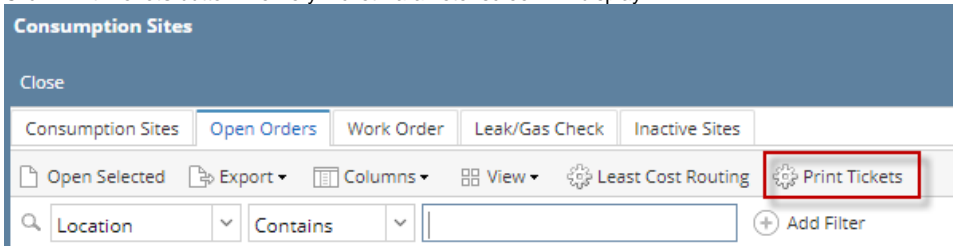


How to Print Delivery Tickets

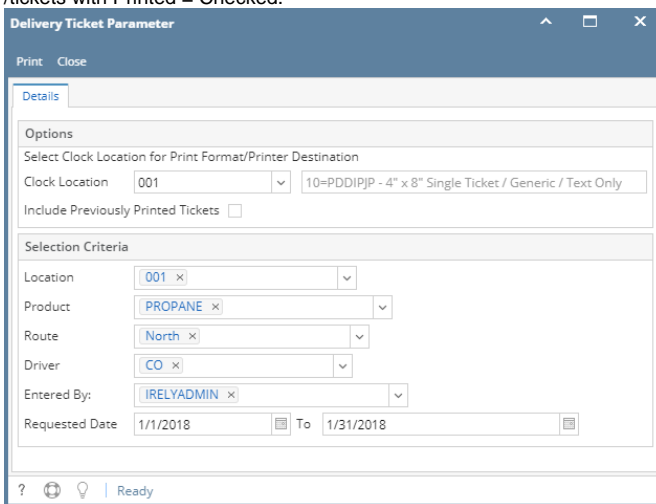
Delivery Tickets are used by the drivers to plan routes and making deliveries. This can be only printed when the specific clock has a Delivery Ticket Printer and Format setup. The available formats in Tank Management are **Single Ticket** and **Index Card**. Printing tickets can be done in two ways:

Via Open Orders

1. Click Consumption Site and navigate to **Open Orders** tab.
2. Click **Print Tickets** button. Delivery Ticket Parameter screen will display.



3. Select the clock with delivery ticket setup and enter the criteria needed. Check 'Include Previously Printed Tickets' option to reprint the orders /tickets with Printed = Checked.



4. Click **Print** button. This will printout the report containing all the orders for the specific criteria.

Via Call Order

1. Click **Clock Reading** menu under Tank Management.

Tank Management

Activities

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

Maintenance

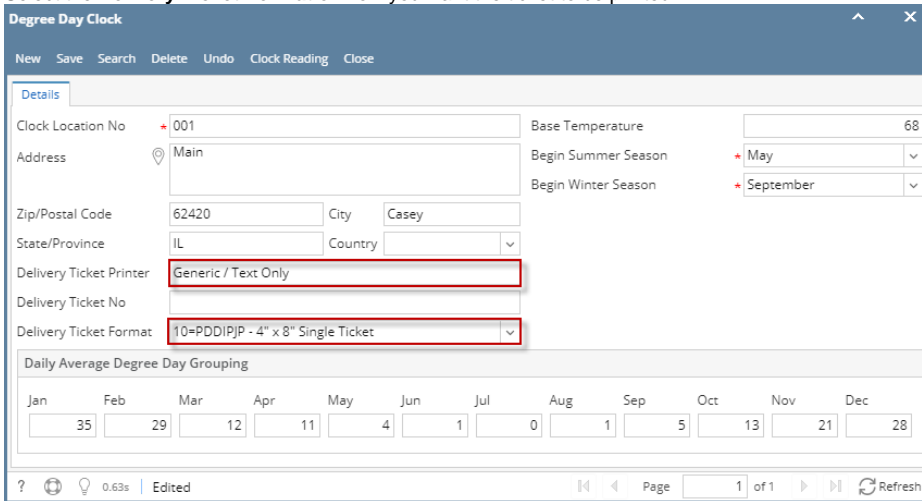
Consumption Sites
Customer Inquiry
Devices

