

Update% - Propane

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Follow these steps to update the percentage of a tank if a delivery does not need to be made.

1. Select the tank in the upper portion of the *Customer* screen.
2. Select the *Update %* tab.
3. Enter the current tank percentage in the *Updating Tank %* field.

Tank Serial Number	Type	Size	Tank Name	Last Delivery
1122	P	500	HOUSE	03/22/18

DO, SHANNON		Bus Owns	N	Add Comment	Deliver	Back
Route Contracts	Directions	Call In / Hold	Update %	Regulators		
Current GPS Coordinates		Updating Tank % 70				
Energy Map	Latitude	-864350000	Collect GPS	Latitude	-864350000	
Find	Longitude	-397516667		Longitude	-397516667	

4. Choose **Collect GPS** if recording *Latitude* and *Longitude* is necessary.

Note: Only select this button if physically located near the tank. Never select this button if at a different location. Otherwise, incorrect coordinates will be applied to the customer tank.

5. Select **Back** to save.