

We are currently updating our site; thank you for your patience.

SERVICE

INTRODUCTION TO MY WORK

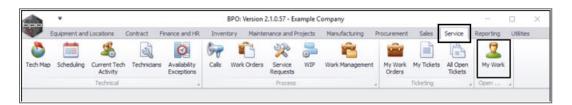
The **My Work** screen deals with work that is assigned to a **specific** employee, i.e. when I am logged in, I can only see work orders assigned to me.

This screen is very much like the call screen in that you can request parts, services and loan units; book time, travel and expenses; as well as view customer and machine detail (including warranty information).

This screen can be used by:

- a technician who does not use Tech Connect, but has access to BPO in order to log his own part requests and book his time, etc.
- anyone assigned to the work order, where a call does not exist,
 e.g. a work order was created to repair a machine in the workshop.

Ribbon Access: Service > My Work



THE MY WORK LISTING SCREEN

- The **My Work** Listing screen will be displayed.
- This screen lists all **open** and completed work orders assigned to the current user logged in to the system.



THE WORK ORDERS FRAME

• Click on this tab to view a list of all **work orders** assigned to the user logged in.

CO3 Technologies (Pty) Ltd © Company Confidential



Introduction to My Work

		My Work -	BPO: Vers	sion 2.1.0.57	- Example Company				- 0	Х
Home Eq.	upment and Locations Contract Finance and HR	Inventory	Mainten	ance and Pro	ojects Manufacturing	Procurement	Sales Servic	e Reporting	Utilities -	8
Add Edit C	•	Report	Print S		Voject View Custome rogress	2000	Refresh			
Work Orders We	contention and the second s			4	nen.	A Export	4 00101	4		
rag is column head	ir here to group by that column								1	1
WOCode	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	Custa
B WO0001592	RSI V1.27.0.0 - Issue - Part Category maintain	Durban	M	DR	Default	PR.30000098	Site Inspectino	PMNG	H0P001	Hope
U WO0001616		Durban	0	MN	Manufacturing					
E W00001662		Durban	0	SERV						
E W00001663	Copier to be repaired	Durban	0	REP	Machine Repairs					

Prior Work Orders and Work Order Technicians Frames



- In the Work Orders frame, click on a work order that has a **bold** (active) expand button in front of its row.
 - Note: If the expand button is **bold** as opposed to feint then this indicates that there is hidden content.



Introduction to My Work

and an element		My Work -	BPO; Vers	sion 2.1.0.57	7 - Example Company				- 0	Х
W Home E	quipment and Locations Contract Finance and HR	Inventory	Mainten	iance and Pr	ojects Manufacturing	Procurement	Sales Service	e Reporting	Utilities -	øх
	Complete Start Save Layout Workspaces	Print Call Report	Print S WO H		roject Vew Custome rogress	0 355235				
Proces	and a second	P	tint.	4	Vev	* Export	, Current	4		_
Work Orders V	Nork Requests									_
WOCode	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	Custo
1										
E WO0001592	RSI V1.27.0.0 - Issue - Part Category maintain	Durban	M	DR	Default	PR.30000098	Site Inspectino	PMNG	HOP001	Hope
WO0001616		Durban	0	MN	Manufacturing					
⊞ W00001662		Durban	0	SERV						
W00001663	Copier to be repaired	Durban	0	REP	Machine Repairs					



The **Prior Work Orders** and **Work Order Technicians** frames will be expanded.

PRIOR WORK ORDERS

• Click on the **Prior Work Orders** tab to display a list of **prior work orders** for this serial number.

Help v2024.5.0.7/1.0 - Pg 6 - Printed: 21/08/2024



Introduction to My Work

po	•	1400040	10.000 C						0.58 - Example Co						X
	Home El	supment an	d Locations Contract	Finance and	HR Invi	entory	Maintenan	ce and	Projects Manufi	ecturing Proc	rement Sale	s Service R	eporting Utiliti	es = 6	li i
Ð.	1	0		*		1	1		3 🎿		0				
Add	Edit O	omplete :	itart Save Layout W	lorkspaces	Print Cal	Print	Service	Pro	Contraction and the second	100.41	Refresh				
			-	·	Report	WO	History	Prog		-					
	Processie	9	# Format		-	Print	. 4	-	Ven	# Export	4 Current	4	_	_	
Work C	orders Wo	rk Request			_	_	_	_						_	_
WOO	ode	W00escr	pton	SiteName	Status	WOTyp	e WOT)	peDes	sc OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	Depthame	5
l.															
e w	00001592	RSI V1.27	.0.0 - Issue - Part Catego.	Durban	М	DR	Defau	k	PR.30000098	3 Site Inspecting	PMNG	HOP001	Hope Works	Technical	1
W	00001616		or production batch - test2		0	MN	Manu	facturi	ng						3
⊞ W	00001662	Machine s	ervice required	Durban	0	SERV									1
E W	0000 1663	Copier to	be repaired	Durban	0	REP	Machi	ne Reș	pairs						1
	Prior Work	Orders V	lork Order Technicians												
1	A SerialNo	WOType	WOTypeDesc	WOCode	Request	Date	Completion	Date	CompletionTime	Description		Assigned To E	nployeeName	Priority Re	ctfa
	19-12345	REP	Machine Repairs	WO0001663	15 May	2018	14 Jun 201	8	00:00:00	Copier to be repl	wed	24 A	bigal Mine	2	ċ
	19-12345	DR	Default	WO0001593	19 Oct 7	2017	18 Nov 201	7	12:00:00	Contract Closure	· CO000009	18	ianca Du Toit	2	
	19-12345	TEST	Testing	W00001544	02 Aug	2017	01 Sep 201	7	12:00:00	Warranty daim v	ith parts only	6 0	eorge James	2	
	19-12345	TON	Toner Required	W00001543	02 Aug	2017	28 Nov 201	7	12:02:02	Toner required for	x machine	6 0	eorge James	2 Wo	xk
	19-12345	DR	Default	WO0001180	30 Mar 2	2017	30 Mar 201	7	09:29:35	work order linked	to an asset I	17)	udith Mudzengi	2 Exp	per
	19-12345	SM	Scheduled Maintenance	W00001124	24 Feb 2	2017	24 Feb 211	7	12:00:00	TT070 - 2 Daily -	Call per WO	6 G	eorge James	2	ľ
	19-12345	SERV	Service	W00000963	06 Oct 2	2016	15 Aug 201	7	16:07:20	Cal dosure tests		1 8	ianca Du Toit	2 dd	S.
	19-12345	TON	Toner Required	W00000799			08 Jun 201	6	09:30:04	Cyan toner requi	red	6 G	eorge James	2 wo	ek
	19-12345	TON	Toner Required	W00000783	22 Mar 2	2015	18 Apr 201	6	13:31:15	Toner replaceme	nt	6 G	eorge James	1 wo	rk
	19-12345		Machine Repairs	W00000468	06 Mar 1		13 Aug 201			test			anca Du Tolt	2 tes	t
	19-12345		Machine Repairs	W00000469			05 Apr 201			test			eorge James	2	
	19-12345		Service	W00000470	and so that he	192	05 Apr 201			test			ianca Du Toit	2	
	19-12345		Service	W00000471			05 Apr 201			test			arolina Suzzet	2	,
11	4		IF A Assessed	1100000370	10 P.A.	with the	AF FLE AN		++-90.48 Z	March and and a	de atta			2	



WORK ORDER TECHNICIANS

• Click on the **Work Order Technicians** tab to display a list of **technicians** linked to this work order.

Help v2024.5.0.7/1.0 - Pg 8 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential



Introduction to My Work

à								 Example Con 				÷	0	Х
0.07	gupment and Locations	-	ce and H	R Inve	-		ce and Proj	ects Manufa	.02	14000	s Service R	eporting Utilitie	s = d	9
9 🔽		4				100	6	-						
dd Edit C	complete Start Save	Layout Workspa		Print Call Report		Service History	Project Progress	View Custome	r Export	Refresh				
Process	ng 4	Fornat	4		Print	4		Vev	# Export	, Current				
lork Orders We	ork Requests													_
WOCode	W0Description	Sh	Nane	Status	WOType	WOTy	peDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName	
W00001592	RSI V1.27.0.0 - Issue - F	Part Catego Du	ban	М	DR	Defau	lt	PR.30000098	Site Inspectino	PMNG	HOP001	Hope Works	Technical	
W00001616	Created for production b	atch - test2 Du	ban	0	MN	Manuf	facturing							
E W00001662	Machine service required	i Du	ban	0	SERV									
3 WO0001663	Copier to be repaired	Du	ban	0	REP	Machie	ne Repairs							
Prior Work	Ordens Work Order Tec	2110/210												
Prior Work	Ordens Work Order Tec	216.015												
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													
Prior Work	Ordens Work Order Tec													



VIEW WORK ORDER DETAILS

- Making sure that you are in the **Work Orders** frame, click on the **row selector** in front of the **work order** that you wish to view the **details** of.
- Click on Edit.

Help v2024.5.0.7/1.0 - Pg 10 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential



Introduction to My Work

		My Work -	BPO; Vers	ion 2.1.0.57	- Example Company				- 0	Х
Home Eq.	upment and Locations Contract Finance and HR	Inventory	Mainten	ance and Pro	ojects Manufacturing	Procurement	Sales Service	e Reporting	Utilities -	Ø
	omplete Start Save Layout Workspaces	Report	Print S WO H	iervice P Istory Pr	roject Vew Custome		Refresh			
Processi Work Orders We	a de la companya de la compa	P	rint.	4	Ven	* Export	, Current	4		-
	in here to grave by that column								1	1
WOCode	W0Description	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	Cust
W00001592	RSI V1.27.0.0 - Issue - Part Category maintain	Durban	M	DR	Default	PR.30000098	Site Inspectino	PMNG	H0P001	Hope
B W00001616	Created for production batch - test2	Durban	0	MN	Manufacturing					
⊞ W00001662	Machine service required	Durban	0	SERV						
■ WO0001663	Copier to be repaired	Durban	0	REP	Machine Repairs					

The Maintain WO - Ref [] screen will be displayed. Here you can view:



- 1. The main work order details.
- 2. The call or project reference if this work order is linked to a call or project.
- 3. Scheduling details.



e Back Savelay													
intan , Format is I r levit to search J inctions	Description	Copier to be repo	ared		Links : Reffype • CALL PMNG	Reference Call Refe Project P		R	eferenceNo			2]
	Requestor			•	-			_	_				_
Services	WO Type			-	Schedule :	igned Te	Abigal Mine						
	Priority Request Date	hanner	• 10:40:28			Q.,	Abigal Mine	-					
	ACTED OF COMPANY	0 - Open	• 10:40:28	•			15 May 2018	•	10:40:29				
Third Party Services	Billable				TALLON,		14 Jun 2018	- 10	00:00:00		_		
	Capitalise						14 Jun 2018	_	00:00:00	-	3		
Parts	Work Order Item						14 Jun 2018	_	00:00:00	:			
	Functional Loca	tion ()	Equipment 🧕				Currently on Sci		h100001-07-	l.			
1007	100000000000000000000000000000000000000		CONSTRUCTOR OF		10101000115								
Loans	Item	19-12345	4	••				_					
and the lower	Comment			1	Rectificat	tification							
Swap Outs						mments							
					1.1	21		_	Ter er er				
Haters				÷	Complet	ion Date	14 Jun 2018	•	00:00:00	÷			
Meters					-								



EQUIPMENT INFO

• In the Maintain WO - Ref [] screen, click on the Equipment Info tab on the right side of the screen.

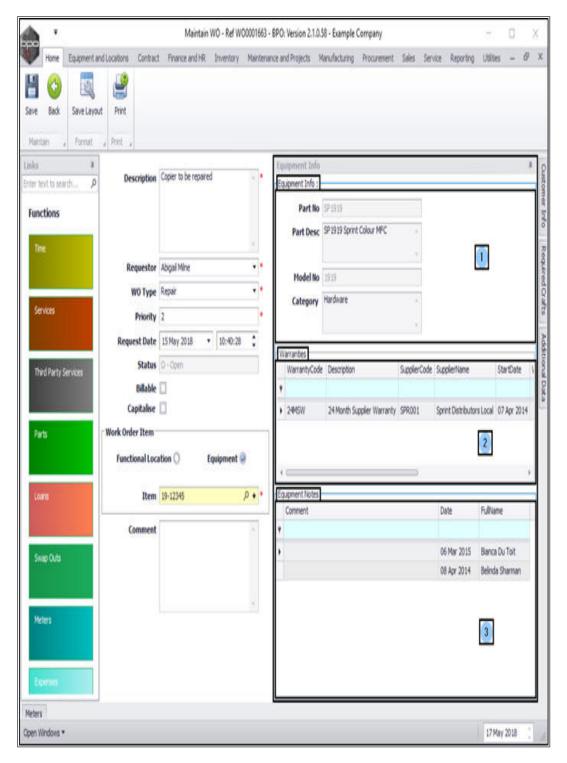


	tome	Equipment an						ance and Projects Manufact								Ø
	U	2	2													
ve	Back	Save Layou	Print													
Asintai		Format	a Ptint a													
les .		1		(Automation)		_		Links :				_	1	_	-	-
er lext	5 568	d., P	Descriptio	Copier to be re	epareo		1	RefType Referent		Re	ferencel·lo					
uncti	ons							100000 000000	rence leference							
								The Triper								
Time																
				r Abigal Mine			1			-	-				-	
Servi			WO Typ					Schedule : Assigned To	and the second sec							
10.11	uca.		Priorit	and a second second						_		_				
				e 15 May 2018	* 10	:40:28	\$	Assigned By	prover sector and stream	-		-				
Third	Party Si	ervices		s 0 - Opin				Scheduled Start	en el contra intello-		10:40:29					
			Billabl					Scheduled End	14 Jun 2018	•	00:00:00	•				
			Capitalise					Actual Start	14 Jun 2018	٠	00:00:00	\$				
Parts			Work Order Item	d.				Actual End	14 Jun 2018	٠	00:00:00	\$				
			Functional Lo	cation ()	Equipr	nent 🥝		Delay Comments	Currently on Sch	edule		15				
Loan			Iter	19-12345	_	Ď	• •									
				1 17 240 13		E		Rectification Code		-	_					
			Commen	t			*	Rectification		_						
Swag	Outs							Comments								
								1.8		_	_					
							w.	Completion Date	14 Jun 2018	٠	00:00:00	\$				
Meter																
Pres.	-															

The **Equipment Info** docking panel will be expanded. Here you can view:



- 1. Equipment Information details (e.g. part no., model no.)
- 2. Warranty information
- 3. Equipment Notes





CUSTOMER INFO

• In the Maintain WO - Ref [] screen, click on the Customer Info tab on the right side of the screen.



