Tank / Meter Manufacturers Tables

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Table Setup

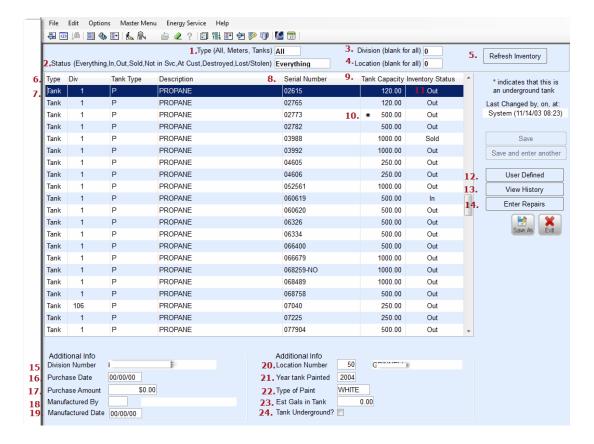
Prior to adding Tank and Meter Inventory items, the Tank/Meter Manufacturers tables must first be set up.



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

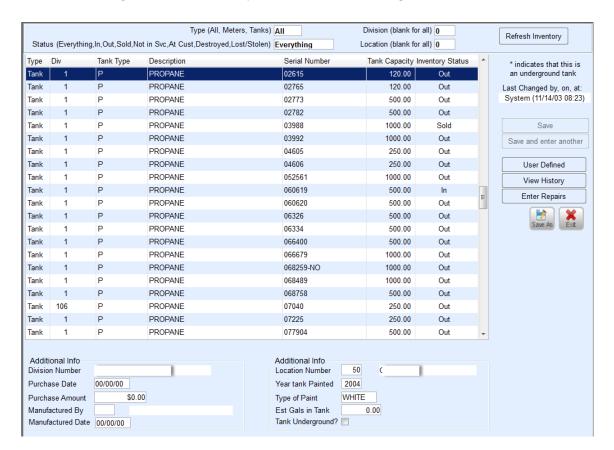
Tank/Meter Inventory Screen

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



- 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.
- 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.