

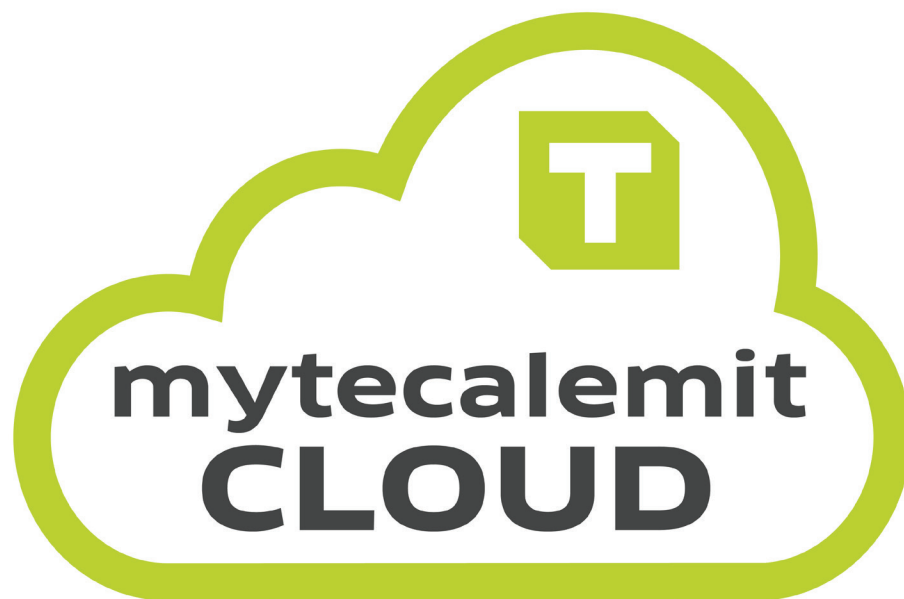
GO WITH THE FLOW.



QUICK GUIDE

# **SOFTWARE USER GUIDE**

## **mytecalemmit CLOUD**



GO WITH THE FLOW.



# WELCOME

Dear Customer,

Congratulations on taking the first step to having all your fuel management information at your fingertips! Get ready to breeze through your initial setup stress-free with our easy step-by-step user guide. We are changing the game with our state-of-the-art program only available at Tecalemit. Our latest option is available on all our fuel management systems. So, buckle up, and get ready to experience fuel management at its finest!

With deepest gratitude,

*Tony Llopiz*

President

## SAFETY INSTRUCTIONS

The software has been programmed in accordance with state of the art and recognized safety specifications. Nevertheless, there is a danger of loss of data if it is used inappropriately. It is therefore essential to act in accordance with these safety instructions, and in particular with those sections identified as warnings.

## WARNING NOTICES AND SYMBOLS

In this guide, the following signs are used for highlighting important information.



Special information



Special information on “do’s and don’ts” for damage prevention.



Attention

## ORGANIZATIONAL MEASURES

This quick guide should always be kept readily available at the site of operation! Each person concerned with the installation and use of the software must have read and understood the entire manual.

## QUALIFIED PERSONNEL

Persons who install or use the software must be appropriately qualified to carry out this work. The areas of responsibility, competences, and supervision of the personnel must be precisely regulated by the operating company. If the personnel does not have the required knowledge, they must be trained and instructed. The operating company must also ensure that the contents of the operating manual are properly understood by the personnel.

## COPYRIGHT



It is essential to read this guide before logging in and using mytecalemmit cloud.  
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Insufficient knowledge of this guide may void your warranty.



# TABLE OF CONTENTS

---

**1 CREATING AN ACCOUNT** \_\_\_\_\_

**2 COMPANY CUSTOMIZATION** \_\_\_\_\_

**4 ADDING FUEL TERMINALS** \_\_\_\_\_

**7 CONFIGURING FUEL TERMINALS** \_\_\_\_\_

**10 ADDING DRIVERS / VEHICLES / PRODUCTS** \_\_\_\_\_

**13 TANK LEVEL MONITORING** \_\_\_\_\_

**14 EXTERNAL FUELINGS** \_\_\_\_\_

**15 REPORTING OPTIONS** \_\_\_\_\_

**22 MANAGING REPORT DATA** \_\_\_\_\_

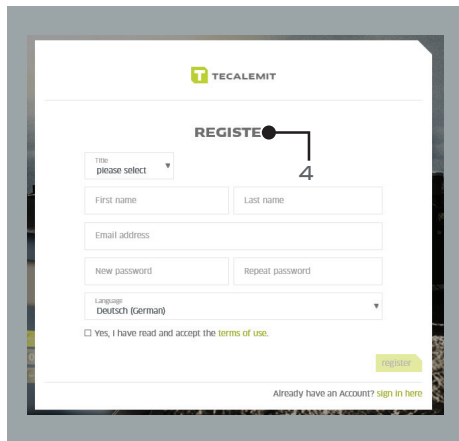
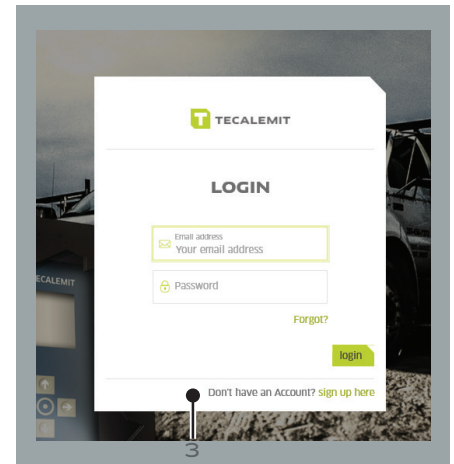
**24 DEPARTMENT MANAGEMENT** \_\_\_\_\_

**25 USER RIGHTS** \_\_\_\_\_

**27 FAQ'S** \_\_\_\_\_

# CREATING AN ACCOUNT

1. Begin by visiting our site [mytecalemmit.com](http://mytecalemmit.com) from any device that has access to the internet (we recommend initial setup be completed on a desktop computer).
2. You will be greeted with the login page (as shown on the right).
3. Click the button at the bottom of the screen that reads "Don't Have an Account? Sign in Here".
4. You will then be routed to the registration page. Here you will fill in the information for your new account (as shown below).



5. Once registered, an activation email will be sent to the email provided.
6. Click the link provided in the email, this will direct you back to the login page and give you a confirmation message letting you know that your account was successfully activated.
7. Proceed to login using the email and password you created.