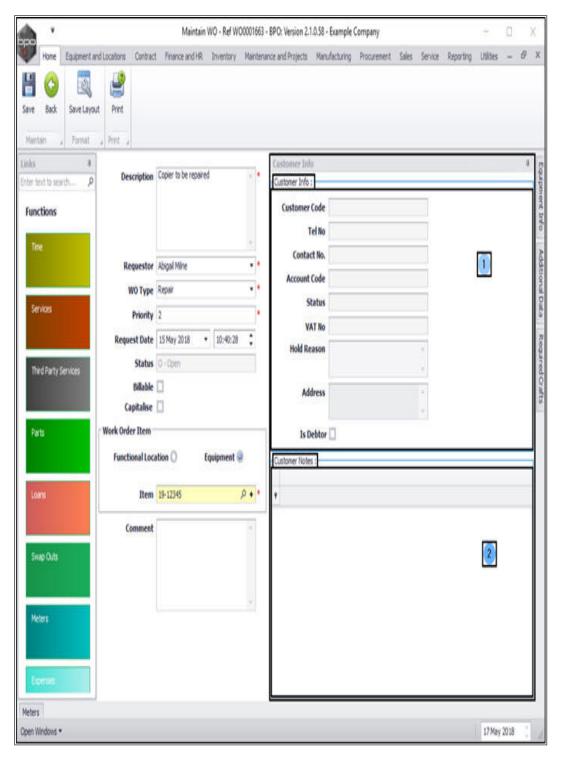
		1.0.00100.0010010	it money		ance and Projects Manufact	any means			a may mayor a	y man		Ø
ve Back SaveLa	yout Print											
laintain a Formal	a Ptint a				0.201904							
Store and the second	Decodetion	Copier to be repa	wed		Links :		a.e			1	_	
er text to search	p Description	copies to be repo			RefType Referent		Kere	renceNo				
unctions					- 10 10 10 10 10 10 10 10 10 10 10 10 10	leference						
-					unitation and an and an a							
Time	Requestor	Abical Mine										
	W0 Type				Schedule :			-				
Services	Priority			-	Assigned To	Abigal Mine						
	Request Date	-	• 10:40:28		Assigned By							
THE OWNER WATER OF THE OWNER OF T		0 - Opin	• 10:40:20	•	Scheduled Start		•	10:40:29	•			
Third Party Services	Billable				Scheduled End	en et a Caracia Re-	_	0:00:00				
	Capitalise				Actual Start		_	00:00:00	-			
Parts	Work Order Item						_		-			
res.	Functional Loca		fastered (i)			14 Jun 2018		0:00:00	•			
	Functional Loca	000	Equipment 🥹		Delay Comments	Currently on Sch	eque		8			
Loans	Item	19-12345	J	••								
	6				Rectification Code							
ANALINA IN	Comment			1	Rectification				*			
Swap Outs					Comments				1			
					Completion Date	14 Jun 2018		0:00:00				
Meters				×	Compression Market		1031		•			
Expensel												

The **Customer Info** docking panel will be expanded.

Here you can view:



- 1. Customer Information details (e.g. phone no., address).
- 2. Customer Notes



Help v2024.5.0.7/1.0 - Pg 19 - Printed: 21/08/2024



REQUIRED CRAFTS

• In the Maintain WO - Ref [] screen, click on the Required Crafts tab on the right side of the screen.

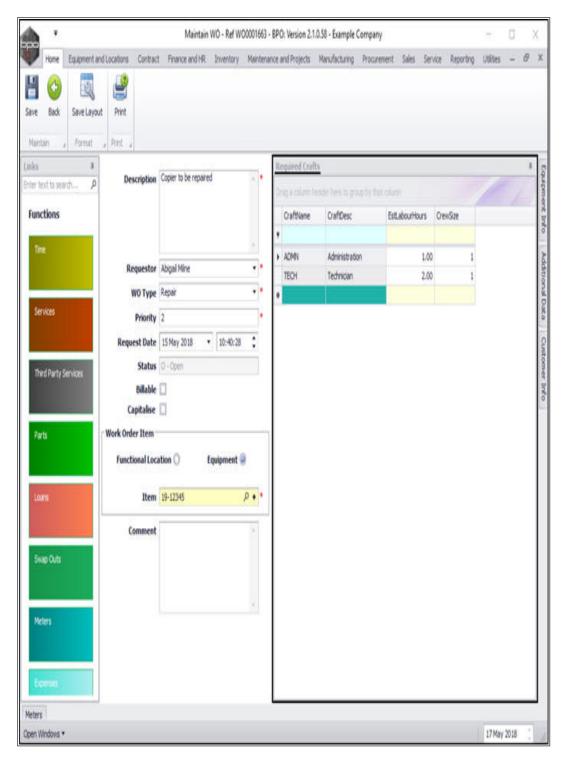


re Back Save Layout antain , Pormat in text to search P unctions Time	Print Print Print Description	Andrea Marcana Mar							
antain , Format Internet to search , P unctions	, Print ,	Andre to be unable of							
in a or text to search P unctions		from to be served							
er led to search , P unctions	Description	And the barrent of							
unctions	Description			Links :				-	
		Copier to be repaired	1	RefType Referent		ReferenceNo			
Time				- 10 10 10 10 10 10 10 10 10 10 10 10 10	eference				
Time									
	Barris and a	and the second s							
	Requestor								
Services	WO Туре		-	Schedule : Assigned To	Alternal Address				1
	Priority	and a second		Assigned To Assigned By					
	Request Date	harman and there	128	1.000	-		_		
Third Party Services		0 - Open		Scheduled Start	en el company de la company	• 10:40:29			
	Billable			Scheduled End	1	• 00:00:00	\$		
	Capitalise			Actual Start	14 Jun 2018	• 00:00:00	•		
Parts	Work Order Item			Actual End	14 Jun 2018	• 00:00:00	\$		
	Functional Loca	tion () Equipme	nt 🥹	Delay Comments	Currently on Sch	edule	8		
Loans	Item	19-12345	P + *						
101010			1.000	Rectification Code					
	Comment		1	Rectification					
Swap Outs				Comments					
				1.8					
			÷.	Completion Date	14 Jun 2018	• 00:00:00	\$		
Meters									
Expenses									

The **Required Crafts** docking panel will be expanded.



• Here you can view a list of the **crafts** and the corresponding **labour time** and **crew size** needed to complete this work order.





ADDITIONAL DATA

• In the Maintain WO - Ref [] screen, click on the Additional Data tab on the right side of the screen.



🖞 🙆 🔣 Ive Back SaveLayo	ut Print										
Aantain , Format	, Print ,										
iks # ter test to search ρ functions	Description	Copier to be repu	ared		Links : Reffype Referen CALL Call Refe PMNG Project P		Ref	ierenceNo			
Tne	Requestor			•							
Services	WO Type Priority				Schedule : Assigned To				••		
Third Party Services	Request Date Status	15 May 2018 0 - Open	• 10:40:28	:	Assigned By Scheduled Start		•	10:40:29			
	Billable Capitalise				Scheduled End Actual Start			00:00:00	2. 2		
Parts	- Work Order Item -	tion ()	Equipment @		Actual End Delay Comments	14 Jun 2018		00:00:00	:		
Loans		19-12345		•••	Desay comments	Carlendy on Jur	CONFIL CONFIL				
	Comment				Rectification Code		_		•		
Swap Outs					Rectification Comments						
Meters				14.	Completion Date	14 Jun 2018	•	00:00:00	:		

The **Additional Data** docking panel will be expanded.



• Here you can create **customised fields** of additional data pertinent to this work order if required.

·		Maintain WO - Ref WO	00001663	- 8PO: Version 2.1.0.58 -	Example C	ompany				2	۵)
Home Equipment at Home Equipment at Equipment at Equipm	2	Finance and HR Inventory	Mainten	ance and Projects Manu	facturing	Procurement	Sales	Service	Reporting	Utilities		Ð
Maintain a Format nice a ter text to search	iperter terre and ter	Copier to be repaired	1.4	Additional Data								1
Functions The			*	Other1 Other2 Other3	Field 2							
Services	Requestor WO Type Priority Request Date	Repair 2	•	Other4 Other5 Other6	Field 5							
Third Party Services		0 - Open	•	Other7 Other8 Other9	Field 8 Field 9							
Parts	- Work Order Item - Functional Loca			Other10	Field 10							
Loans Swap Outs	Item Comment	19-12345	P • •									
Meters												
Epenei												
eters en Windows *										17 May	2018	



THE FUNCTIONS TILES

On the left side of this **Maintain WO** screen is the **Links** docking panel. This panel contains tiles that direct you to more information linked to the selected work order.

Time

• In the Maintain WO - Ref [] screen, click on the Time tile.

Help v2024.5.0.7/1.0 - Pg 26 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential



Home	Equipment and		Finance and	HR Inventory	Mainten	ance and Projects Mar	ufactu	ring Procurer	ient	Sales Se	rvice Reportir	g Utilities	-	ð
80	2	2												
ave Back	Save Layout	Print												
Maritain ,	Format	Print .												
iks	3					Links :	_						_	
ter lext to searc	ф., Р	Description	Copier to be rep	paired			ference		R	eferenceNo				
unctions							Refer	rence eference						
						PMNG Pro	opect Ki	elerence						
Time					1									
		Requestor					_		-					-
Province		WO Type	Repair			Schedule :								
Services		Priority	2			12		Abigal Mine	_		-			
		Request Date	15 May 2018	• 10:40:28	\$			Abigail Mine						
Third Party Se	ervices	Status	0 - Open			Scheduled 5	tart	15 May 2018	•	10:40:29				
		Billable				Scheduled	End	14 Jun 2018	•	00:00:00	: •			
		Capitalise				Actual S	tart	14 Jun 2018	•	00:00:00	\$			
Parts	Γ	Work Order Item				Actual	End	14 Jun 2018	•	00:00:00	\$			
		Functional Loca	tion ()	Equipment 🧕		Delay Comm	ents	Currently on Sch	eduk	1	4			
No.			10 155 ar		p									
Lowis		Item	19-12345			1 2 2 3 3								
		Comment				Rectification (-			
Swap Outs						Rectifica					A.			
						1.000.000					4			
					i.	Completion I)ate	14 Jun 2018	•	00:00:00	\$			
Meters														
1000														
Domail														

The **Time bookings for WO Code** [] screen will be displayed.



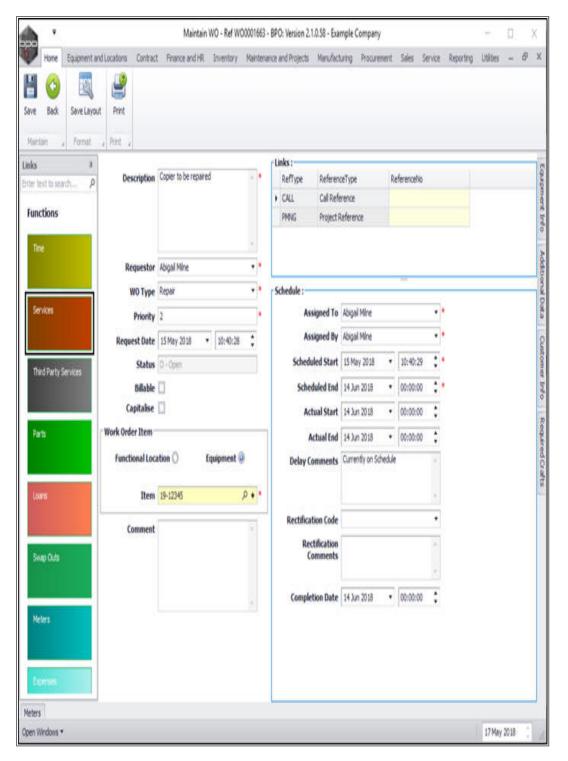
• Here you can **Add** to, **Edit**, **Delete** and **View** a list of labour time bookings linked to this work order.

