

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

SERVICE

WORK MANAGEMENT - ASSIGN A CRAFT

Link a craft or skill required for the work to be completed.

Ribbon Access: Service > Work Management

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		Te	chnical						Process					Ticketing	Open W	\$

- 1. The Work Management screen will be displayed.
- 2. Select the **date range** that will contain the **work order** you wish to assign a **craft** to.
- 3. Select the **Site** where the work order was issued.
 - The example has **Durban** selected.

Click on the **Refresh** button Refresh to update the screen.



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🔏 Belinda Sharman	1/1		WO0006214	Tier - Commercial Tier Test	Durban	Julanda Kessler	М	INST	Installation	HOP001	C
💢 Karlien Jessica Young Dunnaway Svenson	1/0		WO0006250	Paper not feeding through rollers	Durban	Theo Peterson	0	REP	Machine Repairs	HOP001	a
John Twain	1/0		WO0006260	Loan unit required while main unit is being	Durban	Karlien Jessica Yo	0	REP	Machine Repairs	OFF001	Ch
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- 4. The **Work Orders** frame will be populated with all the work orders in the specified date range.
- 5. Click on the **row** of the **work order** you wish to **assign** a craft to.
- 6. Click on Edit.

Short cut key: Right click to display the Process menu list. Click on Edit.



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- 7. "The Maintain WO Ref [work order number] screen will be displayed." on page 2
- 8. Click on the **Required Crafts** tab to expand the **Required Crafts panel**.

Dock this panel while you are working in it.

9. Crafts that have been added to this work order will display in the panel.



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ADD A NEW CRAFT

- 10. **Right click** in the first available **row** of the **Crafts** data grid to display the **Process** menu.
- 11. Click on Add Add a new craft.



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- 12. The **Estimated Labour Hours** and **Crew Size** columns will now be populated.
- 13. The **Select a craft** screen will display.
- 14. Click on the **row** of the **craft** you wish to **add** to this work order.
- 15. Click on OK.



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- **Craft Name:** This text box will populate with the selected craft name.
- **Craft Description:** The selected craft description will display in the field.
- Estimated Hours: Click in this text box to type in or use the directional **arrows** to specify the estimated time for the work to be completed.
- Crew Size: Click in this text box tor type in or use the directional **arrows** to select the number of employees with this craft to complete this work order.
- When you have finished adding craft details to this work order, click on Save



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The assigned craft details will be **saved** to the work order and you will return to the **Work Management** screen.

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