REACTION PHYSICAL PLANT MODULE
USER MENU

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WORK ORDER
ADD WORK ORDER:

1. Logon to Reaction
2. Go to Physical Plant → Add Work Order. Or Click Here
3. Enter or Select the following required information (see figure 1):
   - Net ID*
   - Short Description*
   - Work Needed*
   - Building*
   - Work Type*
4. Enter or Select optional fields (see figure 1).
5. Click Submit
6. A confirmation page will be displayed (see figure 2).

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**Figure 1: Add Work Order Screen**

**PHYSICAL PLANT - CREATE WORK ORDER**

- Category*: Maintenance ▼ □ Emergency □ Request Quote
- NetID:
- Short Description (22 char max): check window AC
- Work Needed: Windows AC not working
- Building: Noyes Lab ▼
- Room No: 53
- Room Type: Lab ▼
- Work Type: Normal ▼
- Contact Name/Phone: Chad Stevens 3-6355

Submit
SEARCH WORK ORDER:

1. Logon to Reaction
2. Go to Physical Plant → Search Work Order. Or Click Here
3. Provide one or more of the following:
   - Work Order #
   - Net ID
   - Short Description
   - Work Needed
   - Category
   - Building
   - Requested By
   - PI Net ID
   - Status
   - SCS Cfopa or Alias
   - User Cfopa or Alias
   - Date Range (request date or completed date)
   - Check other options available at the bottom of the screen
4. Click **Submit** (see figure 3)
5. Update / Delete, View / Add Comments and Quotes are available on result page (see figure 4)

**Figure 3: Search Work Order Screen**
Figure 4: Search Work Order Result Screen

Figure 5: Update Work Order Screen
**UPDATE / DELETE WORK ORDER**

1. Logon to Reaction
2. Go to Physical Plant → Search Work Order. Or Click Here
3. Follow instructions on how to search work order. If work order id is known, enter the id number. Click Submit.
4. On search result page, Click (Update) or (Delete) link to update or delete the work order (see figure 5). For deleting, if the work order has cfopa, quote, comments or charges (not available for end users) attached, those attached items have to be deleted first before the work order can be deleted.
CFOPA

ADD CFOPA

1. Logon to Reaction
2. Go to Physical Plant → Search Work Order. Or Click Here
3. Follow instructions on how to search work order. If work order id is known, enter the id number. Click Submit.
4. On search result page, click Update link.
5. On update work order page, Click Add Single Cfopa or Split Cost. Single cfopa will cover 100 % of the cost. Split Cost will provide the option of splitting by percentage or dollar amount (see figure 7, 7a and 8 for screen). Add cfopa links also available on add / update work order confirmation page.

UPDATE CFOPA % COVERAGE OR DOLLAR AMOUNT

1. Logon to Reaction
2. Go to Physical Plant → Search Work Order. Or Click Here
3. Follow instructions on how to search work order. If work order id is known, enter the id number. Click Submit.
4. On search result page, click Update link.
5. If there are active cfopas attached to a work order, the % and $ splitting amount can be modified. However, for % splitting, it has to cover 100% of the cost in total. For dollar amount splitting, an overage account is mandatory (see figure 9).
6. Update link is also available on create / update work order confirmation page.

Figure 7: Add Single Cfopa Screen
**Figure 7a: Add Single Cfopa Confirmation Screen**

**Figure 8: Split Cfopa Screen**
REPLACE / DELETE / RE-ACTIVATE CFOPA AND OVERAGE ACCOUNT

1. Logon to Reaction.
2. Go to Physical Plant → Search Work Order. Or Click Here.
3. Follow instructions on how to search work order. If work order id is known, enter the id number. Click Submit.
4. On search result page, click Update link.
5. Active cfopas can be deleted/replaced from the update work order page. Replace cfopa will mark the existing cfopa inactive and add a new cfopa with everything the same but require pi approval and today’s date as effective date. Delete cfopa only marks the cfopa inactive and will not remove the record permanently. Deleted cfopas can also be Re-activated.
6. For each delete and reactivate, the % coverage and dollar amount splitting will be re-evaluated to make sure the entire cost is covered.
7. Overage Account can be switched between the cfopas set up for the work order. By doing that, cost over the specified $ amount limit will be charge to this account (see figure 10).
8. Replace / Delete / Re-Activate links are also available on create / update work order confirmation page.
**PHYSICAL PLANT - REPLACE CFOPA**

