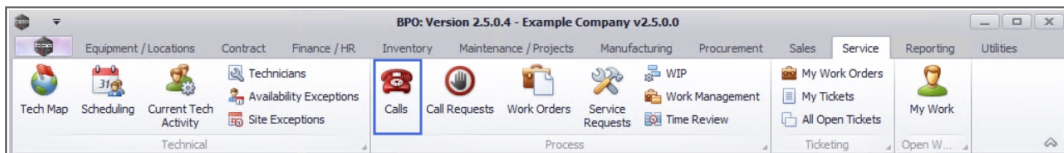We are currently updating our site; thank you for your patience.

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**.
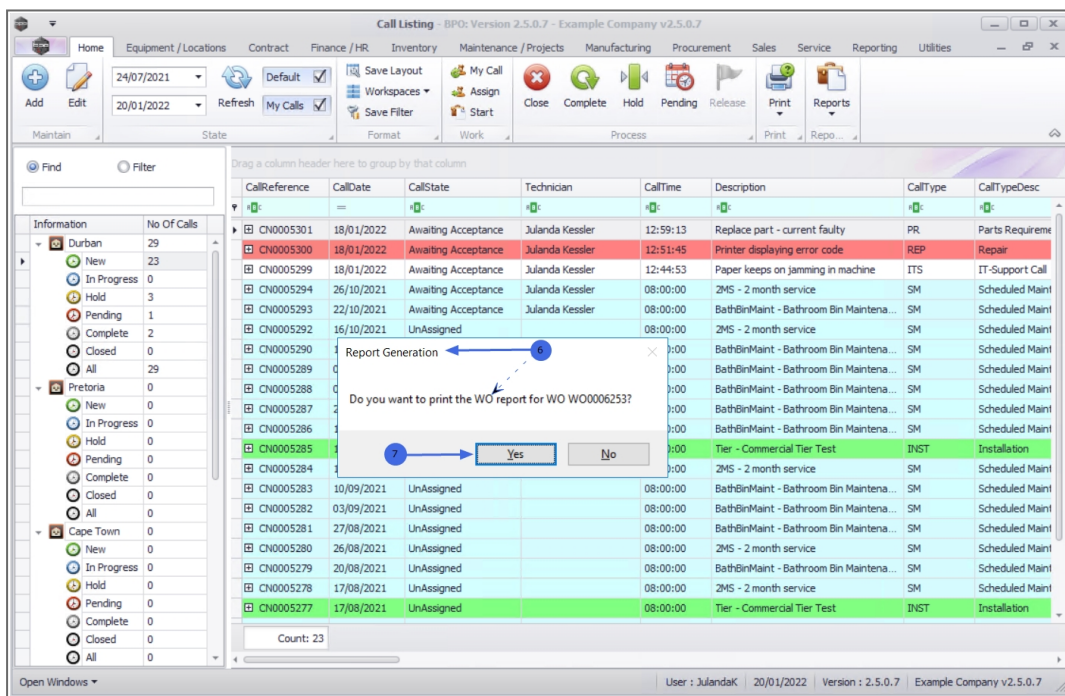5. Click on **WO Report - WO Code WO**[number].

