PROFUEL

YOUR FLEET
FUEL CONTROL
MADE SIMPLE

FLEET FUEL MANAGEMENT

Engineered solutions by

computrol
FUEL SYSTEMS INC

Table of Contents

Introduction

ProFuel is a dynamic new program, which harnesses the power of Windows programs to provide a complete solution for the management, reporting, and billing of automated fuel records generated by all models of Computrol Pump Control Units (PCU's). ProFuel will operate under Windows 95, 98, and NT.

With easy to operate data screens and new automated routines, **ProFuel** simplifies the task of daily fuel management and provides a wealth of new features including:

- Managing your vehicle fuels in a complete Windows environment.
- Tracking and reporting fuel movement by account, by vehicle, and by employee.
- Tracking and reporting pump deliveries and tank inventories by product, location, and cost.
- An optional unattended polling routine allows you to schedule transaction data collection any time, any day, from any of your fuel sites
- Automated routines allow you to quickly download customer, vehicle and personnel authorizations for the ProFuel database to any or all of the PCU's in your network. You can even download PINs, meter readings and fuel limits where PCU software permits.
- Universal Users Screen allows you to track all individual fuel users, whether customers, vehicles, or personnel.
- Universal Transaction Screen allows you to manually enter non-cardlock transactions and to enter bulk fuel deliveries.
- Download routines allow you to quickly update your customer card tables
- Powerful and flexible Crystal reports provides on demand, a wide range of selectable reports on fuel usage and vehicle performance.

All data is managed in Microsoft's powerful Access Database, which allows you to move key data to other Windows applications including your accounting and fleet management programs.

Getting Started

System Requirements

In order to run **ProFuel** you will require:

- Pentium class computer c/w Windows 95/98
- 32 MB of RAM
- An 800x600 Display
- At least 20 MB of free hard disk space
- COM port connected to your PCU via landline or modem

Loading and Initialization

The following loading sequence is required:

1. Put the disk in the computer.
2. Go to the Windows 'START' Menu
3. Click on 'Run ...'
4. Type in 'D:\setup' where 'D' is the letter of your CDROM or Floppy drive
5. Click 'OK'

The setup will then copy all necessary files to your computer and set up the program icon. The default installation directory is 'C:\Program Files\ProFuel\'.

Registration

When Setup is complete, the **ProFuel** icon will appear in the start window. Click on the icon and you will be prompted to enter your registration code. Each package shipped to a licensed customer requires that the customer enter a name and key code in order to activate the program.   Computrol will supply the name and registration code with your new system. They ***must be*** entered exactly.

Screen 1 – Registration

Please Note: When entering your company Name on the registration screen, if your Company Name uses a comma e.g. Fuelstop, Inc. then you must enter the name in quotation marks e.g. "Fuelstop, Inc."

Installing on a Network

Should you wish to provide access to the **ProFuel** database from more than one workstation, you should note that later versions of **ProFuel** can be installed so that the database resides on your Server, while daily operating functions are handled by one or more workstations.

Each workstation running **ProFuel** requires a license from Computrol. Contact the factory or your dealer for details.

To install **ProFuel** in your principal workstation, i.e. the station connected to the Pump Control Units, simply load the CD as detailed on the previous page.

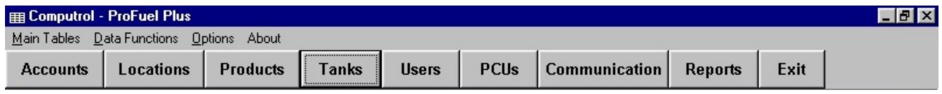
To install the **ProFuel** database on your Server, follow these steps:

1. Copy the file named **'main.mdb'** to the network directory.
2. Rename existing file **'main.mdb'** to **'main.org'**
3. Select *Windows Explorer* and go to *Tools*. Click on 'Map Network Drive' to map dbase directory.
4. Using *Notepad*, select **'profuel.ini'** and edit path to network database directory. Note: the last character must be a '\' e.g. K:\ProFuel\

System Navigation

Main Screen

Initially the splash screen will appear with your registration name, followed immediately by the Main program window and button bar. Each button accesses the database that is indicated by the name on the button. e.g. Accounts, location etc.

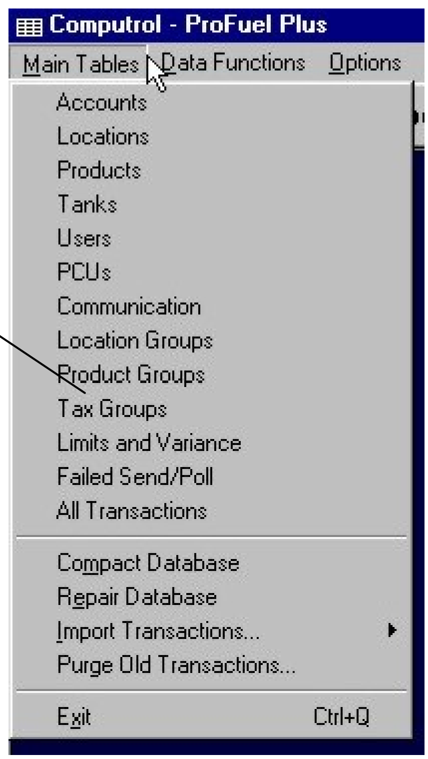


Screen 2 – Main Button Bar

In addition to the nine principal buttons shown above, there are three other essential times and one optional setup item, which must be accessed through the "Main Tables" menu shown below.

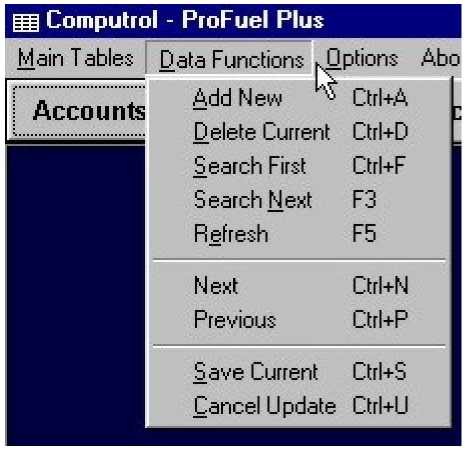
The three essential selections are *Location Groups*, *Product Groups*, *Limits and Variances.* The optional selection is *Tax Group* which is only available in **ProFuel Plus.**

Available only in ProFuel Plus



Screen 3 – Main Tables

Other system configuration items that are accessed from the Main Menu bar include the *Data Functions* menu and the *Options* menu. These menu selections are shown below and discussed in detail in this section.



Screen 4 – Data Functions Menu

Screen 5 – Options Menu

System Set-Up

Overview

ProFuel uses multiple inter-related records to process incoming transactions into comprehensive consumption and performance reports. In order to run the ProFuel system, you must first set up these records based on the unique characteristics of your fuelling operation. The order in which you program your database records may vary, but it is suggested that you follow the sequence listed below.

Logical Order of Modules Setup

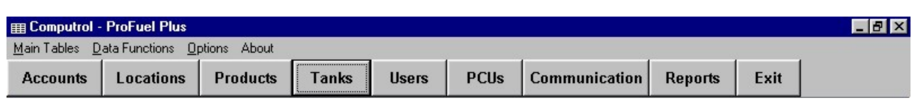
The set up sequence is as follows:

1. **Products** – identify each unique product you dispense. Product names are used to define Product Groups, Tanks and PCU's (Pump control Unit)
2. **Product Groups** – set up the authorizations for certain or all fuels. Every card must be assigned a Product Group
3. **Locations** – identify the individual sites where the PCU's are installed.
4. **Location Groups** – each card must be assigned a location group – whether one or multiple sites.
5. **Tanks** – used to program PCU properties and for inventory control.
6. **PCU's** – details of each PCU (Pump Control Unit)
7. **Taxes** – optional to allow re-sellers to define various levels of taxes
8. **Accounts** – customer details, addresses discounts, etc.

Please Note: Detailed instructions regarding each of the above modules and screens are found in this section of this manual.

System Set-Up Screens

All modules of the ProFuel system can be accessed through the Main Menu button bar shown below and through the Main Menu drop menus. Details of each of these buttons and menus are described in this section of the manual.

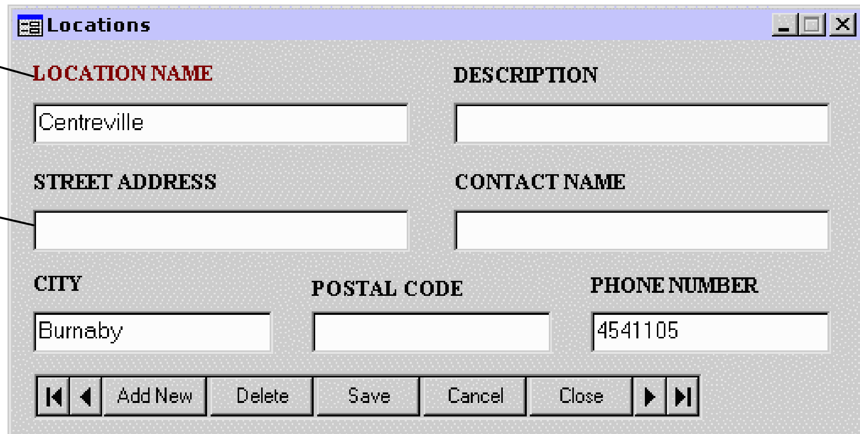


Screen 6 - Main Screen - Menu button bar

*Please Note:*New customers should note that the PCU's maintain independent tables that contain lists of authorised cards and pumps/products. They must be programmed separately from the **ProFuel** program. Authorisation of cards/vehicles is accomplished through the **Manual Communication** window (Page 16).

Required Fields

On each of the main screens there are certain required fields that must be entered. They are indicated by red field labels, instead of the normal black.



Screen 7 – Locations Screen

Record Navigation

Screen 8 - Record Navigation bar

To move from record to record in the selected database you can use the navigation buttons located on the Record Navigation bar. These buttons will allow you to move to the first record, the previous record, move to the next record, and move to the last record. You can also add a new record, delete a record, save or cancel changes to a record and close the database.

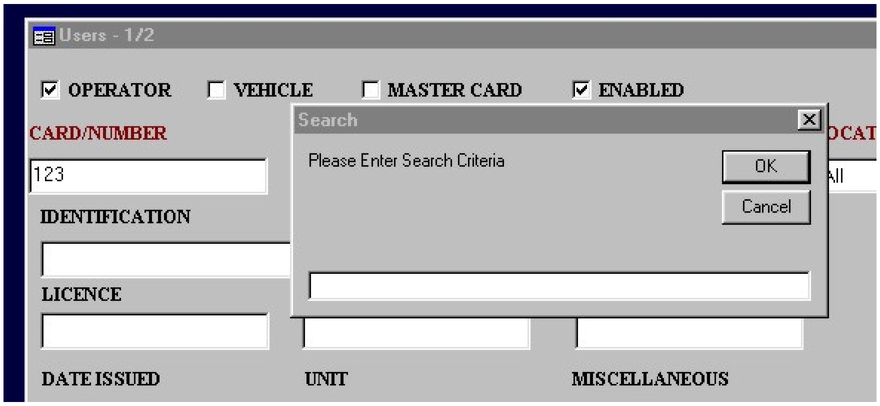
Record Search

There are two main methods used to search for a record. You can either use the search feature located under the Data Functions menu. (*see next section*) or you can use the Search Window Feature.

Search Window Feature

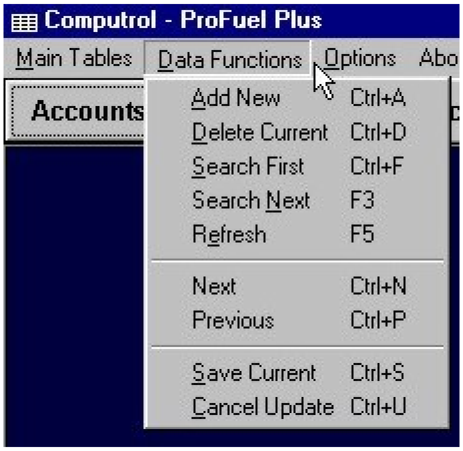
To search for random data in any field:

1. Open the appropriate master screen
2. Place the cursor on the field to be searched
3. Press Ctrl + F on the keyboard to bring up the 'Search Window'
4. Enter the data to be searched for
5. Click <OK> to bring up the record.



Screen 9 - Search Window Screen.

Data Functions Menu



Screen 10 – Data Function menu

For each of the tables in the database (accounts, users, etc.), you can Add, Delete, Save and Search the table. These functions are accessed though the **Data Functions** menu. All the items have a 'hotkey' or 'keyboard shorcut' to make their use quick, simple, and efficient.

Add New creates a new record in the database and fills in any default values. If you are adding multiple records, **Add New** also saves any edits in progress.

Delete Current removes the current record (the one displayed on your screen) from the database. There is no 'Undelete', but you will be prompted for confirmation.

Find First is used to locate the first record in the database matching your search criteria. You simply type in the value for the field you want to search and click **Find First**. If it finds a match then the matching record becomes the current record, otherwise the old value in that field is restored and you are informed that the search was unsuccesful. **All** fields may be searched in this way. You may also use **Wildcards** when searching (i.e. '*' and '?') to represent missing words or letters. Searches are not case sensitive. **Find Next** begins searching from the curent record and not from the begining.

