

FuelWise VB

Fuel Management Made Simple

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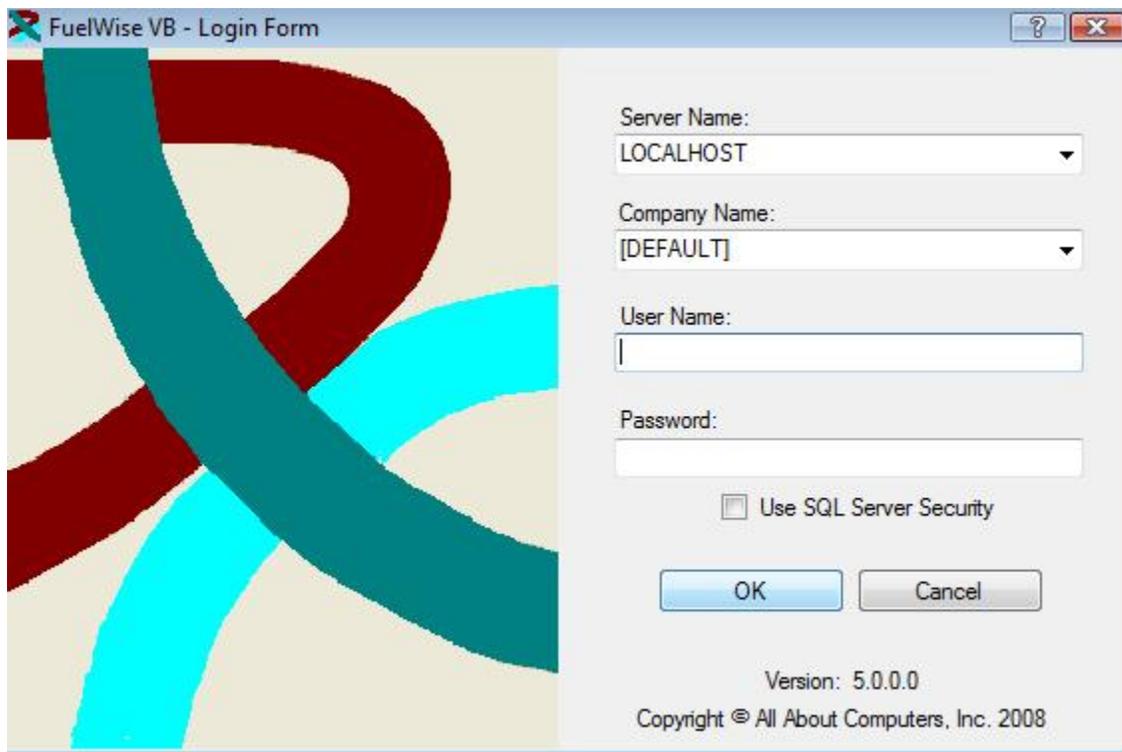
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Login Window

The FuelWise VB Login Window is displayed below. You must enter the Server Name in the server name box. This is the SQL Server name. Normally, the SQL Server Name is the name of the computer where SQL Server is installed.

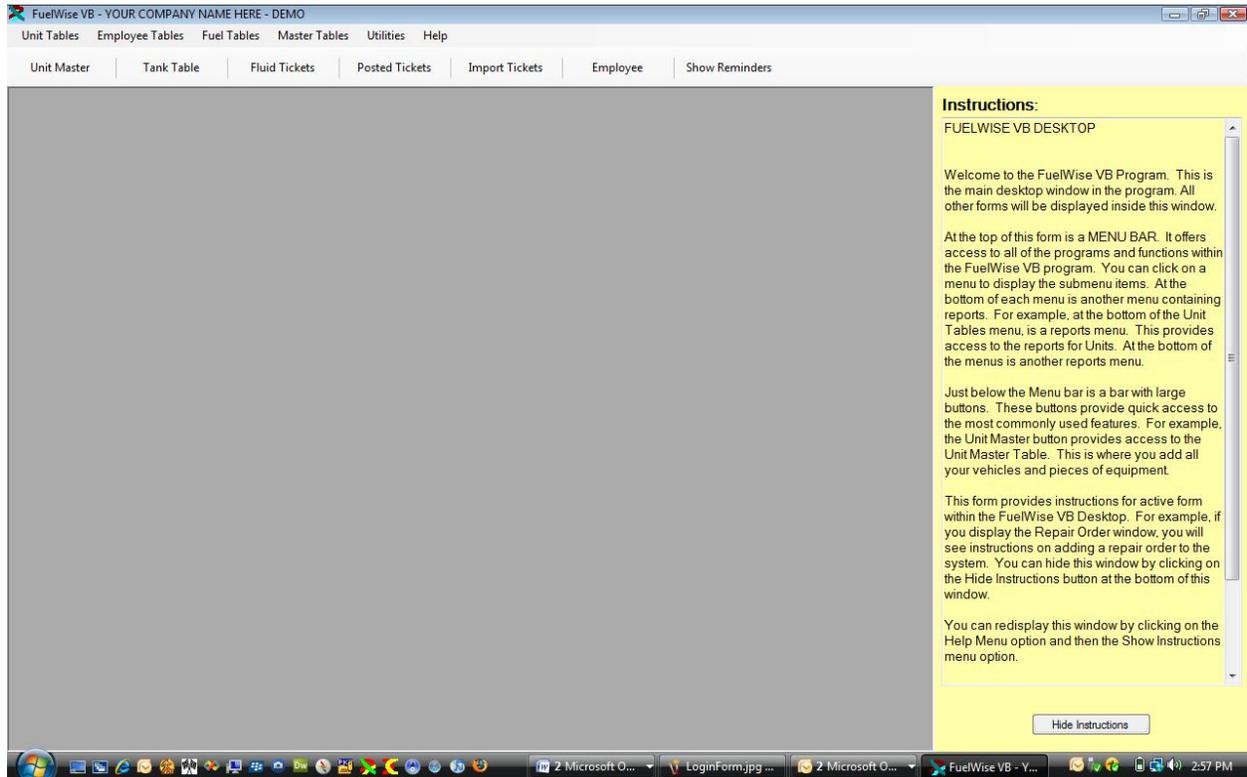


You must enter the Company Name in the company name field. This is the name you created when you created the database.

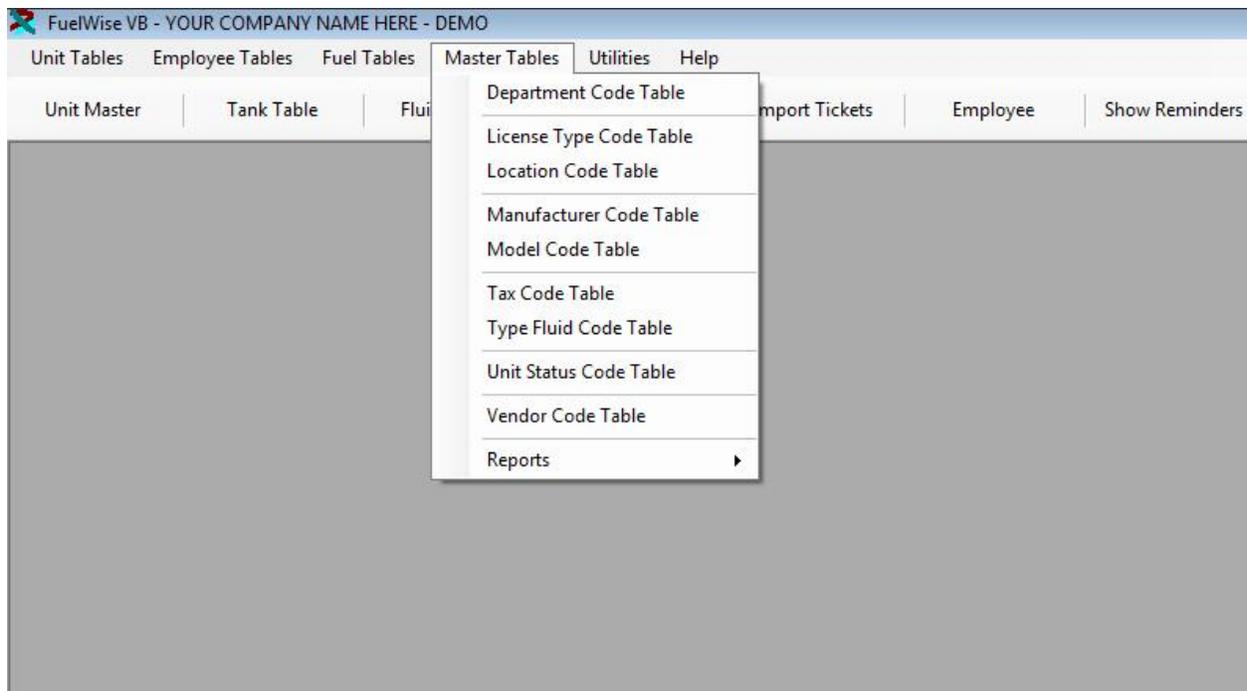
FuelWise contains a complete security system. If you have created security in FuelWise, you are required to enter the User Name and Password. If you have not created security, you can click on the OK button to sign on.

FuelWise Desktop

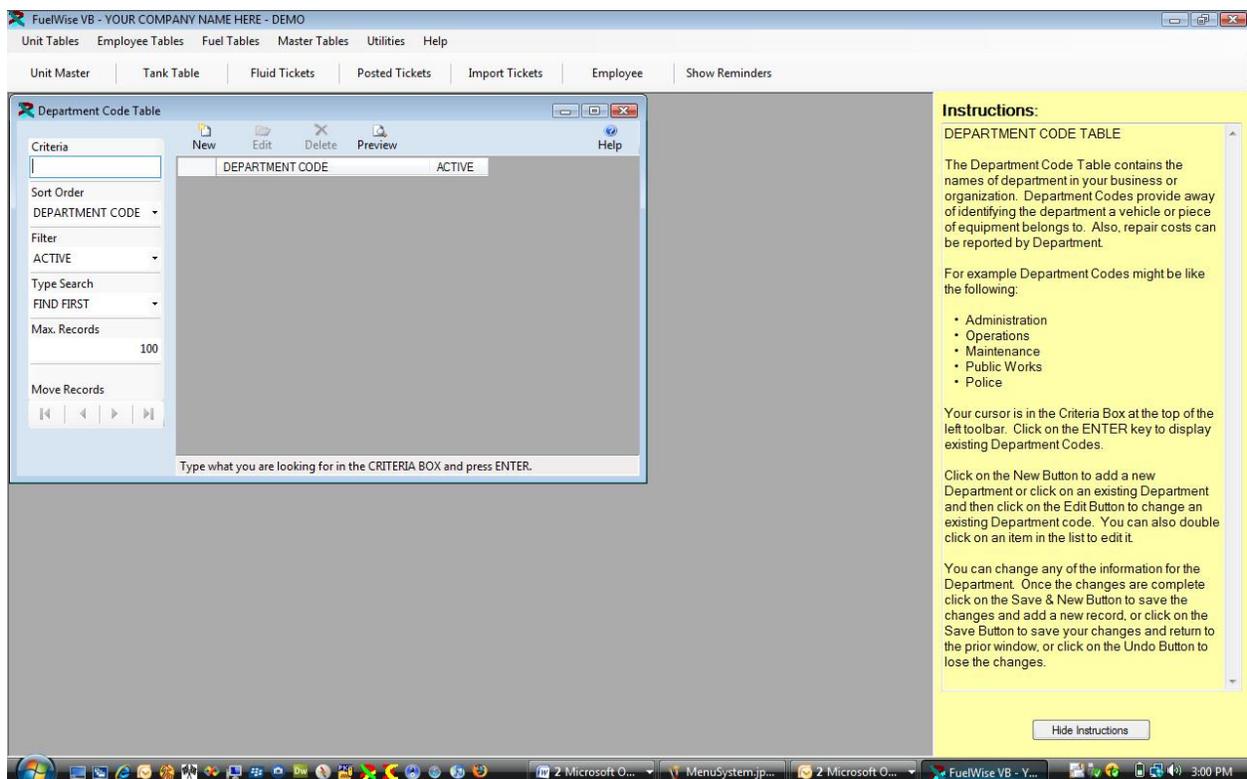
The FuelWise VB Desktop is displayed below.



The menu appears at the top of the window. This menu is used to access all of the other windows in the system. If you click on the Master Tables Menu Option the menu will drop down as in the picture below.



You can then click on a menu option to display the desired window. If you click on the Department Code Table, you will see the window below.

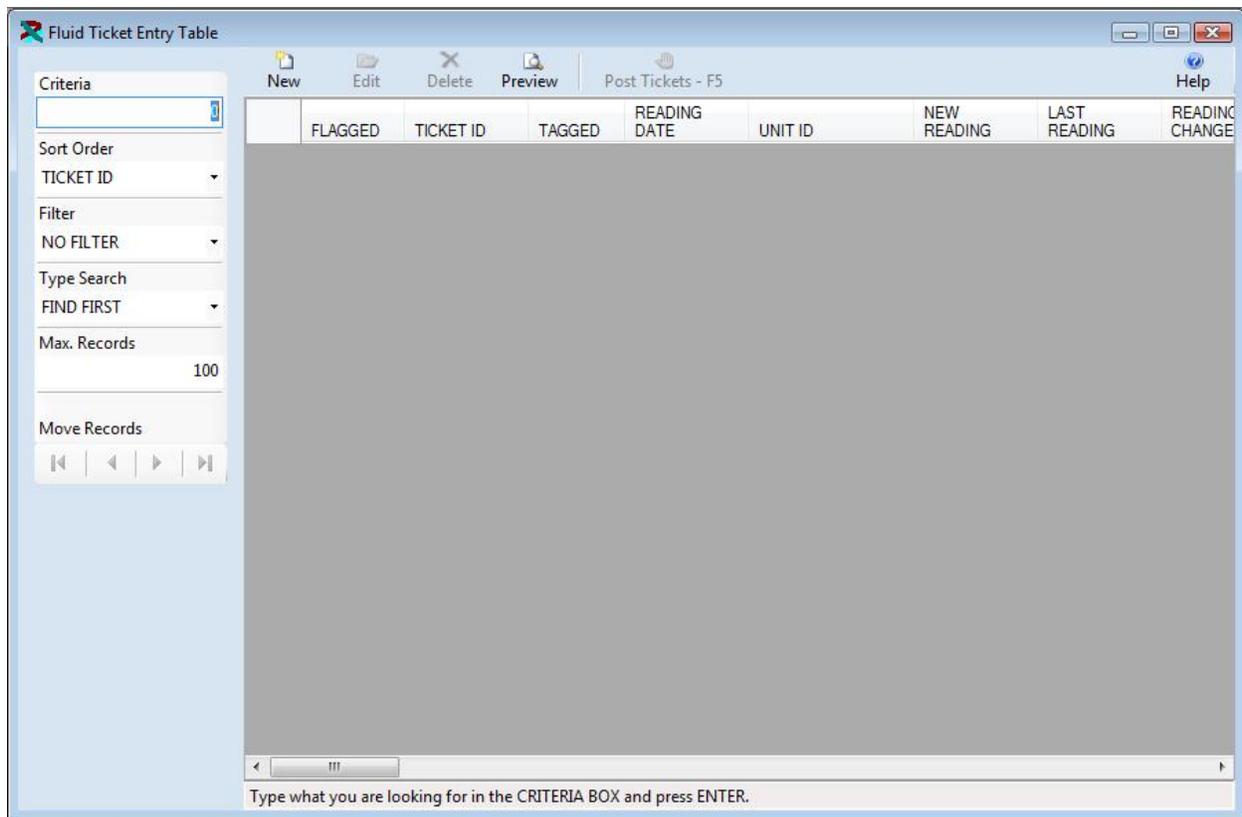


Fluid Tables

Fluid Ticket Entry Table

The Fluid Ticket Entry Table is used to input mileage, hours, fuel consumption, and other fluids for vehicles and pieces of equipment. Fluid tickets normally consist of the current odometer/hour meter and the fuel for a vehicle or piece of equipment.

The Fluid Ticket Entry Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can press ENTER to display a list of current Fluid Tickets.



The existing Fluid Tickets are displayed below. Click on the New Button  to add a new ticket or click on an existing ticket and then click on the Edit Button  to change it. You can also double click on a ticket to edit it.

FLAGGED	TICKET ID	TAGGED	READING DATE	UNIT ID	NEW READING	LAST READING	READING CHANGE
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	12/6/2008	101	229,150.0	229,000.0	
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	12/6/2008	103	161,254.0	160,754.0	
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	12/6/2008	110	83,045.0	82,650.0	

Record: 1 of 3

The Fluid Ticket Entry Table is displayed in Edit Mode below. You are required to enter a limited amount of information. Normally, you would enter the following information.

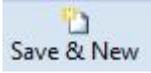
1. Unit ID
2. Tank Code,
3. Quantity of Fuel
4. New Reading

The rest of the information is displayed from the Unit Master or is calculated as you enter the above information. You can change the information if necessary. Also, many of the default data entry parameters are set in the System Control Table. These defaults make entering tickets a quick and easy process.

At the bottom of the form, a red warning box will be displayed if a possible error exists for the ticket. Three types of errors can be displayed.

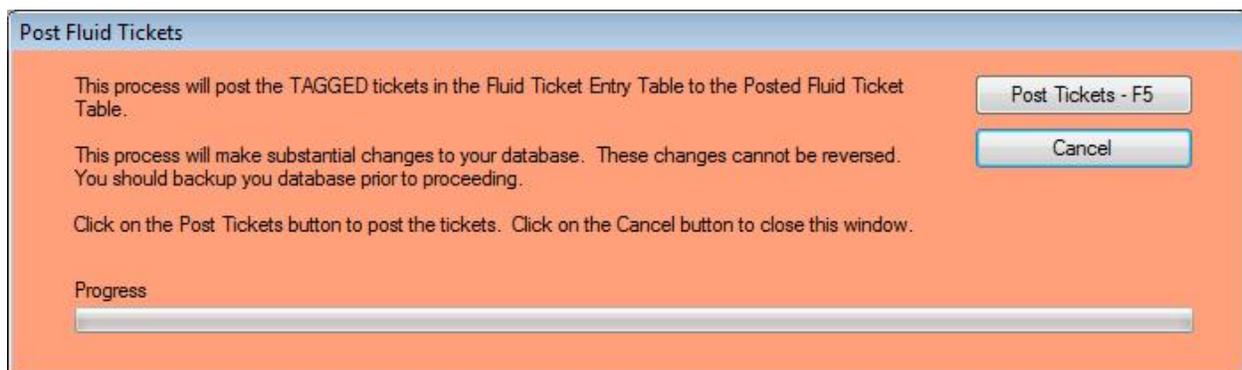
1. The New Reading is less than the highest recorded reading stored in the Unit Master Table.
2. The MPG/GPH is outside of the range set in the Model Code Table.
3. The Change in the reading is greater than the maximum change set in the System Control Table.

The warning message provides information on where the error may be. The error should be corrected prior to posting the tickets.

Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the browse window, or click on the Undo Button  to lose the changes.

Post Fluid Ticket Process

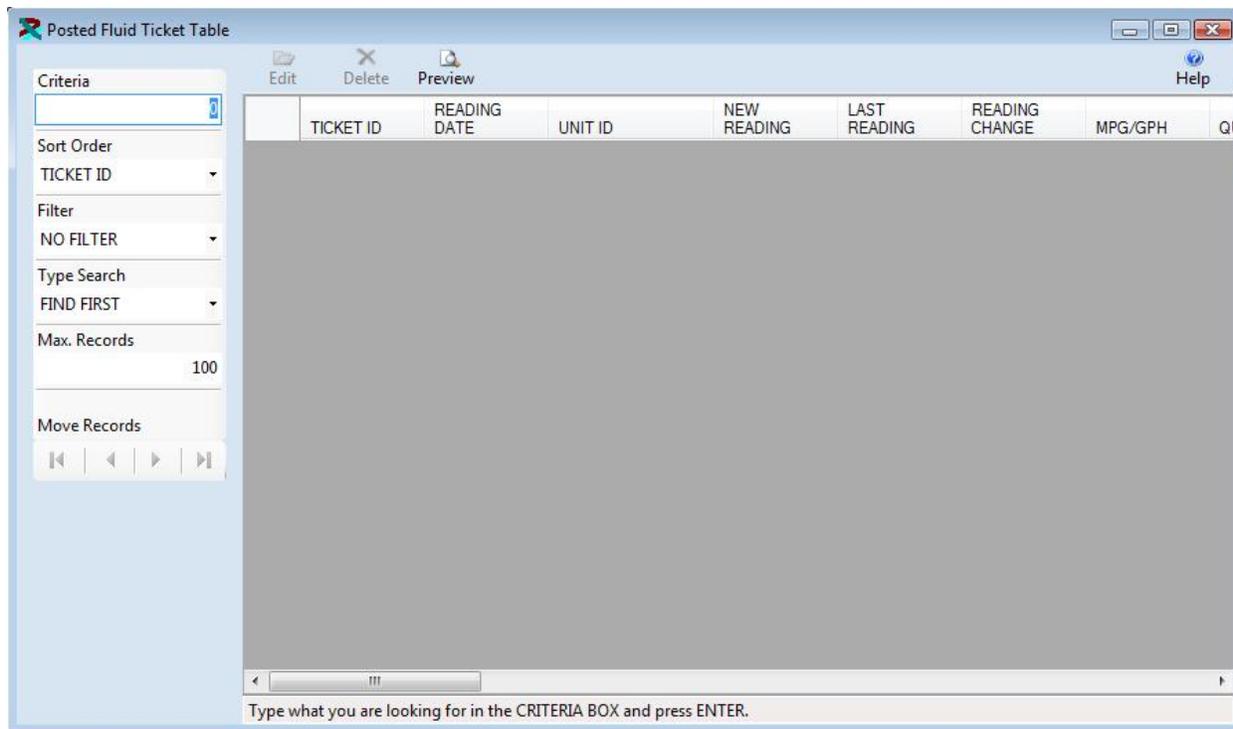
Fluid Tickets are entered through the Fluid Ticket Entry Table. Once the tickets have been entered, verified and corrected, they are ready to be posted. Click on the  button on the Fluid Ticket Entry Table, or press the F5 key to begin the post process. The window below will be displayed. This process will post all of the “Tagged” tickets. Once they are posted, you must go to several places to correct any mistakes. If you want to post the tickets, click on the Post Tickets button. The process will proceed. It normally takes a few seconds to post a few 100 tickets.



Posted Fluid Ticket Table

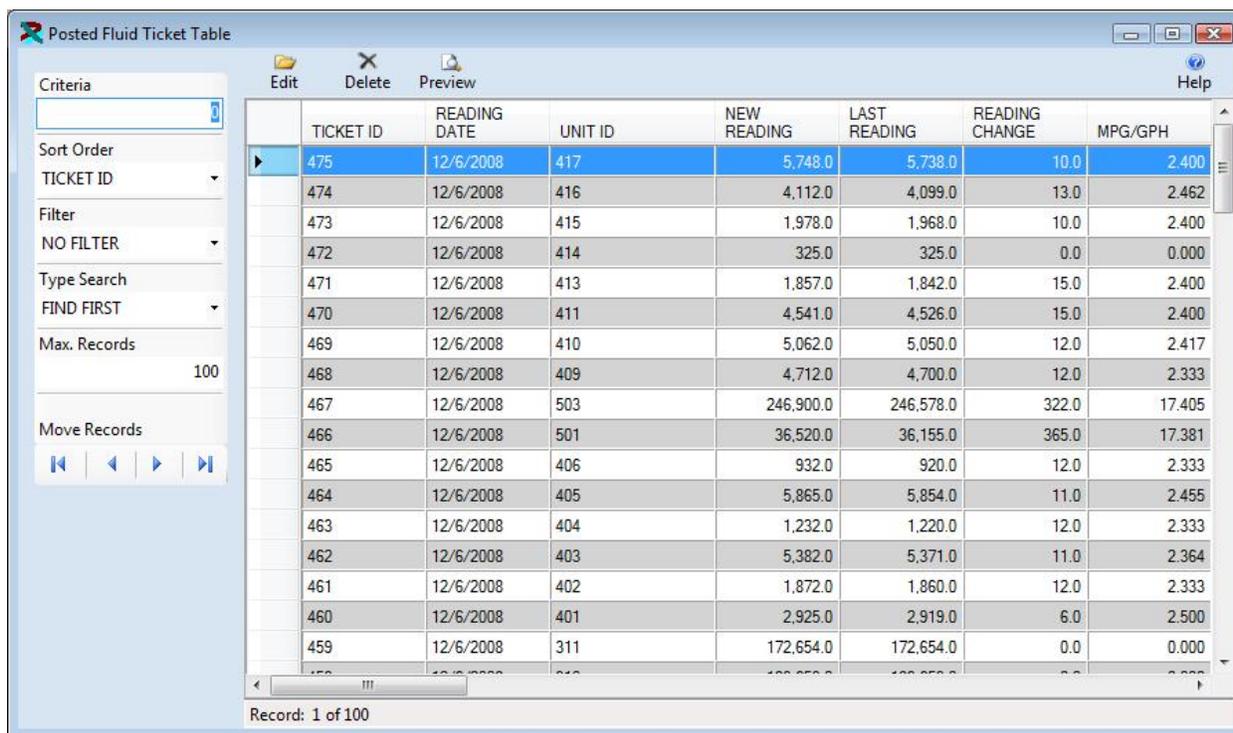
The Posted Fluid Ticket Table maintains all of the posted tickets that were entered in the Fluid Ticket Entry Table. Normally, this table is just used for reporting. However, if you post a ticket with bad information, you may need to edit the ticket here.

