FC ONLINE HYTEK

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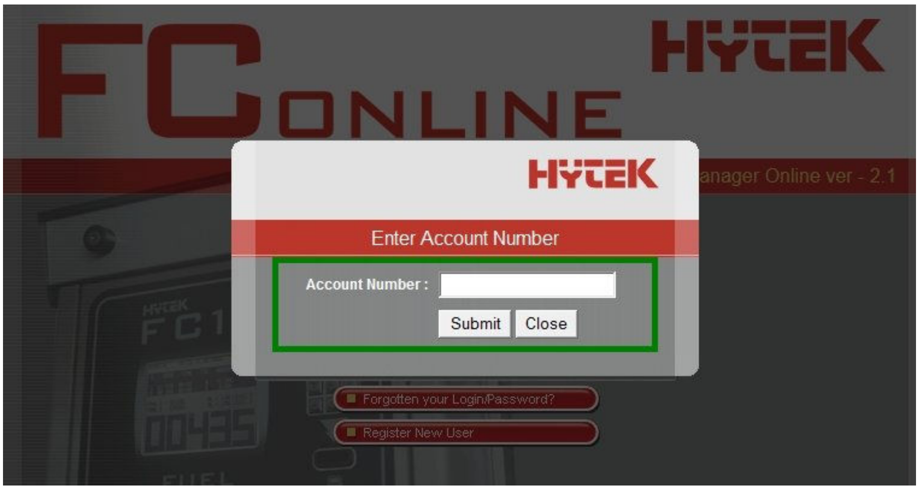
HYTEK ONLINE INDEX

Getting Started With HYTEK ONLINE



If Hytek are hosting your software you will have been emailed a link to the HYTEK ONLINE web site to enable you to log in to the system. The first screen you will encounter is the account number screen, along with the link you will have been sent a 7 digit account number that you will need to enter to proceed through to HYTEK ONLINE.
If you have not received the account number contact the Hytek help desk, who will be able to provide you with your account number.

Logging On
If your HYTEK ONLINE administrator has already set you up as a user and emailed you your login details you can enter your login name and password on the start-up screen and select submit to gain access.

Registering as a New User

If your HYTEK ONLINE administrator has not set you up as a user you can register to gain entry to the software by selecting Register New User.

(The administrator will receive an email upon initial submission of your details and must edit the profile if greater access is required).

Enter your full name.

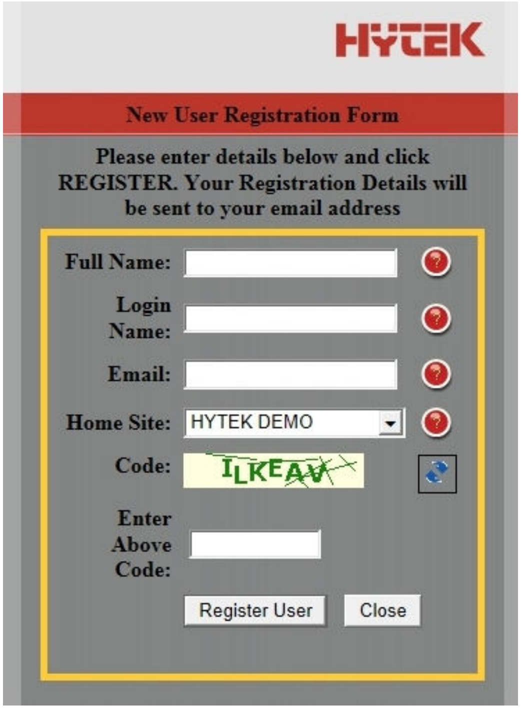
Enter the name you want to use to log in.

Enter a valid email address.

Enter the depot you are based at.

Enter the displayed code.

Select Register User.



You will now be sent an email with a temporary password. Log in using your username and password and enter My Account to enter a new password.

You will now have read only access until your administrator changes your settings.

Forgotten Password

If you have forgotten your password select the forgotten login password option.

Select your account type.

Enter the email address you used to register on HYTEK ONLINE.

Enter the displayed code.

Select Submit.

Your login password will now be emailed to your registered email address.

My Account

My Account allows users to edit their username, email address and password on their profile information. All other functions can only be edited by an administrator.

To access your account select My Account from the menu on the left hand side of the HYTEK ONLINE screen.

Enter your current username and password on the logon screen.

You will then be presented with your current profile settings.

Select Edit to make changes to your profile.

Fields which can be edited on your profile are:

- Name - enter a new logon name.
- E-mail - allows you to change your default email address. You will receive emails from the administrator at this address.

- **New Password** - enter your new password. You should do this initially if you have self-registered and received a password generated from HYTEK ONLINE. Passwords must be a minimum of 6 characters and is best to contain both alpha and numerical characters. Unlike the logon name the password is case sensitive.
- **Re-Enter Password** – confirms the initial password you have entered in case any errors were made when inputting.

To save your new settings select Submit.
To exit the screen without saving any changes select Cancel.

If you have self-registered your account settings, will be limited to read only for the site you have selected initially. The administrator is notified of your self-registration and will update your settings in due course.
If your access has been limited and you require further access you will need to contact your administrator.

Hytek Fuel Manager Online

Select the Continue button to enter HYTEK ONLINE Reports.
HYTEK ONLINE Reports allows you to enter both vehicle and driver details, site and stock information as well as run a wide selection of reports.

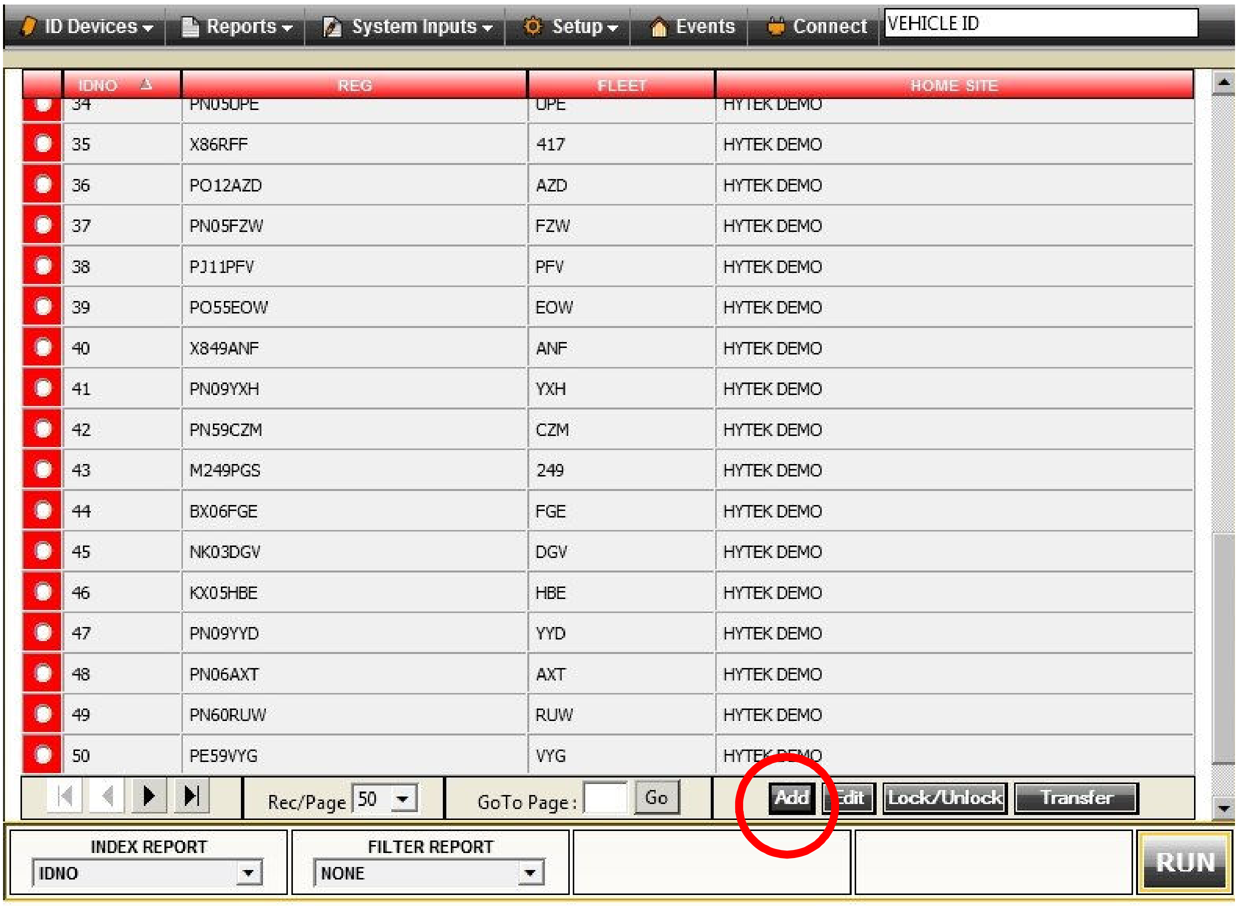
- **ID DEVICES** - Allows you to set up Vehicle Datatags, Driver Codes, Fueller Datatags and the configurable checked data entry.
- **REPORTS** - Allows you to run totalised, transaction,stock and fleet reports. These are date filtered and can be filtered and indexed by various criteria.
- **SYSTEM INPUTS** - Allows the control of stocks and offsite fuel entries.
- **SETUP** - Allows the configuration of groups enabling the grouping of reports. It also gives access to site configuration.
- **EVENTS** - Allows you to run reports on the system events that have occurred on the fuel control system.
- **CONNECT** - Allows you to download the transactions and send any updates to the fuel control system.

ID Devices

Selecting ID Devices gives you access to setting up your vehicles, drivers, fuellers and checked entry field.

Vehicles

By selecting the Vehicles option from the ID Devices drop down menu on the top of the screen you can enter and edit vehicle information. This can usually only be carried out on vehicles assigned to your own site. The administrator can set access levels and with permission from the administrator all sites / all vehicles can be accessed if required.

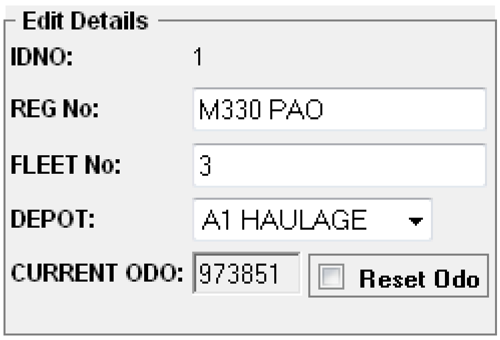


Adding a new vehicle

To add a new vehicle on HYTEK ONLINE select Add from the bottom of the screen.

The next available Tag number will be assigned.

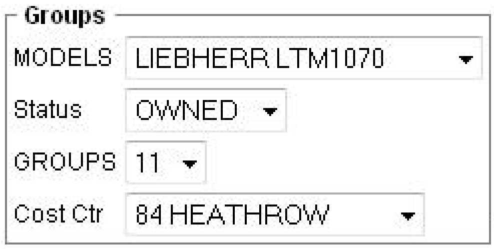
Search for the Tag number and select Edit to

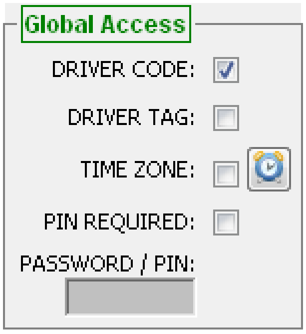


enter the details. (Tag numbers are displayed in the first column (ID No.s). Scroll down until you reach the relevant Tag No).

Enter the registration number and fleet number of the vehicle the Tag will be assigned to. Select the depot the vehicle is based at from the drop down list.

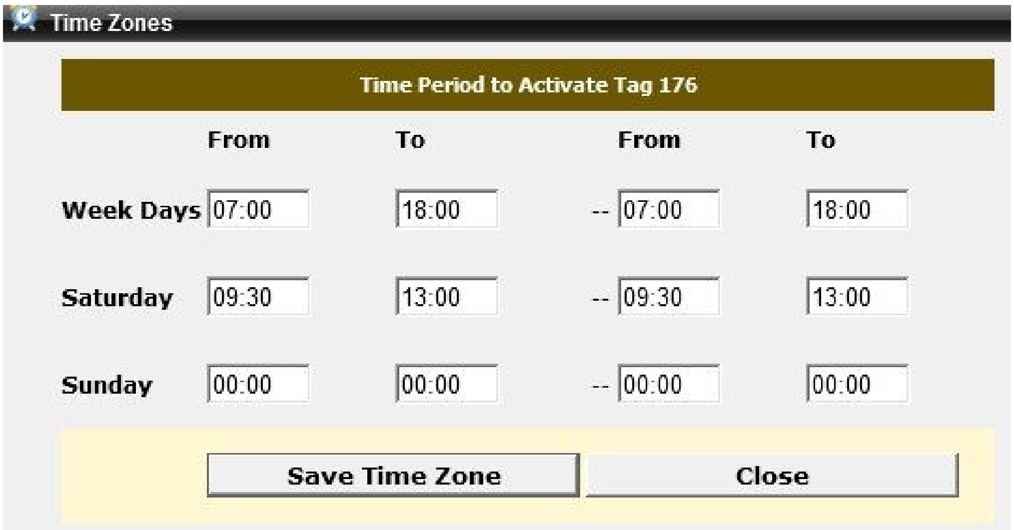
Select the groups the vehicle belongs to. Groups are setup under the Groups Icon and are user determined. A full explanation can be found further in the manual.



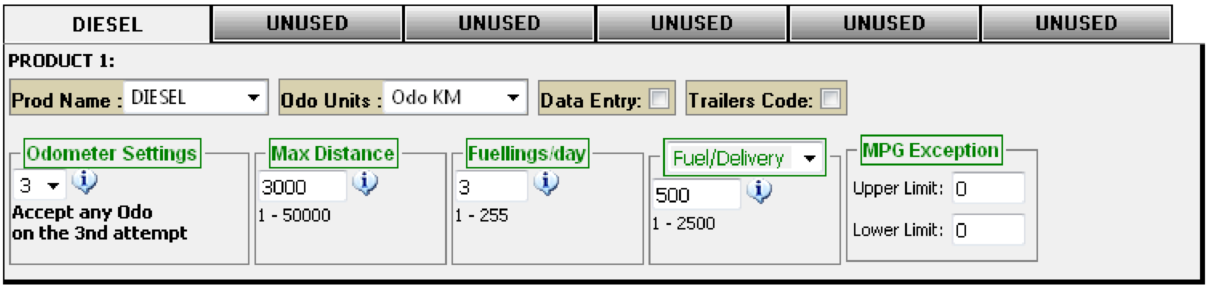


Select if Driver or Pin numbers are required for this vehicle. Driver code is a pin number each driver is assigned and uses when fuelling. This is setup under the Drivers Icon.