Move Next is used to move forward one record, **Move Previous** is used to move back one.

Refresh can be used to re-read field values from the database. This is useful if you are editing in more than one screen at a time.

Save Current saves the values in the current record to the database. Once a value has been saved, it cannot be 'unsaved'. Records are also saved when you move to another record, click **Add New**, or close a window.

Cancel Update can be used to **Cancel** changes to a record (Undo). It must be done *before* the record is saved.

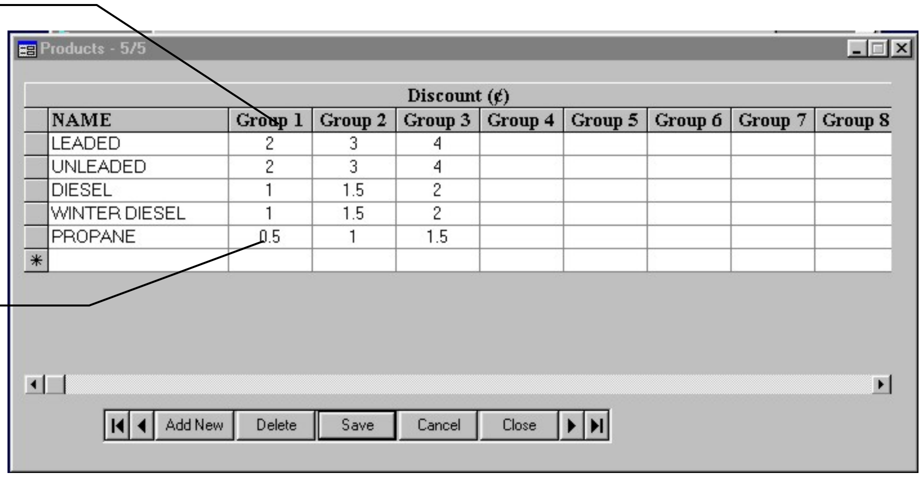
Products Database

The Products database is used to record the names of the products that are sold. Products are used in the setup of various tables in the system including Tanks, Product Groups, and PCU pump setup.

To access the **Products** screen, select the Products button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Products* option under the <Main Table> menu also located at the top of your screen.

Group names are accessed through the <Options> menu.

Discount shown in cents on the dollar.



Screen 11 – Products

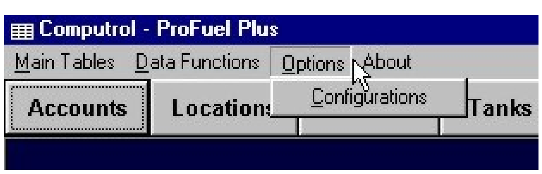
Name – Type in the name of the fuel or other product. 18 character maximum.

Group 1 – 9 – Type in the Discount as related to each of the products in cents on the dollar.

Please Note: The Group Names are accessed through the <*Options*> menu at the top of the Main Screen in the Main Menu bar. Details are shown in the following section.

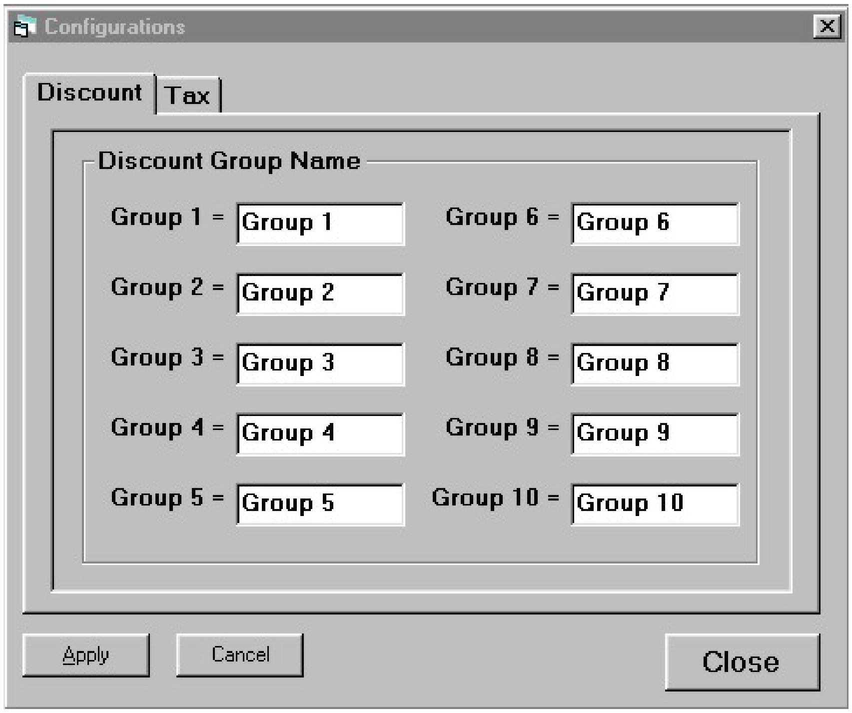
Discount Groups

The *Configurations* screen used to add / change a Discount Group, is accessed through the <*Options*> menu at the top of the Main Screen, then to the <*Configurations*> button.



Screen 12 – Options Menu

Selecting the <configurations> button will cause the Configurations screen to appear. This screen can be used to configure Discount Groups and Tax Groups.



Screen 13 – Configuration Screen

Adding / Editing Discount Group

Highlight the name shown in any of the Discount Group names and type over the name with the desired new name. Select *<Apply>* and the name will be changed

Adding a New Product

Place your mouse cursor in the NAME field immediately below the last entry. When you start typing, an additional line will be added automatically. Continue to enter information in as many fields as you require. As many new records as required can be added using this method. Alternately, using the screen navigation buttons, select the 

button with your mouse and proceed as described above.

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

Please Note: The name cannot be longer than 18 characters.

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Editing Product Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the 

button. The information has now been saved. This procedure can be done as many times as required.

Deleting a Product

Locate and highlight the record that you wish to delete by selecting the record with your mouse and dragging on the entire record or by clicking on the far-left button of the record. Once you are satisfied that this is the record that you wish to delete, select the 

button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the 

button. If you do not wish to delete the record select the 

button.

Locating a Product

Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

Full details of the use of these features can be found in the **System Setup** section of this manual

Product Groups

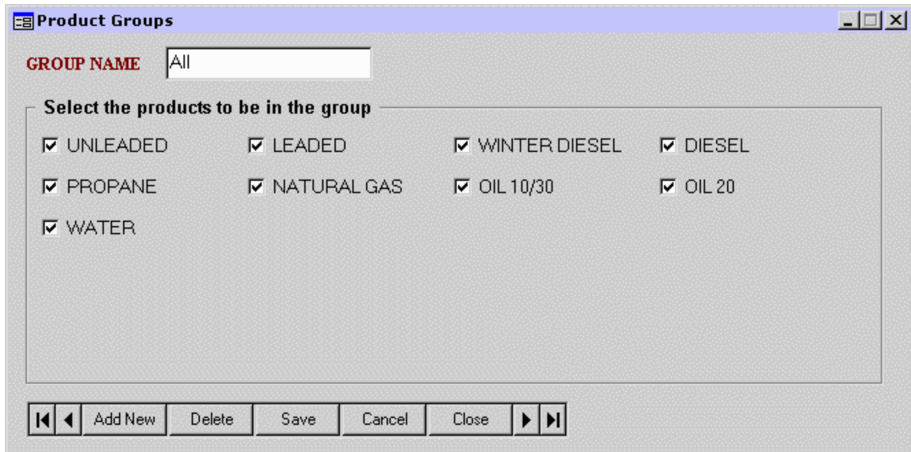
This Screen is used to restrict Users (cards/vehicles) to certain types of fuel only during the automatic download of authorizations.

Products are assigned to each card/vehicle and are linked in the database to the product names in all PCU Screens (Screen 12).

Example:

If a user was allowed to pump Diesel only, and Diesel was on pump 1 at one PCU but pump 2 at another PCU, he would be able to use both pumps, but not pumps containing other fuels.

To access the **Product Groups** screen, select *Product Groups* option under the <Main Tables> menu located at the top of your screen. (See previous heading for an example)



Screen 14 – Product Groups

Adding a New Product Group

Using the screen navigation buttons, select the 

button with your mouse. This will clear all the fields of their information so that you are able to enter in the new information.

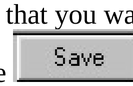
You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

By checking or unchecking a product, it is respectively included or removed from the Product Group. The Group Name may be up to 20 characters.

Each Group can include one location only or any combination of products. Product names are entered into the database via the Product database screen.

Editing Product Group Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the 

button. The information has now been saved. This procedure can be done as many times as required.

Deleting a Product Group

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the Delete button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the Yes button. If you do not wish to delete the record select the No button.

Locating a Product Group

Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

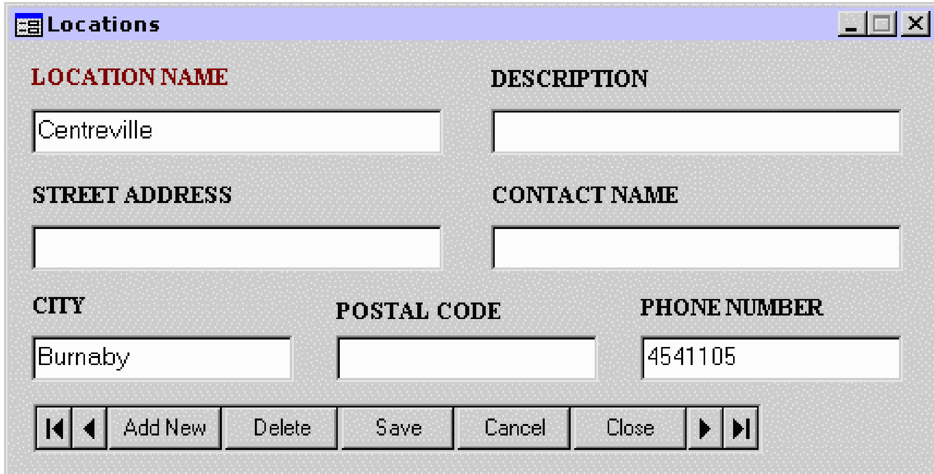
Full details of the use of these features can be found in the **System Setup** section of this manual

Locations Database

The **Locations** screen is used to identify the name of the site where each PCU (Pump Control Unit) is installed. Location Names are used to define where one or more PCU's may be installed so the site can be automatically polled using the **Communication** Screen.

Additionally, an enhanced version of **ProFuel** will provide automated download of card/vehicle authorizations. Accordingly, the Location names will be used to create programmable Location Groups (Screen 10) to which cards or vehicles are restricted.

To access the **Locations** screen, select the Locations button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Locations* option under the <Main Table> menu also located at the top of your screen.



Screen 15 – Locations

Adding a New Location

Using the screen navigation buttons, select the Add New button with your mouse. This will clear all the fields of their information so that you are able to enter in the new information.

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

Please Note: Fields that are identified with a RED heading *must be* completed. e.g. in this screen, the **Location** field must be completed. All other fields are optional.

Editing Location Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the Save button. The information has now been saved. This procedure can be done as many times as required.

Deleting a Location

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the Delete button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the 

button. If you do not wish to delete the record select the 

button.

Locating a Location

Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

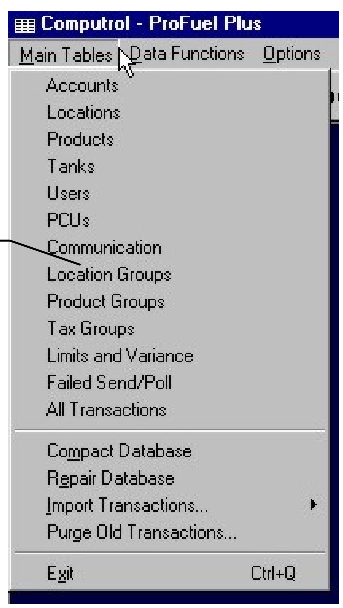
Full details of the use of these features can be found in the **System Setup** section of this manual

Location Groups

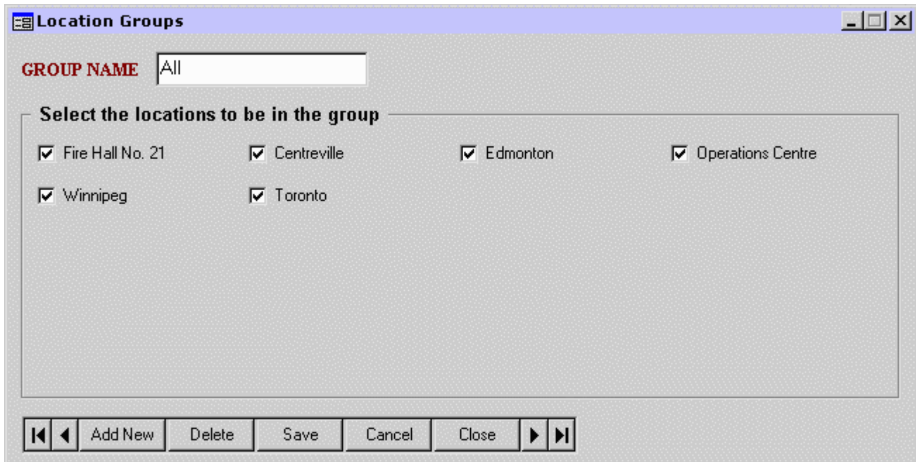
The Locations Groups screen allows you to set up a group of locations that a user would be allowed to use.

