




WorkStudio VegWorks Quick Reference Guide *for BGE Distribution*

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Revised April 2018 (BGE Distribution)
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If there is information in the Wiki on a topic, you will see this symbol  and a suggested search term. Go to <http://geodigital.editme.com> to access the article (register for a free account, first).

Workflow Steps

Steps to perform Assessment, Notification, and Work Jobs:

● See page 16 for a diagram of the workflow process.

1. Log in and Synchronize with WorkStudio Server at least at the start and end of each day, or as often as you like to keep your machine and the server up-to-date
2. Create a Distribution Feeder Assessment Parent Job.
3. Assign a Distribution Assessment Job.
4. Divide a Distribution Assessment Job into Notification Child Jobs or Assign a New Notification Job (if not assigned a Notifier).
5. Perform a Distribution Notification Child Job.
6. Assign Work from a Distribution Notification Child Job.
7. Pre-Approve a Distribution Work Child Job.
- Correct a Distribution Work Child Job, if needed.

9. QC1 a Distribution Work Child Job.
 - ReWork a Distribution Work Child Job, if needed.
10. Review a Distribution Assessment Parent Job when *all* its Notification and Work Child Jobs are complete.
11. Close a Distribution Assessment Job.
 - QC2 an Assessment Job, if needed.
 - ReWork a Distribution Assessment Job, if needed.

● At certain times, you may do one or all of the following:

- Check GPS
 - Log Acceptance / Refusal
 - Attach Files and Images
 - Modify Units
 - View and/or Print Documents (Reports)
- Note: "Work Order" and "Job" mean the same thing.