



Add New Operator

Training Guide - Instructions for fuel
retailers



Step I - Welcome to FuelCheck TAS

A screenshot of the FuelCheck TAS login interface. At the top, there is a blue header with the 'FUEL CHECK' logo. Below the header, the text 'Welcome to FuelCheck' is displayed. Underneath, it says 'Please enter your mobile number' followed by a text input field. To the right of the input field is a link that says 'Trouble signing in?'. At the bottom of the form is a dark blue button with the word 'NEXT' in white capital letters.

Purpose

Use these instructions to add a new Operator for a fuel retailer.

Prerequisites

- You are a registered FuelCheck TAS user with a registered mobile number.
- You have accessed the FuelCheck TAS login page.

Audience

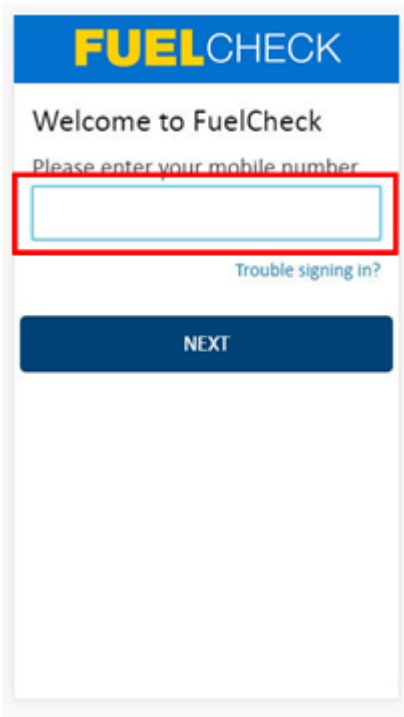
- Fuel retailer Operators and Managers.

Technical Support

For help using the FuelCheck TAS app or website send an email to FuelcheckTas@customerservice.nsw.gov.au



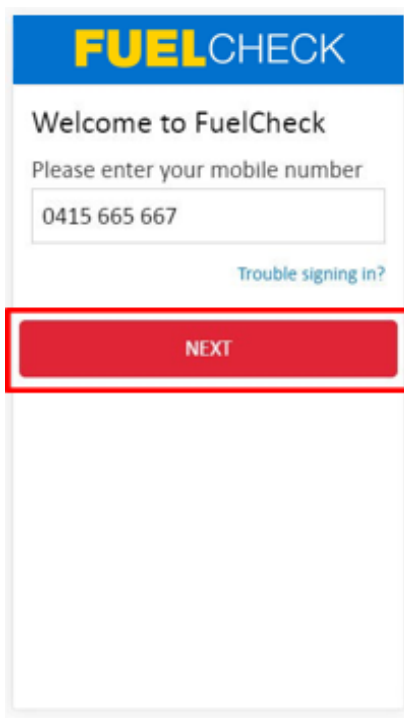
Step 2 – Logging into FuelCheck TAS



The Welcome to FuelCheck TAS screen displays.

Enter the mobile number of your registered user account in the **Please enter your mobile number** field.

Step 3



Click the **NEXT** button to log in to FuelCheck TAS using your registered mobile number.



Step 4 – Receiving a verification code

FUELCHECK

VERIFICATION CODE

Verification code sent to:
rennae@gmail.com
Mobile: 0415 667 667

Enter Verification Code:

Resend Code

VERIFY

The **VERIFICATION CODE** screen displays.

A verification code will be immediately sent to your registered email address and mobile number.

Enter the verification code in the **Enter Verification Code** field.

Step 5

FUELCHECK

VERIFICATION CODE

Verification code sent to:
rennae@gmail.com
Mobile: 0415 665 667

Enter Verification Code:

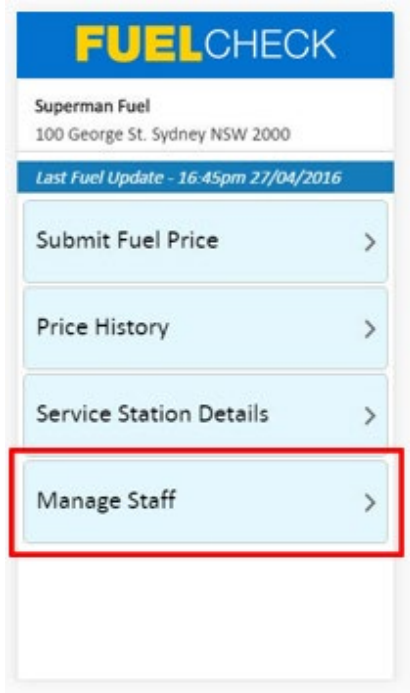
Resend Code

VERIFY

Click the **VERIFY** button to accept the verification code.



