

We are currently updating our site; thank you for your patience.

# **PROJECTS**

## **WORK ORDERS - PRINT WORK ORDER**

The Work Order Report can be printed from the Work Orders for Project and from the Maintain Work Order screen. For the purpose of this manual, the report will be generated from the Work Order for Project screen.

#### Ribbon Access: Maintenance / Projects > Projects

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	Pre	eventative		Reactive	Radar	4	Proje	ects	4					$\sim$

- 1. The **Project Listing** screen will be displayed.
- 2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
- 3. Select the **Status** for the project.
  - You can print a Work Order Status report for a project in either the **Open** or **Closed** status.
  - The example has **Open** selected.
- 4. Click on the **row** of the **project** which contains the work order for which you wish to print a Work Order Report for.
- 5. Click on the **Work Orders** tile.



#### Print Work Order

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Gantt	PRJ0000412	Install Machines	0	Open	23/08/2021	-	No	HOP001	Hope Works (Pt		
	4 E PRJ0000411	Site Inspectino	0	Open	21/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
	PR30000410	New machine installation	0	Open	24/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
Work Orders	E PR 10000408	Maintenance Project - SP400	0	Open	29/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
· · · · · ·	E PR30000407	OSU1001	0	Open	31/03/2021	Julanda Kessler	No	OFF001	Office Supplies		
	E PR 10000406	B60004	0	Open	31/03/2021	Steven Cooper	No	BIG0001	Big Bargains		
Work In Progress	▼ E PRJ0000405	8601010202	0	Open	12/02/2021	Wesley Haynes	No	PAN001	Panda Copiers		
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		TT002 - Weekly - Call per WO	0	Open	06/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt		
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		Testing BPO2	0	Open	18/01/2019	Bianca Du Toit	No				
		Developmemnt BPO2	0	Open	16/01/2019	Bianca Du Toit	Yes				
Notes		Design BPO2	0	Open	14/01/2019	Bianca Du Toit	Yes				
		Specification BPO2	0	Open	12/01/2019	Bianca Du Toit	Yes				
	PRJ0000396	Test BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
Assignment History		BPO v2.2.0.1 Test Cyde	0	Open	08/02/2019	Bianca Du Toit	No				
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		NDS Project	0	Open	30/07/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Progress Chart	₽ PRJ0000392	credit validation check	0	Open	30/07/2018	Bianca Du Toit	No	OFF001	Office Supplies		
	PRJ0000391	test new project	0	Open	22/08/2018	Ben Johnson	No				

- 6. The **Work Orders for Project Ref [**project ref. number**]** screen will be displayed.
- 7. Click on the **row** of the Work Order you need to print the Work Order report for.
- 8. Click on **Print**.



#### Print Work Order

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- 9. When you receive the **Report Generation** message;
  - Do you want to print the WO report for [work order number]?
- 10. Click on **Yes**.



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- 11. The **Preview** screen will be displayed.
- 12. From here you can make cosmetic changes to the document as well as **Zoom**, **View**, **Print**, **Export** or **Email** the Work Order.
- 13. Close the Report Preview screen when done.



### Print Work Order

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