Suburban Software Systems
PORTABLE PROPANE SYSTEM

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The Portable Propane System - Contents

The Portable Propane System Introduction

The Portable Propane System (PPS) is Suburban Software Systems mobile application for propane businesses. It provides a simple, efficient interface for delivering gas and allows drivers to have more useful information in the truck than ever before. Portable Propane System users can expect to put off more gas in less time with less stress due to increased efficiencies and better, more complete, information available at their fingertips.

The Delivery Process Outlined
1.   Select the Customer for delivery
2.   Select F8 **Begin Delivery** on the PPS Screen (bottom right corner of screen)
3.   Insert a blank delivery ticket to the printer (when prompted on screen)
4.   Pump Gas
5.   Return to the cab and enter the percent the tank was filled to
6.   Enter Ending Percentage of tank and Press **Finish** on the PPS Screen
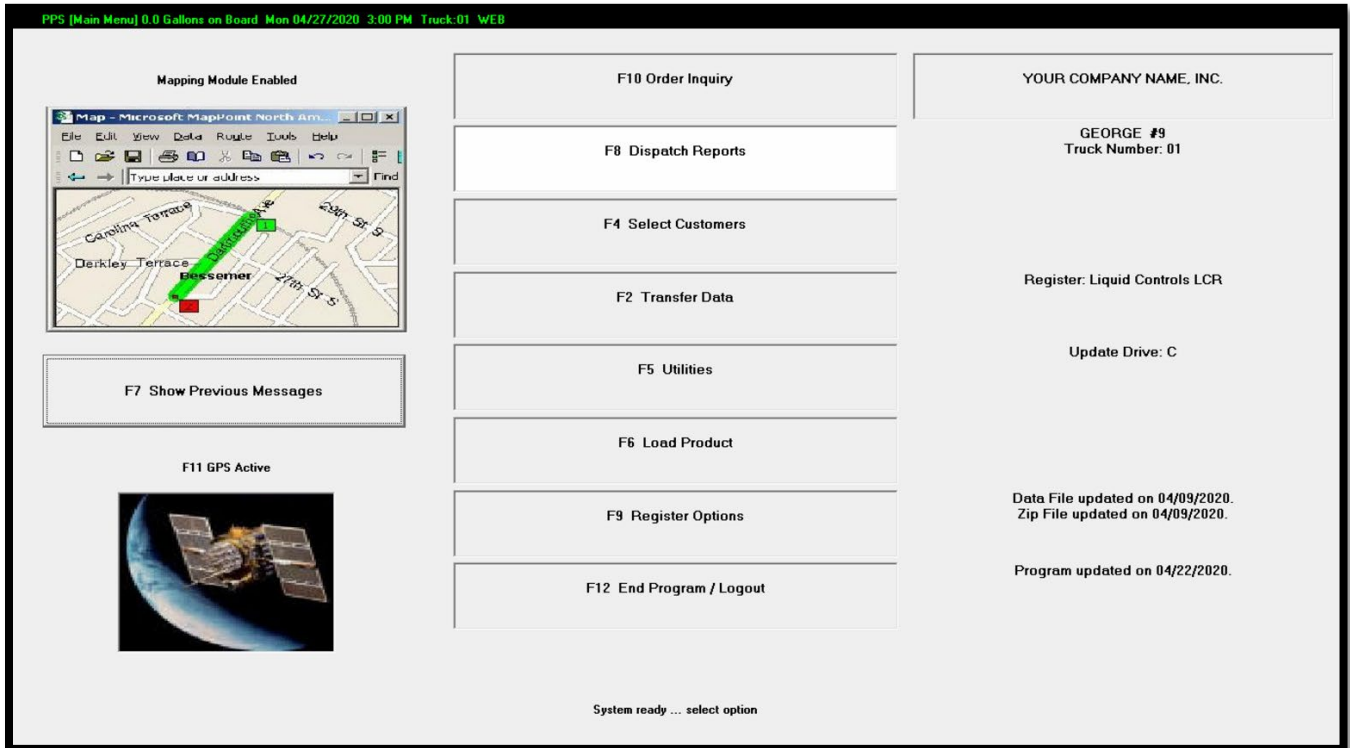
Customer Selection Outlined
There are two methods for selecting customers in the Portable Propane System....

1.   Through F8 **Dispatch Reports**: The "Dispatch Reports" option allows you to select the delivery customer from a list of customers in a specific route. Similar to the office dispatch report, you may use this method to select customers by driver, route, current percent full, credit code or delivery code.

2.   With F4 **Select Customer**: The "Select Customers" option is much like customer inquiry in the office system. This option allows you to search the *entire customer database* for an account by name, account number, driver, route, tank number, etc.

Selecting Customers Using the "Dispatch Reports" Option:

From the main PPS Menu, press the **Dispatch Reports** (F8) button to access the dispatch report selection screen.

The following dispatch report screen will be presented. The Portable Propane System will allow you to define and store up to 20 dispatch report parameter sets.

Before proceeding, it is important to understand the following three dispatching options because they affect the options that will be made available to the driver in following screens...

Dispatching in the truck: The driver is able to select his own route parameters such as percent full, delivery codes, etc. This is analogous to a driver running his own route report in the office and taking it with him as a reference to work from when delivering gas.

Dispatching from the office: The office may preselect the parameters such as percent full, delivery codes, etc. in the office prior to loading customers on the truck media (card, disk, network, etc.) This is analogous to a route manager running a dispatch report in the office and then giving the report to the driver which he then uses as a reference for delivering gas.

Dispatching in the truck AND Dispatching from the office: When utilizing this configuration option, the office can pre-load route reports for the driver prior to loading the customers on the media -AND- the driver is also able to specify parameters such as percent full in the truck when working the routes.

From the route listing (shown above), the driver may select a route by double clicking on the route or by pressing the **SELECT** (F8) button. Alternatively, CANCEL (F3) may also be selected to return to the previous screen.

When a route has been selected, the dispatch parameter screen will be displayed.

From this screen the driver can modify or enter parameters such as Report Label, Driver, Route, Percent Full, Display Sequence, and Delivery Codes. The entries made in this screen will be saved when the driver proceeds to the customer list screen.

Please note that the current system configuration setting which specifies the dispatching method will define the options available on this screen. If ***dispatching from the office only*** the driver and route codes will be the ***only*** options available to the driver because the office dispatch report files will determine the percent, delivery codes, etc. The currently configured option will be displayed at the bottom of the screen in green. In the above example, dispatching is set to both - from the office and in the truck so all options (such as percent full, delivery codes, etc.) are available to the driver.

		Report Label	DOWNTOWN SOUTH					7	8	9
# 1										
Driver	1	Route	D2	Sequence	Route			4	5	6
Max Percent	25	Max Gallons	0000	Max Stops	0			1	2	3
Include Exclude	Exclude	Delivery Codes	WV					←	0	.
Include Exclude	Include	Credit Codes	7							

Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
▲	Z	X	C	V	B	N	M		

F3 Cancel Dispatch Reports	Dispatch Office And Truck	F6 Display Map and Optimize	F8 Display List

Options:
1. Press **LIST** (F8) to list the customers in the order specified in the "sequence" option.
2. Press **DISPLAY MAP AND OPTIMIZE** (F6) to send the list to a map and then optimize the sequence of deliveries on the map. (Truck mapping is required for this option)
3. Return to the previous screen by pressing the **DISPATCH REPORTS** (F3) button.

Listing Customers on the Route:
When LIST (F8) has been pressed, the following list of customers on the route that qualify will be displayed. Customers dispatched from the office will appear in blue and customers with outstanding orders will appear in red. Other customers that qualify for the report based on the selections made by the driver in the previous screen will appear in black.

It is important to understand that Orders, Timed Customers (who now qualify for delivery based on the date) and customers dispatched from the office ALWAYS appear in their respective route list regardless of the selections made by the driver in the previous screen.

Options:
1. The DISPATCH REPORT (F3) option will return the driver to the previous screen (dispatch report list).
2. The NEXT PAGE (F6) button will display the next page of customers.
3. The DISPLAY MAP AND OPTIMIZE (F8) will display the route on a map and optimize the delivery points in the route.
4. Proceed to delivery by selecting a customer from the list. This can be done by pressing left click on the customer line, touching the screen on the customer line, or by using the arrow keys to move up and down until the customer is highlighted and then pressing ENTER to select.

