

Queensland fuel price reporting trial

FPQ ADMIN PORTAL

User Guide

Version 1.2

November 2018

Contact Information

support@fuelpricesqld.com.au

Help Line: (07) 3858 0027

Queensland fuel price reporting trial



CONTENTS

Introduction	1
Minimum Requirements	1
Logging in	2
Fuel Seller Administration	3
Primary Contacts	3
Managing Users	5
User Structure and User Roles	5
Adding Users	6
Viewing and Editing Users	7
Deleting Users	8
Fuel Retail Facilities	8
Setting up Fuel Facilities	8
Price Submission	11
Overview	11
Submitting Prices	11

Queensland fuel price reporting trial

INTRODUCTION

The [Queensland Government's mandatory two-year Fuel Price Reporting](#) trial requires all fuel retailers in Queensland to report their fuel prices within 30 minutes of a price change at the bowser.

The Queensland Government has commissioned an external supplier (the 'Aggregator' known as Fuel Prices QLD) to operate the service that enables fuel retailers ("Fuel Sellers") to report their fuel prices.

This Fuel Retailer User Guide relates to the Administration of Retail Site and Authorised Operator details.

Subject to successfully completing the sign-up and authentication process, the Primary Contact for the Fuel Retailer (known in system as Fuel Seller) will be granted access to the Fuel Prices QLD (FPQ) Admin Portal in order set up details relating to Fuel Retail Outlets (known in system as Fuel Facilities) for which the Fuel Seller is responsible for reporting fuel pricing data. After the initial set up, this portal will also be used to maintain details for users and Fuel Facilities.

Minimum Requirements

The Fuel Prices Queensland Admin Portal is supported in the following browsers.

Supported Browsers:

- Chrome 69.0.3497.100+
- Safari 11.0.1+
- Firefox 63.0.1+
- Edge 42.171314.1.0+
- IE11

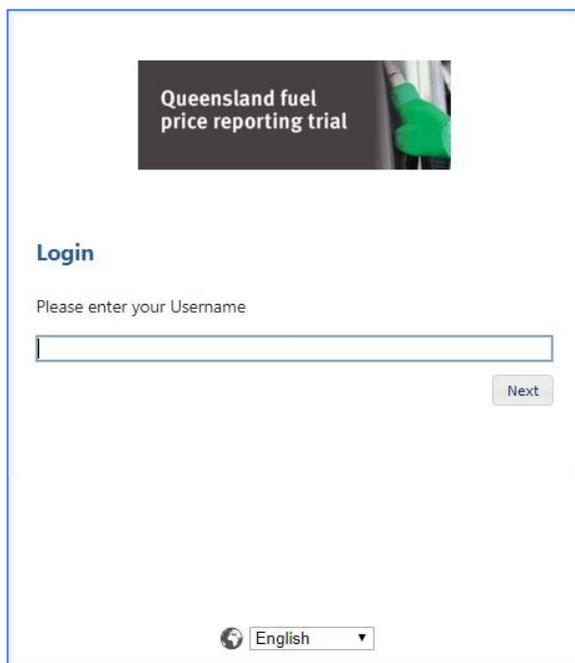
Queensland fuel price reporting trial

LOGGING IN

The FPQ Admin Portal is available for authorised users at:

<https://www.fuelpricesqld.com.au/fpqadmin/Secure/Default.aspx>

A valid login is required before a user can access the website – please contact the Primary Contact for the Fuel Seller if you experience issues.



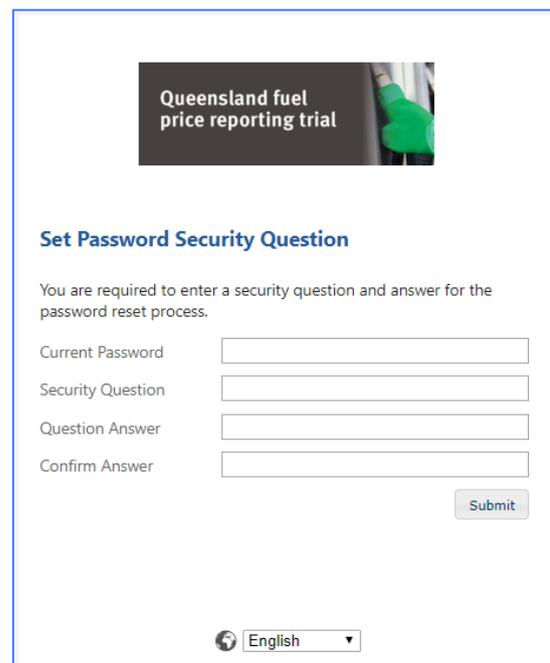
Queensland fuel price reporting trial

Login

Please enter your Username

Next

English



Queensland fuel price reporting trial

Set Password Security Question

You are required to enter a security question and answer for the password reset process.

