VERSION 0.20 · SEPTEMBER 2026

Paton Takip
User Guide

Every screen of the panel, what it is for and the calculation behind it. The numbered markers on each screenshot match the list next to or below it.

Getting started
System, roles, sign-in

Daily work
Trips, fuel, anomalies, receipts

Money
Prices, billing, subcontractors, ledger

Definitions
Sites, vehicles, tariffs

Administration
Users, terminals, settings

Additional services
Alerts, integrations, logo

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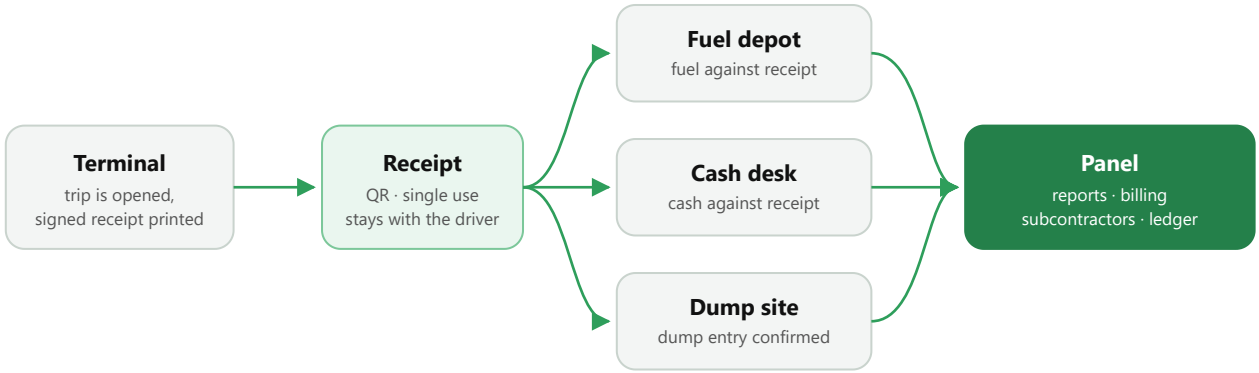
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Getting started

Paton Takip records excavation and haulage trips on site and verifies every trip with a **signed, single-use receipt**. This guide walks through the office **panel** screen by screen; using the terminal on site is summarised in a separate chapter.

How the system works

The receipt is at the heart of the system. The terminal on site records the trip and prints the receipt; whoever hands out fuel, pays cash or confirms the dump scans *the same receipt*. Every movement of money and material is therefore tied to a trip, and at month end billing is settled on recorded trips, not on tallies.



Every movement of money and material is tied to a trip through its receipt.

- **Receipts cannot be forged.** The QR is signed with a key generated inside the terminal that never leaves the device. The server can only verify it; a photocopy cannot be used a second time.
- **Works without internet.** With no signal, records queue on the device and are sent automatically once the connection returns. The panel shows how many records each device is holding.
- **Trips are cancelled, not deleted.** A wrong trip stays in the list together with the reason; every change in the panel is written to the audit log.

