Scheduled Delivery - Propane

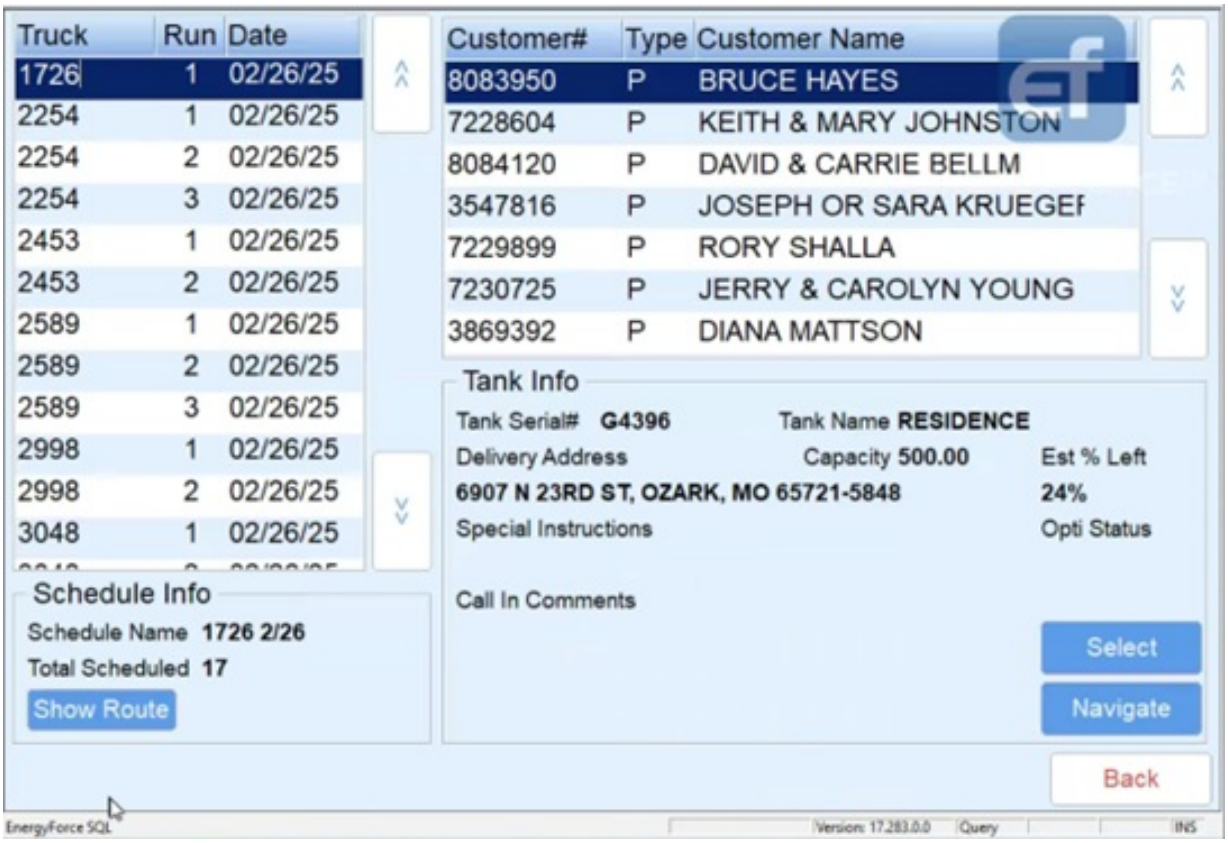
Last Modified on 08/04/2026 5:24 pm EDT

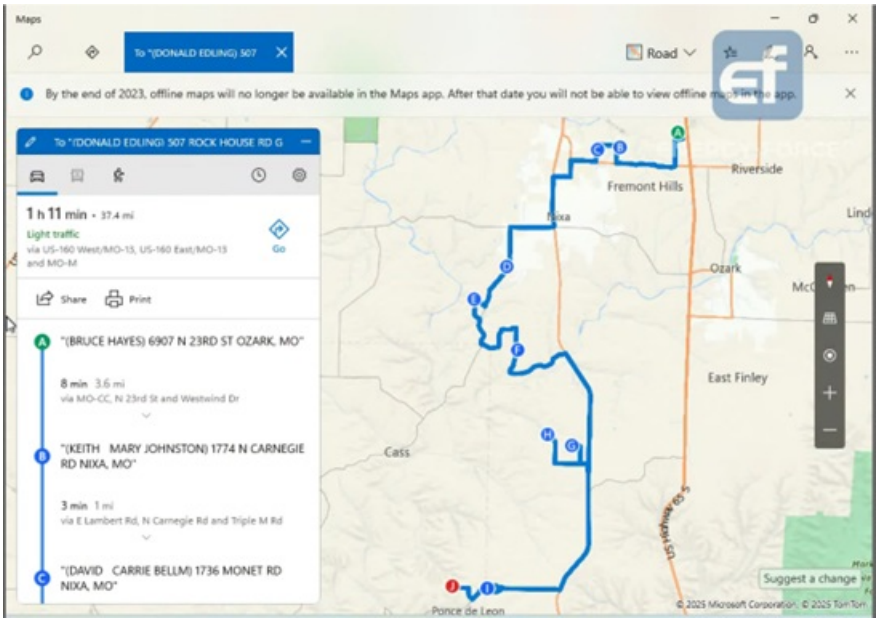
The Scheduled Delivery program displays scheduled deliveries generated from Energy Force (via Optimizer, EnergyMap, etc.).

Overview

- Each schedule is listed by *Truck/Run* number and Scheduled Delivery *Date* in the left side of the screen.
- Scheduled Tanks appear in delivery order in the upper right side of the screen.
  - Tanks listed in **bold font** with *CI* indicate Call-In tanks.
