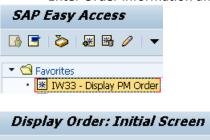
# Facilities Work Order Attachments Work Instructions

## 1 Work with Attachments in the IW32 or IW33 transaction

1.1 Access Order Select or enter the t-code IW32 or IW33 Enter Order information and press Enter



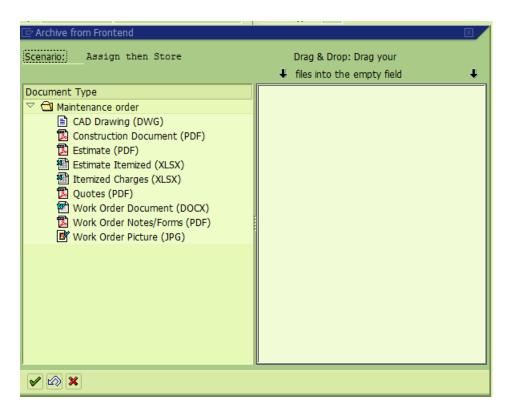
Header data	Operations	Components
Order	80	7000939187

1.2 Display Screen to Add Attachment

Click the Create->Create Attachment in OpenText menu option from the Services for Object button (For certain orders, the Maintenance order object may need to be selected)

## 🕫 🗈 Display Corrective (Repair) 807000939187: Central H

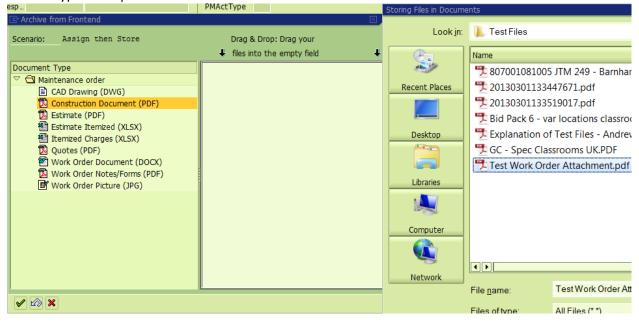
7	<u>C</u> reate	×.	Create Business Reference						
	<u>A</u> ttachment list		Create note						
Orde	Business References		Create external document (URL)						
Sys.S	Private note		Create Attachment in OpenText						
	<u>S</u> end	×	Enter Bar Code						
	<u>R</u> elationships		ents Costs	Partner	Objects	Ac			
	Workflow	F							
Pe	My Objects	F							
Pla	Help for object services			Notifctn	10530035				
Mr	OpenText Document Access		SHCRAFT	Costs	0.00				



## 1.3 Create Attachment

Select the document type to be attached by clicking the icon to the left of the document type description

Drag and drop one or more files of the correct type into the empty field to the right of the document type descriptions



#### OR

Double-click the icon the left of the document type description to browse for the file

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Date	Scenario: As	sign then Store	Drag & Drop: Drag your files into the empty field	+					
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Ast	Look in:	<ul> <li>Test Files</li> <li>Name</li> <li>807001081005</li> </ul>	JTM 249 - Barnhart Building Separate 247	Date modified 3/1/2013 1:55 PM					
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🔄 Archive from Frontend	× _
Scenario: Assign then Store	Drag & Drop: Drag your files into the empty field
Document Type         Imaintenance order         Imain	File Storage System: I:\ECM\Facilities\Test Files\Test Work Number of Files: 1

# 1.4 View Attachment List

Click the green check in the bottom right to close the Archive from Frontend screen Click the Attachment List menu option from the Services for Object button (For certain orders, the Maintenance order object may need to be selected)



#### 1.5 Open an Attachment

Double-click anywhere in the row of the attachment to open OR select the attachment and click the Display button

🔄 Ser	vice: Attachment list				
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	Estimate (PDF)	Test Work Order Attachment.pdf	Jason T Dillow	1	13:43:18
	Barnhart Bldg	807001081005 JTM 249 - Barnhart	Jason T Dillow	06/26/2013	16:23:54
	Peterson Kitchen	peterson 211 kitchen.dwg	Jason T Dillow	1	16:23:21
• •					
	×	. <b></b>			

# 1.6 Add Attachment from Attachment List

Select the document type to be attached by clicking the icon to the left of the document type description

Click New->Create Attachment in OpenText

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Create Document in SAP DB			
Create note	File Name	Creator Name	Create
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Create Attachment in OpenText	Test Work Order Attachment.pdf	Jason T Dillow	
	807001081005 JTM 249 - Barnhart	Jason T Dillow	06/26
🕒 Peterson Kitchen	peterson 211 kitchen.dwg	Jason T Dillow	
1			
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Drag and drop one or more files of the correct type into the empty field to the right of the document type descriptions. Or double-click the icon the left of the document type description to browse for the file

(See step 1.3)

Please Note: When typing an "optional" description of the document, this text field will overwrite the document type description (I.E. Construction Document (PDF)). Leave it blank if you wish to leave the document type category visible on the list of attachments.

