

SERVICE

MY WORK – EDIT WORK ORDER DESCRIPTION, COMMENTS, RECTIFICATION COMMENT

Ribbon Access: Service > My Work

| | Ŧ | | | | | | BPO: Versi | on 2.1.0. | бб - Example Compa | iny | | | | | 1772 | | × |
|----------|--------------|--------------------------|-------------|----------------------------|-------|-------------|---------------------|------------|--------------------|-------------------|------------|-----------|--------------|-----------|--------|------|------|
| 0 | Equipment an | d Locations | Contract | Finance and Hi | R Inv | ventory Ma | intenance ar | nd Project | ts Manufacturing | Procur | ement Si | ales Serv | ce Reporting | Utilities | | | |
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| Tech Map | Scheduling | Current Tech Activity | Technicians | Availability Exceptions | Calls | Work Orders | Service Requests | WIP | Work Management | My Work Orders | My Tickets | Tickets | My Work | | | | |
| _ | | Technical | | | | | Process | | a | | Ticketing | × | Open 』 | | | | |
| | | | | | | | | | | | | | | | | | |
| Open Win | dows 🕶 | | | | | | | | | | | | | | 19 Oct | 2018 | ¢ // |

The *My Work* listing screen will be displayed.

- 1. Ensure that you have selected the *Work Orders* tab.
- 2. Search for the *work order* that contains the *Description* that you wish to change.



| ALC: NO THE OWNER OF | Ŧ | | | | | My V | Vork - BPO: Ver | ion 2.1.0.66 - E | ample Company | | | | - | | × |
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| dd | Edit (| | e Layout Worl | | Print Call | | Service Proje | | | Refresh | | | | | |
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| woc | ode 🔺 | WODescription | | SiteName | Status | WOType | WOTypeDesc | OriginRef | OriginDesc | | OriginType | CustomerCode | CustomerName | DeptName | |
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| e w | 00001592 | RSI V1.27.0.0 - Issue - | Part Categor | Durban | м | DR | Default | PR.30000098 | Site Inspectino | | PMNG | HOP001 | Hope Works | Technical | |
| E W | 00001616 | Created for production | batch - test2 | Durban | 0 | MN | Manufacturing | | | | | | | | |
| E W | 00001616 | Created for production | batch - test2 | Durban | 0 | MIN | Manufacturing | i i | | | | | | | |
| Ð W | 00001663 | Copier to be repaired | | Durban | 0 | REP | Machine Repa | irs | | | | | | | |
| | 00001668 | SP240 New Deal. | | Durban | 0 | DR | Default | PR30000071 | SP240 New Deal. | | PMNG | TIA001 | Titan Group | | |
| Ð W | 00001701 | Paper jam and mono tor | ner not printing | Durban | 0 | REP | Machine Repa | rs CN0000583 | Paper jam and cold | ur toner not printing | CALL | HOP001 | Hope Works | Technical | |
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- 1. Click on the *row selector* in front of the *work order* to be edited.
- 2. Click on *Edit*.



| | | | | My W | ork - BPO: Versio | n 2.1.0.66 - Ex | ample Company | | | | - | | X |
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| WOCode 🔺 | WODescription | SiteName | Status | WOType | WOTypeDesc | OriginRef | OriginDesc | | OriginType | CustomerCode | CustomerName | DeptName | |
| | | | | | | | | | | | | | |
| WO0001592 | RSI V1.27.0.0 - Issue - Part Categor | Durban | м | DR | Default | PR30000098 | Site Inspectino | | PMNG | HOP001 | Hope Works | Technical | |
| WO0001616 | Created for production batch - test2 | Durban | 0 | MIN | Manufacturing | | | | | | | | |
| WO0001616 | Created for production batch - test2 | Durban | 0 | MIN | Manufacturing | | | | | | | | |
| WO0001663 | Copier to be repaired | Durban | 0 | REP | Machine Repairs | | | | | | | | |
| WO0001668 | SP240 New Deal. | Durban | 0 | DR | Default | PR30000071 | SP240 New Deal. | | PMNG | TIA001 | Titan Group | | |
| E WO0001701 | Paper jam and mono toner not printing | Durban | 0 | REP | Machine Repairs | CN0000583 | Paper jam and colou | r toner not printing | CALL | HOP001 | Hope Works | Technical | |
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• The *Maintain WO - Ref[]* will be displayed.

