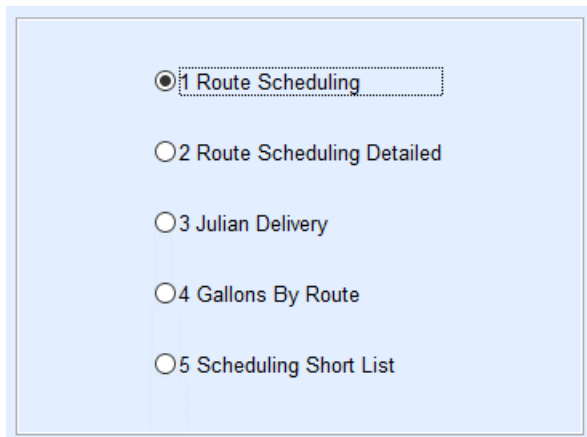


Route Scheduling Report

Last Modified on 08/07/2025 5:36 pm EDT

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*.

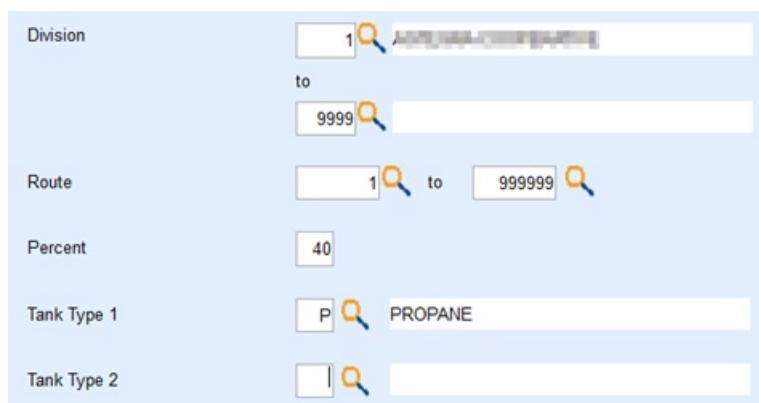
A screenshot of a software menu with a light blue background. It contains five radio button options. The first option, '1 Route Scheduling', is selected and has a dashed rectangular box around it. The other options are '2 Route Scheduling Detailed', '3 Julian Delivery', '4 Gallons By Route', and '5 Scheduling 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 report input form with a light blue background. It contains several input fields with magnifying glass icons. The 'Division' field has '1' entered. The 'to' field has '9999' entered. The 'Route' field has '1' entered, followed by 'to' and '999999'. The 'Percent' field has '40' entered. The 'Tank Type 1' field has 'P' entered, followed by 'PROPANE'. The 'Tank Type 2' field 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*.

The image shows a screenshot of a software interface with a light blue background. It contains two distinct groups of radio button options, each enclosed in a white rectangular box with a thin black border. The top box contains two options: '1 Percent Left' (which is selected, indicated by a filled black circle) and '2 Alphabetical' (which is unselected, indicated by an empty circle). The bottom box also contains two options: '1 All Customer Types' (which is selected, indicated by a filled black circle) and '2 Selective Cust. Types' (which is unselected, indicated by an empty circle). The text is in a standard sans-serif font.

7. Select **Print**.

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