

INTERFACE AND ENVIRONMENT

USING BPO - WORKING ENVIRONMENT

Understanding the BPO2 working environment and <u>Controls & Functions</u> is important as it minimises confusion when using the system. All **BPO** beginners should familiarise themselves with the following topics in order to get the most out of the system functionality.

ENVIRONMENT

ACTIVE TITLE BAR

• This bar lists the Software Version and Company Name, or test environment name e.g. **CO3 Example Company**.



	¥				BPO	Version 2.1.0.20 - Example (ompany				÷.		Х
Y	Equipment and	Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
Щ	8	14											
Assets	Depreciation	Functional Locations											
Ĕφ	ipment 4	Locati											



RIBBON TABS

• These tabs enable you to navigate through the different modules within **BPO**.



	۲	_			BPO	: Version 2.1.0.20 - Example C	Company				÷.		X
9	Equipment and	Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities]
	8												
Assets	Depreciation	Functional Locations											
Eq	upment 4	Locati											



QUICK ACCESS TOOL BAR

- This can be configured with short-cuts to the screens that you wish to view most often.
 - For further information refer to the <u>Quick Access Tool-</u> <u>bar</u> topic page.



	¥			BPO:	Version 2.1.0.20 - Example C	ompany				÷.		Х
Q	Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
	🌺 🔽											
Assets	Depreciation Functional											
Ĕα	ipment (Locati)											



RIBBON TOOLBAR

- This displays the content of the selected ribbon tab in more detail.
 - $^\circ~$ In this example, the ribbon toolbar of the $\it Main-$

tenance and Projects ribbon tab is displayed.



🖻 🖆 📫 🛤 🚣 💐 🕹				BPO	Version 2.1.0.20 - Example	Company				7	٥	X
ns Tasks Generate Work Requests Maintenance Projects Standard Work Order Technician Tasks Radar Methodology Allocation Allocation	Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utites	
ns Tasks Generate Work Requests Maintenance Projects Standard Work Order Technician Tasks Radar Methodology Allocation Allocation	1 1 1	1	akaaka 20	1	A 🗟	2						
	structions Tasks Generate		tunned.	Projects	Standard Work Order Te	chnician						
reventative a Reactive a Radar a Projects a	Tasks			M	ethodology Allocation A	location						
	Preventative 4	Reacove	a Radar a		Ртојеста	1						



LISTING SCREEN

- Click on any of these ribbon toolbar icons to open a *Listing Screen*.
 - In this example, the *Work Requests* toolbar icon has been selected within the *Maintenance and Projects* ribbon tab.



2	¥				BPC): Version 2.1.0.	20 - Example	Company				2	D	X
9	quipment a	nd Locations	Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utities	
	Ŵ	1	r.		1	<u>_</u>		2						
nstructions	s Tasks	Generate Tasks	Work Request		Projects		lork Order T	echnician Jocation						
Pri	eventative	1.11	Reactive	Radar a		Projecta		4						

• The *Work Requests* <u>listing screen</u> will be displayed, and the *Active Title Bar* will now display the title of the selected ribbon



toolbar icon as well as the software version and company name.

						uests BPO								7	Ø	X
Home	Equipment	t and Locations	123-035	inance and H	R Inven	100	-	Projects	s Manufa	cturi	Difference 1	ient Sales Sen	vice Reporting	Utilities	-	8 3
0 👔	X	2		0	8			Durt	ban		0					
Add Edit	Delete	Save Layout	Workspaces	Approve	Decine	Export	Print	Ope	n	٠	Culta New 1					
Maintenanc		Form		Proces		Export	Print	in the second se	Curre	nt	-					
															7	
														1		1
WRCode	Descriptio	20				WOTY	pe Si	atus	Priority	Ass	igneeNumber	EmployeeNumber	Request	Date	Requ	estTime
						10						La mater	-			
WR0000039 WR0000040		puest test v2.1.0 puest v2.1.0.5	1.5			DR	0			MUC		MUD001 MUD001	22 May 22 May		00:00	
WR0000041		work request te	st			DR	0			MU		MU0001	02 Jun 2		09:29	
WR0000042		request with en		start date		DR	0			DUT		DUTI001	07 Jun 2		16:23	
		duled start and				DR	0			DUT		DUT001	14 Jun 2		10:05	



LISTING SCREEN OVERVIEW

DATA GRIDS, ROWS AND COLUMNS

Listing Screens contain one or more *data grid*(s) of *rows* and *columns*. These contain data relating to the selected ribbon toolbar icon.

- In this example, the data grid contains rows and columns with information relating to the *Work Requests* ribbon toolbar icon.
 - Rows are selected by either clicking anywhere on the row or in the case of <u>dragging and dropping</u> a row, by specifically clicking in the row selector column.
 - Columns are selected by clicking on the column header above the column of choice.



Image: Save Layout Workspaces Image: Save Layout Workspaces	Wantenance Save Layout Workspaces Approve Decline Export Print Open Refresh Maintenance Format Process Export Print Current Current Current Ng & Statum header here to grace by that calamo WOType Status Printly AssigneeNumber EmployeeNumber RequestDate RequestTime WR0000039 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 00:00:00 WR0000040 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 00:00:00 WR0000040 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 00:00:00 WR0000040 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 10:22:56 WR0000041 v2.0.7 - work request with end date before start date DR 0 2 MUD001 02 Jun 2017 10:22:56 WR0000042 test work request with end date before start date DR 0 2 DUT001 D1/20:17 10:23:00	2	۷					Work Requ	ests - BPO	: Version 2.	1.0.20 - 1	Example (Comp	any		8)
dd Edit Delete Save Layout Workspaces Approve Dedine Export Print Open Refresh Maintenance Format Process Export Print Current Curr	dd Edit Delete Save Layout Workspaces Approve Dedine Export Print Open Refresh Maintenance Format Process Export Rint Current Curre	9	Home	Equipment	and Locations	Contract F	inance and H	R Invento	ry Mainb	enance and l	Projects	Manufa	cturing	Procuren	ent Sales Servi	ce Reporting Utilit	e -	Ð
WRCode Description WOType Status Priority AssigneeNumber EmployeeNumber RequestDate RequestTer WR0000039 Work Request test v2.1.0.5 DR 0 2 MUD001 MUD001 22 May 2017 00:00:00 WR0000040 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 10:22:55 WR0000041 v20.7 - work request test DR 0 2 MUD001 02 Jun 2017 19:22:11 WR0000042 test work request with end date before start date DR 0 2 DUT001 D17001 07 Jun 2017 16:23:00	WRCode Description WOType Status Priority AssigneeNumber EmployeeNumber RequestDate RequestTime WR0000039 Work Request test v2.1.0.5 DR 0 2 MUD001 MUD001 22 May 2017 00:00:00 WR0000040 Work Request test v2.1.0.5 DR 0 2 MUD001 42 May 2017 10:22:55 WR0000041 v20.7 - work request test DR 0 2 MUD001 02 Jun 2017 10:22:55 WR0000042 test work request with end date before start date DR 0 2 DUT001 D17001 07 Jun 2017 16:23:00	Add	2 Edt	X Delete	~								_					
WRCode Description WOType Status Priority Assignee/Number Employee/Number RequestDate RequestTer WR0000039 Work Request test v2.1.0.5 DR 0 2 MUD001 MUD001 22 May 2017 00:000 WR0000040 Work Request v2.1.0.5 DR 0 2 MUD001 MUD001 22 May 2017 10:22:55 WR0000041 v2.0.7 - work request test DR 0 2 MUD001 02 Jun 2017 09:29:11 WR0000042 test work request with end date before start date DR 0 2 DUT001 DUT001 07 Jun 2017 16:23:00	WRCode Description WOType Status Priority Assignee/Number Employee/Number RequestDate RequestTm WR0000039 Work Request test v2.1.0.5 DR 0 2 MUD001 MUD001 22 May 2017 00:000 WR0000040 Work Request v2.1.0.5 DR 0 2 MUD001 4U0001 22 May 2017 10:22:55 WR0000041 v2.0.7 - work request test DR 0 2 MUD001 02 Jun 2017 10:22:55 WR0000042 test work request with end date before start date DR 0 2 DUT001 DUT001 07 Jun 2017 16:23:00	Mai	interiance		Form	at ,	Proces	a .	Export .	Print 1		Currer	nt	-				
WR0000039 Work Request test v2.1.0.5 DR O 2 MLD001 MLD001 22 May 2017 00:00:00 WR0000040 Work Request v2.1.0.5 DR O 2 MLD001 MLD001 22 May 2017 00:00:00 WR0000041 v20.7 - work request test DR O 2 MLD001 MLD001 02 Jun 2017 10:22:56 WR0000041 v20.7 - work request with end date before start date DR O 2 MLD001 MLD001 02 Jun 2017 09:29:11 WR0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00	WR0000039 Work Request test v2.1.0.5 DR O 2 MUD001 MUD001 22 May 2017 00:00:00 WR0000040 Work Request v2.1.0.5 DR O 2 MUD001 MUD001 22 May 2017 10:22:56 WR0000041 v20.7 - work request test DR O 2 MUD001 MUD001 02 Jun 2017 10:22:56 WR0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00																	
WR 0000040 Work Reguest v2.1.0.5 DR O 2 MUD001 MUD001 22 May 2017 10:22:55 WR 0000041 v20.7 - work request test DR O 2 MUD001 MUD001 02 Jun 2017 09:29:11 WR 0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00	WR 0000040 Work Reguest v2.1.0.5 DR O 2 MUD001 MUD001 22 May 2017 10:22:55 WR 0000041 v20.7 - work reguest test DR O 2 MUD001 MUD001 02 Jun 2017 09:29:11 WR 0000042 test work reguest with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00	WRC	ode	Description	n				WOTy	pe Sta	itus -	Priority	Assig	neeNumber	EmployeeNumber	RequestDate	Req	uestTm
WR 0000040 Work Reguest v2.1.0.5 DR O 2 MUD001 MUD001 22 May 2017 10:22:55 WR 0000041 v20.7 - work request test DR O 2 MUD001 MUD001 02 Jun 2017 09:29:11 WR 0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00	WR 0000040 Work Reguest v2.1.0.5 DR O 2 MUD001 MUD001 22 May 2017 10:22:55 WR 0000041 v20.7 - work reguest test DR O 2 MUD001 MUD001 02 Jun 2017 09:29:11 WR 0000042 test work reguest with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00																	
WR0000041 v20.7 - work request test DR O 2 MLD001 MUD01 02 Jun 2017 09:29:11 WR0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00	WR0000041 v20.7 - work request test DR O 2 MLD001 MUD001 02 Jun 2017 09:29:11 WR0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00	WROO	000039	Work Rec	juest test v2.1.	0.5			DR	0		2	MUD	001	MUD001	22 May 2017	00:0	0:00
WR0000042 test work request with end date before start date DR 0 2 DUT001 DUT001 07 Jun 2017 16:23:00	WR0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07 Jun 2017 16:23:00																	
							10112- 1 0414		-	-								
WR0000043 Test scheduled start and end dates 0 2 DU1001 001001 14 Jun 2017 10:05:30	WR0000043 Trest scheduled start and end dates 0 2 DU1001 DU1001 14 Jun 2017 10:05:30						start date		-	-								



