

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

PROJECTS

WORK ORDERS - PRINT WORK ORDER

The Work Order Report can be printed from the Work Orders for Project and from the Maintain Work Order screen. For the purpose of this manual, the report will be generated from the Work Order for Project screen.

Ribbon Access: Maintenance / Projects > Projects

| 4 | Ŧ | | | | | BPO: Versi | on 2.5.0.4 - Ex | ipany v2.5.0.0 | | | | | _ D X | |
|----|------------|------------|-------------------|---------------|----------------------|------------|-------------------------|--------------------------|--------------------------|-------------|-------|---------|--------------|-----------|
| | | Equipment | t / Locations | Contract F | inance / HR | Inventory | Maintenance | / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities |
| | • | Ì | 1 | E | | 1= | | 2 | 2 | | | | | |
| Ir | structions | Tasks | Generate Tasks | Work Requests | Maintenance Radar | Projects | Standard Methodology | Work Order Allocation | Technician Allocation | | | | | |
| | Pre | eventative | | Reactive | Radar | 4 | Proje | ects | 4 | | | | | \sim |

- 1. The **Project Listing** screen will be displayed.
- 2. Select the **Site** where the project can be located.
 - The example has **Durban** selected.
- 3. Select the **Status** for the project.
 - You can print a Work Order Status report for a project in either the **Open** or **Closed** status.
 - The example has **Open** selected.
- 4. Click on the **row** of the **project** which contains the work order for which you wish to print a Work Order Report for.
- 5. Click on the **Work Orders** tile.



Print Work Order

| C C C C C C C C C C C C C C C C C C C | e Layout Apply | ntract Finance / HR Inver Project Methodology t Project Baseline Close Project Processing | 💰 Emp | Maintenance / loyee Time ect Time ress Report | Print Delivery Note | Durba | ocuremer | Refresh Re | eports | Utilities | - 8 |
|---------------------------------------|-----------------------|---|--------|--|------------------------|-----------------|----------|--------------|-----------------|-----------|-----|
| nks | Listing Hierarchy | / | | | | | | | | | |
| ter text to search | P Drag a column heads | er here to group by that column | | | | | | | | 1 | |
| Functions 5 | | Description | Status | StatusDesc | EndDate | ManagerName | Notify | CustomerCode | CustomerName | DeptName | / |
| | | REC | REC | REC | = | nanager varie | REC | REC CODE | n Costoner vane | REC | |
| Gantt | PRJ0000412 | Install Machines | 0 | Open | 23/08/2021 | - | No | HOP001 | Hope Works (Pt | | |
| | 4 E PRJ0000411 | Site Inspectino | 0 | Open | 21/08/2021 | David Rowe | No | HOP001 | Hope Works (Pt | | |
| | PR30000410 | New machine installation | 0 | Open | 24/08/2021 | David Rowe | No | HOP001 | Hope Works (Pt | | |
| Work Orders | E PR 10000408 | Maintenance Project - SP400 | 0 | Open | 29/08/2021 | David Rowe | No | HOP001 | Hope Works (Pt | | |
| · · · · · · | E PR30000407 | OSU1001 | 0 | Open | 31/03/2021 | Julanda Kessler | No | OFF001 | Office Supplies | | |
| | E PR 10000406 | B60004 | 0 | Open | 31/03/2021 | Steven Cooper | No | BIG0001 | Big Bargains | | |
| Work In Progress | ▼ E PRJ0000405 | 8601010202 | 0 | Open | 12/02/2021 | Wesley Haynes | No | PAN001 | Panda Copiers | | |
| Work arr rogicas | ▶ E PR30000404 | TT041 - Bi-annually, Mono 10 | 0 | Open | 17/07/2020 | Belinda Sharman | No | DER001 | Derton / Techno | | |
| | | TT002 - Weekly - Call per WO | 0 | Open | 06/03/2017 | Belinda Sharman | No | HOP001 | Hope Works (Pt | | |
| Descente | PRJ0000402 | test | 0 | Open | 22/05/2020 | Bianca Du Toit | No | DER001 | Derton / Techno | | |
| Documents | | Implementation BPO2 | 0 | Open | 20/01/2019 | Bianca Du Toit | Yes | | | | |
| | | Testing BPO2 | 0 | Open | 18/01/2019 | Bianca Du Toit | No | | | | |
| | | Developmemnt BPO2 | 0 | Open | 16/01/2019 | Bianca Du Toit | Yes | | | | |
| Notes | | Design BPO2 | 0 | Open | 14/01/2019 | Bianca Du Toit | Yes | | | | |
| | | Specification BPO2 | 0 | Open | 12/01/2019 | Bianca Du Toit | Yes | | | | |
| | PRJ0000396 | Test BPO2 | 0 | Open | 20/01/2019 | Bianca Du Toit | Yes | | | | |
| Assignment History | | BPO v2.2.0.1 Test Cyde | 0 | Open | 08/02/2019 | Bianca Du Toit | No | | | | |
| | | 1234 - Test ctrt request crea | 0 | Open | 14/08/2018 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | |
| | | NDS Project | 0 | Open | 30/07/2018 | Bianca Du Toit | No | HOP001 | Hope Works (Pt | | |
| Progress Chart | ₽ PRJ0000392 | credit validation check | 0 | Open | 30/07/2018 | Bianca Du Toit | No | OFF001 | Office Supplies | | |
| | PRJ0000391 | test new project | 0 | Open | 22/08/2018 | Ben Johnson | No | | | | |

- 6. The **Work Orders for Project Ref [**project ref. number**]** screen will be displayed.
- 7. Click on the **row** of the Work Order you need to print the Work Order report for.
- 8. Click on **Print**.



