

How to Dispatch Generated Orders

There are two ways to dispatch the generated orders:

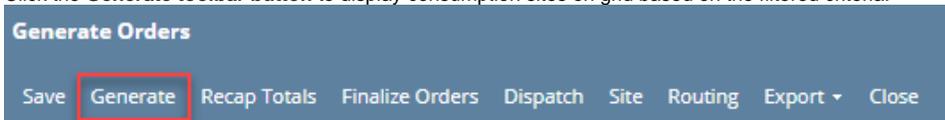
1. Via Consumption Site screen.
2. Via Generated Orders.
See [How to Dispatch Delivery](#)

Via Generated Orders

1. On the Menu panel, click the **Generate Orders** menu. This will open the Generate Orders screen.
2. Filter the records in the grid using the fields in the **Selection Criteria** panel. Use **Pending Orders = 'Include' or 'Only'** to filter consumption site that has call order.

The screenshot shows the 'Generate Orders' application window. The 'Details' tab is active, showing the 'Orders Detail' section with 'Requested Date' set to 11/09/2018. Below this is the 'Selection Criteria' panel, which contains several dropdown menus and text input fields. The 'Pending Orders' dropdown is currently set to 'Include'. Other dropdowns include 'Fill Method', 'Product', 'Location', 'Route', 'Driver', 'Clock Location', 'On Hold', 'Past Due', 'Over Credit Limit', and 'Budget Customers'. Text input fields include 'Est % Full', 'Next Degree Day', and 'Next Julian Date'.

3. Click the **Generate** toolbar button to display consumption sites on grid based on the filtered criteria.



4. Select the specific customer site. Click **Dispatch** toolbar button.

The screenshot shows the 'Generate Orders' application window with the 'Dispatch' button highlighted in the toolbar. The 'Details' tab is active, showing the 'Orders Detail' section with 'Requested Date' set to 11/09/2018. Below this is the 'Selection Criteria' panel, which contains several dropdown menus and text input fields. The 'Fill Method' dropdown is currently set to 'Keep Full'. To the right of the 'Selection Criteria' panel is a grid displaying a single record for Customer No. 0000000020, Name Meredith Grey, Site No. 0001, Site Description Test Site, Delivery Address 1611 Plummer Stre..., Location 0001-Fort..., Route 001-NW, Driver 058, and Product Propane1.

Here's what happens after a delivery has been successfully dispatched.

- The **Dispatch** toolbar button will toggle to **Cancel Dispatch** button.
- The Call Entry tab will be marked as '**Dispatched**'
- **Dispatched Date** field will have a date value.
- An **email** will be sent to the driver.

Consumption Sites - 000000020

New Save Search Undo Attach Device Site Action **Orders** Contract Create Event Summary List Work Order Close

Customer Meredith Grey Customer Print Order
 Address 1611 Plummer Street Terms Cancel Dispatch
 Los Angeles, CA 46815 Regular C Remove Order
 Phone (800) 100-200 Credit Limit 0.000 Budget Amt Due 0.000
 Prepaid Balance 0.000

Showing 1 Consumption S... Site Detail Devices Associated Sites **Order** Appliances Deliveries Events Work Orders(1) Attachment Audit Log

Export Filter (F3)

Address*	Description*
1611 Plummer Street	Test Site

Percent Left 0 Original % Left 0 Calc. Qty 800 Driver Jeff the Driver
 Product Propane1 Substitute Desired Qty 0 Lock Price Printed No
 Requested Date 11/09/2018 Priority Reg Price 2,366,000 Leak Check
 Comments Automatic Order Total 1,987.44 Terms Net 30
 Entered By irelyadmin
 Order Status Dispatched Received Call in Date 11/09/2018 Dispatched Date 11/09/2018 Ticket Assigned TMO-150



Note

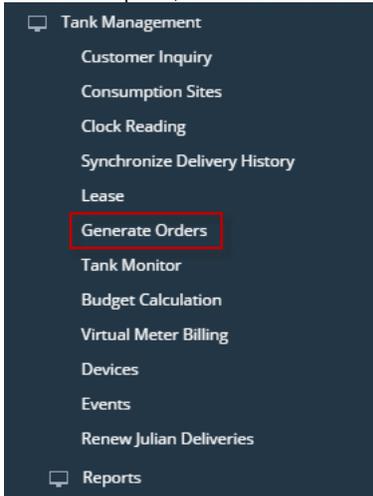
Dispatching deliveries via Delivery Dispatching screen is no longer available. Delivery Dispatching menu and screen has been obsoleted in 16.1 and higher versions.