The Posted Fluid Ticket Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can press ENTER to display a list of current Tickets.

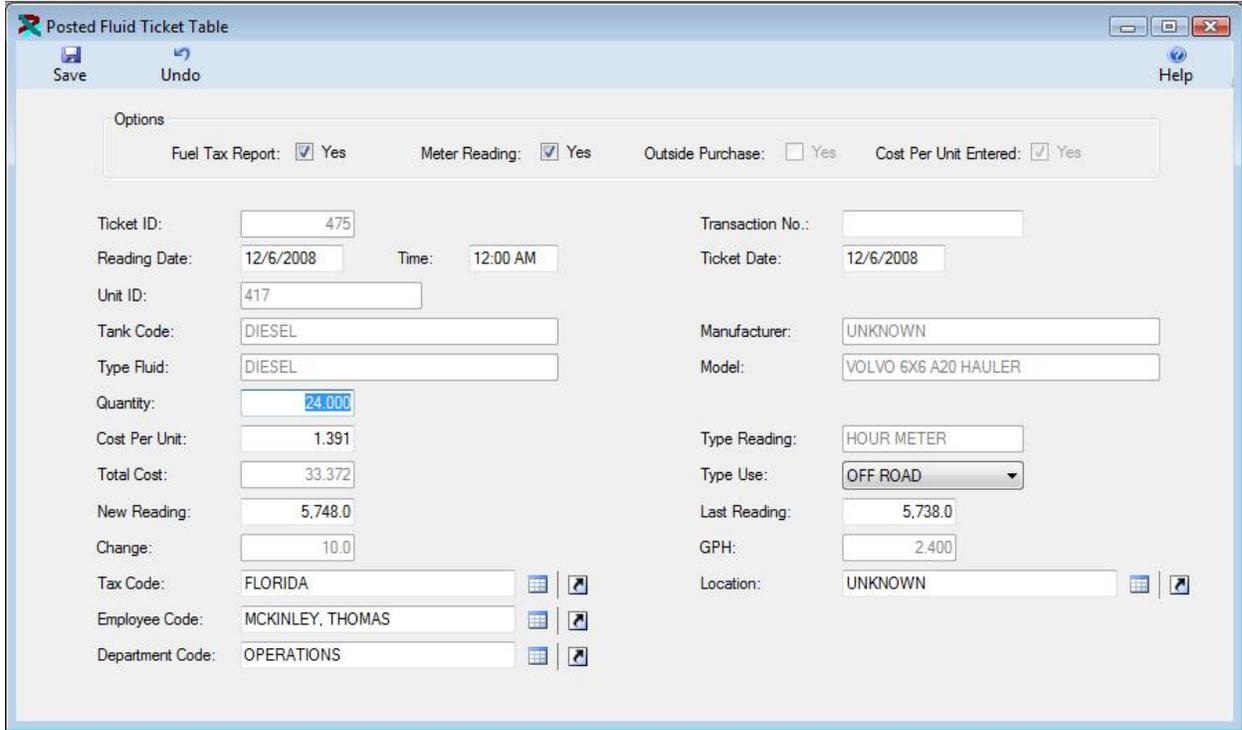


The existing Tickets are displayed below. Click on an existing ticket and then click on the Edit

Button  to change it. You can also double click on a ticket to edit it.



Correct the information. Then click on the Save Button  to save your changes and return to the browse window, or click on the Undo Button  to lose the changes.



Posted Fluid Ticket Table

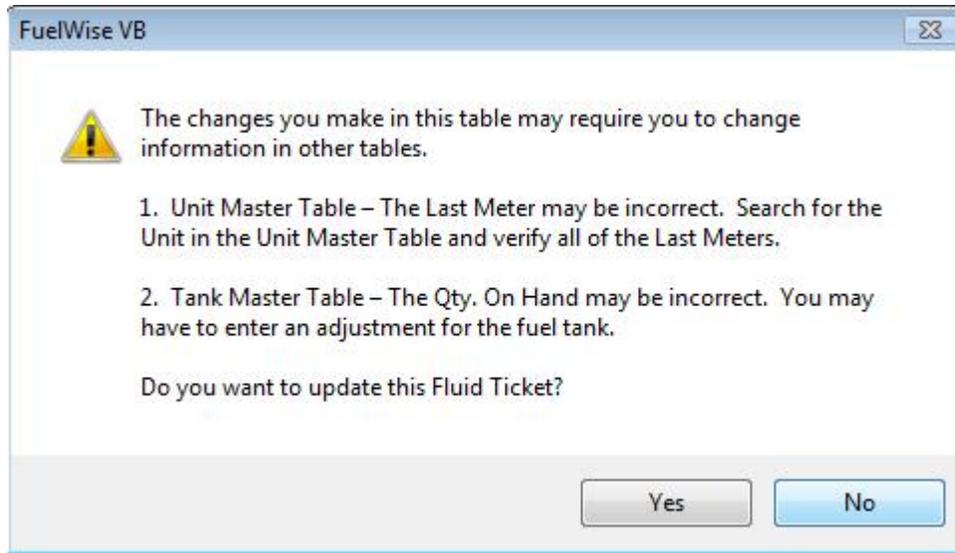
Save Undo Help

Options

Fuel Tax Report: Yes Meter Reading: Yes Outside Purchase: Yes Cost Per Unit Entered: Yes

Ticket ID: 475 Transaction No.:
Reading Date: 12/6/2008 Time: 12:00 AM Ticket Date: 12/6/2008
Unit ID: 417
Tank Code: DIESEL Manufacturer: UNKNOWN
Type Fluid: DIESEL Model: VOLVO 6X6 A20 HAULER
Quantity: 24.000
Cost Per Unit: 1.391 Type Reading: HOUR METER
Total Cost: 33.372 Type Use: OFF ROAD
New Reading: 5,748.0 Last Reading: 5,738.0
Change: 10.0 GPH: 2.400
Tax Code: FLORIDA Location: UNKNOWN
Employee Code: MCKINLEY, THOMAS
Department Code: OPERATIONS

A warning message similar to the message below will be displayed.



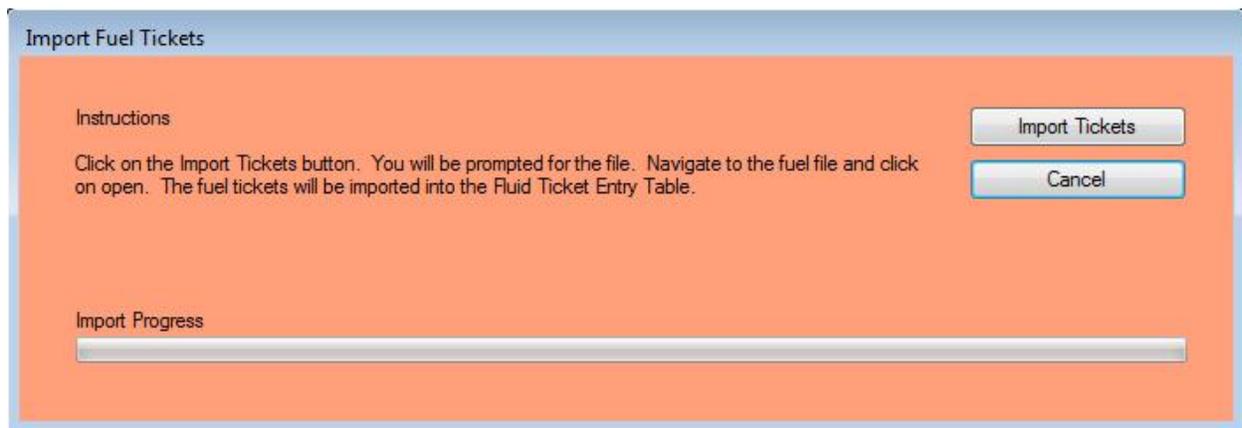
You may be required to change information in the following tables.

1. Unit Master Table
2. Tank Code Table

Import Fuel Tickets

FuelWise VB can import fuel tickets from a number of sources including – Gasboy Pumps, Petrovend Pumps, Wright Express, Fuel Man, and many more. The transactions can be imported from a number of file formats including – ASCII, Excel, Text Files, Access Databases, and many more.

This Import Fuel Tickets window is displayed below.

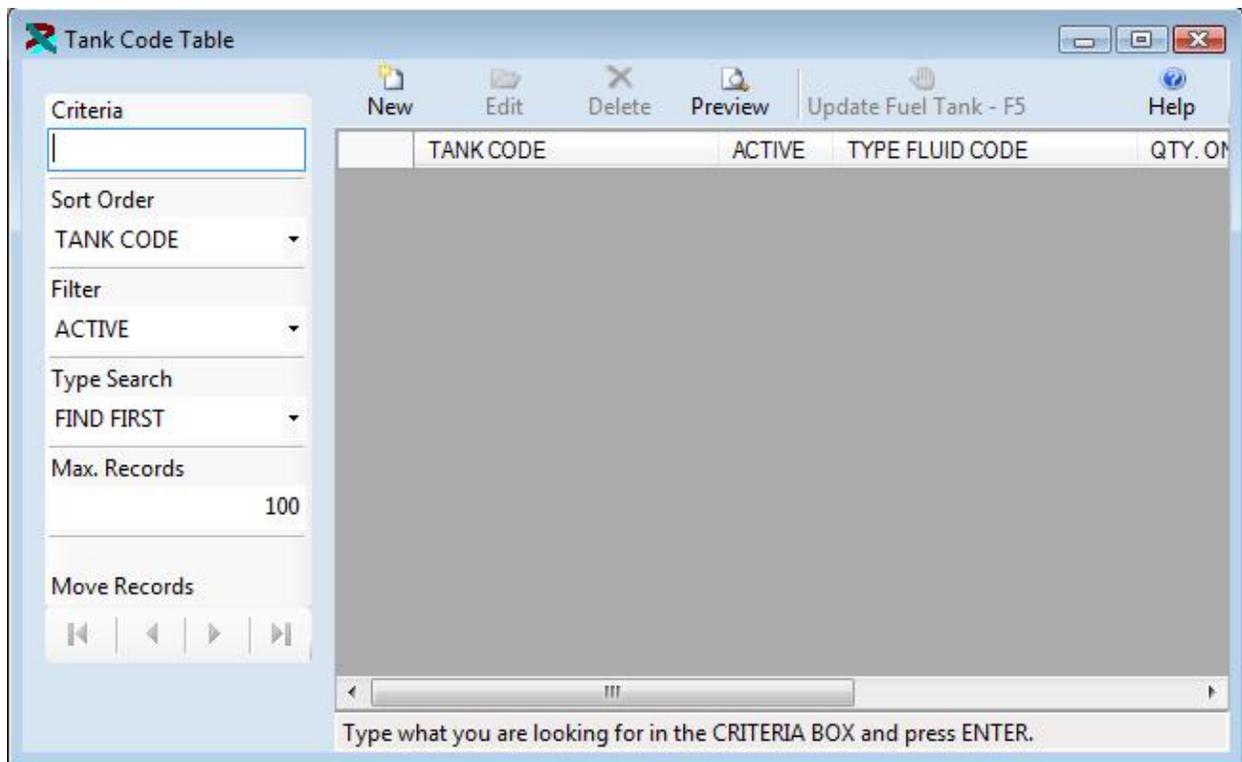


Simply click on the Import Tickets button. A file open dialog will be displayed. Select the file from the fuel pump or fuel vendor. The tickets will be imported and displayed in the Fluid Ticket Entry Table. They can be edited and then posted like any other fuel ticket.

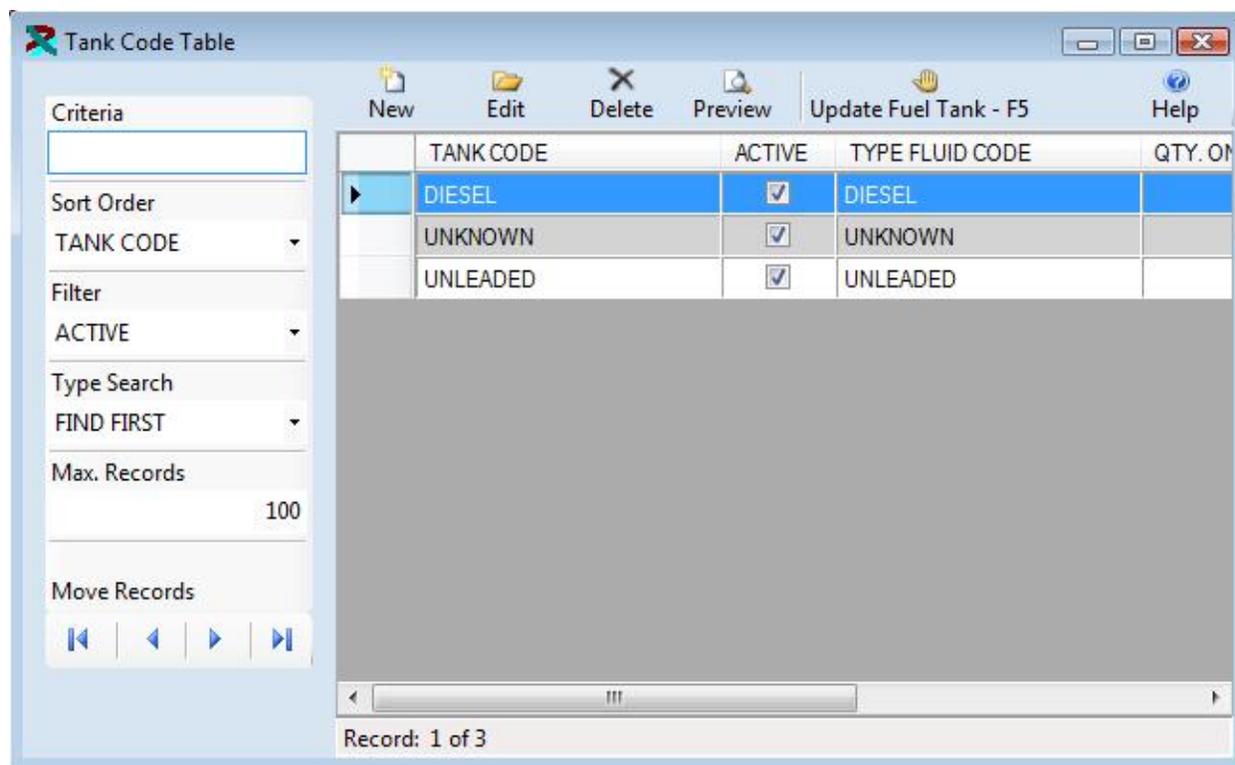
Tank Code Table

The Tank Code Table maintains information about fuel tanks in the FuelWise Software. The Tank Codes are used when entering Fuel Tickets to determine the fuel tank from which fuel was taken.

The Tank Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can press ENTER to display a list of current Tickets.

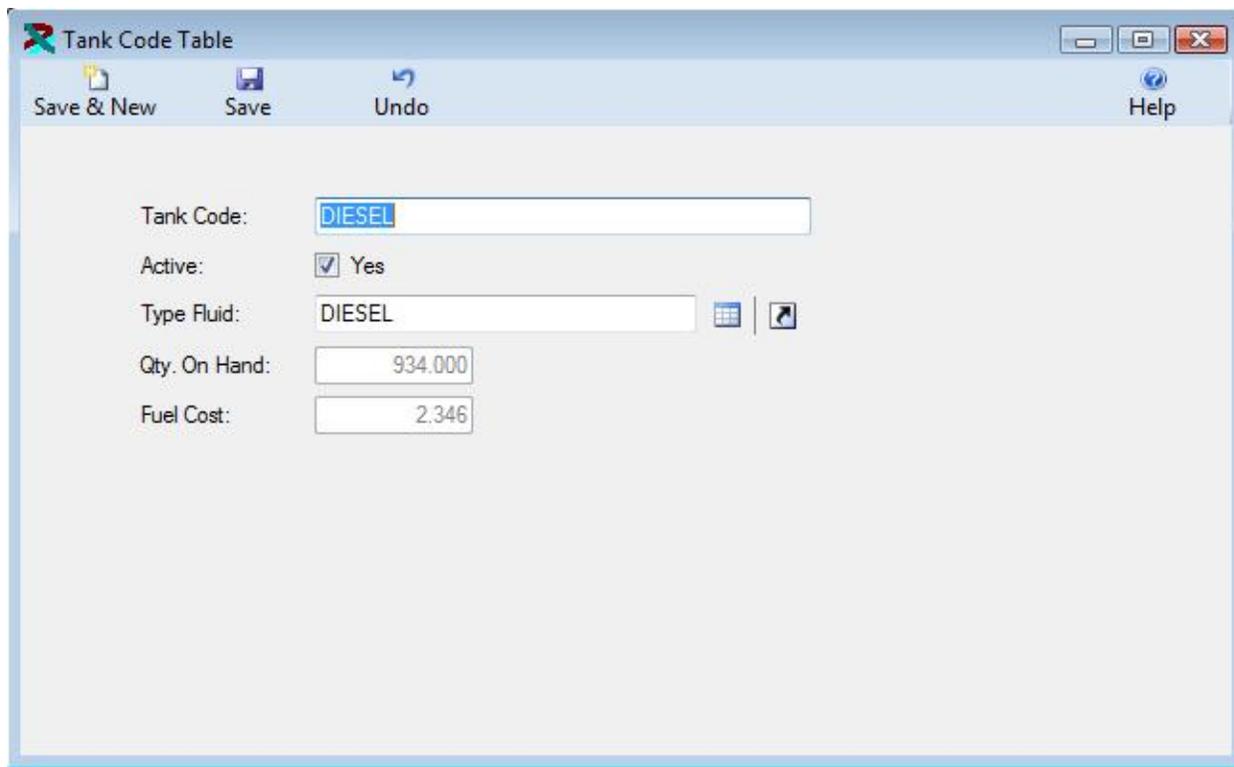


The existing Tank Codes are displayed below. Click on the New Button  to add a new tank or click on an existing tank and then click on the Edit Button  to change it. You can also double click on a tank to edit it.



The Tank Code Table is displayed in Edit Mode below. You can change some of the information for the Tank Code. You can't change the quantity or price directly. You can use the Update Tank Form to update the quantity on hand or the fuel price. Once the changes are complete

click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.



The screenshot shows a software window titled "Tank Code Table". The window has a menu bar with "Save & New", "Save", "Undo", and "Help". The main area contains the following fields:

Tank Code:	<input type="text" value="DIESEL"/>
Active:	<input checked="" type="checkbox"/> Yes
Type Fluid:	<input type="text" value="DIESEL"/>  
Qty. On Hand:	<input type="text" value="934.000"/>
Fuel Cost:	<input type="text" value="2.346"/>

Update Fuel Tank

The Update Fuel Tank Table is displayed by clicking on the  button on the Tank Code Table, or press the F5 key to update the quantity of fuel and price in the tank. The window below will be displayed. You can click on the Purchase Fuel option. Then you can enter the quantity of fuel purchased and the price of the fuel. This will be averaged with any existing fuel on hand to calculate the new price and quantity. You can click on the Adjust Fuel option. Then you can enter the actual amount of fuel on hand and the cost of the fuel. This will replace the existing quantity of fuel and cost.

Update Fuel Tank

This process will update the Qty on Hand and the Cost of fuel in the selected tank.

If you purchase fuel, the quantity will be added to the current qty on hand.
The cost will be calculated on a weighted average cost basis.

If you adjust fuel, you can change the qty on hand and the cost.

Options

Purchase Fuel Adjust Fuel

New Values		Current Values	
Quantity:	0.00	Quantity:	934.00
Average Cost:	\$0.000	Average Cost:	\$2.346
Total Cost:	0	Total Cost:	\$2,191.16

Update Fuel Tank - F5

Cancel

Unit Tables

The Unit Tables contain information on all of your vehicles and equipment. The term “Unit” is used because FuelWise can track vehicles, equipment, fixed place assets like conveyor belts, Air Conditioner units, and other items. The only thing required to add a Unit is a unique Unit ID which is a 12 character alpha numeric code used to identify the Unit.

The Unit Master Table contains all of the detailed information on each vehicle or piece of equipment such as Departments, Locations, Models, Tire Information, Warrant Information and purchase and sale information. The Unit Component Table contains detailed information about components of a vehicle or piece of equipment such as the engine model and warranty or the transmission model and warranty. The License and Permit table contains licenses, fuel permits and other permits on each vehicle.

The Meter Table contains information on old, replaced, meters on units. The meter is replaced by selecting the Create New Meter function on the Utilities Menu.

The Picture Table contains pictures of units. Often the pictures are of accidents or damage. The pictures are stored on the hard drive of the computer or server. A reference to the picture is stored in the database. The picture is then displayed in FuelWise.

The PM Schedule contains preventive maintenance items scheduled through FuelWise. Each unit can have an unlimited number of PM’s scheduled. PM’s can be scheduled by miles, hours, date, gallons of fuel, or other meter, or any combination.

The Recurring Charge Table contains charges for vehicles and equipment such as lease payments or overhead charges. The charges created on a monthly basis.

The Tickler Table contains non essential maintenance. Often a company will have a daily inspection of each vehicle, sometimes called a pre trip inspection. The inspection may turn up a problem, that doesn’t need to be corrected immediately, but that you want to fix next time maintenance is performed. This is a tickler. When a repair order is opened for the unit, FuelWise will remind you that ticklers are open for the vehicle.

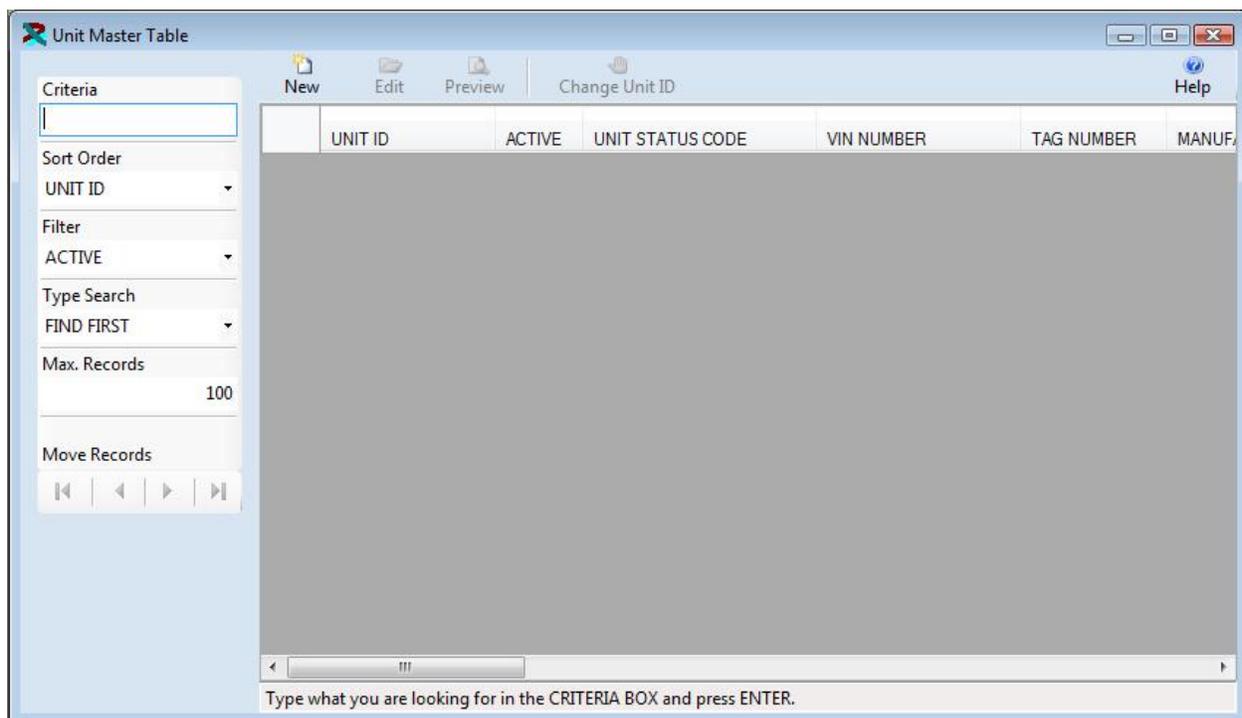
The Statistics Table contains summary information on units. It collects maintenance, fuel, and other costs and meters on a monthly basis. This information appears on some reports to provide a complete cost of ownership.

