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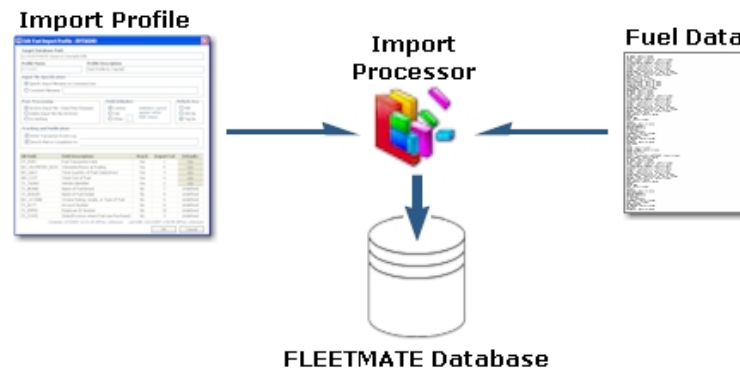
### Customer Guide: Fuel Import Manager

#### Overview

The FLEETMATE Fuel Import Manager option greatly simplifies the process of importing fuel data, from a fuel card vendor, into your FLEETMATE database. You can define a profile for each fuel provider. Each profile will contain the information necessary to map your fuel 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:

- **Import Profile Editor – fm32fie.exe**  
This program enables you to create and manage a profile for each source of incoming fuel transaction 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. You may also specify other control options.
- **Fuel Import Processor – fm32fia.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 or a shortcut 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 shortcut arguments each time a change is necessary.



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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, single word Name for your profile.
2. Provide a brief 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 in your profile.
4. **Tracking and Completion Notification**  
The Write Log option is recommended. The log will consist of all import failures that may occur. The E-Mail to: value represents the email address of the recipient for a completion notification. You will then know that the import process has ended.
5. **Data Processing Options**  
If date, time, and/or numeric values in your input data are not formatted in a traditional way, you can tell the Fuel Import Processor how to handle these values. You can also tell the Fuel Import Processor to Accept Fuel Unit Cost, rather than the Total Cost per transaction.
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. This is recommended.
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 import data will contain the VIN, Veh No, or the Tag No as the vehicle identifier. One of these three (3) vehicle identifiers must exist in your data. If one or more of these options is disabled (gray), that means that the values are not unique and cannot be used.

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### Defining a Profile

The next step is to define where the various values in your import 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 import 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 import file.

With the input record layout pictured above, the illustration below shows how the column values should be defined. An Import Col value of -1 means the column is not used.

DB Field	Field Description	Req'd	Import Col	Defaults
DT_PURC	Fuel Transaction Date	Yes	2	n/a
NO_ODOMETER_NOW	Odometer at Fueling	Yes	5	n/a
NO_GALS	Total Quantity of Fuel (Gals/Litres)	Yes	3	n/a
AM_COST	Total Cost of Fuel Dispensed	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
DT_PURC_TIMESTAMP	Transaction Timestamp	No	-1	00:00
NO_HOURS	Hours at Fueling	No	-1	0

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. The text "Undefined" will appear in these fields if there is no data 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.

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### Changing the Log File Folder

The log file (fm32fia.log) will be updated with each execution of the processor (fm32fia.exe). The most recent activity will be appended to the end of the log file. The default location of the log file will be the C:\Users\Public\FLEETMATE folder on your PC. To alter this folder, use the "Log Path" menu function in the Fuel Profile Editor.

### 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 import data, and how these issues should be 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 exceptions to the default FLEETMATE data folder, which is the C:\Users\Public\FLEETMATE folder. Full Control must be granted to this folder, and to the folder containing your fuel import data files from your fuel card vendor. The filename of the log file is fm32fia.log.

You may redirect the location of the exception log by altering the following registry value to the desired path in your Windows file system.

```
HKEY_CURRENT_USER\Software\SCB\FLEETMATE\General\FIMLogPath
```

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### Starting the Fuel Import Processor

The Fuel Import Processor (fm32fia.exe) is an executable program that is run from the command line, or from a shortcut that you define.