# COMPANY CUSTOMIZATION

## CREATING A COMPANY

1. Enter the information for the company you wish to create and then click “Create Company”.
2. Once you have selected “Create Company you will be directed to the mytecalemmit Dashboard.
3. To make changes to your company once it has been created scroll to the top right corner of the dashboard and click your company name.
4. From the “Companies” page you can edit your company information, add departments to your company, or create a new department from backup.

## ADDING USERS

1. Go to the navigation panel on the left-hand side of the dashboard and click “Settings”.
2. Click “Users”.
3. You will be given a list of your current users for this company.
4. Click “Invite Users” to send an email to the user you wish to add.

## MANAGE ACCOUNT

1. Click “Settings” located in the navigation panel on the dashboard.
2. Click “My Account”.
3. From here you can edit your profile, change or email address or change your password.



## **DISPLAY SETTINGS**

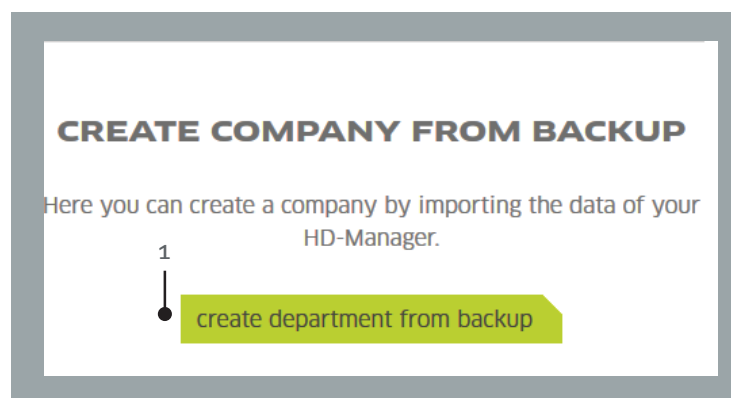
1. To change your companies default display settings, go to settings on the navigation panel.
2. Click “My Account”.
3. Choose the “Display Settings” tab.
4. Click “Edit Display Settings” and select the units of measurement you would like the system to read in.

## **JOINING AN EXISTING COMPANY**

1. Another user can invite you to their department by using the ‘invite user to department’ button in their department settings. See page 3 “Adding Users” for more information.

## **UPLOADING FROM HD MANAGER**

1. Click on “Create Department From Backup”.
2. Open your HD Manager and selected the “Settings” tab, the click “Database” in the green bar.
3. Click on the “Backup” tab, select the “Save Backup As” and save the backup file to your desktop or documents.
4. Once this has been saved, go back to the mytecalemmit website and enter in the requested information.
5. Click the “Browse” button at the bottom of the page and select the backup file you created then click “Save”.
6. Your Drives, Vehicles, Groups, Products, Supported Fuel Terminals, Calculated Fuel Tanks, Measured Fuel Tanks, and all Refuelings of the supported fuel terminals will be imported.
7. Contingents of Vehicles, Access Rights, Reports saved in HD Manager, and Language settings will not be transferred over.



# ADDING FUEL TERMINALS

## USB

1. In the navigation panel, select “Inventory Data”.
2. Click on “Fuel Terminals”.
3. Click “Add Fuel Terminal”.
4. Select the “Manual (Expert Configuration)”.
5. In the drop-down menu that says “Connection”, click on “Only Per USB”.
6. Name your box, then enter the serial number on your box.
  - The serial number on the Wonderbox & Superbox can be obtained by pressing the right arrow key on the box.
7. Select the type of box you have and your time zone.
8. Click “Save”.

## WIFI

1. In the navigation panel, select “Inventory Data”.
2. Click on “Fuel Terminals”.
3. Click “Add Fuel Terminal”.
4. Select the “Network Configuration”.
5. Drop down the “Connection Settings” and choose “wireless network (WLAN)”.
6. If you would like your system to work on DHCP please check the box next to “DHCP”.
7. Fill in the “SSID” “Password”, and “Encryption” of the network you are connecting to.
8. If you would like to assign a static IP to the box leave “DHCP” unchecked and enter in the “Ip Address” “Subnet Mask”, and “Gateway” for the network.





9. The “DNS Server 1” should read 8.8.8.8 and “DNS Server 2” should read 8.8.4.4.
10. Click “Download” then click “Save As” to save the information onto your USB stick.
11. You will then take the stick to the Wonderbox/Superbox and upload the information.

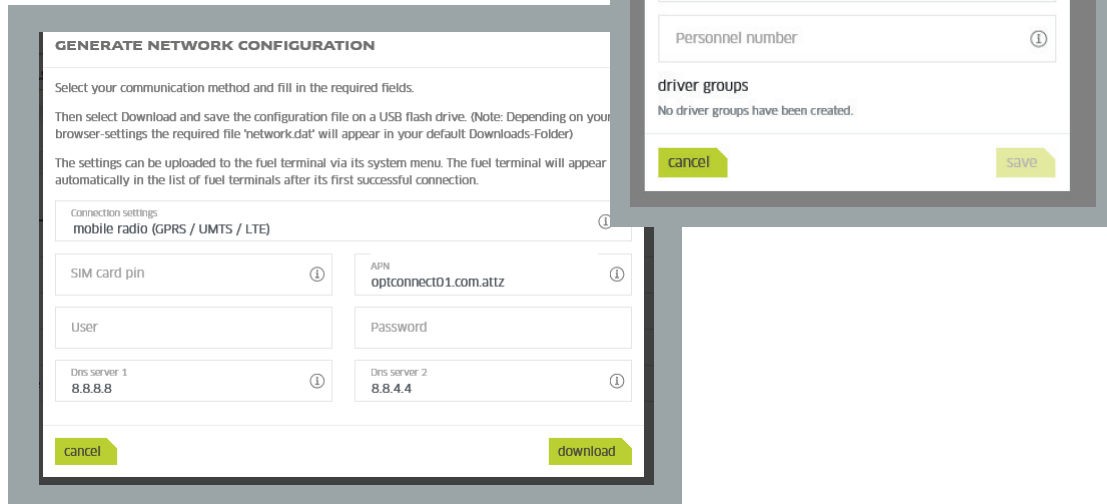
## **LAN**

1. In the navigation panel, select “Inventory Data”.
2. Click on “Fuel Terminals”.
3. Click “Add Fuel Terminal”.
4. Select the “Network Configuration”.
5. Drop down the “Connection Settings” and choose “local area network (LAN)”.
6. If you would like your system to work on DHCP please check the box next to “DHCP”.
7. If you would like to assign a static IP to the box leave “DHCP” unchecked and enter in the “Ip Address” “Subnet Mask”, and “Gateway” for the network.
8. The “DNS Server 1” should read 8.8.8.8 and “DNS Server 2” should read 8.8.4.4.
9. Click “Download” then click “Save As” to save the information onto your USB stick.
10. You will then take the stick to the Wonderbox/Superbox and upload the information.