EDIT WORK ORDER DESCRIPTION

- Click in the *Description* text box, select the incorrect text and delete it.
 - In this image, the text 'mono' has been selected to be deleted.



| | Ŧ | | | | Mair | ntain WO - Ref W | 'O0001701 - BPO: V | ersion 2.1.(|).66 - Example C | omp | iny | | | | - | | \times |
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| | Home | Equipment | and Locations | Contract | Finance and HR | Inventory | Maintenance and F | Projects | Manufacturing | Pr | ocurement | Sales | Service | Reporting | Utilities | ÷- | 8 × |
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| Maint | an " | Format | a Print a | | | | Links : | | | | | | | | | | |
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| | | 3.000 200 | | printing | 1 | | I CALL | Call Ref | | C | 10000583 | | | | | | IDIIdi |
| Func | tions | | | | / | | PMING | Project | Reference | | | | | | | | Data |
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| | | | Reques | tor Abigail I | Milne | * * | | | | | | | | | | | notsr |
| | | | WO T | rpe Repair | | * * | Schedule : | | | | | | | | | | Additional Page Character Ting Edministration Kedmised Charac |
| Ser | vices | | Prior | ity 3 | | * | As | signed To | Abigail Milne | | | - | | | | | d |
| | | | Request D | ate 12 Oct | 2018 - | 09:58:05 🛟 | As | signed By | Belinda Sharmar | 1 | | • | | | | | Equi |
| Thir | rd Party Se | ervices | Sta | tus 0 - Ope | en . | | Schedu | led Start | 11 Oct 2018 | • | 12:00:00 | ‡ * | | | | | namo |
| | | | Billa | ble 🗌 | | | Sche | duled End | 11 Oct 2018 | • | 12:00:00 | ÷ • | | | | | Out |
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| Loa | ins | | | em 204-98 | 9090 | • 4 | | | Proved associations | | | • | | | | | |
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| Swa | ap Outs | | | | | | | tification omments | Cleared paper j | am | | - | | | | | |
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- 1. Type in the changes as required.
 - In this image, 'colour' has replaced 'mono'.
- 2. Click on *Save*.



| | | | Maintain WO - Ref W | 00001701 - BPO: Version 2. | .0.66 - Example C | ompa | any | | | | 1000 | | \times |
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| Save Back Save Layou | t Print | tract Finance ar | nd HR Inventory | Maintenance and Projects | Manufacturing | Pro | ocurement | Sales | Service | Reporting | Utilities | _ 6 | 7 X |
| Maintain Format Links # Enter text to search 9 Functions Time | Description | Paper jam and colo printing | sur toner not | I CALL Call R | nceType Iference t Reference | | eferenceNo 10000583 | | | | | | |
| | Requestor WO Type | Abigail Milne Repair | • * • * | - Schedule : | · | | | | | | | | Call Indiana |
| Services | Priority Request Date | 12 Oct 2018 | ▼ 09:58:05 \$ | Assigned B | Abigail Milne Belinda Sharmar | | | • • | | | | | 1.00 |
| Third Party Services | Status Billable Capitalise | 1.1.1.1 | | Scheduled Sta Scheduled En | | • | 12:00:00 12:00:00 12:00:00 | * * * * | | | | | edulution mo |
| Parts | - Work Order Item - Functional Loc | | Equipment 🎯 | 10 | d 12 Oct 2018 | • | 12:00:00 | * | | | | | induiting of the second |
| Loans | | 204-989898 | * م | Rectification Cod | e Fixed machine | | | * | | | | | |
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- The edited details will be *saved* and you will return to the *My Work* listing screen.
- Here you can view the changes in the *WO Description* column.



