

Print a Ticket

Last Modified on 01/11/2023 3:40 pm EST

Both Service and Inspection Tickets may be printed one at a time directly from the Ticket.

While viewing a Ticket, click on the wrench icon at the upper left of the Ticket, then click on the Print option.

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The Service Ticket Preferences form will be displayed. This form consists of two tabs; Paper and Format. Make the desired selections on each tab. When finished, click the OK button located at the lower right of the form.

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The Ticket will be displayed in Print Preview mode. You may send the Ticket to the Printer by clicking on the Print & Close button at the upper left on the Toolbar, or save the Ticket as an electronic file by clicking on any of the five option buttons on the Toolbar: PDF, Excel, RTF, Text or HTML.

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