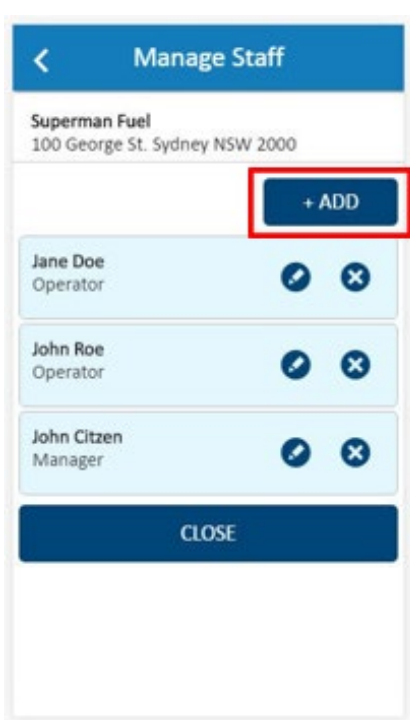
Step 6 – Adding new operator details



The FuelCheck TAS options display. These options vary depending on your authority level.

Click the **Manage Staff** button to add a new Operator. This person will be able to report fuel price information on behalf of your business.

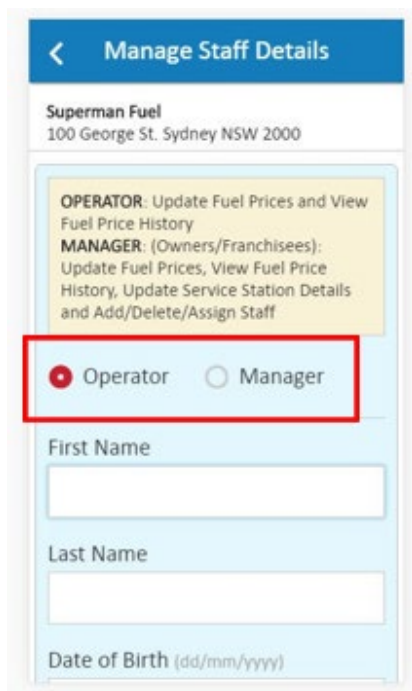
Step 7



The **Manage Staff** screen displays.

The current Operators and Managers are shown. Click the Add button to add a new staff member.

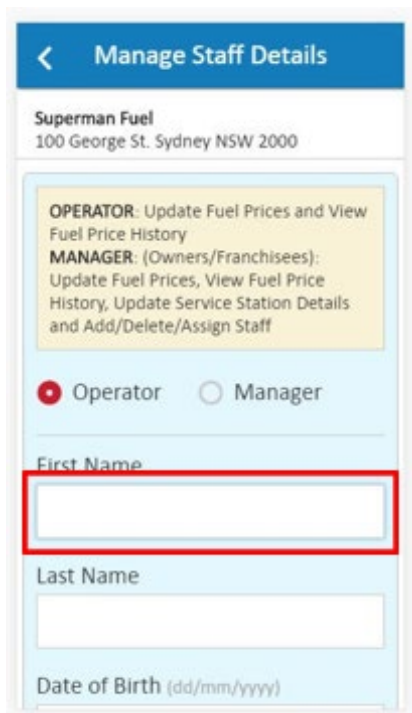
Step 8



The **Manage Staff Details** screen displays.

The type of staff member being added can be changed if required.

Step 9 – Adding first name



Enter the new Operator's details.

Enter the first name of the new Operator in the **First Name** field.



Step 10 – Adding last name

The screenshot shows the 'Manage Staff Details' form for 'Superman Fuel' at '100 George St. Sydney NSW 2000'. It includes role instructions for OPERATOR and MANAGER, radio buttons for 'Operator' (selected) and 'Manager', and input fields for 'First Name' (Andrew), 'Last Name' (highlighted with a red box), and 'Date of Birth (dd/mm/yyyy)'. There is also a 'Date of Birth' label below the highlighted field.

Enter the last name of the new Operator in the **Last Name** field.

Step 11 – Adding date of birth

The screenshot shows the 'Manage Staff Details' form with 'First Name' (Andrew) and 'Last Name' (Smith) filled in. The 'Date of Birth (dd/mm/yyyy)' field is highlighted with a red box. Below it are 'Mobile' and 'Email' input fields. At the bottom are 'CANCEL' and 'ADD' buttons.