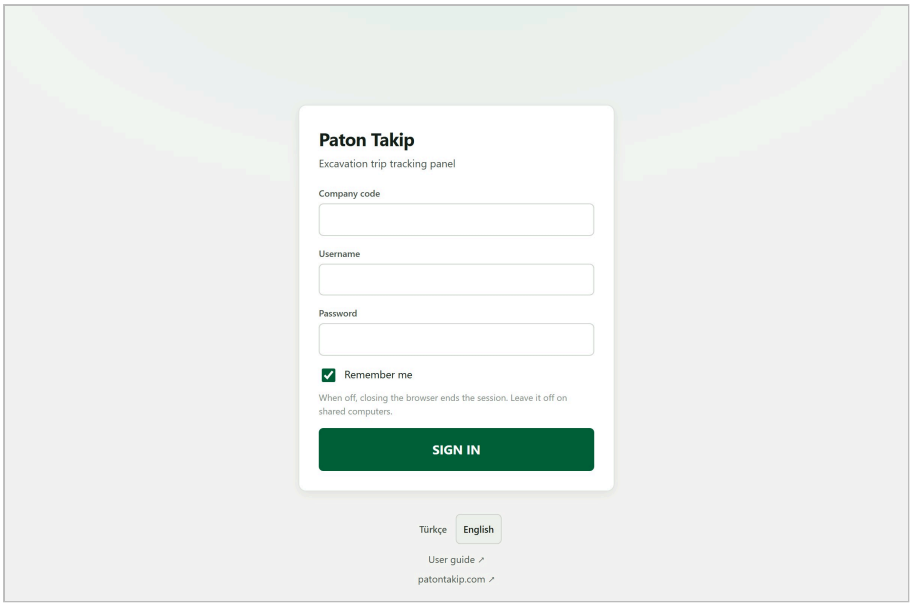
Roles and permissions

Every user has a role, and the menus they see in the panel depend on it. The **company administrator** has the widest access: they create user accounts, reset forgotten passwords and close the accounts of staff who leave (Users).

ROLE	WHERE	WHAT THEY CAN DO
Operator	Terminal	Opens trips and prints receipts. Writes the reason on site when a trip is flagged. Cannot sign in to the panel.
Station	Phone / panel	Only verifies receipts and closes them as used (fuel, cash, dump). Does not see the trip list.
Supervisor	Panel	Sees every report; cancels trips, reviews and closes anomalies.
Accounting	Panel	Sees reports and the account ledger; enters debits and collections, posts billing to the ledger, verifies receipts. Cannot change definitions or settings.
Company administrator	Panel	All of the above, plus user accounts, site, vehicle, tariff and unit price definitions, operating settings and terminals.

NOTE **Prices are a trade secret.** Only the company administrator sees the *Unit prices* screen. Supervisors and accounting see billing amounts but not the price definitions.

