

SERVICE

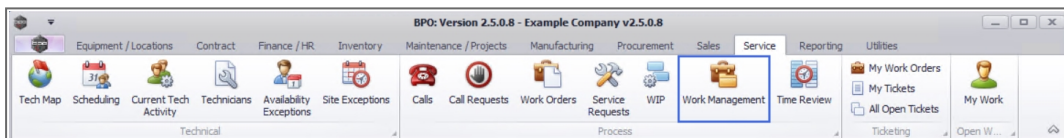
WORK MANAGEMENT – CLOSE A WORK ORDER

You can **close** a Work Order from the **Work Management** screen.



Remember a Work Order must be **Complete**, with **Rectification Comments**, before it can be **Closed**.

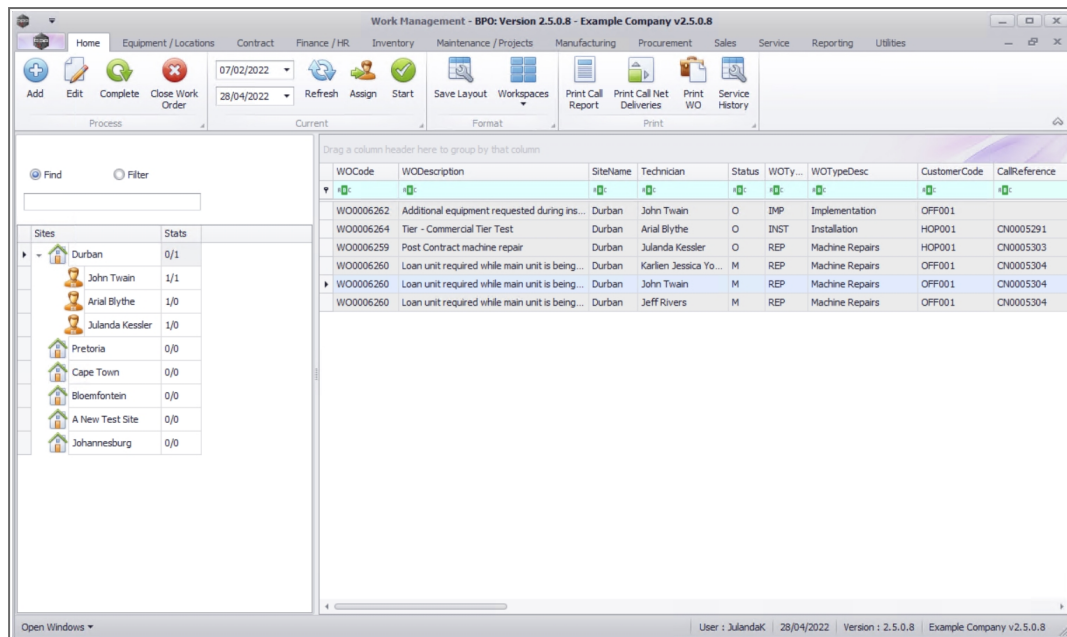
Ribbon Access: *Service > Work Management*



1. The **Work Management** screen will be displayed.
2. Select the **date range** that will contain the **work order** you wish to assign.
3. Select the **Site** where the work order was issued.
 - The example has **Durban** selected.

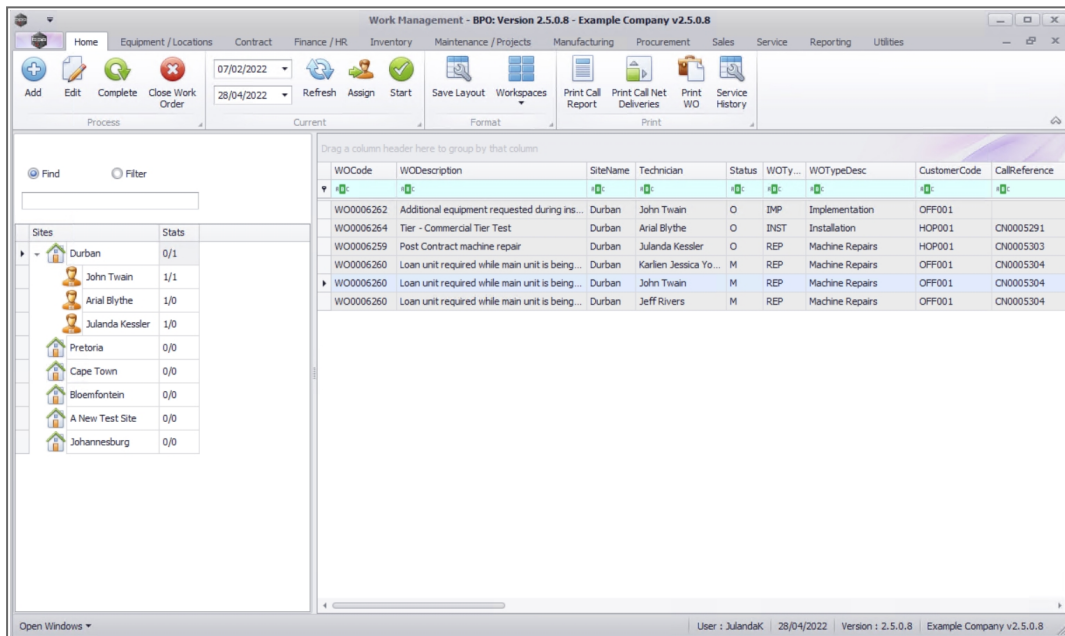
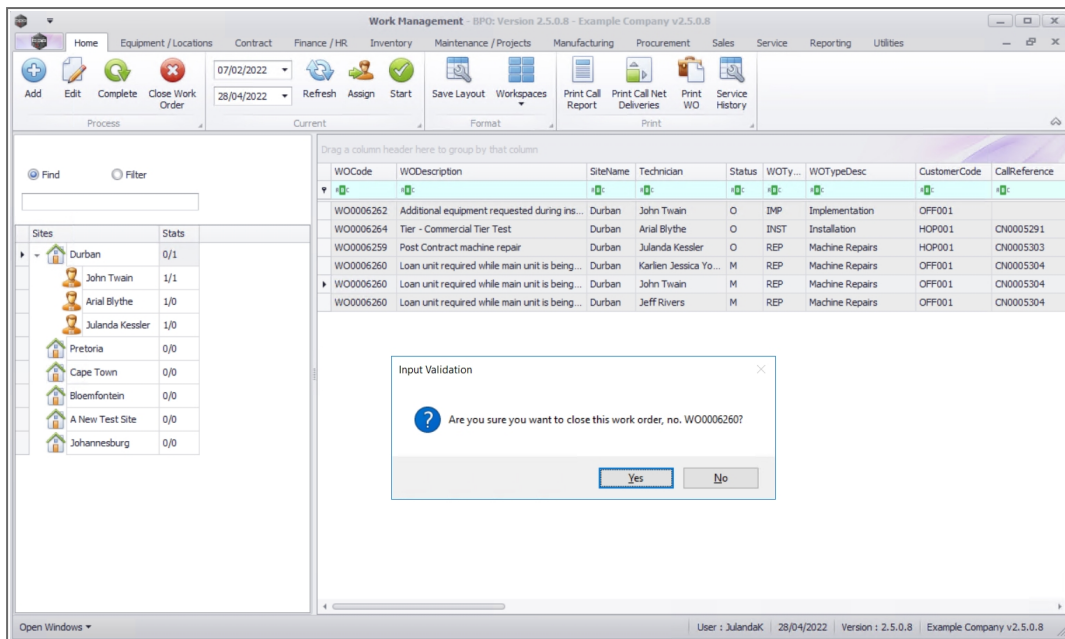


Click on the **Refresh** button to update the screen.



