



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

6/13/2025 6:30 AM

**NAME OF PROCESS**

## Logging & Adding Weather Conditions

**Use Case / Objectives**

Tracking weather conditions is important for documenting project delays and ensuring accurate reporting. This process allows users to log a weather condition when work is impacted on a specific day, such as a lost day due to wind or rain, so it is reflected in job records in case of future billing inquiries. If a condition isn't available, you can add it to the system so it appears as an option going forward.

**Configuration, Training, and Reporting**

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

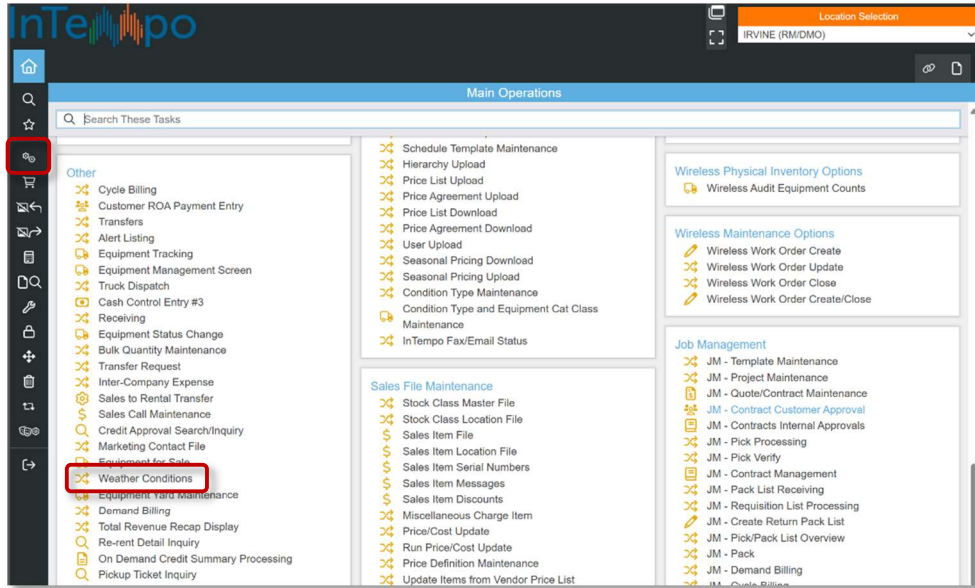