Pin number is a tag assigned number; the driver will need to know this number to be able to fuel with the tag. Enter the pin number in the entry box; this can be up to 8 characters.



Time zones allows you to limit the times that the tags are able to be used. The zones can be split into 2 periods for weekdays, Saturday and Sunday. If only one period for fuelling is required set the time period in both settings the same as shown on the weekdays and Saturday settings above. If you want to restrict access for the full day set both periods to 00:00 as shown above for Sunday.



Up to six products can be assigned to a Tag on the fuel control system. To assign a fuel type select the first unused option on the top of the screen.

Select the product the vehicle uses from the drop down list.

Select the odometer type from the Odo Units drop down list. This forces the driver to enter the vehicles mileage/ Hour meter reading when fuelling.

Select none if you do not require an odometer entering.

Select Data Entry if you require any further unchecked data entering whilst fuelling.

Select Trailer Code if you require a checked entry entering whilst fuelling. See Checked Entry Codes.

Select the odometer settings ± 0 to 5. This is the amount of attempts the driver can enter the odometer entry incorrectly before it is accepted by the fuel access terminal.

A Zero setting expects an entry within the maximum distance travelled parameters set and will not accept an incorrect entry even after numerous attempts. The operator will need to reset the odometer reading for that particular vehicle if the maximum distance is exceeded.

Enter the Maximum Distance the vehicle will travel between fuelling at a depot with A Hytek fuel system. This needs to include any mileage travelled using fuel taken offsite. If the distance is exceeded the odometer settings as described above come into play.

Fuellings per day allows you to limit the amount of times the vehicle fuels in a 24 hour period.

Fuel Delivery limits the amount of fuel taken at each fill. It is advisable to set this to the capacity of the vehicles fuel tank.

Service Information

This can be entered by selecting service info at the bottom of the screen.

Entering this information gives you the option to run fleet maintenance reports, reminders will also be flagged on the bottom of the screen but only when the dates or mileage has been exceeded. When using mileage to warn for servicing enter the mileage the next service is due and the service interval e.g. 10000. When the service has been carried out select the reset button and it will generate the next due mileage. When using service period enter the days remaining until the next service and the system will count down and remind you when 0 is reached. Once the service has been carried out re-enter the number of days again.

Vehicle Messaging

To send a message to the driver of a vehicle when the tag is used select Message. Enter the message, maximum of 100 characters and select save. If you require all tags to receive the message select the ‘send message to all’ box before saving. Use Connect to send the messages out to the fuel control system.

Vehicle History

This is a text file to store any further information against the tag.

To save the settings, select save at the bottom of the screen.

Send an update to the fuel control system.

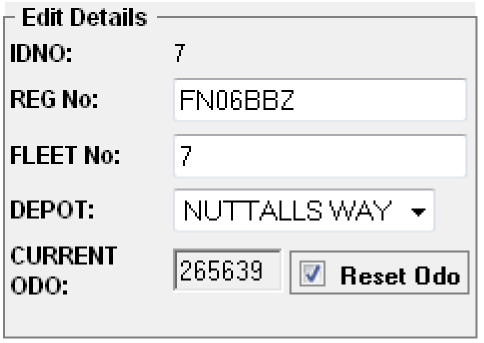
The information for the tag will need updating to the fuel control system.

To this select Connect from the menu buttons and follow the instructions ad detailed further in the manual.

Editing A Vehicle Tag

If you need to make changes to a current vehicle tag, select the vehicle and then edit from the bottom of the vehicles screen. The vehicles screen will now be displayed as described above in adding a vehicle. Make any changes and select, save or cancel. Updates can be forced to the fuel control system as described above.

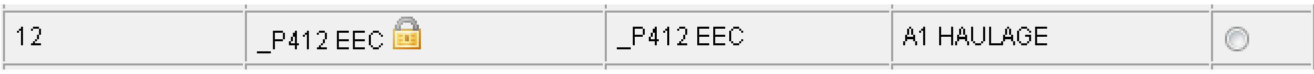
Resetting Vehicle Odo



To reset a vehicles odometer reading after a tacho change or miss-entered reading select the tag from the vehicle list and select edit.

Select the Reset Odo check box next to the current Odo and select save at the bottom of the screen. To initiate the change select Connect and connect to the site the tag is based. The Odo will then reset the next time the tag is inserted into the tag reader.

Locking out a Tag



If a tag is lost or you no longer require the tag to be used it is possible to lock it out. Select the tag you require locking out from the list of vehicle, if you know the tag number you can use the search option at the top right corner of the vehicle screen. Select Lock/Unlock from the bottom of the screen. You will be presented with a message asking if you want to proceed with locking out the tag. Select okay to continue. A padlock will appear next to the registration number. The Lockout will be updated on the next download unless you select connect and initiate a download.

To unlock a tag repeat the above procedure.

Transferring Tag Details

If a tag is lost and a new one needs issuing for the vehicle it is advisable to transfer the details thus ensuring there is no change in the setup.

Select the tag number of the tag you require transferring.

Select transfer from the bottom of the screen.

Enter the new tag number and select submit to proceed with the transfer. It

is also advisable to lockout the old tag as described above.
the instructions detailed further in this manual. If this not carried out the update will
To send the new tag information to the control system select the Connect button and follow

take place when the site is next downloaded.

Reporting On Vehicle Tags

If a printout or file copy of your tags is required select one of the options at the top left hand of the screen.

 - Prints the list of the tags direct to your default printer.

 - Exports the list of the tags as an Excel file.

 - Exports the list of the tags as a word document.

It is possible to control both the order of the tags and which tags are displayed and therefore printed out.

To select the order you want the tags to be displayed select the index drop down box at the bottom left of the screen. The options are as follows:-

- ID No. - The tag number each vehicle is assigned to.
- Reg. - Alphabetically in registration number order.
- Fleet - Alphabetically in fleet number order.
- Site - The Depots the vehicle is based at.

Once selected the RUN option will turn red. Run the report again to make the change the in the report.

To filter the report for the required information select the filter report drop down at the bottom of the screen. The options are as follows:-

- None - Displays all the tags
- ID No. - Select the ID number from the drop down box and this will be displayed.
- Reg. No. - Select the registration number from the drop down box and this will be displayed.
- Fleet No. - Select the fleet number from the drop down box and this will be displayed.

- Site - Select the site from the drop down box and all the vehicles from this site will be displayed.

Once selected the RUN option will turn red. Run the report again to make the change the in the report.

Page Setup

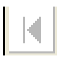
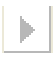
It is possible to set the number of records viewable on the screen.

Select the Rec/Page drop down menu from the bottom of the screen. The options are 10, 50 and 100.

To go to a specific page number enter it into the Go To Page box and select go.

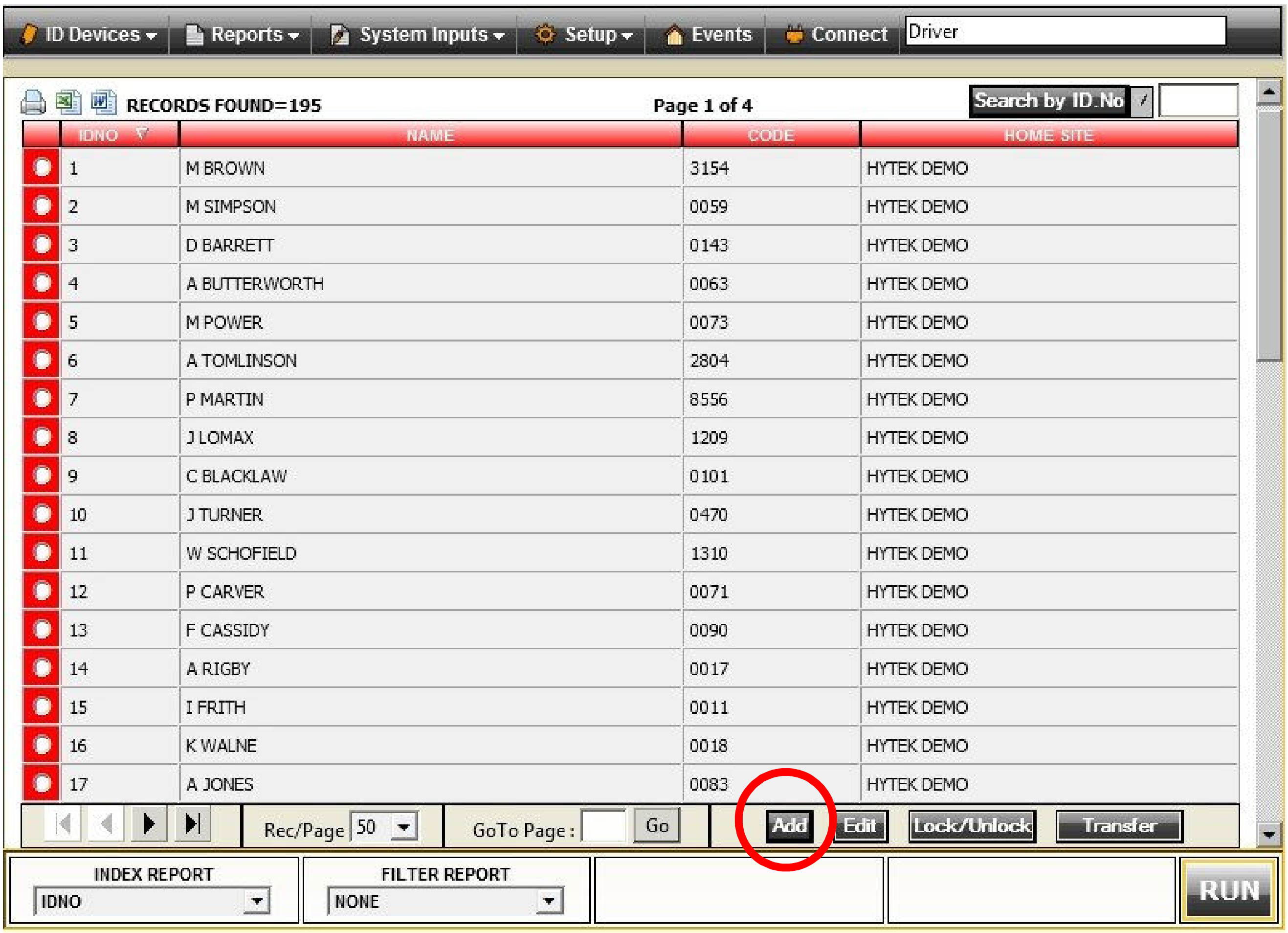
The records for this page will now be displayed on the screen.

To cursor through the pages use the arrows at the bottom of the screen.

- First Page  - Previous Page  - Next Page  - Last Page

Drivers

By selecting the Drivers option from the ID Devices drop down menu at the top of the screen you can enter new drivers and edit current drivers. This can only be carried out for drivers from your site unless you are not site locked.



IDNO	NAME	CODE	HOME SITE
1	M BROWN	3154	HYTEK DEMO
2	M SIMPSON	0059	HYTEK DEMO
3	D BARRETT	0143	HYTEK DEMO
4	A BUTTERWORTH	0063	HYTEK DEMO
5	M POWER	0073	HYTEK DEMO
6	A TOMLINSON	2804	HYTEK DEMO
7	P MARTIN	8556	HYTEK DEMO
8	J LOMAX	1209	HYTEK DEMO
9	C BLACKLAW	0101	HYTEK DEMO
10	J TURNER	0470	HYTEK DEMO
11	W SCHOFIELD	1310	HYTEK DEMO
12	P CARVER	0071	HYTEK DEMO
13	F CASSIDY	0090	HYTEK DEMO
14	A RIGBY	0017	HYTEK DEMO
15	I FRITH	0011	HYTEK DEMO
16	K WALNE	0018	HYTEK DEMO
17	A JONES	0083	HYTEK DEMO

Adding a New Driver

To add a new driver code on HYTEK ONLINE select Add from the bottom of the screen.

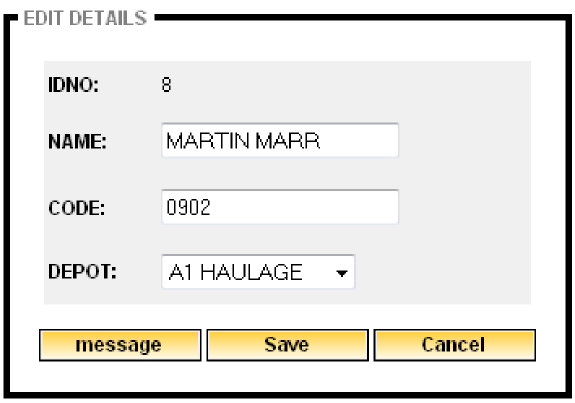
You will then be presented with the driver input screen. HYTEK ONLINE will assign the driver to the next available ID number.

Enter the driver's name.

Enter the code the driver will use in conjunction with a vehicle tag to fuel.

Select the depot from the drop down list the driver is based at.

Select save to add the driver code.



You can also send the driver a message that will be displayed when they enter their pin code. Select message, type the message in the box and select save message. You then need to select Connect from the menu functions to both upload the driver code and the message to the Fuel control system.

To edit an existing driver code select the driver by clicking on the circle next to the drivers site and select edit from the bottom of the screen.

Make any desired changes to the selected driver code and select save to save the changes. You then need to select Connect from the menu functions to both upload the changes to the Fuel control system.

Locking out a Driver

To lockout a driver code i.e. stop the use of a driver code select the driver and click on Lock/Unlock at the bottom of the screen. You will be presented with a message asking are you sure you want to proceed with locking out the code. Select okay to continue.

A padlock will now appear next to the locked out drivers name.

The lockout will be updated on the next download.

To unlock the driver repeat the above procedure.

