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

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

Print Form – Print Options

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

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.