There are two ways to dispatch the generated orders:

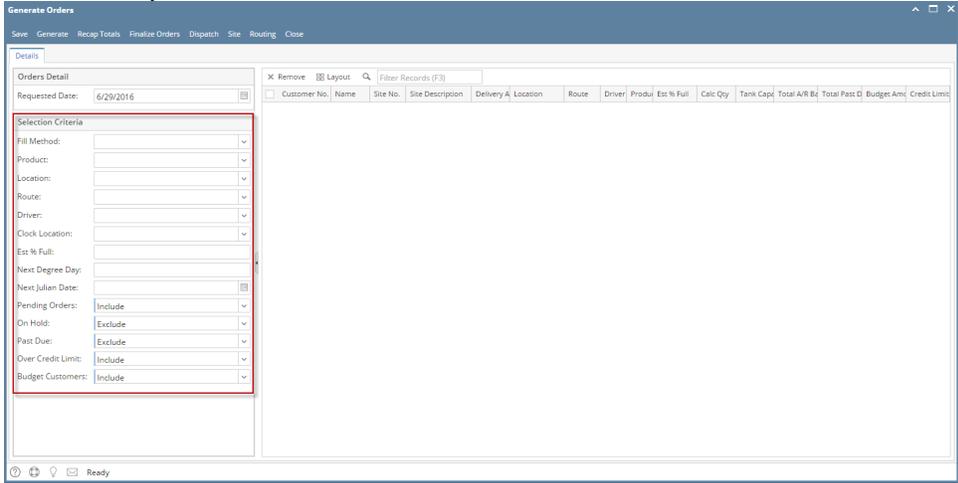
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Via Generated Orders

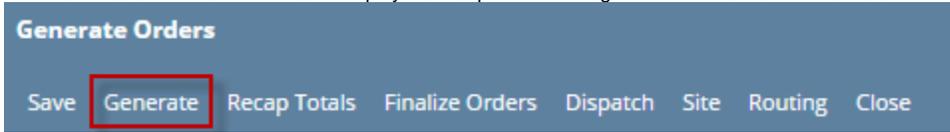
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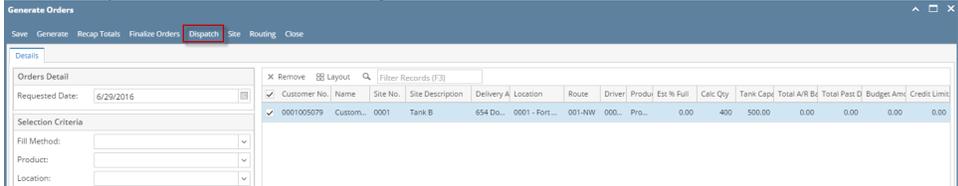
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- Click the **Generate** toolbar button to display consumption sites on grid based on the filtered criteria.

