

How to Open the Lease screen

- Via the Lease menu

1. From Tank Management, click the **Leases menu**. This will open the Leases Search screen.

Tank Management

Activities

Clock Reading
Synchronize Delivery History
Generate Orders
Tank Monitor
Generate Work Orders
Lease
Budget Calculation
Virtual Meter Billing

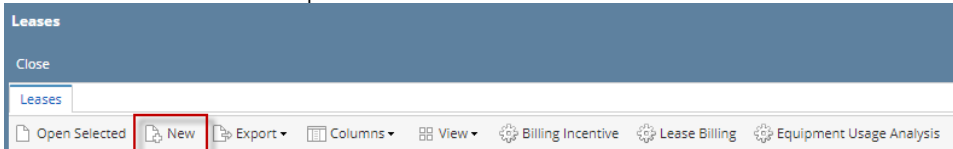
Maintenance

Consumption Sites
Customer Inquiry
Devices

Reports

Call Entry Printout
Deliveries
Delivery Fill
Events
Work Orders

2. Click the **New toolbar button** to open the Leases screen.

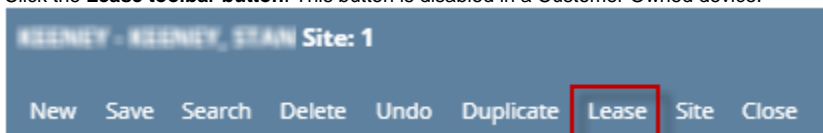


3. The Lease screen will be displayed. **Lease No** is auto-generated based on the starting number set in System Manager > Starting Numbers > Tank Management.

A screenshot of the 'Lease' screen. It has a dark blue header with the word 'Lease' and window controls. Below the header is a toolbar with buttons: 'New', 'Save', 'Delete', 'Undo', 'Billing Incentive', and 'Close'. Underneath is a tabbed interface with 'Details', 'Devices', and 'Attachment' tabs. The 'Details' tab is active, showing a form with sections: 'Info' (Lease No, Start Date, Rental Status, Lease Status), 'Agreement' (Agreement Letter, Evaluation Method, Print Value in Agreement), and 'Billing' (Bill Customer, Billing Frequency, Billing Month, Billing Type, Lease To Own, Last Lease Billing Date, Don't Bill After). The bottom of the screen shows a status bar with a question mark, a globe icon, a lightbulb icon, '0.73s', 'Ready', 'Page 1 of 1', and a 'Refresh' button.

- Via the Consumption Site > Attached Device

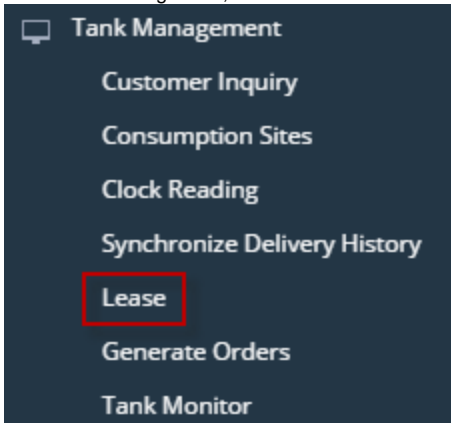
1. [Open a Devices record](#).
2. Click the **Lease toolbar button**. This button is disabled in a Customer Owned device.



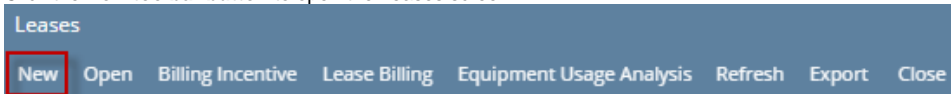
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- **Via the Lease menu**

1. From Tank Management, click the **Leases menu**. This will open the Leases Search screen.



2. Click the **New toolbar button** to open the Leases screen.



3. The Lease screen will be displayed. **Lease No** is auto-generated based on the starting number set in System Manager > Starting Numbers > Tank Management

Lease [Up Arrow] [Close X]

New Save Delete Undo Billing Incentive Print Close

Details Devices Attachment (0)

Info

Lease No: LEASE-1

Start Date: [Calendar Icon] Lease Code [Dropdown]

Rental Status: [Dropdown]

Lease Status: [Dropdown]

Agreement

Agreement Letter: [Dropdown] Print Value in Agreement: ☒

Evaluation Method: Site Product [Dropdown]

Billing

Bill Customer: [Dropdown] Name: [Text Box]

Billing Frequency: [Dropdown]

Billing Month: [Text Box] Billing Type: [Dropdown]

Lease To Own: ☐ Don't Bill After: [Calendar Icon]

Last Lease Billing Date: [Calendar Icon]

[Help] [Globe] [Lightbulb] [Envelope] Ready [Previous] [Next] Page 1 of 1 [Previous] [Next]

- Via the Consumption Site > Attached Device

1. Open a [Devices record](#).
2. Click the **Lease** toolbar button. This button is disabled in a Customer Owned device.

