

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

SERVICE

MY WORK - PRINT THE SERVICE HISTORY REPORT

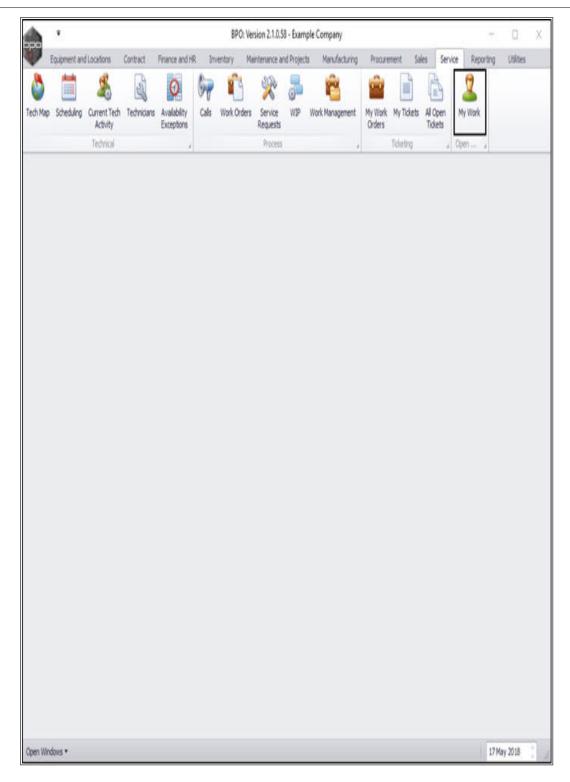
The **My Work** screen deals with work that is assigned to a specific employee, i.e. when an employee is logged in, that employee can only see work orders assigned to themselves

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

Ribbon Access: Service > My Work



My Work - Print the Service History Report



The My Work listing screen will be displayed.

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 04/07/2024



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

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W Home I	Equipment and Locations Contra	t Finance an	dHR D	iventory	Maintenance and Pr	ojects Marx	diacturing Procu	renent Sak	es Service F	Reporting Utilit	(j = 1	6 X
	Complete Start Save Layout	Workspaces	Print Call Report		Service History Project	View Custom	er Export	Refresh				
Process	rg a For	t a		Pint	1	Ven	, Expot ,	Current	1			_
Work Orders W	ork Requests											
WOCode	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName	Sch
,												
W00001592	RSI V1.27.0.0 - Issue - Part Cab	p Durban	м	DR	Default	PR.30000098	Site Inspectino	PMNG	H0P001	Hope Works	Technical	19 5
▶	Toner check and dean required	Durban	0	REP	Machine Repairs	CV0000566	Toner required	CALL	HOP001	Hope Works	Technical	22.1
WO0001616	Created for production batch - to	st2 Durban	0	MN	Manufacturing							28 N
⊞ WO0001662	Machine service required	Durban	0	SERV								15 M
፼ WO0001663	Copier to be repaired	Durban	0	REP	Machine Repairs							15 M



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



My Work - Print the Service History Report

A '				My Work -	8PO: Version 2.	.0.58 - Example	Company				- 0	X
W Hone E	quipment and Locations Contract	Finance an	dHR 1	inventory	Maintenance an	d Projects Ma	nufacturing Proc	urement Sa	les Service	Reporting U	tites –	₿ X
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• E W00001664	Toner check and dean required	Durban	0	REP	Machine Repair		Toner required	CALL	HOP001	Hope Works	Technical	22 May
WO0001616	Created for production batch - test2	Durban	0	MN	Manufacturing							28 Nov
E W00001662	Machine service required	Durban	М	SERV								15 May
E W00001663	Copier to be repaired	Durban	0	REP	Machine Repair	5						15 May
						Tes	No					
()												
Second Interest										3		
Open Windows *											21 May 2018	

- 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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	Service History Report Compony Logo Systetilis and ReadStame PD Sox 1234 Area Rea Toon Cbr Durban South Africa South Af	
	Model : S#2020 Sprint Colour Hult Functional Copier Serial No. (2020-103003	
	Work Order Information	
	WO Date 18 May 2018 Clese Date 17 Jun 2018 WO Ref. : WO0001664 Call Type : Repar Customer : Tech. I Abgal Hime Contract No. : C00000003 Issue : Tomer check and clean required Selvition :	
	Noter Readings	
	Peter Cole Noter Name Reading Date Reading Convents Name Rese mater 2018/03/24 4.004 52/05/03/04 Collaur Colear Hater 2018/02/20 4.005	
	12 to 01 of Work Order Information	
	WO Date : 20 Mar 2018 Close Date : 19 Apr 2018 WO Ref. : W00001559 Call Type : Tomar Repured	
	Customer: Tech.: 8d Jones Contract No.: C0000040 Issue: Tanerrequind Solutions	
	Neter Readings	
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