> 🖉 **Note** that there may be more than one work order code listed. Ensure that the correct work order has been selected.
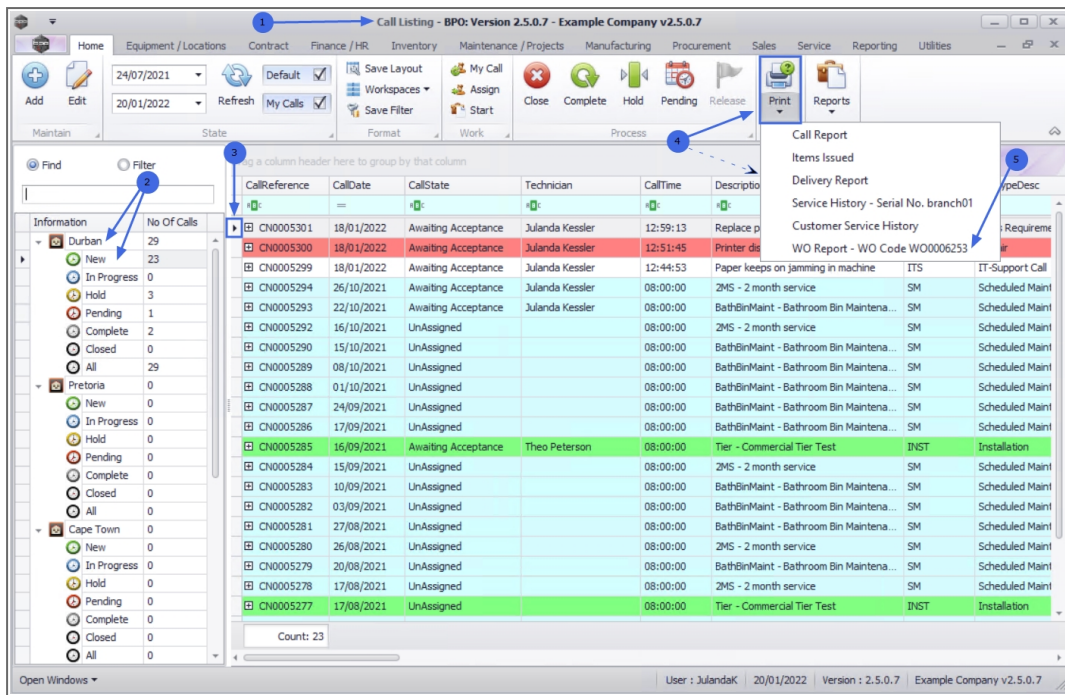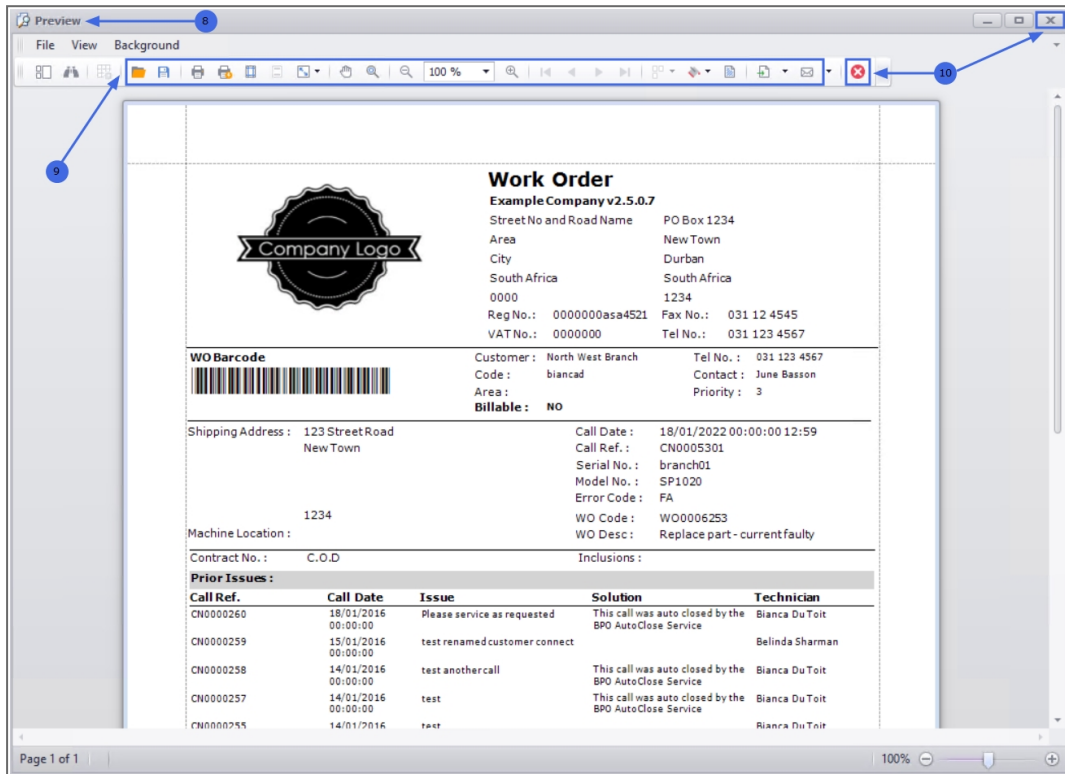
6. When you receive the **Report Generation** message to confirm;

   • **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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