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# FOCUS

by  TELUS®

USER GUIDE

FOCUS FUEL

V1.5 (June 2023)

<https://app.focusoptimization.com>

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**INDEX**

LOGIN AND INITIAL CONFIGURATION  
EQUIPMENT CREATION  
LINKING A VEHICLE FOB  
EMPLOYEE CREATION  
LINKING AN EMPLOYEE FOB  
PUMP SETTINGS  
ACCESS TO PUMP USE  
MANAGEMENT OF MASTER KEYS

**FUEL TAB**

AVERAGE VALUE  
RECENT TRANSACTIONS  
PUMP STATUS

**EQUIP.**



**EQUIPMENT TAB**

EQUIPMENT CREATION

**REPORT**



**REPORT TAB**

ALERT REPORT  
FUEL USAGE SUMMARY REPORT  
FUEL USAGE  
FUEL TAX  
THIRD PARTY FILL REPORT

**OPTIONS**



**OPTIONS TAB**

CHANGING PASSWORD  
EMPLOYEES  
MANAGING ALERT EMAILS

**ADMIN.**



**ADMIN TAB**

USER MANAGEMENT  
ACCESS MANAGEMENT

**HELP**



**HELP TAB**

FOCUS USER GUIDE  
CONTACT SECTION



**LOGIN AND INITIAL CONFIGURATION**

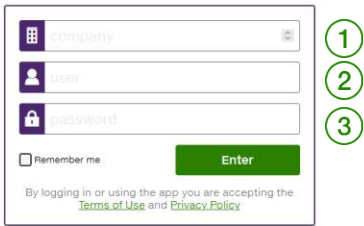
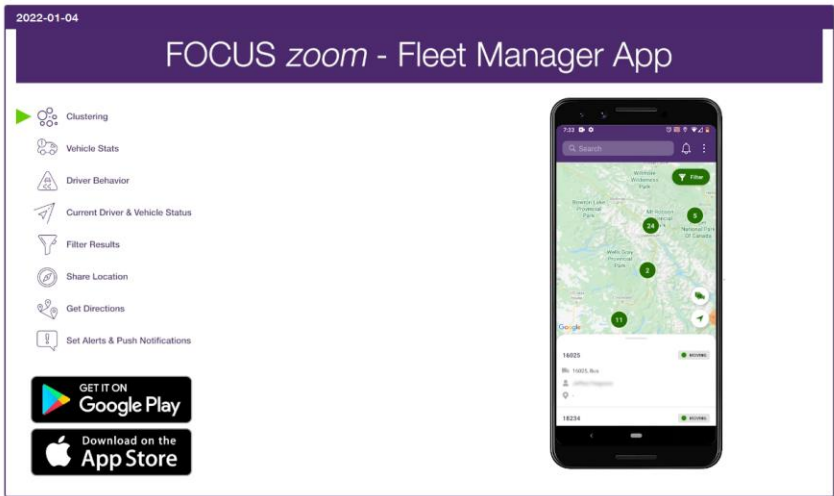
Welcome to the FOCUS platform!


Focus management would like to emphasize that while this guide is intended to be as exhaustive as possible, it is not a substitute for a training session complete with explanations from our training team. It is intended as a first line of assistance and as a reference guide to be used following the initial training session.


An internet connection is necessary for accessing the FOCUS portal. The FOCUS web application is optimized for Chrome, Firefox, Edge, and Safari browsers, and is thus accessible via any device equipped with these applications. In the search bar, type:


***app.focustoimization.com***

This link will permit you to access the application’s landing page:



Type your company number in the field  (company) 1. This number is assigned to you by FOCUS and is unique to your organization.

Type your username in the field  (user) 2

Type your password in the field  (password) 3.

Then click “ENTER” to access your Fuel page.



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**This guide is intended for clients who have ONLY fuel management. If you also have fleet AND fuel management, please use the other guide “User Guide FOCUS Fleet and Fuel Management”.**

Our “FOCUS FUEL Mobile” product works exactly like fixed (stationary) fuel tanks. You can therefore use this guide to assist you in using it.

Before you begin to use FOCUS Fuel, several steps are necessary to ensure proper system configuration.

Those steps are as follows:

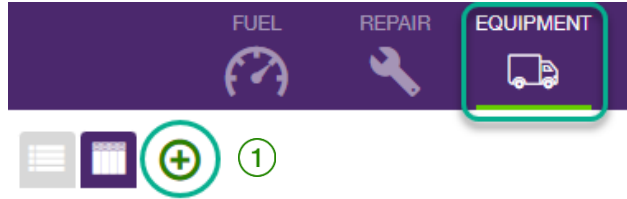
- 1- Create the vehicles and link a fob to each.
- 2- Create the employees and link an identification key fob to each.
- 3- Give employees and vehicles access to the pump(s).
- 4- Enter the parameters of the fuel tank(s).

We will examine these steps in greater detail.



EQUIPMENT CREATION

Clicking the  icon displays the following page:



The first step is to create a new piece of equipment (1) by clicking on “+” (2). The following window will be displayed:

ID	SECTION/COLUMN	DESCRIPTION
2	Number	Here you can enter the equipment number.
3	Name	The name of the piece of equipment or vehicle. This field is <b>required</b> .
4	Identification key	Number of the vehicle fob that was linked to this vehicle. This fob is <b>required</b> .
5	Fuel tank capacity (L)	In this field, it is possible to specify the maximum capacity of the fuel tank. Once this value has been attained during a fill, the pump will stop on its own.
6	Additional information	These fields are optional. You can add any pertinent information.
7	“Create”	Once the information has been entered, or the modifications are complete, click on the diskette icon.

**Fill out the fields as needed but only the name and identification fob are required.**

Once saved, create all of the other vehicles that will be using FOCUS fuel.

Below are further details on linking fobs to a vehicle.



LINKING A VEHICLE FOB

To link a fob to a vehicle, you must select the fob that will be assigned to the vehicle or piece of equipment from the drop-down menu.

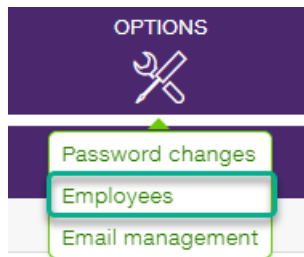
A list of the available fobs will be displayed. Select the fob that will be installed in the vehicle. It is very important to keep a list of the linked vehicles/fobs for physical installation in the vehicles.


Once selected, click on “create” to save.

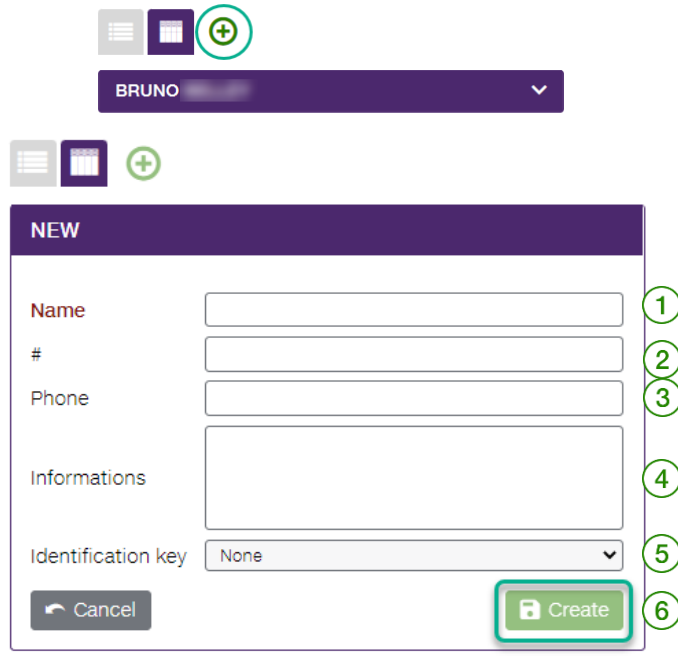


EMPLOYEE CREATION

To create new employees, select the menu “OPTIONS” and choose “EMPLOYEES”.