To access the **Location Groups** screen, select *Location Groups* option under the <Main Tables> menu located at the top of your screen.

Location Groups



Picture 16 – Main Table dropdown menu



Screen 17– Location Groups

Adding a New Location Group

Using the screen navigation buttons, select the 

button with your mouse. This will clear all the fields of their information so that you are able to enter in the new information.

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

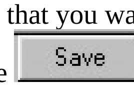
By checking or unchecking a location it is respectively included or removed from the Location Group. The Group Name may be up to 20 characters.

Each Group can include one location only or any combination of locations. Location names are entered into the database via the Location database screen.

If you have the enhanced version of **ProFuel,** this information will be sent to the appropriate PCU's automatically.

Editing Location Group Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the 

button. The information has now been saved. This procedure can be done as many times as required.

Deleting a Location Group

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the 

button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the 

button. If you do not wish to delete the record select the 

button.

Locating a Location Group

Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

Full details of the use of these features can be found in the **System Setup** section of this manual

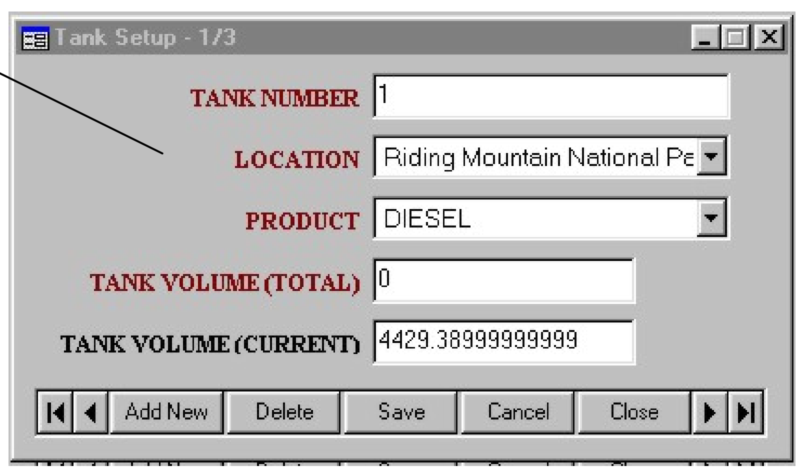
Tanks Database

This screen is used to add the tank information into your system. Each storage tank must be setup with a unique number, a location, a product, and tank volume.

To access the **Tanks** screen, select the 

button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Tanks* option under the <Main Table> menu also located at the top of your screen.

Required Fields shown in RED



Screen 18 – Tanks

Adding a New Tank

Using the screen navigation buttons, select the Add New button with your mouse. This will clear all the fields of their information so that you are able to enter in the new information.

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

Please Note: Fields that are identified with a RED heading *must be* completed. e.g. in this screen, the **Tank Number, Location, Product and Tank volume (Total)** fields must be completed. All other fields are optional.

Tank Number – enter the tank number

Location – select from the drop-down menu. The entries shown were previously entered into the database from the Location screen.

Product – select from the drop-down menu. The entries shown have been previously entered into the database previously using the Product screen.

Tank volume (total) – input the size of the tank

Tank Volume (Current) - is a calculated field and should be left at zero when the tank is first setup. To first initialize the tank you must add the fuel to the tank using the All Transactions menu item in the Main Tables menu located at the top of the Main screen. From there you can add the initial tank balance to the database, and any subsequent fuel deliveries.

Editing Tank Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the Save button. The information has now been saved. This procedure can be done as many times as required.

Deleting a Tank

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the Delete button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the button. If you do not wish to delete the record select the button.

Locating a Tank

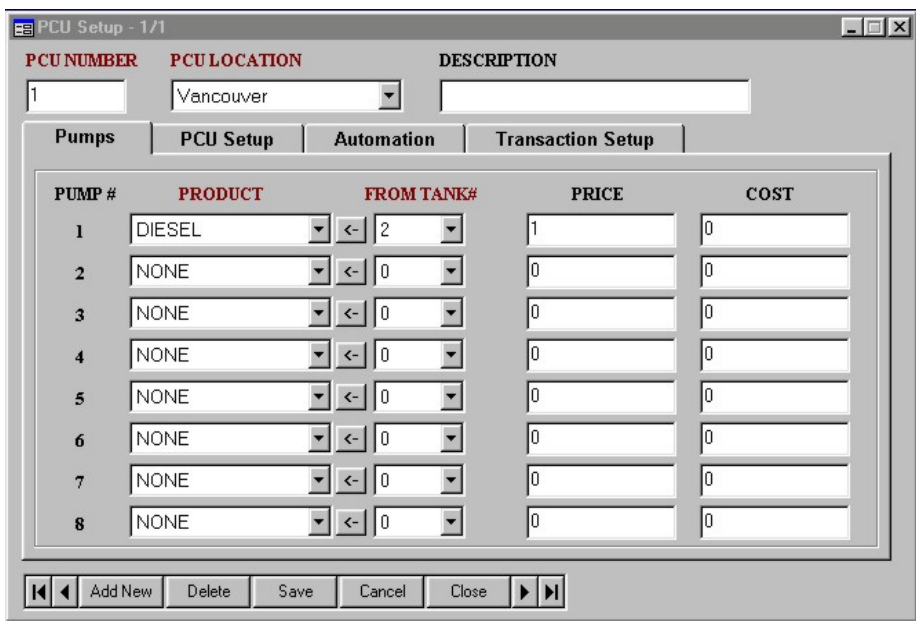
Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

Full details of the use of these features can be found in the **System Setup** section of this manual

PCU Setup

This screen is used to enter information about the PCU's (Pump Control Units) that are attached to the system. It provides for information to be entered re: the individual pumps and the set up for the PCU's, Autopolling, manually polling and how the system will handle the transactions.

To access the **PCU Setup** screen, select the button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *PCUs* option under the <Main Table> menu also located at the top of your screen.



Screen 19 – PCU Setup screen

Adding a New PCU

Using the screen navigation buttons, select the  button with your mouse. This will clear the top 3 fields of their information so that you are able to enter in the new information. Each new PCU that is setup will have to have the Pump, PCU Setup, Automation and Transaction setup sections completed. Selecting the appropriate tab just below the PCU header information can access these areas

Once all of the information on each of the 4 screens has been entered, you may <Save> the information and exit out of the screen

Tabs to select setup screens

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

Please Note: Fields that are identified with a RED heading *must be* completed. e.g. in the first 3 fields of this screen, the **PCU Number and PCU Location** fields must be completed.

PCU Number – this number *must be* unique.

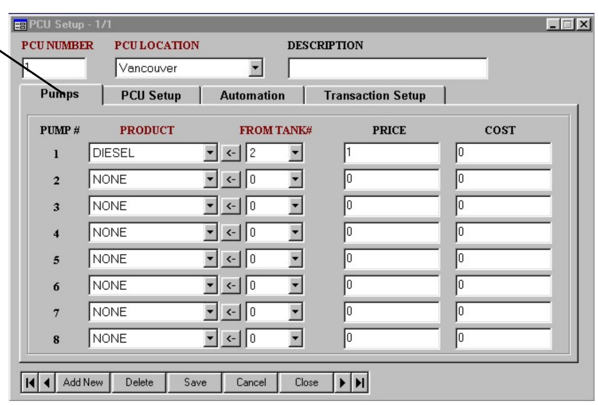
PCU Location – select a location from the drop-down menu. The entries shown have been previously entered into the database using the Location screen.

Description – optional field used to describe the PCU

Setting Up Pumps

To access the screen that allows you to enter the pump information as related to a specific PCU, select the <Pumps> tab on the PCU Setup screen.

Pumps tab

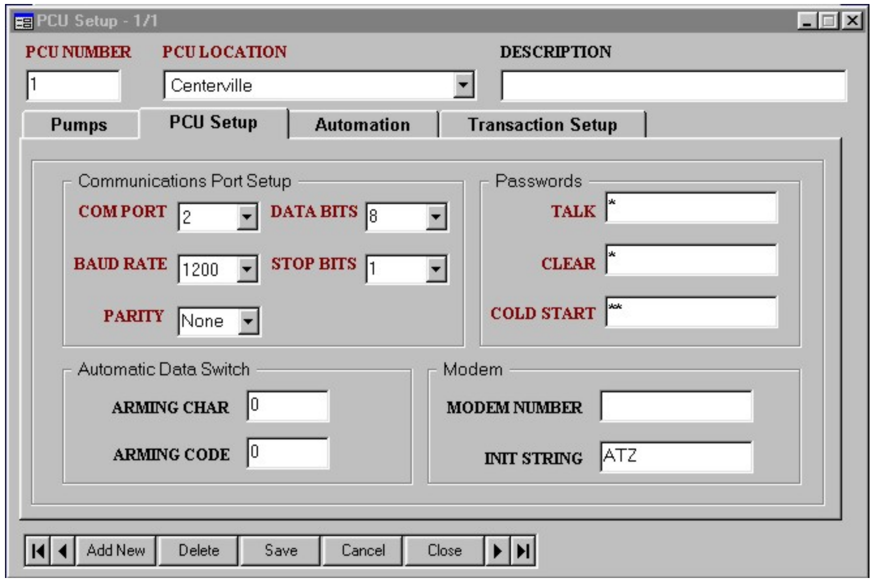


Screen 20 – Pump Setup screen

To setup each of the 8 possible pumps (hoses), you must select a product to pump from the drop-down menu, a tank to take the fuel from, and optionally a price & unit cost for the fuel. This information is used to keep track of tank balance and optionally the value of the fuel.

PCU Setup Information - Communications

To access the screen that allows you to enter the communication parameters as related to a specific PCU, select the <PCU Setup> tab on the PCU Setup screen. This will cause the PCU Setup screen to appear.



Screen 21 – PCU Setup screen

This screen is used to setup the communication specifications of each Pump Control Unit (PCU).

Com Port - For Polling to work the Comm Port field must be completed. Select the correct COM port from the drop down menu.

Baud Rate – This field must be completed for polling to work. Select the appropriate Baud rate from the drop down menu.

Data Bits – This field must be completed for polling to work. Select the appropriate Data Bits from the drop down menu

Stop Bits - This field must be completed for polling to work. Select the appropriate Stop Bits from the drop down menu

Arming Character – used for automatic data switches. Set to zero if you do not use an automatic switch. If used, enter a value in decimal format.

Arming Code – used for automatic data switches. Set to zero if you do not use an automatic switch. If used, enter a value in decimal format.

Talk Password – Must be completed. Used when communicating with the PCU. Factory default is ‘T’

Clear Password – Must be completed. Used when communicating with the PCU. Factory default is ‘C’

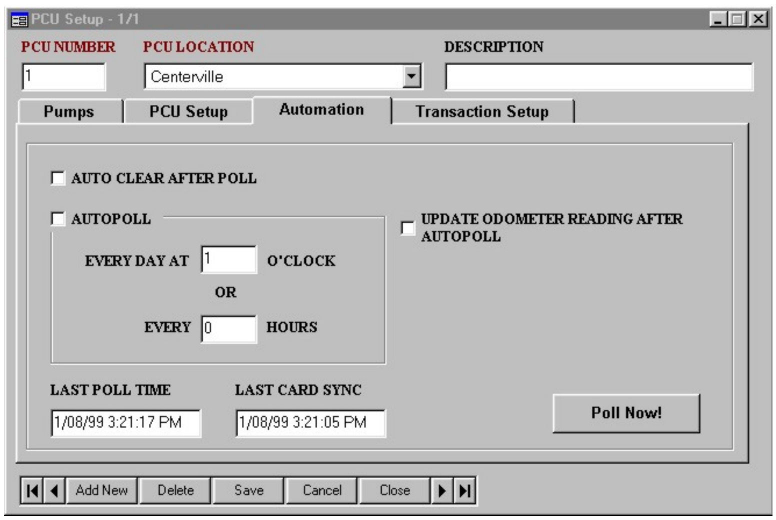
Cold Start Password – Must be completed. Used when communicating with the PCU. Please Note: Passwords used do not change the password on the PCU, just in the database.

Modem Number – If the PCU is on a modem, the number must be entered – otherwise, leave blank

Init. String – If the PCU is on a modem, the initialization string must be entered – otherwise, leave blank.

Setting Up Autopoll / Manual Polling

To access the screen that allows you to enter the parameters for the setup of Autopolling and manual polling as related to a specific PCU, select the <Automation>> tab on the PCU Setup screen. This will cause the Automation screen to appear.



Screen 22 – Automatic Polling setup screen

The **Automatic** section of the PCU Setup screen is used to setup the time and frequency for automated (scheduled) polling. By default scheduled polling is disabled. The daily poll time is the hour (in 24 hour format) to begin polling that PCU. You may alternatively set the **'EVERY ... HOURS'** to make sure the PCU never goes more than that many hours without being polled.

The **LAST POLL** time is also displayed in the window.

Select the ‘*Update Odometer Reading After Autopoll’* box if you wish to have the odometer updated in the system after every fill.

