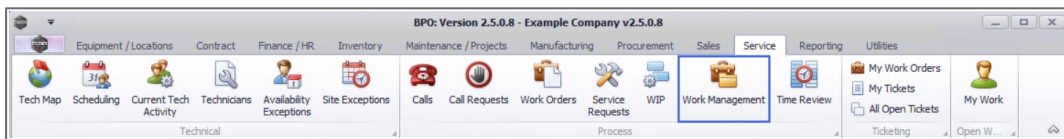


SERVICE


WORK MANAGEMENT – ASSIGN A CRAFT

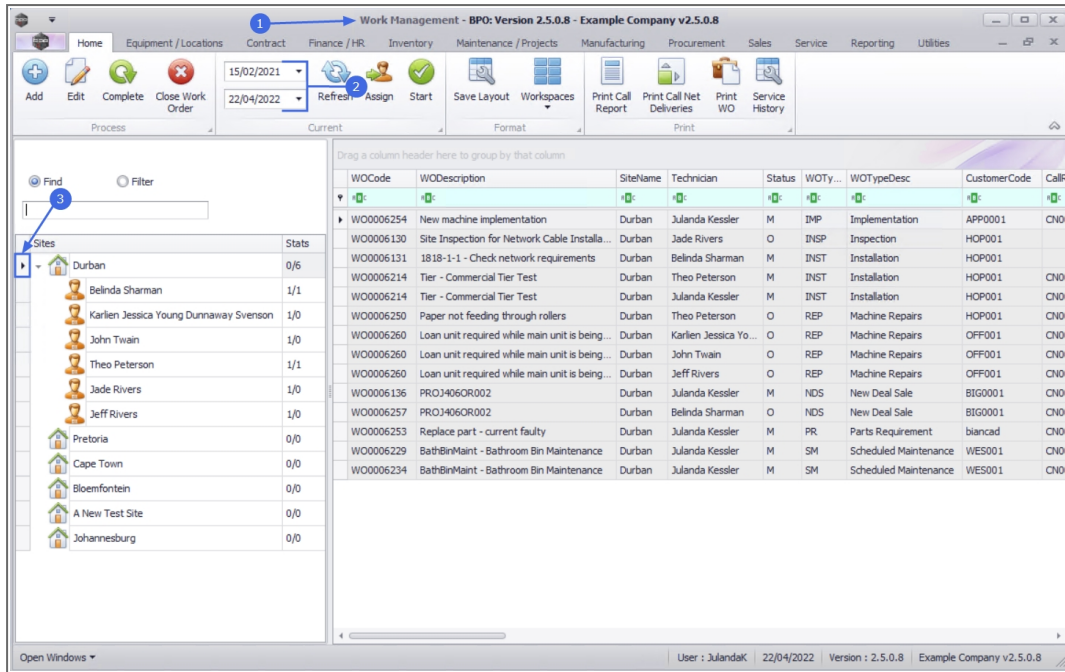
Link a craft or skill required for the work to be completed.

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.

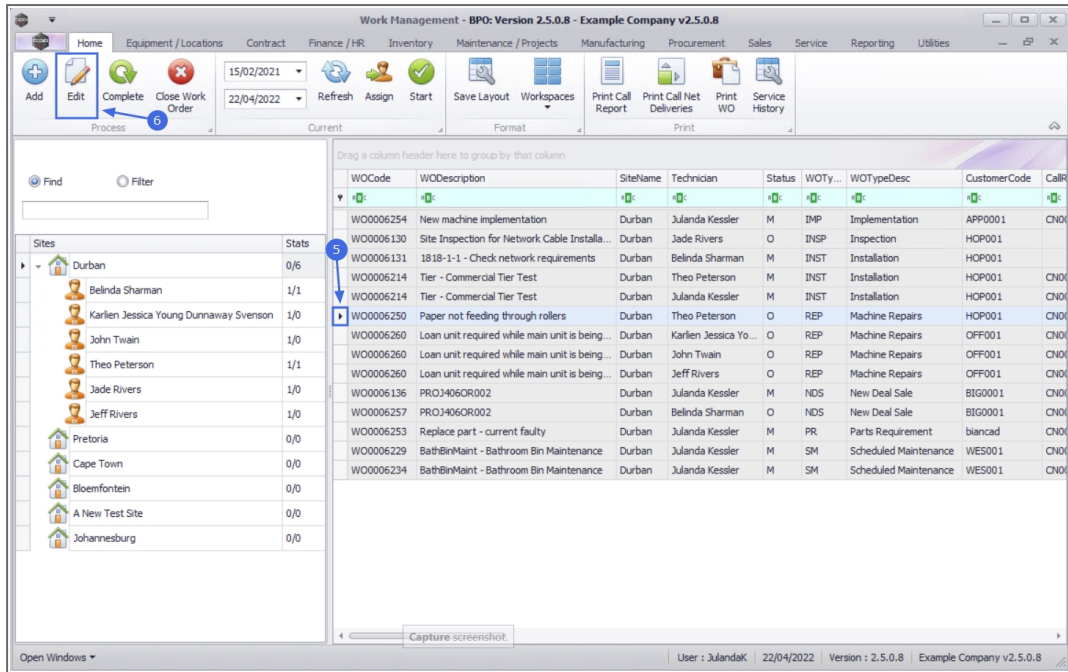
Click on the **Refresh** button  to update the screen.



