

Importing Fleet Fuel Logs

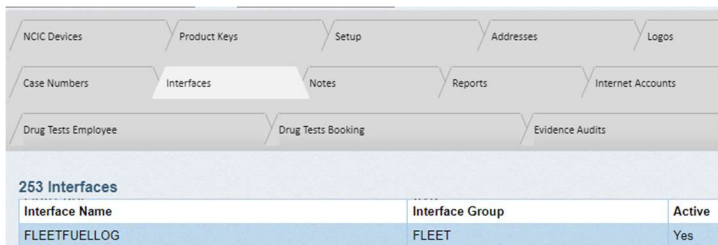
Interface is designed to import a CSV file of Fuel Logs to be attached to the Fleet vehicle with the matching Key #.

It requires two parts to activate. If one of them is not set up, it will not import the file.

1. Turn on the Interface in Company Setup.

Company Setup, Lookup, select your Agency, Click Interfaces Tab

Find and set to Active **FLEETFUELLOG** and save. It just has to be active.



Interface Name	Interface Group	Active
FLEETFUELLOG	FLEET	Yes

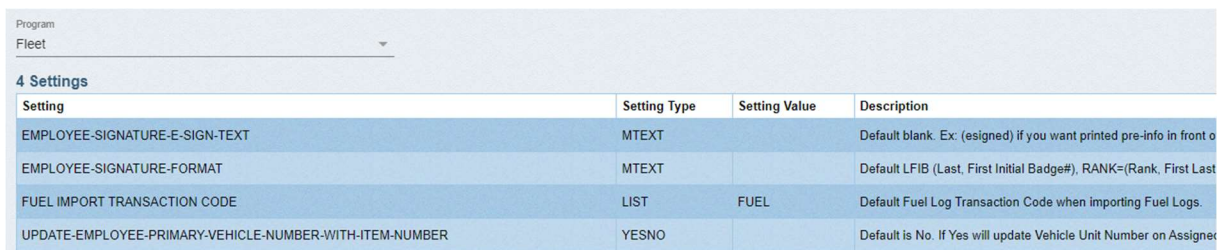
2. Set the default Transaction Type for the Fuel Logs.

Still in company setup, on the Settings Tab

On the left select Fleet from the Programs,

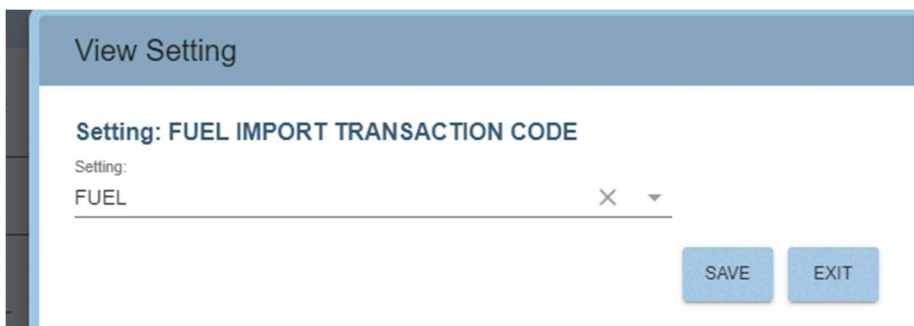
Then double click on the **FUEL IMPORT TRANSACTION CODE**

Select the Transaction Type you want the importer to auto use when importing. Save.



Setting	Setting Type	Setting Value	Description
EMPLOYEE-SIGNATURE-E-SIGN-TEXT	MTEXT		Default blank. Ex: (signed) if you want printed pre-info in front of
EMPLOYEE-SIGNATURE-FORMAT	MTEXT		Default LFIB (Last, First Initial Badge#), RANK=(Rank, First Last
FUEL IMPORT TRANSACTION CODE	LIST	FUEL	Default Fuel Log Transaction Code when importing Fuel Logs.
UPDATE-EMPLOYEE-PRIMARY-VEHICLE-NUMBER-WITH-ITEM-NUMBER	YESNO		Default is No. If Yes will update Vehicle Unit Number on Assigned

If you don't see the transaction type you want to use. Open Fleet Module and add new type.



View Setting

Setting: **FUEL IMPORT TRANSACTION CODE**

Setting: FUEL

SAVE EXIT

Create and Select and Email Group of employees to get notified when you import the fuel logs. This is optional. The user that imports the fuel log will automatically get an email.

The system also creates Audit Logs in Fleet

One type is on the Audit, Reports tab. Show a file was imported with some information about the file.

On Each Fleet Vehicle it will also make a Data processing Audit report about the fuel imported as well.

On the Email Events Tab find program **FLEET** and Event Code **"FLEET IMPORTED FUEL LOG"**

924 Email Events		
Program	Event Code	Event Description
FLEET	COMPLETE WORK ORDER	Completed Fleet Work Order
FLEET	DELETED FLEET ITEM	Deleted Fleet Item Record
FLEET	DISPOSED	Fleet Item Disposed
FLEET	FLEET IMPORTED FUEL LOG	Fleet Fuel Log Imported

Again, this is optional. Selecting a Group or specific single employee. Other than the person importing it.

