

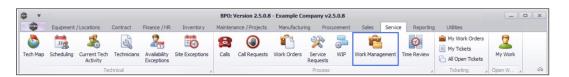
SERVICE

WORK MANAGEMENT - CLOSE A WORK ORDER

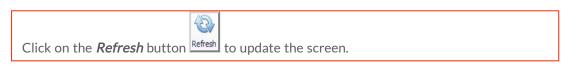
You can close a Work Order from the Work Management screen.

Remember a Work Order must be **Complete'**, with **Rectification Comments**, before it can be **Closed**.

Ribbon Access: Service > Work Management



- 1. The *Work Management* screen will be displayed.
- 2. Select the *date range* that will contain the *work order* you wish to assign.
- 3. Select the *Site* where the work order was issued.
 - The example has *Durban* selected.





Home Equipme	nt / Locations Contract	Finance /	HR Inve	ntory Maintenance / Projects Manuf	cturing	Procurement S	Sales S	ervice	Reporting Utilitie	5	- 8
) 🍃 🖓	07/02/2022	•	- 🔏 (i 👔	23				
dd Edit Complete C	Order 28/04/2022	 Refres 	h Assign	Start Save Layout Workspaces Print			Service History				
Process	4	Current		a Format a		Print					
			WOCode	WODescription	SiteName	Technician	Status	WOTY	WOTypeDesc	CustomerCode	CalReference
Find O Filter			ID:		alle.	I CONTROLIT	all c	1001 y	*Dc	A COURTER COUR	
			WO0006262	Additional equipment requested during ins		John Twain	0	IMP	Implementation	OFF001	-
Sites	Stats		WO0006264	Tier - Commercial Tier Test	Durban	Arial Blythe	0	INST	Installation	HOP001	CN0005291
Durban	0/1		WO0006259	Post Contract machine repair	Durban	Julanda Kessler	0	REP	Machine Repairs	HOP001	CN0005303
-			WO0006260	Loan unit required while main unit is being	Durban	Karlien Jessica Yo.	М	REP	Machine Repairs	OFF001	CN0005304
30hn Twain	1/1		WO0006260	Loan unit required while main unit is being	Durban	John Twain	м	REP	Machine Repairs	OFF001	CN0005304
Arial Blythe	1/0		WO0006260	Loan unit required while main unit is being	Durban	Jeff Rivers	м	REP	Machine Repairs	OFF001	CN0005304
🙎 Julanda Kessler	1/0										
Pretoria	0/0										
Cape Town	0/0	-									
	0/0	2									
bioemionteri	-4-										
<u>^</u>	0/0										
A New Test Site	0/0										
A New Test Site											
<u> </u>											
<u> </u>											
<u> </u>	-2-										
<u> </u>											
											
	al										
											

CLOSE THE WORK ORDER

- Click on the *row selector* in front of the (Completed) *Work Order* that you wish to *close*.
 - Note: In this image; you can see in the Status column that the selected Work Order is set to status M - Completed. (A Work Order can only be closed <u>after</u> it has been Completed).



Work Management - Close a Work Order

Home Equipment	nt / Location		Finance	-	-		Manufacturing	-	-	Service	Reporting Utilities		- 8
) 📝 🚱	8	07/02/2022 -	3	- 🎿 (\checkmark	2			25				
	ose Work Order	28/04/2022 -	Refres	h Assign	Start 9	ave Layout Workspaces			ervice listory				
Process	4		Current			Format	insport of	Print					
Find O Filter			-	WOCode	WODesc		SiteName	Technician	Status	WOTY	WOTypeDesc	CustomerCode	CalReference
Hind O Hiter			ę	10:0000	A C	191011	I C	100 million	REC.	101 y	AD:	4D:	
				WO0006262	Addition	al equipment requested durin	g ins Durban	John Twain	0	IMP	Implementation	OFF001	
Sites	Stats			WO0006264	Tier - Co	mmercial Tier Test	Durban	Arial Blythe	0	INST	Installation	HOP001	CN0005291
- 🏠 Durban	0/1			WO0006259	Post Cor	tract machine repair	Durban	Julanda Kessler	0	REP	Machine Repairs	HOP001	CN0005303
John Twain	1/1			WO0006260		t required while main unit is b	-	Karlien Jessica Yo		REP	Machine Repairs	OFF001	CN0005304
			•	WO0006260		t required while main unit is b	-	John Twain	м	REP	Machine Repairs	OFF001	CN0005304
Arial Blythe	1/0			WO0006260	Loan uni	t required while main unit is b	eing Durban	Jeff Rivers	м	REP	Machine Repairs	OFF001	CN0005304
Julanda Kessler	1/0												
Pretoria	0/0												
Cape Town	0/0				Input Va	lidation				×			
Bloemfontein	0/0												
A New Test Site	0/0				2	Are you sure you want t	to close this wor	k order, no. WO0006	260?				
3 Johannesburg	0/0				•	,,							
Sonamesourg	0/0												
							2	(es L	o				
			4										

