



# MANAGE STAFF RECORDS

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## **PURPOSE:**

This procedure is a step by step guide on how to add, edit, deactivate and reactivate a staff record.

## **AUDIENCE:**

All fuel outlet **Managers** who are registered in the MyFuel NT system.



## STEP 1

If your search results for U91 do not appear anywhere on this website always choose LAF as it is a direct substitute for U91 in some areas of the NT

**MyFuel NT** NORTHERN TERRITORY CONSUMER AFFAIRS

**Fuel Near Me**

**Average Price Now**  
**121.9**  
Top End Rural - Biodiesel 20

Select Suburb/Postcode or Region.

Suburb/Postcode Region Enter suburb/postcode

Biodiesel 20

All Brands

Remember my settings

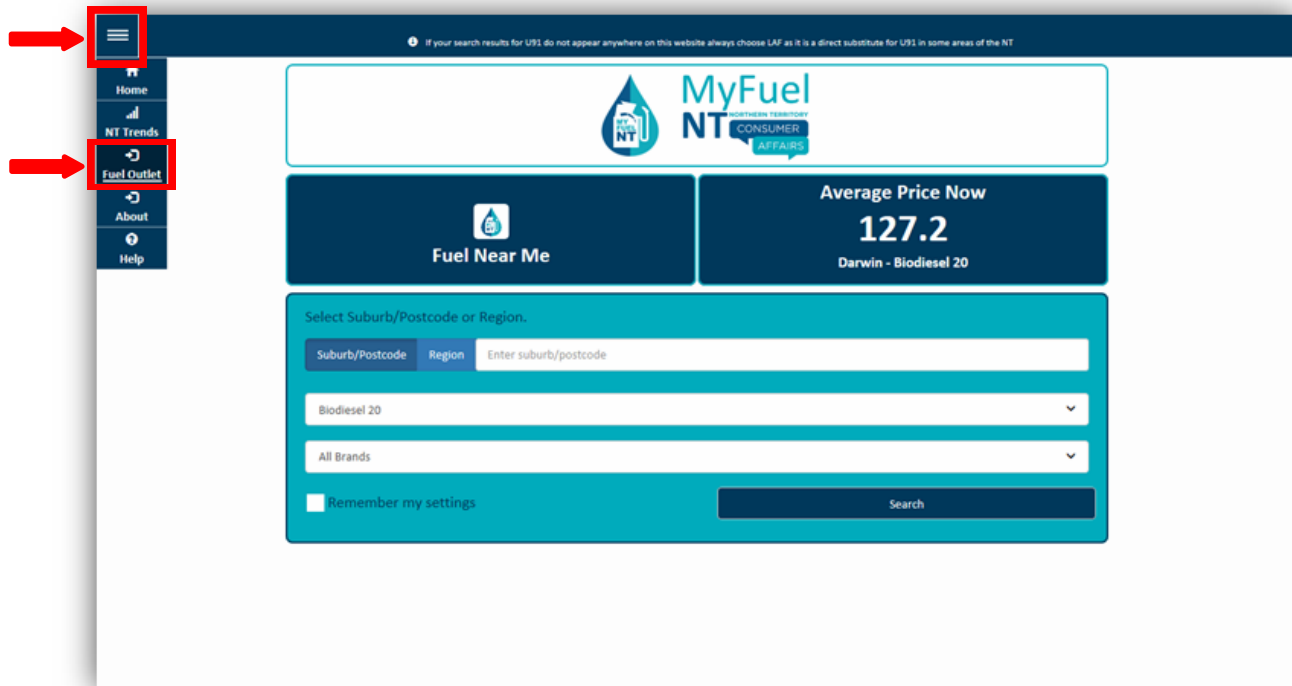
Search


Go to the MyFuel NT website at <https://myfuelnt.nt.gov.au>.

The **MyFuel NT** home page is displayed.



STEP 2



Navigate to the top left of the screen click the main menu  and a drop down menu will appear, select 'Fuel Outlet'.



