

Fuel Purchase Forms for Users and Drivers

General Information

Fuel Purchases can be added to OneView in a number of different ways:

- Integration with a fuel card to pull fuel purchases into OneView (through API)
- Driver manually entering fuel purchase form (in POV or OneView Mobile)
- Bulk import of fuel purchases by csv into OneView
- Single creation of Fuel Purchase in OneView

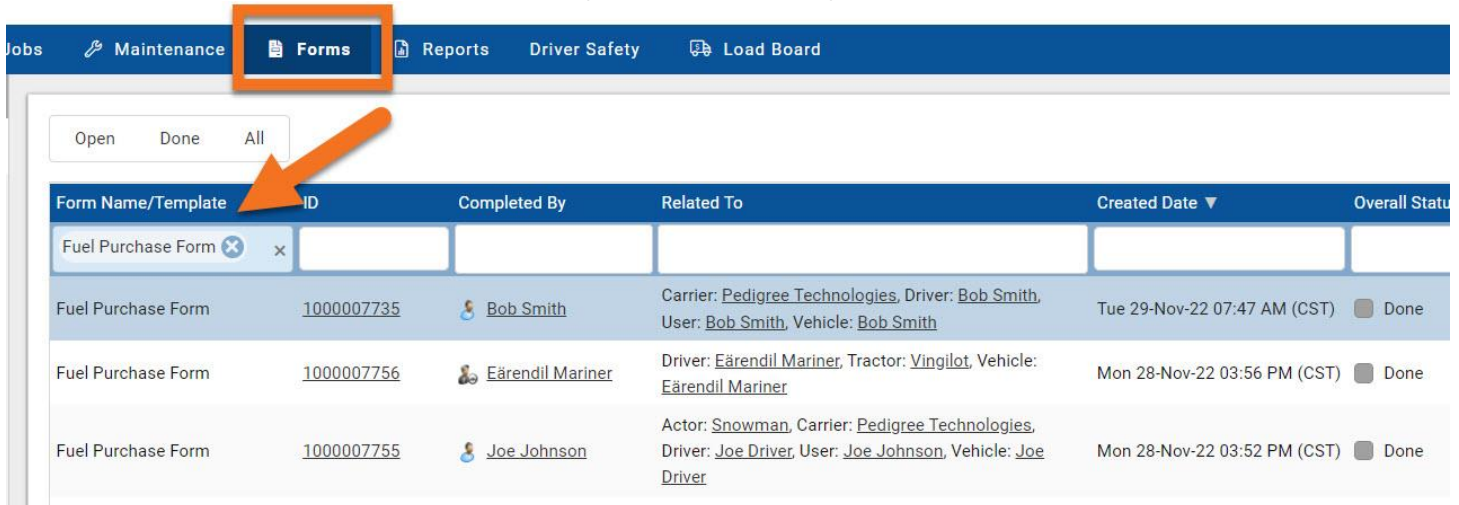
Individual fuel purchases (including all purchases uploaded by API or csv) are viewed on the Forms tab in OneView. The fuel purchase will be viewable on the asset's forms tab, the driver's forms tab, and the main Forms tab at the top of OneView.

If you are tracking fuel purchases, the fuel information will populate the following reports:

- IFTA Reconciliation Report
- Full IFTA Reconciliation Report
- Fuel Purchase History Report
- Fuel Purchase HOS Duty Status Report
- Fuel Purchase Summary Report

Fuel in the Main Forms Tab

On the main Forms tab, filter the first column to show Fuel Purchase Form to see all of your company's fuel purchases. Other filters can be used to narrow your results with any of the columns, like Created Date or Related to.



Form Name/Template	ID	Completed By	Related To	Created Date ▼	Overall Status
Fuel Purchase Form	1000007735	Bob Smith	Carrier: Pedigree Technologies, Driver: Bob Smith, User: Bob Smith, Vehicle: Bob Smith	Tue 29-Nov-22 07:47 AM (CST)	Done
Fuel Purchase Form	1000007756	Earendil Mariner	Driver: Earendil Mariner, Tractor: Vingilot, Vehicle: Earendil Mariner	Mon 28-Nov-22 03:56 PM (CST)	Done
Fuel Purchase Form	1000007755	Joe Johnson	Actor: Snowman, Carrier: Pedigree Technologies, Driver: Joe Driver, User: Joe Johnson, Vehicle: Joe Driver	Mon 28-Nov-22 03:52 PM (CST)	Done

Fuel in the Forms Tab of an Asset or Driver

On an asset or driver, use the Forms sub tab to view the fuel purchases for that individual asset or user. Use the first column to filter for Fuel Purchase Form if there are other forms listed.

Asset View: 1020

29-Nov 08:00 AM (CST)

test

14050 Fairview Drive,
Burnsville, Minnesota
55337, United States

Idling
3M 11D
Class: Vehicle
No Driver

Forms Tab:

Form Name/Template	ID	Completed By	Related To	Created Date	Overall Status
Fuel Purchase Form	1000004821	VR TexasDriver	1020	Tue 29-Nov-22 08:01 AM (CST)	Done

Actor: 1020, Carrier: Pedigree Technologies, Driver: VR TexasDriver, Tractor: 1020, User: Lynette Burgan, Vehicle: VR TexasDriver

Page 1 of 1 Showing 1-1 of 1 Records Per Page 25

User View: Bob Smith

04-Nov 03:04 PM (CDT)

Off Duty
24D 17h
Class: User
No Vehicle
(Last:)






Forms Tab:

Form Name/Template	ID	Related To	Created Date	Overall Status
Fuel Purchase Form	1000007735	Carrier: Pedigree Technologies, Driver: Bob Smith, User: Bob Smith, Vehicle: Bob Smith	Tue 29-Nov-22 07:47 AM (CST)	Done
Delivery Form (No Fields, Scan)	1074343	Carrier: Bob the Builder, Target: Bob Smith, User: Bob Smith	Tue 28-Jun-22 02:12 PM (CDT)	Done
Delivery Form (No Fields, Scan)	1074211	Carrier: Bob the Builder, Target: Bob Smith, User: Bob Smith	Fri 24-Jun-22 09:24 AM (CDT)	Done

View and Edit Fuel Purchase Forms


To open the fuel purchase, click on the underlined ID.


Open
Done
All

Form Name/Template	ID	Completed by	Related To
Fuel Purchase Form  			
Fuel Purchase Form	<u>1000007735</u>	 <u>Bob Smith</u>	Carrier: <u>Pedigree Technologies</u> , Driver: <u>Eärendil Mariner</u> , User: <u>Bob Smith</u> , Vehicle: <u>Bob Smith</u>
Fuel Purchase Form	<u>1000007756</u>	 <u>Eärendil Mariner</u>	Driver: <u>Eärendil Mariner</u> , Tractor: <u>Vingilo Eärendil Mariner</u>
Fuel Purchase Form	<u>1000007755</u>	 <u>Joe Johnson</u>	Actor: <u>Snowman</u> , Carrier: <u>Pedigree Technologies</u> , Driver: <u>Joe Driver</u> , User: <u>Joe Johnson</u> , Vehicle: <u>Joe Johnson</u>


Edit Fuel Purchase Form

After clicking on the fuel purchase, you'll see all of the details about that fuel purchase. If there was a mistake, use the "Unsubmit" button to edit.



Fuel Purchase Form


Filled out by	
Bob Smith	
Driver *	Asset *
Bob Smith	182
Calculated	Calculated
Date *	
Mon 28-Nov-22 07:42 AM (CST)	
Merchant	
Casey's	
3202 43rd St S Fargo, ND 58104	
Merchant's Name	
Casey's	
Calculated	
Merchant's Address	St./Prov. *
2401 45th St S, Fargo, ND 58104	North Dakota
Calculated	Calculated
Volume *	Total Cost
100	515.9
Product *	
Diesel	
Receipt	

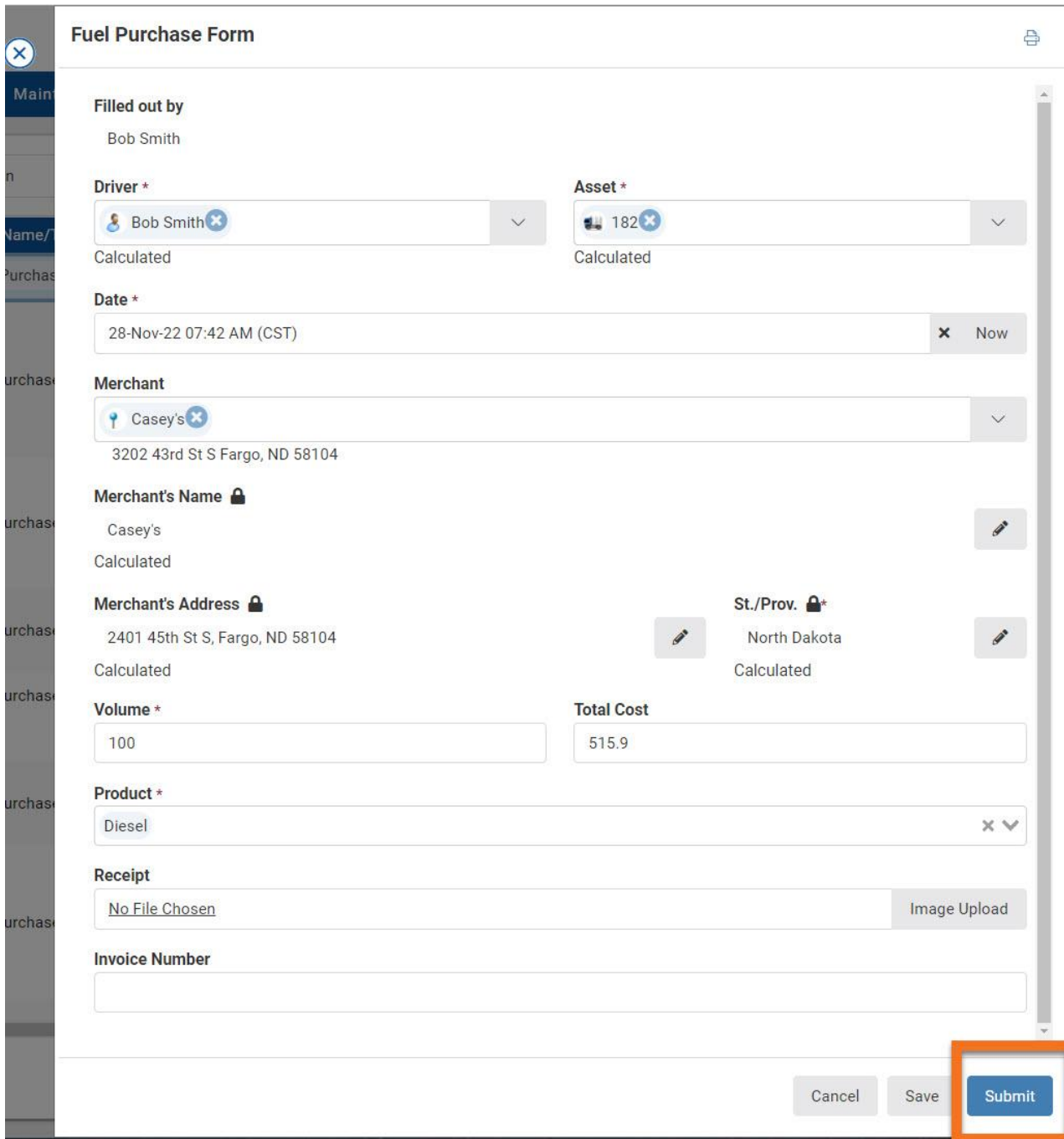


To Edit

Unsubmit

Cancel

After choosing Unsubmit, the form will now be editable. Make changes and then choose Submit.



Note: If you chose Save after editing your fuel purchase, the status of the form will be Open. If you want to submit it now, just open the fuel purchase again and choose Submit.



Delete, Undelete, and Re-Submit Fuel Purchase Forms

After clicking Unsubmit on a fuel purchase form, if you have permission to delete records, you will see a Delete button at the bottom of the record. Click Delete to remove this fuel purchase.

Confirm your deletion.

×

Fuel Purchase

Filled out by

Pedigree Trainer

Driver *

Pedigree Trainer ×

▼

Calculated

Asset *

Mack 56 ×

▼

Calculated

Date *

21-Sep-15 03:30 PM (CDT)

×

Now

Merchant

▼

Merchant's Name

Holiday Stationstores

Calculated

Merchant's Address

2755 Brandt Dr S, Fargo, ND 58104,

Calculated

St./Prov.

North Dakota

Calculated

Volume *

20

▼

Total Cost

54.19

dollars

▼

Product *

Diesel

×

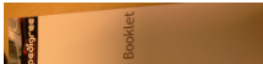
▼

Receipt

2959361/1175730374_144286743

×

Image Upload



Cancel

Delete

Save

Submit

6

OneView™ Fuel Purchase Forms

Pedigree Technologies

The filter will allow you to look for Deleted forms if you find that one was deleted in error. To Undelete a fuel purchase and resubmit, find it in your deleted list and click on it.

