

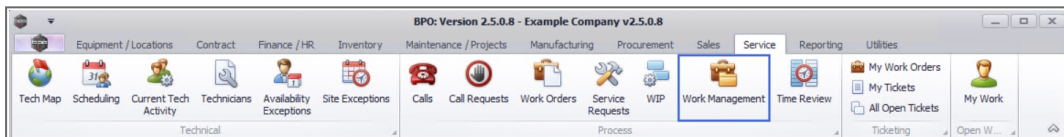
We are currently updating our site; thank you for your patience.

SERVICE


WORK MANAGEMENT – PRINT CALL REPORT

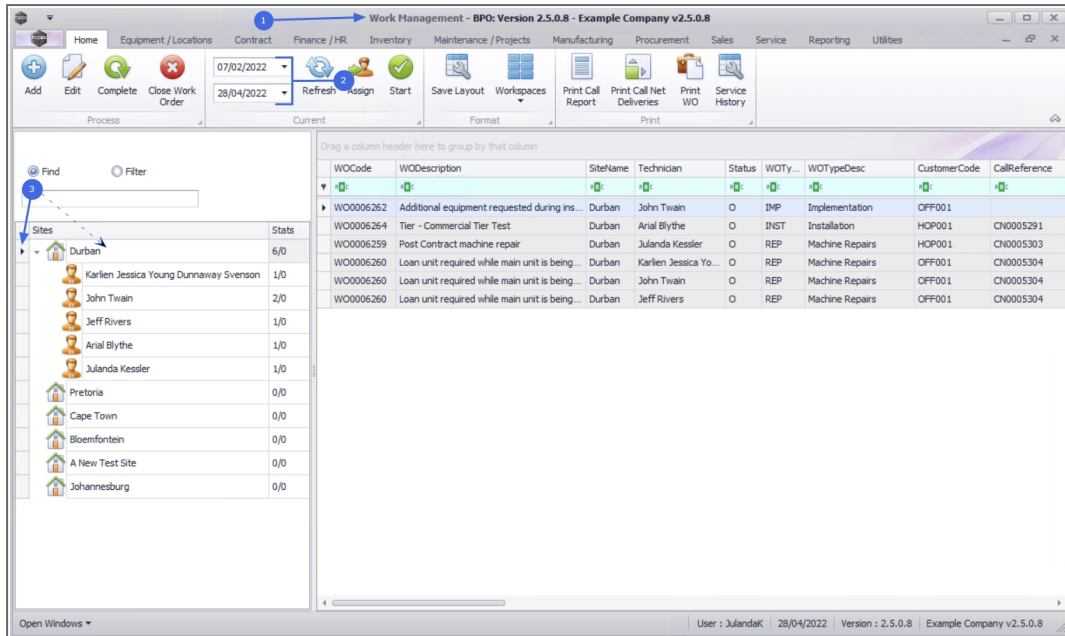
You can use the **Print Call Report** function where the work order is linked to a **Call**.

Ribbon Access: Service > Work Management



1. The **Work Management** screen will be displayed.
2. Select the **date range** that will contain the **work order** you wish to assign.
3. Select the **Site** where the work order was issued.
 - The example has **Durban** selected.

Click on the **Refresh** button  to update the screen.



4. Click on the **row** of the work order you wish to print a Call Report for.



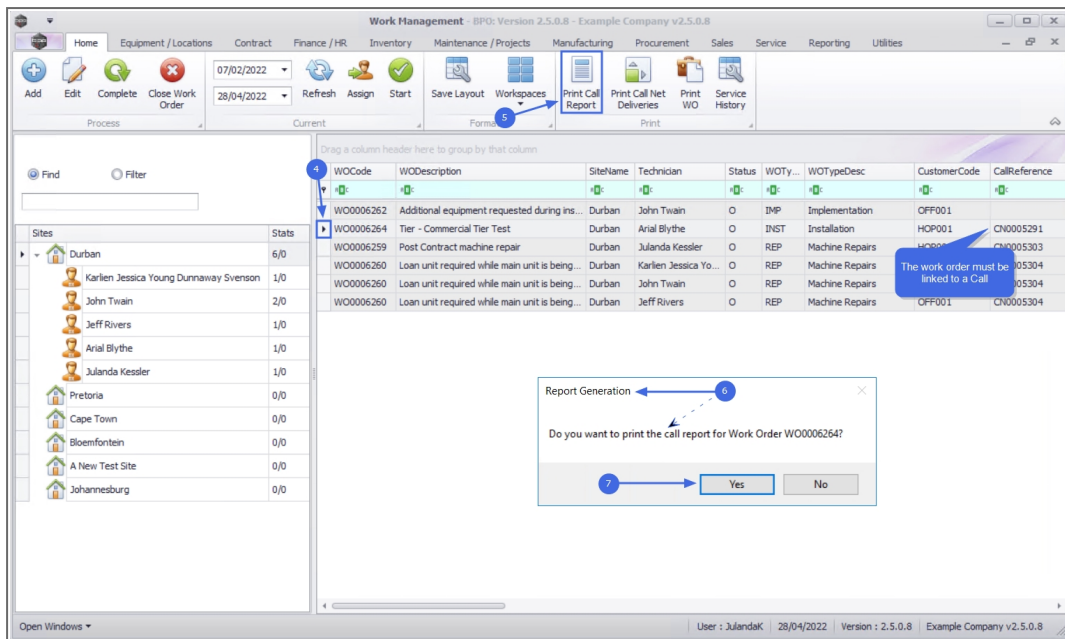
Note that the Print Call Report function is only available for work order linked to a call.

5. Click on **Print Call Report**.

6. When you receive the **Report Generation** message to confirm;

- **Do you want to print the call report for Work Order [work order number]?**

7. Click on **Yes**.



8. The Call 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 Call Report.
10. Click on **Close** to return to the **Work Management** screen.

Call Report
Example Company v2.5.0.8

Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 0000000 Tel No.: 031 123 4567

Call Ref. : CN0005291
Call Date : 16/10/2021 00:00:00

Customer : Hope Works (Pty) Ltd
Tel No. : 031 123 4567
Shipping Address : Plot 91 Leaf Road
 Leaf Hills
 Pink Town
 Durban South
 1234

Call Type : Installation
Error Code :
Priority : 2

Detail : Tier - Commercial Tier Test

Solution :

Serial No. :
Model No. :
Location :

Contract No. :
Start Date : 01/01/1900 00:00:00
Contract Type :

Assignments

Assignment No. - 2644

Start Date and Time : 01/01/1900 00:00:00 00:00:00
End Date and Time : 01/01/1900 00:00:00 00:00:00

Page 1 of 7 | 100%

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