You can also create a batch file to execute the program, so that changing command-line parameters (if necessary) is easier. A batch file is particularly useful if you will be importing fuel data via two or more profiles since you can *stack* the commands in a single batch file.

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. We recommend that you create a batch to do this.

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#### Runtime Syntax

*fm32fia parameters*

Where *parameters* are:

*/P=profilename*

*[/F=importfilename]*

*[/D=databasefilename]*

*[ALLOWDUPES]*

#### Parameters:

- **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.

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### Processor Shortcut Examples

In this example, our fuel import profile is named FUELPRO. Follow the steps below to create your fuel import shortcut.

1. Right-click on your Windows desktop, select New, and click on Shortcut.
2. Browse to C:\Program Files\FLEETMATE\fm32fia.exe on Windows XP or to C:\Program Files (x86)\FLEETMATE\fm32fia.exe on Windows Vista (or later), and then click Next.
3. Provide a Name for your shortcut (e.g. Import Fuel Data).
4. Click Finish.

Next, right-click on your new shortcut and choose Properties. At the very end of the Target path, specify the name of your profile and click OK. An example of how the edited line should appear is listed below. Note the double-quotes.

```
"C:\Program Files (x86)\FLEETMATE\fm32fia.exe" /p=FUELPRO
```

In the above example, FUELPRO is the name of the profile. The "/P=" is required to specify the name of the profile. In this profile, it is assumed that the input data file always has the same filename, and it is always located in the same folder. If your input filename varies with each download, you will need to edit the filename in the Target setting prior to running each import. An example of this target setting is listed below.

```
"C:\Program Files (x86)\FLEETMATE\fm32fia.exe" /p=FUELPRO  
/f=C:\fueldata\data1234.csv
```

In the above example, we're using the "F/=" parameter to specify that C:\fueldata\data1234.csv is the file that contains your fuel card data.

To execute the fuel import processor, double-click on your new shortcut. Afterwards, review the log file (fm32fia.log) to check for any errors that may have occurred during the import process.

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#### Reviewing a Fuel Import Log

The Fuel Import Processor will write a log file of import exceptions to the default FLEETMATE data folder C:\Users\Public\FLEETMATE. 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 a new log file as needed. Other than initialization and completion information, 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 © SCB CONSULTING, LLC
| FM32FIA Agent process started. 2/24/2013 7:01:05 AM
| Software Version: 1.0.12
| 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
```



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### Duplicate Entry Messages: \*DUPE

A row in your input file is considered a duplicate if the odometer value already exists in the fuel log for the same 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 import file, errors should be expected because some vehicles will not be found. 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

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/times, 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 must 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 is invalid. It must appear in your input file as: 12345.67
- 12,345.67 is invalid. It 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. hh:mm:ss). 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 processor can properly 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.

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### Technical Notes

The E-Mail Notification feature will use email settings defined within FLEETMATE on the Mail tab on the Options | Preferences... dialog. If these email settings are not correct the email notification process will fail. If your system utilizes certain anti-Spam measures, the mail message may not successfully arrive in the recipient's in-box.

If you define an import filename on the command-line using the "/F=" parameter, it will over-ride any predefined path/filename defined in your fuel import profile.

If a column does not appear in your import data, set the Import Col value to -1.

The exception log will be updated with each execution of the processor. The most recent activity will be appended to the end of the log file. The default path for the log file will be the "C:\Users\Public\FLEETMATE" folder.

To alter this path, use the "Log Path" menu function in the Fuel Profile Editor. This value is stored in the registry in the following location:

```
HKEY_CURRENT_USER\Software\SCB\FLEETMATE\General\FIMLogPath
```

If you prefer, you may manually redirect the exception log to a different folder programmatically using a login script. You will need to modify the registry value noted above. Note that this folder location is unique to each user.

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