



Desk Reference: Printing Orders in FSM

This Desk Reference covers:

- Printing single orders
- Printing search results lists

This Desk Reference supports all audiences that use FSM.



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Printing Single Orders

Follow these steps to print a single work order to a PDF.

Step 1: Locate work order

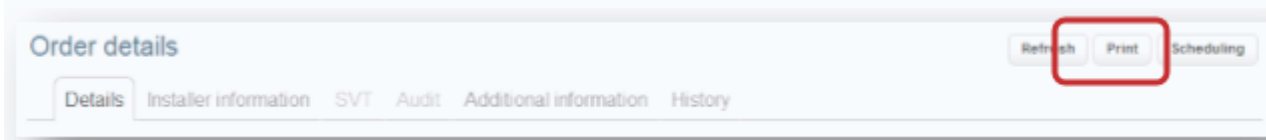
From the Browse Order page, use the filters to locate the desired work order.

Step 2: View the order

From the Search Results list, click the link in the FSM ID column to view the order.

Step 3: Print

In the top menu of the Order Detail page, click the **Print** button.



Step 4: PDF gets created and downloaded

Note: To make a paper copy of the PDF, locate it in the browser's download folder. Open the PDF, and print to a local/network printer. The computer must have an application installed that reads PDFs, such as Adobe Reader.

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Printing Search Results Lists

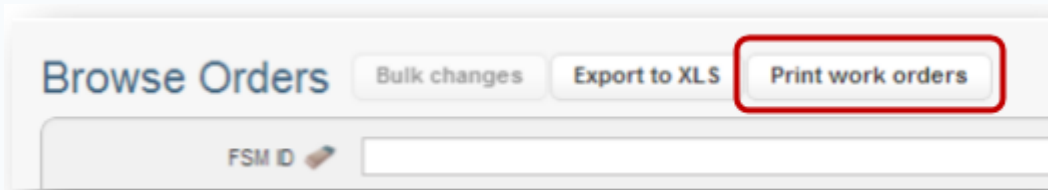
Follow these steps to print a search result list.

Step 1: Locate work orders

From the Browse Order page, use the filters to locate the desired work orders.

Step 2: Print work orders

After the Search Results list appears, click the **Print Work Orders** button.



Note: If the Search Results list is more than 200 items, configure the Browse Order page to show 200 orders per page. Print the first page, and then print additional pages. Each page prints to one PDF.

Step 3: PDF gets created and downloaded

The browser follows its process for creating and downloading the PDF.

Note: To make a paper copy of the PDF, locate it in the browser's download folder. Open the PDF, and print to a local/network printer. The computer must have an application installed that reads PDFs, such as Adobe Reader.