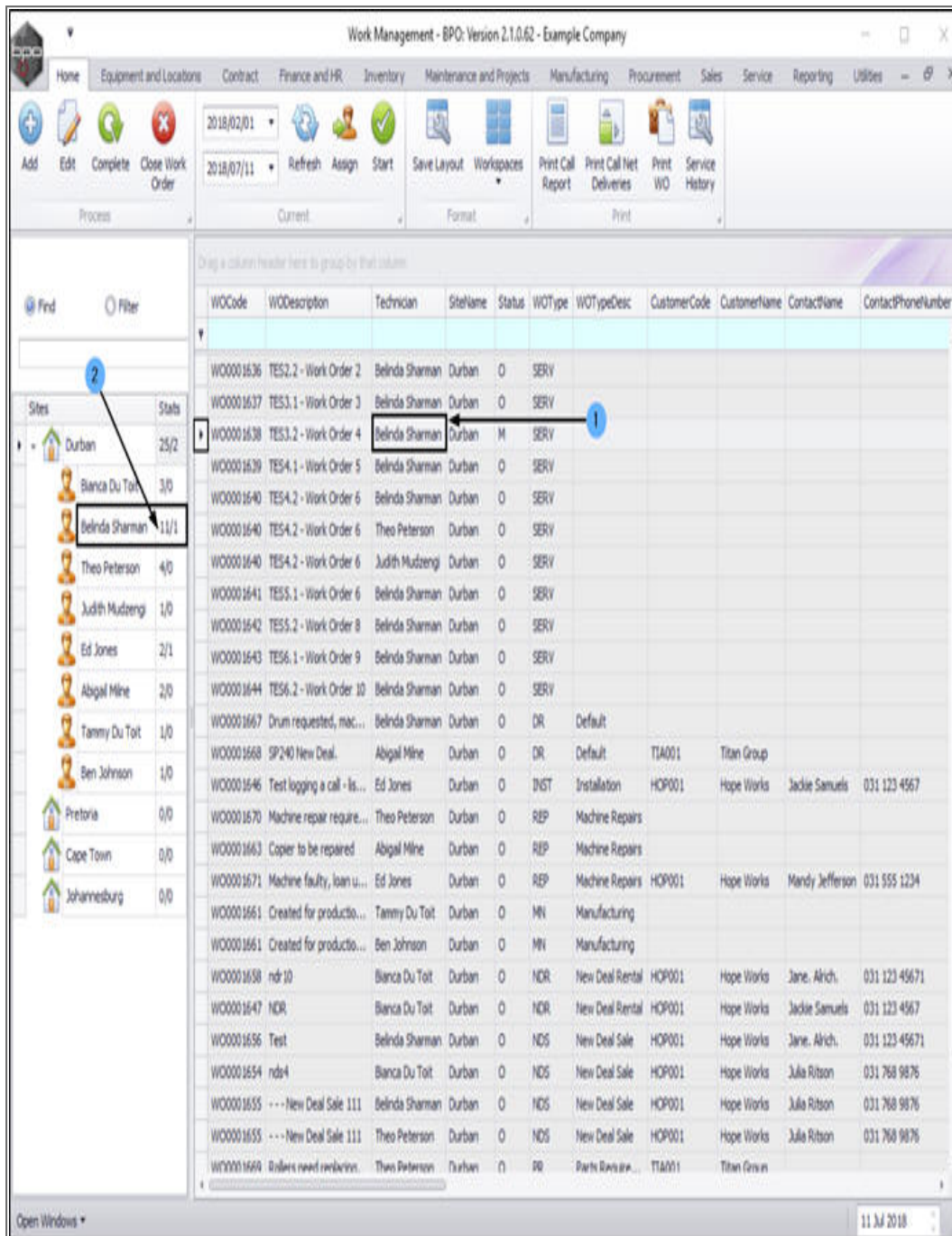
CLOSE THE WORK ORDER

- Click on the **row selector** in front of the (Completed) **Work Order** that you wish to **close**.
 - Note:** In this image; you can see in the **Status** column that the selected Work Order is set to status **M - Completed**. (A Work Order can only be closed after it has been Completed).



It is also worth noting in this image;

1. The technician assigned to this Work Order is Belinda Sharman.
2. In the stats column of the Sites frame you can see the figures **11/1** next to the name Belinda Sharman. This means she has **11 Open** and **1 Completed** Work Order (we will see this change later in this manual).



