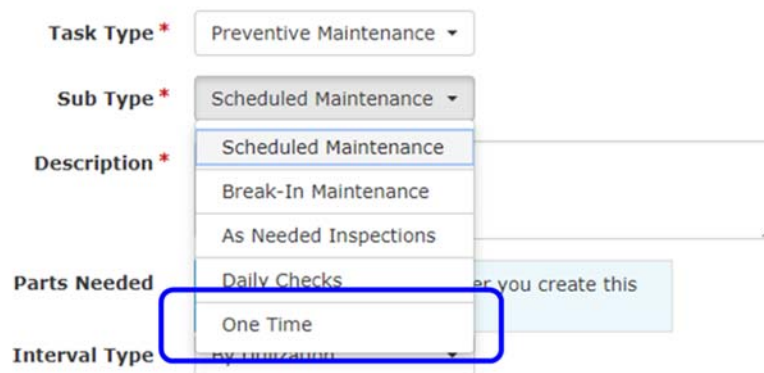
## Creating a Preventive Maintenance One Time Task

Customers can create a One Time PM Task from the Maintenance Due List – Asset. In the upper right hand corner, click the “+Add a Task” button:

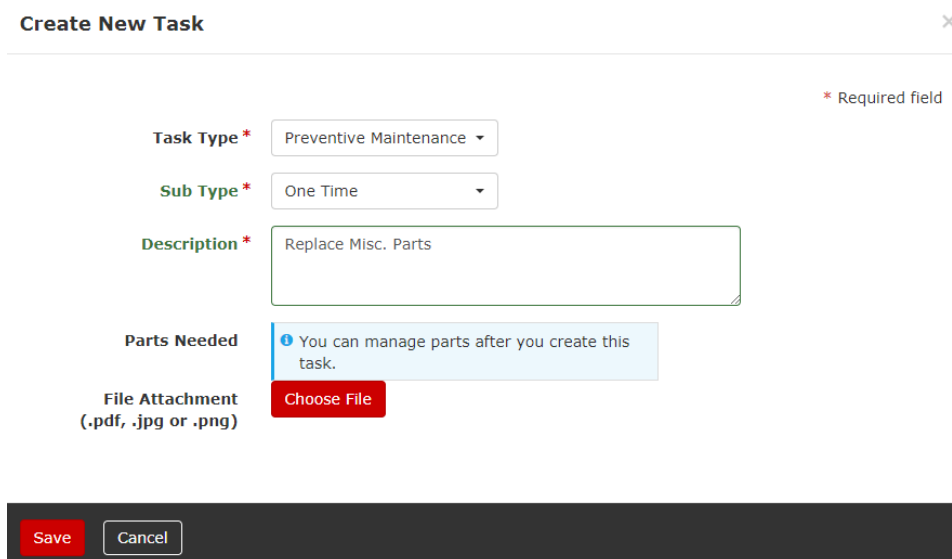


Within the Modal to Create a New Task, Select Preventive Maintenance as the Task Type and “One Time” as the Sub Type:

### Create New Task




This will provide a blank Task Record to fill out that does not include an interval:



Once the Task Description is filled out, click the Save Button at the bottom (this creates the Task in the database):




From the Success Modal, if you wish to add parts to the Task, simply click on the red "task record" Link:

 **Success** ✕

---

You have created the following task:

**Replace Misc. Parts**

 To edit and add parts go to the **Task Record**.

---

Close

This will open up the Full task Record and allow the user to add parts.

\* Required field

**Task Type \*** Preventive Maintenance ▾

**Sub Type \*** One Time ▾

**Description \*** Replace Misc. Parts

**Parts Needed**

Select	Make	Parts Number	Description	Qty Needed
<input type="checkbox"/>				
<input type="checkbox"/>	TORO	115-2163	GASKET-PUMP, FUEL	<input type="text" value="1.00"/>
<input type="checkbox"/>	TORO	117-0298	HOSE-FUEL	<input type="text" value="1.00"/>

🗑 Delete Selected🔴 On/Off Selected+ Add Part ▾

File Attachment (.pdf, .jpg or .png) Choose File

Once necessary parts are added, click Save and then close the Task Record.

User can Select this Task within the Maintenance Due List and Order Parts, Create a Work Order, Add to [Existing] Work Order, etc.

Select	Asset ID	Task Record	Status	Task	Task Type	Parts Needed	Work Order	File Attachment
<input checked="" type="checkbox"/>	5010-H #1			Replace Misc. Parts	Preventive	2		

Order Parts Create Work Order Add to Work Order Print Work Orders Quick Close

Parts and Labor for this Task will be tracked as Preventive Maintenance costs.

This completes PM One Time Task functionality for the myTurf Pro Customer.

## ADDING PARTS TO AN OPEN WORK ORDER

When you need to add parts to a Work Order that is already open, you should add the parts to a Task already in that Work Order, or create a new Task to include those Parts and add that Task to the Work Order.

### Adding Parts to an Existing Work Order Task

If you need to add a Part to a Task in a Work Order (example below – need to add a Battery to the Repair Task):

**Work Order - 691426**

Print
 (.pdf)
 Assign Labor
Save

---

**Status:**
**Date Opened:** 2/7/2018
**Days Open:** 1
**Date Completed:**

---

**3550-D 2** Down for Maintenance / Repair

Make	Model	Description
Toro	03910	Reelmaster 3550 Traction Unit

**Serial Number**  
314000152

Notes

Enter notes here...

---

### Repair - Wear and Tear

**Tasks (1)**

Replace Battery

**Labor (1)**

Brian Ries  min

**Parts (0)**

Go to the Maintenance Due List for The Asset and open the Task Record:

Select	Asset ID	Task Record	Status	Task	Task Type	Parts Needed	Work Order
<input type="checkbox"/>	<u>3550-D</u> 2		▲	Replace Battery	Repair	0	<u>691426</u>



In the Task Record, Select one of the Methods to Add A Part to the Task:

**Task Record**

\* Required field

**Task Type \*** Repair

**Sub Type \*** Wear and Tear

**Description \*** Replace Battery

**Parts Needed**

Select	Make	Parts Number	Description	Qty Needed
<input type="checkbox"/>				

File Attachment (.pdf, .jpg or .png) **Choose File**

**Delete Selected** **On/Off Selected** **+ Add Part**

- Master Parts Viewer
- Part Inventory
- Create Custom Part

Once Part is added, click SAVE:

**Task Record**

\* Required field

**Task Type \*** Repair

**Sub Type \*** Wear and Tear

**Description \*** Replace Battery

**Parts Needed**

Select	Make	Parts Number	Description	Qty Needed
<input type="checkbox"/>				
<input type="checkbox"/>	Generic	Battery	Battery	1

File Attachment (.pdf, .jpg or .png) **Choose File**

**Delete Selected** **On/Off Selected** **+ Add Part**

The Part will now be Indicated in the Maintenance Due List:

Select	Asset ID	Task Record	Status	Task	Task Type	Parts Needed	Work Order
<input type="checkbox"/>	3550-D 2			Replace Battery	Repair	1	691426

If you open the Work Order, again, (or refresh it if you have opened it in another tab), you will see that Part in your Work Order and adjust its cost if it was not in inventory:

### Work Order - 691426

Print (.pdf) Assign Labor Save

---

**Status:**    **Date Opened:** 2/7/2018    **Days Open:** 1    **Date Completed:**

---

3550-D 2 Down for Maintenance / Repair

<b>Make</b>	<b>Model</b>	<b>Description</b>	<b>Serial Number</b>	<input type="checkbox"/> <b>Notes</b>
Toro	03910	Reelmaster 3550 Traction Unit	314000152	<div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">Enter notes here...</div>

---

### Repair - Wear and Tear

**Tasks (1)**

Replace Battery

**Labor (1)**

Brian Ries     min

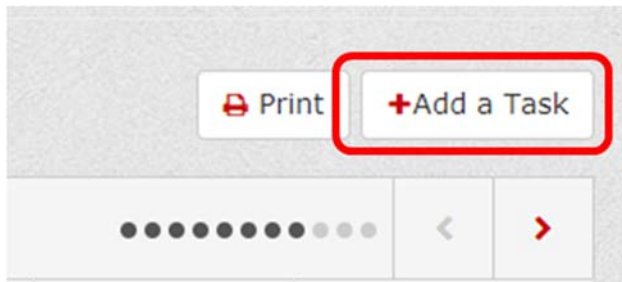
**Parts (1)**

Part Number	Make	Description	Quantity Needed	Quantity Used	Unit Of Measure	Cost Per Unit Of Measure
Battery	Generic	Battery	1	<input type="text" value="1"/>		\$\$\$ 0

## Creating a New Task and Adding it To a Work Order

Sometimes, you will not want parts associated with a specific Task. This may especially be true for Preventive Maintenance when it may be a one-time use (and you do not want it in the Task Record for scheduled maintenance the next time the task is due): In this situation, the easiest course is to create a General Maintenance Task and add the one-time use Parts to that Task and add it to the Work Order.

Click on the “Add a Task” button in the Asset Maintenance Due List:



In the Create New Task Modal, select General maintenance Task Type and use a description like “Miscellaneous Parts”:

### Create New Task ✕

\* Required field

**Task Type \***

**Description \***


**Parts Needed** ℹ You can manage parts after you create this task.

**File Attachment**  
(.pdf, .jpg or .png) Choose File

SaveCancel


Click “Save”.

In the Success Message, click on “Task Record” to go back and add parts:

 **Success**

You have created the following task:

**Miscellaneous Parts**

 To edit and add parts go to the **Task Record**.