ACTION BUTTONS TOOLBAR

- When you open a *Listing screen*, the ribbon toolbar is replaced by the *Action Buttons toolbar*.
- This toolbar includes icons that are used to perform functions within the listing screen e.g.
 - Maintenance functions
 - Format functions
 - Processing functions
 - Export functions
 - Print functions and
 - Current Functions.
- The Action Buttons toolbar may vary according to the ribbon tab and subsequent ribbon toolbar icon selected.
 - The example displays the icons available in the *Work Requests* action button toolbar.



	•					Work Requ	ests - BPO	Version 2	1.0.20	- Example	Comp	pany		8	DX
9	Home	Equipment	and Locations	Contract P	inance and H	R Invento	ory Mainte	nance and	Projec	ts Manuf	sctario	g Procuren	ent Sales Service	Reporting Utilitie	s - Ø
0	1	X	2		0	8		3	Du	rban	•	0			
Add	Edit	Delete	Save Layout	Workspaces	Approve	Dedne	Export	Print	Op	en	٠	Refresh			
Ма	intenance	-	Form	at i	Proces		Export .	Print		Cum	mt :	-			
-				0.01					-						
			ng naby fu				14077			Beleville			Produced backers	December 1	Day with
WRC	ode	Descriptio	ņ				WOTy	ye Si	tatus	Priority	Ass	gneeNumber	EmployeeNumber	RequestDate	RequestTim
	000039	Week Dan	uest test v2.1	0.5			DR	0			2 MUC	1001	MUD001	22 May 2017	00:00:00
			uest v2.1.0.5				DR	0			MUC		MUD001	22 May 2017	10:22:56
			work request t				DR	0			MUD		MUD001	02 Jun 2017	09:29:11
	000042			nd date before	start date		DR	0					DUT001	07 Jun 2017	16:23:00
			duled start and				DR	0			DUT		DUT001	14 Jun 2017	10:05:30



TOOLBAR MENU

- You can also right click to in the data grid to display the Action Buttons toolbar in a drop-down menu.
- This menu does not contain all the action buttons displayed in the Action Buttons Toolbar and will vary according to whichever ribbon tab you are working in.
 - In this example, the drop-down menu contains only the Maintain and Process action buttons.



Work Eggapment and Locations Contract Finance and IRE Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Ubits Add Edit Delete Save Layout Workspaces Approve Decline Export Print Open Refresh Maintenance Format Process Export Print Current Cur	e - 8
Add Edit Delete Save Layout Workspaces Approve Dedne Export Print Open Refresh Mantenance Format Process Export Print Current Curre	
View a soluminedit herr is group by het cales WRCode Description WOType Status Priority Assigneethumber Employeethumber RequestDate WR0000039 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 WR0000040 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 WR0000041 v2.0.7 - work request test All groups 2 MUD001 02 Jun 2017 WR0000042 test work request test Maritain 2 2 DUT001 07 Jun 2017 WR0000043 Test scheduled start and end dates Edit Mork Request 2 DUT001 DUT001 14 Jun 2017	
WRCode Description W0Type Status Priority Assignee/Number Employee/Number RequestDate WR0000039 Work Request test v2.1.0.5 DR 0 2 MUD001 22 May 2017 WR0000040 Work Request v2.1.0.5 DR 0 2 MUD001 22 May 2017 WR0000041 v20.7 - work request test Maintain 2 MUD001 02 Jun 2017 WR0000042 test work request with end date before start date Maintain 2 DUT001 DUT001 07 Jun 2017 WR0000043 Test scheduled start and end dates Edit Edit Edit Edit Edit Work Request Work Req	
WR0000040 Work Request v2.1.0.5 All groups 2 MLD001 MLD001 22 May 2017 WR0000041 v2.0.7 · work request test WR0000042 test work request with end date before start date WR0000043 Test scheduled start and end dates Add Add Add Add Add Add Add C DUT001 DUT001 01 14 Jun 2017 Edit Edit Work Request Belte	RequestTim
WR0000040 Work Request v2.1.0.5 All groups 2 ML0001 22 May 2017 WR0000041 v2.0.7 - work request test Maintain 2 ML0001 02 Jun 2017 WR0000042 test work request with end date before start date Maintain 2 DUT001 07 Jun 2017 WR0000043 Test scheduled start and end dates Add Add 2 DUT001 017001 14 Jun 2017 WR0000043 Test scheduled start and end dates Edit Edit Work Request 2 DUT001 017001 14 Jun 2017	44.44.44
WR0000041 v2.0.7 - work request test All groups WR0000042 test work request with end date before start date Maintain 2 DUT001 DUT001 07 Jun 2017 WR0000043 Test scheduled start and end dates Add 2 DUT001 DUT001 14 Jun 2017 Edit Edit Edit Edit Edit Edit Edit	00:00:00
WR0000042 test work request with end date before start date Maintain 2 DUT001 DUT001 07 Jun 2017 WR0000043 Test scheduled start and end dates Image: Add New Work Request 2 DUT001 DUT001 14 Jun 2017 Image: Start Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates Image: Scheduled start and end dates	10:22:56 09:29:11
WR0000043 Test scheduled start and end dates Add New Work Request Edit Edit Work Request Delete	16:23:00
Edit Edit Work Request	10:05:30
Clear Fiters Process Process Approve Mork Request Decline Decline Work Request	



Customise Menu

- You can click on the *title bar* of this drop-down menu to display a list of the action button toolbar groups available to be displayed in this list.
 - In this example, you can select to view the *Maintain* action button, the *Process* action buttons or *All Groups* (all the available action buttons) in this menu.