### Step 3

The screenshot shows the MyFuel NT login interface. At the top, there is a dark blue header with the MyFuel NT logo and a hamburger menu icon. Below the header, the page title 'MyFuel NT' is displayed. The main content area is titled 'Fuel Outlet' and contains a login form. The form has two input fields: 'Email' with the value 'john.citizen@hotmail.com' and 'Password' with masked characters '\*\*\*\*\*'. Below the password field, there is a 'Remember me?' checkbox and a 'Forgot Password' link. At the bottom of the form is a 'Log in' button. A red arrow points to the 'Log in' button.

Enter your email address in the '**Email**' field.

Enter your password in the '**Password**' field.

Check the '**Remember me?**' checkbox if you prefer your details to be stored for your next login.

Click on the '**Log in**' button.



## Step 4

The **Verification Code** page is displayed.

The verification code will be sent to your registered mobile number. \*










Enter the verification code in the '**Code**' field.

Click on the '**Submit**' button.

\* If you **do not** have a mobile telephone, you will need to contact NT Consumer Affairs for assistance on telephone number: 1800 019 319 or 08 8999 1999 .



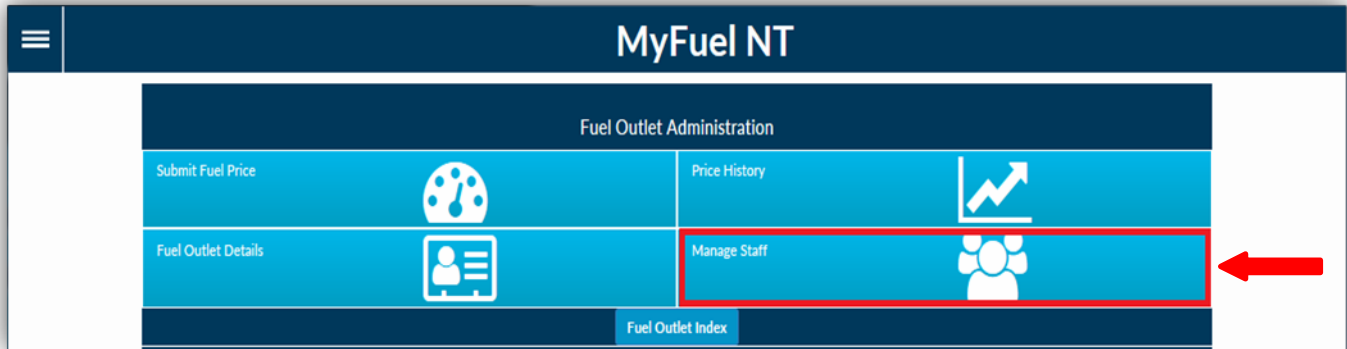
STEP 5

MyFuel NT					
Fuel Outlet Index					
john.citizen@hotmail.com					
Identifier	OutletName ↕	Brand	Suburb ↕	Post code	Actions
08280001	Caltex Berrimah	CA	Berrimah	0828	
08290010	Puma 11 Mile	PM	Holtze	0829	
08220050	Arnhem Land Progress: Aboriginal	IN	Ramingining	0822	
08120015	BP Malak	BP	Malak	0812	
08100020	Caltex Woolworths: Casuarina	CW	Casuarina	0810	
08000025	United Smith Street	UN	Darwin	0800	
08100030	Caltex Woolworths: Nightcliff	CW	Coconut Grove	0810	
08200035	Coles Express: Winnellie	CO	Winnellie	0820	
08380040	Caltex Berry Springs	CA	Berry Springs	0838	

You will be presented with the **Fuel Outlet Index** page.

All service stations under your management will appear on the list.

Click on the 'Edit Fuel Outlet'  button in the **Actions** column.



## Step 6

The **Fuel Outlet Administration** page will be displayed.