Work Management - BPO: Version 2.1.0.62 - Example Company

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

Process: Add Edit Complete Close Work Order

Current: 2018/02/01 2018/07/11 Refresh Assign Start

Format: Save Layout Workspaces

Print: Print Call Report Print Call Net Deliveries Print WO Service History

Find Filter

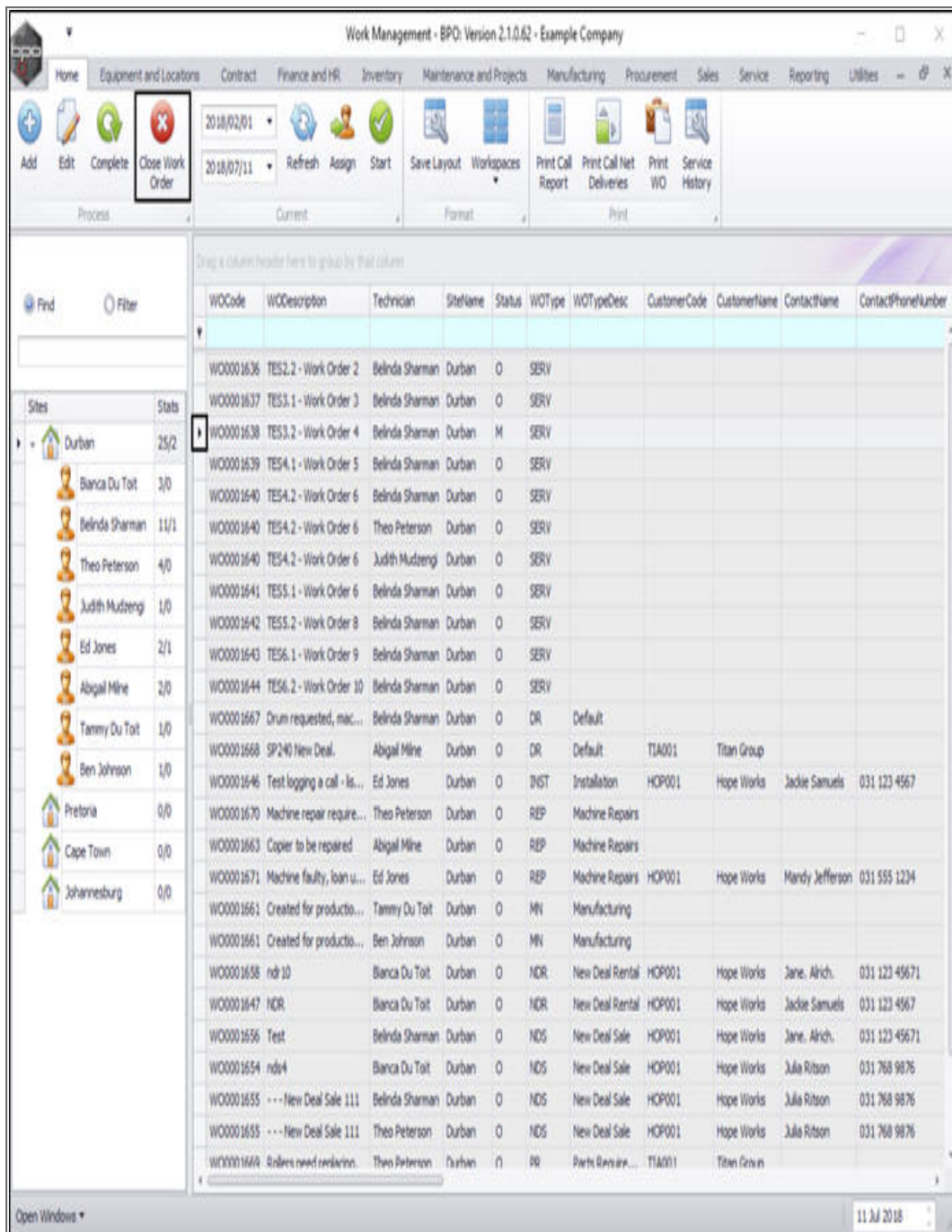
Sites

WOCode	WODescription	Technician	SiteName	Status	WOTType	WOTTypeDesc	CustomerCode	CustomerName	ContactName	ContactPhoneNumber
WO0001636	TES2.2 - Work Order 2	Belinda Sharman	Durban	O	SERV					
WO0001637	TES3.1 - Work Order 3	Belinda Sharman	Durban	O	SERV					
WO0001638	TES3.2 - Work Order 4	Belinda Sharman	Durban	M	SERV					
WO0001639	TES4.1 - Work Order 5	Belinda Sharman	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Belinda Sharman	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Theo Peterson	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Judith Mudzengi	Durban	O	SERV					
WO0001641	TES5.1 - Work Order 6	Belinda Sharman	Durban	O	SERV					
WO0001642	TES5.2 - Work Order 8	Belinda Sharman	Durban	O	SERV					
WO0001643	TES6.1 - Work Order 9	Belinda Sharman	Durban	O	SERV					
WO0001644	TES6.2 - Work Order 10	Belinda Sharman	Durban	O	SERV					
WO0001667	Drum requested, mac...	Belinda Sharman	Durban	O	DR	Default				
WO0001668	SP240 New Deal.	Abigail Mine	Durban	O	DR	Default	TIA001	Titan Group		
WO0001646	Test logging a call - Is...	Ed Jones	Durban	O	INST	Installation	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001670	Machine repair require...	Theo Peterson	Durban	O	REP	Machine Repairs				
WO0001663	Copier to be repaired	Abigail Mine	Durban	O	REP	Machine Repairs				
WO0001671	Machine faulty, loan u...	Ed Jones	Durban	O	REP	Machine Repairs	HOP001	Hope Works	Mandy Jefferson	031 555 1234
WO0001661	Created for productio...	Tammy Du Toit	Durban	O	MN	Manufacturing				
WO0001661	Created for productio...	Ben Johnson	Durban	O	MN	Manufacturing				
WO0001658	ndr 10	Blanca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001647	NDR	Blanca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001656	Test	Belinda Sharman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001654	ndr4	Blanca Du Toit	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Belinda Sharman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Theo Peterson	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001669	Robbers need combination	Theo Peterson	Durban	O	DR	Parts Reclaim...	TIA001	Titan Group		

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- When you are sure (*according to the previous steps*) that you have selected a '**Completed**' work order to be closed, click on **Close Work Order**.



Work Management - BPO: Version 2.1.0.62 - Example Company

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

2018/02/01 2018/07/11 Refresh Assign Start Save Layout Workspaces Print Call Report Print Call Net Deliveries Print WO Service History

