

Policy Guidance Note 17

Cancelled Jobs

Responsible Officer	Senior Housing Officer - Technical						
Issue No.	1	Revision No.	3	Revision Date:	06/04/06	Doc Ref:	OP4 v1.3

Amendment and Authorisation Record
PGN17 – Cancelled Jobs

Date	Author	Paragraph ref:	Nature of change	Authorised by
06/04/06		N/a	First dated revision	-
02/02/09	MH	N/a	Change to Responsible Officer Job Title	AJ
29/6/2010	MH	N/A	Change Responsible Officer Job Title	VS

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Fort Road staff must advise the DLO by email when a job is cancelled on Orchard.

To check for any jobs that have been cancelled on Orchard and should be cancelled on Servitor the following report can be run

From front screen in Orchard

- Click on Repair button on LHS of screen
- Then click on the Repair By Event folder (near top of screen)
- Event class = SYS, then tab twice
- Event code – 300, then tab to From Date
- Enter date you wish to enquire from then tab to 'To Date'
- Enter date you wish to enquire to, usually today's date
- Then click on Find Now

The screenshot shows the 'Repair Selection' application window. The interface includes a menu bar (File, Go, Task, Tools, Window, Help), a toolbar with icons for Alert, Maint., Applicants, Homeless, No prompt, Info., Image, Message, and navigation controls. Below the toolbar are tabs for 'Repair Number', 'Repairs By Status', 'Repairs By Event', and 'Invoice Number'. A filter section contains fields for Event Class (SYS), Event Code (300), Contractor (0), and Contract (0), along with search boxes for Areas, Priorities, Trades, From Date (01/08/2006), and To Date (16/08/2006). A 'Find Now' button is present. The main area is a table with columns: Dept, Number, Description[1], Reported Date, Pty, Contractor, Contract, Contractor Target, Overall Target, and Description[2]. The table contains several rows, with the last row (187717) highlighted in blue. Below the table is a property information section with fields for Address, Department (HSG), Property Type Code (2BH), RTB Code (4), Tenure Type Code (TT), Ward Code (8), and Scheme. At the bottom are buttons for 'Actions', 'Select All', 'Deselect All', and 'Summary'.

Dept	Number	Description[1]	Reported Date	Pty	Contractor	Contract	Contractor Target	Overall Target	Description[2]
HSG	187948	RECH-Renew mortice lock internal door	09/08/2006	3	1	1602 06/09/2006	20/09/2006		and refit existi
HSG	187922	Repair boiler, not workin, bost not working	08/08/2006	1	1	1602 09/08/2006	09/08/2006		either.
HSG	187910	Ease windows to l/room	07/08/2006	3	1	1602 04/09/2006	18/09/2006		
HSG	187719	Repair leaking coal bunker lid	27/07/2006	3	1	1602 24/08/2006	07/09/2006		
HSG	187718	Repair gate posts,replace door furniture,ease	27/07/2006	3	1	1602 24/08/2006	07/09/2006		vestible door,
HSG	187717	Repaint bedroom and front door,[MRS Manson to	27/07/2006	3	1	1602 24/08/2006	07/09/2006		supply paint f

A report of all jobs cancelled between dates entered will be produced

Servitor can then be checked, prior to Marshall's weekly claim, and any jobs still live can be cancelled