SERVICE

MY WORK - PRINT A CALL REPORT

You can use this report where the work order is associated with a **call**.

Ribbon Access: *Service > My Work*

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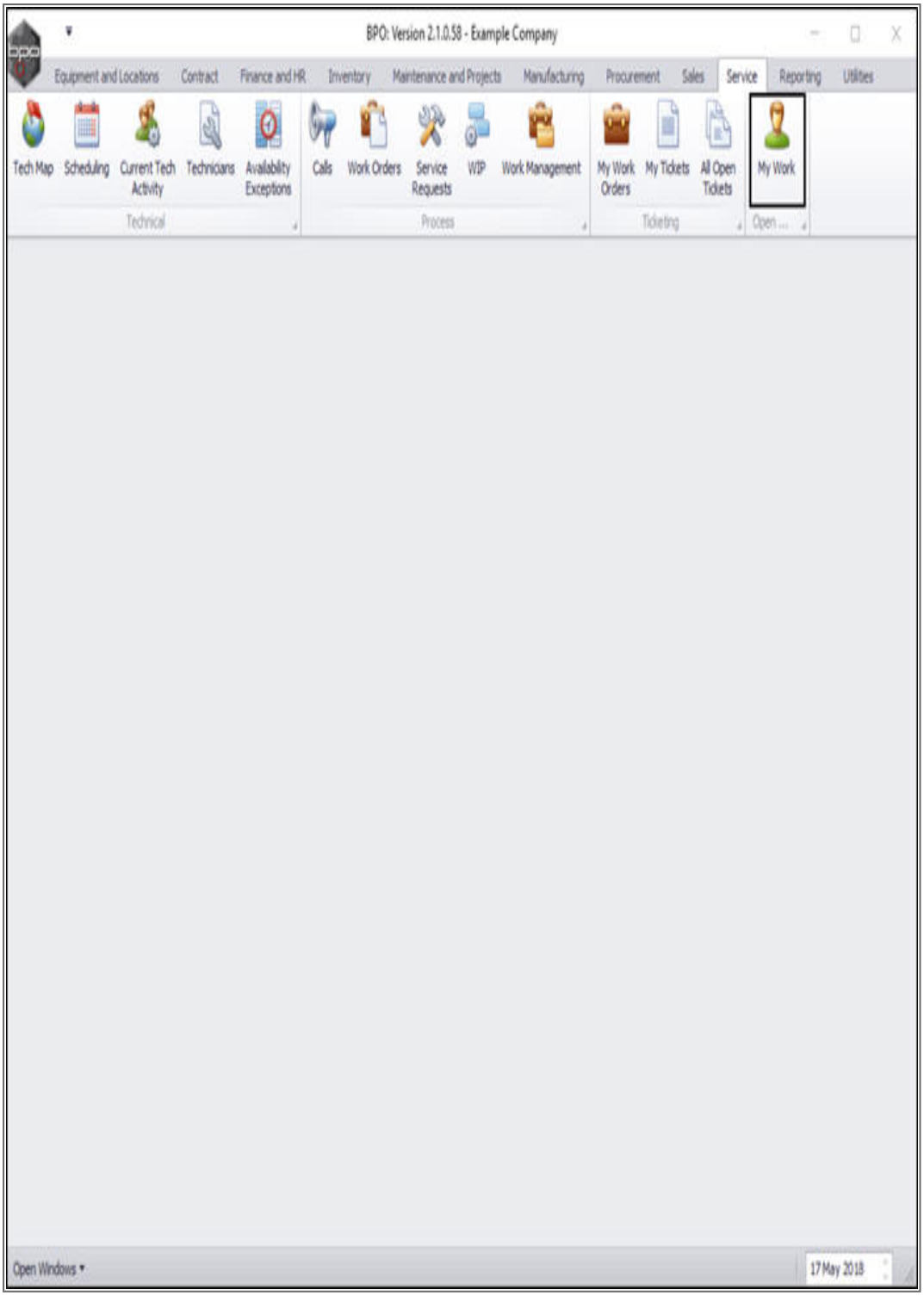

The ***My Work*** listing screen will be displayed.

