compac

INTEGRATED REFUELLING SOLUTIONS

PETRO INDUSTRIAL
www.petroind.com

CompacOnline User Guide

Version 1.0.0

Conditions of Use

- Read this manual completely before working on, or making adjustments to, the Compac equipment
- Along with any warnings, instructions, and procedures in this manual, you should also observe any other common sense procedures that are generally applicable to equipment of this type.
- Failure to comply with any warnings, instructions, procedures may result in equipment damage, or poor performance of the Compac equipment
- Compac Industries Limited accepts no liability for direct, indirect, incidental, special, or consequential damages resulting from failure to follow any warnings, instructions, and procedures in this manual, or any other common sense procedures generally applicable to equipment of this type. The foregoing limitation extends to damages to person or property caused by the equipment, or damages resulting from the inability to use the equipment, including loss of profits, loss of products, loss of power supply, the cost of arranging an alternative power supply, and loss of time, whether incurred by the user or their employees, the installer, the commissioner, a service technician, or any third party.
- Compac Industries Limited reserves the right to change the specifications of its products or the information in this manual without necessarily notifying its users.
- Variations in installation and operating conditions may affect the performance of the equipment. Compac Industries Limited has no control over each installation's unique operating environment. Hence, Compac Industries Limited makes no representations or warranties concerning the performance of the equipment under the actual operating conditions prevailing at the installation. A technical expert of your choosing should validate all operating parameters for each application.
- Compac Industries Limited has made every effort to explain all servicing procedures, warnings, and safety precautions as clearly and completely as possible. However, due to the range of operating environments, it is not possible to anticipate every issue that may arise. This manual is intended to provide general guidance. For specific guidance and technical support, contact your authorised Compac supplier, using the contact details in the product identification page.
- Information in this manual shall not be deemed a warranty, representation, or guarantee. For warranty provisions applicable to the equipment please refer to the warranty provided by the supplier.
- Unless otherwise noted, references to brand names, product names, or trademarks constitute the intellectual property of the owner thereof. Subject to your right to use the equipment, Compac does not convey any right, title, or interest in its intellectual property, including and without limitation, its patents, copyrights, and know-how.
- Every effort has been made to ensure the accuracy of this document. However, it may contain technical inaccuracies or typographical errors. Compac Industries Limited assumes no responsibility for and disclaims all liability of such inaccuracies, errors, or omissions in this publication.

PETRO INDUSTRIAL www.petroind.com

Contents

Conditions of Use **2**

Product Identification CompacOnline User Manual ..... **v**

Document Control Information **6**

New Features **7**

Overview of CompacOnline Design **8**

CompacOnline Roles **10**

Logging into CompacOnline **11**

Home Screen **12**

Overview of Web Pages **14**

Settings Screen **17**

Cards **18**

Card Reports 19

Events Screen **21**

Export Options for Events Page **24**

Exporting Events and Event Codes **25**

Event Codes **28**

Site Screen **30**

Site Details Screen **30**

Tanks Screen **33**

Tank Reports **34**

Tank Deliveries 34
Tank Inventory 36
Tank Reconciliation 38

Transactions Reports **40**

Transactions Screen 40
Transaction and Site Data Available for Selection 43
Export Options for Transactions Screen 44
Transaction Totals 46

PETRO INDUSTRIAL
www.petroind.com

Change Price Schedule **47**

Additional Features **49**

Glossary of Terms **50**

PETRO INDUSTRIAL
www.petroind.com

Product Identification CompacOnline User Manual

Manual Title	**CompacOnline User Manual**

Publication Date	27/04/2011

Models Covered	CompacOnline Website Software OWS 1.0.3.6 CompacOnline Website Webservice Software WEW 1.0.3.2

Application	Online Administration of remote sites

Validity	Compac Industries Limited reserves the right to revise or change product specifications at any time. This publication describes the state of the CompacOnline software at the time of publication and may not reflect the product at all times in the past or in the future.

Manufacturer Contact Details	The CompacOnline software is designed by: Compac Industries Limited 52 Walls Road, Penrose, Auckland 1061, New Zealand P.O. Box 12-417, Penrose, Auckland 1641, New Zealand Phone: + 64 9 579 2094 Fax: + 64 9 579 0635 www.compac.co.nz Copyright ©2011 Compac Industries Limited, All Rights Reserved

PETRO INDUSTRIAL
www.petroind.com

Document Control Information

Document Information and Revision History

Document Details	**CompacOnline User Guide (Generic)**	
File Name and Location	G:\Masters\Manuals\Authorised Manuals\Compac Online	
Current Revision Author(s)	R Lacey	
Authorised By:	R.Weir	Release Date:27/04/11

Version	Date	Author(s)	Revision Notes
1.0.0	13/04/2011	R Lacey	Added document control information and software updates.

Distribution

Name	Indicator	Location

PETRO INDUSTRIAL www.petroind.com

New Features

The current version of the CompacOnline software has several changes from the earlier software.

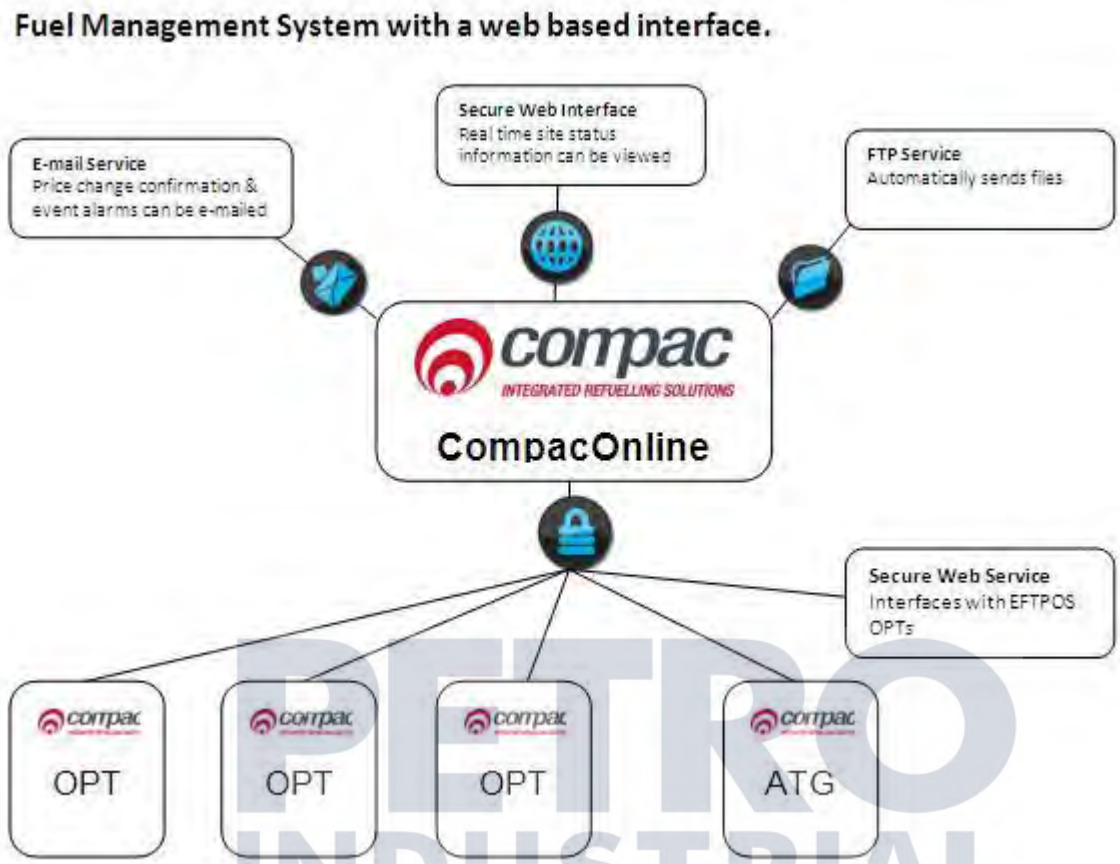
Transaction Reports & Transaction Exports

Export types can be chosen as either a Report (selected fields chosen) or a fully customised Export.

Transaction reports screen also now shows a table containing all available sites. Individual sites or groups of sites can be selected and reports or exports can be generated for the selected sites.

PETRO INDUSTRIAL
www.petroind.com

Overview of CompacOnline Design



PETRO INDUSTRIAL
www.petroind.com

OPT

The Compac OPT (Outdoor Payment Terminal) is a pump authorisation device for use on unmanned fuel dispensing sites. It can be remotely monitored and updated via the CompacOnline software.

CompacOnline

CompacOnline is a remote reporting system that can provide updates of events and transactions that have occurred on each site. Reports can be produced for a wide variety of fields and presented in different formats.

The OPT informs CompacOnline whenever a card swipe takes place or when specific alarms or errors occur.

A regular "Heartbeat" is sent to the OPT (usually every 5 minutes). This interrogates the unit and uploads a report of all transactions and events or alarms that may have occurred. At around midnight a "Snapshot" of pump totals and tank levels are sent to the server.

CompacOnline also allows authorised users to update pricing remotely.

To all practicable measures, an unlimited amount of data storage is available for the foreseeable future.