Open Done **All**

Form Name/Template	ID	Completed By	Date / Time	Overall Status
Fuel Purchase ×	×			Deleted × ×
Fuel Purchase	1000084461	Pedigree Trainer	Mon 21-Sep-15 03:30 PM (CDT)	Deleted
Fuel Purchase	1000244241	Pedigree Trainer	Thu 25-May-17 10:46 AM (CDT)	Deleted

You can choose Undelete to start the process of resubmitting the form.

×

Fuel Purchase

Filled out by
Pedigree Trainer

Driver *
 Pedigree Trainer ×

Asset *
 Mack 56 ×

Date *
21-Sep-15 03:30 PM (CDT) × Now

Merchant

Merchant's Name 🔒
Holiday Stationstores
Calculated

Merchant's Address 🔒
2755 Brandt Dr S, Fargo, ND 58104,
Calculated

St./Prov. 🔒 *
North Dakota
Calculated

Volume *
20

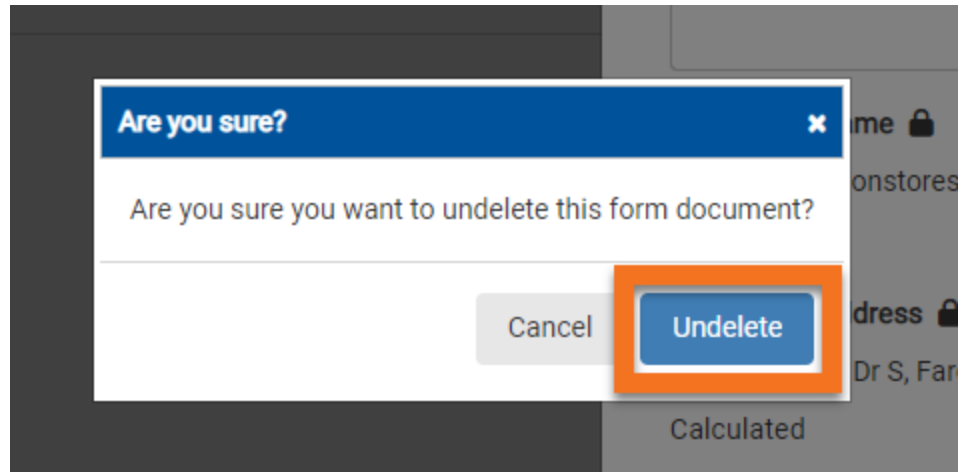
Total Cost
54.19 dollars

Product *
Diesel ×

Receipt
2959361/1175730374_144286743 × Image Upload

Undelete Close

Confirm that you want to undeleted this fuel record.



The form will now be editable if you want to make changes. After making changes if any, choose Submit to republish this fuel purchase.

×

Fuel Purchase

⌵

Filled out by

Pedigree Trainer

Driver *

Pedigree Trainer

×

⌵

Calculated

Asset *

Mack 56

×

⌵

Calculated

Date *

21-Sep-15 03:30 PM (CDT)

×

Now

Merchant

⌵

Merchant's Name

Holiday Stationstores

⌵

Calculated

Merchant's Address

2755 Brandt Dr S, Fargo, ND 58104,

⌵

Calculated

St./Prov.

North Dakota

⌵

Calculated

Volume *

20

⌵

Total Cost

54.19

⌵

dollars

Product *

Diesel

×

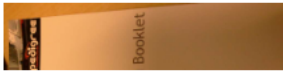
⌵

Receipt

2959361/1175730374_144286743

×

Image Upload



Cancel







Delete

Save

Submit

If you simply **Save** the undeleted form, the fuel purchase will be Open, and not yet submitted to your fuel purchase records. Click on any open form and click Submit at the bottom of the page to publish those fuel records.

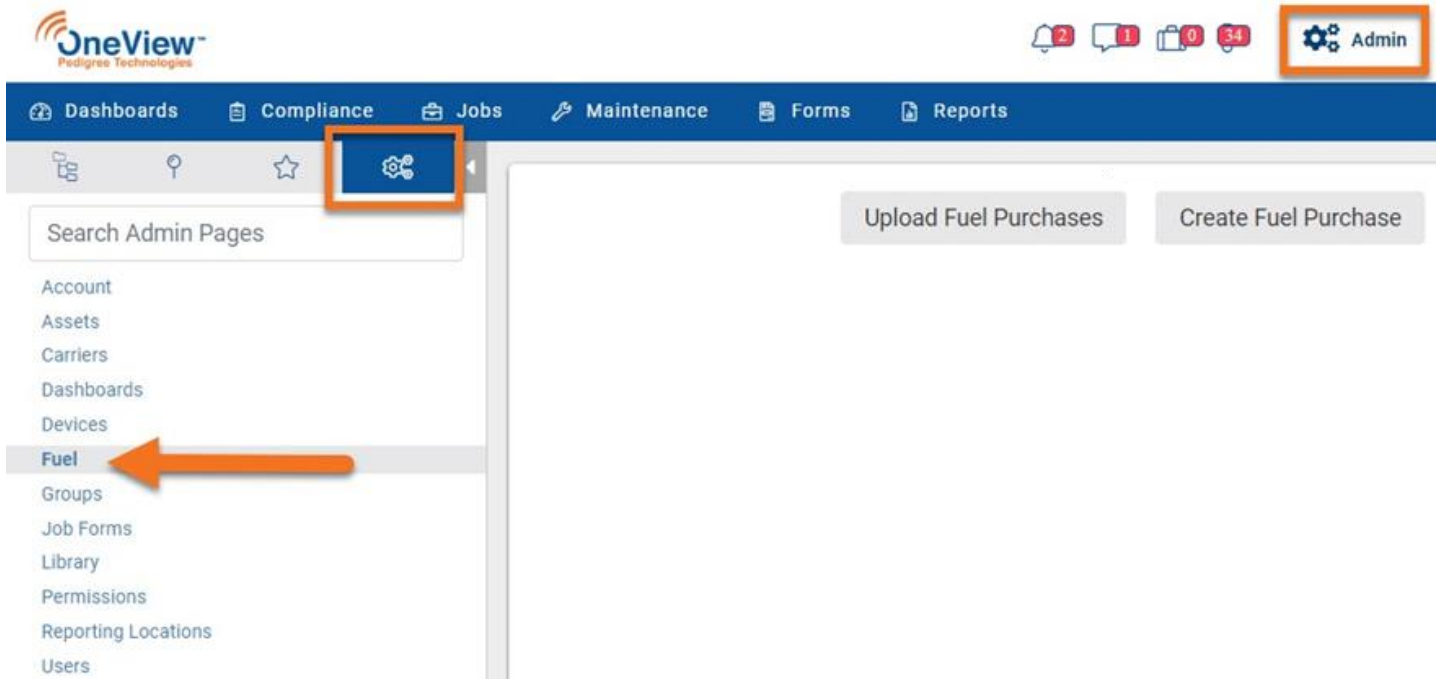
Open Done All

Form Name/Template	ID	Completed By	Date / Time ▲	Overall Status
Fuel Purchase 				
Fuel Purchase	1000084461	 Pedigree Trainer	Mon 21-Sep-15 03:30 PM (CDT)	 Open
Fuel Purchase	1001674602	 Pedigree Trainer	Wed 02-Dec-20 11:27 AM (CST)	 Open

Fuel Purchase Forms for Admin Users

Tools in the Admin Fuel Tab

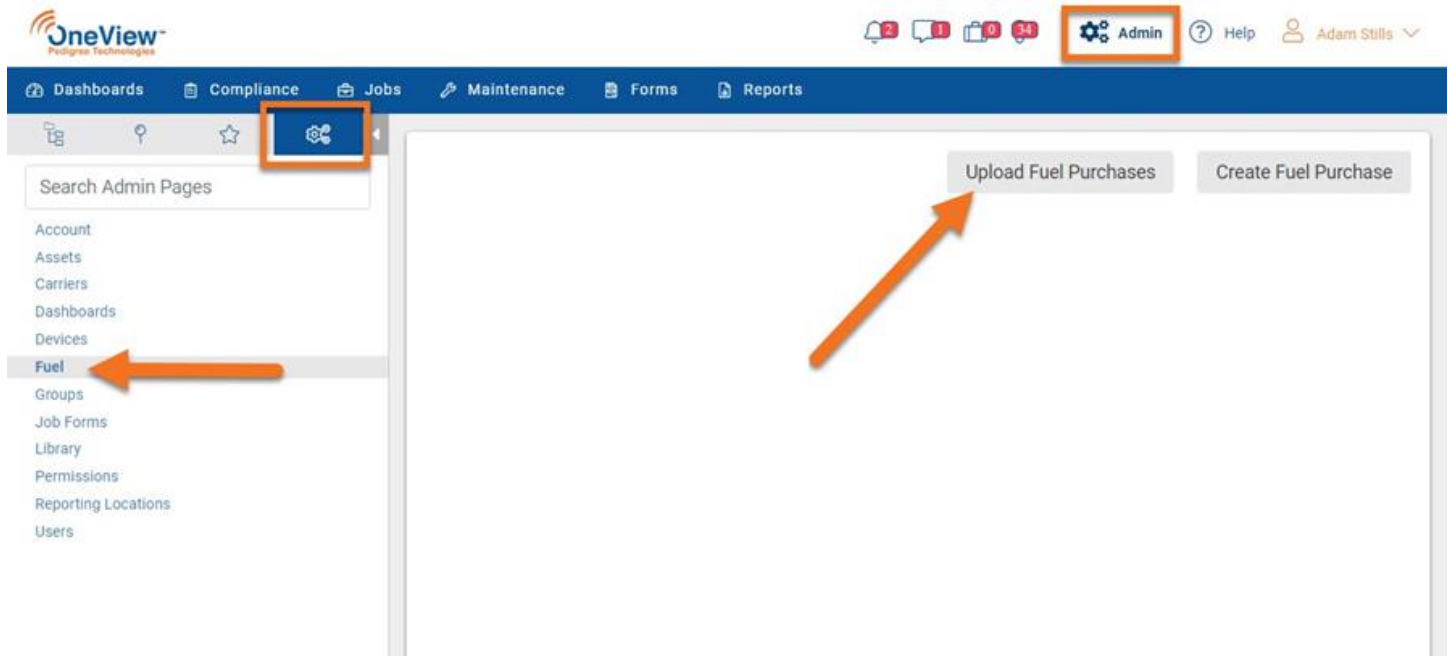
The Admin Fuel tab holds areas to upload fuel purchases or create an individual fuel purchase.



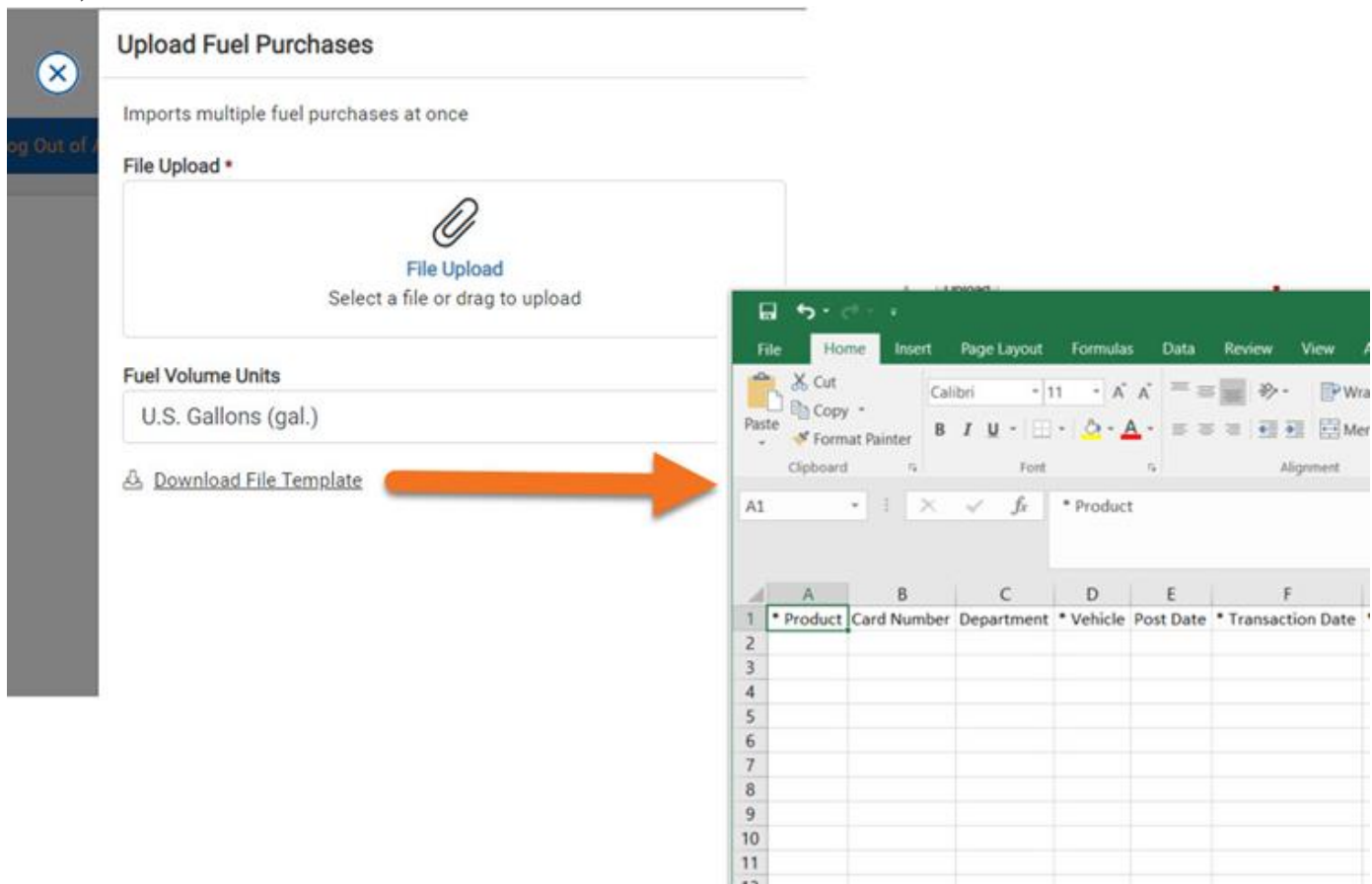
The screenshot shows the OneView Admin interface. At the top right, there is a notification bar with icons for alerts (2), messages (1), documents (0), and a red circle with the number 34. Next to it is an 'Admin' button with a gear icon. Below this is a navigation bar with tabs: Dashboards, Compliance, Jobs, Maintenance, Forms, and Reports. Under the 'Jobs' tab, there is a sub-menu with icons for a list, a location pin, a star, and a gear. The gear icon is highlighted with an orange box. Below the navigation bar is a search bar labeled 'Search Admin Pages'. To the left of the main content area is a sidebar menu with the following items: Account, Assets, Carriers, Dashboards, Devices, Fuel, Groups, Job Forms, Library, Permissions, Reporting Locations, and Users. The 'Fuel' item is highlighted with an orange box and an orange arrow pointing to it. To the right of the sidebar menu, there are two buttons: 'Upload Fuel Purchases' and 'Create Fuel Purchase'.

