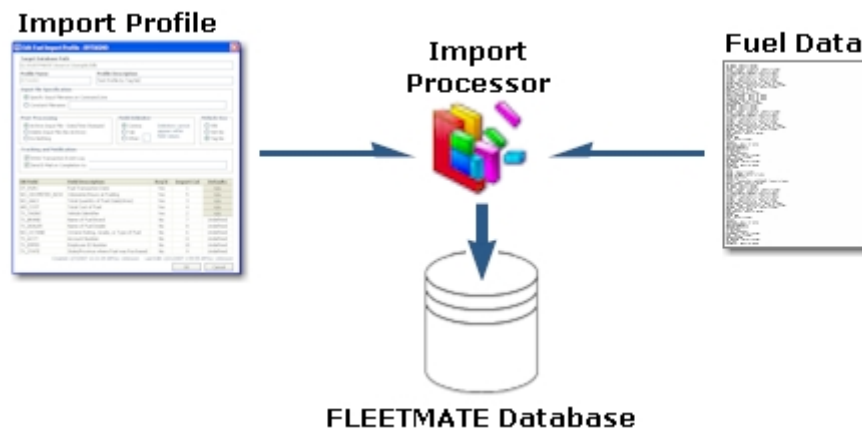

CUSTOMER GUIDE: Fuel Import Manager

Overview

The FLEETMATE Fuel Import Manager option greatly simplifies the process of importing fuel card data into your FLEETMATE database. You can define a profile for each fuel card provider. The profile will contain the information necessary to map your fuel card data to the appropriate fields in your FLEETMATE database. This saves you from having to manually manipulate your fuel import data prior to using the standard import features offered by FLEETMATE.

There are two (2) components that make up the Fuel Import Manager (there will be differences between the Standard edition and Enterprise edition as noted):

- **Import Profile Editor – fm32fie.exe or fmeefie.exe**
This program enables you to create and manage a profile for each source of incoming fuel data. This program displays a user-interface that you will use to define your profiles. A profile will identify the column positions of each field of data in your import file, and which database field each column will map to.
- **Fuel Import Processor – fm32fia.exe or fmeefia.exe**
This program will parse and import your fuel data, based on the definition of the specified fuel import profile. This program will run as an executable on your PC and does not feature a user-interface. The program is started from a command prompt with various arguments. You can also schedule this program to run at various times using the task/event scheduling features offered by Windows®. Using a batch file to run this program will save you from having to manually re-key your arguments each time a change is necessary.



Fuel Import Manager Structure

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Defining a Profile

Start the Import Profile Editor. If necessary, use the **File | Open Database...** menu to open the FLEETMATE database where the profile should reside. Click the **Profiles | Add New Profile...** menu option to create a new profile

1. Provide a brief **Name** for your profile
2. Provide a **Description** for your profile
3. **Input File Specification**
Choose whether you intend to **specify** an input filename on the command line, or whether each of your import files will be identified using the **same filename**. If you define a filename using the **"/F="** parameter on the command line, that will over-ride your filename defined on your profile.
4. **Tracking and Completion Notification**
The **Write Log** option is recommended since you will have a log of import activity, including any data issues that may have occurred. The **E-Mail to:** value represents the email address of the specified recipient of the completion notification.
5. **Data Formatting**
If date, time, and/or numeric fields in your input data are not formatted in a traditional way, to can tell the Fuel Import Processor how to handle these values.
6. **Post-Processing**
This area determines how your input file will be handled once the import file is processed. The first option will archive each input file as it is processed, and will append a date/time-stamp to the end of the filename.
7. **Delimiter**
Specify the delimiter character that your input file contains. Note that delimiter characters must not appear within your actual field values.
8. **Vehicle Key**
Choose whether your input data will contain the **VIN**, the **Veh No**, or the **Tag No** as the vehicle identifier. One of these three (3) vehicle identifiers **must** exist in your input data. Otherwise, import errors will appear in your log. If one or more of these options is disabled (gray), that means that the values in your database for this field are not unique, and therefore the option cannot be used.