Software

CompacOnline software is a web based interface. Depending on the web browser you are using, some of the screen shots shown may differ from what appears on your screen. CompacOnline is currently compatible with Firefox 3.0, Google Chrome, Internet Explorer 7 and Internet Explorer 8 running in "Compatibility Mode". If experiencing problems with functionality, try a different browser or contact Compac for a list of supported browsers

PETRO INDUSTRIAL
www.petroind.com

CompacOnline Roles

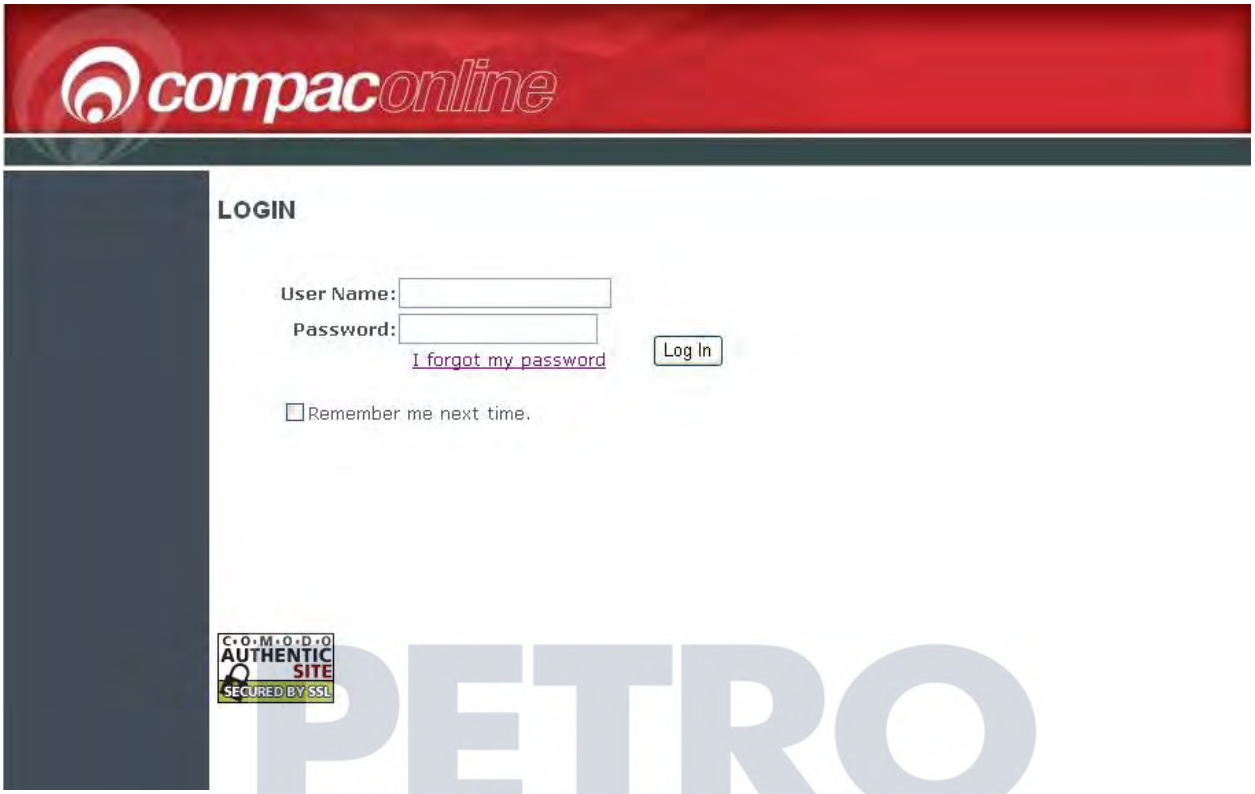
What each user can see and do is limited by the roles they are assigned when their user profile is created in CompacOnline. The roles are:

- Admin
  - View „user status" (i.e. users currently logged on)
  - Export reports on user activity
- **Cards**
  - Administer fuel cards and user ID's
  - Generate reports in cards and transaction activity
- Pricing
  - View and update pricing information
- Status
  - View the current status summary of a selected site or all sites for the country
  - View the detail of a selected site for the country
- Tank
  - View details on either a selected tank or all tanks for all sites in the country
  - Generate reports on tank deliveries, inventory and tank reconciliation.
- Transactions
  - Produce either a report/export of the following types:
  - Transactions gives details of transactions over the selected date range for all sites or an individual site.
  - Transaction Totals give you the total amounts of fuel dispensed in both $ and litres.
  - Reports are formatted to a .pdf or .xls file with selected fields shown. Exports are generated as .csv, .xls, .pdf and HTML4 files.

These roles are combined as part of a user profile to provide a user with the level of access they require to perform their business role.

PETRO INDUSTRIAL www.petroind.com

Logging into CompacOnline



PETRO INDUSTRIAL
www.petroind.com

Website

The address for CompacOnline is: www.compaconline.com

User Name

User ID"s will be assigned based on the user"s name.

Password

Each new user will be assigned a unique temporary password and will be prompted to change it (compulsory) when they log in for the first time.

All new passwords must conform to the following "Strong password" rules (enforced within CompacOnline):

- Passwords to contain both lowercase and UPPERCASE characters;
- Passwords to contain at least one numeric digit;
- Passwords to contain at least one special character (%, #, etc);
- Passwords to be a minimum of 8 character positions
- Passwords can only be changed once every 30 minutes

A password history of at least 14 passwords will be kept and users barred from re-using a password from the history.

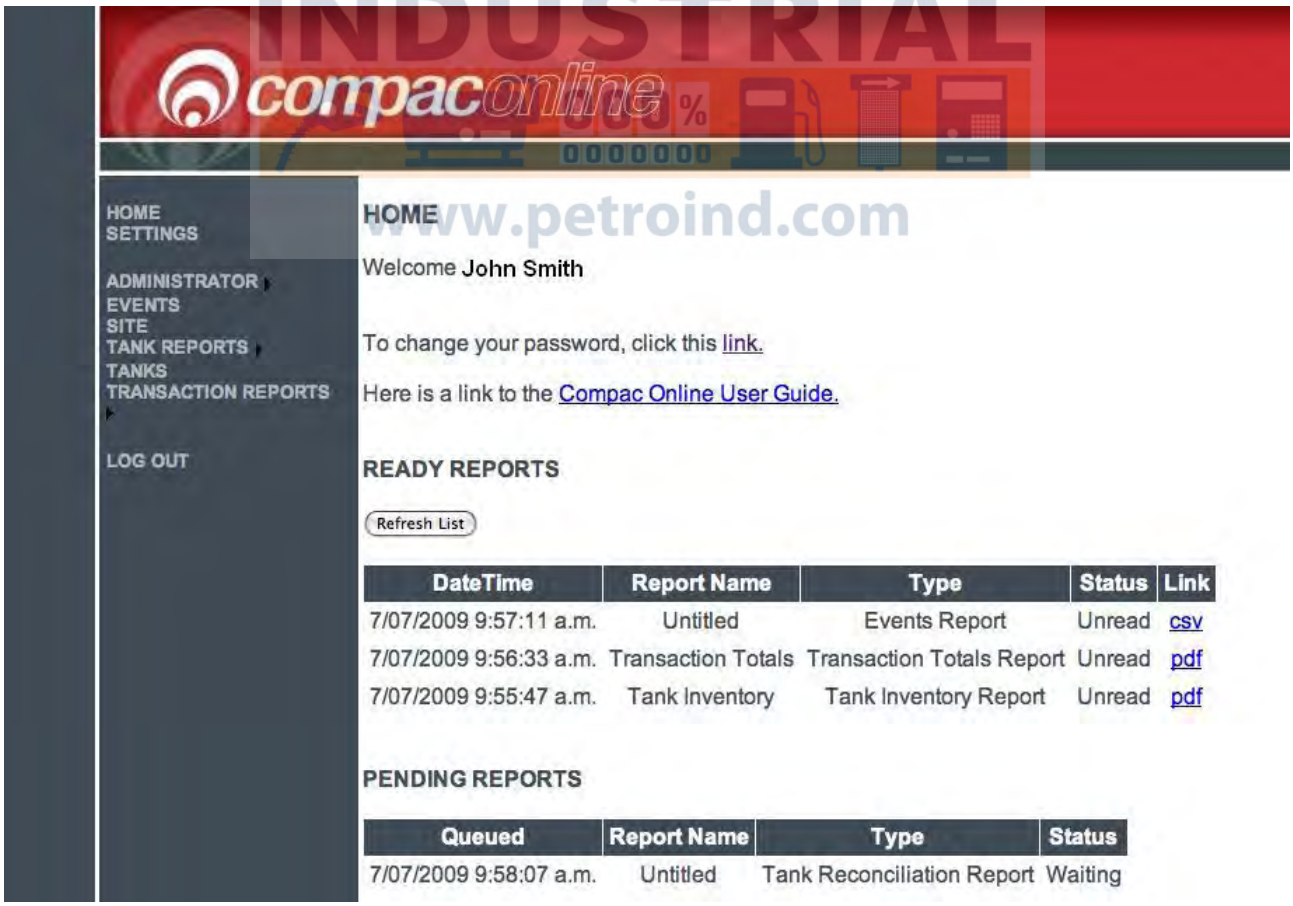
Users will be forced to renew their passwords at least once every 35 days.

If you enter the incorrect password more than five times, you will be locked out from the site even if you subsequently enter the correct password. Contact the Compac help desk for assistance.

If your password has expired, you will be directed to a page where you will be asked to change your password before you can enter the CompacOnline site. If you are unable to access this function, contact the Compac helpdesk.

PETRO INDUSTRIAL www.petroind.com

Home Screen



Left hand menu provides list of pages the user has access to. Depending on your access status not all the functions shown may appear on your

screen.

Main page has links to the Settings page to enable password changes and to the latest version of the CompacOnline User Guide (this document).

A new feature is the reports menu. When you create a report you are re-directed to this screen which will show you the reports that are ready for viewing and the reports that are being processed.

⚠NOTE *All reports generated are removed from this screen after 24 hours whether viewed or not.*

PETRO INDUSTRIAL
www.petroind.com

Overview of Web Pages

Details of all the web pages available on CompacOnline are listed below. Depending on access rights, you may not be able to access all these pages.

Home / Reports

This is the first page people view after login in to CompacOnline.

- Link to change password page
- Link to this User Guide
- Ready Reports: Lists of reports available for viewing or downloading
- Pending Reports: Lists of reports that are being generated. Once a report has finished generating it will appear in the Ready Reports list.

⚠NOTE *All reports are removed after 24 hours whether viewed or not.*

Settings

The Settings page allows the user to change the information about them stored in CompacOnline.

- Change password
- Change email address
- Change cell phone number
- Enter secret question and answer

Administrator

Recorded User Actions

The User Actions page allows users to view the actions of other users online.

- Administrator - View the last 10 user events (user login, price change) in a table
- Administrator - Generate a report with the user events (date time selectable)

PETRO INDUSTRIAL www.petroind.com

Card Reports

Reports can be generated on the usage of fuel cards. You can request:

- Local Card Statements
- Card Totals
- Card Transactions
- Local Card Totals
- Local Card Transactions

Cards

Fuel cards can be administered from this page.

- User ID's can be downloaded, edited and uploaded to the server.
- Cards can be downloaded, edited and uploaded to the server.
- Cards can be manually added or edited on screen.

Events

The Events page allows a user to export the events that have happened on site.

- OPT Status - Export the site events (date time selectable)

Pricing

The Pricing page allows a user to change price schedules.

- Pricing - Change the prices of the price schedules

Site

This page displays a quick status summary of the sites.

