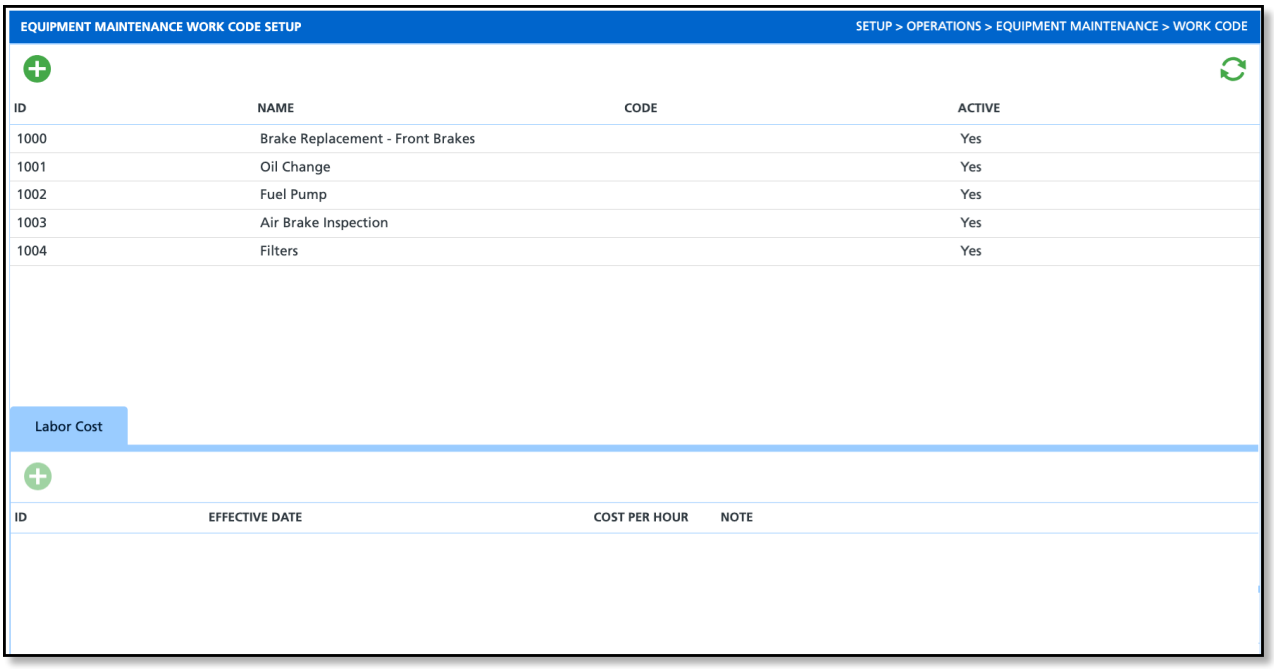
Equipment Maintenance - Work Code

Last Modified on 12/15/2025 11:41 am PST

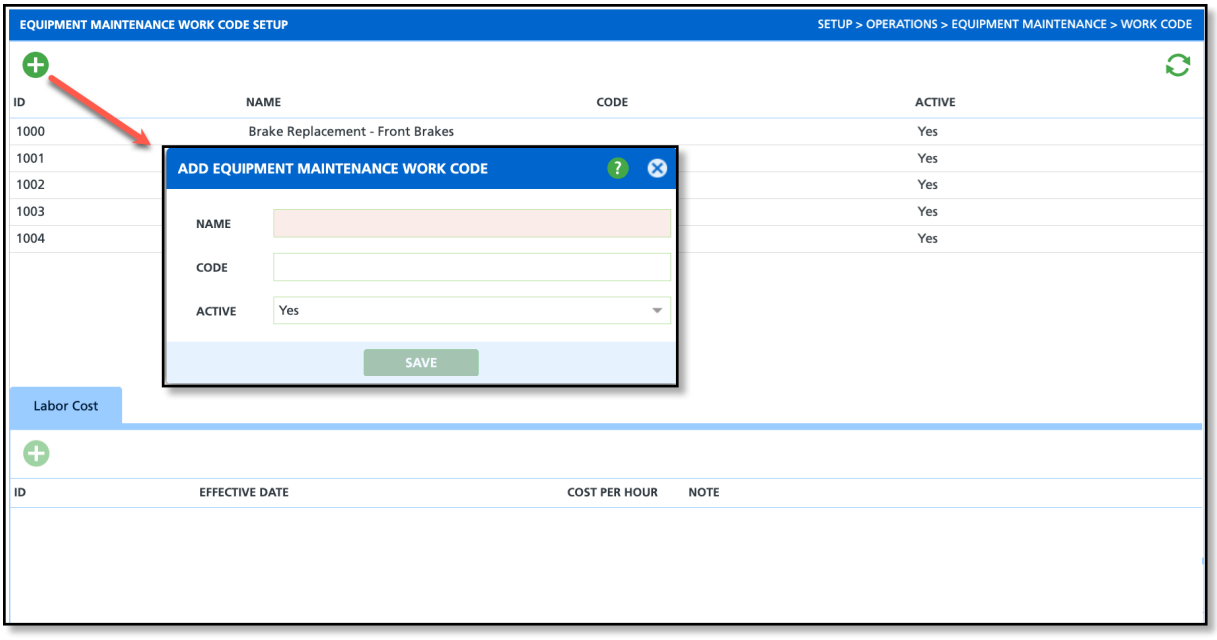
Pathway: *Setup > Operations > Equipment Maintenance > Work Code*

