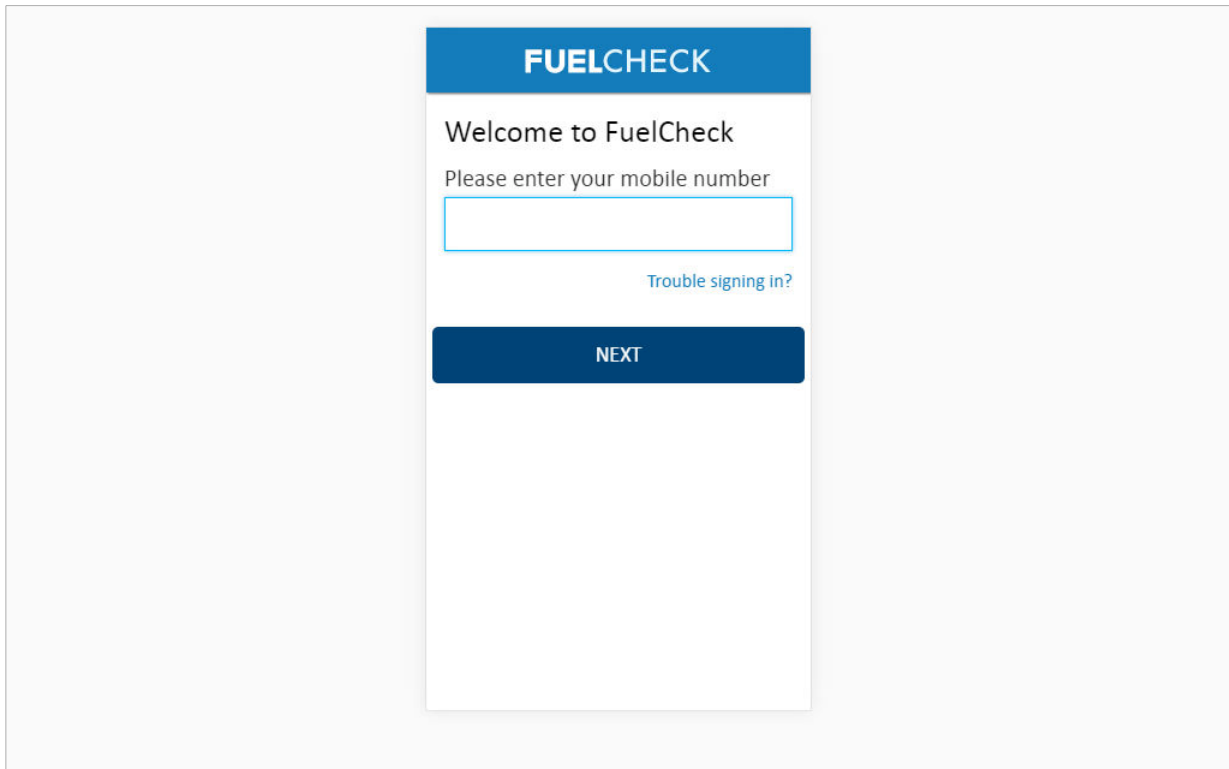


**Step 1****Purpose**

Use this procedure to update the details of an Operator or to delete their user account.