Enter the new Operator's date of birth in the **Date of Birth** field.



Step 12 – Adding mobile number

The screenshot shows the 'Manage Staff Details' form. The fields are: First Name (Andrew), Last Name (Smith), Date of Birth (06/11/1990), Mobile (empty), and Email (empty). The Mobile field is highlighted with a red border. At the bottom are 'CANCEL' and 'ADD' buttons.

Enter a mobile phone number for the new Operator in the **Mobile** field.

Note: This will become the Operator's login ID. System messages are sent to this number.

Step 13 – Adding email address

The screenshot shows the 'Manage Staff Details' form. The fields are: First Name (Andrew), Last Name (Smith), Date of Birth (06/11/1990), Mobile (0415 999 998), and Email (empty). The Email field is highlighted with a red border. At the bottom are 'CANCEL' and 'ADD' buttons.

Enter an email address for the new Operator in the **Email** field.

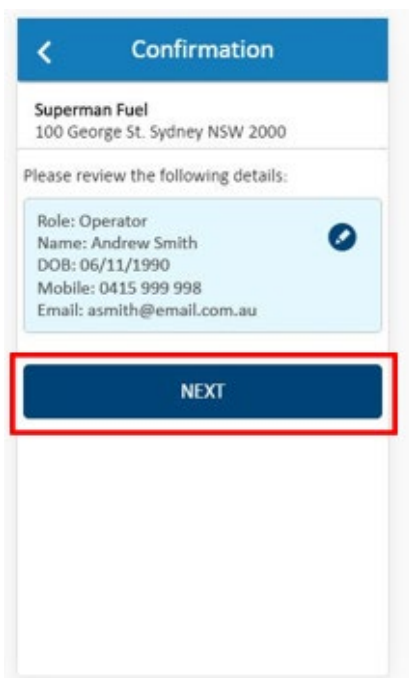
Note: System messages are sent to this address.

Step 14



Click the **ADD** button to create a new user account for the Operator.

Step 15 – Confirming new operator details

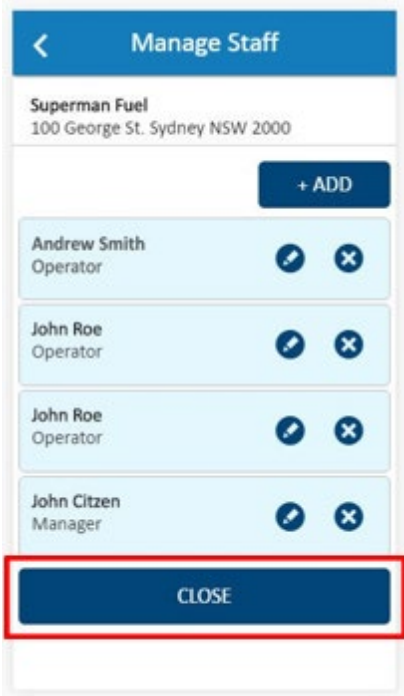


The newly added Operator details display and can be changed. Do this by using the **Edit** button.

Click the **NEXT** button to continue to the next screen.



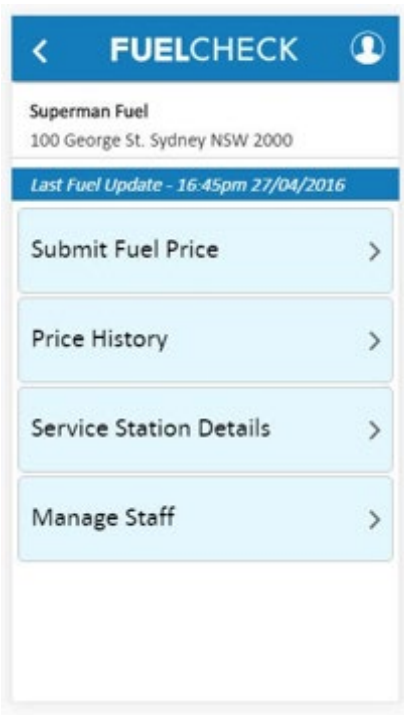
Step 16 – Adding multiple operators



The fuel retailer Operators and Managers are shown. You can add another user at this point if required.

Click the **CLOSE** button to finalise the process.

Step 17 – Process completed



The new Operator has been added and you are returned to the FuelCheck TAS options screen.

You have completed the **Add New Operator** transaction.