Upload Fuel Purchases

1. Click on the Admin tab >> select 'Fuel' >> click the Upload Fuel Purchases button.



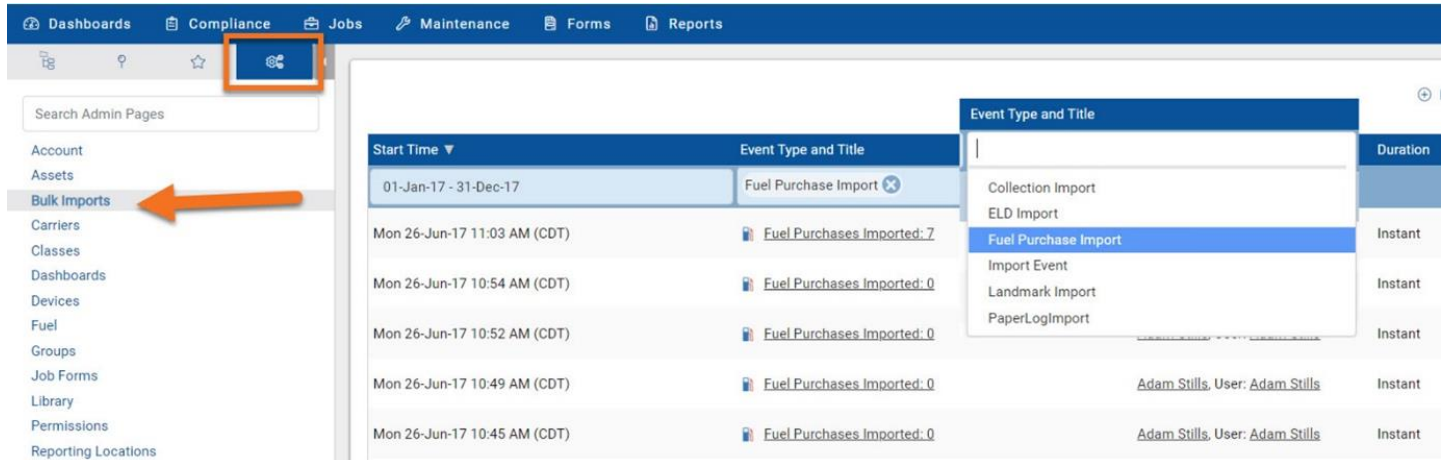
2. The Upload Fuel Purchases window opens with the option to upload a file or download the template (shown below).



The required fields in the Fuel Purchases Template are marked with asterisks. If you have an export from a fuel card or another system, make sure the fields match up before uploading to ensure the upload is successful.

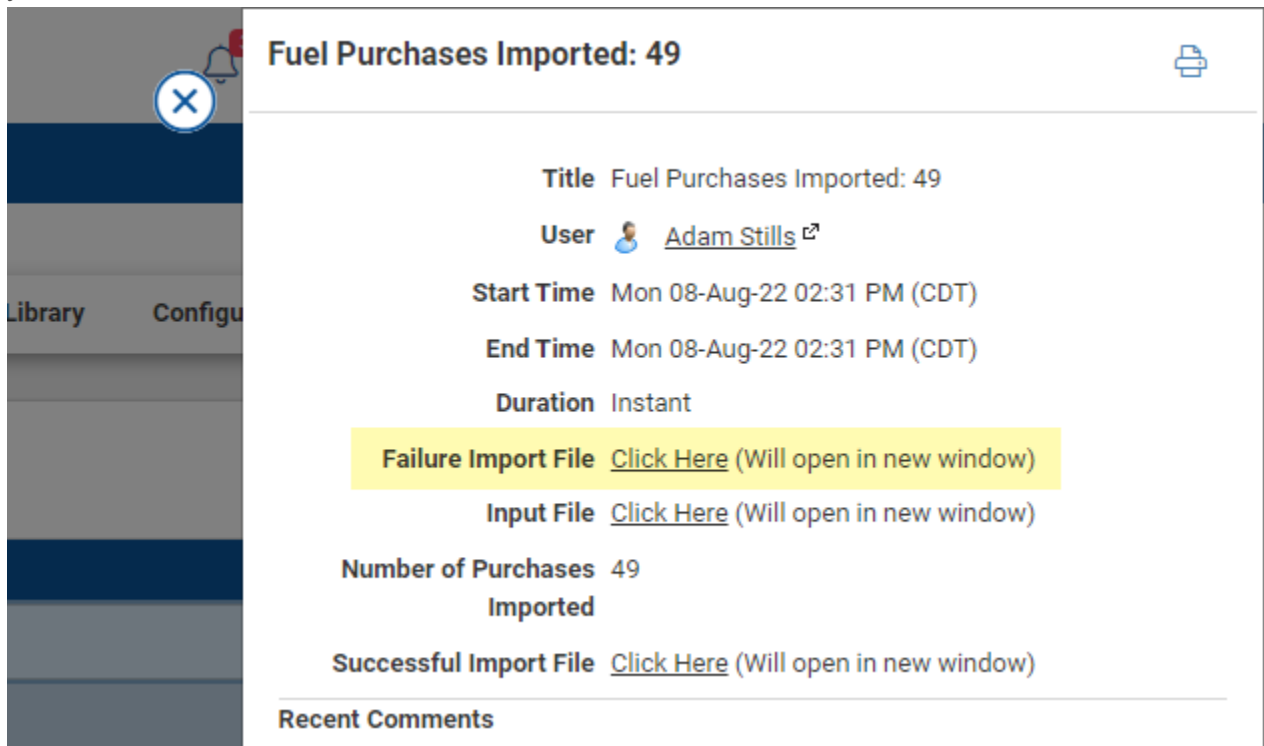
Note: for a fuel purchase to be associated with a vehicle and/or user, the vehicle name or user/driver name must match EXACTLY what is displayed in OneView.

3. Once a file has been uploaded, you can go to the Bulk Imports page in the admin area to see the results (successes and failures) by clicking on the Fuel Purchases Imported event.



Start Time	Event Type and Title	Duration
01-Jan-17 - 31-Dec-17	Fuel Purchase Import	
Mon 26-Jun-17 11:03 AM (CDT)	Fuel Purchases Imported: 7	
Mon 26-Jun-17 10:54 AM (CDT)	Fuel Purchases Imported: 0	
Mon 26-Jun-17 10:52 AM (CDT)	Fuel Purchases Imported: 0	
Mon 26-Jun-17 10:49 AM (CDT)	Fuel Purchases Imported: 0	Adam Stills, User: Adam Stills
Mon 26-Jun-17 10:45 AM (CDT)	Fuel Purchases Imported: 0	Adam Stills, User: Adam Stills

4. If an import contained failures that you want to fix, click on the import and click to open the Failure Import File. Add any missing information, resave and upload again. The Failure Import File will have a last column that shows you what the errors are.



Fuel Purchases Imported: 49

Title Fuel Purchases Imported: 49

User Adam Stills

Start Time Mon 08-Aug-22 02:31 PM (CDT)

End Time Mon 08-Aug-22 02:31 PM (CDT)

Duration Instant

Failure Import File [Click Here](#) (Will open in new window)

Input File [Click Here](#) (Will open in new window)

Number of Purchases Imported 49

Successful Import File [Click Here](#) (Will open in new window)

Recent Comments

Input File is your original uploaded file.

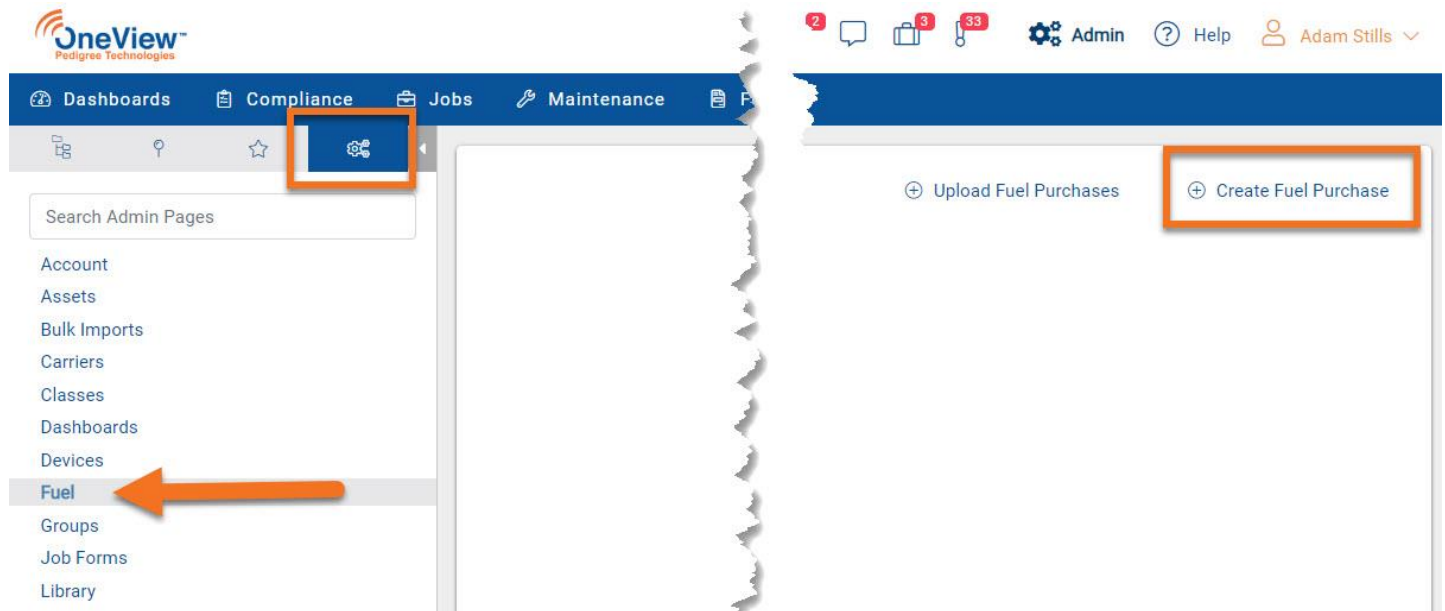
Successful Import File will show which fuel records were successfully uploaded into the system

Failure Import File will show you which fuel records failed to upload, with the reasons listed in a new column.

