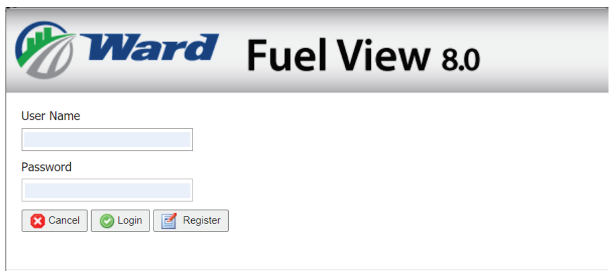
3 Getting Started

Create A Fuel View Desktop Shortcut

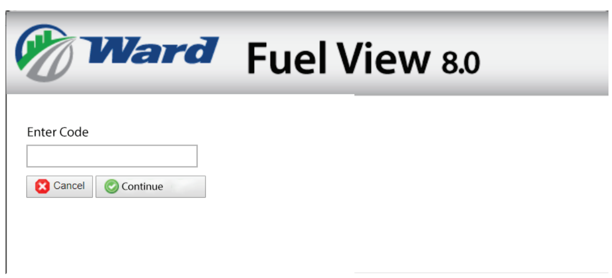
Ward supports Internet Explorer 11. For other versions, follow IE instructions as available.

To create a shortcut on the desktop in IE 11:

1. Press **Alt** to open the menu bar below the URL address.
2. Click **File**.
3. Hover over **Send**.
4. Click **Shortcut To Desktop**.
   Once the shortcut has been established:
5. Click the Shortcut to launch the Fuel View application and bring up the Login screen.



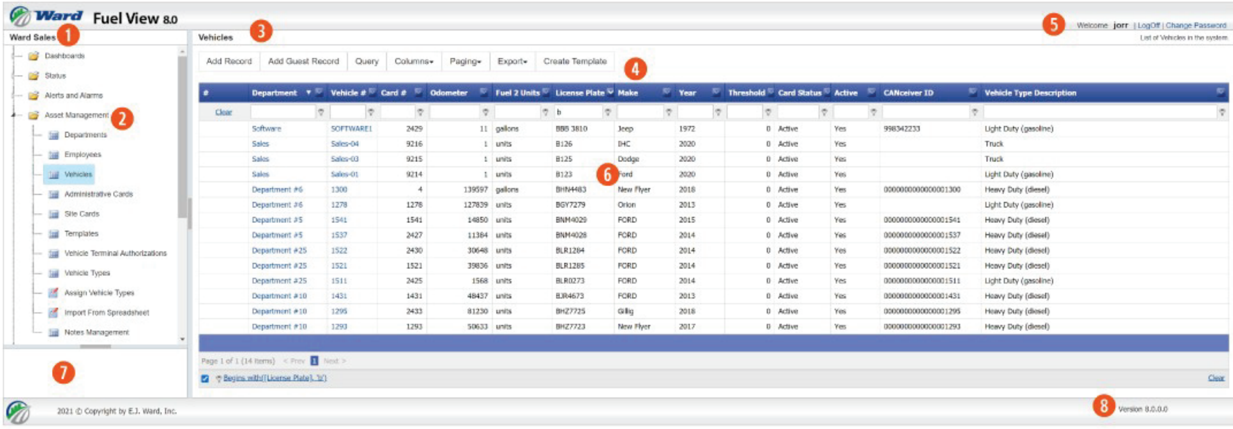
6. Enter your User Name and Password to launch Fuel View.
   - If you have Two Factor Authentication enabled you will be prompted for your six-digit code from your authentication application.



For more information, see Add A User in the Security chapter.

Screen Layout Overview

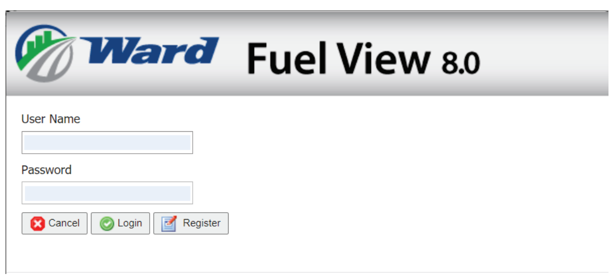
Fuel View screen layout is divided into several sections. Thetop section of the window provides the user with information about where they are in the application. The Site Name indicates the customer. The directory on the left provides navigation to the different sections in Fuel View. The main body contains the grids and the update and data entry sections for entering data into the Fuel View database. The message center provides status messages to the user from background tasks.



1. Site Name
2. Directory
3. Screen Name
4. Toolbar
5. Access Control Center
6. Main Body
7. Message Center
8. Fuel View Version

Request A User Account

If Fuel View is configured with an Administrator email address you will see aRegister button on the Login screen. The Register button allows a potential user to request access to the Fuel View system.



1. Click **Register** to open the User Profile form.

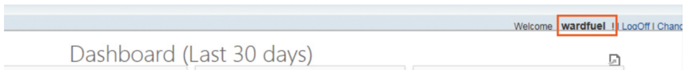
2. In the **User Name** field, enter a unique user name.
3. In the **Password** field, create a password that conforms to the password standards.
4. Optional: In the **First Name** field, enter the first name.
5. Optional: In the **Last Name** field, enter the last name.
6. In the **Email** field, enter an email.
   - The email will receive notifications from Fuel View.
7. Click **Save** to submit a request to the Fuel View Administrator to add your account.
   - You will be emailed a confirmation to the email address specified with a link to verify that the email address is correct.

The Fuel View Administrator will receive an email with your request for Fuel View access. The administrator will access

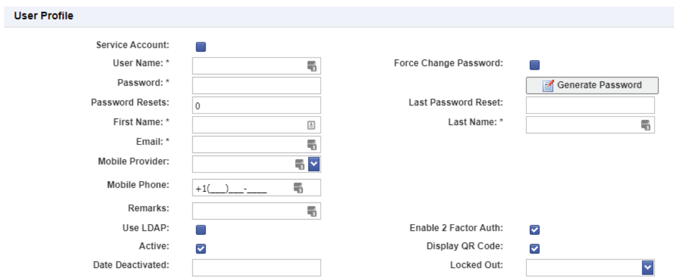
Fuel View and complete your account profile by assigning a specific role and access permissions. Once these have been updated you will be able to login to Fuel View using your User Name and Password.

Modify Profile Data

1. Log into Fuel View.
2. Click **your name** in the title bar next to Welcome to access the User Profile dialog.



- This allows you to change your user profile. If your email address is not verified you will see a button to resend the confirmation email.



- If a mobile or text number is not verified there will be a button to resend the mobile number confirmation.

Passwords

Complexity

Fuel View has a minimum requirement for password complexity that can be controlled by your organization. If you attempt to use a password that does not meet complexity standards, you will receive a message indicating the required complexity.

Along with the complexity requirements, there is an automatic password expiration that will force you to change your password after a set number of days. If the current date is within 20% of the expiration date, a reminder will display allowing you to change your password.

Fuel View retains the previous set number of passwords that cannot be reused. Requests to change password requirements can be made to Ward Technical support.

TIP: For quick access to Fuel View, save the Login page as a Home or favorite page.

Postpone Password Change

1. Click **Cancel** to postpone changing the password until the expiration date is reached.

Forgot Password

If a password is entered incorrectly, a ***Forgot Password*** option will appear on the login screen. If a new password is required, click the link and a new screen will prompt for the User Name and the assigned email address. When these are entered and the Retrieve Password button is clicked, if the User Name and assigned email match in Fuel View, an email containing a temporary password and a link to Fuel View will be sent. Follow the instructions in the email and update the password with a permanent password.

NOTE: Anytime you change your email address Fuel View requires confirmation.

Log Off

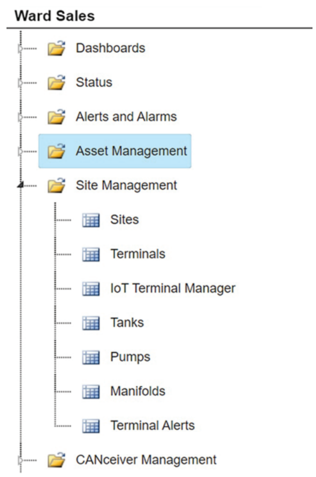
Fuel View may be exited from the LogOff link in the upper right corner of the Title bar.

1. Click **LogOff**.
2. Close Fuel View.

Directory Navigation

Fuel View’s directory navigation is located on the left side of the screen. Menu selections may differ based on customized customer preference and user access level.

1. Click a grid icon to expand a data grid.
   - Grids screens remain open until another grid is selected.



2. Adjust the directory panel size by dragging the blue border panel on the right with the mouse. The border turns green when it is activated.
3. Click a folder icon to open or close the subdirectory of grids.

TIP: Press F5 to refresh or clear a screen.

NOTE: Fuel View menu selections differ based on user Security Access Level.

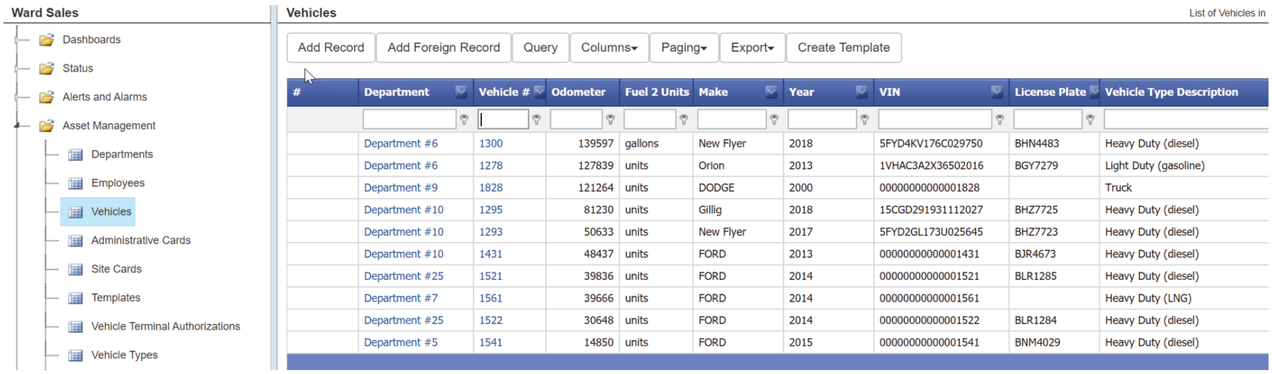
Common Screen Features

- All screens have a toolbar at the top of the screen.
- Screens and their contents are accessible based on user role and filters such as district or department.
- Entered and accumulated data is viewed in grids.
- In grids, Add Record or Query are selected from the toolbar, and a Profile screen for data entry or a detailed query is displayed; query screen fields vary per grid.
- Required fields are marked with an asterisk (*).
- The default state of every grid is Active Data. To view inactive data, run a query for Inactive Data (See Perform A Basic Query).
- If you change the default state of a screen or move columns, Fuel View maintains the changes after the session is terminated.
- Profile screens are closed by clicking the **X** button located in the top right corner of the screen.

Filter screens have a **Clear** function to clear the filter fields and leave the grid data unchanged.

Grids

The Fuel View interface is an extensive grid system that presents data for in-depth review and queries. Columns can be adjusted by pulling the header row borders to increase or decrease width and can be dragged by the header to change the order. Fuel View remembers the grid settings for each user.



NOTE: For a full list of Grids see appendix A – Grids List.

NOTE: Fleet information can be exported in common file formats from grids. See Export Grid Data..

TIP: Hover over a field for pop-up screen hints and field descriptions.

Customize Grids

The Columns tool allows users to create a customized view of data to display on a grid.

Column Tool Definitions

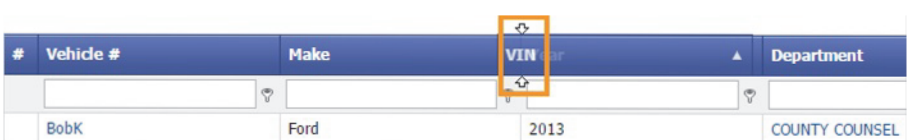
Choose Columns - List of columns available to be added to the current grid
Show All Columns - Adds all available columns to the grid
Clear Columns - Removes all columns from the grid
Reset Columns - Returns grid to default state

Adjust A Column Width

Column widths can be adjusted by hovering over a header's border and dragging when the two-way arrow appears.