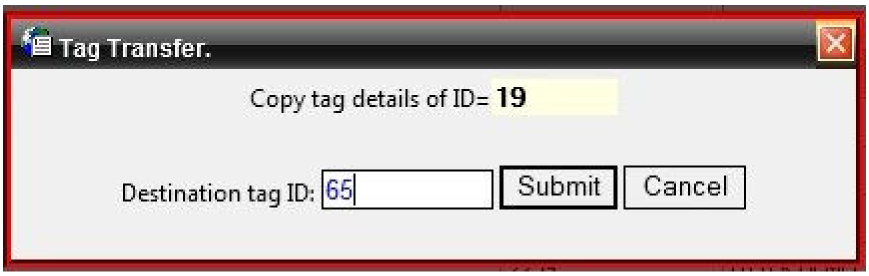
Once unlocked and the update to the fuel management unit has been carried out the driver will then be able to fuel.

Transferring Driver Tag Details

If Driver Tags are being used there is the ability to transfer the details of one tag to another. This is useful if a tag is lost and a new one issued.

Select the ID number of the lost tag and select transfer from the bottom of the screen.

Enter the new tag number and select Submit to proceed with the transfer.



The update to the new tag will take place on the next download. It is best to lockout the old tag to prevent future usage.

Reporting on Driver Codes

If a printout or file copy of your driver codes is required select one of the options at the top left hand of the screen.

- Prints the list of codes direct to your default printer.

- Exports the list of driver codes as an Excel file.

- Exports the list of driver codes as a word document.

It is possible to both control the order the driver codes and which driver codes are displayed and therefore printed out.

To select the order you want the driver codes displayed select the Index Report drop down at the bottom left of the screen. The options are as follows:

- ID No. - The number assigned to each driver when first entered.
- Name - Alphabetically.
- Code - The pin number for the driver numerically.
- Site - The Depot the drivers are based at.

Once selected the RUN option will turn red. Run the report again to make the change the in the report.

To filter the report for the required information select the Filter Report drop down at the bottom of the screen. The options are as follows:

- ID No. - Shows just the id number you select.
- Name - Shows the name of the driver you select.
- Site - Shows all the drivers assigned to the site you select.

Once the filter is selected a new drop down will appear for you to select the information you require. Select Run then the information that has been filtered on will be displayed on the screen.

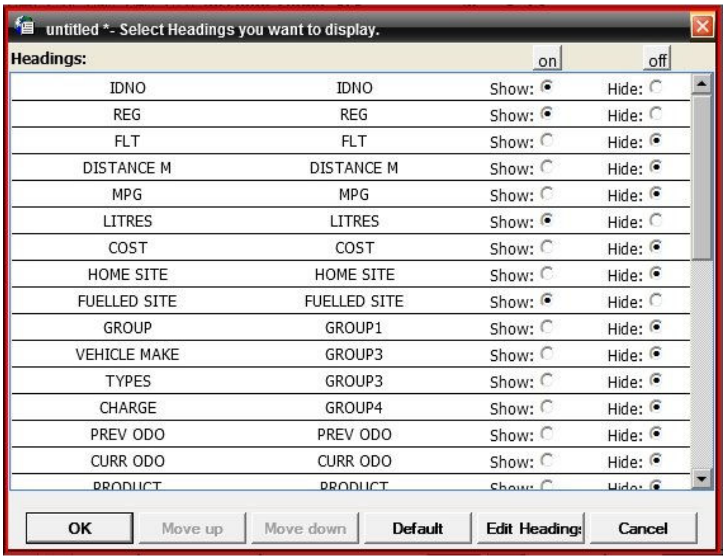
Reports

Selecting reports gives you access to HYTEK ONLINE reporting package, enabling data to be formatted, filtered and indexed as required. The report formats include transaction totals, individual transactions, stock and fleet and are all exportable to both Word and Excel.

Totals Reports

By selecting the Totals option from the Reports drop down menu at the top of the screen you can run totalised reports on your fleet of vehicles.
The headings on the reports can be selected as required and saved for future recall.
To set the headings on the report select headings at the bottom of the screen.
The selectable headings are as follows:-

- ID No. - The tag Number of the vehicle.
- Reg. - The registration number of the vehicle.
- Fleet - The Fleet number of the vehicle.
- Distance M - The distance in miles the vehicle has covered in the period selected.



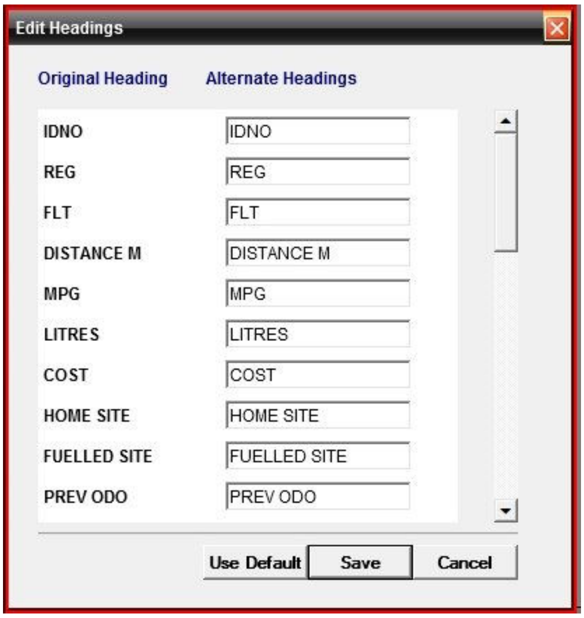
- Litres - The total number of litres drawn in the period selected.
- MPG - the average miles per gallon for the period selected.
- Cost - the total cost of the fuel used.
- Home Site - The site the vehicle is based.
- Fuelled Site - The site the vehicle has been fuelled at.
- Groups 1-4 - The groups the vehicle has been assigned to.
- Gallons - The total amount of gallons drawn.
- Distance K - The distance in Kilometres the vehicle has covered in the period selected.
- Distance - The distance in the vehicles units that the vehicle has covered in the selected period.

- Prev ODO - Displays the odometer reading from the start date.
- Curr ODO - Displays the odometer reading from the end date.
- Product - The fuel type
- Fuel Charge - The charge out price.
- CO_2/Kg - The total CO_2 per Kg used between the dates.
- CO_2gm/Km - The CO_2 levels used per Km travelled between the dates.
- Card No. - The Card number (if using a card swipe system)
- Driver - The drivers name.
- Cost per Hour - The cost per hour (if using hours on the tag entries)

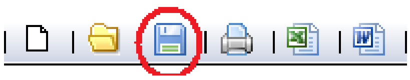
Select Show for the headings you require in the report and select the Ok button to save the settings. It is also possible to rearrange the headings by selecting them and then using the move up and move down options or dragging them to the required location. To revert back to the previous settings select cancel.

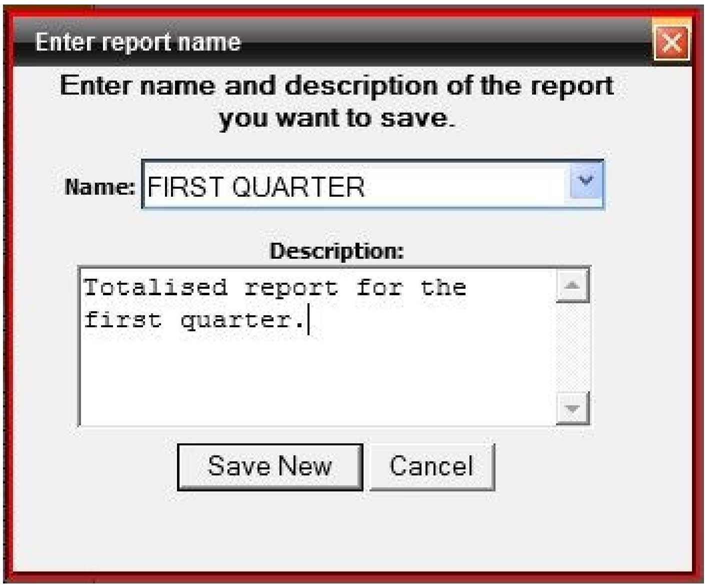
It is also possible to rename the headings to something that is more appropriate to your own reports.

To change the headings select edit headings. All the headings will now be displayed with the alternate headings field next to the default headings. Change the required headings in alternate headings field for the report to be shown with your headings. Once you have changed them select save. To use the default headings select use default, this will then result in any headings you have changed being returned to the default settings.



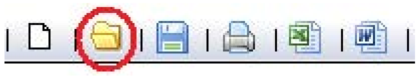
Once you have the report in the format you require it is best to save it. To do this select the save icon at the top of the screen.



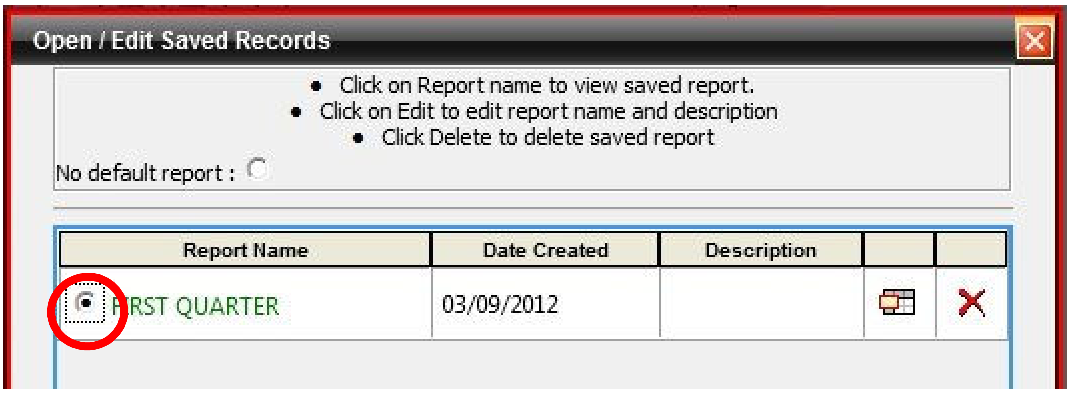


You can either overwrite an existing report by selecting the report name from the drop down list and selecting save as, or you can create a new report by entering a new report name in the provided box and giving it a description before selecting save new. Up to 10 reports may be saved at any one time. Unused reports must be deleted if more need to be saved. Reports are saved to a User enabling each User to have their own set of reports.

To select saved reports select the documents icon from the top left of the screen.



Select the required report from the list displayed



It is possible to set one of the saved reports as the default report that is viewed when selecting TOTAL from the menu. To do this select the button to the left of the report title.
It is also possible to edit the headings on saved reports or delete unused reports from this screen.

Indexing and Filtering

The data shown in the report can be manipulated to display the information in a set order and filtered on specific data so the required information is displayed.

To run the report select the start date you require the data to be shown from by selecting the start date calendar function at the bottom left of the screen.
If you do not require the data to be shown up to the current date (the default setting) then enter the date you require the data to be displayed up to. The Run icon next to the date settings will now be displayed red and will require selecting to change the displayed data.

It is only possible to run a report across a 12 month period.
To order the data into the required format select from the Index Report drop down box at the bottom of the screen. The options are as follows:

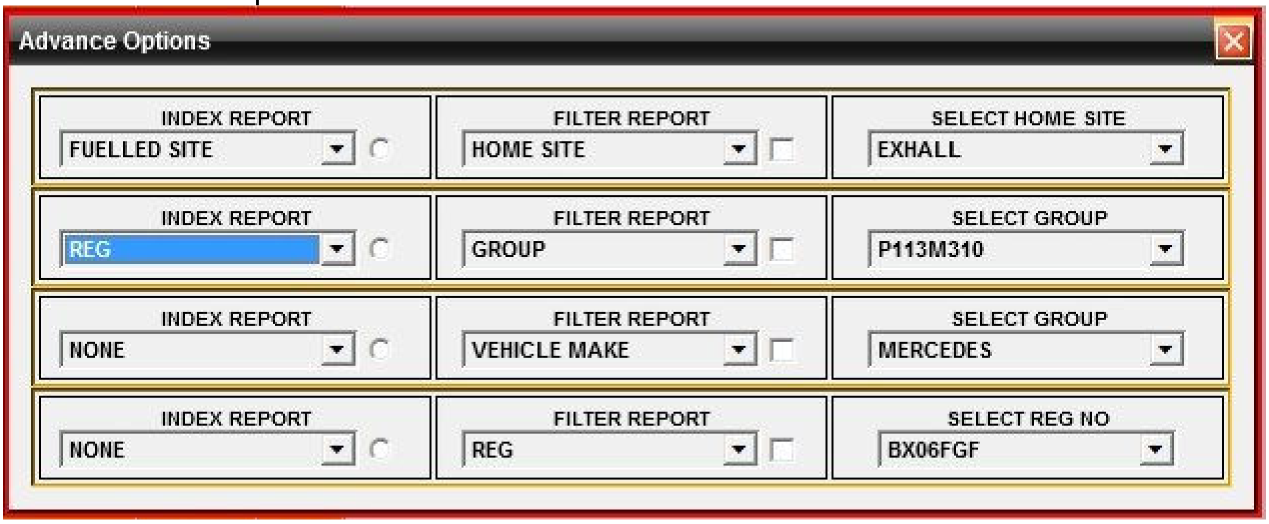
- ID No. - Tag number order.
- Reg. - Registration number order.
- Fleet - Fleet number order.
- Home Site - In site order the vehicle is based at.
- Fuelled Site - In site order the vehicle has fuelled at.
- Groups 1-4 - In order of the specific vehicle type, model, department etc (If Groups have been set up).
- Products - Fuel type order.

Once selected the RUN option will turn red. Run the report again to make the change the in the report. To filter the data so only the required information is displayed select the Filter drop down box at the bottom of the screen. The options are as follows:

- None - No filters are applied.
- ID No. - The tag number used to fuel.
- Reg. - The registration of the vehicle.
- Fleet - The fleet number of the vehicle.

