

# CONTRACTS

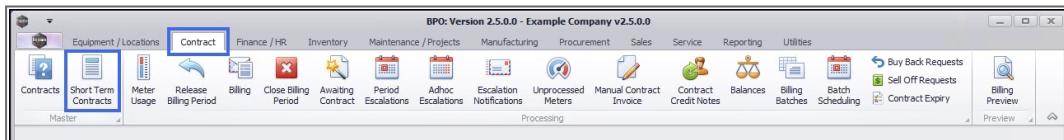
## SHORT TERM CONTRACTS - CONTRACT CLOSURE

If there is an **equipment item** linked to the contract and there is a requirement to **collect** this item from the customer, [Machine return work order](#) process should be completed before closing the contract.

A [Short Term Contract Invoice](#) should also be created before a contract is closed. The system will prompt you if one has not been created.

On closing the contract, the system will **auto request the return** and move the items back to the **Internal Asset Warehouse**.

**Ribbon Access:** *Contract > Short Term Contracts*



The **Short Term Contract Listing** screen will be displayed.

- Select the **site** that you wish to work in.
- Select the **status** - this should be set to **Active**.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WO's Short Term Invoice Save Layout Workspaces Save Filter Print Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC0000001	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	test	04 Jul 2018	06 Jul 2018	2 d	
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKYZ123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	
STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	

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## SELECT THE CONTRACT

- Select the **row** of the **contract** that you wish to **close**.

## CHECK FOR RETURN ITEMS

- If you would like to check whether there are equipment items linked to this contract which must be returned to store, then first click on **Edit**.

**Note:** If you do not need to check for any linked items then you can skip the next 2 steps.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WO's Short Term Invoice Save Layout Workspaces Save Filter Print Durban Active Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC0000001	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	test	04 Jul 2018	06 Jul 2018	2 d	
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STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	

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- The **Maintenance for Contract No.: []** screen will be displayed.
- Here you can see that there is a serialised equipment item linked to this contract.
- Make a note of the serial number and click on **Back** to return to the **Short Term Contract Listing** screen.

Maintenance for Contract No. : STC0000001 - Status : A - BPO: Version 2.1.0.63 - Example Company

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

Save Back Delete Item Save Layout Workspaces Print

Customer Name: Hope Works  
 Contact Name: Accounts Contact  
 Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234  
 Deposit Service:   
 Deposit Due: 0

Start Date: 2018/07/04  
 Duration Type: Days  
 Duration: 2  
 End Date: 2018/07/06  
 Salesman: Bianca Du Toit  
 Location: Hillcrest  
 Reference: test

SerialNo	PartCode	PartDesc	ModelNo	Status
test1234	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

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Once you have followed the [Create Machine Return WO process](#) you can now **close** the contract.

- Select the **row** of the **contract** that you wish to **close**.
- Click on **Close**.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit **Close** Machine Return WO's Short Term Invoice Save Layout Workspaces Save Filter Print

Durban Active Refresh

Maintain Process Format Print Current

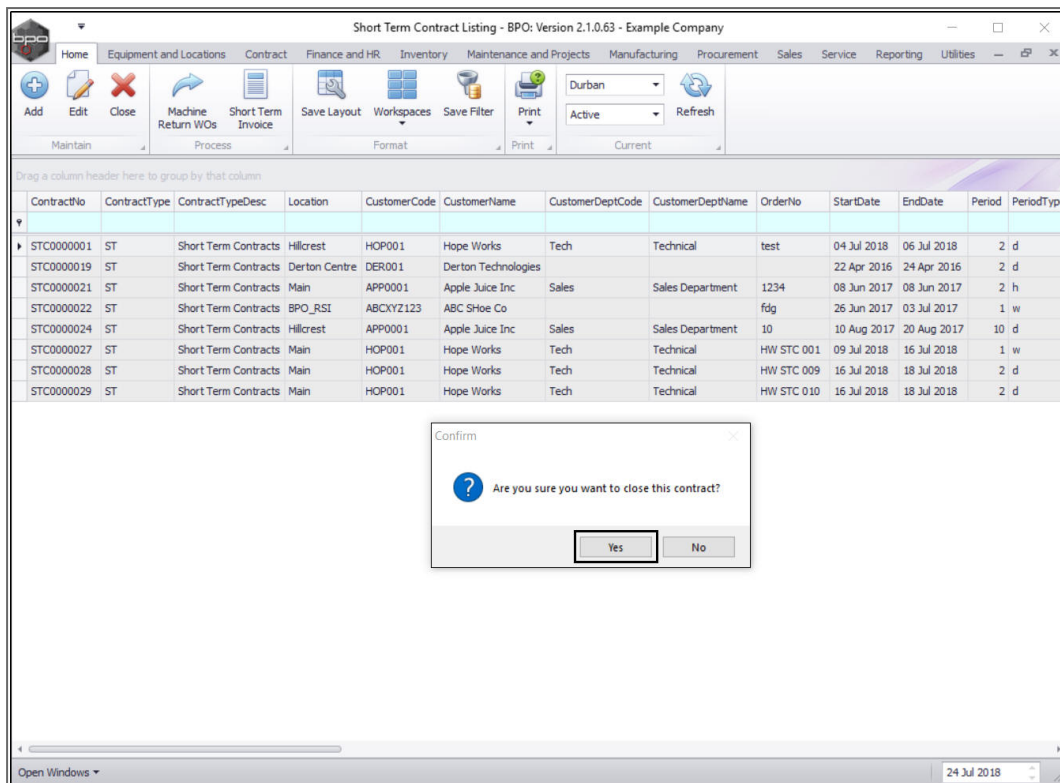
Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC0000001	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	test	04 Jul 2018	06 Jul 2018	2 d	
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STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKYZ123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	
STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	