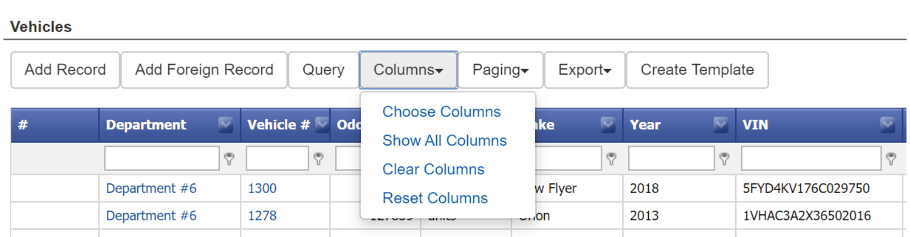
Move A Column

The order of columns can be changed by dragging the column's header to the desired location and releasing it when the white arrows appear.

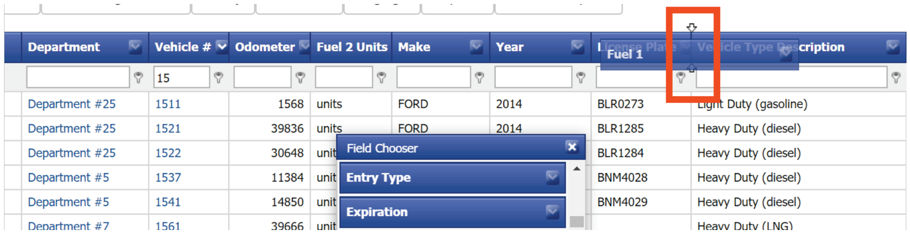


Add A Column

1. Click the **Columns** tool to display the dropdown list of options.



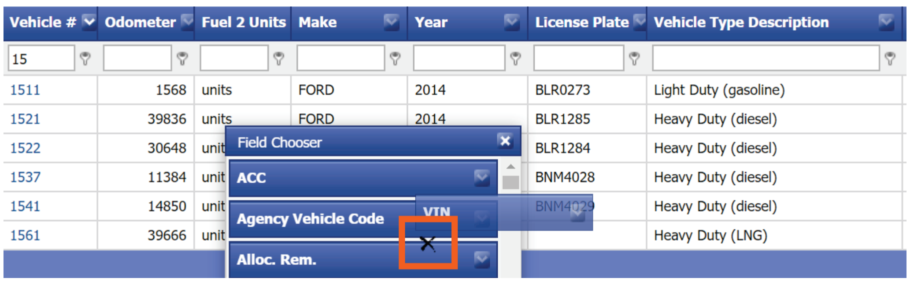
2. Click **Choose Columns** to display the list of hidden columns.



3. Drag a blue column to the desired location in the grid’s header area.
4. Drop the column when white arrows appear above and below the desired location.

Remove A Column

1. Click the **Columns** tool to display a drop-down list of options.
2. Click **Choose Columns**.
3. Drag a column from the grid to cover the Choose Columns list.
4. Release the column when the black **X** appears.



- The column is removed from the grid.

Set The Number Of Rows Per Page

1. Click the **Paging** tool to open the list of *Rows Per Page*.
2. Select the number of rows to display.

Export Grid Data

Exported data is dependent upon active data in the grid. Grid column combinations may be exported for use outside of Fuel View in programs such as Excel, Powerpoint, and Word.

Export File Types

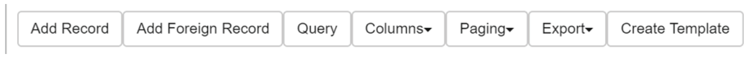
List Adobe Acrobat (pdf)
Comma Separated File (csv)
Microsoft Excel (xls)
Microsoft Excel (xlsx)
Rich Text Format (rtf)

1. Click the **Export** tool for a drop-down list of file format options:
2. Select a **Format**.
3. Open the file from your Downloads folder.
4. Click **Save As** and give the file a unique name.
5. Select a location to save the file.
6. Click **Save**.

NOTE: All saved files will export to the default download directory in your browser.

Toolbar

At the top of every grid, the Toolbar enables users to customize and control screen layouts, and automate tasks for simplified viewing, filtering, sorting, and exporting. All tools may not show on a particular screen, depending upon rights as established by your company and Toolbars will vary between grids.



Toolbar Function Definitions

Add Records Add Record screens are particular to each grid.

Add Foreign Record - Available in Asset grids, Add Foreign Record provides two separate Ward customers Cross Fueling ability, allowing them to fuel from each other's sites when set up as Hosts and Guests through a department, employee, or vehicle.

Query - Opens the criteria menu to allow filtering records within the grid.

Columns - Drop-down list for placing and removing columns to view in the grid. Options include: Choose Columns, Show All Columns, Clear Columns, and Reset Columns.

Refresh - Restores column default widths, and updates the grid with the latest data.

Paging - Drop-down list for selecting the number of grid rows visible on a screen page. Values are from 10 to 1000 rows.

Export - Drop-down list of file formats for saving data. Export options include pdf, csv, xls, xlsx, and rtf formats.

Create Template - In Asset Management for Employees and Vehicles, users can create templates for creating records with repetitive fields or standard information

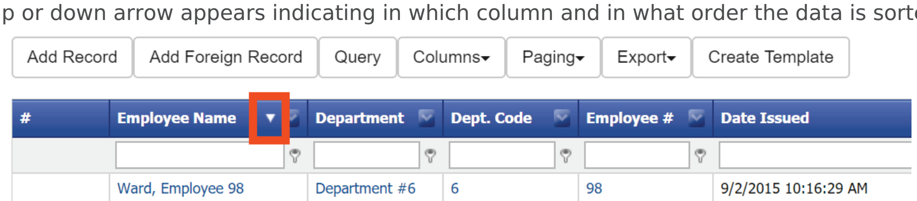
Save - Saves reports, grids, and pivot grids.

Sort

Sorting data is an integral part of data analysis. You can arrange a list of names in alphabetical order, compile a list of cars from oldest to newest, by make or vehicle number. Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

Sort Data By A Grid Column

1. Expand a folder and open a grid.
2. Click in the blue column heading and data will toggle in descending and ascending orders.
    - An up or down arrow appears indicating in which column and in what order the data is sorted.



3. To add additional columns to the sort, hold down the*Shift* key while clicking on the blue column head for the subsequent columns.

Query

A Fuel View query is a powerful method of compiling detailed fleet data for analysis and reporting into refined custom views that meet your fleet requirements.

Status Filters

Queries contain fields that are unique to each grid but include three predefined Status filters:

Active Only (default)
Inactive Only
All

Field criteria can be customized with the following drop-down criteria selections:

Query Filters List

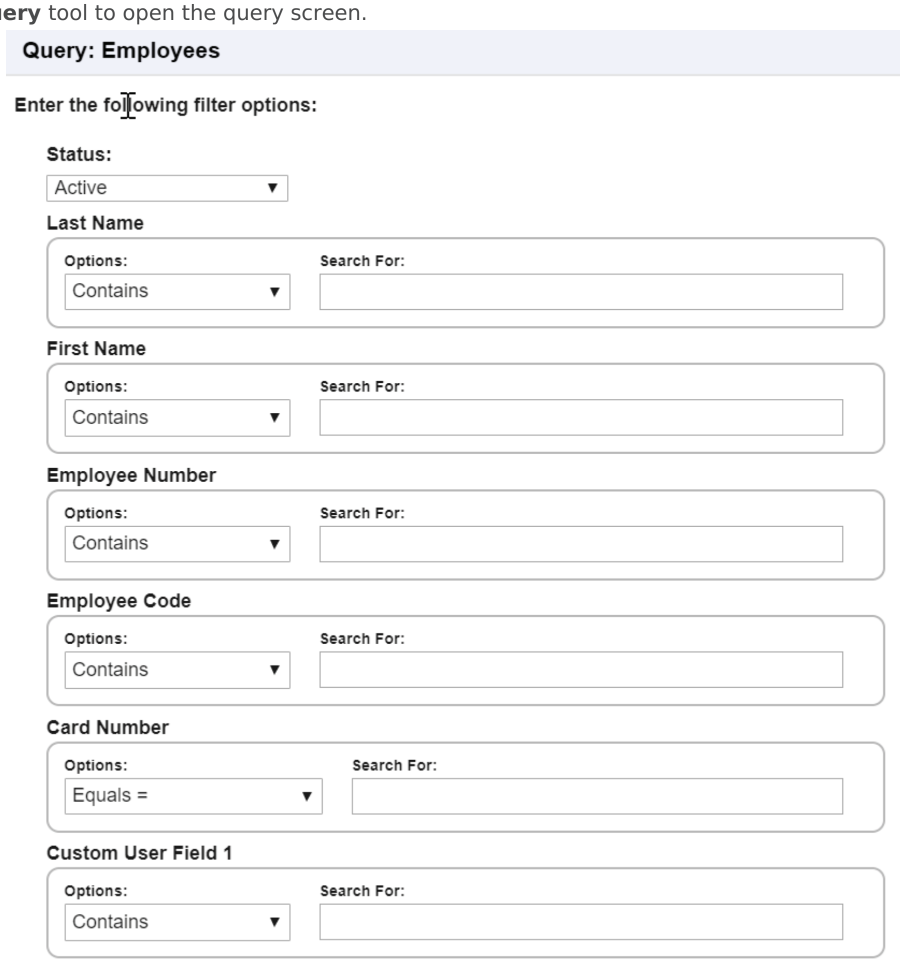
Alpha Fields Contains (default) Starts With Ends With Equals	**Numeric Fields** Equals = Not Equals <> Greater Than > Less Than < Greater Than or Equal >= Less Than or Equal <=

NOTE: Deactivated or inactive data can only be viewed through a query.

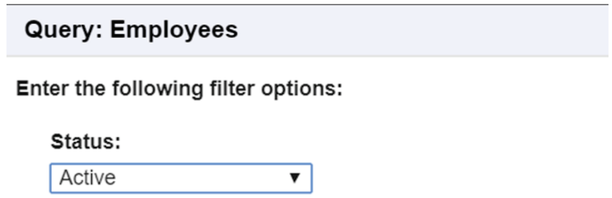
Perform A Basic Query.

It is possible to control which records are displayed in a grid by filtering using the Query. Example: To perform a simple query on active Employees:

1. Expand the Asset Management folder and open the Employees grid.
2. Click the **Query** tool to open the query screen.



3. In the **Status** drop-down, choose Inactive.



4. Click **Refresh** to update the grid and close the Query screen.

Perform A Multi-Criteria Query

Example: To see all active Employees with an employee number beginning with E in the Emergency Management Dept:

1. In the Employee grid, click the **Query** tool.
2. Enter ‘*E*’ in the **Search For** field for the Employee Number.
3. In the **Options** drop-down list for the Employee Number, select *Starts With*.
4. Check the **Emergency Management Department** check-box in the Department scroll box.
5. Click **Refresh** to update the grid and close the Query screen.

NOTE: The Query filter can include columns not visible in the grid.

NOTE: The ***X*** only appears when Fuel View is opened in IE browser.

Clear A Query

A query retains its criteria until cleared. Clear the query in the Employee grid:

1. Click the **Query** tool.
2. Click the **Clear** button to clear the fields.
3. Click **Refresh** to update the grid and close the Query screen.

Filters

A filter is the desired criteria to limit the rows returned in a grid. All main grids have the ability to create a filter. Filters may include dates, ranges of dates, number of records or entries, and other values required for reporting. Field level filters offer the user the ability to quickly filter the data displayed on the grid in three ways:

Query
Predefined Filter
Header Filter Button

When the drop-down arrow is clicked, it lists all of the unique values contained in the column.

Predefined Filters

The Predefined Filter icon located next to the column name allows a user to filter data in the column from a drop-down list selection. Choosing a predefined filter will bring up all data that fits the criteria. Active filters are indicated with a darker icon.

Filter Definitions

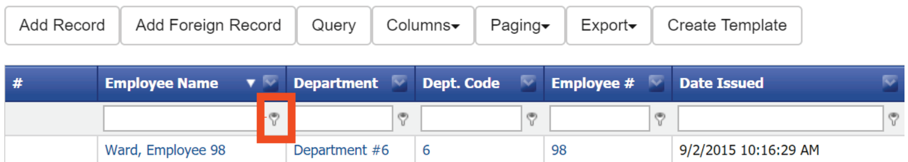
All - The default setting
Blanks - Display blank data fields to ensure all required information is complete

Non Blanks - Display records with data fields completed
Value - Display records that contain the specified value

User-Defined Filters

User-defined filter fields are located below each column category and work with any combination of column criteria information. Active filters are indicated with a darker icon.