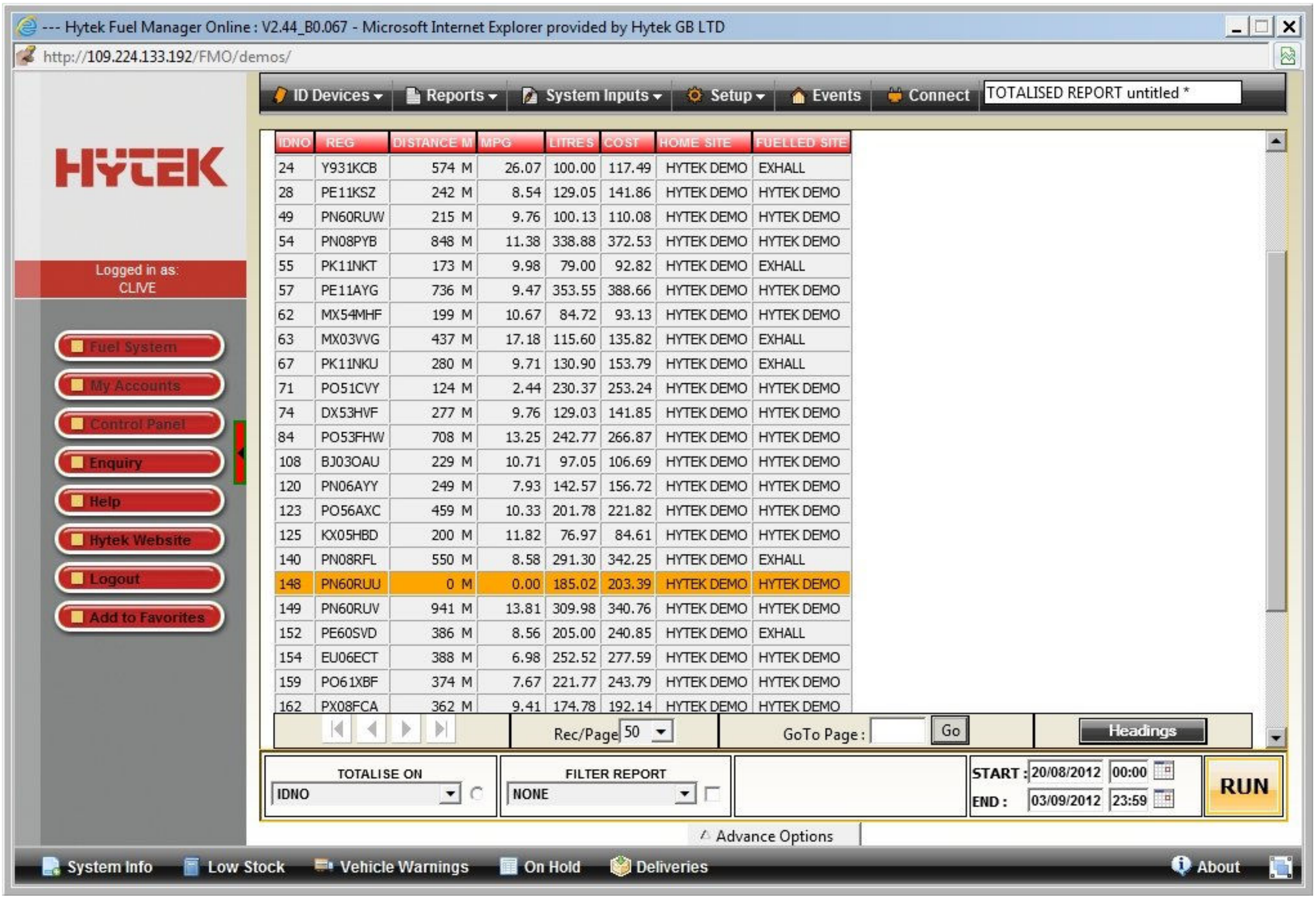
- Fuelled Site - The site fuelling have occurred.
- Home Site - The site vehicle vehicles are based at.
- Groups - The specific vehicle type, model, department etc (If Groups have been set up).
- Products - The Fuel type used when fuelling.

The Advanced Option enables more indexes and filters to be set.



The tick box next to the Filter Report option reverses the selected option, e.g. a tick in the box next to Home Site = EXHALL will show all the vehicles not based at EXHALL.

Once a filtered option has been selected a second drop down box will be displayed to enable the specific data to be selected, e.g. the selected filter = Fuelled Site then a list of the available sites will be displayed. Select the Run icon to update the report.



Printing, Saving or Emailing Your Totals Report

If a printout or file copy of the report is required select one of the options at the top left hand of the screen.

 - Prints the totals report direct to your default printer.

 - Exports the totals report as an Excel file.

 - Exports the totals report as a word document.

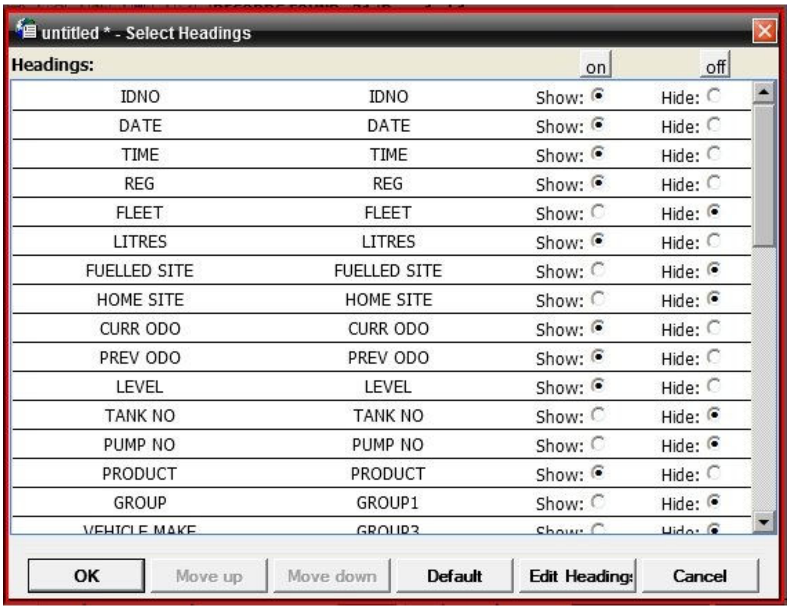
 - Gives you the option to email the report.

Transaction Reports

By selecting the Transaction option from the Reports drop down menu at the top of the screen you can run transaction reports on your fleet of vehicles. The reports can be easily formatted to show a range of information and printed or exported into Excel or Word.

The headings on the reports can be selected as required and saved for future recall. To set the headings on the report select headings at the bottom of the screen.
The selectable headings are as follows:-

- ID No. - The tag number of the vehicle.



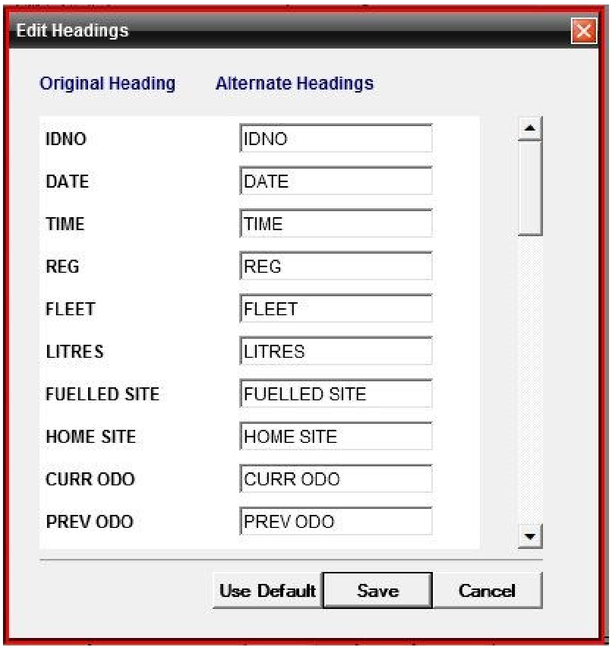
- Date - Date of the transaction.
- Time - Time of the transaction.
- Drivers - The Driver who fuelled the vehicle (Only if using Driver codes/tags)
- Reg. - The registration of the vehicle.
- Fleet - The fleet number of the vehicle.
- Litres - The amount of fuel drawn for the transaction.
- Fuelled Site - The site the vehicle fuelled at.
- Home Site - The site the vehicle is based at.
- Current Odo. - The odometer entered at the time of the transaction.
- Previous Odo. - The odometer from the previous transaction.
- Level - The stock level of the tank.
- Tank No. - The tank number the fuel was drawn from.
- Pump No. - The pump number the fuel was drawn from.
- Product - The fuel that was drawn for the transaction.
- Group 1-4 - The groups the vehicle is assigned to.
- MPG - The miles per gallon for the trip the vehicle has made.
- HRS_per_LTRE - The hours run per litre of fuel used.

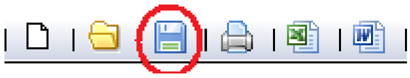
- Cost - The cost of the fuel used.
- Data - the data entered if the option is selected on the Tag.
- Gallons - The amount of fuel drawn in gallons.
- Distance KM - The distance travelled in Km (this is converted if a mile entry).
- Fueller No. - Fueller tag number (if the transaction is made using a fueller tag)
- Fueller Name. - Fueller name (if the transaction is made using a fueller tag)
- Litre per Hour - Litres used per hour (when used with an hour meter reading)
- Trailer No. - Trailer Number
- Trailer Name - Trailer Name
- Unit No. - The number assigned to the fuel control unit.
- Distance Miles - The distance travelled in Miles
- Distance Hours - The number of hours the unit has run.
- Fuel Charge - The charge out cost
- Fuel Charge PPU - The charge out pence per litre price
- CO2 KG - The total C02 used for the transaction
- CO2 g/Km - The amount of CO2 used per Km for the transaction
- Cost/Hour - The cost per hour (when used with hour meter readings)

Select Show for the headings you require in the report and select the Ok button to save the settings. It is also possible to rearrange the headings by selecting them and then using the move up and move down options or by dragging them to the required location. To revert back to the previous settings select cancel.

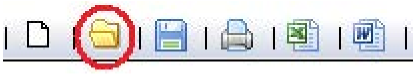
It is also possible to rename the headings to something that is more appropriate to your own reports.

To change the headings select edit headings. All the headings will now be displayed with the alternate headings field next to the default headings. Change the required headings in alternate headings field for the report to be shown with your headings. Once you have changed them select save. To use the default headings select use default, this will then result in any headings you have changed being returned to the default settings.

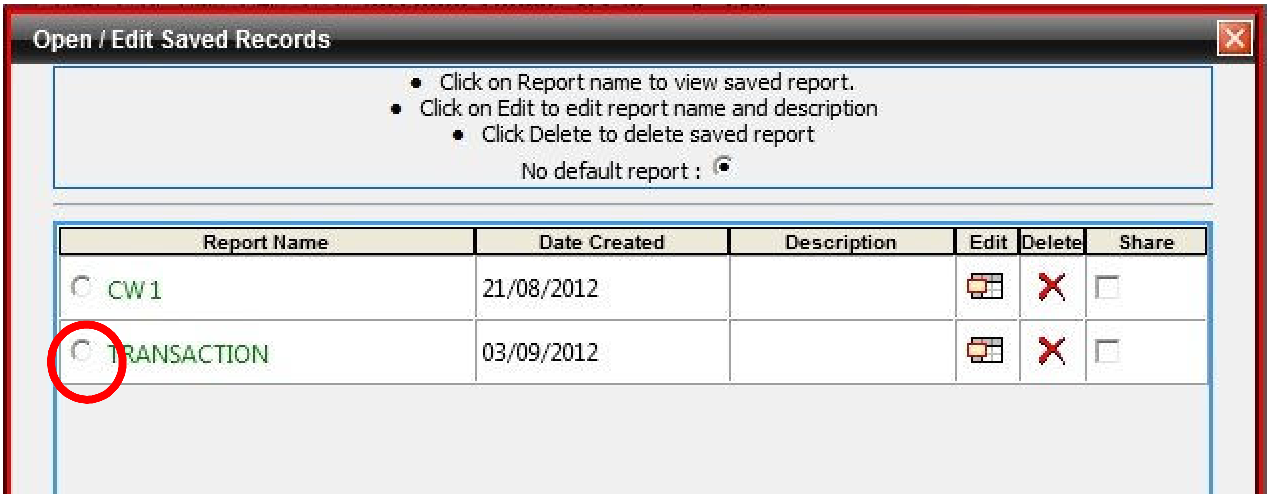


When the report is in the format you require it is best to save it. To do this select the save button at the top of the screen. 

You can either overwrite an existing report by selecting the report name from the drop down list and selecting save new.
Or you can create a new report by entering a new report name in the provided box and giving it a description before selecting save new.
Up to 10 reports may be saved per user at any one time.
Unused reports must be deleted if more need to be saved.
Reports are saved to a User enabling each User to have their own set of reports.
To view saved reports select the folder icon at the top left of the screen.



Select the report you want to run from the list of reports.



It is possible to set one of the saved reports as the default report that is viewed when selecting TRANS from the menu. To do this select the button to the left of the report title.

It is also possible to edit (add/remove headings) or delete unwanted reports from this screen.

Indexing and Filtering

The data shown in the report can be manipulated to display the information in a set order and filtered specific data so the required information is displayed.

To run the report select the start date you require the data to be shown from by selecting the start date calendar function at the bottom left of the screen.

If you do not require the data to be shown up to the current date (the default setting) then enter the date you require the data to be displayed up to. The Run icon next to the date settings will now be displayed red and will require selecting to change the displayed data.

It is only possible to run a report across a 12 month period.

To order the data into the required format select from the Index Report drop down box at the bottom of the screen. The options are as follows:

- ID No. - In tag number order.
- Date & Time - In the order that the fuellings occurred.
- Reg. - In registration number order.

- Fleet - In fleet number order.
- Litres/Gallons - In fuel quantity order, lowest to highest.
- Fuelled Site - The site the fuellings occurred.
- Home Site - The site the vehicle is based.
- Fueller No. - In Fueller tag number order.

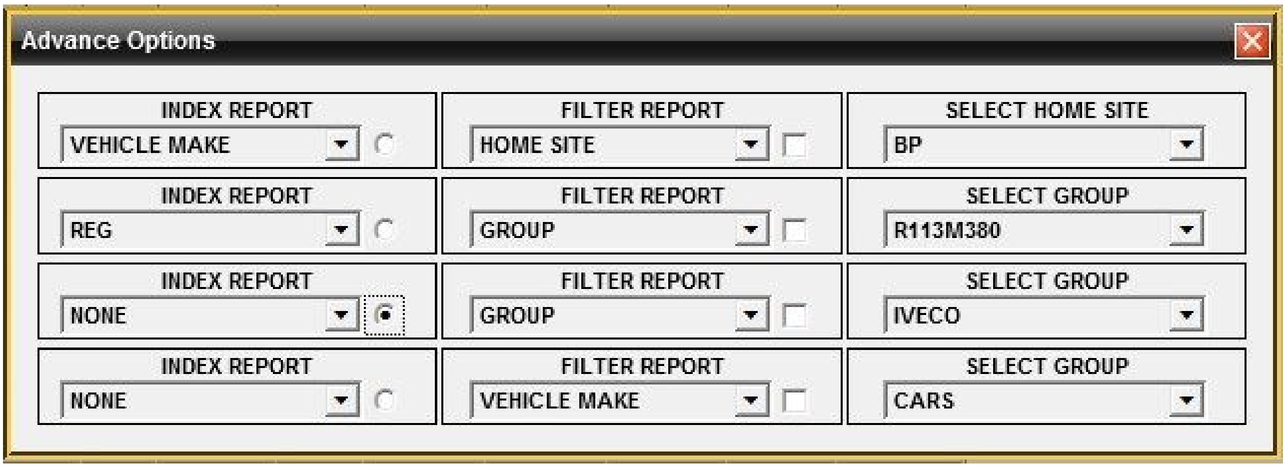
Once one of the options has been selected the run icon will need to be selected to order the data in the requested format.