Then click on  .



ID	SECTION/COLUMN	DESCRIPTION
①	Name	Enter the name of the employee. This field is required.
②	Number	This field is optional. Here you can enter the employee number.
③	Phone	This field is optional.
④	Information	This field is optional. You can add any pertinent information.
⑤	Identification key	The number of the employee fob that was linked to this person. This field is <b>required</b> .
⑥	“Create”	Once the information has been entered or the modifications are complete, click on the diskette icon.

**Fill out the fields as needed but only the name and identification fob are required.**  
Once saved, create all of the other employees who will use Focus fuel

Below are further details on linking fobs with employees.



**LINKING AN EMPLOYEE FOB**

To link a fob to an employee, you must select one from the drop-down menu called “**Identification Key**”.

The screenshot shows a form titled "NEW" with the following fields: Name, #, Phone, Informations, and Identification key. The "Identification key" dropdown menu is currently set to "None" and is highlighted with a green circle. There are "Cancel" and "Create" buttons at the bottom.

A list of the available fobs will be displayed. Select the fob that will be given to the employee. It is very important to keep a list of the linked employees/fobs for the physical transfer of fobs to employees.

The left screenshot shows the "NEW" form with the "Identification key" dropdown menu open. The menu lists "None" and "00001b77ca9d". The "00001b77ca9d" option is highlighted with a blue bar and a green box. The right screenshot shows the same form with the "Identification key" dropdown menu closed and "00001b77ca9d" selected. The "Create" button is highlighted with a green box.

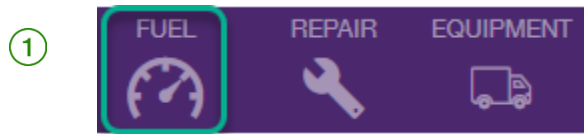
Once selected, click on “**Create**” to save.



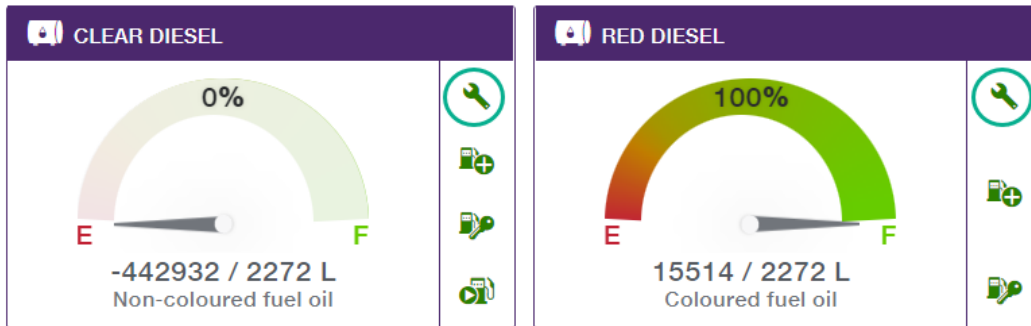


**PUMP SETTINGS**

Setting configuration for the pump(s) is essential before you are able to begin use. Start by selecting the Fuel dashboard. **1**



Whether you have a single or multiple tanks, the procedure remains the same. Click on the button which brings up the specific pump's parameters.



Let's examine in more detail: FUEL TANK CONFIGURATION

**Fuel tank configuration** ✕

**1** Name

**2** Type

**3** Maximum level  L

**4** Current level  L

Alert threshold  Liter (0) **6** + ✕

**7** **LAST TRANSACTIONS** i

DATE	EMPLOYEE	EQUIPMENT	QUANTITY


**8** Save

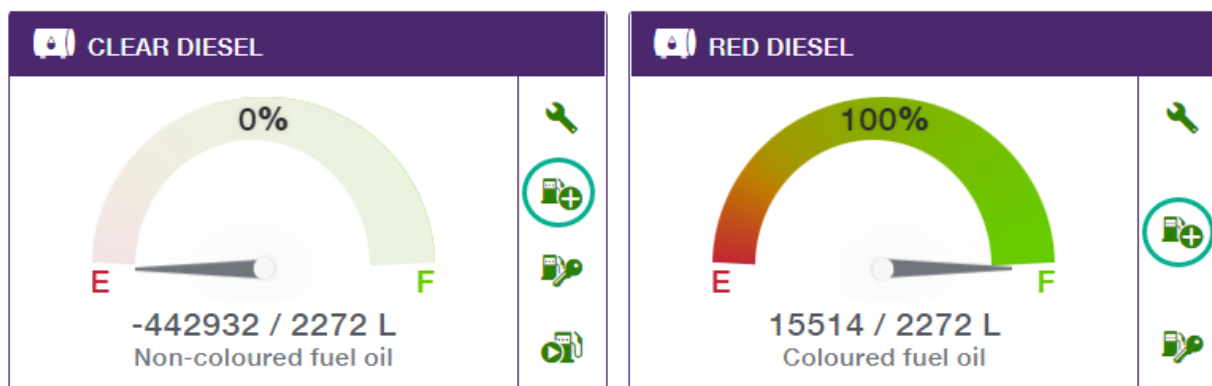


ID	SECTION/COLUMN	DESCRIPTION
1	Name	Give the name to the pump that you typically use.
2	Type	It is important to specify the type of fuel or liquid that the pump emits. Multiple options are available.
3	Maximum level	Here you must specify the fuel tank's total capacity. This information is important in order to establish the fuel tank's virtual level.
4	Current level	Displays the approximate level of the fuel tank. It must be mentioned that no sensor or gauge is installed in the fuel tank. The estimated level is derived from its maximum capacity, minus the fills removed.
5	Alert threshold	You can schedule an alert for low fuel level. The value entered here represents the limit below which an alert will be triggered.
6	Email	You can add an email address to the low fuel level alert. Frequently, the buyer or fuel provider would be the recipients.
7	Recent Transactions	Shows the last 10 transactions for the selected pump.
8	Save	Once the information has been entered or modifications are complete, click Save.

### ACCESS TO PUMP USE

The final step, and the most important, consists of granting access to pump(s) to various vehicles and employees.

Click on the pump with key icon .



The access configuration page will be displayed.



**IDENTIFICATION KEYS MANAGEMENT**

Management of  or  or  or

**PUMP 1**

Filter

<input checked="" type="checkbox"/> EMPLOYEE (5)	<input checked="" type="checkbox"/> EQUIPMENT (5)	<input checked="" type="checkbox"/> MASTER KEY (1)
<input checked="" type="checkbox"/> Austin	<input checked="" type="checkbox"/> 002	<input checked="" type="checkbox"/> Master Key Pump #1
<input checked="" type="checkbox"/> Corey	<input checked="" type="checkbox"/> 004	
<input checked="" type="checkbox"/> Matt	<input checked="" type="checkbox"/> 006	
<input checked="" type="checkbox"/> MIKE	<input checked="" type="checkbox"/> 007	
<input checked="" type="checkbox"/> Wayne	<input checked="" type="checkbox"/> 009	

5 Authorized key(s)      5 Authorized key(s)

The upper section permits you to select which pump you want to manage access for **1**.

The "Filter" field allows you to search in either the employee or equipment columns **2**.

