Tank Switch Out Process

Last Modified on 07/14/2025 4:25 pm EDT

Whether intending to swap a smaller tank for a larger tank or a larger tank for a smaller tank, the process is the same. Steps are to be completed in Energy Force on the same day.

Process

- 1. Navigate to Customer Menu / Customer Maintenance / Tank Info.
 - 1. Search for and select the customer account.
 - 2. Select Tank Info.
 - 3. Highlight the tank to be swapped.
- 2. Select Change Inv Status.

Yes 9687 A P house Total Capacity 250.00 Est Galions Let 9998 No SLSLS A P house 0.00 DailyUse 0.00 No SLSLS A P house 0.00 DailyUse 0.00 DD Last Del Gals Since Last FF 0.00 0.00 DailyUse 0.00 0.00 DD Last Del SLSLS A P house DD Region 10 Gals Since Last FF 0.00 DD Last Del SLECT An Action DD Region 10 Gals Since Last FF 0.00 Dol Last Del Octoge Inventory Statu DD Region 10 Gals Since Last FF 0.00 Customer Trans Fr action) OSIdd (change status) Oct (clustomer Transfer action) OSIdd (change status) Hold Date 0.00000 Product Description Product Description Int Readings Tast for Customer Tank 0.00 1000 RESIDELITIAL FFIORALE Disc Desc: Obtails Int Readings Int Readings No Price Desc: RESEXTINL Disc Desc: Disc Desc:	Co Owns	Tank Serial Number	A/1	Туре	Tank Description	^	Tank Capacity	250.00		Update K-Factor	Yes
Vets DOLOO A P test2245 Duily-Use 0.00 Est Percent Let 44 No SLSLS A P house 0 0 0 Est Percent Let 44 No SLSLS A P house 0	Yes	99887	• A	Р	house		Total Capacity	250.00		Est Gallons Left	99.96
No SLSLS A P house KFactor 5.00 Deleverd Galons 0.00 DD Last Del Castomer Type 1 Castomer Type 1 Castomer Type 0.00 Castomer Type 0.000000 Last Full FP 0.000000 Customer Type 1 RESD Charge Inventory Castomer Transfer action O.00 (Act (ActastomerInaster action) O.00 (Act (Actaster action) O.00 (Act (Actastaction) O.00 (Act (Act (Actaster action)) <td>Yes</td> <td>DDLOO</td> <td>А</td> <td>P</td> <td>test12345</td> <td></td> <td>Daily-Use</td> <td>0.00</td> <td></td> <td>Est Percent Left</td> <td>40</td>	Yes	DDLOO	А	P	test12345		Daily-Use	0.00		Est Percent Left	40
No SLS.S A P house Prov.K.Factor 5.00 Tot Gals with Delivary 0.00 DD Last Deli Gals Since Last Fill DD Region 1 Gals Since Last Fill 0.000000 Customer Type 2 KEEP Call Customer/Inactive To Be PU) ORE (Repair) DCH (All Customer/Inactive To Be PU) ORE (Repair) DCH (All Customer/Inactive To Be PU) ORE (Repair) DCH (All Customer/Inactive To Be PU) ORE (Repair) Hold Date 0000000 Protoct Location Tank Optimer OCS (Change Stratus) OCM (change status) Hold Date 0.00000 Protoct Location Tank Optimer OCS (Change Stratus) Out (change status) Hold Date 0000000 Protoct Location Tank Optimer OCS (Change Stratus) Duisc Default Tank Readings Tank Readings Protoct Location Tank Optimer Cost (Change Stratus) Duisc Default Tank Readings Tank Readings Protoct Location Tank Cost (Change Stratus) Disc Desc: Solid Solid Tank Readings Price Desc: RESERTIAL Disc Desc: Disc Desc: Solid Solid Tank Readings Delivery Address YAVON N 45/23-1224 Rit Solid Solid				-		_	K-Factor	5.00	1	Delivered Gallons	0.00
DD Last Del	No	SLSLS	A	Р	house	~	Prev K-Factor	5.00	Tot (Gals with Delivery	0
DD Last Definer Type 1 Castomer Type 1 Castomer Type 2 Castome			Change Inventory Sta	tus			DD Region	10	Ga	als Since Last FF	0.00
Customer Type 1 RESt Delivery Type 0 <	DD Last	Del 0		Select A	An Action	Delivery		Last Charge	00/00/00	Last Full Fill	00/00/00
Product Location Tank Optimizer Lo Market Based Pricine Product Description Product Description Price Description P	Custome Deliver Regulatory Public Ass	er Type 1 RESID y Type 2 KEEP / Code 0 4	OAC (At Customer) OCT (Customer Tra PU (Pick Up)	Inactive To Be P nsfer action)	U) ORE (Repair) OSold (change status) OOut (change status)					Last % Update Hold Date Hold Reason	00/00/00
Price Desc: Price Desc: Image for Status Delivery Address 123 WASHINGTON AVENUE Image for Status	Products Lo Mai Product	tection Tank Optimizer Log rket Based Pricing at Description D RESIDENTIAL PROPANE	OCS (Change Seria	l#) Process Ca	Del Eu	e Disc	Default	Tar	Hold H	I DD Calculations Iold Release Date Transfer Cus	No 00/00/00 itomer Tank
Price Desc; RESRENTIAL Disc Desc; Delivery Address 123 WASHINGTON AVENUE Immentany Address 123 WASHINGTON AVENUE City(SVZIP Q, AVON N 46123-1234 Rd					2 Division New Location Number	1 1 Q. AVON	1 1 Q. AVON			User Defined Fields Change Inv Status	
Price Desc: Set Up Meter/RTM Delivery Address 123 WASHINGTON AVENUE Environment City(SVZIP Q, AVON N 46123-1234 Rd Split Bill	Est Gallons Left in Tank				(<u>U.UU</u>		Exit		Invento	ry Hist	
Delivery Address 123 WASHINGTON AVENUE Regulator Info Coly/SVZ/p Q, AVON IN 45123-1234 Rd Split Bill		Price Desc: RESIDENTIAL	Disc (Desc:	(3 0				Set Up Me	ater/RTM
Chylskizle Q AVON IN 46123-1234 Rf Split Bill	Palivery Address 123 WASHINGTON AVENUE			Process				Regulat	tor Info		
	City/St/Zip	AVON	IN 46	123-1234	Rrl 🗆					Split	Bill