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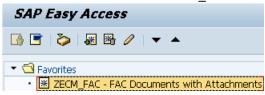
# 1.7 Delete from Attachment List

Select an attachment and click the Delete icon OR right-click and choose the Delete menu option

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🔄 Service: Atta	ichment list			$\boxtimes$						
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🕒 Estimate	(PDF)	Test Work Order Attachment.pdf	Jason T Dillow							
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Click Yes when prompted to Delete link Click Yes when prompted to Delete Archived Document

- 2 Work with Attachments in the Central Facilities Work Order Attachments View
- 2.1 Access the Facilities Work Orders Central View Select or enter the ZECM\_FAC t-code



2.2 Enter selection criteria in the available fields (single, multiple, and range)

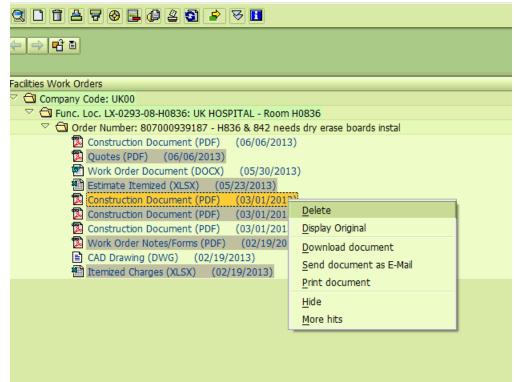
Selection Facilities Work (	Orders		
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Main Work Center	11693	to	<b>-</b>
Plant for Work Center	mppd	to	<b>-</b>
Order Number	807000939187	to	<b>-</b>
Order Type		to	<b>-</b>
Functional Location		to	2
🔤 Created on		to	<b>-</b>
Entered by		to	<b>-</b>
🔤 Basic Start Date		to	<b>-</b>
🔤 Basic Finish Date		to	<b>-</b>
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🔠 Itemized Charges (XLSX)			

2.3 Open an Attachment

Double-click an attachment Image files will open in WebViewer Other files will open in the appropriate local application

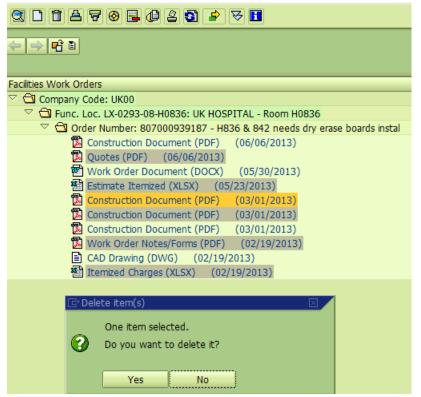
2.4 Delete from the Facilities Work Orders Central View
 Select an attachment and click the Delete Data icon (Ctrl-F7) OR right-click and choose Delete from the menu options

## Facilities Work Orders



Click Yes when prompted to Delete Item(s)

#### Facilities Work Orders



# 3 Integration

3.1 Drill into IW33 from the central view

Double-click an Order Number in the central view

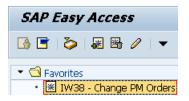
Facilities Work Orders
💌 🔁 Company Code: UKOO
🔻 🖾 Func. Loc. LX-0293-08-H0836: UK HOSPITAL - Room H0836
🔹 🗂 Order Number: 807000939187 - H836 & 842 needs dry erase boards insta

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3.2 Drill into the Central View from IW33
 Click the drop-down arrow on the Services for Object button
 (For certain orders, the Maintenance order object may need to be selected)
 Click the OpenText Document Access menu option

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3.3 Drill into the Central View from IW38 - Change PM Orders



