

Version 25



Trapeze

Enterprise Asset Management

FuelFocus

Administrator Guide

Trade Secret | February 2025

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Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone: 1-877-411-8727

E-mail: cc@trapezegroup.com

FTP Site: <https://ftps.trapezegroup.com/>

Web Site: <https://collaborate.trapezegroup.com>

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest [Product Compatibility](#) information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

FuelFocus - Administrator Guide

Version 25.x

February 2025

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1. Overview

The FuelFocus Module allows organizations to better manage information and tasks related to fuel and fluid operations by providing integration with the FuelFocus System. FuelFocus supplies up-to-the-minute fueling information in the database with real-time validations and instantaneous feedback to users at the Island Control Unit (ICU). Once fueling transactions are completed, authorized users can view them on the Internal Fuel Tickets screen in the module.

Requirements

Application 25.x

Web Modules 25.x

Supported software versions for FuelFocus ICU Software include Windows 7 ICU software version 5.16.011 through 5.16.016.



ICU software 5.13.x is currently still supported. New features released in versions 15.0.x or higher are not compatible with this version of the ICU software.

Assumptions

This guide assumes familiarity with workflows and configuration of the application.



User defined required fields that do not appear in the Web Modules will return validation messages.



Special characters cannot be placed into the Web Modules fields or unanticipated results may occur. This would include any character that cannot be typed with a standard keyboard.



Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.



Do not open or use the same instance of the Web Modules in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

2. Data Setup



Customers must perform the following data setup for the module.

The FuelFocus ICU and system validate all of the information below before the fuel pump will activate and allow fueling.

User ID

Users screen, Basic Info tab

All Web Modules users that want to access the FuelFocus tab need an Employee ID associated with the user.

The screenshot shows the 'Users' management interface. At the top, there's a header with 'Users', 'ADMIN MODE', and 'CHANGE R'. Below this is a toolbar with 'Search', 'Reload', 'Sort', 'Select Filter', 'Select Sort', 'New', 'Copy', 'Delete', and 'Edit'. The left sidebar has a menu with 'Basic Info' (selected), 'Groups Currently Assigned', 'Comments', 'Security Options', and 'Printers'. The main content area is titled 'Basic Info' and contains several input fields: 'Name', 'Phone', 'New password', 'Email address', 'Associated employee ID' (highlighted with a red circle), 'Associated operator ID', 'Session location ID', 'User currency ID', and 'Report group ID'. Each field has a search icon next to it.



This Employee ID also has to have either Supports All locations checked or a list of supported locations to allow access to the fueling sites listed on the Pending Transaction page. To see the supported locations, open the Employees – Primary Information screen, Assignment Info tab. A location must either support all locations, or the location needed must be listed in the supported location table.

Employees - Primary InformationADMIN MODECHANGE REQUESTHELPPREFEREN

Search

Reload

Sort

Select Filter▼
Select Sort▼

New

Copy

Delete

Edit

Save

Cancel

Export

Re

Employee ID

Personal Info

Assignment Info

Authority Info

Employment Info

Classifications

Rates

Skills

Scheduling

Files

Assignment Info

Work phone Mail drop ☐ Active

Email address

Assigned shop location ID

Station location ID

Company ID

Building location

Account ID

Shift

Supported locations

☐ Supports all locations

Row #	Delete	Location ID	Location name
-------	--------	-------------	---------------

Fuel Types

Fuel Types screen

All fuel types to be dispensed via FuelFocus must exist in the system. Complete all fields on the Basic Info tab on the Fuel Types screen.

The screenshot displays the 'Fuel Types' application interface. At the top, a dark header bar contains the title 'Fuel Types' and navigation links: 'ADMIN MODE', 'CHANGE REQUEST', 'HELP', and 'PREFERENCES'. Below the header is a toolbar with icons for 'Search', 'Reload', and 'Sort', followed by 'Select Filter' and 'Select Sort' dropdown menus. To the right of these are buttons for 'New', 'Copy', 'Delete', 'Edit', and 'Save'. The main content area is divided into a left sidebar with a 'Basic Info' tab and a central form. The 'Basic Info' tab is active, showing a form with the following fields: 'Description' (text input), 'Current price' (text input), 'Fuel tax amount per unit of fuel' (text input), 'Markup amount per unit of fuel' (text input), a checkbox for 'Posts to alternative fuel costs', and 'Greenhouse gas fuel type' (two text inputs).

Fuel Sites

Use the Fueling Sites screen to create and associate a fueling site with a valid location.

The screenshot displays the 'Fueling Sites' application interface. At the top, a dark header bar contains the title 'Fueling Sites' and navigation links: 'ADMIN MODE' and 'CHANGE RE'. Below the header is a toolbar with icons for 'Search', 'Reload', and 'Sort', followed by 'Select Filter' and 'Select Sort' dropdown menus. To the right of these are buttons for 'New', 'Copy', 'Delete', and 'Edit'. The main content area is divided into a left sidebar with a 'Basic Info' tab and a central form. The 'Basic Info' tab is active, showing a form with the following fields: 'Description' (text input) and 'Location ID' (two text inputs).

Pumps

Fuel Tanks – Pumps screen

All pumps controlled by the ICUs must be created in the system with a valid Site ID. The site/pump combination determines which ICU controls the pump and also allows the system to deplete inventory from the proper tank. Complete the fields on the Pump and Tank Info tab on the Fuel Tanks – Pumps screen.



Pumps are two digits maximum length. Make sure Pumps are numeric (without leading zeroes) as the ICUs require numeric characters. In other words, if you have Pump 1 make sure it is entered as 1 and not 01.

The screenshot shows the 'Fuel Tanks - Pumps' interface. At the top, there's a dark header with the title. Below it, a toolbar contains 'Search', 'Reload', 'Sort', 'Select Filter', 'Select Sort', and a 'New' button. A sidebar on the left has a tab labeled 'Pump and Tank Info'. The main content area has a form with 'Site ID' and 'Pump ID' fields, and a section titled 'Pump and Tank Info' containing a 'Tank ID' field.

Fuel/Fluid Tanks Primary Information

Fuel/Fluid Tanks – Primary Information

Fuel/Fluid Tanks - Primary Information ADMIN MODE CHANGE REQUEST HELP PREFERENCES M

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel Export Report

Tank ID

Basic Info

Location ID ☐ Active

Fuel/fluid type

Tank capacity Tank capacity of zero means FASuite does not track inventory for this tank

Reorder point

Preferred vendor ID

☐ Underground tank Underground account

Fuel card ID

Fuel card PIN

FuelFocus will deplete the inventory from tanks while fuel is being pumped into a unit. Complete the fields on the Basic Info tab of the Fuel/Fluid Tanks – Primary Information screen to ensure the tank is associated with the appropriate Fuel Type and Location where it resides. The Location ID must be a valid fueling location in order for it to appear in the drop down list.

To verify that a location is set up as a fueling site, open the Organization Structure Locations – Primary Information screen, Functions tab and verify the **Fueling site** option is checked for the location.

The screenshot shows the 'Locations' ADMIN MODE interface. The left sidebar contains a list of tabs: Basic Info, Functions (highlighted), Work Orders - Options, Work Orders - Service Requests, Work Orders - More Info, Work Orders - Defaults, and Inventory. The main content area is titled 'Functions' and contains a list of checkboxes: Shop (regular), Shop (mobile), Shop (external), Equipment site, Fueling site (circled in red), Parts inventory, Pool (dispatch), Station, Test, Shop scheduling active, Operations, and Allocation and assignment (quartermaster). A 'Work management classification' field is also present.



Make sure Fuel Tanks are numeric (without leading zeroes) as the ICUs require numeric characters. In other words, if you have Fuel Tank 1 make sure it is entered as 1 and not 01.

Fuel/Fluid Sub-tanks

Current Inventory

	on hand	on order
Quantity		
Value		

Current average price ☐ Current price comes from fuel/fluid type

Last receipt

Date	
Price	
Vendor ID	
Purchase order ID	

FuelFocus unit price for generic credit card transactions

Sub-tanks supplying this tank as a master tank

Row #	Delete	Tank ID

On the Current Inventory tab of the Fuel/Fluid Tanks Primary Information screen, use the sub-tanks area to work with sub-tanks or manifold tanks. The fields in this section enable you to define a fuel tank as a master tank, which is made up of multiple attached separate tanks (sub-tanks). This is useful if you have a single pump that is fed by a group of tanks, instead of being tied to only one tank. The inventory of a master tank is updated any time the inventory of one of its sub-tanks is affected, whether through a tank reading, a receipt, or an issue. Because the master tank itself does not really exist, you cannot perform tank readings or receipts against it. Issues from the master tank affect the recorded inventory of the master tank because the system does not know which sub-tank it came from.

Fuel/Fluid Tanks Setup Options

Fuel/Fluid Tanks - Setup – Options screen



The password that can be viewed under options must be properly set in order for Fuel Focus to function properly.

Fueling - Setup - Options ADMIN MODE CHANGE REQUEST HELP

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel

Fuel tickets setup

Options

Fuel markup percentages

Internal ☐ Specify internal markup by location

External

☐ Require fuel type on external fuel tickets

☐ Require state/province on external fuel tickets

☐ Do not require meter readings on internal fuel tickets

☐ Process fuel transactions for unauthorized equipment units

☐ Warn if duplicate external fuel ticket posted

☐ Use equipment on temporary loan to department ID

FuelFocus settings that used to be set in the portal are set through the Fuel/Fluid Tanks Setup Options screen. The Fuel/Fluid Tanks – Setup – Options screen includes the **FuelFocus user ID**, **FuelFocus new password**, and **White list update frequency (hours)** fields:

- **FuelFocus user ID** - Enter a User ID that has insert rights to the Internal Fuel Tickets screen and rights to update the meter for transactions. Make sure the **Accept meter for transaction purposes only** box is checked on the Special Rights tab in the User Groups screen. If this is not set, all transactions that out of the meter edit range will go to the Pending Transactions screen.

The screenshot shows the 'User Groups' interface with the 'Special Rights' tab selected. The left sidebar contains 'Basic Info', 'Rights Templates', 'Special Rights', and 'Assigned Users'. The main area displays a list of checkboxes for special rights. The checkbox 'Accept meter for transaction purposes only' is highlighted with a red circle. Below it, the text 'Update latest meter reading for unit' is visible. Other checkboxes include 'System administrator rights', 'Save customized screen grid formats', 'Grant access to data only for authorized location IDs', 'Grant access to data only for authorized department IDs', 'Automatically open PM orders', 'Override work order work class', 'Do not allow reopen of work orders', 'Allow update of delays related to signed off trips', and 'Track user GPS location when available'. A text input field for 'Number of work order posting rows to display initially' is also present.

- **FuelFocus new password:** Enter the password used to login to FuelFocus. If a user changes the password via the Change Password screen, the user must also apply this change to the FuelFocus setting.
- **White list update frequency (hours):** This sets the frequency to create or update the FuelWhiteList.txt contained in the InfoCenter/WebModules/DataFiles directory. Enter the number of hours for the update frequency to occur. This update refreshes the file.
- **Authentication** settings set the system to receive encrypted header information from the ICU, and to specify the system uses HTTPS communication.
 - **Enable Encryption:** Check this to enable performing validations when transactions are received from ICUS on the server. The validation data is found in encrypted header values.
 - **Use HTTPS:** Check this option to set up the web server to use HTTPS. This allows the Enable Encryption to correctly receive header values when HTTPS is in use.

Facility Codes



Applicable to Version 5.8+/InfoCenter 1.4.1+/ICU 5.29+

Use the Facility Codes screen to set valid facility codes for the supported Facility IDs on the ICU setup screen.

The screenshot shows the 'Facility Codes' screen in a web application. The top navigation bar includes 'Facility Codes', 'ADMIN MODE', 'CHANGE REQUEST', and a user icon. Below the navigation bar is a toolbar with buttons for 'Search', 'Reload', 'Sort', 'Select Filter', 'Select Sort', 'New', 'Copy', 'Delete', 'Edit', 'Save', and 'Cancel'. The main content area is divided into a left sidebar with a 'Basic Info' tab and a main panel. The 'Basic Info' tab is selected, and the main panel displays the 'Basic Info' section with two input fields: 'Description' and 'Secure facility code'. The 'Facility ID' field is also visible at the top of the main panel.

Department Fueling

Use the Department Primary Information screen to set fuel or fluid type and other FuelFocus settings used by department fueling. On the Departments screen, use the Fueling tab to set up the needed information for department fueling.

Departments ADMIN MODE CHANGE REQUEST HELP PREFERENCES

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel Export Re

Department ID

Fueling

☐ Supports any fuel or fluid type

Supported fuel/fluid types

Row #	Delete	Fuel/fluid type	Description	Capacity

FuelFocus settings

Maximum fuelings per day

☐ Employee card ID required

☐ Require meter entry

Fueling calendar ID

Emergency class ID

➡ Fill out the necessary information for your department, and click **Save**.

Access Keys

Use the Access Keys screen to manage and assign keys and other access cards for equipment units, locations, employees, operators, and departments. Multiple access keys can be assigned to employees and equipment.

