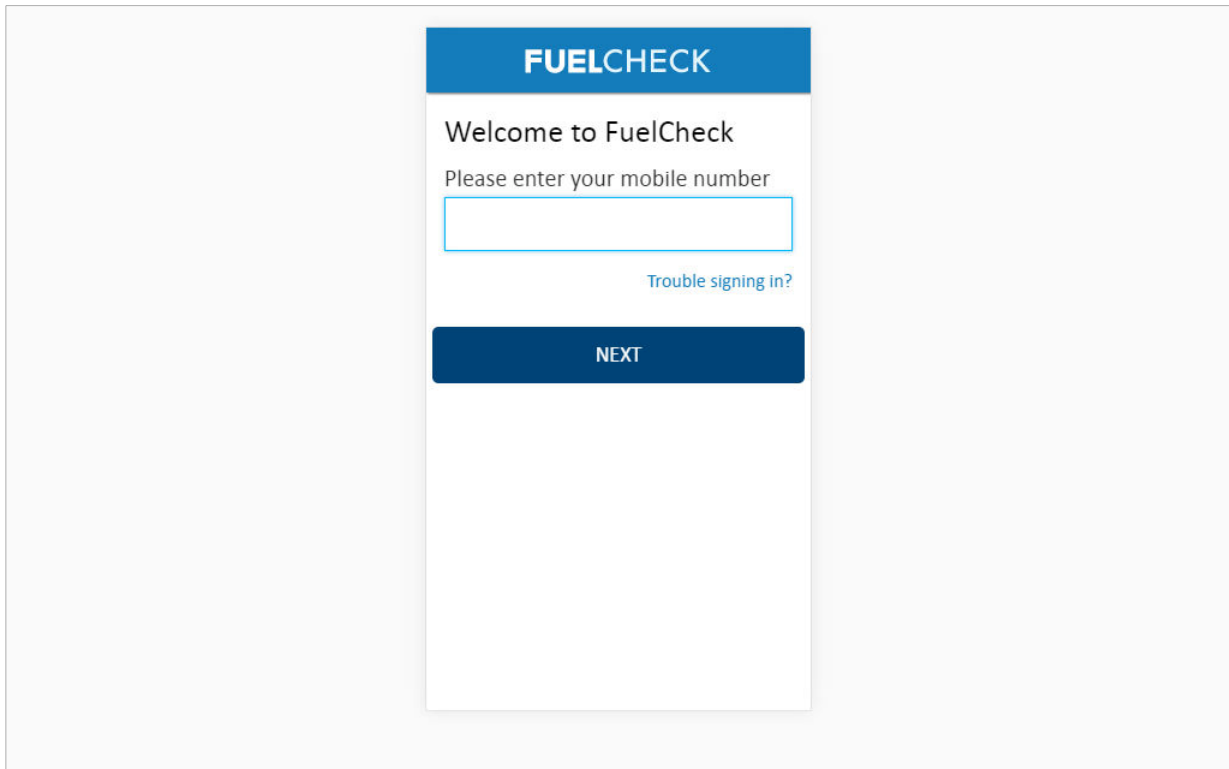


Step 1**Purpose**

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

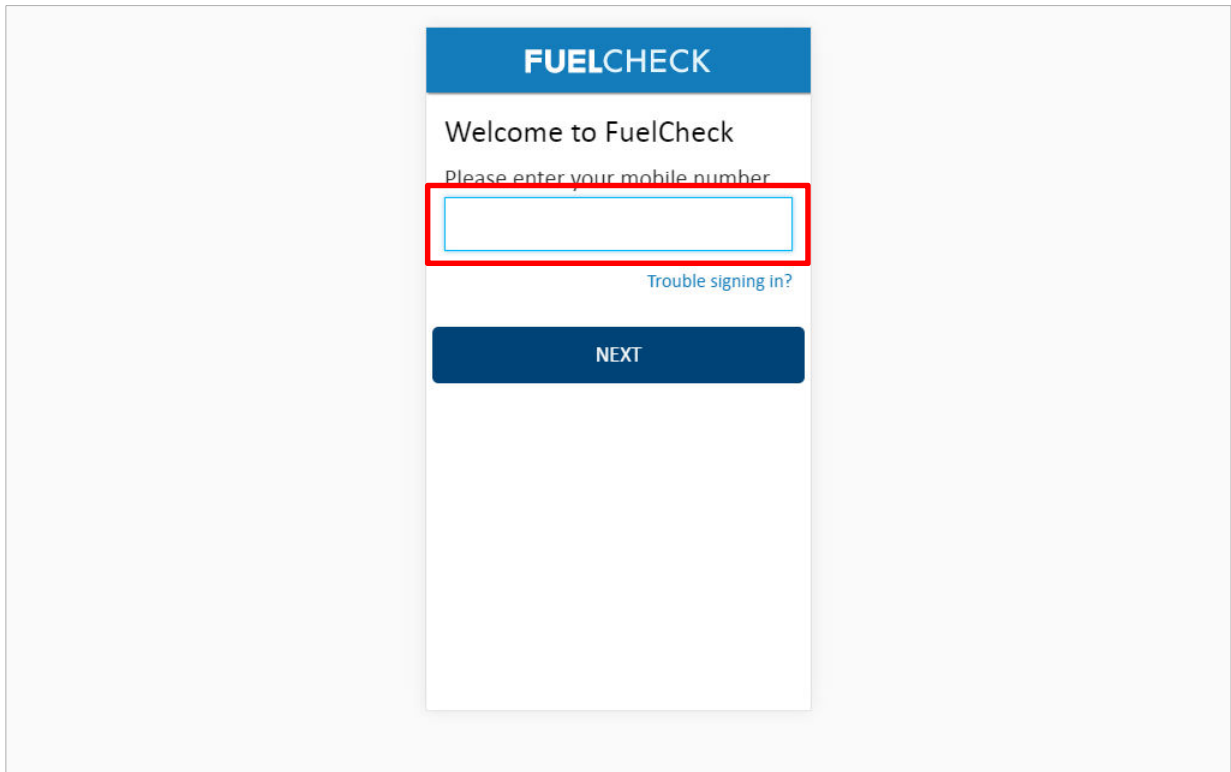
Prerequisites

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

Audience

- All service station Managers.