The next two columns Employee **3** and Equipment **4** are the core of the system. This is where authorization is given to an employee or piece of equipment to use a specific pump. There is no link between employees and equipment here. We use an approach of pump-based access management.

In ticking off an employee or piece of equipment, you authorize their use of a given pump.

<input checked="" type="checkbox"/> EMPLOYEE (5)	<input checked="" type="checkbox"/> EQUIPMENT (5)
<input checked="" type="checkbox"/> Austin	<input checked="" type="checkbox"/> 002
<input checked="" type="checkbox"/> Corey	<input checked="" type="checkbox"/> 004
<input checked="" type="checkbox"/> Matt	<input checked="" type="checkbox"/> 006
<input checked="" type="checkbox"/> MIKE	<input checked="" type="checkbox"/> 007
<input checked="" type="checkbox"/> Wayne	<input checked="" type="checkbox"/> 009

5 Authorized key(s)      5 Authorized key(s)

You can accordingly prevent the use of a diesel pump for a gas vehicle. Once the employees and vehicles have been selected, click on Save **5**.



## MANAGEMENT OF MASTER KEYS

Each FOCUS fuel unit comes with a master key. This key is used to verify each fuel unit prior to delivery. After installation is complete, the key serves as a master key for exceptional situations, such as a vehicle that is not part of your fleet requiring a fill. These master keys should be used as little as possible, as their use leaves no trace in the system history. No employee, nor vehicle, will be shown in the reports. Simply placing the master key on the pump's identifier will set it into operation.

In case of an exceptional situation concerning master keys, contact our customer service line at 1-800-670-7220.

## USING FOCUS FUEL

Generally, depending on your configuration, when using FOCUS fuel you will have to present the employee and the vehicle fob. A sound will be emitted by the main panel. Here is the significance of the sounds emitted:


- 3 short beeps: master key recognized and accepted
- 2 short beeps: vehicle fob recognized and accepted
- 1 short beep: employee fob recognized and accepted
- 1 long beep: employee or vehicle fob not linked and thus not accepted
- No sound when presenting either of the two fobs: fob or identifier defective

**Congratulations! Your initial configuration of FOCUS Fuel is finished!**



# OFFICIAL GUIDE

## FUEL TAB

The Fuel  tab of the FOCUS platform acts as its dashboard.

The screenshot shows the FOCUS Fuel Tab dashboard. At the top, there is a navigation bar with the FOCUS by TELUS logo, a user dropdown menu (1), a company name dropdown menu (2), an equipment filter dropdown menu (3), and user parameters (4). On the right side of the navigation bar, there is a power button (5). Below the navigation bar, there are several sections: 'AVERAGE VALUE' with a table of fuel statistics, 'LAST TRANSACTIONS' with a table of recent fuel purchases, and three tank status cards for equipment 02917, 02915, and 02916. Each tank card shows a gauge with a percentage, a fuel level, and a total capacity.

Period	Value
2022-06-08 to 2023-06-08	
Average price	-\$/L
Last price	-\$/L
Total cost	-\$
Total quantity	-L

DATE	EMPLOYEE	EQUIPMENT	FUEL	PUMP	QUANTITY (L)
2023-06-08 15:53		107, Prov Kenworth	Non-coloured fuel oil	Pompe Diésel 02915	0.2
2023-06-08 15:50		00708, TREQ-12291	Non-coloured fuel oil	Pompe Diésel 02915	0.0
2023-06-08 15:35		05501, TREQ-11124	Non-coloured fuel oil	Pompe Diésel 02915	0.8
2023-06-08 15:34		05501, TREQ-11124	Non-coloured fuel oil	Pompe Diésel 02915	0.0
2023-06-08 14:53		107, Prov Kenworth	Non-coloured fuel oil	Pompe Diésel 02915	127.0
2023-06-08 14:53		EXP220, Chariot de location expédition	Non-coloured fuel oil	Pompe Diésel 02916	0.0

This page offers an overview of the information associated with the most recent transactions as well as the statuses of each tank. The uppermost bar on the page shows the following information:

- 1 **FOCUS USER** – Identifies the user logged into FOCUS.
- 2 **COMPANY NAME** – Identifies the name of the company and the unique company number assigned by FOCUS.
- 3 **EQUIPMENTS FILTER** – Displays the vehicles associated to a predefined group. The option “All equipment” is selected by default. To access a different group in the dashboard, click on the drop-down menu and select the desired group from the drop-down menu.
- 4 **USER PARAMETERS** – Allows you to choose the language of use, the time zone you are in and the unit system (Metric, Imperial or Mixed).
- 5 **LOG OUT** – Permits the user to leave the FOCUS platform.



The page is then divided into three sections:

The screenshot displays the FOCUS interface with three main sections:

- Section 1: AVERAGE VALUE** (circled in green): A table showing financial data for the period 2021-01-13 to 2022-01-13.
 

Period	2021-01-13 to 2022-01-13
Average price	- \$/L
Last price	- \$/L
Total cost	- \$
Total quantity	- L
- Section 2: LAST TRANSACTIONS** (circled in green): A table listing recent fuel transactions.
 

DATE	EMPLOYEE	EQUIPMENT	FUEL	PUMP	QUANTITY (L)
2022-01-13 13:10		05502, TREQ-11224	Non-coloured fuel oil	Pompe Diésel 02915	60.9
2022-01-13 12:53		05201, TREQ-11121	Non-coloured fuel oil	Pompe Diésel 02916	150.0
2022-01-13 12:52		Charl-Pol, Chariot élévateur	Non-coloured fuel oil	Pompe Diésel 02915	36.8
2022-01-13 12:30		Veolia, Veolia 01-152	Non-coloured fuel oil	Pompe Diésel 02916	107.1
2022-01-13 12:01		Électrolyse, Chariot élévateur loc. Elevex	Non-coloured fuel oil	Pompe Diésel 02915	38.8
2022-01-13 11:52		Veolia, Veolia 01-152	Non-coloured fuel oil	Pompe Diésel 02915	96.4
- Section 3: PUMP STATUS** (circled in green): Three gauge charts showing fuel levels for pumps 02917, 02915, and 02916.
  - Pump 02917:** Gasoline, 64% full, 14563 / 22730 L.
  - Pump 02915:** Non-coloured fuel oil, 30% full, 6818 / 22730 L.
  - Pump 02916:** Non-coloured fuel oil, 35% full, 7908 / 22730 L.

- 1 **AVERAGE VALUE:** General information of a financial nature is displayed here.
- 2 **RECENT TRANSACTIONS:** The most recent fills are displayed here.
- 3 **PUMP STATUS:** The status of each pump is displayed here.

Let's examine each section in detail.

1 **AVERAGE VALUE**

AVERAGE VALUE	
Period	2021-01-10 to 2022-01-10
Average price	- \$/L
Last price	- \$/L
Total cost	5645.77 \$
Total quantity	959229.2 L

The average value is for the current day. Focus displays the average price as well as the price of the last fuel purchase as long as the relevant amounts are entered when the fuel is added. The total expense is thus available, as well as the total quantity, per day.