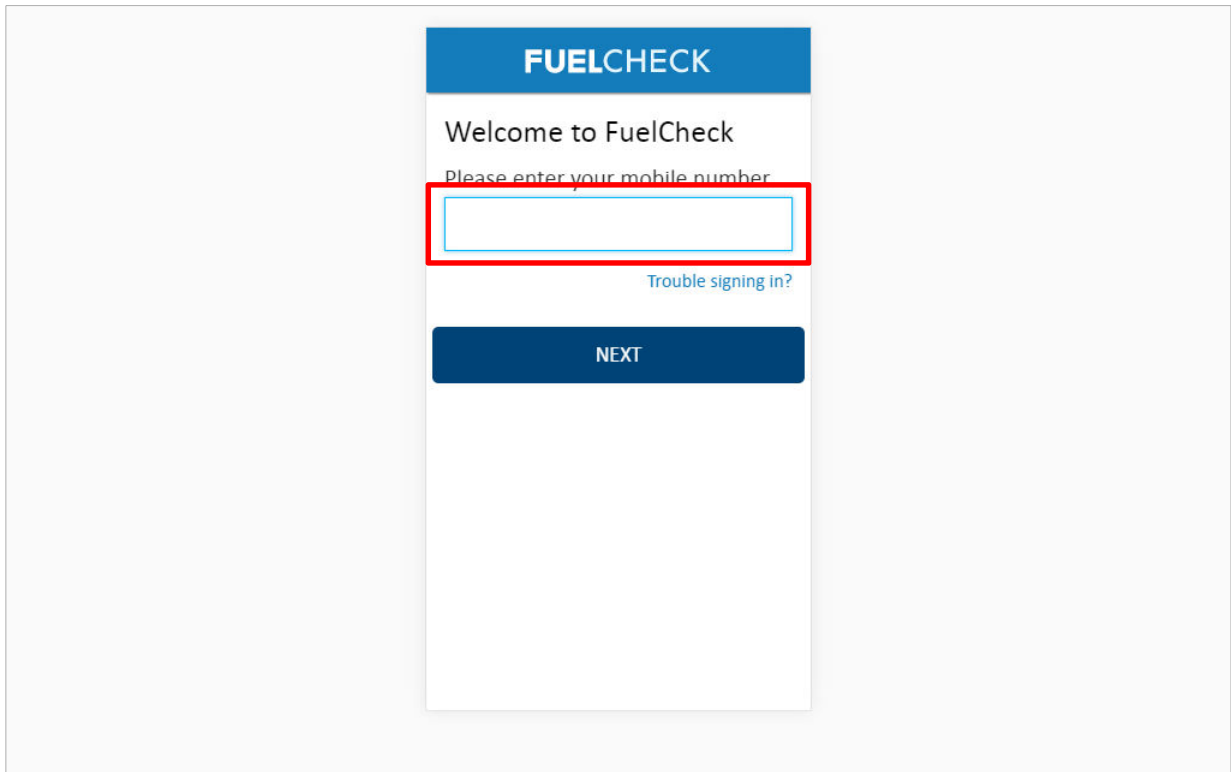
**Prerequisites**

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

**Audience**

- All service station Managers.

**Step 2**

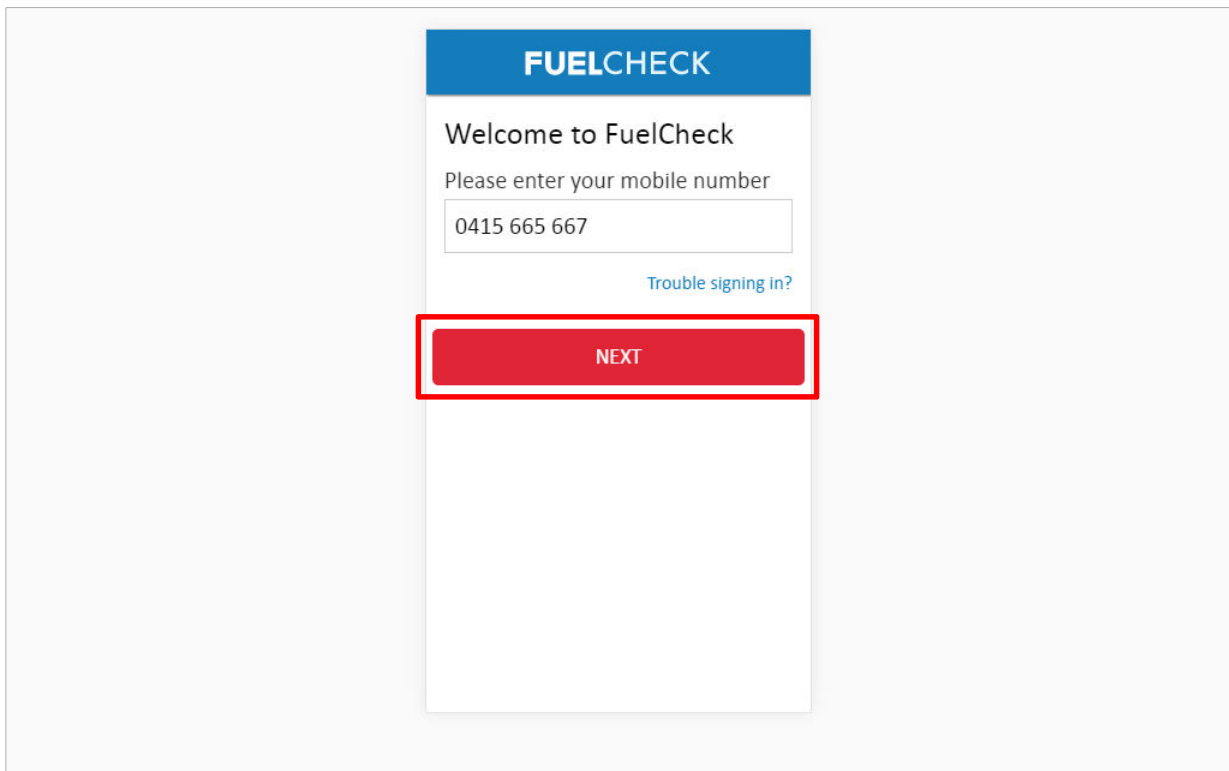


The **Welcome to FuelINSW** screen is displayed.

