

# How to Open a Customer Inquiry Record

1. On the **Menu panel**, click the **Customer Inquiry menu**. This will open the Search for Customer Inquiry screen.

## Tank Management

### Activities

- Clock Reading
- Synchronize Delivery History
- Generate Orders
- Tank Monitor
- Generate Work Orders
- Lease
- Budget Calculation
- Virtual Meter Billing

### Maintenance

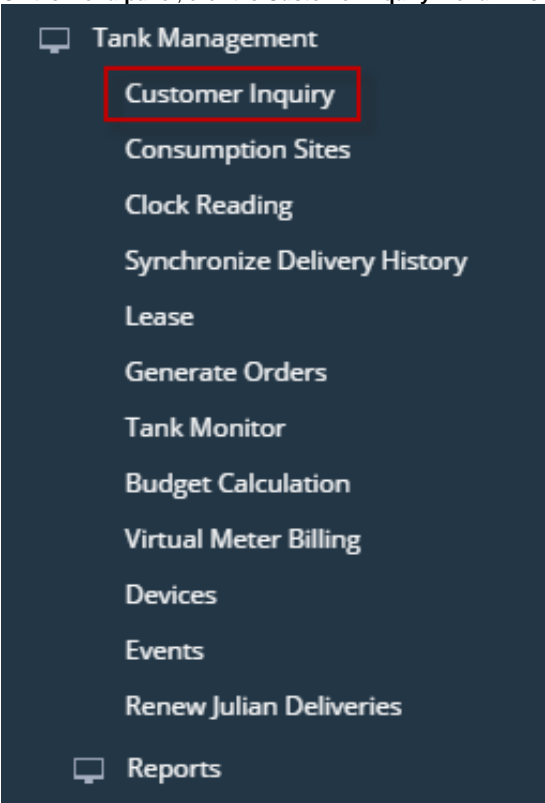
- Customer Inquiry
- Consumption Sites
- Devices

### Reports

- Call Entry Printout
- Delivery Fill
- Work Orders
- Deliveries
- Events

2. Search for the customer record, select it in the grid, and then click the **Open Selected toolbar button**.  
3. Customer Inquiry will be displayed.

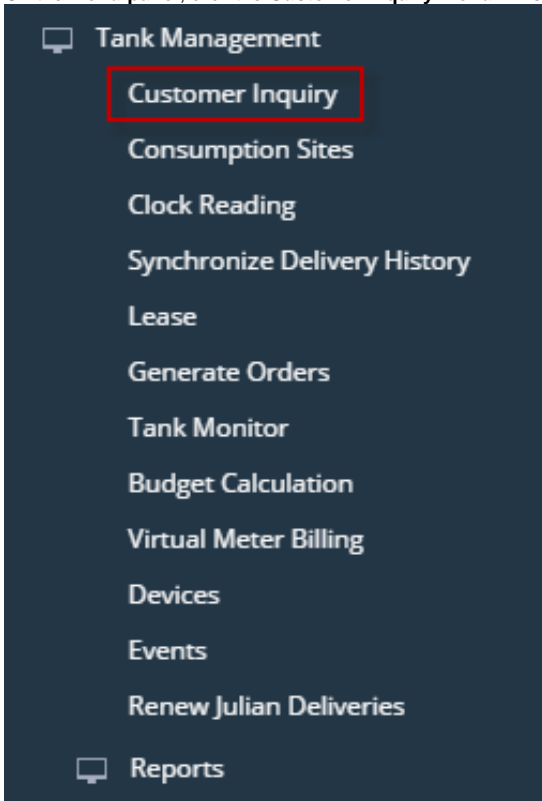
1. On the **Menu panel**, click the **Customer Inquiry menu**. This will open the Search for Customer Inquiry screen.



2. Search for the customer record, select it in the grid, and then click the **Open toolbar button**.

Customer Entity						
New Open Import Refresh Export Close						
Layout Filter Records (F3) 3 records						
Entity No	Name	Phone	Address	City	State	Zip Code
<input type="checkbox"/> 0001005078	Customer A	1000000000	1234 Main St.	Fort Wayne	IN	46801
<input type="checkbox"/> 0001005079	Customer B	2000000000	111 Princeton Road	Fort Wayne	IN	46808
<input type="checkbox"/> 0001005080	Customer C	3000000000	654 Downtown Street	Fort Wayne	IN	46814

