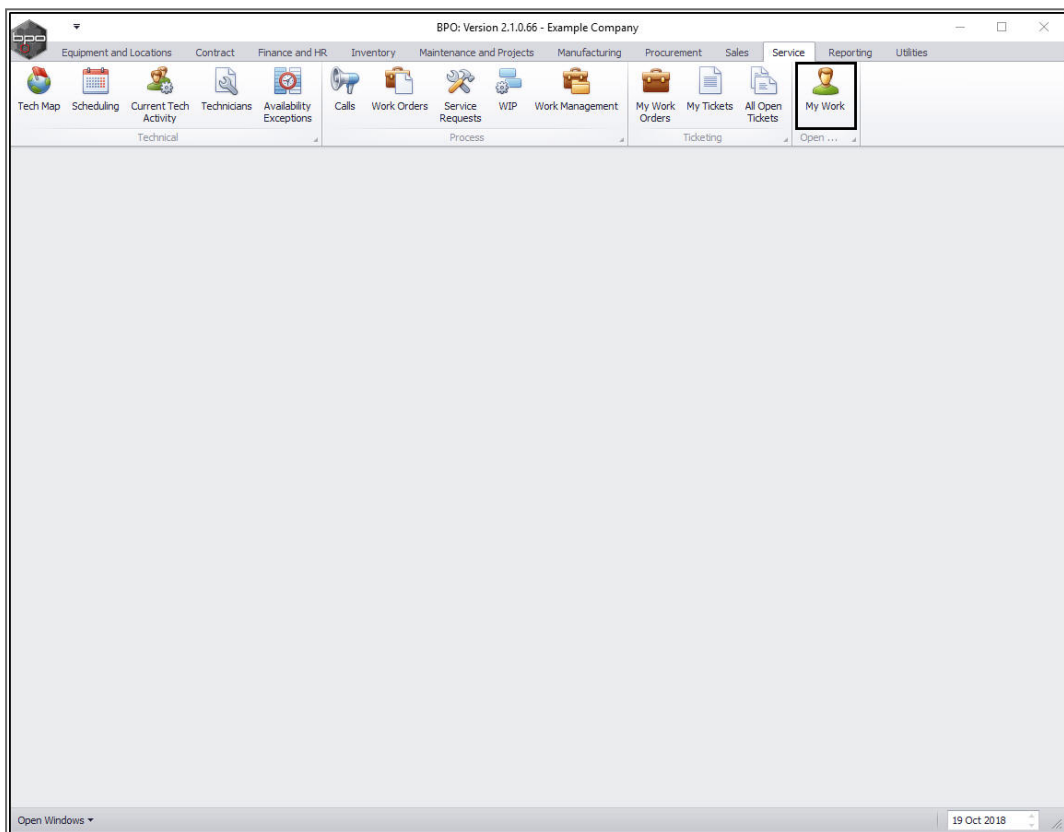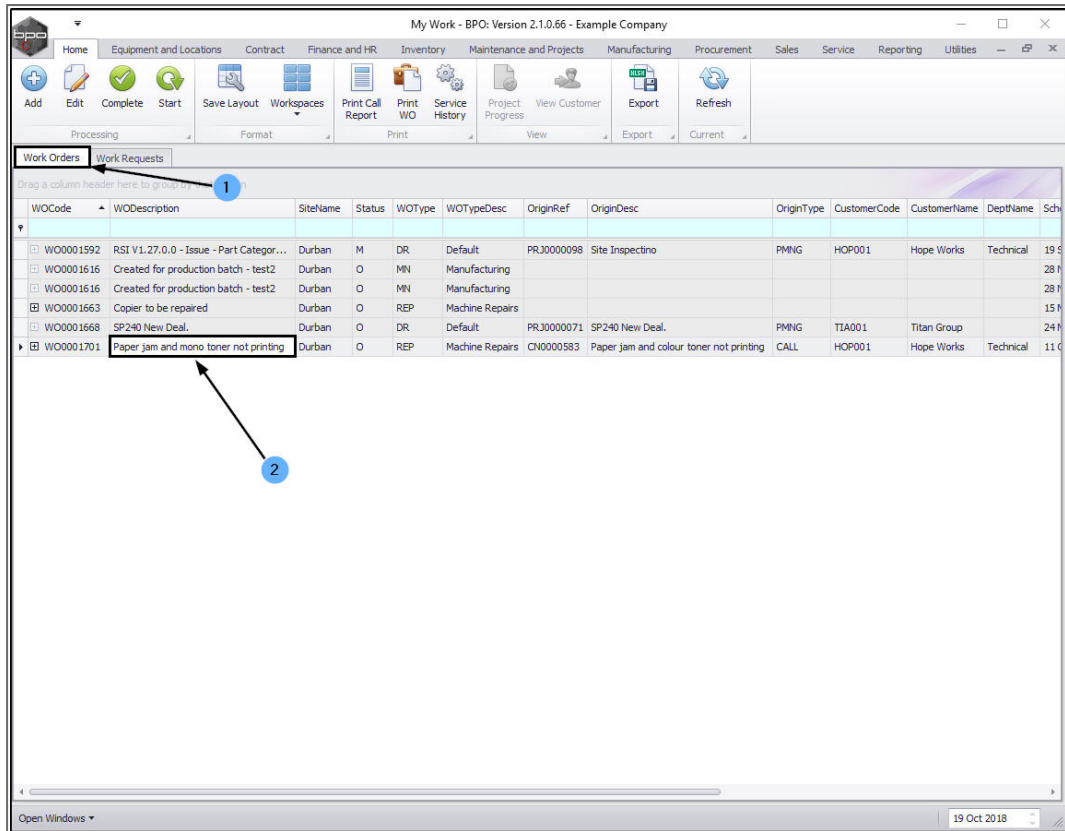# SERVICE

