

EXPORT FUEL RECEIPT DATA

VERSION 4.4.1

USER MANUAL

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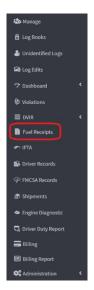


What's new in Export Fuel Receipt Data version 4.4.1?

- Export Fuel Receipt Data
- Filter User List

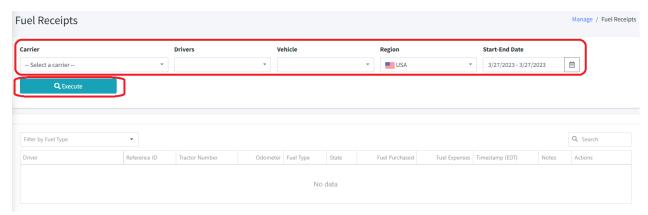
Fuel Receipts

A new menu is displayed with the link to fuel receipts clicking on it.





Clicking on the link will show a filter and then click on the execute button and the list of fuel receipts will be shown depending on what was selected in the filter.



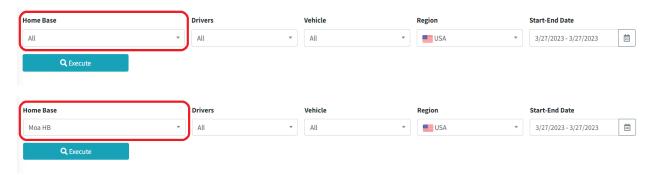
When the Carrier is selected in the filter, you can select all the drivers and vehicles or just one of them.



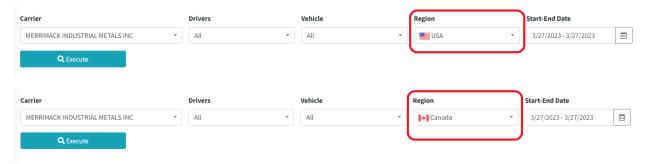




In the case of being a MOA, the filter changes from Carrier to Home Base and the user can select a home base or all home bases.

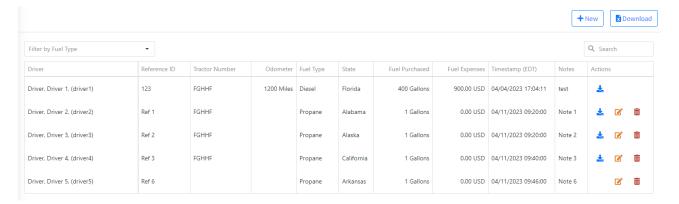


In the filter, the dropdown Region is to see the fuel receipt in miles/gallons or in km/liter depending on the region that is selected. For the USA it will be miles/gallon and for Canada it will be km/liters.



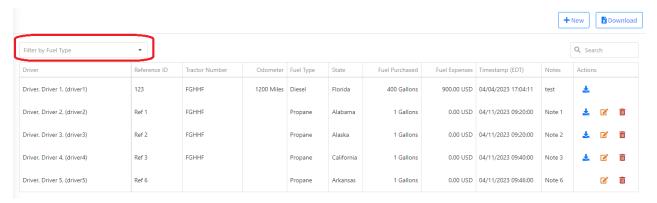
Fuel Receipt List

When the execute button is clicked, the list of fuel receipts with their most relevant information will be displayed.





This list can be filtered by fuel type, which makes it easier to access the information in the table.



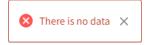
If there is no selected carrier, a message will be displayed specifying it.



If the selected carrier or MOA has neither drivers nor vehicles, the fuel receipt list will not be displayed and a message will be displayed specifying that there are no drivers or vehicles for the carrier.

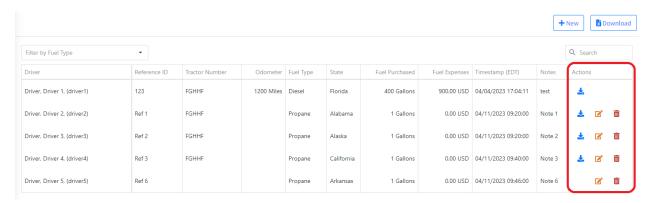


If no fuel receipt is found with the search criteria selected in the filter, a message will be displayed specifying it.



The fuel receipts that were created from the app cannot be edited or deleted in the portal, so the edit and delete buttons will not be shown in the list of fuel receipts.

