

SERVICE

MY WORK - VIEW ASSIGNED WORKLOAD

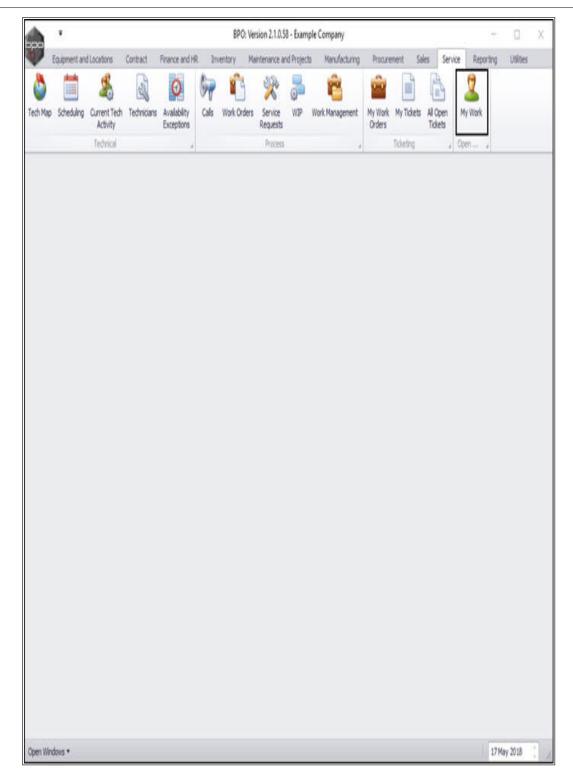
Ribbon Access: Service > My Work

Help v2.5.1.4 - Pg 1 - Printed: 27/06/2024

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My Work - View Assigned Workload



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.



My Work - View Assigned Workload

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NO0001302 RSI V1.270.0 - Issue - Part Catego Durban M DR Default PR00000395 Site Irapectine PMRG HOP001 Hope Norks Technical IP N00001356 Created for production batch - Isst2 Durban 0 NEP Machine Repairs D00003565 Toner regured CALL HOP001 Hope Norks Technical IP N00001365 Created for production batch - Isst2 Durban 0 SRV Machine Repairs D00003565 Capier to be repaired Durban 0 SRV IP N00001365 Capier to be repaired Durban 0 REP Machine Repairs Durban 0 REP IP N000013663 Capier to be repaired Durban 0 REP Machine Repairs Durban Dirban Dirban <td></td>													
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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.



My Work - View Assigned Workload

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	19-1		REP	Machine Repairs	W00001663	15 May		14 Jun 2018		:00:00	Copier to be repa	red	1000000	Abigal Mine	FINAN	2	1
			DR	Default	W00001593	19 Oct		18 Nov 2011		:00:00	Contract Closure		1	in the second		2	
		2345	(in the	Testing	W00001544	02 Aug		01 Sep 2017		:00:00	Warranty claim w		6	George James		2	
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			DR	Default	WO0001180	30 Mar		30 Mar 2017		:29:35	work order Inked			Judith Mudzengi		2 Expe	
	19-1	2345	SM	Scheduled Maintenance	W00001124	24 Feb	2017	24 Feb 2117	12	:00:00	TT070 - 2 Daily -	al per WO		George James		2	
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	19-1	2345	TON	Toner Required	W00000799	29 Mar	2016	08 Jun 2016	09	:30:04	Cyan toner requir	ed	6	George James		2 work	t
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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*.

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Durban	WO0001592 RSI V1.27.0.0 - Issue - Part Categor	м	DR	Default	PRJ0000098	Site Inspectino	PMNG	HOP001	н	
Durban	WO0001668 SP240 New Deal.	0	DR	Default	PR30000071	SP240 New Deal.	PMNG	TIA001	Т	
ng Durban	WO0001701 Paper jam and colour toner not printing	0	REP	Machine Repairs	CN0000583	Paper jam and colour toner not printing		CALL	HOP001	н
Durban	WO0001616 Created for production batch - test2	0	MN	Manufacturing						
Durban	WO0001616 Created for production batch - test2	0	MN	Manufacturing						
Durban	WO0001663 Copier to be repaired	0	REP	Machine Repairs						
	Prior Work Orders Work Order Technicians ۹ FullName CraftDesc									
2 10 2	Abigail Milne Technician	10								
	WO0001705 Created for production batch - YEL00	0	MN	Manufacturing						
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