0001005078 - Customer A Site: 1

New Save Search Delete Undo Duplicate **Lease** Site Close

3. The **Lease** screen will be displayed. **Lease No** is auto-generated based on the starting number set in System Manager > Starting Numbers > Tank Management

Lease [Up Arrow] [Close X]

Save Delete Undo Billing Incentive Close

Details

Lease No: LEASE-1

Start Date: [Calendar Icon] Lease Code [Dropdown]

Bill Customer: [Dropdown] Name: [Text Box]

Rental Status: [Dropdown]

Lease Status: [Dropdown]

Billing Frequency: [Dropdown]

Billing Month: [Text Box] Billing Type: [Dropdown]

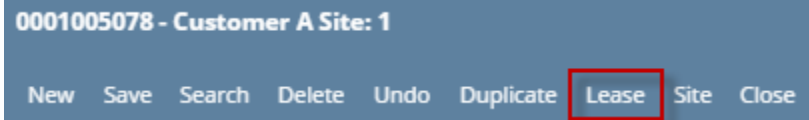
Lease To Own: ☐ Don't Bill After: [Calendar Icon]

Last Lease Billing Date: [Calendar Icon]

[Help] [Globe] [Lightbulb] Edited [Previous] [Next] Page 1 of 1 [Previous] [Next]

1. Open a [Devices record](#).

2. Click the **Lease toolbar button**. This button is disabled in a Customer Owned device.



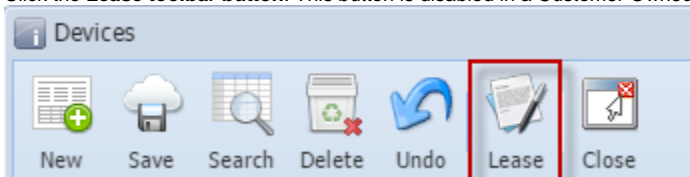
3. The **Lease screen** will be displayed. **Lease No** is auto-generated based on the starting number set in System Manager > Starting Numbers > Tank Management

A screenshot of a software window titled "Lease". The window has a toolbar with "Save", "Delete", "Undo", "Billing Incentive", and "Close". Below the toolbar is a "Details" tab. The form contains the following fields:

- Lease No: LEASE-1
- Start Date: [empty] [calendar icon]
- Lease Code: [dropdown menu with "Lease Code" selected]
- Bill Customer: [dropdown menu]
- Name: [empty]
- Rental Status: [dropdown menu]
- Lease Status: [dropdown menu]
- Billing Frequency: [dropdown menu]
- Billing Month: [empty]
- Billing Type: [dropdown menu]
- Lease To Own: ☐
- Don't Bill After: [empty] [calendar icon]
- Last Lease Billing Date: [empty] [calendar icon]

At the bottom, there is a status bar with icons for help, search, and a lightbulb, followed by the text "Edited". On the right side of the status bar, there are navigation icons and the text "Page 1 of 1".

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3. The **Lease screen** will be displayed. Lease No is auto-generated based on the starting number set in System Manager > Starting Numbers > Tank Management

A screenshot of a software window titled "Lease". The window has a toolbar with icons for "Save", "Delete", "Undo", and "Close". Below the toolbar is a form with the following fields:

- Lease No: LEASE-1
- Start Date: [empty] [calendar icon]
- Lease Code: [dropdown menu with "Lease Code" selected]
- Bill Customer: [dropdown menu]
- Name: [empty]
- Rental Status: [dropdown menu]
- Lease Status: [dropdown menu]
- Billing Frequency: [dropdown menu]
- Billing Month: [empty]
- Billing Type: [dropdown menu]
- Lease To Own: ☐
- Don't Bill After: [empty] [calendar icon]
- Last Lease Billing Date: [empty] [calendar icon]

At the bottom, there is a status bar with icons for help, search, and a lightbulb, followed by the text "Ready".