To create an access key card:

1. Fill in the necessary information for assigning as access key to the necessary item.

 When creating access keys for fuel, enter an **Employee ID** or an **Operator ID**, but not both.

2. When you are done filling in information, click **Save**.

For more information on this screen, refer to the help page for the Access Keys screen by clicking **Help** from the screen itself.

Access Keys ADMIN MODE CHANGE REQUEST HELP PREFERENCES

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel Export

Access key ID

Basic Info

Key type: HID, MAG, RFID, PHYSICAL KEY, OTHER

Key status: NOT ASSIGNED, ISSUED, RETURNED, LOST

Facility code: [Text Field]

Card identifier: [Text Field]

Card PIN: [Text Field]

Assigned to:

Equipment ID: [Text Field]

Employee ID: [Text Field]

Operator ID: [Text Field]

User ID: [Text Field]

Equipment Primary

Fleet Equipment, Asset Primary Information, and Components – Primary Information screens

Each equipment unit or component that will be fueled through the ICU must have the following items set up (these items apply to fleet and components).

- On the Fleet Equipment screen's Authorization tab, check the Fuel Tickets checkbox.



Although you can set the Fuel card ID and Fuel card PIN on this tab, best practice is to configure this information through the Access Keys screen as described in the [Access Keys](#) section.

The screenshot shows the 'Fleet Equipment' interface with the 'Authorization' tab selected. On the left is a sidebar with various tabs like 'Basic Info', 'Meter Info', etc. The main area contains several checkboxes: 'Work orders', 'Usage tickets', 'Fuel tickets' (highlighted with a red circle), 'Off road use', 'Test equipment', 'Exclude from cost reports', 'Exclude from exception reports', 'Exclude from inventory lists', 'Exclude from replacement analysis modeling', 'Track meter 1 of parent equipment unit', and 'Show in work management map'. Next to the 'Fuel tickets' checkbox are input fields for 'Fuel card ID' and 'Fuel card PIN'. At the bottom, there is a 'Work order approval level' dropdown.



Make sure Fuel Card IDs are numeric as the ICUs require numeric characters.



The setting **Send leading zeroes of fuel card number from FuelFocus** option on the Fuel/Fluid Tanks – Setup – Options screen allows the system to send leading zeroes of fuel card numbers. This setting affects all fuel cards, including equipment, component, department, operator, and employee cards. If this is not set, make sure fuel card number does not have leading zeros as errors could occur.

- On the Codes tab, enter the Fuel Types and capacity for the vehicle.



If the box, **Supports any fuel or fluid type**, is checked, then the whitelist will have every fuel and fluid type, with a maximum capacity of 999. If there is also a row for that fuel or fluid type listed below, then the whitelist will use that maximum capacity instead.

Codes

Default priority ID for equipment unit on work orders Oil type ☐
 Billing code ☐
 Quantity of tires

☐ Supports any fuel or fluid type

Supported fuel/fluid types

Row #	Delete	Fuel/fluid type	Description	Capacity	Maximum quantity with

FuelFocus settings

Maximum fuelings per day Meter 1 Meter 2
☐ Employee card ID required ☐ Deny fuel if tries exceeded
 Fueling calendar ID

- In the Codes tab, FuelFocus settings section, enter the **Maximum fuelings per day**, **Meter tries allowed**, and (*optional*) check the boxes if you want to enable **Employee card ID required (E)** and **Deny fuel if tries exceeded (M)**.

Codes

Default priority ID for equipment unit on work orders Oil type ☐
 Billing code ☐
 Quantity of tires

☐ Supports any fuel or fluid type

Supported fuel/fluid types

Row #	Delete	Fuel/fluid type	Description	Cap

FuelFocus settings

Maximum fuelings per day Meter 1 Meter 2
☒ Employee card ID required ☐ Deny fuel if tries exceeded
 Fueling calendar ID



The Meter 2 retries prompt parameter is separate from Meter 1. If you want a particular equipment unit to never be prompted for entry of meter 2, use the appropriate Equipment Primary Information screen and set this parameter to 0.

The rules followed for granting or denying fuel are listed below:

- If an **E** prompt (or **EM**) shows, you must enter a valid employee ID or operator fuel card, otherwise, fueling is denied.
- If there is an error message of any sort, then fuel is denied.
- If an **M** prompt shows you need to enter a valid meter entry. The equipment class determines the minimum and maximum of mileage expected when fueling a vehicle.
 - If the number of tries to enter a valid meter is exceeded, fuel is denied.
 - If a valid entry is made and no error message shows, then fueling is granted.
- The **M** prompt does not affect whether a granted or denied message is sent to the ICU.

Codes

Default priority ID for equipment unit on work orders Oil type
Billing code
Quantity of

☐ Supports any fuel or fluid type

Supported fuel/fluid types

Row #	Delete	Fuel/fluid type	Description

FuelFocus settings

Maximum fuelings per day Meter tries allowed

☐ Employee card ID required ☐ Deny fuel if tries exceeded

Fueling calendar ID

Limit an Asset's Fuel Quantity for a Time Period (optional)

To limit fuel quantity for an asset during a time period, set the following:

1. On the Calendars screen (Basic Info and Work Hours tabs), set the following:
 - Number of days in the pattern
 - Calendar ID

The sample Calendar ID (RA-0-8-M-F) is set up to define a period of one week, but days in pattern can range from 1 – 60. This is set up to cover a seven day pattern, which starts on Sunday, and ends on Saturday. The periods when fueling is allowed are Monday – Friday, 00:00 – 08:00.

The screenshot shows the 'Calendars' application interface. At the top, there's a header with 'Calendars' and navigation links: ADMIN MODE, CHANGE REQUEST, HELP, and PREFERENCES. Below the header is a toolbar with icons for Search, Reload, Sort, and a dropdown for Select Filter. Another dropdown for Select Sort is also present. To the right of these are buttons for New, Copy, Delete, Edit, Save, Cancel, Export, and Rep. The main content area is divided into two sections: 'Basic Info' and 'Work Hours'. The 'Basic Info' section has a 'Calendar ID' field with the value 'CALENDAR MON THROUGH FRI' and a 'Calendar based on time zone' field with the value 'PACIFIC STANDARD TIME'. Below this is a 'Description' field with the value 'CALENDAR MON THROUGH FRI' and a 'Number of days in pattern' field with the value '7'. The 'Work Hours' section contains a table with 7 rows and 6 columns: Row #, Day of the pattern, Begin time, End time, Shift hours, and Non. The table data is as follows:

Row #	Day of the pattern	Begin time	End time	Shift hours	Non
1	1	00:00	00:00	0.00	1
2	2	07:00	16:00	9.00	1
3	3	07:00	16:00	9.00	1
4	4	07:00	16:00	9.00	1
5	5	07:00	16:00	9.00	1
6	6	07:00	16:00	9.00	1
7	7	00:00	00:00	0.00	1

To the right of the table, there is a note: 'Changes take effect when calendar is computed on the Generate tab'.

2. On the Fleet Equipment screen (Codes tab), set the following:

- Maximum quantity within calendar period
- Fueling calendar ID

The asset in the sample screenshot is set up to allow a maximum of 250 gallons of Diesel during the calendar period of RA-0-8-M-F.

ICU – Pre-authorization for fuel is based on the following rules:

- If the Asset ID **does not** have a Calendar ID set on the Codes tab

Then no further validation will need to be performed for allowing fuel during a time period, and if the asset passes all validation checks, fuel will be authorized for the asset.

If the Asset ID does have a Calendar ID set on the Codes tab:

1. First, a check is done to see if the current time falls within the period defined by the Calendar ID.
 - If the current date time does not fall between 00:00 – 08:00 on a Monday – Friday

*Then display a message on the ICU: **Not Allowed at Current Time.***

- If the current date time does fall in the period defined by the Calendar ID, the system continues on to the next step.
- 2. Check if the quantity dispensed during the current period is less than the **Maximum quantity within calendar period** for the fuel pump and asset ID.
 - If the quantity for the period has been exceeded
*The ICU displays **Quantity for Period Exceeded**.*
 - If the fuel pump type Capacity is 0 for the Asset ID (i.e. , Diesel is the fuel pump type, the Asset ID has Diesel as an allowed fuel type, but the Capacity is 0)
*The ICUS returns a pre-authorization **DENIED** with the message: **Invalid Product for Unit**.*
 - If the quantity for the period has not been exceeded, and the Capacity + Quantity dispensed is greater than the "Maximum quantity within calendar period."
*The ICU returns a pre-authorization **GRANTED** with the difference of capacity and **Maximum quantity within calendar period**.*
 - Example: Quantity dispensed so far for the Calendar ID period is 100. Capacity is 200. "Maximum quantity within calendar period" is 250. $(100 + 200 = 300 > 250)$ Return an allowed quantity of 150 $(250 - 100)$.
- 3. Otherwise, The ICU returns pre-authorization GRANTED with the capacity allowed for the fuel type of the pump.
 - Any fuel codes that have a capacity of 0 will not be returned in the pre-authorization. This is specific to a fuel pump that is part of a pump group.

Equipment Class Primary Information (optional)

Each Equipment Class that will be fueled through the ICU may be set up to be denied fuel if PM is late and if the equipment has open or wait for equipment work orders.

- On the Equipment Class Primary Information screen's Meter Info tab, enter a number in the **Deny fuel if PM late by x days** field to deny fuel to the equipment class when PM is late by x days.
- On the Equipment Class Primary Information screen's Meter Info tab, check the box **Include open/wait for equip work orders in check for deny fuel** to deny fuel to equipment classes that have open/wait for equip work orders.

Equipment Class - Primary Information

ADMIN MODECHANGE REQUESTHELPPREFEREN

Search

Reload

Sort

Select Filter

Select Sort

New

Copy

Delete

Edit

Save

Cancel

Export

Equipment class ID

Basic Info

Functions

Meter Info

Rental Rates

PM / Inspection Detail

Class PM Service Pattern

Individual PM Service Schedule

Meter Info

Meter 1

Meter 2

Meter type

Meter edit range

Maximum meter value

999999

99999

Comeback range (days)

PM soon due range (days)

PM fuel quantity override

Deny fuel if PM late by x days

☐ Include open/pending work orders in check for deny fuel

Row #	Delete	Meter type	PM meter override	PM soon due range	Comeback range	Maximum usage gap

Employee or Operator Fuel Cards

You may create fuel card IDs by employee or operator.



Although you can set the Fuel card ID and Fuel card PIN on this tab, best practice is to configure this information through the Access Keys screen as described in the [Access Keys](#) section.

Each fueling employee or operator must be marked active and have a **unique** fuel card defined on either of the following screens:

Validating by Employee

1. Open the Employees – Primary Information screen.
2. On the Assignment Info tab, check the **Active** box to indicate the employee is active.

The screenshot shows the 'Assignment Info' tab with various input fields for employee information. The 'Active' checkbox is circled in red. Below the form is a table with columns: Row #, Delete, Location ID, and Location name.

Row #	Delete	Location ID	Location name

3. On the **Authority Info** tab, enter the employee's Fuel Card ID number.



Make sure Fuel Card IDs are numeric as the ICUs require numeric characters.



The setting **Send leading zeroes of fuel card number from FuelFocus** option on the Fuel/Fluid Tanks – Setup – Options screen allows the system to send leading zeroes of fuel card numbers. This setting affects all fuel cards, including equipment, component, department, operator, and employee cards. If this is not set, make sure fuel card number does not have leading zeros as errors could occur.

Authority Info

☐ Employee has authority to approve work order estimates up to a value of

☐ Employee has authority to approve work order invoice payments up to a value of

Fuel card ID

Fuel card PIN

Employee has authority to approve these approval events on equipment planning projects

Row #	Delete	Event type ID	Primary

To validate by operator

1. Open the Operators – Primary Information screen.
2. On the **Employment Info** tab, check the **Active** box to indicate that the employee is active.

Operators - Primary Information ADMIN MODE CHANGE REQUEST HELP

Search Reload Sort

Select Filter

Select Sort

Operator ID

Personal Info
Employment Info
 License Info
 Credit Cards
 Authority
 Motor Pool / Resources

Employment Info

Job title

Occupation

Department ID

Account ID

Company ID

Station location ID

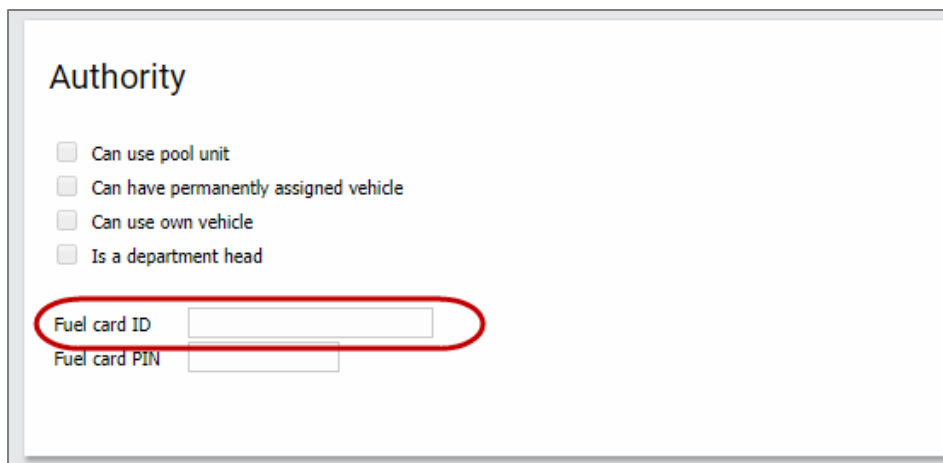
Work phone

Mail drop

Email address

☐ Active

3. On the Authority tab, enter the Fuel Card ID number in the field.



Authority

☐ Can use pool unit

☐ Can have permanently assigned vehicle

☐ Can use own vehicle

☐ Is a department head

Fuel card ID

Fuel card PIN

 Employee Fuel Card IDs are numeric as ICUs require numeric characters. Normally, leading zeros do not appear. However, if you want the leading zeros to appear, make sure to check the box **Send leading zeroes of fuel card number from fuelfocus**.

