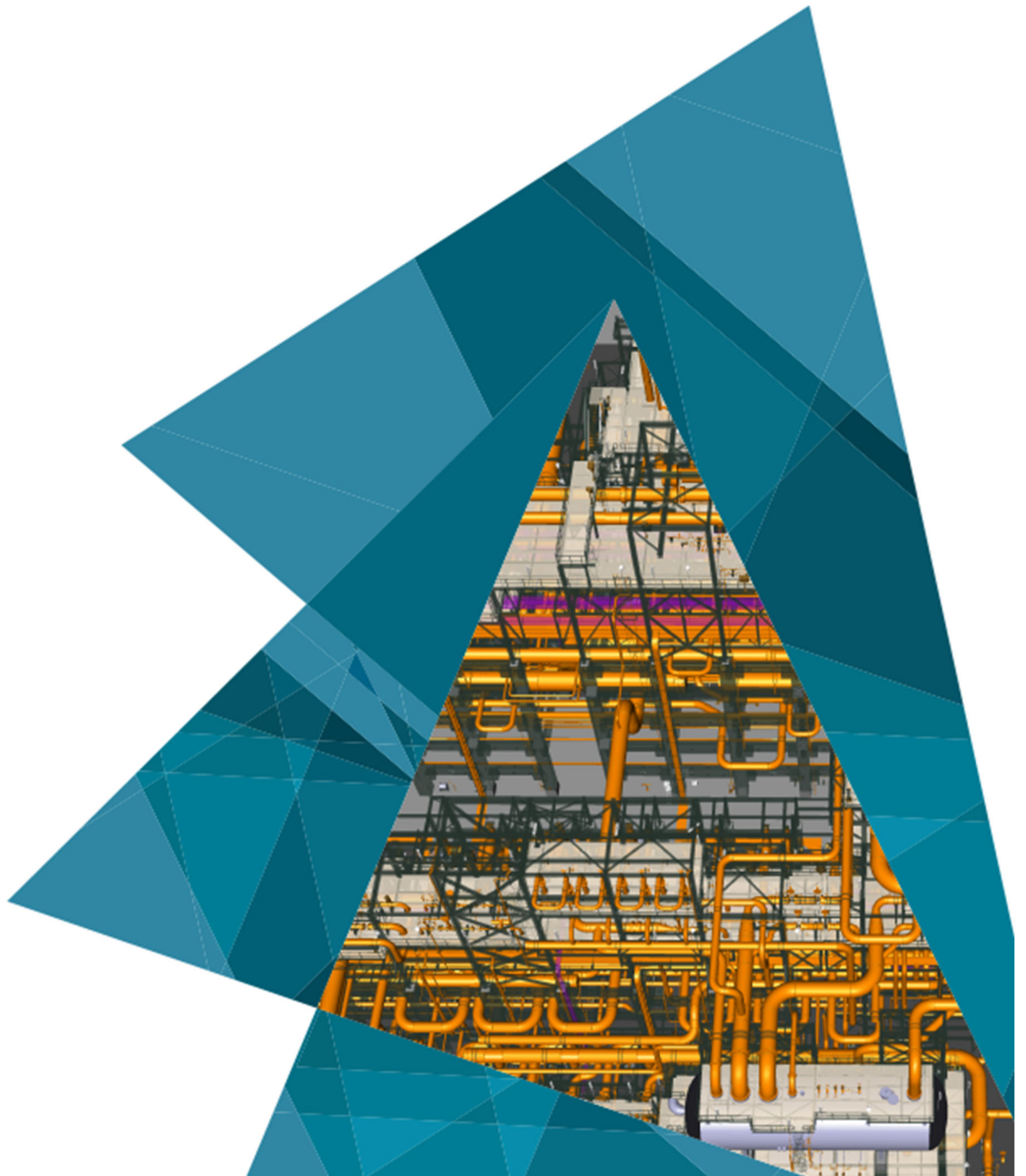




# HxGN EAM Digital Work - List of Screens

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This brief provides information on the list of screens available on the HxGN EAM Digital Work mobile application, for Advanced Mobile, Field Work and Mobile Requestor users. For more information on the Digital Work application itself, please refer to the HxGN EAM Digital Work brief.

## Intended audience

This brief is intended for anyone using the Digital Work application, available in iOS and Android platforms, on their mobile devices.

## Available screens in the app

The screens, tabs, and action items listed in this table are available in the Digital Work application.

Based on whether the user is a **Field Work, Mobile Requestor or Advanced Mobile** user, the list of screens will vary.

### Note:

- Adding, Deleting, Editing, Printing (the printing option will be available only if the base screen supports the 'Print Record' option on the toolbar and a report is associated at the screens level) and Copying a record are all standard functionalities. These options are available to all users in base EAM which is why they are not listed.

