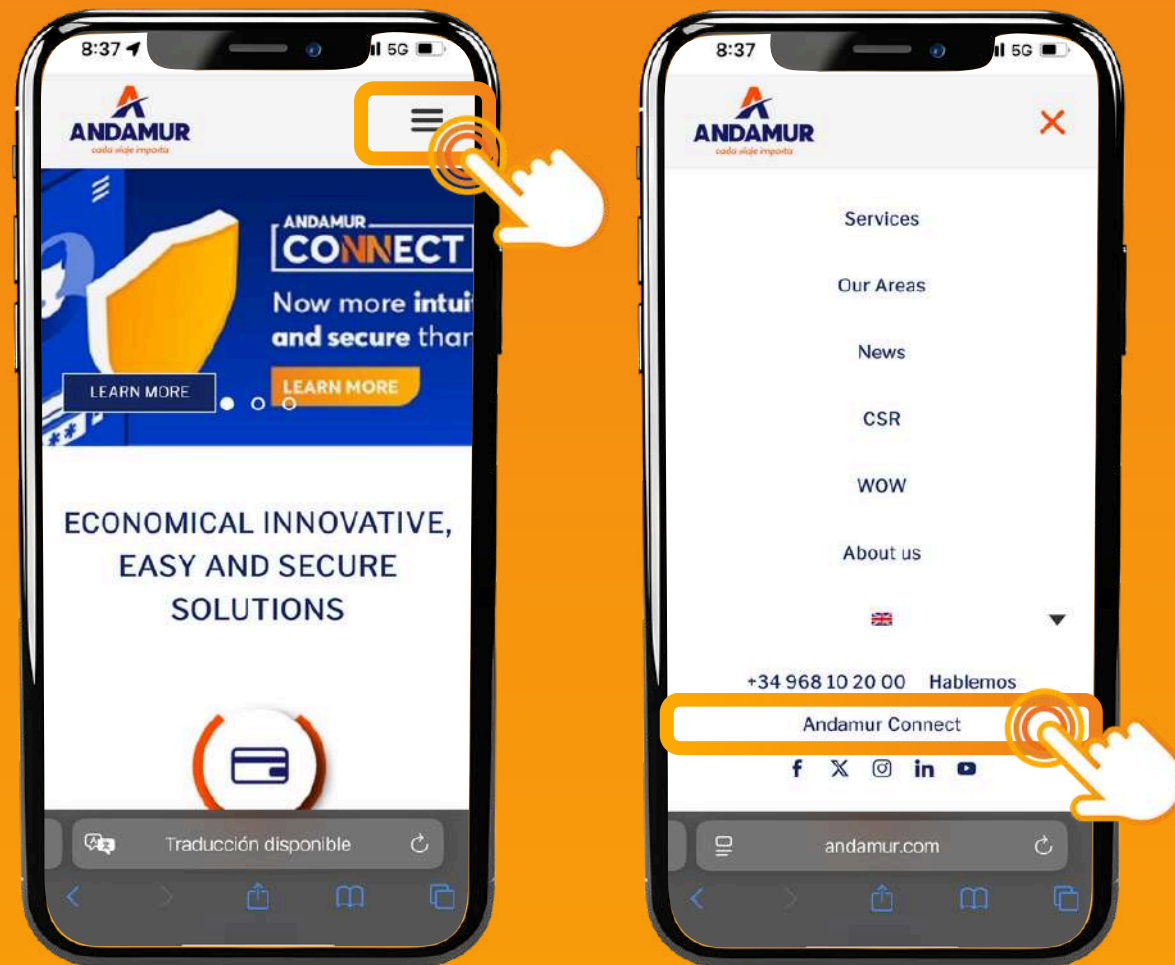




# STATION LOCKING AND UNLOCKING MANUAL





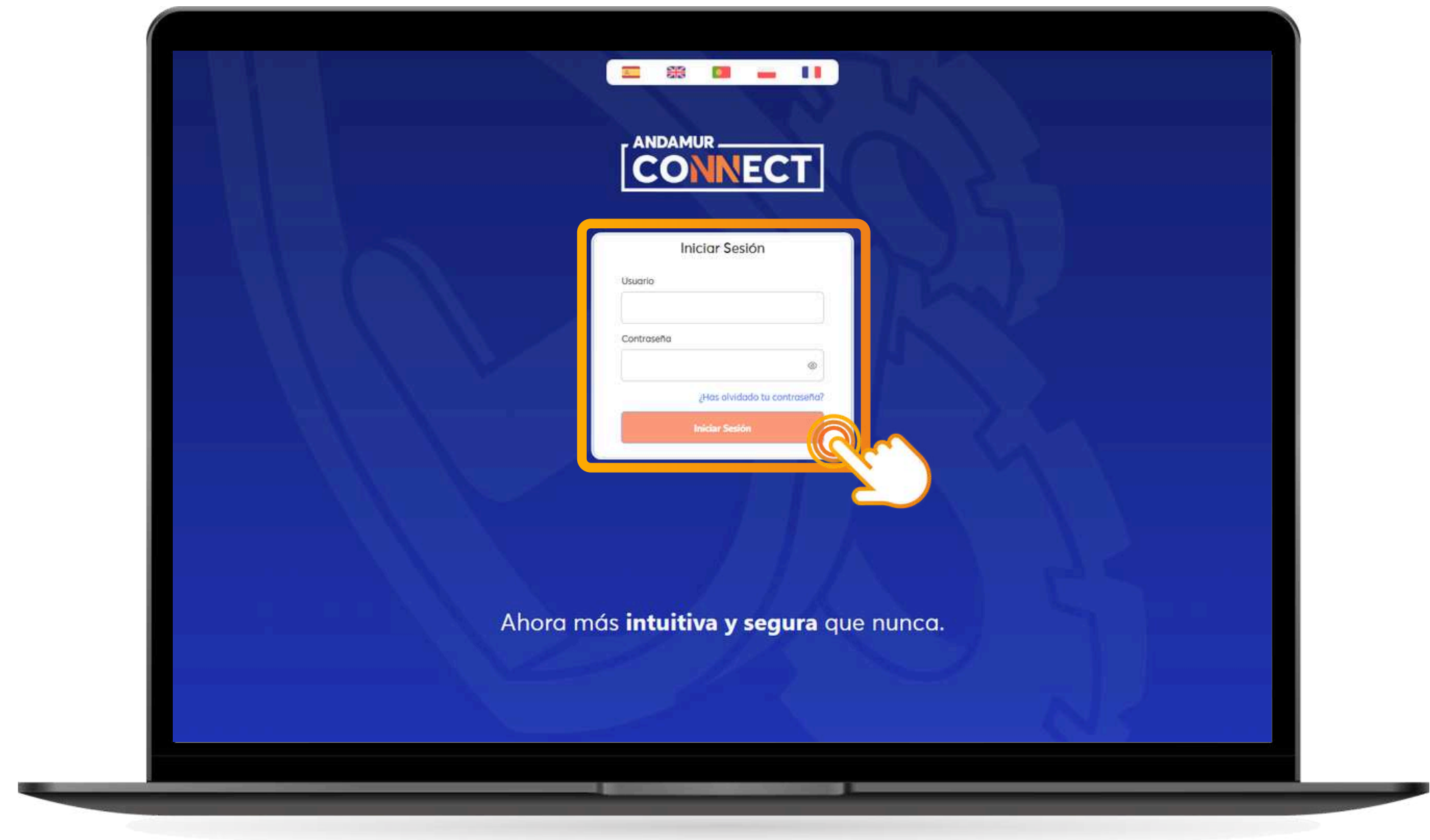


# 01

## ACCESS ANDAMUR CONNECT

You can access it from the top right corner at [www.andamur.com](http://www.andamur.com). Access is available from any device.