þ v			Worl	Management - BPO: Version 2.5.0.8 - E	xample C	ompany v2.5.0.8					_ 0	
Home Equipme	ent / Locations Contract	Finance	/HR Inver	tory Maintenance / Projects Manufa	acturing	Procurement S	ales S	Service	Reporting Utilitie	s	_ 8	3
🕀 🍃 🚱	07/02/2022	• 2	- 🕹 (i	2					
Add Edit Complete C	lose Work 28/04/2022 Order	 Refres 	sh Assign	Start Save Layout Workspaces Print			Service History					
Process	order	Current		Format	on De	Print	ristory					
	-						-					
		Dr									1	
Find			WOCode	WODescription		Technician	Status	WOTy	WOTypeDesc	CustomerCode	CalRefere	nci
		۴	• 0 ¢	* D :	* 0 ¢	a 🗖 c	n 🖸 c	×0:	4 0 0	4 0 :	1 0 0	
			WO0006262	Additional equipment requested during ins		John Twain	0	IMP	Implementation	OFF001		
Sites	Stats		WO0006264	Tier - Commercial Tier Test	Durban	Arial Blythe	0	INST	Installation	HOP001	CN000529	
👻 🕋 Durban	0/1		WO0006259 WO0006260	Post Contract machine repair Loan unit required while main unit is being	Durban Durban	Julanda Kessler Karlien Jessica Yo	0	REP	Machine Repairs Machine Repairs	HOP001 OFF001	CN000530 CN000530	
🧏 John Twain	1/1		WO0006260	Loan unit required while main unit is being		John Twain	. M	REP	Machine Repairs	OFF001 OFF001	CN000530	
Arial Blythe	1/0	Ľ.	WO0006260	Loan unit required while main unit is being		Jeff Rivers	M	REP	Machine Repairs	OFF001	CN000530	
Julanda Kessler			1100000200	courrent equires mile main and b being	Darbarr	Serrarers		1021	ride inc repairs	011001	01000000	
Pretoria	0/0											
Cape Town	0/0	-										
Bloemfontein	0/0											
A New Test Site	0/0											
3 Johannesburg	0/0											
Jonannesburg	0/0	_										
		_										
		_										
		4										-
Open Windows 🔻						User	: Julandał	× 28/04	/2022 Version : 2.5.	0.8 Example Comp	any v2.5.0.	8

It is also worth noting in this image;



- 1. The technician assigned to this Work Order is Belinda Sharman.
- In the stats column of the Sites frame you can see the figures 11/1 next to the name Belinda Sharman. This means she has 11 Open and 1 Completed Work Order (we will see this change later in this manual).