2 RECENT TRANSACTIONS

1

LAST TRANSACTIONS					
DATE	EMPLOYEE	EQUIPMENT	FUEL	PUMP	QUANTITY (L)
2022-01-10 08:57	Centropolis	32, [redacted]	Non-coloured fuel oil	CF4 Centropolis Diesel (114D0)	58.0
2022-01-10 08:41	[redacted]	PM03-076 S, Pick up F150 XLT 4X4	Gasoline	Pompe Essence 5 (3024)	66.0
2022-01-10 08:27	Centropolis	1616, [redacted]	Non-coloured fuel oil	CF4 Centropolis Diesel (114D0)	151.0
2022-01-10 08:20	[redacted]	2006B, [redacted]	Other	Pompe Diésel 4 (3024)	49.0
2022-01-10 08:03	[redacted]	1329 [redacted]	Non-coloured fuel oil	D47D CE18 Angrignon Diesel	115.5
2022-01-10 07:50	[redacted]	826, [redacted]	Non-coloured fuel oil	D47D CE18 Angrignon Diesel	222.0

This section shows all of the transactions of recent days. All of the information related to each refill are displayed on each line.

It is possible that one of your vehicles uses a fuel provider other than your own fuel tank, such as a commercial gas station. Gas fills done externally must be manually entered into Focus in order for the reports to accurately represent the actual status. The button “Third party Fill” 1 serves for this type of data entry.

When that button is selected, the following page is displayed:

### THIRD PARTY FILL

Date: 2022-01-10

hour: 00 : 00

Equipment: 11000

Employee: None

Fuel type: Gasoline

Provider: None

Quantity: 0

\$: 0.00

# Invoice:

Note:

**+ Add**

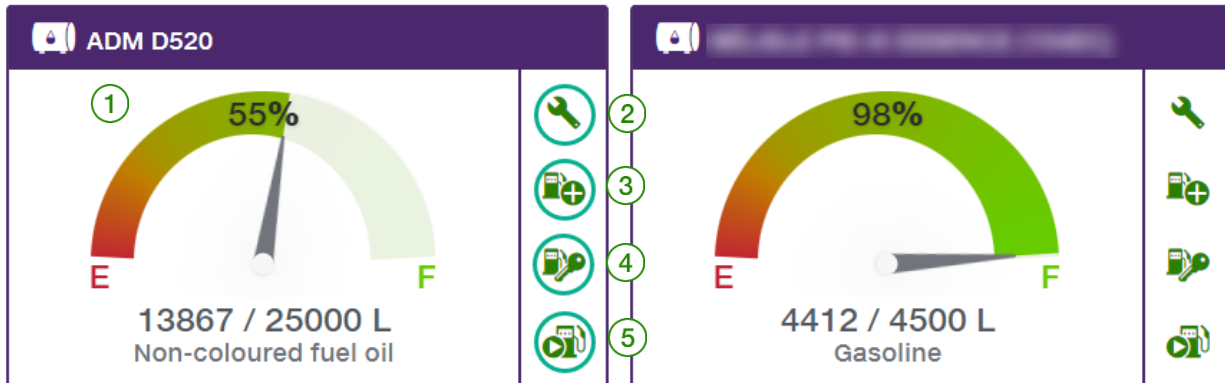
### LAST FILL

DATE	NOTE	EQUIPMENT
2021-12-31 00:00		
2021-12-16 00:00		
2021-12-15 00:00		
2021-12-15 00:00		
2021-12-12 00:00		
2021-12-12 00:00		
2021-12-09 00:00		
2021-12-09 00:00		
2021-12-09 00:00		
2021-12-08 00:00		
2021-12-08 00:00		
2021-12-06 00:00		
2021-12-06 00:00		
2021-12-06 00:00		
2021-12-06 00:00		

Normally, a purchase receipt is emitted at the time of transaction. This receipt will provide you with the information necessary to fill out the fields. Fill the fields paying particular attention to the number of litres added. This value will be added to the number of litres currently shown on the dashboard and will entail a new reading of the fuel level. Once finished, click on “Add”.



3 PUMP STATUS



Whether you have a single or multiple fuel tanks, the functionality is always the same. The indicator shows the **virtual level** of the fuel tank ①.

The first button serves for configuring the fuel tank ②. See [“FUEL TANK CONFIGURATION”](#) for details.

**ADD FUEL.** As no gauge or sensor is installed in the fuel tank, you must accordingly enter each fill completed by your fuel provider. The way to enter these into the system is to use the “ADD FUEL” button ③. When this button is selected, the following window will display:





ID	SECTION/COLUMN	DESCRIPTION
①	Fuel tank	This is the selected fuel tank to which you are adding fuel.
②	Date	Fill date.
③	Provider	Name of the fuel provider. It is possible to create a new one by clicking the "+" button.
④	# Invoice	This is an optional field. You can enter the delivery order number here for instance.
⑤	"\$"	This field is optional. If you have the total amount of the fill, enter it into the system.
⑥	Nb.	This field is required. It is here you enter the number of litres that were delivered. This quantity will be added to the fuel tank's current level.
⑦	Add	Once all of the information is entered, click on "Add".

To note:

- You can add more providers by clicking the button.
- It is highly likely that you will not have the total amount at the time you are entering your fuel addition information. Once you have the official invoice with the total amount, create a new add fuel entry, this time leaving the number of litres at 0.
- If you make a mistake in entering the details of an addition of fuel and you click on "ADD", it is not possible to return or modify the entry. You must create a new add fuel entry, with the category of "ADJUSTMENT" or "MODIFICATION", and enter the number of litres as a negative number in order to obtain the correct number of total litres. For example, the quantity of 10 000 litres was added instead of 1 000. Create a new addition of - 9 000 litres, with "Adjustment" as your provider.



IDENTIFICATION KEY MANAGEMENT. As Focus fuel works with double identification, employee and vehicle, it is here that permissions are granted **④**. Refer to the section "ACCESS TO PUMP USE" for more details.



MANUAL START. It is possible that specific situations arise requiring you to start the pump remotely, for instance for an employee who does not have their fob, or for a piece of equipment that is not equipped with a vehicle fob. It is possible to remotely start a pump **⑤**.



ID	SECTION/COLUMN	DESCRIPTION
①	Fuel Tank	This is the selected tank that you want to start remotely.
②	User name	Here the name of the user currently connected to Focus, who wants to start the pump, is displayed.
③	Employee	This field is optional. It allows you to write an employee's name.
④	Equipment	This field is optional. You can designate the vehicle that will receive the fuel.
⑤	Master key	This field is optional. Do not select a master key.
⑥	Note	This field is required. This is where you enter all information relative to the manual start. This information will show in the reports.
⑦	Start	Once all of the information has been entered click "Start".

You may optionally identify the employee or the equipment. Information about the master key is not required.

You must, however, write a note. Include as many details as possible in order to facilitate the future identification of this transaction. Once ready, click on "START".

To note:

- It may take up to 2 minutes for after initiating the remote start in order for the pump to receive the manual start signal.
- The inactivity timeout of 60 seconds applies at all times, even after a manual start.



REPAIR



## REPAIR TAB

While the repair tab is available, it is of little use in the event that no vehicles are managed using fleet management. For more information on this functionality, please refer to the FOCUS user guide available in the help section.

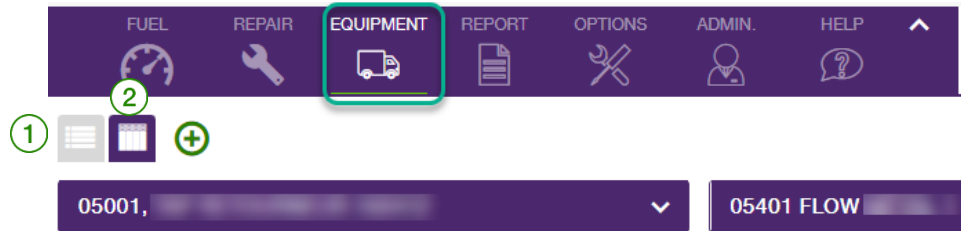
EQUIP.



