

# EnergyTrack QuickStart - Propane

Last Modified on 10/03/2024 1:56 pm EDT

## \*Communicate\*

### Start Shift

1. Select Truck
2. Select Driver
3. Enter Odometer
4. Verify Totalizer
5. Enter Truck Percentage – Verify
6. Press Continue
7. Verify Inspection and Print (If applicable)

### Scheduled Delivery

1. Select Tank and press the Select button
2. Press Tanks – select tank
3. Press Deliver
4. Pump Gallons – press Finished Pumping
5. Assign Tanks – press Finished Assigning

### Unscheduled Delivery

1. Select Customer
2. Press Tanks – select tank
3. Press Deliver
4. Pump Gallons – Press Finished Pumping

### Create Invoice – Scheduled & Unscheduled

1. Review Invoice
2. Update pricing and product if applicable
3. Enter ending %
4. Press Continue
5. Verify signature and print invoices

### End Shift

1. Enter ending odometer
2. Verify Totalizer
3. Enter Truck Percentage – Verify

4. Select Inspection if applicable
5. Continue - Print Trips

**\*Communicate\***