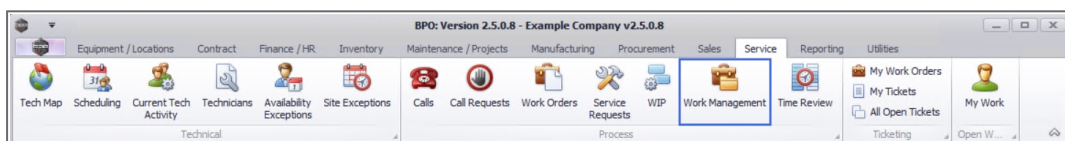# SERVICE

WORK MANAGEMENT – PRINT CALL REPORT

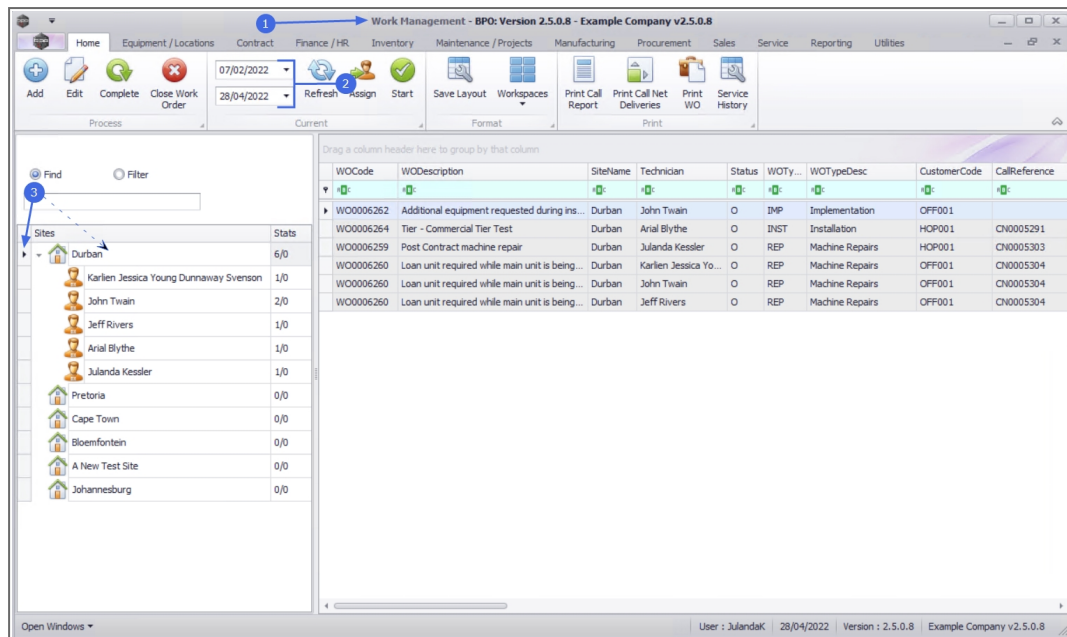You can use the **Print Call Report** function where the work order is linked to a **Call**.

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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.

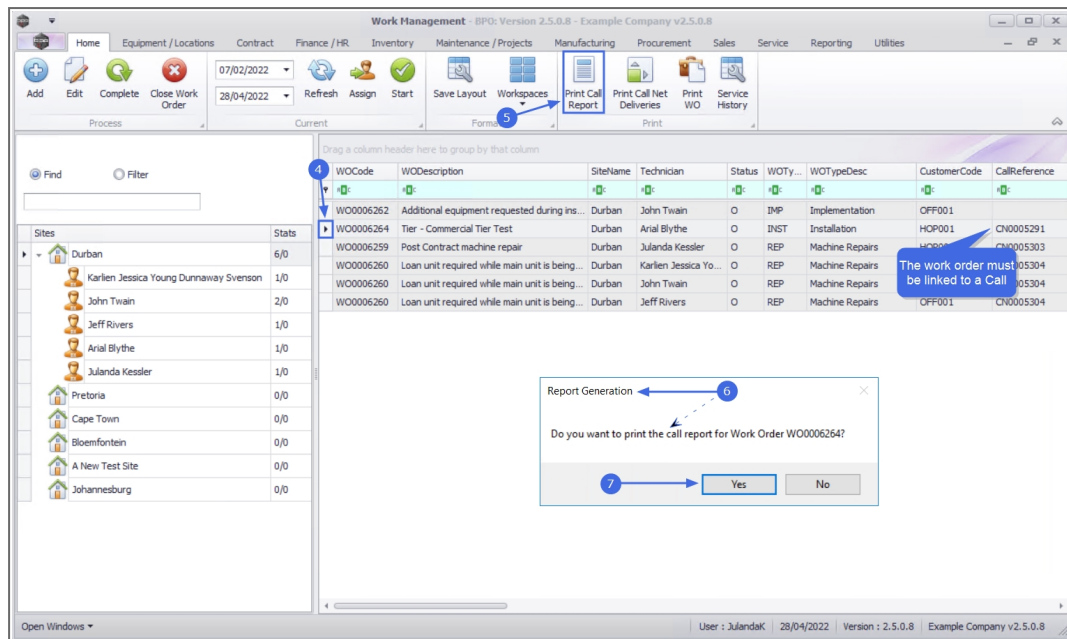4. Click on the **row** of the work order you wish to print a Call Report for.

