

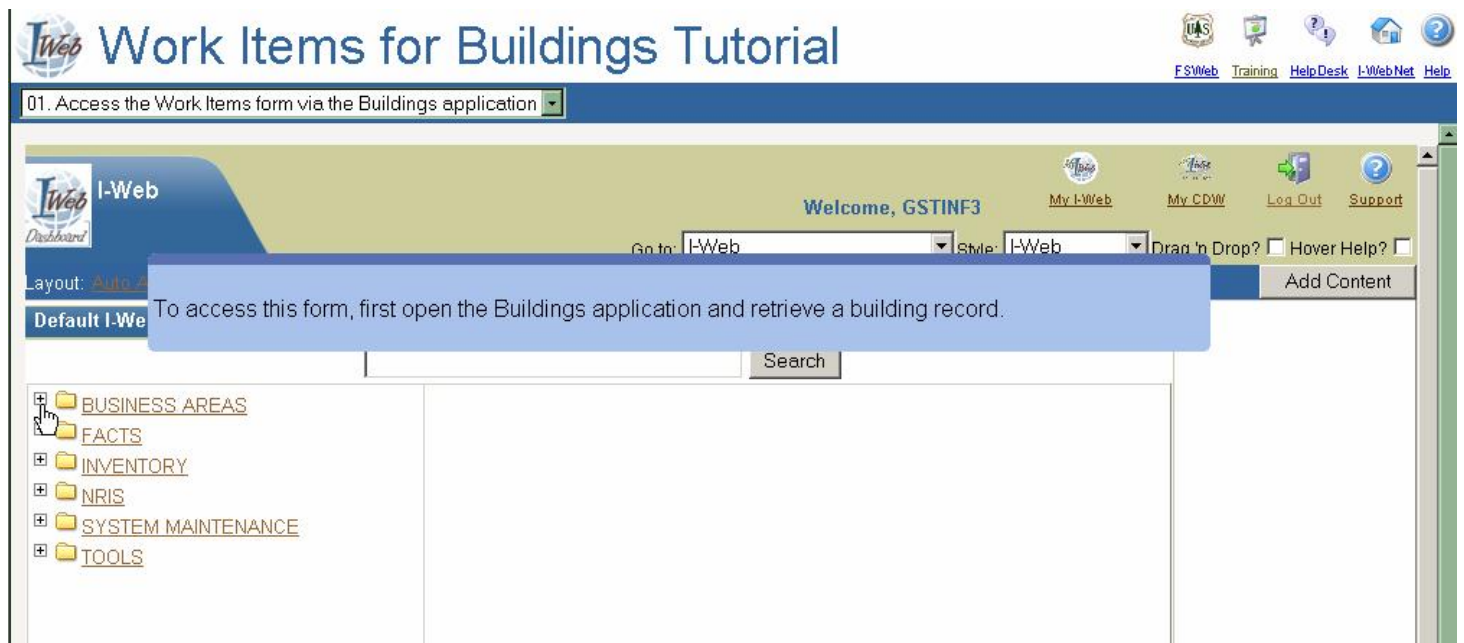
This lesson explains how to add tasks to buildings using the Basic tab or the Complex tab.

For guidance on how to access **Work Items**, see the **Work Items for Buildings Tutorial** on the I-WEB site at <http://i-web.wo.fs.fed.us/support/training/cbt/workitems/buildings/>

Choose the "Access the Work Items form via the Buildings Application" lesson



This is what the first page of the tutorial looks like:



Once you understand how to access the **Work Items** form, you are ready for this lesson.

There are two types of buildings: basic and complex. The Buildings application evaluates the contents of the Category and Subcategory fields and then opens the appropriate tab on the Work Items form (Basic or Complex). You can always select one of the other tabs and work with its associated task list, regardless of which tab the application opens for you.

