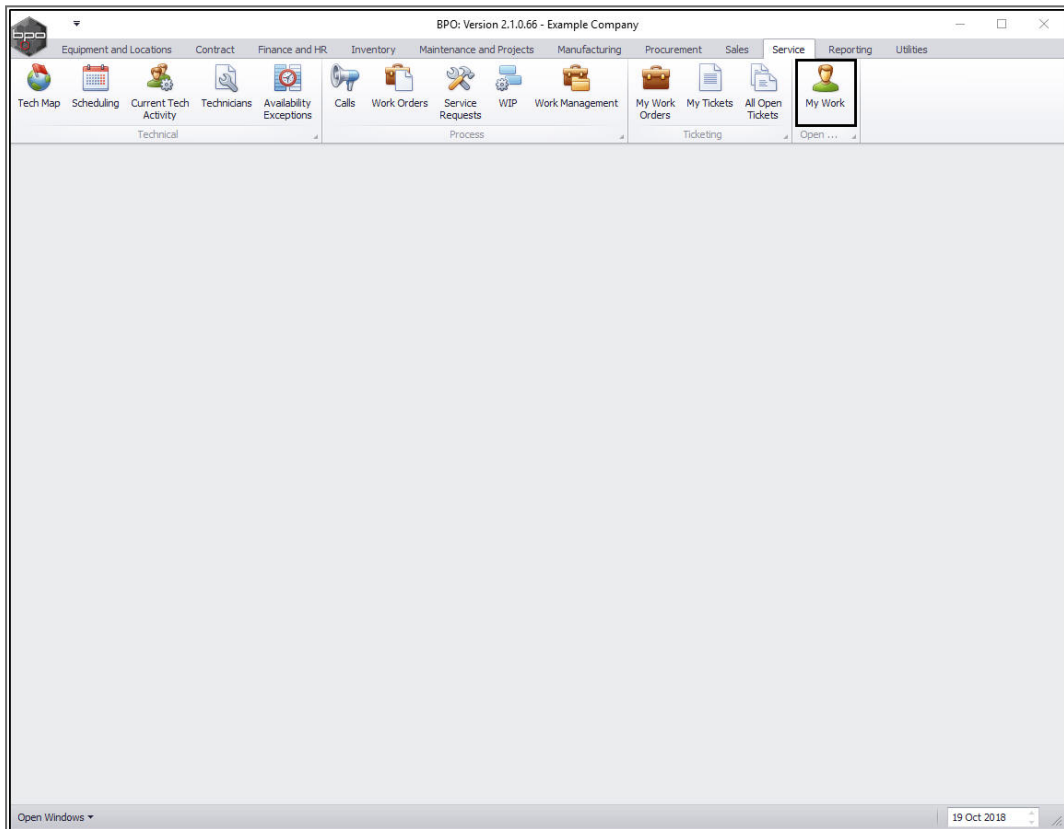We are currently updating our site; thank you for your patience.