Step 2

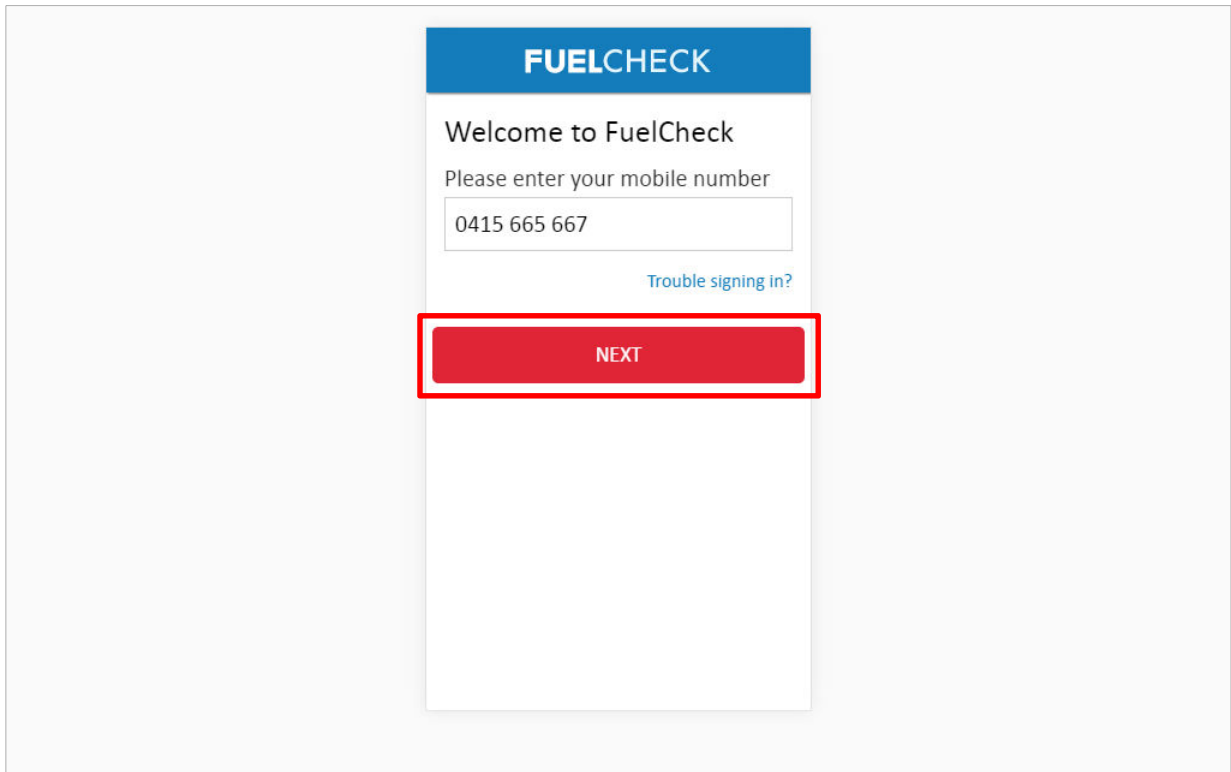


The **Welcome to FuelCheck** screen is displayed.

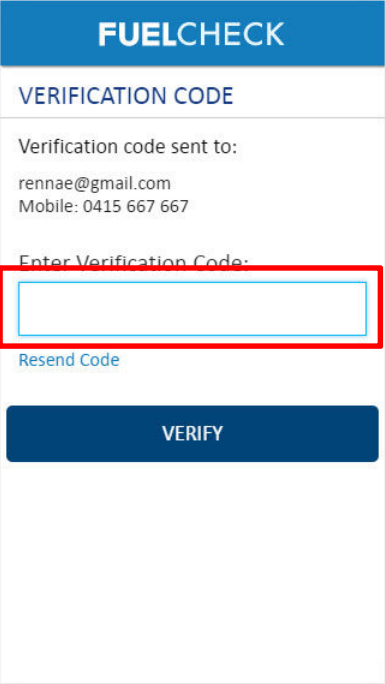
Enter the mobile number of your registered user account in the **Please enter your mobile number** field.

