

Tickler Reports

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There are several options when printing Tickler reports. Print Tickler reports based on *Customer #*, a *Date Entered* range, *Tank Serial #*, or *Tickler Type*.

1. To print a Tickler report, select **Tickler** from the *Main Menu*.
2. Enter the criteria to search.

Div	Cust#	Tank Serial#	Loc	Type	Req. By	Due Date	Priority	Completed	Sticky Note?	Partial Msg
1	1000001	V17127		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TANK @60% ON 4/4/22
1	1000002	9SE002550		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REGULATOR 1 IS MEC
1	1000003	9SE155326		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TANK FULL 9-7
1	1000008	3E23778		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-3 70%
1	1000012	GET SERIAL#		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-3 FILL CAME OFF PREPA'
1	1000012	GET SERIAL#		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40% TO VERMILLION VALLE'
1	1000012	GET SERIAL#		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-3 FILL CAME OFF PREPA'
1	1000013	555865		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5-10 70%
1	1000026	L4387.5C		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000 GALS HOUSE
1	1000028	9SE139646		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TANK MONITOR
1	1000029	41739		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DO NOT SUMMERFILL
1	1000031	R50035499		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5-20 65%
1	1000032	9SE 139941		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOUSE AT FARM
1	1000032	9SE 139941		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHOP
1	1000032	9SE 139941		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOUTH HOUSE
1	1000036	54K7120		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-19 65%
1	1000037	9SE035032		Memo		00/00/00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-19 FULL

3. Select the *Division* number.
4. Enter beginning and ending *Date Entered* range and select **Info**.
5. All Ticklers for this date range will display.
6. To see completed Ticklers, select the *Completed* box and choose **Yes**.
7. Select **Report** or **Excel** as the type
8. Select **Print** to print the Tickler report.

Refine the search even more by specifying search criteria. To see comments entered by the drivers on the handhelds, enter the date range and select the *Type* checkbox and choose *Driver*. Many print this report type to view messages from the driver to update tank information as needed.