View Email Event

Code:
FLEET IMPORTED FUEL LOG

Description:
Fleet Fuel Log Imported

Subject:

Email Group:
ADMINISTRATION (FOR CAD) X ▾

Single Employee Id:
603 ELDER, MARTIN WILLIAM -INV| X ▾ 🔍

Notes:
Used to notify when a Fuel Log has been processed/imported into Fleet

AUDITS SAVE DELETE EXIT

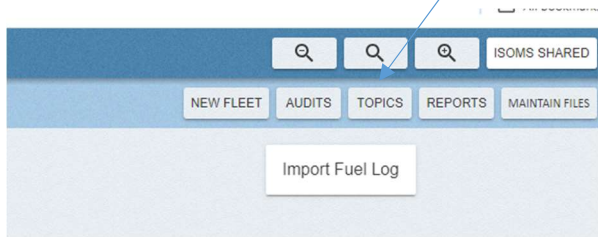
I will walk through how to import the file, and then show the results of the import on audits and mileage of this vehicle.

How To Import the Fleet Fuel Log CSV File

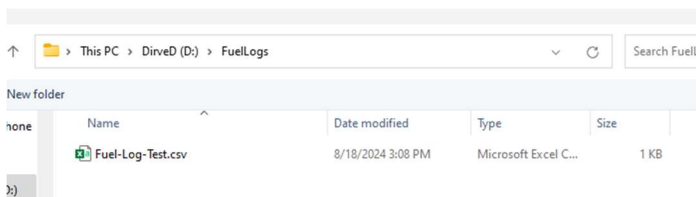
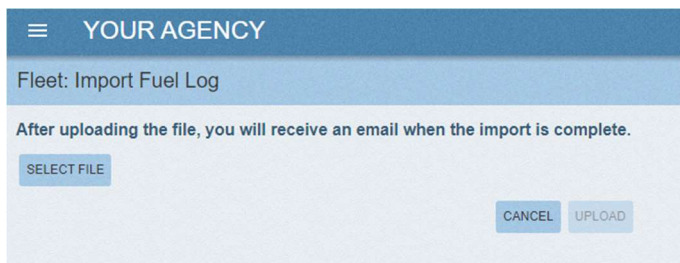
Open the Fleet Module

In the Upper Left click on Topics

Then Click Import Fuel Log



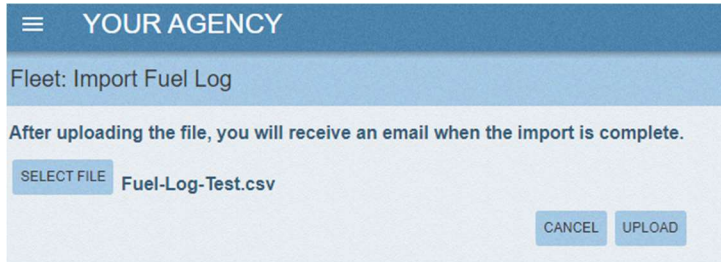
Click Select File (notice the Upload button is grayed out at the moment)



Notice now that Upload button is enabled. Meaning you have selected a file.

Click upload.

It will send the file to the server, process it and then email you when completed.



The screenshot shows a web interface with a blue header bar containing a hamburger menu icon and the text "YOUR AGENCY". Below the header, the text "Fleet: Import Fuel Log" is displayed. A message states: "After uploading the file, you will receive an email when the import is complete." Below this message, there is a "SELECT FILE" button followed by the filename "Fuel-Log-Test.csv". At the bottom right of the form area, there are two buttons: "CANCEL" and "UPLOAD".

Sample Email after processing.

Records evaluated (rows in the csv file)

Records Imported (entries where the system could find the Unit Number / Key #)

Then entry for each Key# that had a transaction.

iSOMS - Inbox x

BCSO
to me ▾



A Import Records Imported File by Isomsadmin

Record Info

Import Fuel Records File Name: C:\TEMP\UPL
Records Evaluated: 58
Records Imported: 3
Key#: 250208
Key#: 250208
Key#: 251908

Prior to the import Car 2273 had a mileage of 22,627

The imported entry for Key # 251906 was 22,915 miles/odometer at time of fueling

YOUR AGENCY

Fleet: View Record

<< FIRST < PRIOR NEXT > LAST >>

Entry Date: 01/01/2007 / Entry By: M & M Micro Systems, Inc.,

Item Number: 2273 Agency Tag Number: PARTS CAR DLA ID #: Assigned To:

Item Description: 1999 FORD CROWN VICTORIA Excess Vehicle

Pool Vehicle

Item Classification: PATROL / K9

Assigned Division: Parked At: Destruction f

Make: CROWN VICTORIA Year: 1999 Color: BLUE

VIN Number: 2FAFP71W1XX192273 License Number: PARTS CAR License Expires On: Key#: 251908 Mileage: 22915 Engine Size: 4.6 LITER

Purchase Information Service Information Assignment History Transaction History Accident History Notes

If you click on the Transaction History Tab, you will see the Imported Fuel Transaction.

Make: CROWN VICTORIA Year: 1999 Color: BLUE

VIN Number: 2FAFP71W1XX192273 License Number: PARTS CAR License Expires On: Key#: 251908 Mileage: 22915 Engine Size: 4.6 LITER

Purchase Information Service Information Assignment History Transaction History Accident History Notes

69 Transactions

Transaction Date	By	Type	Amount	Vendor
08/15/2024	Shared Agency,	FUEL	32.36	

If you click on the Audits Button (upper right of Fleet)

Then click on Data Processing Tab

You will see an audit for this transaction

YOUR AGENCY						
Audits: View Audits						
FLEET: 1999 FORD CROWN VICTORIA						
Record		Fields			Data Processing	
1 Record						
Entry Date	Employee	Agency	Role	Record Info	Action	Notes
08/18/2024 15:50	Shared Agency - 603.	BCSO	FLEET		IMPORT FUEL	Imported Fuel Record - Quantity: 20.1