

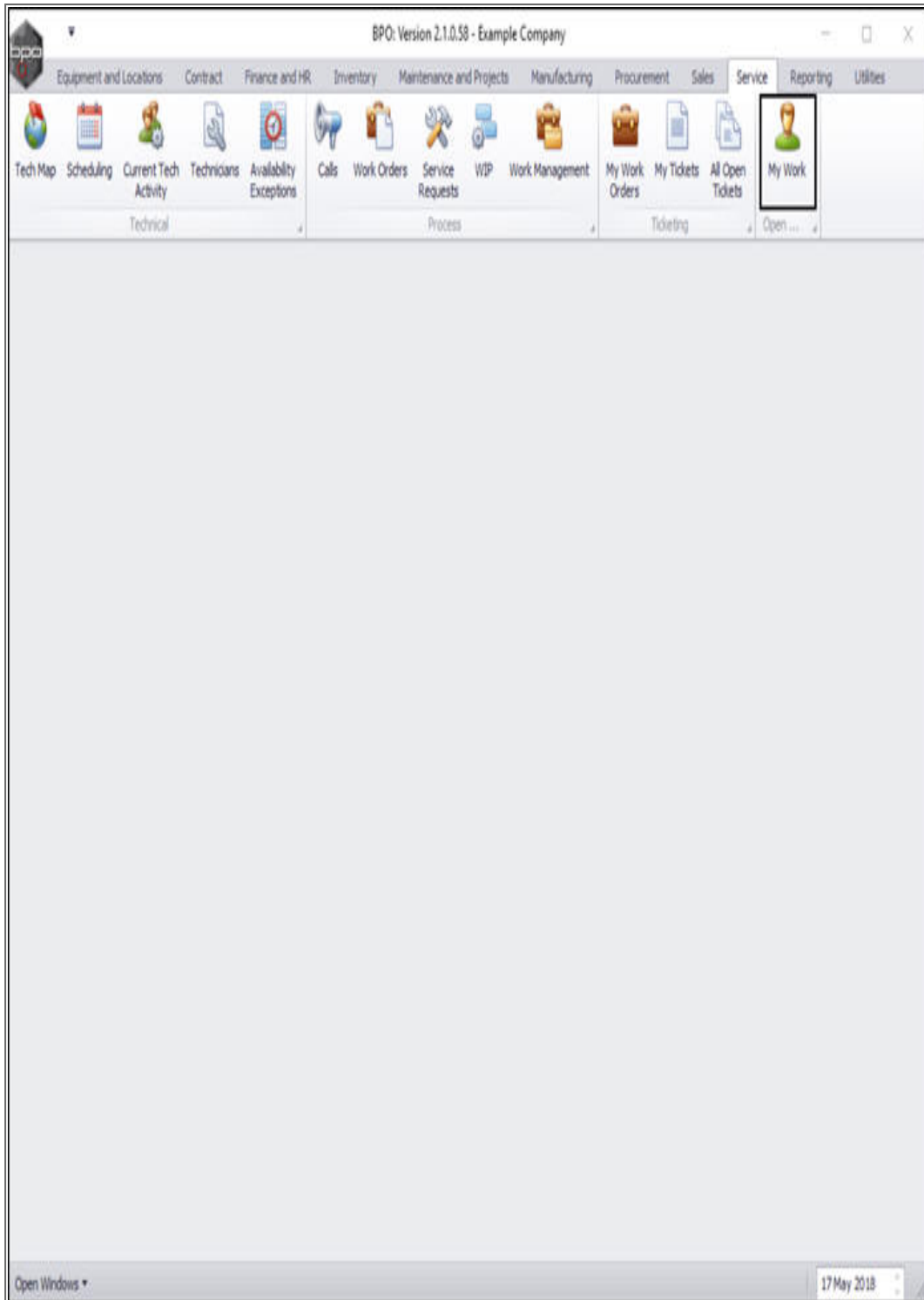
SERVICE

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**.

My Work - BPO: Version 2.1.0.58 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Complete | Start | Save Layout | Workspaces | Print Call Report | **Print WO** | Service History | Project Progress | View Customer | Export | Refresh

Processing | Format | Print | View | Export | Current

Work Orders | Work Requests

Drag a column header here to group by that column

WCode	WDescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName	Sche	
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PRJ0000098	Site Inspectio	PMNG	HOP001	Hope Works	Technical	19 54	
<input checked="" type="checkbox"/>	WO0001664	Toner check and clean required	Durban	O	REP	Machine Repairs	ON000566	Toner required ...	CALL	HOP001	Hope Works	Technical	22 M
<input type="checkbox"/>	WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						28 M	
<input checked="" type="checkbox"/>	WO0001662	Machine service required	Durban	O	SERV							15 M	
<input checked="" type="checkbox"/>	WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						15 M	

Open Windows | 17 May 2018

- 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 - BPC: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Complete Start Save Layout Workspaces Print Call Report Print WO Service History Project View Customer Export Refresh

Processing Format Print View Export Current

Work Orders Work Requests

Drag a column header here to group by that column

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WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PR0000098	Site Inspectio	PMNG	HCP001	Hope Works	Technical
WO0001664	Toner check and dean required	Durban	O	REP	Machine Repairs	CN0000566	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

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