- Site Name
- Site Code
- Site Status
- Device Type
- Tank Alarms

Site Details

The Site Details page is accessed from the Site page. It allows more site status data to be displayed, including:

- Site name
- Site address
- Date and time data was last transmitted from site (Heartbeat)
- Printer status (OK, Paper Low, Printer Errors)
- Power status (No Mains, Mains OK, Battery low)
- OPT temperature (measured inside the unit)
- Price schedule used for the site (Available to pricing role users only)
- Tank gauging data
- Table of the last 10 tank drops or deliveries
- Table of the last 10 “non snapshot” site events
- A link to a PDF copy of the Site Audit document
- A link to photographs of the installation where available.

PETRO INDUSTRIAL www.petroind.com

Tanks

The Tanks page allows an overview of tank gauging data to be displayed, including:

- Site name (or short form of site name)
- Product
- Tank number
- Gross volume
- Safe fill level
- Ullage
- Water height
- Date and time last updated
- Alarms (high level, low level, water level, old tank data)

This page provides summary information for all the tanks installed across all sites for the country the user has access to, with relevant information about each tank.

Transaction Reports

The transactional data can be exported from this page.

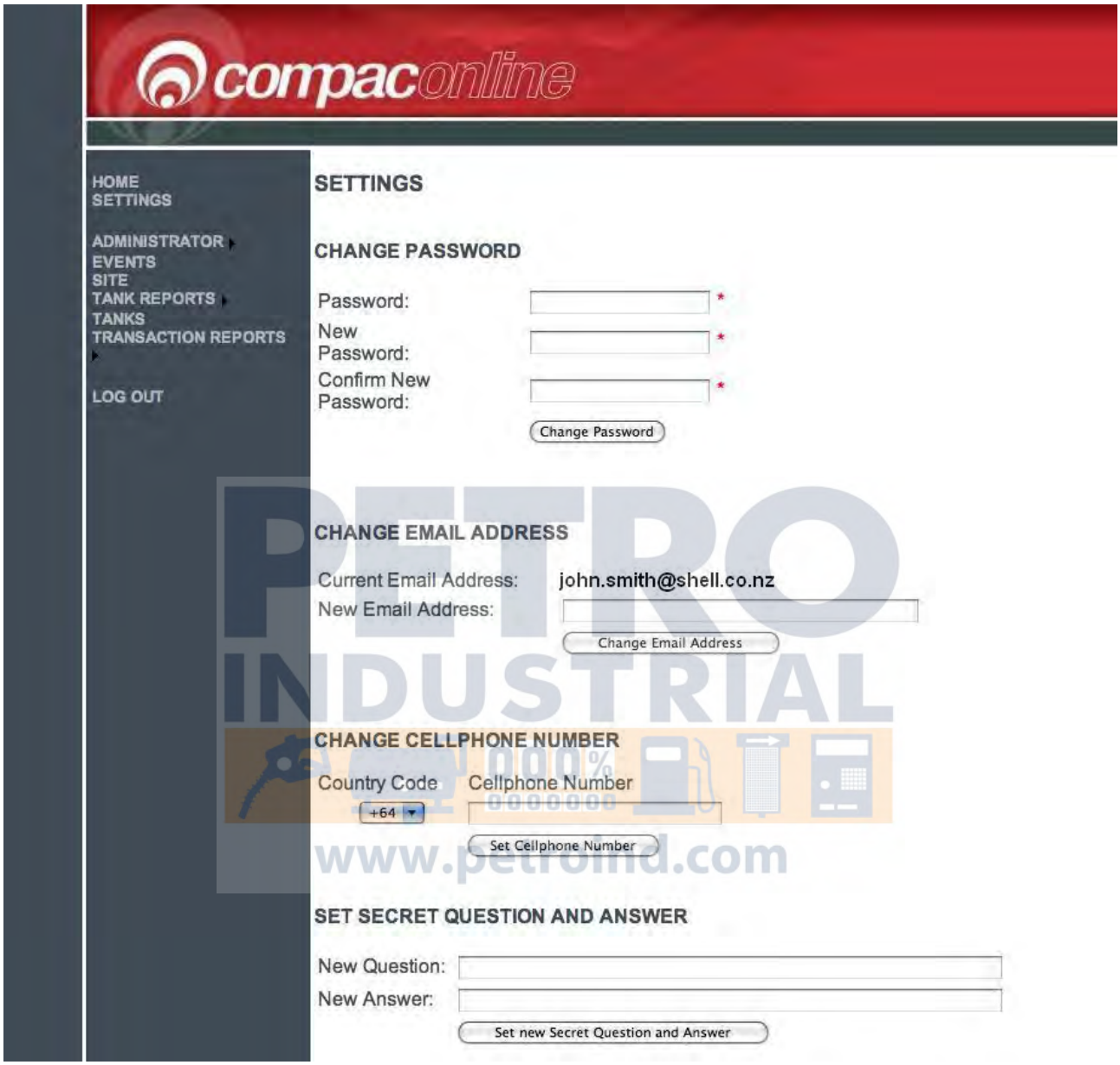
Transactions - Export the transactions in a formatted report, or export the raw data (date time selectable).

Transaction Totals - Export the transaction totals in a formatted report, or export the raw data (date time selectable).

PETRO INDUSTRIAL
www.petroind.com

Settings Screen

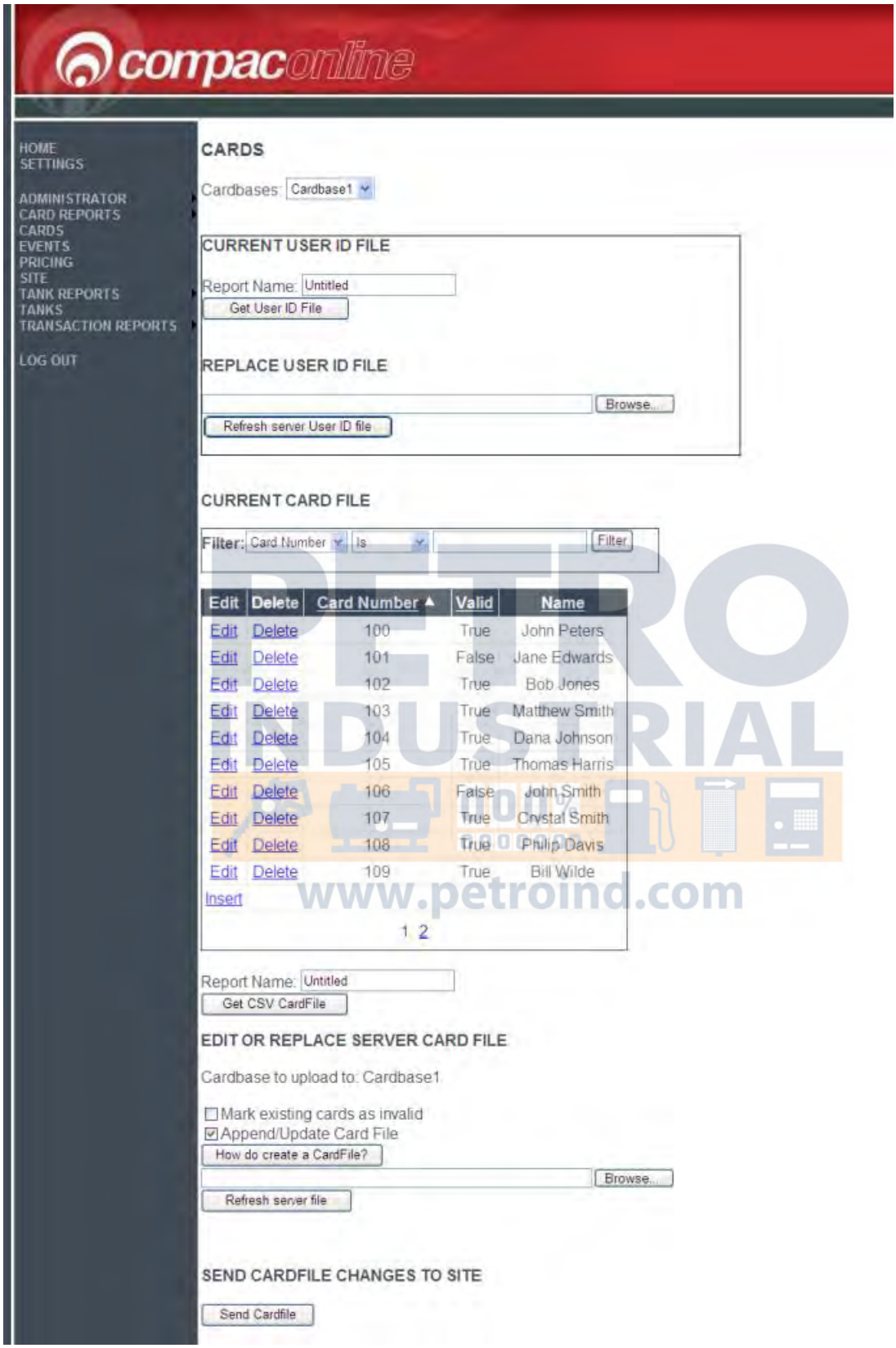
The Settings page allows the user to change the information about them stored in CompacOnline.



From the Settings page the user can:

- Change their password. For password protocols refer to: Logging In to CompacOnline.
- Change their email address
- Add or change their mobile phone number
- Enter secret question and answer – This enables the user password to be reset by the Administrator, without deleting the user Profile. The first time this is used it will disappear from the screen.

Cards



If you have access to the Cards function you can administer your card base from here.

Cards: Generally most customers use only one card base but provision is available to add multiple card bases. They can be selected from this menu.

Current User ID File: Where user ID's are required (for example, a card is assigned to a vehicle and but different drivers of the vehicle each have a user ID. The file can be retrieved, edited, saved and then uploaded back to the server.

The Current Card File is shown as a list which can be individually edited as required. If administrating a large list, the filter fields above the card holder list can be used to narrow down your search. You can also download the whole file in CSV format for offline editing or you can upload a whole new card file if required.

⚠NOTE *It is recommended that you do not delete cards as all information in relation to the card will be lost. It is best to make the card "Invalid" if you do not want it used in future.*

Card Reports

Placing your mouse over the Card Reports menu will open a drop down menu. Select the type of card report you wish to view from this list.

For example if you selected Local Card Transactions, the following window will open.

