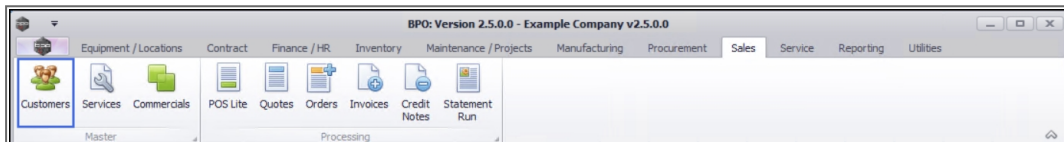


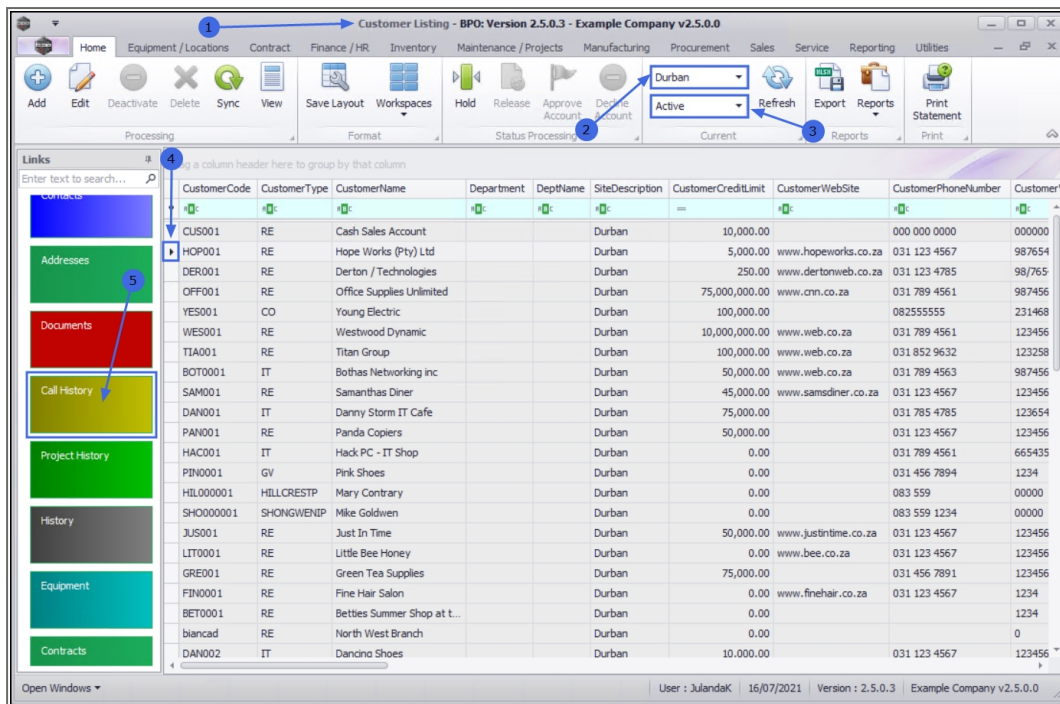
SALES

CUSTOMERS - WORK ORDER REPORT

Ribbon Access: *Sales > Customers*



1. The **Customer Listing** screen will be displayed.
2. Select the **Site** where the Customer can be located.
 - The example has **Durban** selected.
3. Select the **Status** for the Customer.
 - The example has **Active** selected.
4. Select the **row** of the Customer whose Call information you would like to work with.
5. Click on the **Call History** tile.

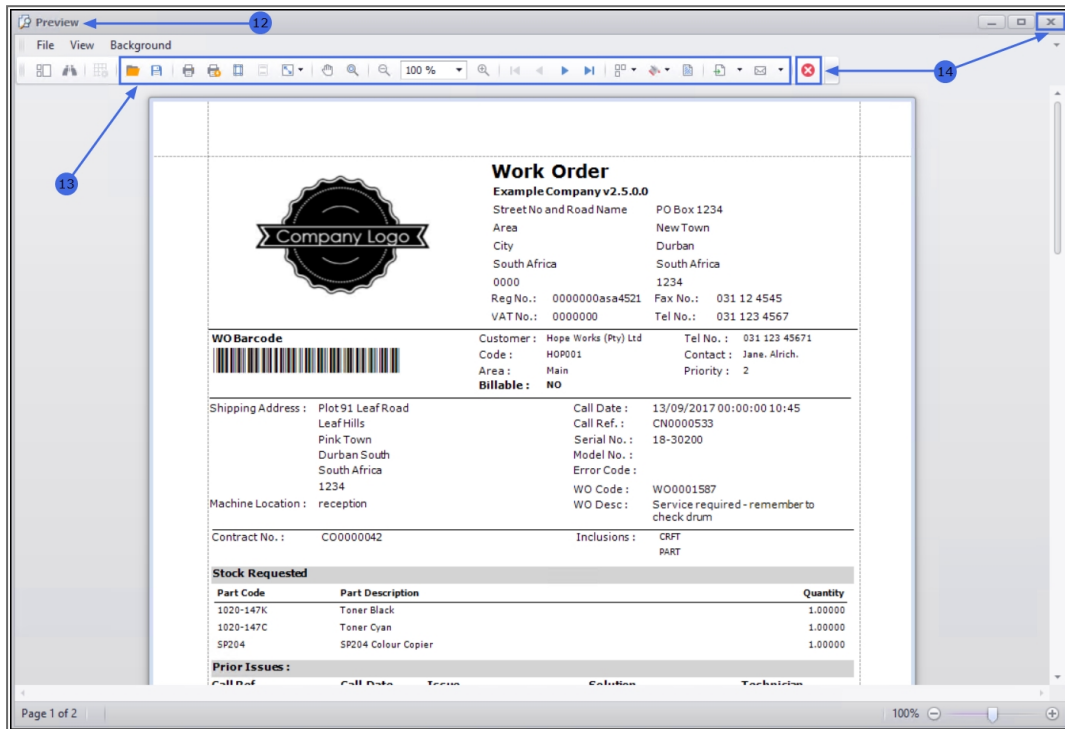


PRINT WORK ORDER REPORT

6. The ***Calls for Customer []*** screen will be displayed.
7. Select the ***Site*** and ***Call Status***.
 - The example has ***Durban*** selected and the status has been set to ***In Progress***.
8. Click on the ***row*** of the Call you wish to print the work order report for.
9. Click on ***Print*** and select ***WO Report - WO Code []*** from the Print Options menu.

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

12. The Call Delivery Note for the Call will be displayed in the **Preview** window.
13. You can make cosmetic adjustments to the report, as well as **Save**, **Zoom**, **Add a Watermark**, **Export** or **Email**.
14. **Close** the preview screen to return to the Calls for Customer screen.



MNU.061.067