## Screens, tabs, and action items

The following screens, tabs and action items are available for a **Field Work** user:

# Available in Field Work

## Work Order screen

Tab	Action Items available	Notes/Exceptions
Record View	View Equipment Custom Fields	The details of the first activity will only be available on the Activities tab.
	View Equipment Material Usage	The Checklist icon appears if active checklists exist. This opens the Checklist form.
	Event Log	The Book Labor action item is a Digital Work only action item, to quickly Book Labor from the Record View
	Create Standard WO	Proof of Delivery is a Digital Work only action item which opens the Proof of Delivery report
	Create Warranty Claim	
	Unsigned WO Differences	
	Book Labor	
	Event Log	
	Perform Linear Search	
	Planned Part Availability	
Trace Route		
Proof of Delivery		
Activity	Add/Edit Comments	The checklist form is accessed by touching the Checklist icon. The checklist form has these action items:
	View PM Activity Comments	<ul style="list-style-type: none"> <li>• Create Follow-up WO/Create Deferred Maintenance</li> </ul>
	Create Warranty Claim Linear Location Details Checklist	<ul style="list-style-type: none"> <li>• View Comments (Task Instructions/Comments)</li> </ul>
	View Task Plan Instructions	<ul style="list-style-type: none"> <li>• View Documents (Task Documents)</li> </ul>
	Import Activities	<ul style="list-style-type: none"> <li>• View Checklist Items comments</li> </ul>
	Create Labor Requisition	<ul style="list-style-type: none"> <li>• View Checklist Item documents</li> </ul>
	Reallocate Direct Materials	<ul style="list-style-type: none"> <li>• Checklist Approval: This opens the eSignature popup</li> </ul>
	Add Deferred Activities	<ul style="list-style-type: none"> <li>• Start/View AKMS Completion</li> </ul>
	Defer Multiple Equipment Work Order	<ul style="list-style-type: none"> <li>• View AKMS Content</li> </ul>
	Comments	
Documents		

Tab	Action Items available	Notes/Exceptions
Closing		
Calibration	Copy To As Left  View Loop Instruments Standard Used  Import Test Points	
Book Labor		
Parts	Record Stockouts Select Substitute Part Create Parts Requisition  Import Parts List  Create Pick Ticket	
Map	Show Directions  Update Location Show Nearby Users	This is a Digital Work only tab and is not available in base EAM.  <b>Note:</b> The X coordinate maps to the Longitude and the Y coordinate maps to the Latitude.
Additional Costs		
Schedule Labor		
Plan Tools		
Tools Usage	Import Scheduled Tools	
Closing Comments		This is a Digital Work only tab for entering the closing comments only. The work order can be closed on the Record View card.
Translations		
Parts Associated	Stock Info Substitutes  Suppliers Manufacturers  Where Used	
eRecords		
Account Details		
Addresses		
Related Work Order History		
Inspections	Inspection Comments  Inspection Custom Fields	

Tab	Action Items available	Notes/Exceptions
	Point Custom Fields Change Inspection Status Linear Location Details	
Equipment	Add WO Header Equipment Import Route Equipment Linear Location Details	
Nonconformity Observations	Import Nonconformities Add/Edit Comments Add/Edit Documents Update Status	
Meter Readings		
Workspace Moves	Import Workspace Moves	
Transactions		
Service Requests		
Schedule Tools		
Resources		
Plan Labor	Create Labor Requisition	
Book Vendor Hours	Create Correction	
Accomplishments		
Survey Equipment	Add Equipment Mark as Passed Mark as Failed Mark as Not Evaluated Clear Survey WO Clear Error(s)	The Add Equipment is not a multi-select lookup here, but a normal lookup
Document List	Add Document Upload Document Create Document Start/View AKMS Completion	

Tab	Action Items available	Notes/Exceptions
Related Work Orders		
Related Meter Readings		
Compatible Units		
SR-Service Request Details		
Children		
Part Failures		
Repair Parts	Assign Repair Details	
Repairs	Add/Edit Comments	
Qualifications	Import Unlinked Qualifications	
Purchasing		
Nonconformities	Import Nonconformities Add/Edit Comments Add/Edit Documents Update Status	
Jobs	Create Labor Requisition Create Warranty Claim Add/Edit Comments Create Labor Requisition View Job Plan Instructions	
Equipment Replacement	Replace	
Monitored Data Results		
Dispatch Labor		
Safety	Add/Edit Comments Add/Edit Documents	
Permits	Deactivate Permit Create PTW Add/Edit Comments Add/Edit Documents	
Book Labor By Activity Chart		
Workflow Event History		

Tab	Action Items available	Notes/Exceptions
Workflow Approval	View Source Record Approve Reject Reassign Approver Add/Edit Documents Add/Edit Comments	

## Work Request screen

Tab	Action Items available	Notes/Exceptions
Record View		The Comments editor is available on the Comments tab.
Comments		This is a Digital Work only tab.
Documents		

## Equipment (Assets/Positions/Systems/Locations) screens

Tab	Action Items available	Notes/Exceptions
Record View	Create WO Transfer Equipment Calculate Ranking Values Change Equipment Number	The Location screen does not have these action items in base EAM, so they are not available in Digital Work. The Linear Reference fields will always display inside the Create WO popup, even if the equipment is not linear. It will just be protected in this case.
Map	Show Directions Update Location Show Nearby Users	This is a Digital Work only tab, and not found in base EAM. The Update Location option is not available for the Locations screen.  <b>Note:</b> X coordinate maps to 'Longitude' and Y coordinate maps to the 'Latitude'
Events		