Process Current Format Print

Find Filter

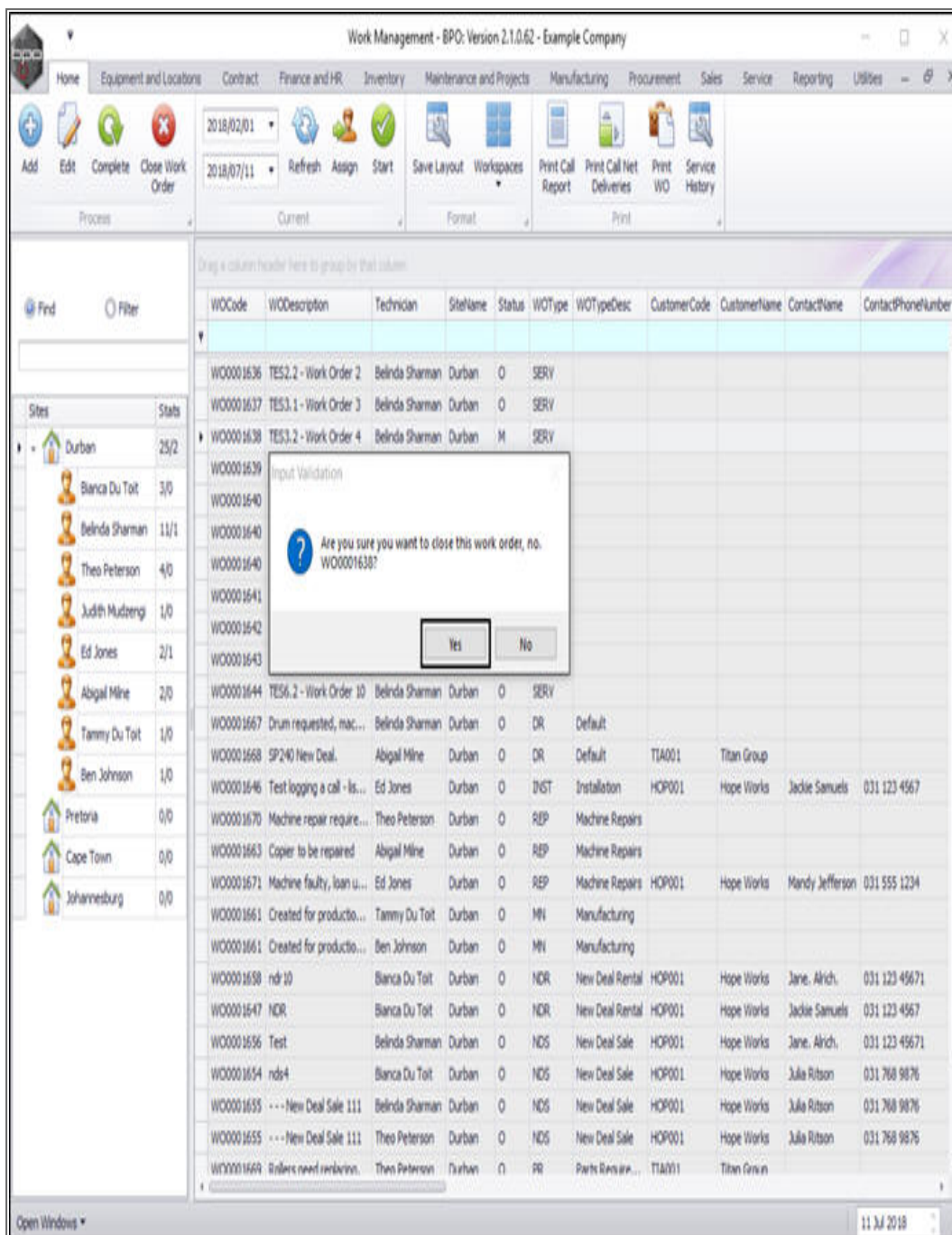
Sites Stats

- Durban 25/2
 - Bianca Du Toit 3/0
 - Belinda Sharman 11/1
 - Theo Peterson 4/0
 - Judith Mudzengi 1/0
 - Ed Jones 2/1
 - Abigail Milne 2/0
 - Tammy Du Toit 1/0
 - Ben Johnson 1/0
- Pretoria 0/0
- Cape Town 0/0
- Johannesburg 0/0

WOCode	WODescription	Technician	SiteName	Status	WOType	WOTypeDesc	CustomerCode	CustomerName	ContactName	ContactPhoneNumber
WO0001636	TES2.2 - Work Order 2	Belinda Sharman	Durban	O	SERV					
WO0001637	TES3.1 - Work Order 3	Belinda Sharman	Durban	O	SERV					
WO0001638	TES3.2 - Work Order 4	Belinda Sharman	Durban	M	SERV					
WO0001639	TES4.1 - Work Order 5	Belinda Sharman	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Belinda Sharman	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Theo Peterson	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Judith Mudzengi	Durban	O	SERV					
WO0001641	TESS.1 - Work Order 6	Belinda Sharman	Durban	O	SERV					
WO0001642	TESS.2 - Work Order 8	Belinda Sharman	Durban	O	SERV					
WO0001643	TES6.1 - Work Order 9	Belinda Sharman	Durban	O	SERV					
WO0001644	TES6.2 - Work Order 10	Belinda Sharman	Durban	O	SERV					
WO0001667	Drum requested, mac...	Belinda Sharman	Durban	O	DR	Default				
WO0001668	SP240 New Deal.	Abigail Milne	Durban	O	DR	Default	TTA001	Titan Group		
WO0001646	Test logging a call - Is...	Ed Jones	Durban	O	INST	Installation	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001670	Machine repair require...	Theo Peterson	Durban	O	REP	Machine Repairs				
WO0001663	Copier to be repaired	Abigail Milne	Durban	O	REP	Machine Repairs				
WO0001671	Machine faulty, loan u...	Ed Jones	Durban	O	REP	Machine Repairs	HOP001	Hope Works	Mandy Jefferson	031 555 1234
WO0001661	Created for productio...	Tammy Du Toit	Durban	O	MN	Manufacturing				
WO0001661	Created for productio...	Ben Johnson	Durban	O	MN	Manufacturing				
WO0001658	ndr10	Bianca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001647	NDR	Bianca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001656	Test	Belinda Sharman	Durban	O	NDG	New Deal Sale	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001654	ndr4	Bianca Du Toit	Durban	O	NDG	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Belinda Sharman	Durban	O	NDG	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Theo Peterson	Durban	O	NDG	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001669	Rollers need rebar...	Theo Peterson	Durban	O	PR	Parts Rebar...	TTA001	Titan Group		

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- An **Input Validation** message box will pop up asking;
 - ***Are you sure you want to close this work order, no. []?***
- Click on **Yes**.



Work Management - BPO: Version 2.1.0.62 - Example Company

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

2018/02/01 2018/07/11 Refresh Assign Start Save Layout Workspaces Print Call Report Print Call Net Deliveries Print WO Service History