Finally, the system contains numerous reports for each of the tables listed above.

Unit Master Table

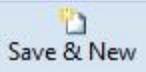
The Unit Master Table contains the information on vehicles and pieces of equipment. An unlimited number of vehicles and equipment can be entered into FuelWise. Each vehicle or piece of equipment is identified by a unique Unit ID. A Unit ID is 12 characters alpha numeric and each Unit ID must be unique. If you use numeric Unit ID's, you should pad them with zeros to make the sorting look correct. For example: 001, 002, 003, etc. Finally, the Unit ID is the only required information when adding a unit.

The Unit Master Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the Unit ID you are looking for in the CRITERIA box and press ENTER to display a list of Units. Or you can just press ENTER in the criteria box to display the first Unit.



The existing Units are displayed below. Click on the New Button  to add a new Unit or click on an existing Unit and then click on the Edit Button  to change the code. You can also double click on a Unit to edit it.

UNIT ID	ACTIVE	UNIT STATUS CODE	VIN NUMBER	TAG NUMBER	MAN
101	<input checked="" type="checkbox"/>	ACTIVE	1M2T160Y1GM003135		UNKN
102	<input checked="" type="checkbox"/>	ACTIVE	1M2T159Y2FM002183		UNKN
103	<input checked="" type="checkbox"/>	ACTIVE	1M2N188Y2FA009981		UNKN
104	<input checked="" type="checkbox"/>	INACTIVE	1M2N188Y2FA009969		UNKN
105	<input checked="" type="checkbox"/>	ACTIVE	1M2N179Y0FA094187		UNKN
106	<input checked="" type="checkbox"/>	ACTIVE	2WMPZCZZ0GK913947		UNKN
107	<input checked="" type="checkbox"/>	ACTIVE	1M2N179Y1FA094179		UNKN
108	<input checked="" type="checkbox"/>	INACTIVE	R686ST64793		UNKN
109	<input checked="" type="checkbox"/>	ACTIVE	R686ST21917		UNKN
110	<input checked="" type="checkbox"/>	ACTIVE	1M2N179Y7FA093683		UNKN
111	<input checked="" type="checkbox"/>	ACTIVE	1M2N178Y6BA070939		UNKN
112	<input checked="" type="checkbox"/>	ACTIVE	1M2N188Y2FA011494		UNKN
113	<input checked="" type="checkbox"/>	ACTIVE	1M1N195Y4CA002631		UNKN
114	<input checked="" type="checkbox"/>	ACTIVE	R686ST33211		UNKN
115	<input checked="" type="checkbox"/>	ACTIVE	R686ST67726		UNKN
116	<input checked="" type="checkbox"/>	ACTIVE	1M2Y177Y6DM001513		UNKN

The Unit Master Table is displayed in Edit Mode below. You can change any of the information for the Unit. Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.

The screenshot shows the 'Unit Master Table' application window. At the top, there are menu options: 'Save & New', 'Save', 'Undo', and 'Help'. Below the menu, the 'Unit ID' is set to '101', 'Active' is checked 'Yes', and 'Status Code' is 'ACTIVE'. There are three tabs: 'General Information', 'Fuel & Meters', and 'Notes'. The 'General Information' tab is selected and contains the following fields:

VIN Number:	1M2T160Y1GM003135	Tag Number:	
Title Number:	AL35436145	Title State:	ALABAMA
Manufacturer:	UNKNOWN	Model Year:	2005
Model:	K10	Department:	OPERATIONS
Location:	ALABAMA SHOP	Employee:	BOATWRIGHT, HENRY E.
Tax Code:	ALABAMA		

Under the Unit ID you can click on the “TABS” to display additional information. The General Information Tab contains the most important information this includes the VIN number or Serial number, the Manufacturer, Model and Model Year. Also you can assign a unit to a department, location and or employee.

Click on the Fuel & Meters Tab to display the fuel information. This information is used when entering Fluid Tickets to set the defaults for fields. Also, you can view and change meter information. Click on the tabs to display the desired meter.

The screenshot shows the 'Unit Master Table' application window. At the top, there are menu options: 'Save & New', 'Save', 'Undo', and 'Help'. Below the menu, the 'Unit ID' is set to '101', 'Active' is checked 'Yes', and 'Status Code' is 'ACTIVE'. The 'Fuel & Meters' tab is selected, showing the following fields:

- Primary Meter: ODOMETER (dropdown)
- Type Fluid: DIESEL (text field)
- Type Use: ROAD (dropdown)
- Fuel Card #: 0 (text field)
- Fuel Tank Size: 0 (text field)
- Fuel Tax Report: Yes (checkbox)

Below these fields are sub-tabs for 'Odometer Info.', 'Hour Meter Info.', 'Fuel Meter Info.', and 'Other Meter Info.'. The 'Odometer Info.' sub-tab is active, showing:

- Last Odometer: 229,000.0 (text field)
- Odometer #: 1 (text field)
- Start Date: 12/23/2007 (text field)
- Last Update: 12/13/2008 9:45:59 AM (text field)

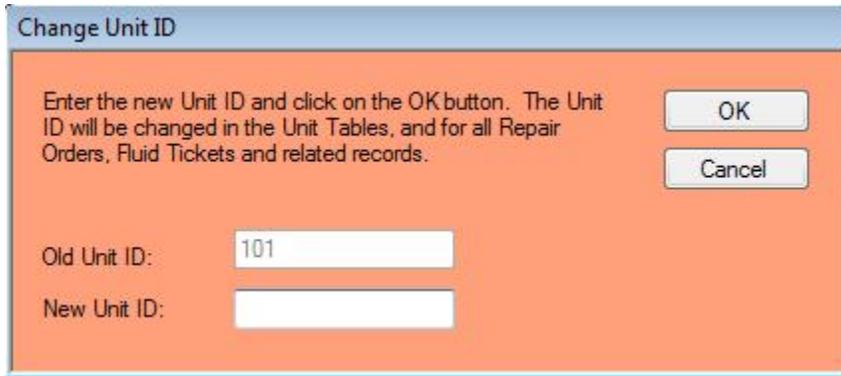
Finally, click on the Notes Tab to display the any additional information. You can enter an unlimited number of free text notes.

The screenshot shows the 'Unit Master Table' application window with the 'Notes' tab selected. The 'Unit ID' is '101', 'Active' is checked 'Yes', and 'Status Code' is 'ACTIVE'. The 'Notes' tab contains a large text area with the following text:

THESE ARE FREE TEXT NOTES WHICH CAN BE ENTERED ON A UNIT.
YOU CAN RECORD ANY INFORMATION THAT IS NOT RECORDED IN A FIELD ELSEWHERE.

Change Unit ID

You may need to change a Unit ID from time to time. You cannot simply click on the Edit button to change a Unit ID. Instead, click once on the Unit you wish to change in the browse window. Then click on the Change Unit ID Button . The window below will be displayed.



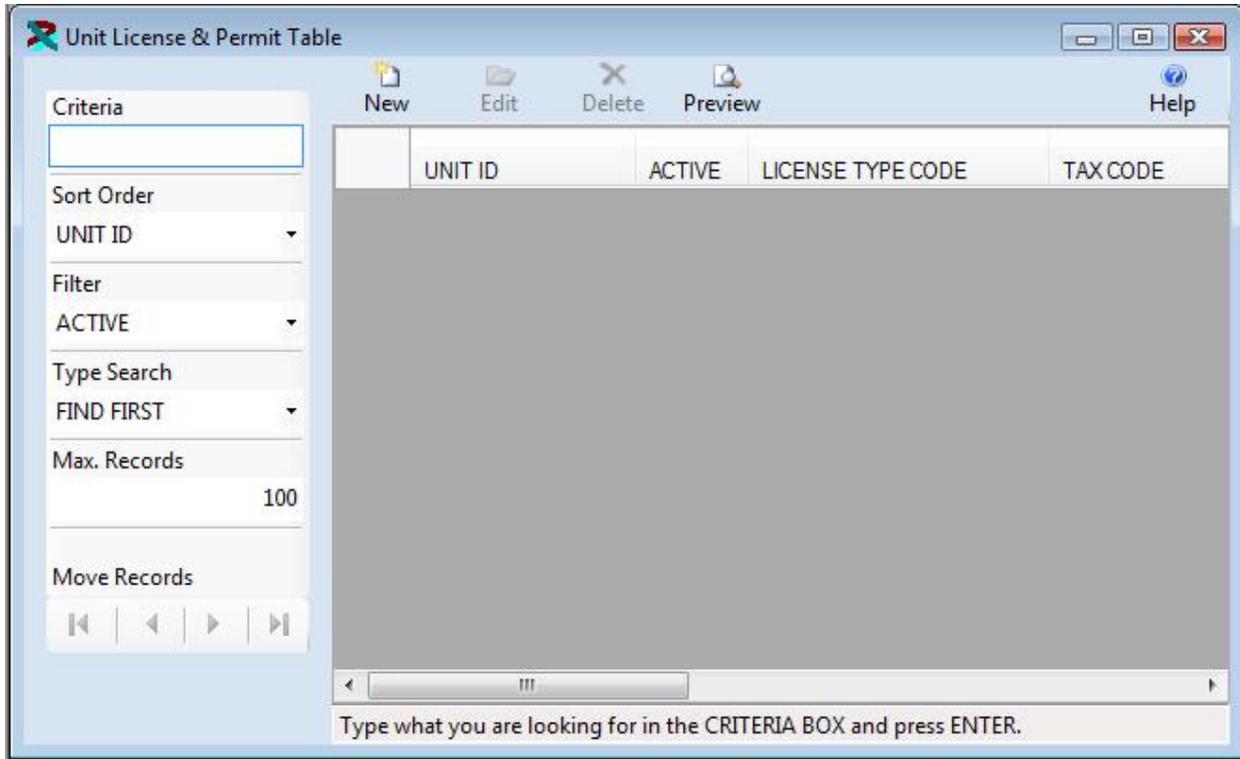
The dialog box titled "Change Unit ID" has an orange background. It contains the following text: "Enter the new Unit ID and click on the OK button. The Unit ID will be changed in the Unit Tables, and for all Repair Orders, Fluid Tickets and related records." Below this text are two buttons: "OK" and "Cancel". At the bottom, there are two input fields: "Old Unit ID:" with the value "101" and "New Unit ID:" with an empty field.

You can then enter a new Unit ID and click on the OK button to change the Unit ID. The Unit ID will be changed. All of the related records that contained the old Unit ID will now contain the new Unit ID. This includes: Fluid Tickets, License & Permits, etc.

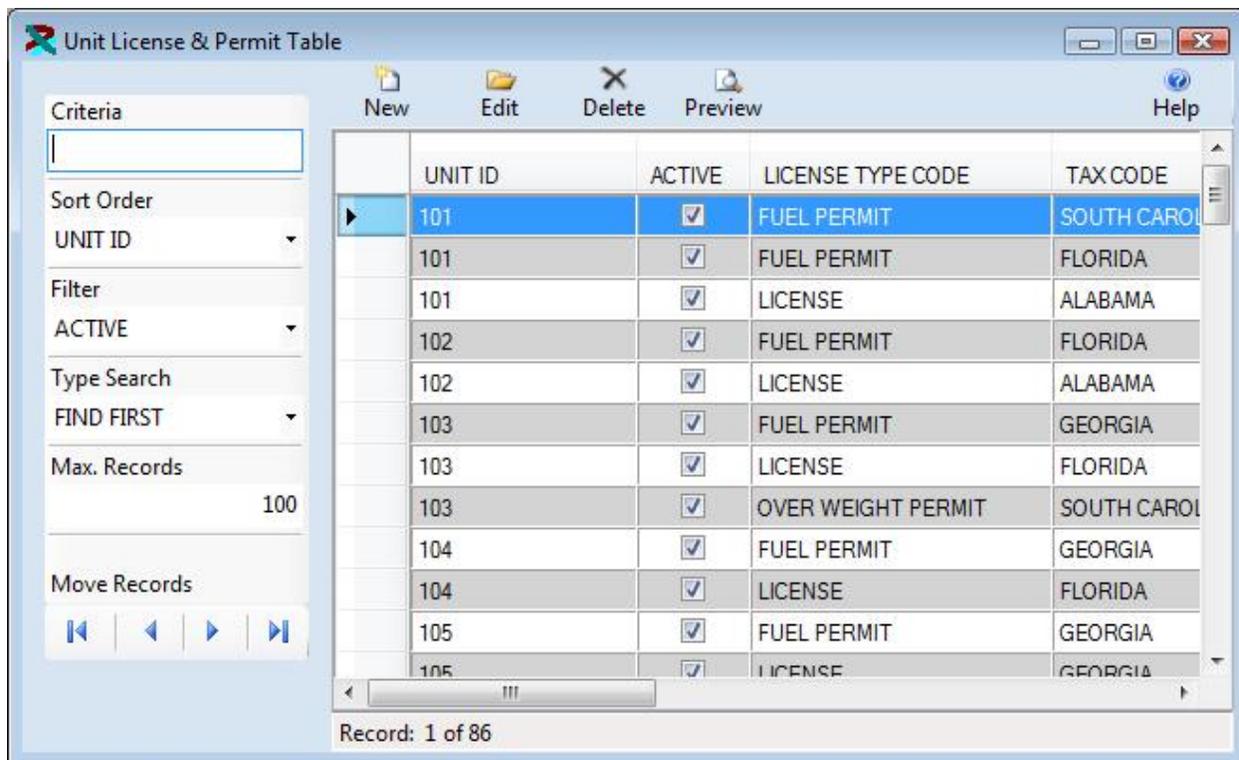
Unit License & Permit Table

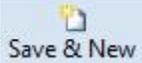
The Unit License & Permit Table is used to track all of the licenses and permits for vehicles and equipment. You can add an unlimited number of License & Permits per unit. The Reminders Window will list any License & Permits that are about to expire.

The License & Permit Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the Unit ID you are looking for in the CRITERIA box and press ENTER to display a list of License & Permits. Or you can just press ENTER in the criteria box to display the first License & Permit.



The existing License & Permits are displayed below. Click on the New Button  to add a new License & Permit or click on an existing License & Permit and then click on the Edit Button  to change it. You can also double click on a License & Permit to edit it.



The License & Permit Table is displayed in Edit Mode below. You can change most of the information. The system does not allow you to change the Unit ID and the License Type. Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the browse window, or click on the Undo Button  to lose the changes.

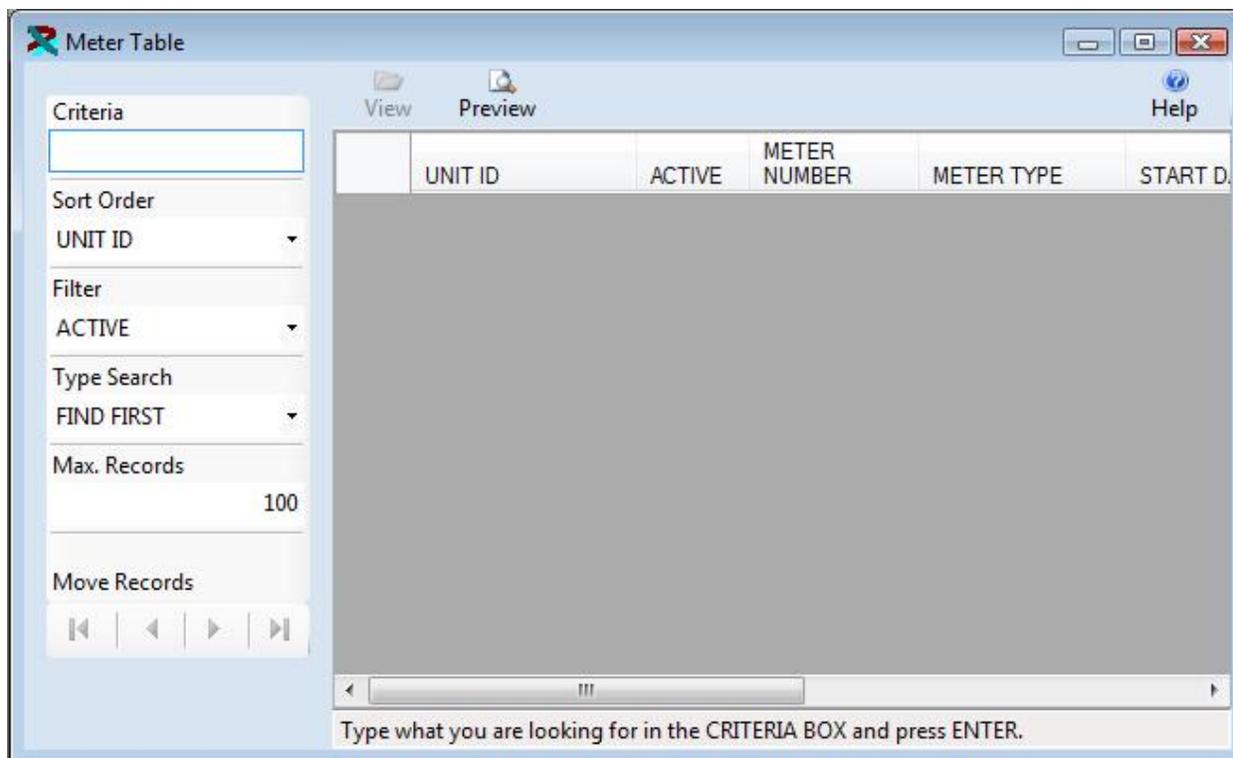
The screenshot shows a software window titled "Unit License & Permit Table". The window has a menu bar with "Save & New", "Save", "Undo", and "Help". The main area contains several input fields and a checkbox:

- Unit ID: 101
- License Type: FUEL PERMIT
- Tax Code: SOUTH CAROLINA
- License Number: SC23723
- Expiration Date: 2/16/2009
- Amount: \$550.00
- Notes: (empty text area)
- Active: Yes

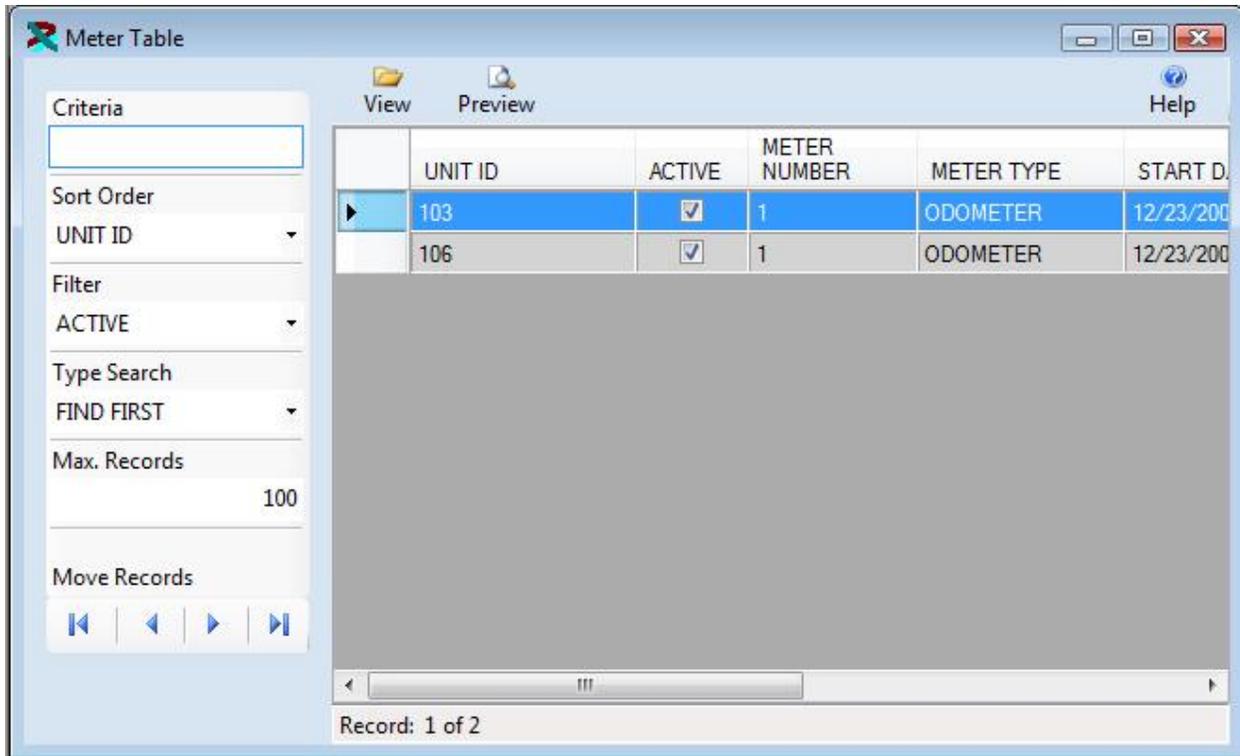
Unit Meter Table

The Unit Meter Table is used to track all of the odometers, hour meters, and other meters replaced on vehicles and equipment. Meters are replaced by selecting the Create New Meter option on the Utilities Menu.

The Meter Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the Unit ID you are looking for in the CRITERIA box and press ENTER to display a list of meters. Or you can just press ENTER in the criteria box to display the first meter.

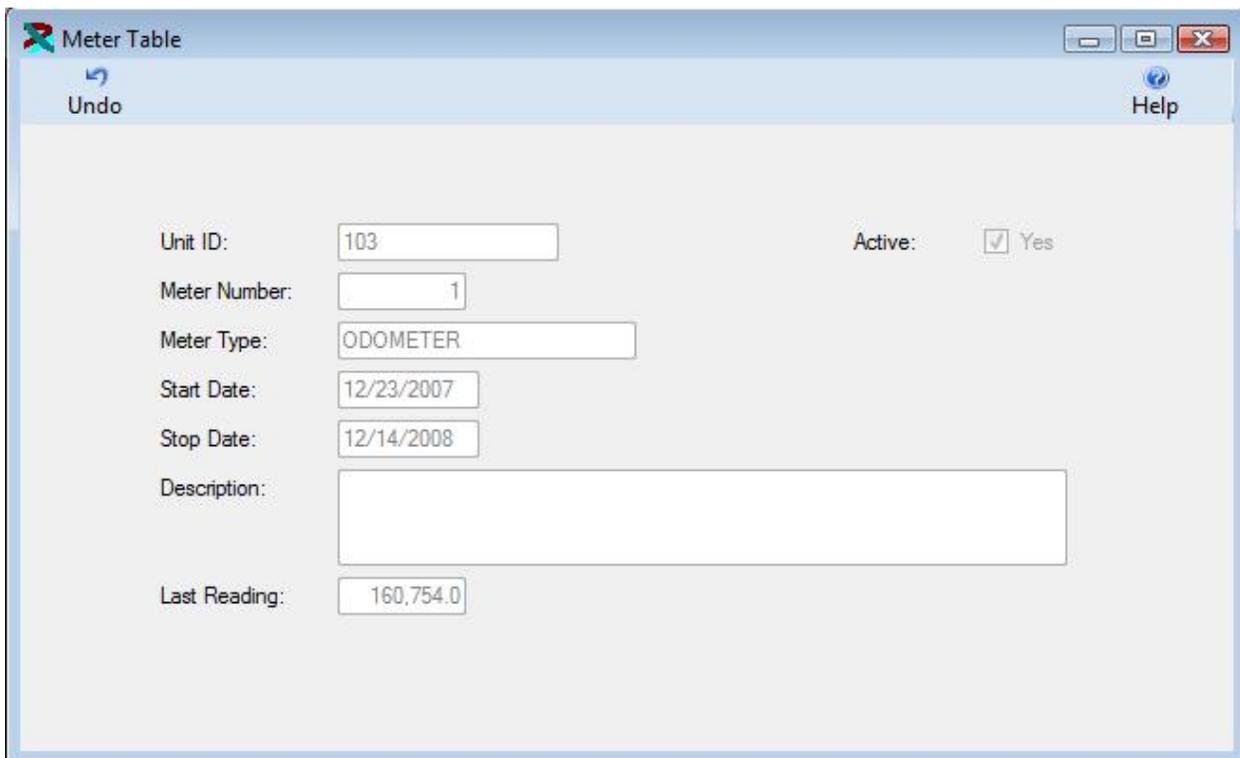


The existing meters are displayed below. This table is read only. You cannot change or delete the information. Click on the View Button  to display the selected record. You can also double click on a Meter to display it.



