

Work Order Closeout Note Template

Onsite Service Summary

For use by Daktronics Field Engineers and Service Partners to document service activity in GoServicePro.

Complete the information below and then copy/paste it into the GoServicePro notes log on the appropriate Work Order.

1. Who did you communicate with before going to site and/or while on site?
2. What activities did you perform for this service event?
3. If parts were replaced, please list part numbers and serial numbers removed from the display:
4. Are there any concerns with the site?
5. Are additional onsite visits required? If yes, list reason why?