## EQUIPMENT TAB

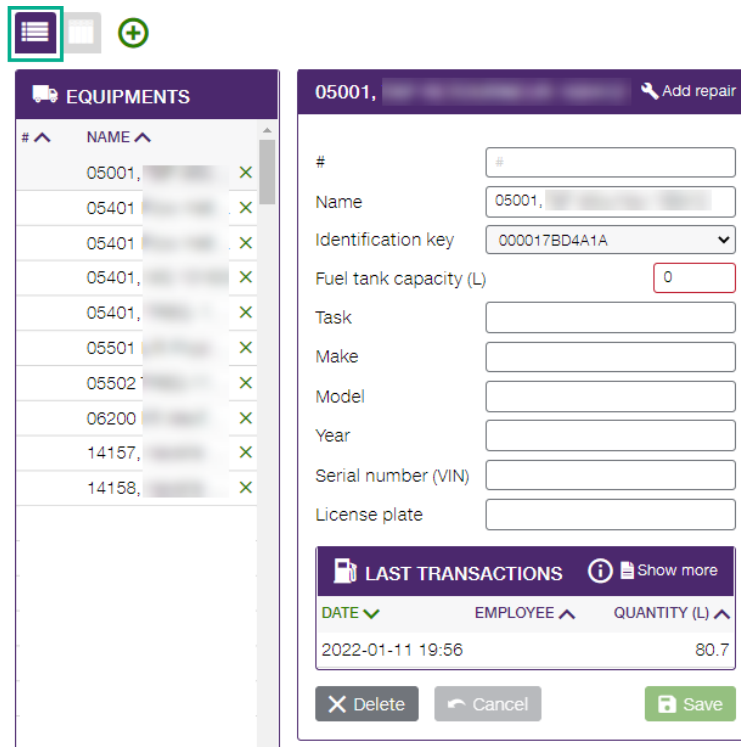
The equipment page shows all the vehicles that have currently been created.

To add a new vehicle or piece of equipment, refer to the “EQUIPMENT CREATION” section.



Equipment will display in “grid” format by default **2**.

It is possible to change the display format for “list” **1**.




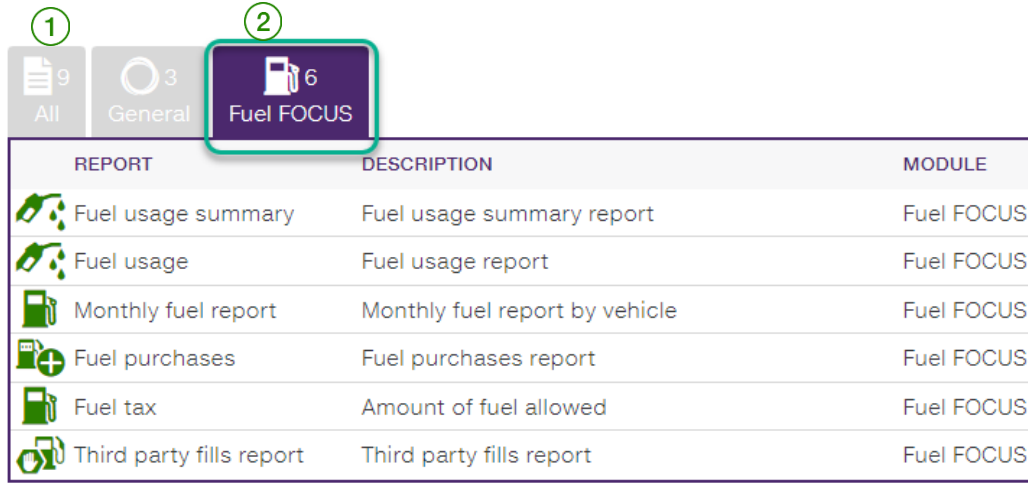
To link a fob with a vehicle, refer to the section “LINKING A VEHICLE FOB”.



ACCESS TO REPORTS

*This section aims to provide a general overview of reports, and provides a basic level of detail. For more detail, please contact our customer service team.*

Selection of the  tab displays the following page:



The screenshot shows a navigation bar with three tabs: 'All' (9 reports), 'General' (3 reports), and 'Fuel FOCUS' (6 reports). The 'Fuel FOCUS' tab is highlighted with a green box and labeled with a circled '2'. The 'All' tab is labeled with a circled '1'. Below the tabs is a table of reports.

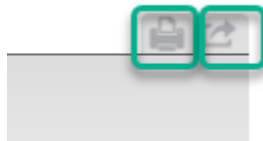
REPORT	DESCRIPTION	MODULE
Fuel usage summary	Fuel usage summary report	Fuel FOCUS
Fuel usage	Fuel usage report	Fuel FOCUS
Monthly fuel report	Monthly fuel report by vehicle	Fuel FOCUS
Fuel purchases	Fuel purchases report	Fuel FOCUS
Fuel tax	Amount of fuel allowed	Fuel FOCUS
Third party fills report	Third party fills report	Fuel FOCUS

The report tab has multiple sections. The first contains all of the reports, the second contains only general reports  and one is allocated specifically to fuel .

Click on the desired report to display detailed information.

General rules governing reports:

- All reports are printable or exportable in CSV format in order to permit modifications in Excel.



- Reports are available for variable periods, depending on the volume of information. Some reports cover a period of 365 days, other cover a single day.
- It is possible to define periods selecting specific hours.

Here are the three reports from the "General" section:



## ALERT REPORT

- Purpose of the report: To display the low fuel-level alerts.

The screenshot shows the 'ALERTS' section of a software interface. At the top, there are filters for a date range (2021-12-01 to 2022-01-14), 'Equipment' set to 'All', and 'Alert type' set to 'Fuel FOCUS'. A 'DISPLAY' button is visible. Below the filters, a table titled 'ALERTS FROM 2021-12-01 TO 2022-01-14, EQUIPMENT: ALL' is shown. The table has columns for ALERT, DATE, EQUIPMENT, EMPLOYEE, and DETAILS. The first row is highlighted, and a circled '1' is next to the 'DETAILS' column header. A green checkmark icon with '(0)' is next to the first row's details.

ALERT	DATE	EQUIPMENT	EMPLOYEE	DETAILS
	2022-01-12 15:13	02916		Non-coloured fuel oil, level at 9783 L. (Config. 10000 L)
	2022-01-12 14:11	02915		Non-coloured fuel oil, level at 9945 L. (Config. 10000 L)
	2022-01-01 17:16	ce 02917		Gasoline, level at 9995 L. (Config. 10000 L)
	2021-12-21 13:09	02916		Non-coloured fuel oil, level at 9807 L. (Config. 10000 L)
	2021-12-13 17:26	02916		Non-coloured fuel oil, level at 9977 L. (Config. 10000 L)
	2021-12-10 01:46	02915		Non-coloured fuel oil, level at 9890 L. (Config. 10000 L)

Select the period to search, choose the desired equipment and select the alert type “FOCUS Fuel”. Then click on “Display”.

The report displays details concerning the pump as well as the programmed low-level threshold.

It is possible for you to leave a note for purposes of follow-up 1.

## REPAIR REPORT

Purpose of the report: To display the history of repairs, hence in the past.

In order to be able to generate a repair report, you must have already entered repairs into the system. The FOCUS fuel module only permits you to enter repairs with dates as a chronological point of reference.

For more details, contact our customer service at 1-800-670-7220, option 2.

## MAINTENANCE ALERTS REPORT

Purpose of the report: To plan upcoming maintenance, taking into account the dates entered for previous maintenance work, hence in the future.

In order to be able to generate a repair report, you must have already entered repairs into the system. The FOCUS fuel module only permits you to enter repairs with dates as a chronological point of reference.

