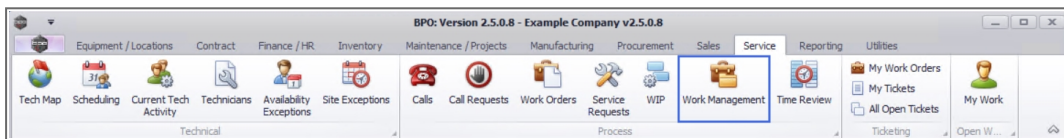


SERVICE


WORK MANAGEMENT – ASSIGN A CRAFT

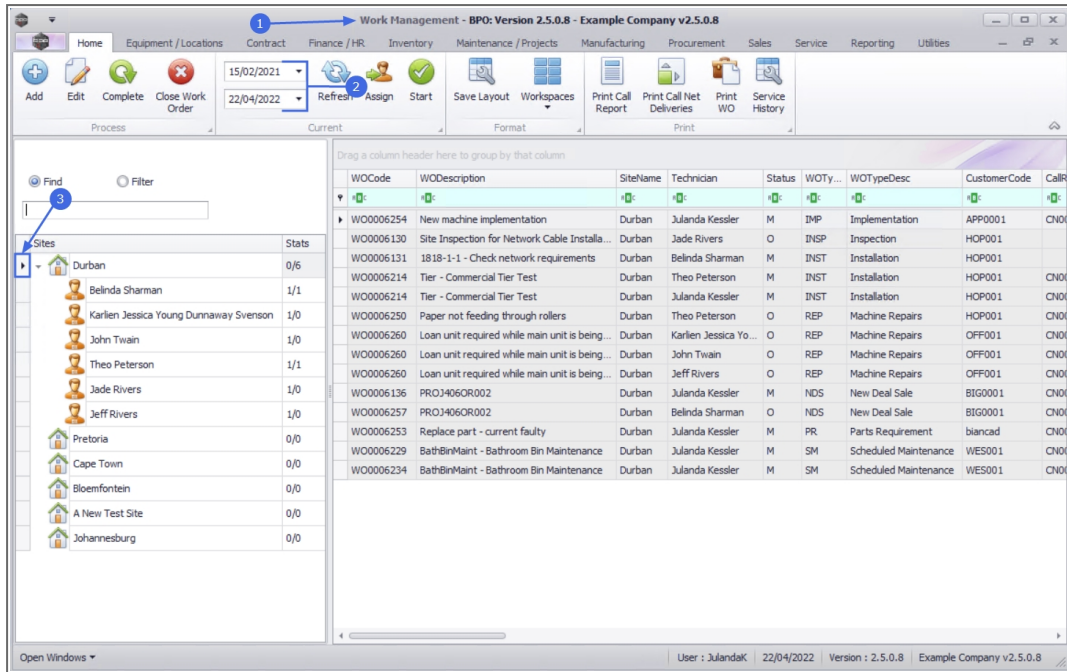
Link a craft or skill required for the work to be completed.

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 a **craft** to.
3. Select the **Site** where the work order was issued.
 - The example has **Durban** selected.

