

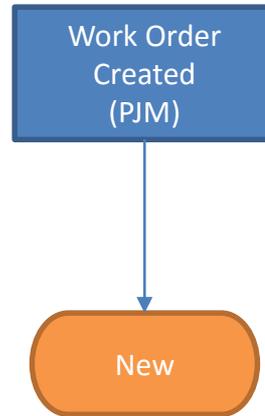
Work Order Training

Email Notifications

Notification: All Users in the attention field

Rules: Can not be edited, must be cancelled, Regenerated

Next Step: Manage Task



SchedulePro Admin <noreply@nvrinc.com>

NEW - CTN-B3 | W000000715 (2M QUALITY, LLC)

■ Connaghan, Sean

Expires 8/25/2017

Retention Policy 28 Day Inbox (4 weeks)

i This item will expire in 23 days. To keep this item longer apply a different Retention Policy.
You forwarded this message on 7/28/2017 2:34 PM.

The following Work Order has been created and sent to your attention.

WO #: W000000715

WO Create Date: 07/28/2017

Created By: vendor test (2M QUALITY, LLC 48816)

Charlotte North (CTN)
 Address: 9920 KINCEY AVE SUITE 190
 City, State, Zip: HUNTERSVILLE, NC, HUNTERSVILLE
 Business:

Sean Connaghan (NVR)
 vendor test (2M QUALITY, LLC 48816)

Community	Lot	Project Manager	Project Manager Email	Product
BETHESDA OAKS PHASE 3	0193	Mark Langford	sconnagh@nvrinc.com	MILAN (MLN00-07)

Item	Due Date	Reason Code	Ph / Act	Amount
Additional Siding	07/28/2017	Repair/Damage	480L - QUALITY INSPECT LBR	\$500.00
Shingles	07/28/2017	Repair/Damage	480L - QUALITY INSPECT LBR	\$125.00

Files Attached: 1

Total: \$625.00

View Work Order



Regeneration



Baltimore Howard (BLH)
 Address: 9720 PATUXENT WOODS DR
 City, State, Zip: COLUMBIA, MD, COLUMBIA
 Business: (410)796-0980

WORK ORDER | Peg Lic - 729

WO#: W000000729
Replaces WO#: W000000728

WO Create Date: 08/03/2017 11:48 AM
 Created By: Test, Vendor (PEG LLC 59748)

WO Completion Date: N/A
 WO Print Date: 02/03/2017 01:02 PM

WOs regenerated will have original WO # at the top of the PDF



WOs regenerated will have original WO # at the top of the email



SchedulePro Admin <noreply@nvrinc.com> | Connaghan, Sean

NEW - BLH-AR | W000000729 (PEG LLC)

Retention Policy 28 Day Inbox (4 weeks) Expires 8/31/2017

This item will expire in 28 days. To keep this item longer apply a different Retention Policy.

**The following Work Order has been created and sent to your attention.
 It was regenerated from [W000000728](#).**



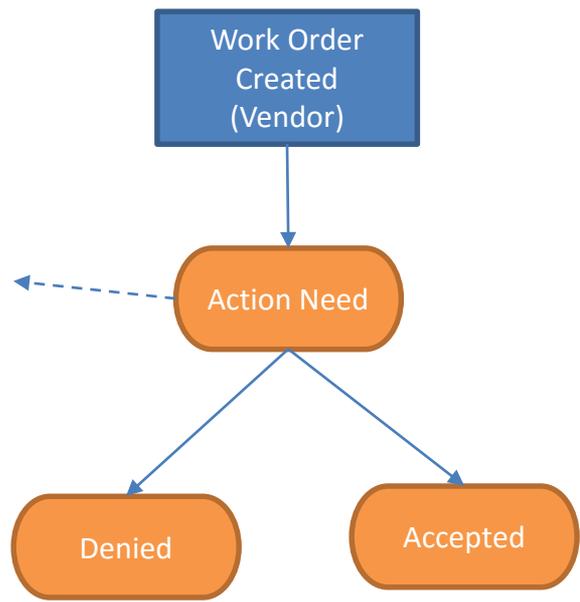
WO #: W000000729
 WO Create Date: 08/03/2017
 Created By: Test, Vendor (PEG LLC 59748)

