Terminals

Introduction

The Terminals page is where terminals can be created and/or managed. Terminals are the origin point for Drivers where fuels are picked up, transferred and or dropped off. They can either be the same location as the company or somewhere offsite, here is where that location is set on Kozy. To reach Terminals, click on the Admin dropdown and click on settings, once on the settings page, click on Terminals to open the page.

Terminals

Terminals are the origin point of a fuel and where drivers can pick up fuels for delivery and or drop off excess or leftover fuels. Terminals can have the same origin point as the company or even have it offsite and will be displayed here as a table with each terminal a line item with the following columns

- Terminal Name - The name of the Terminal
- Fuel Type - The Fuel that's supplied by the terminal
- Status - The status of the terminal
- Location (Lat, Lng) - Shows the coordinates of the terminal
- Created - When the terminal was created in the system
- Actions - Actions that can be taken on the terminal
  - Edit - Clicking here will allow the terminal to be edited
  - Status - Clicking here will allow the terminal to be active or inactive
  - Trash Can - Clicking here will delete the terminal from the system

Creating a Terminal

Creating a terminal is easy and can be done by clicking on the Add Terminal button. After clicking on the button, the Add Terminal popup will appear and the following fields need to be filled out

- Terminal Name - The name of the Terminal
- Fuel Type - The fuel or fuels that the terminal provides for delivery
- Status - Toggle to make the terminal active or inactive
- Terminal Location
  - Location Search - Add the terminals address, a suggested address wil appear below, clicking on it will add the Coordinates of the location. If no suggestion appears, then

the coordinates will need to be filled out
    - Lattitude and Longitude - If no suggested address is selected, then the coordinates of the terminal must be added here

Once completed, clicking on Create Terminal will add the terminal to the system and it will appear on the list of terminals used by the company. Clicking on cancel will close the popup and delete any information filled out. With Terminals now created, prices can be set and routing can begin for drivers.

Editing a Terminal

To edit a terminal, simply click on the Edit button on the line item under the actions portion of the terminal. After clicking on edit, the Edit Terminal popup will appear, which is the same as the Add Terminal popup with the exception of the terminal information already filled out. Any edits can be made here and once finsihed, clicking on Update Terminal will update any information changed and clicking cancel will close the window and negate any changes made to the terminal.

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