Not Regeneratie Restance Restance <threstance< th=""> Restance <t< th=""><th>-</th><th></th><th></th><th>_</th><th></th><th></th><th></th><th></th><th>ests - BPO: Version 2</th><th></th><th></th><th>A. 27</th><th></th><th></th><th></th><th>٥</th><th>×</th></t<></threstance<>	-			_					ests - BPO: Version 2			A. 27				٥	×
dia Edit Delete Year Open Raffesh Manteance Femat Proces Eport Prot Current Current Current Current Current Current Current Refresh VR0000039 Work Request test takun VR0001 Respective Respecieve		Home	Equipment and Locations		Finance	e and HF	R Invento	oti	ce and Projects N	Manufacturi	ng Pro	curement Sales Service	Reporting Utiliti	es		- 1	8
dianterance Save Layout Workspace Approve Deck Eport Prot Deck Refresh Mainterance Pomat Pom	6					G .	8		Durban	• 4	3						
a column Header Here to grapp by that taken W0Type Status Piority RequestBate ScheduledStart ScheduledFinsh Tasikum W0Code DecineComment Assignenkum Employeekum WR00000390 Work Request text v2.1.0.5 DR 0 2 22 May 2017 22 May 2017 06 Feb 2017 MLD001 MLD001 MLD001 WR00000390 Work Request v2.1.0.5 DR 0 2 22 May 2017 22 May 2017 02 Feb 2017 MLD001 MLD001 MLD001 WR00000392 text work request v3.1.0.5 DR 0 2 22 May 2017 21 Mar 2017 0 Duff001 Duff001 MLD001 WR00000397 text work request v3.1.0.5 DR 0 2 10 Ju 2017 0 Duff001 Duff001 Duff001 WR00000397 text work request with end da	da	d Edit	Delete View Save Layou	t Workspar	ces Ap	oprove	Dedine			+ Re	fresh						
g a catalam header here to graph by that takan W0Type Status Piority RequestDate ScheduledStart ScheduledFinish TasHum W0Code DeclineComment AssignentNum EmployeeNum WR00000090 Work Request test v/2 1.0.5 DR 0 2 22 May 2017 22 May 2017 22 May 2017 21 Mar 2017 MLD001 MLD001 WR00000090 Work Request volt request with end da DR 0 2 22 May 2017 21 Mar 2017 MLD001 MLD001 MLD001 WR00000947 test work request with end da DR 0 2 07 Jan 2017 06 Feb 2017 0 Duff001 Duff001 WR00000947 test work request with end da DR 0 2 07 Jan 2017 06 Jan 2017 01 Jan 2017 Duff001 Duff001 WR00000950 test work request dim mappler fo DR 0 2 21 May 2017 21 May 2018 21 Jan 2018 Duff001 Duff001 Duff001 WR00000950 Test work request do congl DR 0 2 22 May 2018 22 May 2018 21 May 2018 MLD01 SH4001 SH4001 SH4001 WR00000050 Service Request SERV 0 2 13 Jay 2018 13 Jay 2018		Malaka		•		Deserve											
NRCode Description WOType Status Priority Request bits frame Scheduled Finishin Taskful Million Vol Code DedineComment AssignetNum. EmployeeNum. WR000000000000000000000000000000000000	-					Fruces	20 4 6	spare al conc	a	cile:	4				1		
Noncompany Work Request Vert V2.1.0.5 DR 0 2 22 May 2017 20 May 2018 20 May 2															1		
NR0000000 Work Request v2.10.5 DR 0 2 2 2May 2017 22 May 2017 20 Mar 2017 0 MLD001 MLD001 MLD001 WR0000047 Test work request with end da DR 0 2 07 Jun 2017 06 Jun 2017 01 Jun 2017 DUT01 DUT0101 DUT0101 WR0000050 Test work request URB 0 2 14 Jun 2018 01 Jun 2017 DUT01 DUT0101 DUT0101 WR0000050 Test work request URB 0 2 2 ZMay 2018 21 Jun 2018 21 Jun 2018 SHA001 SHA001 SHA001 WR0000050 Service Request SERV 0 2 10 Jul 2018 10 Jul 2018 10 Jul 2018 MLD01 SHA001 SHA001 WR0000050 Service Request SERV 0 2 10 Jul 2018 13 Jul 2018 13 Jul 2018 TA0009 SHA001 WR0000060 Service Request SERV O 2 15 Jul 2018 13 Jul 2018 <td>W</td> <td>RCode</td> <td>Description</td> <td>WOType</td> <td>Status F</td> <td>Priority</td> <td>RequestDate</td> <td>ScheduledStart</td> <td>. ScheduledFinish</td> <td>TaskNum</td> <td>WOCode</td> <td>DedineComment</td> <td>AssigneeNum</td> <td>EmployeeNum</td> <td></td> <td></td> <td></td>	W	RCode	Description	WOType	Status F	Priority	RequestDate	ScheduledStart	. ScheduledFinish	TaskNum	WOCode	DedineComment	AssigneeNum	EmployeeNum			
NR0000000 Work Request v2.10.5 DR 0 2 2 2May 2017 22 May 2017 20 Mar 2017 0 MLD001 MLD001 MLD001 WR0000047 Test work request with end da DR 0 2 07 Jun 2017 06 Jun 2017 01 Jun 2017 DUT01 DUT0101 DUT0101 WR0000050 Test work request URB 0 2 14 Jun 2018 01 Jun 2017 DUT01 DUT0101 DUT0101 WR0000050 Test work request URB 0 2 2 ZMay 2018 21 Jun 2018 21 Jun 2018 SHA001 SHA001 SHA001 WR0000050 Service Request SERV 0 2 10 Jul 2018 10 Jul 2018 10 Jul 2018 MLD01 SHA001 SHA001 WR0000050 Service Request SERV 0 2 10 Jul 2018 13 Jul 2018 13 Jul 2018 TA0009 SHA001 WR0000060 Service Request SERV O 2 15 Jul 2018 13 Jul 2018 <td></td>																	
WR0000042 test work request with end da DR 0 2 07 Jun 2017 06 Jun 2017 01 Jun 2017 DUT001 DUT001 DUT001 WR0000005 Test scheduled start and end DR 0 2 14 Jun 2017 01 Jun 2017 01 Jun 2017 DUT001 DUT001 DUT001 WR0000050 Drum required from suppler fo PR O 2 24 May 2018 21 Jun 2018 2 SHA001 SHA001 SHA001 WR0000050 Service Request SERV O 2 21 Jun 2018 10 Jul 2018 DUT001 SHA001 SHA001 WR0000050 Service Request SERV O 21 Jul 2018 10 Jul 2018 DUT01 MILD01 SHA001 WR0000050 Service Request SERV O 21 Jul 2018 10 Jul 2018																	
WR0000043 Test scheduled start and end DR O 2 1 Ah 2017 01 Jun 2017 01 Jun 2017 01 Jun 2017 DUT001 DUT001 DUT001 WR0000050 Test work request UB P 0 2 28 Nov 2017 20 Nov 2017 28 Nov 2017 20 Nov 2017<																	
WR00000050 Test work request IMSP 0 2 28 Nov 2017 28 Nov 2018 21 No 2018 20 No 2017 28 Nov 2018 28 Not 2018																	
WR0000051 Drum required from suppler fo PR 0 2 22 May 2018 21 Jun 2018 21 Jun 2018 MIL001 SH4001 SH4001 WR0000050 New drum required from suppler fo PR 0 0 2 22 May 2018 22 May 2018 22 May 2018 22 May 2018 20 May 2018 MIL001 SH4001 SH4001 WR0000050 Service Request SERV 0 2 13 Jul 2018 10 Jul 2018 10 Jul 2018 MIL001 SH4001 SH4001 WR0000050 Service Request SERV 0 2 13 Jul 2018 TAD009 SH4001 WR0000050 Service Request Mill groups Jul and tim Mill groups Steet All groups Steet																	
WR00000057 Service Request SERV O 2 10 JJ 2018 10 JJ 2018 10 JJ 2018 MIL001 SHA001 WR0000060 Service Request SERV O 2 13 JJ 2018 13 JJ 2018 TA0099 SHA001 WR0000060 Service Request Waintain Verocess Nett Verocess Nett Verocess Service Request Service Reque																	
WR0000060 Service Request SERV 0 2 13 JJ 2018 14 JJ 201	w	R0000054	New drum requested to compl	DR	0	2	22 May 2018	22 May 2018	22 May 2018				MIL001	SHA001			
All groups V Maintain Process Last Work Request Delete Delete Clear Tiles Process Approve Approve Approve	W	R0000057	Service Request	SERV	0	2	10 Jul 2018	10 Jul 2018	10 Jul 2018				MIL001	SHA001			
✓ Maintain ✓ Process ✓ All groups ✓ Edt Work Request ✓ Delete Delete Work Request ← Clear Filters Frocess ✓ Approve Work Request	W	R0000060	Service Request	SERV	0	2	13 Jul 2018	13 Jul 2018	13 Jul 2018				TAD009	SHA001			
						Pr	ocess Approve Approve W	ork Request									

- In this example, *Process* has been selected from the list (Maintain and All Groups has been un-ticked).
- When you have made your selections, click away from the menu to *save* the changes.