Work codes provide a consistent and structured way to identify and differentiate different maintenance tasks or jobs related to trucks. Each work code corresponds to a specific maintenance activity, such as engine tune-up, brake replacement, oil change, tire rotation, or any other maintenance procedure relevant to trucks and equipment.



Add and Edit Work Codes

By default, **Work Codes** are active and only require a Name. When selecting a code to add to a maintenance order, only the Name is displayed.



Add

1. Select the green **Add icon** from the setup screen and the **Add Equipment Maintenance Work Code** popup editor will display.
2. Enter a **Name** for the work code.
3. Enter a **Code** if one applies.
4. Click **Save** when finished.
5. Add **Labor Cost:**
    - Click within the row of a **work code** from the upper grid.
    - Select the **Add icon** under the **Labor Cost tab** to display the Add Equipment Maintenance Work Code Labor Cost popup editor.
    - Enter an **Effective Date**.
    - Enter the expected **Cost Per Hour** for labor.
    - Add a **note** (optional).
    - Click **Save** when finished.

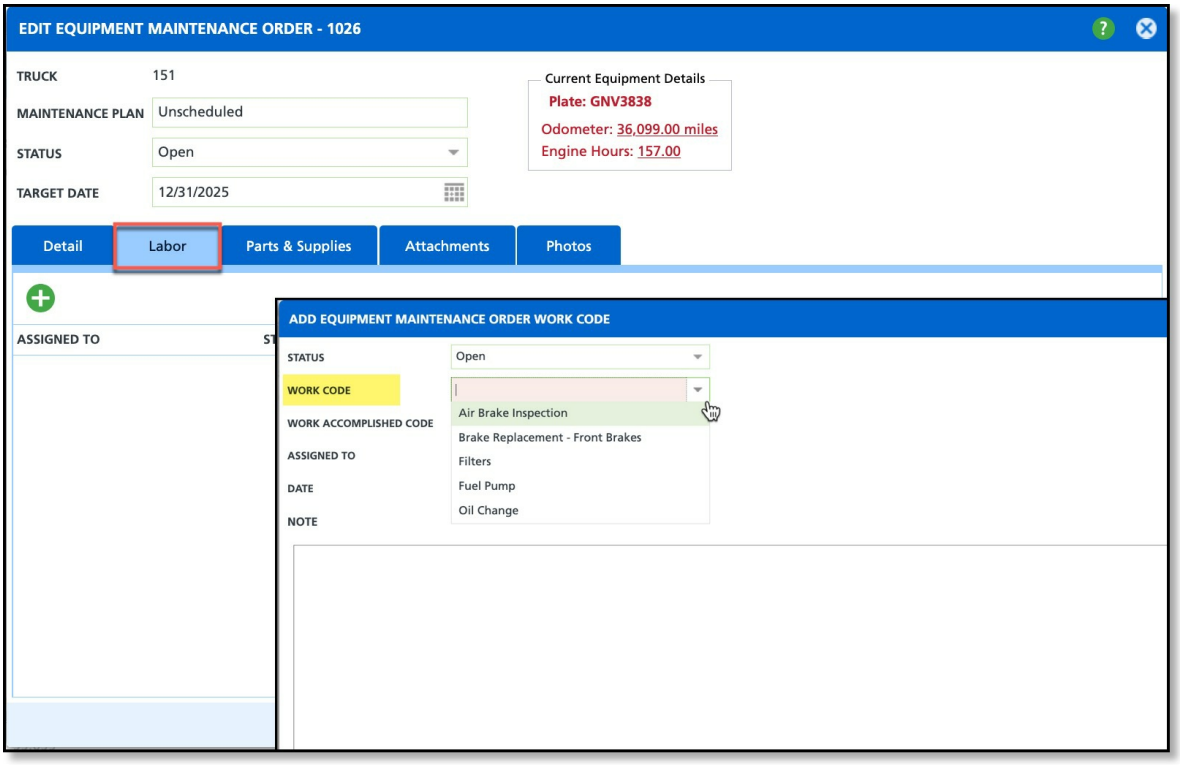
Edit

This process also applies to edit Labor Costs.

1. From the setup screen, double-click the row of the work code you would like to edit to display the **Update Equipment Maintenance Work Code** popup editor.
2. Apply your changes and click **Save.**

Apply Work Code to Equipment Maintenance Order

The **Work Code** is available in the Labor tab when adding or editing the Equipment Maintenance Order Work Code and is a non-required field.



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