	¥						Time boo	okings fi	for WO Code	WO000166	- 8PO: Versio	n 2.1.0.58 - Exar	ple Company			÷.	0	Х
P	Home	Equipme	ntandi	ocations	Contract	19	iance and	ihr i	Inventory	Maintenance	and Projects	Manufacturing	Procurement	Sales Servic	e Reporting	Utilities	- 6	9
Ð	2	X	0				0											
dd	Edit	Delete	Back	Save 1	ayout 1	Export	Refre	sh										
	Process	sing		Form	et , i	int .	Gr											
																1		
Emplo	yeeNumb	er First	lame	LastName	CraftNan	ne Sci	reduledSt	artDate	StartDate	* StartTin	e ArrivalTime	EstLabourHo	rs RegularHour	s OvertimeHou	s OvertimeFacto	r Comment	5 1	Bila
MILOO		Abigi		Mine	ADMN		May 2018			18 10:41:5			00 0.2			0 Time Lab		No
JOEO	01	Joel		Janes	TECH	15	May 2018	5	15 May 20	18 12:00:0	12:00:00	0	00 2.0	0.0.0	0 1.0	o Repair		No



Services

• In the Maintain WO - Ref [] screen, click on the Services tile.



Help v2024.5.0.7/1.0 - Pg 29 - Printed: 21/08/2024



The Internal Services for WO Code [] screen will be displayed.

• Here you can **Add** to, **Edit**, **Delete** and **View** a list of requests for in-house service (non-stock) work linked to this work order.



h *		Inter	nal services	for WO Code	e WO0001663 - BPO: V	rsion 2.1.0.5	8 - Example	Company				1	Q.)
👌 🥠 🗙 Add Edit Delete	ent and Locations Contr Contr Back Save Layout	Export	Refresh	Inventory	Maintenance and Projec	ts Manufa	cturing Pi	ocurement	Sales	Service	Reporting	Utities		8
Processing set a column header her	Pocnat y	enn al t	Mini al											
ServiceCode	ServiceDescription	_	_	Quantity	Price	Bilable	Status	_	1					
								_						
CALL	Call Out Fee				1 100.00	No	A							
									-					

Open Windows *

Help v2024.5.0.7/1.0 - Pg 31 - Printed: 21/08/2024

17 May 2018



THIRD PARTY SERVICES

In the Maintain WO - Ref [] screen, click on the Third Party Services tile.

Help v2024.5.0.7/1.0 - Pg 32 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential

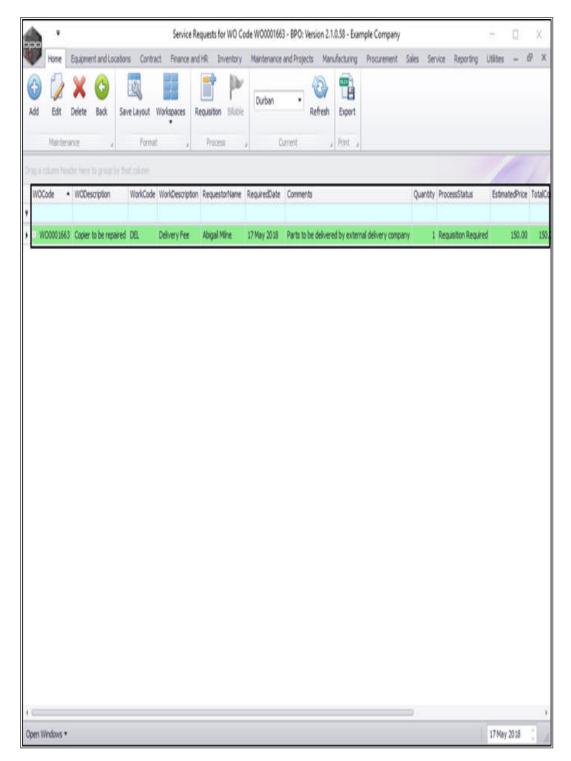


ve Back SaveLay	vout Print										
laritain 🖌 Format					(Links:		_				
ks I er text to search J	Description	Copier to be repaired .			RefType ReferenceType ReferenceN		eferenceNo				
	~				+ CALL Call Ref	erence					
inctions					PMNG Project	Reference					
Time				2							
	Requestor	Abigal Mine		• •							
	W0 Type	Repair		• •	Schedule :		_	-		_	_
Services	Priority	2		•	Assigned To	Abigal Mine			• •		
	Request Date	15 May 2018	• 10:40:28	:	Assigned By	Abigal Mine			• •		
Third Party Services	Status	0 - Open	and the second second		Scheduled Start	15 May 2018	•	10:40:29	•		
Into Party Services	Billable	3			Scheduled End	14 Jun 2018	•	00:00:00	: •		
	Capitalise				Actual Start	14 Jun 2018	•	00:00:00	0		
Parts	Work Order Item				Actual End	14 Jun 2018		00:00:00			
	Functional Loca	tion ()	Equipment @	6	Delay Comments	Contraction of the product		- Spinning and	14		
Menal Control of Contr											
Lowin	Item	19-12345		P + •							
	Comment				Rectification Code				•		
Swap Outs					Rectification				e)		
anne outa					commence						
					Completion Date	14 Jun 2018	•	00:00:00	\$		
Meters											

The Services Requests for WO Code [] screen will be displayed.



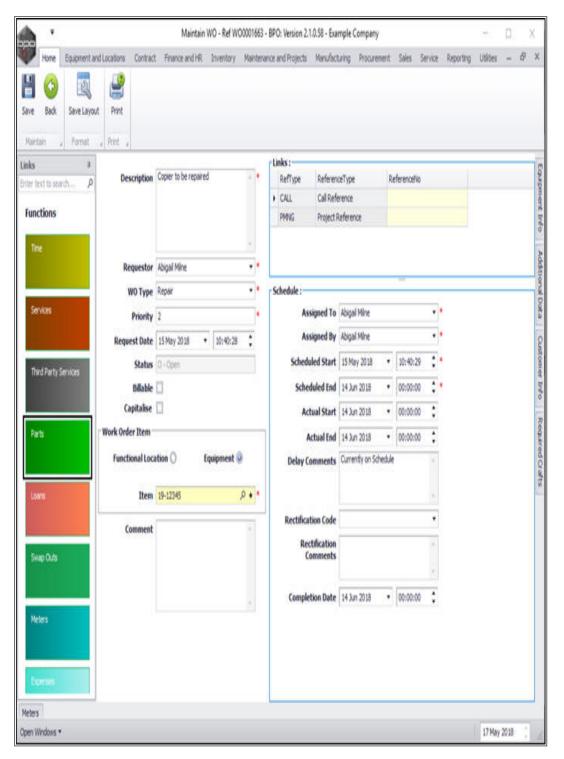
• Here you can **Add** to, **Edit**, **Delete** and **View** a list of requests for third party contract work linked to this work order.





Parts

• In the Maintain WO - Ref [] screen, click on the Parts tile.





The Part Requests for WO Code [] screen will be displayed.

• Here you can **Add** to, **Edit**, **Delete** and **View** a list of requests for parts from store linked to this work order



po	•						PB	t Kequests	NA III		1000010		fersion 2.1.0.	20 - Exam	pievi						-	0	X
1	Home	Equipmen	it and	Locati		ontract	t Financ	e and HR	Inve	entory M	Aainterian	ce and Proj	ects Manu	facturing	Pro	curement	Sales	Service	Reporting	ç U	tities	- 6	8
4	2	X	¢		2			8		-	\$	p	1		Ŷ	2	Durba	1	•		J		
vdd	Edit	Delete	Back	5		ut W	lorkspaces	Save Filte	N 5	Requisition	issue	Transfer			enap	Create	· Al St	ates -	. Refre	sh	Print	Export	
	Mainten											-		Whee I	Part	Part					-		
			-	4	-		smat	-	3				OCESNE		-		-	Current		.4	Prin	1	4
_	_	der hers h	_	_	_	_									_					1		1	
DocNo)	PartCode	1	artDes	¢	1	PartType	Warehouse	Name	BinLocat	tionName	Quantity	IssuedStock	SourceT	ype F	RequiredDate	State	ProjectR	tef Project	tDesc	CalRe	ference	C
		2020-147			oer 5920			Main Wareh				1.00		WKOR		15 May 2018							
PQ000	001949	DR11111	1	rum			1	Main Wareh	louse	DENIAL		1.00	0.00	WKOR		16 May 2018	N						



Purchase Orders

In this screen you can also view the **Purchase Orders** linked to each part request.

- Click on the **row selector** in front of any **part request**.
- Click on the **Purchase Orders** tab on the right side of the screen.



P	Hana	Paral la	100	NAME OF	ann -	Parks	1 1800		True I	and the second	ana an	in and Kan	ects Man	ana ana	783	10000	in the	Service	6	porting	Utilities	- 1	9
A	Home	- Coupiner	A	Loca	2	_		NE BILITA	\$1M	enury r		and Prog	eco nan	(i)	no	Curevent	Durba			45	Unites I		
Add	Edit	Delete	Bad			۳.	Norkspace	s Save Fi	Wr .	Requisition	Issue	Transfer			Remap	Create	· Al St	S		Refresh	Print	Expor	1
	Mainten	wor					ormat					-	ocess	Whee	Part	Part		Curre	t	-	Pr	nt	
_		nn. de bert		-	No.		2000											105.05			/		
DocNo		PartCode		artDe			PartTvpe	Warehous	eName	BinLocal	tonName	Quantity	IssuedStod	Source	Type 8	RequiredDate	State	Protect	Ref	ProjectDe	sc CalR	eference	0
							and the second	and on the line of								Carlos Transferencias					in the second		T
PQ000	849100	2020-143	X I	Black I	toner SP	2020	C	Main Ward	house	DBN-A1		1.00	1.0	WKOR		15 May 2018	PO						
PQ000	001949	DR11111	1	Drum			В	Main Ware	house					a transmis	11		141						
										DBN-A1		1.00	0.0	D WKOR		16 May 2018	N						
										DBN-A1		1.00	0.0	2 WOR		16 May 2018	N						
										DEN-A1		1.00	0.0	2 WKOR		16 May 2018	N						

• The docking panel will be expanded to display all the **purchase orders** linked to the selected **part**.



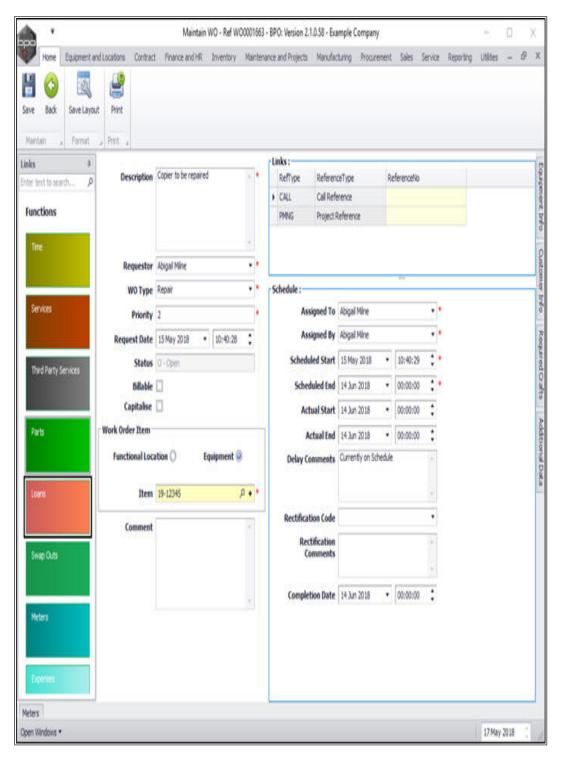
Home	1				rt Requests for W								t (
	Equipmen	tandi	ocabons Conb	ect Finan	ce and HR Inve	ntory	Maintena	nce and Pro	ojects Man	ufacturing Pro	urement Sales	Service Reporting U	bites -	0
a 💋	X	0	2	+	8	-	1 🎝	P		Q. 🟹	Durban	• 🕢	2	
Add Edit	Delete	Back	Save Layout	Workspace		Requis	ition Issue	Transfe	Note (Change Remap	Create -Al St	tes - • Refresh		port
				•						Whee Part	Part	- Planet		
Maint	enance		1	Format	4	_	_		Process			Current a	Print	4
						PI	irchase Ord	lers					_	1
DocNo	PartCode	Pa	riDesc	PartType	WarehouseName	0								
						T	POCode	PartType	PartCode	PartDesc	SupplierCode	SupplerName	UnitCost	Quantit
PQ0000194	2020-147	K Bi	ick toner 5P2020	c	Main Warehouse	,								
PQ0000194	0R11111	l Dr	um	8	Main Warehouse		P00000244	¢	2020-147K	Black toner SP	2020 SPR001	Sprint Distributors Local	450.00	;
							P00000244	c	2020-147K	Black toner SP	2020 9PR001	Sprint Distributors Local	450.00	2
							PC0000332	C	2020-147K	Black toner SP.	2020 SPR001	Sprint Distributors Local	459.26	361
						,	P00000340	C	2020-147K	Black toner SP	2020 SPR001	Sprint Distributors Local	459.26	(
							P00000430		2020-147K	Black toner SP		Young Electric	500.00	(
							P00000431		2020-147K	Black toner SP.		Young Electric	\$00.00	1
							P00000446	C	2020-147K	Black toner SP.	2020 SPR.002	Sprint International	483.63	1
						L								

Help v2024.5.0.7/1.0 - Pg 40 - Printed: 21/08/2024



Loans

• In the Maintain WO - Ref [] screen, click on the Loans tile.



