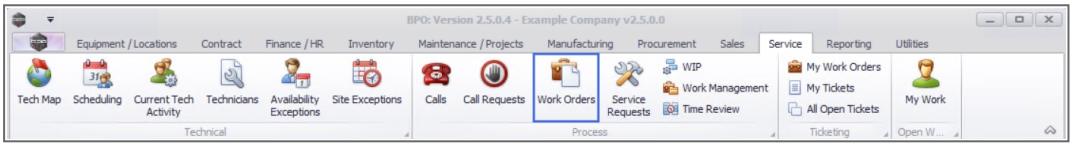
SERVICE

WORK ORDERS - VIEW A WORK ORDER

Ribbon Access: *Service > Work Orders*



1. The ***Work Order Listing*** screen will display.
2. Select the ***Site*** where the work order was raised.
    - The example has ***Durban*** selected.
3. Select the ***Status*** for the work order you wish to view.
    - The example has ***Open*** selected.

If you are not sure of the *site* or *status* of the work order you require, use the Find WO feature to search for it.

4. Click on the ***row*** of the work order where you wish to view the details for.
5. Click on ***View***.

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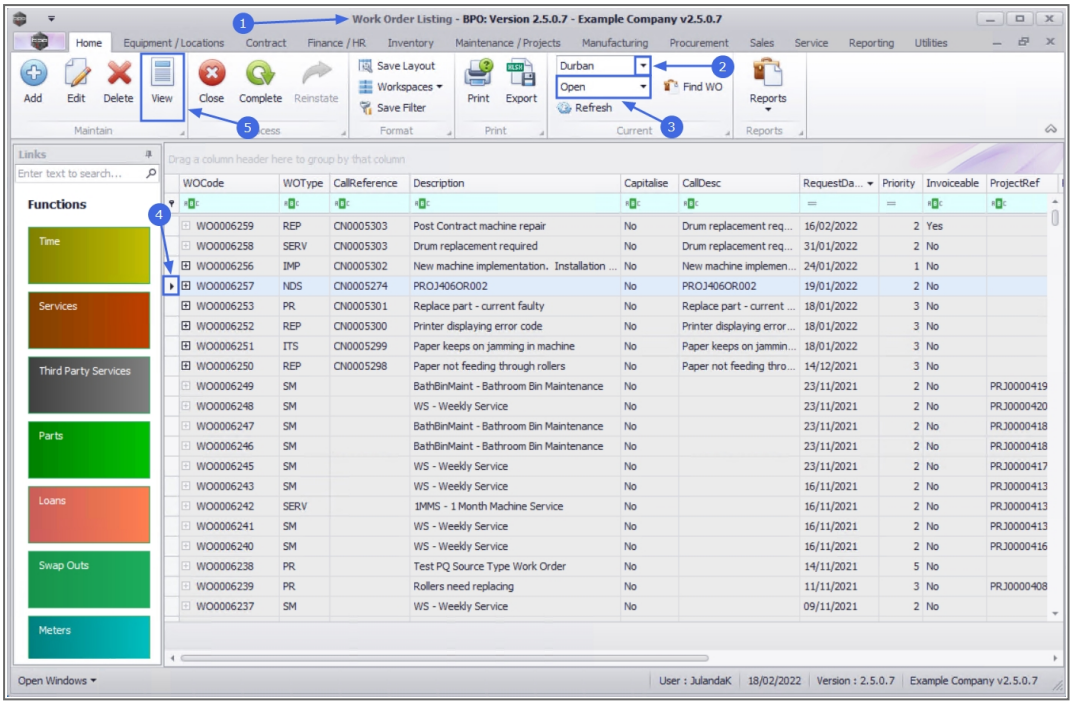

6. The ***View Work Order - [****work order number****]*** screen will be displayed.

> **Note** that this is a view only screen and no changes can be made to the work order details.

7. You can view the work order ***details***, ***Work Order Item*** and ***Schedule*** information.
8. Click on ***Additional Data***, ***Customer Info***, ***Equipment Info*** or ***Required Crafts*** tab(s), to view the related information.
9. Click on the required ***Functions*** tile to view information linked to the work order.
10. Click on ***Back*** to return to the ***Work Order Listing*** screen.

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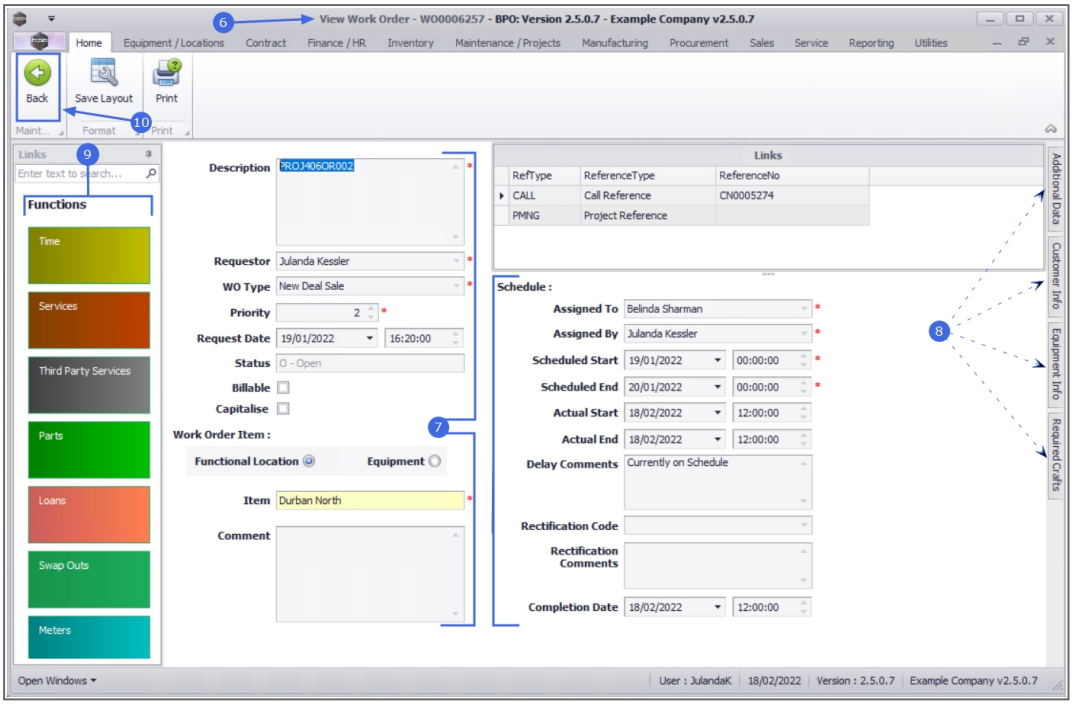

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