

INTERFACE AND ENVIRONMENT

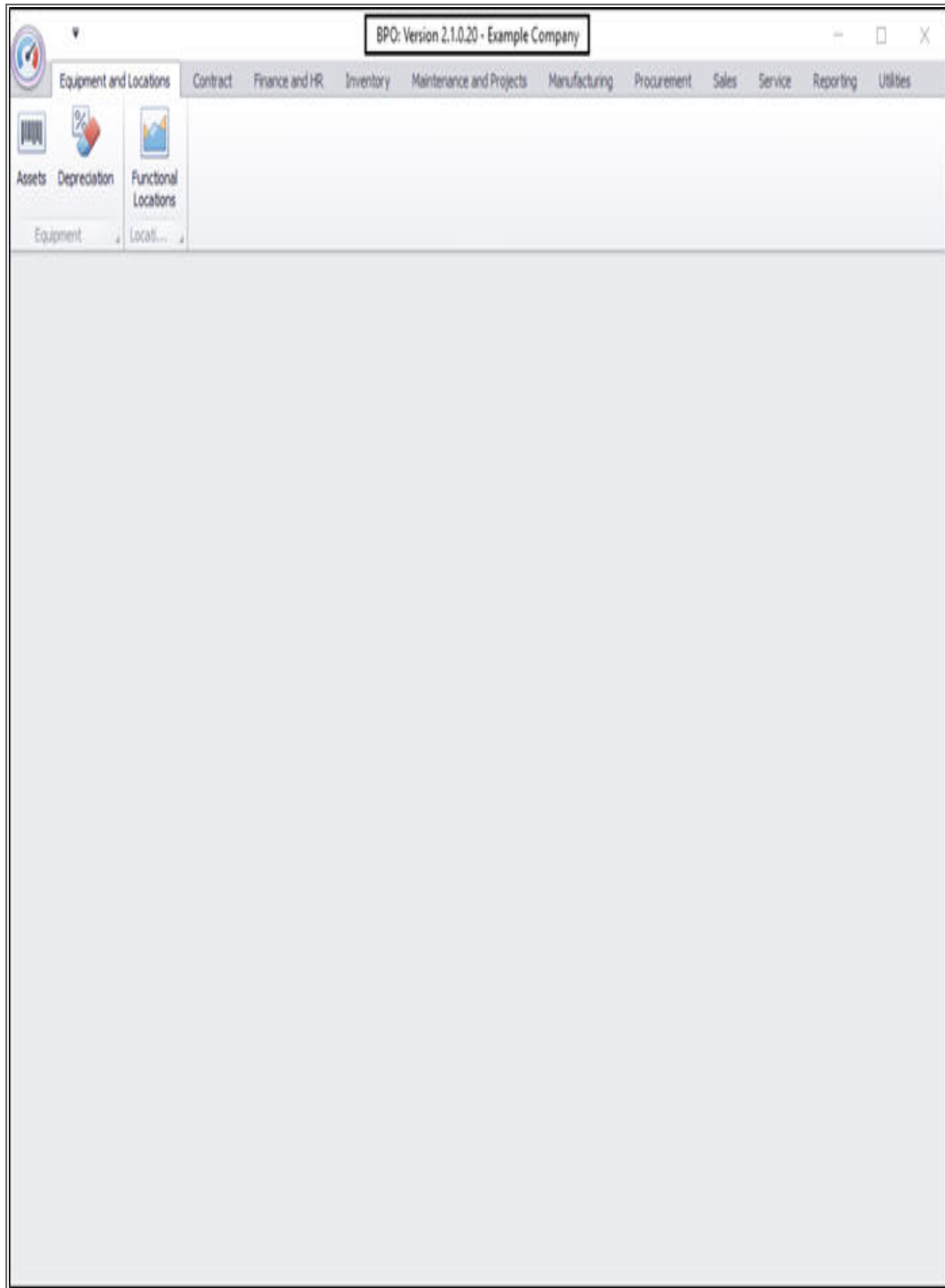
USING BPO – WORKING ENVIRONMENT

Understanding the BPO2 working environment and [Controls & Functions](#) is important as it minimises confusion when using the system. All **BPO** beginners should familiarise themselves with the following topics in order to get the most out of the system functionality.

ENVIRONMENT

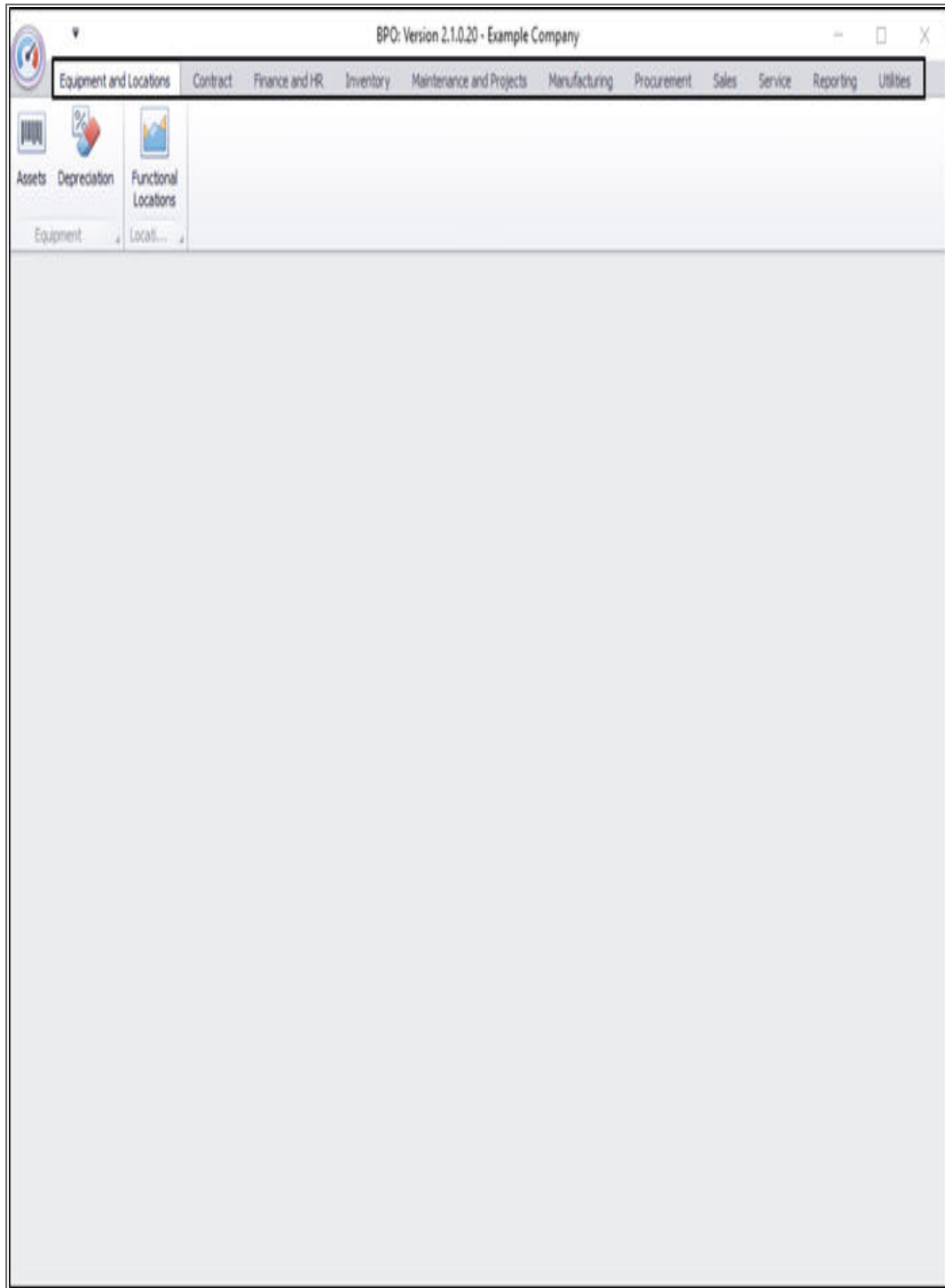
ACTIVE TITLE BAR

- This bar lists the Software Version and Company Name, or test environment name e.g. **CO3 Example Company**.



