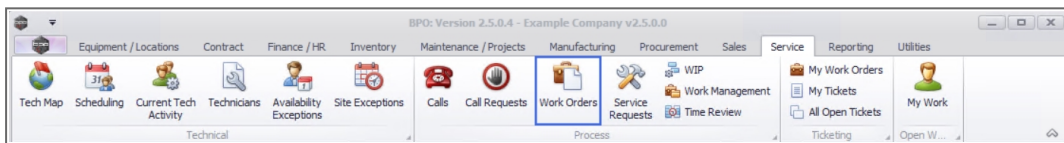


SERVICE

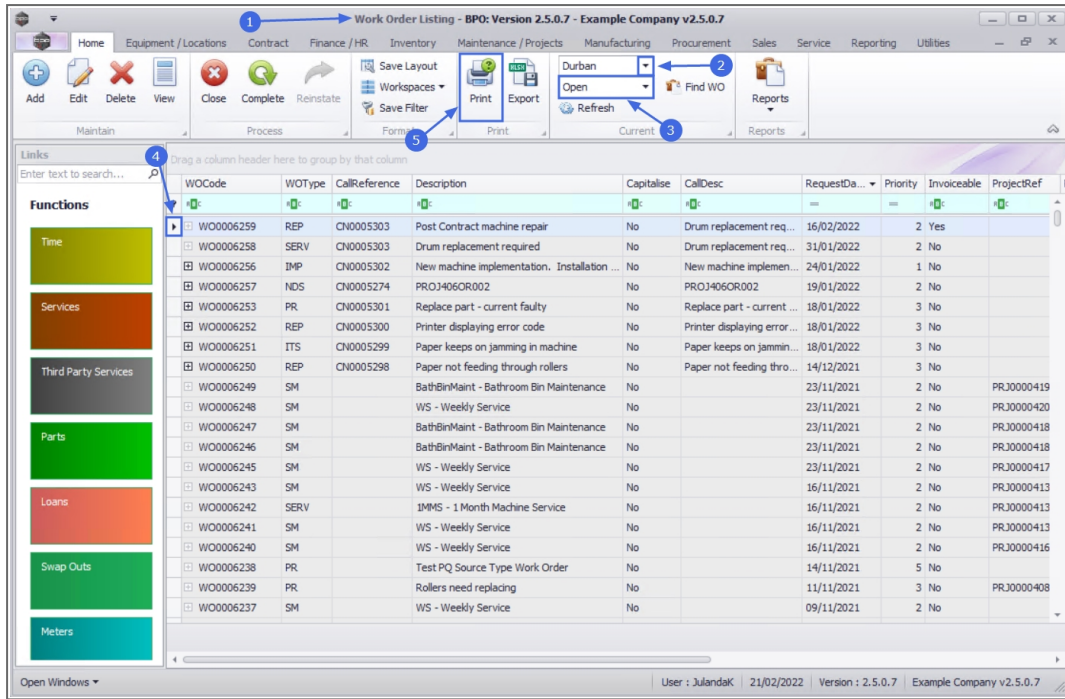
WORK ORDERS – PRINT WORK ORDER

The work order report displays all logged part and service requests, labour time and details. It will also display the customer signature and comments, where logged, via Tech Connect.

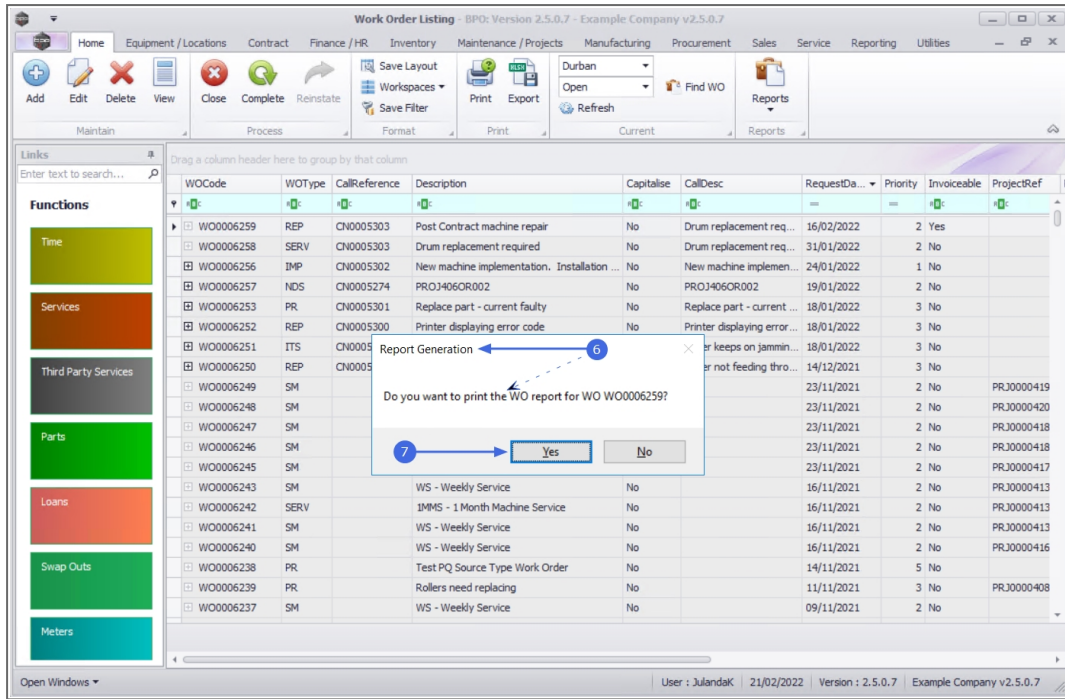
Ribbon Access: *Service > Work Orders*



1. The **Work Orders Listing** screen will be displayed.
2. Select the **Site** where the work order was raised.
 - The example has **Durban** selected.
3. Set the **Status** to **Open**.
4. Click on the **row** of the **work order** you wish to print.
5. Click on **Print**.



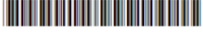
6. When you receive the **Report Generation** message to confirm;
 - **Do you want to print the WO report for WO [work order number]?**
7. Click on **Yes**.



8. The work order will display in the **Report Preview** screen.
9. From here you can make cosmetic changes to the Work Order, as well as **Save, Zoom, Add a Watermark, Export** or **Email**.
10. **Close** the Report Preview screen when done.

Work Order
Example Company v2.5.0.7

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: Priority: 2
Billable: YES

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:

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
CN0000030	19/06/2014 00:00:00	Machine wont switch on	WO0000134 : checked power supply	George James Reddy Jefferson Rohrbaugh

Technician Name and Comments:

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