

User Guide

PRO

V1.1 - 12/7/2018

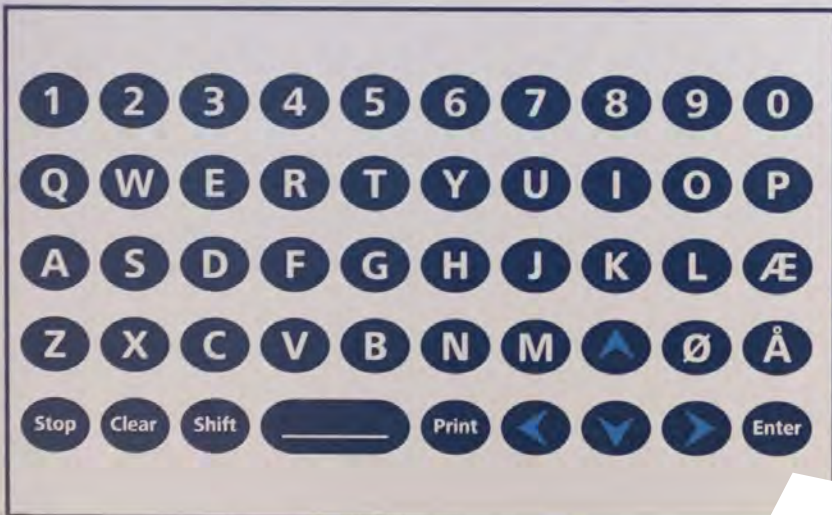


Table of Contents

Overview	3
Home	5
Customers.....	6
Add Customer	6
Site	7
Set Auto Dip Schedule.....	9
Add Dip Reading	10
Add Delivery.....	11
Set SFL Recorder and Low Level Alerts.....	12
Setting up Alert Notifications.....	13
Pricing Lists	14
List Pricing.....	15
Site Price	16
Customer Rebate	17
Cards.....	19
Search Cards	19
Card Information.....	19
Add Card	20
Card Association	22
Set Prompts	22
Add Card Holder Information.....	23
Vehicles	24
Add Vehicles	25
Performance Metrics	26
Drivers	27
Add Driver.....	28
Edit Driver	29
Groups	30
Reports	31
Transaction Reports - creation, saving and automating.....	32
Performance Reports.....	37
Graphical Reports	38
Authentication Reports.....	39
Troubleshooting	40
User Controls	41
Account Settings	41
Users.....	41



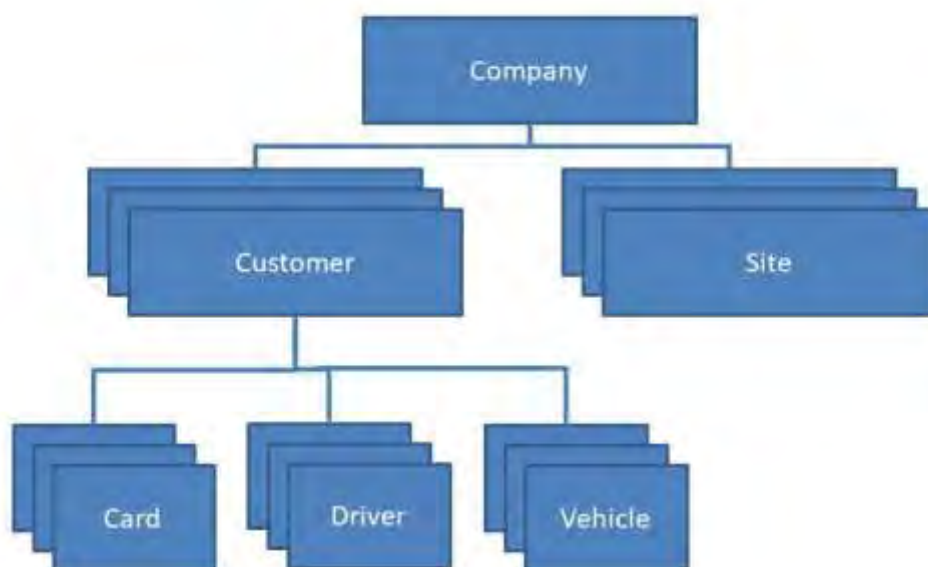
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Overview

iFUEL Pro is a cloud based database which collects and sorts information. As a database it is sorted into categories, connected as per the flow chart below shows.



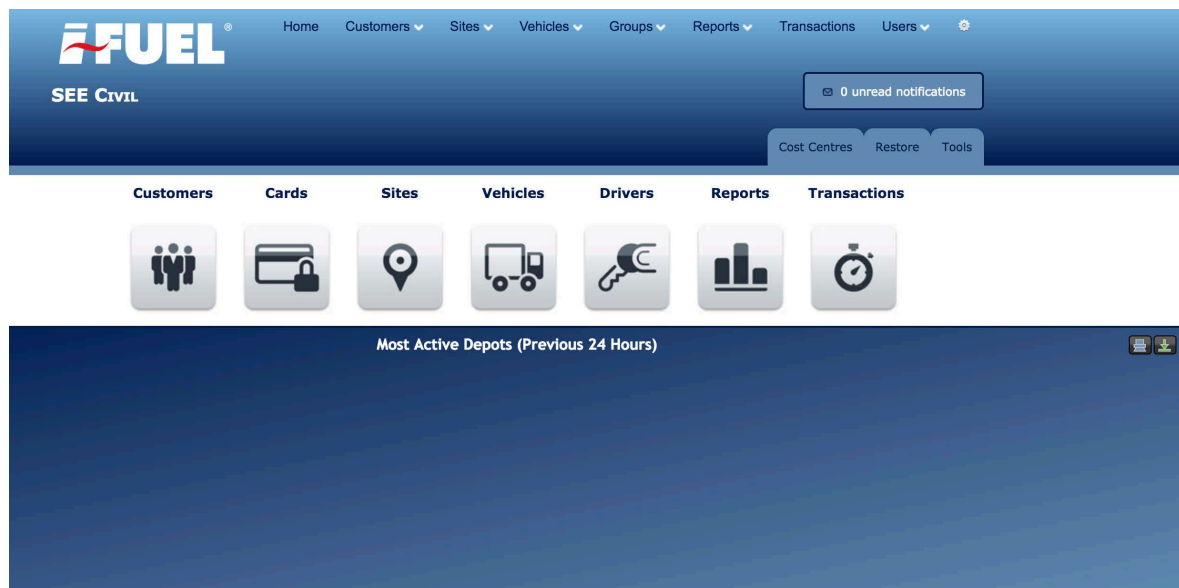
A company owns the customer and the site, and the customer owns the cards, the drivers and the vehicles. All cards will work on all sites, regardless of customer. It should be noted that Cards, Drivers and Vehicles cannot be assigned to multiple customers.

This document will show how to create these fields, and how they can be manipulated to suit needs for your application.



Home Page

The homepage for your company profile provides a general overview of sites activity and hourly transactions in a graphic format for the past 24 hours.

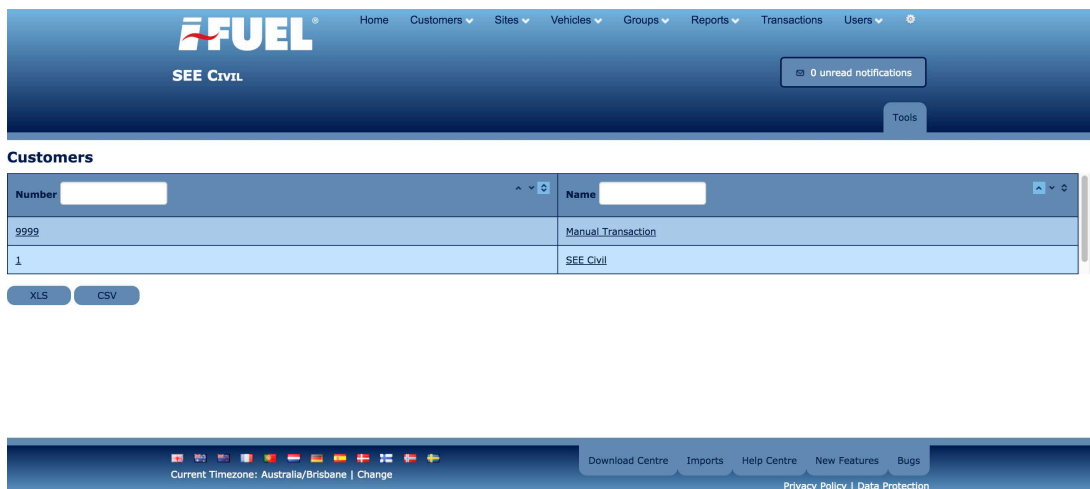


Each of the clickable dialogues above the graphs will be detailed in this guide.