Close

In the Task Record, add Parts to the Task:

**Task Record**




\* Required field

**Task Type \***

**Description \***

**Parts Needed**

Select	Make	Parts Number	Description	Qty Needed
<input type="checkbox"/>	Generic	Battery	Battery	<input type="text" value="1"/>

Once you Add Parts and SAVE, the Task will now appear in the Maintenance Due List (if not tracked in Inventory, it should be an open triangle as Due Now). Simply select that Task and click “Add to Work Order”:

<input type="checkbox"/>	<u>3550-D</u> 2			Replace Battery	Repair	0	<u>691426</u>
<input checked="" type="checkbox"/>	<u>3550-D</u> 2			Miscellaneous Parts	General	1	

showing 1-5 of 5

< 1 >

Order Parts + Create Work Order **Add to Work Order** Print Work Orders x Quick Close

In the Add Task(s) to Work Order Modal, select the Target Work Order and click “Save to Work Order”:

### Add Task(s) to Work Order

**Asset ID** 3550-D 2

**Location** Demo Location TCO

**Tasks** Miscellaneous Parts

**Work Order**

**Save to Work Order** Cancel

The Task will be added to the Work Order with those Parts:

<input type="checkbox"/>	<u>3550-D</u> 2			Replace Battery	Repair	0	<u>691426</u>
<input type="checkbox"/>	<u>3550-D</u> 2			Miscellaneous Parts	General	1	<u>691426</u>

In the Work Order, the General Maintenance Task and the Parts will now appear:

**Work Order - 691426** Print (.pdf) Assign Labor Save

Status: Date Opened: 2/7/2018 Days Open: 1 Date Completed:

**3550-D 2** Down for Maintenance / Repair

Make	Model	Description	Serial Number
Toro	03910	Reelmaster 3550 Traction Unit	314000152

Notes  
Enter notes here...

**Repair - Wear and Tear**

**Tasks (1)**

<input type="checkbox"/> Replace Battery
--

**Labor (1)**

<input checked="" type="radio"/> Brian Ries	<input type="text" value="0"/> min
---	------------------------------------

**Parts (0)**

**General**

**Tasks (1)**

<input type="checkbox"/> Miscellaneous Parts
--

**Labor (0)**

No labor assigned

**Parts (1)**

Part Number	Make	Description	Quantity Needed	Quantity Used	Unit Of Measure	Cost Per Unit Of Measure
Battery	Generic	Battery	1	<input type="text" value="1"/>		\$\$\$ <input type="text" value="0"/>

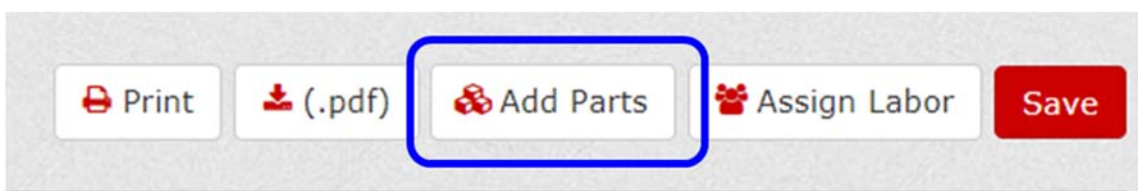
### Alternate Method: Work Order “Add Parts” Button

There is a button on the individual page for a work order that is “Add Parts”. This button provides a shortcut route to add parts to an individual work Order. It leverages the “one Time” Preventive Maintenance Task created in Release 4 to enable adding “PM” parts to a Work Order without them being added to a Task in the Maintenance Schedule.

When the “Add Parts” button is clicked, a new “One Time” Preventive Maintenance Task is created and automatically “Added” to the Work Order. The Task record then Opens for easy adding of Parts. When Saved and “Closed” the Parts will Appear on the Work Order.

Customers can still “Add Parts” to any Task in an Open Work Order via the Task record in the Maintenance Due List – Asset.

From the Work Order Page, there is a new Button in “Upper right” that is “Add Parts”:



Clicking this Button will Automatically create a new “One Time” Preventive maintenance task with Description “Parts Replaced” and Automatically Add it to the Work Order The Task Record will Open Allowing the User to Add parts to the Task:

The screenshot shows a 'Task Record' form. It includes the following elements:

- Task Type**: A dropdown menu set to 'Preventive Maintenance'.
- Sub Type**: A dropdown menu set to 'One Time'.
- Description**: A text input field containing 'Parts Replaced'.
- Parts Needed**: A table with columns: Select, Make, Parts Number, Description, Qty Needed. Below the table are buttons for 'Delete Selected', 'On/Off Selected', and '+ Add Part'.
- File Attachment**: A section with the text 'File Attachment (.pdf, .jpg or .png)' and a 'Choose File' button.

The User can add Parts to the Task Record via Standard methods of from Master Parts Viewer, from Parts Inventory, or adding Custom Parts:

This image provides a closer look at the 'Parts Needed' table and the '+ Add Part' button. The table has columns for 'Select', 'Make', 'Parts Number', 'Description', and 'Qty Needed'. The '+ Add Part' button is open, showing three options:

- Master Parts Viewer
- Part Inventory
- Create Custom Part

Once desired Parts are Added to the Task, Click SAVE and then CLOSE:

**Task Record**

\* Required field

Task Type \* Preventive Maintenance

Sub Type \* One Time

Description \* Parts Replaced

Parts Needed

Select	Make	Parts Number	Description	Qty Needed
<input type="checkbox"/>				
<input type="checkbox"/>	Toro	104-3494	BELT-V	1.00

Delete Selected    On/Off Selected  

File Attachment (-.pdf, .jpg or .png)

### Removing Parts from a Work Order

Removing Parts from an open Work Order is a similar mechanism – You need to remove them from the Task Record for the Task in the open Work Order.



## PRINTING WORK ORDERS

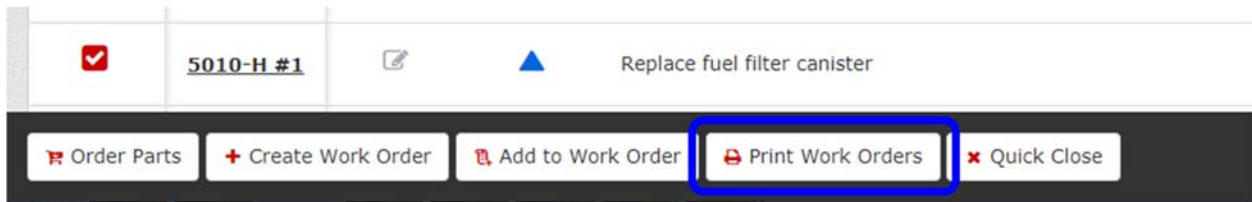
There are two points where a Work Order can be printed from: Maintenance Due List and the Individual Work Order Page, itself.

These two points are intended to have a different functions and different printing views:

- The Maintenance Due List should print a “form” for a Technician to fill out (provide blank spaces to fill in).
- The individual Work order Page print should print a view of current content.

### Maintenance Due List W.O. Print

Printing from the Maintenance Due List – Select the Target Work Order (or Task associated with Work Order desired) and click ‘Print Work Orders.’



This will create a print version with “blanks” for the Technician to fill out for Labor Minutes, Parts Quantity used, Misc. Costs, and Equipment downtime, as well as boxes to check on completed Tasks:

#### Preventive - Scheduled Maintenance

Tasks (4)							
<input type="checkbox"/>	Drain/Clean fuel tank						
<input type="checkbox"/>	Flush/Re-fill cooling system fluid						
<input type="checkbox"/>	Inspect fuel lines & connections for deterioration, damage or loose connections						
<input type="checkbox"/>	Replace fuel filter canister						

Parts (2)							
Part Number	Make	Description	Bin Number	Quantity Needed	Quantity Used	Unit Of Measure	Cost Per Unit Of Measure
edit	edit	coolant		1.00	_____	Each	\$ 0.00
110-9049	Toro	Fuel filter		1.00	_____	Each	\$ 15.32

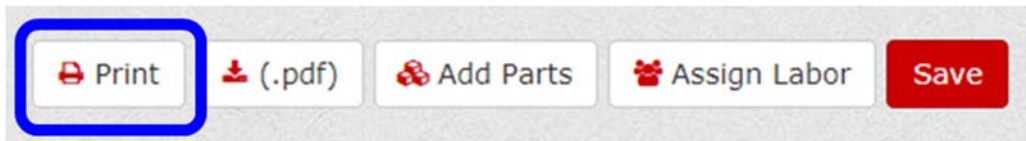
Labor (3)							
Name	Time						
Service Tech	_____						
Service Tech # 2	_____						
Turf Star Distributor	_____						

#### Summary of Costs

Preventive - Scheduled Maintenance		Miscellaneous Costs	TOTAL	
Parts	Labor	\$ _____	Parts	Labor
\$ 15.32	\$ 0.00	Equipment Downtime _____ hrs	\$ 15.32	\$ 0.00

## Work Order Page W.O. Print

Printing from the Work order Page – Select the Print button in the upper right of the page:



This will create a print version with all the current entered values (will display 0.00 if no value entered, yet):

### Preventive - Scheduled Maintenance

Tasks (4)							
<input type="checkbox"/>	Drain/Clean fuel tank						
<input type="checkbox"/>	Flush/Re-fill cooling system fluid						
<input type="checkbox"/>	Inspect fuel lines & connections for deterioration, damage or loose connections						
<input type="checkbox"/>	Replace fuel filter canister						

Labor (3)							
Name							Time
Service Tech							0.00
Service Tech # 2							0.00
Turf Star Distributor							0.00

Parts (2)							
Part Number	Make	Description	Bin Number	Quantity Needed	Quantity Used	Unit Of Measure	Cost Per Unit Of Measure
edit	edit	coolant		1.00	1.00	Each	\$ 0.00
110-9049	Toro	Fuel filter		1.00	1.00	Each	\$ 15.32

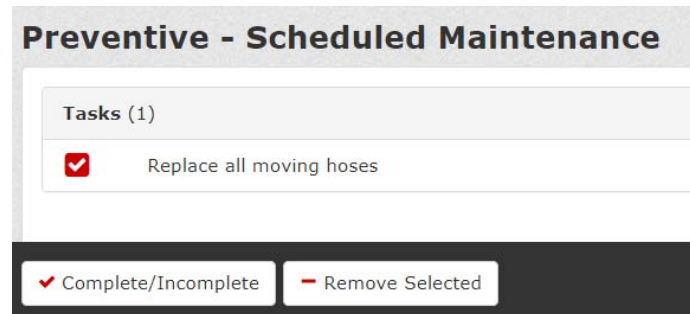
### Summary of Costs

Preventive - Scheduled Maintenance		<b>Miscellaneous Costs</b>		<b>TOTAL</b>	
		\$ 0.00			
<b>Parts</b>	<b>Labor</b>	<b>Equipment Downtime</b>		<b>Parts</b>	<b>Labor</b>
\$ 15.32	\$ 0.00	0.00 hrs		\$ 15.32	\$ 0.00

## COMPLETING AND CLOSING WORK ORDERS

### Completing Work Orders

The digital work orders include the ability for a User (Labor – Technician) to select a task and Mark it complete:



If a Technician/Mechanic is using a Digital Work order, the Manager will be able to see in the Maintenance Due List which “Tasks” have been marked complete by the Technician (Green Check):

✔ Inspect/Check battery level & cable connections

When all tasks are complete and a Technician says a Work Order is “Ready to Close”, the Manager will see that status, as well (It is not necessary for all tasks to be marked complete for a Manager to go in and close a Work Order, these indicators are simply aids when a shop uses tablets/ the digital work orders):

686236 ✔

### Closing a Work Order

When a Work Order is ready to be closed, an Asset Manager simply opens the work order, verifies all time is correct, parts usage and costs are correct, adds any miscellaneous costs or “downtime” and selects Close Work Order:



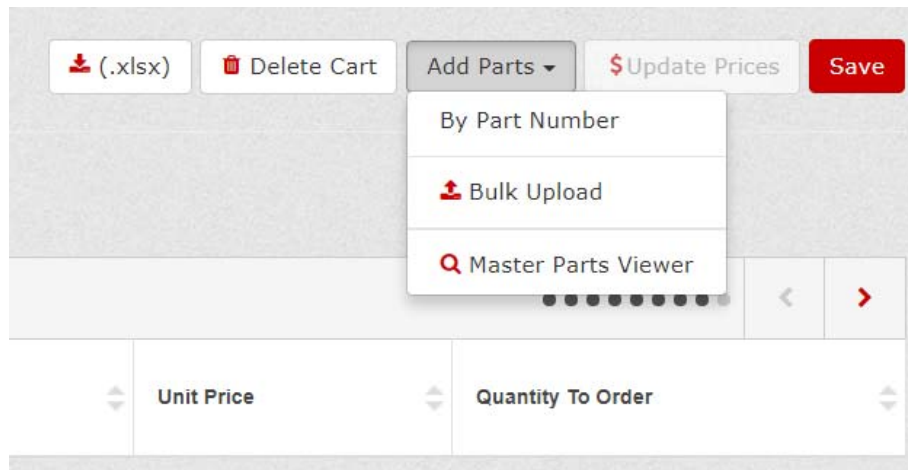
Once a Work Order is closed, it’s Tasks come off the maintenance Due List. Completed History if found in Asset Overview → Maintenance History:

**Note:** The point at which tasks are “Completed” (either individually or by closing the work order) the Maintenance Schedule is updated with the relevant information.

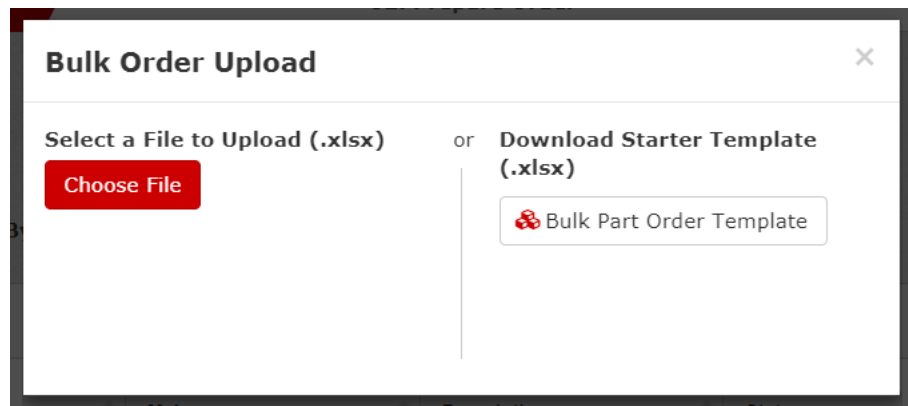
## PARTS ORDERING- SUPPLEMENTAL FUNCTIONALITY

### Add Parts to Cart – Bulk Upload by Excel Spreadsheet

In a new (empty cart) – Select Add Parts > Bulk Upload:



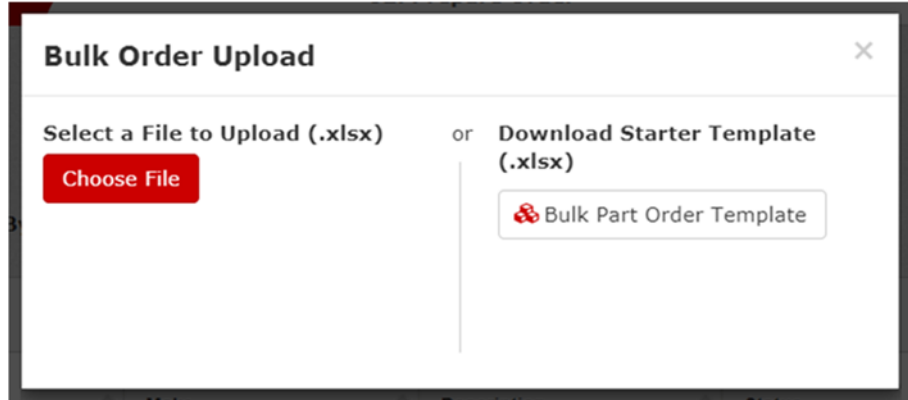
In Bulk Order Modal, Download the Bulk Order Template:



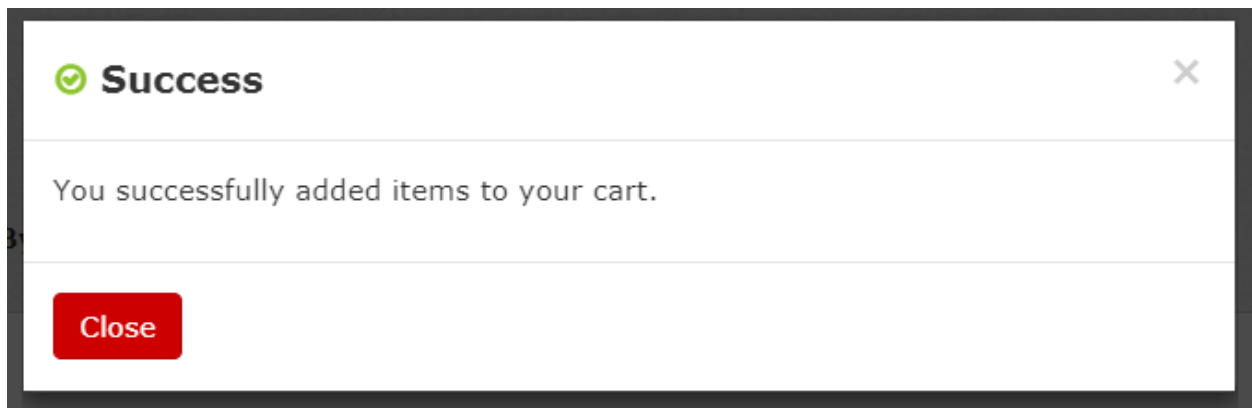
Fill out the Excel Spreadsheet (no more than 50 line items) and save it to your computer:

	A	B	C	D	E	F
1	Part Number*	Part Make*	Description	Quantity To Order	Notes	
3	115-4754	Toro	Wireless Hour Meter	5.00		
4	115-9542	Toro	Base Station	1.00		
5	115-9543	Toro	Repeater	1.00		
6						

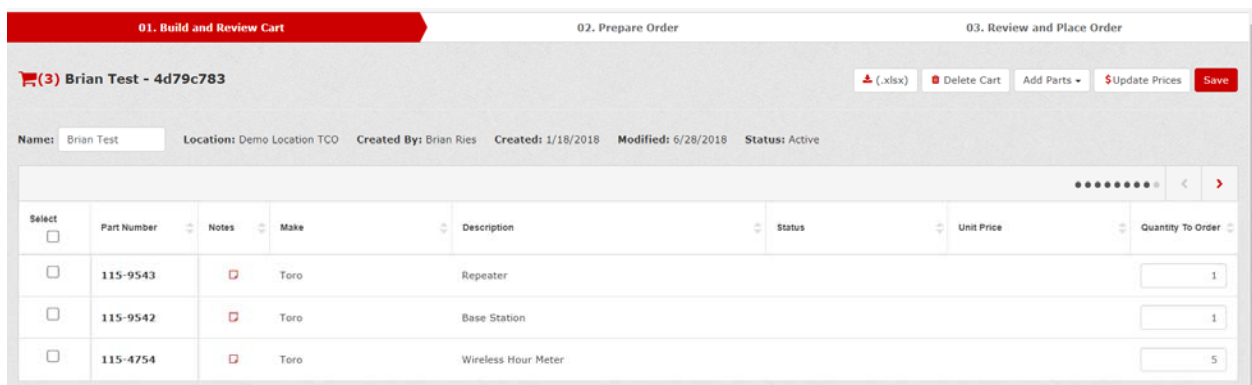
In Bulk Order Modal, use 'Choose File' to select the saved spreadsheet:



You should see a Success Modal:



Parts are Uploaded to Cart:



**Notes:**

1. Bulk Upload by Excel is only designed to be used with an empty (new) cart. It is not designed to add to a cart that already has parts in it.
2. The line item limit for a Cart is 50

## Reorder Cart

A column / button in Order management > Purchased provides the ability to reorder a cart (e.g. a Monthly Filter Order, etc.):

Select	Order Number	Name	Location	Status	Reorder Cart	Receive Parts	Parts
<input type="checkbox"/>	<a href="#">241001</a>	BI 01102018	Demo Location TCO				3
<input type="checkbox"/>	<a href="#">256002</a>	BI 01112018	Demo Location TCO				4
<input type="checkbox"/>	<a href="#">256003</a>	BI 01112018	Demo Location TCO				3

A modal will display asking you to “Create a New Cart” for the Order:

**Create New Cart** ✕

**Location \***

**Cart Name \***

Create
Cancel

Once you “Create” new Cart will be created and parts and quantities from purchased order will be added:

**(3) Reorder 1 - 10f0e98d**

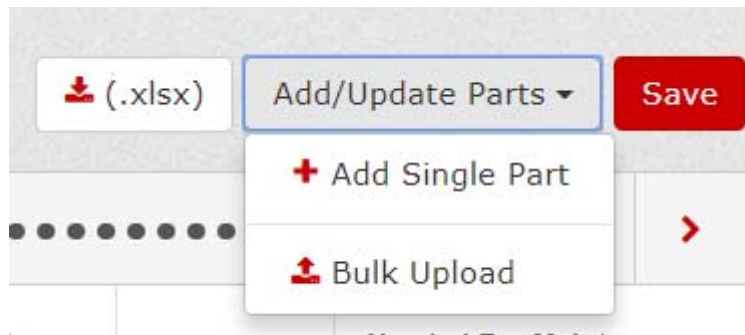
**Name:**     **Location:** Demo Location TCO    **Created By:** Brian Ries

