

User guide for the Worwave file preparation interface.

This software allow to adapt an excel file produced by a company (input file) to adapt its format to the workwave requirements to establish a transportation schedule. The adapted file is called the output file..

There are 3 aspects to manage :

- 1- The transportation services which identifies the services to be given to the customers. Not all transportation services are handled by the Workwave schedule. Only the authorized services are identified in this section. Each service has an identifying code and a name. The name is reported in the input file under a column named « TOV ».
- 2- The providers which are the locations where the customers have to be dropped to receive the services
In this section the required information is given for each provider. It has a unique identifying number which is reported in the input file under the column named « DROP OFF ADDRESS ».
- 3- The procedssing of the input file to obtain the output file. This process requires teh selection of the input file and the download of the output file. The output file will be named WWYYYYMMDD where YYYY is the year, MM is the month and DD id the day of the processing.
- 4- Updating and modifying items for Providers and Services
The procedure is the same for both files. You select the corresponding file you want to modify in the menu. Once there you get a list of all items in the file.

To modify, you select the line you need and modify the corresponding columns. You the select Modify in the column « status ». You can modify as many lines as you want. The important point is to select teh Modify option in the column « Status ». if you leave « Ignore » this particular line will not be modified.

To delete, you just select « Delete » in the column « Status ».

To add,

- you must first add as many blank lines as you need. This is done by typing the number of lines you need in the appropriated field and select « Consult ». A new list is displayed with as many blank lines as you requested.

- in the blank lines you add the appropriate information in each columns and select « Add » in the column « Status »

- You can modify, delete and add lines at the same time. The important point is to select « Modify », « Delete » or « Add » in the corresponding column « Status ».

To effectively apply the selections you click on « Submit »

itech information system

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[Workwave mapping update](#)
[Providers update](#)
[Services update](#)
[Workwave file processing](#)

To start the system go to www.gexperthaiti.com/itech/Itge.html

To update providers

To update services

To process an input file select Workwave file processing

Services management

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[Providers management](#) [Process workwave template](#) [Services management](#)

Number of records: 18

To add new items, enter how many

Providers to add:

Provider code:

Service name:

Consult Submit

To confirm the processing

To refresh the display

Another process

List of 18 services selected

Code	Description
RT1	ROUND TRIP TRANSPORT
TB1	TRANSP BDY 1
TBC	TRANSP BIRTHDAY CEL
TCK	TRANSP CHECKUP
TDC	TRANSP CHECK UP
TE1	TRANSP EXERCISE 1
TF1	TRANSP FU PT 1
TF2	TRANSP FU PT 2
THR	TRANSPORTATION HRA
TLB	TRANSP LAB
TN1	TRANSP NEW PT 1
TN2	TRANSP NEW PT 2
TPB	TRANSP BIRTHDAY

To modify items update the column

To confirm modification select Modify

To delete an item select Delete