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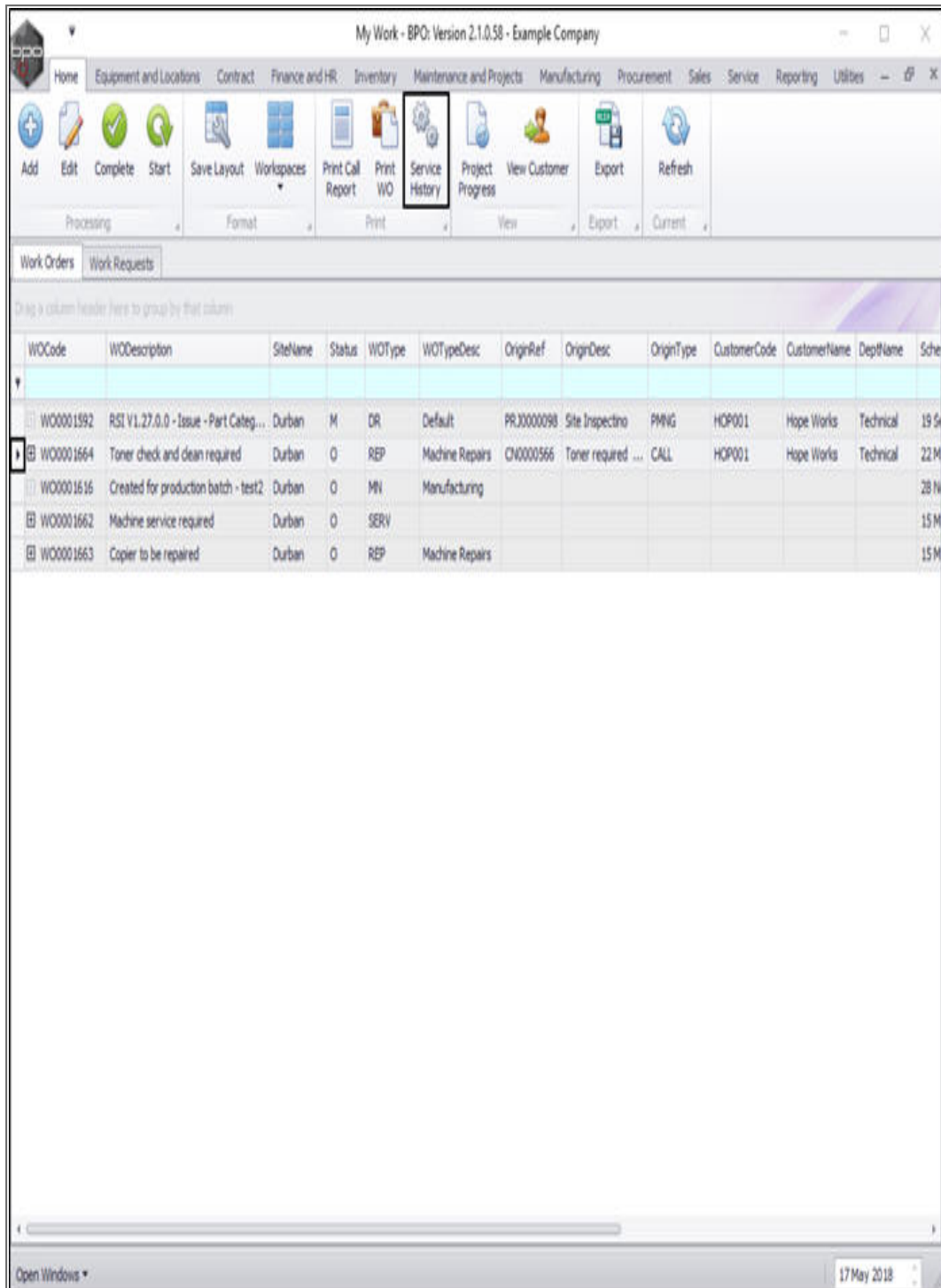
You can print the **service history** of an equipment item/machine directly from the **My Work** listing screen.