Tab	Action Items available	Notes/Exceptions
Translations		
Account Details		
Addresses		
eRecords		
Meters	View Meter History Enter Meter Reading	
Meter Readings		
Comments		
Documents		
Document List	Add Document Upload Document Create Document Start/View AKMS Completion	
Parts Associated	Stock Info Substitutes Suppliers Manufacturers Where Used	
Nonconformities		
Open Work Orders		This is a read-only grid and cannot be used to update the status of child work orders.
Checklists	View Comments View Documents View AKMS Content	This is a read only grid.
Ranking History		
Operator Checklist	View Comments View Documents	The View Checklist Items is used to view the operator checklist items

Tab	Action Items available	Notes/Exceptions
	View Checklist Items	
RCM Failure Mitigation	Activate Mitigation	
Calibration	Update Equipment  Update Equipment Configurations	
Structure Details	Create WO  Show Parents	
Work Order Checklists	View Comments  View Documents  View Checklist Items	The View Checklist Items is used to view the Checklist items
Actual Consumption		This tab is available only on Assets, Positions and Systems
Capacities		This tab is available only on Assets, Positions and Systems
Depreciation	Units of Output  View Depreciation Details	This tab is available only on Assets, Positions and Systems
Design Consumption		This tab is available only on Assets, Positions and Systems
Energy Star Ratings	Get Energy Star Ratings	This tab is available only on Assets, Positions and Systems
Fuel Costs		This tab is available only on Assets, Positions and Systems
Archived Events		
Permits	Add/Edit Comments  Add/Edit Documents	
Costs		
LOTO	Add/Edit Comments  Add/Edit Documents	

Tab	Action Items available	Notes/Exceptions
	Import from Equipment Import from PTW	
PM Schedules		This tab is available only on Assets, Positions and Systems
Routes		This tab is available only on Assets, Positions and Systems
Safety	Add/Edit Comments Add/Edit Documents	
Test Points	Update Equipment Update Equipment Configurations Import Test Points	This tab is available only on Assets, Positions and Systems
Purchase Orders		This tab is available only on Assets, Positions and Systems
Material Usage		This tab is available only on Assets, Positions and Systems
Service Codes		
Service Delivery Matrix	Copy to Every Child Matrix Import Matrix	
Keys		This tab is available only on Assets, Positions and Systems
Open Repairs		This tab is available only on Assets
Qualifications		This tab is available only on Assets, Positions and Systems
Rankings	Calculate Ranking Values	This tab is available only on Assets, Positions and Systems
Reservations		This tab is available only on Assets, Positions and Systems
Resources	View Resource History	This tab is available only on Assets, Positions and Systems
Route Parents		This tab is available only on Assets, Positions and Systems

Tab	Action Items available	Notes/Exceptions
Segment Parents		This tab is available only on Assets, Positions and Systems
Segments		This tab is available only on Assets, Positions and Systems
RCM	Add/Edit Functions Add/Edit Functional Failures Edit Failure Consequences Add/Edit Failure Modes Add/Edit Functional Failures for Failure Modes Import from Equipment Import from RCM Template	
Linear Where Used		This tab is available only on Assets, Positions and Systems
Suppliers		
Event Log		
Supplier Service Codes		
Warranties		This tab is available only on Assets, Positions and Systems
Linear References	Split Insert Inside	This tab is available only on Assets, Positions and Systems
Linear Condition		This tab is available only on Assets, Positions and Systems
Warranty Claims		This tab is available only on Assets, Positions and Systems
Workspaces		This tab is available only on Assets, Positions and Systems
Ranking Survey	Calculate Ranking Values	This tab is available only on Assets, Positions and Systems
Energy Star Rating Chart		This tab report is available only on Assets, Positions and Systems

Tab	Action Items available	Notes/Exceptions
Top 10 Breakdown		This tab report is available only on Assets, Positions and Systems
Nonconformities Analysis		This tab report is available only on Assets, Positions and Systems
PM Repair Costs Chart		This tab report is available only on Assets, Positions and Systems
Work Order Repair Costs Chart		This tab report is available only on Assets, Positions and Systems
OEE Metrics		This tab report is available only on Assets, Positions and Systems
Ranking History Chart		This tab report is available only on Assets, Positions and Systems
Reliability Calculations		This tab report is available only on Assets and Positions
Reliability Growth		This tab report is available only on Assets and Positions

## Notebook screen

Tab	Action Items available	Notes/Exceptions
Record View		
Emails		
Comments		
Documents		
References		
Parts		
eRecords		
Comments		

## Physical Inventory screen

Tab	Action Items available	Notes/Exceptions
Record View		
Parts		
eRecords		
Comments		

## Operator Checklist screen

Tab	Action Items available	Notes/Exceptions
Record View	Move to Complete Move to Cancel View Comments (Task instructions/Comments) View Documents (Task Documents) View Checklist Items Comments View Checklist Item Documents Create Follow-up WO/Create Deferred Maintenance	The View Checklist Items Comments/Documents can be accessed at the checklist line level by touching on the respective icons. The rest of the action items mentioned, are accessed via the action links by touching on the three dots.