Fill in the ranges you wish to view and click export. The file will be generated and will appear for viewing in the Home / Reports screen.

PETRO INDUSTRIAL
www.petroind.com

Events Screen

Data can be exported from either the Events or Transactions screens.

This example is using the Events page, but the steps are similar for any page that allows data to be exported.

1 Export Type

This is a drop box that allows the type of export you wish. There are two options:

The Report option gives a formatted report. You cannot choose which columns to add. Typical format types for this option are PDF and XLS.

The Export option gives you a plain report with only the data and column names. It also allows you to choose which columns are added to the report. A typical format type is CSV.

⚠NOTE *The Events page only allows the Export option.*

2 Site

Specifies which site to generate a report on. Includes an option for all sites.

3 Format

This selects which format you wish to export the data in. The options here change depending on your option in the Export type (step 1).

4 Start Date, Start Time, End Date, End Time & Time Zone

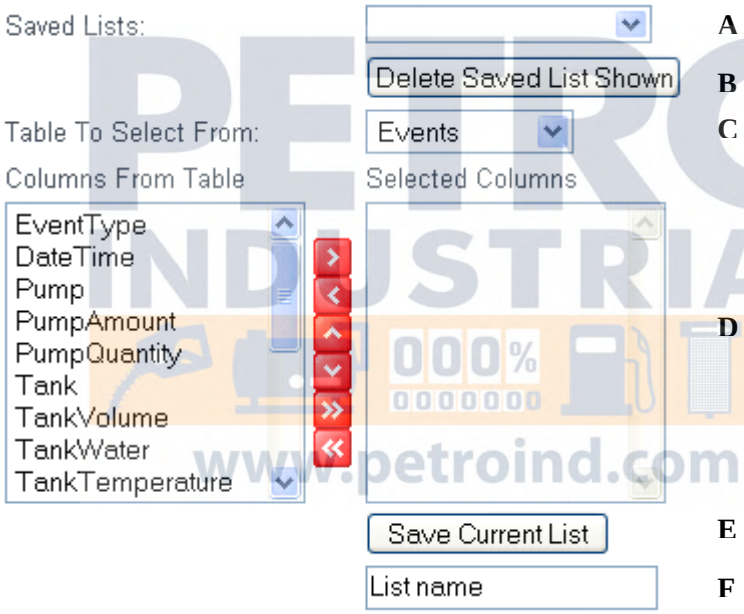
The start and end dates and the time zone drop boxes limit the report generated to a certain time period so that a local time based on the UTC time can be selected & presented on the export.

NOTE *If selecting a date and time zone that overlaps a daylight saving time period, all times will be presented in the selected time zone with no adjustment for NZDST*

NOTE *Defaults to UTC +12 Wellington New Zealand or UTC +13 for NZDST.*

5 Saved Lists:

This section is used for the export report option. Columns can be added to the report here. This list can be saved to use again at a later date.



A Any previous saved lists appear in this drop box. To load a saved list, just select it from this drop box.

B To delete any saved list, load it by selecting it in drop box A, then click the delete saved list shown button.

C Choose what table to select the columns from with this drop box.

D This is where columns are selected.

To choose a column, highlight it with your mouse then click the button.

To move a column back, click the button.

The and buttons are used to arrange the columns in the selected columns list.

The button is used to select all the columns from the available columns table on the left, and put them to the selected columns table on the right.

The button is used to remove all the columns in the selected columns table (table on the right).

E Click this button to save the current selected columns under the name entered in text box F.

F Enter in the name you wish to call the saved list.

6 This is a page specific option. It allows the user to limit the types of events that they see.

7 Press this button to generate the report.

PETRO INDUSTRIAL
www.petroind.com

Export Options for Events Page

There are some specific options available on each of the Events and Transactions screens that enable users to make additional selections based on the particular data they are reviewing.

Events

At the bottom of the Events page there are four check boxes that allow events relevant to the option selected to be included in the report. If the box is checked, a range of events will appear in the exported report.

For instance, the Site check box includes events like Receipt Printer Out Of Paper. An example of a Pump option is Pump Offline/Online and Snapshot Pump Total. The Tank option includes Tank Level Low and Snapshot Tank Level. The Price check box will add the Price Change event into the report.

If you are unsure what columns to select to export data using the events page, select Date Time from the Events table and Name from the Event Types table. These two columns are a good starting point as they are always used. Most of the other columns are only used for certain events.

Specific Data Elements Available for Selection:

Events	
Event Type Code	Tank Water
Date / Time	Tank Temperature
Pump	Pump Status
Pump Amount - $$	Tank Status
Pump Quantity - L	Pump Price- $/L
Tank - #	PIN Pad Status
Tank Volume – Gross	
Types	
Event Group	Name
Sites	
Site Name	Device ID
Printer Status	Address
Last Status	PIN Pad Status
Power Status	Time Zone
Temperature	

PETRO INDUSTRIAL www.petroind.com

Customised Data Export

If you want to export specific files or have exports made in a specific format, contact Compac for a quotation to customise this for you.

Exporting Events and Event Codes

To help with diagnosis of problems, an export of event codes can be made.

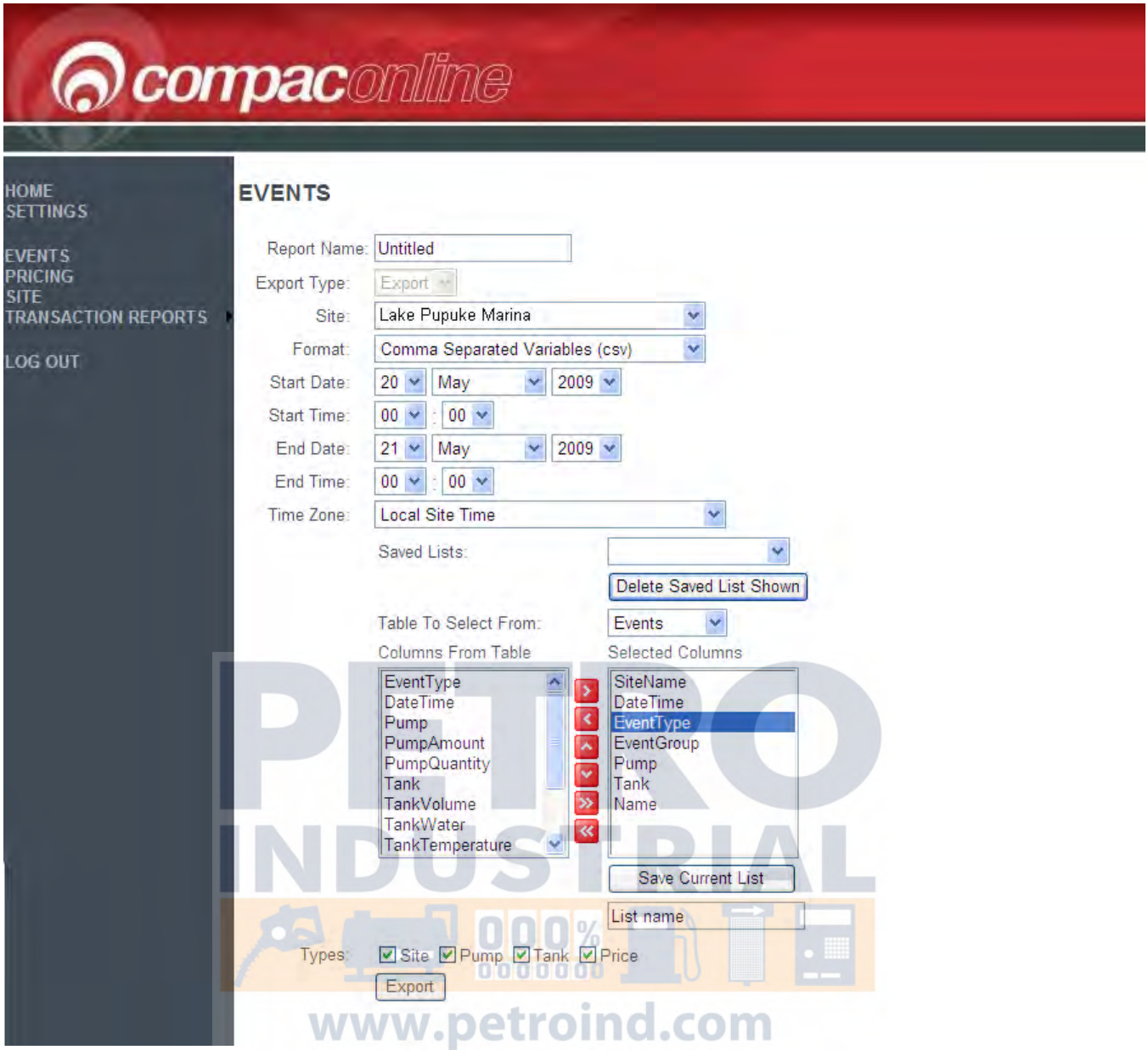
You are not limited to choosing data from a single table, you can select data from any of the tables in the drop down menu to be combined in the report.

For example we can export the data from Shell Bayswater Marina by selecting the fields as shown in the picture below from the following tables:

Columns	Table Selected From
Site Name	Sites
Date/Time	Events
Event Type	Events
Event Group	Event Type
Pump	Events
Tank	Events
Name	Event Type

Selecting a date and time range and click Export.

PETRO INDUSTRIAL
www.petroind.com



This data was selected to be exported as a .csv file so can be opened as an Excel spreadsheet like the example below.

