



Update operator detailers

Training Guide - Instructions for fuel
retailers



Step I – Welcome to FuelCheck TAS

A screenshot of the FuelCheck TAS login interface. At the top is a blue header with 'FUEL CHECK' in white and yellow. Below it, the text 'Welcome to FuelCheck' is displayed. A prompt 'Please enter your mobile number' is followed by a white input field with a blue border. Below the input field is a link that says 'Trouble signing in?'. At the bottom of the screen is a dark blue button with the word 'NEXT' in white.

Purpose

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

Prerequisites

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

Audience

- All fuel retail 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 blue border is highlighted with a red rectangle. 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 rectangle. The rest of the screen, including the logo and text, is identical to the previous screenshot.

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



Step 4 – Receiving a verification code

The **VERIFICATION CODE** screen displays.

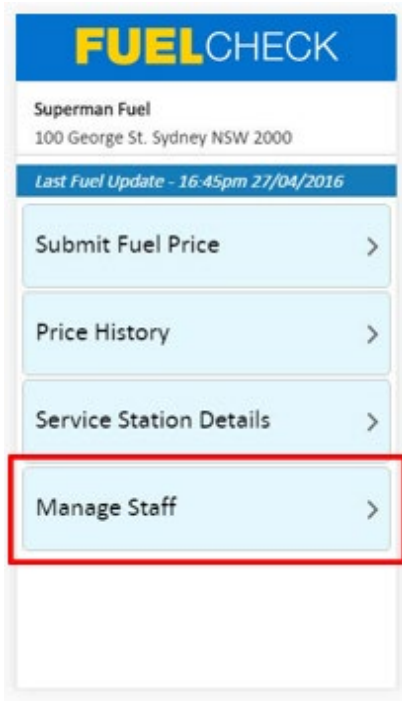
A verification code will be immediately sent to your registered email address and mobile number.

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

Step 5

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

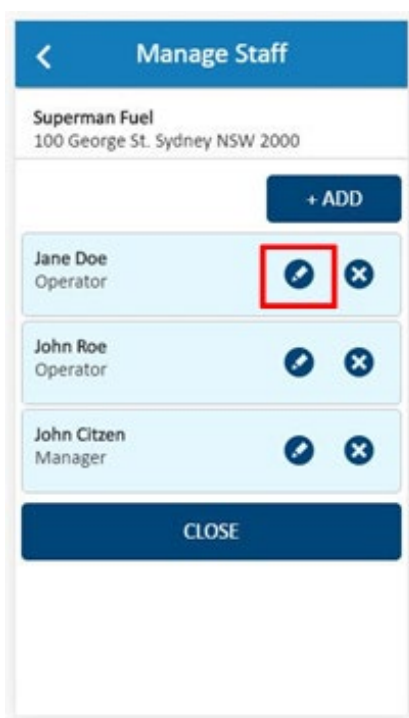
Step 6 – Updating fuel operator details



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

Click the **Manage Staff** button to update the details of an existing Operator at your fuel retail business.

Step 7

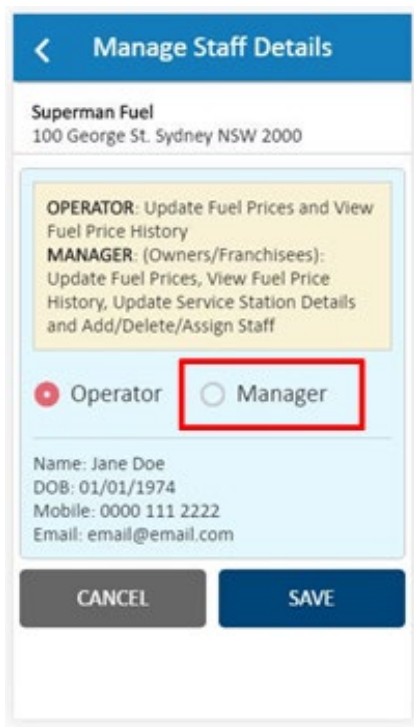


The **Manage Staff** screen displays.

The current Operators and Managers are shown.

Click the **Edit** button for the **Jane Doe** Operator to update their 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

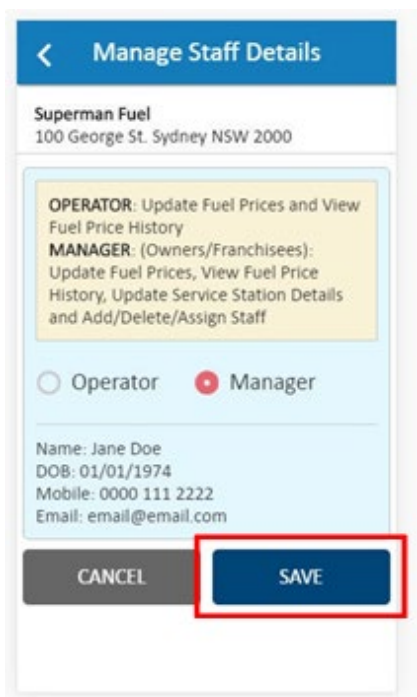
CANCEL SAVE

The **Manage Staff Details** screen displays.