Select	Part Number	Notes	Make
<input type="checkbox"/>	21-2300		Toro
<input type="checkbox"/>	11-8960		Toro
<input type="checkbox"/>	119-4151		Toro

## PARTS INVENTORY – SUPPLEMENTAL FUNCTIONALITY

### **Bulk Upload Parts**

Bulk Upload Parts works exactly the same way as Bulk Upload Assets. To access the Bulk Upload Parts functionality on the Parts Inventory, Click on the “Add/Update Assets” Button in the upper right and select Bulk Upload:



The next modal will give you an opportunity to download the template for Parts or to select an existing template already filled out to upload, or view Parts previously uploaded but not yet assigned to Groups (i.e. Pending):

The ‘Minimum’ required Entries (fields) for Parts are all part of what we refer to as “Basic Information”, they are highlighted in the template with Yellow Headers and an asterisk (\*):

### **Parts Required Fields for Bulk Upload**

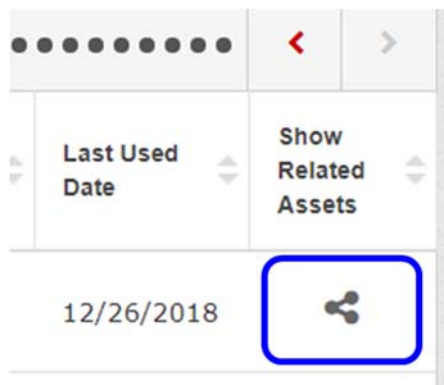
Required Field (Column Header)	Example	Format Requirements
Part Number	111-1112	15 Characters
Part Make	Other	Alphanumeric Text
Parts Availability Type	Stock Parts	Choose from Selection list

The remaining steps for Uploading and Publishing Parts follows the exact same process as Bulk Upload Assets.

## Show Related Assets

The Show Related Assets lookup (Where Used) in parts inventory has been enhanced to show All Toro Assets in the Location that the part can be used for and whether it is currently part of that Assets Maintenance Schedule.

Click on the Show Related Assets Icon for a given Part:



The “Results” Modal will Show:

- All Toro Assets the Part can go To
- Whether the Part is in the Assets Maintenance Schedule

**Note:** If the Part Goes to a non-Toro Asset, and the Part is found in that Asset’s Maintenance Schedule, that non-Toro Asset will also be listed.

**Related Assets for 54-0110** ×

Make	Description
Toro	Hydraulic filter
Part Group	Part Number
Filter / Belt	54-0110

This part is used in (40) assets.

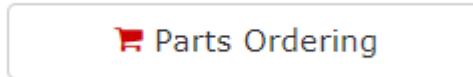
Asset ID	Make	Model Number	Serial Number	In Maintenance Schedule?
S.Pro 5040	Toro	08705	313000131	
bs1	Toro	41199	310000150	
AGIS10-03	Toro	08705	310000187	
TSF06	Toro	08703	260000777	
HDX-1	Toro	07367	310000001	Yes
T1010	Toro	08703	312000028	Yes



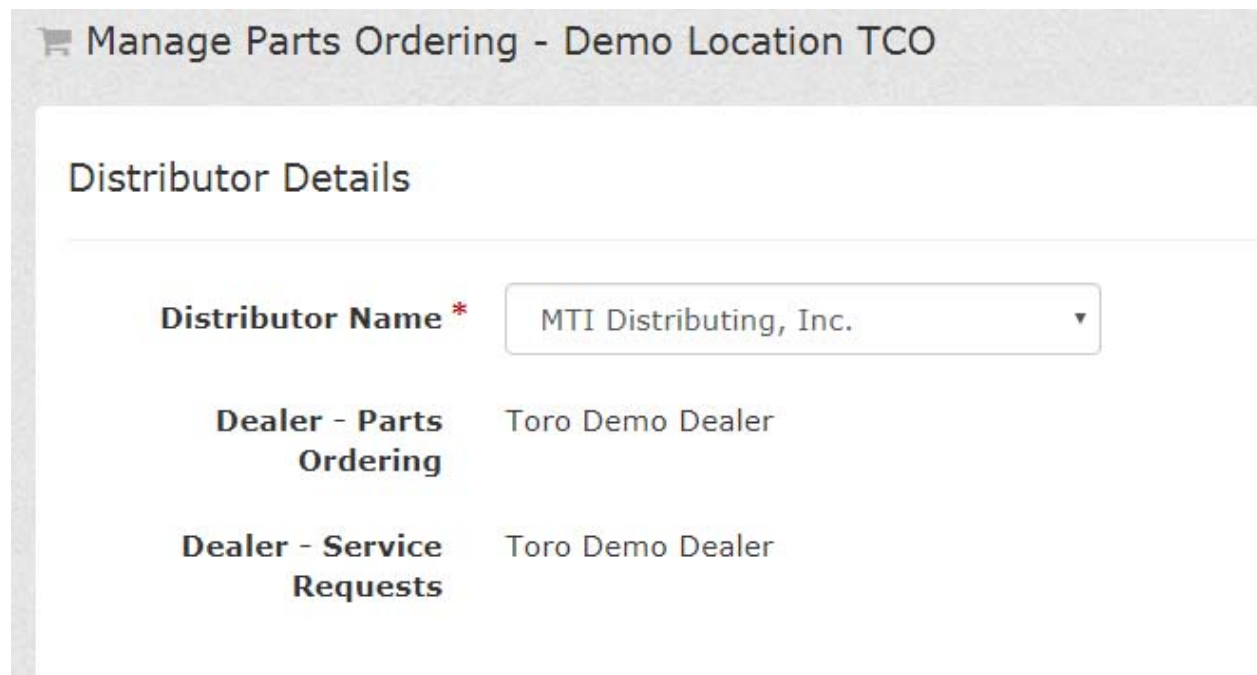
## “DEALER” FUNCTIONALITY

Your Toro Distributor has the ability to set up an additional organization / e-mail for customers to place Parts Orders to, and or send Word Order service requests to. We refer to these as “Dealers” in the myTurf System. Your Distributor will communicate to you if they have set one up.

You can check for a Dealer assigned to you by going into Admin > Location Record > Parts Ordering:



From within the “Manage Parts Ordering” page, customers can see assigned Dealer e-mails for Parts Ordering and/or Work Order Service Requests:



The screenshot shows a web interface for managing parts ordering. At the top, there is a header bar with a shopping cart icon and the text "Manage Parts Ordering - Demo Location TCO". Below this is a section titled "Distributor Details". Under "Distributor Details", there is a form with the following fields:

<b>Distributor Name *</b>	MTI Distributing, Inc. ▼
<b>Dealer - Parts Ordering</b>	Toro Demo Dealer
<b>Dealer - Service Requests</b>	Toro Demo Dealer

## Placing Parts Orders to a “Dealer”

To select a Dealer for a Parts Order – Create a Parts Cart as customers normally would. In Step 2 (Prepare Order) of the Ordering Process, select the Dealer in the Order Method dropdown:

The screenshot shows a 'Prepare Order' form with a section titled 'Payment and Other Information'. It contains two fields: 'Order Method \*' and 'Purchase Order Number'. The 'Order Method \*' dropdown menu is open, showing three options: 'MTI Distributing, Inc.', 'MTI Distributing, Inc.', and 'Toro Demo Dealer'. The 'Toro Demo Dealer' option is highlighted in blue.

Customers can complete Step 2 as normal outside of this. When proceeding to Step 3 (Place Order) the Dealer Information should be reflected in the upper part of the page:

The screenshot shows the 'Review and Place Order' page. At the top, there are three steps: '01. Build and Review Cart', '02. Prepare Order', and '03. Review and Place Order', with the third step highlighted in red. The main content area is titled 'Review and Place Order' and is divided into two columns. The left column has a section for 'Distributor/Dealer Information' containing contact details for 'Toro Demo Dealer' (8111 Lyndale Ave S, Bloomington, Minnesota 55420, brian.ries@toro.com, Phone: 9528878817) and a 'Payment and Other Information' section. The right column has a 'Demo Cart - 7fd43135' summary with details like Location (Demo Location TCO), Created By (Brian Ries), Created (10/26/2018), Modified (10/26/2018), and Status (Ready To Order). At the bottom right, there is a 'Mark for Approval' button and a prominent red 'Place Order' button with a right-pointing arrow.

Customers can now “Place Order.”



This Parts Order will be sent to the assigned Dealer rather than to your Distributor.

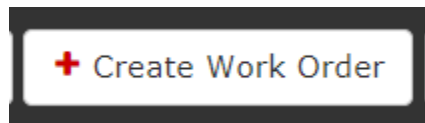
## Sending a “Work Order Service Request” to a Dealer

This functionality allows customers to send a Work Order [.pdf] as a Service Request to a Dealer. Follow the standard process to Create a Work Order.

On maintenance Due List – Asset, user should [Create and] Select the Task(s) desired to be in the Work Order.

Select	Asset ID	Task Record	Status	Task	Task Type
<input checked="" type="checkbox"/>	<u>FWY 01</u>			I need my Dealer to Repair a Thing	Repair

Click the “Create Work Order” Button”:



Within the Assign Labor Modal, select “Dealer”:

### Create New Work Order

**Asset ID** FWY 01

**Location** Demo Location TCO

**Tasks** I need my Dealer to Repair a Thing

### Assign Labor

Local Distributor **Dealer**

This work order will be sent to:

**Toro Demo Dealer**

**Send Service Request** Cancel

Upon clicking “Send Service Request” this will create the Work Order and send a .pdf of the Work Order as an e-mail to the selected Dealer.

Additionally, if Dealer is not selected at Work Order Creation. This functionality is also available within the Work Order by Clicking on the “Assign labor” button in the upper right of the Work Order:



This will bring up the “Assign Labor” modal where you can select Dealer and Send Service Request:

## Assign Labor

---

### Location

Local	Distributor	<b>Dealer</b>
-------	-------------	---------------

This work order will be sent to:

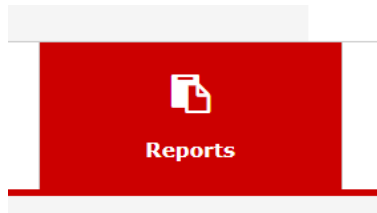
**Toro Demo Dealer**

<b>Send Service Request</b>	Cancel
-----------------------------	--------

This completes Dealer functionality for the myTurf Pro Customer.

