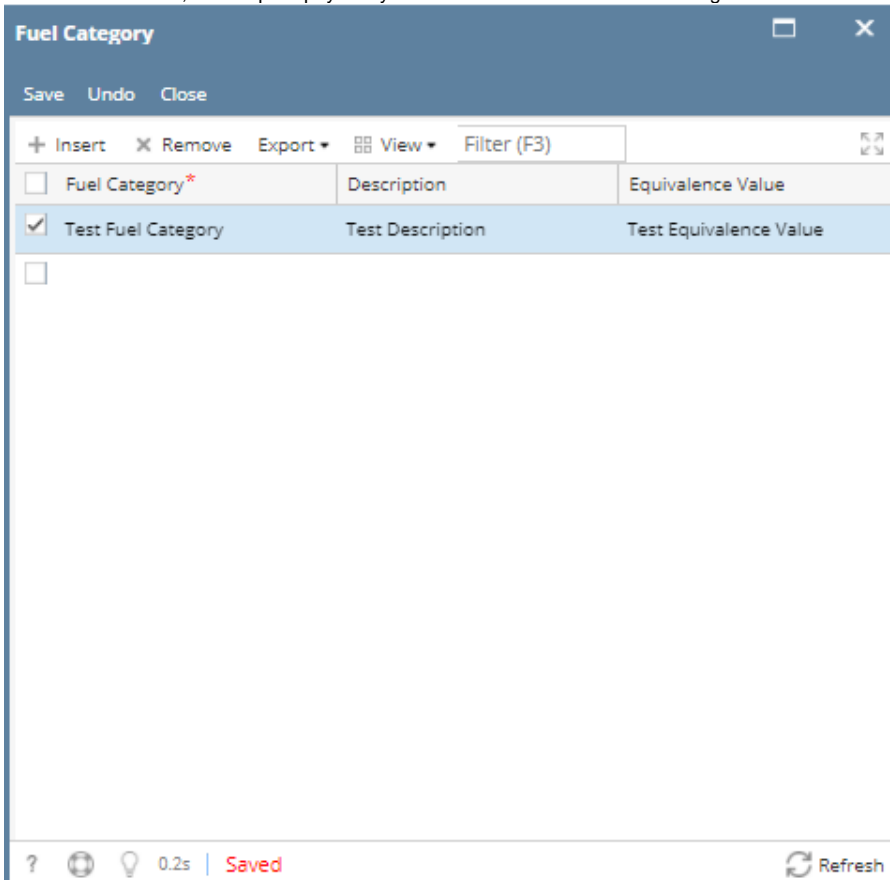


# How to Add New Fuel Type

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 the 'Fuel Category' screen. At the top, there is a title bar with 'Fuel Category' and window controls. Below it is a toolbar with 'Save', 'Undo', and 'Close' buttons. A secondary toolbar contains '+ Insert', 'X Remove', 'Export', 'View', and 'Filter (F3)'. The main area is a table with three columns: 'Fuel Category\*', 'Description', and 'Equivalence Value'. The first row is highlighted in blue and contains 'Test Fuel Category', 'Test Description', and 'Test Equivalence Value'. Below the table is a large empty text area. At the bottom, there is a status bar with a question mark, a globe icon, a lightbulb icon, '0.2s', 'Saved' in red, 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 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 values "Test Feed Stock" 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 icons for help, globe, lightbulb, and a timer showing "0.2s | Edited". A "Refresh" button is also present in the bottom right corner.

| Code*                    | Description      |
|--------------------------|------------------|
| Test Feed Stock          | Test Description |
| <input type="checkbox"/> |                  |

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:
- a. **Code**
  - b. **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.

Fuel Code

SaveUndoClose

+ Insert

✕ Remove

Export ▾

View ▾

Filter (F3)

| <input type="checkbox"/> Code*                     | Description      |
|--|------------------|
| <input checked="" type="checkbox"/> Test Fuel Code | Test Description |
| <input type="checkbox"/>                           |                  |

?🌐💡0.2s | Saved

Refresh

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", and a red "Saved" message. On the right side of the status bar, there is 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.

| UOM*                                   | UOM Code |
|--|----------|
| <input checked="" type="checkbox"/> KG | KG       |
| <input type="checkbox"/>               |          |

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: Truee/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            | <input checked="" type="checkbox"/> |   |
| Percent of Denaturant        |                                     | 2 |
| Deduct Denaturant from RIN   | <input checked="" type="checkbox"/> |   |

?
🌐
💡
0.1s
Saved
⏮
⏪
Page
1
of 1
⏩
⏭
🔄
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.