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| e wo | 00001592 | RSI V1.27.0.0 | - Issue - Part Categor | Durban | м | DR | Default | PR30000098 | Site Inspectino | | PMNG | HOP001 | Hope Works | Technical | |
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| . wo | 00001616 | Created for pr | oduction batch - test2 | Durban | 0 | MIN | Manufacturin | ng | | | | | | | |
| E WO | 00001663 | Copier to be re | epaired | Durban | 0 | REP | Machine Rep | pairs | | | | | | | |
| . wo | 00001668 | SP240 New De | al. | Durban | 0 | DR | Default | PR30000071 | SP240 New Deal. | | PMNG | TIA001 | Titan Group | | |
| E WO | 00001701 | Paper jam and | colour_toner not print | ng Durban | 0 | REP | Machine Rep | airs CN0000583 | Paper jam and colou | r toner not printing | CALL | HOP001 | Hope Works | Technical | |
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EDIT WORK ORDER COMMENT

- In the Work Order listing screen, ensure that you have selected the Work Orders tab.
- 2. Click on the *row selector* in front of the *work order* where you wish to change the *Comment*.
- 3. Click on *Edit*.



| - T | | | | My W | ork - BPO: Versio | n 2.1.0.66 - Ex | ample Company | | | | - | | X |
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| · WO0001592 | RSI V1.27.0.0 - Issue - Part Categor | Durban | м | DR | Default | PR30000098 | Site Inspectino | | PMNG | HOP001 | Hope Works | Technical | |
| WO0001616 | Created for production batch - test2 | Durban | 0 | MN | Manufacturing | | | | | | | | |
| WO0001616 | Created for production batch - test2 | Durban | 0 | MIN | Manufacturing | | | | | | | | |
| E WO0001663 | Copier to be repaired | Durban | 0 | REP | Machine Repairs | | | | | | | | |
| U WO0001668 | SP240 New Deal. | Durban | 0 | DR | Default | PR30000071 | SP240 New Deal. | | PMNG | TIA001 | Titan Group | | |
| ± woo001701 | Paper jam and colour toner not printing | Durban | 0 | REP | Machine Repairs | CN0000583 | Paper jam and colou | r toner not printing | CALL | HOP001 | Hope Works | Technical | |
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- Click in the *Comment* text box, select the incorrect text and delete it.
 - In this image, the text 'mono' has been selected to be deleted.



| | | Ma | aintain WO - Ref V | /O0001701 - BPO: Version 2.1 | .0.66 - Example (| Compa | iny | | | | - | | \times |
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| Home Equipment | and Locations Con | tract Finance and H | R Inventory | Maintenance and Projects | Manufacturing | Pr | ocurement | Sales | Service | Reporting | Utilities | ÷- | 8 x |
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| Enter text to search P | Description | Paper jam and colour t printing | toner not | | nceType | | eferenceNo | | | | | | |
| Functions | | | | and second secon | ference Reference | Ch | 10000583 | | | | | | Auditional Data |
| Time | | | - | | | | | | | | | | à |
| | Requestor | Abigail Milne | - | | | | | | | | | | ustor |
| | WO Type | Repair | * | Schedule : | | | | | | | | | 10 |
| Services | Priority | 3 | | Assigned T | Abigail Milne | | | • • | | | | | 10 |
| | Request Date | 12 Oct 2018 • | 09:58:05 🛟 | Assigned B | Belinda Sharma | n | | * * | | | | | cqu |
| Third Party Services | Status | 0 - Open | | Scheduled Star | t 11 Oct 2018 | T | 12:00:00 | ‡ * | | | | | pine |
| na or a cy scritces | Billable | | | Scheduled En | 12 Oct 2018 | • | 12:00:00 | ‡ • | | | | | and a |
| | Capitalise | | | Actual Star | 12 Oct 2018 | • | 12:00:00 | \$ | | | | | |
| Parts | Work Order Item | | | Actual En | 13 Oct 2018 | | 12:00:00 | \$ | | | | | venn |
| | Functional Loc | ation 🔘 🛛 Eq | uipment 🍥 | Delay Comment | Currently on Sc | hedule | 1 | * | | | | | Customer Tino Compilerit Tino Keduneo craris |
| Loans | Item | 204-989898 | • م | | | | | ÷. | | | | | |
| | | Replaced mono toner | with server | Rectification Code | Fixed machine | | | • | | | | | |
| | Comment | Replaced Mono toner | widt spare | | Cleared paper j | am | | | | | | | |
| Swap Outs | | | | Comment | 5 | | | - | | | | | |
| | | / | | Completion Date | 12 Nov 2018 | • | 00:00:00 | : | | | | | |
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| Meters Open Windows * | | | | | | | | | | | 19 Oct | 20.18 | |