## REPORTS

myTurf Pro reports can be accessed from the main Reports Tab:



### Reports Overview

On the Reports Page, you will find selection to generate the desired report. When the “Generate Reports” button is clicked, the selected report will be generated in an Excel Spreadsheet.

🏠 / Reports

#### Generate Reports

Report Type \*

Location \*

Asset Type \*

Group \*

Asset Status \*

Asset Id \*

Date Range \*   to

### Report Types

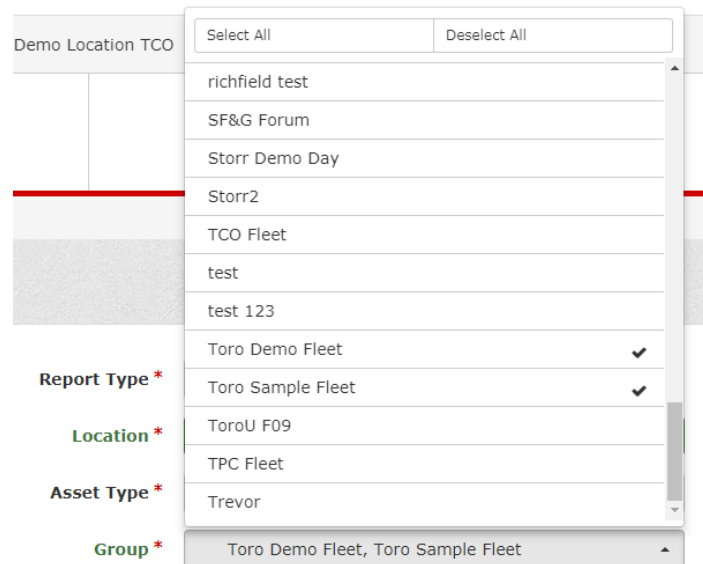
There are 6 Basic Types (7 Total Reports):

- Asset Utilization
- Location Maintenance Cost
- Closed Work Orders by Labor
- Maintenance Due and Parts Needed
- Parts Orders Placed
  - Option 1: By Carts
  - Option 2: By Part Numbers
- Parts Optimization
- Total Cost of Ownership

### Multi-Select Option - Groups

For Asset Utilization, Location Maintenance Cost, & Maintenance Due and Parts Needed Reports:

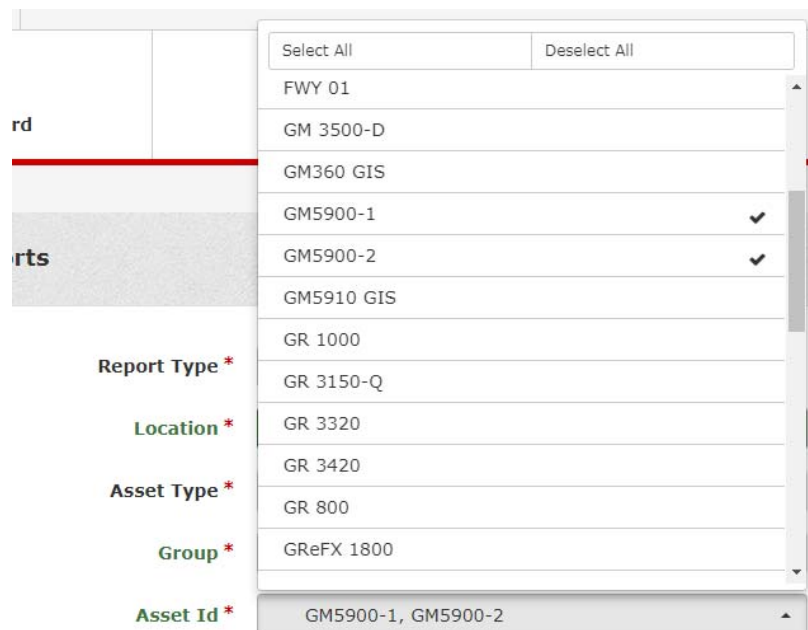
- Group Selection is Multi-select
- User Can select one, multiple, or all Groups



### Multi-Select Option - Assets

For Asset Utilization, Location Maintenance Cost, & Maintenance Due and Parts Needed Reports:

- Asset I.D. Selection is Multi-select
- User Can select one, multiple, or all Asset IDs from the previously selected Groups.



## Asset Utilization Report

### Selection Parameters

- Location
- Asset Type [One at a Time]
- Group [Multi-Select]
- Asset Status
  - Active
  - Retired
  - Scrapped, Sold, Lease Returned
- Asset I.D. [Multi-Select]
- Date Range for Report
- Default 1 Year from current day

Report Type \*

Location \*

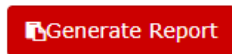
Asset Type \*

Group \*

Asset Status \*

Asset Id \*

Date Range \*  to

 Generate Report

### Output (Excel Spreadsheet)

One Asset I.D. per Row:

- Asset I.D. (Code)
- Make
- Model
- Serial Number
- Group
- Utilization within Date Range
- Fuel Usage within Date Range
- Operating Labor Cost
- Fuel Total Cost

	A	B	C	D	E	F	G	H	I
1	Asset Code	Make	Model	Serial Number	Group	Utilization Within Range	Fuel Usage Within Range	Operating Labor Cost	Fuel Total Cost
2	5010-H TCO	Toro	03674	316000524	Toro Demo Fleet	10.00 hr	20.00 Gal	300.0000	46.99
3									
4									

## Location Maintenance Cost Report

### Selection Parameters

- Location
- Asset Type [One at a Time]
- Group [Multi-Select]
- Asset Status
  - Active
  - Retired
  - Scrapped, Sold, Lease Returned
- Asset I.D. [Multi-Select]
- Task Type [Multi-Select]
  - Determines Costs to Display in Report
- Date Range for Report
  - Default 1 Year from current day

**Report Type \*** Location Maintenance Cost

**Location \*** Select One

**Asset Type \*** Equipment

**Group \*** Nothing selected

**Asset Status \*** Select One

**Asset Id** Nothing selected

**Task Type \***

- Preventive Maintenance
- Repair - Wear and Tear
- Repair - Warranty
- Repair - Negligence
- General

**Date Range \*** 03/22/2017 to 03/22/2018

**Generate Report**

### Output (Excel Spreadsheet)

One Asset I.D. per Row:

- Asset ID
- Preventive Maintenance Parts Cost
- Preventive Labor Cost
- Repair Part Cost
  - Represents all types of repair selected
- Repair Labor Cost
  - Represents all types of repair selected
- General Parts Cost
- General Labor Cost



- Miscellaneous Cost
- Downtime Days

	A	B	C	D	E	F	G	H	I
1	Asset Code	Preventive Maintenance Parts Cost	Preventive Labor Cost	Repair Part Cost	Repair Labor Cost	General Parts Cost	General Labor Cost	Miscellaneous Cost	Downtime Days
2	5010-H TCO	137.92	23.33	0.00	0.00	0.00	0.00	500.00	4
3									
4									

## Closed Work Orders by Labor Report

### Selection Parameters

- Location Selection – Select One
- Labor Selection – Multi-Select
  - This allows you to pick specific Labor from your current Labor Wage Table or an “All Historical” option which will return everyone, even if they are no longer in your Wage Table.

[All Historical]
✓

- Asset Type – Select One
- Group – One, Multi-Select, or All
- Asset Status – Select One
- Asset I.D. – One, Multi-Select, or All
- Date Range Picker

**Report Type \***

**Location \***

**Laborer \***

**Asset Type \***

**Group \***

**Asset Status \***

**Asset Id \***

**Date Range \***   to

**Generate Report**

### Output (Excel Spreadsheet)

- Asset I.D.
- Make
- Model
- Serial Number

- Asset Description
- Location
- Group
- Work Order Number
- Days [Work Order] Open
- Date [Work Order] Completed
- Task Type
- Task Sub-Type
- Labor Name (First Name Last Name)
- Labor Minutes [logged to Labor Name for that Task Type/Sub-Type]
- Labor Cost [Portion of Work Order Labor Cost for Labor Name for that Task Type/Sub-Type – This is not using current Labor Table rates, but the rate used in calculation of the Cost in that Closed Work Order]

Each row of spreadsheet represents a unique combination of Data for:

- Asset
- Work Order (Number)
- Task Type – Sub-Type
- Labor Name

Report Image Broken into Sections:

Asset I.D.	Make	Model	Serial Number	Asset Description	Location	Group
5010-H #1	Toro	03674	315000055	Reelmaster 5010-H Traction Unit	Demo Location TCO	Toro Demo Fleet

Work Order Number	Days Open	Date Completed
475857	7	2020-03-11

Task Type	Task Sub-Type	Labor Name	Labor Minutes	Labor Cost
Preventive Maintenance	Scheduled Maintenance	Service Tech	89	\$26.70

## Maintenance Due and Parts Needed Report

### Selection Parameters

- Location
- Asset Type [One at a Time]
- Group [Multi-Select]
- Asset Status
  - Active
  - Retired
  - Scrapped, Sold, Lease Returned
- Asset I.D. [Multi-Select]
- Interval Type (Utilization or Date)
- Interval
  - Forward Looking Value + Unit of Measure

**Report Type \*** Maintenance Due and Parts Needed ▼

**Location \*** Select One ▼

**Asset Type \*** Equipment ▼

**Group \*** Nothing selected ▼

**Asset Status \*** Select One ▼

**Asset Id \*** Nothing selected ▼

**Select Maintenance Due By**

**Interval Type \*** By Utilization ▼

**Due Within \*** 0 Operating Hour ▼

**Generate Report**

### Output (Excel Spreadsheet)

One Asset [ID] per Row unless Multiple Part Numbers, then Duplication for 1 Part Number per Row:

- Asset I.D.
- Make
- Model
- Serial Number
- Current Utilization [Total]
- Task
- Task Type
- Next Due
  - Utilization or Date
- Parts Needed (Part Number)
  - Make

