

Route Scheduling

Last Modified on 01/07/2026 5:02 pm EST

Use tank scheduling to schedule deliveries for Divisions by percentage left, route, customer type, delivery type, and tank type, daily use customers, and call in customers. You may also print scheduled deliveries and delivery tickets. There are several route reports that can be printed to assist with scheduling tanks.

Create Tank Schedule File

1. From the *Route Scheduling Menu*, select **Schedule Deliveries**.
2. On the *Create Route Scheduling* window, press **CTRL+C**.
3. The *Create Date* defaults with the computer date but can be changed if necessary.
4. The *Create Time* defaults with the computer time but can be changed if necessary.
5. The *Created By* defaults with the User Name but can be changed if necessary.
6. Enter a brief *Description* of the task being scheduled. **Ex:** Route 101 under 40%.
7. Enter a *File Name* (8 characters, alphanumeric, no spaces) corresponding to the task being scheduled. **Ex:** RTE101.
8. In the *Tank Or Meter* field, enter T to schedule tanks.
9. In the *Sort by Sequence Number* area, enter Yes to print Route Schedules and Delivery Tickets in order by sequence number assigned on the *Tank Info* window or No to continue without sorting by sequence number.
10. Press **CTRL+Q** or select **Save**.

The file is built by division, delivery type, customer type, tank type, percentage left, DD Next delivery, route, scheduled deliveries (Julian), location and can include daily use and call in customers and customers with tanks on hold.

Basic Range	
Division Number	1
Blank for ALL	Delivery Type 2
Blank for ALI	Customer Type
Tank Type List	P
ABC COMPANY	
KEEP FULL	
Enter List of Tank Types, separated by a space (i.e. A B C) (No Validation will be done on this list.)	
Urgency	
Percent Left	40
DD Next delivery is	100 DD or less from latest reading
Select tanks compliant with <input type="button" value="Either"/> criteria	
Scheduling	
Starting Route	1 <input type="button" value="ROB"/>
Ending Route	4 <input type="button" value="CURT"/>
Deliveries Scheduled between <input type="text" value="00/00/0000"/> and <input type="text" value="05/11/2014"/> Applies only if Julian Delivery type was selected	
<input checked="" type="checkbox"/> Include Past Due Deliveries	
Location	
Start Location	1 <input type="button" value="AVON"/>
End Location	4 <input type="button" value="CARMEL"/>
Daily Use Customers	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Include All Call Ins	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Include Tanks on Hold	
<input type="button" value="Process"/> <input type="button" value="Cancel"/>	

Populate Tank Schedule File

1. From the *Route Scheduling Menu*, select **Schedule Deliveries**.
2. On the *Create Route Scheduling* window, select the File Name to add customers.
3. Select **Populate Tank Scheduling**.
4. On the *Route Scheduling Menu* window, enter the *Division* to schedule or press F5 to select the Division from the list.
5. Enter the *Delivery Type* to schedule. Leave 0 for all Delivery Types.
6. Enter the *Customer Type* to schedule. Leave 0 for all Customer Types.
7. Enter the Tank Type to schedule in the *Tank Type 1, 2, and 3* fields.
8. Enter the the *Percent Left* in the tanks for customers to add to the tank schedule file.
9. In the *DD Next Delivery* field, enter in the number of Degree Days you may want to include. This is for efficiency purposes. If you are routing you will want to catch those tanks coming up for delivery soon.
10. In the *Tanks Compliant with* area, choose from *Both Percent and DD Next, Either Percent or DD Next, Percent Only, or DD Only*.
11. In the *Route* field, enter the Route to schedule or press F5 to choose from the list. Leave 0 for all routes.
12. In the *Deliveries Scheduled* area, optionally select a range for Julian deliveries.
13. Enter the *Location* to schedule. Leave 0 for all Locations.
14. Select Yes to add customers with only a daily use set up in the *Tank Info* window or No to not add customers with only a daily use set up in the *Tank Info* window to the tank schedule file.
15. Select Yes to add customers that were entered in the *Call-In Entry* window to the tank schedule file or select No to continue without adding call-in customers to the tank schedule file.
16. Select Yes to include customers with tanks on hold.
17. Select **Process**. Select **Cancel** when the program has finished. This will return you to the *Route Scheduling* menu.
18. Select **Schedule Tank Deliveries**.