## SIM CARD (CELLULAR DATA)

1. In the navigation panel, select “Inventory Data”.
2. Click on “Fuel Terminals”.
3. Click “Add Fuel Terminal”.
4. Select the “Network Configuration” option.



The image shows two overlapping screenshots of a web application. The background screenshot is titled 'GENERATE NETWORK CONFIGURATION' and contains instructions for selecting a communication method and filling in required fields. It includes a 'mobile radio (GPRS / UMTS / LTE)' section with fields for 'SIM card pin', 'APN' (pre-filled with 'optconnect01.com.attz'), 'User', 'Password', 'Dns server 1' (pre-filled with '8.8.8.8'), and 'Dns server 2' (pre-filled with '8.8.4.4'). There are 'cancel' and 'download' buttons at the bottom. The foreground screenshot is titled 'CREATE A DRIVER' and has two tabs: 'Driver data' (selected) and 'Approval'. It contains fields for 'Name', 'Driver number' (pre-filled with 'automatically assigned'), 'Code or transponder', 'PIN', and 'Personnel number'. Below these is a 'driver groups' section with the text 'No driver groups have been created.' and 'cancel' and 'save' buttons.

5. In the “APN” field enter in optconnect01.com.attz
6. In the “DNS Server 1” field enter: 8.8.8.8
7. In the “DNS Server 2” field enter: 8.8.4.4
8. Click “Download”.
9. A “network.dat” file will be downloaded, and a box will pop up at the bottom of your screen.
10. Click the arrow next to the “Save” button on the pop up and select “Save As”.
11. Save the “network” file to your USB stick.
12. Now you will need to take the USB stick out to the box itself.
13. Once at the box you will be prompted to insert the USB stick and the box will connect and display a signal.
14. The box will then connect to mytecalemmit and automatically populate on the screen.



# CONFIGURING FUEL TERMINALS

**AFTER CONNECTING FUEL TERMINALS TO MYTECALEMIT FOLLOW THESE STEPS TO CONFIGURE FUEL TERMINALS:**

1. In the navigation panel select “Inventory Data”.
2. Click on “Fuel Terminals”.
3. Select the Fuel Terminal you wish to configure (click directly on the fuel terminal, not the check box).
4. Click on “Terminal Base Data”.

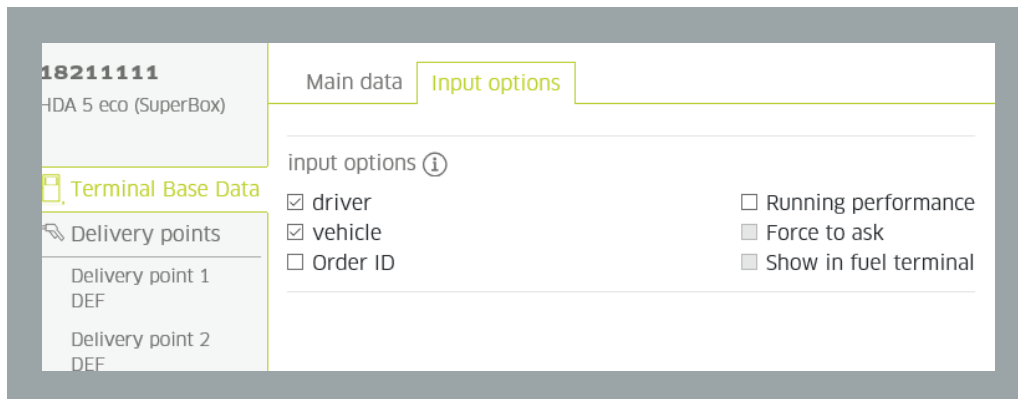
## MAIN DATA

1. Select the “Main Data” tab.
2. Fill in the “Name” field with the name you would like to assign to your Wonderbox/Superbox.
3. “Identification Number” is automatically populated (the serial number of your unit).
4. “Type” is automatically populated (the type of fuel terminal you have connected).
5. “Timezone” should reflect your current location. To change this click the down arrow and select the appropriate timezone.



6. Select "Connection". For any option (except USB) select "over the internet". For USB select "only per USB". To change this option click the down arrow and select the option that applies to you.
7. "Connection Time" is the hour in which the fuel terminal will check for updates (this must be the full hour).
8. "Connection Interval" is how often you would like your fuel terminal to check for updates.
9. "Transmission Delay" is the number of seconds after a transaction that the fuel terminal will connect.
10. "Block Fuel Terminal" should only be checked if you wish to lock the fuel terminal, and not allow fuel to be dispensed.
11. Click "Save" at the bottom right hand side of the screen to save your settings.

## INPUT OPTIONS



1. Select the "Input Options" tab.
2. Select each option you would like the Wonderbox/Superbox to ask in order to authorize a transaction:
  - **Driver** - will prompt for Driver Code and/or Pin
  - **Vehicle** - will prompt for Vehicle Code and/or Pin
  - **Order Id** - will prompt for any code/pin you determine (this is an additional number you wish to include on reports)
  - **Running Performance** - will prompt for Odometer
  - **Force to Ask** - will prompt for Odometer (important: the number entered must be at least 1 number higher than the previous odometer entry)



- **Show in Fuel Terminal** – will show the previous odometer entry on the fuel terminal while prompting for odometer entry

3. Click “Save” at the bottom of the screen to save your input options.

## DELIVERY POINT SETUP

1. Click on the “Delivery Points” on the left hand side of the screen.

2. Select which delivery point you would like to setup.

- **Dispense Limit Amount** – amount of product that can be dispensed during a transaction
- **Max Dispense Time Limit** – maximum amount of time refueling can last during a transaction
- **Timeout** – amount of time the unit will remain running without pulses occurring

The screenshot shows the 'EDIT FUEL TERMINAL' interface. On the left, there's a sidebar with 'Terminal Base Data' and 'Delivery points'. Under 'Delivery points', 'Delivery point 1' is selected and set to 'Diesel'. The main area shows configuration for 'Delivery point 1': 'Dispense limit amount' is 499.996 gal, 'Max. dispense time limit' is 30 min, 'Timeout' is 1 minute (with a dropdown menu open showing 'minutes' and 'seconds' options), 'Product' is 'Diesel (1)', and 'Fuel tank' is 'Test Calculated Tank'. There's an unchecked checkbox for 'Block delivery point'. At the bottom are 'Cancel' and 'Save' buttons.

