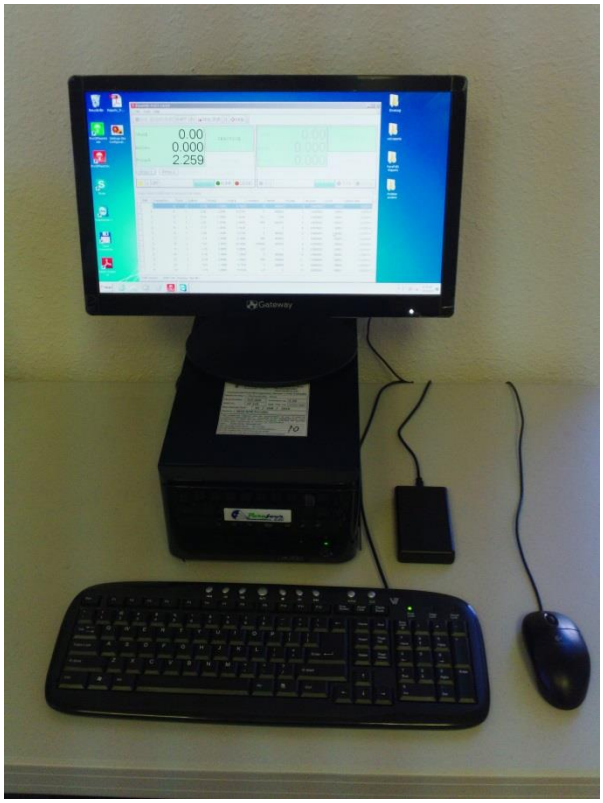
ParaFUEL – Fleet Installation Instructions



Prelimenary:

The ParaFUEL-Fleet system is a fleet use, retail structured fuel management system for use with managing fuel transaction with proprietary RFID cards and FOB's. The system consists of a user interface Module (UIM) and RFID reader mounted in the dispenser electronic enclosure of P4-Series dispensers, and a POS console in the site office. Each system is stand alone for a single site, with the FUTURE capability to be networked between sites as well as for processing credit and fleet fuel cards. The system allows for direct email of receipts to card holders or fleet managers (if connected to a live internet connection) and for exporting transaction data to a variety of file types, most commonly using Microsoft Excel. The system allows the operator to set up an unlimited number of fleets, vehicles, users and cards, with an unlimited number of products and price levels, offering great flexibility which is critical to the sale of Propane, which commonly has a great number of customer specific prices and tax structures, depending on use.

Included in the system

Each ParaFUEL-Fleet fuel management system is delivered with the following items. PLEASE check your box when received for any damage in handling, as you are responsible to file a claim with the freight carrier. Parafour Innovations, LLC, and their Distributors, are NOT responsible for damage incurred due to mishandling or abuse by Freight carriers.

Included are:

ParaFUEL-Fleet POS/Console computer

Monitor

Mouse

Keypad

RFID Encoder/programmer

20 Standard blank cards (Additional cards can be ordered through your distributor)

5 Standard blank FOB Tags (Additional FOBs can be ordered through your distributor)

This IOM Manual

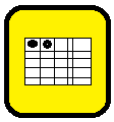
Important Identifiers:



This ICON denotes a WARNING! This warning may refer to possible bodily injury or equipment damage. Pay close attention



This ICON denotes special tools which may be required for the installation. Reading ahead and having any tools on hand before starting will expedite and ease the installation process.



This ICON denotes that the process is data entry related, and may require gathering specific data and/or completing worksheets to facilitate an easier data entry process

Connectivity and Control Limits

The ParaFUEL-Fleet POS/Site control console, can be un attended or attended as a POS. The basic configuration is limited to control of 2 hoses (2 single hose dispensers or 1 dual sided dispenser). It has future expansion capability for up to 8 hoses. Each hose is addressed in the system so that the Site Controller can track transactions by individual hose. For the P4-150 model, the system can currently only control the Autogas hose, with street price for the cylinder hose set in the dispenser, and discounted necessary in side. POS control of the cylinder hose is being refined, and there will be free software upgrades made available. The communication between the 2 devices is via a communication protocol similar to Gilbarco 2-wire protocol. The communication is over 2 separate shielded & twisted pair of conductors, one for the Dispenser computer and one for the UIM. Use ONLY UL listed 18 gauge (Minimum) two pair shielded cable, type listed below or equivalent:

Cable Recommendation:

Tappan
PN#: 57577601/GRAY
18/2P CMR/CL3R

Belden
PN#: 5341FE008XXXX (specify length
18/2P CMR

Installation Considerations:



All connection should be made by a qualified technician
All connections in the hazardous area should be completed by a qualified and licensed electrician, with specific experience in petroleum hazardous areas.
All connection should be made by a qualified technician



Failure to comply with instructions may result to damage to the equipment, and not covered under warranty. Read instructions carefully before installation



All installation must be made in accordance with NEC (NFPA70), NFPA58 & 30A, and all local codes

DATA/Control and AC supply voltage (line, neutral & ground) should be in separate conduits. Parafour recommends a minimum of 2 ¾" conduits be run from the building control/power panel to the dispenser. Dispenser footprint for positioning the conduit under the dispenser in a concrete island, are in the P4-Series manual.

For best data transmission, the data cable (18/2P should be one continuous run from the dispenser J-Box, into the building and terminating where the ParaFUEL-Fleet site control/POS will be placed in service. Parafour recommends leaving 6' to 12' of cable at the building end to allow for repositioning over time.

The POS/Site controller should be installed in the building close to an internet connection, for both daily use and remote update/technical support.

The POS/Site controller MUST be installed with a UPS (Uninterruptable Power Supply) with a minimum capacity of 350VA/250 watts. (NOT provided with the system)



DO NOT PLACE MAGNETS NEAR THE COMPUTER ASSEMBLY OR CARDS/FOBS. This may result in irreversible damage!
DO NOT Open the POS/CONSOLE case, or attempt to add hardware, install or uninstall software. This may affect system operation and will render the warranty VOID!
DO NOT attempt to alter the Window Configuration, or the BIOS configuration, as this may affect system operation and will render the warranty VOID!

Dispenser Connections:

All P4 Series dispensers come with a preinstalled inter-connection cable harness. It is the responsibility of the installing electrician to properly make connections to this harness, and to make all connections in an approved C1D1 junction box. The supply conduit in the dispenser is ¾" npt. The installer is responsible to provide the junction box, as required for each individual site. An APPLETON GRSS75 or equivalent is recommend to facilitate separate conduits for data and AC voltage.



This step will require:

- Small flat head screw driver (instrument size)
- Wire strippers
- Crimping tool
- P4 Dispenser door access tool
- Other tools as specific to your installation

The connections at the dispenser should be as follows:

RED, 18 ga, separate = pump motor starter relay control signal
BLACK, 18 ga, 120vac power to the dispenser
WHITE, 18 ga, 120vac Neutral to the dispenser
GREEN, 18 ga, Earth/Ground



Parafour recommends to install a ground rod under the dispenser for a direct path to ground, bot for lightning protection and for static dissipation. Failure to install a ground rod at installation may result in improper operation, and voiding of warranty.