## 02 ACCESS ANDAMUR CONNECT

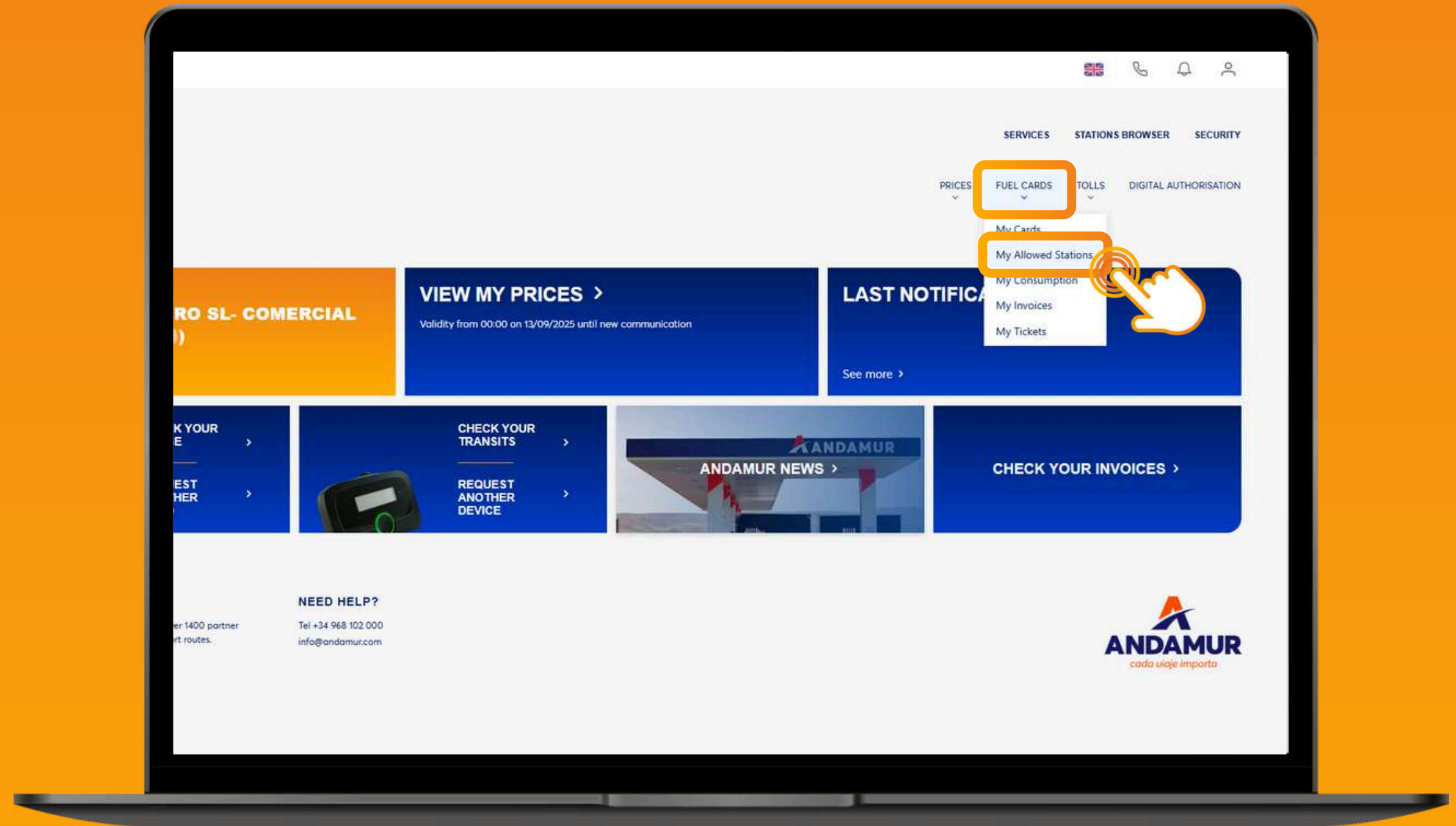
You can also access it directly from [connect.andamur.com](https://connect.andamur.com).



# 03

## ACCESS YOUR PERMITTED STATIONS

Once inside, select 'Fuel Cards' from the top bar, then click on 'My Allowed Stations'.

