



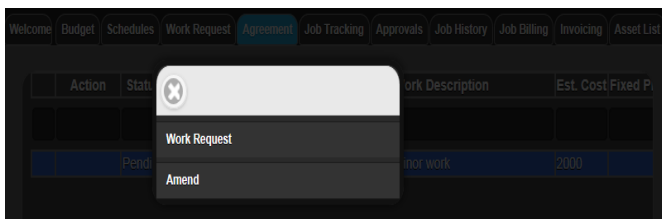
Work Instruction

Amending Work Details (Agreement Tab)

Work details can be viewed or amended from the Agreement screen. However, this option is not available to all Users.

To amend work details, complete the following steps:

1. Long-left click on the required job in the Agreement tab display window.
2. Select Amend from the sub-menu. (**Note:** The Work Details for XXXXX screen will display).

A screenshot of the 'Work Details For 25' form. The form is divided into several sections: 'Asset' (TRAN 05971, ADEL 77 GRENFELL STREET), 'Address' (77 GRENFELL STREET ADELAIDE), 'Agency' (FMU), 'Region' (01), 'Client Region', and 'Zone' (M - METROPOLITAN ZONE). Below this is the 'Payment Details' section with 'Customer' (TRA0000 - DPTI), 'Local Id' (8815), 'Agency Ref', and 'General Ref'. The 'Job Details' section includes 'Job Type' (MINOR WORKS), 'Work Description' (Minor work), 'Cost Category' (BORE PUMP), 'Estimated Cost' (\$2,000), 'Account Code', 'Fixed Price' (\$0), 'Work Category' (MINOR WORK), 'Planned Start Date' (Monday, 27 April 2015), and 'Planned Finish Date' (Tuesday, 28 April 2015). At the bottom right, there are 'OK' and 'Print' buttons.

3. View and/or amend the required details.
4. Select the Submit button to save or select the Cancel button to exit.

