



Enter Current Fuel Prices

Training Guide - Instructions for fuel
retailers



Step 1 – Welcome to FuelCheck TAS

A screenshot of the FuelCheck TAS mobile application login screen. At the top, there is a blue header with the 'FUEL CHECK' logo. Below the header, the text 'Welcome to FuelCheck' is displayed. Underneath, it says 'Please enter your mobile number' followed by a white text input field with a blue border. To the right of 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 capital letters.

Purpose

Use this procedure to enter current fuel prices for your service station or specify which fuel types are out of stock.

Prerequisites

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

Audience

- All fuel retail Operators and 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 'FUEL CHECK TAS' logo. Below it, the text reads 'Welcome to FuelCheck' and 'Please enter your mobile number'. A white input field is highlighted with a red border. Below the input field is a link that says 'Trouble signing in?'. At the bottom of the screen is a dark blue button labeled 'NEXT'.

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 text 'Welcome to FuelCheck' and 'Please enter your mobile number' is visible. The input field now contains the number '0415 665 667'. Below the input field is a link that says 'Trouble signing in?'. At the bottom of the screen, the dark blue button labeled 'NEXT' is highlighted with a red border.

Click the **NEXT** button to log into 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.

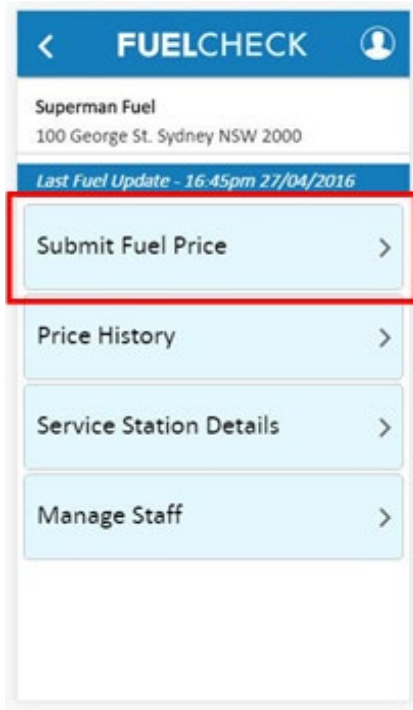
Enter the verification code in the **Enter Verification Code** field.

Step 5

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



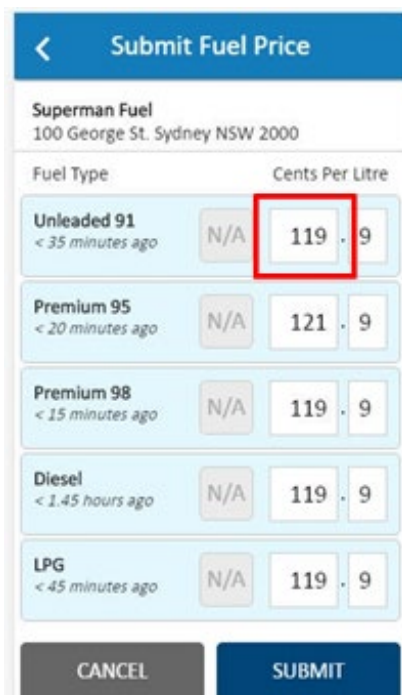
Step 6 – Submitting fuel price



The FuelCheck TAS options for your service station display. These options will vary depending on your authority level.

Click the **Submit Fuel Price** button to enter the latest fuel prices for your service station.

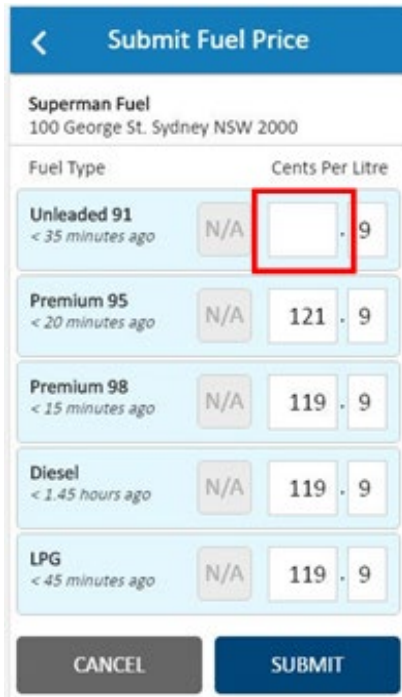
Step 7



The last entered fuel prices display for the fuel types available at your service station. The time since this information was last changed also displays.

