

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

SERVICE

WORK ORDERS - FIND WO

You can use **Find WO** to search for a work order code across all **sites** and **statuses**.

Ribbon Access: Service > Work Orders

• •		BP0: Version 2.5.0.4 - Example Company v2.5.0.0												_ = x		
		Equipment	/Locations	Contract	Finance / HR	Inventory	Mainten	ance / Projects	Manufactur	ing Pro	curement	Sales	Service	Reporting	Utilities	
Tech Ma	ap :	31 Scheduling	Current Tech Activity	Technicians	Availability Exceptions	Site Exceptions	Calls	Call Requests	Work Orders	Service Requests	🚰 WIP 🛍 Work	Management Review	M 📄 M	1y Work Orders 1y Tickets Il Open Tickets	My Work	
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- 1. The **Work Order Listing** screen will display.
- 2. You do not need to select a **Site** or **Status**.
 - The example shows **Pretoria** selected as **Site** and the **Status** as **Open**.
- 3. Click on **Find WO** to display the **Find WO** search box.



Work Orders - Search by Work Order Code

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Time	•		TON	PCN000002	Toner for collection		Toner for collection			
THIE			NDS		Test new deal rental new craft site link			14/05/2015	2 No	PRJOC
		PWO0000007	DR		Test work order other sites craft issue	No		25/05/2015	2 No	PRJOC
			REP	PCN000008	test		test	22/02/2016	2 No	
Services		PWO0000013	NDS		test			22/02/2016	2 No	PRJO
		PWO0000014	NDS	PCN0000011	test		test	22/02/2016	2 No	
		E PWO0000028	Π	PCN0000020	BPO2 non-client location		BPO2 non-client location	06/02/2017	2 No	
Third Party Services		PWO0000029	DR		Add A class part BPO2 Pretoria	No		08/02/2017	2 No	PR.30
		PWO0000030	DR		Add A class part from boot BPO2 Pretoria	No		08/02/2017	2 No	PR.JO
		PWO0000031	DR		Add A class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PRJO
Parts		PWO0000032	DR		Add B class part BPO2 Pretoria	No		08/02/2017	2 No	PRJ0
		PWO0000033	DR		Add B class part from boot stock BPO2 Pre	No		08/02/2017	2 No	PR JO
		PWO0000034	DR		Add B class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PRJO
		E PWO000035	DR		Add C class part from stock BPO2 Pretoria	No		08/02/2017	2 No	PRJO
Loans		PWO000036	DR		Add C class part from boot stock BPO2 Pre	No		08/02/2017	2 No	PR.30
		PWO0000037	DR		Add A class part BPO2 without auto part a	No		08/02/2017	2 No	PRJO
		• PWO000038	DR		Add A class part from asset warehouse wi.	. No		08/02/2017	2 No	PRJO
Swap Outs		PWO000039	DR		Add B class part from stock warehouse wit.	No		08/02/2017	2 No	PRJO
		PWO0000040	DR		Add B class part from asset warehouse wit	No		08/02/2017	2 No	PRJO
		PWO0000041	DR		Add C class part from stock warehouse wit	No		08/02/2017	2 No	PRJ00
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- To find a specific work order, type the work order number in the Find WO text box.
- 5. Click on the **search** button.

