

EnergyTrack QuickStart - Propane

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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 **Start Delivery**
3. Pump Gallons – press **Finished Pumping**
4. Assign Tanks – press **Finished Assigning**

Unscheduled Delivery

1. Select *Customer*
2. Press **Start Delivery**
3. Pump Gallons – Press **Finished Pumping**
4. Assign Tanks - Press **Finished Assigning**

Create Invoice – Scheduled & Unscheduled

1. Review *Invoice*
2. Update *Pricing* and *Product* if applicable
3. Enter *Ending %*
4. Press **Finalize Invoice**
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

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