How To – Fuel Storage (LOCAL)
SchoolTools©

Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.

User Rights for Fuel Storage (LOCAL):

- **isLocalFuelAdmin** - Add/Edit/Deactivate local on-site fuel storage tanks PLUS Add/Edit/Delete fuel delivery records. This user has full control over all local on-site fuel tanks and deliveries. Grant this right to only trusted transportation administrative users. Users with this right can modify storage tanks and fuel delivery records using **TRANSPORTATION>Fuel Storage (LOCAL)**. This is typically the transportation director and business manager.
- **isLocalFuelMonitor** – Generate detailed fuel storage and usage reports. Users with this right can print detailed fuel reports using **REPORTS>Fuel**. This is typically administrators, transportation director, business manager, and possibly school board personnel.

How To Use Fuel Storage (LOCAL):

1. Users having the right **isLocalFuelAdmin** will put local on-site storage tanks in the local tank database and record fuel deliveries to those local tanks using **TRANSPORTATION>Fuel Storage (LOCAL)**. Be sure to keep this database current (unavailable, removed from site, etc.) and mark tanks as unavailable when tanks are decommissioned or no longer property of the district.
2. Users having the right **isLocalFuelMonitor** will print detailed fuel reports using **REPORTS>Fuel Storage (LOCAL)**.