

# PROJECTS

## WORK REQUESTS - APPROVE, DECLINE A WORK REQUEST

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#### Work Requests - Approve, Decline a Work Request

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| W E          | pipment a            | nd Locations | Contract      | Finance and HR | Inventory | Mainter    | nance and Pro   | ects    | Manuf | acturing | Procurement | Sales | Service | Reporting | Utilities  |     |
| *            | Ŷ                    | 1            | r.            |                | 1-        | #          | 2               | 1       | 4     |          |             |       |         |           |            |     |
| Instructions | Tasks                | Generate     | Work Requests | Maintenance    | Projects  | Standard   | Work Order      | Techn   | dan   |          |             |       |         |           |            |     |
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| Open Windo   | ws •                 |              |               |                |           |            |                 |         |       |          |             |       |         |           | 1 May 2018 | 1/1 |

- The *Work Requests* listing screen will be displayed.
- Select the *site*.

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| A 1            |   |                             | 1               | Vork Requests | - BPO: Ve                   | rsion 2.1.0.58 - Example Ci                | ompany   |                    |                      |         |        | 2        |         | х    |
|----------------|---|-----------------------------|-----------------|---------------|-----------------------------|--|----------|--------------------|----------------------|---------|--------|----------|---------|------|
| Hone           | Faunert and Lacatore Contract Proven                | Right                       | biventory       | Mantenance an | ut Projecta                 | Manufacturing Pro                          | crevent  | Sales Service      | Reporting Utilities  |         |        |          | - 6     | AUX. |
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| ling a country |   |                             |                 |               | 3                           | Cape Town<br>Johannesburg                  |          |                    |                      |         |        |          |         |      |
| WRCode         | Description   | WOType                      | Status Priority | AsigneeNum    | ò                           |  | time     | ScheduledStartDate | ScheduledFinishCoste | TaskNum | WOCode | Dednet   | Connect | 1    |
| •              |   |                             |                 |               | x                           |  | und -    |                    |                      |         |        |          |         |      |
| • WR0000039    | Work Request test v2. L0.5                          | DR                          | 0               | 2 MU0001      | - 10                        | NI ZANAY 2017                              | 001000   | 22 May 2017        | 06 Peb 2017          |         |        |          |         |      |
| WR0000040      | Work Request v2.1.0.5                               | DR                          | 0               | 2 M.0001      | M.O                         | 22 May 2017                                | 10:22:56 | 22 May 2017        | 21 May 2017          |         |        |          |         |      |
| WR0000042      | test work request with end date before start date   | DR                          | 0               | 2 CUT001      | CUTO                        | 01 07 Jun 2017                             | 16:23:00 | 06 Jun 2017        | 06 Jun 2017          |         |        |          |         |      |
| WR0000043      | Test scheduled start and end dates                  | DR.                         | 0               | 2 DUT001      | CUTO                        | 01 14 Jun 2017                             | 10:05:30 | 01 Jun 2017        | 01 Jun 2017          |         |        |          |         |      |
| WR0000049      | To check the copier transfer unit                   | DR                          | 0               | 2 CUT001      | OUTO                        | 01 23 Nov 2017                             | 12:05:28 | 23 Nov 2017        | 23 Nov 2017          |         |        |          |         |      |
| WR0000050      | Test work request                                   | 109                         | 0               | 2 DU1001      | DUTO                        | 01 28 Nev 2017                             | 09:16:55 | 28 Nev 2017        | 28 Nov 2017          |         |        |          |         |      |
| WR0000051      | Drum required from supplier for service completion. | R                           | 0               | 2 94A001      | 9440                        | 01 22 May 2018                             | 15:45:23 | 22 May 2018        | 22 May 2018          |         |        |          |         |      |
| WR0000052      | Drum Requested                                      | DR                          | 0               | 2 994001      | MQLO                        | 01 22 May 2018                             | 15:50:04 | 22.May 2018        | 22 May 2018          |         |        |          |         |      |
| WR0000053      | New drum requested to complete repair requirements. | PR                          | 0               | 2 994001      | 9440                        | 01 22 May 2010                             | 16:10:24 | 23 May 2018        | 23.May 2018          |         |        |          |         |      |
| WR0000054      | New drum requested to complete repair requirements. | DR                          | 0               | 2 M0.001      | \$4A0                       | 01 22 May 2018                             | 04:32:24 | 22 May 2018        | 22 May 2018          |         |        |          |         |      |
|                |   |                             |                 |               |                             |  |          |                    |                      |         |        |          |         |      |
| Open Windows   | •   |                             |                 |               |                             |  |          |                    |                      |         |        | 21 May 2 | 2018    |      |

#### • In this image *Durban* has been selected.

- Select the *status*.
  - This should be set to **Open**.



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| WRC   | de     | Description | 00         |                  |                   | WOT        | voe Statu | s horts  | konverke      | e x           | Deleted                | Des      | ShelderStarDate | SchedulerFrielCate | Telflan | W0Code | Dednei | Conner | 1   |
|       |        |             |            |                  |                   |            |           |          |               | D             | Deferred               | 75       |                 |                    |         |        |        |        |     |
| . WR0 | 000139 | Work Re     | count be   | etv2.1.0.5       |                   | DR         | 0         | 3        | ML0001        |               |                        | 50       | 22 May 2017     | 06 Feb 2017        |         |        |        |        |     |
| WRO   | 000040 | Work Re     | quest v2   | 10.5             |                   | DR         | 0         | -        | M.0001        | x             |                        | 44       | 22 May 2017     | 21 Mar 2017        |         |        |        |        |     |
| WRO   | 00042  | test wor    | krequest   | with end date    | before start date | DR         | 0         | 1        | CUTTOO1       | 00/1001       | 07 Jun 2017            | 16:23:00 | 06 Jun 2017     | 06 Jun 2017        |         |        |        |        |     |
| WRO   | 00043  | Testsch     | eduled st  | art and end dat  | lei -             | DR         | ö         | 3        | CUT001        | 007001        | 14 Jun 2017            | 10:05:30 | 01 Jun 2017     | 01 Jun 2017        |         |        |        |        |     |
| WRO   | (00049 | Toched      | the copi   | er transfer unit |                   | DR         | 0         | ;        | CUTO01        | 007001        | 23 Nov 2017            | 12:05:28 | 23 Nev 2017     | 23 Nov 2017        |         |        |        |        |     |
| WRO   | 00050  | Test war    | rk request | ()               |                   | NP         | 0         | 1        | DUT001        | 007001        | 28 Nov 2017            | 09.16.55 | 28 Nev 2017     | 28 Nov 2017        |         |        |        |        |     |
| WRD   | 00051  | Dun rei     | quired fro | m suppler for s  | ervice completion | N PR       | 0         | 2        | 100442        | 944001        | 22 May 2018            | 15:45:23 | 22 May 2018     | 22 May 2018        |         |        |        |        |     |
| WRO   | 000052 | Drum Re     | quested    |                  |                   | DR         | 0         | :        | 944001        | ME,001        | 22 May 2018            | 15:50:04 | 22 May 2018     | 22 May 2018        |         |        |        |        |     |
| WRO   | 000053 | New dru     | n reques   | ted to complete  | repair requireme  | enta. PR   | 0         | 1        | 944001        | 944001        | 22 May 2018            | 36:30:24 | 23 May 2018     | 23 May 2018        |         |        |        |        |     |
| WRO   | 00054  | New dru     | n reques   | ted to complete  | repair requireme  | ents. DR   | 0         | 1        | MIL001        | 94A001        | 22 May 2018            | 04:20:24 | 22 May 2018     | 22 May 2018        |         |        |        |        |     |
|       |        |             |            |                  |                   |            | 1         |          |               |               |                        |          |                 |                    |         |        |        |        |     |
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### **APPROVE A WORK REQUEST**

- Click on the *row selector* in front of the *work request* that you wish to *approve*.
- Click on Approve.



| No.         No. <th>No.         No.         No.<th>No.         No.         No.<th>Pone  </th><th>Equipment and Locations Constract Privance</th><th>e and the</th><th>Iver</th><th>bry )</th><th>Auritmance and</th><th>Projects Manufa</th><th>icturing Pri</th><th>wreiert 1</th><th>tales Service</th><th>Reporting Utilities</th><th></th><th></th><th>-</th><th>0</th></th></th> | No.         No. <th>No.         No.         No.<th>Pone  </th><th>Equipment and Locations Constract Privance</th><th>e and the</th><th>Iver</th><th>bry )</th><th>Auritmance and</th><th>Projects Manufa</th><th>icturing Pri</th><th>wreiert 1</th><th>tales Service</th><th>Reporting Utilities</th><th></th><th></th><th>-</th><th>0</th></th>   | No.         No. <th>Pone  </th> <th>Equipment and Locations Constract Privance</th> <th>e and the</th> <th>Iver</th> <th>bry )</th> <th>Auritmance and</th> <th>Projects Manufa</th> <th>icturing Pri</th> <th>wreiert 1</th> <th>tales Service</th> <th>Reporting Utilities</th> <th></th> <th></th> <th>-</th> <th>0</th>   | Pone      | Equipment and Locations Constract Privance          | e and the | Iver   | bry )       | Auritmance and    | Projects Manufa   | icturing Pri | wreiert 1  | tales Service      | Reporting Utilities |        |        | -           | 0 |
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| Meetinguist         Frind         Process         Struct         Print         Current           IRCode         Description         WCType         Staba         Print         Assignment/Austre         Request Tue         Staba/Star Tue         Stab   | Network         Find         Procest         Sport         Prof.         Current           RCode         Description         W0Tipe         State         Priority         Auggree/Lurbe         Brouger/Lurbe         Brou/Lurbe         Bro   | National         Frand         Prace         Door         Not         Const           NICode         Description         WDOde         Description         WDOde         Description         Schedul-Strandle         Schedul-S  | Add Edit  | Delete Vew SaveLayout Workspaces A                  | pprove De | dre    | Export      | Pent              | Open •            | Refesh       |            |                    |                     |        |        |             |   |
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| Non-Kinequest test v2.1.6.5         DR         O         2 ML0001         ML0001         22 May 2017         0000000         22 May 2017         0.6 Feb 2017           NR0000040         Work Request test v2.1.6.5         DR         O         2 ML0001         ML0001         22 May 2017         02.2 May 2017         21 May 2017         06 Jan 2017         06 Jan 2017         06 Jan 2017         06 Jan 2017         01 Jan 2017   | NHORE         NHOK         NHOK </td <td>Note Note Negates thet 1/2.1.6.5         Note         Note Negates         Note Negates thet 1/2.1.6.5         Note         Note Negates         Note Negates</td> <td>WRCode</td> <td>Description</td> <td>WOType</td> <td>Status</td> <td>Priority</td> <td>AssigneeNumbe</td> <td>e Enployeetkinber</td> <td>Requestivate</td> <td>Requestime</td> <td>ScheduledStartDate</td> <td>SchedulesFinistOme</td> <td>Tashun</td> <td>WOCode</td> <td>DedneConner</td> <td>1</td> | Note Note Negates thet 1/2.1.6.5         Note         Note Negates         Note Negates thet 1/2.1.6.5         Note         Note Negates   | WRCode    | Description   | WOType    | Status | Priority    | AssigneeNumbe     | e Enployeetkinber | Requestivate | Requestime | ScheduledStartDate | SchedulesFinistOme  | Tashun | WOCode | DedneConner | 1 |
| NRXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | NRXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | NINUTRAGENER         NINUTRAGENER<  | -         |   | -         |        |             | 10.000            | 44 PD033          | 1114 Mil     | 41.41.44   | 2010-2017          | 448-4 2017          |        |        |             |   |
| Noncomposition         Yeak request kills         UK         O         2 Moderation         Percent allo         Azarasi         Azime allo         Azime allo<   | NUMBER         NUMBER<   | NINECKRIGATIVE LSS         UNICE         UNICE         CONTROL         PERVAU  | WR000000  | Work Request test v2.1.9.5                          | 00        | 0      | -           | MUUUUI            | ML0001            | 22 May 2017  | 0000000    | 22 Pag 2017        | 96 Feb 2017         |        |        |             |   |
| NRXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | NRXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | NINEWOOD         Bits Not Register Index Set  |           | WORKREQUEST V4: 1-V-3                               | 10        | 0      | -           | PL0001            | 0.000             | 2730 2017    | 10.20.00   | 12Pmy 2017         | AL DIE 2017         |        |        |             |   |
| Histoplades part and elso deales         UN         C         Convex         Onlocal         Feat parts         Feat part   | Hill Concepts         Hard Rest Underson Later Bet Underson         Des         C         2 DUTIO1         DUTIO11         22 New 2017         12 New 2017         22 New 2017         23 New 2018         23 New 2018         23 New 2017         23 New 2018  | NR000001         Delete Base is all the Base base         Del         C         Convex         Convex         Filter All the Convex   |           | Test which led start and and dates                  | ne        | 0      | ;           | 001003            | CUTODI            | 14 Jan 2017  | 10-05-30   | 00 Am 2017         | 01302017            |        |        |             |   |
| Nonconstruction         VMOP         O         2         Durition         28 New 2017         28 New 2017         28 New 2017         28 New 2017           NR0000050         Drum required from supplier for service completion         PR         O         2         944001         92 New 2018         25 May 2018         22 May 2018         15 Mov 2017         10 Mov 2018         <  | NRXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | Nonconserve         Deck vir imparted         Deck vir         Deck vir imparted         Deck vir   | WE0000549 | To shark the conier transfer unit                   | 10        | 0      | -           | 0.000             | 0.001             | 23 Nov 2017  | 12:05:28   | 21 New 2017        | 23 Nev 2017         |        |        |             |   |
| NR0000051         Drum requested from supplier for service completion.         PR         O         2 5940011         SH4001         22 May 2018         15-45-23         22 May 2018         22 May 2018           sk0000051         Drum requested         DR         O         2 594001         ML001         22 May 2018         15-45-23         22 May 2018         22 May 2018           sk0000051         Drum Requested         DR         O         2 594001         ML001         22 May 2018         15-50-04         22 May 2018         22 May 2018           sk0000051         Hew drum requested to complete report requirements.         PR         O         2 594001         594001         22 May 2018         15:10-24         23 May 2018         23 May 2018           sk0000054         Hew drum requested to complete report requirements.         DR         O         2 MIL001         594001         22 May 2018         04:10:24         23 May 2018         23 May 2018           sk0000054         Hew drum requested to complete report requirements.         DR         O         2 MIL001         594001         22 May 2018         04:10:24         22 May 2018         22 May 2018   | NR0000011         Drum required from suppler for service completion.         PR         O         2 994001         SH4001         22 May 2018         15-65(2)         22 May 2018         22 May 2018           NR0000051         Drum requested         DR         O         2 994001         ML001         22 May 2018         15-65(2)         22 May 2018         23 May 2018         <  | New drum requested from supplier for service completion         PR         O         2         948001         22 Mey 2018         15-95/22         22 Mey 2018         22 Mey 2018 <td>WR0000050</td> <td>feet wyk request</td> <td>110</td> <td>0</td> <td>1</td> <td>CUTOD1</td> <td>0.0001</td> <td>28 Nev 2017</td> <td>09-16/55</td> <td>28 Nov 2017</td> <td>28 Nov 2017</td> <td></td> <td></td> <td></td> <td></td>   | WR0000050 | feet wyk request                                    | 110       | 0      | 1           | CUTOD1            | 0.0001            | 28 Nev 2017  | 09-16/55   | 28 Nov 2017        | 28 Nov 2017         |        |        |             |   |
| KR0000052         Drum Requested         DR         O         2 SH4001         MIL001         22 May 2018         15 50:04         22 May 2018         22 May 2018           IR0000053         Texe drum requested to complete report requirements.         NIL         0         2 SH4001         SH4001         22 May 2018         21 May 2018         18 model           IR0000054         New drum requested to complete report requirements.         DR         0         2 Mal 2011         SH4001         22 May 2018         04 101:24         21 May 2018         22 May 2018   | NR0000053         Drum Requested         DR         O         2.944001         MBL001         22 May 2018         15 50:04         22 May 2018         22 May 2018         22 May 2018         22 May 2018         23 May 2018  | Inkococccccccccccccccccccccccccccccccccc  | WR0000051 | Drun required from supplier for service completion. | 78        | 0      | 1           | 944001            | 944001            | 22 May 2018  | 15:45:23   | 22 May 2018        | 22 May 2018         |        |        |             |   |
| VR00000053         New drum requested to complete repair requirements.         PR.         0         2         944001         22 May 2018         23 May 2018         24 May 2018   | VR0000051         New drum requested to complete repair requirements.         PR         0         2         9H4001         22 May 2018         16:00:24         23 May 2018         23 May 2018           VR0000054         New drum requested to complete repair requirements.         DR         0         2         MIL001         22 May 2018         64:10:24         22 May 2018         22 May 2018   | VR00000051         New drum requested to complete repair requirements.         PR         O         2         944001         22 May 2018         16:00:24         20 May 2018         20 May 2018           VR0000054         New drum requested to complete repair requirements.         DR         O         2 Mat.001         944001         22 May 2018         16:00:24         20 May 2018         20 May 20  | WR0000052 | Drum Requested                                      | DR        | 0      | 1           | 944001            | M0.001            | 22 May 2018  | 15:50:04   | 22 May 2018        | 22 May 2018         |        |        |             |   |
| IR00000154 New drum requested to complete repair requirements. DR O 2 M0.001 SH4001 22 May 2018 04: 30: 24 22 May 2018 22 May 2018  | IR0000054 New drum requested to complete repairments. DR O 2 M0.001 SH4001 22 May 2018 04:10:24 22 May 2018 22 May 2018   | WR0000054 New drum requested to complete repair requirements. DR 0 2 MIL001 944001 22 May 2018 04.10:24 22 May 2028 22 May 2028   | WR0000053 | New drum requested to complete repair requirements. | PR        | 0      | 1           | 944001            | 944001            | 22 May 2018  | 16(10)24   | 23 May 2018        | 23 May 2018         |        |        |             |   |
|   |   |   | WR0000054 | New drum requested to complete repair requirements. | DR        | 0      | 2           | M0.001            | SHA001            | 22 May 2018  | 0410:24    | 22 May 2018        | 22 May 2018         |        |        |             |   |
|   |   |   |           |   |           |        |             |                   |                   |              |            |                    |                     |        |        |             |   |
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|   |   |   |           |   |           |        |             |                   |                   |              |            |                    |                     |        |        |             |   |
|   |   |   |           |   |           |        |             |                   |                   |              |            |                    |                     |        |        |             |   |
|   |   |   |           |   |           |        |             |                   |                   |              |            |                    |                     |        |        |             |   |

