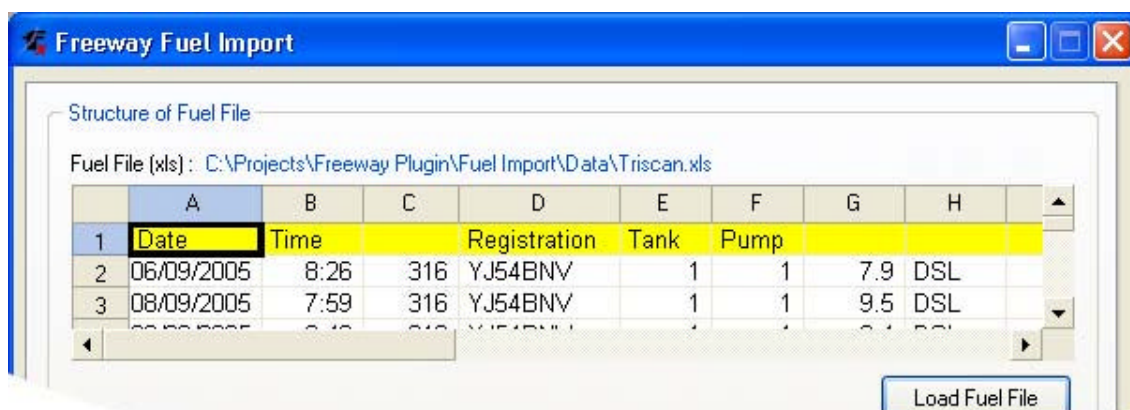


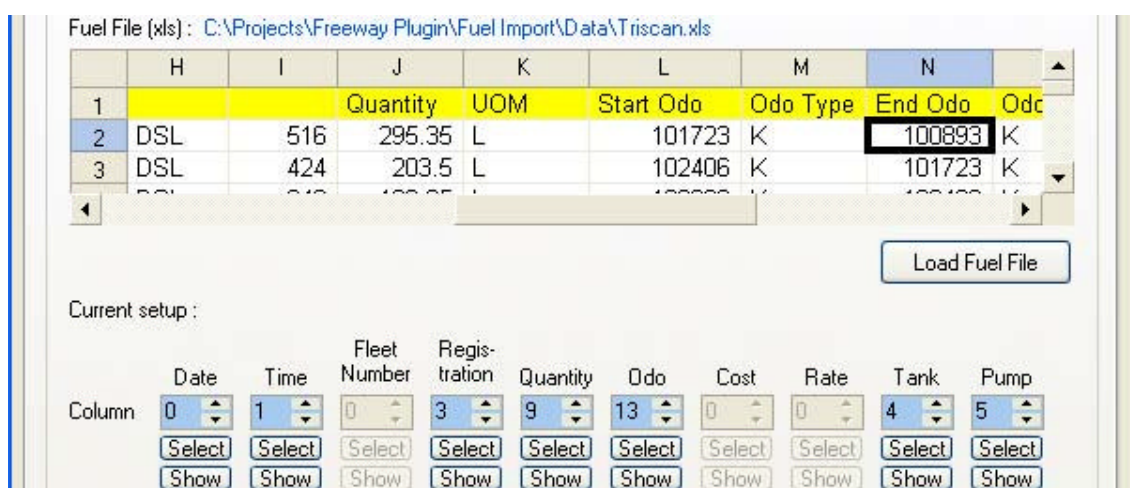
Freeway Fuel Import Training Worksheet

Import Fuel Data from External Application (eg Triscan)

1. Run the FuelImport.exe application in the Freeway folder.
2. Click the "Load Fuel File" button near the top right of the window. Select a valid Excel file to import. A preview of the data available to be imported from the Excel file will be displayed in the window.



3. Note the spin boxes in the middle of the window titled "Date", "Time", etc. To select the column which contains the Date data, click on the column in the preview window (this will make it blue) then click the "Select" button below the "Date" spin box. Repeat this process for the other spin boxes. Alternatively, column numbers can be entered directly. Note that all fields are mandatory except "Fleet Number", "Cost" and "Rate" - these three may be enabled by ticking the boxes below them.



4. Tick the "First row contains headings" if this is true for your Excel file.

First row contains headings

5. If you wish to restrict the import of data to a specific date range, tick this option and select the start and end dates. Freeway will enter by default the beginning to the end of the previous month.
6. Click "Verify" to do a preliminary check to see if your data will import with the settings you have given. If there are problems with the data in any columns, these areas will be highlighted so that you know where to make corrections in Excel.
7. If there are no problems, now is a good time to "Save Setup". This will allow you to use the same settings the next time you import fuel data from a similar Excel file.
8. Click "Import".
9. Close the FuelImport.exe application.

