

How to Print a Call Order

The **Print Call Order toolbar button** will directly send the report to the default printer. In order for this button to work accordingly, the **i21 Direct Printing** and **Launcher** should be installed to the machine of the client. Installers can be downloaded on the link below:

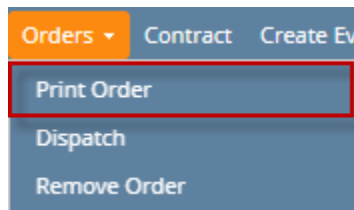
- [i21 Launcher](#)

Printing the Call Entry Printout report can be done in two ways:

1. Via Consumption Sites > **Orders** > **Print Order** toolbar button.
2. Via Reports > **Call Entry Printout**. See also [How to Preview a Tank Management Report](#)

Here are the steps on how to print the Call Order **via the Consumption Sites screen**.

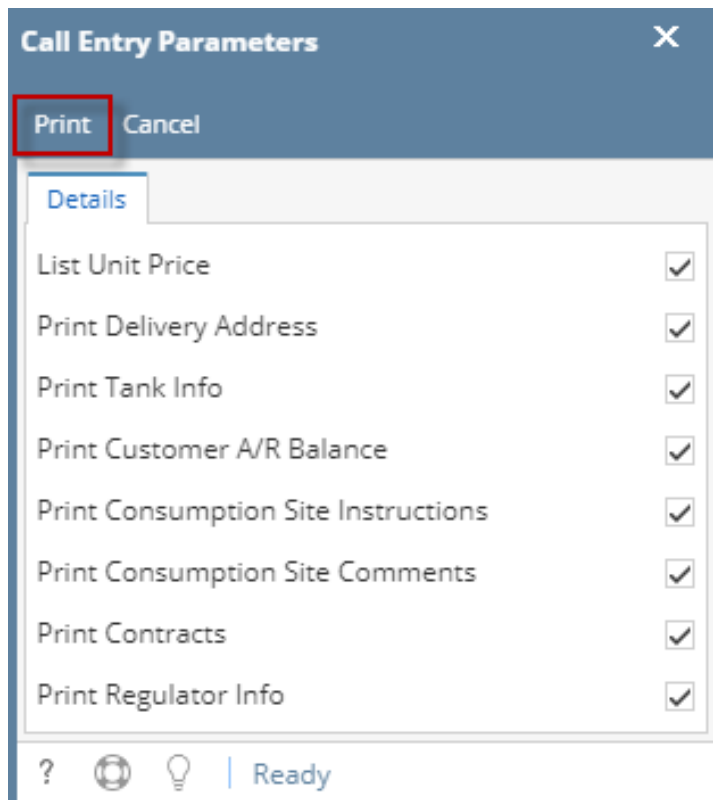
1. [Open the Consumption Sites record](#) with an existing order.
2. Order can be printed in two ways:
 - Click the Orders > **Print Order** toolbar button. This will open the **Call Entry Parameters** screen.



- Select and Open the specific order from the Orders tab grid. Click **Print toolbar button**. This will open the **Call Entry Parameters** screen.



3. On [Call Entry Parameters screen](#), select the information you want to include in the report.
4. Click the **Print button**. The report will be printed directly to the default printer.





- See also [How to Print Delivery Tickets](#)
- How to install i21 Direct Printing can be found on the iNet page.

The **Print Call Entry toolbar button** will directly send the report to the default printer. In order for this button to work accordingly, the **i21 Direct Printing** and **Launcher** should be installed to the machine of the client. Installers can be downloaded on the following links below:

- [i21 Launcher](#)
- [i21 Direct Printing](#)

Printing the Call Entry Printout report can be done in two ways:

1. Via the Consumption Sites > Print Call Entry toolbar button.
2. Via the Report Manager. See also [How to Preview a Tank Management Report](#)

Here are the steps on how to print the Call Entry Printout report **via the Consumption Sites screen**.

1. [Open the Consumption Sites record](#) with an active Call Entry.

2. Click the **Print Call Entry** toolbar button. This will open the **Call Entry Parameters** screen.

The screenshot shows the 'Consumption Sites - 0000000020' window. The 'Print Call Entry' button in the top toolbar is highlighted with a red box. The window contains various fields for customer information, site details, and delivery parameters.