**Menu options to access:**

Main Operations > Weather Conditions  
Cross Application File > Default Codes

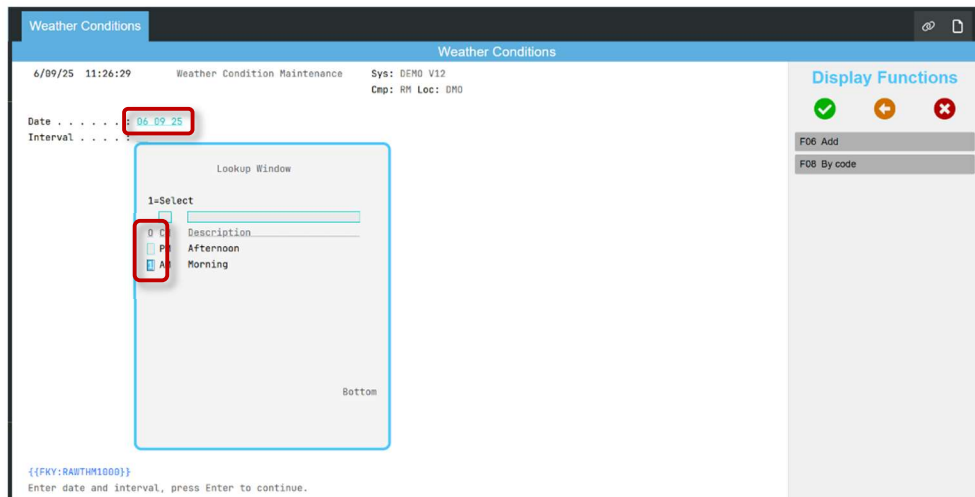
# Logging a Weather Condition

## Process Steps

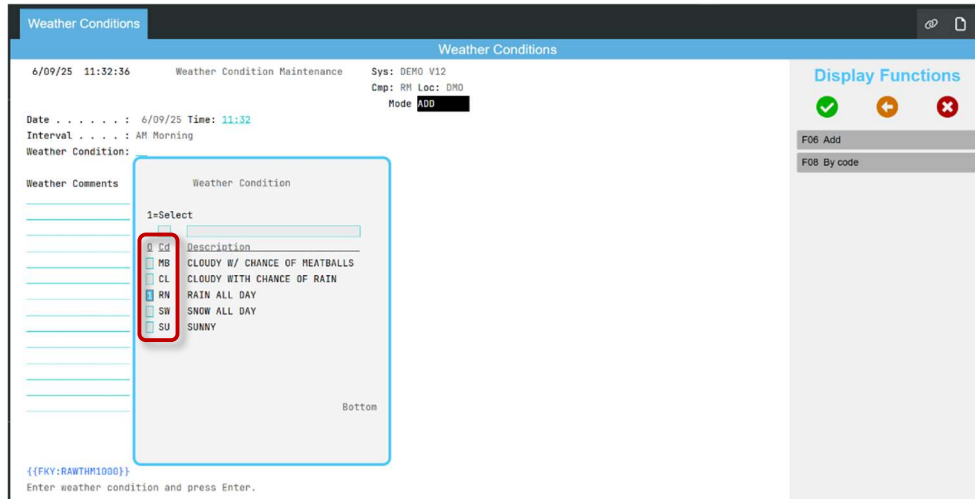
1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Main Operations** menu.
3. In the **Other** section, click on **Weather Conditions** (you may have to scroll down on the page).



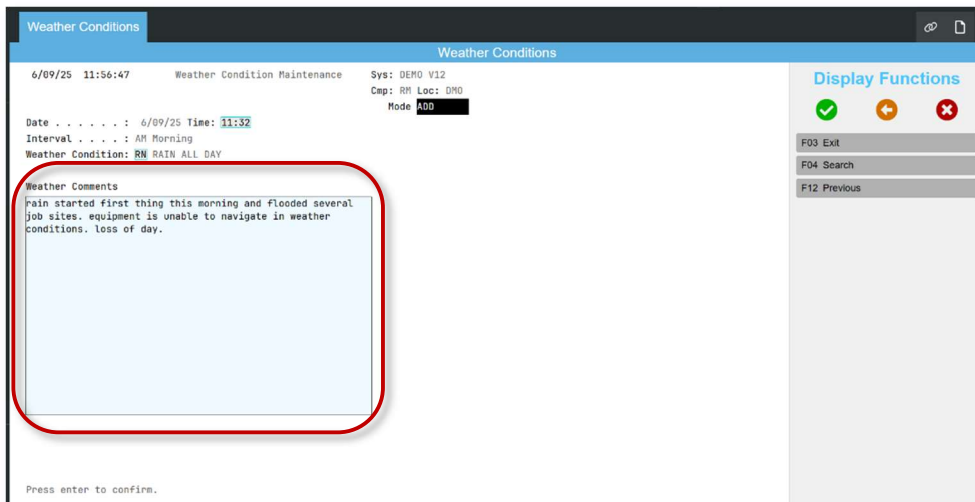
4. On the **Weather Condition Maintenance** screen, click in the *Date* field and type the date for the condition.
5. Click in the *Interval* field and press F4 to view the choices.
  - a. In the *O* (options) column type a 1 next to the interval.
  - b. Press Enter to select the interval.



