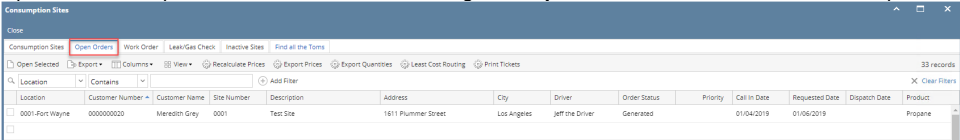


Open Call Entries

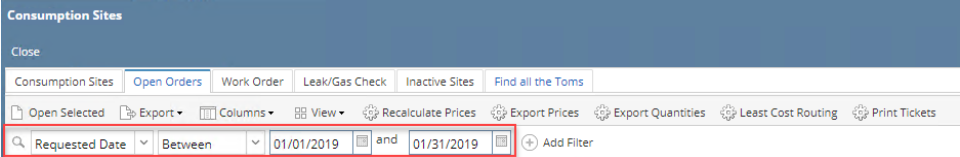
Consumption Site Search screen > Open Orders display the lists of active sites that has open call entries.

Here is how to view the open order details.

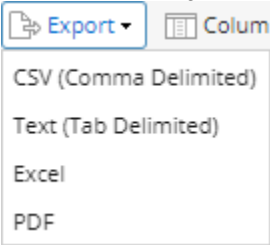
- 1. Open the Consumption Site Search screen and navigate to **Open Orders tab**. Customer, order and product details will be displayed.



- 2. Filter specific records using the **Advance Filter** (magnifying glass icon) to list the records needed for the report.



- 3. Select the record on grid and click **Export** button. The report can be exported and viewed via CSV, Text, Excel or PDF file.



- 4. Below is the preview of the report as exported via PDF:

Consumption Sites										iRelay LLC										
										Tuesday, January 8, 2019										
Location	Customer Number	Customer Name	Site Number	Description	Address	City	Driver	Order Status	Priority	Call in Date	Requested Date	Dispatch Date	Product	Percent Left	Quantity	Price	Total	Entered By	Comments	Leak Check
0001-Fort Wayne	0000000020	Meredith Grey	0001	Test Site	1611 Plumtree Street	Los Angeles	Jeff the Driver	Generated		04/01/2019 12:00:00 AM	18/2019 12:00:00 AM		Propane	60.00	200	1.350000	283.50	inajedim	test	False



Note

Open Call Entries report has been obsoleted in 15.4 and higher version. Information that is being displayed by the report can be filtered in **Consumption Site Search screen > Open Orders tab**.

This report will display the lists of active sites that have open call entries.

Here is how to use and preview this report.

1. Open Report Parameters screen of Open Call Entries report.

Field Name	Condition	From	To	Join
<input type="checkbox"/> Desired Quantity	Between			And
<input type="checkbox"/> Product Id	Between			And
<input type="checkbox"/> Substitute Product Id	Between			And
<input type="checkbox"/> Requested Date	Between			And
<input type="checkbox"/> Driver ID	Between			And
<input type="checkbox"/> Call In Date	Between			And
<input type="checkbox"/> Entered By	Equal To			And
<input type="checkbox"/>				

Report Options	
Description	Apply

Sort Options	
<input type="checkbox"/> Remove	Filter: <input type="text"/>
Sort Field Name	Sort Direction
	Ascending

2. Fill out report's parameter section.

- **Desired Quantity** - This filter refers to the Desired Quantity field of Consumption Site's Call Entry tab. This is a user input field.
- **Product ID** - You can select from the combo box list, or type one in. Use this to filter the report by consumption site's product.
- **Substitute Product** - You can select from the combo box list, or type one in. This filter refers to the Substitute Product on Consumption Sites' Call Entry tab.
- **Requested Date** - You can use the date picker button to select a date, or manually type one in.
- **Driver ID** - Shows driver shown in the Driver combo box on the Site tab on the Consumption Site screen. You can use the combo box button to select a value, or manually type one in.
- **Call In Date** - You can use the date picker button to select a date, or manually type date.
- **Created By** - This field is a user input. You can use this field to type in the User's ID who created the Call Entry.