Help v2024.5.0.7/1.0 - Pg 41 - Printed: 21/08/2024



- If your initially selected work order is <u>not</u> linked to a **call** then the following BPO processing message will pop up;
 - Loans can only be created against work orders linked to a call.

intain 🔺 Format	a Print a									
s II	MADE IN CONTRACTOR AND A SUCCESSION				nks :	I Second Second	10.00			-
text to search P	Description	Copier to be repaired	÷.*		RefType	Referen		ReferenceNo		
				I	CALL	Call Refe				
nctions					PMING	Project P	Reference			
0			-							
me	Requestor	Abiani Milan								
	÷.			_				manif		_
	WO Type	Repair	*	[So	chedule :		-			_
ervices	BPO BPO	Repair	*	5 0		× ned To	Abigail Milne		•	
ervices	BPO	Repair	*	[⁵⁰		· · · · · · · · · · · · · · · · · · ·	Abigail Milne Belinda Sharman		• * • *	
ervices	BPO Re	Repair			:	ned By	Belinda Sharman	■ 10+40+20	• * • *	
	Re	14-23-637-			:	ned By I Start	Belinda Sharman 15 May 2018	• 10:40:29	 ▼ * * * 	
	Re	oans can only be created agai			:	ned By I Start	Belinda Sharman	 ▼ 10:40:29 ▼ 00:00:00 	* * * *	
	Re	oans can only be created agai			nked to a	ned By J Start ed End	Belinda Sharman 15 May 2018		▼ * ▼ * ↓ * ↓ * ↓ * ↓ *	
ervices nird Party Services	Re	oans can only be created agai			nked to a OK	ned By J Start ed End	Belinda Sharman 15 May 2018 14 Jun 2018 18 Jun 2018	▼ 00:00:00▼ 08:30:00	•	
nird Party Services	Re Lo	oans can only be created agai all.	inst work orde		nked to a OK	ned By J Start ed End I Start ccoal End	Belinda Sharman 15 May 2018 14 Jun 2018 18 Jun 2018 18 Jun 2018	 ▼ 00:00:00 ▼ 08:30:00 ▼ 10:30:00 	÷	
nird Party Services	Re	oans can only be created agai all.	inst work orde		nked to a OK	ned By J Start ed End	Belinda Sharman 15 May 2018 14 Jun 2018 18 Jun 2018 18 Jun 2018	 ▼ 00:00:00 ▼ 08:30:00 ▼ 10:30:00 	÷	
iird Party Services	Re La ca	oans can only be created agai all. tion O Equipmen	inst work orde		nked to a OK	ned By J Start ed End I Start ccoal End	Belinda Sharman 15 May 2018 14 Jun 2018 18 Jun 2018 18 Jun 2018 Client not availabl	 ▼ 00:00:00 ▼ 08:30:00 ▼ 10:30:00 	÷	
iird Party Services	Re La ca	oans can only be created agai all.	inst work orde		nked to a OK	ned By J Start ed End I Start ccoal End	Belinda Sharman 15 May 2018 14 Jun 2018 18 Jun 2018 18 Jun 2018 Client not availabl	 ▼ 00:00:00 ▼ 08:30:00 ▼ 10:30:00 	÷	
ird Party Services	Re Work Functional Loca	oans can only be created agai all. tion O Equipmen	inst work orde		OK OK Delay C	ned By I Start ed End I Start secual End comments	Belinda Sharman 15 May 2018 14 Jun 2018 18 Jun 2018 18 Jun 2018 Client not availabl	 ▼ 00:00:00 ▼ 08:30:00 ▼ 10:30:00 When the actual 	÷	
iird Party Services	Re La ca	oans can only be created agai all. tion O Equipmen	inst work orde		OK OK Delay C Rectifica	hed By I Start ed End I Start i Start comments	Belinda Sharman 15 May 2018 14 Jun 2018 18 Jun 2018 18 Jun 2018 Client not availabl start date.	00:00:00 08:30:00 10:30:00 le until the actual ents	÷	

• Click on OK.

- 1. Go back to the **My Work** listing screen and select a work order that is **linked to a call**.
- 2. Check the **Origin Type** and **Origin Reference** column to see whether the selected work order is linked to a **call**
- 3. Click on **Edit**.



				Ν	/ly Work - I	BPO: Version 2.1.	0.65 - Examp	ole Company					1000		×
Home Equ	ipment and Locations	Contract	Finance a	and HR	Inventory	Maintenance an	d Projects 1	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- #	х
Add Edit C	omplete Start S	Save Layout	Workspa			Print Service WO History	Project Progress	View Customer	Export		fresh				
Processi		Form	uat .		Pri			PW	Export	Cum	ent 4				
the state of the second	ork Requests	3	ia.			<u>н</u> "А	900	-0	a copore a	i cun	ene a				
		<u></u>													-
															1
WOCode	WODescription	° S	iteName	Status	WOType	WOTypeDesc	OriginType	OriginRef	OriginDesc	C	CustomerC	ode Cus	tomerName	DeptNam	e S
٩															
🗉 WO0001592	RSI V1.27.0.0 - Issue	e - Part D	Jurban	м	DR	Default	PMNG	PR30000098	Site Inspectino	H	HOP001	Нор	e Works	Technical	1
	SP240 New Deal.	D	Jurban	0	DR	Default	PMNG	PRJ0000071	SP240 New Dea	al. T	TIA001	Tita	n Group		2
▶	Paper jam and colour	r toner D	ourban	0	REP	Machine Repairs	CALL	CN0000583	Paper jam and	col H	HOP001	Нор	e Works	Technical	1
	Created for production			0	MN	Manufacturing	4								2
B VO0001616	Created for production	on batc D	ourban	0	MN	Manufacturing	1								2
	Copier to be repaired	d D	Jurban	0	REP	Machine Repairs	1								1
	1						2								
I Copen Windows ▼										_			11 Oct 2		ł

- The **Maintain WO Ref []** screen will be displayed for the selected work order that is now linked to a **call**.
- Click on the **Loans** tile.



Home Equipment and	Locations Contract		VO - Ref WO					Company Procurement	Salor	Service D	eporting Utilities		æ
Save Back Save Layout	e	Timance and tik	Divention y	Mainten				Procurement	Jaies	JEIVILE K	eporting Guirde.	, _	I.
Links #	a rinc a					inks :							
nter text to search P	Description	Paper jam and	colour toner no	ot 🔺 *	1	RefType	Referen	ceType	R	eferenceNo			
		printing			,	CALL	Call Refe	erence	C	N0000583			
Functions						PMING	Project P	Reference					
Time				~									
Time	Requestor	Abigail Milne											
	WO Type	17		•		Schedule :							
Services		Second and a					signed To	ed approxim					
Del Vices	Priority	3		*			10 T 10 10 10 10						
	Request Date	12 Oct 2018	 09:58 	:05 🗘		As	ssigned By	Abigail Milne			* *		
Third Party Services	Status	O - Open				Sched	uled Start	12 Oct 2018	•	00:00:00	* *		
million direj och need	Billable					Sche	duled End	13 Oct 2018	-	00:00:00	÷ *		
	Capitalise					A	tual Start	11 Nov 2018	•	12:00:00	\$		
Parts	Work Order Item						a should be d	11 Nov 2018	•	12:00:00			
	Functional Loca	tion ()	Equipme	-t (0)						100000000000000000000000000000000000000	•		
	Functional Loca		Equipme	iit 🌚		Delay (omments	Currently on So	nequie				
Loans	Item	204-989898		* + م							*		
K						Pectific	ation Code						
	Comment			*				-					
Swap Outs							ctification comments						
	2										τ		
leters					2.5								

The Loan Requests for WO Code [] screen will be displayed.

• Here you can **Add** to, **Edit**, **Delete** and **View** a list of loan requests from store linked to this work order.



	-			Loan Req	juests for WO Code	WO0001701 - BPC): Version	2.1.0.65 - Exar	nple Compan	у		1777		\times
	Home E	quipment and	Locations Contract			and the second se	Projects N	Manufacturing	Procurement	Sales Service	Reporting	Utilities		8
Ð		\times												
Add	Edit	Delete Ba	ck Save Layout	Return	Refresh Print	Export								
	Maintena	ince	Format A	Pro "	Cur a Prin	nt "								
Requ	estStatus	PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssuedStock	RequiredDate	RequestorName	Comments	Billi	able S	Status
- An	proved	NMACH	New Machine	A	Assets Warehouse	Internal Accete	1.00	0.00	11 Oct 2018	Abigail Milpe		No		A.
												1.00		
														0
														8

Swap Outs

• In the Maintain WO - Ref [] screen, click on the Swap Outs tile.

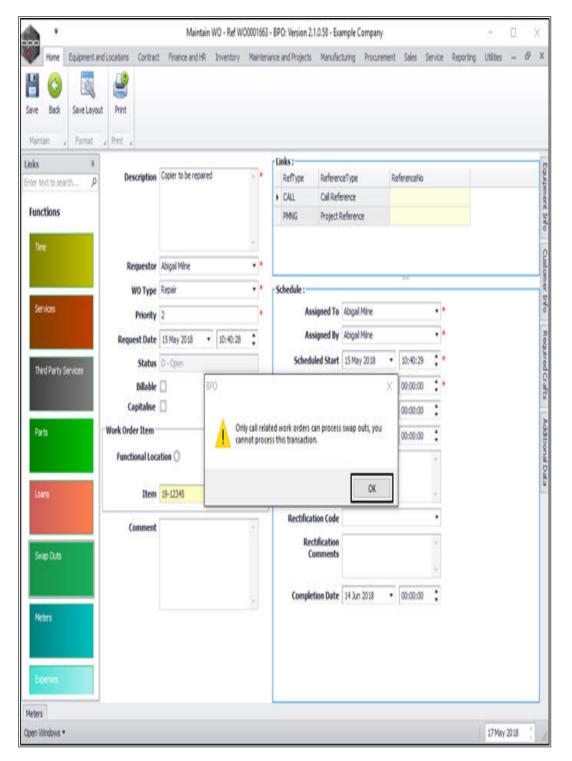


ve Back SaveLayout	Print								
is a r text to searchρ		Copier to be repaired		Links : RefType Referen • CALL Call Refe		ReferenceNo			
nctions True				PMNG Project i	Reference				
	Requestor WO Type			Schedule :		-			
ievices	Priority	2		Assigned To Assigned By					
hird Party Services	Request Date Status	15 May 2018 • 0 - Open	10:40:28	Scheduled Start		• 10:40:29	:•		
	Billable Capitalise			Scheduled End Actual Start		 00:00:00 00:00:00 	••		
att	Work Order Item	tion () for	uipment 🥥		14 Jun 2018	• 00:00:00	:		
oans.		19-12345	ρ • •	Delay Comments	currently on pox	COTAL	2		
	Comment	k # 0000 / T		Rectification Code			•		
wap Outs				Rectification Comments					
dature -			i.	Completion Date	14 Jun 2018	• 00:00:00	:		
Meters									

 If your initially selected work order is <u>not</u> linked to a **call** then the following **BPO** processing message will pop up;



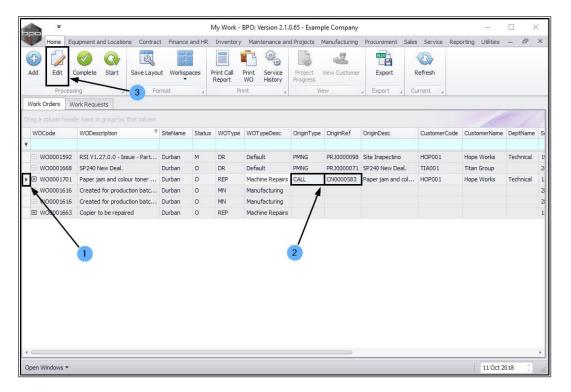
- Only call related work orders can process swap outs, you cannot process this transaction.
- Click on OK.



Help v2024.5.0.7/1.0 - Pg 47 - Printed: 21/08/2024



- 1. Go back to the **My Work** listing screen and select a work order that is linked to a **call**.
- 2. Check the **Origin Type** and **Origin Reference** column to see whether the selected work order is linked to a **call**
- 3. Click on **Edit**.



- The Maintain WO Ref [] screen will be displayed for the selected work order that is now linked to a **call**.
- Click on the Swap Outs tile.

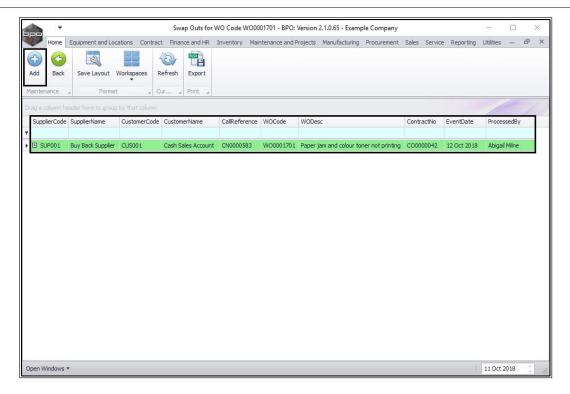


Home Equipment and Home Equipment and Home Equipment and Save Back Save Layout	Locations Contract		Inventory Prom	iter i ite				Procurement	Jaies	JEIVILE K	epon ung	Junues	 8
Maintain a Format	Print						~						
inks a	No. di				Li	nks :			1				_
iter text to search P	Description	Paper jam and co printing	olour toner not	*		RefType	Reference		A -	eferenceNo			
Third Party Services					•	CALL	Call Refe		d	N0000583			
						PMNG	Project P	leference					
				*									
Parts	Requestor	Abigail Milne		•									
	2 WO Type	Repair		•	S	chedule :			101/01				
	Priority	3		*		As	signed To	Ed Jones			• *		
Loans	Request Date	12 Oct 2018	▼ 09:58:05	\$		As	signed By	Abigail Milne			•		
/	Status	0 - Open				Schedu	led Start	12 Oct 2018	•	00:00:00	‡ *		
	Billable					Sche	duled End	13 Oct 2018	•	00:00:00	* *		
Swap Outs 🖻	Capitalise					Act	tual Start	11 Nov 2018		12:00:00	•		
	Work Order Item				-			1			-		
Meters			-					11 Nov 2018	•	12:00:00	-		
Pietera	Functional Loca		Equipment 🥥			Delay Co	omments	Currently on Sc	hedule		-		
	Item	204-989898	\$	• •							÷.		
Expenses						Rectifica	tion Code				*		
	Comment			-			tification						
							omments						
Transf A											-		

The Swap Outs for WO Code [] screen will be displayed.