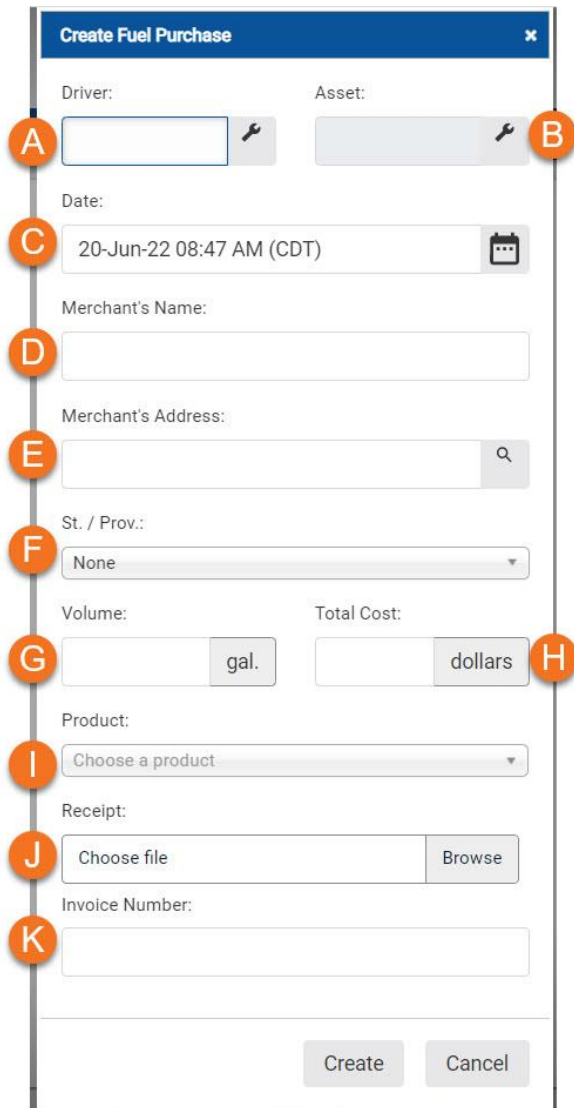
Create Single Fuel Purchase from the Admin Fuel Page

If you need to create a single fuel purchase, the Create Fuel Purchase button will allow you to add a fuel record in OneView just like driver's do through POV. You can also upload the receipt if you have it.

1. Choose Admin >> Fuel >> Create Fuel Purchase



2. Fill in the information on the Create Fuel Purchase window.



The screenshot shows the 'Create Fuel Purchase' window with the following fields and callouts:

- A** Driver: (text input)
- B** Asset: (text input)
- C** Date: (calendar icon, showing 20-Jun-22 08:47 AM (CDT))
- D** Merchant's Name: (text input)
- E** Merchant's Address: (text input with search icon)
- F** St. / Prov.: (dropdown menu, showing None)
- G** Volume: (text input, gal.)
- H** Total Cost: (text input, dollars)
- I** Product: (dropdown menu, showing Choose a product)
- J** Receipt: (Choose file button, Browse button)
- K** Invoice Number: (text input)

At the bottom are 'Create' and 'Cancel' buttons.

A – **Driver:** Add the Driver that made the fuel purchase.

B – **Asset:** Choose the asset that received the fuel.

C – **Date:** Use the calendar and time clock to add the date and time of the fuel purchase.

D – **Merchant's Name:** Add the name of the merchant where the fuel was purchased.

E – **Merchant's Address:** Add the address of the merchant or use the Search icon to find the merchant in your Landmark list.

F – **State/Province:** add the state or province of the fuel purchase. Will only autofill from landmarks. Manually add it all other times.

G – **Volume:** Add the number of gallons or liters.

H – **Total Cost:** add the total cost of fuel purchased, or add a zero if the fuel was from a company tank.

I – **Product:** use the dropdown to choose the fuel type.

J – **Receipt:** if you have a receipt, scan it to your computer, then browse for the image and attach.

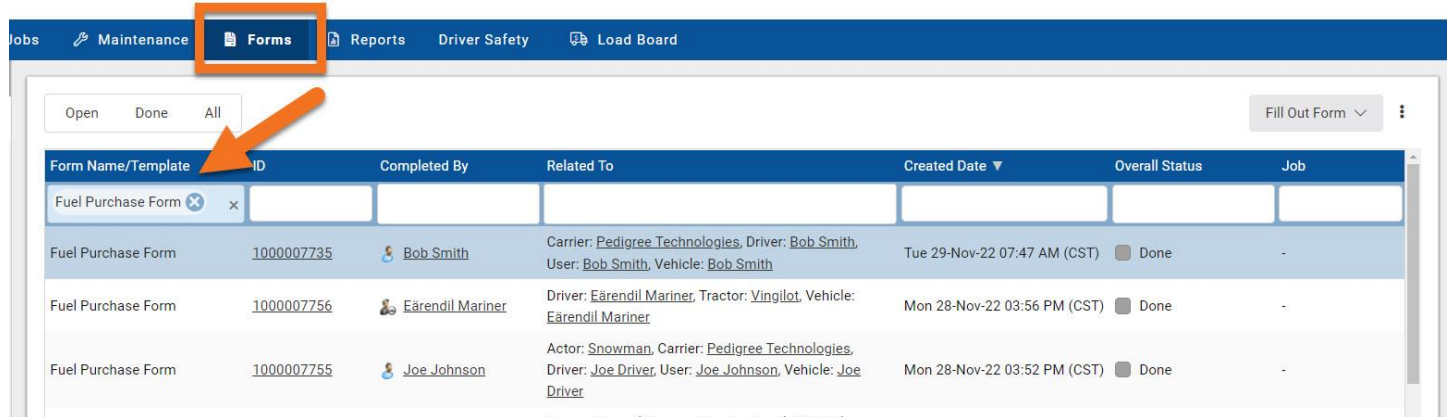
K – **Invoice Number:** (optional) add an applicable invoice number.

Click Create to save this fuel purchase.

View and Edit Fuel Purchase Forms

After creating the fuel purchase, check the forms tab to view the fuel purchase and to submit if necessary.

Click the Forms tab or go to the Forms tab of the driver or asset associated with the fuel purchase. Filter for Fuel Purchase Form if it is not already at the top of the results list.



The screenshot shows the OneView application interface with the 'Forms' tab selected in the top navigation bar. Below the navigation bar, there is a table of Fuel Purchase Forms. The table has columns for Form Name/Template, ID, Completed By, Related To, Created Date, Overall Status, and Job. Three forms are listed, all with a status of 'Done'.

Form Name/Template	ID	Completed By	Related To	Created Date	Overall Status	Job
Fuel Purchase Form	1000007735	Bob Smith	Carrier: Pedigree Technologies , Driver: Bob Smith , User: Bob Smith , Vehicle: Bob Smith	Tue 29-Nov-22 07:47 AM (CST)	Done	-
Fuel Purchase Form	1000007756	Earendil Mariner	Driver: Earendil Mariner , Tractor: Vingilot , Vehicle: Earendil Mariner	Mon 28-Nov-22 03:56 PM (CST)	Done	-
Fuel Purchase Form	1000007755	Joe Johnson	Actor: Snowman , Carrier: Pedigree Technologies , Driver: Joe Driver , User: Joe Johnson , Vehicle: Joe Driver	Mon 28-Nov-22 03:52 PM (CST)	Done	-

Click on the fuel purchase to view the details and Edit if necessary. If you want to edit this fuel purchase, choose Unsubmit at the bottom.

Fuel Purchase Form

Filled out by

Bob Smith

Driver *

Bob Smith

Calculated

Date *

Mon 28-Nov-22 07:42 AM (CST)

Merchant

Casey's

3202 43rd St S Fargo, ND 58104

Merchant's Name

Casey's

Calculated

Merchant's Address

2401 45th St S, Fargo, ND 58104

Calculated

Volume *

100

Product *

Diesel

Receipt

Asset *

182

Calculated

St./Prov. *

North Dakota

Calculated

Total Cost

515.9

Unsubmit

Cancel

Edit Fuel Purchase

After choosing Unsubmit, the fuel purchase details will appear as editable. Change the incorrect fields and submit your edits at the bottom.

×

Main

n

Name/

Purchas

urchas

urchas

urchas

urchas

urchas

Fuel Purchase Form

×

Print

Filled out by

Bob Smith

Driver *

Bob Smith

×

▼

Calculated

Asset *

182

×

▼

Calculated

Date *

28-Nov-22 07:42 AM (CST)

×

Now

Merchant

Casey's

×

▼

3202 43rd St S Fargo, ND 58104

Merchant's Name

Casey's

✎

Calculated

Merchant's Address

2401 45th St S, Fargo, ND 58104

✎

Calculated

St./Prov.

North Dakota

✎

Calculated

Volume *

100

Total Cost

515.9

Product *

Diesel

×

▼

Receipt

No File Chosen

Image Upload

Invoice Number

Cancel

Save

Submit

Open Fuel Purchase

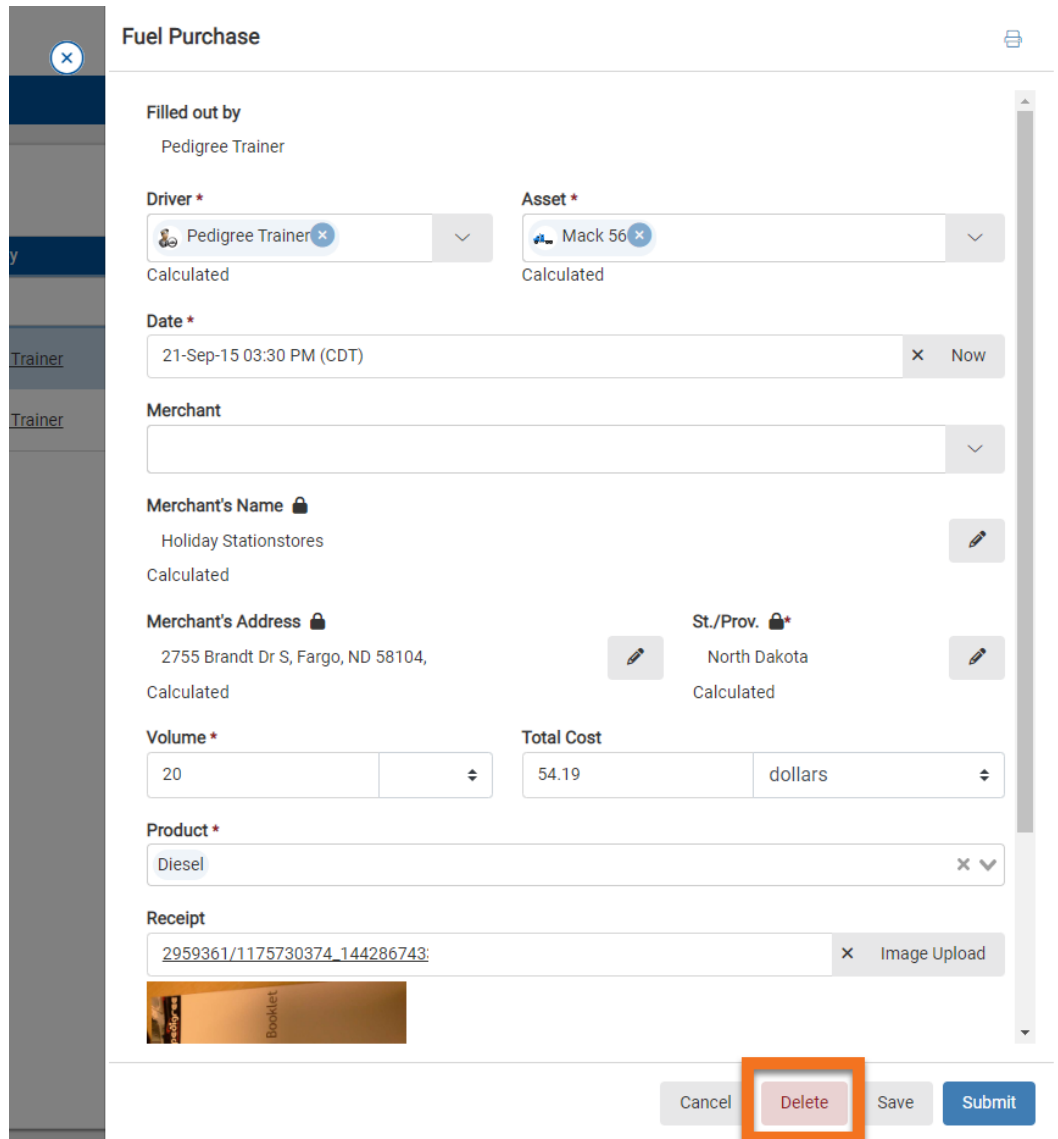
If you chose Save after editing your fuel purchase, the status of the form will be Open. If you want to submit it now, just open the fuel purchase again and choose Submit.



Delete, Undelete, and Re-Submit Fuel Purchase Forms

After clicking Unsubmit on a fuel purchase form, if you have permission to delete records, you will see a Delete button at the bottom of the record. Click Delete to remove this fuel purchase.

Confirm your deletion.



The filter will allow you to look for Deleted forms if you find that one was deleted in error. To Undelete a fuel purchase and resubmit, find it in your deleted list and click on it.

Open
Done
All

Form Name/Template	ID	Completed By	Date / Time	Overall Status
Fuel Purchase ×	×			Deleted ×
Fuel Purchase	1000084461	Pedigree Trainer	Mon 21-Sep-15 03:30 PM (CDT)	Deleted
Fuel Purchase	1000244241	Pedigree Trainer	Thu 25-May-17 10:46 AM (CDT)	Deleted

You can choose Undelete to start the process of resubmitting the form.