Preview the report by clicking the **Preview** toolbar button. Preview Task List form will display and will be followed by the report which looks like this:

Preview Task List

Remove

Archive

Layout

Filter Records (F3)

<input type="checkbox"/>	Report Name	Status	Download	Details
<input type="checkbox"/>	Open Call Entries			

Open Call Entries

i21 Demo Setup Company(Source)

Monday, April 25, 2016
03:59:57 PM

Customer Number	Name	Consumption Site Number	Address	Description
0001005078	Customer A	0001	1234 Main St, Fort Wayne, IN, 46801	Tank A
Product: LPG Propane		Substitute Product:		Desired Quantity: 0.00
Driver: 0001005080 Customer C		Requested Date: 04/25/2016		
Comments: sample call entry				
Call In Date: 04/25/2016		Created By: irelyadmin		

Parameters				
Desired Quantity	From		To	
Substitute Product Id	From		To	
Substitute Product Id	From		To	
Requested Date	From		To	
Driver ID	From		To	
Call In Date	From		To	
User Name	From		To	



Note

Open Call Entries report has been obsoleted in 15.4 and higher version. Information that is being displayed by the report can be filtered in Consumption Site search screen > Open Call Entries tab.

This report will display the lists of active sites that have open call entries.

Here is how to use and preview this report.

1. Open Report Parameters screen of Open Call Entries report.

Report Parameters - Open Call Entries

Preview Defaults Save Close

Remove Filter Records (F3)

Field Name	Condition	From	To	Join
<input type="checkbox"/> Desired Quantity	Between			And
<input type="checkbox"/> Product Id	Between			And
<input type="checkbox"/> Substitute Product Id	Between			And
<input type="checkbox"/> Requested Date	Between			And
<input type="checkbox"/> Driver ID	Between			And
<input type="checkbox"/> Call In Date	Between			And
<input type="checkbox"/> Entered By	Equal To			And

Report Options

Description Apply

Sort Options

Remove Filter:

Sort Field Name	Sort Direction
	Ascending

Ready

2. Fill out report's parameter section.

- **Desired Quantity** - This filter refers to the Desired Quantity field of Consumption Site's Call Entry tab. This is a user input field.
- **Product ID** - You can select from the combo box list, or type one in. Use this to filter the report by consumption site's product.
- **Substitute Product** - You can select from the combo box list, or type one in. This filter refers to the Substitute Product on Consumption Sites' Call Entry tab.
- **Requested Date** - You can use the date picker button to select a date, or manually type one in.
- **Driver ID** - Shows driver shown in the Driver combo box on the Site tab on the Consumption Site screen. You can use the combo box button to select a value, or manually type one in.
- **Call In Date** - You can use the date picker button to select a date, or manually type date.
- **Created By** - This field is a user input. You can use this field to type in the User's ID who created the Call Entry.

Preview the report by clicking the **Preview** toolbar button. Preview Task List form will display and will be followed by the report which looks like this:

Preview Task List

Remove

Archive

Filter:

Report Name

Status

Download

Details

Open Call Entries

Report Viewer

Open Call Entries

Page 1 of 1

Pdf

Open Call Entries

iRely Grain and Ag Co

Tuesday, March 24, 2015

01:16:49 PM

Customer Number	Name	Consumption Site Number	Address	Description
0000000010	UNIOIL PETROLEUM	0001	MAIN STREET, CAMBRIDGE, MN, 55008	Sample Site
Product: 1130 PROPANE - HOME USE				
Driver: CO Company		Substitute Product: Desired Quantity: 0.00		
Comments: This is a sample call entry.		Requested Date: 03/24/2015		
Call In Date: 03/24/2015		Created By: AGADMIN		

Parameters

Desired Quantity	From	To	
Substitute Product Id	From	To	
Substitute Product Id	From	To	
Requested Date	From	To	
Driver ID	From	To	
Call In Date	From	To	
User Name	From	To	