Even though this lesson uses the Basic tab, the steps for adding a task would be the same on the Complex tab because the task list has been divided into two categories: tasks that one performs on a basic building and tasks that one performs on a complex building. The only difference between the two tabs is the tasks themselves.

Task List

Basic | Complex | RS Assem | RS Unit\$

Select one or more items from list

Add >>

- 01 Other
- 02 Site Improvements
- 03 Foundation
- 04 Roofing
- 05 Superstructure
- 06 Exterior Closure
- 07 Interior Construction
- 09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete | Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

^Reason: FOREST MISSION | ^Priority: NONCRITICAL | Task Creation Date: 6/18/2007

^Planned Start: | ^Actual Finish: |

Remarks: REPLACE ROTTEN WOOD,

Costs

This task does not have detailed cost information.

Text Captions

Before I add tasks, I am going to check how many tasks this building already has.

By looking at the Tasks block, I can see that this building has three tasks. For buildings with more than five tasks, a record navigator appears.

Now, back to adding tasks.

Text Captions

To expand Roofing, click the triangle (▶) to the left of Roofing.

Task List

Basic | Complex | RS Assem | RS Unit\$

Select one or more items from list

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▶ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▶ 06 Exterior Closure
- ▶ 07 Interior Construction
- ▶ 09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete | Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Reason: FOREST MISSION | Priority: NONCRITICAL | Task Creation Date: 6/18/2007

Planned Start: | Actual Finish: |

Remarks: REPLACE ROTTEN WOOD,

Costs

This task does not have detailed cost information.

Text Captions

I am now at the lowest level of the tree. (On the Basic and Complex tabs, an underlined item indicates the lowest level.)

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...

01 Other

02 Site Work

03 Foundation

04 Roofing

04001 Roof, Fiberglass Shingles, Removal/Replacement

04002 Roof, Metal/Membrane/Shakes, Removal and Replacement

04003 Skylight, Remove/Replace

04004 Gutters/downspouts, Remove/Replace

05 Superstructure

06 Exterior Closure

07 Interior Construction

09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	^Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Costs

This task does not have detailed cost information.

Text Captions

Before continuing, let's review the levels of the Basic tree for the Buildings Work Items form.

The first level is characterized by a 2-digit code.

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▶ 04 Roofing
 - ▶ **04001 Roof, Fiberglass Shingles, Removal/Replacement**
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▶ 06 Exterior Closure
- ▶ 07 Interior Construction
- ▶ 09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete | Recalculate

Select	^Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

^Reason: FOREST MISSION | ^Priority: NONCRITICAL | Task Creation Date: 6/18/2007

^Planned Start: | ^Actual Finish: |

Remarks: REPLACE ROTTEN WOOD,

Costs

This task does not have detailed cost information.

Text Captions

The second level is characterized by a 5-digit code.

Text Captions

I want to add 04001 Roof Shingles as a task, so I select it (1). After I click this record, it appears in the box above the tree (2).

Now I am ready to select another item.

Task List

Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▶ 04 Roofing
 - ▶ **04001 Roof, Fiberglass Shingles, Removal/Replacement**
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ **04003 Skylight, Remove/Replace**
 - ▶ 04004 Gutters/Downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▶ 06 Exterior Closure
- ▶ 07 Interior Construction
- ▶ 09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Regalculate

Select	^Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

^Reason FOREST MISSION ^Priority NONCRITICAL Task Creation Date 6/18/2007

^Planned Start ^Actual Finish

Remarks REPLACE ROTTEN WOOD,

Costs

This task does not have detailed cost information.

Text Captions

To demonstrate how to remove an item from the box above the tree, I am going to "inadvertently" select the 04003 Skylight Remove/Replace item.

