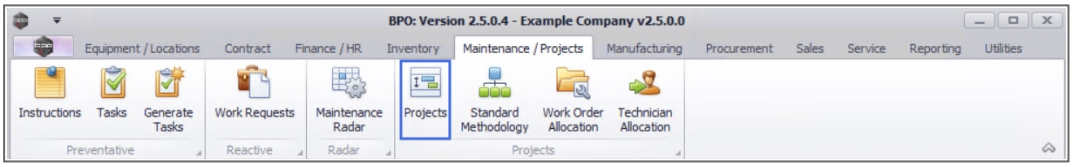
We are currently updating our site; thank you for your patience.

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



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.

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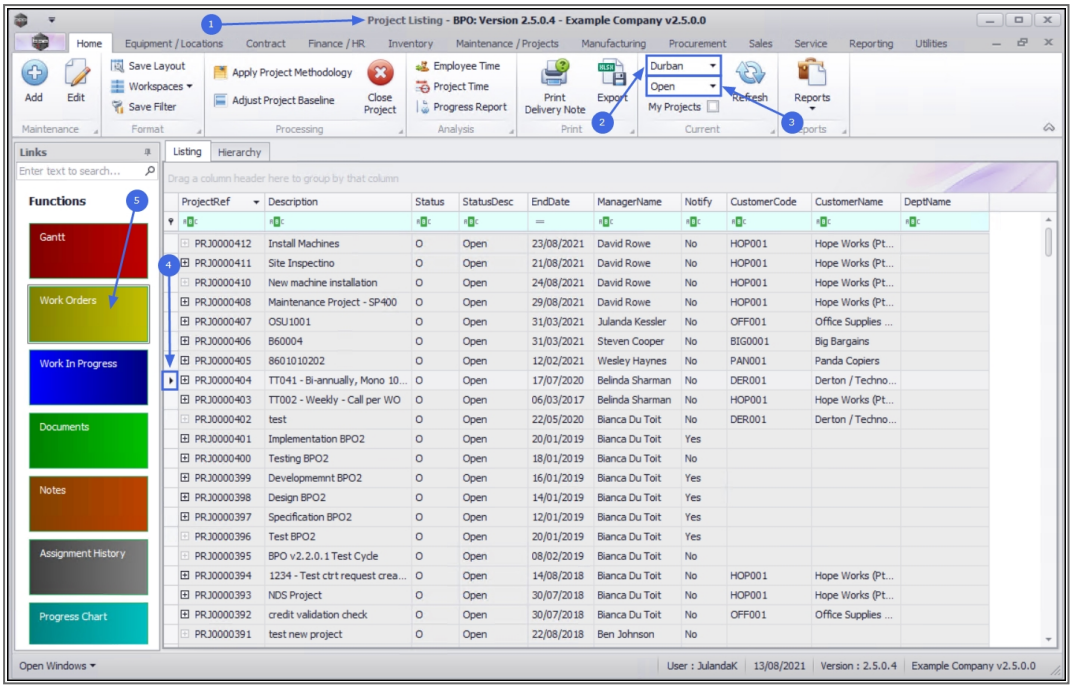

6. The **Work Orders for Project Ref** [project ref. number] screen will be displayed.
7. Click on the **row** of the Work Order you need to print the Work Order report for.
8. Click on **Print**.

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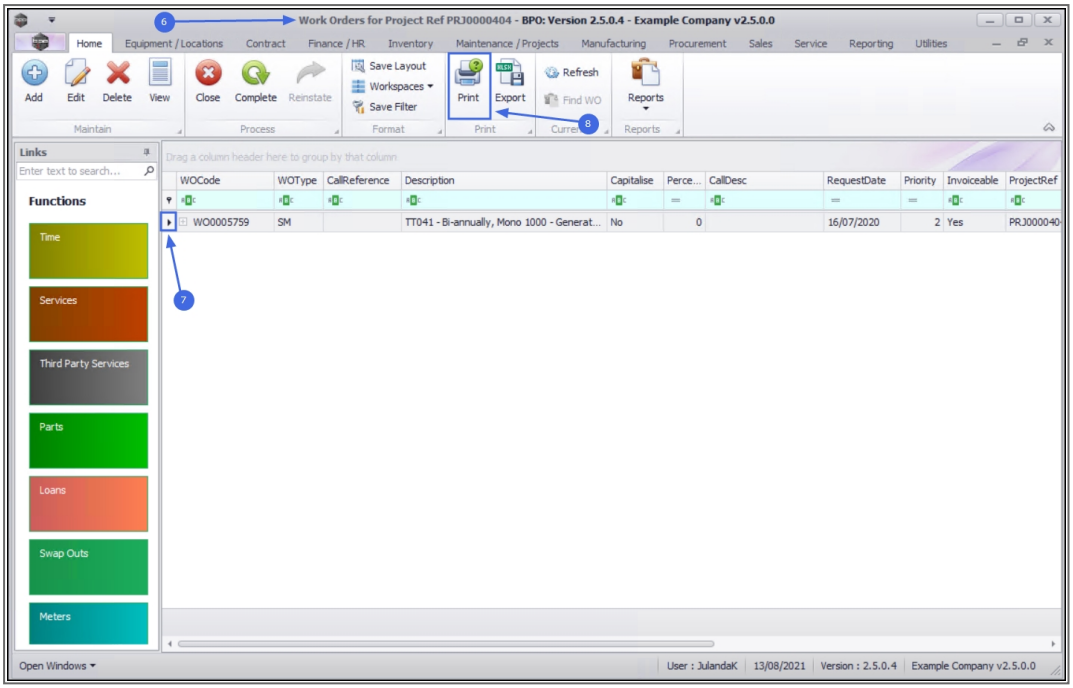

9. When you receive the **Report Generation** message;
    - **Do you want to print the WO report for [**work order number**]?**
10. Click on **Yes**.