SiteName	DateTime	EventType	EventGroup	Pump	Tank	Name
Lake Pupuke Marina	1/01/2009 0:00	245	Tank		1	Snapshot Tank Level
Lake Pupuke Marina	1/01/2009 0:00	245	Tank		2	Snapshot Tank Level
Lake Pupuke Marina	1/01/2009 0:00	246	Pump	1		Snapshot Pump Total
Lake Pupuke Marina	1/01/2009 0:00	246	Pump	2		Snapshot Pump Total
Lake Pupuke Marina	1/01/2009 0:00	246	Pump	3		Snapshot Pump Total
Lake Pupuke Marina	1/01/2009 0:00	246	Pump	4		Snapshot Pump Total
Lake Pupuke Marina	1/01/2009 0:00	246	Pump	5		Snapshot Pump Total
Lake Pupuke Marina	1/01/2009 3:05	90	Site			Date Change
Lake Pupuke Marina	2/01/2009 0:00	245	Tank		1	Snapshot Tank Level
Lake Pupuke Marina	2/01/2009 0:00	245	Tank		2	Snapshot Tank Level
Lake Pupuke Marina	2/01/2009 0:00	246	Pump	1		Snapshot Pump Total
Lake Pupuke Marina	2/01/2009 0:00	246	Pump	2		Snapshot Pump Total
Lake Pupuke Marina	2/01/2009 0:00	246	Pump	3		Snapshot Pump Total

PETRO INDUSTRIAL
www.petroind.com

Lake Pupuke Marina	2/01/2009 0:00	246	Pump	4		Snapshot Pump Total
Lake Pupuke Marina	2/01/2009 0:00	246	Pump	5		Snapshot Pump Total
Lake Pupuke Marina	2/01/2009 3:05	90	Site			Date Change
Lake Pupuke Marina	3/01/2009 0:00	245	Tank		1	Snapshot Tank Level
Lake Pupuke Marina	3/01/2009 0:00	245	Tank		2	Snapshot Tank Level

You can choose the format and add, remove or arrange fields in the export to get the information that is most useful to you.

If you give the report a name, the fields and format will be saved into the Saved Lists column for easy access next time.

PETRO INDUSTRIAL
www.petroind.com

Event Codes

The following is a list of event codes and a description of the event.

Code	Location	Message	Description
0	Pump	Pump Offline	Power or communications to pump has been lost
1	Pump	Pump Online	Power or communications restored
16	Site	Secure Pin Pad Fault	Secure Pin Pad Fault
17	Site	Pinpad Offline	Link between the pinpad and processing server has been lost
18	Site	Receipt Printer Out Of Paper	Receipt printer out of paper
19	Site	Transaction Amount Missed	Transaction amount missed
20	Site	Transaction Deleted	Transaction deleted
21	Site	Transaction Lost	Transaction lost
48	Tank	Tank Offline	Communications to tank has been lost
49	Tank	Tank Online	Communications to tank has been restored
50	Tank	Tank Encoder Fault	Not currently used
51	Tank	Tank Leaking	Volume in tank less than dispensed amount
52	Tank	Tank Out Of Range	Not currently used
53	Tank	Tank Level Low	Tank level below low tank alarm level
54	Tank	Tank Level High	Tank level above high tank alarm level
55	Tank	Tank Drop Started	Fuel level in tank increasing
56	Tank	Tank Height Entered	Tank Height Entered
57	Tank	Tank Volume Entered	Tank Volume Entered
60	Site	Under Voltage	Low 12 volt power - check power supply
61	Site	Over Voltage	High 12 volt power - check power supply
80	Site	Controller Power On	FMS board reset or manual reset
81	Site	Controller Power Off	FMS board reset or manual reset
82	Site	Forecourt Controller Online	Forecourt Controller Online
83	Site	Controller Power Off	FMS board reset or manual reset
84	Site	Host Logged On	Host Logged On
85	Site	Host Logged Off	Host Logged Off
86	Site	Auto Serve Mode Initiated	Auto Serve Mode Initiated
87	Site	Pass Code Entered	Technician has entered pass code
88	Site	Back Door Pass Code Entered	Back door pass code entered
89	Site	Low Power Detected	Battery power low
90	Site	Date Change	Time synchronisation (every day at midnight)
96	Site	Watchdog Reset	Watchdog has not reset, software code error
97	Site	2nd Forecourt Controller Online	2nd Forecourt Controller Online
98	Site	2nd Forecourt Controller Online	2nd Forecourt Controller Online
101	Site	Pin Pad Status Change	Communication status with DPS changed (live)
102	Site	One Shot Reset	Attempted to re-establish online communications
104	Site	Modem Reset	Modem has reset
105	Site	Site Operating Slow	Delay detected between PIN pad entry and screen prompt
108	Site	GST rate Updated	GST rate Updated

PETRO INDUSTRIAL www.petroind.com

243	Price	Price Change	Price has been changed
245	Tank	Snapshot Tank Level	Daily snapshot of tank level (midnight)
246	Pump	Snapshot Pump Total	Daily snapshot of pump total (midnight)
300	Site	Pinpad Ready	Pinpad status updated at heartbeat (every 15 mins)
301	Site	Pinpad Offline	Pinpad status updated at heartbeat (every 15 mins)
302	Site	EFTPOS Offline	EFTPOS status updated at heartbeat (every 15 mins)
303	Site	Pinpad Link Failure	Pinpad has lost communications with DPS (live)
304	Site	Unknown Pinpad Status	Compac request for pinpad status not replied to
310	Site	Site Offline	Communications to site lost
311	Site	Site Online	Communications to site restored
315	Site	Battery Low	Power is on but battery voltage is low (recharging)
316	Site	No Mains and Battery Low	Power is off and battery backup voltage is low
317	Site	Power Ok	Power has been restored
318	Site	No Mains	Mains power has been lost and OPT is running on battery
320	Site	Paper Low	Receipt printer paper is low
321	Site	Printer Fault	Printer not working
322	Site	Printer Ok	Printer fault has been cleared

PETRO INDUSTRIAL
www.petroind.com

Site Screen

This page displays a quick status summary of the sites you have access to.

Site Details Screen

The Site Details page is accessed by clicking on a Site Name on the Site page, and allows more status data to be displayed about the selected Site.

PETRO INDUSTRIAL
www.petroind.com

compaconline

HOME
SETTINGS

ADMINISTRATOR ›
EVENTS
PRICING
SITE
TANK REPORTS ›
TANKS
TRANSACTION REPORTS ›

LOG OUT

SITE DETAILS - Lake Pupuke Marina

SITE STATUS INFORMATION

Address:	Lake Pupuke Auckland New Zealand
Last Site Data:	13/04/2011 7:25:45 a.m.
Printer Status:	OK
Power Status:	OK
Temperature:	19.4°C

PRICING

Price Schedule: Lake Pupuke

TANKS

Product	Tank No	Gross Volume	Safe Fill Level	Ullage	Water Height	Last Probe Data	Alarms
Diesel	1	62,489	104,500	42,011	0	13/04/2011 7:28:41 a.m.	

DROPS / DELIVERIES (LAST 10)

DateTime	Product	Tank No	Volume
8/04/2011 11:05:00 a.m.	Diesel	1	43,745
5/04/2011 4:54:00 p.m.	Diesel	1	31,981
5/04/2011 11:37:00 a.m.	Diesel	1	7,930
29/03/2011 12:07:00 a.m.	Diesel	1	43,385
22/03/2011 6:28:00 p.m.	Diesel	1	32,408
17/03/2011 12:21:00 p.m.	Diesel	1	33,620
12/03/2011 8:32:00 p.m.	Diesel	1	44,204
5/03/2011 6:21:00 a.m.	Diesel	1	45,097
1/03/2011 11:16:00 p.m.	Diesel	1	33,128
22/02/2011 1:19:00 p.m.	Diesel	1	45,302

EVENTS (LAST 10 NON SNAPSHOT)

Event	DateTime	Pump
Pinpad Status Change	10/04/2011 11:39:55 p.m.	
Pinpad Status Change	10/04/2011 11:36:56 p.m.	
Pinpad Ready	10/04/2011 11:35:55 p.m.	
Pinpad Status Change	10/04/2011 11:32:57 p.m.	
Pinpad Status Change	10/04/2011 11:30:58 p.m.	
Pinpad Link Failure	10/04/2011 11:30:47 p.m.	
Pinpad Ready	10/04/2011 11:25:39 p.m.	
Pinpad Status Change	10/04/2011 11:23:00 p.m.	
Pinpad Link Failure	10/04/2011 11:20:29 p.m.	
Pinpad Status Change	10/04/2011 11:20:01 p.m.	

SITE INFORMATION

Site Audit
Photos

PETRO INDUSTRIAL
www.petroind.com

The Site Details page is accessed by clicking on a Site Name on the Site page, and allows more status data to be displayed about the selected Site.

The following information is displayed for each Tank:

- **Site Status Information**
  - Address
  - Last Site Data (Heartbeat)
  - Printer status (OK, Paper Low, Printer Errors)
  - Power status (No Mains, Mains OK, Battery low)
  - OPT Temperature
- Price schedule used for the site (available to pricing role users only - not shown in this example)
- Tank – Gauging details for Tanks located at the site.
  - Product
  - Tank Number
  - Gross Volume (measured from the ATG)
  - TC Volume (Temperature Compensated Volume from the ATG)
  - Safe Fill Level (Shell Defined)
  - Ullage (= Safe – Gross Volume)
  - Water Height
  - Temperature
  - Alarms (High & low Levels)
- Events (Last 10 Non Snapshot) Real time as the event happens
  - Status - Table with the last 10 “non snapshot” site events
  - Pump Offline
  - Pump Online
  - Receipt Printer Out Of Paper
  - Transaction Amount Missed
  - Transaction Deleted
  - Transaction Lost
  - Tank Offline
  - Tank Online
  - Tank Leaking
  - Tank Level Low
  - Tank Level High
  - Tank Drop Started
  - Tank Height Entered
  - Tank Volume Entered
  - Controller Power On
  - Controller Power Off
  - Pass Code Entered
  - Back Door Pass Code Entered
  - Low Power Detected
  - Watchdog Reset
  - Price Change
  - PIN Pad Status Change
  - One Shot Reset
  - Snapshot Tank Level – Event at a set time default midnight / download schedule
  - Snapshot Pump Total – Event at a set time default midnight / download schedule
- Site Information
  - Link to PDF of the Site Audit
  - Link to site photographs (where available)

PETRO INDUSTRIAL www.petroind.com

Tanks Screen

This page provides summary information for all the tanks installed across all sites for the country the user has access to, with relevant information about each tank.

