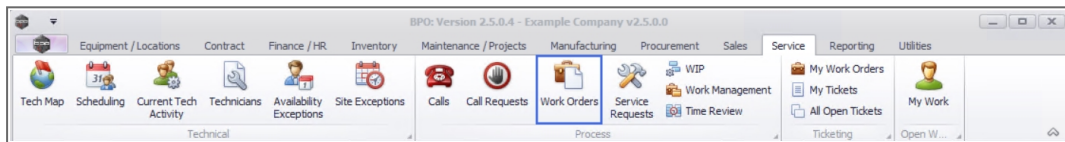


SERVICE

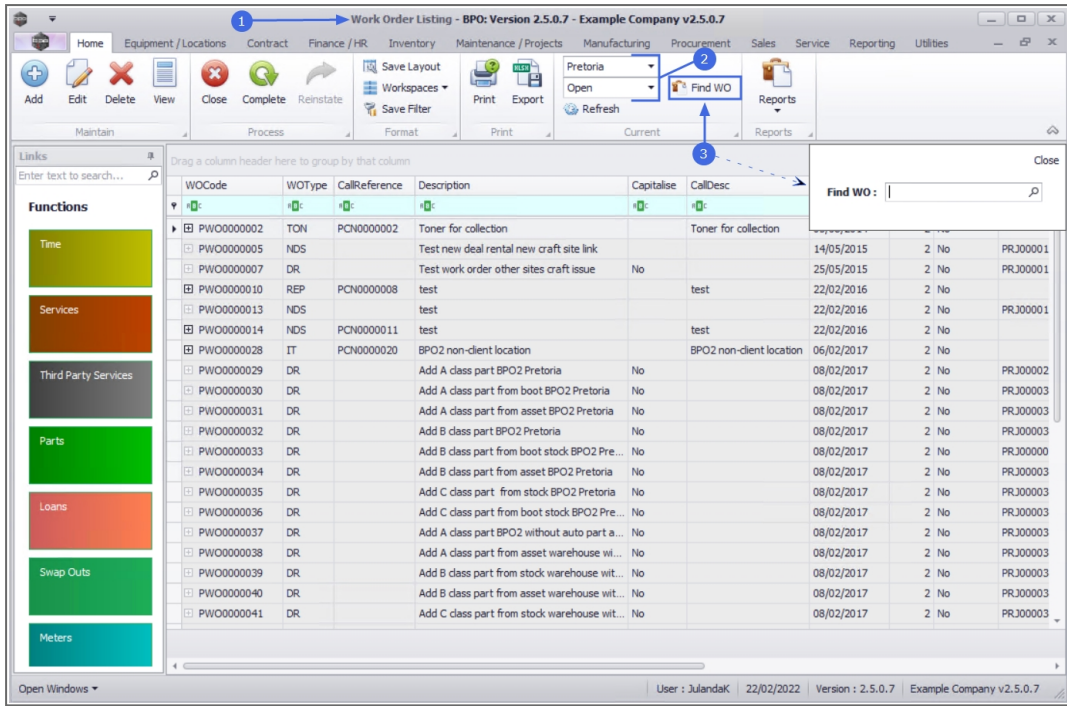
WORK ORDERS – FIND WO

You can use **Find WO** to search for a work order code across all **sites** and **statuses**.

