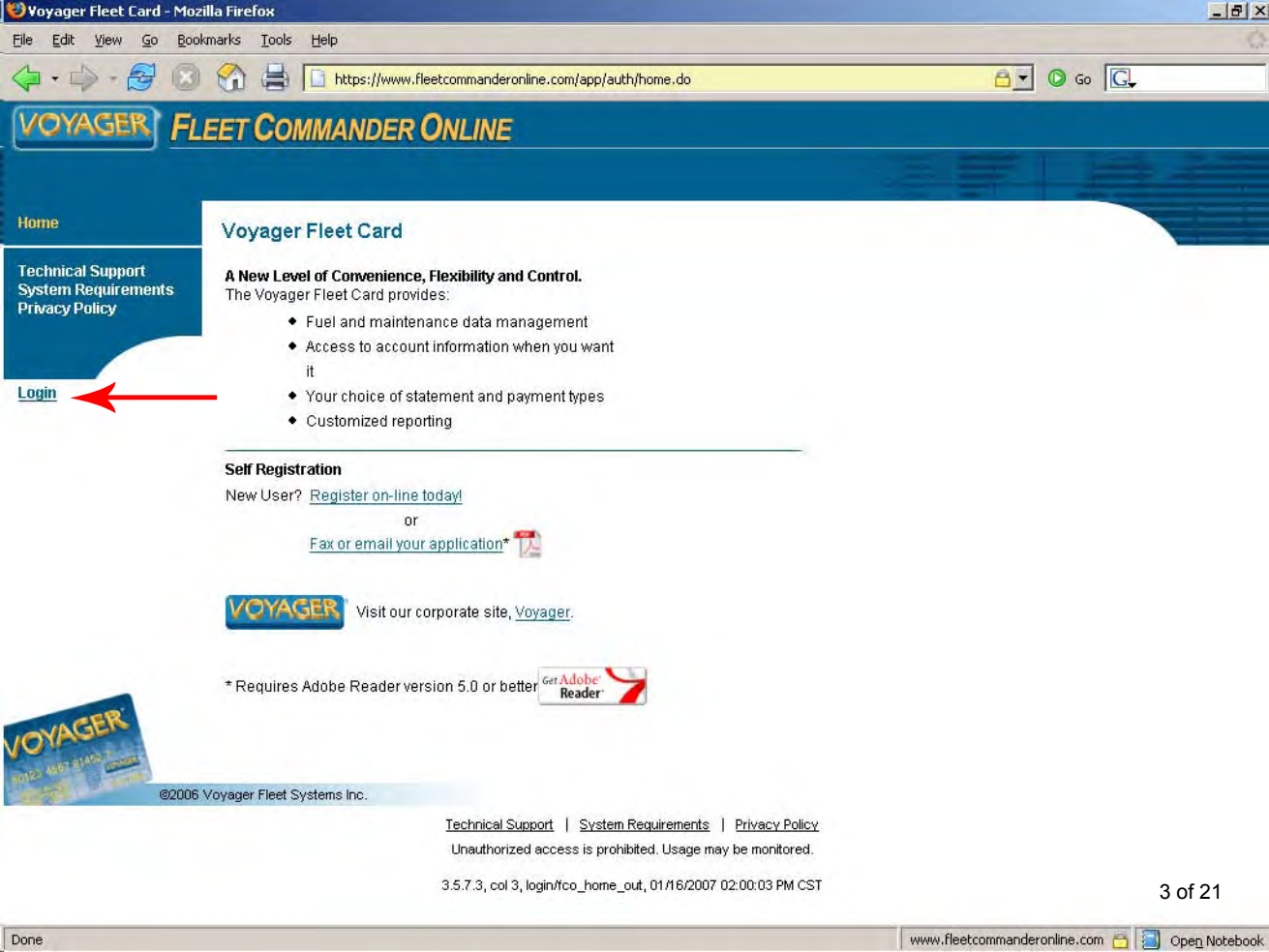


Fleet Commander Online Customer Training Manual



Fleet Commander Online

- After becoming a customer with Fueltrac Inc. you will be assigned a login and password in order to access our online customer account maintenance database.
- Use your Internet provider (i.e. Internet Explorer, Mozilla, etc.) to navigate to www.fleetcommanderonline.com or www.voyagerfleetpartners.com.
- Follow the directions on the following screen shots on how to navigate through Fleet Commander.



VOYAGER FLEET COMMANDER ONLINE

- Home
- Technical Support
- System Requirements
- Privacy Policy

[Login](#)

Voyager Fleet Card

A New Level of Convenience, Flexibility and Control.

The Voyager Fleet Card provides:

- Fuel and maintenance data management
- Access to account information when you want it
- Your choice of statement and payment types
- Customized reporting

Self Registration

New User? [Register on-line today!](#)

or

[Fax or email your application*](#)



Visit our corporate site, [Voyager.](#)