- Quantity Needed
- Count of all Parts needing to be ordered
- Quantity Available
  - Count of all parts On Hand (in stock and on order)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Asset Code	Make	Model	Serial Number	Current Utilization Amount	Task	Task Type	Next Due	Part Number	Part Make	Quantity Needed	Quantity Available
2	GM 3500-D	Toro	30807	313000123	205.00	Replace oil	Preventive Maintenance	50.0	Edit	Edit	1.00	0
3	GM 3500-D	Toro	30807	313000123	205.00	Replace hydraulic filter	Preventive Maintenance	10.0	86-3010	Toro	1.00	0
4	GM 3500-D	Toro	30807	313000123	205.00	Replace oil filter	Preventive Maintenance	50.0	108-3841	Toro	1.00	0
5												
6												

## Parts Orders Placed [Purchased Carts] report

### Selection Parameters

- Location
- Date Range for Report
  - Default 1 Year from current day
- View By
  - Purchased Carts

Report Type \*

Location \*

Date Range \*  to

View By \*  Purchased Carts  
 Part Numbers

### Output (Excel Spreadsheet)

- Cart Name
- Order Number
- Date Placed
- Created by [User]
- Number of Parts
  - Total number of items in the cart
- Part Total Cost
- Shipping Cost
- Tax Cost

## Parts Orders Placed [Part Numbers] Report

### Selection Parameters

- Location
- Date Range for Report
  - Default 1 Year from current day
- View By
  - Part Numbers

**Report Type \*** Part Orders Placed

**Location \*** Select One

**Date Range \*** 03/20/2017 to 03/20/2018

**View By \***  Purchased Carts  
 Part Numbers

**Generate Report**

### Output (Excel Spreadsheet)

- Make
- Part Number
- Description
- Quantity Ordered
- Unit Price Cost
- Extended Totals - Part Quantities \* Cost

## Parts Optimization Report

From the “Report Type” Selection, the User can choose “Parts Optimization”:

**Generate Reports**

**Report Type \*** Asset Utilization

**Location \***

**Asset Type \*** Parts Optimization

### Selection Parameters

The User will then select the Location they want to run the Report on:

**Report Type \***

**Location \***

Select the Parts Groups (in the Location's Parts Inventory) the User wishes the Report for (Single, Multi-Select, or All):


Select All	Deselect All
Chemical	✓
Cutting Unit	✓
Filter / Belt	✓
Irrigation	✓
Lubricant	✓
Other	✓
Preventive	✓
Repair	✓
Tine	✓
Tire / Wheel	✓

**Report Type \***

**Location \***

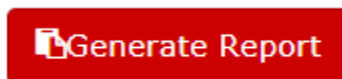
**Group \*** Chemical, Cutting Unit, Filter / Belt, ▾

Set the Date Range for the Report:

**Date Range \***   to  

### Output (Excel Spreadsheet)

Click "Generate Report:



The resulting Excel Spreadsheet report will provide (for Parts Tracked in the Location's Parts Inventory):

- Part Number
- Part Make
- Description

- Part Group [that Part is currently assigned to]
- Location
- Quantity Ordered [in Date Range]
- Quantity used in Maintenance [in Date Range]
- [Current] Safety Stock Quantity (setting)
- Current Inventory (In Stock)
- Current Cost per Unit of Measure
- Subtotal (Extended Cost)
- Date Last Used

This Report should be used to help guide users regarding stocking levels they want to keep.

### Total Cost of Ownership Report

Report is a multi-year view of costs of ownership and operation for a single Asset from Date of Acquisition to Current Year [Or Date of Retirement]

#### Selection Parameters

- Location
- Asset Type [One at a Time]
- Group [Single-Select]
- Asset Status
  - Active
  - Retired
  - Scrapped, Sold, Lease Returned
- Asset I.D. [Single-Select]

**Report Type \***

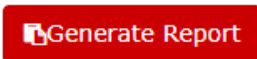
**Location \***

**Asset Type \***

**Group \***

**Asset Status \***

**Asset Id \***

Generate Report

## Output (Excel Spreadsheet)

One calendar year per row:

### Key Total Cost of Ownership Input Columns:

- Calendar Years
  - (Start) The first calendar year of the Asset's Acquisition Date
  - (End) The current calendar year
- Utilization in Year (calculated from the Asset Record)
  - The total amount of Utilization for the specified year
  - Hours or Distance
- Cumulative Utilization
  - Utilization for all past and current year(s)
- Downtime Days (Year)
  - Total number of "Equipment Downtime" hours from all completed Work Order during a given TCO year (converted to days)
- Fuel Usage (Amount)
  - Total amount of fuel used for Asset for a given year
- Total Fuel Costs (Year) (calculated from the Asset Record)
  - Total money spent on fuel for the Asset for a given year
- Operating Labor Costs (Year)
  - This is only calculated for Asset Types of Equipment and Other with Utilization of Operating Hours
- Part and Labor Preventative Maintenance Costs (Year)
  - Combined money spent for Parts and Technician labor on Preventive Maintenance for a given year
  - Calculated from Completed Work Orders
  - This is aggregate for all PM sub-types (scheduled, break-in, inspections, daily checks)
- Parts and Labor Repair Costs (Year)
  - Combined money spent for Parts and Technician labor on Repairs for a given year
  - Calculated from Completed Work Orders
  - This is aggregate for all Repair sub-types (warranty, negligence, wear and tear)
- Parts and Labor General Costs (Year)
  - Combined money spent for Parts and Technician labor on General Maintenance for a given year
  - Calculated from Completed Work Orders
- Miscellaneous Work Order Costs (Year)
  - Total money from all Work Orders recorded as Miscellaneous Costs for a given year
- Acquisition Costs: For each Asset, one of the below columns will be completed – Based on Acquisition Type and follow-on data entered in the Asset Record:
  - Capital Purchase Depreciation (Year)
  - Financing Cost (Year)
  - Lease Cost (Year)
- Extended Protection Cost (Year)
- Insurance Cost (Year)

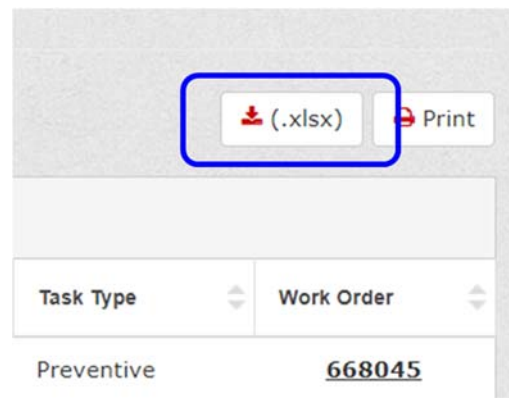


**Key Total Cost of Ownership Output Columns:**

- Total Cost of Ownership Year
  - Fuel Cost + Operating Labor + Preventive Maintenance Cost + Repair Costs+ General Maintenance Cost + Misc. Costs + Acquisition Costs (Capital Purchase Depreciation or Finance or Lease) + Extended Protection Cost + Insurance Cost
- Total Cost of Ownership Lifetime
  - Cumulative Sum of each Total Cost of Ownership by Year = Total Cost of Ownership for Lifetime
- Cost per Utilization UoM Year
  - Total Cost of Ownership for Year ÷ Utilization for Year (time/distance) = Cost per Utilization UoM (for example, \$/operating hour)
- Cost per Utilization UoM Lifetime
  - Total Cost of Ownership Lifetime for specified year ÷ Cumulative Utilization for same specified year = Cost Utilization UoM Lifetime
- Yearly Operation %
  - Fuel + Operating Labor (Costs as % of Total Cost of Ownership)
- Yearly Maintenance %
  - Preventive + Repair + General + Miscellaneous Costs (Costs as % of Total Cost of Ownership)
- Yearly Acquisition %
  - Capital Purchase Depreciation (or Finance / Lease) + Extended Protection Cost + Insurance Cost (Costs as % of Total Cost of Ownership)
- Lifetime Operation %
  - Cumulative as % of Cumulative Total Cost of Ownership
- Lifetime Maintenance %
  - Cumulative as % of Cumulative Total Cost of Ownership
- Lifetime Acquisition %
  - Cumulative as % of Cumulative Total Cost of Ownership

## MYTURF PRO TIP: Asset Maintenance History [Report] Excel Download

There is a button (“.XLSX”) in the upper right of Asset Maintenance History that allows for an Excel Download of the Maintenance History of the selected Asset.



This download provides an excel report that includes:

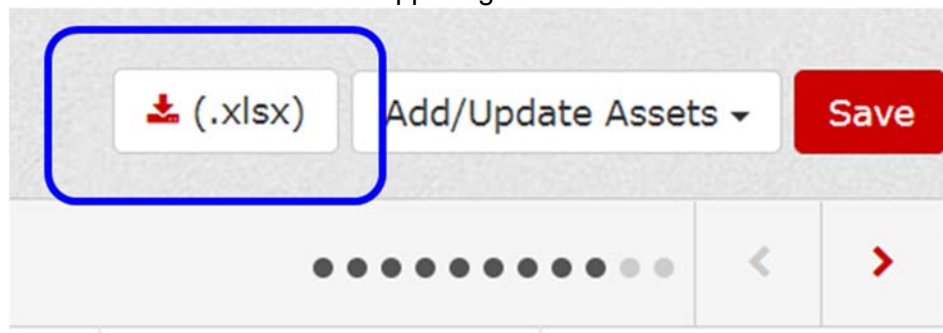
- Date Task Completed
- Utilization (Operating Hours) at Task Completion
- Task Description
- Task Type
- Work Order Number (that Task is part of)

## MYTURF PRO TIP: Using Excel Downloads

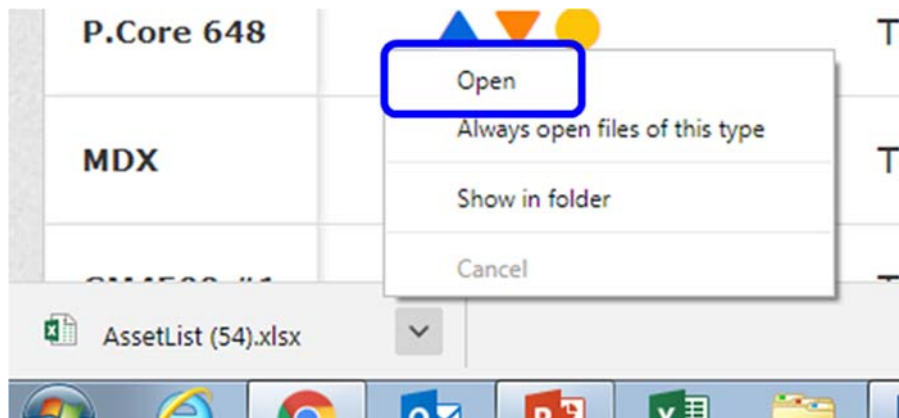
### Example: Viewing Capital Equipment by Year of Purchase