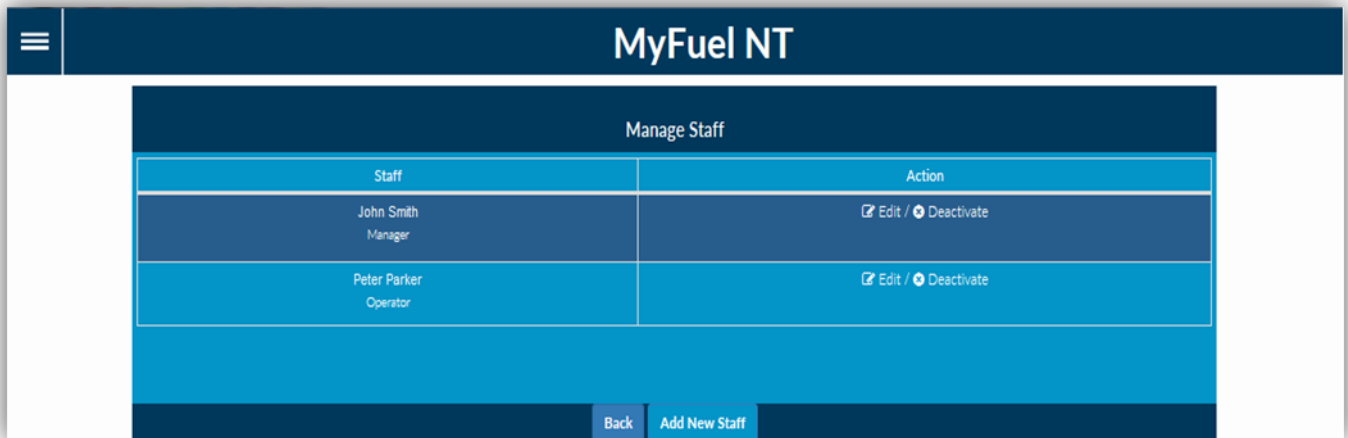
**Managers** are presented with the following options:

- Submit Fuel Price
- Price History
- Fuel Outlet Details
- Manage Staff

Select **'Manage Staff'**.



**STEP 7**



The **Manage Staff** page is displayed.

A list of all staff **registered** in the MyFuel NT system will be displayed for the selected service station.

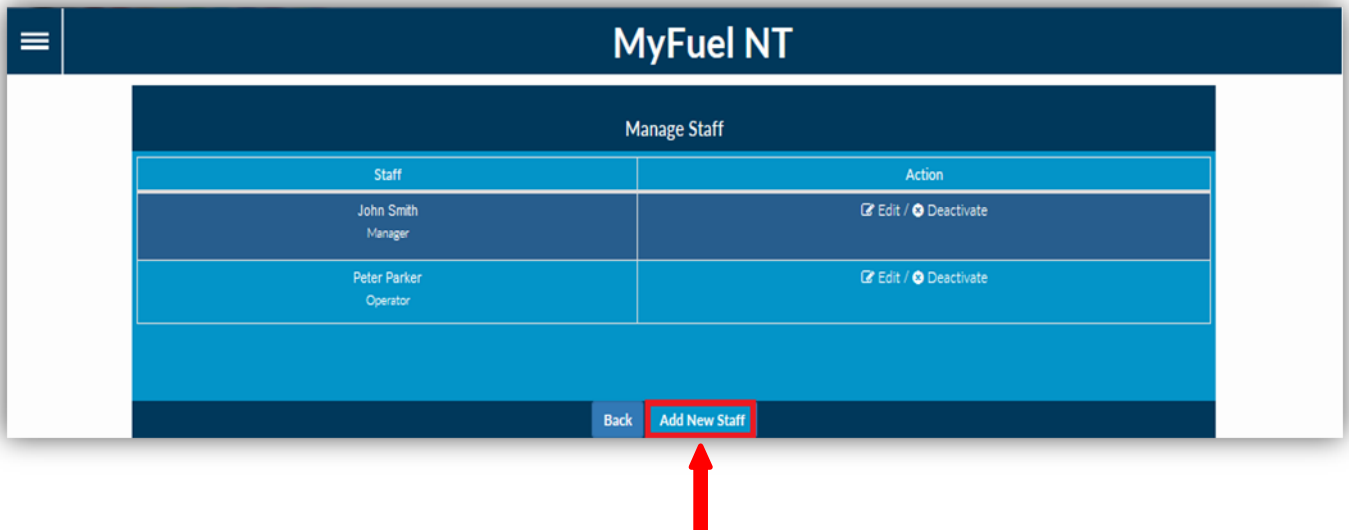
This page will allow you to add, modify, activate and deactivate staff records.





## ADD NEW STAFF

### STEP 1



From the **Manage Staff** page, click on the **'Add New Staff'** button.