MY WORK – EDIT WORK ORDER DESCRIPTION, COMMENTS, RECTIFICATION COMMENT

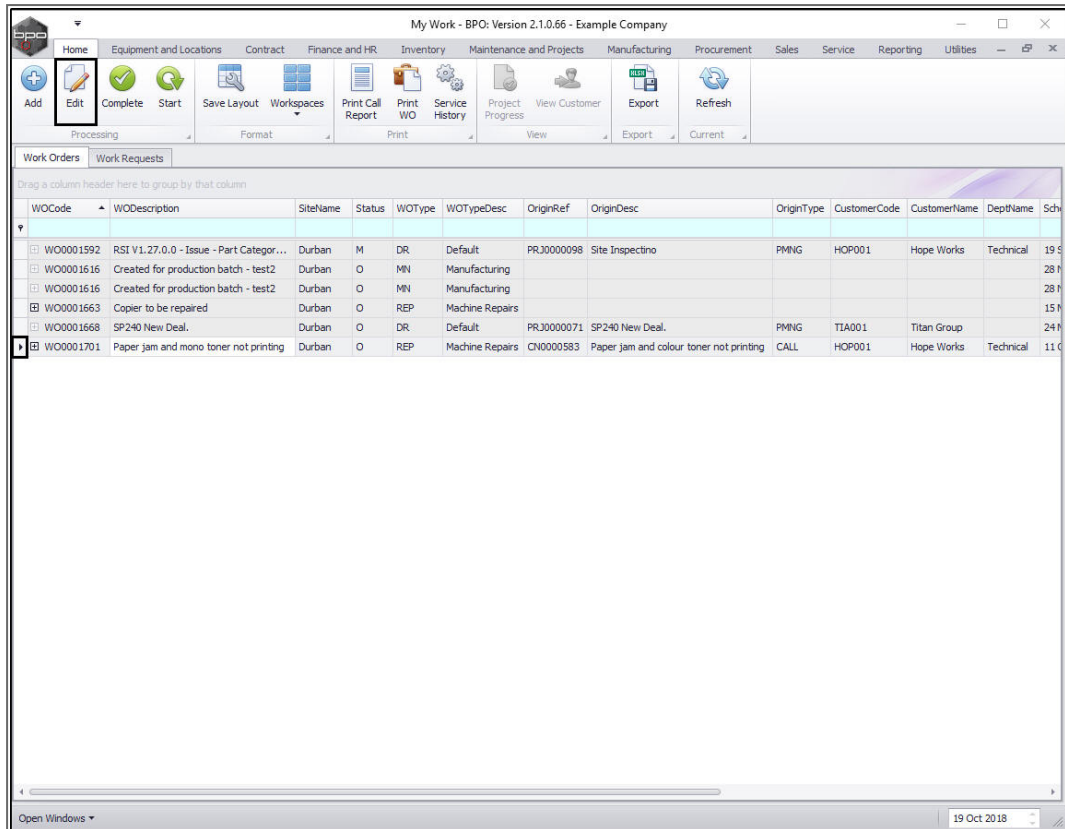**Ribbon Access:** *Service > My Work*

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

1. Ensure that you have selected the **Work Orders** tab.
2. Search for the **work order** that contains the **Description** that you wish to change.