  - If a route exceeds three days, tanks will no longer appear in the detail column.
- The *Route Preview* screen displays an overview of the route in Map view with a required internet connection.

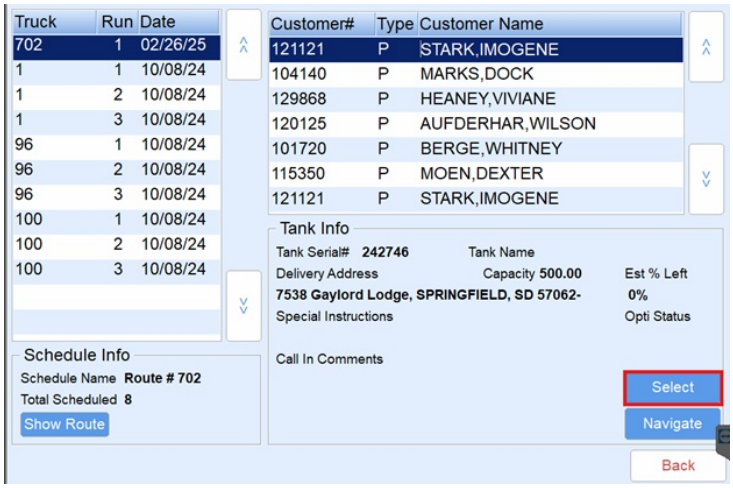
  Note: EnergyTrack will use Bing Maps for Navigation due to Windows maps coming to an End of Life as of July 2025 and can no longer be used.
- If the route is generated via the Schedule Tank Deliveries program in Energy Force, it will not display a map preview.
- Voice activated Turn-by-Turn Navigation is available if utilizing Co-Pilot.