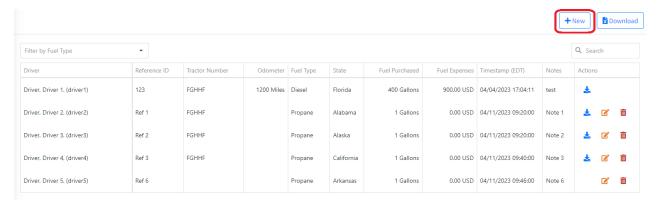
There are also fuel receipts that the file cannot be downloaded, since they are exported from older applications that did not have this functionality before. The user can edit them and add a new file if they wish.



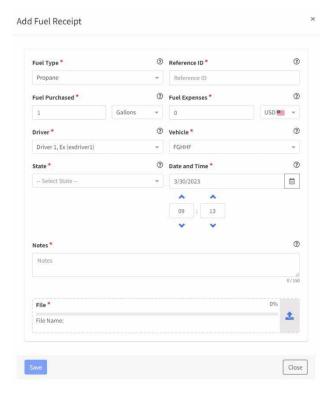


Add and Edit Fuel Receipt

To add a new fuel receipt if you are working in carrier mode, the add button will be shown if you have selected a carrier and if you are working in MOA mode it is shown whenever the MOA is selected.

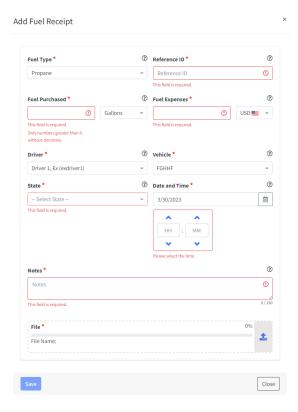


A form will be displayed to enter the fuel receipt information and upload the fuel receipt image.

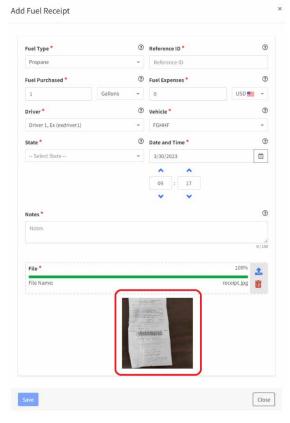


Everything that appears with * is mandatory, that is, it cannot be empty, otherwise a message will be displayed specifying the error.



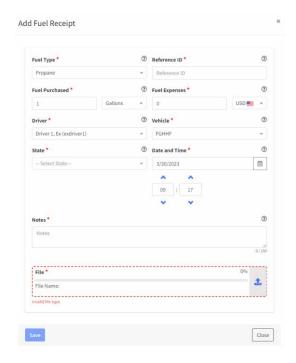


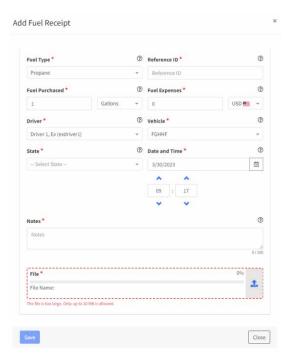
When the file type is uploaded, a preview of the fuel receipt that will be sent by the server will be displayed.



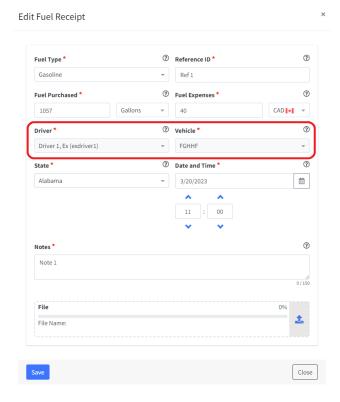


The uploaded file must be of image type only and the size must only be 10 MB. Otherwise, an error message is displayed specifying it.





If the fuel receipt is going to be edited, it is not necessary to re-upload a new file, in case of uploading it, it will be replaced by the one that already exists. The driver and vehicle with which the fuel receipt was created cannot be modified in the edition, so these fields will be disabled.





If a fuel receipt is going to be added and there are no drivers or vehicles for that carrier or MOA, a message will be displayed specifying it and it will not be allowed to add it.





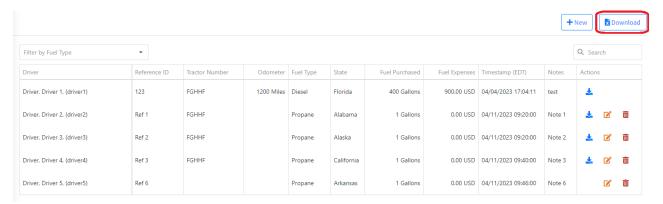
Delete Fuel Receipt

To delete a fuel receipt, all you have to do is press the delete button and a confirmation message is displayed whether or not the user wants to delete the fuel receipt.



