

Starting a Shift - Cylinder Exchange

Last Modified on 03/04/2025 11:20 am EST

Start Shift

Truck

Driver

Odometer

Cyl Type	Tank Type Description	Cylinders
P	PROPANE	50

1. Choose **Start Shift**.
2. Select **Choose** to select the proper truck. If there are multiple Divisions, ensure the correct Division and Truck are selected.
3. Select **Choose** to select the proper driver. If there are multiple Divisions, ensure the correct Division and Driver are selected.
4. Enter the current odometer reading. Tap the *Check Off* box.
5. Enter the current number of each type of cylinder loaded on the truck.
6. Tap **Continue** when completed.

Note: When selecting the Truck and Driver, choose the correct Division. The Division selected at the start of the shift is the Division the sales will post to when coming back into Energy Force.

Truck Inspection

This is an optional function that appears upon selecting **Continue** during Start Shift.

1. Review items listed for the inspection. If an item listed has an issue, check the box next to the item.
2. A *Comment* field will appear for each item checked for an issue. If a comment is entered, it will appear on the printed Shift Inspection Report under the *Remarks* section.
3. Sign on the *Driver Signature* line and tap **Continue**.

4. Tap in the box next to *Condition of Vehicle is Satisfactory* and select **Continue**.

5. Choose the number of inspections to print.

Note: Truck Inspection tickets are customizable within Energy Force. The template can be modified as needed to add, subtract, or modify items that should or should not be on the inspection.