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

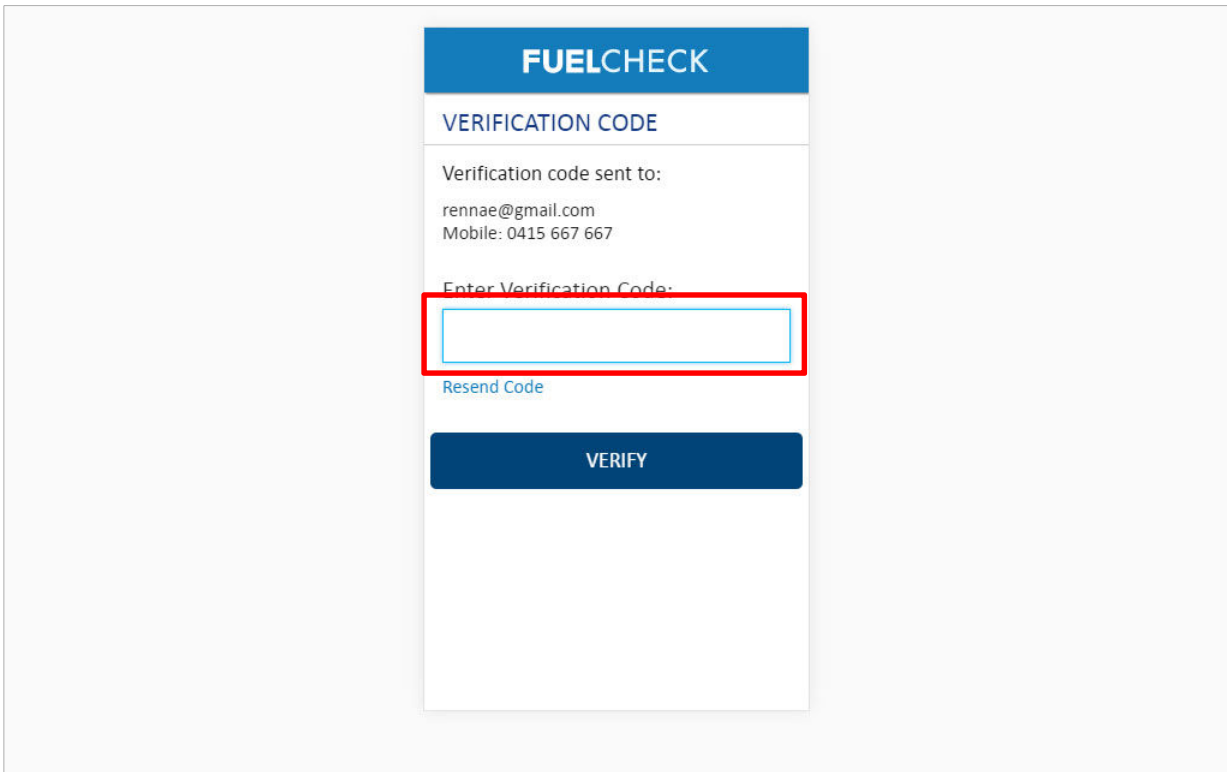
Enter **0415 665 667**

**Step 3**



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

**Step 4**



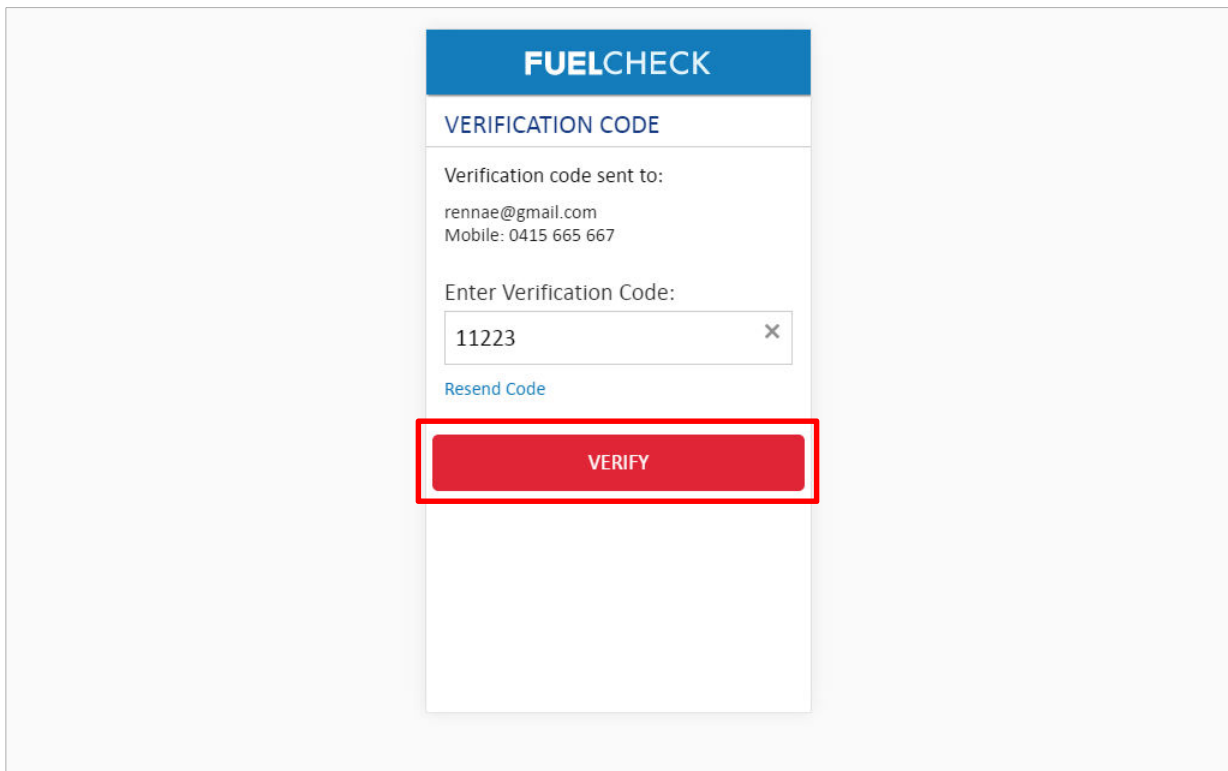
The **VERIFICATION CODE** screen is displayed.