Work Items - Microsoft Internet Explorer provided by USDA Forest Service 3/7/08 12:39:19pm

File Edit View Favorites Tools Help

Work Items Welcome, GSTINF3 Save Print Export Revert Return Link Attach Map Find Help

Task List
Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
04003 Skylight, Remove/Replace Add >>

- 01 Other
- 02 Site Improvements
- 03 Foundation
- 04 Roofing
 - 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - 04003 Skylight, Remove/Replace**
 - 04004 Gutters/downspouts, Remove/Replace
- 05 Superstructure
- 06 Exterior Closure
- 07 Interior Construction
- 09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks
Delete Recalculate

Select	^Needed\$	Cost Factor	^Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Reason FOREST MISSION **Priority** NONCRITICAL Task Creation Date 6/18/2007
Planned Start 3/7/2008 **Actual Finish**

Remarks

Costs
This task does not have detailed cost information.

Text Captions

After I click this item, it appears in the box above the tree.

Work Items - Microsoft Internet Explorer provided by USDA Forest Service

3/7/08 12:39:19pm

File Edit View Favorites Tools Help

Work Items

Welcome, GSTINF3

Save Print Export Revert Return Link Attach Map Find Help

Task List

Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
04003 Skylight, Remove/Replace

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▼ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▶ 06 Exterior Closure
- ▶ Interior Construction
- ▶ Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Reason: FOREST MISSION Priority: NONCRITICAL Task Creation Date: 6/18/2007

Planned Start: 3/7/2008 Actual Finish:

Remarks:

Costs

This task does not have detailed cost information.

Text Captions

The next item that I want to select is part of the Exterior Closure category. To expand Exterior Closure, click the triangle (▶) to the left of Exterior Closure.

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
04003 Skylight, Remove/Replace

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▼ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▼ 06 Exterior Closure
 - ▶ 06001 Siding, All Types, Remove/Replace
 - ◀ 06002 Door, Exterior, Remove/Replace
 - ▶ 06003 Door, Garage, Overhead Door
 - ▶ 06004 Painting, Exterior, Includes prep, prime and paint
- ▶ 07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Reason: FOREST MISSION | Priority: NONCRITICAL | Task Creation Date: 6/18/2007

Planned Start: 3/7/2008 | Actual Finish: []

Remarks: []

Costs

This task does not have detailed cost information.

Text Captions

I am now at the lowest level of the tree. I select 06002 Door, Exterior, Remove/Replace.

Work Items - Microsoft Internet Explorer provided by USDA Forest Service 3/7/08 12:39:32pm

File Edit View Favorites Tools Help

Work Items

Welcome, GSTINF3 Save Print Export Revert Return Link Attach Map Find Help

Task List

Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
04002 Skylight, Remove/Replace
06002 Door, Exterior, Remove/Replace

Add >>

01 Other
02 Site Improvements
03 Foundation
04 Roofing
 04001 Roof, Fiberglass Shingles, Removal/Replacement
 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 04003 Skylight, Remove/Replace
 04004 Gutters/downspouts, Remove/Replace
05 Superstructure
06 Exterior Closure
 06001 Siding, All Types, Remove/Replace
 06002 Door, Exterior, Remove/Replace
 06003 Door, Garage, Overhead Door
 06004 Painting, Exterior, Includes prep, prime and paint
07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Reason FOREST MISSION Priority NONCRITICAL Task Creation Date 6/18/2007

Planned Start 3/7/2008 Actual Finish

Remarks

Costs

This task does not have detailed cost information.

Text Captions

After I click this item, it appears in the box above the tree.

Task List

Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
04003 Skylight, Remove/Replace
06002 Door, Exterior, Remove/Replace

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▼ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▼ 06 Exterior Closure
 - ▶ 06001 Siding, All Types, Remove/Replace
 - ▶ 06002 Door, Exterior, Remove/Replace
 - ▶ 06003 Door, Garage, Overhead Door
 - ▶ 06004 Painting, Exterior, Includes prep, prime and paint
 - ▶ 07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

^Reason FOREST MISSION ^Priority NONCRITICAL Task Creation Date 6/18/2007

^Planned Start 3/7/2008 ^Actual Finish

Remarks

Costs

This task does not have detailed cost information.

