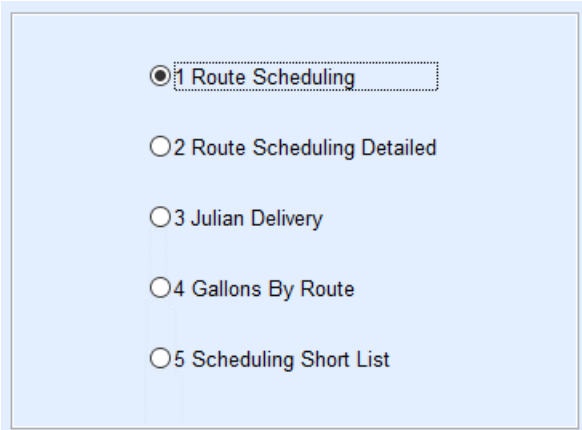


Route Scheduling Report

Last Modified on 03/06/2024 9:25 am EST

When cold weather approaches, run a report by route and customer type to show any tank under a specified percentage. This report does not print to Excel, but will show each tank under a certain percentage to help with routing during inclement weather.

1. From the main screen navigate to *Route Scheduling / Route Reports* and select *1 Route Scheduling*.



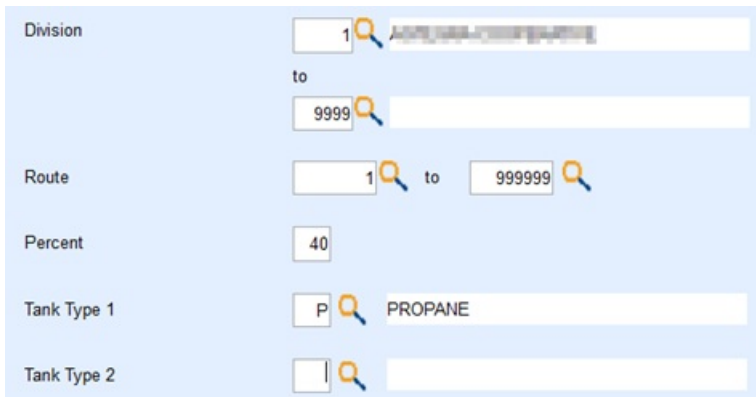
A screenshot of a software menu with a light blue background. It contains five radio button options: '1 Route Scheduling' (selected), '2 Route Scheduling Detailed', '3 Julian Delivery', '4 Gallons By Route', and '5 Scheduling Short List'.

2. Enter the *Division* range (ex: 1 to 10).

3. Enter the *Percent*.

Example: 40% would show any tank 40% and under

4. Enter P for *Tank Type 1*.



A screenshot of a configuration form for the Route Scheduling report. It includes the following fields: 'Division' with a range of '1' to '9999'; 'Route' with a range of '1' to '999999'; 'Percent' set to '40'; 'Tank Type 1' set to 'P' with 'PROPANE' displayed; and 'Tank Type 2' which is empty.

5. Leave options set to *Percent Left*.

6. Optionally select to view by *1 All Customer Types* or narrow it down to a particular customer type (Ex: Residential Home Heat) by selecting *2 Selective Cust. Types*.

1 Percent Left
 2 Alphabetical

1 All Customer Types
 2 Selective Cust. Types

7. Select **Print**.

Note: This report prints by Route Order to the selected printer.