SERVICE
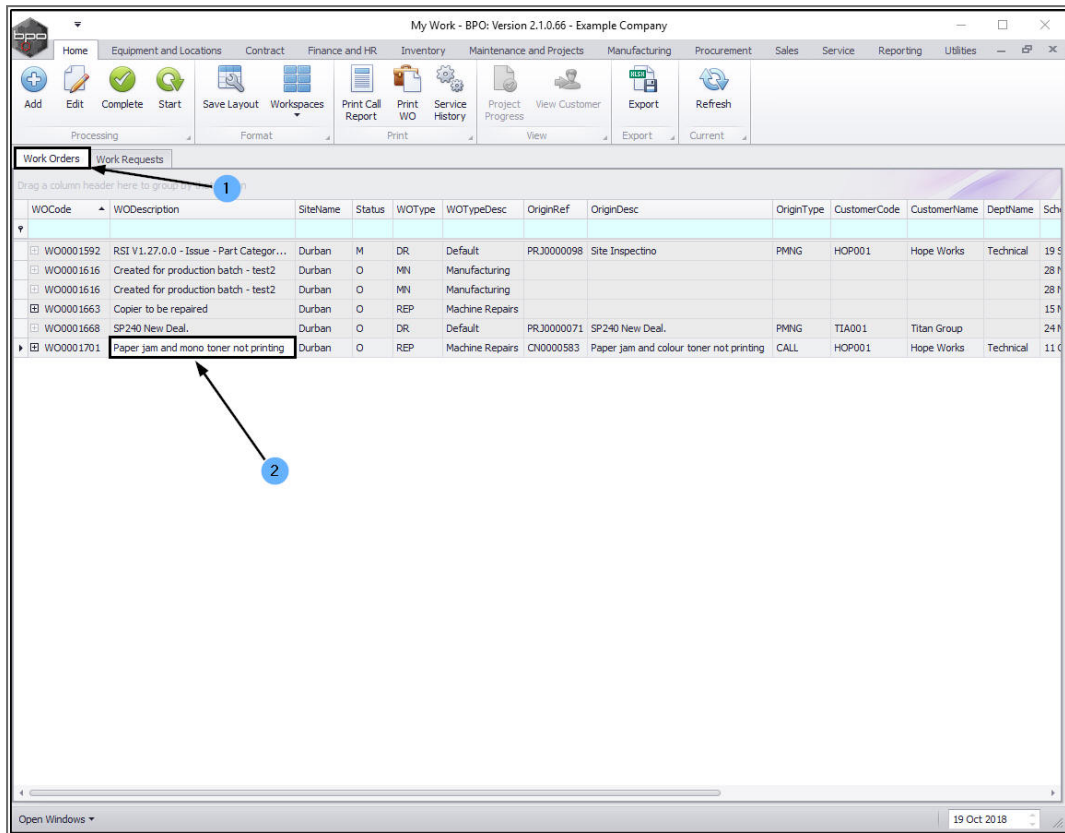
MY WORK – EDIT WORK ORDER DESCRIPTION, COMMENTS, RECTIFICATION COMMENT

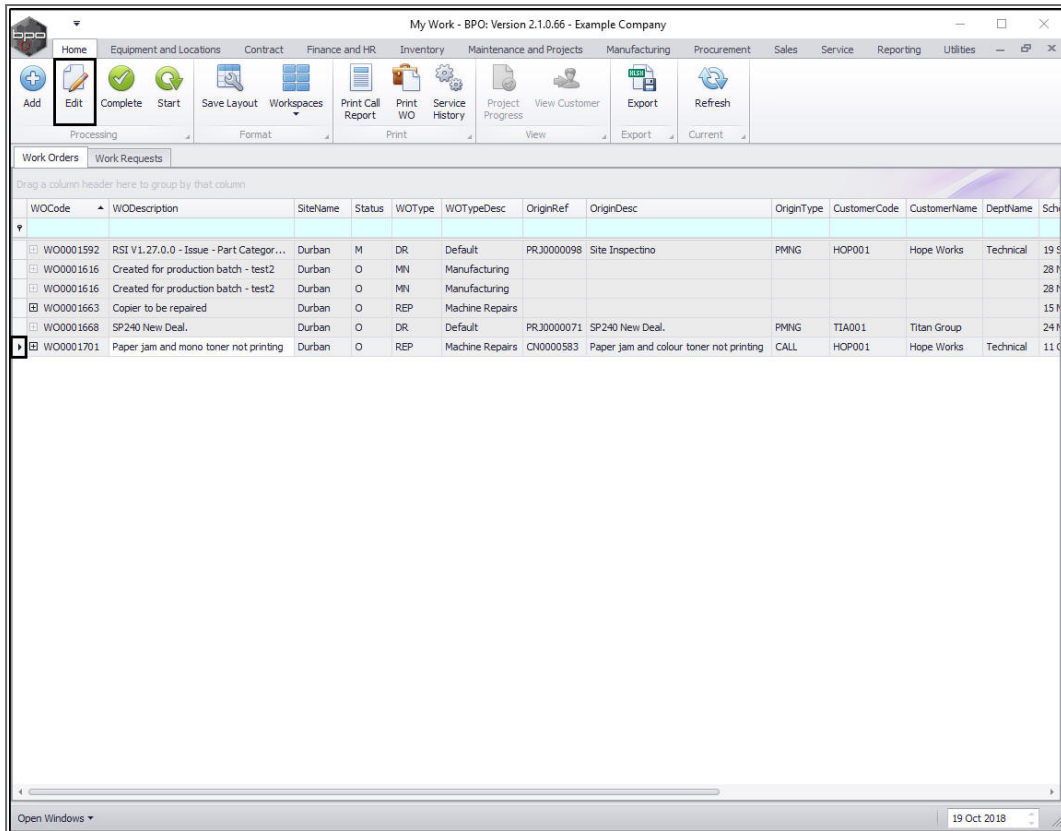**Ribbon Access:** Service > My Work

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

1. Ensure that you have selected the **Work Orders** tab.
2. Search for the **work order** that contains the **Description** that you wish to change.