Text Captions

I also select the 06004 Painting Exterior item.

Task List

Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Rem...
 04003 Skylight, Remove/Replace
 06002 Door, Exterior, Remove/Replace
 06004 Painting, Exterior, Includes prep, pr...

01 Other
 02 Site Improvements
 03 Foundation
 04 Roofing
 04001 Roof, Fiberglass Shingles, Removal/Replacement
 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 04003 Skylight, Remove/Replace
 04004 Gutters/downspouts, Remove/Replace
 05 Superstructure
 06 Exterior Closure
 06001 Siding, All Types, Remove/Replace
 06002 Door, Exterior, Remove/Replace
 06003 Door, Garage, Overhead Door
 06004 Painting, Exterior, Includes prep, prime and paint
 07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

^Reason: FOREST MISSION ^Priority: NONCRITICAL Task Creation Date: 6/18/2007
 ^Planned Start: 3/7/2008 ^Actual Finish: []

Remarks: []

Costs
 This task does not have detailed cost information.

Text Captions

I am done placing items in the box, but before I click Add, I verify my list. I notice that I have "inadvertently" selected the Skylight item. I need to remove it from the list.

To remove an errant item from the list, double-click it.

Work Items - Microsoft Internet Explorer provided by USDA Forest Service 3/7/08 12:39:54pm

File Edit View Favorites Tools Help

Work Items Welcome, GSTINF3 Save Print Export Revert Return Link Attach Map Find Help

Task List

Basic Complex RS Assem RS Unit

04001 Roof, Fiberglass Shingles, Removal/Re...
 06002 Door, Exterior, Remove/Replace
 06004 Painting, Exterior, Includes prep, pr...

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▼ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▼ 06 Exterior Closure
 - ▶ 06001 Siding, All Types, Remove/Replace
 - ▶ 06002 Door, Exterior, Remove/Replace
 - ▶ 06003 Door, Garage, Overhead Door
 - ▶ 06004 Painting, Exterior, Includes prep, prime and paint
- ▶ 07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Reason: FOREST MISSION Priority: NONCRITICAL Task Creation Date: 6/18/2007
 Planned Start: 3/7/2008 Actual Finish: []

Remarks: []

Costs
 This task does not have detailed cost information.

Text Captions

After I double-click the 04003 Skylight item, it no longer appears in the list.

Work Items - Microsoft Internet Explorer provided by USDA Forest Service 3/7/08 12:39:59pm

File Edit View Favorites Tools Help

Work Items Welcome, GSTINF3 Save Print Export Revert Return Link Attach Map Find Help

Task List Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Signature Name ID Name Admin Org Cost Factor
BUILDING 00-0018 BIG WOOD SHED 33 1.392

Delete Recalculate

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

Reason FOREST MISSION Priority NONCRITICAL Task Creation Date 6/18/2007
Planned Start 3/7/2008 Actual Finish

Remarks

Costs
This task does not have detailed cost information.

Please wait while adding new tasks

Text Captions

I am done verifying my list, so I click **Add >>** to add these items to the Tasks block.

I can add up to 10 items at one time.

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	3500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>
<input type="radio"/>	1,021	1	DEFERRED MAINTENANCE	207400	207400 - ARCHITECTURAL WORK, Siding		<input type="checkbox"/>

^Reason: FOREST MISSION | ^Priority: NONCRITICAL | Task Creation Date: 6/18/2007
^Planned Start: 3/7/2008 | ^Actual Finish: []

Remarks: []

Costs
This task does not have detailed cost information.

Status Bar: Please wait while adding new tasks [Blue bar]

Text Captions

Warning! Do not click anything until you see "Done" in the status bar at the bottom of the page.

Adding tasks can take a few moments. The message "Please wait while adding new tasks....." and the blue completion status bar show that the action is still being processed.

