

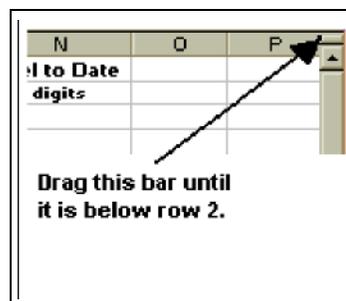
Creating Your TopKAT Manual Entry Records in Excel

To create TopKAT Manual Entry Records in Excel, proceed as follows:

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

	A	B	C	D	E	F
1	Manual Entry	Dept #	Lockout Status	PIN #	Total Qty.	Fuelings to Date
2	1-4 digits	1-4 digits	A or L	1-4 digits	1-8 digits	1-3 digits
3						
4						
5						

- 2 Enter your manual entry information starting in row 3 of the form. This is normally Employee information, but could also be Job #, Account #, Auxiliary #, Trip #, Driver #, Misc #.
 - Each row will be for one 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.



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

The table below 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	Manual Entry	1- to 4-digit number
B	Dept #	1- to 4-digit department number
C	Lockout Status	1-character lockout status code (A for active, L for locked out)
D	PIN #	1- to 4-digit personal identification number (PIN)
E	Total Qty.	8-digit (xxxxx.xxx) total quantity (Use 0 for this initial set up.)
F	Fuelings to Date	1- to 3-digit number for fuelings to date (Use 0 for this initial file set up.)

- 3 Save your file.