GRAY 18/2P cable:

RED/BLACK = Dispenser computer data connection

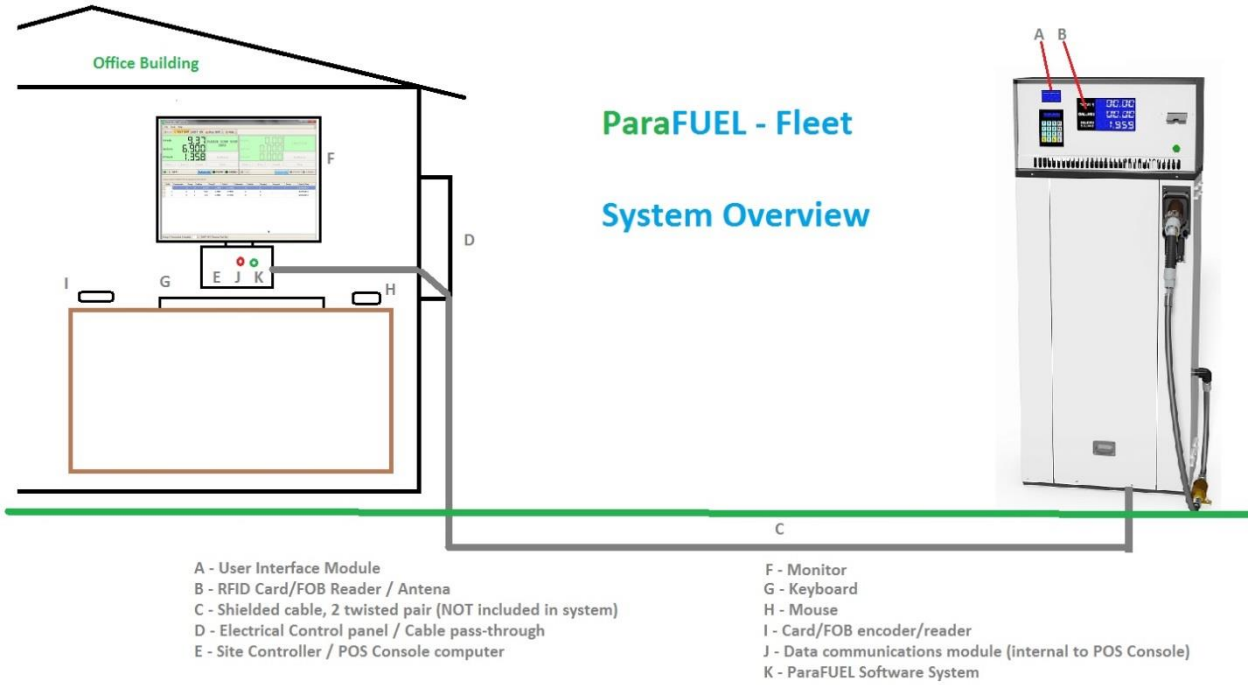
Connect RED to RED

Connect BLACK to BLACK

WHITE/BLACK = User Interface Module connection.

Connect WHITE to WHITE

Connect BLACK to BLACK



Parafour recommends NOT filling seal outs until a preliminary test of all connections and communications to the POS Console have been verified, and data is being received and transmitted. This will require setting up the POS Console and configuring software before sealing out.

Dispenser Configuration:

Refer to your Dispenser Operator's manual for instructions on how to enter and access/program software configuration. The following settings must be set for the system to communicate:

On dispensers equipped with the ParaFUEL-Fleet integral RFID system, the keypad MUST be put in control of the dispenser computer (default on start with RFID-UID is for keypad to be in control of RFID module). Press and hold the "C" key, until you hear a short "Beep". Then press and hold the "M" key, as defined in the dispenser operator manual computer section, and operate the keypad as normal.

TECHNICIAN MENU

Disp.Adr. 1-16 = (Set to "01" for hose 1, and press enter to save. Select Hose 2,3,4…as required for)
Grade Level 1-16 = (Set to 01, and press "E" for enter to save)
Grade PROPANE = (Press the "S" key to select the desired product, and press "E" for enter to save)
GILB. = (Press the "S" key to select "4800,N,8,1", and press "E" for enter to save)
RS232 = (Press "S" to select "& 2WIRE" , and press "E" for enter to save)
GDP 3 = (Press the "S" key to select "X.XXX" and press "E" for enter to save)
Disp. Test = (Press "S" to select "OFF", and press "E" for enter to save)

Once all of the settings have been set, you can use the "C" key to go back and visually confirm that each has saved the correct setting. If not, then repeat for that item and press "E" to save. Then Continue to SLOWLY press "C" until the keypad display reads "ATTENDANT MENU"

Press "E" to enter Attendant menu
Enter the Attendant passcode (if changed for local site in installation) or "0000" for the "as shipped" default passcode.
Press the "M" key to advance until the display says "RELEASE KEYBOARD"
Press "E", and the keypad control will be released from the dispenser computer and returned to control of the RFID / UID module.

RFID / UID Module Configuration:

The RFID-UID must be configured on initial setup, in order for the dispenser to be able to communicate with the POS site controller. This setup configuration process is also useful in switching between "Communication Mode" and "Stand Alone Mode" for commissioning the station initially, and also for calibration and maintenance testing.

When the dispenser is started, the keypad is controlled by the RFID-UID. It can also be used for the dispenser computer input, but must be released from the UID in order to do so.

When the dispenser is powered up, the UID display will appear as follows:



Press and hold the “M” key on the keypad, until the following screen appears:



To use the keypad for stand alone dispenser functions, you will need to press the “S” key, for SELECT, and “RELEASE KEYBOARD” will be highlighted. Press “E” for ENTER, to release the keyboard from the UID to the dispenser computer.

Press “E” for ENTER, until the following screen appears:



The dispenser is currently in “Stand Alone” mode. In this mode, it works as a dispenser with no communication or fuel management system. In this mode, the dispenser can be operated without requiring the system to authorize it for card use. The dispenser should be in this mode for initial installation, commissioning and calibration, as well as for maintenance and test functions.

To put the dispenser into “Communication Mode”, press the “S” for SELECT key, until it changes to COMMUNICATION. Press Enter to save this configuration change. The screen will now show the setup function” PLEASE SELECT UNIT NUMBER”. The unit number should be “01”. Press E”E for ENTER, to save. When complete, press the “C” for CANCEL to exit the system setup mode. Once the dispenser communication wires are connected to the POS/Site Controller computer, and the console is powered up, with the POS system running, this screen should change to the ICON display for “Swipe Card Over Antenna ICON”. The dispenser is now being controlled by the POS/Site Controller.



POS/Site Controller Connections:

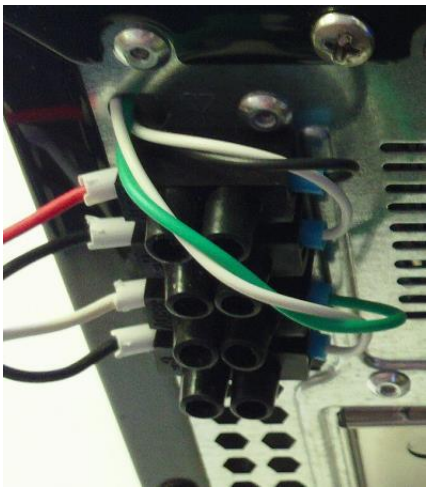
DO NOT plug in the MONITOR and Computer power cables until all other connections have been made

The POS Console should be installed in a building with temperature and humidity control. While it may be operated either as a manned/monitored system, or as a stand-alone system, it is best to be mounted in an office environment for protection from elements. If mounted outside in an enclosure, it MUST be installed in a NEMA 3R-4/12 enclosure, with air filtration and protection from contamination and over heat. The use of a Hoffman model Weatherflo WFPL3 or equivalent is recommended.

There are four data connections on the back of the POS Console computer housing:

The connections should be made as indicated in the above illustration:

Top to Bottom



Dispenser Computer Pair with shield RED/BLACK)

RED to BLACK

BLACK to WHITE

RFID USER Interface Module pair with shield (WHITE/BLACK)

WHITE to GREEN

BLACK to WHITE

After cutting wires to length, full crimp insulated end ferrules (not provided with the system) should be crimped on to ensure there is a good connection and no stray wire strands. This is very important for ensuring good communication.