*A link to the original WO will be visible in all emails

Notification: All Users in the attention field

Rules: Any NVR User can Accept, vendor will not see buttons

Next Step: Accept/Reject



Notification: All Users in the attention field

Rules: Denied can be copied to new WO (Regenerated)

Next Step: NA

Notification: All Users in the attention field

Rules: Only Accepted, NVR users can Cancel, Anyone can regenerate

Next Step: Manage Task

SchedulePro Admin <noreply@nvrinc.com> | Connaghan, Sean
ACTION NEEDED - CTN-B3 | W000000715 (2M QUALITY, LLC)

Retention: 8/25/2017

i This item will expire in 23 days. To keep this item longer apply a different Retention Policy.
 You forwarded this message on 7/28/2017 2:28 PM.

Charlotte North (CTN)
 Address: 9920 KINCEY AVE SUITE 190
 City, State, Zip: HUNTERSVILLE, NC, HUNTERSVILLE
 Business:

WO #: W000000715
 WO Create Date: 07/28/2017
 Created By: vendor test (2M QUALITY, LLC 48816)

Sean Connaghan (NVR)
 vendor test (2M QUALITY, LLC 48816)

Community	Lot	Project Manager	Project Manager Email	Product
BETHESDA OAKS PHASE 3	0193	Mark Langford	sconnagh@nvrinc.com	MILAN (MLN00-07)

Item	Due Date	Reason Code	Ph / Act	Amount
Additional Siding	07/28/2017	Repair/Damage	480L - QUALITY INSPECT LBR	\$500.00
Shingles	07/28/2017	Repair/Damage	480L - QUALITY INSPECT LBR	\$125.00

Files Attached: 1

Total: \$625.00

View Work Order

Approve

Approve-Back Charge

Deny

Possible Actions:

1.

WO #: W000000721
 WO Create Date: 08/02/2017
 Created By: Test, Vendor (PEG LLC 59748)

Thank You!

Work Order # W000000721 has been Approved by Sean Connaghan at 08/02/2017 11:10AM

2.

WO #: W000000723
 WO Create Date: 08/02/2017
 Created By: Test, Vendor (PEG LLC 59748)

Thank You!

Work Order # W000000723 has been Denied by Sean Connaghan at 08/02/2017 11:15AM
 Reason: This work Order is no longer needed



SchedulePro Admin <noreply@nvrinc.com>

Connaghan, Sean

NEW - CTN-B3 | W000000715 (2M QUALITY, LLC)

Retention Policy 28 Day Inbox (4 weeks)

Expires 8/25/2017

i This item will expire in 23 days. To keep this item longer apply a different Retention Policy.
 You forwarded this message on 7/28/2017 2:34 PM.

The following Work Order has been created and sent to your attention.



WO #: W000000715
 WO Create Date: 07/28/2017
 Created By: vendor test (2M QUALITY, LLC 48816)

Charlotte North (CTN)
 Address: 9920 KINCEY AVE SUITE 190
 City, State, Zip: HUNTERSVILLE, NC, HUNTERSVILLE
 Business:

Sean Connaghan (NVR)
 vendor test (2M QUALITY, LLC 48816)

Community	Lot	Project Manager	Project Manager Email	Product
BETHESDA OAKS PHASE 3	0193	Mark Langford	sconnagh@nvrinc.com	MILAN (MLN00-07)
Item	Due Date	Reason Code	Ph / Act	Amount
Additional Siding	07/28/2017	Repair/Damage	480L - QUALITY INSPECT LBR	\$500.00
Shingles	07/28/2017	Repair/Damage	480L - QUALITY INSPECT LBR	\$125.00
Files Attached: 1				Total: \$625.00

[View Work Order](#)



SchedulePro Admin <noreply@nvrinc.com>

Connaghan, Sean

DENIED - BLH-AR | W000000713 (2M QUALITY, LLC)

Retention Policy 28 Day Inbox (4 weeks)

Expires 8/24/2017

i This item will expire in 22 days. To keep this item longer apply a different Retention Policy.

