



## IntoPlane Web Quick Start Guide

### Submit fuel transactions using desktop application

Using the FuelsManager® IntoPlane Web application, you can improve the processing of paper tickets with rapid data entry that is both automated and validated. Fuel transaction tickets are entered into a desktop application to help expedite daily accounting and reporting.

This solution:

- Provides fuel accountants or office personnel with a desktop application to enter paper fuel tickets.
- Validates fields for entered fuel transactions to better automate and streamline data entry.
- Sends all entered data directly to the Enterprise for fast reporting on fuel activity.

### Accessing the Application



From your desktop, open a browser window (Internet Explorer or Chrome only) to download the FuelsManager IntoPlane web app.

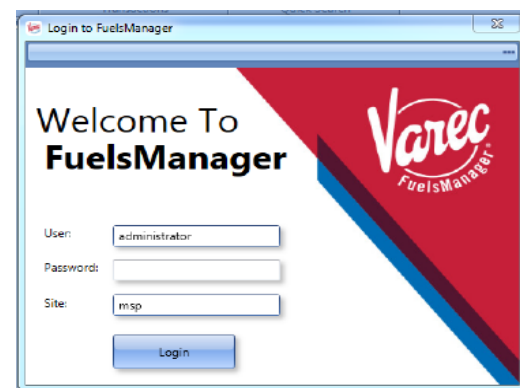
NOTE: Before installing this application, ensure you have the correct rights to install new software on your computer.

**Download Link:** <https://fmenterprise.varec.com/IntoPlaneWeb/IntoPlaneWeb.application>

After the download is complete, a shortcut will be created on your desktop.

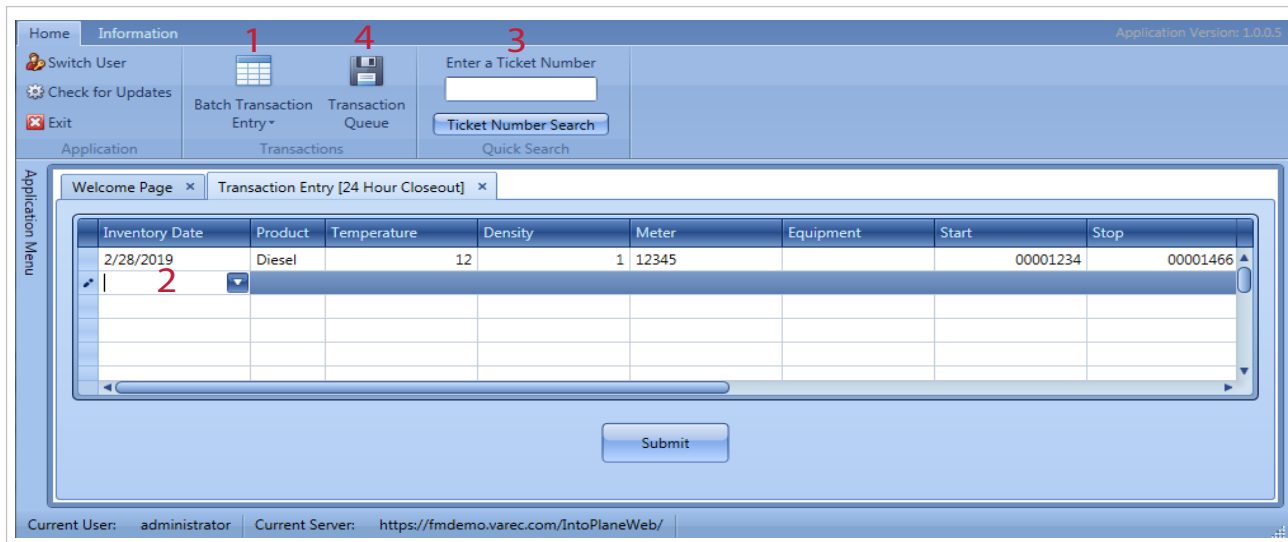
When the login screen appears, enter your user name, password, and the name of the site you wish to access. If you do not already have these credentials, please contact the Varec help desk.

Phone: 1-877-447-6021 | Email: [support@varec.com](mailto:support@varec.com)



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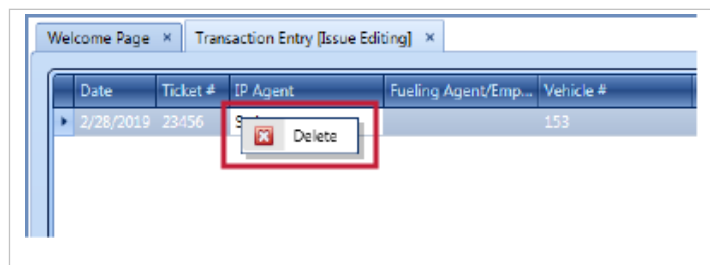
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## Getting Started

Once in the app, the main menu ribbon is used to navigate IntoPlane Web. You can begin entering transactions or search for a specific ticket to view or modify.

1. **Batch Transaction Entry** - The system supports transactions entered in batches or one at a time.
2. **Transaction Grid** - This grid view supports rapid data entry of a single transaction or multiple transactions. Simply tab through the fields entering the relevant data. Once the last data point is entered, a new line appears for the next transaction. Click submit when the last transaction has been entered.
3. **Enter a Ticket Number** - Search a specific transaction by entering the ticket number. All transactions associated with that ticket number will be viewable in the grid. Modifications to a transaction can be done by clicking the pencil icon to the left of each entry line.
4. **Transaction Queue** - An alert will appear if a transaction has failed during the submission process. If a submission alert appears, please contact the Varec help desk at 1-877-447-6021 or [support@varec.com](mailto:support@varec.com).



If a transaction needs to be deleted, simply right click anywhere on that entry line and then click delete when it appears.