Other POS Console Connections:



Connect the power cable provided to the POS Console power port

Connect the monitor to the correct Video output connector (Monitor may be VGA or HDMI)

BOTH Monitor and Computer MUST be plugged into surge suppression UPS

Connect the mouse to the lower left USB port (may be PS2 or USB)

Connect the Encoder module to the lower right USB port

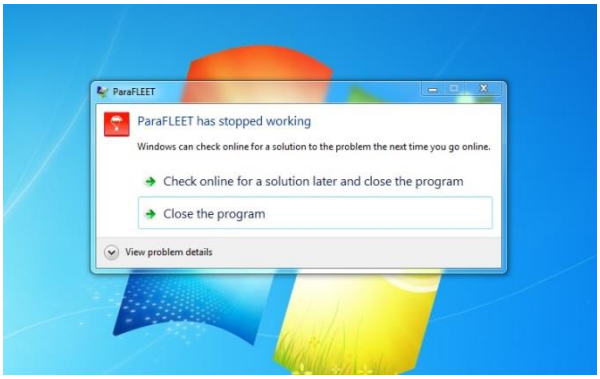
Connect the keyboard to the middle right USB port (may be PS2 or USB)

Connect the monitor cable power supply to the monitor power port

Connect the monitor cable to the monitor video IN port

Configuration and Data Entry the System:

Plug in the UPS power and power up the computer and the monitor. On startup, the system should automatically try to start the ParaFUEL-FLEET software. It should show and error as your database has not yet been configured. If the computer does not automatically start, push the start button on the front of the case.



Click the “Close Program” tab, and wait for the next operation. You should see the following screen:



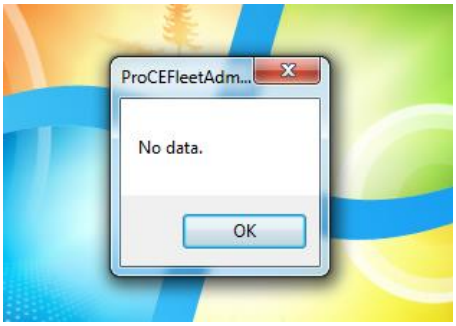
The GREEN Parafuel-Fleet/ ProCE-Fleet icon is the administrative program ICON. This program is used to setup and configure your system, as well as maintain all required data. Setup includes:

Product Setup
Company Setup
Site Setup
Customer Setup
Card Setup
Etc.

This program is also used for generating reports, and adding new customers, cards and price levels. It important that consideration should be given to the setup BEFORE you begin. However, it is possible to erase the database and re-enter in the case of any non-recoverable data entry error.

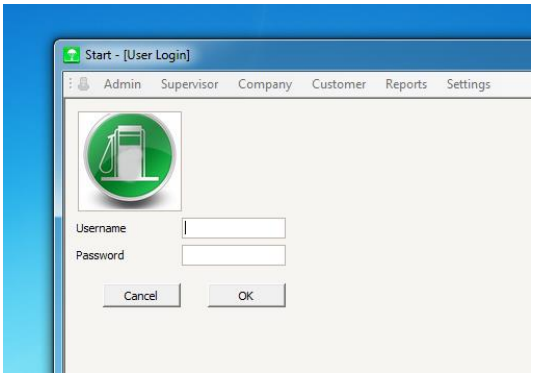
Setup and Configuration:

From the desktop, click on the GREEN administrative ICON twice, to open. On first startup, there will be no data and you will get an error message:



Click on “OK” to continue

The following screen will open shortly:



The user name is: **admin**

The default password is: **123456**

These may be changed for security during the setup and configuration process.

Enter the User name and Password and click “OK”
You will now see the Administrative software open up to a GREY screen. Click on the function tabs to begin the setup process.

The setup and configuration MUST be completed in proper order. Failure to enter in this order may result in a warning error. All system configuration starts with Product setup the order for configuration entry is as follows:

ADMIN

General Info – NOT USED
Product Info

SUPERVISOR

User Setup
Company Setup
Price Level Setup
Site Setup
Inventory Setup
Account Setup– NOT USED
Receipt Editor (This will configure both the in-dispenser and emailed receipts

COMPANY

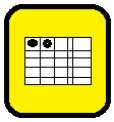
Customer Setup
Price Setup

CUSTOMER

Driver Setup
Vehicle Setup
Card Setup

SETTINGS

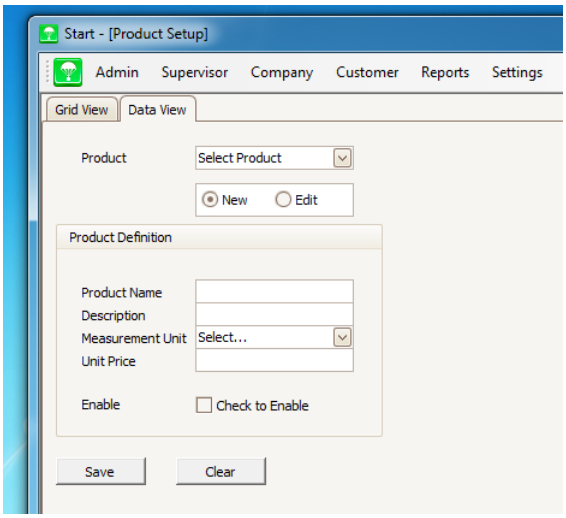
Site Configuration



This process and many of the following process will require data entry. Parafour HIGHLY recommends that you complete the worksheets at the end of this manual prior to beginning the data entry process. More than one worksheet may be required for each step.

ADMIN Configuration:

Move the cursor over the “Admin” tab and click on the “Product Info” tab. The following screen will appear:



Click on the “NEW” options

Below this, enter the following information:

Product Name: Enter what name you have for the product, typically “PROPANE” or other choice.

Description: Enter a description for the product (ie Propane HD-5)

Measurement Unit: Select Gallons or Liters as applicable

Unit Price: Enter the base price or average cost of your product. All price calculations will be based on this.

Click on the “Check to Enable” block, to enable the product for use.

Click on save to save the entry.

NOTE: each product can be changed over time, by selecting the product with the pull down arrow, and clicking the “Edit” option to enter new information or change/update.

Supervisor Setup:

Move the cursor over the Supervisor and subsequently over each sub menu you wish to configure. Click the desired sub-menu tab to open and configure.

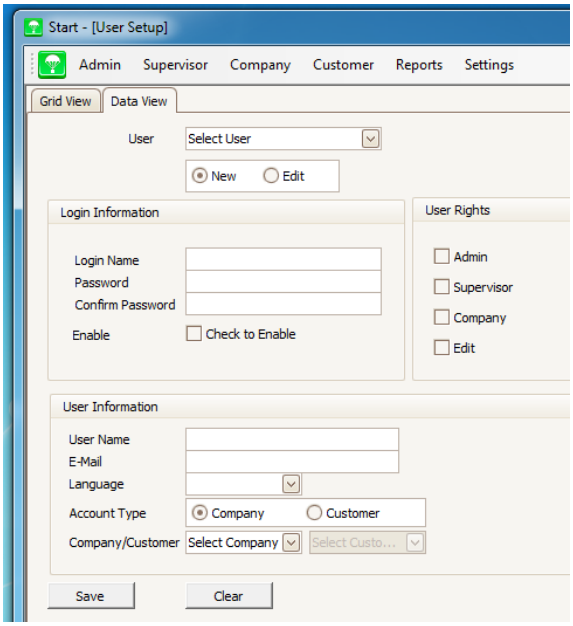
User Setup

The User setup allows the system to be accessed by different levels of need. Each level has a password protection to restrict access. The minimum recommended settings are:

Administration

Supervisor

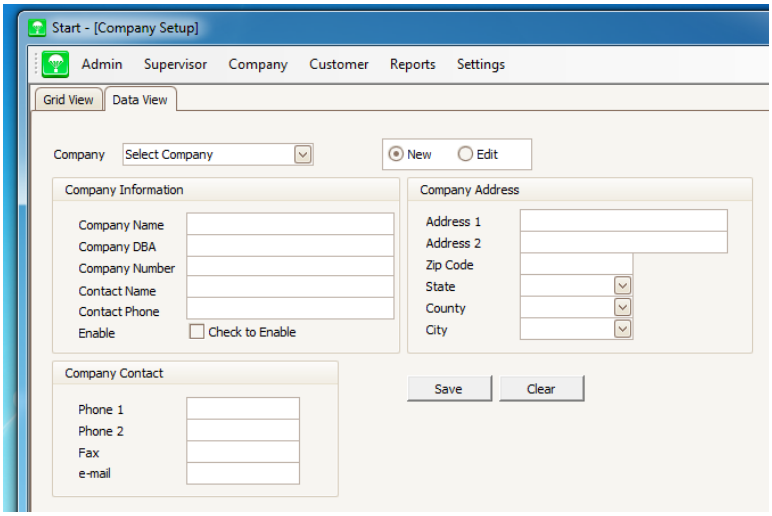
Open the User Setup tab and the following screen will appear:



- Click on New and enter data for both “Login” and “User Information”
- Both Admin and Supervisor should select Company for account type. (Customer account type is not used at this time)
- “Enable” must be checked in the “LOGIN” section for the user to have access
- Select the level of use required for the user.
    - Each level can only access the administrative program menu tab functions to the right of their assigned level.
    - If the user needs edit rights within their restricted access levels, then “Edit” must be checked in addition to their user rights level
- Click “Save” to save the entry
- Users may be edited when required by checking the “edit” box and selecting the user.
-

Company Setup:

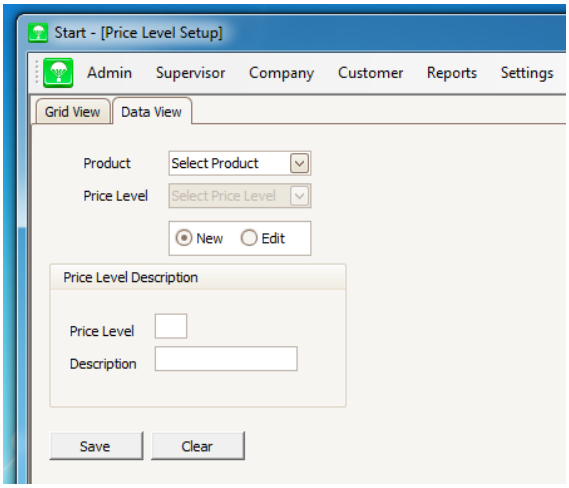
The company setup establishes the information on the company (typically YOUR company) who is operating the ParaFUEL-FLEET system for the purpose of transacting fuel deliveries. You will set up your customers under “Customers”. For fleets and other internal fuel management users, your information will be entered as the company, and your drivers as your customers. Click the “Company Setup” tab under “Supervisor” main tab. The following screen will appear:



1. Select the company and click “New” to allow entry of a new customer, or “Edit” to edit an existing customer.
2. Enter the required information in all 3 dialog boxes, Company Information, Address and Contact
3. Click “Save” to save the customer and continue.
4. A customer must be setup for each entity you sell to, or manage fuel use for
5. You must check the “Enable” block for the customer to be active in the system, and their driver’s cards to work.

Price Level setup:

This is where all base product pricing is setup. You can create an unlimited number of price levels for different customers. Each price level must be assigned to a pre-existing Product, as previously defined in the Admin menu. Click the “Price Level Setup” tab under “Supervisor” main tab. The following screen will appear:



1. Select the Product the price level will fall under.
2. For a new price level, select “New”, or an existing level change, select “Edit”
3. Assign the price level a number, 1-99 (for more than 99 price levels, create a new product under the Admin Menu.
4. Enter a description for the product, for example,

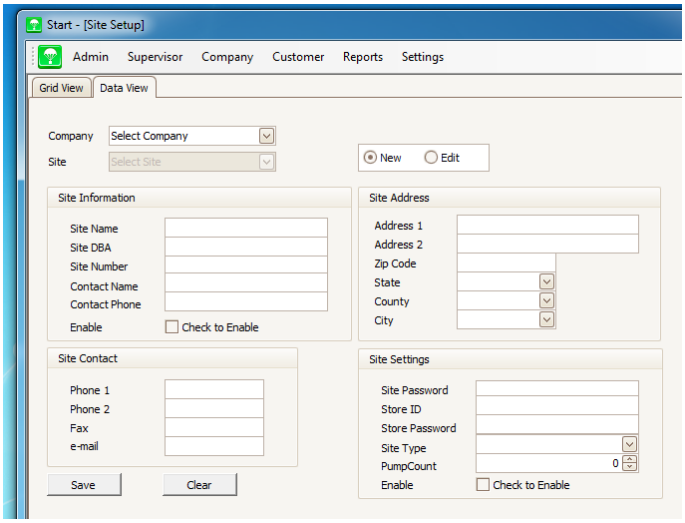
Price level = 01

Description = Street Autogas Price

5. Click save to record the price level and continue
6. You can always come back to this function if you need to create new prices.

Site Setup:

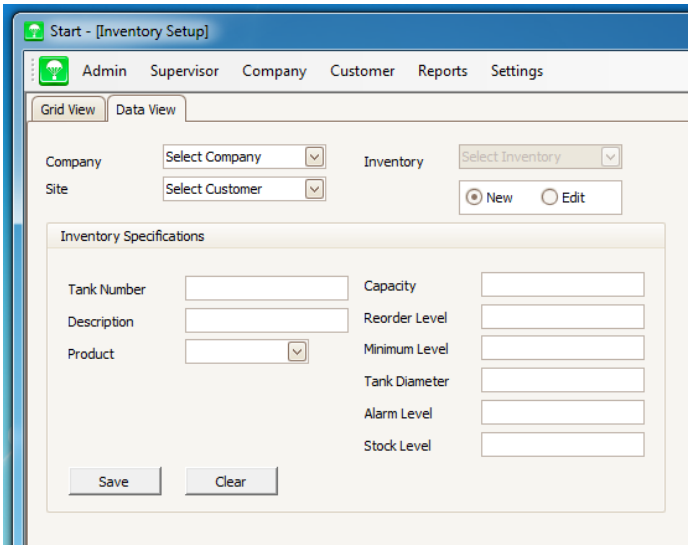
This is used to setup all of the information pertaining to the individual site where the ParaFUEL-Fleet system is operating at. This will also be used when networking multiple sites together (Not currently available). Click the “Site Setup” tab under “Supervisor” main tab. The following screen will appear:



1. Select a Company for the site to belong to. Click “New” for a new site, or “Edit” and select an existing site for editing.
2. Enter all the required information for Dialog boxes Information, Address and Contact.
3. Under site settings the following information is not required
    a. Site Password
    b. Store ID
    c. Store Password
4. Under site type, select “Automatic” from the pull down options.
5. Under Pump count, click the up arrow to select “1”
6. “Enable” must be checked for the site to be active and function.
7. Click “Save” to save the site and continue.

