# Fuel Island (Fast Fuel) User Guide

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# Table of Contents

## About This Guide

This guide contains standard cycles and checklists for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.
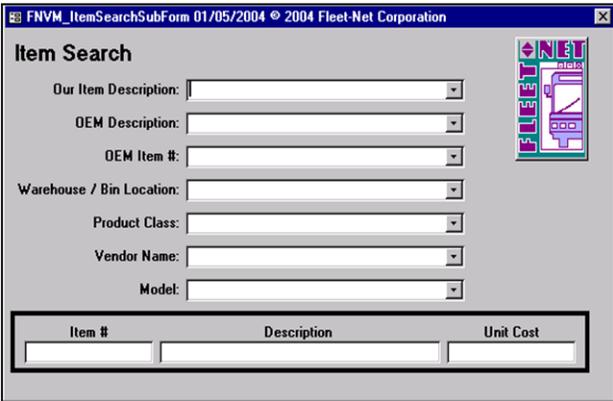
The standard cycles are to be used when operating the software to ensure that all necessary steps are being taken in the correct order, i.e., Daily Service Cycle and the Monthly Service Cycle.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administrator Guide.

To correctly exit a form, click the Fleet-Net® Icon which is located in the upper right of every form.

Throughout Fleet-Net® modules, there are Green Checkmarks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool. When using the button to search the following sample form will open up. Use anyone of the search item criteria down to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.

The clock button allows for changing the time entry. You and manually enter the time or use the navigation buttons.

The calendar button allows for quick selection of a specific date via a calendar.

The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

## User Guide Conventions

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Fast Fuel installation.

As with all Fleet-Net for Windows modules, the module must first be installed as directed in the System Administration Guide.

After reviewing this manual, if you still can't find an answer to your question(s) please call our Support Hotline at (800) 258-2762.

## Introduction to Fast Fuel

The Fast Fuel module allows users to import data exported from an automated fuel island. The data is imported into the Fleet-Net database and integrated with Inventory, Vehicle Maintenance, and General Ledger.

The module allows for:

- Importing data from fuel island file.

- Error logs are available for review.

- Access the Fuel Island File from within Fleet-Net for Windows in order to edit any errors.

- Stores files that have been updated and allows for easy deletion.

## Fast Fuel Implementation

As with all Fleet-Net for Windows modules; the module must first be installed as directed in the System Administration Guide.

Certain information must be available prior to implementing Fast Fuel. Users must identify the manufacturer and the fuel type code used with the fuel island. Some of these codes may be listed as "UL" for Unleaded, "DS" for Diesel and "CG" for Compressed Natural Gas.

# Fast Fuel Initial Setup

The Fast Fuel Implementation process must be completed before proceeding with the following initial setup procedures.

| Done | Menu | Program/Procedure |
|---|---|---|
| _____ | VM14 | Complete the Fuel Island Setup to identify the Fuel Island Mfg, Fuel Island Code, Consumable Code, and Product Code. |
| _____ | FUEL | Setup Fuel Island Interface to identify the interface name. |
| _____ | FUEL | Setup Fuel Island Interface to identify the path to the files and log File paths. Setup this folder on your network |
| _____ | FUEL | Setup Tran Control Record indicate the next transaction number |

**Cycle steps to be followed from creating databases to resetting the databases.**

| Done | Menu | Program/Procedure |
|---|---|---|
| _____ | FUEL | Update Vehicle Service by updating the file selected to the Daily Service Entry. |
| _____ | VM01 | Update service entries via Daily Service Entry. |

# Fuel Island Setup

Identify the Fuel Island Manufacturer and the Fuel Island Code that will be interfaced with each of the Consumable Code/Product Code Combinations within Fleet-Net for Windows. Go to VM14, option #2



## Consumables



## Tanks

| Field | Description |
|---|---|
| Fuel Island Mfg | Manufacturer's name of the Fuel Island |
| Fuel Island Code | Code used within the Fuel Island File |
| Consumable Code | Type of Consumable being used. |
| Product Code | Will auto populate when the consumable code is entered. |

