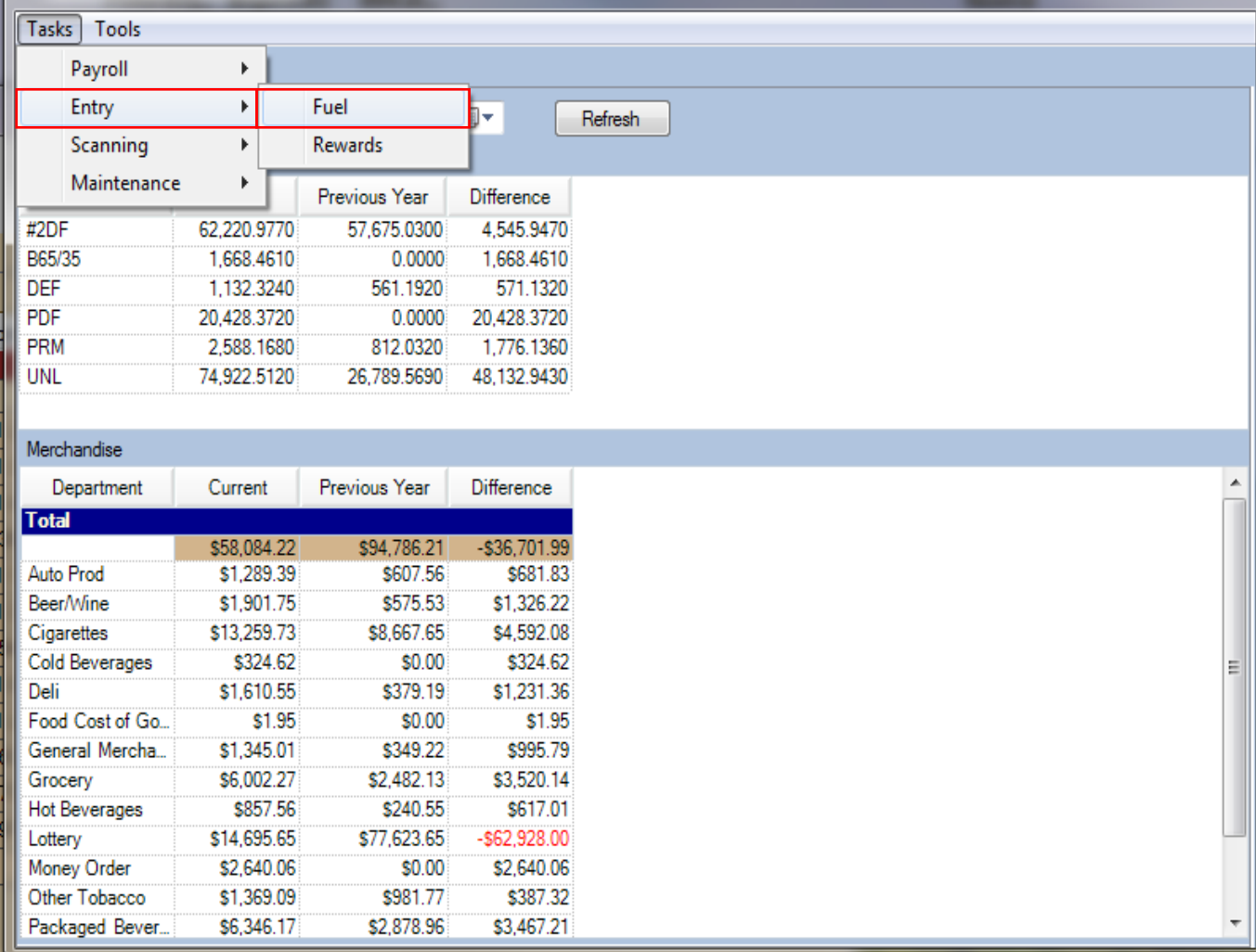


Entering Console Readings

1. In your Fuel Mart desktop, go to **Entry > Fuel**

It is important that you do this each day, as you are not able to go back and import a day's console readings after the next poll has occurred.



