

End Shift - Cylinder Exchange

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1. Select **End Shift** from the *Delivery* menu.
2. Enter the current *Odometer* reading and tap in the *Check Off* box.

Tank Type Description	Cylinders
BOTTLE CABINET	10

3. EnergyTrack should track the cylinders and list the correct number remaining. Verify the accuracy.
4. Tap **Continue** when completed.

Once the information on the *End Shift* screen has been entered/verified, select **Continue**. Once **Continue** is selected, indicate the number of copies of the Trip Report to print. EnergyTrack will complete a purge process that will clean out anything over 30 days old. This helps to keep the handhelds free of extra data that may slow them down.

Once returned to the main screen of EnergyTrack verify there is connection to Wi-Fi. This allows the completed trip to be communicated back into the office.