The existing prices can be over-typed with the latest prices.

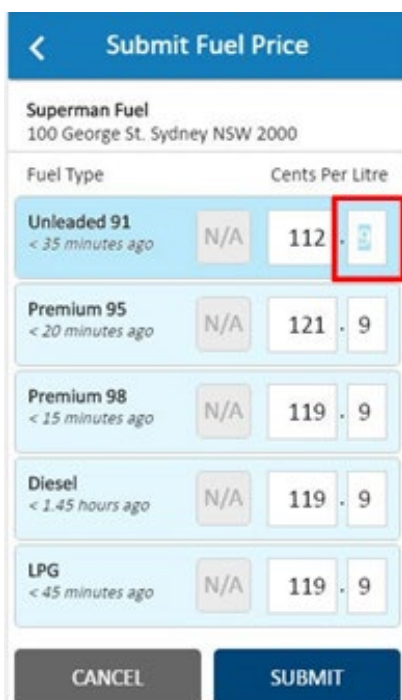
Step 8



Fuel Type	Cents Per Litre
Unleaded 91 < 35 minutes ago	N/A [] . 9
Premium 95 < 20 minutes ago	N/A 121 . 9
Premium 98 < 15 minutes ago	N/A 119 . 9
Diesel < 1.45 hours ago	N/A 119 . 9
LPG < 45 minutes ago	N/A 119 . 9

Enter the current fuel price (excluding the decimal amount) in the first **Cents Per Litre** field.

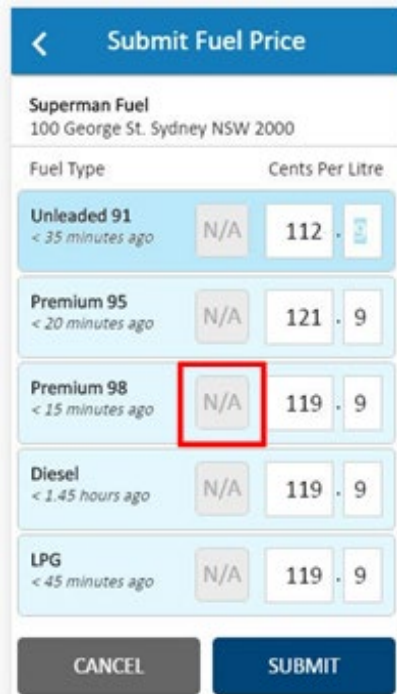
Step 9



Fuel Type	Cents Per Litre
Unleaded 91 < 35 minutes ago	N/A 112 . 9
Premium 95 < 20 minutes ago	N/A 121 . 9
Premium 98 < 15 minutes ago	N/A 119 . 9
Diesel < 1.45 hours ago	N/A 119 . 9
LPG < 45 minutes ago	N/A 119 . 9

You can change the decimal amount of the fuel price if required. This field will not need changing very often.

Step 10 – Out of stock fuel



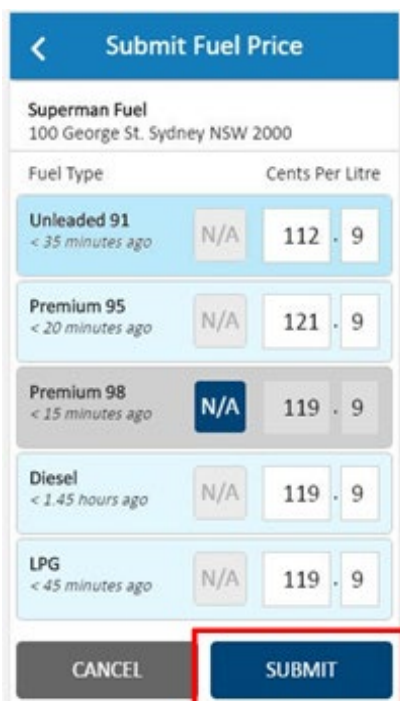
The screenshot shows the 'Submit Fuel Price' form for Superman Fuel at 100 George St. Sydney NSW 2000. The form lists five fuel types with their respective prices and 'N/A' status:

Fuel Type	Cents Per Litre
Unleaded 91 < 35 minutes ago	N/A 112 . 9
Premium 95 < 20 minutes ago	N/A 121 . 9
Premium 98 < 15 minutes ago	N/A 119 . 9
Diesel < 1.45 hours ago	N/A 119 . 9
LPG < 45 minutes ago	N/A 119 . 9

At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'.

You can mark individual fuel types as **N/A** (not applicable) if they are currently out of stock.

Step 11 – Saving fuel price information



The screenshot shows the 'Submit Fuel Price' form for Superman Fuel at 100 George St. Sydney NSW 2000. The form lists five fuel types with their respective prices and 'N/A' status:

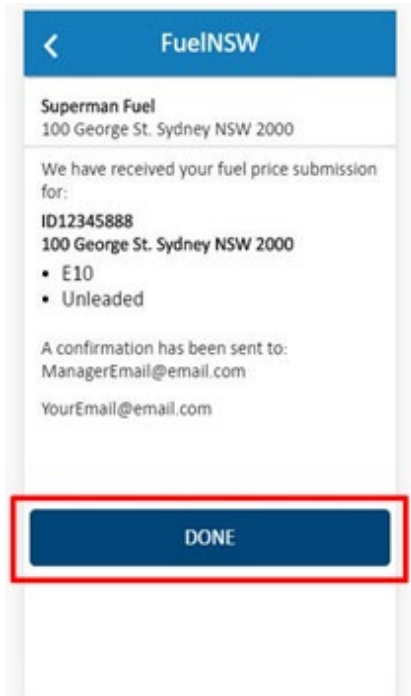
Fuel Type	Cents Per Litre
Unleaded 91 < 35 minutes ago	N/A 112 . 9
Premium 95 < 20 minutes ago	N/A 121 . 9
Premium 98 < 15 minutes ago	N/A 119 . 9
Diesel < 1.45 hours ago	N/A 119 . 9
LPG < 45 minutes ago	N/A 119 . 9

At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

Once all the current fuel prices have been entered or marked as out of stock, you can submit the new information.

Click the **SUBMIT** button.

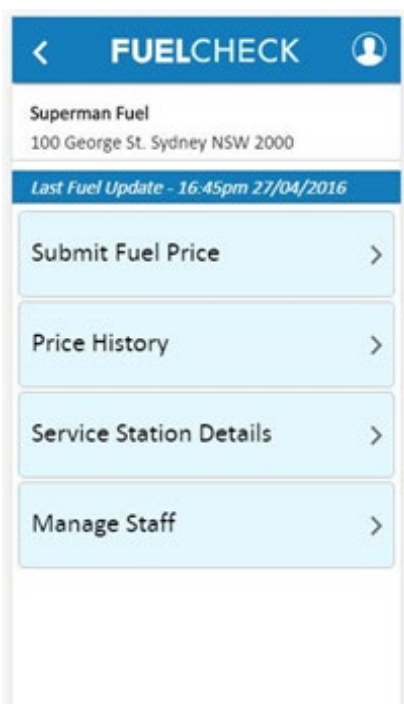
Step 12



A message displays specifying which fuel types have been changed. A confirmation message is also sent to the service station Manager and the Operator making the change.

Click the **DONE** button

Step 13 – Process completed



The new fuel price has been entered, the out of stock fuel type has been marked and you are returned to the FuelCheck TAS options screen.

You have completed the **Enter Current Fuel Prices** transaction.