• Here you can **Add** to and **View** a list of swap outs from store linked to this work order.





Meters

• In the Maintain WO - Ref [] screen, click on the Meters tile.



Home	Equipment and	Locations Cont	ract F	Finance and HR	Invento	ry Mainte	nano	e and	Projects Ma	nufacturing	Procurement	Sales	Service F	Reporting	Utilities	-	8
3 😋	2	P															
ave Back	Save Layou	t Print															
laintain	Format	Print															
ks	ц	10						E.	Links :								_
er text to se	arch P	Descrip	otion	Paper jam and o printing	colour tone	er not	*		RefType	Referen			eferenceNo				
								2	CALL	Call Refe		C	N0000583				
Loans									PMNG	Project P	Reference						
Louis							Ŧ										
				Abigail Milne			•										
Swap Outs	e la	wo	Гуре	Replace Drum			•	۲ ⁴	Schedule :								_
		Pri	ority	3			•		As	signed To	Ed Jones			• *			
		Request	Date	12 Oct 2018	• 0	9:58:05	÷		As	signed By	Abigail Milne			* *			
Meters		St	atus	0 - Open					Sched	uled Start	12 Oct 2018	•	00:00:00	\$			
		Bil	able						Sche	duled End	13 Oct 2018	•	00:00:00	\$			
		Capit	alise						Ac	tual Start	11 Nov 2018	•	12:00:00	\$			
		Work Order I	tem					T)		ctual End	11 Nov 2018	•	12:00:00	\$			
		Functiona	Locat	tion ()	Equip	ment 🎯			Delay C	omments	Currently on So	hedule	1	-			
Travel	1		_														
		1	tem	204-989898		Q	+ *							Ψ.			
		Comr	nent				4		Rectifica	tion Code				•			
	2									ctification				*			
										onnichts				-			
ters								1									

The Meters for WO Code [] screen will be displayed.

- Here you can view a list of the **meter readings** for the items linked to the selected work order.
- In this screen you can edit/add to the **Reading Date**, **Reading Time**, **Meter Reading** and **Comments** columns as required.



			Mete	ers for WO	Code WO0001701 - B	PO: Version 2.1.0.6	5 - Example Com	pany		1	×
Home E	quipment and Loc	ations Contra	act Finance	and HR Ir	ventory Maintenance	e and Projects Mar	ufacturing Proc	urement Sa	les Service Rep	oorting Utilities	 5 3
Save Back	Save Layout	Refresh									
Processing a	Format 🦼	Cur 🦼									
Drag a column head						-		-			1
MeterCode	SourceType	ItemType	SignalTag	Unit	CodeDescription	ReadingDate	ReadingTime	RollCount	MeterReading	Comments	
Mono_409	CALL	ASMN		Copies	Copies made	12 Oct 2018	10:00:21	0	0.00		
Colour_409	CALL	ASMN		Copies	Copies made	12 Oct 2018	10:00:21	0			

Expenses

• In the Maintain WO - Ref [] screen, click on the Expenses tile.



Home	Equipment and	Locations	Contract	Finance and HR	Inventory M	aintena	nce an	nd Pr	rojects Man	ufacturing	Procurement	Sales	Service F	Reporting	Utilities	 8
-	2	2														
ave Back	Save Layout															
Maintain	Format	Print														
ıks	4						Ĭ	Lir	nks :			2.5				_
ter text to se	arch P	De	scription	Paper jam and oprinting	colour toner not	*	*		RefType	Referen		R	eferenceNo			
				printing				27	CALL	Call Refe	1999 - Contra 19	C	10000583			
and the second									PMNG	Project P	Reference					
		Re	questor	Abigail Milne			*									
Swap Outs		1	NO Type	Replace Drum		•	•	Sc	chedule :			1999				
			Priority	3			•		As	signed To	Ed Jones			* *		
		Requ	est Date	12 Oct 2018	▼ 09:58:05	¢	1		As	signed By	Abigail Milne			•		
Meters			Status	O - Open			1		Schedu	led Start	12 Oct 2018	•	00:00:00	‡ *		
			Billable						Sche	duled End	13 Oct 2018	•	00:00:00	*		
-		Ci	apitalise						Act	tual Start	11 Nov 2018	•	12:00:00	\$		
		Work Ord	er Item –				T		A	ctual End	11 Nov 2018	•	12:00:00	\$		
		Funct	ional Loca	ation 🔘	Equipment	0			Delay C	omments	Currently on So	hedule	1	-		
Travel	1				and the second											
			Item	204-989898		+ ۹	•									
		c	omment			4	1		Rectifica	tion Code				•		
										tification				*		
														-		
ters							-	÷.								

The Expense Claims for WO Code [] screen will be displayed.

- Here you can view a list of the **expense claims** linked to the selected work order.
- In this screen you can **Add**, **Edit** or **Delete** expense claims as required.



	Fauinment	and Loca	ations Contra		for WO Code WO0001701 - BPO: Version 2.1.0 Inventory Maintenance and Projects Manu			e Service Deportin		es -	8 ×
Home dd Edit Proces	X Delete	Back	Save Layout	Workspaces R	efresh Print a				ig our		
g a column he FullName	eder here t ExpenseDa		by that column ExpenseType	ExpenseTypeDesc	Description	Amount	SourceDocRef	SourceDocAvailable	Billable	Status	/
Abigail Milne	12 Oct 20	18	TOLL	Toll	Richmond Toll - N3 - to and from client premises	. 130.00	Receipt	Yes	Yes	A	

Travel

• In the Maintain WO - Ref [] screen, click on the Travel tile.



Home Equipment and Lo	cations Contract	Finance and HR	Inventory Mair	ntenan	ce and	Projects Mar	ufacturing	Procurement	Sales	Service F	Reporting	Utilities	-	8
Back Save Layout	Print Print						2							
Maintain 🖌 Format 🚽	Print 4													
iks #		Desizione de		-	. Г	Links :	-		185					_
ter text to search P	Description	Paper jam and c printing	olour toner not	*	•	RefType	Referen			eferenceNo				
					-	CALL PMNG	Call Refe	erence Reference	C	10000583				
Loans						PMING	Projecti	Reference						
				*	~									
	Requestor			•	. L	24101 8224								
Swap Outs	WO Type	Replace Drum		•	٦ '	Schedule :								
92-	Priority	3			•	As	signed To	Ed Jones			• *			
	Request Date	12 Oct 2018	▼ 09:58:05	\$		As	signed By	Abigail Milne			•			
Meters	Status	O - Open				Sched	led Start	12 Oct 2018	•	00:00:00	‡ *			
	Billable					Sche	duled End	13 Oct 2018	+	00:00:00	*			
	Capitalise					Ac	tual Start	11 Nov 2018	-	12:00:00	\$			
Expenses	Work Order Item	12.02			-			11 Nov 2018		12:00:00	-			
	Functional Loca	ation ()	Equipment @					Currently on So		1.0000000000	•			
	Tunctional Loca		equipment @			Delay	omments	currently on St	nequie		-			
Travel 1	Item	204-989898		P +										
	201 (8)				_	Rectifica	tion Code				•			
Documents	Comment			-		Re	tification				-			
						C	omments							
											*			

The Travel Claims for WO Code [] screen will be displayed.

- Here you can view a list of the **travel claims** linked to the selected work order.
- In this screen you can **Add**, **Edit** or **Delete** travel claims as required.



	Ŧ				Travel Clain	ns for WO Code	WO0001701 - BPO: V	ersion 2.1.0.65 - Example Company	/			×
0	Home	Equipmen	t and Loca	tions Contract	Finance and	HR Inventory	Maintenance and Proj	ects Manufacturing Procurement	Sales Service	Reporting	Utilities	 8
Add	Edit	X Delete	G Back	Save Layout		xport						
	Proce			Format 🦼	Cur " P	rint 🔒						
-	7.2500 BUILDE			by that column	1.4	1	1.000		1			1
fld Fu	ll Name	fld Trav	vel Date	fld Distance	fld Rate	fld Rate Code	fld Rate Description	fld Description	fld Destination	fld Billable	fid Status	
Abiga	il Milne	11 Oct	2018	46.00	3.5000	STD	Normal Travel Rate	Drove to and from client premises.	Richmond	No	A	

Documents

• In the Maintain WO - Ref [] screen, click on the Documents tile.



Home	Equipment and	Locations	Contract	Finance and HR	Inventory M	lainter	ance a	and P	Projects Mar	ufacturing	Procurement	Sales	Service	Reportir	ng Utilities	 Ð
8	2	P														
ave Back	Save Layou															
Maintain	Format	Print														
nks	4							γU	inks :							 _
ter text to se	arch P	De	scription	Paper jam and printing	colour toner not		٠		RefType	Referen		R	eferenceNo			
				printing				۲	CALL	Call Refe		C	N0000583			
									PMNG	Project P	Reference					
Travel	1															
		Re	equestor	Abigail Milne		0	• *	_								
		1	WO Type	Replace Drum		2	• •	5	chedule :							
			Priority	3					As	signed To	Ed Jones			•	E.	
		Requ	est Date	12 Oct 2018	▼ 09:58:0	5	-		As	signed By	Abigail Milne			•	KS .	
Warranties	TABLICH		Status	O - Open					Sched	led Start	12 Oct 2018	•	00:00:00	÷ •		
	Issued		Billable						Sche	duled End	13 Oct 2018	•	00:00:00	\$	KS .	
		Ci	apitalise						Ac	tual Start	11 Nov 2018	•	12:00:00	\$		
Instruction	50)	Work Ord	er Item				_	ř	1	ctual End	11 Nov 2018	•	12:00:00	1		
		Funct	ional Loca	ation 🔘	Equipment	0			Delay C	omments	Currently on S	chedule		-		
						347523										
Images			Item	204-989898		. م	• •							Ψ.		
		c	omment						Rectifica	tion Code				•		
Work in Pro	araaa									tification				-		
WORK IN Pro	gress													-		
eters																

The Documents for WO Code [] screen will be displayed.

- Here you can view a list of the **digital documents** linked to the selected work order.
- In this screen you can **view**, **Add**, **Edit** or **Delete** digital documents as required.



	•			Doc	cuments for Wo	ork Order -	WO0001	701 - BPO: Versio	on 2.1.0.65 - Ex	ample Comp	any			-		3	×
	Hom E	quipment	and Locati	on Contrac	Finance and H	Inventor	Mainten	ance and Project	Manufacturin	Procureme	Sale	Servic	Reportin	Utilitie		8	х
Ð		×	\bigcirc	Z													
Add	Edit	Delete	Back	Save Layout	Workspaces	View	Refresh										
	Proce	ssing	А	Forn	nat "	Curre	nt a										
Drag a i	column he	ader here	to group b	y that column													
Docu	ument							DocDescription	DocType								
9		-\con		Japour Loui	ers\1824\Examp	I-Di-it-ID-	- 15	Test2	COMP								
100,000	COLUMN STORE				ers\1824\Examp	Constantion of the		Test	COMP								
	54/14/																
Open V	Vindows -													12 Oct 2	018	÷	

Warranties Issued

• In the Maintain WO - Ref [] screen, click on the Warranties Issued tile.



Home	Equipment and	Locations C	ontract	Finance and HR	Inventory M	ainten	ance ai	nd P	Projects Man	ufacturing	Procurement	Sales	Service I	Reporting	Utilities	-	8
-	2	2															
ave Back	Save Layout																
Andre Andre	Format	0.00															
laintain	1000	A Print A						213	inks :								
ks er text to se	arch P	Des	cription		colour toner not	-	*	Ľ	RefType	Referen	ceType	Re	eferenceNo				
er text to se				printing				Þ	CALL	Call Refe	erence	C	10000583				
									PMNG	Project P	Reference						
Travel	1					-											
nove	Ċ.	Re	questor	Abigail Milne													
		w	VO Type	Replace Drum				-5	chedule :								_
			Priority	3			*		Ass	igned To	Ed Jones			• *			
			the state state	12 Oct 2018	▼ 09:58:05				Ass	igned By	Abigail Milne			•			
		Reque		-	+ 09:20:02						12 Oct 2018	•	00:00:00	•			
	Issued			O - Open							13 Oct 2018	+		<u> </u>			
			Billable pitalise									-	00:00:00	-			
NO. 27 - 65		- Work Orde									11 Nov 2018	•	12:00:00	•			
Instructions	5))			10.2							11 Nov 2018	•	12:00:00	÷			
		Function	onal Loca	ntion ()	Equipment	0			Delay Co	mments	Currently on Sc	hedule		-			
Images			Item	204-989898		<i>ه</i> ۹	•							÷.			
			omment						Rectificat	ion Code				•			
North March		Co	minefit							tification				-			
Work in Pro	gress								C	omments				-			
ters								L									_

The Issued Warranties for WO Code [] screen will be displayed.