 If you are not prompting for employee or operator, you must set up one employee or operator with a Fuel Card ID of 0.

Symptoms

If using the service request functionality with the ICU, you need to set up the Shop Activity Symptoms screen with an external identifier of 1.

Symptoms ADMIN MODE CHANGE REQUEST HEL

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel

Symptom

Basic Info

Manufacturers

Asset Categories

Corrections

Reporting Sources

Procedure Info

Related Symptoms

Basic Info

Name Severity

Description Comment

Rank

Supported tasks

Row #	Delete	Task ID	Task description

Default shop location ID

Work management classification

Default priority ID

External identifier

Positions

If using the service request functionality with the ICU, you need to set up the Positions screen with an external identifier of 1.

Positions ADMIN

Search Reload Sort Select Filter Select Sort New Copy

Position ID

Basic Info

Description

External identifier

3. Additional Data Setup



These steps will be performed via remote connectivity as part of the installation services.

Island Control Units (ICUs)

The Island Control Unit Setup screen contains all the ICUs that are configured. Each ICU has a Site ID, ICU number, and IP address. Refer to your network administrator if you are unsure of the IP address.



Make sure Island Control Units are numeric (without leading zeros) as the ICUs require numeric characters. In other words, if you have ICU 1 make sure it is entered as **1** and not **01**.

Island Control Unit Setup

ADMIN MODE CHANGE REQUEST HELP PREFERENCES

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel Export Report

Site ID ICU number Prompt ICU to ask for setup parameters

Basic Info

More Info

Emergency Mode

Pumps

Tanks

Basic Info

IP address/modem phone number Veeder Root

☐ Enabled

Connection type

Polling interval (hours)

Base time of day to start polling

Supported facility IDs

Row #	Delete	Facility ID	Description	VIB

Whitelist refresh times Last refresh date and time

Row #	Delete	Refresh time

Basic Info Tab

Enter the basic island control unit information as needed by your organization. For more information on each field, refer to the help on the Island Control Unit Setup screen.



The table below gives general recommended settings for some of the fields on this tab. Your organization's needs may differ. Not all fields are listed, only fields from the tab with recommended settings.

Field Name	Setting/Description
Downtime Days	Set as 0 .
Dispensing Time	Set as 60 . The time it takes, in seconds, to go from the ICU to the dispenser and turn on the handle.
Temporary Stop	Set as 30 . The time after fueling, in seconds, to top off your tank.  Note: If this time is set too long, you run the risk of another car fueling from your authorized transaction.
Total Time:	Set as 600 . This is the total time, in seconds, a person has to fill the tank (if the duration is needed). If desired, check the boxes for Send transactions with zero quantity and Enable generic credit card transactions .
Polling interval	Enter the polling interval. Polling interval is how often the ICU will collect tank readings from Veeder Root. It must be a number between 0 and 1440 in minutes. Entering 0 indicates the ICU will never poll Veeder Root, while 1440 minutes will poll once a day.
Whitelist refresh times	Enter up to three Whitelist refresh times. These refresh times determine when the ICU will pull the FuelWhiteList.txt file from InfoCenter/WebModules/DataFiles.  Note: If this is left blank, the ICU defaults these times to 02:00, 10:00, and 18:00.

More Info Tab

Enter additional island control unit information as needed by your organization. For more information on each field, refer to the help on the Island Control Unit Setup screen.



The table below gives general recommended settings for some of the fields on this tab. Your organization's needs may differ. Not all fields are listed, only fields from the tab with recommended settings.

Field Name	Setting/Description
Messaging	
Enable equipment notification messages:	Check this box if you would like to enable notifications to be sent to the ICU.
Send equipment service status:	Check the box if you want the vehicle's Service Status displayed on the ICU during fueling.
Send health check status notification message:	Check this box you would like to send health check status notifications. This section can display the last health check update and allows you to set the time interval between health checks.
Service Code Events	
Symptom code length	Maps to the External Identifier on the Symptoms screen. Set the Symptom Code Length to a value of 1.
Position code length	Maps to External Identifier on the Positions screen. Set the Position Code Length to a value of 1.  If you are not using the service request functionality, enter a 0 for both the Symptom and Position Code Lengths. If you are using symptoms and not positions, enter a value for your Symptom Code Length and a enter 0 for your Position Code Length. If you use a two digit symptom code length and a one digit position code length (for example), entering 123 on a service request at the ICU would indicate that the symptom is 12 and the position is 3.
Repair reason	Sets the default repair reason on service requests
Authentication	
Token/GUID	Enter the token or GUID number for the Island Control Unit. If the This ID can be used for authentication purposes. Maximum length of this field is 40 characters. If the Enable encryption option is checked on the Fuel/Fluid Tank - Setup – Options screen, this field is required.  Note: This same Token/GUID must be set on the ICU in the xml.INI file in the Global section area authorizationGUID=[Enter Token/GUID here].

Emergency Mode Tab

Enter the emergency mode information as needed by your organization. For more information on each field on this tab, refer to the help on the Island Control Unit Setup screen. There are no recommended settings for emergency mode and these can be set as needed.

Pumps Tab

Enter the pumps information as needed by your organization. For more information on each field, refer to the help on the Island Control Unit Setup screen.



The table below gives general recommended settings for some of the fields on this tab. Your organization's needs may differ. Not all fields are listed, only fields from the tab with recommended settings.

Field Name	Setting/Description
Handle	Set as 0
Pulse ratio	Normally 10 or 100 . Most ratios are set to 10. This ratio is based on the pump type. Ask your onsite FuelFocus Installer for recommended setting.
Pump group	Enter 0 if you want all hoses to act independently of each other. Put pumps in the same group number to have multiple pumps turn on when fuel is authorized. For example, Pump group 1 authorizes diesel and any other product hose that is associated with the group.
Active	Checked if the pump is active on the ICU.
Dedicated Fuel Card ID	Enter fuel card ID if you want a dedicated pump to always be recorded against a specific fuel card.

Tanks Tab

If Veeder Root is used, complete the fields on the Tanks tab. For more information on each field, refer to the help on the Island Control Unit Setup screen.

Since the Veeder Root interface may have a different Tank ID than the one assigned to it, you must associate the Tank ID the Veeder Root uses to the Tank ID associated to this tank.

Data transferred from VeederRoot may be read on the Tank Readings screen, FuelFocus Data tab as shown below. The data can be then analyzed and may also be used to create notifications when certain data appear in the XML.

Finishing ICU Setup

➡ Save the settings.

Now FuelFocus is configured with rights to process pending fuel transactions.

Custom ICU Meter Prompts

Meter prompts can be customized on the ICU. To customize meter prompts, an equipment unit must have a meter class assigned to it, and that meter class must have a meter type set up.

If the ICU cannot connect to the asset management system and must use a whitelist, the prompts will be truncated to 16 characters.

To customize the meter prompts on the ICU:

1. Open the Meter Types Enterprise Portal screen.
2. Search for the meter type record or create a new meter type using the help for this screen as necessary.
3. For that meter type, enter a **Meter prompt message** as it needs to display on the ICU.
4. Click **Save**.

4. Installing/Upgrading FuelFocus



These steps will be performed via remote connectivity as part of the installation services.

Please refer to the *Administrator Guide, Install and Configure Web Modules* section for instructions on installing and upgrading web modules.

Depending on your organization's requirements, you may also choose to run additional scripts from the following table:

Script File Name	System Version	What it does	When to use
Add_Index_EQ_Fueltype.sql	5.8.x thru 5.7.x	Adds an index on the Fuel type table for the equipment ID and group row ID. This is needed for retrieving fuel type.	This is required for all organizations that are using version 5.7.x through 5.8.x.
Add_Position_ExtmaId.sql	5.7.x and older	Adds an external identifier to the Position Id.	If the organization plans on using the additional ICU prompting for symptom codes and/or position IDs.
fix_veederroot.sql	5.7.x and older	To expand the Veeder Root - "Connection Type" and have it take characters.	If the organization plans to use Veeder Root interface to track fuel tank levels.

Using the appropriate method for your DBMS, execute the following SQL scripts (found by default in your C:\AssetWorks\FASuite\InfoCenter\Web\FAFuelFocus\dbinit directory):

For Oracle databases:

1. Open a Command Prompt
2. Navigate to the install directory, then to the web\FAFuelFocus\dbinit\Oracle directory.
3. Type the following for your desired scripts:

```
sqlplus emsdba/emsdba@<tnsname> <@scriptfilename>
```

Where <tnsname> is the name of the Oracle database and <@scriptfilename> is the name of the script file.

Example: sqlplus emsdba/emsdba@fa @ Add_Index_EQ_Fueltype.sql

For Microsoft SQL (MSSQL) databases:

1. Open the Query Analyzer and log in as emsdba.
2. Navigate to the install directory, then to the web\FAFuelFocus\dbinit\MSSQL directory.
3. Execute the desired scripts by typing the file name as indicated in the above table. For example, you would type: fix_veederroot.sql.

You have now completed the FuelFocus installation or upgrade. If you installed FuelFocus, you need to add a tab to Web Modules. Please continue to the next section, [Add a FuelFocus Tab to Web Modules](#). Otherwise, please skip to Section 7, [Wireless Automated Fueling \(WAF\)](#).

5. Add a FuelFocus Tab to Web Modules

A FuelFocus tab must be created for FuelFocus to process pending transactions. This tab allows the Administrator to assign the authority to process fuel transactions to a User ID.

Please refer to the *Administrator Guide, Web Modules Configuration - Adding Modules and Tabs* section for detailed instructions on adding new tabs and configuring security access for those tabs.

6. Wireless Automated Fueling (WAF) Configuration - Optional



These steps will be performed via remote connectivity as part of the installation services.

Wireless Automated Fueling is an optional add-on. This technology uses the concept of a master ICU that is associated with slave ICUs. The master ICU is the ICU with the WAF antennae attached to it. This is the ICU that handles all communication between FuelFocus and the equipment units. The master ICU then communicates information to the slave ICUs.

Additional files need to be configured for the correct information to be passed from the master ICU to the slaves. To use WAF technology with FuelFocus, follow the configuration steps as shown in the example below.

Setup Required on the Master ICU

The instructions below refer to a site with 4 ICUs (1 master and 3 slaves) and a total of 26 pumps.

1. If there are more than 16 hoses at one site you will need to edit the **c:\dda\station\vsu\PC2IDHF.INI** file and set the Max_Vehicles parameter as indicated:

```
[general]
Max_Vehicles=26
```

2. Open the file **c:\dda\station\procman.ini** and ensure the process types below are configured to run (i.e., not commented out).

```
dda.exe
pos.exe
usa_xml.exe
pc2idr.exe
pipemux.exe
router2k.exe
```

- i. A process **configured to run** would look like the following:

```
[PROCESS 4]
Type=KEEP_ALIVE
Prog=vsu\pc2idr.exe
```

- ii. Whereas, a process **not configured to run** in the procman.ini file (commented out) would look like the following:

```
//[PROCESS 4]
```

```
//Type=KEEP_ALIVE
//Prog=vsu\pc2idr.exe
```

3. Edit the **c:\dda\station\AssetWorks\pipemux.ini** file and list each ICU (computer_x) with its IP address in the [Computers] section. Set the computer_x IP for the "master" to be 127.0.0.1. In the [Pumps] section, map the hose numbers to the computers.

The following example refers to a site with 4 ICUs and 26 hoses.

----- c:\dda\station\AssetWorks\pipemux.ini -----

[Globals]

BufferSize=1024

LocalPipeName=PS

LogDir=C:\dda\Station\Log

[Computers]

Computer_1=142.15.119.41

Computer_2=142.15.119.42

Computer_3=127.0.0.1

Computer_4=142.15.119.43

port=3046

[Pumps]

Pump_1=1

Pump_2=1

Pump_3=1

Pump_4=1

Pump_5=1

Pump_6=1

Pump_7=2

Pump_8=2

Pump_9=2

Pump_10=2

Pump_11=2

Pump_12=2

Pump_13=3

Pump_14=3

Pump_15=3

Pump_16=3

Pump_17=3

Pump_18=3

Pump_19=3

Hose #

Computer #

```
Pump_20=4  
Pump_21=4  
Pump_22=4  
Pump_23=4  
Pump_24=4  
Pump_25=4  
Pump_26=4
```

```
----- end of procman.ini -----
```

4. Restart Procman.

Setup Required on the Slave ICUs

Make sure the processes below are uncommented out in the **C:\dda\station\procman.ini** file (modify if necessary):

```
dda.exe  
pos.exe  
usa_xml.exe  
router2k.exe
```

After making all the required changes on each ICU, stop, and restart ProcMan on each ICU.