Customer	Meredith Grey	Customer No	0000000020	Current	0.00	Email	mgrey@irely.com
Address	1611 Plummer Street Los Angeles, CA 46815	Terms	3 - Net 30	Total Past Due	0.00	Credit Note	
Phone	(800) 100-200	Regular Credit	0.00	Budget Amt Due	0.00		
		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(1)	Attachment(0)	Audit Log(7)
1611 Plummer Street	Test Site									

Percent Left: 0, Calculated Qty: 1,000, Desired Qty: 0, Driver: Jeff the Driver

Product: Propane1, Substitute: , Reg Price: 2.366000, Lock Price: , Printed: No

Requested Date: 7/5/2017, Priority: , Total: 3,424.12, Leak Check: , Terms: Net 30

Comments: test order

Entered By: irelyadmin

Order Status: Generated, Received: , Call in Date: 7/5/2017, Dispatched Date: , Ticket Assigned:

Actual Delivered Information

Date	Time	Qty	Price	Total

Call Entry Details

Last Delivery	Fill Method	Keep Full	Total Capacity
			1,000

Forecast Run Out: , Next Delivery DD: 0, Estimated % Left: 0

Route Sequence: 001-NW, SEQ-001, Serial Number: tank01, Estimated Gallons Left: 0

Instructions:

Comments:

The screenshot shows the 'Call Entry Parameters' dialog box. The 'Details' tab is selected, showing a list of items to include in the report, all of which are checked.

Item	Include
List Unit Price:	<input checked="" type="checkbox"/>
Print Delivery Address:	<input checked="" type="checkbox"/>
Print Tank Info:	<input checked="" type="checkbox"/>
Print Customer A/R Balance:	<input checked="" type="checkbox"/>
Print Consumption Site Instructions:	<input checked="" type="checkbox"/>
Print Consumption Site Comments:	<input checked="" type="checkbox"/>
Print Contracts:	<input checked="" type="checkbox"/>
Print Regulator Info:	<input checked="" type="checkbox"/>

Buttons: Print, Cancel

Bottom bar: ? , , , Ready

3. On **Call Entry Parameters** screen, select the information you want to include in the report.
4. Click the **Print** button. The report will be printed directly to the default printer.



- See also [How to Print Delivery Tickets](#)
- How to install i21 Direct Printing can be found on the iNet page.

The **Print Call Entry** toolbar button will directly send the report to the default printer. In order for this button to work accordingly, the **i21 Direct Printing** and **Launcher** should be installed to the machine of the client. Installers can be downloaded on the following links below:

- [i21 Launcher](#)
- [i21 Direct Printing](#)

Printing the Call Entry Printout report can be done in two ways:

1. Via the Consumption Sites > Print Call Entry toolbar button.
2. Via the Report Manager. See also [How to Preview a Tank Management Report](#)

Here are the steps on how to print the Call Entry Printout report **via the Consumption Sites screen**.

1. [Open the Consumption Sites record](#) with an active Call Entry.
2. Click the **Print Call Entry** toolbar button. This will open the **Call Entry Parameters** screen.

Consumption Sites - 0001005079

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 B Customer No: 0001005079 Current: 0.00 Email: CustomerB@irely.com
Address: 654 Downtown Street Fort Wayne, IN 46808 Terms: Net 15 Total Past Due: 0.00 Credit Note:
Regular Credit: 0.00 Budget Amt Due: 0.00
Phone: Credit Limit: 0.00 Prepaid Balance: 0.00

Showing 1 Consumption Site

Address	Description
654 Downtown Street	Tank B

Site Detail Devices Associated Sites Appliances **Call Entry** Delivery History Event History Work Orders Attachment (0) Audit Log (10)

Percent Left: 0.00 Calculated Qty: 400 Desired Qty: 0.00 Driver: Customer C
Product: Propane Substitute: Spcl Price: 1.6200 Lock Price: Printed: No
Requested Date: 6/27/2016 Priority: Total: 648.00 Terms: Net 15
Comments: sample call entry Entered By: irelyadmin
Ticket Assigned:
Order Status: Generated Call in Date: 6/27/2016 Dispatched Date:
Actual Delivered Information
Date: Time: Qty: Price: Total:
Call Entry Details
Last Delivery: Fill Method: Will Call Total Capacity: 500.00
Forecast Run Out: Next Delivery DD: 0 Estimated % Left: 0.00
Route Sequence: 001-NW Serial Number: 239776 Estimated Gallons Left: 0.00
Instructions:
Comments:

Call Entry Parameters

Print Cancel

Details

List Unit Price: ☒

Print Delivery Address: ☒

Print Tank Info: ☒

Print Customer A/R Balance: ☒

Print Consumption Site Instructions: ☒

Print Consumption Site Comments: ☒

Print Contracts: ☒

Print Regulator Info: ☒

Ready

3. On **Call Entry Parameters** screen, select the information you want to include in the report.
4. Click the **Print** button. The report will be printed directly to the default printer.
- 5.



How to install i21 Direct Printing can be found on the iNet page.

