

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.

The screenshot displays the propane delivery system interface. At the top, there are search criteria for 'Customer' and 'Tank', with a 'Search' button. Below this, the 'Customer# 100000' section shows details for BAILEY, SPENCER, including phone, limit (\$3,000.00), current balance (\$5,852.43), past due (\$0.00), total (\$5,852.43), and terms (Due the 15th). A table lists tanks with columns for Serial#, Type, Tank Name, and Size. The tank 'M1918005' is highlighted. Below the table, the 'Tank RRN 1628' section shows delivery address (97060 Emmet Pines, PARKER, SD), customer type (PROPANE - AG USE), delivery type (WILL CALL), last delivery (1,191.70 02/01/24), business owns (Y), K-Factor (1.82), leak test (00/00/00), gas check (00/00/00), and other info (Product: LP FARM USE, Price: \$1.7500, Route: MOORESVILLE LP, Location: MOORESVILLE, Reg Cd). The 'Update%' button is highlighted in red. Other buttons include 'More Info', 'Budget', 'Payment', 'Directions', 'History', 'Hold', 'Contracts', 'Call In', 'Navigate', 'Misc. Sale', 'Calculator', 'Notes', 'Split', 'Regulators', 'Meter Rd', 'Start Delivery', and 'Back'.

Serial#	Type	Tank Name	Size
983028	P	West Farm	1000.00
F00232169	P	EAST---M	1000.00
F00232435	P	EAST	1000.00
M1918005	P	West S TANK	2000.00
9SA008106	P		120.00
RRN3040	P	METER 60C	1000.00
RRN1629	P	House	500.00

2. Select **Update %**.
3. Enter the current tank percentage in the *New Percent Left* field.

Update Location Or Percent

Update Tank Percent

New Percent Left


Update

GPS Location

Current Latitude
-433937510

Current Longitude
-972606629

Update

 **Close**

4. Choose **Update** under *GPS Location* if recording *Current Latitude* and *Current 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 **Close** to save.