

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

SERVICE

CALLS - WORK ORDER REPORT

The Work Order Report can be printed directly from the Call Listing screen.

Ribbon Access: Service > Calls



- 1. The **Call Listing** screen will be displayed.
- 2. Select the Site and Status.
 - The example has **Durban** as site and the **New** status selected.
- 3. Click on the **row** of the **call** you wish to generate a work order report for.
- 4. Click on the **Print** button to display a list of **Report Options**.
- 5. Click on WO Report WO Code WO[number].

Note that there may be more than one work order code listed. Ensure that the correct work order has been selected.



Calls - Print Work Order Report

₽			1	Call	Listing - BPO: Version	2.5.0.7 - Example Com	pany v2.5.0.7				:
Home Equ	uipment / Locatio	ns	Contract Fin	ance / HR Ir	nventory Maintenan	ce / Projects Manufactu	uring Procure	ement Sa	les Service Reporting	Utilities	- 8
24/07 Add Edit Maintain	7/2021 • 1/2022 • Sta	Refre	Default V esh My Calls V	Save La Worksp Save Fi	ayout acces Iter t Work Work Work Work Work Work Work Work Work Work Work Work Wy Call C	Close Complete H	old Pending	Release	Print Reports		
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O New	23	1 -		18/01/2022	Awaiting Acceptance	Julanda Kessler	12:51:45	Printer dis	WO Report - WO Cod	le WO0006253	ir
In Progress	0			18/01/2022	Awaiting Acceptance	Julanda Kessler	12:44:53	Paper keep	ps on jamming in machine	ITS	IT-Support Cal
() Hold	3			26/10/2021	Awaiting Acceptance	Julanda Kessler	08:00:00	2MS - 2 m	onth service	SM	Scheduled Mair
Pending	1		E CN0005293	22/10/2021	Awaiting Acceptance	Julanda Kessler	08:00:00	BathBinMa	int - Bathroom Bin Maintena	SM	Scheduled Mair
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- 🖸 Cape Town	0		E CN0005281	27/08/2021	UnAssigned		08:00:00	BathBinMa	int - Bathroom Bin Maintena	SM	Scheduled Mai
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- 6. When you receive the **Report Generation** message to confirm;
 - Do you want to print the WO report for WO [number]?
- 7. Click on Yes.

T				Call	Listing - BPO: Version 2	.5.0.7 - Example Comp	any v2.5.0.7			
Home	Equipment / Locat	tions	Contract Fin	ance / HR Ir	nventory Maintenance	/ Projects Manufactur	ing Procur	rement Sales Service Reporting	Utilities	- 8
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🛛 🖸 Durban	29	*	E CN0005300	18/01/2022	Awaiting Acceptance	Julanda Kessler	12:51:45	Printer displaying error code	REP	Repair
New	23	- 11	E CN0005299	18/01/2022	Awaiting Acceptance	Julanda Kessler	12:44:53	Paper keeps on jamming in machine	ITS	IT-Support (
In Pro	ogress 0		F CN0005294	26/10/2021	Awaiting Acceptance	Julanda Kessler	08:00:00	2MS - 2 month service	SM	Scheduled M
(b) Hold	3		E CN0005293	22/10/2021	Awaiting Acceptance	Julanda Kessler	08:00:00	BathBinMaint - Bathroom Bin Maintena	SM	Scheduled N
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Close	a U	-		Report Generation					CM	Cabadulad N
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- 8. The Work Order Report will display in the **Report Preview** screen.
- From this screen you can make cosmetic changes to the document, as well as Save, Zoom, Add a Watermark, Export or Email the Work Order Report.
- 10. Click on **Close** to return to the **Call List** screen.



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