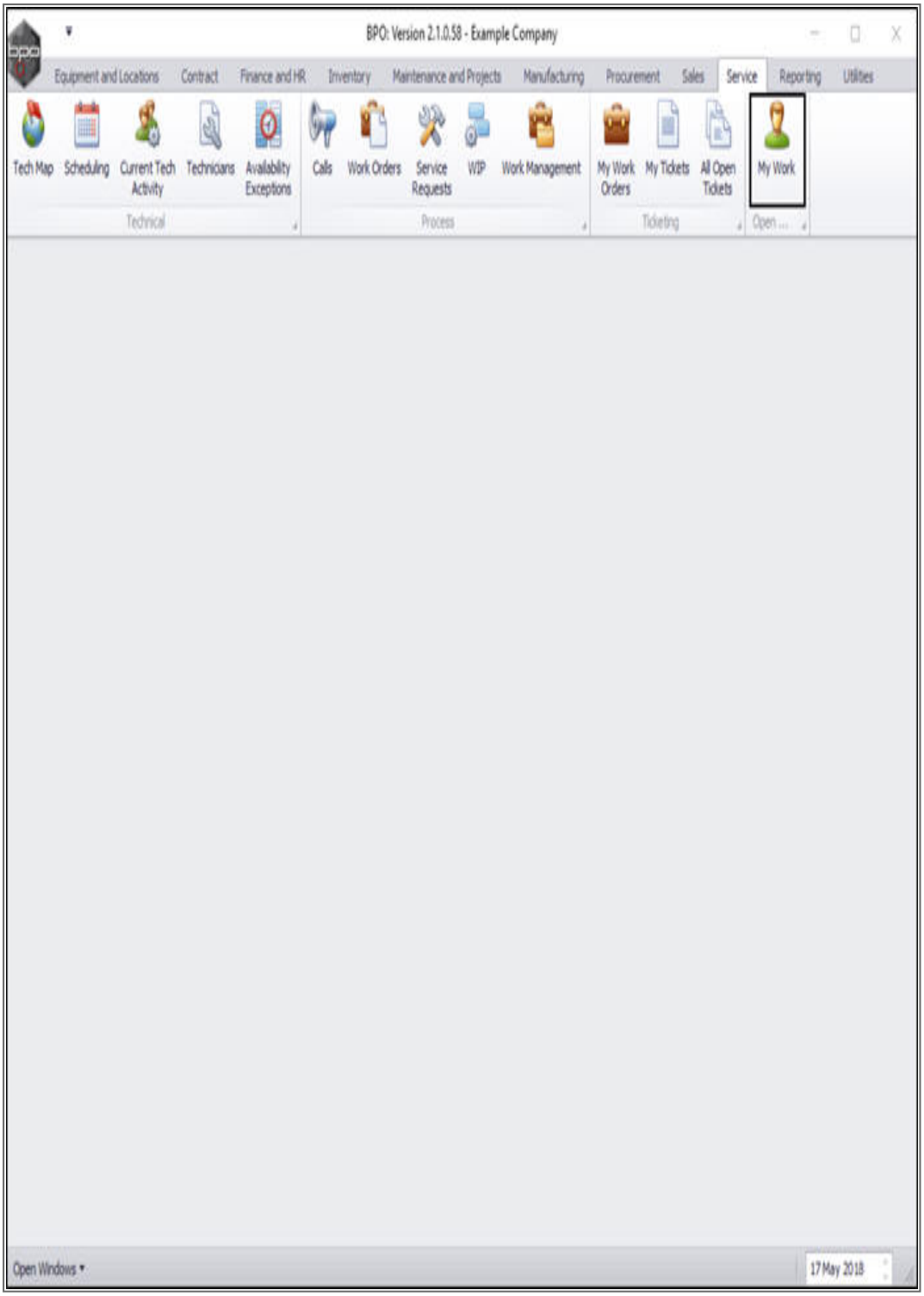
SERVICE

MY WORK - VIEW CUSTOMER INFO AND CUSTOMER NOTES

Ribbon Access: *Service > My Work*

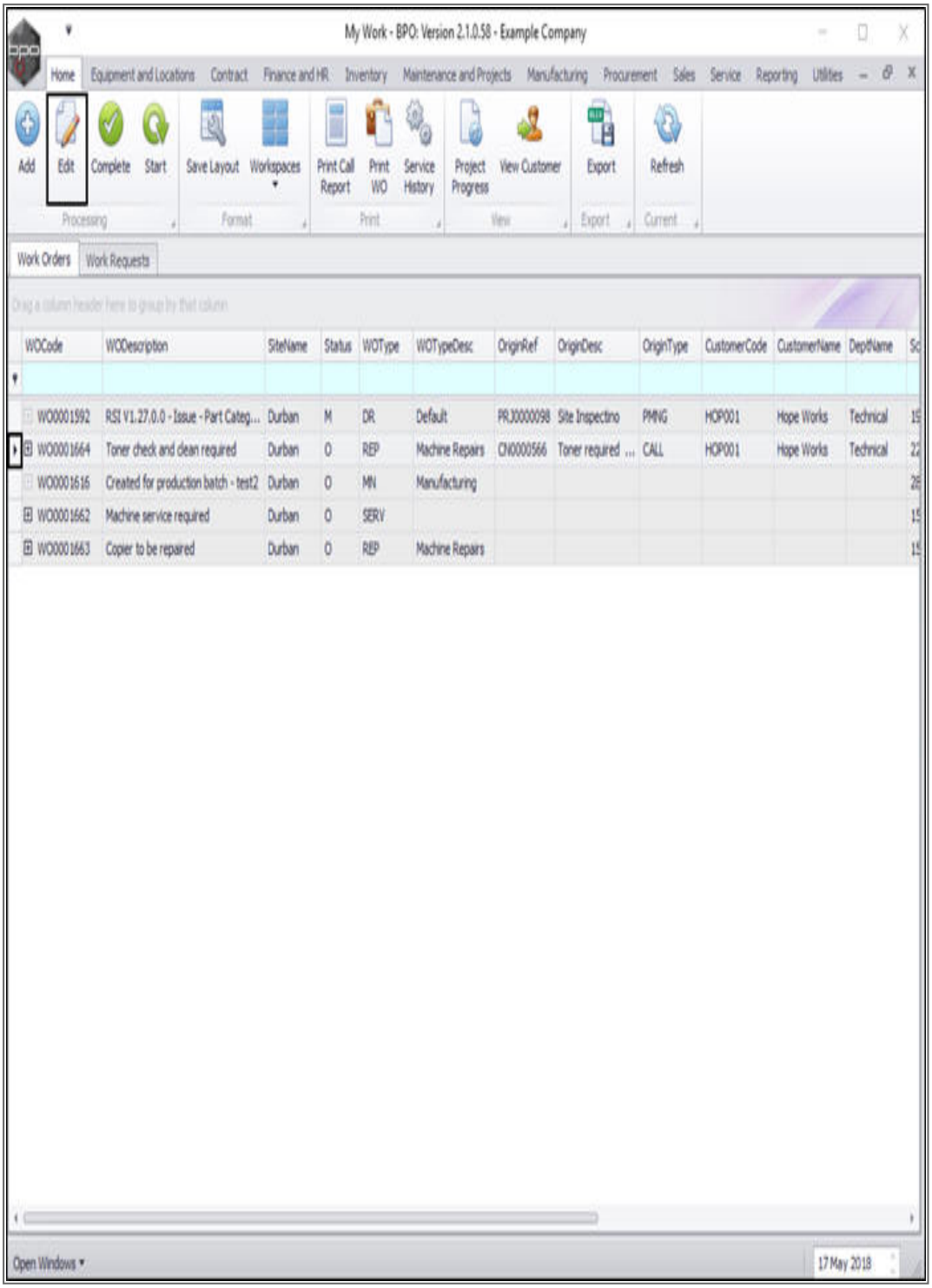
CO3 Technologies (Pty) Ltd © Company Confidential



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

CO3 Technologies (Pty) Ltd © Company Confidential

- Click on the ***row selector*** in front of the ***work order*** where you wish to ***view*** the related ***customer information***.
- Click on ***Edit***.

