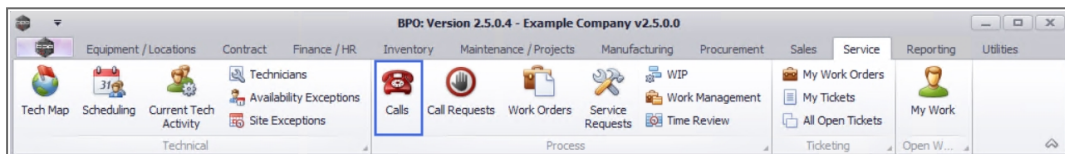


SERVICE

CALLS – WORK ORDER REPORT

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

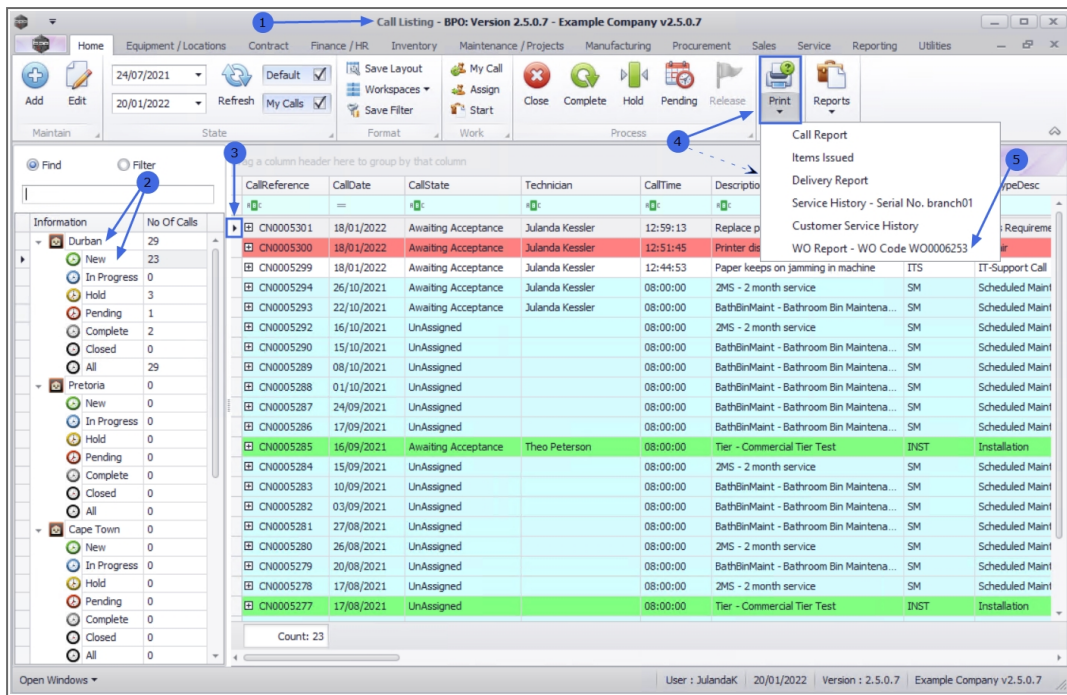
Ribbon Access: *Service > Calls*



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 work order report for.
4. Click on the **Print** button to display a list of **Report Options**.
5. Click on **WO Report - WO Code WO[number]**.