1. Click on the **row selector** in front of the **work order** to be edited.
2. Click on **Edit**.

- The **Maintain WO - Ref [ ]** will be displayed.

EDIT WORK ORDER DESCRIPTION

- Click in the **Description** text box, select the incorrect text and delete it.
  - In this image, the text **'mono'** has been selected to be deleted.
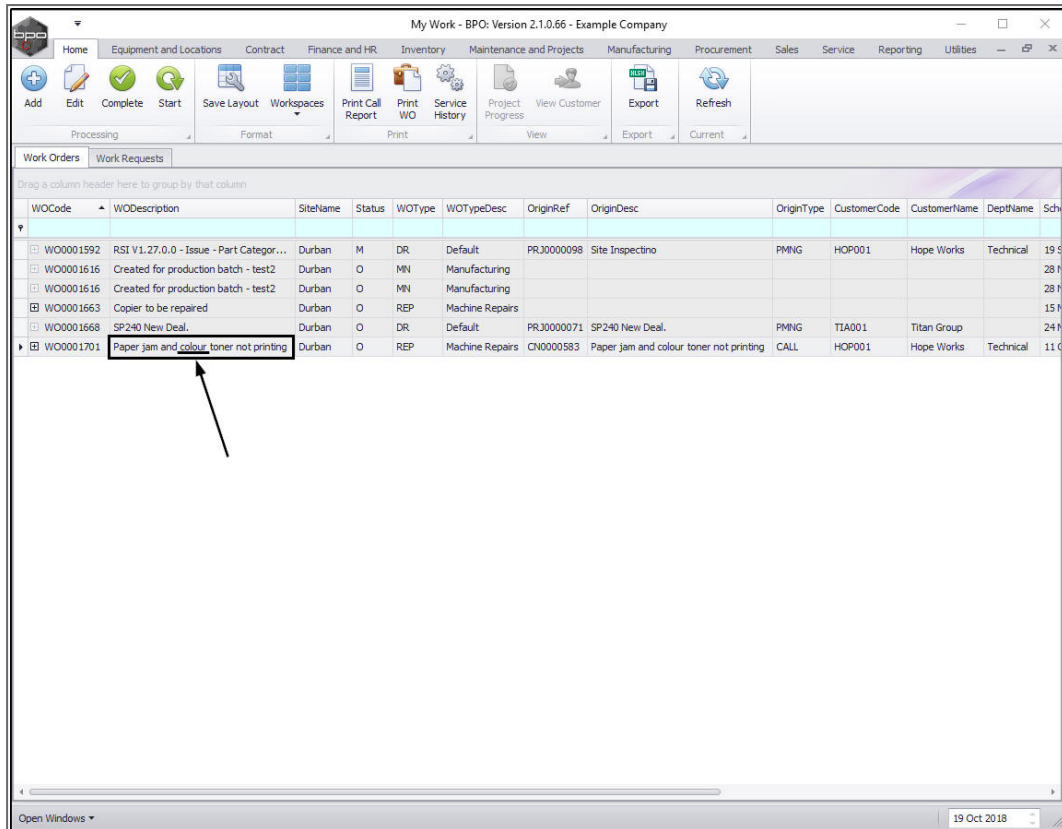
1. Type in the changes as required.
   - In this image, **'colour'** has replaced 'mono'.
2. Click on **Save**.

- The edited details will be **saved** and you will return to the **My Work** listing screen.
- Here you can view the changes in the **WO Description** column.