Now it is possible to select 1 – 98 minutes or seconds to time out your dispense point

- **Product** – click the arrow to select the product for the dispense point
- **Fuel Tank** – click the arrow to select the fuel tank for the dispense point (if you are not monitoring tanks select “no fuel tank”)

3. “Block Fuel Terminal” should only be checked if you wish to lock the dispense point, and not allow fuel to be dispensed.

4. Click “Save” at the bottom right hand side of the screen to save your settings.



## ADDING DRIVERS / VEHICLES / PRODUCTS

### ADDING DRIVERS

1. Select “Inventory Data” on the navigation panel from the mytecalemmit Dashboard.
2. Click on “Drivers”.
3. Click “Add New Driver” located at the top left of the screen.
4. On the “Driver Data” tab fill in the requested information about the driver you wish to add.
5. Click on the “Approval” tab to select which terminals the driver has permission to get fuel on. If the driver has permission to get fuel on every terminal click the circle next to “Approve for Every”. If the driver is only allowed to get fuel on specific terminals you will click the circle next to “Approve Only the Selected” and then make sure each fuel terminal you would like the driver to fuel on has a check next to it.
6. Click the “Save” button to save your driver.

### ADDING VEHICLES

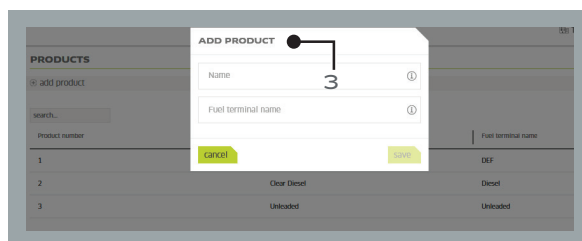
1. Select “Inventory Data” on the navigation panel from the mytecalemmit dashboard.
2. Click on “Vehicles”.
3. Click “Add New Vehicle” located at the top left of the screen.
4. On the “Vehicle Data” tab fill in the requested information about the vehicle you wish to add.
5. Click on the “Approval” tab to select which terminals the vehicle has permission to get fuel on.
  - If the vehicle has permission to get fuel on every terminal click the circle next to “Approve for Every”.
  - If the vehicle is only allowed to get fuel on specific terminals you will click the circle next to “Approve Only the Selected” and then make sure each fuel terminal you would like the vehicle to fuel on has a check next to it.
6. If you have purchased the upgraded version of the software, you will also have access to the “Contingents” tab. This tab allows for fuel restriction of vehicles in the system. To create restrictions for the vehicle, click the “Contingents” tab vehicle you wish to add.



7. The products in your Fuel Terminal will be listed under this tab. Click each one to select and fill in the maximum amount of fuel the vehicle is allowed to obtain and list the amount of days they have to maintain it.
8. To restrict a vehicle from getting one of the products you will set the “Time Limit Interval” to “0” and click the “Save” button.
9. Once all contingents are set click the “Save” button.
10. Click the “Save” button on the next screen to save your vehicle.

## **ADDING PRODUCTS**

1. Select “Inventory Data” on the navigation panel from the mytecalemmit Dashboard.
2. Click on “Products”.
3. Click “Add Product” located at the top left of the screen.
4. Fill in the “Name” field with the name of the product.
5. Fill in the “Fuel Terminal Name” with the name of the product you would like displayed on the box upon getting fuel.
6. Click “Save”.
7. If you have multiple products continue to add products with the steps above until all products are listed.



6. Click “Save”.

7. If you have multiple products continue to add products with the steps above until all products are listed.

#### **EXPORTING DRIVER LIST:**

1. Select “Inventory Data” on the navigation panel from the mytecalemmit Dashboard.
2. Click on “Drivers”
3. Check the boxes of the drivers you wish to see on your report or use the checkbox above all the drivers to select all.
4. Click “export” located at the top center of the screen.
5. Change the “Field Separator” to a “Comma” and click export.

#### **EXPORTING VEHICLE LIST:**

1. Select “Inventory Data” on the navigation panel from the mytecalemmit Dashboard.
2. Click on “Vehicles”
3. Check the boxes of the vehicles you wish to see on your report or use the checkbox above all the vehicles to select all.
4. Click “export” located at the top center of the screen.
5. Change the “Field Separator” to a “Comma” and click export





# TANK LEVEL MONITORING

1. Select “Inventory Data” on the navigation panel from the mytecalemit Dashboard.

2. Click on “Fuel Tank Management”.

3. Calculated Tank:

- Click “Add Calculated Fuel Tank” to add a tank that you will be manually entering levels for. (This means no level probe in the tank.)
- Fill in the required information on the “Main Data” tab.
- To set up email alerts based on tank level click the “Threshold” tab.
- Fill in the fields and then make sure the recipients you wish to receive email alerts have a check mark next to their email.
- Click “Save” to complete your tank setup.

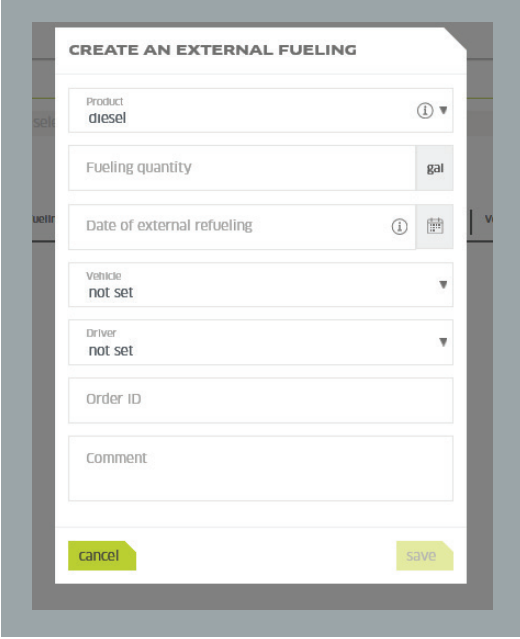
3. Measured Tank:

- Click “Add Measured Fuel Tank” to add a tank that is equipped with a level probe.
- Fill in the required information on the “Main Data” tab.
- To set up email alerts based on tank level click the “Threshold” tab.
- Fill in the fields and then make sure the recipients you wish to receive email alerts have a check mark next to their email.
- Click “Save” to complete your tank setup.



# EXTERNAL FUELINGS

1. Select “Inventory Data” on the navigation panel from the mytecalemmit Dashboard.
2. Click on “External Fuelings” .
3. Click “Add New External Fueling” located at the top left of the screen.
4. Fill in the fields on the screen with the information on the external fueling.
5. Click “Save” to complete the entry.



