USB MODULE
USER MANUAL

**USB Module User Manual
Version 1.0.3**

Model: USB Module – All applications

Date: 7th December 2018

compac
PREMIUM DISPENSER TECHNOLOGY

Conditions of Use

- Read this manual completely before working on, or making adjustments to, the Compac equipment.
- Compac Industries Limited accepts no liability for personal injury or property damage resulting from working on or adjusting the equipment incorrectly or without authorization.
- Along with any warnings, instructions, and procedures in this manual, you should also observe any other common sense procedures that are generally applicable to equipment of this type.
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- The major hazard involved with operating the Compac C4000 processor is electrical shock. This hazard can be avoided if you adhere to the procedures in this manual and exercise all due care.
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Product Identification

Specifications	
Models Covered	This manual applies to the Compac USB Module – All applications.

Validity
Compac Industries Limited reserves the right to revise or change product specifications at any time. This publication describes the state of the product at the time of publication and may not reflect the product at all times in the past or in the future.

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Contents

Introduction

The Compac USB Module has been designed to allow quick and easy downloading and uploading of authorisation cards and transaction data from Compac equipment.

This user manual illustrates the functions of a Compac USB Module and how to upload and download files between a USB Module and a USB memory stick.

USB Module

The USB Module is mounted in a plastic enclosure with a sealed lid. Under the lid is a slot for a USB stick, an LCD display and four buttons:

⬆ and ⬇ arrows toggle between the screens.

✔ accepts the Yes/No option displayed.

✖ rejects the Yes/No option displayed and returns to the *"press any key"* screen.

The screens available for uploading and downloading are:

- Set Price - Upload new price schedule from USB stick
- Send Cards - Uploads new card authorisation files from USB stick
- Get Trans - Downloads all untagged transaction details to the USB stick
- Get Buffer - Downloads all transactions in the memory to the USB stick including previously downloaded transactions. (This could be up to several thousand transactions)
- Get All - Uploads and downloads all the above files

The USB module and key can be used while the unit is in operation.

While not recommended, if the USB key is removed while in use, no transaction data will be lost. If the USB key is removed, the operation will need to be repeated to ensure all the data stored on the unit is retrieved.

USB Memory Stick

The Compac USB Module comes with a USB stick that has already been programmed for the customer with a unique file number. The number is located in the Compac folder and will allow the USB module to recognise the USB stick.

__NOTE:__ Each module must have its own key. You cannot have one USB key that covers multiple units.

You should always keep a secure copy of this file as if you lose your Compac USB stick the USB Module will not recognise any other USB stick unless it contains the unique "USB.key" file in the Compac folder.

It is also good practice to keep a secure copy of the Cards folder and Price folder if you are setting up the price through the USB.

The USB Module will display a "Non-Secure USB" error message if the USB Stick does not have the "USB.key" file or the file is not under the Compac folder.

Managing Files

To use the USB Module, lift the plastic cover of the module. The screen should display: *"COMPAC USB module press any key"*.
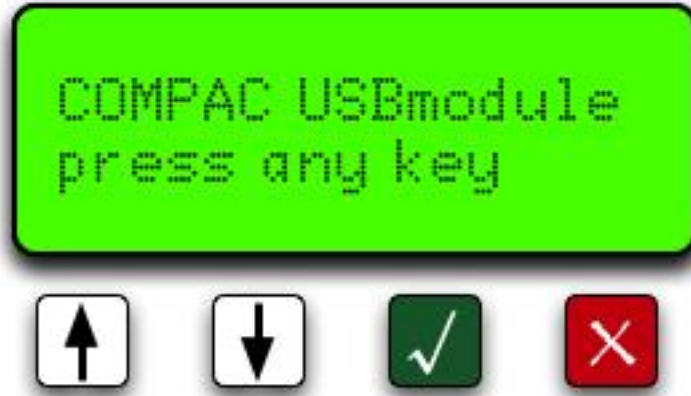

Figure 1: USB Module

Plug your USB stick into the USB slot and push any of the keys. It will then display ***Searching USB...***

Figure 2: Searching USB

If the USB stick does not contain the Compac USB security code the display will read ***Non Secure USB***. You will have to load the **USB Key** file onto the key before it will work.