Selecting a Customer for Delivery:

When a customer has been selected from the list, the following customer information screen will be displayed. From this screen the driver may deliver gas, enter payments, look at memos, enter a gas order, or display a map to the customer's address from the previous delivery point (requires mapping and GPS interface).

PPS [Customer Inquiry] 0.0 Gallons on Board Mon 04/27/2020 5:57 PM Truck:01 WEB							

01	00547	As of	04/27/2020	

	Credit	1	Current Bal	-3.05
HUSTON, MARY FRAN	Delivery	V	Over 30	0.00
	Tax	PA	Over 60	0.00
107 MYRTLE AVENUE	**F11 Directions**		Over 90	0.00
HAVERTOWN PA 19083	**F12 Orders**		Past Due	
(610) 449-8353			Total Bal	-3.05

Driver Route Sequence	1:D2:0019	Product SM UI GL	Price	$3.0200
Current Percent	60%			
Last Delivery Posted	12/21/17 61 GL 80%			
Tank Water Capacity	120 GL	125-SM		
Tank Serial Number	1013405			
Year-to-Date Deliveries	2	FIREPLACE		
Year-To-Date Gallons	118			
Last Year Gallons	311			

F3 Cancel Inquiry	F5 Show Memos	F10 Gas Order	F6 Enter Payment	F8 Begin Delivery

Selecting Customers Using the "Select Customers" Option:

From the main PPS Menu, press the **Select Customers** button to search the entire customer database for a specific customer based on account number, name, route, etc.

The following search criteria selection screen will appear. You may enter any combination of search parameters to help you find the customer to be delivered to.

Once a selection criterion has been specified, press the **Find** button to make the system begin the search. When the system has completed the search process, a screen will appear listing the customers that met the selection criteria.

If there are multiple pages, you may press the **Next Page** button to see more customers listed or you may press the name of the customer to be delivered to.

When the customer for delivery has been selected, the following customer information screen will appear.


```
PPS [Customer Inquiry] 0.0 Gallons on Board  Mon 04/27/2020  6:12 PM  Truck:01  WEB

 01          50300            As of        04/27/2020          Credit    1        Current Bal           0.00

A. C. COMPTON III                                            Delivery    A        Over 30               0.00

SHOP                                                           Tax      PA        Over 60               0.00

1427 E. STRASBURG ROAD                              F11 Directions                Over 90               0.00

WEST CHESTER PA 19380                               F12 Orders                    Past Due

(610) 696-6247                                                                    Total Bal

              Driver Route Sequence      1:WE:0007           Product  BG   UI  GL   Price        $2.2200

                 Current Percent           48%               Contract        170.4 GL   Cnt Dep    $400.99

             Last Delivery Posted    12/28/17  54 GL  80%

             Tank Water Capacity        120 GL              125-04

             Tank Serial Number        VA180944

           Year-to-Date Deliveries        3

            Year-To-Date Gallons         109

              Last Year Gallons          113

   F3 Cancel Inquiry   F5 Show Memos  F10 Gas Order   F6 Enter                             F8 Begin Delivery
                                                      Payment
```

The following buttons are enabled on the customer information screen...

F3 Cancel Inquiry Returns to the search criteria screen so that you may search for another customer.

F5 Show Memos Displays any notes/memos on the selected customer account. Note: This button will not be displayed unless there are memos on the customer's account.

F10 Gas Order Allows the driver to enter a Gas Order on the account.

F6 Enter Payment Will display the payment entry screen (see the payment entry section below).

F8 Begin Delivery Allows a bulk delivery to be made to the selected customer.

F11 Directions   Displays a map from the last delivery point or the office (for the first delivery) to the selected customer's location. Note: This button will not be displayed unless the mapping module is installed.

You may note that the customer information screen will allow you to view customer data but will not allow you to modify customer information. Any modifications that need to be made must be made at the main office.

Memo Display

F11 Directions Display (Requires Truck Mapping Module)

When directions are selected, the mapping module will display a map to the customer location from the last delivery point or from the office location. A graphical representation as well as turn by turn directions are provided. To return to the customer information screen, press F3 - Customer Inquiry.

Delivering Gas

To make a gas delivery to the selected customer, press **BEGIN DELIVERY** (F8).

Press **BEGIN DELIVERY** (F8) to start the delivery process.

In the pre-delivery screen, there is an option to modify the price, tax rate, or product being sold (depending on supervisor settings). If you wish to change the price, click on the primary price, press BACKSPACE (which will clear the field), and then fill in the correct price. To modify the tax rate, click in the tax rate field, press BACKSPACE (to clear the field), and enter the proper tax rate. You may also modify the product code being used to delivery gas by pressing **NEW PRODUCT** (F5).

PPS [Pre-Delivery Information] 0.0 Gallons on Board Mon 04/27/2020 7:48 PM Truck:01 WEB				

01-50300	A. C. COMPTON III		7	8	9

Discount 5¢/gallon if minimum qty delivered and paid in 10 days

Ordered Quantity: 1 GL

Residential Propane	01
Primary Price	1.9200
Unit Of Issue	GL
Delivery Charge	DC
Not Subject to Tax	

Keypad: 7 8 9 / 4 5 6 / 1 2 3 / ← 0 .

F3 Cancel Show Inquiry	F5 New Product	GPS	F8 Begin Delivery

When all fields are correct, press **BEGIN DELIVERY** (F8) to deliver gas.

Changing Delivery Product

To modify the product code being used to delivery gas, press **NEW PRODUCT** (F5) to display a list of available delivery product codes, select the desired delivery product and press APPLY or F5 again to apply the change.

When all fields are correct, press **BEGIN DELIVERY** (F8) to deliver gas. The next screen(s) will be displayed according to the type of electronic register system being used on the truck. If using an electronic register system, please refer to the section appropriate for your register type for more details.

Note: The price and the tax rate are defined in the office application. Ideally, you should seldom, if ever, have to change the delivery product, price or tax rate. If price, product, or tax rate changes are required in the truck, we highly recommend you strive to work with office personnel to correct the settings in the office application! This will make the process quicker and reduce the opportunity for errors during delivery.

After delivery has been made, enter the percent the tank was filled to and the regulatory compliance fee (if any). The Gallons filled and when complete, press (F8) Continue to record the transaction and print the ticket (if a printer is attached). This screen shows what the system looks like with the register disabled.

PPS [Bulk Delivery] 0.0 Gallons on Board Wed 04/29/2020 10:24 PM Truck:01 WEB

01-50300	A. C. COMPTON I I I		F12 Charge		7	8	9
	Contract Gas: 170.4 GL 100% $400.99		F11 Cash		4	5	6
	Ordered Quantity: 1 GL		F9 Inter Company		1	2	3
					←	0	.
	Percent Filled To	83					
	BG PROPANE UN1075	GL	150.0		BG		333.00
	BUS. Cont. Deposit				BD		-352.98
					Sales Tax		19.98
	Odometer (+,-) (Pgup,Pgdn)	15.5			Total		0.00

F3 Cancel
Display Inquiry

GPS

F8 Continue

Taking Payments From Customers

A cash payment may be taken from the customer by selecting the customer and pressing **ENTER PAYMENT** (F6) at the bottom of the customer information screen.

```
PPS [Customer Inquiry] 0.0 Gallons on Board  Wed 04/29/2020  11:22 AM  Truck:01  WEB
```

01	50300	As of	04/27/2020	Credit	1	Current Bal	0.00

A. C. COMPTON III

SHOP

1427 E. STRASBURG ROAD

WEST CHESTER PA 19380

(610) 696-6247

Delivery: A
Tax: PA

F11 Directions

F12 Orders

Over 30: 0.00
Over 60: 0.00
Over 90: 0.00
Past Due
Total Bal

Field	Value
Driver Route Sequence	1:WE:0007
Current Percent	48%
Last Delivery Posted	12/28/17 54 GL 80%
Tank Water Capacity	120 GL
Tank Serial Number	VA180944
Year-to-Date Deliveries	3
Year-To-Date Gallons	109
Last Year Gallons	113

Product: BG UI: GL
Contract: 170.4 GL
Price: $2.2200
Cnt Dep: $400.99

125-04

F3 Cancel Inquiry	F5 Show Memos	F10 Gas Order	F6 Enter Payment	F8 Begin Delivery

When the following payment entry screen is displayed, options are provided which allow the driver to accept the payment as cash, check or credit card. After entering the payment information, the driver must select **SAVE** (F8) to simply save the payment without printing a receipt. Please note that the payment will not be saved when the driver selects the **CANCEL** (F3) button. **(F6) SAVE and Print Ticket** option will allow the driver to print a receipt with an LCR2 register only.