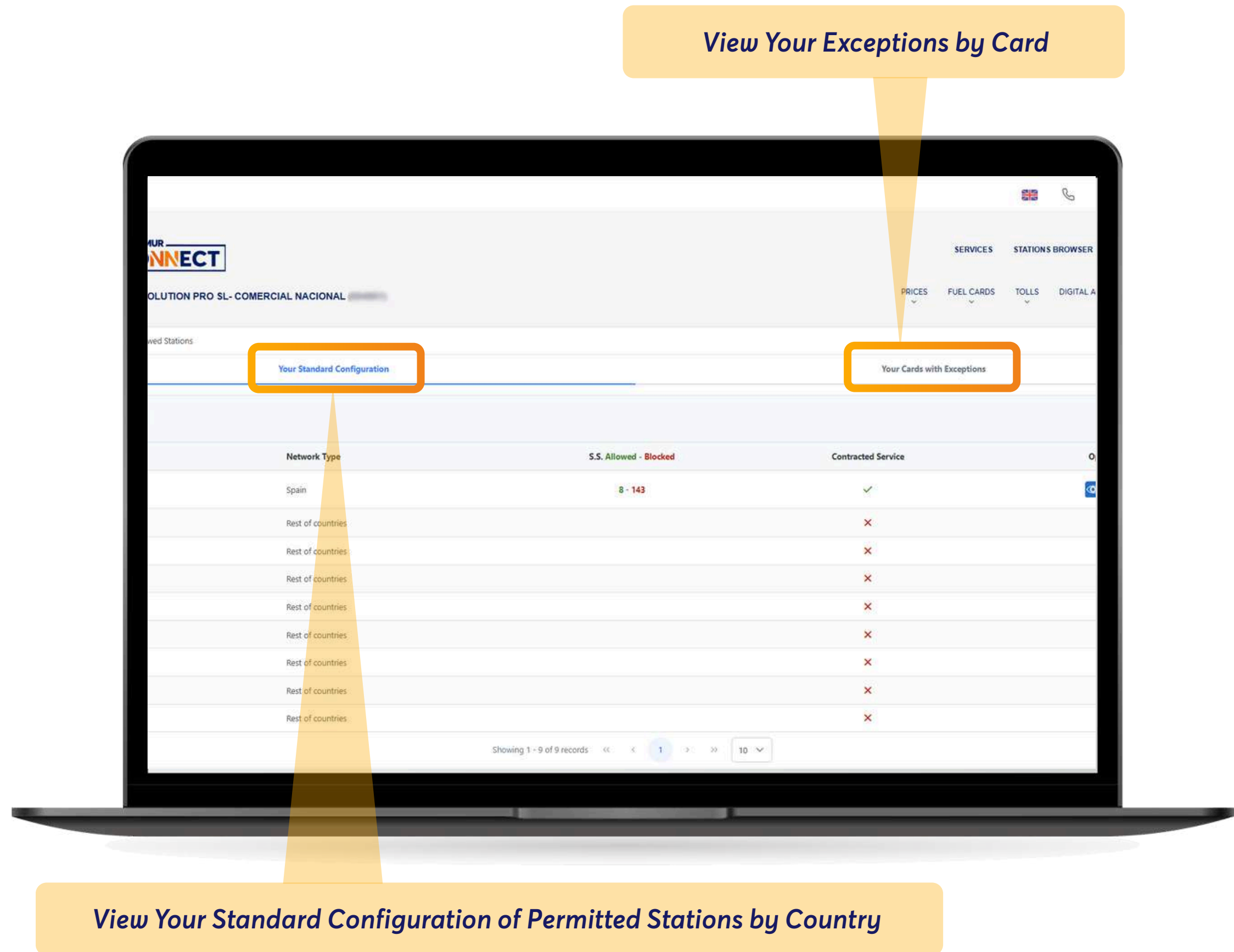


# 04

## VIEW YOUR PERMITTED STATIONS

In this section, you can view your standard settings for all your cards by country.

You can also view any exceptions you have created (if any) for each card.

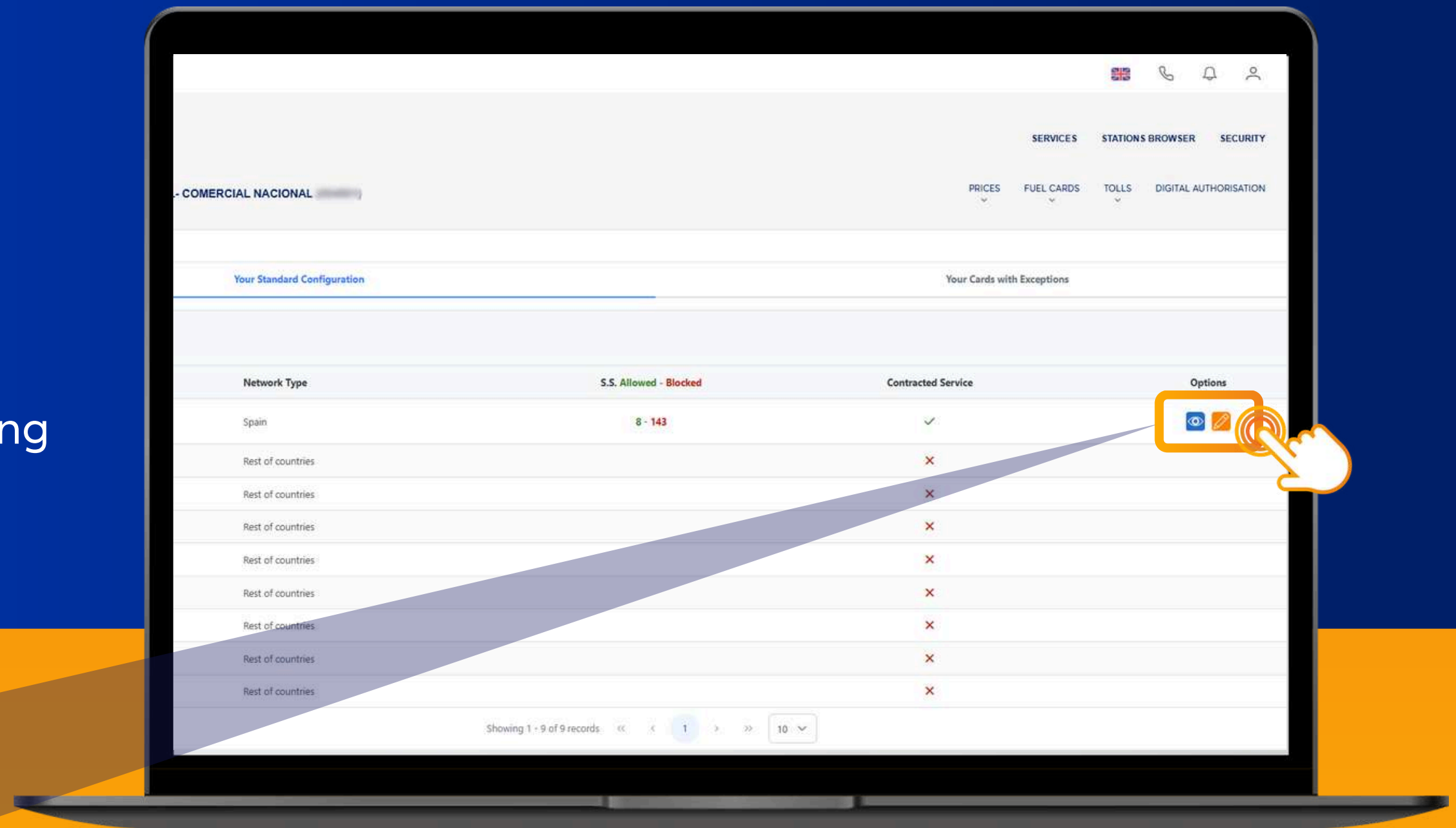


# 05

## EDIT YOUR STANDARD PERMITTED STATIONS SETTINGS

- *Block selection*

Select all stations in a country by clicking on 'Options' > 'Edit' ()



