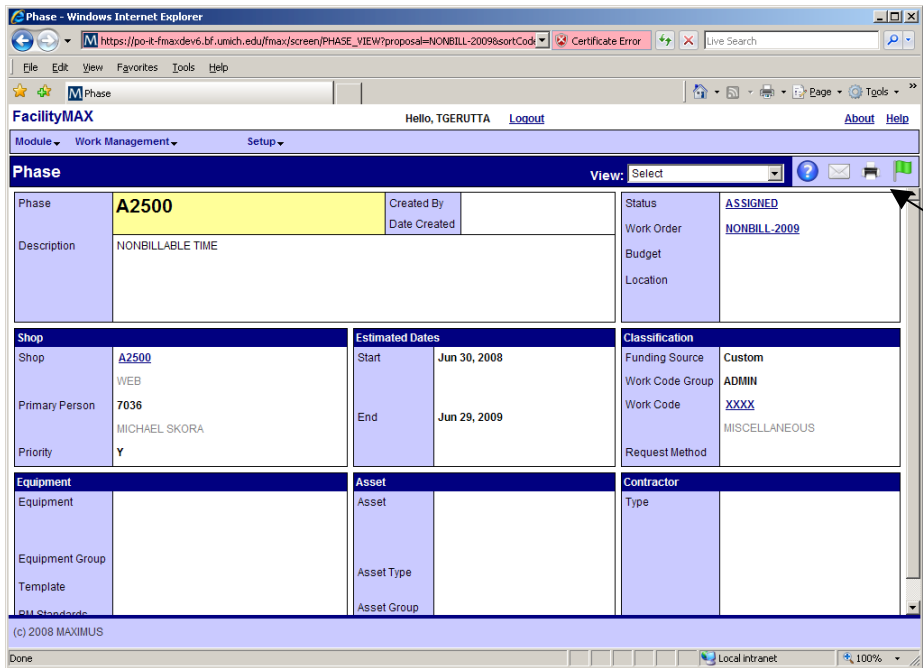


# FMAX Work Order Printing

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

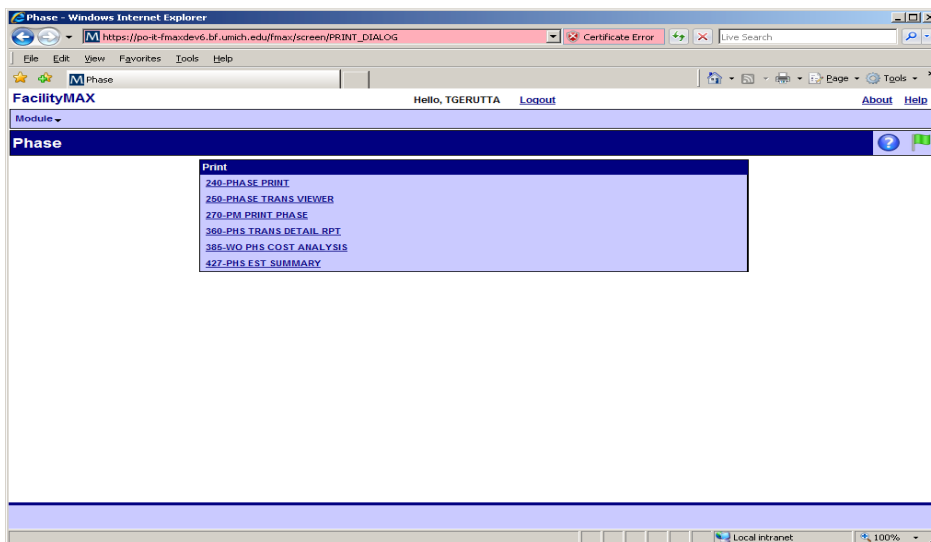
## 1-Page Report

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:



The screenshot shows the FMAX application interface in Internet Explorer. The main content area displays details for Phase A2500, including its description 'NONBILLABLE TIME', status 'ASSIGNED', and work order 'NONBILL-2009'. Below this, there are sections for Shop information (A2500, WEB, 7036, MICHAEL SKORA), Estimated Dates (Start: Jun 30, 2008, End: Jun 29, 2009), Classification (Funding Source: Custom, Work Code Group: ADMIN, Work Code: XXXX, Request Method: MISCELLANEOUS), Equipment, Asset, and Contractor details. A green print icon is located in the top right corner of the main content area, indicated by an arrow and the label 'Print Icon'.