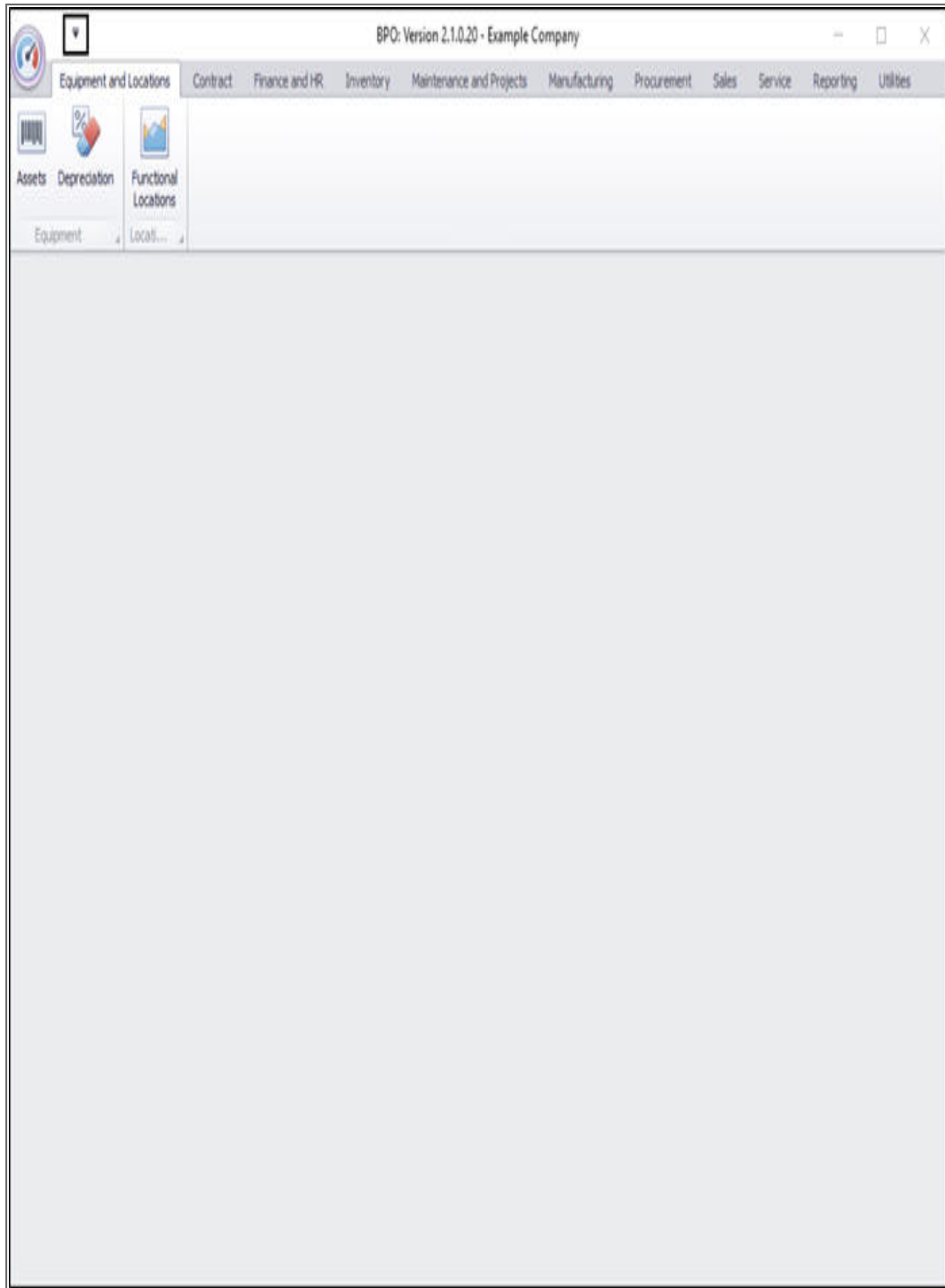
RIBBON TABS

- These tabs enable you to navigate through the different modules within **BPO**.



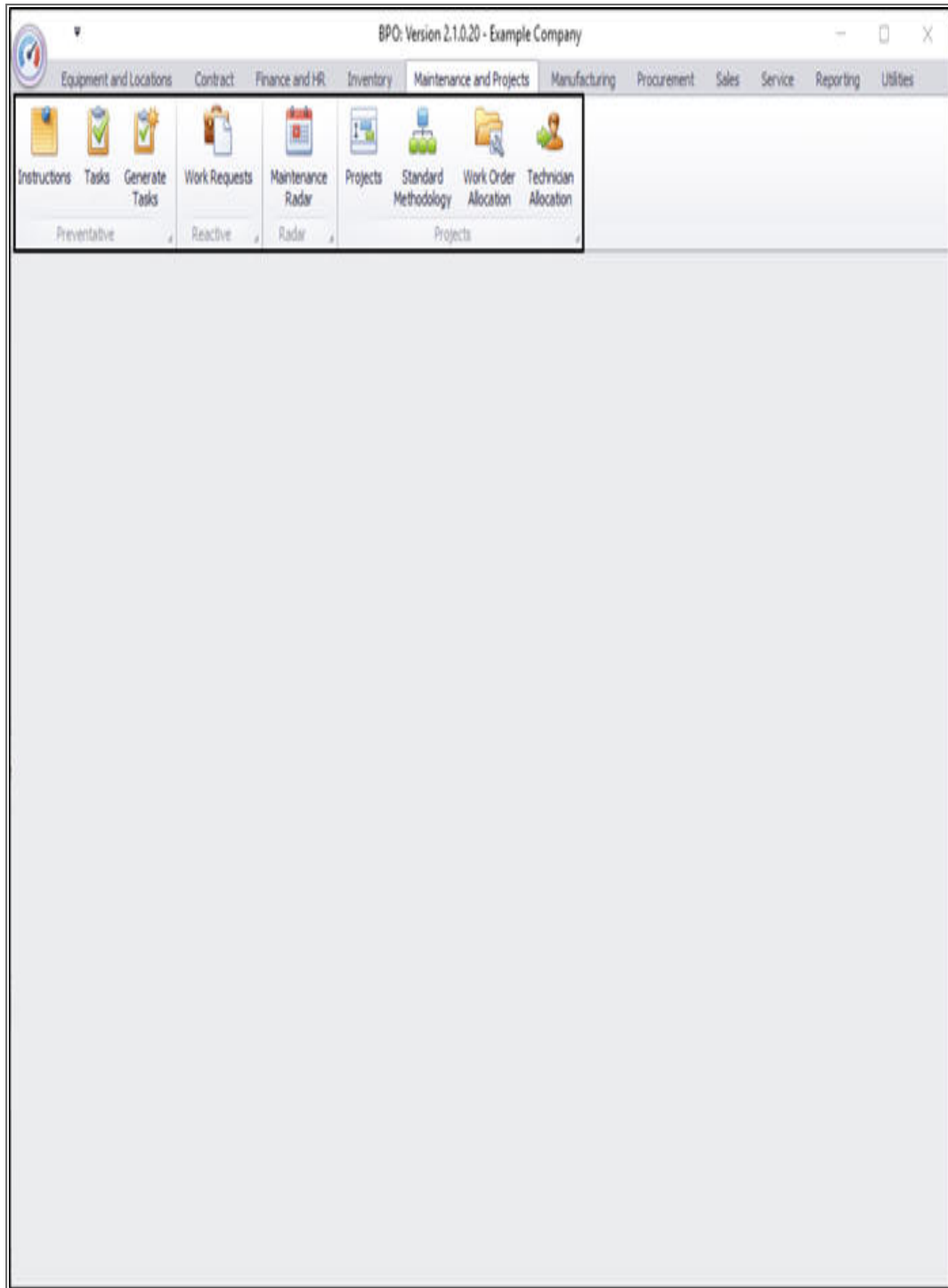
QUICK ACCESS TOOL BAR

- This can be configured with short-cuts to the screens that you wish to view most often.
 - For further information refer to the [Quick Access Tool-bar](#) topic page.



