

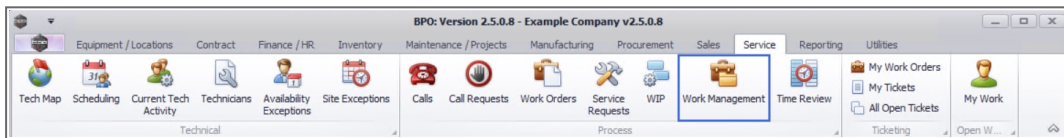
We are currently updating our site; thank you for your patience.

## SERVICE


### WORK MANAGEMENT – ASSIGN A CRAFT

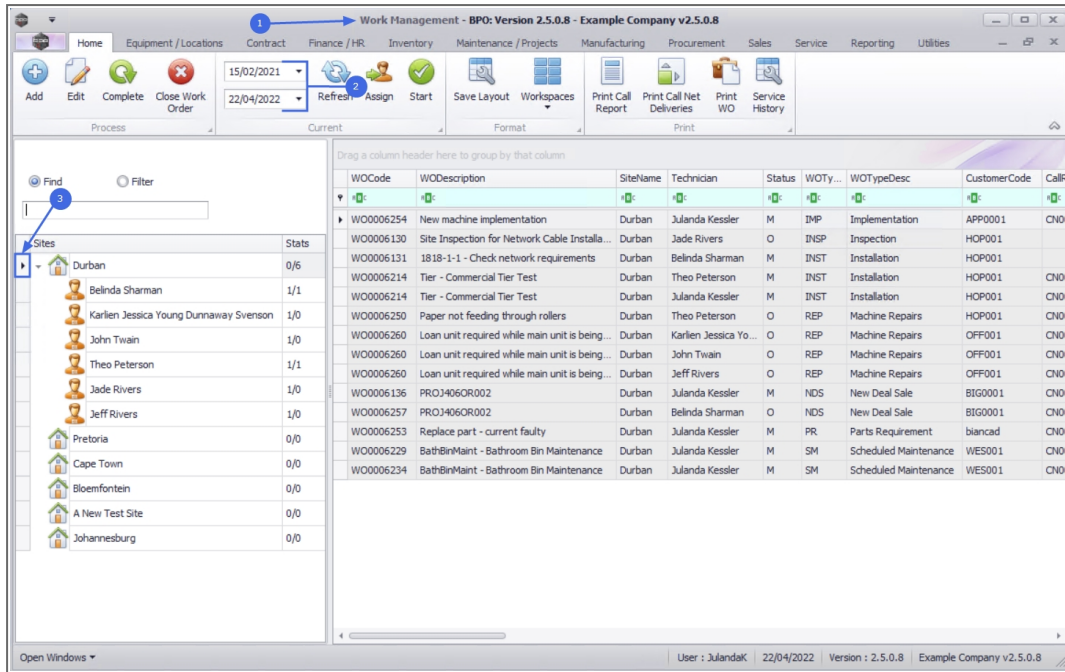
Link a craft or skill required for the work to be completed.

**Ribbon Access:** Service > Work Management



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.

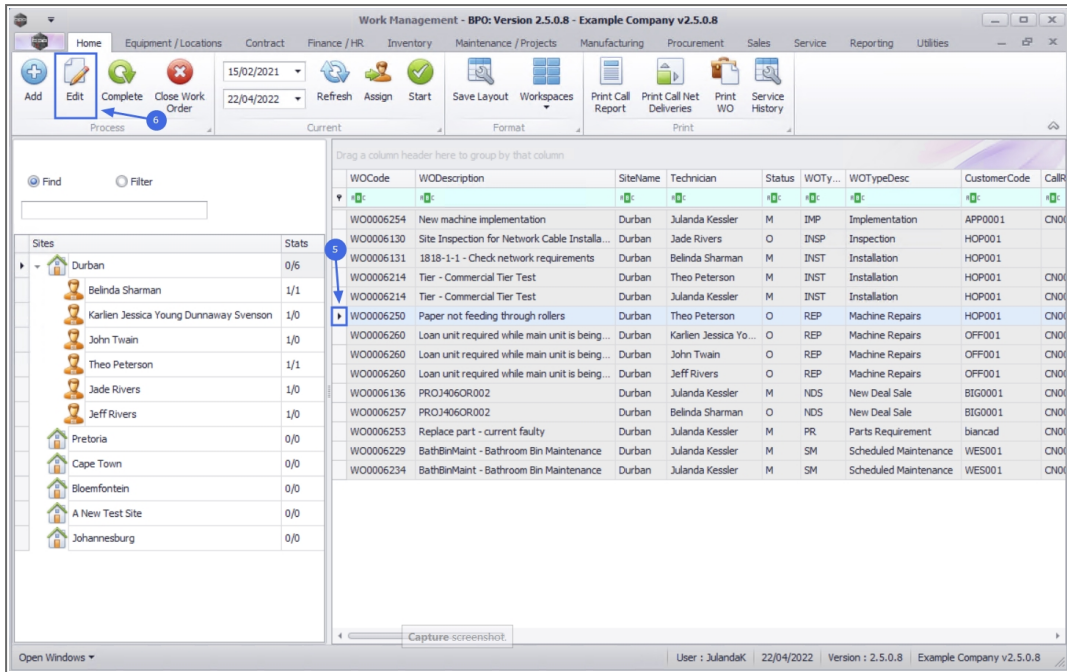
Click on the **Refresh** button  to update the screen.



