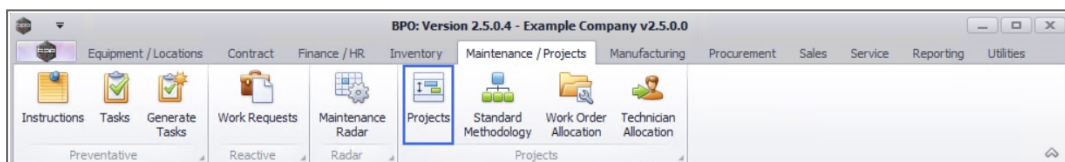


PROJECTS

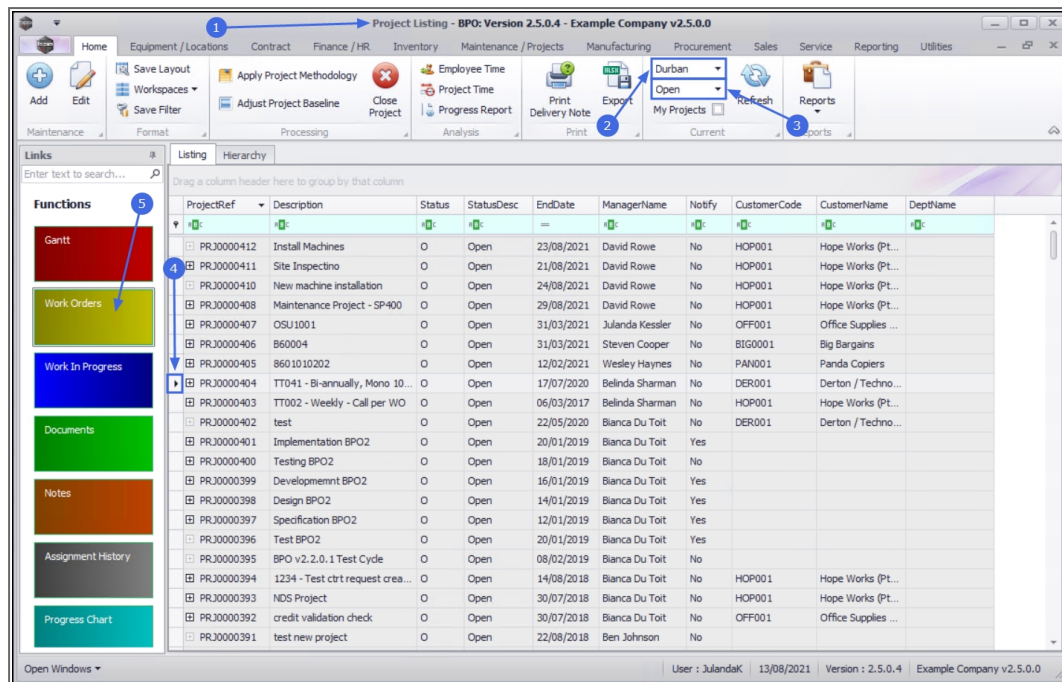
WORK ORDERS – PRINT WORK ORDER

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.

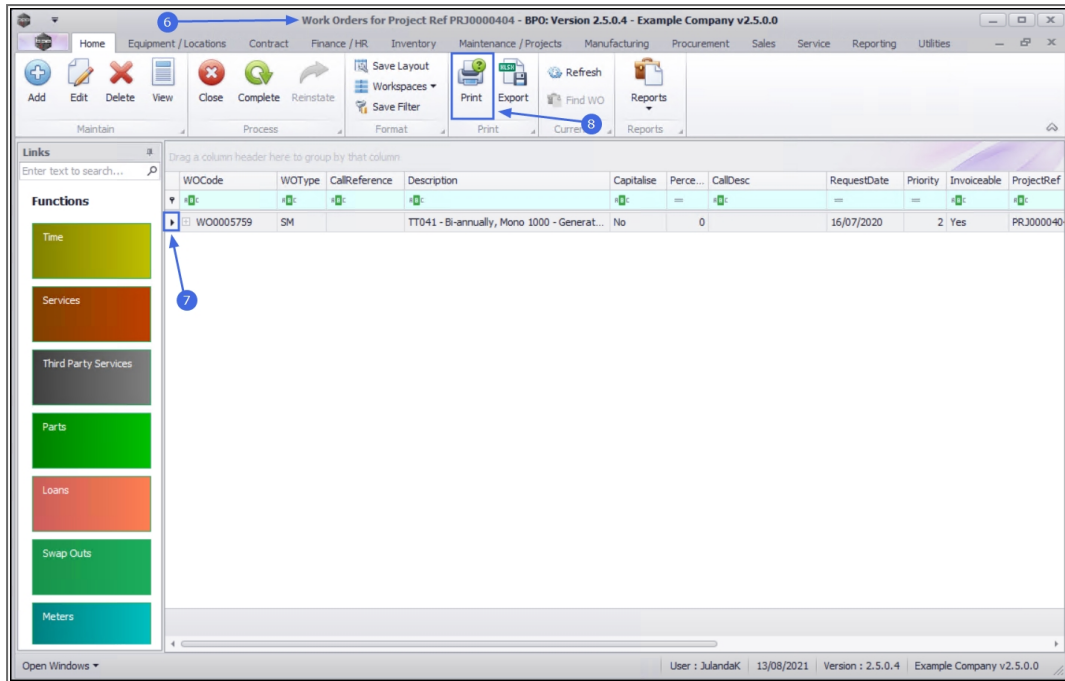
Ribbon Access: *Maintenance / Projects > Projects*