You have finished configuring FuelFocus for WAF technology.

7. Integrate the ICU with the FuelFocus Module



These steps will be performed via remote connectivity as part of the installation services.

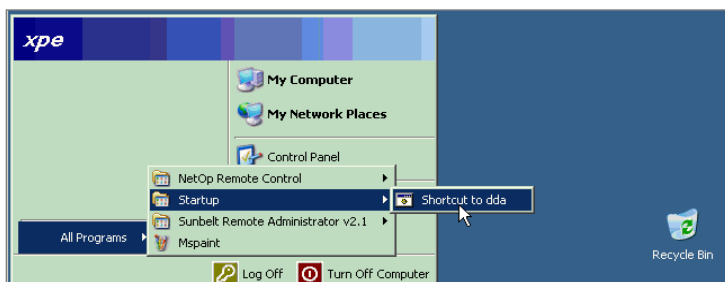
For the ICU to communicate with the system database, it must be configured to locate and communicate with the FuelFocus module.

1. Connect to the ICU using TightVNC which is provided by the FuelFocus Installer.

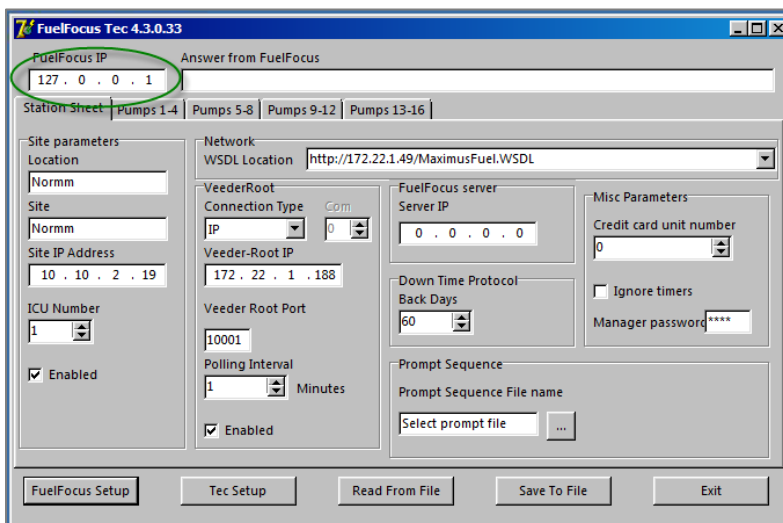


The default password for the Remote Administrator is 12345678.

2. If ProcMan is running, close it. This will also close all child processes running.
3. If TecProg is running, close it.
4. Start ProcMan by going to Start ➤ Programs ➤ Startup and run the shortcut to dda.exe file or click on the computer icon in the task bar.



5. Minimize all screens and start TecProg by double-clicking it from the desktop of the ICU, or clicking on the icon in the task bar.
6. The FuelFocus screen will appear. In the upper left corner of this screen, set the RFC-2500IP to 127.0.0.1 (if it is not already set accordingly).



- Set the Location and Site Name to match the values established. The Location and Site are the Site ID on the Pumps screen (**Data ➔ Fuel/Fluid Tanks ➔ Setup ➔ Pumps**).

- Enter the IP Address of this ICU in the Site IP Address field.

 This MUST be a static IP address or DHCP reservation address.

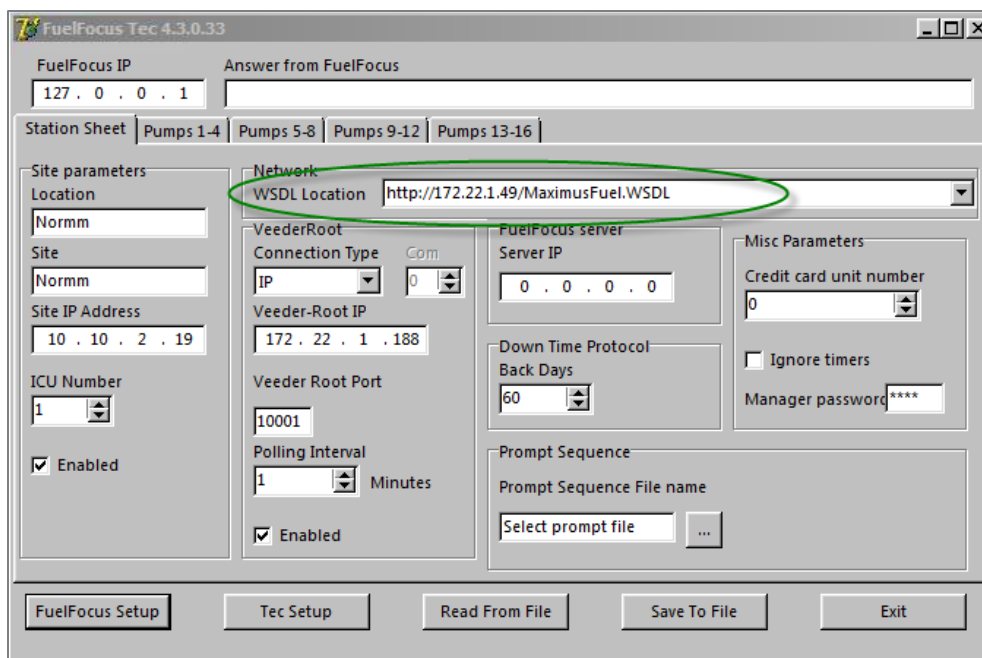
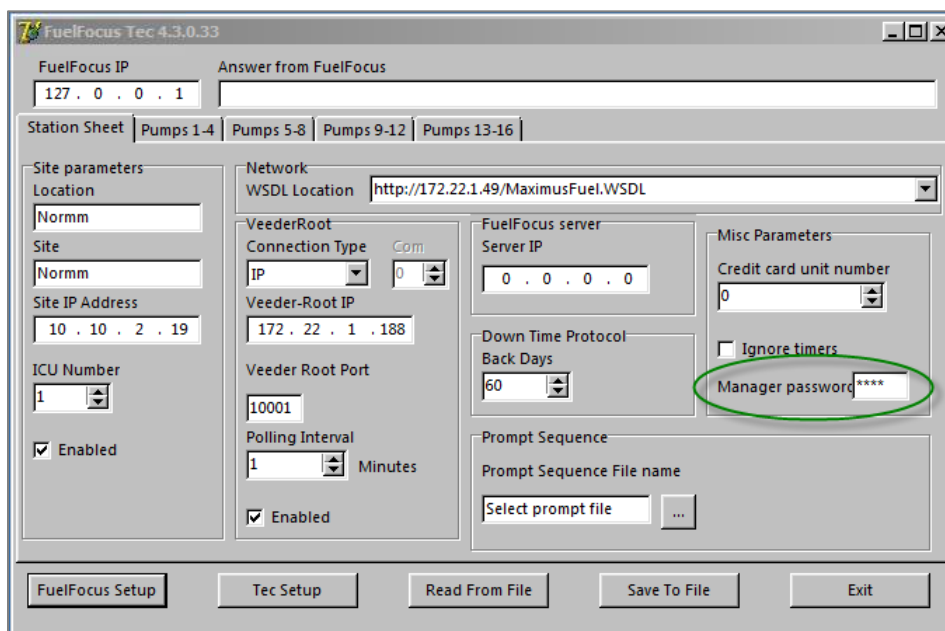
- Enter the ICU Number in the ICU field.

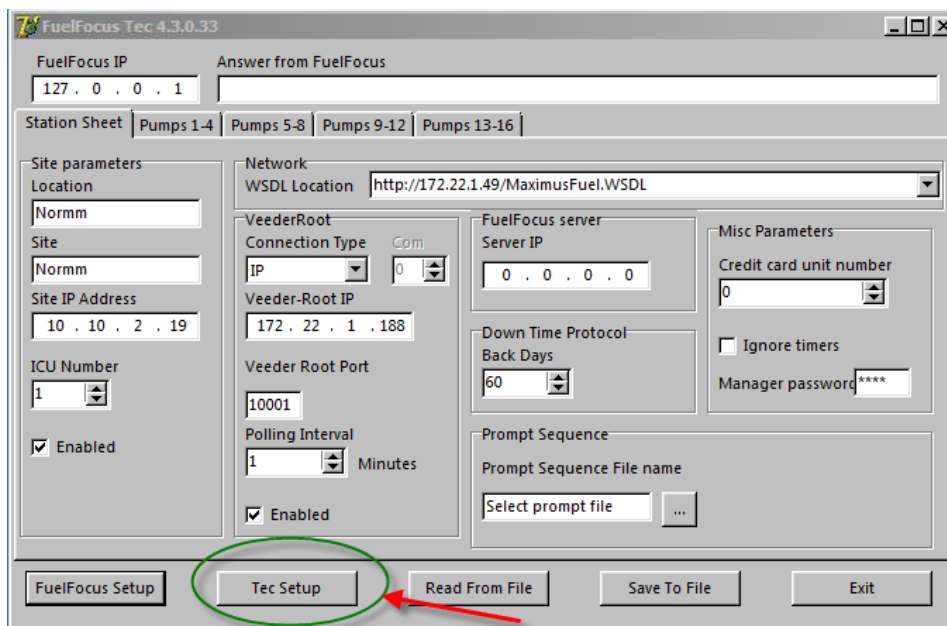
- Check the Enabled checkbox in the Site parameters section of the screen.

11. Set the Network Server IP Address to:

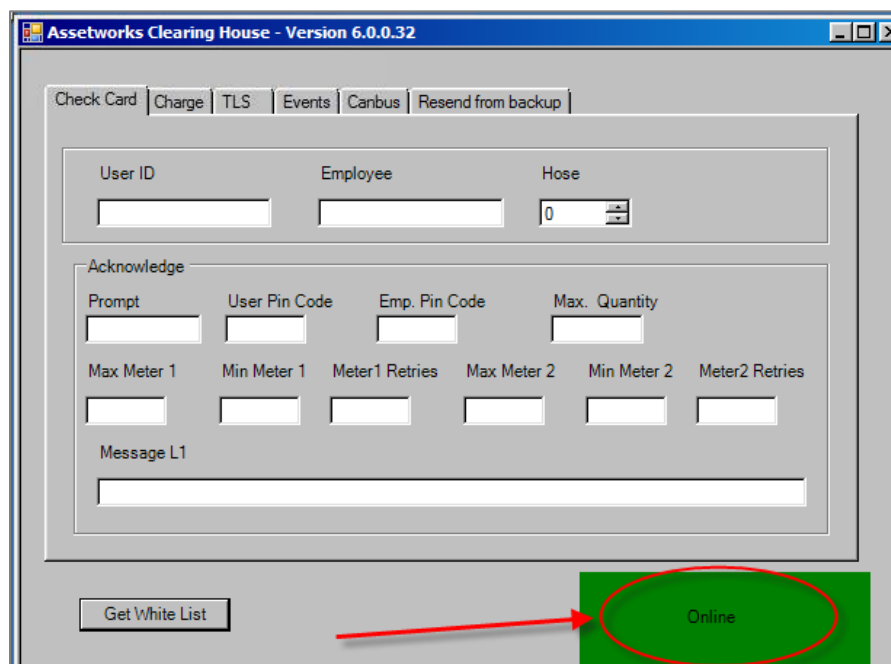
`http://<IC_SERVER>/<IC_ALIAS>/FAFuelFocus/FuelFocus.asmx?WSDL`

Where IC_SERVER is the IP Address of the Web Modules Server and IC_ALIAS is the virtual directory name of the Web Modules Instance.

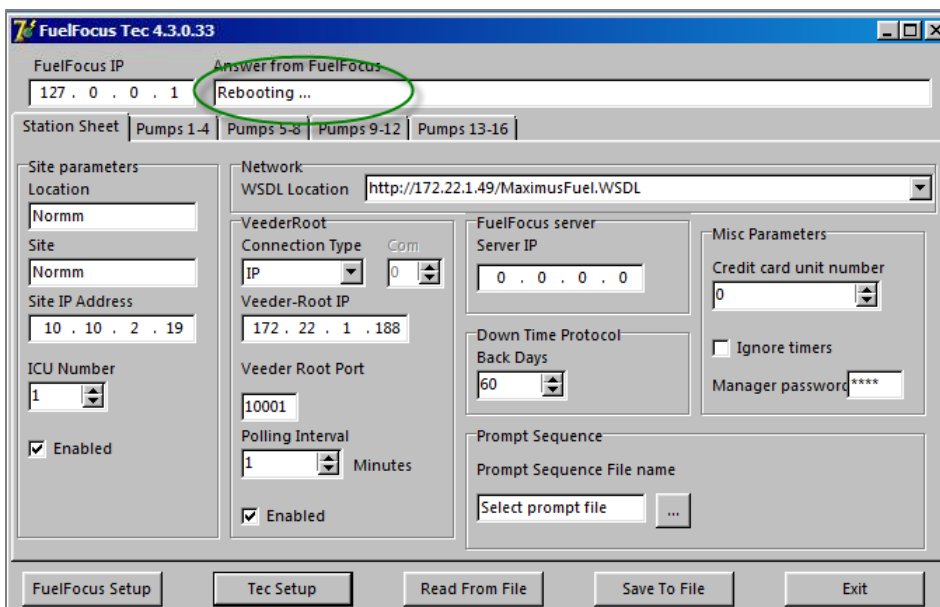
12. Set the **Manager Password**. The password is a four character numeric field.13. Click **Tec Setup** to configure the ICU.