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Defining a Profile

The next step is to define where the various fields in your input file are located. The first five (5) fields of a profile are **required**. You will be defining these values in the **Import Col** column. As an example, here is a sample input file with the comma-delimited field columns numbered.

```

VIN          DATE          GALS  COST  METER BRAND  DEALER  GR ACCT  EMP ID  STATE
1           2           3     4     5     6     7     8     9     10    11
12345678901234567,02-22-2007,66.56,156.73,58731,SHEETZ,ROUTE 202,93,123456,3254331,PA
23456789012345678,02-22-2007,47.41,108.57,58731,ENRON3,MERRITT 7,91,123456,7184632,MD
34567890123456789,02-22-2007,61.50,139.61,58731,SHEETZ,ROUTE 202,87,123456,0191845,PA
45678901234567890,02-22-2007,56.84,130.16,58731,EXXON8,SEVERN AV,91,123456,3337454,MD
    
```

The column heading names and column numbers above are provided for clarity, and should not appear in your actual input file.

With the input record layout pictured above, the illustration below shows how the column values have been defined.

DB Field	Field Description	Req'd	Import Col	Defaults
DT_PURC	Fuel Transaction Date	Yes	2	n/a
NO_ODOMETER_NOW	Odometer/Hours at Fueling	Yes	5	n/a
NO_GALS	Total Quantity of Fuel (Gals/Litres)	Yes	3	n/a
AM_COST	Total Cost of Fuel	Yes	4	n/a
TX_VIN	Vehicle Identifier	Yes	1	n/a
TX_BRAND	Name of Fuel Brand	No	6	Undefined
TX_DEALER	Name of Fuel Dealer	No	7	Undefined
NO_OCTANE	Octane Rating, Grade, or Type of Fuel	No	8	Undefined
TX_ACCT	Account Number	No	9	Undefined
TX_EMPID	Employee ID Number	No	10	Undefined
TX_STATE	State/Province where Fuel was Purchased	No	11	Undefined

OK Cancel

Illustration of Sample Column Positions Defined

The **Defaults** column enables you to define default text values for certain fields where there is no data present in your input file. In the picture above, the text "Undefined" will appear in these fields if there is no data already present in the fields, or if the fields are simply missing in your input data.

Click **OK** to save your profile, or click **Cancel** to abandon your changes.

CUSTOMER GUIDE: Fuel Import Manager**Executing the Fuel Import Processor**

NOTE: As you're becoming familiar with the Fuel Import Manager, make a copy of your production database and import your data into your **COPY**, not into your production database. You may need to perform numerous runs until you are familiar with the process, as well as potential inconsistencies in your input data, and how these are handled.

There is no rollback feature for a fuel import. Transactions are immediately written to your database.

User Permissions Settings

The Fuel Import Processor (fm32fia.exe) will write a log of information to the same folder where the executable file is located. **Full Control** should be granted to this folder, and to the folder containing your input files.

Starting the Processor

The Fuel Import Processor (fm32fia.exe) is an executable program that is run from the command line, or from a shortcut. You can also create a batch file to execute the program, so that changing command-line parameters is easier.

To execute the processor at a preset time, you can use Windows Task/Event Scheduler. This naturally requires that your command-line parameters are always the same (e.g. your input filename remains the same), or that you make any necessary command-line changes prior to the next execution by the Task/Event Scheduler.

CUSTOMER GUIDE: Fuel Import Manager**Runtime Syntax**

fm32fia *parameters*

Where *parameters* are:

/p=profilename

[/f=importfilename]

[/d=databasefilename]

[ALLOWDUPES]

WHERE:

- **profilename** - **Required**
The name of the profile that will govern the import process.
- **importfilename** - **Conditional**
Whether this parameter is required will depend upon your profile settings. If you use the same input filename for your fuel data, this parameter is not required, since your Profile definition will contain the filespec. However, if each import filename is unique, you will need to specify the import filename using this parameter. You must specify the full path to your import file.
- **databasefilename** - **Optional**
This parameter is required if you are running the Processor on a separate PC, other than the one where FLEETMATE is used. By default, the Processor will import data into the FLEETMATE database that was last used on the same PC where the Processor is run. If you use the same database on a daily basis, and you are executing the Processor on the same PC where FLEETMATE is used, this parameter is not required. However, you can use this parameter to cause the Fuel Import Processor to import your data into a specified database. Using this parameter will ensure that your fuel data is imported into the intended database, regardless of the database that was last used. You must specify the full path to your database file.
- **<ALLOWDUPES>** - **Optional**
This literal parameter will turn off duplicate record checking. Refer to the next page for more information on duplicate record checks.