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## CONFIRM CLOSURE

- A **Confirm** message box will pop up asking;
  - *Are you sure you want to close this contract?*
- Click on **Yes**.



## CREATE INVOICE PROMPT

- If you haven't already created an invoice for this contract then the system will prompt you.
- A **Confirm** message box will pop up asking;
  - ***No invoice exists for this contract are you sure you want to close it?***
- It is advisable at this stage to click on **No** and follow the [Create a Short Term Contract Invoice Process](#), before attempting to close the contract.

Short Term Contract Listing - BPO: Version 2.1.0.63 - Example Company

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

Add Edit Close Machine Return WO's Short Term Invoice Save Layout Workspaces Save Filter Print Durban Active Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC0000001	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	test	04 Jul 2018	06 Jul 2018	2 d	
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	
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STC0000022	ST	Short Term Contracts	BPO_RSI	ABCCYZ123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	
STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	

Confirm

No invoice exists for this contract are you sure you want to close it?

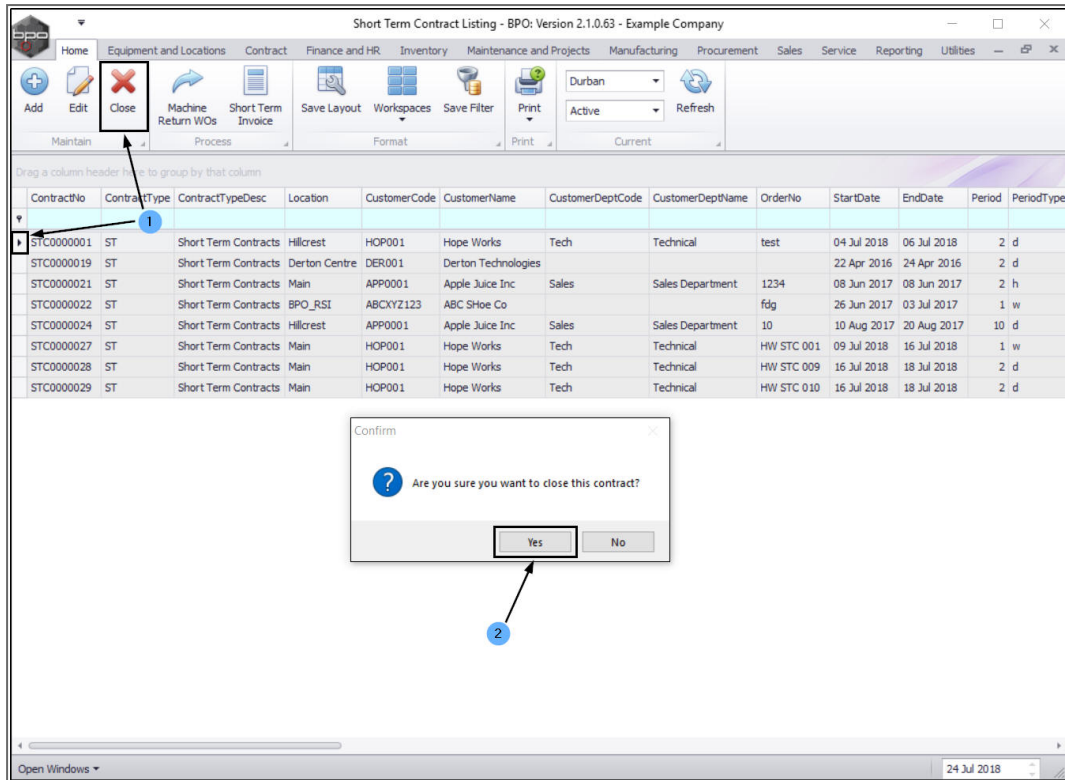
Yes No

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## RECONFIRM CLOSURE

Once the invoice has been created,

1. Ensure that the **row** of the contract is still selected and click on **Close**.
2. When the **Confirm** message box pops up, select **Yes**.



