

Out of Gas - Propane

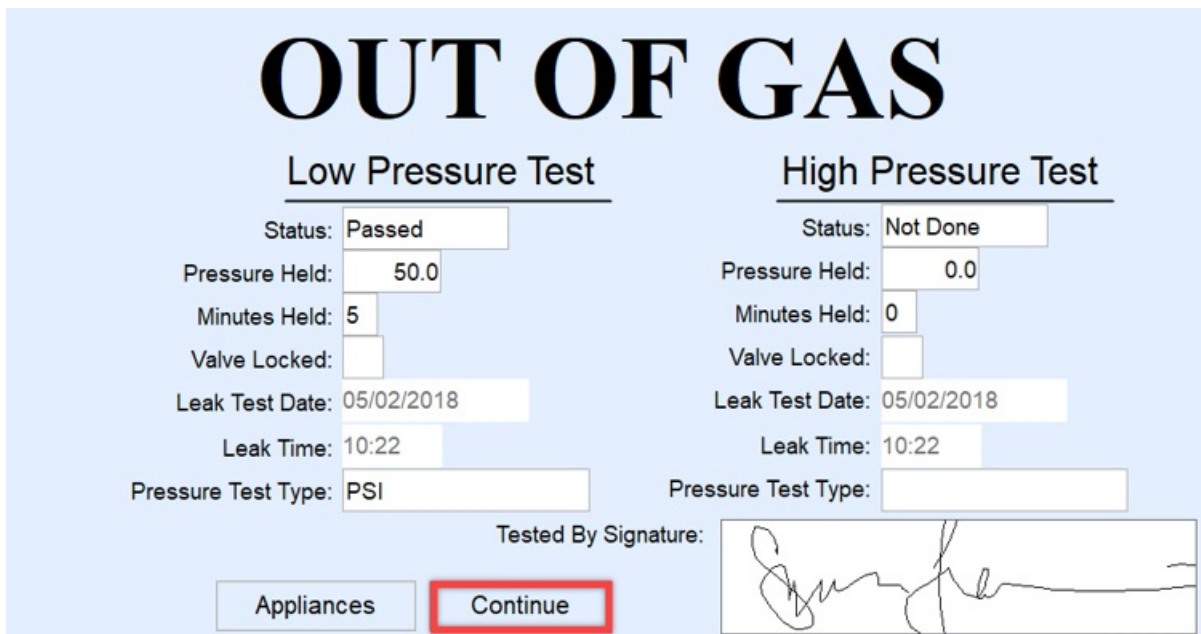
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When an Out of Gas situation occurs (*Start % = 0*), the driver can select this button to perform an Out of Gas check. If the driver does not utilize this function on the Invoice screen, EnergyTrack will automatically prompt for an Out of Gas check once the **Continue** button is selected to finalize an Invoice.

Perform an Out of Gas Check:

Low Pressure/High Pressure:

1. Choose a *Status* of *Passed*, *Failed*, or *Not Done*. If *Not Done* is selected, enter a *Signature* and choose **Continue**.



OUT OF GAS

Low Pressure Test

Status:

Pressure Held:

Minutes Held:

Valve Locked:

Leak Test Date:

Leak Time:

Pressure Test Type:

High Pressure Test

Status:

Pressure Held:

Minutes Held:

Valve Locked:

Leak Test Date:

Leak Time:

Pressure Test Type:

Tested By Signature:

2. Enter the *Pressure Held* and *Minutes Held*.
3. Select the *Valve Locked* check box.
4. Select *PSI* or *Water Column* as the *Pressure Test Type*.
5. Select **Appliances** to display appliances associated with the customer account. This will notify the driver of appliances that may require additional maintenance to light the pilot.
6. Tap in the *Tested By Signature* field and sign.
7. Choose **Continue**.
8. Indicate the number of Out of Gas tickets to print.