Export Fuel Receipt Data

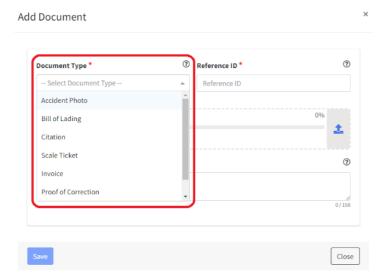
A button was added to export the list of fuel receipts in .xls format. The same list that is found on the web will be displayed in excel, with a header showing the content that was filtered to reach that data.





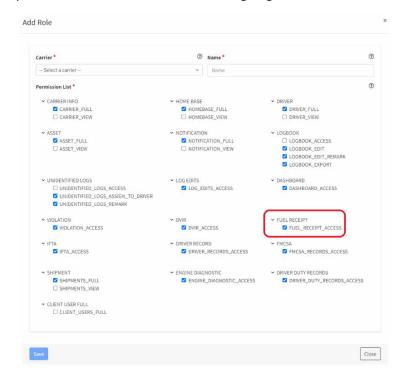
Driver (Upload Document)

In the driver where documents are uploaded, the option to upload fuel receipt was removed, since a new menu was created for this.



Role Permissions - Fuel Receipt

In the permissions, when a role is created, a new permission was added that corresponds to giving permissions or not to the user who is going to use the web.



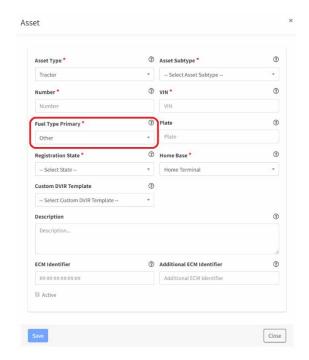


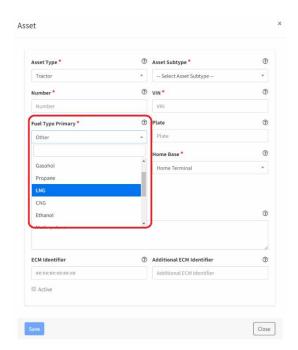


Assets

The asset form changed. Now the properties of the vehicle will no longer be searched by VIN if it is a tractor, a new field will only be added where the user can select the fuel type of the asset.

By default, Other will be shown as fuel type, but the list contains all the fuel types that will be used later with IFTA, so if the user leaves Other selected, IFTA will not work.





This is the list of fuel types that will be used for the asset.

Gasoline

Diesel

Gasohol

Propane

LNG

CNG

Ethanol

Methanol

E-85

M-85

A55

Biodiesel

Other



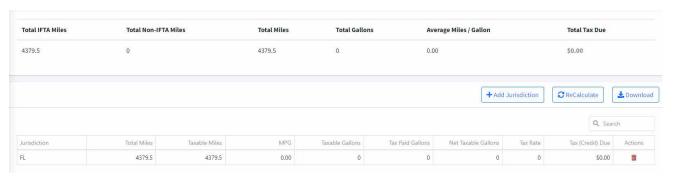
IFTA

In the IFTA the region was added, and thus be able to have the IFTA in miles/gallons and kms/liters. If USA is selected it will display in miles/gallons and if Canada is selected it will display in kms/liters.





All the data in the tables and the report will change depending on the region that is selected.

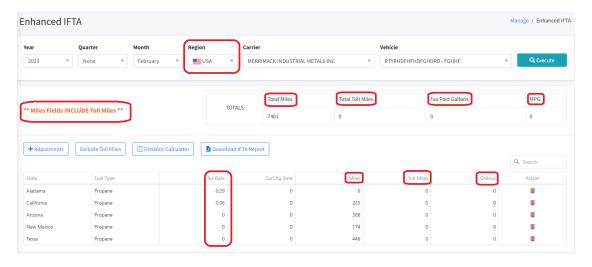


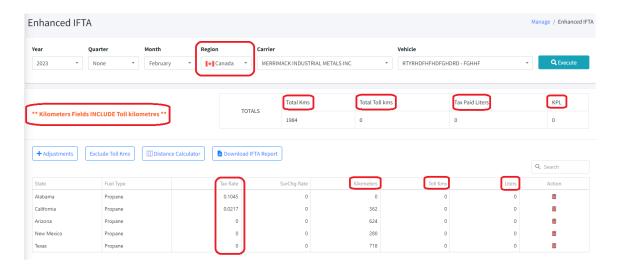




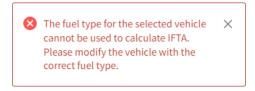
Enhanced IFTA

In the Enhanced IFTA the possibility was given to have the IDTA report in kms/liters and in miles/gallons depending on the region selected. Also, the user will be able to insert the adjustments and calculate the distances in kms.





