## 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** a nd **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**.

Order				
Save	Dispatch	Delete	Print	Close

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.

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	
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- 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 a nd 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:

- Via the Consumption Sites > Print Call Entry toolbar button.
   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.

	evice	Print Call Entry	Remove C	,	spaten	Contract	Create Ev	ent Summa	ily List	Work Orde	er • Ci	lose		
stomer Meredith Grey	Customer	No 0000000	)20		Curre	nt			0.	00 Email	1	mgrey	@irely.com	
dress 1611 Plummer Street Los Angeles, CA 46815	Terms	3 - Net 30			Total	Past Due			0.	.00 Credi	it Note			
	Regular C	redit		0.00	Budge	et Amt Due			0.	.00				
howing 1 Consumption Site	Site Detail	Devices Associa	ated Sites	Appliances	Call E	intry Deliv	verv Histo	ry Event H	0. istory	Work Ord	ers(1)	Attachm	nent (0) Audit	Log (7
A Filter (52)	Percent Left		0	Calculated Q	Qty	1	.000 De	esired Qty		0	Driver	6	leff the Driver	
ddress* Description*	Product	Propane1		Substitute			Q, Re	g Price	2	2.366000	Lock Pr	rice	Printed	No
611 Plummer Street Test Site	Requested Date	7/5/2017		Priority			✓ To	otal		3,424.12	Leak C	heck		
	Comments	test order									Terms	d By	Net 30	
	Order Status	Generated	Recei	ived 🗌 Call i	in Date	7/5/2017		Dispatched	Date			Ticket A	ssigned	
	Actual Deliver	ed Information												
	Date	Time		Qty			Pric	ce			To	tal		
	Call Entry Deta	ails												
	Last Delivery			Fi	ill Metho	od	Keep Fi	ull		Total Ca	apacity			
	Forecast Run O	e 001-NW	SEO	N 5001	lext Deli erial Nu	very DD mber	tank01		0	Estimat	ted % Le	eft ons Left		
	Instructions	001111		001			Currico I							
	C													
	Comments													
	•													
Print Cancel		5							~					
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Print Cancel Details List Unit Price	e:													
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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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- 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** a nd **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.

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

Address:											
	654 Downt Fort Wayne	own Street e, IN 46808	Terms:	Net 15		Total Past Due:		0.00	Credit Note:		
			Regular Cr	edit:	(	0.00 Budget Amt Due	e:	0.00			
Phone:			Credit Limi	t:		0.00 Prepaid Balance	2:	0.00			
Showing	1 Consumpt	ion Site	Site Detail D	evices Associated Si	ites Applian	ces Call Entry De	livery History Event His	tory Wo	ork Orders A	ttachmer	nt (0) Audit Log (10
+ 9,	Filter Record	ds (F3)	Percent Left:	0.	.00 Calculate	ed Qty:	400 Desired Qty:		0.00 Driver	: (	Customer C
Address		Description	Product:	Propane	Substitu	te:	Spcl Price:	1.	.6200 Lock F	rice:	Printed: No
654 Down	town Street	Tank B	Comments:	sample call entry	Priority:		V Total:	0	48.00 Ferris	ed By:	Net 15
									Ticket	Assigned	d:
			Order Status:	Generated		Call in Date: 6/27	//2016	Dis	patched Date		
			Actual Delivere	d Information							
			Date:	Time:	Qty:		Price:		To	otal:	
			Call Entry Detai	ls							
			Last Delivery:			Fill Method:	Will Call	Т	otal Capacity:		
			Forecast Run Ou	rt:		Next Delivery DD:		0 E	stimated % L	eft:	
			Route Sequence	: 001-NW		Serial Number:	239776	E	stimated Gall	ons Left:	
			Instructions:								
			Comments:								
	0.00.0	Paral								Deer	
Pri	int etails	Cancel									
Pri	int etails	Cancel					_				
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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** a nd **Launcher** should be installed to the machine of the client. Installers can be downloaded on the following links below:

• i21 Launcher

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• 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.