## Fuel Island

# Setup Fuel Island Interface

Identify the appropriate Fuel Island Interface code that was created for your transit property.

| Field | Description |
|-------|-------------|
| Type | This will always be "FuelIslandInterface". |
| Code | Enter your three-digit Fleet-Net Customer Code. |
| Value | Your transit name to describe your Customer Code. |

# Setup Fuel Island Unit ID

Prior to uploading a file from the fuel island the setup must be completed.

| Field | Description |
|---|---|
| Unit ID | Specify a Unit ID to identify your fuel island |
| Serial # | Identify a serial number/description for the fuel island |
| Unit Description | Enter a description for the fuel island   ** Optional ** |
| Fuel Island Mfg | Select the Manufacturer previously defined from the drop-down. |
| Last Import | The last import date will automatically populate after each import. |
| Last Export | *Not currently in use.* |
| Log File Path | Enter the path that you wish to have the log files created. In the example above, we have created a separate directory folder within the Fleet-Net for Windows directory. This will allow for proper sorting. |
| Import Path | Enter the path of the original file produced by the fuel island that will be used to import the data into FNW. |
| Export Path | *Not currently in use.* |
| File Name or Prefix | Identify the file name that exists in the Import Path. |
| File Name Extension | Enter the extension found on the end of the file name (i.e.:  txt for text file) |
| Use Date for | Check this box if you wish to use a date for the file name once the File is placed in the location identified in the Import Path |
| File Name | If Selecting this option, you will select the date of the file when you import the file in the following steps. |

# Setup Tran Control Record



| Field | Description |
|---|---|
| **Record Type** | Enter **ServiceTranNo** exactly as shown above. |
| **Value** | The system will automatically assign the next number based on this entry. |
| **Maximum Value** | Enter the highest number you will use based on Max Digits (see next) |
| **Max Digits** | Enter the maximum number of digits that you will use for numbering transactions. |
| **Add Leading Zeros** | Check the box if you want the system to assign leading zeros. |

# Update Vehicle Service

To import the data between the Automated Fuel Island and Fleet-Net for Windows (FNW) you must have the export file available on the network in order to access it. In this screen the user will be able to view the files that have been updated or are waiting to be updated, select the file to update, view any errors in a log file and edit those errors as needed prior to successfully updating.
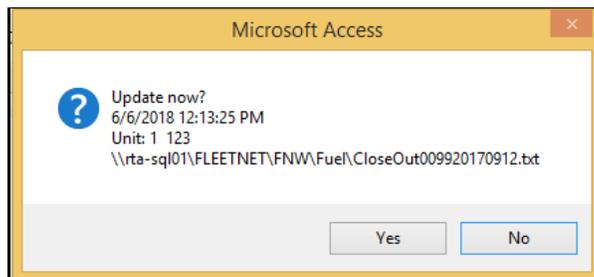


Select either Sort Descending Date/Time or Sort Ascending Date/Time. This is optional. The default is descending.

| Field | Description |
|---|---|
| From Date: | If selecting to update by date range of records within the file, enter the starting date. (Optional) |
| Thru Date: | If selecting to update by date range of records within the file, enter the Thru date. |
| | ***If no dates are entered all records in the file will be imported.*** |
| File Name Date: | If selecting a file using a date as the name, please enter the date that will match the file name. Example 09/18/2017 will search for a named 20170918 in the path setup as the import path. |
| Unit Id: | Select the Unit Id of the Fuel Island previously setup that will be used in the update.(Required) |
| Serial #: | The serial number that was setup with the Fuel Island Unit ID will populate. |
| Imported: | Once the file is selected the date of the import is automatically populated |
| Path to File: | Once the file is selected, the actual file path will display with the file name. |
| Fuel Island: | Select the code that represents your transit, typically your three digit customer number |

**Refresh:** Click the refresh button to display all files that are waiting to be updated or those that have been updated.
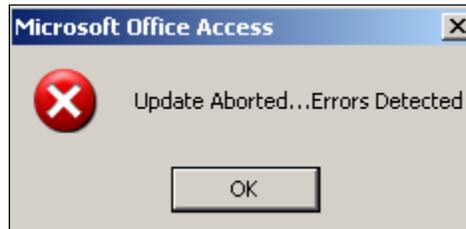
Double-click the Imported field to select the file to be updated. The Imported: and Path to File: fields are populated. *If the cursor is placed over the imported field the message "Double-Click to select file" displays.*