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	2.73	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Roof, Fiberglass Shingles, Removal/Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

^Reason: FOREST MISSION | ^Priority: NONCRITICAL | Task Creation Date: 3/7/2008
^Planned Start: 3/7/2008 | ^Actual Finish: []

Costs

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Done

Text Captions

"Done" is now displayed in the status bar.

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▼ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▼ 06 Exterior Closure
 - ▶ 06001 Siding, All Types, Remove/Replace
 - ▶ 06002 Door, Exterior, Remove/Replace
 - ▶ 06003 Door, Garage, Overhead Door
 - ▶ 06004 Painting, Exterior, Includes prep, prime and paint
- ▶ 07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	2.73	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input checked="" type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Roof, Fiberglass Shingles, Removal/Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

Previous 1-5 of 6 Next 1

^Reason FOREST MISSION ^Priority NONCRITICAL Task Creation Date 3/7/2008

^Planned Start 3/7/2008 ^Actual Finish

Remarks

Costs

Quantity 1

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Text Captions

By looking in the Tasks block and the record navigator, I can see that the application has added three tasks. This building now has 6 tasks. Note that the new tasks have identical cost factors. In this case, the cost factor is 1.392.

A note about cost factors:

New tasks have more specific cost factors than legacy tasks because the application calculates cost factors for new tasks as products of four factors.

Work Items - Microsoft Internet Explorer provided by USDA Forest Service

Welcome, GSTINF3

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	^Needed\$	Cost Factor	^Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	2.73	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Roof, Fiberglass Shingles, Removal/Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>		1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

^Planned Start: 3/7/2008 | ^Actual Finish: | ^Priority: NONCRITICAL | Task Creation Date: 3/7/2008

Costs

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Text Captions

Legacy tasks always have a cost factor of 1.

The screenshot shows the 'BUILDING' application interface. At the top, there is a menu bar with 'File', 'Edit', 'Record', 'Query', 'Help', and 'Window'. Below the menu bar is a toolbar with various icons. The main window title is 'BUILDING Version: 3.0 User: G8TINF3@jwebtest Domain:fs.usda.gov'. The interface is divided into several sections: 'Components' (FMP, GeoLocator, Disposition), 'Buildings' (Floors/Rooms/Usage/Occupancy, Equipment, Seismic, Survey), and a main data entry area. The data entry area has tabs for 'Details', 'Address', 'Operation/Energy', 'Acquisition', and 'Accessibility'. The 'Details' tab is active, showing fields for 'Building ID' (1069), 'Name' (BIG BEND WAREHOUSE), 'Ownership' (USDA OWNED), 'Status' (EXISTING - ACTIVE), 'Year Constructed' (1930), and 'Estimated Travel Time' (1,591). The 'Estimated Travel Time' field is circled in red. A blue text box on the left contains the following text: 'If you are going to be adding work items for this building, select the travel time from the drop-down list in the Estimated Travel Time field.'

Text Captions

You cannot edit cost factor numbers for any type of task (new or legacy) because all cost factor numbers are system generated. You can edit one of the four factors though; the one based on travel distance. By editing the **Estimated Travel Time** field in the **Buildings** application (shown above) for a specific building, you are changing the cost factor numbers for all of the non-legacy tasks of that building. You are also changing the cost factor for that building.

Back to Work Tasks...