- The contract will now be **removed** from the **Short Term Contract Listing** screen where the **status** is set to **Active**.



Short Term Contract Listing - BPO: Version 2.1.0.63 - Example Company

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

Add Edit Close Machine Return WOs Short Term Invoice Save Layout Workspaces Save Filter Print Durban Active Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc.	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKYZ123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	
STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc.	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	
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STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	

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## VIEW CLOSED CONTRACT

- The contract can now be found in the *Short Term Contract Listing* screen where the *status* is set to *Closed*.

Short Term Contract Listing - BPO: Version 2.1.0.63 - Example Company

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

Add Edit Close Machine Return WO's Short Term Invoice Save Layout Workspaces Save Filter Print Durban Closed Refresh

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ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC0000001	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	test	04 Jul 2018	06 Jul 2018	2 d	
STC0000004	ST	Short Term Contracts	Kloof	OFF001	Office Supplies Un...			1478	17 Mar 2016	19 Mar 2016	2 d	
STC0000005	ST	Short Term Contracts	Hillcrest	SAM001	Samanthas Diner			1234	15 Mar 2016	05 Apr 2016	3 w	
STC0000006	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	7896	22 Mar 2016	24 Mar 2016	2 d	
STC0000007	ST	Short Term Contracts	Hillcrest	DER001	Derton Technologies			1235	22 Mar 2016	24 Mar 2016	2 d	
STC0000008	ST	Short Term Contracts	Hillcrest	OFF001	Office Supplies Un...			741	22 Mar 2016	01 Apr 2016	10 d	
STC0000009	ST	Short Term Contracts	Bothas Shop	BOT0001	Bothas Networkin...			1234	01 Apr 2016	03 Apr 2016	2 d	
STC0000010	ST	Short Term Contracts	Pinetown	TJA001	Titan Group				01 Apr 2016	03 Apr 2016	2 d	
STC0000011	ST	Short Term Contracts	Pinetown	PAN001	Panda Copiers				06 Apr 2016	08 Apr 2016	2 d	
STC0000012	ST	Short Term Contracts	Pinetown	TIN001	Tinas Coffee Shop			OR7845	12 Apr 2016	14 Apr 2016	2 d	
STC0000014	ST	Short Term Contracts	Kloof	HOP001	Hope Works	Tech	Technical		22 Apr 2016	24 Apr 2016	2 d	
STC0000015	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	
STC0000016	ST	Short Term Contracts	Forest Hills ...	HOP001	Hope Works	Tech	Technical		22 Apr 2016	24 Apr 2016	2 d	
STC0000017	ST	Short Term Contracts	Pinetown	SAM001	Samanthas Diner				25 Mar 2017	29 Jun 2017	96 d	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	
STC0000023	ST	Short Term Contracts	Kloof	HOP001	Hope Works	Tech	Technical	swap out	20 Jul 2017	23 Jul 2017	3 d	
STC0000025	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	test	14 Aug 2017	16 Aug 2017	2 d	
STC0000026	ST	Short Term Contracts	Durban Area	APP0001	Apple Juice Inc	Sales	Sales Department	1234	14 Aug 2017	16 Aug 2017	2 d	

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As explained in the **Introduction**, upon closing the contract, the system will **auto request the return** and move the items back to the **Internal Asset Warehouse**.

## VIEW AUTO GENERATED RETURN REQUEST

- To see the result of this process, click on the **Service** tab.