Customers

The Customers page is setup to allow the administrator a view of all the customers linked to the company. While the name “Customer” is used, these entries can represent company divisions, subcontractors etc.

Add Customer



- ⇒ To add a customer, simply **click** the *Add Customer* box
- ⇒ Fill out the fields on the form
- ⇒ Fields in bold text (*Name*, *Number* and *Email*) are mandatory fields
- ⇒ The *Number* field is chosen by you, and can be any number you choose.
- ⇒ Customer Rebate will apply a rebate group to the customer.



Site

The Site page has several collapsible menus to sort and display the information regarding your tank site.



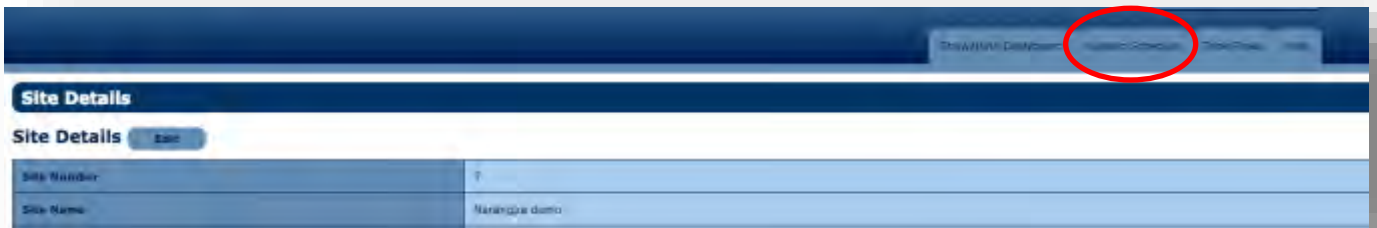
Site Details

Here you will find a readout of the basic details of your site. Site name, status, address and most recent reconciliation can be seen here.

Site Details									
Site Name	Meragga Demo								
Status	<ul style="list-style-type: none"> [Database] Tank 1: Dip reading volume below low volume level (None files remaining) [Database] Tank 2: Dip reading volume below low volume level (None files remaining) [SCCardApp] SCCardApp SW version: 4.1.1.28 [SCCardApp] Flash Card Lifetime left: 99% [Database] Terminal 1: Online (last activity: 06/02/2016 14:18:57) [Database] Tank 3: No message available [Database] Tank 4: No message available 								
Most Recent Reconciliation	<table border="1"> <tr> <td>Date/Time</td> <td>Feb 5, 2016 10:49:47</td> </tr> <tr> <td>Transaction Count</td> <td>4.00</td> </tr> <tr> <td>Transaction Volume</td> <td></td> </tr> <tr> <td>Wt Balance</td> <td>0</td> </tr> </table>	Date/Time	Feb 5, 2016 10:49:47	Transaction Count	4.00	Transaction Volume		Wt Balance	0
Date/Time	Feb 5, 2016 10:49:47								
Transaction Count	4.00								
Transaction Volume									
Wt Balance	0								
Site Type	Fixed Skirt								
Address 1	2116 Robinson Street								
Address 2									

Set Auto Dip Schedule

⇒ To set an auto dip schedule, you first **click** the *Autodip Schedule* button on the Site Page



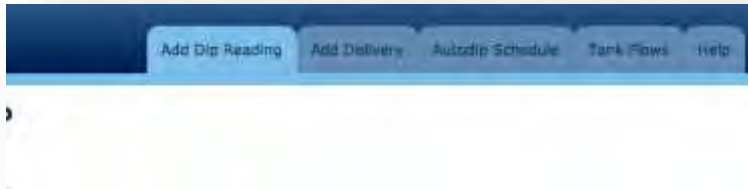
⇒ From here You can now set up three automatic dip readings to be recorded by iFUEL®.



⇒ Once you enter your required timings, make sure to check that the *Is Used* checkbox is selected

⇒ **Click Save** when finished

Add Dip Reading



⇒ You can manually enter a dip reading into iFUEL by clicking Add Dip Reading under the Autodip Schedule page

A screenshot of the 'Add Dip Reading: Narangba demo' form in the iFUEL application. The form has a white background and a dark blue header. The title 'Add Dip Reading: Narangba demo' is in bold. Below the title are several input fields: 'Site:' with a dropdown menu showing 'Narangba demo'; 'Tank:' with a dropdown menu showing '2 (AdBlue)'; 'Date:' with a date picker; 'Time:' with a time picker; 'Volume:' with a text input field; and 'Comments:' with a large text area. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

- ⇒ Remember that fields with bolded titles are mandatory
- ⇒ *Site* is a dropdown box to select which site the tank is based
- ⇒ *Tank* selects the tank number
- ⇒ *Date* is where you would enter the date the reading took place
- ⇒ *Time* is where you would enter the time the reading took place
- ⇒ *Volume* is where you record the dip reading
- ⇒ *Comments* is a field for recording anything of note during the reading

Add Delivery

⇒ **Click Add Delivery**

The screenshot shows a web interface with a dark blue header containing navigation tabs: 'Add Dip Reading', 'Add Delivery', 'Autodip Schedule', 'Tank View', and 'Help'. The main content area is titled 'Autodip Schedule: Narangba demo'. It contains three sections for scheduling deliveries:

- Daily Schedule 1:** Includes a 'Time' input field with the value '00:00:00' and an 'Is Used?' checkbox that is checked.
- Daily Schedule 2:** Includes a 'Time' input field with the value '10:00:00' and an 'Is Used?' checkbox that is checked.
- Daily Schedule 3:** Includes a 'Time' input field that is empty and an 'Is Used?' checkbox that is unchecked.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

⇒ Enter the corresponding details for your delivery. Tank number, time, date and volume

The screenshot shows a web interface with a dark blue header containing navigation tabs: 'Autodip Schedule', 'Tank View', and 'Help'. The main content area is titled 'Add Fuel Delivery: Narangba demo'. It contains several input fields for recording a delivery:

- Tank:** A dropdown menu with '1 Diesel' selected.
- Date:** An empty date input field.
- Time:** An empty time input field.
- Volume:** An empty text input field.
- Purchase Order Number:** An empty text input field.
- Comments:** A large empty text area for notes.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

⇒ **Click Save** when finished

Set SFL Recorder and Low-Level Alerts

⇒ You can set the values for tank capacity, reorder level and low volume alerts through the site details page, underneath the tanks dropdown menu.

Tanks	
Tank Number	1
Name	Diesel
Product Name	Diesel
Status	🟡 [Database] Tank 1: Dip reading volume below
Has Autodip Gauge	<input checked="" type="checkbox"/>
Capacity	20000 edit
Reorder Level	2000 edit
Low Volume Alert	1500 edit

⇒ Simply **click** the *Edit* option to open a numeric field to edit the value

Diesel
🟡 [Database] Tank 1: Dip reading volume below low volume level (None litres remaining)
<input checked="" type="checkbox"/>
20000 edit
2000 edit
1500 edit
0

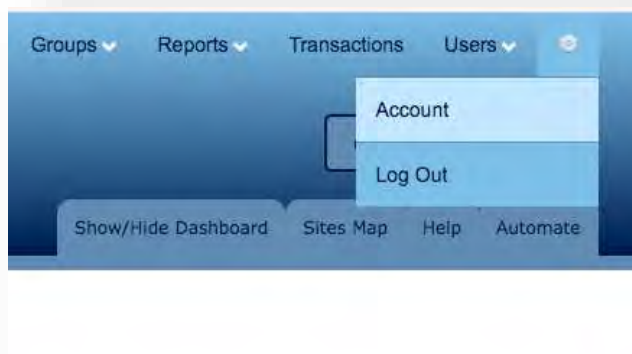
Update Reorder Level

Reorder Level:

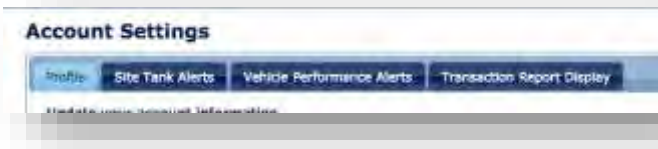
⇒ **Click Update** to apply your changes

Setting up Alert Notifications

If you want to receive email alerts for when a tanks level drops below the reorder or low volume level, you must first set up the notification alert.



⇒ Go to the cogwheel in the upper right corner of the screen and **click Account** to enter your personal settings



⇒ Under Account Settings, **click the Site Tank Alerts** tab



⇒ Under Site Tank Alerts, you can now select a company, then site, then tank to open its notifications settings in the far-right side of the screen.