If the USB stick has the security code and it has found the data on the USB stick, it will display ***Select [UP/DN] Do All? [OK]*** Refer to the screen Do All. Use the up ⬆ and down ⬇ buttons to go through the menu on the USB Module.

NOTE: *If the USB Module can't find the USB stick, pull it out and push it in again.*

Figure 3: Non-Secure USB

1) Do All

Do All uploads the cards files and price files from the USB stick to the module and downloads transactions and buffers from the module to the USB stick. Push the green ✓ button to start the operation. The unit will read *Please wait...* while it's uploading transaction and buffer files and downloading cards and price files. Be patient.

If you do not want to use this function, use the up or down keys to scroll through the other options.

NOTE: *Getting the buffer itself could take up to 5 minutes depend on how many transactions are in the unit.*

NOTE: *It is very important that you DO NOT unplug the USB stick before the USB module says* ***Complete Remove USB****.*

Figure 4: Do All Selection Screen

2) Set Price

Push down the button to move to the next option **Set Price**. Push the green ✔ button to send the price file to the module. The unit will read **Please wait...** Once the file has been uploaded to the unit it will say **Complete Remove USB**. You can now either unplug the USB stick or wait a few seconds for the screen to return to the menu to continue uploading or downloading more files.

```
Select [UP/DN]
Set Price? [OK]
```

Figure 5: Set Price Selection Screen

3) Send Cards

The next option is *"Send Cards"*. Push the green ✔ button to upload the card files to the module. The unit will read **Please wait...** Wait for the USB Module to say **Complete Remove USB**. You can now either unplug the USB stick or wait a few seconds for the screen to return to the menu to continue uploading or downloading more files.

```
Select [UP/DN]
Send Cards? [OK]
```

Figure 6: Send Cards Selection Screen

4) Get Buffer

Move down to the next option **Get Buffer**. Use this option if you want to download all the transactions from the module. This would include the old transactions that have been downloaded from the module before. This operation could take up to 5 minutes depending on how long the unit has been trading and how many transactions are held in the memory of the equipment. Push the ✔ button. The unit will read **Please wait...** Wait for the USB Module to say, **Complete Remove USB**. You can now either unplug the USB stick or wait a few seconds for the screen to return to the menu to continue uploading or downloading more files.

```
Select [UP/DN]
Get Buffer? [OK]
```

Figure 7: Get Buffer Selection Screen

5) Get Transactions

```
Select [UP/DN]
Get Trans? [OK]
```

Figure 8: Get Transactions Selection Screen

The last option is *"Get Trans"(actions).* Push the green ✔ button to download transaction file from the module to the USB stick. The unit will read *"Please wait..."* Wait for the USB Module to say, *"Complete Remove USB".* You can now either unplug the USB stick or wait a few seconds for the screen to return to the menu to continue uploading or downloading more files.
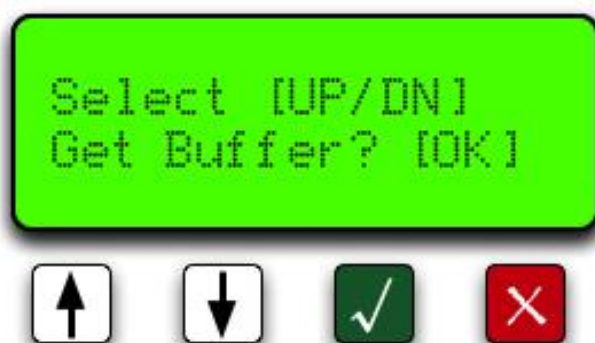
NOTE: *Every time you download transactions from the equipment, it tags them so they will not be downloaded again using this function. It also marks them as re-writable so as the transactions fill up the memory, it will overwrite the old transactions. Depending on functions, the equipment can store up to 5,000 transactions.*