00	*						WO	rk Manageme	ING PIDPIC: HE	900 £ 1.00	ic • Damy	pre Company					- 0	
V	Hone	Equipment	t and Loc	abons	Contract	Finance an	dHR	Inventory	Maintenance	ind Project	s Mars	ufacturing P	rocurement	Sale	s Service	Reporting	Utites -	0
0	1	Q	8		2018/02/01	•	s.	0	2	t.		-	Ŷ	2				
Add	Edt C	Complete	Close Wo Order	rk	2018/07/11	• Refresh	Assign	Start Sa	we Layout V	orkspaces	Print Ca Report		t Print WO	Service History				
	Proc	205		5		Current		- , -	Format		1.11	Print						
				1														
221		14.20							etc.		and the	1000 and an	Autor		Astendary	Parataliticaria	Contrathi	
() Fed		() Filter			WOCode	WODescripto	n	Technician	Siteman	e Status	worype	WOTypeDesc	CUSTON	ercooe	CustomerName	Concectivame	ContactPho	nevunio
-		3		1			New P											
	1	2		-		TES2.2 - Wor			rman Durban	0	SERV							
Stei		1	Stat			TES3.1-Wor			man Durban man Durban	0 M	SERV	-0						
.1	Durban	1	25/2	Ŀ	- lipe and fairing	TES3.2 - Worl TES4.1 - Worl		-	man Durban	0	SERV							
	Bar	Ka Du Tor	3,0			TES4.2 - Wor			man Durban	0	SERV							
	2 bek	nda Sharmu	11/1	1	There are the set	TESA.2 - Wor	1. Sector			0	SERV							
	-		-			TES4.2 - Wor			engi Durban	0	SERV							
	d Ine	o Peterson	40		and the second second	TESS.1 - Wor	1997.99		man Durban	0	SERV							
	🖁 yq	ith Mudzen	gi 1/0			TESS.2 - Wor	1000	- 1 1	man Durban	0	SERV							
	Ed :	lones	2/1		All and the second	TES6.1 - Wor		0.144/001014	man Durban	0	SERV							
	1 Abr	pail Mine	2/0	H		TES6.2 - Wor			man Durban	0	SERV							
					W00001667	Drum request	ed, mac	Beinda Shar	man Durban	0	DR	Default						
	dian	erry Du Tolt	1/0	-	W00001668	SP240 New D	nal.	Abigal Mine	Durban	0	DR	Default	TIA001		Titan Group			
	8 Ben	Johnson	1/0		W00001546	Test logging a	cal -is.	Ed Jones	Durban	0	INST	Installation	HOPOD	1	Hope Works	Jackie Samuels	031 123 45	67
	Pretoria	1	0/0		W00001670	Machine repa	require.	. Theo Peters	on Durban	0	REP	Machine Repai	rs					
1	Cape To	own	0/0		W00001663	Copier to be r	epared	Abigal Mine	Durban	0	REP	Machine Repa	rs.					
			AB		W00001671	Machine fault	r, Ioan u.	. Ed Jones	Durban	0	REP	Machine Repa	HOPOD	ť.	Hope Works	Mandy Jefferson	031 555 12	54
10	Johann	enorg	0/0		W00001661	Created for p	roductio	Tammy Du T	foit Durban	0	M	Manufacturing						
					W00003661	Created for p	roductio	Ben Johnson	n Durban	0	MN	Manufacturing						
					W00003658	ndr 10		Bianca Du T	oit Durban	0	NOR	New Deal Ren	tal HOP00	Ľ.	Hope Works	Jane, Alrich,	031 123 45	671
					W00001647	NDR		Banca Du T	oit Durban	0	NOR	New Deal Ren	al HOPOO	1	Hope Works	Jackie Samuels	031 123 45	67
					W00001656	Test		Beinda Shar	man Durban	0	NDS	New Deal Sale	HOPOD	1	Hope Works	Jane, Alrich.	031 123 45	671
					W00003654	nds4		Banca Du Te	oit Durban	0	NDS	New Deal Sale	HOPOD	1	Hope Works	Julia Ritson	031 768 98	76
					W00003655	····New Deal	Sale 111	Beinda Shar	man Durban	0	105	New Deal Sale	HOP00	1	Hope Works	Julia Ritson	031 768 98	76
					W00001655	····New Deal	Sale 111	Theo Peters	on Durban	0	NOS	New Deal Sale	HOPOD	1	Hope Works	Jula Ritson	031 768 98	78
					W00001660	Rollers needs	mbrinn.	Then Peters	en Darben	0	90	Parts Resize	TIANOI		Titan (iznum			
en Win				11													11 34 2018	



• When you are sure *(according to the previous steps)* that you have selected a **'Completed'** work order to be closed, click on *Close Work Order*.

