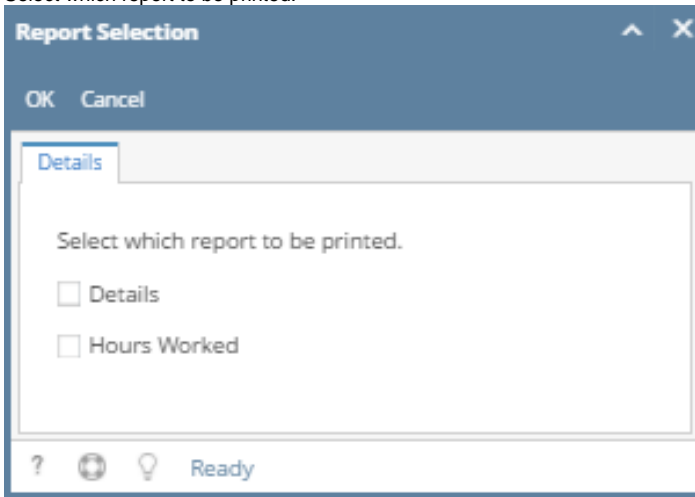# Print Ticket Details and Hours Worked

How to Print Ticket Details and Hours Worked

1. Open any **Ticket**, and click **Print** from the Toolbar..
2. Select which report to be printed.

Report Selection

OK   Cancel

Details

Select which report to be printed.

☐ Details

☐ Hours Worked

?   ⊕   ♀   Ready

3. If you selected on **Details**, it will preview the **Ticket Details** report. Here is a sample report. When Report Preview opens, it can now be sent to the printer or export the report into PDF, XLS, XLSX etc.

Ticket Details

HDTN-194738

Test_Customer_989

Test_Contact_989

Ars Galero (Agent)	Thursday, Jun 22 2017 10:13AM
Phillipines	Sent

Save ticket - Add Participant - Add Hours Worked - Add Internal Note - View Watchers - Print

4. While selecting the Hours Worked will preview the **Ticket Hours Worked**.

Ticket Hours Worked

HDTN-194738

Test_Customer_989
Test_Contact_989

Agent	Hours	Date	Job Code	Billable	Rate	Exported	Invoice	Date Exported	Desciption
Jayson Ramos	2.00	06/22/2017	HD_JobCode	☑	$100.00	☐			Hours Worked - 2

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