Inventory Setup:

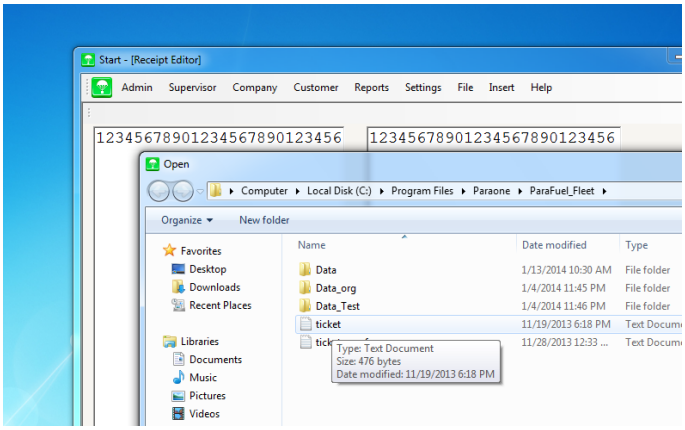
This is used to have a quick reference of your product storage inventory. While it is not entirely active in the software at this time (In the future, it will tie into a remote reading tank gauge system) It does still offer some convenience. Each transaction subtracts the dispensed volume from the current tank level, based on the initial entry. If you go into this menu each time you receive fuel, and add the received amount to the “Stock” level, then this menu function will continuously indicate your current fuel inventory with reasonable accuracy (as accurate as the dispenser and the delivering fuel trucks have been calibrated). Click the “Inventory Setup” tab under “Supervisor” main tab. The following screen will appear:



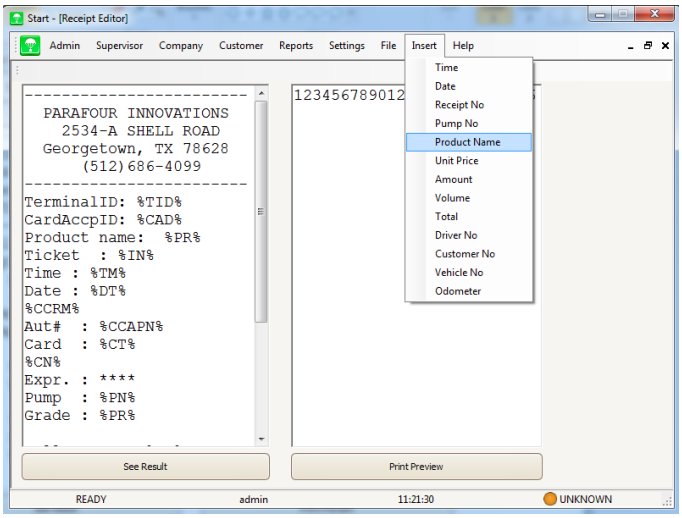
1. Select “New” to enter a new inventory or Edit” to change an existing inventory as required
2. Enter the information for Tank number, Description and Product (form the pull down of already created products).
3. Enter the pertinent tank data to the right.
4. Currently there are no alarms indicated in the system, but by setting this information correctly, it will be functional in future releases.
5. Click “Save” to save this and continue.

Receipt Editor

This is used to set out the format of your printed receipt, both that printed in dispensers (when equipped with in-dispenser printer option), those emailed to the customer, and those printed internally (Option not currently available). Click the “Receipt Editor” tab under “Supervisor” main tab. The Receipt Editor screen will appear. Click the cursor on the “File” tab and select “Open” to use the default Receipt format in the system. You can over-write and change as required for your company needs.

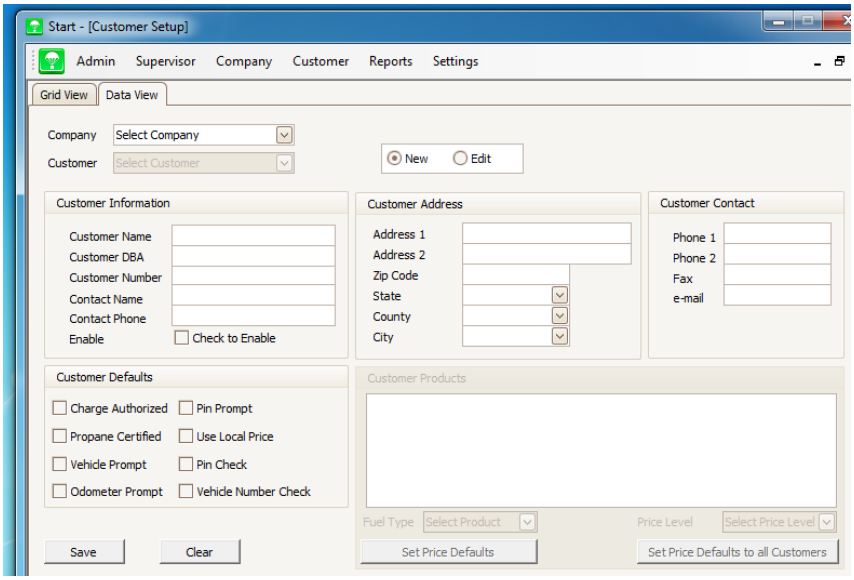


To change the format of receipt, the over-write or add to the default format. To enter a new item on the receipt, then clikc on “Insert” and choose which item you would like to add. Then position the cursor in the space on the format where you want the data item to appear, and type the name followed by a colon “:” for which you wish it to appear on the receipt, such as “Product Name:”Then click on the corresponding item under the Insert Menu, and it will assign this value to the receipt. You can click “Print Preview” to confirm what the actual receipts will look like. When complete, be sure to save the receipt format, by clicking on the “File” tab and “Save” and assigning the format a name for future reference.



COMPANY SETUP:

This menu function is used to enter all of your customers and their corresponding prices. Click the "Customer Setup" tab under "Supervisor" main tab. The following screen will appear:

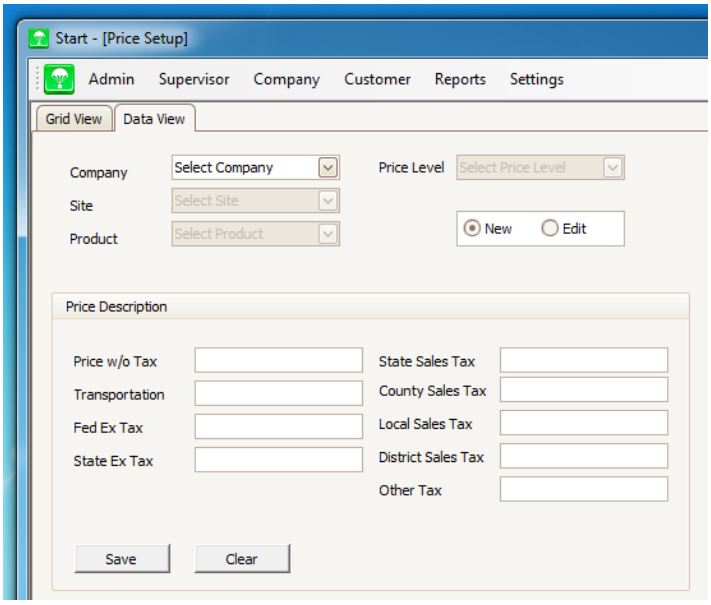


1. Select "New" to enter a new inventory or Edit" to change an existing inventory as required.
2. Choose the Company under which the customer will be sold/accounted for.
3. For editing, select the customer to edit, for New, enter a new customer name
4. Enter Customer DBA if required
5. Enter a Customer Number. This must be numeric ONLY, a minimum of 8 characters, to be accepted to the system.
6. Enter Name and Phone of Contact and click the "Enable" box to make the customer Active.
7. Enter the Address Dialog block information, using the pull-down selections for State, County & City.
8. Enter Customer Contact info

9. Enter any preferred defaults for this customer. These defaults will be applied to EVERY driver and card created under this customer.
    a. "Charge Authorized" and "Propane certified" must be selected to allow the driver to use a card to activate a dispenser in the system.
    b. To disable a card, due to non-payment, dilinquency or other reason, De-Select the "Enable" box. The driver and their assigned cards will no longer activate a dispenser in the system.
    c. The following options do not currently have any validation checks, so if selected, then the information will be stored, but not manageable for management use at this time:
        i. Odometer Prompt
    d. Other information as applicable. If the "Pin Prompt" or "Vehicle Prompt" are selected, then you must select "Pin Check" and "Vehicle Number Check" if you want the system to confirm the correct information on transactions for security.
10. Using the pull down menu, select the products which will be available to this customer and their Price level. This will be used to determine the price at transaction times.
11. Press "Save" to save the Customer and continue.