The Payment Screen when CASH has been selected.

PPS [Payment On Account] 0.0 Gallons on Board Wed 04/29/2020 11:23 AM Truck:01 WEB					
01-50300	A. C. COMPTON I I I	9010001	7	8	9
F10 Credit Card	F11 Check	F5 Cash	4	5	6
			1	2	3
			←	0	.
	Payment Amount:	150.00			
F3 Cancel Show Inquiry	F6 Save and Print Ticket	GPS F8 Save Payment Without Printing			

The Payment Screen when CHECK has been selected - note the Check # field is visible.

PPS [Payment On Account] 0.0 Gallons on Board Wed 04/29/2020 11:26 AM Truck:01 WEB		

| 01-50300 | A. C. COMPTON III | 9010001 |

| F10 Credit Card | F11 Check | F5 Cash |

	7	8	9
	4	5	6
	1	2	3
	←	0	.

| Payment Amount: | 150.00 |
| Check Number: | 6658453 |

| F3 Cancel
Show Inquiry | F6 Save and
Print Ticket | GPS | F8 Save Payment Without Printing |

The Payment Screen when CREDIT CARD has been selected - note the Card # and Expiration fields are visible and if the driver has an internet connection, the card can be verified and charged on the spot before or after the delivery has been made.
*These Credit Card Charges automatically appear back in the office in real time.

Entering a Gas Order

Gas orders may be entered in the PPS system by selecting **GAS ORDER** (F10) from the bottom of the customer information screen. When displaying customers by route, customers with gas orders will be displayed in red and will always be included in their respective route list regardless of inventory percentage requested.

In the gas order screen, the driver must enter a cash charge code and a quantity. He may also optionally enter an order number (normally provided by the office), and a comment. Note that the quantity can be set to "Fill (99999)" by pressing the **FILL** (F5) button and the cash charge code may be selected by pressing the **CASH** (F11) or **CHARGE** (F12) button at the bottom of the screen.

PPS [Gas Order] 0.0 Gallons on Board Wed 04/29/2020 11:32 AM Truck:01 WEB					

01-50300	A. C. COMPTON III	Order #	Cash=1/Charge=2	7	8	9
CHARGE	1427 E. STRASBURG ROAD	12345	2	4	5	6
	WEST CHESTER PA 19380					

Quantity	PC	UI	Price	Extension	Description			
	BG	GL	2.2200		BG PROPANE UN1075	1	2	3

Comment:	THE CHECK IS UNDER THE LID BEWARE OF THE DOG	←	0	.

Keyboard:
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M Space
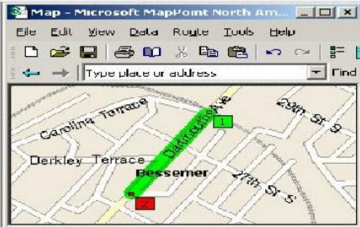
F3 Cancel Customer Inquiry	F5 Fill	F11 Cash	F12 Charge	F8 Save Order

Order Inquiry

Drivers may now look up outstanding gas orders in the vehicle by selecting **ORDER INQUIRY** (F10) from the main menu. This allows the driver to quickly see all outstanding orders -or- all orders for a specific branch, driver, or route.

When **ORDER INQUIRY** (F10) has been selected from the PPS Main Menu, the following criteria selection screen will be displayed. In this screen, the driver may select a specific branch, driver, or route to display a specific group of orders -or- he may leave all fields blank to display ALL gas orders. When the selection criteria has been made, press **DISPLAY** (F8) to continue.

The following order listing screen will be displayed next and drivers may either select a customer to proceed to the customer information screen or press **ORDER INQUIRY**(F3) to return to the previous screen. Notice that order-related comments entered by the office personnel -or- by the driver in the truck are now displayed in this screen.

```
 PPS [Customer List] 0.0 Gallons on Board  Wed 04/29/2020  10:10 PM  Truck:01  WEB
      Date MM/DD/YY  Br-Accnt Order#  D:Rt:Seqn  PC    Price    Qty      C/C  Salesman
1 Ordered 01/22/18 01-03263 87650  1:C1        CT     2.02    300      Charge
Scheduled          SCHEFFER, MARK             15% 300 gallons       1/22/18
Pending            1653 HILLTOP ROAD

2 Ordered 01/22/18 01-00308 87630  1:C1        CG     2.22    Fill     Charge
Scheduled          DALTON, JAMES             15% 1/22
Pending            1507 QUAKER WAY

3 Ordered 01/22/18 01-00470 87639  1:C1        CT     2.02    Fill     Charge
Scheduled          SCHONER, KATHY            30% 1/22
Pending            1100 DUNSINANE HILL RD

4 Ordered 01/22/18 01-57776 87613  1:C1:0043  01     2.32    Fill     Charge
Scheduled          SMITH, TIM                TUESDAY/ GATE OPEN   20% 1/22
Pending            2016 ART SCHOOL ROAD

5 Ordered 01/12/18 01-02773 87320  1:C1:120   SM     3.02    Fill     Charge
Scheduled          SHOWELL, CHARLES          35% 1/12
Pending            824 BYERS ROAD

6 Ordered 01/19/18 01-74557 87564  1:C2        01     2.32    Fill     Charge
Scheduled          KITCHIN, ROBERT           fill 1/19
Pending            101 JEFFERSON BLVD

7 Ordered 01/22/18 01-81156 87626  1:D2:0004  CT     2.02    Fill     Charge
Scheduled          O'BRIEN, TRISH & GERALD   30% 1/22/18
Pending            584 TANGLEWOOD LANE

8 Ordered 01/22/18 01-26391 87641  1:D2:0006  01     2.32    250      Charge
Scheduled          TOOZE, COLIN & MARIKA     35% 1/22  250 GALS ONLY.PAID BY CCARD
Pending            554 DANNAKER LANE

9 Ordered 01/22/18 01-46787 87633  1:D2:0008  SM     3.02    Fill     Charge
Scheduled          LAYFIELD, MIKE            20% 1/22/18
Pending            211 WINTHROP LANE

0 Ordered 07/17/19 01-15212 00155  1:D2:0009  SM     3.02    150      Charge
Scheduled          ABRAHAMS, ANNA            anna said she would  have the check
Pending            514 KING OF PRUSSIA RD.   ready...


                                             61 Records - Page 1 of 7
     F3 Cancel                                     F6  Next Page
     Order Inquiry
```

When a customer has been selected from the Order Inquiry screen or from any other customer listing screen, the system will proceed to the Customer Information screen from which deliveries can be made, payments taken, etc.

PPS [Customer Inquiry] 0.0 Gallons on Board Wed 04/29/2020 10:12 PM Truck:01 WEB								

PPS [Customer Inquiry] 0.0 Gallons on Board Wed 04/29/2020 10:12 PM Truck:01 WEB

01	26391	As of	04/29/2020

TOOZE, COLIN & MARIKA

554 DANNAKER LANE

WAYNE PA 19087

(484) 580-6263

Credit	7
Delivery	A
Tax	PA
F11 Directions	
F12 Orders	

Current Bal	-580.00
Over 30	0.00
Over 60	0.00
Over 90	0.00
Past Due	
Total Bal	-580.00

Driver Route Sequence	1:D2:0006
Current Percent	27%
Last Delivery Posted	01/03/18 300 GL 75%
Tank Water Capacity	500 GL
Tank Serial Number	2SD071407
Year-to-Date Deliveries	3
Year-To-Date Gallons	844
Last Year Gallons	1453

Product	01
UI	GL
Price	$2.3200

ANODE 1.2 091213 55-01

COD/RENTER

L/L JOAN BARIBAULT

1/08 AN=1.3

F3 Cancel Inquiry   F10 Gas Order   F6 Enter Payment   F8 Begin Delivery

There is also an option for Electronic Tank Monitor readings that are generated from the office system

PPS [Customer Inquiry] 1617.6 Gallons on Board Wed 04/04/2018 9:19 AM Truck:78

05	69014	As of	04/04/2018

SCOTT,

DELIVERY: 23901 PACIFIC HEIGHTS DR.