The Meter Table is displayed in below. You cannot change the information. Click on the Undo

Button  to return to the browse window.



Create New Meter

The Create New Meter form is accessed from the Utilities Menu. The form is displayed below. Prior to creating a new meter you should enter a closing meter reading for the old meter in the Fluid Ticket Entry Table. This meter should then be posted. This will close out the old meter. Then you can display the new meter form. You should select the unit and enter the starting date and meter reading. Then click on the Create New Meter button. A record of the prior meter will be created in the Unit Meter Table. The new meter will now appear in the Unit Master Table. This will be the meter that will be updated by fuel tickets in the future.

Create New Meter

Instructions:

1. Prior to proceeding, post all fluid tickets.
2. Select the unit for which a new meter is being created.
3. Select the type meter you are replacing.
4. Enter the date when the new meter replaced the old meter.
5. Enter the beginning reading for the new meter.
6. Enter notes describing why the meter was replaced.

WARNING: You should enter a final fluid ticket to close out the old meter prior to creating a new meter. This ticket must be posted prior to creating the new meter.

Select Unit: 

Meter Type:

Date Changed:

New Meter: Old Meter:

Notes:

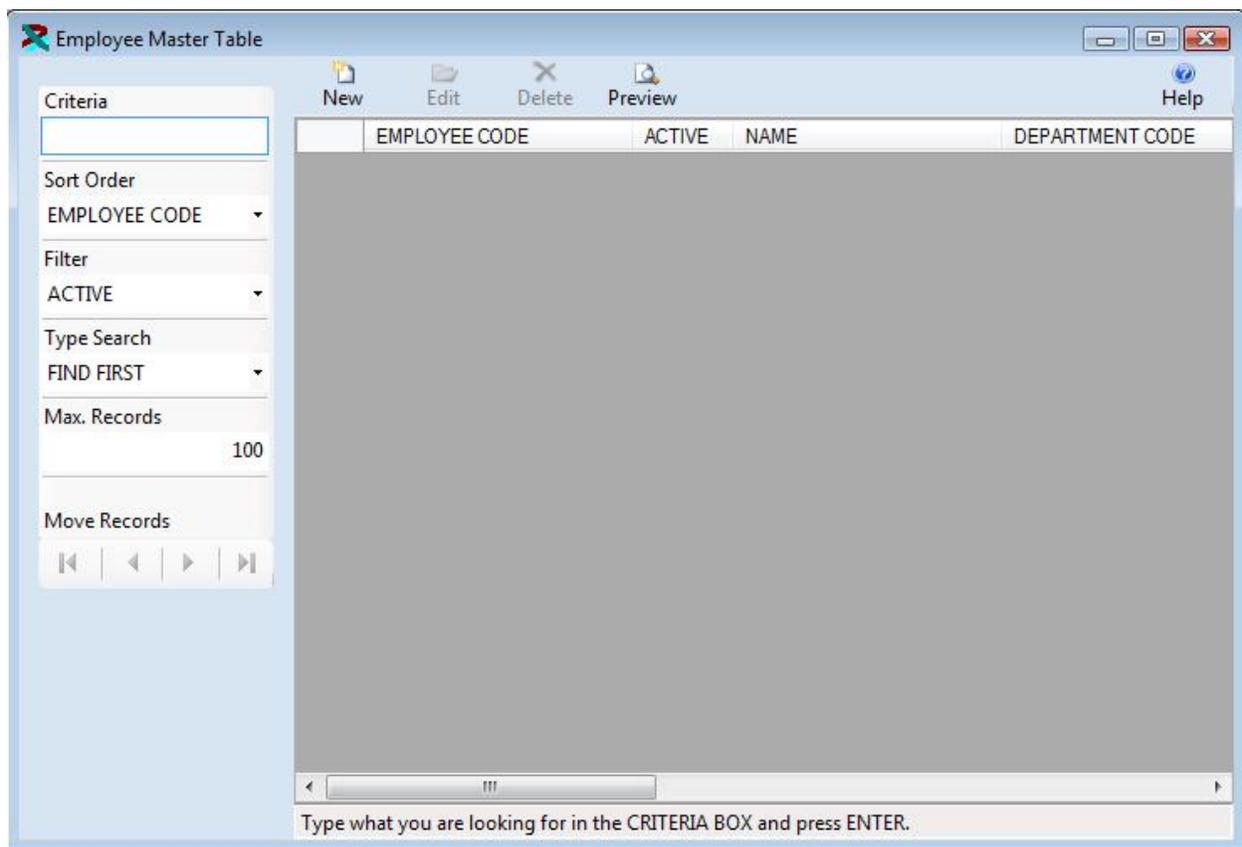
Employee Tables

The Employee Tables allow you to track your employee's information. The most important table is the Employee Master Table. This table contains the basic information on each employee. The License and Certification Table contains all of the driver's licenses and certifications for each employee. An employee can have an unlimited number of license & certifications. Certifications include things like DOT physicals and drug screens.

Employee Master Table

The Employee Master Table contains the information on Employees. These codes are used to identify employees in the Unit Master Table and on Fuel Tickets.

The Employee Master Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Employee Code.

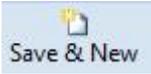


The existing Employee Codes are displayed below. Click on the New Button  to add a new Employee Code or click on an existing Employee Code and then click on the Edit Button

 to change the code.

EMPLOYEE CODE	ACTIVE	NAME	DEPARTMENT CODE
BEEMER, TOMMY	<input checked="" type="checkbox"/>	BEEMER, TOMMY	MAINTENANCE SHOP
BOATWRIGHT, DUANE	<input checked="" type="checkbox"/>	BOATWRIGHT, DUANE	MAINTENANCE SHOP
BOATWRIGHT, EARNIE	<input checked="" type="checkbox"/>	BOATWRIGHT, EARNIE	OPERATIONS
BOATWRIGHT, HENRY E.	<input checked="" type="checkbox"/>	BOATWRIGHT, HENRY	OPERATIONS
BUCHANAN, WENDEL	<input checked="" type="checkbox"/>	BUCHANAN, WENDEL	OPERATIONS
CALDWELL, ALBERT N.	<input checked="" type="checkbox"/>	CALDWELL, ALBERT	OPERATIONS
CONWELL, JAMES	<input checked="" type="checkbox"/>	CONWELL, JAMES	OPERATIONS
CRAWFORD, LARRY M.	<input checked="" type="checkbox"/>	CRAWFORD, LARRY	ADMINISTRATION
DAVIS, ALBERT C.	<input checked="" type="checkbox"/>	DAVIS, ALBERT	TRANSPORTATION
FEHRMAN, THOMAS J.	<input checked="" type="checkbox"/>	FEHRMAN, THOMAS	OPERATIONS
GRAY, MARK N.	<input checked="" type="checkbox"/>	GRAY, MARK	OPERATIONS
HARRELSON, KIETH W.	<input checked="" type="checkbox"/>	HARRELSON, KIETH	OPERATIONS
KIRKLAND, LANNY P.	<input checked="" type="checkbox"/>	KIRKLAND, LANNY	OPERATIONS
LAILER, PETER	<input checked="" type="checkbox"/>	LAILER, PETER	OPERATIONS
LARRISON, WILLIAM	<input checked="" type="checkbox"/>	LARRISON, WILLIAM	MAINTENANCE SHOP
LEWIS, JR. TOMMY	<input checked="" type="checkbox"/>	LEWIS, TOMMY	MAINTENANCE SHOP
MCKINLEY, THOMAS	<input checked="" type="checkbox"/>	MCKINLEY, THOMAS	EQUIPMENT OPERATC

The Employee Code Table is displayed in Edit Mode below. You can change any of the information for the Employee Code. Once the changes are complete click on the Save & New

Button  to save the changes and add a new record, or click on the Save Button

 to save your changes and return to the prior window, or click on the Undo Button

 to lose the changes.

The screenshot shows a software window titled "Employee Master Table". At the top, there is a menu bar with "Save & New", "Save", "Undo", and "Help". Below the menu bar, the "Employee Code" field contains "BEEMER, TOMMY" and the "Active Employee" checkbox is checked with the label "Yes".

Below this, there are three tabs: "Information", "Status", and "Notes". The "Information" tab is currently selected. It contains several input fields:

- Name:** TOMMY R BEEMER
- Title:** MECHANICS HELPER
- Address:** 100 POINT PETER ROAD
- Country:** ST. MARYS GA 31558
- Department:** MAINTENANCE SHOP
- Location:** UNKNOWN
- Email:** (empty field)

To the right of the "Information" tab is a "Status" section with the following fields:

- Work Number:** () -
- Extension:** (empty field)
- Home Number:** (912) 454-7775
- Cell Number:** () -
- Pager Number:** () -

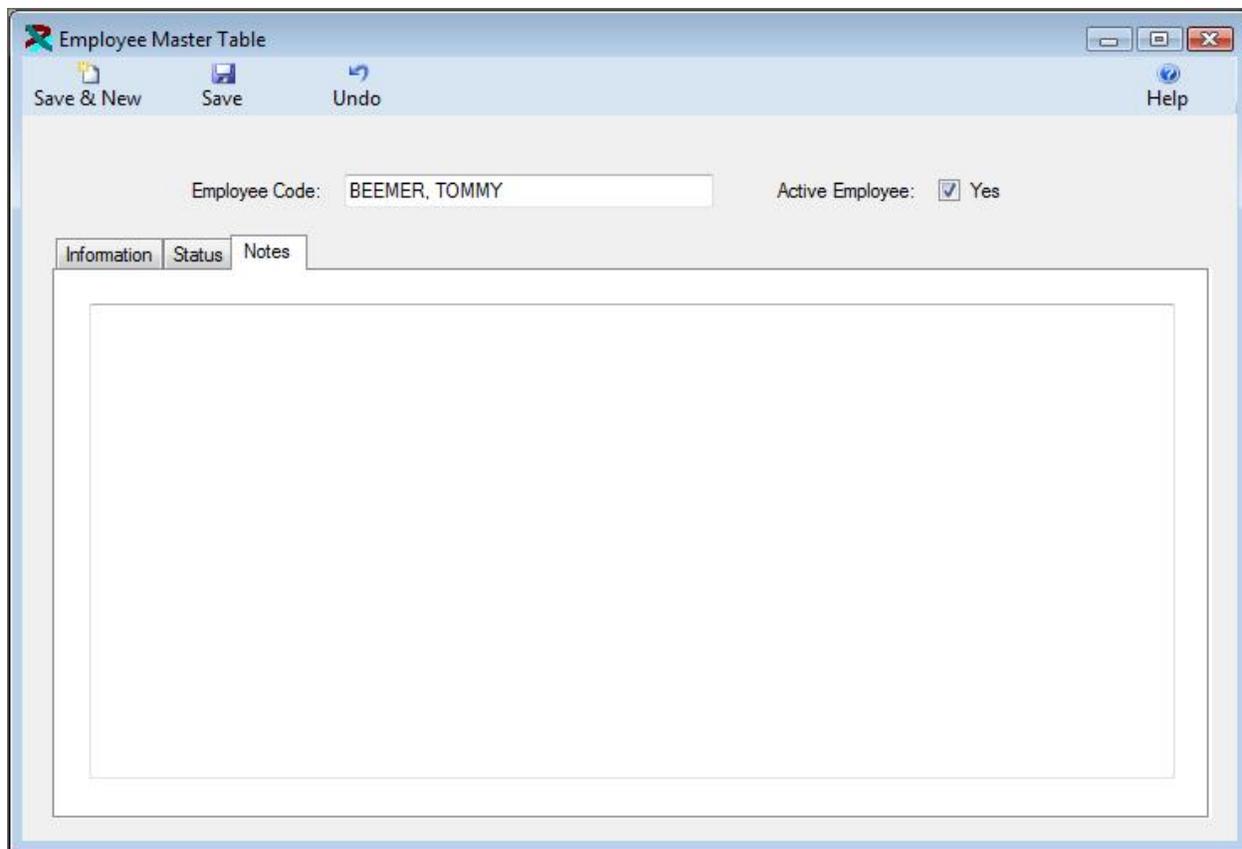
Under the Employee Code you can click on the "TABS" to display additional information. Click on the Status Tab to display additional employee information.

The screenshot shows a software window titled "Employee Master Table". At the top, there is a menu bar with "Save & New", "Save", "Undo", and "Help" options. Below the menu bar, the "Employee Code" field contains "BEEMER, TOMMY" and the "Active Employee" checkbox is checked with the label "Yes".

Below this, there are three tabs: "Information", "Status", and "Notes". The "Information" tab is currently selected, displaying the following fields:

- Employee Number: 03
- Soc. Security Number: 111359966
- Birth Date: 11/6/1960
- Date Hired: 5/7/1995
- Date Terminated: (empty)
- Emergency Contact: (empty)
- Emergency Number: (empty)

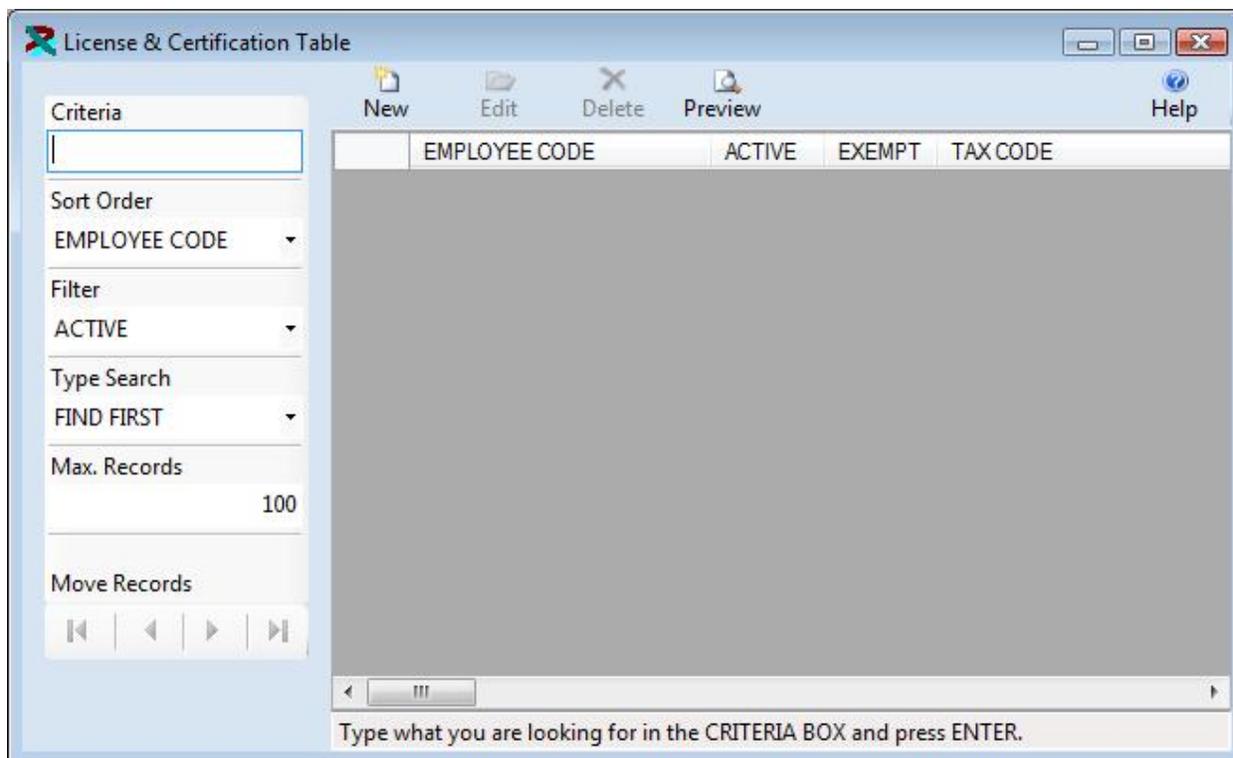
Click on the Notes Tab to display notes on this employee as in the window below. You can enter unlimited notes on each employee.



Employee License Table

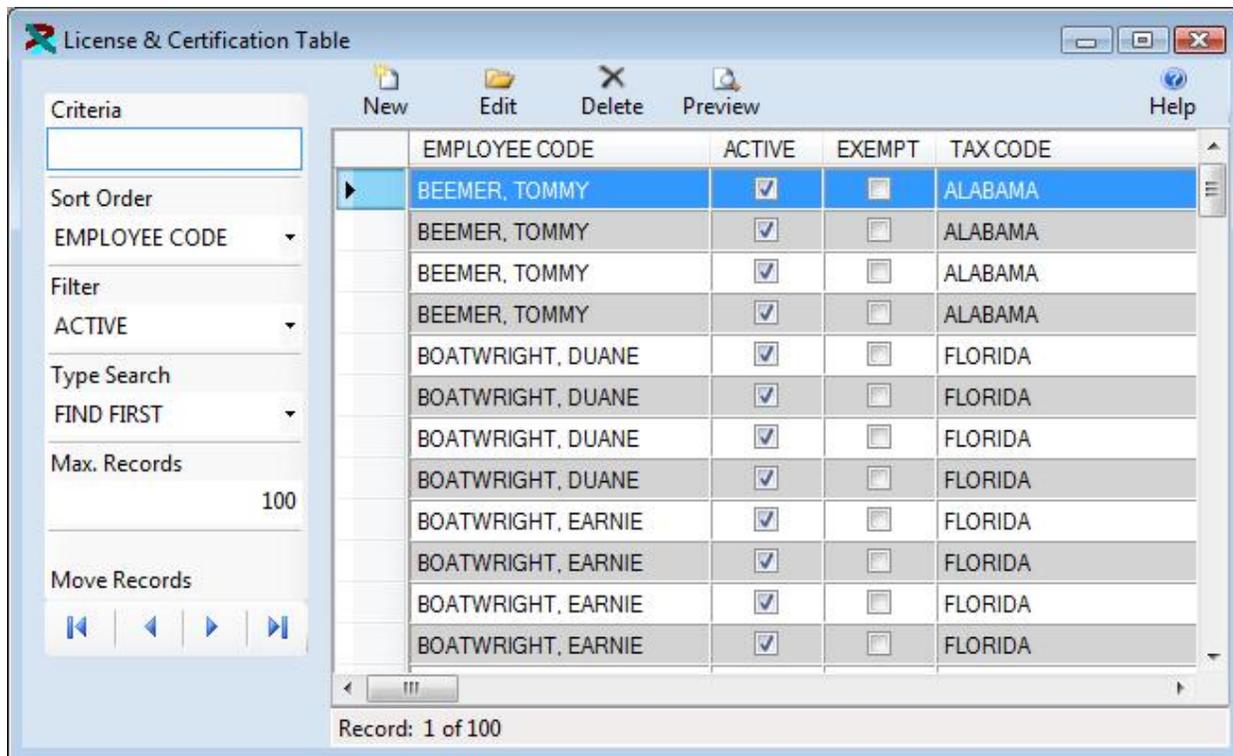
The Employee License Table contains the information on employees License's and Certifications. Licenses are typically the employee's driver's license. Certifications may be things like DOT Physicals and Drug Screens. You can enter an unlimited number of License and Certifications for each employee. The License Expiration Report will print a list of any Licenses or Certifications that are about to expire or expired.

The Employee License Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar.



You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Employee License & Certification. The existing Employee License Codes are

displayed below. Click on the New Button  to add a new Employee License or click on an existing License and then click on the Edit Button  to change the code.



The Employee License Table is displayed in Edit Mode below. You can change any of the information for the Employee License. Once the changes are complete click on the Save & New

Button  to save the changes and add a new record, or click on the Save Button

 to save your changes and return to the prior window, or click on the Undo Button

 to lose the changes.

License & Certification Table

Save & New Save Undo Help

Employee Code: BEEMER, TOMMY

License Type Code: DOT CERTIFICATION

Tax Code: ALABAMA

License Number:

Comment:

Date Issued: 12/22/2007

Date Expires: 12/21/2009

Exempt: Yes

Master Tables

The FuelWise VB System contains a number of Master Tables. These tables contain at least three fields. They contain an ID field which is a unique number automatically generated by SQL Server each time a new record is added to the table. They contain a code field which is the text you enter. They contain a field indicating that the code is active.

When you display information in other tables you will see the code you have entered. For example, in the Unit Master Table, you can identify the department the vehicle belongs to. The Department Code Table actually stores the department codes. When you display the vehicle in the Unit Master Table, you will see the department code but only the Department ID is actually stored in the Unit Master Table.

There are several advantages to this way of creating the tables.

1. The Department ID is only 4 bits long where as the Department Code is 30 characters long. That's 87% less information stored for each vehicle in the Unit Master Table. There are 8 codes used in the Unit Master Table. This saves 208 bytes for each vehicle. If you have 1000 vehicles it saves 1/4 MB of disk space.
2. You can easily make changes to codes. During data entry, a user may misspell a code. To correct a mistake, you simply have to update the code in the master table and automatically the code will appear correct everywhere it was used, even if it was used thousands of times.
3. Reporting is improved by using standard codes. For example, you can report how much was spent on repairs by Department Code. The standard code assures that all expenses will be displayed for a department.

The following section describes each master table in detail.

Department Code Table

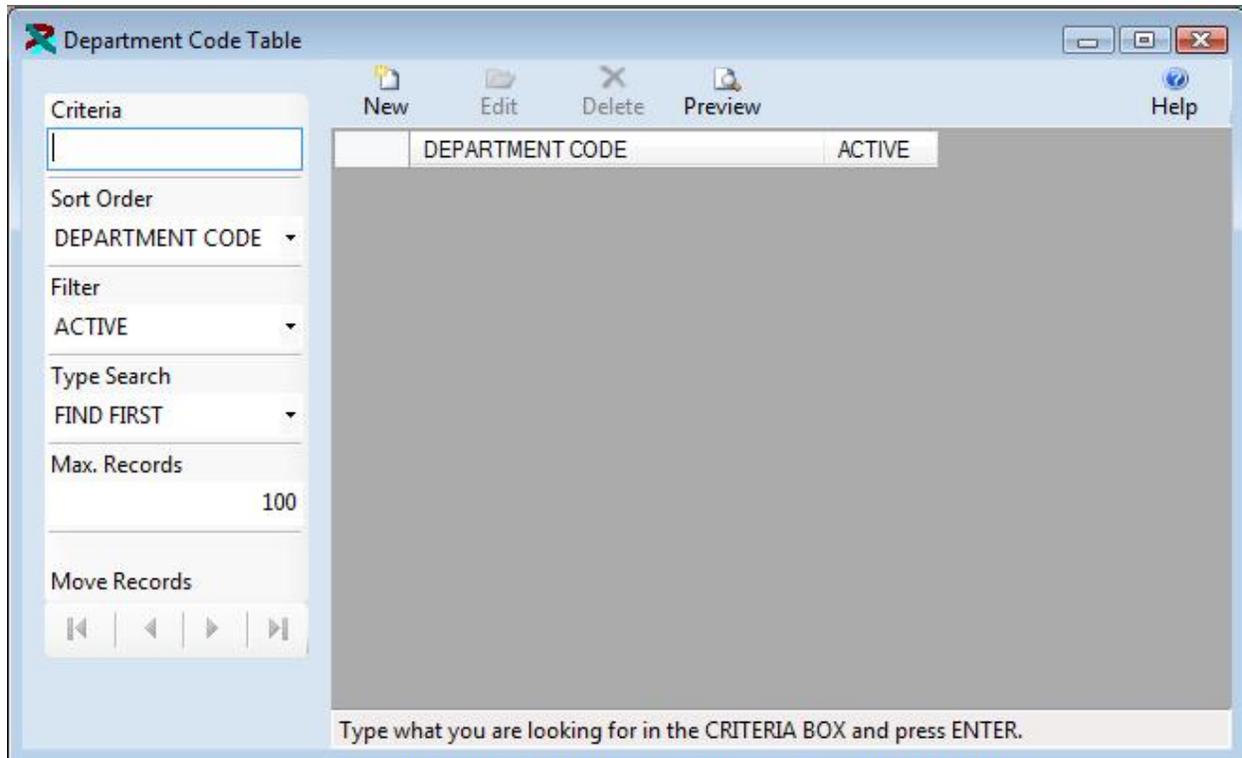
The Department Code Table contains the names of department in your business or organization. Department Codes provide away of identifying the department a vehicle or piece of equipment belongs to. Also, fuel costs can be reported by Department.

