

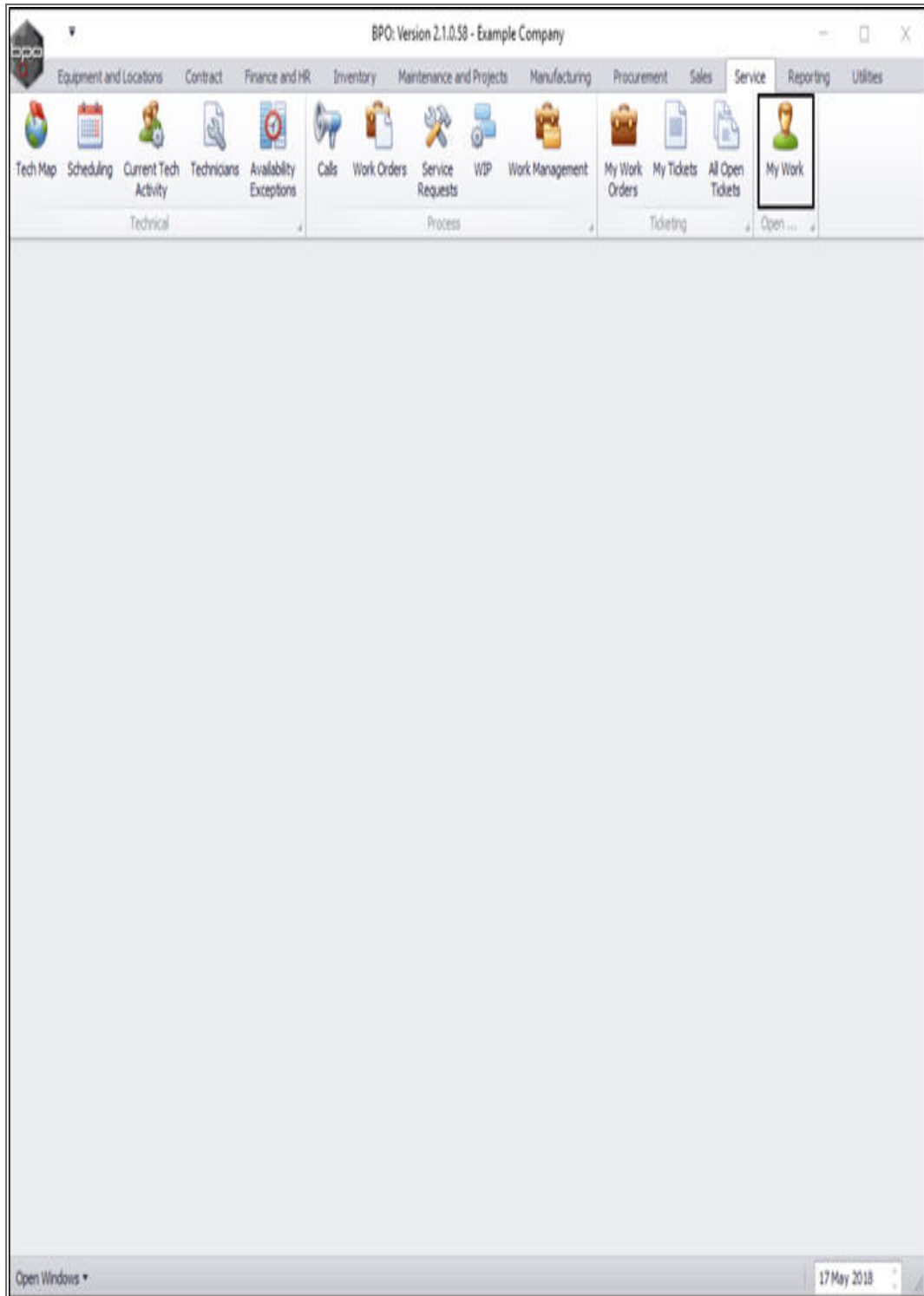
SERVICE

MY WORK – PRINT THE WORK ORDER 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 **work order report** directly from the **My Work** listing screen.

Ribbon Access: *Service > My Work*



- The **My Work** listing screen will be displayed.
- Click on the **row selector** in front of the **work order** where you wish to print the **work order report**.
- Click on **Print WO**.

My Work - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Complete Start Save Layout Workspaces Print Call Report **Print WO** Service History Project Progress View Customer Export Refresh

Processing Format Print View Export Current

Work Orders Work Requests

Drag a column header here to group by that column

WOCODE	WOCDescription	SiteName	Status	WOTType	WOTTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName	Sche
WO0001592	RSL V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PRJ0000098	Site Inspectio	PMNG	HOP001	Hope Works	Technical	19 54
WO0001664	Toner check and clean required	Durban	O	REP	Machine Repairs	ON0000566	Toner required ...	CALL	HOP001	Hope Works	Technical	22 M
WO0001616	Created for production batch - test2	Durban	O	MM	Manufacturing							28 N
WO0001662	Machine service required	Durban	O	SERV								15 M
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs							15 M

Open Windows 17 May 2018

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

My Work - BPO; Version 2.1.0.58 - Example Company

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

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Processing

Format

Print

View

Export

Current

Work Orders

Work Requests

Drag a column header here to group by that column

WOCODE	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName
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WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

Report Generation

Do you want to print the WO report for Work Order WO0001664?

Yes

No

Open Windows

21 May 2018

- | Work Order | | | |
|--|-------------------------------------|---|---|
| Example Company | | | |
|  | Street No and Road Name PO Box 1234 | | |
| | Area New Town | | |
| | City Durban | | |
| | South Africa South Africa | | |
| | 0000 1234 | | |
| | Reg No.: 00000000asaf22 | Fax No.: 031 12 4545 | |
| | VAT No.: 0000000 | Tel No.: 031 123 4567 | |
| WO Barcode | | | |
|  | | | |
| Customer: Hope Werke | Tel No.: 031 123 4567 | | |
| Code: HWR001 | Contact: Jane Alcock | | |
| Area : Main | Priority : B | | |
| Billable : NO | | | |
| Shipping Address : Plot 91 Leaf Road
Forest Hills
New Town
Durban South
South Africa
1234 | | Call Date : 20 Mar 2018 10:32
Call Ref. : CN0000986
Serial No. : 2020-103053
Model No. : SP2020
Error Code: | |
| Machine Location : First Floor | | WO Code : WO0001664
WO Desc: Toner check and clean required | |
| Contract No. : CO0000043 | | Inclusions : | |
| Work Hours | | | |
| Employee | Start Date | Hours | Comments |
| Ashraf Ntse | 18 May 2018 | 2.00 | Trip to customer, check colour toner issue. |
| Technician Name and Comments : Thabo Peterson | | | |
| | | | |
| Meter 1 Meter 2 | | | |
| Part Description | | | Circ |
| Part No x Qty | x | x | Value |
| Client Comment : | | | |
| Check Colour Toner - not printing effectively | | | |

MNU.073.016