WESTPORT

Credit	3
Delivery	K
Tax	ME
F11 Directions	

Current Bal	-148.82
Over 30	0.00
Over 60	0.00
Over 90	0.00
Past Due	
Total Bal	-148.82

Driver Route Sequence	7:01:
Current Percent	55%
Last ETM Reading >	04/03/18 0279 GL 56%
Tank Water Capacity	499 GL
Tank Serial Number	M1352958
Year-to-Date Deliveries	6
Year-To-Date Gallons	1317
Last Year Gallons	0

Product	17
UI	GL
Price	$1.8300

F3 Cancel Inquiry   F5 Show Memos   F10 Gas Order   F6 Enter Payment   F8 Begin Delivery
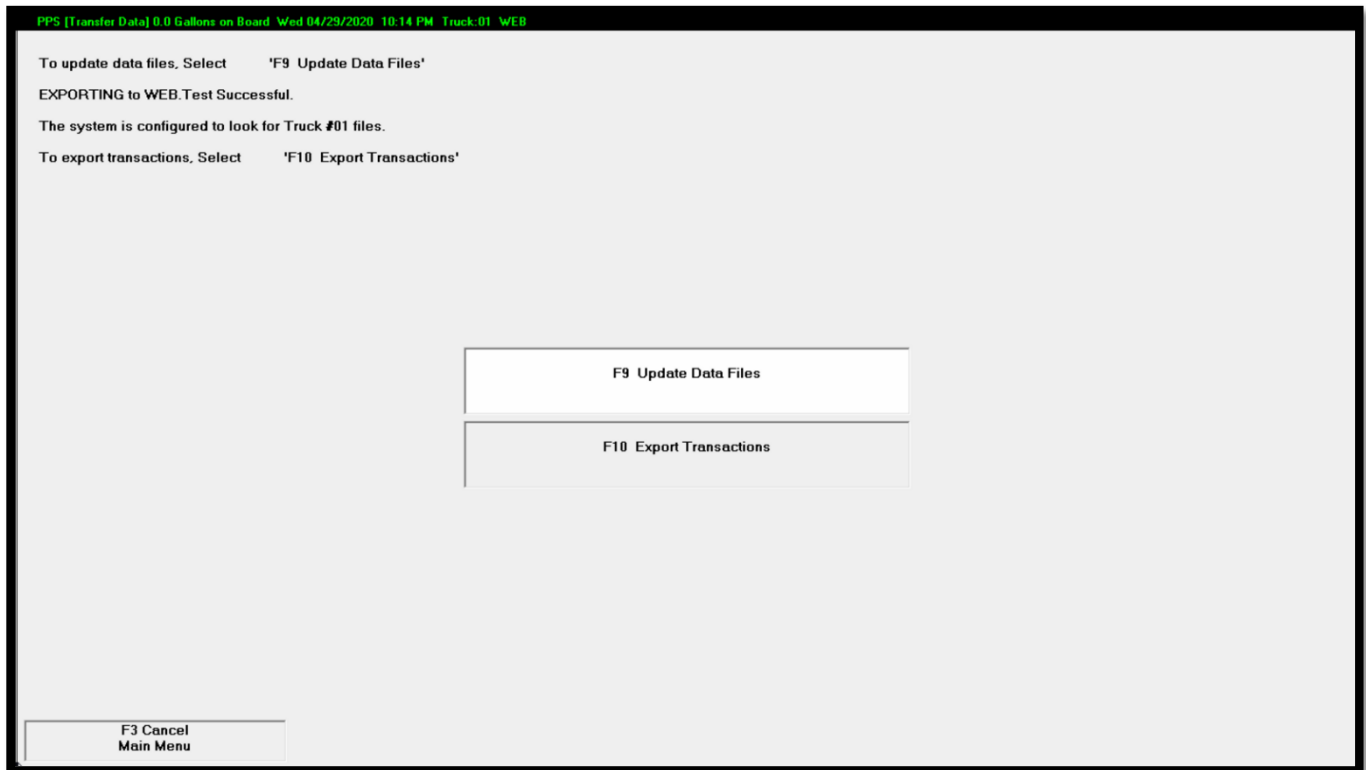
Transfer Data

The Transfer Data option on the main menu allows the driver to update customer information in the truck from office media -or- to export transaction details to the office media for further processing in the office. To access the Transfer Data menu, press the **TRANSFER DATA** (F2) button in the PPS Main Menu.
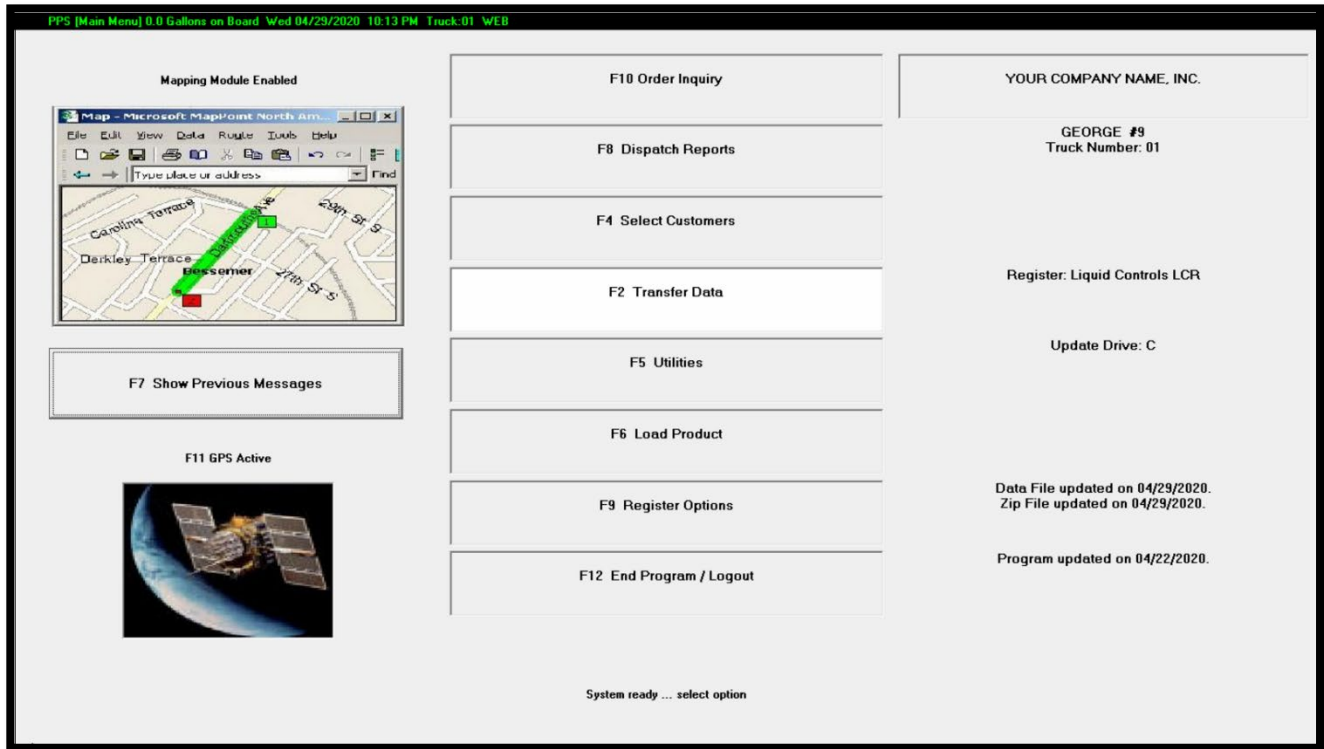
The transfer data menu will provide the driver with an option to update customer data in the truck and/or to export transactions back to the office. This screen actually provides some very important information that drivers should be aware of....