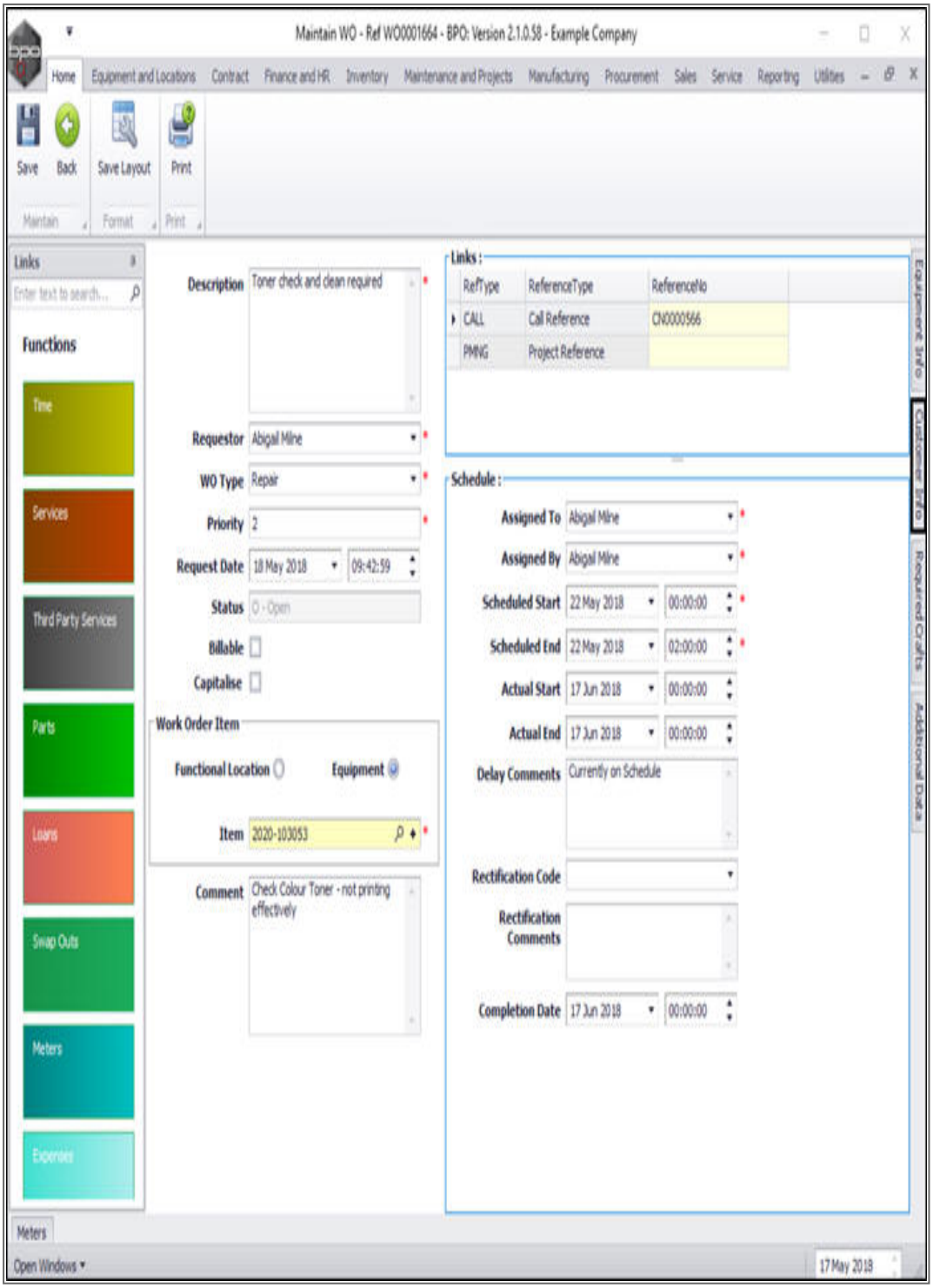


CO3 Technologies (Pty) Ltd © Company Confidential

The ***Maintain WO*** screen will be displayed.