1. Click the **pin** icon next to a data entry field to display drop-down list selections for user-defined criteria filters.



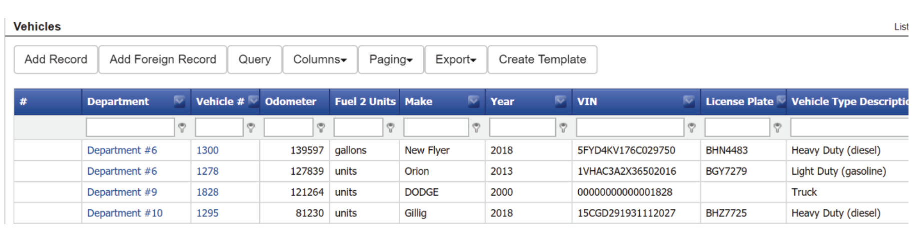
Alphabetic And Date Category User-Defined Filters List
Begins with
Contains
Does not contain Ends with
Equals
Does not equal
Like (%, _)
Numerical Category User-Defined Filters List
Equals
Does not equal
Is less than
Is less than or equal to
Is greater than
Is greater than or equal to

2. Select the *filter criteria* and enter the value to include or not include in the results.

Filter A Column

Example: Find all Ford vehicles:

1. Open the Vehicles grid.
2. Type ‘f’ in the **Make** field.
   - Entering the first letter only will filter in all vehicle makes that begin with the letter f, for, or ford can also be used to bring up all Fords.
3. Click the **Filter** icon in the Make column.
   - A criterion line appears at the bottom left corner of the screen in blue text to indicate the complete filter.
4. A checked box indicates an active filter; to view unfiltered data, uncheck the**Active Filter** check-box.
5. Select **Begins With** from the drop-down list.
   - Only Ford manufactured vehicles populate the grid.

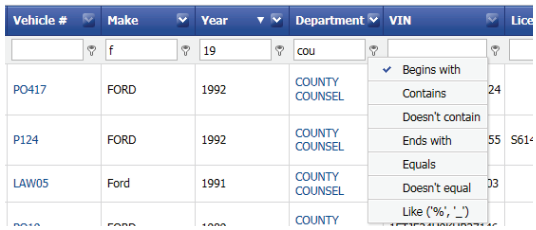


TIP: Filters are not case sensitive and the entire word need not be typed. For systems with an Oracle database, the filters are case sensitive.

Filter Multiple Columns

Combinations of filters will quickly display very specific information. Example: Find all Ford vehicles manufactured before the year 2000 in the County Council:

1. Type *‘f ’* in the **Make** field.
2. In the predefined drop-down list, select **Begins With**.
3. Type *‘19’* in the **Year** field and select **Begins With** in the predefined drop-down list.
4. Type *‘cou’* in the **Department** field.
5. In the predefined drop-down list, select **Contains**.

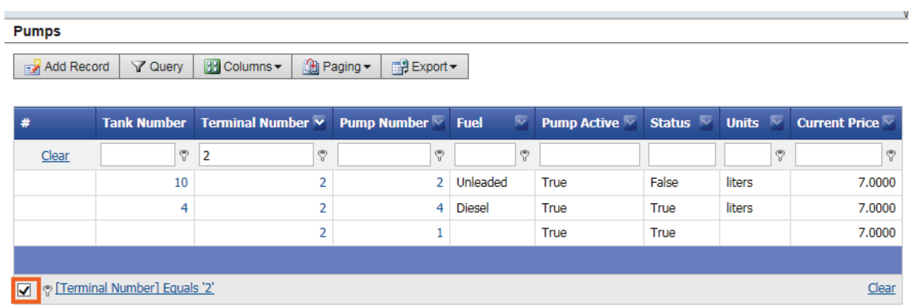


All makes beginning with ‘f’, manufactured in years beginning with ‘19’, and assigned to Departments containing ‘cou’ populate the grid.

Toggle Filtered Criteria

To temporarily clear and restore filter combinations:

- Click the check-box next to the criteria list at the bottom of the screen.



Clear Filter Criteria

To clear individual filters:

1. Manually delete filter criteria in each field.

To clear all the filters at once:

1. Click the **Clear** button that appears in the top row of the left column.

4. Dashboards

The Dashboard is designed for a high-level analysis of fleet data in pie chart and bar graph formats. Charts can be exported and the underlying records can be viewed. The Dashboards display the last 30 days of fuel dispensed, and estimated fleet emissions if the emissions tables are set up. There are two dashboards available:

> **Fleet Dashboard** - charts of the fleet assets and fuel usage.
> **Fleet Emissions Summary** - estimated fleet emissions for the past 30 days.

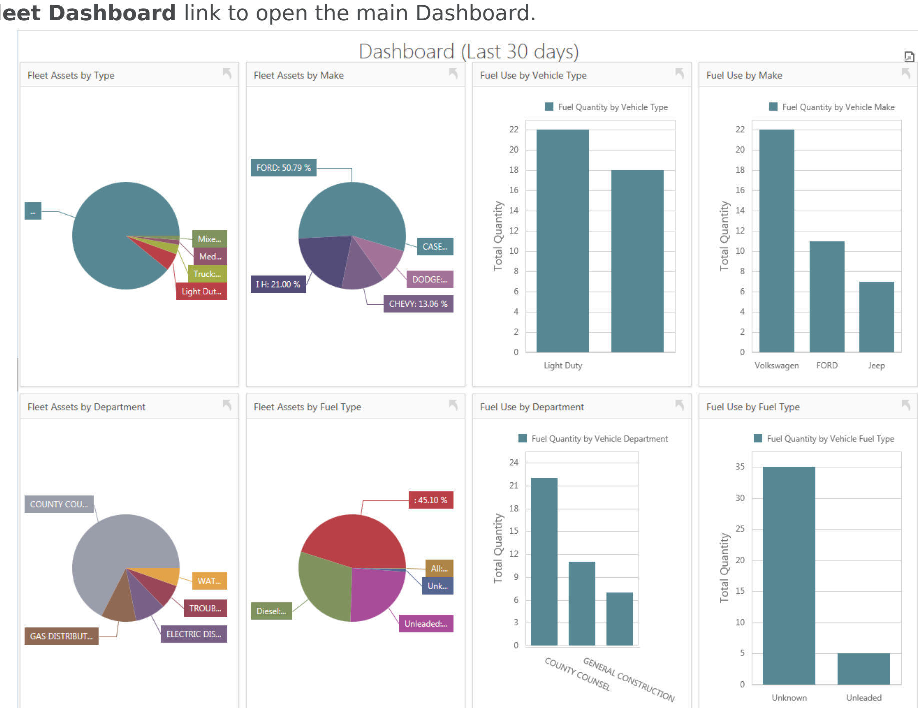
View The Fleet Dashboard

To open the Fleet Dashboard and review your fleet's data:

1. Expand the Dashboards folder, and open the Dashboards grid.

#	Name	Category	Remarks
	Fleet Dashboard	Equipment	
	Fleet Emissions Summary	Equipment	

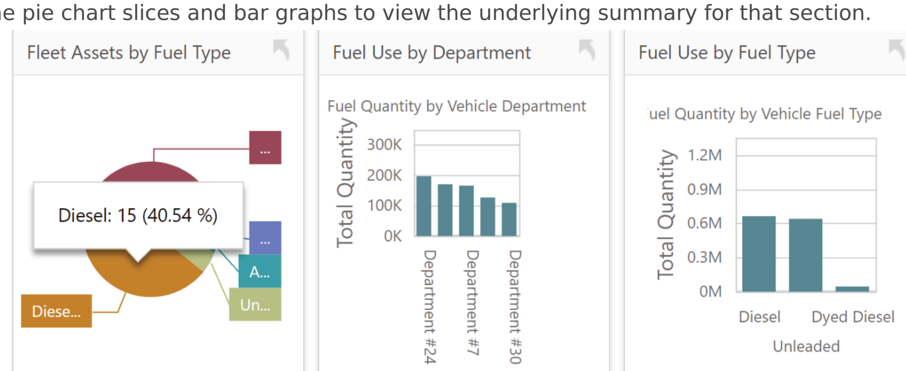
2. Click the **Fleet Dashboard** link to open the main Dashboard.



3. Resize chart sections by clicking over a frame and dragging to the desired width.

View Chart Details

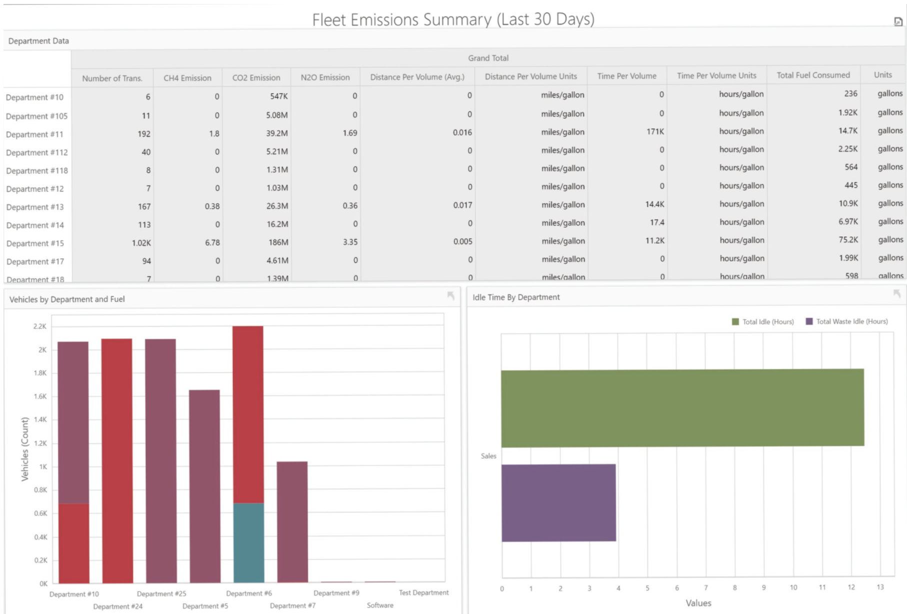
1. Hover over the pie chart slices and bar graphs to view the underlying summary for that section.



View The Fleet Emissions Dashboard

1. Expand the Dashboard folder and open the Dashboards grid.

2. Click the **Fleet Emissions Summary** link to open the dashboard.



Fleet Emissions Summary (Last 30 Days)

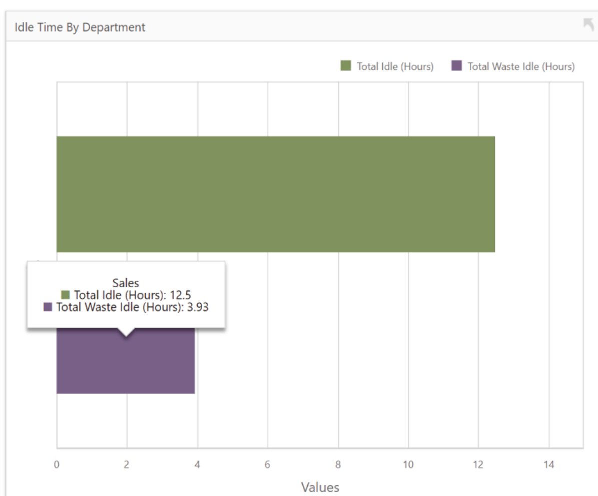
Department Data

	Grand Total								
	Number of Trans.	CH4 Emission	CO2 Emission	N2O Emission	Distance Per Volume (Avg.)	Distance Per Volume Units	Time Per Volume	Time Per Volume Units	Total Fuel Consumed	Units
Department #10	6	0	547K	0	0	miles/gallon	0	hours/gallon	236	gallons
Department #105	11	0	5.08M	0	0	miles/gallon	0	hours/gallon	1.92K	gallons
Department #11	192	1.8	39.2M	1.69	0.016	miles/gallon	171K	hours/gallon	14.7K	gallons
Department #112	40	0	5.21M	0	0	miles/gallon	0	hours/gallon	2.25K	gallons
Department #118	8	0	1.31M	0	0	miles/gallon	0	hours/gallon	564	gallons
Department #12	7	0	1.03M	0	0	miles/gallon	0	hours/gallon	445	gallons
Department #13	167	0.38	26.3M	0.36	0.017	miles/gallon	14.4K	hours/gallon	10.9K	gallons
Department #14	113	0	16.2M	0	0	miles/gallon	17.4	hours/gallon	6.97K	gallons
Department #15	1.02K	6.78	186M	3.35	0.005	miles/gallon	11.2K	hours/gallon	75.2K	gallons
Department #17	94	0	4.61M	0	0	miles/gallon	0	hours/gallon	1.99K	gallons
Department #18	7	0	1.39M	0	0	miles/gallon	0	hours/gallon	598	gallons

View Chart Summary

This is similar to the section that was under the Dashboard.