⇒ Here you can select to have an email be sent (to the email linked to iFUEL®) or a notification to be added in the iFUEL® notifications centre.

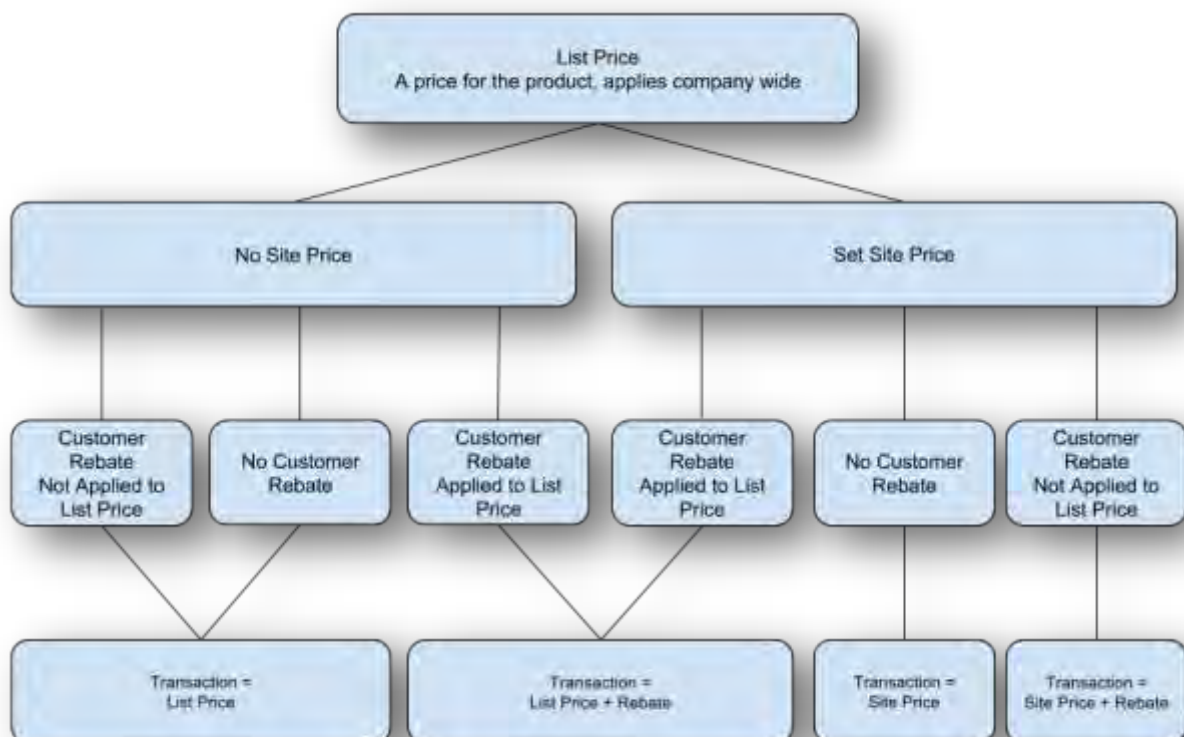
⇒ Remember that the values for these alerts are set on the site page under the Tank drop down menu.

Pricing Lists

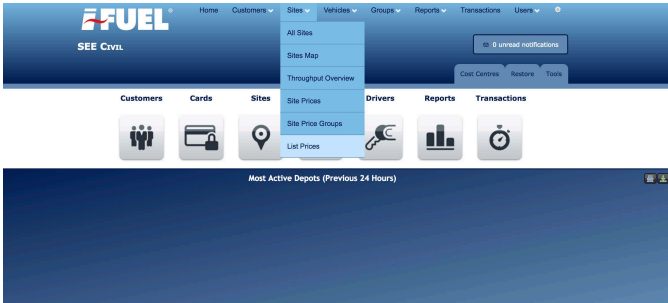
When it comes to adding prices onto product with iFUEL®, there are a few options that all work together to provide total control over how you handle your own pricing structure. There are three components to setting up pricing

- ⇒ List Price – This is a price measure used to apply a cost to an entire company. You can set up individual price lists for different products.
- ⇒ Site Price – This is a price measure that is applied to sites.
- ⇒ Customer Rebate – This is a price measure to control pricing for customers

Below you will see a flow chart, as to how these features connect and work together. Understanding how these components correlate is important when it comes to making your own pricing.



List Pricing



The first step in creating any pricing structure is to have our starting value. You create that value in the List Prices option.

⇒ Bring down the Sites drop down menu and **click List Prices**

Name	Product	From Date	Price	Currency	Act
Default Price	Sheet	2000/01/01	1.00	EUR	<input type="button" value="Edit"/>
Commercial Price	Sheet	2011/01/01	1.10	EUR	<input type="button" value="Edit"/>
Consumer Price	Sheet	01/11/2020	1.20	EUR	<input type="button" value="Edit"/>
High List Price	Sheet	11/01/2020	1.30	EUR	<input type="button" value="Edit"/>
Western Price	Sheet	2020/12/01	1.01	EUR	<input type="button" value="Edit"/>

⇒ Here is where any existing list prices for product can be found. It is recommended when the base price is to be updated, the previous product entry is updated with the new price. **Click Add List Price** to add a new product.

Add List Price

Price Name:

Product:

From Date:

Price:

Currency:

Tax Included:

Price Description:

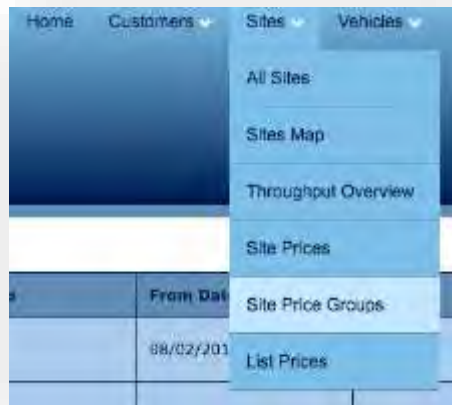
⇒ From here information can be added to create the List Price. This list will be the price for the product selected for the entire company. Remember all bold fields are mandatory.

⇒ The edit screen will use the same page to allow editing of the list price. This should only be used if an error is made in adding a price.

⇒ If the List Price must be updated, do not edit an old entry. Create a new price. Doing so will change all transactions prior to the new list price date to a value of zero.

Site Price

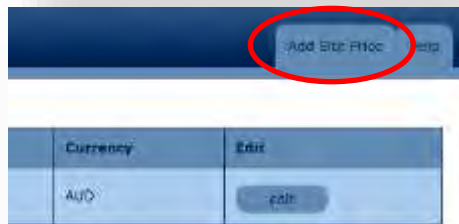
A site price can be set to create a price for a product held at a site.



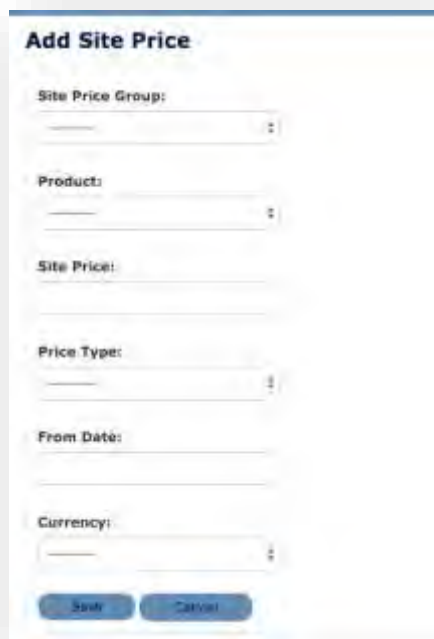
⇒ Before creating a Site Price, a Site Price Group must be created. **Click** site price group under the Sites dropdown menu.

⇒ From there **click** *Add Site Price Group*, and fill out the fields (Name, Description).

⇒ With the group created, go back to the dropdown menu for Sites and **click** *Site Prices*.



⇒ Under the Site Prices page, **click** the *Add Site Price Tab*



⇒ From here information can be added to create the site price. This entry must be linked with a Site Price Group.

⇒ *Site Price Group* is the group that the rebate falls under.