- A *Process Validation* message box will pop up asking;
  - Are you sure you want to approve this work request.
- Click on Yes.



| A '          |             |             |                   |                   |            |        | V          | Vork Requests - | BPO: Version 2.1.0.5 | 58 - Example C | ompany      |                    |                     |          |        | - û         | Х   |
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| W hore       | fqup        | nert and    | Locations (       | Contract Pre      | and and HR | liver  | tory )     | Manhematice and | Projecta Manufa      | cturing Pro    | xurenent :  | Sales Service      | Reporting Utilitie  | 1        |        | -           | ₫ X |
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| WRCode       | Description | on          |                   |                   | WOTyp      | e Satu | n Priority | Asignee*kmb     | er Employeetkinber   | RequestDate    | Requestione | ScheduledStartDate | ScheduledFinishDate | Taskfium | WOCode | DedneComm   | ent |
| •            |             |             |                   |                   |            |        |            |                 |                      |                |             |                    |                     |          |        |             |     |
| WR0000039    | Work Re     | quest test  | tv2.1.0.5         |                   | DR         | 0      | 2          | ML0001          | MUD001               | 22 May 2017    | 00:00:00    | 22 May 2017        | 06 Feb 2017         |          |        |             |     |
| WR0000040    | Work Re     | quest v2.   | 1.0.5             |                   | DR         | 0      | 2          | ML0001          | MUD001               | 22 May 2017    | 10:22:58    | 22 May 2017        | 21 Mar 2017         |          |        |             |     |
| WR0000042    | test worl   | krequest    | with end date b   | efore start date  | DR         | 0      | 1          | 007001          | DUT001               | 07 Jun 2017    | 16:23:00    | 06 Jun 2017        | 06 Jun 2017         |          |        |             |     |
| WR00000H3    | Teitsch     | eduled sta  | rt and end date   | 6                 | DR         | 0      | 2          | 007001          | DUT001               | 14 Jun 2017    | 10:05:30    | 01.3vn 2017        | 01 Jun 2017         |          |        |             |     |
| WR0000049    | To check    | the copie   | r bansfer unit    |                   | DR         | 0      | 2          | 00/1001         | OUTT001              | 23 Nov 2017    | 12:05:28    | 23 Nov 2017        | 23 Nov 2017         |          |        |             |     |
| WR5000050    | Test nor    | krequest    |                   |                   | NP         | 0      | 2          | DUT001          | DUT001               | 28 Nov 2017    | 09:16:55    | 28 Nov 2017        | 28 Nov 2017         |          |        |             |     |
| WR0000051    | Drum reg    | paired from | s supplier for se | ervice completion | , PR       | 0      | 1          | 944001          | 944001               | 22 Hay 2018    | 19:49:23    | 22 May 2018        | 22 May 2018         |          |        |             |     |
| WR0000052    | Drun Re     | quested     |                   |                   | DR         | 0      | 2          | 944001          | M0.001               | 22 May 2018    | 15:50:04    | 22 May 2018        | 22 May 2018         |          |        |             |     |
| WR0000053    | New dru     | n request   | ed to complete    | riper require     | nts. PR    | 0      | 3          | 5HA001          | 9HA001               | 22 May 2018    | 35:10:24    | 23 May 2018        | 23 May 2018         |          |        |             |     |
| WR0000054    | New dru     | n request   | ed to complete    | repair requireme  | nts. DR    | 0      | 2          | M0.001          | 944001               | 22 May 2018    | 04:10:24    | 22 May 2018        | 22 May 2018         |          |        |             |     |
|              |             |             |                   |                   |            |        | Process Va | Are you sure y  | ou want to approve   | this work requ | est?        |                    |                     |          |        |             |     |
| Open Windows |             |             |                   |                   |            |        |            |                 |                      |                |             |                    |                     |          |        | 21 May 2018 |     |

- A *Work Request Process* message box will pop up informing you that;
  - The Work Request [] has been approved.
- Click on OK.



