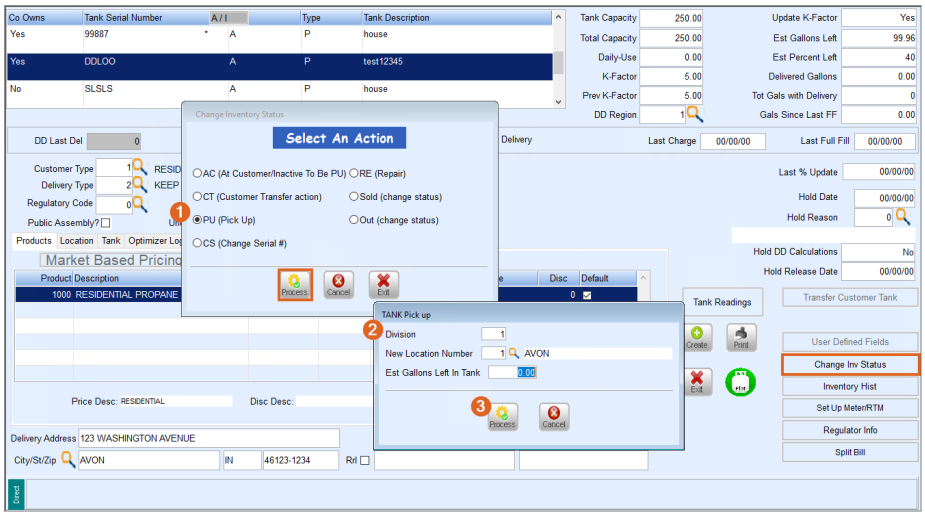
Tank Switch Out Process

Last Modified on 07/14/2025 4:25 pm EDT

Whether intending to swap a smaller tank for a larger tank or a larger tank for a smaller tank, the process is the same. Steps are to be completed in Energy Force on the same day.

Process

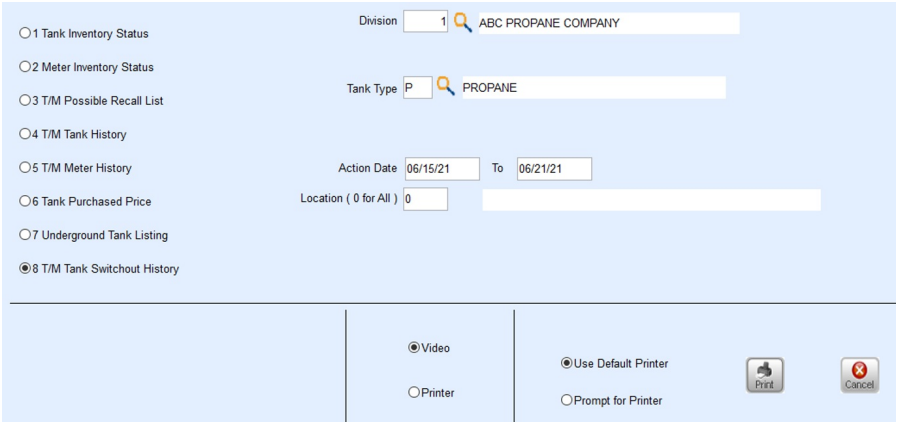
1. Navigate to *Customer Menu / Customer Maintenance / Tank Info*.
    1. Search for and select the customer account.
    2. Select **Tank Info**.
    3. Highlight the tank to be swapped.
2. Select **Change Inv Status**.



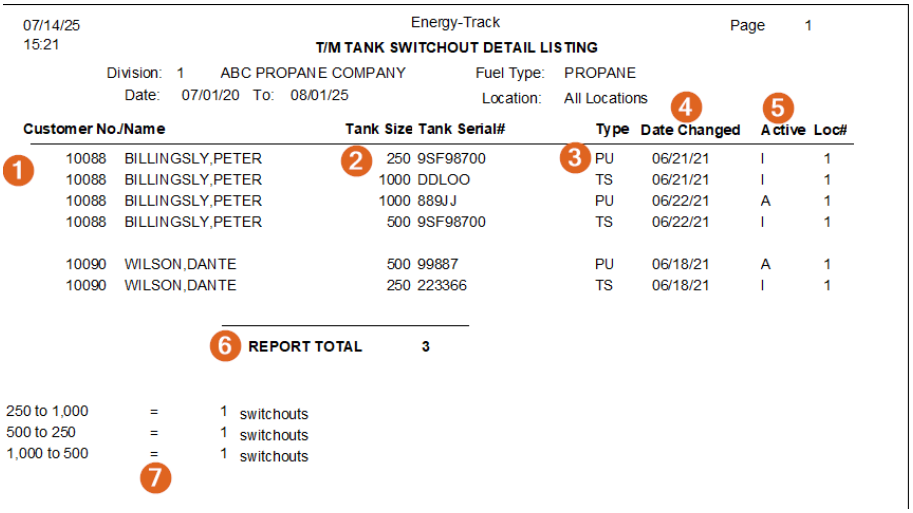
    1. Select *PU (Pick Up)* and then **Process**.
    2. Enter the Tank *Division*, *New Location Number*, and *Est Gallons Left In Tank* if applicable.
    3. Select **Process**. This will inactivate the current tank and place it back into inventory.
3. Set the new tank on the customer account as usual.
    - This tank will typically be a different sized tank than what was previously tied to the customer account.

Tank Switchout Report

1. Navigate to *Main Menu / Tank and Meter Inventory Menu / Report Menu*.
2. Select *T/M Tank Switchout History*.



3. Enter the *Tank Type*, *Action Date* range, and *Location* (or leave *0* for all).
4. Select **Print**.
5. The report will process and display as follows:



07/14/25 15:21 — Energy-Track — Page 1

T/M TANK SWITCHOUT DETAIL LISTING

Division: 1 ABC PROPANE COMPANY Fuel Type: PROPANE
Date: 07/01/20 To: 08/01/25 Location: All Locations

Customer No./Name		Tank Size	Tank Serial#	Type	Date Changed	Active	Loc#
10088	BILLINGSLY,PETER	250	9SF98700	PU	06/21/21	I	1
10088	BILLINGSLY,PETER	1000	DDLOO	TS	06/21/21	I	1
10088	BILLINGSLY,PETER	1000	889JJ	PU	06/22/21	A	1
10088	BILLINGSLY,PETER	500	9SF98700	TS	06/22/21	I	1
10090	WILSON,DANTE	500	99887	PU	06/18/21	A	1
10090	WILSON,DANTE	250	223366	TS	06/18/21	I	1

REPORT TOTAL 3

250 to 1,000 = 1 switchouts
500 to 250 = 1 switchouts
1,000 to 500 = 1 switchouts

1. Customer Information
2. Tank size and serial number
3. Picked Up or Tank Set indicator
4. Date of the tank switch
5. The current tank status of *Active* or *Inactive*
6. Overall Switch Out count for the date range of the report
7. Summary of tank sizes switched