For example Department Codes might be like the following:

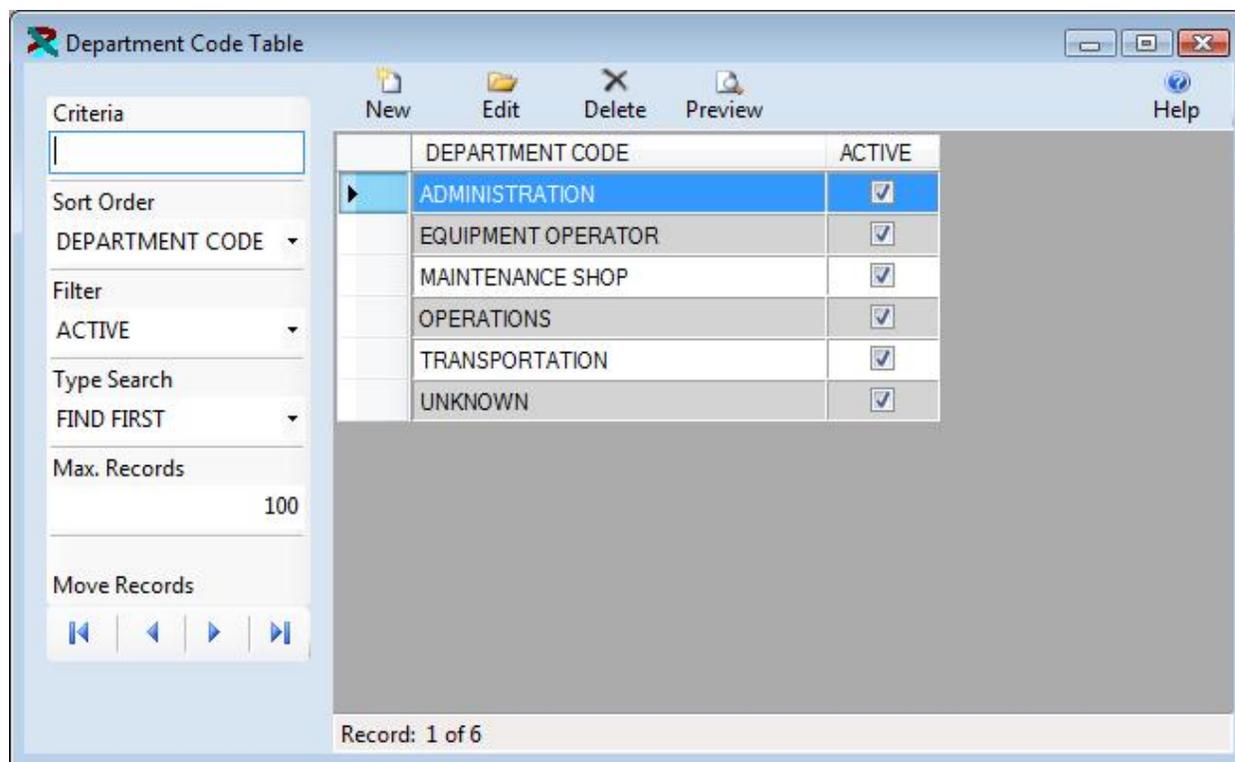
- Administration

- Operations
- Maintenance
- Public Works
- Police

The Department Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Department Codes.



The existing Department codes are displayed below. Click on the New Button  to add a new Department or click on an existing Department and then click on the Edit Button  to change an existing Department code. You can also double click on an item in the list to edit it.

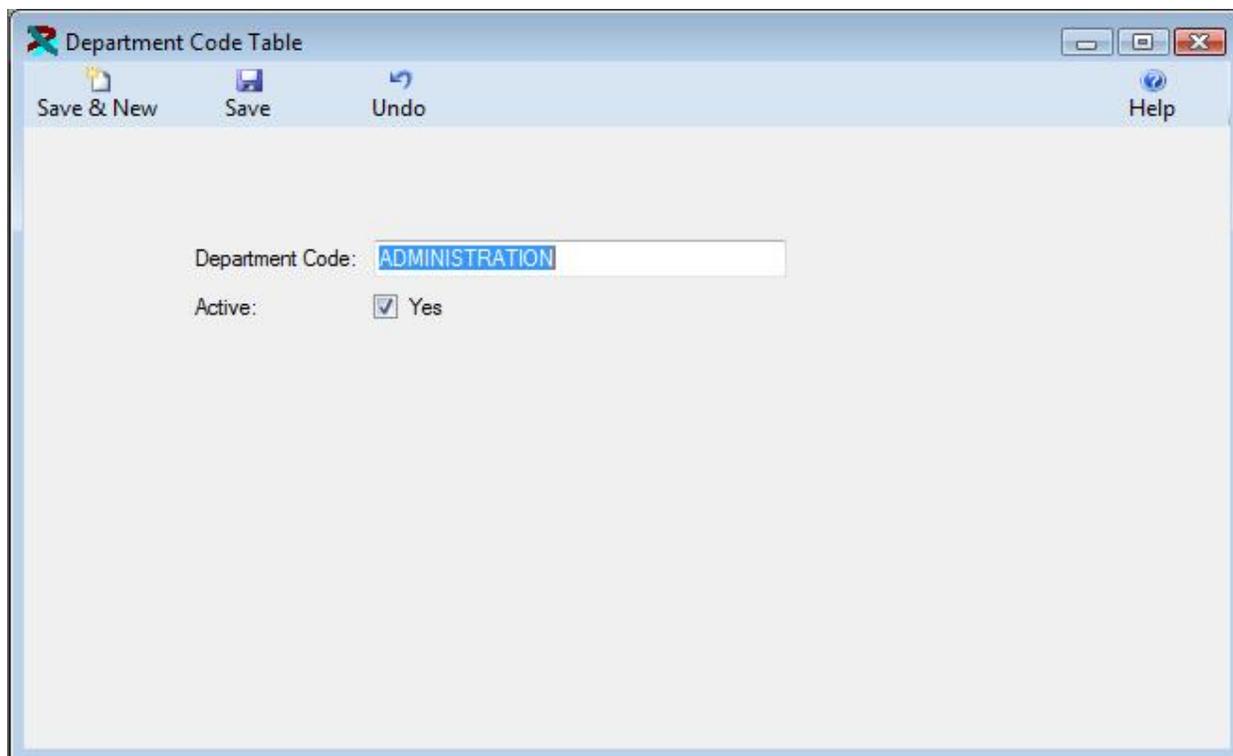


The Department Code Table is displayed in Edit Mode below. You can change any of the information for the Department. Once the changes are complete click on the Save & New

Button  to save the changes and add a new record, or click on the Save Button

 to save your changes and return to the prior window, or click on the Undo Button

 to lose the changes.



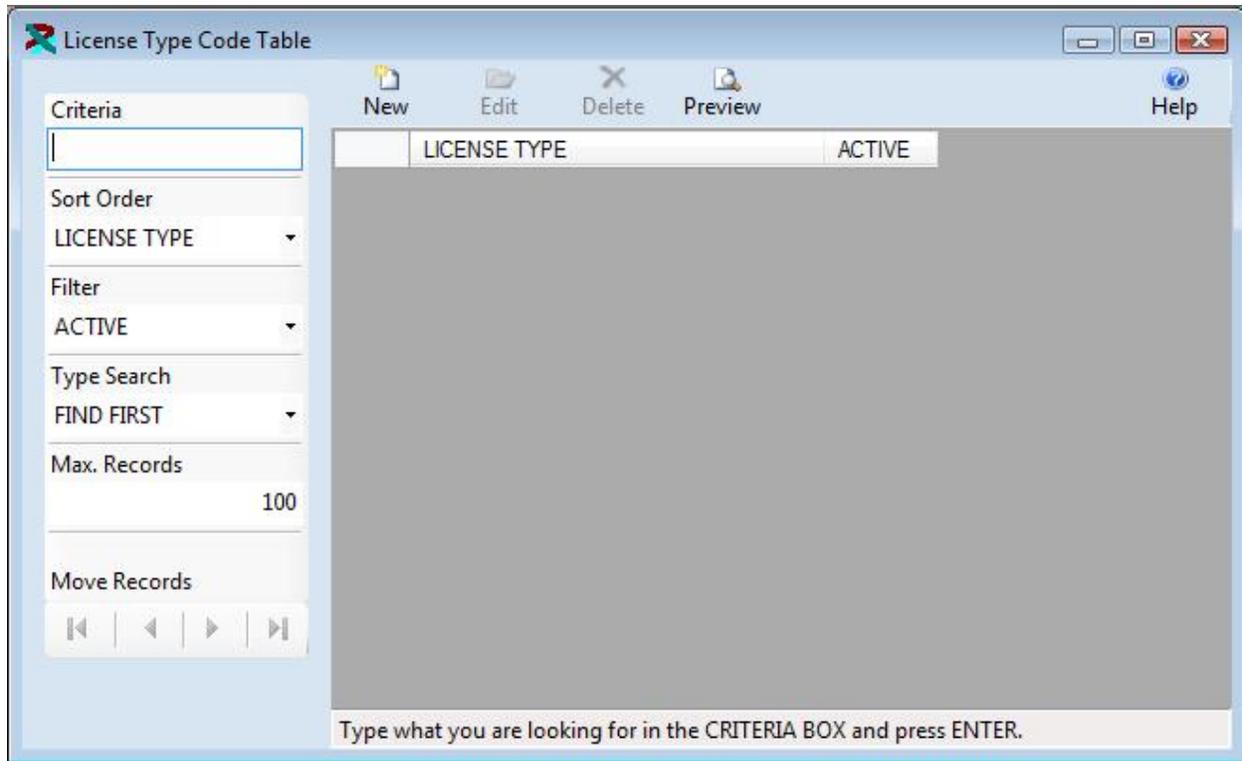
License Type Code Table

The License Type Code Table contains the names of License Types used in your business or organization. License Types are used to identify the type of license for a vehicle or piece of equipment. They are also used to identify the type of license or certifications for employees.

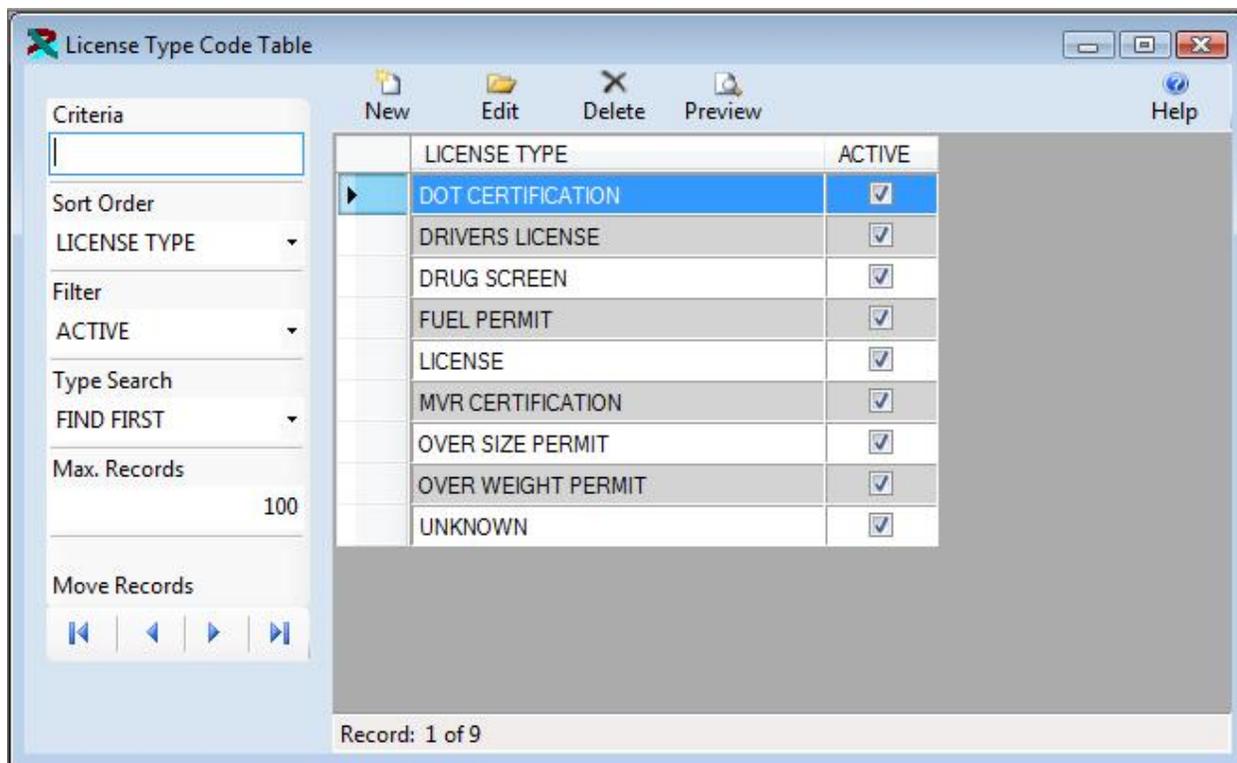
For example License Type Codes might be like the following:

- Drivers License
- Drug Screen
- Fuel Permit
- Vehicle License

The License Type Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing License Type Codes.



The existing License Type codes are displayed below. Click on the New Button  to add a new License Type or click on an existing License Type and then click on the Edit Button  to change an existing License Type code. You can also double click on an item in the list to edit it.

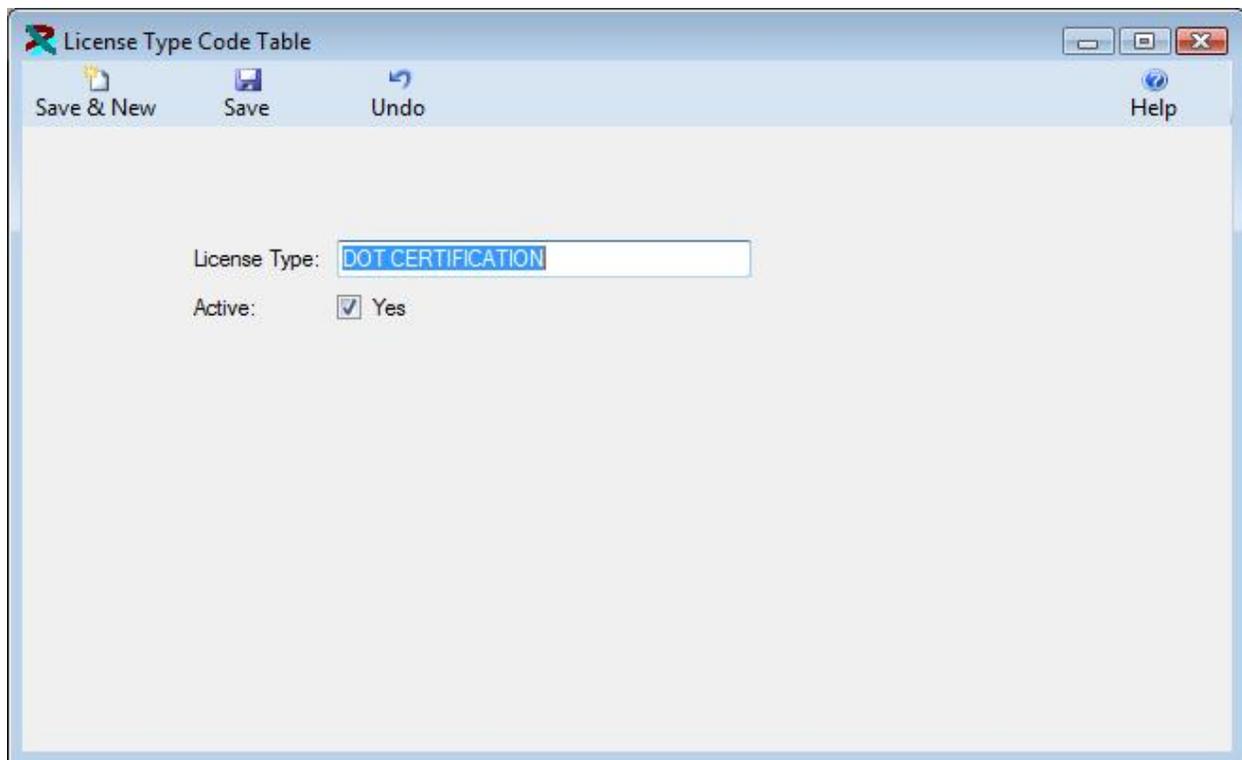


The License Type Code Table is displayed in Edit Mode below. You can change any of the information for the License Type. Once the changes are complete click on the Save & New

Button  to save the changes and add a new record, or click on the Save Button

 to save your changes and return to the prior window, or click on the Undo Button

 to lose the changes.



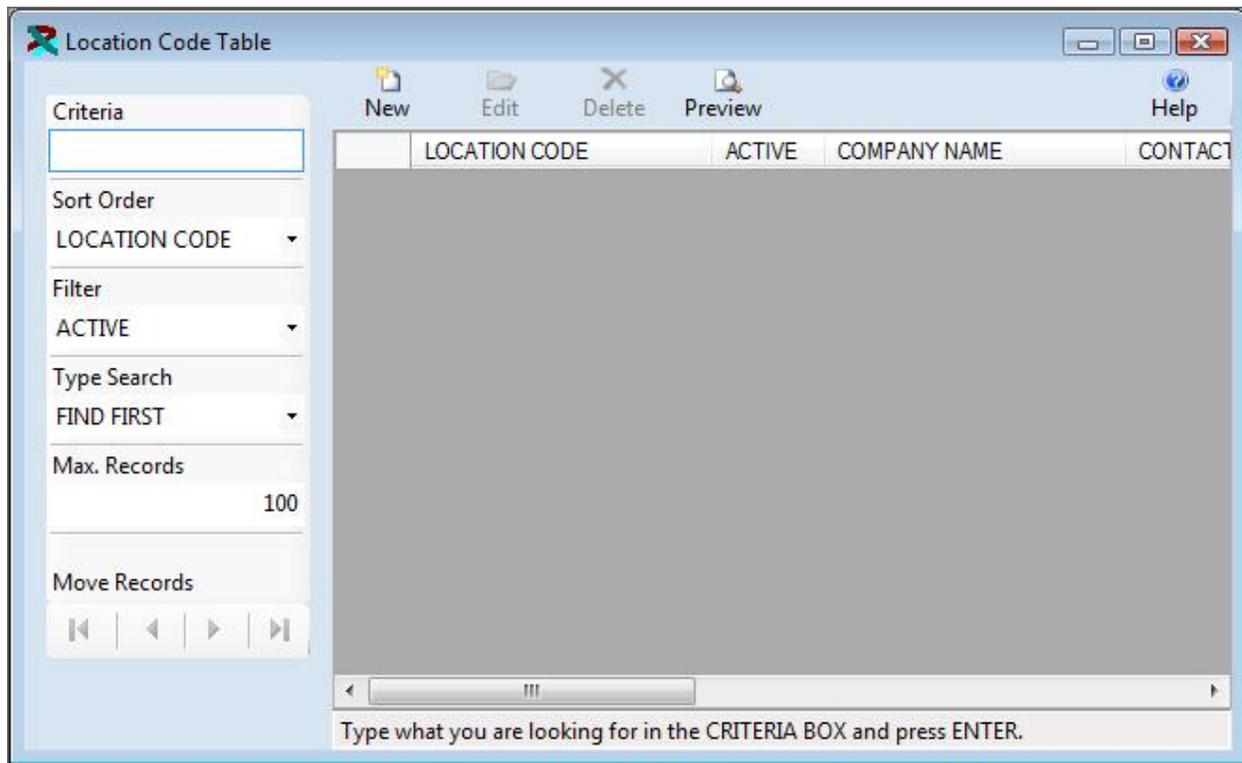
Location Code Table

The Location Code Table contains the names of Locations used in your business or organization. Locations are used to identify places where you keep vehicles and equipment in the Unit Master Table. Locations are used to identify separate physical shops where inventory is maintained in the Inventory System. You can report back maintenance expenses by location code. You can report inventory transactions and inventory values by location in the Inventory System.

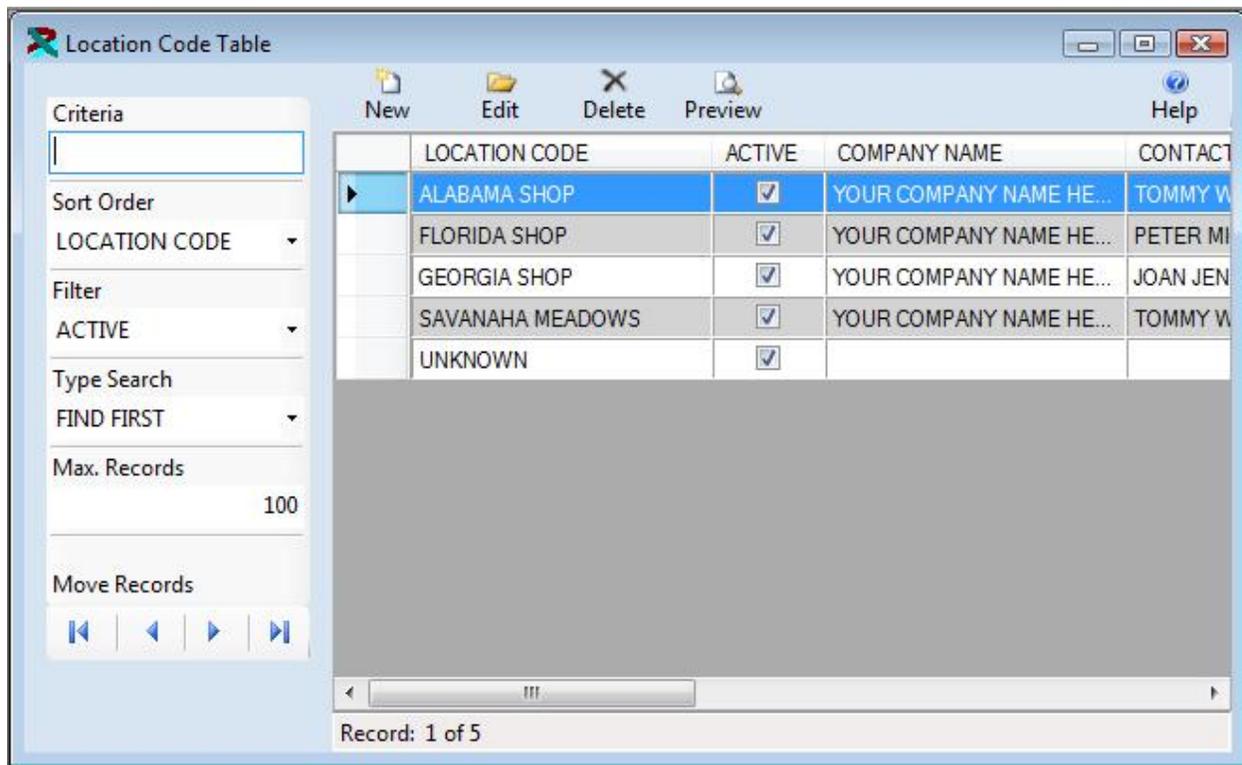
For example, Location Codes might be like the following:

- Florida Shop
- Texas Shop
- California Shop
- Administrative Office
- Main Shop

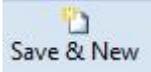
The Location Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Location Codes.



The existing Location codes are displayed below. Click on the New Button  to add a new Location or click on an existing Location and then click on the Edit Button  to change an existing Location code. You can also double click on an item in the list to edit it.



The Location Code Table is displayed in Edit Mode below. You can change any of the information for the Location. If the location is used to track inventory, you must put a check mark in the Inventory Box.

Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.