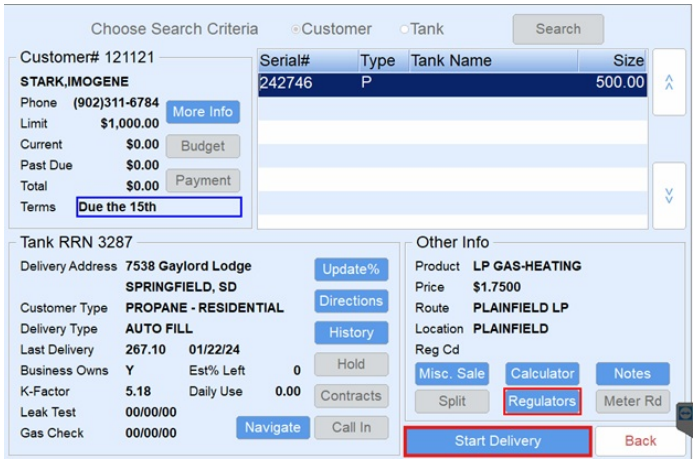


Make a Scheduled Delivery

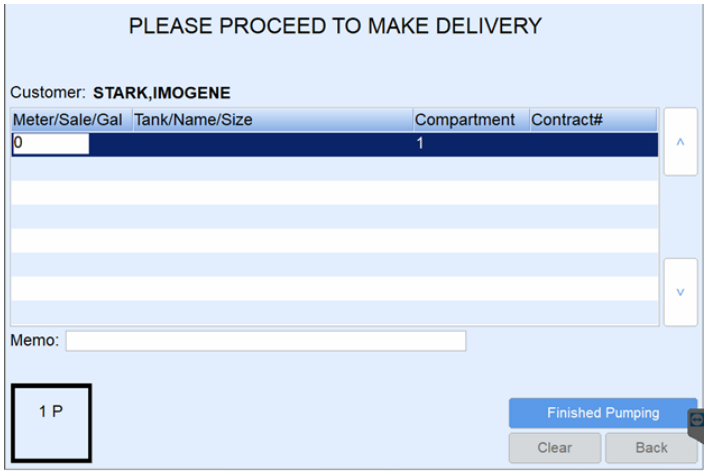
1. Select **Scheduled Delivery**.
2. Choose the Schedule in the top left column of the screen.
    - The Customer and Tank information will display on the right side of the screen.
    - If using Optimizer Plus or EnergyMap, the scheduled items will appear in order for delivery.
3. Highlight the *Customer Account/Tank* and choose **Select**. This will display the Customer account information.



4. Choose **Start Delivery** to advance to the *Delivery* screen.



5. The *Multi-Delivery Pumping* screen will appear. Begin pumping gallons. Multiple gallon deliveries can be pumped and invoiced on one ticket.



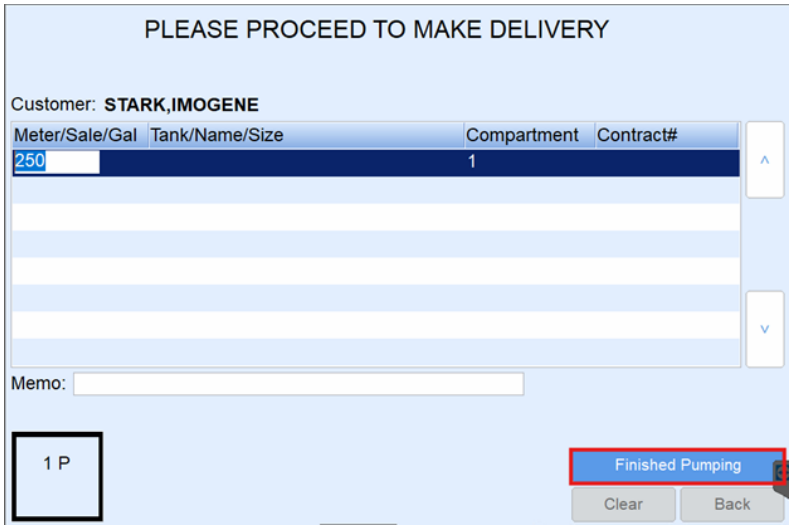
6. For electronic registers:
   - **LCR II** – Turn the red knob to *Run*. Pump the fuel and then turn the red knob to *Stop*. Allow the switch to rest on *Stop* for two seconds and then turn to *Print*. After the delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into EnergyTrack in the *Meter/Sale/Gal* column.
   - **LC IQ** – Press **Start** on the register to begin pumping fuel. Press **End/Print** when finished. After the delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into EnergyTrack in the *Meter/Sale/Gal* column.
   - **MidCom ECount** – Press **Start/Stop** on the register. The register will reset to *0.00*. Pump the product and press **Start/Stop** when finished pumping. Press the **Print** button. A meter block will print on the Blaster printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.
   - **Neptune E4000** – Press the **Start/Enter** button on the register. The Neptune register will reset to *0.00*. Pump the product and press **Stop/Cancel** when finished. A meter block will print on the Blaster Printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal column.*
   - **TCS 3000**

