

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

## SERVICE

### MY WORK – VIEW CUSTOMER

The **My Work** screen deals with work that is assigned to a specific employee, i.e. when an employee is logged in, that employee can only see work orders assigned to themselves

If one of these work orders is linked to a **customer** - you will be able to view the customer details from the **My Work** listing screen.

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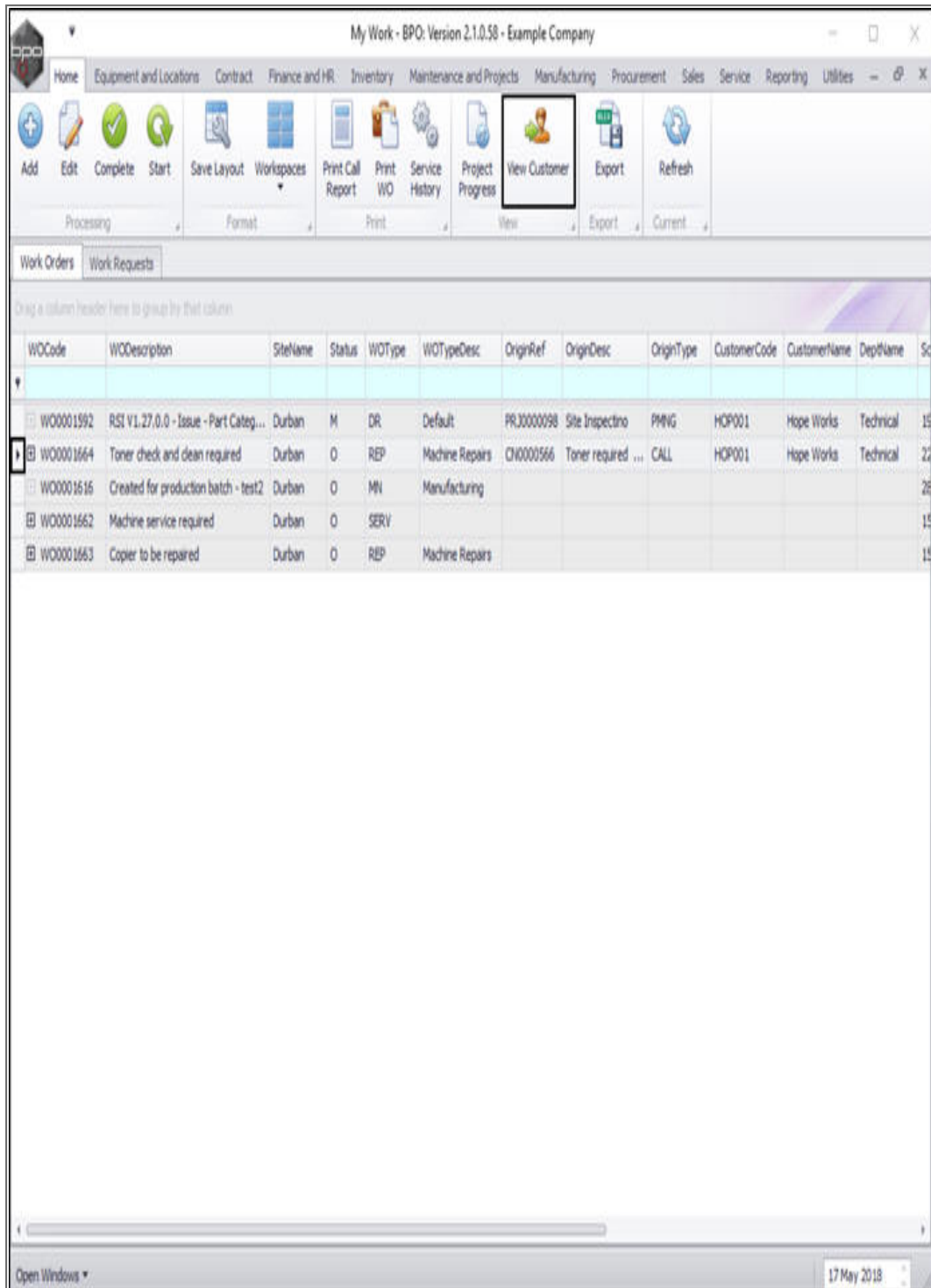
**Ribbon Access:** Service > My Work