Task List

Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▼ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▼ 06 Exterior Closure
 - ▶ 06001 Siding, All Types, Remove/Replace
 - ▶ 06002 Door, Exterior, Remove/Replace
 - ▶ 06003 Door, Garage, Overhead Door
 - ▶ 06004 Painting, Exterior, Includes prep, prime and paint
- ▶ 07 Interior Construction

Features

Select	Fe	Name	ID	Name	Org	Cost Factor
<input checked="" type="radio"/>	BU		00-0	BIG WOOD		1.392

Tasks

Select	*Needed\$	Cost Factor	*Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	2.73	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Roof, Fiberglass Shingles, Removal/Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

*Reason: FOREST MISSION *Priority: NONCRITICAL Task Creation Date: 3/7/2008

*Planned Start: 3/7/2008 *Actual Finish: []

Remarks: []

Costs

Quantity: 1

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Text Captions

Notice that for a new task, certain fields are already filled in. In the Buildings application, for each new task that you add using the Basic or Complex tab, the application provides the needed \$, the cost factor, the task type (which defaults to Deferred Maintenance, but you can edit it), the task ID, and the task description.

Task List

Basic Complex RS Assem RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

01 Other
02 Site Improvements
03 Foundation
04 Roofing
 04001 Roof, Fiberglass Shingles, Removal/Replacement
 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 04003 Skylight, Remove/Replace
 04004 Gutters/downspouts, Remove/Replace
05 Superstructure
06 Exterior Closure
 06001 Siding, All Types, Remove/Replace
 06002 Door, Exterior, Remove/Replace
 06003 Door, Garage, Overhead Door
 06004 Painting, Exterior, Includes prep, prime and paint
07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	2.73	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Roof, Fiberglass Shingles, Removal/Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

Reason: FOREST MISSION Priority: NONCRITICAL Task Creation Date: 3/7/2008
Planned Start: 3/7/2008 Actual Finish:

Costs

Quantity: 1

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Text Captions

When a parent record in the Tasks block is selected, the system displays the applicable child record in the Costs block.

This is the cost record (also called line number) for this task. When you use the Basic or Complex tab to add tasks, each task has only one cost record. Legacy tasks do not have any cost records.

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr ...

Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▼ 04 Roofing
 - ▶ 04001 Roof, Fiberglass Shingles, Removal/Replacement
 - ▶ 04002 Roof, Metal/Membrane/Shakes, Removal and Replacement
 - ▶ 04003 Skylight, Remove/Replace
 - ▶ 04004 Gutters/downspouts, Remove/Replace
- ▶ 05 Superstructure
- ▼ 06 Exterior Closure
 - ▶ 06001 Siding, All Types, Remove/Replace
 - ▶ 06002 Door, Exterior, Remove/Replace
 - ▶ 06003 Door, Garage, Overhead Door
 - ▶ 06004 Painting, Exterior, Includes prep, prime and paint
- ▶ 07 Interior Construction

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete | Recalculate | Previous 1-5 of 6 | Next 1

Select	*Needed\$	Cost Factor	*Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	2.73	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Roof, Fiberglass Shingles, Removal/Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

*Reason: FOREST MISSION | *Priority: NONCRITICAL | Task Creation Date: 3/7/2008
 *Planned Start: 3/7/2008 | *Actual Finish: []

Remarks

Costs

Quantity: 1

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Text Captions

Below the table in the Tasks block, the application provides additional information for each task, such as the Reason, the Priority, the Task Creation Date, and the Planned Start. You can edit any of these pre-populated fields, except for the Task Creation Date field.

Work Items - Microsoft Internet Explorer provided by USDA Forest Service

Welcome, GSTINF3

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Roof, Fiberglass Shingles, Removal/Re...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	2.73	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Roof, Fiberglass Shingles, Removal/Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

Reason: FOREST MISSION | Priority: NONCRITICAL | Task Creation Date: 3/7/2008

Planned Start: 3/7/2008 | Actual Finish: []

Remarks: []

Costs

Quantity:

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Text Captions

The application also provides additional information for each task in the Costs block. The only editable field here is the Quantity field.

