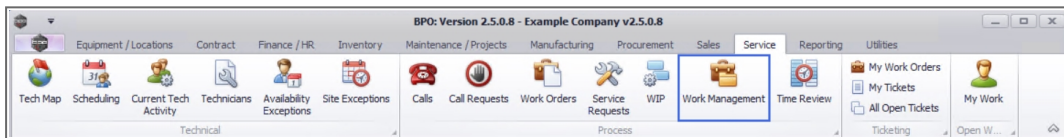


SERVICE


WORK MANAGEMENT – PRINT WORK ORDER REPORT

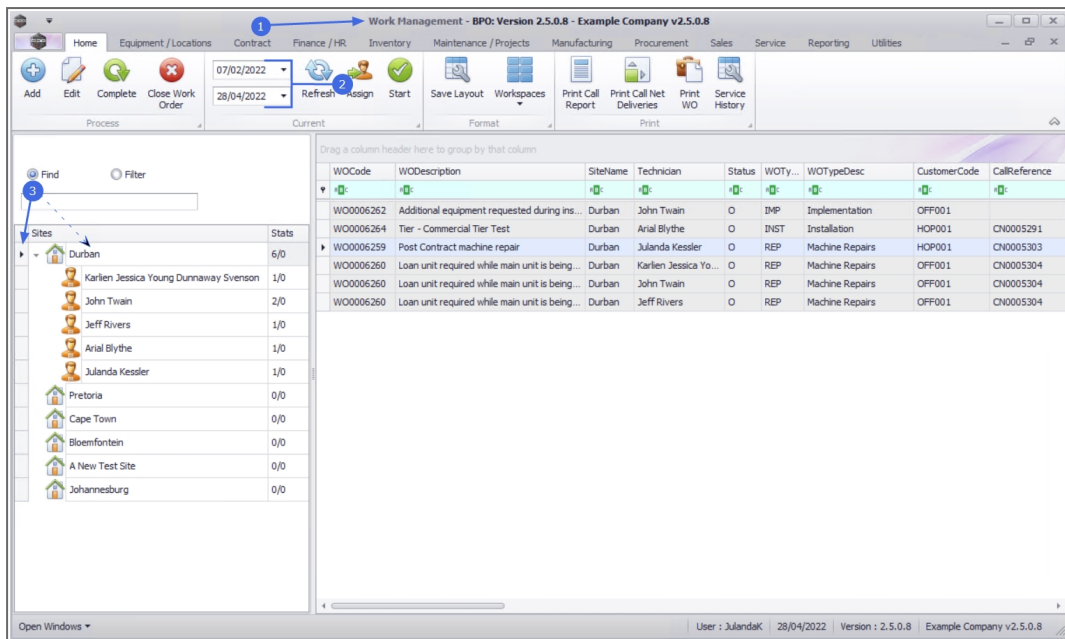
You can print a **Work Order Report** directly from the Work Management listing screen.

Ribbon Access: *Service > Work Management*

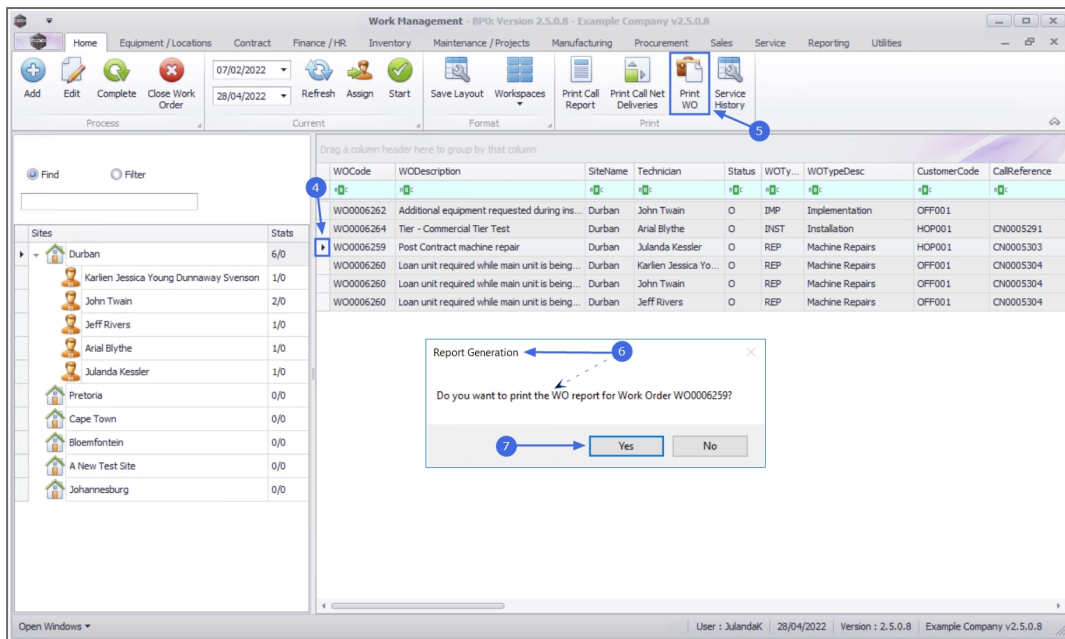


1. The **Work Management** screen will be displayed.
2. Select the **date range** that will contain the **work order** you wish to assign.
3. Select the **Site** where the work order was issued.
 - The example has **Durban** selected.

Click on the **Refresh** button  to update the screen.




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



8. The **Work Order** will display in the **Report Preview** screen.
9. 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.

Work Order
Example Company v2.5.0.8

Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 0000000 Tel No.: 031 123 4567

WO Barcode


Customer: Hope Works (Pty) Ltd Tel No.: 031 555 1234
 Code: HOP001 Contact: Henry Rowe
 Area: Billable: YES Priority: 2

Shipping Address: Plot 91 Leaf Road
 Leaf Hills
 Pink Town
 Durban South
 South Africa
 1234
 Machine Location: Reception
 Call Date: 31/01/2022 00:00:00 13:20
 Call Ref.: CN0005303
 Serial No.: 478-1011
 Model No.: 1020-478
 Error Code: FA
 WO Code: WO0006259
 WO Desc: Post Contract machine repair

Contract No.: CO0000010 Inclusions:

Stock Requested

Part Code	Part Description	Quantity
SP19-123456	SP19-12 Colour Copier	1.00000

Prior Issues:

Call Ref.	Call Date	Issue	Solution	Technician
CN0000549	19/12/2017 00:00:00	Test new swap out process on tech connect		Bianca Du Toit
CN0000052	05/08/2014 00:00:00	Drum replacement required		Belinda Sharman

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