

Update% - Refined Fuels

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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 shows a software interface for managing customer and tank information. At the top, there are search criteria for 'Customer' and 'Tank', and a 'Search' button. Below this, customer details for 'JACOBI, RYAN' are shown, including phone number, limit, current balance, and terms. A table lists tanks with columns for Serial#, Type, Tank Name, and Size. The 'Update%' button is highlighted in red. Below the table, tank details for 'RRN 3109' are shown, including delivery address, customer type, delivery type, last delivery, business owns, K-factor, leak test, and gas check. Other information includes product, price, route, location, and reg cd. There are several buttons for actions like 'Directions', 'History', 'Hold', 'Contracts', 'Call In', 'Start Delivery', and 'Back'.

Serial#	Type	Tank Name	Size
RRN3109	G	TANK 2 E-10	6000.00
RRN3111	G	TANK 3 UNL	6000.00
RRN3112	CD	TANK 4 #2RM	6000.00
RRN3114	CD	TANK 5 #1RM	1000.00
RRN3115	DD	TANK 6 #2FM	1000.00
RRN3116	DD	TANK 6 #1FM	1000.00
RRN3099	CD	#2RM FOR TRU	100.00

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

-437235083

Current Longitude

-973893217

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.