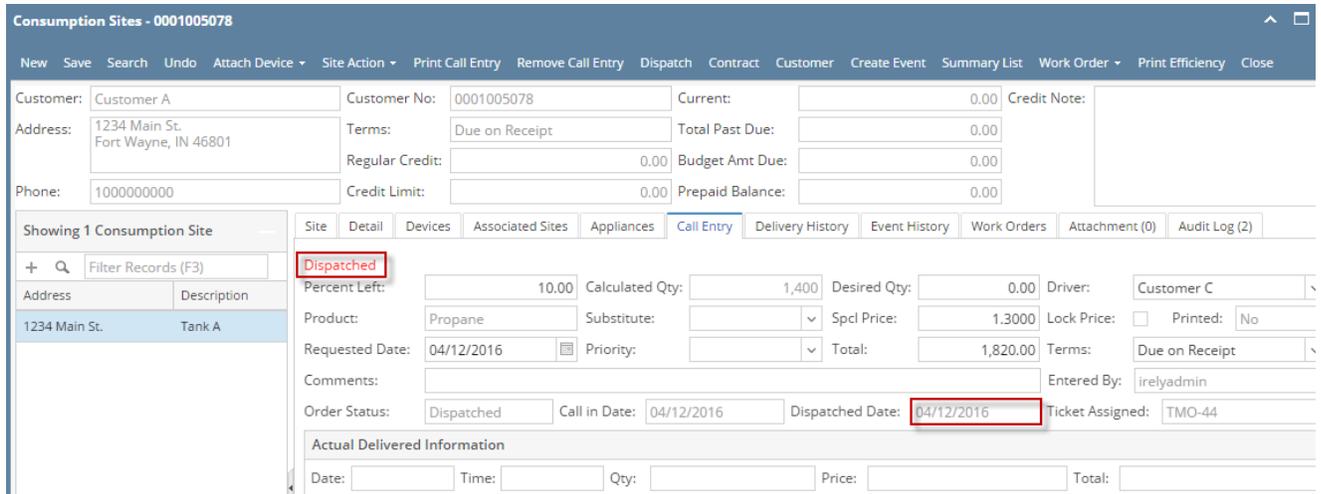


- Select the specific customer site. Click **Dispatch** toolbar button.



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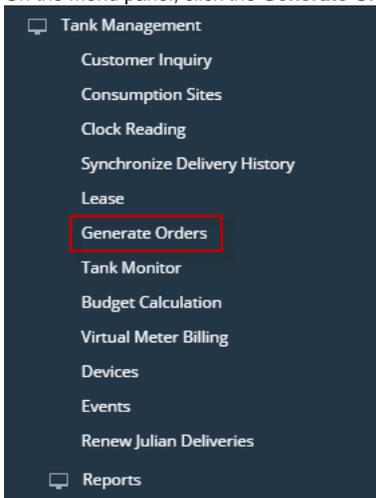
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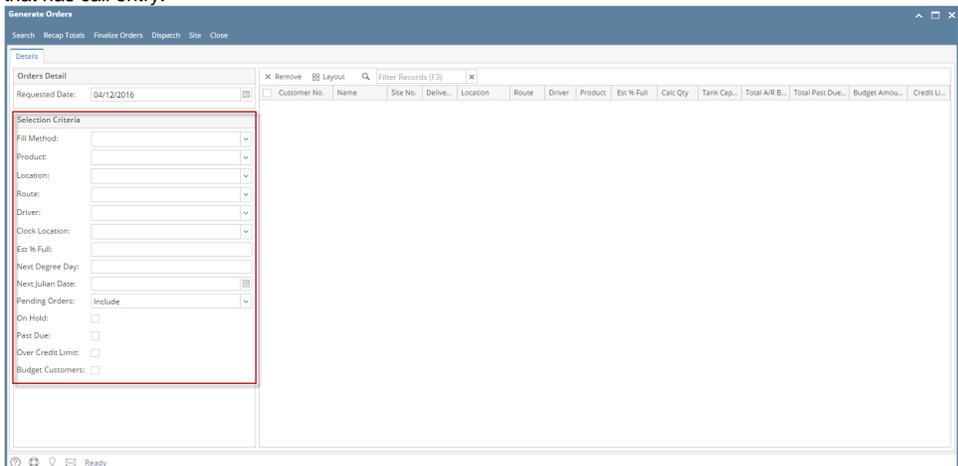
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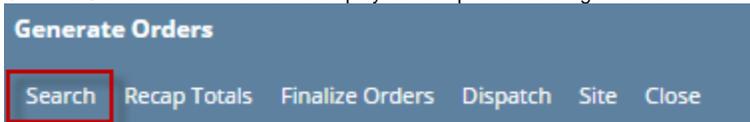
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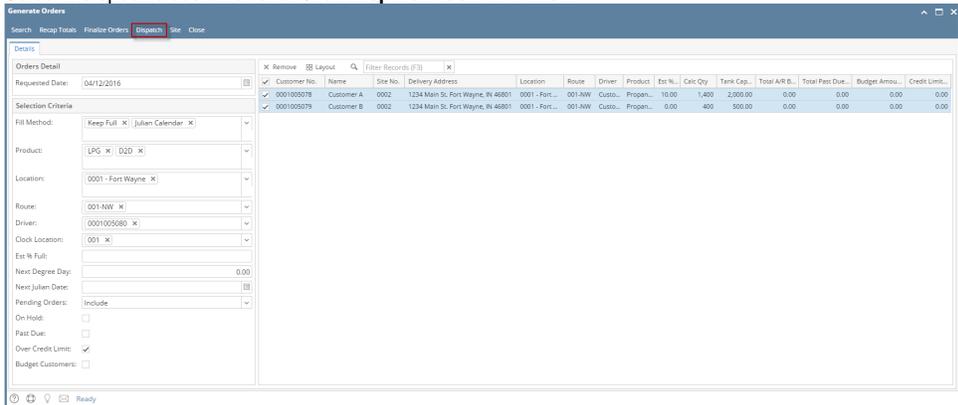
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Consumption Sites - 0001005078

