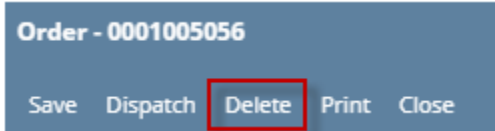


How to Cancel a Call Order

The **Order** can be removed in two ways:

- **Via Order > Delete button**
 1. [Open the Consumption Sites record](#) with an active Order.
 2. Navigate to Orders tab and select/highlight the order on the grid
 3. Click **Open grid button**.
 4. Click **Delete button** on the Order screen.



The 'delete call order' confirmation message will be displayed.



Order

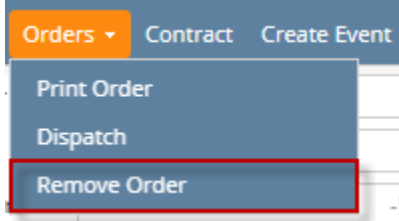
Are you sure you want to delete this record?



5. Select **Yes** on the confirmation message.
6. Order details will be removed from the grid. Print Call Entry and Dispatch button will be disabled.
7. **Save** the changes in the Consumption Sites record.

- **Via Orders > Remove Orders Button**
 1. [Open the Consumption Sites record](#) with an active Order.
 2. Navigate to Orders tab and select/highlight the order on the grid

3. Click Orders drop down toolbar button and select **Remove Orders button**.



The 'delete call order' confirmation message will be displayed.



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Are you sure you want to remove this call entry?

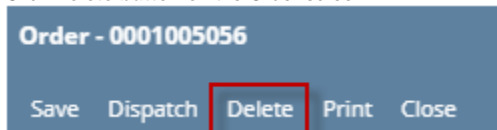


4. Select **Yes** on the confirmation message.
5. Order details will be removed from the grid. Print Call Entry and Dispatch button will be disabled.
6. **Save** the changes in the Consumption Sites record.

The **Order** can be removed in three ways:

- **Via Order > Delete button**

1. [Open the Consumption Sites record](#) with an active Order.
2. Navigate to Orders tab and select/highlight the order on the grid.
3. Click **Open grid button**.
4. Click **Delete button** on the Order screen.



The 'delete call order' confirmation message will be displayed.



Order

Are you sure you want to delete this record?



5. Select **Yes** on the confirmation message.
6. Order details will be removed from the grid. Print Call Entry and Dispatch button will be disabled.
7. **Save** the changes in the Consumption Sites record.

- **Via Remove Grid Button**

1. Open the [Consumption Sites record](#) with an active Order.
2. Navigate to Orders tab and select/highlight the order on the grid
3. Click **Remove grid button**.

Site	Detail	Devices	Associated Sites	Appliances	Order	Deliveries	Events	Work Orders(1)	Attachment (0)	Audit Log (37)
Open	Remove	Report	View	Filter (F3)						
Status	Call In Date	Requested Date	Dispatched Date	Qty	Price	Total	Driver	Printed		
Generated	10/25/2017	10/25/2017		336.00	1.35	453.60	Martin			

The confirmation message for removing the call order will be displayed.



iRely i21

You are about to delete 1 row.
Are you sure you want to continue?

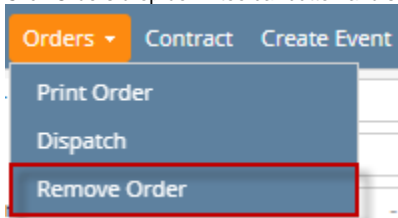
Yes

No

4. Select **Yes** on the confirmation message.
5. Order details will be removed from the grid. Print Call Entry and Dispatch button will be disabled.
6. **Save** the changes in the Consumption Sites record.

• Via Orders > Remove Orders Button

1. Open the [Consumption Sites record](#) with an active Order.
2. Navigate to Orders tab and select/highlight the order on the grid
3. Click Orders drop down toolbar button and select **Remove Orders button**.



The 'delete call order' confirmation message will be displayed.



iRely i21

Are you sure you want to remove this call entry?

Yes

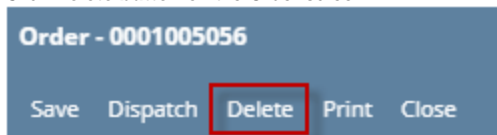
No

4. Select **Yes** on the confirmation message.
5. Order details will be removed from the grid. Print Call Entry and Dispatch button will be disabled.
6. **Save** the changes in the Consumption Sites record.

The **Order** can be removed in three ways:

- Via Order > Delete button

1. [Open the Consumption Sites record](#) with an active Order.
2. Navigate to Orders tab and select/highlight the order on the grid
3. Click **Open grid button**.
4. Click **Delete button** on the Order screen.



The 'remove call entry' confirmation message will be displayed.



iRely i21

Are you sure you want to remove this call entry?



5. Select **Yes** on the confirmation message.
6. Order details will be removed and fields will be disabled along with Print Call Entry and Dispatch button.
7. **Save** the changes in the Consumption Sites record.

- **Via Remove Grid Button**

1. [Open the Consumption Sites record](#) with an active Order.
2. Navigate to Orders tab and select/highlight the order on the grid
3. Click **Remove grid button**.