Process Current Format Print

Find Filter

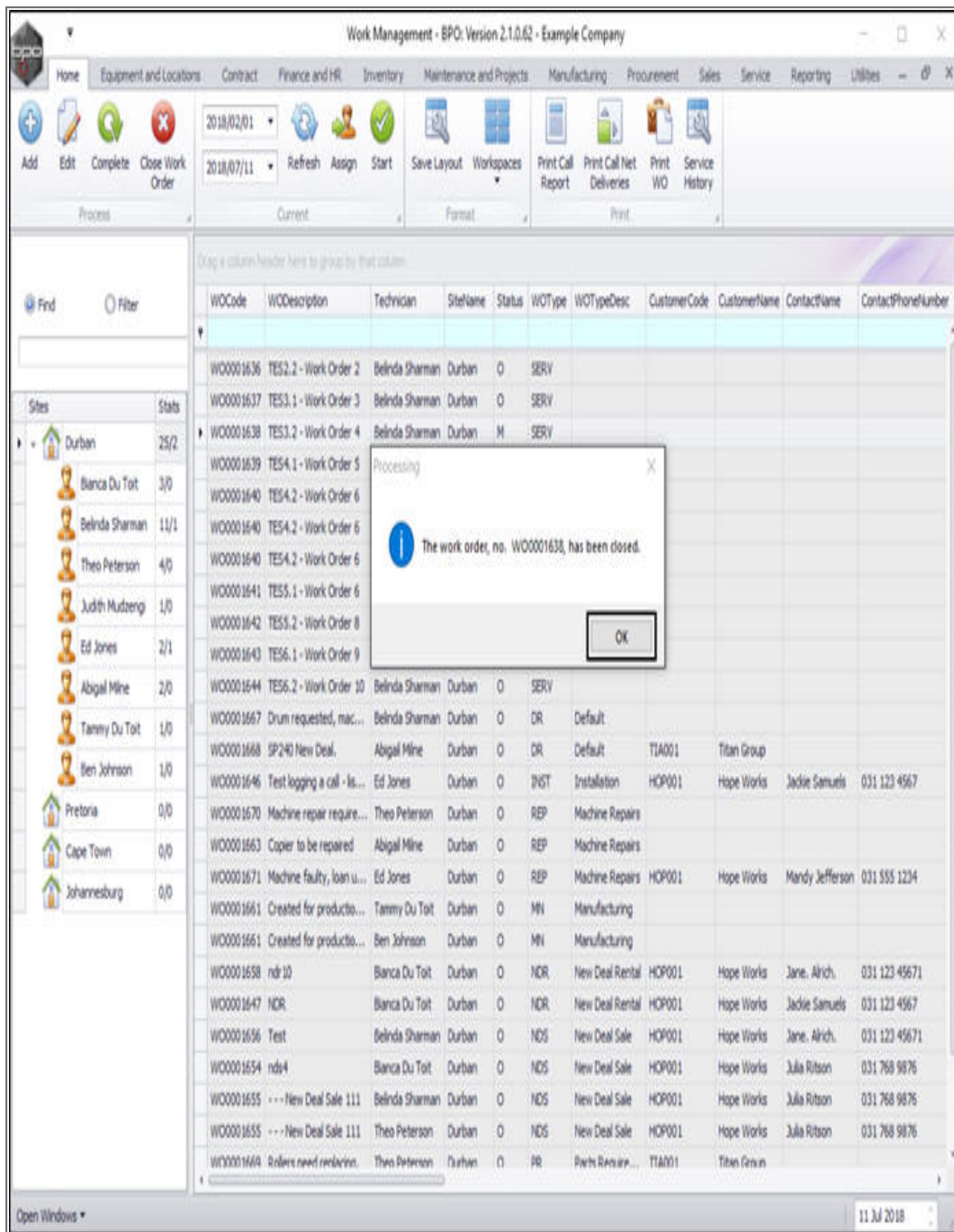
Sites Stats

Site	Stats
Durban	25/2
Bianca Du Toit	3/0
Belinda Sharman	11/1
Theo Peterson	4/0
Judith Musterg	1/0
Ed Jones	2/1
Abigal Mine	2/0
Tammy Du Toit	1/0
Ben Johnson	1/0
Pretoria	0/0
Cape Town	0/0
Johannesburg	0/0

WCode	WDescription	Technician	SiteName	Status	WOType	WOTypeDesc	CustomerCode	CustomerName	ContactName	ContactPhoneNumber
WO0001636	TES2.2 - Work Order 2	Belinda Sharman	Durban	O	SERV					
WO0001637	TES3.1 - Work Order 3	Belinda Sharman	Durban	O	SERV					
WO0001638	TES3.2 - Work Order 4	Belinda Sharman	Durban	M	SERV					
WO0001639										
WO0001640										
WO0001640										
WO0001641										
WO0001642										
WO0001643										
WO0001644	TES6.2 - Work Order 10	Belinda Sharman	Durban	O	SERV					
WO0001667	Drum requested, mac...	Belinda Sharman	Durban	O	DR	Default				
WO0001668	SP240 New Deal.	Abigal Mine	Durban	O	DR	Default	TTA001	Titan Group		
WO0001646	Test logging a call - lis...	Ed Jones	Durban	O	INST	Installation	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001670	Machine repair require...	Theo Peterson	Durban	O	REP	Machine Repairs				
WO0001663	Copier to be repaired	Abigal Mine	Durban	O	REP	Machine Repairs				
WO0001671	Machine faulty, loan u...	Ed Jones	Durban	O	REP	Machine Repairs	HOP001	Hope Works	Mandy Jefferson	031 555 1234
WO0001661	Created for productio...	Tammy Du Toit	Durban	O	MN	Manufacturing				
WO0001661	Created for productio...	Ben Johnson	Durban	O	MN	Manufacturing				
WO0001638	ndr 10	Bianca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jane. Alrich	031 123 4567
WO0001647	NDR	Bianca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001636	Test	Belinda Sharman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Jane. Alrich	031 123 4567
WO0001654	nds4	Bianca Du Toit	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Belinda Sharman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Theo Peterson	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001669	Rollers need rebarbin...	Theo Peterson	Durban	O	PR	Parts Repairs	TTA001	Titan Group		

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- A **Processing** message box will pop up informing you that;
 - *The work order, no. [] has been closed.*
- Click on **OK**.



Work Management - BPO: Version 2.1.0.62 - Example Company

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

2018/02/01 2018/07/11 Refresh Assign Start Save Layout Workspaces Print Call Report Print Call Net Deliveries Print WO Service History

