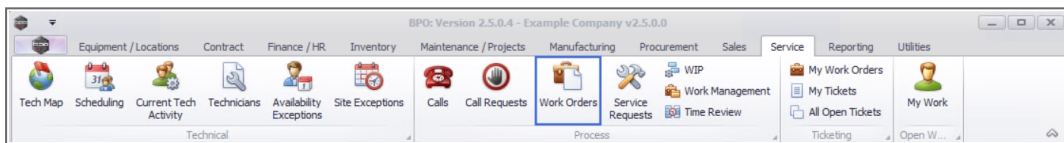# SERVICE

WORK ORDERS – IMAGES

This function is normally done in TechConnect where the Technician will take images of work that needs to be done, e.g repairs of hardware, and then uploaded the image to the Work Order.


Ribbon Access: *Service > Work Orders*

1. The *Work Order Listing* screen will be displayed.
2. Select the *Site* where the work order was issued.
   - The example has *Durban* selected.
3. Select the *Status* for the Work Order.
   - The example has *Open* selected.
4. Click on the *row* of the work order you wish to view the *image* for.
5. Click on the *Images* tile.
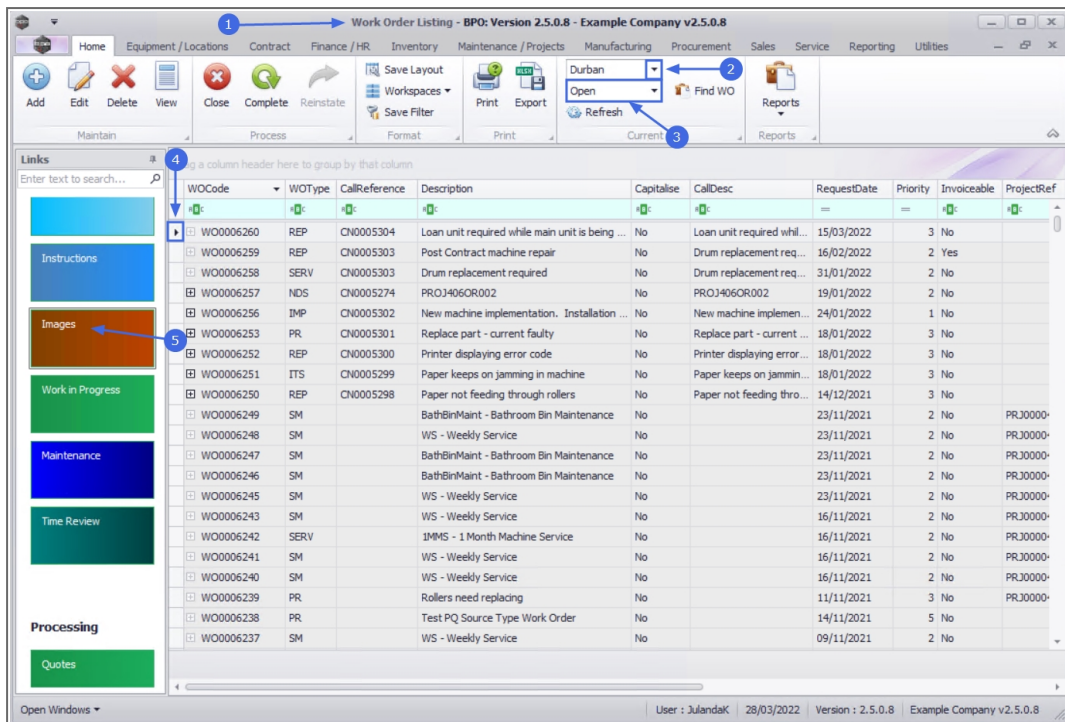
6. The **Images for WO Code** [*WO number*] screen will be displayed.
7. A list of Image data that have already been linked to the Work Order will display.
   - Here you can view the **Name of the Employee**, **Image** stock, **Image Name** and the **Date** the image was linked to the Work Order.
8. Click on the **row** of the image to display it in the image area.
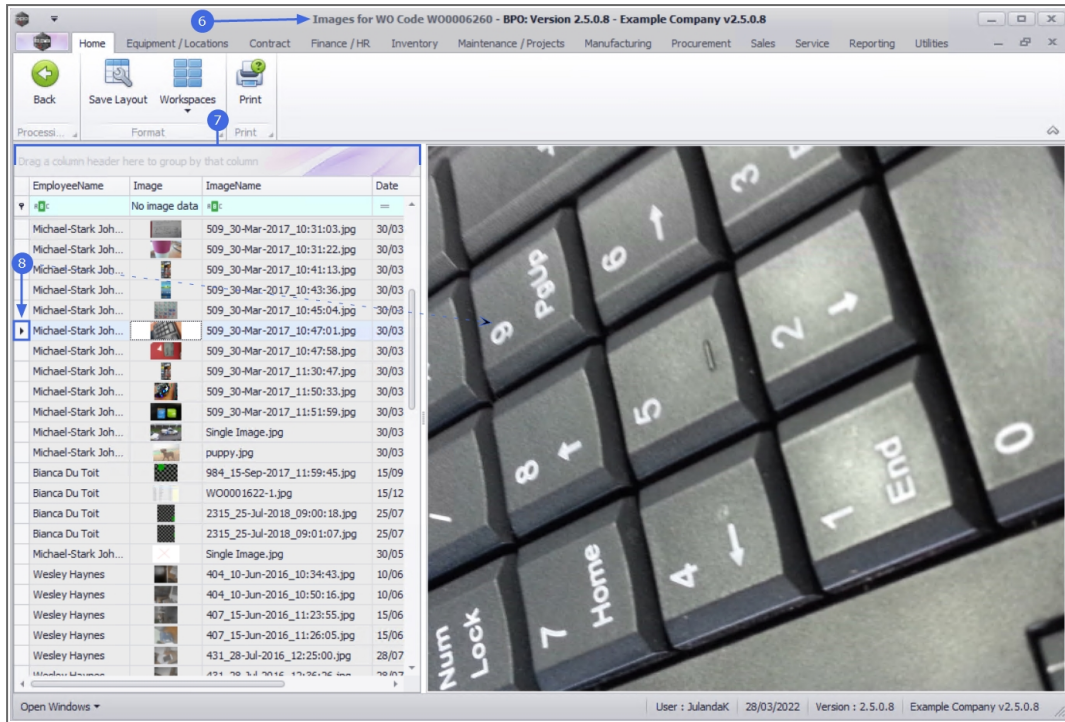
PRINT IMAGE