Enter **0415 665 667**

Step 3



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

Step 4

FUELCHECK

VERIFICATION CODE

Verification code sent to:
rennae@gmail.com
Mobile: 0415 667 667

Enter Verification Code:

[Resend Code](#)

VERIFY

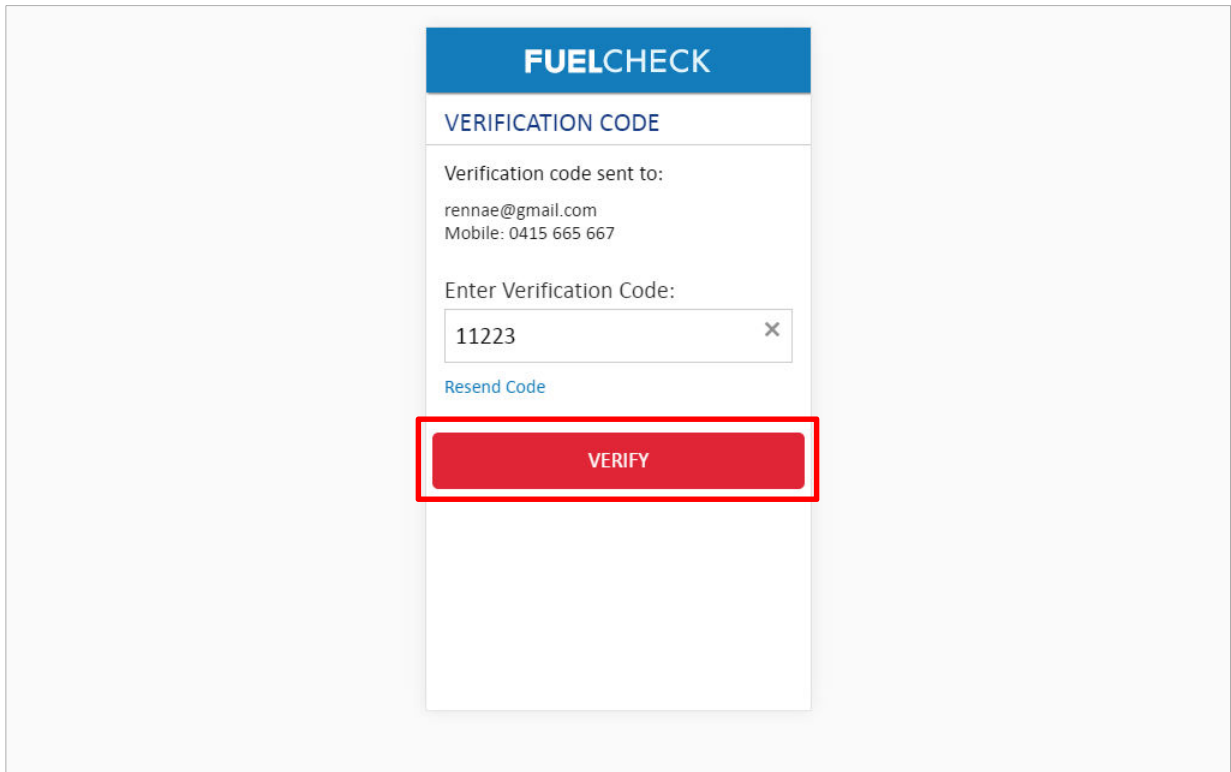
The **VERIFICATION CODE** screen is displayed.