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- Click on the ***row selector*** in front of a ***work order*** that is associated with a ***call***.
    - **Note:** You can see whether the work order is associated with a Call by checking the ***Origin Ref*** column.
- Click on ***Print Call Report***.

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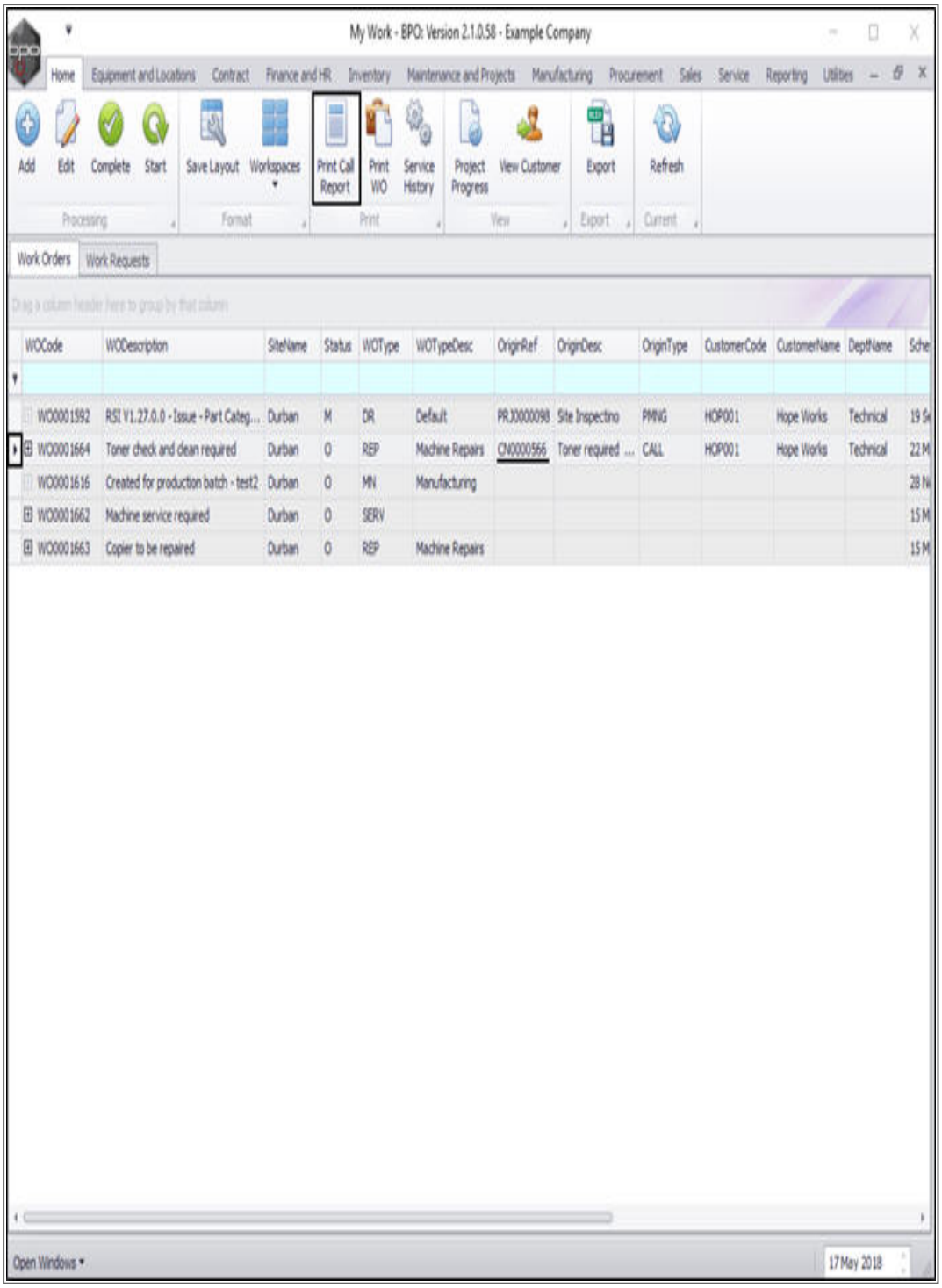

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- A ***Report Generation*** message box will pop up asking;
    - ***Do you want to print the call report for Work Order [ ]?***
- Click on ***Yes***.

