

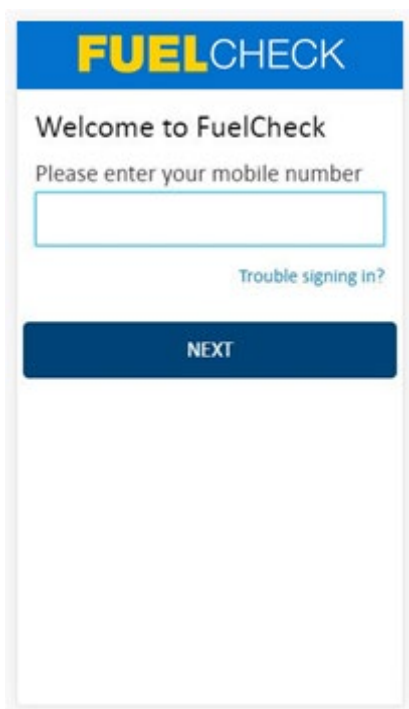


Update fuel retailer trading hours

Training Guide - Instructions for fuel retailers



Step I – Welcome to FuelCheck TAS



Purpose

Use this procedure to update the trading hours of a service station.

Prerequisites

- You are a registered FuelCheck TAS user with a registered mobile number.
- You have accessed the FuelCheck TAS login page.
- Trading hours can only be changed by the station manager, not the operator.

Audience

- All fuel retailer Managers.

Technical Support

For help using the FuelCheck TAS app or website send an email to FuelcheckTas@customerservice.nsw.gov.au



Step 2 – Logging into FuelCheck TAS

A screenshot of the FuelCheck TAS login screen. At the top is the 'FUELCHECK' logo. Below it, the text reads 'Welcome to FuelCheck' and 'Please enter your mobile number'. A white input field with a red border is highlighted. Below the input field is a blue button labeled 'NEXT'. A link for 'Trouble signing in?' is visible below the input field.

The Welcome to FuelCheck TAS screen displays.

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

Step 3

A screenshot of the FuelCheck TAS login screen. The input field now contains the mobile number '0415 665 667'. The blue 'NEXT' button is highlighted with a red border. The text 'Welcome to FuelCheck' and 'Please enter your mobile number' remains at the top. A link for 'Trouble signing in?' is visible below the input field.

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



Step 4 – Receiving a verification code

FUELCHECK

VERIFICATION CODE

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

Enter Verification Code:

Resend Code

VERIFY

The **VERIFICATION CODE** screen displays.

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

Enter the verification code in the **Enter Verification Code** field.

Step 5

FUELCHECK

VERIFICATION CODE

Verification code sent to:
rennae@gmail.com
Mobile: 0415 665 667

Enter Verification Code:

Resend Code

VERIFY

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



Step 6 – Updating fuel retailer trading hours

The screenshot shows the FuelCheck TAS interface. At the top, there is a blue header with a back arrow, the text 'FUELCHECK', and a user profile icon. Below the header, the station name 'Superman Fuel' and address '100 George St. Sydney NSW 2000' are displayed. A blue bar indicates the 'Last Fuel Update - 16:45pm 27/04/2016'. A list of options follows: 'Submit Fuel Price', 'Price History', 'Service Station Details' (highlighted with a red box), and 'Manage Staff'. Each option has a right-pointing chevron.

The FuelCheck TAS options display. These options vary depending on your authority level.

Click the **Service Station Details** button.

Step 7 – Adding a phone number

The screenshot shows the 'Service Station Details' screen. At the top, there is a blue header with a back arrow and the text 'Service Station Details'. Below the header, the station name 'Superman Fuel' and address '100 George St. Sydney NSW 2000' are displayed. A list of details follows: 'UID 123456', 'Brand Superman Fuel', 'Branch Code 12345', and 'Address 100 George Street, Sydney NSW 2000'. Below this, there are two input fields: 'Phone' (highlighted with a red box) and 'Email'. At the bottom, there are two buttons: 'CANCEL' and 'NEXT'.

The **Service Station Details** screen displays.

Enter the station's contact details if they are missing or incorrect.

Enter the phone number of your service station manager in the **Phone** field.



Step 8 – Adding an email address

The screenshot shows a mobile application interface for 'Service Station Details'. At the top, there is a blue header with a back arrow and the text 'Service Station Details'. Below this, the station name 'Superman Fuel' and address '100 George St. Sydney NSW 2000' are displayed. A list of details follows: UID (123456), Brand (Superman Fuel), Branch (12345), Code, and Address (100 George Street, Sydney NSW 2000). Below the details is a light blue section containing a 'Phone' field with the value '9999 5558' and an 'Email' field which is currently empty and highlighted with a red rectangular border. At the bottom of this section are two buttons: a grey 'CANCEL' button and a blue 'NEXT' button.

Enter the email address of your service station manager in the **Email** field.

Step 9

This screenshot is identical to the one in Step 8, but the 'Email' field now contains the text 'email@email.com.au'. The 'NEXT' button at the bottom right of the form is highlighted with a red rectangular border, indicating it should be clicked to proceed.

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



Step 10 – Adding types of fuel available

The **Trading Hours** screen displays.

The trading hours can be changed as required.

Service Station Details

Caltex Woolworths West Ryde
924 Victoria Rd WEST RYDE NSW 2114

Trading Hours

24/7 (Always open)

Day	Opening time	Closing time		
Monday	5:00 AM	12:00 AM	Closed	24 hrs
Tuesday	5:00 AM	12:00 AM	Closed	24 hrs
Wednesday	5:00 AM	12:00 AM	Closed	24 hrs
Thursday	5:00 AM	12:00 AM	Closed	24 hrs
Friday	5:00 AM	12:00 AM	Closed	24 hrs
Saturday	5:00 AM	12:00 AM	Closed	24 hrs
Sunday	5:00 AM	12:00 AM	Closed	24 hrs

CANCEL NEXT

Note: Enter the hours in the format HH:MM_AM/HH:MM_PM (must have space before AM PM) E.g. "7:30 AM" or "5:00 PM"

Step 11

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



Step 12 – Confirming fuel retailer details

Confirmation

Superman Fuel
100 George St. Sydney NSW 2000

Please confirm all details are correct.

Station Information UID: 123456
Brand: Superman Fuel
Branch Code: 12345
Address: 100 George Street, Sydney NSW 2000

Phone: 9999 5558
Email: email@email.com.au

Unleaded 91
Premium 95
Premium 98
Diesel
Premium Diesel
LPG LPG

I confirm all details are correct.

CONFIRM

The **Confirmation** screen displays specifying the updated details of the service station.

Click the **I confirm all details are correct** checkbox to confirm the updates.



Step 13

Confirmation

Superman Fuel
100 George St. Sydney NSW 2000

Please confirm all details are correct.

Station Information UID: 123456
Brand: Superman Fuel
Branch Code: 12345
Address: 100 George Street, Sydney NSW 2000

Phone: 9999 5558
Email: email@email.com.au

Unleaded 91
Premium 95
Premium 98
Diesel
Premium Diesel
LPG LPG

I confirm all details are correct.

CONFIRM

Click the **CONFIRM** button to continue.

Step 14 – Process completed

FUELCHECK

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 >

The contact details of the service station have been entered, the trading hours have been selected and you are returned to the FuelCheck options screen.

You have completed the **Update Service Station Trading hours** transaction.