## PO Receipts screen

Tab	Action Items available	Notes/Exceptions
Record View		
Active Lines	Retrieve Parts (Skip Packing Slip) Approve All Parts Approve Part Cancel Line Undo Cancel Line	
Translations		

Tab	Action Items available	Notes/Exceptions
Account Details		
Comments		
Documents		
Packing Slip	Record Packing Slip Retrieve Lines Remove Multiple Lines Remove All Lines	
Processed Lines		

## Permit to Work screen

Tab	Action Items available	Notes/Exceptions
Record View	Extend Isolated De-Isolated Sign Off Contractor Sign Off Copy/Replace PTW Unsigned PTW Differences	The Checklist icon appears if active checklists exist on the LOTO tab. This opens the Checklist form.  The contractor sign off popup has the ability to Add Signature for Digital work
Comments		
Documents		
Safety	Add/Edit Comments Add/Edit Documents	
LOTO	Add/Edit Comments Add/Edit Documents Import from Equipment Import from PTW Checklist Checklist	The checklist form is accessed by touching the checklist action item from the action menu. The checklist form has these action items: <ul style="list-style-type: none"> <li>• View Comments</li> <li>• View Checklist Item Comments</li> <li>• Add/Edit Checklist Item Documents</li> <li>• View Documents</li> <li>• Start/View AKMS Completion</li> <li>• View AKMS Content</li> </ul>
Conflicts		

Tab	Action Items available	Notes/Exceptions
Translations		
eRecords		
Contract Signatures		
Event Log		
Safety Scope	Import from WO	This opens the Import Safety Scope pop-up.
Tools		

## Parts screen

Tab	Action Items available	Notes/Exceptions
Record View	Change Part Number View Part Details	
Comments		
Documents		
Where Used		
Stores	View Reserved Parts Add/Edit Comments Add/Edit Documents Custom Fields	
Suppliers	Alternate Catalog References	
Purchase Orders		
Stock	Transfer Part between Bins Issue Part Return Part Scrap Part Record Stockouts Change Part Condition	
Reservations		

Tab	Action Items available	Notes/Exceptions
Transactions		
Usage		
Requisitions		
Sales Prices		
Archived Transactions		
Contracts		
Greenhouse Gases		
Kit Template		
Manufacturers		
Nonconformity Types		
Overview		
PO History		
Parts Associated	<ul style="list-style-type: none"> <li>Stock Info</li> <li>Substitutes</li> <li>Suppliers</li> <li>Manufacturers</li> <li>Where Used</li> </ul>	
Prices		
Repair Details		
Safety	<ul style="list-style-type: none"> <li>Add/Edit</li> <li>Comments</li> <li>Add/Edit</li> <li>Documents</li> </ul>	
Stock Value		
Substitutes		
Translations		

Tab	Action Items available	Notes/Exceptions
Monthly Part Usage Chart		

## Requisition screen

Tab	Action Items available	Notes/Exceptions
Record View	Generate PO Generate RFQ	
Comments		
Documents		
Parts	Add/Edit Comments Create Part  Select Substitute Part Select Parts  Assign Repair Details	
Services	Add/Edit Comments  Create Work Order/Activity	
Addresses		
Account Details		
Translations		
eRecords		
Open Repairs		
Transactions		
Workflow Event History		
Workflow Approval	View Source Record Approve Reject Reassign Approver Add/Edit Documents Add/Edit Comments	

## Asset Inventory screen

Tab	Action Items available	Notes/Exceptions
Parameters	Create/Update Session	The session can be cancelled only from the Inventory Results tab.
Inventory Results	Update System with Observed Physical/Bin Location Copy System to Observed Physical/Bin Location Mark as Not Found Create Move WO(s) Add Asset to List Create New Asset Approve Session Cancel Session	

## Map View (GIS) screen

Tab	Action Items available	Notes/Exceptions
Map View (GIS)		

See the ***HXGN EAM Mobile Offline Configuring GIS Map View*** for more information on configuration for this screen. Both Digital Work and the Mobile Offline apps share the same configuration (i.e. install parameters) related to the Map View screen of each app.

## Book Labor by Employee screen

Tab	Action Items available	Notes/Exceptions
N/A	Create Correction	

## Hours Worked screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Work Order Schedule screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Optimized WO Sequence screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Issue Transaction screen

See ***HXGN EAM Digital Work for Transactions*** for more information on this screen

## Available in Mobile Requestor

The following screens, tabs and action items are available for a **Mobile Requestor** user.

## Work Request screen

Tab	Action Items available	Notes/Exceptions
Record View		The Comments editor is available on the Comments tab.
Comments		This is a Digital Work only tab.
Documents		

## Operator Checklist screen

Tab	Action Items available	Notes/Exceptions
Record View	Move to Complete Move to Cancel  View Comments (Task instructions/Comments) View Documents (Task Documents) View Checklist Items Comments  View Checklist Item Documents  Create Follow-up WO/Create Deferred Maintenance	The View Checklist Items Comments/Documents can be accessed at the checklist line level by touching on the respective icons. The rest of the action items mentioned, are accessed via the action links by touching on the three dots.