     Method 1: Press **Start/Enter** on the register. Use the navigation arrows to select the product and press

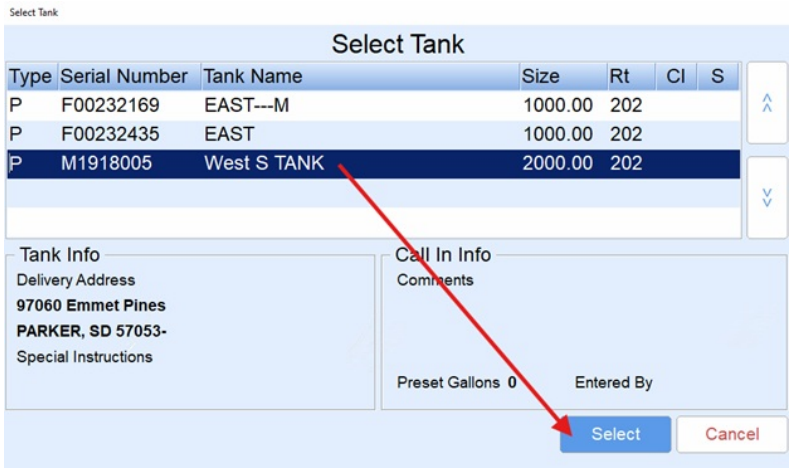
Start/Enter. If performing a direct delivery, press the **Start/Enter** button to begin pumping. Press **Stop/Cancel** to pause the delivery when finished pumping and then press **Stop/Cancel** a second time to finish the delivery. A meter block will print on the Blaster Printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

Method 2: If performing a preset delivery, press the **Preset** button and enter the preset amount. Press the **Start/Enter** button to begin pumping. Once the preset amount is reached, the meter will automatically finish the delivery and print the meter block and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

7. For non-interfaced registers:
   a. Pump gallons on the register as usual.
   b. Enter the gallons pumped in the *Meter/Sale/Gal* column of the *Multi-Delivery Pumping* screen by tapping in the field and using the on-screen keyboard.
8. Select **Finished Pumping** when gallon deliveries appear on the *Multi-Delivery Pumping* screen. If the customer has one tank, the tank will automatically default in the *Tank/Name/Size* field. Proceed to Step 11.

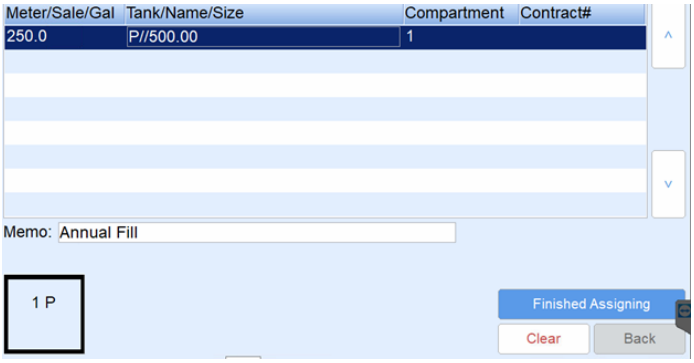


9. If the customer has multiple tanks, highlight the gallons pumped and select in the *Tank/Name/Size* column.
10. Customer tanks will display. Select the tank and choose **Select** to return to the *Delivery* screen.