| Add       Edit       Delay       Marchanology       Same Layout, Warkgasses       Approve       Delayet       Proces       Epport       Proces       Deport       Proces       Refresh         VIR.Code       Description       W0Trpe       State       Proces       Proces       Description       Scheduled/StarCode  | 66.         Deter         For all         Approve         Depart         For all         Depart  | 68         Deter         Very         Service for service transfer         Approve         Export         First         Oper         - Refer           Code         Decorption         WDT por         State         Portry         Print         Code         Decorption         State         Portry         Print         Code         Decorption         WDC por         State         Portry         Print         Code         Decorption         WDC por         State         Portry         Print         Code         Decorption         WDC por         State         Portry         Print         State         Portry  | ) 🚺       | ×         |            |                 | 4                    | Q          | 8    |            | 8            | Durben •            | 0              |              |                    |                    |           |        |            |     |
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| NR000000000000000000000000000000000000   | COUNTY         Work Request Val. 10. 5         CR         O         2 MacD001         Mu0001         22 May 2017         066 Med. 2017           COUNTY         Work Request Val. 10. 5         CR         O         2 MacD001         Mu0001         22 May 2017         066 Med. 2017           COUNTY         Work Request Val. 10. 5         CR         O         2 MacD001         Mu0001         22 May 2017         21 Mar 2017         21 Mar 2017           COUNTY         Val. Mar Request Val. 10. 5         CR         O         2 DUTTO1         DUTTO1         07 Jun 2017         51 Z2 May 2017         66 Jun 2017           COUNTY         Test strenduled start and end dates         CR         O         2 DUTTO1         DUTTO1         17 Jun 2017         10 Jun 2017         11 Jun 2017           COUNTY         Test strenduled start and end dates         CR         O         2 DUTTO1         DUTTO1         12 May 2017         10 Jun 2017         13 Jun 2017         13 Jun 2017           COUNTY         Dum request for service congletors         RR         O         2 DUTTO1         DUTTO1         13 May 2017         21 May 2018         21 May 2018           COUNTS         Dum request for service congletors         RR         O         2 Mid001         22 May 2018         13 May 2017 </th <th>CONCURS         Vision Request Val. 10. 5         CR         C         MUCRODII         MUCRODII         20 May 2017         20 May 2017         20 May 2017         21 May 2018         22 May 2018         21 May 2</th> <th>WRCode</th> <th>Descripto</th> <th>n</th> <th></th> <th></th> <th>WOType</th> <th>Satu</th> <th>1 Priority</th> <th>Assgreetkini</th> <th>ber Employeetkunber</th> <th>RequestDate</th> <th>Requestime</th> <th>ScheduledStartDate</th> <th>Scheduled*mit/Cate</th> <th>Taskfikum</th> <th>WOCode</th> <th>DecineComm</th> <th>ent</th> | CONCURS         Vision Request Val. 10. 5         CR         C         MUCRODII         MUCRODII         20 May 2017         20 May 2017         20 May 2017         21 May 2018         22 May 2018         21 May 2   | WRCode    | Descripto | n          |                 |                      | WOType     | Satu | 1 Priority | Assgreetkini | ber Employeetkunber | RequestDate    | Requestime   | ScheduledStartDate | Scheduled*mit/Cate | Taskfikum | WOCode | DecineComm | ent |
| NR000000000000000000000000000000000000   | 000009       Work Request V2.1.0.5       DR       O       2       ML0001       22 Hay 2017       000000       22 Hay 2017       21 Hay 2018       22 Hay 2018       <  | CODD/S19         View Request V2:1.0.5         DR         O         2         ML0001         22 May 2017         0.000000         22 May 2017         21 May 2017           CODD/S19         View Request V2:1.0.5         DR         O         2         ML0001         22 May 2017         21 May 2018         21   |           |           |            |                 |                      |            |      |            |              |                     |                |              |                    |                    |           |        |            |     |
| WR00000H0         Work Request v2.1.0.5         DR         O         2 Mu0001         ML0001         22 May 2017         21 Mar 2017         21 Mar 2017           WR00000H0         test work Request with end date before start date:         DR         O         2 DUT001         DUT01         07 Jun 2017         36 Jun 2017         06 Jun 2017         01 Jun 2017 </td <td>000004         Work Request V.1.0.5         DR         O         2         ML0001         22 May 2017         51.22.59         22 May 2017         51.20.7           000004         Hest work request with end date before start date         DR         O         2         0.00011         0.00011         07 Jun 2017         101.20.17         06 Jun 2017         01 Jun 2017</td> <td>0000040       Werk Request v3.10.5       OR       O       2       ML0001       22/May 2017       22/May 2017       21/May 2017       21/May 2017         0000040       Yesh wark request with end date before start date       OR       O       2       DUT001       Of Jan 2017       51/23:00       06 Jan 2017       05 Jan 2017         0000040       Test solebulled start and end dates       DR       O       2       DUT001       DUT001       14 Jan 2017       10:05.20       01 Jan 2017       13/May 2017         0000040       Test solebulled start and end dates       DR       O       2       DUT001       DUT001       14 Jan 2017       10:05.20       01 Jan 2017       13/May 2017         00000040       Test wark request       DRP       O       2       DUT001       DUT001       23/May 2017       12:05.20       12:May 2017       13/May 2017         00000010       Test wark request       DRP       O       2       DUT001       DUT001       23/May 2018       15:45:23       23/May 2018       23/May 2018       22/May 2018</td> <td>WR0000039</td> <td>Work Reg</td> <td>west test</td> <td>v2.10.5</td> <td></td> <td>DR</td> <td>0</td> <td>7</td> <td>ML0001</td> <td>MUD001</td> <td>22 May 2017</td> <td>00:00:00</td> <td>22 May 2017</td> <td>06 Feb 2017</td> <td></td> <td></td> <td></td> <td></td>  | 000004         Work Request V.1.0.5         DR         O         2         ML0001         22 May 2017         51.22.59         22 May 2017         51.20.7           000004         Hest work request with end date before start date         DR         O         2         0.00011         0.00011         07 Jun 2017         101.20.17         06 Jun 2017         01 Jun 2017   | 0000040       Werk Request v3.10.5       OR       O       2       ML0001       22/May 2017       22/May 2017       21/May 2017       21/May 2017         0000040       Yesh wark request with end date before start date       OR       O       2       DUT001       Of Jan 2017       51/23:00       06 Jan 2017       05 Jan 2017         0000040       Test solebulled start and end dates       DR       O       2       DUT001       DUT001       14 Jan 2017       10:05.20       01 Jan 2017       13/May 2017         0000040       Test solebulled start and end dates       DR       O       2       DUT001       DUT001       14 Jan 2017       10:05.20       01 Jan 2017       13/May 2017         00000040       Test wark request       DRP       O       2       DUT001       DUT001       23/May 2017       12:05.20       12:May 2017       13/May 2017         00000010       Test wark request       DRP       O       2       DUT001       DUT001       23/May 2018       15:45:23       23/May 2018       23/May 2018       22/May 2018   | WR0000039 | Work Reg  | west test  | v2.10.5         |                      | DR         | 0    | 7          | ML0001       | MUD001              | 22 May 2017    | 00:00:00     | 22 May 2017        | 06 Feb 2017        |           |        |            |     |
| WR0000042         test work request with end date before start date         DR         0         2. DU7001         DU7001         07 Jun 2017         16/23:00         06 Jun 2017         01 Jun 2017 <td>Constrained         Constrained         <thconstrained< th=""> <thconstrained< th=""></thconstrained<></thconstrained<></td> <td>00000402         test work request         with enginest         OR         O         2         0.07001         07 Jun 2017         06 Jun 2017         06 Jun 2017           00000401         Test scheduled start and end datas         OR         O         2         0.07001         07 Jun 2017         01 Jun 2017         01 Jun 2017         01 Jun 2017           0000040         Test work request         Mile         OR         O         2         0.07001         07 Jun 2017         01 Jun 2017         01 Jun 2017           0000040         Test work request         Mile         O         2         0.07001         0.71001         23 How 2017         23 How 2017           0000010         Test work request         Mile         O         2         94/001         22 How 2017         38 How 2017         38 How 2017           0000010         Dum Requestived         DRM         O         2         94/001         22 How 2018         15:45:23         22 May 2018         25 How 2017           0000012         Dum Requestived for complete repoir requirements         DR         O         2         94/001         22 May 2018         15:45:23         22 May 2018         22 May 2018           0000014         New drum requestied fo complete repoir requirements         DR<td>NR0000040</td><td>Work Reg</td><td>pest v2.1</td><td>1.0.5</td><td></td><td>DR</td><td>0</td><td>7</td><td>ML0001</td><td>ML0001</td><td>22 May 2017</td><td>\$2:22:58</td><td>22 May 2017</td><td>21 Mar 2017</td><td></td><td></td><td></td><td></td></td> | Constrained         Constrained <thconstrained< th=""> <thconstrained< th=""></thconstrained<></thconstrained<>  | 00000402         test work request         with enginest         OR         O         2         0.07001         07 Jun 2017         06 Jun 2017         06 Jun 2017           00000401         Test scheduled start and end datas         OR         O         2         0.07001         07 Jun 2017         01 Jun 2017         01 Jun 2017         01 Jun 2017           0000040         Test work request         Mile         OR         O         2         0.07001         07 Jun 2017         01 Jun 2017         01 Jun 2017           0000040         Test work request         Mile         O         2         0.07001         0.71001         23 How 2017         23 How 2017           0000010         Test work request         Mile         O         2         94/001         22 How 2017         38 How 2017         38 How 2017           0000010         Dum Requestived         DRM         O         2         94/001         22 How 2018         15:45:23         22 May 2018         25 How 2017           0000012         Dum Requestived for complete repoir requirements         DR         O         2         94/001         22 May 2018         15:45:23         22 May 2018         22 May 2018           0000014         New drum requestied fo complete repoir requirements         DR <td>NR0000040</td> <td>Work Reg</td> <td>pest v2.1</td> <td>1.0.5</td> <td></td> <td>DR</td> <td>0</td> <td>7</td> <td>ML0001</td> <td>ML0001</td> <td>22 May 2017</td> <td>\$2:22:58</td> <td>22 May 2017</td> <td>21 Mar 2017</td> <td></td> <td></td> <td></td> <td></td>   | NR0000040 | Work Reg  | pest v2.1  | 1.0.5           |                      | DR         | 0    | 7          | ML0001       | ML0001              | 22 May 2017    | \$2:22:58    | 22 May 2017        | 21 Mar 2017        |           |        |            |     |
| WR0000004         Test scheduled start and end dates         DR         0         2         DUT001         14 Jun 2017         01 Jun 2017         01 Jun 2017         01 Jun 2017           WR0000004         To check the coper transfer unit         DR         0         2         DUT001         21 Nov 2017         12:05:28         23 Nov 2017         23 Nov 2018         22 No   | Constrained         Cite         Cit         Cite         Cite  | Constrain         Diff         O         2         DUTOD1         DUTOD1         14 Aur 2017         0015500         0         12 Aur 2017         0 <t< td=""><td>WR000042</td><td>test work</td><td>request</td><td>with end date !</td><td>before start date</td><td>DR</td><td>0</td><td>1</td><td>L DUTION</td><td>007001</td><td>07 Jun 2017</td><td>16:23:00</td><td>06 Jun 2017</td><td>06 Jun 2017</td><td></td><td></td><td></td><td></td></t<>   | WR000042  | test work | request    | with end date ! | before start date    | DR         | 0    | 1          | L DUTION     | 007001              | 07 Jun 2017    | 16:23:00     | 06 Jun 2017        | 06 Jun 2017        |           |        |            |     |
| WR00000049         To check the coper transfer unit         DR         O         2 DUT001         DUT001         23 Nov 2017         12 x05/281         23 Nov 2017         23 Nov 2018         2  | O00004//         To check the coper handfer unit         OR         0         2 DUT001         DUT001         21 Nov 2017         23 Nov 2017         23 Nov 2017         23 Nov 2017         28 Nov 2018         22 Nov 2018         28   | Concept         To check the coper transfer unit         OR         O         2 D00010         D011001         23 Nev 2017         23 Nev 2017         23 Nev 2017           C0000000         Test wink request         MOP         O         2 D01001         D01001         28 Nev 2017         28 Nev 2018         22 Nev 2018         28 Nev  | WR0000040 | feitsche  | duled star | rt and end dat  | 8                    | DR         | Ū    | 3          | 2 OUT001     | 007001              | 14 Jun 2017    | 10:05:30     | 01 Jun 2017        | 01 Jun 2017        |           |        |            |     |
| WR00000050         Test work request         IPGP         0         2         0U1001         28 Nev 2017         28 Nev 2018         22 Nev 2018   | D000000         Test work request         IPOP         0         2         DUTI011         DUTI0011         2011/2011  | 0000001         Test wark request         0409         0         2         0U1001         0U1001         20140v 2017         20140v 2018         2214av 2018 <td< td=""><td>WR0000049</td><td>To check</td><td>the copier</td><td>transfer unit</td><td></td><td>DR</td><td>0</td><td>3</td><td>2 DUT001</td><td>007001</td><td>23 Nov 2017</td><td>12:05:28</td><td>23 Nov 2017</td><td>23 Nov 2017</td><td></td><td></td><td></td><td></td></td<> | WR0000049 | To check  | the copier | transfer unit   |                      | DR         | 0    | 3          | 2 DUT001     | 007001              | 23 Nov 2017    | 12:05:28     | 23 Nov 2017        | 23 Nov 2017        |           |        |            |     |
| WR0000051         Drum requested from supplier for service completion.         PR         0         2         944001         22 May 2018   | 000051         Dum requested for survice completion.         PR         0         2         SH4001         SH4001         22 May 2018         SE 49:22         22 May 2018         22 May 2018         22 May 2018         22 May 2018         SE 49:22         22 May 2018  | 0000001         Drum requested for service completion         PR         0         2         944001         9244001         22 May 2018         22 May 20 May 20 May 20 May 20 May 20   | WR0000050 | Test work | request    |                 |                      | NP         | 0    | 3          | DUTO01       | 007001              | 28 Nov 2017    | 09:16:55     | 28 Nov 2017        | 28 Nev 2017        |           |        |            |     |
| WR0000052         Drum Requested         DR         O         2 SHA001         X2 May 2018         22 May 2018         23 May 2018 <td>0000052         Drum Requested         DR         0         2         SHA001         22 May 2018         23 May 2018         24 May 2018         <td< td=""><td>0000052         Drum Requested         DR         0         2 944001         42.04ay 2018         550.04         22.May 2018         22.May 2018           0000053         New drum requested to complete repair requirements.         DR         0         2 944001         944001         22.May 2018         32.14ay 2018         22.1May 2018         22.1May 2018         22.1May 2018         0         21.400.01         944001         22.May 2018         42.100.24         23.1May 2018         22.1May 2018         0         0         0         2.400.01         944001         22.May 2018         42.100.24         23.1May 2018         22.1May 2018         0         0         0         0         0         944001         22.May 2018         42.100.24         22.1May 2018         22.1May 2018         0</td><td>WR0000051</td><td>Orum req.</td><td>, ked from</td><td>suppler for a</td><td>vervice completion.</td><td>PR</td><td>0</td><td>3</td><td>1 SHA001</td><td>944001</td><td>22 May 2018</td><td>15:45:23</td><td>22 May 2018</td><td>22 May 2018</td><td></td><td></td><td></td><td></td></td<></td>  | 0000052         Drum Requested         DR         0         2         SHA001         22 May 2018         23 May 2018         24 May 2018 <td< td=""><td>0000052         Drum Requested         DR         0         2 944001         42.04ay 2018         550.04         22.May 2018         22.May 2018           0000053         New drum requested to complete repair requirements.         DR         0         2 944001         944001         22.May 2018         32.14ay 2018         22.1May 2018         22.1May 2018         22.1May 2018         0         21.400.01         944001         22.May 2018         42.100.24         23.1May 2018         22.1May 2018         0         0         0         2.400.01         944001         22.May 2018         42.100.24         23.1May 2018         22.1May 2018         0         0         0         0         0         944001         22.May 2018         42.100.24         22.1May 2018         22.1May 2018         0</td><td>WR0000051</td><td>Orum req.</td><td>, ked from</td><td>suppler for a</td><td>vervice completion.</td><td>PR</td><td>0</td><td>3</td><td>1 SHA001</td><td>944001</td><td>22 May 2018</td><td>15:45:23</td><td>22 May 2018</td><td>22 May 2018</td><td></td><td></td><td></td><td></td></td<>  | 0000052         Drum Requested         DR         0         2 944001         42.04ay 2018         550.04         22.May 2018         22.May 2018           0000053         New drum requested to complete repair requirements.         DR         0         2 944001         944001         22.May 2018         32.14ay 2018         22.1May 2018         22.1May 2018         22.1May 2018         0         21.400.01         944001         22.May 2018         42.100.24         23.1May 2018         22.1May 2018         0         0         0         2.400.01         944001         22.May 2018         42.100.24         23.1May 2018         22.1May 2018         0         0         0         0         0         944001         22.May 2018         42.100.24         22.1May 2018         22.1May 2018         0   | WR0000051 | Orum req. | , ked from | suppler for a   | vervice completion.  | PR         | 0    | 3          | 1 SHA001     | 944001              | 22 May 2018    | 15:45:23     | 22 May 2018        | 22 May 2018        |           |        |            |     |
| WR0000053       New drum requested to complete repair requirements.       PR       0       2       SH4001       22 May 2018       23 May 2018 </td <td>000053 New drum requested to complete report requirements. PR 0 2 SH4001 SH4001 22 May 2018 SIC10:24 23 May 2018 22 May 2018<br/>000054 New drum requested to complete report requirements. DR 0 2 M0.001 SH4001 22 May 2018 04:10:24 23 May 2018<br/>VEDIR Request - Process X<br/>The work request WR0000052, has been approved.</td> <td>0000053 New drum requested to complete report requirements. DR O 2 (944001 944001 22 May 2018) 16:10:24 22 May 2018 22 May 2018<br/>0000054 New drum requested to complete report requirements. DR O 2 (MIL001 944001 22 May 2018) 04:10:24 22 May 2018 22 May 2018<br/>Vicini Request - Process<br/>Vicini Request WR0000052, has been approved.<br/>OK</td> <td>WR0000052</td> <td>Drum Reg</td> <td>unsted</td> <td></td> <td></td> <td>DR</td> <td>0</td> <td>2</td> <td>1 944001</td> <td>M0.001</td> <td>22 May 2018</td> <td>15:50:04</td> <td>22 May 2018</td> <td>22 May 2018</td> <td></td> <td></td> <td></td> <td></td>   | 000053 New drum requested to complete report requirements. PR 0 2 SH4001 SH4001 22 May 2018 SIC10:24 23 May 2018 22 May 2018<br>000054 New drum requested to complete report requirements. DR 0 2 M0.001 SH4001 22 May 2018 04:10:24 23 May 2018<br>VEDIR Request - Process X<br>The work request WR0000052, has been approved.  | 0000053 New drum requested to complete report requirements. DR O 2 (944001 944001 22 May 2018) 16:10:24 22 May 2018 22 May 2018<br>0000054 New drum requested to complete report requirements. DR O 2 (MIL001 944001 22 May 2018) 04:10:24 22 May 2018 22 May 2018<br>Vicini Request - Process<br>Vicini Request WR0000052, has been approved.<br>OK  | WR0000052 | Drum Reg  | unsted     |                 |                      | DR         | 0    | 2          | 1 944001     | M0.001              | 22 May 2018    | 15:50:04     | 22 May 2018        | 22 May 2018        |           |        |            |     |
| WR0000054 New drum requested to complete repair requirements. DR O 2 MIL.001 944001 22 May 2018 04 10-24 22 May 2018 22 May 2018           Vitroll Request - Process         X           Image: The work request WR0000052, has been approved.         X   | 000054 New drum requested to complete report requirements. DR O 2 M0.001 SH4001 22 May 2018 04:10:24 22 May 2018 22 May 2018 22 May 2018 Victor Request Vict   | 00000014 New drum requested to complete repair requirements. DR O 2 MI2.001 944001 22 May 2018 04 10:24 22 May 2018 22 May 2018<br>Which Request - Process<br>The work request WR0000052, has been approved.<br>OK  | WR0000053 | New drum  | requeste   | id to complete  | t repair requirement | n PR       | 0    | 3          | 1 944001     | 944001              | 22 May 2018    | 16:10:24     | 23 May 2018        | 23 May 2018        |           |        |            |     |
| Vitorik Request - Piccess ×  | Work Request - Rocess × The work request WR0000052, has been approved. OK  | Work Request - Piccess ×  | WR0000054 | New drun  | repiete    | id to complete  | t repair requirement | IL DR      | 0    | 1          | / MIL001     | 944001              | 22 May 2018    | 04:10:24     | 22 May 2018        | 22 May 2018        |           |        |            |     |
|  |  |   |           |           |            |                 |                      |            |      |            | •            | e work request WRO  | 100052, has be | en approved. |                    |                    |           |        |            |     |