To print the 1-Page report select the Print Icon and the following screen will be displayed:



The screenshot shows the FMAX application interface with a print dialog box open. The dialog box is titled 'Print' and contains a list of report options:

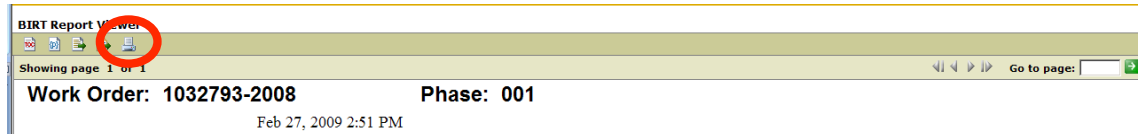
- 240-PHASE PRINT
- 250-PHASE TRANS VIEWER
- 270-FM PRINT PHASE
- 360-PHS TRANS DETAIL RPT
- 385-WO PHS COST ANALYSIS
- 427-PHS EST SUMMARY

The first 2 reports listed are:

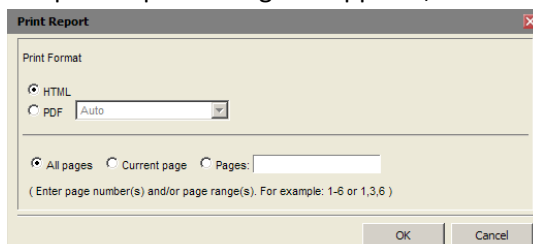
240-PHASE PRINT

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.

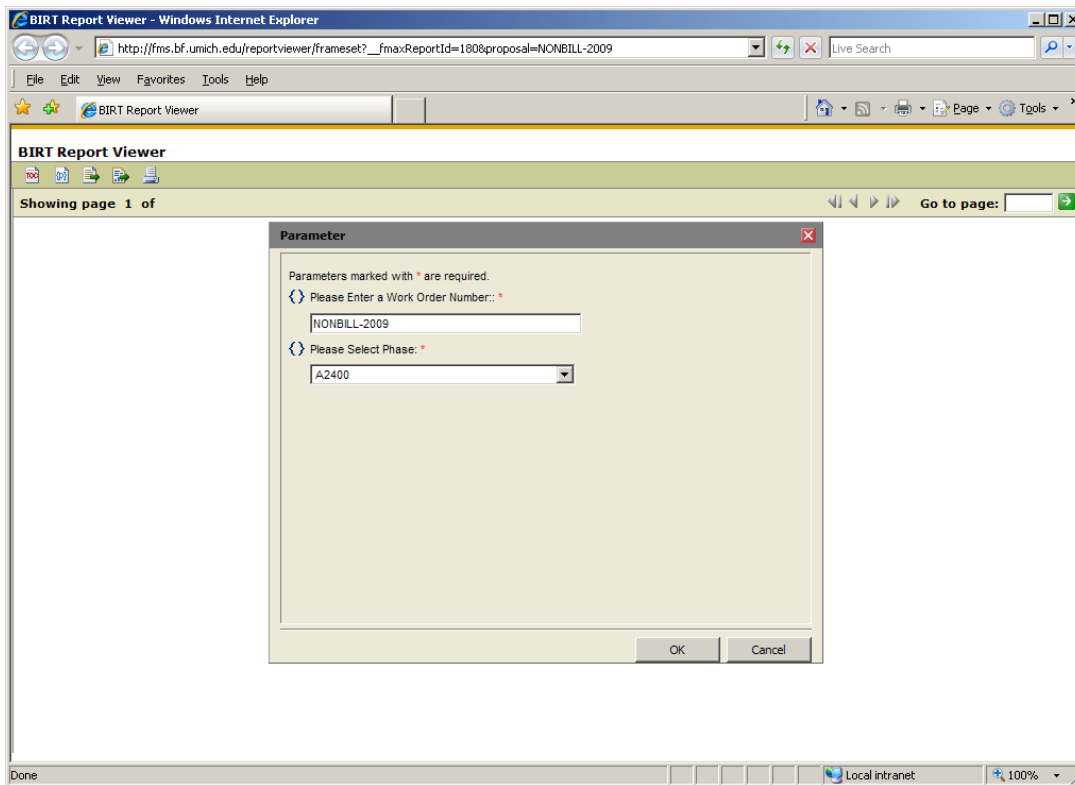
The print dialog box will appear, click ok.

