

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

SERVICE

WORK ORDERS - IMAGES

This function is normally done in TechConnect where the Technician will take images of work that needs to be done, e.g repairs of hardware, and then uploaded the image to the Work Order.

Ribbon Access: Service > Work Orders

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	Equipment	/Locations	Contract	Finance / HR	Inventory	Mainten	ance / Projects	Manufactur	ing Pro	ocurement	Sales	Service	Reporting	Utilities	
Tech Ma	Scheduling	Current Tech Activity	Technicians	Availability Exceptions	Site Exceptions	Calls	Call Requests	Work Orders	Service Requests	-	Managemen Leview	t 🔳 M	4y Work Orders 4y Tickets All Open Tickets	My Work	
		Te	chnical		4	Process					4	Ticketing	Open W	\Diamond	

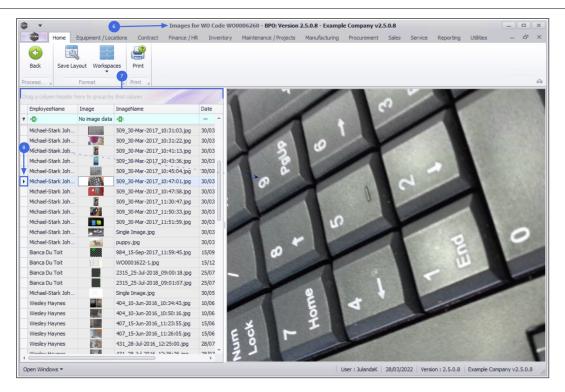
- 1. The Work Order Listing screen will be displayed.
- 2. Select the **Site** where the work order was issued.
 - The example has **Durban** selected.
- 3. Select the **Status** for the Work Order.
 - The example has **Open** selected.
- 4. Click on the **row** of the work order you wish to view the **image** for.
- 5. Click on the **Images** tile.



Add	Home Equip Home Home Home Home Home Home Home Home	view	Locations Contra Close Complet Proces	e Reinstz	Save I	paces • Print Export Open	•	Find WO Reports Reports	vice Reportir	ng Utilit	ies -	- 8	
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IGEI GEAC	to activiti		WOCode 🔻	WOType	CallReference	Description	Capitalise	CallDesc	RequestDate	Priority	Invoiceable	Project	tF
		V	8 0 0	* C	REC	R C	R C	8 🗖 C	=	-	REC	RBC	
		•	WO0006260	REP	CN0005304	Loan unit required while main unit is being	. No	Loan unit required whil	15/03/2022	3	No		
Instructions			· WO0006259	REP	CN0005303	Post Contract machine repair	No	Drum replacement req	16/02/2022	2	Yes		
			· WO0006258	SERV	CN0005303	Drum replacement required	No	Drum replacement req	31/01/2022	2	No		
			₩O0006257 ₩O0006257	NDS	CN0005274	PROJ406OR002	No	PROJ406OR002	19/01/2022	2	No		
Image			₩O0006256 ₩O0006256	IMP	CN0005302	New machine implementation. Installation	No	New machine implemen	24/01/2022	1	No		
Images 🔸		5	₩O0006253 ₩O0006253	PR.	CN0005301	Replace part - current faulty	No	Replace part - current	18/01/2022	3	No		
				REP	CN0005300	Printer displaying error code	No	Printer displaying error	18/01/2022	3	No		
			₩O0006251 ₩O0006251	ITS	CN0005299	Paper keeps on jamming in machine	No	Paper keeps on jammin	18/01/2022	3	No		
Work i	in Progress		₩O0006250 ₩O0006250	REP	CN0005298	Paper not feeding through rollers	No	Paper not feeding thro	14/12/2021	3	No		
			· WO0006249	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ000	0
			· WO0006248	SM		WS - Weekly Service	No		23/11/2021	2	No	PRJ000	0
Mainte	enance		WO0006247	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.3000	0
			· WO0006246	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ000	0
			· WO0006245	SM		WS - Weekly Service	No		23/11/2021	2	No	PRJ000	0
Time R	Review		WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.3000	0
			· WO0006242	SERV		1MMS - 1 Month Machine Service	No		16/11/2021	2	No	PR.3000	0
			· WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.3000	0
			· WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.3000	0
			WO0006239	PR.		Rollers need replacing	No		11/11/2021	3	No	PR3000	0
Processing	sina		WO0006238	PR.		Test PQ Source Type Work Order	No		14/11/2021	5	No		
	Jung		WO0006237	SM		WS - Weekly Service	No		09/11/2021	2	No		

- 6. The **Images for WO Code [**WO number**]** screen will be displayed.
- 7. A list of Image data that have already been linked to the Work Order will display.
 - Here you can view the Name of the Employee, Image stock, Image Name and the Date the image was linked to the Work Order.
- 8. Click on the **row** of the image to display it in the image area.

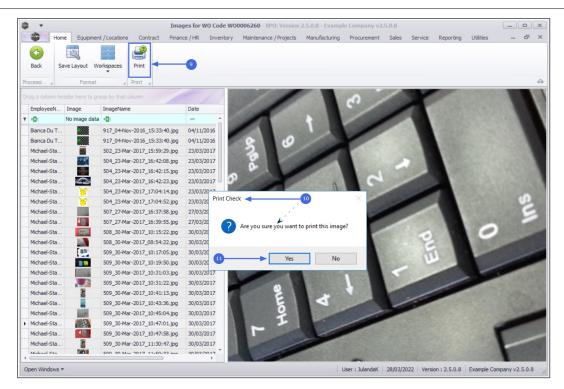




PRINT IMAGE

- 9. Click on Print.
- 10. When you receive the **Print Check** message to confirm;
 - Are you sure you want to print this image?
- 11. Click on Yes.





- 12. The image will display in the **Preview** screen.
- From here you can make cosmetic changes to the document as well as Save, Print, Zoom and add a Watermark to the image.
- 14. **Close** the screen when done.

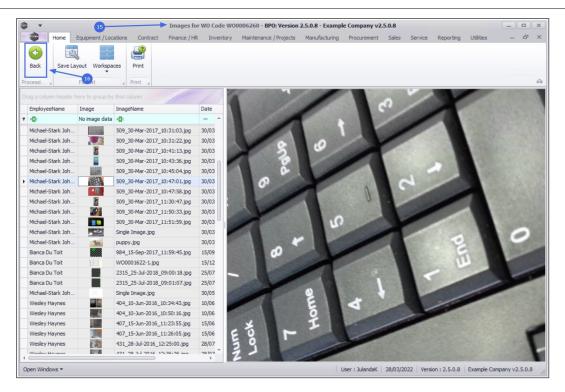




- 15. You will return to the Images for WO Code screen.
- 16. Click on **Back** to return to the Work Order Listing screen.



Work Orders - Images



Related Topics

• Save Image to Work Order in TechConnect

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