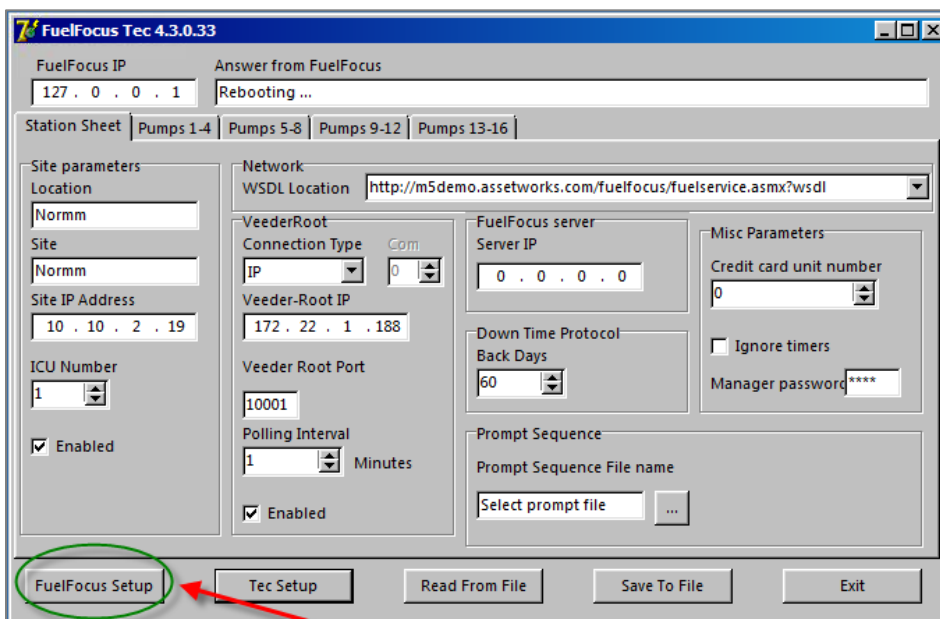
14. Once the Clearing House screen appears, verify that it indicates the system is online then minimize the screen. If it is offline, contact support by referring to the Technical Support section at the beginning of this document.



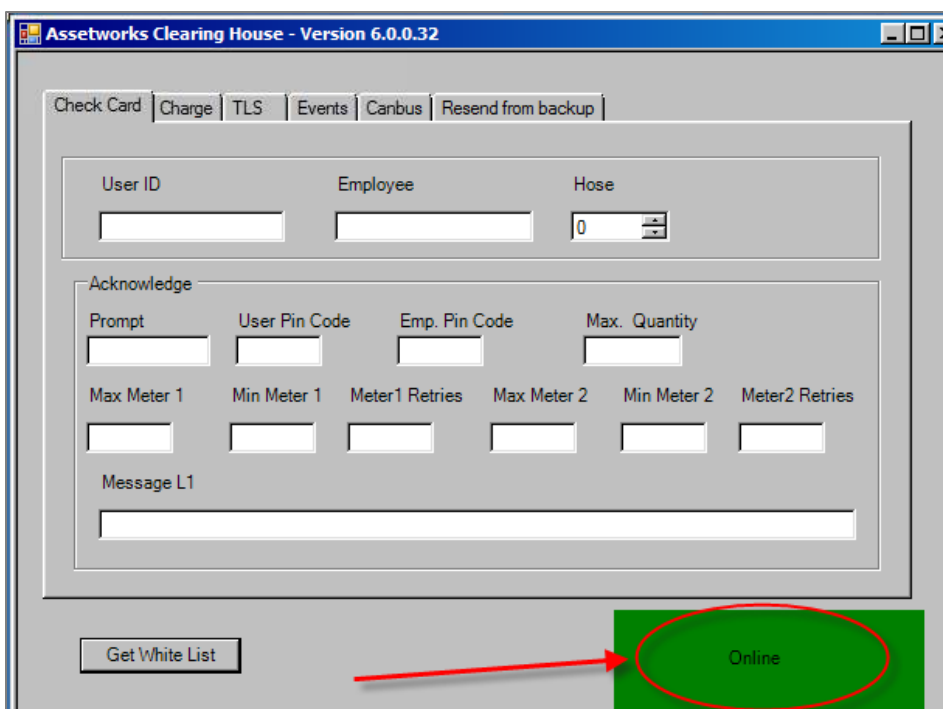
15. On the FuelFocus screen, the Answer from FuelFocus field should display **Rebooting...** if the ICU configuration was successful. **Rebooting** indicates that the ICU is successfully creating xml files on the ICU for data configuration. If anything else is displayed in this field, contact Customer Support.



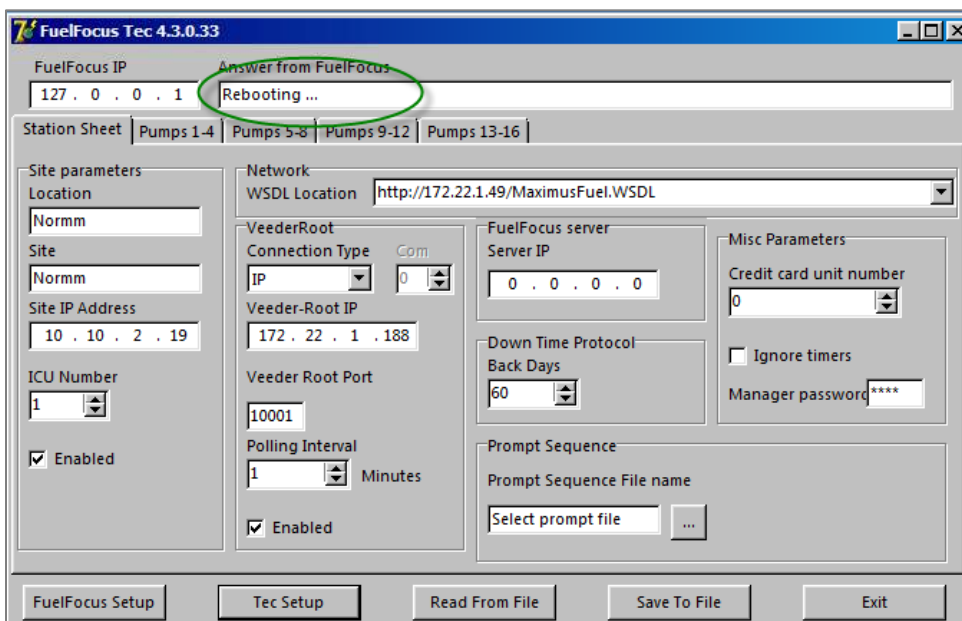
16. Click the **FuelFocus Setup** button to configure the ICU to communicate with the FuelFocus module. At this point, TecProg gathers and stores the fuel setup information to use during fuel transaction processing.



17. The Clearing House screen appears again. Verify that it indicates the system is online then minimize the screen. If it is offline, contact support by referring to the Contact Information section below.



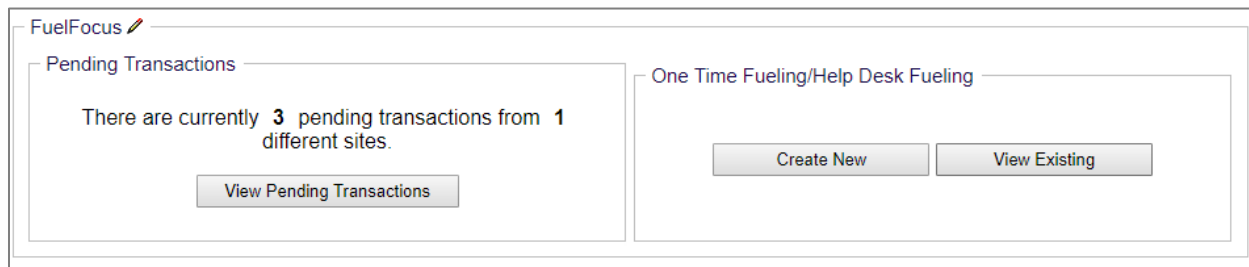
18. The Answer from FuelFocus field should display **Rebooting...** if the connection was successfully established. If anything else is displayed in this field, contact Customer Support.



You have now finished installing, configuring, and integrating the FuelFocus module.

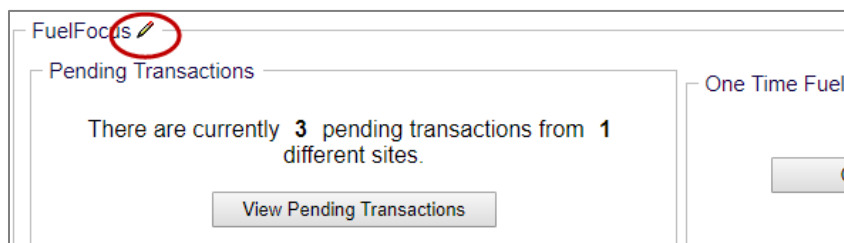
8. FuelFocus Module

The FuelFocus module allows you to edit settings for FuelFocus, work with transactions, and set up and use one-time fueling and help desk fueling options.



FuelFocus Settings

Click the edit pencil on the main page of the FuelFocus Module to open the settings page.



Authentication Options

The following settings are also available on the Fuel/Fluid Tanks – Setup – Options Enterprise Portal screen.

Use Encryption: Check this option to enable validations to be performed when transactions are received on the server from the ICUs. The validation data is found in the encrypted header values.

Use HTTPS: If the web server has been set up to use HTTPS, check this to enable the encryption to correctly receive header values when HTTPS is in use.

Allowed time difference minutes: Enter a time (in minutes) to set a time buffer for the ICU signature. This allows for a buffer time between the ICU and the server in case of slight variances in time settings. If there is no additional buffer time (the default is 1 minute), if the two times do not match, the server does not consider the signature as a valid entry.

Authentications Tokens

To add or edit an authentication token:

1. From the main FuelFocus page, click the edit pencil.

The FuelFocus Settings page displays.

The screenshot shows the 'FuelFocus Settings' page. Under 'Authentication options', there are three settings: 'Use Encryption' (checked), 'Use HTTPS' (unchecked), and 'Allowed time difference minutes' (set to 5). Below this is a section titled 'Authentication Tokens' containing a table with the following data:

ICU number	Location ID	Site ID	Token/GUID
1	LOC-1	1	[REDACTED]

At the bottom of the table are three buttons: 'Configure New ICU', 'Save', and 'Cancel'.

2. Click the **ICU number** column button to edit an ICU token, or click **Configure New ICU** to add a new token.

The Add Authentication Token or Authentication Token Edit page displays.

The screenshot shows the 'Add Authentication Token' page. It contains four input fields: 'Site ID', 'ICU Number', 'Location ID', and 'Authentication Token'. The 'Site ID' and 'ICU Number' fields have dropdown menu icons (three dots) to the right. An 'Update Token' button is located to the right of the 'Authentication Token' field. At the bottom of the page are two buttons: 'Back' and 'Save'.

3. Edit or enter correct information in the **Site ID**, **ICU Number**, and **Location ID** fields. Use the chooser buttons to help find the correct entries for these fields.
4. Click **Update Token** to auto-generate an authentication token for a new authentication token.

- After completing the fields, click **Save** to save the edits or new ICU, or click **Back** to exit without saving.

The new ICU displays in the Authentication Tokens list.

To remove an authentication token:

- From the main FuelFocus page, click the edit pencil.

The FuelFocus Settings page displays.

The screenshot shows the 'FuelFocus Settings' page. Under 'Authentication options', there are three settings: 'Use Encryption' (checked), 'Use HTTPS' (unchecked), and 'Allowed time difference minutes' (set to 5). Below this is a section titled 'Authentication Tokens' which contains a table with the following data:

ICU number	Location ID	Site ID	Token/GUID
1	LOC-1	1	8071-0000-1071-0000-0000-0000-0000-0000

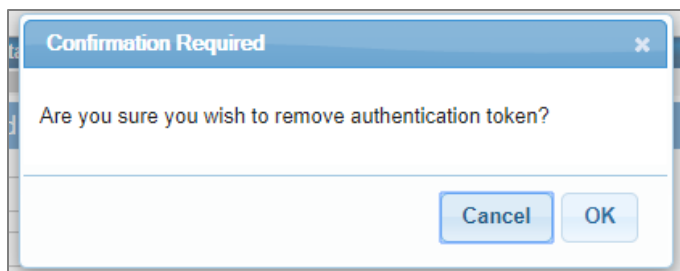
At the bottom of the settings page are three buttons: 'Configure New ICU', 'Save', and 'Cancel'.