Short Term Contract Listing - BPO: Version 2.1.0.63 - Example Company

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

Add Edit Close Machine Return WO's Short Term Invoice Save Layout Workspaces Save Filter Print Durban Closed Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC0000001	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	test	04 Jul 2018	06 Jul 2018	2 d	
STC0000004	ST	Short Term Contracts	Kloof	OFF001	Office Supplies Un...			1478	17 Mar 2016	19 Mar 2016	2 d	
STC0000005	ST	Short Term Contracts	Hillcrest	SAM001	Samanthas Diner			1234	15 Mar 2016	05 Apr 2016	3 w	
STC0000006	ST	Short Term Contracts	Hillcrest	HOP001	Hope Works	Tech	Technical	7896	22 Mar 2016	24 Mar 2016	2 d	
STC0000007	ST	Short Term Contracts	Hillcrest	DER001	Derton Technologies			1235	22 Mar 2016	24 Mar 2016	2 d	
STC0000008	ST	Short Term Contracts	Hillcrest	OFF001	Office Supplies Un...			741	22 Mar 2016	01 Apr 2016	10 d	
STC0000009	ST	Short Term Contracts	Bothas Shop	BOT0001	Bothas Networkin...			1234	01 Apr 2016	03 Apr 2016	2 d	
STC0000010	ST	Short Term Contracts	Pinetown	TJA001	Titan Group				01 Apr 2016	03 Apr 2016	2 d	
STC0000011	ST	Short Term Contracts	Pinetown	PAN001	Panda Copiers				06 Apr 2016	08 Apr 2016	2 d	
STC0000012	ST	Short Term Contracts	Pinetown	TIN001	Tinas Coffee Shop			OR7845	12 Apr 2016	14 Apr 2016	2 d	
STC0000014	ST	Short Term Contracts	Kloof	HOP001	Hope Works	Tech	Technical		22 Apr 2016	24 Apr 2016	2 d	
STC0000015	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	
STC0000016	ST	Short Term Contracts	Forest Hills ...	HOP001	Hope Works	Tech	Technical		22 Apr 2016	24 Apr 2016	2 d	
STC0000017	ST	Short Term Contracts	Pinetown	SAM001	Samanthas Diner				25 Mar 2017	29 Jun 2017	96 d	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	
STC0000023	ST	Short Term Contracts	Kloof	HOP001	Hope Works	Tech	Technical	swap out	20 Jul 2017	23 Jul 2017	3 d	
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STC0000026	ST	Short Term Contracts	Durban Area	APP0001	Apple Juice Inc	Sales	Sales Department	1234	14 Aug 2017	16 Aug 2017	2 d	

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- The **Service ribbon toolbar** will be expanded.
- Click on the **Work Orders** button.

Short Term Contract Listing - BPO: Version 2.1.0.63 - Example Company

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

Tech Map Scheduling Current Tech Activity Technicians Availability Exceptions Calls **Work Orders** Service Requests WIP Work Management My Work Orders My Tickets All Open Tickets My Work

Drag a column header here to group by that column

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STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	
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STC0000025	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	test	14 Aug 2017	16 Aug 2017	2 d	
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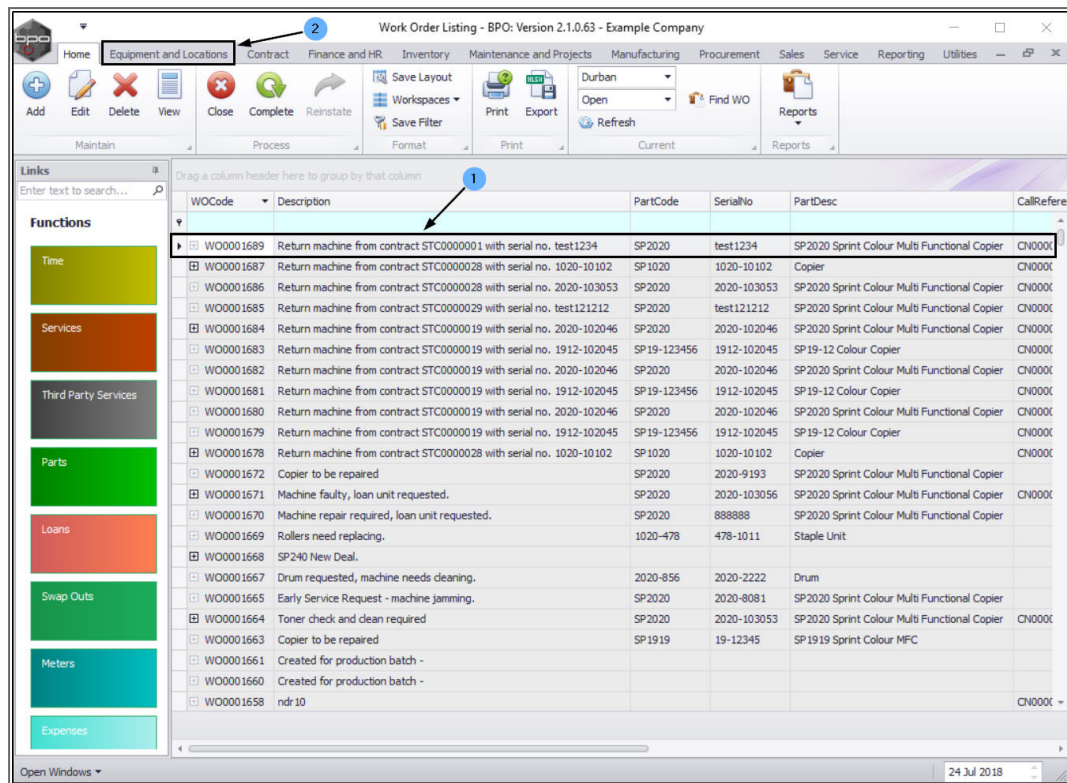
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The **Work Order Listing** screen will be displayed.