Image: Serie Series Image: Series Series Series Series	Image: Section	€>										quests - BPO: Versio		10	18 (197)					٥	>
dia Edit Delative Save Layout Workspace Approve Decine Export Prote Current Mantemance Format Process Export Print Current Current Current Current Current Current ScheduledFinishin Tasklum WCCode Decirption Monopound ScheduledFinishin Tasklum WCCode Decirption Mutuon Mut	Add Bit Delay Montopace Approve Delay Prot Dopen Refrein Manterance Pomat Pomat Pomat Pomat Dopen Refrein Manterance Pomat Pomat Pomat Pomat Open Refrein Manterance Pomat Pomat Pomat Pomat Open Refrein Manterance Pomat	4	Home	Equipr	nent and I	Locations	Contract	Fina	nce and H	R Invento			Manufactur	ng Pri	ocurement Sale	s Service	Reporting Utiliti	es		- 1	7
dia Edit Delative Save Layout Workspace Approve Decine Export Prote Current Mantemance Format Process Export Print Current Current Current Current Current Current ScheduledFinishin Tasklum WCCode Decirption Monopound ScheduledFinishin Tasklum WCCode Decirption Mutuon Mut	dd Edit Open Nor Open Refrei Mantarusce Format Porces Epor Prot Open Refrei Mantarusce Format Protes Epor Prot Open Refrei Statum Format Protes Epor Prot Open Refrei Statum Format Protes Epor Prot Open Refrei WR000009 Statum Format Epor Prot Open Refrei WR000009 Statum Statum Refrei Statum Refrei None None <t< th=""><th></th><th>1</th><th>×</th><th></th><th>2</th><th></th><th></th><th>Q</th><th>8</th><th></th><th>Durban</th><th>- 4</th><th>2</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>		1	×		2			Q	8		Durban	- 4	2							
a column Header Here to grano by that column W07/pc Status Process Column Header Here to grano by that column Request that column EmployeeNum EmployeeNum WR0000030 Work Request text v2.1.0.5 DR 0 2 22 May 2017 22 May 2017 22 May 2017 21 Mar 2017 ML0001 ML0001 ML0001 WR0000049 Work Request text v0.1.0.5 DR 0 2 22 May 2017 21 Mar 2017 21 Mar 2017 ML0001 ML0001 ML0001 WR0000049 Work Request text v0.1.0.5 DR 0 2 12 May 2017 21 Mar 2017 11 Mar 2017 ML0001 ML0001 ML0001 WR0000045 text work request with end da DR 0 2 12 Mar 2017 11 Mar	Paradum header hore to proof by that colum W0Type Status Proof type Status Status<	Add	Edit	Delete	View	Save Layout	Workspa	ices	Approve	Dedine			- Re	fresh							
a column Header Here to grano by that column W07/pc Status Process Column Header Here to grano by that column Request that column EmployeeNum EmployeeNum WR0000030 Work Request text v2.1.0.5 DR 0 2 22 May 2017 22 May 2017 22 May 2017 21 Mar 2017 ML0001 ML0001 ML0001 WR0000049 Work Request text v0.1.0.5 DR 0 2 22 May 2017 21 Mar 2017 21 Mar 2017 ML0001 ML0001 ML0001 WR0000049 Work Request text v0.1.0.5 DR 0 2 12 May 2017 21 Mar 2017 11 Mar 2017 ML0001 ML0001 ML0001 WR0000045 text work request with end da DR 0 2 12 Mar 2017 11 Mar	Participant WDType Status Provinty Request ball ScheduledStart ScheduledStart Taskhun WOCde DecineComment AssigneeNum WR0000030 Work Request test v2.1.0.5 DR O 2 22 May 2017 22 May 2017 22 May 2017 22 May 2017 21 Mar 2017 ML0001 ML0001 ML0001 WR0000040 Work Request with end da DR O 2 22 May 2017 21 Mar 2017 Image: Comment AssigneeNum WR0000040 Work Request with end da DR O 2 27 Mar 2017 0 ML001 ML0001 ML0001 WR0000040 Test work request MRSP O 2 1 Mar 2017 1 Mar 201		Mainter	12070		For	• nat		Proce	ee	woort Pr	int .	Current								
NRCode Description W0Type Status Priority Request Status ScheduledStatus ScheduledStatus Taskhun W0Code DecimeComment AssignmeNum EmploymeNum WR000000000000000000000000000000000000	WRC2de Description W0Type Status Portury Request/Status Schedule/Status Tablum WC2de Decime/Comment Assigneb/Lam. Employee/Lam. WR000000 Work Request tet V2.1.0.5 GR 0 2 22 May 2017 22 May 2017 22 May 2017 21 Mar 2017 0 0 0 MU0001 MU0011 MU00			ALCONS.	-				11000		opens a 11		current	-					1		
NR0000090 Work Request test v2.10.5 DR O O 2 22 May 2017 21 Mar 2017 ML0001 ML0001 ML0001 WR0000000 Test work request DR O 2 2 07 Jun 2017 0 Jun 2017 DU17001 DU1701 DU17001 DU1701 DU1701 DU17001 DU1701 DU1701 DU1701 DU1701 DU1701 DU1701 DU1701	Vertice Vertice <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>/</td></t<>																				/
NR0000040 Wirk Request V2.10.5 DR 0 2 2 KMy 2017	WKR Request V2.10.5 DR Q 2.2 ZMay 2017 21 Mar 2017 (a) (a) ML0001 ML0001 WKR000004 text work request with endam. DR Q 2.0 7.0 M217 (b) Am 2017 (b) Am 2017 DUT001 DUT001 DUT001 WKR000005 Text work request MR Q 2.2 May 2017 21 Mar 2017 (b) Am 2018	WRO	Code	Descriptio	on		WOType	Statu	s Priority	RequestDate	ScheduledStar	rt ScheduledFinish	h TaskNum	WOCode	DeclineComment		AssigneeNum	EmployeeNum			
NR0000040 Wirk Request V2.10.5 DR 0 2 2 KMy 2017	WKR Request V2.10.5 DR Q 2.2 ZMay 2017 21 Mar 2017 (a) (a) ML0001 ML0001 WKR000004 text work request with endam. DR Q 2.0 7.0 M217 (b) Am 2017 (b) Am 2017 DUT001 DUT001 DUT001 WKR000005 Text work request MR Q 2.2 May 2017 21 Mar 2017 (b) Am 2018	with	0000000	Mark Day			00	0	2	22.14-1 2017	22 May 2017	00 Feb 2017					M POOT	MUDOOL			
WR0000042 test work request with end da DR 0 2 07 Jan 2017 06 Jan 2017 06 Jan 2017 DUT001 DUT001 DUT001 WR0000075 Test schedide start and end DR 0 2 14 Jan 2017 01 Jan 2017 0 DUT001 DUT001 DUT001 WR0000055 Test schedide start and end DR 0 2 24 May 2017 24 No 2018 21 Jan 2018 24 Jan 2018 24 No 2018 10 Jan 2018	WR0000042 test work request with end da DR 0 2 07 Jun 2017 06 Jun 2017 06 Jun 2017 DUT001 DUT001 DUT001 WR0000050 Test scheduled start and end DR 0 2 14 Jun 2017 01 Jun 2017 01 Jun 2017 01 Jun 2017 DUT001 DUT001 DUT001 DUT001 WR0000050 Test scheduled start and end DR 0 2 24 Way 2017 28 Wo 2018 21 Jun 2018 10 Jun 2018 MR0010 Schwolt Schwolt 28 Wo 2017 28 Wo 2018 21 Wo 2018 10 Jun 2018 10 Jun 2018 MR0010 Schwolt 28 Wo 2017																				
WR0000043 Test scheduled start and end DR 0 2 14 Jun 2017 01 Jun 2017 01 Jun 2017 DUT001 DUT001 DUT001 WR0000050 Test scheduled start and end DR 0 2 28 Nov 2017 28 Nov 2017 DUT001 DUT001 DUT001 DUT001 WR0000050 Test scheduled start and end DR 0 2 22 Nov 2018 21 Jun 2018 21 Jun 2018 21 Jun 2018 21 Jun 2018 MR001 Scheduled start and end DR 0 2 22 Nov 2018 21 Jun 2018 31 Jun 2018	WR0000043 Test scheduded start and end DR 0 2 14 Jun 2017 01 Jun 2017 01 Jun 2017 DUT001 DUT001 DUT001 WR0000050 Test work request DF 0 2 28 Nov 2017 28 Nov 2017 28 Nov 2017 DUT001 DUT001 DUT001 WR0000050 Test work request DF 0 2 28 Nov 2017 28 Nov 2017 28 Nov 2017 DUT001 DUT001 DUT001 DUT001 WR0000050 New drum requested to compl DR 0 2 22 Nov 2018 21 No 2018 MIL001 SH4001 SH4001 WR00000507 Service Request SERV 0 2 10 Jul 2018 10 Jul 2018 10 Jul 2018 10 Jul 2018 MIL001 SH4001 WR0000050 Service Request SERV 0 2 10 Jul 2018 10 Jul 2018 10 Jul 2018 MIL001 SH4001 WR0000050 Service Request SERV 0 21 SJul 2018 10 Jul 2018 TAD009 SH4001 WR000050 <td></td>																				
WR0000051 Drum required from suppler fo PR 0 2 22 May 2018 21 Jun 2018 21 Jun 2018 MIL001 MIL001 9H4001 WR0000050 New drum required from suppler fo PR 0 2 22 May 2018 22 May 2018 21 May 2018 22 May 2018 22 May 2018 MIL001 9H4001 WR0000050 Service Request SERV 0 2 10 Jul 2018 10 Jul 2018 10 Jul 2018 MIL001 9H4001 WR0000050 Service Request SERV 0 2 1 Jul 2018 13 Jul 2018 13 Jul 2018 7D009 9H4001 WR0000050 Service Request SERV 0 2 1 Jul 2018 13 Jul 2018 13 Jul 2018 7D009 9H401 WR0000050 Service Request SERV 0 2 1 Jul 2018 1 Jul 2018 1 Jul 2018 7D009 9H401 WR0000060 Service Request	WR0000051 Drum required from supplier fo PR 0 2.2 May 2018 21 Jan 2018 21 May 2018 MIL01 SHA001 WR0000050 New drum requested to compli DR 0 2.2 May 2018 22 May 2018 22 May 2018 MIL01 SHA001 WR0000050 Service Request SERV 0 2.1 Jan 2018 10 Jal 2018 10 Jal 2018 MIL01 SHA001 WR0000050 Service Request SERV 0 2.1 Jan 2018 13 Jal 2018 13 Jal 2018 TAD009 SHA001 WR0000050 Service Request SERV 0 2.1 Jan 2018 13 Jal 2018 13 Jal 2018 TAD009 SHA001 WR0000050 Service Request SERV 0 2.1 Jan 2018 13 Jal 2018 TAD09 SHA001 WR00000000 Service Request SERV 0 2.1 Jan 2018 TAD09 SHA001 WR0000000 Service Request Service																				
WR0000054 New drum requested to compl DR 0 2 22 XMay 2018 22 May 2018 22 May 2018 22 May 2018 21 D J J 2018 D J 2018 <td>WR0000054 New drum requested to compli DR O 2 22 May 2018 22 May 2018 22 May 2018 20 May 2018 MIL001 SHA001 WR0000057 Service Request SERV O 2 10 Jul 2018 10 Jul 2018 10 Jul 2018 MIL001 SHA001 WR0000056 Service Request SERV O 2 13 Jul 2018 13 Jul 2018 TADD09 SHA001 WR0000166 Service Request SERV O 2 13 Jul 2018 13 Jul 2018 TADD09 SHA001 WR0000166 Service Request SERV O 2 Service Request Service Request TADD09 SHA001</td> <td>WRO</td> <td>0000050</td> <td>Test work</td> <td>k request</td> <td></td> <td>INSP</td> <td>0</td> <td>2</td> <td>28 Nov 2017</td> <td>28 Nov 2017</td> <td>28 Nov 2017</td> <td></td> <td></td> <td></td> <td></td> <td>DUT001</td> <td>DUT001</td> <td></td> <td></td> <td></td>	WR0000054 New drum requested to compli DR O 2 22 May 2018 22 May 2018 22 May 2018 20 May 2018 MIL001 SHA001 WR0000057 Service Request SERV O 2 10 Jul 2018 10 Jul 2018 10 Jul 2018 MIL001 SHA001 WR0000056 Service Request SERV O 2 13 Jul 2018 13 Jul 2018 TADD09 SHA001 WR0000166 Service Request SERV O 2 13 Jul 2018 13 Jul 2018 TADD09 SHA001 WR0000166 Service Request SERV O 2 Service Request Service Request TADD09 SHA001	WRO	0000050	Test work	k request		INSP	0	2	28 Nov 2017	28 Nov 2017	28 Nov 2017					DUT001	DUT001			
WR0000057 Service Request SERV O 2 10 Jd 2018 10 Jd 2018 <th< td=""><td>WR00000075 Service Request SERV O 2 10 Jd 2018 MIL001 SH4001 WR0000000 Service Request SERV O 2 13 Jd 2018 13 Jd 2018 13 Jd 2018 TAD0009 SH4001 WR00000000 Service Request SERV O 2 13 Jd 2018 13 Jd 2018 TAD009 SH4001 WR0000000 Service Request WR000000 Service Request WR0000000 Service Request Service Re</td><td>WRO</td><td>0000051</td><td>Drum req</td><td>uired from</td><td>n supplier fo</td><td>PR</td><td>0</td><td>2</td><td>22 May 2018</td><td>21 Jun 2018</td><td>21 Jun 2018</td><td></td><td></td><td></td><td></td><td>SHA001</td><td>SHA001</td><td></td><td></td><td></td></th<>	WR00000075 Service Request SERV O 2 10 Jd 2018 MIL001 SH4001 WR0000000 Service Request SERV O 2 13 Jd 2018 13 Jd 2018 13 Jd 2018 TAD0009 SH4001 WR00000000 Service Request SERV O 2 13 Jd 2018 13 Jd 2018 TAD009 SH4001 WR0000000 Service Request WR000000 Service Request WR0000000 Service Request Service Re	WRO	0000051	Drum req	uired from	n supplier fo	PR	0	2	22 May 2018	21 Jun 2018	21 Jun 2018					SHA001	SHA001			
WR0000060 Service Request SERV 0 2 13 Jul 2018 13 Jul 2018 TAD009 944001 All groups Maintain Process Julent Beltet Work Request Beltet Beltet Work Request Beltet	WR0000060 Service Request SERV 0 2 13 Jul 2018 13 Jul 2018 13 Jul 2018 13 Jul 2018 TAD009 944001			New drur	n request	ed to compl	DR														
All groups Maintain Process All groups Edit Work Request Edit Work Request Clear Fiters Process Maprove Work Request	All groups Maintain Process All groups Edit Work Request Edit Work Request Clear Fiters Process Maprove Work Request																				
✓ Maintain Process puest All groups Zedt Work Request ✓ Delete Work Request Delete Work Request Delete Work Request Process Process Process Process	✓ Maintain Process Quest All groups Zedt Work Request ✓ Delete Work Request Delete Work Request Delete Work Request ✓ Delete Work Request	WRO	0000060	Service R	lequest		SERV	0			13 Jul 2018	13 Jul 2018					TAD009	SHA001			
									Proc	Clear Clear Filters ess Approve Approve Work	Request										

