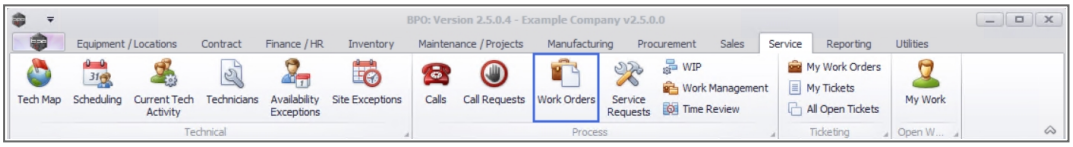
We are currently updating our site; thank you for your patience.

SERVICE

WORK ORDERS – FIND WO

You can use **Find WO** to search for a work order code across all **sites** and **statuses**.

Ribbon Access: Service > Work Orders



1. The **Work Order Listing** screen will display.
2. You do not need to select a **Site** or **Status**.
    - The example shows **Pretoria** selected as **Site** and the **Status** as **Open**.
3. Click on **Find WO** to display the **Find WO** search box.

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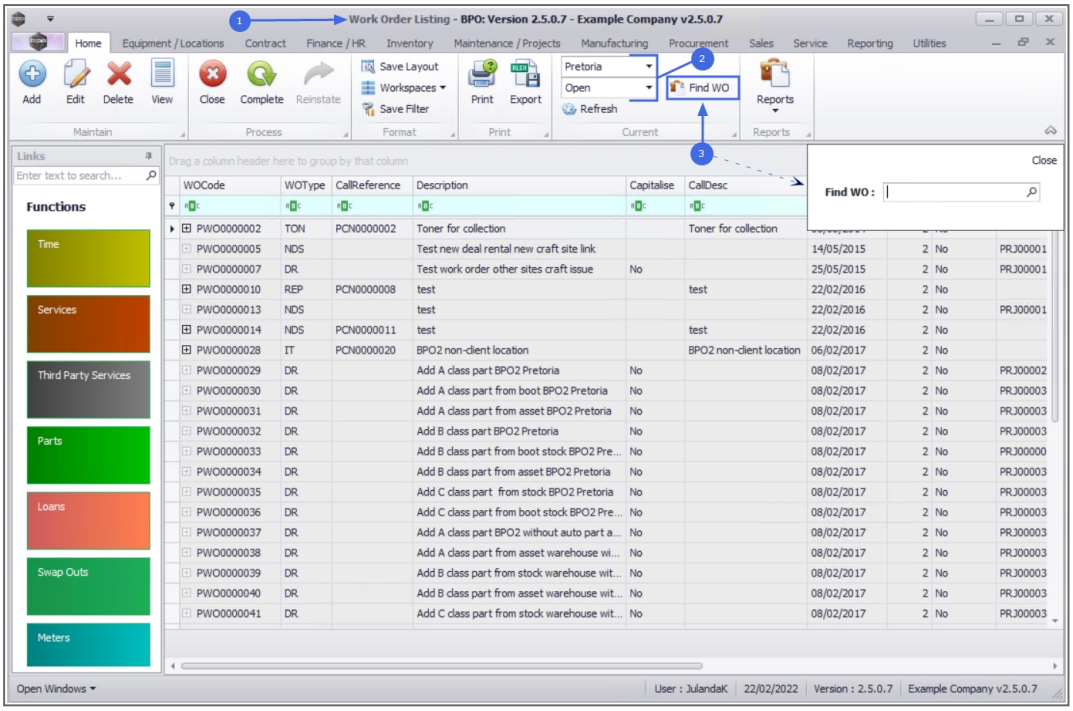
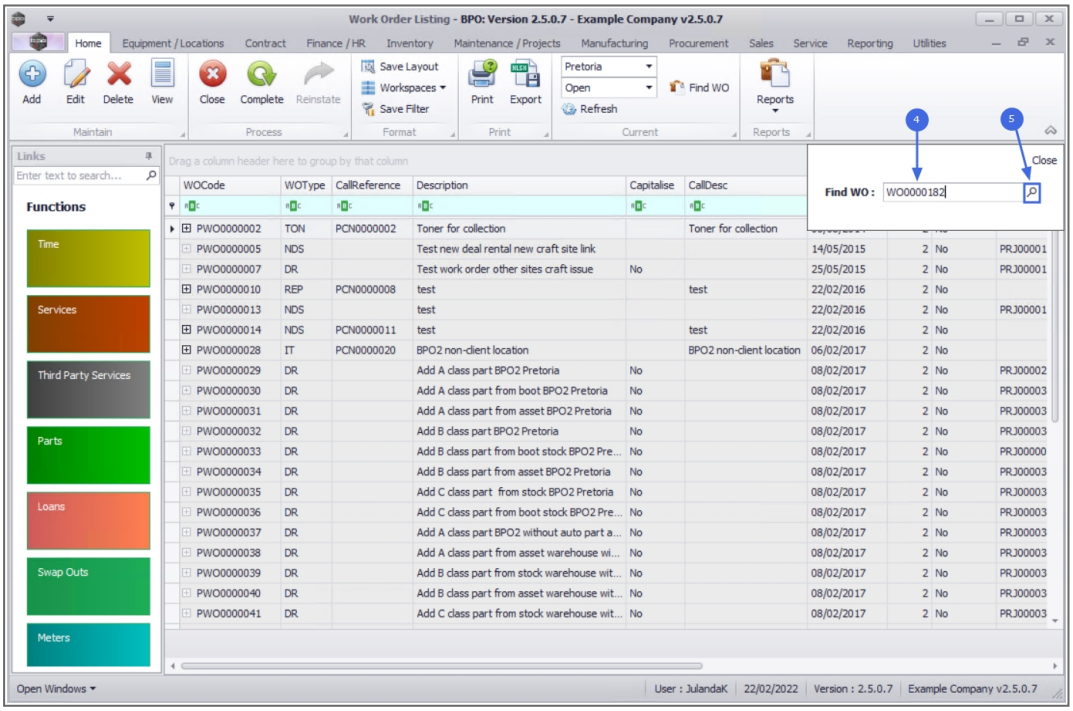