The screenshot shows a mobile application interface for creating an external fueling entry. The form is titled "CREATE AN EXTERNAL FUELING" and contains the following fields:

- Product:** A dropdown menu with "diesel" selected.
- Fueling quantity:** A text input field with a unit selector set to "gal".
- Date of external refueling:** A date picker with a calendar icon.
- Vehicle:** A dropdown menu with "not set" selected.
- Driver:** A dropdown menu with "not set" selected.
- Order ID:** A text input field.
- Comment:** A text area.

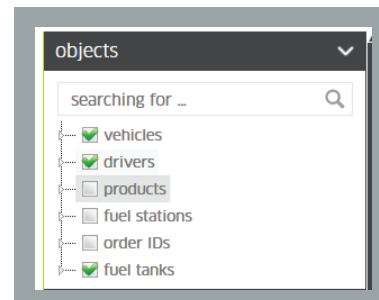
At the bottom of the form are two buttons: "cancel" and "save".



# REPORTING OPTIONS

## CHARTS

1. Select "Charts" on the navigation panel from the mytecalemmit Dashboard.
2. Click on "Analysis".
3. Click on the "Charts" tab.
4. The first option in the "Charts" section is "Objects". Objects are the items you would like your report to display. You can choose just one or all the options depending on what you would like to see in your report.
5. Once you have chosen the objects you would like to see on your report it is now time to choose the type of chart you would like to see.



- Single Refuelings – Shows individual fuelings or transactions that have been completed on your fuel terminal

- Dispense Amount – Shows a bar chart of amount dispensed listed by the objects you selected in the previous step per month.

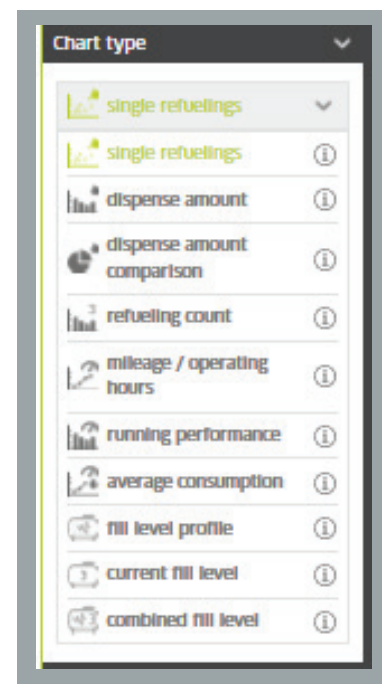
- Dispense Amount Comparison – Shows a pie graph comparing products and the amount of each product dispensed over a certain period of time.

- Refueling Count – Shows a bar chart of how many refueling or transactions you per month.

- Mileage/Operating Hours – Shows a line graph for each vehicle's mileage over a certain period of selected time.

- Running Performance – Shows a bar graph of how many miles each vehicle was able to go between fuelings.

- Average Consumption – Shows a line graph of combined mileage and then averages miles per gallon per month.



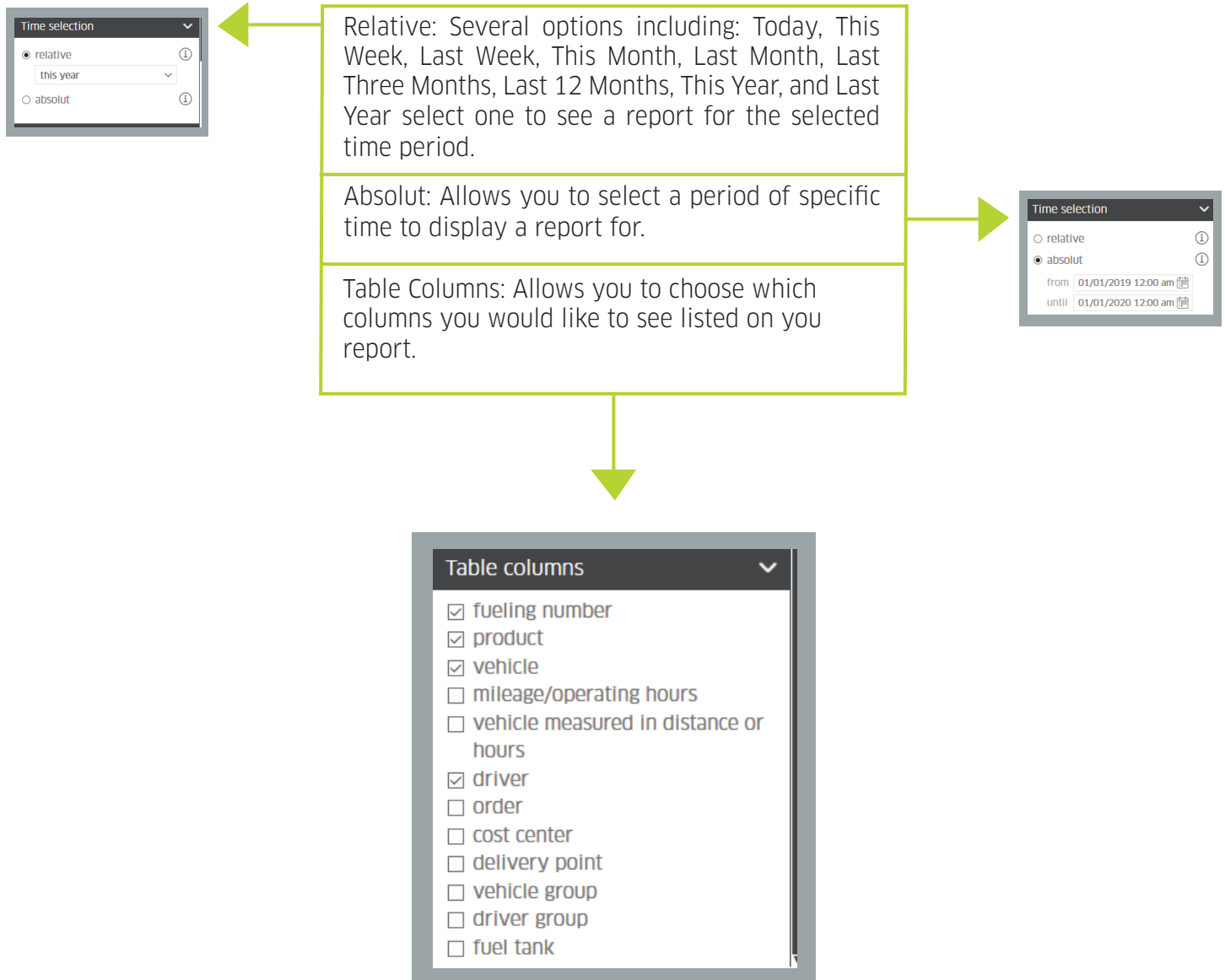
- Fill Level Profile – Shows a line graph of your tank volume for a selected period of time.

