

How to Print a Work Order

1. [Open the Consumption Sites record.](#)
2. Navigate to the **Work Orders** tab. Select the work order that needs to be printed.
3. Click the **Work Order > Print Work Order** toolbar button. This will open the report preview. See also [How to Preview a Tank Management Report](#)

Work Order ▾ Close

Add Work Order

Close Work Order

Print Work Order

A complete report preview looks like this:

Work Order i21 Demo Setup Company(Source)

Wednesday, April 27, 2016 01:43:48 PM					
Customer	0001005079 Customer B				Date Created 04/25/2016
Address	111 Princeton Road, Fort Wayne, IN 46808				Date Scheduled 04/20/2016
	Phone 1: 2000000000				
Phone 2:					
Balances	Current: 0.00	30 Day: 0.00	60 Day: 0.00	90 Day: 0.00	Total: 0.00
Terms Code	3 - Net 30				
Site Address	111 Princeton Road, Fort Wayne, IN, 46808				
Instructions					
Tank Info	Serial Number: Tank4567			Capacity: 1000.00	
Appliance	Type:			Serial Number:	
To Do Items	LABOR		SET TANK		
Additional Info	sample work order				
Labor					

Date	Service Team	Hours	Rate	Amount	
			Sub-Total		

Parts & Materials	
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Part Number	Qty	Parts/Materials/Other	Unit Cost	Unit Price	Amount
				Sub-Total	

Logs/Appliances

Part Number	Qty	Logs/Appliances	Unit Cost	Unit Price	Amount
Sub-Total					

Work Performed Remarks

	Trip & Labor	
	Materials	
	Logs/Appliances	
	Sales Tax	
	TOTAL	
	Payment Received	
	BALANCE DUE	

The use and care of my appliances and equipment have been explained to me. I have been made aware of the odor of propane gas.

Signature of Customer

Signature of Employee

Date

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- Consumption Sites - 0001005079

[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](#)
[Close](#)

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

Work Order i21 Demo Setup Company(Source)

1. Open the Consumption Sites record.
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- Consumption Sites - 0001005078

New Save Search Undo Attach Device Site Action Print Call Entry Dispatch Contract Customer Create Event Summary List **Work Order** Print Efficiency

Customer:	Customer A	Customer No:	0001005078	Current:	0.00	Credit Note:	Add Work Order
Address:	1234 Main St, Fort Wayne, IN 46801	Terms:	Due on Receipt	Total Past Due:	0.00		Close Work Order
		Regular Credit:	0.00	Budget Amt Due:	0.00		Print Work Order
Phone:	1000000000	Credit Limit:	0.00	Prepaid Balance:	0.00		

Report Viewer					
Work Order [X]					
<div style="float: right; text-align: center;"> i21 Demo Setup Company Monday, February 8, 2016 04:02:41 PM </div> <div style="clear: both;"></div>					
Customer 0001005078 Customer A Address 1234 Main St., Fort Wayne, IN 46801 Phone 1: 1000000000 Balances Current: 0.00 30 Day: 0.00 60 Day: 0.00 90 Day: 0.00 Total: 0.00 Terms Code 12 - Due on Receipt Site Address 1234 Main St., Fort Wayne, IN, 46801 Instructions Tank Info Serial Number: 1057438 Capacity: 1000.00 Serial Number: 1057439 Capacity: 1000.00 Appliance Type: Serial Number: To Do Items LABOR SET TANK Additional Info This is a sample work order			Date Created 02/08/2016 Date Scheduled 02/10/2016		
Labor					
Date	Service Team	Hours	Rate	Amount	
Sub-Total					
Parts & Materials					
Part Number	Qty	Parts/Materials/Other	Unit Cost	Unit Price	Amount
Sub-Total					
Logs/Appliances					
Part Number	Qty	Logs/Appliances	Unit Cost	Unit Price	Amount
Sub-Total					
Work Performed Remarks					
			Trip & Labor Materials Logs/Appliances Sales Tax TOTAL Payment Received BALANCE DUE		
The use and care of my appliances and equipment have been explained to me. I have been made aware of the odor of propane gas. <div style="display: flex; justify-content: space-between;"> Signature of Customer _____ Signature of Employee _____ Date _____ </div>					

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- Consumption Sites - 0000000023

Customer: UNI OIL Customer No: 0000000023 Current: 0.0
 Address: CASH CUSTOMER Terms: 20 - COD Total Past Due: 0.0
 CHISAGO CITY, 55013 Regular Credit: 0.000000 Budget Amt Due: 0.0
 Phone: 2600000000 Credit Limit: 1.000000 Prepaid Balance: 0.0

Showing 3 Consumption Site Site Detail Devices Associated Sites Appliances Call Entry Delivery History Event

Filter Records (F3) Layout Filter Records (F3)

Add Work Order
 Close Work Order
 Print Work Order

Report Viewer

Work Order

Work Order

iRely Grain and Ag Co

Tuesday, June 23, 2015

01:43:41 PM

Customer

0000000023 UNI OIL

Date Created

06/23/2015

Address and Phone

CASH CUSTOMER, CHISAGO CITY 55013

Date Scheduled

06/23/2015

Phone 1: 2600000000

Phone 2:

Balances

Current: 0.00

30 Day: 0.00

60 Day: 0.00

90 Day: 0.00

Total: 0.00

Terms Code

20 - COD

Site Address

CASH CUSTOMER, CHISAGO CITY, MN, 55013

Site Instructions

this is a sample instruction

Tank Info

Serial Number: CO 106

Capacity: 123.00

Appliance

Type:

Serial Number:

To Do Items

LABOR

SET TANK

Additional Info

this is a sample work order

Labor

Date	Service Team	Hours	Rate	Amount
Sub-Total				

Parts & Materials

Part Number	Qty	Parts/Materials/Other	Unit Cost	Unit Price	Amount
Sub-Total					

Logs/Appliances

Part Number	Qty	Logs/Appliances	Unit Cost	Unit Price	Amount
Sub-Total					

Work Performed Remarks

Trip & Labor	
Materials	
Logs/Appliances	
Sales Tax	
TOTAL	
Payment Received	
BALANCE DUE	

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Signature of Employee

Date

Printed by: AGADMIN

Page 1 of 1

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