×

Fuel Purchase

Filled out by
Pedigree Trainer

Driver *
 Pedigree Trainer ×

Asset *
 Mack 56 ×

Date *
21-Sep-15 03:30 PM (CDT) × Now

Merchant

Merchant's Name
Holiday Stationstores
Calculated

Merchant's Address
2755 Brandt Dr S, Fargo, ND 58104,
Calculated

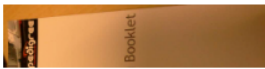
St./Prov. *
North Dakota
Calculated

Volume *
20

Total Cost
54.19 dollars

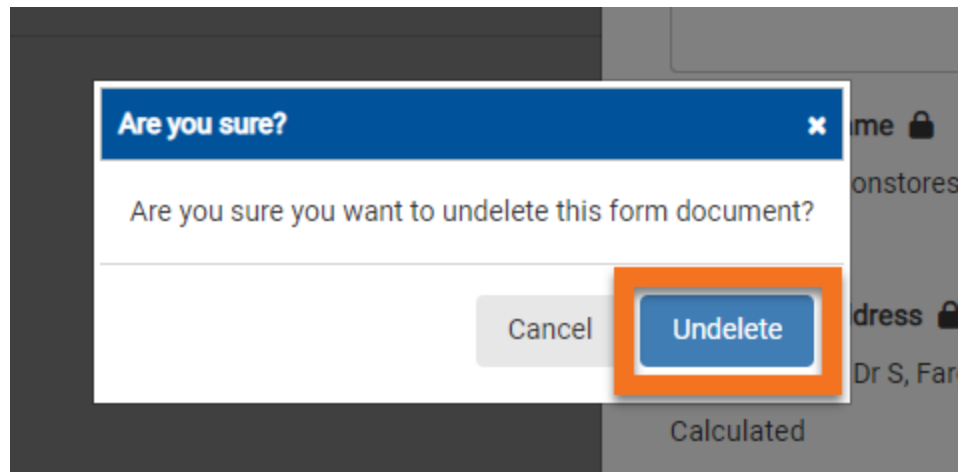
Product *
Diesel ×

Receipt
2959361/1175730374_144286743 × Image Upload



Undelete
Close

Confirm that you want to undeleted this fuel record.



The form will now be editable if you want to make changes. After making changes if any, choose Submit to republish this fuel purchase.

×

Fuel Purchase

⌵

Filled out by

Pedigree Trainer

Driver *

Pedigree Trainer

×

⌵

Calculated

Asset *

Mack 56

×

⌵

Calculated

Date *

21-Sep-15 03:30 PM (CDT)

×

Now

Merchant

⌵

Merchant's Name

Holiday Stationstores

⌵

Calculated

Merchant's Address

2755 Brandt Dr S, Fargo, ND 58104,

⌵

Calculated

St./Prov.

North Dakota

⌵

Calculated

Volume *

20

⌵

Total Cost

54.19

⌵

dollars

Product *

Diesel

×

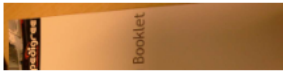
⌵

Receipt

2959361/1175730374_144286743

×

Image Upload



Cancel







Delete

Save

Submit

If you simply **Save** the undeleted form, the fuel purchase will be Open, and not yet submitted to your fuel purchase records. Click on any open form and click Submit at the bottom of the page to publish those fuel records.

Open Done All

Form Name/Template	ID	Completed By	Date / Time ▲	Overall Status
Fuel Purchase 				
Fuel Purchase	1000084461	 Pedigree Trainer	Mon 21-Sep-15 03:30 PM (CDT)	 Open
Fuel Purchase	1001674602	 Pedigree Trainer	Wed 02-Dec-20 11:27 AM (CST)	 Open

Fuel Purchase Forms in OneView Mobile

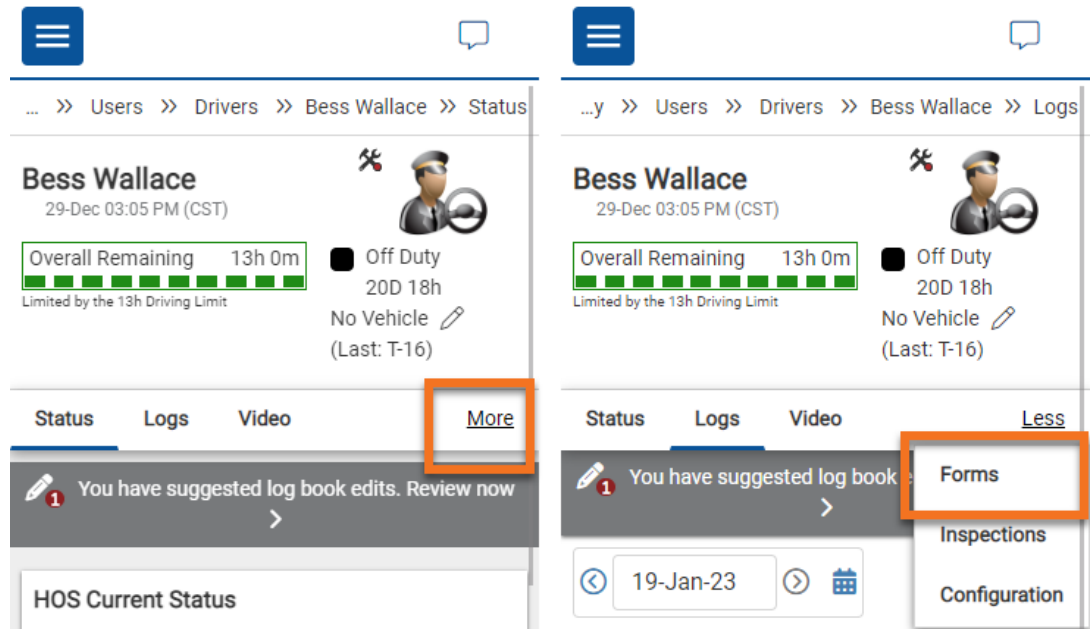
Fuel Purchases are now available in OneView Mobile and can be filled out on your phone by any user with permission.

It's important to also know that Fuel Purchases in POV have not changed at all so drivers will not notice anything new on their tablets.

Create Fuel Purchase Forms

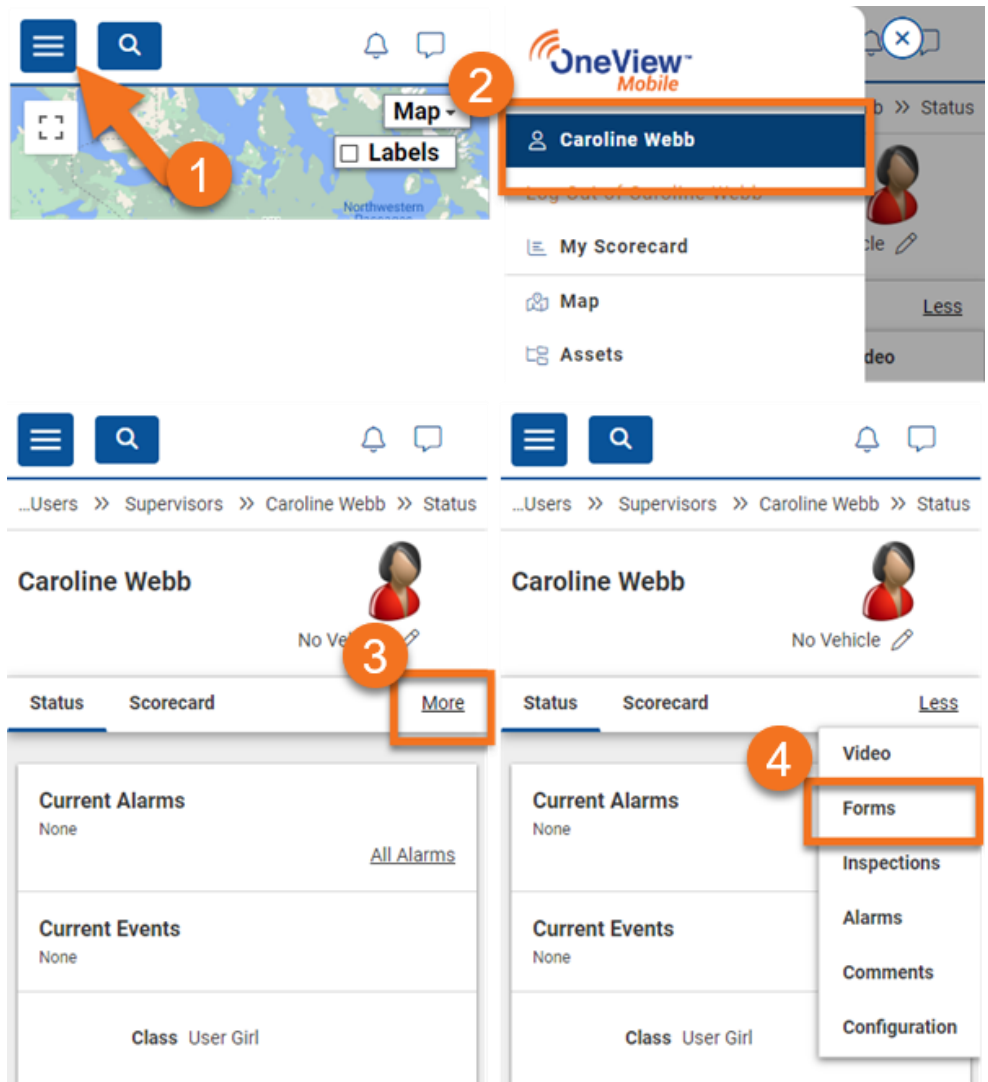
Users with permission to add fuel purchases from their phone in OneView Mobile, will see a **Forms** tab after they open the **More** dropdown menu on their logbook page for drivers or their personal page if they're not a driver.

Driver

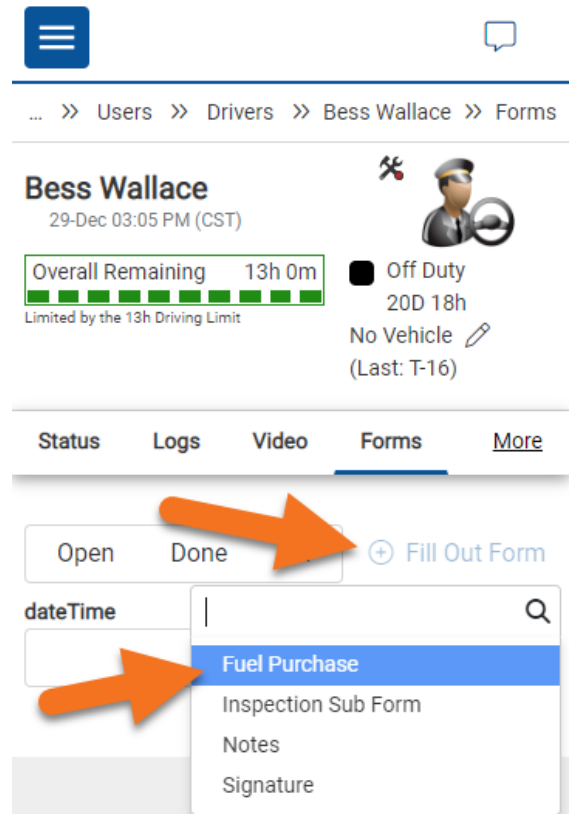


User (Non-Driver)

Tap the main menu in the top left, then tap your name. On your personal page you'll see the **More** menu and the **Forms** tab in the dropdown.



On the Forms page, choose **Fuel Purchase** from the **Fill Out Form** list.