The following information is displayed for each Tank:

- Site
- Tank Number
- Safe Fill Level (User Defined)
- Water Height
- Alarms (High & low Levels)
- Product
- Gross Volume (measured from the ATG)
- Ullage (= Safe – Gross Volume)
- Last Update

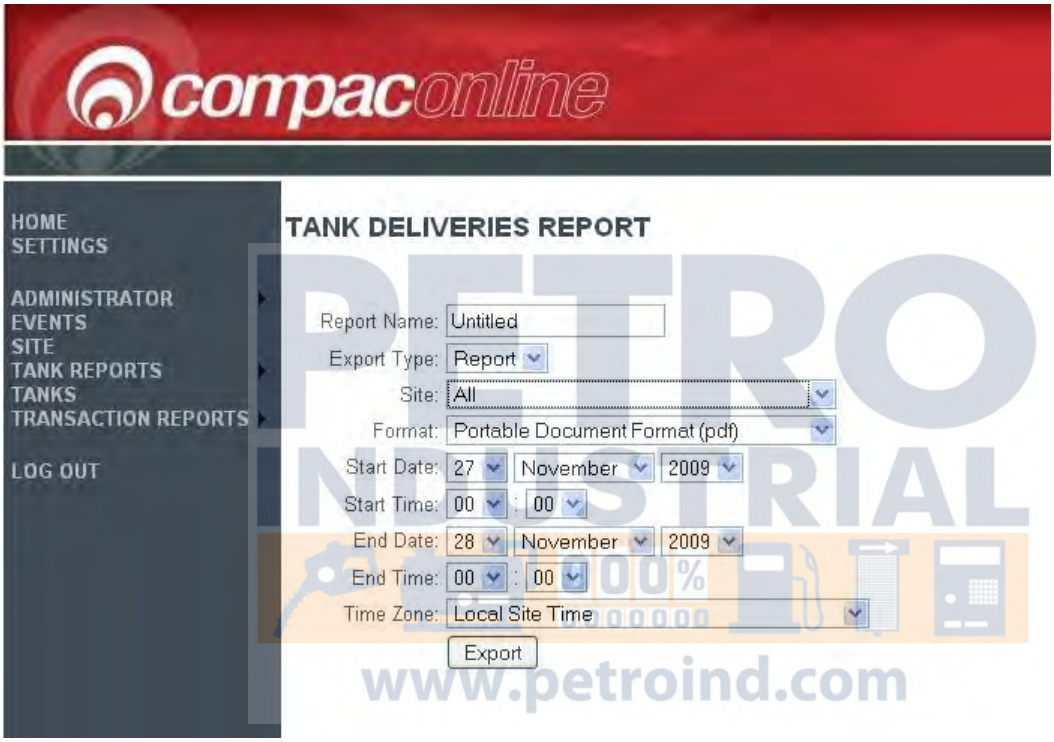
PETRO INDUSTRIAL
www.petroind.com

Tank Reports

To aid with reporting, a series of pre-formatted report templates have been developed. These contain commonly used fields and can be exported as either .pdf documents or as .xls spreadsheet files.

Tank Deliveries

To aid with reporting, a series of pre-formatted report templates have been developed. These can be exported as either .pdf documents or as .xls spreadsheet files.



Select the format and the site(s) you wish to export data for and click Export.

The following is an example of a .pdf report for a single site.

Tank Deliveries Report

Time Zone: Local Site Time

Start Date: 1 December 2009 12:00:00 AM

End Date: 8 January 2010 12:00:00 AM

Site: Lake Pupuke Marina

Address: Lake Pupuke Auckland New Zealand

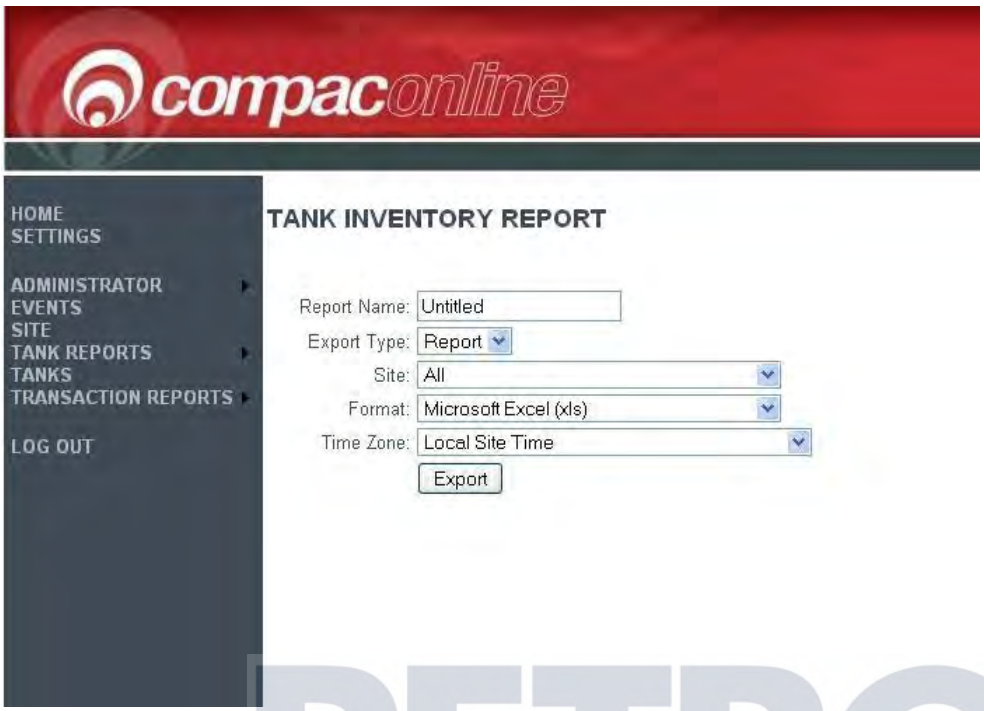
DateTime	Tank	Grade	Volume Delivered
9/12/2009 9:26:00 PM	1	Diesel	7242
9/12/2009 9:58:00 PM	1	Diesel	21938
9/12/2009 10:11:00 PM	2	Diesel	4538
22/12/2009 7:09:00 AM	1	Diesel	17164
22/12/2009 7:20:00 AM	1	Diesel	8847
22/12/2009 7:28:00 AM	1	Diesel	1717
22/12/2009 7:44:00 AM	2	Diesel	11051
22/12/2009 7:54:00 AM	2	Diesel	5440
6/1/2010 8:05:00 AM	1	Diesel	17
6/1/2010 10:01:00 PM	1	Diesel	17547
6/1/2010 10:31:00 PM	1	Diesel	14304
6/1/2010 10:38:00 PM	2	Diesel	11337

The report contains Time and date for the period selected, the site name and site location.

Fields include: Date/Time, Tank Number, Grade and Volume Delivered (in litres).

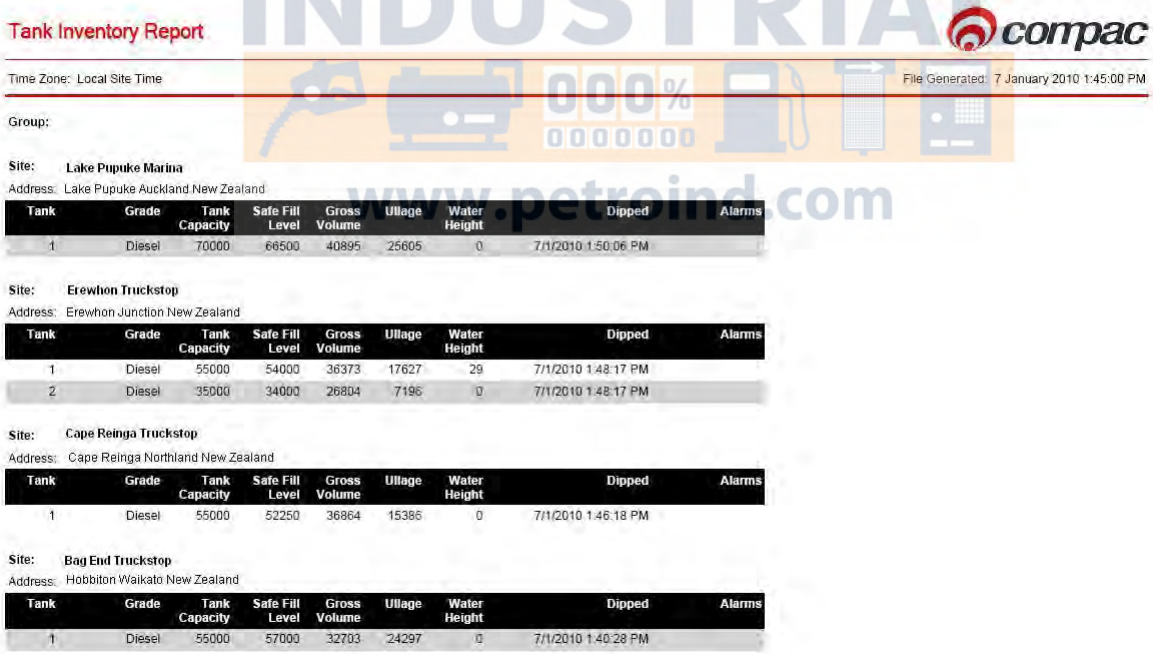
PETRO INDUSTRIAL
www.petroind.com

Tank Inventory



The inventory report will either give a report for an individual site or all sites within the group.

A .pdf example of the first page of a full report is shown below.



Tank Inventory Report

compac

Time Zone: Local Site Time

File Generated: 7 January 2010 1:45:00 PM

Group:

Site: Lake Pupuke Marina
Address: Lake Pupuke Auckland New Zealand

Tank	Grade	Tank Capacity	Safe Fill Level	Gross Volume	Ullage	Water Height	Dipped	Alarms
1	Diesel	70000	66500	40895	25605	0	7/1/2010 1:50:06 PM	

Site: Erewhon Truckstop
Address: Erewhon Junction New Zealand

Tank	Grade	Tank Capacity	Safe Fill Level	Gross Volume	Ullage	Water Height	Dipped	Alarms
1	Diesel	55000	54000	36373	17627	29	7/1/2010 1:48:17 PM	
2	Diesel	35000	34000	26804	7196	0	7/1/2010 1:48:17 PM	

Site: Cape Reinga Truckstop
Address: Cape Reinga Northland New Zealand

Tank	Grade	Tank Capacity	Safe Fill Level	Gross Volume	Ullage	Water Height	Dipped	Alarms
1	Diesel	55000	52250	36864	15386	0	7/1/2010 1:46:18 PM	

Site: Bag End Truckstop
Address: Hobbiton Waikato New Zealand

Tank	Grade	Tank Capacity	Safe Fill Level	Gross Volume	Ullage	Water Height	Dipped	Alarms
1	Diesel	55000	57000	32703	24297	0	7/1/2010 1:40:28 PM	

The report shows the report name (if entered), time and date the file was generated, the group (if a series of sites was selected), the site and the site location. The tank information is listed as follows:

Field	Description
Tank	Tank number
Grade	Grade of fuel in tank
Tank Capacity	Total capacity of tank in litres
Safe Fill Level	Maximum rated capacity of tank in litres
Gross Volume	Current volume of fuel in tank in litres
Ullage	Difference between gross volume and safe fill level in litres
Water Height	Height of water level in tank in millimetres
Dipped	Time and date of last tank gauging measurement
Alarms	Alarms for: ▪ Low Tank Level - Fuel level is below preset minimum level ▪ High Tank Level - Fuel level is above preset maximum level ▪ High Water Level - Water level is above preset maximum water level ▪ Tank Leaking - Variation between tank volume and volume dispensed (may not be a leaking tank but is an indicator to investigate)

PETRO INDUSTRIAL
www.petroind.com

Tank Reconciliation

Tank reconciliation reports show the difference between the measured tank level and the theoretical tank level calculated from the recorded deliveries less recorded sales.

