

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

## SERVICE

### MY WORK – VIEW, EDIT, ADD SCHEDULED MAINTENANCE TASKS

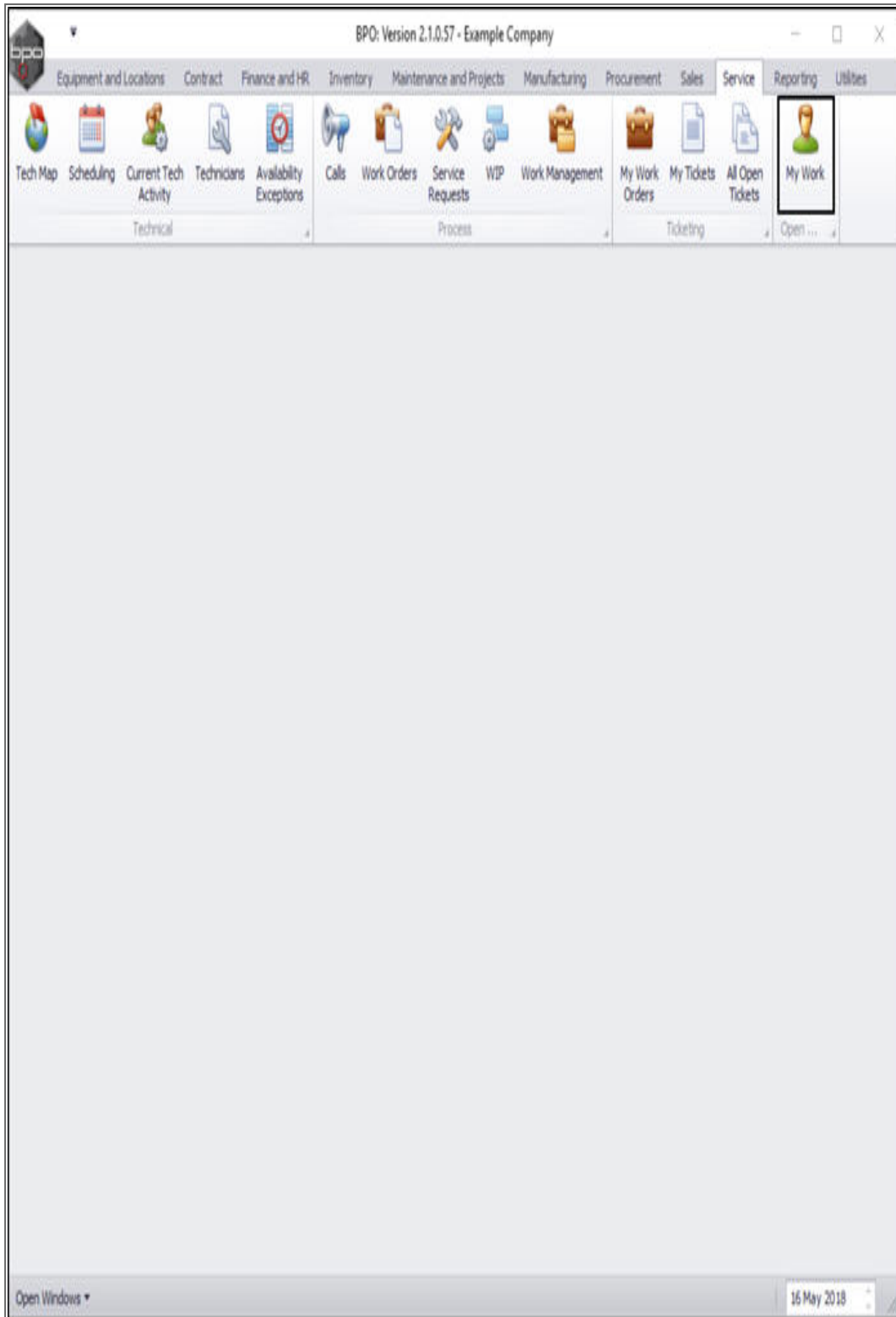
The **My Work** screen deals with work that is assigned to a specific employee, i.e. when an employee is logged in, that employee can only see work orders assigned to themselves.

This screen has similar functionality to the Call screen in that the employee can request parts, services and loan units; book time, travel and expenses; view customer and machine details (including warranty information) and link **scheduled maintenance tasks**.

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**Ribbon Access:** Service > My Work

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## VIEW SCHEDULED MAINTENANCE TASKS

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The **My Work** listing screen will be displayed.

- Click on the **row selector** in front of the **work order** that you wish to **view** the scheduled maintenance task(s) of.
- Click on **Edit**.

My Work - BPO: Version 2.1.0.58 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Processing | Format | Print | View | Export | Current

Work Orders | Work Requests

Drag a column header here to group by that column

WCode	WDescription	SiteName	Status	WType	WTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName
<input type="checkbox"/> WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PRJ0000098	Site Inspectio	PMNG	HOP001	Hope Works	Technical
<input type="checkbox"/> WO0001664	Toner check and clean required	Durban	O	REP	Machine Repairs	CH0000566	Toner required ...	CALL	HOP001	Hope Works	Technical
<input type="checkbox"/> WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
<input type="checkbox"/> WO0001662	Machine service required	Durban	O	SERV							
<input type="checkbox"/> WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

Open Windows ▾ 17 May 2018

- The **Maintain WO - Ref [ ]** screen will be displayed.
- Click on the **Maintenance** tile.

Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.58 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Print

Maintain | Format | Print

**Links**

Enter text to search...