⇒ *Product* indicates which product the rebate is for

⇒ *Site Price* is the value to be set

⇒ *Price Type* is a drop-down box that shows how the value will affect the list price

⇒ *From Date* is to select the date the price starts from

⇒ *Currency* is the currency type the rebate works under

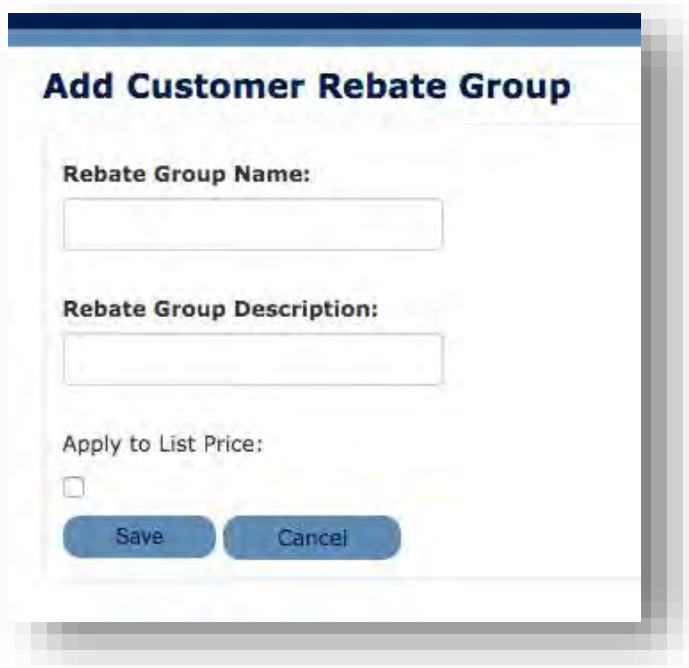
Customer Rebate

Like a site, pricing rules can be created for customers as a Customer Rebate



⇒ **Click Customers** at the top of the screen and select *Customer Rebate Group*.

⇒ Create a Customer Rebate Group, just like a Site Price Group



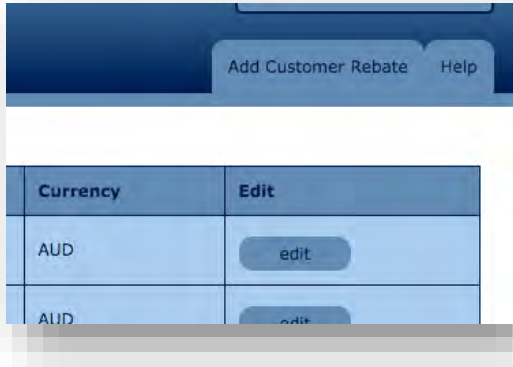
⇒ Under the Customer Rebate Groups screen You then **click Add Customer Rebate Group**

⇒ When adding details, take note of the Apply to List Price checkbox.

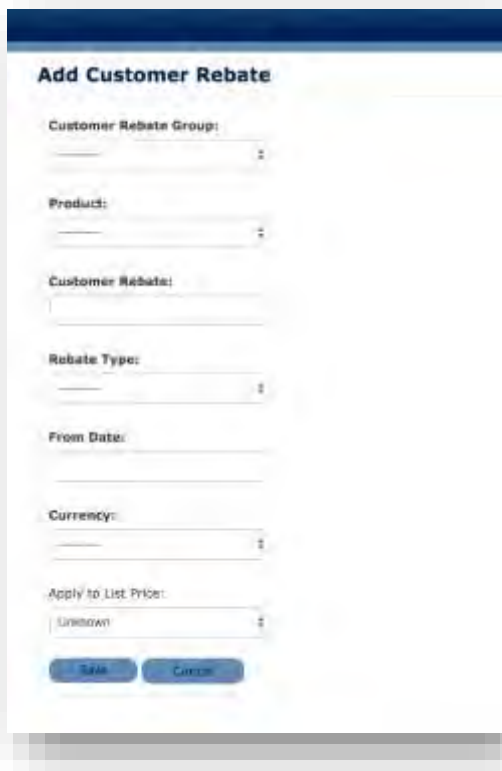
⇒ **If left unticked, this will not apply the Rebates linked to this group to List Price.** Refer to the flowchart at the start of the section if you don't know what this means.



⇒ Now go back to the Customer Menu and **click Customer Rebates**



⇒ Under the Customer Rebates screen, you then **click Add Customer Rebate**.



⇒ From here You can add the details for the discount/rebate. As always, the fields titled in bold are mandatory fields.

⇒ **Customer Rebate Group** is the group that the rebate falls under. This drop-down box will display any groups made for this customer.

⇒ **Product** indicates which product the rebate is for

⇒ **Customer Rebate** is the value of the rebate

⇒ **Rebate Type** is a drop-down box that shows the options for how the Customer Rebate value will affect either the list price or site price

⇒ **From Date** is to select the date the rebate starts from

⇒ **Currency** is the currency type the rebate works under

⇒ **Apply to List Price** must be selected if you wish the Rebate to apply to the list price. Refer to the Flow Chart at the start of the section to clarify your need.

Cards

The Cards page displays all current cards belonging to the company, filtering options and the link to create a new card

System	Card Holder Name	Customer Name	Customer Number	Card Type	Card Status	Modified	Expiry Date	Linked Vehicle	Linked Driver	Linked Vehicle	Linked Driver	Amount	Link	Sort
00000000122	Bica	White Transport	738213452	Ordinary	OK Enabled	May 30, 2017, 10:12 a.m.	None	None	None	None	None		+	↓
00000000123	Virtual card	Customer 1	1	Delivery	OK Enabled	Feb. 3, 2018, 9:02 a.m.	None	None	None	None	None		+	↓
00000000124	GI	ABC Industrial	ABC	Ordinary	OK Enabled	April 7, 2017, 4:18 p.m.	None	None	None	None	None		+	↓
00000000125	Jim	White Transport	738213452	Ordinary	OK Enabled	May 30, 2017, 10:12 a.m.	None	None	None	None	None		+	↓

Cards
 Displaying 1 to 25 of 66 cards
 Customer: [Dropdown]
 Extra Filters: [Dropdown]

Number:	Card Holder Name:
00000000122	Bica
00000000123	Virtual card

Search Cards

Cards can be searched for via their number or by Card Holder Name. They can also be filtered by customer and extra filters.

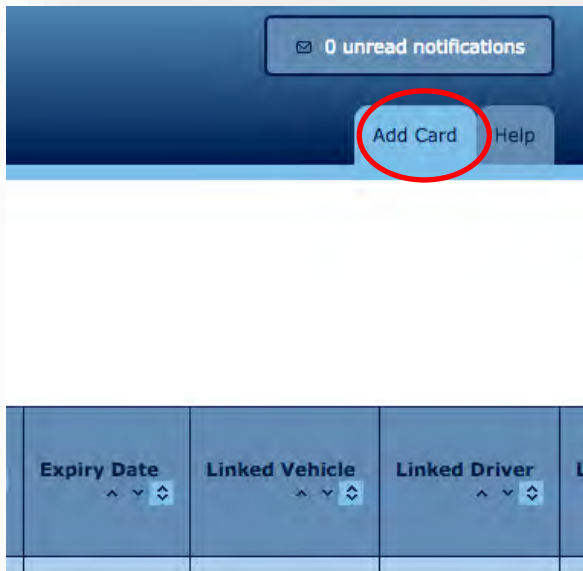
Card Information

Important card information can be seen on this page, sorted into columns. These columns can be sorted via ascending or descending order. Also note that the table will only display cards that are enabled by default. This can be changed via the selection menu circled below.

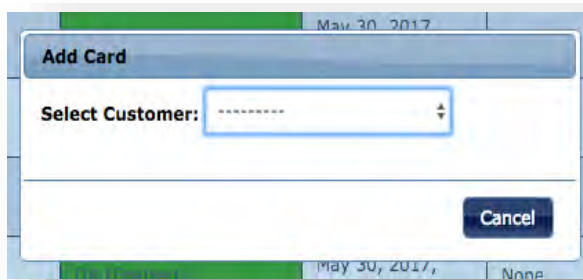
Customer Name	Customer Number	Card Type	Card Status	Modified	Expiry Date	Linked Vehicle	Linked Driver	Linked Vehicle	Linked Driver	Amount (x)
White Transport	738213452	Ordinary	OK Enabled	May 30, 2017, 10:12 a.m.	None	None	None	None	None	
Customer 1	1	Delivery	OK Enabled	Feb. 3, 2018, 9:02 a.m.	None	None	None	None	None	