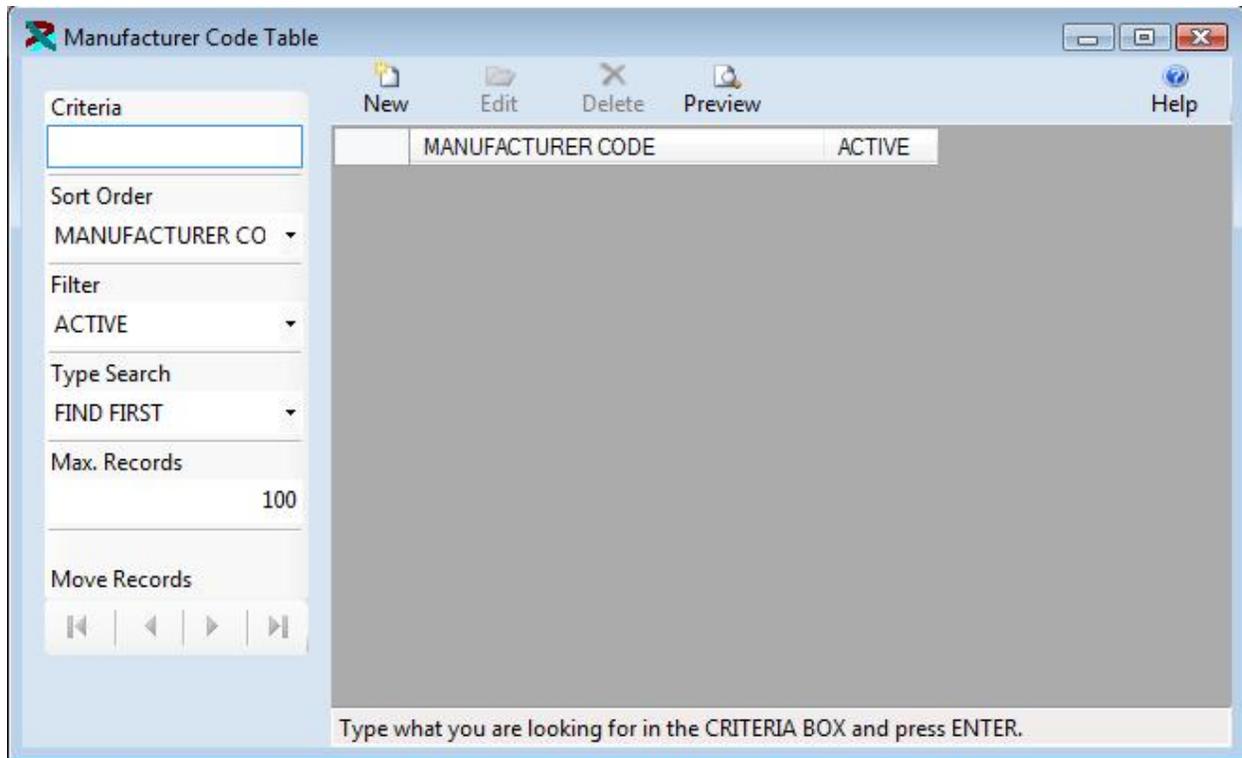
Manufacturer Code Table

The Manufacturer Code Table contains the names of Manufacturers of vehicles and equipment.

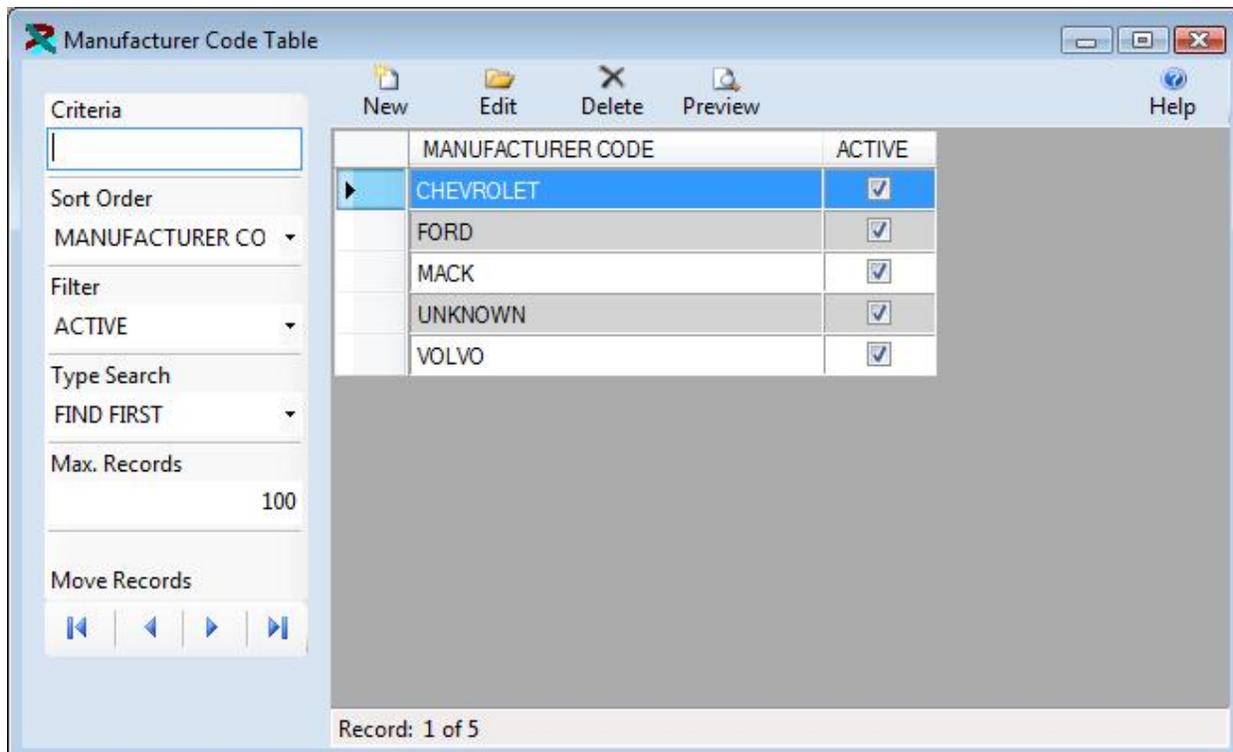
For example Manufacturer Codes might be like the following:

- Chevrolet
- Ford
- Mack
- Volvo

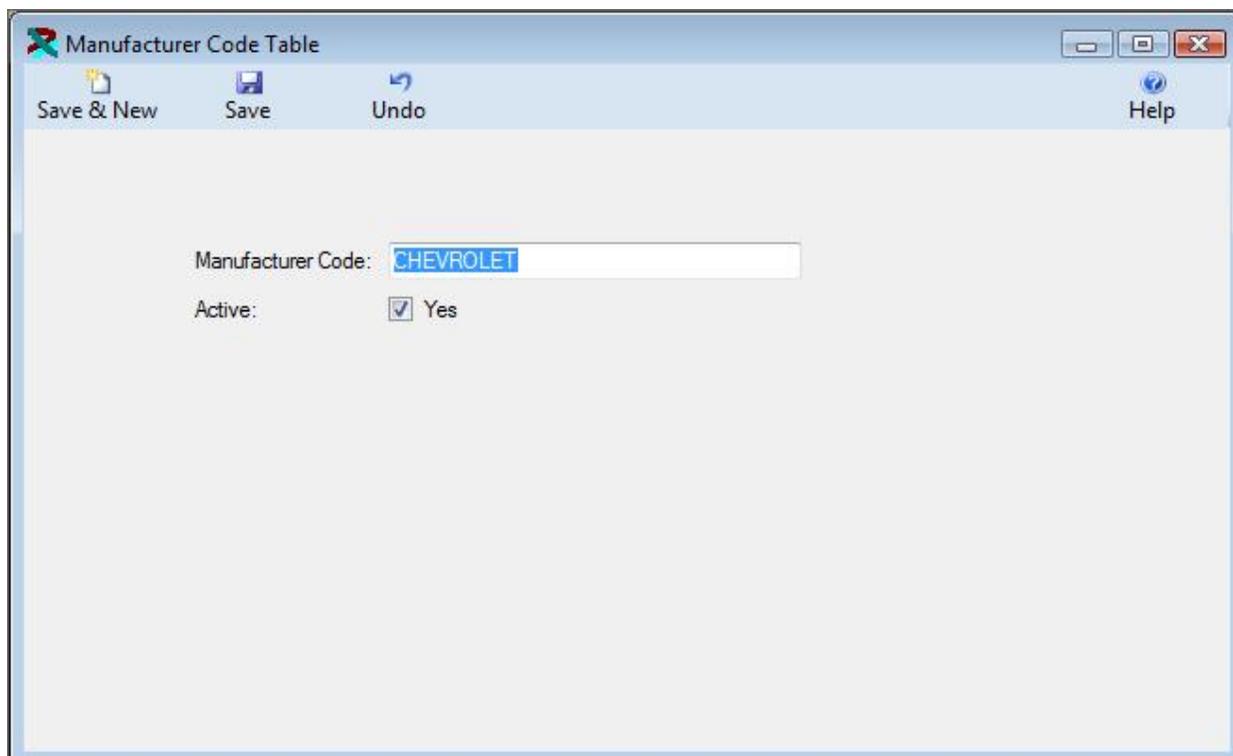
The Manufacturer Code Table is displayed below. The cursor is in the Criteria Box in the center of the toolbar. Click on the ENTER key to display existing Manufacturer Codes.

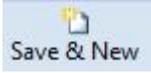


The existing Manufacturer codes are displayed below. Click on the New Button  to add a new Manufacturer or click on an existing Manufacturer and then click on the Edit Button  to change an existing Manufacturer code. You can also double click on an item in the list to edit it.



The Manufacturer Code Table is displayed in Edit Mode below.



Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.

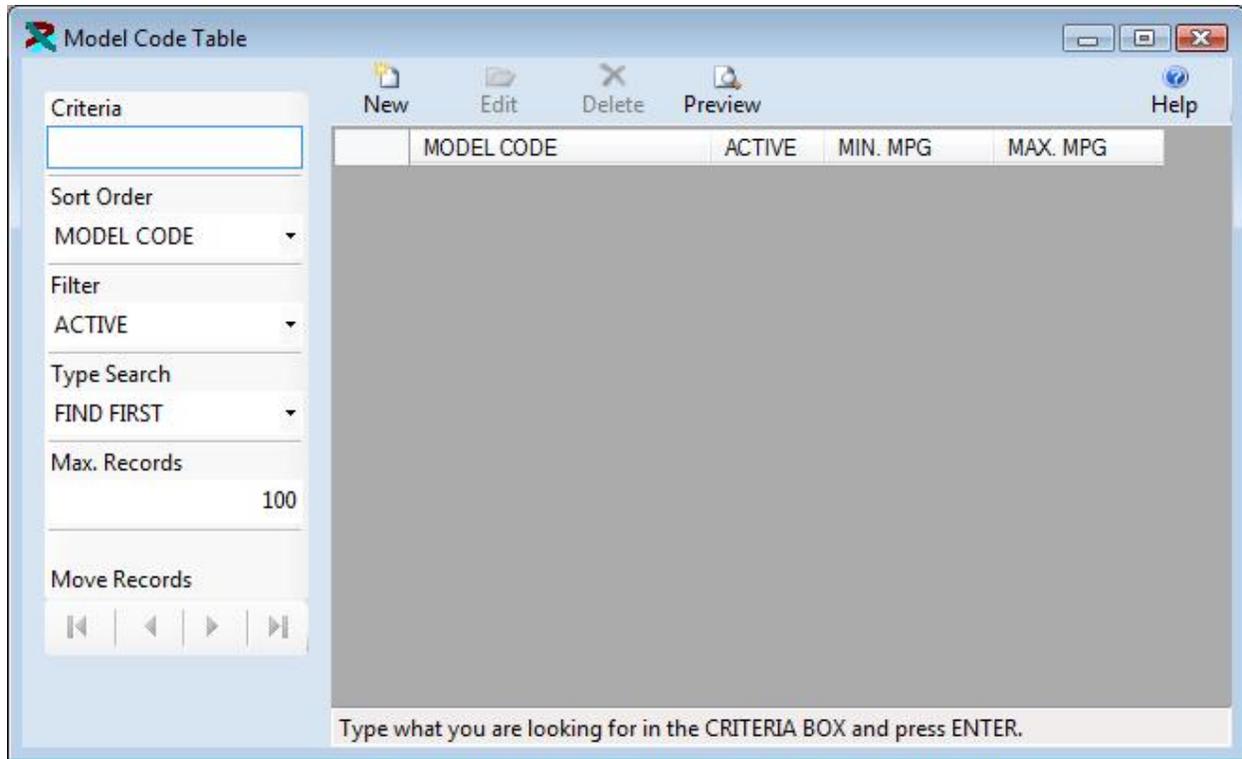
Model Code Table

The Model Code Table contains the names of Models of vehicles and equipment. You can also enter in a minimum and maximum miles per gallon or gallons per hour. If you enter this information it is used to validate the information entered on Fuel Tickets.

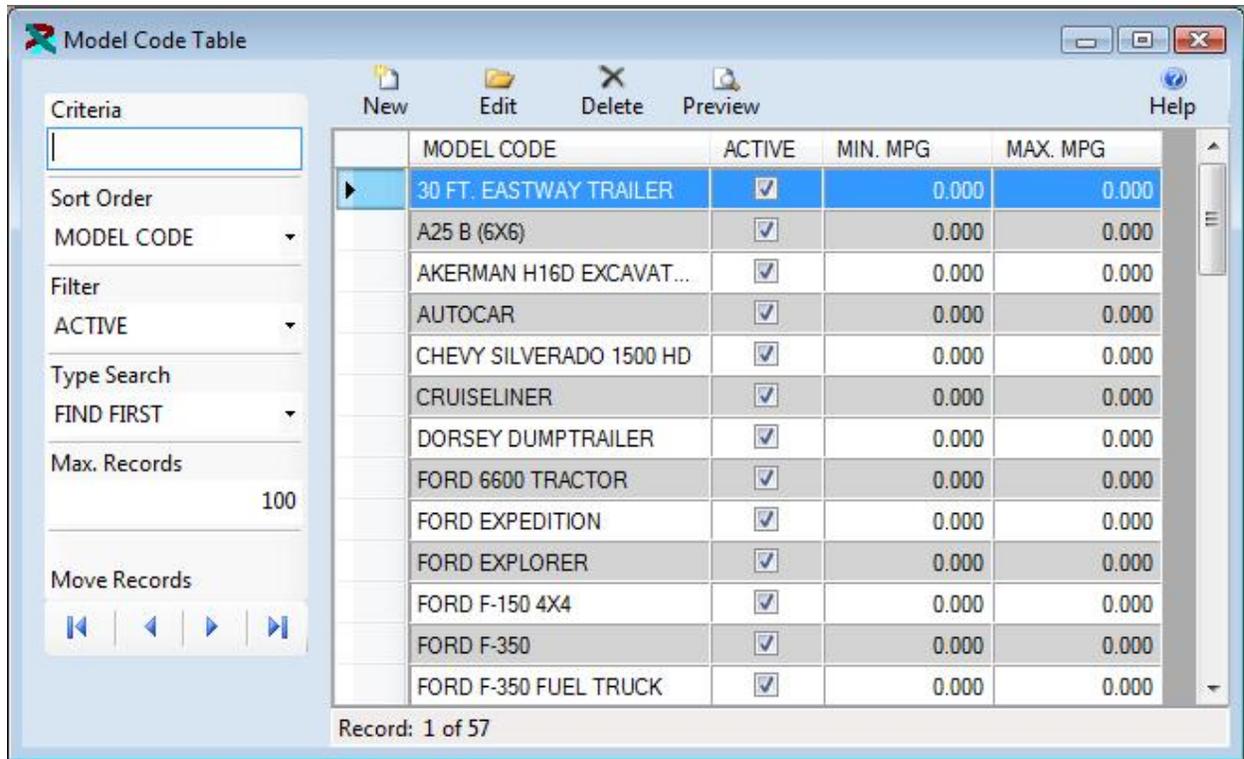
For example, Model Codes might be like the following:

- F150
- Front End Loader
- Silverado
- Track Dozer

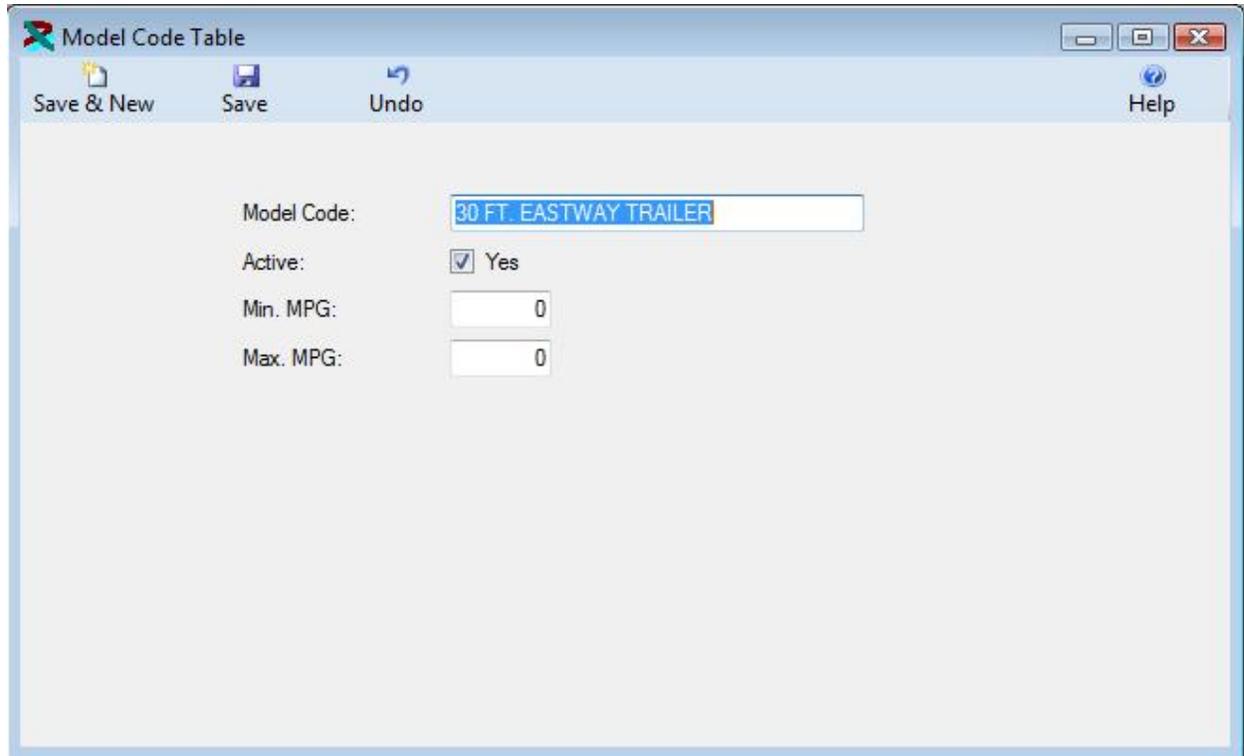
The Model Code Table is displayed below. The cursor is in the Criteria Box in the center of the toolbar. Click on the ENTER key to display existing Model Codes.

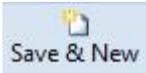


The existing Model Codes are displayed below. Click on the New Button  to add a new Model or click on an existing Model and then click on the Edit Button  to change an existing Model code. You can also double click on an item in the list to edit it.



The Model Code Table is displayed in Edit Mode below.

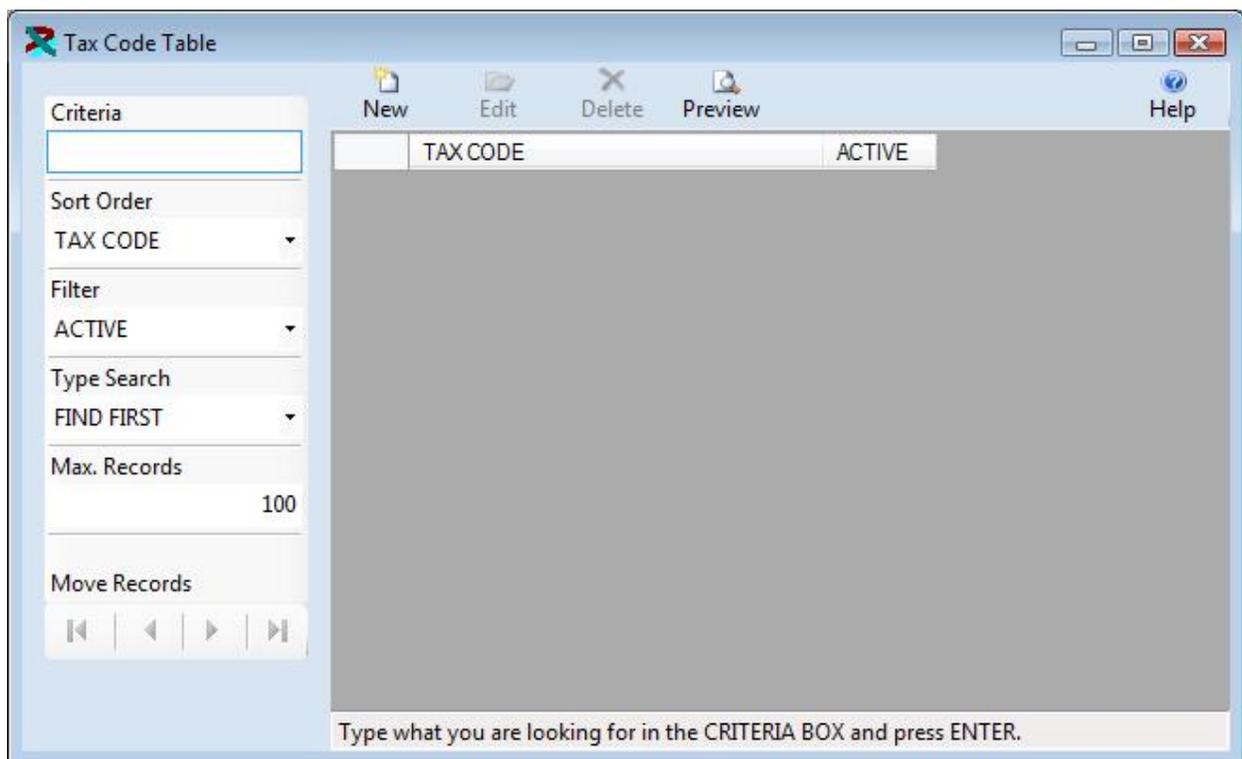


Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.

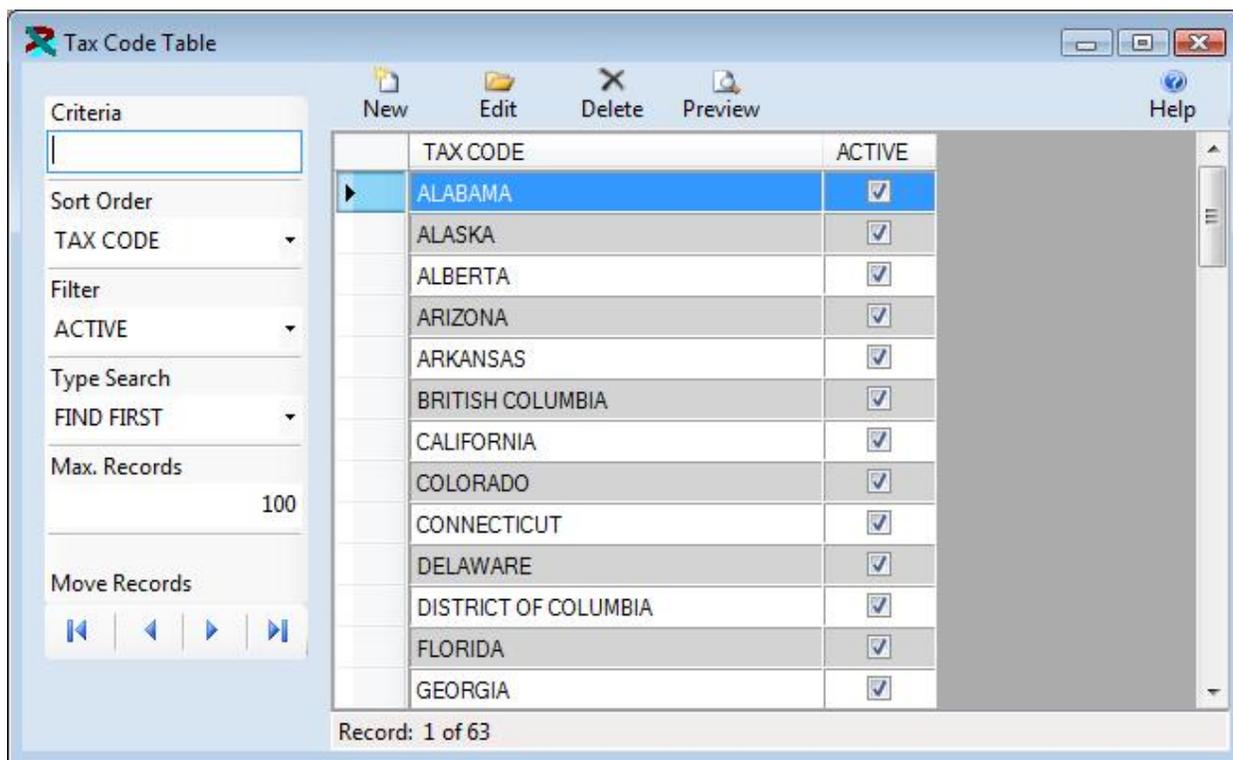
Tax Code Table

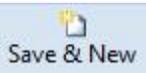
The Tax Code Table contains the names of Tax Codes and their rates. Tax Codes are used in the Fluid Ticket Entry Table to assign miles to a specific state. This allows the program to track the number of miles driven in each state during a specified time frame.

