

Bulk Fill Station Instructions

Adding Trucks & Drivers – Setting Up Access Codes & PINs

Southern Ute Utilities Division in FlowPoint Water+

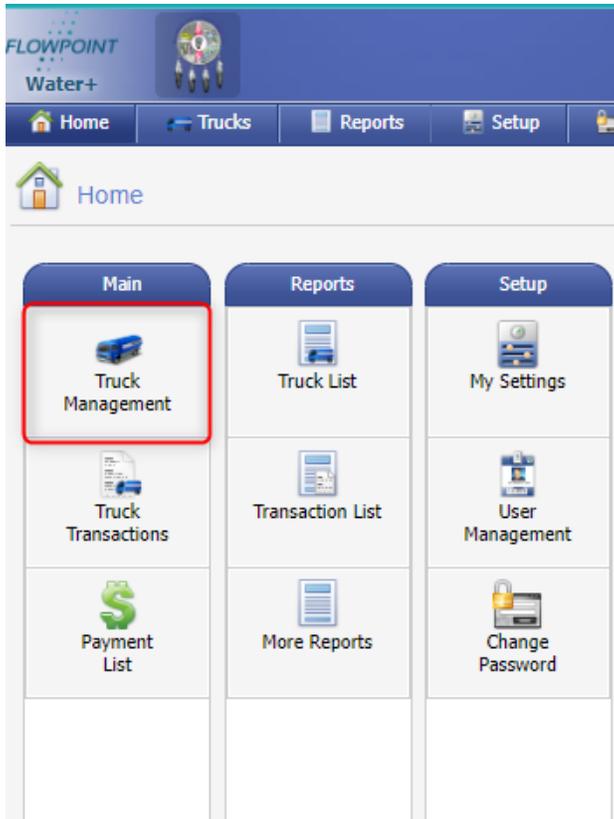
Managing Trucks, Drivers, Access Codes & PINs

You can manage your own trucks & drivers by clicking “Truck Management”.

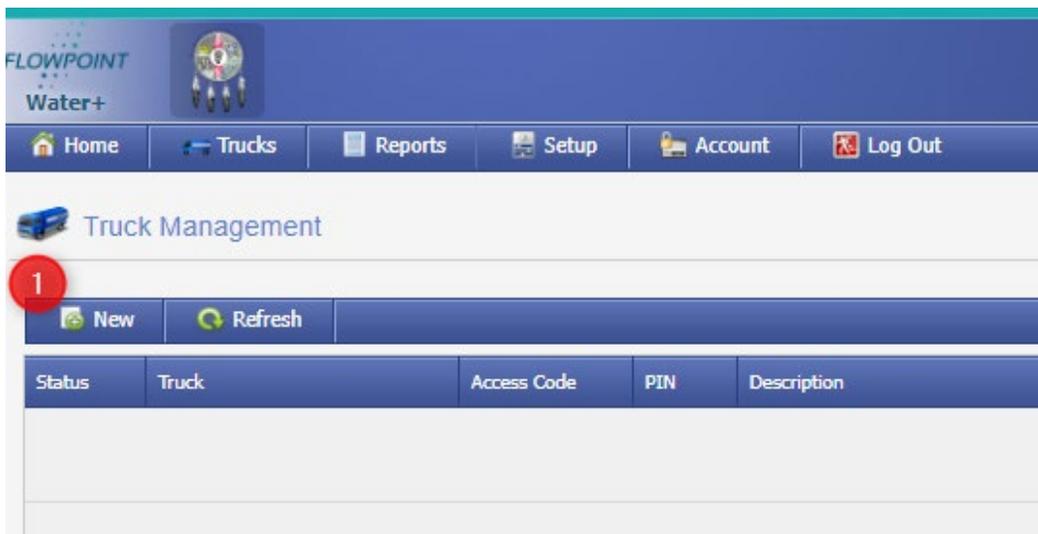
All customers require at least one truck to be able to create an access code and PIN for use at the station.

Industrial & Commercial customers can create & manage multiple trucks. Using this feature prevents you from incurring an administrative driver change fee.

Click on “Truck Management”



Click “New”



Bulk Fill Station Instructions

The access code will default to the next available number.

Enter a desired PIN and fill in the truck information.

Only Truck Name and the Active Flag are required.

New Truck

Edit Truck information
* = required field. *Access code will default to next #*

Truck Details

Access Code (0002-9997): PIN (1000-9999):

Truck Name: *

Description:

Driver: Plate #:

Truck Capacity - Volume (U.S. Gal):

This truck is Active. (Deactivate to prohibit station usage.)