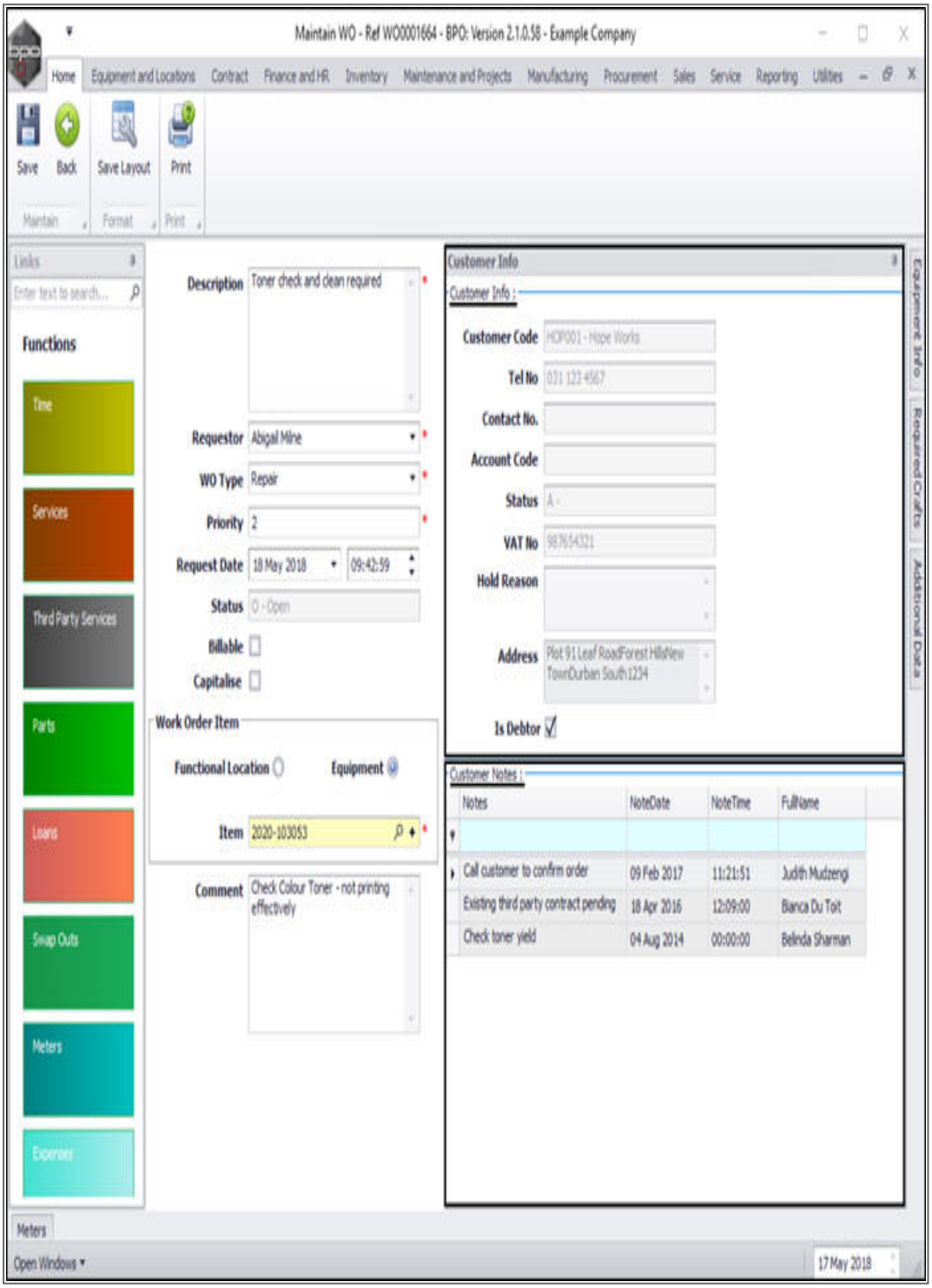
- Click on the ***Customer Info*** tab on the right hand side of the screen.

