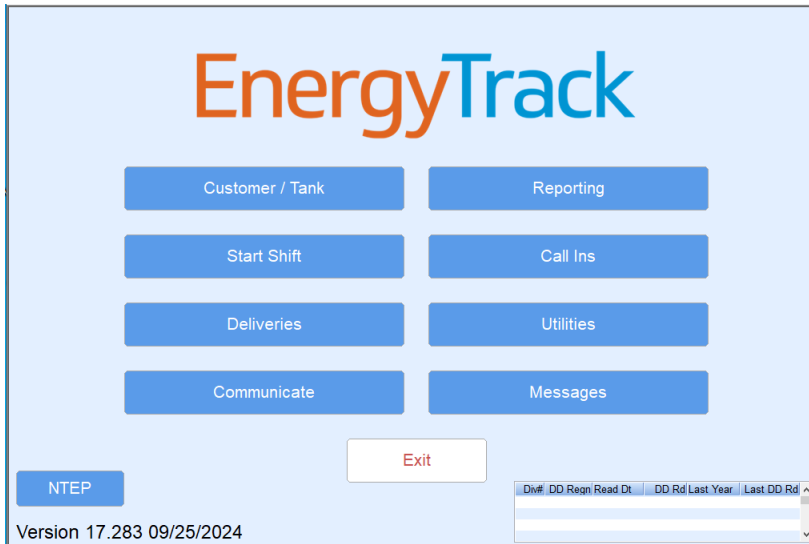# Opening EnergyTrack - Cylinder Exchange

Last Modified on 10/03/2024 12:13 pm EDT

Press the **Application** button assigned to EnergyTrack or double tap the **EnergyTrack** icon located on the desktop of the handheld. EnergyTrack will open and the *Main Menu* will appear.

- **Customer / Tank** – Review customer and tank information. This will be for informational purposes only. Deliveries cannot be made until a shift has been started.
- **Start Shift** – Tap this button to begin the **Start Shift** process. See Start Shift for more information.
- **Deliveries** – Review the deliveries scheduled for the day. This will be for informational purposes only. Deliveries cannot be made until a shift has been started.
- **Communicate** – Tap **Communicate** when within range of the wireless access point to send trip report information to the server and allow the handheld to receive any new updates such as schedules, customers, tanks, etc.
  - The handheld will show a *Sending Delivery Files* progress bar.
  - The handheld will then show a *Receiving New Files* progress bar.
  - Finally, a *Checking for Program Updates* progress bar will display.
    - If an update is received, EnergyTrack will close once the update is complete. Open EnergyTrack to verify the new update is in place.
  - If a new update is not received, EnergyTrack will return to the *Main Menu* upon completion of communication.
- **Reporting** – Check to see if Trip Reports have been communicated, reprint past Trip Reports, and reprint documents such as Invoices, Out of Gas tickets, Receipts, etc.
  - **Trip Report** – If a trip has been sent, a checkmark will be present in the *Sent?* column. To resend a trip, remove the checkmark from the *Sent?* column by tapping the checkmark on the screen and it will send upon the next communication. Reprint a trip report by highlighting the correct trip and selecting **Re-Print**.
  - **Re-Print Documents** – Select the item to reprint and then choose **Re-Print Document**.

Note: These only print one at a time. If more than one is needed, each one will need reprinted individually.

- **Print Current Trip Report** – Print the current Trip Report if in the middle of a shift.

- **Utilities** – This area includes *Administration*, *Test Hardware*, *Printer Settings*, and *Communication Log.*

  - **Administration** – This is for authorized users only and is password protected. It holds vital information for EnergyTrack, such as counter numbers, options, etc.

  - **Test Hardware** – Test to verify the totalizer reading is being received if interfaced with an electronic register. Additionally, test the printer to make sure printing is working from within EnergyTrack.

    - **GPS** – To test the GPS (if applicable), select **GPS** from the *Test Hardware* menu then select **Get/Write GPS**. If a value is imported into the fields, the GPS is being read successfully.

    - **Blaster Printer** – If testing to ensure the printer is working properly through EnergyTrack, select **Blaster Printer** from the *Test Hardware* menu. If everything is working correctly, two test pages will be received from the Blaster Printer.

- **Messages** – If a message has been sent to the handheld, this button will have a red border. Tap **Messages** to view.