

# Load / Unload Truck - Refined Fuels

Last Modified on 01/17/2025 11:02 am EST

This feature is used to load and unload the trucks. Fuel Transfers are then listed on the Trip Report printed at the end of the shift.

1. Select **Load / Unload** from the *Delivery Menu*.
2. Select the *Type of Transfer (Load or UnLoad)* radial.

	CD	DD	G	DD	CD
Current	750	500	1000	0	0
Loaded	0	0	0	0	0
New	750	500	1000	0	0

3. Select **Choose** to choose the *Storage Location* where the truck is filled from when loading
  1. If unloading, select the *Unload* radial prior to selecting the *Storage Location*. This also switches the buttons to **Unload**.
4. Verify or change the Fuel Type by selecting the drop-down per compartment.
5. Enter the gallons *Loaded* for each compartment and press **Tab**.
  1. If loading each compartment to full capacity, select **Load** to autofill the gallons.
  2. If unloading, select the **Unload** button.
6. Select the products from the drop-downs below for each compartment to be loaded or unloaded.
7. Select **Continue** when finished and then **OK** on the *Fuel Transferred Successfully* message.