- Current Fill Level – Shows the current fill level on all tanks listed on your account.

- Combined Fill Level – Shows a combination of the current fill level on all tanks on your account and the history of fill level for tanks on your account in line graph form.



1. The next option is “Time Selection”. This option allows you to select what time period you would like to see a report for.



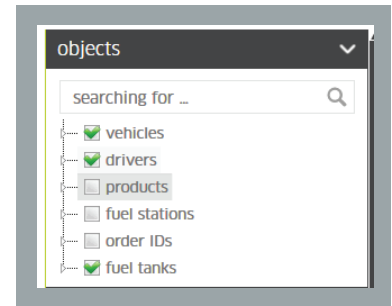
2. Check the boxes next to the columns to select them.



## TABLES

1. Click on the “Tables” tab.

2. The first option in the “Tables” section is “Objects” Objects are the items you would like your report to display. You can choose just one or all the options depending on what you would like to see in your report.



3. Once you have chosen the objects you would like to see on your report it is now time to choose the type of chart you would like to see:

- Single Refuelings – Shows individual fuelings or transactions that have been completed on your fuel terminal

- Dispense Amount – Shows a bar chart of amount dispensed listed by the objects you selected in the previous step per month.

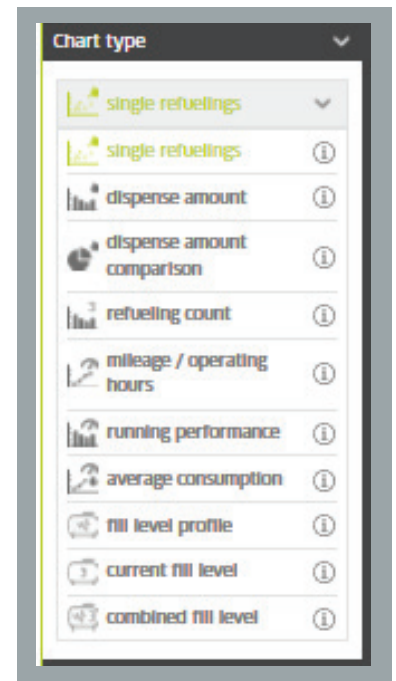
- Dispense Amount Comparison – Shows a pie graph comparing products and the amount of each product dispensed over a certain period of time.

- Refueling Count – Shows a bar chart of how many refueling or transactions you per month.

- Mileage/Operating Hours – Shows a line graph for each vehicle’s mile-age over a certain period of selected time.

- Running Performance – Shows a bar graph of how many miles each vehicle was able to go between fuelings.

- Average Consumption – Shows a line graph of combined mileage and then averages miles per gallon per month.



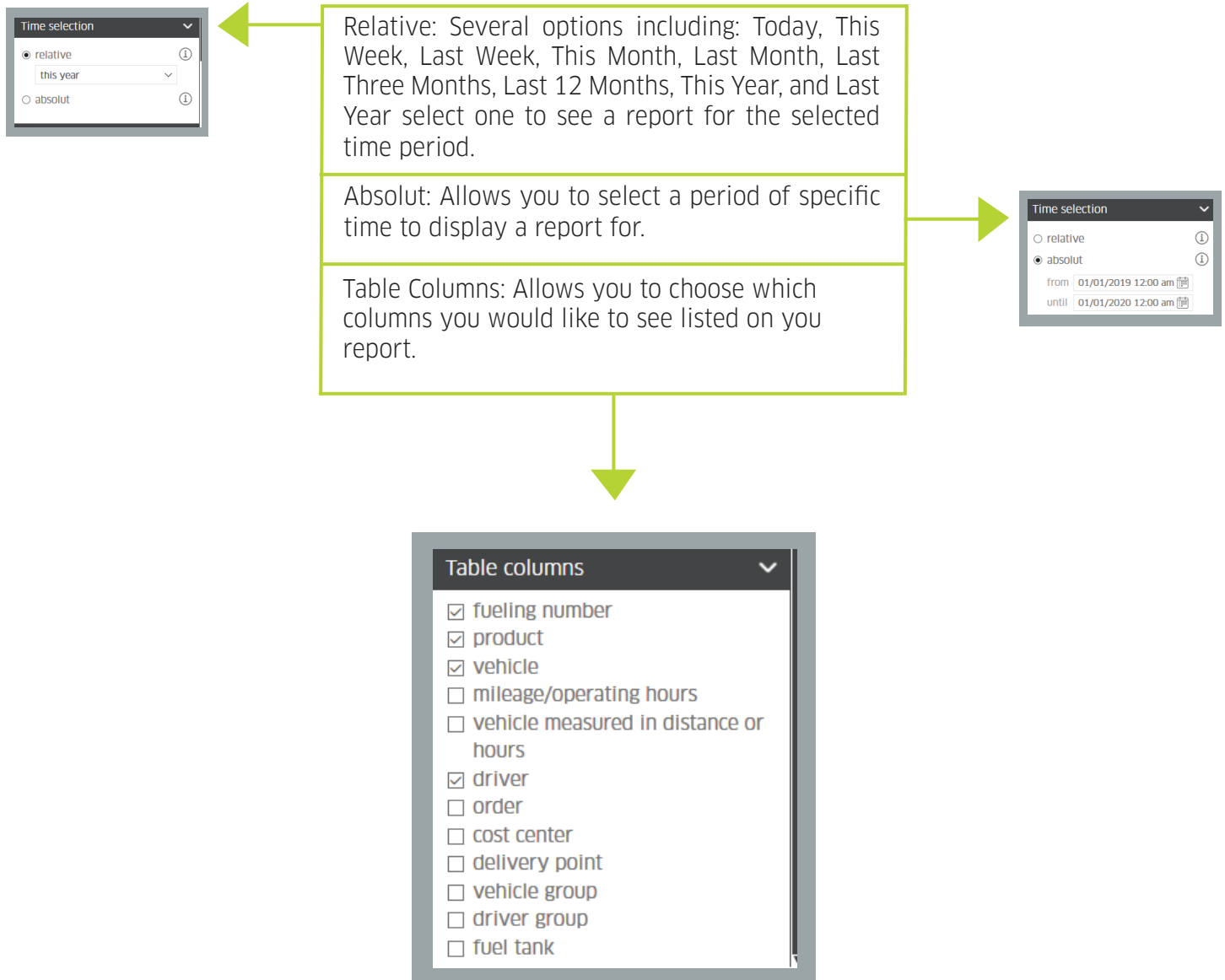
- Fill Level Profile – Shows a line graph of your tank volume for a selected period of time.

