Purpose: Step-by-step instructions to download data from the Telapoint website and import it into PD.

Responsibility: Retail Fuel

Target Audience: Fuel payables staff; limited number of individuals to prevent overlapping import processes (strong potential for data loss).

Estimated Timeframe: Run regularly throughout the day to move data from Telapoint into PD; process takes 10-15 minutes depending on system load.

Access Required: Login for http://webtasks.lan.nellaoil.com/ with Web Tasks access and OD Import access in PD.

Who is affected? Retail Fuel staff entering BOL data into Telapoint and completing PD orders, and Supply staff entering customer and haul only BOL data into Telapoint and completing PD orders.

Introduction (Summary): Completed order data is processed hourly by the Telapoint website, creating downloadable files with all data from "Delivered" orders. Data is appended throughout the day, until this download procedure is run. The download of this file can be done at any time after this process runs. It is strongly recommended that the download from Telapoint be done during the bottom half of the hour (between h:15 and h:45) to prevent inadvertently deleting the data file in the middle of the append procedure. Once the data is downloaded, it can be imported into PD at any time. If it is not imported immediately, the next Telapoint download will overwrite the data.

Details:

1. Check the current time to be sure it is between h:15 and h:45 (the bottom half of the hour) before continuing. If the download is performed while the Telapoint site is processing "Delivered" orders and writing them into the download file (changing the status to "Completed"), it is possible that data can be completely lost – with no archive file to retrieve the data from.

2. Download the Telapoint data

   a. Login to http://webtasks.lan.nellaoil.com website

   b. Click Telapoint Tasks

   c. Click TP Import

   d. Click Click here to import Telapoint files

   e. Verify that **all** steps completed successfully.

f. Note: If you see that Step 1 succeeds, but all other steps fail, it is likely that no records have been keyed into Telapoint since the last download. .

g. Click **TP Import**

h. Click Process: Company Owned sites/Haul Only

i. Verify that **all** steps completed successfully.

j. Click **TP Import**

k. Click Process: Customer BOLs

l. Verify that **all** steps completed successfully.

m. Click **TP Import**

n. Click **Logout**

o. Close the window

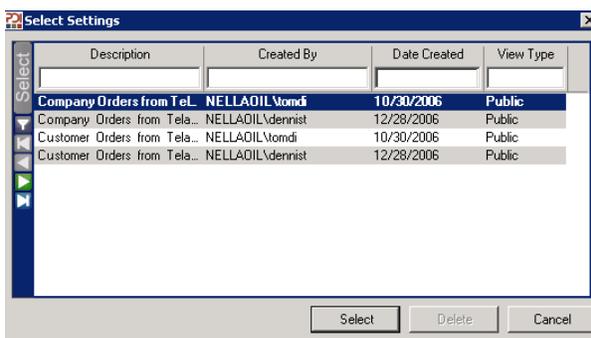3. Import the data into PD

   a. Login to PD

   b. Type **ODIMP** in the **Shortcut** field and press [Enter].
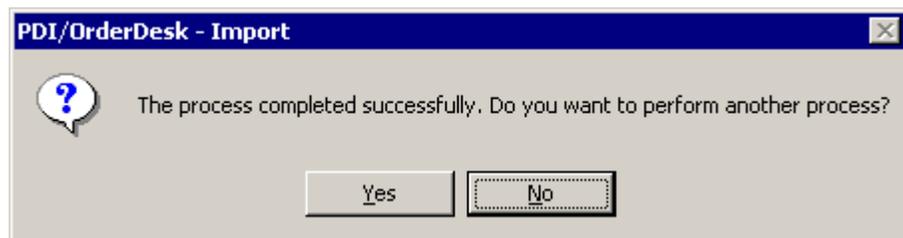
   c. Select 'Fuel'

   d. Click [Select...]

   e. Select

   f. Choose either "Company Owned and Haul Only" or "Customer Orders" from the list below, then click [Select], press [Enter], or double-click your choice

   g. Click [Finish]

1. You can click [Next >] and page through the selection screens to see the details, clicking [Finish] when done, but care must be taken to **not** change any settings unless for a specific reason, and you've checked with TomDi first.

2. This is the point where the system takes several minutes to complete (up to 10 minutes has been experienced on numerous occasions).

3. If this process completes in less than 1 minute, it generally indicates an empty import file.

h. Once the import finishes, the **Order Import Recap** report displays on-screen.

i. Scan through the report for the following kinds of information:

1. **Severity: Error**
   Errors are imports that were stopped from completing their process into PD. Generally, it indicates an error in the Translation tables that need to be corrected.
2. **Severity: Warning**
   Imports have added information into PD, but other key information is missing.

3. TPEXPORT_COSHOBOL.TXT, indicates Company Owned and Haul Only import

4. TPEXPORT_CBOL.TXT, indicates Customer Orders import

j. Close the **Fuel Order Import Recap** window

k. You will see the following prompt, click [Yes]

PDI/OrderDesk - Import

The process completed successfully. Do you want to perform another process?

[Yes] [No]

l. Repeat steps *d. – j.* above for the other group of sites ("Customer Orders" or "Company Owned and Haul Only")

m. Click [No] at the "Do you want to perform another process" prompt.