Price Level Setup:

This is used to determine what price will be assigned to each card. You can enter up to 99 different price levels under each product type and up to 99 product types. This allows you to be creative in establishing customer prices. Click the "Price Setup" tab under "Supervisor" main tab. The following screen will appear:



1. Select "New" to enter a new price or Edit" to change an existing price as required.
2. Select the Company, Site, Product and Price level.
3. "Price w/o Tax" should be your laid in cost of fuel before tax
4. "Transportation" can be used for actual transport fees, or any other use you desire (such as "Through-Put" fees or gallon commissions on resellers)
5. All of the applicable taxes for the customer should be entered.
6. Press "Save" to save the price for that level, and continue.

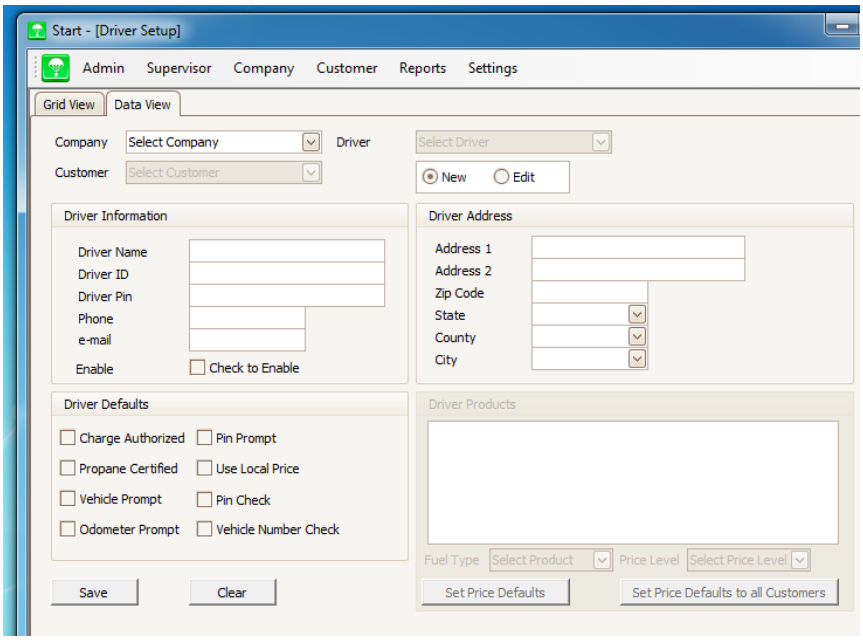
As each user card (Driver under any company) is tied to a specific price level, then after updating the price level, ALL cards for all drivers, with the same price level setting, will reflect the new price for all transactions. It is not possible to change a single driver's price, unless they are assigned a specific "Price Level" just for them. There are 99 possible Products and 99 possible Price Levels for the potential of 9801 possible prices which can be entered. A convenient way to manage prices is to assign "Products" by categories, ie. All customers who will buy Autogas for vehicles, can be in PROPANE MVF Category, with 99 different prices. All RV customers in PROPANE RV category. All cylinder customers in PROPANE CYL category. You can creatively approach the pricing structure in many ways.

CUSTOMER MENU FUNCTIONS:

This is the area where you will start to enter actual users of the system. Drivers, Vehicles and cards need to be set up. The final Card Setup will tie drivers to vehicles. Cards/Key FOBS can be assigned to Drivers, Vehicles, or purpose (For other retail uses through the Autogas hose nozzle, such as RV Price, Forklift Price, Mower Cylinder price, etc)

Driver Setup:

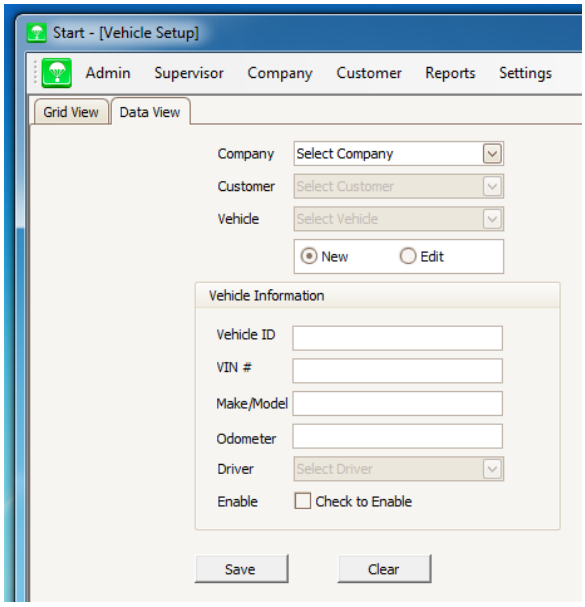
This is used to set up the individual drivers assigned to the previously setup company (or Fleet Division). This will identify what product, price and keypad prompts are required when the driver uses his card. Click the "Driver Setup" tab under "Customer" main tab. The following screen will appear:



1. Select "New" to enter a new price or Edit" to change an existing price as required.
2. Select the Company, Customer to enter a new driver for
3. Enter The Driver Information and Address dialog box data as required.
4. Select the product and price level for the driver, for all products and price levels he will have access to.
5. Under driver defaults, enter the desired functions you want when executing a transaction.
6. You must check the "Enabled" box for the driver to be active.
7. You can de-select the "Enabled" box at any time to lock the driver out of dispenser use.
8. Click "Save" to save the driver and continue.

Vehicle Setup:

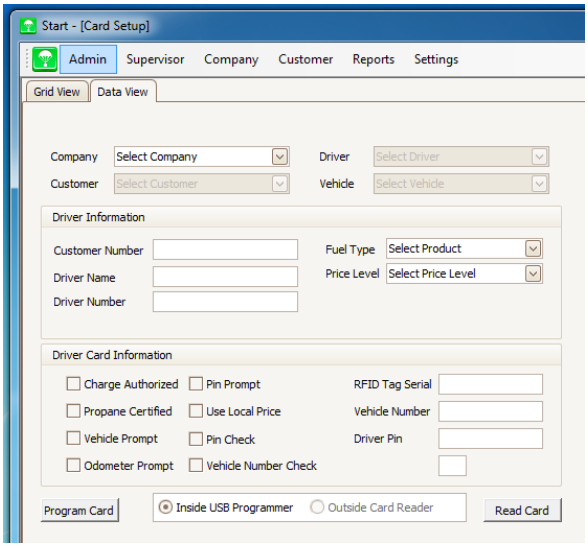
This is used to set up vehicles in the system, as applies to drivers and customers. The system will use this data as reference when it reads a card. Click the "Driver Setup" tab under "Customer" main tab. The following screen will appear:



1. Select "New" to enter a new vehicle or Edit" to change an existing vehicle as required
2. Select the Company and Customer the vehicle will be assigned to.
3. Enter the correct information under the Vehicle Information dialog box.
4. Vehicle ID MUST be a 6 digit number, NO alpha characters
5. Odometer must be a 7 digit number
6. Check the "Enable" box to make the vehicle active in the system.
7. Click "Save" to save the vehicle and continue

Card Setup:

This is used to set up the final card information, after all other required information points preceding have been entered. Each card has a unique ID, which is permanent to each Card/FOB. When the card is red and/or encoded, all of the card attributes are assigned in the database to that unique number. If a card is ever lost or stolen, then that number must be disabled in the system and a new card created. This is the final setup process for the system and should be completed when you are ready to program the cards/FOBs for customer use. Click the "Card Setup" tab under "Customer" main tab. The following screen will appear:



1. Select "New" to enter a new card/FOB or Edit" to change an existing card/FOB as required.
2. Select the Company, Customer and driver the card will be assigned to.
3. Enter the correct information in both the Driver Information and Card Information dialog boxes.
   a. For vehicle based fuel tracking, you do not need to enter a driver
   b. Select the product type
   c. Select the price level
   d. Check the boxes which correspond to the desired dispenser display prompts and user requirements. "Charge Authorized" and "Propane Certified" should always be checked (It is the responsibility of the operating company

to ensure that the drivers are trained and kept current in accordance with applicable laws.

e. DO NOT enter anything in the “RFID Tag Serial” space, as this will be read from the card
f. Enter the vehicle number and driver (card holder) PIN code.

