

Manual Transaction Entry Utility

Steps to enter transactions using the utility.

1. Click on Utilities

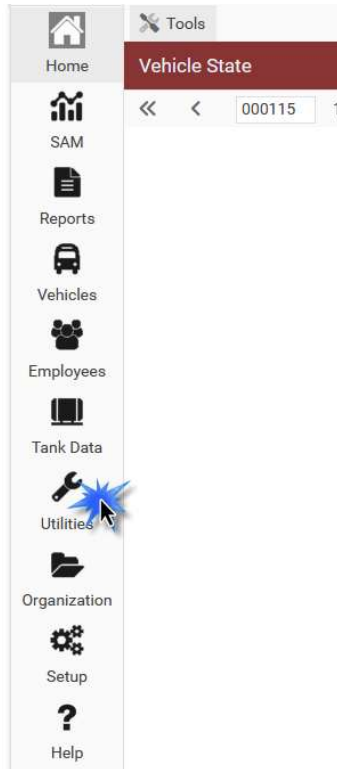


Figure 1: Select Utilities

2. Click the System Utilities option, then choose the Manual Transaction Entry Utility.

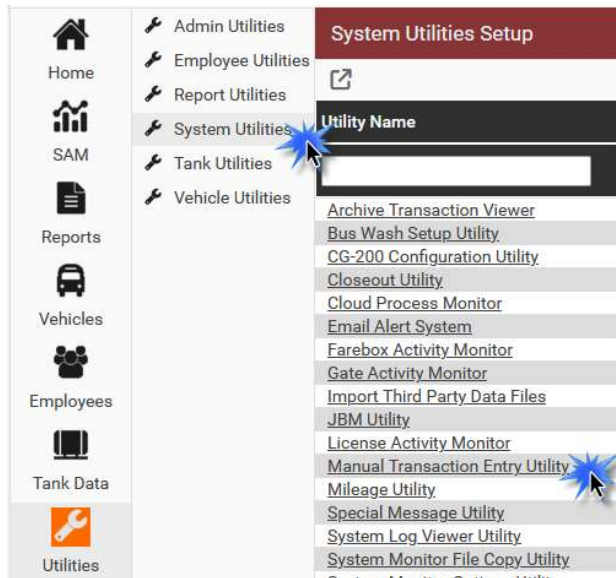


Figure 2: Choose the System Utilities then the Manual Trans Entry Utility

3. Important: Before entering any data, choose the fuel lane from the dropdown menu.

Transaction Controls

Transaction Parameters

Service Lane: ▼

Trans#	Emp # 1
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Figure 3: Remember to choose the fuel lane before entering data

4. Click the Add button to add the number of transactions you wish to enter.

Transaction Controls

Add Remove Clear **Send Data**

Transaction Parameters

Service Lane: 0103 (Unleaded) ▼

Trans#	Emp # 1
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Send Data

Figure 4: The Add button creates new rows for you to enter data

Note: The Remove button removes the last transaction on the list.

Note: The Clear button clears all of the transaction without warning. Caution advised when using the Clear button. Make sure all entries have been Sent before clearing the list.

Transaction Controls

Add Remove Clear **Send Data**

Figure 5: Remove deletes the last row, Clear removes ALL transactions without warning

5. Add the Employee number (Emp #1) and the Vehicle #

Transaction Controls

Transaction Parameters

Service Lane: Date:

Trans#	Emp # 1	Vehicle #
1	102	001802
2	102	001803
3	102	001806
4	102	001809
5	102	001810

Figure 6: Valid employees and vehicles highlighted in green

6. Add the fluid totals for each transaction

☐ Engine Hours

Unleaded (Gallon)
22
23
26
25
21

Figure 7: Enter the desired fuel amount

7. When you have all the entries ready, press the Send Data button.

Please note that only the first 16 rows turn green but all the entries you filled out will be posted. Avoid pressing the Send Data button again once the first 16 turn green,

Transaction Controls

Add Remove Clear **Send Data**

Transaction Parameters

Service Lane: 0103 (Unleaded) ▼

Trans#	Emp # 1
1	102
2	102
3	102
4	102
5	102


Send Data 

Figure 8: Press the Send Data button to submit the transactions to the system. Only the first 16 rows turn green but ALL data will post.

Additional features

When the fuel amount turns red, that indicates the fuel is not authorized for the selected vehicle.

Vehicle #	Odometer	Unleaded (Gallon)
000121		54
001803		23
001806		26

Figure 9: Red cell shows invalid fuel type for the selected vehicle

When the vehicle number turns red, it means the vehicle number is not in the Fleetwatch database.

Vehicle #	
	45481
	001803
	001806
	000121
	001810

Figure 10: Red cell for vehicle number or employee indicates the vehicle or employee is not currently in the Fleetwatch database