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

Select 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

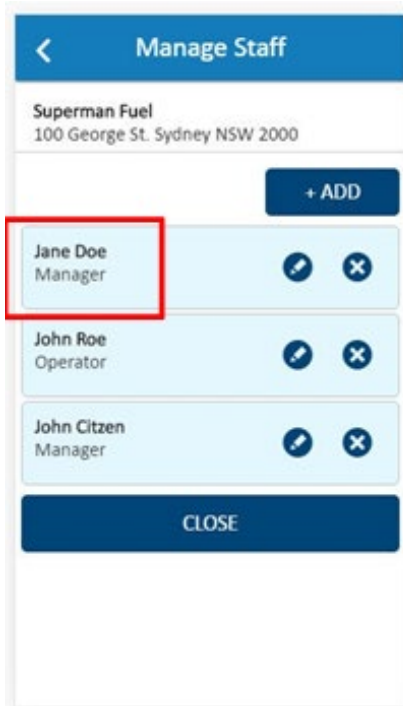
Operator Manager

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

CANCEL SAVE

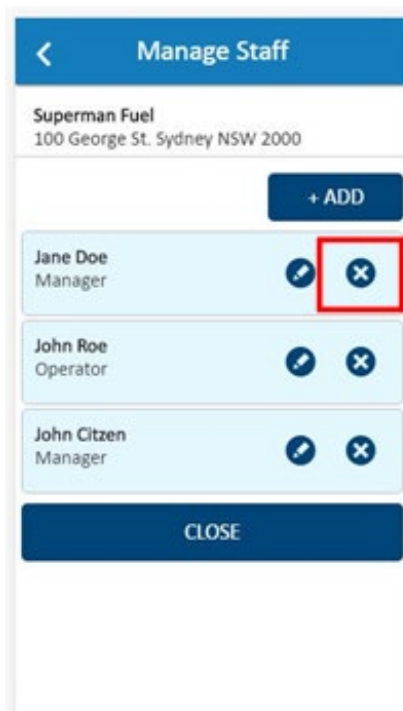
Click the **SAVE** button to save the changes.

Step 10



The updated details of the user now display.

Step 11 – Deleting fuel operator details

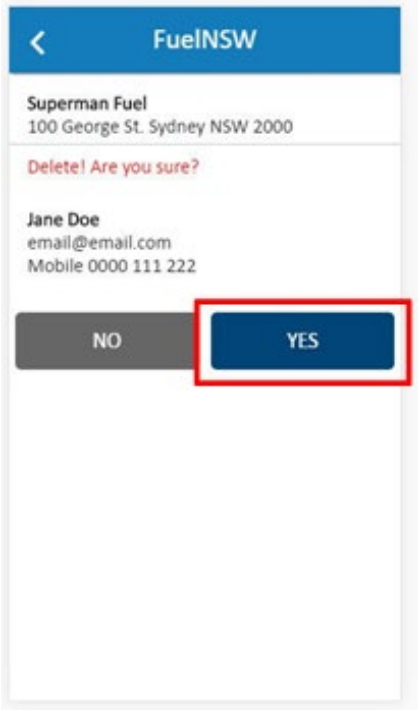


User accounts can also be deleted.

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



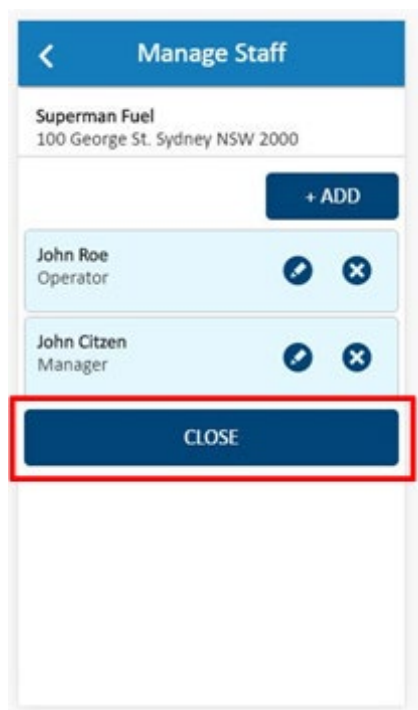
Step 12 – Confirming operator details



A confirmation message displays.

Click the **YES** button to confirm the account is deleted.

Step 13 – Process completed



The selected user account is now deleted from the user list at this service station.

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