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

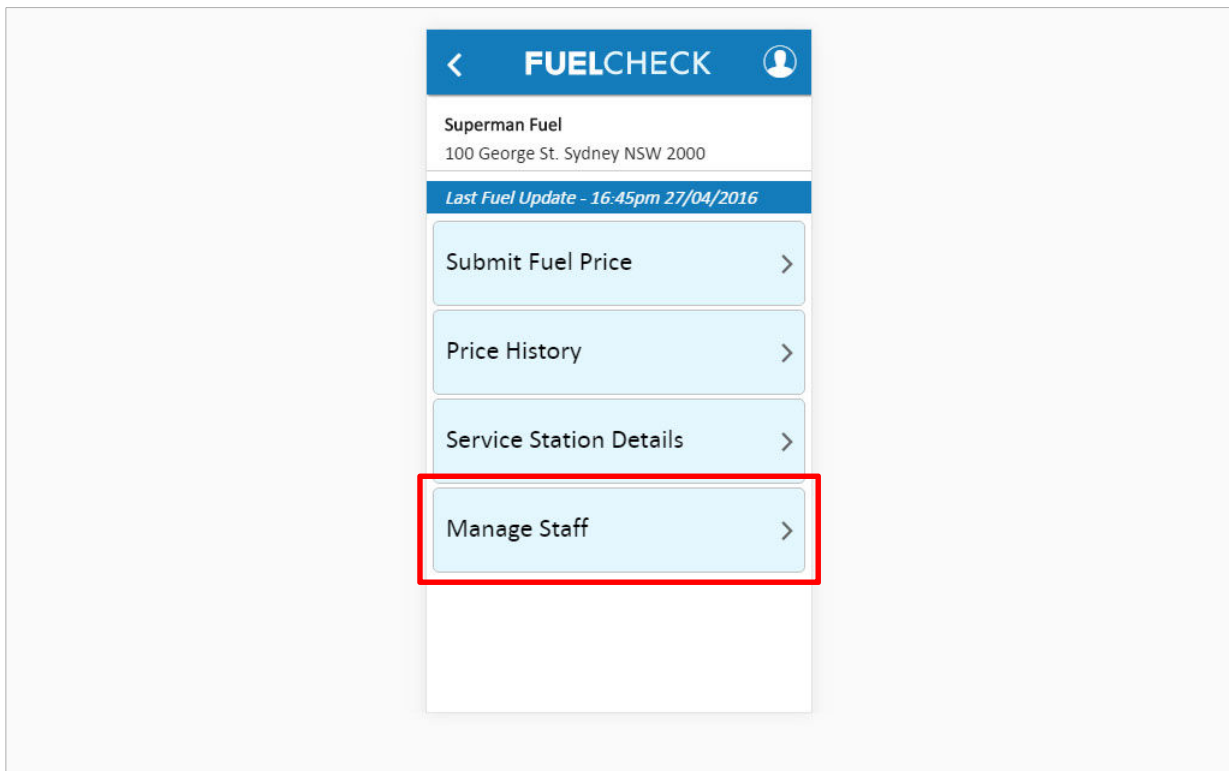
Enter the verification code that was sent to you in the **Enter Verification Code** field.

Enter **11223**

Step 5



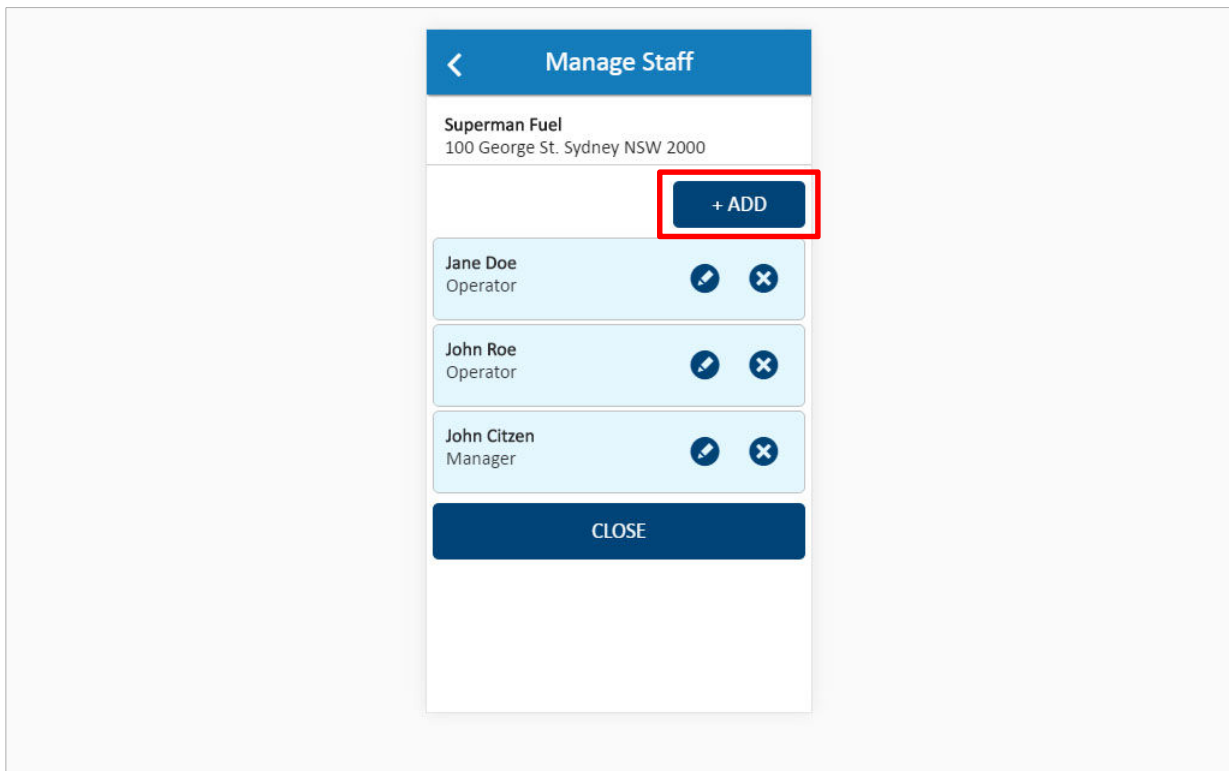
Click the **VERIFY** button to accept the entered verification code.