1. The **UPDATE DATA FILES** (F9) button is only displayed IF the system detects that there is a valid update file on the media. If there has been no media in the drive or if the updated data files did not exist on the media, the option would not have been displayed. (Does not apply to Truck Transfer in real time)
2. The **EXPORT TRANSACTIONS** (F10) button is displayed only IF new transactions are on the system that need to be exported. If the system doesn't detect new transactions, this option will not be visible. (Does not apply to Truck Transfer)
3. Can transactions be "successfully" exported? This information is provided for troubleshooting purposes. In this example, the system affirms that the transactions can be successfully exported because the "Export Test" succeeded.
4. Where will the data be exported to? This information is also provided for troubleshooting purposes. In the example, the data will be exported to drive C:. Usually, this will be set to F: or E: if using removable media.
    For Truck Transfer the data is sent to the cloud server wirelessly

This screen shows what a successful download will look like when Transferring data to and from the Truck System via the web or internet.
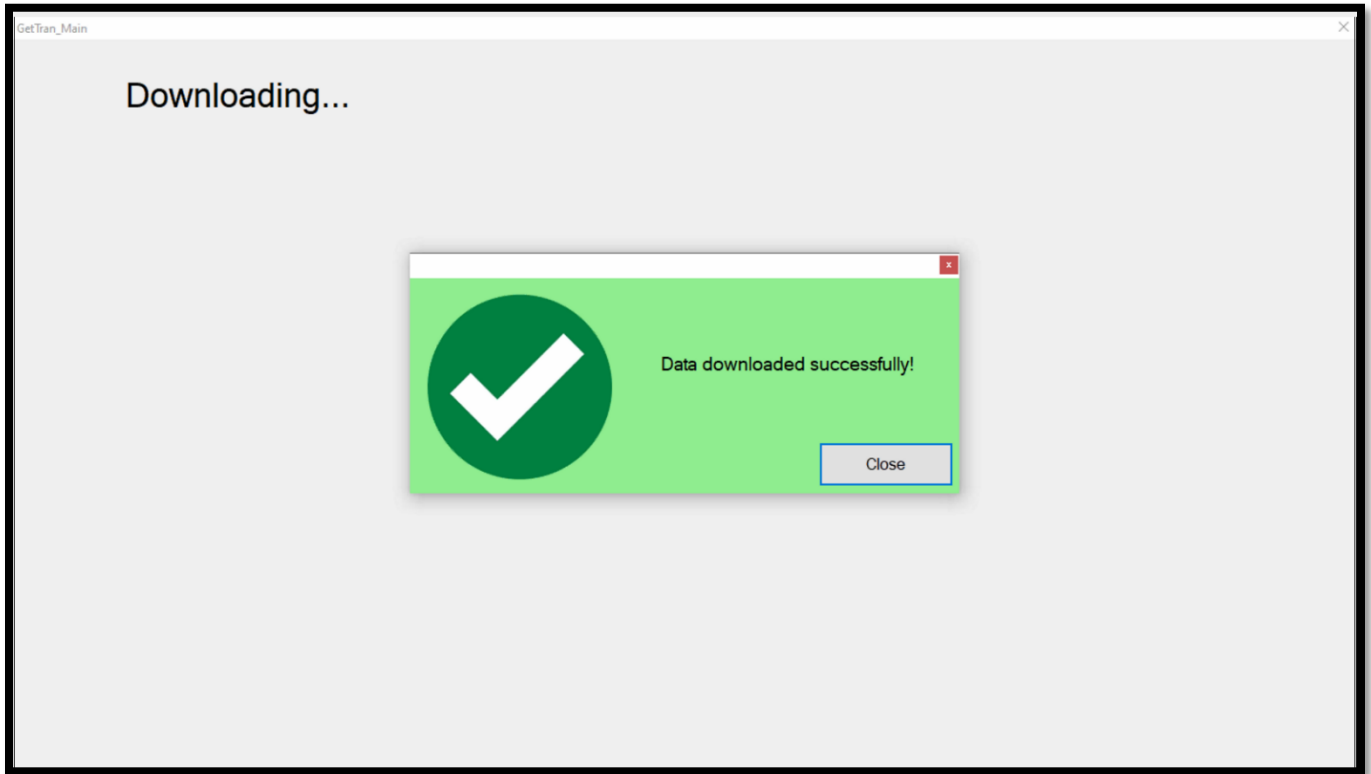
Instant Messages and Instant Gas Orders:

Drivers can receive Gas orders and text messages from the office in real time. The drivers will have to click the button at the bottom of the window to accept the order or the message.

NEW GAS ORDER

01-49633   4/19/17 12:12 PM
SABBI, RICHARD JANE

Fill Tank Product: CG

Comments:
Put ticket under lid. Watch out for killer chihuahua.

CLICK OR TAP HERE TO ACCEPT

Message from Office

Message To Truck 01!!   Get back to work!

CLICK OR TAP HERE TO ACCEPT
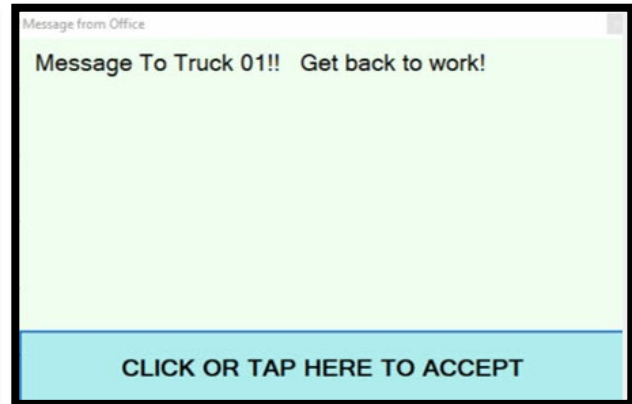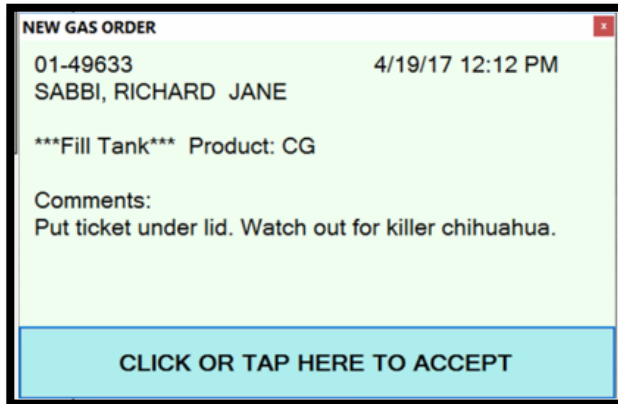
The Driver has the option to recall any message or orders by selecting the Show Previous Messages Box (F7)

Register Options:

The Register Options button allows system administrators to select the appropriate register type for the truck.

When Register Options is selected from the main menu, a list of available register types is displayed. To set the register type, press the button corresponding to the electronic register being used and follow the prompt screens. In the following example, we will select the LCR2 register type by pressing **LCR2** (6). Also note there can be Epson slip printers and Thermal printers configured with the LCR2 by touching the Printer Type selection.
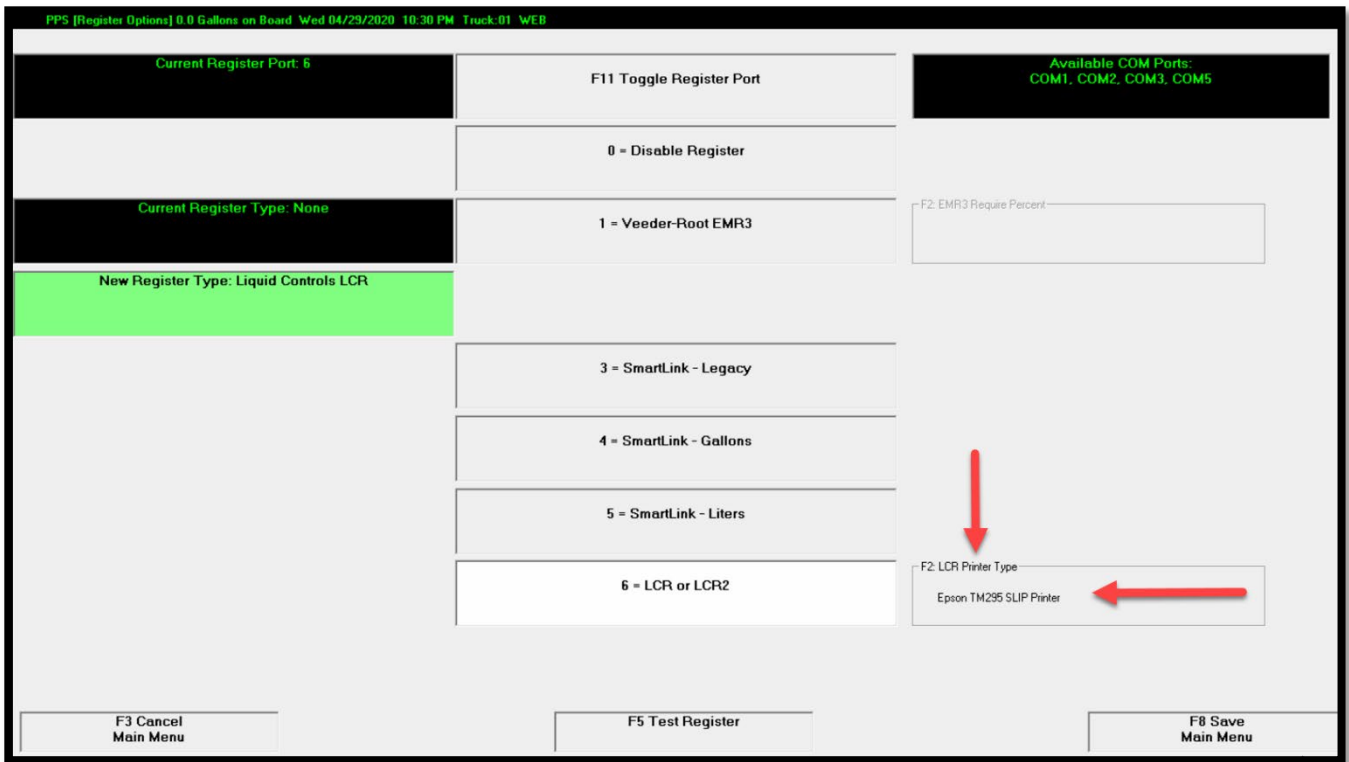
The following confirmation message will be displayed when the register type or port has been changed. You must select **YES** to save the change.