- Current Fill Level – Shows the current fill level on all tanks listed on your account.

- Combined Fill Level – Shows a combination of the current fill level on all tanks on your account and the history of fill level for tanks on your account in line graph form.



1. The next option is “Time Selection”. This option allows you to select what time period you would like to see a report for.

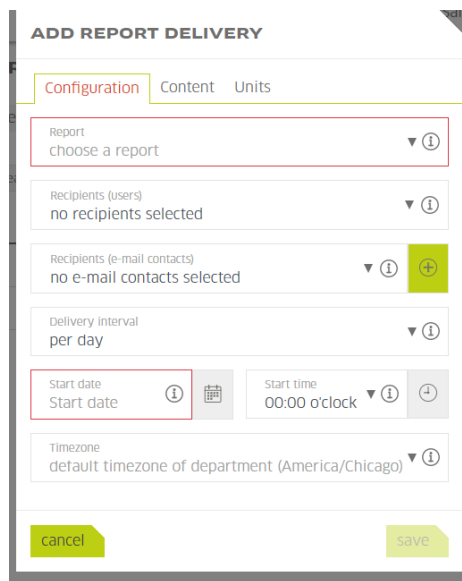


2. Check the boxes next to the columns to select them.



## SETTING AUTOMATED REPORTS:

1. First, you must set up a report under “Chart Management” (to do this see section 6.3 Saving Report Formats)
2. Once the report has been saved click on “Charts” in the navigation panel.
3. Select “Report Delivery”
4. Click the “add delivery” button located at the top left of the screen.
5. Click the “Configuration” tab.
6. Choose the report you would like to send (The report must be setup under Chart Management to appear in the list)

A screenshot of a web application interface titled 'ADD REPORT DELIVERY'. It has three tabs: 'Configuration' (selected), 'Content', and 'Units'. The 'Configuration' tab contains several fields: 'Report' with a dropdown menu showing 'choose a report'; 'Recipients (users)' with a dropdown showing 'no recipients selected'; 'Recipients (e-mail contacts)' with a dropdown showing 'no e-mail contacts selected' and a green '+' button; 'Delivery interval' with a dropdown showing 'per day'; 'Start date' with a calendar icon and a red box around it; 'Start time' with a dropdown showing '00:00 o'clock'; and 'Timezone' with a dropdown showing 'default timezone of department (America/Chicago)'. At the bottom are 'cancel' and 'save' buttons.

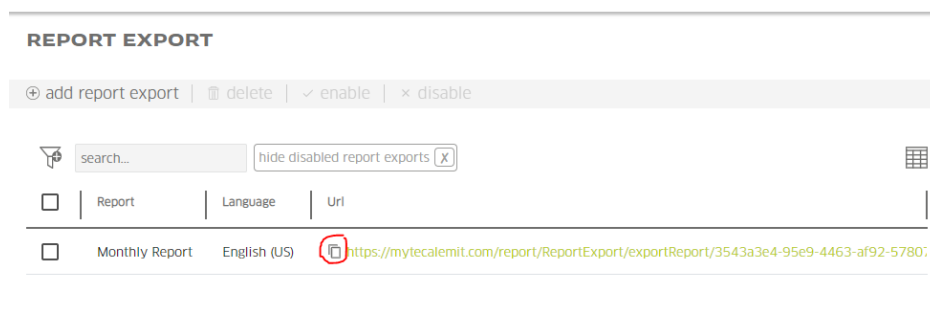
7. Select the receipts who will receive the report. Any person listed as a User on the account or listed under “Email Contacts” may be chosen here. (If you need to add an email that will only receive the reports see section to do so.)
8. Select the “Delivery Interval” of how often you would like the report to be sent out.
9. Select the “Start Date” and “Start Time” which the automated report will begin.
10. Select the “Time Zone.

11. Click on the “Content” tab.
12. Check which format you would like the report to be sent in. You can choose “CSV” “PDF” or both.
13. Choose the “Decimal Places” in which you would like the gallons/numbers to display.
14. Select the Language you would like the report in.
15. You can then add a subject and text that will be emailed in addition to the report.
16. Select the “Units” tab
17. Make sure all the units of measure are set properly for your report.
18. Click “Save” at the bottom right of the window.



## GETTING A LINK FOR A REPORT:

1. First you must set up a report under “Chart Management” (to do this see section 6.3 Saving Report Formats)
2. Once the report has been saved click on “Charts” in the navigation panel.
3. Select “Report Export”
4. Click the “add report export” button located at the top left of the screen.
5. Click the “Settings” tab.
6. Choose the report you would like to send (The report must be setup under Chart Management to appear in the list)
7. Change the “Field Separator” to (, (Comma)).
8. Leave the “Decimal Separator” as a (. (Dot)).
9. Choose the “Decimal Places” in which you would like the gallons/numbers to display.
10. Select the Language you would like the report in.
11. Select the “Time Zone”.
12. Select the “Units” tab
13. Make sure all the units of measure are set properly for your report.
14. Click “Save” at the bottom right of the window.
15. It will take you back to the “Report Export” screen



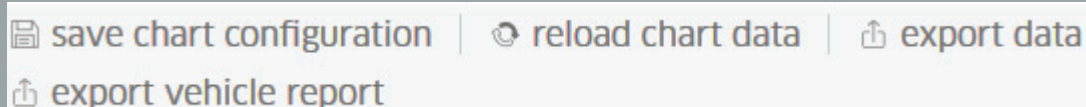
16. Click the icon circled above to copy the link to the report.

You can also click the link itself to download the report to your computer.

# MANAGING REPORT DATA

## REFRESHING REPORT DATA

1. To refresh your report with updated information according to the selections you made in the previous section you will need to click “Reload Chart Data” located at the top of the page from the “Charts” or “Tables” tab.



save chart configuration | reload chart data | export data  
export vehicle report

## SAVING REPORT FORMATS


1. To save a configuration that you have setup you will need to click on “Save Chart Configuration” located at the top of the page from the “Charts” or “Tables” tab.

2. You will be prompted to name your configuration, once you enter the name of the report you would like to save click “Save”.

3. To view your saved reports, select “Charts” on the navigation panel from the mytecalemmit Dashboard. Click on “Chart Management”.

4. To add a new report format from this page, click the “Add Chart” button at the top of the page and you will be directed to the “Analysis” option to setup a new report.

5. To delete a saved report, you will click in the box next to the reports you would like to delete and then click “Delete Selected Charts” located at the top of the page.