Step 6

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.

Step 7

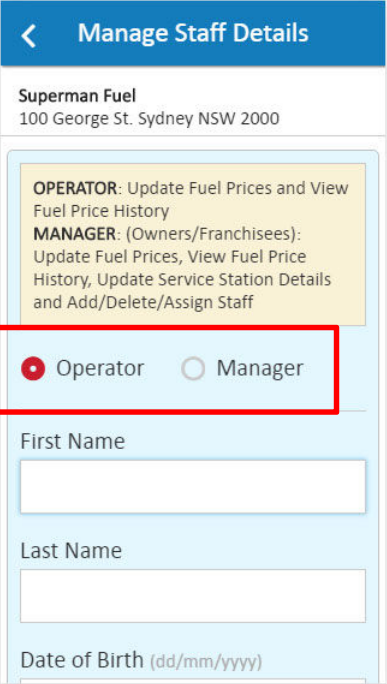


The **Manage Staff** screen is displayed.

The station's current Operators and Managers are shown.

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

Step 8



Manage Staff Details

Superman Fuel
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 Manager

First Name

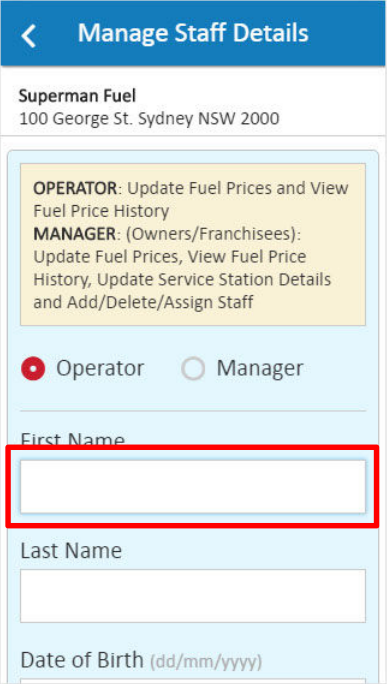
Last Name

Date of Birth (dd/mm/yyyy)

The **Manage Staff Details** screen is displayed.

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

Step 9



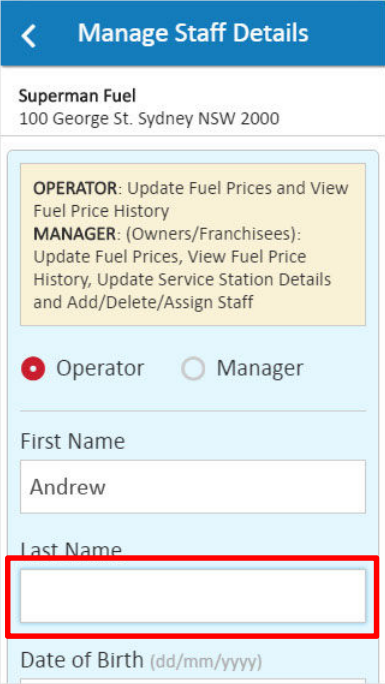
The screenshot shows a mobile application interface for 'Manage Staff Details'. At the top, there is a blue header with a back arrow and the text 'Manage Staff Details'. Below this, the station name 'Superman Fuel' and address '100 George St. Sydney NSW 2000' are displayed. A yellow box contains role descriptions: 'OPERATOR: Update Fuel Prices and View Fuel Price History' and 'MANAGER: (Owners/Franchisees): Update Fuel Prices, View Fuel Price History, Update Service Station Details and Add/Delete/Assign Staff'. Below the roles are two radio buttons: 'Operator' (selected) and 'Manager'. The form has three input fields: 'First Name' (highlighted with a red border), 'Last Name', and 'Date of Birth (dd/mm/yyyy)'.

The new Operator's details must be entered.

Enter the first name of the new Operator in the **First Name** field.

Enter **Andrew**

Step 10



Manage Staff Details

Superman Fuel
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 Manager

First Name
Andrew

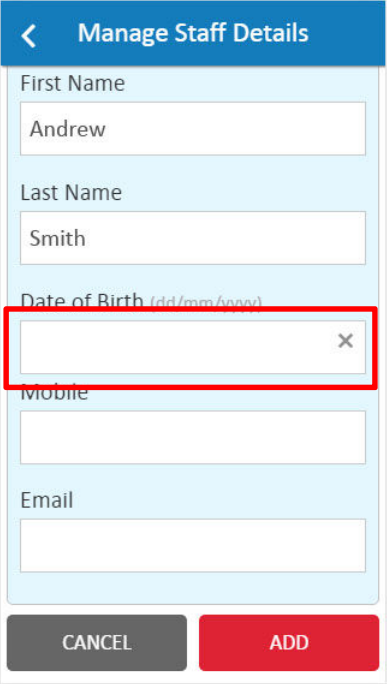
Last Name

Date of Birth (dd/mm/yyyy)

