EnergyMap - Scheduling Tanks

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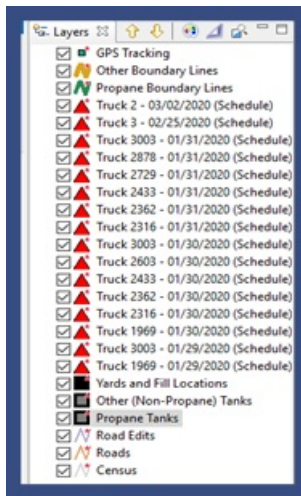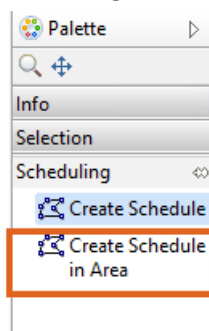

2. Select **Scheduling** on the Palette.
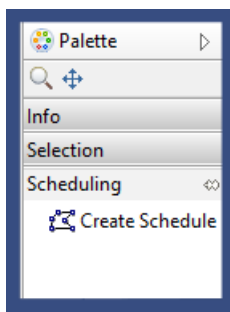
3. Choose **Create Schedule**. This will activate *Scheduling* mode.

    a. Alternatively, choose **Create Schedule in Area** to allows for drawing a boundary area around tanks for scheduling, then hold **Shift** and double click to finalize.

    b. A dialog box will appear with additional options.

Manual Scheduling

Select the route, truck, and compartments to schedule.

Name:	Schedule	(max. 12 characters)
Date:	12/10/2025 ▾	Max Runs: 3
Route:	1 ▾	☐ Restrict to Route
Truck:	AUTOGAS (99) ▾	

Fuel Type	Capacity	Percent Fill
P ▾	3000	100%

Cancel   OK

    c. Based on the *Fuel Types* specified for the selected truck, matching tanks that are eligible for a delivery (based on filtering options in Settings) are scheduled starting at the yard for that route and going to the nearest tank. Continuing on with the next closest tank and refilling at the yard when needed. This continues until all eligible tanks are scheduled or the max number of runs is reached. The Finalize Schedule dialog box is presented to the user for confirmation.

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.

Monitor information also displays in the special information box dialog box if applicable.


Note: Tanks on Hold with an active call in can be scheduled on the Energy Map with a a message that alerts the tank is on hold.

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
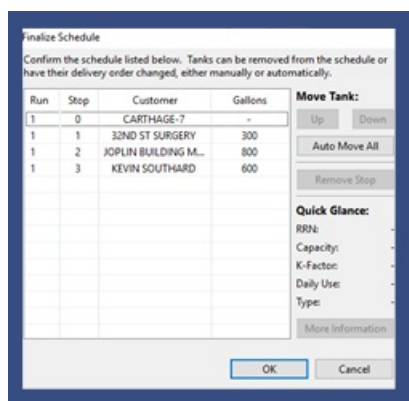
scheduled.

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.
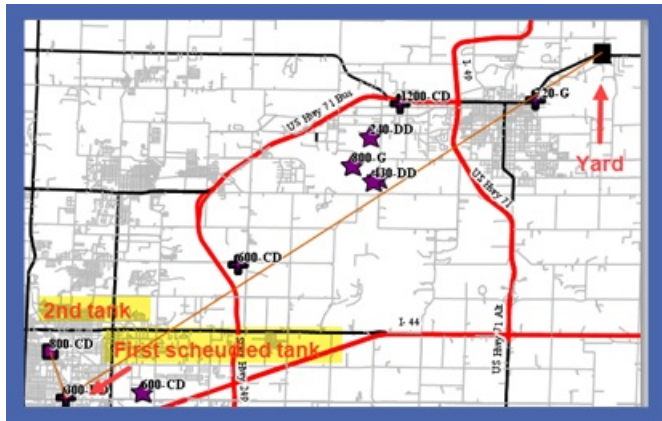
13. If more than one tank is present when selected, the *Select Object* screen will appear. Highlight and choose the tank.

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.

    Note: Schedules will only be saved back to Energy Force if created in the current session. This prevents tanks being rewritten to Print Map Scheduling after they have been removed.

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.

View a Schedule on the Map

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.