- 1. Type in the changes as required.
 - In this image, 'colour' has replaced 'mono'.
- 2. Click on Save.



| | | М | aintain WO - Ref W | 00001701 - BPO: Version 2.1 | 0.66 - Example C | Compa | ny | | | | - | | × |
|---|-------------------|----------------------------------|--------------------|--------------------------------|---------------------|---------|-----------|------------|---------|-----------|-----------|------|------------------------------|
| Home Equipment | and Locations Con | tract Finance and H | IR Inventory | Maintenance and Projects | Manufacturing | Pro | curement | Sales | Service | Reporting | Utilities | _ 8 | х |
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| Enter text to search 🔎 | Description | Paper jam and colour printing | toner not 🔺 🔹 | | nceType | | ferenceNo | | | | | | Iditio |
| Functions | | | | I CALL Call Re PMNG Project | erence Reference | CN | 0000583 | | | | | | Additional Data |
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| Time | | | * | | | | | | | | | | 2 |
| | Requestor | Abigail Milne | * | | | | | | | | | | stom |
| | WO Type | Repair | * * | Schedule : | | | 20 | | | | | | Customer Info |
| Services | Priority | 3 | | Assigned To | Abigail Milne | | | * * | | | | | harris and here was a second |
| | Request Date | 12 Oct 2018 🔹 | 09:58:05 💲 | Assigned By | Belinda Sharmar | n | | * * | | | | | Equipment Info |
| The Levis of Contract | Status | O - Open | | Scheduled Star | 11 Oct 2018 | • | 12:00:00 | ‡ • | | | | | pme |
| Third Party Services | Billable | | | Scheduled End | 12 Oct 2018 | • | 12:00:00 | : • | | | | | nt Inf |
| | Capitalise | | | Actual Star | 12 Oct 2018 | • | 12:00:00 | ÷ | | | | | 100 million (100 million) |
| Parts | Work Order Item | | | | 13 Oct 2018 | | 12:00:00 | - | | | | | Req |
| | Functional Loc | ation O Fo | uipment 🍥 | Delay Comments | Contractor process | | 12:00:00 | • | | | | | Required Crafts |
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| Loans | Item | 204-989898 | • م | | | | | ÷. | | | | | 55 |
| | 1 | | | Rectification Code | Fixed machine | | | | | | | | |
| | Comment | Replaced <u>colour</u> toner | with spare | Rectification | Cleared paper j | am | | * | | | | | |
| Swap Outs | | | | Comments | | | | | | | | | |
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| | | 1 | Ψ. | Completion Date | 12 Nov 2018 | • | 00:00:00 | \$ | | | | | |
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The edited details will be *saved* and you will return to the *My Work* listing screen.



| Add Work Or Drag a co WOCo | Process | Equipment and Loc Complete Start | ations Contract | Finance a | | iviy vi | ork - BPO: Versio | n 2.1.0.66 - Ex | ample Company | | | | - | | × |
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| Work Or Drag a co WOCo | Process | Complete Start | 2 | | and HR | Inventor | y Maintenand | e and Projects | Manufacturing | Procurement | Sales S | ervice Repo | rting Utilities | - 8 | × |
| Work Or Drag a co WOCo | Process | | Save Layout Work | | rint Call | - | iervice Project | View Custo | mer Export | Refresh | | | | | |
| Drag a co WOCo | ders W | ina | Save Layout Work | | Report | | fistory Progres | s view custo | Lief Export | Kellesi | | | | | |
| Drag a co WOCo | | ang a | Format | | 1 | Print | * | View | a Export a | Current 🔒 | | | | | |
| WOCo | | ork Requests | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | de 🔺 | WODescription | | SiteName | Status | WOType | WOTypeDesc | OriginRef | OriginDesc | | OriginType | CustomerCode | CustomerName | DeptName | : Sch |
| T | | | | | | | | | | | | | | | |
| E WO | 00001592 | RSI V1.27.0.0 - Is | sue - Part Categor | Durban | м | DR | Default | PR30000098 | Site Inspectino | | PMNG | HOP001 | Hope Works | Technical | 19 : |
| 🗉 WO | 00001616 | Created for produ | ction batch - test2 | Durban | 0 | MN | Manufacturing | | | | | | | | 28 1 |
| 🗉 WO | 00001616 | Created for produ | ction batch - test2 | Durban | 0 | MIN | Manufacturing | | | | | | | | 28 1 |
| ⊞ wo | 00001663 | Copier to be repair | ed | Durban | 0 | REP | Machine Repairs | | | | | | | | 151 |
| _ | | SP240 New Deal. | | Durban | 0 | DR | Default | PR30000071 | SP240 New Deal. | | PMNG | TIA001 | Titan Group | | 241 |
| ► WO | 00001701 | Paper jam and cold | our toner not printing | Durban | 0 | REP | Machine Repairs | CN0000583 | Paper jam and colour | r toner not printing | CALL | HOP001 | Hope Works | Technical | 11 |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