1. Hover over a bar graph to view the summary data for that bar.



2. Click any stacked bar to convert the bar into a standard bar graph.
3. Click the arrow in the upper right corner of the graph title bar to revert to a stacked bar.

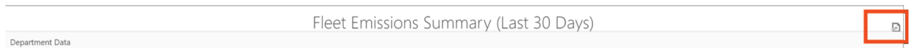
4. Click on the standard bar to display a table of the underlying data.

Underlying data ×

Fuel	Department	Vehicle
Unleaded	Department #25	1511
Unleaded	Department #25	1511
Unleaded	Department #25	1511
Unleaded	Department #25	1511

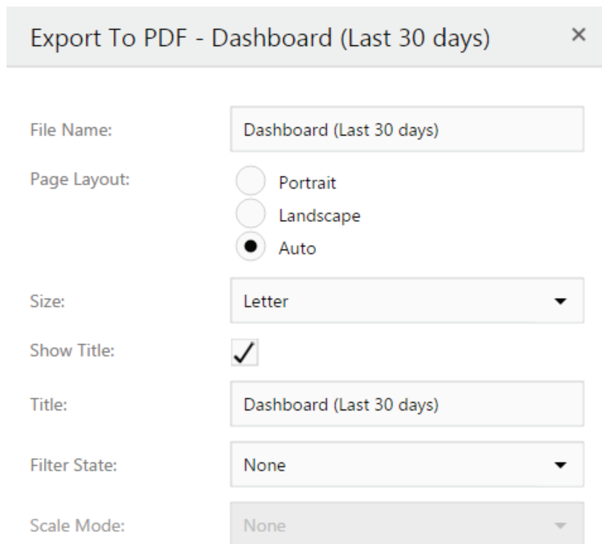
Export The Dashboard

The Dashboard charts can be exported to PDF and image formats for reports and presentations. Clicking the **Export** icon in the upper right corner of the dashboard screen will display drop-down choices.



Export The Dashboard To A PDF

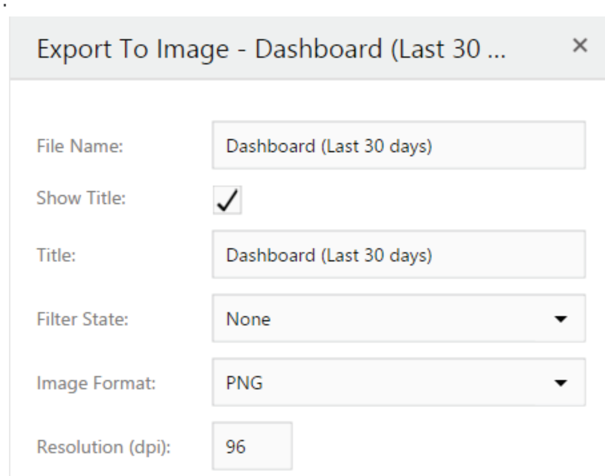
1. Click **Export**.
2. Choose **Export to PDF**.



3. Optional: In the **File Name** field, enter a new name.
   - Keeping the default file name will create numbered versions.
4. For best results, leave the Page Layout setting at Auto (landscape).
5. In the **Size** drop-down list, select a page size.
6. If no title is desired, uncheck the**Show Title** check-box.
7. Optional: In the **Title** field, enter a new title.
8. Leave the **Filter State** set at None.
9. Click **Export** to export the PDF to your Downloads folder.

Export The Dashboard To An Image

1. Click Export.
2. Choose **Export to Image**.



3. Optional: In the **File Name** field, enter a new name.
   - Keeping the default file name will create numbered versions.
4. If no title is desired, uncheck the**Show Title** check-box.

5. Optional: In the **Title** field, enter a new title.
6. Leave the **Filter State** set at None.
7. Choose an **Image Format** from the drop-down list
   - png
   - gif
   - jpg
8. Leave **Resolution** set at 96, or lower to 72.
   - Any other resolution settings will produce an Error file.

TIP: 96 dpi is optimal for PowerPoint presentations.

12 Reporting

Fuel View comes with a number of preprogrammed reports. You can create new reports and customize and modify existing reports with filters. There are three distinct types of reporting in Fuel View:

Reports Standard page-style reports similar to those in Crystal Reports with headers, footers, data grouping, and summaries of counts and sums.
Grids Similar to the grids used throughout Fuel View, displaying data in a grid with columns that can be sorted and filtered.
Pivot Grids Similar to pivot tables in Microsoft Excel and allow columns and rows to be defined.

NOTE: For a complete list of Fuel View reports, see*Appendix F – Reports List*.

Create A New Report, Grid, Or Pivot Grid

All three types of reports are created through a single process and the style of the report depends on how the report definition is saved.

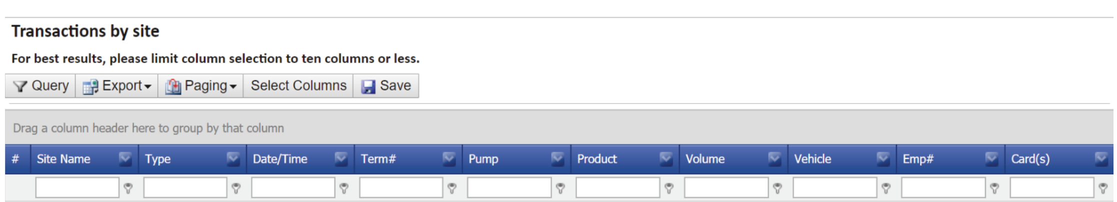
1. Expand the Reporting folder and open the Create Grid.
   This opens a list of templates containing the fields that can be used to create the report.

   Example: the Transactions template exposes all the fields related to transactions in Fuel View that can be used on a report.

   ## Report Grids List

Administrative Cards by Department CANceiver Events Car Washes Employees Employees by Department Fleet Data by Department and Vehicle Fleet Data by Vehicle Fleet Utilization Details Fuel Adjustments Fuel Receipts by Date/Time and Product Fuel Receipts by Date/Time and Site Fuel Usage by Department GPIO Events Green House Details Greenhouse Report Home CANceiver Config	Product Summary by Dept Product Summary by Site Product Summary by Terminal Product Summary by Vehicle Site and Tank Summary by Site Site Pumps Site Tanks Tank Level Summary Tanks Test Terminal Tanks TLS Tank Level Inventory Transactions by Administrative Card Transactions by Date and Time Transactions by Department Transactions by Employee Transactions by MPG Transactions by Site	Transactions by Site and Product Transactions by Site and Transaction Type Transactions by Site Card Transactions by Terminal Transactions Extended Transactions Extended By Dept Transactions Extended By Dept with Mileage Vehicle Cards by Department Vehicle Diagnostic Trouble Codes (W3 CANceivers) Vehicle Diagnostic Trouble Codes (W4 CANceivers Vehicles by Repair Location Vehicles Not Fueled Vehicles with Cards by Department

   The Query grid allows you to limit the data presented in the report.
2. Click the blue hyperlink in the **Name** column to open the query grid.
3. Click **Close Form**.
   - A blank query grid with default columns will display.

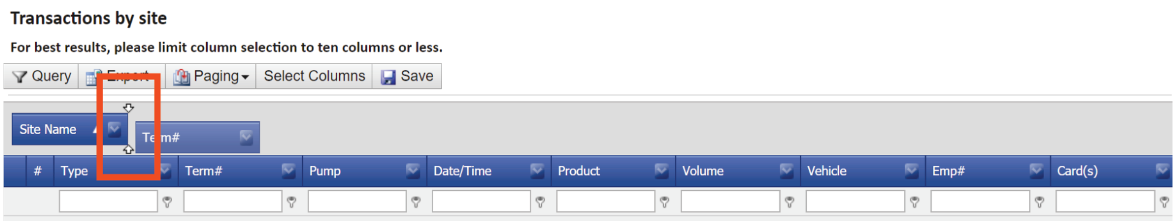


NOTE: Each Query Form is unique, containing data pertinent to that category.

4. Click the **Select Columns** tool to add or remove data fields to the report.

Create A Group

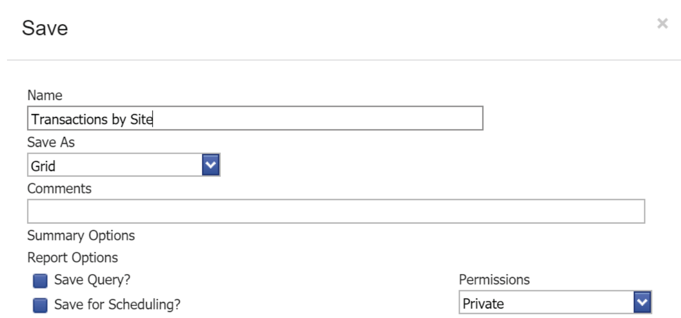
1. Click the **Select Columns** tool to add data fields to the report.
2. Drag the field from the Field Chooser list to the Report grid.
3. Order the fields to satisfy your reporting requirements.
4. To group data results, click and drag columns to the Group field at the top of the grid until the white arrows appear.



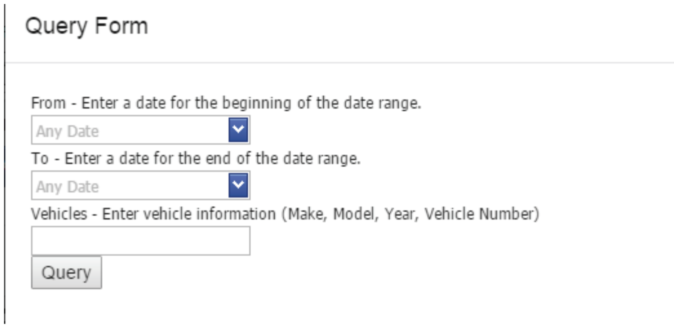
5. Remove a group by dragging the tab off of the group level and back to the columns header.
6. Close the Field Chooser.
7. Optional: To control the amount of data returned, enter a date or date range if there is a date filter

Data may be grouped and ungrouped directly from the grid.

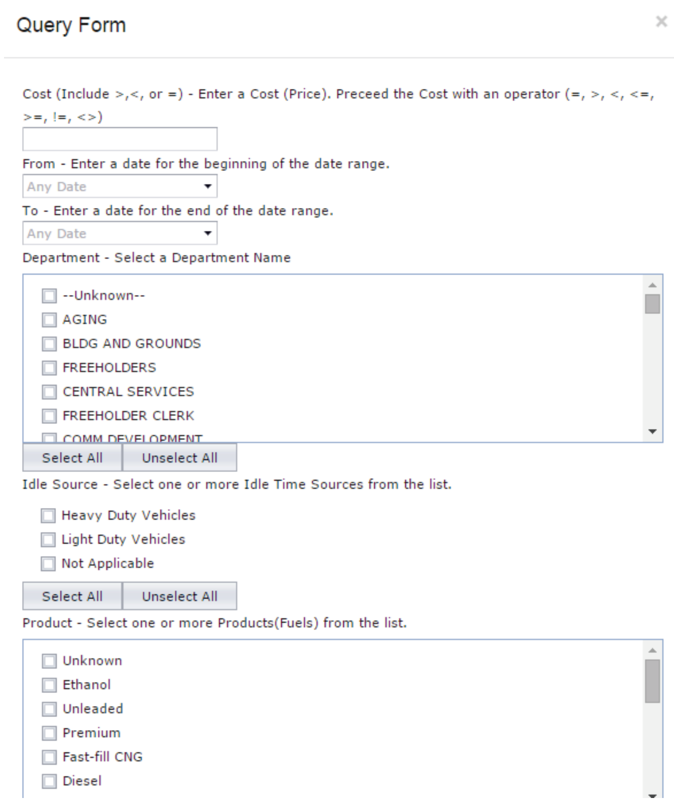
8. Click **Save**.
   In the Save screen:



9. In the **Name** field, create a unique name for the report.
10. In the **Save As** drop-down list, select a report type.
    - Grid, Report, or Pivot Grid.
      In the Report Options section:
11. Check the **Save Query** check-box if you want the original selections in the Query Window saved and to be populated each time the report is run.
    - Note that these can be changed when running the report.
12. Check the **Save for Scheduling** check-box if you wish to be able to schedule the report.
13. In the **Permissions** drop-down list:
    - Select Private if you want your account to be the only one able to see the report.
    - Select Public if you want all roles in Fuel View to be able to view the report.
14. Click **Save**.
    The Query Form opens.
    - Data fields are query dependent.
      Query Forms Samples



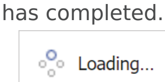
Sample Query Form 1



Sample Query Form 2

15. Enter dates, field information, and check fields as required.
16. Click **Query**.

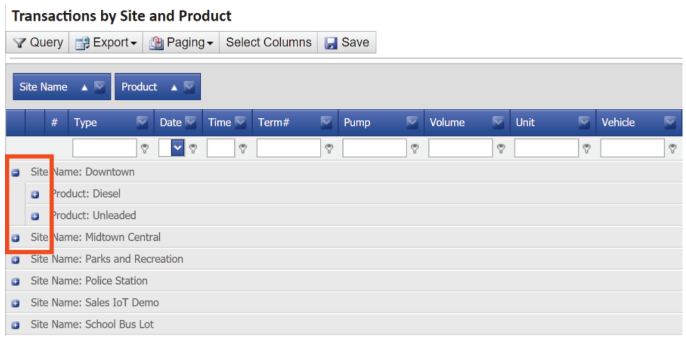
    The Loading message displays until the query has completed.