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

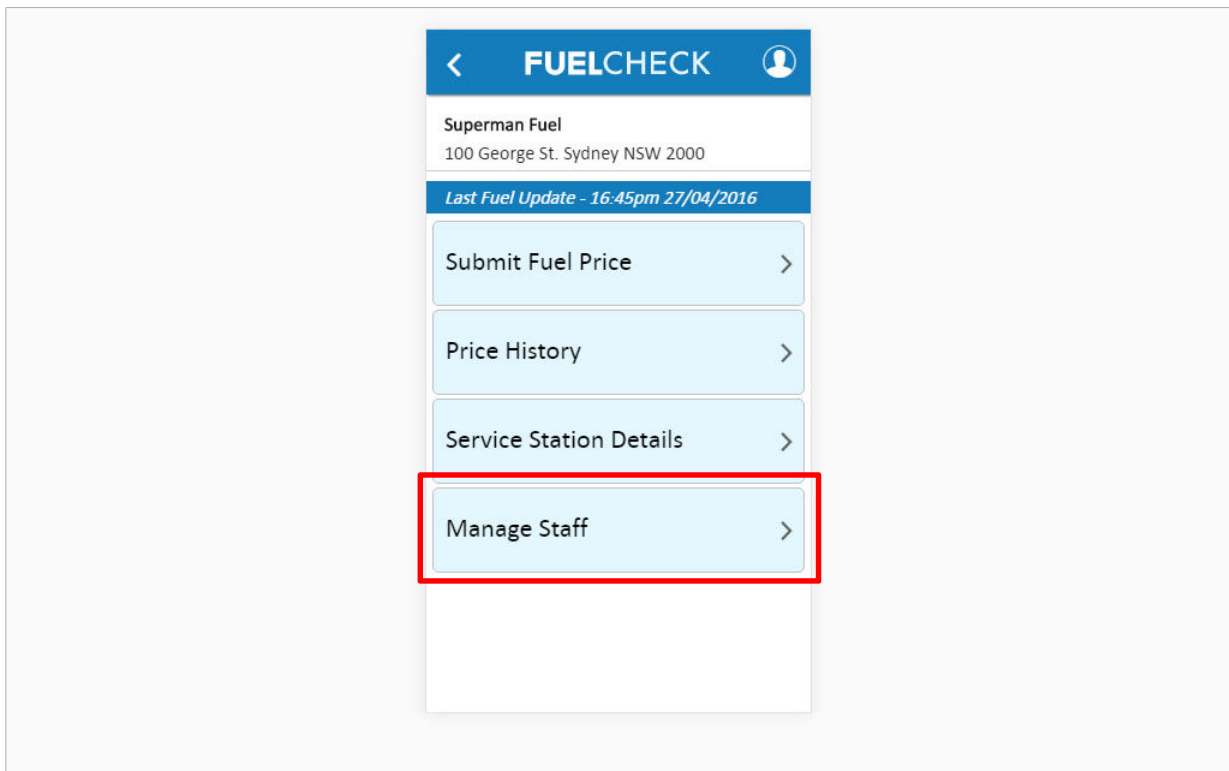
Enter the verification code that was sent to you in the **Enter Verification Code** field.