Reports

Call Entry Printout
Deliveries
Delivery Fill
Events
Work Orders

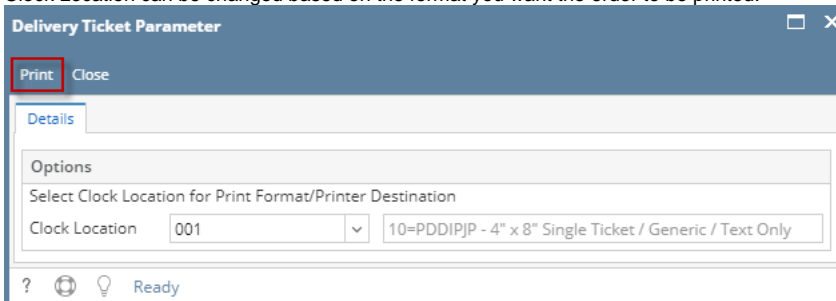
2. Clock Reading view will display. Click **Clock toolbar button**.
3. Degree Day Clock screen will display. Enter the specific **Delivery Ticket Printer**.
Note: Degree Day Clock Screen is also accessible via Consumption Site > **Clock hyperlink label**.

4. Select the **Delivery Ticket Format** on how you want the ticket to be printed.



The screenshot shows the 'Degree Day Clock' application window. The 'Delivery Ticket Format' dropdown is highlighted with a red box, showing '10=PDDIPJP - 4" x 8" Single Ticket'. Other fields include 'Clock Location No' (001), 'Address' (Main), 'Zip/Postal Code' (62420), 'City' (Casey), 'State/Province' (IL), 'Country' (dropdown), 'Base Temperature' (68), 'Begin Summer Season' (May), and 'Begin Winter Season' (September). The 'Daily Average Degree Day Grouping' table shows values for each month: Jan (35), Feb (29), Mar (12), Apr (11), May (4), Jun (1), Jul (0), Aug (1), Sep (5), Oct (13), Nov (21), Dec (28).

5. Save the Changes.
6. Open a specific customer site that uses the same **Clock Location No.**
7. Create an order for the site. See [How to Create a Call Order](#).
8. Print the order either via Site's **Order > Print Order** button or **Order screen > Print button**. This will display the Delivery Ticket Parameter. Clock Location can be changed based on the format you want the order to be printed.



The screenshot shows the 'Delivery Ticket Parameter' dialog box. The 'Print' button is highlighted with a red box. The 'Options' section shows 'Select Clock Location for Print Format/Printer Destination' with 'Clock Location' (001) and '10=PDDIPJP - 4" x 8" Single Ticket / Generic / Text Only'.

9. Click **Print** button. You can print the Delivery Ticket using the **Single Ticket** or the **Index Format**.

Delivery Tickets are used by the drivers to plan routes and making deliveries. Tickets can only be printed when the specific clock has a Delivery Ticket Printer and Format setup. The available formats in Tank Management are **Single Ticket** and **Index Card**.

1. Click **Clock Reading** menu under Tank Management.

Tank Management

Activities

Clock Reading

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

Maintenance

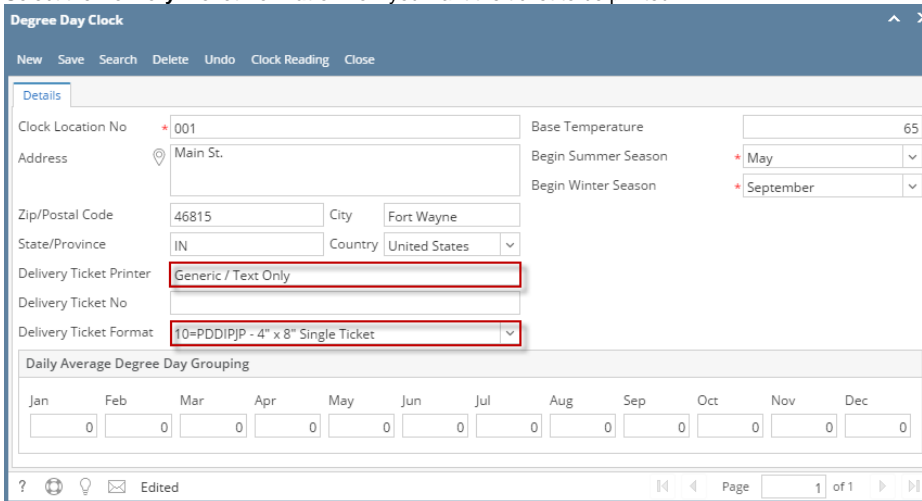
Customer Inquiry
Consumption Sites
Devices

