

Tank / Meter Manufacturers Tables

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Table Setup

Prior to adding Tank and Meter Inventory items, the Tank/Meter Manufacturers tables must first be set up.

[illegible]

1. From the Main Menu in Energy Force, select the **Tank and Meter Inventory Menu**.
2. Choose **Tank/Meter Manufacturers**.
3. Choose **Create** to add a Tank/Meter Manufacturer or **Modify** to edit an existing line.
4. Enter the *Type* (*T* - Tank, *M* - Meter) and press **Tab**.
5. Enter the *Manufacturer Number Id*. This number must be unique and can consist of up to four characters.
6. Enter the *Manufacturer Name*.
7. To insert another line, press the **Down Arrow** key on the keyboard or press **F4**. Select **Save** once all

manufacturers have been added.

Tank/Meter Inventory Screen

Once the manufacturers have been set up, Tanks, Meters, and Cylinders can be added into the inventory.

The screenshot shows the Tank/Meter Inventory Screen with the following elements:

- 1** Type (All, Meters, Tanks)
- 2** Status (Everything, In, Out, Sold, Not in Svc, At Cust, Destroyed, Lost/Stolen)
- 3** Division (blank for all)
- 4** Location (blank for all)
- 5** Refresh Inventory
- 6** Type
- 7** Div
- 8** Tank Type
- 9** Description
- 10** Serial Number
- 11** Tank Capacity
- 12** Inventory Status
- 13** * indicates that this is an underground tank
- 14** Last Changed by, on, at: SHANNON (06/10/16 08:48)
- 15** Save
- 16** Save and enter another
- 17** User Defined
- 18** View History
- 19** Enter Repairs
- 20** Save
- 21** Exit

Type	Div	Tank Type	Description	Serial Number	Tank Capacity	Inventory Status
Tank	1	P	PROPANE	DB#1	250.00	In
Tank	1	P	PROPANE	PP	250.00	In
Tank	1	P	PROPANE	SG70000393	500.00	In
Meter	1	12	OTODATA	123456789		Out
Meter	1	12	OTODATA	7899983		Out
Meter	1	12	OTODATA	876543		Out
Meter	1	7	WESROC	88999		Out
Meter	1	3	CUBIC FT X 100	A78965		Out
Meter	1	7	WESROC	ABC456		Out
Meter	1	8	CENTERON	C44566		Out
Meter	1	9	PEDIGREE	PS98977		Out
Meter	1	10	SILICON	S68963		Out
Meter	1	7	WESROC	WES987		Out
Meter	1	7	WESROC	WES9900		Out
Tank	1	P	PROPANE	223366	500.00	Out
Tank	1	P	PROPANE	224455	500.00	Out
Tank	1	P	PROPANE	889JJ	500.00	Out
Tank	1	P	PROPANE	908766	250.00	Out
Tank	1	P	PROPANE	99887	250.00	Out
Tank	1	P	PROPANE	9SF123456	500.00	Out
Tank	1	P	PROPANE	9SF7654	1000.00	Out
Tank	1	P	PROPANE	9SF98700	1000.00	Out
Tank	1	P	PROPANE	DDLOO	250.00	Out
Tank	1	P	PROPANE	J112233	500.00	Out
Tank	1	P	PROPANE	J2233	500.00	Out