• The approved work request will now be *removed* from the Work Requests listing screen where the status is set to *Open*.



| dh.      | ٠          |             |            |                   |                    |             |        | W          | lorix Requests | - BPO: Version 2.1.0 | 58 - Example ( | Company    |                    |                     |         |        | - 0        | Х    |
|----------|------------|-------------|------------|-------------------|--------------------|-------------|--------|------------|----------------|----------------------|----------------|------------|--------------------|---------------------|---------|--------|------------|------|
| W.       | Hone       | Equipe      | eriard     | Locations (       | Contract Pere      | ance and HR | Iner   | itary P    | lantenance an  | el Projecta Manuf    | sting Pr       | ouvenent   | Sales Service      | Reporting Utilities | i       |        | -          | Ø X  |
| 0        | 0          | ¥           |            | 150               | 88                 | 0 (         |        |            | 3              | Durben •             | 43             |            |                    |                     |         |        |            |      |
| 44       | ()<br>1.41 | Coloria     | Unu        | Caulaunt          | Vinistates         | Arrenter D  | -      | Leert      | - Deal         | -                    | Detet          |            |                    |                     |         |        |            |      |
| 1        |            |             |            | Parts Californ    |                    | aprile of   |        |            |                | - upen               |                |            |                    |                     |         |        |            |      |
|          | Yuntin     | 812         |            | Fait              | ut i               | Process     | +      | 1:pot      | , net ,        | Garrent              |                |            |                    |                     |         |        |            |      |
|          |            |             |            |                   |                    |             |        |            |                |                      |                |            |                    |                     |         |        |            |      |
| WRCod    | le         | Description | n          |                   |                    | WOType      | Status | a Priority | Assigneetkun   | ber EnployeeNunber   | RepuestDate    | Requestime | ScheduledStartDate | ScheduledFinishCate | Taskhum | WOCode | DedneCom   | ment |
|          |            |             |            |                   |                    |             |        |            |                |                      |                |            |                    |                     |         |        |            |      |
| WR000    | (003)      | Work Red    | Luest best | v2.1.0.5          |                    | DR          | 0      | 2          | M.0001         | MUD001               | 22 May 2017    | 00:00:00   | 22 May 2017        | 06 Feb 2017         |         |        |            |      |
| WR000    | 0040       | Work Red    | puest v2.  | 1.0.5             |                    | DR          | 0      | 2          | ML0001         | MJ0001               | 22 May 2017    | 10:22:56   | 22 May 2017        | 21 Mar 2017         |         |        |            |      |
| WR000    | 0042       | test work   | request    | with end date b   | before start date  | DR          | 0      | 2          | DUT001         | DUT001               | 07 Jun 2017    | 16:23:00   | 06 Jun 2017        | 06 Jun 2017         |         |        |            |      |
| WR,000   | 000        | Test sche   | duled sta  | rt and end date   | ei                 | DR.         | 0      | 2          | DUTIOS:        | DUT001               | 14.Jun 2017    | 10:05:30   | 01.3un 2017        | 01.3 <i>m</i> 2017  |         |        |            |      |
| WR.000   | (000       | To check    | the copie  | r transfer unit   |                    | DR          | 0      | 2          | 007001         | 007001               | 23 Nov 2017    | 12:05:28   | 23 Nov 2017        | 23 Nov 2017         |         |        |            |      |
| WR.000   | 0050       | Test voi    | request    |                   |                    | NP          | 0      | 2          | DUT001         | DUT001               | 28 Nov 2017    | 09:56:55   | 28 Nov 2017        | 28 Nov 2017         |         |        |            |      |
| WR000    | 0051       | Drum req    | ured for   | n supplier for se | ervice completion. | R           | 0      | 2          | 944001         | 9HA001               | 22 May 2018    | 15:45:23   | 22 May 2018        | 22 May 2018         |         |        |            |      |
| WR.000   | 0053       | Nex due     | request    | ed to complete    | repair requirement | nts. M      | 0      | 2          | 944001         | 944001               | 22 May 2018    | 16:10:24   | 23 May 2018        | 23 May 2018         |         |        |            |      |
| WR.000   | 0054       | Nexdu       | request    | ed to complete    | repar requiremen   | nti. DR     | 0      | 2          | M3.001         | 9HA001               | 22 May 2018    | 04:32:24   | 22 May 2018        | 22 May 2018         |         |        |            |      |
|          |            |             |            |                   |                    |             |        |            |                |                      |                |            |                    |                     |         |        |            |      |
|          |            |             |            |                   |                    |             |        |            |                |                      |                |            |                    |                     |         |        |            |      |
|          |            |             |            |                   |                    |             |        |            |                |                      |                |            |                    |                     |         |        |            |      |
|          |            |             |            |                   |                    |             |        |            |                |                      |                |            |                    |                     |         |        |            |      |
| Doen Win | down *     | 8           |            |                   |                    |             |        |            |                |                      |                |            |                    |                     |         | _      | 21 May 201 |      |

• Click on the drop-down arrow in the *Status* field and change the status to *Closed*.



| *      | ٠       |           |            |                 |                    |                    |          | ý          | Vork Requests  | - BPO: Version | n 2.1.0.58 - Example C | Company  |       |                 |                     |        |        | -         | ٥      | Х |
|--------|---------|-----------|------------|-----------------|--------------------|--------------------|----------|------------|----------------|----------------|------------------------|----------|-------|-----------------|---------------------|--------|--------|-----------|--------|---|
| V      | Hone    | 62.07     | nert and   | Locations       | Contract Final     | nce und HIL        | biei     | tery 1     | Nantenance an  | el Projecta    | Manufacturing Pro      | parenet  | Sale  | s Service       | Reporting Utilities |        |        |           | - 0    | X |
| 0      | 0       | ¥         |            | 10              | 88                 | 0                  |          |            | 3              | Durban         | . 0                    |          |       |                 |                     |        |        |           |        |   |
| M      | 14      | Culate.   | Ves        | Cauland         | t Worksparen       | Lorence 1          | whene is | Front      | int.           | -              | C Refere               |          |       |                 |                     |        |        |           |        |   |
| -      |         | Print III |            | mere carine     |                    | NOTION IN CONTRACT |          | Color.     |                | Copen          | A fishafaas            |          |       |                 |                     |        |        |           |        |   |
|        | Narts   | ninct     |            | Far             | nit e              | Proons             | 4        | Deput      | 1 mil. 1       | 0              | Open                   | -        |       |                 |                     |        |        |           |        |   |
| logic  |         |           |            |                 |                    |                    |          |            |                | M              | Completed              | _        |       |                 |                     |        |        |           |        |   |
| WRO    | de      | Descripti | ion        |                 |                    | WOTyp              | e Statu  | . Priority | ksgreekun      | à              | Deleted                | 0        | ne Sc | heddedStartDate | ScheduledFinishCate | Takhun | WOCode | DedneCr   | onnert |   |
|        |         | 1         |            |                 |                    | 1.000              |          |            | disease in the | D              | Deferred               |          |       |                 |                     |        |        |           |        |   |
| . WROO | 00039   | Work Re   | iquest tes | tv2.1.0.5       |                    | DR                 | 0        | 7          | ML0001         |                |                        | 00       | 22    | 2 May 2017      | 06 Feb 2017         |        |        |           |        |   |
| WRO    | 00040   | Work Re   | quest v2.  | 10.5            |                    | DR                 | 0        | 7          | ML0001         | x              |                        | 14       | 22    | May 2017        | 21 Mar 2017         |        |        |           |        |   |
| WRO    | 00042   | test wor  | krequest   | with end date ! | before start date  | DR                 | 0        | 2          | DUTT001        | DU/T001        | 07 Jun 2017            | 16:23:00 | 06    | ) Jun 2017      | 06 Jun 2017         |        |        |           |        |   |
| WROO   | 00040   | Test sch  | eduled st  | ert and end dat | 15                 | DR.                | Ö        | 2          | CUT001         | DUT001         | 14 Jun 2017            | 10:05:30 | 01    | 1 Jun 2017      | 01 Jun 2017         |        |        |           |        |   |
| WRO    | 00049   | Toched    | the cope   | r bansfer unit  |                    | DR                 | 0        | 2          | CUT001         | DUT001         | 23 Nov 2017            | 12:05:28 | 23    | 1Nev 2017       | 23 Nov 2017         |        |        |           |        |   |
| WRO    | 00050   | Test wa   | rk request |                 |                    | NP                 | 0        | 2          | DUTO01         | DUT001         | 28 Nov 2017            | 09.16.51 | 28    | 1Nev 2017       | 28 Nov 2017         |        |        |           |        |   |
| WRX    | 00051   | Dun rei   | quired fro | n suppler for s | ervice completion. | M                  | 0        | 2          | 9HA001         | 944001         | 22 May 2018            | 15:45:23 | 22    | 1 May 2018      | 22 May 2018         |        |        |           |        |   |
| WROX   | 00053   | New dru   | in request | ed to complete  | repair requirement | tta. PR            | 0        | 2          | 944001         | 9HA001         | 22 May 2018            | 16:10:24 | 23    | May 2018        | 23 May 2018         |        |        |           |        |   |
| WRO    | 00054   | New dru   | in request | ted to complete | repair requirement | th. DR             | 0        | 2          | M0,001         | 944001         | 22 May 2018            | 04:10:24 | 22    | 2 May 2018      | 22 May 2018         |        |        |           |        |   |
|        |         |           |            |                 |                    |                    |          |            |                |                |                        |          |       |                 |                     |        |        |           |        |   |
| Open W | ndous • |           |            |                 |                    |                    |          |            |                |                |                        |          |       |                 |                     |        | 1      | 21 May 22 | 718    |   |

- You can now view the *approved* work request in the *Work Requests* listing screen where the status is set to *Closed*.
- You will note that the system has now generated a *work order* for this work request.