* Requires Adobe Reader version 5.0 or better

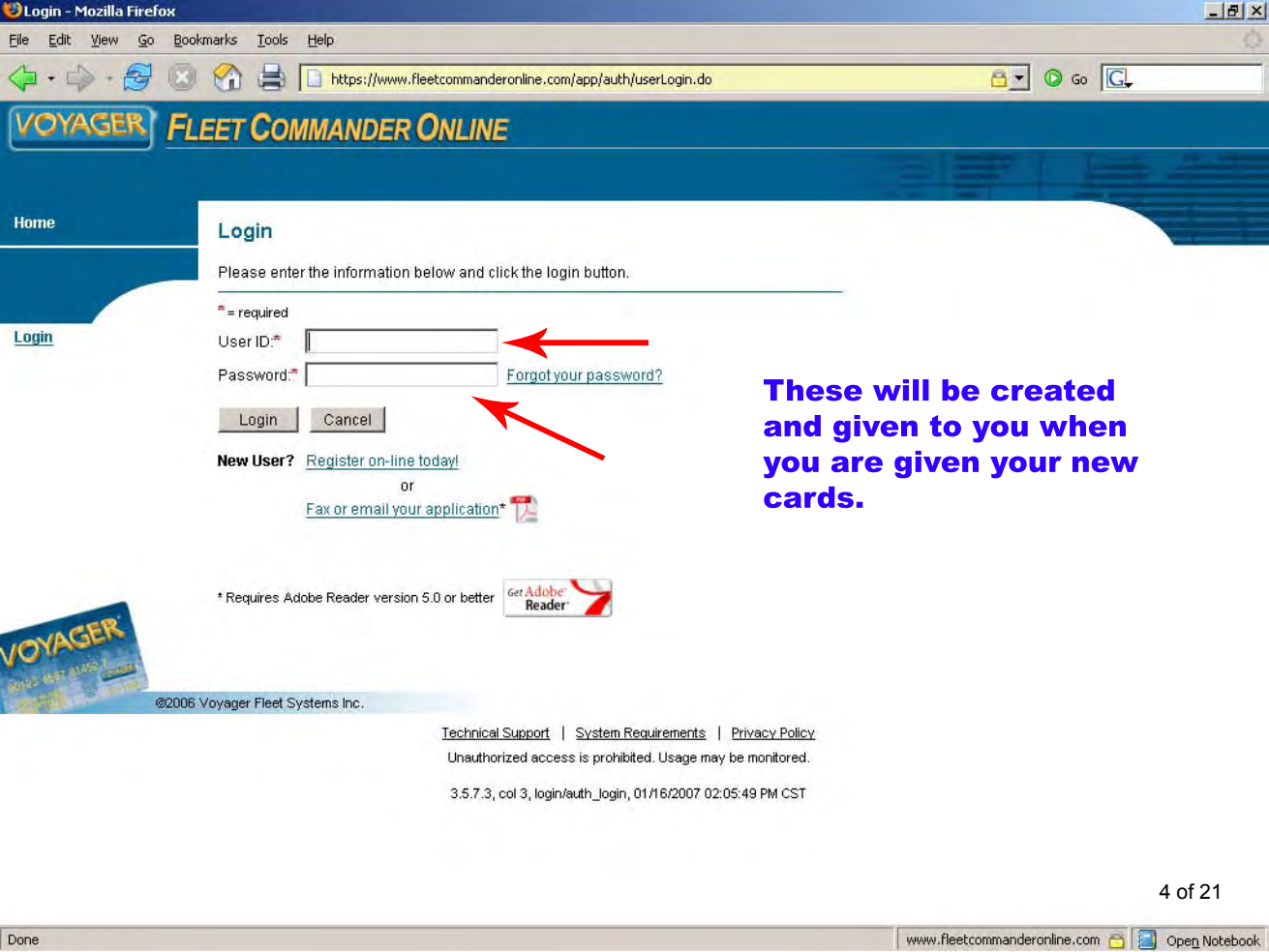


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[Technical Support](#) | [System Requirements](#) | [Privacy Policy](#)

Unauthorized access is prohibited. Usage may be monitored.

3.5.7.3, col 3, login/fco_home_out, 01/16/2007 02:00:03 PM CST



VOYAGER FLEET COMMANDER ONLINE

Home

Login

Login

Please enter the information below and click the login button.

* = required

User ID.*

Password.*

[Forgot your password?](#)

New User? [Register on-line today!](#)

or

[Fax or email your application*](#) 

* Requires Adobe Reader version 5.0 or better



These will be created and given to you when you are given your new cards.

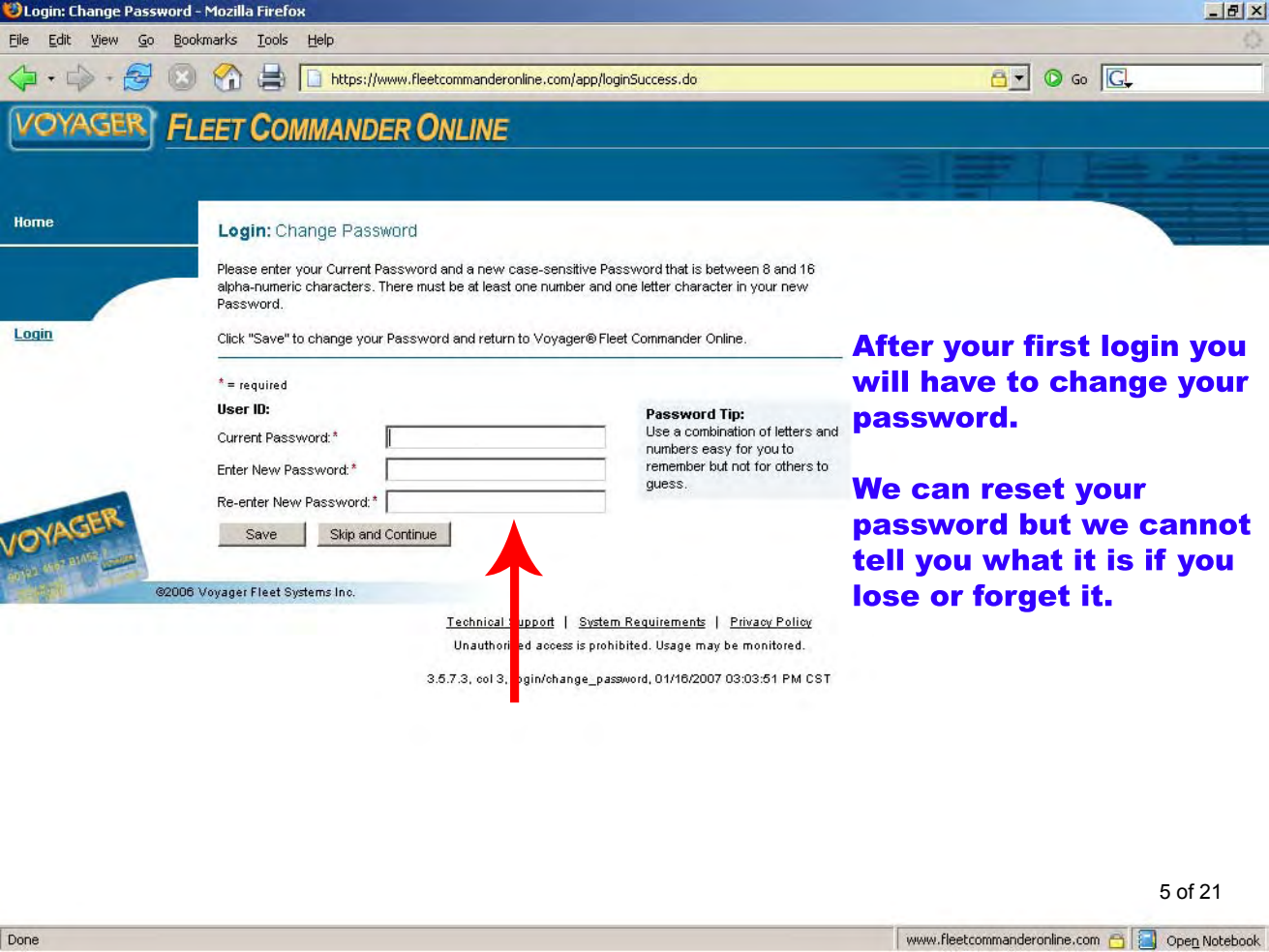


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[Technical Support](#) | [System Requirements](#) | [Privacy Policy](#)

Unauthorized access is prohibited. Usage may be monitored.

3.5.7.3, col 3, login/auth_login, 01/16/2007 02:05:49 PM CST



VOYAGER FLEET COMMANDER ONLINE

Home
[Login](#)

Login: Change Password

Please enter your Current Password and a new case-sensitive Password that is between 8 and 16 alpha-numeric characters. There must be at least one number and one letter character in your new Password.

Click "Save" to change your Password and return to Voyager@Fleet Commander Online.

