

# Printing a Service Order

Last Modified on 02/04/2026 1:05 pm EST

A Service order can be printed for the technician from the service order screen. If the driver is using Mobile-Service, the service order will communicate to his handheld after the next mobile download is performed.

1. Highlight the Service Order in the upper area of the *Service Order* screen.
2. Select **Print SO**.

|  |               |                    |               |  |    |               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|--|---------------|--------------------|---------------|--|----|---------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Service Order Status   | SCHEDULED     | Service Order Type | TANK SWAP OUT | <table border="1"> <tr><td>«</td><td>February 2026</td><td>»</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>   | «  | February 2026 | » | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| «  | February 2026 | »                  |               |  |    |               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S  | M             | T                  | W             | T  | F  | S             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1  | 2             | 3                  | 4             | 5  | 6  | 7             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8  | 9             | 10                 | 11            | 12   | 13 | 14            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 15   | 16            | 17                 | 18            | 19   | 20 | 21            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 22   | 23            | 24                 | 25            | 26   | 27 | 28            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <a href="#">Customer Info</a> <a href="#">Service Order</a> <a href="#">Service Requested</a> <a href="#">Technicians</a>  |               |                    |               | <a href="#">Show All</a> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <a href="#">Inv Sel</a> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <a href="#">Create</a> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; background-color: #ffcc00; border: 2px solid #ffcc00;"> <a href="#">Print SO</a> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <a href="#">Save</a> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <a href="#">Open Proposal</a> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <a href="#">Open Invc.</a> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <a href="#">Exit</a> </div> |    |               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Service Address <input type="text" value="123 ANYWHERE ST"/><br>City <input type="text" value="AVON"/> State <input type="text" value="IN"/><br>First Name <input type="text" value="MICHAEL"/> Last Name <input type="text" value="BROCK"/><br>Requested By <input type="text"/><br>Mail Address 1 <input type="text" value="123 ANYWHERE ST"/><br>Address 2 <input type="text"/><br>City2 <input type="text" value="PENSACOLA"/> State <input type="text" value="FL"/> Zipcode <input type="text" value="32501-"/><br>Home Phone <input type="text" value="317)555-1212"/><br>Work Phone <input type="text" value="() -"/><br>Cell Phone <input type="text" value="() -"/><br>Order taken by <input type="text" value="sflaherty"/><br>Service Zone <input type="text" value="3"/> ZONE <input type="text" value="3"/> |               |                    |               |  |    |               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

3. A Word document will appear displaying the Service Order. All information entered into the Service Order during the creation phase will appear on this Service Order:

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 \_\_\_\_\_

Date \_\_\_\_\_