

SECTION 1: STEPS FOR RECORDING RECEIPT OF FUEL

At any time during the process, press 'Exit' to quit

Step #	DISPLAY	EXPLANATION	ACTION
1	Press Start 11:24 20/05/2013	The DE20 should have the correct time and date. If the date displayed is not correct, it may be corrected later.	Press 'Start'
2	Enter Password —	A 4 digit entry code is required by the system to allow entry of date. Input the last 4 numbers used in the purchase order you hold	Enter your 4 digit code using the number pad. Press 'Enter'
3	Enter Log Date 20/05/2013	The correct password will result in this screen being displayed. Incorrect password entry will revert to Step # 2 To adjust the date use the horizontal arrow to move the cursor under what is to be changed. Use the up and down arrow to change the date.	Correct the date if necessary using UP, Down and Right Arrow buttons Press 'Enter'
4	Delivery: po91234 Enter to Accept	This step allows the system to be prepared ready for delivery	Press 'Enter'
5	Delivery Ready Proceed now	The system is activated to accept delivery. The pump for delivery of fuel may now be turned on.	Commence fuel delivery. When complete, turn the pump off.
6	Delivery done Exit key to end	Delivery data has been collected and is ready to be registered. NOTE: If the 'Exit' key is not pressed the system will automatically register the data.	Press 'Exit'

SECTION 2: STEPS FOR RECORDING REFUELING

At any time during the process, press 'Exit' to quit

Step #	DISPLAY	EXPLANATION	ACTION
1	Press Start 11:24 20/05/2013	The DE20 should have the correct time and date. If the date displayed is not correct, it may be corrected later.	Press 'Start'
2	Enter Password —	Your 6 digit employee number is required by the system to allow entry of date.	Enter your 6 employee number using the number pad. Press 'Enter'
3	Enter Log Date 20/05/2013	The correct password will result in this screen being displayed. Incorrect password entry will revert to Step # 2 To adjust the date use the horizontal arrow to move the cursor under what is to be changed. Use the up and down arrow to change the date.	Correct the date if necessary using UP, Down and Right Arrow buttons Press 'Enter'
4	Enter To Select Vehicle Type	This step allows the selection of the vehicle type to being refueled	Press 'Enter'
5	AAAA BBBB CCCC DDDD	This section permits the identification of the type of vehicle being refueled	Use the Right arrow to move the cursor under the vehicle type to be entered. Press 'Enter'
6	Filling is Ready Proceed now	The system is activated to accept delivery.	Proceed to refuel the vehicle. When complete, return the nozzle.
7	Filling Complete Exit key to end	Refueling data has been collected and is ready to be registered. NOTE: If the 'Exit' key is not pressed the system will automatically register the data.	Press 'Exit'