

PROJECTS

WORK ORDERS - PRINT WORK ORDER

The Work Order Report can be printed from the Work Orders for Project and from the Maintain Work Order screen. For the purpose of this manual, the report will be generated from the Work Order for Project screen.

Ribbon Access: Maintenance / Projects > Projects

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		Equipment	t / Locations	Contract Fi	inance / HR	Inventory	Maintenance /	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
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Ins	tructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation					
	Pre	ventative		Reactive 4	Radar	4	Proje	ects	4					\Diamond

- 1. The *Project Listing* screen will be displayed.
- 2. Select the *Site* where the project can be located.
 - The example has *Durban* selected.
- 3. Select the *Status* for the project.
 - You can print a Work Order Status report for a project in
 - either the *Open* or *Closed* status.
 - The example has **Open** selected.
- 4. Click on the *row* of the *project* which contains the work order for which you wish to print a Work Order Report for.
- 5. Click on the *Work Orders* tile.



Print Work Order

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unctions 5	ProjectRef -	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	
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Gantt	PRJ0000412	Install Machines	0	Open	23/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
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	PRJ0000410	New machine installation	0	Open	24/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
Work Orders 🦻		Maintenance Project - SP400	0	Open	29/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
		OSU1001	0	Open	31/03/2021	Julanda Kessler	No	OFF001	Office Supplies		
		B60004	0	Open	31/03/2021	Steven Cooper	No	BIG0001	Big Bargains		
Work In Progress	▼ E PRJ0000405	8601010202	0	Open	12/02/2021	Wesley Haynes	No	PAN001	Panda Copiers		
	▶ E PRJ0000404	TT041 - Bi-annually, Mono 10	0	Open	17/07/2020	Belinda Sharman	No	DER001	Derton / Techno		
	PRJ0000403	TT002 - Weekly - Call per WO	0	Open	06/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt		
Documents	PRJ0000402	test	0	Open	22/05/2020	Bianca Du Toit	No	DER001	Derton / Techno		
		Implementation BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
		Testing BPO2	0	Open	18/01/2019	Bianca Du Toit	No				
		Developmemnt BPO2	0	Open	16/01/2019	Bianca Du Toit	Yes				
Notes		Design BPO2	0	Open	14/01/2019	Bianca Du Toit	Yes				
		Specification BPO2	0	Open	12/01/2019	Bianca Du Toit	Yes				
	 PRJ0000396 	Test BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
Assignment History	PRJ0000395	BPO v2.2.0.1 Test Cyde	0	Open	08/02/2019	Bianca Du Toit	No				
		1234 - Test ctrt request crea	0	Open	14/08/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
		NDS Project	0	Open	30/07/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Progress Chart		credit validation check	0	Open	30/07/2018	Bianca Du Toit	No	OFF001	Office Supplies		
	PRJ0000391	test new project	0	Open	22/08/2018	Ben Johnson	No				

- 6. The *Work Orders for Project Ref [project ref. number]* screen will be displayed.
- Click on the *row* of the Work Order you need to print the Work Order report for.
- 8. Click on *Print*.



Print Work Order

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- 9. When you receive the *Report Generation* message;
 - Do you want to print the WO report for [work order number]?
- 10. Click on *Yes*.



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Open Windows 🕶			l	Jser : Ju	ulandaK 13/08/2021	Version : 2.5.0.4	Example	Company v	2.5.0.0 //

- 11. The *Preview* screen will be displayed.
- 12. From here you can make cosmetic changes to the document as well as *Zoom*, *View*, *Print*, *Export* or *Email* the Work Order.
- 13. *Close* the Report Preview screen when done.



Print Work Order

Preview	-11								- - X
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Help v2.5.1.4 - Pg 5 - Printed: 27/06/2024

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