- Here you can view a list of the **issued warranties** linked to the selected work order.
- In this screen you can Add, Edit or Delete warranties as required.



	Issued Warranties fo	r WO Code WO00)1701 - BPO: Version 2.1.).65 - Example	Company		1000		×
Hom Equipment an	nd Location Contrac Finance and H			acturin Procur	eme Sale Servi	c Reportin	Utilitie	- 5	×
🕒 🍃 🗙 (
Add Edit Delete I	Back Save Layout Workspaces	Refresh Expor	t						
Processing	4 Format 4	Cur " Print	4						
Drag a column header here to) group by that column								1
WarrantyCode	WarrantyDesc		StartDate	Billable	Status				
 3MSW 	3 Months Service Warranty		2018/10/11	No	A				
					List.				
-									

Instructions

• In the Maintain WO - Ref [] screen, click on the Instructions tile.



Save Back Save Layout	e	ance and H Inventor Maintena										
Maintain 4 Format	a Print a											
inks 🛛				LL.	inks :	1.1255-250		1.62		_		_
Enter text to search P	Description	Paper jam and colour toner not printing	÷.*		RefType	Referen			eferenceNo			
				I	CALL	Call Refe	- <u> </u>	C	N0000583			
Warranties Issued					PMNG	Project F	Reference					
	Requestor	Abiasil Milae	· ·									
Instructions					chedule :							_
Insu octoris	WO Type	Repair									τ.	
	Priority	3	*			signed To				•		
Images	Request Date	12 Oct 2018 • 09:58:05	\$		As	signed By	Abigail Milne			•	*	
inages	Status	O - Open			Sched	uled Start	12 Oct 2018	•	00:00:00	÷	*	
	Billable				Sche	duled End	13 Oct 2018	•	00:00:00	+		
Work in Progress	Capitalise				Ac	tual Start	11 Nov 2018	•	12:00:00	÷	Ĭ.	
	Work Order Item			Ϋ́.	1	Actual End	11 Nov 2018	•	12:00:00	\$	1	
Maintenance	Functional Loca	tion 🔘 Equipment (0		Delay C	omments	Currently on So	hedule	2			
Picin foci fon foc	Item	204-989898	* + ۹							~		
	Comment			-	Rectifica	tion Code				•	Î	
	connient					ctification omments				*	Ĩ	
						onments				-		

The Instructions for WO Code [] screen will be displayed.

- Here you can view a list of the **instructions** linked to the selected work order.
- In this screen you can Add, Edit, Delete or Complete instructions as required.



	Ŧ		1	nstructions for WO Code WO	0001701 - BPO: Version 2.1.0.65 - Example Compan	у	-	\Box \times	
	Hom	Equipment and	Location Contrac		Naintenance and Project Manufacturin Procureme	Sale Servic Rep	oortin Utilitie	- 8 3	×
Add	Edit	Delete Ba	ck Complete	Save Layout Workspaces	Refresh Export				
		Processing	4	Format "	Cur a Print a				
Drag a c	olumn he	eader here to g	roup by that colum	n					
InstN	lum 1	InstClass	InstClassDesc	InstDesc	InstText	Complete			
► MAIN	п	SERV	Service	Maintain as required	Maintain as required in service manual	No			
	1111 <u>(</u>)		- Caracteria			Diesso			
60									

Images

• In the Maintain WO - Ref [] screen, click on the Images tile.

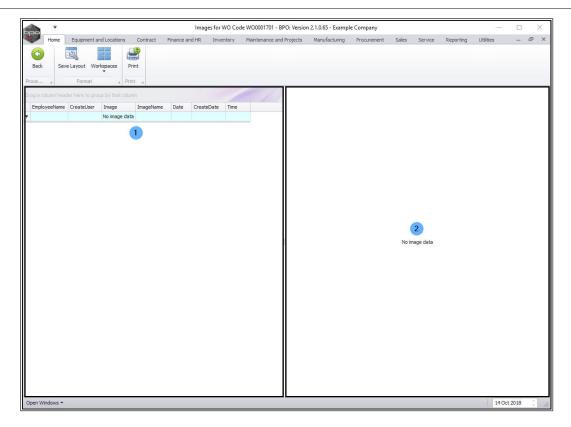


Image: Save Layout Print Image: Intain Format	Home	Equipment a		tract Finance ar	nd HR Inver	ntory	Maintenance and P	rojects	Manufacturing	Pr	ocurement	Sales	Service	Reporting	Utilities	-	Ð
intain Format Format Format Format Format Format Pint Print Print Print Print Requestor No Type Requestor No Type Requestor No Type Requestor No Type Requestor No Type Requestor Asigned To Eduate Work Order Item Functional Location Functional Location Requestor Comment C		2	e e e e e e e e e e e e e e e e e e e														
s a r text to search P Decense: Printing Requestor Abigal Mine Wor Type Repair Priority 3 Billable Point Connent: Wor Korder Item Functional Location Equipment ● Comment Comment Images Comment	ve Back	Save Layout	Print														
rext to search rext to search rext to search Processes Requestor Abgal Mine Wor Type Request Date 12 Cull Comment Billable Comment Functional Location Functional Location Equession Functional Location Equession Functional Location Equession Comment Comment Comment Comment Comment Comment Comment Inspect	aintain 🦼	Format .	Print a														
Travel Travel Travel Travel Travel Bilable Capitalise Work Order Item Functional Location Equipment Textuadion Textuadion Equipment Equipment Comment Comment Comment Comment Comment Comment Comment Travel	ks			Design of the				The second		Tree .							-
Docenses Docenses Requestor Morrowitz Norrowitz Marrowitz Marrowitz Morrowitz <	r text to sear	h P	Description		our toner not	÷.*											
Expenses Travel 1 Wort Type Requestion Norments Billable Comment Functional Location Equipment @ Term 204-999998 P+++ Comment Comment Comment Comment Comment Comment Comment										u	10000585						
Requestor Aligal Mine Travel WO Type Requestor Requestor Wo Type Repair Priority 3 Request Date 12 Oct 2018 Statas Open Billable Capitalise Work Order Item Scheduled State Functional Location Equipment @ Images Comment Comment							11-ING	riojecti	(crerence								
Trovd 1 W0 Type Repair Priority 3 Request Date 12 Oct 2018 + 09:58:05 ± Status - Open Billable - Capitalise - Work Order Item Functional Location Functional Location Equipment @ Instructions Item Comment - Comment - <td></td> <td></td> <td>11294 533</td> <td></td> <td></td> <td>× .</td> <td></td>			11294 533			× .											
Freed 1 Priority 3 Request Date 12 Oct 2018 • 09:58:05 ¢ Status - Open Billable - Coptalise - Work Order Item Functional Location Request Date Comment Commen												0101					_
Priority 3 • Request Date 12 Oct 2018 • 09:58:05 ÷ Status 0 - Open • Billable • Capitalise • Work Order Item • Functional Location Equipment • Item 204-999898<	Travel	1				••		2	1.2			120					
Norments Status 0-0pm Status 0-0pm Capitalise Scheduled Statu 12-00:00 Work Order Item Functional Location Equipment Functional Location Equipment P++ Comment Comment Comment Inspes Comment P++			Priority	3		*											
Documents Status 0-open 1200000 0000000 0 Bibliste Capitalise Scheduled End 13000200 0 Work Order Item Functional Location Equipment @ Actual End 11Nov 2018 1200000 Insges Comment Comment Order Item Comment Order Item Comment Equipment @ P++ Comment Order Item Comment Comment Comment Item 204-999998 P++ Comments Order Item Comments Comment Item 204-999998 P++ Comments Order Item Comments Comment Item 204-999998 P++ Comments Order Item Rectification Comment Item 204-999998 P++ Comments Order Item Item 20000 Comments			Request Date	12 Oct 2018	▼ 09:58:05	\$	Ass	igned By	Abigail Milne	_							
Capitalise Capitalise Wark Order Item Actual Start 11 Nov 2018 • 12:00:00 • Instructions Equipment @ Delay Comments Currently on Schedule Insiges Comment Equipment @ Equipment @ Insiges Comment Equipment @ Equipment @ Insiges Equipment @ Equipment @ Eq			Status	O - Open			Schedu	led Start	12 Oct 2018	•	00:00:00	÷ *					
Work Order Item Functional Location Equipment @ Instructions Item 204-999988 Comment Comment Comment Comments Comments Comments			Billable				Schee	luled End	13 Oct 2018	•	00:00:00	\$*					
Functional Location Equipment @ Instructions Item 204-989898 Comment @ Comment @ Comment 0 Comment 0 Comment 0 Item 204-989898 0 Item 204-989898 0 Comment 0 Item 204-989898 0			Capitalise				Act	ual Start	11 Nov 2018	•	12:00:00	\$					
Instructions Item 204-999998 P + * Comment Comment Comment Item 204-999998 P + * Comment Item 204-99999 Item 204-99999 Item 204-99999 Item 204-99999 Item 204-9999 Item 204-99999 Item 204-99999 Item 204-9999 Item 204-999 Item 204-99 Item		aued	Work Order Item				A	ctual End	11 Nov 2018	•	12:00:00	\$					
Comment Rectification Code Completion Date 11Nov 2018 * 12:00:00 \$			Functional Loc	ation 🔘	Equipment @)	Delay Co	mments	Currently on Sch	hedule		-					
Comment Rectification Code Completion Date 11Nov 2018 * 12:00:00 \$	Instructions					-											
Comment Comment Rectification Comments 11 Nov 2018 v 12:00:00 C	Instructions		Item	204-989898		ρ + *						Ψ.					
images Comments Comments 11 Nov 2018 T 12:00:00 C			Comment			-	Rectificat	tion Code				•					
Completion Date 11 Nov 2018 - 12:00:00 \$	Images																
Vork in Progress							Complet	tion Date	11 Nov 2018	•	12:00:00	\$					
	Work in Progr	255					100 100 100 100 100 100 100 100 100 100										
	Maintenance																
Maintenance																	
Mantenance																	
Mantenance																	

The Images for WO Code [] screen will be displayed.

- The left side of the screen will list the employee name and details of the image name, date, create date and time. Click on the row selector in front of the image name that you wish to view.
- 2. On the right side of the screen, is where you can view the **image**, when you have selected the row on the left.





Work in Progress

 In the Maintain WO - Ref [] screen, click on the Work in Progress tile.



		Maintain V	/O - Ref W	00001701 - BPO: Version 2.1.	0.65 - Example	Company)
Home Equip		tract Finance and HR In	ventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	Ð
] 🔿 🖪	. 4											
ave Back Save L												
Maintain , Form	at "Print "											
iks	\$			Links :		Terror						-
ter text to search	P Description	Paper jam and colour toner not printing	÷.	RefType Referen I CALL Call Refe		ReferenceNo CN0000583						
					Reference	Choose						
Expenses			-									
	Requestor	Abigail Milne	• •									
	WO Type	Repair	•	Schedule :								_
Travel 1	Priority	3	*	Assigned To	Ed Jones		•					
	Request Date	12 Oct 2018 • 09:58:0	5 ‡	Assigned By	Abigail Milne		•					
	Status	0 - Open		Scheduled Start	12 Oct 2018	• 00:00:00	‡ *					
	Billable			Scheduled End	13 Oct 2018	• 00:00:00	÷ *					
Warranties Issued	Capitalise			Actual Start	11 Nov 2018	▼ 12:00:00	\$					
	Work Order Item		-		11 Nov 2018	▼ 12:00:00	\$					
	Functional Loc	ation 🔘 Equipment	. (9)	Delay Comments	Currently on So	chedule	-					
	Item	204-989898	* + ۹				÷.					
	Comment			Rectification Code			•					
Images				Rectification Comments			-					
				commence			-					
			~	Completion Date	11 Nov 2018	▼ 12:00:00	\$					
Work in Progress												
Maintenance												
eters				L								
n Windows 🔻										14 Oct	2018	ĉ

The Work in Progress for WO Code [] screen will be displayed.

- 1. Here you can view a list of all the **work in progress** for the selected work order.
- In this screen you can Return the item linked to the WO, Invoice the WO, Invoice the Call or Project (depending on whether the work order is linked to a call or project).



	Ŧ				Work	in Progress fo	or WO Code	e WO0001701	- BPO: Ver	sion 2.1.0.	65 - Example	Company						X
	Home	Equipment an	d Locations	Contract	Finance an	d HR Inve	entory M	laintenance a	nd Projects	Manuf	acturing P	rocurement	Sales	Service F	Reporting U	Itilities	- 6	5 3
eturn	Invoice WO	Invoice Invoi Call Proje		Save Layout	t Workspace	es Refresh	Export											
		ocessing		For	mat	, Cur ,	Print .											
DocNo		EventDate	SourceType		ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WOCode	WODesc			CustomerCode	e Custo	merNam	ne
± SIO	00000786	2018/10/12	INVI	INVN	SP 18 18	Sprint copier	1818-8594	1.00	5 000.00	No	WO0001701	Paper jam an	nd colour ton	er not printing	HOP001	Hope	Works	
	indows •															14 Oct 20		

Maintenance

• In the Maintain WO - Ref [] screen, click on the Maintenance tile.