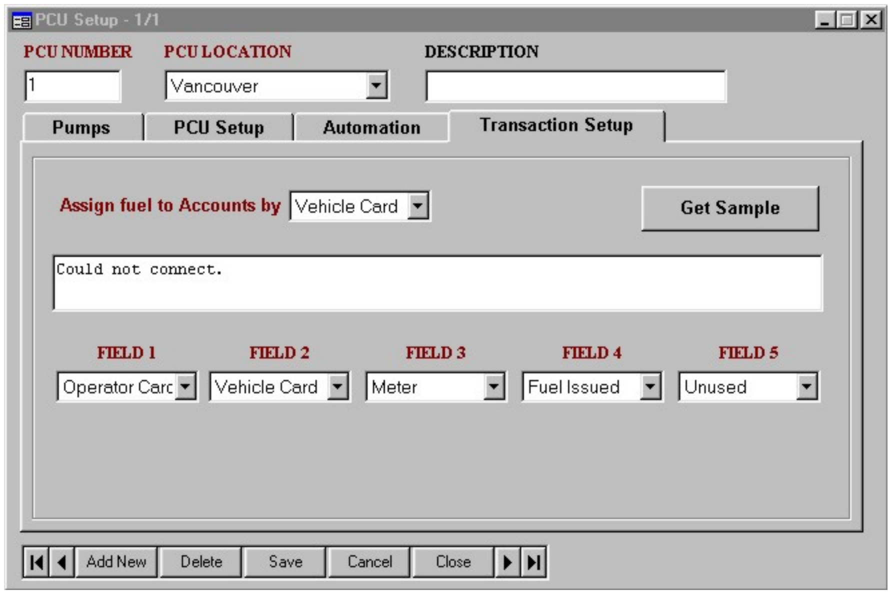
To poll a particular PCU right away, you can just click the 

button. You may also select to poll 'All', 'All that are Autopolled', or All at a particular location.

With the **AUTOPOLL** option enabled, the system can operate totally unattended. In order for the automated polling to work, the computer must be on and have the program running.

PCU Transaction Setup

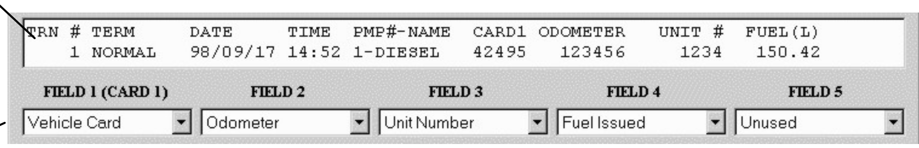
To access the screen that allows you to enter the parameters for the setup of the transaction data for Autopolling and manual polling as related to a specific PCU, select the <Transaction Setup> tab on the PCU Setup screen. This will cause the Transaction Setup screen to appear.



Screen 23 – PCU Transaction Setup screen

In order for the system to process the transaction information that is polled from a PCU(s), **ProFuel** needs to identify to what database fields the information must be stored in so that it can create the required reports in a readable format. This screen allows you to identify and name the fields that the data will be stored in. i.e. what each field of information represents e.g. vehicle card, operator card, vehicle odometer reading etc

Header titles correspond to field name selection



Field name selection

As all Computrol transactions are identical up to the end of Pump Name (Product) you must start with the first authorization item - which in the above example (see line 1) is 'CARD1'. Because Card 1 is a Vehicle Card, that definition is selected and entered in **ProFuel** Field 1 (see line 2). The second heading is Odometer etc.

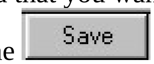
In order to view your version of Line 1 (your transaction format), you must first configure you PCU for the authorization and data capture you require. PCU configuration or 'Cold Start' is covered on pages 18 to 21 in the **PCU Users Manual.** Once configured, you must authorize one or a combination of cards and/or keypad numbers and complete at least one actual transaction. This transaction can then be imported to Line 1 of the Transaction Setup Screen by using the 

button.

In addition to defining the categories of the fields in the transaction, you must also tell ProFuel by which category fuel transaction will be assigned to Accounts. In the above example, the transactions will be assigned by Vehicle Cards.

Editing PCU Setup Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the 

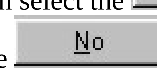
button. The information has now been saved. This procedure can be done on all of the screens related to the PCU Setup screen.

Deleting a PCU

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the 

button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the 

button. If you do not wish to delete the record select the 

button.

Locating a PCU

Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

Full details of the use of these features can be found in the **System Setup** section of this manual

Taxes

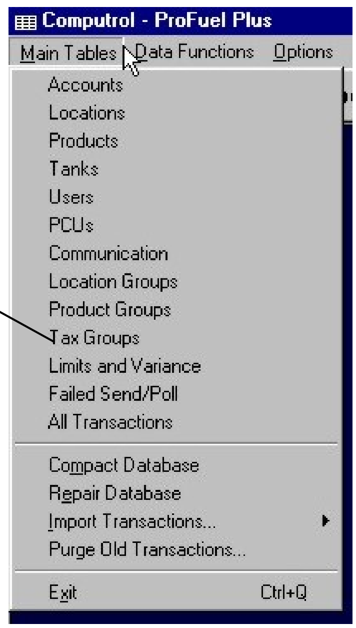
The optional Tax Group screen allows re-sellers to define various levels of taxes per litre / gallon. Taxes can be set as cents or percent, and as included in base price (See Pumps) or as extra. A Tax Group may be assigned to each Account.

ProFuel Plus reports all tax calculations in its Invoice Module.

Setting Up Tax Groups

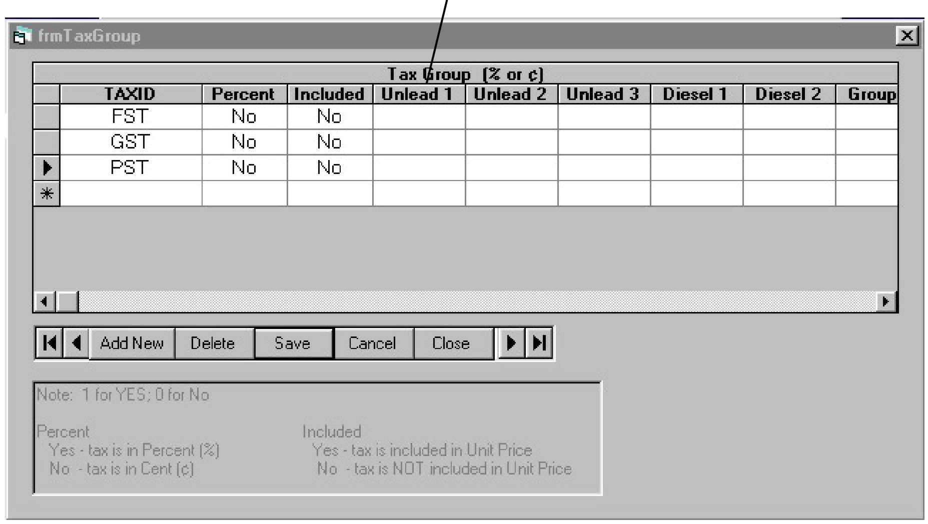
To access the **Tax Groups** screen, select *Tax Groups* option under the <Main Tables> menu located at the top of your screen.

Tax Groups



Picture 24 – Main Table dropdown menu

Tax Group names are accessed through the <*Options*> menu at the top of the Main Menu. Details are shown at the end of this section.



Picture 25 – Tax Groups window

Adding a New Tax Group

To add a new Tax Group, select the <Add New> button from the navigation menu on the bottom of the Tax Group Window. This will create a new line in the window to allow you to insert the new Tax Group. Alternatively, place your cursor on the line that has an asterix * to the left of it and start typing the new Tax Group, a new line will automatically appear.

TAXID – type in the description of the Tax Group type that you wish to assign a value to. e.g. PST, GST etc.

Percent – Type a ‘Yes’ or ‘No’ if the tax is to be added as a per cent value. If ‘No’ the tax will be a cent value e.g. 4 cents, 5 cents etc.

Included – Type ‘Yes’ or ‘No’ to indicate whether the tax is included in the price at the pump or not.

Group 1 – Type in the amount of tax that is charged – whether in per cent or in cents on the dollar. All other groups that are applicable are filled in like this.

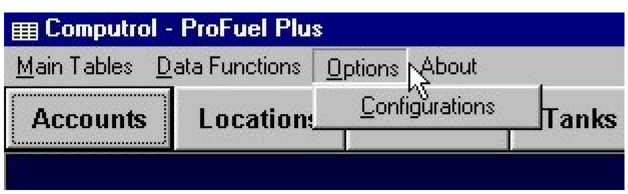
After filling in the required information, select the <Save> button to save your changes. If you decide to not make any changes, select the <Cancel> button and the changes that you made will be discarded and the record will not be changed.

Deleting a Tax Group

To delete a Tax Group, highlight the Tax Group line that you wish to delete by clicking on the grey button to the left of the line that you wish to delete. Once the line is highlighted, select the <Delete> button from the Control menu located at the bottom of the screen. You will be asked to confirm that you want to delete this record. Select ‘Yes” and the record will be deleted.

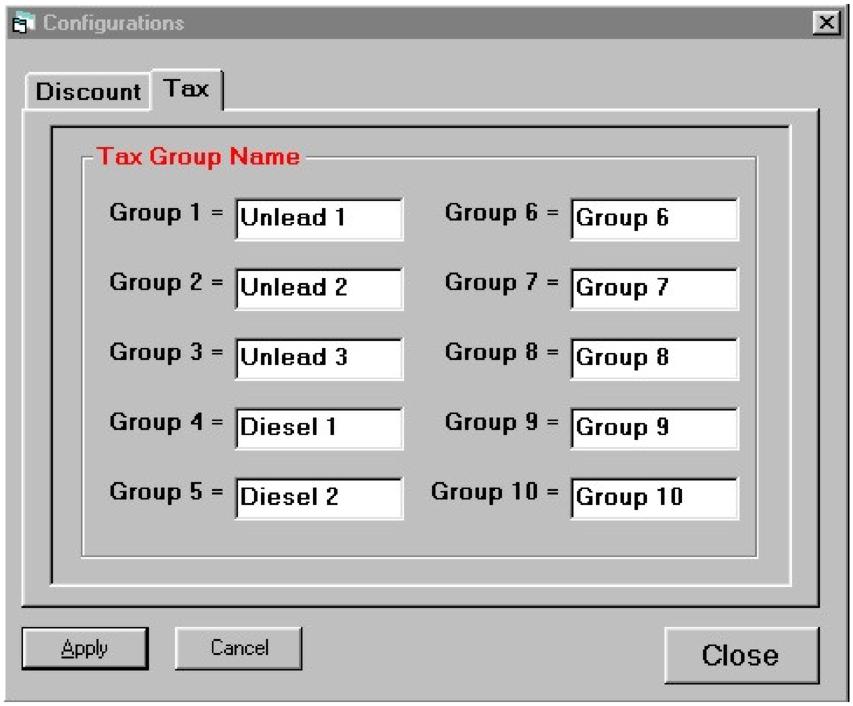
Tax Groups Names

The *Configurations* screen used to add / change a Tax Group name, is accessed through the <*Options*> menu at the top of the Main Screen, then to the <*Configurations*> button.



Screen 26 – Options Menu

Selecting the <*Configurations*> button will cause the *Configurations* screen to appear. This screen can be used to configure Discount Groups and Tax Groups.



Screen 27 – Configuration Screen

Adding / Editing Tax Group

Highlight the name shown in any of the Tax Group names and type over the name with the desired new name. Select <*Apply*> and the name will be changed

Accounts Database

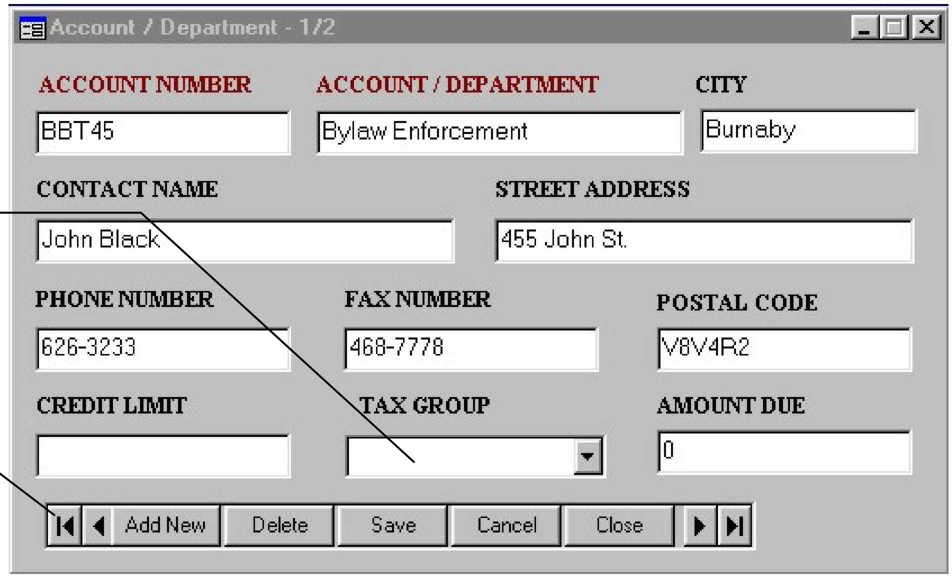
Most system managers require that fuel cards or vehicles be assigned to specific accounts or cost centers. These centers may be customers, departments, or divisions. The **Accounts** Screen allows you to define to which Accounts the fuel transactions will be billed or charged.