If the vehicle to be used in the IFTA does not have a correct fuel type, a message will be displayed specifying it and the user must change the fuel type of the asset to be able to execute the IFTA report.

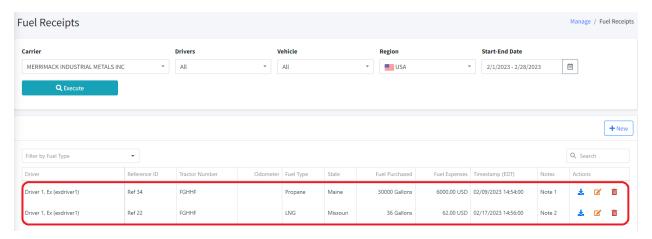


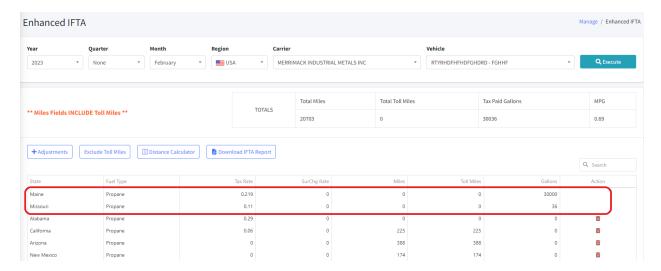


IFTA and Fuel Receipt

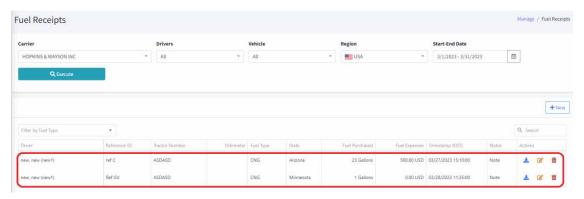
When a fuel receipt is added, it automatically becomes an adjustment in IFTA, this adjustment cannot be deleted. This occurs for both IFTA and Enhanced IFTA.

Example Fuel Receipt and Enhanced IFTA

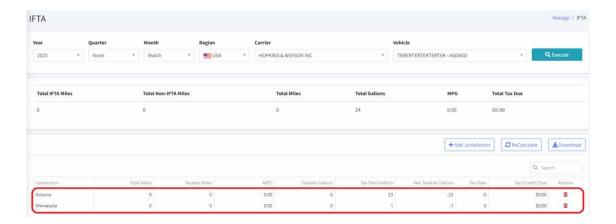




Example Fuel Receipt and IFTA

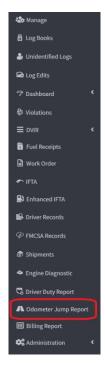


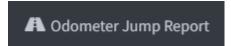




Odometer Jump Report

A new menu is displayed with the link to Odometer Jump Report clicking on it.

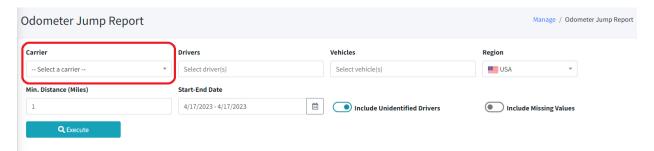




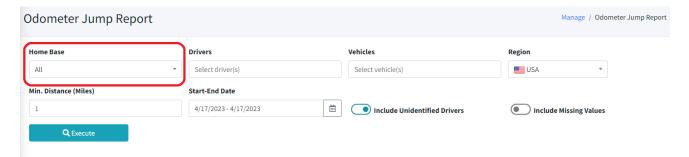
Clicking on the link will show a filter and then click on the execute button and the Odometer Jump Report will be shown depending on what was selected in the filter. The filter varies if it is in carrier mode or MOA mode. In this case, the carrier is exchanged for the home base.



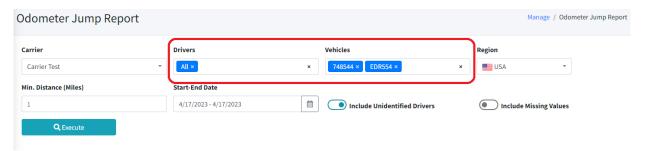
Carrier mode



MOA mode



In the filter you can select a driver or vehicle, all or just some.