Current Password

Security Question

Question Answer

Confirm Answer

Submit

English

When you first login you'll be prompted to set a security question. Complete the details which will be used in the event you forget your password.

Queensland fuel price reporting trial

FUEL SELLER ADMINISTRATION

Initial Fuel Seller details will be sent to the Aggregator where they will be checked and pre-loaded into the FPQ Admin Portal together details of the Primary Contact person. The Primary Contact is the only user who can view the Fuel Seller screen, accessed via the menu **Fuel Seller Admin > Fuel Seller**.

Fuel Seller

ID:	12
Name:	<input type="text"/> (Required)
Reference:	<input type="text"/>
ABN:	<input type="text"/>
ACN:	<input type="text"/>
ABR Status:	<input type="text"/>
Registered Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Primary Contact:	John Smith (Required)

Primary Contacts

There will be one Primary Contact per Fuel Seller. This is an admin role with the highest level of access. These types of Primary Contacts are responsible for maintaining Fuel Facility level Primary Contacts who maintain Authorised Operators.

Changing the Primary Contact

1. To change the Primary Contact, click on the current name e.g. John Smith.
2. The Users screen appears

Queensland fuel price reporting trial

Users Refresh

User	Email Address	Last Name	First Name	Role	Data Security Profile	Active
Fuel Seller : (This group continues from the previous page. Showing 2 of 102 items.)						
mwilliams	mwilliams@	Williams	Mary	Admin	Admin	False
jsmith	jsmith@	Smith	John	Admin	Admin	True

Page size: 10 102 items in 11 pages.

Select Cancel

3. Click on the user to select the row

Users Refresh

User	Email Address	Last Name	First Name	Role	Data Security Profile	Active
Fuel Seller : (This group continues from the previous page. Showing 2 of 102 items.)						
mwilliams	mwilliams@	Williams	Mary	Admin	Admin	False
jsmith	jsmith@	Smith	John	Admin	Admin	True

Page size: 10 102 items in 11 pages.