Back to Search

Cfopa:  

<table>
<thead>
<tr>
<th>C</th>
<th>F</th>
<th>O</th>
<th>P</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>301045</td>
<td>510008</td>
<td>510045</td>
<td></td>
</tr>
</tbody>
</table>

Validate

Or Alias: 510AE3

Effective Date: 2/22/11

Submit

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**Figure 9: Replace Cfopa Screen**

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**PHYSICAL PLANT - UPDATE PERCENTAGE OR $AMOUNT**

Back to Search

Cfopa:  

<table>
<thead>
<tr>
<th>C</th>
<th>F</th>
<th>O</th>
<th>P</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>301045</td>
<td>510008</td>
<td>510045</td>
<td></td>
</tr>
</tbody>
</table>

Alias: 510AE3

Split By

- Percentage
- $Amount

Enter Percentage: 100

Update

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**Figure 10: Update Cfopa Screen**
**VIEW / ADD F&S CHARGES (ONLY AVAILABLE TO MANAGERS)**

1. Logon to **Reaction**
2. Go to **Physical Plant → Search Work Order**. Or **Click Here**
3. Follow instructions on how to search work order. If work order id is known, enter the id number. **Click Submit**.
4. On search result page, **Click View / Add F&S Charge**.
5. Previous bills will be displayed. **Add F&S Charge** link is located at the bottom of the page (see figure 11 and 12).
6. If charges not billed yet, it can be updated.
7. The link is also available on update work order page.

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**PHYSICAL PLANT – VIEW F&S BILLS**

<table>
<thead>
<tr>
<th>SCS Billing ID</th>
<th>SCS W#</th>
<th>F&amp;S Job#</th>
<th>Accounting Period</th>
<th>Cfp0</th>
<th>Charged</th>
<th>Labor Charge</th>
<th>Material Charge</th>
<th>Total Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>546</td>
<td>504</td>
<td>00700520</td>
<td>11/27/10</td>
<td>1</td>
<td>1360</td>
<td>$309.02</td>
<td>$0.00</td>
<td>$309.02</td>
</tr>
</tbody>
</table>

*Add F&S Charge:

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**Figure 11: View / Add F&S Charges Screen**

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**PHYSICAL PLANT – CREATE FACILITY AND SERVICES BILLING**

**SCS Work Order #: 802**

**FS Work Order #:**

**Cfp0:**

<table>
<thead>
<tr>
<th>C</th>
<th>F</th>
<th>O</th>
<th>P</th>
<th>A</th>
<th>Validate</th>
</tr>
</thead>
</table>

**Or Alias:**

**Accounting Period:**

**Labor Cost:**

**Material Cost:**

**Submit**

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**Figure 12: Add F&S Charges Screen**
View / Add Quotes

1. Logon to Reaction
2. Go to Physical Plant → Search Work Order. Or Click Here
3. Follow instructions on how to search work order. If work order id is known, enter the id number. Click Submit.
4. If the work order indicated quote is required, View / Add Quote link will be available on search result page.
5. Click View / Add Quote, previous quotes will be displayed. Add Quote link is located at the bottom of the page (see figure 13 and 14).
6. Quote can be approved, rejected or requesting for re-submit. It can also be removed.
7. Email Notification may be sent between physical plant manager and user until either the quote accepted or rejected. If accepted, the work order will move forward. Otherwise, it will end there.
8. The link is also available on update work order page

Figure 13: Add / View Quote Screen
Figure 14: Add Quote Screen
**View / Add Comments**

1. Logon to Reaction
2. Go to Physical Plant → Search Work Order. Or Click Here
3. Follow instructions on how to search work order. If work order id is known, enter the id number. Click Submit.
4. If the work order indicated quote is required, View / Add Comments link will be available on search result page.
5. **Click View / Add Comments**, previous comments will be displayed. Add comments link is located at the bottom of the page (see figure 15 and 16).

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**Figure 15: View / Add Comments Screen**

**Figure 16: Add Comments Screen**