## **Entering Manual Sticks into Telapoint**

1. Access the Telapoint website using the **Telapoint Manaual Readings** link in the Gas Competition menu



2. Enter your User ID and Password (supplied by I.T.) and click LOGIN



3. Select SmartReplenish located in the top left of the screen



## Welcome to PDI TelaPoint

To begin, please select one of the applications listed at the top of this window.

4. From inside the SmartReplenish area you should only see your location. If you see more than one location, select your location then select **Inventory** in the top right window

| PDI TelaPoint   |                          |                  |         |        |                 |                          |   |               |           |            | Company: R      | L Jordan Oil | Company    | Hotspot      |
|---|--------------------------|------------------|---------|--------|-----------------|--------------------------|---|---------------|-----------|------------|-----------------|--------------|------------|--------------|
| 📰 Sites N   | 1anagement 5.0           | 🔢 Orders Managem | ent     |        |                 |                          |   |               |           |            |                 |              | <u>ن</u> ه | lome 🙀 Log   |
| Exception All Sites - ? Refresh - Export                |                          |                  |         |        |                 |                          |   |               |           |            |                 | Auto Order   | New Order  |              |
| ♀ Q + - Ξview → Last Refresh: 11/11/2024 1:56:54 PM EST |                          |                  |         |        | Calculator C    | rders Site Details Notes | Exception   | ons Inventory | Deliverie | S          |                 |              |            |              |
| 1   | Time                     | Trend            | Time(o) | Number | Name            | (Low Limit - UN          | LETH) 11/13/2024 08:00 EST  |               | Tarı      | get Time 1 | 1/13/2024 08:00 | 🛗 EST        | □ Lock     |              |
| Ð   | 82h                      | 0.00%            | 82h     | 2042   | Pauline General | Grade                    | Delivery Type   | High          | Low       | Size       | Time            | % Chg        | Inv        | Ull(a)       |
| Ð   | 87h                      | 0.00%            | 87h     | 5003   | Brevard Road    | 4 UNLETH                 | Transport   | 9024          | 1504      | 10027      | 9d 2h           | 0            | 1490       | 7534         |
| ⊞   | 214h                     |                  | 214h    | 2035   | Landrum         | 5 SNLETH                 | Transport   | 7219          | 802       | 8022       | 25d 15h         | 0            | 3365       | 3854         |
| Ð   | 218h                     | 0.00%            | 218h    | 1607   | Eutawville      | 1.015                    | Transport   | 0024          | 1002      | 10037      | 204 225         | -            | E0/17      | 2177         |
| Ð   | 235h                     | 0.00%            | 235h    | 5001   | New Bridge      | I DIE                    | Transport   | 9024          | 1002      | 10027      | 290 230         | 0            | 5847       | 31//         |
| Ð   | 240h                     | 0.00%            | 240h    | 2027   | Timmonsville    | 3 FO2                    | Transport   | 1805          | 200       | 2006       | 40d 10h         | 0            | 611        | 1194         |
| Ð   | 263h                     | 0.00%            | 263h    | 2003   | Sweeten Creek   |                          |   |               |           |            |                 |              |            |              |
| Ð   | 268h                     |                  | 268h    | 1608   | Harleyville     |                          |   |               |           |            |                 |              |            |              |
|   | 664 664 <u>1</u> 555 556 |                  |         |        |                 |                          | Li Use selected transport orders in calculation (U) Reset Apply Trends Mode Calcu |               |           |            |                 |              |            | de Calculate |

## 5. Click New to enter a new stick reading

| Calculator | Orders | Site Details | Notes    | Exceptions  | Inventory          | Deliveries               |        |  |
|------------|--------|--------------|----------|-------------|--------------------|--------------------------|--------|--|
| @New       |        | ſ            | Date≖    |             |                    |                          | Source |  |
| 1          |        | I            | 1/06/202 | 4 09:03 EST |                    |                          | Manual |  |
|            |        |              |          | Page        | • • 1<br>1 of 1, F | ₩ ₩<br>tem(s) 1 - 1 of 1 |        |  |

6. Using the new window that will popup, enter the date, time (military format), and gallons for each product

| New Inventor | v            |      |       |           |                |
|--------------|--------------|------|-------|-----------|----------------|
| Reading 11/0 | )7/2024 08:1 | 07 🛍 | EST   |           |                |
| Grade        | High         | Low  | Size  | UOM       | Inventory      |
| 4 UNLETH     | 9024         | 1504 | 10027 | Gallons 🗸 |                |
| 5 SNLETH     | 7219         | 802  | 8022  | Gallons 🗸 |                |
| 1 DIE        | 9024         | 1002 | 10027 | Gallons 👻 |                |
| 3 FO2        | 1805         | 200  | 2006  | Gallons 🗸 |                |
|              |              |      |       |           |                |
|              |              |      |       |           |                |
|              |              |      |       |           |                |
| Cancel       |              |      |       | Save      | Save and Close |

## 7. Click **Save and Close** when entry is complete

| New Invent | ory           |      |       |           |               |
|------------|---------------|------|-------|-----------|---------------|
| Reading 1  | 1/07/2024 08: | 07 🗰 | EST   |           |               |
| Grade      | High          | Low  | Size  | UOM       | Inventory     |
| 4 UNLETH   | 9024          | 1504 | 10027 | Gallons 👻 | 6020          |
| 5 SNLETH   | 7219          | 802  | 8022  | Gallons 👻 | 4335          |
| 1 DIE      | 9024          | 1002 | 10027 | Gallons 👻 | 7182          |
| 3 FO2      | 1805          | 200  | 2006  | Gallons 🗸 | 611           |
|            |               |      |       |           |               |
|            |               |      |       |           | ,             |
|            |               |      |       |           |               |
| Cancel     | ]             |      |       | Save      | ave and Close |

8. Click **Logout** to exit Telapoint