1. Click on the *row selector* in front of the *work order* to be edited.
2. Click on *Edit*.

- The *Maintain WO - Ref [ ]* will be displayed.

EDIT WORK ORDER DESCRIPTION

- Click in the *Description* text box, select the incorrect text and delete it.
    - In this image, the text *'mono'* has been selected to be deleted.

1. Type in the changes as required.
   - In this image, *'colour'* has replaced 'mono'.
2. Click on *Save*.

- The edited details will be **saved** and you will return to the *My Work* listing screen.
- Here you can view the changes in the *WO Description* column.

EDIT WORK ORDER COMMENT

1. In the *Work Order* listing screen, ensure that you have selected the *Work Orders* tab.
2. Click on the *row selector* in front of the *work order* where you wish to change the *Comment*.
3. Click on *Edit*.
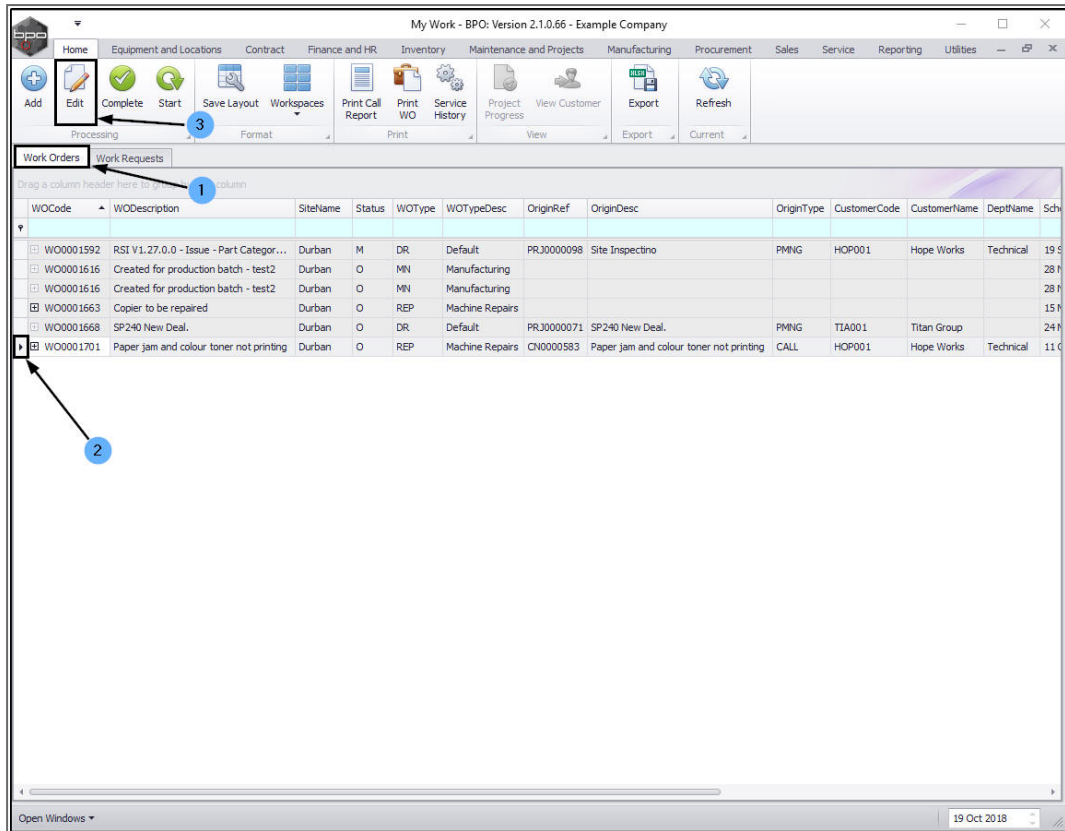
- Click in the **Comment** text box, select the incorrect text and delete it.
  - In this image, the text **'mono'** has been selected to be deleted.