Process Current Format Print

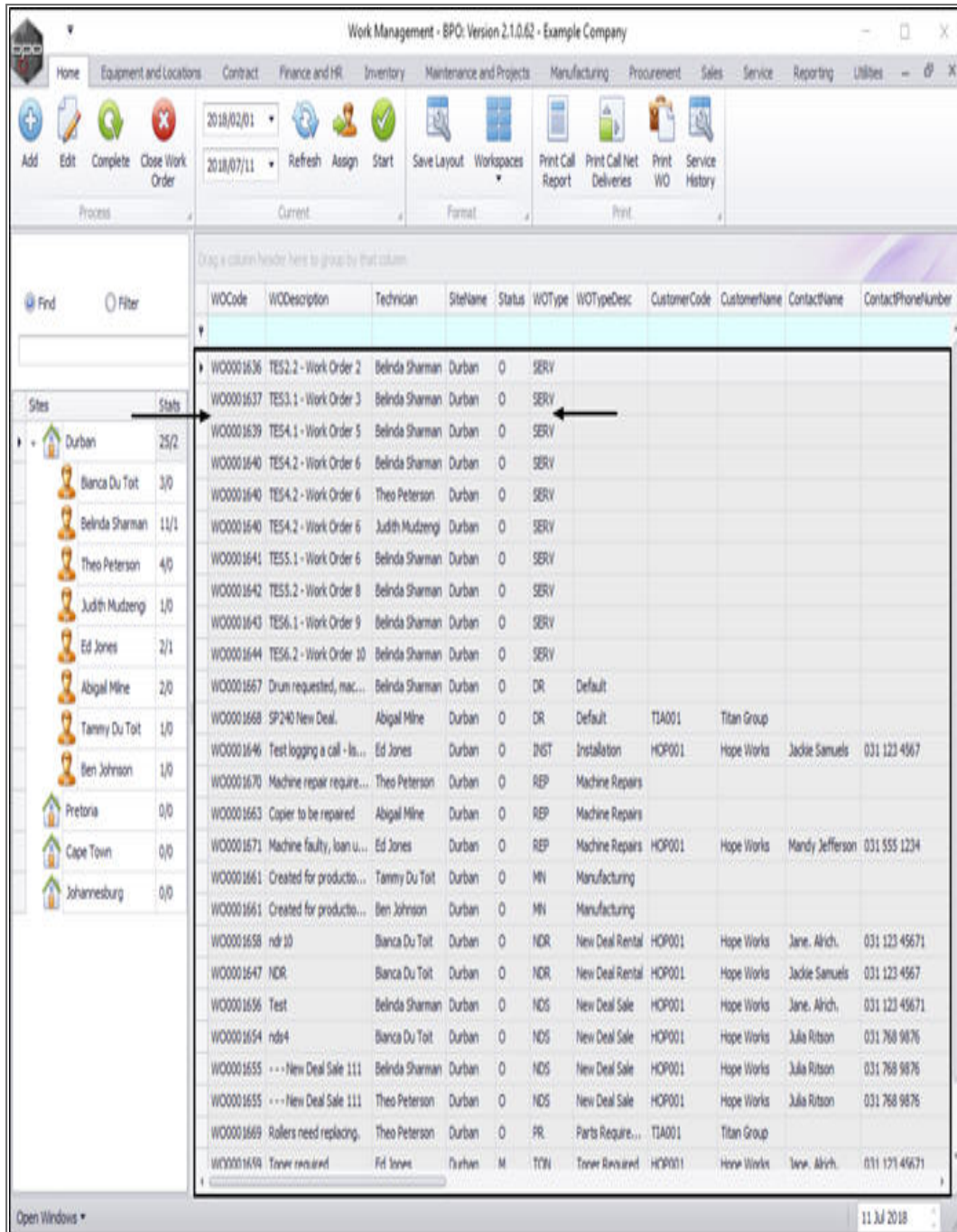
Find Filter

Drag a column header here to group by that column

WOCode	WODescription	Technician	SiteName	Status	WOType	WOTypeDesc	CustomerCode	CustomerName	ContactName	ContactPhoneNumber
WO0001636	TES2.2 - Work Order 2	Belinda Sherman	Durban	O	SERV					
WO0001637	TES3.1 - Work Order 3	Belinda Sherman	Durban	O	SERV					
WO0001638	TES3.2 - Work Order 4	Belinda Sherman	Durban	M	SERV					
WO0001639	TES4.1 - Work Order 5									
WO0001640	TES4.2 - Work Order 6									
WO0001640	TES4.2 - Work Order 6									
WO0001641	TES5.1 - Work Order 6									
WO0001642	TES5.2 - Work Order 8									
WO0001643	TES6.1 - Work Order 9									
WO0001644	TES6.2 - Work Order 10	Belinda Sherman	Durban	O	SERV					
WO0001667	Drum requested, mac...	Belinda Sherman	Durban	O	DR	Default				
WO0001668	SP240 New Deal,	Abigail Milne	Durban	O	DR	Default	TIA001	Titan Group		
WO0001646	Test logging a call - Is...	Ed Jones	Durban	O	INST	Installation	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001670	Machine repair require...	Theo Peterson	Durban	O	REP	Machine Repairs				
WO0001663	Copier to be repaired	Abigail Milne	Durban	O	REP	Machine Repairs				
WO0001671	Machine faulty, loan u...	Ed Jones	Durban	O	REP	Machine Repairs	HOP001	Hope Works	Mandy Jefferson	031 555 1234
WO0001661	Created for productio...	Tammy Du Toit	Durban	O	MAN	Manufacturing				
WO0001661	Created for productio...	Ben Johnson	Durban	O	MAN	Manufacturing				
WO0001658	ndr 10	Bianca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001647	NDR	Bianca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001656	Test	Belinda Sherman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001654	ndr4	Bianca Du Toit	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	---New Deal Sale 111	Belinda Sherman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	---New Deal Sale 111	Theo Peterson	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001669	Rollers need restorin...	Theo Peterson	Durban	O	PR	Parts Require...	TIA001	Titan Group		

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- The closed work order has now been **removed** from the **Work Management** screen.