Warranties Issued

Instructions

Images

Work in Progress

**Maintenance**

Processing

Quotes

Orders

**Description** Copier to be repaired

**Requestor** Abigail Mine

**WO Type** Repair

**Priority** 2

**Request Date** 15 May 2018 10:40:28

**Status** Open

Billable

Capitalise

**Work Order Item**

Functional Location  Equipment

Item 19-12345

**Comment**

**Links :**

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	
PMNG	Project Reference	

**Schedule :**

**Assigned To** Abigail Mine

**Assigned By** Abigail Mine

**Scheduled Start** 15 May 2018 10:40:29

**Scheduled End** 14 Jun 2018 00:00:00

**Actual Start** 14 Jun 2018 00:00:00

**Actual End** 14 Jun 2018 00:00:00

**Delay Comments** Currently on Schedule

**Rectification Code**

**Rectification Comments**

**Completion Date** 14 Jun 2018 00:00:00

Meters

Open Windows

17 May 2018

- The **Maintenance Methodology for [ ]** listing screen will be displayed.
- Here you can **view** a list of all the maintenance task(s) **linked** to the selected work order.

Maintenance Methodology for Asset: - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Workspaces Refresh

Processing Format Current

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerDate	NextPerDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MtrB
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 Apr 2017	01 May 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1 000.00			Yes	Yes	Yes	

Open Windows 17 May 2018

## **EDIT A TIME-BASED SCHEDULED MAINTENANCE TASK**

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- In the **Maintenance Methodology for [ ]** screen, click on the **row selector** in front of the **task** you wish to **edit**.
- Click on **Edit**.



Maintenance Methodology for Asset : - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Workspaces Refresh

Processing Format Current

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerDate	NexPerDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MnBo
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 Apr 2017	01 May 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1000.00			Yes	Yes	Yes	

Open Windows 17 May 2018

- The **Edit task schedule** screen will be displayed.
- Select the details that you wish to change in this screen.
  - In this image, the **Last Performed, Next Performed, Times Completed** and **Factor** details have been selected to be changed.
    - **Note:** You can edit any field that is not greyed out.

Edit task schedule - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

**Task Num** BathBinMaint

**Schedule Type** T Time

**Units** w Weeks

**Meter**

**Perform Interval** 1

**Min Reading** 0

**Max Reading** 0

**Last Performed** 01 Apr 2017 **Include Weekends**

**Next Performance** 01 May 2017 **Include Holidays**

**Times Completed** 2

**Factor** 0

**Day Of Week** None

**Week Of Month** None

Open Windows 17 May 2018

- When you have finished making the required adjustments, click on **Save**.

**Edit task schedule - BPO: Version 2.1.0.58 - Example Company**

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

**Task Num** BathMant

**Schedule Type** T Time

**Units** w Week/s

**Meter**

**Perform Interval** 1

**Min Reading** 0

**Max Reading** 0

**Last Performed** 01 May 2017 **Include Weekends**

**Next Performance** 01 Jun 2017 **Include Holidays**

**Times Completed** 3

**Factor** 1

**Day Of Week** None

**Week Of Month** None

Open Windows | 17 May 2018

- The edited details will be **saved** and you will return to the **Main-tenance Methodology for [ ]** screen.
- Here you can **view** the updated changes in the **row** of the selected task.

Maintenance Methodology for Asset : - BPO: Version 2.1.0.58 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add
 Edit
 Delete
 Back
 Save Layout
 Workspaces
 Refresh

Processing | Format | Current

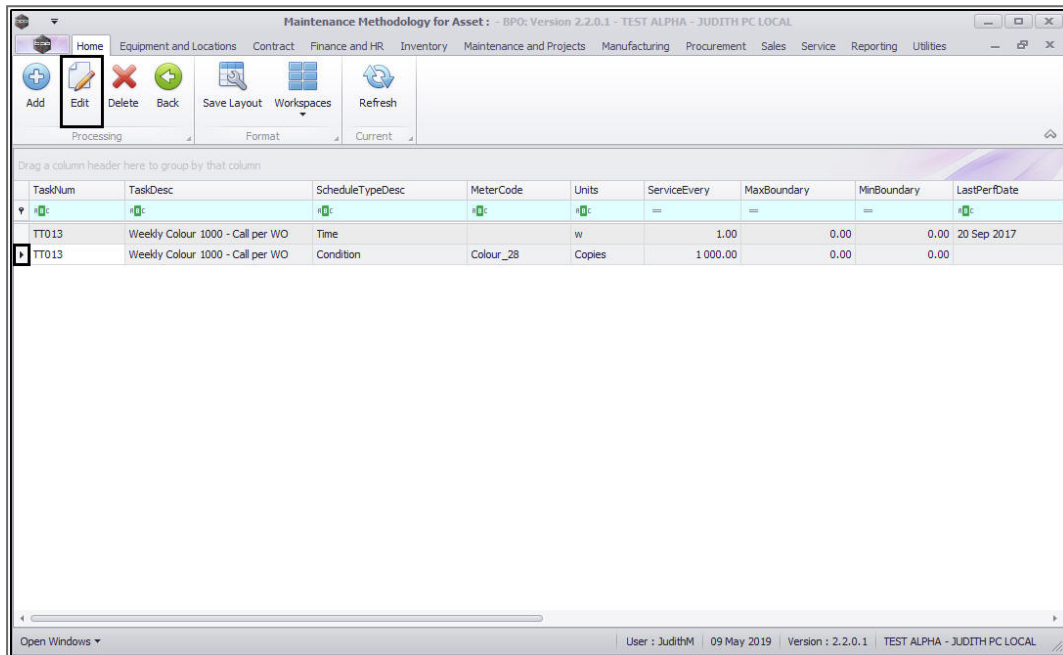
Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInterval
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 May 2017	01 Jun 2017	Yes	Yes	Yes
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1 000.00			Yes	Yes	Yes

Open Windows ▾ 17 May 2018

## EDIT A CONDITION-BASED SCHEDULED MAINTENANCE TASK

- In the **Maintenance Methodology for [ ]** screen, click on the **row selector** in front of the **task** you wish to **edit**.
- Click on **Edit**.