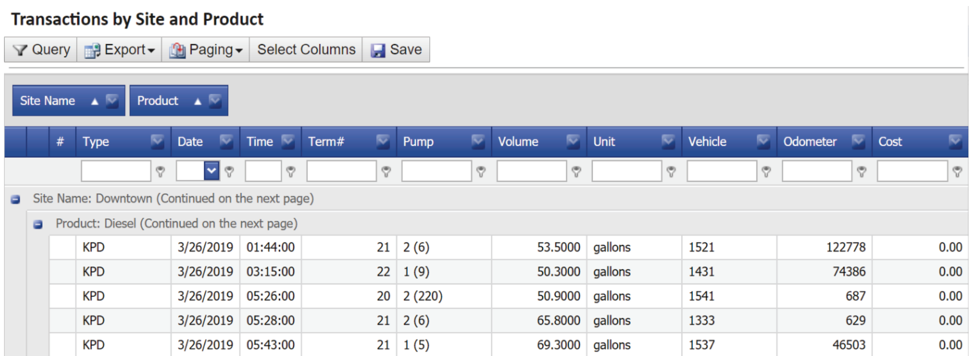
17. If the report was saved as a grid, click **Refresh Grid**.

> You can change your query selections as often as needed before clicking **Refresh Grid**.

18. To view results, click the **blue** + tabs on the left of each row to expand the section.



Query Grid results with closed sections

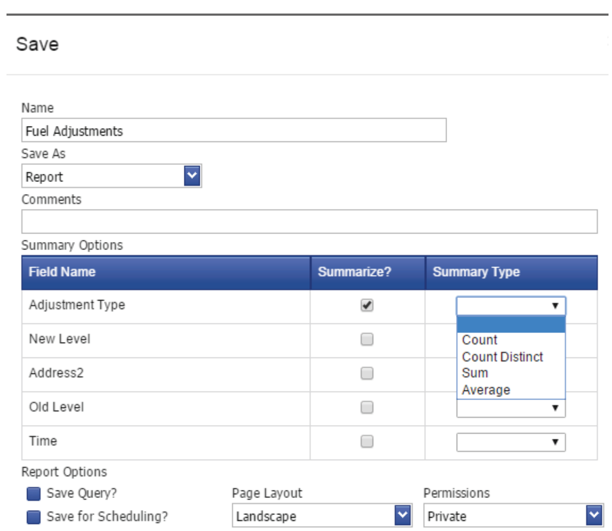


Query Grid Results with an open section

NOTE: If no data populates the report, there is no data based on the filtering criteria you entered and you will see the *No data to display* a message. Go back to the Query form by clicking the Query button and change the filters.

Save A Query

Save As A Report



Selecting Save As a Report provides additional fields in the Save window

1. In the **Name** field, enter a meaningful name.
2. In the **Comments** field, enter any helpful notes.
3. In the Summary Options section, check the **Summarize** boxes as needed.

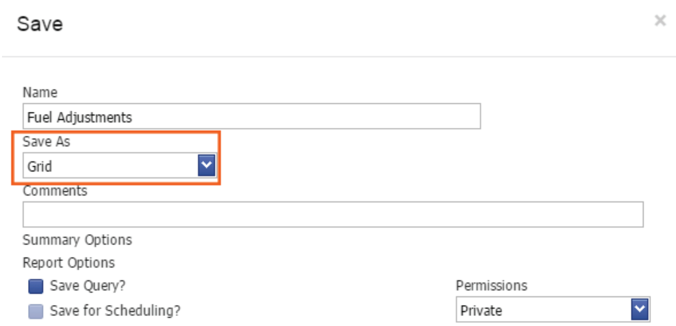
4. In the **Summary Type** drop-down list for each checked Field Name, select a Summary type.
   If the new report contains a field column used as a Group Header, you have the option of choosing to summarize columns in four different ways, allowing for a field column total.

   ### Summary Type Definitions

   Count Total Records in the report
   Count Distinct Total number of unique records
   Sum Adds numerical columns
   Average Averages numerical columns

5. In the Report Options section:
6. Check **Save Query** to retain the specific query for this report.
7. Check **Save for Scheduling** to have a report run automatically at a scheduled time.
   - Covered in Report Scheduling section.
8. In the **Page Layout** drop-down list, select either landscape or portrait.
9. Optional: In the **Permissions** drop-down list, select a viewing option:
   Private Allows only the creator access to the report.
   Public Allows everyone with Fuel View access to view the report.
10. Click **Save**.

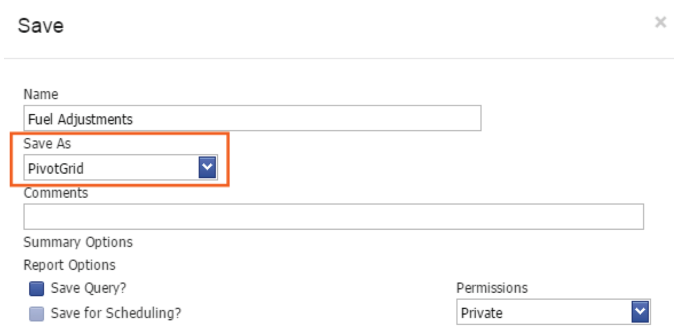
Save As A Grid



1. In the **Name** field, enter a meaningful name.
   - This could be the name from the blue hyperlink in the grid you will use to run the report.
2. In the **Comments** field, enter any helpful notes. In the Report Options section:
3. Check **Save Query** to retain the specific query for this grid.
4. Optional: In the **Permissions** drop-down list, select a viewing option:
   Private Allows only the creator access to the report.
   Public Allows everyone with Fuel View access to view the report.
5. Click **Save**.

Save As A Pivot Grid

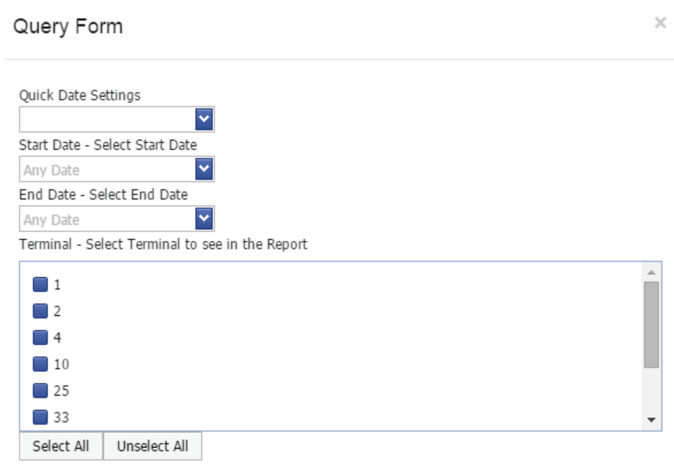
A pivot grid is a summarization tool to automatically sort, count the total, or give the average of a set of data points. A pivot grid is useful for quickly creating unweighted cross-tabulations. The user sets up and changes the summary’s structure by dragging and dropping columns and determining how to group information. Pivot grids display data the same as Excel pivot charts.



1. Optional: In the **Comments** field, enter a descriptive reference.
2. In the **Comments** field, enter any helpful notes.
3. Click **Save Query** to retain the specific query for this report.
4. Optional: In the **Permissions** drop-down list, select a viewing option:
   Private Allows only the creator access to the report.
   Public Allows everyone with Fuel View access to view the report.
5. Click **Save**.

Reports

Run A Report

1. Open the Reports page.
2. Click a category in the **Name** column to open the Query Form.
   The Query Form fields vary depending upon the report that has been selected. Behind each Query Form, you will see a blank report in shadow with the title of the selected report.
   

3. Fill out appropriate fields and select appropriate checkboxes.
4. Click **Refresh Report**.
   - Fuel View will populate a formatted, print-ready report.

Ward Sales

Fleet Data by Department and Vehicle

Department **00640**

Vehicle #	Odometer	Ignition on Fueling	Power Cycles	Max Speed	Max Allocation	Max Volume	Off Road %	Vehicle Code
000	5556	No			0	0.000	0	
67890	96700	No			25	0.000	0	

Department	No.Of Vehicles	Total Volume
00640	2	0.000

Department **Department #10**

Vehicle #	Odometer	Ignition on Fueling	Power Cycles	Max Speed	Max Allocation	Max Volume	Off Road %	Vehicle Code
1293	50633	No			0	5.000	0	
1295	81230	No			0	150.000	0	
1431	48437	No			0	150.000	0	
2345	7563	No			0	2.000	30	

Department	No.Of Vehicles	Total Volume
Department #10	4	307.000

Department **Department #105**

Vehicle #	Odometer	Ignition on Fueling	Power Cycles	Max Speed	Max Allocation	Max Volume	Off Road %	Vehicle Code
TEST345	0	No			0	20.000	0	

Department	No.Of Vehicles	Total Volume
Department #105	1	20.000

View A Report

1. In the Reporting folder open a page for Reports, Grids, or Pivot Grids.
2. Click a blue hyper-link in the **Name** column.

Grids

Edit A Grid

A Grid Report is the only report that can be altered after it has been saved.

1. Click the **Columns** tool to alter a grid.
    - Reorder, add, and remove columns.
2. Click **Save**.

Create A Pivot Grid

A pivot grid is a summarization tool that will automatically sort, count the total, or give the average of a set of data points. A pivot grid is also useful for quickly creating unweighted cross-tabulations.

1. In the **Name** column select report type by clicking on the blue link to open the Query Form.
2. In the Query Form, enter a **Date Range**.
3. Click **Refresh Grid**.
4. Drag and drop columns to designate them as Column or Row Labels.
5. Optional: Add or remove columns with the **Select Columns** tool.

NOTE: The top section is a list of all available columns. Column labels are light tabs and row labels are shaded.

Scheduled Reports

If the Fuel View server is set up with access to an SMTP (e-mail) server, it can schedule reports to automatically run and be e-mailed to single or multiple addresses.

TIP: The Scheduled Reports grid contains the reports set-up to autorun and e-mail.

1. Open the Scheduled Reports grid and click Add Record.
   In the Report Details section:

2. In the **Report Name** field, select the name of the report for scheduling.
3. In the **Date Filter**, if available, select the time range for the data in the report
4. In the **Export Type** field, select how you want the report formatted before emailing. The options include PDF, XLS, XLSX, and CSV.
5. In the **Max Failed Attempts** field, enter the number of times for the report to try to run if it fails.
   - The Failed Attempts field will display the number of failures.

   > NOTE: The Report Name drop-down list is populated only by reports that can be automatically scheduled.

