

GoServicePro - WO Detail Summary

This process is completed by Service Partners in GoServicePro.

This article reviews the steps to print the Work Order Summary from a Work Order.

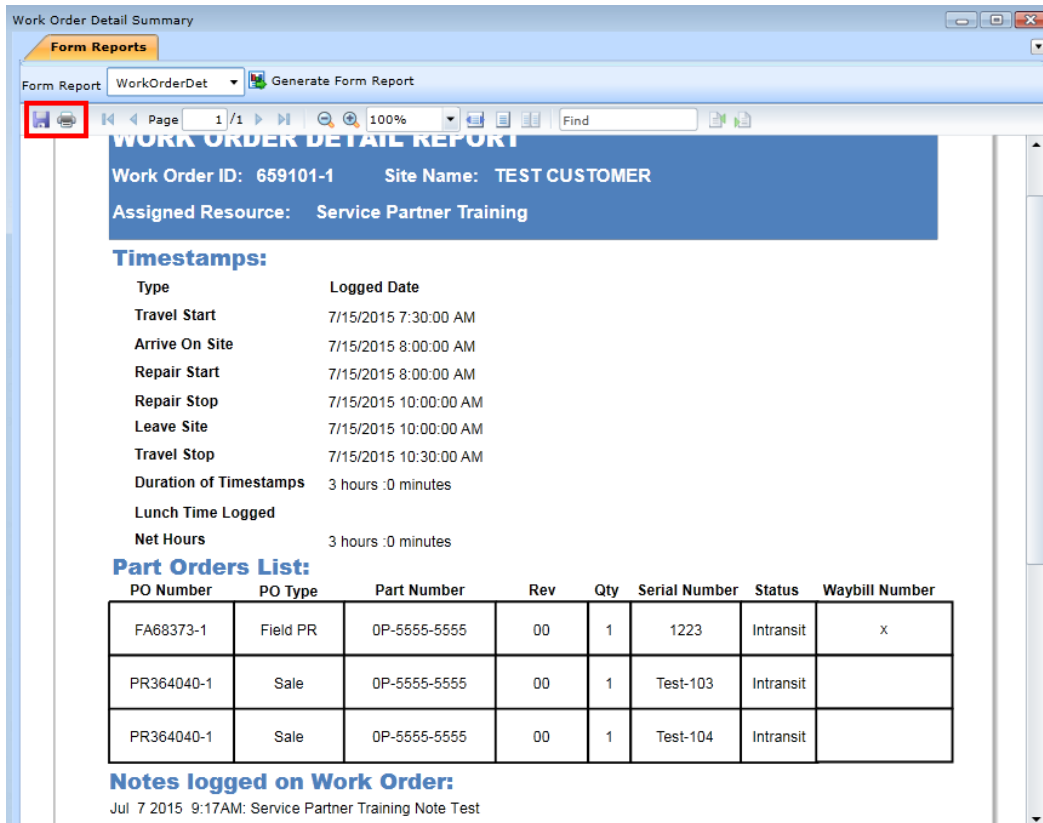
[View the video tutorial here.](#)

1. From an open Work Order, click on the WO Detail Summary button in the ribbon.



***Note:** The WO Detail Summary is also available on a closed Work Order. Click [here](#) to review the document on how to locate a closed Work Order.

2. Summary contains:
 - a. Work Order ID
 - b. Site Name
 - c. Assigned Resource
 - d. Timestamps
 - e. Part Orders List
 - f. Notes

A screenshot of the 'Work Order Detail Summary' form report. The window title is 'Work Order Detail Summary'. The 'Form Reports' ribbon is active, showing a 'Form Report' dropdown set to 'WorkOrderDet' and a 'Generate Form Report' button. A red box highlights a printer icon in the top left corner of the report area. The report content includes:

WORK ORDER DETAIL REPORT
Work Order ID: 659101-1 Site Name: TEST CUSTOMER
Assigned Resource: Service Partner Training

Timestamps:

Type	Logged Date
Travel Start	7/15/2015 7:30:00 AM
Arrive On Site	7/15/2015 8:00:00 AM
Repair Start	7/15/2015 8:00:00 AM
Repair Stop	7/15/2015 10:00:00 AM
Leave Site	7/15/2015 10:00:00 AM
Travel Stop	7/15/2015 10:30:00 AM
Duration of Timestamps	3 hours :0 minutes
Lunch Time Logged	
Net Hours	3 hours :0 minutes

Part Orders List:

PO Number	PO Type	Part Number	Rev	Qty	Serial Number	Status	Waybill Number
FA68373-1	Field PR	0P-5555-5555	00	1	1223	Intransit	x
PR364040-1	Sale	0P-5555-5555	00	1	Test-103	Intransit	
PR364040-1	Sale	0P-5555-5555	00	1	Test-104	Intransit	

Notes logged on Work Order:
Jul 7 2015 9:17AM: Service Partner Training Note Test

3. To save or print the summary, click on the appropriate icon in the top left.