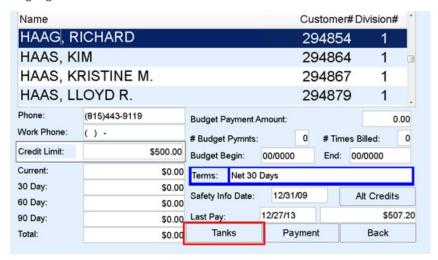
Unscheduled Delivery - Propane

Last Modified on 11/02/2023 2:17 pm EDT

The Unscheduled Delivery allows for a delivery to a customer not on the schedule file received from Energy Force.

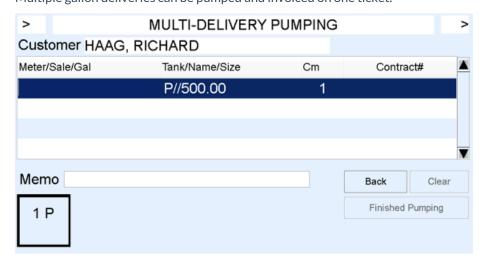
Reference Scheduled Delivery for more details on the additional options available on the *Invoice* screen.

- 1. Select Unscheduled Delivery from the Delivery Menu to advance to the Customer screen.
- 2. Search for customer by Last Name (individual), Company Name, or Customer#. The system will automatically sort the customer file as information is entered.
- 3. Highlight the customer and select **Tanks**.



4. If the customer has more than one tank, choose the tank and select **Deliver** to advance to the *Delivery* screen. The *Multi-Delivery Pumping Screen* will appear. Begin pumping gallons using the steps indicated in Step 5.

Multiple gallon deliveries can be pumped and invoiced on one ticket.



- 5. For interfaced electronic registers:
 - LCR Turn the red knob to Run. Pump the fuel then turn the knob to Stop. Allow the switch to rest on
 Stop for two seconds 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

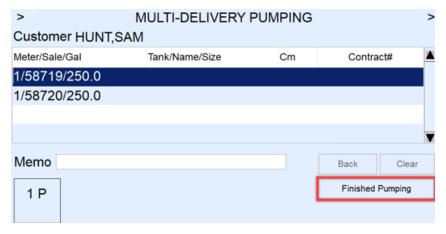
- delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- MidCom ECount Press the Start/Stop button on the register. The register will reset to 0.00. Pump
 the product and press Start/Stop when finished pumping. Press Print. 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 Start/Enter 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

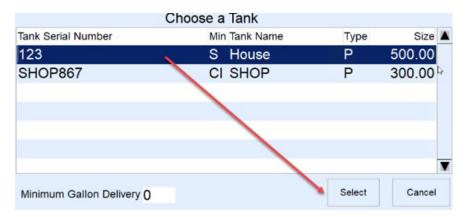
Method 1: Press Start/Enter on the register. Use the navigation arrows to select the product and press Start/Enter. If performing a direct delivery, press Start/Enter to begin pumping. Press Stop/Cancel to pause the delivery when finished pumping and then press it a second time to finish the delivery. 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 **Preset**, enter the preset amount, and press **Start/Enter** 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.

- 6. For non-interfaced registers:
 - a. Pump gallons on the register as usual.
 - b. Enter 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.
- 7. 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.



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

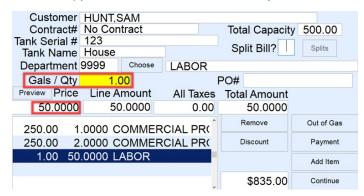


10. While the delivery gallons are still highlighted, select the compartment (*Cm*) for the delivery (**1 P** located in bottom left corner of the *Delivery* screen). An optional memo can be added to the delivery gallons. This memo prints on the Invoice and is specific to the highlighted gallons.

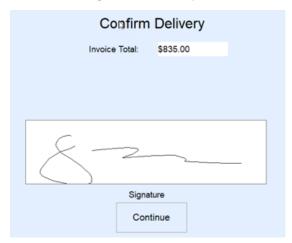


- 11. Press Finished Assigning once all gallons have been assigned. The invoicing screen will appear.
- 12. Repeat Steps 8 11 for each set of gallons.
- 13. Review the invoice for accuracy. If the invoice has more than one product, tap on the product line in the lower left portion of the screen to display the details.
 - 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 a selection of
 pumpable products.
 - 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.
 - 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.
 - End % Each set of gallons delivered requires an ending percentage (the *Start* % is automatically calculated based on tank size). Tap in the *End* % field and use the on-screen keyboard to enter the ending percent. Be sure to enter an ending percent for each set of gallons listed on the Invoice.
 - PO# Optionally tap in the PO# field to enter the Purchase Order number. This number prints on the customer Invoice.
 - Add Item If additional items such as labor or delivery fees need added to the Invoice, selectAdd Item.
 This adds 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 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. Select **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 choose **Continue**. If a signature is not required, select **Continue**.



16. Select the number of invoices to print. The customer Tank screen will display and the Invoice(s) will print.



17. Choose **Back** to return to the *Unscheduled Delivery Customer* list.