TaskNum	TaskDesc	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	MaxBoundary	MinBoundary	LastPerfDate
TT013	Weekly Colour 1000 - Call per WO	Time		w	1.00	0.00	0.00	20 Sep 2017
TT013	Weekly Colour 1000 - Call per WO	Condition	Colour_28	Copies	1 000.00	0.00	0.00	

- The **Edit task schedule** screen will be displayed.
- Select the details that you wish to change in this screen.
  - In this image, the **Day of week** and **Week of Month** details have been selected to be changed.
    - **Note:** You can edit any field that is not greyed out.

The screenshot shows the 'Edit task schedule' form with the following fields and values:

- Task Num: TT013
- Schedule Type: C Condition
- Units: Copies Copies made
- Meter: Colour\_28
- Perform Interval: 1000
- Min Reading: 0
- Max Reading: 0
- Last Performed: 0
- Next Performance: 1000
- Times Completed: 0
- Factor: 1
- Day Of Week: None
- Week Of Month: None

The 'Save' button in the top left corner is highlighted with a red box.

- When you have finished making the required adjustments, click on **Save**.

The screenshot shows the 'Edit task schedule' form with the following fields and values:

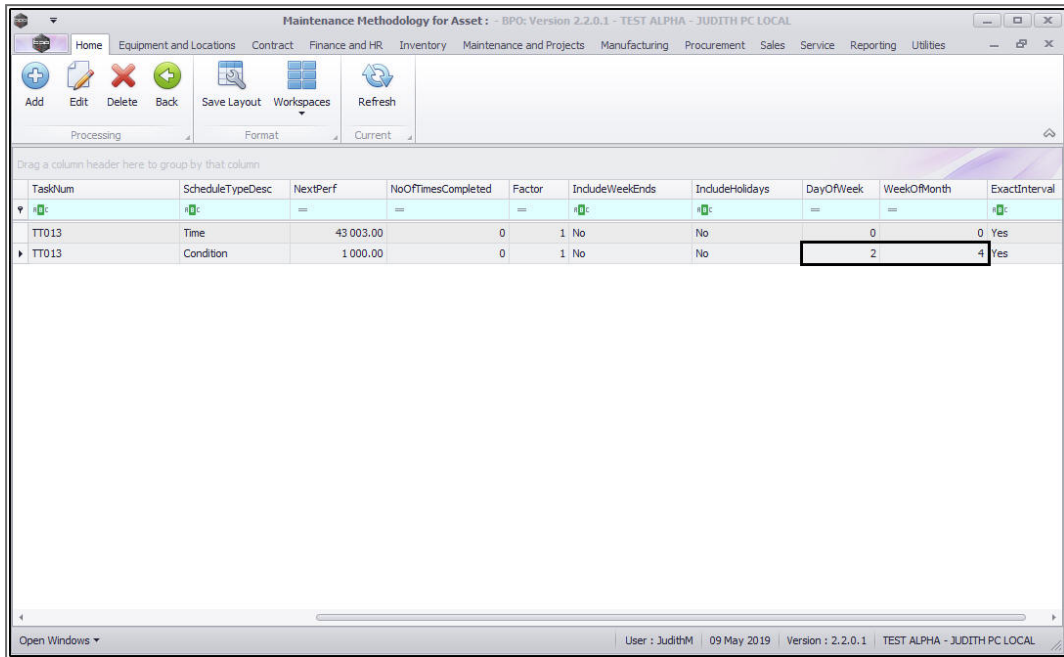
- Task Num: TT013
- Schedule Type: C Condition
- Units: Copies Copies made
- Meter: Colour\_28
- Perform Interval: 1000
- Min Reading: 0
- Max Reading: 0
- Last Performed: 0
- Next Performance: 1000
- Times Completed: 0
- Factor: 1
- Day Of Week: Monday
- Week Of Month: Week 4

The 'Save' button in the top left corner is highlighted with a red box.

- The edited details will be **saved** and you will return to the **Main-tenance Methodology for [ ]** screen.



- Here you can **view** the updated changes in the **row** of the selected task.



TaskNum	ScheduleTypeDesc	NextPerf	NoOfTimesCompleted	Factor	IncludeWeekEnds	IncludeHolidays	DayOfWeek	WeekOfMonth	ExactInterval
TT013	Time	43 003.00	0	1	No	No	0	0	Yes
TT013	Condition	1 000.00	0	1	No	No	2	4	Yes

## ADD A TIME-BASED SCHEDULED MAINTENANCE TASK

- In the **My Work** screen, click on the **row selector** in front of the **work order** that you wish to **add** a scheduled maintenance task to.
- Click on **Edit**.

My Work - BPO: Version 2.1.0.58 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Processing | Format | Print | View | Export | Current

Work Orders | Work Requests

Drag a column header here to group by that column

WCode	WDescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	Depth
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PR0000098	Site Inspectio	PMNG	HOP001	Hope Works	Technic
WO0001664	Toner check and dean required	Durban	O	REP	Machine Repairs	ON000566	Toner required ...	CALL	HOP001	Hope Works	Technic
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

Open Windows ▾ 17 May 2018

- The **Maintain WO - Ref - WO[ ]** screen will be displayed.
- Click on the **Maintenance** tile.

Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links

Enter text to search...