New Save Search Undo Attach Device Site Action Print Call Entry Remove Call Entry Dispatch Contract Customer Create Event Summary List Work Order Print Efficiency Close

Customer: Customer A Customer No: 0001005078 Current: 0.00 Credit Note:

Address: 1234 Main St. Fort Wayne, IN 46801 Terms: Due on Receipt Total Past Due: 0.00

Regular Credit: 0.00 Budget Amt Due: 0.00

Phone: 1000000000 Credit Limit: 0.00 Prepaid Balance: 0.00

Showing 1 Consumption Site

Site Detail Devices Associated Sites Appliances **Call Entry** Delivery History Event History Work Orders Attachment (0) Audit Log (2)

+ Filter Records (F3)

Address Description

1234 Main St. Tank A

Percent Left: 10.00 Calculated Qty: 1,400 Desired Qty: 0.00 Driver: Customer C

Product: Propane Substitute: Spcl Price: 1.3000 Lock Price: Printed: No

Requested Date: 04/12/2016 Priority: Total: 1,820.00 Terms: Due on Receipt

Comments: Entered By: irelyadmin

Order Status: Dispatched Call in Date: 04/12/2016 Dispatched Date: 04/12/2016 Ticket Assigned: TMO-44

Actual Delivered Information

Date: Time: Qty: Price: Total:

