PROCEDURE

1. Open the Work Order form and query (press F11) for the appropriate Work Order.

Work Order Form – Main Tab – Print Button

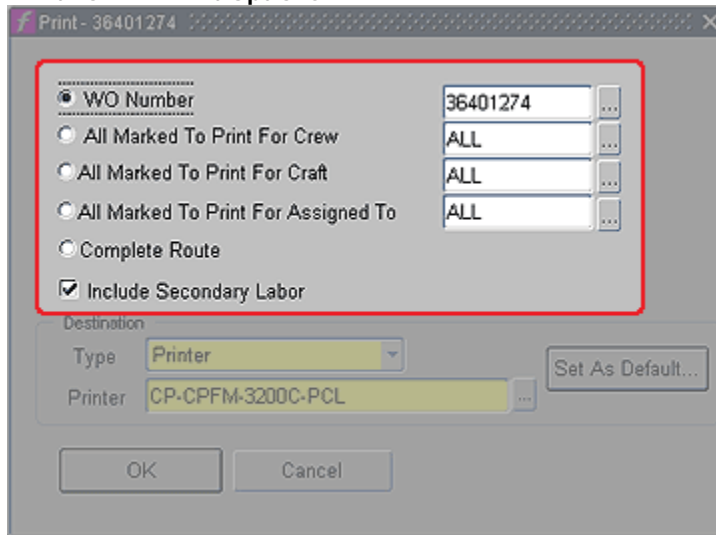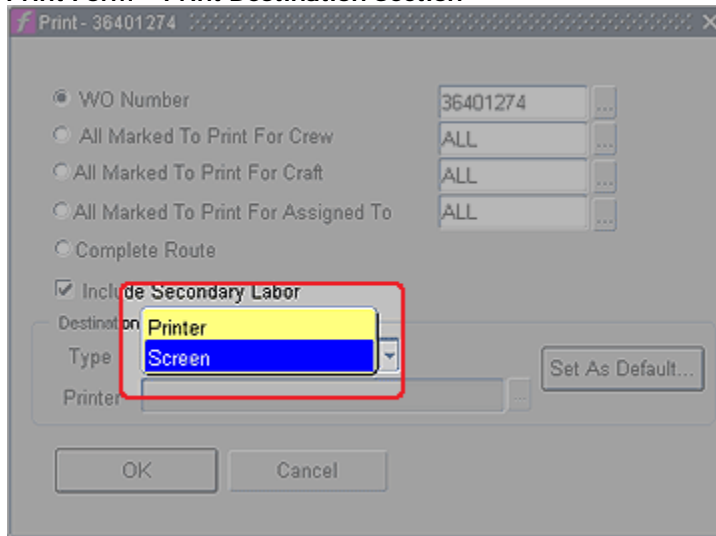**2.** Press the **Print** button to open the Print form.

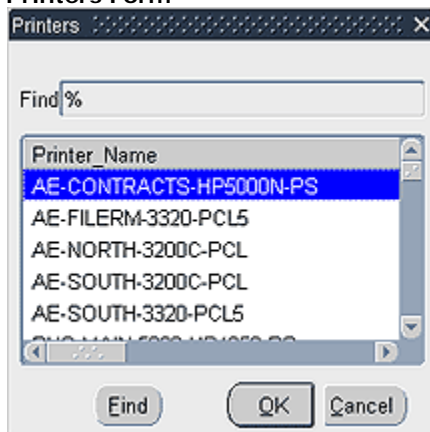**Print Form – Print Options**

3. In the print form, select one of the print options *(**NOTE: do not use ALL value**)*:

    a. **WO Number** – prints the listed work order number.

    b. **All Marked To Print For Crew** – prints all work orders that have the Print Ticket on Next Batch Run box checked for the listed crew. Use the LOV button to select a specific crew.

    c. **All Marked To Print For Craft** – prints all work orders that have the Print Ticket on Next Batch Run box checked for the listed craft. Use the LOV button to select a specific craft.

    d. **All Marked To Print For Assigned To** – prints all work orders that have the Print Ticket on Next Batch Run box checked for the listed employee. Use the LOV button to select a specific employee.

    e. **Complete Route** – *(Not used)*

    f. **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

4. Select one of the print destinations.

    a. **Type –** Select Printer or Screen.

    b. 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.

        i. Use the Adobe buttons to save a copy or print the file.

    c. 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.)

        i. If you have already selected a default printer, the printer information will be displayed.

Printers Form

    d. Select the printer to which you wish to print and press the OK button.

Print Form – Set as Default Button

5. If you wish to set this as your default printer, click the **Set As Default** button to open the Default Destination form.

Default Destination Form

    a. On the Default Destination form, check the option boxes for the type of reports you wish to have directed to the listed printer.

    b. Click the OK button on this form to close.

6. Click the OK button on the Print form to close the form and print.

7. Click the Cancel button on the Print form to close the form and not to print.