Slide 34 - Slide 34

The screenshot displays the 'Work Items' web application. On the left is a 'Task List' with categories like '01 Other', '02 Site Improvements', etc. The main area contains a 'Features' table with columns for 'Select', 'Feature Name', 'ID', 'Name', 'Admin Org', and 'Cost Factor'. Below this is a 'Tasks' table with columns for 'Select', 'Needed\$', 'Cost Factor', 'Task Type', 'Task ID', 'Description', 'Actual\$', and 'Complete'. A 'Costs' section at the bottom includes a 'Quantity' input field and a table with columns for 'Line#', 'Unit Cost', 'Unit', and 'Description'. Red annotations include arrow '1' pointing to the 'Quantity' field (value 565) and arrow '2' pointing to the 'Needed\$' column (value 1541.5) in the 'Tasks' table.

Text Captions

Now I need to change the quantity to reflect how much of the building needs to be painted; in this case, 565 square feet. I click on the "Quantity" box and type "565" (1).

After I press Enter, the application recalculates the Needed \$ by multiplying the three figures again (unit times cost factor times quantity).

The first Needed \$ amount for this task was \$2.72, which is the product of this equation: $1.96 \times 1.392 \times 1$.

The revised Needed \$ amount, which takes into account the new quantity, is \$1,541.50 (2), which is the product of this equation: $1.96 \times 1.392 \times 565$.

Task List

Basic | Complex | RS Assem | RS Unit\$

04001 Basic Roof, Fiberglass Shingles, Remo...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...

Add >>

- 01 Other
- 02 Site Improvements
- 03 Foundation
- 04 Roofing
- 05 Superstructure
- 06 Exterior Closure
- 07 Interior Construction
- 09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Recalculate Previous 1-5 of 6 Next 1

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input checked="" type="radio"/>	1541.5	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Basic Roof, Fiberglass Shingles, Removal and Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

^Reason FOREST MISSION ^Priority NONCRITICAL Task Creation Date 3/10/2008

^Planned Start 3/10/2008 ^Actual Finish

Remarks

Costs

Quantity 565

Line#	Unit Cost	Unit	Description
06004	1.96	SF	

Text Captions

If for some reason the calculation does not occur, you can click Recalculate. In most cases, you will not have click Recalculate, but it doesn't do any harm if you click this button even if you don't need to.

Work Items
Welcome, GSTINF3

Save Print Export Revert Return Link Attach Map Find Help

Task List
Basic Complex RS Assem RS Unit\$

04001 Basic Roof, Fiberglass Shingles, Remo...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...
Add >>

- ▶ 01 Other
- ▶ 02 Site Improvements
- ▶ 03 Foundation
- ▶ 04 Roofing
- ▶ 05 Superstructure
- ▶ 06 Exterior Closure
- ▶ 07 Interior Construction
- ▶ 09 Interior Finishes

Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

Tasks

Delete Recalculate Previous 1-5 of 6 Next 1

Select	*Needed\$	Cost Factor	*Task Type	Task ID	Description	Actual\$	Complete
<input type="radio"/>	1,541.5	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input checked="" type="radio"/>	1527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input type="radio"/>	469.28	1.392	DEFERRED MAINTENANCE	04001	Basic Roof, Fiberglass Shingles, Removal and Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

*Reason FOREST MISSION *Priority NONCRITICAL Task Creation Date 3/10/2008
*Planned Start 3/10/2008 *Actual Finish

Remarks

Costs
Quantity 1

Line#	Unit Cost	Unit	Description
06002	1,098	EA	

Text Captions

Now, let's check the remaining new tasks and determine whether any of the other quantities need to be edited.

For the door, the Quantity remains 1; no change is necessary.