> 📝 **Note** that the Print Call Report function is <u>only</u> available for work order linked to a *call*.
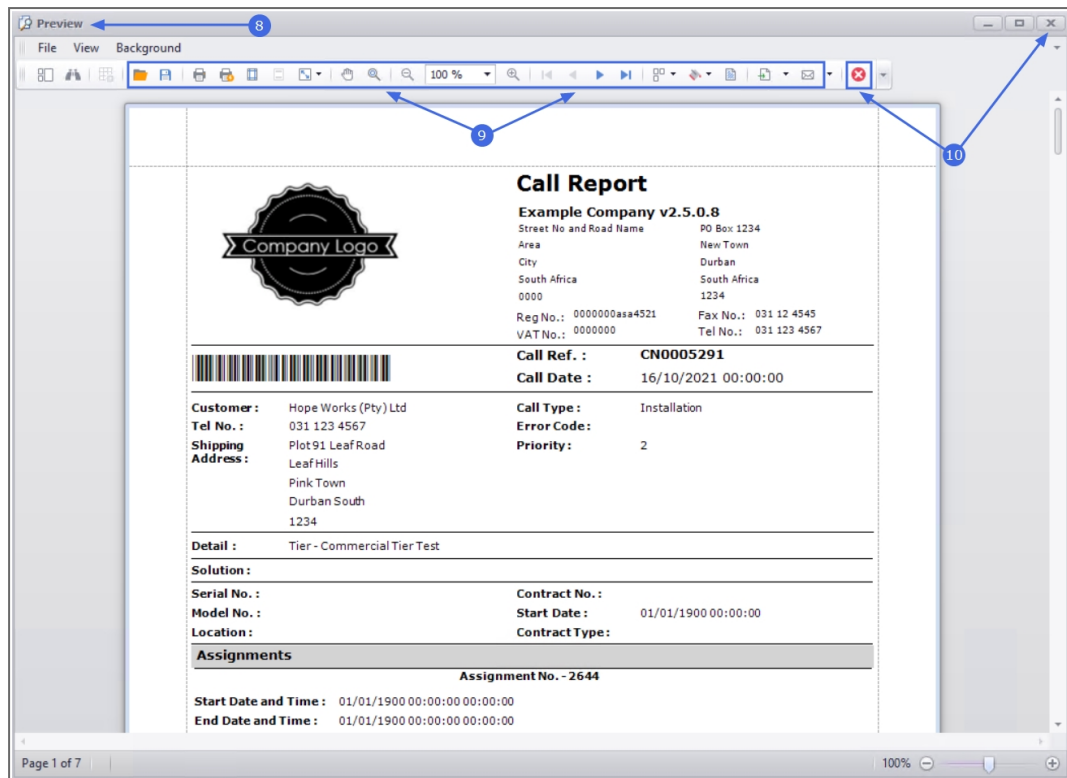
5. Click on **Print Call Report**.
6. When you receive the **Report Generation** message to confirm;
   - *Do you want to print the call report for Work Order [work order number]?*
7. Click on **Yes**.

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.

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