If the user does not select any driver or vehicle, a message will be displayed specifying it.



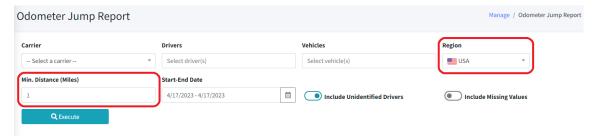
After choosing the filter and clicking on the execute button, a table will be displayed with the odometer jump data, grouped by asset number.

The filter contains the region, with which the user can view the data in gallons if it is USA and in kms if it is Canada.

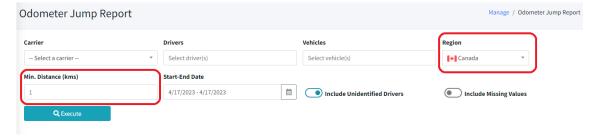
An example of this is the minimum distance that is in the filter that changes the unit of measurement depending on the region. This minimum distance is to know the minimum jump to compare. The default value will be 1.



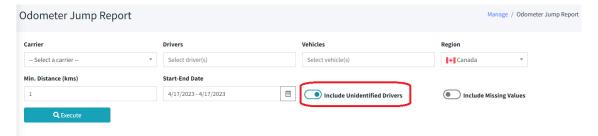
Example Region USA:



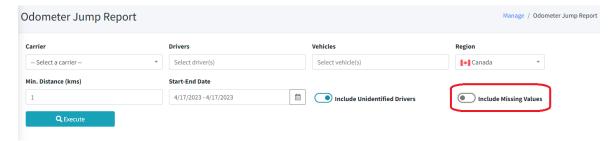
Example Region Canada:



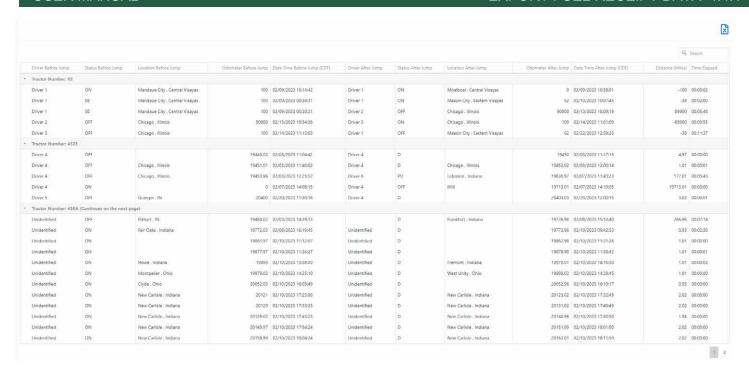
The Include Unidentified Drivers switch button shows the user the report with the unidentified drivers or not depending on whether it is active or not.



The Include Missing Values switch button by default is not checked. What this does is filter the values of the table to show or not the data with odometer with value 0.

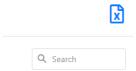






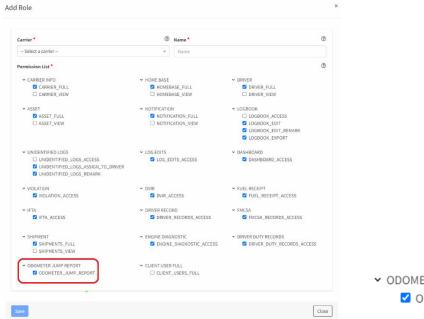


The Odometer Jump Report can be filtered using the search that appears on the top right and can also be downloaded in .xlsx format.



Role Permissions - Odometer Jump Report

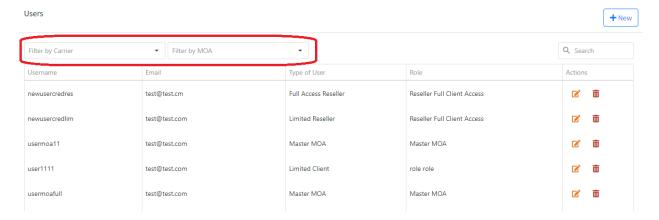
In the permissions, when a role is created, a new permission was added that corresponds to giving permissions or not to the user who is going to use the web.



✓ ODOMETER JUMP REPORT
☑ ODOMETER_JUMP_REPORT

Filter User List

Two dropdowns were added to the list of users to be able to filter the users that belong to a carrier or a MOA.





When the user is using MOA mode only the MOA filter will appear.