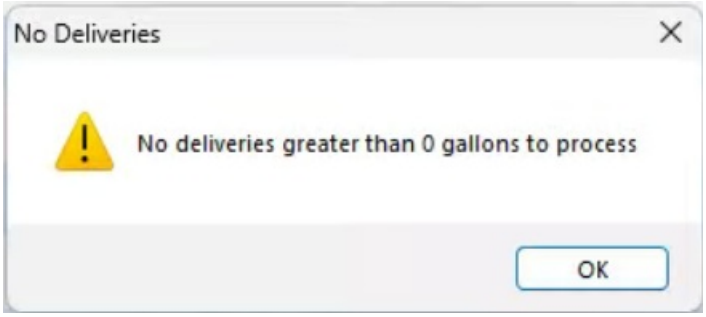
11. While the delivery gallons are still highlighted, select the compartment (*Cm*) for the delivery (**1 P** located in bottom left corner of *Delivery* screen). An optional memo can be added to the delivery gallons. This memo

prints on the Invoice and is specific to the highlighted gallons.



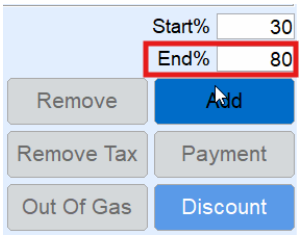
12. Repeat Steps 8 - 11 for each set of gallons. Select **Finished Assigning** once all gallons have been assigned. The *Invoicing* screen will appear.

    Note: If zero or negative gallons import from the register (i.e. line creep) into the*Delivery* screen, those gallons will be removed to prevent invoicing issues. A message displays stating the entry is being removed. If entries still exist, the driver will continue as normal to assigning. If no entries remain, a message displays *No deliveries greater than 0 gallons to process* and returns to the Tank screen.



    Any removed amounts will be included as a variance. Any item that comes in and is supposed to be a credit (such as a pump out), will still come in as a positive number and process as usual.

13. Review the Invoice for accuracy. If the Invoice has more than one product, tap on the product line in the lower left portion of the screen to display details.
    a. **Department** – The product is defaulted based on the tank default in Energy Force. Select **Choose** if modification of the product is necessary. For gallon deliveries, the system will only allow a selection of pumpable products.
    b. **Gallons** – Gallons cannot be modified if received from an electronic register. If using a non-interfaced register, tap in the *Gals/Qty* field and use the on-screen keyboard to modify as necessary.
    c. **Price** – Tap in the *Price* field and use the on-screen keyboard to modify pricing as necessary. If gallons apply to a contract, the price cannot be modified.
    d. **End %** – Each set of gallons delivered require an ending percentage (the *Start %* is calculated from here based on tank size). Tap in the *End %* field and use the on-screen keyboard to enter ending percent. Make sure to enter the ending percent for each set of gallons listed on the Invoice.



e. **PO#** – Optionally tap in the *PO#* field to enter the Purchase Order number. This number prints on the customer Invoice.

f. **Add** – If additional items such as labor or delivery fees need to be added to the Invoice, select**Add**. This will add a line to the Invoice with a *Qty* of zero.