Please Note: The current register type is displayed on the main PPS menu and should be checked if there is any problem communicating from the laptop to the register. If the register type is set correctly (type and com port), the cable should be checked. The only approved cables for the system are those supplied by Suburban Software Systems.
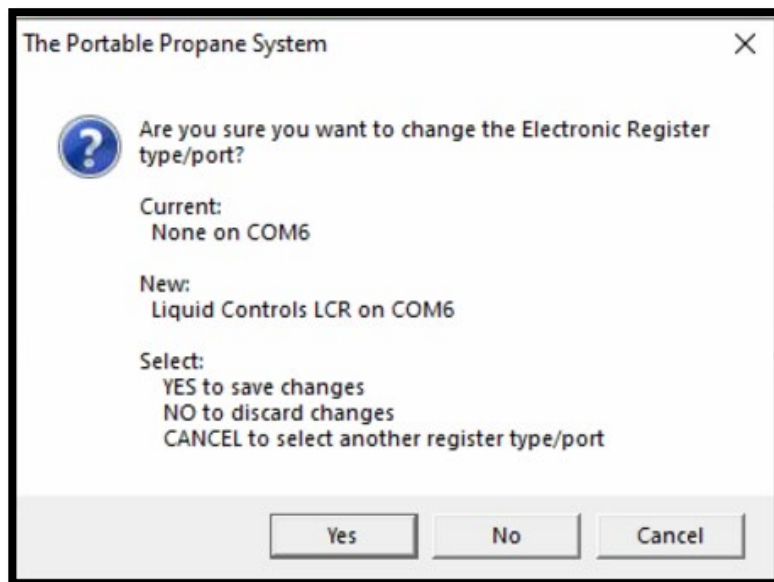
Mapping in The Portable Propane System

The Portable Propane Systems Mapping Module is a fully integrated mobile mapping solution for the propane delivery vehicle. The mapping module provides the following benefits to the Propane Gas salesman...

==> Customer locations displayed graphically - on a map

==> Written, turn-by-turn directions provided to the customer location from the office or from the last delivery point.

==> Routes displayed and delivery points optimized on the fly - based on today's customer load.

==> Smart Map Feature... As deliveries are made, the maps in the office and in the truck will continue to become more accurate due to real-time capture of latitude and longitude coordinates (requires GPS device).

Getting Directions to a Customer Location with Mapping:

The **DIRECTIONS** (F11) button will be displayed in the customer information screen if the mapping module is active and the customer has a valid Latitude and Longitude in the Customer Master File.

From the Customer Information screen, press **DIRECTIONS** (F11) to get directions to the customer location from the last delivery point or from the branch office (if no deliveries have been made).

For safety reasons, the following warning screen will be displayed the first time that mapping is invoked. Press **YES** if you agree to drive safely while using the mapping module.
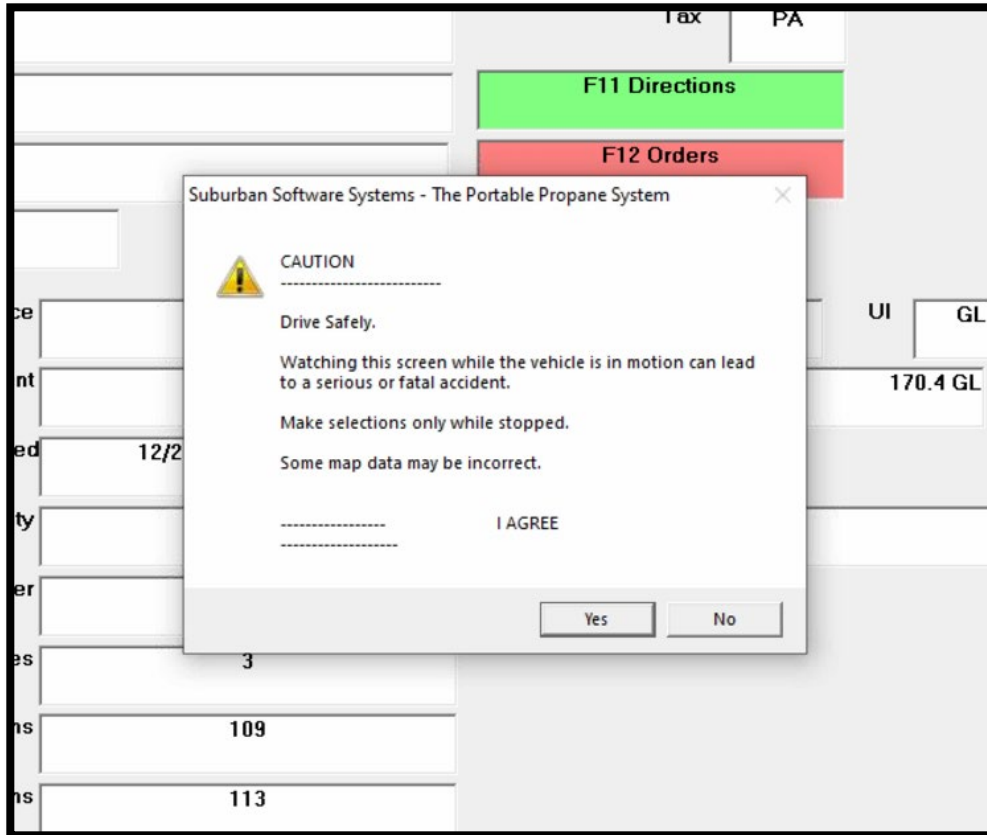
A map to the customer location will be displayed with directions at the top of the screen and a graphical representation of the map at the bottom.
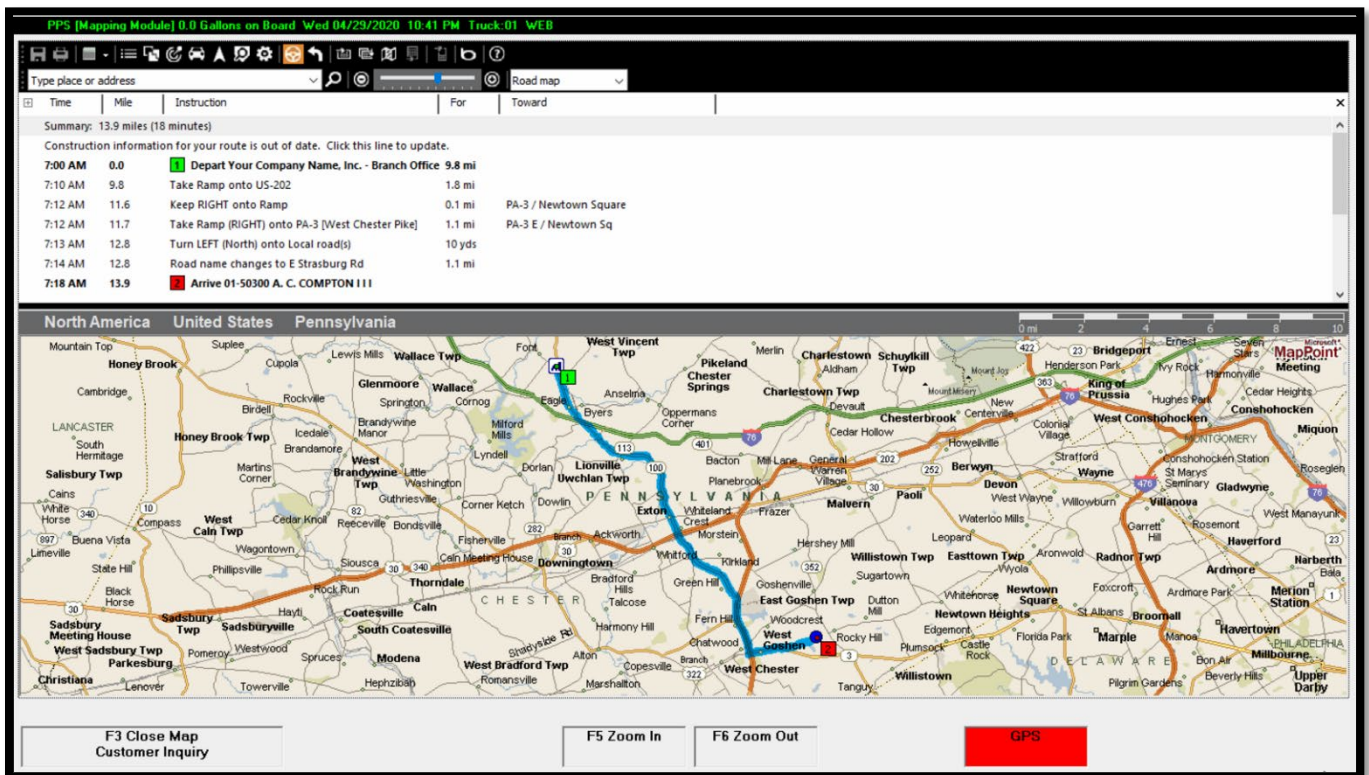
At the bottom of the screen, options to return to **CUSTOMER INQUIRY** (F3), **ZOOM IN** (F5), and **ZOOM OUT** (F6) are provided. You may also use the mouse to navigate around the map and zoom into an area. To zoom into a specific area, use the mouse or touch screen to encircle (with a square) the desired area and press left click to zoom into a specific area. To zoom back out, simply press **ZOOM OUT** (F6).