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- [i21 Launcher](#)
- [i21 Direct Printing](#)

Printing the Call Entry Printout report can be done in two ways:

1. Via the Consumption Sites > Print Call Entry toolbar button.
2. Via the Report Manager. See also [How to Preview a Tank Management Report](#)

Here are the steps on how to print the Call Entry Printout report **via the Consumption Sites screen**.

1. [Open the Consumption Sites record](#) with an active Call Entry.

2. Click the **Print Call Entry** toolbar button. This will open the **Call Entry Parameters** screen.

Consumption Sites - 0001005079

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 B Customer No: 0001005079 Current: 0.00 Credit Note:
Address: 111 Princeton Road Fort Wayne, IN 46808 Terms: Net 30 Total Past Due: 0.00
Regular Credit: 0.00 Budget Amt Due: 0.00
Phone: 2000000000 Credit Limit: 0.00 Prepaid Balance: 0.00

Showing 1 Consumption Site

Address	Description
111 Princeton Road	Tank B

Percent Left: 42.00 Calculated Qty: 380 Desired Qty: 0.00 Driver: Customer C
Product: Propane Substitute: Reg Price: 1.2990 Lock Price: Printed: No
Requested Date: 04/27/2016 Priority: Total: 493.62 Terms: Net 30
Comments: This is a sample call order Entered By: irelyadmin
Ticket Assigned:
Order Status: Generated Call in Date: 04/27/2016 Dispatched Date:
Actual Delivered Information
Date: Time: Qty: Price: Total: 0.00
Call Entry Details
Last Delivery: Fill Method: Will Call Total Capacity: 1,000.00
Forecast Run Out: Next Delivery DD: 0 Estimated % Left: 42.00
Route Sequence: 001-NW Serial Number: Tank4567 Estimated Gallons Left: 0.00
Instructions:
Comments:

Call Entry Parameters

Print Cancel

Details

- List Unit Price: ☒
- Print Delivery Address: ☒
- Print Tank Info: ☒
- Print Customer A/R Balance: ☒
- Print Consumption Site Instructions: ☒
- Print Consumption Site Comments: ☒
- Print Contracts: ☒
- Print Regulator Info: ☒

Ready

3. On **Call Entry Parameters** screen, select the information you want to include in the report.
4. Click the **Print** button. The report will be printed directly to the default printer.



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The **Print Call Entry** toolbar button will directly send the report to the default printer. In order for this button to work accordingly, the **i21 Direct Printing** s should be installed to the machine of the client.

Printing the Call Entry Printout report can be done in two ways:

1. Via the Consumption Sites > Print Call Entry toolbar button.
2. Via the Report Manager. See also [How to Preview a Tank Management Report](#)

Here are the steps on how to print the Call Entry Printout report via the Consumption Sites screen.

1. Open the Consumption Sites record with an active Call Entry.
2. Click the **Print Call Entry** toolbar button. This will open the Call Entry Parameters screen.

Consumption Sites - 0001005078

New Save Search Undo Attach Device Site Action **Print Call Entry** 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 Credits Limit: 0.00 Prepaid Balance: 0.00

Showing 1 Consumption Site

Address	Description
1234 Main St.	Tank A

Percent Left: 10.00 Calculated Qty: 700 Desired Qty: 0.00 Driver: Customer C
Product: Propane Substitute: Spcl Price: 1.3000 Lock Price: Printed: No
Requested Date: 02/07/2016 Priority: Total: 910.00 Terms: Due on Receipt
Comments: This is a sample call entry Entered By: irelyadmin
Order Status: Generated Call In Date: 02/07/2016 Dispatched Date: Ticket Assigned: TMO-39

Actual Delivered Information

Date: Time: Qty: Price: Total:

Call Entry Details

Last Delivery: Fill Method: Julian Calendar Total Capacity: 1,000.00
Forecast Run Out: Next Delivery DD: 0 Estimated % Left: 10.00
Route Sequence: 001-NW Serial Number: 1057438 Estimated Gallons Left: 0.00
Instructions:
Comments:

Call Entry Parameters

Print Cancel

Details

Last Unit Price: ☒
Print Delivery Address: ☒
Print Tank Info: ☒
Print Customer A/R Balance: ☒
Print Consumption Site Instructions: ☒
Print Consumption Site Comments: ☒
Print Contracts: ☒
Print Regulator Info: ☒

Ready

3. On **Call Entry Parameters** screen, select the information you want to include in the report.
4. Click the **Print** button. The report will be printed directly to the default printer.



How to install i21 Direct Printing can be found on the iNet page.

The **Print Call Entry** toolbar button will directly send the report to the default printer. In order for this button to work accordingly, the **i21 Direct Printing** s should be installed to the machine of the client.