Signing in

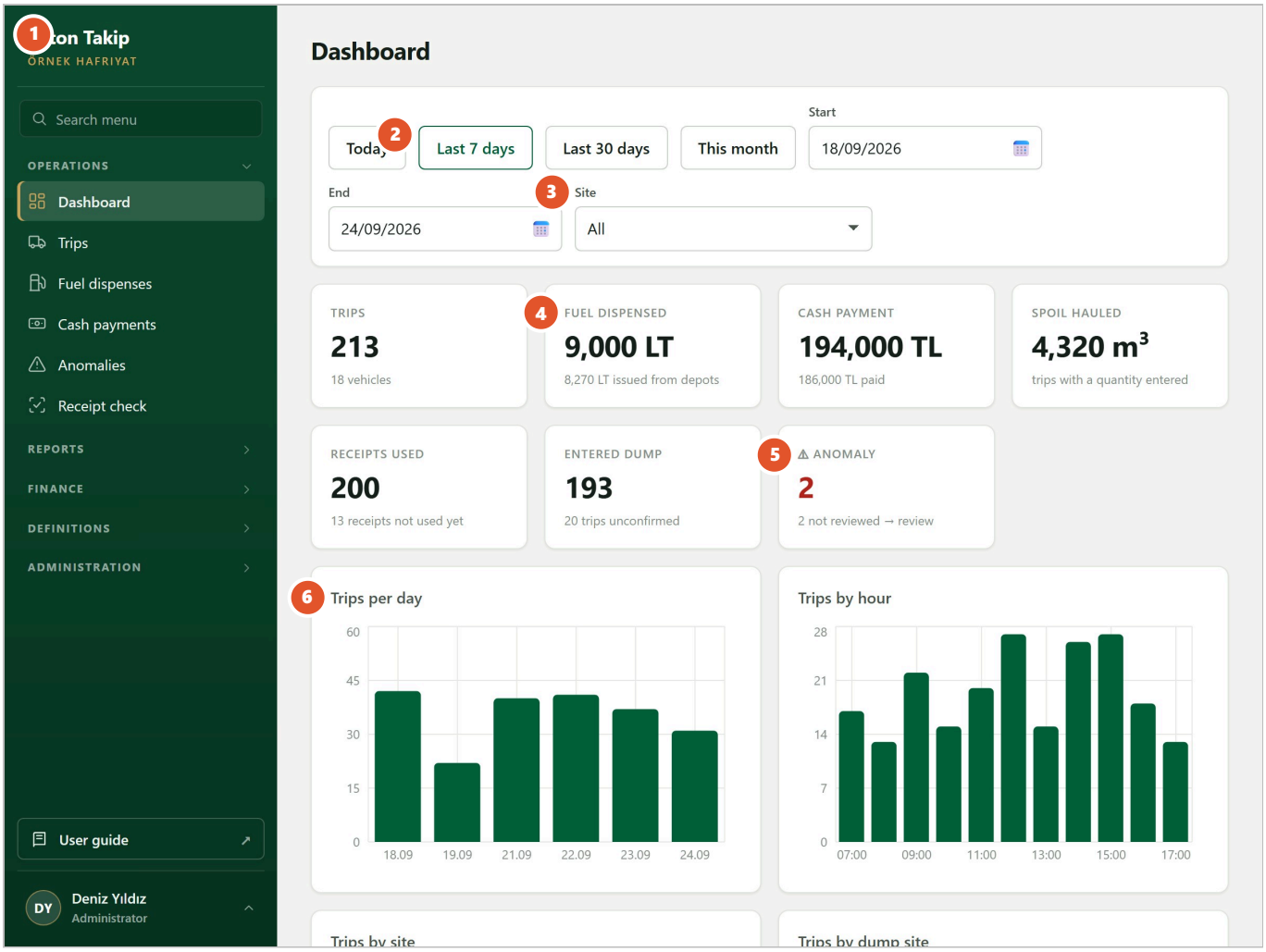


Sign-in screen

1. Open `panel.patontakip.com` in your browser.
2. Enter your **company code**, **username** and **password**. You receive the company code when your account is created.
3. On your own computer, leave **Remember me** on; on shared computers turn it off, so the session ends when the browser is closed.
4. If two-step verification is on for your account, you are asked for the 6-digit code from the app on your phone.

> **TIP** **Language.** Use the **Türkçe / English** buttons below the card to switch the panel language; the choice is remembered in this browser. Date and number formats follow the language (1.234,56 ↔ 1,234.56).

Screen layout



Dashboard — the company's daily summary

1. **Menu.** Depends on your role: daily lists and the *Money*, *Definitions* and *Administration* groups. The **User guide** button at the top opens this guide; at the bottom are the theme (light/dark), language, password change and sign-out.
2. **Quick dates.** Today, the last 7/30 days or this month in one tap; you can also type any range into the date fields.
3. **Site filter.** The summary and charts show only the selected site.
4. **Summary tiles.** Trips, fuel dispensed, cash, quantity hauled, receipts used and trips that entered the dump. The second line shows the difference: "8,270 L dispensed from depots" compares what was printed on receipts with what was actually handed out.
5. **Anomaly tile.** Turns red when there are unreviewed anomalies; click it to open the Anomalies screen.
6. **Charts.** Trips per day and per hour, breakdowns by site, dump site and material, and the vehicles with the most trips.

TIP **Typing dates.** Just type the digits into a date field (e.g. `01082026`); the separators are added for you. The calendar icon lets you browse month by month.

NOTE **Excel on every list.** Most lists have an **Export to Excel** button. The file is a real `.xlsx`: numbers arrive as numbers and dates as dates, the header row is frozen and filters are on. Plates stay as text, so leading zeros are kept.

