FMAX Work Order Printing

There are two custom Work Order reports and two ways to print them in the FMAX application.

1-Page Report
This report prints limited WO and phase information on one page (Example ‘A’). There are two ways to run this report while in the Work Management module viewing a Phase. See screen print below:

To print the 1-Page report select the Print Icon and the following screen will be displayed:
The first 2 reports listed are:
   240-PHASE PRINT
   250-PHASE TRANS VIEWER

If you select 240-PHASE PRINT the 1-Page report will appear for the WO and Phase you are currently viewing. Click the printer icon (on the BIRT report Viewer).

The print report dialog box appears, click PDF and click ok.

Click the print icon on the PDF viewer.
The print dialog box will appear, click ok.
Close the PDF viewer.
Close the BIRT report viewer.
Click the done flag to return to the phase.
If you select 250-PHASE TRANS VIEWER the following screen will be displayed:

From the above screen you can select which one Phase you would like to be printed. After you select the phase, click the OK button and the 1-Page report will appear for the selected Phase.

Click the printer icon (on the BIRT report Viewer).

The print report dialog box appears, click PDF and click ok.

Click the print icon on the PDF viewer.
The print dialog box will appear, click ok.
Close the PDF viewer.
Close the BIRT report viewer.
Click the done flag to return to the phase.

Regular Report
This report will print the Work Order header information plus Phase information (Example ‘B’). There are two ways to run this report while in the Work Management module viewing a Work Order. See screen print below:

To print the report select the Print Icon and the following screen will be displayed:
The first 2 reports listed are:

10-WORK ORDER PRINT
180–WORK ORDER PHASE

If you select 10-WORK ORDER PRINT the report will print for the WO along with data for all the Phases. Click the printer icon (on the BIRT report Viewer).

The print report dialog box appears, click PDF and click ok.

Click the print icon on the PDF viewer. The print dialog box will appear, click ok. Close the PDF viewer. Close the BIRT report viewer. Click the done flag to return to the phase.
If you select 180–WORK ORDER PHASE the following screen will be displayed:

From the above screen you can select which one Phase you would like to be printed. Click ok and the BIRT report viewer will appear.

Click the printer icon (on the BIRT report Viewer).

The print report dialog box appears, click PDF and click ok.

Click the print icon on the PDF viewer.
The print dialog box will appear, click ok.
Close the PDF viewer.
Close the BIRT report viewer.
Click the done flag to return to the phase.

**Example A**

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**Work Order: 1032793-2008**

**Phase: 001**

Feb 26, 2009 2:37 PM

<table>
<thead>
<tr>
<th>Property:</th>
<th>00800 (FACILITIES SERVICES BUILDING A)</th>
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<tbody>
<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Title:</td>
<td>REMOVE EXISTING SHELVING AS SPECIFIED</td>
</tr>
<tr>
<td>Contact:</td>
<td>JUDD NEARHOOD</td>
</tr>
<tr>
<td>Phone:</td>
<td>16A</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
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<table>
<thead>
<tr>
<th>Customer:</th>
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<tbody>
<tr>
<td>Project:</td>
<td></td>
</tr>
<tr>
<td>Shop:</td>
<td>M4900</td>
</tr>
<tr>
<td>Shop Person:</td>
<td>0510 (ROCKY BENNETT)</td>
</tr>
</tbody>
</table>

**Phase:** 001  **Shop:** M4900  **Assigned To:** 0510 (ROCKY BENNETT)

**Desc:** RM 1136C-REMOVE EXISTING SHELVING AS SPECIFIED/INSTALL BOARD

**Priority:** 03  **Problem Code:** ARCH

**Ext Start Date:** Aug 6, 2007 2:40 PM  **Ext End Date:** Oct 31, 2007 12:00 AM  **Status:** SCHEDULING

**PHASE EXTRA DESCRIPTION**

room 1136C
foreman office in lower shop
remove shelves along wall opposite the windows, need to be removed for installation of board
install bulletin board when it arrives.

**UPDATES/COMMENTS**
**Example B**

### Work Order: 1032793-2008

**Phase:** 001  
Feb 26, 2009 2:36 PM

**Work Order** 1032793-2008

**Remove Existing Shelving as Specified**

<table>
<thead>
<tr>
<th>Name</th>
<th>881-659</th>
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<tr>
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<td>Category</td>
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</tr>
<tr>
<td>Phone</td>
<td>16A</td>
<td>Type</td>
<td>POM</td>
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<tr>
<td>POC</td>
<td>681-659</td>
<td>Status</td>
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<tr>
<td>POI</td>
<td>JUDD NEARHOOD</td>
<td>Entered By</td>
<td>DBREU</td>
</tr>
</tbody>
</table>

**Shop Person 0510**

**Location**

**Extra Description**

Room 1136C  
Foreman office in live shop  
Remove shelves along wall opposite the windows, need to be removed  
For installation of board  
Install bulletin board when it arrives  
$1647 dura 820cm par rich added, $4100 to do work

**Phase 001**

<table>
<thead>
<tr>
<th>Shop</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>05</td>
</tr>
<tr>
<td>Ext. Start Date</td>
<td>Aug 6, 2007 2:40 PM</td>
</tr>
<tr>
<td>Ext. End Date</td>
<td>Oct 31, 2007 12:00 AM</td>
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<tr>
<td>Project Contractor</td>
<td>Contractor</td>
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<tr>
<td>Equipment</td>
<td>Serial No.</td>
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**RM 1136C-REMOVE EXISTING SHELVING AS SPECIFIED; INSTALL BOARD**

Room 1136C  
Foreman office in live shop  
Remove shelves along wall opposite the windows, need to be removed  
For installation of board  
Install bulletin board when it arrives.