**STEP 2**

The screenshot shows the 'Add New Staff' page in the MyFuel NT system. The page has a dark blue header with the MyFuel NT logo and a hamburger menu icon. Below the header, the main content area is titled 'Add New Staff'. Underneath, there is a section titled 'Employee Details' which contains five input fields: 'FirstName', 'LastName', 'DateOfBirth', 'Phone', and 'Email'. Below these fields, there are two radio buttons: 'Manager' (which is unselected) and 'Operator' (which is selected). At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

You will be presented with the **Add New Staff** page.

Staff members can either be '**Operators**' or '**Managers**' depending on the individual requirement of the service station.



### STEP 3

MyFuel NT

Add New Staff

Employee Details

FirstName Jane

LastName Doe

DateOfBirth 16/09/1981

Phone 0488889999

Email jane.doe@gmail.com

Manager  Operator

Cancel Submit

Enter the details of the **new staff member** in the fields provided.

- First Name
- Last Name
- Date of Birth
- Phone
- Email



**STEP 4**

Select the appropriate authority level of the staff being added eg Manager or Operator

A tooltip displaying the functions of each role will be displayed once you hover over the options.

Remember

A **'Manager'** has access to:

- Update Fuel Prices
- See Price History
- Update Outlet Details
- Manage Staff

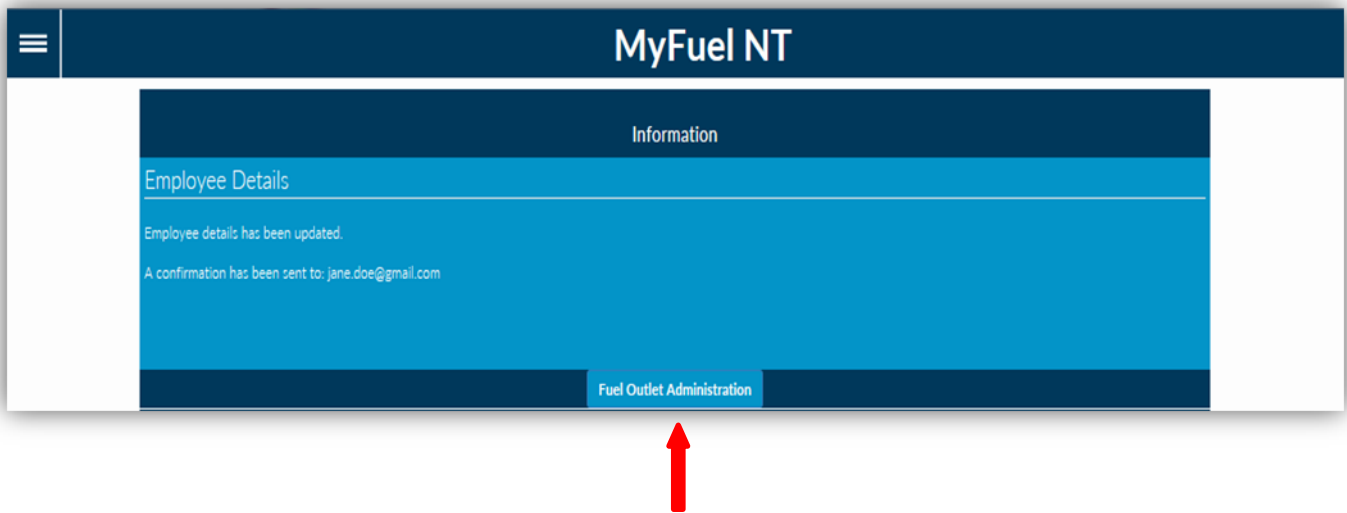
An **'Operator'** has access to:

- Update Fuel Prices
- See Price History

Once all details have been entered, click the **'Submit'** button.



**STEP 5**



A **confirmation message** that a new employee has been added will be displayed.