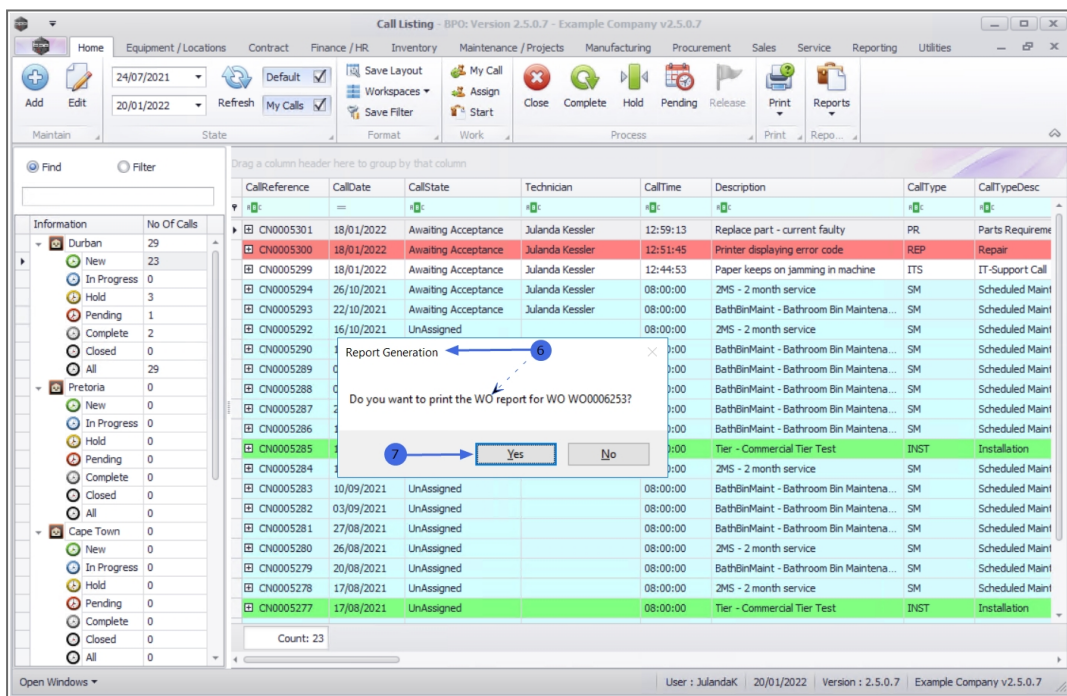
Note that there may be more than one work order code listed. Ensure that the correct work order has been selected.



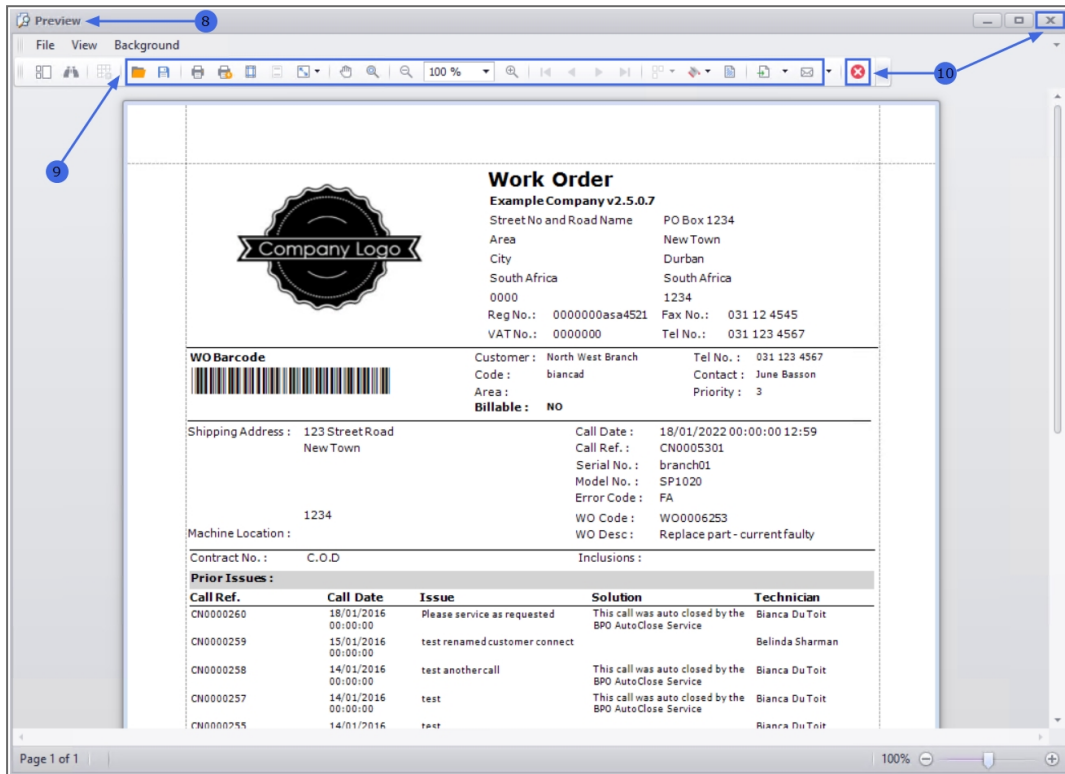
6. When you receive the **Report Generation** message to confirm;

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

7. Click on **Yes**.



8. The Work Order Report 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 Work Order Report.
10. Click on **Close** to return to the **Call List** screen.



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