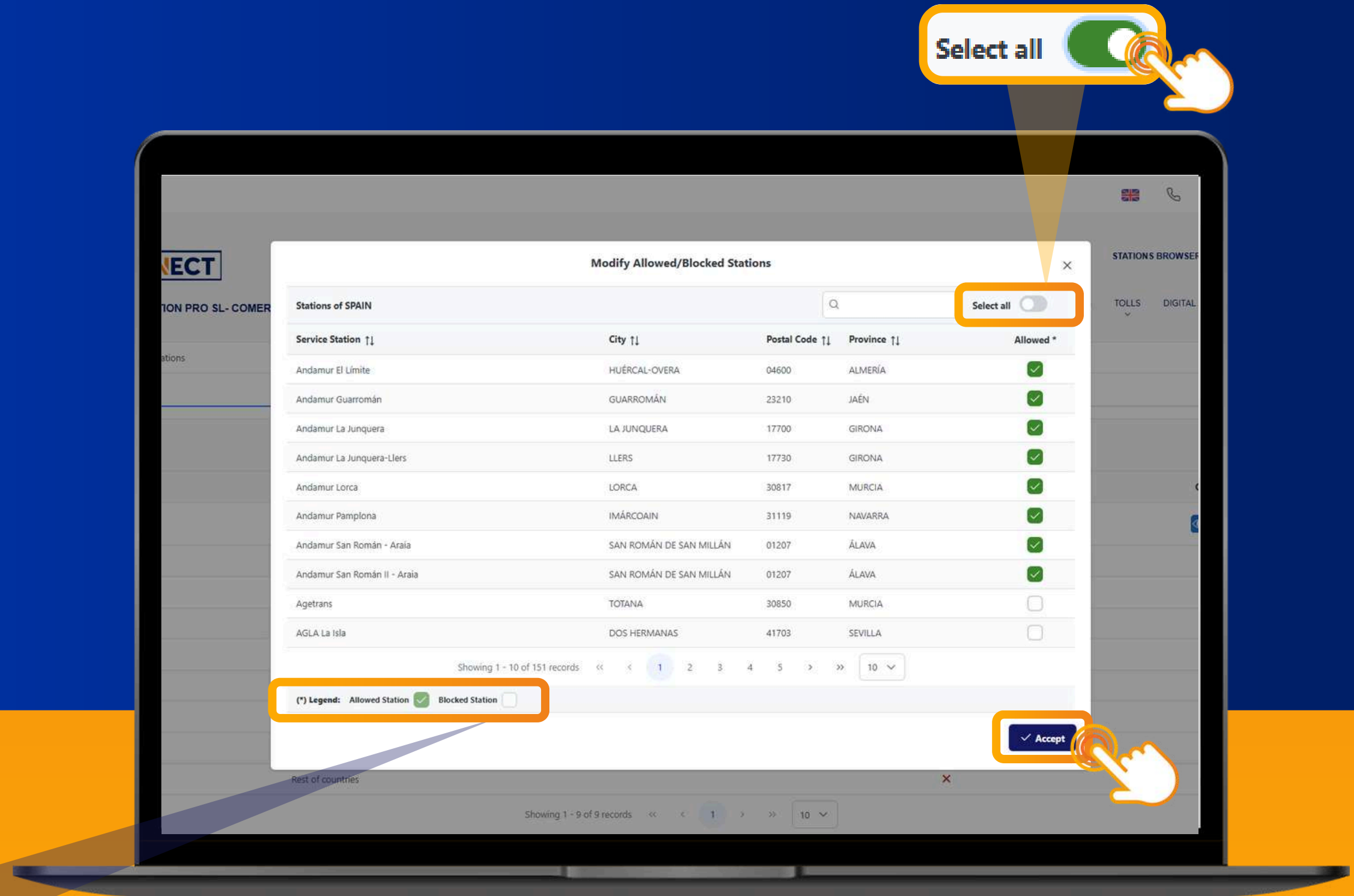


# 05

## EDIT YOUR STANDARD PERMITTED STATIONS SETTINGS

- *Block selection*

You can ALLOW/BLOCK all stations from the same country by clicking on 'Select all' and then clicking on 'Accept' to save the changes.



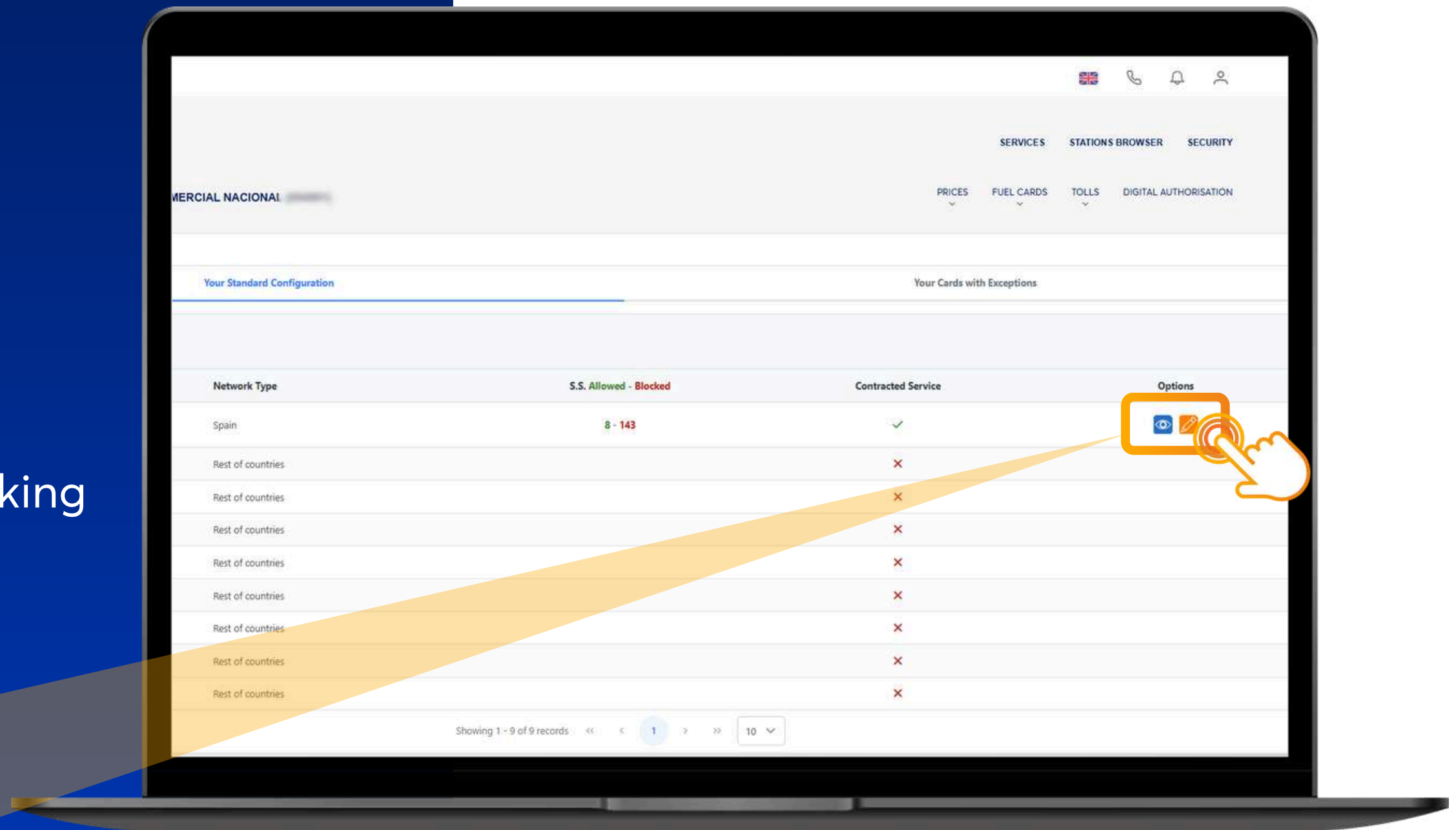
(\*) Legend: Allowed Station ☒ Blocked Station ☐

# 06

## EDIT YOUR STANDARD PERMITTED STATIONS SETTINGS

- *Individual selection*

Select the stations for a country by clicking on 'Options' > 'Edit' ()