To access the **Accounts / Department** screen, select the 

button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Accounts* option under the <Main Table> menu also located at the top of your screen.

Tax Group names are accessed through the *<Configurations>* screen.

Screen navigation buttons



Screen 28 - Accounts

Account Number – This is a required field

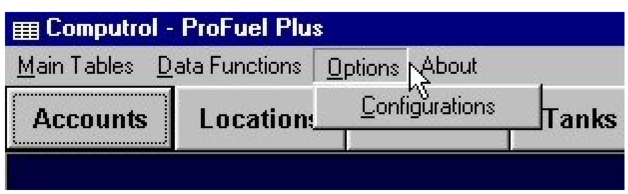
Account/department – This is a required field

Credit Limit – Not required

Tax Group – Used to indicate if taxes for this account are added in at the pump or are to be added in later. Tax Groups can be edited by using the *Configurations* screen accessed through the <*Options*> button located on the Main Menu bar.

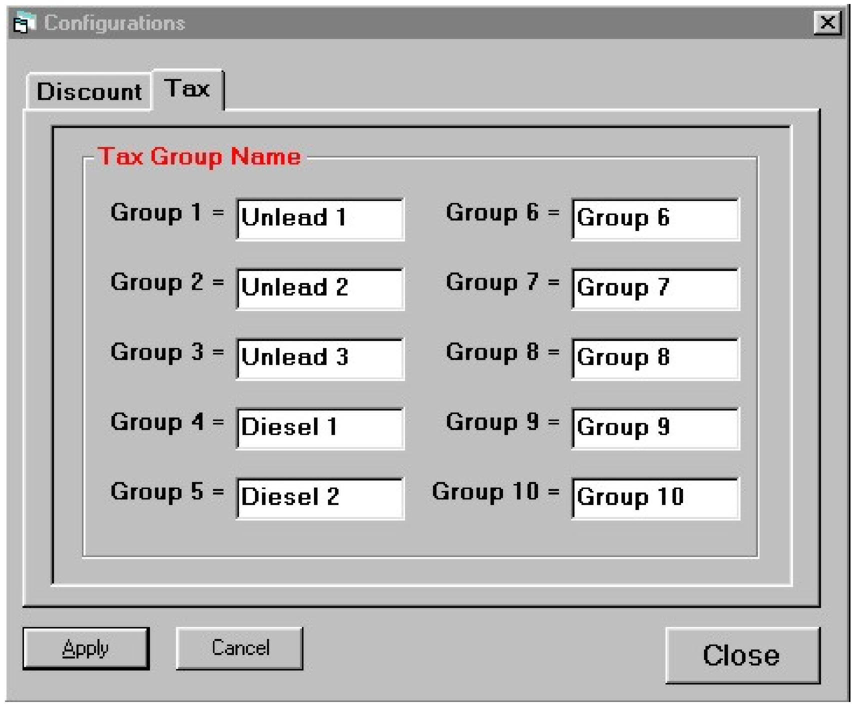
Tax Groups

The *Configurations* screen used to add / change a Tax Group, is accessed through the <*Options*> menu at the top of the Main Screen, then to the <*Configurations*> button.



Screen 29 – Options Menu

Selecting the <*Configurations*> button will cause the *Configurations* screen to appear. This screen can be used to configure Discount Groups and Tax Groups.



Screen 30 – Configuration Screen

Adding / Editing Tax Group

Highlight the name shown in any of the Tax Group names and type over the name with the desired new name. Select <*Apply*> and the name will be changed

Adding a New Account

Using the screen navigation buttons, select the 

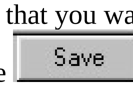
button with your mouse. This will clear all the fields of their information so that you are able to enter in the new information.

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

Please Note: Fields that are identified with a RED heading *must be* completed. e.g. in this screen, the **Account Number** field and the **Account/Departmental Name** field must be completed. All other fields are optional.

Editing Account Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the 

button. The

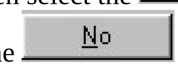
information has now been saved. This procedure can be done as many times as required.

Deleting an Account

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the 

button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the 

button. If you do not wish to delete the record select the 

button.

Locating an Account

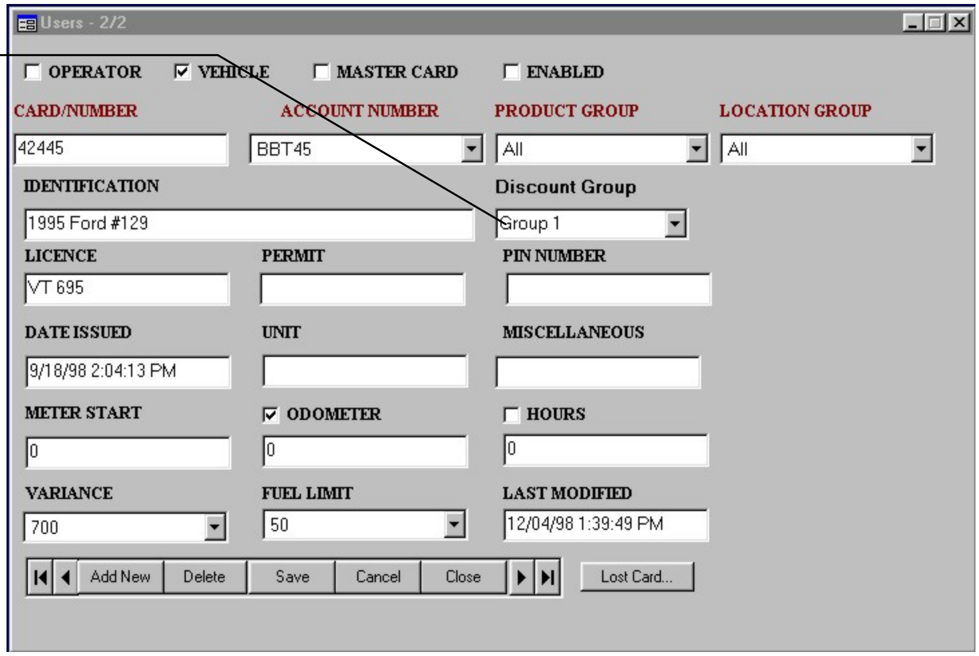
Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

Full details of the use of these features can be found in the **System Setup** section of this manual

User Database

The User database is used to record information about the users of the system. Each User of the system must have a record in the Users database. A User can be a Vehicle, an Operator (Customer), both a Vehicle and an Operator, or a Master card.

Discount Group names are accessed through the <*Options*> button on the Main Menu bar.



Screen 31 - User Setup

Adding a New User

Using the screen navigation buttons, select the  button with your mouse. This will clear all the fields of their information so that you are able to enter in the new information.

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

Please Note: Fields that are identified with a RED heading *must be* completed. e.g. in this screen, the **Number, Account Number, Product Group and Location Group** fields must be completed. All other fields are optional.

Select the box to indicate what the new user is. The choices are: *Operator, Vehicle, MasterCard.* Next select the *Enabled* box if you wish to have the user authorized to fuel. De-selecting this box immediately cancels the users privileges.

Fill out the following fields as required:

Card / Number – enter the card number that will be assigned to a user. Required field

Account Number – enter the account number that any fuel taken by the user will be charged to. Required field.

Product Group – from the drop down menu, selct the group of products that the user is authorized to purchase. The default is ‘All’. Required field

Identification – this feature is used for reporting purposes

Discount Group – Changes to the Discount Group names can be made through the <*Options*> button on the main menu bar. Details are provided in the **Products** section of this manual

Location Group - the system defiles to 'All' however, any of the location groups previously entered into the system can be selected from the dropdown menu.

License – enter the license of the user

Permit – if a permit # is required, enter it here.

PIN Number – Some companies require a PIN # to be used in conjunction with the fueling card. If the user has a PIN, enter it here.

Date Issued – The system automatically defaults to the current date and time, however, a different date if required can be entered.

Unit – Enter a number or a description of the unit / vehicle

Miscellaneous – this field can be used for entering other information that can be reported.

Meter Start – When a vehicle is entered for the first time into the system, enter the starting odometer reading here.

Odometer – If the user keeps track of miles as opposed to hours operated, the system automatically fills in this field for vehicles that use the polling feature. This information is originally entered at the pump by the vehicle operator.

Hours - – If the user keeps track of hours as opposed to mileage, the system automatically fills in this field for vehicles that use the polling feature. This information is originally entered at the pump by the vehicle operator.

Variance – Enter the code here that indicates what the allowable mileage variances for that particular unit. i.e. if the vehicle has a mileage variance setting of 300 km. and the user enters in a mileage figure where the difference in mileage between the previous reading and this entry is in excess of this number, the system will refuse to fuel. This setting is entered into the system in the *Limits and Variances* menu available in the *Main Table* from the *Main Screen*.

Fuel Limit - Enter the code here that indicates what the allowable number of fueling units is for that particular unit. i.e the maximum number of litres or gallons allowed per each fueling. This setting is entered into the system in the *Limits and Variances* menu available in the *Main Table* from the *Main Screen*.

Last Modified – This date is automatically entered into the system every time that a change is made to the User Screen and the *Save* button is pressed.

Editing User Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the Save button. The information has now been saved. This procedure can be done as many times as required.

Lost Card – Re-issuing

If a user has lost a card, locate the user record by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Select the Lost Card... button located on the lower right side of the User screen. The **Issue a New Card** screen will appear.

Screen 32 – Re-issue Lost Card screen

Enter the new number of the card that has been issued. Select the OK button to accept the new card number of select the Cancel button to cancel the transaction.

Deleting a User

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the Delete button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the Yes button. If you do not wish to delete the record select the No button.

Locating a User

Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

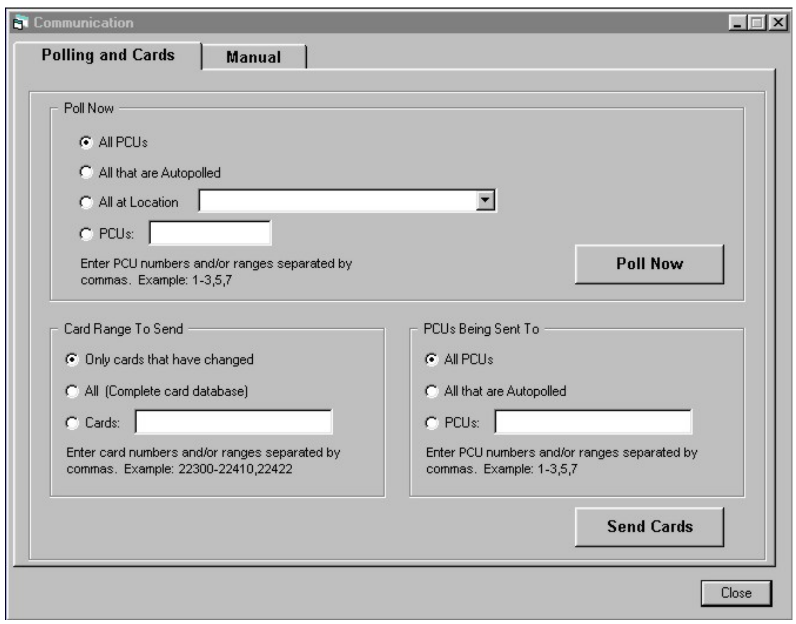
Full details of the use of these features can be found in the **System Setup** section of this manual

Communications

The Communications screens are used to initiate the Autopolling feature of **ProFuel** as well as initiating Manual polling of one or all PCU's.   This screen also allows you to send updated card information to individual PCU's or to all.

To access the **Communication** screen, select the 

button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Communication* option under the <Main Tables> menu also located at the top of your screen.



Screen 33 – Polling and Cards screen

AutoPolling

The AutoPoll feature is setup in the PCU Setup screens referenced in a previous section of this manual. The Polling and Cards screen is used to initiate polling of individual or specific PCU's.

With your mouse, select the option that is appropriate for the PCUs that you want to have Autopolled. These options are:

All PCU's

All PCU's that are Autopolled

All PCUs at ______________Location

PCUs – you can select individual group or range of PCUs

When you have selected the PCUs that you want to poll, you can either let the system Autopoll according to the time schedule that you have previously set up or by selecting the 

button, you can initiate a poll immediately.

Update PCU – Card Information

The Polling and Cards screen can also be used to send to a select, selected group or all PCU's updated card information. This information is used by the PCU to determine who has authority to pump fuel, what products and at what locations etc.