• The drop-down menu will now display the selection, in this case, only the *Maintain* action buttons.



								Work	Request	ts - BPO: Version 2	.1.0.64 - E	ample Co	mpany				- 0	×
Home	e Equip	oment and	Locations	Contract	Finance a	nd HR	Invento	ry Main	itenance	and Projects	Manufacturi	ng Pro	curement Sales	Service	Reporting Utiliti	es	-	8
Ð 🂋	\mathbf{x}		23		G		8			Durban	• {	3						
Add Edit	t Delete	View	Save Layout	Workspa	ces Appr	ove De	dine	Export	Print	Open		fresh						
Maint	tenance		For	mat	" P	rocess		Export _	Print	. Curr	ent	4						
WRCode	Descrip				Status Drie	rity Dog	westDate	C chodulad	Start	ScheduledFinish	Tackblum	WOCodo	DeclineCommont		Accidentality	EmployeeNum		1
WRCode	Descrip	uun		worype	Status Pite	Anty Key	uesuvate	Juleuleu	31011	Screduled martin	1 doi/1 doi/1	wocoue	Decineconnient		Assigneervan	Employeendmaa		
WR0000039	Work R	equest te:	st v2.1.0.5	DR	0	2 221	May 2017	22 May 20	17	06 Feb 2017					MUD001	MUD001		
WR0000040		equest v2			0			22 May 20		21 Mar 2017					MUD001	MUD001		
WR0000042			with end da	DR	0			06 Jun 201		06 Jun 2017					DUT001	DUT001		
WR0000043	3 Test sd	heduled st	art and end	DR	0	2 14 1	Jun 2017	01 Jun 201	17	01 Jun 2017					DUT001	DUT001		
WR0000050	Test wo	ork reques	t	INSP	0	2 281	Nov 2017	28 Nov 20	17	28 Nov 2017					DUT001	DUT001		
WR0000051	1 Drum re	equired fro	m supplier fo	PR	0	2 221	May 2018	21 Jun 201	18	21 Jun 2018					SHA001	SHA001		
WR0000054	4 New dr	um reques	ted to compl	DR	0	2 221	May 2018	22 May 20	18	22 May 2018					MIL001	SHA001		
WR0000057	7 Service	Request		SERV	0			10 Jul 20 1		10 Jul 2018					MIL001	SHA001		
WR0000060	Service	Request		SERV	0	2 13 1	Jul 2018	13 Jul 201	8	13 Jul 2018					TAD009	SHA001		
						De De	elete elete Work lear ear Filters	k Request										

FUNCTIONS TILES

- Most Listing screens contain a *Links* panel that contains *Func*tions and *Processing* tiles.
- Each tile will allow you to view *data* concerning a particular *row* that you have selected.