The following Work Order has been DENIED. If you have any questions please contact Sean Connaghan(sconnagh@nvrinc.com).

Reason: no



WO #: W000000713
WO Create Date: 07/27/2017
Created By: vendor test (2M QUALITY, LLC 48816)

Baltimore Howard (BLH)
Address: 9720 PATUXENT WOODS DR
City, State, Zip: COLUMBIA, MD, COLUMBIA
Business:

Sean Connaghan (NVR)
vendor test (2M QUALITY, LLC 48816)

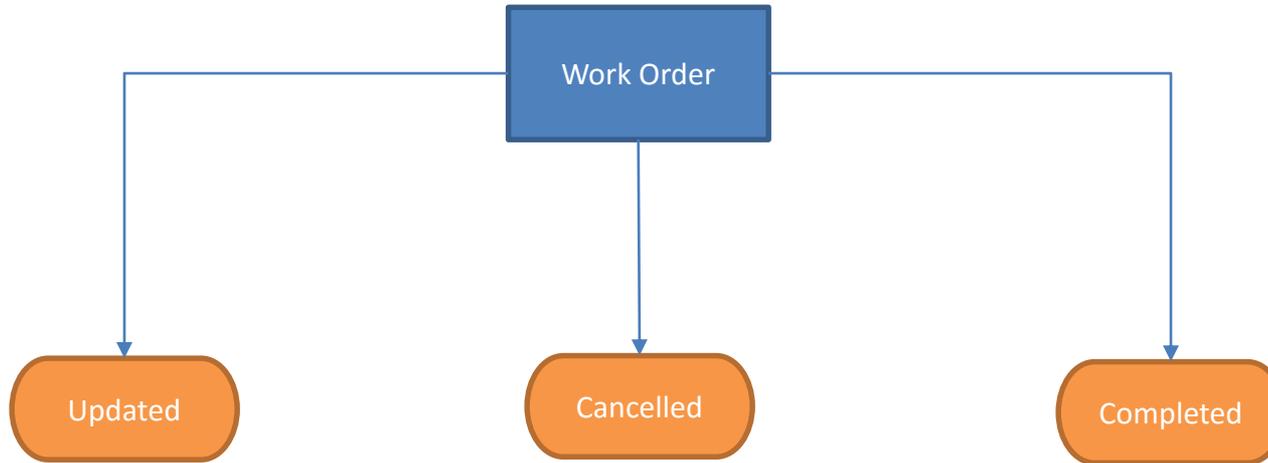
Community	Lot	Project Manager	Project Manager Email	Product
HOWARD SQUARE	0251A	Brian Sprucebank	sconnagh@nvrinc.com	MOZART (MOZ00-01)
Item	Due Date	Reason Code	Ph / Act	Amount
asfdasdfasdf	07/25/2017	Change Order	457A - MAILBOX	\$345.00

Files Attached: 0

Total: \$345.00

[View Work Order](#)

Notification: All Users in the attention field



Rule: Changing a task date will generate an email

Rules: Only NVR Users can cancel an OPEN WO.
Vendors can cancel a PENDING WO.

Rule: A completed WO can not be cancelled

CANCELLED



SchedulePro Admin <snoproly@nvrinc.com>

Connaghan, Sean

CANCELED - WAW-LV | W000000708 (2M QUALITY, LLC)

Retention Policy 28 Day Inbox (4 weeks)

Expires 8/23/2017

i This item will expire in 21 days. To keep this item longer apply a different Retention Policy.

