

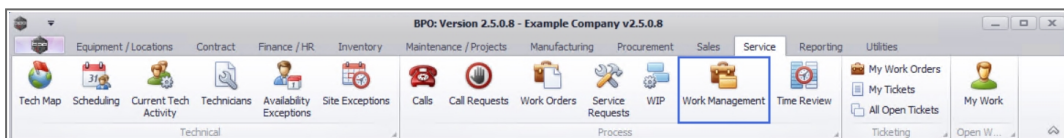
We are currently updating our site; thank you for your patience.

SERVICE

WORK MANAGEMENT – PRINT WORK ORDER REPORT

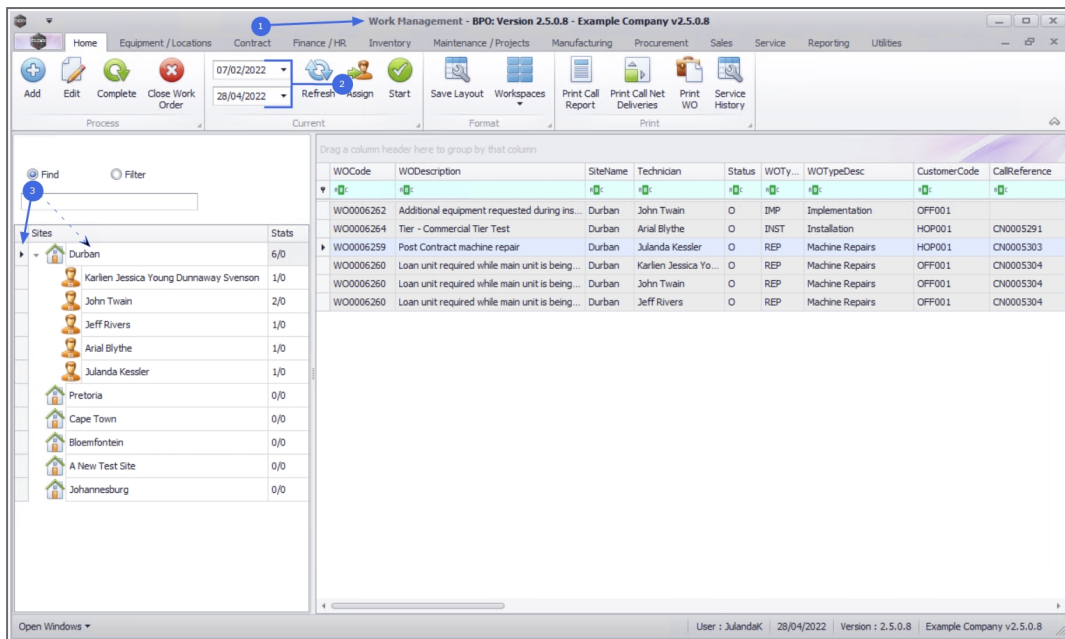
You can print a **Work Order Report** directly from the Work Management listing screen.

Ribbon Access: Service > Work Management

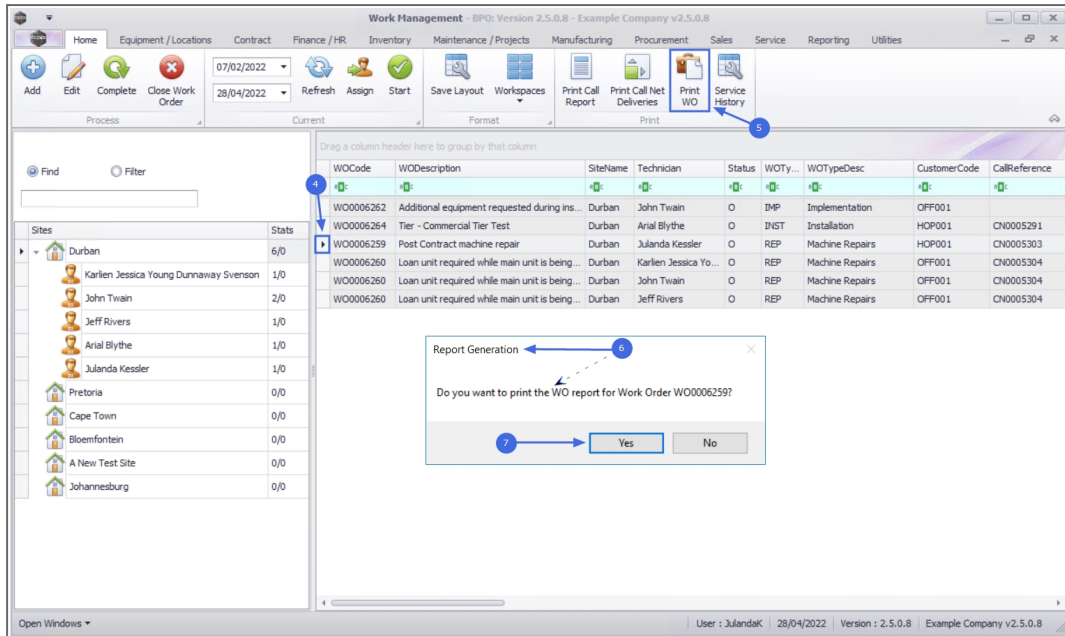


1. The **Work Management** screen will be displayed.
2. Select the **date range** that will contain the **work order** you wish to assign.
3. Select the **Site** where the work order was issued.
 - The example has **Durban** selected.

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




4. Click on the **row** of the work order you wish to print a Work Order Report for.
5. Click on **Print WO**.
6. When you receive the **Report Generation** message to confirm;
 - **Do you want to print the WO report for Work Order [work order number]?**
7. Click on **Yes**.



8. The **Work Order** 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.

Work Order
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

WO Barcode


Customer: Hope Works (Pty) Ltd Tel No.: 031 555 1234
Code: HOP001 Contact: Henry Rowe
Area: Billable: YES Priority: 2

Shipping Address: Plot 91 Leaf Road
Leaf Hills
Pink Town
Durban South
South Africa
1234
Machine Location: Reception
Call Date: 31/01/2022 00:00:00 13:20
Call Ref.: CN0005303
Serial No.: 478-1011
Model No.: 1020-478
Error Code: FA
WO Code: WO0006259
WO Desc: Post Contract machine repair

Contract No.: CO0000010 Inclusions:

Stock Requested

Part Code	Part Description	Quantity
SP19-123456	SP19-12 Colour Copier	1.00000

Prior Issues:

Call Ref.	Call Date	Issue	Solution	Technician
CN0000549	19/12/2017 00:00:00	Test new swap out process on tech connect		Bianca Du Toit
CN0000052	05/08/2014 00:00:00	Drum replacement required		Belinda Sharman

Page 1 of 2 | 100%

MNU.074.008