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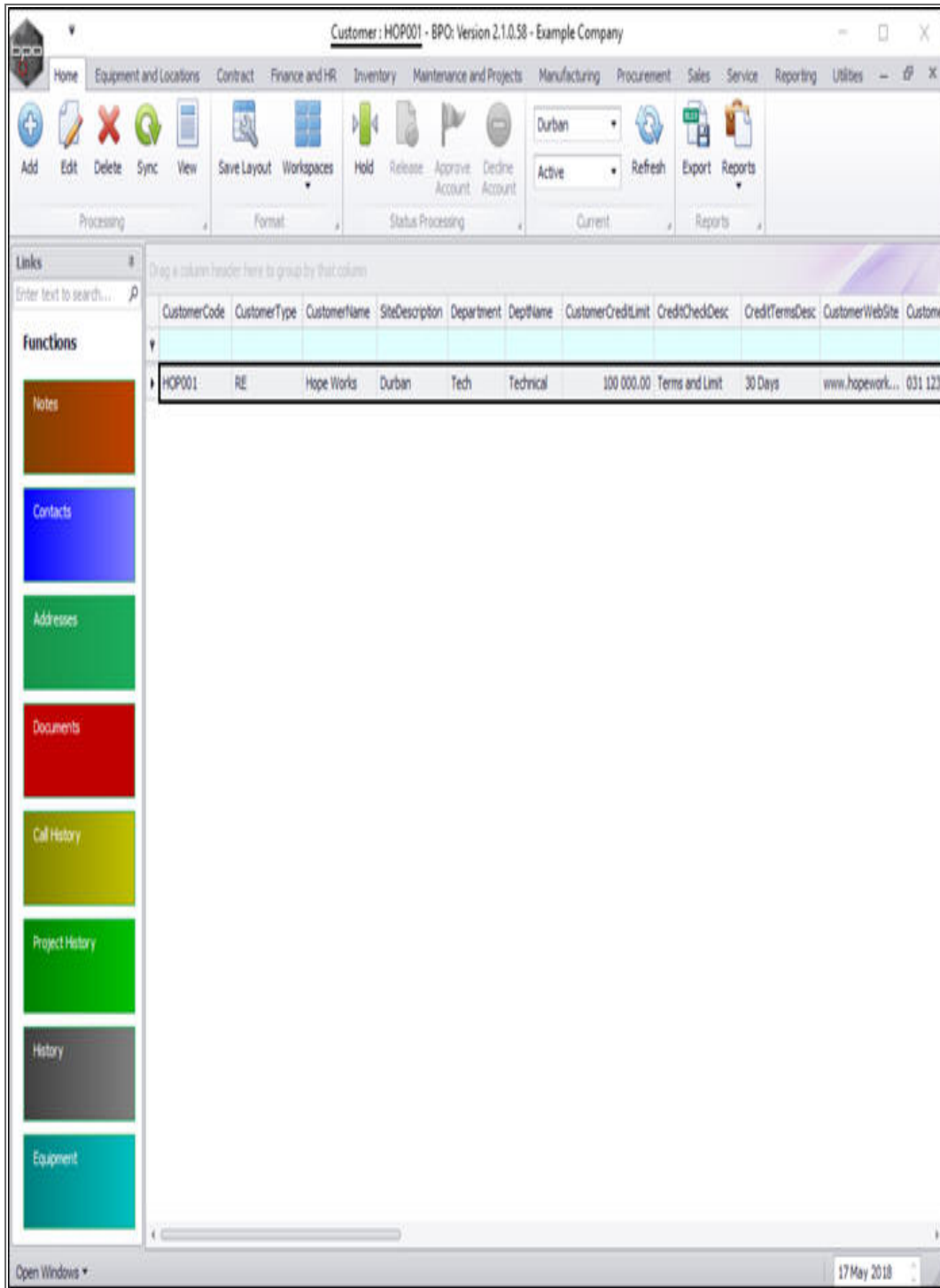


The **My Work** listing screen will be displayed.

- Click on the **row selector** in front of the **work order** that you wish to **view** the related **customer details** of.
- Click on **View Customer**.



- The **Customer** screen will open with the relevant customer selected.
  - **Note:** This is only applicable if the work order is linked to a customer.



- You can also **View Customer Details** by navigating from the My Work screen to the Maintain WO screen and then clicking on the

## Customer Info tab.

**Links**

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	CH0000566
PMNG	Project Reference	

**Schedule**

Assigned To: Abigail Mine  
Assigned By: Abigail Mine  
Scheduled Start: 22 May 2018 00:00:00  
Scheduled End: 22 May 2018 02:00:00  
Actual Start: 17 Jun 2018 00:00:00  
Actual End: 17 Jun 2018 00:00:00  
Delay Comments: Currently on Schedule  
Rectification Code:  
Rectification Comments:  
Completion Date: 17 Jun 2018 00:00:00

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