Site	Detail	Devices	Associated Sites	Appliances	Order	Deliveries	Events	Work Orders(1)	Attachment (0)	Audit Log (37)
Q Open	X Remove	Report	View	Filter (F3)						
Status	Call In Date	Requested Date	Dispatched Date	Qty	Price	Total	Driver	Printed		
Generated	10/25/2017	10/25/2017		336.00	1.35	453.60	Martin			

The 'remove call entry' confirmation message will be displayed.



iRely i21

Are you sure you want to remove this call entry?

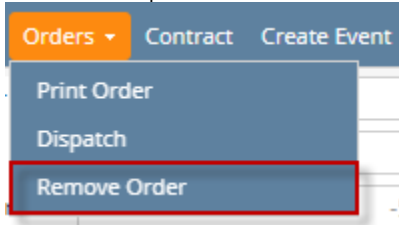


4. Select **Yes** on the confirmation message.
5. Order details will be removed and fields will be disabled along with Print Call Entry and Dispatch button.
6. **Save** the changes in the Consumption Sites record.

- **Via Orders > Remove Orders Button**

1. [Open the Consumption Sites record](#) with an active Order.
2. Navigate to Orders tab and select/highlight the order on the grid

3. Click Orders drop down toolbar button and select **Remove Orders** button.



The 'remove call entry' confirmation message will be displayed.

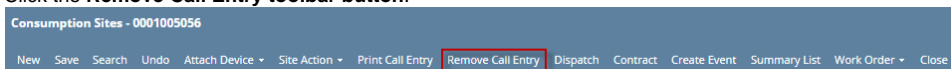


iRely i21

Are you sure you want to remove this call entry?



4. Select **Yes** on the confirmation message.
 5. Order details will be removed and fields will be disabled along with Print Call Entry and Dispatch button.
 6. **Save** the changes in the Consumption Sites record.
1. [Open the Consumption Sites record](#) with an active Call Entry.
 2. Click the **Remove Call Entry** toolbar button.



The 'remove call entry' confirmation message will be displayed.



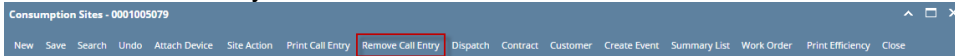
iRely i21

Are you sure you want to remove this call entry?

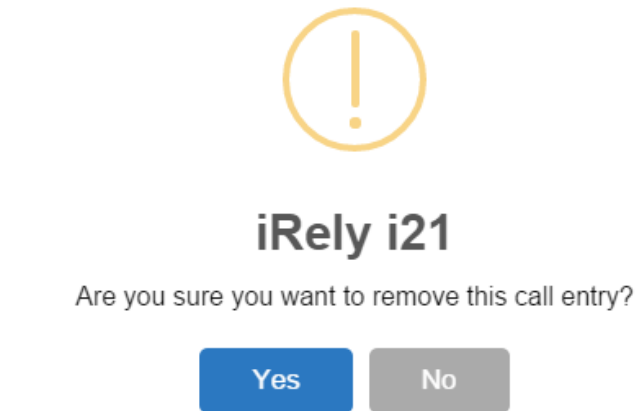


3. Select **Yes** on the confirmation message.
 4. Call Entry details will be removed and fields will be disabled along with Print Call Entry and Dispatch button.
 5. **Save** the changes in the Consumption Sites record.
1. [Open the Consumption Sites record](#) with an active Call Entry.

2. Click the **Remove Call Entry** toolbar button.



The 'remove call entry' confirmation message will be displayed.



3. Select **Yes** on the confirmation message.
4. Call Entry details will be removed and fields will be disabled along with Print Call Entry and Dispatch button.
5. **Save** the changes in the Consumption Sites record.

A screenshot of the iRely i21 software window showing the 'Consumption Sites' record for '654 Downtown Street'. The window title is 'Consumption Sites - 0001005079'. The top menu bar includes options like New, Save, Search, Undo, Attach Device, Site Action, Print Call Entry, Add Call Entry, Dispatch, Contract, Customer, Create Event, Summary List, Work Order, Print Efficiency, and Close. The main area is divided into several sections: 'Customer' (Customer B, 654 Downtown Street, Fort Wayne, IN 46808), 'Terms' (Net 15), 'Current' (0.00), 'Email' (CustomerB@irely.com), 'Total Past Due' (0.00), 'Credit Note', 'Regular Credit' (0.00), 'Budget Amt Due' (0.00), 'Credit Limit' (0.00), 'Prepaid Balance' (0.00), 'Showing 1 Consumption Site' (654 Downtown Street, Tank B), 'Percent Left', 'Calculated Qty', 'Desired Qty', 'Driver', 'Product' (Propane), 'Substitute', 'Price', 'Lock Price', 'Printed', 'Requested Date', 'Priority', 'Total', 'Terms', 'Entered By', 'Ticket Assigned', 'Order Status', 'Call in Date', 'Dispatched Date', 'Actual Delivered Information' (Date, Time, Qty, Price, Total), 'Call Entry Details' (Last Delivery, Fill Method, Will Call, Total Capacity, Forecast Run Out, Next Delivery DD, Estimated % Left, Route Sequence, Serial Number, Estimated Gallons Left, Instructions, Comments).