

SERVICE

MY WORK - PRINT THE SERVICE HISTORY REPORT

The **My Work** screen deals with work that is assigned to a specific employee, i.e. when an employee is logged in, that employee can only see work orders assigned to themselves

You can print the **service history** of an equipment item/machine directly from the **My Work** listing screen.

Ribbon Access: Service > My Work



My Work - Print the Service History Report



The *My Work* listing screen will be displayed.



- Click on the *row selector* in front of the *work order* where you wish to print the *service history* report.
- Click on *Service History*.

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- A *Report Generation* message box will pop up asking;
 - Do you want to print the Service History for Work Order []?
- Click on Yes.



My Work - Print the Service History Report

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- The *Report Preview* screen will be displayed.
- From here you can *View*, *Print*, *Export* or *Email* the document.
- *Close* the Report Preview screen when you are done.



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	Service History Report Example Company Strettis and Read Name #0 Box 1234 Area Read Name #0 Box 1234 City Dutan South Africa Bouth Africa 0000 1234 Reg No. 8000000 Tel No. 801 122 4545 VaTNo.: 8000000 Tel No.: 801 122 4567	
	Model : SP2020 SP2020 Sprint Colour Multi Functional Cepier Servid No. 1 2020-103053	
	Work Order Information	
	WO Gate I 18 May 2018 Clear Date I 17 Jun 2018 WO Ref. : WO0001664 Call Type I Repair Customer : Tech. I Abgal Mine Contract No. : C0000003	
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	WO Date: 20 Mar 2018 Clave Date: 19 Apr 2018 WO Bef.r: W0 Coll (60) Call Type 1 Tomer Required Customer:	
	Tech.: Ed.Jones Centract No.: C00000000 Issue: Tonerrepand Solution	
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