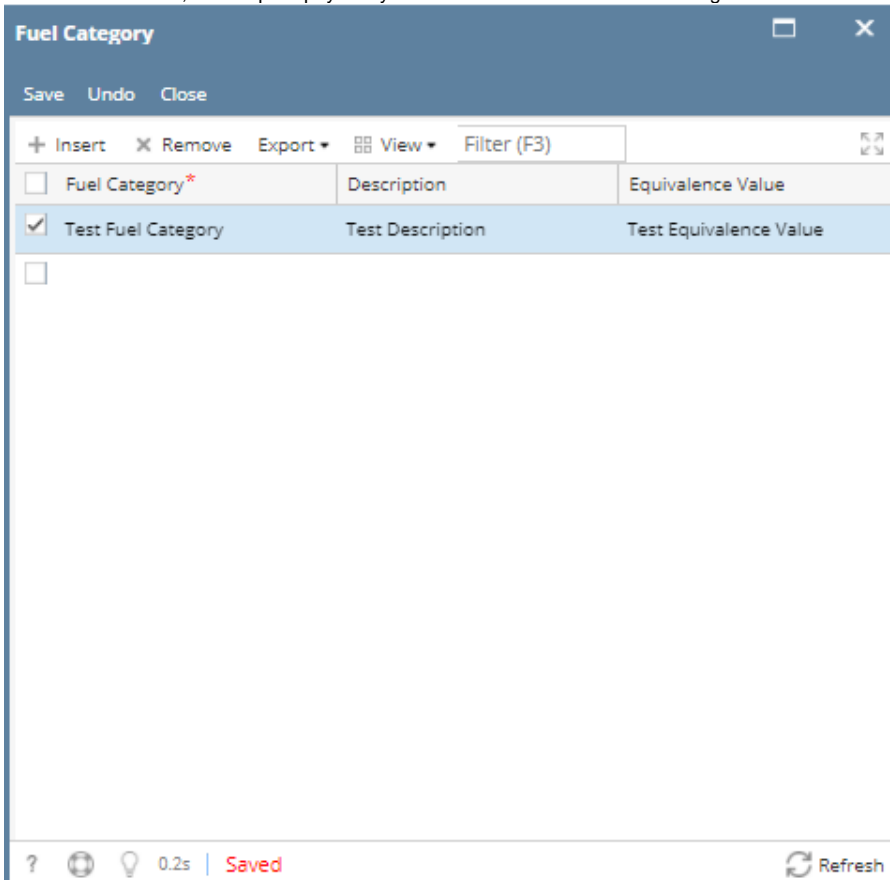# How to Add New Fuel Type

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.

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.

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		☐ ✕
Save Undo Close		
＋ Insert ✕ Remove Export ▾ ⊞ View ▾ Filter (F3)		⤢
☐ Code*	Description	
✔ Test Fuel Code	Test Description	
☐		

? ⊕ ♀ 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.

Production Process ☐ ✕

Save   Undo   Close

＋ Insert	✕ Remove	Export ▾	⊞ View ▾	Filter (F3)	⤢

☐	Code*	Description
☑	Test Prod Process	Test Description
☐		

? ⊕ ♡   0.21s | Saved   ↻ Refresh

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   ✕ 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:
    a. **Fuel Category**
    b. **Fee Stock**
    c. **Batch No.**
    d. **Ending RIN Gallons for Batch**
    e. **Equivalence Value**
    f. **Fuel Code**
    g. **Production PRocess**
    h. **Feed Stock UOM**
    i. **Feed Stock Factor**
    j. **Renewable Biomass: Truee/False**
    k. **Percent of Denaturant**
    l. **Deduct Denaturant from RIN: True/False**

Fuel Types

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 | 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.