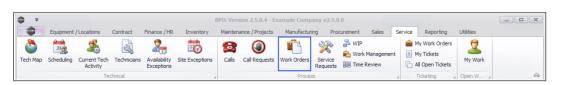


## **SERVICE**

## WORK ORDERS - FIND WO

You can use **Find WO** to search for a work order code across all *sites* and *statuses*.

Ribbon Access: Service > Work Orders



- 1. The *Work Order Listing* screen will display.
- 2. You do not need to select a *Site* or *Status*.
  - The example shows *Pretoria* selected as *Site* and the *Status* as *Open*.
- 3. Click on *Find WO* to display the *Find WO* search box.



## Work Orders - Search by Work Order Code

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		PCN000002			Toner for collection			
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	REP	PCN000008	test		test		2 No	
	NDS		test			22/02/2016	2 No	PR.30000
	NDS	PCN0000011	test		test	22/02/2016	2 No	
	п	PCN0000020	BPO2 non-dient location		BPO2 non-client location	06/02/2017	2 No	
PWO0000029	DR.		Add A class part BPO2 Pretoria	No		08/02/2017	2 No	PR.30000
PWO0000030	DR.		Add A class part from boot BPO2 Pretoria	No		08/02/2017	2 No	PR.30000
PWO0000031	DR.		Add A class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PR.30000
PWO0000032	DR.		Add B class part BPO2 Pretoria	No		08/02/2017	2 No	PR.30000
PWO0000033	DR.		Add B class part from boot stock BPO2 Pre	. No		08/02/2017	2 No	PR30000
PWO0000034	DR		Add B class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PR.30000
PWO0000035	DR		Add C class part from stock BPO2 Pretoria	No		08/02/2017	2 No	PRJ0000
PWO0000036	DR		Add C class part from boot stock BPO2 Pre.	. No		08/02/2017	2 No	PRJ0000
PWO0000037	DR		Add A class part BPO2 without auto part a	. No		08/02/2017	2 No	PR30000
PWO0000038	DR		Add A class part from asset warehouse wi	No		08/02/2017	2 No	PRJ0000
+ PWO0000039	DR		Add B class part from stock warehouse wit	. No		08/02/2017	2 No	PRJ0000
+ PWO0000040	DR		Add B class part from asset warehouse wit.	. No		08/02/2017	2 No	PR.30000
PW00000041	DR		Add C class part from stock warehouse wit.	. No		08/02/2017	2 No	PR.30000
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- To find a specific work order, type the work order *number* in the *Find WO* text box.
- 5. Click on the *search* button.

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	▶	TON	PCN000002	Toner for collection		Toner for collection			
Time	PWO000005	NDS		Test new deal rental new craft site link			14/05/2015	2 No	PRJ0000
	PW0000007	DR		Test work order other sites craft issue	No		25/05/2015	2 No	PRJ0000
		REP	PCN000008	test		test	22/02/2016	2 No	
Services	PWO0000013	NDS		test			22/02/2016	2 No	PR30000
	PWO0000014	NDS	PCN0000011	test		test	22/02/2016	2 No	
•		п	PCN000020	BPO2 non-dient location		BPO2 non-client location	06/02/2017	2 No	
Third Party Services	PWO0000029	DR		Add A class part BPO2 Pretoria	No		08/02/2017	2 No	PRJ0000
	PWO0000030	DR		Add A class part from boot BPO2 Pretoria	No		08/02/2017	2 No	PR.J0000
	PWO0000031	DR		Add A class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PRJ0000
Parts	PWO0000032	DR		Add B class part BPO2 Pretoria	No		08/02/2017	2 No	PRJ0000
Parts	PWO0000033	DR		Add B class part from boot stock BPO2 Pre	No		08/02/2017	2 No	PRJ0000
	PWO000034	DR		Add B class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PRJ0000
	+ PWO000035	DR		Add C class part from stock BPO2 Pretoria	No		08/02/2017	2 No	PRJ0000
Loans	PWO000036	DR		Add C class part from boot stock BPO2 Pre	No		08/02/2017	2 No	PR.30000
	PWO0000037	DR		Add A class part BPO2 without auto part a	No		08/02/2017	2 No	PR.30000
+		DR		Add A class part from asset warehouse wi	No		08/02/2017	2 No	PR30000
PWO00000		DR		Add B class part from stock warehouse wit	No		08/02/2017	2 No	PR.30000
		DR		Add B class part from asset warehouse wi	No		08/02/2017	2 No	PRJ0000
	PWO0000041	DR		Add C class part from stock warehouse wi	t No		08/02/2017	2 No	PR.30000
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- 6. The system will locate and select the *row* of the work order that you have searched for.
- 7. **Note** that the *Site* and *Status* has been updated with the site

where the work order was issued and the status of the work order.

Home Equ	pment	/Locations Cont	ract Finar	nce / HR Inver	ntory Maintenance / Projects Manufa	acturing Pr	ocurement Sales Se	rvice Reporti	ng Utili	ties	- 8
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-		WO0000114	SM		WS - Weekly Service	No		17/07/2014	2	No	PR30000
Time		· WO0000118	SM		BathBinMaint - Bathroom Bin Maintenance	No -		24/07/2014	2	No	PRJ0000
		WO0000175	NDS		SP1912_NDS_1 - Machine installation	No	· • .	03/07/2014	2	No	PRJ0000
		⊞ WO0000178	SERV	CN0000035	test		test 🗋 🔬	16/07/2014	3	No	
Services	•	1 WO0000182	SERV	CN0000039	Machine error code - service - 1250		Machine error code - s	21/07/2014	2	No	
			SERV	CN0000041	Please service machine as per error code		Please service machine	21/07/2014	2	No	
		WO0000196	SERV	CN0000047	Service required		Service required	31/07/2014	2	No	
Third Party Services			REP	CN0000049	Machine error		Machine error	04/08/2014	2	No	
		WO0000203	SERV	CN0000053	Machine error code - drum		Machine error code - d	05/08/2014	2	No	
		WO0000204	SERV	CN0000054	Service required		Service required	05/08/2014	2	No	
Parts			INST		SP240-1 - Machine Installations	No		05/08/2014	2	No	PRJ0000
Falls		· WO0000234	DR		Machine checks - test work order in compl.	. No		20/08/2014	2	No	
			NDS		tst			25/09/2014	2	No	PRJ0000
		· WO0000273	NDS	CN000086	test		test	12/11/2014	2	No	
		· WO0000278	SERV		1MMS - 1 Month Machine Service	No		04/08/2014	2	No	
E WO	· WO0000286	SM		WS - Weekly Service	No		21/08/2014	2	No	PR.30000	
		⊞ WO0000287	SM		BathBinMaint - Bathroom Bin Maintenance	No		21/08/2014	2	No	PR.30000
	· WO0000432	REP	CN0000095	Prints arent stapled		Prints arent stapled	08/01/2015	2	No		
	· WO0000440	SERV	CN0000099	test first work order		test first work order	13/01/2015	2	No		
		· WO0000445	DR	CN0000103	Contract Closure - CO0000004		Contract Closure - CO	02/02/2015	2	No	
Meters											

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