- Here you can view the automatically created work order to **return the equipment item** from the contract.

## VIEW AUTO-GENERATED ITEM RETURN

- Click on the **Equipment and Locations** tab.



Work Order Listing - BPO: Version 2.1.0.63 - Example Company

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

Links: Enter text to search...

Functions: Time, Services, Third Party Services, Parts, Loans, Swap Outs, Meters, Expenses

Drag a column header here to group by that column

WOCCode	Description	PartCode	SerialNo	PartDesc	CallReference
WO0001689	Return machine from contract STC0000001 with serial no. test1234	SP2020	test1234	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001687	Return machine from contract STC00000028 with serial no. 1020-10102	SP1020	1020-10102	Copier	CN0000
WO0001686	Return machine from contract STC00000028 with serial no. 2020-103053	SP2020	2020-103053	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001685	Return machine from contract STC00000029 with serial no. test121212	SP2020	test121212	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001684	Return machine from contract STC00000019 with serial no. 2020-102046	SP2020	2020-102046	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001683	Return machine from contract STC00000019 with serial no. 1912-102045	SP19-123456	1912-102045	SP19-12 Colour Copier	CN0000
WO0001682	Return machine from contract STC00000019 with serial no. 2020-102046	SP2020	2020-102046	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001681	Return machine from contract STC00000019 with serial no. 1912-102045	SP19-123456	1912-102045	SP19-12 Colour Copier	CN0000
WO0001680	Return machine from contract STC00000019 with serial no. 2020-102046	SP2020	2020-102046	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001679	Return machine from contract STC00000019 with serial no. 1912-102045	SP19-123456	1912-102045	SP19-12 Colour Copier	CN0000
WO0001678	Return machine from contract STC00000028 with serial no. 1020-10102	SP1020	1020-10102	Copier	CN0000
WO0001672	Copier to be repaired	SP2020	2020-9193	SP2020 Sprint Colour Multi Functional Copier	
WO0001671	Machine faulty, loan unit requested.	SP2020	2020-103056	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001670	Machine repair required, loan unit requested.	SP2020	888888	SP2020 Sprint Colour Multi Functional Copier	
WO0001669	Rollers need replacing.	1020-478	478-1011	Staple Unit	
WO0001668	SP240 New Deal.				
WO0001667	Drum requested, machine needs cleaning.	2020-856	2020-2222	Drum	
WO0001665	Early Service Request - machine jamming.	SP2020	2020-8081	SP2020 Sprint Colour Multi Functional Copier	
WO0001664	Toner check and clean required	SP2020	2020-103053	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001663	Copier to be repaired	SP1919	19-12345	SP1919 Sprint Colour MFC	
WO0001661	Created for production batch -				
WO0001660	Created for production batch -				
WO0001658	ndr 10				CN0000

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- The **Equipment and Locations ribbon toolbar** will be expanded.
- Click on the **Assets** button.

Work Order Listing - BPO: Version 2.1.0.63 - Example Company

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

Assets | Depreciation | Functional Locations

Equipment | Locati...

Links

Enter text to search...