USB Module Files

You can access the files on your USB key by plugging it into the USB port of your computer and clicking on the Compac file.
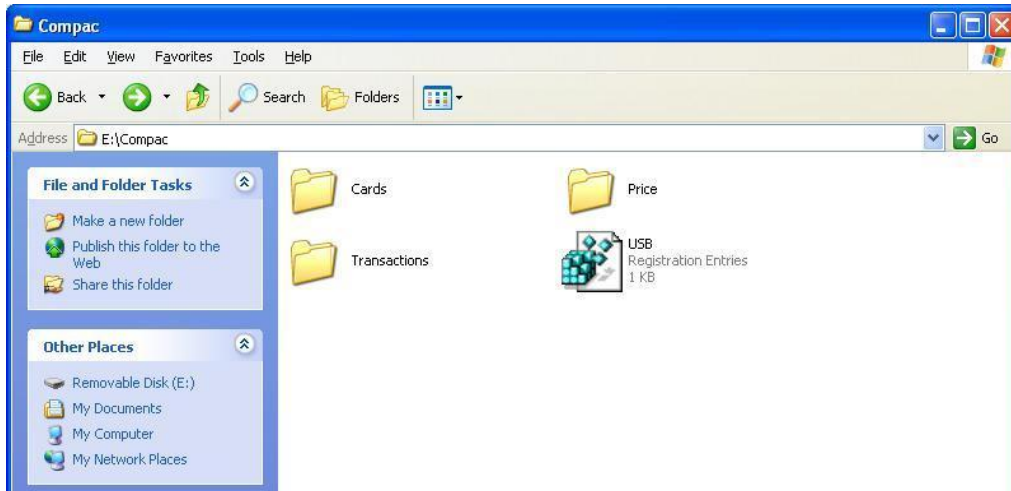
You will see the following folders:

Figure 9: USB key folders

Click on the Cards, Price or Transactions files to view, change or retrieve information.

**NOTE:** Only transaction information is uploaded from the module. Card and pricing information is stored on the key and downloaded to the module when requested.

1) Cards

Opening the Cards folder will show the Excel spreadsheet file for the cards called cards.csv.

	A	B	C	D	E	F	G	H
1	CARD_NUM	VALID						
2	1000	TRUE						
3	1001	TRUE						
4	1003	TRUE						
5	1004	TRUE						
6	6001316	TRUE						
7	6001317	TRUE						
8	6001318	TRUE						
9	6001319	TRUE						

Figure 10: Cards.csv Spreadsheet

Adding a Card

To add a card, enter the new card number in column A and the word TRUE in column B. Save the changes. Next time the USB key is inserted in the module and the Send Cards function selected, the new card number(s) will be installed.

Deleting a Card

Change the appropriate field in column B to FALSE. Save the changes. Next time the USB key is inserted in the module and the Send Cards function selected, the card(s) will be deleted.

NOTE: *The module will upload card information from the USB key and overwrite card information stored in the USB Module. The module cannot download card information to the USB key.*

NOTE: *It is not recommended to delete cards by deleting the card information.*

PIN Numbers

If you wish to use PIN numbers for added card security, you can add a new column titled SELECT_PIN. (Depending on the set-up you ordered, this may already be entered.) When a PIN number is added in this column, the user will be prompted to enter their PIN number. If a cell in this column is left blank, a PIN will not be asked for.

PIN numbers are 4 digits as standard.

	A	B	C	D	E	F	G	H
1	CARD_NUM	VALID	SELECT_PIN					
2	2900001	TRUE	1234					
3	2900002	TRUE	5678					
4	2900003	TRUE	3456					
5	2900004	TRUE	6543					
6	2900005	TRUE						
7	2900006	TRUE	7890					
8	2900007	TRUE						

Figure 11: PIN Number Spreadsheet

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User ID

The unit can be set up to manage user ID numbers. It requires a change to the configuration code of the unit and a new file called cardusers.csv added to the Cards folder of the USB key.