Route Optimization with Mapping:

Mapping can also be used to display and optimize routes in the truck. This allows the driver to work a route that has been optimized based on the customers that need gas <u>now</u>. Even new drivers can deliver efficiently because turn by turn directions are provided for the entire optimized route.

To optimize a route, select the desired route from the dispatch reports screen.

PPS [Dispatch Reports] 0.0 Gallons on Board Wed 04/29/2020 10:45 PM Truck:01 WEB

Dispatch Reports:	Driver:Rt			Dispatch Reports:	Driver:Rt	
DOWNTOWN SOUTH	1:D2			SOUTH TOWN 2	A:S2	
Exclude Delivery Codes: WU	Include Credit Codes: 7	25 % Max			25 % Max	
CHESTER NORTH	1:C1			EAST FALLS	1:E1	
	99 % Max				25 % Max	
CHESTER SOUTH	1:C2			CHESTER SQUARE	1:C2	
Include Delivery Codes: AKOI	79 % Max				25 % Max	
DOWNTOWN WEST	1:DW			DISPATCH REPORT 14	1:DW	
Exclude Delivery Codes: WU	25 % Max				25 % Max	
GOODTOWN	1:G1			DISPATCH REPORT 15	1:WE	
	25 % Max				99 % Max	
WESTCHESTER WEST	1:WW			DISPATCH REPORT 16	A:C1	
Exclude Delivery Codes: W	25 % Max				25 % Max	
POTTSTOWN	1:P1			DISPATCH REPORT 17	1:M1	
	25 % Max				25 % Max	
MILLERSTOWN	1:M2			DISPATCH REPORT 18	1:MS	
	25 % Max				25 % Max	
DEVON AREA	1:DE			DISPATCH REPORT 19	1:WW	
Exclude Delivery Codes: W	35 % Max				25 % Max	
SOUTH TOWN	1:S1			DISPATCH REPORT 20		
	25 % Max				25 % Max	

F3 Cancel Main Menu	Dispatch Office And Truck		F8 Select

The options screen for the route will appear. Make the desired selections and press **DISPLAY MAP AND OPTIMIZE** (F6) to call the mapping module...

Press **DISPLAY MAP AND OPTIMIZE** (F6) to display the map....

As the map is loaded, you will note that optimization occurs automatically. Once loaded, the left side of the screen will display a list of customers on the route organized in optimized order. At the top right side of the screen, written directions from point 1 to each subsequent point are listed. In order to read through the written directions, left click (or touch the screen) in that part of the screen and scroll up and down to move. Note that the point on the graphical display at the bottom will be highlighted and will move with the directions highlighted in the written directions at the top.

At the bottom of the right side of the screen, the map is displayed and the **ZOOM IN** (F5), **ZOOM OUT** (F6), or mouse controls may be used to see more detail at any point on the map. To select an area of the map to view closer, use the mouse or the touch screen to encircle (with a square) the area and press left click or press **ZOOM IN** (F5).

Once optimized, press **LIST** (F8) to return to the Dispatch Report List for the selected route. The customers will be re-sequenced in optimized order just as they were listed in the mapping application.

Unmatched Accounts: *By definition, an unmatched account is simply an account that the mapping application cannot resolve to an address or to a latitude / longitude.* Since the mapping application cannot place an unmatched account, it will not be displayed on the map. As customer address data is corrected in the office and as deliveries occur in the truck (when a GPS is used), the number of accounts unmatched should diminish. **<u>After optimization, unmatched accounts will always be listed at the top of the route report screen as shown above.</u>**

*Drivers can also see if a customer on that route has been delivered to by another driver.

Delivering Gas with the LCR2 Electronic Register System

To deliver gas with the Portable Propane System LCR2 interface, select the customer using one of the methods described above (by route, by name, etc.) and press **BEGIN DELIVERY** (F8).

The following screen will be displayed which shows the current product code, price, unit of issue, tax rate and regulatory compliance fee (if any).


If any values need to be changed (such as price), click or touch the field to be changed, clear the contents of the field with the backspace key, and enter the correct value. When all is correct, press **BEGIN DELIVERY** (F8) to continue to the pre-delivery screen.

In the pre-delivery screen, instructions are listed above the real time quantity which tells the driver exactly what to do next.
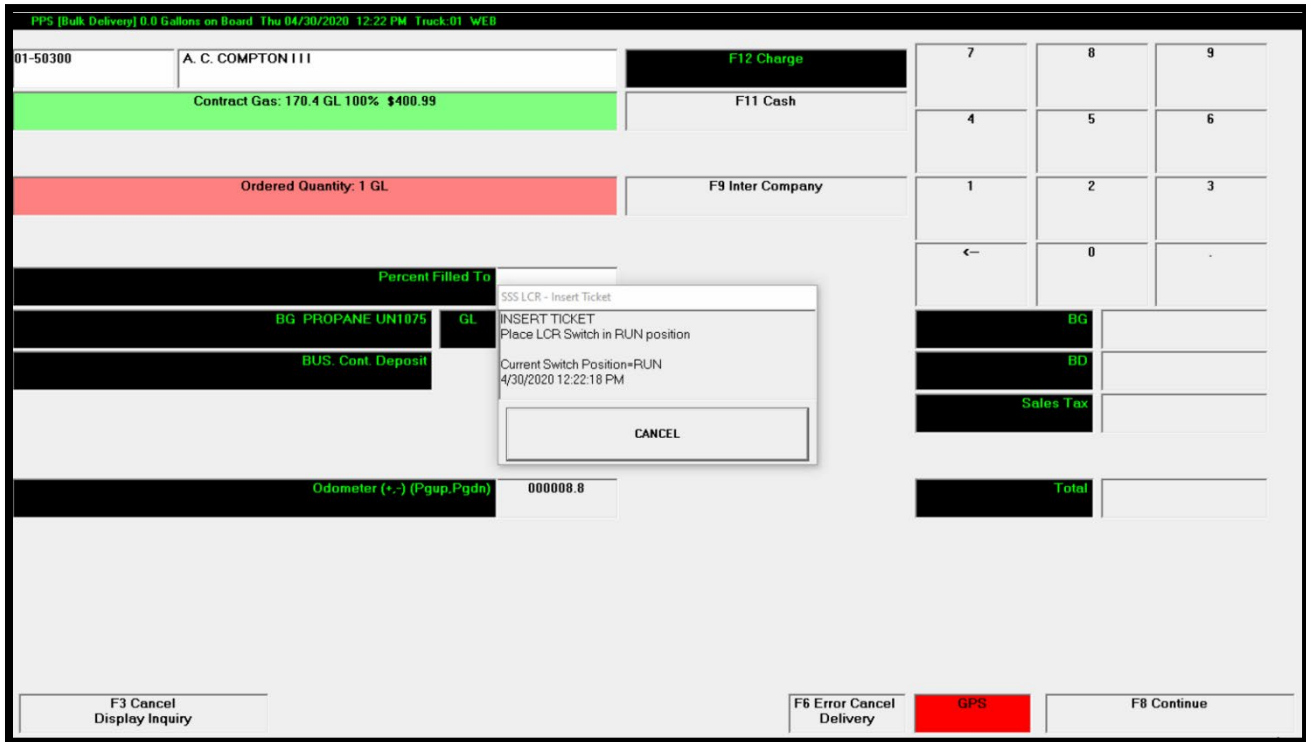
As indicated in the instructions on the screen, insert a ticket to the printer, turn the red knob from Stop to Start and the register will reset back to 0.0 gallons and begin the delivery.

