

# Driver Steps EnergyTrack Pump Out

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Once the pump out products have been set up in Energy Force, and the truck computers have been communicated to receive the product, the driver needs to perform the following steps to complete the pump out process:

1. Select the *Customer* and *Tank* as usual.
2. Choose **Deliver**.
3. Perform the pump out of the customer tank.
4. Once at the *Invoice* screen, select **Choose** located next to *Department*.

Customer	BLAIR, BRAD		
Contract#	No Contract	Total Ca	
Tank Serial #	6	Split Bi	
Tank Name			
Department	40000	Choose	RESIDENTIAL PRC
Gals / Qty	150.00	PO#	
Preview	Price	Line Amount	All Taxes Total Am
	1.7900	268.5000	2.69 271.7

5. Select the corresponding pump out product.
6. Enter the *Price* per gallon to be credited to the customer for the number of gallons pumped out and the *End %* after the pump out.

Customer	BLAIR, BRAD			Total Capacity	500.00
Contract#	No Contract	Split Bill?			
Tank Serial #	6				
Tank Name					
Department	888	Choose	PUMP OUT - RESIDENTIAL PROPAN		
Gals / Qty	150.00	PO#			
Preview	Price	Line Amount	All Taxes	Total Amount	Start %
	1.7590	-263.8500	-2.64	-266.4900	5
					End %
					35
150.00 1.7590 PUMP OUT - RESII					
Remove		Out of Gas			
Discount		Payment			

7. Select **Continue** and proceed as usual with the delivery process.