Select an order using IW38

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Order status			
✓Outstanding ✓In process		l Sel.profile	Addr. 🗙
Order selection			
Order	807000939187	to	
Order Type		to	
Functional Location		to	<u></u>
Equipment		to	
Material		to	<u></u>
Serial Number		to	<u></u>
Addit. device data		to	<u></u>
Notification		to	
Main work center		to	
Plant for WorkCenter		to	<b>-</b>

Click the drop-down arrow on the Services for Object button (For certain orders, the Maintenance order object may need to be selected) Click the OpenText Document Access menu option

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🗢 🔂 Ord	rder Number: 807000939187 - H836 & 842 needs dry erase boards in	istal
1	Construction Document (PDF) (06/06/2013)	
1	Quotes (PDF) (06/06/2013)	
1	Work Order Document (DOCX) (05/30/2013)	
	Estimate Itemized (XLSX) (05/23/2013)	
1	Construction Document (PDF) (03/01/2013)	
1	Construction Document (PDF) (03/01/2013)	
1	Construction Document (PDF) (03/01/2013)	
1	Work Order Notes/Forms (PDF) (02/19/2013)	
	CAD Drawing (DWG) (02/19/2013)	
1	Itemized Charges (XLSX) (02/19/2013)	

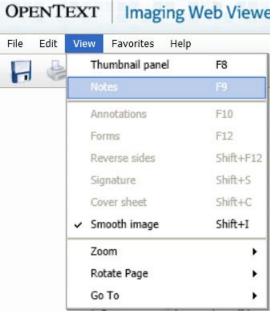
# 4 WebViewer

- 4.1 Open Document from the Central View or Attachment List
- 4.2 Display the Notes Panel

Click on Toggle Notes Panel Icon



OR Select Notes from the View menu



OR press F9

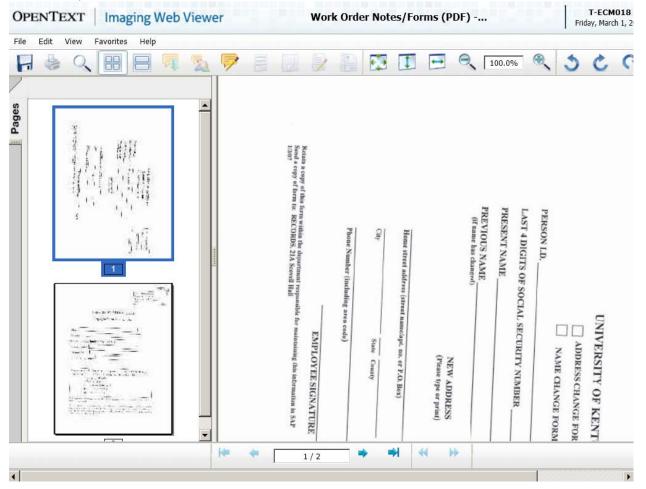
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4.3 Display the Thumbnails Panel Click on Toggle Thumbnails Panel Icon 88

OR Select Notes from the View menu

File	Edit	Viev	v Favorites Help	
	B		Thumbnail panel	F8
	10		Notes	F9
			Annotations	F10
			Forms	F12
			Reverse sides	Shift+F12
			Signature	Shift+S
			Cover sheet	Shift+C
		~	Smooth image	Shift+I
			Zoom	•
			Rotate Page	•
			Go To	

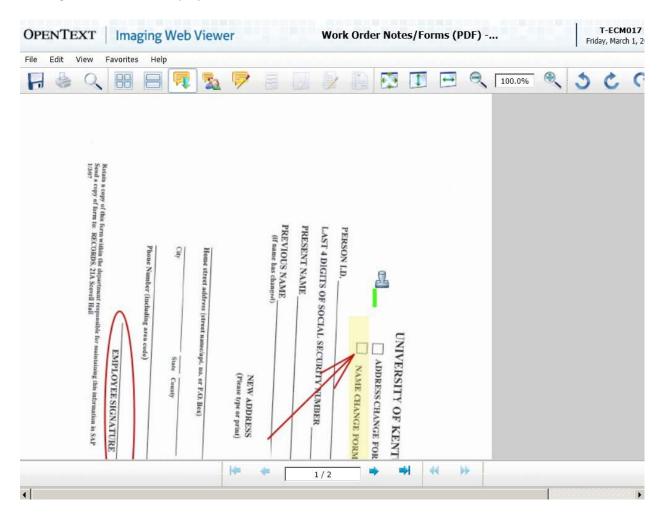
OR press F8



# 4.3 Display Annotations

The Toggle Annotations button will be enabled if annotations exist for this document