The following Work Order has been Cancelled by vendor test(Connagst@gmail.com). Please remove this from your schedule.



WO #: W000000708
WO Create Date: 07/26/2017
Created By: vendor test (2M QUALITY, LLC 48816)

Washington West (WAW)
Address: 3926 PENDER DRIVE SUITE 200
City, State, Zip: FAIRFAX, VA, FAIRFAX
Business:

Sean Connaghan (NVR)
vendor test (2M QUALITY, LLC 48816)

Community	Lot	Project Manager	Project Manager Email	Product
LOVETTSVILLE TWN CENTER	0059			VENICE (VNC00-06)
Item	Due Date	Reason Code	Ph / Act	Amount
test	06/23/2017	Change Order	480L - QUALITY INSPECT LBR	\$2340.00
Files Attached: 0				Total: \$2340.00

[View Work Order](#)

SchedulePro Admin <noreply@nvrinc.com> ■ Connaghan, Sean

COMPLETED - HHS-FQ | W000000586 (PREMIER DRYWALL SERVICES)

Retention Policy: 28 Day Inbox (4 weeks) Expires: 8/23/2017

i This item will expire in 21 days. To keep this item longer apply a different Retention Policy.

The following Work Order has been Completed and can now be submitted for payment. Please reference the Work Order Number when submitting an invoice for payment.

WO #: W000000586
 WO Create Date: 07/17/2017
 Created By: Jody Cheke (PREMIER DRYWALL SERVICES 54010)

Heartland Homes South (HHS)
 Address: ONE PENN CENTER WEST SUITE 300
 City, State, Zip: PITTSBURGH, PA, PITTSBURGH
 Business:

Jody Cheke (PREMIER DRYWALL SERVICES 54010)
 Matthew Frazer (NVR)

Community	Lot	Project Manager	Project Manager Email	Product
FAIRMONT SQUARE	0209E	Matthew Frazer	sconnagh@nvrinc.com	SCHUBERT (SBT00-01)

Item	Due Date	Reason Code	Ph / Act	Amount
Added bath and closet	07/25/2017	Change Order	240L - DRYWALL-LABOR	\$450.00

Files Attached: 0

Total: \$450.00

[View Work Order](#)

UPDATED (DUE DATE)



SchedulePro Admin <noreply@nvrinc.com>

Connaghan, Sean

UPDATED - PGS-P8 | W000000419 (MASCO AMERICAN BLDG PROD)

Retention Policy 28 Day Inbox (4 weeks)

Expires 8/23/2017

i This item will expire in 21 days. To keep this item longer apply a different Retention Policy.
 You forwarded this message on 7/26/2017 9:37 AM.

The following Work Order has been Updated. Please reference the items below highlighted Red

WO #: W000000419
 WO Create Date: 07/03/2017
 Created By: Vaughn Sikorski (MASCO AMERICAN BLDG PROD 46940)

Pittsburgh South (PGS)

Address: ONE PENN CENTER WEST SUITE 200
 City, State, Zip: PITTSBURGH, PA, PITTSBURGH
 Business:

Jeffrey Miller (NVR)
 Jeremy Hoffman (MASCO AMERICAN BLDG PROD 46940)
 Lacey Lutz (MASCO AMERICAN BLDG PROD 46940)
 Vaughn Sikorski (MASCO AMERICAN BLDG PROD 46940)

Community	Lot	Project Manager	Project Manager Email	Product
PIATT ESTATES	0140	Jeffrey Miller	sconnagh@nvrinc.com	CAROLINA PLACE (CNP00-02)
Item	Due Date	Reason Code	Ph / Act	Amount
upgraded garage insulation	08/07/2017	Change Order	162K - F/P (MANUFD)- COMB. M&L	\$216.30