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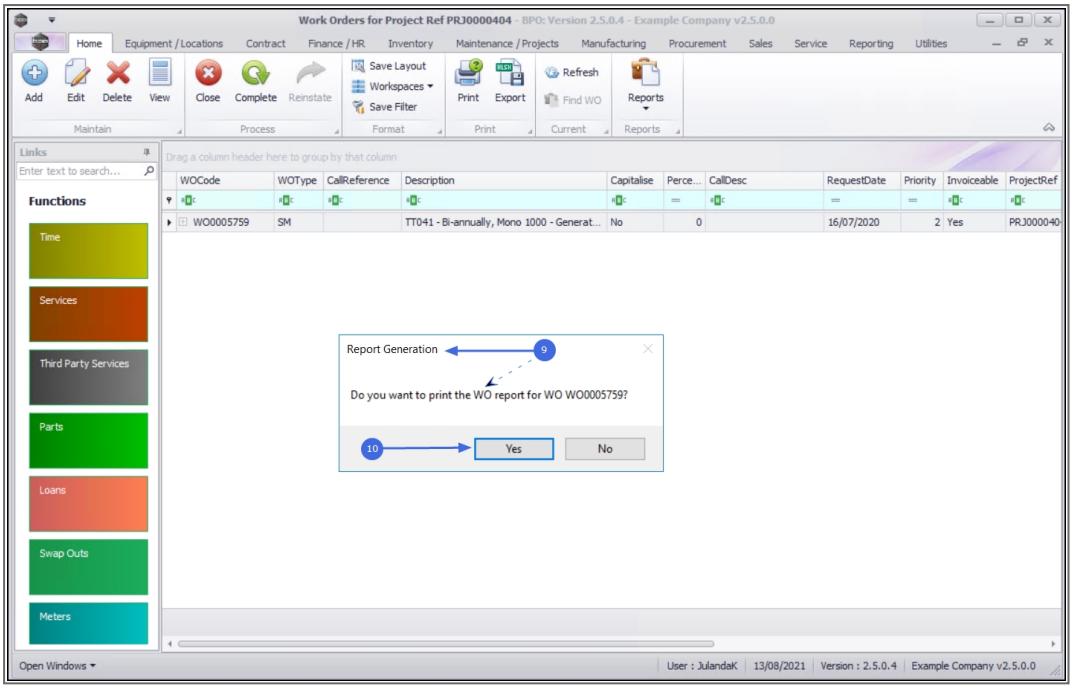

11. The **Preview** screen will be displayed.
12. From here you can make cosmetic changes to the document as well as **Zoom**, **View**, **Print**, **Export** or **Email** the Work Order.
13. **Close** the Report Preview screen when done.

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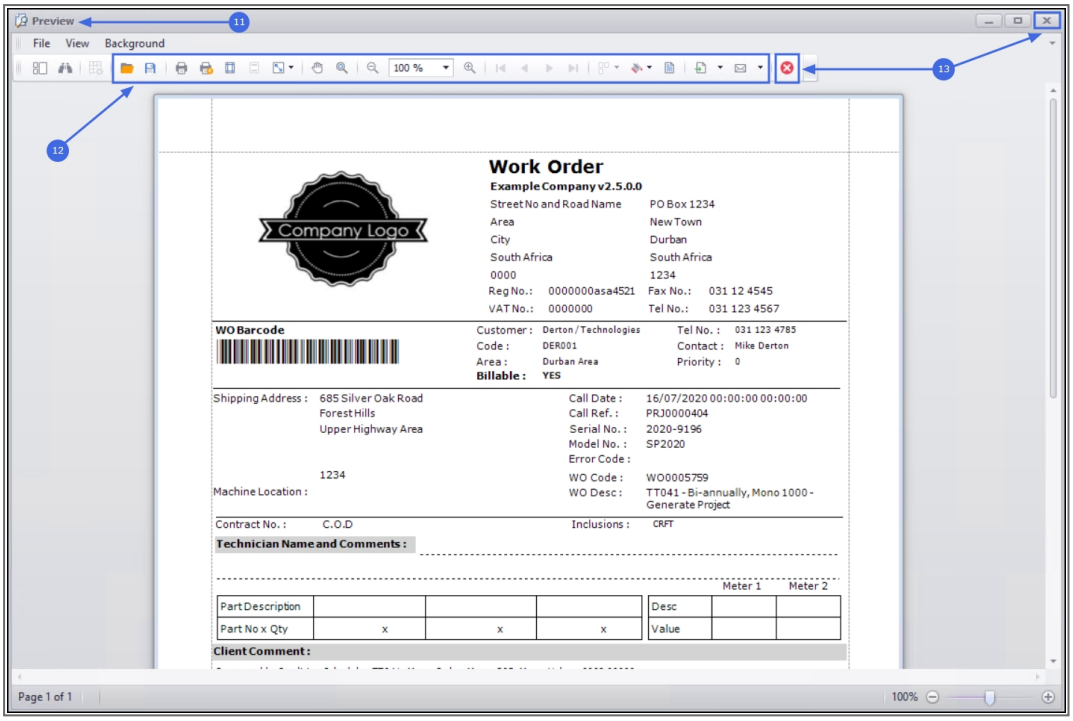

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