For more details, contact our customer service at 1-800-670-7220, option 2.



## FUEL USAGE SUMMARY REPORT

Purpose of the report: To display a summary of all of the fuel transactions, by pump.

**FUEL USAGE SUMMARY REPORT FROM 2021-12-01 TO 2022-01-10**  
 FUEL TANK: ALL  
 EQUIPMENT: ALL  
 MOBILE FUEL TANK: ALL  
 EMPLOYEE: ALL  
 TOTALS BY: FUEL TANK -

FUEL TANK ^	EQUIPMENT ^	EMPLOYEE ^	FILLING ^	LITER ^
Mobile #1	4	3	40	5287.5
Réservoir 1_	15	7	41	9069.5
<b>Total</b>			<b>81</b>	<b>14357.0</b>

Multiple options are available.

ID	SECTION/COLUMN	DESCRIPTION
①	Period	A period for the search
②	fuel tank	Select ALL or a specific tank
③	Equipment	Select ALL or a specific vehicle
④	Mobile Fuel tank	If you have mobile fuel tank, they are selectable here
⑤	Employee	Select ALL or a specific employee
⑥	Third party fill	Include or not the external filling
⑦	Total by	Options for the report's results

The results are displayed in a window that can be printed from or exported.



**FUEL USAGE**

Purpose of the report: To display the details of all of the fills, sorted chronologically.

**FUEL USAGE**

| 
Fuel tank:

Equipment: 
or
Mobile fuel tank: 
Employee:

Include third party fill

DISPLAY

**FUEL USAGE FROM 2021-12-01 TO 2021-12-31**  
 FUEL TANK: ALL - EQUIPMENT: ALL - MOBILE FUEL TANK: ALL - EMPLOYEE: ALL

DATE ^	FUEL TANK ^	MASTER KEY ^	EQUIPMENT ^	IDENTIFICATION KEY EQUIPMENT ^	EMPLOYEE ^	IDENTIFICATION KEY EMPLOYEE ^	LITER ^	NOTE ^	\$/LITER ^	\$ ^
2021-12-01 07:07	Réservoir 1_	20,	STERLING	00001		00001	268.0		0	0 \$
2021-12-01 13:22	Mobile #1	42,		00001		00001	466.5		0	0 \$
2021-12-02 11:59	Réservoir 1_	32,	LOADER 624K	00001		00001	243.0		0	0 \$
2021-12-02 17:04	Réservoir 1_	96,	DODGE 2500	00001		00001	83.5		0	0 \$
2021-12-03 13:18	Réservoir 1_	28,		00001		00001	98.0		0	0 \$

This report works the same as the preceding one, with the same options, but displays more details per transaction.



**FUEL TAX**

Purpose of the report: To produce the information necessary for completion of the official Quebec provincial tax reimbursement form for fuel only, for heavy equipment having the right to this.

This report is only available when FOCUS units are installed (in your vehicles), because both distance and use time are required information.

**THIRD PARTY FILL REPORT**

Purpose of the report: List all of the fills that were done external to the tanks managed by FOCUS fuel.

THIRD PARTY FILLS REPORT

<input type="text" value="2021-12-01   2022-01-11"/>	Invoice <input type="text"/>	Provider <input type="text" value="All"/>
Equipment <input type="text" value="All"/>	Employee <input type="text" value="All"/>	

DISPLAY

---

THIRD PARTY FILLS REPORT FROM 2021-12-01 TO 2022-01-11  
EQUIPMENT: ALL - EMPLOYEE: ALL

DATE ^	NOTE ^	EQUIPMENT ^	EMPLOYEE ^	# INVOICE ^	FUEL TYPE ^	PROVIDER ^	\$ ^	LITER ^
No filling								
<b>Total:</b>							0 Filling(s)	0.00 0.0

It is possible to search by invoice number or provider name.





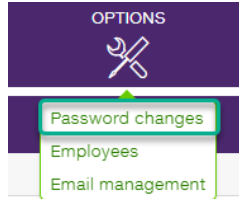
OPTIONS



OPTIONS TAB

CHANGING PASSWORD

Purpose: Permits modification of the current password.



Select the option **Password changes** to display the following:

A screenshot of the 'PASSWORD CHANGES' form. The form has a purple header with a white padlock icon and the text 'PASSWORD CHANGES'. Below the header, there is a text input field labeled 'New password' with a green eye icon to its right. Below the input field, there is a list of password requirements: 'Password length must have a minimum of 8 characters.', 'Password must contain at least 1 uppercase, 1 lowercase, 1 digit (0-9) and one special character within: !@#\$%?&\*.'. At the bottom right of the form, there is a green 'Save' button with a white padlock icon.

Enter your new password, making sure you meet the criteria.

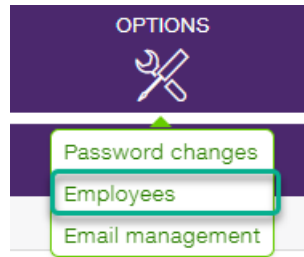
**YOU MUST CLICK ON THE BUTTON "SAVE" TO SAVE THE NEW PASSWORD.**



---

## EMPLOYEES

Purpose: to create and edit the list of employees.



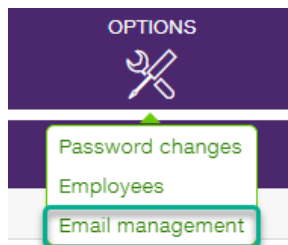
To learn how to create an employee, go to the “**EMPLOYEE CREATION**” section.

To link an employee fob, refer to the “**LINKING AN EMPLOYEE FOB**” section.

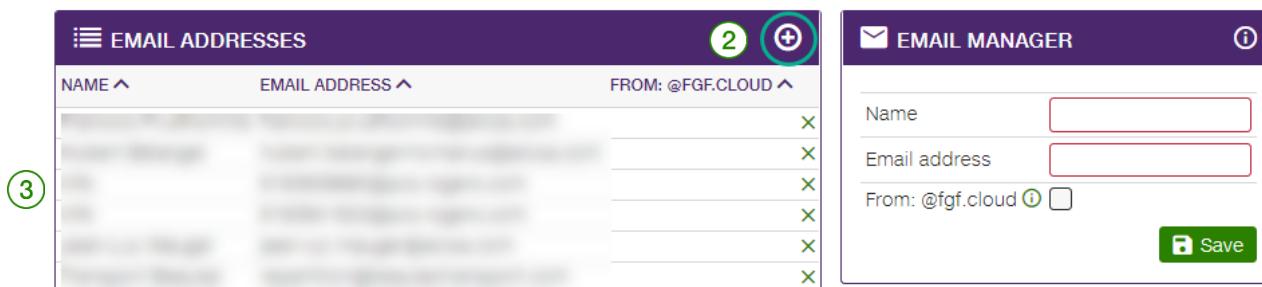



MANAGING ALERT EMAILS

Purpose: To create or modify the emails used in FOCUS.

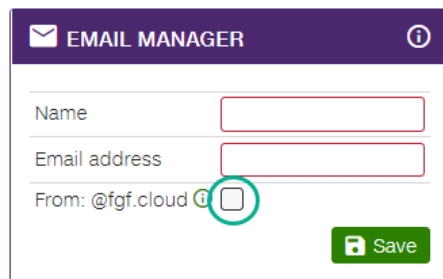


Select the option **Email management** to display the following page:



To create an email address, click on the  icon across from the label **Email Addresses** 2, and fill in the fields in the **Email manager** section on the right. To modify an email address, click on the address desired in the list 3, and enter the modification in the appropriate portion of the **Email manager** section on the right.

