

# Printing a Service Order

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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**.

The screenshot shows a software interface for a Service Order. At the top, it displays 'Service Order Status: DISPATCHED' and 'Service Order Type: TANK SET/INCC'. Below this, there are tabs for 'Customer Info', 'Service Order', 'Service Requested', and 'Technicians'. The 'Customer Info' tab is active, showing fields for Service Address (278 HWY 71), City (KIMBALL), State (NE), First Name, Last Name (PAW INC), Requested By, Mail Address 1 (FOREPAUGH VANCE B), Address 2 (19755 ELBERT RD), City2 (ELBERT), State (CO), Zipcode (80106--), Home Phone ((303)648-9795), Work Phone, Cell Phone, Order taken by (Karen), and Service Zone (4 | KIMBALL). On the right side, there is a calendar for February 2015. Below the calendar are buttons for 'Create', 'Modify', 'Print SO' (highlighted with a red box), 'Save', 'Create and Open Proposal', 'Open Invc.', and 'Exit'.

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  
Service Order#  
Service Address  
Billing Address  
Home Phone  
Balances  
Work Requested  
Terms Code  
Directions  
Tank Serial#

**Labor**

Date	Service Team	Hours	Rate	Amount
	GEORGE TAYLOR			
Sub-Total				

**Parts & Materials**

Part Number	Qty	Parts/Materials/Other	Unit Cost	Unit Price	Amount
Sub-Total					

**Logs/Appliances**

Part Number	Qty	Logs/Appliances	Unit Cost	Unit Price	Amount
Sub-Total					

**Work Performed Remarks**

Trip & Labor	
Materials	
Logs/Appliances	
Sales Tax	
<b>TOTAL</b>	
Payment Received	
<b>BALANCE DUE</b>	

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 \_\_\_\_\_ Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_