6. In the **Run Date** field, enter the start date and time for the initial report.
   - The Last Run date will be automatically populated when the report has been run.
     In the Occurrences section:

7. In the **Occurrence** drop-down list, select the frequency for the report to run:
   Daily Check the day(s) of the week
   Monthly Enter the day of the month
   Weekly Enter the number of weeks between reports. Check the days of the week to run the report
8. Select the interval between weeks and the day(s) of the week.
   In the E-mail section:

9. In the **E-mail From** field, enter the source e-mail.
   - This allows the recipient to see where the email came from.

10. In the **E-mail To** field, enter the target e-mails.
    - Separate multiple e-mail entries with a semi-colon.

11. Optional: Add extra e-mails in the **Email CC** field.
12. Click **Save**.

Edit A Report Schedule

In the Scheduled Reports grid:

1. Click a blue hyperlink in the Report Name column to open the Report schedule.
2. Change information fields as required.

3. Click **Save**.

Appendix F – Reports List

Administrative Cards by Department
Administrator Vehicles
Administrator Vehicles - Deleted
Automatic Fuel Control Terminal Restart
Bulk Inventory
Bypass Transactions
CANceiver Exception
District Mileage
Employee OPS
Employees by Department
Fleet Data by Department & Vehicle
Fleet Data by Vehicle
Fuel Adjustment
Fuel Dispensed Summary by Site
Fuel Inventories by Fuel Type
Fuel Receipt by Date/Time and Product
Fuel Receipts by Date/Time and Site - With Parameters
Fuel Receipts by Site
Fuel Tank Summary from TLS Readings Today
Fuel Transfers by Product
Fuel Transfers by Site
Fuel Usage by Department
Fuel Usage for Fleet Summary
GPIO Usage
GPIO Usage
Idle Time
Idle Time for W3 CANceivers
Idle Time for W4 CANceivers
NON FLEET Vehicle Transactions
Offroad Vehicle Summary
Polling Failure
Product Summary by Dept
Product Summary by Dept - No Detail
Product Summary by Dept, Vehicle
Product Summary by Site
Product Summary by Site - No Detail
Product Summary by Term
Product Summary by Term - No Detail
PTO Vehicle Summary
Pump Summary by Site and Terminal
Pump Totalizers by Site and Terminal
Remote Car Washes
Remote Gate Openings
Security Log
Site and Tank Summary by Site
Site and Terminal Summary
Site Card Exception
Site Cards by Card Number
Site Level Transactions
State Fuel Balance
Tank Deviation
Tank Level Reconciliation
Tank Level Reconciliation Summary
Tank Level Summary
Tank Water Level
Tanks Below Reorder Level
Terminal Alerts
Terminal Exceptions
Terminals by Terminal Number
TLS Alarm
TLS BIR Report
TLS Tank Release Passed Report
TOP 20 PVC Transactions by Operator and Department
Total Usage
Total Usage Not Including Harbor & PVC
Transaction Exception
Transactions
Transactions - Electric
Transactions - Employee
Transactions by Administrative Card
Transactions by Date and Time
Transactions by Date/Time and Departments With Product Detail
Transactions by Date/Time and Departments With Product Totals
Transactions by Date/Time and Departments with Totals
Transactions by Date/Time, Department
Transactions by Date/Time, Department, and Vehicle
Transactions by Date/Time, Department, and Vehicle w/MPG
Transactions by Date/Time, Department, Vehicle, and Product
Transactions by Department (Manteca)
Transactions by Department and Employee
Transactions by Department with MPG and HPG
Transactions by Department with MPG with Employee
Transactions by Employee
Transactions by MPG and HPG
Transactions by Operator and Department
Transactions by Site
Transactions by Site and Product
Transactions by Site and Product - SAWS
Transactions by Site and Product SAWS
Transactions by Site and Transaction Type
Transactions by Site Card
Transactions by Site District with All Vehicles
Transactions by Site Summary All Departments
Transactions by Site Summary Harbor Only
Transactions by Site Summary PVC Only
Transactions by Site Summary without Harbor & PVC
Transactions by Terminal
Transactions by Vehicle
Transactions by Vehicle District with All Sites
Transactions by Vehicle This Year
Transactions by Vehicles w/ MPG and Employee
Transactions with MPG by Vehicle
User Report
Vehicle Cards by Department
Vehicle DTC
Vehicle Exceptions
Vehicle Terminal Authorizations
Vehicle Terminal Authorizations by Site by Terminal
Vehicle Transactions
Vehicle Transactions w/MPG
Vehicle Transactions w/MPG - Summary Only
Vehicles by Department
Vehicles by Department With Report Total
Vehicles by Repair Location
Vehicles Main Configurations
Zero Fueling Report

Appendix G – Reporting Grids List

Administrative Cards by Department CANceiver Events Employees by Department Fleet Data by Department and Vehicle Fleet Data by Vehicle Fleet Utilization Details Fleet Utilization Details Fuel Adjustments Fuel Receipts by Date/Time and Product Fuel Receipts by Date/Time and Site Fuel Transaction Quantity Fuel Usage by Department GPIO Events Green House Details Greenhouse Report Home CANceiver Config Product Summary by Dept Product Summary by Site Product Summary by Terminal Product Summary by Vehicle Site and Tank Summary by Site Site Pumps	Site Tanks Tank Level Summary Tanks Terminal Tanks Transactions by Administrative Card Transactions by Date and Time Transactions by Department Transactions by Employee Transactions by MPG Transactions by Site Transactions by Site and Product Transactions by Site and Transaction Type Transactions by Site Card Transactions by Terminal Transactions by Vehicle Transactions Extended By Dept Transactions Extended By Dept with Mileage Vehicle Cards by Department Vehicle Diagnostic Trouble Codes (W3 CANceivers) Vehicles by Department Vehicles by Repair Location Vehicles with Cards by Department

14 Status

A number of high-level Status screens are available to quickly identify the health of the fueling environment.

Status Screens List

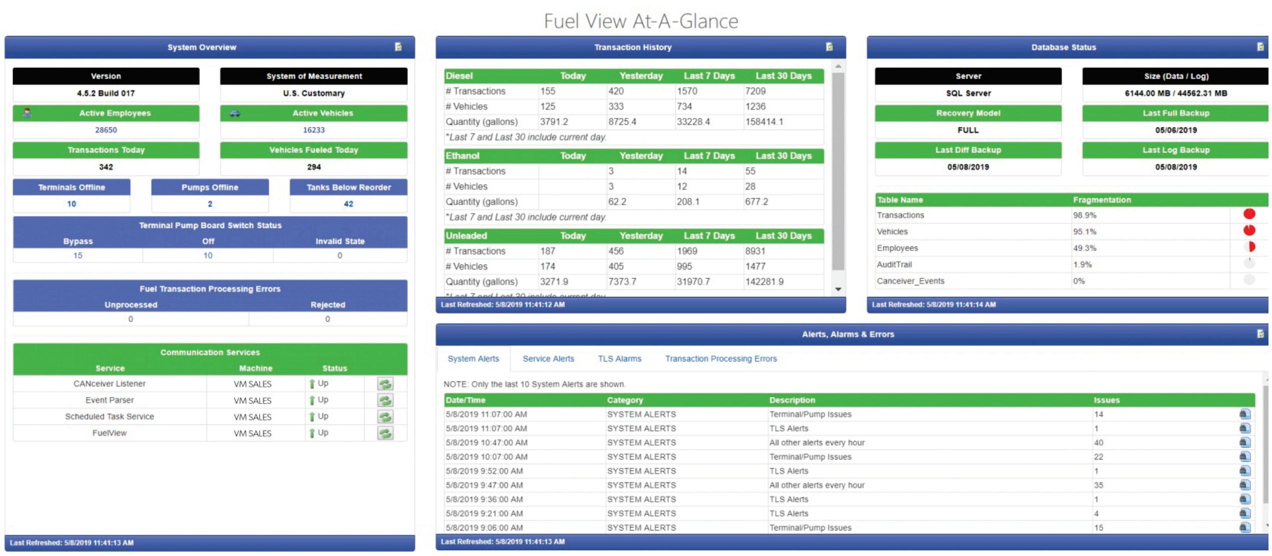
Fuel View At-A-Glance Overall system status
Vehicle At-A-Glance Status for a single-vehicle
Department At-A-Glance Status for all vehicles for a department
Terminal Status Displays the status of all FCTs
Tank Status Displays the status of all the tanks

Fuel View At-A-Glance

The default landing page for Fuel View is the Fuel View At-A-Glance screen. The At-A-Glance screen displays the overall health of the fueling environment by highlighting areas of potential concern and is helpful for troubleshooting problems.

To view the At-A-Glance screen:

Expand the Status folder and click the **At-A-Glance** icon link.



At-A-Glance Screen Definitions

Version	Fuel View version and release number.
System of Measurement	Fuel View measurement unit (U.S. Customary or metric).
Active Employees	Number of active employees in Fuel View.
Active Vehicles	Number of active vehicles in Fuel View.
Transactions Today	Number of transactions for the current day.
Vehicles Fueled Today	Number of vehicles fueled for the current day.
Terminals Off-line	Number of active FCTs not communicating with Fuel View.

Pumps Off-line	Number of active pumps not communicating with Fuel View.
Tanks Below Reorder Level	Number of tanks where the current level is below the reorder level.
Terminal Pump Switch Board Status	Number of pumps in each status (bypass, off, not reporting) within the FCT.
Fuel Transaction Processing Errors	***For W3 and W4 FCTs only:*** **Unprocessed** Have not yet been processed in Fuel View. Unprocessed should be zero. A non-zero number indicates that Ward Process Transaction may not be running or is running slowly. **Rejected** A problem was detected and the transaction could not be fully processed. Indication is the processing of transactions that may have stopped or have a problem. ***This should be investigated.***
Communication Services	Displays all the services running inside Fuel View, and whether the communication is active or down. Services will vary per customer.
Transaction History	Displays a fuel type summary of the number of transactions and vehicles that have been fueled, and the total quantity of fuel dispensed today, yesterday, the past seven days, and 30 days
Alerts, Alarms, and Errors	System Alerts Are notices to the running and heath of Fuel View created through the Alerts and Alarms function. Service Alerts Are notices to Services running within Fuel View TLS Alarms Tank Level Sensor Alarms Transaction Processing Errors Identified during the processing of transactions from a W3 or W4 FCT.
Database Status	Database details including the date of last backups, database size, and an indication of the table fragmentation.

NOTE: Fuel Transaction Processing Errors should be investigated.

NOTE: Rejected transactions are not included in summarization calculations.

Database Status Definitions

Server Displays the server type (SQL or Oracle).
Size (Data/Log) Displays the physical size of the data and log files in the database.
Recovery Model Displays the current recovery model of the database.
Last Full Backup Displays when the last full backup was run on the database.

Last Diff Backup Displays when the last differential backup was run on the database. A differential backup is a cumulative backup of all changes made since the last full backup, i.e., the differences since the last full backup. The advantage to this is quicker recovery time, requiring only a full backup and the last differential backup to restore the entire data repository.

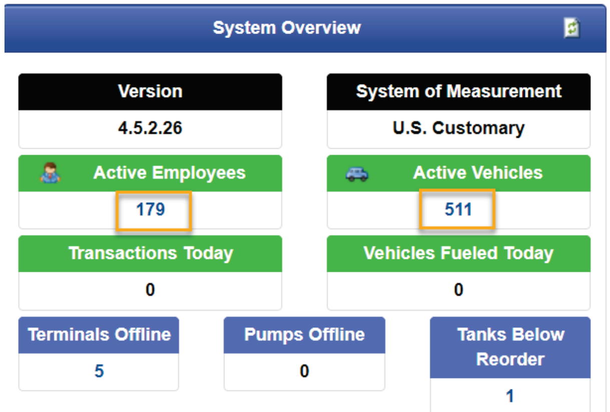
Last Log Backup Displays when the last log backup was run on the database.

Fragmentation Displays the fragmentation of the tables inside the database. When these numbers get too high or show red in the pie chart, it is good practice to recreate the indexes in that table.

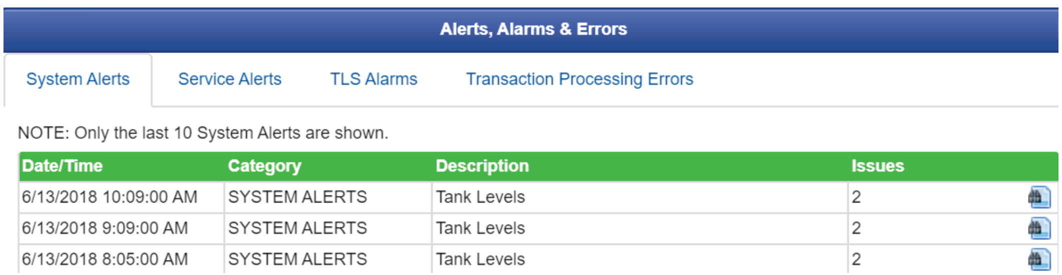
Alerts, Alarms & Errors Displays errors from the alerts system, Ward Services, TLS, and any errors for processing transactions in Fuel View.