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

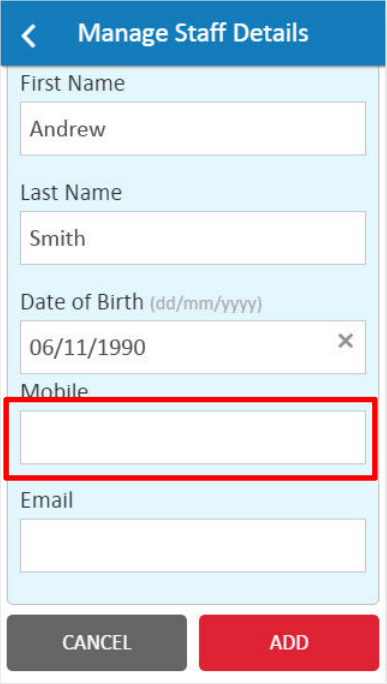
Enter **Smith**

Step 11



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

Enter **06/11/1990**

Step 12

Manage Staff Details

First Name
Andrew

Last Name
Smith

Date of Birth (dd/mm/yyyy)
06/11/1990 ×

Mobile

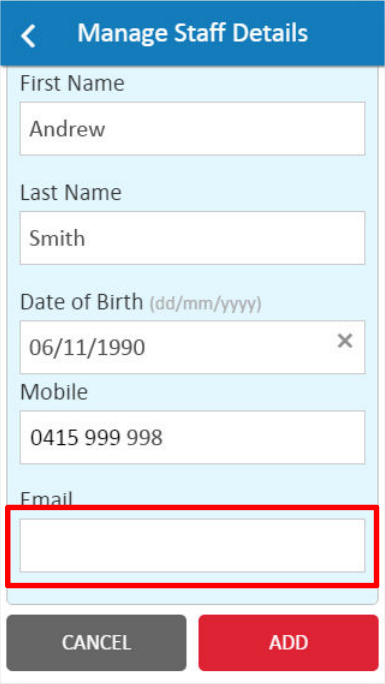
Email

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**

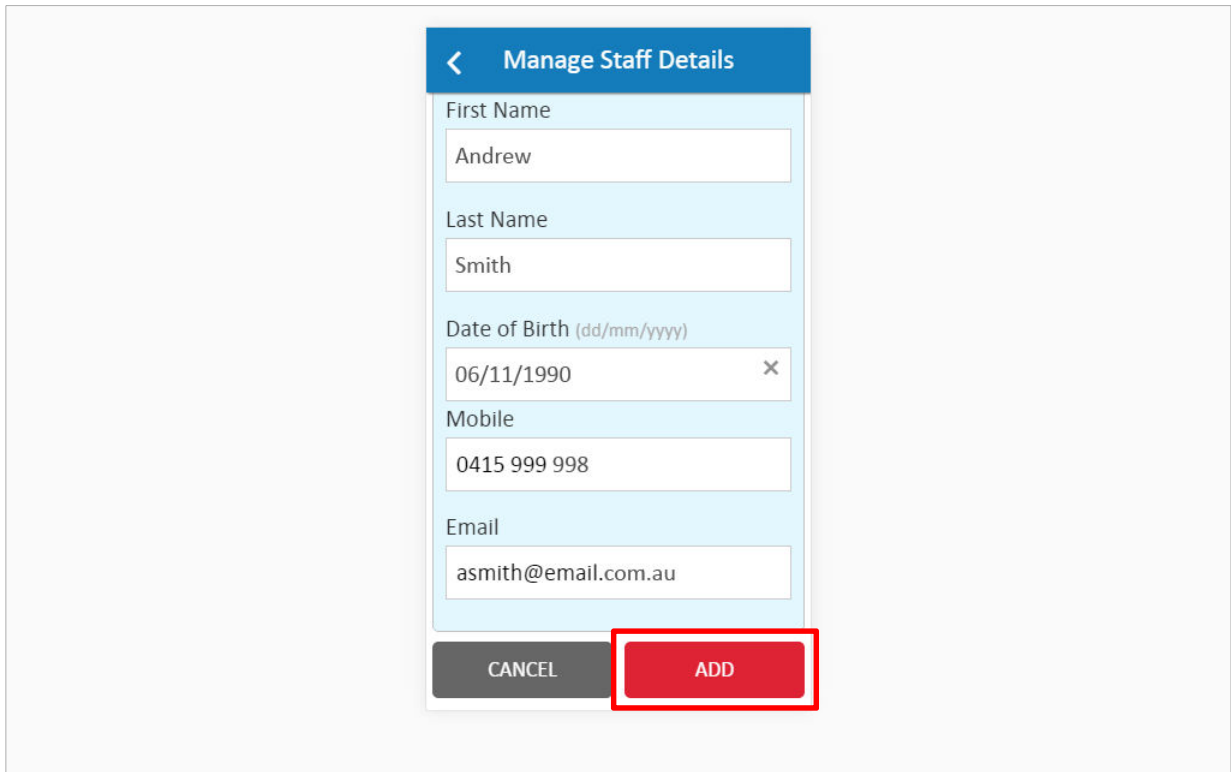