Add Card

To add a card, you simply follow a few steps



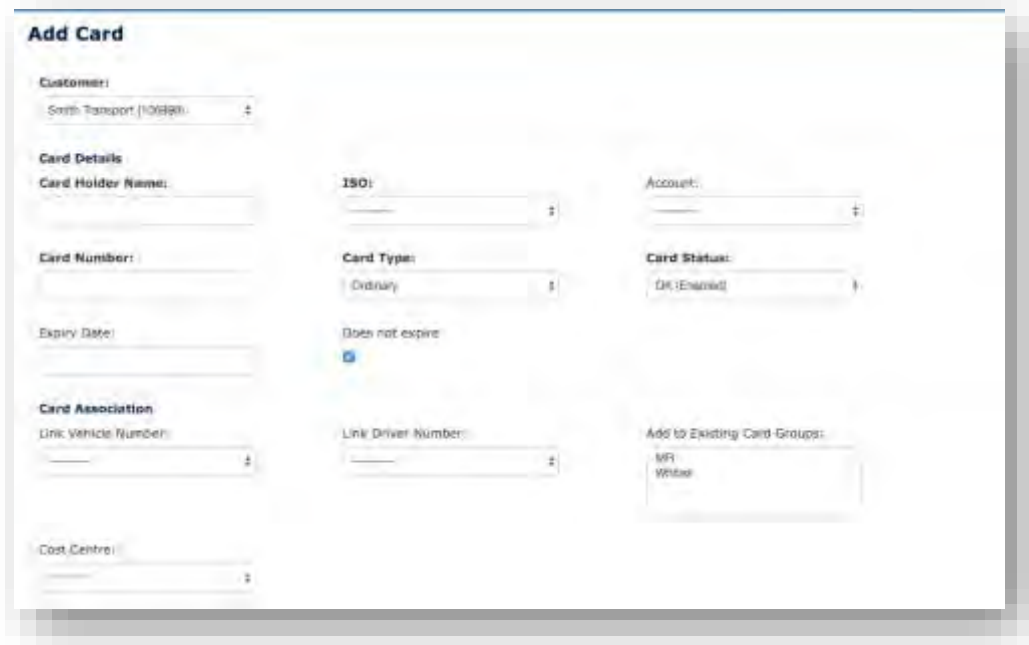
⇒ **Click Add Card**



⇒ Use drop down box to select Customer

⇒ Once the customer is selected, the screen will auto load the next page

Fill out the details as needed. Remember the bold fields are mandatory



- ⇒ *Customer* can be changed here via dropdown box
- ⇒ *Card Holder Name* should match the name of the operator
- ⇒ Under the *ISO* drop down, always use the 777777 option
- ⇒ *Account* is a field tied to the ISO and is auto filled.
- ⇒ *Card Number* will match the number on the back of the iFUEL® Pro Tag
- ⇒ For *Card Type*, 3 categories are used.
 - Ordinary (a card to authorise transactions)
 - Service (for service technicians to access pump settings, e.g. K-Factor)
 - Delivery (for product delivery)
- ⇒ *Card Status* is a dropdown box to select the cards status
- ⇒ *Expiry Date* defaults to the “does not expire” checkbox, but a date can be added
- ⇒ *Link Vehicle and Driver Number* fields allow the card to be linked directly to an existing vehicle or driver entry in the customer database.
- ⇒ *Add to existing card groups* will allow the card to be sorted into a group

Card Association

Card Associations are rules that can be added to link Cards, Drivers and Vehicles together. Adding drivers and vehicles is detailed further in this document.



When Driver and Vehicle entries are added to the database, you can edit a Card entry and use these drop-down boxes to directly link these elements together. Note that only Driver and Vehicle entries linked under the same customer as the card will be visible in the drop-down boxes.

It is here where you can also add the card to an existing card group for sorting as well.

Cost Centres can be used to associate selected members of your fleet, which you may find useful when running transaction reports.

Currently only cards may be linked to cost centres but this functionality may be expanded to vehicles, drivers, sites and more based on user requirements and demand.

Set Prompts

If additional information is required before authorizing a transaction, (like an odometer reading) this can be configured under the Access Prompt options.



- ⇒ Prompt PIN will request a PIN code to be entered after swiping a Tag
- ⇒ Pin Code is where the PIN code can be set



Add Card Holder Information

Here you can add details for the operator the card will be allocated to. These fields are optional. Under these fields you have the option to save the card to your database.

The screenshot shows a web form titled "Card Holder Information". The form is organized into three columns and four rows of input fields. The first row contains "Address 1:", "Address 2:", and "City:". The second row contains "Zip:", "Country:", and "Phone Number:". The third row contains "Additional Info 1:", "Additional Info 2:", and "Additional Info 3:". The fourth row contains "Additional Info 4:". At the bottom left of the form, there are two buttons: "Save" and "Cancel".


Vehicles

This page shows all the currently added vehicles in the database under the company profile. Here you will find fields to allow for searches under the columns, and filter arrows for descending and ascending lists.

Vehicle	Address	Group	Model	Type	Vehicle Year	Approved with Fuel Type	Notes	Vehicle Status	Approval	Add Vehicle
1001	100001	None	None	None	0	None	Thu		Birmingham	+ ✓
1002	100002	None	None	None	0	None	Thu		Birmingham	+ ✓
1003	100003	None	None	None	0	None	Thu		Birmingham	+ ✓
1004	100004	None	None	None	0	None	Thu		Birmingham	+ ✓
1005	100005	None	None	None	0	None	Thu		Birmingham	+ ✓
1006	100006	None	None	None	0	None	Thu		Birmingham	+ ✓
1007	100007	None	None	None	0	None	Thu		Birmingham	+ ✓
1008	100008	None	None	None	0	None	Thu		Birmingham	+ ✓
1009	100009	None	None	None	0	None	Thu		Birmingham	+ ✓
1010	100010	None	None	None	0	None	Thu		Birmingham	+ ✓


Page 1 of 2. [next](#) [last](#)

Cards Linked	Group(s)		Edit Vehicle
Active	All		
	Birmingham	+	
	Birmingham	+	
	Birmingham	+	
	Birmingham	+	

Currently existing vehicles can be edited by **clicking** the  icon on the far right of the display

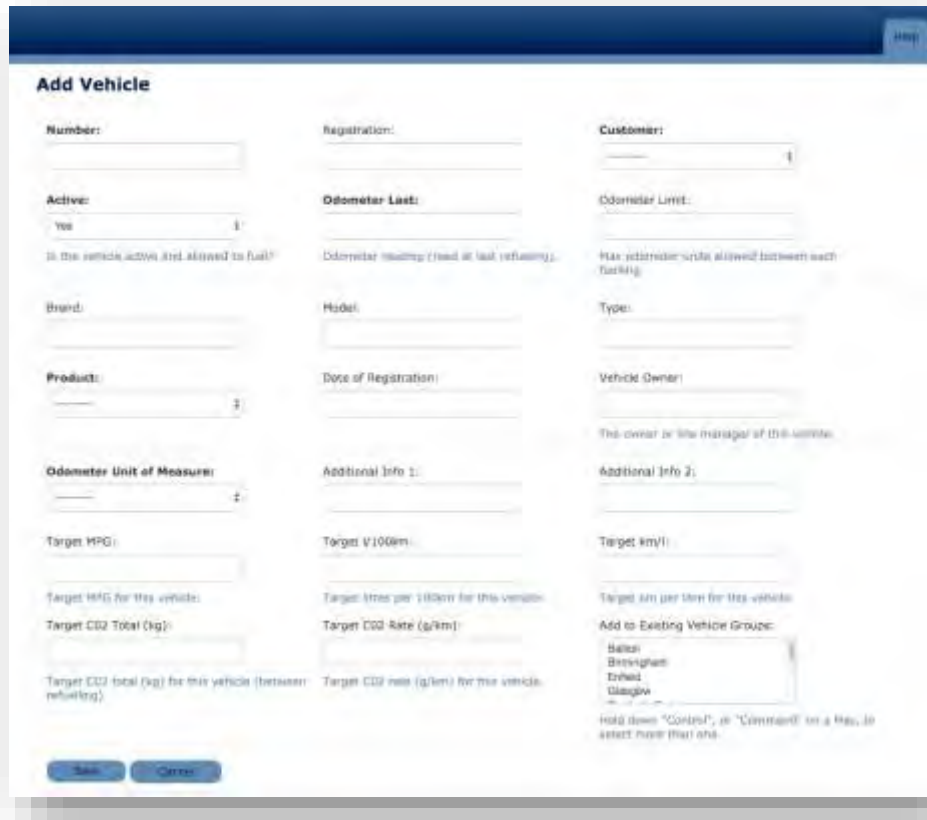
Page 1 of 2. [next](#) [last](#)

Cards Linked	Group(s)		Edit Vehicle
Active	All		
	Birmingham	+	
	Birmingham	+	
	Birmingham	+	
	Birmingham	+	

Groups can also be added quickly and edited by **clicking** the + to add and  to edit

Add Vehicles

Adding a vehicle can be done by **clicking** the *Add Vehicle* button near the top of the page.



Add Vehicle

Number:

Registration:

Customer:

Active:

Is the vehicle active (and allowed to fuel)?