When set up, the unit will prompt for a user ID number and then a PIN number (if the card is set-up with a PIN).

Users are not linked to a particular card.

As PIN numbers are assigned to the card, all users will have to enter the same PIN number.

To assist with administration, you can set up a column linking names to ID numbers but this information will not be transferred to any reports.

NOTE: It is not recommended to delete user IDs by deleting the information. Use the word FALSE in the VALID column to remove the user ID from the unit.

	A	B	C	D	E	F	G	H
1	USER_ID	VALID						
2	1234	TRUE						
3	1235	TRUE						
4	1236	TRUE						
5	1237	TRUE						
6	1238	FALSE						
7	1239	TRUE						

Figure 12: User ID Spreadsheet

File Format

If the any of the above files are lost then a new file can be recreated by duplicating the headers in row 1 (case sensitive). Enter the card fields and save as a .csv file.

2) Price

Clicking on the Price file will show the pricing spreadsheet. Click on the icon to display the pricing information.

	A	B	C	D	E	F	G
1	PRODUCT_CODE	PRODUCT_PRICE	PRODUCT_NAME				
2	3	0.999	DIESEL				
3							
4							

Figure 13: Price Spreadsheet

Changing Price

To change pricing, change the figure(s) in column B to the new value. ($ per litre) Next time the USB key is inserted in the module and the Set Price function selected, the new price(s) will be installed.

NOTE: *The module will upload pricing information from the USB key and overwrite the information stored in the USB Module. The module cannot download pricing information to the USB key.*

File Format

If the price file is lost then a new file can be recreated by duplicating the headers in row 1 (case sensitive). Enter the pricing information and save as a .csv file.

3) Transactions

The Transactions folder has the downloaded transactions from the USB module. Click on the file you wish to view.

To help you find the correct file the transaction files are named using the following format: Transactions_Day (DD) Month (MM) Year (YYYY) Time (Hours Minutes Seconds).TRA

Example: Transactions_30112009140653.TRA was created on the 30th November 2009 at 2.06 and 53 seconds PM.

	A	B	C	D	E	F	G	H	I	J	K
1	Reference	Amount	Quantity	Hose	Product	Pump	CardNumber	LocalDateTime	Odometer	Tag	UserID
2	0	0.5	0.5	1	3	1	1354272	12/09/2002 6:14			
3	1	0.48	0.48	1	3	1	1354272	12/09/2002 6:15			
4	2	9.23	9.23	1	3	1	1354272	12/09/2002 6:17			
5	3	8.93	8.93	1	3	1	1354272	12/09/2002 6:20			
6	4	4.88	4.88	1	3	1	15954272	12/09/2002 6:26			
7	5	16.34	16.34	1	3	1	1354455	12/09/2002 6:27			
8	6	17.62	17.62	1	3	1	1354455	12/09/2002 6:28			
9	7	18.22	18.22	1	3	1	1354455	12/09/2002 6:28			
10	8	19.23	19.23	1	3	1	1354455	12/09/2002 6:29			
11	9	3.21	3.21	1	3	1	1354272	12/09/2002 6:30			
12	10	2.09	2.09	1	3	1	1354272	12/09/2002 6:30			
13	11	1.23	1.23	1	3	1	1354272	12/09/2002 6:30			
14	12	0.84	0.84	1	3	1	1354272	12/09/2002 6:36			
15	13	4.22	4.22	1	3	1	1354272	12/09/2002 6:36			
16	14	1.27	1.27	1	3	1	1354272	12/09/2002 6:39	258963		
17	15	2.05	2.05	1	3	1	1354272	12/09/2002 6:39	258		
18	16	1.24	1.24	1	3	1	1354272	12/09/2002 6:40	6		
19	17	4.46	4.46	1	3	1	1354272	12/09/2002 6:40	9		
20	18	6.08	6.08	1	3	1	1354455	12/09/2002 6:40	25		
21	19	7.35	7.35	1	3	1	1354455	12/09/2002 6:41	8		
22	20	2.09	2.09	1	3	1	1354455	12/09/2002 6:41	25		
23	21	1.42	1.42	1	3	1	1354455	12/09/2002 6:42	2		
24	22	3.03	3.03	1	3	1	1354455	12/09/2002 6:43	2		