... >> Users >> Drivers >> Bess Wallace >> Forms

Bess Wallace
29-Dec 03:05 PM (CST)

Overall Remaining 13h 0m
Limited by the 13h Driving Limit

Off Duty
20D 18h
No Vehicle (Last: T-16)

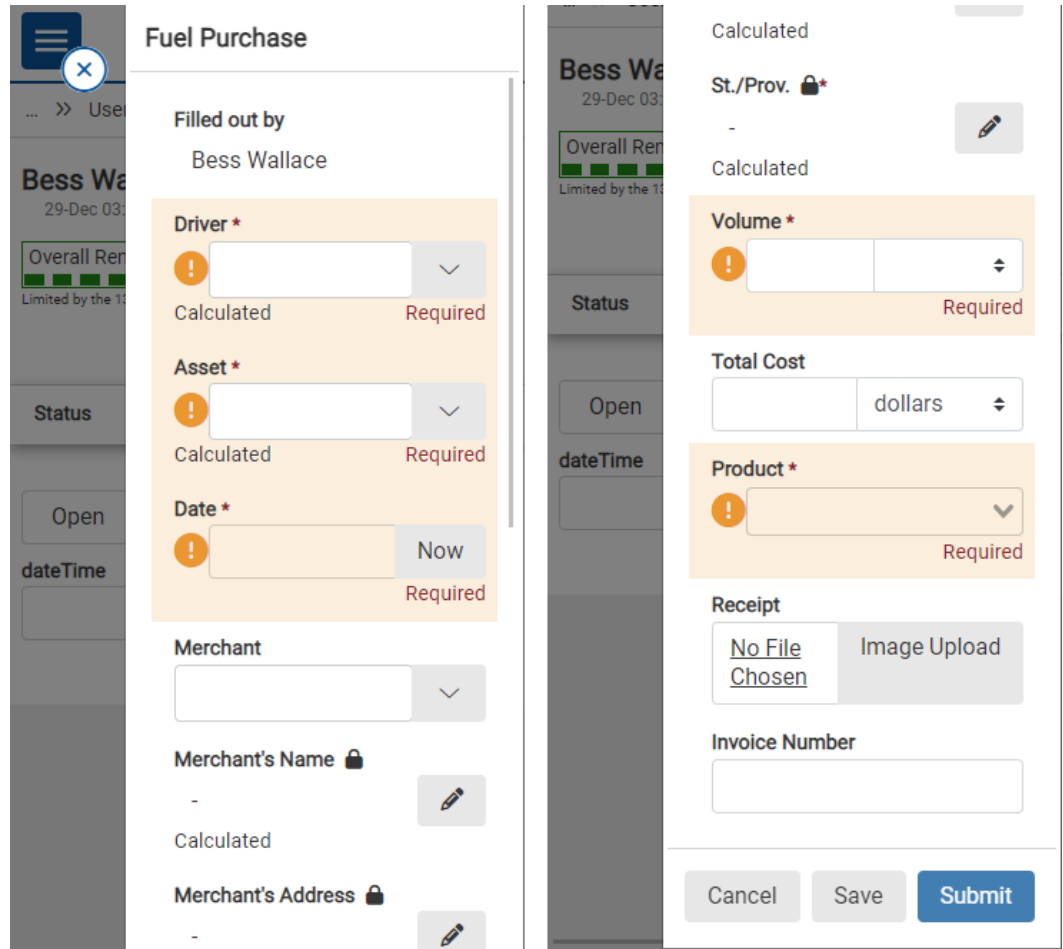
Status Logs Video **Forms** More

Open Done **Fill Out Form**

dateTime

Fuel Purchase
Inspection Sub Form
Notes
Signature

Enter your fuel purchase information and **Submit** the form when you're done.



Fuel Purchase

Filled out by
Bess Wallace

Driver *
Calculated Required

Asset *
Calculated Required

Date *
Now Required

Merchant
-

Merchant's Name
- Calculated

Merchant's Address
-

Calculated
St./Prov.

Calculated

Volume *
Required

Total Cost
dollars

Product *
Required

Receipt
No File Chosen Image Upload

Invoice Number

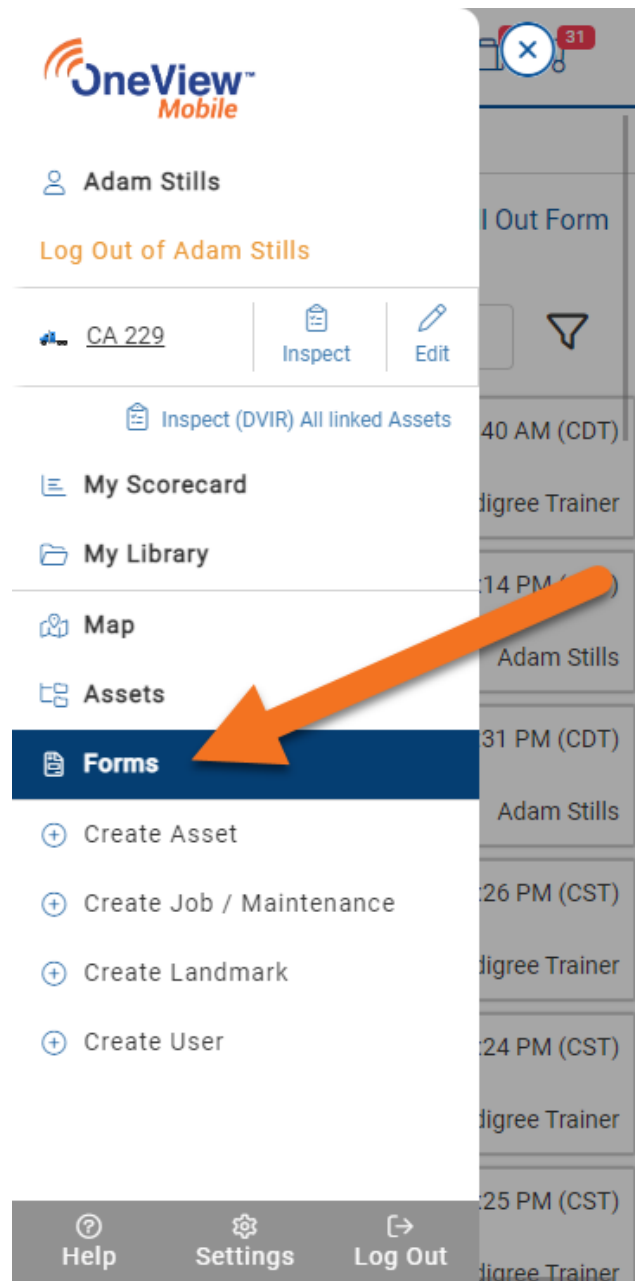
Cancel Save **Submit**

View and Edit Fuel Purchase Forms



To search for fuel purchase records and to add a fuel purchase from OneView Mobile, tap the main menu at the top.







Next, tap the Forms tab.



You will see a list of all the forms submitted that you have permission to see.
















Your Company >> Forms

Open
Done
All

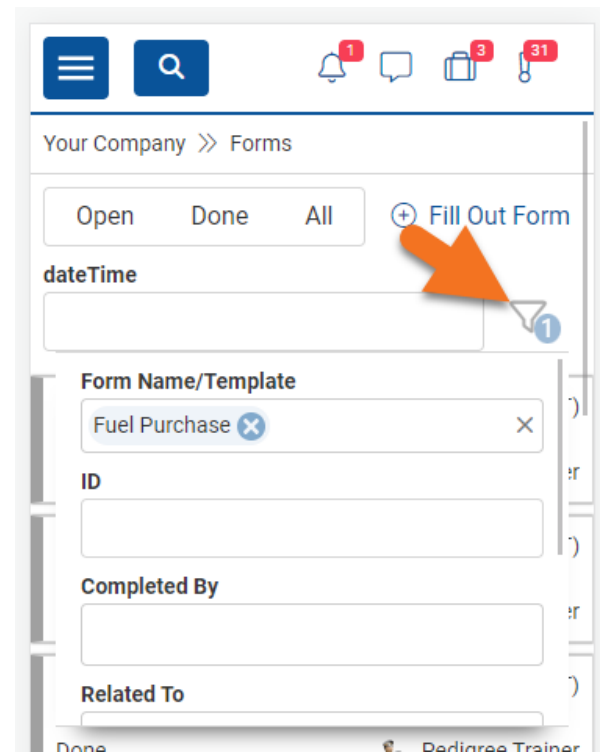
+ Fill Out Form

dateTime


25196689 Delivery Form Done	Tue 15-Jun-21 08:40 AM (CDT)  Pedigree Trainer
10258289 Fuel Delivery Form Done	Tue 03-Dec-19 01:14 PM (CST)  Adam Stills
967787 Maintenance Form Done	Mon 05-Oct-15 02:31 PM (CDT)  Adam Stills
3564525 Water Hauling Unload Form Done	Mon 07-Jan-19 02:26 PM (CST)  Pedigree Trainer
3564527 Water Hauling Load Form Done	Mon 07-Jan-19 02:24 PM (CST)  Pedigree Trainer
3564811 Water Hauling Load Form Done	Mon 07-Jan-19 02:25 PM (CST)  Pedigree Trainer

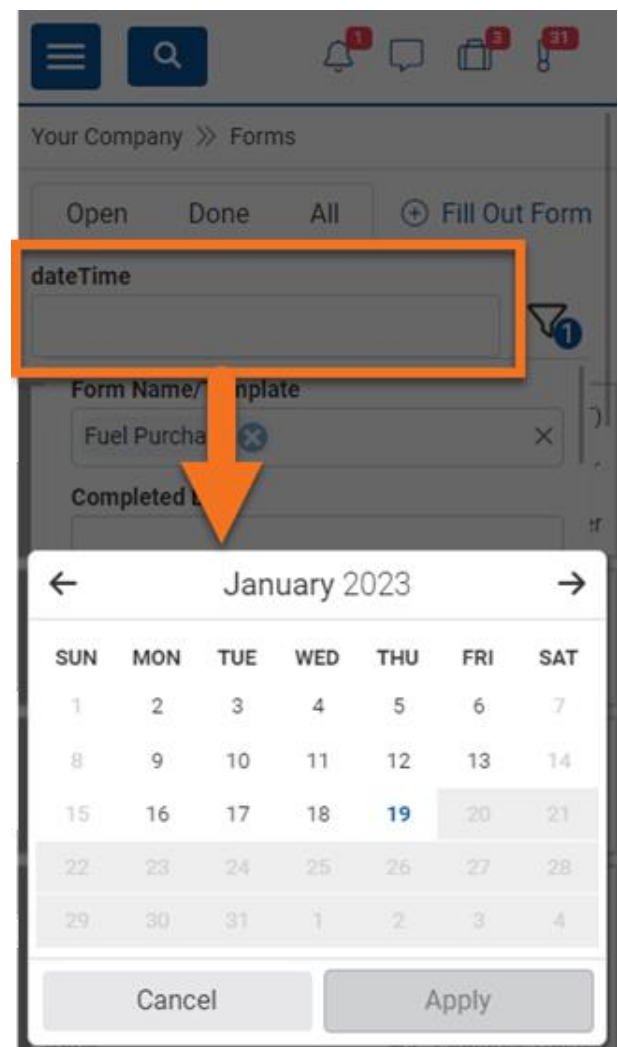
OneView™ Fuel Purchase Forms

You can use the filters to narrow the results. Click the funnel icon to choose certain form template types, filter for a specific form ID, filter for a specific user or job ticket that the form was related to. Here we will add Fuel Purchase as the Form Name/Template.



OneView™ Fuel Purchase Forms interface showing filters. The interface includes a search bar, a list of filters (Open, Done, All, + Fill Out Form), and a filter section with fields for Form Name/Template, ID, Completed By, and Related To. An orange arrow points to the funnel icon next to the dateTime filter.

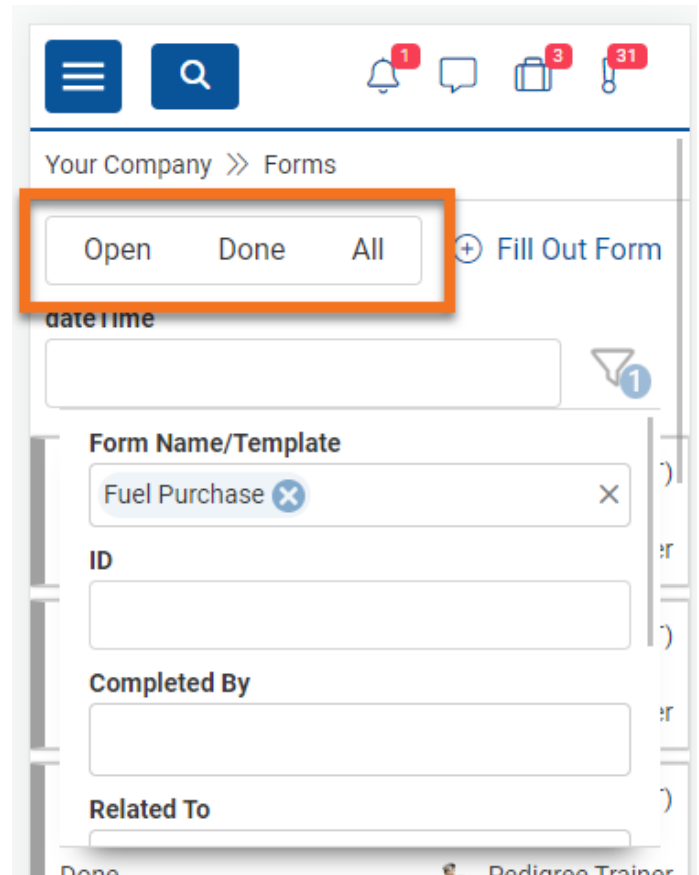
There is also a filter for Date and Time. Choose any period of time you desire to narrow your results.



OneView™ Fuel Purchase Forms interface showing the dateTime filter selected. An orange box highlights the dateTime filter, and an orange arrow points to a date picker showing January 2023.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Also, there are the Open, Done, All buttons to limit your results.