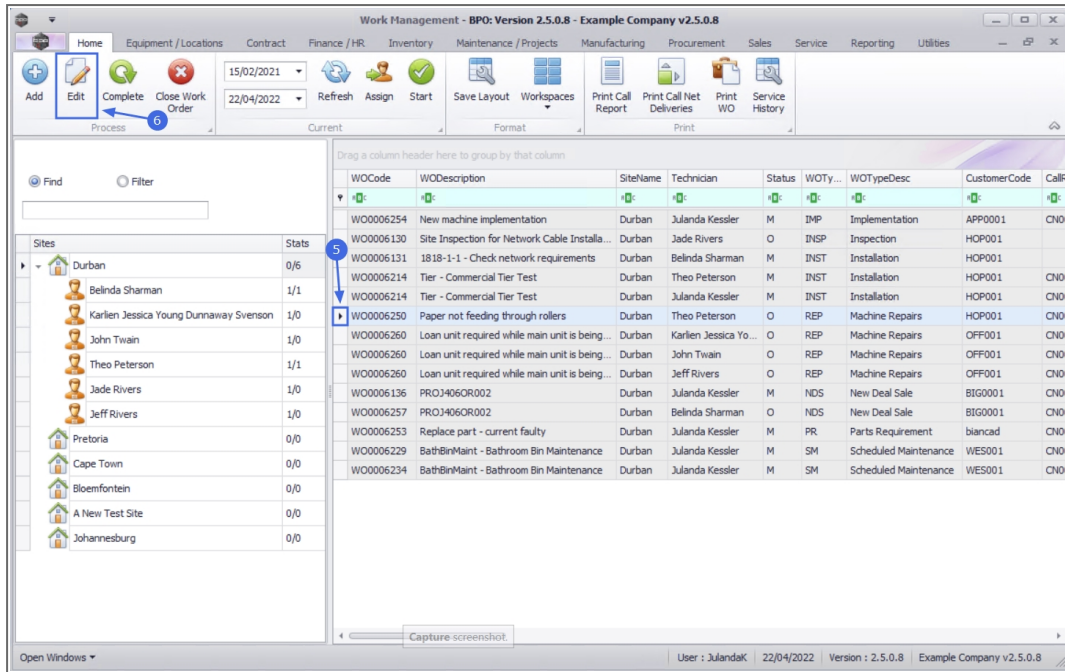
Click on the **Refresh** button  to update the screen.



4. The **Work Orders** frame will be populated with all the work orders in the specified date range.
5. Click on the **row** of the **work order** you wish to **assign** a craft to.
6. Click on **Edit**.



Short cut key: **Right click** to display the **Process** menu list. Click on **Edit**.

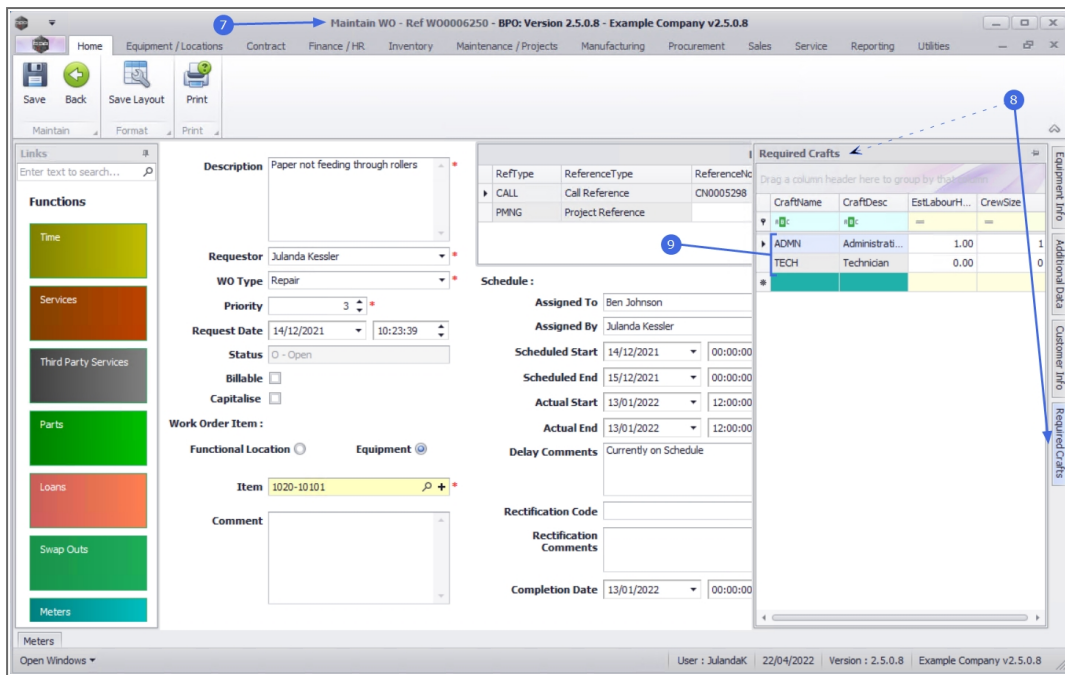


- " The Maintain WO - Ref [work order number] screen will be displayed. " on page 2
- Click on the **Required Crafts** tab to expand the **Required Crafts** panel.



