

Queensland fuel price reporting trial

FPQ POCKET PRICE

User Guide

Version 1.0

November 2018

Contact Information

support@fuelpricesqld.com.au

Help Line: (07) 3858 0027

Queensland fuel price reporting trial



CONTENTS

- Introduction 1
- Logging in 2
- Facility List 3
- Data Entry Methods 4
- Submitting Prices 6
 - Successful Price Submission 7
 - Unsuccessful Price Submission 8
- Logging Out 9



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.

Fuel retailers have a number of options available to report their fuel prices. These are:

- by directly reporting your fuel prices via www.fuelpricesqld.com.au.
- by direct data upload via an API (Application Programming Interface) or Flat file (plain text file) to Fuel Prices QLD.
- by direct bulk data upload to Fuel Prices QLD through a fuel retailer appointed third party agent.
- by phone where an internet connection is not available.

This Fuel Retailer User Guide relates to the Mobile Web Application method of reporting.

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.

Authorised Operators need to be configured in the FPQ Admin Portal before access to FPQ PocketPrice is possible.

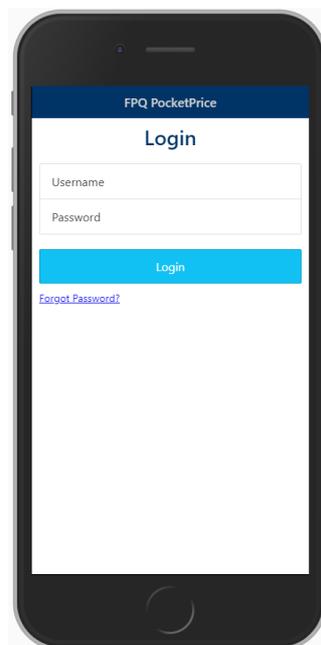
Queensland fuel price reporting trial

LOGGING IN

The FPQ PocketPrice is available for authorised users at:

<https://www.fuelpricesqld.com.au/pocketprice>

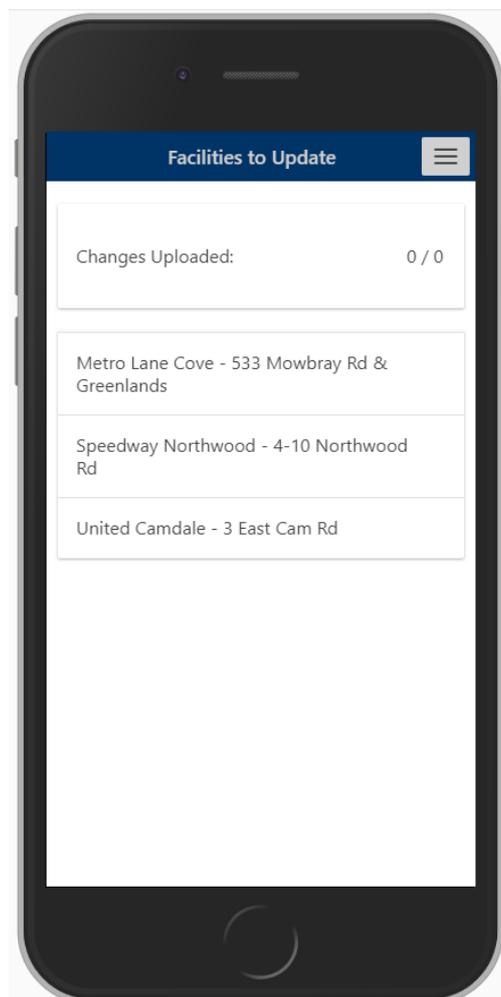
A valid login is required before a user can access the website – you will receive login details from the Primary Contact for the Fuel Seller. If you experience issues please contact them directly.



Queensland fuel price reporting trial

FACILITY LIST

A list of Fuel Facilities each user has access to will be listed when they first log into FPQ PocketPrice.



Queensland fuel price reporting trial

DATA ENTRY METHODS

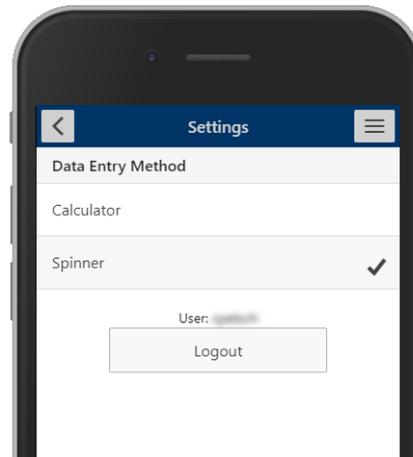
You can set the method of entering prices by going to the menu and selecting Settings.