1. Type in the changes as required.
   - In this image, *'colour'* has replaced 'mono'.
2. Click on Save.

The edited details will be *saved* and you will return to the *My Work* listing screen.

EDIT WORK ORDER RECTIFICATION COMMENT

1. In the *Work Order* listing screen, ensure that you have selected the *Work Orders* tab.
2. Click on the *row selector* in front of the *work order* where you wish to change the *Rectification Comment*.
3. Click on *Edit*.
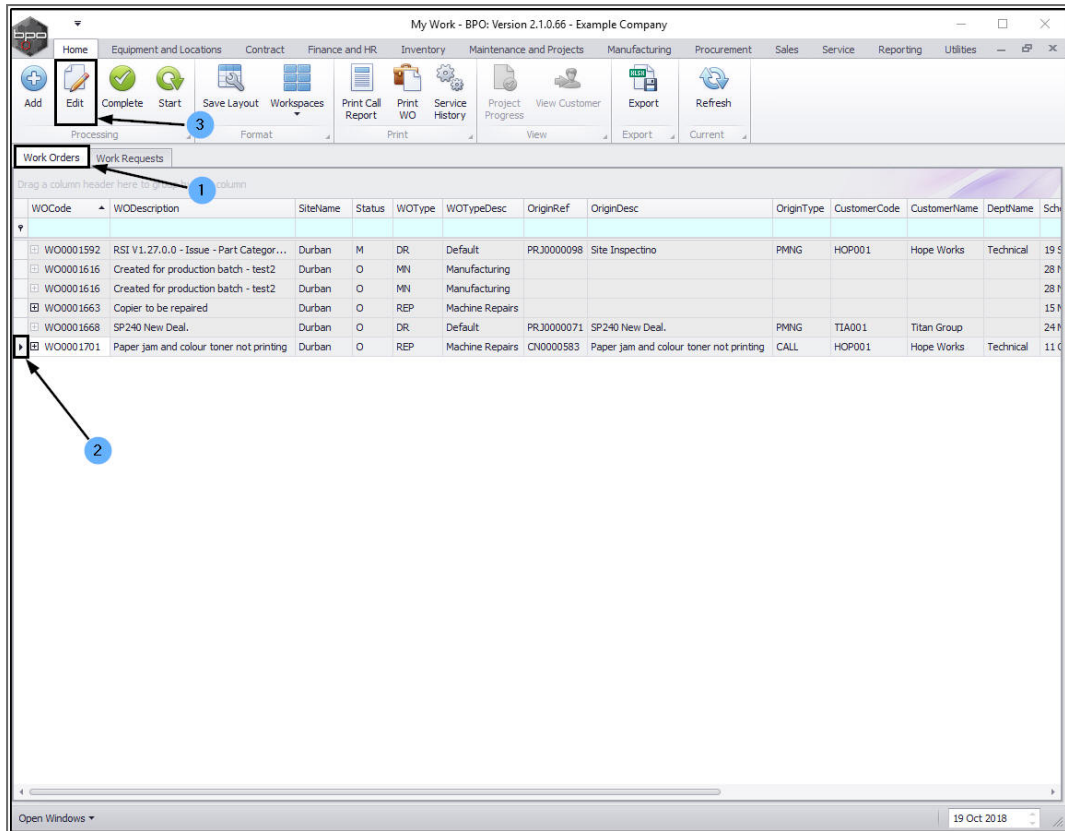
- Click in the *Rectification Comment* text box, select the incorrect text and delete it.
    - In this image, there is no text to be deleted but the Rectification Comment needs to be **expanded** to include more information.

1. Type in the changes as required.
   - In this image, *additional text* has been added to the Rectification Comments box.
2. Click on *Save*.

The edited details will be **_saved_** and you will return to the **_My Work_** listing screen.

- Click on the **_expand_** button in the row of the edited work order.

1. The *Prior Work Orders* frame will be expanded.
2. *Scroll right* in this frame until you can view the *Rectification Comment* column.
3. Here you can *view* the updated Rectification Comment details.

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