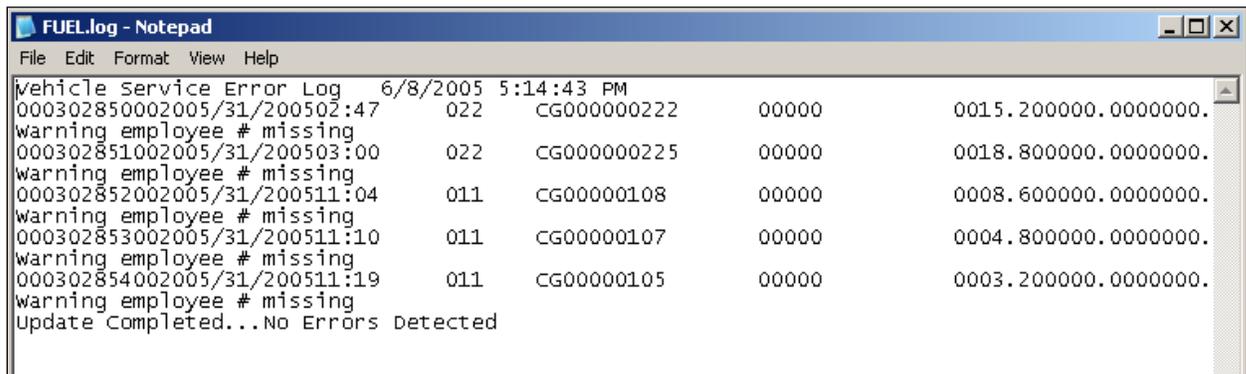**Update:** Click the Update button, the following confirmation message displays.

If the Update was successful, proceed to the VM01 Menu and select Daily Service Entry. This will allow you to proceed with viewing the reports and checking for any out of balances between the tank and pump issues. Once you have balanced, please update the entries to the Vehicle Master, Inventory Master and General Ledger, if applicable.

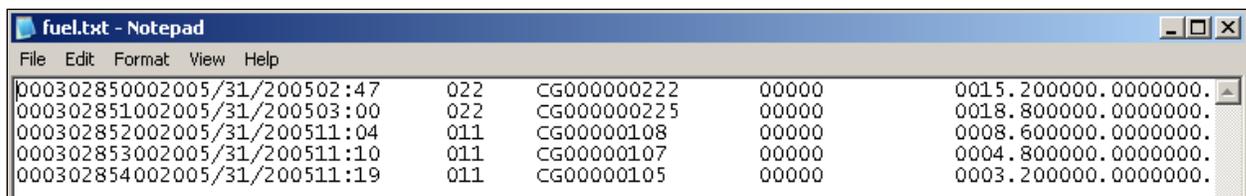The following message displays if the Update is not successful



Proceed with the steps below…

**Log:**      Click the Log button to view the log file for errors. Examples of these errors could be invalid vehicle number, Mileage exceeds daily limit, and warnings. *Note: The Log file is created whether the update was aborted or successful. Warnings will not stop the file from updating, only errors will.*



**Edit:**      Click the Edit button to correct the entries as needed. This allows the user to edit the file without having to go to the Fuel Island and re-export the file. Once the file is corrected, please refresh the screen, select the file and attempt to update again.
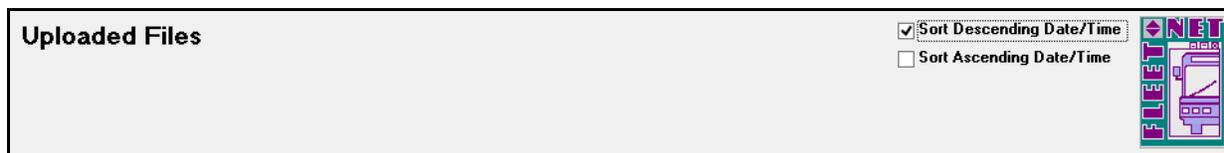