- Click the **ICU number** column button next to the token you need to remove.

The Authentication Token Edit page displays.

The screenshot shows the 'Authentication Token Edit' page. It contains four input fields: 'Site ID' (value: 1), 'ICU Number' (value: 1), 'Location ID' (value: LOC-1), and 'Authentication Token' (value: 8071-0000-1071-0000-0000-0000-0000-0000). There is an 'Update Token' button next to the 'Authentication Token' field. At the bottom of the page are three buttons: 'Back', 'Remove', and 'Save'.

- Click **Remove**.
- A confirmation message displays.



5. Click **OK** on the Confirmation Request pop-in to remove the token, or click **Cancel** to cancel the removal and keep information as is.

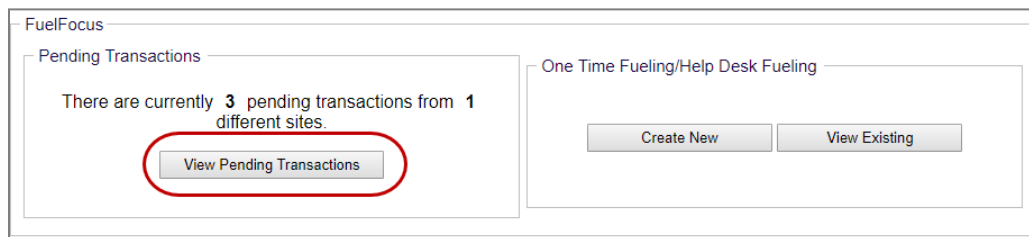
The token is removed from the list.

Managing Transactions

When fuel transactions are unsuccessfully process, they are added into the Pending transaction list.

To view pending transactions:

➡ On the main FuelFocus portal page, click **View Pending Transactions**.



The Pending Transactions page has three sections:

- Filtered By: Filter transactions and limit the transactions viewed in the list
- Pending Transactions: The list of actual pending transactions
- Current Pending Transaction: Detailed information on the selected transaction in the Pending Transaction section

Pending Fuel Transactions

Filtered By

Site **ALL** Equipment Transaction Type **ALL** Pending Transactions: **3**

Filter

Pending Transactions

Site	ICU	Error Message
14	1	Meter 1 value is out of edit range from last reading - PR-ERR: 437
14	1	Meter 1 value is out of edit range from last reading - PR-ERR: 437
14	1	Meter 1 value is out of edit range from last reading - PR-ERR: 437

Current Pending Transaction

Error Message:

⚠ Meter 1 value is out of edit range from last reading - PR-ERR: 437

Reprocess All Transactions with the Same Error

☐ Reprocess all transactions with NO EQ UPD

Validation OFFLINE

Site 14

Location TS8169 TRACK WORK EQUIP

ICU 1

Hose 2

Fuel/Fluid Type D DIESEL - FUEL

Date 04/17/2011 08:26:45

Employee Card

Employee Id

Vehicle Card EQ: 12702 METER: 4252 / 0 CLASS: HR

Meter1 78453

Meter1 Method M

Meter2 0

Meter2 Method

Quantity 0

Reprocess Transaction Delete Transaction

Back

Filtering Transactions

Use the available filtering options to reduce the list of available transactions to those that pertain to your current needs. Filter options include filtering by site, equipment ID, and transaction type. Select which sites to filter for the pending transactions list. The Pending Transactions are the transactions left after filtering out unwanted issues.

To filter transactions:

1. On the Pending Fuel Transactions page, to select a site, click the **Site** drop-down menu.

Filtered By

Site **ALL** Equipment Transaction Type **ALL** Pending Transactions: **3**

Filter

2. Select the fuel site to use for the filter. Select **ALL** to use all locations available to the logged-in user, or an individual site for transactions only applying to that transaction site.

The list updates automatically once a site is selected.

3. Enter the Equipment ID to see transactions posted for a specific equipment ID. The wild card % may be used to filter on equipment IDs that match part of the entry.

Filtered By

Site
ALL

Equipment
Filter

Transaction Type
ALL

Pending Transactions: 3

- Click **Filter** after entering an equipment ID to update the transactions currently displayed.
- To select a transaction type, click the **Transaction Type** drop-down menu. This drop-down only displays the available transaction types in the list of transactions. If there are only fuel type transactions in the list, only ALL and FUEL will display as options.

Filtered By

Site
ALL

Equipment
Filter

Transaction Type
ALL

Pending Transactions: 3

The list is updated when a transaction type is selected.

The Pending Transactions number updates as new selections are chosen.

Filtered By

Site
ALL

Equipment
Filter

Transaction Type
ALL

Pending Transactions: 3

Pending Transactions

The Pending Transactions section shows all the transactions existing within the selected filter. The list includes the Site, ICU and Error Message.

Click the needed **Site** button to display the particular transaction in detail on the right side of the page (in the Current Pending Transaction section).

Pending Transactions 		
Site	ICU	Error Message
14	1	Meter 1 value is out of edit range from last reading - PR-ERR: 437
14	1	Meter 1 value is out of edit range from last reading - PR-ERR: 437
14	1	Meter 1 value is out of edit range from last reading - PR-ERR: 437

Pending Transactions Settings

To edit the settings for sorting transactions:

- Click the edit pencil in the Pending Transactions section.

The Sort Pending Transactions pop-in displays.

Field Value	Selected	Order
Site	☐	ASC ▼
ICU	☐	ASC ▼
Error Message	☐	ASC ▼
Queue Insert Date	☐	ASC ▼
Transaction Date	☐	ASC ▼

- For the needed **Field Value**, select an order in the **Order** column (ASC or DESC).
- In the **Selected** column, check the checkbox next to the needed field value to edit.
- As you check the boxes, the sort options are added to the right side with the descriptor of **ASC** or **DESC**.

Field Value	Selected	Order
Site	☒	ASC ▼
ICU	☒	DESC ▼
Error Message	☐	ASC ▼
Queue Insert Date	☐	ASC ▼
Transaction Date	☐	ASC ▼

- To move the individual items up or down in sort priority, select an item and click the up or down arrow on the right to move the item.
- Click **Clear Sort** to clear the fields if you need to start over.
- Click **Apply Sort** to apply the sort to the pending transactions, or click **Cancel** to close the pop-in without saving changes.

Current Pending Transaction

The Current Pending Transaction section displays specific transaction details and allows you to choose how to handle fuel transactions.

Current Pending Transaction

Error Message:

Reprocess All Transactions with the Same Error

☐ Reprocess all transactions with NO EQ UPD

Validation

ONLINE | OFFLINELOG

Site

Q1

Location

QA-FUEL-01

QA'S FUEL LOCATION #1

ICU

1

Hose

1

Fuel/Fluid Type D

DIESEL - FUEL

Date

03/14/2016 09:45:00

Employee Card

UNABLE TO FIND EMPLOYEE/OPERATOR

Employee Id

UNABLE TO FIND EMPLOYEE/OPERATOR

Vehicle Card

20160314

EQ: RA CAR-1 METER: 55125 / 0 CLASS: RA-SED

Meter1

55125

Meter1 Method

Meter2

Meter2 Method

Quantity

4.5

Reprocess Transaction

Delete Transaction

The Error Message displays at the top of the section.

Use the **Reprocess All Transactions with the Same Error** when a correction has been made in the GUI that caused a certain error. Once the correction is made in the GUI and this button is selected, all the transactions that had the same error are reprocessed.

In the event that meter readings were entered incorrectly and caused error messages do the following:

1. Go into one of transactions
2. Update the meter with the correct reading.
3. Select the checkbox for Reprocess all except current transaction with NO EQ UPD.

The transaction you updated will reprocess based on the updated meter reading. The rest of the transactions are performed but the meter reading is ignored.

The rest of the Current Pending Transaction section provides specific details about the selected transaction including the following:

Transaction	Description
Validation	Indicates how the ICU validated the employee fuel card or equipment fuel card prior to allowing fueling (ONLINE, OFFLINE, BYPASS, MGRBYPASS, NONE).
Site	Fueling site the transaction occurred
Location	Location of system
ICU	The particular ICU
Hose	Hose number
Fuel/Fluid Type	Code for fuel
Date	Transaction date
Employee Card	Fuel Card ID number for the employee
Employee ID	Employee's ID number
Vehicle Card	Fuel Card of the Equipment ID
Meter 1	Meter 1 reading entered on the ICU
Meter 1 dropdown	Blank: It will attempt to update the record, EQ UPD: It will update the Fleet Equipment record with the meter reading, NO EQ UPD: It will not update the FleetEquipment record with the meter reading.
Meter 1 Method	How Meter 1 was entered (M=Manual, W=Wireless)
Meter 2	Meter 2 reading entered on the ICU
Meter 2 dropdown	Blank: It will attempt to update the record, EQ UPD: It will update the Fleet Equipment record with the meter reading, NO EQ UPD: It will not update the FleetEquipment record with the meter reading.
Meter 2 Method	How Meter 2 was entered (M=Manual, W=Wireless)
Quantity	Amount of fuel dispensed

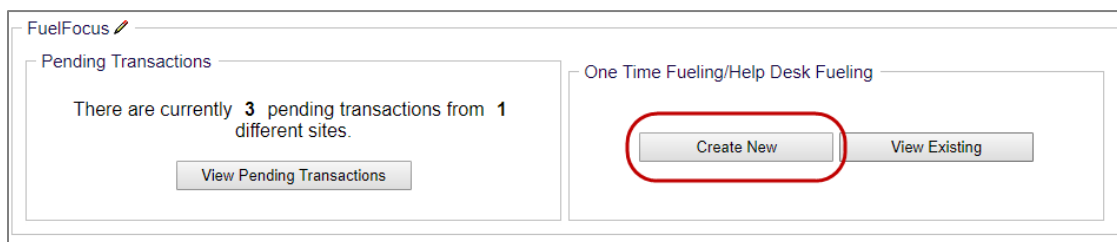
4. Make the desired changes and then do one of the following:
 - i. Click **Reprocess Transaction** to reprocess the specific transaction.
 - ii. Click **Delete Transaction** to delete the transaction.
 - iii. Click **Back** to return to the Main FuelFocus page.

One Time Fueling/Help Desk Fueling

The FuelFocus module allows you to set up an authorized one time fueling access, or view current access information. This functionality allows an operator or employee, who does not have their fuel card with them, to get a single-use code for fueling at an ICU. The operator or employee calls in to a manager or authorized system user for this code. Use the following process to create a one-time code in the system.

To set up one-time fueling:

1. From the main page, click **Create New**.



The Authorize One Time Fueling page displays.

 A screenshot of the 'Authorize One Time Fueling' form. The form has a blue header bar with the title 'Authorize One Time Fueling'. Below the header, there are several input fields with labels: 'Site ID', 'Equipment ID', 'Meter', 'Employee ID', 'Operator ID', 'Pump ID', 'Tank ID', and 'Quantity'. Each field has a small dropdown arrow to its right. At the bottom of the form, there are two buttons: 'Back' and 'Save'.

2. Fill out the form with the information from the operator or employee.

 **Note:** All fields are required for the fueling. You must enter an Employee ID or Operator ID, but you cannot enter both.

3. After completing the form, click **Save**. Or, click **Back** at any point to exit the form without saving changes.

*If there are no errors, an authorization code displays to give to the operator or employee.
If there are errors, fix the errors and re-save the form.*

Authorize One Time Fueling

✓

Successfully authorized one time fueling - Authorization number: 581487

Site ID

1

...

FUEL SITE A

This authorization code is good for one fueling session. Once the code is entered and a successful fueling occurs, the code is set as COMPLETED in the system and is no longer usable.

To edit or view one-time fueling authorizations:

- From the main page on the FuelFocus portal, click **View Existing**.

FuelFocus

Pending Transactions

There are currently **3** pending transactions from **1** different sites.

View Pending Transactions

One Time Fueling/Help Desk Fueling

Create New

View Existing

The Authorize One Time Fueling Enterprise Portal screen opens.

Authorize One Time Fueling

ADMIN MODE CHANGE REQUEST HELP PREFERENCES

Search

Reload

Sort

Select Filter

Select Sort

New

Copy

Delete

Edit

Save

Remote Fuel Authorization ID

Basic Info

Authorization number

Authorization status

Site ID

Equipment ID

Meter

Employee ID

Operator ID

Pump ID

Tank ID

Quantity

- Search for the necessary record.
- View or edit the record as needed.
- Click **Save**, or close the screen when you are done.

Running a Query for Fuel Data

You can query information for fuel data as needed. Before you can run a query for transaction data, you must allow permissions for running the query. For more information on running a query or adding permissions, refer to the *AdHoc Query Administrator Guide* documentation.

Appendix A. Upgrading the ICU Software - Optional

This appendix outlines how to upgrade the ICU software. This section includes information you will need to have on hand for an optional upgrade as well as steps required to upgrade the software.