9 📀 🗌	uipment and Locations Con		ain WO - Ref WO	0001701 - BPO: Version 2.1.0	0.65 - Example (Compa	ny				1000		2
		tract Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Pro	curement	Sales	Service	Reporting	Utilities	_	Ð
ave Back Sa	R 🔮												
	ve Layout Print												
Maintain "Fr	ormat , Print ,												
nks	4			Links :		Ture			3				_
ter text to search	P Description	Paper jam and colour toner printing	rnot - •	RefType Referen I CALL Call Refe			ferenceNo 0000583						
					Reference								
Expenses			4										
	Requestor	Abigail Milne	• •										
	WO Type	Repair	•	Schedule :									
Travel	1 Priority	3	*	Assigned To	Ed Jones			•					
	Request Date	12 Oct 2018 • 09:	:58:05 🛟	Assigned By	Abigail Milne			•					
Documents	Status	O - Open		Scheduled Start	12 Oct 2018	•	00:00:00	‡ *					
	Billable			Scheduled End	13 Oct 2018	•	00:00:00	\$*					
	Capitalise			Actual Start	11 Nov 2018	•	12:00:00	\$					
	Work Order Item			Actual End	11 Nov 2018	•	12:00:00	\$					
	Functional Loc	ation 🔘 Equipn	nent 🎯	Delay Comments	Currently on Sc	hedule		-					
Instructions	Item	204-989898	* م					-					
		Cash-active and a		Rectification Code				+					
	Comment		÷.	Rectification				-A-1					
Images				Comments				-					
				Completion Date	11 Nov 2018	•	12:00:00	\$					
Work in Progress				completion bate	111400 2015		12.00.00	-					

The Maintenance Methodology for Asset: [] screen will be displayed.

• In this screen, you can **Add**, **Edit** or **Delete** a maintenance methodology as required.

Help v2024.5.0.7/1.0 - Pg 67 - Printed: 21/08/2024



	ppo	Ŧ						mannee	meeno	dology for As	set : AREGUUU2	294 - BPO: Versi	ion 2.1.0.65 - Exam	ple Company			1000		\times
dd Edit Delete Back Save Layout Workspaces Refresh Processing Format Current ga column besider here to group by that column TaskNum TaskDesc ScheduleType ScheduleTypeDesc MetrCode Units ServiceEvery LastPerfDate IndudeWeekEnds IndudeHoldays ExactInter MinBoundary NoOFTimes	0	Home	Equipmen	it and Lo	ocations	Contrac	t Fi	inance and HR	l Ir	nventory M	laintenance and	Projects M	lanufacturing P	ocurement S	iales Servi	ce Reportin	ng Utilities	-	日)
Processing Pormat Current g a column header here to group by that column TaskNum TaskDesc ScheduleType ScheduleTypeDesc MeterCode Units ServiceEvery LastPerfDate IncludeWeelEnds IncludeHolidays ExactInter MinBoundary MoxBoundary NoOFTimes	Ð		× (•	2			2											
g a column header here to group by that column TaskNum TaskDesc ScheduleType ScheduleTypeDesc MeterCode Units ServiceEvery LastPerfDate NextPerfDate IncludeWeekEnds IncludeHoldays ExactInter MinBoundary NoOFTimes	Add	Edit De	elete B	lack	Save La	yout Worl	kspaces	Refresh											
TaskNem TaskNess ScheduleType ScheduleTypeDesc MeterCode Units ServiceEvery LastPerfDate NextPerfDate IncludeWeekEnds IncludeHoldays ExactInter MinBoundary MaxBoundary NoOFTimes		Processing	,	- 24		Format		. Current											
Image: Second	TaskNu	m TaskDe	sc	Sched	uleType	ScheduleTy	/peDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInter	. MinBoundary	MaxBoundary	NoOf	TimesCo
ano Shinini Senare I Inne III 2000 I 104.2010 I 103812015 Tes Tes Tes 0.00 0.00	246	2 Maph	h Comilco	T		Time				2.00	11.0+2019	10.120.2010	Vec	Vac	Voc	0.00	0.00		
	aria	3 Monu	i der Vice	1		TITLE			III	5.00	110012018	10 301 2019	105	103	105	0.00	0.00		
	8																		
en.Windows≁																			

THE PROCESSING TILES

Quotes

• In the Maintain WO - Ref [] screen, click on the Quotes tile.



Sove Bod Sove Layout Mantan Pornt Mantan Pornt Port Description Parting Description Parting Description Parting Description Description Parting Parting Description Parting Description Requestor Priority Requestor Priority Requestor </th <th>Home Equi;</th> <th>oment and Locations Con</th> <th>tract Finance ar</th> <th>nd HR Inven</th> <th>tory</th> <th>Maintenance and Projects</th> <th>Manufacturing</th> <th>Procurement</th> <th>Sales</th> <th>Service</th> <th>Reporting</th> <th>Utilities</th> <th><u>-</u></th> <th>₽</th>	Home Equi;	oment and Locations Con	tract Finance ar	nd HR Inven	tory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	<u>-</u>	₽
Note Back Name Print Name Print Nortesence Nort	4 🖒 📑	a 🗳												
Instructors Inages Work in Progress Mantenance Mantenance Comment Comment Comment Completion Date It Nov 2018 Completion Date It Nov 2018 Completion Date	ve Back Save													
Instructors Inages Work in Progress Mantenance Mantenance Comment Comment Comment Completion Date It Nov 2018 Completion Date It Nov 2018 Completion Date	-	Dist.												
Instructions Instructions Nork in Progress Work in Progress Mantenance Vork in Progress Mantenance Vork in Progress Comment Equipment @ Item 20+393998<						- Links -								-
Instructions Images Work in Progress Work in Progress Manterance Images Work in Progress Manterance Images Consent Item 20+393998 Comment Item 20+393998 Comment Comment <t< td=""><td></td><td></td><td>Paper jam and cold</td><td>our toner not</td><td>* *</td><td></td><td>сеТуре</td><td>ReferenceNo</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>			Paper jam and cold	our toner not	* *		сеТуре	ReferenceNo						
Invages Images Work in Progress Work in Progress Mantenance Images Work order Item Functional Location Equipment @ Item 20+393998<			prending			The second se		CN0000583						
Images Wo Type Repair Images Work in Progress Priority 3 Images Work in Progress Request Date 12 Oct 2018 • 09:58:05 • Status Schedule :: Billable Schedule Start 12 Oct 2018 • 00:00:00 ¢ • Capitalise Item 204-989999 P • • Functional Location Equipment Images Comment Item 204-989999 P • • Comment Item 204-989999 P • • Comment Comment Comment Item 204-989999 P • • Comment Item 204-989999 P • • Comment Comment Comment Comment Item 204-989999 P • • Comment Comment Comment Item 204-989999 P • • Comment Comment Comment Item 204-989999 P • • Comment Comment Comment Comment Comment Comment	Instructions					PMNG Project F	Reference							
Images Work in Progress Work in Progress Work in Progress Mantenance Optimiting 3 Work in Progress Billable 1 Capitalise 1 Work Order Item Functional Location Equipment Images Them 204-989998 Comment Item 204-989998 Comment					1									
Work in Progress Work in Progress Maintenance Capitalise Work Order Item Functional Location Functional Location Equipment Item 20x0tes Comment Comment <td></td> <td></td> <td>2</td> <td></td> <td>_</td>			2											_
Work in Progress Work in Progress Maintenance Maintenance Capitalise Functional Location Equipment @ Item 204-989998<	Images				•	**************************************								-
Work in Progress Status 0 - Open Billable Scheduled Start 12 Oct 2018 v 00:00:00 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Priority	3			and the second second			_					
Status 0-Open Scheduled Star 12 Oct 2018 00:000:00 * Billable Scheduled Istar 13 Oct 2018 00:00:00 * Work Order Item Functional Location Equipment @ Actual End 11 Nov 2018 12:00:00 * Vorkes Item 20-98938 P +* Rectification Code * * Contes Comment Comment Completion Date 11 Nov 2018 * 12:00:00 *	Work in Progress	Request Date	12 Oct 2018	▼ 09:58:05	\$		and the second s	- 10000 march and						
Billable														
Work Order Item Functional Location			100				Conception of the second		•					
Processing Functional Location • Equipment • Equ	Maintenance	0.00-000000000				Actual Start	11 Nov 2018	▼ 12:00:00	•					
Processing Quotes Comment Comment Comment Comment Comment Comment Comment Comment Comment Comment Comment Comment Comment			112			2/2/2007/2017/201	Contraction of the		¢					
Comment Comments Comme		Functional Loc	ation ()	Equipment ()		Delay Comments	Currently on Sd	nedule	-					
Quotes Comment Comment Rectification Code Comments Comments Comments Comments Comments Comments 111Nov 2018 V 12:00:00 Completion Date 111Nov 2018 V 12:00 Completion Date 111Nov 2018 V 12:00:00 Completion Date 111Nov 2018 V 12:00 Completion Date 111Nov 2018 V 12:00:00 Completion Date 111Nov		Item	204-989898	ļ	• •									
Quotes Rectification Comments 11 Nov 2018 v 12:00:00 ¢	rocessing					Rectification Code			-					
Completion Date 11 Nov 2018 12:00:00	Quatar	Comment			<u>^</u>				1					
	Quotes					Comments			-					
						Completion Date	11 Nov 2018	* 12:00:00	*					
Orders	Orders				Ψ.	compiction butc	111107 2010	12.00100	Ŧ					
	Invoices													
Invoces														
Invoices	Credit Notes													
Invoices Credit Notes														_

The Sales Quotes for Work Order [] screen will be displayed.

- Here you can view a list of the **sales quotes** linked to the selected work order.
- In this screen you can Add, Edit, Delete or View a selected sale quote.
- You can also **Accept**, **Reject** or **Convert** the sales quote to an order as required.



	Ŧ					Sale	s Quotes for	Work Or	der WO0	001701 - I	BPO: Ver	sion 2.1.0.65	i - Example Com	pany		1.00		×
0	Home	Equipr	ment and L	Locations (Contract	Finance an	d HR Inv	entory	Mainte	nance and	Projects	Manufa	cturing Procu	rement Sales	Service Reporting	g Utilities		8 x
¢		×		E	\checkmark	×	R	9		2			Durban	• 🕢				
Add	Edit	Delete	View	Forward	Accepted	Rejected	Convert Order		Export	Save Lay	vout W	orkspaces	New quote	✓ Refresh				
	Mainta	ain	×	Navig "		Process	a.	Print			Format		Curren	t a				
																/		
Quote	Reference	ce Custo	merCode	CustomerNam	e Quote	eDescription	QuoteValue	Currenc	y Exchan	igeRate	FaxRate	QuoteDate	SalesmanName	Comments		QuoteSta	atus Sta	itus
 ♥ ♦ QT000 	00207	HOPO	01	Hope Works	QAB1	1/10/2018	1 398.40	ZAR		1.00	15.00	12 Oct 2018	8 Abigail Milne	Call out to servi	ice printer exchange machir	ie, N	A	
0																140.1	20.10	*
Open Wi	ndows *															14 Oct	2018	+ //

Orders

• In the Maintain WO - Ref [] screen, click on the Orders tile.



	nt and Locations Cont	tract Finance and HR Inv	rentory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	<u>-</u>	P
। 🖒 🖪												
we Back Save Layo												
Aaintain "Format	Print											
iks #	_			r Links :								
er text to search P		Paper jam and colour toner not printing	+ +	RefType Referen	ceType	ReferenceNo						
		prending		I CALL Call Refe		CN0000583						
Instructions				PMNG Project F	Reference							
	Requestor	Abigail Milne	- *				101					
Images	WO Type	Repair		Schedule :			a					_
	Priority	3	*	Assigned To			•					
Work in Progress	Request Date	12 Oct 2018 • 09:58:05	5 🗘	Assigned By	Abigail Milne		•					
work in Progress	Status	O - Open		Scheduled Start	12 Oct 2018	• 00:00:00	‡ *					
	Billable			Scheduled End	13 Oct 2018	▼ 00:00:00	‡ *					
Maintenance	Capitalise			Actual Start	11 Nov 2018	▼ 12:00:00	\$					
	Work Order Item			Actual End	11 Nov 2018	▼ 12:00:00	\$					
	Functional Loca	ation 🔘 Equipment	0	Delay Comments	Currently on Sci	nedule	ik.					
	Item	204-989898	P + *									
rocessing		201-303030	7.	Rectification Code								
1774) 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 - 1970 -	Comment		*	Rectification								
Quotes				Comments			1					
							*					
Orders	1		÷.	Completion Date	11 Nov 2018	▼ 12:00:00	\$					

The Sales Orders for Work Order [] screen will be displayed.

- Here you can view a list of the **sales orders** linked to the selected work order.
- In this screen you can Add, Edit, Delete or View sales quotes as required. You can also Create an invoice, Create a New Deal Sale or Project and Add Items to the linked work order as required.