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.



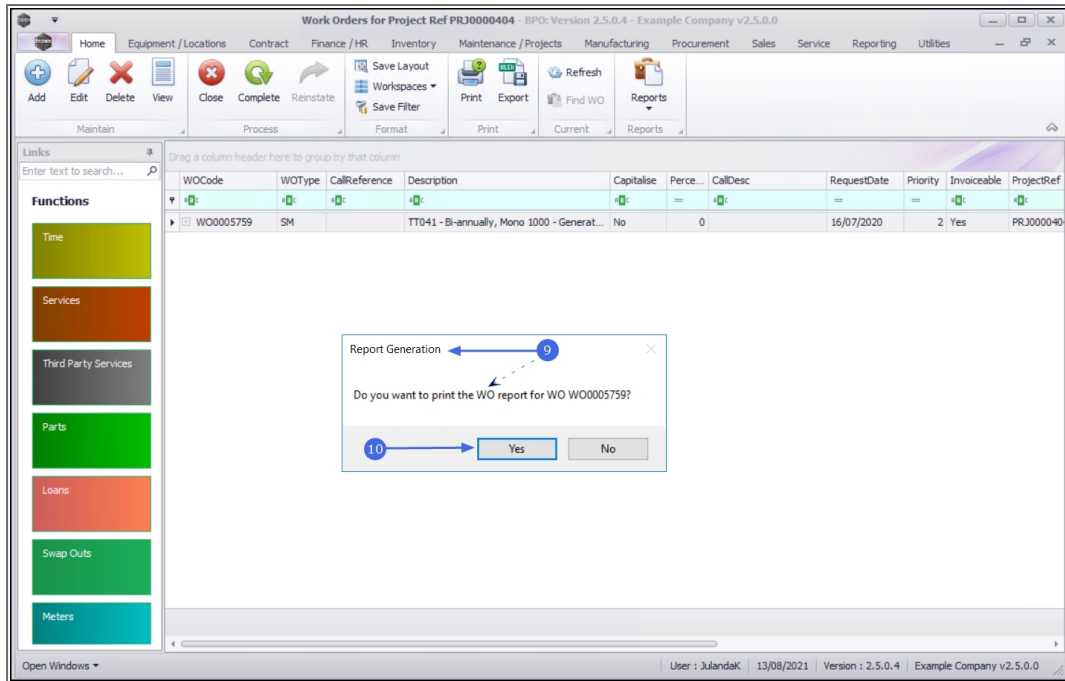
6. The **Work Orders for Project Ref** [project ref. number] screen will be displayed.
7. Click on the **row** of the Work Order you need to print the Work Order report for.
8. Click on **Print**.



9. When you receive the **Report Generation** message;

- **Do you want to print the WO report for [work order number]?**

10. Click on **Yes**.











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.

11


Preview

File View Background

12

13



Work Order

Example Company v2.5.0.0

Street No and Road Name

Area

City

South Africa

0000

Reg No.: 0000000asa4521

VAT No.: 0000000

PO Box 1234

New Town

Durban


South Africa

1234

Fax No.: 031 12 4545

Tel No.: 031 123 4567

WOBarcode



Customer: Derton/Technologies

Code: DER001

Area: Durban Area

Billable: YES

Tel No.: 031 123 4789

Contact: Mike Derton

Priority: 0

Shipping Address: 685 Silver Oak Road

Forest Hills

Upper Highway Area

1234

Machine Location:

Contract No.: C.O.D

Inclusions: CRFT

Call Date: 16/07/2020 00:00:00 00:00:00

Call Ref.: PRJ0000404

Serial No.: 2020-9196

Model No.: SP2020

Error Code:

WO Code: WO0005759

WO Desc: TT041 - Bi-annually, Mono 1000 - Generate Project

Technician Name and Comments:

Part Description	Part No x Qty	Desc	Meter 1	Meter 2
	x	x	x	

Client Comment:

Page 1 of 1

100%

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