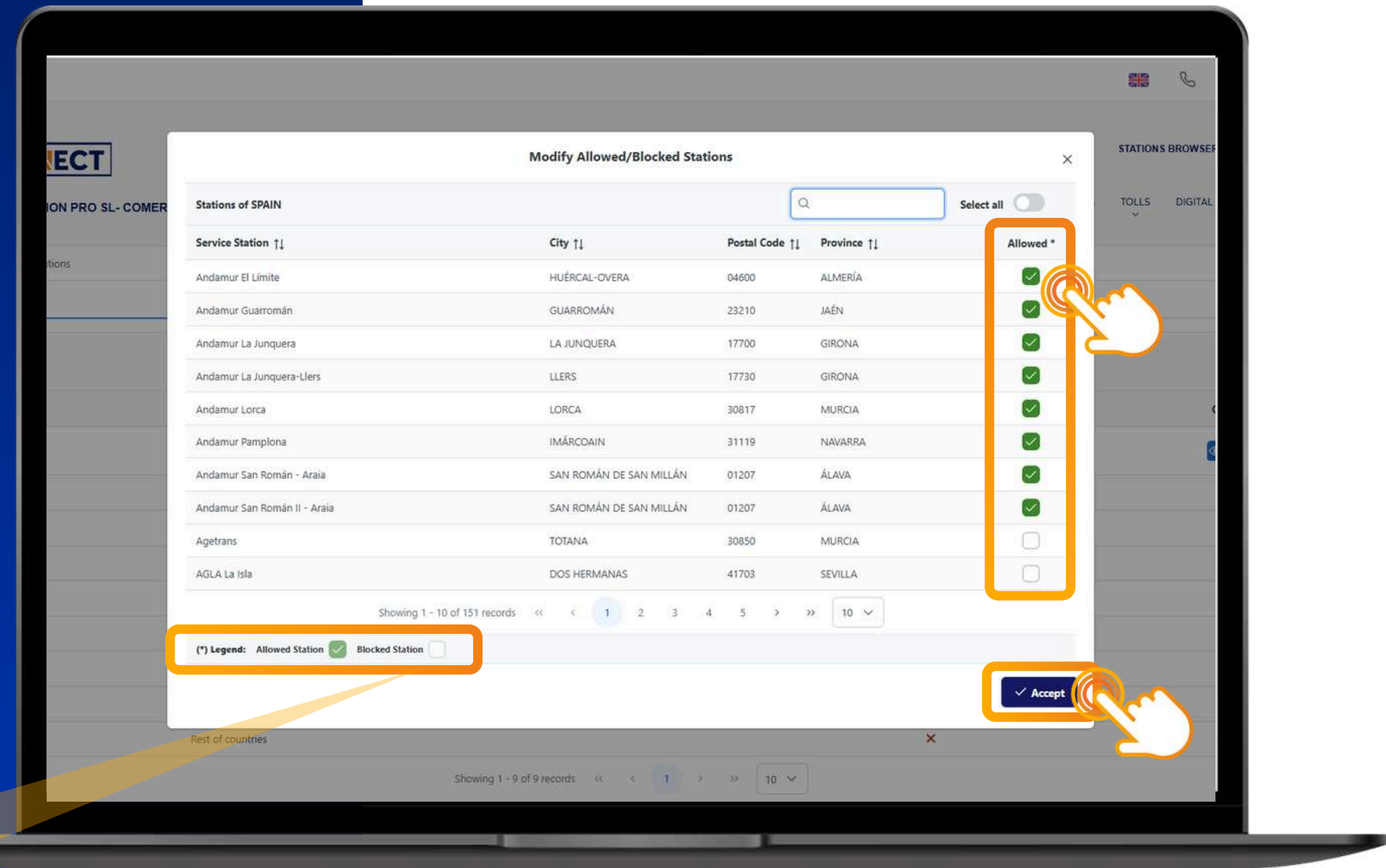
# 06

## EDIT YOUR STANDARD PERMITTED STATIONS SETTINGS

- *Individual selection*

Select the stations you wish to allow in the '**Allowed\***' column and deselect those you wish to block.

Click '**Accept**' to save your changes.



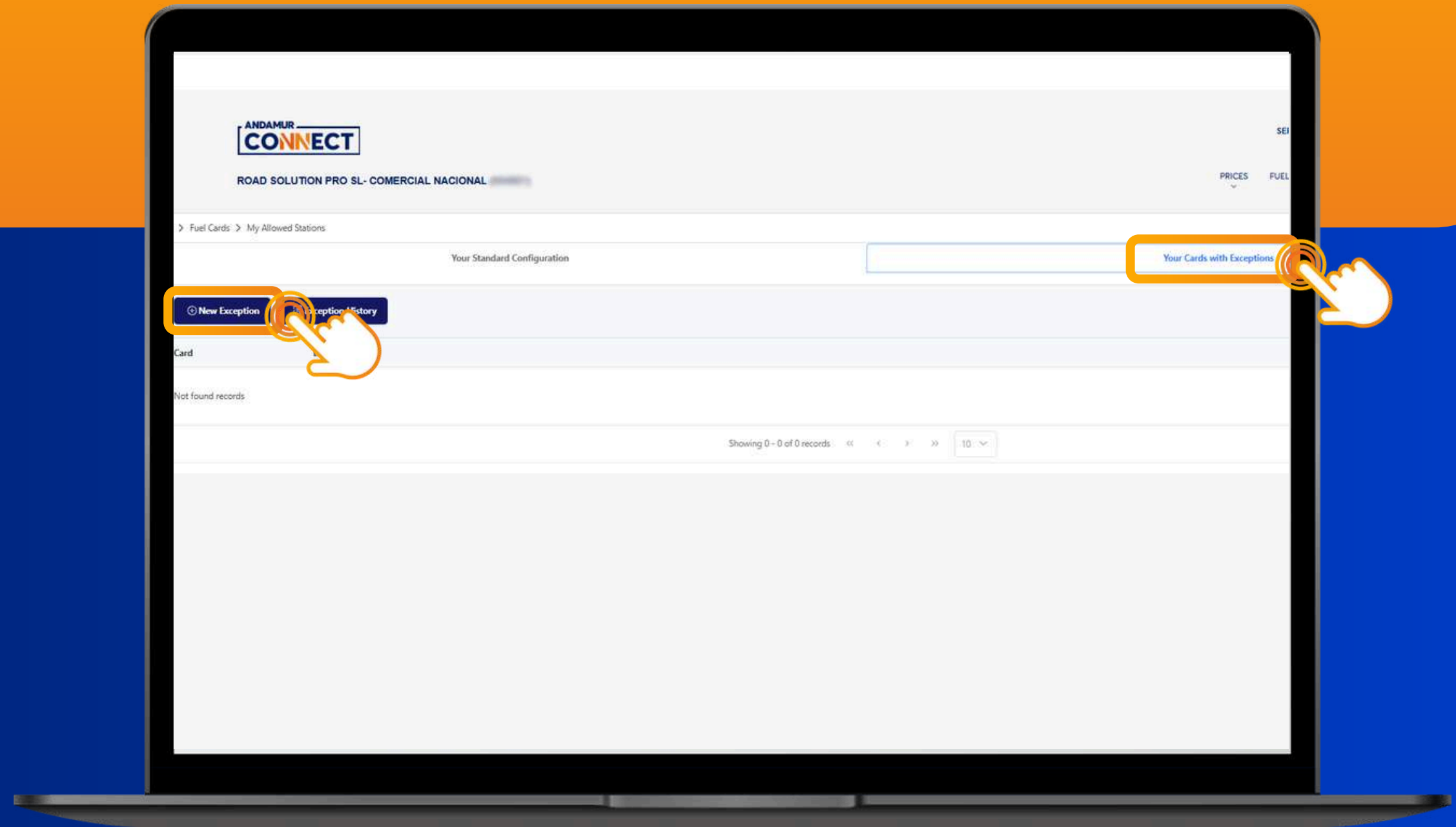
(\*) Legend: Allowed Station ☒ Blocked Station ☐