- 1. Select PU (Pick Up) and then **Process**.
- 2. Enter the Tank Division, New Location Number, and Est Gallons Left In Tank if applicable.
- 3. Select Process. This will inactivate the current tank and place it back into inventory.
- 3. Set the new tank on the customer account as usual.
 - This tank will typically be a different sized tank than what was previously tied to the customer account.

Tank Switchout Report

- 1. Navigate to Main Menu / Tank and Meter Inventory Menu / Report Menu.
- 2. Select T/M Tank Switchout History.

O1 Tank Inventory Status	Division 1 Q ABC PROPANE COMPANY		
O2 Meter Inventory Status			
O3 T/M Possible Recall List	Tank Type P Q PROPANE		
O4 T/M Tank History			
○5 T/M Meter History	Action Date 06/15/21 To 06/21/21		
O 6 Tank Purchased Price Locati	n (0 for All) 0		
O7 Underground Tank Listing			
●8 T/M Tank Switchout History			
	1		
	Video Olive Defeat Distance		
	OPrinter OPrompt for Printer	Print	Cancel

- 3. Enter the Tank Type, Action Date range, and Location (or leave 0 for all).
- 4. Select Print.
- 5. The report will process and display as follows:

07/14/25		Energy-Track						Page 1		
15:21			T/M TANK SW	ITCHOUT DETAIL LI	STING					
	Division:	1 ABC PR	OPANE COMPANY	Fuel Type:	PROPANE					
	Date:	07/01/20 To:	08/01/25	Location:	All Locatio	ns 🕢	6			
Customer No./Name			Tank Size	Tank Size Tank Serial#		Type Date Changed				
100	88 BILLIN	IGSLY,PETER	250	9SF98700	3 PU	06/21/21	1	1		
100	88 BILLIN	IGSLY,PETER	1000	DDLOO	TS	06/21/21	1	1		
100	88 BILLIN	IGSLY,PETER	1000	889J J	PU	06/22/21	Α	1		
100	88 BILLIN	IGSLY,PETER	500	9SF98700	TS	06/22/21	I.	1		
100	90 WILSO	DN,DANTE	500	99887	PU	06/18/21	А	1		
100	90 WILSO	DN,DANTE	250	223366	TS	06/18/21	1	1		
			PORT TOTAL	3						
50 to 1.000	=	1 switch	houts							
00 to 250	=	1 switch	houts							
000 to 500	7	1 switch	nouts							

- 1. Customer Information
- 2. Tank size and serial number
- 3. Picked Up or Tank Set indicator
- 4. Date of the tank switch
- 5. The current tank status of Active or Inactive
- 6. Overall Switch Out count for the date range of the report
- 7. Summary of tank sizes switched