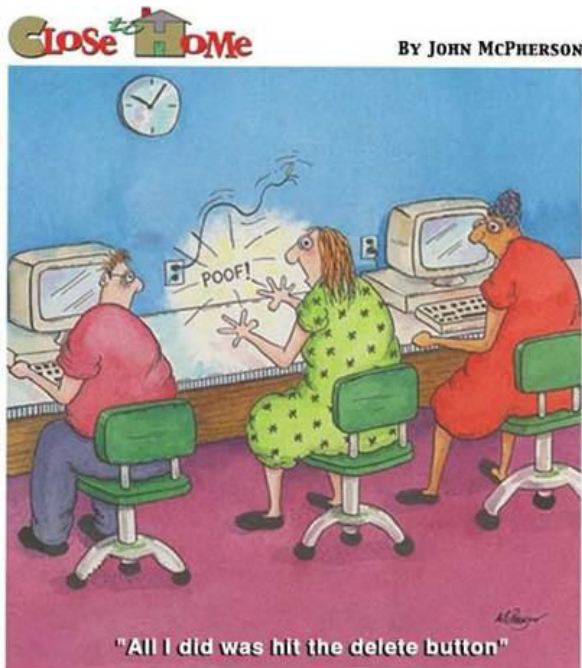


Top 10 Steps To Help **FUEL MANAGER** Run Smoothly

March 2016

1. Daily backup – be sure to backup your FM files every work day! (If you don't have a backup plan, contact Nancy to set one up. Joe can even create a method to automatically backup your files each night.)
2. Exit FM every day – at the end of your day, exit FM through the Main Menu option E.
3. Have an active antivirus software up-to-date and running. Joe recommends AVG. There is a free version you can download, and he offers a cloud based version for \$19.95 per work station.
4. Re-index FM weekly – set up a schedule – every Monday before you begin work or every Friday before you leave, re-index your files. (From the Main Menu, select 1 - Account Maintenance; select R – Re-index Files Menu; and lastly select A – Re-index all)
5. Don't open multiple applications of FM at the same time – be sure you have only one application of FM open.
6. Call when you have a question – feel free to call anytime – don't wait and let things get more complicated. You can call on weekends and after 5 p.m. – 888/FUEL-MGR or 281/659-6016.
7. Call before purchasing new equipment – be sure to check with us before you purchase a new computer or printer. Joe knows which systems work best with FM.
8. Call before changing operating systems – FM has been updated to run on almost all operating systems, but please double check with Nancy or Joe before making a change.
9. Be careful what you click on when on the internet – advertisements pop up all the time, be sure to read the details before you click on one – you could accidentally 'upgrade' your operating system to a version that is not compatible.
10. Locate a local IT person – from time to time there may be a problem with your hardware or networking. Joe will be glad to work alongside your IT person to resolve any issue.



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If you are planning to upgrade your computer(s) to a system with Windows 7 or higher, you will also need to upgrade to the new XBASE version of the **FUEL MANAGER**. The cost is \$350 plus an installation fee. Call Nancy for details.

Feel free to call anytime – try Nancy first and then Joe.

888/FUEL-MGR
281/659-6016 (Nancy's cell)
252/746-6840 (Joe's cell)