ustomer:	Customer B		C	Customer N	No: 00010	05079		Cur	rent:			0.	00 Cred	lit Note				
ddress:	Fort Wayne, I	N 46808	Т	Terms: Pogular Cro	Net 3	)		Tota	al Past Due:			0.						
200000000			C	Credit Limit	ti	0.00		0.00 Prej	) Budget Amt Due: ) Prepaid Balance:		0.0		00					
Showing	1 Consumption	n Site —	Site [	Detail De	evices As	ociated Site	es Appliand	ces Cal	Entry De	livery H	istory Event I	History	Work Ord	iers 🖌	lttachme	ent (O)	Audit Lo	g (12)
+ Q	Filter Records	(F3)	Percent	t Left:		42.0	00 Calculate	ed Qty:		380	Desired Qty:		0.00	Drive	n	Custo	mer C	
Address		Description	Product	ti and Datas	Propane	c	Substitut	te:		~	Reg Price:		1.2990	Lock	Price:	P P	rinted:	No
III Prince	eton koad	Tank B	Comme	ents:	This is a s	o ample call	order			v	TOLAI:		493.02	Enter	ed By:	irelya	dmin	
														Ticket	t Assign	ed:		
			Order S	status:	Generate	ł		Call in	Date: 04/	7/2016	i	(	Dispatch	ed Date	e			
			Actual	l Delivered	I Informati	on	Otor				Price			т	otal:			
			Call Ca	Detail	-		Qty:				Price:				otal:			
			Last D	elivery:	5			Fill Met	hod:	Will	Call		Total C	apacity				1.00
			Foreca	ast Run Out	ti			Next D	elivery DD:			0	Estima	ted % L	eft:			4
			Route	Sequence:	001-NW			Serial N	lumber:	Tan	k4567		Estima	ted Gal	lons Lef	t		
			Instruc	ctions:														
			Comm	nents:														
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Cal Pri D	l Entr int C etails st Unit	y Para Cancel	ame	eter	S					~	^	×						
Cal Pri D Lis Pr	I Entr int C letails st Unit int De	y Para Cancel t Price	ame : Ado	dres	<b>s</b>						^	×						
Cal Pri D Lis Pr	I Entr int C etails st Unit int De	y Para Cancel t Price elivery	ame :: Ado	dres	s s:						^	×						
Call Pri D Lis Pr Pr	I Entr int C etails st Unit int De int Ta	y Para Cancel t Price elivery nk Infe	Add	dres	s s:						^	×						
Call Pri D Lis Pr Pr Pr	I Entr int C letails st Unit int De int Ta int Cu	y Para Cancel t Price elivery nk Infe	ame : Add o: er A	dres	s s:	ce:					^	×						
Call Pri D Lis Pr Pr Pr	I Entr int C etails st Unit int De int Ta int Cu int Co	y Para Cancel t Price elivery nk Info ustome	ame :: Ado o: er A	dres /R B	s s: alan te Ir	ce: stru	uctior	ns:			^	×						
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- 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.

A 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 hould 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.

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

ustomer:	Customer A			Customer N	p: 0001005078			Current:				0	.00 Cred	lit Note:						
ddress:	1234 Main St	t.		Terms:	Due on	Receipt			Total Past	Due:			0	.00						
	Fort Wayne,	IN 46801		Regular Crec	dit:			0.00	Budget Am	it Due:			0	.00						
hone:	100000000			Credit Limit:				0.00	Prepaid Ba	lance:			0	.00						
Showing 1 Consumption Site		Site	Detail Dev	vices Asso	ciated Sil	tes Appliar	ices	Call Entry	Deliv	ery Hi	istory Event	History	Work Ore	ders A	Audit Log	g (36)				
+ Q	Filter Records	(F3) Description	Percer	nt Left:	Propage	10.	.00 Calculat Substitu	ed Qtj ite:	y:		700	Desired Qty: Soci Price:		0.00	Driver	rice:	Cust	omer C Printed	No	
1234 Main	n St.	Tank A	Reque	ested Date:	02/07/2016		Priority:				~	Total:		910.00	Terms		Due	on Rece	ipt	
			Comm	nents:	This is a sar	nple cal	l entry	_							Enter	ed By:	irely	admin		
			Order	Status:	Generated		Call in Date:	02/0	07/2016		Dispa	atched Date:			Ticket	Assigne	ed:	TMO-39		
			Date	:	Time:		Otv					Price:			Т	otal:				
			Call	Entry Details	;															
			Last	Delivery:				Fill	Method:		Julia	n Calendar		Total C	apacity				1	,00
			Fore	cast Run Out:	:			Nex	kt Delivery	DD:			0	Estima	ted % L	eft:				1
			Rout	e Sequence:	001-NW			Seri	ial Number		105	7438		Estima	ted Gall	ons Left	t:			
			Instr	uctions:																
			Com	ments:																
		÷																		
															IN N	Рад	ge		_	1
<b>Cal</b> l Pri	<b>I Entr</b> int (	<b>y Para</b> Cancel	am	eters	5							^	×			Рад	ge			
Call Pri	<b>I Entr</b> int C	<b>y Para</b> Cancel	am	eters	5							^	x			I Pag	ge			
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Call Pri D La Pri Pri Pri	I Entr int C etails st Un int De int Ta int Cu	y Para Cancel it Price elivery ink Info istome	e: Ada p: ptic	eters dress VR Ba	s: alanc te Ins	:e: stru	uction	ns	:			^	×			i Pag	ge			
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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 hould 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.