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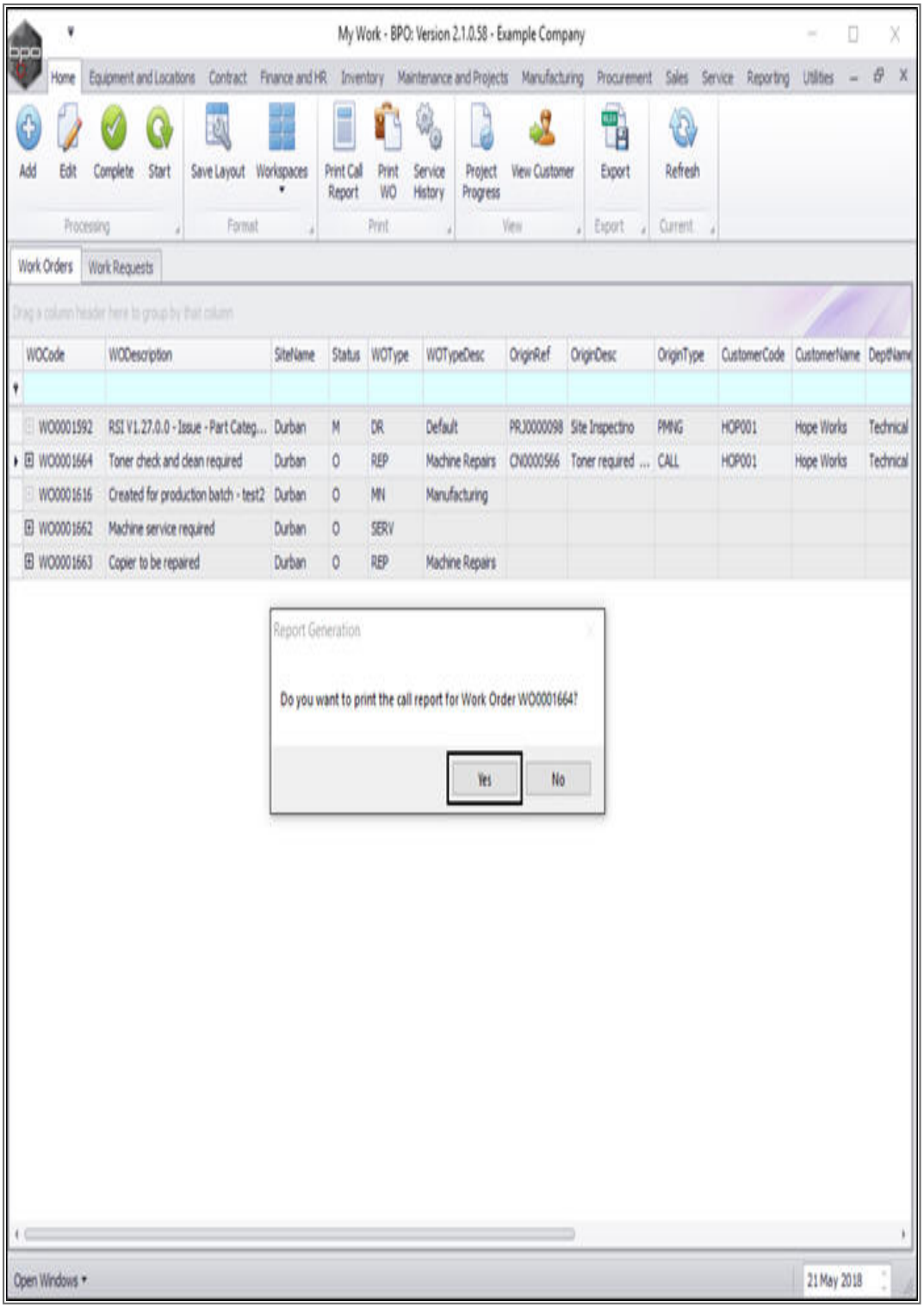