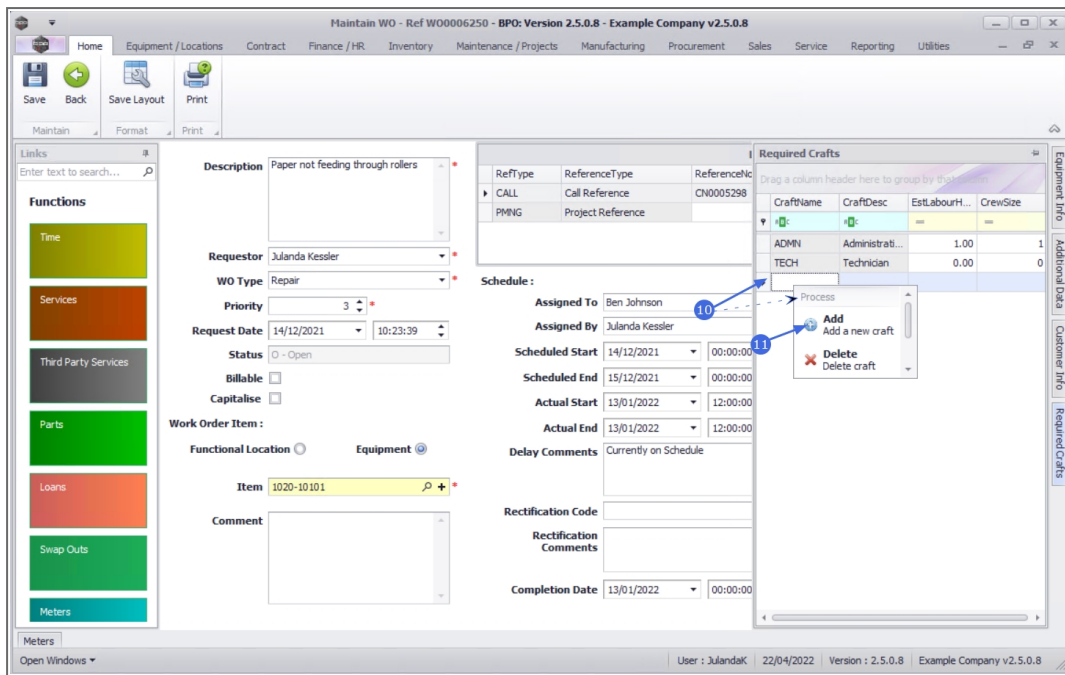
Dock this panel while you are working in it.

- Crafts that have been added to this work order will display in the panel.

