

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

The screenshot shows the Navusoft Dispatch interface. On the left, the 'DATABASE' menu is open, and 'Import Fuel Record' is selected. The main table displays route productivity data with columns: ROUTE, DRIVER, PAYROLL CLOCK IN, LOG IN, PRE TRIP, FIRST SERVICE TIME, LUNCH START, LUNCH END, LAST SERVICE TIME, TRUCK / ODOMETER, FUEL, POST TRIP, LOG OUT, PAYROLL CLOCK OUT, DOWNTIME, and LABOR HOURS. The 'FUEL' column is highlighted with a red box. The table is grouped by location: CORPUS, DAYTON, and HOUSTON.

ROUTE	DRIVER	PAYROLL CLOCK IN	LOG IN	PRE TRIP	FIRST SERVICE TIME	LUNCH START	LUNCH END	LAST SERVICE TIME	TRUCK / ODOMETER	FUEL	POST TRIP	LOG OUT	PAYROLL CLOCK OUT	DOWNTIME	LABOR HOURS
CORPUS - Commercial - Saturday Mar 23, 2024 (0 of 5 Completed)															
COR DUMPSTE...		?								0			?	0	
COR 205		?								0			?	0	
COR 203	Marco Henry - Driver	?							953 / 0	55			?	0.00	0
COR 201	Michael Sharon - Te...	?							951 / 0	0			?	0.00	0
COR 202	Rudy Thomas - Driver	?								0			?	0	0
DAYTON - Commercial - Saturday Mar 23, 2024 (0 of 3 Completed)															
DAY CO SUB OUT		?								0			?	0	
DAY 202	Curtis Thomas - Driver	?							2000 / 0	0			?	0.00	0
DAY 201	Olivia Peters - Soft...	?							971 / 0	0			?	0.00	0
HOUSTON - Commercial - Saturday Mar 23, 2024 (0 of 3 Completed)															
HOU 201	Alicia James - Driver...	?							2003 / 0	0			?	0.00	0
HOU 204	Greg Roberts - Driver	?							2000 / 0	0			?	0.00	0
HOU 202	Ismael Freddy - Driver	?							2001 / 0	0			?	0.00	0

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.

	A	B	C	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							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Import Fuel Record

The screenshot shows the Navusoft application interface. On the left, a navigation menu includes categories like HOME, ACCOUNTS, SALES, OPERATIONS, ACCOUNTING, REPORTS, DASHBOARD, SETUP, and DATABASE. The 'DATABASE' category is highlighted with a red box. A sub-menu is open under 'DATABASE', with 'Import Fuel Record' selected. A red arrow points from this menu item to a popup window titled 'IMPORT FUEL RECORD'. This popup window contains a 'SELECT FILE' field with a 'Select File...' button and a green 'BROWSE...' button. At the bottom of the popup is a green 'IMPORT' button.

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.

DISPATCH OPERATIONS > DISPATCH

FROM: 03/23/24 TO: 03/23/24 DIVISION: Example, DAYTON, QAWASTE, CORPUS, HEARNE, HILLSBORO, HOUSTON LINE OF BUSINESS: Commercial LOAD

Route Productivity Select Route Sheet Search

ROUTE	DRIVER	PAYROLL CLOCK IN	LOG IN	PRE TRIP	FIRST SERVICE TIME	LUNCH START	LUNCH END	LAST SERVICE TIME	TRUCK / ODOMETER	FUEL	POST TRIP	LOG OUT	PAYROLL CLOCK OUT	DOWNTIME	LABOR HOURS
- CORPUS - Commercial - Saturday Mar 23, 2024 (0 of 5 Completed)															
<input type="checkbox"/>	COR DUMPSTE...	?								0			?		0
<input type="checkbox"/>	COR 205	?								0			?		0
<input checked="" type="checkbox"/>	COR 203	Marco Henry - Driver	?						953 / 0	55			?	0 (0)	0
<input checked="" type="checkbox"/>	COR 201	Michael Sharon - Te...	?						951 / 0	0			?	0 (0)	0
<input checked="" type="checkbox"/>	COR 202	Rudy Thomas - Driver	?							0			?		0
- DAYTON - Commercial - Saturday Mar 23, 2024															
<input type="checkbox"/>	DAY CO SUB OUT														
<input checked="" type="checkbox"/>	DAY 202	Curtis Thomas - Drive													
<input checked="" type="checkbox"/>	DAY 201	Olivia Peters - Soft...													
- HOUSTON - Commercial - Saturday Mar 23, 2024															
<input checked="" type="checkbox"/>	HOU 201	Alicia James - Driver													
<input checked="" type="checkbox"/>	HOU 204	Greg Roberts - Driver													
<input checked="" type="checkbox"/>	HOU 202	Ismael Freddy - Drive													

FUEL RECORD ? X

TRUCK	FUEL SOU...	FUEL TYPE	VOLUME	UOM	COST	ATTACHMENT	NOTE	DATE	CREATED BY	CREATED ON
953	Navu Fuel	Other	55.00	gallon	500.00			03/23/2024	Isabel N...	03/30/2024 5:14 am

SAVE