

Purpose

Use this procedure to add a new Operator for a service station.

Prerequisites

- You are a registered FuelCheck user with a registered mobile number.
- You have accessed the FuelCheck log in page.

Audience

• All service station Managers.



FUEL CHECK
Welcome to FuelCheck
Please enter your mobile number
Trouble signing in?
NEXT

The **Welcome to FuelCheck** screen is displayed.

Enter the mobile number of your registered user account in the **Please enter your mobile number** field.

Enter 0415 665 667



FUELCHECK
Welcome to FuelCheck Please enter your mobile number 0415 665 667 Trouble signing in?
NEXT

Click the **NEXT** button to log in to FuelCheck using your registered mobile number.



FUEL CHECK
VERIFICATION CODE
Verification code sent to: rennae@gmail.com Mobile: 0415 667 667
Enter Verification Code:
Resend Code
VERIFY

The **VERIFICATION CODE** screen is displayed.

A verification code will be immediately sent to your registered email address and mobile number.

Enter the verification code that was sent to you in the **Enter Verification Code** field.

Enter **11223**



VERIFICATION CODE Verification code sent to: rennae@gmail.com Mobile: 0415 665 667 Enter Verification Code: 11223 Resend Code	Verification code sent to: rennae@gmail.com Mobile: 0415 665 667 Enter Verification Code: 11223 × Resend Code
rennae@gmail.com Mobile: 0415 665 667 Enter Verification Code: 11223 × Resend Code	rennae@gmail.com Mobile: 0415 665 667 Enter Verification Code: 11223 × Resend Code
VERIFY	VERIFY

Click the **VERIFY** button to accept the entered verification code.



Superman Fuel 100 George St. Sydney NSW 2000 Last Fuel Update - 16:45pm 27/04/2016 Submit Fuel Price Price History Service Station Details Manage Staff	< FUELCHECK	
Submit Fuel Price > Price History > Service Station Details >		
Price History > Service Station Details >	Last Fuel Update - 16:45pm 27/04/201	16
Service Station Details >	Submit Fuel Price	>
	Price History	>
Manage Staff >	Service Station Details	>
	Manage Staff	>

The FuelCheck options for your service station are displayed. These options will vary depending on your authority level.

Click the **Manage Staff** button to add a new Operator for your service station.



Superman Fuel 100 George St. Sydney			
Jane Doe Operator	+ A ()	DD	
John Roe Operator	Ø	٢	
John Citzen Manager	0	8	
CLC)SE		

The **Manage Staff** screen is displayed.

The station's current Operators and Managers are shown.

Click the **Add** button to add a new Operator.



OPERATOR: Update Fuel Prices and View Fuel Price History MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details and Add/Delete/Assign Staff Operator Manager First Name	 Fuel Price History MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details and Add/Delete/Assign Staff Operator Manager
First Name	
	Last Name

The Manage Staff Details screen is displayed.

The type of staff member being added can be changed if required.



100 George St. Sydney NSW 2000 OPERATOR: Update Fuel Prices and View Fuel Price History MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details and Add/Delete/Assign Staff	OPERATOR: Update Fuel Prices and View Fuel Price History MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details	OPERATOR: Update Fuel Prices and View Fuel Price History MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details and Add/Delete/Assign Staff	OPERATOR: Update Fuel Prices and View Fuel Price History MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details and Add/Delete/Assign Staff Operator OManager
	Operator 🔘 Manager		First Name

The new Operator's details must be entered.

Enter the first name of the new Operator in the $\ensuremath{\textit{First Name}}$ field.

Enter Andrew



OPERATOR: Update Fuel Prices and View Fuel Price History MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details and Add/Delete/Assign Staff Operator O Manager First Name Andrew Last Name		D erman D George																																																									3	3					3	3										3		G	G	G	3	3	3	3	3	3	3	3	3			3	3	3		G	0	1		1	(1	1	((0	0	0	G	3	3	3	3	3	3	3	3	G	G	3	3	3	3	3	3	3	3	3	G	0	0	0	0	((((0	0	((
Andrew	Fu M. Ur Hi an	uel Price /ANAGE Ipdate F listory, U nd Add/	Pric NAG ate I ory, Add	Pric AGI te f ry, I Add	ric AGI ce F y, I dd	ric Gl e F y, I dd,	ric Gi e I /,	ri G y,	Pr A te ry	P A			da to	el Al d	el Al od st d	e A st	A Social A	A Social A	A st	A poist				A st	e A st	e A st	e Al oc st d	el Al od st d	e A c					e A c																			e A c	e A locat	e A c																e A c	e A c	e A c				e A c	e A c	e A c											e A c at d						e A locat									A D S		e A oc	e A iciti																						e A iciti		e A Di	e A Di	A D S				e A Di		A D S	A D S
	Firs	st Nan	Nai	Vai	aı	aı	aı	a	1	N	ſ	1	Ċ,	t	t	t	st	st	st	st	st	st	st	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	į		t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	5	s	S	5	S	S	5	;1	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	į	į	t	t	t	t	t	;1	5	S	5	t	t	;1	;1
Last Name	Ar	ndrew	lrev	ev	ev	20	٩V	31	e	re	r	ł	d	d	C	10	10	10	1(1	1/	1	1	10	10	10	C	C	C	C	C	C	C	C	C	C	C	d	d	d	d	d	d	d	c	0	C	c	c	c	c	C	C	0	C	C	c	C	c	c	c	c	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	0	1	1	1	1	١	1	1	١	1	1	1	(0	c	C	C	C	C	C	C	C	0	C	C	C	C	C	C	c	c	d	d	C	(1	1	1	1	١	1	١	1	Ņ	1	1
	Las	st Nam	Nar	lar	ar	ar	ar	a	ł	J	N	ſ	1		t	t	t	t	t	t	t	t	t	t	t	t	Ē																																																																						t	1	1	1	t	1	1	t	t	t	t	t																						t	t	t	t	t	t	t	t	t	t	t	t
	Dat	te of E	of	of	of	f	f	f	5	С	1		2	e	e	F	ſ	ſ	f	t e	h	t i	t e	e	F	F	e	F	F	P	P	c	~	c	c	c	0						_			~	~	~	~	~	~	~	<i>c</i>	~	<i>c</i>	_	~	_	~	~	~	~									_	_				_			_	~						_		_	_	_	_																			_				_						_	_				_	_			_												

