Tickler Reports

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. All Ticklers for this date range will display.

5. To see completed Ticklers, select *Completed* in the upper right.

6. Select *Report* or *Excel* as the type.

7. 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.