Reports

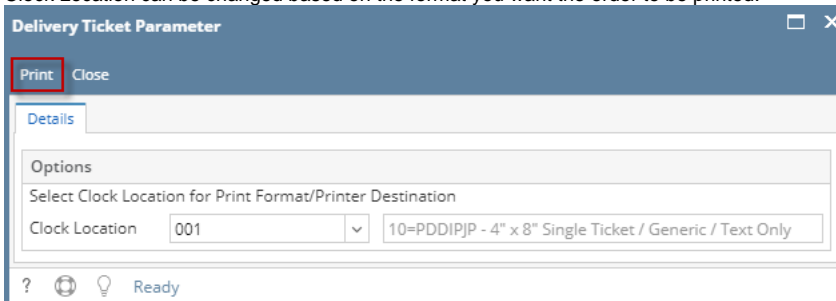
Call Entry Printout
Delivery Fill
Work Orders
Deliveries
Events

2. Clock Reading view will display. Click **Clock toolbar** button.
3. Degree Day Clock screen will display. Enter the specific **Delivery Ticket Printer**.
Note: Degree Day Clock Screen is also accessible via Consumption Site > Clock hyperlink label.

4. Select the **Delivery Ticket Format** on how you want the ticket to be printed.



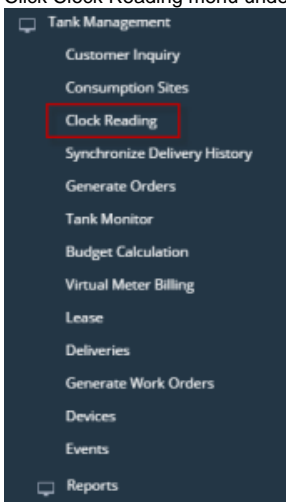
5. Save the Changes.
6. Open a specific customer site that uses the same **Clock Location No.**
7. Create an order for the site. See [How to Create a Call Order](#).
8. Print the order either via Site's **Order > Print Order** button or **Order screen > Print button**. This will display the Delivery Ticket Parameter. Clock Location can be changed based on the format you want the order to be printed.



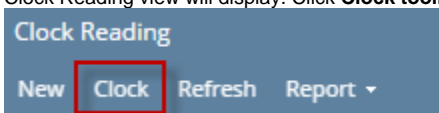
9. Click **Print** button. You can print the Delivery Ticket using the Single Ticket or the Index Format.

Delivery Tickets are used by the drivers to plan routes and making deliveries. Tickets can only be printed when the specific clock has a Delivery Ticket Printer and Format setup. The available formats in Tank Management are Single Ticket and Index Card.

1. Click Clock Reading menu under Tank Management.



2. Clock Reading view will display. Click **Clock toolbar** button.



3. Degree Day Clock screen will display. Enter the specific **Delivery Ticket Printer**.

4. Select the **Delivery Ticket Format** on how you want the ticket to be printed.

The screenshot shows the 'Degree Day Clock' application window. The 'Details' tab is active, displaying the following fields:

- Clock Location No:** 001
- Address:** Main St.
- Zip/Postal Code:** 46815, **City:** Fort Wayne
- State/Province:** IN, **Country:** United States
- Base Temperature:** 65
- Begin Summer Season:** May
- Begin Winter Season:** September
- Delivery Ticket Printer:** Generic / Text Only
- Delivery Ticket No:** (empty)
- Delivery Ticket Format:** 10=PDDIPJP - 4" x 8" Single Ticket

Below these fields is a section for 'Daily Average Degree Day Grouping' with input boxes for each month (Jan-Dec), all currently set to 0.

The bottom status bar indicates the file is 'Edited' and shows 'Page 1 of 1'.

5. Save the Changes.
6. Open a specific customer site that uses the same **Clock Location No.**
7. Create a Call Entry for the site. See [How to Create a Call Order](#).