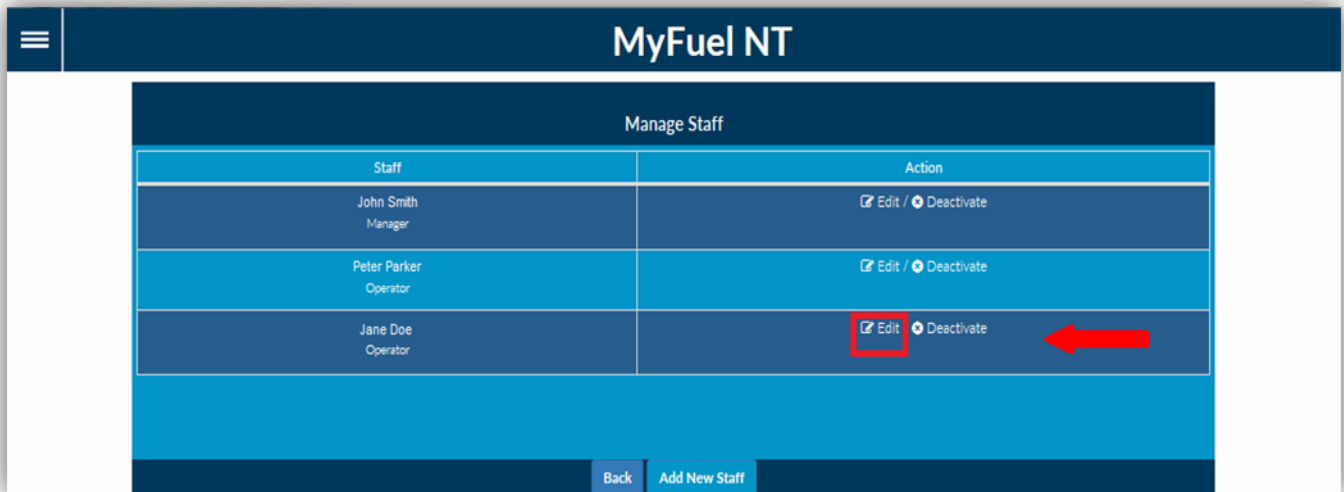
A **confirmation email** will be sent to the email address of the newly created employee.

Click on '**Fuel Outlet Administration**' to return to the Fuel Outlet Administration page and you can choose the **Manage Staff** option again to enter additional staff members as required.



## UPDATE AN EXISTING STAFF MEMBER

### STEP 1



From the **Manage Staff** page, click on the **'Edit'** button to update an **existing staff** record.



**STEP 2**

All the following fields can be updated:

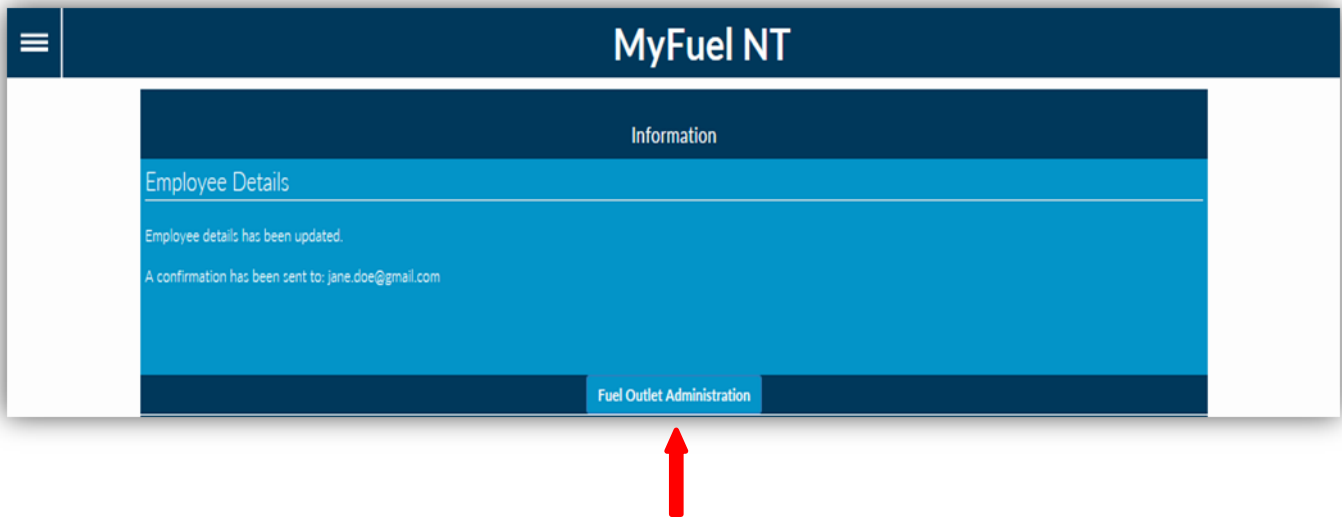
- First Name
- Last Name
- Date of Birth
- Phone
- Email

To amend the authority level of an existing staff member select either **'Manager'** or **'Operator'** as necessary.