Instructions

Images

Work in Progress

**Maintenance**

Processing

Quotes

Orders

Invoices

Meters

Open Windows

**Description** Copier to be repaired

**Requestor** Abigail Mine

**WO Type** Repair

**Priority** 2

**Request Date** 15 May 2018 10:40:28

**Status** 0 - Open

Billable

Capitalise

**Work Order Item**

**Functional Location**  **Equipment**

**Item** 19-12345

**Comment**

**Links:**

RefType	ReferenceType	ReferenceNo
I CALL	Call Reference	
PMWG	Project Reference	

**Schedule:**

**Assigned To** Abigail Mine

**Assigned By** Abigail Mine

**Scheduled Start** 15 May 2018 10:40:29

**Scheduled End** 14 Jun 2018 00:00:00

**Actual Start** 14 Jun 2018 00:00:00

**Actual End** 14 Jun 2018 00:00:00

**Delay Comments** Currently on Schedule

**Rectification Code**

**Rectification Comments**

**Completion Date** 14 Jun 2018 00:00:00

Equipment Info Customer Info Required Credits Additional Data

17 May 2018

- The **Maintenance Methodology for [ ]** screen will be displayed.
- Click on **Add**.

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerDate	NextPerDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MinB
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 May 2017	01 Jun 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1,000.00			Yes	Yes	Yes	

- The **Add new task schedule** screen will be displayed.
- Click on the **search** button in the **Task Num** field.

The screenshot shows a web browser window titled "Add new task schedule - BPO: Version 2.1.0.58 - Example Company". The browser's address bar and navigation buttons (Home, Save, Back) are visible. The application's main menu includes: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The main content area contains the following form fields and controls:

- Task Num**: A text input field with a search icon (magnifying glass) on the right.
- Schedule Type**: A dropdown menu.
- Units**: A text input field.
- Meter**: A text input field.
- Perform Interval**: A text input field.
- Min Reading**: A text input field.
- Max Reading**: A text input field.
- Last Performed**: A text input field.
- Include Weekends**: A checkbox.
- Next Performance**: A text input field.
- Include Holidays**: A checkbox.
- Times Completed**: A spinner control with a value of 0.
- Factor**: A spinner control with a value of 1.
- Day Of Week**: A dropdown menu with "None" selected.
- Week Of Month**: A dropdown menu with "None" selected.

At the bottom of the browser window, there is an "Open Windows" button on the left and a date display "17 May 2018" on the right.

- The **Select the task schedule** pop up screen will appear.
- Click on the **row selector** in front of the **task schedule** that you wish to **add** to the work order.
- Click on **Ok**.

Add new task schedule - BPO: Version 2.1.0.58 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

Task Num:

Schedule Type:

Units:

Meter:

Perform Interval:

Min Reading:

Max Reading:

Last Performed:

Next Performance:

Times Completed:

Factor:

Day Of Week:

Week Of Month:

Select the task schedule

Home

Ok | Back | Save Layout

Process | Format

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleTypeDesc	MeterCode	Units	UnitsDesc	ServiceEv...	Max
3MS	3 Month Service	Time		m	Month/s	3.00	
3MS	3 Month Service	Condition	Mono_5	Copies	Copies made	15 000.00	
1MMS	1 Month Machine Service	Time		m	Month/s	1.00	
1MMS	1 Month Machine Service	Condition	Mono_5	Copies	Copies made	1 000.00	
WS	Weekly Service	Time		w	Week/s	1.00	
AirMaint	Airfreshner Maintenance	Time		w	Week/s	2.00	
Weekly	WeekMondaySoap	Time		w	Week/s	1.00	
2MS	2 month service	Time		m	Month/s	2.00	
Tier	Commercial Tier Test	Time		m	Month/s	1.00	
6MS-MFC-100	6 month service - multifunction copiers	Condition	Colour_5	Copies	Copies made	1 000.00	
TT0001	Daily - Call per WO	Time		d	Day/s	1.00	
TT003	Monthly - Call per WO	Time		m	Month/s	1.00	
TT004	Bi-annually - Call per WO	Time		2yy	Bi-annual	1.00	
TT005	Yearly - Call per WO	Time		yyyy	Years	1.00	
TT007	Colour 1000 - Call per WO	Condition	Colour_5	Copies	Copies made	1 000.00	
TT008	Mono 1000, Colour 1000 - Call per WO	Condition	Mono_5	Copies	Copies made	1 000.00	
TT008	Mono 1000, Colour 1000 - Call per WO	Condition	Colour_5	Copies	Copies made	1 000.00	
TT009	Daily, Mono 1000 - Call per WO	Time		d	Day/s	1.00	
TT009	Daily, Mono 1000 - Call per WO	Condition	Mono_5	Copies	Copies made	1 000.00	
TT010	Daily, Colour 1000 - Call per WO	Time		d	Day/s	1.00	
TT010	Daily, Colour 1000 - Call per WO	Condition	Colour_5	Copies	Copies made	1 000.00	
TT011	Daily, Mono 1000, Colour 1000 - Call p...	Time		d	Day/s	1.00	

Open Windows

- **Task Num:** This will now auto populate with the selected task schedule number.
- **Schedule Type:** This will now auto populate with the selected task schedule type.
- **Units:** This will now auto populate with the unit type set up on the selected task schedule.
- **Meter:** This will be blank since we are adding a time based scheduled maintenance task.
- **Perform Interval:** This will now auto populate with the performance interval condition set up on the selected task schedule.
- **Min Reading:** This will now auto populate with the minimum reading set up on the selected task schedule if applicable.
- **Max Reading:** This will now auto populate with the maximum reading set up on the selected task schedule if applicable.