OneView™ Fuel Purchase Forms

Your Company >> Forms

Open Done All + Fill Out Form

date time

Form Name/Template

Fuel Purchase x

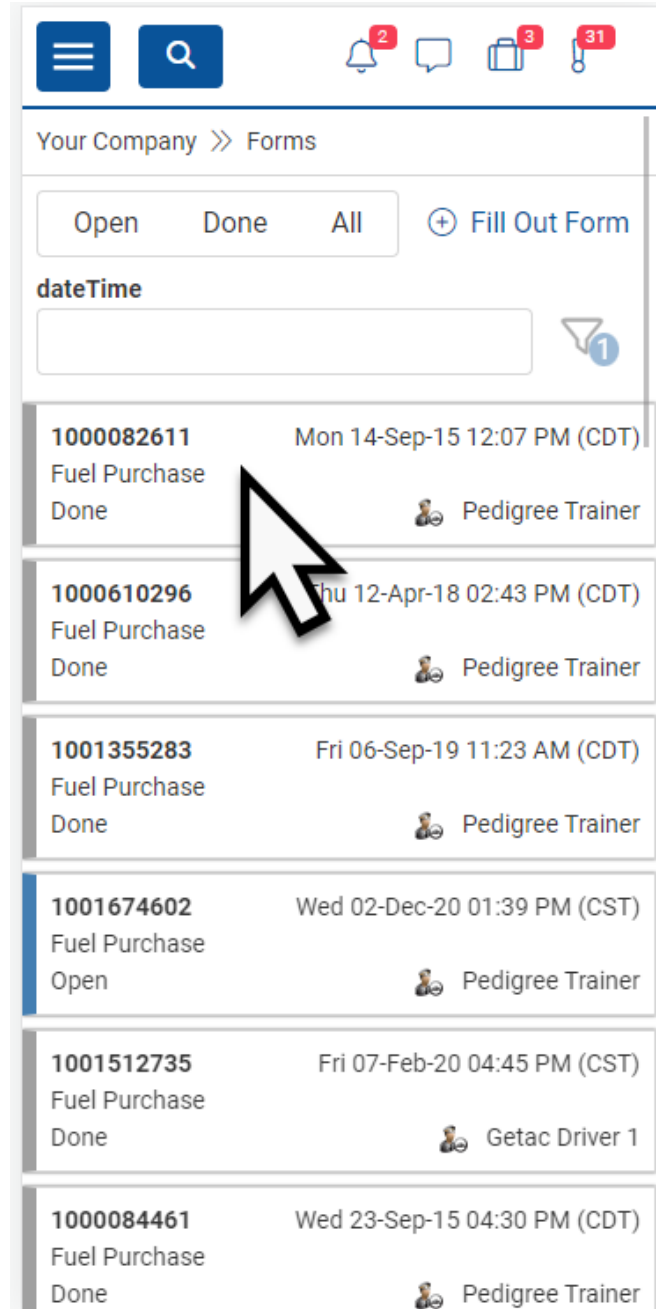
ID

Completed By

Related To

Done Pedigree Trainer

Once you've found a fuel purchase to manage, you can open it by tapping on it from your results list.



Your Company >> Forms

Open Done All + Fill Out Form

dateTime

1000082611 Mon 14-Sep-15 12:07 PM (CDT)
Fuel Purchase
Done Pedigree Trainer

1000610296 Thu 12-Apr-18 02:43 PM (CDT)
Fuel Purchase
Done Pedigree Trainer

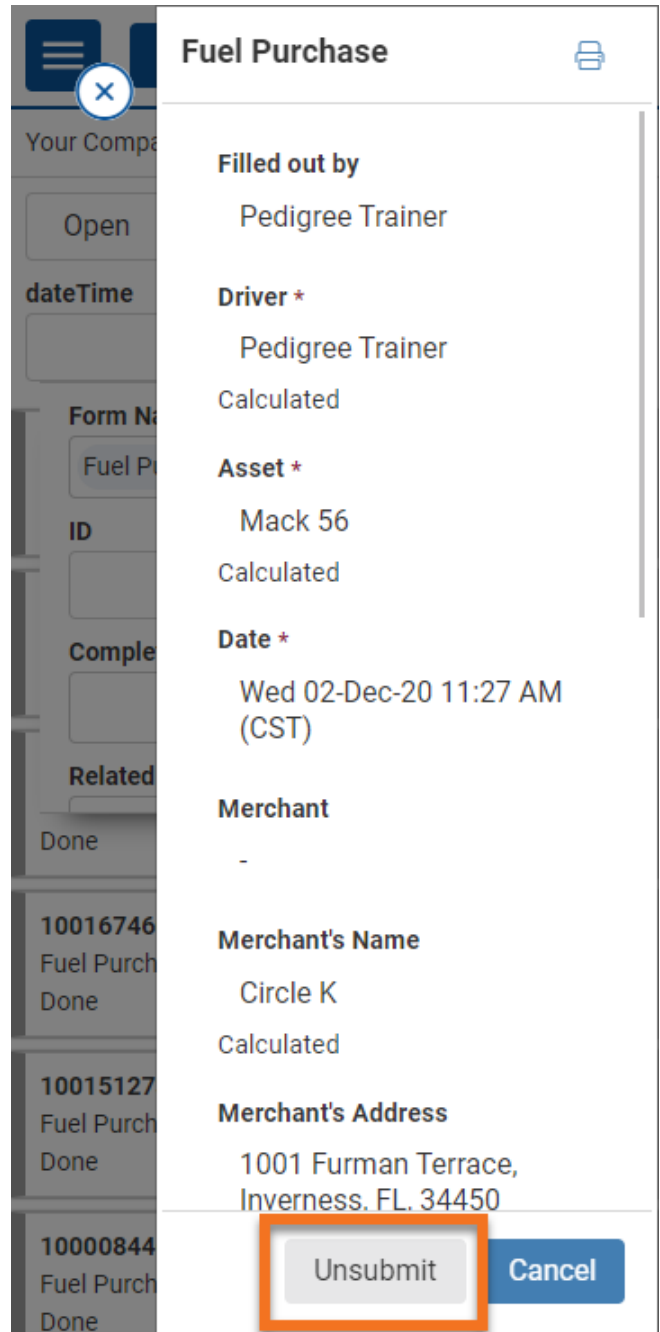
1001355283 Fri 06-Sep-19 11:23 AM (CDT)
Fuel Purchase
Done Pedigree Trainer

1001674602 Wed 02-Dec-20 01:39 PM (CST)
Fuel Purchase
Open Pedigree Trainer

1001512735 Fri 07-Feb-20 04:45 PM (CST)
Fuel Purchase
Done Getac Driver 1

1000084461 Wed 23-Sep-15 04:30 PM (CDT)
Fuel Purchase
Done Pedigree Trainer

View all the details of the fuel purchase. To edit the fuel purchase, tap Unsubmit.



Fuel Purchase

Filled out by
Pedigree Trainer

Driver *
Pedigree Trainer
Calculated

Asset *
Mack 56
Calculated

Date *
Wed 02-Dec-20 11:27 AM (CST)

Merchant
-

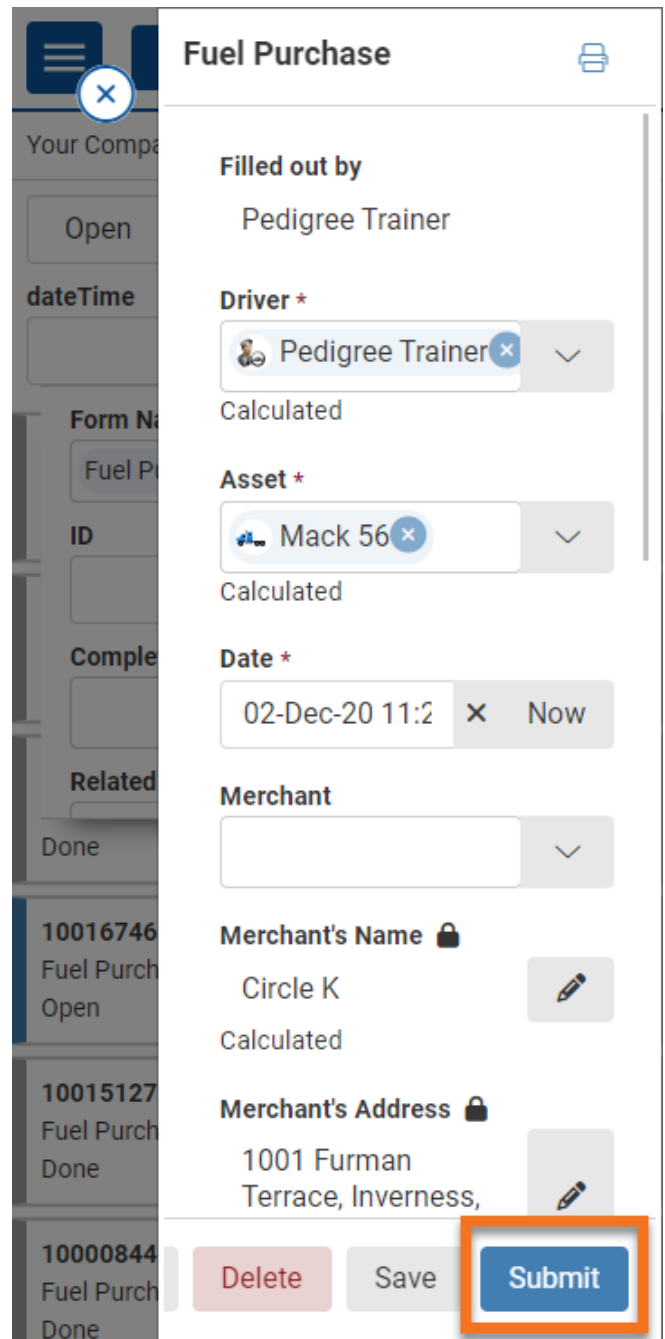
Merchant's Name
Circle K
Calculated

Merchant's Address
1001 Furman Terrace,
Inverness, FL, 34450

Unsubmit **Cancel**

Edit the fuel purchase as needed. When you're done, you can Submit to republish.

*The Save button will save your changes and leave the fuel form unpublished and "Open" so you can still make more changes. Only the Submit button will publish the fuel purchase.



Fuel Purchase

Filled out by
Pedigree Trainer

Driver *
Pedigree Trainer
Calculated

Asset *
Mack 56
Calculated

Date *
02-Dec-20 11:2
Now

Merchant

Merchant's Name
Circle K
Calculated

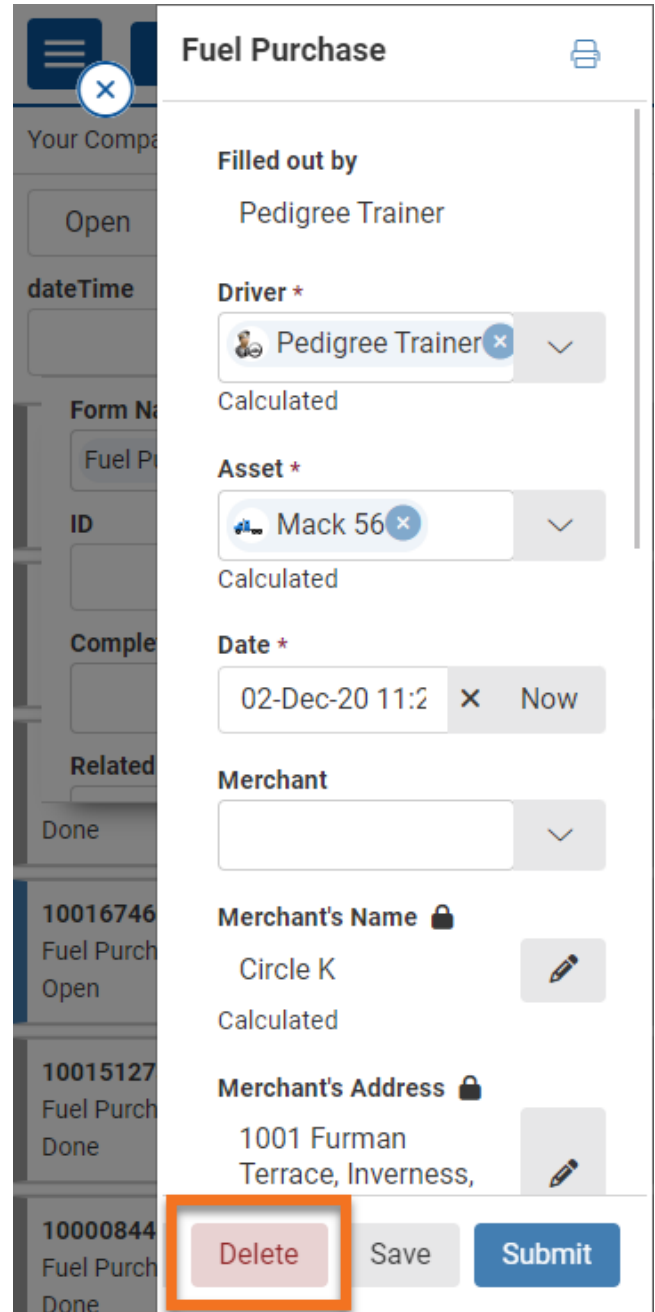
Merchant's Address
1001 Furman Terrace, Inverness,

Delete Save **Submit**

Delete, Undelete, and Re-Submit Fuel Purchases

After clicking Unsubmit on a fuel purchase form, if you have permission to delete records, you will see a Delete button at the bottom of the record. Click Delete to remove this fuel purchase.

Confirm your deletion.

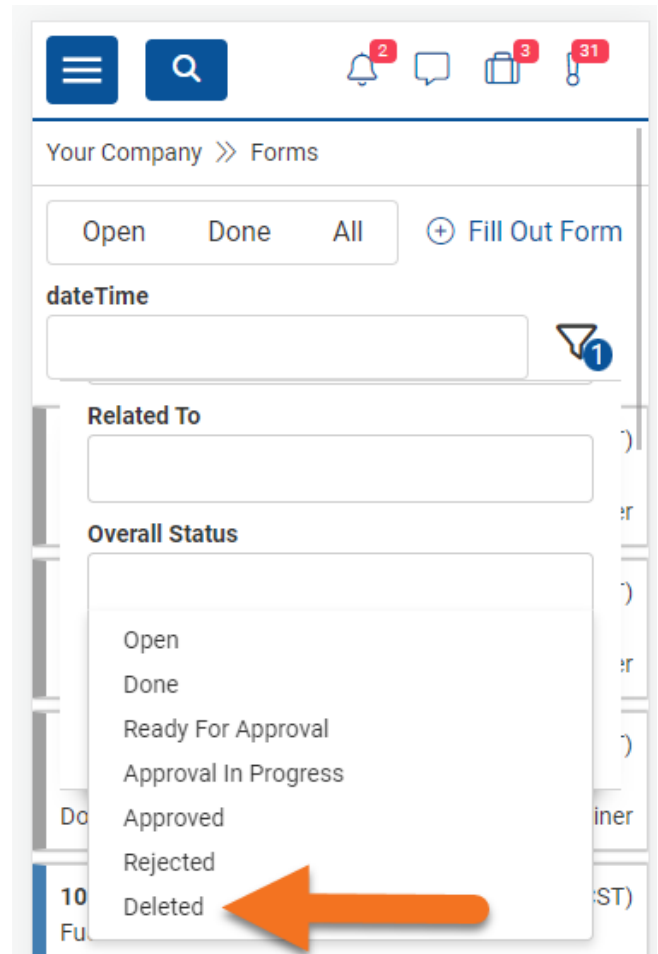


The screenshot shows the 'Fuel Purchase' form interface. The form contains the following fields and values:

- Filled out by:** Pedigree Trainer
- Driver ***: Pedigree Trainer (with a dropdown arrow)
- Asset ***: Mack 56 (with a dropdown arrow)
- Date ***: 02-Dec-20 11:2 (with a dropdown arrow and 'Now' option)
- Merchant**: (empty dropdown)
- Merchant's Name**: Circle K (with an edit icon)
- Merchant's Address**: 1001 Furman Terrace, Inverness, (with an edit icon)

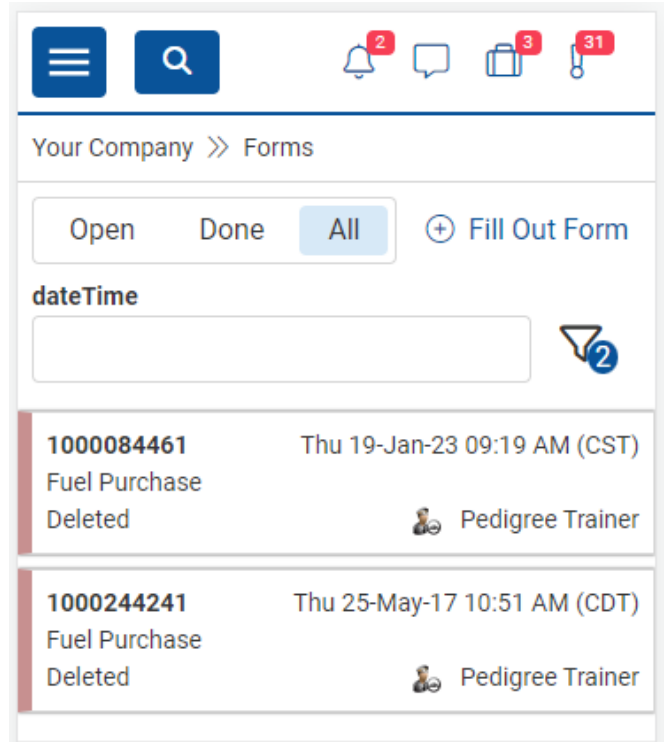
At the bottom of the form, there are three buttons: **Delete** (highlighted with an orange box), **Save**, and **Submit**.

The filter will allow you to look for Deleted forms if you find that one was deleted in error.



The screenshot shows the 'Your Company >> Forms' page. The 'Overall Status' dropdown menu is open, displaying the following options: Open, Done, Ready For Approval, Approval In Progress, Approved, Rejected, and Deleted. An orange arrow points to the 'Deleted' option. The 'dateTime' field is empty, and the 'Related To' field is also empty. The 'Fill Out Form' button is visible in the top right corner.

To Undelete a fuel purchase and resubmit, find it in your deleted list and click on it.



The screenshot shows the 'Your Company >> Forms' page with the 'All' filter selected. The 'dateTime' field is empty. Below the filter fields, a list of deleted fuel purchase forms is displayed. Each entry includes a form ID, a timestamp, the form type, and the status 'Deleted'. The user 'Pedigree Trainer' is listed as the creator for both forms.

Form ID	Timestamp	Form Type	Status	User
1000084461	Thu 19-Jan-23 09:19 AM (CST)	Fuel Purchase	Deleted	Pedigree Trainer
1000244241	Thu 25-May-17 10:51 AM (CDT)	Fuel Purchase	Deleted	Pedigree Trainer

You can choose Undelete to start the process of resubmitting the form.

Fuel Purchase

Filled out by

Pedigree Trainer

Driver *

Pedigree Trainer

x

v

Calculated

Asset *

Mack 56

x

v

Calculated

Date *

21-Sep-15 03:3

x

Now

Merchant

v

Merchant's Name

Holiday
Stationstores

Calculated

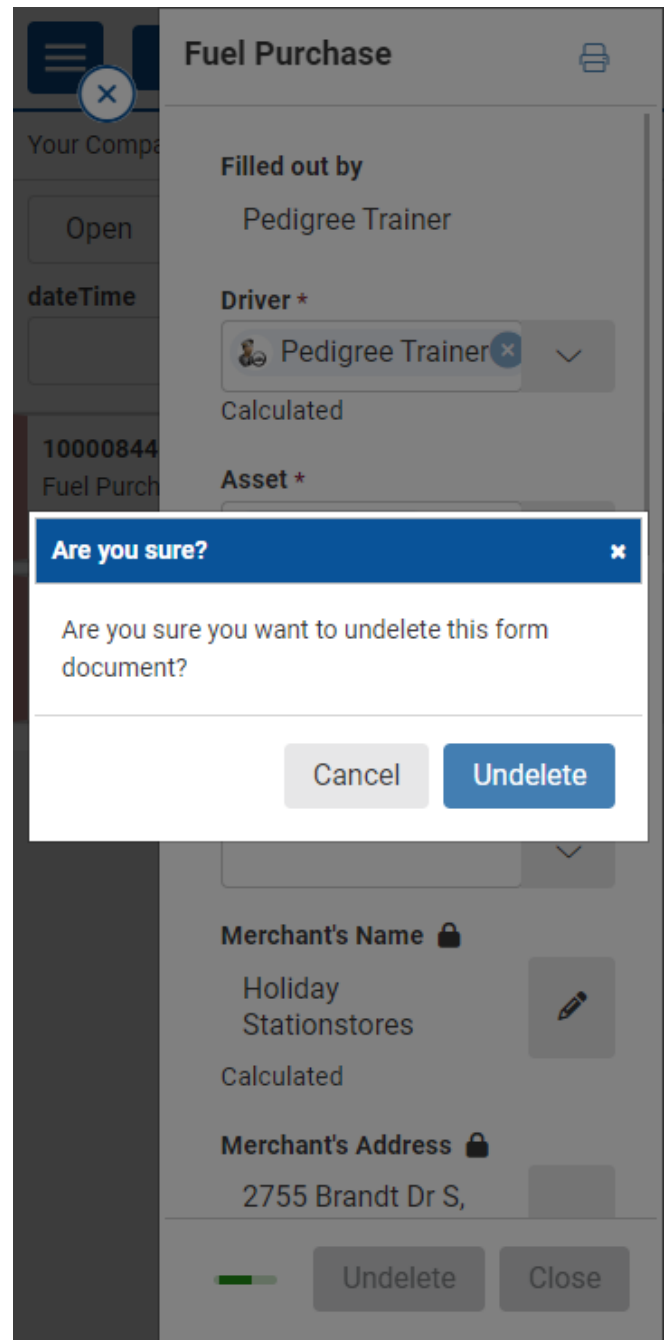
Merchant's Address

2755 Brandt Dr S,

Undelete

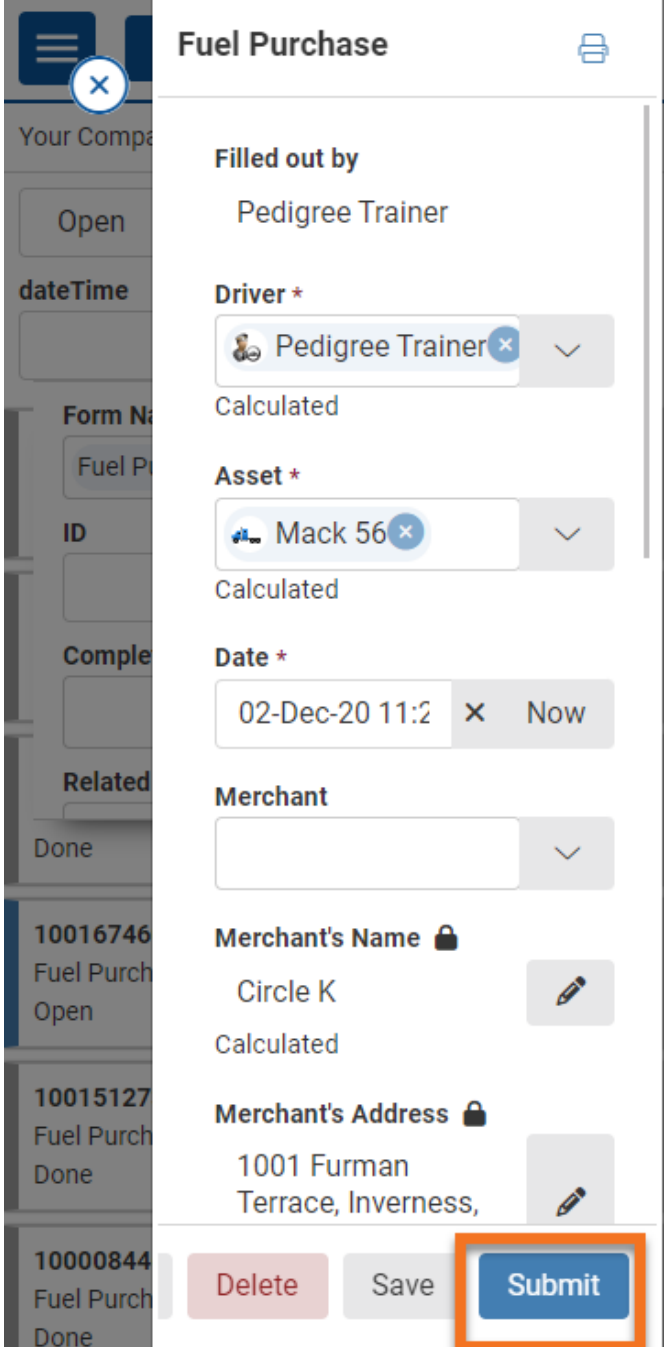
Close

Confirm that you want to undeleted this fuel record.



The screenshot displays the 'Fuel Purchase' form in the OneView application. The form is partially visible in the background, showing fields for 'Filled out by' (Pedigree Trainer), 'Driver' (Pedigree Trainer), 'Asset', 'Merchant's Name' (Holiday Stationstores), and 'Merchant's Address' (2755 Brandt Dr S). A modal dialog box is overlaid on the form, titled 'Are you sure?'. The dialog contains the text 'Are you sure you want to undelete this form document?' and two buttons: 'Cancel' and 'Undelete'. The 'Undelete' button is highlighted in blue. At the bottom of the form, there is a green progress bar and two buttons: 'Undelete' and 'Close'.

The form will now be editable if you want to make changes. After making changes if any, choose Submit to republish this fuel purchase.



Fuel Purchase

Filled out by
Pedigree Trainer

Driver *
Pedigree Trainer
Calculated

Asset *
Mack 56
Calculated

Date *
02-Dec-20 11:2
Now

Merchant

Merchant's Name
Circle K
Calculated

Merchant's Address
1001 Furman
Terrace, Inverness,

Buttons: Delete, Save, **Submit**

If you simply **Save** the undeleted form, the fuel purchase will be Open, and not yet submitted to your fuel purchase records. Click on any open form and click Submit at the bottom of the page to publish those fuel records.

2

3

31

Your Company >> Forms

Open

Done

All

+

Fill Out Form

dateTime

1

1000084461

Thu 19-Jan-23 09:19 AM (CST)

Fuel Purchase

Open

Pedigree Trainer

1001674602

Wed 02-Dec-20 01:39 PM (CST)

Fuel Purchase

Open

Pedigree Trainer

35