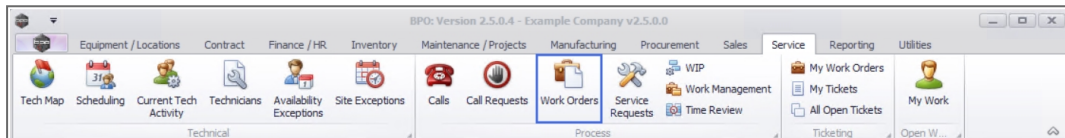


SERVICE

WORK ORDERS – VIEW A WORK ORDER

Ribbon Access: *Service > Work Orders*

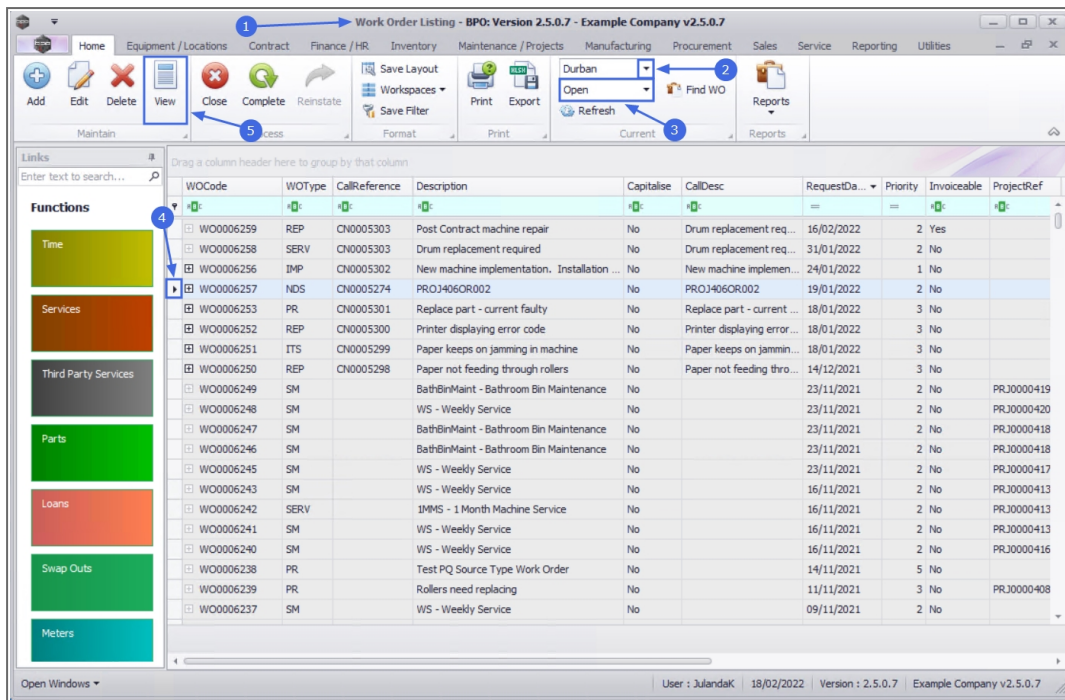


1. The **Work Order Listing** screen will display.
2. Select the **Site** where the work order was raised.
 - The example has **Durban** selected.
3. Select the **Status** for the work order you wish to view.
 - The example has **Open** selected.



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.

View Work Order - WO0006257 - BPO: Version 2.5.0.7 - Example Company v2.5.0.7

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Print

Links

Enter text to search...

Functions

- Time
- Services
- Third Party Services
- Parts
- Loans
- Swap Outs
- Meters

Description: RO1406CR002

Requestor: Julanda Kessler

WO Type: New Deal Sale

Priority: 2

Request Date: 19/01/2022 16:20:00

Status: Open

Billable: ☐

Capitalise: ☐

Work Order Item:

Functional Location: ☒ Equipment: ☐

Item: Durban North

Comment:

Links

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	CN0005274
PMNG	Project Reference	

Schedule:

Assigned To: Belinda Sharman

Assigned By: Julanda Kessler

Scheduled Start: 19/01/2022 00:00:00

Scheduled End: 20/01/2022 00:00:00

Actual Start: 18/02/2022 12:00:00

Actual End: 18/02/2022 12:00:00

Delay Comments: Currently on Schedule

Rectification Code:

Rectification Comments:

Completion Date: 18/02/2022 12:00:00

Additional Data Customer Info Equipment Info Required Crafts

User: JulandaK 18/02/2022 Version: 2.5.0.7 Example Company v2.5.0.7