#### Work Requests - Approve, Decline a Work Request

| A '        |  |          |               | Wo                 | rk Requests - BPO   | t Version 2.1.0 | .58 - Example | Company            |                     |                 | - a x  |
|------------|--|----------|---------------|--------------------|---------------------|-----------------|---------------|--------------------|---------------------|-----------------|--|
| W Hune     | Equipment and Locations Cont   | nat Pi   | inter and His | Inventory Ma       | intervance and Proy | ects Manuf      | ACEPPO P      | voorenent Sales    | Service Repo        | ring Utilities  | - 0  |
| 00         | ¥ 🗐 🕅  | 88       | 6             | 0                  | 2 00                | an •            | 0             |                    |                     |                 |  |
| <b>V</b>   |  |          | 04            |                    |                     |                 |               |                    |                     |                 |  |
| A00 E01    | Denie Hen SaveLayout W   | *        | Approve       | Leone Export       | Print Cos           | ed .            | Retesh        |                    |                     |                 |  |
| Nete       | nest , Prest   |          | hoom          | , boot             | . http://           | Gentif          |               |                    |                     |                 |  |
|            |  |          |               |                    |                     |                 |               |                    |                     |                 |  |
|            | ACCOUNT OF A DESCRIPTION OF A DESCRIPTIO | 10.100.0 |               |                    |                     |                 |               |                    |                     |                 | and the second s |
| WRCode •   | Description  | WOType   | Status Prov   | ity Assgneel/unber | Enployeekunber      | RequestDate     | Requestime    | ScheduledStartDate | ScheduledFinishCate | Tasifium WOCode | DedneConnent   |
|            | 1.02.00.00   | 201      |               |                    |                     | -               |               | 1000               |                     |                 |  |
| WR0000052  | Drum Requested   | DR.      | ¢.            | 2 994001           | MIL001              | 22 May 2018     | 15:50:04      | 22.May 2018        | 22 May 2018         |                 | -  |
| V/R0000048 | Test deleting a work request   | 10P      | ç             | 2 DUT001           | 001001              | 00 Nov 2017     | 08:10:46      | 08 Nov 2017        | 00 Nov 2017         |                 |  |
| WR0000047  | Test creating a work request linked  | DR       | ¢             | 2 DUT001           | TWA001              | 17 Aug 2017     | 11:41:01      | 17 Aug 2017        | 17 Aug 2017         |                 |  |
| WR0000046  | Work Request - Project   | DR .     | ¢.            | 2 MU0001           | ML0001              | 14.3.4.2017     | 1433158       | 14 3/ 2017         | 14 34 2017          | WQ0001605       |  |
| B-0000RVI  | Work Request   | DR       | ¢             | 2 MUD001           | MU0001              | 13 30 2017      | 1451221       | 03 34 2017         | 03 34 2017          | W00001604       |  |
| WR0000044  | Test work request - ensure project   | DR       | ¢             | 2 DUT001           | OUTO01              | 28 Jun 2017     | 10:44:35      | 28 Jun 2017        | 28 Jun 2017         | W00001504       |  |
| WR0000041  | v2.0.7 - work request test   | DR       | ¢             | 2 MUD001           | MU0001              | 02.3un 2017     | 09:29:11      | 02 Jun 2017        | 02 Jun 2017         |                 | Test rejecting a work request.   |
| WR000038   | work request 2   | DR       | ¢             | 2 MUD001           | MUC001              | 12 Apr 2017     | 11:56:03      | 12 Apr 2017        | 12 Apr 2017         | W00001278       |  |
| WR0000037  | Work request 1   | DR       | c             | 2 MUD001           | ML0001              | 12 Apr 2017     | 11:55:02      | 12 Apr 2017        | 12 Apr 2017         | W00001277       |  |
| WR0000036  | Work Request to a non client asset   | DR       | ¢             | 2 MUD001           | MU0001              | 12 Apr 2017     | 11:22:24      | 12 Apr 2017        | 12 Apr 2017         | W00001271       | Work Request to a non-client   |
| WR0000035  | Work Request to client asset   | DR       | ¢             | 2 MLD001           | MLD001              | 12 Apr 2017     | 11:21:18      | 12 Apr 2017        | 12.Apr 2017         | W00001270       |  |
| WR0000034  | Work Request to client asset   | NOR      | ¢             | 2 MUD001           | MU0001              | 12 Apr 2017     | 00:00:00      | 12.Apr 2017        | 03 Apr 2017         | W00001274       |  |
| WR0000033  | Work Request to non client location  | Π        | ¢             | 2 ML0001           | TWA001              | 12 Apr 2017     | 00:00:00      | 12 Apr 2017        | 12 Apr 2017         |                 | Dedined  |
| WR0000032  | Work Request to client location  | DR       | ¢             | 2 MU0001           | MU0001              | 12 Apr 2017     | 00:00:00      | 12 Apr 2017        | 12 Apr 2017         |                 | Dedned   |
| WR0000031  | Work Request to client location  | DR       | c             | 2 MUD001           | MJ0001              | 12 Apr 2017     | 11:16:22      | 12 Apr 2017        | 12 Apr 2017         | W00001268       |  |
| WR0000030  | Work Request to dent location  | 167      | 6             | 2 MU0001           | MLE001              | 12 Apr 2017     | 11/10:09      | 12 Apr 2017        | 19 Apr 2017         |                 |  |
| WR0000029  | work order linked to client asset  | DR       | ¢             | 2 MUD001           | \$HA001             | 31 Mar 2017     | 12:50:30      | 31 Mar 2017        | 31 Mar 2017         | W00001272       |  |
| WR000028   | My Work - Work Request linked to   | DR       | ¢             | 2 MU0001           | MU0001              | 29 Mar 2017     | 10:10:22      | 29 May 2017        | 29 Mar 2017         |                 | Desined  |
| WR0000027  | My Work - Work Request linked to   | DR       | ¢             | 2 MU0001           | MU0001              | 29 Max 2017     | 10:09:12      | 29 Mar 2017        | 29 Mar 2017         |                 |  |
| WR0000026  | My Work - Work Request Inked to  | DR       | ¢             | 2 MUD001           | MUD001              | 29 Mar 2017     | 10:08:18      | 29 Mar 2017        | 29 Mar 2017         |                 |  |
| WR0000024  | My Work - Work Request linked to   | 267      | ¢             | 2 MU0001           | MU0001              | 29 Mar 2017     | 10:00:52      | 29 Mar 2017        | 29 Mar 2017         | W00001266       |  |
| WR000023   | Installation   | DR       | ¢             | 2 MUD001           | MUD001              | 13 Feb 2017     | 12:25:56      | 13 Feb 2017        | 13 Feb 2017         |                 | Request decined  |
| WR0000022  | Replace bubs   | 00       | ¢             | 2 MJ0001           | MU0001              | 13 Feb 2017     | 12:23:17      | 13 Feb 2017        | 15 Feb 2017         |                 | Request declined   |
| WR0000021  | Clean tolets   | DR       | ¢             | 2 MU0001           | MUC001              | 13 Feb 2017     | 12:21:05      | 13 Feb 2017        | 17Feb 2017          |                 | Tolets not included in contract  |
| WR0000020  | Repar printer  | TBT      | ¢             | 2 MUD001           | MU0001              | 13 Feb 2017     | 12:10:23      | 13 Feb 2017        | 13 Feb 2017         | W00001031       |  |
| WR0000019  | Installation   | DR       | C             | 2 MU0001           | ML0001              | 13 Feb 2017     | 11:50:10      | 13 Feb 2017        | 23 Feb 2017         |                 | Dedned   |

### **DECLINE A WORK REQUEST**

- In the *Work Requests* listing screen, ensure that you have selected the *correct site* and that the status is set to *Open*.
- Click on the *row selector* in front of the *work request* that you wish to *decline*.
- Click on *Decline*.



| A '         |             |            |                |                     |            |          | Y        | Nork Requests - | BPO: Version 2.1.0 | .51 - Example ( | Company    |                    |                     |         |        | - 0           | 8 |
|-------------|-------------|------------|----------------|---------------------|------------|----------|----------|-----------------|--------------------|-----------------|------------|--------------------|---------------------|---------|--------|---------------|---|
| W Hone      | faire       | entandla   | ocators        | Contract Per        | nor and IR | ine      | they .   | Mantenance and  | Projecta Manuf     | acting Pr       | oczenert   | Sales Service      | Reporting Utilitie  | 8       |        | - 0           | x |
| 00          | X           |            | 20             | 88                  | 0          |          |          | 2               | Outen +            | 0               |            |                    |                     |         |        |               |   |
| Add Edt     | Delete      | Vev        | Save Layout    | t Workspaces        | Approve D  | edne     | Export   | Prot            | (mp +              | Refresh         |            |                    |                     |         |        |               |   |
| 3.5         |             | 2          |                |                     | L          |          | 36       | L               | obii.              |                 |            |                    |                     |         |        |               |   |
| Marte       | 1013        | . 4        | Fpr            | 10. 1               | Process    |          | Equi     | + Pitt +        | ümit               | 4               |            |                    |                     |         |        |               |   |
|             |             |            |                |                     |            |          |          |                 |                    |                 |            |                    |                     |         |        |               |   |
| WRCode •    | Descriptor  | n          |                |                     | WOType     | i Status | Priority | Assigneethumbe  | r Enployeetkinber  | RequestDate     | Requestime | ScheduledStartDate | Schedule:FinishDate | Taskhum | WOCode | DecineComment |   |
| •           |             |            |                |                     |            |          |          |                 |                    |                 |            |                    |                     |         |        |               |   |
| WR0000039   | Work Reg    | uest test  | 12.1.0.5       |                     | DR         | 0        | 2        | MU0001          | MU0001             | 22 May 2017     | 00:00:00   | 22 May 2017        | 06 Feb 2017         |         |        |               |   |
| WR0000040   | Work Reg    | uest v2.1  | 0.5            |                     | DR         | 0        | 2        | MJ0001          | HUD001             | 22. May 2017    | 10:22:56   | 22 May 2017        | 21 Mar 2017         |         |        |               |   |
| WR0000042   | test work o | request #  | ith end date   | before start date   | DR         | 0        | 2        | DU/7001         | DUT001             | 07 Jun 2017     | 16:23:00   | 06 Jun 2017        | 06 Jun 2017         |         |        |               |   |
| WR0000043   | Testsched   | duled star | t and end dat  | les .               | DR         | 0        | 2        | DUT001          | DUT001             | 14 Jun 2017     | 10:05:30   | 01.3un 2017        | 01.3.n 2017         |         |        |               |   |
| WR0000049   | To check th | the copier | tansfer unit   | í l                 | CR         | 0        | 2        | 001001          | DUTOD1             | 23 Nov 2017     | 12:05:28   | 23 Nov 2017        | 231kov 2017         |         |        |               |   |
| WR0000050   | Test work   | request    |                |                     | 119        | 0        | 2        | DL/T001         | DUT001             | 28 Nov 2017     | 09:16:55   | 28 Nov 2017        | 28 Nov 2017         |         |        |               |   |
| WR0000051   | Drum requi  | ured from  | supplier for a | vervice completion  | R          | 0        | 2        | SHA001          | 9HA001             | 22 May 2018     | 15:45:23   | 22 May 2018        | 22 May 2018         |         |        |               |   |
| • WR0000053 | New drum    | requeste   | d to complete  | repair requirement  | 肉. 飛       | 0        | 2        | 944001          | 944001             | 22 May 2018     | 36:10:24   | 23 May 2018        | 23 May 2018         |         |        |               |   |
| WR0000054   | Nex dum     | requeste   | d to complete  | e repair requiremen | INS. DR    | 0        | 2        | H0.001          | 944001             | 22 May 2018     | 04:10:24   | 22 May 2018        | 22 May 2018         |         |        |               |   |
|             |             |            |                |                     |            |          |          |                 |                    |                 |            |                    |                     |         |        |               |   |
| e -         | N           |            |                |                     |            |          |          |                 |                    |                 |            |                    |                     |         |        | 21 May 2018   |   |

- A *Process Validation* message box will pop up asking;
  - Are you sure you want to decline this work request?
- Click on Yes.



|      | Home   | East     | herit and | Looders           | Contract Per       | inte and HE     | Iner      | lary -     | Kentenance and | Projechi Marudi      | istang Pr      | aurenent    | Sales Service      | Reporting Little   | £       |        | - 0          |
|------|--------|----------|-----------|-------------------|--------------------|-----------------|-----------|------------|----------------|----------------------|----------------|-------------|--------------------|--------------------|---------|--------|--------------|
| 0    | 1      | ×        |           | B                 |                    | Q               | W         | 18         | 8              | Durben •             |                |             |                    |                    |         |        |              |
| Add  | Edit   | Delete   | Ver       | Save Layout       | t Workspaces       | Approve         | Dedne     | Export     | Post           | Open •               | Referi         |             |                    |                    |         |        |              |
|      | Marter | 111      |           | Fir               | nd e               | hoos            |           | Export.    | , het ,        | Germf                |                |             |                    |                    |         |        |              |
|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |
| WRC  | de .   | Descript | ion       |                   |                    | WOTY            | pe Statur | I Priority | Assyreetkinb   | er Enployeelkinber   | RequestDate    | RequestTime | ScheduledStartDate | ScheduledFirshDate | Talitur | WOCode | DedneConnent |
|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |
| WROO | 00039  | Work Re  | quest ter | #v2.10.5          |                    | 0K              | 0         | ÿ          | ML0001         | MUD001               | 22 May 2017    | 00:00:00    | 22 May 2017        | 06 Feb 2017        |         |        |              |
| WROO | 00040  | Work Re  | quest v2  | 10.5              |                    | 0R              | 0         | 1          | M,0001         | MUD001               | 22 May 2017    | 10:22:56    | 22 May 2017        | 21 Mar 2017        |         |        |              |
| WROO | 0004Q  | test wor | krequest  | with end date     | before start date  | OR              | 0         | 1          | DUTODI         | DUT001               | 07 Jun 2017    | 16:23:00    | 06 Jun 2017        | 06 Jun 2017        |         |        |              |
| WROO | 00043  | Test sch | eduled st | art and end dat   | 185                | DR              | 0         | 1          | DUTTOD         | DUT001               | 14 Jun 2017    | 10:05:30    | 01 Jun 2017        | 01.3un 2017        |         |        |              |
| WR00 | 00049  | To check | the copi  | e tasfe uit       | 4                  | DR              | 0         | 1          | DUTION         | DUT001               | 23 Nov 2017    | 12:05:28    | 23 Nov 2017        | 23 Nev 2017        |         |        |              |
| WROO | 00050  | Test our | krequest  | f. I              |                    | 262             | 0         | 2          | DUT001         | DUTOD1               | 28 Nov 2017    | 09:16:55    | 28 Nov 2017        | 28 Nov 2017        |         |        |              |
| WR00 | 00051  | Drum ret | pured fro | in supplier for a | service completion | , R             | 0         | 2          | 194A001        | 9HA001               | 22 May 2018    | 15:45:23    | 22 May 2018        | 22 May 2018        |         |        |              |
| WROO | .00053 | New dru  | n request | ted to complete   | t repair requireme | <i>1</i> 15. FR | 0         | 1          | 944001         | 944001               | 22 May 2018    | 16:10:24    | 23 May 2018        | 23 May 2018        |         |        |              |
| WROO | ,00054 | New dry  | n request | ted to complete   | e repoir requireme | ette. OR        | 0         | 7          | M0.001         | 964001               | 22 May 2018    | 04:10:24    | 22 May 2018        | 22 May 2018        |         |        |              |
|      |        |          |           |                   |                    |                 |           | 0          | Are you sun    | e you want to declin | e this work re | quest?      |                    |                    |         |        |              |
|      |        |          |           |                   |                    |                 |           |            |                |                      | ß              | No          |                    |                    |         |        |              |
|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |
|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |
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|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |
|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |
|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |
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|      |        |          |           |                   |                    |                 |           |            |                |                      |                |             |                    |                    |         |        |              |

