

General OrderWork Blog

Announcing OrderWork 2.0 - 'My OrderWork'

OrderWork are delighted to announce the launch of ‘My OrderWork’ – the latest release to the OrderWork portal. The aim of ‘My OrderWork’ is to improve the way in which our Buyers and Service Partners engage with us online.

It’s been a few months in the planning and using the feedback gathered from our community of Buyers and Service Partners, we have re-designed the site with you the user in mind. New work order layouts have been created, better use of buttons, colours and fonts; all done to make your experience on the portal a more productive one. We believe we have produced a portal that has a much cleaner user interface, is well laid out and easy to use, and is extremely intuitive.

Here are highlights of new features you’ll see in this release:

Executive Dashboard

The ‘My OrderWork’ portal will have as its main focal point, an executive dashboard, displaying the following summary information in a clear and easy to read format:

Buyer Accounts

- Summary of submitted and active work orders
- The value of unpaid sales invoices
- The value spent with OrderWork

The screenshot shows the 'My OrderWork' portal interface. At the top left is the logo 'My OrderWork'. At the top right, it says 'Welcome' and 'You are logged in as an Administrator'. Below this is a search bar with the placeholder text 'Enter Name/s or Keyword/s'. On the left is a navigation menu with sections: Home, Work Orders (containing 'Buy Work' and 'Create Work Request'), Billing (containing 'Payment Methods' and 'Orderwork Invoices'), and Account Settings (containing 'My Profile', 'Company Profile', 'Locations', and 'Users'). The main content area is divided into three panels. The central panel, titled 'My Orders', contains a table with the following data:

	Total Work Orders	Total Value
Submitted	1	£3,000.00
Active	26	£1,170.00
Completed	4	£189.00
Balance Due:		£11,866.14
Total Spent to Date:		£0.00

To the right of the 'My Orders' panel is a 'My Account Summary' panel with fields for 'Account Name:', 'Account No:', and 'Total User Account Administrator(s) Manager(s)'. At the bottom right of the dashboard is an illustration of a group of people with one person in the foreground having their arms raised in a celebratory gesture.

Service Partner Accounts

- Summary of new and active work orders
- The total value of funds available for you to withdraw
- The total value of funds waiting to be cleared
- Your approval status

The screenshot displays the My OrderWork portal interface. At the top right, it says 'Welcome You are logged in as an Administrator'. A search bar is located at the top right with the placeholder text 'Enter Name/s or Keyword/s'. On the left, there is a navigation menu with sections: Home, Work Orders (Supply Work, Buy Work, Create Work Request), Billing (Payment Methods, My Invoices, Orderwork Invoices), and Account Settings (My Profile, Company Profile, Locations, Users). The main content area is divided into 'Supply Work' and 'Buy Work' tabs. Under 'Supply Work', there is a table showing work order statistics:

	Total Work Orders	Total Value
New	15	£0.00
Conditional Accept	3	£0.00
Active	6	£250.00
Issue	1	£35.00
Completed	2	£65.00

Below the table, it shows 'Funds Available for Withdrawal' as £454.50 and 'Funds Awaiting Clearance' as £0. There is also an 'Account Alerts' section with a warning icon and a list of items needing updating: Insurance Details, VAT Registration, and Company References. On the right, a 'My Account Summary' box shows account details and a 'Rating Score' of 1. A circular 'APPROVED SUPPLIER' badge is visible in the bottom right corner.

Search functionality

This was top of the list of functionality requests from our Buyers and Service partners and so we have implemented this. The search feature is accessible from any area of the 'My OrderWork' portal. You will be able to search through all your respective work orders and accounting records i.e. sales invoices, self billed invoices, cash receipts, cash payments, and credit notes.



Simply enter search term and click on the 'Go' button. You will be presented with a search results listing which will be sorted by Date and displayed in descending order. Each result will also be clickable i.e. you will be able to view the underlying information within each displayed result.

Printing Enhancements

Two improvements have been made to print production within the My OrderWork portal:



Print Work Order: When viewing any work order, irrespective of its status, a Print button is made available to you which will display the selected work order information in a printer friendly format.

[In Tray](#) | [CA](#) | [Active](#) | [Issue](#) | [Completed](#) | [Closed](#) | [Lost](#) | [Cancelled](#) | [Back To Listing](#)

Work Order No	:	20080708389	 Accept
Work Order Title	:	test	 Conditionally Accept
Proposed Price	:	£0.00	 Discard
Location	:	Burnley, BB10	 Print Work Order
Start Date	:	03/07/2008	
PO Number	:	None Specified	

Mass Printing: This feature has been deployed in the “My Invoices” listing of the Billing section. Simply select which invoices you wish to print and then click the “Print Selected Invoice” button.

[Available](#) | [Uncleared](#) | [Withdrawn](#) | [Paid](#)

Select all  Withdraw Funds  Print Selected Invoice

Showing 1 to 10 of 12 1 ▾

	Invoice No	Invoice Date	Invoice Type	Invoice Net Amount	VAT Amount	Invoice
<input type="checkbox"/>	I-OW-4290-2008-42	17/04/08	Purchase	£31.50	£0.00	£31.50
<input type="checkbox"/>	I-OW-4290-2008-43	17/04/08	Purchase	£63.00	£0.00	£63.00
<input type="checkbox"/>	I-OW-4290-2008-44	17/04/08	Purchase	£36.00	£0.00	£36.00
<input type="checkbox"/>	I-OW-4290-2008-45	17/04/08	Purchase	£31.50	£0.00	£31.50
<input type="checkbox"/>	I-OW-4290-2008-46	17/04/08	Purchase	£36.00	£0.00	£36.00

Text based emails

In response to customer feedback, all emails generated via the 'My OrderWork' portal will now be sent in Plain Text format as opposed to the html format they were sent in previously. The purpose for doing this is to improve the consistency in which email clients display our sent messages. Also, by sending emails in plain text format, our sent message sizes are drastically reduced making for improved performance in email distribution.

The email content itself has also been expanded to include more information as appropriate. For example, Service Partners will now receive as part of the work request notification email, the description of the work required.

Account Alerts

Aimed primarily at our Service Partners, the account alerts are messages that appear within your portal homepage to alert you of missing information necessary to keep your account up to date. Typically alerts centre on missing or out of date insurance information, missing VAT Registration etc.

Account Alerts



- The following sections of your **Company Profile** need updating as they are either **incomplete or out of date**
 - Insurance Details
 - VAT Registration
 - Company References

Inactivity Time Out Period

The time out period for inactivity has been increased to 1 hour.

Automatic refresh of work order listings

All work order listings will now automatically refresh themselves every 10 mins.

Published 15 July 2008 15:54 by admin
Filed under: Service Partners, Product Release, Buyers

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