

SERVICE

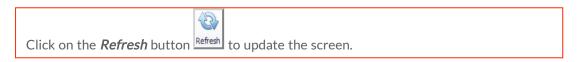
WORK MANAGEMENT - PRINT CALL REPORT

You can use the **Print Call Report** function where the work order is linked to a **Call**.

Ribbon Access: Service > Work Management

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	Equipment	/Locations	Contract	Finance / HR	Inventory	Mainten	ance / Projects	Manufacturi	ng Prod	curement	Sales	Service	Reporting	Utilities		
Tech Map	31 Scheduling	Current Tech Activity	Technicians	Availability Exceptions	Site Exceptions	Calls	Call Requests	Work Orders	Service Requests	WIP	Work Manag	ement	Time Review	My Work Orders My Tickets All Open Tickets	My Work	
			chnical	Exceptions					Process					Ticketing	Open W	\$

- 1. The *Work Management* screen will be displayed.
- 2. Select the *date range* that will contain the *work order* you wish to assign.
- 3. Select the *Site* where the work order was issued.
 - The example has *Durban* selected.





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4. Click on the *row* of the work order you wish to print a Call Report for.

Note that the Print Call Report function is <u>only</u> available for work order linked to a *call*.

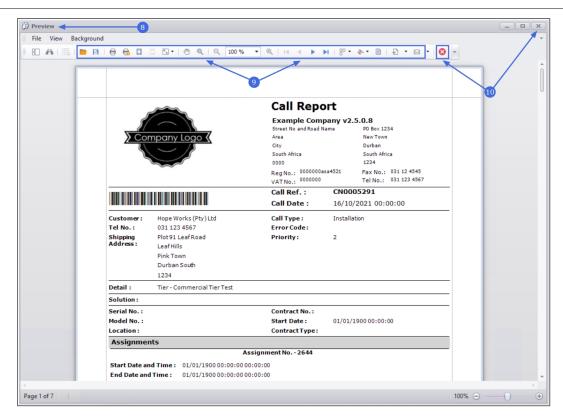
- 5. Click on *Print Call Report*.
- 6. When you receive the *Report Generation* message to confirm;
 - Do you want to print the call report for Work Order [work order number]?
- 7. Click on Yes.



Home Equipment / Locations Contra	ct Fir	nance		k Management - BPO: Version 2.5.0.8 - E ntory Maintenance / Projects Manufa			ales S	Service	Reporting Util	ities		3
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- 8. The Call Report will display in the *Report Preview* screen.
- From this screen you can make cosmetic changes to the document, as well as *Save*, *Zoom*, *Add a Watermark*, *Export* or *Email* the Call Report.
- 10. Click on *Close* to return to the *Work Management* screen.





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