

03.07 How to Print Work Orders

1. Find the work order and open the work order you want to print.
2. Click on the print work order link

The printed work order is sized for 8.5 x 11 paper, and will print two pages. If you want to print the work order on a single page, utilize the following settings:

- Click on print
- Click on “More Settings” down arrow
- Change scale to 65%
- Click on the print button

SEARCH RESULTS (1)

1

Show Detail | [Print WO's](#) | [Print Search Results](#) | [Excel](#)

| Date | ID | Initiated By | Property / Location | Type/SubType | Assigned To | Status / Priority | Respond By | Complete By |
|---------------------|------------------------|---|--|---|-------------|--|------------|--------------------|
| 9/1/2025 8:00 AM | 250371 | Scheduled Center WorkControl | DTSO SAFETY REST AREA 09 General General | Admin Work / Equipment/Vehicle Inventory Collection | Sorensen | Closed / PM End of Year 11/18/2025 11:05 AM | - | 8/27/2026 11:59 PM |

Labor Hours: Est: 0.00 Act: 0.00

Procedure: [BHM Equipment and Vehicle Inve...](#)

Attachments: [SRA 9-10 Equipment Inventory.xlsx](#)
[SRA 9-10 Vehicle Inventory.xlsx](#)
[COMPLETED SRA 9-10 Equipment...](#)
[COMPLETED SRA 9-10 Vehicle Inv...](#)

Comments: Reassigning for the Interim.

2

Show Detail | [Print WO's](#) | [Print Search Results](#) | [Excel](#)

SAMPLE PRINTED WORK ORDER

GENERAL INFORMATION:

| | | | |
|------------------------------|--|------------------------|------------------------|
| Property: | DTSD REST AREA 11 PORTAGE Hwy 39 southbound/I-90/94 eastbound Southbound/Eastbound Portage, WI 53901 | WO ID: | 86685 |
| | | Date: | 4/1/2019 |
| Space/Floor: | 01 - First Floor | Status: | Open |
| Cube/Room: | | | |
| Requestor Info: | Pat Karlen2 - WisDOT na | Type: | PM HVAC |
| | | Subtype: | Routine PM |
| Priority: | PM End of Month | Est Hrs: | 0.75 |
| | | Act Hrs: | 0 |
| Assigned to: | WorkControl Center | Complete By: | 4/30/2019 11:59 PM CDT |
| Entered by: | Pat Karlen2 | SLA Completion: | 4/30/2019 11:59 PM CDT |
| Not to Exceed Amount: | 0.00 | | |

ASSET INFORMATION:

| | | | |
|------------------------------------|-----------------------------|-----------------------|---------------|
| Room/Area: | | Serial #: | FBOU090600140 |
| Asset Name: | Air Handler 1 | Warranty Date: | |
| | | Warranty Exp: | |
| Asset #: | Air Handler 1 | Make: | CAH010GDAC |
| | | Model: | MCQUAY |
| Asset Description: | | | |
| Asset Safety Comments: | | | |
| Asset Comments/Area Served: | AIR HANDLING UNIT SIX UNITS | | |