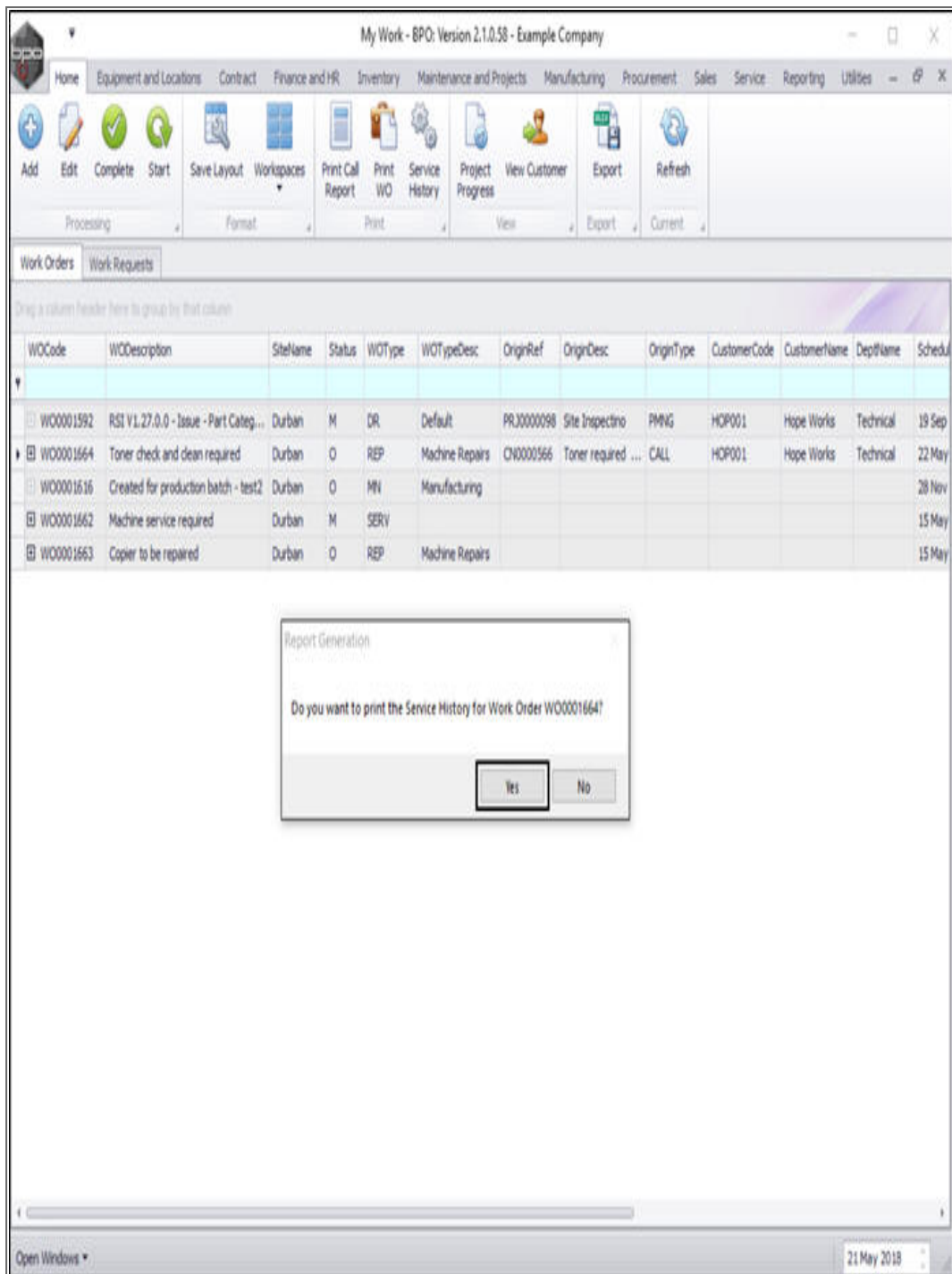**Ribbon Access:** Service > My Work

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.
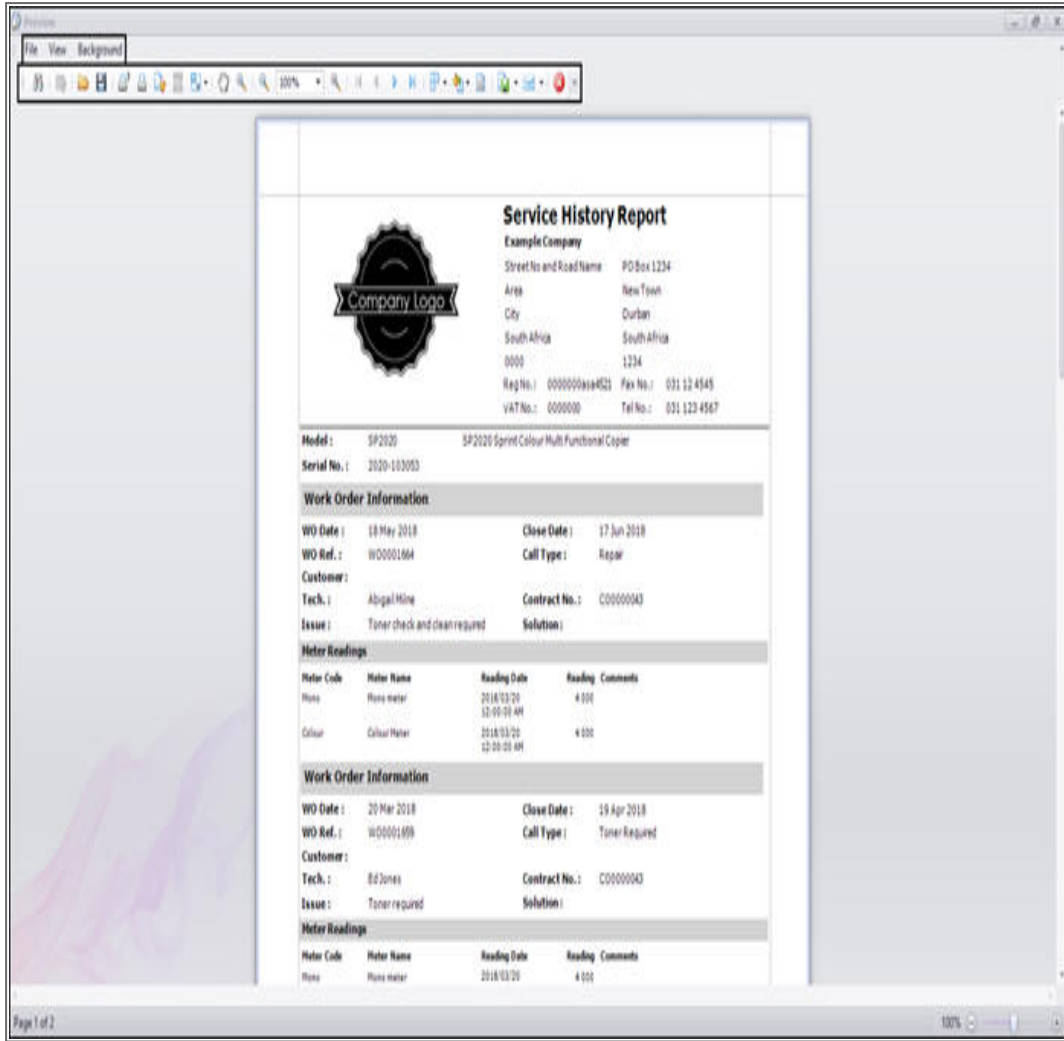- Click on **Service History**.

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

- The **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.

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