Add new task schedule - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

**Task Num** IMMS

**Schedule Type** T Time

**Units** m Month/s

**Heter**

**Perform Interval** 1.00000

**Min Reading** 0.00000

**Max Reading** 0.00000

**Last Performed** 17 May 2018  **Include Weekends**

**Next Performance** 17 May 2018  **Include Holidays**

**Times Completed** 0

**Factor** 1

**Day Of Week** None

**Week Of Month** None

Open Windows 17 May 2018

- **Last Performed:** Click in this text box and either type in or use the arrow indicators to select the last performed date.
- **Next Performed:** Click in this text box and either type in or use the arrow indicators to select the next performance date.
- **Times Completed:** Click in this text box and either type in or use the arrow indicators to select the times this task schedule has been completed.
- **Factor:** Click in this text box and either type in or use the arrow indicators to select the factor.
- **Day of the Week:** Click on the drop-down arrow in this text box and select the day of the week that you would prefer this task schedule to be performed. If there is no preferred day then select '**None**'.
- **Week of the Month:** Click on the drop-down arrow in this text box and select the week of the month that you would prefer this task schedule to be performed. If there is no preferred week then select '**None**'.
- **Include Weekends:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a weekend.
- **Include Holidays:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a (public) holiday.

Add new task schedule - BPO: Version 2.1.0.58 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

**Task Num** IMMS

**Schedule Type** T Time

**Units** m Month/s

**Heter**

**Perform Interval** 1.00000

**Min Reading** 0.00000

**Max Reading** 0.00000

**Last Performed** 17 May 2018  **Include Weekends**

**Next Performance** 17 May 2018  **Include Holidays**

**Times Completed** 0

**Factor** 1

**Day Of Week** None

**Week Of Month** None

Open Windows | 17 May 2018

- When you have finished completing the new task schedule details, click on **Save**.

The screenshot shows a web browser window titled "Add new task schedule - BPO: Version 2.1.0.58 - Example Company". The browser's address bar and navigation menu are visible. The main content area contains a form with the following fields and values:

- Task Num: IMMS
- Schedule Type: Time
- Units: Month/s
- Heter: (empty)
- Perform Interval: 1.00000
- Min Reading: 0.00000
- Max Reading: 0.00000
- Last Performed: 17 May 2018
- Next Performance: 17 Jun 2018
- Include Weekends:
- Include Holidays:
- Times Completed: 1
- Factor: 1
- Day Of Week: None
- Week Of Month: None

A "Save" button is highlighted in the top left navigation area. The bottom of the browser window shows "Open Windows" and the date "17 May 2018".

- The task schedule details will be **saved** and you will return to the **Maintenance Methodology for [ ]** listing screen.
- You can now **view** the newly added task schedule details in this screen.

Maintenance Methodology for Asset : - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Workspaces Refresh

Processing Format Current

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerDate	NextPerDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MnB
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 May 2017	01 Jun 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1,000.00			Yes	Yes	Yes	
IMMS	1 Month Machine Service	T	Time		m	1.00	17 May 2018	17 Jun 2018	Yes	Yes	Yes	

Open Windows 17 May 2018

## ADD A CONDITION-BASED SCHEDULED MAINTENANCE TASK

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- In the **My Work** screen, click on the **row selector** in front of the **work order** that you wish to **add** a scheduled maintenance task to.
- Click on **Edit**.

My Work - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Complete Start Save Layout Workspaces Print Call Report Print WO Service History Project Progress View Customer Export Refresh

Processing Format Print View Export Current

Work Orders Work Requests

Drag a column header here to group by that column

WCode	WDescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	Depth
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PR0000098	Site Inspectio	PMNG	HOP001	Hope Works	Technic
WO0001664	Toner check and dean required	Durban	O	REP	Machine Repairs	ON000566	Toner required ...	CALL	HOP001	Hope Works	Technic
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

Open Windows ▾ 17 May 2018



- The **Maintain WO - Ref - WO[ ]** screen will be displayed.
- Click on the **Maintenance** tile.

**Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.58 - Example Company**

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Print

Maintain | Format | Print

**Links**

Enter text to search...