A.1 Information Needed for the Upgrade

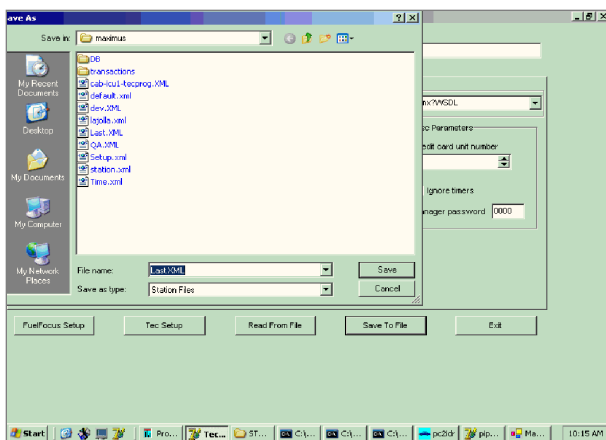
To make the upgrade go smoothly, locate and write down the following information:

- ➡ The location, site, IP address, ICU number, and the WSDL location of each ICU. This information is located in the TecProg screen as indicated in the screenshot below.

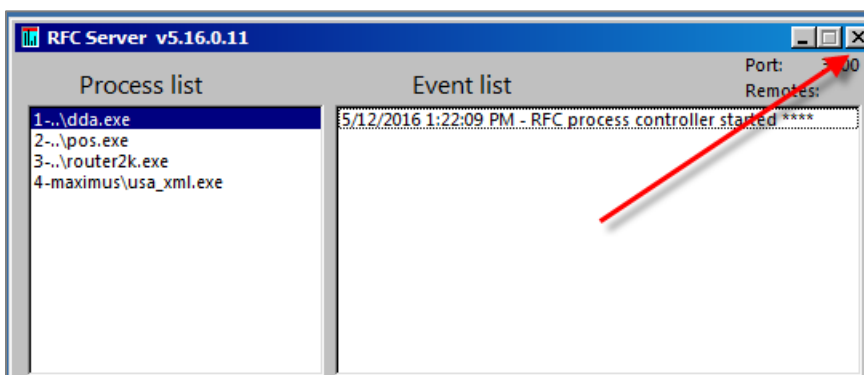
A.2 ICU Software Upgrade Steps

To upgrade your ICU software:

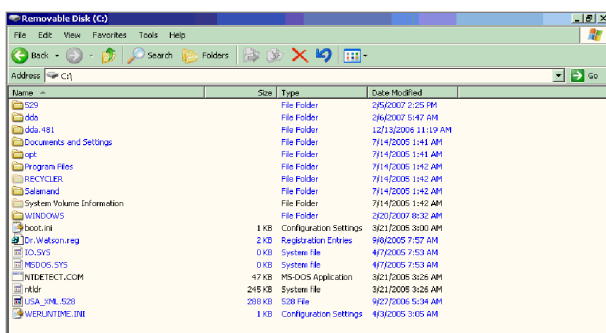
1. Save a copy of the DDA folder to another server.
 - Open Tec Setup and save the current ICU setup to file. Make sure to note where you have saved this file to use below.



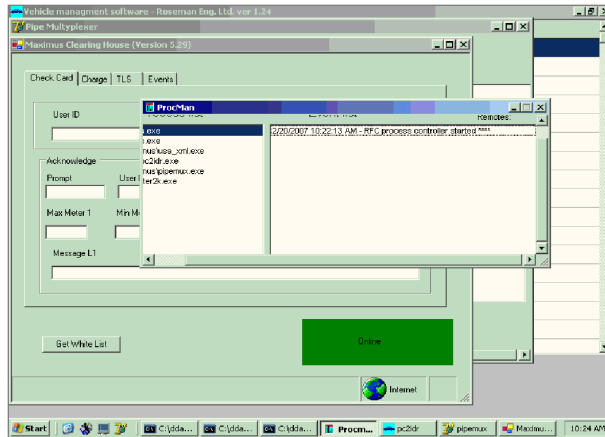
2. Close Tec Setup and stop the current instance of ProcMan.



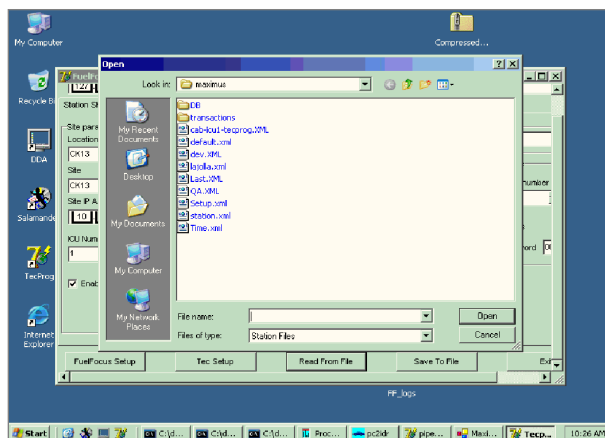
3. Rename the current DDA folder to DDA.OLD.
4. Move the installshield to the ICU and run the installshield following the upgrade and installation procedures.



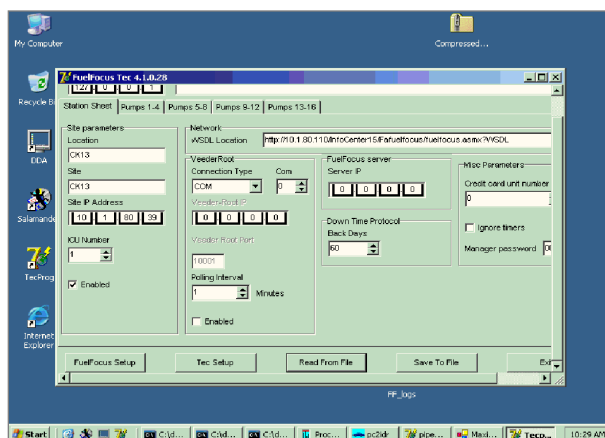
5. **OPTIONAL:** Follow the [WAF setup steps](#).
6. Start ProcMan.



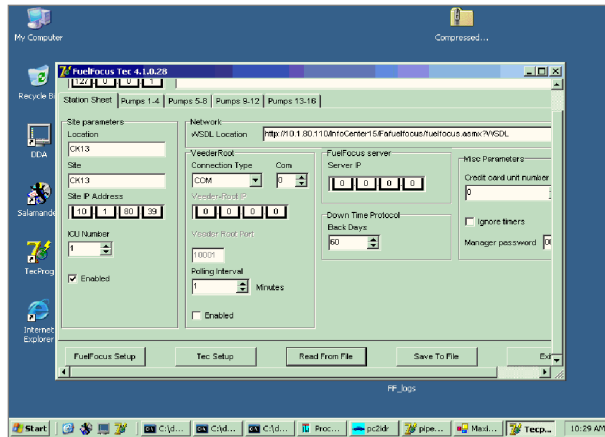
7. Reopen Tec Setup and retrieve the file saved in the first step above by clicking the **Read from File** button.



8. Run Tec Setup by clicking the **Tec Setup** button.



9. Run FuelFocus Setup by clicking the **FuelFocus Setup** button.



The ICU software upgrade process is complete.

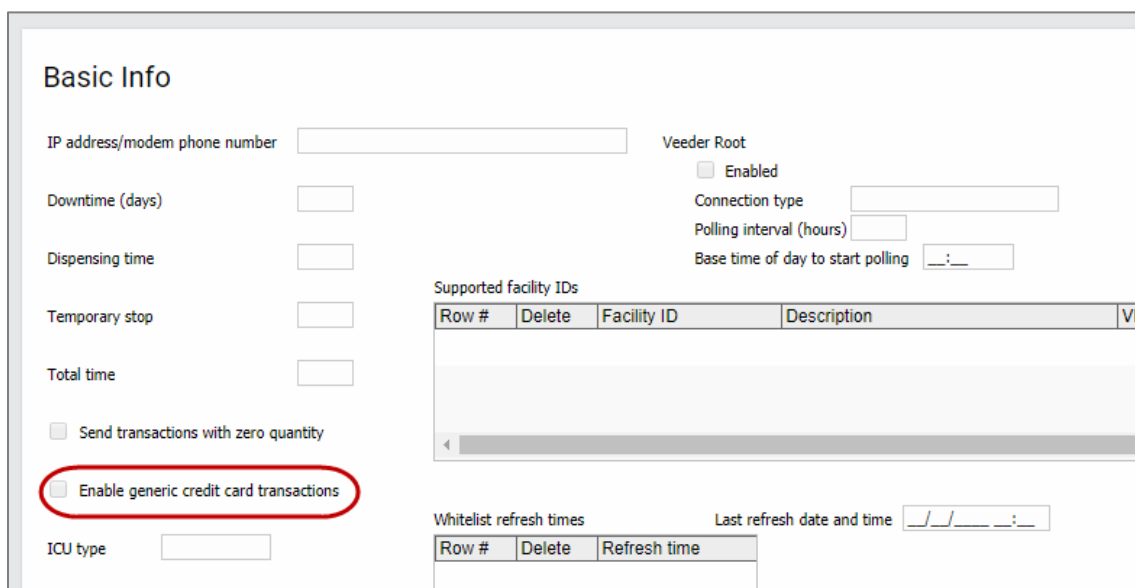
Appendix B. Installing FirstData - Optional

This appendix outlines how to install First Date for credit card payments.

B.1 Fuel Island Setup

To set up the fuel island:

1. Check the **Enable generic credit card transactions** box on the ICU and for each hose that is allowed credit card transactions. See screenshots below:



Basic Info

IP address/modem phone number Veeder Root ☐ Enabled

Downtime (days) Connection type

Dispensing time Polling interval (hours)

Temporary stop Base time of day to start polling

Total time

☐ Send transactions with zero quantity

☐ **Enable generic credit card transactions**

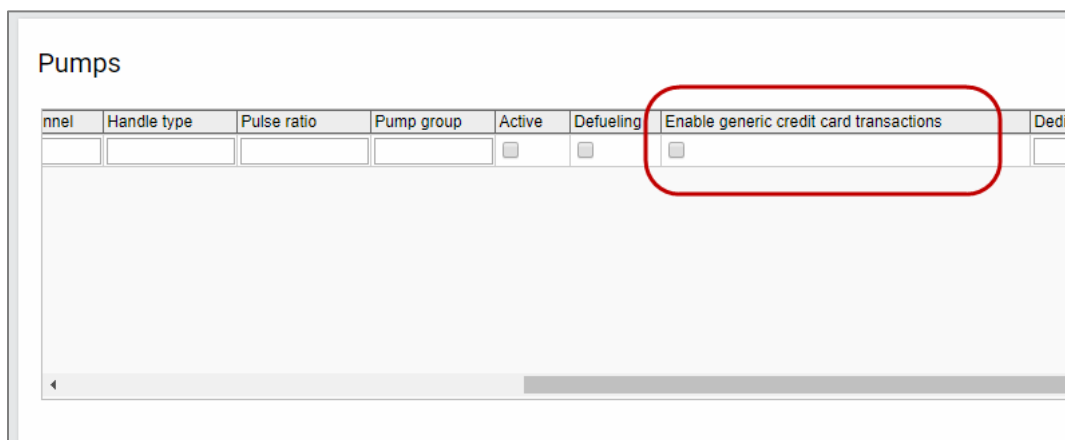
ICU type

Supported facility IDs

Row #	Delete	Facility ID	Description	View

Whitelist refresh times Last refresh date and time

Row #	Delete	Refresh time



Pumps

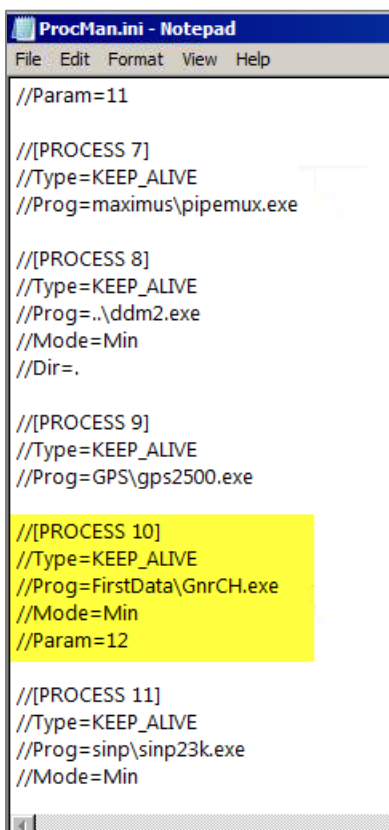
nnel	Handle type	Pulse ratio	Pump group	Active	Defueling	Enable generic credit card transactions	Dedi
				☐	☐	☐	

2. After the changes have been made, it is necessary to perform a TecSetup and FuelFocus Setup on the ICU as described in section [7 Integrate the ICU with the FuelFocus Module](#).