Select All Asset Groups you want to Report On

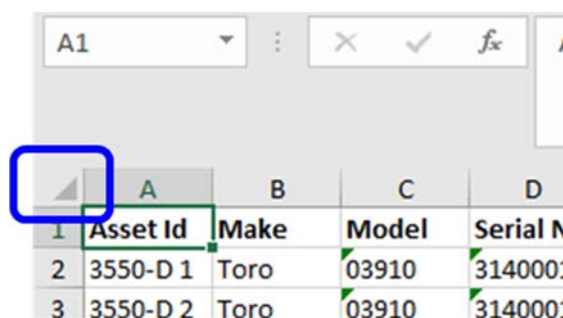
Click on the Download .XLSX Button in Upper right of the Asset List




Open the Spreadsheet that Downloads



On the Spreadsheet, Click on the Triangle in the upper left (This should select all columns and rows)



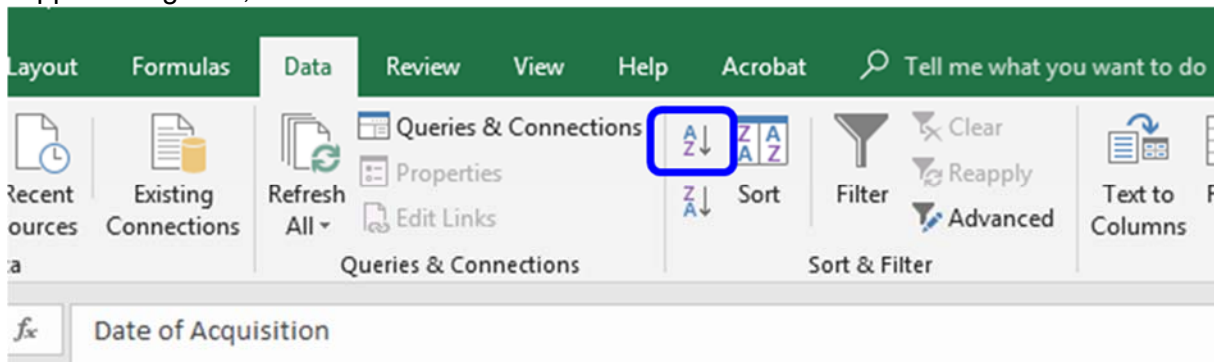
Hover the cursor between Column A and Column B until you see this symbol , then double-click (this should expand the columns to fit the data in them, making it easier to read).

	A	B	C	D	E
1	Asset Id	Make	Model	Serial Number	Description
2	3550-D 1	Toro	03910	314000148	Reelmaster 3550 Traction Unit
3	3550-D 2	Toro	03910	314000152	Reelmaster 3550 Traction Unit
4	5010-H #1	Toro	03674	315000055	Reelmaster 5010-H Traction Unit

Click the G Button to select Column G

	F	G	H	I
	Asset Category	Date of Acquisition	Fuel Tracking Type	Utilization
		9/3/2014 12:00:00 AM	Fuel Fill	Operating
		9/3/2014 12:00:00 AM	Average Fuel Usage	Operating
		1/1/2015 12:00:00 AM	Average Fuel Usage	Operating
	Mowers, Rotary, Ride	5/5/2007 12:00:00 AM	Fuel Fill	Operating
		11/3/2016 12:00:00 AM	Fuel Fill	Operating
		5/5/2011 12:00:00 AM	Fuel Fill	Operating
		1/1/2013 12:00:00 AM	Fuel Fill	Operating
		1/1/2016 12:00:00 AM	Fuel Fill	Operating
		7/1/2016 12:00:00 AM	Average Fuel Usage	Operating
		7/1/2016 12:00:00 AM	Fuel Fill	Operating
		9/20/2017 12:00:00 AM	Fuel Fill	Operating
		5/5/2010 12:00:00 AM	Fuel Fill	Operating
		5/5/2007 12:00:00 AM	Fuel Fill	Operating

In upper Navigation, Click “Data: and then the A→Z Sort



In the Sort warning Modal, select “expand the Selection” and then click Sort



## MYTURF PRO TIP: Tracking Contract Labor Project Costs

### Steps for Tracking Project Costs

This use of the application is for customers who want to track project costs not associated with Equipment or Irrigation Maintenance. An example would be contracting with an outside company to cut/trim trees and needing to track labor, material, etc.

#### Step 1: Set up “Contractor” Resources as Labor

1. Go to Location Admin



2. Open Location Record



Demo Location TCO

3. Navigate to Labor Wage and Fuel Section

Subscription Invoice  
Address

**Labor Wage and Fuel**

Locale Settings

4. Under Maintenance Labor, click “Add New Labor”

+ Add New Labor

5. A blank row should appear in the Maintenance Labor Table:

	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
--	----------------------	----------------------	-------------------------

6. Fill out this row for the Contracting Company

	<input type="text" value="Contractors"/>	<input type="text" value="XYZ"/>	\$ <input type="text" value="60"/>
--	--	----------------------------------	------------------------------------

7. Click SAVE

Save

## Step 2: Create an “Other” Group for your Project(s)

1. While still in Location Record, click on Asset Groups



2. Under Manage Asset Groups, click Create New Group



3. In the modal that pops up, select “Other” Asset Type and input a name for the project group

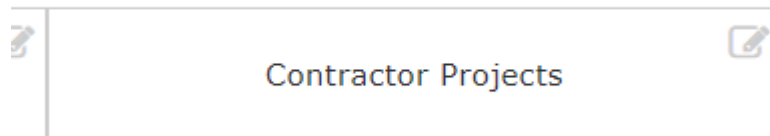
---

Asset Type

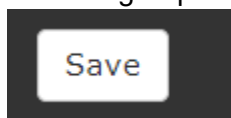
Group Name \*

**Create** Cancel

4. Click Create
5. Verify the Group appears in the Group List:



6. Click Save in the footer to save the new group



7. Navigate back to your Asset List

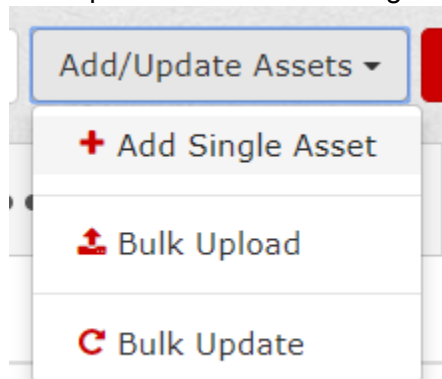


**Asset List**

---

### Step 3: Create an Asset to Represent one or more Projects

1. On the Asset List, click Add/Update Assets . Add Single Asset



2. On the Blank Asset Record, fill out the Required Information. You will need to add your Own Make and Model

**Add a new Make** ×

**Make \***

Ask Toro to add this make to its permanent records

**Add New** **Cancel**

**Add a new Model** ×

**Make \***

**Model Name \***

Ask Toro to add this model to its permanent records.

**Add New**



**Asset Type \***

**Status \***

**Location Assignment \***

**Group Assignment \***

**Asset ID \***

**Make \***

**Model \***

**Model Year**

**Serial Number**

**Asset Category Assignment**

**Model Specification**

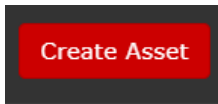
**Specification Detail**

**Quantity**

**Description \***

**Date Of Acquisition \***

3. Once Complete, Click Create Asset at bottom of page




4. Close

 **Success**

You have created the following asset(s):

**Tree Trim 2018**


 To review or edit, go to the [Asset Record](#).

[Close](#)


### Step 4: Create a Task and Work Order to Track

1. On the Asset List, navigate to your New Group and Project

#### Filter Asset by Group

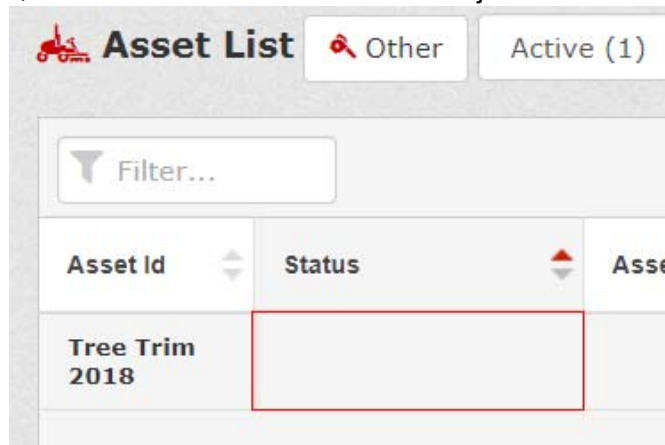
 Other Pro ▼

**Pro** Location Demo Location TCO [Select All](#) [Deselect All](#)

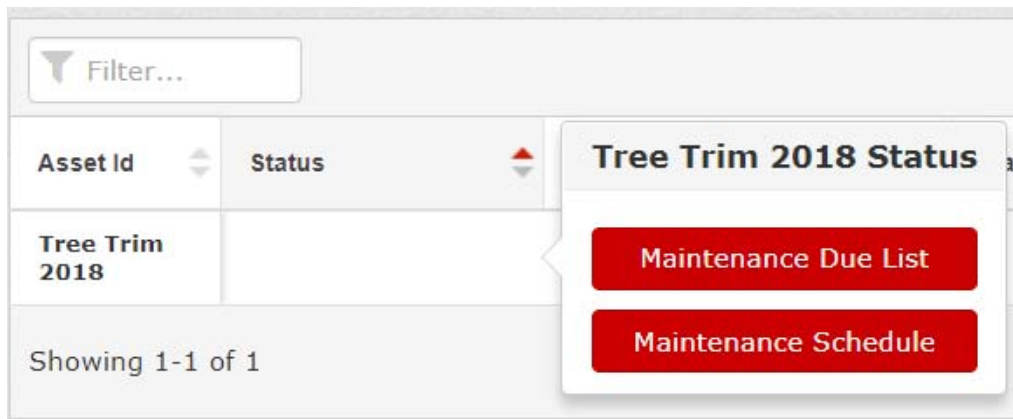
Cars	<u>Contractor Projects</u> 	Portable Tools	Structures	Turf Areas
------	--	----------------	------------	------------