- A *Rejection Comments* text box will pop up.
- You will need to type in a *reason* for the rejection.



|             | •     |           |            |                  | Administration      |           |              | Y        | Vork Requests | BPO: Version 2.1.0 | .58 - Example | Company     |                    |                     |         |        | - 0         | X   |
|-------------|-------|-----------|------------|------------------|---------------------|-----------|--------------|----------|---------------|--------------------|---------------|-------------|--------------------|---------------------|---------|--------|-------------|-----|
| <b>P</b> 10 | see   | Easter    | entand     | Licotura         | Contract Peu        | ne indefi | Iver         | tory     | Kantenance an | (Projects Mark/    | facturing P   | noreieit    | Sales Service      | Reporting Utilitie  | \$      |        |             | θ   |
| 0           | 1     | ×         |            | B                |                     | Q         | Ø            | 8        | 8             | Durben •           | 0             |             |                    |                     |         |        |             |     |
| Add El      | dt    | Delete    | Ver        | Save Layout      | t Workspaces        | Approve   | Dedne        | Export   | Peet          | Open •             | Retest        |             |                    |                     |         |        |             |     |
| H           | rtra  | 11        | .,         | Fir              | nd e                | hom       | - 1          | Eport.   | , htt.,       | Gerent             | ,             |             |                    |                     |         |        |             |     |
|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
| WRCode      |       | Descripto | n          |                  |                     | WOTyp     | e Status     | Priority | Assyneethunb  | er Enployeellunbe  | RequestDate   | RequestTime | ScheduledStartDate | ScheduledFinishCate | Tasktum | WOCode | DedneConm   | ert |
|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
| WR00000     | 39    | Work Red  | uest tes   | tv2.1.0.5        |                     | 04        | 0            | 2        | ML0001        | MUD001             | 22 May 2013   | 00:00:00    | 22 May 2017        | 06 Feb 2017         |         |        |             |     |
| WR00000     | H0    | Work Rec  | prest v2.  | 10.5             |                     | OR        | 0            | 2        | M(0001        | MU0001             | 22 May 2017   | 10:22:56    | 22 May 2017        | 21 Mar 2017         |         |        |             |     |
| WR00000     | NQ    | test work | request    | with end date    | before start date   | OR        | 0            | 2        | DUTODI        | DUT001             | 07 Jun 2017   | 16:23:00    | 06 Jun 2017        | 06 Jun 2017         |         |        |             |     |
| WR00000     | 10    | Test sche | stuled stu | rt and end dat   | tes                 | DR        | 0            | 1        | CUTCO1        | DUT001             | 14 Jun 2017   | 10:05:30    | 01 Jun 2017        | 01 Jun 2017         |         |        |             |     |
| WR00000     | 10    | To check  | the copie  | r tarsfer unit   |                     | DR        | 0            | 2        | CUT001        | DUT001             | 23 Nov 2017   | 12:05:28    | 23 Nov 2017        | 23 Nev 2017         |         |        |             |     |
| WR00000     | 150   | fest our  | request    |                  |                     | 369       | 0            | 2        | DU/T001       | DUT001             | 28 Nov 2017   | 09:36:55    | 28 Nov 2017        | 28 Nov 2017         |         |        |             |     |
| WR00000     | 51 1  | Drum req  | uired from | n supplier for s | vervice completion. | R         | 0            | 2        | 94A001        | \$HA001            | 22 May 2011   | 154523      | 22 May 2018        | 22 May 2018         |         |        |             |     |
| • WR00000   | /\$J  | Neirdur   | request    | ed to complete   | rebik redynatie     | 作 所       | 0            | 1        | 944001        | 944001             | 22 May 2018   | 36120.24    | 23 May 2018        | 23 May 2018         |         |        |             |     |
| WR00000     | 154 1 | lien d'un | request    | ed to complete   | e repair requiremen | es or     | <b>e</b> top | etiin (e | ninesta ,     |                    |               |             | - 0 X              | 22 May 2018         |         |        |             |     |
|             |       |           |            |                  |                     |           | Hone         | 1        |               |                    |               |             |                    |                     |         |        |             |     |
|             |       |           |            |                  |                     |           | 101          | -        | _             |                    |               |             |                    |                     |         |        |             |     |
|             |       |           |            |                  |                     |           | M            | 0        |               |                    |               |             |                    |                     |         |        |             |     |
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|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
|             |       |           |            |                  |                     |           | Root         | 1        |               |                    |               |             |                    |                     |         |        |             |     |
|             |       |           |            |                  |                     |           |              |          |               |                    |               |             | 4.1                |                     |         |        |             |     |
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|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
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|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
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|             |       |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        |             |     |
| Open Windo  | * 10  |           |            |                  |                     |           |              |          |               |                    |               |             |                    |                     |         |        | 21 May 2018 | 1   |

• When you have finished typing in the rejection comment, click on *Save*.



|       | •        |          |            |                   |                    |             |          | V          | Nork Requests  | - BPO: Version 2.1.0 | .58 - Example | Company     |                    |                     |         |        | - 0          |
|-------|----------|----------|------------|-------------------|--------------------|-------------|----------|------------|----------------|----------------------|---------------|-------------|--------------------|---------------------|---------|--------|--------------|
| W     | Hone     | Equip    | ment and   | Locations         | Contract Per       | ance and HR | Ine      | htory (    | Nantenance an  | d Projecta Manuf     | acting a      | rucurement  | Sales Service      | Reporting Utilitie  | (       |        | - 0          |
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|       | Manhe    | 5780     |            | *) (a)            | nt i               | Process     | .+       | 1:port     | , Wet ,        | Gynerit              | 4             |             |                    |                     |         |        |              |
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| WRC   | ode •    | Descript | ton        |                   |                    | WOTyp       | e Status | Priority   | Assigneethunb  | ver Employeetkunber  | RequestDate   | RequestTime | ScheduledStartDate | ScheduledFinishDate | Taskhum | WOCode | DedneComment |
| 1     |          |          |            |                   |                    |             |          |            |                |                      |               |             |                    |                     |         |        |              |
| WROO  | 0000.39  | Work Re  | naumit ter | st v2.1.0.5       |                    | DR          | 0        | 2          | MUD001         | MUD001               | 22 May 2017   | 00:00:00    | 22 May 2017        | 06 Feb 2017         |         |        |              |
| WRO   | 000040   | Work Re  | equest v2  | 1.1.0.5           |                    | DR          | 0        | 2          | MUD001         | MU0001               | 22 May 2017   | 10:22:56    | 22 May 2017        | 21 Mar 2017         |         |        |              |
| WRO   | 000042   | test wo  | nk request | t with end date I | before start date  | DR          | 0        | 2          | 007001         | DUT001               | 07 Jun 2017   | 16:23:00    | 06 Jun 2017        | 06 Jun 2017         |         |        |              |
| WROX  | 000045   | Test so  | reduled st | tart and end dat  | 6                  | DR          | 0        | 2          | 007001         | DU11001              | 14 Jun 2017   | 10:05:30    | 01 Jun 2017        | 01 Jun 2017         |         |        |              |
| WRO   | 000049   | To ched  | k the copi | er transfer unit  |                    | DR          | 0        | 2          | 007001         | DUT001               | 23 Nov 2017   | 12:05:28    | 23 Nov 2017        | 23 Nov 2017         |         |        |              |
| WRO   | 000050   | Test wa  | rk reques  | t.                |                    | 1KP         | 0        | 3          | DUT001         | DUT001               | 28 Nov 2017   | 09:16:55    | 28 Nov 2017        | 28 Nov 2017         |         |        |              |
| WRO   | 000051   | Drum re  | quired fro | an supplier for s | ervice completion  | PR          | 0        | 2          | 944001         | 994001               | 22 May 2018   | 15:45:23    | 22 May 2018        | 22 May 2018         |         |        |              |
| WRO   | 000053   | New dry  | im reques  | ited to complete  | repair requirement | rits. PR    | 0        | 2          | 944001         | SHA001               | 22 May 2018   | 16:10:24    | 23 May 2018        | 23 May 2018         |         |        |              |
| WROX  | 000054   | New dru  | in reques  | ated to complete  | repair requirement | nts. DR     | P Ini    | etini (in  |                |                      |               |             | - 0 X              | 22 May 2018         |         |        |              |
|       |          |          |            |                   |                    |             | Hone     |            |                |                      |               |             |                    |                     |         |        |              |
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|       |          |          |            |                   |                    |             |          | V          |                |                      |               |             |                    |                     |         |        |              |
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|       |          |          |            |                   |                    |             |          |            |                |                      |               |             |                    |                     |         |        |              |
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| pen W | Indons * | •        |            |                   |                    |             |          |            |                |                      |               |             |                    |                     |         |        | 21 May 2018  |

- A *Work Request Process* message box will pop up informing you that;
  - The Work Request [] has been declined.
- Click on OK.



