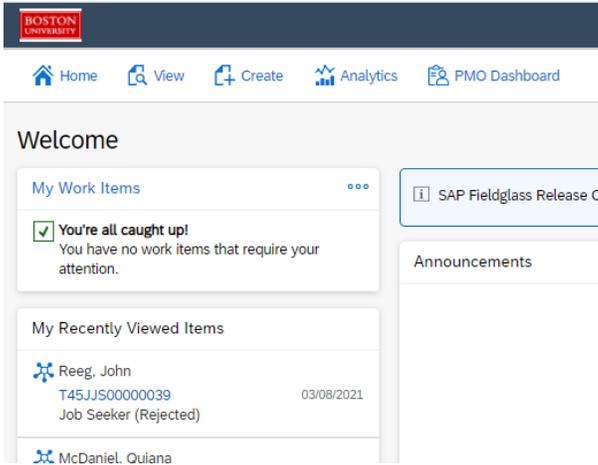


Create Work Order Revision Manager Quick Reference Guide



Getting Started



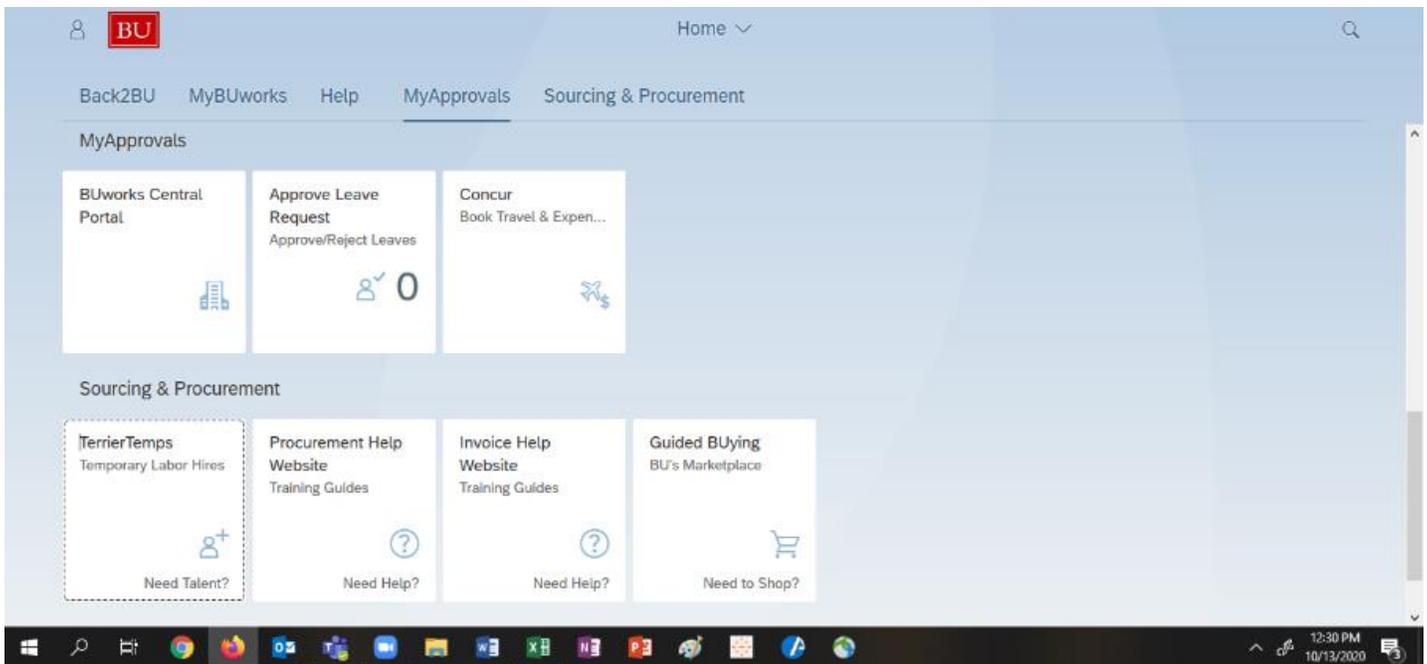
Logging into Fieldglass

Option 1) From MyBUWorks (<http://www.bu.edu/mybuworks/>) access TerrierTemps through Sourcing & Procurement (see screenshot below)

Option 2) Navigate to <http://www.bu.edu/buworkscentral> Go to Procurement Tab and click on TerrierTemps tab at top

Option 3) You may also access the tool outside the BU system by utilizing the Fieldglass url <https://www.fieldglass.net/> and using your full e-mail as login and your BU "Kerberos" password.

① If you are unable to log in or do not have a Fieldglass Account, contact the TerrierTemps Program Team at 617-358-1042 or via e-mail butemps@bu.edu.



