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

SERVICE

MY WORK - VIEW CUSTOMER INFO AND CUSTOMER NOTES

Ribbon Access: Service > My Work

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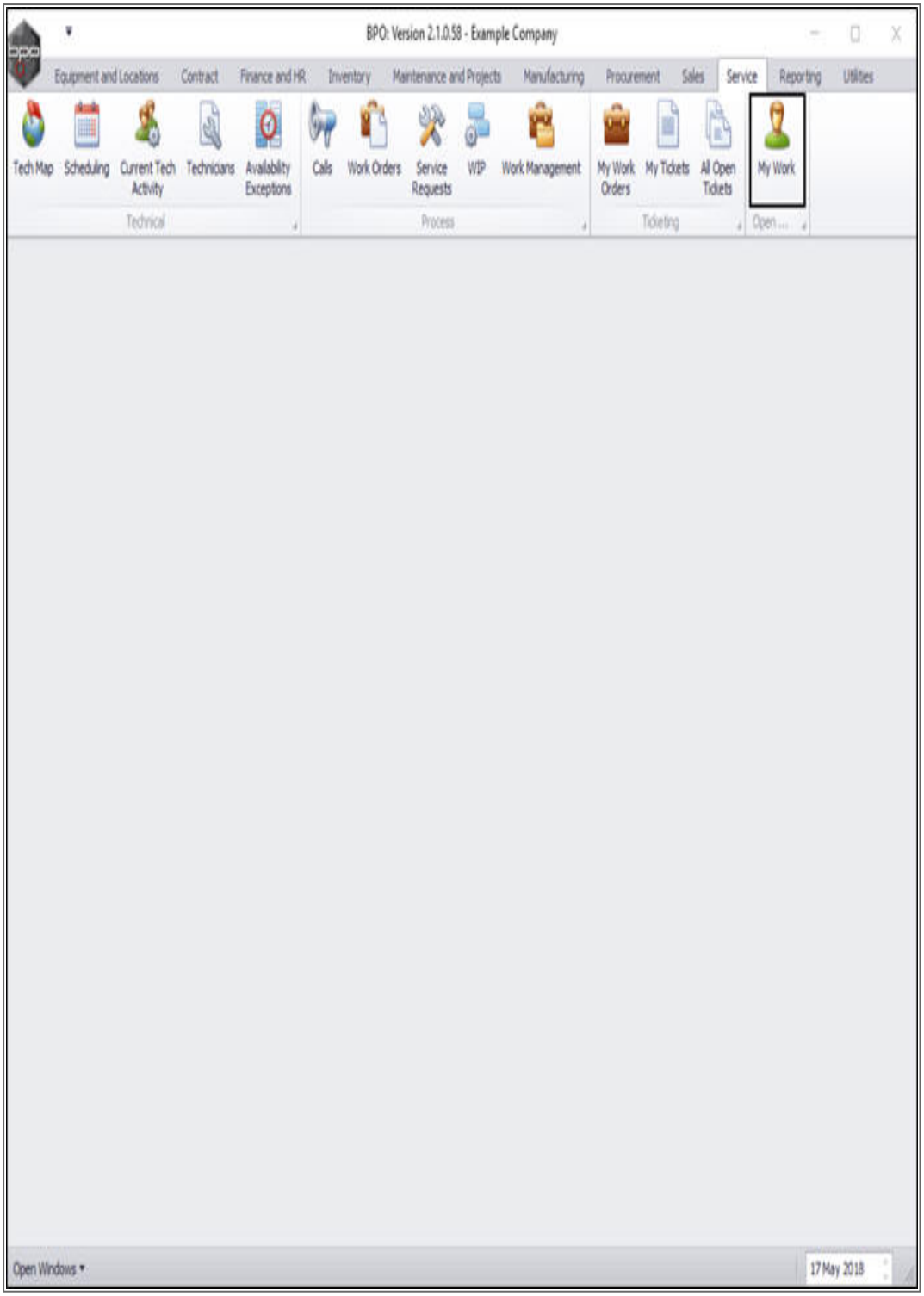

The **My Work** listing screen will be displayed.