*Note: This is an example of one type of fuel island file, as each transit's may be different. Please contact Technical Support for assistance in identifying the file layout.*
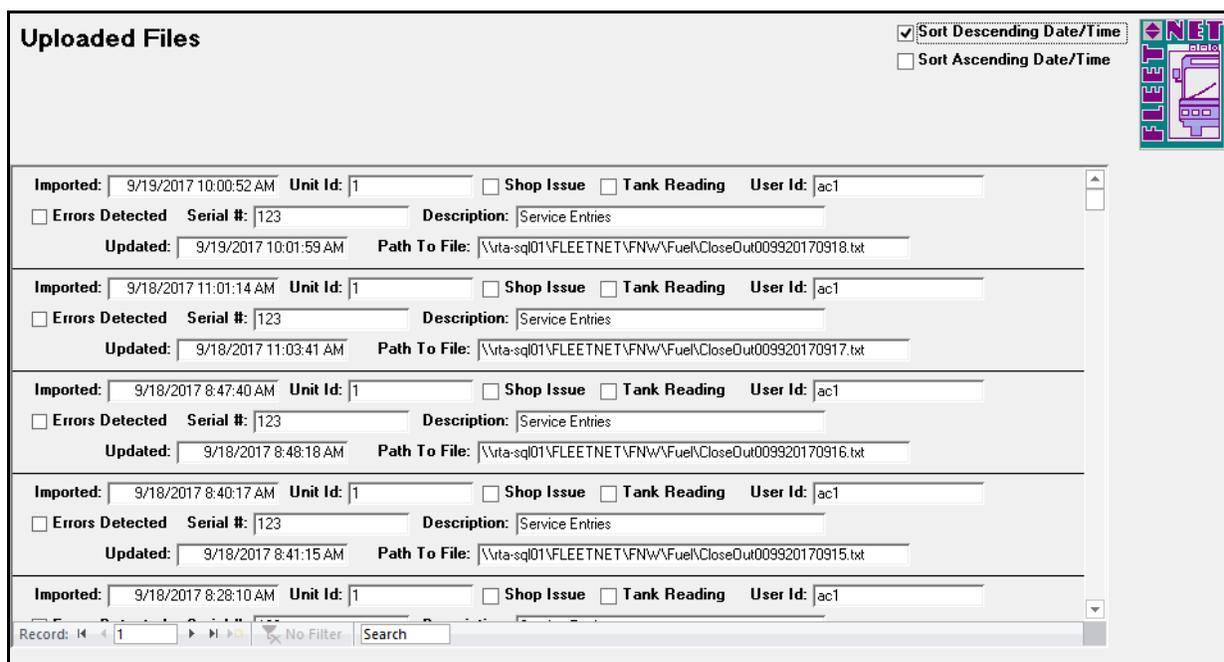
# Delete Uploaded Files

Once the files have been uploaded and updated via Daily Service Entry they still remain in the Fast Fuel database and on your network. The user is responsible to delete these files if necessary.
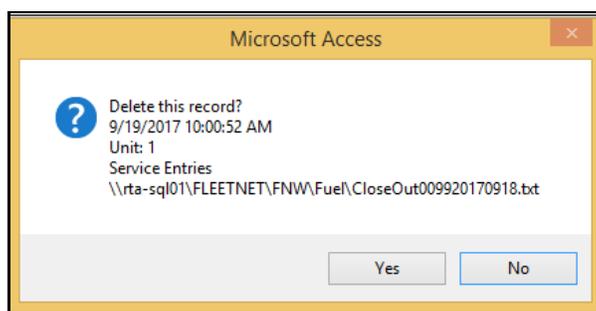
Click on one of the **Sort options** to view the files saved in the database.



Once a sort order is selected, then you may then double-click the mouse on the **Imported:** field for the date and time of the file to be deleted.



After selecting the file, the following confirmation message will display:



Select **yes to delete the record**, this will also delete the file on the network.

Select **No to keep the file**.