It will list two options:

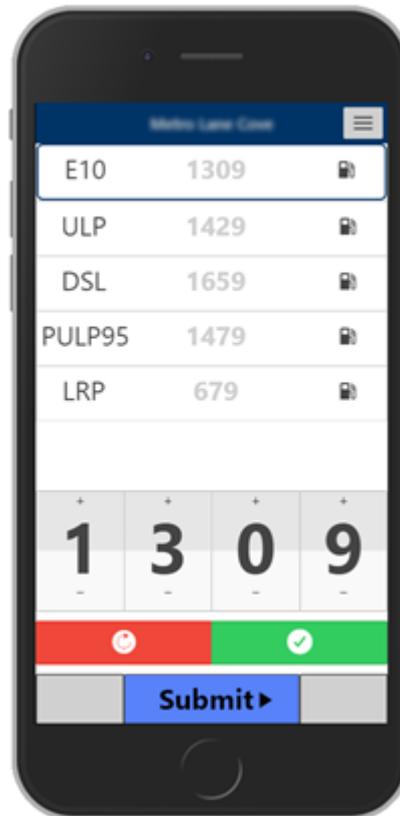
- Calculator; or
- Spinner.

Select your preferred method of entering prices.

The pictures below show how each data entry method will appear on a mobile phone.



Calculator



Spinner

Queensland fuel price reporting trial



The methods for entering prices are slightly different however when the **Submit** button is selected, all prices on the screen will be submitted.

Calculator

In the calculator you can use the **Enter** button to accept the previous *Last Known Price* and move to the next fuel. The delete button removes numbers one at a time for the selected fuel.

Spinner

The selected fuel automatically puts the amount in the spinner allowing the user to easily confirm the current price or if it needs changing adjusting it by using the +/- spinner buttons. The red undo button reverts the change back to what it was previously.

Queensland fuel price reporting trial

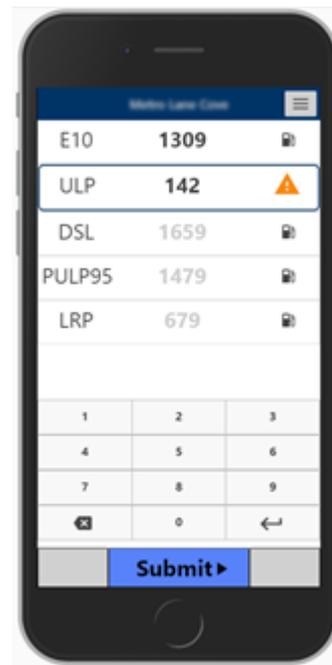
SUBMITTING PRICES

When you confirm an existing price or enter a new valid price, the price will be in black text (compared to the *Last Known Price* which is in light grey text). If there is an issue with the price entered – such as it is outside the expected limits – you'll be notified via an orange warning symbol as shown in the pictures below. Click on the alert button to find out more information. If the price is correct, the warning icon will disappear.

