

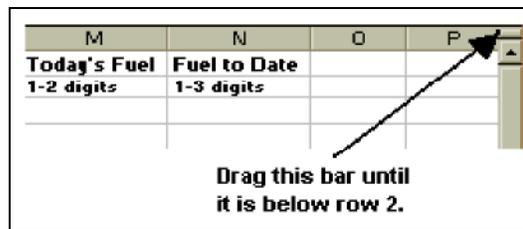
Appendix E: Loading TopKAT Files from Microsoft® Excel®

Creating Your TopKAT Vehicle Records in Excel

- 1 Open Microsoft® (MS) Excel® and create a form (worksheet) that looks identical to the screen below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Key #	Veh #	Dept #	Limit Code	Auth Code	Check Code	Lockout Status	PIN	Beg. Odom	Last Odom	Qty.	Max Fuel	Today's Fuel	Fuel to Date
2	1-5 digits	1-5 digits	1-4 digits	1-digit	1-digit	1-digit	A or L	1-4 digits	1-6 digits	1-6 digits	1-6 digits	1-2 digits	1-2 digits	1-3 digits
3														
4														

- 2 Enter your vehicle information starting in row 3 of the form.
 - Each row will be for one vehicle record. All columns must be filled in according to the field sizes shown in row 2.
 - To display the header rows, split the screen by pulling the tiny bar in the right corner of the Excel chart until it is below row 2. The split screen appears as shown below.



	A	B	C	D	E	F	Formula Bar	H	I	J	K	L	M	N
1	Key #	Veh #	Dept #	Limit Code	Auth Code	Check Code	Lockout Status	PIN	Beg. Odom	Last Odom	Qty.	Max Fuel	Today's Fuel	Fuel to Date
2	1-5 digits	1-5 digits	1-4 digits	1-digit	1-digit	1-digit	A or L	1-4 digits	1-6 digits	1-6 digits	1-6 digits	1-2 digits	1-2 digits	1-3 digits
3														
4														

- You can use the MS-Excel drag, copy, and paste functions to quickly fill in the form.

The following table describes the data to be entered in the columns. If you need additional information on these fields, refer to the appropriate section of this document.

Column	Data	Enter
A	Key #	1- to 5-digit key number (refer to "Sequential Numbering Hint" on page E-3)
B	Veh #	1- to 5-digit vehicle number
C	Dept #	1- to 4-digit department or account number
D	Limit Code	1-digit limitation code (refer to "Chart 1" on page E-2)
E	Auth Code	1-digit authorization code (refer to "Chart 2" on page E-2)
F	Check Code	1-digit check digit code (refer to "Chart 3" on page E-3)
G	Lockout Status	1-character lockout status
H	PIN	1- to 4-digit PIN
I	Beg. Odom	1- to 6-digit beginning odometer. Use 0 for this initial set up. This instructs the TopKAT to initialize the record using the odometer received the first time the key is used.
J	Last Odom	1- to 6-digit last odometer. Use 0 for this initial set up. This instructs the TopKAT to initialize the record using the odometer received the last time the key is used.
K	Qty.	8-digit (xxxxx.xxx) total quantity. Use 0 for initial setup.
L	Max Fuel	1- to 2-digit maximum fuelings per day (1 - 15). This is the maximum number of times the vehicle can fuel in a 24-hour period.
M	Today's Fuel	Enter 2-digit number for fuelings today. Use 0 for this initial file set up.
N	Fuel to Date	Enter 2-digit number for fuelings to date. Use 0 for this initial file set up.

Chart 1

Limit Code	Limit Cutoff Quantity
0	5
1	15
2	20
3	25
4	35
5	50
6	100
7	200
8	300
9	999

Chart 2

Auth Code	Product Codes Allowed
0	All
1	1
2	2
3	3
4	4
5	1, 2
6	1, 3
7	2, 3
8	1, 2, 3
9	1, 3, 4

Chart 3

Code	Required Manual Keypad Entries
0	No entries
1	Odometer entry
2	Manual entry
3	Odometer and manual entry
4	Vehicle PIN
5	Odometer and vehicle PIN
6	Manual entry and vehicle PIN
7	Odometer, manual entry, and vehicle PIN

- 3 Save your file.

Sequential Numbering Hint

When entering data into the Key # field, it is simplest and easiest to manage if you use sequential numbers. MS-Excel makes it easy to enter sequential numbers:

- 1 After you have entered the first two sequential numbers in A3 and A4, highlight these cells.
- 2 There should now be a tiny square on the bottom right of cell A4. Drag that square down to the row number equaling the number of vehicles you will be entering into the TopKAT, plus two. (that is, if you have 700 vehicles in your fleet, drag the square down to cell A702). The following graphic shows how this will look for the first few cells.

