Printing a Service Order Last Modified on 06/06/2022 12:18 pm EDT

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.

ice Order Status	DISPATCHED	Service Order Type TANK SET/NCC			F	ebr	uary	201	5	
tomer Info Service O	rder Service Requested Te	choicians		S	М	Т	W	т	F	S
	and an inter independent in			1	2	3	4	5	6	7
Service Address	278 HWY 71			8	9	10	11	12	13	1
City	KIMBALL	State NE		15	16	17	18	19	20	2
First Name	Las	t Name 4 PAW INC		22	23	24	25	26	27	2
Requested By										
Mail Address 1	FOREPAUGH VANCE B									
Address 2	19755 ELBERT RD									
City2	ELBERT	State CO Zipcode 80106								
Home Phone	(303)648-9795		Sł	how Al						
Work Phone	() -			-		_	ſ			
Cell Phone	() -			Cre	eate	•	_	N	lod	ify
Order taken by	Karen			Prin	t S	0	ſ	9	Sav	e
Service Zone	4 KIMBALL						L	_		-
			C	rea	te a	nd	Ope	en F	Pro	ро
			C	ner		/c	ſ		Ex	it

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:

Customer ice Order # ice Address ing Address iome Phone							
Balances Requested							
erms Code Directions ank Senal #							
			,	,			
Date	ite Service Team		Hours Rate		Amount		
	GEOF	RGETAYLOR					
				Sub-Total			
Materials							
art Number	Qty	Parts/Materials/Other	UnitCost	Unit Price	Amount		
			+				
			+				
				Sub Tatal			
				SUD-TOTAL			
ppliances	Obr	Logs/Applippor	Unit Cost	Linit Pring	Amount		
artinumber	way	CogsiAppliances	Gint Cost	UnitTrice	Allount		
			-				
				Sub-Total			
				000 1000			
enormed ken	narks						
MAP							
			In	p & Labor	_		
			Lo	os/Appliances			
			Sa	les Tax			
			т	TAL			
			TC Pa	YTAL yment Receive	d		
			TC Pa B/	TAL yment Receive	d		
and care of m	iy apple	ances and equipment have been explained to me	TC Pa B/	OTAL yment Receive ALANCE DUE Ide aware of the	d eodor of propane gas		
and care of m	ny applie	ances and equipment have been explained to me	e. I have been ma	YMENT Receive	d eodor of propane gas		
	Customer ce Order # ce Address ge Address Balances Balances Requested Directions mt Schall # Date Date daterials rt Number rt Number	Customer ce Order # pe Address gAddress Balances Requested Directors Date Servi GEOF Tr Number Qty Int Number Q	Customer ce Order # pe Address Balances Requested Directions dECORGE TAYLOR dECORGE TAYLOR DECOR	Customer ce Order # e Address Balances Requested mrs Code Directions GEORGE TAYLOR Hours GEORGE TAYLOR HOURS Materials rt Number Qty Parts/Materials/Other Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost	Customer ce Order # e Address Balances Requested Directions GEORGE TAYLOR Rate GEORGE TAYLOR GEORGE TAYLOR GEORGE TAYLOR Unit Cost Unit Price Unit Cost Unit Price Unit Cost Unit Price Sub-Total Materials Tt Number Oty Logs/Appliances Unit Cost Unit Price Sub-Total Sub-Total Cost One Unit Cost Unit Price Sub-Total Sub-Total Cost One Unit Cost Unit Price Sub-Total Cost One Unit Cost Unit Price Sub-Total Cost One Cost One Cos		