Brand:

Model:

Type:

Product:

Date of Registration:

Vehicle Owner:

Odometer Unit of Measure:

Additional Info 1:

Additional Info 2:

Target MPG:

Target V/100km:

Target km/l:

Target CO2 Total (kg):

Target CO2 Rate (g/km):

Target CO2 total (kg) for this vehicle (between refuelling):

Target CO2 rate (g/km) for this vehicle:

Max odometer units allowed between each refuelling:

Odometer Last:

Odometer Limit:

Save **Cancel**

Just like when adding a card, the fields titled in bold are mandatory.

- ⇒ *Number* is an identifier that you can choose. Note you can add letters
- ⇒ *Customer* is a dropdown box to select which Customer will be allocated this vehicle entry.
- ⇒ *Active* is a selection for if the vehicle is currently allowed to draw fuel
- ⇒ *Odometer Last* is the odometers current reading. This field will update once a vehicle is added to the database and if odometer readings are received by the terminal during authorization.
- ⇒ *Odometer Limit* is a value which can be set for authorization. If an odometer reading is requested at the terminal and a value is entered that is above or below this value (relative to the last reading) then the terminal will reject the request.
- ⇒ *Product* is what product the vehicle is using.
- ⇒ *Odometer Unit of Measure* confirms your required odometer measurement



Performance Metrics

When adding or editing a vehicle, you can set parameters for tracking a vehicles MPG, Fuel Efficiency and Target CO2. When using the reports feature, these fields, if populated, will give a clear readout if vehicles are exceeding their emissions or efficiency targets.

Odometer Unit of Measure: <input type="text"/>	Additional Info 1: <input type="text"/>	Additional Info 2: <input type="text"/>
Target MPG: <input type="text"/>	Target l/100km: <input type="text"/>	Target km/l: <input type="text"/>
Target MPG for this vehicle.	Target litres per 100km for this vehicle.	Target km per litre for this vehicle.
Target CO2 Total (kg): <input type="text"/>	Target CO2 Rate (g/km): <input type="text"/>	Add to Existing Vehicle Groups: <input type="text"/>
Target CO2 total (kg) for this vehicle (between refuelling).	Target CO2 rate (g/km) for this vehicle.	Balliol Birmingham Enfield Glasgow
		Hold down "Control", or "Command" on a Mac, to select more than one.

Drivers

Under Drivers, you will find all the entries that have been added under this category. From this screen you can

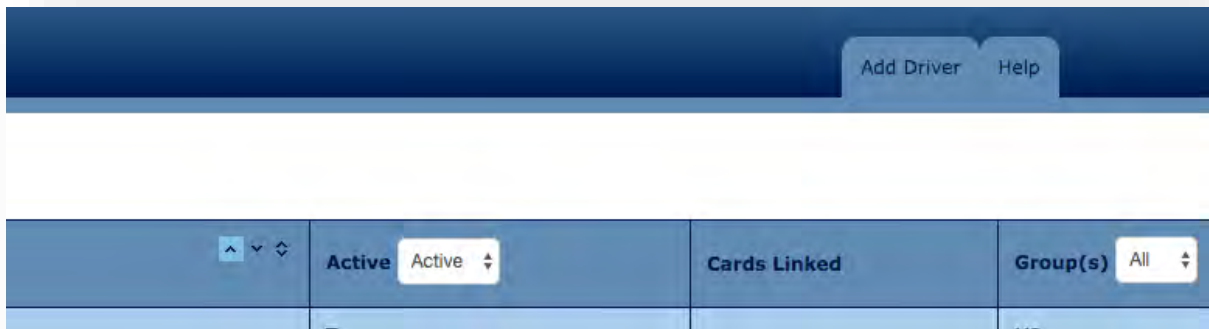


Number	Name	Status	Card(s) linked	Group(s)	Driver
20088	John	True		NA	✓
22245	Paul Smith	True		MS	✓
331	Paul Corcoran	True		MS	✓
4014	David Lee	True			✓
5000	Monica Morgan	True			✓
5001	Zandy Ford	True			✓
5002	George Skewton	True			✓
5003	Barbara White	True			✓
5004	David Jackson	True			✓
5005	Paula Bennett	True			✓
5006	David Gault	True			✓

- ⇒ Search for drivers by name or number
- ⇒ Filter by Active or Inactive status
- ⇒ See any linked cards
- ⇒ Edit or add their driver details
- ⇒ Edit or add any groupings that apply

Add Driver

You can add a new entry by **clicking** the *Add Driver* tab




⇒ The fields in bold are mandatory to complete the entry



- ⇒ *Number* is an identifier that you can choose
- ⇒ *Name* is the name of the driver
- ⇒ *Customer* is a drop-down box to select which Customer owns this driver
- ⇒ *Active* confirms if the driver is currently active in the database
- ⇒ *Add to Existing Group* will place the new driver in a group you have created.
- ⇒ **Click Save** when finished.

Edit Driver

Just like with the Vehicle list, you can edit an already existing entry.

⇒ Click the  symbol on the far right of the table for the corresponding entry.

[first](#) [previous](#) Page 2 of 2.

	Cards Linked	Group(s) All ▾	+	Edit Driver
			+	
			+	

⇒ This will bring up a new page that will show the details that can be changed.

Edit Driver

Number:

Name:

Customer:

Active:

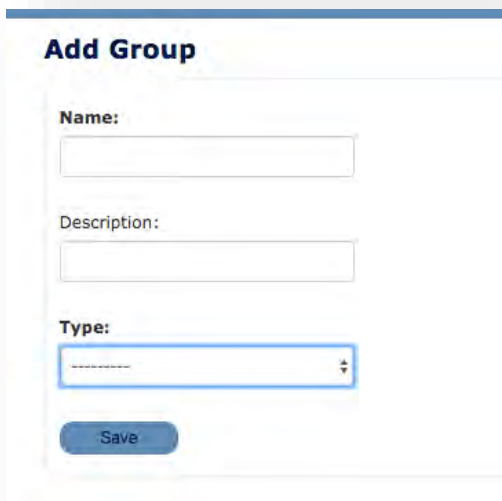
Add to Existing Driver Groups:

Hold down "Control", or "Command" on a Mac, to select more than one.

⇒ Click *update* to apply changes

Groups

Groups allow a user to sort their cards, drivers, sites and vehicles into quick sorting categories, essentially 'tagging' the database entry. This allows for quick access when filtering or generating reports. You access groups via the drop-down menu on the top of the screen

A screenshot of the 'Add Group' dialog box. The dialog has a white background and a blue border. It contains three input fields: 'Name:' with a text input field, 'Description:' with a text input field, and 'Type:' with a dropdown menu. Below the input fields is a blue 'Save' button.

Creating a group is very quick, with a simple dialog. You simply give the group a name, and classify it as either a Card, Driver, Site or Vehicle group.

Once created, you can go to any entry for which the group would apply, and the group to the entry. For example, if you had the group MR for vehicles, you can now tag any current or new vehicle entry into iFUEL® under this category.

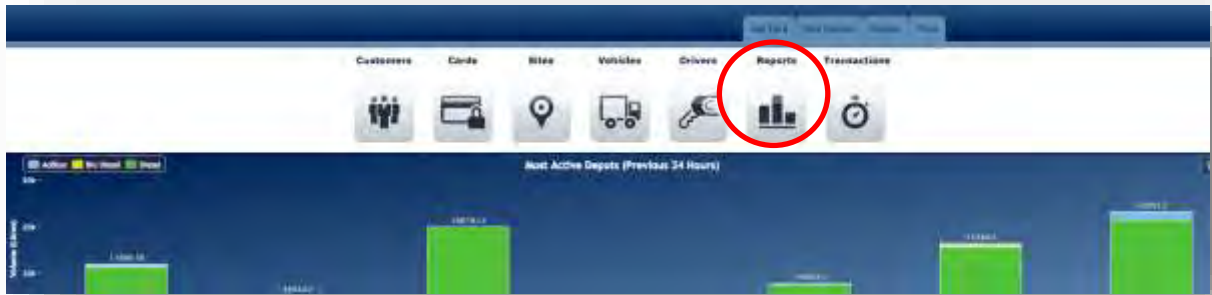
Also, important to note. Groups made under the Vehicle designation can also have performance metrics applied to them. This means any Vehicle created and placed in a group will automatically have those metrics applied to them.

If groups are used correctly, they are a powerful tool to allow quick sorting and filtering for reports and transactions, which is covered next.

Reports

Reports are how all the information captured by iFUEL® is displayed. Reports are how you see your transactions. They will display performance data on vehicles. They can be run to display failed authorization attempts. They can be run to reconcile your fuel volumes to determine stock loss. This part of the guide will go over the different report types, how to create reports and how to save and automate them.

