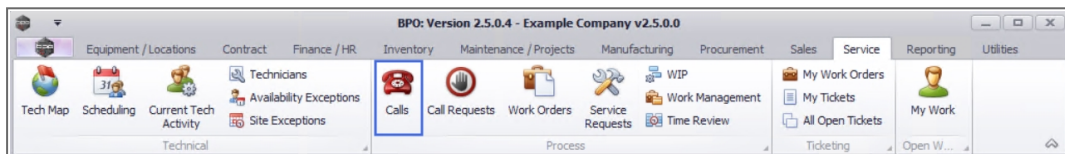


SERVICE

CALLS – WORK ORDER REPORT

The **Work Order Report** can be printed directly from the Call Listing screen.

Ribbon Access: *Service > Calls*



1. The **Call Listing** screen will be displayed.
2. Select the **Site** and **Status**.
 - The example has **Durban** as site and the **New** status selected.
3. Click on the **row** of the **call** you wish to generate a work order report for.
4. Click on the **Print** button to display a list of **Report Options**.
5. Click on **WO Report - WO Code WO[number]**.



Note that there may be more than one work order code listed. Ensure that the correct work order has been selected.

Calls - Print Work Order Report

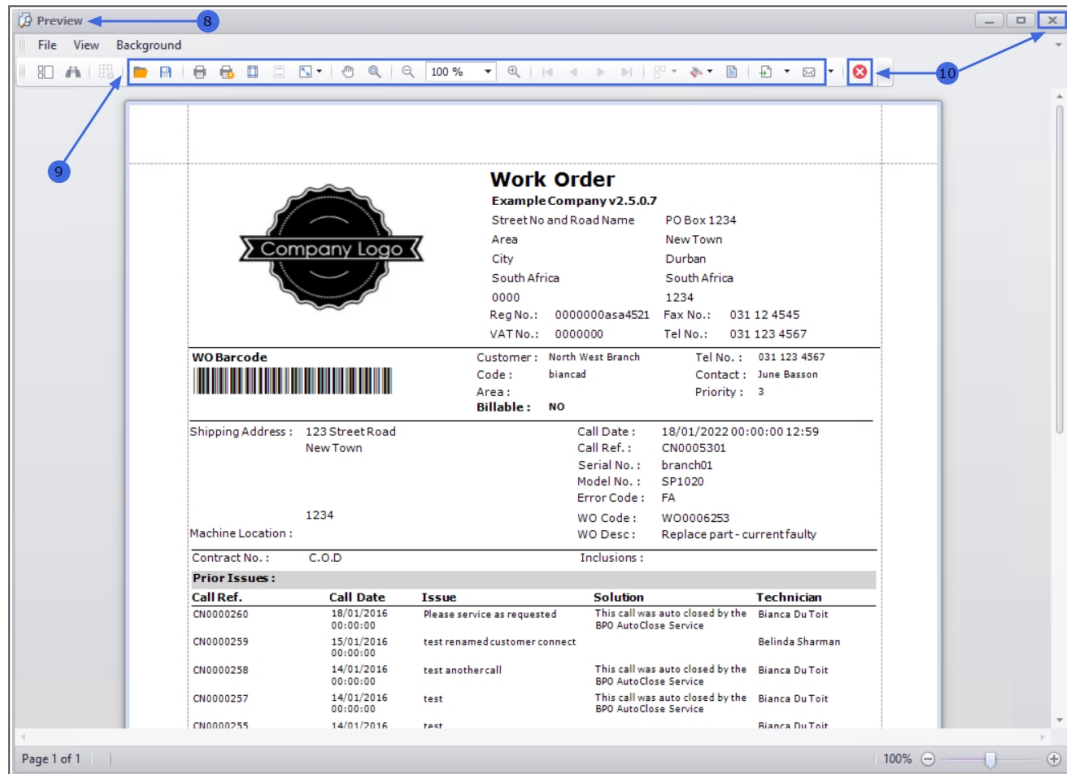
CallReference	CallDate	CallState	Technician	CallTime	Description	CallType	CallTypeDesc
CN0005301	18/01/2022	Awaiting Acceptance	Julanda Kessler	12:59:13	Replace p		
CN0005300	18/01/2022	Awaiting Acceptance	Julanda Kessler	12:51:45	Printer ds	REP	Repair
CN0005299	18/01/2022	Awaiting Acceptance	Julanda Kessler	12:44:53	Paper keeps on jamming in machine	ITS	IT-Support Call
CN0005294	26/10/2021	Awaiting Acceptance	Julanda Kessler	08:00:00	2MS - 2 month service	SM	Scheduled Maint
CN0005293	22/10/2021	Awaiting Acceptance	Julanda Kessler	08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005292	16/10/2021	UnAssigned		08:00:00	2MS - 2 month service	SM	Scheduled Maint
CN0005290	15/10/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005289	08/10/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005288	01/10/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005287	24/09/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005286	17/09/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005285	16/09/2021	Awaiting Acceptance	Theo Peterson	08:00:00	Tier - Commercial Tier Test	INST	Installation
CN0005284	15/09/2021	UnAssigned		08:00:00	2MS - 2 month service	SM	Scheduled Maint
CN0005283	10/09/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005282	03/09/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005281	27/08/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005280	26/08/2021	UnAssigned		08:00:00	2MS - 2 month service	SM	Scheduled Maint
CN0005279	20/08/2021	UnAssigned		08:00:00	BathBinMaint - Bathroom Bin Maintena...	SM	Scheduled Maint
CN0005278	17/08/2021	UnAssigned		08:00:00	2MS - 2 month service	SM	Scheduled Maint
CN0005277	17/08/2021	UnAssigned		08:00:00	Tier - Commercial Tier Test	INST	Installation

6. When you receive the **Report Generation** message to confirm;

- **Do you want to print the WO report for WO [number]?**

7. Click on **Yes**.

8. The Work Order Report will display in the **Report Preview** screen.
9. From this screen you can make cosmetic changes to the document, as well as **Save, Zoom, Add a Watermark, Export** or **Email** the Work Order Report.
10. Click on **Close** to return to the **Call List** screen.



MNU.122.019

