

Downloading a Service Report

Quick Reference Guide

One of the biggest benefits of purchasing a Depot Repair through PartsSource is the ability to access your service reports online at any time.

To learn how to access your service reports online, follow the links below:

- [Accessing a Service Report for a Recent Depot Repair](#)
- [Accessing a Service Report for an Older Depot Repair](#)

Accessing a Service Report for a Recent Depot Repair



Note: Depot Repairs that have been completed and returned to you will stay on the *Delivered* tab for approximately two business days after they delivered by the carrier. To view service reports for older Depot Repairs, see [Accessing a Service Report for an Older Depot Repair or On-Site Service](#).

To access a report for a recent Depot Repair:

1. From the PartsSource home page, click **My Account | Repairs**.
2. From the *Repairs* screen, select the *Delivered* tab.

PARTSOURCE® Search Keyword or Item Number Quick Order Cart

Departments PRO Browsing History Buy it Again Request Quote My Lists Your Facility Hello, Sales Dept My Account

My Account > Repairs Only Me View: [Grid] [Search] [Settings]

Initiated 344 Shipped Outbound 36 Evaluating 23 Quoted 347 Repairing 396 Shipped Inbound 25 **Delivered 181**

ORDER #4731423 [View Details](#) CREATED 02/16/2022
TRANSDUCER, X8-2T - Repair...

\$999.00
Qty: 1
Item #: X8-2T
Condition: Aftermarket Quoted Repair
Facility: [Redacted]
Requester: [Redacted]
Ref #: [Redacted]
Serial Number: [Redacted]

ORDER #4727466 [View Details](#) CREATED 02/15/2022
Repair module failure - Repair - Repair

\$1,150.00
Qty: 1
Item #: E-SCAIOV-00
Condition: Aftermarket Quoted Repair
Facility: [Redacted]
Requester: [Redacted]
Ref #: [Redacted]
Serial Number: [Redacted]

Give Feedback

3. Find the card for the Depot Repair you'd like to print the service report for, then click **View Details**.

ORDER #4731423 [View Details](#) CREATED 02/16/2022

TRANSDUCER, X8-2T - Repair...

 **\$999.00**
Qty: 1
Item #: X8-2T
Condition: **Aftermarket Quoted Repair**
Facility: [REDACTED]
Requester: [REDACTED]
Ref #: [REDACTED]
Serial Number: [REDACTED]

4. The *Repair Details* screen is displayed. Scroll down and click the **Attachments** link.

My Account > Repairs

< Back to Repairs

Order #: [REDACTED]

Date Created: 2/2/2022
Facility: [REDACTED]
Requester: [REDACTED]

Cart Summary

Delivered



MEDLEY 8100 - Blue safety sensor replacement - Repair by CareFusion Alaris / 303
Item #: MEDLEY/8100 INFUSION REPAIR
Condition: **Aftermarket Flat Rate Repair Outright**
Warranty: **6 Month**
Return Status: **Returnable**
Reference: [REDACTED]

Asset Information [Edit](#)
Equipment Serial #: [REDACTED]
Repair Reason: **Damaged**

Shipping Information
Shipping Address: [REDACTED]
Shipping ATTN: [REDACTED]
Carrier: **United Parcel Service**
Shipping Method: **UPS Ground**
Shipping Insurance: **No**

[Attachments \(1\)](#)

Notes (2)
2/9/2022
WEB SERVICE - Your estimated ship date is 02/17 based on product lead time

5. The *Attachments* dialog box is displayed. Click the link to your service report and it is downloaded to your computer as a PDF.

✕
[< Back to Info Center](#)

