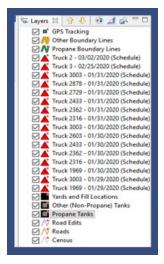
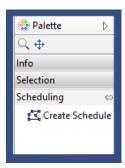
## EnergyMap - Scheduling Tanks

Last Modified on 11/02/2023 2:15 pm EDT

1. Select the appropriate Tank Layer located on the Layers tab (Propane or Other Non-Propane Tanks).



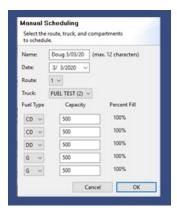
2. Select **Scheduling** on the Palette.



- 3. Choose Create Schedule. This will activate Scheduling mode.
- 4. Select anywhere on the map. The Manual Schedule feature will display.



5. Fill out the information for Name, Date, and Route.



- 6. Select the Truck, If a refined fuel truck is chosen, Fuel Types will need to be specified for each compartment.
- 7. Select OK.
- 8. Review the tanks on the map pertaining to the route. The tank symbol will be present with the estimated number of gallons to deliver to fill the tank to 80%.



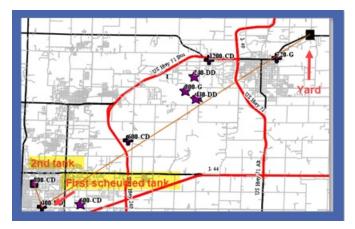
- 9. Begin by choosing tanks needing routed. The *Tank Details* panel will display. This allows the customer account and tank to be reviewed prior to being scheduled.
- 10. Select **Schedule** to add to the schedule or **Cancel** to choose a different tank.



11. As tanks are scheduled, gallon values remaining on the truck will appear in the lower left corner of the screen. If gallons are exceeded, a message will appear to warn the dispatcher but will not prevent the tank from being scheduled.



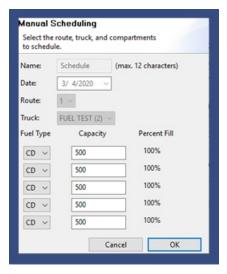
12. Additionally, a route line will appear from the designated yard assigned to the route. This route line will continue to draw as each tank is scheduled.



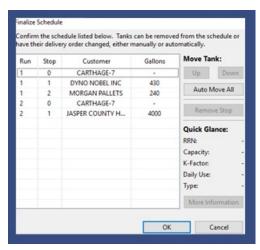
- 13. If more than one tank is present when selected, the *Select Object* screen will appear. Highlight and choose the tank.
- 14. When the route is complete, there are two options:
  - o Option 1: Finalize the Route
    - a. Press **Shift** and double-click anywhere on the screen to finalize the route.
    - b. The Finalize Schedule screen will appear.



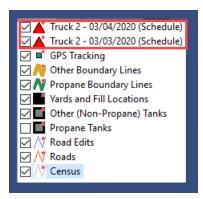
- c. Modify the route as necessary by changing or removing a stop.
- d. Select **OK** when finished. This will add the Schedule to the *Layers* tab.
- e. Select Commit Route Layer on the toolbar to save.
- o Option 2: Add Another Run to the Route
  - a. Select the storage yard the driver will use when refilling the truck. This will be the starting point for Run 2.
  - b. The *Manual Scheduling* screen will appear once more to refill the truck and start new. There will not be an option to choose another route or truck.



- 15. Continue to schedule tanks and generate runs as necessary.
- 16. Press **Shift** and double-click to finalize and select **OK** when all necessary modifications have been made.



17. This will save the route schedule to the *Layers* tab.



- 18. Select Commit Layer Changes to save to the Energy Force Print Map Scheduling screen.
- 19. Select any Palette feature or layer to exit scheduling.



- 1. Select the schedule layer.
- 2. This will prompt the *Table View* to display the route along with detailed information.
- 3. The map will display the route and indicate the Run number and sequence number.