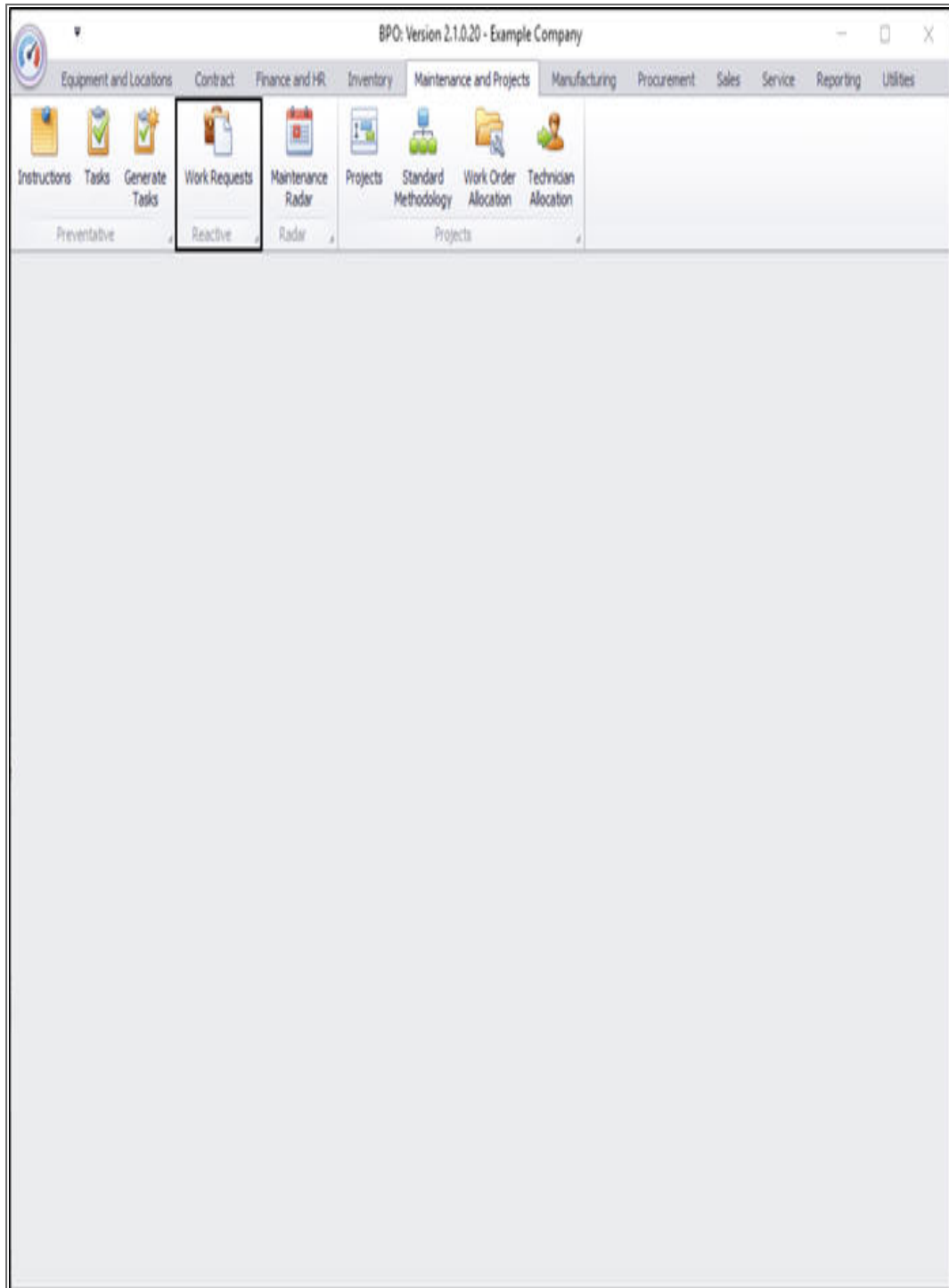
RIBBON TOOLBAR

- This displays the content of the selected ribbon tab in more detail.
 - In this example, the ribbon toolbar of the ***Main-tenance and Projects*** ribbon tab is displayed.



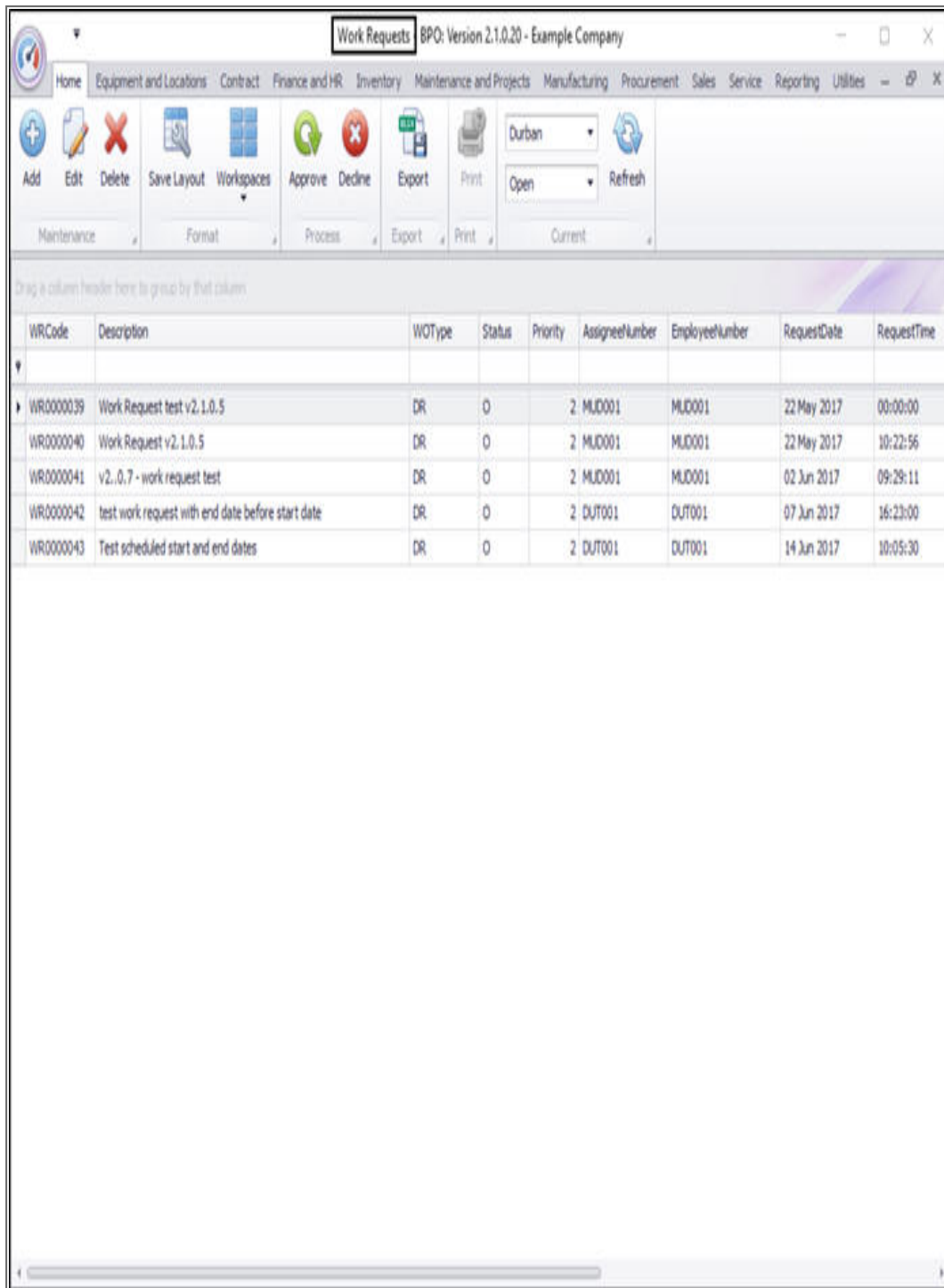
LISTING SCREEN

- Click on any of these ribbon toolbar icons to open a ***Listing Screen***.
 - In this example, the ***Work Requests*** toolbar icon has been selected within the ***Maintenance and Projects*** ribbon tab.



- The ***Work Requests*** listing screen will be displayed, and the ***Active Title Bar*** will now display the title of the selected ribbon

toolbar icon as well as the software version and company name.



The screenshot displays the BPO2 Working Environment software interface. The title bar indicates the application is 'Work Requests' and the version is 'BPO: Version 2.1.0.20 - Example Company'. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with icons for Add, Edit, Delete, Save Layout, Workspaces, Approve, Decline, Export, Print, and Refresh. The main area shows a table of work requests with columns for WRCODE, Description, WOTYPE, Status, Priority, AssigneeNumber, EmployeeNumber, RequestDate, and RequestTime. The table contains five rows of test data.

WRCODE	Description	WOTYPE	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
WR0000039	Work Request test v2.1.0.5	DR	O	2	MUD001	MUD001	22 May 2017	00:00:00
WR0000040	Work Request v2.1.0.5	DR	O	2	MUD001	MUD001	22 May 2017	10:22:56
WR0000041	v2.0.7 - work request test	DR	O	2	MUD001	MUD001	02 Jun 2017	09:29:11
WR0000042	test work request with end date before start date	DR	O	2	DUT001	DUT001	07 Jun 2017	16:23:00
WR0000043	Test scheduled start and end dates	DR	O	2	DUT001	DUT001	14 Jun 2017	10:05:30

LISTING SCREEN OVERVIEW

DATA GRIDS, ROWS AND COLUMNS

Listing Screens contain one or more *data grid(s)* of *rows* and *columns*. These contain data relating to the selected ribbon toolbar icon.

- In this example, the data grid contains rows and columns with information relating to the **Work Requests** ribbon toolbar icon.
 - **Rows** are selected by either clicking anywhere on the row or in the case of dragging and dropping a row, by specifically clicking in the row selector column.
 - **Columns** are selected by clicking on the column header above the column of choice.