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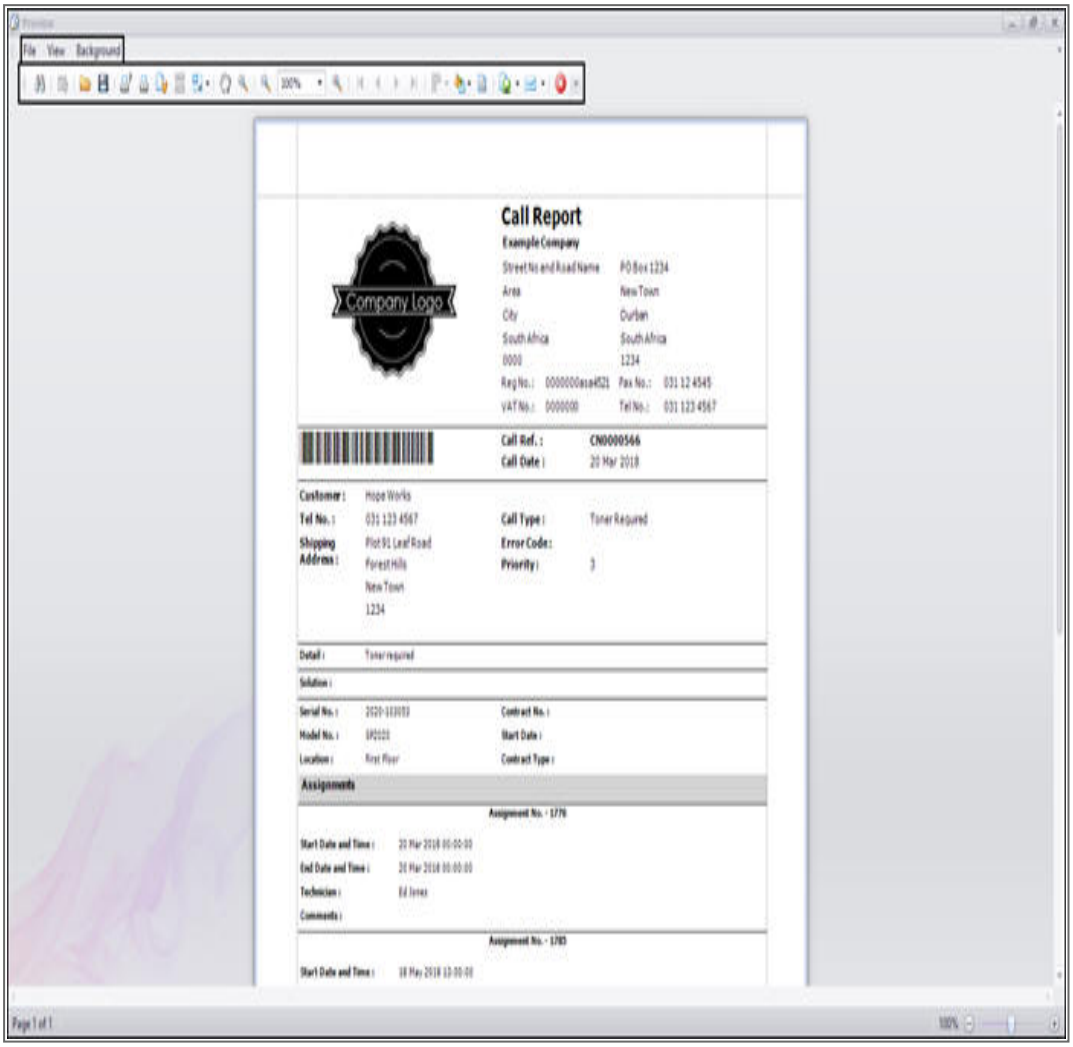
- The ***Report Preview*** screen will come up.
- From here you can ***View***, ***Print***, ***Export*** or ***Email*** the document.
- ***Close*** the Report Preview screen when done.



