

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

SERVICE

MY WORK - VIEW CUSTOMER INFO AND CUSTOMER NOTES

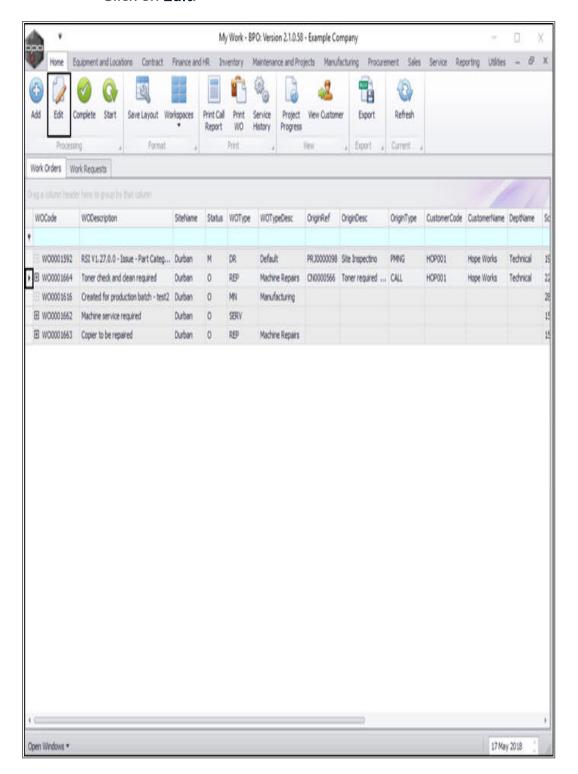
Ribbon Access: Service > My Work



The My Work listing screen will be displayed.



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



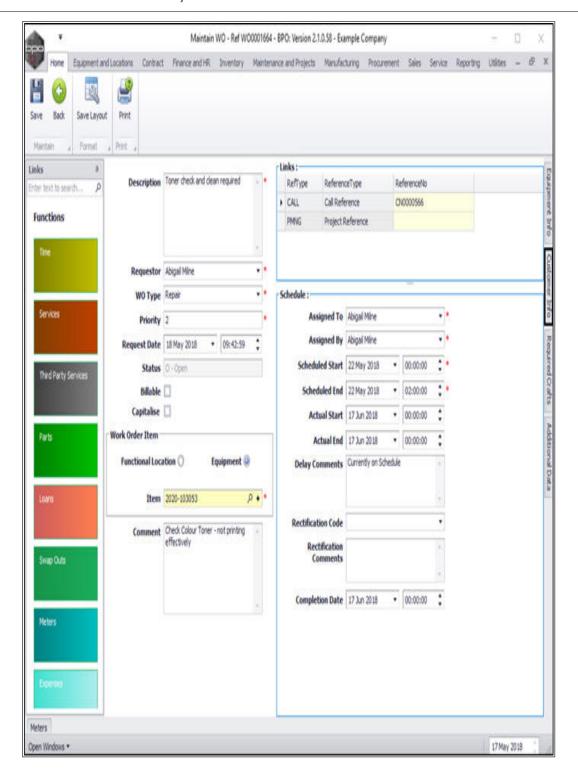




The **Maintain WO** screen will be displayed.

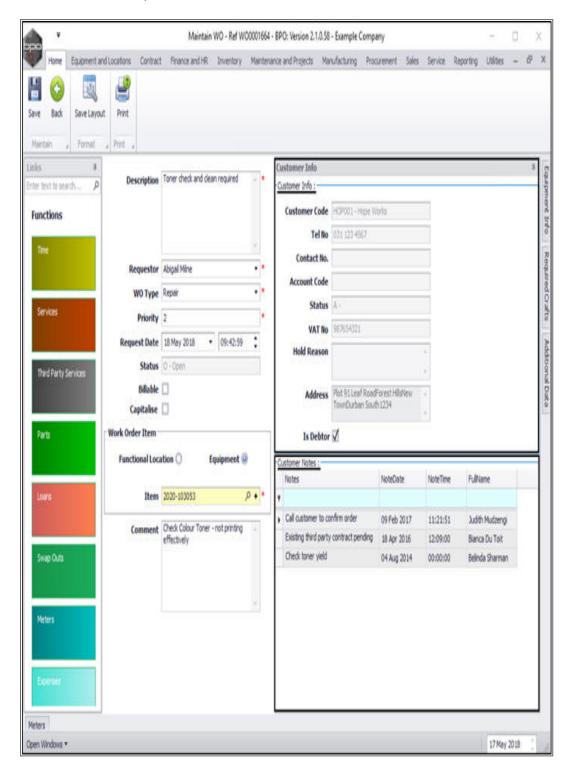
• Click on the **Customer Info** tab on the right hand side of the screen.





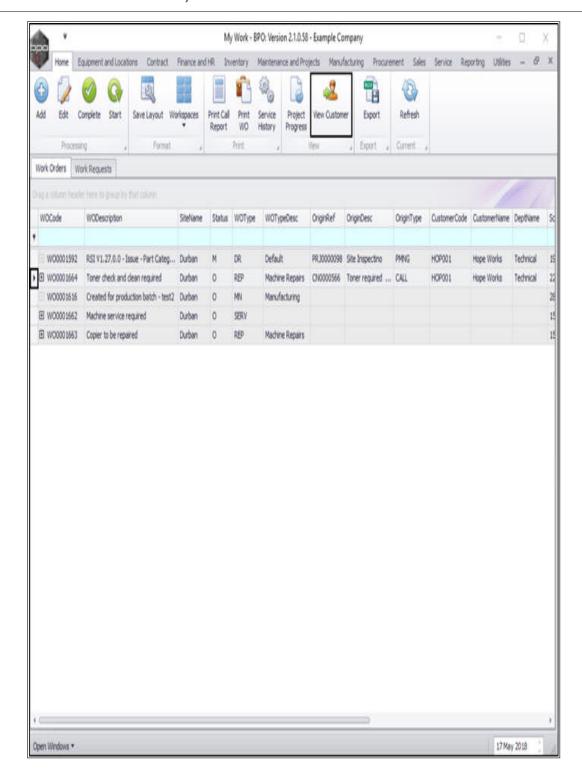


- The Customer Info docking panel will be expanded.
- Here you can view Customer Info details and any Customer Notes, if recorded.





- 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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