Work Requests - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Export Print

Durban Open Refresh

Maintenance Format Process Export Print Current

Drag a column header here to group by that column

WRCode	Description	WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
WR0000039	Work Request test v2.1.0.5	DR	O	2	MUD001	MUD001	22 May 2017	00:00:00
WR0000040	Work Request test v2.1.0.5	DR	O	2	MUD001	MUD001	22 May 2017	10:22:56
WR0000041	v2.0.7 - work request test	DR	O	2	MUD001	MUD001	02 Jun 2017	09:29:11
WR0000042	test work request with end date before start date	DR	O	2	DUT001	DUT001	07 Jun 2017	16:23:00
WR0000043	Test scheduled start and end dates	DR	O	2	DUT001	DUT001	14 Jun 2017	10:05:30

ACTION BUTTONS TOOLBAR

- When you open a ***Listing screen***, the ribbon toolbar is replaced by the ***Action Buttons toolbar***.
- This toolbar includes icons that are used to perform functions within the listing screen e.g.
 - **Maintenance** functions
 - **Format** functions
 - **Processing** functions
 - **Export** functions
 - **Print** functions and
 - **Current** Functions.
- The Action Buttons toolbar may vary according to the ribbon tab and subsequent ribbon toolbar icon selected.
 - The example displays the icons available in the ***Work Requests*** action button toolbar.



Work Requests - BPO: Version 2.1.0.20 - Example Company

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

+

✎

✖

📄

🗑

🔄

✖

📄

🖨

Durban

Open

Refresh

Maintenance

Format

Process

Export

Print

Current

Drag a column header here to group by that column

WRCode	Description	WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
WR0000039	Work Request test v2.1.0.5	DR	O	2	MUD001	MUD001	22 May 2017	00:00:00
WR0000040	Work Request v2.1.0.5	DR	O	2	MUD001	MUD001	22 May 2017	10:22:56
WR0000041	v2.0.7 - work request test	DR	O	2	MUD001	MUD001	02 Jun 2017	09:29:11
WR0000042	test work request with end date before start date	DR	O	2	DUT001	DUT001	07 Jun 2017	16:23:00
WR0000043	Test scheduled start and end dates	DR	O	2	DUT001	DUT001	14 Jun 2017	10:05:30

TOOLBAR MENU

- You can also right click to in the data grid to display the **Action Buttons toolbar** in a drop-down menu.
- This menu does not contain all the action buttons displayed in the Action Buttons Toolbar and will vary according to whichever ribbon tab you are working in.
 - In this example, the drop-down menu contains only the **Maintain** and **Process** action buttons.

Work Requests - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Export Print

Durban Open Refresh

Maintenance Format Process Export Print Current

Drag a column header here to group by that column

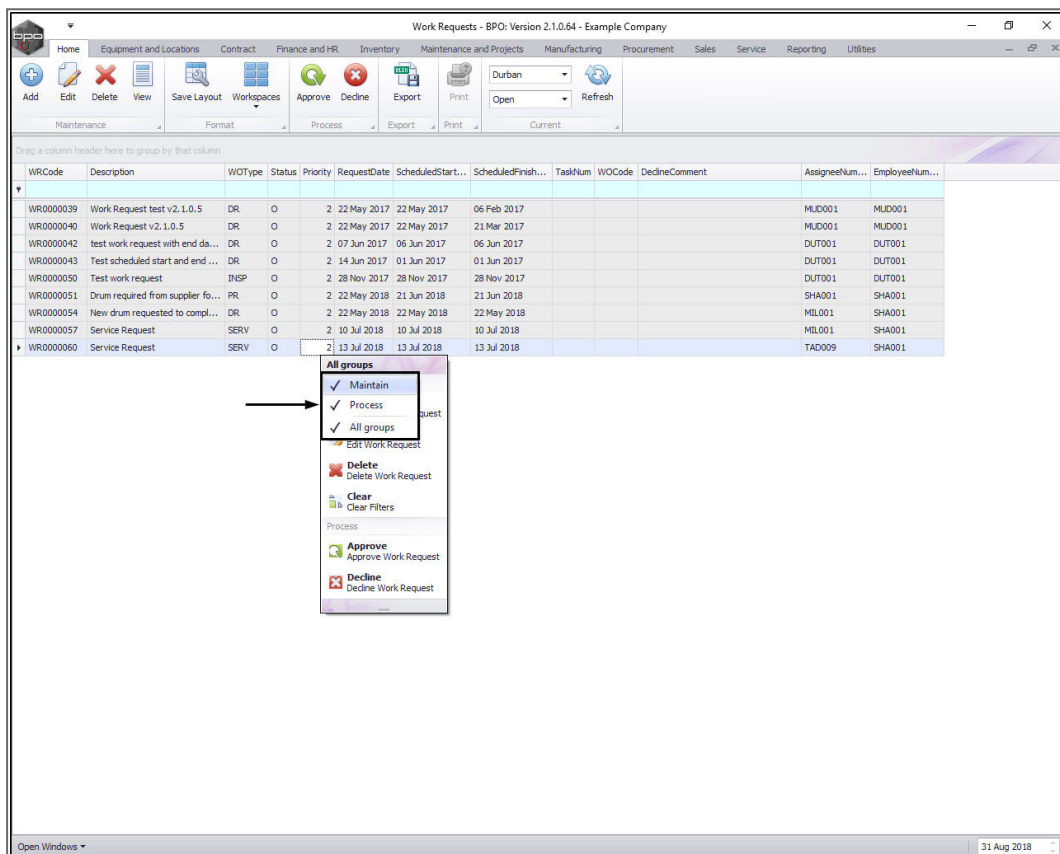
WRCODE	Description	WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
WR0000039	Work Request test v2.1.0.5	DR	O	2	MUD001	MUD001	22 May 2017	00:00:00
WR0000040	Work Request v2.1.0.5			2	MUD001	MUD001	22 May 2017	10:22:56
WR0000041	v2.0.7 - work request test			2	MUD001	MUD001	02 Jun 2017	09:29:11
WR0000042	test work request with end date before start date			2	DUT001	DUT001	07 Jun 2017	16:23:00
WR0000043	Test scheduled start and end dates			2	DUT001	DUT001	14 Jun 2017	10:05:30

All groups

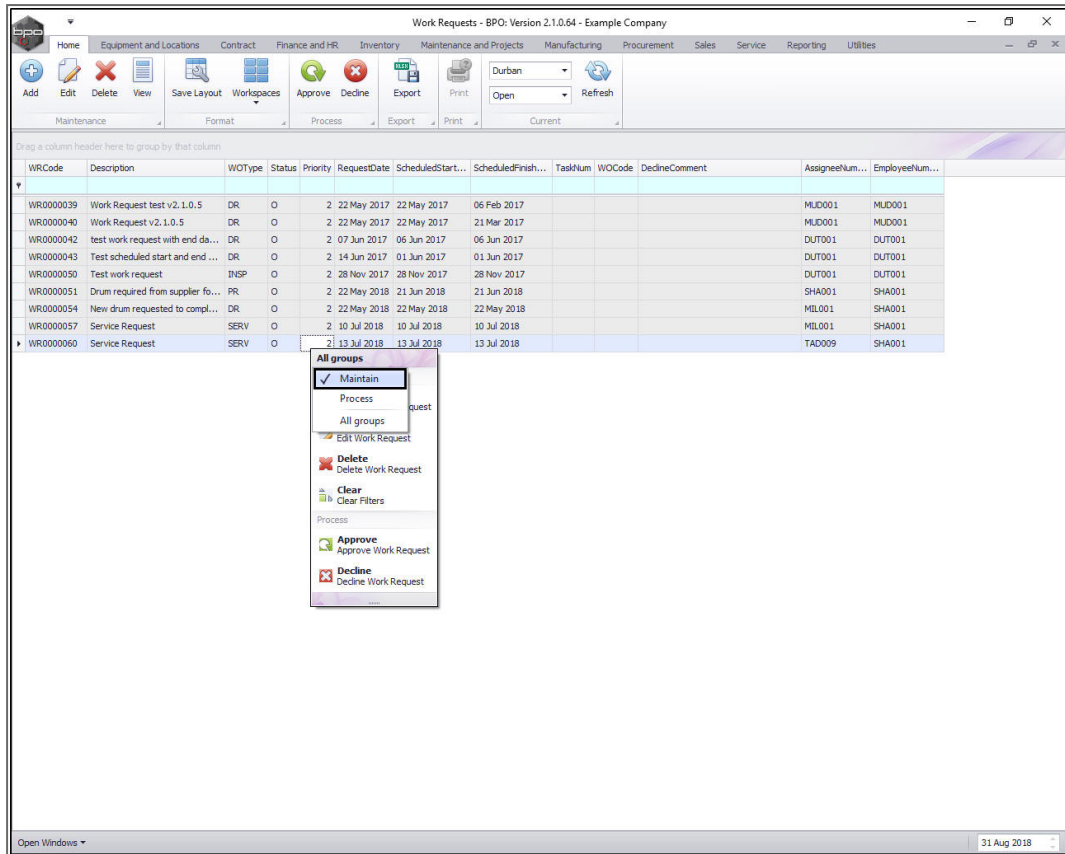
- Maintain
- Add**
Add New Work Request
- Edit**
Edit Work Request
- Delete**
Delete Work Request
- Clear**
Clear Filters
- Process
- Approve**
Approve Work Request
- Decline**
Decline Work Request

Customise Menu

- You can click on the **title bar** of this drop-down menu to display a list of the action button toolbar groups available to be displayed in this list.
 - In this example, you can select to view the **Maintain** action button, the **Process** action buttons or **All Groups** (all the available action buttons) in this menu.