6. Press Enter once more.
7. *Time*, *Weather Condition*, and *Weather Comments* fields will populate.
  - a. Adjust the time if necessary.
  - b. Press F4 in the *Weather Condition* field. Select a weather condition from the list by typing a 1 next to the option. Press enter.



8. Type your weather condition comment in the *Weather Comments* field. Try to be as descriptive as possible, especially if the condition resulted in the loss of a work day.



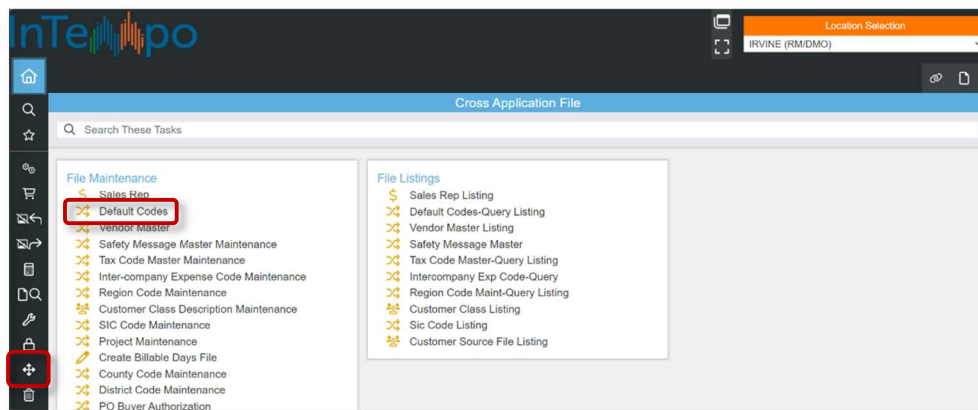
9. Press enter.
10. The Weather Condition will be logged.

## Adding a Weather Condition

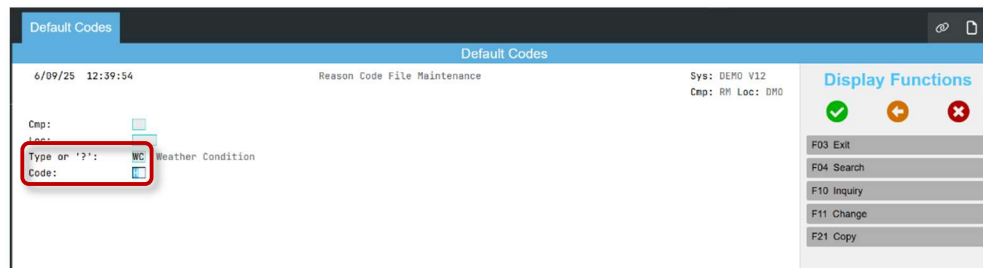
### Process Steps

This process is to add a new Weather Condition to the list of options.

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Cross Application File** menu.
3. In the **File Maintenance** section, click on **Default Codes**.



4. In the *Type or '?'* field, type **WC** for *Weather Condition*.
5. In the *Code* field type an abbreviation for a Weather Condition to add. An example could be **H** for *Hot*, or **I** for *Ice*.
  - a. Press Enter.



6. *Description* and *Status* fields populate.
  - a. Type in the *Description* (ex. Hot).
  - b. Type the abbreviation for the *Status* (A=Active)
  - c. Press Enter.
  - d. Press Enter once more to verify and add the record.

The screenshot shows a software interface titled "Default Codes". At the top left, it displays the date and time "6/09/25 12:40:37". The main title "Default Codes" is centered at the top. Below the title, there is a subtitle "Reason Code File Maintenance". On the right side, system information is shown: "Sys: DEMO V12", "Cmp: RM\_Loc: DMO", and "Mode: ADD". The main content area contains the following fields:  
Cmp:  
Loc:  
Type: WC Weather Condition  
Code: H  
Description: HOT  
Status: A A=Active, H=Held, D=Deleted  
A red rectangular box highlights the "Description" and "Status" fields.