

We are currently updating our site; thank you for your patience.

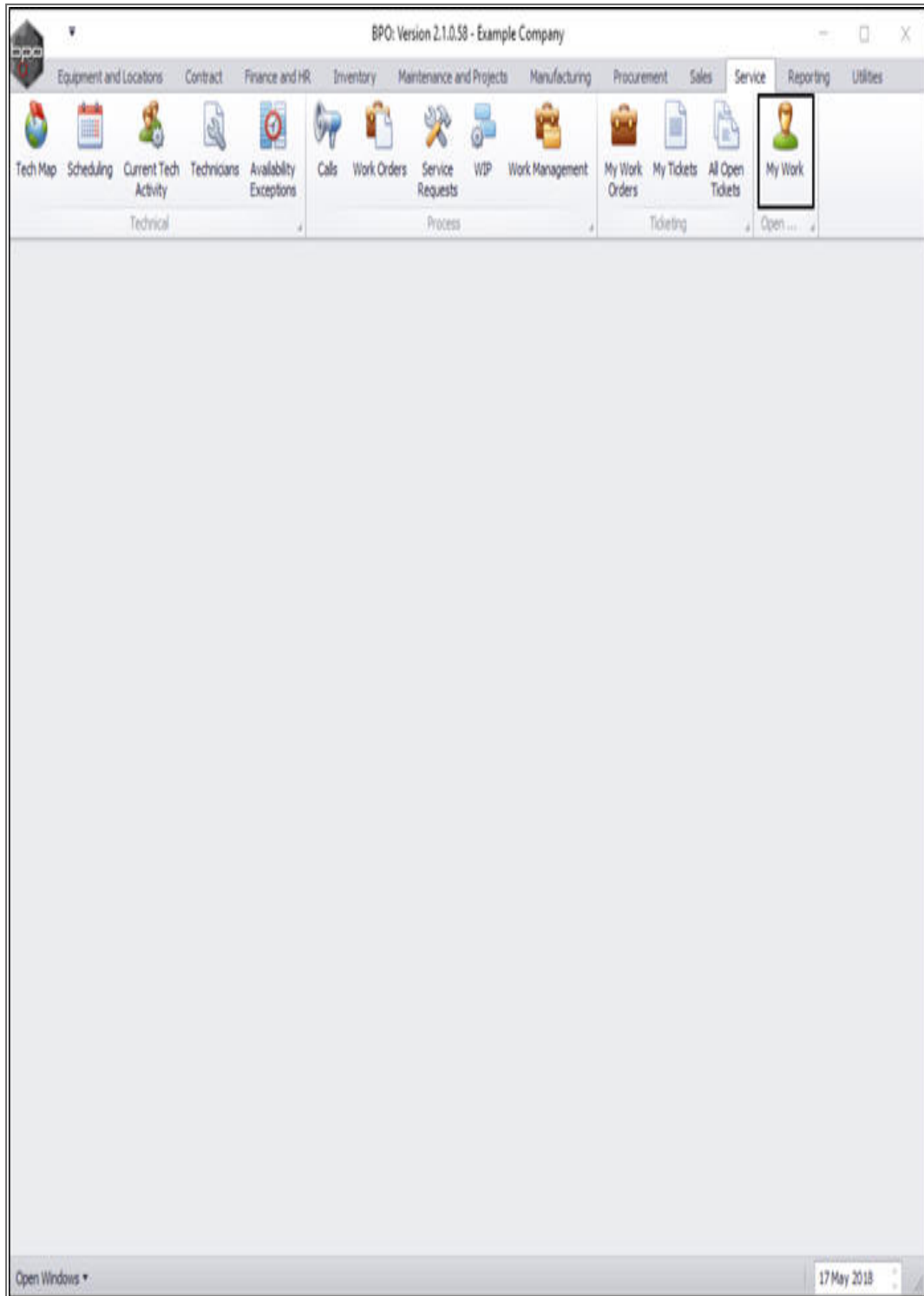
SERVICE

MY WORK – PRINT THE WORK ORDER 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 **work order report** directly from the **My Work** listing screen.

Ribbon Access: Service > My Work



- 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 **work order report**.
- Click on **Print WO**.

Help v2024.5.0.7/1.0 - Pg 4 - Printed: 04/07/2024

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

My Work - BPO; Version 2.1.0.58 - Example Company

Home

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Work Requests

Drag a column header here to group by that column

WOCODE	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PR30000098	Site Inspectio	PMNG	HCP001	Hope Works	Technical
WO0001664	Toner check and dean required	Durban	O	REP	Machine Repairs	CH0000566	Toner required ...	CALL	HCP001	Hope Works	Technical
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

Report Generation

Do you want to print the WO report for Work Order WO0001664?

Yes

No


Open Windows

21 May 2018

- Printview**

File View Background

100%




Work Order

Example Company

Street No and Road Name	PO Box 1234
Area	New Town
City	Durban
South Africa	South Africa
0000	1234
Reg No.: 00000000saM21	Pax No.: 031 12 4545
VAT No.: 0000000	Tel No.: 031 123 4567

WO Barcode



Customer: Hype Works	Tel No.: 031 123 4567
Code: W0R01	Contact: Jane Alroh
Area: Main	Priority: 3
Billable: NO	

Shipping Address : Plot 91 Leaf Road
Forest Hills
New Town
Durban South
South Africa
1234

Machine Location : First Floor

Contract No.: CO0000043

Call Date: 20 Mar 2018 10:32
Call Ref.: CW0000966
Serial No.: 2020-103052
Model No.: SP2020
Error Code:
WO Code: W00001664
WO Desc: Toner check and clean required

Inclusion:

Work Hours

Employee	Start Date	Hours	Comments
Amyal Mille	18 May 2018	2.00	Tonal to customer, check colour toner issue.

Technician Name and Comments : Thas Peterson

Client Comment :

Check Colour Toner - not printing effectively

Master 1 Master 2

Part Description				Desc		
Part No x Qty	x	x	x	Value		
- Page 1 of 1
- 100%

MNU.073.016