Select Cancel

4. Double click or click on the *Select* button

5. Press the *Save* button to save changes.

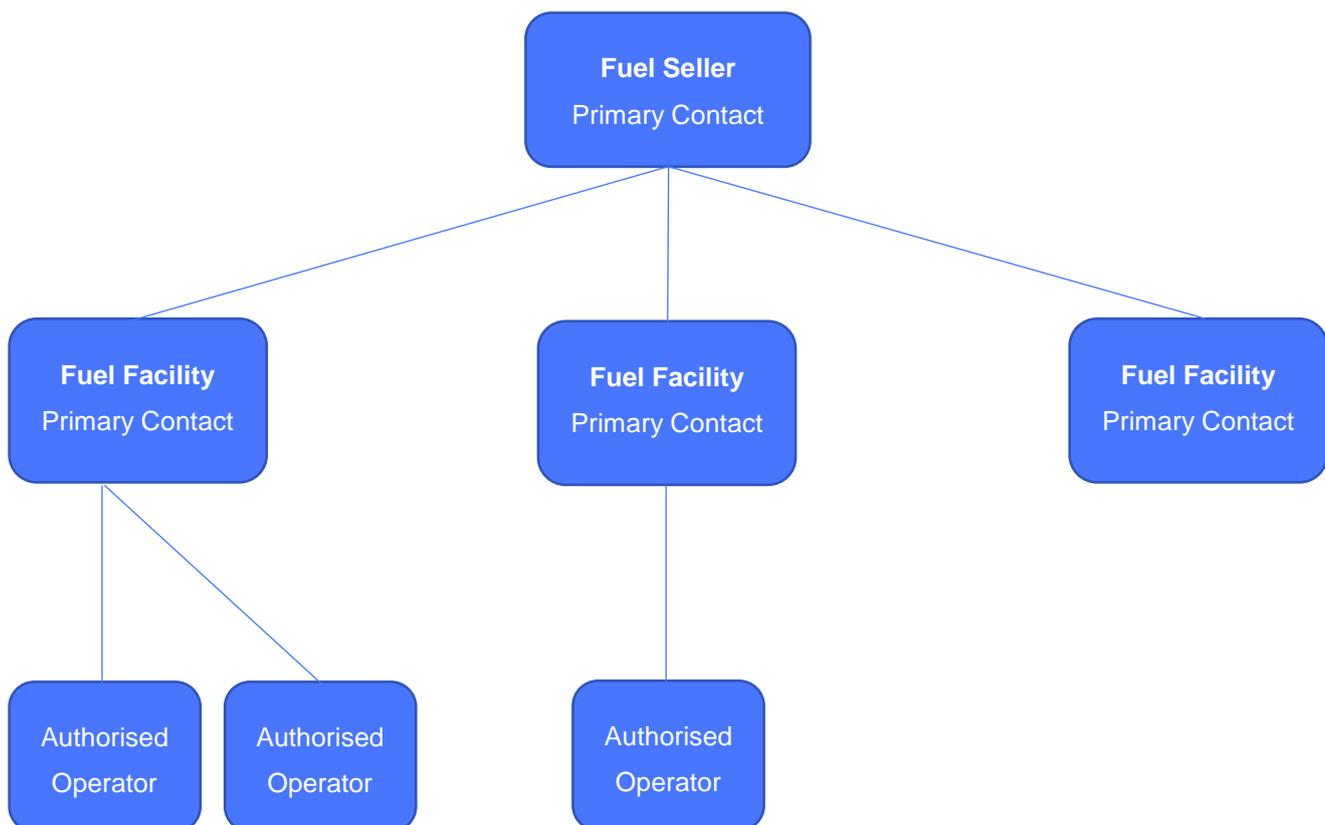
Queensland fuel price reporting trial

MANAGING USERS

User Structure and User Roles

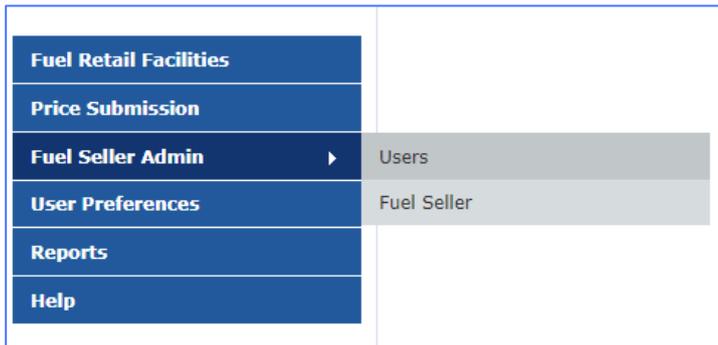
The following diagram gives an overview of the user structure. Users are added in **Fuel Seller Admin** then should be assigned to a role in **Fuel Retail Facilities** either as Primary Contact or Authorised Operator. Only Primary Contact users can do this in the **Fuel Retail Facility**.

The Fuel Seller Primary Contact will maintain Facility Primary Contacts who maintain the Authorised Operators. If the Facility Primary Contact is the only person who will submit prices, then it's not required to also add them as an Authorised Operator.



Queensland fuel price reporting trial

The Users screen is accessed via the **Fuel Seller Admin > Users** menu. Only users assigned either as a Primary Contact for the Fuel Seller or a Fuel Retail Facility have access to this screen.



Adding Users

To add users, click on the *Add* button at the top of the grid. Anyone responsible for entering prices must be set up as a separate user. Any users that cease to have that responsibility should to be removed but will need to be removed from assigned roles first.

The screenshot shows the 'Users' screen with a title bar, navigation buttons, a table of users, and a footer. The 'Add' button is circled in red. The table has columns for User, Email Address, Last Name, First Name, Role, Data Security, and Active. The table is filtered for 'Fuel Seller : 7 (Person Group)'. The footer shows 'Page size: 10' and '6 items in 1 pages'.

User	Email Address	Last Name	First Name	Role	Data Security	Active
Fuel Seller : 7 (Person Group)						
100-988-711-1	test1g@infocentre.com.au	Person	Admin	Web User		True
100-988-711-2		person	admin	Web User		True
100-988-711-3		Data Entry	Authorised Operator	Web User		True

Queensland fuel price reporting trial

As a minimum, all (*Required*) fields are mandatory. By default, the Username field will copy the email address but it is not essential to have the email address as the Username. When the user enters a password, another field will appear confirming the password. Click *Save* to add the user.

Viewing and Editing Users

To view and/or edit a user's details, select a row and double click or click the button *View Record*. The *Contact Type* reflects the privileges the user has been assigned.

To go back to the list of users click on the *List* tab at the top of the screen. This will take you back to the same position in the user's grid.