Functions

Time

Services

Third Party Services

Parts

Loans

Swap Outs

Meters

Expenses

Drag a column header here to group by that column

WCode	Description	PartCode	SerialNo	PartDesc	CallReferen
WO0001689	Return machine from contract STC0000001 with serial no. test1234	SP2020	test1234	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001687	Return machine from contract STC00000028 with serial no. 1020-10102	SP1020	1020-10102	Copier	CN0000
WO0001686	Return machine from contract STC00000028 with serial no. 2020-103053	SP2020	2020-103053	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001685	Return machine from contract STC00000029 with serial no. test121212	SP2020	test121212	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001684	Return machine from contract STC00000019 with serial no. 2020-102046	SP2020	2020-102046	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001683	Return machine from contract STC00000019 with serial no. 1912-102045	SP19-123456	1912-102045	SP19-12 Colour Copier	CN0000
WO0001682	Return machine from contract STC00000019 with serial no. 2020-102046	SP2020	2020-102046	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001681	Return machine from contract STC00000019 with serial no. 1912-102045	SP19-123456	1912-102045	SP19-12 Colour Copier	CN0000
WO0001680	Return machine from contract STC00000019 with serial no. 2020-102046	SP2020	2020-102046	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001679	Return machine from contract STC00000019 with serial no. 1912-102045	SP19-123456	1912-102045	SP19-12 Colour Copier	CN0000
WO0001678	Return machine from contract STC00000028 with serial no. 1020-10102	SP1020	1020-10102	Copier	CN0000
WO0001672	Copier to be repaired	SP2020	2020-9193	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001671	Machine faulty, loan unit requested.	SP2020	2020-103056	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001670	Machine repair required, loan unit requested.	SP2020	888888	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001669	Rollers need replacng.	1020-478	478-1011	Staple Unit	
WO0001668	SP240 New Deal.				
WO0001667	Drum requested, machine needs cleaning.	2020-856	2020-2222	Drum	
WO0001665	Early Service Request - machine jamming.	SP2020	2020-8081	SP2020 Sprint Colour Multi Functional Copier	
WO0001664	Toner check and clean required	SP2020	2020-103053	SP2020 Sprint Colour Multi Functional Copier	CN0000
WO0001663	Copier to be repaired	SP1919	19-12345	SP1919 Sprint Colour MFC	
WO0001661	Created for production batch -				
WO0001660	Created for production batch -				
WO0001658	ndr 10				CN0000

Open Windows

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The **Machine List for [ ]** screen will be displayed.

1. Ensure that you have selected the relevant **site** and **status** linked to the equipment item that you are tracking.
2. Use the **filter row** and type in the serial number of the equipment item (that you noted in step 3).



Machine List for Durban - BPO: Version 2.1.0.63 - Example Company

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

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

Maintenance Format Current Process Print Reports

Links Enter text to search...

Functions

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

Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerNa...	DeptName	StartDate	Status	CategoryDesc	IsFixed
SP2020 Sprint Colour Multi Functional Copier	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No
SP1919 Sprint Colour MFC	SP1919	19-12345	1919		Derton Tech...		07 Apr 2014	A	Hardware	No
SP1919 Sprint Colour MFC	SP1919	19-90201	1919		Office Suppl...		09 Apr 2014	A	Hardware	No
K147 Kyocera Colour Copier	1458-96523	K147-123456789	K147		Office Suppl...		06 May 2014	A	Kyocera Mul...	No
Kruger ZN Fax Machine	KZM-122TTFB	sin12345568	ZM122		Young Electric	Sales De...	06 May 2014	A	Hardware	No
K147 Kyocera Colour Copier	1458-96523	sin123	K147		Young Electric	Sales De...	06 May 2014	A	Kyocera Mul...	No
K147 Kyocera Colour Copier	1458-96523	14-9652365	K147		Westwood ...		07 May 2014	A	Kyocera Mul...	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020		Derton Tech...		07 May 2014	A	Hardware	No
K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147		Hope Works	Technical	19 Jul 2017	A	Kyocera Mul...	No
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12		Titan Group		13 Jun 2014	A	Hardware	No
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12		Samanthas ...		17 Jun 2014	A	Hardware	No
SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12		Samanthas ...		02 Jul 2014	A	Hardware	No
SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12		Bothas Net...		02 Jul 2014	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102047	SP2020		Dancing Shoes		21 Jun 2017	A	Hardware	No
SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12		Danny Stor...		02 Jul 2014	A	Hardware	No
SP19-12 Colour Copier	SP19-123456	1912-102035	SP19-12		Office Suppl...		02 Jul 2014	A	Hardware	No
SP19-12 Colour Copier	SP19-123456	1912-102036	SP19-12		Westwood ...		02 Jul 2014	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10201	SP2020		Titan Group		02 Jul 2014	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10202	SP2020		Office Suppl...		02 Jul 2014	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10203	SP2020		Westwood ...		02 Jul 2014	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204	SP2020		Office Suppl...		02 Jul 2014	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10205	SP2020		Bothas Net...		02 Jul 2014	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No