To filter the data so only the required information is displayed select the Filter drop down box at the bottom of the screen. The options are as follows:

- ID No. - The tag number used to fuel.
- Reg. - The registration of the vehicle.
- Fleet - The fleet number of the vehicle.
- Driver Name - Fuellings drawn by a Driver
- Fueller No. - The Fueller tag number used to fuel.
- Fueller Name - The name of the Fueller tag used to fuel.
- Fuelled Site - The site fuelling have occurred.
- Home Site - The site vehicle vehicles are based at.
- Unit No. - The number of the control unit monitoring the fuellings.
- Groups - The specific vehicle type, model, department etc (If Groups have been set up).
- Offsite Only - Fuellings drawn on fuel cards
- Override Only - Fuellings drawn when the control unit has been placed in override.
- Product - The fuel type used when fuelling.

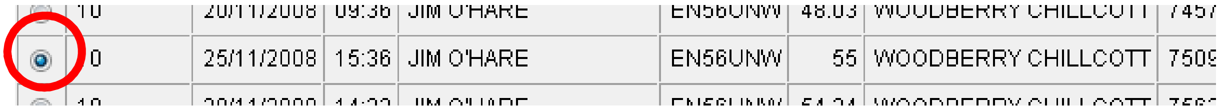
Once a filtered option has been selected a second drop down box will be displayed to enable the specific data to be selected, e.g. the selected filter = Reg. then a list of the available registrations will be displayed. Select the Run icon to update the report.

The Advanced Option allows further Indexes and Filters to be set.

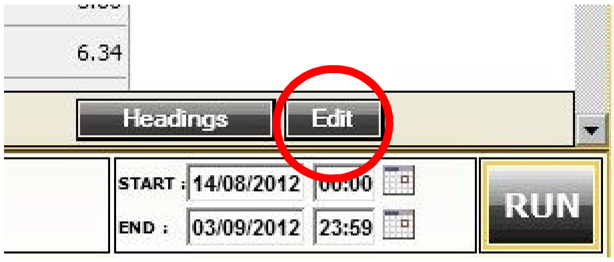


Editing Transactions

On occasions it may be a requirement to edit a transaction. This may because an incorrect tag or driver detail has been used or an incorrect odometer has been entered (often the case on an offsite fuelling). To do this, select the button on the left of the transaction.



Then select edit from the right hand bottom corner of the screen.

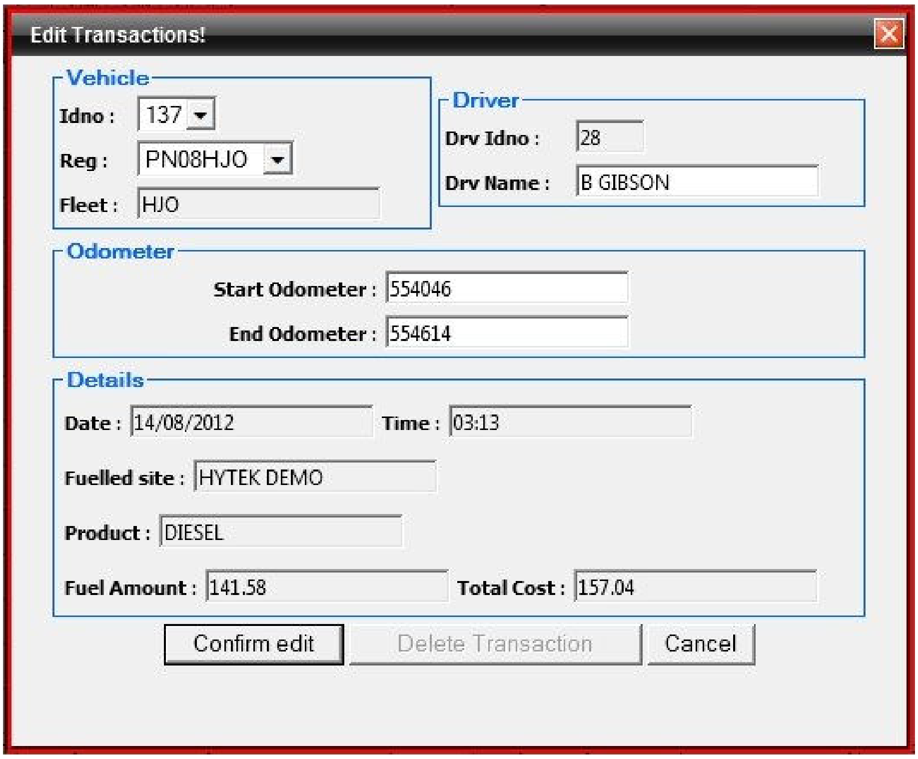


To edit the vehicle use the drop down Id number menu until the correct registration number appears in the reg. field.

To edit the driver use the Drv Id number menu until the correct drivers name appears in the Drv Name field.

To edit the incorrect odometer enter the correct odometer entry in the End odometer field.

To save the edit select Confirm Edit from the bottom of the screen.



Transaction Colour Codes

The transaction data can appear in three different colours.

○	20/06/2008	05:03	R LEIGHTON	FN06BBV	155.28	236050	235322	DSL	728	13.24	169.72	34.16
○	20/06/2008	06:34		OVERRIDE	0.28	0	0	DSL	0	0	0.31	0.06
○	20/06/2008	13:10	GLYN WALTON	YB06TKU	69.08	133931	133488	DSL	443	18.12	80.28	15.2
○	20/06/2008	14:07	MICHAEL SENIOR	FJ07TPZ	260	137982	137070	DSL	912	9.91	284.18	57.19
○	20/06/2008	14:16	IAN CROFT	FN06BCF	353.3	231978	230758	DSL	1220	9.75	385.19	77.72

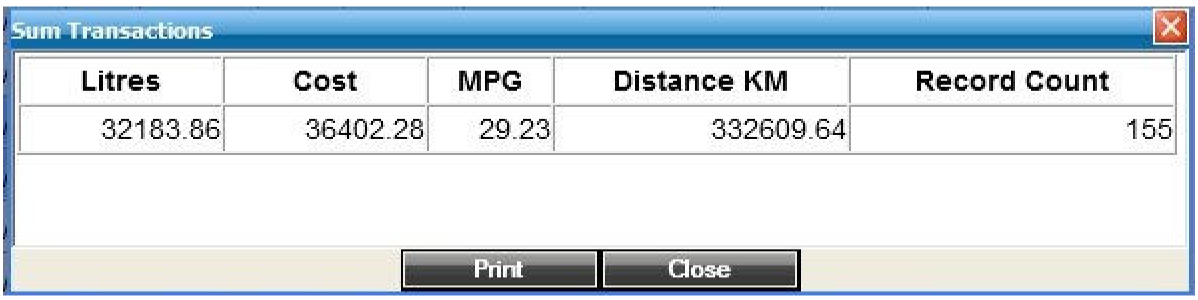
Grey - Tag transactions

Blue - Offsite fuel transactions

Red - Override transactions

Summarising Your Transaction Report

To summarise the transaction report select the start and end dates you require and select Run. Right click and select sum to view the report summary.



Litres	Cost	MPG	Distance KM	Record Count
32183.86	36402.28	29.23	332609.64	155

Printing, Saving or Emailing Your Transaction Report

If a printout or file copy of the report is required select one of the options at the top left hand of the screen. Right Click and Sum Report will be displayed. Click on Sum Report and a summary of the transaction report will be displayed.

- - Prints the transaction report direct to your default printer.
  - Exports the transaction report as an Excel file.
  - Exports the transaction report as a word document.
  - Gives you the option to email the report.

The same report can be run as many times as is required. All that is needed is the same dates, indexes and filters setting as previously set. HYTEK ONLINE can report on all available data back to when the system was first installed or the date of the last purge of data. This enables week on week, month on month and even year on year analysis if required.

Stock Reports

To run a stocks report select stocks from the reports menu at the top of the screen. When entering the stocks report screen it will default to the current stock level. This is only accurate to the date shown on the report and you may need to connect to the site to update to the current level.

The Stock report fields are fixed and cannot be edited as transaction and totals reports can be though the options to index and filter are the same.

To filter the data so only the required information is displayed select the Filter drop down box at the bottom of the screen. The options are as follows:

- Site - Displays stock activity for the selected site.
- Activity - Allows the selection of the activity type as follows:
- Delivery - displays all the deliveries.
- Dip - displays all the dips entered.
- Download - displays the levels at each download.
- Tank Gauge - displays the tank gauge levels.
- Current Stock - Displays the current stocks on each site

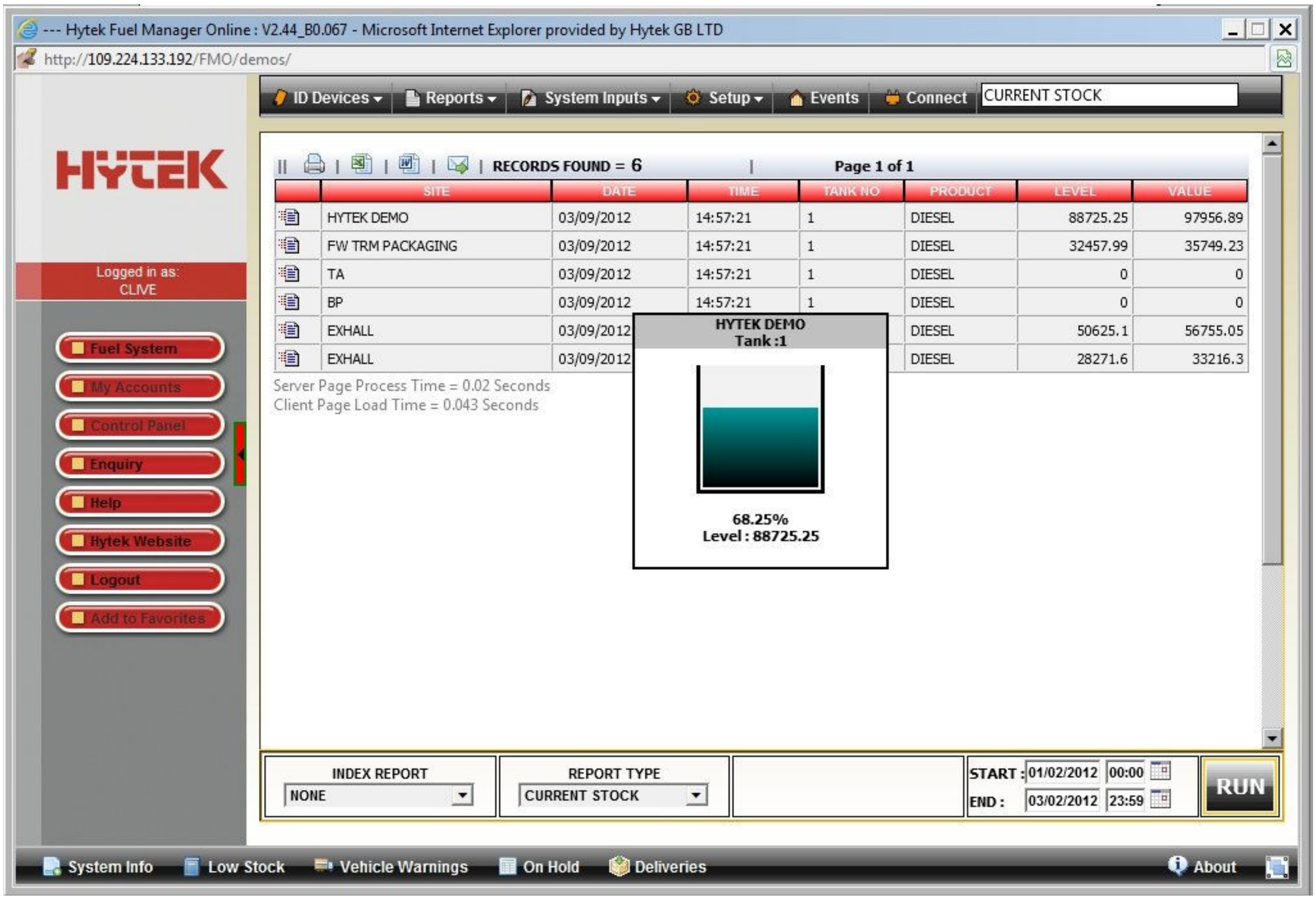
Current Stock Report

The default Stocks report is the Current Stock report. This report displays the current book stock level and its value for all the sites controlled by Fuel Manager Online and is only as up to date as the last download.

Printing, Saving or Emailing Your Stock Report

If a printout or file copy of the report is required select one of the options at the top left hand of the screen.

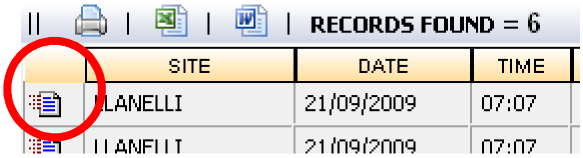
- Prints the stock report direct to your default printer.
- Exports the stock report as an Excel file.
- Exports the stock report as a word document.
- Gives you the option to email the report.