Figure 14: Transactions Spreadsheet

File Format

The files shown are as follows:

- Reference - Every transaction is given a consecutive number from initialisation of the USB module
- Amount - The value of the transaction in local currency
- Quantity - The amount of fuel dispensed in litres
- Hose - The hose number used
- Product - The product code number
- Pump - The pump number
- Card Number - The number of the card used for the transaction
- Local Date Time - The date (DD/MM/YYYY) and time (24 hour clock) of the transaction
- Odometer - The odometer reading if entered
- Tag - Information is shown here if the unit uses mapped cards
- User ID - The ID number of the user if the unit is set up to prompt for a number

Customising Your Transaction Reports

If you want to include more card information on your transaction reports we have developed an automated process to include card information in your transaction file. This software requires an update to existing USB keys that do not have it. The new software is called USBTransJoin.exe and as its name suggests, it joins the card information on the USB key to the transaction records.

Software installation and setup instructions

1. Copy the USBTransJoin.exe file onto the Compac USB key and put it in the "Compac" Folder
2. In the "Cards" folder you will have a file called "cards.csv". The two standard columns in this file are "CARD_NUM" and "VALID"
3. To include information from this file into your transaction records you will need to create new columns that start with the prefix "D_". For example, if you wanted to include the name and unit number of the vehicle using cards you would add in two columns titles "D_Name" and "D_ Unit Number". See the screenshot below showing this example.
4. There is no limitation to the number of extra columns you add to the card file however the "CARD_NUM" and "VALID" column must not have their column names altered or other columns added to the left-hand side of them.

Figure 15: Cards.csv

How to use the software

Run the USBTransJoin.exe software by double clicking on it. A dialog box with appear with the message "Card file found".

Figure 17: Card File Found Display

Click on the "Process Transactions" button to merge the card information with the transaction information. A conformation message will appear showing the file path of the file created.
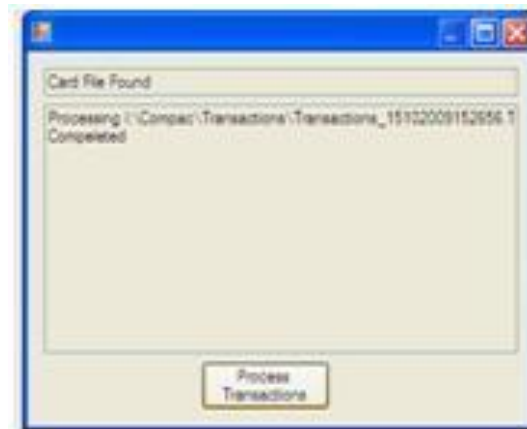

Figure 16: Path Created Conformation Message

Browse to the transactions folder on the USB key, a new folder will have been created titled "PostProcess". Inside this folder will be a CSV file with the merged transaction and card information. Any of the card information fields with the "D_" suffix will appear on the right side directly after all the normal fields that are in a transaction file. If you do not have any information allocated to that card the headers will be in this file but there will not be any information against that card. In this example below card number 51 had the name "Test 39" and Unit number "188" assigned against it.

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Figure 18: Merged Transaction Information

Powering Up

Figure 19: No Host Screen

When you power up the USB Module it will display *"COMPAC USB module ...no host"* as the software has not started running yet. It should change after 2 minutes or so and display the idle message saying "*press any key*".

If the no host message does not clear in 5 minutes, check all the cables are plugged in to the Compac Box.

Helpdesk Assistance

For any further queries regarding the above Service Advisory, contact the Compac Helpdesk.

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