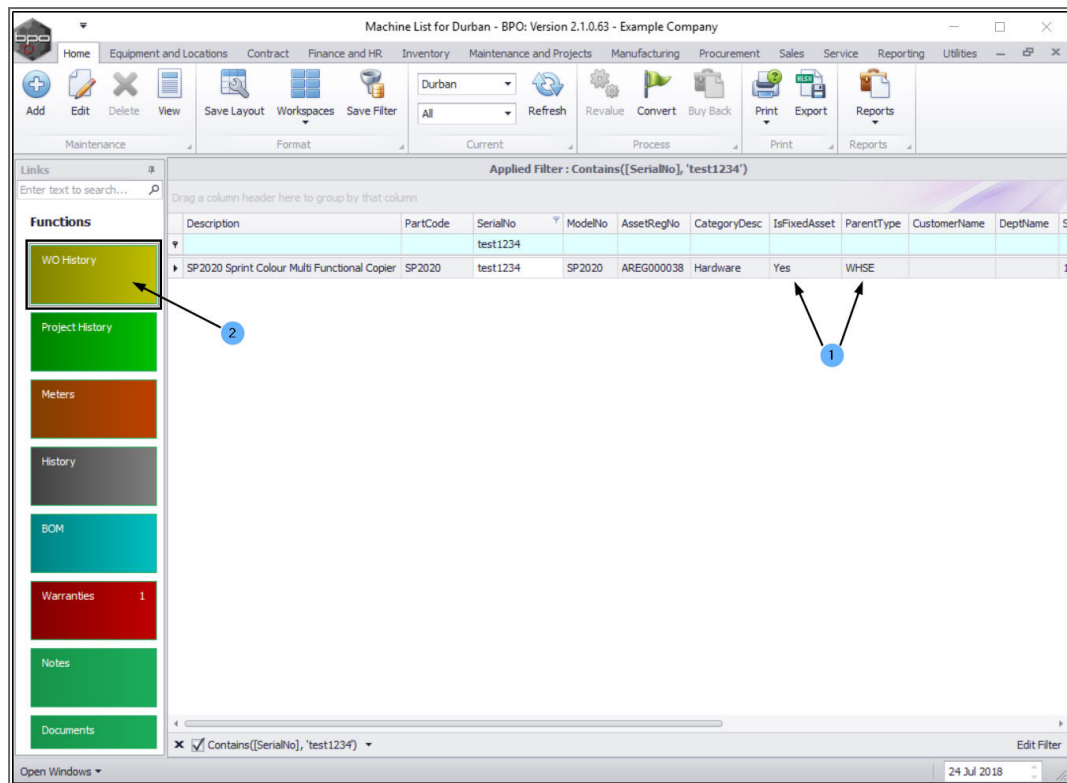
Open Windows 24 Jul 2018

- The system will search for and find the item.

1. Here you can see that the item has been **returned** to the **Asset Warehouse**.

## VIEW WORK ORDER HISTORY

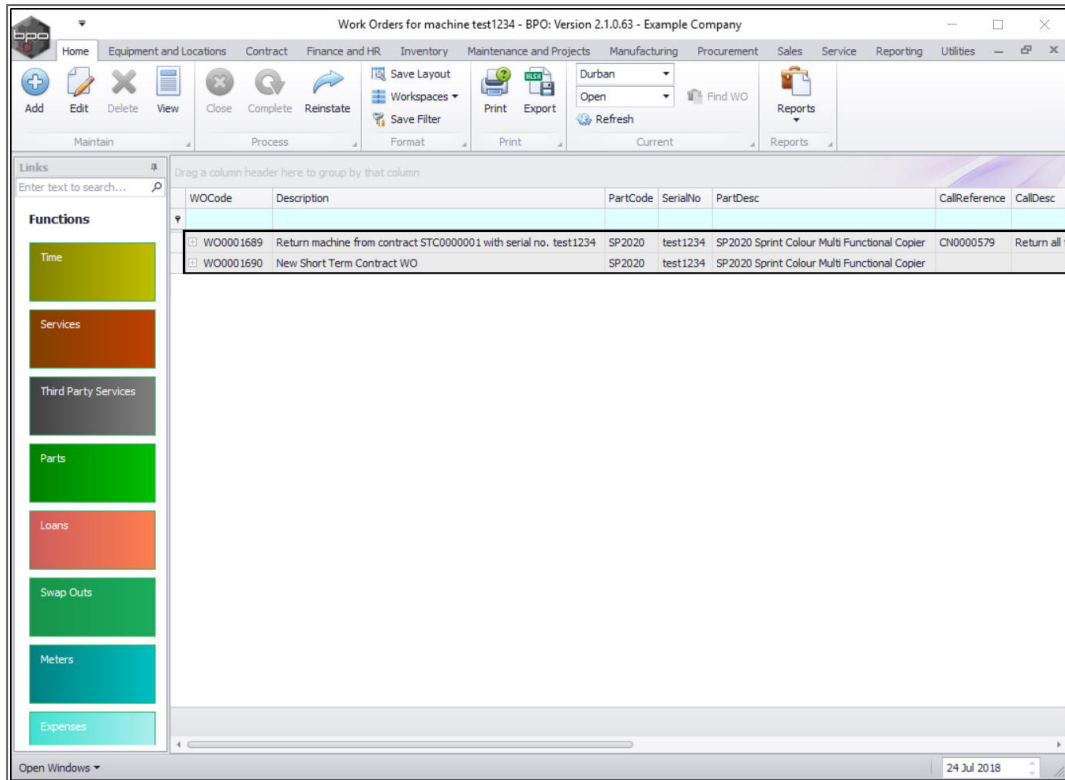
2. Click on the **WO History** tile.



