

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

SERVICE

MY WORK – PRINT THE SERVICE HISTORY REPORT

The **My Work** screen deals with work that is assigned to a specific employee, i.e. when an employee is logged in, that employee can only see work orders assigned to themselves

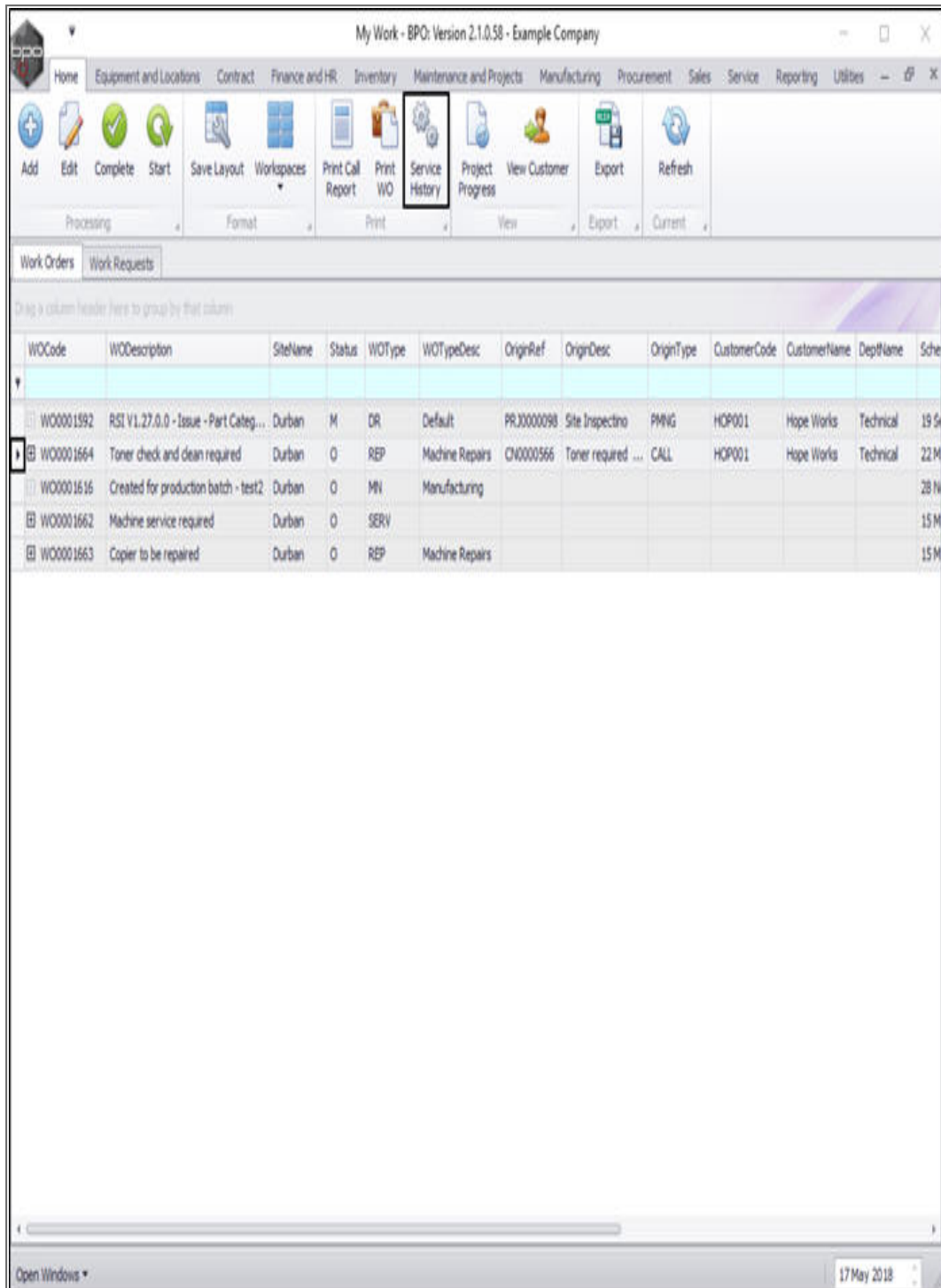
You can print the **service history** of an equipment item/machine directly from the **My Work** listing screen.

