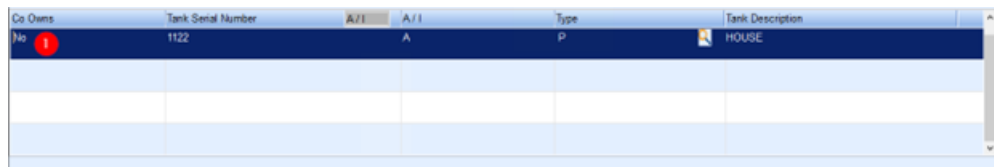# Change Tank from Customer-Owned to Company-Owned

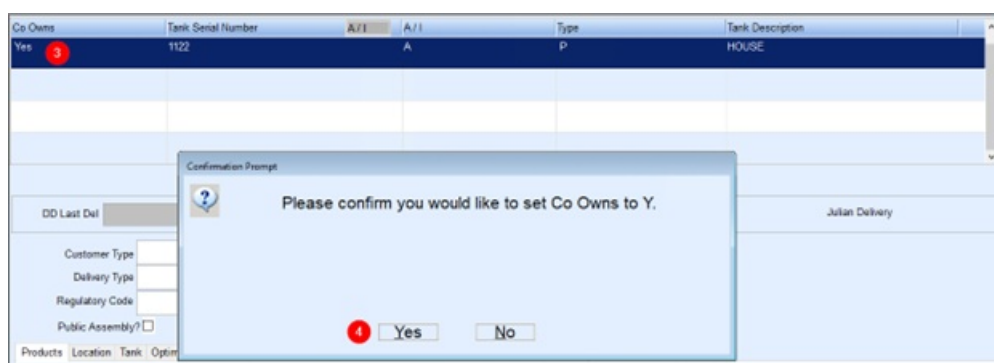Last Modified on 03/21/2024 11:15 am EDT

There may be times in which a tank needs placed on a customer's account in order to make an initial delivery immediately after the tank has been set, but the paperwork has not been received from the service technician/driver. Energy Force gives the option to enter a temporary customer-owned tank that can be modified to company-owned once the tank has been set and the delivery history information will follow.

1. Set the tank as an *N* under *Co Owns* to set the tank at the customer location.

2. To change to company-owned, click the correct tank on the *Tank Info* screen and press **Ctrl+M** to modify.

3. Change *No* to *Yes* in the *Co Owns Tank* section.

4. Select **Yes** to change the tank to company-owned. Making this change will prompt the *Tank/Meter Inventory* menu to appear.

5. **Ctrl + C** to create the tank that needs to be in inventory. Enter *Type* (type of asset), *Division*, Tank *Type*, *Serial Number*, *Tank Capacity*. This will default to IN status.

6. Add the proper information to the *Additional Info* section.

7. Select **Save.**

8. Once saved, select the newly created tank and hit **Select**.