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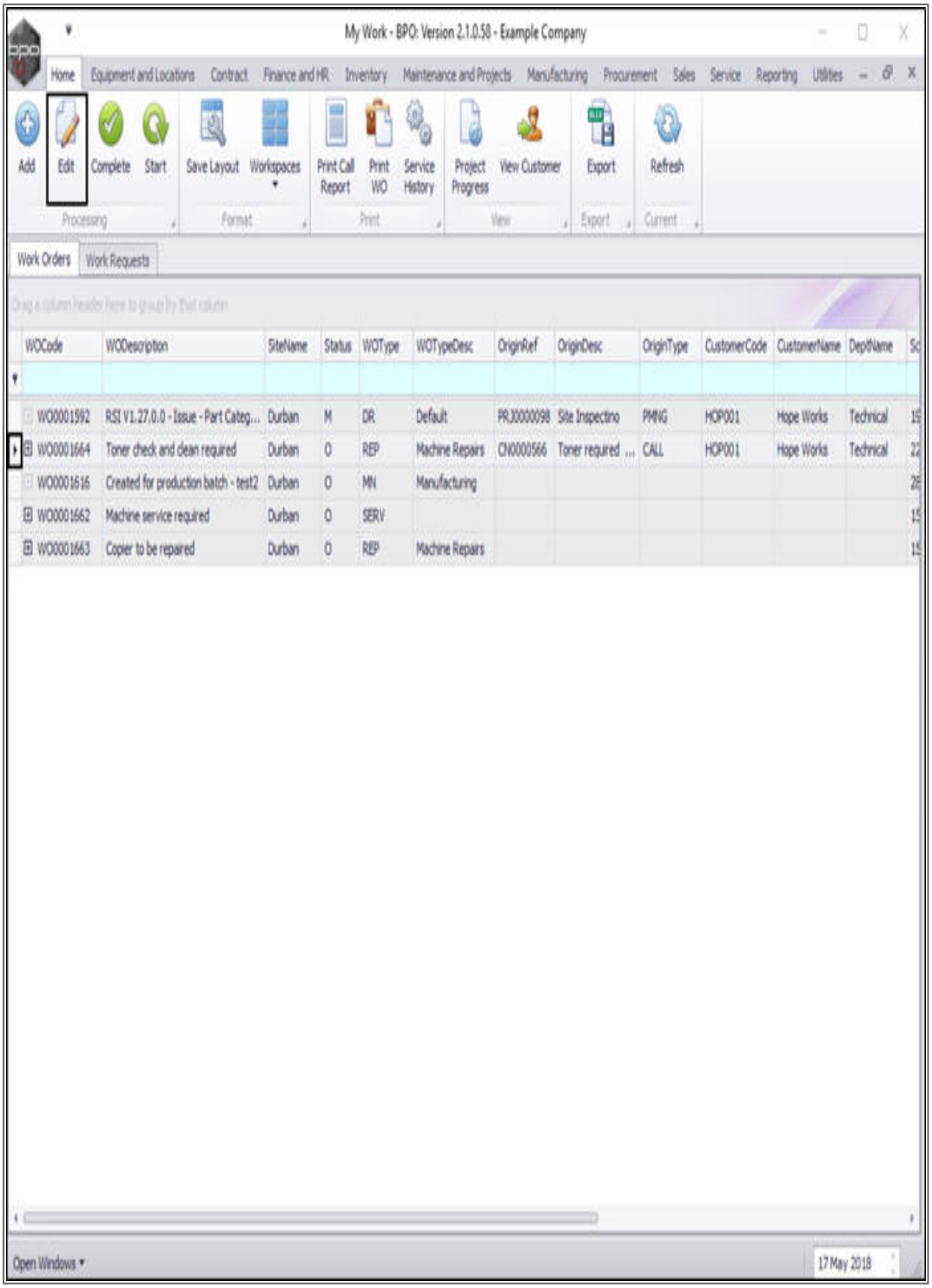
- Click on the **row selector** in front of the **work order** where you wish to **view** the related **customer information**.
- Click on **Edit**.



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The **Maintain WO** screen will be displayed.