| Add         Edit         Decks         Familie         Approve         Decks         Familie         Familie </th <th>M         M         More ward         More ward<th>Al         Extra Laguest Nationaux         Approve         Extra Laguest         Approve         Extra Laguest         Approve         Extra Laguest         Extr Laguest         Extra Laguest         &lt;</th><th></th><th></th><th>411 197</th><th></th><th>0</th><th>0</th><th></th><th>- 20</th><th>Dahan .</th><th>6</th><th></th><th></th><th></th><th></th><th></th><th></th></th>   | M         M         More ward         More ward <th>Al         Extra Laguest Nationaux         Approve         Extra Laguest         Approve         Extra Laguest         Approve         Extra Laguest         Extr Laguest         Extra Laguest         &lt;</th> <th></th> <th></th> <th>411 197</th> <th></th> <th>0</th> <th>0</th> <th></th> <th>- 20</th> <th>Dahan .</th> <th>6</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>   | Al         Extra Laguest Nationaux         Approve         Extra Laguest         Approve         Extra Laguest         Approve         Extra Laguest         Extr Laguest         Extra Laguest         <   |              |               | 411 197          |                         | 0        | 0         |          | - 20         | Dahan .             | 6             |             |                    |                     |        |        |              |
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| No.         Outer         O  | Martiness         Ministry in Markading         Prices         Description         View         In adjustment for a parallel har fail         Scheduled State Table  | Norman         Name         Name         Description         Open         Name           Network         -         Frankt         -         Description         Open         -         Name         -         Description         ScheduleStart List         ScheduleStart Li   | H FAR        | A L           | Save La          | Waterwares              | herne    | Dedre     | Enter    |              | Curban -            | lefet         |             |                    |                     |        |        |              |
| Martinesse         Partial         Parces         Description         W0Tgec         Status         Partial         Partia         Partial         Partial   | Mandmana ()         Front ()         Proces         Doort ()         Doort ()         Carret ()           INCode ()         Peorphon         W0Tpe State         Proving Asspectivable (Proving Asspecti Proving Asspectivable   | Methods         Frand         Proces         Deart         Area         Carrent         Area           ARCode         Centration         Contration         MCTage         Stable         Proces         Centration         Contration         Stable  | 0 000 0      | ACC IN        | y sale of        | *                       | ACTION 1 | (Care     | c.port   |              | obeu .              | Acres         |             |                    |                     |        |        |              |
| NRCode       Description       NOTige       State       Priority       Assignment/Austrie       Bespetitive       Requesitive       ScheduledStarDue       ScheduledStarDue <td>Interview         Interview         <t< td=""><td>NEX-ONE- 10 people in the people in</td><td>Netera</td><td>12</td><td></td><td>Parnal a</td><td>hoese</td><td></td><td>Export.</td><td>, htt. ,</td><td>Germit</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></t<></td> | Interview         Interview <t< td=""><td>NEX-ONE- 10 people in the people in</td><td>Netera</td><td>12</td><td></td><td>Parnal a</td><td>hoese</td><td></td><td>Export.</td><td>, htt. ,</td><td>Germit</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></t<> | NEX-ONE- 10 people in the people in                       | Netera       | 12            |                  | Parnal a                | hoese    |           | Export.  | , htt. ,     | Germit              | 1             |             |                    |                     |        |        |              |
| WRC0de         bestraption         W0Tge         Status         Priority         Assigned Number         Englese/Balles         Request/Balles         Status/Reduest/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Request/Balles         Request/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Request/Balles         Request/Balles         Status/Reguest/Balles         Status/Reguest/Balles         Request/Balles         Status/Reguest/Balles         Status/Reguest/Bale  | Witch         Description         WUTge         Statu         Parity         Assigneduate to<br>information         Request to<br>information         Statu         Parity         Assigneduate to<br>information         Request to<br>information         Statu         Parity         Assigneduate to<br>information         Statu         Parity         Distribute         Statu         Distribute         Statu         Distatu         Distatu         Distat  | NRCue       NOTion       State       Notify  |              |               |                  |                         |          |           |          |              |                     |               |             |                    |                     |        |        |              |
| Internation         Internation <thinternation< th=""> <thinternation< th=""></thinternation<></thinternation<>  | No         No<   | No. 0         No. 0         2         M.00001         20. 0         2   | VRCode • C   | Jescription   |                  |                         | WOTyp    | ,e Status | Priority | AssigneeNumb | ver Enployeetkunber | RequestDate   | RequestTime | ScheduledStartDate | ScheduledFinishDate | Taskun | WOCode | DedneConment |
| WKR Request Het v2.1.0.5       OK       O       2 ML0001       MU0001       22 May 2017       06 Peb 2017         WKR Request V2.1.0.5       OK       O       2 ML0001       ML0001       22 May 2017       10.22.56       22 May 2017       20.1 May 2017         WKR Request V2.1.0.5       OK       O       2 ML0001       ML0001       27 May 2017       10.22.56       22 May 2017       06 Jan 2017         WKR Request Heth end date before start date       OK       O       2 DU1001       DU1001       14 Jan 2017       10.05:00       01 Jan 2017       01 Jan 2017         WKR Request Heth end date before start date       OK       O       2 DU1001       DU1001       23 Nev 2017       12.05:28       23 Nev 2017       23 Nev 2017         WKR Request Heth end feed dates       DK       O       2 DU1001       DU1001       23 Nev 2017       12.05:28       23 Nev 2017       23 Nev 2017         WKR Request Heth engine transfer unit       DK       O       2 DU1001       DU1001       23 Nev 2017         WKR Request Hether engine mether       DK       O       2 DU1001       DU1001       23 Nev 2017       23 Nev 2017       23 Nev 2017       23 Nev 2018       23 Nev 2017      <  | WR000000000000000000000000000000000000   | IRR000009       Wax Request test: V2.1.0.5       OR       O       2 Mu0001       V00001       22 May 2017       000000       22 May 2017       01 Mar 2017         IRR0000040       Wax Request v2.1.0.5       OR       O       2 Mu0001       V00001       22 May 2017       000000       22 May 2017       01 Mar 2017         IRR0000040       Yest: Nock request with end date before start date       OR       O       2 DUTI01       DUTI001       07 Au 2017       00 Au 2017       01 Au 2017         IRR0000047       Test sheduled start and end dates       OR       O       2 DUTI01       DUTI001       14 Au 2017       001 Au 2017       01 Au 2017         IRR0000047       Test sheduled start and end dates       OR       O       2 DUTI001       DUTI001       12 Au 2017       01 Au 2017       01 Au 2017         IRR0000047       Test sheduled start and end dates       OR       O       2 DUTI001       DUTI001       12 Nev 2017       21 Nev 2017         IRR0000015       Test shedule transfer unit       OR       O       2 DUTI001       DUTI001       12 Nev 2017       21 Nev 2017         IRR0000015       Test shedule transfer unit       DR       O       2 DUTI001       20 May 2018       12 Nev 2017       21 Nev 2017         IRR0000015  |              |               |                  |                         |          |           |          |              |                     |               |             |                    |                     |        |        |              |
| WR00000000         Work Request v2.1.0.5         OR         O         2 MU0001         ML0001         22 May 2017         21 May 2018         21 May 2018         21 May 2018         21 May 2018  | WR00000040       Work Request v2.1.0.5       OR       O       2 MuD001       MD0001       22 May 2017       0.22 May 2017       0.61 Jun 2017       O6 Jun 2017         WR00000040       Test scheduled start and end dates       OR       O       2 DUT001       DUT001       07 Jun 2017       0.61 Jun 2017       0.1 Jun 2017       0.1 Jun 2017         WR00000040       Test scheduled start and end dates       OR       O       2 DUT001       DUT001       14 Jun 2017       0.01 Jun 2017       0.1 Jun 2017         WR00000000       Test scheduled start and end dates       OR       O       2 DUT001       DUT001       24 Jun 2017       23 Nev 2017       23 Nev 2017         WR00000000       Test scheduled start and end dates       OR       O       2 DUT001       DUT001       24 Nev 2017       23 Nev 2017       23 Nev 2017         WR00000000       Test scheduled start and end dates       OR       O       2 DUT001       DUT001       28 Nev 2017         WR00000010       Drum requested fras supplier for service completon       RR       O       2 SerVico1       94 No01       28 Nev 2017       28 Nev 2017       28 Nev 2017       28 Nev 2018       28 Nev 2017       28 Nev 2018       28 Nev 2018       28   | NR0000040         Work Request V2.1.0.5         OR         O         2 MC0001         MC0001         22 May 2017         10 202:54         22 May 2017         11 Mar 2017           IRR0000040         test work request with end date before start date         OR         O         2 DUT001         DUT001         07 Jun 2017         MC22000         06 Jun 2017         06 Jun 2017         01 Jun 2017  | (R0000039 V  | Nork Request  | test v2.1.0.5    |                         | CR.      | 0         | 1        | ML0001       | MU0001              | 22 May 2017   | 00.00.00    | 22 May 2017        | 06 Feb 2017         |        |        |              |
| WR00000042         test work request with end date before start date         OR         O         2 DUT001         DUT001         07 Jun 2017         06 Jun 2017         01 Jun 2017           WR00000000         Test scheduled start and end dates         DR         O         2 DUT001         DUT001         14 Jun 2017         10 Jun 2017         01 Jun 2017 <t< td=""><td>W800000042         test work request with end date before start date         OR         O         2 DU1001         OU1001         O7 Jun 2017         06 Jun 2017         01 Jun 2017&lt;</td><td>UR0000040         test seck request with end date before start date         OR         0         2 DUT001         DUT001         07 Jun 2017         00 Jun 2017         01 Jun 2017           UR00000040         Test schedided start and end dates         DR         0         2 DUT001         DUT001         14 Jun 2017         01 Jun 2017         <td< td=""><td>(R0000040 V</td><td>Nork Request</td><td>v2.1.0.5</td><td></td><td>OR</td><td>0</td><td>2</td><td>M,0001</td><td>MU0001</td><td>22 May 2017</td><td>10:22:56</td><td>22 May 2017</td><td>21 Mar 2017</td><td></td><td></td><td></td></td<></td></t<>   | W800000042         test work request with end date before start date         OR         O         2 DU1001         OU1001         O7 Jun 2017         06 Jun 2017         01 Jun 2017<   | UR0000040         test seck request with end date before start date         OR         0         2 DUT001         DUT001         07 Jun 2017         00 Jun 2017         01 Jun 2017           UR00000040         Test schedided start and end dates         DR         0         2 DUT001         DUT001         14 Jun 2017         01 Jun 2017 <td< td=""><td>(R0000040 V</td><td>Nork Request</td><td>v2.1.0.5</td><td></td><td>OR</td><td>0</td><td>2</td><td>M,0001</td><td>MU0001</td><td>22 May 2017</td><td>10:22:56</td><td>22 May 2017</td><td>21 Mar 2017</td><td></td><td></td><td></td></td<>   | (R0000040 V  | Nork Request  | v2.1.0.5         |                         | OR       | 0         | 2        | M,0001       | MU0001              | 22 May 2017   | 10:22:56    | 22 May 2017        | 21 Mar 2017         |        |        |              |
| VR00000047         Test scheduled start and end dates         DR         O         2 DUT001         DUT001         14 Jun 2017         01 Jun 2017         01 Jun 2017         01 Jun 2017           VR00000000         Test scheduled start and end dates         DR         O         2 DUT001         DUT001         23 Hov 2017         23 Nov 2018         23 Nov 2018 </td <td>VR00000040         Test scheduled start and end dates         OR         O         2 DUTI01         DUTI001         14 Jun 2017         01 Jun 2017         01 Jun 2017           VR00000040         Test scheduled start and end dates         OR         O         2 DUTI01         DUTI001         23 Nev 2017         23 Nev 2018         23 Nev 2018</td> <td>VR0000040         Test scheduled start and end dates         OR         O         2 DU/T001         DU/T001         14 Jun 2017         01 Jun 2017         01 Jun 2017           VR00000044         Test scheduled start and end dates         OR         O         2 DU/T001         DU/T001         23 Nev 2017         23 Nev 2018         22 Nev 2018         22 Nev 2018         22 Nev 2018         23 Nev 201</td> <td>(R0000042 b</td> <td>est work reg</td> <td>jest with end dr</td> <td>ate before start date</td> <td>CR</td> <td>0</td> <td>2</td> <td>DUTODI</td> <td>007001</td> <td>07 Jun 2017</td> <td>16:23:00</td> <td>06 Jun 2017</td> <td>06 Jun 2017</td> <td></td> <td></td> <td></td>  | VR00000040         Test scheduled start and end dates         OR         O         2 DUTI01         DUTI001         14 Jun 2017         01 Jun 2017         01 Jun 2017           VR00000040         Test scheduled start and end dates         OR         O         2 DUTI01         DUTI001         23 Nev 2017         23 Nev 2018  | VR0000040         Test scheduled start and end dates         OR         O         2 DU/T001         DU/T001         14 Jun 2017         01 Jun 2017         01 Jun 2017           VR00000044         Test scheduled start and end dates         OR         O         2 DU/T001         DU/T001         23 Nev 2017         23 Nev 2018         22 Nev 2018         22 Nev 2018         22 Nev 2018         23 Nev 201   | (R0000042 b  | est work reg  | jest with end dr | ate before start date   | CR       | 0         | 2        | DUTODI       | 007001              | 07 Jun 2017   | 16:23:00    | 06 Jun 2017        | 06 Jun 2017         |        |        |              |
| WR00000004         To theck the copier transfer unit         DR         O         2 DUT001         DUT001         22 May 2017         23 May 2017         23 May 2017           WR00000000         Test work request         MBP         O         2 DUT001         DUT001         28 May 2017         28 May 2018         22 May 2018         22 May 2018         22 May 2018         28 May 2018         2   | WR00000949         To check the copier transfer unit         DR         O         2 DU1001         DU1001         23 Nev 2017         23 Nev 2017         23 Nev 2017           WR00000000         Test work request         MSP         O         2 DU1001         DU1001         28 Nev 2017         28 Nev 2018         2   | IRR0000050         Text evolv request         DR         O         2 DUT001         DUT001         21 Nev 2017         23 Nev 2017         21 Nev 2017           IRR0000050         Text evolv request         MSP         O         2 DUT001         DUT001         28 Nev 2017         28 Nev 2018         28 Nev 2018 <td>(R0000040) T</td> <td>lest schedule</td> <td>d start and end</td> <td>dates</td> <td>DR</td> <td>0</td> <td>1</td> <td>CUT001</td> <td>DUTODI</td> <td>14 Jun 2017</td> <td>10:05:30</td> <td>01 Jun 2017</td> <td>01 Jun 2017</td> <td></td> <td></td> <td></td>  | (R0000040) T | lest schedule | d start and end  | dates                   | DR       | 0         | 1        | CUT001       | DUTODI              | 14 Jun 2017   | 10:05:30    | 01 Jun 2017        | 01 Jun 2017         |        |        |              |
| VR00000000         Test test request         DEP         O         2 DUT001         DUT001         28 Nev 2017         28 Nev 2017         28 Nev 2017           VR00000001         Drum requested from supplier for service completion         PR         O         2 De4001         SH4001         22 May 2018         15-61-23         22 May 2018         22 May 2018         22 May 2018         22 May 2018         23 May 2018 <td>VRR0000000         Feat evit request         VR0000000         Call Evit voit request         VR0000000         Call Evit voit request         VR0000000         Call Evit voit voit voit voit voit voit voit v</td> <td>VR0000000         Text verk request         VPGP         Q         2 Du1701         DU1001         28 Nev 2017         28 Nev 2017         28 Nev 2017           VR00000001         Drum requested from supplete requere counterton.         PR         Q         2 SH4001         S2 May 2018         32 May 201</td> <td>R0000049 1</td> <td>o check the</td> <td>opier transfer o</td> <td>,nt</td> <td>DR</td> <td>0</td> <td>2</td> <td>007001</td> <td>1007001</td> <td>23 Nov 2017</td> <td>12:05:28</td> <td>23 Nov 2017</td> <td>23 Nev 2017</td> <td></td> <td></td> <td></td>  | VRR0000000         Feat evit request         VR0000000         Call Evit voit request         VR0000000         Call Evit voit request         VR0000000         Call Evit voit voit voit voit voit voit voit v  | VR0000000         Text verk request         VPGP         Q         2 Du1701         DU1001         28 Nev 2017         28 Nev 2017         28 Nev 2017           VR00000001         Drum requested from supplete requere counterton.         PR         Q         2 SH4001         S2 May 2018         32 May 201   | R0000049 1   | o check the   | opier transfer o | ,nt                     | DR       | 0         | 2        | 007001       | 1007001             | 23 Nov 2017   | 12:05:28    | 23 Nov 2017        | 23 Nev 2017         |        |        |              |
| WR00000051         Drum requested from supplier for service completion.         PR         0         2         944001         324 May 2018         322 May 2018         322 May 2018         322 May 2018         322 May 2018         323 May 2018         323 May 2018         334 May 2018<   | VR00000051         Drum required fram supplier for service completion.         PR         0         2         944001         521 May 2018         521 May 2018 </td <td>VR0000051       Drum requested from supplete repair requirements.       PR       0       2       944001       5214ey 2018       1214ey 2018       221Mey 2018       21Mey 2018       21</td> <td>JR0000050 T</td> <td>est oork reg</td> <td>Jest .</td> <td></td> <td>1KP</td> <td>0</td> <td>2</td> <td>DUT001</td> <td>DUTION</td> <td>28 Nov 2017</td> <td>09:36:55</td> <td>28 Nov 2017</td> <td>28 Nev 2017</td> <td></td> <td></td> <td></td>   | VR0000051       Drum requested from supplete repair requirements.       PR       0       2       944001       5214ey 2018       1214ey 2018       221Mey 2018       21Mey 2018       21  | JR0000050 T  | est oork reg  | Jest .           |                         | 1KP      | 0         | 2        | DUT001       | DUTION              | 28 Nov 2017   | 09:36:55    | 28 Nov 2017        | 28 Nev 2017         |        |        |              |
| VR00000053 New drum requested to complete repuir requirements. PR 0 2 944001 944001 22 May 2018 24:30:24 22 May 2018 22 May 20   | VR00000551 New drum requested to complete repair requirements. IPR 0 2 944001 944001 22 May 2018 94:10:24 21 May 2018 22 May 2018 22 May 2018 18000000554 New drum requested to complete repair requirements. IOR 0 2 M0.001 944001 22 May 2018 04:10:24 22 May 2018 22 May 2018 22 May 2018 194001 22 May 2018 194001 19  | MR0000053 New drum requested to complete repair requirements. PR 0 2 944001 944001 22 May 2018 941024 22 May 2018 20 May 2018 | R0000051 D   | irun required | from supplier h  | or service completion.  | PR       | 0         | 1        | \$HA001      | 944001              | 22 May 2018   | 15:45:23    | 22 May 2018        | 22 May 2018         |        |        |              |
| VR00000004 New drum requested to complete repair requirements. DR 0 2 MILLIOI 944001 22 May 2018 04 10:24 22 May 2018 22 May 2018 22 May 2018 WR0000004 New drum request WR0000003, has been declined.   | VR00000004 New drum requested to complete repair requirements. OK 0 2 MIL.001 944001 22 May 2018 04 5024 22 May 2018 22 May 2018           Wink Request - Process         X           Image: The work request WR00000033, has been declined.         X   | WR0000054 Nex drue requested to complete report requirements. OK 0 2 MILIOI 944001 22 May 2018 04 3024 22 May 2018 22 May 2018<br>Write Request - Process<br>The work request WR0000053, has been declined.<br>OK   | IR0000053 N  | lew drum red  | uested to compl  | lete replik replikemen  | 8. PR    | 0         | -        | 944001       | 994001              | 22 May 2018   | 16:20.24    | 23 May 2018        | 23 May 2018         |        |        |              |
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|  | OK   | Οκ  |              |               |                  |                         |          |           | (        | The work o   | equest WRCCCCCS),   | has been dedi | ned.        |                    |                     |        |        |              |
|  |  |   |              |               |                  |                         |          |           |          |              |                     |               |             |                    |                     |        |        |              |