The LCR2 is ready to deliver gas when the display shows 0.0 gallons.

PPS [Bulk Delivery] -96.3 Gallons on Board Thu 04/30/2020 12:27 PM Truck:01 WEB			

01-50300	A. C. COMPTON III	F12 Charge	7	8	9

Contract Gas: 170.4 GL 100% $400.99

F11 Cash

| 4 | 5 | 6 |

Order: Delivered 96 GL on 04/30/20

F9 Inter Company

| 1 | 2 | 3 |

Percent Filled To

| ← | 0 | . |

BG PROPANE UN1075   GL

BUS. Cont. Deposit

Odometer (+,-) (Pgup,Pgdn)   000008.8

Deliver Product Now

0.0 GL

F5 Memo Post Cancel Delivery   GPS   F8 Continue

As gas is pumped, the display on both the LCR2 and the truck computer will be updated with quantity pumped.


When pumping is complete, turn the red knob from Start back to the Stop position, return to the cab and enter the ENDING percent that the tank was filled to and press F8 continue in the bottom right of the screen. The delivery ticket will begin to print.

The ticket will print the following...
1. Start and finish date and time
2. Ticket number
3. Gallons start and net volume at finish
4. Correction factor when temperature compensation is enabled
5. Date, Time, Customer Number, Driver Number, Truck Number
6. Customer name, address, city, state, zip
7. Product delivered, quantity, price, unit of issue, and extended amount.
8. Regulatory compliance fee (if any)
9. Sales tax rate and extended amount
10. Total of sale
11. Type of sale (cash, charge)
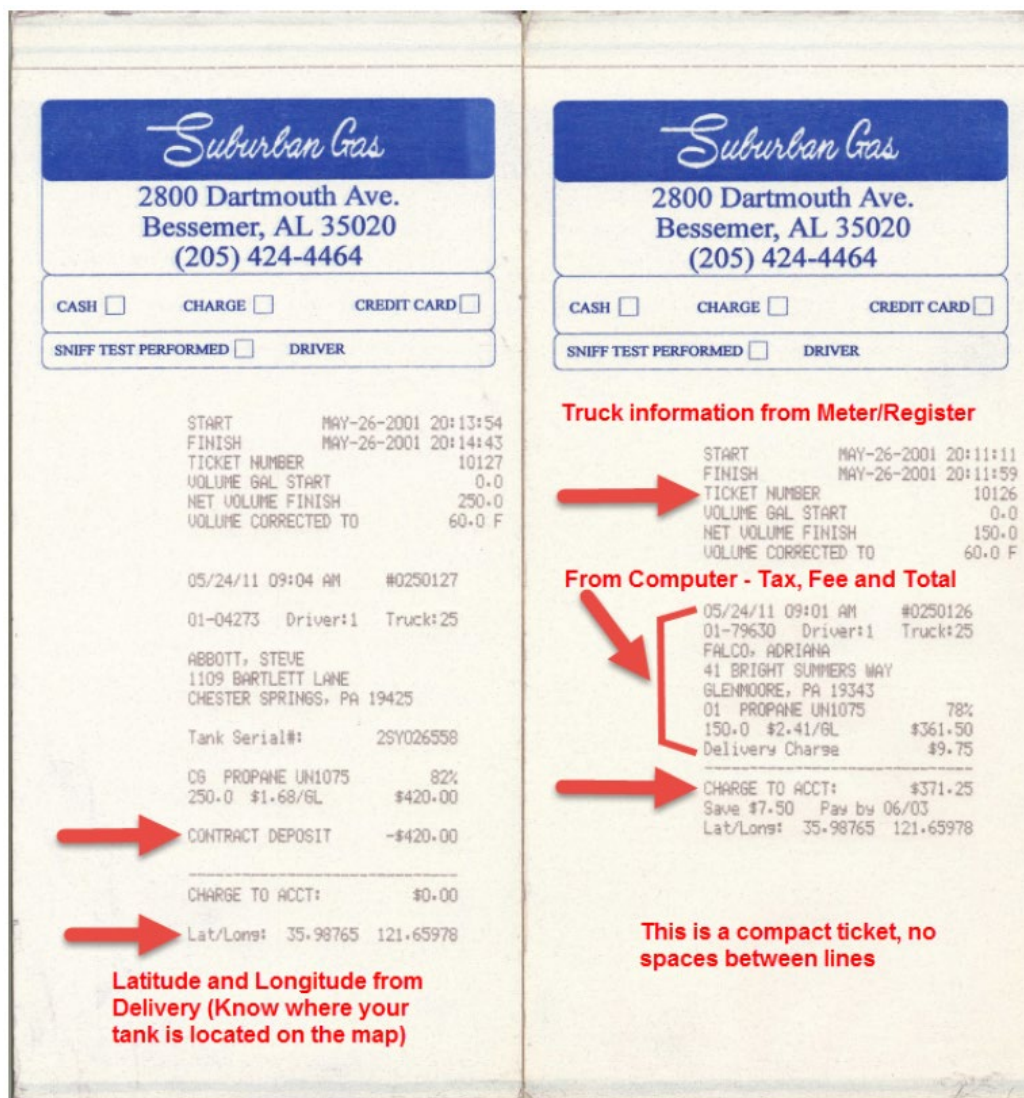
Automatic Updating of the Portable Propane System

The drivers will see a message in the lower right if a program update is available and ready to apply.
When exiting the system, a message will appear to apply the update. (Select Yes or No)
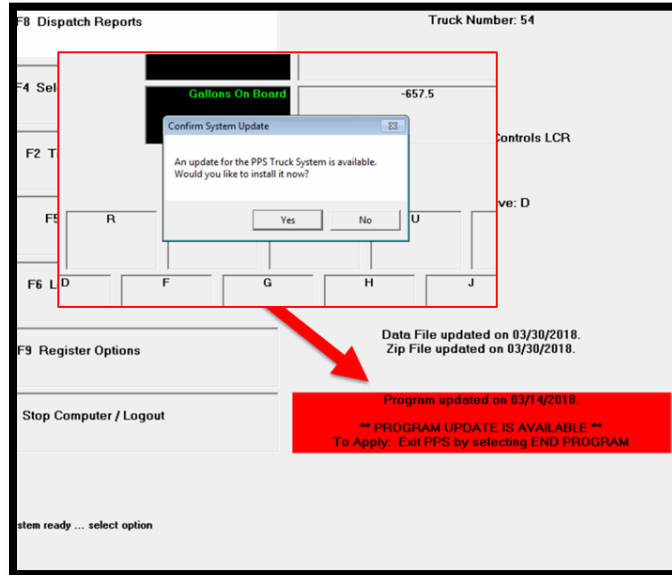
If the driver clicks yes, the update will apply in less than five minutes automatically.
During the update process the driver will see one of these three red windows.
If the update was successful the driver will see the bottom window with a "close" button