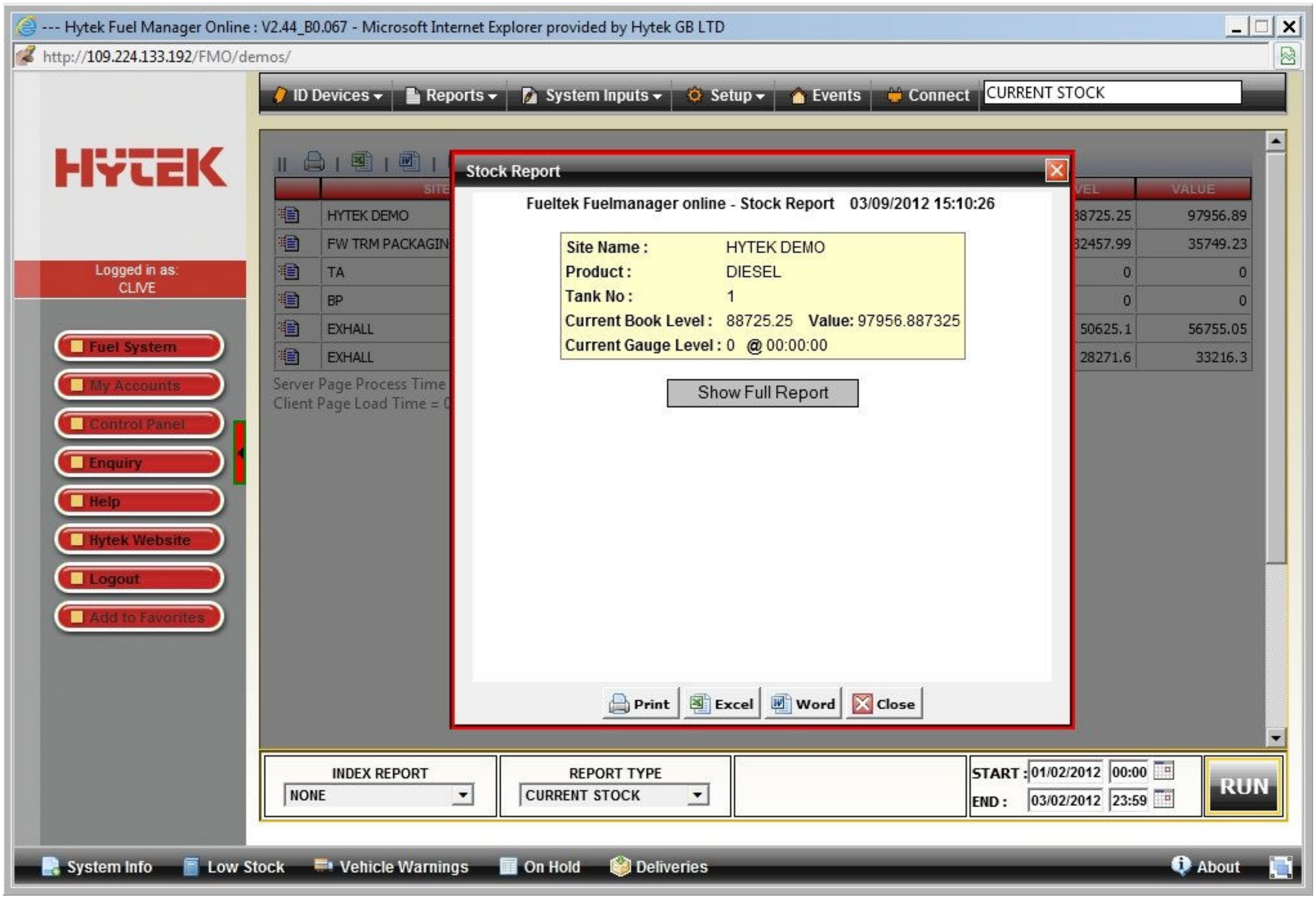
Stock Summary Report

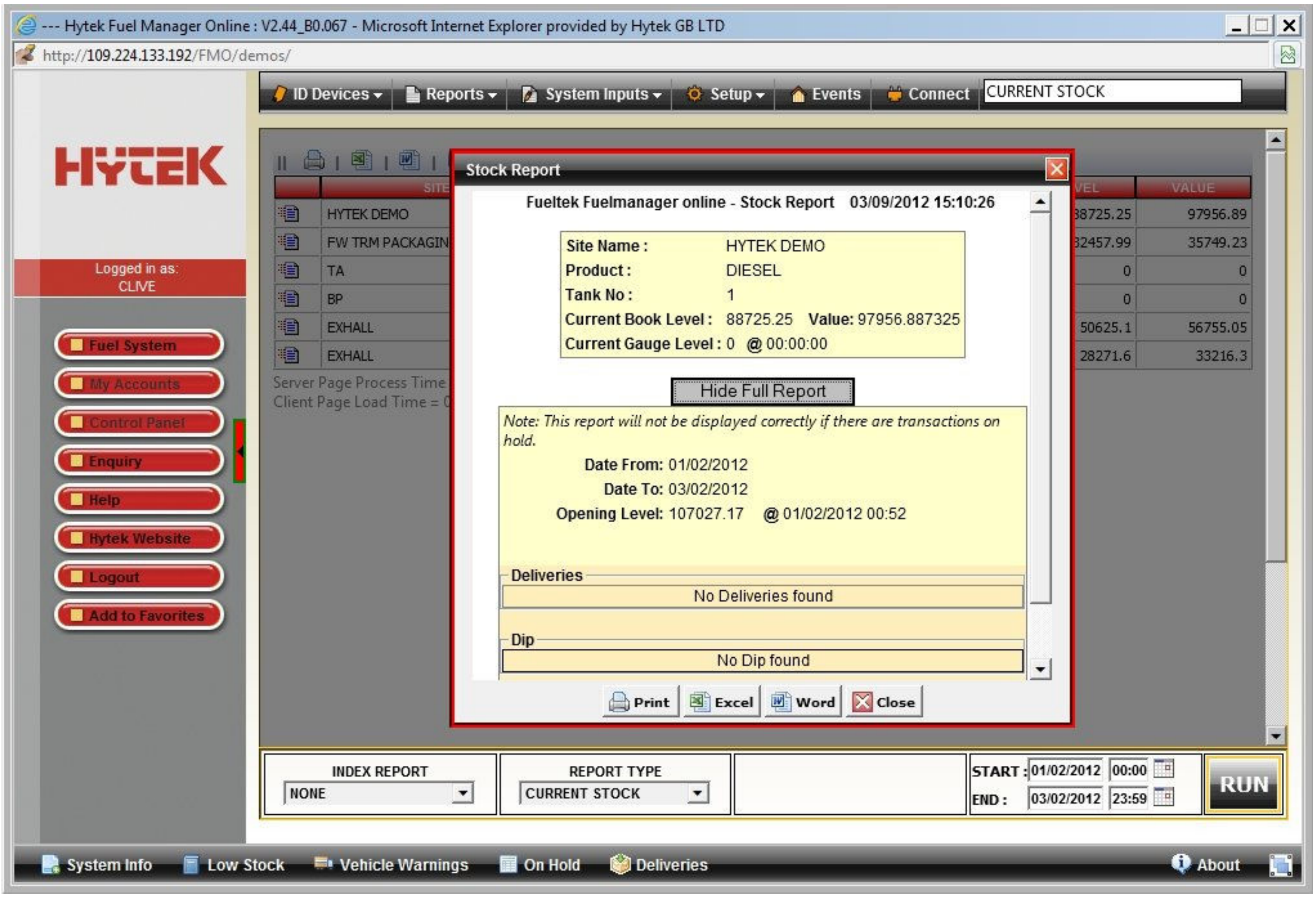
To run a stock summary enter the start and end dates you require the information between.

Select the file icon on the left of the site name; these will only appear if you have filtered on current stock.



Initially the report shows a stock summary for the period selected. To show the full report select show full report.





The full Stock Summary report shows the date range the report is run between, the period opening stock, any deliveries or/and dips entered during the period, the total throughput for the period and the closing level.

To print the report, select the print button at the bottom of the report.
To save the report, select either the Excel or Word button at the bottom of the report.

Fleet Reports

By selecting the Fleet option from the Reports drop down menu at the top of the screen you can run reports for the service, mot and tax requirements for your fleet. The information will have to have been set up in the vehicle setup to enable the running of these reports. The reports can be easily formatted to show a range of information and printed or exported into Excel or Word.

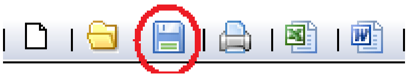
RECORDS FOUND=176 | Page 1 of 4

IDNO	REG	FLEET	HOME SITE	TACHO DATE	NEXT MOT
1	NODDY 1	1	HYTEK DEMO	01/01/2002	01/01/2002
2	GU02 YED	2	HYTEK DEMO	01/01/2002	01/01/2002
3	PO53FLF	FLF	HYTEK DEMO	01/01/2002	01/01/2002
4	X636JFR	JFR	HYTEK DEMO	01/01/2002	01/01/2002
5	PO53FMF	_FMF	HYTEK DEMO	01/01/2002	01/01/2002
6	PO53FMF	FMF	HYTEK DEMO	01/01/2002	01/01/2002
7	LOST7	LOST7	HYTEK DEMO	01/01/2002	01/01/2002
8	PE10YGZ	YGZ	HYTEK DEMO	01/01/2002	01/01/2002
9	PN59AVF	AVF	HYTEK DEMO	01/01/2002	01/01/2002

The headings on the reports can be selected as required and saved for future recall. To set the headings on the report select headings at the bottom of the screen. The selectable headings are as follows:

- ID No. - The tag number used to fuel.
- Reg. - The registration of the vehicle.
- Fleet - The fleet number of the vehicle.
- Home Site - The site vehicle vehicles are based at.
- Groups - The specific vehicle type, model, department etc (If Groups have been set up).
- Tax Date - The date the tax is due for the vehicle.
- Tacho Date - The date the tacho needs calibrating on the vehicle.
- Next MOT - The date the MOT is due for the vehicle.
- Service Date - The date the service is due for the vehicle.
- Service at - The mileage the service is due for the vehicle.
- Current Odo - the current odometer of the vehicle.
- Product - The fuel type the vehicle fuels on.

Select Show for the headings you require in the report and select the Ok button to save the settings. It is also possible to rearrange the headings by selecting them and dragging them into the required position or by select them and using the move up and move down options until the required format is obtained. To revert back to the previous settings select cancel.

When the report is in the format you require it is best to save it. To do this select the save button at the top of the screen. 

You can either overwrite an existing report by selecting the report name from the drop down list and selecting save new.
Or you can create a new report by entering a new report name in the provided box and giving it a description before selecting save new.
Up to 10 reports may be saved per user at any one time.
Unused reports must be deleted if more need to be saved.
Reports are saved to a User enabling each User to have their own set of reports.
To view saved reports select the folder icon at the top left of the screen.

Indexing and Filtering

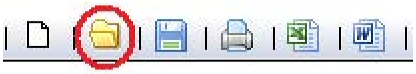
The data shown in the report can be manipulated to display the information in a set order and filtered specific data so the required information is displayed.

Indexing options are as follows:

- ID No. - Tag number order.
- Reg - Registration Number order.
- Fleet - Fleet Number order.
- Tax Date - Tax due date order.
- Home Site - The site the vehicle is based.
- Tacho Date - Tacho calibration date due order.
- Next MOT - MOT due date order.
- Service Date - Service due date order.
- Service at - Service Mileage order.

Once one of the options has been selected the run icon will need to be selected to order the data in the requested format.
To filter the data so only the required information is displayed select the Filter drop down box at the bottom of the screen. The options are as follows:

- ID No. - The Tag number of the vehicle.
- Reg - The registration number of the vehicle.
- Fleet - The Fleet number of the vehicle.
- Home Site - The vehicles based at a selectable site (for multiple site systems)
- Groups 1-4 - The vehicles set up in a selectable group.
- Tax Date - The vehicles that are due for taxing between the date filters.
- Tacho Date - The vehicles that are due for tacho calibration between the date filters.
- Next MOT - The vehicles due for a MOT between the date filters.
- Service Date - The vehicles due for service between the date filters.
- Service At - The vehicles due for service within a selected mileage.

Example of a Fleet report 

The report shows the vehicles that require servicing in the month of November. The headings selected are Id No, Registration No., Fleet number, Site, Tacho date and Next MOT. The index is set to ID number so the report is shown in Datatag number order. The information shown is dependent on the dates being set up correctly in the vehicle settings screen.

IDNO	REG	FLEET	HOME SITE	TACHO DATE	NEXT MOT
1	NODDY 1	1	HYTEK DEMO	20/06/2013	15/05/2013
2	GU02 YED	2	HYTEK DEMO	18/01/2013	25/10/2013
3	PO53FLF	FLF	HYTEK DEMO	18/10/2013	21/12/2012
4	X636JFR	JFR	HYTEK DEMO	14/09/2012	06/04/2012
5	PO53FMF	_FMF	HYTEK DEMO	20/09/2013	30/05/2013
6	PO53FMF	FMF	HYTEK DEMO	11/01/2013	17/02/2012

If you required the report to be in service date order instead of datatag order just change the index to service date and select run.

Printing or Saving Your Fleet Report

If a printout or file copy of the report is required select one of the options at the top left hand of the screen.

- Prints the fleet report to your default printer.

- Exports the fleet report as an Excel file.

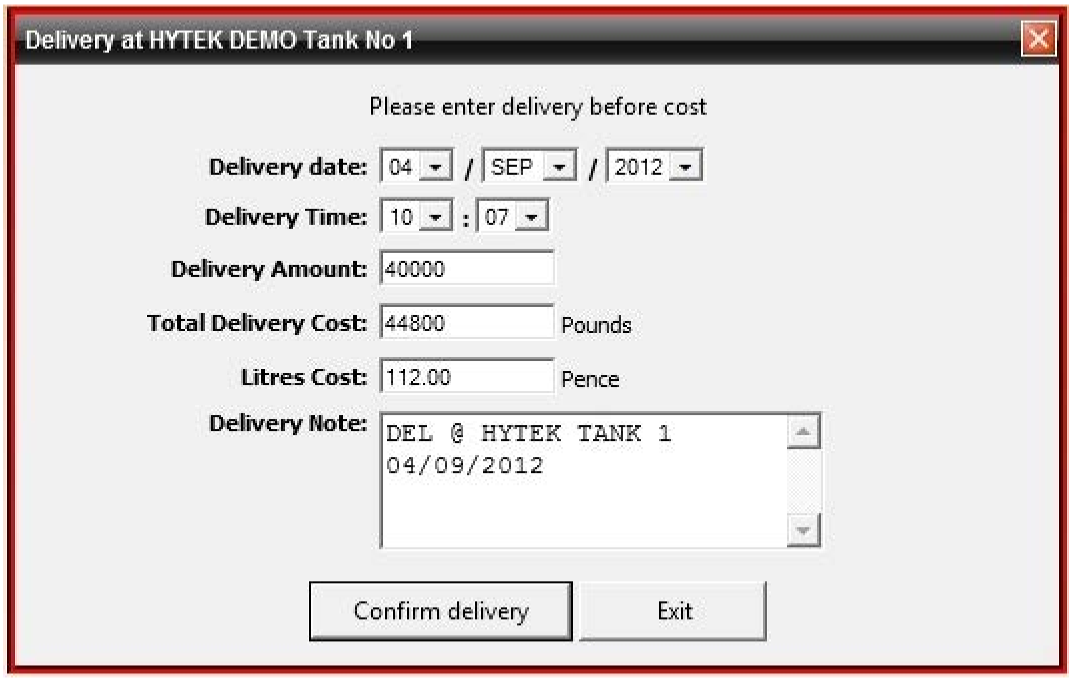
- Exports the fleet report as a word document.