Open a grid page from the System Overview:

1. For active Employees or Vehicles click the blue link below the green header to open the Employees or Vehicles screen.

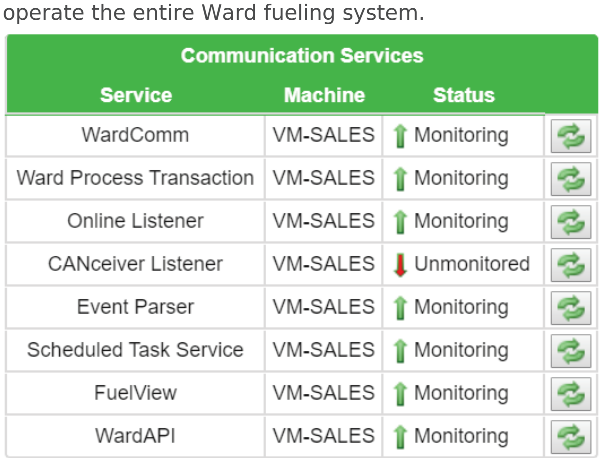


2. To view recent System Alerts, Service Alerts, TLS Alarms, or Transaction Processing Errors, click the appropriate tab.



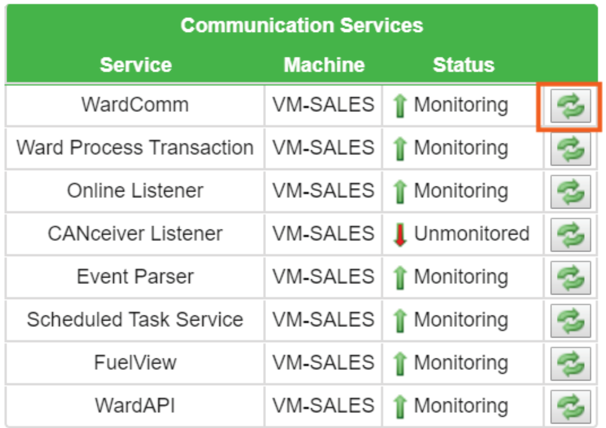
Communication Services

The Communications Services section located on the lower-left corner of the At-A-Glance screen monitors all communications functions that operate the entire Ward fueling system.



If a connection is down Status will indicate display a red warning arrow. To reestablish communication:

1. In the Status folder, open the At-A-Glance screen.
2. In the Communications Services section, click the green **Restart** icon to reboot the service.



Communication Services			
Service	Machine	Status	
WardComm	VM-SALES	Monitoring	
Ward Process Transaction	VM-SALES	Monitoring	
Online Listener	VM-SALES	Monitoring	
CANceiver Listener	VM-SALES	Unmonitored	
Event Parser	VM-SALES	Monitoring	
Scheduled Task Service	VM-SALES	Monitoring	
FuelView	VM-SALES	Monitoring	
WardAPI	VM-SALES	Monitoring	

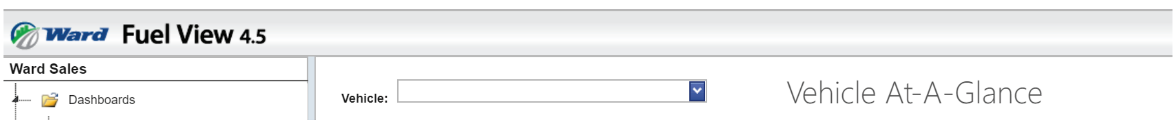
3. To set up alerts for Communication Services, see*Service Alerts*.

Vehicle At-A-Glance

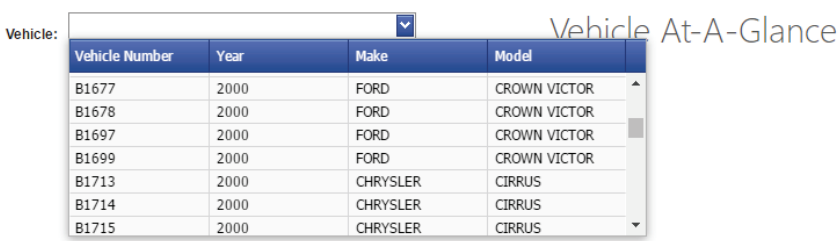
To view the overall status of any given vehicle in your fleet, the Vehicle At-A-Glance screen gives the current status and detailed history.

Review Vehicle Status

1. In the Status folder, click the **Vehicle At-A-Glance** icon to access the list of vehicles.

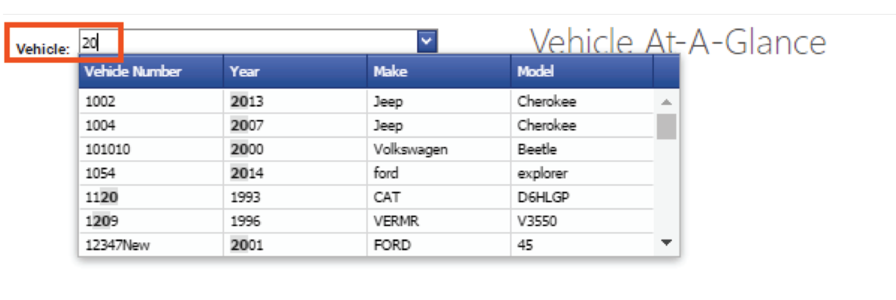


2. Select a **Vehicle** from the drop-down list.



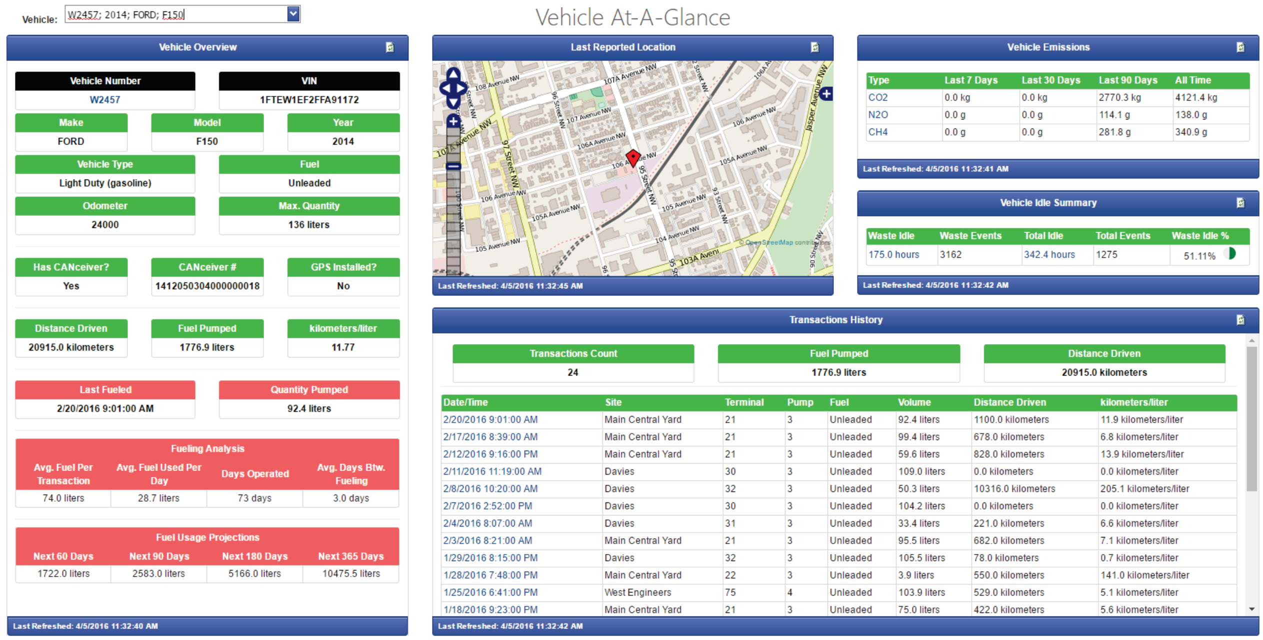
Vehicle Number	Year	Make	Model
B1677	2000	FORD	CROWN VICTOR
B1678	2000	FORD	CROWN VICTOR
B1697	2000	FORD	CROWN VICTOR
B1699	2000	FORD	CROWN VICTOR
B1713	2000	CHRYSLER	CIRRUS
B1714	2000	CHRYSLER	CIRRUS
B1715	2000	CHRYSLER	CIRRUS

TIP: The Vehicle drop-down list operates with filters. Type in a Year, Make or Model to narrow the choices, and scroll to a specific vehicle or type a vehicle number to bring up a known vehicle.



Vehicle Number	Year	Make	Model
1002	2013	Jeep	Cherokee
1004	2007	Jeep	Cherokee
101010	2000	Volkswagen	Beetle
1054	2014	ford	explorer
1120	1993	CAT	D6HLGP
1209	1996	VERMR	V3550
12347New	2001	FORD	45

The Vehicle At-A-Glance screen displays the complete vehicle profile:



Vehicle Overview Definitions

Vehicle Details Make, model, year, number, type fuel, odometer, fuel capacity, and last recorded location.The vehicle must have a CANceiver and GPS antenna installed to have a last reported location.

Transaction History Total transactions, fuel pumped, mileage driven details: date/time, site, FCT, pump, fuel type, volume dispensed, distance driven since previous fueling transaction, and estimated fuel economy (distance since the last fueling divided by volume fueled).

GPS Status Last reported location. The GPS Status function requires Internet connectivity for the map to display GPS locations. The Last Reported Location requires a CANceiver with a GPS antenna to be installed in the vehicle.

Vehicle Emissions CO2, N2O, and CH4 emissions displayed in total volumes for previous 7, 30, 90 days and total emissions. It is important to have the Vehicle Types properly set up and the vehicle records correctly assigned for the Vehicle Emissions data to be properly calculated.

Vehicle Idle Total waste hours, number of events, and percentage. The vehicle must have a CANceiver installed and be collecting idle information for this data to be displayed.

Fueling Analysis:
Average fuel volume per transaction.
Average fuel used per day.
Sum of days operated from first fueling.
Average days between fueling

Fueling Projections For fuel usage for 60, 90, 180, and 365 days.

NOTE: Recordable information is always vehicle make and vehicle model-dependent.

Department At-A-Glance

The Department At-A-Glance screen displays summarized information for all the vehicles within a department and a summary of transactions, idle, and emissions for each of the vehicles.

In the Status folder, click the **Department At-A-Glance** icon.

In the **Department** drop-down list, select a department.

NOTE: Department level information is not activated on all versions of Fuel View.