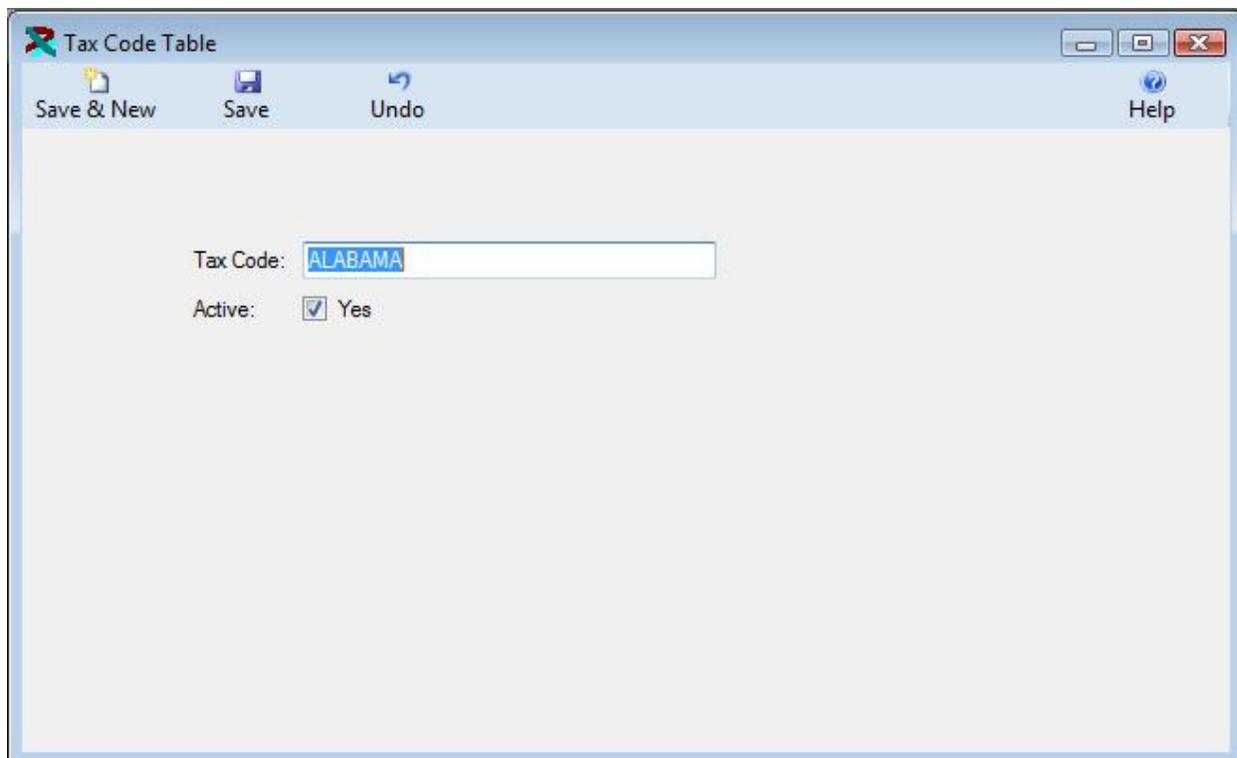
The Tax Code Table is displayed below. You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Tax Code.



The existing Tax Codes are displayed below. Click on the New Button  to add a new Tax Code or click on an existing Tax Code and then click on the Edit Button  to change the code.



The Tax Code Table is displayed in Edit Mode below. You can change any of the information for the Tax Code. Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.

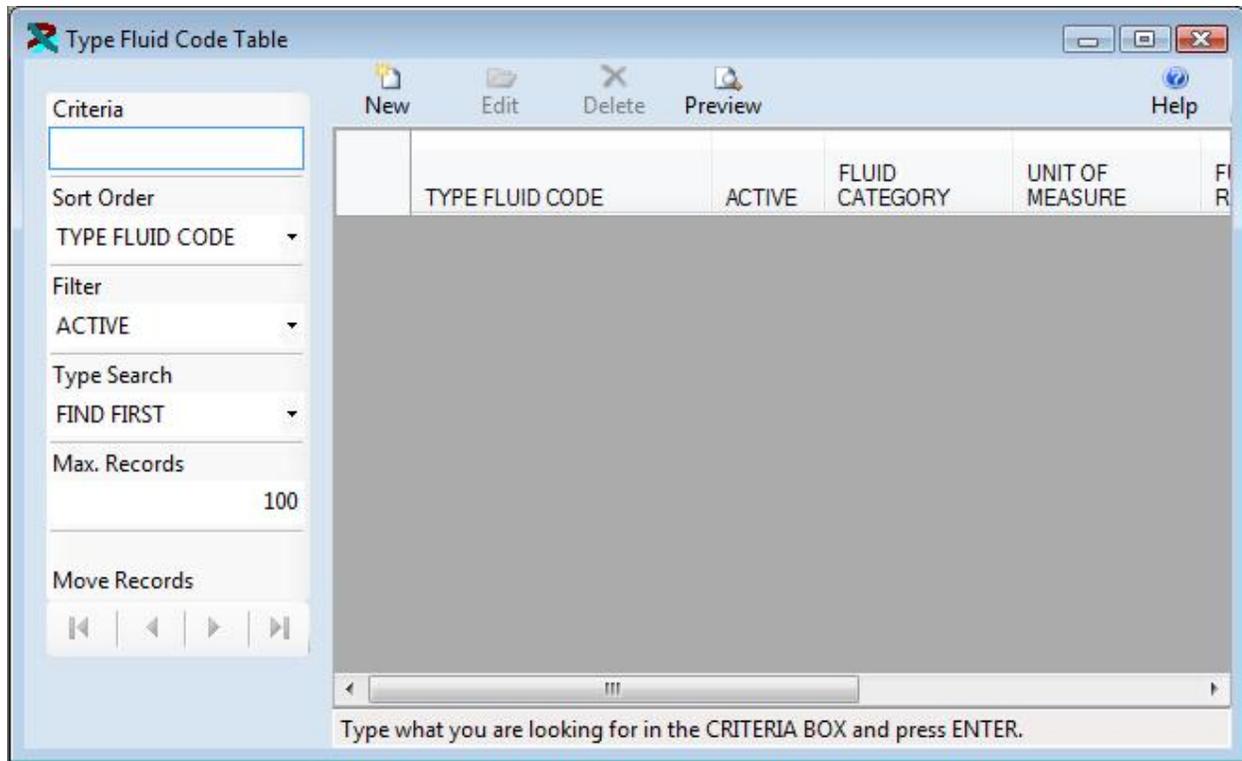


Type Fluid Code Table

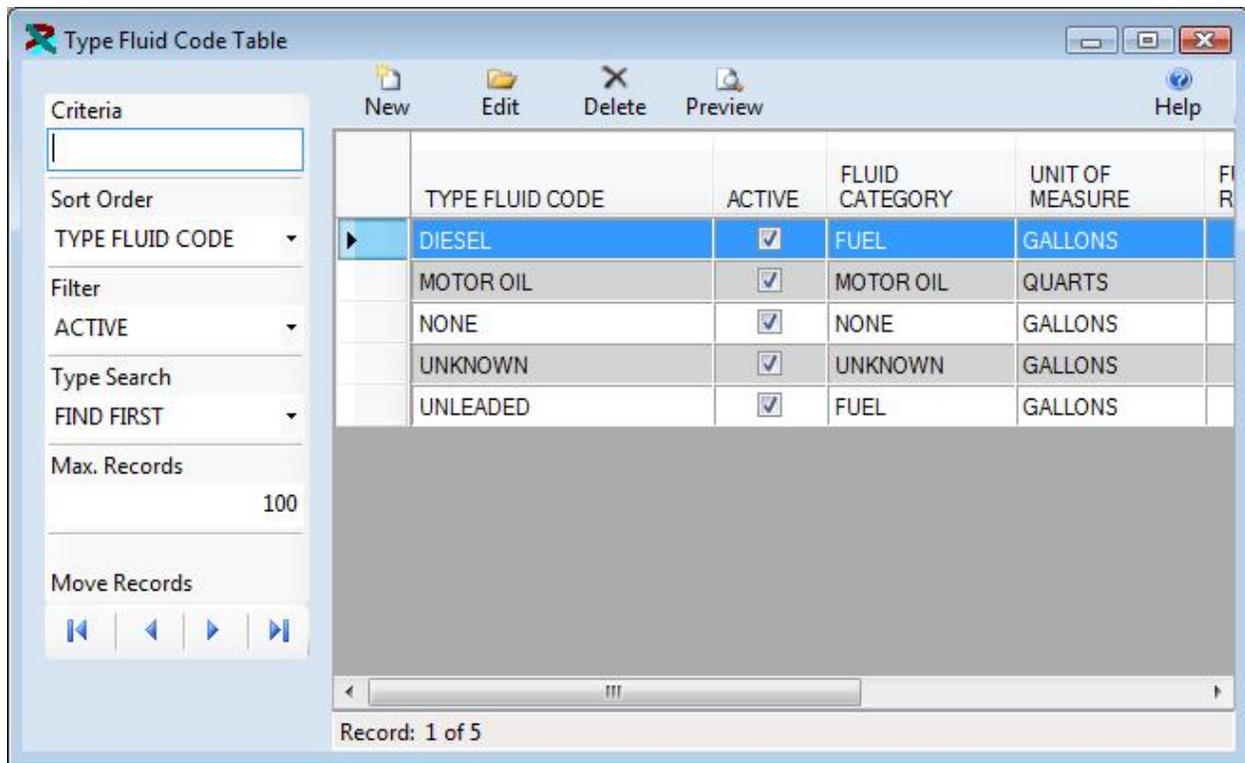
The Type Fluid Code Table contains the names of fluid type codes. Type Fluid Codes are used in the Tank Code Table and in the Fluid Ticket Entry table.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Type Fluid Code.

The Type Fluid Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Type Fluid Codes.



The existing Type Fluid Codes are displayed below. Click on the New Button  to add a new Type Fluid Code or click on an existing Type Fluid Code and then click on the Edit Button  to change the code.



The Type Fluid Code Table is displayed in Edit Mode below. You can change any of the information for the Type Fluid Code. Once the changes are complete click on the Save & New

Button  to save the changes and add a new record, or click on the Save Button

 Save to save your changes and return to the prior window, or click on the Undo Button

 Undo to lose the changes.

The screenshot shows a software window titled "Type Fluid Code Table". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with four buttons: "Save & New", "Save", "Undo", and "Help". The main content area of the window contains the following fields:

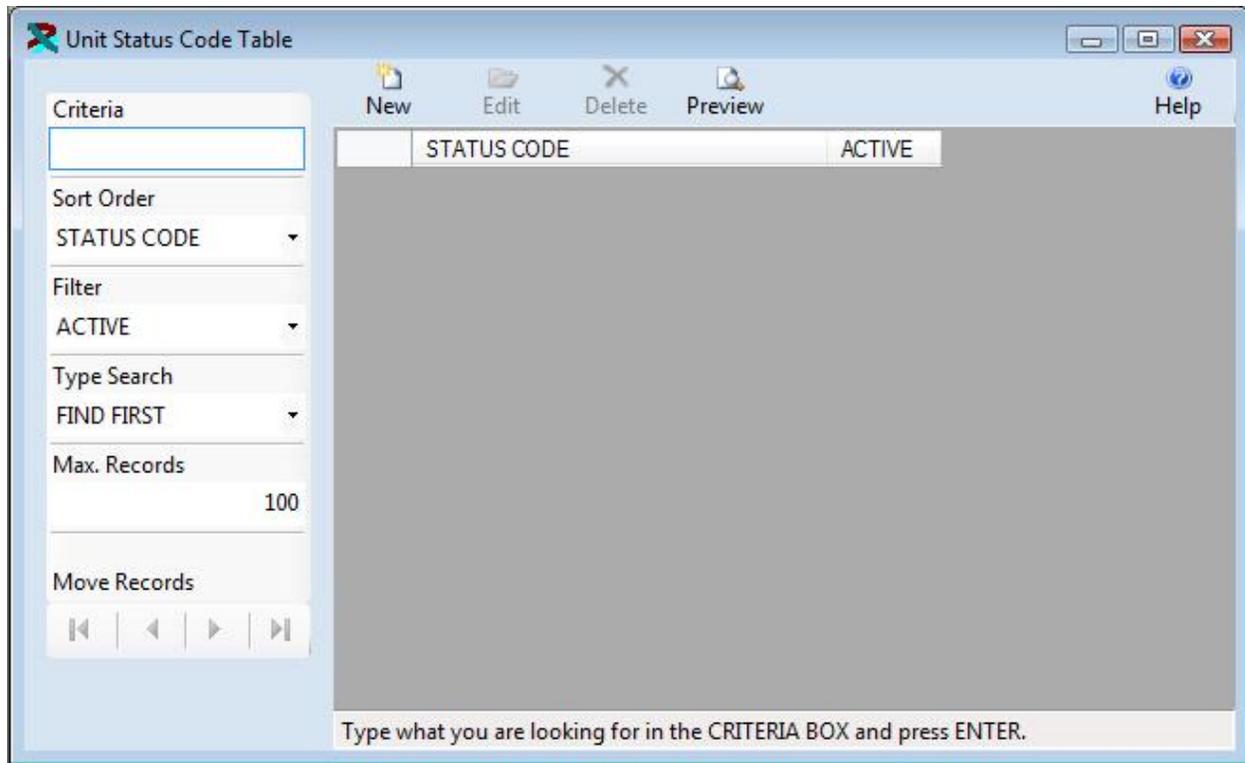
- Type Fluid:** A text input field containing the word "DIESEL".
- Active:** A checkbox that is checked, followed by the text "Yes".
- Fluid Category:** A dropdown menu with "FUEL" selected.
- Unit of Measure:** A dropdown menu with "GALLONS" selected.
- Fuel Tax Report:** A checkbox that is checked, followed by the text "Yes".
- Fuel Consumption Report:** A checkbox that is checked, followed by the text "Yes".

Unit Status Code Table

The Unit Status Code Table contains the names of Unit Status codes. Unit Status Codes are used in the Unit Master Table to identify the status of a vehicle or piece of equipment.

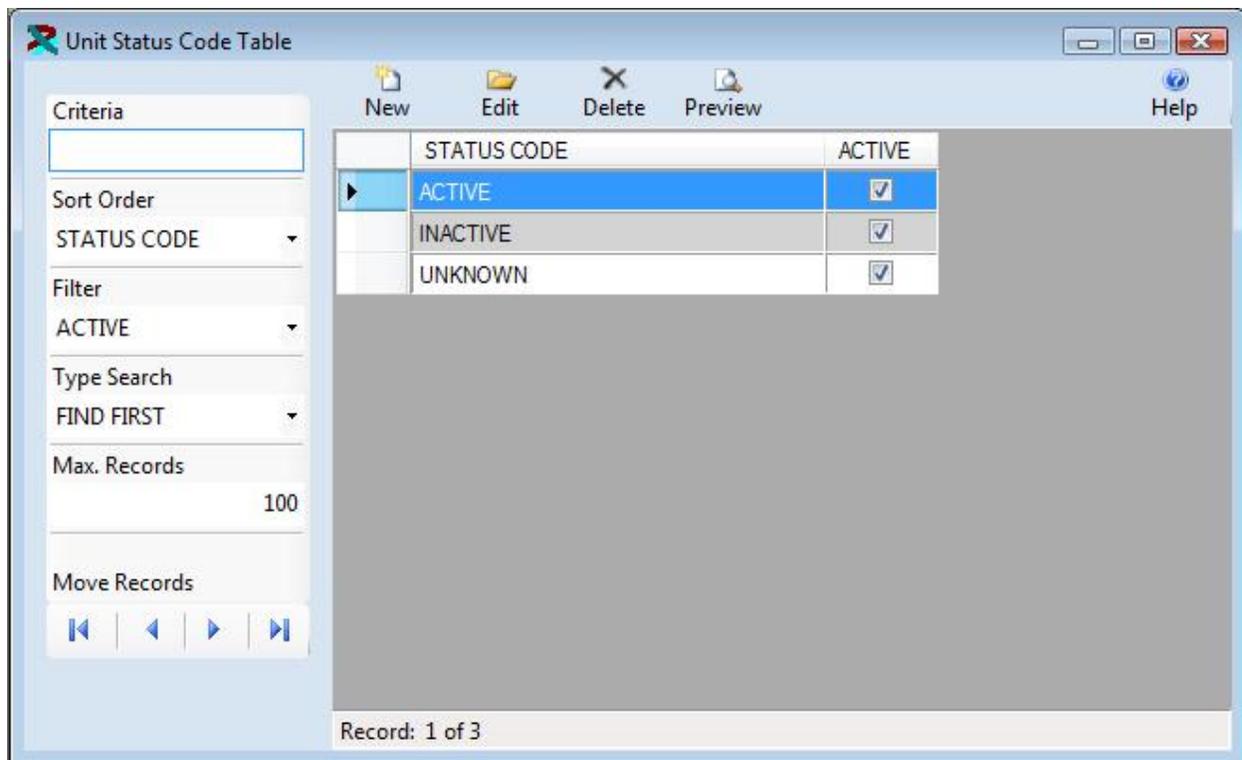
You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Unit Status Code.

The Unit Status Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Unit Status Codes.



The existing Unit Status Codes are displayed below. Click on the New Button  to add a new Unit Status Code or click on an existing Unit Status Code and then click on the Edit Button

 to change the code.

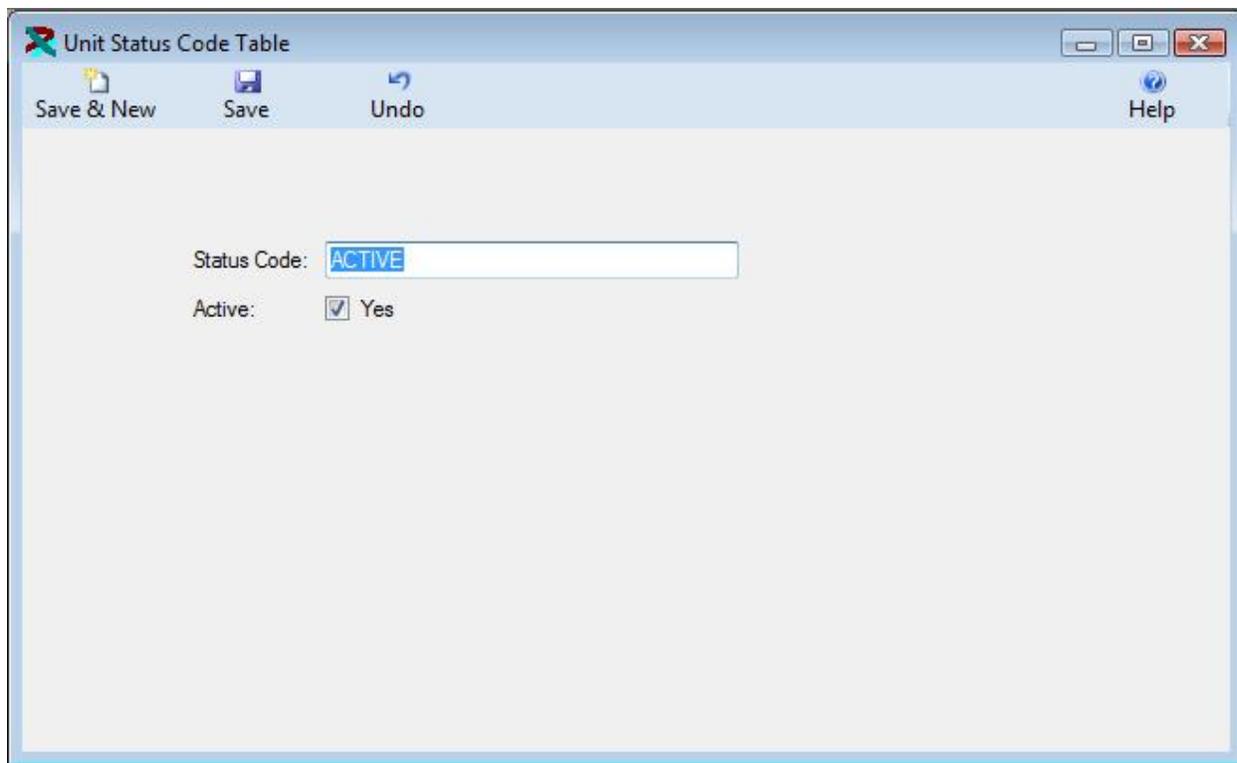


The Unit Status Code Table is displayed in Edit Mode below. You can change any of the information for the Unit Status Code. Once the changes are complete click on the Save & New

Button  to save the changes and add a new record, or click on the Save Button

 to save your changes and return to the prior window, or click on the Undo Button

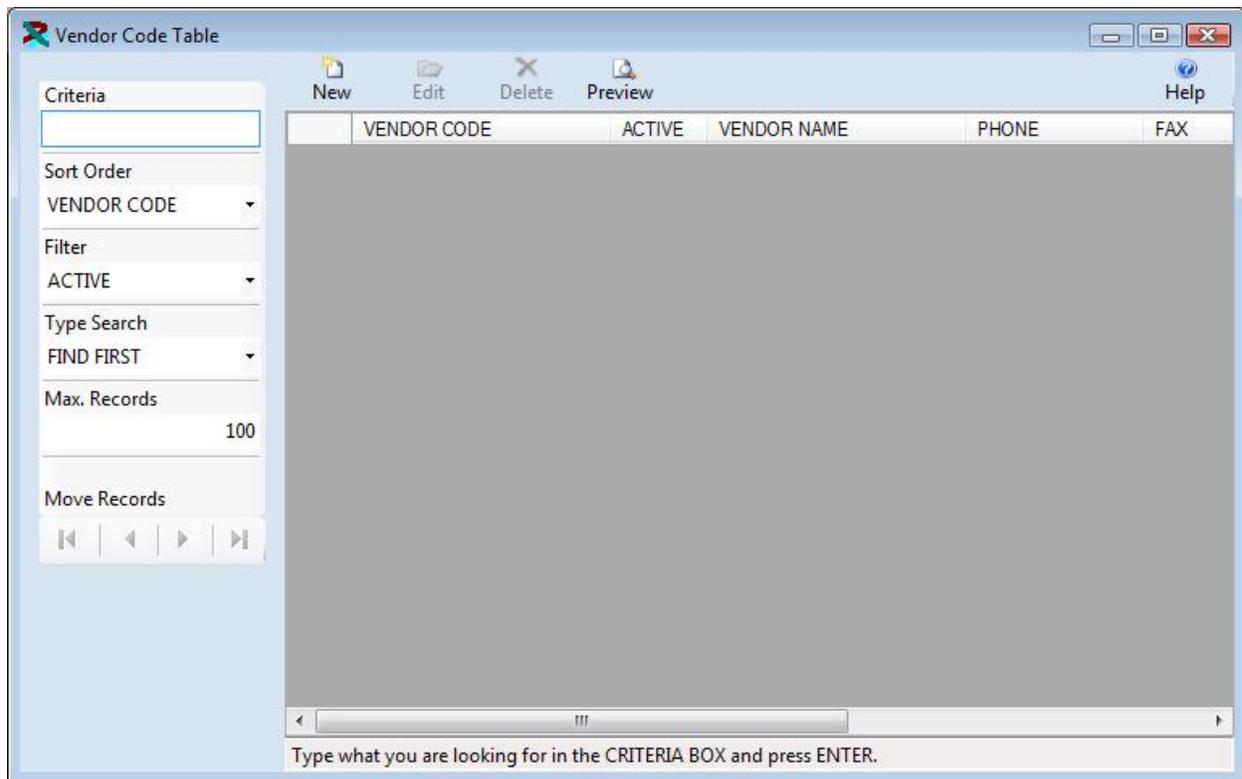
 to lose the changes.