	·					Wo	rk Management	- BPO: Vers	ion 2.1.0.6	2 + Examp	ple Company					- 0	X
V 1	one Equip	nent an	Locator	n Contract	Finance an	dHR	Inventory Ma	intenance a	nd Projects	Manu	dacturing Pr	ocurement	Sale	s Service	Reporting	utites -	d?
0	20		8	2018/02/01	• 🕢	4	0	1	4			ê	2				
Add 1	Edit Complet		e Work rder	2018/07/11	Refresh	Assign	Start Save	Layout Wi	orkspaces	Print Ca Report			Service History				
_	Process	_			Current :			Fanut	- 14		Print			i			
Prind 1	0 F	iter		WOCode	WODescripto	n	Technician	SteName	Status	WOType	WOTypeDesc	Custome	rCode	CustomerName	ContactName	ContactPhone	Numbr
20054	13		_	•													
				W00001636	TES2.2 - World	Order 2	Beinda Sharma	n Durban	0	SERV							
Stes			Stats	WO0001637	TES3.1 - World	Order 3	Beinda Sharma	n Durban	0	SERV							
	Durban		25/2	• WO0001638	TES3.2 - World	Order 4	Beinda Sharma	n Durban	М	SERV							
	A	6701		WC0001639	TES4.1 - World	Order 5	Belinda Sharma	n Durban	0	SERV							
	Banca Du	Tolt	3/0	WO0001640	TES4.2 - Wor	Order 6	Beinda Sharma	n Durban	0	SERV							
	beinds Sh	arman	11/1	W00001640	TES4.2 - World	Order 6	Theo Peterson	Durban	0	SERV							
	Theo Peter	rson	4/0	WO0001640	TES4.2 - World	Order 6	Judith Mudzen	Durban	0	SERV							
	2 Judth Mud	mos	1/0	WO0001541	TESS.1 - Wor	Crder 6	Beinda Sharma	n Durban	0	SERV							
		104		WC0001642	TESS.2 - World	Order 8	Belinda Sharma	n Durban	0	SERV							
	Ed Jones		2/1	WO0001643	TE56.1 - Wor	Order 9	Belinda Sharma	n Durban	0	SERV							
	Abigal Min	e .	2/0	W00001644	TES6.2 - Wor	Order 10) Beinda Sharma	n Durban	0	SERV							
	Tammy Du	Tolt	1/0	WO0001667	Drum request	ed, mac	Beinda Sharma	n Durban	0	CR	Default						
	a Ben Johns	M	1/0	WO0001668	SP240 New D	cal.	Abigal Mine	Durban	0	DR	Default	TIA001		Titan Group			
	a na na na			WO0001646	Test logging a	cal Is	Ed Jones	Durban	0	INST	Installation	HOP001		Hope Works	Jadie Sanuels	031 123 4567	
. 0	Pretoria		0/0				. Theo Peterson	Durban	0	REP	Machine Repair						
	Cape Town		0/0		Copier to be r	10.00	Abigal Mine	Durban	0	REP	Machine Repair	Rome					
	20hannesburg		0/0		Machine fault			Durban	0	REP	Machine Repair			Hope Works	Mandy Jefferson	031 555 1234	
			-		1.000		Tammy Du Toit		0	MN	Manufacturing						
						roductio	Ben Johnson	Durban	0	MN	Manufacturing						
				WO0001658			Banca Du Toit	Durban	0	NOR	New Deal Rent			Hope Works	Jane, Alrich.	031 123 49671	
				W00001647			Banca Du Tolt	Durban	0	NOR	New Deal Rent			Hope Works	Jackie Samuels	031 123 4567	
				W00001656			Beinda Sharma		0	NDS	New Deal Sale	HOPODI		Hope Works	Jane, Alrich.	031 123 45671	
				W00001654		200	Banca Du Toit	Durban	0	NOS	New Deal Sale	HOPOOL		Hope Works	Julia Ritson	031 768 9876	
					New Deal		Belinda Sharma		0	NDS	New Deal Sale	HOPOOL		Hope Works	Julia Ritson	031 768 9876	
				- Contractory	New Deal		Theo Peterson		0	NDS	New Deal Sale	HOP001		Hope Works	Julia Ritson	031 768 9876	
				WCK001644	Rolecs need o	Miarini.	Theo Peterson	Darban	0	00	Parts Renzize.	TIADOI		Titan Gravin			,



- An *Input Validation* message box will pop up asking;
 - Are you sure you want to close this work order, no.
 []?
- Click on Yes.

×	10					rk Management		VIT BETTER	is some	or exception of				- P.	
	ione	Equipment	and Location	e Contract	Finance and HR	Inventory Ma	intenance an	d Project	Man	facturing Pr	ocurement	Sales Service	Reporting	Utilites - d	9
	1	Q	8	2018/02/01	· 🚯 🕹	0					Ê l	2			
66 1		933 1	Jose Work Order	2018/07/11	 Refresh Assign 	Start Save		(spaces	Print Ca Report	Delveries		rvice tory			
_	Proce	18			Current.		Format			Pinl		4			
û Fed		() Filter		WOCode	WODescription	Technician	SteName	Status	WOType	WOTypeDesc	CustomerC	ode CustomerNar	e ContactName	ContactPhoneN	unb
100		1000		•											
				W00001536	TES2.2 - Work Order 2	Beinda Sharma	n Durban	0	SERV						
Stes			Stats	W00001637	TES3.1 - Work Order 3	Beinda Sharma	n Durban	0	SERV						
. 1	Durban		25/2	• W00001638	TE53.2 - Work Order 4	Beinda Sharma	n Durban	М	SERV						
	A	ca Du Toit	3,0	W00001639	Input Validation				1						
	A			W00001540	28										
		da Sharmar		W00003640	Are you su w000016	re you want to o	lose this wo	rk order,	no.						
	Theo	Peterson	40	W00001640 W00001641	WULLER WULLER	20:									
	3 Judi	h Mudzeng	1/0	W00001642		F			-						
	Ed Ja	ones	2/1	W00001643			Yei	N	0						
	2 Abig	al Mine	2/0	W00001644	TES6.2 - Work Order 10	Beinda Sharma	n Ourban	0	SERV						
	2 1000	ny Du Tolt	1/0	W00001667	Drum requested, mac	Beinda Sharma	n Durban	0	DR	Default					
		1000		W00001668	SP240 New Deal.	Abigal Mine	Durban	0	DR	Default	TIA001	Titan Group			
	s en.	Johnson	1,0	W00001646	Test logging a call - lis	Ed Jones	Durban	0	DIST	Installation	HOP001	Hope Works	Jackie Sanuels	031 123 4567	
	Pretoria		0,0	W00001670	Machine repair require.	Theo Peterson	Durban	0	REP	Machine Repair	1				
	Cape To	MD	0/0		Copier to be repaired	Abgai Mine	Durban	0	89	Machine Repair	a				
1	Johanne	grude	0/0		Machine faulty, loan u		Durban	0	859	Machine Repair	# H0P001	Hope Works	Mandy Jefferson	n 031 555 1234	
					Created for productio Created for productio		Durban	0	MI MI	Manufacturing Manufacturing					
				W00003661 W00001658		Banca Du Toit	Durban	0	NOR	New Deal Rent	H0901	Hope Works	Jane, Alrich,	031 123 45671	
				WO0001547		Banca Du Tolt	Durban	0	NOR	New Deal Rent		Hope Works	Jackie Samuels	031 123 4567	
				W00001656		Beinda Sharma		0	NDS	New Deal Sale	HOP001	Hope Works	Jane, Alrich,	031 123 49671	
				W00001654		Banca Du Toit	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Jule Ritson	031 768 9876	
				W00001655	New Deal Sale 111	Beinda Shama	n Durban	0	NDS	New Deal Sale	H0P001	Hope Works	Jule Ritson	031 768 9876	
				W00001655	New Deal Sale 111	Theo Peterson	Durban	0	NOS	New Deal Sale	H09001	Hope Works	Julia Ritson	031 768 9876	
				W00001669	Bollers need renbring.	Then Peterson	Durhen	0	99	Parts Recs are	TIA001	Titan Grown			
				•		- and the state of the			A-10	A CONTRACTOR OF CONTRACTOR		5 M W M W M			