# 07

## SET UP EXCEPTIONS BY CARD

In addition to the standard settings, you can create specific exceptions for each card:

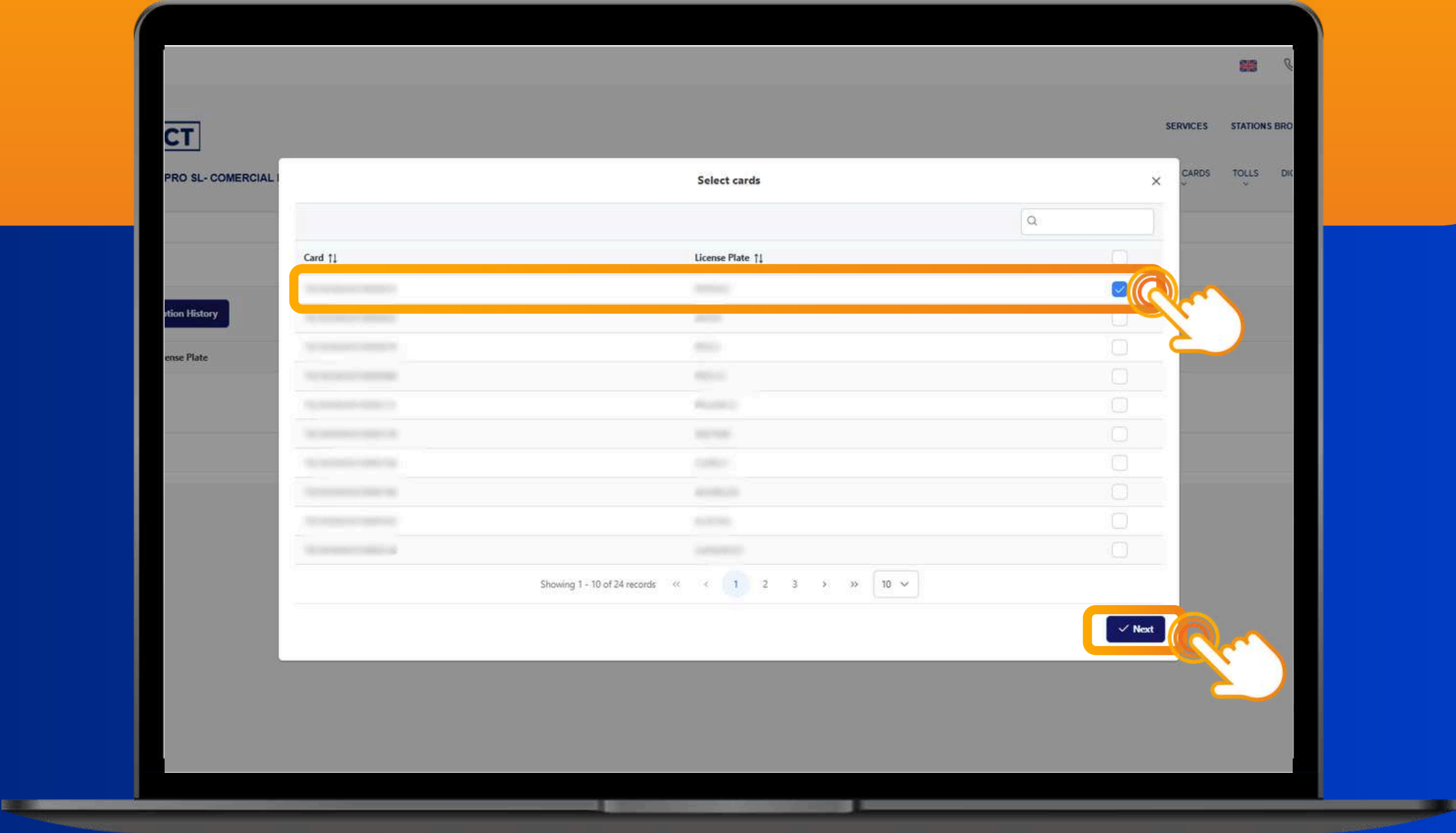
Select 'Your cards with exceptions' > 'New Exception'.



# 07

## SET UP EXCEPTIONS BY CARD

Select the desired card(s).  
Click on "Next".