**YOU MUST CLICK ON THE BUTTON SAVE IN ORDER TO SAVE A NEWLY CREATED OR MODIFIED EMAIL ADDRESS.**



Compatibility mode should only be enabled if you are unable to receive emails from FOCUS. When this mode is enabled, the emails generated by FOCUS are sent from an address located within the domain fgf.cloud instead of the focusoptimization.com domain.





**New user** Close

4 Name

5 User name

6 Password

7 Access level

8 Access group

9 Equipment group

**Save**

Enter the name to be displayed (4), a user name (5) and a temporary password (6)

The new user will be able to modify manually at his first connection to the FOCUS platform by using the following rule in the option tab.

- A lower case letter
- An upper case letter
- A number
- One of the following special characters: !@#\$%?&\*

**\*\*\*It is strongly recommended that the address be a valid email address.\*\*\***

If your organization has an SSO (Single Sign On) login system, please refer to your contact person to change your password.

Select the level of access in the drop-down menu of the “Level” field (7).

MENT	
ACCESS LEVEL ⓘ	<p><b>Regular</b> : All accesses except users management. This access cannot be limited to a group.</p> <p><b>Read only</b> : Basic access, alerts, reports, without modifications to vehicles, groups, zones / sectors</p> <p><b>Personalized</b> : Access only to features granted by custom access groups</p> <p><b>Administrator</b> : Administrative access for the company</p>
Administrator	
Regular	
Regular	

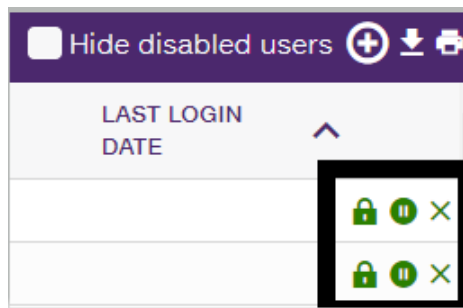


As required, select an equipment group and/or access group to authorize or limit the user's access to certain functions **8**. To learn how to create an equipment group **9**, refer to the "EQUIPMENT FILTER" section in the Focus user guide.

**IMPORTANT NOTE:**

**- YOU MUST CLICK ON THE SAVE BUTTON TO SAVE YOUR USER CREATION OR MODIFICATION DATA.**

Finally, three options are available:

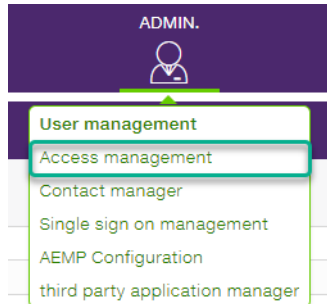


- To change the password, click on the icon
- To deactivate or reactivate an access click on the icon
- To permanently delete an access, click on the icon

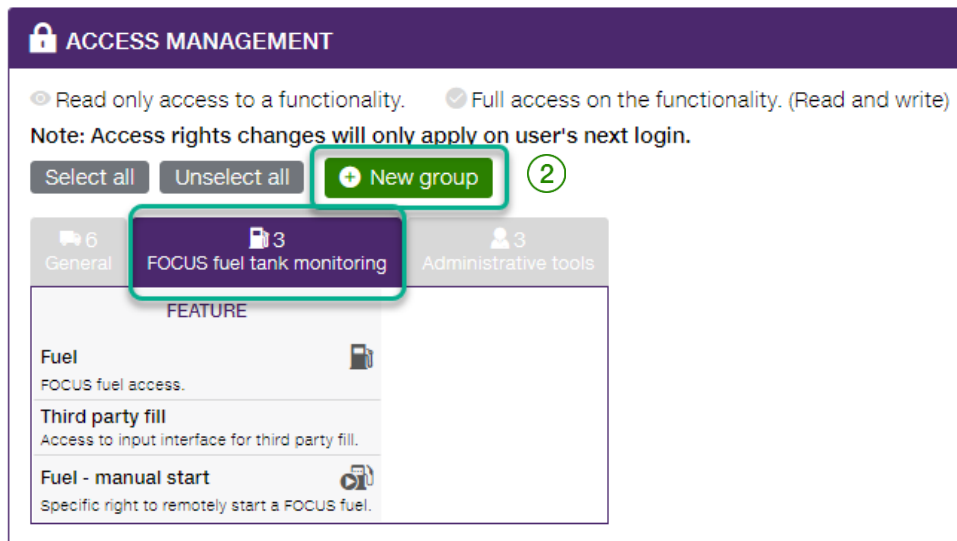


**ACCESS MANAGEMENT**

Purpose: To enable access to certain features for certain users, on an individual basis.



Select the option **Access management** to display the following page:



The “**Access management**” page permits you to enable a user to access additional features, reports or modules, on a case-by-case basis. Please contact FOCUS for more details on configuring these accesses.

Note that multiple features from the “General” tab apply principally for fleet management. Contact our customer service team for more details.



To create an access management group, click on **New group** 2. A second pop-up window with additional details will be displayed.

**ACCESS MANAGEMENT**

Read only access to a functionality.     Full access on the functionality. (Read and write)

**Note: Access rights changes will only apply on user's next login.**

Select all   Unselect all   + New group

6  
General

3  
FOCUS fuel tank monitoring

3  
Administrative tools

FEATURE				
	Test group	<span style="border: 1px solid green; border-radius: 50%; padding: 2px;">3</span>		
<b>Fuel</b> FOCUS fuel access.		<input type="radio"/>	<input checked="" type="checkbox"/>	<span style="border: 1px solid green; border-radius: 50%; padding: 2px;">4</span>
<b>Third party fill</b> Access to input interface for third party fill.		<input type="radio"/>	<input checked="" type="checkbox"/>	
<b>Fuel - manual start</b> Specific right to remotely start a FOCUS fuel.		<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	

Add a group name 3, and select the features that the user will have access to, by ticking off the corresponding boxes 4.

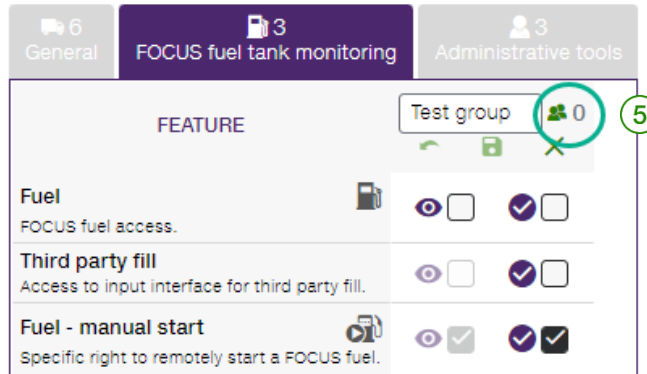
Note: refer to the legend at the top right of the window for more details.

Click on the icon to cancel or on the icon to delete the group.