Click on the **'Submit'** button once all changes have been made.



### STEP 3



A confirmation message that the employee details have been updated will be displayed.

A **confirmation email** will be sent to the email address of the employee whose record is updated.

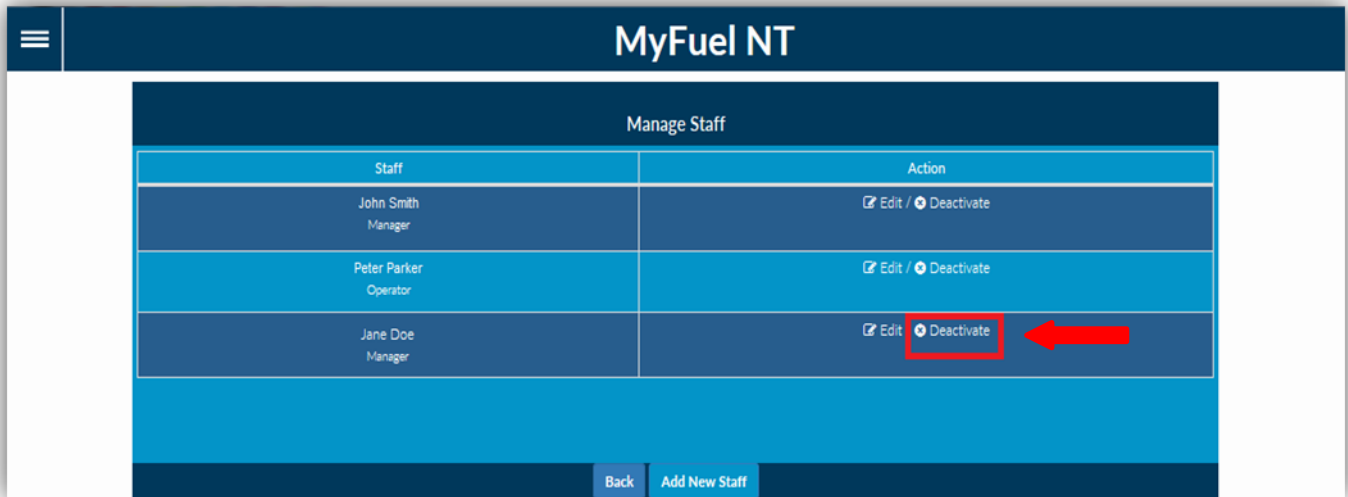
Click on '**Fuel Outlet Administration**' to return to the Fuel Outlet Administration page and you can choose the **Manage Staff** option again to update the details for further staff members if required.





## DEACTIVATE / REACTIVATE STAFF

### STEP 1



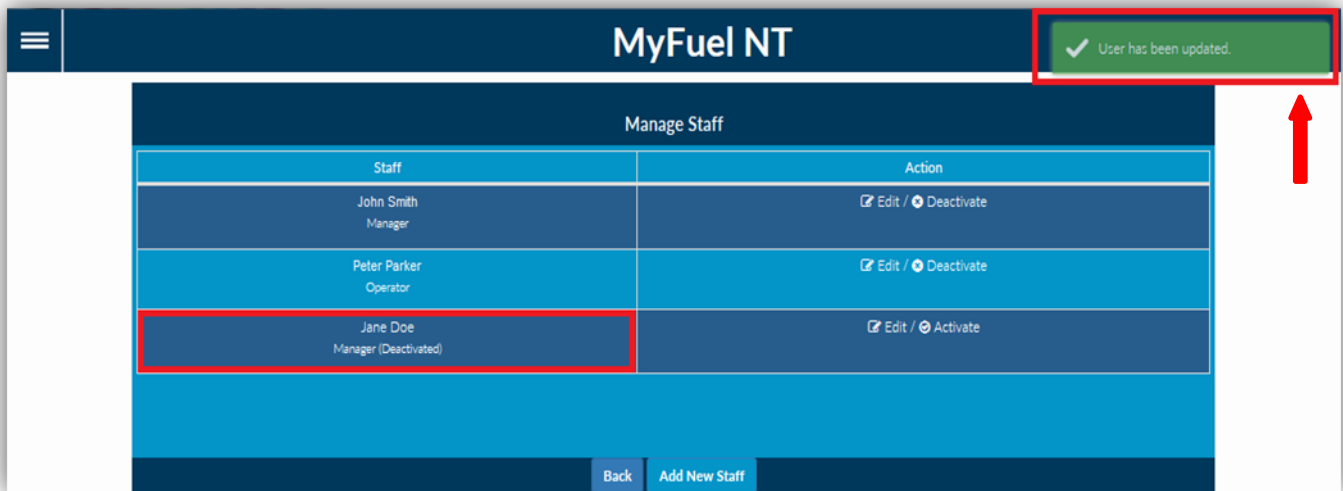
From the **Manage Staff** page, click on the **'Deactivate'** button to **disable** or **deactivate** an existing staff member account.