4. To find a specific work order, type the work order **number** in the **Find WO** text box.
5. Click on the **search** button.



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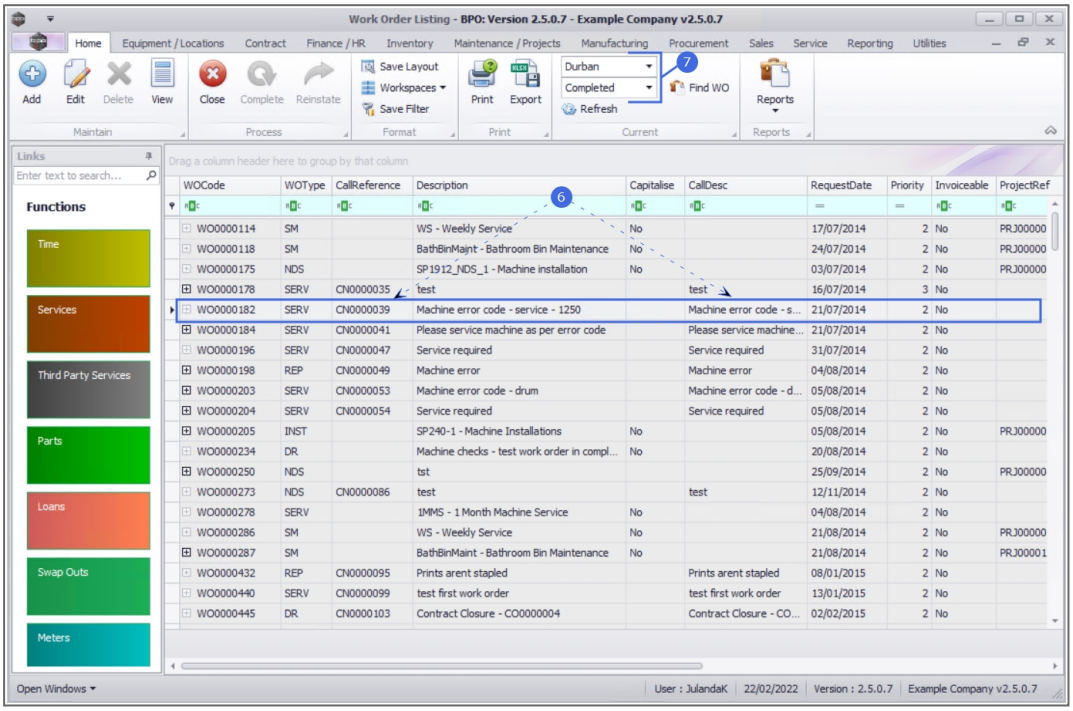
6. The system will locate and select the **row** of the work order that you have searched for.
7. **Note** that the **Site** and **Status** has been updated with the site where the work order was issued and the status of the work order.



MNU.072.009

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