



Personnel Driver Lock Out Report

This document provides information on the Personnel Driver Lock Out Report, which is a standard report available in FuelsManager.

Prerequisites: The Personnel Driver Lock Out Report should have been preconfigured for your Site, and your User account should belong to a User Group that has been assigned to view the report. See the *Report Assignment Configuration* help page for more information.

The Personnel Driver Lock Out Report allows you to view the status of Drivers, whether they are locked out or not from loading fuel at the Load Rack. It also shows information on when the Driver was locked out and the reason for the lock out. The report is grouped per Carrier and can be viewed for all or a particular Site(s) and Carrier(s). Status of locked out Drivers are shown in **red** for quick visibility.

Personnel Driver Lock Out Report

Site: [Dropdown] Carrier: <All> [Dropdown] View Report

Locked Out: <All> [Dropdown]

1 of 3 [Navigation icons] Find | Next [Icons]

Terminal ID: [Field]
2200 Main Street NW Address Line 2
GA
EPA #: [Field]

EXPRESS CO

Driver Name	Short Card #	Locked Out	Locked Out Date	Reason for Lock Out	Last Activity
[Driver Name]	[Short Card #]	No			4/1/2022 5:18:00 PM

Carrier: [Carrier Name]

Driver Name	Short Card #	Locked Out	Locked Out Date	Reason for Lock Out	Last Activity
[Driver Name]	[Short Card #]	No			5/11/2022 10:20:00

Carrier: [Carrier Name]

Driver Name	Short Card #	Locked Out	Locked Out Date	Reason for Lock Out	Last Activity
[Driver Name]	[Short Card #]	No			6/21/2022 3:25:00 PM
[Driver Name]	[Short Card #]	Yes	6/27/2022 4:00:00 AM		6/27/2022 8:20:00 PM

Carrier: [Carrier Name]

Driver Name	Short Card #	Locked Out	Locked Out Date	Reason for Lock Out	Last Activity
[Driver Name]	[Short Card #]	No			6/27/2022 8:19:00 PM

Printing Time: 7/5/2022 4:50:22 PM Version: 12.0.0.0 Page 1 of 3

You must belong to a FuelsManager user group with appropriate security access rights to view and modify data. Some pages may not be available for entry or edit depending on your user security rights.

See the *Report Header Field Descriptions* and *Report Column Descriptions* sections below for more information.

Viewing the Personnel Driver Lock Out Report

You may view the Personnel Driver Lock Out Report from the Reports menu. Follow the steps below:

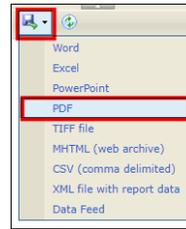
- 1) Log in to a **Site** or **Site Group** in FuelsManager.
- 2) From the menu, select **Reports > Operations > Personnel Driver Lock Out Report**. The report displays.
- 3) In the **Site** field, select all or a particular Site(s)/ Site Group(s) to filter the table data.
- 4) Select all or a particular **Carrier** from the list.

- 5) In the **Locked Out** field, select one of the following:
 - **All** - includes all Drivers on the report regardless of lock out status.
 - **No** - includes only Drivers that are active (not locked out).
 - **Yes** - includes only Drivers that are locked out.
For more information on locking/unlocking drivers, refer the Personnel Configuration Load Rack Tab help page.
- 6) Click **View Report**. The report values are refreshed based on your selections.

Printing the Report

You may print the report from the header. Follow these steps:

- 1) Click the **Export**  dropdown menu.
- 2) Select **PDF** from the list and then save the file in your desired folder location.
Varec recommends to use the PDF format for exporting reports.
- 3) Open the **PDF** file and then **print** the report.



Report Header Field Descriptions

Field	Description
Site	Filters the table to only show data for all or the selected Site(s).
Carrier	Filters the table to only show data associated with the selected Carrier.
Locked Out	Allows you to select which Driver data to include on the report: <ul style="list-style-type: none">• All - includes all Drivers on the report regardless of lock out status.• No - includes only Drivers that are active (not locked out).• Yes - includes only Drivers that are locked out. <i>For more information on locking/unlocking drivers, refer the Personnel Configuration Load Rack Tab help page.</i>
View Report	Click to view the report based on the selected criteria.

Report Column Descriptions

Column	Description
Driver Name	Lists the names of the Drivers grouped per Carrier.
Short Card #	Lists the last 4 digits of the Driver cards used by the corresponding Drivers.
Locked Out	Lists the Drivers lock out status: <ul style="list-style-type: none">• No - indicates the driver is active, can load fuel at the Load Rack, and not locked out.• Yes - indicates the driver is locked out and cannot load fuel at the Load Rack.
Locked Out Date	Lists the dates when the corresponding Driver was locked out.
Reason for Lock Out	Lists the reasons why the corresponding Driver was locked out.
Last Activity	Lists the dates and times the corresponding Driver last used his/her Driver card at the Load Rack.