* = required

User ID:

Current Password: *

Enter New Password: *

Re-enter New Password: *

Password Tip:
Use a combination of letters and numbers easy for you to remember but not for others to guess.

After your first login you will have to change your password.

We can reset your password but we cannot tell you what it is if you lose or forget it.

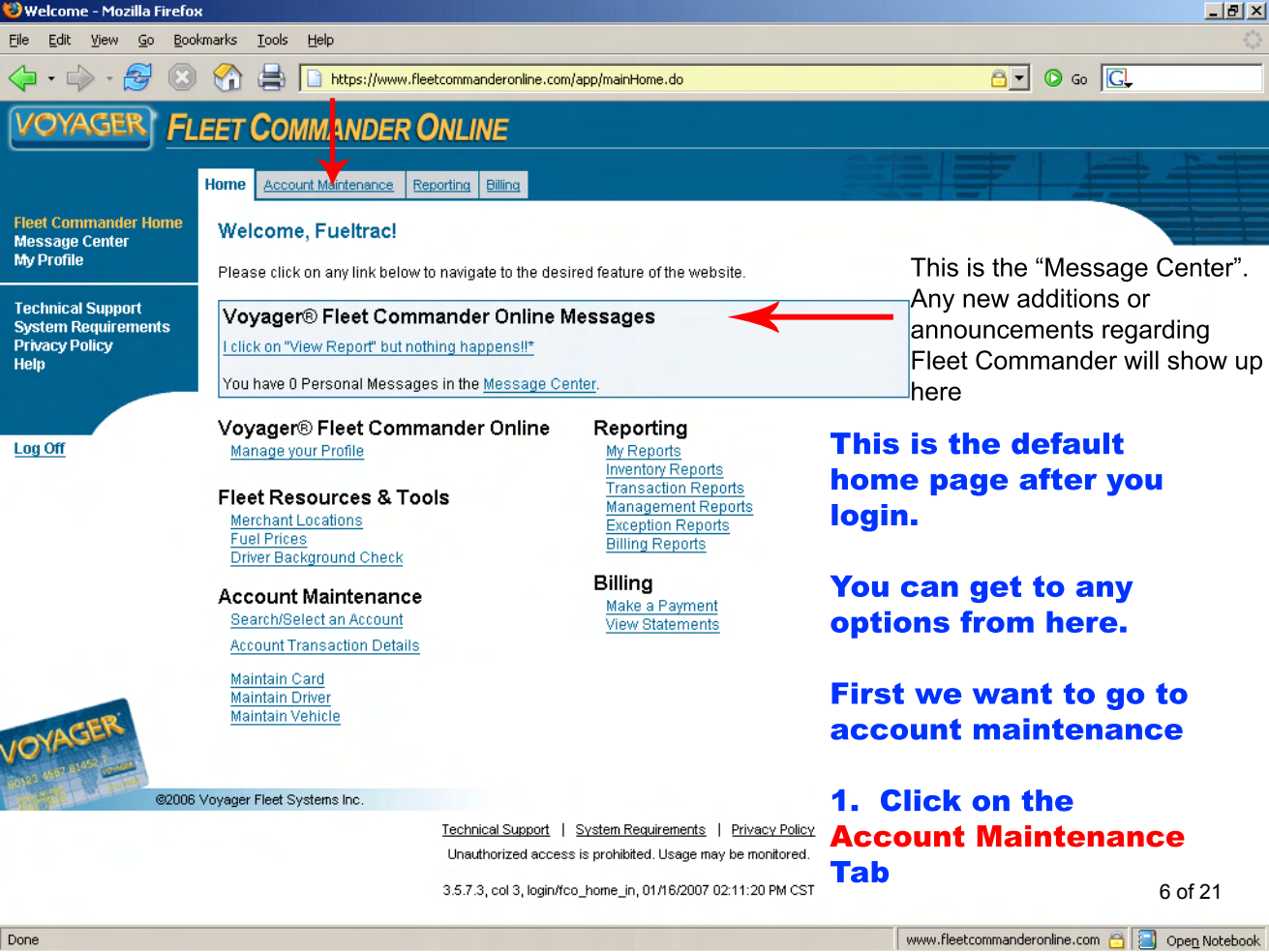


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[Technical Support](#) | [System Requirements](#) | [Privacy Policy](#)

Unauthorized access is prohibited. Usage may be monitored.

3.5.7.3, col 3, login/change_password, 01/16/2007 03:03:51 PM CST



VOYAGER FLEET COMMANDER ONLINE

Home Account Maintenance Reporting Billing

Fleet Commander Home
Message Center
My Profile

Technical Support
System Requirements
Privacy Policy
Help

[Log Off](#)

Welcome, Fueltrac!

Please click on any link below to navigate to the desired feature of the website.

Voyager® Fleet Commander Online Messages

I click on "View Report" but nothing happens!!"

You have 0 Personal Messages in the [Message Center](#).

Voyager® Fleet Commander Online

[Manage your Profile](#)

Fleet Resources & Tools

- [Merchant Locations](#)
- [Fuel Prices](#)
- [Driver Background Check](#)

Account Maintenance

- [Search/Select an Account](#)
- [Account Transaction Details](#)
- [Maintain Card](#)
- [Maintain Driver](#)
- [Maintain Vehicle](#)

Reporting

- [My Reports](#)
- [Inventory Reports](#)
- [Transaction Reports](#)
- [Management Reports](#)
- [Exception Reports](#)
- [Billing Reports](#)

Billing

- [Make a Payment](#)
- [View Statements](#)

