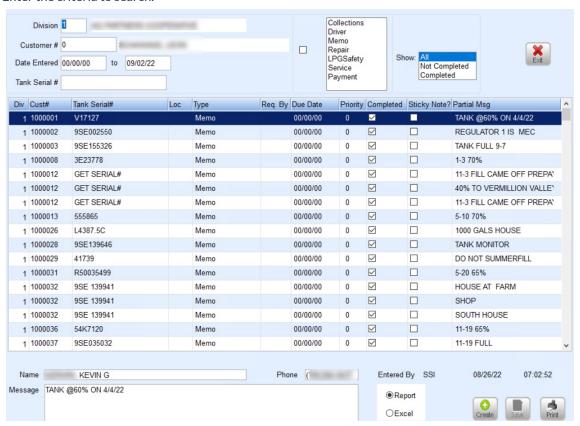
Tickler Reports

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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.



- 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.