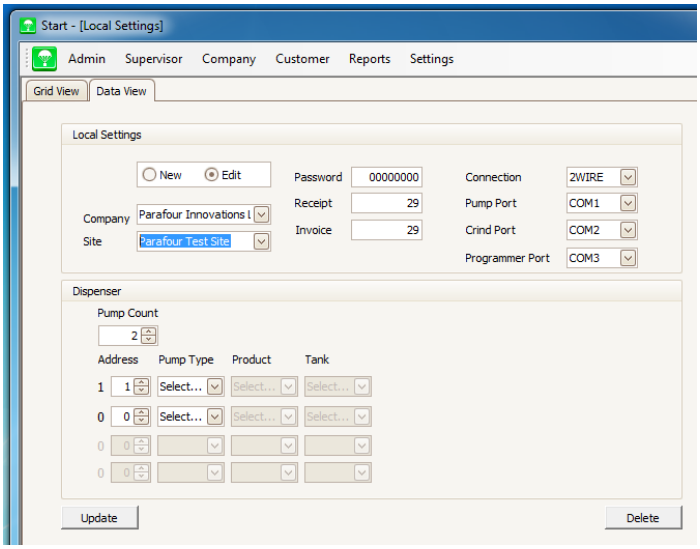
4. Place a card on the RFID encoder/Programmer (See photograph below).
5. Click the “Read Card” tab and wait for the card to be read. If the read is good, then a GREEN message “CARD SUCCESSFULLY READ” will appear. If the card is not properly read, then a RED message will appear “CARD READ ERROR” and an error box will appear. IF a card read error occurs, try repositioning the card/FOB to the center of the reader box.



SETTINGS MENU

Site Configuration:

This is used to configure the site for communication with the individual hoses on dispensers controlled by the system (Currently limited to ONE hose). Click the “Site Configuration” tab under “Settings” main tab. The following screen will appear:



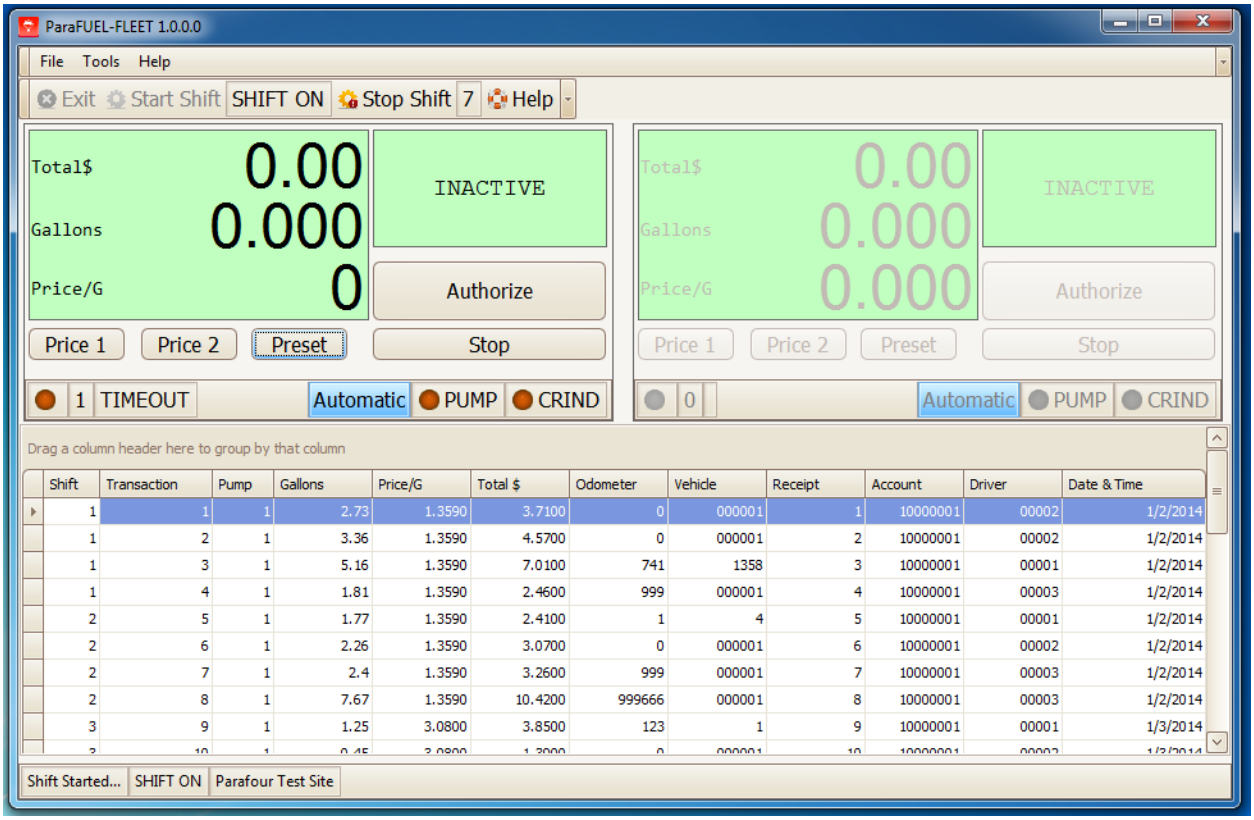
1. Select “New” to enter a new site or Edit” to change an existing site as required.
2. Select the Company and Site to edit.
3. Enter a desired password for the site (must be 8 numeric characters)
4. Enter the desired starting receipt number
5. Enter the starting desired Invoice number
6. Enter the remaining items using the pull-down menus as follows:
   a. For Connection, select “2wire”
   b. Pump Port enter “COM1”
   c. Crind Port enter “COM2”
   d. Programmer Port enter “COM3”
   e. Pump Count enter “1” (if more than one hose then enter the number of hoses) (System currently limited to ONE hose)
   f. For Hose one, select “1” for the address

g. For Pump Type Select “Parafour ProCF”
h. Select the product type and Tank number
i. Click “Update” to save and continue

Station Startup

Now that the dispenser has been installed and the ParaFUEL-Fleet site controller POS Console, and administrative software have been configured, it is time to verify connections and confirm communications.

MINIMIZE the GREEN Administrative program, and double click the RED ParaFUEL ICON, to start the fuel management system. After a few moments, the startup box will appear with the version number, and disappear. Wait a few more moments and the Console software will appear. NOTE that the program should automatically start a new shift. If you do not yet want to start a shift, then click on “Stop Shift” at the top, and the system will go into standby. You should see the following screen:



This screen allows the following user controlled actions:

- Start & Stop Shift
- Exit program (MUST use the EXIT button, NOT the “X” button
- Sort transactions by individual data field (Drag and drop to top LEFT of transaction Ledger, where indicated

When the shift is “ON” (as indicated by “SHIFT ON” in the upper line) then the PUMP & CRIND indicators should be green if connected properly, and periodically flashing. If the indicators are ORANGE, then there is a problem in the setup and configuration either at the dispenser, POS/Console Administrative software, or in the interconnecting cable.