Slide 40 - Slide 40

The screenshot shows the 'Work Items' application interface. At the top, there is a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for Save, Print, Export, Revert, Return, Link, Attach, Map, Find, and Help. The main area is divided into several sections:

- Task List:** Includes tabs for Basic, Complex, RS Assem, and RS Unit\$. A list of tasks is shown, with '04001 Basic Roof, Fiberglass Shingles, Remo...' selected. An 'Add >>' button is present.
- Features:** A table with columns: Select, Feature Name, ID, Name, Admin Org, Cost Factor. One feature is listed: BUILDING (ID: 00-0018, Name: BIG WOOD SHED, Admin Org: 33, Cost Factor: 1.392).
- Tasks:** A table with columns: Select, *Needed\$, Cost Factor, *Task Type, Task ID, Description, Actual\$, Complete. Several tasks are listed, including '04001 Basic Roof, Fiberglass Shingles, Removal and Replacement' which is selected. A red arrow points to this row.
- Costs:** A section with a 'Quantity' input field containing '6.7'. A red circle highlights this field, with a red arrow labeled '2' pointing to it. Below it is a table with columns: Line#, Unit Cost, Unit, Description. One entry is shown: Line# 04001, Unit Cost 337.25, Unit CSQ. A red circle highlights the 'Unit' column, with a red arrow labeled '1' pointing to it.
- Other Fields:** *Reason (FOREST MISSION), *Priority (NONCRITICAL), *Planned Start (3/10/2008), *Actual Finish, and Task Creation Date (3/10/2008).

Text Captions

For the shingles, the Quantity is 670 square feet, or 6.70 squares (a square - SQ - is a hundred square feet). Note that although this tutorial shows the units as "CSQ", the actual units are "SQ" (1). The Work items screen has been corrected since this tutorial was first assembled. I click on the "Quantity" box and type "6.7" (2).

After I press Enter, the application recalculates the Needed \$ for the shingles.

File Edit View Favorites Tools Help

Work Items

Welcome, GSTINF3

Save Print Export Revert Return Link Attach Map Find Help

▼Task List

Basic Complex RS Assem RS Unit\$

04001 Basic Roof, Fiberglass Shingles, Remo...
06002 Door, Exterior, Remove/Replace
06004 Painting, Exterior, Includes prep, pr...
Add >>

01 Other
02 Site Improvements
03 Foundation
04 Roofing
05 Superstructure
06 Exterior Closure
07 Interior Construction
09 Interior Finishes

▼Features

Select	Feature Name	ID	Name	Admin Org	Cost Factor
<input checked="" type="radio"/>	BUILDING	00-0018	BIG WOOD SHED	33	1.392

▼Tasks

Delete Recalculate Previous 1-5 of 6 Next 1

Select	Needed\$	Cost Factor	Task Type	Task ID	Description	Actual\$	Complete
<input type="radio"/>	1,540.95	1.392	DEFERRED MAINTENANCE	06004	Painting, Exterior, Includes prep, prime and paint		<input type="checkbox"/>
<input type="radio"/>	1,527.87	1.392	DEFERRED MAINTENANCE	06002	Door, Exterior, Remove/Replace		<input type="checkbox"/>
<input checked="" type="radio"/>	3144.2	1.392	DEFERRED MAINTENANCE	04001	Basic Roof, Fiberglass Shingles, Removal and Replacement		<input type="checkbox"/>
<input type="radio"/>	3,500	1	DEFERRED MAINTENANCE	202000	202000 - ARCHITECTURAL WORK		<input type="checkbox"/>
<input type="radio"/>	2,547	1	DEFERRED MAINTENANCE	207300	207300 - ARCHITECTURAL WORK, Roofing and Sheet Metal		<input type="checkbox"/>

Reason FOREST MISSION Priority NONCRITICAL Task Creation Date 3/10/2008

Planned Start 3/10/2008 Actual Finish

Remarks

▼Costs

Quantity 6.7

Line#	Unit Cost	Unit	Description
04001	337.25	CSQ	

Done Internet

Text Captions

I need to save the new tasks before moving on, so I go to the toolbar and click **Save**.

Text Captions

At this point, I could add more tasks or return to the Buildings application.

If I add more tasks, I need to remember to clear the box (1) before selecting more items. (To clear an item from the box, double-click it.)

To return to the Buildings application, click **Return** (2).