


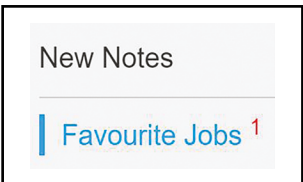
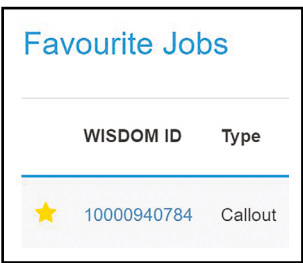

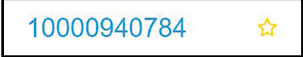



Completed by	• All WISDOM users
Frequency	• As required
Reference	<ul style="list-style-type: none"> • WISDOM Manual for JDW (WISDOM) • SOP - OF0135 - Adding, reading and responding to WISDOM notes • SOP - OF0139 - Searching for Items on WISDOM • SOP - OF0185 - How to review and manage open jobs on WISDOM
VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		<ul style="list-style-type: none"> • Launch WISDOM. • Locate the job that is to be marked as a favourite. Refer to SOP - OF0139 - Searching for items on WISDOM.
Step 2		<ul style="list-style-type: none"> • Once within the relevant job, click the star next to the job number. • When selected, the star will show as yellow.
Step 3		<ul style="list-style-type: none"> • This job will now show in the Favourite Jobs section for the pub. • The number next to the 'Favourite Jobs' section shows how many jobs have currently been favoured.
Step 4		<ul style="list-style-type: none"> • Clicking on 'Favourite Jobs' will then display a list of all the jobs which are currently favoured. • From here it is possible to add notes, call the contractor, or check if an update has been added to the job. Refer to SOP - OF0135 - Adding, reading and responding to WISDOM notes.
Step 5	 	<ul style="list-style-type: none"> • To remove the job from the Favourite Jobs list, open the job and click on the star. • A message will appear asking "Are you sure to remove the favourite?" • Click on 'Yes'. • Once confirmed, the star will then once again be blank and the job will be removed from the favourites.
Step 6		<ul style="list-style-type: none"> • For any queries, or if WISDOM is unavailable, contact the Maintenance Help Desk on 03333 200 300.