**Apply** Cancel

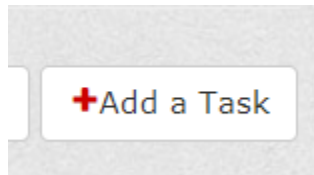
2. In the Asset List, click on the Status Box for the Project



3. Click on Maintenance Due List



4. On Maintenance Due List, click Add a Task



5. Create a new General Maintenance Task representing the Work being done

**Create New Task** ✕

\* Required field

**Task Type \***

**Description \***

**Parts Needed** i You can manage parts after you create this task.

**File Attachment** (.pdf, .jpg or .png) Choose File

6. Click Save



7. Click Close

✔ **Success**

You have created the following task:

**XYZ Contracting Tree Trimming Spring 2018**

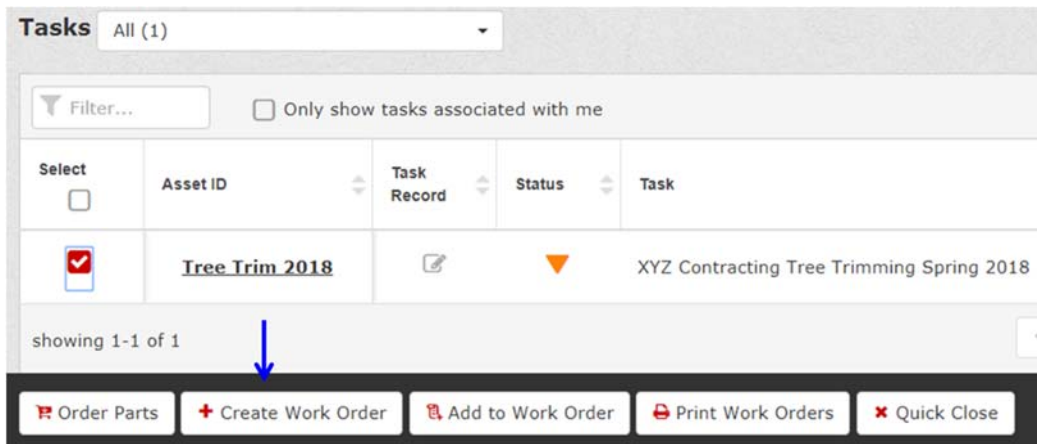
i To edit and add parts go to the **Task Record**.

Close

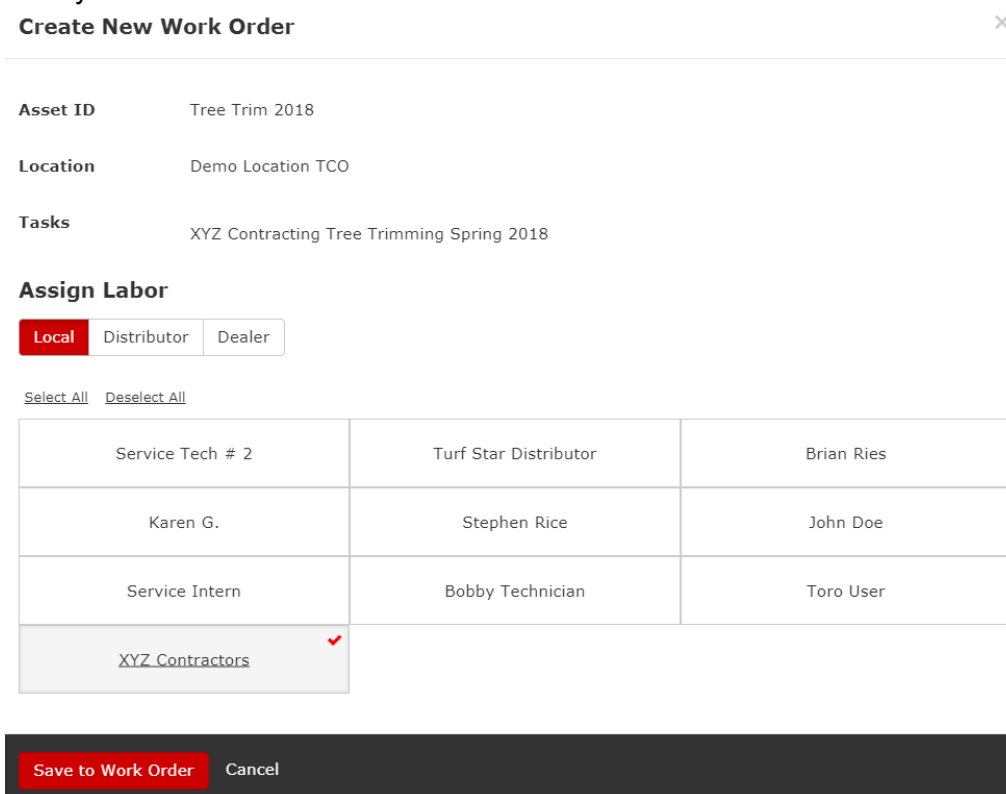
8. Refresh the Page (F5) to see the Task in MDL

Select	Asset ID	Task Record	Status	Task	Task Type
<input type="checkbox"/>	<u>Tree Trim 2018</u>		<span style="color: orange;">▼</span>	XYZ Contracting Tree Trimming Spring 2018	General

9. Select the Task and click Create Work Order



10. Select your Contract Labor and click Save to Work Order



11. Close

**Success**

You have created the following work order(s):  
**701836** for Asset ID Tree Trim 2018

[Close](#)

### Step 5: Tracking Labor in the Work Order

1. Open the Work Order by Clicking on the Work Order Number in the Maintenance Due List

Select	Asset ID	Task Record	Status	Task	Task Type	Parts Needed	Work Order
<input type="checkbox"/>	Tree Trim 2018			XYZ Contracting Tree Trimming Spring 2018	General	0	<b>701836</b>

2. As labor is accrued – Update the Labor Minutes on the Work Order – This will update the Labor costs

**Tree Trim 2018** Down for Maintenance / Repair

<table border="0"> <tr> <td><b>Make</b></td> <td><b>Model</b></td> <td><b>Description</b></td> <td><b>Serial Number</b></td> </tr> <tr> <td>Projects</td> <td>Contractor</td> <td>Contractor Projects</td> <td>None</td> </tr> </table>	<b>Make</b>	<b>Model</b>	<b>Description</b>	<b>Serial Number</b>	Projects	Contractor	Contractor Projects	None	<input type="checkbox"/> Notes <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">Enter notes here...</div>
<b>Make</b>	<b>Model</b>	<b>Description</b>	<b>Serial Number</b>						
Projects	Contractor	Contractor Projects	None						

---

**General**

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Tasks (1)</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td>XYZ Contracting Tree Trimming Spring 2018</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Parts (0)</b> </div>	<input type="checkbox"/>	XYZ Contracting Tree Trimming Spring 2018	<div style="border: 1px solid #ccc; padding: 5px;"> <b>Labor (1)</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 20px;"><input checked="" type="radio"/></td> <td>XYZ Contractors</td> <td style="border: 1px solid #ccc; padding: 2px 10px;">45</td> <td>min</td> </tr> </table> </div>	<input checked="" type="radio"/>	XYZ Contractors	45	min
<input type="checkbox"/>	XYZ Contracting Tree Trimming Spring 2018						
<input checked="" type="radio"/>	XYZ Contractors	45	min				

---

**Summary of Costs**

<b>General</b> Parts \$0.00	<div style="border: 2px solid blue; border-radius: 10px; padding: 5px; display: inline-block;">                     Labor                      \$45.00                 </div>	<b>Miscellaneous Costs</b> \$ <input style="width: 50px;" type="text" value="0"/>
		<b>Equipment Downtime</b> <input style="width: 50px;" type="text" value="0"/> hrs

### Step 6: Tracking Materials as Parts

1. To Track materials Used, go to Maintenance Due List and Open the Task Record

Select	Asset ID	Task Record	Status	Task
<input type="checkbox"/>				
<input type="checkbox"/>	<u>Tree Trim 2018</u>			XYZ Contracting Tree Trimming Spring 2018

2. Within the Task Record, select + Add Part, Create Custom Part

**Task Record**

\* Required field




**Task Type \***

**Description \***

**Parts Needed**

Select	Make	Parts Number	Description	Qty Needed
<input type="checkbox"/>				

**File Attachment** (.pdf, .jpg or .png)

-  Master Parts Viewer
-  Part Inventory
-  Create Custom Part

3. Create a Part to Represent the Material Used and click Create Part

#### Create Custom Part

**Part Number**

**Make**

**Description**

Create Part
Cancel

4. Once Part in Task Record, Click Save

**Task Record**

Task Type \*  \* Required field

Description \*

Parts Needed

Select	Make	Parts Number	Description	Qty Needed
<input type="checkbox"/>	Unleaded	Chainsaw Fuel	Gas for Chainsaws	<input type="text" value="0"/>

File Attachment (.pdf, .jpg or .png)

- Navigate back into the Work Order, the material should now show as a part in work order and you can track Quantity and cost

**Tree Trim 2018** Down for Maintenance / Repair

Make: Projects, Model: Contractor, Description: Contractor Projects, Serial Number: None

Notes: Enter notes here...

**General**

Tasks (1)

<input type="checkbox"/>	XYZ Contracting Tree Trimming Spring 2018
--------------------------	---

Labor (1)

<input checked="" type="radio"/>	XYZ Contractors	<input type="text" value="45"/> min
----------------------------------	-----------------	-------------------------------------

Parts (1)

Part Number	Make	Description	Quantity Needed	Quantity Used	Unit Of Measure	Cost Per Unit Of Measure
Chainsaw Fuel	Unleaded	Gas for Chainsaws	<input type="text" value="0"/>	<input type="text" value="0"/>		\$ <input type="text" value="0"/>

- As you track Qty Used and Cost per Unit, the cost accrued will be reflected in the Summary

Parts (1)

Part Number	Make	Description	Quantity Needed	Quantity Used	Unit Of Measure	Cost Per Unit Of Measure
Chainsaw Fuel	Unleaded	Gas for Chainsaws	<input type="text" value="0"/>	<input type="text" value="10"/>		\$ <input type="text" value="2.35"/>

**Summary of Costs**

General		Miscellaneous Costs
Parts	Labor	\$ <input type="text" value="0"/>
\$23.50	\$45.00	Equipment Downtime
		<input type="text" value="0"/> hrs

## **NOTES**







Connect. Manage. Maintain. Simplify.