Attachments

2 MB max file size

CHOOSE FILE

Description

SAVE FILE

Service Partner Field Service Report (005).pdf

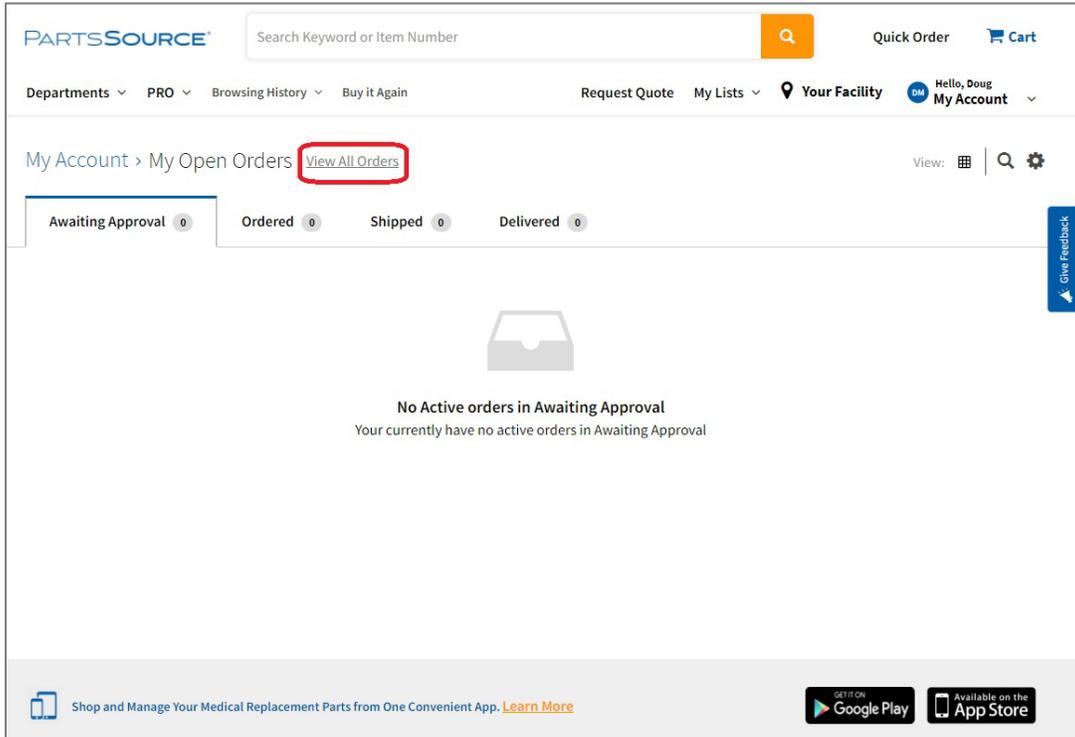
Uploaded: Wednesday, February 9, 2022

Description: SERVICE REPORT

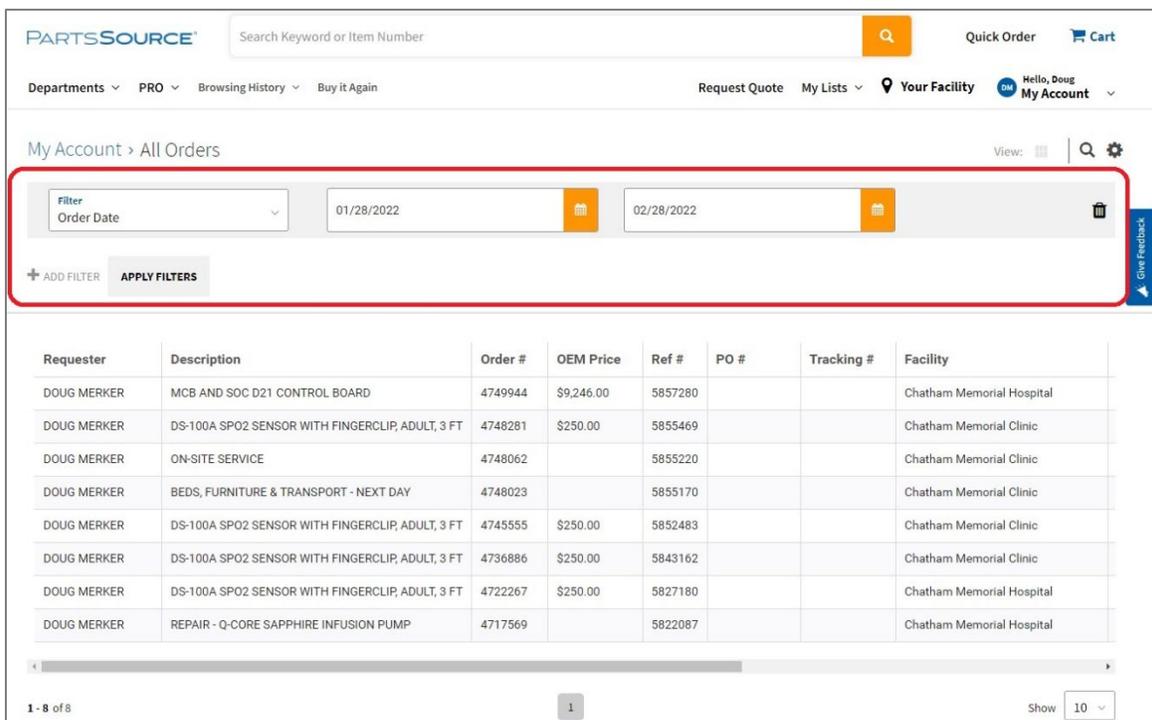
Accessing a Service Report for an Older Repair or Service

To access a report for an older Depot Repair:

1. From the PartsSource home page, click **My Account | Orders**.
2. From the *Orders* screen, select the *View All Orders* link.



3. The *All Orders* screen is displayed. Use the Filter Bar options to find the Depot Repair you want to view the service report for.



- Once you've found the Depot Repair you'd like to view the service report for, click on it to view its *Order Details* page

Delivered 1 \$409.84 \$409.84 [CHECK IN](#)



REPAIR - PHILIPS INTELLIVUE X2 MMS (M3002A) PATIENT MONITOR by Philips Healthcare

Item #: INTELLIVUE X2 MMS (M3002A) REPAIR
Condition: Aftermarket Flat Rate Repair Outright
Warranty: 12 Month
Return Status: Returnable
Reference: [REDACTED]

Asset Information [Edit](#)
Asset ID: [REDACTED]
Work Order: [REDACTED]
Equipment Serial #: [REDACTED]
Repair Reason: insert battery error

Shipping Information
Shipping Address: [REDACTED]
Shipping ATTN: [REDACTED]
Carrier: United Parcel Service
Shipping Method: UPS Next Day Air Saver®
Shipping Insurance: No

[Attachments \(1\)](#)

[Notes \(3\)](#)
2/8/2022
CASEY NUNN - Your estimated ship date is 02/15 based on product lead time

RETURN
TRACK PACKAGE
BUY IT AGAIN

- From the *Order Details* page, scroll down and click the **Attachments** link.

- The *Attachments* dialog box is displayed.

Click the link to your service report and it is downloaded to your computer as a PDF.

< Back to Info Center

Attachments

2 MB max file size

[CHOOSE FILE](#)

Description

[SAVE FILE](#)

Service OrderRPR 0234404.pdf
Uploaded: CASEY NUNN - Tuesday, February 8, 2022
Description: Service OrderRPR 0234404.pdf