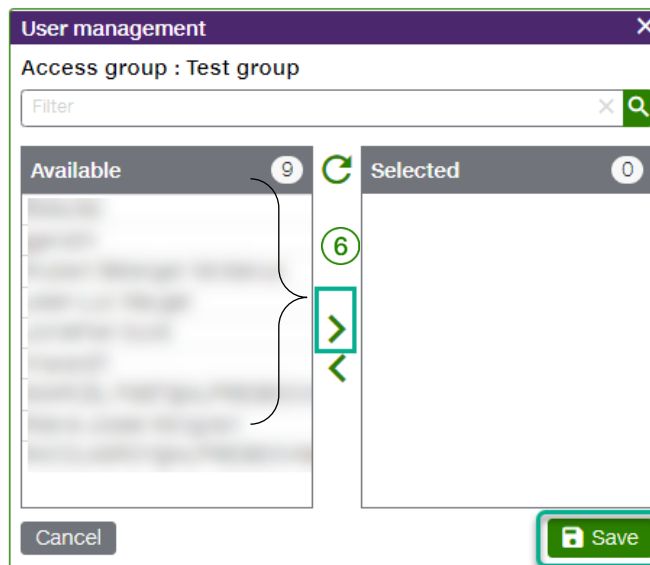




TO SAVE THE COMPANY SETTINGS CLICK ON THE ICON, WHICH WILL DISPLAY THE FOLLOWING PAGE:



Click on the icon to add a user to the group and display the following window **5**:



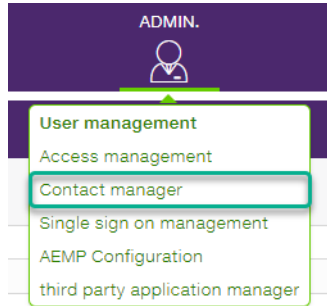
Select existing users by clicking on the user or the icon. To remove a user, click on the icon **6**.

**YOU MUST CLICK ON THE SAVE BUTTON TO SAVE YOUR COMPANY SETTINGS.**

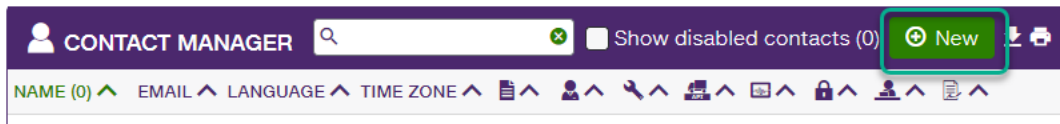



**CONTACT MANAGER**

Purpose: Allow our clients to manage the key people to be contacted by Focus according to the roles they hold in their organization. When communications are required from Focus, this list will be used according to the people we want to reach.



Select "Contact manager" to display the following:



To add a new contact, select .

A new form will be displayed:

A screenshot of the 'New' contact form. The form has a 'Close' button in the top right. The fields are:
 

- 2: 'Add or select a person' dropdown menu with 'New person' selected.
- 3: 'Name' text input field.
- 4: 'Email' text input field.
- 5: 'Language' dropdown menu with 'EN' selected.
- 6: 'Time zone' dropdown menu with '(UTC -04:00) Eastern Time (US & Canada)' selected.
- 7: 'Roles' section containing a list of roles with checkboxes:
  - Exported reports
  - Focus platform administrator
  - Installer technician
  - IT - APIs
  - IT - MDM
  - IT - SSO
  - Primary user
  - Signatory

 A 'Create' button is located at the bottom right of the form.



ID	FIELD	DESCRIPTION
2	New person	Choose "New Person" if the name is not in the employee list. If the name is present in the list of employees, select it
3	Name	Full name of the new contact
4	Email	Emai of the new contact
5	Language	Language of use of the contact
6	Time zone	Time zone in which the new one is located
7	Roles	Assign one or more roles to this new contact

Regarding the types of roles, please refer to the information point .

- Exported reports
- Focus platform administrator
- Installer technician

A person in your organization with administrator rights on our platform.

Once all field are completed, crick on to save.

Language

Time zone

Roles

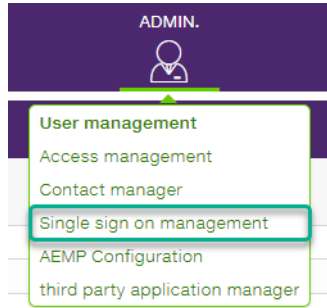
- Exported reports
- Focus platform administrator
- Installer technician
- IT - APIs
- IT - MDM
- IT - SSO
- Primary user
- Signatory

Please note: When an existing person is selected, it is not possible to change their name or email name or email at this stage.



**SINGLE SIGN ON MANAGER**

Purpose: Allow our customers to configure the single sign-on (SSO) process themselves to centralize their access policies and simplify access to FOCUS for their users.



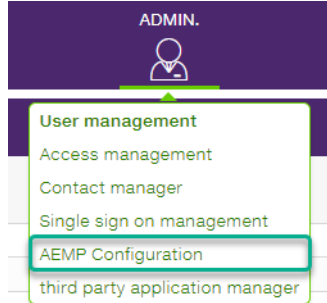
Currently, the implementation of this feature requires a very high level of vigilance as it would be easy to block anyone from accessing Focus, including the person doing the configuration.

We suggest that you refer to the Focus training team before proceeding.



**AEMP CONFIGURATION**

Purpose: Set up a gateway between the manufacturer’s OEM and the FOCUS units.



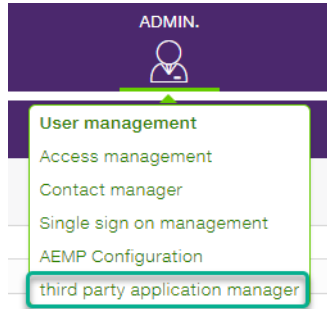
The AEMP Configuration option allows you to retrieve certain information from an original equipment manufacturer (OEM).

For more information, contact Focus by Telus sales department.



THIRD PARTY APPLICATION MANAGER

Purpose: Allow our customers to configure by themselves a bridge (Focus API) between Focus and another application to transfer, for example, odometers and engine hours.




It is important to note that the people who will ultimately use this page will normally be people who have knowledge of software development or are part of the IT department of their organization.

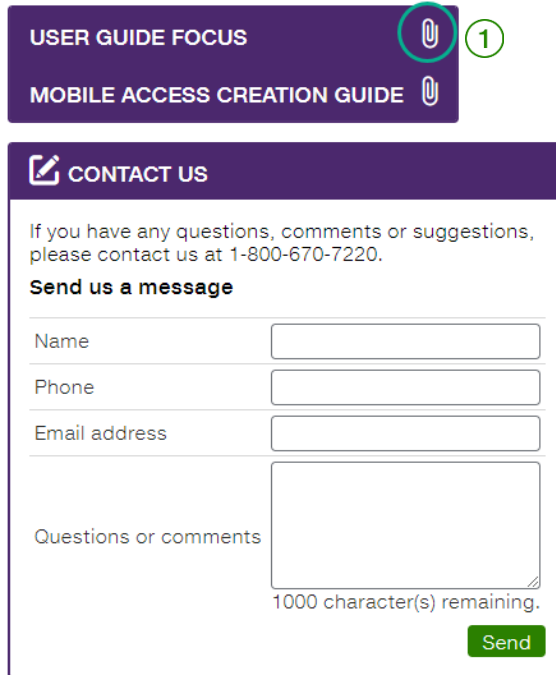
We suggest that you refer to the Focus training team before proceeding.





HELP TAB


FOCUS USER GUIDE

Click on the  icon, to display the following:



**USER GUIDE FOCUS**  ①

**MOBILE ACCESS CREATION GUIDE** 

 **CONTACT US**

If you have any questions, comments or suggestions, please contact us at 1-800-670-7220.

**Send us a message**

Name


Phone

Email address

Questions or comments

1000 character(s) remaining.

**Send**

Clicking on  ① opens another page with the online user guide. The document will remain open as long as that window is open.



CONTACT SECTION

USER GUIDE FOCUS

MOBILE ACCESS CREATION GUIDE

CONTACT US

If you have any questions, comments or suggestions, please contact us at 1-800-670-7220.

**Send us a message** ①

Name

Phone

Email address

Questions or comments

1000 character(s) remaining.

Enter information in the appropriate fields to get in touch with customer service ①.

Once done, click on “  ”.