The screenshot shows the Fuel Mart desktop interface. At the top, there are tabs for 'Tasks' and 'Tools'. Under 'Tasks', a dropdown menu is open, showing 'Payroll', 'Entry', 'Scanning', and 'Maintenance'. The 'Entry' option is selected, and a sub-menu is open showing 'Fuel' and 'Rewards'. The 'Fuel' option is highlighted. A 'Refresh' button is visible to the right of the sub-menu.

Below the menu, there is a table with the following data:

		Previous Year	Difference
#2DF	62,220.9770	57,675.0300	4,545.9470
B65/35	1,668.4610	0.0000	1,668.4610
DEF	1,132.3240	561.1920	571.1320
PDF	20,428.3720	0.0000	20,428.3720
PRM	2,588.1680	812.0320	1,776.1360
UNL	74,922.5120	26,789.5690	48,132.9430

Below this table, there is a section titled 'Merchandise' with a table showing departmental data:

Department	Current	Previous Year	Difference
Total	\$58,084.22	\$94,786.21	-\$36,701.99
Auto Prod	\$1,289.39	\$607.56	\$681.83
Beer/Wine	\$1,901.75	\$575.53	\$1,326.22
Cigarettes	\$13,259.73	\$8,667.65	\$4,592.08
Cold Beverages	\$324.62	\$0.00	\$324.62
Deli	\$1,610.55	\$379.19	\$1,231.36
Food Cost of Go...	\$1.95	\$0.00	\$1.95
General Mercha...	\$1,345.01	\$349.22	\$995.79
Grocery	\$6,002.27	\$2,482.13	\$3,520.14
Hot Beverages	\$857.56	\$240.55	\$617.01
Lottery	\$14,695.65	\$77,623.65	-\$62,928.00
Money Order	\$2,640.06	\$0.00	\$2,640.06
Other Tobacco	\$1,369.09	\$981.77	\$387.32
Packaged Bever...	\$6,346.17	\$2,878.96	\$3,467.21