Close the PDF viewer.

Close the BIRT report viewer.

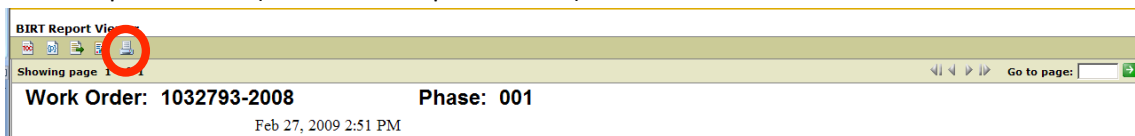
Click the done flag to return to the phase.

If you select 250-PHASE TRANS VIEWER the following screen will be displayed:

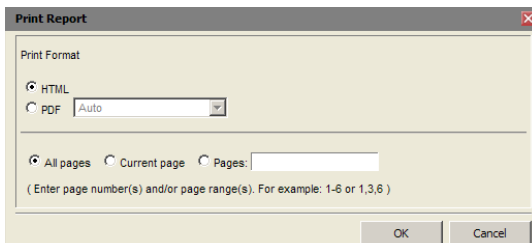


From the above screen you can select which one Phase you would like to be printed. After you select the phase, click the OK button and the 1-Page report will appear for the selected Phase.

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:

The screenshot shows the FacilityMAX Work Order interface. The main header displays 'NONBILL-2009' with details such as 'Created By: WR300', 'Date Created: Jun 30, 2008 12:00 AM', and 'Status: ASSIGNED'. Below this, there are sections for 'Organization' (681670), 'Property' (UM, UNIVERSITY OF MICHIGAN, MAIN, ANN ARBOR CAMPUS, 00800), and 'Classification' (PLANT OPERATIONS, YEARLY). A 'Phase' table is visible at the bottom, listing phases like 'NONBILLABLE TIME'. On the right side of the main header, a 'Print' icon is highlighted with an arrow and labeled 'Print Icon'.

To print the report select the Print Icon and the following screen will be displayed:

The screenshot shows the 'Print' dialog screen in the FacilityMAX Work Order module. The dialog is titled 'Print' and contains a list of report options:

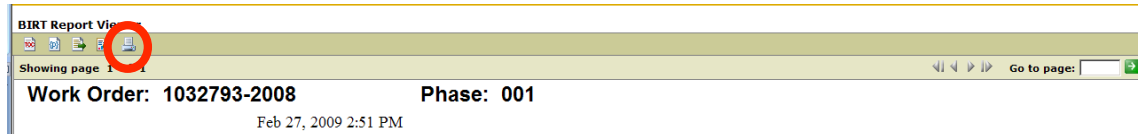
- 10-WORK ORDER PRINT
- 180-WORK ORDER PHASE
- 190-WO TRANS VIEWER
- 260-PM PRINT WO
- 370-WO TRANS DETAIL RPT
- 385-WO PHS COST ANALYSIS
- 425-WO EST LEVEL SUMMARY
- 426-WO EST LEVEL DETAIL