The **Work Orders for [ ]** screen will be displayed.

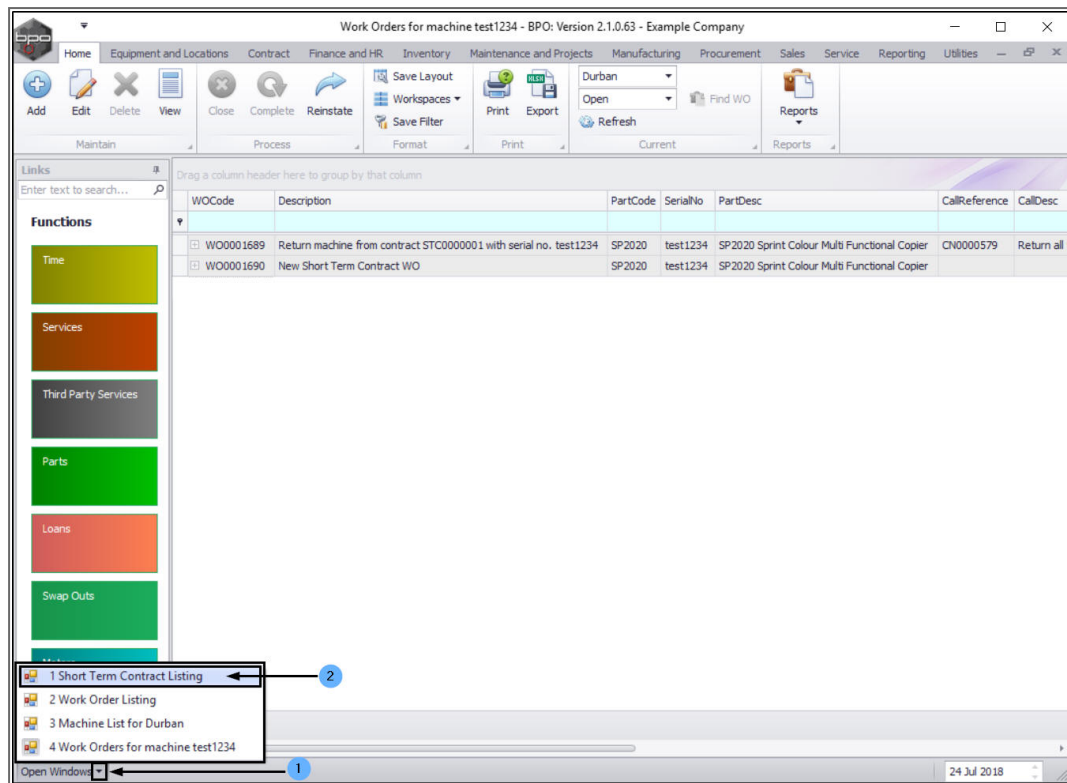
- Here you can see that the item was linked to a **short term contract work order** (WO0001690) and is now linked to a **return machine work order** (WO0001699).





## RETURN TO THE CONTRACT LISTING SCREEN

1. Click on the **drop-down arrow** in the **Open Windows** tab.
2. Select from the list, the **Short Term Contract Listing** window where this process was started.



WOCCode	Description	PartCode	SerialNo	PartDesc	CallReference	CallDesc
WO0001689	Return machine from contract STC0000001 with serial no. test1234	SP2020	test1234	SP2020 Sprint Colour Multi Functional Copier	CN0000579	Return all
WO0001690	New Short Term Contract WO	SP2020	test1234	SP2020 Sprint Colour Multi Functional Copier		

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