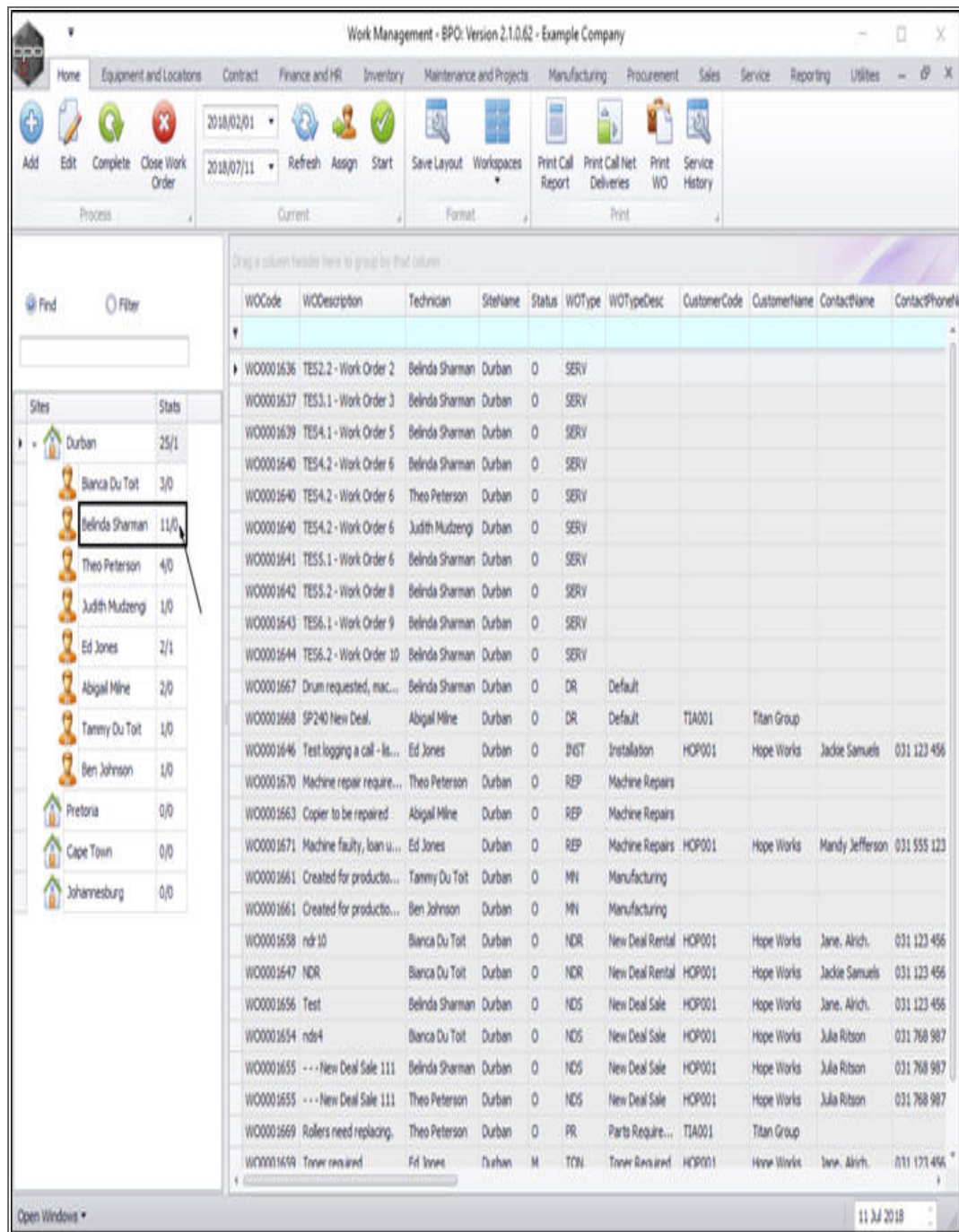


WCode	WDescription	Technician	SiteName	Status	WOType	WOTypeDesc	CustomerCode	CustomerName	ContactName	ContactPhoneNumber
WO0001636	TES2.2 - Work Order 2	Belinda Sharman	Durban	O	SERV					
WO0001637	TES3.1 - Work Order 3	Belinda Sharman	Durban	O	SERV					
WO0001639	TES4.1 - Work Order 5	Belinda Sharman	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Belinda Sharman	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Theo Peterson	Durban	O	SERV					
WO0001640	TES4.2 - Work Order 6	Judith Mudzeng	Durban	O	SERV					
WO0001641	TES5.1 - Work Order 6	Belinda Sharman	Durban	O	SERV					
WO0001642	TES5.2 - Work Order 8	Belinda Sharman	Durban	O	SERV					
WO0001643	TES6.1 - Work Order 9	Belinda Sharman	Durban	O	SERV					
WO0001644	TES6.2 - Work Order 10	Belinda Sharman	Durban	O	SERV					
WO0001667	Drum requested, mac...	Belinda Sharman	Durban	O	DR	Default				
WO0001668	SP240 New Deal.	Abigail Milne	Durban	O	DR	Default	TJA001	Titan Group		
WO0001646	Test logging a call - Is...	Ed Jones	Durban	O	INST	Installation	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001670	Machine repair require...	Theo Peterson	Durban	O	REP	Machine Repairs				
WO0001663	Copier to be repaired	Abigail Milne	Durban	O	REP	Machine Repairs				
WO0001671	Machine faulty, loan u...	Ed Jones	Durban	O	REP	Machine Repairs	HOP001	Hope Works	Mandy Jefferson	031 555 1234
WO0001661	Created for productio...	Tammy Du Toit	Durban	O	MN	Manufacturing				
WO0001661	Created for productio...	Ben Johnson	Durban	O	MN	Manufacturing				
WO0001658	ndr 10	Blanca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001647	NDR	Blanca Du Toit	Durban	O	NDR	New Deal Rental	HOP001	Hope Works	Jackie Samuels	031 123 4567
WO0001656	Test	Belinda Sharman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Jane. Alrich	031 123 45671
WO0001654	ndr4	Blanca Du Toit	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Belinda Sharman	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001655	--- New Deal Sale 111	Theo Peterson	Durban	O	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 9876
WO0001669	Rollers need replacing.	Theo Peterson	Durban	O	PR	Parts Require...	TJA001	Titan Group		
WO0001659	Toner required	Ed Jones	Durban	M	TON	Toner Required	HOP001	Hope Works	Jane. Alrich	031 123 45671

- In the **Stats** column of the **Sites** frame, you can see that the numbers for Belinda Sharman have now changed to **11/0** which means

she still has **11** Open but **0** Completed work orders, as the completed Work Order has been ***closed*** and ***removed*** from this screen.

- **Note:** You may need to ***Refresh*** the screen to see the Stats column changes.



Work Management - BPO: Version 2.1.0.62 - Example Company

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

Process: Add Edit Complete Close Work Order

Current: 2018/02/01 2018/07/11 Refresh Assign Start Save Layout Workspaces Print Call Report Print Call Net Deliveries Print WO Service History

Find Filter

Sites Stats

Site	Stats
Durban	25/1
Bianca Du Toit	3/0
Belinda Sharman	11/0
Theo Peterson	4/0
Judith Mutzengi	1/0
Ed Jones	2/1
Abigail Milne	2/0
Tammy Du Toit	1/0
Ben Johnson	1/0
Pretoria	0/0
Cape Town	0/0
Johannesburg	0/0

