Import Fuel Record

Last Modified on 04/01/2024 9:25 am EDT

Pathway: Database > Import > Import Fuel Record

The option to import fuel records is available in the Database module. When imported, fuel records display on the Dispatch screen using the Route Productivity view where manual adjustments and entries can also be entered.

Supported Import Format: CSV

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Permissions

The following permissions are required to import fuel records into Navusoft:

Permission ID	Permission Name
426	Import Fuel Record

Import Rules

The following logic must be followed to import fuel records into Navusoft:

- Import file type must be CSV.
- Headers should be in the first row in the following order: truckname, date, amount.
- Importing again will add another record, not overwrite the existing one.
- 'Fuel Type' is not supported by the import and will be set to 'Other' by default.

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1	А	В	С	D	E	F	G
1	truckname	date	amount				
2	952	5/17/23	250				
3	314	5/17/23	192				
4	212	5/18/23	200				
5	315	5/15/23	145				
6							
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Import Fuel Record

	ACCOUNT REQUESTS	TASKS		QUOTES/CONTRACTS	APPOINTMENTS
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HOME					
\bigcirc			IMPORT FUEL RECOR	D ?	8
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OPERATIONS				IMPORT	
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ACCOUNTING	Database Query				
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REPORTS	Merge Sites II	mport Credit Card Accounts			
	Notification History	nport Fuel Record			
	ReCollect Data Export	nport Paycom Payroll Import			
DASHBOARD	Request Audit II	nport Services			
•	Send Alert Notification	nport User			
SETUP	Send Bulk Customer Portal Invites				
A	Send Bulk Emails				
DATABASE	User Data Transfer				

- 1. Select Import Fuel Record from Database > Import.
- 2. When the Import Fuel Record popup displays, select **Browse** to search your local files for the previously saved CSV fuel record file.
- 3. Select Import when the file displays in the 'Select File' field.
 - You will receive a blue notification in you Navusoft application when the import is complete.

Review Fuel Records in Dispatch

After fuel records have been imported, they will display in Dispatch under the Route Productivity view. To review/edit an individual record, select the value displayed in the Fuel column for the route.

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