Step 13

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**

Step 14

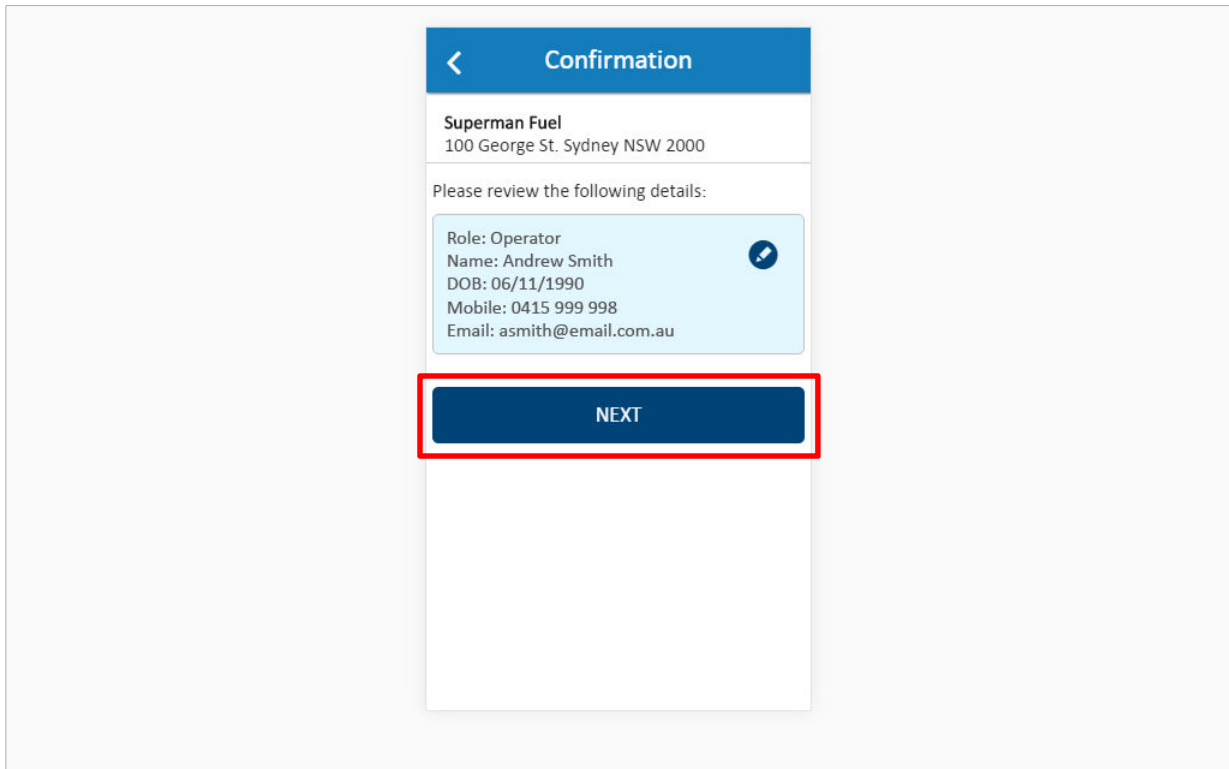


The screenshot shows a mobile application interface for 'Manage Staff Details'. The form contains the following fields:

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

At the bottom of the form, there are two buttons: a grey 'CANCEL' button and a red 'ADD' button. The 'ADD' button is highlighted with a red rectangular border.