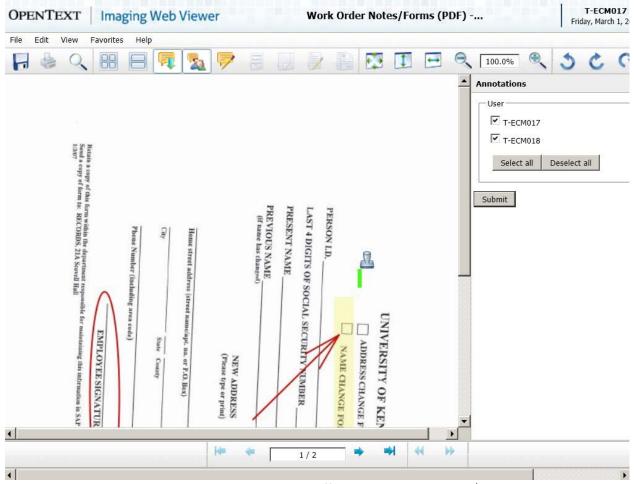
Clicking this button will display or hide annotations



## 4.4 Select Annotations

Click on Select Annotations Panel Icon to activate Annotations Panel to the right of the document





Users can choose to display or hide annotations created by different users by checking/unchecking the checkboxes and clicking the Submit button

Anotations     USer     T-ECM017     T-ECM017     T-ECM018     Select all     Submit     More steps of the forwahle to department for walking as a of F4D light for walking the lateral as as     Submit for several fully where the forwahle to department for walking the lateral as as     Submit for the RECORD STATE     There have the department for walking the lateral as as     Submit for the recorded fully where the department for walking the lateral as as     Submit for the recorded fully where the department for walking the lateral as as     Submit for the recorded fully     Submit for the recorded ful	ile	 /iew F	avorites	-				150	121	-	-	-	Q.		۲		*	
		onsible for n	$\wedge$		City		PR	PRESENT NAME		PERSON I.D.				Annotation User T-EC Selec	15 M017 M018	Deselect	all	

4.5 Rotate Document Click on Rotate Left, Rotate Right, or Flip buttons as needed for the document

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4.6 Document Fit to Screen

Click the Fit to Screen, Fit to Height, or Fit to Width buttons as needed for a document



4.7 Menu options – Save As Click on File menu in the top left of the window.

OPENTEXT	Imaging W
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File	Edit	View	Favorites	Help
📙 S	ave as			Ctrl+S
🖂 S	end by	E-mail		Ctrl+M
🔒 P	rint			Ctrl+D

A panel is displayed to the right of the document that allows the user to specify options such as color, pager range, whether or not to include any annotations and notes, etc. Click the Save as button when ready

General	
Output format: Tagged Image File Format (TIF) 🖵	
😵 Color: True Color (24 Bit) 💌	
Original size	
Original orientation	
Page range	
● <sub>All</sub>	
C Current page	
C Pages from 1 to 2	
Advanced	
🚍 Quality: 100 % 💌	
Annotations	
Form	
Reverse sides	
☐ Watermark	
Notes	
	Save as

4.7 Menu options – Send by E-mail Click on File menu in the top left of the window.

> A panel is displayed to the right of the document that allows the user to specify options such as color, pager range, whether or not to include any annotations and notes, etc. Click the Send via Mail Client button when ready

General
General
Output format: Tagged Image File Format (TIF) 💌
😵 Color: True Color (24 Bit) 🔽
🚍 Quality: 100 % 💌
Page range
All
C Current page
O Pages from 1 to 2
- Advanced
Advanced
Annotations
Form
Reverse sides
Watermark
Notes
Send via Mail Client

4.7 Menu options – Send by E-mail Click on File menu in the top left of the window.

A panel is displayed to the right of the document that allows the user to specify options such as color, pager range, whether or not to include any annotations and notes, etc. Click the Print button when ready

General
Color: True Color (24 Bit)
format: A4 (210 x 297 mm) margins 10,10,10,10 -
Page format
Automatic Orientation
Portrait
C Landscape
Page range
All
O Current page
C Pages from 1 to 2
Advanced
🚍 Quality: 100 % 💌
Annotations
Form
Reverse sides
☐ Watermark
□ Notes
Print