You get to Reports by **clicking** the *Reports* button on our home page.



All reports are controlled by the filters drop down menu. From here you can choose from various options relating to the type of report want to generate.



All reports can also be saved, and options for the export of the report can be found at the bottom of the report. Different types of report have different options, which you will detail.



Transaction Reports - creation, saving and automating

Transaction Reports will provide information on the day to day use of the terminal. These reports can be filtered by Customer, Card, Site, Vehicle and Driver. Also, groups can be used to display all transactions recorded by the entities tagged under a group designation.

A screenshot of the 'Filters' interface. At the top, there is a dark blue header with the word 'Filters' in white. Below the header is a navigation bar with several tabs: 'Customers', 'Cards', 'Sites', 'Vehicles', 'Drivers', 'Groups', 'Date Range', 'Download', 'Columns', and 'Transactions'. The 'Customers' tab is currently selected. Below the navigation bar, there is a section titled 'Search customers' with a text input field. Below the input field, there is a checkbox labeled 'OR select all customers (default)' which is checked.

These fields will search in real time to find matches in the database under the selected category. Once it matches the entry you can click the drop-down box to confirm. You can also leave the field blank, and leave the checkbox ticked to run the report against all active under that category.



For example, here is what it looks like running a filter for all transactions under our UAE Site

Transaction Reports

The screenshot shows the 'Filters' panel in the Transaction Reports interface. The 'Sites' tab is selected. Below the tabs, there is a search box for sites with 'UAE' entered. Below that, there are two checkboxes: 'OR select all depot sites (default)' and 'AND/OR select all network sites'. There is also a search box for products and a checked checkbox for 'OR select all products (default)'.

There are more filters to apply however. Date Range filters allow the user to hone in a specific timeframe down to the second for the report. You can select a custom date range, or select a pre-set option from the list selection. This report will gather data for the previous 24 hours

The screenshot shows the 'Filters' panel in the Transaction Reports interface with the 'Date Range' tab selected. It features a 'Select date range' section with 'From Date' (07/02/2018 00:00) and 'To Date' (07/02/2018 23:59) fields. Below this is an 'Include late' checkbox and a note: 'Please note that the maximum range is 366 days and the earliest date is 2 years back from today.' Underneath, there is an 'OR OR' section with a 'Choose a period:' label and a list of radio button options: 'Previous Hour', 'Previous 24 Hours' (selected), 'Previous 7 Days (1 week from now)', 'Previous 14 Days (2 weeks from now)', 'Previous 28 Days (4 weeks from now)', 'Previous 56 Days (8 weeks from now)', and 'Previous Day (00:00:00 - 23:59:59)'.



Taking it further, you could apply another filter under the Transactions tab and filter out entries below or above certain thresholds regarding the transaction volume or odometer readings. For this report it will display all transactions regardless of volume or odometer, so the fields are left blank.

Transaction Reports

Filters

Customers Cards Sites Vehicles Drivers Groups Date Range Download Columns Transactions

Volume: Equal To

Odometer: Equal To

You run the report by pressing the Run Report button near the bottom right of the filters menu. This UAE Report has returned with 215 transactions for a 24-hour window. Now there are multiple ways the data can be used. It can be exported in XLS, CSV and PDF file formats.

Transaction Reports

Filters

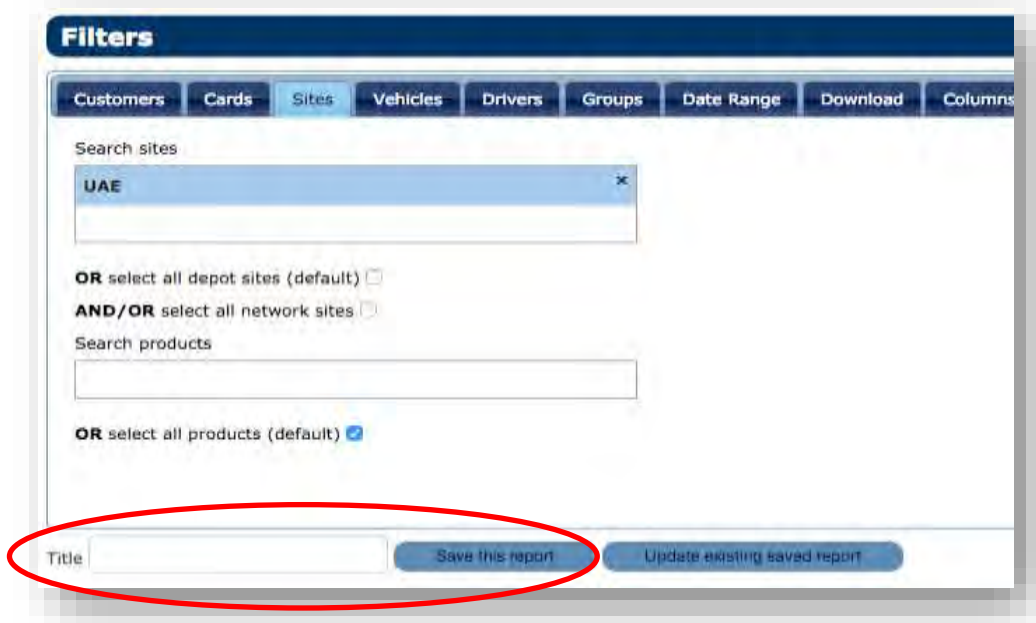
Saved Reports

Search Results (1.59 seconds) Custom Filter

Displaying 1 to 25 of 215 transactions Page 1 of 9 2025-10-10

Time/Date	Site Name	Card Number	Card Holder Name	Station	Product	Volume	Current Price	Total Price	Taxable Amount	Vehicle Registration	Odometer	Print Number	Print Number	Print Date
2025-10-10 12:00:00	UAE	000000000000	0000000000	Station 1	Diesel	100.00	1.01	100.00	100.00	00000000	None	0001	0001	1
2025-10-10 12:00:00	UAE	000000000000	0000000000	Station 1	Diesel	100.00	1.01	100.00	100.00	00000000	None	0001	0001	1
2025-10-10 12:00:00	UAE	000000000000	0000000000	Station 1	Diesel	100.00	1.01	100.00	100.00	00000000	None	0002	0002	1
2025-10-10 12:00:00	UAE	000000000000	0000000000	Station 1	Diesel	100.00	1.01	100.00	100.00	00000000	None	0003	0003	1
2025-10-10 12:00:00	UAE	000000000000	0000000000	Station 1	Diesel	100.00	1.01	100.00	100.00	00000000	None	0004	0004	1

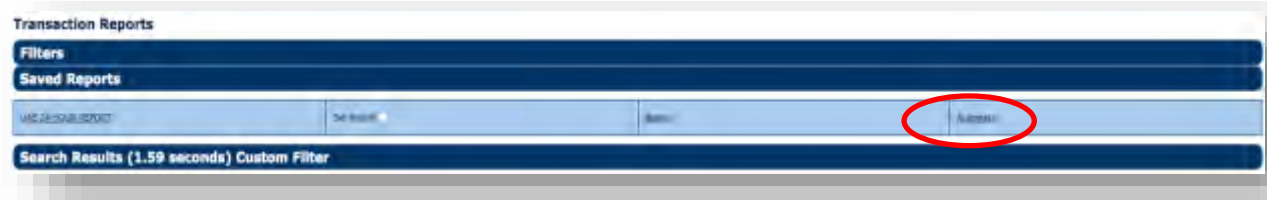
Since this is a report that will be run often, the filter parameters can be saved to simply run it again with a single click. First go back to Filters, and open the drop-down menu.



In the above highlighted field this report will be saved as UAE 24 HOUR REPORT. The saved report is then found under the Saved Reports Drop down menu



Now that the report is saved, it can be repeated with a single click. However, this also can be set up to be an automated report. This is done via the Automate option under the saved report row.





This will extend a collapsible menu where their multiple options.

This reports automation has been configured to run daily at 1am, giving 24hrs worth of transactions. It will be sent to the email address that the user account has linked to iFUEL® and it will be sent in XLS format to be read in Microsoft Excel.