- Click on the **Customer Info** tab on the right hand side of the screen.

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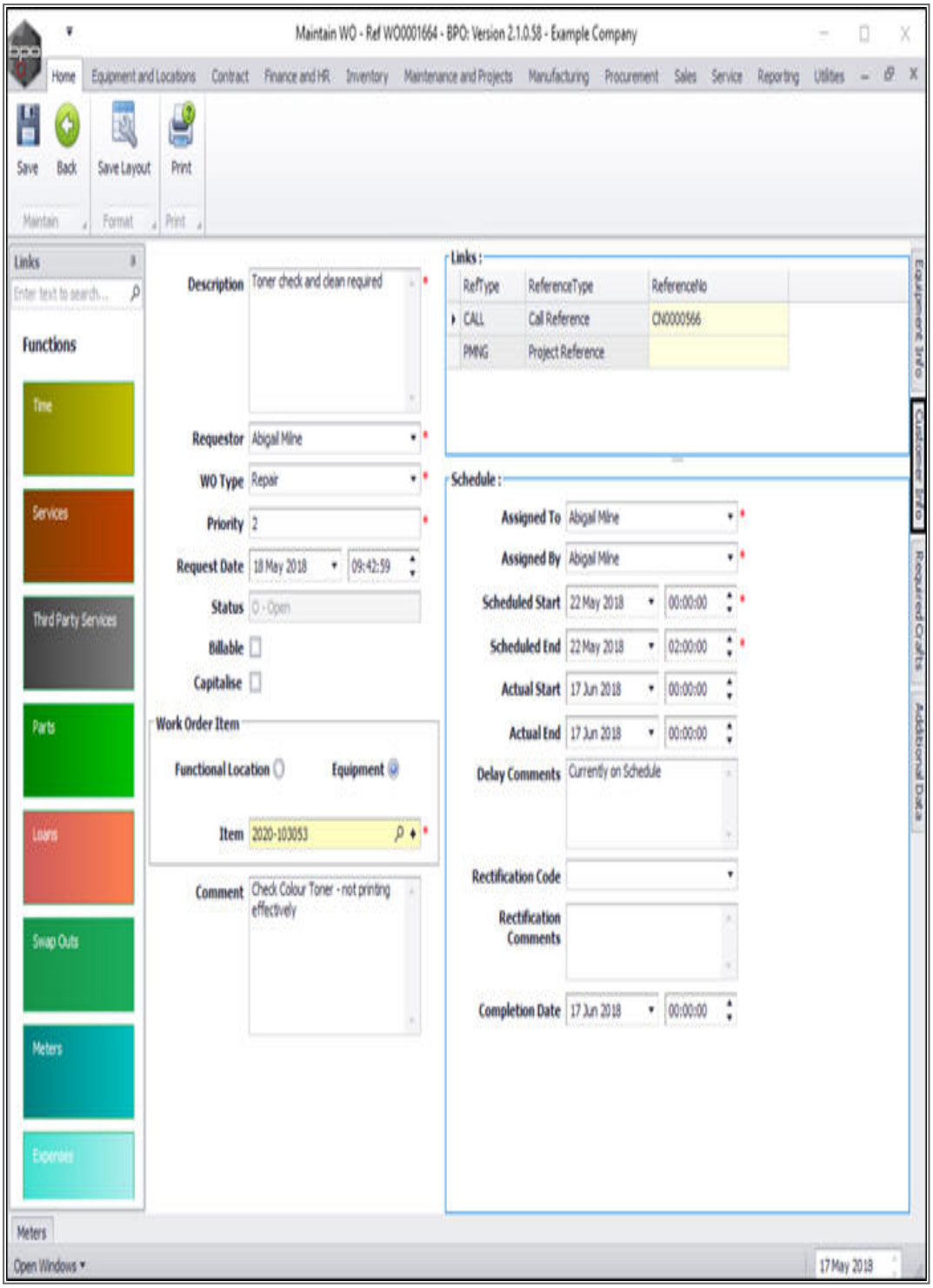