Users

[List](#) [Details](#)

Fuel Seller: [Text Field]

Email: [Text Field] (*Required*)

Username: [Text Field] (*Required*)

Password: [Text Field] (••••••) (*Required*)

Salutation: [Dropdown Menu: Mr] (*Required*)

First Name: [Text Field] (*Required*)

Last Name: [Text Field]

Job Title: [Text Field]

Contact Phone: [Text Field]

Alternate Phone: [Text Field]

Prefered Contact Method: [Text Field]

Contact Type:

- Fuel Seller Primary Contact
- Fuel Retail Facility Primary Contact
- Fuel Retail Facility Authorised Operator

Date Effective: [Calendar Icon]

Expiry Date: [Calendar Icon]

[Save](#) [Cancel](#)

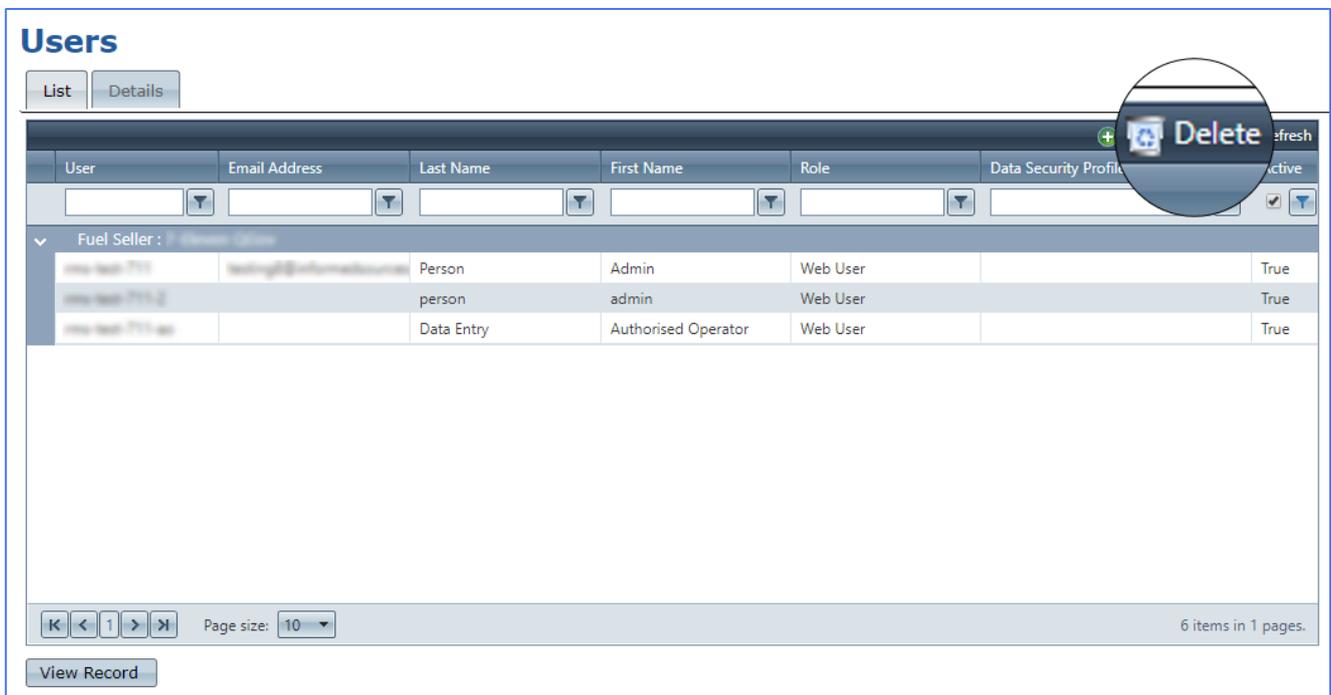
To go back to the list of users click on the *List* tab at the top of the screen.

Queensland fuel price reporting trial

Deleting Users

To delete users, select the user then click the *Delete* button at the top of the grid. A warning notification will appear confirming the action before they are deleted.

Important! Before users can be deleted, they must be removed as a Primary Contact to a Fuel Seller, Fuel Retail Facility or an Authorised Operator.



The screenshot shows the 'Users' management interface. At the top, there are 'List' and 'Details' buttons. Below them is a table with columns: User, Email Address, Last Name, First Name, Role, Data Security Profile, and Active. A 'Delete' button is highlighted with a red circle. The table contains three rows of user data.

User	Email Address	Last Name	First Name	Role	Data Security Profile	Active
msc-qa-711	testng@infocentre.com.au	Person	Admin	Web User		True
msc-qa-711-2		person	admin	Web User		True
msc-qa-711-aa		Data Entry	Authorised Operator	Web User		True

FUEL RETAIL FACILITIES

The Fuel Retail Facilities screen is only available to Primary Contacts.

- For the Fuel Seller Primary Contact, it lists all sites belonging to the Fuel Seller.
- For a Fuel Facility Primary Contact, it lists all sites the user has access to.