System Inputs

Stock allows you to enter deliveries, adjust levels and report on levels and inputs. To enter a new delivery or adjust the current level select System Inputs from the bottom of the Stock screen.

Stock Delivery

To enter a delivery, select the site that has taken the delivery and select delivery from the right hand menu.



Enter the delivery as follows:
Enter the date and time of the delivery.
Enter the delivery amount in litres.
Enter the delivery cost. This can either be the total amount or the pence per litre cost. If the pence per litre cost is used it is entered as pence not pounds and pence e.g. £1.0655 would be entered 106.55. Most fuel delivery companies quote the delivery cost in pence per litre. If you do not know the delivery price you can enter a fictitious price or an estimate price as it can be changed later using Stock Delivery Edit.
Enter the delivery note number. HYTEK ONLINE generates its own number that can be used if required.
Select confirm delivery to save. This will add the entry to the current stock level.

Stock Adjustment

If the stock on HYTEK ONLINE differs from the tank gauge it is possible to adjust the level on HYTEK ONLINE to match the gauge. Before an adjustment takes place it is advisable to connect to the relevant site and obtain an accurate level for the tank via a dip or gauge.

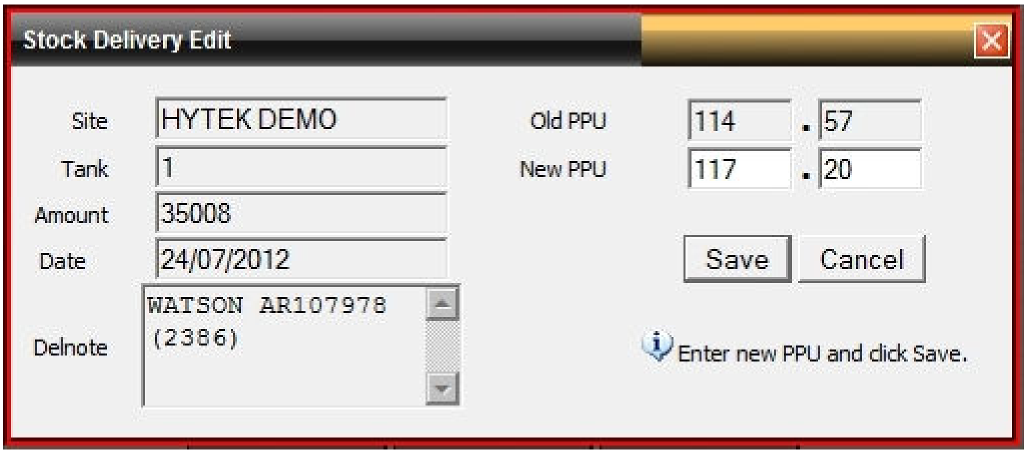
To enter an adjustment select the site that requires adjusting and select stock adjustment from the right hand menu.
Enter the date and the time of the dip.

Enter the dip amount.
Enter a note to be saved against the dip. HYTEK ONLINE generates a note and may be used if required.
Select Confirm Dip to save the new level.

Stock Delivery Edit

If when entering a stock delivery you were unable to enter the correct price it may be edited using this function.
Select Stock Delivery Edit from the menu.
Select the delivery that requires editing from the list of deliveries displayed.

HYTEK DEMO	1	36006	29/07/2012	WATSON 107979 (2387)	113.46
HYTEK DEMO	1	35008	24/07/2012	WATSON AR 107978 (2386)	114.57
HYTEK DEMO	1	36004	22/07/2012	WATSON AR 107678 (2385)	114.25
HYTEK DEMO	1	36000	16/07/2012	WATSON AR 107178 (2384)	113.69



Enter the new pence per unit price (PPU) and select save.
The price will be adjusted for the stock delivery and any transactions that have used fuel from the delivery.

Entering Offsite Fuellings– Fuel Card File

To enter offsite fuellings via a fuel card file select external transactions from the right hand menu.

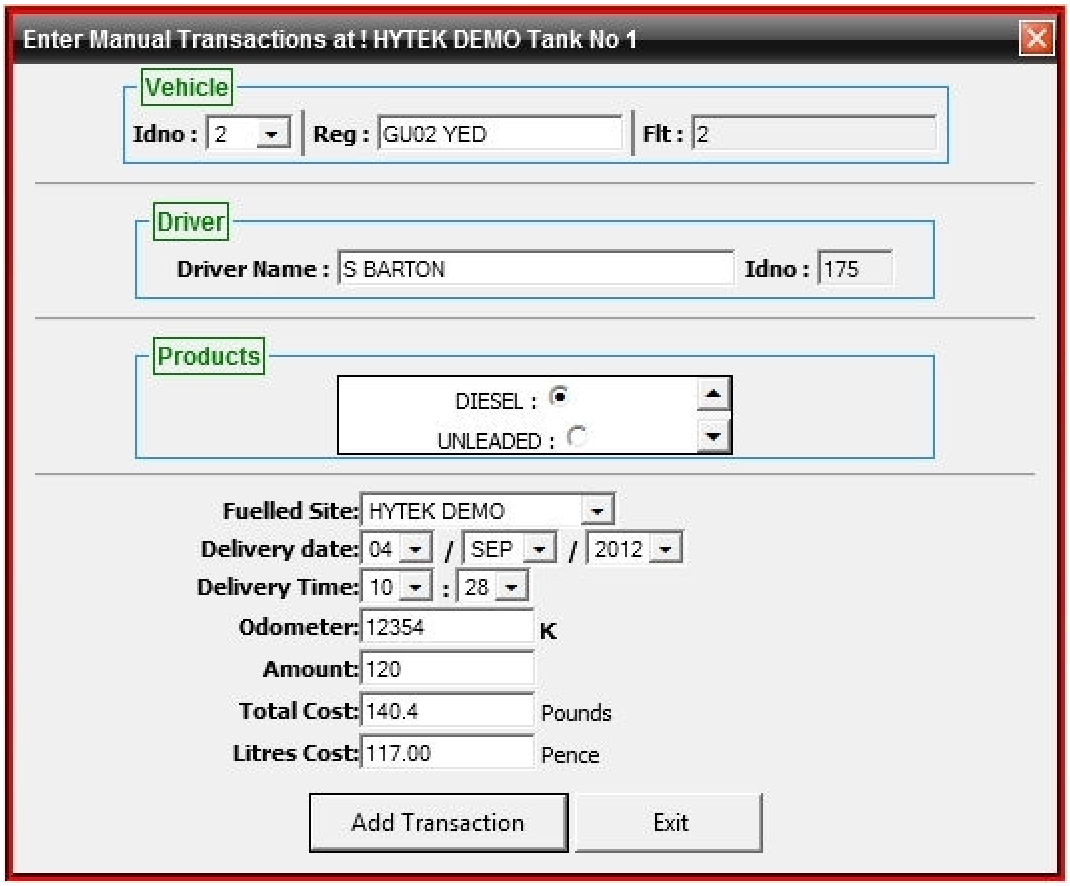
Select the fuel card provider.

Select the site the offsite transactions are to be saved to. This is usually called offsite or named after the card company that is being imported.

Select browse and locate the file you require importing.
Select Process to import the transactions stored on the file.
View Log enables you to view the names of previously inputted files.
It is always best to check transactions on hold once the fuel card file has been imported as any transactions containing incorrect registrations will be held here for editing.

Entering Offsite Fuellings – Manual Entries

To enter offsite fuellings manually select Manual Transactions from the right hand menu.



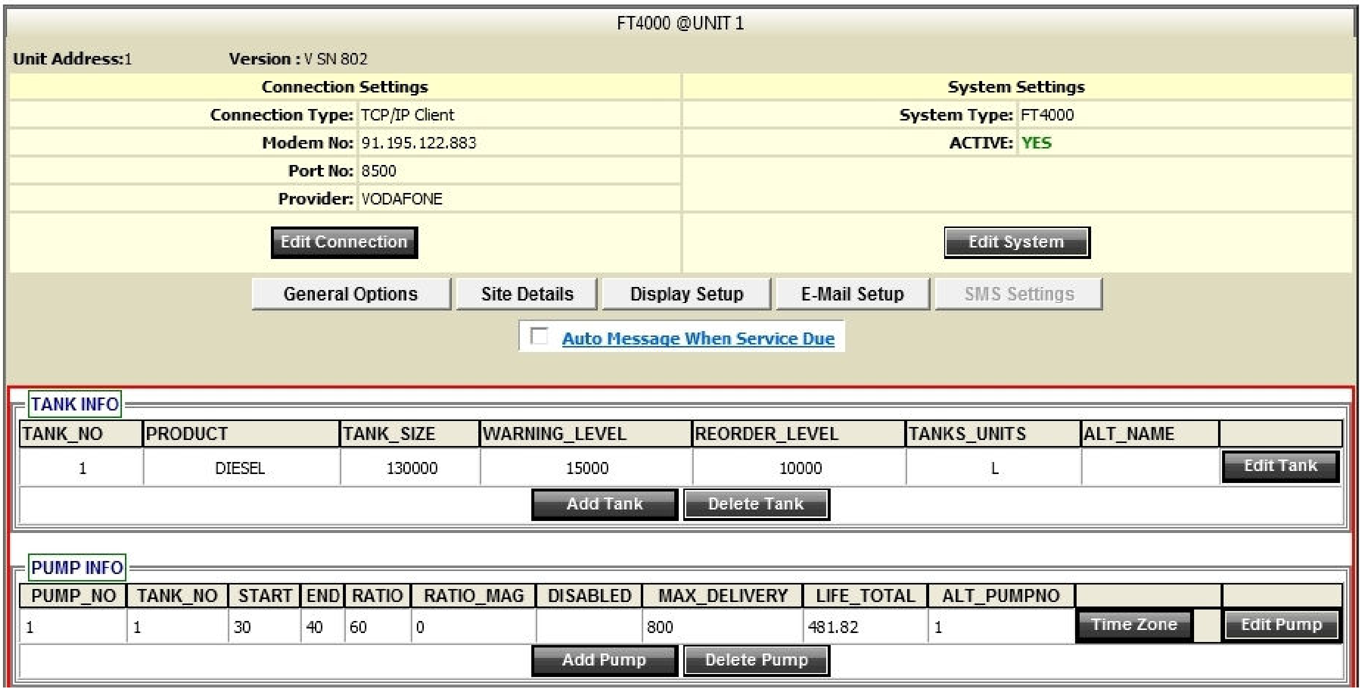
Select either the Tag number or the registration number from the drop down list.
If you know the driver, select their name from the drop down list.
Select the fuel type the vehicle was fuelled with.
Select the Fuelled site. This will either be Offsite or the name of the card company.
Enter the date and time of the fuelling.
Enter the odometer if known.
Enter the amount of fuel for the transaction.
Enter either the total cost or the pence per litre cost of the fuelling.
To save select Add Transaction.

Setup

By selecting the Setup dropdown menu you gain access to both Groups and Sites. By setting groups you can organise your fleet when running reports. Sites is the configuration of your depots and although accessible to the user any changes made should be done under the advice of a Hytek engineer.

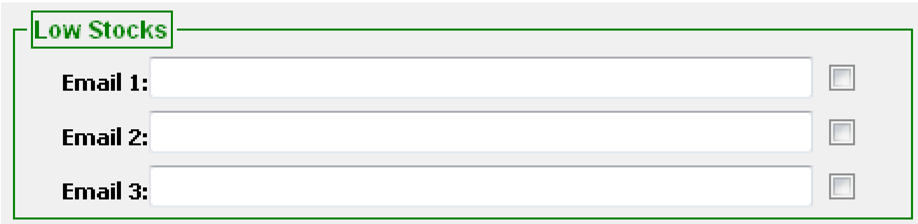
Sites

Though there is free access to the site configuration functions some of the settings should only be changed by a Hytek engineer. The settings that are user changeable are shown below, if in doubt contact the Hytek helpdesk.



E-Mail Setup

There are 3 different warnings that you can be emailed about if there is a problem, low stocks, communication problems and problems from the events log. Up to 3 email addresses can be entered for each option.



To enable the function enter an email address into the form and check the tick box next to the entered email address.

Low Stocks - when a tank reaches the low stock level HYTEK ONLINE will send an email notification will be sent to all the registered email addresses.

Communication Problems - if there is a problem with the communications between HYTEK ONLINE and the Fuel Control Unit an email notification will be sent to the registered email addresses.

Further Investigation - any problems on the Fuel Control Unit such as override transactions, attempted use of locked out tags will be sent to the email addresses.

Tank Information

TANK INFO

TANK_NO	PRODUCT	TANK_SIZE	WARNING_LEVEL	REORDER_LEVEL	TANKS_UNITS	ALT_NAME	
1	DIESEL	130000	15000	10000	L		Edit Tank

Add Tank Delete Tank

A warning and re-order level can be set for each tank. To enter the levels select edit tank and set the warning levels to the amount you want reminding at. At the re-order level you can be emailed (see above settings) and the system bar warning will be triggered.

Pump Information

PUMP INFO

PUMP_NO	TANK_NO	START	END	RATIO	RATIO_MAG	DISABLED	MAX_DELIVERY	LIFE_TOTAL	ALT_PUMPNO		
1	1	30	40	60	0		800	481.82	1	Time Zone	Edit Pump

Add Pump Delete Pump

The pump timers, maximum fuel delivery, time zones and enabling and disabling the pump are all accessed under pump information.

To change the timers select edit pump and change the start and end settings. The start timer is the time between the tag being removed from the Fuel Control Unit and fuel being dispensed from the pump and the end timer is the time the fuel stops being dispensed until the pump switches off.