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**.

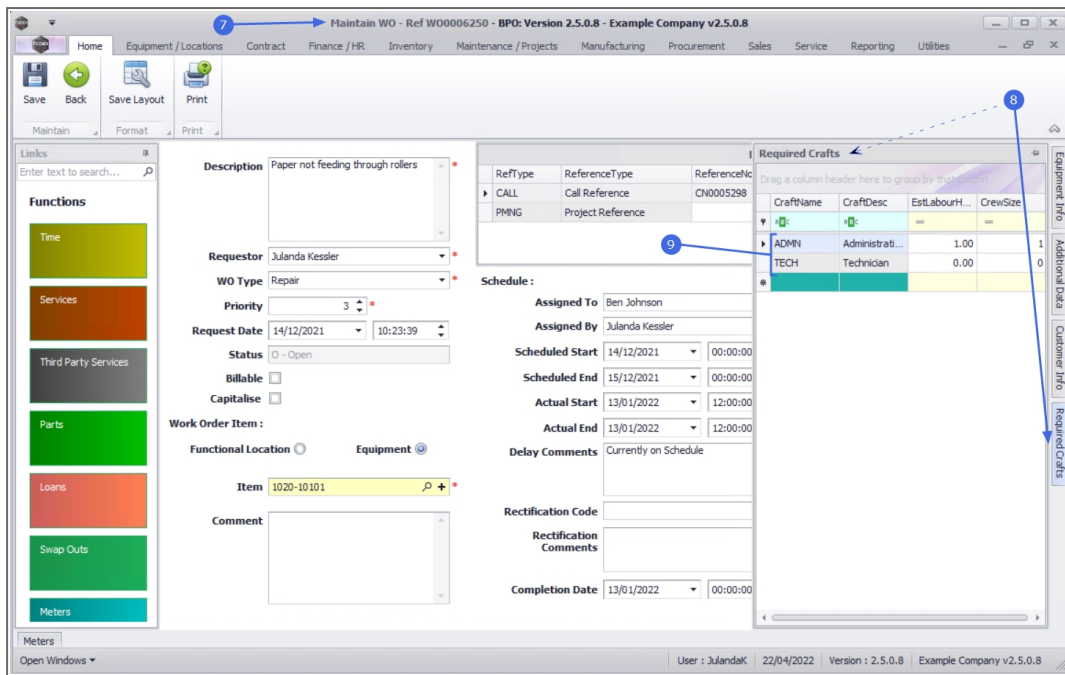


- " The Maintain WO - Ref [work order number] screen will be displayed. " on page 2
- Click on the **Required Crafts** tab to expand the **Required Crafts** panel.