## Part Requisitions screen

Tab	Action Items available	Notes/Exceptions
Record View		The Comments editor is available on the Comments tab.
Comments		This is a Digital Work only tab.
Documents		
Parts		

## Contractor Portal screen

Tab	Action Items available	Notes/Exceptions
Record View	View Task Plan Instructions View Task Plan Documents View PM Activity Comments Checklist	The checklist form will be accessed from the record view using the Checklist button. The action items within the checklist form are: <ul style="list-style-type: none"><li>• View Comments</li><li>• View Checklist Item Comments</li><li>• View Documents</li></ul>

Tab	Action Items available	Notes/Exceptions
		<ul style="list-style-type: none"> <li>• Add/Edit Checklist Item Documents</li> <li>• Checklist Approval: This opens the eSignature pop-up</li> <li>• Start/View AKMS Completion</li> <li>• View AKMS Content</li> </ul>
Contractor Comments		
WO Comments		
WO Documents		
Additional Costs		

## Case Management Tasks

Tab	Action Items available	Notes/Exceptions
Record View	Create Follow-up WO Refresh Cost Data Translate WO Description Checklist	The checklist form will be accessed from the record view using the Checklist button. The action items within the checklist form are: <ul style="list-style-type: none"> <li>• View Comments</li> <li>• View Checklist Item Comments</li> <li>• View Documents</li> <li>• Add/Edit Checklist Item Documents</li> <li>• Checklist Approval: This opens the eSignature pop-up</li> <li>• Start/View AKMS Completion</li> <li>• View AKMS Content</li> </ul>
Comments		
Documents		
Document List	Add Document Upload Document Create Document Start/View AKMS Completion	

## Reservation Requests

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		

## Available in Advanced Mobile

**Advanced Mobile** users have access to ALL screens, tabs and action items listed for **Field Work** and **Mobile Requestor** users. Additionally, **Advanced Mobile** users also have access to these screens and tabs as well:

### Release Individual PM WOs screen

Tab	Action Items available	Notes/Exceptions
N/A		

### Review Work Requests screen

Tab	Action Items available	Notes/Exceptions
N/A	Approve Reject	

### Purchase Orders screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Addresses		
Account Details		

Tab	Action Items available	Notes/Exceptions
Translations		
eRecords		
Parts	Add/Edit Comments Extra Charges/Discounts Select Parts Select Supp. Catalog Parts	
Services	Create Work Order/Activity	
Clauses		
Open Repairs		
Tracking		
Transactions		
Clauses		
Open Repairs		
Tracking		
Transactions		
Document List	Add Document Upload Document Create Document Start/View AKMS Completion	
Workflow Event History		
Workflow Approval	View Source Record Approve Reject Reassign Approver Add/Edit Documents Add/Edit Comments	

## Task Plans screen

Tab	Action Items available	Notes/Exceptions
Record View	Translate WO Description Create New Revision	
Instructions		
Documents		
Sales Prices		
Translations		
eRecords		
Checklist	Delete All Checklist Items Translations Add/Edit Comments Import Checklist	
Jobs	Translate WO Description Import Job Plan Details Add/Edit Instructions Add/Edit Documents	
Plan Labor		
Plan Parts	Select Parts	
Plan Tools		
Prices		
Qualifications		
Suppliers		
Sales Prices		
Tag Translations		
Estimated Costs		

## Non-PO Receipts screen

Tab	Action Items available	Notes/Exceptions
Record View		
Parts	Create Part	
Comments		
Documents		
Account Details		

## PM Schedules screen

Tab	Action Items available	Notes/Exceptions
Record View	Create New Revision Copy PM Schedule popup	
Comments		
Documents		
Sales Prices		
Translations		
eRecords		
Safety	Add/Edit Comments Add/Edit Documents	
Activities	View Task Plan Instructions	
Equipment	Deactivate All Equipment	
Jobs		
Nonconformities		
Permits	Add/Edit Comments Add/Edit Documents	
Plan Labor		
Plan Parts		

Tab	Action Items available	Notes/Exceptions
Plan Tools		
Resources	Refresh Resource View Resource History	
Work Orders		
Estimated Costs		

## Supplies screen

Tab	Action Items available	Notes/Exception
Record View		
Account Numbers		
Addresses		
Comments		
Documents		
Commodities		
Contacts		
Equipment		
Fuel Mix		
PO History		
Parts	Alternate Catalog References	
Rates		
Service Codes		
Services		
Service Code Exclusions		

## Classes screen

Tab	Action Items available	Notes/Exceptions
Record View		
Documents		
Translations		
Custom Fields	Define Lookup Values Translate Group Label Status Requirement Settings	
Linear References		
Linear Reference Classes		

## Crews screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Employees		

## Material Lists screen

Tab	Action Items available	Notes/Exceptions
Record View	Create New Revision	
Comments		
Documents		
eRecords		
Translations		
Parts	Select Parts	

## Permit to Work Setup screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		

## Hazards screen

Tab	Action Items available	Notes/Exceptions
Record View	Create New Revision	
Comments		
Documents		
Translations		
Precautions		
Where Used		

## Permits screen

Tab	Action Items available	Notes/Exceptions
Record View	Create New Revision	
Permit Body		Used to enter comments
Documents		