Setting up Fuel Facilities

Each site is maintained individually. To view the details, double click or select a row then click the *View Record* button.

Queensland fuel price reporting trial

Fuel Retail Facilities

List Details

Fuel Retail Facility: 62477737 - 7 Eleven Burpengary
Address: 148 Station Street, Burpengary, Brisbane, QLD 4169, AUS
Location: Latitude: -27.522855, Longitude: 153.070888
Retailer Site Code:
Show Price:
Excluded from Regulation:
Date Effective:
Expiry Date:

Current Fuels:

Fuel	Order	Date Effective	Expiry Date
Unleaded	1		
Diesel	2		
PULP 95/96 RON	3		
PULP 98 RON	4		
e10	5		
Premium Diesel	6		

Available Fuels:

Fuel	Active
LPG	True
Bio-Diesel 20	True
e85	True

Primary Contact: [Admin Person](#) (Required)
Authorised Operators:

The following details can be changed:

Site Details

(Blank date fields indicate they are current and active)

Date Effective: blank by default, a date can be set after the site becomes effective for the Fuel Seller.

Queensland fuel price reporting trial

Expiry Date: blank by default – a date can be set after which the site is no longer applicable for the Fuel Seller.

Current Fuels: lists the current fuels sold at a site – click and drag fuel to Available Fuels to remove a fuel type.

Available Fuels: lists any fuels available but not currently sold at the site – click and drag a fuel to Current Fuels to add a fuel type.

Primary Contact: lists the Primary Contact for the site – click link to add or change the person, this is a mandatory field. Apart from the Fuel Seller's Primary Contact, this is the only other person at the site who will have access to allocate Authorised Users. This user can also submit prices for the allocated site.

Authorised Operators: lists the people who can submit prices for that site – they only have access to the **Price Submission** menu option, **User Preferences** and **Help**.

Fuel Details

(Blank date fields indicate they are current and active)

Double click the Fuel to edit:

Date Effective: blank by default, a date can be set so the fuel starts after a set date

Expiry Date: blank by default – a date can be set so the fuel is removed after a set date

Important! Any additions such as allocating users or petrol types to a Fuel Facility will appear immediately on the price submission screen. Changes or removals e.g. fuel types or changing of effective/expiry dates will not appear until after midnight the next day.

Queensland fuel price reporting trial

PRICE SUBMISSION

Overview

Update prices in the **Price Submission** menu option. All fuel facilities the user has access to are listed in a Grid along with each of the available fuel types.

Price Submission

1. To individually change a price, click in the cell to change the value
2. To confirm existing prices, tick the row
3. Click "Save changes" to submit the prices

<input type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes									
<input type="checkbox"/> Fuel Retail Facility	Unleaded	Diesel	LPG	PULP 95/96 RON	PULP 98 RON	e10	Premium Diesel	Bio-Diesel 20	e85
<input type="checkbox"/> 7 Eleven Wynnum	1619	1599		1579	1799	1599			
<input type="checkbox"/> 7 Eleven Little Mountain	1627	1601		1747	1807	1607			

Save changes Cancel changes

Submitting Prices

Individual Price Change: Update the prices that have changed and click *Save Changes*. All unchanged prices will also be submitted at this point. If a price has changed, the color of the cell will change to blue to indicate a price change. If the price is changed back to the previous one, the cell will revert to white.

No Price Change: If the prices haven't changed but you still wish to confirm and submit the prices, the row will turn blue to indicate that these prices will be submitted when *Save Changes* is selected.

Queensland fuel price reporting trial

Price Warnings: If a price entered is outside the suggested limits, a warning message will appear. These limits are recalculated on a daily basis according to market price fluctuations. The warnings do not prevent prices from being submitted.

Price Submission

1. To individually change a price, click in the cell to change the value
2. To confirm existing prices, tick the row
3. Click "Save changes" to submit the prices

Save changes Cancel changes Refresh grid									
	Fuel Retail Facility	Unleaded	Diesel	LPG	PULP 95/96 RON	PULP 98 RON	e10	Premium Diesel	Bio-Di 20
<input type="checkbox"/>		1529			1649	1709	1509		
<input type="checkbox"/>		1499	1539	895	1579	1609	1409		
<input type="checkbox"/>		1499	1599	459 	1419	1635	1435	1449	
<input type="checkbox"/>		1549	1620	900	1275	1777	1497	1500	909
<input type="checkbox"/>		1535	1595	936	1555	1716	1515	999	888
<input type="checkbox"/>									

Save changes | Cancel changes | Refresh grid

 The entered price falls outside the normal range - a price review is recommended.