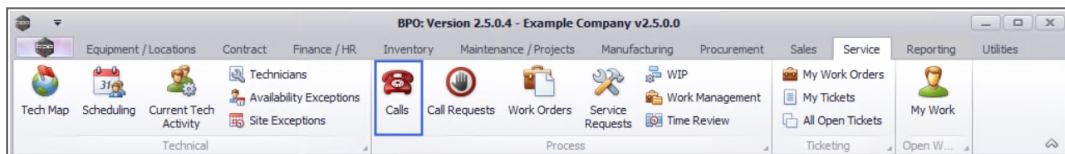


SERVICE

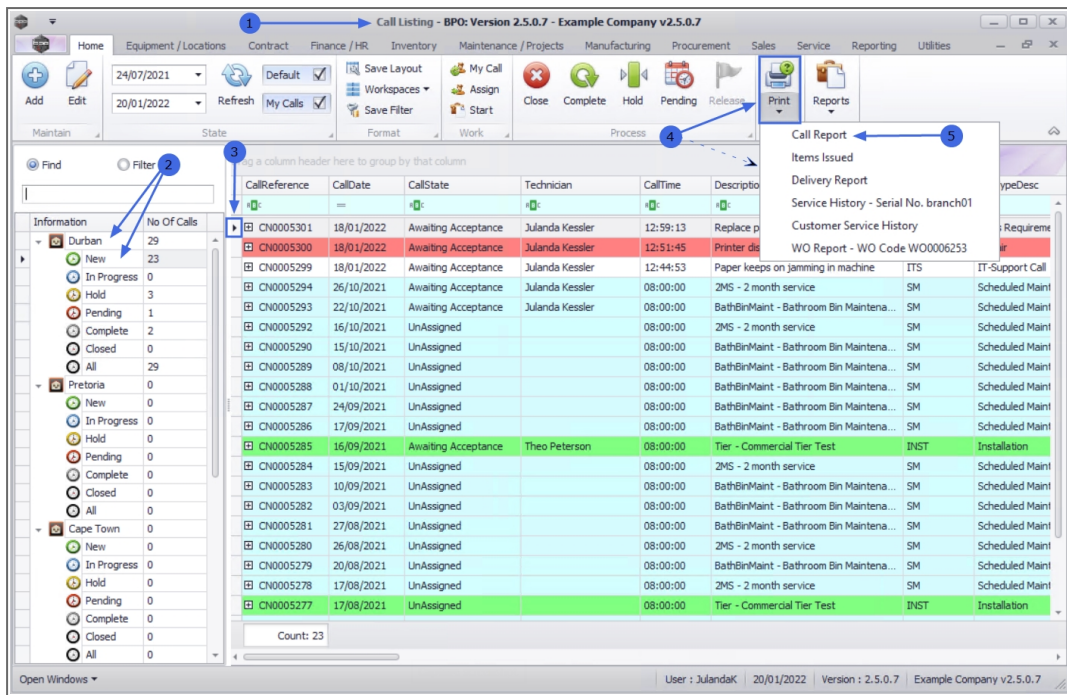
CALLS – CALL REPORT

The **Call Report** can be printed directly from the Call Listing screen.