Printing the Call Entry Printout report can be done in two ways:

1. Via the Consumption Sites > Print Call Entry toolbar button.
2. Via the Report Manager. See also [How to Preview a Tank Management Report](#)

Here are the steps on how to print the Call Entry Printout report **via the Consumption Sites screen**.

1. [Open the Consumption Sites record](#) with an active Call Entry.
2. Click the **Print Call Entry** toolbar button. This will open the **Call Entry Parameters** screen.

The image shows two screenshots from a software application. The top screenshot is the 'Consumption Sites - 0000000021' window. It has a toolbar at the top with buttons like 'New', 'Save', 'Search', 'Undo', 'Attach Device', 'Site Action', 'Print Call Entry' (highlighted with a red box), 'Call Entry', 'Dispatch', 'Contract', 'Create Event', 'Summary List', 'Work Order', 'Print Efficiency', and 'Close'. Below the toolbar, there are fields for Customer (SHELL PROPANE), Customer No (0000000021), Current (0.000000), Credit Note, Address (GREEN ROAD CHISAGO CITY, MN 55013), Terms (20 - COD), Total Past Due (0.000000), Regular Credit (0.000000), Budget Amt Due (0.000000), Phone (1000000000), Credit Limit (1.000000), and Prepaid Balance (0.000000). There are tabs for Site, Detail, Devices, Associated Sites, Appliances, Call Entry, Delivery History, Event History, and Work Orders. The 'Call Entry' tab is active, showing fields for Percent Left (0.000000%), Calculated Qty (800.000000), Desired Qty, Driver (Company), Product (PROPANE), Substitute, Reg Price (1.8490), Printed (No), Requested Date (06/17/2015), Priority, Total (1,580.900000), Entered By (AGADMIN), Order Status (Generated), Call in Date (06/17/2015), Dispatched Date, and Ticket Assigned (TMO-2). Below these are 'Call Entry Details' with fields for Last Delivery, Fill Method (Will Call), Total Capacity (1,000.000000), Forecast Run Out, Next Delivery DD, Estimated % Left (0.000000), Route Sequence (063), Serial Number (12345678), Estimated Gallons Left (0.000000), Instructions (this is a sample instruction), and Comments (this is a sample comment). The bottom screenshot is the 'Call Entry Parameters' dialog box. It has 'Print' and 'Cancel' buttons at the top. Below are several checkboxes, all of which are checked: 'Last Unit Price:', 'Print Delivery Address:', 'Print Tank Info:', 'Print Customer A/R Balance:', 'Print Consumption Site Instructions:', 'Print Consumption Site Comments:', 'Print Contracts:', and 'Print Regulator Info:'. At the bottom, there are icons for help, a lightbulb, and a status bar that says 'Ready'.

3. On **Call Entry Parameters** screen, select the information you want to include in the report.
4. Click the **Print** button. The report will be printed directly to the default printer.



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1. [Open the Consumption Sites record](#) with an active Call Entry.

2. Click the **Print Call Entry** toolbar button. This will open the **Call Entry Parameters** screen.

The screenshot shows the 'Consumption Sites - 0000000021' application window. The toolbar at the top includes buttons for New, Save, Search, Undo, Attach Device, Site Action, **Print Call Entry** (highlighted with a red box), Call Entry, Dispatch, Contract, Create Event, Summary List, Work Order, Print Efficiency, and Close. The main form displays customer information for 'SHELL PROPANE' and site details for 'GREEN ROAD'. The 'Call Entry' tab is active, showing fields for Percent Left, Calculated Qty, Desired Qty, Product, Price, Terms, Requested Date, Priority, Total, and Comments. Below this is the 'Call Entry Details' section with fields for Last Delivery, Fill Method, Total Capacity, Forecast Run Out, Next Delivery DD, Estimated % Left, Dispatched Date, Ticket Assigned, Estimated Gallons Left, Route Sequence, Serial Number, Instructions, and Comments.

The 'Call Entry Parameters' dialog box is open, showing a list of items to be included in the report, each with a checkbox:

- List Unit Price: ☒
- Print Delivery Address: ☒
- Print Tank Info: ☒
- Print Customer A/R Balance: ☒
- Print Consumption Site Instructions: ☒
- Print Consumption Site Comments: ☒
- Print Contracts: ☒
- Print Regulator Info: ☒

The dialog box also has 'Print' and 'Cancel' buttons at the top and a status bar at the bottom showing 'Ready'.

3. On **Call Entry Parameters** screen, select the information you want to include in the report.
4. Click the **Print** button. The report will be printed directly to the default printer.



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