Ribbon Access: *Service > Work Orders*

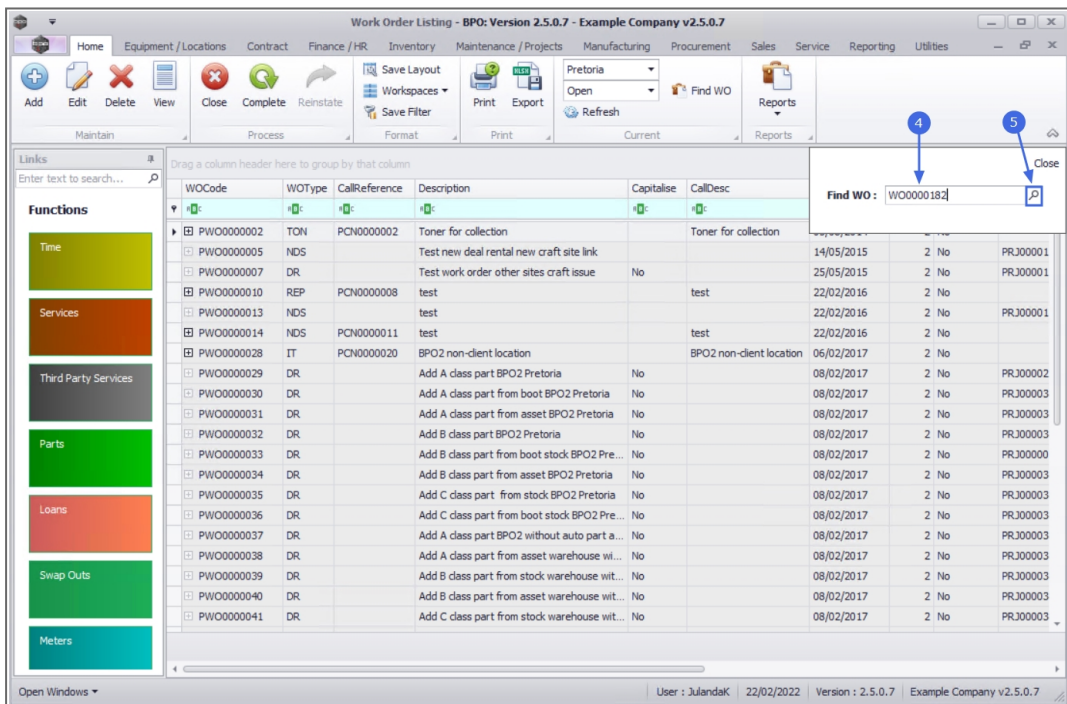


1. The **Work Order Listing** screen will display.
2. You do not need to select a **Site** or **Status**.
 - The example shows **Pretoria** selected as **Site** and the **Status** as **Open**.
3. Click on **Find WO** to display the **Find WO** search box.




4. To find a specific work order, type the work order **number** in the **Find WO** text box.

5. Click on the **search** button.



6. The system will locate and select the **row** of the work order that you have searched for.

7.  **Note** that the **Site** and **Status** has been updated with the site where the work order was issued and the status of the work order.

The screenshot shows the 'Work Order Listing' window for 'BPO: Version 2.5.0.7 - Example Company v2.5.0.7'. The interface includes a menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Delete, View, Close, Complete, Reinststate, Workspaces, Save Filter, Save Layout, Print, Export, Refresh, Find WO, and Reports. A sidebar on the left contains 'Links' and 'Functions' categories: Time, Services, Third Party Services, Parts, Loans, Swap Outs, and Meters. The main area is a table with columns: WCode, WOType, CallReference, Description, Capitalise, CallDesc, RequestDate, Priority, Invoiceable, and ProjectRef. A row with WCode 'WO0000182' is highlighted in blue. A blue circle '6' is placed over the 'Description' column of this row. A blue circle '7' is placed over the 'Find WO' button in the toolbar.

WCode	WOType	CallReference	Description	Capitalise	CallDesc	RequestDate	Priority	Invoiceable	ProjectRef
WO0000114	SM		WS - Weekly Service	No		17/07/2014	2	No	PR300000
WO0000118	SM		BathBinMajnt - Bathroom Bin Maintenance	No		24/07/2014	2	No	PR300000
WO0000175	NDS		SP1912_NDS_1 - Machine installation	No		03/07/2014	2	No	PR300000
WO0000178	SERV	CN0000035	test		test	16/07/2014	3	No	
WO0000182	SERV	CN0000039	Machine error code - service - 1250		Machine error code - s...	21/07/2014	2	No	
WO0000184	SERV	CN0000041	Please service machine as per error code		Please service machine...	21/07/2014	2	No	
WO0000196	SERV	CN0000047	Service required		Service required	31/07/2014	2	No	
WO0000198	REP	CN0000049	Machine error		Machine error	04/08/2014	2	No	
WO0000203	SERV	CN0000053	Machine error code - drum		Machine error code - d...	05/08/2014	2	No	
WO0000204	SERV	CN0000054	Service required		Service required	05/08/2014	2	No	
WO0000205	INST		SP240-1 - Machine Installations	No		05/08/2014	2	No	PR300000
WO0000234	DR		Machine checks - test work order in compl...	No		20/08/2014	2	No	
WO0000250	NDS		tst			25/09/2014	2	No	PR300000
WO0000273	NDS	CN0000086	test		test	12/11/2014	2	No	
WO0000278	SERV		1MMS - 1 Month Machine Service	No		04/08/2014	2	No	
WO0000286	SM		WS - Weekly Service	No		21/08/2014	2	No	PR300000
WO0000287	SM		BathBinMaint - Bathroom Bin Maintenance	No		21/08/2014	2	No	PR300001
WO0000432	REP	CN0000095	Prints arent stapled		Prints arent stapled	08/01/2015	2	No	
WO0000440	SERV	CN0000099	test first work order		test first work order	13/01/2015	2	No	
WO0000445	DR	CN0000103	Contract Closure - CO0000004		Contract Closure - CO...	02/02/2015	2	No	

MNU.072.009