B.2 Turn on FirstData

To turn on FirstData:

1. Open dda\station\procman.ini.
2. Uncomment the FirstData process by removing the forward slashes (//) in front of all four lines associated with Process 10 in the screenshot below.
3. Make sure the process number is not duplicated.



```

ProcMan.ini - Notepad
File Edit Format View Help

//Param=11

//[PROCESS 7]
//Type=KEEP_ALIVE
//Prog=maximus\pipemux.exe

//[PROCESS 8]
//Type=KEEP_ALIVE
//Prog=..\ddm2.exe
//Mode=Min
//Dir=.

//[PROCESS 9]
//Type=KEEP_ALIVE
//Prog=GPS\gps2500.exe

//[PROCESS 10]
//Type=KEEP_ALIVE
//Prog=FirstData\GnrCH.exe
//Mode=Min
//Param=12

//[PROCESS 11]
//Type=KEEP_ALIVE
//Prog=sinp\sinp23k.exe
//Mode=Min

```

B.3 Turn on the Printer

To turn on the printer:

1. Open the dda\station\dda.rpm file set the auto-print-type-1=Y and the log printer=Y as illustrated in the following screenshots.

```

[auto-print]
auto-print-type-1=y           // print without question
auto-print-type-2=n
print-locals=y
//print-master=n

```

```

=====
//===== Log =====
//=====
[log-printer]
log-lpt=LPT3:           // Logical name of backup printer

[log-file]              // Size of Communication Port Log
max-size=200000

[log-tran]              // Definition of Transactions Log
log-printer=Y
log-file=Y
log-file-prefix=LOG\LG
log-file-prefix2=

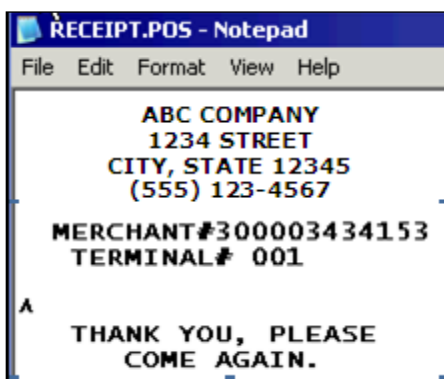
```

2. Save and close the file.

B.4 Setup the Receipt Header

To setup the receipt header:

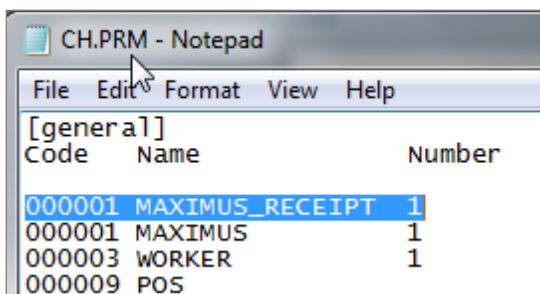
1. Open the dda\station\receipt.pos file.
2. Using all capital letters, update the file to reflect customer information.
3. Save and close the file.



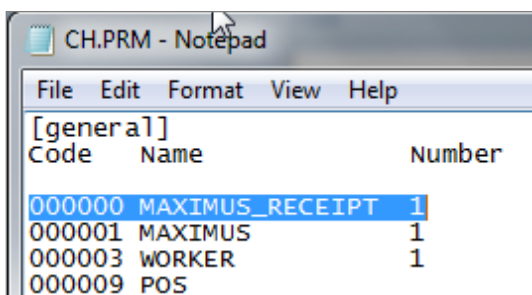
B.5 Setup Receipts to Print

To setup the receipts to print:

1. Open the dda\station\ch.prm file.
2. If the line is listed as 000001 MAXIMUS_RECEIPT 1, then ALL transactions will print a receipt.



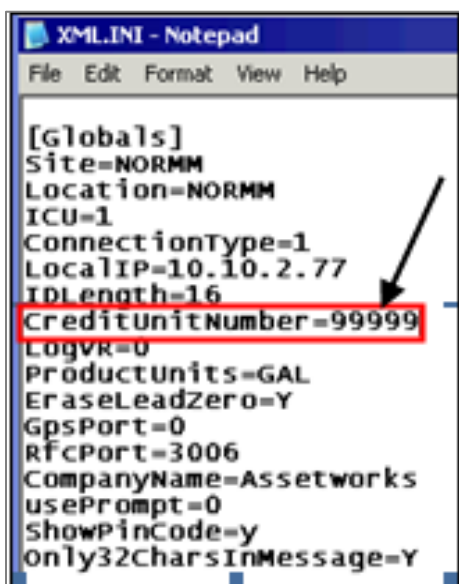
3. If the line is listed as 000000 MAXIMUS_RECEIPT 1 then ONLY credit card transactions will print receipts.



B.6 Setup Credit Card Fuel Card Number in xml.ini

To setup the credit card fuel card number in the xml.ini file, follow the steps below.

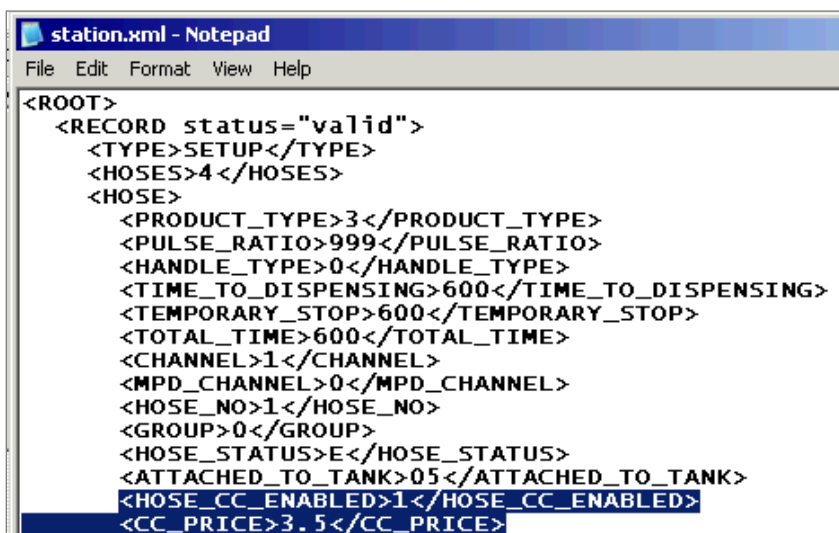
1. Open the dda\station\maximus\xml.ini file.
2. Make sure to enter the fuel card number that is assigned to the unit in the application for credit card transactions. The line is CreditUnitNumber.



B.7 Enable Credit Card for Hoses and ICU

To enable the credit card for the hoses and the ICU:

1. Edit or Open with Notepad the `dda\station\maximus\station.xml` file.
2. Make sure that each hose on an ICU that will process credit card transactions has the `<hose_cc_enabled>` tag set to 1 and the `<icu_cc_enabled>` tag set to 1.
3. Confirm pricing information.

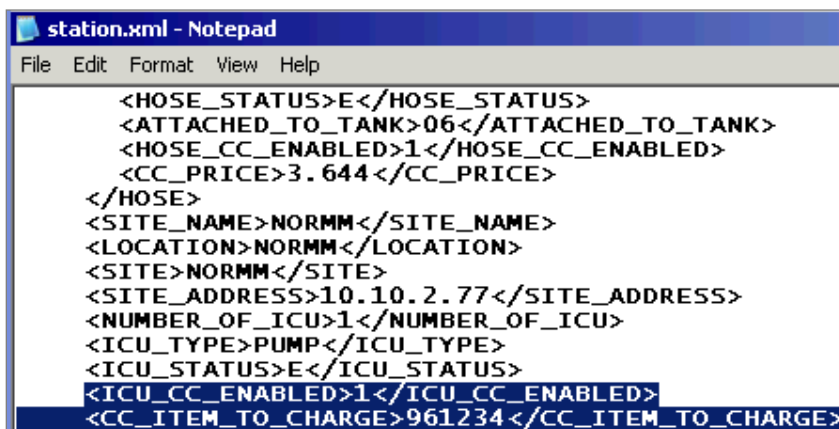


```

station.xml - Notepad
File Edit Format View Help

<ROOT>
  <RECORD status="valid">
    <TYPE>SETUP</TYPE>
    <HOSES>4</HOSES>
    <HOSE>
      <PRODUCT_TYPE>3</PRODUCT_TYPE>
      <PULSE_RATIO>999</PULSE_RATIO>
      <HANDLE_TYPE>0</HANDLE_TYPE>
      <TIME_TO_DISPENSING>600</TIME_TO_DISPENSING>
      <TEMPORARY_STOP>600</TEMPORARY_STOP>
      <TOTAL_TIME>600</TOTAL_TIME>
      <CHANNEL>1</CHANNEL>
      <MPD_CHANNEL>0</MPD_CHANNEL>
      <HOSE_NO>1</HOSE_NO>
      <GROUP>0</GROUP>
      <HOSE_STATUS>E</HOSE_STATUS>
      <ATTACHED_TO_TANK>05</ATTACHED_TO_TANK>
      <HOSE_CC_ENABLED>1</HOSE_CC_ENABLED>
      <CC_PRICE>3.5</CC_PRICE>
    </HOSE>
  </RECORD>
</ROOT>

```



```

station.xml - Notepad
File Edit Format View Help

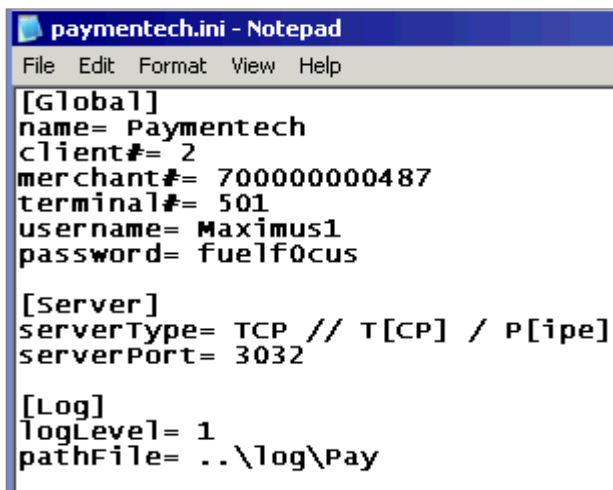
  <HOSE_STATUS>E</HOSE_STATUS>
  <ATTACHED_TO_TANK>06</ATTACHED_TO_TANK>
  <HOSE_CC_ENABLED>1</HOSE_CC_ENABLED>
  <CC_PRICE>3.644</CC_PRICE>
</HOSE>
<SITE_NAME>NORMM</SITE_NAME>
<LOCATION>NORMM</LOCATION>
<SITE>NORMM</SITE>
<SITE_ADDRESS>10.10.2.77</SITE_ADDRESS>
<NUMBER_OF_ICU>1</NUMBER_OF_ICU>
<ICU_TYPE>PUMP</ICU_TYPE>
<ICU_STATUS>E</ICU_STATUS>
<ICU_CC_ENABLED>1</ICU_CC_ENABLED>
<CC_ITEM_TO_CHARGE>961234</CC_ITEM_TO_CHARGE>

```


B.8 Setup the Paymentech.ini File

To setup the FirstData.ini file:

1. Open the dda\station\FirstData\paymentec.ini file.
2. Enter the client#, merchant#, and terminal#.
3. Save and close the file.



```

paymenttech.ini - Notepad
File Edit Format View Help

[Global]
name= Paymentech
client#= 2
merchant#= 700000000487
terminal#= 501
username= Maximus1
password= fuelFocus

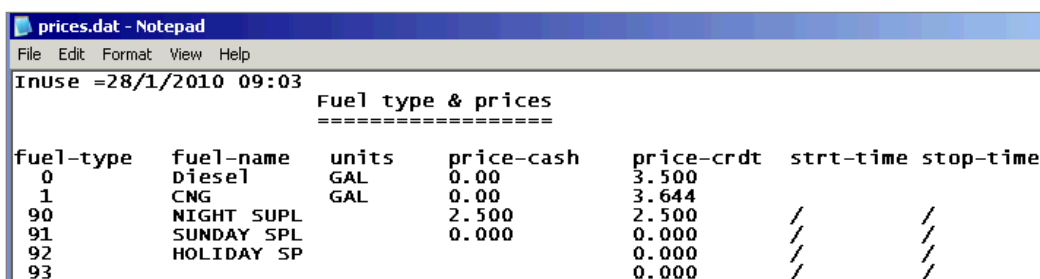
[Server]
serverType= TCP // T[CP] / P[ipe]
serverPort= 3032

[Log]
logLevel= 1
pathFile= ..\log\Pay
  
```

B.9 Confirm the price in the prices.dat file

To confirm the credit price in the prices.dat file:

1. Open the dda\station\prices\prices.dat file.
2. Make sure the product that is credit card enabled contains the correct credit price.



```

prices.dat - Notepad
File Edit Format View Help

InUse =28/1/2010 09:03
      Fuel type & prices
=====
fuel-type  fuel-name  units  price-cash  price-crdt  strt-time  stop-time
0          Diesel    GAL    0.00       3.500      /          /
1          CNG       GAL    0.00       3.644      /          /
90         NIGHT SUPL  2.500  2.500      2.500      /          /
91         SUNDAY SPL  0.000  0.000      0.000      /          /
92         HOLIDAY SP  0.000  0.000      0.000      /          /
93         0.000      0.000      0.000      /          /
  
```

B.10 Internet Access Information and Troubleshooting

The following is information on the FirstData connection.

- Production host name = vxn.datawire.net

- IP = 216.220.36.75
- 3032 = an internal port of the local ICU application
- This application transfers the request to the FirstData DCOM component.
- This component handles the Internet communication to FirstData host, which uses HTTPS communication on port 443.