- A *Processing* message box will pop up informing you that;
 - The work order, no. [] has been closed.
- Click on OK.

	1				WQ	k Management -	oru: versi	on 2.1.44	x • Examp	pie Company				- 0	
ų,	Hone	quipment	and Locator	ns Contract	Finance and HR 1	inventory Mai	nteriance an	d Project	i Mari	lfacturing Pro	ourement Sa	ies Service	Reporting	utites -	di .
0		3	8	2018/02/01	· 🚯 🕹	0		÷			<u>î</u> 🛛				
Add	Edit Con	npiete (Close Work Order	2018/07/11	 Refresh Assign 	Start Save L	ayout Wo	rkspaces *	Print Ca Report		WO Histor				
	Proces	6			Current	- 1	Format	- 3		Pint.		1			
9 Find	6 6	() Filter		WOCode	WODescription	Technician	SteNane	Status	WOType	WOTypeDesc	CustomerCode	CustomerName	ContactName	ContactPhone	Numbe
340)	1			•											
				W00001636	TE52.2 - Work Order 2	Beinda Sharman	Durban	0	SERV						
Stes			Stats	W00001637	TES3.1 - Work Order 3	Beinda Sharman	Durban	0	SERV						
	Durban		25/2	+ W00001638	TES3.2 - Work Order 4	Beinda Sharman	Durban	М	SERV		10				
	A	n. r	1212	WO0001639	TES4, 1 - Work Order 5	Processing					X				
	2	Du Toit	3/0	W00001640	TES4.2 - Work Order 6										
	Beind	a Sharma	n 11/1	WO0001540	TES4.2 - Work Order 6	At	work order	no. W	161610	has been dosed.					
	🔏 Theo F	Peterson	40	- Chicago (C)	TE54.2 - Work Order 6		HUIL UTUE			INF DESIT DATES					
	1 Judth	Mudzeng	1/0		TESS. 1 - Work Order 6					_	_				
	Ed Jor	-	2/1		TESS.2 - Work Order 8					OK					
					TES6.1 - Work Order 9				-	<u> </u>					
	Abgel	Mine	2/0		TES6.2 - Work Order 10			0	SERV	Default					
	🔏 Tanm	y Du Tolt	1/0		Drum requested, mac SP240 New Deal.	Abigal Mine	Durban	0	DR	Default	TIA001	Titan Group			
	🙎 Ben Jo	noanto	1/0		Test logging a call - Is	Section 2	Durban	0	DIST	Installation	HOP001	Hope Works	Jackie Samuels	031 123 4567	i
	Pretoria		0.0		Machine repair require		Durban	0	REP	Machine Repairs		indue maria	MAR MILLION	993 363 9997	
	Alex day		0.0		Copier to be repared	Abigal Mine	Durban	0	REP	Machine Repairs					
	Cape Tow	n j	via		Machine faulty, loan u	1000	Durban	0	REP	Machine Repairs		Hope Works	Mandy Jefferson	031 555 1234	k
1	Johannest	burg	0,0		Created for productio		Durban	0	MI	Manufacturing					
				W00001661	Created for productio	Ben Johnson	Durban	0	MI	Manufacturing					
				W00001658	ndr 10	Banca Du Toit	Durban	0	NOR	New Deal Renta	HOP001	Hope Works	Jane, Alrich,	031 123 4567	1
				WQ0001647	NOR	Banca Du Toit	Durban	0	NOR	New Deal Renta	HOP001	Hope Works	Jackie Samuels	031 123 4967	
				WO0001656	Test	Beinda Sharman	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Jane, Alrich,	031 123 4567	1
				W00001654	nds4	Banca Du Toit	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Jula Ritson	031 768 9876	
				W00001655	· New Deal Sale 111	Belinda Sharman	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876	
				W00001655	•••• New Deal Sale 111	Theo Peterson	Durban	0	NDS	New Deal Sale	H09001	Hope Works	Jula Ritson	031 768 9876	
				W00001669	Rollers need renkering.	Then Peterson	Durhan	0	PR	Parts Renare	TTA001	Titen Grown			
pen Win														11.30/2018	