The screenshot shows a configuration page for a report titled "USE 24 HOUR REPORT". The interface includes the following fields and options:

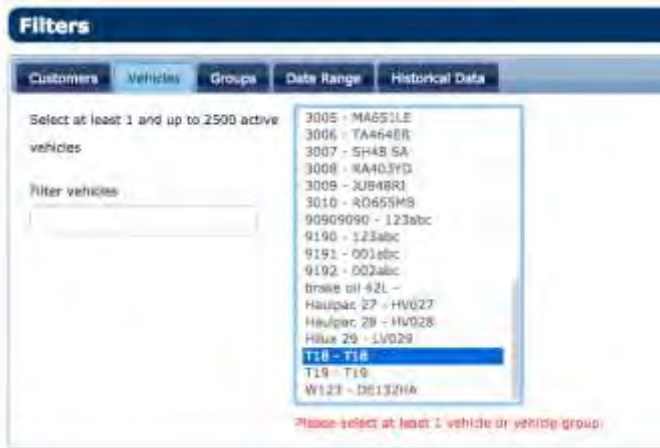
- Enabled:** A checkbox labeled "Enable automated report..." which is checked.
- Frequency:** A dropdown menu set to "Daily".
- Month Day:** A dropdown menu (currently blank).
- Week Day:** A dropdown menu (currently blank).
- Hour:** A dropdown menu set to "1".
- Sent to me:** A checkbox labeled "Sends this automated report to the email address specified in your account settings" which is checked.
- Email Recipients:** A large text input area for entering email addresses. A note below it states: "A comma separated list of up to 10 email recipients".
- Format:** A dropdown menu set to "XLS".

At the bottom of the form, there is a "Save" button. The top right corner of the form has a "Set default" link and a "delete" button.

This is an easy way to set up a readout of data for record keeping or dissemination amongst other interested parties without having to give access directly to iFUEL®. Up to 10 email address can be added in the Email recipient's window.

Performance Reports

Using the techniques in generating a Transaction report, other types of report follow the same basic principles, with some minor differences. Performance Reports are a type of report that will only look at vehicle data. Only Vehicle entries in the database with filled in Performance Metrics will be presented in a Performance Report.



This example will run a report on the performance on vehicle - number T18 - with a 14-day date range. T18 has performance targets on its database entry.

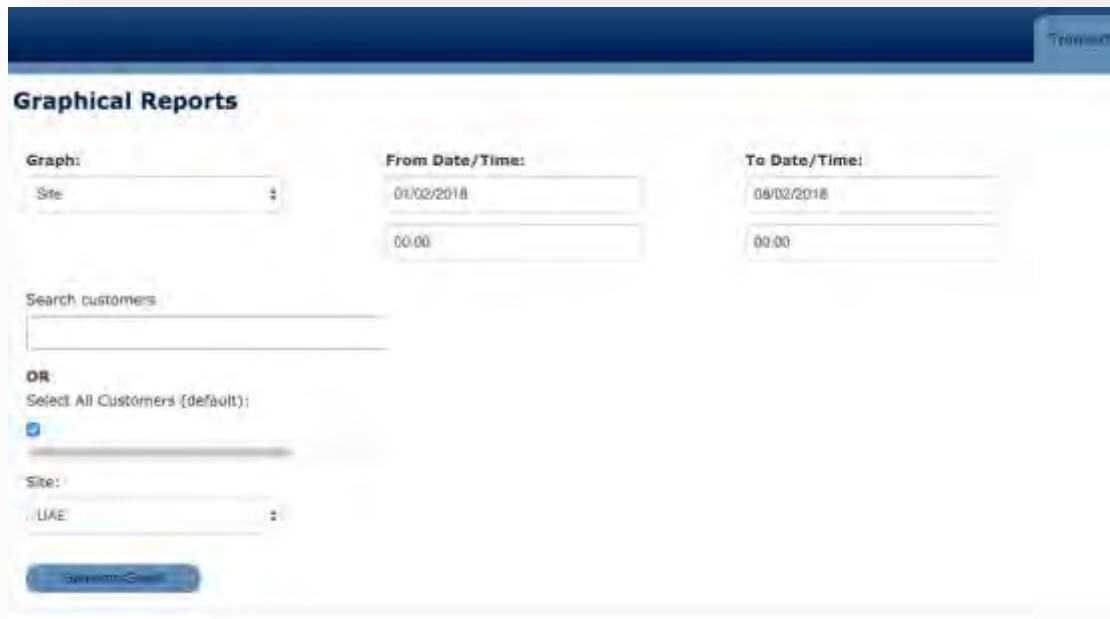


The report will be presented with a table showing all the relevant metrics in columns with graphs underneath. See above image where the graph is displaying the l/100km measurements in graph format.

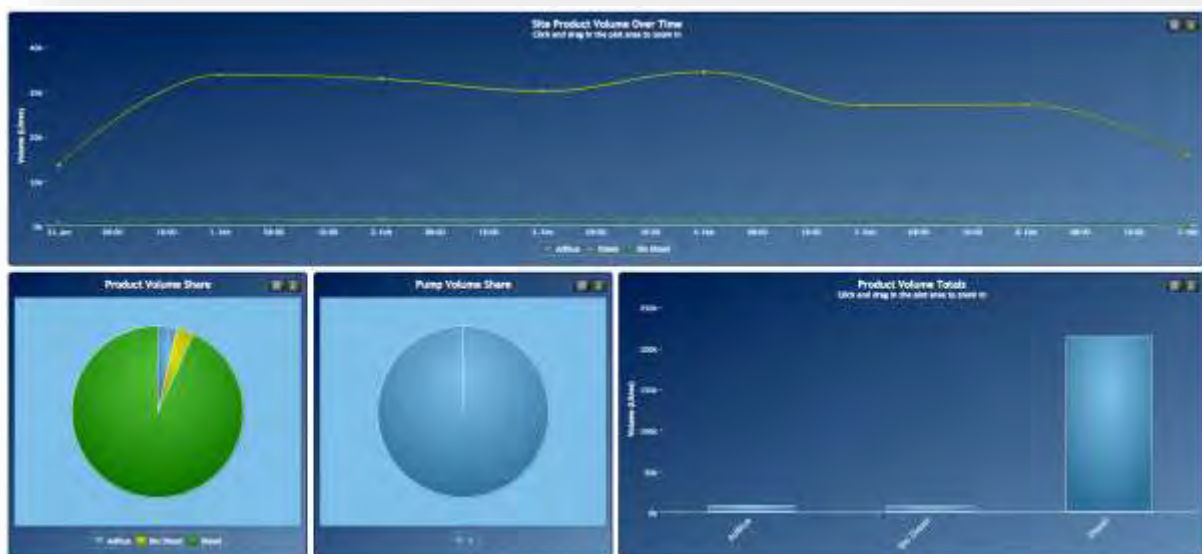
Just like with the transaction report, it can be saved and automated.

Graphical Reports

Graphical reports will display information in graph formatting once filters are selected. In the below image you will see the filters set up to run a report on the UAE site for 7 days.



The graphs for this report display product volumes and product transaction totals. These graphs can be printed out directly or exported as png, jpg, pdf or svg files.





Troubleshooting

When an error occurs at the terminal, a readout will display a message which will help diagnose the issue. Here is a list of common error readouts and how to remedy

Table (1) – Terminal Errors

Code	Reason	Remedy
CRC ERROR	Something has changed in the terminal configuration and has not been applied correctly	Call iFUEL® Support
ZERO STOP	The terminal has reached its maximum allowable consecutive zero draw transactions	Shutdown the Terminal
REJECTED	A part of the authorisation process was rejected.	An authorization report must be run to determine the issue (Refer to Table 2)

Table (2) – Authorisation Report Codes

Code	Reason	Remedy
INVALID PIN	The PIN/ID number entered is incorrect or not registered	Check if PIN/ID number is on iFUEL®.
INVALID MILAGE	The Odometer Limit value has been exceeded.	Check odometer values on iFUEL®
INVALID VEHICLE NUMBER	The Vehicle number entered is incorrect or not registered	Check if vehicle number is on iFUEL®.
INVALID DRIVER NUMBER	The Driver number entered is incorrect or not registered	Check if driver number is on iFUEL®.
INVALID CARD NUMBER	The Card scanned is not registered	Check if card number is on iFUEL®.
EXPIRED CARD	The Expiry has elapsed on the card	Check the expiry date of the Card on iFUEL®



User Controls

Account Settings

Account Settings has several tabs.

- ⇒ Profile – Holds User Info, Email Address and some checkboxes relating to performance reports.
- ⇒ Site Tank Alerts (Page 14)
- ⇒ Vehicle Performance Alerts – Works on the same principle as Tank Alerts, except for when vehicles overrun performance thresholds
- ⇒ Transaction Report Display – Controls what columns appear when opening Transaction Reports.

Users

As a Company on iFUEL®, you can add new users to access your iFUEL® profile. To add a new user, follow these steps

- ⇒ Choose Permission Level
- ⇒ Assign Company
- ⇒ Assign Username
- ⇒ User First name
- ⇒ User Last name
- ⇒ Email address
- ⇒ Language
- ⇒ Time zone
- ⇒ Contact number



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