

EnergyTrack QuickStart - Refined Fuels

Last Modified on 02/11/2025 1:27 pm EST

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

Unscheduled Delivery

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

Create Invoice – Scheduled & Unscheduled

1. Review *Invoice*
2. Update *Pricing* and *Product* if applicable
3. Press **Continue**
4. 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