## Lockout Box screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		

Tab	Action Items available	Notes/Exceptions
Translations		

## Safety Matrix screen

Tab	Action Items available	Notes/Exceptions
Record View		

## Isolation Points screen

Tab	Action Items available	Notes/Exceptions
Record View	Create New Revision	
Comments		
Documents		
Translations		
Permit to Work		

## Precautions screen

Tab	Action Items available	Notes/Exceptions
Record View	Create New Revision	
Comments		
Documents		
Translations		

## Issue Return Parts screen

Tab	Action Items available	Notes/Exceptions
N/A	Material List Pick Ticket Held Items Reserved Items Record Stockouts Print Label(s) Print Core Return Label(s) Print Warranty Return Label(s)	

## Store to Store Issues screen

Tab	Action Items available	Notes/Exceptions
Record View		
Parts		
Comments		
Documents		
eRecords		
Addresses		

## Store to Store Requisitions screen

Tab	Action Items available	Notes/Exceptions
Record View		
Parts		
Comments		

Tab	Action Items available	Notes/Exceptions
Documents		
eRecords		
Addresses		
Account Details		

## Store to Store Receipts screen

Tab	Action Items available	Notes/Exceptions
Record View		
Parts		
Comments		
Documents		
eRecords		
Addresses		

## Standard Work Orders screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Standard Work Order	
Comments		
Documents		
Sales Prices		
Safety		
Translations		
Activities	Add/Edit Comments View Task Plan Instructions	
Children		
Jobs		

Tab	Action Items available	Notes/Exceptions
Nonconformities		
Permits	Add/Edit Comments Add/Edit Documents	
Plan Labor		
Plan Parts		
Plan Tools		
Estimated Costs		

## Employees screen

Tab	Action Items available	Notes/Exceptions
Record View	Create Group Exception Calculate Availability Revoke	
Comments		
Documents		
Addresses		
Availability Exceptions		
Keys		
Outstanding Issues		
Qualifications		
Rates		
SR-Properties		
Transactions		
Transfers		
Types		
Workspaces		

## Documents screen

Tab	Action Items available	Notes/Exceptions
Record View	View Document Upload Document	
Comments		
Documents		
Equipment Classes		
Translations		
Where Used		
Upload History		

## Shifts screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Crews		
Days		
Employees		

## Maintenance Patterns screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Maintenance Pattern	
Comments		
Documents		

Tab	Action Items available	Notes/Exceptions
Translations		
Sequences		
Equipment	Activate MP Deactivate MP	
Work Orders		

## Deferred Maintenance screen

Tab	Action Items available	Notes/Exceptions
Record View	Linear Location Details	
Parts		

## Monitored Data screen

Tab	Action Items available	Notes/Exceptions
Equipment Details		
Points		
Aspects		
Aspect Points	Copy Aspect Points	
Conditions		
Results		

## Blanket Orders screen

Tab	Action Items available	Notes/Exceptions
Record View	Create Complete PO	
Comments		

Tab	Action Items available	Notes/Exceptions
Documents		
eRecords		
Addresses		
Partial Order		
Clauses		
Parts		
Services		
Users		

## Formulas screen

Tab	Action Items available	Notes/Exceptions
Record View	Verify Parameters Validate Formula	
Comments		
Translations		
Parameters	Validate Parameter Edit Parameter Details	

## Aspects screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Nonconformity Types		
Prompts	Define Lookup Values	

Tab	Action Items available	Notes/Exceptions
Tolerances		
UOMs		

## Findings screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Classes		

## Conditions screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Point Types screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Qualifications screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Methods screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Supervisors screen

Tab	Action Items available	Notes/Exceptions
Record View	Revoke	
Comments		
Documents		
Translations		

## Pick Tickets screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		

Tab	Action Items available	Notes/Exceptions
Documents		
Translations		
eRecords		
Parts	Import Parts	

## Standard Crews screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Rates		

## Fuels screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Depot/Tank		
Transactions		

## Quick Store to Store Transfer screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Review Operator Checklist screen

Tab	Action Items available	Notes/Exceptions
N/A	Checklist	<p>The checklist form on the operator checklist is accessed via the 'Checklist' action item. The checklist form has these action items:</p> <ul style="list-style-type: none"><li>• Create Follow-up WO</li><li>• Create Deferred Maintenance</li><li>• View Comments</li><li>• View Documents</li><li>• View Checklist Items comments</li><li>• View Checklist Item documents</li><li>• Checklist Approval: This opens the eSignature popup</li><li>• Start/View AKMS Completion</li><li>• View AKMS Content</li></ul>

## Tools screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Outstanding Issues		
Transactions		

## Case Management screen

Tab	Action Items available	Notes/Exceptions
Record View	Create Follow-up WO Refresh Cost Data Translate WO Description	
Comments		
Documents		
Document List	Add Document Upload Document Create Document Start/View AKMS Completion	
Related Cases		
Translations		
eRecords		
Tasks	Add/Edit Comments Add/Edit Documents Create Follow-up WO Refresh Cost Data Translate Task Translate WO Description Checklist	The checklist form is accessed via the 'Checklist' action item. The checklist form has these action items: <ul style="list-style-type: none"> <li>• View Comments</li> <li>• View Checklist Items Comments</li> <li>• View Documents</li> <li>• Add/Edit Checklist Item Documents</li> <li>• Checklist Approval: This opens the eSignature popup</li> <li>• Start/View AKMS Completion</li> <li>• View AKMS Content</li> </ul>
Event Log		
Root Causes	Copy from Case	
Corrective Action	Map RCM Data	