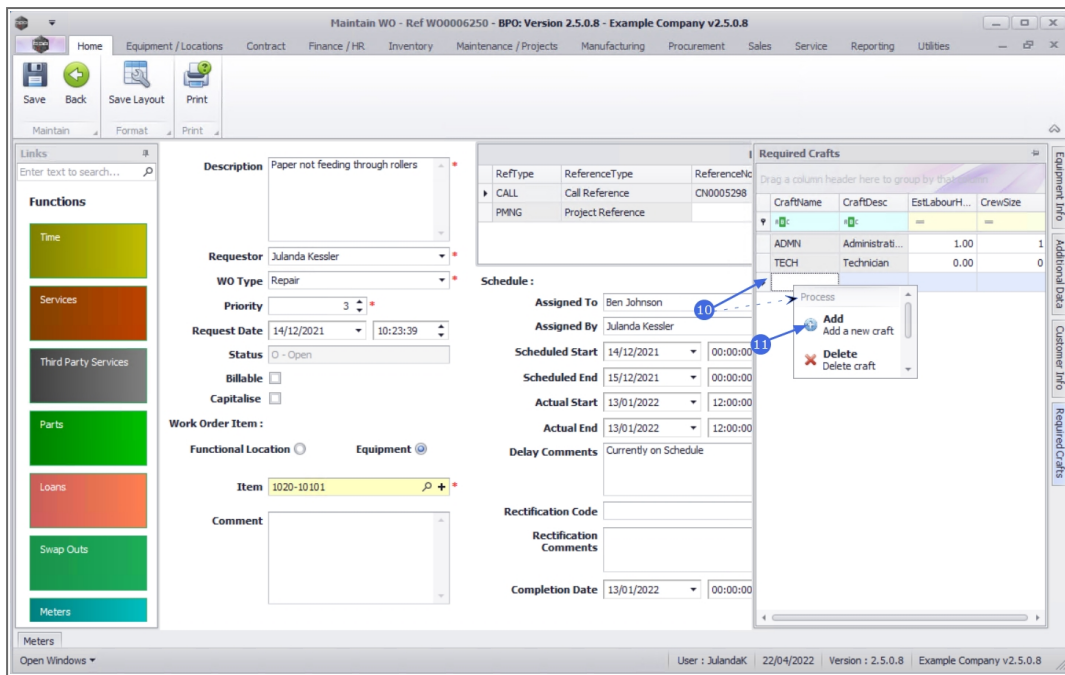
Dock this panel while you are working in it.

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

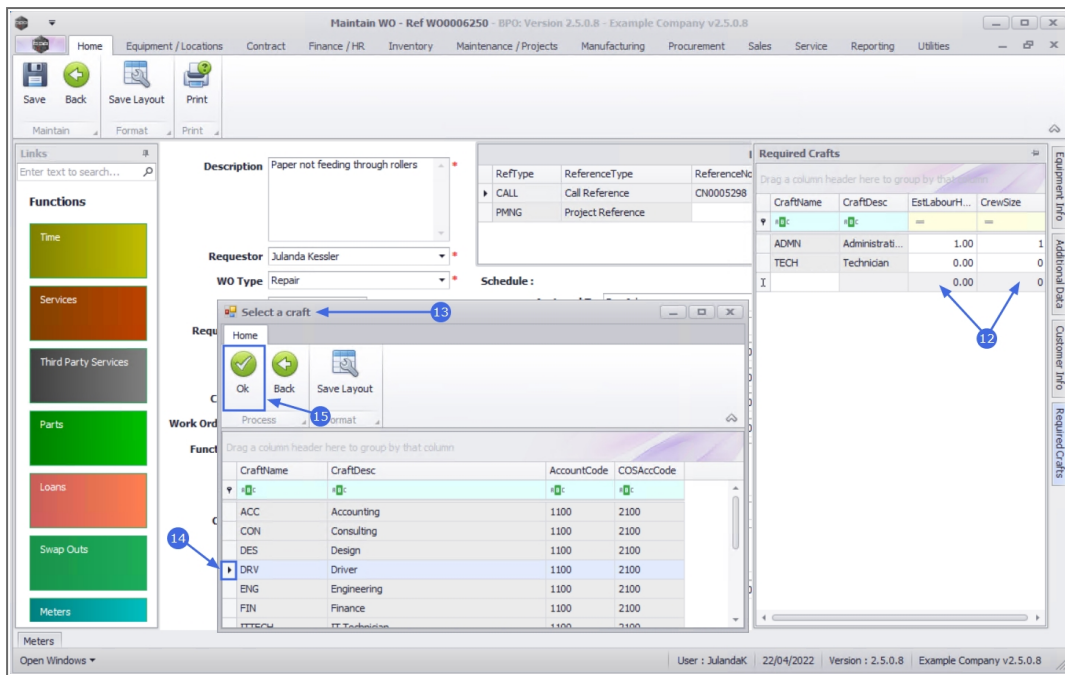


ADD A NEW CRAFT

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 'Required Crafts' table with the following data:

CraftName	CraftDesc	EstLabourHours	CrewSize
ADMIN	Administrative	1.00	1
TECH	Technician	2.00	1
DRV	Driver	1.00	1

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

MNU.072.004