Instructions

Images

Work in Progress

**Maintenance**

Processing

Quotes

Orders

Invoices

Meters

Open Windows

17 May 2018

**Description** Copier to be repaired

**Requestor** Abigail Mine

**WO Type** Repair

**Priority** 2

**Request Date** 15 May 2018 10:40:28

**Status** 0 - Open

**Billable**

**Capitalise**

**Work Order Item**

**Functional Location** Equipment

**Item** 19-12345

**Comment**

**Links**

RefType	ReferenceType	ReferenceNo
I CALL	Call Reference	
PMWG	Project Reference	

**Schedule**

**Assigned To** Abigail Mine

**Assigned By** Abigail Mine

**Scheduled Start** 15 May 2018 10:40:29

**Scheduled End** 14 Jun 2018 00:00:00

**Actual Start** 14 Jun 2018 00:00:00

**Actual End** 14 Jun 2018 00:00:00

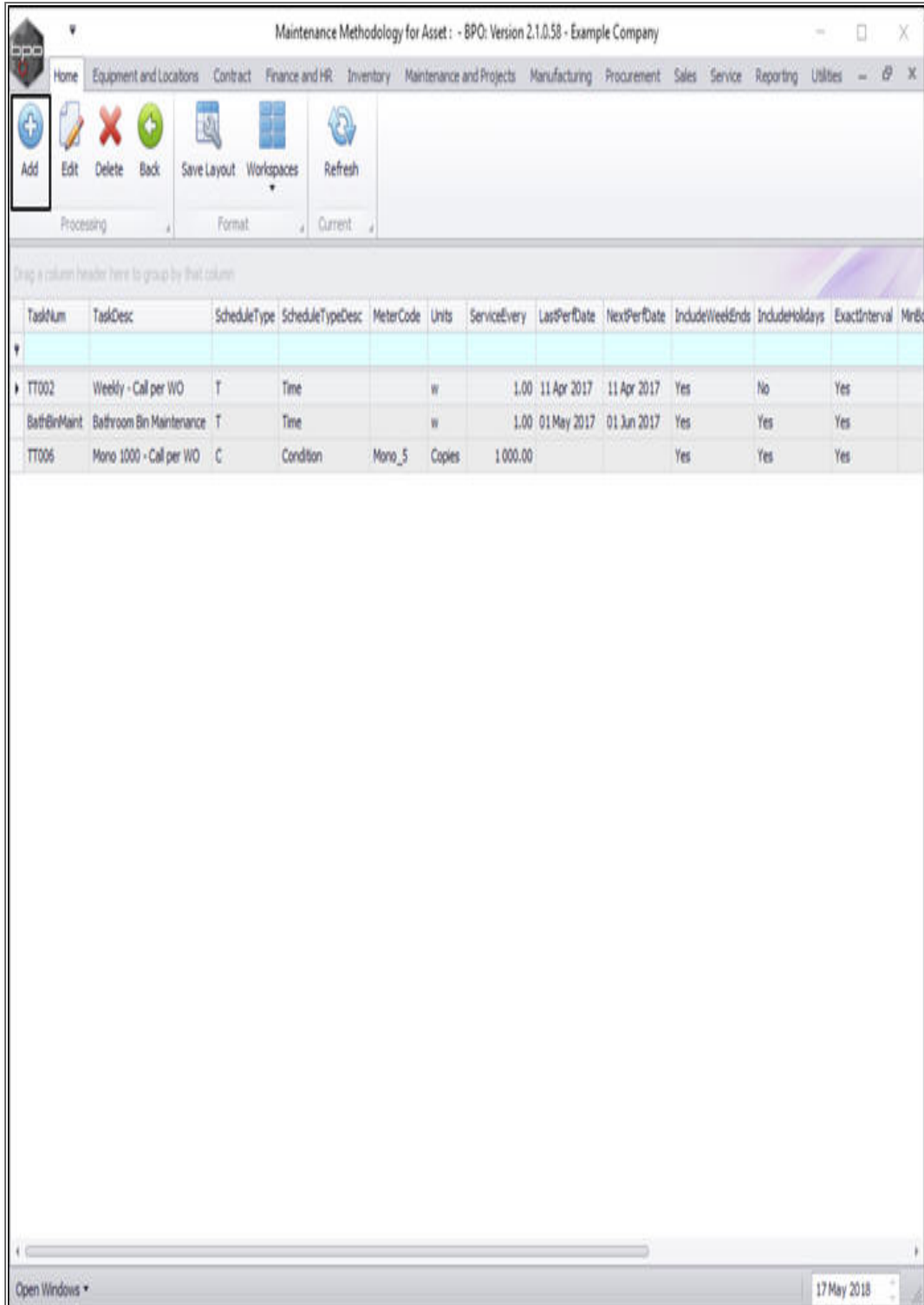
**Delay Comments** Currently on Schedule