Note

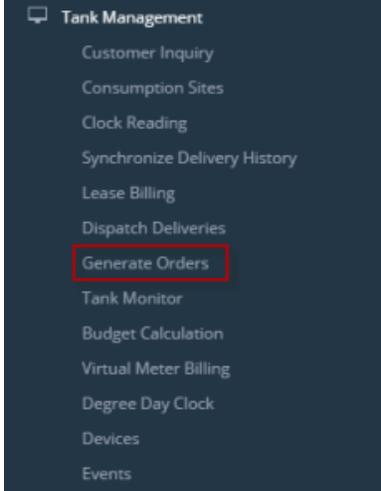
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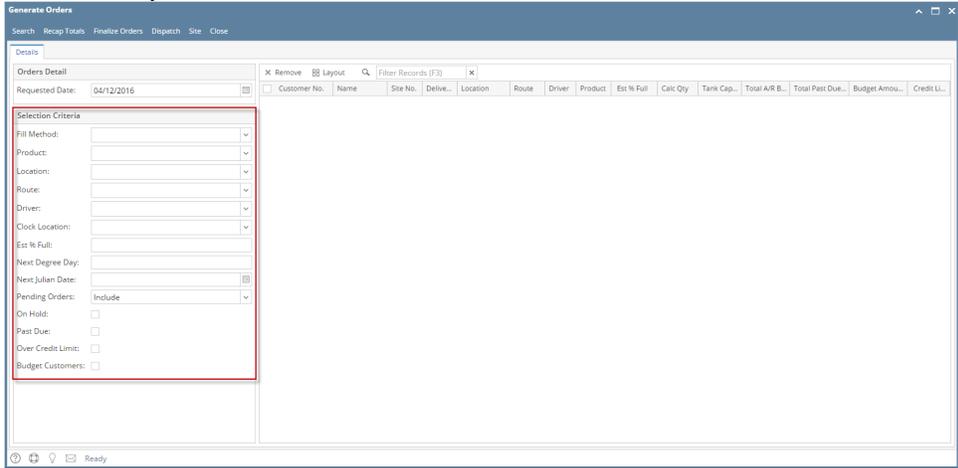
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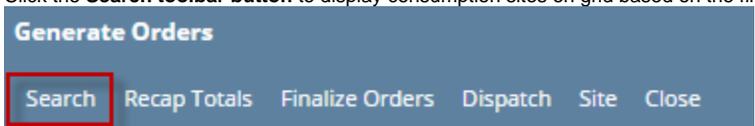
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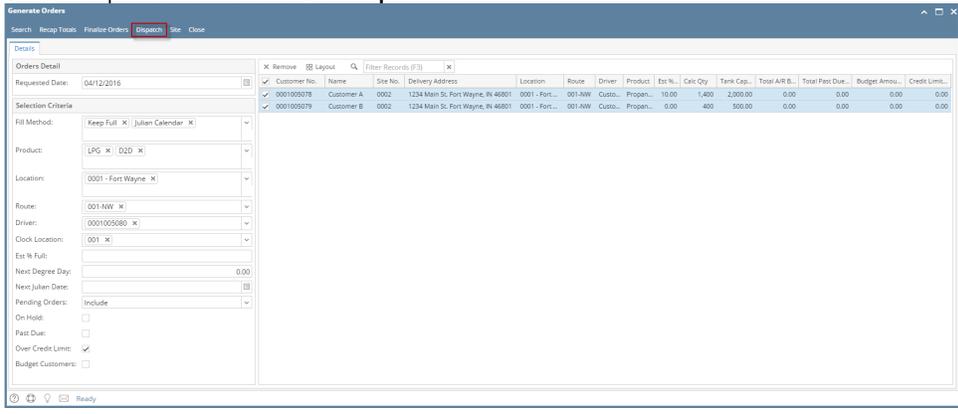
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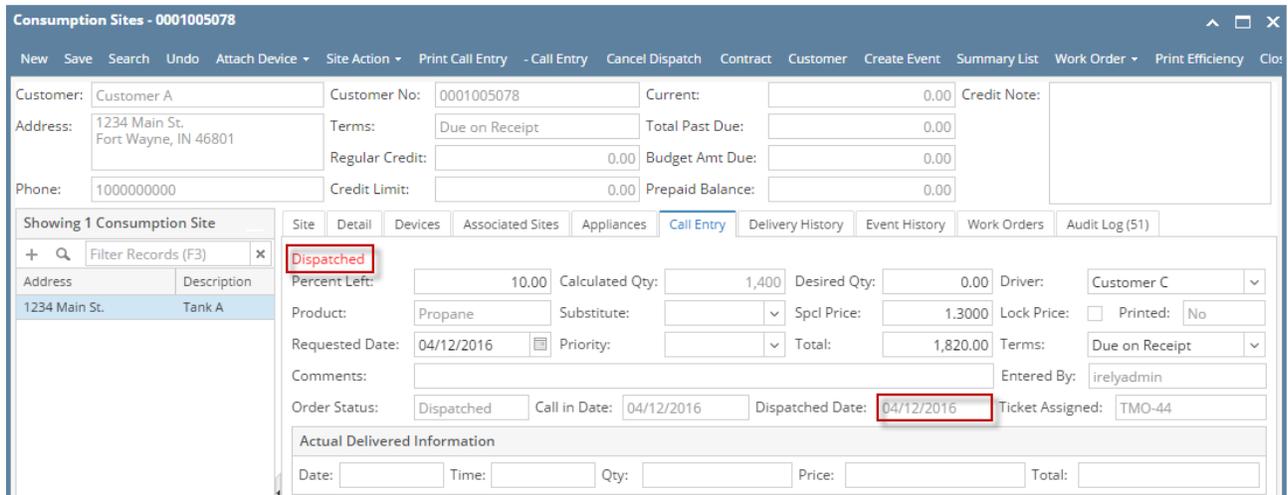


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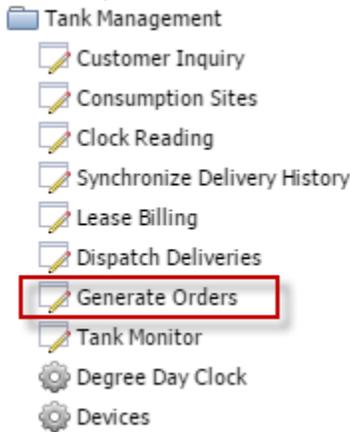