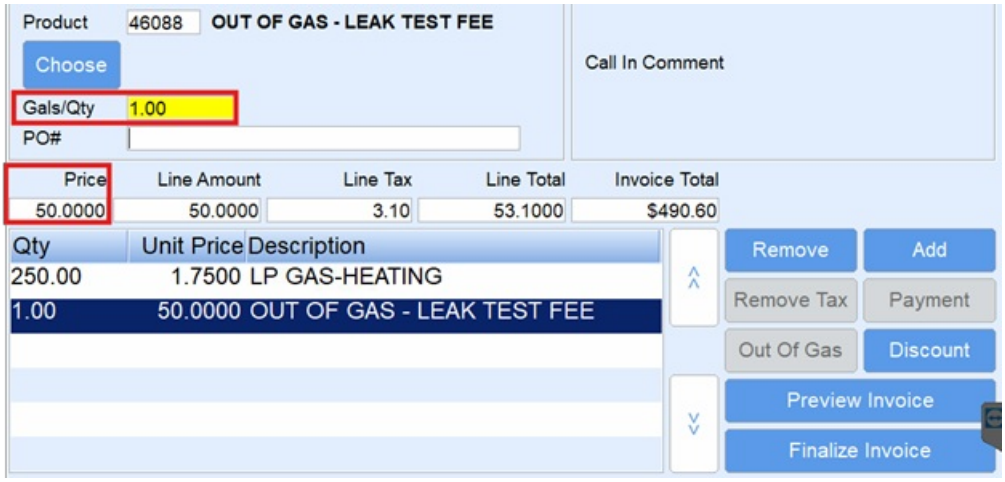
i. Highlight the 0.00 line item.

ii. Select **Choose** to assign a department.

iii. Select the Department from the product listing that appears. Tap in the*Product* column and begin typing to search for a product if necessary.

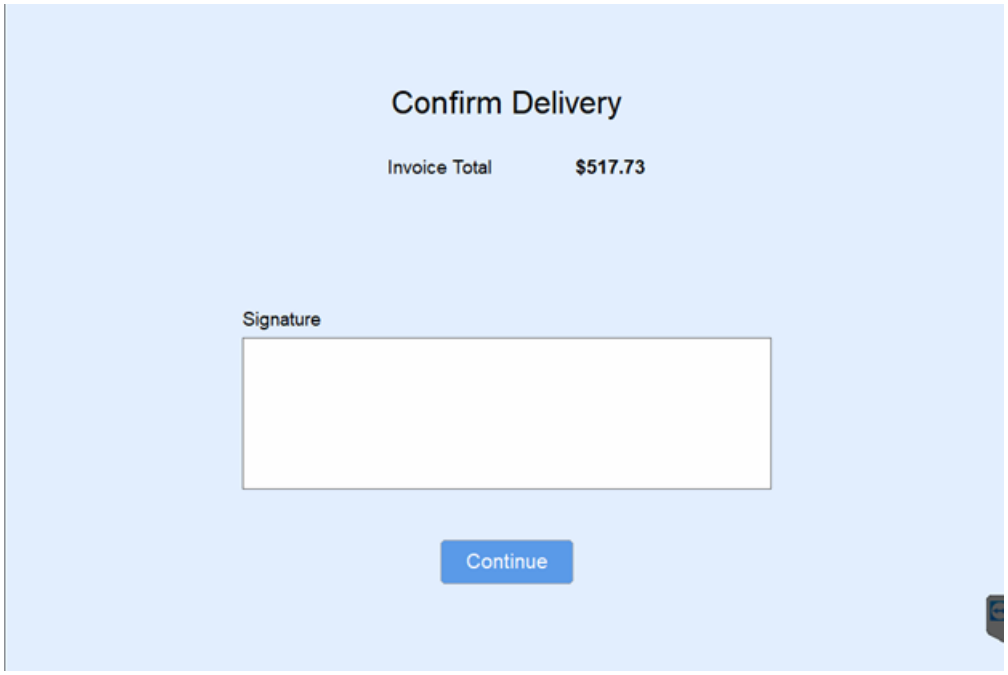
iv. Choose **Select** to update the Department associated with the added item.

v. Enter the *Qty* and *Price* associated with the department selected.