The first 2 reports listed are:

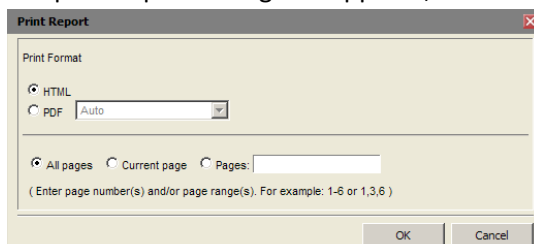
10-WORK ORDER PRINT

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.

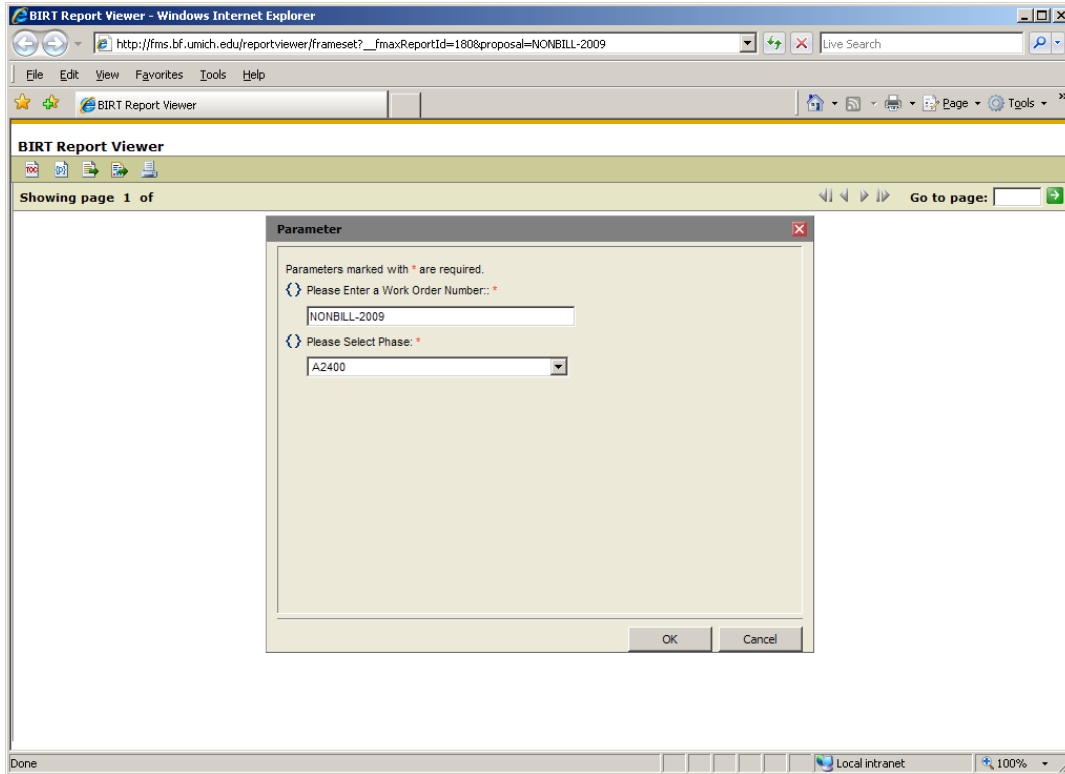
The print dialog box will appear, click ok.

Close the PDF viewer.

Close the BIRT report viewer.

