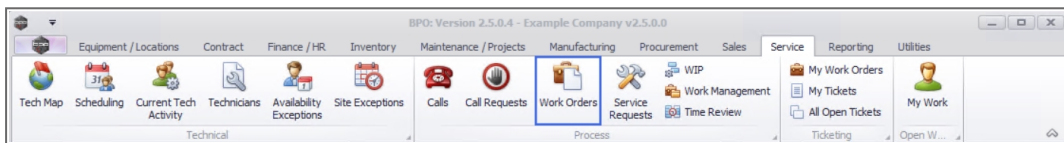


We are currently updating our site; thank you for your patience.

SERVICE

WORK ORDERS – VIEW A WORK ORDER

Ribbon Access: Service > Work Orders

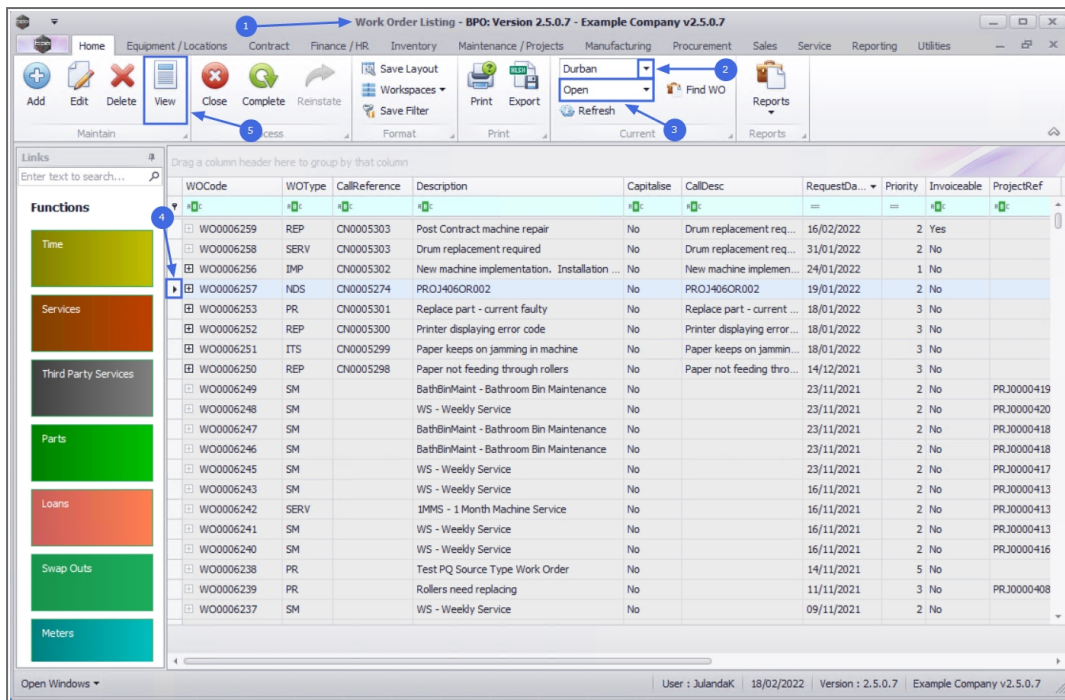


1. The **Work Order Listing** screen will display.
2. Select the **Site** where the work order was raised.
 - The example has **Durban** selected.
3. Select the **Status** for the work order you wish to view.
 - The example has **Open** selected.



If you are not sure of the **site** or **status** of the work order you require, use the [Find WO](#) feature to search for it.

4. Click on the **row** of the work order where you wish to view the details for.
5. Click on **View**.



6. The **View Work Order - [work order number]** screen will be displayed.



Note that this is a view only screen and no changes can be made to the work order details.

7. You can view the work order **details**, **Work Order Item** and **Schedule** information.
8. Click on **Additional Data**, **Customer Info**, **Equipment Info** or **Required Crafts** tab(s), to view the related information.
9. Click on the required **Functions** tile to view information linked to the work order.
10. Click on **Back** to return to the **Work Order Listing** screen.