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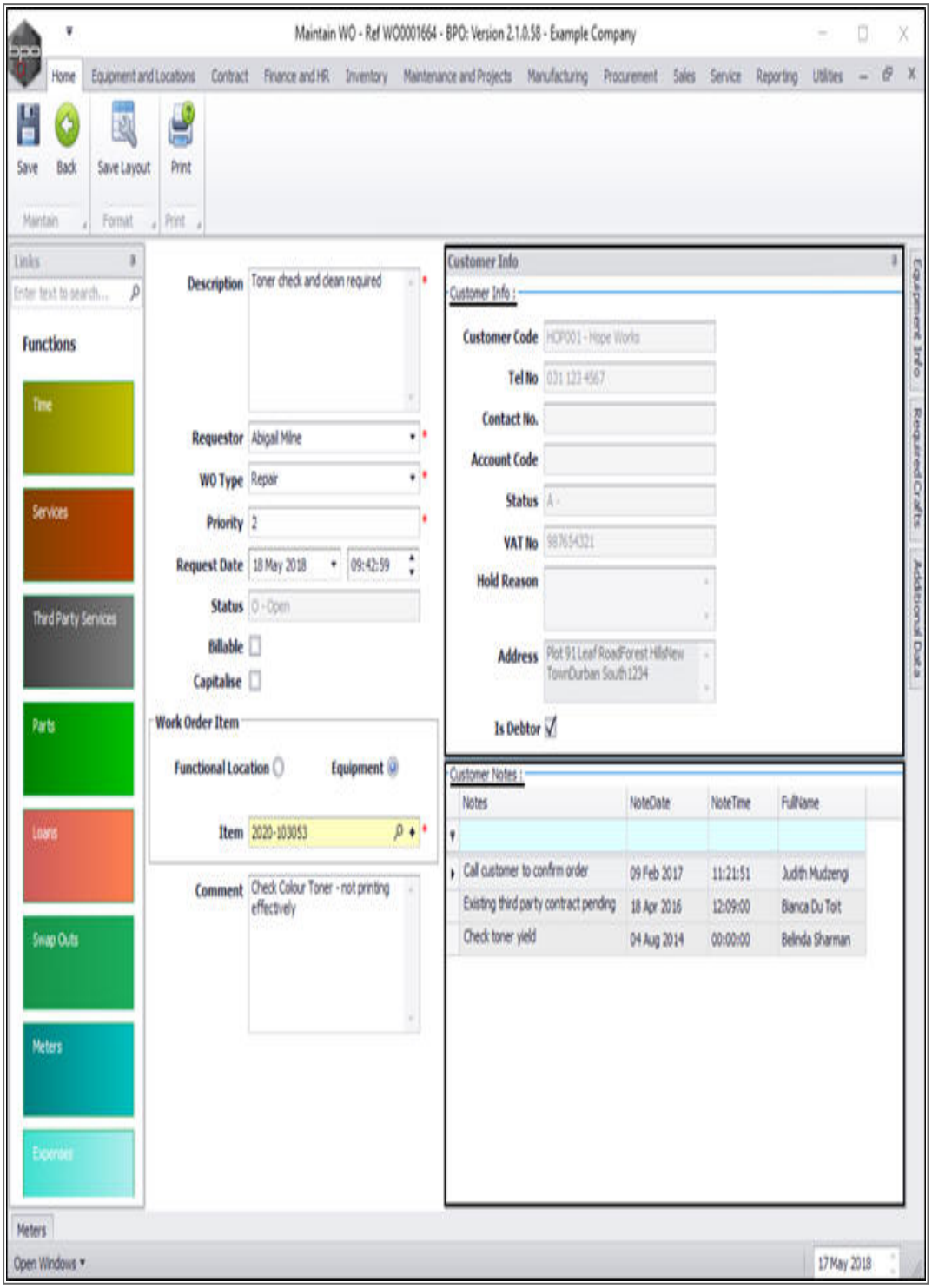
- The **Customer Info** docking panel will be expanded.
- Here you can view **Customer Info** details and any **Customer Notes**, if recorded.



