



## How to Change Default Repair Order Print Form, Print a Repair Order, and Print a PM Checklist

### I. Change the default Repair Order form print report

1. *In the Reports screen, find and highlight the desired report*
2. *Click on the box in the right-hand column titled "Default Report Setting"*
3. *Click the down arrow and select "Repair Order" from the list*
  - i. *If no arrow or options appear, then the selected report is not a Repair Order report. Check that you have selected the correct report.*
  - ii. *Select "(blank) Reset to Factory Default" to return to the default Repair Order form print report.*

### II. Print a Repair Order Form

1. *Access the Repair Order Entry screen (Click on the wrench icon, select "Repair Order Entry" from the Data Collection header, or press Shift+F5)*
2. *Select the desired Repair Order number*
3. *Click the down arrow next to the printer icon at the top of the screen*
4. *Select "Repair Order"*
  - i. *A preview screen will pop up. Double-check to make sure the Repair Order is correct.*
5. *Click the Print Icon within the preview screen*
6. *Follow the printer selection and setting prompts to complete the process*

### III. Print a Repair Order Form with a PM Checklist

1. *Follow steps II.1. through II.3.*
2. *In the drop-down menu, select "Repair Order w/PM Checklist"*
  - i. *The PM Checklist is generated as a separate print preview window from the Repair Order.*
3. *Print or close the Repair Order preview to view the PM Checklist*
4. *Click the Print icon within the preview screen*
5. *Follow the printer selection and setting prompts to complete the process*