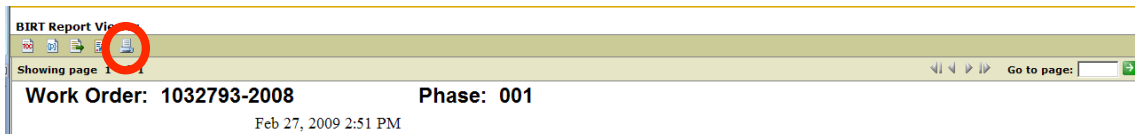
Click the done flag to return to the phase.

If you select 180–WORK ORDER PHASE the following screen will be displayed:

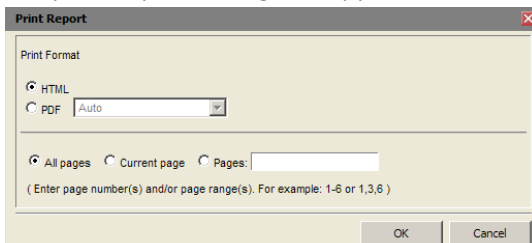


From the above screen you can select which one Phase you would like to be printed. Click ok and the BIRT report viewer will appear.

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



The screenshot shows the Adobe Reader interface with a PDF document titled "2401\_0.pdf". The document content includes the following information:

**Work Order: 1032793-2008** **Phase: 001**  
Feb 26, 2009 2:37 PM

**Property:** 00800 (FACILITIES SERVICES BUILDING A)

**Location:**  
**Title:** REMOVE EXISTING SHELVING AS SPECIFIED  
**Contact:** JUDD NEARHOOD  
**Phone:** 16A  
**Email:**

**Customer:** 681650 **Shop:** M4900  
**Project:** **Shop Person:** 0510 (ROCKEY BENNETT)

**Phase:** 001 **Shop:** M4900 **Assigned To:** 0510 (ROCKEY BENNETT)  
**Desc:** RM 1136C-REMOVE EXISTING SHELVING AS SPECIFIED/ INSTALL BOARD  
**Priority:** 03 **Problem Code:** ARCH  
**Est Start Date:** Aug 6, 2007 2:40 PM **Est End Date:** Oct 31, 2007 12:00 AM **Status:** SCHEDULING  
**Equipment:** **Serial Number:**

**PHASE EXTRA DESCRIPTION**  
room 1136C  
foremans office in hvac shop  
remove shelves along wall opposite the windows. need to be removed  
for installation of board.  
install bulliten board when it arrives.

**UPDATES/COMMENTS**

# Example B

10\_0.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 82% Find

**Work Order: 1032793-2008**  
**Phase: 001**  
 Feb 26, 2009 2:36 PM

<b>Work Order</b> 1032793-2008					
REMOVE EXISTING SHELVING AS SPECIFIED					
Name	681650	Region	UM	Type	P
Customer		UNIVERSITY OF MICHIGAN		Category	POH
Phone	16A	Facility	MAIN	Status	ASSIGNED
OC	681650	ANN ARBOR CAMPUS		Entered By	DBEU
POC	JUDD NEARHOOD	Property	00800	Cust Req No.	
Phone	16A				
Project					
Shop	M4900	Location			
Shop Person	0510				
Name	BENNETT, ROCKEY				

**Work Order Extra Description**

room 1136C  
 foremans office in hvac shop  
 remove shelves along wall opposite the windows. need to be removed  
 for installation of board.  
 install bulliten board when it arrives.  
 8/16/07 daveb 820am per rich added m4100 to do work

<b>Phase</b> 001		RM 1136C-REMOVE EXISTING SHELVING AS SPECIFIED/ INSTALL BOAR			
Shop	M4900				
Priority	03	Problem Code	ARCH	Work Code	XXXX
Est. Start Date	Aug 6, 2007 2:40 PM	Est. End Date	Oct 31, 2007 12:00 AM	Status	SCHEDULI
Project Contract		Contractor			
Address CD		Contract			
Equipment		Serial No.			

room 1136C  
 foremans office in hvac shop  
 remove shelves along wall opposite the windows. need to be removed  
 for installation of board.  
 install bulliten board when it arrives.