Ribbon Access: Service > My Work

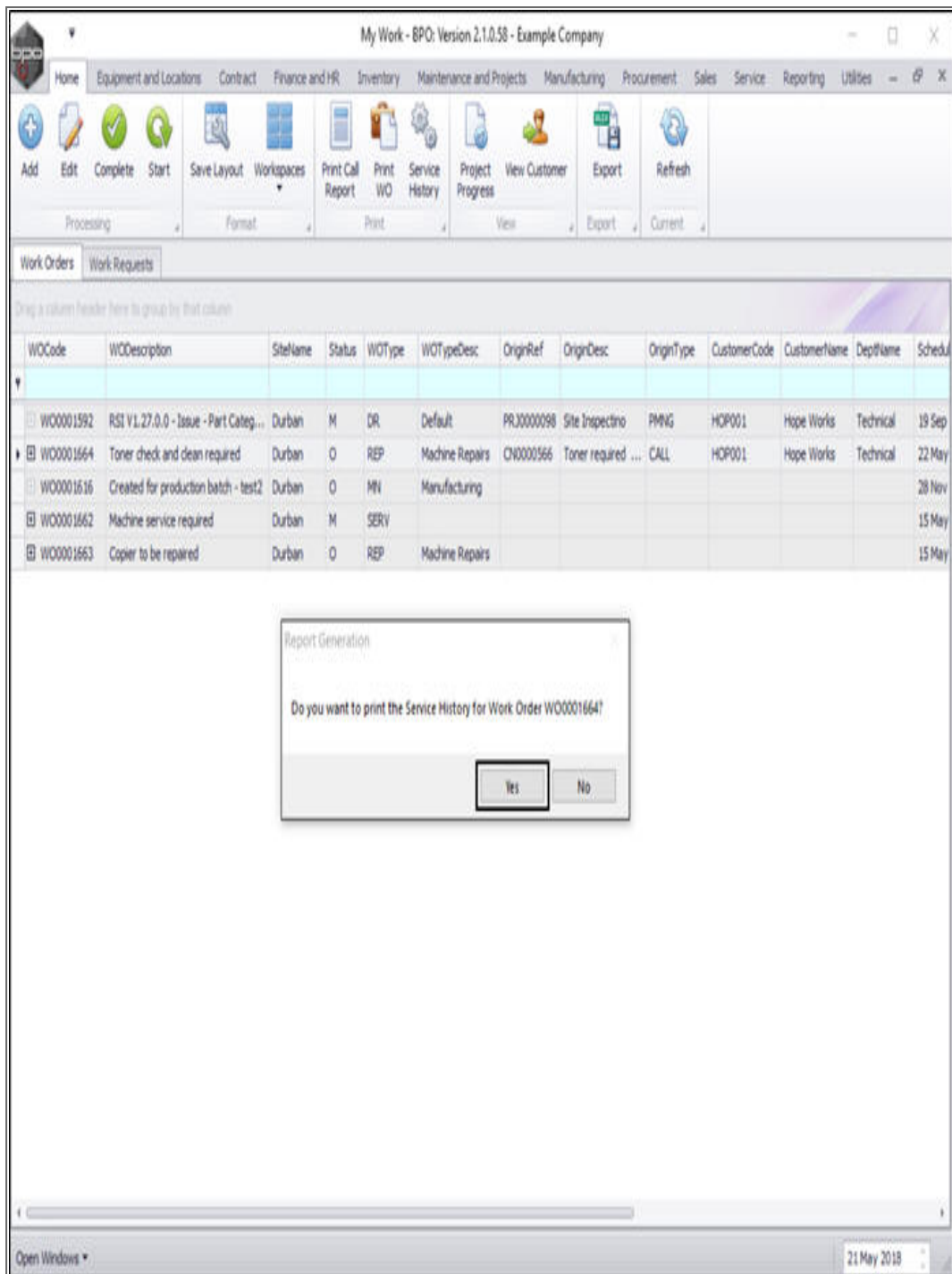


The **My Work** listing screen will be displayed.

- Click on the **row selector** in front of the **work order** where you wish to print the **service history** report.
- Click on **Service History**.