Enter **11223**

**Step 5**

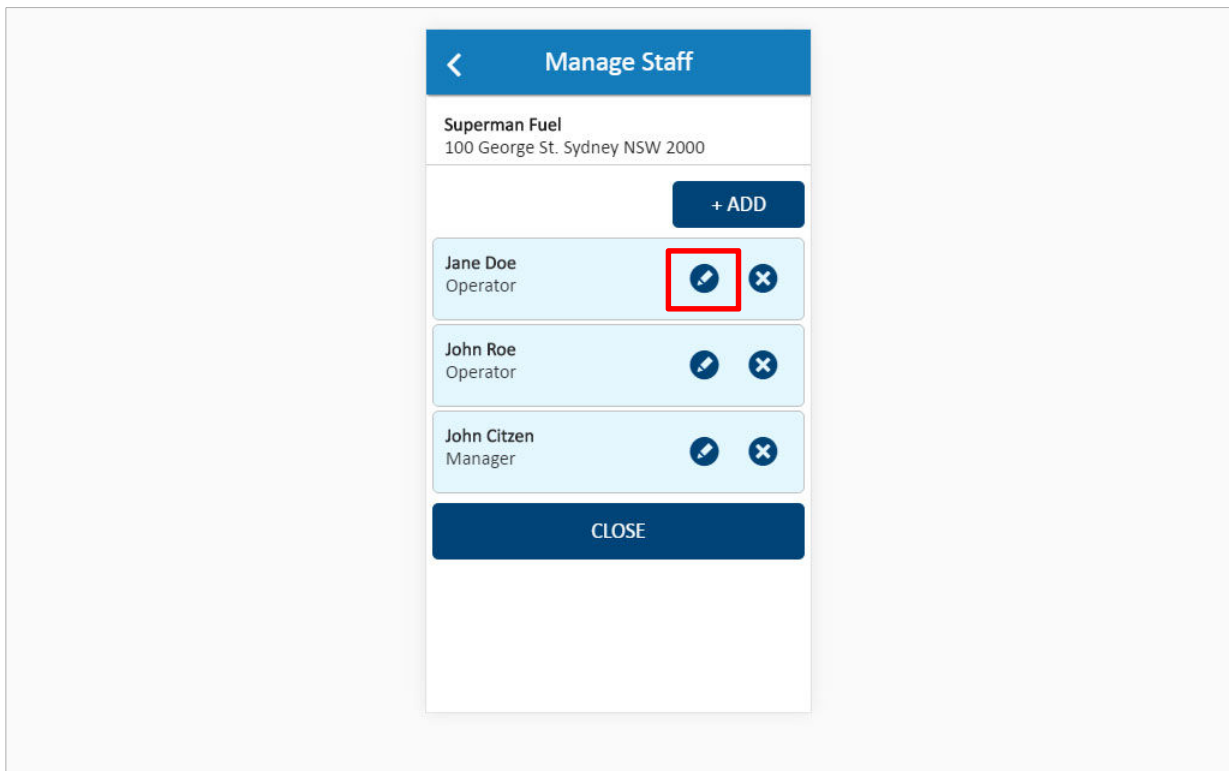


Click the **VERIFY** button to accept the entered verification code.

**Step 6**

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

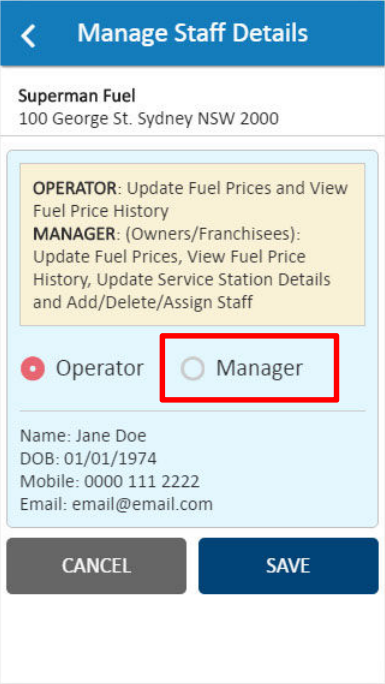
Click the **Manage Staff** button to update the details of an existing Operator at your service station.

**Step 7**

The **Manage Staff** screen is displayed.

The station's current Operators and Managers are shown.

Click the **Edit** button for the **Jane Doe** Operator to update her details.

**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

Name: Jane Doe  
DOB: 01/01/1974  
Mobile: 0000 111 2222  
Email: email@email.com

CANCEL SAVE

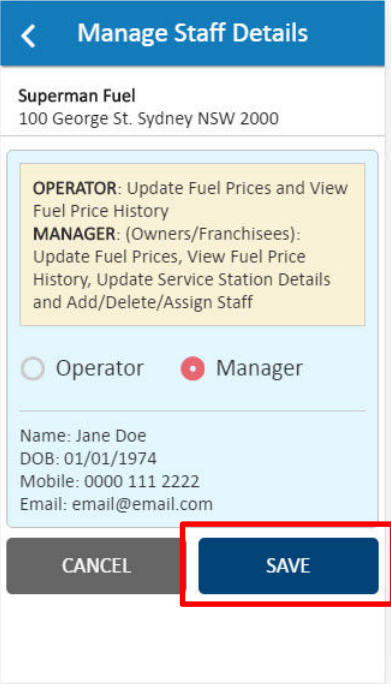
The **Manage Staff Details** screen is displayed.

The access level of this staff member can be changed if required.

Click the **Manager** radio button to change the user's access level.



