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) Phillipines Thursday, Jun 22 2017 10:13AM Sent

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

Thursday, June 29, 2017

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

					Ticke	et Ho	urs Wo	rked			
HDTN-1 Test_Custo Test_Conta	9473 omer_ ct_989	38 _989 9									
Agent	Hours	Date	Job Code	Billable	Rate	Exported	Invoice	Date Exported	Desciption		
Jayson Ramos	2.00	06/22/2017	HD_JobCo de	¥	\$100.00				Hours Worked - 2		

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