The closed work order has now been *removed* from the *Work Management* screen.

20		· · · · · · · ·		. August	Barrowski			or waters			have h				N	ala.	ø
	Hone	Equipment	t and Location	Contract	Finance and I	IN I	nventory N	antenance a	nd Project	Mari	painting.	ocurement	Sale	s Service	Reporting 1	niķei —	0
÷	1	0	8	2018/02/01	•	2	0	2			a		2				
Add	Edit	Complete (Close Work Order	2018/07/11	• Refresh	Assign	Start Save	Layout Wo	vispaces	Print Ca Report			Service				
	2	0.0815	0.00		Current			Format		napar	Pint	110 1	and i				
-			1				-		-				-				
🖗 Find		() Filter		WOCode	WODescription		Technician	SiteName	Status	WOType	WOTypeDesc	Customer	Code	CustomerName	ContactName	ContactPho	neNanbr
0000	<u>.</u>	1.5.1362	_	۲													
				• W00001636	TES2.2 - Work (Order 2	Beinda Sharm	an Durban	0	SERV							
Stes		_	Stats	W00001637	TES3.1 - Work (Order 3	Beinda Sharm	an Durban	0	SERV							
- 6	Durbe	n	25/2	W00001639	TES4.1 - Work (Order 5	Beinda Sharm	an Durban	0	SERV							
17	20	anca Du Toit	30		TES4.2 - Work (Beinda Sham		0	SERV							
	÷.	elinda Sharma	0 11/1		TES4.2 - Work (Theo Peterson		0	SERV							
	2		and all property and		TES4.2 - Work (Judith Mudzer	and a com-	0	SERV							
	8	teo Peterson	40		TE55.1 - Work () TE55.2 - Work ()		Beinda Sharm Beinda Sharm		0	SERV							
	<u>لا</u> ک	dith Mudzeng	1,0		TES6.1 - Work (Beinda Sharm		0	SERV							
	t B	1 Jones	2/1		TES6.2 - Work (0	SERV							
	2	igal Mine	2/0	-	Drum requested	30-51			0	DR	Default						
	- -	-			SP240 New Dea	(alterna	Abigal Mine	Durban	0	DR	Default	T14001		Titan Group			
		entry Du Toit	- 22	W00001646	Test logging a c	al • Ia	Ed Jones	Durban	0	167	Installation	HOP001		Hope Works	Jackie Sanuels	031 123 45	67
	8.0	noanhol ne	1/0	W00001670	Machine repair r	require	Theo Peterson	0urban	0	REP	Machine Repair	1					
	Preto	ria	0/0	W00001663	Copier to be rep	pared	Abigal Mine	Durban	0	REP	Machine Repair	1					
1	Cape	Town	0,0	W00001671	Machine faulty,	loan u	Ed Jones	Durban	0	REP	Machine Repair	s HOP001		Hope Works	Mandy Jefferson	031 555 12	34
1	When	nesburg	0.0	W00001661	Created for pro	ductio	Tammy Du To	t Durban	0	M	Manufacturing						
		i anna y) ala	W00001661	Created for pro	ductio	Ben Johnson	Durban	0	MI	Manufacturing						
				W00001658	ndr 10		Bianca Du Toit	Durban	0	NOR	New Deal Rent	al HOPOO1		Hope Works	Jane, Alrich,	031 123 49	571
				W00001647	NDR		Banca Du Toit	Durban	0	NOR	New Deal Rent	HOP001		Hope Works	Jackie Sanuels	031 123 49	
				W00001656			Beinda Sharm		0	NOS	New Deal Sale	HOP001		Hope Works	Jane, Alrich,	031 123 49	
				WO0001654			Biance Du Toit		0	NCS	New Deal Sale	HOP001		Hope Works	Jula Ritson	031 768 98	
					····New Deal S		Beinda Sharm		0	NDS	New Deal Sale	HOP001		Hope Works	Jula Ritson	031 768 98	
					····New Deal S		Theo Peterson		0	NOS	New Deal Sale	HOP001		Hope Works	Julia Ritson	031 768 98	16
					Rollers need rep	paong.	Theo Peterson		0	PR	Parts Require.			Titan Group	Acres all A		
				WCXXX01K44	Toner required		Fill tones	Durhan	M	TON	Toner Required	HOPOOL		Hone Works	lana, Alrich.	011 121 49	M1 }