Note! - Prices can still be submitted if there is a warning against it



Successful price entry



Price warning alert

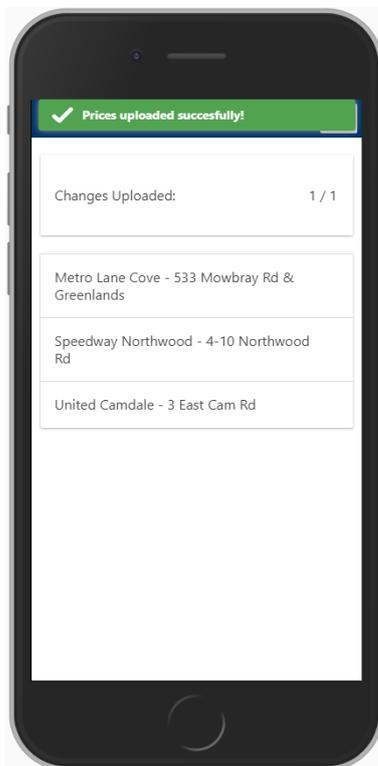
Queensland fuel price reporting trial

Successful Price Submission

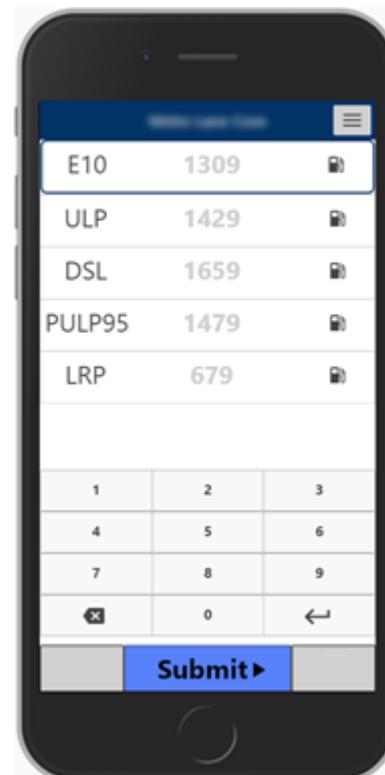
When prices are submitted all fuel fields will briefly turn green (as shown in the picture) to indicate the prices have been submitted successfully.

Depending on the number of fuel facilities assigned to the user, will determine what happens next:

- If they have multiple facilities, then they'll return to their facility list.
- If they only have a single facility to maintain, then it will return to the price entry screen.



Multi-Facility

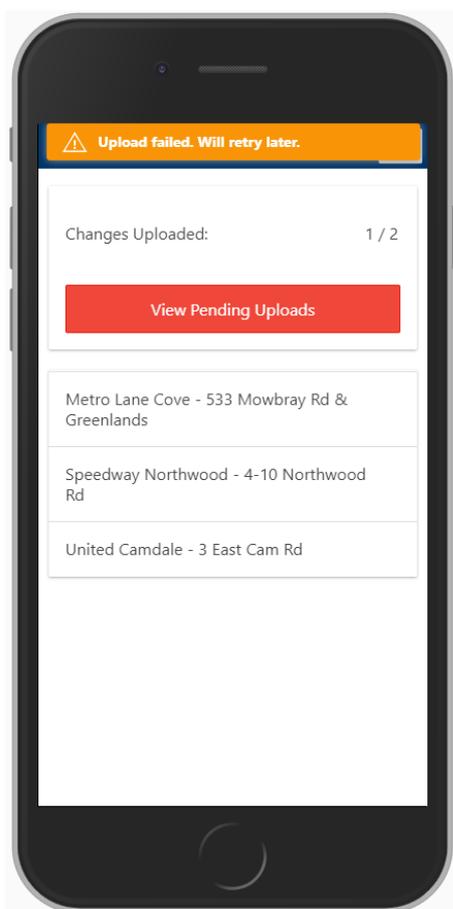


Single Facility

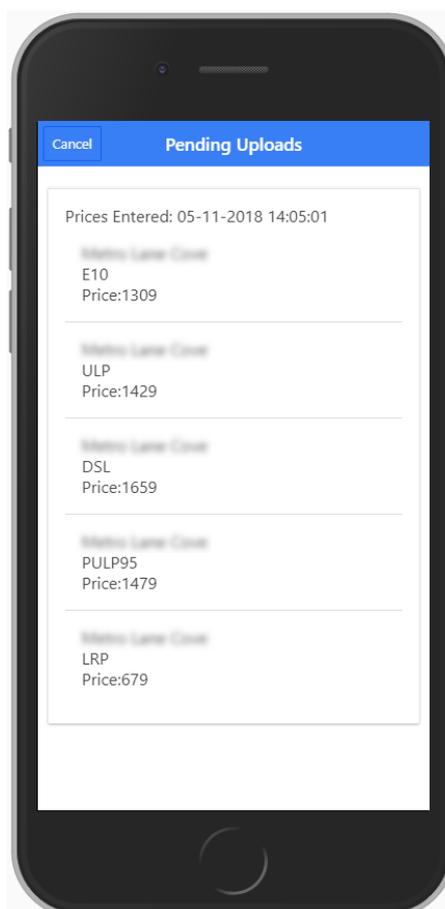
Queensland fuel price reporting trial

Unsuccessful Price Submission

If there is a problem submitting prices, the user will be returned to the facility listing page with a warning message and a pending uploads notification.



Unsuccessful Submission



Pending Uploads

This might occur when there is no internet connection etc. To view what's in Pending Uploads, click on the button to find out more. If there are multiple uploads, they will be listed under each other.

At regular events it will automatically retry to send the prices or you can pull the list down to refresh it. Once it's been successfully submitted, the pending notification will disappear.

LOGGING OUT

To log out of the system, go to the menu and click Settings.

Click the **Logout** button to log out of PocketPrice.