A sample .pdf report is shown.

Tank Reconciliation Report

compac

Time Zone: Local Site Time

Start Date: 30 December 2009 0:00

End Date: 6 January 2010 23:59

SiteName: Lake Pupuke Marina

Date	Opening Dip	Deliveries	Sales	Closing Dip	Closing Book	Loss/Gain	%	Loss/Gain	Sales	%
						------- Daily -------		---------- Cumulative ----------		
Group: Lake Pupuke Diesel Group				Product: Diesel						
30 December 2009	42500	0	6600.64	36078	35899.36	178.64	2.71	178.64	6600.64	2.71
31 December 2009	36078	0	3834.15	32391	32243.85	147.15	3.84	325.79	10434.79	3.12
1 January 2010	32391	0	1222.23	31130	31168.77	-38.77	-3.17	287.02	11657.02	2.46
2 January 2010	31130	0	2584.9	28443	28545.1	-102.1	-3.95	184.92	14241.92	1.3
3 January 2010	28443	0	3091.04	25248	25351.96	-103.96	-3.36	80.96	17332.96	0.47
4 January 2010	25248	0	9929.52	15180	15318.48	-138.48	-1.39	-57.52	27262.48	-0.21
5 January 2010	15180	31318	6446.95	40141	40051.05	89.95	1.4	32.43	33709.43	0.1
6 January 2010	40141	0	5695.42	34669	34445.58	223.42	3.92	255.85	39404.85	0.65
Totals:		31318	39404.85			255.85	-0.02	255.85	39404.85	0.65

Field	Description
Date	Date of transactions from midnight to midnight.
Opening Dip	Tank level recorded by tank gauge at midnight
Deliveries	Deliveries made that day in litres
Sales	Sales in litres made that day
Closing Dip	Tank level in litres recorded by tank gauge at midnight (Becomes opening dip for the following day)
Closing Book	Opening Dip plus Deliveries less Sales in litres
Loss/Gain - Daily	Loss or gain for the day measured against the opening dip in litres
% - Daily	Percentage of loss or gain

Loss/Gain - Cumulative	Loss or gain for the period measured against the opening dip in litres
% - Cumulative	Percentage of loss or gain over the reporting period

PETRO INDUSTRIAL
www.petroind.com

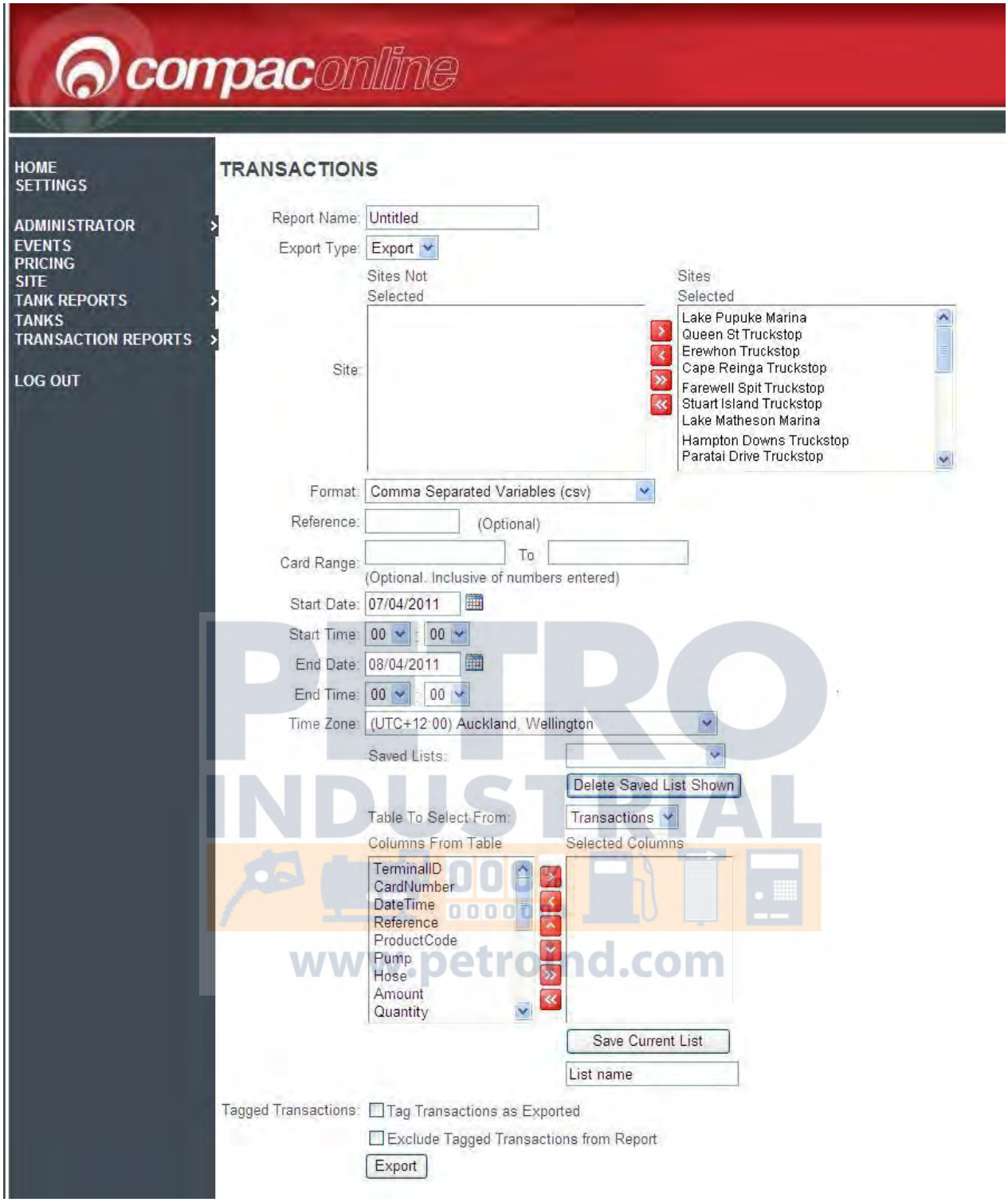
Transactions Reports

The Transaction Reports menu has two options: Transactions and Transaction Totals. The Transactions screen has more selectable options while the Transaction Totals screen is used to generate a pre- formatted report.

Transactions Screen

The Transactions screen gives you the option of exporting transaction information in a variety of formats

PETRO INDUSTRIAL
www.petroind.com


compaconline
HOME
SETTINGS
ADMINISTRATOR
EVENTS
PRICING
SITE
TANK REPORTS
TANKS
TRANSACTION REPORTS
LOG OUT
TRANSACTIONS
Report Name: Untitled
Export Type: Export
Sites Not Selected
Sites Selected
Site:
Lake Pupuke Marina
Queen St Truckstop
Erewhon Truckstop
Cape Reinga Truckstop
Farewell Spit Truckstop
Stuart Island Truckstop
Lake Matheson Marina
Hampton Downs Truckstop
Paratai Drive Truckstop
Format: Comma Separated Variables (csv)
Reference: (Optional)
Card Range: To
(Optional. Inclusive of numbers entered)
Start Date: 07/04/2011
Start Time: 00 : 00
End Date: 08/04/2011
End Time: 00 : 00
Time Zone: (UTC+12:00) Auckland, Wellington
Saved Lists:
Delete Saved List Shown
Table To Select From: Transactions
Columns From Table
Selected Columns
TerminalID
CardNumber
DateTime
Reference
ProductCode
Pump
Hose
Amount
Quantity
Save Current List
List name
Tagged Transactions: Tag Transactions as Exported
Exclude Tagged Transactions from Report
Export

The Transactions screen gives you the option of exporting transaction information in a variety of formats.

Report Name

You can enter a name for the report for your reference. (Optional)

Export Type

Click on the down arrow to choose between a Report or an Export.

Reports are a selected list of fields formatted into an easily readable document. Can be exported as .pdf or .xls files. Selecting Reports will lock the field tables.

Exports are for people who require more detailed information not contained in reports. You can select the fields you want from the tables and columns. The list can be saved for future exports. Exports are available in .csv, .pdf, .xls and HTML4 formats.

Site

Choose all sites or highlight the site and use the arrows and . to move it from the Sties Selected field and back again. Clicking the The double arrows and will move all sites at once.

Format

The options available will vary depending on whether a Report or Export has been selected. See Export Type above.

Reference

You can add an optional reference number.

Card Range

You can select an export of data from a range of card numbers. The data will include the cards entered in the From and To fields.

Start Date

Click on the calendar icon to select the start date.

Start Time

Click on the down arrow to select the hour and minute you want the report to start from.

End Date

Click on the calendar icon to select the end date.

End Time

Click on the down arrow to select the hour and minute you want the report to end at.

Time Zone

If you select date and time from the table, it will be shown in the report converted to the time zone that is selected in the drop down menu. If you want to view the local date and time that transactions took place, select Local Date Time from the Transactions Table.

Saved Lists

If you have saved a previous export, you can access the field list from the drop down menu. If you have no further use for a particular list it can be deleted by selecting it and clicking Delete Saved List Shown.

Table to Select From

Choose the fields you would like exported from Transactions, Sites and Cards tables. Selecting each table will change the options available in the Columns box.

Columns from Table

Select the fields you want from the list by highlighting the field and using the and arrow buttons to move it across to the Selected Column box. The double arrows and will move all field from one box to the other at once.

You can select a different table and select fields to be added to the Selected Columns table.

Fields can be also arranged using the and arrow buttons.