• In the *Stats* column of the *Sites* frame, you can see that the numbers for Belinda Sharman have now changed to **11/0** which means



she still has **11** <u>Open</u> but **0** <u>Completed</u> work orders, as the completed Work Order has been *closed* and *removed* from this screen.

 Note: You may need to *Refresh* the screen to see the Stats column changes.



Work Management - Close a Work Order

P	teres 1	Equipment	and i weat		Pentrast Ena	nce and HR	Terreter	Maintenance	and Designate	Mar	ufactures	Procurement	Calue 1	lervice Repor	ting Utilities	- 6	8
	Home	LUAMER	IN LOCH	ions	Contract Fina	INE BUILTE	Inventory	evenienerve	aco Projeça		1 (*		Sales 1	iervice Repor	ing votice	5.3	
Ð	1	Q	8	201	8/02/01 •	0 🕹	0	2	4				23				
Add	Edit C	omplete (Close Worl	201	8/07/11 • R	efresh Assign	Start	Save Layout	Vorkspaces	Print C Repo		Call Net Print Iveries WO	Service History				
	Prod	eiš 👘		4	0.m	ent.		Farnat				Prot	- A				
6 Find		() Filter			WOCode	WODescripto	n	Technician	SteNane	Status	WOType	WOTypeDesc	CustomerCode	CustomerName	Contactilane	Contac	sho
er reig		Quar							artist fighting			in grant					
					+ W00001636	TES2.2 - Work	Order 2	Beinda Sharman	Durban	0	SERV						
Sites			Stats			TES3.1 - Worl	Sec.	Belinda Sharman		0	SERV						
1	Durban		25/1			TES4.1 - World		Beinda Sharman	Durban	0	SERV						
1		813272	-		W00001640	TES4.2 - World	Order 6	Belinda Sharman	Durban	0	SERV						
	ân	ca Du Toit	3/0	3	W00001540	TES4.2 - Work	Order 6	Theo Peterson	Durban	0	SERV						
	🖁 Beln	da Sharma	n 11/0		W00001640	TE54.2 - Work	Order 6	Judith Mudzengi	Durban	0	SERV						
	2 The	Peterson	4/0	1	W00001641	TESS.1 - World	Order 6	Belinda Sharman	Durban	0	SERV						
	9 14	th Mudzeng	1/0	1	W00001642	TESS.2 - World	Order 8	Beinda Sharman	Durban	0	SERV						
		7		8	W00001643	TES6.1 - Work	Order 9	Belinda Sharman	Ourban	0	SERV						
	Ed 3	ones	2/1		W00001644	TES6.2 - Work	Order 10	Belinda Sharman	Durban	0	SERV						
	🔏 Abig	al Mine	2/0		W00001667	Drum request	ed, mac	Beinda Sharman	Durban	0	DR	Default					
	Tam	my Du Toit	1/0			SP240 New Dr	1.2.5	Abigal Mine	Durban	0	DR	Default	TIA001	Titan Group			
	1 Ben	Johnson	1/0			Test logging a				0	DGT	Installation	HOP001	Hope Works	Jackie Samuels	031 12	3 45
							entre hui	Theo Peterson	Durban	0	REP	Machine Repairs					
1	Pretoria		0/0			Copier to be r		Abigal Mine	Durban	0	REP	Machine Repairs					
	Cape To	m#1	0/0			Machine fault			Durban	0	REP	Machine Repairs	HOP001	Hope Works	Mandy Jefferson	031 55	5 12
1	Johanne	sburg	0/0			description of		Tanny Du Tolt	Durban	0	MN	Manufacturing					
1	-					Created for p	roductio		Durban	0	MN	Manufacturing	Linese L	Sec. William	And Bridge	-	
					W00001658 W00001647			Bianca Du Tolt Bianca Du Tolt	Durban	0	NDR	New Deal Rental New Deal Rental		Hope Works	Jane, Alrich. Jackie Cassuels	031 12	
					W0000164/	653		Beinda Sharman		0	NOS	New Deal Sale	HOP001	Hope Works Hope Works	Jackie Samuels Jane, Akich,	031 12	
					W00001656			Bianca Du Toit	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 12	
						New Deal	Cale 111	Beinda Sharman	1	0	NDS	New Deal Sale	HOP001	Hope Works	Jula Ritson	03176	
						····New Deal		Theo Peterson	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Jula Ritson	031 76	
						Rollers need r		Theo Peterson	Durban	0	FR	Parts Require	TIA001	Titan Group			
						Timer require		Fd loves	Darhan	м	TON	Toner Required		Hove Works	Java, Alvirh.	811 12	14
					4			NUMBER OF	WARES -	610	200	ine series and					1

