

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

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	
	<b>TOTAL</b>	
	Payment Received	
	<b>BALANCE DUE</b>	

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

1. Open the Consumption Sites record.
2. Navigate to the **Work Orders** tab. Select the work order that needs to be printed.

- 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	<a href="#">Add Work Order</a> <a href="#">Close Work Order</a> <a href="#">Print Work Order</a>
Address:	111 Princeton Road Fort Wayne, IN 46808		Terms:	Net 30	Total Past Due:	0.00	
			Regular Credit:		Budget Amt Due:	0.00	
Phone:	2000000000		Credit Limit:		Prepaid Balance:	0.00	

Work Order i21 Demo Setup Company(Source)

1. Open the Consumption Sites record.
2. Navigate to the **Work Orders** tab. Select the work order that needs to be printed.

- 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		<b>Print Work Order</b>
Phone:	1000000000	Credit Limit:	0.00	Prepaid Balance:	0.00		

Report Viewer						
Work Order <span style="float: right;">X</span>						
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> </div> <div style="text-align: center;">Page <span style="border: 1px solid black; padding: 0 5px;">1</span> of <span style="border: 1px solid black; padding: 0 5px;">1</span></div> <div style="display: flex; gap: 10px;"> <span>Pdf</span> </div> </div>						
<b>Work Order</b>			<b>i21 Demo Setup Company</b>			
Monday, February 8, 2016 04:02:41 PM						
<b>Customer</b>	0001005078 Customer A		<b>Date Created</b> 02/08/2016			
<b>Address</b>	1234 Main St., Fort Wayne, IN 46801		<b>Date Scheduled</b> 02/10/2016			
	Phone 1: 1000000000		<b>Phone 2:</b>			
<b>Balances</b>	Current: 0.00	30 Day: 0.00	60 Day: 0.00	90 Day: 0.00	Total: 0.00	
<b>Terms Code</b>	12 - Due on Receipt					
<b>Site Address</b>	1234 Main St., Fort Wayne, IN, 46801					
<b>Instructions</b>						
<b>Tank Info</b>	<b>Serial Number:</b> 1057438		<b>Capacity:</b> 1000.00			
	<b>Serial Number:</b> 1057439		<b>Capacity:</b> 1000.00			
<b>Appliance</b>	<b>Type:</b>		<b>Serial Number:</b>			
<b>To Do Items</b>	LABOR		SET TANK			
<b>Additional Info</b>	This is a sample work order					
<b>Labor</b>						
	Date	Service Team	Hours	Rate	Amount	
<b>Sub-Total</b>						
<b>Parts &amp; Materials</b>						
	Part Number	Qty	Parts/Materials/Other	Unit Cost	Unit Price	Amount
<b>Sub-Total</b>						
<b>Logs/Appliances</b>						
	Part Number	Qty	Logs/Appliances	Unit Cost	Unit Price	Amount
<b>Sub-Total</b>						
<b>Work Performed Remarks</b>						
				Trip & Labor		
				Materials		
				Logs/Appliances		
				Sales Tax		
				<b>TOTAL</b>		
				Payment Received		
				<b>BALANCE DUE</b>		
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 - 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

[illegible]

1. Open the Consumption Sites record.
2. Navigate to the **Work Orders** tab. Select the work order that needs to be printed.

- Consumption Sites - 0000000010

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

Customer: UNIOIL PETROLEUM    Customer No: 0000000010    Current: 0.00  
 Address: MAIN STREET CAMBRIDGE, MN 55008    Terms: 20 - COD    Total Past Due: 0.00  
 Regular Credit: 0.00    Budget Amt Due: 0.00  
 Phone: 1000000000    Credit Limit: 1.00    Prepaid Balance: 0.00

Showing 1 Consumption Site    Site    Detail    Devices    Associated Sites    Appliances    Call Entry    Delivery History    Event History

Filter:    Location Information    Site Information

Add Work Order  
 Close Work Order  
 Print Work Order

Report Viewer

Work Order

Page 1 of 1

Work Order

iRely Grain and Ag Co

Thursday, March 12, 2015  
02:57:40 PM

Customer  
Address and Phone

0000000010 UNIOIL PETROLEUM  
MAIN STREET, CAMBRIDGE, MN 55008  
Phone 1: 1000000000  
Phone 2:

Date Created 03/12/2015  
Date Scheduled 03/12/2015

Balances  
Terms Code  
Site Address  
Site Instructions

Current: 0.00    30 Day: 0.00    60 Day: 0.00    90 Day: 0.00    Total: 0.00  
20 - COD  
MAIN STREET, CAMBRIDGE, MN, 55008  
test

Tank Info  
Appliance  
To Do Items  
Additional Info

Serial Number: SN12345678  
Type:  
PICK UP TANK    SET TANK  
This is a sample work order

Capacity: 500.00  
Serial Number:

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	
<b>TOTAL</b>	
Payment Received	
<b>BALANCE DUE</b>	

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

Printed by: AGADI/MIN

Page 1 of 1