**NOTE:** Once **deactivated**, users will **no longer have access** to the Fuel Outlet Administration area.

An option to **reactivate** a user account is described at page 19 of this training module.



STEP 2



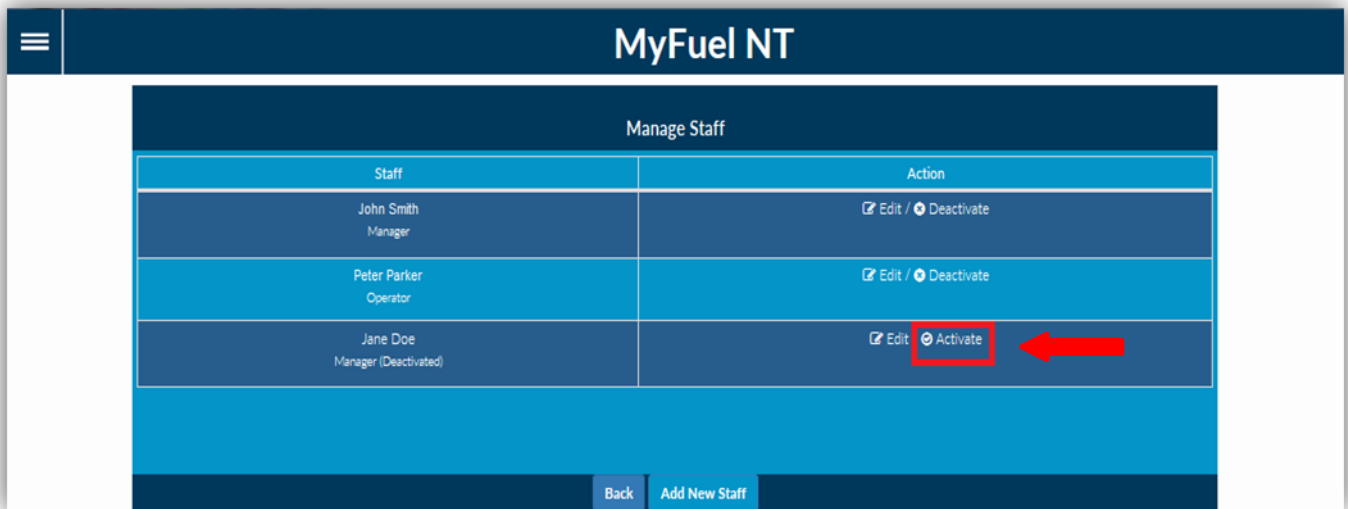
A green confirmation message will briefly be displayed on the upper right corner of the screen to confirm the update that has been made.

The user that was updated will show as **'(Deactivated)'**.

**NOTE:** Deactivated users will not be deleted from your staff list and if necessary access can be reactivated as described on the next page.



### STEP 3



To **reactivate** a user account, select the **'Activate'** button.

A green confirmation message will briefly be displayed on the upper right corner of the screen to confirm the update that has been made.

Reactivating will resume the user's access to the Fuel Outlet Administration function at the previously designated authority level.

To return to the Home Page select **'Home'** from the Menu box at the top left of the screen.