 You can find the closed Work Order in the Work Order Listing screen where the correct site is selected and the status is set to Closed.



- [Ribbon Access: Service > Work Orders > Work Orders Listing screen]
- If the closed Work order is not immediately apparent in this screen, you can use the <u>Find WO function</u>.

Mantain Rooss Pitter Garrent Reports	ŝ.	٠										Work	Örder L	isting -	8PO: Ve	sion 2.1.	.62 - Exer	mple C	ompany							-	0	Х
Add Bit Date Date Workpoors First Date First Fi	V	Home	Equipm	erta	nd Loc	Ntons	C	ontract	t	Finance	and HR	In	ventory	Ma	ntenance	and Proje	da M	nufac	uring	Procur	enent	Sales	Servic	te Ri	porting	Utilites	- (9 X
Initial Image: Second	Add			Vew					Reins	state	11 W	orkspace ve Filter	s •		Export	Closer Closer	frésh	•	C Ped V		Reports							
Interstations Process Notocode Description Particule Senable Particule Calibrierons	inla	Pointa								4			- (4)	. 11			CUT			4	orpora :	4						
Functions Image: Control of the control o	hter text	t to póint	¢										PartCo	de	SerialN	i li	artDesc					CalRefer	ence i	CalDesc	ProjectRef	Project	Desc	1
Time Important Status Microsoft Status	Functi	ons																							- diama			
Services Processes Processes <td< td=""><td></td><td></td><td></td><td>ľ</td><td>IV</td><td>/00001</td><td>635</td><td>TE52</td><td>1.1</td><td>lork ard</td><td>ei</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>PR.3000028</td><td>7 Specific</td><td>cation B</td><td>PO2</td></td<>				ľ	IV	/00001	635	TE52	1.1	lork ard	ei														PR.3000028	7 Specific	cation B	PO2
Berware W00001551 Buy Back - Send No. 2020-40785 SP2020 2020-40785 SP2020 Speet Colour Multi Functional Cope Image: Colour Section S	Tine				UV	/00001	638	TES).	2-1	lork Ord	ler 4							10.52							PR.3000028	8 Design	8902	
Berware W000001552 Bay Back - Send No. 2020-98785 97000 2020-98785 97000 300 Speet Colour Mult functional Coper Thrid Party Services Image Colour Services Image Colour Services Image Colour Services Service Image Colour Services Image Colour Services Image Colour Services Image Colour Services Service Image Colour Services Image Colour Services <td< td=""><td></td><td></td><td></td><td>l</td><td>III V</td><td>/00001</td><td>650</td><td>Buy 8</td><td>lack-</td><td>Serial N</td><td>6. 2020</td><td>43259</td><td>5P2020</td><td>)</td><td>2020-4</td><td>3259</td><td>P2020 Sp</td><td>rint Col</td><td>our Muiti I</td><td>Function</td><td>val Copier</td><td>1</td><td></td><td></td><td></td><td>1</td><td></td><td>3</td></td<>				l	III V	/00001	650	Buy 8	lack-	Serial N	6. 2020	43259	5P2020)	2020-4	3259	P2020 Sp	rint Col	our Muiti I	Function	val Copier	1				1		3
Three Party Services Parts Sump Outs Brange Outs Brange Outs Determine															1912-1													
Paris Paris Colors Snap Outs Meters Port main	Seni	0 6 5			8.4	/00001	652	Buy B	lack -	Serial N	0, 2020-	98765	\$202	1	2020-9	3765	P 2020 Sp	rint Col	our Multil	Function	val Copier							
Meters Domme																												
Dome	Swap	Outs																										
	Meter	5																										
	Tree of																											
11 LJ 910	Dor	na -																										



MNU.074.005

Help v2.5.0.14 - Pg 12 - Printed: 25/06/2024

CO3 Technologies (Pty) Ltd © Company Confidential