Destwin Quick Reference Console Version 1.3 Processing Will Call Orders 27-DEC-10

This Quick Reference Guide describes how to process Will Call Orders.

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Parts	twin	Will Call Orders are processed within the Will Call Log.	Dealer Management Console v1.3 Web tools for the Oil & Propane Industry Client: Fuel Demo
Admin Functions	Contract Mgmt	Risk Mgmt Pricing	Payments Scheduler
Submitted Will Cal	Contracts Exception Report	Status: any ays ago To:	Submitter: any Refresh Data
Enter Will Call Deliveries Download Will Call Order Log (v Print Will Call Order Log (will inc Showing records starting from 2	Contracts Setup Fuel Usage	y shown below, use the tools above to change what is dis wn below, use the tools above to change what is displayed ORE 2010-12-27 12:43:04	splayed) d)
Account Name	Commercial Contract	Gallons Gallons Coupon Initial C	Contract Comments Date Submitter Is Downloaded? Status
1 30977 AUGUST SMITHE 2 30000 ENRIQUE BEETS 3 30877* ROBIN SAMPSEL	Will Call Log New Cust App Log	2.899 175 not entered yet n/a 507.33 n/a 2.899 150 not entered yet n/a 374.85 col 2.899 200 180 n/a 579.80 n/a	a 2010-12-27 12:42:26 customer No unprocessed imments 2010-12-27 11:17:16 customer No canceled ** a 2010-12-27 07:47:29 customer No delivered **
https://fueltest.destwin.com/willcalllog			

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Tech Tip Vou can use the filters at	
CONTROLOGIANTICATION AND AND AND AND AND AND AND AND AND AN	Dealer Management Console v1.3 Web tools for the Oil & Propane Industry Client: Fuel Demo
Admin Functions Contract Mgmt Risk Mgmt Pricing Pay	ments Scheduler
Submitted Will Call Orders Acct: Status: any From: 5 days ago To: Download Will Call Order Low (will include all orders currently shown below, use the tools above to change what is displayed) Brief Will Call Order Low (will include all orders currently shown below, use the tools above to change what is displayed)	Submitter: any Refresh Data +/- HH:MM: Note the Order Status.
Showing records starting from 2010-12-22 1-2:43:04 and BEFORE 2010-12-27 12:43:04	Contract
Account Name Locations Program Rate Gallons Gallons Coupon Amt Due Comments	Date Submitter Is Download Status
1 30977 AUGUST SMITHER Will Call 2.899 175 not entered yet n/a 507.33 n/a 2 30000 ENERGUE BEETS Will Call 2.899 150 not entered yet n/a 374.85 comments 3 30877* ROBNI SAMPSEL Will Call 2.899 200 180 n/a 579.80 n/a	2010-12-27 12:42:26 customer No unprocessed 2010-12-27 11:17:16 customer No canceled ** 2010-12-27 07:47:29 customer No delivered **
Note the account number for which you will be entering a delivery.	
Note the account number for which you will be entering a delivery.	

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Admin Functions Contract Mgmt Risk M	Mgmt Pricing	Payments	Scheduler	
Enter Delivery Date	Enter the applicab Delivery Date field	le date in the l and	Tech Note – variou acceptable. As a st generally recomme e.g. 23-DEC-10.	is date formats are andard we nd dd-mmm-yy,
Loue				

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Destwin	Dealer Management Console v1.3 Web tools for the Oil & Propane Industry Client: Fuel Demo
Admin Functions Contract Mgmt Risk Mgmt Pricing	Payments Scheduler
Enter Delivery	You can change the date by clicking on the change date link if necessary
Date Delivered December 23, 2010 change date Account	
Coupon Code (if not entered at time of order,	otherwise enter the account number for which gallons were delivered.
Comments	
Submit	
Done	

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Dealer Management Conso Web tools for the Oil & Propane Client: F	le v1.3 Industry ^{Tuel Demo}
Admin Functions Contract Mgmt Risk Mgmt Pricing Payments Scheduler	
Enter Delivery	to verify
Date Delivered December 23, 2010 change date that the account entered	ed has an
Account 30977 Found open order, no coupon entered delivery accipet	DOOK THE
Gallons Delivered	
Coupon Code	
but provided at time of delivery)	
Comments	
	_ _
Done	

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Admin Functions	Contract Mgmt	Risk Mgmt	Pricing	Payments	Scheduler		
Enter Delivery							
Date Delivered Account Gallons Delivered Coupon Code (if not entered at time of o but provided at time of de	December 23, 20 30977 175 rder, livery) no comments	10 chan Four	ige date ind open order, no coup Requ Enter	oon entered ired input: the gallons deliv Optional input: Enter Coupon Co applicable or desi	ered. de and Comments red.	if	
Submit	I						
Done		Then click s	Submit once				

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<i>Pestwin</i>	Dealer Management Console v1.3 Web tools for the Oil & Propane Industry Client: Fuel Demo
Admin Functions Contract Mgmt	Risk Mgmt Pricing Payments Scheduler
Enter Delivery	If all necessary fields are properly input the
Successfully added delivery!	Successfully added delivery! message will appear.
Date Delivered December 23, 2010 Account Gallons Delivered Coupon Code (if not entered at time of order, but provided at time of delivery)	change date
Comments	You can at this point enter another delivery or use the upper menu bar to navigate through the system.
Submit	
Done	

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Admin Functions Contract Mgmt Risk Mgmt Pricin	g Payments Scheduler
Submitted Will Call Orders Acct: Status: any From: 5 days ago To:	Submitter: any Refresh Data
Enter Will Call Delivenes Download Will Call Order Log (will include all orders currently shown below, use the tools above to chang Print Will Call Order Log (will include all orders currently shown below, use the tools above to change wha Showing records starting from 2010-12-22 13:25:17 and BEFORE 2010-12-27 13:25:17	e what is displayed) ti s displayed)
Account Name Locations Program Rate Gallons Gallons Coupon A	nitial Comments Date Submitter Is Downloaded? Contract nt Due Status
1 30977 AUGUST SMITHER Will Call 2.899 175 175 n/a 507 2 30000 ENRIQUE BEETS Will Call 2.899 150 not entered yet n/a 374 3 30877* ROBIN SAMPSEL Will Call 2.899 200 180 n/a 575	7.33 n/a 2010-12-27 12:42:26 customer No delivered ** 8.85 comments 2010-12-27 11:17:16 customer No canceled ** 9.80 n/a 2010-12-27 07:47:29 customer No delivered **
	Note – after successful entry, the order status is automatically updated.
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