To edit an existing truck, including inactivation, highlight the truck row by clicking on it. Then click "Edit".

FLOWPOINT Water+

Home Trucks Reports Setup Account Log Out

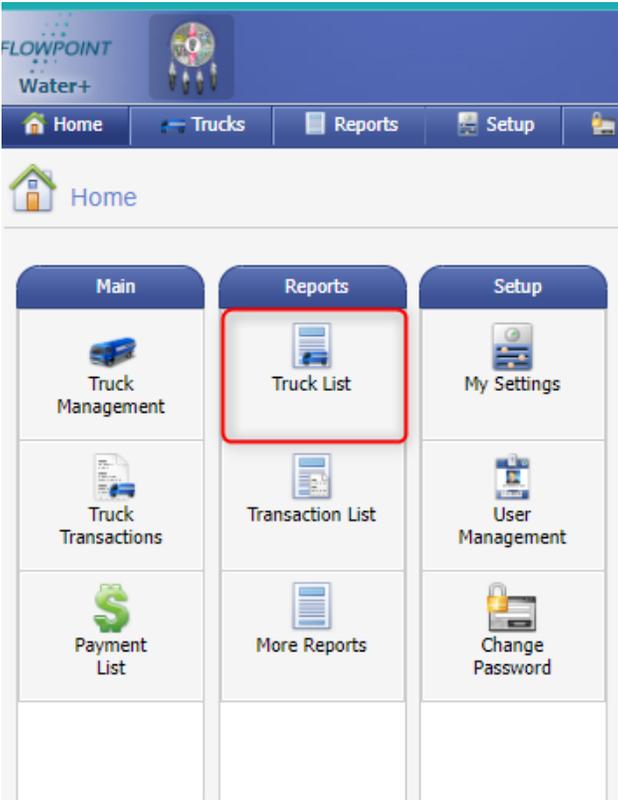
Truck Management

New Edit Transactions Refresh

Status	Truck	Access Code	PIN	Description	Driver	Plate
ACTIVE	Truck Name	0002	7654	Truck Description	Driver Name	AAA-123
ACTIVE	Truck Name Two	0003	1236	Truck Description Two	Second Driver	ABC-123

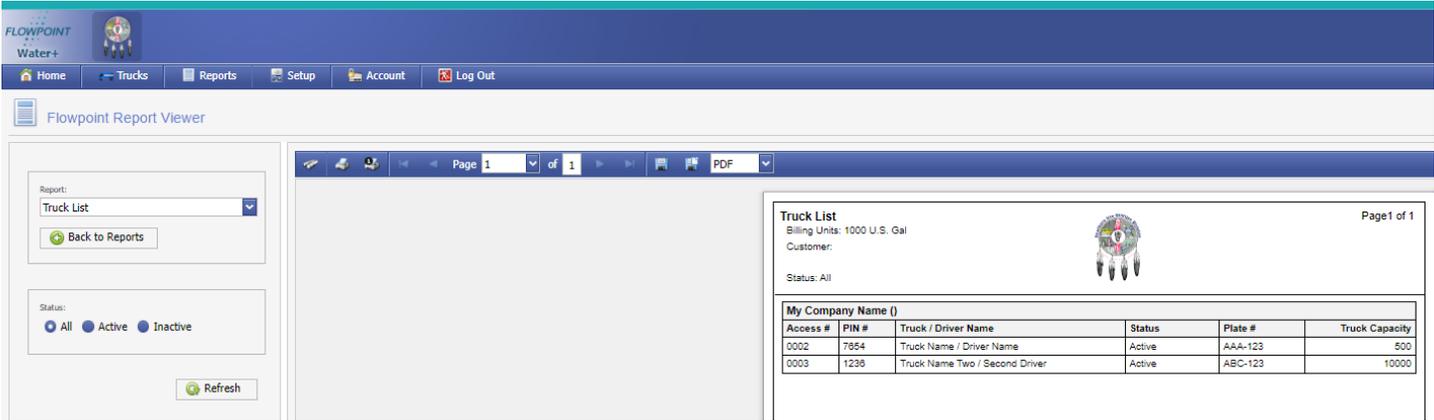
Bulk Fill Station Instructions

To run a complete list of trucks, use the "Truck List" report.



You may select all, active or inactive trucks.

You may also save or export this report to a printer, PDF, excel, and other formats as needed.