				3	8				5-0	0	> . 📻					
New S	ave Search	Undo	Attach [	evice	Site Action	Print Call Entry	Call En	try Dispate	h Contract	Create	Event Summary	List Wo	10 - rk Order	Print Efficience	V Close	
Customer:	SHELL PRO	PANE			Customer No:	000000021	Con Lin	iny bioput	Current:		Lient Summary	0.0000	00 Cred	it Note:	,	
Address:	GREEN ROA CHISAGO C	id ety, mn	55013		Terms:	20 - COD			Total Past Du	ie:		0.0000	00			
					Regular Credit	:		0.000000	Budget Amt	Due:		0.0000	00			
Phone:	100000000	0		Cite	Credit Limit:		d Citer	1.000000	Prepaid Bala	nce:	in and the base of the	0.0000	00	di Ordana		
	Filter Reco	rds (F3)	<u></u>	Derce	Detail Dev	Associate	on sites	Appliance			Desired Obu	vent Histo	ry wo	Drivera	Company	~
Address		Descri	ption	Perce	uct:	PROPANE	10% Ca	ubstitute:	y: 800	.00000	Reg Price:		1.8490	Printed:	No	· ·
GREEN ROA	AD	Site 1		Requ	ested Date:	06/17/2015	🖸 Pr	iority:			Total:	1,580	.900000			
				Com	ments:	this is a sample	call entr	γ						Entered By:	AGADMIN	
				e de	Chabara	Concentral	Coll in	Date: Do	47/2045	Die	watch ad Datas			Talat terior	di Tuo r	
				Call	Fotov Details	Generated	Call in	Date: 06	/1//2015	Dis	patched Date:			licket Assigne	d: [TMO-2	
					t Delivery:			cill	Method:		Will Call		Total C	anacity		1 000 000000
				For	recast Run Out:			Ne	xt Delivery DI	D:		0	Estimat	ed % Left:		0.000000
				Ro	ute Sequence:	063		Se	rial Number:		12345678		Estimat	ed Gallons Left	:	0.000000
				Ins	tructions:	struction					Comments:	0.00000	unt-			
				u	is is a sample li	ISUUCUOII					ulis is a samp	e comm	ent			
•			•													
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in ca	l Entry F	aram	eters													
		or or in														
Prin	t Ca	ncel														
		Incer														
	L	ast U	nit Pri	ice:				1								
	P	rint D	)elive	ry Ad	idress:			1								
	D	rint T	ank 1	nfor												
			dilk 1													
	P	rint C	ustor	ner A	4/R Balan	ce:		1								
	P	rint C	Consu	mpti	on Site Ir	structions	n.	1								
	P	rint C	onsu	mpti	on Site C	omments:		1								
		rint c	antra	otes												
	P	nne c	onda	icts:				<b>V</b>								
	P	rint R	tegula	ator I	Info:			4								
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		_														

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 hould 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.

\* **•** × Consumption Sites - 000000021 🔊 . 🚔 R 7 🔓 🔍 💋 📑 . 🐻 . Save Search Undo Attach Device Site Action Print Call Entry Call Entry Dispatch Contract Create Event Summary List Work Order Print Efficiency Close New Customer: SHELL PROPANE Customer No: 000000021 0.00 Credit Note: Current: Address: GREEN ROAD CHISAGO CITY, MN 55080 Terms: 20 - COD 0.00 Total Past Due: Regular Credit: 0.00 Budget Amt Due: 0.00 Phone: 1.00 Prepaid Balance: Showing 1 Consumption Site ( Sit 
 Site
 Detail
 Devices
 Associated Sites
 Appliances
 Call Entry
 Delivery History
 Event History
 Work Orders

 Operation
 Percent Left:
 0.00%
 Calculated Qty:
 0.00
 Desired Qty:

 Description
 Product:
 Premium Diesel
 Substitute:
 Price:
 1.849i

 Site 1
 Requested Date:
 03/12/2015 Impriority:
 Total:
 0.00
 📄 🔍 Filter: Driver: Company Address Description 1.8490 Terms: 20 - COD Site 1 GREEN ROAD 0.00 Printed: No this is a sample call entry Call in Date: 03/12/2015 Comments: Entered By: AGADMIN Call Entry Details Julian Calendar Total Caper Last Delivery: Fill Method: 0.00 Forecast Run Out: Next Delivery DD: Dispatched Date: Estimated Gallons Left: Ticket Assigned: Route Sequence: 063 Serial Number: Instructions: Comments: • Call Entry Parameters \* X 32 Cancel Print List Unit Price:  $\checkmark$ Print Delivery Address:  $\checkmark$ Print Tank Info:  $\checkmark$ Print Customer A/R Balance: 1 Print Consumption Site Instructions: 4  $\checkmark$ Print Consumption Site Comments: 1 Print Contracts: Print Regulator Info:  $\checkmark$ 🕜 这 🏆 Ready

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2. Click the Print Call Entry 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.

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