**Step 9**



**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

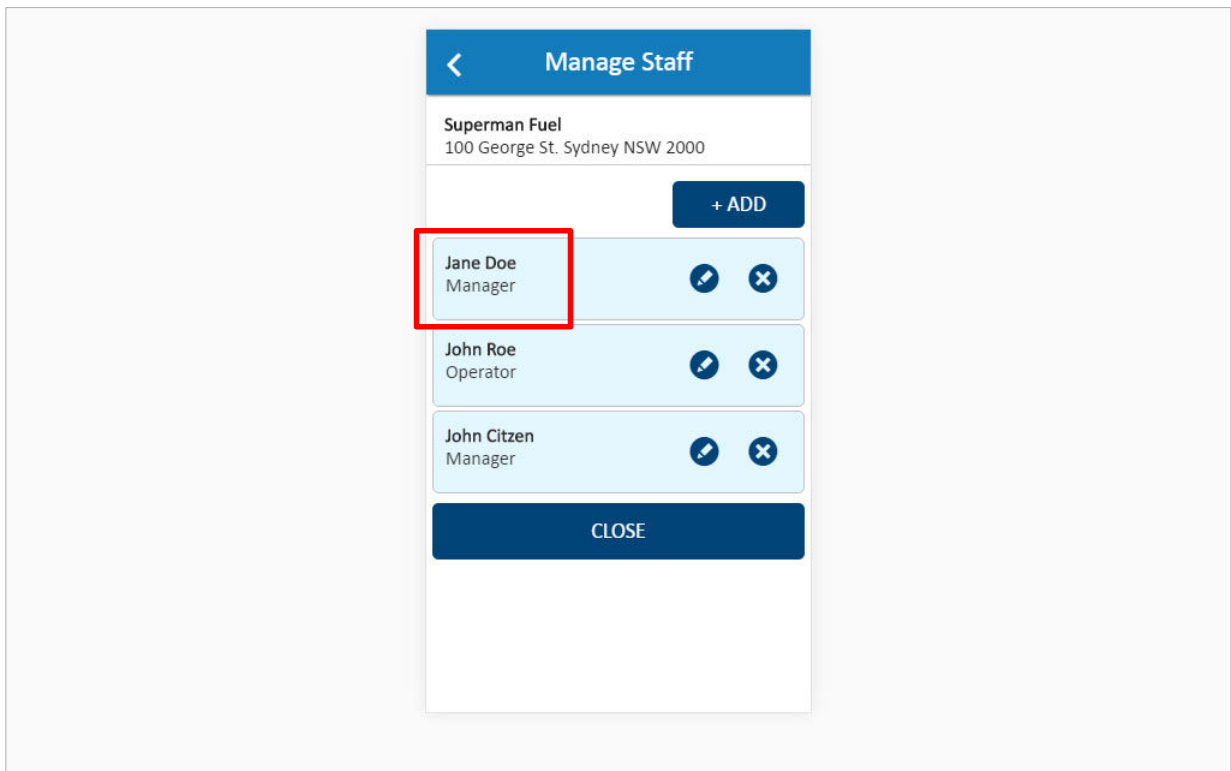
Operator  Manager

Name: Jane Doe  
DOB: 01/01/1974  
Mobile: 0000 111 2222  
Email: email@email.com

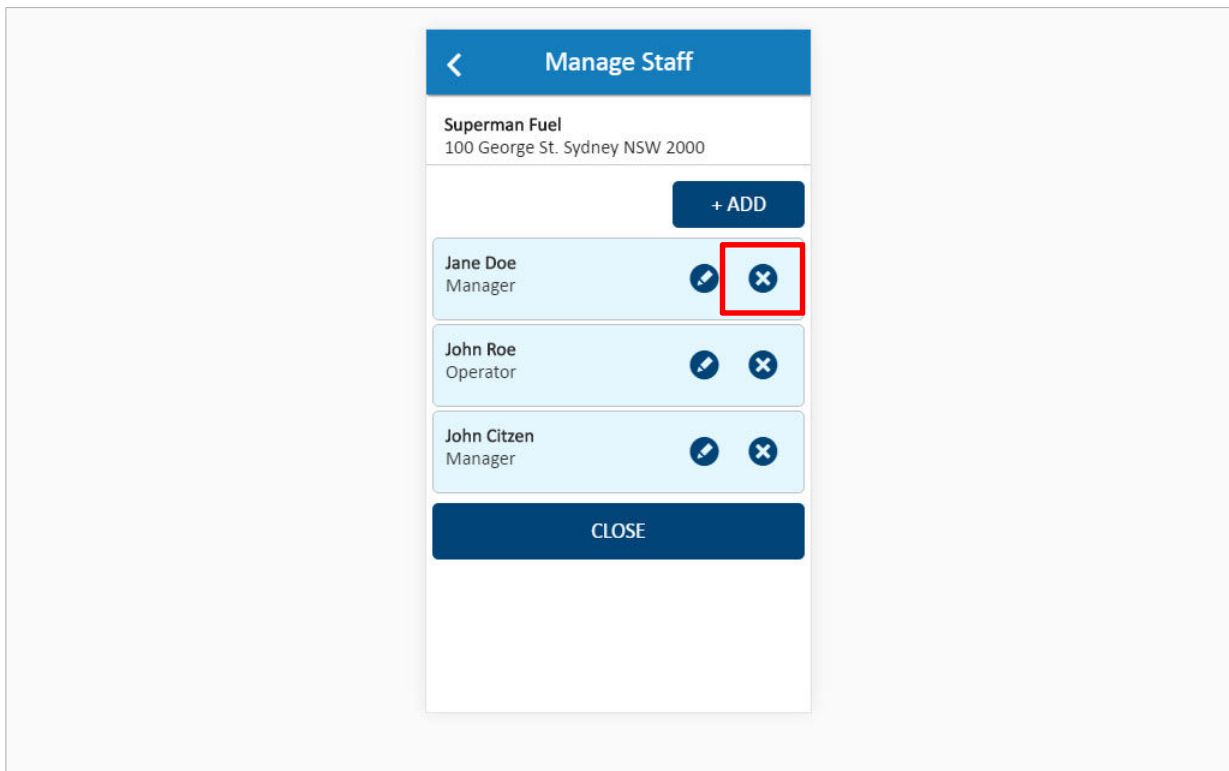
**CANCEL** **SAVE**

Click the **SAVE** button to save the changes.