The *declined* work request will now be removed from the *Work Requests* listing screen where the status is set to *Open*.



| <b>.</b>      |                 |                   |              |           |          |        | Work Req     | uests - BPO. Versio | n 2.1.0.58 - Exa | mple Compar | y.                 |                    |         |        |             | 0 X   |
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| WRCode        | Description     |                   |              | WOType    | Status P | nority | AssgreefAmbe | r EngloyeeNumber    | RequestDate      | RequestTime | ScheduledStartDate | ScheduledFinahDate | Taddkim | WOCode | DedneConner | 1     |
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| + WR0000039   | Work Request    | est v2.1.0.5      |              | DR        | 0        | 2      | ML0001       | ML0001              | 22 May 2017      | 00:00:00    | 22 May 2017        | 05 Feb 2017        |         |        |             |       |
| WR0000040     | Work Request    | 2.1.0.5           |              | DR .      | 0        | 2      | ML0001       | HL0001              | 22 May 2017      | 10:22:56    | 22 May 2017        | 21 Mar 2017        |         |        |             |       |
| WR000004Q     | lest work requ  | st with end date  | before start | DR        | 0        | 2      | DU/T001      | DUT001              | 07 Jun 2017      | 15:23:00    | 06 Jun 2017        | 06 Jun 2017        |         |        |             |       |
| WR0000040     | Test scheduled  | start and end dat | 8            | DR -      | 0        | 2      | DUT001       | DUT001              | 14 Jun 2017      | 10:05:30    | 01 Jun 2017        | 01 Jun 2017        |         |        |             |       |
| WR0000049     | To check the co | per barofer unit  |              | DR        | 0        | 2      | 007001       | DU7001              | 23 Nov 2017      | 12:05:28    | 23 Nov 2017        | 23 Nov 2017        |         |        |             |       |
| WR0000050     | Test work requ  | st                |              | DISP      | 0        | 2      | DU/T001      | DUTI03              | 28 Nov 2017      | 09116:55    | 28 Nev 2017        | 28 Nov 2017        |         |        |             |       |
| WR0000051     | Drum required   | ton suppler for s | ervice comp  | PR        | 0        | 2      | 9HA001       | 944001              | 22 May 2018      | 15:45:23    | 22 May 2018        | 22 May 2018        |         |        |             |       |
| WR0000054     | Nevi drum requ  | ested to complete | repair requ  | DR        | 0        | - 2    | M0L001       | 9HA001              | 22 May 2018      | 04:10:24    | 22 May 2018        | 22 May 2018        |         |        |             |       |
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| Open Windows  |                 |                   |              |           |          |        |              |                     |                  |             |                    |                    |         |        | 21 May 2    | 18 .  |

• Click on the drop-down arrow in the *Status* field and change the status to *Closed*.



|          |          |             |           |                  |            |              |            | V         | /ork Requests | - BPO: Version 2 | 1.0.58 - Examp | le Company  |          |             |              |        |               | - 0        | Х   |
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| WRO      | de •     | Description | 00        |                  | (IOType    | Status Pri   | vity Assis | neekinber | Encloyeetkur  | G<br>A X         | Deleted        |             | (artCate | Sheddedinat | ate Taditium | WOCode | DecireConnect |            |     |
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| + WRO    | 00054    | New dra     | n request | ted to complete  | DR         | 0            | 2 ML0      | 01        | 944001        |                  |                |             | 9        | 22 May 2018 |              |        |               |            |     |
| WRO      | 00051    | Drum rei    | oured ho  | n suppler for se |            | 0            | 2.94       | 001       | 944001        | x                |                | - 1         | 18       | 22 May 2018 |              |        |               |            |     |
| WRO      | 00050    | Test wor    | krequest  |                  | 119        | 0            | 2 000      | 001       | DUT001        | 28 Nov 201       | 7 09:16:55     | 28 Nov 20   | 17       | 25 Nev 2017 |              |        |               |            |     |
| WRO      | 000049   | To ched     | the copie | e banife unt     | DR.        | 0            | 2 0.01     | 101       | 007001        | 23 Nov 201       | 7 12:05:28     | 23 Nov 20   | 17       | 23 Nov 2017 |              |        |               |            |     |
| WRO      | 00040    | Testsch     | eduled st | art and end date | s DR       | 0            | 2 0.07     | 101       | DUTION:       | 14 Jun 2017      | 10:05:30       | 01 Jun 201  | 7        | 01 Jun 2017 |              |        |               |            |     |
| WROO     | 200042   | test war    | k request | with end date b  |            | 0            | 2 0/1      | 101       | 007001        | 07 Jun 2017      | 16:23:00       | 06 Jun 201  | 1        | 06 Jun 2017 |              |        |               |            |     |
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| Open W   | indous • |             |           |                  |            |              |            |           |               |                  |                |             |          |             |              |        |               | 1 May 2018 | -   |

- You can now view the *declined* work request in the *Work Requests* listing screen where the status is set to *Closed*.
- You will note that the *rejection comments* have pulled through to the *Decline Comments* column.



## Work Requests - Approve, Decline a Work Request

| à ·        |                                      |            |               | W               | lork Requests - BP | O: Version 2.1 | 0.58 - Exampl  | le Company         |                            |           | - 0 >                             |
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| utrada .   | Development                          | 1077-00    | Chaine Drivel | . Assessed when | factorial alter    | And and Table  | Data and Trees | T-Aud-Aud Tauthate | Chard International Tables | . untrada | Parlandianant                     |
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| WD/WW/61   | Time do an east authorf he consolute | 20         |               | 1 044/01        | GAMI               | 22 May 25 (8   | 16-15-14       | 75 May 2018        | 71Mar 2018                 | _         | Curtomer has searce do as on alle |
| wecocost2  | Drum Requested                       | m<br>DR    | 1             | 2 944/01        | ME 001             | 22 May 2018    | 1550.04        | 22 May 2018        | 22 May 2018                | W00001667 | Consider on spare or on an and    |
| WR0000048  | Test deletion a work request         | 1/2        | 6             | 2 0(00)         | 00001              | 08 New 2017    | 08-10-46       | 08 New 2017        | 08 New 2017                | monnead   |                                   |
| WR0000047  | Test creating a work request inix    | DR         | c             | 2 DUT001        | TWARDI             | 17 Aun 2017    | 11-41-01       | 17 Aut 2017        | 17 Aug 2017                |           |                                   |
| WR0000046  | Work Request - Project               | (8         | c             | 2 ML0001        | HLD001             | 14 34 2017     | 143358         | 14.34 2017         | 14 34 2017                 | W00001605 |                                   |
| WR.0000045 | Work Request                         |            | c             | 2 ML0001        | ML0001             | 13 34 2017     | 1451:21        | 03 34 2017         | 03 34 2017                 | W00001604 |                                   |
| WR0000044  | Test work request - ensure proje     | c DR       | c             | 2 00/001        | DUT001             | 28 Jun 2017    | 10:44:35       | 28 Jun 2017        | 28 Jun 2017                | W00001504 |                                   |
| WR0000041  | v2.0.7 - work request test           | DR         | ¢             | 2 MJ0001        | MUD001             | 02.3.m 2017    | 09:29:11       | 02 Jun 2017        | 02 Jun 2017                |           | Test rejecting a work request.    |
| WR0000038  | work request 2                       | DR         | c             | 2 MJ0001        | MUD001             | 12 Apr 2017    | 11:56:03       | 12 Apr 2017        | 12 Apr 2017                | W00001278 |                                   |
| WR0000037  | Work request 1                       | DR         | c             | 2 MUD001        | MUD001             | 12 Apr 2017    | 11:55:02       | 12 Apr 2017        | 12 Apr 2017                | W00001277 |                                   |
| WR0000036  | Work Request to a non clent ass      | et DR      | c             | 2 MUD001        | MUD001             | 12 Apr 2017    | 11:22:24       | 12 Apr 2017        | 12 Apr 2017                | W00001271 | Work Request to a non-dient asset |
| WR0000035  | Work Request to client asset         | DR         | ¢             | 2 MUD001        | MUD001             | 12 Apr 2017    | 11:21:18       | 12 Apr 2017        | 12 Apr 2017                | W00001270 |                                   |
| WR000003H  | Work Request to dent asset           | NOR.       | ¢             | 2 MJ0001        | MUD001             | 12 Apr 2017    | 00:00:00       | 12 Apr 2017        | 03 Apr 2017                | W00001274 |                                   |
| WR0000033  | Work Request to non clent locati     | on IT      | 0             | 2 MJ0001        | TWA001             | 12 Apr 2017    | 00:00:00       | 12 Apr 2017        | 12 Apr 2017                |           | Dedred                            |
| WR,0000032 | Work Request to client location      | DR         | ç             | 2 MUD001        | MUD001             | 12 Apr 2017    | 00:00:00       | 12 Apr 2017        | 12 Apr 2017                |           | Dedned                            |
| WR0000031  | Work Request to clent location       | DR         | C             | 2 MUD001        | MUD001             | 12 Apr 2017    | 11:16:22       | 12 Apr 2017        | 12 Apr 2017                | W00001268 |                                   |
| WR0000030  | Work Request to clent location       | 1941       | ¢             | 2 MJ0001        | MUD001             | 12 Apr 2017    | 11:10:09       | 12.Apr 2017        | 19 Apr 2017                |           |                                   |
| WR0000029  | work order linked to client asset    | DR         | ¢             | 2 MUD001        | 100AH2             | 31 Mar 2017    | 12:50:38       | 31 Mar 2017        | 31 Mar 2017                | W00001272 |                                   |
| WR:0000028 | My Work - Work Request Inked b       | h (M       | ¢             | 2 MUD001        | MUD001             | 29 Mar 2017    | 10:10:22       | 29 Mar 2017        | 29 Mar 2017                |           | Declined                          |
| WR0000027  | My Work - Work Request linked b      | 1 DR       | ¢             | 2 MJ0001        | MUD001             | 29 Mar 2017    | 10:09:12       | 29 Mar 2017        | 29 Mar 2017                |           |                                   |
| WR0000026  | My Work - Work Request Inked b       | 0 OR       | ç             | 2 MUD001        | MUD001             | 29 Mar 2017    | 10:08:18       | 29 Mar 2017        | 29 May 2017                |           |                                   |
| WR0000024  | My Work - Work Request linked b      | n., INST   | C             | 2 MUD001        | MUD001             | 29 Mar 2017    | 10:00:52       | 29 Mar 2017        | 29 Mar 2017                | W00001266 |                                   |
| WR0000023  | Installation                         | DR         | c             | 2 MUD001        | ML0001             | 13 Feb 2017    | 12:25:56       | 13 Feb 2017        | 13 Feb 2017                |           | Request declined                  |
| WR0000022  | Replace bulbs                        | DR         | ç             | 2 MUD001        | MU0001             | 13 Feb 2017    | 12:23:17       | 13 Feb 2017        | 16.Feb 2017                |           | Request declined                  |
| WR0000021  | Clean tolets                         | DR         | c             | 2 MJ0001        | ML0001             | 13 Feb 2017    | 12:21:05       | 13 Feb 2017        | 17 Feb 2017                |           | Tollets not included in contract  |
| WR0000020  | Repair printer                       | 167        | C             | 2 M.0001        | MUD001             | 13 Feb 2017    | 12:10:23       | 13Feb 2017         | 13 Feb 2017                | W00001031 |                                   |

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