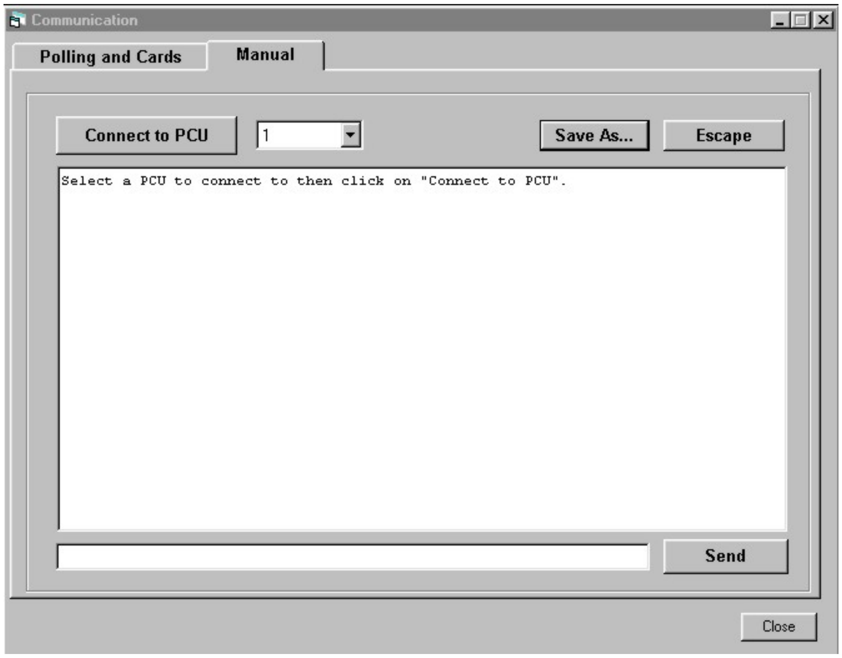
In order to update the PCU's with the card information, complete the bottom part of the Polling and Cards screen. The two sections that need to be completed are:

Card Range to Send – with your mouse select the appropriate range of cards using the persecuted options or enter the card numbers or range of numbers.

PCUs Being Sent to – with your mouse, select the appropriate range of PCUs that you want to send the updated card information to or enter the PCU's or range of PCUs.

Manual Polling

In order to access the screen that allows you to initiate manual polling of the PCU's, select the <Manual> tab on the Communication screen. The Manual screen will appear.



Screen 34 – Manual Polling screen

Manual communication can be used to issue commands directly to a PCU (like through a terminal). To initiate a connection, select the PCU to connect to and click on 'Connect To'. This will dial up (if required) and log you in to the PCU. To issue a command, type it into the thin text box (beside the Send button) and hit Enter or click Send. You can save a transaction to a file if you wish by clicking the 'Save Transaction As...' button, you will be prompted for a file name.

When you are finished communicating simply click the 'Disconnect from' button (which was the 'Connect to' button).

The Escape button can be used to cancel a long transfer (like from an 'L T A' command).

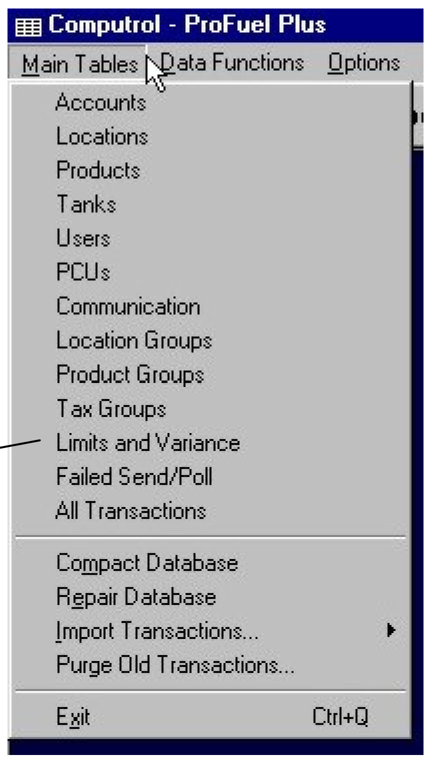
You can use this screen to enable cards, check the version, and configure your PCU's.

Limits and Variances

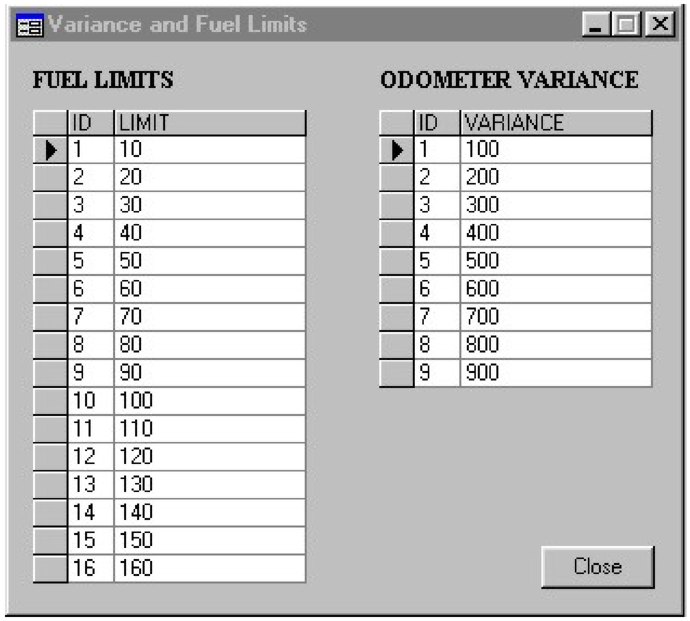
The Limits and Variances screen allows the ProFuel administrator to set up the maximum fuel limit per each fueling and to set the limit for the variance of odometer readings between each fueling. These settings add additional control over false odometer readings and unauthorized large fuel purchases.

To access the **Limits and Variances** screen, select the *Limits and Variances* option under the <Main Tables> menu located at the top of your screen.

Limits and Variances



Picture 35 – Main tables drop down menu



Screen 36 – Variance and Fuel Limits

Fuel Limits

This value restricts the maximum number of litres / gallons etc that can be accessed per each fueling. There are 16 different levels that can be applied. These levels are from 1 to 16. The value for each of these ranges is user configurable. To change the value, move your mouse cursor over the value you want to change, highlight the value and type in the new value.

Odometer Variance

This value is used to set the number of allowable kilometers / mile between each fueling. The purpose of this value is to ensure that valid odometer readings are entered into the system by the vehicle operator. At time of fueling, if a valid reading is not placed into the system an error message will be generated and fueling will not be allowed to take place. After 3 tries fueling will not be allowed or if configured at ‘cold startup’ the system will allow fuelling.

There are 9 different levels that can be applied. These levels are from 1 to 9. The value for each of these ranges is user configurable. To change the value, move your mouse cursor over the value you want to change, highlight the value and type in the new value.

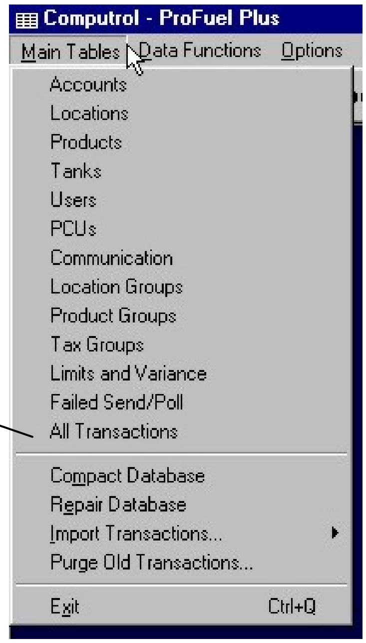
All Transactions

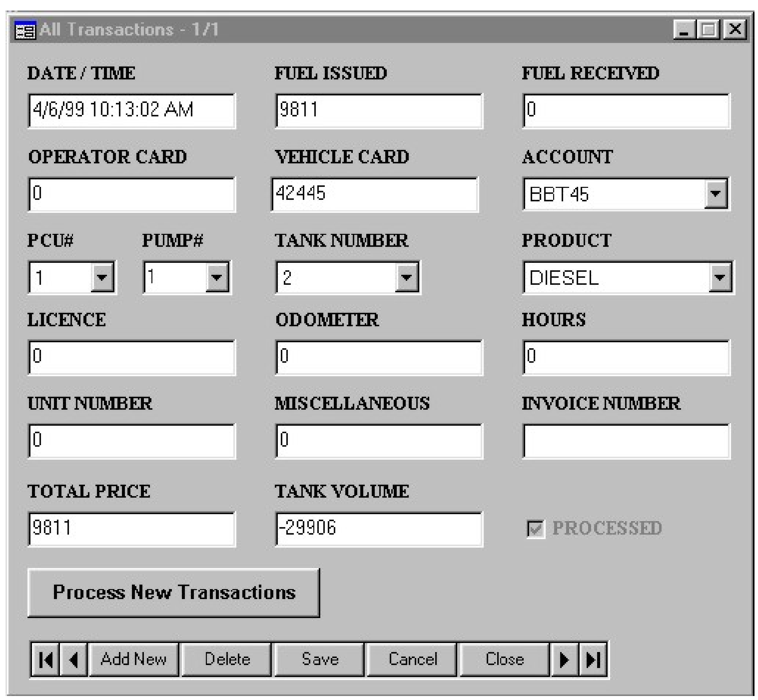
The All Transaction screen displays a log of all transactions in the database. Some fields are directly from the raw transaction (like date/time and pump number) and some are looked up values (like account, and tank), and others are calculated values e.g. total price and tank volumes.

This screen is also used to manually input Fuel deliveries, transactions that aren't handled by the PCU, and transactions that could not be processed automatically (rejected) and required editing.

To access the **All Transactions** screen, select *All Transactions* option under the <Main Tables> menu located at the top of your screen.

All Transactions





Screen 37 – All Transactions

Adding a New Transaction(s)

Using the screen navigation buttons, select the Add New button with your mouse. This will clear all the fields of their information so that you are able to enter in the new information.

You can navigate in this screen by selecting the individual fields with your mouse cursor or by using your [TAB] key.

Fueling Tanks

The All Transactions screen is used when a tank is refueled. To refuel a tank you must create a new record. (see **Adding a New Transaction**), then fill in the **Tank Number** and **Fuel Received** fields. You may also optionally fill in **t**he **Invoice Number** field.

This method is also used to initialize a new tank in the system.

Rejected Transactions

Occasionally transactions will be rejected during a poll. They are stored in a reject file called 'pcu*.rej', where '*' is the PCU's number. Example, pcu3.rej, would be rejected transactions from pcu3. The reject files are stored in the program directory (by default in C:\Program Files\ProFuel).

These transactions may need to be included in the database, and must be put in manually using the **All Transactions** screen. You should fill in as much information as possible about the transaction and leave the other fields as the defaults. Any fields that can be, will be filled in when the transactions are processed (such as the **Tank Number**, **Account** or **Tank Volume**).

Select the Process New Transactions button when you have finished entering all of the transactions. The databases will now be updated.

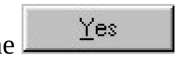
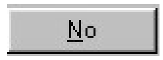
Editing Transaction Information

Locate the record that you wish to edit by using the navigation buttons to scroll through the database, or by using the search feature accessed through the Data Function menu. Using your mouse, select the field that you want to add information in or with your mouse highlight the data that you want to change.

Type in the information as you want it then select the Save button. The information has now been saved. This procedure can be done as many times as required.

Deleting a Transaction

Locate the record that you wish to delete and ensure that it is the record that is showing in the Account / Department screen. Once you are satisfied that this is the record that you wish to delete, select the Delete button. As soon as you select this button, a warning screen will appear asking you if this is the record that you wish to delete.

If the record you have selected is the correct record, then select the  button. If you do not wish to delete the record select the  button.

Locating a Transaction

Specific records can be located using the screen navigation buttons located on the bottom of each database screen. Alternatively, records can be searched and specific records located using the advanced search features found in the Data Functions menu at the top of each screen.

Full details of the use of these features can be found in the **System Setup** section of this manual

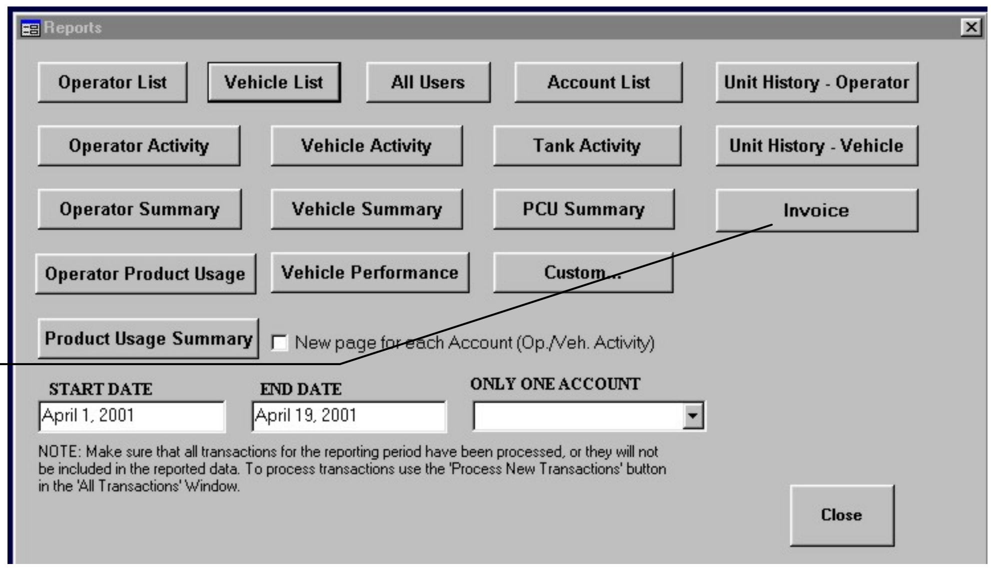
Reports

ProFuel includes a set of comprehensive reports that provide the manager or user an accurate accounting of the transactions in their system. The reports also include listing of vehicles, users etc. Upon request, special reports can be created if required.

