

Print Route Sheet Details

1. Open the appropriate **Route Sheet** details > re-number where appropriate > **right-click** in the **Route Sheet inspection details area** and choose **Select all**. It's important to **right-click** in the correct area, otherwise the inspection details won't be selected.

The screenshot shows the 'Route Sheet' details page. At the top, there are filters for Department (Building), Inspector (Andy McChesney), and Scheduled Date. Below the filters, a table lists inspection details. A right-click context menu is open over the table, with the 'Select all' option highlighted. A red callout box labeled 'Right Click' points to the right-click action on the table.

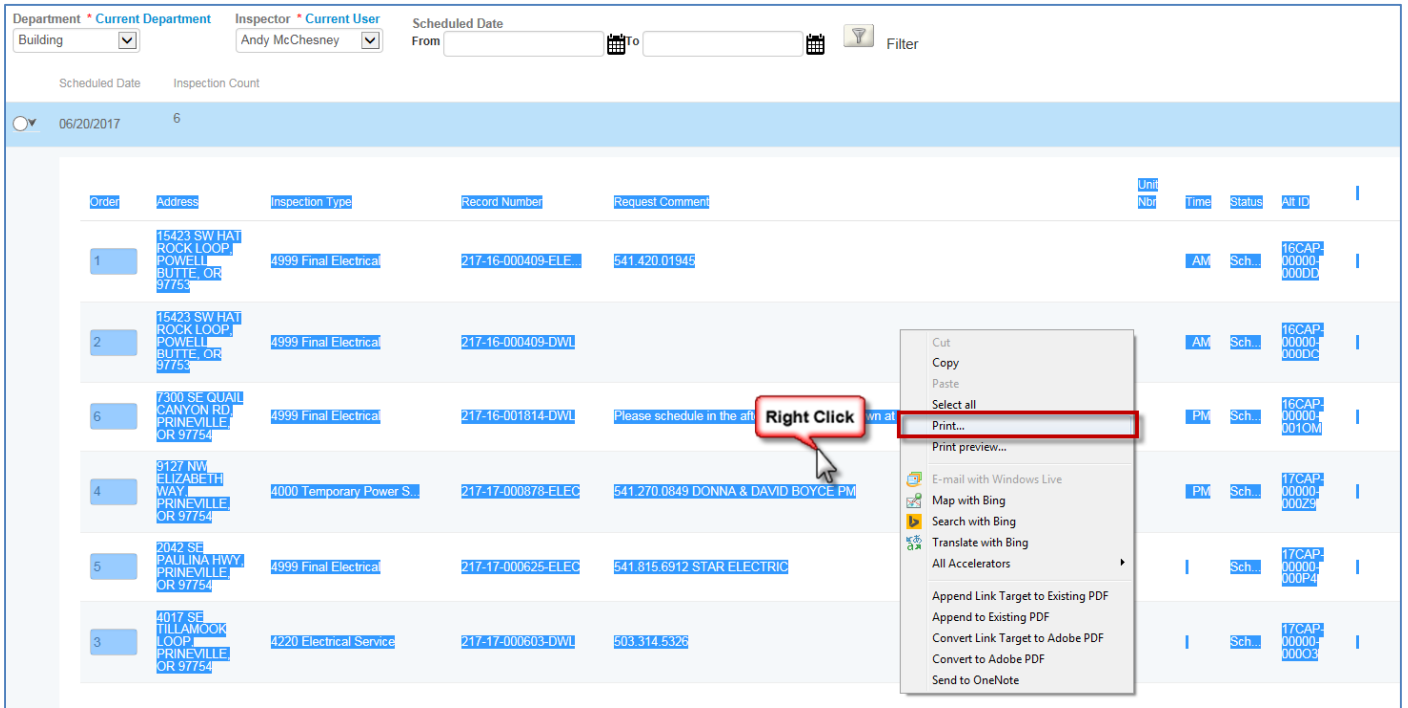
Order	Address	Inspection Type	Record Number	Request Comment	Unit Nbr	Time	Status	Alt ID
1	15423 SW HAT ROCK LOOP, POWELL BUTTE, OR 97753	4999 Final Electrical	217-16-000409-ELE...	541.420.01945		AM	Sch...	16CAP-00000-000DD
2	15423 SW HAT ROCK LOOP, POWELL BUTTE, OR 97753	4999 Final Electrical	217-16-000409-DWL			AM	Sch...	16CAP-00000-000DC
6	7300 SE QUAIL CANYON RD, PRINEVILLE, OR 97754	4999 Final Electrical	217-16-001814-DWL	Please schedule in the afternoon, and		PM	Sch...	16CAP-00000-001OM
4	9127 NW ELIZABETH WAY, PRINEVILLE, OR 97754	4000 Temporary Power S...	217-17-000878-ELEC	541.270.0849 DONNA & DAVID BOYCE		PM	Sch...	17CAP-00000-000Z9
5	2042 SE PAULINA HWY, PRINEVILLE, OR 97754	4999 Final Electrical	217-17-000625-ELEC	541.815.6912 STAR ELECTRIC		Sch...		17CAP-00000-000P4
3	4017 SE TILLAMOOK LOOP, PRINEVILLE, OR 97754	4220 Electrical Service	217-17-000603-DWL	503.314.5326		Sch...		17CAP-00000-000O3