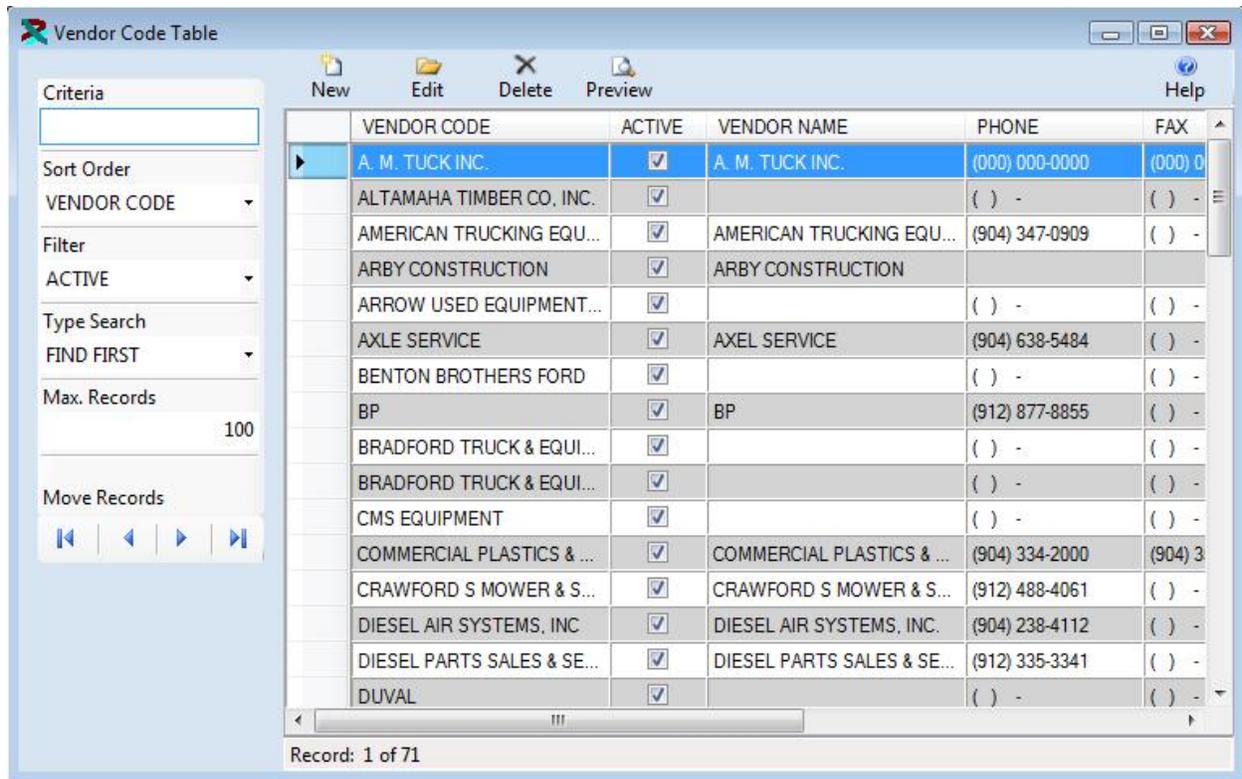
Vendor Code Table

The Vendor Code Table contains the information on Vendors. These codes are used in the Fluid Ticket Entry Table for fuel purchased from an outside vendor.

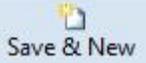
The Vendor Code Table is displayed below. You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Vendor Code.



The existing Vendor Codes are displayed below. Click on the New Button  to add a new Vendor Code or click on an existing Vendor Code and then click on the Edit Button  to change the code.



The Vendor Code Table is displayed in Edit Mode below. You can change any of the information for the Vendor Code. Once the changes are complete click on the Save & New Button

 to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.

Vendor Code Table

Save & New Save Undo Help

Vendor Code: AMERICAN TRUCKING EQUIPMENT Active: Yes

Information Notes

Company Name:	AMERICAN TRUCKING EQUIPMENT	Status	Vendor #:	
Address:	15260 BROADWAY AVENUE		PO Number:	
			Phone Number:	(904) 347-0909
	JACKSONVILLE FL 32236		Fax Number:	() -
Country:			Night Number:	() -
Contact:			Federal ID:	
Email:				

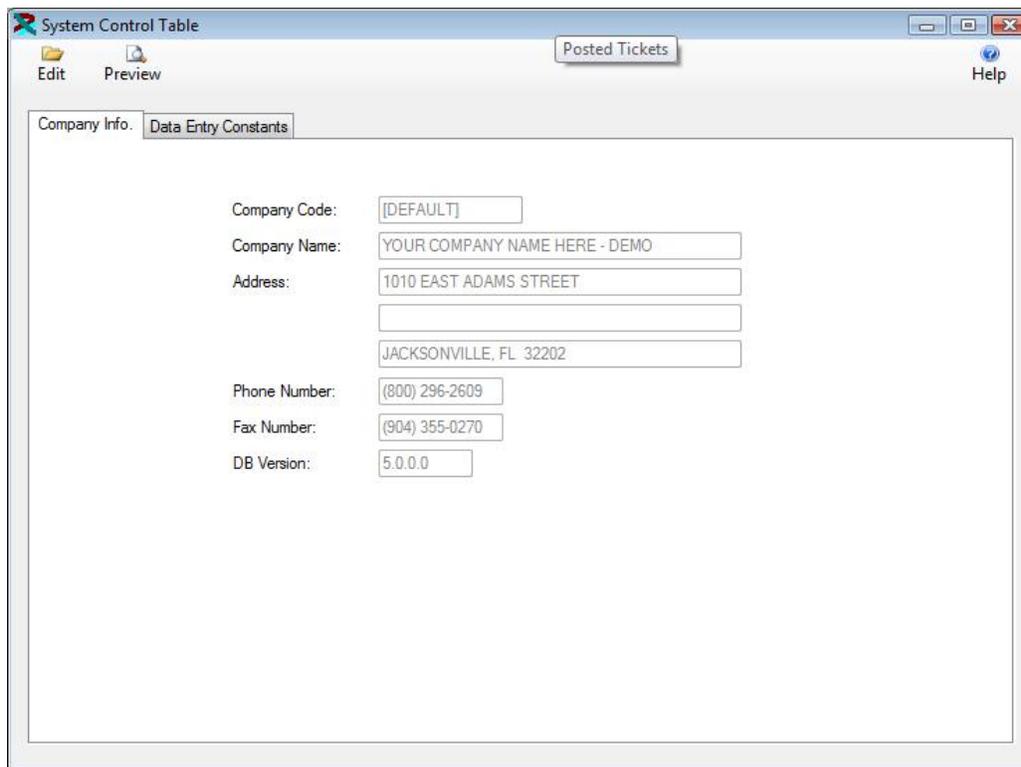
Utilities

System Control Table

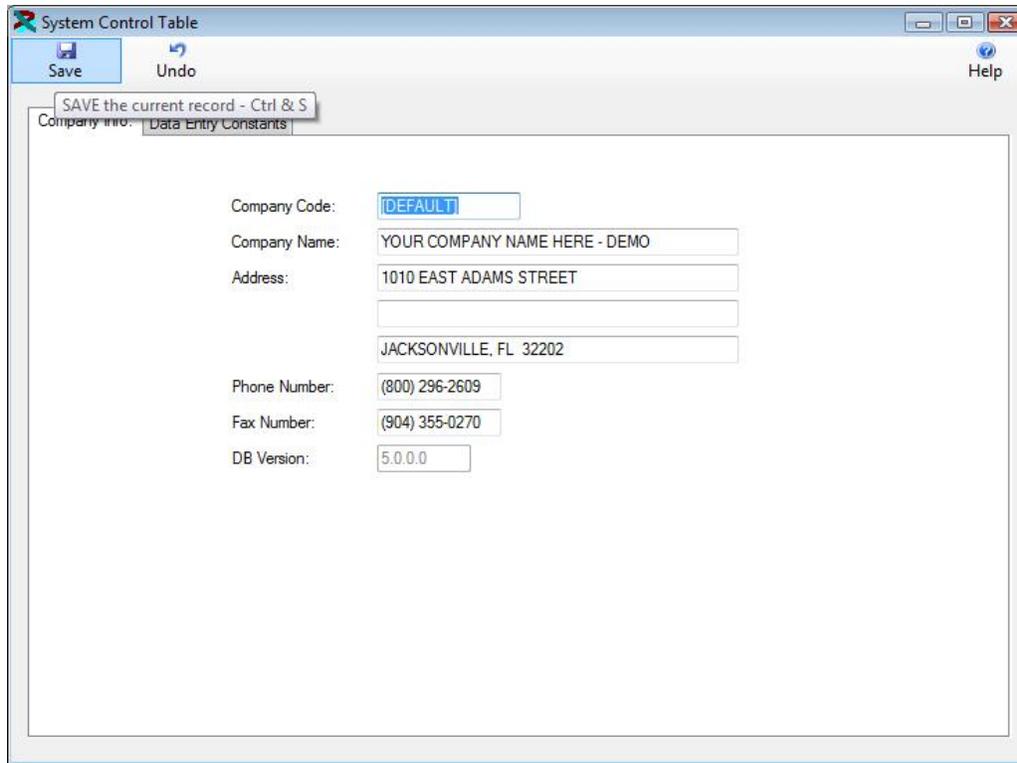
The System Control Table is displayed in Browse Mode below. You can click on the Edit Button



to change the information.

A screenshot of a web application window titled "System Control Table". The window has a menu bar with "Edit" and "Preview" buttons, and a "Posted Tickets" button. Below the menu bar, there are two tabs: "Company Info." and "Data Entry Constants". The "Company Info." tab is active. The form contains several input fields: "Company Code:" with a dropdown menu showing "[DEFAULT]"; "Company Name:" with a text box containing "YOUR COMPANY NAME HERE - DEMO"; "Address:" with a text box containing "1010 EAST ADAMS STREET" and a second empty text box below it; "City/State/Zip:" with a text box containing "JACKSONVILLE, FL 32202"; "Phone Number:" with a text box containing "(800) 296-2609"; "Fax Number:" with a text box containing "(904) 355-0270"; and "DB Version:" with a text box containing "5.0.0.0".

The System Control Table is displayed in Edit Mode Below. You can change the System Code. This is the code you enter when Logging In to the system. You can also change the Company Name. This name appears at the top of all reports.



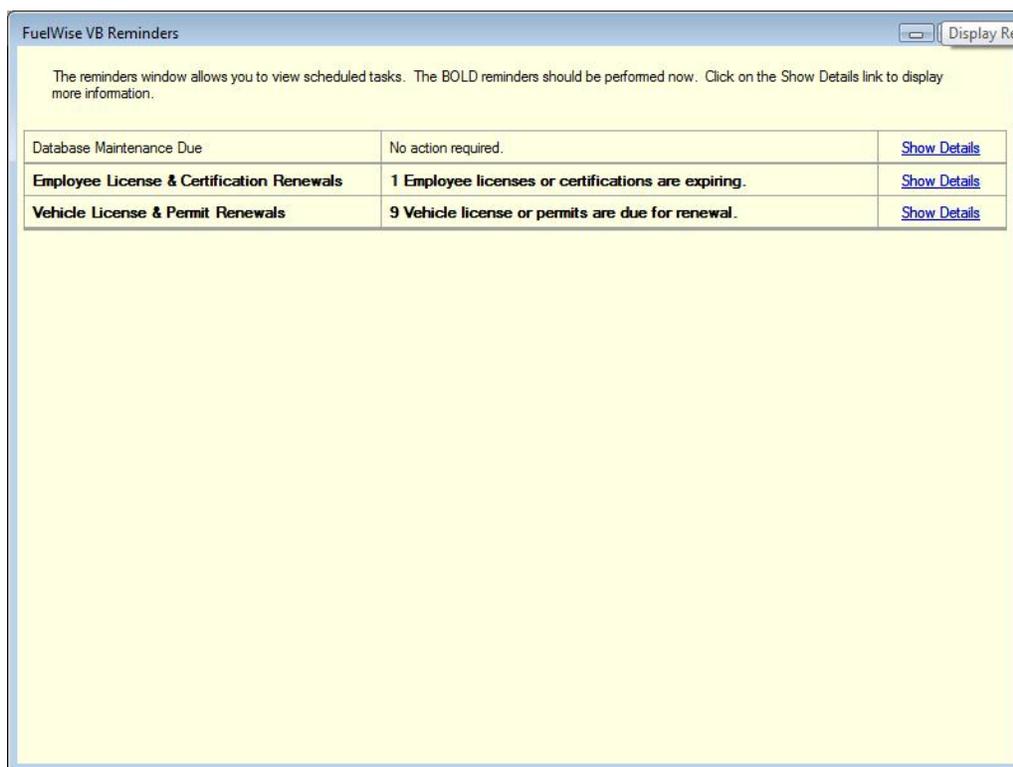
The data entry constants tab is displayed below. The fuel constants determine the defaults when adding new Fuel Tickets. The Maintenance Reminders constants determine if the reminders window is displayed when the user starts the system. The Database Reminders determines how often the user is prompted to backup and compress the database.

The screenshot shows a window titled "System Control Table" with a menu bar containing "Save", "Undo", and "Help". Below the menu bar are two tabs: "Company Info." and "Data Entry Constants". The "Data Entry Constants" tab is active and contains three sections of configuration options:

- Fuel Constants:**
 - Outside Purchase: Yes
 - Cost Per Unit: Yes
 - Max Miles:
 - Max Hours:
 - Max Other:
- Miscellaneous Reminders:**
 - Show Reminders on Start Up: Yes
 - Check Vehicle Licenses: Yes, Days Till Due:
 - Check Employee Licenses: Yes, Days Till Due:
- Database Maintenance Reminders:**
 - Days Between Backup: Last Date:
 - Days Between Shrink: Last Date:

Reminders

The Reminders window is displayed below. This window is displayed when the program starts. The items in Bold require attention. You can click on the Show Details link to display additional information.



Database Maintenance

The Database Maintenance Reminders are displayed below. Click on the Backup Button to backup the database to the hard drive. The database can only be backed up to the drive it is located on. Click on the Shrink Now button to shrink the size of the database. This function reclaims space used by deleted records. Every time you post fuel tickets, tickets are deleted from the Fluid Ticket Entry Table. The space these tickets occupy is not reclaimed until the shrink process is completed.

FuelWise VB Reminders

The reminders window allows you to view scheduled tasks. The BOLD reminders should be performed now. Click on the Show Details link to display more information.

Database Maintenance Due	No action required.	Hide Details
Employee License & Certification Renewals	1 Employee licenses or certifications are expiring.	Show Details
Vehicle License & Permit Renewals	9 Vehicle license or permits are due for renewal.	Show Details

MAINTENANCE TASKS

No backup or shrink is required at this time. You can click on the buttons below to perform database maintenance if you wish.

You last backed up your database on: 12/13/2008 11:36:16 AM
You last shrunk your database on: 12/13/2008 11:36:41 AM

Employee Licenses Renewals

The Reminders window is displayed below with the Employee License Renewals. You can see which licenses are due and you can click on the preview button to print a report.

The screenshot shows a window titled "FuelWise VB Reminders". At the top, there is a yellow informational box with the text: "The reminders window allows you to view scheduled tasks. The BOLD reminders should be performed now. Click on the Show Details link to display more information." Below this is a table with three rows:

Database Maintenance Due	No action required.	Show Details
Employee License & Certification Renewals	1 Employee licenses or certifications are expiring.	Hide Details
Vehicle License & Permit Renewals	9 Vehicle license or permits are due for renewal.	Show Details

Below the table is a section titled "Employee License & Certification Renewals" with a "Preview" button. Underneath is a table with the following data:

	EMPLOYEE CODE	ACTIVE	EXEMPT	TAX CODE	LICENSE TYPE CODE	LICENSE NUMBER
▶	BOATWRIGHT, DUANE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLORIDA	DRIVERS LICENSE	

Vehicle License Renewals

The Reminders window is displayed below with the Vehicle License Renewals. You can see which licenses are due and you can click on the preview button to print a report.

The screenshot shows a window titled "FuelWise VB Reminders". At the top, there is a yellow informational box with the text: "The reminders window allows you to view scheduled tasks. The BOLD reminders should be performed now. Click on the Show Details link to display more information." Below this is a summary table:

Database Maintenance Due	No action required.	Show Details
Employee License & Certification Renewals	1 Employee licenses or certifications are expiring.	Show Details
Vehicle License & Permit Renewals	9 Vehicle license or permits are due for renewal.	Hide Details

Below the summary table is a section titled "Vehicle License & Permit Renewals" with a "Preview" button. Underneath is a detailed table:

	UNIT ID	ACTIVE	TAX CODE	LICENSE TYPE CODE	EXPIRATION DATE	AMOUNT
▶	104	<input checked="" type="checkbox"/>	GEORGIA	FUEL PERMIT	1/8/2008	\$450.00
	104	<input checked="" type="checkbox"/>	FLORIDA	LICENSE	1/8/2008	\$750.00
	108	<input checked="" type="checkbox"/>	GEORGIA	LICENSE	1/8/2008	\$350.00
	108	<input checked="" type="checkbox"/>	GEORGIA	FUEL PERMIT	1/8/2008	\$450.00
	125	<input checked="" type="checkbox"/>	GEORGIA	FUEL PERMIT	1/8/2008	\$450.00
	125	<input checked="" type="checkbox"/>	FLORIDA	LICENSE	1/8/2008	\$750.00
	304	<input checked="" type="checkbox"/>	GEORGIA	LICENSE	1/8/2008	\$350.00
	502	<input checked="" type="checkbox"/>	FLORIDA	LICENSE	1/8/2008	\$750.00
	504	<input checked="" type="checkbox"/>	FLORIDA	LICENSE	1/8/2008	\$750.00

FuelWise VB Reports

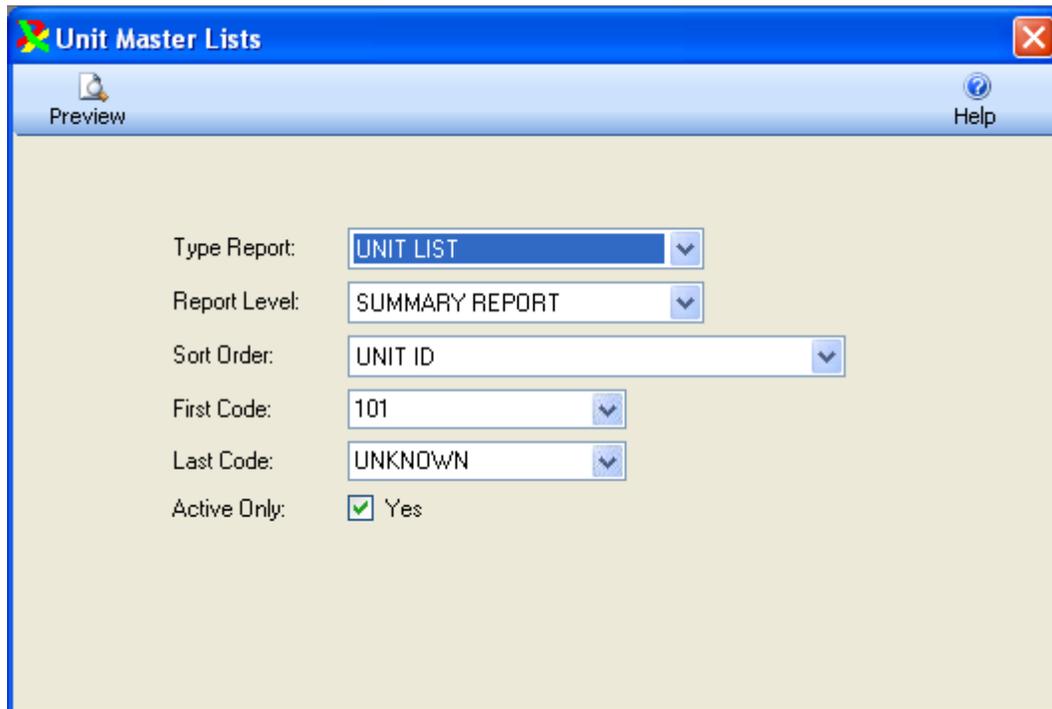
The FuelWise VB System contains over 400 standard reports. Many of these reports can be sorted or grouped in different ways.

At the bottom of each menu is a Reports Sub Menu. For example, at the bottom of the Unit Menu, is a Reports Sub Menu. This menu provides access to reports that pertain to the Unit Tables. At the bottom of the Repair Orders Menu is another Reports Sub Menu. This menu provides access to all of the Repair Order Analysis Reports.

The best way to determine the reports you wish to view is view the report on your computer monitor. You can then send the report to the printer or export the report.

Sample Report Form

Below is the Unit Master Lists report form. All of the Report Forms work in much the same way as this form.



The screenshot shows a software window titled "Unit Master Lists" with a blue header bar. Below the header, there is a "Preview" icon on the left and a "Help" icon on the right. The main area of the window contains several form fields:

- Type Report: A dropdown menu with "UNIT LIST" selected.
- Report Level: A dropdown menu with "SUMMARY REPORT" selected.
- Sort Order: A dropdown menu with "UNIT ID" selected.
- First Code: A dropdown menu with "101" selected.
- Last Code: A dropdown menu with "UNKNOWN" selected.
- Active Only: A checkbox labeled "Yes" which is checked.

In the first box, you can select from several Type Reports.

In the second box, you can select the report level. Most reports can be printed in a Summary Level (1 line per item on the report), or a Detail Level (multiple lines for each item on the report).

The third box provides the ability to sort, and group the items on the repair order. In this case, selecting the sort order "Unit ID" displays a list of all Units. Selecting the sort order "Department Code" displays a list of units Grouped by Department.

The First Code box can be used to select the first code to appear on the report. The Last Code box can be used to select the last code to appear on the report. For example, if you wanted a list of all of the reports in the "Administration" department, you could make the sort order "Department Code" order and select the "Administration" department for the First Code and for the Last Code. This would display a report of vehicles and equipment in the administration department only.

Finally, you can place a check mark in the Active box to list only active units.

Preview Window

Click on the Preview Button  to display the report on the computer monitor. It will appear similar to the window below.

FLEETWISE VB .NET
YOUR COMPANY NAME HERE - DEMO

UNIT LIST
FROM: 101 TO: UNKNOWN
ACTIVE ONLY : YES

DATE: 09/05/2007
TIME: 3:19 pm
PAGE: 1

UNIT ID	ACTIVE	DEPARTMENT CODE	MODEL CODE	YEAR
101	Yes	OPERATIONS	K10	2003
102	Yes	OPERATIONS	R688S LST MACK	2003
103	Yes	OPERATIONS	R688ST MACK	2004
104	Yes	OPERATIONS	R688ST MACK	2004
105	Yes	TRANSPORTATION	R686ST MACK	2004
106	Yes	OPERATIONS	WS 4900EX	2004
107	Yes	TRANSPORTATION	R686ST MACK	2004
108	Yes	OPERATIONS	R686ST MACK	2004
109	Yes	OPERATIONS	R685 MACK	2004
110	Yes	OPERATIONS	R686ST MACK	2004
111	Yes	OPERATIONS	R688 MACK	2003

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Report Viewer Toolbar

A toolbar is displayed at the top of the Preview Window.



Toolbar Buttons:

1. The first button allows the report to be exported in many popular formats including as an Excel worksheet.
2. The second button sends the report to the printer.
3. The third button refreshes the report view.
4. The fourth button displays a Group Tree to the left of the report. This can make navigating a long report very easy. You can click on a group and the report window will jump to that group.
5. The fifth button moves to the first page of the report.
6. The sixth button moves to the previous page of the report.
7. The seventh button moves to the next page of the report.
8. The eighth button moves to the last page of the report.

9. The box displays the current page number.
10. Clicking the binoculars displays a search form. You can type a string and the report will display the first occurrence.
11. Finally, the binoculars with the plus sign, provides the ability to zoom in or out the display.

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