+ add chart | delete selected charts



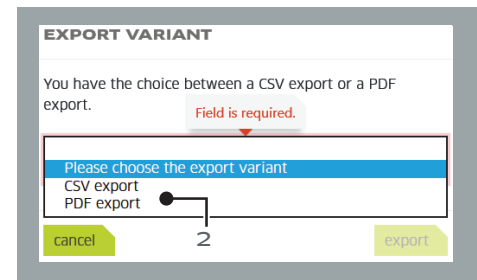
## EXPORTING REPORTS

1. To export your report to Excel or PDF format. You will need to click the “Export Data” button located at the top of the page from the “Charts” or “Tables” tab.

2. Then select either the “CSV Export” for Excel, or the “PDF Export” for PDF.

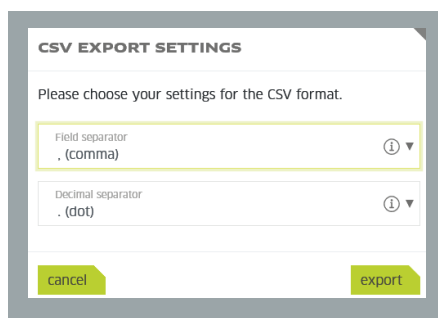
3. CSV Export:

- After selecting the “CSV Export” click the “Export” button.
- Select “,” (Comma)” in the “Field Separator” field.
- Select “.” (Dot)” in the “Decimal Separator” field.
- Click “Export”.
- A box will pop-up at the bottom of the page allowing you to save to report to your computer.



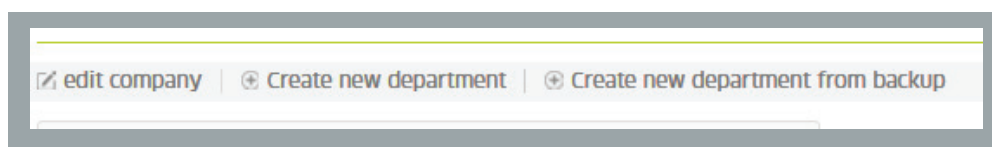
4. PDF Export:

- After selecting the “PDF Export” click the “Export” button.
- At the bottom of the screen you will have the option to “Save As” or “Open” the report.
- Click “Export Vehicle Report” then click “Create Report”
- At the bottom of the screen you will have the option to “Save As” or “Open”.



# DEPARTMENT MANAGEMENT

1. To add sub-companies under your main company account you will create them as “Departments”. This will allow you to toggle between companies and view data or correct issues at any time (Departments will not be allowed to view the information of other departments unless given access).
2. To create a new department, go to the navigation panel on the left-hand side of the dashboard and click “Settings”
3. Click “Companies”.
4. Create New Department:
  - Click on “Create New Department”



- Enter the required company information then click “Save”
4. Create New Department from Backup:
    - Click on “Create New Department From Backup” Open your HD Manager and selected the “Settings” tab, the click “Database” in the green bar.
    - Click on the “Backup” tab, select the “Save Backup As” and save the backup file to your desktop or documents.
    - Once this has been saved, go back to the mytecalemmit website and enter in the requested information.
    - Click the “Browse” button at the bottom of the page and select the backup file you created then click “Save”.
    - Your Drives, Vehicles, Groups, Products, Supported Fuel Terminals, Calculated Fuel Tanks, Measured Fuel Tanks, and all Refuelings of the supported fuel terminals will be imported.
    - Contingents of Vehicles, Access Rights, Reports saved in HD Manager, and Language settings will not be transferred over.
  4. Edit Company:
    - Click “Edit Company” to change information to the current company you are logged into.



# USER RIGHTS

1. Go to the navigation panel on the left-hand side of the dashboard and click “Settings”.
2. Click “Users”.
3. Edit “User Management”.
4. Click “Edit Roles”.
  - Select which user you wish to edit.
  - Click “Edit Roles”  
Select one of the following according to the permissions you would like the user to have.
    - Manager – Has access to all features on the account.
    - Reporter – Can view reports within the system and on the dashboard, but cannot make changes to drivers, vehicles, fuel terminals, or fuel tanks. Cannot add users.
    - Supplier – Only has access to dashboard and reports pertaining to tank levels. Can not add users
    - Maintainer – Only has access to create new departments. Cannot add users

## INVITE USER

1. Click “Invite User” and enter the user’s information in the required fields.
2. Here you can also selected permissions for that user on the account.
3. Then click “Invite” and an email will be sent to that user allowing them to setup a password and gain access to the account.

## REMOVE USER

1. To remove a user from the account, select the user you wish to remove.
2. Click “Remove User”.
3. A box will pop up confirming the deletion of the user.
4. Click “Remove”.



## **ADDING EMAIL CONTACTS**

**Email contacts have no access to the system they will only receive reports if chosen.** As soon as the contact has been created, an e-mail will be sent to the owner, in which he can accept or reject the reception of further notifications from your department. Only if this request has been accepted e-mails will be sent to this address. The recipient can change his decision at any time by clicking on the corresponding link in the request e-mail.

**Attention: Once created, the e-mail address can no longer be changed.**

1. Go to the navigation panel on the left-hand side of the dashboard and click “Settings”
2. Click “Users”
3. Click “Email Contacts”
4. Click “Add e-mail contact”
5. Enter the user’s information in the required fields then click “Save”
6. The contact can now be selected to receive automated reports.

## FAQ'S

### **My information is not up to date?**

*Try refreshing your web browser or refreshing the report.*

### **Why can't I add a driver, vehicle, or fuel terminal?**

*You may only have permission to view or edit reports, get with you account manager to change your user role within the system.*

### **What if I want to delete a driver or vehicle from my account?**

*We recommend not deleting drivers or vehicles from your account. Deleting a driver or vehicle will delete all transactions associated with that driver or vehicle. Try removing them from all available fuel terminals to prevent their code from being used.*

### **My product name is incorrect at my fuel terminal?**

*Go to the "Products" section and select the product to edit the display name.*

### **My drivers/vehicles are not able to get enough fuel during a single transaction?**

*Visit the "Fuel Terminals" section, select the terminal you want to edit, and change your dispense time and the dispense limit for each product.*

### **My fuel terminal is being serviced, how can I ensure no one can fuel while this is happening?**

*Go to the "Fuel Terminals" section, click on the fuel terminal that is being serviced, then select "Block Fuel Terminal" and click "Save"*

### **One of my drivers/vehicles had to bypass the fuel terminal and I would like to enter the transaction?**

*Go to the "External Fueling" section and enter a new external fueling.*

### **My report is exporting to Excel, but it is not separated into columns?**

*Make sure when exporting that the "Field Separator is set to ", (Comma)" and the "Decimal Separator" is set to ". (Dot)"*