Ribbon Access: *Service > Calls*



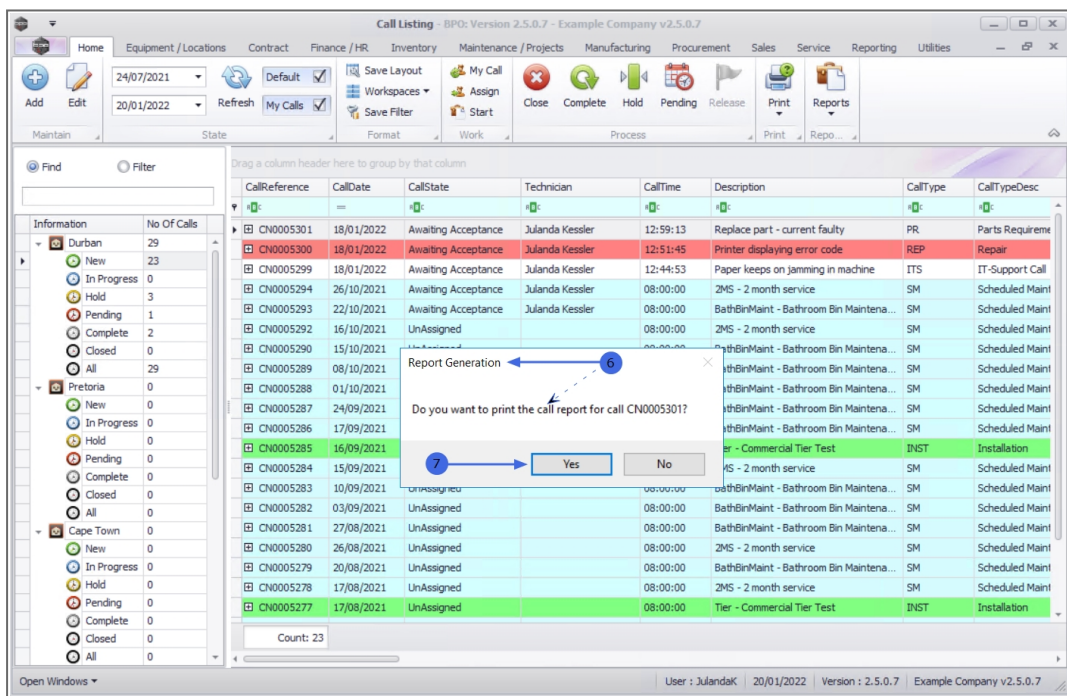
1. The **Call Listing** screen will be displayed.
2. Select the **Site** and **Status**.
 - The example has **Durban** as site and the **New** status selected .
3. Click on the **row** of the **call** you wish to generate a call report for.
4. Click on the **Print** button to display a list of **Report Options**.
5. Click on **Call Report**.



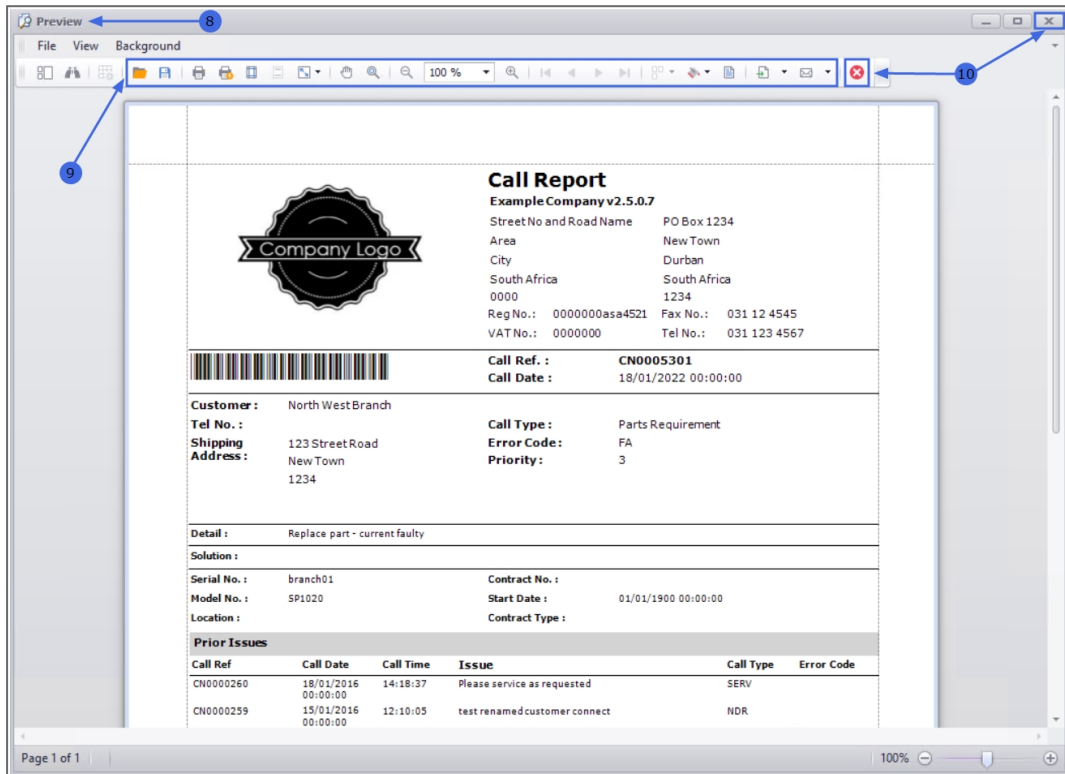
6. When you receive the **Report Generation** message to confirm;

- **Do you want to print the call report for call CN[number]?**

7. Click on **Yes**.



8. The Call Report will display in the Reports **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 **Call List** screen.



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