Note:

- If you initially selected a work order that was not associated with a Call, then a message box will pop up informing you that;
    - ***The Work Order is not linked to a call.***
- Click on ***Ok***, then go back to the work orders list and select one that is attached to a call.

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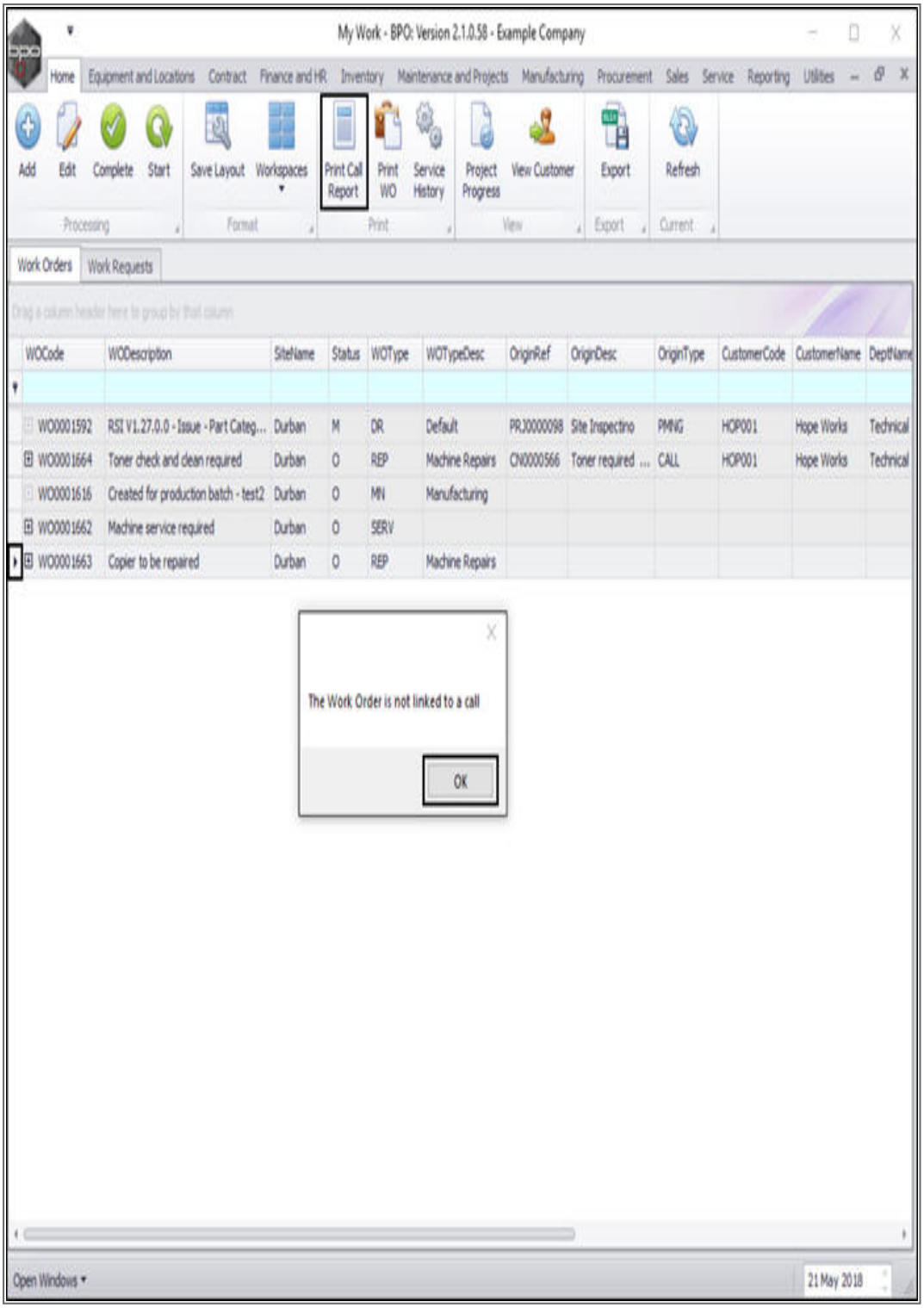

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