To access the Report menu, select the 

button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Report* option under the <Main Table> menu also located at the top of your screen.

Used in ***ProFuel Plus*** to create Billing / Invoice reports.



Screen – 38 Reports

Creating Reports

Creating reports in ProFuel involves 3 very simple steps:

Step 1 – Set the reporting period. The reporting period can be set using the **START DATE** and **END DATE** fields. The period is up to and including the end date. As an example, the screen above shows a reporting period for the period April 1, 2001 to April 19, 2001.

Step 2 – If the report applies to only one account, select the account from the drop down menu in the **Only One Account** field.

Step 3 – select the appropriate button for the desired report.

See the **Appendix** for sample reports

Report Outlines

Listings – *Operator List, Vehicle List, All Users* and *Account List*

Listings are data straight from the database. Users can be listed separately as Vehicles, Operators or as a complete list of All Users in the database. The list is grouped by account and sorted by number. Accounts may also be listed. Account lists show information such as phone number, address, and contact information.

Activity Logs – *Operator Activity, Vehicle Activity, Tank Activity*

The Operator and Vehicle Activity reports give a detailed, transaction by transaction listing for each user in an account. The transactions are sorted chronologically. The totals for each user and for the account are also calculated. The Tank Activity report provides day & period summaries of fuel issued and received. The period end tank balance is also displayed.

Unit History – *Operator, Vehicle*

The Unit History – Operator and the Unit History – Vehicle reports prompt the operator for the specific Unit # and then will detail all transactions related to the fuel consumption and usage of that vehicle by a particular operator or driver.

Summary Reports – *Active PCU Summary, Operator, Vehicle and Product Usage*

The Active PCU Summary reports the fuel output by each Active PCU in the database. The report is grouped by pump. This report does not list PCU's or pumps that had no activity for the period.

The Operator and Vehicle Summary reports summarize all transactions sorted either by individual operator or individual vehicle number.

The Product Usage Summary report breaks out by Account Number and Department the litres and costs of the fuel products used.

Vehicle Performance

The Vehicle Performance report calculates by vehicle the fuel used for the specified period. It also calculates the average litres/kilometres used for that period as well as total and average for the lifetime of the vehicle.

Custom Reports

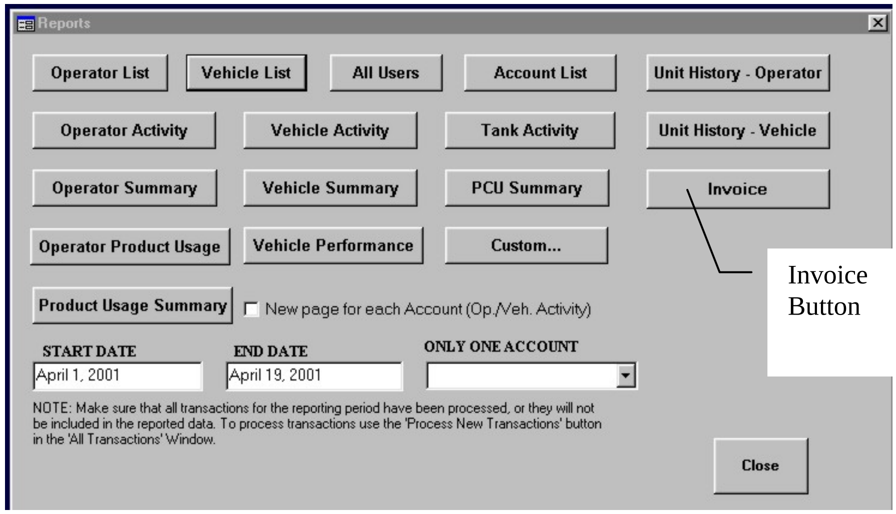
ProFuel provides the facility to have custom reports created and recalled as required. This facility directs the system to the location of the custom reports so that they can be run.

Invoices (ProFuel Plus Only)

Computrol has modified ProFuel by adding a powerful new module which provided the ability to charge discounts and taxes to each fuel transaction and to generate complete Billing Statements by Account. The new billing program is known as **ProFuel Plus.**

The Reports Screen now includes a button for generating Invoices for one account only, or by all accounts. Additionally, you can choose whether to show all transactions on your invoice, or provide summarized totals only. To access the Report menu, select the 

button from the button menu at the top of your screen.

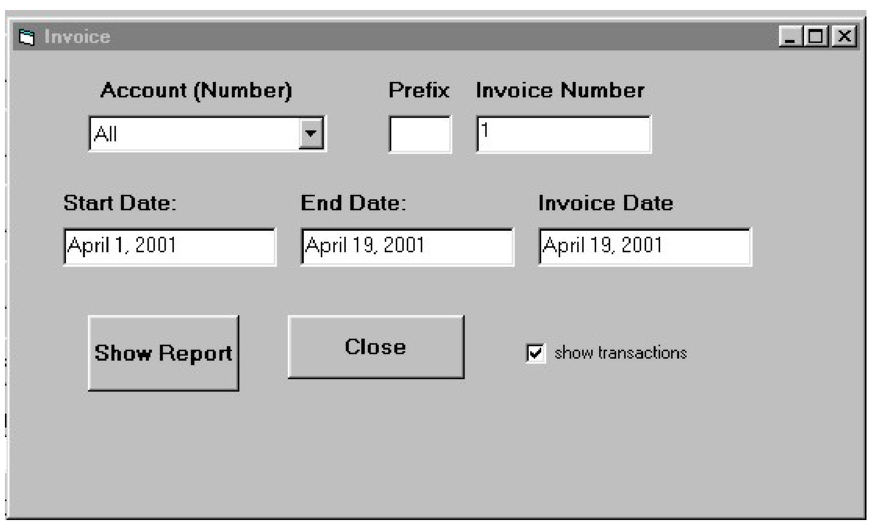


Screen 39 – Report Screen

Creating Invoices / Billings

Billings (Invoices) can be created after all the pumps have been polled and the transactions have been processed. *See Communications and All Transactions sections in this manual for details.* Billings can be processed for any single account or all Accounts for any date period. All reports, including Invoices are run from the Reports screen.

To create a Billing report, select the <Invoice> button from the Report screen.



Screen 40 – Invoice Screen

Enter in the information in the boxes provided to create your report.

Account Number – The default is all – if the report is for a specific account, then select the account number / name from the drop-down box.

Prefix – Enter in the prefix of the Invoice Number – if applicable

Invoice Number – Enter in any number that you wish. Subsequent Invoices will be numbered sequentially unless manually changed.

Start Date – Enter the date that you wish the report to start from. Report will start from 00:00:01 on the date you select.

End Date - Enter the date that you wish the report to end. Report will end at 23:59:00 on the date you select.

Invoice Date – If you are selecting only one invoice for this report, enter in the date for that invoice.

Please Note: If you wish the Billing report to have each Account's invoices to appear on a separate page, then select the 'New Page For Each Account' box on the Reports Menu.

Databases, Logs and Archives

Database Tools

The two database tools **Compact Database** and **Repair Database** are accessed through the <Main Tables> menu located at the top of the screen.

Compact Database - Over time databases can become bloated and inefficient. This happens because when records are deleted, 'holes' are left in the database. To remove the holes and improve database efficiency (and reduce hard disk usage) you should periodically (once a month or more) Compact the database. All screens must be closed when you issue this command.

Repair Database - Sometimes database corruption is unavoidable (lightning, power failures, disk errors, etc.). It is sometimes possible to repair errors in the database using the **Repair Database** command. You can try this command if you are experiencing odd behavior in the program (data disappears or appears garbled, etc.).

Database Backup - A better and more reliable solution for database corruption is to keep a regular backup of the database file (called 'main.mdb' in the **ProFuel** directory). This can be a backup to tape, floppy, or an off site backup service. Backups should be done regularly (nightly or weekly). The raw transaction archive ('archive.zip') should also be backed up.

Purge Old Transactions - Transaction data (in a processed form) is also stored in the database. Over long periods of time (or high volume of transactions) this can cause the database to grow very large, negatively impacting performance. It is possible (and recommended) to occasionally purge the database of transactions that will no longer be used. Unused transactions may include old data that has already been processed and reported on. This could be done yearly, quarterly or even monthly. Using the **Purge Old Transactions** command you will be prompted to enter a date and all transactions before that date will be removed from the database (but not from the archive). Keeping the database as small as possible, improves performance and reduces memory usage.

Transaction Archive

Raw transactions are archived when the poll is successful. They are stored in the file 'archive.zip' in the **ProFuel** directory (C:\Program Files\ProFuel by default). The transactions are named like '199809020103.4'. Which means that this file is the transaction log from, PCU number 4 on September 2, 1998 at 1:03 AM (YYYYMMDDHHmm.PCU - Year, Month, Day, Hour, minute, PCU)

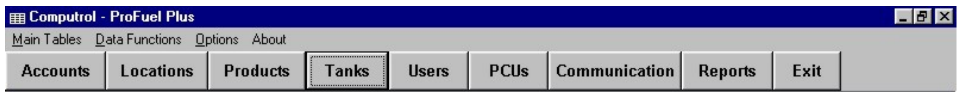
We have bundled the 'Zip' and 'Unzip' command line programs for accessing the archive.

System Operations

1. Downloading of Cards/Numbers to PCU

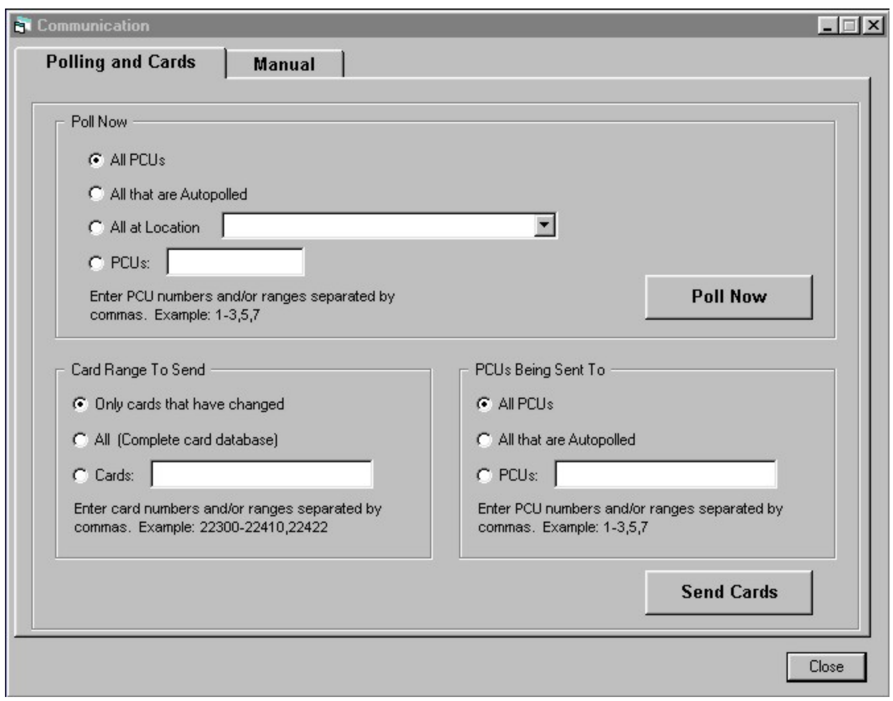
Cards, Vehicle Numbers or Employee Numbers in your ProFuel database can be downloaded, either individually or in batches, to your Pump Control Units (PCU's). This feature provides for easy broadcast of cards/numbers when setting up new PCUs or when restoring tables after a service 'Cold Start'.

To download card/numbers to PCUs, go to the Polling and Cards Screen which is reached by selecting the <Communication> button on the Main Menu bar



Selecting the 

button will cause the Communication screen to appear.



Screen 41 – Polling and Cards Screen

Download Cards

To download card/numbers to the PCU

1. Select the appropriate Card Range Button which is found in the ‘Card Range To Send’ section of the window.
2. Select the target PCU button which is found in the ‘PCUs Being Sent To’ section of the window.
3. **3.** Click on the 

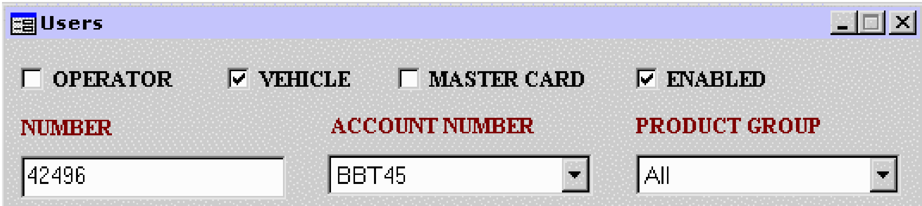
button

Advanced Information

The download procedure takes place in 2 separate stages.

1. ProFuel disables the card/numbers that you have specified when you selected the Card Range Button. If you specify ‘Only cards that have changes’ or specific card numbers, then only those cards specified will be disabled individually. If you specify ‘All’ then ProFuel disables all cards with one command.
2. ProFuel Enables or Authorizes the card/numbers that you have specified.

