Using ViewFinder in Work Management

1. Select the work order. (See steps from Finding a Work Order Search)

2. Click the View Finder icon

3. At the ViewFinder screen you will see the Work Order Description and a Screens Section:

4. To view the Documents click

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Using ViewFinder in Work Management

5. Then click the links to the left to view the documents:
   i.e. Purchase Orders

6. To view transactions click

7. Then click the links to the left to view the transactions:
   i.e. External Charges

**Note: To view other screens, repeat step 4 to 5

8. Once finished reviewing the information, click the done flag to return to the previous ViewFinder screen.
**Note: If there are other transactions in the Screens sections repeat steps #6 to 8.

9. Once finished with the ViewFinder screen click the done flag to return to the main Work Order screen.