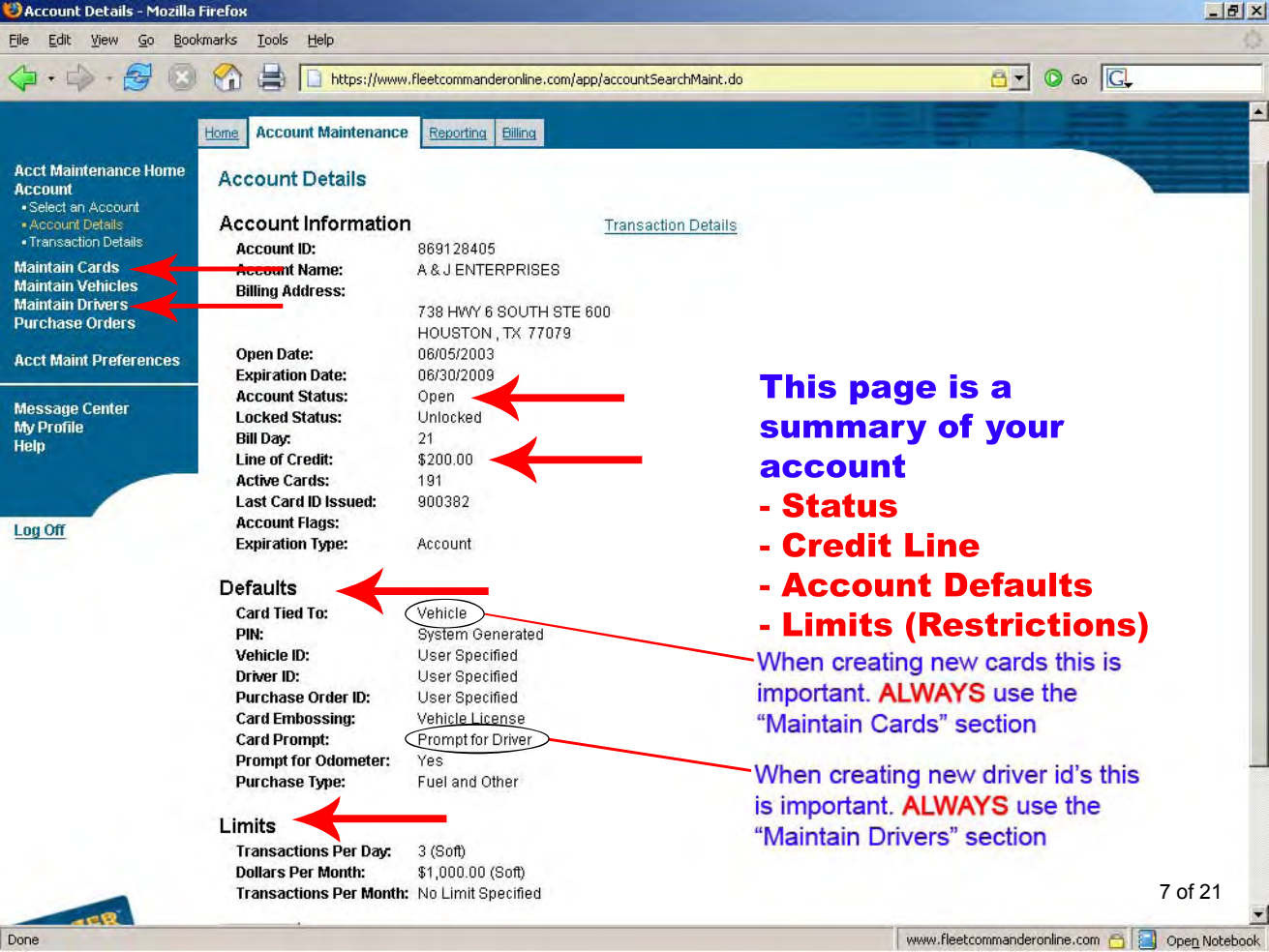
This is the "Message Center". Any new additions or announcements regarding Fleet Commander will show up here

This is the default home page after you login.

You can get to any options from here.

First we want to go to account maintenance

1. Click on the Account Maintenance Tab



- Acct Maintenance Home
- Account
 - Select an Account
 - Account Details
 - Transaction Details
- Maintain Cards
- Maintain Vehicles
- Maintain Drivers
- Purchase Orders
- Acct Maint Preferences
- Message Center
- My Profile
- Help
- Log Off

Account Details

Account Information

[Transaction Details](#)

Account ID: 869128405
 Account Name: A & J ENTERPRISES
 Billing Address: 738 HWY 6 SOUTH STE 600 HOUSTON, TX 77079
 Open Date: 06/05/2003
 Expiration Date: 06/30/2009
 Account Status: Open
 Locked Status: Unlocked
 Bill Day: 21
 Line of Credit: \$200.00
 Active Cards: 191
 Last Card ID Issued: 900382
 Account Flags:
 Expiration Type: Account

Defaults

Card Tied To: Vehicle
 PIN: System Generated
 Vehicle ID: User Specified
 Driver ID: User Specified
 Purchase Order ID: User Specified
 Card Embossing: Vehicle License
 Card Prompt: Prompt for Driver
 Prompt for Odometer: Yes
 Purchase Type: Fuel and Other

Limits

Transactions Per Day: 3 (Soft)
 Dollars Per Month: \$1,000.00 (Soft)
 Transactions Per Month: No Limit Specified

This page is a summary of your account
- Status
- Credit Line
- Account Defaults
- Limits (Restrictions)

When creating new cards this is important. **ALWAYS** use the "Maintain Cards" section

When creating new driver id's this is important. **ALWAYS** use the "Maintain Drivers" section

VOYAGER FLEET COMMANDER ONLINE

Home Account Maintenance Reporting Billing

You are on account **869128405 | A & J ENTERPRISES**

Maintain Cards: Select a Card

Select a card by entering a card ID or by entering card attributes.

Search by Card ID

Card ID: * Search

[Finding Your Card ID](#)

OR

Search by:

[Show Advanced Search Fields](#)

Card Attributes

<input checked="" type="radio"/> All	<input type="radio"/> No Tie
<input type="radio"/> Tied to Vehicle	<input type="radio"/> Tied to Driver
Vehicle ID: <input type="text"/>	Driver ID: <input type="text"/>
License: <input type="text"/>	Last Name: <input type="text"/>
Description: <input type="text"/>	First Name: <input type="text"/>
VIN: <input type="text"/>	

Search Tip: Use an asterisk (*) in place of letters or numbers to get partial matches.

Card Status:

Status Date: From to

Organization

Not filtered by Organization

[Change Organization Levels](#)
[Use Preferred Organization](#)
[Do Not Filter by Organization](#)

By putting an asterisk when looking up Cards, Vehicle IDs or Driver IDs you can pull the entire list for your account.

Here you can create cards tied to vehicle (like it says on page 7). You can also cancel or replace lost/ stolen/ damaged cards from this page

- Acct Maintenance Home
- Account
- Maintain Cards
 - Select a Card
 - Create Card + Vehicle
 - Create Card + Driver
 - Create Card Untied
 - Cancel Card
 - Lost/Stolen Card
 - Replace Card
- Maintain Vehicles
- Maintain Drivers
- Purchase Orders
- Acct Maint Preferences
- Message Center
- My Profile
- Help
- Log Off

Click on a Card ID to select it.