2. This will select all of the Route Sheet inspection details:

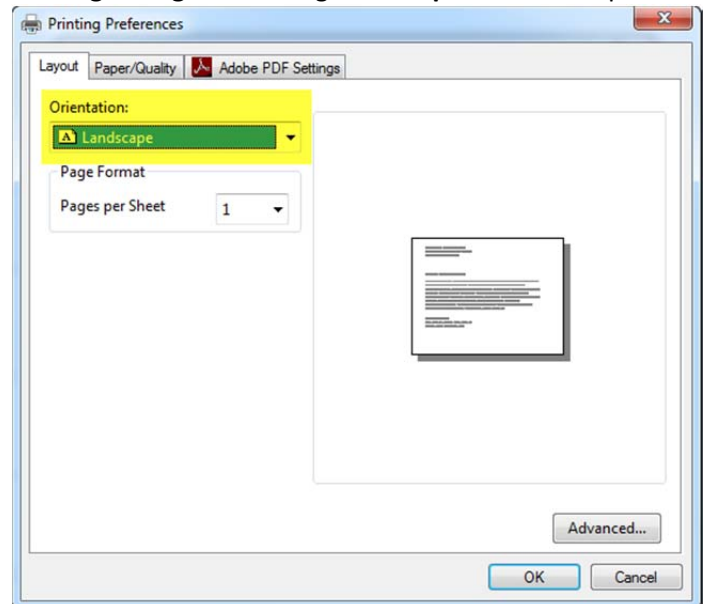
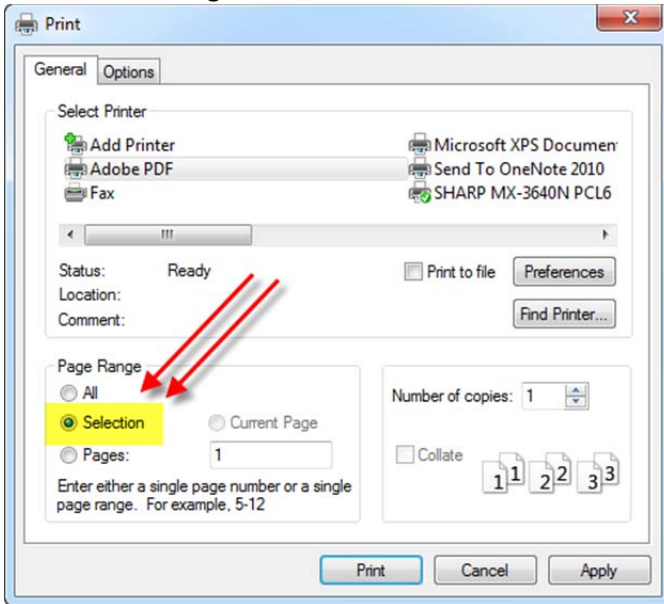
The screenshot shows the 'Route Sheet' details page with all inspection details selected. The table rows are highlighted in blue, indicating that all data is selected. The context menu is no longer visible.

Order	Address	Inspection Type	Record Number	Request Comment	Unit Nbr	Time	Status	Alt ID
1	15423 SW HAT ROCK LOOP, POWELL BUTTE, OR 97753	4999 Final Electrical	217-16-000409-ELE	541.420.01945		AM	Sch...	16CAP-00000-000DD
2	15423 SW HAT ROCK LOOP, POWELL BUTTE, OR 97753	4999 Final Electrical	217-16-000409-DWL			AM	Sch...	16CAP-00000-000DC
6	7300 SE QUAIL CANYON RD, PRINEVILLE, OR 97754	4999 Final Electrical	217-16-001814-DWL	Please schedule in the afternoon, and call Shawn at 541-948-2978		PM	Sch...	16CAP-00000-001OM
4	9127 NW ELIZABETH WAY, PRINEVILLE, OR 97754	4000 Temporary Power S...	217-17-000878-ELEC	541.270.0849 DONNA & DAVID BOYCE PM		PM	Sch...	17CAP-00000-000Z9
5	2042 SE PAULINA HWY, PRINEVILLE, OR 97754	4999 Final Electrical	217-17-000625-ELEC	541.815.6912 STAR ELECTRIC		Sch...		17CAP-00000-000P4
3	4017 SE TILLAMOOK LOOP, PRINEVILLE, OR 97754	4220 Electrical Service	217-17-000603-DWL	503.314.5326		Sch...		17CAP-00000-000O3

3. **Right-click** again in the **Route Sheet** area and choose **Print**:



4. In the **Print** dialogue box, make sure to choose **Selection** for the **Page Range**. Selecting **Landscape** will also help.



5. The information will now print correctly:

Order	Inspection Type	Time	Record Number	Address	Unit
1	<u>1260 Framing</u>		995-17-000029-STR	123 MAIN ST, SALEM, OR 97301	
2	<u>1010 Pre-construction</u>		995-17-000029-STR	123 MAIN ST, SALEM, OR 97301	
3	<u>1020 Zoning/setbacks</u>		995-17-000029-STR	123 MAIN ST, SALEM, OR 97301	
4	<u>1040 Fencing</u>		995-17-000029-STR	123 MAIN ST, SALEM, OR 97301	
5	<u>1030 LDC Natural Features</u>		995-17-000029-STR	123 MAIN ST, SALEM, OR 97301	
6	<u>1034 LDC Cuts and Fills</u>		995-17-000029-STR	123 MAIN ST, SALEM, OR 97301	
7	<u>1025 Rim</u>		995-17-000029-STR	123 MAIN ST, SALEM, OR 97301	