# Work Order Guide (PDF)

Rev. 8-16-2017

**Ryan Homes**

WORK ORDER | Topper
Construction - 1011

WO#: W000001011

**Pittsburgh South (PGS)** ①
Address: ONE PENN CENTER WEST SUITE 200
City, State, Zip: PITTSBURGH, PA, PITTSBURGH
Business: 412-922-5700

WO Create Date:08/10/2017  2:54 PM
Created By: Willie Reich (TOPPER CONSTRUCTION WM018)
NVR Acceptance: Anthony Muffi
Acceptance Date: 08/10/2017  3:05 PM

To Anthony Muffi (NVR) ②
Willie Reich (TOPPER CONSTRUCTION WM018)
③

WO Completed By: Anthony Muffi
WO Completion Date: 08/10/2017  3:21 PM
WO Print Date: 08/15/2017 07:25 PM

**PGS-VO-0438E** ④ ⑤ ⑥ ⑦

| Community | Code | Lot | Project Manager | Email | Product | Address |
|---|---|---|---|---|---|---|
| THE OVERLOOK AT SOUTHPOINTE | VO | 0438E | Anthony Muffi | AMuffi@nvrinc.com | WEXFORD (WEX00-01) | 4029  OVERVIEW DRIVE CANONSBURG PA 15317 |

| Due Date | Item | Ph Act | Reason Code | Total |
|---|---|---|---|---|
| **Thursday August 10** ⑧ | Installed 40 sf metal bay, Installed 33 sf Metal Front Porch Install 66sf Metal Dormer ⑨ | 121K - METAL ROOF - COMB. ⑩ | Quantity Adjustment ⑪ | ■ |

SUB-TOTAL  $  ■

WORK ORDER TOTAL  $  ■ ⑫

**Comments** ⑬

121K paid for the metal bay

1. Address and phone number of the division the WO was created for based on the DCLU
2. To is also referred to as Attention, these users will be notified during all steps of the WO process
3. The DCLU stands for Division-Community-Lot-Unit, it is how we identify lots on all of our paperwork, it is also the lot the WO was created on
4. Community Name and Code, these will be used during the auto bill pay process
5. Project Manager assigned to the lot, their email is also listed if you need to get in contact with them
6. Product is the set/version of the house the WO was created on
7. Address of the DCLU
8. Due Date for the Work to be completed, this date is adjustable if the status is OPEN
9. Item can also be referred to as scope, what exactly was done is captured here
10. Ph Act is the Phase Activity that work is to be billed to, please be sure to pick a phase/activity that fits the scope of your work
11. Reason Code is field that we can report off of to drive improvement, please be sure to see the Reason Code Guide
12. Since you are able to add multiple items, the Work Order Total captures the total billable amount for the Work Order
13. Comments should be the detail behind the need for the WO, this should be 1-2 sentences that spells out why something needed to be done

# Example of WO Headers

⑭ WORK ORDER | Rite Rug
Company - 1078

⑮
WO#: W000001078 ⑯
**Replaces WO#: W000001073**

⑰
WO Create Date:08/15/2017  1:37 PM
Created By: Anna Spragins (RITE RUG COMPANY 45172)

⑱
WO Completed By: Kevin Foutz
⑲ WO Completion Date: 08/15/2017  2:22 PM
→ WO Print Date: 08/15/2017 07:12 PM

NVR Rejected: Kevin Foutz
Rejected Date: 08/15/2017 12:36 PM

⑳
WO Completion Date: N/A
WO Print Date: 08/15/2017 07:15 PM

**WO Canceled By: Sean Connaghan**
**WO Cancel Date: 08/14/2017  3:15 PM**

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WO Completion Date: N/A
WO Print Date: 08/15/2017 07:16 PM

14. Work Order title, this is usually the vendor name and the WO #
15. The full WO#, this number is unique and can never be used twice
16. For WOs that were regenerated, the PDF will reference the Original WO#, this will also be noted in the history
17. Show who created the WO, as well as data and time
18. Completed WOs will show the NVR user who performed the action as well as the date and time it happened
19. When a WO is exported to a PDF it is timestamped, this is also referred to as the print date
20. Rejected WOs also have a NVR user listed as well as Date and time stamp, the history will give the rejection reason if given
21. Cancelled WOs also have a NVR user listed and Date and Time stamp
    *WOs without a Complete Date should NEVER be processed, if received they should be returned to the vendor along with the invoice