Tab	Action Items available	Notes/Exceptions
	<ul style="list-style-type: none"> <li>Apply Corrective Action</li> <li>Apply Corrective Action to All</li> <li>Remove Applied RCM</li> </ul>	
Failure Modes	<ul style="list-style-type: none"> <li>Translate Function</li> <li>Translate Functional Failure</li> <li>Translate Failure Mode</li> <li>Edit Failure Consequences</li> </ul>	
Failure Mitigation		
Workflow Event History		
Workflow Approval	<ul style="list-style-type: none"> <li>View Source Record</li> <li>Approve</li> <li>Reject</li> <li>Reassign Approver</li> <li>Add/Edit Documents</li> <li>Add/Edit Comments</li> </ul>	

**Note:** The **Root Cause Analysis** screen is also available, which is the same as the Case Management screen above. However, the user must manually make the changes in the screen designer for **Digital Work** screen to match the screen delivered in base EAM.

## Nonconformities screen

Tab	Action Items available	Notes/Exceptions
Record View	<ul style="list-style-type: none"> <li>Merge Nonconformity</li> <li>Create WO</li> <li>Create Capital Planning Request</li> <li>View All Comments</li> <li>View All Documents</li> </ul>	
Comments		
Documents		
Translations		
Observations	Add/Edit Comments	The checklist action item is used to access the checklist for

Tab	Action Items available	Notes/Exceptions
	Add/Edit Documents Checklist	nonconformities. The checklist form has these action items: <ul style="list-style-type: none"> <li>• View Comments</li> <li>• View Checklist Item Comments</li> <li>• Add/Edit Checklist Item Documents</li> <li>• View Documents</li> <li>• Start/View AKMS Completion</li> <li>• View AKMS Content</li> </ul>

## Nonconformity Observations screen

Tab	Action Items available	Notes/Exceptions
Record View	New Observation Create WO View All Comments View All Documents Checklist	The checklist action item is used to access the checklist for nonconformity observations. The checklist form has these action items: <ul style="list-style-type: none"> <li>• View Comments</li> <li>• View Checklist Item Comments</li> <li>• Add/Edit Checklist Item Documents</li> <li>• View Documents</li> <li>• Start/View AKMS Completion</li> <li>• View AKMS Content</li> </ul>
Comments		
Documents		

## Internal Repair Receipts screen

Tab	Action Items available	Notes/Exceptions
Record View		

Parts	Retrieve Parts
Comments	
Documents	
eRecords	

## Part Number History screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Equipment Generation screen

Tab	Action Items available	Notes/Exceptions
Record View	Create/Refresh Preview Close Session	
Details	Create/Refresh Preview	
Preview	Create/Refresh Preview Generate Equipment	

## Equipment Class Definitions screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Investment Options		
Capacities		
Service Life Usages		

## Performance Formulas screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Adjustments screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Workspace Moves screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Associations		

## Packages screen

Tab	Action Items available	Notes/Exceptions
Record View	Issue Returns Parts	
Comments		
Documents		
Translations		
Parts	Select Parts	
Transactions		

## Closing Codes screen

Tab	Action Items available	Notes/Exceptions
Record View	Translations	
Classes		
Groups		

## Depot screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Pumps		
Tanks		
Tank/Pump		

## Key Management screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Key	
Comments		
Documents		
Translations		
Locks	Translations	
Ring Keys		
Transactions		

## Contract Templates screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Contract Template	
Comments		
Documents		
Translations		
Charge Definitions	Translate Invoicing Description Batch Copy Organization Batch Update Organization Batch Delete Organization	
Clauses		
Discounts		
Sales Prices		
WO Criteria		

## Customer Contracts screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Contract	
Comments		
Documents		
Translations		
Charge Definitions	Translate Invoicing Description Reset Tax Codes Associate Missing Meters Update Energy Preferences	
Adjustments	Create WO	
Commodities		
Contract Items	Translate Invoicing Description Reset All Contract Templates Reset Contract Template Reset All Charge Definitions Reset Charge Definitions Reset All Tax Codes Refresh All Exchange Rates Update Energy Preferences	
Clauses		
Discounts		
Sales Prices		
WO Criteria		

## Categories screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
eRecords		
Parts Associated	Stock Info Substitutes Suppliers Manufacturers Where Used	
Permits	Add/Edit Comments Add/Edit Documents	
Safety	Add/Edit Comments Add/Edit Documents	
Test Points	Update Equipment Update Equipment Configurations Import Test Points	
Calibration	Update Equipment Update Equipment Configurations	

## Departments screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		

Tab	Action Items available	Notes/Exceptions
Translations		
Tools		

## Meters screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Profiles screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Parts Associated	Stock Info Substitutes Suppliers Manufacturers Where Used	
Permits	Add/Edit Comments Add/Edit Documents	

