CSV WORK-ORDER COORDINATION

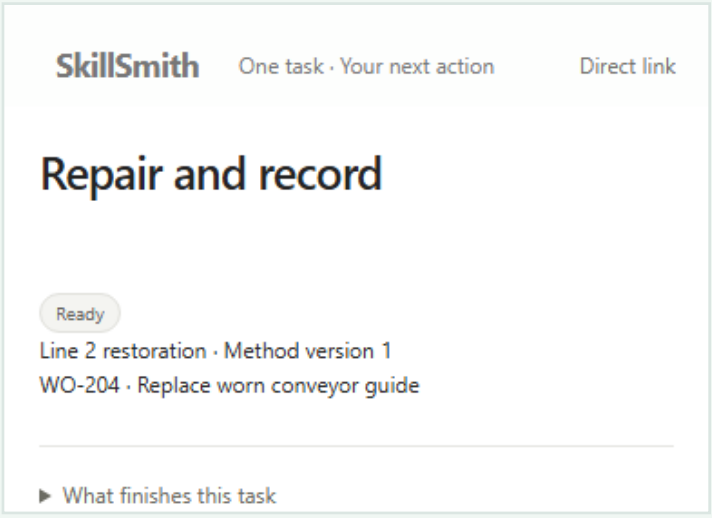
Turn a CSV work-order list into clear assignments for your team

Confirm the source reference, choose the prepared task and keep the result with the work.

Review the list > Confirm the reference > Assign prepared work



SkillSmith · Repair task



A native repair example keeps the work-order reference and equipment with the task.

Prepare useful assignments around your existing maintenance work.

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

A clear contribution at each handoff

Maintenance role context is informed by the retained O*NET task mapping. Source-list ownership and the assignment method are tailored to your team.

Your role	The contribution	SkillSmith support
Work-list source owner	Confirm the selected source references.	Resolve missing equipment identity and handle required source-record updates.
Production supervisor	Select prepared work from the confirmed source context.	Choose the appropriate maintenance task, recipient and existing work reference.
Maintenance technician	Repair and document the work.	Open the instructions and record work, parts and checks together.
Maintenance supervisor	Verify completed repair work.	Review the evidence, accept the repair or request a correction.

Keep the unclear row with its source owner

WO-204 identifies Conveyor L2-04, while WO-205 lacks an equipment reference. The source owner confirms the missing detail as the manager selects a prepared task for the clear row.

WORK-LIST EXAMPLE

Work reference	Source detail	Next responsible action
WO-204	Conveyor L2-04 identified	Manager selects prepared work
WO-205	Equipment reference missing	Source owner confirms the equipment

Keep the original reference; resolve the missing identity before assigning that row.

The work-order reference identifies the job; the equipment reference identifies what the job concerns. Keep both clear before choosing who will do the work.

CONNECTED WORK / PREPARED PLAYBOOKS

Review the source, then choose the work

We prepare the task instructions and responses around your maintenance method. Your team checks the source information, and your manager chooses the ready work and the person who will handle it.

01 Keep the source list

Keep the CSV in Resources as a reference. The work-list owner reviews each selected row for its work-order reference, equipment and job description, using the source record to clarify anything uncertain.

Does this row identify the job and the equipment?

02 Resolve the missing detail

WO-204 names Conveyor L2-04, so its next task can be selected. WO-205 is missing its equipment reference. The source owner checks the original record and confirms the correct equipment before the manager assigns that work.

Has the source owner confirmed the missing identity?

03 Choose the prepared task

From My Team or Pulse, select the prepared maintenance task and its recipient. When work began elsewhere, add its confirmed work-order and equipment references as existing information. The manager chooses the next step using the job's actual state.

Which prepared task is needed, and who will handle it?

04 Complete and review

The technician opens the prepared instructions and records the work and required checks. The reviewer assesses the response and returns a specific gap if needed. The source owner handles any required update to the original work-order record.

Is the work accepted, and what source-record update remains?

Prepared work around your existing references

Start with the maintenance method and use asset capture when a reference record needs preparation.

Corrective maintenance - Triage the confirmed work, choose the repair recipient and review the recorded result.