[Print Search Results](#) [Export Search Results](#)

Search Results

Cards 1 - 25 of 290

Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [>>](#) | [last](#)

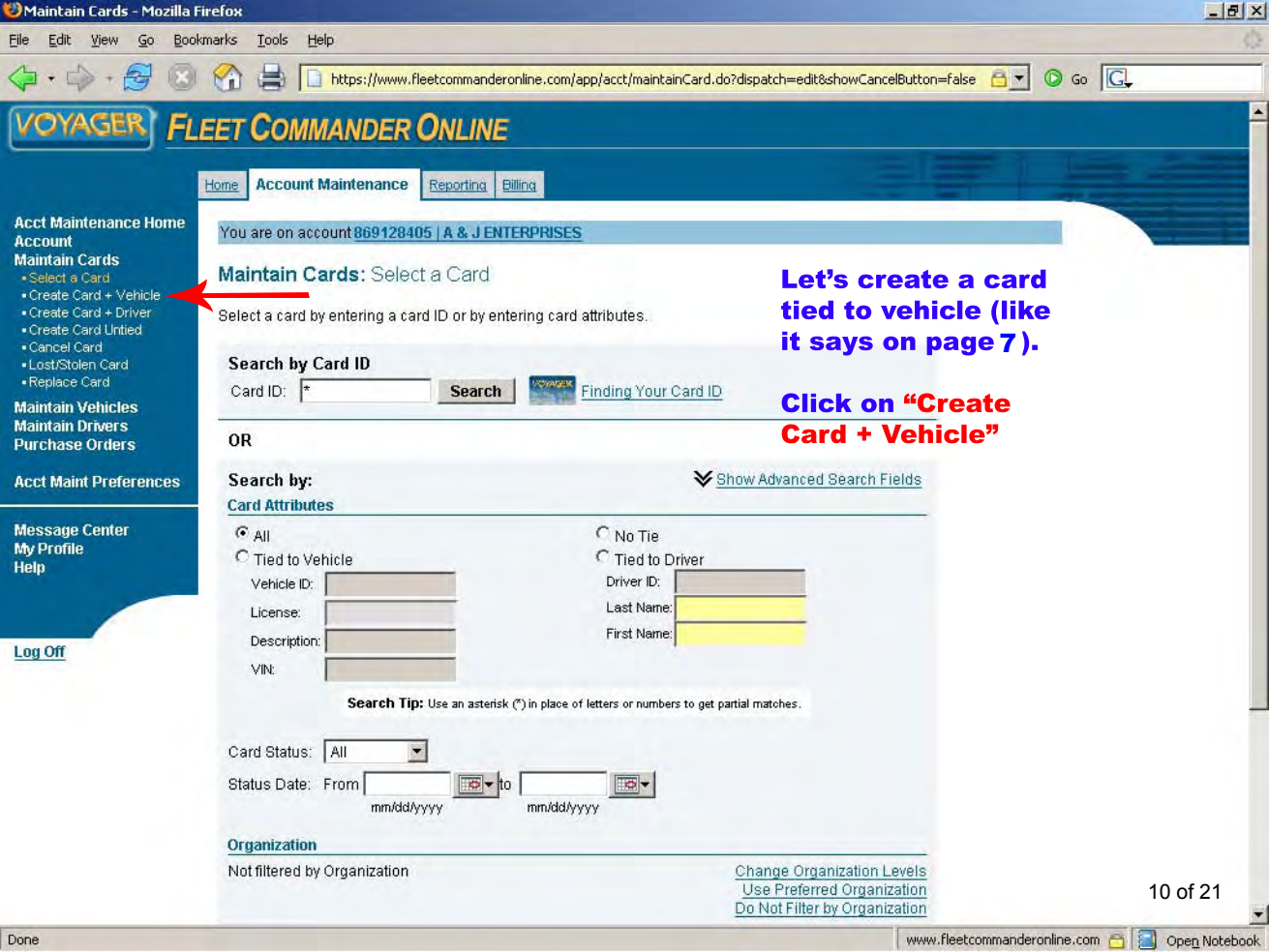
Card ID	Card Status	Status Date	Issue Status	Tie Details	
600009	CANCELLED	03/29/2005	LOST	No Tie	
	Org: MARKETING				
600019	CANCELLED	09/17/2003	LOST	Vehicle ID: 491403	VIN:
	Org: A & J ENTERPRISES				
600029	CANCELLED	10/17/2005	LOST	Vehicle ID: 123456	VIN:
	Org: A & J ENTERPRISES				
600039	CANCELLED	05/25/2005	LOST	No Tie	
	Org: A & J ENTERPRISES				
600049	CANCELLED	04/05/2005	LOST	No Tie	
	Org: A & J ENTERPRISES				
600059	CANCELLED	06/10/2005	LOST	No Tie	
	Org: A & J ENTERPRISES				
600069	CANCELLED	09/08/2005	LOST	No Tie	
	Org: A & J ENTERPRISES				
600079	ACTIVE	07/14/2004	ISSUED	No Tie	
	Org: A & J ENTERPRISES				
600089	ACTIVE	07/14/2004	ISSUED	No Tie	
	Org: A & J ENTERPRISES				
600090	ACTIVE	07/14/2004	ISSUED	No Tie	
	Org: A & J ENTERPRISES				
600091	ACTIVE	07/14/2004	ISSUED	No Tie	
	Org: A & J ENTERPRISES				
600092	ACTIVE	07/14/2004	ISSUED	No Tie	
	Org: A & J ENTERPRISES				
600093	ACTIVE	07/14/2004	ISSUED	No Tie	

To edit a card click on the "Card ID"



An example of the list generated by the asterisk





VOYAGER FLEET COMMANDER ONLINE

- Acct Maintenance Home
- Account
- Maintain Cards
 - Select a Card
 - Create Card + Vehicle
 - Create Card + Driver
 - Create Card Untied
 - Cancel Card
 - Lost/Stolen Card
 - Replace Card
- Maintain Vehicles
- Maintain Drivers
- Purchase Orders
- Acct Maint Preferences
- Message Center
- My Profile
- Help

[Log Off](#)

[Home](#) [Account Maintenance](#) [Reporting](#) [Billing](#)

You are on account 869128405 | A & J ENTERPRISES

Maintain Cards: Select a Card

Select a card by entering a card ID or by entering card attributes.

Search by Card ID

Card ID: * [Finding Your Card ID](#)

OR

Search by:

[Show Advanced Search Fields](#)

Card Attributes

All
 No Tie

Tied to Vehicle
 Tied to Driver

Vehicle ID:
 Driver ID:

License:
 Last Name:

Description:
 First Name:

VIN:

Search Tip: Use an asterisk (*) in place of letters or numbers to get partial matches.

Card Status:

Status Date: From to

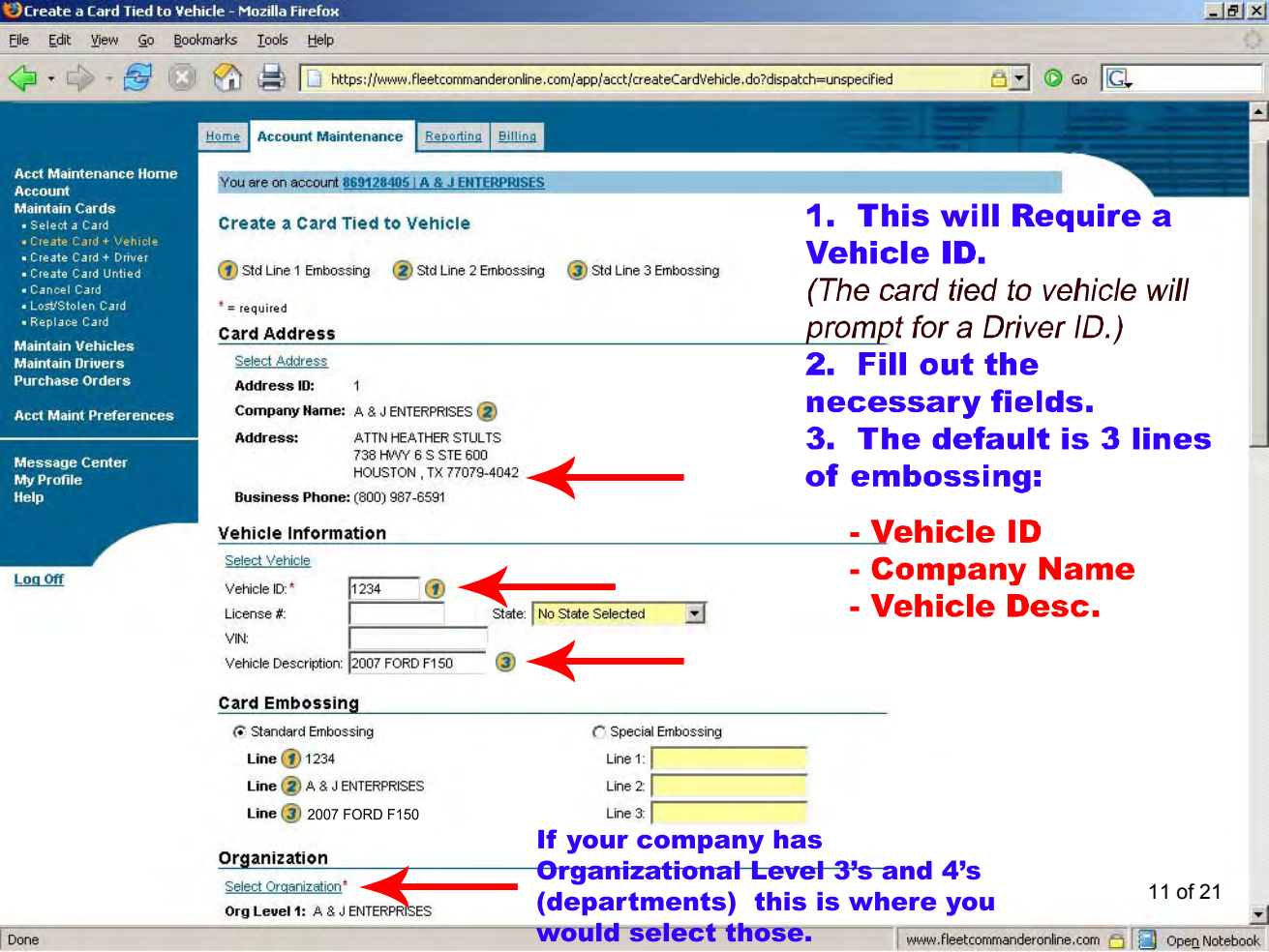
Organization

Not filtered by Organization

- [Change Organization Levels](#)
- [Use Preferred Organization](#)
- [Do Not Filter by Organization](#)

Let's create a card tied to vehicle (like it says on page 7).

Click on "Create Card + Vehicle"



- Acct Maintenance Home
- Account
- Maintain Cards
 - Select a Card
 - Create Card + Vehicle
 - Create Card + Driver
 - Create Card Untied
 - Cancel Card
 - Lost/Stolen Card
 - Replace Card
- Maintain Vehicles
- Maintain Drivers
- Purchase Orders
- Acct Maint Preferences
- Message Center
- My Profile
- Help

Home Account Maintenance Reporting Billing

You are on account 869128405 | A & J ENTERPRISES

Create a Card Tied to Vehicle

- 1 Std Line 1 Embossing
- 2 Std Line 2 Embossing
- 3 Std Line 3 Embossing

* = required

Card Address

[Select Address](#)

Address ID: 1
 Company Name: A & J ENTERPRISES 2
 Address: ATTN HEATHER STULTS
 738 HWY 6 S STE 600
 HOUSTON, TX 77079-4042
 Business Phone: (800) 987-6591

1. This will Require a Vehicle ID.
(The card tied to vehicle will prompt for a Driver ID.)
2. Fill out the necessary fields.
3. The default is 3 lines of embossing:

Vehicle Information

[Select Vehicle](#)

Vehicle ID: * 1234 1
 License #: [] State: No State Selected
 VIN: []
 Vehicle Description: 2007 FORD F150 3

- Vehicle ID
- Company Name
- Vehicle Desc.

Card Embossing

Standard Embossing Special Embossing

Line 1 1234 Line 1: []
 Line 2 A & J ENTERPRISES Line 2: []
 Line 3 2007 FORD F150 Line 3: []

Organization

[Select Organization*](#)
 Org Level 1: A & J ENTERPRISES

If your company has Organizational Level 3's and 4's (departments) this is where you would select those.

Card Attributes

Expiration Date: 06/2009

Prompts

- Prompt for Driver
- Prompt for PIN: ** PIN automatically generated upon card creation. **
- Prompt for Odometer

Purchase Type**Recommended**

- Fuel and Other
- Fuel Only

Limits

The default is 3

Transactions per Day: Hard Soft

The default is \$1000

Dollars per Month: Hard SoftTransactions per Month: Hard Soft**Exceptions****Fuel/Product Selections**

→ Valid Product 1: Capacity:

Valid Product 2: Capacity:

% Variance:

Units per Gallon:

Units of Measure:

Purchase Exceptions

→ Days:

→ Times: AM to AM

Valid at all times

Create Card

Clear Form

Cancel

This is the restriction area:**1. Set to prompt for Driver or PIN***(in this case the account default is Driver as seen on page 7)***2. Check or no check on the odometer****3. Fuel Only or Open****4. Limits (Hard means there is no cushion, soft means there is after reaching the limit.)****This is the Exception area:****Types of Exceptions****-Fuel Type****-Capacity (gallons)****-If can only fuel M-F****-If can only fuel 1pm - 3pm**

VOYAGER FLEET COMMANDER ONLINE

[Home](#) | [Account Maintenance](#) | [Reporting](#) | [Billing](#)
[Account Maintenance Home](#)
[Account](#)
[Maintain Cards](#)
[Maintain Vehicles](#)
[Maintain Drivers](#)

- [Select a Driver](#)
- [Create Driver w/o Card](#)
- [Terminate Driver ID](#)
- [Reactivate Driver](#)

[Purchase Orders](#)
[Acct Maint Preferences](#)
[Message Center](#)
[My Profile](#)
[Help](#)
[Log Off](#)

 You are on account [869128405 | A & J ENTERPRISES](#)

Maintain Driver: Select a Driver

Search for Drivers by entering search criteria below and clicking the Search button.

Search by Driver ID

 Driver ID:

OR

Search by:

[Show Advanced Search Fields](#)

Driver Attributes

 Last Name:

 First Name:

 Driver Status:

 Status Date: From to
mm/dd/yyyy mm/dd/yyyy

 Search Tip:
 Use an asterisk * in place of letters or a number to get partial matches.