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**.

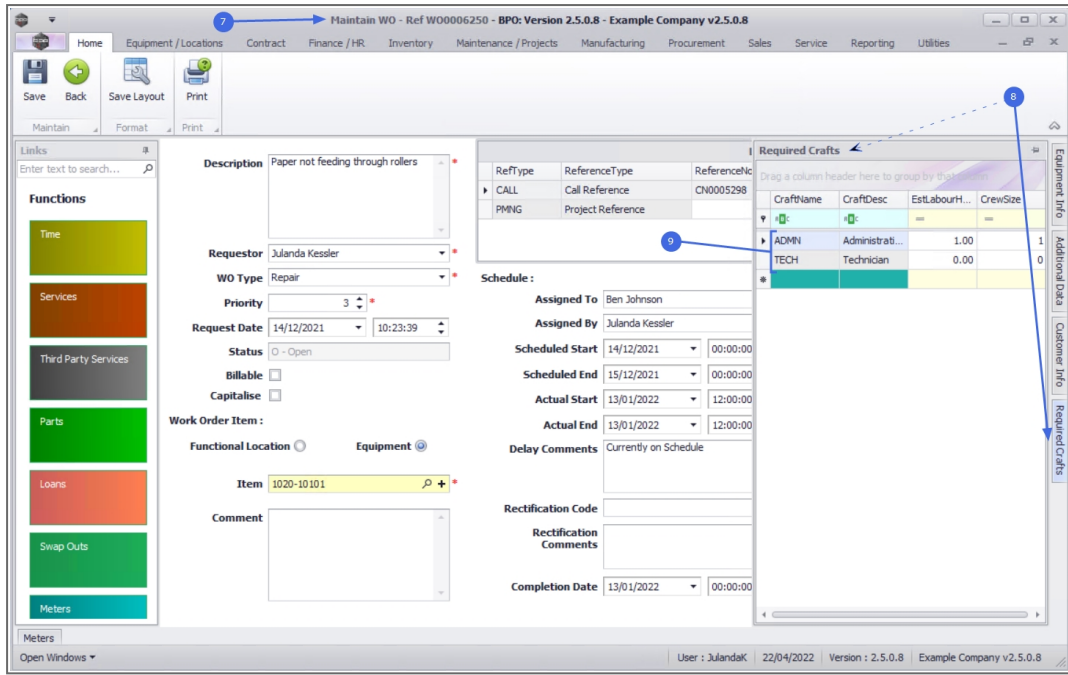


- " The Maintain WO - Ref [work order number] screen will be displayed. " on page 2
- Click on the **Required Crafts** tab to expand the **Required Crafts** panel.



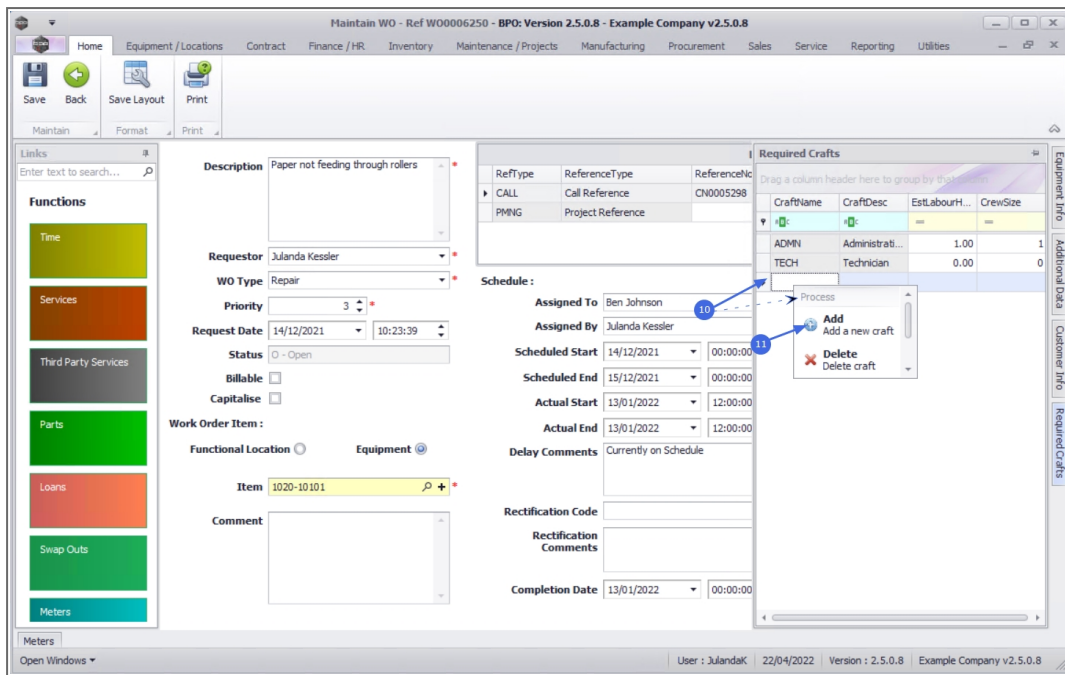
Dock this panel while you are working in it.