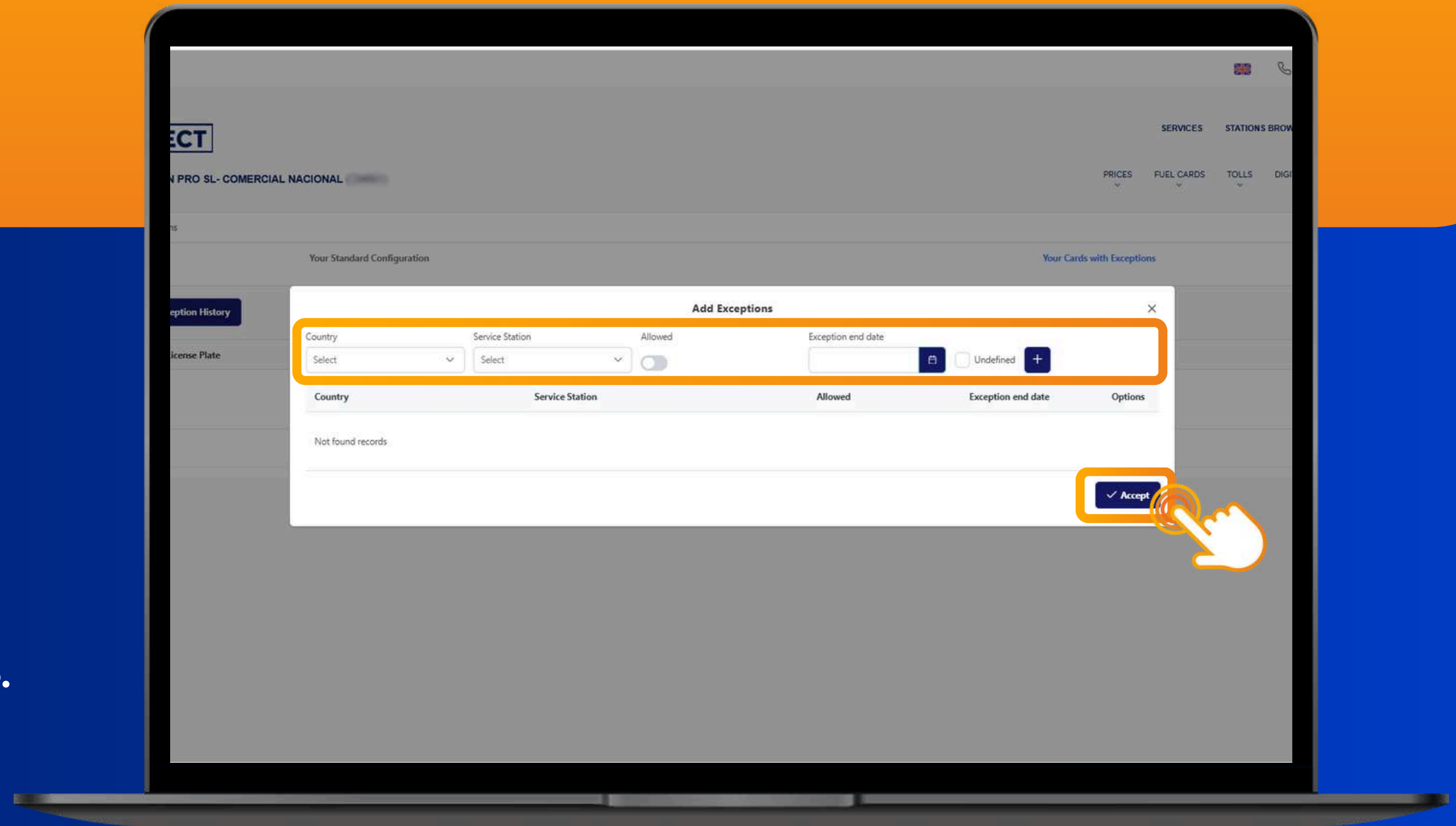


# 07

## SET UP EXCEPTIONS BY CARD

Add any necessary exceptions (allow or disallow specific stations), and click 'Accept' to confirm the changes.

**\*Exceptions may have an end date or be indefinite.**

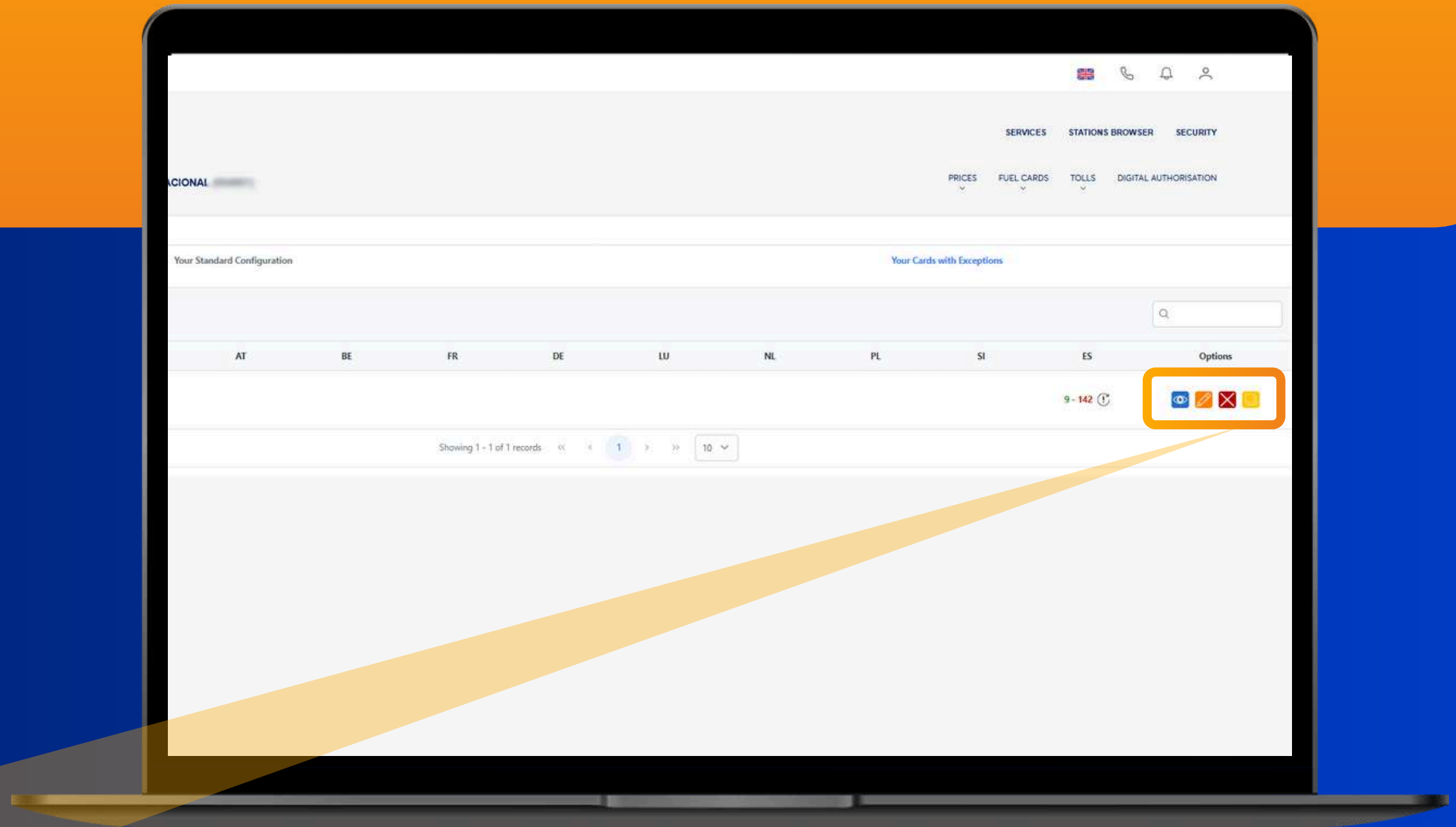


# 07

## SET UP EXCEPTIONS BY CARD

Once an exception has been created for a card, you can:

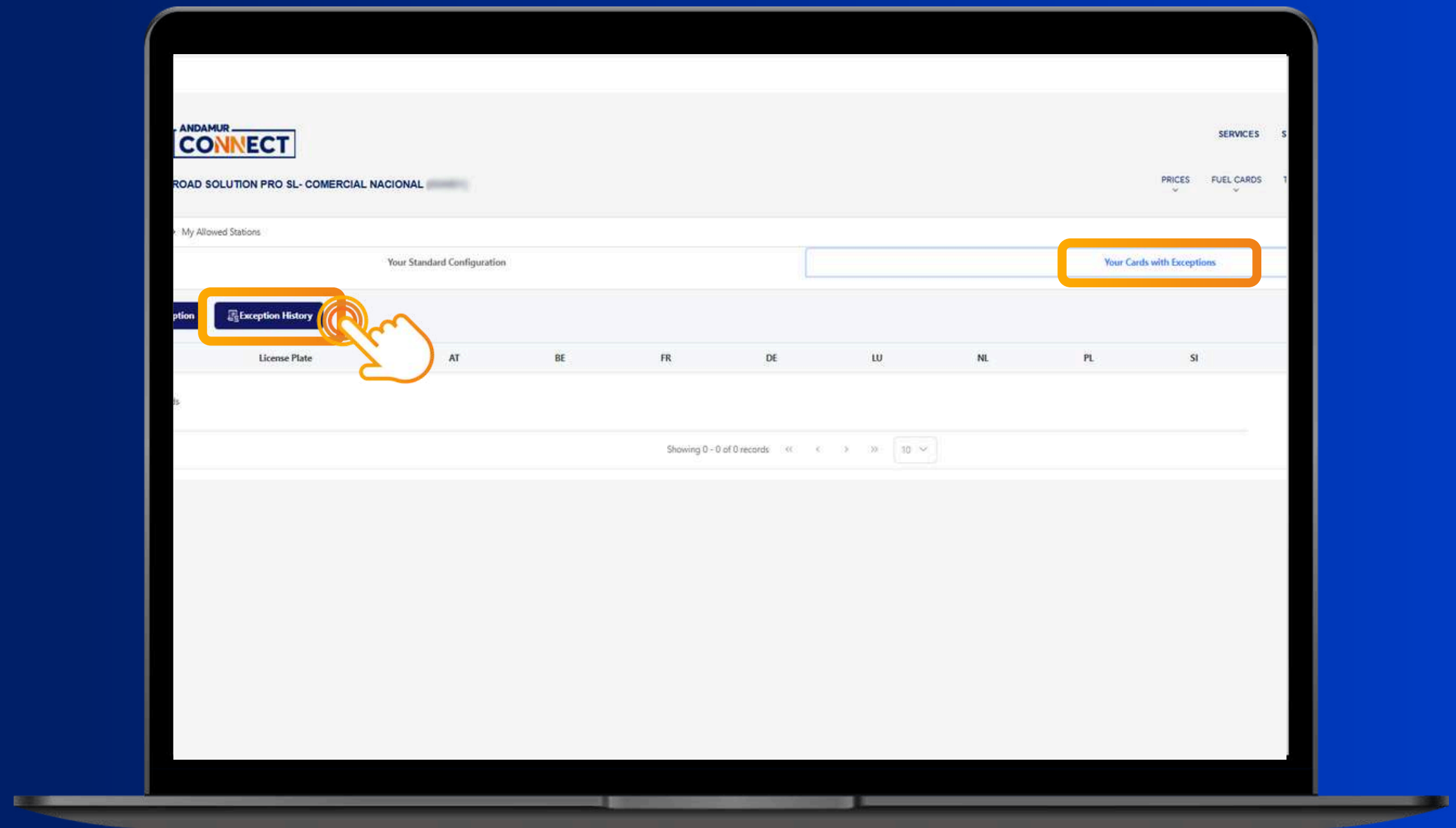
Modify / Change end dates / Delete / Clone exceptions



# 08

## CHECK THE HISTORY OF EXCEPTIONS

In the 'Exception history' section, you will find a list of all previously created exceptions.

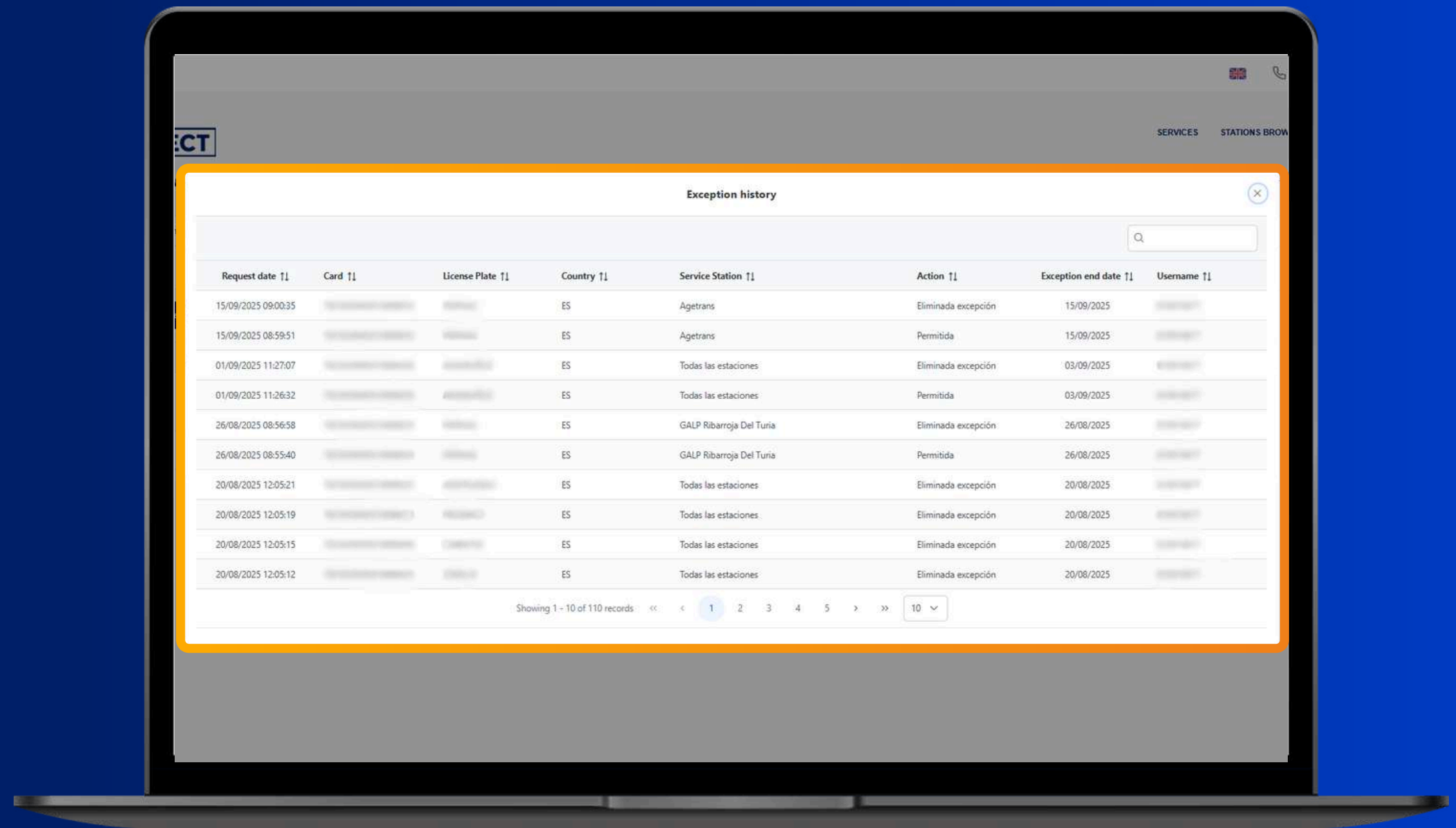




# 08

## CHECK THE HISTORY OF EXCEPTIONS

You can review them here at any time.





Now more **intuitive and secure** than ever.