<u> </u>		for Durban - BPO: V						- 0	X
Home Equipment	and Locations Contract Finance and HR Inven	tory Maintenance	and Projects	Manufacturing	Procurement S	sales Service	Reporting	Jähtes – d?	ł.
3 📝 X I	Durban •	0	pr.	16	🖉 📲				
dd Edit Delete	Save Layout Workspaces Al +	Refresh Reval	convert	Buy Back	Print Export				
					•				
Maintenance a	Format / Current	4	Process	à.	Print 2				
ıks	Chap a column header here to group by that col								
ter text to search	P Description	InventoryC	Cariabia	ModelNo	CustomerName	Depthame	Status	CategoryDes	
unctions		errow peri	- UND KOR NV	(1996)	- Costone Hank	Paper wine.	349.04	canda loca	•
uncoons	. Sugar Billion Mader	1781 159900	13 00365	84199	Mana Minda	Technical	A	Hardware	
WO History	Kruger ZN Fax Machine	KZN-1227F8	12-98765	ZN122	Hope Works	Technical	100	1.21.01	
	Kruger ZN Fax Machine	KZN-1227F8	20-98765	ZN122	Hope Works	Technical	A	Hardware	
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart		Hardware	
Barrad Links	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware	
Project History	SP6161 Sprint Copier	SP6161	16161238	SP6161			A	Hardware	
	SP6161 Sprint Copier	SP6161	1616-234	SP6161		121012-0050	A	Hardware	
000	SP204 Colour Copier	SP204		\$P204	Young Electric	Sales Depart		Hardware	
Meters	SP204 Colour Copier	SP204	001912105				A	Hardware	
	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware	
History	SP2020 Sprint Colour Multi Functional Copier	SP 2020		5P2020	Young Electric	Sales Depart	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43259	5P2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware	
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware	
puni	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	5P2020	qa1234	5P2020			A	Hardware	
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw 1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware	
Notes	SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	12345	SP2020			A	Hardware	
Documents	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Cooler	SP 2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware	

- Click anywhere in the panel and
 - ° Either, use the **scroll button** on your mouse



• *Or*, use the *arrows* that appear as you hover over the panel to scroll up and down to find your tile of choice.

a -	Machine List for							- 0	Х
Home Equipment a	nd Locations Contract. Finance and HR Inventor	Maintenance (and Projects	Manufacturing	Procurement !	Sales Service	Reporting	Utilites – ið	8. j
🚯 💋 🗙 🛛	Durban •	0	De	14	2				
· · · · ·	iave Layout Workspaces Al • F	lefresh Revalu	e Convert	Autor	Print Export				
HAN CAN LODGE A	All .	CITCHT METHO	e comerci	ouy book	*				
Maintenarice a	Format a Current	4	Process	1	Post 2				
inks a									
nter text to search		InventoryC	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDer	54
Functions		erterin Jane						seale tes	
6	Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	Hardware	
WOH	Kruger ZN Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical		Hardware	
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart	17	Hardware	
	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161	Tool of Lectric	And a robust of	A	Hardware	
Project History	SP6161 Sprint Copier	SP6161	1616123a	SP6161			A	Hardware	
	SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware	
	SP204 Colour Copier	\$P204		\$9204	Young Electric	Sales Depart	A	Hardware	
Meters	SP204 Colour Copier	5P204	001912105	\$9204			A	Hardware	
(Acres)	SP204 Colour Copier	5P204	204-10203	\$9204	Titan Group		A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 2020		SP 2020	Young Electric	Sales Depart	A	Hardware	
History	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	592020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware	
BOM	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43256	5P2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	a12345	\$P2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	qa1234	SP2020			A	Hardware	
Warranties 1	5P2020 Sprint Colour Multi Functional Copier	SP 2020	aw1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	5P2020			A	Hardware	
Notes	SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	5P2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	\$P2020			A	Hardware	
	5P2020 Sprint Colour Multi Functional Copier	5P2020	r12345	SP 2020			A	Hardware	
Deam	SP2020 Sprint Colour Multi Functional Copier	SP 2020	76589	SP 2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware	



• You can also find your tile of choice by using the *Search* text box at the top of the *Links* panel.

·	Machine List for	Durban - BPO: V	ersion 2.1.0.20	- Example Co	mpany				Х
Home Equipment (nd Locations Contract Finance and HR. Inventor	Maintenance	and Projects	Manufacturing	Procurement 5	lales Service I	Reporting U	sites – d	9
d Edt Delete	Save Layout Workspaces	tefresh Reval	e Convert	Buy Back	int Export				
Maintenance	Format Current		Process		Print				
		4	1100098	4	ann 4				
les 1	Drag a column header here to group by that column								
er text to search	Description	InventoryC	SerialNo	ModelNo •	CustomerName	DeptName	Status	CategoryDe	sc
unctions									
	Kruger ZN Fax Machine	KZN-1227F8	12-98765	ZN122	Hope Works	Technical	A	Hardware	
WO History	Kruger ZN Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical	A	Hardware	
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware	
	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware	
Project History	SP6161 Sprint Copier	SP6161	1516123a	SP6161			A	Hardware	
	SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware	
	SP204 Colour Copier	5P204		SP204	Young Electric	Sales Depart	A	Hardware	
Meters	SP204 Colour Copier	SP204	001912105	5P204			A	Hardware	
	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware	
History	SP2020 Sprint Colour Multi Functional Copier	SP 2020		5P2020	Young Electric	Sales Depart	A	Hardware	
(Market)	SP2020 Sprint Colour Multi Functional Copier	SP 20 20	2020-43259	5P2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware	
DAMAN.	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	5P2020	Hope Works	Technical	A	Hardware	
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	5P2020	ga1234	5P2020			A	Hardware	
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw 1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 20 20	lo1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware	
Notes	SP2020 Sprint Colour Multi Functional Copier	SP 2020	9876a	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	5P2020			A	Hardware	
Documents	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware	
a reasonados ()	SP2020 Sorint Colour Multi Functional Cooler	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware	



- In this search text box, type in the *name* of the Function tile that you are looking for.
- As you start typing the system will start searching.
- The *Links* panel will display your choice of tile.
 - $^\circ~$ In this image, we searched for the Depreciation tile.



A .	Machine List for D	urban - BPO: W	ersion 2.1.0.20	- Example C	ompany			- 🗆 X
Home Equipment	and Locations Contract Finance and HR Inventory	Maintenance a	nd Projects	Manufacturing	Procurement S	ales Service I	Reporting	Jätes – d?
0 🖗 X	Durban 🔹	a 4.	Jb/	1	🧾 🖳			
• • • • •		efresh Revalu	Connert					
Add Edit Delete	Save Layout Workspaces Al · R	efresh Revalu	e Convert	Buy Back	Print Export			
Maintenance a	Format , Current		Process	1	Print ,			
Links	• Orag a column header here to group by that column							
Depreciation	0					140000	100000	
	Description	InventoryC	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
Functions	*							
10000000	SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart	A	Hardware
Depreciation	SP204 Colour Copier	\$P204	001912105	SP204			A	Hardware
	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9999	5P2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020		5P2020	Young Electric	Sales Depart	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43256	5P2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	qa1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw 1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	34538	SP 2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-8089	5P2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8088	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-8087	SP2020	Derton Technol		A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-8086	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	220-8084	\$92020	Derton Technol	e.	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-8083	SP 2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8082	SP2020	Hope Works	Technical	A	Hardware



DOCKING PANELS

- Panels can be *docked* (pinned) on the screen or *undocked* (unpinned or hidden) according to your preference.
 - If a panel is *docked* on the screen the pin icon will be upright.
 - If a panel is *undocked* on the screen the pin icon will be *on its side*.
- In this image, the panel is already docked (the pin is upright), click on the *docking icon* to hide the panel.



<u>} '</u>	Machine List for	Durban - BPO: V	ersion 2.1.0.20	- Example Co	mpany			- 0 3
Home Equipment	and Locations Contract Finance and HR Inventor	y Maintenance	and Projects	Manufacturing	Procurement :	Sales Service	Reporting L	illites - 67
🕀 🥖 🗶	Durban •	(a) (2)	Jbr .	6 1	2 📬			
dd Edit Delete		Refresh Revalu	convert	Buy Back	Print Export			
ton Enr Melere	Save Layout Workspaces	veneso sevas	k tawar	put peer	* Export			
Maintenance 2	Format J Current	4	Process	1	Print			
nks	Drag a column header here to group by that column							
iter text to search	P		Carlable	ModelNo	Colonations	DepHame	Status	Calapari
functions	Description	InventoryC	Siculario	MODELIO	CustomerName	DeptName	20005	CategoryDesc
Functions	1				(i		3	
WO History	Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	Hardware
	Kruger ZN Fax Machine	KZN-1227FB	20-98765	ZN122	Hope Works	Technical	A	Hardware
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart		Hardware
	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware
Project History	SP6161 Sprint Copier	SP6161	16161238	SP6161			A	Hardware
	SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware
	SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart	A	Hardware
Meters	SP204 Colour Copier	5P204	001912105	5P204			A	Hardware
	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware
History	SP2020 Sprint Colour Multi Functional Copier	SP2020		5P2020	Young Electric	Sales Depart	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 20 20	2020-43259	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	5P2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
1144	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	5P2020	Hope Works	Technical	A	Hardware
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	ga1234	5P2020			A	Hardware
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw 1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
Notes	SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	112345	SP2020			A	Hardware
Dec marks	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
Documents	SP2020 Sorint Colour Multi Functional Cooler	5P2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware

• The Links panel is now undocked, and a *Links* tab is now displayed on the left of the listing screen to show you that there is a hidden



panel there.