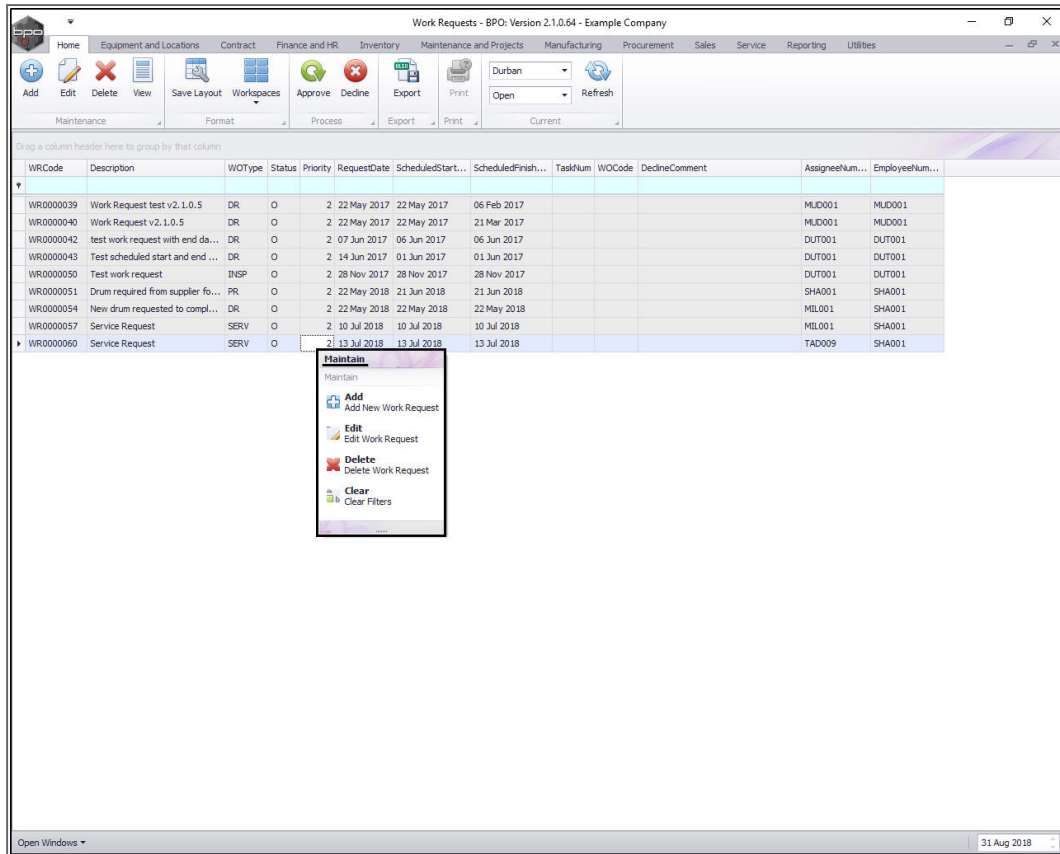
- In this example, **Process** has been selected from the list (Maintain and All Groups has been un-ticked).
- When you have made your selections, click away from the menu to **save** the changes.



The screenshot displays the 'Work Requests - BPO: Version 2.1.0.64 - Example Company' application. The interface includes a top menu bar with tabs like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Delete, View, Save Layout, Workspaces, Approve, Decline, Export, Print, and Refresh. A dropdown menu is open over the table, showing options: All groups, Maintain (selected), Process, All groups, Edit Work Request, Delete, Delete Work Request, Clear, Clear Filters, Process, Approve, Approve Work Request, Decline, Decline Work Request.

WRCode	Description	WOType	Status	Priority	RequestDate	ScheduledStart...	ScheduledFinish...	TaskNum	WOCode	DeclineComment	AssignedNum...	EmployeeNum...
WR0000039	Work Request test v2.1.0.5	DR	O	2	22 May 2017	22 May 2017	06 Feb 2017				MUD001	MUD001
WR0000040	Work Request v2.1.0.5	DR	O	2	22 May 2017	22 May 2017	21 Mar 2017				MUD001	MUD001
WR0000042	test work request with end da...	DR	O	2	07 Jun 2017	06 Jun 2017	06 Jun 2017				DUT001	DUT001
WR0000043	Test scheduled start and end ...	DR	O	2	14 Jun 2017	01 Jun 2017	01 Jun 2017				DUT001	DUT001
WR0000050	Test work request	INSP	O	2	28 Nov 2017	28 Nov 2017	28 Nov 2017				DUT001	DUT001
WR0000051	Drum required from supplier fo...	PR	O	2	22 May 2018	21 Jun 2018	21 Jun 2018				SHA001	SHA001
WR0000054	New drum requested to compl...	DR	O	2	22 May 2018	22 May 2018	22 May 2018				MIL001	SHA001
WR0000057	Service Request	SERV	O	2	10 Jul 2018	10 Jul 2018	10 Jul 2018				MIL001	SHA001
WR0000060	Service Request	SERV	O	2	13 Jul 2018	13 Jul 2018	13 Jul 2018				TAD009	SHA001

- The drop-down menu will now display the selection, in this case, only the **Maintain** action buttons.



FUNCTIONS TILES

- Most Listing screens contain a **Links** panel that contains **Functions** and **Processing** tiles.
- Each tile will allow you to view **data** concerning a particular **row** that you have selected.

Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Durban All Refresh Revalue Convert Buy Back Print Export

Maintenance Format Current Process Print

Links Enter text to search...

Functions

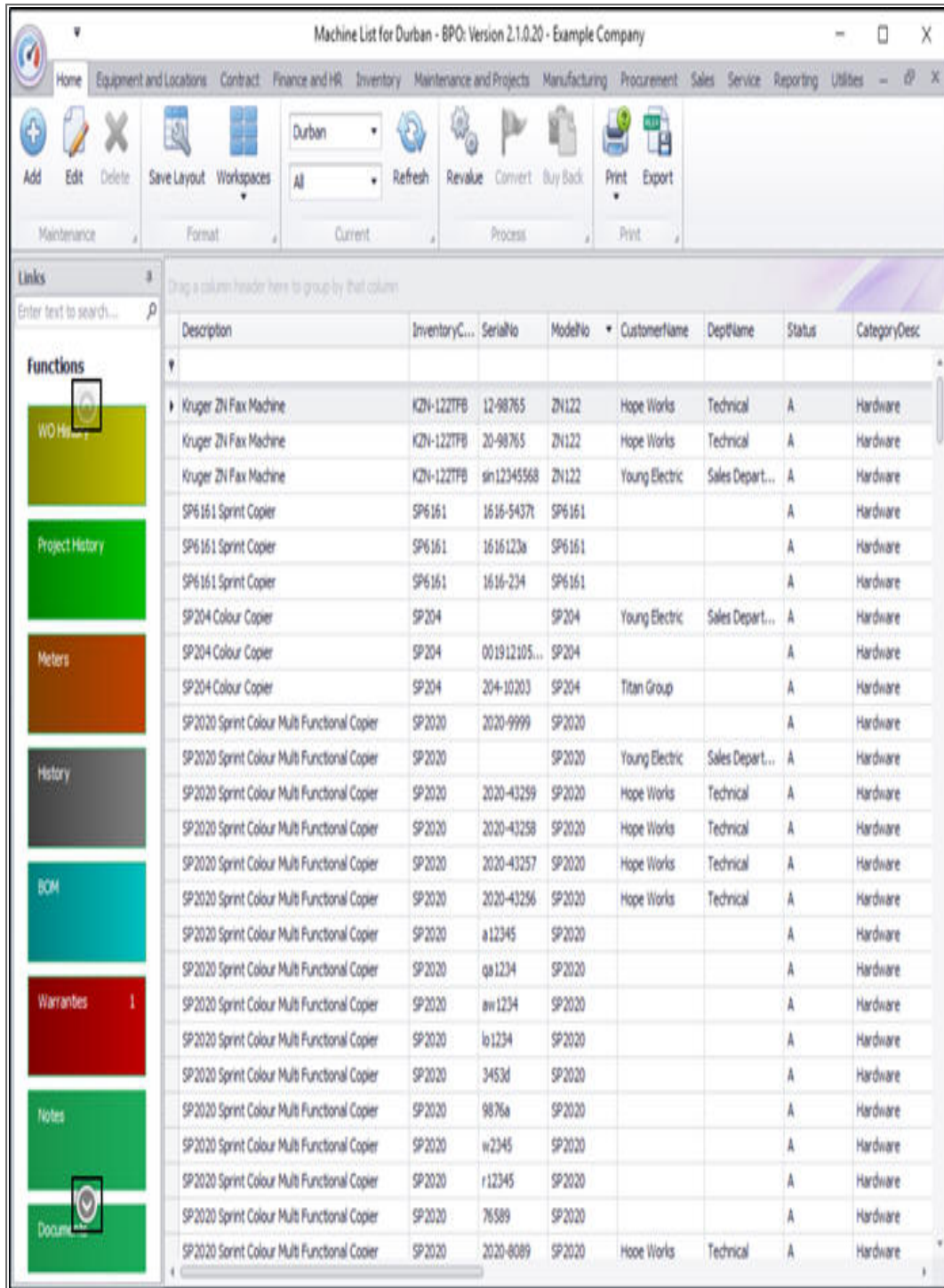
- WIO History
- Project History
- Meters
- History
- BOM
- Warranties
- Notes
- Documents