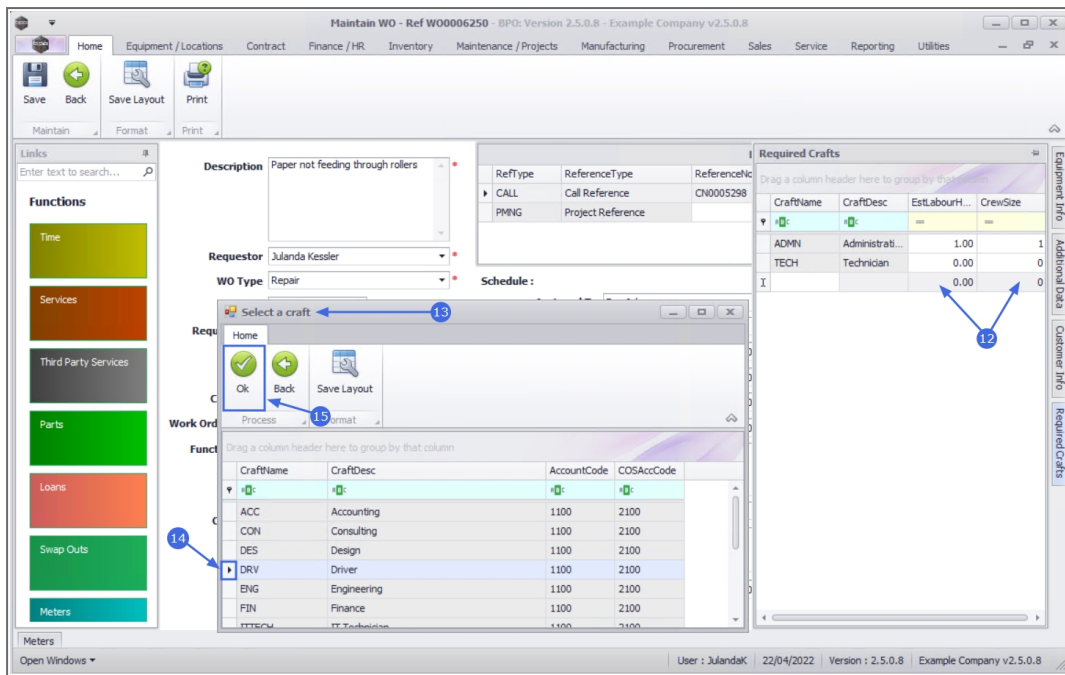


ADD A NEW CRAFT

10. **Right click** in the first available **row** of the **Crafts** data grid to display the **Process** menu.
11. Click on **Add** - Add a new craft.



12. The ***Estimated Labour Hours*** and ***Crew Size*** columns will now be populated.
13. The ***Select a craft*** screen will display.
14. Click on the ***row*** of the ***craft*** you wish to ***add*** to this work order.
15. Click on ***OK***.



- **Craft Name:** This text box will populate with the selected craft name.
- **Craft Description:** The selected craft description will display in the field.
- **Estimated Hours:** Click in this text box to type in or use the directional **arrows** to specify the estimated time for the work to be completed.
- **Crew Size:** Click in this text box to type in or use the directional **arrows** to select the number of employees with this craft to complete this work order.

17. When you have finished adding craft details to this work order, click on **Save**

The screenshot shows the 'Maintain WO' screen for a work order with reference 'W00006250'. The interface includes a top navigation bar with various modules like Home, Equipment/Locations, Contract, Finance/HR, Inventory, Maintenance/Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A toolbar at the top left contains 'Save', 'Back', 'Save Layout', and 'Print' buttons. On the left side, there is a 'Links' section with a search bar and a 'Functions' sidebar with categories like Time, Services, Third Party Services, Parts, Loans, Swap Outs, and Meters. The main area is divided into several sections:

- Description:** Paper not feeding through rollers
- Requestor:** Julanda Kessler
- WO Type:** Repair
- Priority:** 3
- Request Date:** 14/12/2021
- Status:** Open
- Work Order Item:** Functional Location: Equipment, Item: 1020-10101
- Comment:** (Empty text area)
- Reference Table:**

RefType	ReferenceType	Reference
CALL	Call Reference	CN000529
PMNG	Project Reference	
- Schedule:**
 - Assigned To: Ben Johnson
 - Assigned By: Julanda Kessler
 - Scheduled Start: 14/12/2021 00:00
 - Scheduled End: 15/12/2021 00:00
 - Actual Start: 13/01/2022 12:00
 - Actual End: 13/01/2022 12:00
 - Delay Comments: Currently on Schedule
 - Rectification Code: (Empty)
 - Rectification Comments: (Empty)
 - Completion Date: 13/01/2022 00:00
- Required Crafts Table:**

CraftName	CraftDesc	EstLabourHours	CrewSize
ADMIN	Administr...	1.00	1
TECH	Technician	2.00	1
DRV	Driver	1.00	1

The bottom status bar shows: User: JulandaK, 22/04/2022, Version: 2.5.0.8, Example Company v2.5.0.8

The assigned craft details will be **saved** to the work order and you will return to the **Work Management** screen.

MNU.072.004