Print Work Order

| ф т (| 6 | | k Orders for Pro | oject Ref PRJ0000404 - BPO: Version 2.5 | .0.4 - Exan | nple Com | ipany v2.5.0.0 | | | _ | |
|----------------------------|-----------------------|------------|------------------|--|--------------|----------|------------------|-------------|----------|--------------|--------------|
| Home Equipme | ent / Locations Contr | ract Fin | ance / HR Inv | ventory Maintenance / Projects Manu | facturing | Procure | ment Sales Servi | e Reporting | Utilitie | :s — | 8 X |
| Add Edit Delete Vie | | te Reinsta | te Forma | aces - Print Export Find WO | Reports | s | | | | | \$ |
| Links | 1 | | -1 | L A PINL A CORE . | a Reports | | | | | | |
| Enter text to search P | | | | | | | | | | 1 | 1 |
| | WOCode | | CalReference | | | | CallDesc | RequestDate | | Invoiceable | ProjectRef |
| Functions | | 8∎c | 8 0 0 | A C | R O C | - | s∎c | - | - | 8 0 0 | 8 0 0 |
| Time | ▶ ⊡ WO0005759 | SM | | TT041 - Bi-annually, Mono 1000 - Generat | No | 0 | | 16/07/2020 | 2 | Yes | PRJ000040 |
| Third Party Services Parts | | | | | | | | | | | |
| Swap Outs | | | | | | | | | | | |
| Meters | | | | | | | | | | | |
| Meters | 4 | | | | | | - | | | | |

- 9. When you receive the **Report Generation** message;
 - Do you want to print the WO report for [work order number]?
- 10. Click on **Yes**.



| 🔯 🔻 Wo | k Orders for Project Re | f PRJ0000404 - BPO: Version 2.5. | .0.4 - Examp | le Com | ipany v2.5.0.0 | | | _ | |
|--|---|----------------------------------|--------------|-----------|--------------------|-------------------|-----------|--------------|------------|
| Home Equipment / Locations Contract Fi | nance / HR Inventory | Maintenance / Projects Manu | facturing | Procure | ment Sales Serv | ice Reporting | Utilities | | ₽ x |
| Add Edit Delete View Close Complete Reinst | Save Filter | Print Export Refresh | Reports | | | | | | |
| Maintain A Process | Format A | Print A Current | Reports | | | | | | 2 |
| Links 4 Enter text to search P | | | | | | | | | 11 |
| WOCode WOType | CallReference Descript | tion | | Perce | CallDesc | RequestDate | Priority | Invoiceable | |
| Functions 9 10 10 | *@c *@c | | REC | - | ×∎¢ | = | - | R B C | REC |
| ▶ | TT041 - | Bi-annually, Mono 1000 - Generat | No | 0 | | 16/07/2020 | 2 | Yes | PRJ000040 |
| Services Third Party Services Parts Loans | Report Generation Do you want to pri 10 | int the WO report for WO WO0005 | | | | | | | |
| Swap Outs Meters | | | | | 2 | | | | |
| Open Windows 🕶 | | | 1 | User : Ju | ulandaK 13/08/2021 | Version : 2.5.0.4 | Example | e Company v | 2.5.0.0 // |

- 11. The **Preview** screen will be displayed.
- 12. From here you can make cosmetic changes to the document as well as **Zoom**, **View**, **Print**, **Export** or **Email** the Work Order.
- 13. Close the Report Preview screen when done.



Print Work Order

| 🖗 Preview 🚽 | 11 | | | | | | | | - - X |
|----------------------|------------------|---|---|---|--|-------------------------------------|---------|--------|--------------|
| File View Background | | | | | | | | | - |
| 12 A 18 🖿 A 8 🔂 | | ର୍ ର୍ 100 % | | ► ► ► 🗄 🗄 × 🔌 | | • 🖂 • | 8 | 13 | |
| 2 | | | Examp | k Order Ile Company v2.5.0.0 No and Road Name | D PO Box 123 New Town | 4 | | | |
| | <u>> Con</u> | npany Logo 🕻 | City | | Durban | | | | |
| | Ľ | | South / 0000 Reg No VAT No | | | | 7 | | |
| | 0 Barcode | | Customer Code : Area : Billable : | : Derton/Technologie: DER001 Durban Area YES | | o.: 031 123 ct: Mike Der y: 0 | | - | |
| Shi | ipping Address : | 685 Silver Oak Road Forest Hills Upper Highway Area | | Call Date : Call Ref. : Serial No. : Model No. : Error Code : | PRJ0000404 2020-9196 | 00:00:00 00 | 00:00 | | |
| Ma | chine Location : | 1234 | | WO Code : WO Desc : | WO0005759 TT041 - Bi-a Generate Pr | nnually, Mon | b1000- | | |
| | ntract No. : | C.O.D | | Inclusions : | CRFT | | | - | |
| Te | chnician Name | and Comments : | | | | | | | |
| | | | | | | Meter 1 | Meter 2 | | |
| Pr | artDescription | | | | Desc | | | | |
| Pa | art No x Qty | x | х | x | Value | | | | |
| Cli | ent Comment : | | | | | | | | |
| < | | | - · · · · · · · | | | | | | |
| Page 1 of 1 | | | | | | | | 100% 😑 | |

MNU.058.037

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential