

Batch Printing Work Orders

PROCEDURE

1. Open the Work Order form and query for the appropriate Work Order. See the Using the Work Order Form SOP for querying instructions.

Work Order Form – Main Tab – Print Button

The screenshot shows the 'Work Order' form with the 'Main' tab selected. The 'Print' button is highlighted with a red box. The form contains the following fields and sections:

- WO Number: 36401274
- PPB: LOCK ON DOOR INOPERATIVE
- Parent WO: [Empty]
- Equipment: [Empty]
- Buttons: Main, Tasks, Crews, Parts, Tools, PO's, Routing, Readings, Closing
- General Information:
 - Type: CRIB
 - Priority: 3
 - Method: [Empty]
 - Assigned To: [Empty]
 - Outage Class: [Empty]
- Current Status / Dates:
 - Status: OPEN
 - Material Status: [Empty]
 - Start Date: THU DEC 7, 2006
 - Due Date: TUE DEC 12, 2006
 - Completed: [Empty]
- Primary Labor:
 - Crew: 026
 - Craft: [Empty]
 - Crew Size: [Empty]
 - Est Hrs: [Empty]
 - Current Est Hrs: [Empty]
- Location:
 - Site: UTM
 - Building: 0637
 - Floor: [Empty]
 - Room: [Empty]
- Tracking 1, Tracking 2, Non-Available, Travel Time: [Empty]
- Buttons: Library, Request, Related WO, Create WO, Billing, Estimates, Dates, Audit...
- Print Ticket On Next Batch Run:

2. Press the **Print** button to open the Print form.

Print Form – Print Options

The screenshot shows the 'Print - 36510541' dialog box. The 'All Marked To Print For Crew' option is selected and highlighted with a red box. The dialog box contains the following options and fields:

- WO Number: 36510541
- All Marked To Print For Crew: 019
- All Marked To Print For Craft: ALL
- All Marked To Print For Assigned To: ALL
- Complete Route
- Include Secondary Labor
- Destination:
 - Type: Printer
 - Printer: TRECS-MAIN-PCL
 - Buttons: Set As Default...
- Buttons: OK, Cancel

- a. In the print form
 - i. Select **All Marked To Print For Crew**

- ii. Enter the crew for which you want to batch print in the field to the right of the All Marked To Print For Crew. Note: Do not leave this field set to ALL.
- iii. **Complete Route** – (Not used)
- iv. **Include Secondary Labor** – Uncheck if you do not want Secondary Crews and their tasks printed on the WO. Checked by default.

Print Form – Print Destination Section

The screenshot shows a dialog box titled "Print - 36401274". It contains several radio button options: "WO Number" (selected), "All Marked To Print For Crew", "All Marked To Print For Craft", "All Marked To Print For Assigned To", "Complete Route", and "Include Secondary Labor" (checked). To the right of these options are input fields, all containing "ALL". Below these is a "Destination" dropdown menu with "Printer" selected, and a "Type" dropdown menu with "Screen" selected. A red rectangular box highlights the "Printer" and "Screen" options in both dropdowns. At the bottom are "OK" and "Cancel" buttons.

- b. Select one of the print destinations.
 - i. **Type** – Select Printer or Screen.
 - ii. If you are printing to **Screen**, the work order ticket(s) for the print options will open in PDF format in a new browser window. Use the Adobe buttons to save a copy or print the file.
 - iii. If you are printing to a **Printer**, click the Printer LOV button to open the Printers form. (This is not an option if you do not select Printer.) If you have already selected a default printer, the printer information will be displayed. If you have not selected a default printer, see the SOP for Printing Work Orders and WO Cost Summary.
- 3. Click the OK button to start your batch print.