## Equipment Configuration screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Configuration Create New Revision	
Comments		
Documents		
Translations		
Configuration Associated		
Maintenance Patterns		
PM Schedules		
Where Used		
Depreciation	Units of Output View Depreciation Details	
Parts Associated	Stock Info Substitutes Suppliers Manufacturers Where Used	
Calibration	Update Equipment Update Equipment Configurations	
Meters	View Meter History Enter Meter Reading	
Permits	Add/Edit Comments Add/Edit Documents	
Safety	Add/Edit Comments Add/Edit Documents	
Test Points	Update Equipment	

Tab	Action Items available	Notes/Exceptions
	Update Equipment Configurations Import Test Points	
Warranties		

## Workspaces screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Furnishings	Stock Info Substitutes Suppliers Manufacturers Where Used	
Employees		
Equipment		

## Equipment Ranking screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Equipment Ranking	
Comments		
Documents		
Translations		
Equipment		

Tab	Action Items available	Notes/Exceptions
Ranks		
Survey Setup	Edit Level Properties Add/Edit Answers Normalize Level Order Questions	

## Decay Curves screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Curve Chart		This is a tab report
Curve Points		
Markov Transition Matrix	Generate Curve Points Generate Matrix and Curve Points	
Ranking History Selection		

## Commodities screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

Tab	Action Items available	Notes/Exceptions
Fuels		

## Currencies screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Exchange Rates		

## Lots screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Bins Per Store		

## Manufacturers screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Addresses		

Tab	Action Items available	Notes/Exceptions
Parts		

## Part Condition Templates screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Conditions	Translations	

## Reason for Return screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Store Groups screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Translations		
Transfer Fees		

## Tax Codes screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Rates		

## Tax Rate Types screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Tax Rates screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Values		

## Unit of Measure screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Alternate UOM		
Conversion		

## Greenhouse Gases screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		

## Printers screen

Tab	Action Items available	Notes/Exceptions
Record View		

## Manufacturer Part Numbers screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Supplier Part Numbers screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Part Reservations screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Held Items Transfer screen

Tab	Action Items available	Notes/Exceptions
N/A	Print Label(s)	

## Held Items to Stock Transfer screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Stock to Held Items Transfer screen

Tab	Action Items available	Notes/Exceptions
N/A	Print Label(s)	

## Bulletin Board Notices screen

Tab	Action Items available	Notes/Exceptions
Record View		

## Calendar Groups screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Calendar Periods		

## Workflow Approval screen

Tab	Action Items available	Notes/Exceptions
N/A	View Source Record Approve Reject Reassign Approver Add/Edit Comments Add/Edit Documents	

## Book PO Labor screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Projects screen

Tab	Action Items available	Notes/Exceptions
Record View	Create Shutdown WOs Close WOs Detach WOs	

Tab	Action Items available	Notes/Exceptions
	Delete WOs	
	Copy CU Design	
Comments		
Documents		
Translations		
eRecords		
Budgets		
Work Orders		
Costs		
Project Summary Chart		
Purchase Orders		
Sub-projects		
User Authorization		
Workflow Approval	View Source Record Approve Reject Reassign Approver Add/Edit Documents Add/Edit Comments	
Workflow Event History		

## Child Equipment Replacement screen

Tab	Action Items available	Notes/Exceptions
N/A	Attach Replace Detach	When these button(s) are disabled by system logic, Digital Work will NOT show these as action items. When the button(s) are enabled by system logic, Digital Work will show these as action items.

## Supplier Returns screen

Tab	Action Items available	Notes/Exceptions
Record View		
Parts	Retrieve Parts	
Comments		
Documents		
eRecords		

## Part Inspections screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
eRecords		

## Bulletin History screen

Tab	Action Items available	Notes/Exceptions
N/A		

## Invoice Vouchers Screen

Tab	Action Items available	Notes/Exceptions
Record View		
Account Details		
Comments		

Tab	Action Items available	Notes/Exceptions
Documents		
eRecords		
Workflow Approval	View Source Record Approve Reject Reassign Approver Add/Edit Documents Add/Edit Comments	
Workflow Event History		
Lines	Import Lines Assign GL Codes Extra Charges/Discounts Match	
Costs		
Unmatched Costs		
Utility Audit		
Utility Bills		

## Stores screen

Tab	Action Items available	Notes/Exceptions
Record View		
Comments		
Documents		
Translations		
Addresses		
Archived Transactions		

Tab	Action Items available	Notes/Exceptions
Bins		
Overview		
Reservations		
Stock		
Stock In Transit		
Stockouts		
Taxes		
Transactions		

## Customers screen

Tab	Action Items available	Notes/Exceptions
Record View	Copy Customer	
Comments		
Documents		
Addresses		
Contacts		

## Mechanic's Workbench Screen

Tab	Action Items available	Notes/Exceptions
N/A	View Comments View Documents	

## Reservations Screen

Tab	Action Items available	Notes/Exceptions
Record View	Calculate Cost Generate Invoice Update Meter Readings	
Account Details		
Comments		
Documents		
Translations		
Adjustments	Create WO	
Charge Definitions		