

How to Add New Fuel Type

1. From Inventory Module go to **Fuel Types** menu.
2. The Search screen for Fuel Types will be shown.
3. Click **Fuel Category Button** to open **Fuel Category Screen**.
4. Enter values to the following fields:
 - a. **Fuel Category**
 - b. **Description**
 - c. **Equivalence Value**
5. Click **save button** to save the record. In case you miss to click this button and you click the **Close toolbar button** or the **x** button at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

The screenshot shows a web application window titled "Fuel Category". At the top, there is a toolbar with "Save", "Undo", and "Close" buttons. Below this is a menu bar with "Insert", "Remove", "Export", "View", and "Filter (F3)". The main area contains a table with three columns: "Fuel Category*", "Description", and "Equivalence Value". The first row is highlighted in blue and contains the text "Test Fuel Category", "Test Description", and "Test Equivalence Value". Below the table, there is a checkbox. At the bottom of the window, there is a status bar with a question mark, a globe icon, a lightbulb icon, the text "0.2s", a red "Saved" message, and a "Refresh" button.

Fuel Category*	Description	Equivalence Value
Test Fuel Category	Test Description	Test Equivalence Value

6. Click **close** button. User will be redirected to Fuel types search screen.
7. Click **Feed Stock Button** to open **Feed Stock Screen**.
8. Enter values to the following fields:
 - a. **Code**
 - b. **Description**

9. Click **save button** to save the record. In case you miss to click this button and you click the **Close toolbar** button or the **x** button at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

The screenshot shows a web application window titled "Feed Stock". At the top, there is a toolbar with "Save", "Undo", and "Close" buttons. Below this is another toolbar with "+ Insert", "X Remove", "Export", "View", and a "Filter (F3)" input field. The main area contains a table with two columns: "Code" and "Description". The first row is highlighted in blue and contains the text "Test Feed Stock" under the "Code" column and "Test Description" under the "Description" column. There is a checkbox to the left of the "Code" column header and another checkbox below the first row. At the bottom of the window, there is a status bar with icons for help, globe, lightbulb, and a timer showing "0.2s". It also says "Edited" and has a "Refresh" button on the right.

Code	Description
Test Feed Stock	Test Description

10. Click **close** button. User will be redirected to Fuel types search screen.
11. Click **Fuel Code Button** to open **Fuel Code** screen.
12. Enter values to the following fields:
- Code
 - Description

13. Click **save button** to save the record. In case you miss to click this button and you click the **Close toolbar button** or the **x** button at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

The screenshot shows a web application window titled "Fuel Code". At the top, there is a toolbar with "Save", "Undo", and "Close" buttons. Below this is a secondary toolbar with "+ Insert", "X Remove", "Export", "View", and a "Filter (F3)" input field. The main area contains a table with two columns: "Code*" and "Description". The first row is highlighted in blue and contains the text "Test Fuel Code" and "Test Description". Below this row is an empty row with a checkbox in the "Code*" column. At the bottom of the window, there is a status bar with a help icon, a globe icon, a lightbulb icon, the text "0.2s", a red "Saved" message, and a "Refresh" button.

Code*	Description
Test Fuel Code	Test Description
☐	

14. Click **close** button. User will be redirected to Fuel types search screen.
15. Click **Production Process Button** to open **Production Process** screen.
16. Enter values to the following fields:
- a. **Code**
 - b. **Description**

17. Click **save button** to save the record. In case you miss to click this button and you click the **Close toolbar button** or the **x** button at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

The screenshot shows a web application window titled "Production Process". At the top, there is a toolbar with "Save", "Undo", and "Close" buttons. Below this is another toolbar with "+ Insert", "X Remove", "Export", "View", and a "Filter (F3)" input field. The main area contains a table with two columns: "Code*" and "Description". The first row of the table is highlighted in blue and contains the text "Test Prod Process" and "Test Description". Below the table, there is a status bar with a question mark icon, a globe icon, a lightbulb icon, the text "0.21s", the word "Saved" in red, and a "Refresh" button with a circular arrow icon.

Code*	Description
Test Prod Process	Test Description

18. Click **close** button. User will be redirected to Fuel types search screen.
19. Click **Feed Stock UOM Button** to open **Feed Stock UOM screen**.
20. Enter/Select values to the following fields:
- a. UOM
 - b. UOM Code

21. Click **save button** to save the record. In case you miss to click this button and you click the **Close toolbar button** or the **x** button at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

Feed Stock UOM

Save Undo Close

+ Insert X Remove Export View Filter (F3)

UOM*	UOM Code
☒ KG	KG
☐	

? 0.24s | Saved Refresh

22. Click **close** button. User will be redirected to Fuel types search screen.
23. Go back to **Fuel Types** Search Screen and click **New**.
24. Enter/Select values to the following fields:
- Fuel Category
 - Fee Stock
 - Batch No.
 - Ending RIN Gallons for Batch
 - Equivalence Value
 - Fuel Code
 - Production PProcess
 - Feed Stock UOM
 - Feed Stock Factor
 - Renewable Biomass: True/False
 - Percent of Denaturant
 - Deduct Denaturant from RIN: True/False

Fuel Types
^
□
X

New Save Search Delete Undo Close

Details

Fuel Category	Test Fuel Category	▼
Feed Stock	Test Feed Stock	▼
Batch No		1
Ending RIN Gallons for Batch		1
Equivalence Value	Test Equivalence Value	
Fuel Code	Test Fuel Code	▼
Production Process	Test Prod Process	▼
Feed Stock UOM	KG	▼
Feed Stock Factor		1
Renewable Biomass	☒	
Percent of Denaturant		2
Deduct Denaturant from RIN	☒	

?
🌐
💡
0.1s
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1
of 1
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Ref

25. Click **save button** to save the record. In case you miss to click this button and you click the **Close toolbar** button or the **x** button at the top right corner of the screen, I21 will prompt you if you would like to save it before closing the screen.