

SERVICE

WORK ORDERS - PRINT WORK ORDER

The work order report displays all logged part and service requests, labour time and details. It will also display the customer signature and comments, where logged, via Tech Connect.

Ribbon Access: Service > Work Orders



- 1. The *Work Orders Listing* screen will be displayed.
- 2. Select the *Site* where the work order was raised.
 - The example has *Durban* selected.
- 3. Set the *Status* to *Open*.
- 4. Click on the *row* of the *work order* you wish to print.
- 5. Click on *Print*.



Work Orders - Print Work Order Report

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	▶	REP	CN0005303	Post Contract machine repair	No	Drum replacement req	16/02/2022	2	Yes	
Time	· WO0006258	SERV	CN0005303	Drum replacement required	No	Drum replacement req	31/01/2022	2	No	
		IMP	CN0005302	New machine implementation. Installation	No	New machine implemen	24/01/2022	1	No	
	WO0006257	NDS	CN0005274	PR03406OR002	No	PRO3406OR002	19/01/2022	2	No	
Services	WO0006253	PR	CN0005301	Replace part - current faulty	No	Replace part - current	18/01/2022	3	No	
		REP	CN0005300	Printer displaying error code	No	Printer displaying error	18/01/2022	3	No	
		ITS	CN0005299	Paper keeps on jamming in machine	No	Paper keeps on jammin	18/01/2022	3	No	
Third Party Services		REP	CN0005298	Paper not feeding through rollers	No	Paper not feeding thro	14/12/2021	3	No	
	· WO0006249	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.3000
	· WO0006248	SM		WS - Weekly Service	No		23/11/2021	2	No	PR.3000
Parts	· WO0006247	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.3000
	· WO0006246	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.3000
	· WO0006245	SM		WS - Weekly Service	No		23/11/2021	2	No	PR.30000
	· WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.30000
Loans	· WO0006242	SERV		1MMS - 1 Month Machine Service	No		16/11/2021	2	No	PR.30000
	WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.30000
	WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.30000
Swap Outs	WO0006238	PR		Test PQ Source Type Work Order	No		14/11/2021	5	No	
	WO0006239	PR		Rollers need replacing	No		11/11/2021	3	No	PR.30000
	WO0006237	SM		WS - Weekly Service	No		09/11/2021	2	No	
Meters	4									

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



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Time		WO0006259	REP	CN0005303	Post Contract machine repair		No	Drum replacement req	16/02/2022	2	Yes	
		· WO0006258	SERV	CN0005303	Drum replacement required		No	Drum replacement req	31/01/2022	2	No	
			IMP	CN0005302	New machine implementation	Installation	No	New machine implemen.	24/01/2022	1	No	
			NDS	CN0005274	PROJ406OR002		No	PROJ406OR002	19/01/2022	2	No	
Services			PR	CN0005301	Replace part - current faulty		No	Replace part - current	18/01/2022	3	No	
			REP	CN0005300	Printer displaying error code		No	Printer displaying error.	18/01/2022	3	No	
			ITS	CN0005 Rep	ort Generation 🚽	6		× er keeps on jammin.	. 18/01/2022	3	No	
Third Party Services		WO0006250 WO0006250	REP	CN0005		11 T		er not feeding thro	14/12/2021	3	No	
		· WO0006249	SM	0.	4		00063503		23/11/2021	2	No	PRJ0000
		· WO0006248	SM	00	you want to print the wo rep	sport for WO WOUL	00002091		23/11/2021	2	No	PRJ0000
Parts Loans		· WO0006247	SM						23/11/2021	2	No	PRJ0000
		· WO0006246	SM		7 Y	es	No		23/11/2021	2	No	PR.30000
		· WO0006245	SM						23/11/2021	2	No	PRJ0000
		WO0006243	SM		WS - Weekly Service		No		16/11/2021	2	No	PRJ0000
		· WO0006242	SERV		1MMS - 1 Month Machine Ser	vice	No		16/11/2021	2	No	PR.30000
		· WO0006241	SM		WS - Weekly Service		No		16/11/2021	2	No	PR.30000
		· WO0006240	SM		WS - Weekly Service		No		16/11/2021	2	No	PR.30000
Swap Outs		· WO0006238	PR		Test PQ Source Type Work O	rder	No		14/11/2021	5	No	
		· WO0006239	PR		Rollers need replacing		No		11/11/2021	3	No	PR.30000
		· WO0006237	SM		WS - Weekly Service		No		09/11/2021	2	No	
Meters												

- 8. The work order will display in the *Report Preview* screen.
- 9. From here you can make cosmetic changes to the Work Order, as well as *Save*, *Zoom*, *Add a Watermark*, *Export* or *Email*.
- 10. *Close* the Report Preview screen when done.





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