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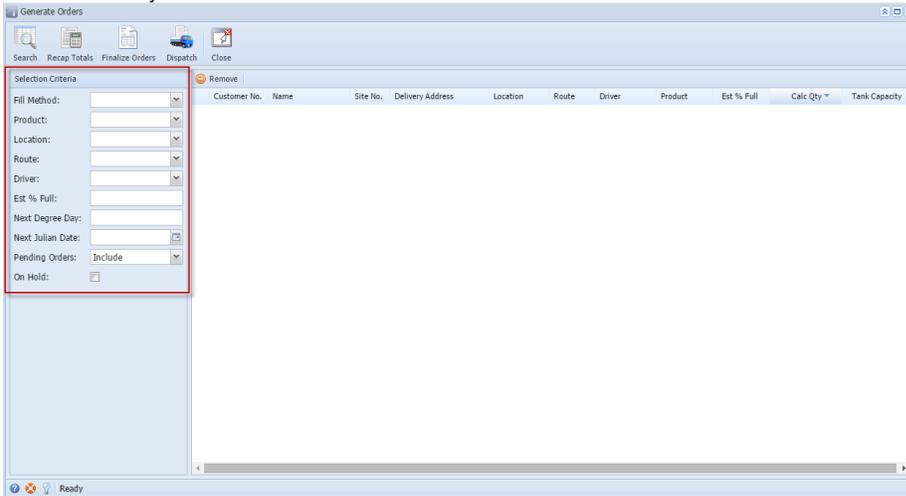
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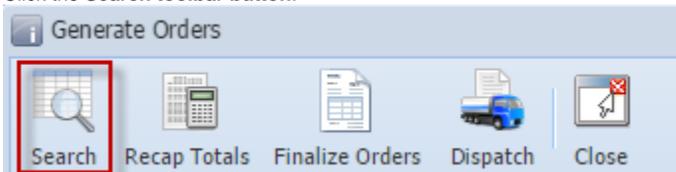
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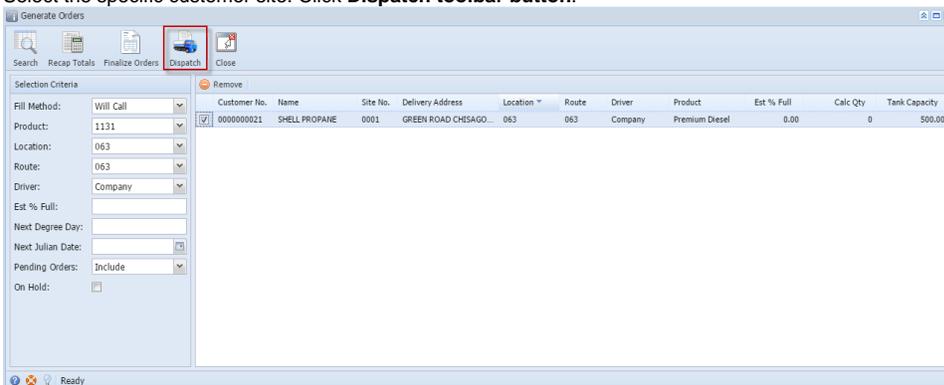
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The screenshot shows a software window titled "Consumption Sites - 0000000021". The interface includes a toolbar with various icons and a main data entry area. The "Call Entry" tab is selected and highlighted with a red box, indicating it is in a "Dispatched" state. The "Dispatched Date" field is also highlighted with a red box and contains the date "06/04/2015".

Address	Description
GREEN ROAD	Site 1

Customer: SHELL PROPANE Customer No: 0000000021 Current: 0.000000 Credit Note: [Empty]

Address: GREEN ROAD CHISAGO CITY, MN 55080 Terms: 20 - COD Total Past Due: 0.000000

Phone: 1000000000 Regular Credit: 0.000000 Budget Amt Due: 0.000000

Credit Limit: 1.000000 Prepaid Balance: 0.000000

Showing 1 Consumption Site

Site Detail Devices Associated Sites Appliances Call Entry Delivery History Event History Work Orders

Filter Records (F3)

Percent Left: 0.000000% Calculated Qty: 0.000000 Desired Qty: [Empty] Driver: Company

Product: Premium Diesel Substitute: [Empty] Reg Price: 0.0000 Printed: No

Requested Date: 06/04/2015 Priority: [Empty] Total: 0.000000

Comments: this is a sample call entry Entered By: AGADMIN

Order Status: Dispatched Call in Date: 06/04/2015 Dispatched Date: 06/04/2015 Ticket Assigned: TMO-7