**Step 10**



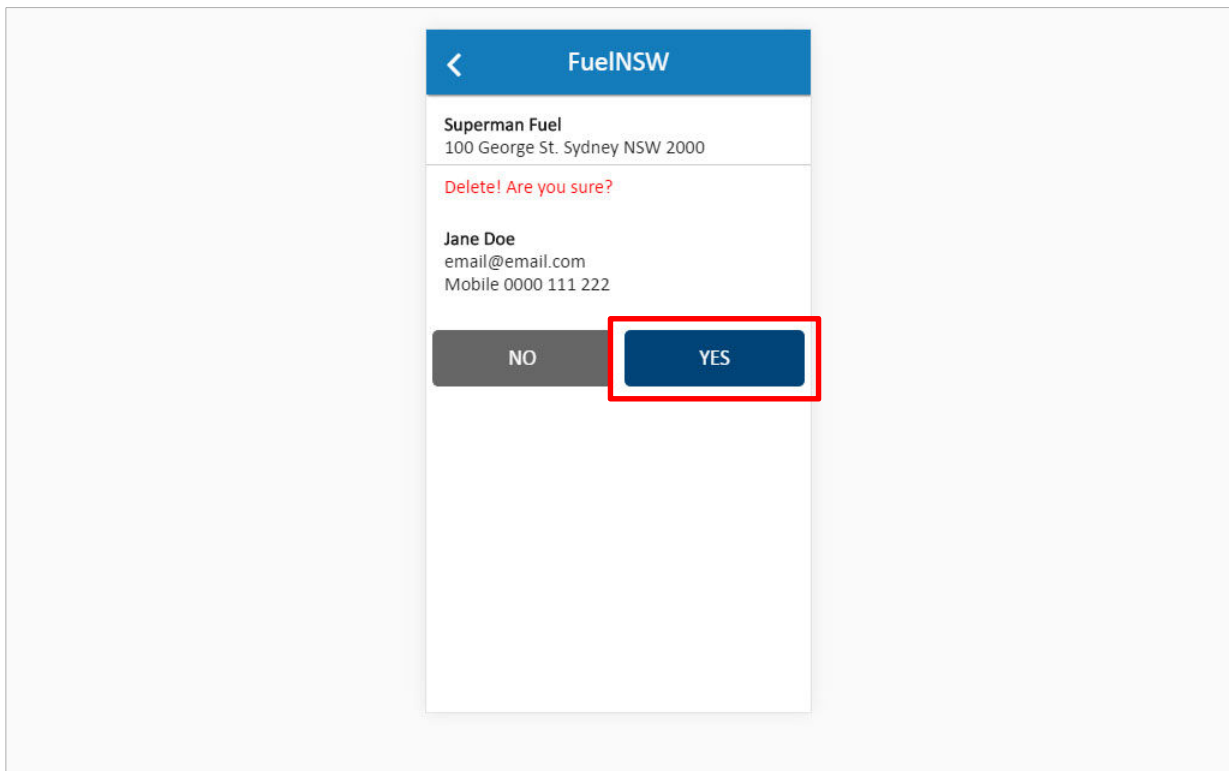
The updated details of the user are displayed.

**Step 11**

User accounts can also be deleted.