Drag a column header here to group by that column

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
Kruger ZN Fax Machine	KZN-1227FB	12-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-1227FB	20-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-1227FB	sin12345568	ZN122	Young Electric	Sales Depart...	A	Hardware
SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware
SP6161 Sprint Copier	SP6161	1616123a	SP6161			A	Hardware
SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware
SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart...	A	Hardware
SP204 Colour Copier	SP204	001912105...	SP204			A	Hardware
SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020		SP2020	Young Electric	Sales Depart...	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	qa1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	aw1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware

- Click anywhere in the panel and
 - *Either*, use the **scroll button** on your mouse

- Or, use the **arrows** that appear as you hover over the panel to scroll up and down to find your tile of choice.



Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

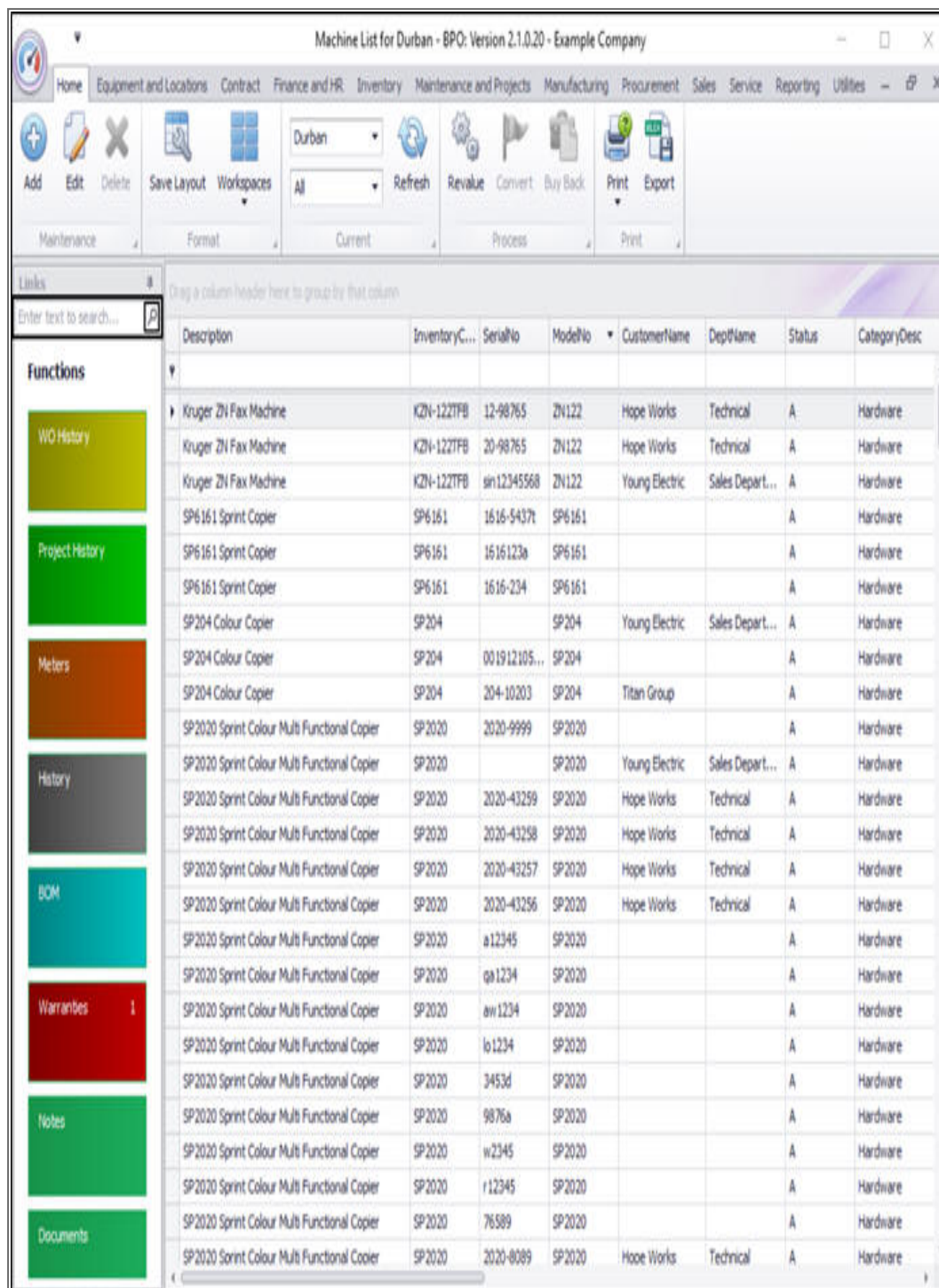
Add Edit Delete Save Layout Workspaces Durban All Refresh Revalue Convert Buy Back Print Export

Links: Enter text to search... Drag a column header here to group by that column

Functions: WO History Project History Meters History BOM Warranties 1 Notes Documents

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart...	A	Hardware
SP6161 Sprint Copier	SP6161	1616-54371	SP6161			A	Hardware
SP6161 Sprint Copier	SP6161	16161234	SP6161			A	Hardware
SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware
SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart...	A	Hardware
SP204 Colour Copier	SP204	001912105...	SP204			A	Hardware
SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020		SP2020	Young Electric	Sales Depart...	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	qa1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	aw1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware

- You can also find your tile of choice by using the **Search** text box at the top of the **Links** panel.



Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces

Durban All Refresh Revalue Convert Buy Back Print Export

Maintenance Format Current Process Print

Links

Enter text to search...

Drag a column header here to group by that column

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
Kruger ZN Fax Machine	KZN-1227FB	12-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-1227FB	20-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-1227FB	sin12345568	ZN122	Young Electric	Sales Depart...	A	Hardware
SP6 161 Sprint Copier	SP6 161	1616-54371	SP6 161			A	Hardware
SP6 161 Sprint Copier	SP6 161	1616-1238	SP6 161			A	Hardware
SP6 161 Sprint Copier	SP6 161	1616-234	SP6 161			A	Hardware
SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart...	A	Hardware
SP204 Colour Copier	SP204	001912105...	SP204			A	Hardware
SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020		SP2020	Young Electric	Sales Depart...	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	ga1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	aw1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-80089	SP2020	Hope Works	Technical	A	Hardware

Functions

WO History

Project History

Meters

History

BOM

Warranties

Notes

Documents

- In this search text box, type in the ***name*** of the Function tile that you are looking for.
- As you start typing the system will start searching.
- The ***Links*** panel will display your choice of tile.
 - In this image, we searched for the ***Depreciation*** tile.

Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Durban All Refresh Revalue Convert Buy Back Print Export

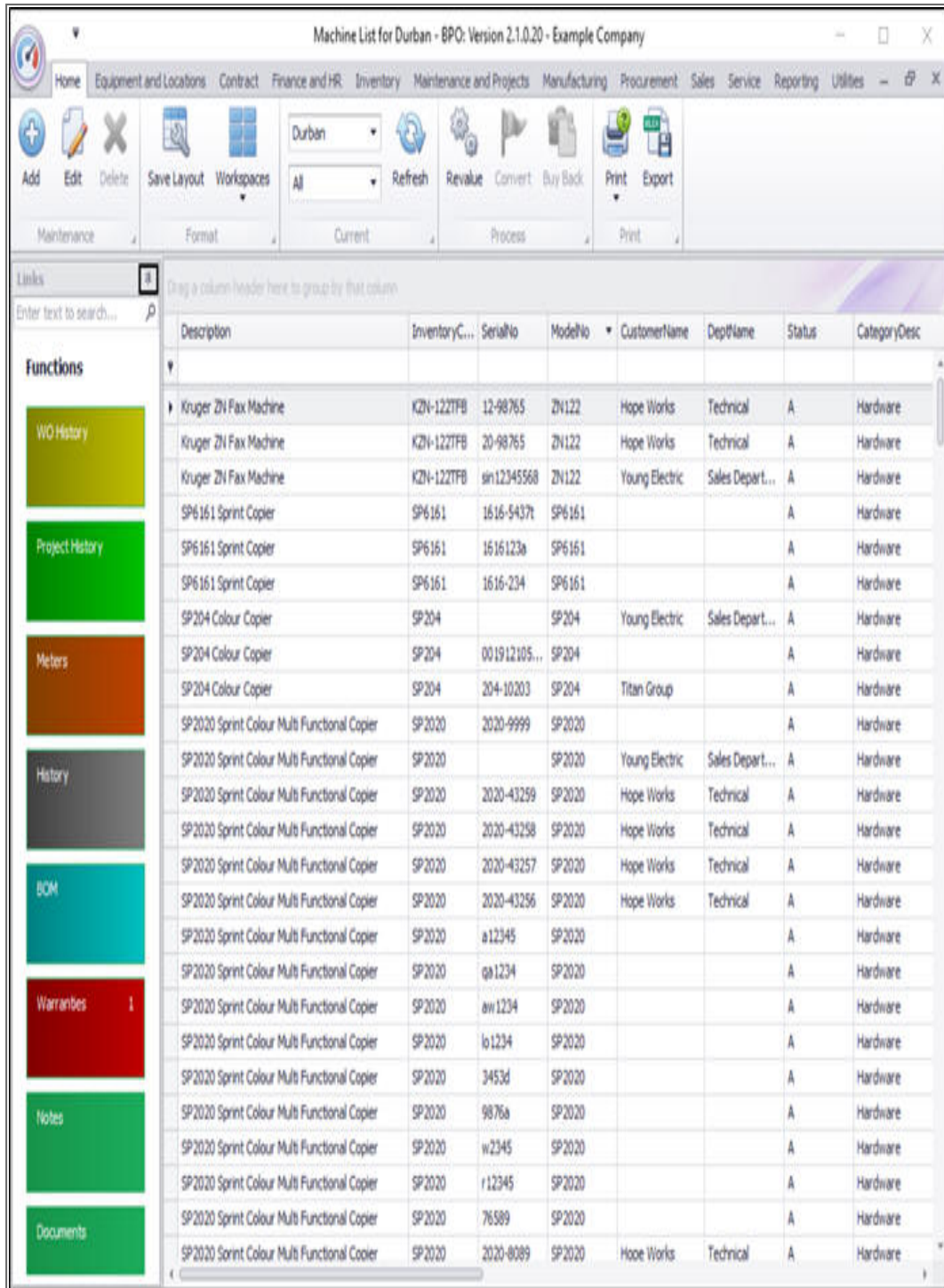
Links Depreciation

Functions Depreciation

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart...	A	Hardware
SP204 Colour Copier	SP204	001912105...	SP204			A	Hardware
SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020		SP2020	Young Electric	Sales Depart...	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	qa1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	aw1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8088	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8087	SP2020	Derton Technol...		A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8086	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	220-8084	SP2020	Derton Technol...		A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8083	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8082	SP2020	Hope Works	Technical	A	Hardware

DOCKING PANELS

- Panels can be **docked** (pinned) on the screen or **undocked** (un-pinned or hidden) according to your preference.
 - If a panel is **docked** on the screen the pin icon will be upright.
 - If a panel is **undocked** on the screen the pin icon will be **on its side**.
- In this image, the panel is already docked (the pin is upright), click on the **docking icon** to hide the panel.



Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Durban All Refresh Revalue Convert Buy Back Print Export

Links

Enter text to search...

Functions

- WIO History
- Project History
- Meters
- History
- BOM
- Warranties
- Notes
- Documents

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
Kruger ZN Fax Machine	KZN-1227FB	12-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-1227FB	20-98765	ZN122	Hope Works	Technical	A	Hardware
Kruger ZN Fax Machine	KZN-1227FB	sin12345568	ZN122	Young Electric	Sales Depart...	A	Hardware
SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware
SP6161 Sprint Copier	SP6161	1616123a	SP6161			A	Hardware
SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware
SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart...	A	Hardware
SP204 Colour Copier	SP204	001912105...	SP204			A	Hardware
SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020		SP2020	Young Electric	Sales Depart...	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	qa1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	aw1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware

- The Links panel is now undocked, and a **Links** tab is now displayed on the left of the listing screen to show you that there is a hidden

panel there.

- You can click on this Links tab to **expand** and **dock** the Links panel again at any time.

Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Durban All Refresh Revalue Convert Buy Back Print Export

Maintenance Format Current Process Print

Links

Drag a column header here to group by that column

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Priority	IsFixedAss
Staple Unit	2020-998	dr2143				A	Accessories	3	No
Staple Unit	2020-998	dr4123				A	Accessories	3	No
Staple Unit	2020-998	dr3214				A	Accessories	3	No
Staple Unit	2020-998	dr1234				A	Accessories	3	No
Staple Unit	1020-478	478-1234	1020-478			A	Accessories	3	No
Staple Unit	2020-998	998-987654				A	Accessories	3	Yes
Staple Unit	2020-998	998-12345				A	Accessories	3	No
Sprint copier	SP1818	2020-986711				A	Hardware	3	Yes
Sprint copier	SP1818	1818-8691		Bothas Networ...		A	Hardware	3	No
Sprint copier	SP1818	1818-9756		Bothas Networ...		A	Hardware	3	No
Sprint copier	SP1818	1818-6589		Big Bargains		A	Hardware	3	No
Sprint copier	SP1818	1818-7054		Bothas Networ...		A	Hardware	3	No
Sprint copier	SP1818	1818-0957		Big Bargains		A	Hardware	3	No
Sprint copier	SP1818	1818-0890		Big Bargains		A	Hardware	3	No
Sprint copier	SP1818	1818-0935		Cash Sales Acc...	Sales Depart...	A	Hardware	3	No
Sprint copier	SP1818	1818-9058				A	Hardware	3	No
Sprint copier	SP1818	1818-6398				A	Hardware	3	No
Sprint copier	SP1818	1818-4585				A	Hardware	3	No
Sprint copier	SP1818	1818-0698				A	Hardware	3	No
Sprint copier	SP1818	1818-7659				A	Hardware	3	No
Sprint copier	SP1818	1818-9671				A	Hardware	3	No
Sprint copier	SP1818	1818-8594				A	Hardware	3	Yes
Sprint copier	SP1818	1818-7658				A	Hardware	3	No

THE SITE FILTER

- The ***Site Filter*** lets you select the ***site*** or ***company branch*** within which you wish to work. This is only available in relevant listing screens.

Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Durban All Refresh Revalue Convert Buy Back Print Export

Maintenance Format Current Process Print

Links

Enter text to search...

Drag a column header here to group by that column

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes
- Documents

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
SP2020 Sprint Colour Multi Functional Copier	SP2020	20-12345	SP2020			A	Hardware
SP1919 Sprint Colour MFC	SP1919	19-12345	1919	Derton Technol...		A	Hardware
SP1919 Sprint Colour MFC	SP1919	19-90200	1919			A	Hardware
SP1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supplies ...		A	Hardware
Sprint copier	SP1818	18-30200		Hope Works	Technical	A	Hardware
K147 Kyocera Colour Copier	1458-96523	K147-1234...	K147	Office Supplies ...		A	Kyocera Multifun
K147 Kyocera Colour Copier	1458-96523	SDN13512345	K147	Young Electric	Sales Depart...	A	Kyocera Multifun
K147 Kyocera Colour Copier	1458-96523	SDN132413548	K147	Hope Works	Technical	A	Kyocera Multifun
SP1919 Sprint Colour MFC	SP1919	20-857485	1919			A	Hardware
Kruger ZN Fax Machine	KZM-1227FB	sin12345568	ZM122	Young Electric	Sales Depart...	A	Hardware
K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Depart...	A	Kyocera Multifun
K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dyn...		A	Kyocera Multifun
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147b	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technol...		A	Hardware
SP1919 Sprint Colour MFC	SP1919	cvb123	1919			A	Hardware
SP19-12 Colour Copier	SP19-123456	SP19-1218...	SP19-12	Titan Group		A	Hardware
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12	Titan Group		A	Hardware
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-147258	SP19-12	Hope Works	Technical	A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102030	SP19-12			A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12	Samanthas Diner		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networ...		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supplies ...		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12	Dannv Storm L...		A	Hardware

- Click on the **drop-down arrow** and select from the list, the site you wish to work in.

Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces

Durban

Convert Buy Back Print Export

Maintenance Format Process Print

Links

Enter text to search...

Drag a column header here

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties
- Notes
- Documents

ID	Name	Description	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
0	All Sites							
1	Durban							
2	Pretoria							
		SP2020 Sprint Colour Multi Functional Copier	SP 2020	19-12345	SP2020		A	Hardware
		SP1919 Sprint Colour MFC	SP 1919	19-12345	1919	Derton Technol...	A	Hardware
		SP1919 Sprint Colour MFC	SP 1919	19-90200	1919		A	Hardware
		SP1919 Sprint Colour MFC	SP 1919	19-90201	1919	Office Supplies ...	A	Hardware
		Sprint copier	SP1818	18-30200	Hope Works	Technical	A	Hardware
		K147 Kyocera Colour Copier	1458-96523	K147-1234...	K147	Office Supplies ...	A	Kyocera Multifun
		K147 Kyocera Colour Copier	1458-96523	SD13512345	K147	Young Electric Sales Depart...	A	Kyocera Multifun
		K147 Kyocera Colour Copier	1458-96523	SD132413546	K147	Hope Works	Technical	A
		SP1919 Sprint Colour MFC	SP 1919	20-857485	1919		A	Hardware
		Kruger ZN Fax Machine	KZ14-1227FB	pin12345568	ZN122	Young Electric Sales Depart...	A	Hardware
		K147 Kyocera Colour Copier	1458-96523	pin123	K147	Young Electric Sales Depart...	A	Kyocera Multifun
		K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dyn...	A	Kyocera Multifun
		SP2020 Sprint Colour Multi Functional Copier	SP 2020	abc147b	SP2020	Hope Works	Technical	A
		SP2020 Sprint Colour Multi Functional Copier	SP 2020	abc147b	SP2020		A	Hardware
		SP2020 Sprint Colour Multi Functional Copier	SP 2020	abc147c	SP2020	Derton Technol...	A	Hardware
		SP1919 Sprint Colour MFC	SP 1919	cvb123	1919		A	Hardware
		SP19-12 Colour Copier	SP 19-123456	SP 19-1218...	SP 19-12	Titan Group	A	Hardware
		SP19-12 Colour Copier	SP 19-123456	19-12/1201	SP 19-12	Titan Group	A	Hardware
		SP19-12 Colour Copier	SP 19-123456	19-12/1202	SP 19-12	Samanthas Diner	A	Hardware
		SP19-12 Colour Copier	SP 19-123456	1912-147258	SP 19-12	Hope Works	Technical	A
		SP19-12 Colour Copier	SP 19-123456	1912-102030	SP 19-12		A	Hardware
		SP19-12 Colour Copier	SP 19-123456	1912-102031	SP 19-12	Samanthas Diner	A	Hardware
		SP19-12 Colour Copier	SP 19-123456	1912-102032	SP 19-12	Bothas Networ ...	A	Hardware
		SP19-12 Colour Copier	SP 19-123456	1912-102033	SP 19-12	Office Supplies ...	A	Hardware
		SP19-12 Colour Copier	SP 19-123456	1912-102034	SP 19-12	Danniv Storm L...	A	Hardware

THE STATUS FILTER

- The **Status** or **Type Filter** allows you to filter the information in the screen according to status / type. This is only available in some screens and its content depends on the screen that you are currently in. In this image we are searching for a particular status in the **Asset Listing** (or **Machine List for Durban**) screen.
- Click on the **drop-down arrow** in the **status** field.

Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Durban All Refresh Revalue Convert Buy Back Print Export

Links Enter text to search... Drag a column header here to group by that column

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes
- Documents

Description	InventoryC...	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
SP2020 Sprint Colour Multi Functional Copier	SP2020	20-12345	SP2020			A	Hardware
SP1919 Sprint Colour MFC	SP1919	19-12345	1919	Derton Technol...		A	Hardware
SP1919 Sprint Colour MFC	SP1919	19-90200	1919			A	Hardware
SP1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supplies ...		A	Hardware
Sprint copier	SP1818	18-30200		Hope Works	Technical	A	Hardware
K147 Kyocera Colour Copier	1458-96523	K147-1234...	K147	Office Supplies ...		A	Kyocera Multifun
K147 Kyocera Colour Copier	1458-96523	SDN13512345	K147	Young Electric	Sales Depart...	A	Kyocera Multifun
K147 Kyocera Colour Copier	1458-96523	SDN132413548	K147	Hope Works	Technical	A	Kyocera Multifun
SP1919 Sprint Colour MFC	SP1919	20-857485	1919			A	Hardware
Kruger ZN Fax Machine	KZM-1227FB	sin12345568	ZM122	Young Electric	Sales Depart...	A	Hardware
K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Depart...	A	Kyocera Multifun
K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dyn...		A	Kyocera Multifun
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147b	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technol...		A	Hardware
SP1919 Sprint Colour MFC	SP1919	cvb123	1919			A	Hardware
SP19-12 Colour Copier	SP19-123456	SP19-1218...	SP19-12	Titan Group		A	Hardware
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12	Titan Group		A	Hardware
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-147258	SP19-12	Hope Works	Technical	A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102030	SP19-12			A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12	Samanthas Diner		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networ...		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supplies ...		A	Hardware
SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12	Dannv Storm L...		A	Hardware

- The drop-down status **Type** and **Description** list will be relevant to the screen that is open.

Machine List for Durban - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces

Durban Refresh Revalue Convert Buy Back Print Export

Maintenance Format Process Print

Links

Enter text to search...

Functions

- WO History
- Project History
- Meters
- History
- BCM
- Warranties 1
- Notes
- Documents

Type Description

- A All
- C Client Machines
- I Internal Assets
- S Serialised Stock

Description	Type	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
SP2020 Sprint Colour M	A	12345	SP2020			A	Hardware
SP1919 Sprint Colour M	A	12345	1919	Derton Technol...		A	Hardware
SP1919 Sprint Colour MFC	A	19-90200	1919			A	Hardware
SP1919 Sprint Colour MFC	A	19-90201	1919	Office Supplies ...		A	Hardware
Sprint copier	A	18-30200		Hope Works	Technical	A	Hardware
K147 Kyocera Colour Copier	A	1458-96523	K147-1234...	Office Supplies ...		A	Kyocera Multifun
K147 Kyocera Colour Copier	A	1458-96523	SIN13512345	Young Electric	Sales Depart...	A	Kyocera Multifun
K147 Kyocera Colour Copier	A	1458-96523	SIN102413546	Hope Works	Technical	A	Kyocera Multifun
SP1919 Sprint Colour MFC	A	20-857485	1919			A	Hardware
Kruger ZIN Fax Machine	A	KZIN-1227FB	SIN12345668	ZIN122	Young Electric	Sales Depart...	Hardware
K147 Kyocera Colour Copier	A	1458-96523	SIN123	K147	Young Electric	Sales Depart...	Kyocera Multifun
K147 Kyocera Colour Copier	A	1458-96523	14-9652365	K147	Westwood Dyn...	A	Kyocera Multifun
SP2020 Sprint Colour Multi Functional Copier	A	abc147a	SP2020	Hope Works	Technical	A	Hardware
SP2020 Sprint Colour Multi Functional Copier	A	abc147b	SP2020			A	Hardware
SP2020 Sprint Colour Multi Functional Copier	A	abc147c	SP2020	Derton Technol...		A	Hardware
SP1919 Sprint Colour MFC	A	cvb123	1919			A	Hardware
SP19-12 Colour Copier	A	SP19-123456	SP19-1218...	SP19-12	Titan Group	A	Hardware
SP19-12 Colour Copier	A	SP19-123456	19-12/1201	SP19-12	Titan Group	A	Hardware
SP19-12 Colour Copier	A	SP19-123456	19-12/1202	SP19-12	Samanthas Diner	A	Hardware
SP19-12 Colour Copier	A	SP19-123456	1912-147258	SP19-12	Hope Works	Technical	Hardware
SP19-12 Colour Copier	A	SP19-123456	1912-102030	SP19-12		A	Hardware
SP19-12 Colour Copier	A	SP19-123456	1912-102031	SP19-12	Samanthas Diner	A	Hardware
SP19-12 Colour Copier	A	SP19-123456	1912-102032	SP19-12	Bothas Networ...	A	Hardware
SP19-12 Colour Copier	A	SP19-123456	1912-102033	SP19-12	Office Supplies ...	A	Hardware
SP19-12 Colour Copier	A	SP19-123456	1912-102034	SP19-12	Dannv Storm L...	A	Hardware

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