EDIT WORK ORDER RECTIFICATION COMMENT

- In the Work Order listing screen, ensure that you have selected the Work Orders tab.
- 2. Click on the *row selector* in front of the *work order* where you wish to change the *Rectification Comment*.
- 3. Click on *Edit*.



| | Ŧ | | | | | My W | ork - BPO: Versio | n 2.1.0.66 - Ex | ample Company | | | | 100 | | × |
|----------|----------|-----------------------|--------------------|-----------|-----------|----------|-------------------|-----------------|---------------------|----------------------|------------|--------------|-----------------|-----------|---|
| | Home | Equipment and Locatio | ons Contract | Finance a | and HR | Inventor | y Maintenano | e and Projects | Manufacturing | Procurement | Sales S | ervice Repo | rting Utilities | - 8 |) |
| Add | Edit | Complete Start Si | ave Layout Work | | rint Call | | ervice Project | View Custo | mer Export | Refresh | | | | | |
| Add | COIL | | ave Layout Work | * F | Report | | listory Progress | | ner Export | Refresh | | | | | |
| | Process | sing 🏓 | Format | 4 | 1 | Print | 4 | View | a Export a | Current 🔒 | | | | | |
| Work Ore | ders W | ork Requests | | | | | | | | | | | | | |
| | umn head | ler here to group b | column | | | | | | | | | | | | |
| WOCor | de 🔺 | WODescription | - | SiteName | Status | WOType | WOTypeDesc | OriginRef | OriginDesc | | OriginType | CustomerCode | CustomerName | DeptName | S |
| | | | | | | | | - | | | | | | | |
| . wo | 0001592 | RSI V1.27.0.0 - Issue | - Part Categor | Durban | м | DR | Default | PR30000098 | Site Inspectino | | PMNG | HOP001 | Hope Works | Technical | 1 |
| . wo | 0001616 | Created for productio | n batch - test2 | Durban | 0 | MN | Manufacturing | | | | | | | | 2 |
| wo | 0001616 | Created for productio | n batch - test2 | Durban | 0 | MN | Manufacturing | | | | | | | | 1 |
| | 0001663 | Copier to be repaired | | Durban | 0 | REP | Machine Repairs | | | | | | | | 1 |
| wo | 0001668 | SP240 New Deal. | | Durban | 0 | DR | Default | PR30000071 | SP240 New Deal. | | PMNG | TIA001 | Titan Group | | 1 |
| E WO | 0001701 | Paper jam and colour | toner not printing | Durban | 0 | REP | Machine Repairs | CN0000583 | Paper jam and colou | r toner not printing | CALL | HOP001 | Hope Works | Technical | |
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- Click in the *Rectification Comment* text box, select the incorrect text and delete it.
 - In this image, there is no text to be deleted but the Rectification Comment needs to be *expanded* to include more information.