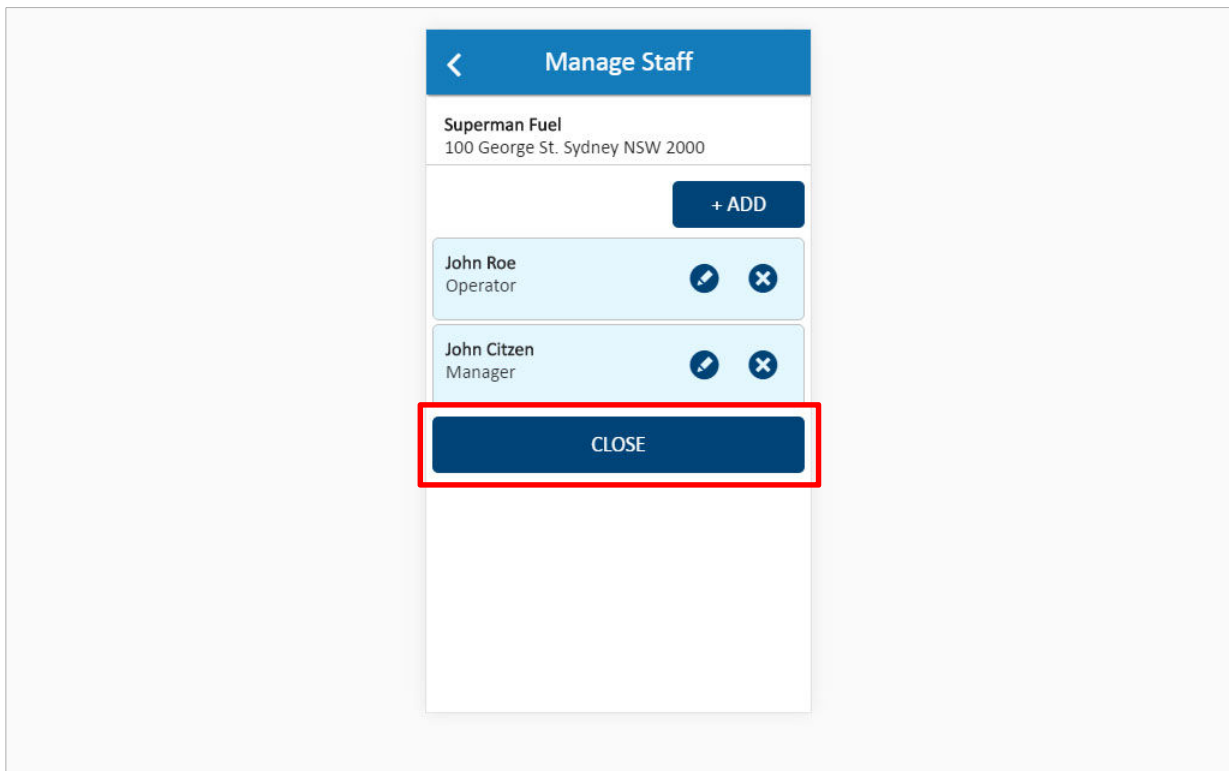
Click the **Delete** button for the **Jane Doe** user to delete her account.

**Step 12**



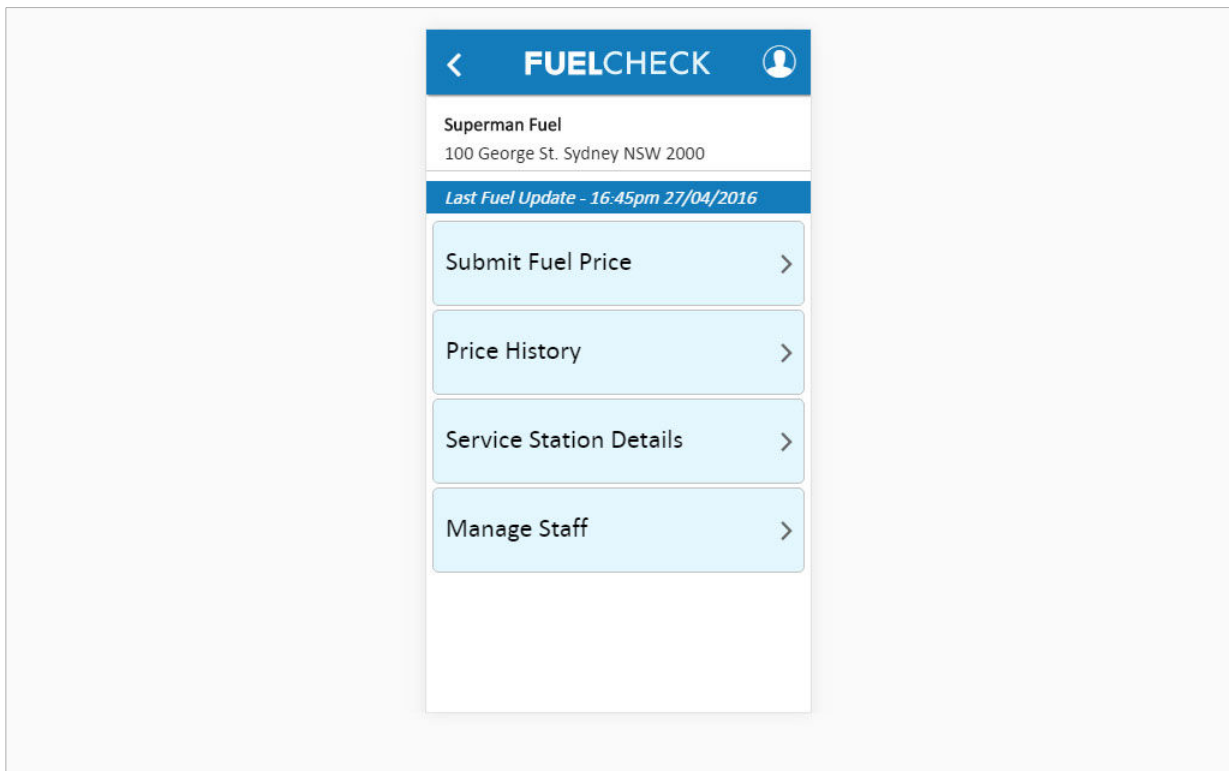
A confirmation message is displayed.

Click the **YES** button to confirm the deletion.

**Step 13**

The selected user has been deleted from the list of users at this service station.

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

**Step 14**

The Operator's details have been updated, a user has been deleted and you are returned to the FuelCheck options screen.

You have completed the **Update Operator Details** transaction.