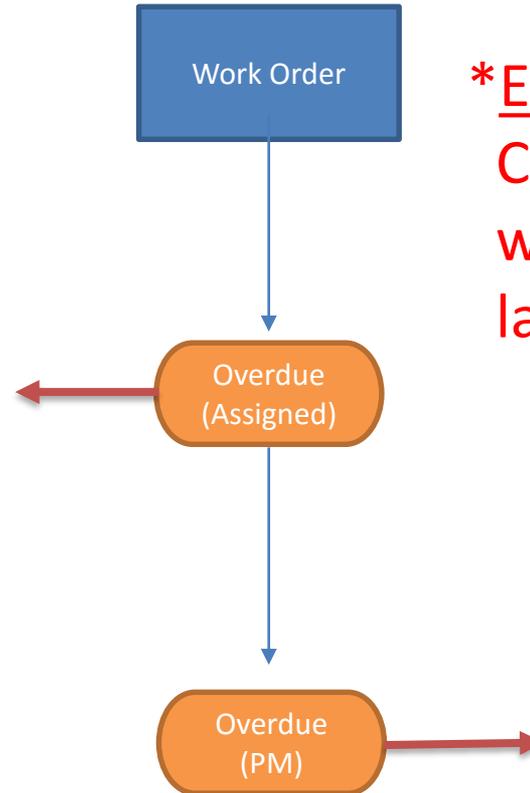
Files Attached: 0

Total: \$216.30[View Work Order](#)

Notification: All Users in the attention field, PJM assigned to the lot

Rules: Batch Email for all WOs with the oldest Due Date Past Due

Next Step: Complete WO, Update Due Date



***Expectation:**
 Complete or update WO within 48 hours after latest due date

Notification: PM Assigned to Community

Rules: Due Date is > 3 Days

Next Step: Contact PJM

Audience -

Due date <= Current date

PM -

Due date <= Current date-3 days

*Sent 3pm Daily

Subject: SchedulePro Overdue Work Orders

Sent: 8/2/2017 3:00:02 PM

To: [Redacted]

Assigned to WO or PM




Overdue Work Orders


Below is a list of your overdue work orders.

DCLU	Author	Vendor	WO Title	Production Manager	Due Date
HHS-SK-0417	[Redacted]	RYCO PLUMBING LLC	Ryco Plumbing Llc - 678	[Redacted]	07/06/2017
HHS-SK-0421	[Redacted]	RYCO PLUMBING LLC	Ryco Plumbing Llc - 679	[Redacted]	07/11/2017
HHS-SK-0418	[Redacted]	RYCO PLUMBING LLC	Ryco Plumbing Llc - 759	[Redacted]	07/31/2017
HHS-SK-0423	[Redacted]	RYCO PLUMBING LLC	Ryco Plumbing Llc - 758	[Redacted]	07/31/2017

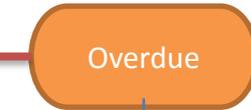
Notification: All Users in the attention field, PJM assigned to the lot

Rules: Batch Email for all WOs with the status of Pending

Next Step: Accept or Reject WO



Work Order



Overdue



Overdue (PM)

***Expectation:**
WO accepted or rejected within 24 hours

Notification: PM Assigned to Community

Rules: Create date is > 2 Days

Next Step: Contact PJM

Audience -

Create date <= Current date

PM -

Create date <= Current date - 2 days

*Sent 3pm Daily

Subject: SchedulePro Pending Work Orders

Sent: 8/2/2017 3:00:02 PM

To: [Redacted]

Assigned to WO or PM

Pending Work Orders

Below is a list of your pending work orders.

DCLU	Author	Vendor	WO Title	Production Manager	Due Date	Submitted
PTN-PF-0216	Kristen Metz (RITE RUG COMPANY 27932)	RITE RUG COMPANY	Rite Rug Company - 728	[Redacted]	07/26/2017	07/26/2017