CO3 Technologies (Pty) Ltd © Company Confidential



CO3 Technologies (Pty) Ltd © Company Confidential

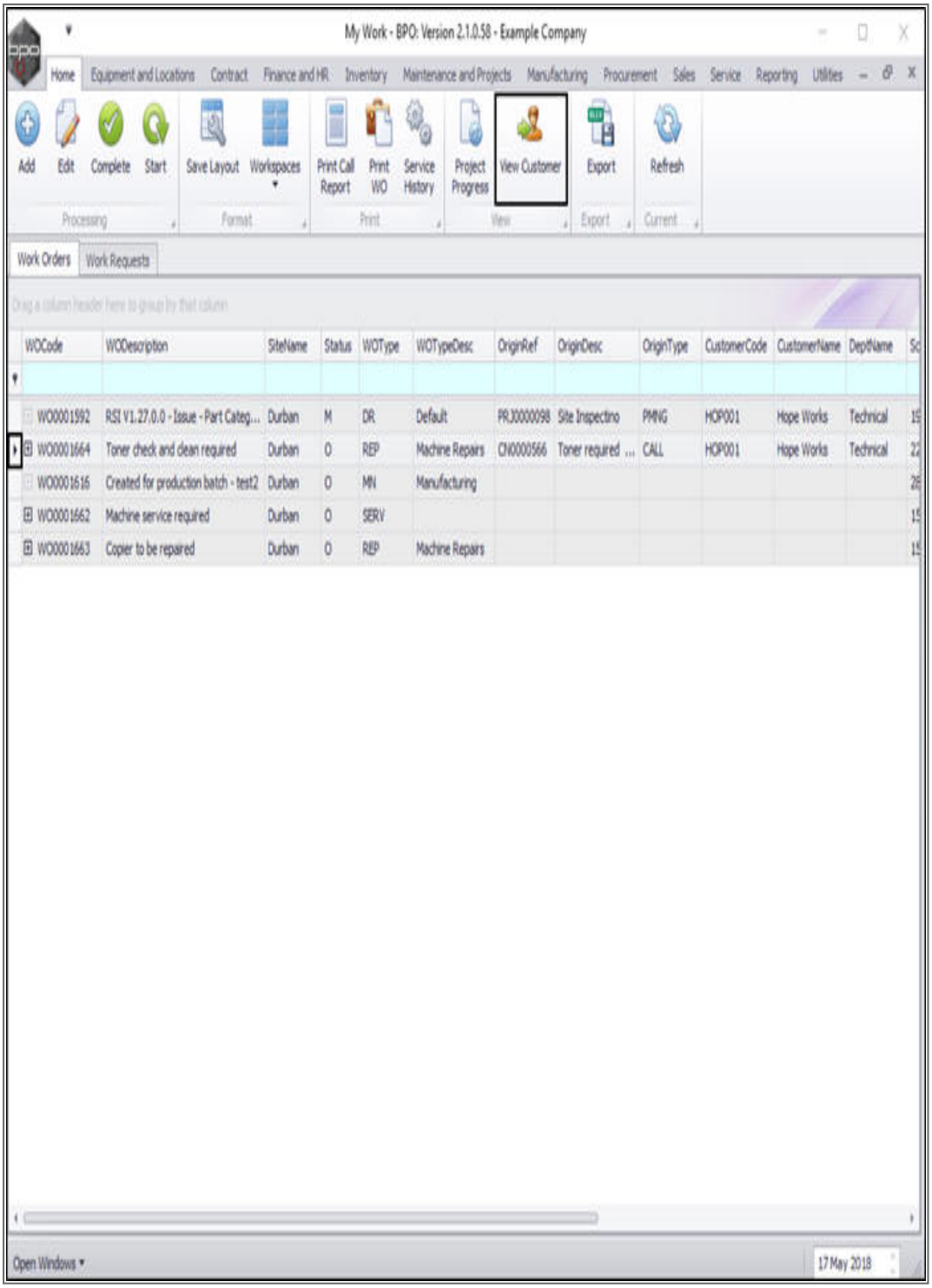
- The ***Customer Info*** docking panel will be expanded.
- Here you can view ***Customer Info*** details and any ***Customer Notes***, if recorded.



CO3 Technologies (Pty) Ltd © Company Confidential

- If you wish to see more customer information, go back to the ***My Work*** listing screen.
- Click on the ***row selector*** in front of the ***work order*** where you wish to ***view*** the ***customer details***.
- Click on ***View Customer***.
- Follow the instructions to View the Customer.

CO3 Technologies (Pty) Ltd © Company Confidential



MNU.073.007

CO3 Technologies (Pty) Ltd © Company Confidential