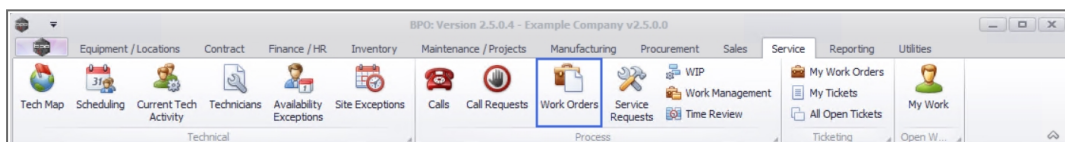


## SERVICE

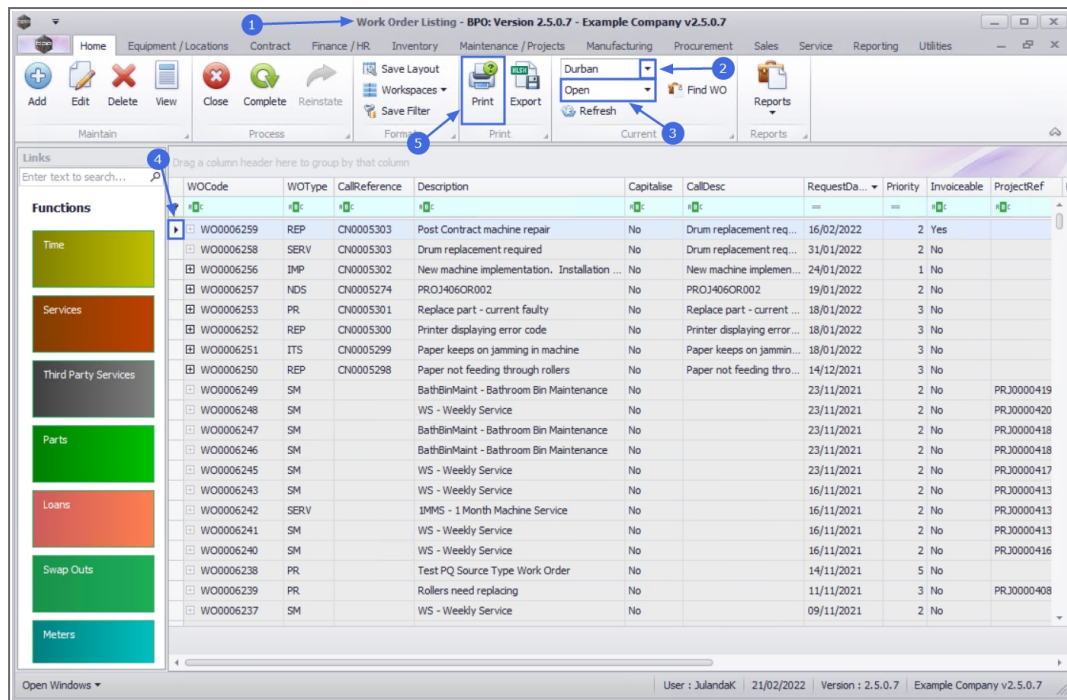
### WORK ORDERS – PRINT WORK ORDER

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.

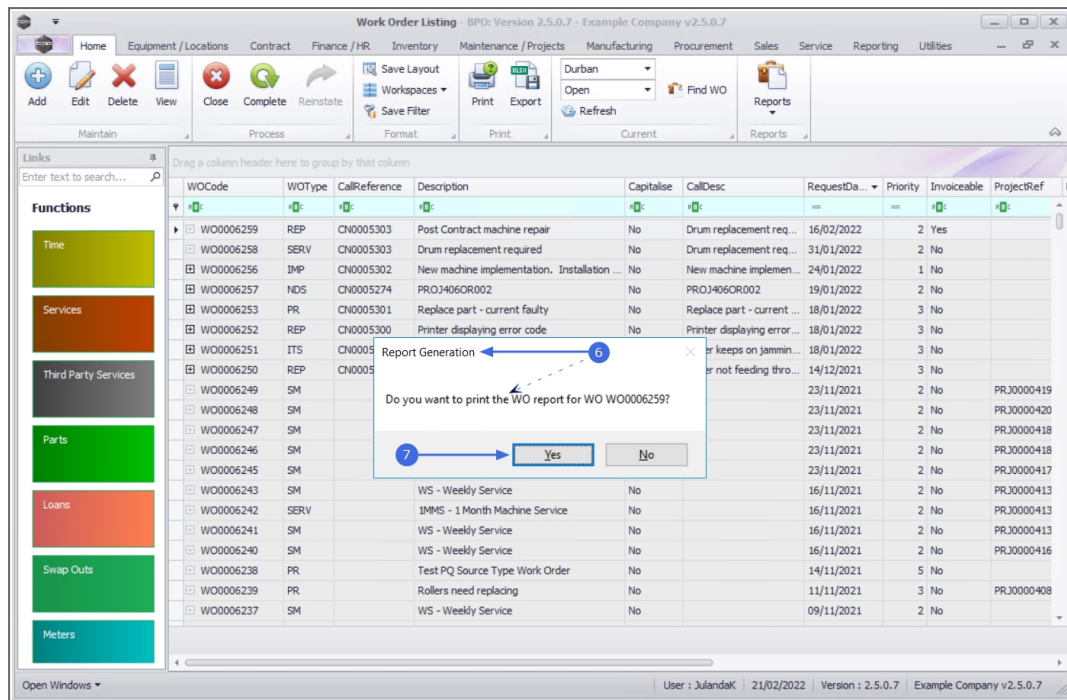
**Ribbon Access:** *Service > Work Orders*



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**.



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**.



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.