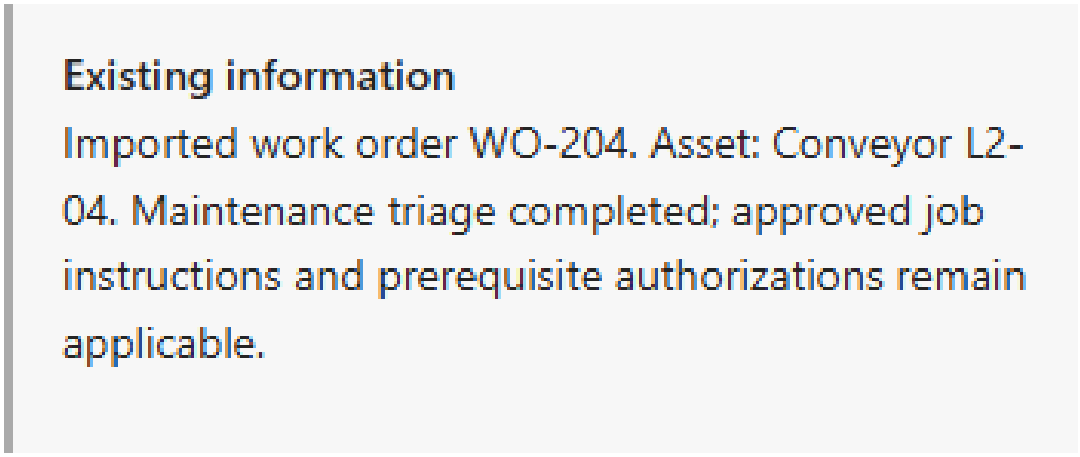
Asset capture and acceptance - Create and review a stable equipment record when your reference catalog needs it.

YOUR SYSTEMS / INTELLIGENT ASSISTANCE

Keep the reference with the assignment

Your CSV supplies the source list, and Resources keeps it available. The selected task carries confirmed job context, instructions and the response through the work.

SkillSmith · Work context at the point of contribution



Native repair context carries a work-order reference, equipment identity and completed triage.

Your saved work-order list The owner reviews selected rows.	Keep the original file and its text in Resources; clarify incomplete references.
Confirmed work-order context A manager chooses prepared work.	Select the task and recipient, with existing information for work started elsewhere.
Your instructions and response record The recipient performs the work.	Record the work and checks for the reviewer, with the original reference in context.

Help with follow-up and changes

Evidence Collector

Which tasks are overdue?

Your manager can review accessible overdue tasks with their owners and deadlines, then choose the follow-up that needs attention.

YOUR DELIVERY PLAN / OUR TEAM

Start with one useful work list

We use a small selection of your existing work orders to prepare the method and make the source-to-task handoff clear.

01 Review your starting list

Choose a work-order list with a usable row and an incomplete reference. Name the source owner and the manager who selects the work.

The references, clarification route and responsibilities are clear.

02 Prepare the assignment

Choose the maintenance playbook, instructions, response and review criteria. Walk through how confirmed source information reaches the selected task.

Prepared work with a clear recipient and the required job context.

03 Try the handoff and review it

Work through the clear row, resolve the incomplete row and review a completed response. Use those findings to refine the method before extending it.

A reviewed way to move from the source list into assigned work.

We are here to help



Rohit Singh

VP of Strategic Partnerships



Brent Jackson

Director of Customer Success

Bring us the work your team wants to improve. We'll walk through your instructions, responsibilities and review criteria, then show how our platform can support that work.

WHY SKILLSMITH / YOUR NEXT STEP

Build on the records your team already uses

Bring your existing work-order list and maintenance instructions. We help you decide which information belongs in the task, who clarifies the source and how completed work reaches its reviewer.

Recreate the instructions for each work-order row

Reuse the prepared task while the manager chooses the job and recipient.

An incomplete reference circulates without a next action

Keep source clarification with a named owner before assignment.

Reassemble the work context at review

Keep the reference, completed response and reviewer decision connected.

A question teams often ask

Who chooses which rows become tasks?

Your manager selects the work that is ready, chooses a prepared task and assigns its recipient. The confirmed source reference and useful job details give that person the context for their contribution.

Let’s walk through your work-order list

Bring a small work-order list and one maintenance instruction. We’ll work through a clear row, an incomplete reference and the assignment that follows.

- A usable row and its work-order reference
- A missing equipment identity and its source owner
- The manager’s prepared-task choice
- The response, review and any source-record update

Request a demo

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