Department Overview Definitions

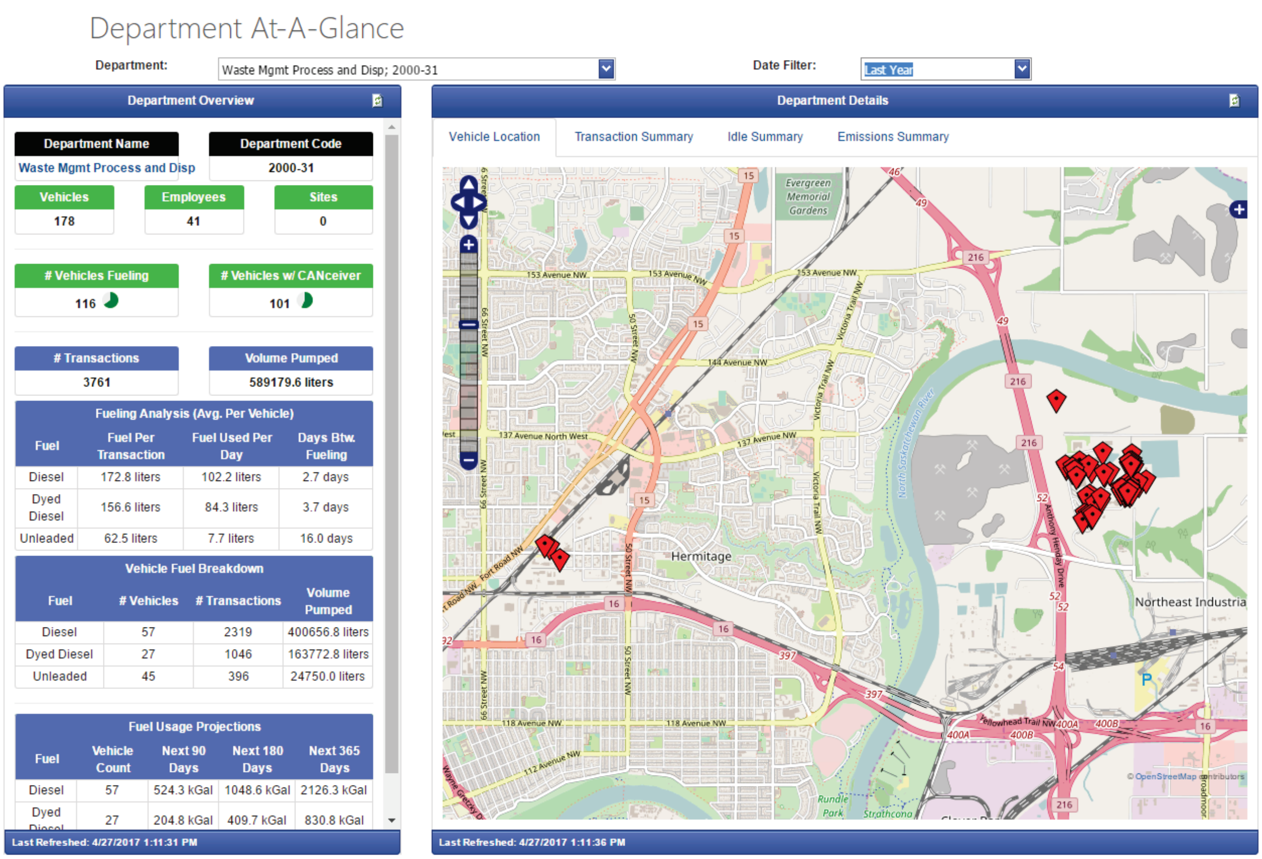
Department Overview

Includes basic department information, number of vehicles, employees, and sites, number of transactions and volume pumped, fueling analysis of department vehicles, breakdown of vehicles by fuel type, and departmental fuel usage projections.

Department Details

- Contains tabs for Vehicle Location map with the last reported locations of all the department's vehicles.
- Transaction Summary for each department vehicle.
- Idle Summary for each department vehicle. Note that idle time requires the installation of a CANceiver and the collection of idle time data.
- Emissions Summary The emissions summary requires the vehicle. Types to be set up and the vehicles correctly assigned.

1. In the **Date Filter** drop-down list, select a date range to filter the data analyzed.



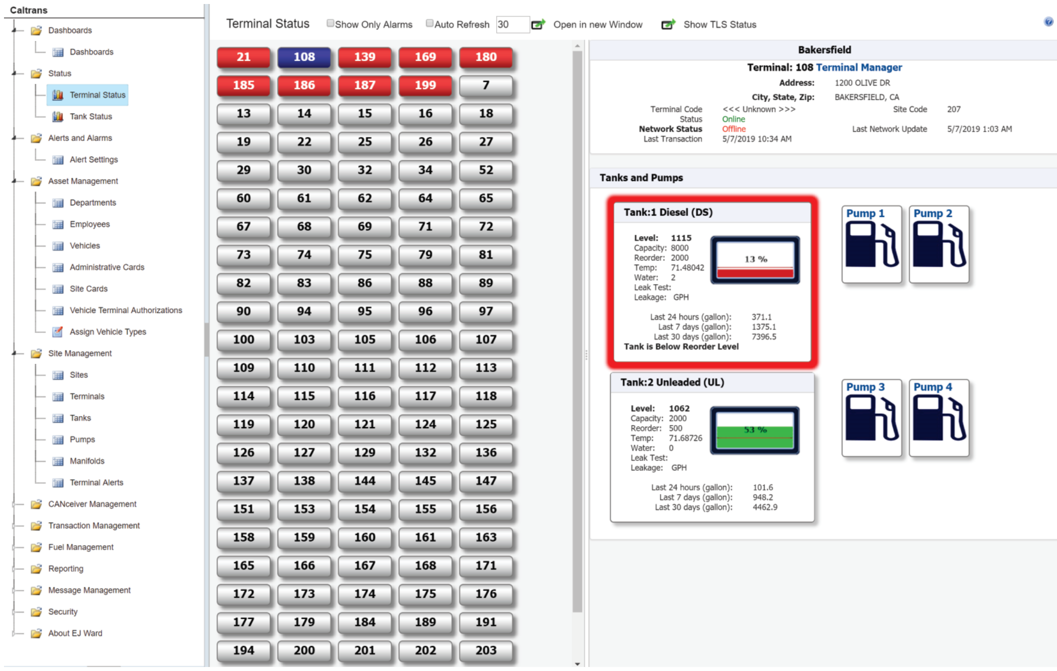
NOTE: Department level information is not activated in all versions of Fuel View. Contact Ward Customer Support for assistance.

Terminal Status

The Terminal Status option in the directory displays the status and recent history of every site's FCT, tank, and pump.

NOTE: Different versions of the FCT may display different information.

1. In the Status folder, click the **Terminal Status** icon.



Terminal Status Screen Definitions

Terminal Icons
Red – FCT reporting a status alarm.
Blue – FCT, tanks, and pumps detail displayed in the Alert Detail screen.
Gray – Status is normal.

FCT Alert Detail – Titled using the Site and FCT number, this section details the highlighted FCT's status and history and contains a blue link to call the FCT.

Tanks and Pumps Tank Level Sensors (TLS), if present, detail tank usage, current level and reorder status. Pump icons link to its data entry page.

Terminal DetailvDisplays the FCT communication status and history. For viewing screen display options:

Show Only Alarms – Uncheck to display all sites for rotation view.

Auto Refresh – Uncheck Auto Refresh to stay on the open site.

Auto Refresh Time – Choose how many seconds to stay on a site page.Open in New Window Open Terminal Status in a pop-out screen.

Show TLS StatusvShow Tank Level Status in a pop-out screen. The TLS screen contains the same default options as the Terminal Status screen.

Drag the dividing bar to adjust the display area for Terminal and Detail screens.

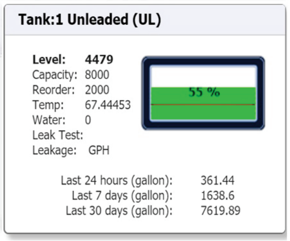
Hover over a Terminal icon for an Alert Status Overview.

Review Fuel Terminal Status Screen

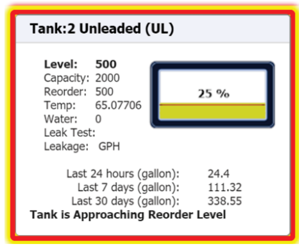
1. Click through the red FCT Alert icons to view alarms for each FCT.
2. Check the **Auto Refresh** check-box to refresh the screen and cycle through the FCTs.

Tank Activity

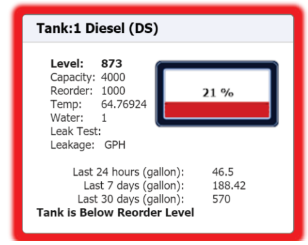
The Tank Detail screen provides communication details and color-coded tank level status. The tank detail summarizes how much fuel was dispensed within the previous 24 hours, 7 days, and 30 days for each tank.



Tank is above the reorder level



Tank is approaching the reorder level



Tank is below the reorder level

View An Alarm

1. Hover over a red tab in Terminal Status to provide a pop-up summary of warning details.
2. Click the red Alarm tab to open the Detail Alert screen for that FCT.

Request A Terminal Call

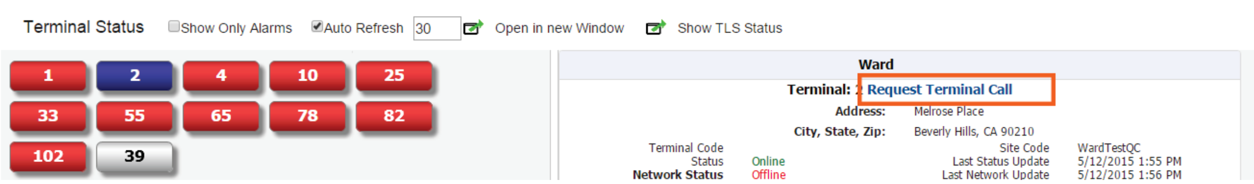
Request Terminal Call is used predominately for W3 FCTs as the only way for them to communicate is through Connect or Request a Terminal Call. Initiating a Terminal Call sends the configuration information to the FCT.

Reasons for requesting a Terminal Call can include:

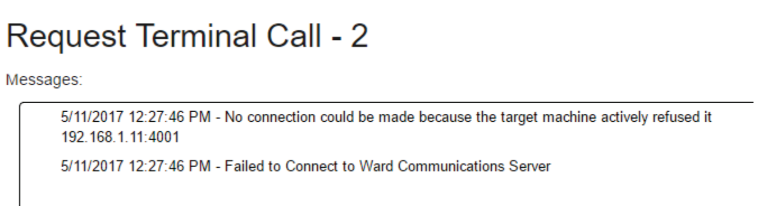
- Refresh the FCT's local database (adds newly created Vehicles, Employees, Pumps, etc.)
- Turn a pump on or off-line
- Gather the latest W3 FCT transactions
- Network troubleshooting (for W3 and W4 FCTs)
- Gather the latest data from a tank level sensor

To request a Terminal Call:

1. Click the blue **Request Terminal Call** link next to the FCT name or number.



Fuel View will force a call to the FCT and display the results, cause, date, and time stamp.



NOTE: If Fuel View fails to connect to the FCT, check the *FCT Trouble Shooting Guide* to determine and resolve the cause. Contact Ward Technical Support if you are unable to resolve the issue, or if the guide instructs you to.

Tank Status

The Tank Status screen displays the status for all tanks associated with each Site. The Site buttons are color-coded to indicate the current status:

Site Icon Status Definitions

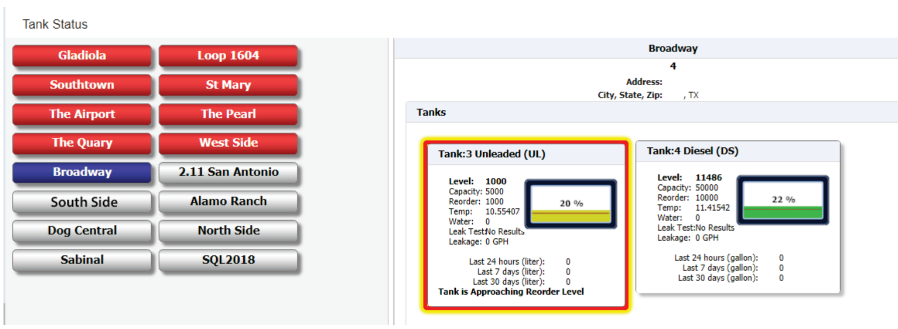
Gray – Status is normal.
Red – FCT reporting a status alarm.
Blue – FCT, tanks, and pumps detail displayed in the Tanks detail screen.

The Tank screen section includes regular fueling tanks as well as continuous feed items. Continuous feed is categories that do not use tanks (i.e.: car wash and electric vehicle charging stations).

Issues can include tanks below reorder limit, missed communication or TLS time, or a network issue. An issue summary can be viewed with the cursor hovering over the Site button. Selecting a Site displays detailed information on all of the Tanks associated with the Site in the right-side panel.

To view a Tank detail from its Site:

1. In the Status folder, click the **Tank Status** icon.
2. Click a **Site** icon to view that site's tank status and details.



The Tank Status displays data last retrieved from the tank.

Tank Status Fields List

Level
Capacity
Reorder Level
Temperature
Water Level
Results of the recent leak and leakage tests (if there is a TLS and the tests have been run)
Usage over the last 24 hours, 7 days, and 30 days

A graphical representation of the tank displays its level, percentage of capacity, and the reorder level, and details as to its status. Borders around Tanks are also color status coded:

Green – Current tank level is above 10% of the reorder level.
Yellow – Current tank level is within 10% of the reorder level.
Red – Current tank level is below the reorder level.