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

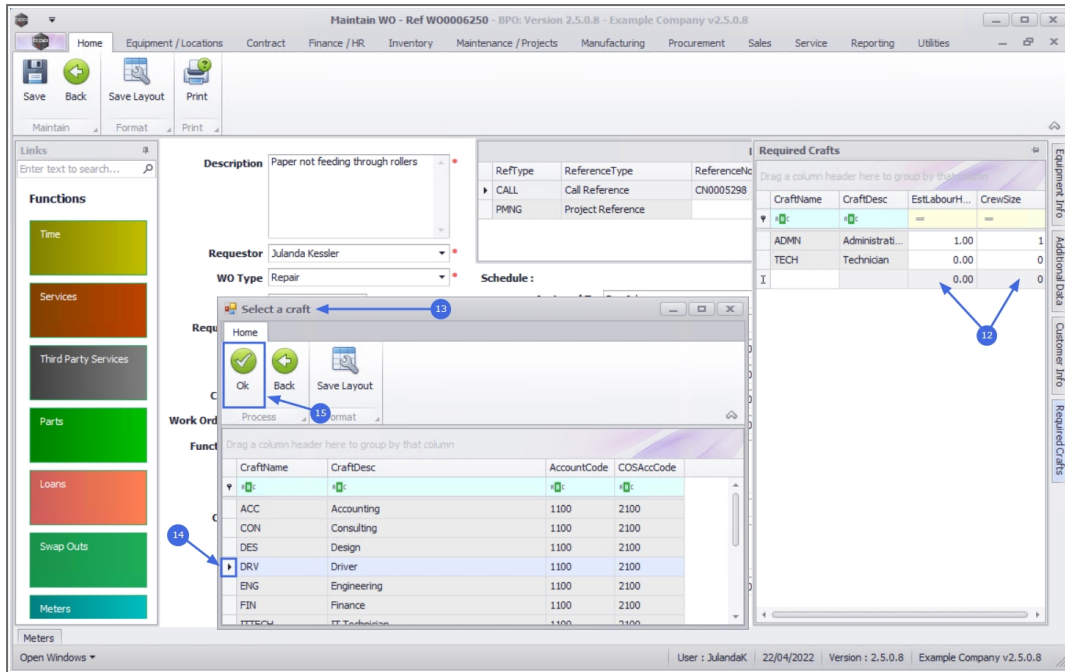


## ADD A NEW CRAFT

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.



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**.



- **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 to type in or use the directional **arrows** to select the number of employees with this craft to complete this work order.

17. When you have finished adding craft details to this work order, click on **Save**

The screenshot shows the 'Maintain WO' screen for 'Ref W00006250 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8'. The interface includes a top navigation bar with tabs like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below this is a toolbar with 'Save', 'Back', 'Save Layout', and 'Print' buttons. A left sidebar contains 'Links' and 'Functions' (Time, Services, Third Party Services, Parts, Loans, Swap Outs, Meters). The main area is divided into several sections:

- Description:** Paper not feeding through rollers
- Requestor:** Julanda Kessler
- WO Type:** Repair
- Priority:** 3
- Request Date:** 14/12/2021 10:23:39
- Status:** D - Open
- Billable:**
- Capitalise:**
- Work Order Item:** Functional Location: Equipment, Item: 1020-10101
- Comment:** (Empty text area)
- Reference Table:**

RefType	ReferenceType	Reference
CALL	Call Reference	CN000529
PMNG	Project Reference	
- Schedule:**
  - Assigned To: Ben Johnson
  - Assigned By: Julanda Kessler
  - Scheduled Start: 14/12/2021 00:00
  - Scheduled End: 15/12/2021 00:00
  - Actual Start: 13/01/2022 12:00
  - Actual End: 13/01/2022 12:00
  - Delay Comments: Currently on Schedule
  - Rectification Code: (Empty)
  - Rectification Comments: (Empty)
  - Completion Date: 13/01/2022 00:00
- Required Crafts Table:**

CraftName	CraftDesc	EstLabourHours	CrewSize
ADMN	Administr...	1.00	1
TECH	Technician	2.00	1
DRV	Driver	1.00	1

The bottom status bar shows: User: JulandaK, 22/04/2022, Version: 2.5.0.8, Example Company v2.5.0.8

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

MNU.072.004