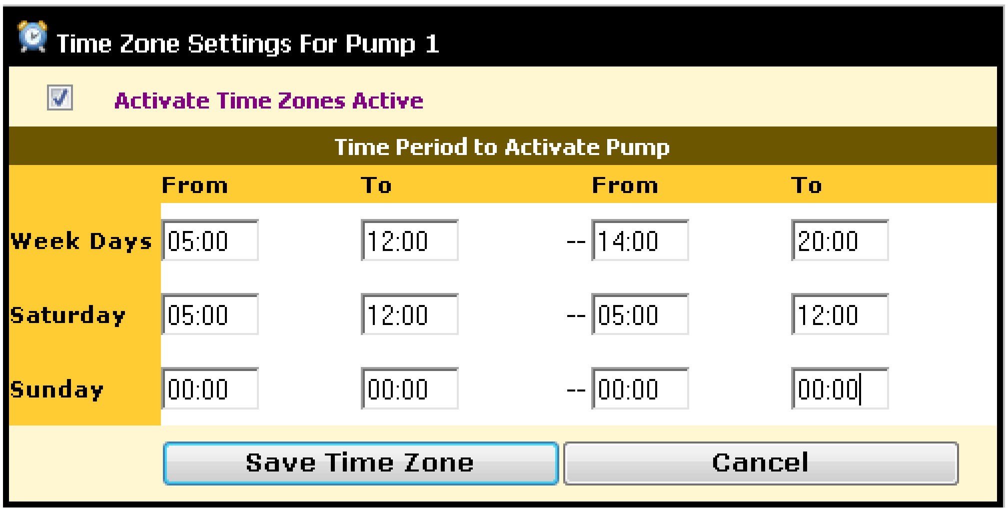
To disable / enable the pump select edit pump end check / uncheck the tick box.

To set the maximum delivery the pump will dispense select edit pump and set the amount against the max delivery option.

After all the above options you will need to connect the Control Unit to update the settings.

Pump Time Zones

By using the pump time zone settings you can limit the use of the pump at certain times of the day. These can be split into 2 periods for Weekdays, Saturday and Sunday as shown below. To set the times check the time zones active check box then set the times for each period as required. Once set you will need to connect to the Fuel Control Unit to action the settings.

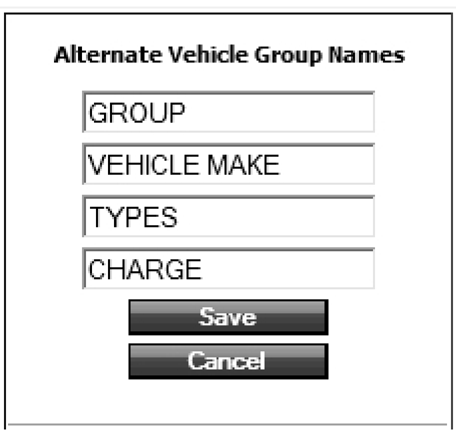


Groups

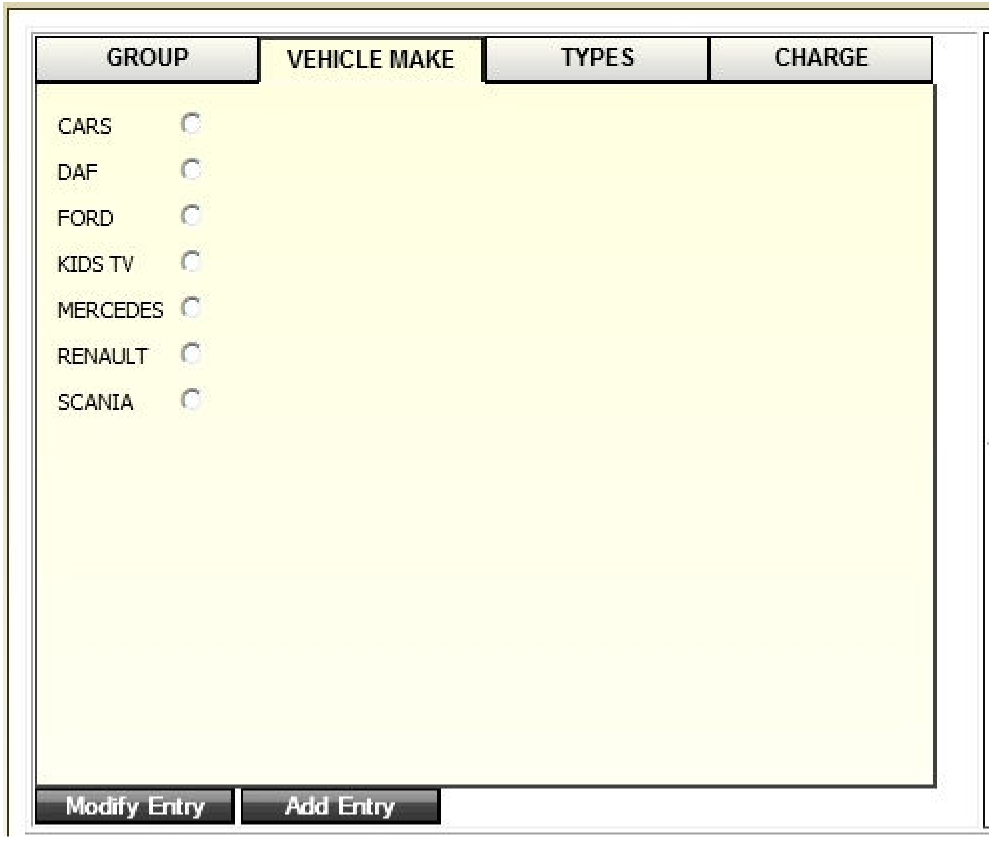
Using Groups enables your vehicles to be assigned into designated areas and also makes reporting on a large fleet of vehicles much easier. There are four groups that can be assigned and any number of them maybe setup dependent on your requirements.

The headings for the groups can be user defined and are changed by overtyping the entries under Alternate Vehicle Group Names.

To save the new headings select save.



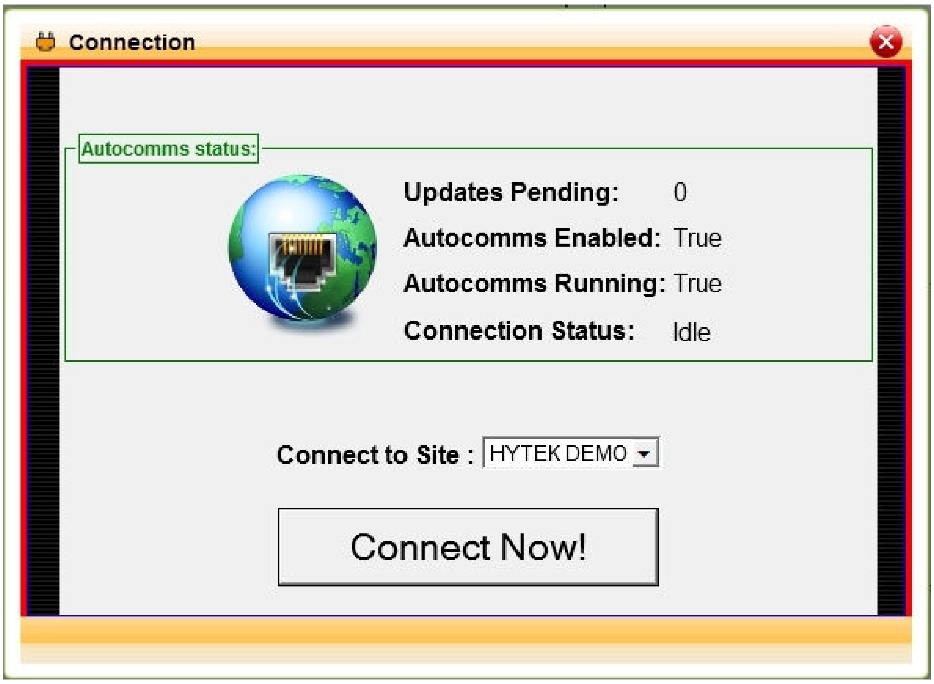
The headings should now be displayed across the top of tabs at the top of the screen.
To build a list for each group select the first tab then select add entry from the bottom of the screen.



Enter the new description and select confirm to add the description to the list.
These entries will now be available in vehicles and will be selectable when setting up each tag. It will also give you the option to report by the group settings.

Connect

By selecting the connect button it enables you to connect to the fuel management system at a selectable site. If you are site locked you will only be able to connect to your own site.



Updates Pending shows the number of tag updates that require sending to the selected site.

Before connecting Autocomms enabled and Autocomms Running should both be true. If not contact your administrator.

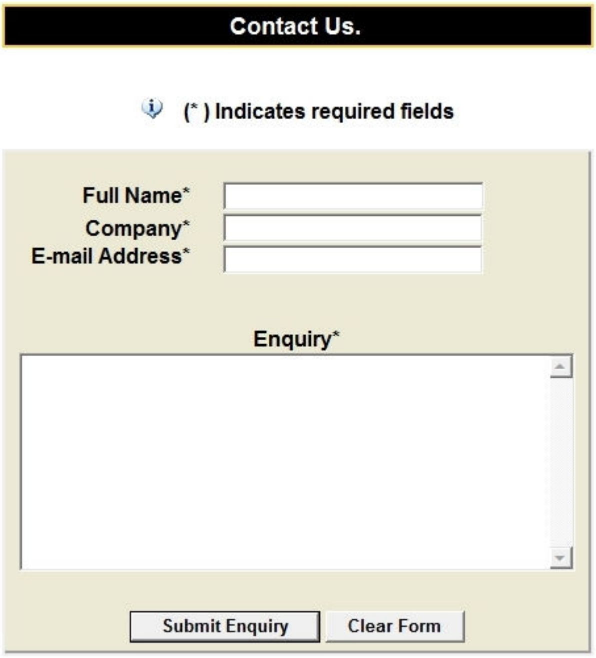
The Connection Status should also be Idle. If it is showing Busy another user is connecting to a site. Wait for five minutes and try again.

To connect select the site you require connecting from the drop down menu and select Connect Now.

Whilst connection is in progress the status will be displayed on screen showing the data that is being transmitted to the Fuel Control Unit.

Enquiry

The enquiry form enables you to email the administrator of HYTEK ONLINE with any queries you have about the running of the software.



Enter your full name, the depot you are based and your email address.
Enter your query then select the submit enquiry button.

Logout

Once you have finished using HYTEK ONLINE it is advisable to logout. Once you have selected logout select close window to shut down your browser.
If you don't log out and the system remains idle for 15 minutes you will be logged out automatically.

Add to Favourites

Select this option to add HYTEK ONLINE to your internet favourites menu for easier access.

System Information Bar

System Information

This displays information relating to HYTEK ONLINE. This includes the total number of vehicle tags, driver tags or driver codes in operation on the system. It also shows the number of depots assigned on the system and the total number of transactions stored on the system.

Low Stocks

The low stock level warning indicator will flash and be displayed in red when a tank reaches a user set level. This level can be set in the Sites option under System Setup. When the indicator flashes select it and the tanks that are below the set low stock levels will be displayed with their current levels.

SITE	TANKNO	STOCK WARNING LEVEL	STOCK RECORDER LEVEL	CURRENT STOCK LEVEL
BRIDGEND	1	10000	10000	4845.88

Once a fuel delivery has taken place and has been entered onto the system the warning will stop flashing.

Vehicle Warnings

The vehicle warning indicator will flash and will be displayed in red when a date from the service information setup has been exceeded. If you are using the fleet information for reminders it is better to use the reporting section to find out when vehicle maintenance is due. To set the reminder dates select the service info option when setting tags up. To display the vehicles and what setting has triggered the warning select vehicle warnings.

Vehicles due for road tax

IDNO	REG	TAX DUE DATE
4	RV56HAU	02/03/2009
8	_SFO PX02	30/06/2009
27	DS09 BUU	09/07/2003

Vehicles due for tacho calibration

IDNO	REG	TACHO CAL DUE DATE
4	RV56HAU	18/02/2009
8	_SFO PX02	15/07/2009
27	DS09 BUU	30/01/2002

Vehicles due for MOT

IDNO	REG	MOT DUE DATE
4	RV56HAU	19/03/2009
27	DS09 BUU	22/01/2002

Vehicles due for Service by Date

IDNO	REG	SERVICE DUE DATE
8	_SFO PX02	27/06/2009
27	DS09 BUU	15/01/2002

Transactions on Hold

When Transactions on Hold turns red it indicates there are transactions that are stored on the system that cannot be processed. This can be because the book stock level has been reduced to such a level that it cannot deduct any further transactions before becoming a negative figure and therefore not being able to put a correct cost against the transaction. To find out tank and depot the transactions are on hold from select on hold.

DATE	TIME	IDNO	REG	SITE	UNIT_NO	TANK_NO	PUMP_NO	AMOUNT	REASON ON HOLD	DEPNO
07/08/2009	12:27	0		WORCESTER	1	1	1	0	No Fuel In Tank	6
07/08/2009	12:38	0		WORCESTER	1	1	1	0	No Fuel In Tank	6
07/08/2009	12:40	0		WORCESTER	1	1	1	0	No Fuel In Tank	6

You will then need to enter a stock delivery to process the held transactions.

If the transactions on hold are displayed in blue and the reason is shown as no vehicle on system, offsite fuellings will have been uploaded to HYTEK ONLINE and the vehicles on hold have not been set up or the registrations have been entered incorrectly. To edit the registration number select the edit icon, once the registration number has been corrected it will be taken off hold.

DATE	TIME	IDNO	REG	SITE	UNIT_NO	TANK_NO	PUMP_NO	AMOUNT	REASON ON HOLD	DEPNO	
07/02/2009	16.25	0	KE07DLJ	GSM	1	0	0	41.23	No Vehicle on System	3	
07/05/2009	08.03	0	X542SBJ	GSM	1	0	0	37.95	No Vehicle on System	3	
07/05/2009	15.21	0	HX08ZVY	GSM	1	0	0	51.22	No Vehicle on System	3	
07/05/2009	17.41	0	W432UNV	GSM	1	0	0	38.16	No Vehicle on System	3	

If the vehicle is not on the system then it will have to be entered via the vehicles option in the id devices menu.

Connection Status

If the above icon is displayed on the system information bar another user has initiated a site connection or the daily site connection is occurring.
If you need to connect to one of the sites wait until the icon disappears and the connection function will then be available.
If you click on the icon the progress of the current connection status will be displayed.

About

This displays the license details for your HYTEK ONLINE software. It also includes the software versions and your system number.

HYTEK CONTACTS

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