EDIT WORK ORDER COMMENT

1. In the **Work Order** listing screen, ensure that you have selected the **Work Orders** tab.
2. Click on the **row selector** in front of the **work order** where you wish to change the **Comment**.
3. Click on **Edit**.
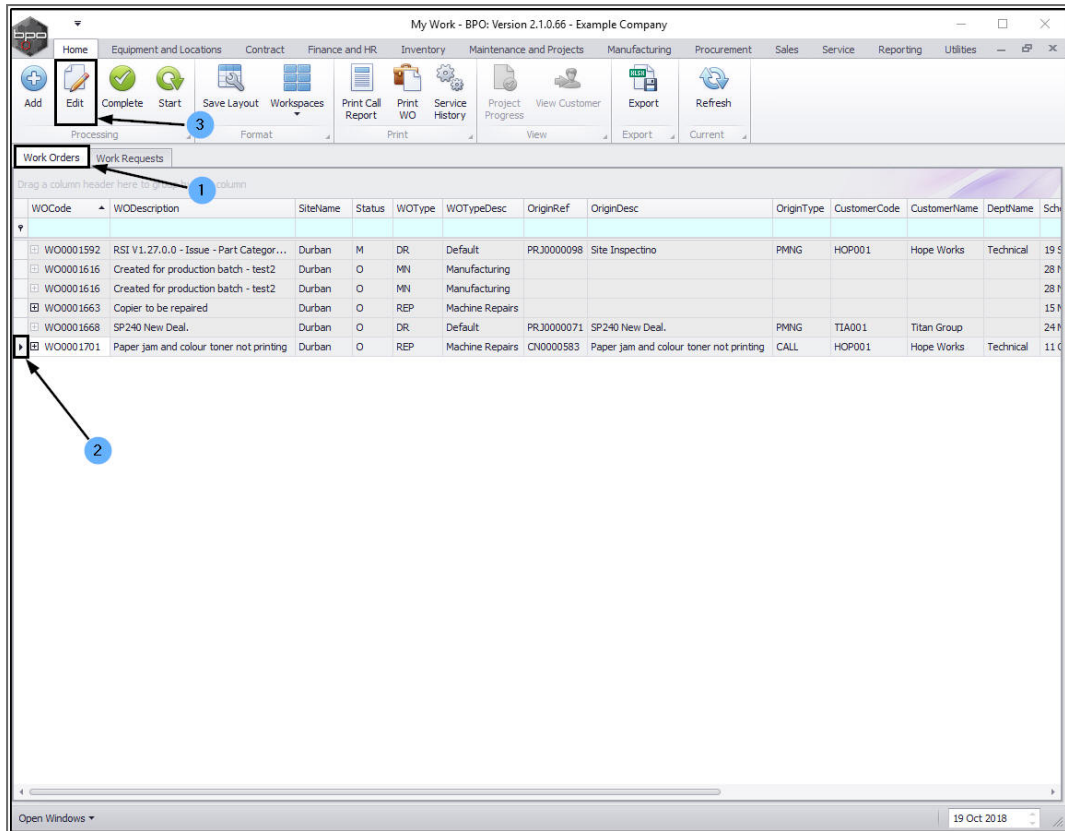
- Click in the **Comment** text box, select the incorrect text and delete it.
  - In this image, the text **'mono'** has been selected to be deleted.

1. Type in the changes as required.
    - In this image, **'colour'** has replaced 'mono'.
2. Click on Save.
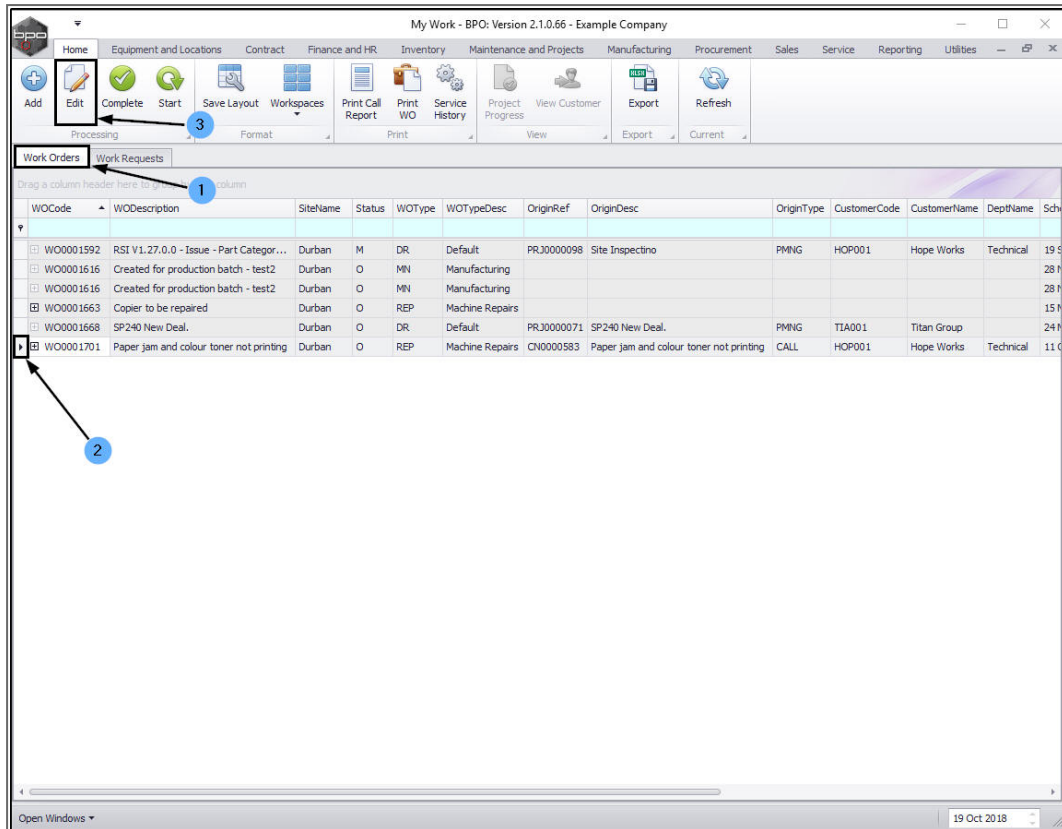
The edited details will be **saved** and you will return to the **My Work** listing screen.