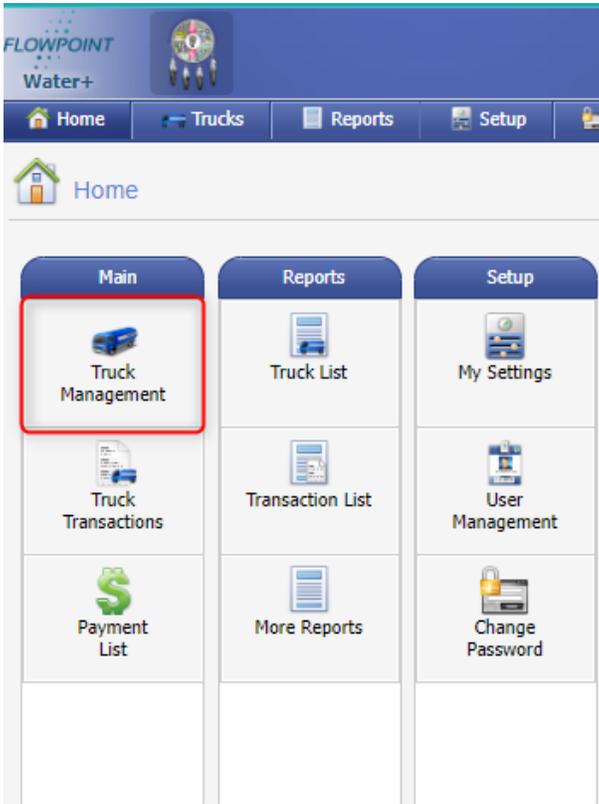
Bulk Fill Station Instructions

Viewing Usage History

Did you know? Automated daily, weekly, or monthly reports can be delivered to your email. If you would like to enable this option, please contact Southern Ute Utilities at (970)563-5500.

Usage Summaries

Click on “Truck Management”



Click on a truck to highlight the row.

Usage information appears on the right hand side of the screen.

The screenshot shows the 'Truck Management' page in the FLOWPOINT Water+ application. A table lists trucks with columns for Status, Truck Name, Access Code, PIN, Description, Driver, Plate, and Volume. The second row, 'Truck Name Two', is highlighted in blue. A red circle with the number '1' is placed over the 'Truck Name Two' cell, and a red arrow points from this cell to the usage summary on the right. The usage summary is titled 'Truck Name Two (0003)' and includes a table for 'Usage Summary' and two empty bar charts for 'Transactions By Month' and 'Quantity By Month'.

Status	Truck	Access Code	PIN	Description	Driver	Plate	Volume
ACTIVE	Truck Name	0002	7654	Truck Description	Driver Name	AAA-123	500.0
ACTIVE	Truck Name Two	0003	1236	Truck Description Two	Second Driver	ABC-123	10,000.0

Truck Name Two (0003)

Usage Summary:

	Fills	Quantity	Amount
Today	0	0.0	\$0.00
This Week	0	0.0	\$0.00
This Month	0	0.0	\$0.00
This Year	0	0.0	\$0.00
All Time	0	0.0	\$0.00

Transactions By Month:

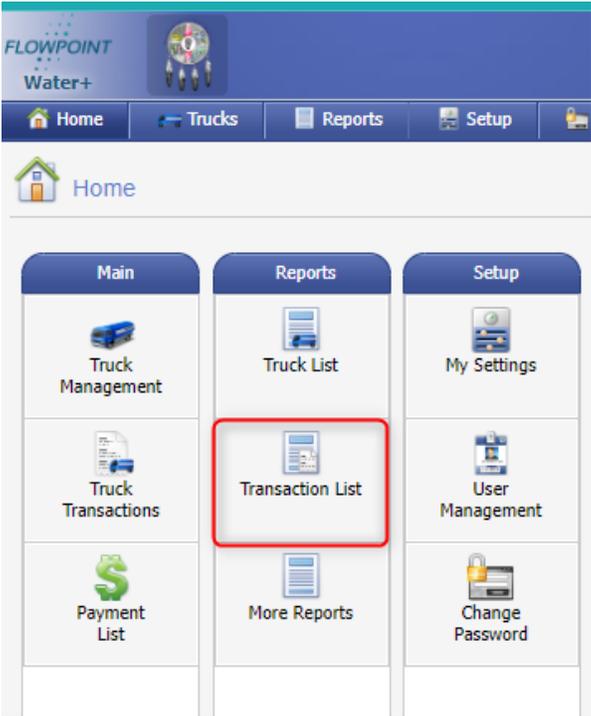
Quantity By Month:

Bulk Fill Station Instructions

Transaction Reports

There are more detailed reports available with more filter options.

Click on "Transaction List"



The default date range is current month and all trucks.

Change the report, dates, or trucks with the drop-down menus.