• You can click on this Links tab to *expand* and *dock* the Links panel again at any time.

4	These Providence	and and and the states				D: Version 2.1.0.20 - E			Palla Realized Back	And Datace	0		×
2	Home Equipment	and Locations Contract	E Hinanot and H	t Inventory	Mantenar	a martine	nunacturing H		sales service kep	orting Utilities	-	G.	
÷	X	2	Durban	•	3	5 🚩 I							
dd	Edit Delete	Save Layout Workspa	ces Al	• Re	fresh Re	value Convert Buy	Back Print						
N	laintenance	Fornat		urrent :		Process		mt a					
	en rijer ne nov	1 Annual		ALCO C					1		-		
1													
2													
	Description		 InventoryC 	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Priority		IsPo	ed
۲													
	Staple Unit		2020-998	dr2143				A	Accessories		3	No	
	Staple Unit		2020-998	dr4123				A	Accessories		3	No	
	Staple Unit		2020-998	dr3214				A	Accessories		3	No	
	Staple Unit		2020-998	dr 1234				A	Accessories		3	No	
	Staple Unit		1020-478	478-1234	1020-478			A	Accessories		3	No	
	Staple Unit		2020-998	998-987654				A	Accessories		3	Yes	
	Staple Unit		2020-998	998-12345				A	Accessories		3	No	
	Sprint copier		SP1818	2020-9867.0				A	Hardware		3	Yes	
	Sprint copier		SP1818	1818-8691		Bothas Networ.		A	Hardware		3	No	
	Sprint copier		SP1818	1818-9756		Bothas Networ.		A	Hardware		3	No	
	Sprint copier		5P1818	1818-6589		Big Bargains		A	Hardware		3	No	
	Sprint copier		SP 1818	1818-7054		Bothas Networ.		A	Hardware		3	No	
	Sprint copier		5P1818	1818-0957		Big Bargains		A	Hardware		3	No	
	Sprint copier		SP1818	1818-0890		Big Bargains		A	Hardware		3	No	
	Sprint copier		5P1818	1818-0935		Cash Sales Acc.	. Sales Depar	L., A	Hardware		3	No	
	Sprint copier		SP1818	1818-9058				A	Hardware		3	No	
	Sprint copier		5P1818	1818-6398				A	Hardware		3	No	
	Sprint copier		SP 1818	1818-4585				A	Hardware		3	No	
	Sprint copier		SP 1818	1818-0698				A	Hardware		3	No	
1	Sprint copier		SP 1818	1818-7659				A	Hardware		3	No	
	Sprint copier		SP 1818	1818-9671				A	Hardware		3	No	
	Sprint copier		SP 1818	1818-8594				A	Hardware		3	Yes	
	Sprint copier		SP1818	1818-7658				A	Hardware		3	No	



THE SITE FILTER

• The *Site Filter* lets you select the *site* or *company branch* within which you wish to work. This is only available in relevant listing screens.



a .	Machine List for	r Durban - 8PO: V	ersion 2.1.0.20	- Example Co	ompany			- D	Х
Home Equipment of	ind Locations Contract Finance and HR Invento	ry Maintenance	and Projects	Manufacturing	Progrement Sa	les Service	Reporting I	Alter - i	9: 3
Add Edit Delete	Save Layout Workspaces Al •	Refresh Revail	e Convert	Euy Sick	Print Export				
Maintenance 4	Format Current		Process	-	Print				
inks	Drag a column header here to group the that column								
ster text to search	P Description	InventoryC	CariaNo	ModelNo	CustomerName	DeptName	Status	CategoryDe	
functions	vesupion v	Rodento Servi	OCI KONNU	Poucivu	COMMENTATIC	nehriaue.	anama	caleyo yo	24
Functions	in the second								
WO History	SP2020 Sprint Colour Multi Functional Copier	SP 2020	20-12345	SP2020			A	Hardware	
	SP1919 Sprint Colour MFC	SP 1919	19-12345	1919	Derton Technol		A	Hardware	
	SP1919 Sprint Colour MFC	SP1919	19-90200	1919			A	Hardware	
	SP1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supples		A	Hardware	
Project History	Sprint copier	SP 1818	18-30200		Hope Works	Technical	A	Hardware	
	K147 Kyocera Colour Copier	1458-96523	K147-1234		Office Supplies		A	Kyocera Mu	
	K147 Kyocera Colour Copier	1458-96523	SIN13512345	1.1.1	Young Electric	Sales Depart	A	Kyocera Mu	
Meters	K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	A	Kyocera Mu	ltifu
	SP 19 19 Sprint Colour MFC	SP 1919	20-857485	1919			A	Hardware	
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware	
History	K147 Kyocera Colour Copier	1458-96523	sn123	K147	Young Electric	Sales Depart	A	Kyocera Mu	ltfu
UNTOE	K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dyn		A	Kyocera Mu	ltifu
	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	A	Hardware	
1440	SP2020 Sprint Colour Multi Functional Copier	5P2020	abc147b	SP2020			A	Hardware	
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technol		A	Hardware	
	SP1919 Sprint Colour MFC	SP 19 19	cvb123	1919			A	Hardware	
	SP 19-12 Colour Copier	SP19-123456	SP 19-1218	SP19-12	Titan Group		A	Hardware	
Warranties 1	SP19-12 Colour Copier	SP 19-123456	19-12/1201	SP19-12	Titan Group		A	Hardware	
	SP 19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		A	Hardware	
	SP 19-12 Colour Copier	SP19-123455	1912-147258	SP19-12	Hope Works	Technical	A	Hardware	
Notes	SP 19-12 Colour Copier	SP 19-123456	1912-102030	SP19-12			A	Hardware	
	SP 19-12 Colour Copier	SP 19-123456	1912-102031	\$919-12	Samanthas Diner		A	Hardware	
	SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networ		A	Hardware	
Ber marks	SP 19-12 Colour Copier	SP 19-123456	1912-102033	SP19-12	Office Supples		A	Hardware	
Documents	SP 19-12 Colour Copier	SP19-123456	1912-102034	SP19-12	Danny Storm I		A	Hardware	

• Click on the *drop-down arrow* and select from the list, the site you wish to work in.



1	1.000000000000000000000000000000000000	STATE AND	r Durban - BPO: V			and so the rest of the	5.1 (ANO) ()		- 0	X
Home Equipment	and Locations Contract Fi	nance and HR Envent	ory Maintenance	and Projecta	Manufacturing	Procurement Sa	ies Service i	Reporting L	Itildes - 6	P.
🔁 💋 🗙 🛛	4	Durban 🔹	0	₿v.	Ŷ	2 🖷				
dd Edit Delete	Save Layout Workspaces	ID A Name		Convert	Buy Back	Print Export				
		0 Al Sites 1 Durban				•				
Maintenance /	Format #	2 Pretoria		Process	1	Print #				
nks	Drag a column Neader her	1								
ter text to search	,P Description			riaNo	ModelNo	CustomerName	DeptName	Satur	CategoryOe	
functions	4			rano	100610	Provincinane.	rebriese	20010	caleforitoe	N
UNCOMIS		×		1					De Laur	
WO History	SP2020 Sprint Colour I		3 1010	10-12345	5P2020			A	Hardware	
	SP 1919 Sprint Colour		5P1919	19-12345	1919	Derton Technol	-	A	Hardware	_
	SP 1919 Sprint Colour 1		5P1919	19-90200	1919			A	Hardware	
	SP 1919 Sprint Colour 1	MFC	SP1919	19-90201	1919	Office Supplies		A	Hardware	
Project History	Sprint copier		\$91818	18-30200		Hope Works	Technical	A	Hardware	11
	K147 Kyocera Colour (1458-96523	K147-1234		Office Supples		A	Kyocera Mul	
	K147 Kyocera Colour	1000	1450-96523	SDN13512345		Young Electric	Sales Depart	A	Kyocera Mul	
Meters	K147 Kyocera Colour (1458-96523	5DN32413546		Hope Works	Technical	A	Kyocera Mul	H.
	SP 1919 Sprint Colour I		\$P1919	20-857485	1919			A	Hardware	
	Kruger ZN Fax Machin		KZN-1227F8	sin 12345568	ZN122	Young Electric	Sales Depart		Hardware	
History	K147 Kyocera Colour (1458-96523	sin123	K147	Young Electric	Sales Depart	A	Kyocera Mul	
	K147 Kyocera Colour (Copier	1458-96523	14-9652365	K147	Westwood Dyn		A	Kyocera Mul	ţĂ,
	SP2020 Sprint Colour I	Mult Functional Copier	SP 2020	abc147a	SP2020	Hope Works	Technical	A	Hardware	
804	 SP2020 Sprint Colour I 	Mult Functional Copier	\$P2020	abc147b	SP2020			A	Hardware	
.0.01	SP2020 Sprint Colour I	Mult Functional Copier	5P2020	abc147c	SP2020	Derton Technol		A	Hardware	
	SP 1919 Sprint Colour I	MEC	SP1919	c/b123	1919			A	Hardware	
	SP 19-12 Colour Copies	r	SP19-123456	\$919-1218	5919-12	Titan Group		Å	Hardware	
Warranties 1	SP 19-12 Colour Copies	ř.	SP19-123456	19-12/1201	\$219-12	Titan Group		A	Hardware	
	SP 19-12 Colour Copies	r .	\$P19-123456	19-12/1202	SP19-12	Samanthas Diner		A	Hardware	
	SP19-12 Colour Copie	r i	SP19-123456	1912-147258	9919-12	Hope Works	Technical	A	Hardware	
Notes	SP 19-12 Colour Copie	0	\$P19-123456	1912-102030	\$219-12			A	Hardware	
	SP 19-12 Colour Copies	6	\$P19-123456	1912-102031	\$919-12	Sementhas Diner		A	Hardware	
	SP 19-12 Colour Copie	r	SP19-123456	1912-102032	SP19-12	Bothas Networ		A	Hardware	
Documents	SP 19-12 Colour Copies		SP19-123456	1912-102033	\$919-12	Office Supplies		A	Hardware	
	SP19-12 Colour Coole	,	SP19-123456	1912-102034	5919-12	Danny Storm I		A	Hardware	