Enter the last name of the new Operator in the **Last Name** field.

Enter Smith



Andrew Last Name Smith Date of Birth (dd/mm/papy) Kiobrie Email	Last Name Smith Date of Birth (dd/mm/www) X Mobile
Smith Date of Birth (dd/mm/yawy) Viobile	Smith Date of Birth (dd/mm/yawy) X Nobile
Date of Birth (dd/mm/yawy) × Niobile	Date of Birth (dd/mm/yayay)
X Niobile	× Nobile
Email	Email

Enter the new Operator's date of birth in the **Date of Birth** field.

Enter **06/11/1990**



First Name	
Andrew	
Last Name	
Smith	
Date of Birth (dd/mr	n/γγγγ)
06/11/1990	×
Mobile	
14 19	
Email	
CANGEL	100
CANCEL	ADD

Enter a mobile phone number for the new Operator in the **Mobile** field.

Note: This will become the Operator's login ID and system messages will be sent to this number.

Enter 0415 999 998



Andrew Last Name Smith Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile 0415 999 998	Last Name Smith Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile
Smith Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile	Smith Date of Birth (dd/mm/yyyy) 06/11/1990 Mobile 0415 999 998
Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile	Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile 0415 999 998
06/11/1990 × Mobile	06/11/1990 × Mobile 0415 999 998
Mobile	00/11/1990 Mobile 0415 999 998
	0415 999 998
0415 999 998	
	Email

Enter an email address for the new Operator in the **Email** field.

Note: System messages will be sent to this address.

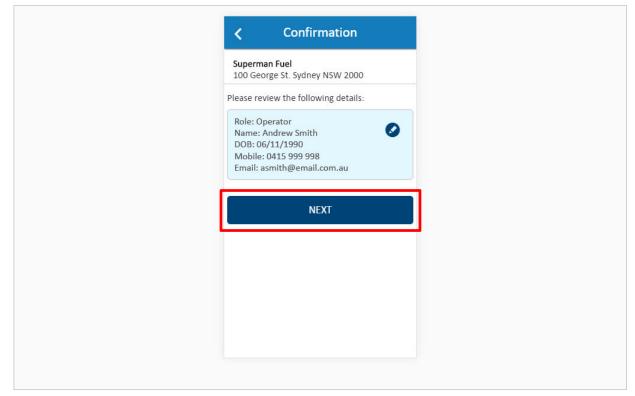
Enter asmith@email.com.au



00/11/1390 Mobile 0415 999 998	Last Name Smith Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile	First Name	
Smith Date of Birth (dd/mm/yyyy) 06/11/1990 Mobile 0415 999 998	Smith Date of Birth (dd/mm/yyyy) 06/11/1990 Mobile 0415 999 998 Email	Andrew	
Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile 0415 999 998	Date of Birth (dd/mm/yyyy) 06/11/1990 × Mobile 0415 999 998 Email	Last Name	
06/11/1990 × Mobile 0415 999 998	06/11/1990 × Mobile 0415 999 998 Email	Smith	
00/11/1990 Mobile 0415 999 998	00/11/1990 Mobile 0415 999 998 Email	Date of Birth (dd/mm/yyyy)	
0415 999 998	0415 999 998 Email	06/11/1990	×
	Email	Mobile	
Email		0415 999 998	
	asmith@email.com.au	Email	
asmith@email.com.au		asmith@email.com.au	

Click the **ADD** button to create a new user account for the Operator.





The details the newly added Operator are displayed and can be changed, if required, using the **Edit** button.

Click the **NEXT** button to continue to the next screen.



Superman Fuel 100 George St. Sydney		ADD
Andrew Smith Operator	0	8
John Roe Operator	Ø	8
John Roe Operator	0	8
John Citzen Manager	Ø	8
CLC	SE	×

The station's Operators and Managers are shown. Another user can be added at this point, if required.

Click the **CLOSE** button to finalise the process.



Superman Fuel 100 George St. Sydney NSW 2000 Last Fuel Update - 16:45pm 27/04/2016 Submit Fuel Price Price History Service Station Details Manage Staff	100 George St. Sydney NSW 2000 Last Fuel Update - 16:45pm 27/04/2016 Submit Fuel Price Price History Service Station Details
Submit Fuel Price > Price History > Service Station Details >	Submit Fuel Price Price History Service Station Details
Price History > Service Station Details >	Price History Service Station Details
Service Station Details	Service Station Details
Manage Staff >	Manage Staff

The new Operator has been added and you are returned to the FuelCheck options screen.

You have completed the Add New Operator transaction.