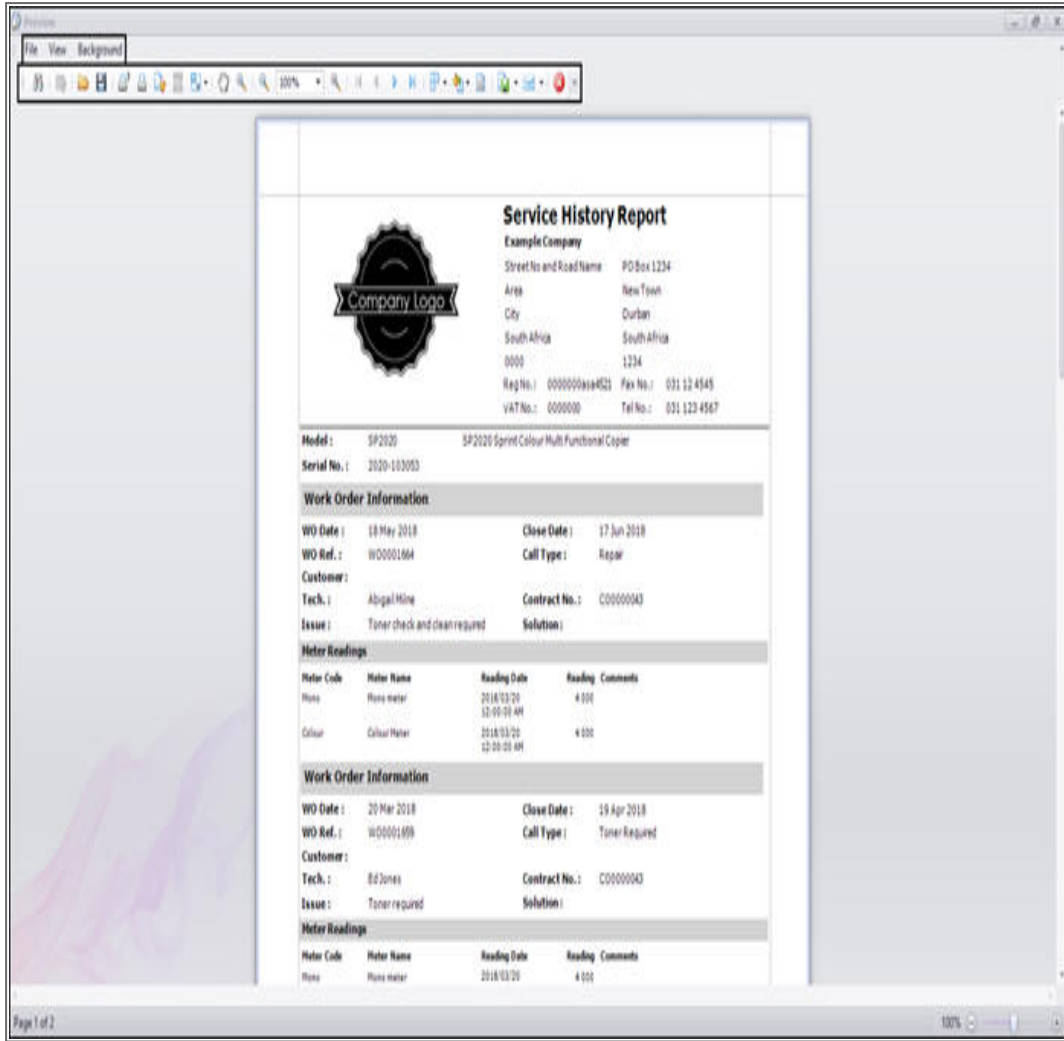
- A **Report Generation** message box will pop up asking;
 - **Do you want to print the Service History for Work Order []?**
- Click on **Yes**.



The screenshot shows the 'My Work - BPO: Version 2.1.0.58 - Example Company' application window. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Complete, Start, Save Layout, Workspaces, Print Call Report, Print WO, Service History, Project Progress, View Customer, Export, and Refresh. The main area displays a 'Work Orders' tab with a table of work orders. A dialog box titled 'Report Generation' is open, asking 'Do you want to print the Service History for Work Order WO0001664?' with 'Yes' and 'No' buttons.

WCode	WDescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName	Schedule
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PRJ0000098	Site Inspectio	PMNG	HOP001	Hope Works	Technical	19 Sep
WO0001664	Toner check and clean required	Durban	O	REP	Machine Repairs	CH0000566	Toner required ...	CALL	HOP001	Hope Works	Technical	22 May
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing							28 Nov
WO0001662	Machine service required	Durban	M	SERV								15 May
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs							15 May

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Export** or **Email** the document.
- **Close** the Report Preview screen when you are done.



MNU.073.017