Creating a Work Order Revision

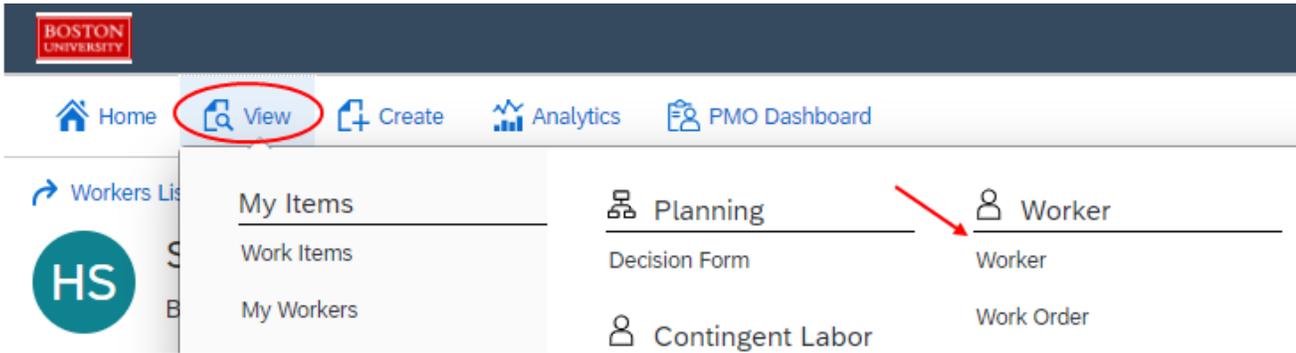
A work order revision is created when a change in scope, length of assignment or rate is required. Some changes will require additional approvals due to the need to create a new ISR. If you have questions about a work order revision, please contact the TerrierTemps Program Management Office at 617-358-1042.

Questions?

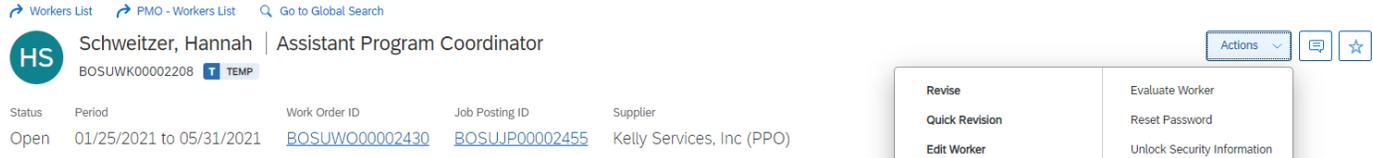
Please contact the TerrierTemps Program Team:
butemps@bu.edu; 617-358-1042

Access Worker

From the Fieldglass Desktop, select **Worker** from the **View** menu. The Worker List Screen will appear. Click on the hyperlink for the temporary worker for which you need to create the revision.



Select the **Action** drop down arrow. Click on the **Quick Revise** link if you only want to extend the length of the assignment. For all other revisions, click the **Revise** link.



Note: A Work Order must be in a "Confirmed" status in order to be revised. Contact the Terrier Temps PMO Team if the **Revise** option is not available.

Confirm the Work Order Dates:

- Start/Effective Date of Revision – specify the date when the change is effective (important for bill rate changes); this date may match the original start date.
- End Date – select the new end date; this date may match the original end date.

Work Order Dates

Date (MM/DD/YYYY)	Current	New
Start/Effective Date of Revision	04/06/2014	05/04/2014
End Date	07/31/2014	07/31/2014

or [Enter job duration](#)

Confirm the Cost Allocation:

- If you require a change in the cost objects, click the [Add or remove Cost Objects](#) link

Cost Allocation

Cost Object	Allocation	Primary
AIRWAY SMOOTH MUSCLE CELL ORIENTATION CO (009500240725)	50.000 %	<input checked="" type="radio"/>
ANALYSIS OF TNET: A RELIABLE SYSTEM AREA (009550207683)	50.000 %	<input type="radio"/>

[+ Add or remove Cost Objects](#)

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- **Cost Object Allocation** screen displays, defaulting to the **USED** view. Click on the **Filter** button.
- If the required values are not returned, click on the **UNUSED** radio button and click on **Filter** again.
- Place a checkmark beside the required value(s), click **ADD SELECTED**; then click **Update** to add the value(s) to the work order.
- If removing value(s) from the work order, uncheck them before clicking **Update**.
- Ensure that a primary value has been specified.

Select a Reason for Revision.

Click **Continue**. Once all the information is confirmed click **Submit**.

Questions?

Please contact the Terrier Temps Program Team:

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