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.
- Click the Work Order > Print Work Order toolbar button. This will open the report preview. See also How to Preview a Tank Management Report



A complete report preview looks like this:



- 1. Open the Consumption Sites record.
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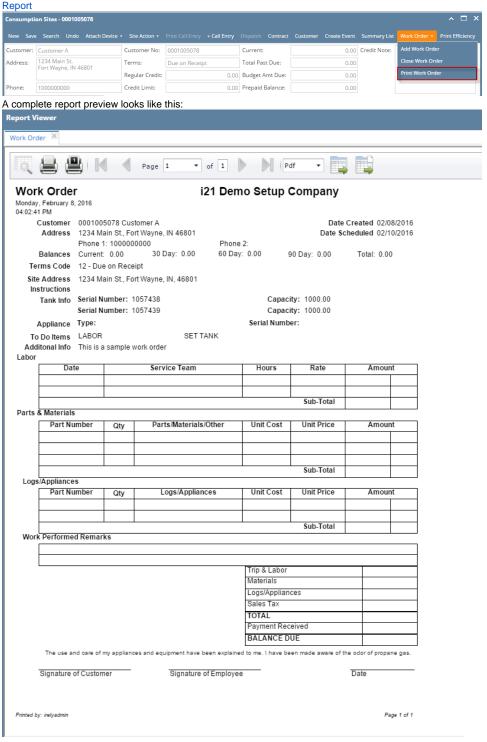


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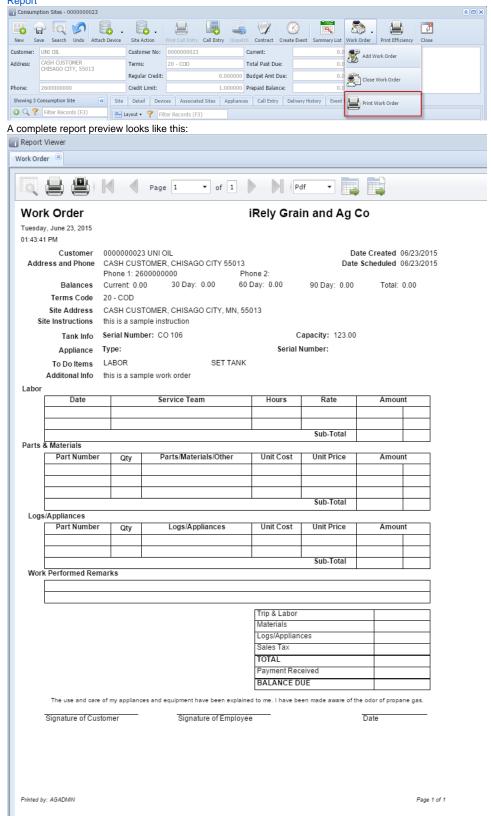
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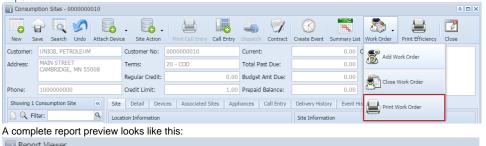
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Report Viewer Work Order Page 1 v of 1 Pdf v Work Order iRely Grain and Ag Co Thursday, March 12, 2015 02:57:40 PM Customer 0000000010 UNIOIL PETROLEUM Date Created 03/12/2015 Address and Phone MAIN STREET, CAMBRIDGE, MN 55008 Date Scheduled 03/12/2015 Phone 1: 1000000000 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 MAIN STREET, CAMBRIDGE, MN, 55008 Site Instructions test Tank Info Serial Number: SN12345678 Capacity: 500.00 Appliance Type: Serial Number: To Do Items PICK UP TANK SET TANK Additonal Info This is a sample work order Labor Date Service Team Hours Rate Amount Sub-Total Parts & Materials Part Number Parts/Materials/Other Unit Cost Unit Price Amount Qty Sub-Total Logs/Appliances Part Number Logs/Appliances Unit Cost Unit Price Amount Qty 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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