

# **SERVICE**

# WORK ORDERS - IMAGES

This function is normally done in TechConnect where the Technician will take images of work that needs to be done, e.g repairs of hardware, and then uploaded the image to the Work Order.

#### Ribbon Access: Service > Work Orders



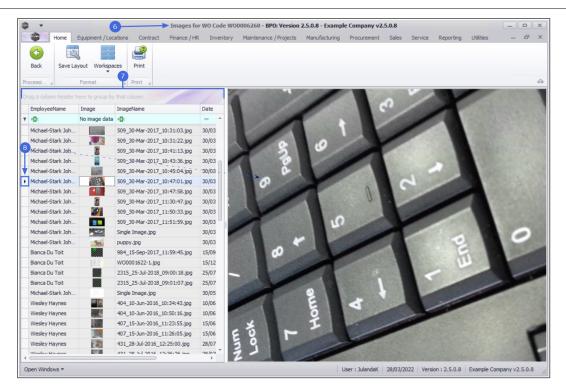
- 1. The *Work Order Listing* screen will be displayed.
- 2. Select the *Site* where the work order was issued.
  - The example has *Durban* selected.
- 3. Select the *Status* for the Work Order.
  - The example has **Open** selected.
- 4. Click on the *row* of the work order you wish to view the *image* for.
- 5. Click on the *Images* tile.



Add Edit	X Delete	View	Close Comple	te Reinstz	te Rave F	paces • Print Export Open		Find WO	vice Reportir	ng Utiliti	ies -	- 8	
Main inks		a (4)	Proce		Forma	at a Print a	Current 3	a Reports	4		1		
nter text to sea		P	g a column header		CallReference	Description	Capitalise	CallDesc	RequestDate	Priority	Invoiceable	Projec	
			NOCode •	* WOType	R	ABC STORES	capitalise #	R Calbesc	=	Priority	REC	Projec	.0
			• WO0006260	REP	-	-	-	-			No	-8-	
			WO0006259	REP	CN0005304 CN0005303	Loan unit required while main unit is being Post Contract machine repair	No	Loan unit required whil Drum replacement req		-	Yes		
Instructions			WO0006259	SERV	CN0005303	Drum replacement required	No	Drum replacement req			No		
			E WO0006255	NDS	CN0005303	PRO1406OR002	No	PROJ406OR002	19/01/2022	-	No		
Images			E WO0006256	IMP	CN0005302	New machine implementation. Installation	. No	New machine implemen	24/01/2022	-	No		
			E WO0006253	PR	CN0005301	Replace part - current faulty	No	Replace part - current		-	No		
		5,	E WO0006252	REP	CN0005300	Printer displaying error code	No	Printer displaying error		-	No		
			± WO0006251	ITS	CN0005299	Paper keeps on jamming in machine	No	Paper keeps on jammin		3	No		
Work in Prog	gress		E WO0006250	REP	CN0005298	Paper not feeding through rollers	No	Paper not feeding thro		3	No		
			· WO0006249	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ00	0
			WO0006248	SM		WS - Weekly Service	No		23/11/2021	2	No	PR.300	0
Maintenance			WO0006247	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.300	0
			WO0006246	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.300	0
			WO0006245	SM		WS - Weekly Service	No		23/11/2021	2	No	PRJOO	00
Time Review			WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.300	00
			WO0006242	SERV		1MMS - 1 Month Machine Service	No		16/11/2021	2	No	PR.300	00
			WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PRJ00	00
		1	WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.300	)0
		1	WO0006239	PR		Rollers need replacing	No		11/11/2021	3	No	PR.300	00
Processing		1	WO0006238	PR.		Test PQ Source Type Work Order	No		14/11/2021	5	No		
			WO0006237	SM		WS - Weekly Service	No		09/11/2021	2	No		
Quotes		1.0											

- 6. The *Images for WO Code [WO number]* screen will be displayed.
- 7. A list of Image data that have already been linked to the Work Order will display.
  - Here you can view the Name of the Employee, Image stock, Image Name and the Date the image was linked to the Work Order.
- 8. Click on the *row* of the image to display it in the image area.

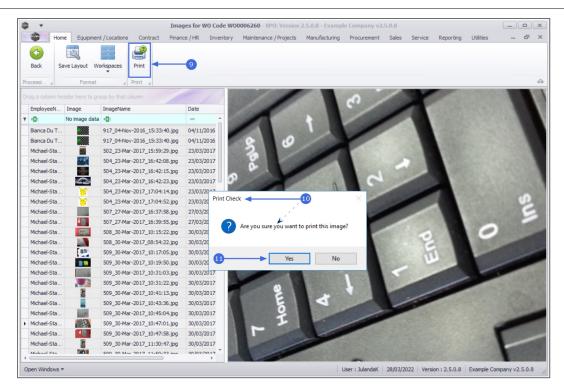




## **PRINT IMAGE**

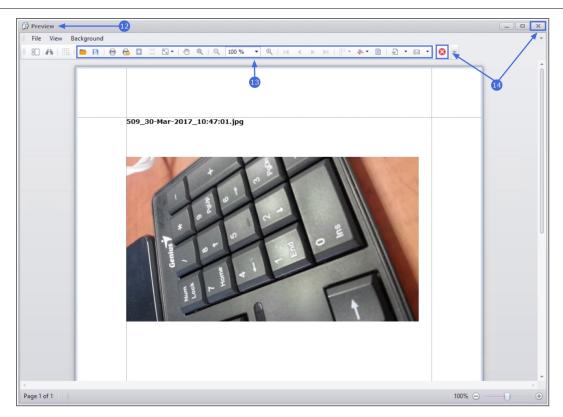
- 9. Click on *Print*.
- 10. When you receive the *Print Check* message to confirm;
  - Are you sure you want to print this image?
- 11. Click on Yes.





- 12. The image will display in the *Preview* screen.
- From here you can make cosmetic changes to the document as well as Save, Print, Zoom and add a Watermark to the image.
- 14. *Close* the screen when done.

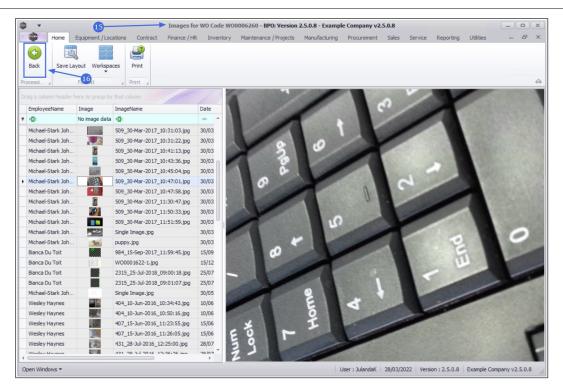




- 15. You will return to the *Images for WO Code* screen.
- 16. Click on *Back* to return to the Work Order Listing screen.



## Work Orders - Images



#### **Related Topics**

• Save Image to Work Order in TechConnect

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