Once the problem is found, you will need to STOP SHIFT, and exit the POS program and restart, for the system to find the dispensers in the communication loop. If there are not GREEN flashing indicators, then you will not be able to control the dispenser.

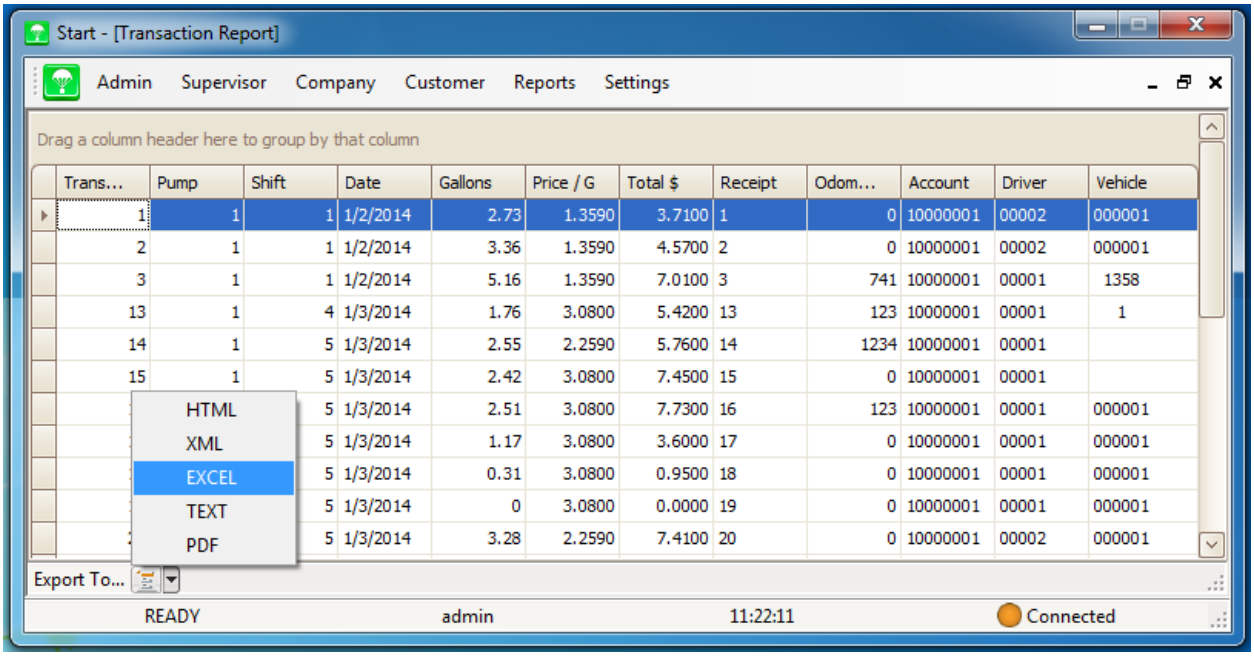
Each transaction will be indicated on the transaction ledger, by SHIFT at the bottom of the screen.

REPORTS

The reports menu is used to view and sort your transactions by shift. There is no fixed period for shift time, it can be any period length you choose. The reports can be exported and saved to several file types: Excel

HTML
TEXT
XML
PDF

Custom report formats can be created, as well as data transfer to some back-office accounting systems, on an individual basis, for a quoted rate. Contact Parafour for more information. Click the “Site Configuration” tab under “Settings” main tab. The following screen will appear:



To export the file for further use, simply click on the “Export to” tab in the lower left and select the file type you wish to create. Excel is the most common as it allows the user to open the file and sort for either batching of customer specific invoicing. The report file can be sorted and manipulated by dragging column headings to the upper left area. Multiple headings can be “stacked” to facilitate any desired report structure.

Changing a Customer Price

Customer prices can be changed as needed, and as often as possible. This is done under the “Company”, by clicking on “Price Setup”. When the screen appears, select “EDIT”, then select using the pulldown menu, Company, Site, Product & Product level. Change the price setting accordingly, and click “UPDATE” to save and exit.

As each user card (Driver under any company) is tied to a specific price level, then after updating the price level, ALL cards for all drivers, with the same price level setting, will reflect the new price for all transactions. It is not possible to change a single driver’s price, unless they are assigned a specific “Price Level” just for them. There are 99 possible Products and 99 possible Price Levels for the potential of 9801 possible prices which can be entered.

Changing Dispenser Configuration

Whenever there is a need to enter the dispenser computer for any reason (Config change, Calibration, add printer, etc) the ParaFUEL-Fleet system MUST be exited fully. With the ParaFUEL screen has the message “PARAFLEET Fuel Control” and DOES NOT show the wave card ICON, it is now safe to access the dispenser computer.

1. Press and hold the “C” key until you hear a clear ‘BEEP”.
2. Press and hold the “M” key until you hear a short “Beep”.
3. The keypad is now in control of the dispenser and any changes in the software can be made.
4. Once all changes are complete, the keyboard must be released from the dispenser calculator and control returned to the PARAFUEL module.
5. Enter the ATTENDANT menu by holding the “M” key until it beeps and says Attendant.
6. Press the “E” for Enter key
7. The screen will ask for the Attendant code. enter the code which has been set for Attendant by the owner, of use the default “0000” if it has not been changed from the default setting.
8. Press “E” to Enter
9. Once in the menu, press the “M” key until the display says “RELEASE KEYBOARD”
10. Press “E” and the keyboard will be released and show the standby operation message.
11. It may be required to reboot both computers in the dispenser to reset each from the changes. This is done by simply shutting off the power for about 15 seconds and then restarting. Once this is tone, restart the ParaFUEL-Fleet software in the building, and it

should find both the ParaFUEL computer and the Dispenser computer, as indicated by a GREEN indicator next to PUMP and CRIND in the software. If for any reason one or both of the indicators in orange, then exit the program again, reboot the dispenser, followed by rebooting the Site Controller POS/Console.

Power Outages

As noted in the manual, the ParaFUEL-Fleet Site Controller, must ALWAYS by powered through a surge protecting UPS. This should both protect the computer, and also keep it in operation for up to 15 minutes of time during a power outage, to allow the required recovery of the previous transactions. If the unit ever powers down from a main power failure, then as soon as the computer gets power again, it should automatically recover, reboot, open the ParaFUEL software and start a new shift. This is in the start sequence to automate restart at unattended sites.

TECHNICAL SUPPORT

For technical support on the ParaFUEL-Fleet system, please contact your distributor, or Parafour Innovations, LLC at one of the following:

Software Support: **512. 942. 2248**
Tech support line is available from 8-5:00, Monday to Friday. After hour calls and weekends may be forwarded for off hour support.

Email: **support@parafour.com**
Tech support emails should get an email response of a phone call within 24 hours (workdays) of sending the message

Skype:
Support At Parafour **NOTE:** Each site controller has a SKYPE user installed, the user name should be identifiable by Technical support via the internet. This is a valuable tool which allows our technicians to talk direct with you, whilst controlling your site controller remotely. To do this, the site controller MUST be connected to an internet connection. If your local security requires a passcode, or unique static IP address, you will need to inform our technician of this in order to get support. This will be kept in strict confidence, and will be destroyed after each support session, requiring you to provide it again, for maximum network security. If you try to call the SKYPE tech support line and do not get an answer, please leave a SKYPE message and email tech support with a phone number where you can be reached, as soon as they return.