**Rectification Code**

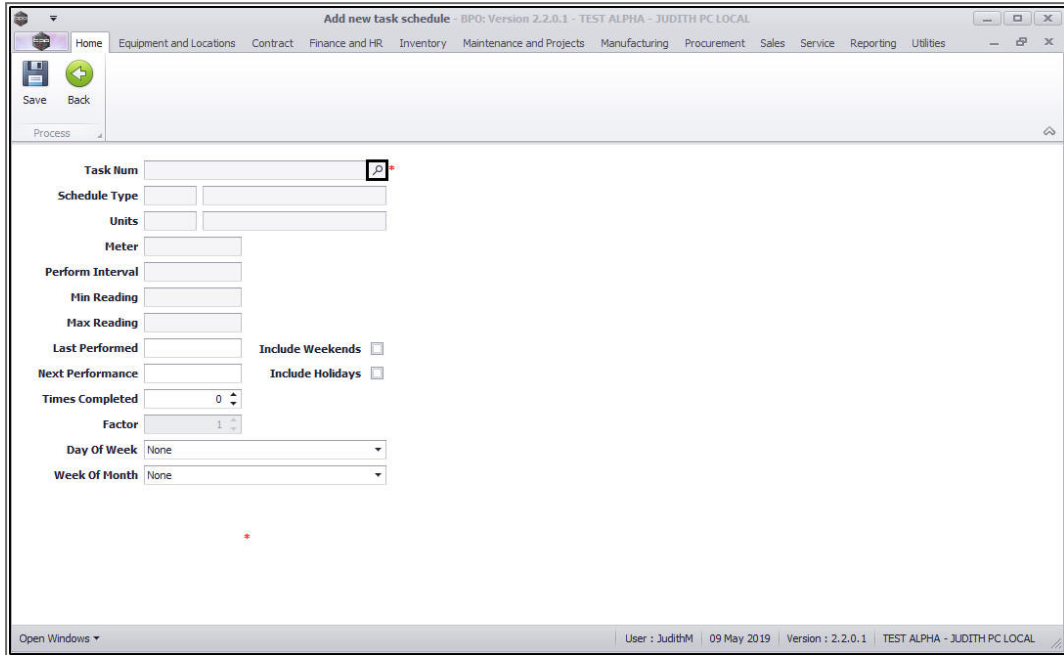
**Rectification Comments**

**Completion Date** 14 Jun 2018 00:00:00

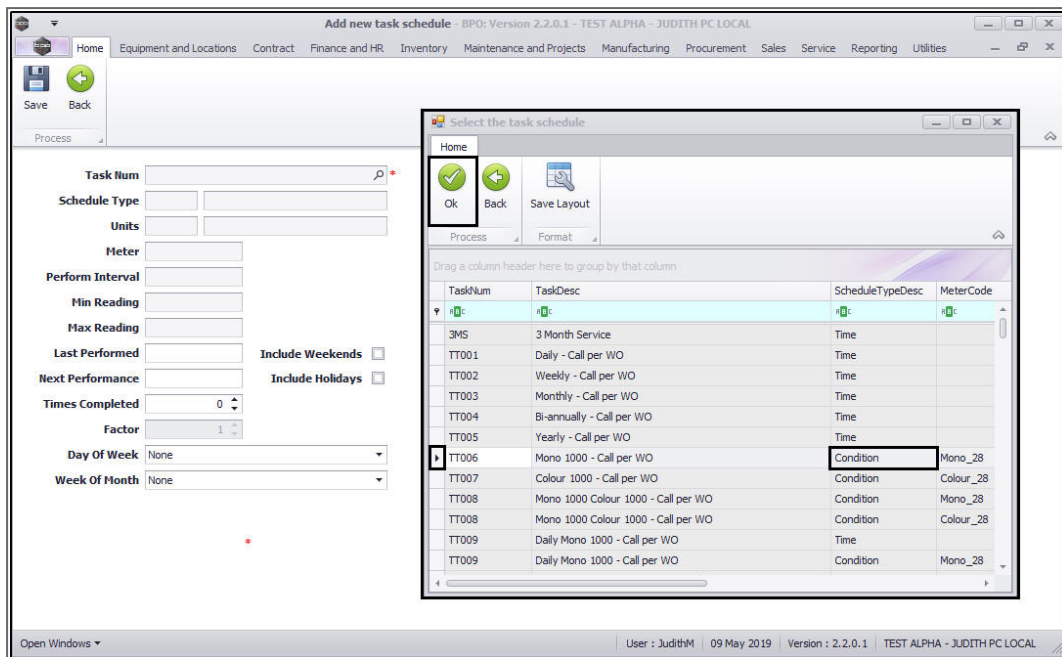
- The **Maintenance Methodology for [ ]** screen will be displayed.
- Click on **Add**.



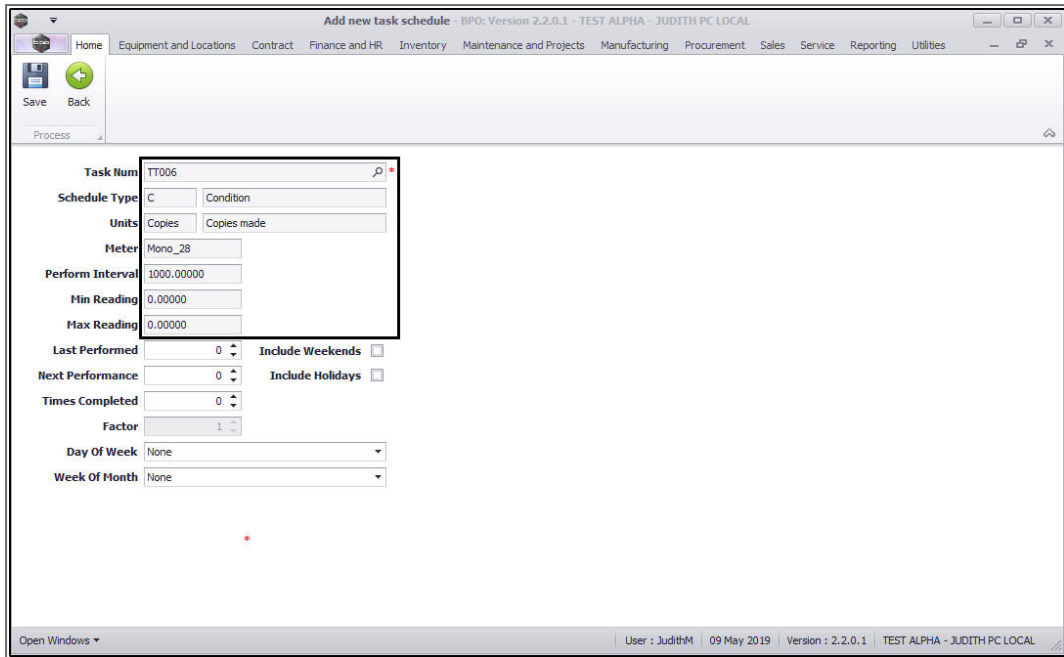
- The **Add new task schedule** screen will be displayed.
- Click on the **search** button in the **Task Num** field.



- The **Select the task schedule** pop up screen will appear.
- Click on the **row selector** in front of the **task schedule** that you wish to **add** to the work order.
- Click on **Ok**.



- **Task Num:** This will now auto populate with the selected task schedule number.
- **Schedule Type:** This will now auto populate with the selected task schedule type.
- **Units:** This will now auto populate with the unit type set up on the selected task schedule.
- **Meter:** This will now auto populate with the meter type set up on the selected task schedule.
- **Perform Interval:** This will now auto populate with the performance interval condition set up on the selected task schedule.
- **Min Reading:** This will now auto populate with the minimum reading set up on the selected task schedule if applicable.
- **Max Reading:** This will now auto populate with the maximum reading set up on the selected task schedule if applicable.