	₹					Sa	les Orders	for Work	Order WO000170	1 - BPO: Ver	sion 2.1.0.	65 - Exan	nple Co	mpany				1000	E	1	\times
0	Home	Equipment	t and L	Locations	Contract	Finance a	and HR	Inventor	y Maintenance	and Projects	Manu	facturing	Pro	curement	Sales	Service	Report	ng Utiliti	es —	B	х
(}		×		1		4		5		9	r l	2		Durba	an 🔻	2					
Add	Edit	••	ew	Create	1.1.1.1	Add Items	New Deal Project		ayout Workspace		es Print P	Proforma voice		New o	order 🔻						
	Maint	ain	- 54		Proces		4		Format		Print			4	Current						
Order	No	CustomerCode	Cu	stomerName	DeptCode	DeptName	OrderSta	tusDesc	OrderDescription	OrderValue	Currency	Exchan	geRate	TaxRate	OrderDate	Salesman	Name	Comments	Status	1	
 OR000 	0239	HOP001	Hoj	pe Works	Tech	Technical	New orde	r	OAB11/10/2018	517.50	ZAR		1.00	15.00	12 Oct 2018	Abigail Mi	Ine		A		
																				-	
Open Win	ndows *																	140	Oct 2018		1

Invoices

• In the Maintain WO - Ref [] screen, click on the Invoices tile.



		tract Finance and F	HR Inventory	Maintenance and Projects	Manufacturing	Proc	turement	Sales	Service	Reporting	Utilities	_	P
	E												
ave Back Save Layo	ut Print												
Aaintain 🦼 Format	a Print a												
iks #	1	Denses (assumed as laws		Links :		1997							-
er text to search P	Description	Paper jam and colour printing	toner not - +	RefType Referen T CALL Call Refe			erenceNo 1000583						
				The second se	Reference	Cive	000303						
Instructions													
	Requestor	Abigail Milne	• •										
Images	WO Type	2	•	Schedule :			10						_
	Priority			Assigned To	Ed Jones			•					
	Request Date		09:58:05	Assigned By	Abigail Milne			•					
Work in Progress	D1	O - Open	•	Scheduled Start	12 Oct 2018	•	00:00:00	‡ •					
	Billable			Scheduled End	13 Oct 2018	•	00:00:00	: *					
Maintenance	Capitalise			Actual Start	11 Nov 2018	•	12:00:00	\$					
	Work Order Item			Actual End	11 Nov 2018	•	12:00:00	÷					
	Functional Loca	ation 🔿 Eq	uipment 🍥	Delay Comments	Currently on So			4					
rocessing	Item	204-989898	• + ۹					*					
rocessing	Comment		·**	Rectification Code				*					
Quotes				Rectification Comments									
								-					
Orders			-	Completion Date	11 Nov 2018	•	12:00:00	\$					

The Sales Invoices for Work Order [] screen will be displayed.

- Here you can view a list of the **sales invoices** linked to the selected work order.
- In this screen you can Add, Edit, record Comments and References and View sales invoices as required.



-	Ŧ					Sales Inve	oices for Work Orde	r WO0001	701 - BPO: Ve	rsion 2.1.0.	.65 - Exam	nple Compar	iy			1000		×
0	Home	Equipmen	nt and Local	tions	Contract	Finance and HR	Inventory	Maintenand	e and Projects	Manuf	facturing	Procureme	ent S	ales Ser	vice Reporting	Utilities	- 6	×
\$					2		9		Durban	•	3							
Add	Edit	Comment a Reference	nd View	Sav	ve Layout W				New	•	Refresh							
	Ma	intain			Format		Print		0	urrent								
Links		ņ																
Enter tex	ct to sear	ch Р	Invoio	eNo	CustomerCod	de CustomerNam	e InvoiceDescriptio	n Invoice	/alue Currenc	y Invoices	Status Ex	changeRate	TaxRate	InvoiceDate	e SalesmanEmplNo	SalesmanNam	e Statu	s
Funct	tions		٩															
Issu			INV00	00434	HOP001	Hope Works	IAB11/10/2018	14	19.50 ZAR	N		1.00	15.00	12 Oct 2	MIL001	Abigail Milne	А	
Open Wi	ndows 🕶															14 Oct 2	018	

Issues

• Click on the **Issues** tile in this screen.

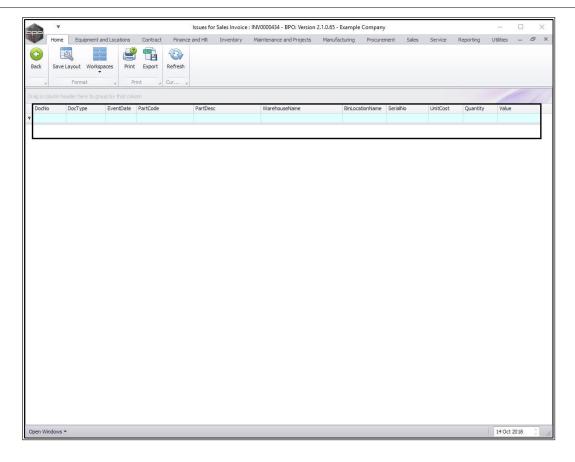


	₹				Sales Invoid	es for Work Order	WO0001701	1 - BPO: Vers	ion 2.1.0.65 - E	xample Compa	ny			100		×
0	Home	Equipment	and Locations	Contract F	Finance and HR	Inventory M	laintenance a	and Projects	Manufacturi	ing Procuren	nent S	iales Ser	vice Reporting	Utilities	- 6	e x
(c)	1			2				Durban	• 3	>						
Add	Edit	Comment and Reference	View S	ave Layout Work	spaces Print	Send Invoices To Print Queue	Export	New		sh						
	Ma	sintain		Format	4	Print		Cur	rent	4						
Links		ą														1
Enter te	ext to sear		InvoiceNo	CustomerCode	CustomerName	InvoiceDescription	InvoiceVal	ue Currency	InvoiceStatus	ExchangeRate	TaxRate	InvoiceDate	SalesmanEmplNo	SalesmanName	Statu	s
Func	tions		 INV0000434 		Hope Works	IAB11/10/2018		50 ZAR	N	1.00		12 Oct 2		Abigail Milne	A	
Open W	indows *													14 Oct 20	18	: /

The Issues for Sales Invoice: [] screen will be displayed.

• If there are any **part issues** linked to the selected sales invoice, they will be listed in this screen.





Credit Notes

• In the Maintain WO - Ref [] screen, click on the Credit Notes tile.

Help v2024.5.0.7/1.0 - Pg 76 - Printed: 21/08/2024



Home	Equipment and Lo	cations Cont	ract Finan	ice and HR	Inventory	Maintenance and Proje	ects	Manufacturing	Pr	ocurement	Sales	Service	Reporting	Utilities	-	Ð
	2	2														
		Print .														
aintain 🦼	Format a Pr	int ⊿				Links :										_
r text to search		Description	Paper jam and printing	d colour toner	not 🔺 🕈		Reference	ceType	Re	ferenceNo						
			prending				Call Refe		C	10000583						
Instructions						PMNG	Project R	Reference								
					*											
		Requestor			• •					414						_
Images		WO Type			•	Schedule :	of ben	Ed Jones								
		Priority			58:05 🛟	260.000		Abigail Milne								
Work in Progres	s	Request Date	12 Oct 2018	▼ 09:	58:05 -			12 Oct 2018	•	00:00:00						
		Billable						13 Oct 2018	•	00:00:00	•					
Maintenance		Capitalise						11 Nov 2018	•	12:00:00	-					
Maintenance	Wor	k Order Item				00		11 Nov 2018	-	12:00:00	-					
		Functional Loca	ation ()	Equipm	nent 🍥	2/54/202		Currently on Sc		1	-					
ocessing	_	Item	204-989898		* + ٩						*					
occooling		Comment			*	Rectification	n Code				•					
Quotes							ments				-					
									_		T					
Orders					Ψ.	Completion	n Date	11 Nov 2018	•	12:00:00	\$					
Invoices																
Credit Notes																
Credit Notes																

- 1. The Sales Credit Notes for Work Order [] screen will be displayed.
- 2. Here you can Add, Edit, Delete, View, Release for Approval, Remove from Approval, Approve or Reject the selected credit note.

Returns

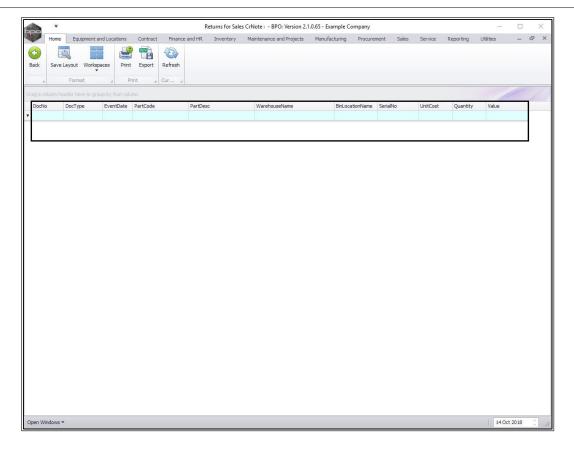
• Click on the Returns tile



	Ŧ						Sales Cre	dit Note	s for Work	Order WO0001	701 - BPO:	Version 2.1.0.65 -	Example	Company			2	- 0	×
0	Home	Equip	ment and	Locations	Contract	t	Finance and HR	Inv	entory	Maintenance an	d Projects	Manufacturing	Procu	rement S	ales Serv	ice Repo	rting Utilities		8
4	2	X		A	>		\bigcirc	3	2		9			Durban	- 4	3			
Add	Edit	Delete	View	Release		e fror roval	m Approve Cr Note	Reject Cr Note		yout Workspac		Send Cr Notes to Print Queue		New		efresh			
	Mainta	in .	-	100	164	rocess				Format		Print			Current				
Links		-/	4 00																
Enter te:	xt to sear	1	0	ien e normani					StatusDesc	CrNoteDescrip	tion Curren	v ExchangeRate	TaxRate	CrNoteDate	CrNoteTime	SalesmanEn	nplNo SalesmanNa	me Comme	ents Sta
Func	tion: 2	(Ŷ	CITIOTCITO	Customerco	ouc	customentome	cinote	5101030-50	. envicescip	Join Contern	y exchangeroute	TUARUUG	. emoteoute	Chrotenine	- Juicamunich	ipireo porcontaria	and comme	and one
	-																		
Ret	ums																		
L																			
	•																		
	3																		
						4	N												
						_													
			4																
	indows 🕶																1.1-		-
																	1	4 Oct 2018	

- The Returns for Sales Cr Note screen will be displayed.
- If there is a **part return** linked to the selected sales credit note, then this will be listed in this screen.





THE WORK REQUESTS FRAME

- Go back to the My Work Listing screen and click on the Work Requests tab
- A list of **work requests** assigned to this specific employee will be displayed.
 - Note: A <u>work request</u> can be raised if additional work is required, which can be viewed and <u>approved / rejec-</u> <u>ted</u> by a supervisor or manager and will then become a <u>work order</u>.



Home Equational control Device Processe Device Report Device		¥						My Wo	rk - BPC	D: Version	2.1.0.65 - Exampl	le Company						×
Add Edit Complete Start Save Layout Workpaces Print Call Print Service Progess Export Refresh Processing Format Print Print View Export Current Export Current Work Orders Work Requests Work Drivers Work Drivers Current Export Export Export Current Export	•	Home	Equipme	nt and Loc	ations Cont	tract Financ	e and HR	Inventory	Maint	enance an	d Projects Ma	nufacturing Pro	ocurement Sa	les Service	Reporting) Utilities	- 6	y x
Add Edit Complete Start Save Layout Workpaces Print Call Print Service Progess Export Refresh Processing Format Print Print View Export Current Export Current Work Orders Work Requests Work Drivers Work Drivers Current Export Export Export Current Export	0			A.	5			é .		3	2	100 A	5					
View Export Current Work Orders Work Requests Unrent with the processing Format Print Work Orders Work Requests Unrent with the processing Work Drags Work Orders Work Drags Work Orders Work Drags Work Orders Work Drags Wark Orders Work Drags WRCode Description WRO0064 New drum requested to complete repair requirements. Drags Z MILD01 SH4001 Z 2 22 May 2018 22 May 2018 22 May 2018 22 May 2018 22 May 2018 22 May 2018				0	-	Madama and					Page							
Work Orders Work Requests brag a column header here to group by that column WOType WOTypeDesc Status Priority AssigneeNumber EmployeeNumber RequestOType RequestTime ScheduledStartDate ScheduledStartDate	Aud	Euit	Compiere	Start	Save Layout	workspaces	Report	WO Histor	y Pr	rogress	new Customer	Export Re	iresi					
Drag a column header here to group by that column WRCode Description W0Type W0TypeDesc Status Priority AssigneeNumber EmployeeNumber RequestOType RequestDate ScheduledStartDate ScheduledFire W WR000054 New drum requested to complete repair requirements. DR Default O 2 MIL001 SH4001 2 22 May 2018 22 Ma		Proces	ssing	4	Forma	at "	P	rint	4	Vie	k. W	Export 🖌 Cun	ent 4					
WRCode Description WOType WOType Status Priority AssigneeNumber EmployeeNumber RequestOrtype RequestDate RequestTime ScheduledStartDate ScheduledFire v <td< th=""><th>Work Ord</th><th>ers</th><th>Work Reque</th><th>ests</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	Work Ord	ers	Work Reque	ests														
v v	Drag a colu																	1
	WRCode	e	Description	i i			WOType	WOTypeDesc	Status	s Priority	AssigneeNumber	EmployeeNumber	RequestorType	RequestDate	RequestTime	ScheduledStartDate	Sched	fuledFin
	٩																	
VR0000057 Service Request SERV O 2 MIL001 SH4001 1 10 Jul 2018 15:23:23 10 Jul 2018 10 Jul 2018 10 Jul 2018					to complete repa	air requirements		Default										and the second second
	WR0000	0057	Service Re	quest			SERV		0	1	2 MILO01	SHA001	1	10 Jul 2018	13:23:23	10 Jul 2018	10 Jul	2018
	4																	þ

BPO.MNU.073

Help v2024.5.0.7/1.0 - Pg 80 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential