

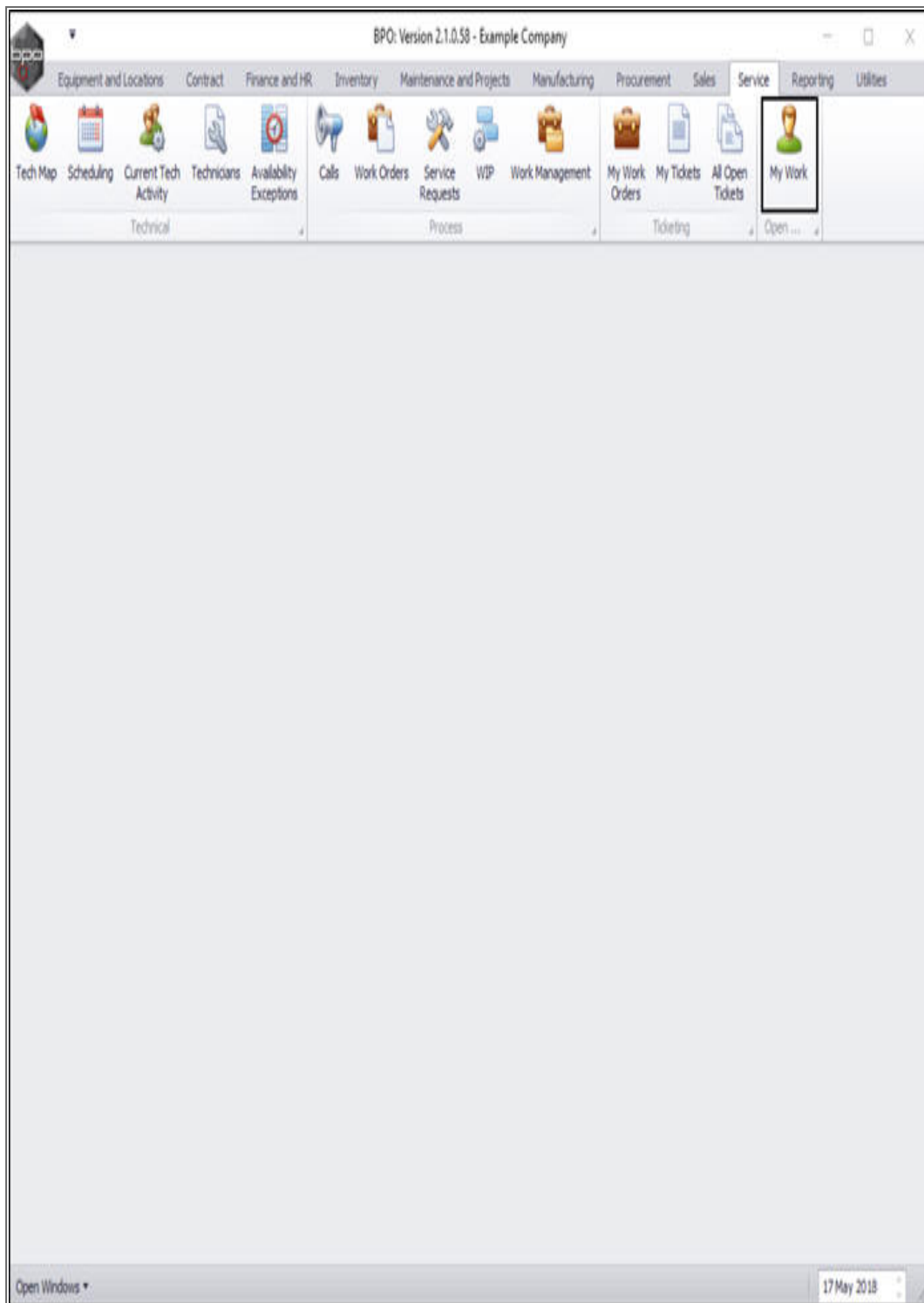
# SERVICE

## MY WORK – VIEW ASSIGNED WORKLOAD

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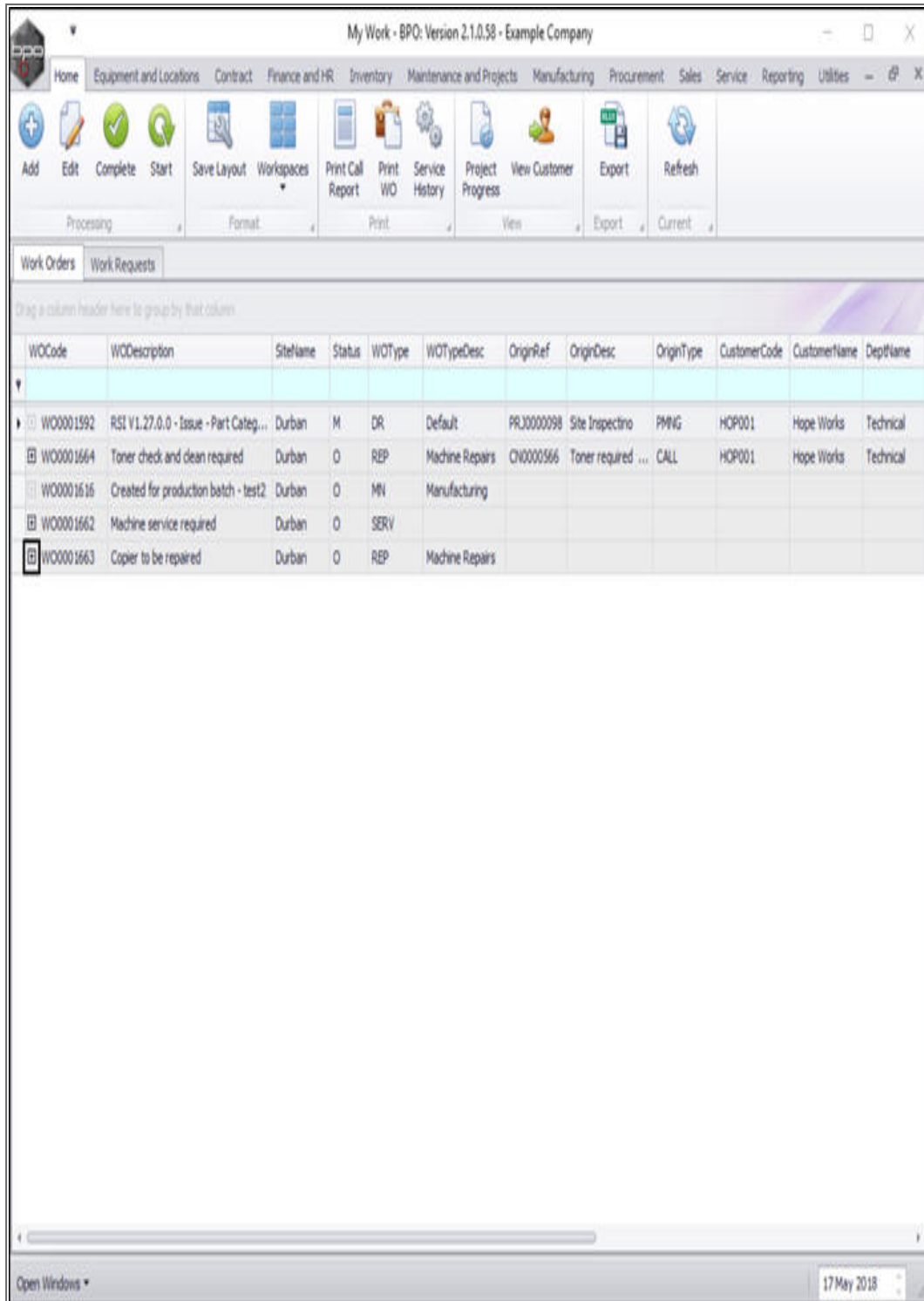
*Ribbon Access: Service > My Work*

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The **My Work** listing screen will be displayed.

- Here you can **view** all **work orders** assigned to the employee currently logged on to the system.
- Click on one of the **bold** (active) **expand** buttons in front of a WO code.



WOCODE	WODescription	SiteName	Status	WOTYPE	WOTYPEDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PRJ0000098	Site Inspectio	PMNG	HOP001	Hope Works	Technical
WO0001664	Toner check and clean required	Durban	O	REP	Machine Repairs	ON0000566	Toner required ...	CALL	HOP001	Hope Works	Technical
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

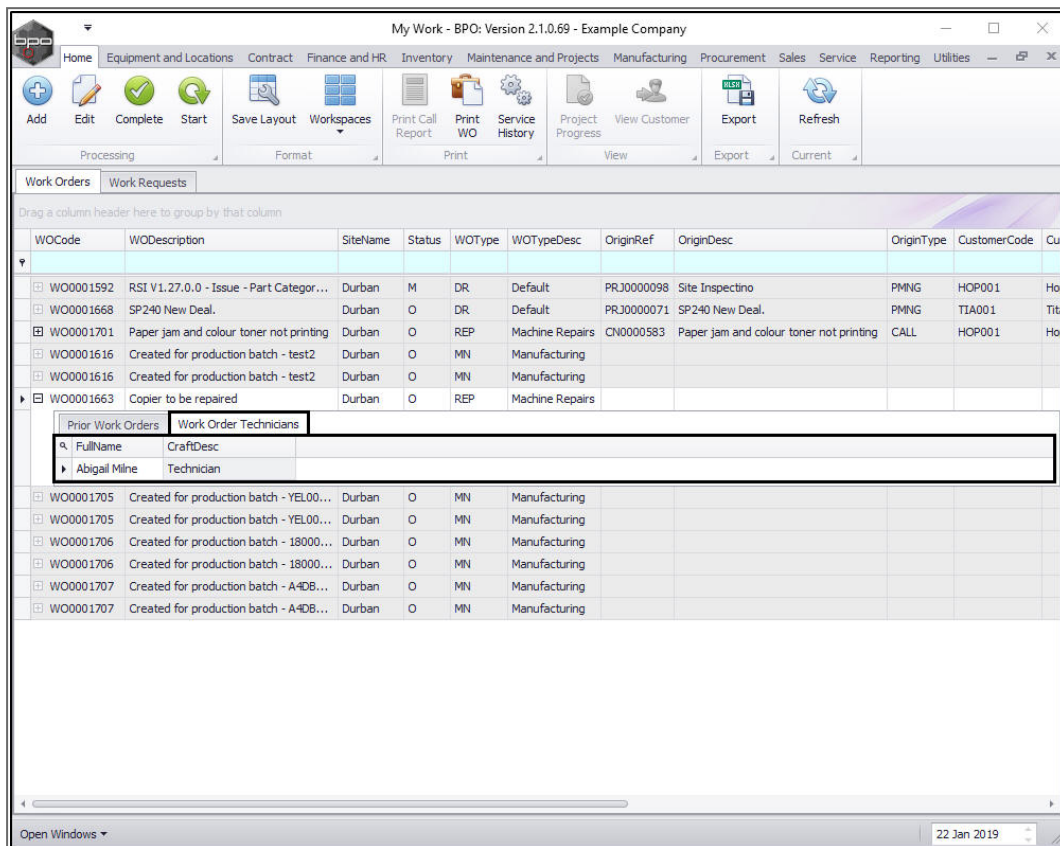
Two frames will be expanded: the **Prior Work Orders** frame and the **Work Order Technicians** frame.

1. Click on the ***Prior Work Orders*** tab.
  - Here you can view a list of all the prior work orders linked to this serial number.

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2. Click on the **Work Order Technicians** tab.

- Here you can view a list of other technicians also assigned to this work order *if applicable*.



My Work - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Complete Start Save Layout Workspaces Print Call Report Print WO Service History Project Progress View Customer Export Refresh

Processing Format Print View Export Current

Work Orders Work Requests

Drag a column header here to group by that column

WOCODE	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName
WO0001592	RSI V1.27.0.0 - Issue - Part Categor...	Durban	M	DR	Default	PRJ0000098	Site Inspectino	PMNG	HOP001	Ho
WO0001668	SP240 New Deal.	Durban	O	DR	Default	PRJ0000071	SP240 New Deal.	PMNG	TIA001	Tit
WO0001701	Paper jam and colour toner not printing	Durban	O	REP	Machine Repairs	CN0000583	Paper jam and colour toner not printing	CALL	HOP001	Ho
WO0001616	Created for production batch - test2	Durban	O	MIN	Manufacturing					
WO0001616	Created for production batch - test2	Durban	O	MIN	Manufacturing					
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs					
<p>Prior Work Orders Work Order Technicians</p> <p>FullName CraftDesc</p> <p>Abigail Milne Technician</p>										
WO0001705	Created for production batch - YEL00...	Durban	O	MIN	Manufacturing					
WO0001705	Created for production batch - YEL00...	Durban	O	MIN	Manufacturing					
WO0001706	Created for production batch - 18000...	Durban	O	MIN	Manufacturing					
WO0001706	Created for production batch - 18000...	Durban	O	MIN	Manufacturing					
WO0001707	Created for production batch - A4DB...	Durban	O	MIN	Manufacturing					
WO0001707	Created for production batch - A4DB...	Durban	O	MIN	Manufacturing					

Open Windows 22 Jan 2019

MNU.073.006