2. Change the date to the same calendar day as the console readings you are trying to import.

Tasks Tools

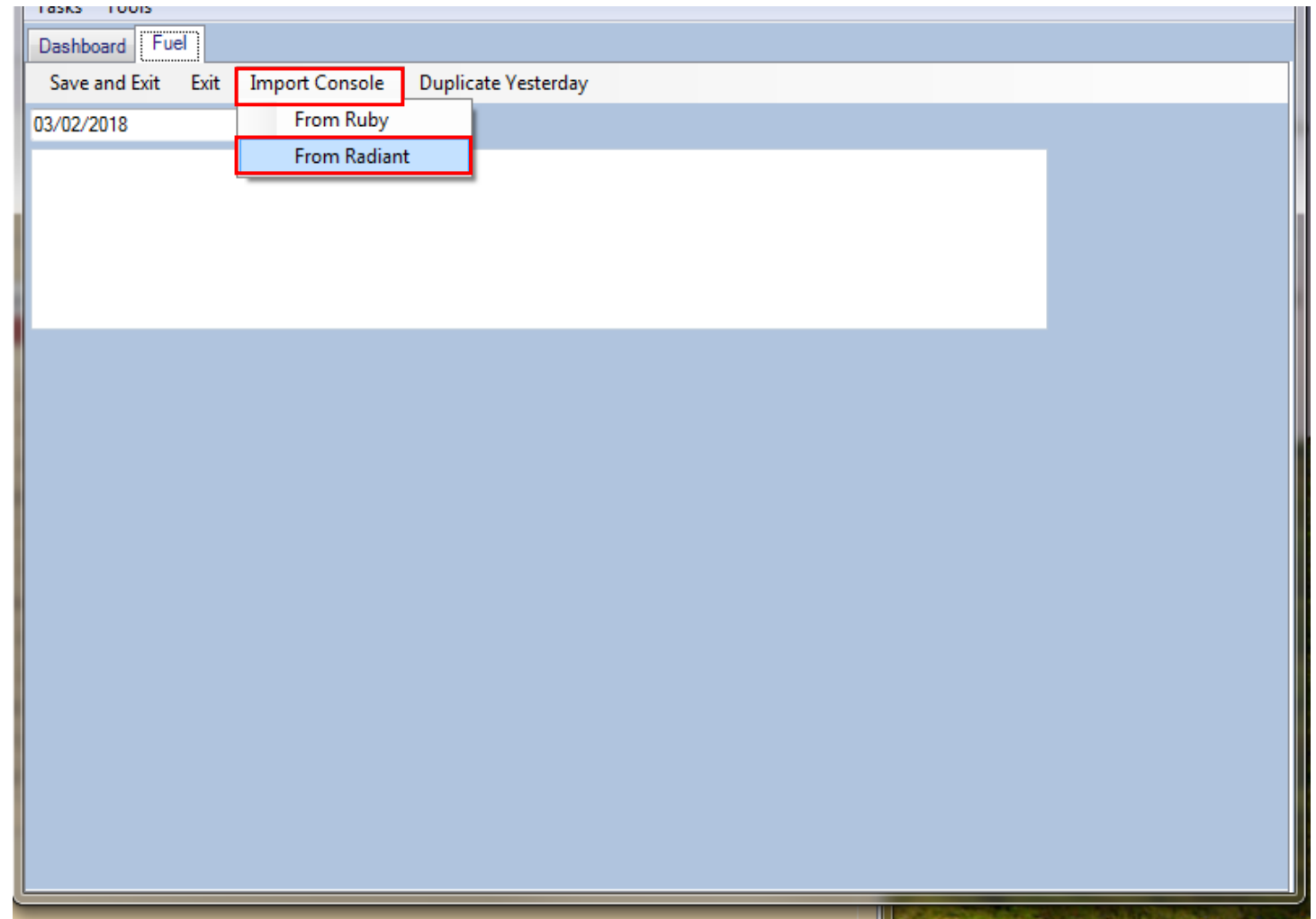
Dashboard Fuel

Save and Exit Exit Import Console Duplicate Yesterday

02/16/2018

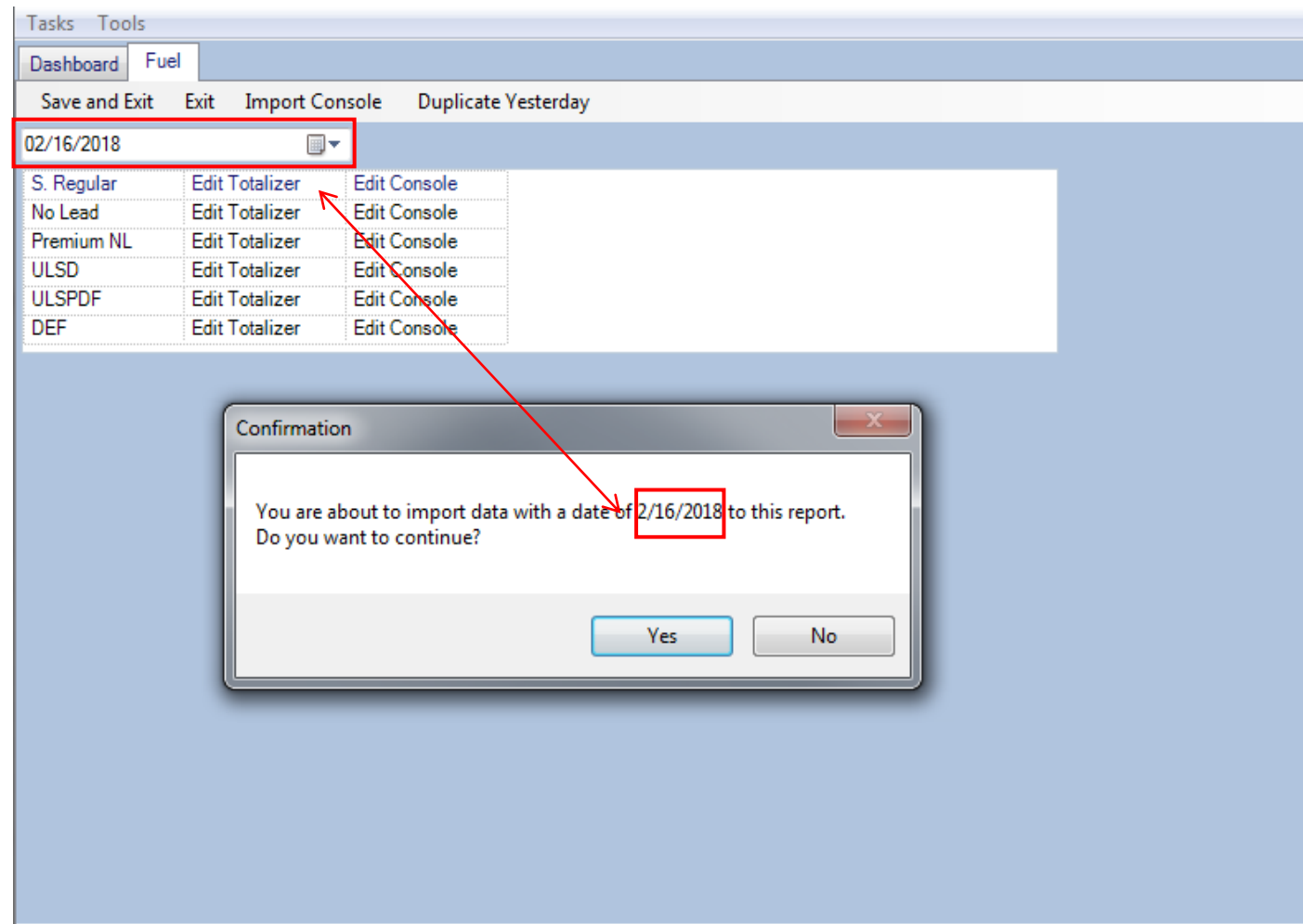
S. Regular	Edit Totalizer	Edit Console
No Lead	Edit Totalizer	Edit Console
Premium NL	Edit Totalizer	Edit Console
ULSD	Edit Totalizer	Edit Console
ULSPDF	Edit Totalizer	Edit Console
DEF	Edit Totalizer	Edit Console