Additional Info

Division Number

Purchase Date

Purchase Amount

Manufactured By

Manufactured Date

Additional Info

Location Number

Year tank Painted

Type of Paint

Est Gals in Tank

Tank Underground? ☐

Master RRN

- 1. Type** – Search by *All* types, *Meters*, or *Tanks*.
- 2. Status** – Search by *Everything*, *In*, *Out*, *Sold*, *Not in Service*, *At Customer*, *Destroyed*, or *Lost/Stolen*.
Note: The *Lost/Stolen* and *Destroyed* options can only be processed when the tank is in inventory.
- 3. Division** – Search by specific *Division* number or leave as 0 to view all.
- 4. Location** – Search by specific *Location* number or leave as 0 to view all.
- 5. Refresh Inventory** – Once *Search* types have been selected, choose **Refresh Inventory** to view.
- 6. Type** – The *Type* is either *Tank* or *Meter*.
- 7. Tank Type Description** – The *Description* will be *Propane*, *Dyed Diesel*, *Cylinder*, *Meter*, etc.
- 8. Serial Number** – The serial number is listed.
- 9. Tank Capacity** – The tank capacity is displayed.
- 10. *** – This symbol indicates an underground tank.
- 11. Inventory Status** – *I* indicates *In*, *O* indicates *Out*, *N* indicates *Not in Service*, *L* indicates *Lost/Stolen*, *S* indicates *Sold*, and *D* indicates *Destroyed*.
- 12. User Defined** – This is only used if EF Plus has been purchased.
- 13. View History** – Select this button to see a history of the tank throughout its life in Energy Force.
- 14. Enter Repairs** – If a tank is set for repairs, make a note in the field to indicate what has transpired.
- 15. Division Number** – This is the *Division* number assigned to the tank.
- 16. Purchase Date** – This is the date of purchase.
- 17. Purchase Amount** – The purchase amount can be entered.

18. **Manufactured By** – The manufacturer can be listed.
19. **Manufactured Date** – Enter the date of manufacture.
20. **Location Number** – This is the location assigned to the tank.
21. **Year tank Painted** – This is the year the tank was last painted.
22. **Type of Paint** – Insert the type/color of paint.
23. **Est Gals in Tank** – This is the estimated gallons in the tank at the time of purchase or at the time it was picked up from a customer.
24. **Tank Underground?** – Check this option if the tank is an underground tank.

Change Tank/Meter Maintenance Setup

1. From the Main Menu, select **Tank and Meter Inventory Menu**.
2. Choose **Tank/Meter Maintenance**.
3. To enter a new tank or meter, press **CTRL+C**. To change a tank or meter, select the tank or meter to change, press **CTRL+M**, and then make any necessary changes.
4. In the *Type* field, enter *M* for *Meter* or *T* for *Tank*.
5. In the *Div* field, enter the Division number associated with the Tank.
6. In the *Tank Type* field, enter type of product for the Tank. (*P* for *Propane*, *DD* for *Dyed Diesel*, *F* for *Fuel*, *CY* for *Cylinder*)
7. In the *Serial Number* area, type a unit serial number for the tank or meter. If the serial number for a meter is not known, press **Tab** to assign a temporary meter serial number. An example of a temporary serial number would be *Tmp#Sep05-103052*. *Tmp#* indicates a temporary number, *Sep05* is the date the meter is received into inventory, and the *10352* is a system generated number.
8. If entering a tank, indicate the *Tank Capacity*.
9. If creating a new record, the *Inventory* status will automatically display *In* and cannot be changed.
10. If known, enter the purchase date of the unit in the *Purchase Date* field.
11. If known, enter the amount paid for the unit in the *Purchase Amount* field.
12. If entering a tank, enter the tank type for the unit in the *Tank Type* field. Alternatively, press **F5** or select the **Lookup** icon to choose the tank type from the list.
13. If entering a meter, enter the meter type for the unit in the *Meter Type* field. Alternatively, press **F5** or select the **Lookup** icon to choose from the list.
14. Enter the manufacturer number for the unit in the *Manufactured By* field. Alternatively press **F5** or select the **Lookup** icon to choose from the list.
15. In the *Manufactured Date* field, enter the manufacture date of the unit if known.
16. If entering a tank, enter the four-digit year the tank was painted in the *Year Tank Painted* field.
17. If entering a tank, enter a description of the type of paint used in the *Type of Paint* field.
18. If entering a tank enter the number of gallons in the tank when it was received in the *Est Gals in Tank* field.
19. If entering a tank, indicate if the tank is underground by selecting the *Tank Underground?* option. Underground tanks are marked with an * on the *Tank/Meter Maintenance* window.

20. Choose **Save (no more to enter)** to complete the entry or **Save and enter another** to enter additional tanks or meters.
21. Select **Exit** and then **Previous Menu**.