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Reviewing a Fuel Import Log

The Fuel Import Processor (fm32fia.exe) will write a log of information to the same folder where the executable file is located. Full Control should be granted to this folder, and to the folder containing your input files.

The log file (fm32fia.log) will continually grow in size, as information is appended to it with each execution. The most recent log activity will be written to the end of the file. You should periodically cut old log entries using a text editor, or simply delete the log file once it has been reviewed. The Fuel Import Processor will automatically recreate the log file as needed. The log will **only contain import failures**, not records successfully imported. Following an import, start FLEETMATE and manually review your data to verify that it is what you expect.

A Header will appear in the log file for each execution. Headers in the log file will appear similar to the sample below:

```
=====
| FLEETMATE® Fuel Import Manager. Copyright ©2007 by SCB CONSULTING, LLC
| FM32FIA Agent process started. 2/24/2007 7:01:05 AM
| Software Version: 1.0.0
| This Software is Licensed to: S&S Towing, Inc.
| Registration Key: 9999999999999999
=====
| -- processing errors and dupes will appear here...
| -- processing errors and dupes will appear here...
| -- processing errors and dupes will appear here...
| -- processing errors and dupes will appear here...
=====
| FM32FIA Agent process stopped. 2/24/2007 7:01:31 AM
=====
```

Duplicate Entry Messages: *DUPE

A line entry in your input file is considered a **duplicate** if the odometer value already exists in the fuel log for the vehicle for the same date. If you have defined the **DT_PURC_TIMESTAMP** import field, a line entry in your input file is considered a duplicate if the odometer value already exists in the fuel log for the vehicle for the same date/time. These records are skipped, and are noted as ***DUPE** lines in your log file. Specify the optional **ALLOWDUPES** command-line parameter if you do not want duplicate checking active.

Error Messages: >ERR

Check your log for any lines indicating an error. These will begin with the text **>ERR**. Some errors may be normal. As an example, if you have fewer vehicles in your FLEETMATE database than those in your fuel input file, errors should be expected. However, if errors are not expected, you will need to research the issue using the error message displayed, and by reviewing the source fuel input data.

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Technical Notes

The Fuel Import Processor (fm32fia.exe) runs as an executable. While it is running it will place high demands on your CPU. However, it has been designed to yield to other running processes.

Delimiter characters cannot appear with actual data values. As an example, if you choose a comma as your field delimiter, commas cannot appear within your actual field values.

If your input file contains data for multiple dates, your input records must be in **chronological order**. Any input line in your input file must contain at least five (5) delimiters. Otherwise the line will be considered invalid and will be skipped.

Currency values and **Number** values should appear as numeric values only. A decimal stop is permitted for real numbers. Your import data **cannot** contain formatting characters such as a thousands separator or a currency symbol. An example is listed below.

- \$12,345.67 must appear in your input file as: 12345.67

If a decimal stop is implied, but does not appear within your data values, use the **Left Decimal Shift** setting(s) to specify the implied position of the decimal stop for the value. The total character length of the numeric value read from your import file must be greater-than or equal-to the left decimal shift value.

Date and **Time** values that appear in your input file should be properly formatted as dates (e.g. mm-dd-yy, yyyy-mm-dd, etc.) and times (e.g. 15:30:45). The **Short Date** setting in Windows Control Panel should match the date format that appears in your input file. If your date and/or time values are not properly formatted in your input file, you can use one of the **Date** and/or **Time** format settings so that the import manager can interpret the unformatted values. Unformatted date values **must** provide a leading zero for single digit day and month values. Otherwise the Fuel Import Processor will not be able to process your data successfully.

The E-Mail Notification feature will use email settings defined within FLEETMATE, on the **Mail** tab on the **Options | Preferences...** dialog. If these settings are not correct, or if your system utilizes certain anti-Spam measures, the email notification may not be successfully sent and/or received.

If you define a filename using the **"/F="** parameter on the command line, it will override any constant filename defined on your profile.

If you need assistance setting-up and using the Fuel Import Manager features, please write us at: support@fleetmate.com.