

SERVICE

WORK MANAGEMENT – PRINT WORK ORDER REPORT

You can print a **Work Order Report** directly from the Work Management listing screen.

Ribbon Access: Service > Work Management

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	Equipment /	Locations	Contract	Finance / HR	Inventory	Mainter	ance / Projects	Manufactur	ng Pro	curement	Sales	Service	Reporting	Utilities		
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	Technical						Process A Ticketing									\Diamond

- 1. The *Work Management* screen will be displayed.
- 2. Select the *date range* that will contain the *work order* you wish to assign.
- 3. Select the *Site* where the work order was issued.
 - The example has *Durban* selected.



Click on the *Refresh* button Refresh to update the screen.



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- 4. Click on the *row* of the work order you wish to print a Work Order Report for.
- 5. Click on *Print WO*.
- 6. When you receive the *Report Generation* message to confirm;
 - Do you want to print the WO report for Work Order [work order number]?
- 7. Click on Yes.



Work Management - 8PO: Version 2.5.0.8 - Example Company v2.5.0.8													_ D X	
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- 8. The Work Order will display in the *Report Preview* screen.
- From this screen you can make cosmetic changes to the document, as well as *Save*, *Zoom*, *Add a Watermark*, *Export* or *Email* the Call Report.
- 10. Click on *Close* to return to the *Work Management* screen.



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