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	▶ PWO0000002	TON	PCN000002	Toner for collection		Toner for collection			
Time		NDS		Test new deal rental new craft site link			14/05/2015	2 No	PRJ000
	· PWO000007	DR		Test work order other sites craft issue	No		25/05/2015	2 No	PR.3000
		REP	PCN000008	test		test	22/02/2016	2 No	
Services	E PWO0000013	NDS		test			22/02/2016	2 No	PR.3000
	E PWO0000014	NDS	PCN0000011	test		test	22/02/2016	2 No	
		Π	PCN0000020	BPO2 non-dient location		BPO2 non-client location	06/02/2017	2 No	
Third Party Services	PWO0000029	DR		Add A class part BPO2 Pretoria	No		08/02/2017	2 No	PR.3000
	PWO0000030	DR		Add A class part from boot BPO2 Pretoria	No		08/02/2017	2 No	PR.3000
	PWO0000031	DR		Add A class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PR.3000
Dauba	PWO0000032	DR		Add B class part BPO2 Pretoria	No		08/02/2017	2 No	PR.3000
Parts	PWO0000033	DR		Add B class part from boot stock BPO2 Pre.	No		08/02/2017	2 No	PR.3000
	PWO0000034	DR		Add B class part from asset BPO2 Pretoria	No		08/02/2017	2 No	PR.3000
	• PWO000035	DR		Add C class part from stock BPO2 Pretoria	No		08/02/2017	2 No	PRJ00
Loans	• PWO000036	DR		Add C class part from boot stock BPO2 Pre	No		08/02/2017	2 No	PRJ00
	PWO0000037	DR.		Add A class part BPO2 without auto part a	No		08/02/2017	2 No	PR.3000
	PWO0000038	DR		Add A class part from asset warehouse wi.	. No		08/02/2017	2 No	PRJ00
Swap Outs	• PWO0000039	DR.		Add B class part from stock warehouse wit.	No		08/02/2017	2 No	PRJ00
	PWO0000040	DR.		Add B class part from asset warehouse wit	No		08/02/2017	2 No	PR.3000
	PWO0000041	DR		Add C class part from stock warehouse wit	No		08/02/2017	2 No	PR.3000
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- 6. The system will locate and select the **row** of the work order that you have searched for.
- 7. **Note** that the **Site** and **Status** has been updated with the site

where the work order was issued and the status of the work order.

–				Work Order	Listing - BPO: Version 2.5.0.7 - Exampl	e Company	v2.5.0.7			_	
Home Equipm	ent/	Locations Contra	act Finar	nce / HR Inver	ntory Maintenance / Projects Manufa	cturing Pr	ocurement Sales Se	rvice Report	ng Utili	ties	- 8
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Functions		a Dr.	alle	in the second se	10r 6	and c	in the second se	=	=		-Tojecuto
uncuons	E		CM.		WC Weekly Convice	Ne		17/07/2014	2	Ne	DD 10000
Time		W00000114	SM		BathRinMaint - Bathroom Bin Maintenance	No		24/07/2014	2	No	PR 10000
		E W00000175	NDS		SP1912 NDS 1 - Machine installation	No		03/07/2014	2	No	PR 10000
		E WO0000178	SERV	CN0000035	test		test A	16/07/2014	3	No	1100000
Services		··· WO0000182	SERV	CN0000039	Machine error code - service - 1250		Machine error code - s	21/07/2014	2	No	
		WO0000184	SERV	CN0000041	Please service machine as per error code		Please service machine	21/07/2014	2	No	
		· WO0000196	SERV	CN0000047	Service required		Service required	31/07/2014	2	No	
Third Party Services		WO0000198	REP	CN0000049	Machine error		Machine error	04/08/2014	2	No	
		WO0000203	SERV	CN0000053	Machine error code - drum		Machine error code - d	05/08/2014	2	No	
		WO0000204	SERV	CN0000054	Service required		Service required	05/08/2014	2	No	
Darte			INST		SP240-1 - Machine Installations	No		05/08/2014	2	No	PR.30000
Falls		· WO0000234	DR		Machine checks - test work order in compl	No		20/08/2014	2	No	
			NDS		tst			25/09/2014	2	No	PRJ0000
A CONTRACTOR OF		· WO0000273	NDS	CN0000086	test		test	12/11/2014	2	No	
Loans		··· WO0000278	SERV		1MMS - 1 Month Machine Service	No		04/08/2014	2	No	
		· WO0000286	SM		WS - Weekly Service	No		21/08/2014	2	No	PR.30000
			SM		BathBinMaint - Bathroom Bin Maintenance	No		21/08/2014	2	No	PR.30000
Swap Outs		• WO0000432	REP	CN0000095	Prints arent stapled		Prints arent stapled	08/01/2015	2	No	
		··· WO0000440	SERV	CN0000099	test first work order		test first work order	13/01/2015	2	No	
		1 WO0000445	DR	CN0000103	Contract Closure - CO0000004		Contract Closure - CO	02/02/2015	2	No	
Meters											
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en Windows 🕶						User	: JulandaK 22/02/2022	Version : 2.5.0	.7 Exan	ple Company	v2.5.0.7

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