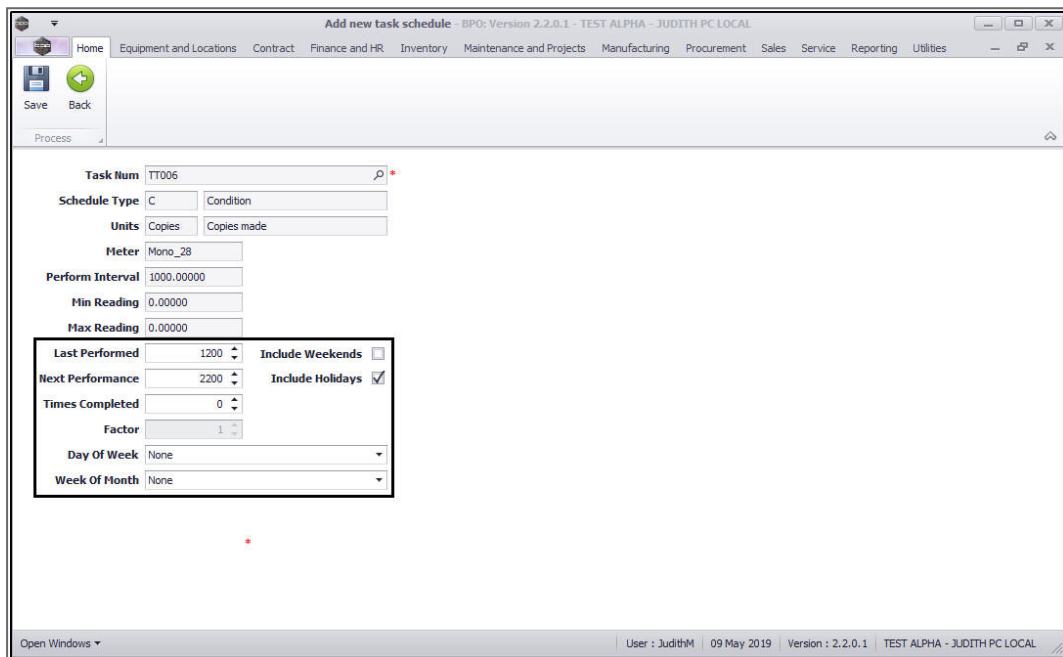
The screenshot shows a web application window titled "Add new task schedule". The interface includes a navigation menu at the top with options like "Home", "Equipment and Locations", "Contract", "Finance and HR", "Inventory", "Maintenance and Projects", "Manufacturing", "Procurement", "Sales", "Service", "Reporting", and "Utilities". Below the menu is a "Process" dropdown. The main form area contains the following fields and controls:

- Task Num:** TT006
- Schedule Type:** C
- Units:** Copies
- Meter:** Mono\_28
- Perform Interval:** 1000.00000
- Min Reading:** 0.00000
- Max Reading:** 0.00000
- Last Performed:** 0
- Next Performance:** 0
- Times Completed:** 0
- Factor:** 1
- Day Of Week:** None
- Week Of Month:** None
- Include Weekends:**
- Include Holidays:**

At the bottom of the window, the status bar shows "User : JudithM", "09 May 2019", "Version : 2.2.0.1", and "TEST ALPHA - JUDITH PC LOCAL".

- **Last Performed:** Click in this text box and type in the last performed meter reading.
- **Next Performed:** Click in this text box and type in the next performance meter reading.
- **Times Completed:** Click in this text box and either type in or use the arrow indicators to select the times this task schedule has been completed.
- **Factor:** This will auto populate with 1.
- **Day of the Week:** Click on the drop-down arrow in this text box and select the day of the week that you would prefer this task schedule to be performed. If there is no preferred day then select 'None'.
- **Week of the Month:** Click on the drop-down arrow in this text box and select the week of the month that you would prefer this task schedule to be performed. If there is no preferred week then select 'None'.

- **Include Weekends:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a weekend.
- **Include Holidays:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a (public) holiday.



The screenshot shows a web application window titled "Add new task schedule - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL". The interface includes a navigation menu at the top with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a "Process" section with "Save" and "Back" buttons. The main form area contains the following fields:

- Task Num: TT006
- Schedule Type: C (Condition)
- Units: Copies (Copies made)
- Meter: Mono\_28
- Perform Interval: 1000.00000
- Min Reading: 0.00000
- Max Reading: 0.00000
- Last Performed: 1200
- Next Performance: 2200
- Times Completed: 0
- Factor: 1
- Day Of Week: None
- Week Of Month: None
- Include Weekends:
- Include Holidays:

A "Save" button is located in the top left corner of the form area. The bottom status bar shows "Open Windows", "User : JudithM", "09 May 2019", "Version : 2.2.0.1", and "TEST ALPHA - JUDITH PC LOCAL".

- When you have finished completing the new task schedule details, click on **Save**.

**Add new task schedule** - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

Task Num: TT006

Schedule Type: C | Condition

Units: Copies | Copies made

Meter: Mono\_28

Perform Interval: 1000.00000

Min Reading: 0.00000

Max Reading: 0.00000

Last Performed: 1200 | Include Weekends

Next Performance: 2200 | Include Holidays

Times Completed: 0

Factor: 1

Day Of Week: None

Week Of Month: None

Open Windows | User: JudithM | 09 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- The task schedule details will be **saved** and you will return to the **Maintenance Methodology for [ ]** listing screen.
- You can now **view** the newly added task schedule details in this screen.

**Maintenance Methodology for Asset** - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Back | Save Layout | Workspaces | Refresh

Processing | Format | Current

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	MaxBoundary	MinBoundary	LastPerfDate
TT006	Mono 1000 - Call per WO	Condition	Mono_28	Copies	1000.00	0.00	0.00	
TT013	Weekly Colour 1000 - Call per WO	Time		w	1.00	0.00	0.00	20 Sep 2017
TT013	Weekly Colour 1000 - Call per WO	Condition	Colour_28	Copies	1000.00	0.00	0.00	

Open Windows | User: JudithM | 09 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL



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