Tagged Transactions

To prevent accidental duplication of exported data, transactions can be tagged as exported. If you do not want to export tagged transactions, select the appropriate box.

⚠NOTE *Tagging transactions affects all database users and cannot be undone.*

Export

When you are happy that you have selected the fields you require, click the Export button. You will be directed to the Home screen where you can find the report either pending or ready to view.

Transaction and Site Data Available for Selection

Specific Transaction Data Elements Available for Selection:

Column	Description
Terminal ID	Paymark / First Data ID
Card Number	Masked card number
Date Time	Date and Time (at selected zone)
Reference	Sequential reference number
Product code	Assigned product code
Pump	Pump number
Hose	Hose number
Amount	Total transaction in dollars and cents
Quantity	Quantity dispensed in litres
Unit Price - $/L	Unit price in Dollars per litre
Exported	Tagged as exported
Odometer	Odometer reading
Receipt	Copy of paper printout
EOV	Offline transaction flag
Shell Docket	Shell Reference #
LocalDateTime	Date and time at site
User ID	User ID number if requested and entered
Registration	
Test*	Test card swiped (True) * Aviation sites only
Date	Date (converted to selected time zone)
Time	Time (converted to selected time zone)

Specific Site Data Elements Available for Selection:

PETRO INDUSTRIAL 000% FREE 0000 www.Petroind.com

Column	Description
Site Name	Name of site
Printer Status	Online or Offline
Last Status	Last recorded status
Power Status	Power status
Temperature	Temperature inside unit
Controller Num	Controller number
URN	Unique Reseller Number
Device ID	ID of device
Address	Address of site
Pinpad Status	Status of pinpad
Time Zone	Time zone of site

Export Options for Transactions Screen

Transactions

On the Transactions screen the optional Reference field is located on the fourth row after the Format field.

If a reference number is entered in the box only the selected transaction will appear in the report, provided the transaction meets the other selection criteria that the user sets.

Following the Saved Lists section of the Transactions screen there are two check boxes that the user can use to specify how tagging is to be handled for exported transactions.

The first option marks each transaction that is exported (used in subsequent reports). The second option is used to exclude any transaction that has been tagged from a previous report generation.

NOTE *The transaction tagging applies to the database, not the individual user. So if you tag a transaction it will appear tagged for everyone else.*

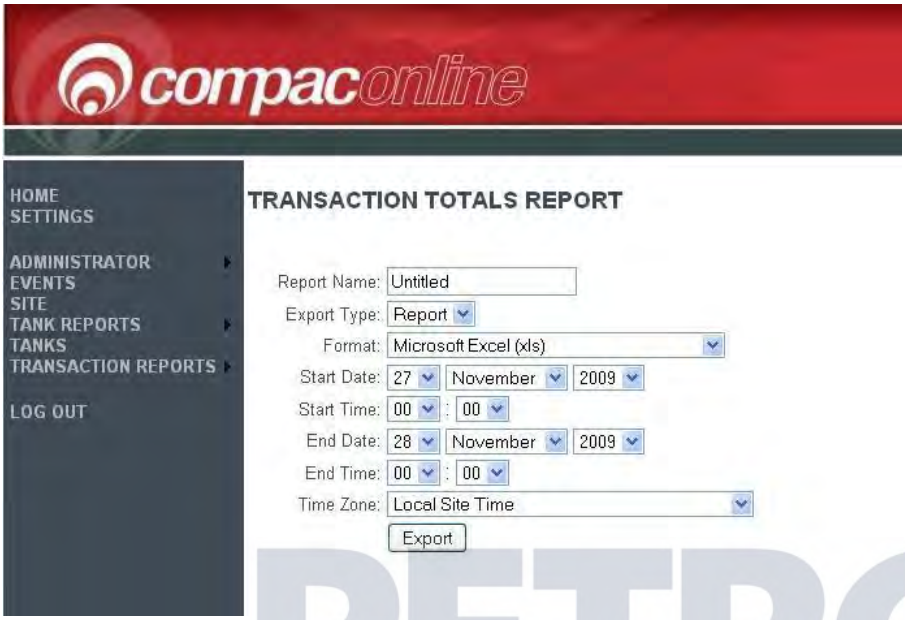
Specific Data Elements Available for Selection:

Terminal ID – Paymark/ First Data ID	Unit Price - $/L
Card Number	Exported
Date Time	Odometer
Reference number	Receipt – copy of paper printout
Product Code	EOV – Offline Transaction Flag
Pump	
Hose	User ID
Amount- Total	Date
Quantity – Litres	Time

PETRO INDUSTRIAL
www.petroind.com

Transaction Totals

Transaction Totals Report generates a pre formatted report with the transaction totals for all sites. You can select the date and time range, format and time zone for the report.



Clicking Export will generate a report covering all sites like this:

Transaction Totals Report

compac

Time Zone: Local Site Time

Start Date: 7 January 2010 12:00:00 AM

End Date: 8 January 2010 12:00:00 AM

Site: Lake Pupuke Marina

Address: Lake Pupuke Auckland New Zealand

Product Name	Amount	Quantity
Diesel	1415.77	1062.09
Totals	**1415.77**	**1062.09**

Site: Cape Reinga Truckstop

Address: Cape Reinga Northland New Zealand

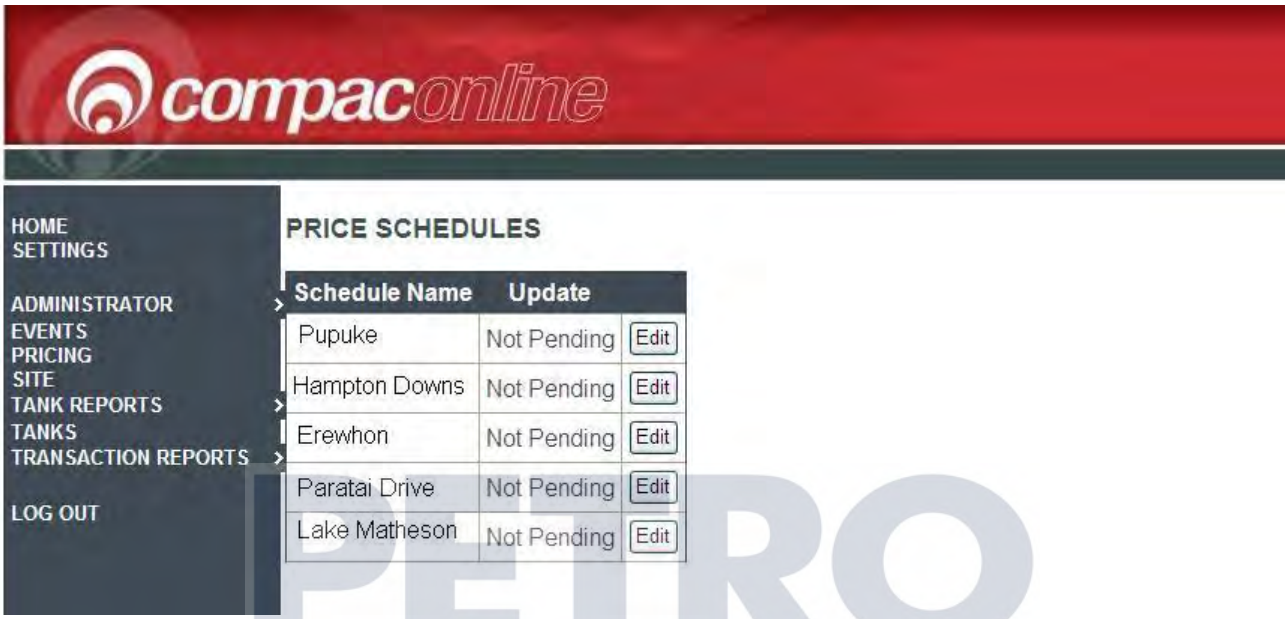
Product Name	Amount	Quantity
Diesel	1538.66	1252.98
Totals	**1538.66**	**1252.98**

PETRO INDUSTRIAL www.petroind.com

Change Price Schedule

The Change Price Schedule screen is only available to authorised administrators.

Some administrators set their schedules to cover each site they administer while others set schedules to cover a number of sites.



To change the price schedule:

1. Click on the pricing tab. A table will come up with the available price schedules.

2. Click on the edit button associated with the price schedule you wish to change.

3. A second table will appear below the original list. This has the products that are associated with that price schedule.

⚠NOTE *For clarity, some sites have been excluded from the screen below.*

4. Enter in the new price for each product.

5. Select the date and time when the schedule will apply.

⚠NOTE *This is in local time for each site that the price schedule is associated with.*

6. Click the Apply Schedule button. You can then continue editing other

schedules.

7. When finished editing the pricing schedules, click the Close Schedule button.

PETRO INDUSTRIAL
www.petroind.com

Additional Features

Auto E-mail Alerts

CompacOnline can generate e-mail alerts to be sent to one or several e-mail addresses. Contact Compac to have this option set up.

Customisation

Compac can customise the functions of the CompacOnline programme for your specific requirements such as:

- E-mail or text alerts
- Customised reports
- Additional reporting fields

Contact Compac with your requirements.

PETRO INDUSTRIAL
www.petroind.com

Glossary of Terms

TERM	DESCRIPTION
ATG	Automatic Tank Gauging - Reporting of tank levels via OPT
CSN	Customer Security Number
CSV	Comma Separated Value (file format commonly used for conversion to spreadsheet)
DPS	Direct Payment Solutions (The Company that handles EFTPOS transactions)
EFTPOS	Electronic Funds Transfer Point Of Sale - Used for credit or debit card transactions
Heartbeat	A regular interrogation of the OPT by CompacOnline to upload selected site data. (Heartbeat is currently sent at 5 minute intervals)
OPT	Outdoor Payment Terminal manufactured by Compac Ltd
SFTP	Secure File Transfer Protocol (protocols for the safe transfer of files)
Snapshot	Site status report taken at regular intervals (usually daily at around midnight)
TC Volume	Temperature Compensated Volume - Calculated volume based on actual tank reading multiplied by a factor to compensate for heat expansion.
Ullage	Safe volume minus gross volume
ULP	Unleaded Petrol
URN	Unique Reseller Number - Site identifying number allocated by Shell. Australia numbers are composed of 1 alpha and 3 numerals. New Zealand numbers are composed of six numbers
UTC	Coordinated Universal Time - Universal format for standard time

PETRO INDUSTRIAL
www.petroind.com