9. Click on *Print*.

10. When you receive the *Print Check* message to confirm;

    • *Are you sure you want to print this image?*

11. Click on *Yes*.
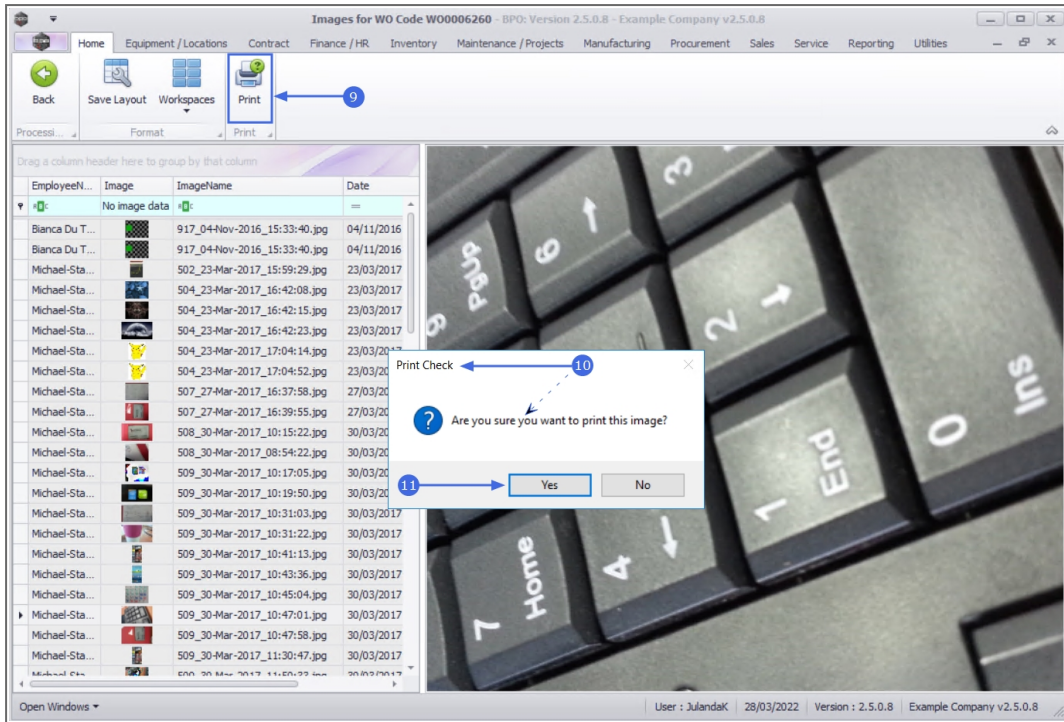
12. The image will display in the *Preview* screen.

13. From here you can make cosmetic changes to the document as well as *Save*, *Print*, *Zoom* and add a *Watermark* to the image.

