

## SERVICE

## **TIME REVIEW - VIEW WORK ORDER**

The *View Work Order* function gives you access to the Work Order details where it can be viewed and managed.

Ribbon Access: Service > Time Review



- 1. The *Time Review* screen will be displayed.
- 2. Click on the *row* of the work order you wish to view.
- 3. Click on View WO.

Selecting a work order that has <u>not</u> been linked to a *Project* or *Call* will have the *View WO* button active.



Hom	e Equipme	nt / Locations	Contract														
		in percention	s conuact	Finance / H	R In	ventory Ma	intenance / Proj	jects	Manufacturing	Procurement	t Sales	Servi	te Re	eporting	Utilities	-	8
Save Invoice	Invoice Inv Call Pro	roice Back	Flag Review	wed SLA Time	View	WO View Call	View Project	Save L	ayout Workspa	aces Save Filte	er Refresh						
P	Processing		4 Ma	intain	_	Navigation	3		Format		Curr 4						
													SLA				
g a column nea	ader nere to gr	oup by that o	oiumn								1						
WOCode	Description	WOStatus	Employee	Manager	Craft	CraftDesc	Date 🔻	Billable	RegularHours	OvertimeHo	SLAHours	Non			ter here to group by		1
N <b>O</b> C	1 <b>0</b> 0	A C	10c	10:	R C	* <b>0</b> :	-	n 🗖 c	-	-	-	n.	fldIt	Code	Description	SLAType	
WO0006258	Drum replac	0	Joseph Tim	Joseph Tim	ADMN	Administrati	25/04/2022	No	1.00	0.00	0.00		۹ =	8 C	A C	8 C	
WO0006259	Post Contra	0	Julanda Kes	Julanda Kes	ADMN	Administrati	25/04/2022	No	2.00	0.00	0.00						
WO0006262	Additional e	0	John Twain	Belinda Sha	ADMN	Administrati	25/04/2022	No	1.00	0.00	0.00						
WO0006264	Tier - Comm	0	Arial Blythe	Bianca Du T	DRV	Driver	25/04/2022	No	4.00	0.00	0.00						
WO0006253	Replace par	м	Julanda Kes	Julanda Kes	ADMN	Administrati	14/04/2022	No	0.02	0.00	0.00						
WO0006130	Site Inspect	м	Jade Rivers	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00						
WO0006260	Loan unit re	М	Karlien Jessi	Karlien Jessi	ADMN	Administrati	30/03/2022	No	1.00	0.00	0.00						
WO0006260	Loan unit re	М	John Twain	Belinda Sha	ADMN	Administrati	29/03/2022	No	0.00	0.00	1.00						
WO0006229	BathBinMain	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.10	0.00	0.00						
WO0006234	BathBinMain	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.54	0.00	0.00						
WO0006254	New machin	М	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	3.87	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	10.52	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	18/01/2022	No	24.00	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	17/01/2022	No	24.00	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	16/01/2022	No	24.00	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	15/01/2022	No	24.00	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	14/01/2022	No	24.00	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	13/01/2022	No	24.00	0.00	0.00						
WO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	12/01/2022	No	24.00	0.00	0.00						
												-					
Count: 760									19,223.00		4.75						

- 4. "The Maintain WO Ref [work order number] screen will be displayed." on page 2
- The Work Order "Schedule" on page 6 may need to be updated. The *Functions* tiles are available to link and update the functions related to the work order.
- 6. Click on *Save* to save any changes made,
  - or click on *Back* to return to the Time Review screen.



Home Equipmen	t / Locations Contra	ct Finance / HR Inventory	Mainter	nance / Projects	Manufacturing Proc	turement S	Sales Ser	vice Reporting	Utilities	- 6	1 3
ave Back Save Layout	Print										
Vaintain Format	Print										1
ale a							Links				
ter 6 to search 🔎	Description	Additional equipment requested	* *	RefType	ReferenceType	Refer	renceNo				
		during installation		► CALL	Call Reference						
unctions				PMING	Project Reference	PR.300	000421				
Time			~								
	Requestor	Julanda Kessler	•								
	WO Type	Implementation	•	Schedule :							
Services	Priority	2 * •		Ass	igned To Wesley Hay	nes		•			
	Request Date	- •		Ass	igned By Julanda Kes	sler		•			
	Kequest bate	0.000	•	Schedu	led Start 04/04/2022	<b>v</b> 08	8.00.00	•			
Third Party Services	Status	U - Open		Schedu				•			
	Billable			Sched	uled End 11/04/2022	▼ 08	8:00:00 .	•			
	Capitalise	5		Act	ual Start 04/05/2022	• 12	2:00:00	Ç			
Parts	Work Order Item :			A	ctual End 04/05/2022	• 12	2:00:00	\$			
	Functional Loca	ation 🥥 Equipment 🕻	)	Delay Co	mments Currently or	Schedule		-			
		200 007	0								
Loans	Item	BPO_RSI	<b>+</b> +		7			Y			
	Comment		·	Rectificat	ion Code			•			
Swap Outs				Red	tification			÷			
Shap out								<i>v</i>			
				Complet	tion Date 04/05/2022	• 12	2:00:00	÷			
Meters			Ŧ								
ters											

## **Related Topics**

• Work Orders - Print Work Order Report

MNU.075.002