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

Step 15

Confirmation

Superman Fuel
100 George St. Sydney NSW 2000

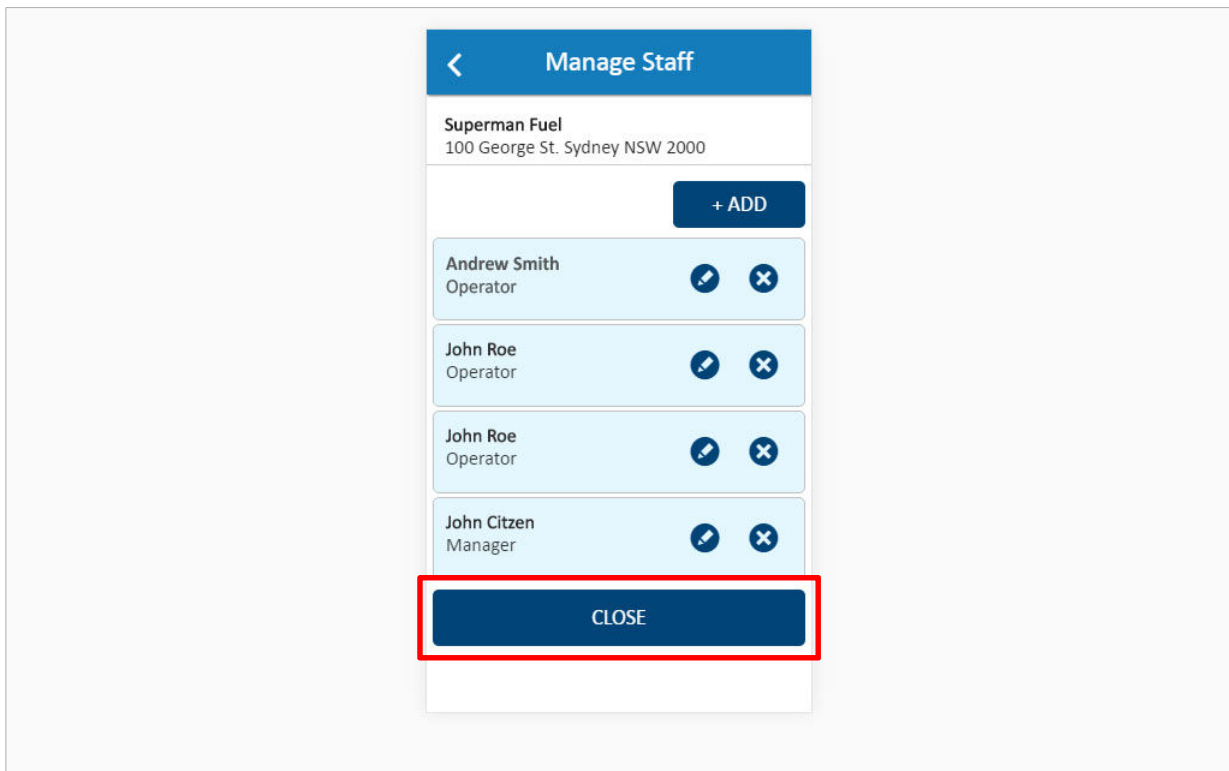
Please review the following details:

Role: Operator
Name: Andrew Smith
DOB: 06/11/1990
Mobile: 0415 999 998
Email: asmith@email.com.au

NEXT

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

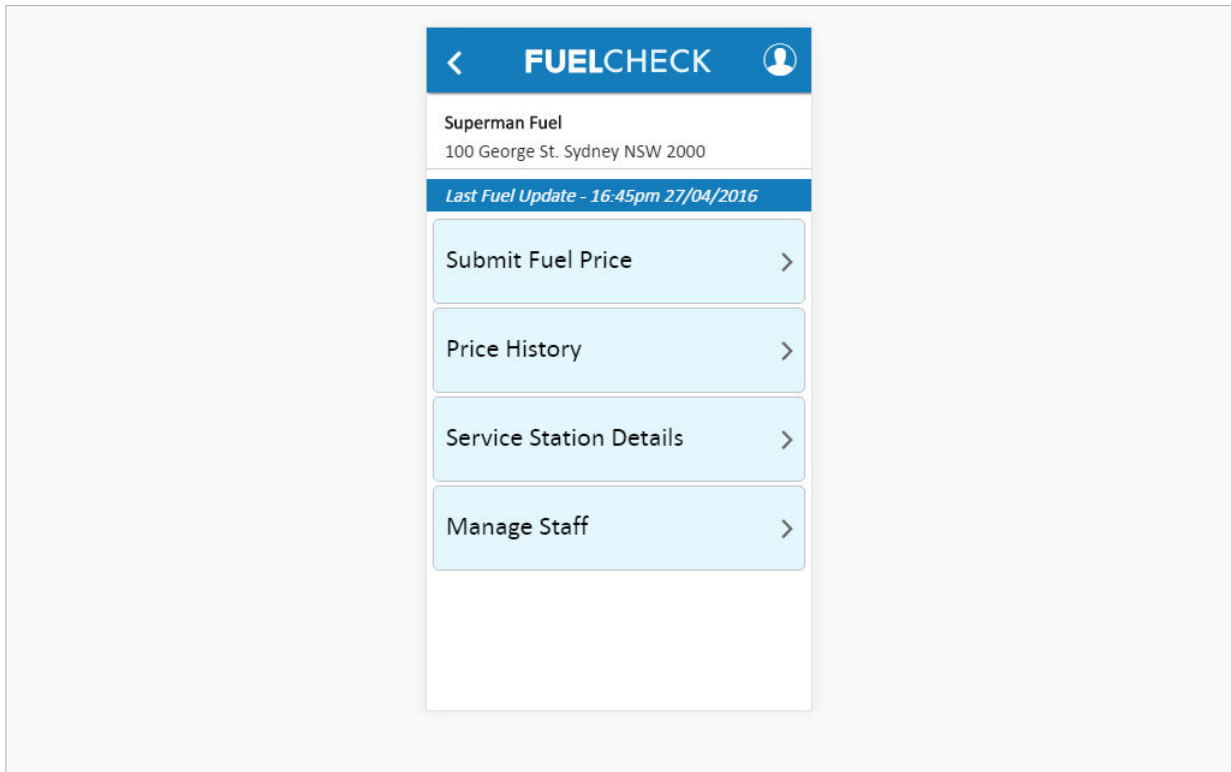
Click the **NEXT** button to continue to the next screen.

Step 16

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.

Step 17



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

You have completed the **Add New Operator** transaction.