THE STATUS FILTER

- The *Status* or *Type Filter* allows you to filter the information in the screen according to status / type. This is only available in some screens and its content depends on the screen that you are currently in. In this image we are searching for a particular status in the *Asset Listing* (or *Machine List for Durban*) screen.
- Click on the *drop-down arrow* in the *status* field.



à. <u> </u>		r Durban - 8PO: V						- 0	X
Home Equipment	and Locations Contract Finance and HR Invento	ry Maintenance	and Projects	Manufacturing	Procurement Sa	les Service	Reporting	Xites – ő	b i
🗿 💋 🗶 🛛	Durban •	(a) (4)	De	6	🦉 💼				
add Edit Delete		Refresh Reval	e Convert	Buy Back	Print Export				
NA LAN DEPEN	Save Layout Workspaces	Nellesi) Nevas	c convert	uny book	* CAPAR				
Maintenance a	Format Current		Process	1	Print /				
nks	Drag a column header have to group by that colum							1	
Her text to search	p		Carloble	Madable	Astronotions	Destilant	Parker	Calumo Da	
	Description	InventoryC	Seriario	ModelNo	CustomerName	DeptName	Status	CategoryDe	ĸ
Functions	۲			222.02			3	2	
WO History	 SP2020 Sprint Colour Multi Functional Copier 	SP 2020	20-12345	SP2020			A	Hardware	
	SP1919 Sprint Colour MFC	SP 1919	19-12345	1919	Derton Technol		A	Hardware	
	SP 1919 Sprint Colour MFC	5P1919	19-90200	1919			A	Hardware	
	SP 1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supples		A	Hardware	
Project History	Sprint copier	SP 1818	18-30200		Hope Works	Technical	A	Hardware	
	K147 Kyocera Colour Copier	1458-96523	K147-1234	K147	Office Supplies		A	Kyocera Mult	tifu
	K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric	Sales Depart	A	Kyocera Mult	tifu
Meters	K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	A	Kyocera Mult	tifu
	SP 1919 Sprint Colour MFC	SP 1919	20-857485	1919			A	Hardware	
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware	
History	K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Depart	A	Kyocera Mult	tifu
United.	K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dyn		A	Kyocera Mult	tifu
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	abc147a	SP2020	Hope Works	Technical	A	Hardware	
TANK .	SP2020 Sprint Colour Multi Functional Copier	SP 20 20	abc147b	SP2020			A	Hardware	
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technol		A	Hardware	
	SP1919 Sprint Colour MFC	SP 1919	cvb123	1919			A	Hardware	
	SP19-12 Colour Copier	SP 19-123456	\$919-1218	\$P19-12	Titan Group		A	Hardware	
Warranties 1	SP19-12 Colour Copier	5P19-123455	19-12/1201	\$919-12	Titan Group		A	Hardware	
	SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanithas Diner		A	Hardware	
	SP19-12 Colour Copier	SP 19-123456	1912-147258	\$919-12	Hope Works	Technical	A	Hardware	
Notes	SP 19-12 Colour Copier	SP 19-123456	1912-102030	SP19-12			A	Hardware	
	SP19-12 Colour Copier	SP19-123456	1912-102031	\$919-12	Samanthas Diner		A	Hardware	
	SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networ		A	Hardware	
Dec much	SP 19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supples		A	Hardware	
Documents	SP 19-12 Colour Cooler	\$019-123456	1912-102034	\$919-12	Danny Storm I		A	Hardware	

• The drop-down status *Type* and *Description* list will be relevant to the screen that is open.



1				rban - BPO: Vi						- 0	X
Hone Equipment a	end Locations Contract P	inance and HR	Inventory	Maintenance a	and Projects	Manufacturing	Procurement Sa	les Service I	Reporting U	tilões –	Ø
) 🕖 X 🛛	21	Durban	• 4	3 4	p.	R.	9				
	Save Layout Workspaces		. Ref	resh Revalu	e Convert	Buy Back	Wint Export				
nn enr horn	sare cajour monspaces	Al	-	-	e çamen	only bary					
Maintenance	Format	production of the	A Description		Process	1	Print 2				
ka l		0	ne Client Machine	d i						10	
ter text to search	Drag a calum header he	1	Internal Asset	7							1.
	Description	S	Serialsed Stor	x	riahio	ModelNo	CustomerName	DeptName	Status	CategoryC)esc
unctions	,										
Time	SP2020 Sprint Colour				-12345	SP2020			A	Hardware	
WO History	SP 1919 Sprint Colour	×			412345	1919	Derton Technol		A	Hardware	
	SP1919 Sprint Colour	MFC		SP1919	19-90200	1919			A	Hardware	
	SP 1919 Sprint Colour	MFC		\$21919	19-90201	1919	Office Supplies		A	Hardware	
Project History	Sprint copier			SP1818	18-30200		Hope Works	Technical	A	Hardware	
	K147 Kyocera Colour	Copier		1458-96523	K147-1234	K147	Office Supplies		A	Kyocera M	Utf.
	K147 Kyocera Colour	Copier		1458-96523	SIN13512345	K147	Young Electric	Sales Depart	A	Kyocera M	Uti
Meters	K147 Kyocera Colour	Copier		1458-96523	SIN02410546	K147	Hope Works	Technical	A	Kyocera M	Uth
(DEDWARD)	SP1919 Sprint Colour	MFC		SP 19 19	20-857485	1919			A	Hardware	
	Knuger ZN Fax Machin	e		KZN+1227FB	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware	
History	K147 Kyocera Colour	Copier		1458-96523	sin 123	K147	Young Electric	Sales Depart	A	Kyocera M	L/IA
nowi	K147 Kyocera Colour	Copier		1458-96523	14-9652365	K147	Westwood Dyn		A	Kyocera M	MA
	SP2020 Sprint Colour	Multi Functional	Copier	\$P2020	abc147a	SP2020	Hope Works	Technical	A	Hardware	
944/11	SP2020 Sprint Colour	Mult Functional	Copier	SP2020	abc147b	SP2020			A	Hardware	
вом	SP2020 Sprint Colour	Mult Functional	Copier	SP2020	abc147c	\$92020	Derton Technol		A	Hardware	
	SP1919 Sprint Colour	MFC		SP1919	cvb123	1919			A	Hardware	8
	SP19-12 Colour Copie	f		SP19-123456	\$919-1218	SP 19-12	Titan Group		A	Hardware	
Warrantes 1	SP19-12 Colour Copie	ŕ		SP19-123456	19-12/1201	SP19-12	Titan Group		A	Hardware	
	SP19-12 Colour Copie	r		\$919-123456	19-12/1202	\$919-12	Samanthas Diner		A	Hardware	
	SP 19-12 Colour Copie	(5919-123456	1912-147258	\$219-12	Hope Works	Technical	A	Hardware	
Notes	SP19-12 Colour Copie	1		\$P19-123456	1912-102030	\$919-12			A	Hardware	
	SP19-12 Colour Copie	t		\$P19-123456	1912-102031	SP19-12	Samanthas Diner		A	Hardware	
	SP19-12 Colour Copie	t		SP19-123456	1912-102032	\$919-12	Bothas Networ		A	Hardware	
Documents	5P19-12 Colour Copie	r		SP19-123456	1912-102033	\$219-12	Office Supples		A	Hardware	
Counter to	SP19-12 Colour Coole	ť		\$919-123456	1912-102034	SP 19-12	Danny Storm L.,		A	Hardware	AL.

MNU.000.003