

EnergyTrack QuickStart - Refined Fuels

Last Modified on 10/03/2024 2:01 pm EDT

Start Shift

1. Select Truck
2. Select Driver
3. Enter Odometer
4. Verify Totalizers
5. Select Compartment Types - Enter gals
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 and Compartments - press Finished Assigning

Unscheduled Delivery

1. Select Customer
2. Press Tanks - select tank
3. Press Deliver
4. Pump Gallons - Press Finished Pumping
5. Assign Tanks and Compartments - press Finished Assigning

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 Totalizers
3. Enter ending gallons - Verify
4. Select Inspection if applicable

5. Continue - Print Trips

Communicate