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- If you wish to see more customer information, go back to the **My Work** listing screen.
- Click on the **row selector** in front of the **work order** where you wish to **view** the **customer details**.
- Click on **View Customer**.
- Follow the instructions to View the Customer.

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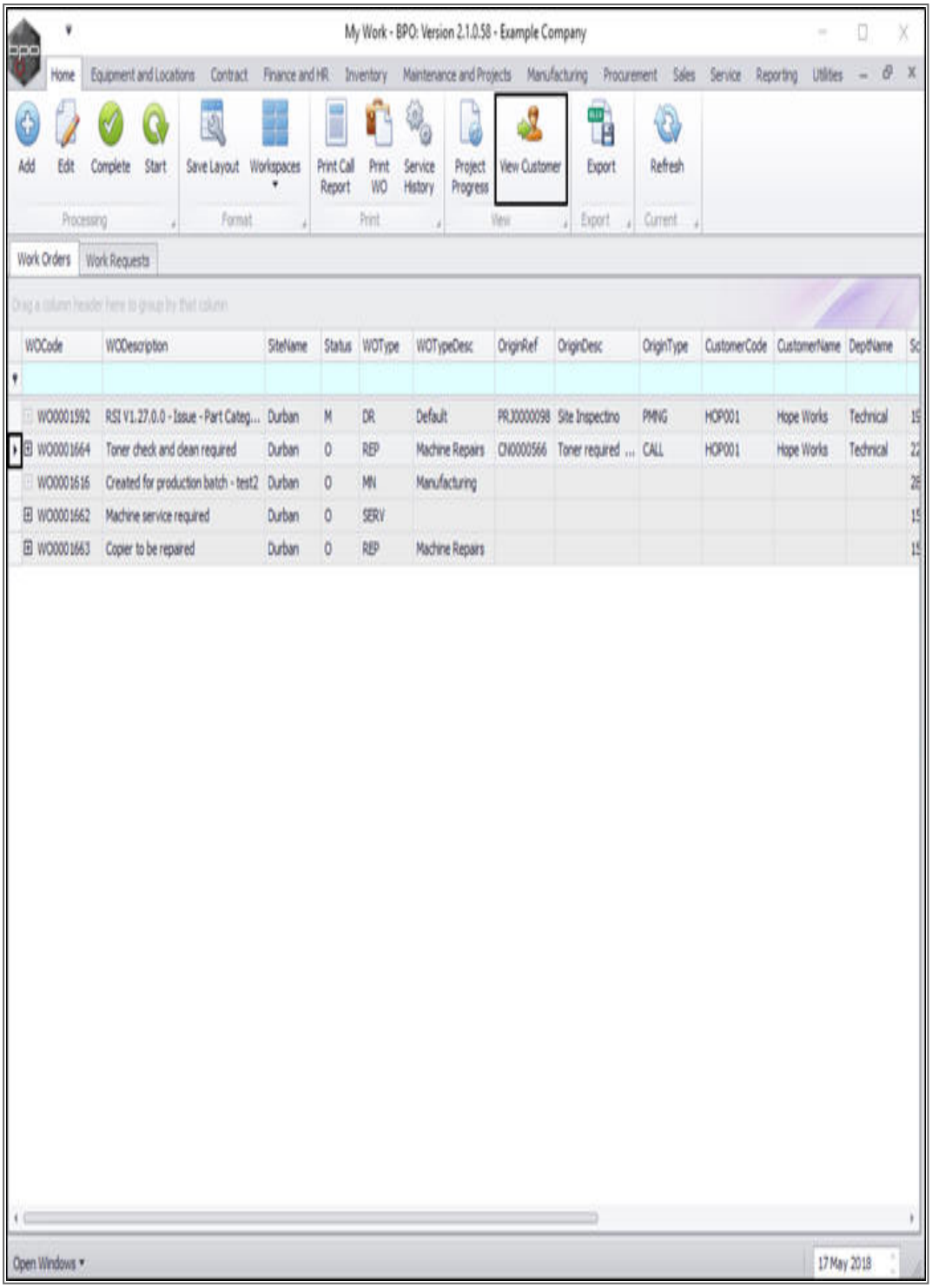

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