1. On the **Menu panel**, click the **Customer Inquiry** menu. This will open the Search for Customer Inquiry screen.

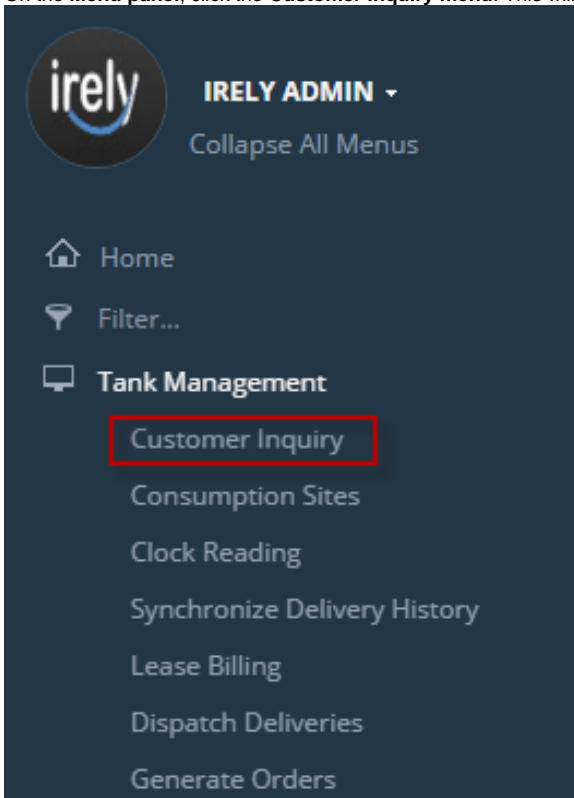


2. Search for the customer record, select it in the grid, and then click the **Open toolbar button**.

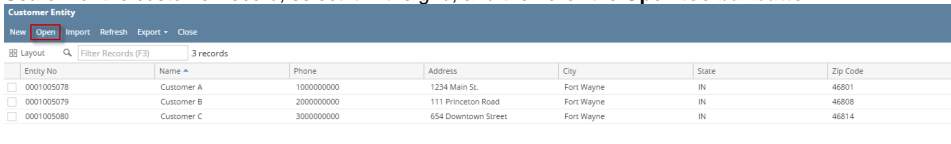
A screenshot of a web application interface titled 'Customer Entity'. It features a toolbar with buttons: 'New', 'Open' (highlighted with a red rectangle), 'Import', 'Refresh', 'Export', and 'Close'. Below the toolbar is a search bar with a magnifying glass icon, the text 'Filter Records (F3)', and a count '3 records'. The main area contains a table with the following data:

Entity No	Name	Phone	Address	City	State	Zip Code
<input type="checkbox"/> 0001005078	Customer A	1000000000	1234 Main St.	Fort Wayne	IN	46801
<input type="checkbox"/> 0001005079	Customer B	2000000000	111 Princeton Road	Fort Wayne	IN	46806
<input type="checkbox"/> 0001005080	Customer C	3000000000	694 Downtown Street	Fort Wayne	IN	46814

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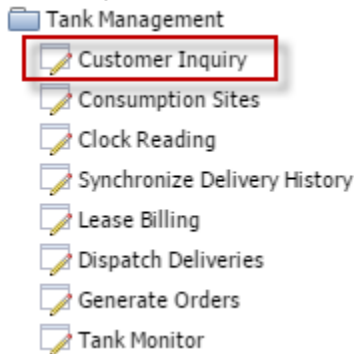
Customer Entity

New Open Import Refresh Export Close

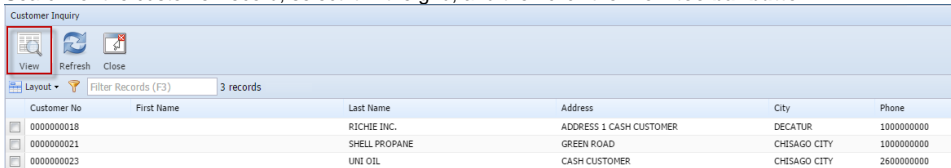
Layout Filter Records (F3) 3 records

Entity No	Name	Phone	Address	City	State	Zip Code
<input type="checkbox"/> 0001005076	Customer A	1000000000	1234 Main St.	Fort Wayne	IN	46801
<input type="checkbox"/> 0001005079	Customer B	2000000000	111 Princeton Road	Fort Wayne	IN	46808
<input type="checkbox"/> 0001005080	Customer C	3000000000	654 Downtown Street	Fort Wayne	IN	46814

1. On the **Menu panel**, double click the **Customer Inquiry** menu. This will open the Search for Customer Inquiry screen.



2. Search for the customer record, select it in the grid, and then click the **View toolbar button**.



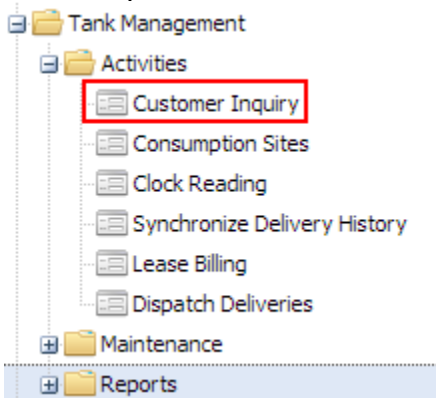
Customer Inquiry

View Refresh Close

Layout Filter Records (F3) 3 records

Customer No	First Name	Last Name	Address	City	Phone
<input type="checkbox"/> 0000000018		RICHE INC.	ADDRESS 1 CASH CUSTOMER	DECATUR	1000000000
<input type="checkbox"/> 0000000021		SHELL PROPANE	GREEN ROAD	CHESAGO CITY	1000000000
<input type="checkbox"/> 0000000023		UNI OIL	CASH CUSTOMER	CHESAGO CITY	2600000000

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2. Search for the customer record, select it in the grid, and then click the **Open Selected toolbar button**.