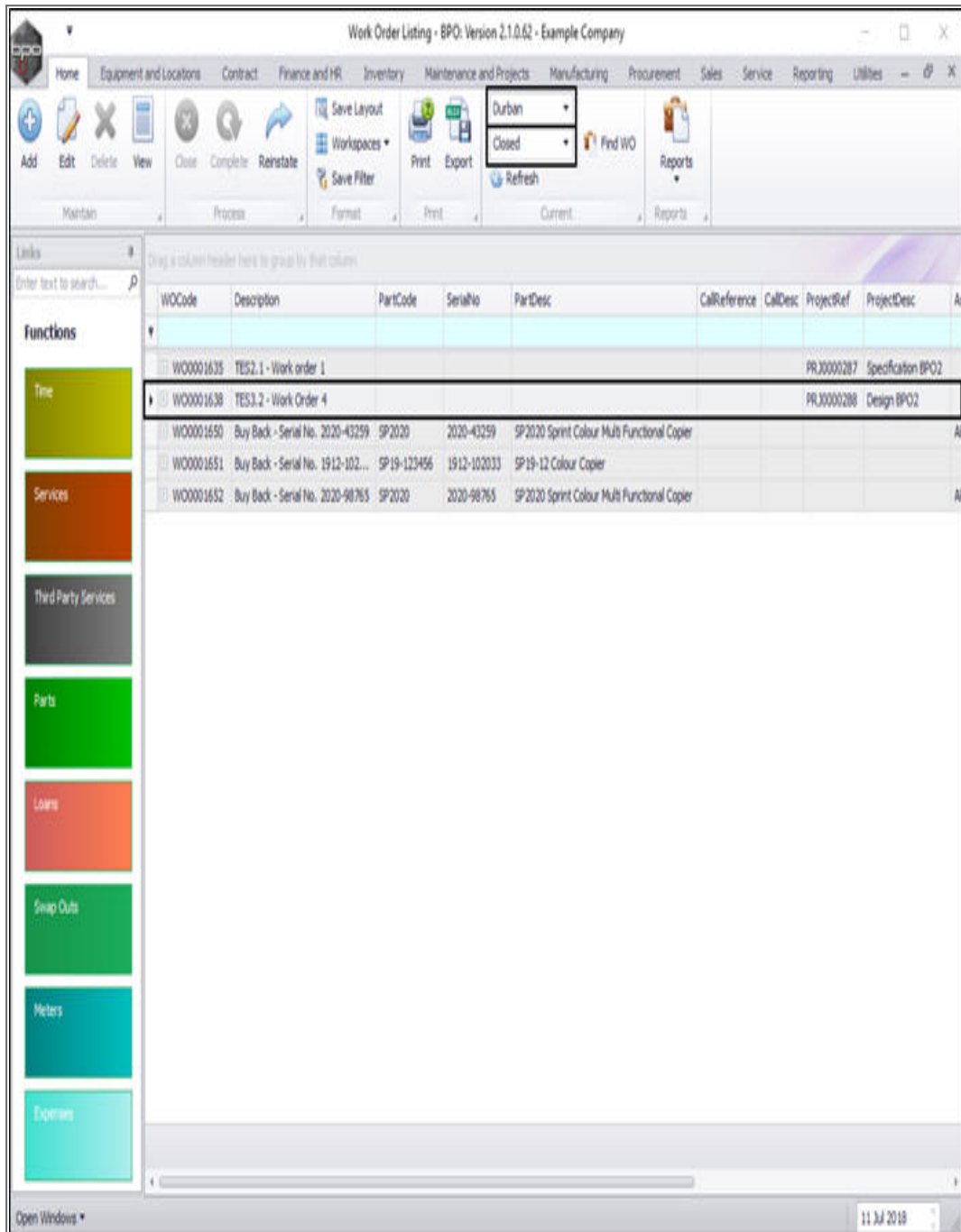
WOCODE	WOCDescription	Technician	SiteName	Status	WOTYPE	WOTYPEDesc	CustomerCode	CustomerName	ContactName	ContactPhone
WO0001636	TES2.2 - Work Order 2	Belinda Sharman	Durban	0	SERV					
WO0001637	TES3.1 - Work Order 3	Belinda Sharman	Durban	0	SERV					
WO0001639	TES4.1 - Work Order 5	Belinda Sharman	Durban	0	SERV					
WO0001640	TES4.2 - Work Order 6	Belinda Sharman	Durban	0	SERV					
WO0001640	TES4.2 - Work Order 6	Theo Peterson	Durban	0	SERV					
WO0001640	TES4.2 - Work Order 6	Judith Mutzengi	Durban	0	SERV					
WO0001641	TES5.1 - Work Order 6	Belinda Sharman	Durban	0	SERV					
WO0001642	TES5.2 - Work Order 8	Belinda Sharman	Durban	0	SERV					
WO0001643	TES6.1 - Work Order 9	Belinda Sharman	Durban	0	SERV					
WO0001644	TES6.2 - Work Order 10	Belinda Sharman	Durban	0	SERV					
WO0001667	Drum requested, mac...	Belinda Sharman	Durban	0	DR	Default				
WO0001668	SP240 New Deal	Abigail Milne	Durban	0	DR	Default	TIA001	Titan Group		
WO0001646	Test logging a call - It...	Ed Jones	Durban	0	INGT	Installation	HOP001	Hope Works	Jackie Samuels	031 123 456
WO0001670	Machine repair require...	Theo Peterson	Durban	0	REP	Machine Repairs				
WO0001663	Copier to be repaired	Abigail Milne	Durban	0	REP	Machine Repairs				
WO0001671	Machine faulty, loan u...	Ed Jones	Durban	0	REP	Machine Repairs	HOP001	Hope Works	Mandy Jefferson	031 555 123
WO0001661	Created for productio...	Tammy Du Toit	Durban	0	MN	Manufacturing				
WO0001661	Created for productio...	Ben Johnson	Durban	0	MN	Manufacturing				
WO0001658	ndr10	Bianca Du Toit	Durban	0	NDR	New Deal Rental	HOP001	Hope Works	Jane, Alrich	031 123 456
WO0001647	NDR	Bianca Du Toit	Durban	0	NDR	New Deal Rental	HOP001	Hope Works	Jackie Samuels	031 123 456
WO0001656	Test	Belinda Sharman	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Jane, Alrich	031 123 456
WO0001654	nds4	Bianca Du Toit	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 987
WO0001655	... New Deal Sale 111	Belinda Sharman	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 987
WO0001655	... New Deal Sale 111	Theo Peterson	Durban	0	NDS	New Deal Sale	HOP001	Hope Works	Julia Ritson	031 768 987
WO0001669	Rollers need replacing...	Theo Peterson	Durban	0	PR	Parts Require...	TIA001	Titan Group		
WO0001679	Toner required	Ed Jones	Durban	0	TCN	Toner Required	HOP001	Hope Works	Jane, Alrich	031 123 456

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- You can find the closed Work Order in the **Work Order Listing** screen where the correct **site** is selected and the **status** is set to **Closed**.

- **[Ribbon Access: Service > Work Orders > Work Orders Listing screen]**
- If the closed Work order is not immediately apparent in this screen, you can use the [Find WO function](#).



The screenshot displays the 'Work Order Listing - BPO: Version 2.1.0.62 - Example Company' interface. The ribbon menu at the top includes tabs for Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The 'Service' tab is active, and the 'Find WO' button is highlighted. A dropdown menu for 'Find WO' shows options: 'Durban', 'Closed', and 'Refresh'. The main area shows a table of work orders with columns: WOCode, Description, PartCode, SerialNo, PartDesc, CalReference, CalDesc, ProjectRef, ProjectDesc, and As. The table lists several work orders, including 'WO0001635 - TES2.1 - Work order 1', 'WO0001638 - TES2.2 - Work Order 4', and 'WO0001650 - Buy Back - Serial No. 2020-43259 - SP2020 - 2020-43259 - SP2020 Sprint Colour Multi Functional Copier'. A sidebar on the left contains a search bar and a list of functions: Time, Services, Third Party Services, Parts, Loans, Swap Outs, Meters, and Expenses. The bottom status bar shows 'Open Windows' and the date '11 Jul 2018'.

WOCode	Description	PartCode	SerialNo	PartDesc	CalReference	CalDesc	ProjectRef	ProjectDesc	As
WO0001635	TES2.1 - Work order 1						PRJ0000287	Specification BPO2	
WO0001638	TES2.2 - Work Order 4						PRJ0000288	Design BPO2	
WO0001650	Buy Back - Serial No. 2020-43259 - SP2020 - 2020-43259 - SP2020 Sprint Colour Multi Functional Copier								AP
WO0001651	Buy Back - Serial No. 1912-102... - SP19-123456 - 1912-102033 - SP19-12 Colour Copier								AP
WO0001652	Buy Back - Serial No. 2020-98765 - SP2020 - 2020-98765 - SP2020 Sprint Colour Multi Functional Copier								AP



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