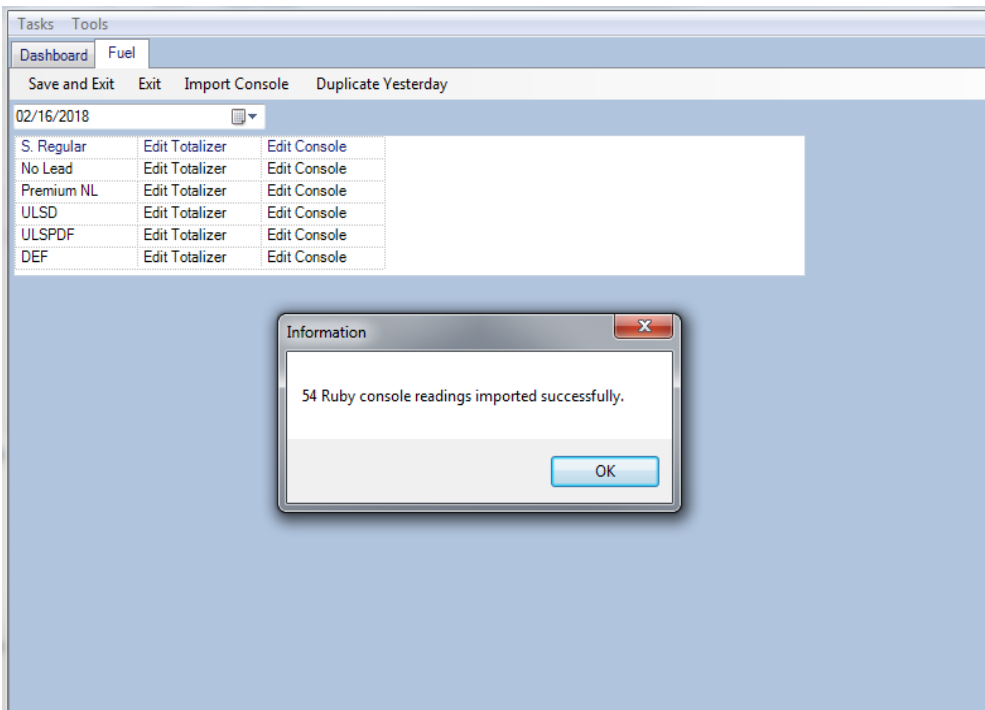
3. Select **Import Console > From Radiant**



4. A confirmation window pops up asking if you want to continue. Before you click yes, verify that the date you selected at the top and the date in the confirmation window match.

If they do, simply click yes.





5. A window pops up telling you that you have imported your readings successfully.

6. The last step is to click **Save and Exit**.

