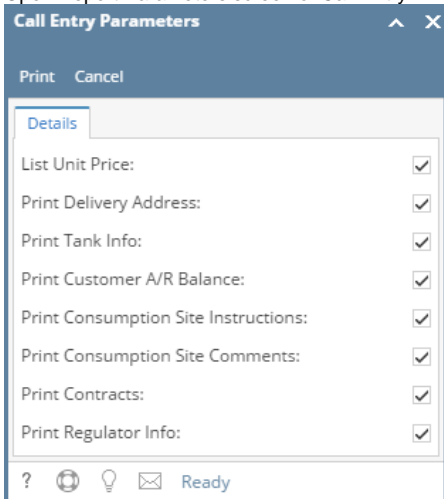# Call Entry Printout

This report will let you print all the site's call entries.

Here is how to use and preview this report.

1. Open Report Parameters screen of Call Entry Printout report. Select the information you want to include in the report.
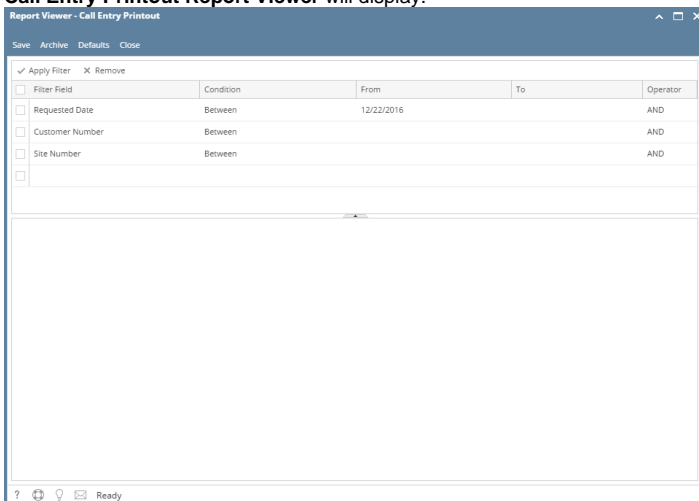
2. Click **Print** button.
3. **Call Entry Printout Report Viewer** will display.

4. Fill out report's parameter section.
    - **Requested Date** - This filter is based on the Call Entry > Requested Date field. When a call entry is created, this field automatically defaults to today's date.
    - **Customer Number** - Use the combo box to select from the list. This parameter is being used to filter the report by customer number.
    - **Site Number** - You can select from the combo box list, or type one in. Use to filter the report by consumption site's number.

Preview the report by clicking the **Apply Filter** button.