Sched	Route %	Div	Loc	Customer # Name	Seq #	Type
<input checked="" type="checkbox"/>	1002	27	1	50	18807	MAUSKEMO, KENNETH
<input checked="" type="checkbox"/>	1002	27	1	50	10684	JOHNSON, TARA
<input checked="" type="checkbox"/>	1002	27	1	50	14550	PETERS, RICK
<input checked="" type="checkbox"/>	1002	27	1	50	11290	BEHRENDTS, ALICE
<input checked="" type="checkbox"/>	1002	27	1	50	11448	VEST, MICHAEL & CHRIS
<input checked="" type="checkbox"/>	1002	27	1	106	12040	C I ZYLSTRA, WESLEY A
<input checked="" type="checkbox"/>	1002	27	1	50	11253	MC MURRY, CLIFFORD R
<input checked="" type="checkbox"/>	1002	27	1	50	10442	BOWERS, SHEILA R
<input checked="" type="checkbox"/>	1002	27	1	50	10624	WHITEBREAST, JANET
<input checked="" type="checkbox"/>	1002	27	1	50	10617	DEPPE, RONALD L
<input checked="" type="checkbox"/>	1002	27	1	50	26036	MALINOWSKI, EMIL
<input checked="" type="checkbox"/>	1002	27	1	50	22171	HOWARD, GARY
<input checked="" type="checkbox"/>	1002	27	1	50	21824	MC MEEKIN FARMS INC
<input checked="" type="checkbox"/>	1002	27	1	50	26192	R & L FAST PACE FARMS INC
<input checked="" type="checkbox"/>	1002	28	1	50	19106	K&S KEENAN INC
<input checked="" type="checkbox"/>	1002	28	1	50	18689	MADDEX, DONALD & PATRICIA
<input checked="" type="checkbox"/>	1002	28	1	50	10030	PULS JR, JIM
<input checked="" type="checkbox"/>	1002	28	1	50	18753	MINEHART, NED
<input checked="" type="checkbox"/>	1002	28	1	50	16642	ZIEGENMEYER, CHARLES
<input checked="" type="checkbox"/>	1002	28	1	50	10412	MC CAIN, MURLIN L
<input checked="" type="checkbox"/>	1002	28	1	50	11076	FREMONT FARMS OF IOWA

Serial Number		
650668		
HOME		
Total Balance		
\$427.75		
Credit Limit		
\$750.00		
Last Del	G. Last Del	Size
02/19/14	73.60	500
DD Next	K-Factor	Daily-Use
6641	8.40	0.00
12:00 am		

132 BATTLEGROUND RD

TRACK K-FACTOR

AUTO SCHED RESIDENTIAL LP

TAMA, IA 52339-0000

Terms: Good Credit

Print Scheduled Deliveries

Print Delivery Tickets

Schedule Mode

Clear All

Select All

X
Exit

The **Browse Tanks Less Than** window will display the **Tank Serial Number**, **Total Balance**, **Credit Limit**, **Tank Size**, **Last Delivery Date**, **K-Factor**, **Daily Use**, **Gallons Last Delivered**, **Delivery Address**, **Directions**, **Delivery Type**, **Hold Information**, and **Call-In** information. Optionally select specific customers for delivery and for whom to print delivery tickets or select all customers in the file.

In the lower right corner of the screen is **Schedule Count**. This is a total of the customers selected for delivery. Choose **Select All** or **Clear All** if needed.

Print Scheduled Deliveries, **Print Delivery Tickets**, return to **Schedule Mode**, **Clear All** selected, or **Select All** for routing.