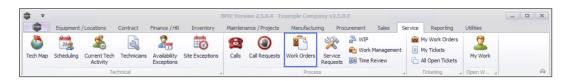


SERVICE

WORK ORDERS - DELETE 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. Set the *Status* to *Open*.
 - You can only delete a work order when it is in an *Open* status.

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

- 4. Click on the *row* of the work order that you wish to *remove*.
- 5. Click on *Delete*.

P

Short cut key: *Right click* to display the *All groups* menu list. Click on *Delete*.



Work Orders - Delete Work Order

Add	Edit Delete		Close Comp	Nete Reinsta	ate	Layout spaces • Print Export @ Refresh		Find WO	Service Repor	ting U	tilities	- 8
inks	Maintain		A Proc		" Form		Curren 3	, Reports	4		/	
	to search	*										
		- L	WOCode	WOType	CallReference	Description	Capitalise	CallDesc	RequestDa •	Priority	Invoiceable	ProjectRe
Function	ions	1	* 0 ¢	* 0 ¢	ROC	R E C	8 8 0	ROC	=	=	RBC	REC
		4	🗄 WO0006259	REP	CN0005303	Post Contract machine repair	No	Drum replacement req	16/02/2022	2	Yes	
Time		T	· WO0006258	SERV	CN0005303	Drum replacement required	No	Drum replacement req	31/01/2022	2	No	
			₩O0006256	IMP	CN0005302	New machine implementation. Installation .	No	New machine implemen	24/01/2022	1	No	
			₩O0006257 ₩O0006257	NDS	CN0005274	PROJ406OR002	No	PROJ406OR002	19/01/2022	2	No	
Services			• 🗉 WO0006255	REP	CN0005300	Repair required for Error Code	No	Printer displaying error	19/01/2022	2	No	
			PR	CN0005301	Replace part - current faulty	No	Replace part - current	18/01/2022	3	No		
			REP	CN0005300	Printer displaying error code	No	Printer displaying error	18/01/2022	3	No		
Third P	Third Party Services		⊞ WO0006251	ITS	CN0005299	Paper keeps on jamming in machine	No	Paper keeps on jammin	18/01/2022	3	No	
				REP	CN0005298	Paper not feeding through rollers	No	Paper not feeding thro	14/12/2021	3	No	
			· WO0006249	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ00004
Deaths			· WO0006248	SM		WS - Weekly Service	No		23/11/2021	2	No	PRJ00004
Parts			· WO0006247	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ00004
			· WO0006246	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ00004
			· WO0006245	SM		WS - Weekly Service	No		23/11/2021	2	No	PRJ00004
Loans			· WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.300004
		· WO0006242	SERV		1MMS - 1 Month Machine Service	No		16/11/2021	2	No	PRJ00004	
			· WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PRJ00004
Swap Outs		· WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	PRJ00004	
			WO0006238	PR		Test PQ Source Type Work Order	No		14/11/2021	5	No	
			· WO0006239	PR		Rollers need replacing	No		11/11/2021	3	No	PRJ00004

- 6. When you receive the *Input Validation* message to confirm;
 - Are you sure you want to delete this work order, no. [work order number]? Answer 'Yes' to delete the work order.
- 7. Click on Yes.



Work Orders - Delete Work Order

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Time			WO0006259		CN0005303	Post Contract machine repair		lo	Drum replacement req		-	Yes		
			B WO0006258		CN0005303	Drum replacement required		lo	Drum replacement req		-	No		
					CN0005302	New machine implementation.		lo	New machine implemen.		-	No		
			⊞ WO0006257 WO0006257		CN0005274	PROJ406OR002		lo	PROJ406OR002	19/01/2022	-	No		
Services					CN0005300	Repair required for Error Code		lo	Printer displaying error			No		
			E ₩00006253		CN0005301	Replace part - current faulty	N	lo	Replace part - current	18/01/2022		No		
				2 REP	CN0005 Input	Validation 🚽				18/01/2022	3	No		
Third Par	ty Services		⊞ WO000625:	I ITS	CN0005	1	- C			18/01/2022	3	No		
				REP	CN0005	Are you sure you want t		rk order,	no. WO0006255?	14/12/2021	3	No		
		11		9 SM		Answer 'Yes' to delete t	he work order.			23/11/2021	2	No	PRJ0000	3,
Parts			B WO0006248	3 SM						23/11/2021	2	No	PRJ0000	3.
			B WO0006247	7 SM						23/11/2021	2	No	PR.30000	3.
			⊡ WO0006246	5 SM				Yes	No	23/11/2021	2	No	PRJ0000	34
			· WO0006245	5 SM		WS - Weekly Service	n	10		23/11/2021	2	No	PRJ0000	3.
			· WO0006243	3 SM		WS - Weekly Service	N	lo		16/11/2021	2	No	PRJ0000	3.
			· WO0006242	2 SERV		1MMS - 1 Month Machine Serv	rice N	lo		16/11/2021	2	No	PR.30000	3.
			WO0006241	L SM		WS - Weekly Service	N	lo		16/11/2021	2	No	PR.30000	34
Swap Ou			· WO0006240) SM		WS - Weekly Service	N	lo		16/11/2021	2	No	PR.30000	3.
			· WO0006238	B PR		Test PQ Source Type Work Or	rder N	lo		14/11/2021	5	No		
			WO0006239	PR.		Rollers need replacing	N	lo		11/11/2021	3	No	PR.30000	3.
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 To view the work order you have removed, change the Status to Deleted.

Home Equipmen	t / Locations Contr	ract Finar	nce / HR Inv	er Listing - BPO: Version 2.5.0 entory Maintenance / Projects	Manufac			Service Repor	ting L	Jtilities	_ 0	
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Time	WO0001598	INSP		test creating a work order without	out doing a	No		27/10/2017		No		
	WO0001408	DR		Delete work order		No		26/05/2017		No		
	WO0001008	DR		Add C class from asset warehout	ise BPO2	No		08/02/2017	2	No		
Parts												
Parts												
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