Organization

Not filtered by Organization

[Change Organization Levels](#)
[Use Preferred Organization](#)
[Do Not Filter by Organization](#)

“Maintain Drivers”
In this tab you can search
(the asterisk works here also)
for Drivers and create or
edit Drivers on your
account.

You can look/create/edit



Click on a Driver ID to select it.

[Print Search Results](#) [Export Search Results](#)

Search Results			
Drivers 1 - 25 of 209			
Page: 1 2 3 4 5 6 7 8 9			
Driver ID	Driver Details	Tie Details	Driver Status
000007	BOND, JAMES A & J ENTERPRISES	No Tie	TERMINATED 12/28/2006
000123	COLLEY, AMBER NORTH AREA	Card ID: 900301 Status: LOST	TERMINATED 07/21/2006
000123	COLLEY, AMBER NORTH AREA	Card ID: 900301 Status: LOST	TERMINATED 07/21/2006
001234	JONES, BOB A & J ENTERPRISES	No Tie	ACTIVE 08/23/2006
001235	JONES, BOB A & J ENTERPRISES	No Tie	ACTIVE 08/23/2006
001673	DELL, M A & J ENTERPRISES	No Tie	TERMINATED 06/13/2006
001980	MIRZA, SARAH SOUTH AREA	No Tie	TERMINATED 09/19/2005
002032	SIMMONS, BLAINE A A & J ENTERPRISES	No Tie	TERMINATED 03/29/2005
002167	ROLLINS, ED NORTH AREA	No Tie	ACTIVE 05/12/2004
002358	02358, 8C TRANSPORTATION	No Tie	ACTIVE 09/21/2006
004056	SMITH, JOHN NORTH AREA	No Tie	ACTIVE 11/15/2005
004574	22, JULY SOUTH AREA	No Tie	ACTIVE 07/14/2005
004744	JOHNSON, BOBBY REGION 1	Card ID: 800165 Status: LOST	TERMINATED 08/25/2004
004744	JOHNSON, BOBBY REGION 1	Card ID: 800165 Status: LOST	TERMINATED 08/25/2004
004884	RENEE, TODD MOTORPOOL	Card ID: 900329 Status: ISSUED	ACTIVE 05/31/2006
005002	, 45345	No Tie	ACTIVE

To edit a driver click on the "Driver ID"



An example of the list generated by the asterisk



VOYAGER FLEET COMMANDER ONLINE

Home Account Maintenance Reporting Billing

You are on account [869129405](#) | [A & J ENTERPRISES](#)

Add Driver Without Card

* = required

Driver Information

Driver ID:

First Name: Mt: Last Name:

Organization

[Select Organization*](#)

Org Level 1: A & J ENTERPRISES

User Codes

Driver

Code 1:

Code 2:

Code 3:

Code 4:

Code 5:

Here you can search/
create/ terminate/ edit
DRIVER's from this
area ("Maintain
Drivers")

Exceptions

Purchase Exceptions

Days:

Times: to

Valid at all times

- Acct Maintenance Home
- Account
- Maintain Cards
- Maintain Vehicles
- Maintain Drivers
 - Select a Driver
 - Create Driver w/o Card
 - Terminate Driver ID
 - Reactivate Driver
- Purchase Orders
- Acct Maint Preferences

- Message Center
- My Profile
- Help

[Log Off](#)



VOYAGER FLEET COMMANDER ONLINE

Home Account Maintenance Reporting Billing

You are on account [869128405 | A & J ENTERPRISES](#)

Add Driver Without Card

* = required

Driver Information

Driver ID:

First Name: Mt: Last Name:

Organization

[Select Organization*](#)

Org Level 1: A & J ENTERPRISES

User Codes

Driver

Code 1:

Code 2:

Code 3:

Code 4:

Code 5:

Exceptions

Purchase Exceptions

Days:

Times: to

Valid at all times

Let's create a Driver ID (like it says to prompt for on page 7).

Click on "Create Driver w/o Card"

- Acct Maintenance Home
- Account
- Maintain Cards
- Maintain Vehicles
- Maintain Drivers
 - Select a Driver
 - Create Driver w/o Card
 - Terminate Driver ID
 - Reactivate Driver
- Purchase Orders
- Acct Maint Preferences

Message Center
My Profile
Help

[Log Off](#)



VOYAGER FLEET COMMANDER ONLINE

[Home](#) [Account Maintenance](#) [Reporting](#) [Billing](#)
You are on account [869128405](#) | [A & J ENTERPRISES](#)

Add Driver Without Card

* = required

Driver Information

Driver ID: ←

First Name: ← Mt: Last Name: ←

Organization

[Select Organization*](#) ←
Org Level 1: [A & J ENTERPRISES](#) ←

User Codes

Driver

Code 1:

Code 2:

Code 3:

Code 4:

Code 5:

Exceptions

Purchase Exceptions

Days:

Times: to

Valid at all times

 ←

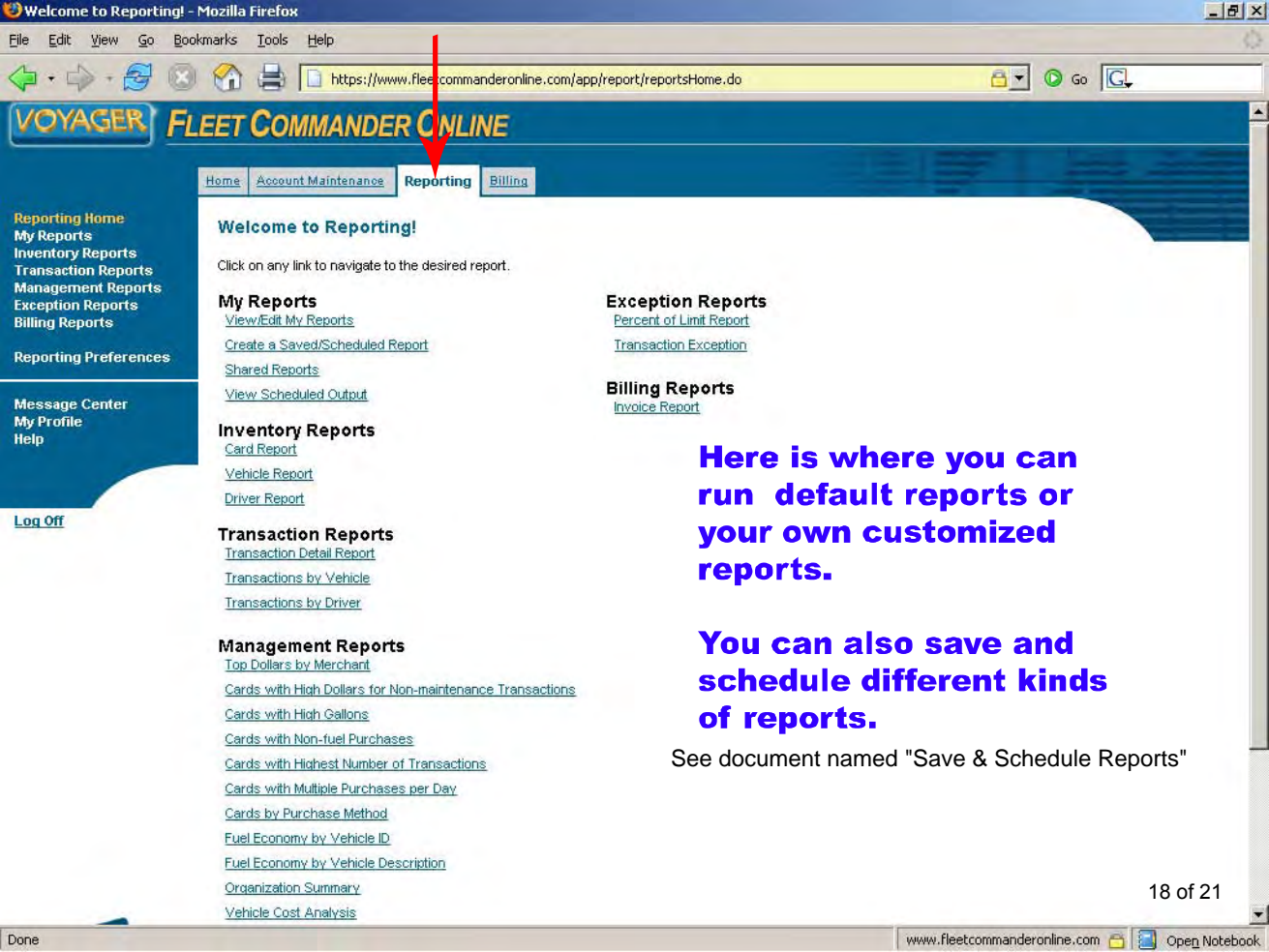
Key the Driver ID requested OR we can set your account up to system assign them

Key the First & Last name

Click on "Create Driver"

If your company has Organizational Level 3's (departments) this is where you would select those.





VOYAGER FLEET COMMANDER ONLINE

- Home
- Account Maintenance
- Reporting**
- Billing

- Reporting Home
- My Reports
- Inventory Reports
- Transaction Reports
- Management Reports
- Exception Reports
- Billing Reports
- Reporting Preferences
- Message Center
- My Profile
- Help
- Log Off

Welcome to Reporting!

Click on any link to navigate to the desired report.

My Reports

- [View/Edit My Reports](#)
- [Create a Saved/Scheduled Report](#)
- [Shared Reports](#)
- [View Scheduled Output](#)

Inventory Reports

- [Card Report](#)
- [Vehicle Report](#)
- [Driver Report](#)

Transaction Reports

- [Transaction Detail Report](#)
- [Transactions by Vehicle](#)
- [Transactions by Driver](#)

Management Reports

- [Top Dollars by Merchant](#)
- [Cards with High Dollars for Non-maintenance Transactions](#)
- [Cards with High Gallons](#)
- [Cards with Non-fuel Purchases](#)
- [Cards with Highest Number of Transactions](#)
- [Cards with Multiple Purchases per Day](#)
- [Cards by Purchase Method](#)
- [Fuel Economy by Vehicle ID](#)
- [Fuel Economy by Vehicle Description](#)
- [Organization Summary](#)
- [Vehicle Cost Analysis](#)

Exception Reports

- [Percent of Limit Report](#)
- [Transaction Exception](#)

Billing Reports

- [Invoice Report](#)

Here is where you can run default reports or your own customized reports.

You can also save and schedule different kinds of reports.

See document named "Save & Schedule Reports"

VOYAGER FLEET COMMANDER ONLINE

Home Account Maintenance Reporting **Billing**

Billing Home
Make a Payment
View Statement

Message Center
My Profile
Help

Log Off

Make a Payment: Select Accounts

Enter in any of the following search criteria:

Account Number:
Account Name:

Search Tip:
Use an asterisk (*) in place of letters or numbers to get partial matches.

Status:

Search

Click on the "\$" button to make a payment on an account. Select a st... and click the "View" button to view a statement for an account.

Search Results

Accounts 1 - 2 of 2

Account Information	Sort by: <input type="text" value="Account Name"/>	Make Payment
869128405 - A & J ENTERPRISES L1 Name: A & J ENTERPRISES		<input type="text" value="\$"/>

Current Activity
Closing 12/24/2006
Closing 11/24/2006
Closing 10/24/2006
Closing 09/24/2006
Closing 08/24/2006
Closing 07/24/2006
Closing 06/24/2006
Closing 05/24/2006
Closing 04/24/2006
Closing 03/24/2006
Closing 02/24/2006
Closing 01/24/2006
Closing 12/24/2005

Open Closed

Accounts 1 - 2 of 2

This is the "Billing Tab"
Here you can view statements and current activity

Let's View the current activity
Select "Current Activity", Click "View"

Statement Dates





Current Activity

Make Payment

Download as PDF

A new window will open showing:

- Previous Balance
- Current Balance
- New Total (both balances)
- Payments

Payment due upon receipt
Please return this portion with your check payable to:
VOYAGER FLEET SYSTEMS INC.

Indicate account number on your check
PO BOX 790049
HOUSTON TX 77279-0049

Unbilled Activity as of 01-15-2007

Account Number	Total Transactions
869128405	0

Account Summary	Amount
Previous Balance	\$.00
Current Balance	\$.00

Date	Payments and Adjustments	Amount
------	--------------------------	--------

1. You can download this to a PDF for your records

2. You can pay what you owe online

©2006 Voyager Fleet Systems, Inc. - Unauthorized access is prohibited. Usage may be monitored.

Done

www.fleetcommanderonline.com



Open Notebook



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Fleet Commander Online

[PRIVACY](#) [CUSTOMER SERVICE](#) [HELP](#) [EXIT](#)

Make Payment

Manage Accounts

Pending Payments

Payment History

Make a Payment - Voyager Fleet Card

All fields required

PAYMENT INFORMATION

Amount Due: **\$0.00**

Payment Amount:

Payment Method: **eCheck**

Due Date: **Jan-16-2007**

Scheduled Payment Date: **Jan-16-2007**

Whether you click "Make a Payment" in the new window OR the "\$" on the Billing Tab:

PAYMENT DETAILS

Account Name: **A & J ENTERPRISES**

Fleet Account Number: **869128405**

Previous Balance: **\$0.00**

Payments: **\$0.00**

Adjustments: **\$0.00**

New Purchases: **\$0.00**

New Balance: **\$0.00**

A new window will open for you to pay via eCheck

[Continue](#)

[Cancel](#)

[Browser Requirements](#)

Done

epayment.epymtservice.com