EDIT WORK ORDER RECTIFICATION COMMENT

1. In the **Work Order** listing screen, ensure that you have selected the **Work Orders** tab.

2. Click on the **row selector** in front of the **work order** where you wish to change the **Rectification Comment**.

3. Click on **Edit**.

- Click in the **Rectification Comment** text box, select the incorrect text and delete it.
  - In this image, there is no text to be deleted but the Rectification Comment needs to be **expanded** to include more information.

1. Type in the changes as required.
   - In this image, **additional text** has been added to the Rectification Comments box.
2. Click on **Save**.

The edited details will be **saved** and you will return to the **My Work** listing screen.

- Click on the **expand** button in the row of the edited work order.
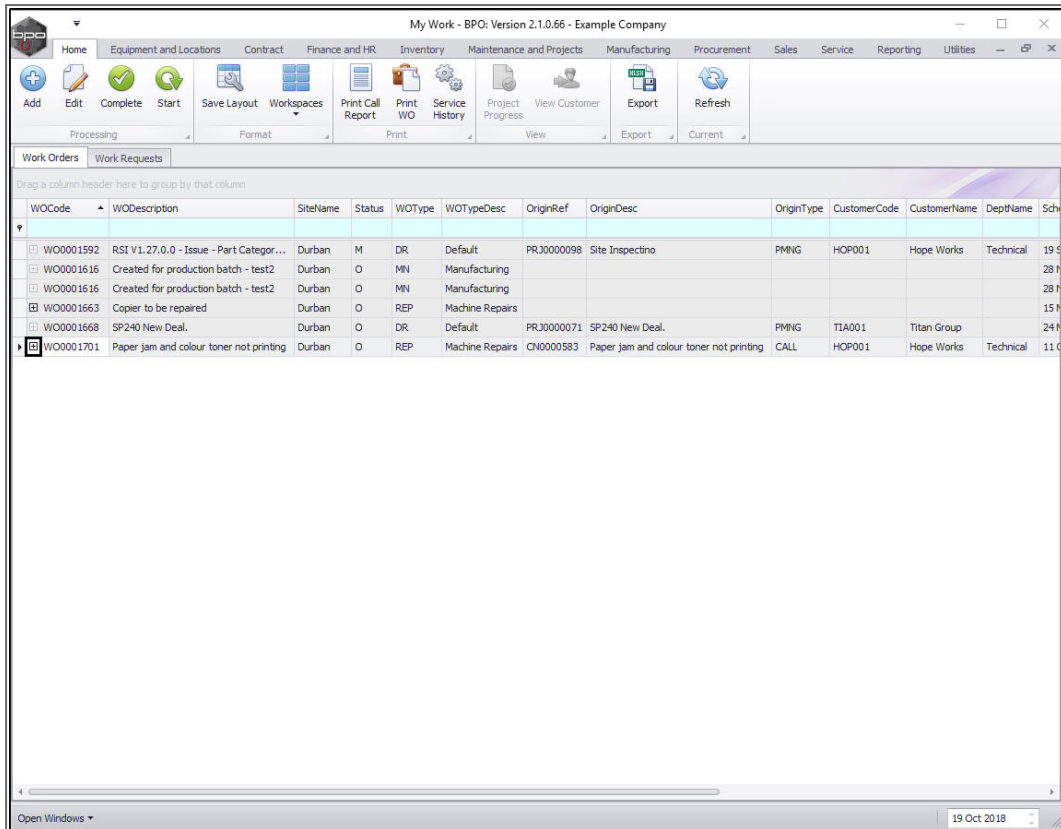
1. The **Prior Work Orders** frame will be expanded.
2. **Scroll right** in this frame until you can view the **Rectification Comment** column.
3. Here you can **view** the updated Rectification Comment details.

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