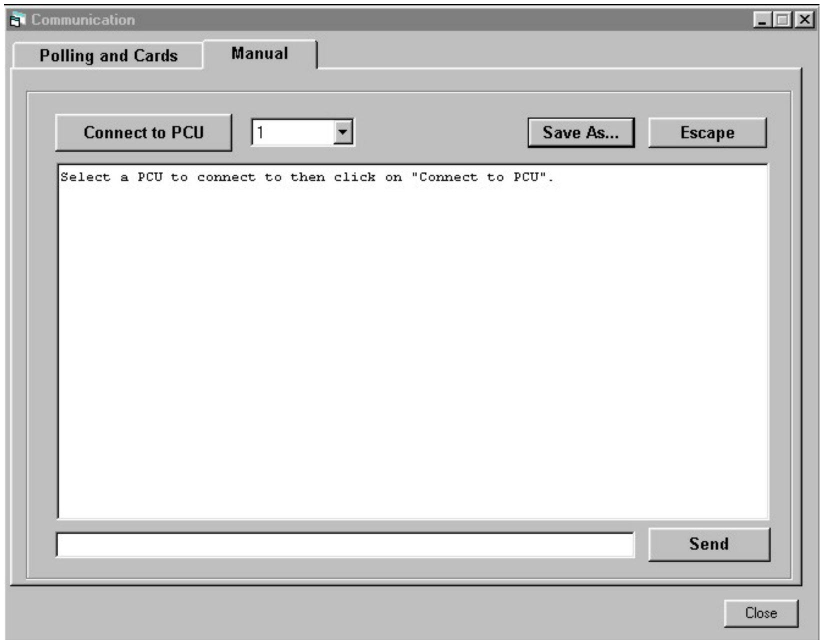
Please Note: Please remember the the card/numbers downloaded are controlled by the state of the ‘Enabled’ box at the top of each User record. If the box is checked, then the card/numbers in that record will be Enabled/Authorized. If the Enabled box is not checked, then the card/number will be Disabled.



Manual Authorization of Cards

Users that prefer to Enable/Authorize cards manually can achieve this by connecting to the PCU through the Manual Tab in the Communications screen

This will cause the Manual screen to appear.



Screen 42 – Manual PCU communication screen

Select the PCU you want to connect to then write in the card/numbers that you want to Enable/Disable.

Fleet model PCU’s recognize the EC/DC (Enable/Disable) command set while most C600 models recognize the AN/DN (Authorize Number/Deauthorize Number) sequence. E.g.

Card Downloading Problems

If communication between ProFuel and any one of the PCUs is interrupted during the download process, it is possible that the cards/numbers that were disabled during the first stage of the process may not have all been Enabled or Disabled before the communication failure.

To verify the status of the cards/numbers, connect manually to the PCU and issue the appropriate command. E.g. LAP, LSN, LAV. The PCU will then echo its card tables to your screen   For example:

2. Polling Your PCU

Polling the PCU’s (Pump Control Units) is the process where ProFuel or ProFuel Plus contacts each PCU and downloads information about the transactions that have transpired since the last time that they were polled. This process can either be initiated automatically or manually. Information that is gathered includes:

- Location of PCU
- Products that were pumped
- Number of gallons or other units of measure pumped

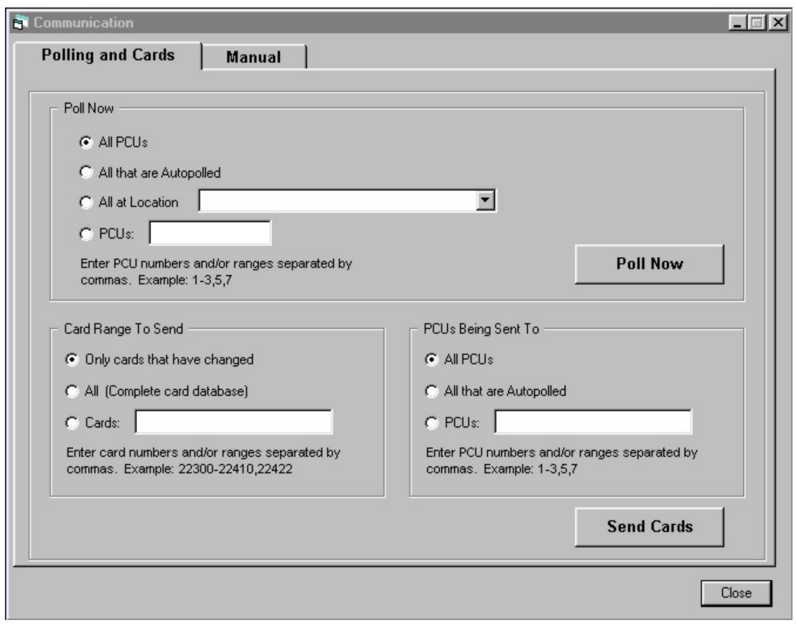
- Card # / Unit # that used the product pumped
- Date and time of transaction
- Mileage of unit (if entered)

Automatic Polling

The Communication screens are used to initiate the Autopolling feature of **ProFuel** and **ProFuel Plus** as well as initiating Manual polling of one or all PCU's.   This screen also allows you to send updated card information as described in the previous section of this manual.

To access the **Communication** screen, select the 

button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Communication* option under the <Main Tables> menu also located at the top of your screen.



Screen 43 – Polling and Cards screen

AutoPoll - Configuring

The AutoPoll feature is setup in the PCU Setup screens detailed in the *SETTING UP / PCU Setup* section of this manual and referenced in this section. The Polling and Cards screen is used to initiate polling of individual or specific PCU's.

With your mouse, select the option that is appropriate for the PCUs that you want to have Autopolled. These options are:

All PCU's

All PCU's that are Autopolled

All PCUs at ______________Location

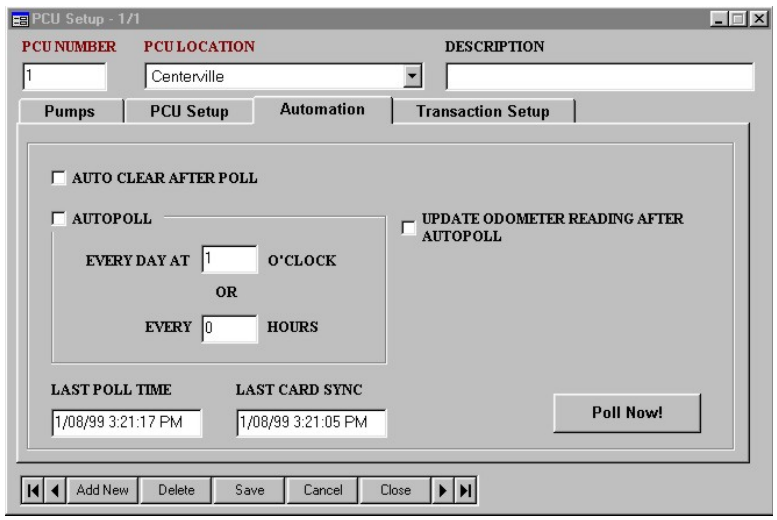
PCUs – you can select an individual group or range of PCUs

When you have selected the PCUs that you want to poll, you can either let the system Autopoll according to the time schedule that you have previously set up or by selecting the 

button, you can initiate a poll immediately.

Setting Up Autopoll / Manual Polling

To access the screen that allows you to enter the parameters for the setup of Autopolling and manual polling as related to a specific PCU, select the <Automation>> tab on the PCU Setup screen. This will cause the Automation screen to appear.



Screen 44 – Automatic Polling setup screen

The **Automatic** section of the PCU Setup screen is used to setup the time and frequency for automated (scheduled) polling. By default scheduled polling is disabled. The daily poll time is the hour (in 24 hour format) to begin polling that PCU. You may alternatively set the **'EVERY ... HOURS'** to make sure the PCU never goes more than that many hours without being polled.

The **LAST POLL** time is also displayed in the window.

Select the '*Update Odometer Reading After Autopoll'* box if you wish to have the odometer updated in the system after every fill.

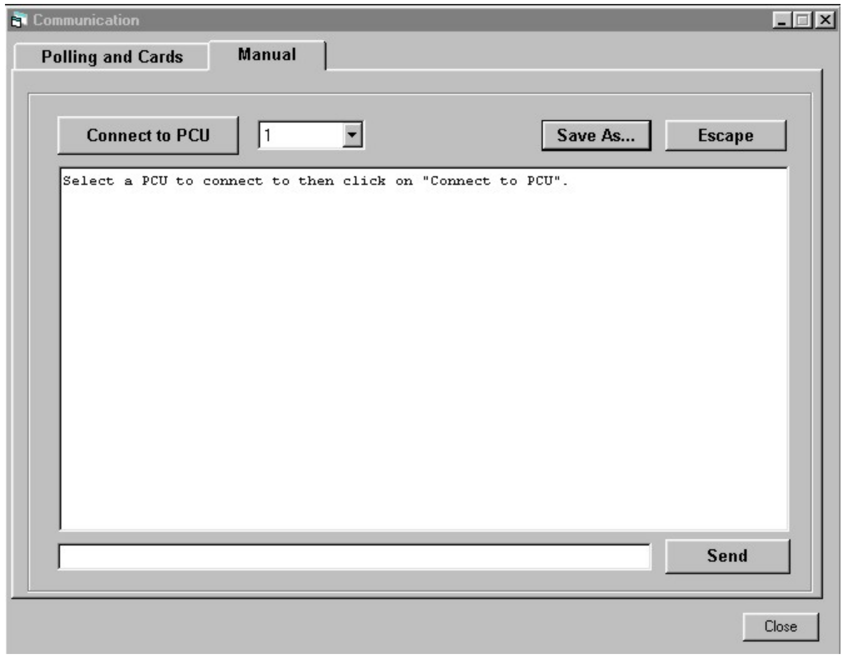
To poll a particular PCU right away, you can just click the 

button. You may also select to poll 'All', 'All that are Autopolled', or All at a particular location.

With the **AUTOPOLL** option enabled, the system can operate totally unattended. In order for the automated polling to work, the computer must be on and have the program running.

Manual Polling

In order to access the screen that allows you to initiate manual polling of the PCU’s, select the <Manual> tab on the Communication screen. The Manual screen will appear.



Screen 45 – Manual Polling screen

Manual communication can be used to issue commands directly to a PCU (like through a terminal). To initiate a connection, select the PCU to connect to and click on 'Connect To'. This will dial up (if required) and log you in to the PCU. To issue a command, type it into the thin text box (beside the Send button) and hit Enter or click Send. You can save a transaction to a file if you wish by clicking the 'Save Transaction As...' button, you will be prompted for a file name.

When you are finished communicating simply click the 'Disconnect from' button (which was the 'Connect to' button).

The Escape button can be used to cancel a long transfer (like from an 'L T A' command).

You can use this screen to enable cards, check the version, and configure your PCU's.

AutoPoll Transactions

When the 

button has been selected, a polling log screen will appear.

Good Transactions

This is where the dialogue re: good transactions go

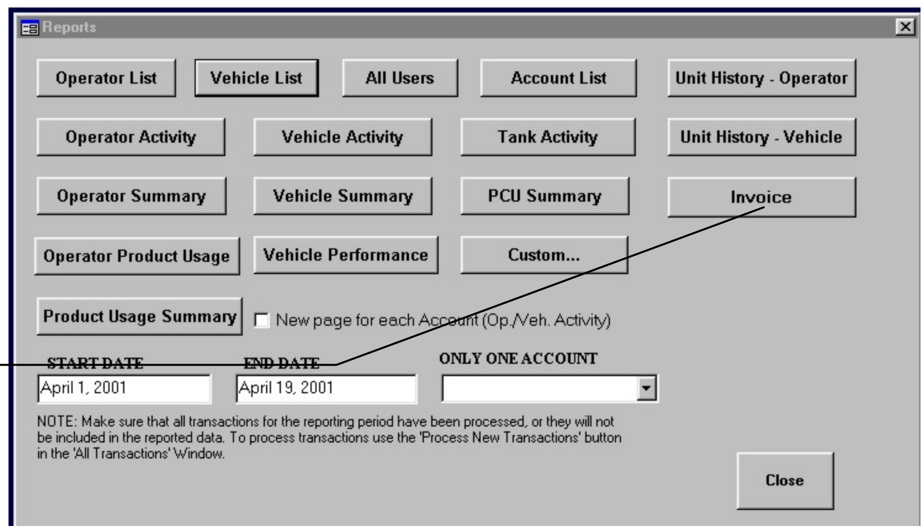
Bad Transactions

This is where the dialogue goes for bad transactions. The Reject screen goes here and we edit and merge corrected transactions. Also, how to purge the Reject Screen.

Processing All Transactions

3. Creating Reports

To access the Report menu, select the  button from the button menu at the top of your screen. It can alternatively be accessed by selecting the *Report* option under the <Main Table> menu also located at the top of your screen.



Used in ***ProFuel Plus*** to create Billing / Invoice reports.

Screen – 46 Reports

Creating Reports

Creating reports in ProFuel and ProFuel Plus involves 3 very simple steps:

Step 1 – Set the reporting period. The reporting period can be set using the **START DATE** and **END DATE** fields. The period is up to and including the end date. As an example, the screen above shows a reporting period from April 1, 2001 to April 19, 2001.

Step 2 – If the report applies to only one account, select the account from the drop down menu in the **Only One Account** field.

Step 3 – select the appropriate button for the desired report. The report will then be run and can be directed to your screen, a file or to a printer.

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