How to Replace a Driver or Truck to Route in the OptimizerPlus+

Last Modified on 07/31/2025 5:50 pm EDT

1. Open Energy Force and select Supervisor Menu.

| Posting Menu | Report Menu |
|--|--|
| Meter Menu | Storage Inventory |
| Month End Menu | Bulk Truck Delivery |
| Year End Menu | Calendar Menu |
| Misc Map Scheduling | Supervisor Menu |
| Tank and Meter Inventory Menu | Work Orders |
| DD Region Read Date DD Read Last Year Last DD Read 1 07/16/25 35 65/08/20 33 | Work Orders |
| | Posting Menu Meter Menu Month End Menu Year End Menu Misc Map Scheduling Tank and Meter Inventory Menu DD RegeniRead Date DD Red Last Year Last DD Re 1 07/1025 35 050820 33 |

2. Choose Maintenance Menu.



3. Then select Maintenance Tables.



4. Select Driver.

| | Maintenar | nce Tables | |
|----------------------|----------------------|------------------------|-----------------------|
| Appliance Types | Hold Code | Rental Code | Tax Group Setup |
| Billing Types | Invoice Cycle Code | Route | Terms Code |
| County | Inactive Code | Salesman | Township |
| County Master | Message Board | School District | Township Master |
| Customer Types | Meter Cycle Code | School District Master | Use Code Maint |
| Cyl Inv Transactions | Meter Elevation Code | Service Contracts | User Defined Fields |
| DD Region | Photo Types | Statement Cycle Code | UDF Collections |
| Delivery Types | Price | Statement Terms | Weighted Degree Days |
| Department | Price Change History | Tank Location | Minimum Order Gallons |
| Discount | Rack Code | Tank Rental Amounts | Driver Emails |
| Driver | Recurring Cycle Code | Tank Type | Regulator Types |
| Footnote | Regulatory Code | Тах | EF Portal XRef |
| | | | Can |

5. Choose the *Edit/Create* Mode and click **Continue**.

| 🛃 Maintenance Mode and | Scope | \times |
|---|--|----------|
| 1. Mode OView ©Edit/Create OCopy | Set Mode, Scope, and Division, then Press Continue. Press Cancel to Abort. | |
| 2. Scope | | |
| One Division | | |
| All Divisions | | |
| 3. Division | | |
| From 1 🤍 AE | BC PROPANE COMPANY | |
| To Min 1234 🔍 / | ABC COMPANY | |
| To Max 1234 🤍 / | ABC COMPANY | |
| | <u>C</u> ontinue Ca <u>n</u> cel | |

6. Add the Division, Driver number, Driver name, and choose Save.

| Division | Driver | Driver Name | Inactive? | |
|----------|--------|----------------------|-----------|--|
| 1 | 4 | CURT | | |
| 1 | 233 | JOSH | | |
| 1 | 333 | OFFICE THOMSON FALLS | | |

7. Click Cancel twice to return to the Maintenance Menu and open Optimizer Maintenance.



8. Select Browse Driver Extensions and make sure the correct information is in each field.

| ef Browse Driver I | Extensior | 15 | | | | | | | | < |
|--------------------|-----------|-------------|----------|--------------|-----------|-------|----------------|-----|-----|---|
| Division Number | Driver | Driver Type | Pay Rate | Target Hours | Max Hours | Truck | Truck Division | RRN | | ^ |
| 1 | 1234 | hourly | 14.0000 | 8.00 | 10.00 | 477 | 1 | | 501 | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

- 9. Open Browse Truck Extensions and make sure all the information is correct.
- 10. Open Routes to Schedule and verify the information matches the prior two tables.

| Division | Route | Div/Truck Assigned | Div/Driver Assigned | Max Truck Refills | Target Threshhold | Limit Threshhold | Schedule This Route | Start Loc |
|-----------------------|-------------|---------------------------|---------------------|----------------------|----------------------|---------------------|------------------------|--|
| 1 ABC PROPANE COMPANY | 1 WEST AVON | 1 / 877 Kenworth 88 | 1/ 4 CURT | 3 | 0.3000 | 0.2000 | | 0 |
| 1 ABC PROPANE COMPANY | 2 EAST AVON | 1 / 12345 16 Freightliner | 1 / 233 JOSH | 3 | 0.3000 | 0.2000 | | 0 |
| | | | | | | | | the second s |

Note: If any changes are made in the above tables, run the *Create Export Files* to run OptimizerPlus+. Verify it will run and that there are not any errors to keep it from running.

| | Optimizer Maintenance | |
|-------------------------------|--------------------------|-------------|
| | | |
| | | |
| Yard and Remote Tanks GPS | Optimizer Log | Create E |
| Truck Maintenance | Schedule Log | |
| Driver Maintenance | Optimizer+ Calendar Tool | Browse Driv |
| Customer/Delivery Type Matrix | | Browse True |
| Weather Predictions | | Full Ex |
| Climate Parameters | | |
| Exclude Tanks from Export | | |
| Optigistics Parameters | | |
| Routes to Schedule | | |
| DegreeDay Region Conversion | | |

Note: If you receive an email stated routes were not created, it will tell you what the error is and you will need to correct the issue so you can have routes for the following day.

Note: If you receive an email with all the trucks routed, then you have completed the changes or additions correctly and no other changes need to be made.