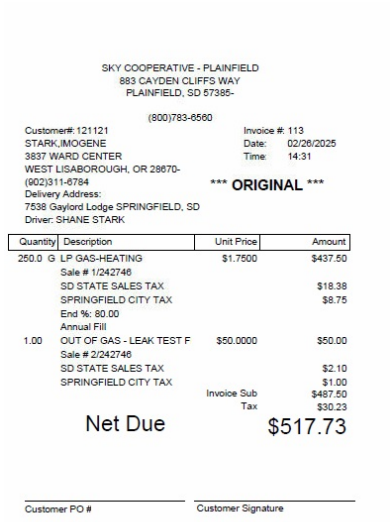


vi. Repeat these steps for any additional added items.

14. Choose **Continue**. The *Confirm Delivery* screen will appear.



15. If a customer requires a signature on the Invoice, tap in the *Signature* field, have the customer sign, and select **Continue**. If a signature is not required, select **Continue**.
16. Select the number of invoices to print. The *Scheduled Delivery* screen will appear and the previously selected tank will be removed.



SKY COOPERATIVE - PLAINFIELD
883 CAYDEN CLIFFS WAY
PLAINFIELD, SD 57385-

(800)783-6560

Customer#: 121121
STARK,IMOGENE
3837 WARD CENTER
WEST LISABOROUGH, OR 28670-
(902)311-6784
Delivery Address:
7538 Gaylord Lodge SPRINGFIELD, SD
Driver: SHANE STARK

Invoice #: 113
Date: 02/26/2025
Time: 14:31

*** ORIGINAL ***

Quantity	Description	Unit Price	Amount
250.0 G	LP GAS-HEATING	$1.7500	$437.50
	Sale # 1/242746		
	SD STATE SALES TAX		$18.38
	SPRINGFIELD CITY TAX		$8.75
	End %: 80.00		
	Annual Fill		
1.00	OUT OF GAS - LEAK TEST F	$50.0000	$50.00
	Sale # 2/242746		
	SD STATE SALES TAX		$2.10
	SPRINGFIELD CITY TAX		$1.00
		Invoice Sub	$487.50
		Tax	$30.23
	Net Due		$517.73

Customer PO #

Customer Signature

Invoice Screen Additional Options

- **Preview** – This allows the driver to see an overall preview of the Invoice prior to finalization. If the Invoice appears correctly, **Continue** can be chosen and EnergyTrack will proceed to the *Signature* screen. If further changes are necessary, select **Modify** to return to the *Invoice* screen.

- **Remove** – This requires a user right to be utilized. Select this button to remove non-pumpable items from an Invoice. Pumpable items cannot be removed from an Invoice.
- **Discount** – Discount codes can be associated with a tank in Energy Force. If a discount needs to be modified

or removed, select this button and choose accordingly. The current Discount code associated to the tank will be highlighted in blue and other discount options can be found directly above.

- **Remove All Taxes** – This option requires a user right to be utilized. Select this button to remove ALL taxes on an Invoice. Taxes will be removed from ALL line items. Once taxes have been removed, they cannot be added back to the Invoice.

  Note: Notify office staff if taxing/product information needs modified for the tank.
- **Out of Gas** – This option requires a user right to be utilized. When an Out of Gas situation occurs (*Start %* = 0), the driver can select this button to perform an Out of Gas check. If the driver does not utilize this function within the *Invoice* screen, EnergyTrack will automatically prompt for an Out of Gas check once the **Continue** button is selected to finalize an Invoice. For more information, see Out of Gas.
- **Payment** – The driver can select this to enter a payment from the customer. ReferencePayments for proper procedures for entering payments in EnergyTrack.
- **Continue** – Finalize the Invoice.
- **Quoted Price** – The *Invoice* screen in Energy Track will display *Quoted Price* in the *Priced By* field when a Quoted Price is used in the Call In.