| | | | | | Maint | tain WO - | Ref WC | 10001701 - BPO: Ve | rsion 2.1. |).66 - Example (| Comp | iny | | | | - | | × |
|-------------------------------|-------------|---------------|-----------|-----------------------------|-------------|-----------|--------|------------------------------|----------------------|------------------|--------|------------|------------|---------|-----------|-----------|------|------------------------|
| Home | Equipment | and Locations | Cont | tract Finance | and HR | Invento | ory | Maintenance and P | rojects | Manufacturing | Pr | ocurement | Sales | Service | Reporting | Utilities | ÷- | 8 x |
| Save Back | Save Layout | t Print | | | | | | | | | | | | | | | | |
| Maintain 🔒 | Format | a Print a | | | | | | | | | | | | | | | | |
| Links Enter text to search | ۹ م | De | scription | Paper jam and o printing | colour tone | er not | | Links : RefType I CALL | Referen Call Refe | | | eferenceNo | | | | | | Contraction and Design |
| Functions | | | | | | | - | PMING | Project I | Reference | | | | | | | | - north |
| | | Re | questor | Abigail Milne | | | • * | | | | | | | | | | | -uote |
| | | 1 | NO Type | Repair | | | * * | Schedule : | | | | | | | | | | |
| Services | | | Priority | 3 | | | • | Ass | igned To | Abigail Milne | | | • | | | | | |
| | | Requ | est Date | 12 Oct 2018 | · 09 | 9:58:05 | \$ | Ass | igned By | Belinda Sharma | n | | • | | | | | - |
| Third Party Serv | | | Status | O - Open | | | | Schedu | led Start | 11 Oct 2018 | • | 12:00:00 | ‡ * | | | | | - indu |
| Third Party Serv | ices | | Billable | | | | | Sched | luled End | 12 Oct 2018 | - | 12:00:00 | : | | | | | N 11- |
| | | Ca | pitalise | | | | | Act | ual Start | 12 Oct 2018 | • | 12:00:00 | \$ | | | | | |
| Parts | | Work Ord | er Item | | | | | A | ctual End | 13 Oct 2018 | + | 12:00:00 | * | | | | | work- |
| | | Funct | ional Loc | ation 🔘 | Equip | ment 🍥 | | Delay Co | mments | Currently on Sc | hedule | 1 | * | | | | | |
| Loans | | | Item | 204-989898 | | Q | • • | | | | | | ~ | | | | | |
| | | | omment | Replaced colour | toner wit | h snare | | Rectificat | ion Code | Fixed machine | | | • | | | | | |
| Swap Outs | | c | Jinnenc | | | | | | tification | Cleared paper j | am 🥆 | / | 4 | | | | | |
| Meters | | | | | | | * | Complet | ion Date | 12 Nov 2018 | • | 00:00:00 | \$ | _ | | | | |
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| Expenses | | | | | | | | | | | | | | | | | | |
| Travel | 1 | | | | | | | | | | | | | | | | | |
| Meters | | | | | | | | | | | | | | | | | | |
| Open Windows * | | | | | | | | | | | | | | | | 19 Oct | 2018 | 0 |

- 1. Type in the changes as required.
 - In this image, *additional text* has been added to the Rectification Comments box.
- 2. Click on *Save*.



| Home Equipment a | | | intain wo - Nei | VO0001701 - BPO: 1 | Version 2.1.0 |).66 - Example C | ompa | iny | | | | | | × |
|----------------------------------|--------------------|------------------------------------|-----------------|--------------------|-------------------------|---|------------------|---------------------------|------------|---------|-----------|-----------|---|---|
| | and Locations Cont | tract Finance and H | R Inventory | Maintenance and | Projects | Manufacturing | Pr | ocurement | Sales | Service | Reporting | Utilities | - | 8 |
| ave Back Save Layout | Print | | | | | | | | | | | | | |
| Maintain 🖌 Format | 2 nt . | | | | | | | | | | | | | |
| nks # | | | | Links : | 1.00 | | Less | | | | | | | _ |
| ter text to search P | Description | Paper jam and colour t printing | oner not - | RefType | Referen | | | eferenceNo | | | | | | |
| Functions | | | | I CALL PMING | Call Refi Project I | erence Reference | C | 10000583 | | | | | | |
| Time | | | - | | | | | | | | | | | |
| | Requestor | Abigail Milne | 7 | • | | | | | | | | | | |
| | WO Type | Repair | - | Schedule : | | | | | | | | | | |
| Services | Priority | 3 | | • As | ssigned To | Abigail Milne | | | • | | | | | |
| | Request Date | 12 Oct 2018 • | 09:58:05 🛟 | As | ssigned By | Belinda Sharmar | i i | | • | | | | | |
| Third Party Services | Status | O - Open | | Sched | uled Start | 11 Oct 2018 | • | 12:00:00 | ‡ * | | | | | |
| in the crucy services | Billable | | | Sche | eduled End | 12 Oct 2018 | • | 12:00:00 | • | | | | | |
| | Capitalise | | | A | tual Start | 12 Oct 2018 | • | 12:00:00 | \$ | | | | | |
| Parts | Work Order Item | | | -i - 5 | Actual End | 13 Oct 2018 | + | 12:00:00 | \$ | | | | | |
| | Functional Loca | ation 🔘 Equ | Jipment 🍥 | Delay (| Comments | Currently on Sd | hedule | 1 | * | | | | | |
| Loans | Item | 204-989898 | • م | • | | | | | т. | | | | | |
| | Comment | Replaced colour toner | with spare | Rectifica | ation Code | Fixed machine | | | • | | | | | |
| Swap Outs | comment | | | Re | ctification comments | Cleared paper j toner, returned store | am, re faulty | placed colour toner to | 4 | | | | | |
| | | | ~ | Comple | etion Date | 12 Nov 2018 | • | 00:00:00 | \$ | | | | | |
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| eters en Windows * | | | | | | | | | | | | 19 Oct | | |