14. *Close* the screen when done.
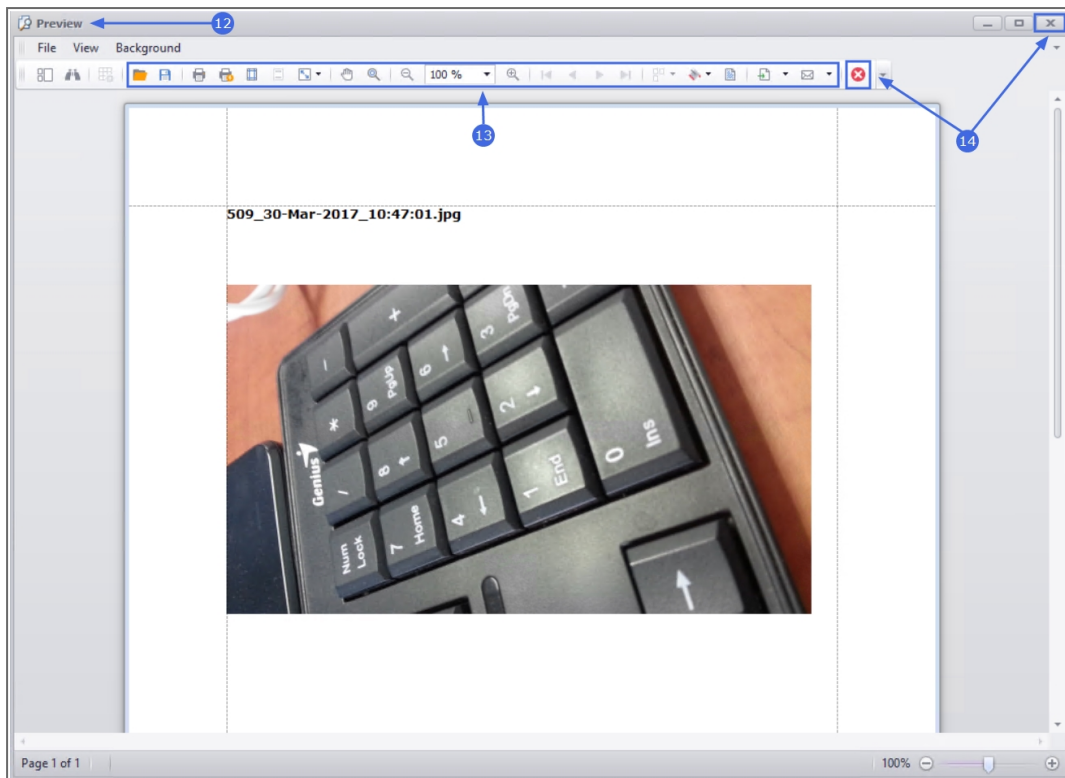
15. You will return to the *Images for WO Code* screen.

16. Click on *Back* to return to the Work Order Listing screen.
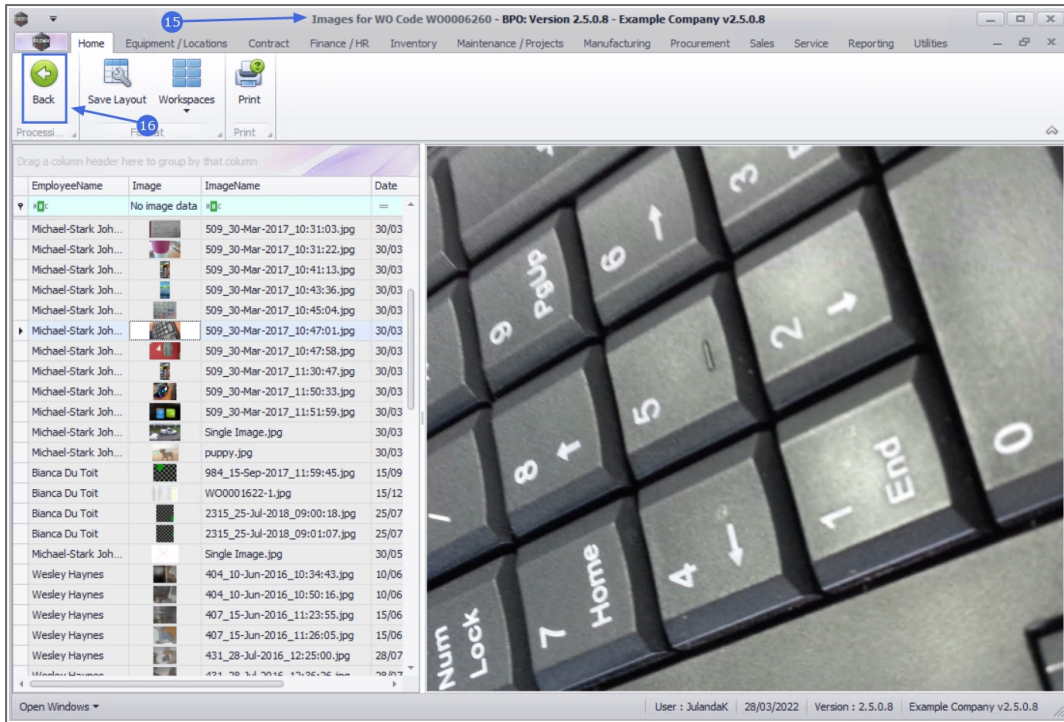
Related Topics

- [Save Image to Work Order in TechConnect](#)

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