The edited details will be *saved* and you will return to the *My Work* listing screen.

• Click on the *expand* button in the row of the edited work order.

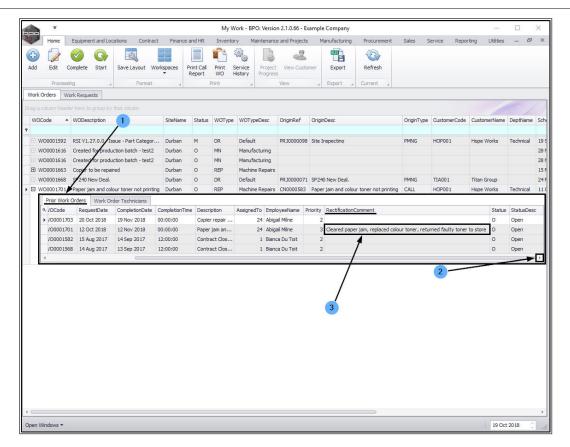


| | Ŧ | | | | | | | My V | Vork - BPO: Versio | on 2.1.0.66 - Ex | ample Company | | | | | | × |
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| н | lome | Equipment | t and Loca | ations | Contract | Finance | and HR | Invento | ory Maintenand | e and Projects | Manufacturing | Procurement | Sales S | ervice Repo | rting Utilities | - 8 | 2 |
| c) f | | \checkmark | R | 2 | | | | 1 | ÷. | 2 | RUSS A | £2} | | | | | |
| Add E | Edit C | Complete | Start | Save La | yout Wor | | Print Call | | Service Project | | | Refresh | | | | | |
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| 10.000 | Process | | | | Format | 4 | | Print | | View | Export | Current 🔒 | | | | | |
| Work Orde | ers W | ork Reques | its | | | | | | | | | | | _ | | | - |
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| · WOO | | | | | Categor | Durban | м | DR | Default | PR3000098 | Site Inspectino | | PMNG | HOP001 | Hope Works | Technical | 1 |
| ⊞ wood | 001616 | | | | | Durban | 0 | MN | Manufacturing | | | | | | | | 2 |
| · WOOd | | | | | h - test2 | Durban | 0 | MIN | Manufacturing | | | | | | | | 2 |
| | | Copier to | | ed | | Durban | 0 | REP | Machine Repairs | | | | | | | | 1 |
| | | SP240 Ne | | | | Durban | 0 | DR | Default | | SP240 New Deal. | | PMNG | TIA001 | Titan Group | | 2 |
| ⊞ WO00 | 001701 | Paper jam | n and colo | ur toner r | not printing | Durban | 0 | REP | Machine Repairs | CN0000583 | Paper jam and colou | r toner not printing | CALL | HOP001 | Hope Works | Technical | 1 |
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- 1. The *Prior Work Orders* frame will be expanded.
- 2. *Scroll right* in this frame until you can view the *Rectification Comment* column.
- 3. Here you can *view* the updated Rectification Comment details.



My Work - Edit Work Order Description, Comments,



MNU.073.021

Help v2.5.0.14 - Pg 15 - Printed: 25/06/2024