Daily work

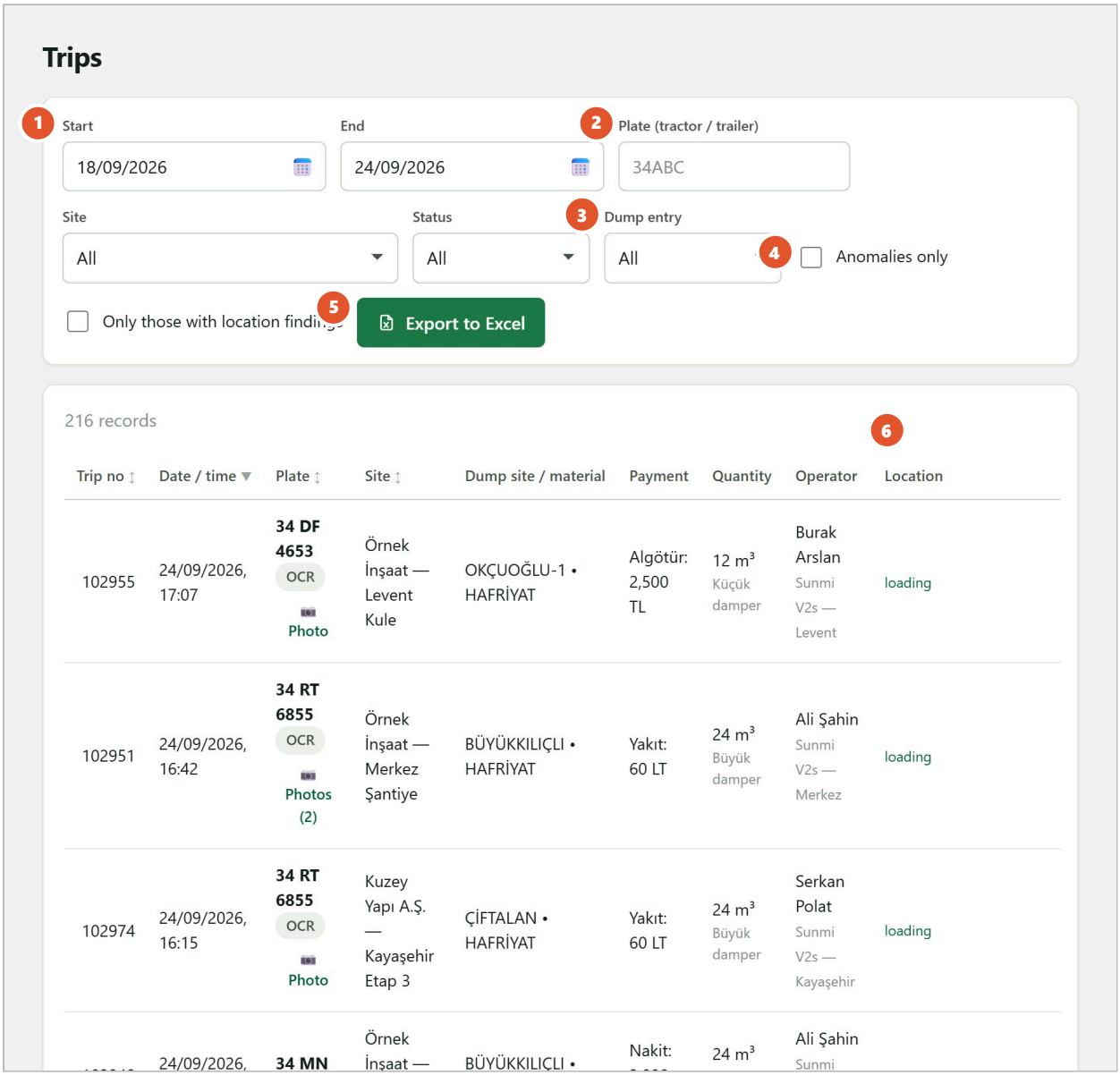
Who uses it **Company administrator** Supervisor Accounting

The screens where records from the field are followed and corrected.

Trips

Menu › Trips

Every trip opened on site. The list is paged; click a column header to sort.



Trip list

1. **Date range.** Today's trips by default.
2. **Plate search.** Finds trips by truck plate or trailer plate.
3. **Dump entry.** Choose "Not entered" to keep only trips not confirmed at the dump site — the first list to check before billing.
4. **Anomalies only / location findings only.** Filters out the questionable trips.
5. **Export to Excel.** Exports with the filters on screen.
6. **Location.** Where the trip was opened; a warning badge appears if it is outside the usual area.

What the badges on the rows mean:

BADGE	MEANING
OCR / manual	Whether the plate was read by the camera or typed by hand.
Used	The receipt was scanned at the station; fuel or cash was handed out.
⚠	Anomaly: the same plate took a second trip within a short time.
loading / dump	Location finding: the trip was opened/confirmed outside the usual location of the site or dump site.
Cancelled	The trip was cancelled; the reason and who cancelled it are shown. It is left out of all amounts.

Cancelling a trip (Supervisor, Administrator)

1. Click **Cancel** on the trip's row.
2. Enter the reason (e.g. "Wrong plate entered"). The reason is required and written to the audit log.
3. Confirm. The trip stays in the list with the Cancelled badge and drops out of billing and reports.

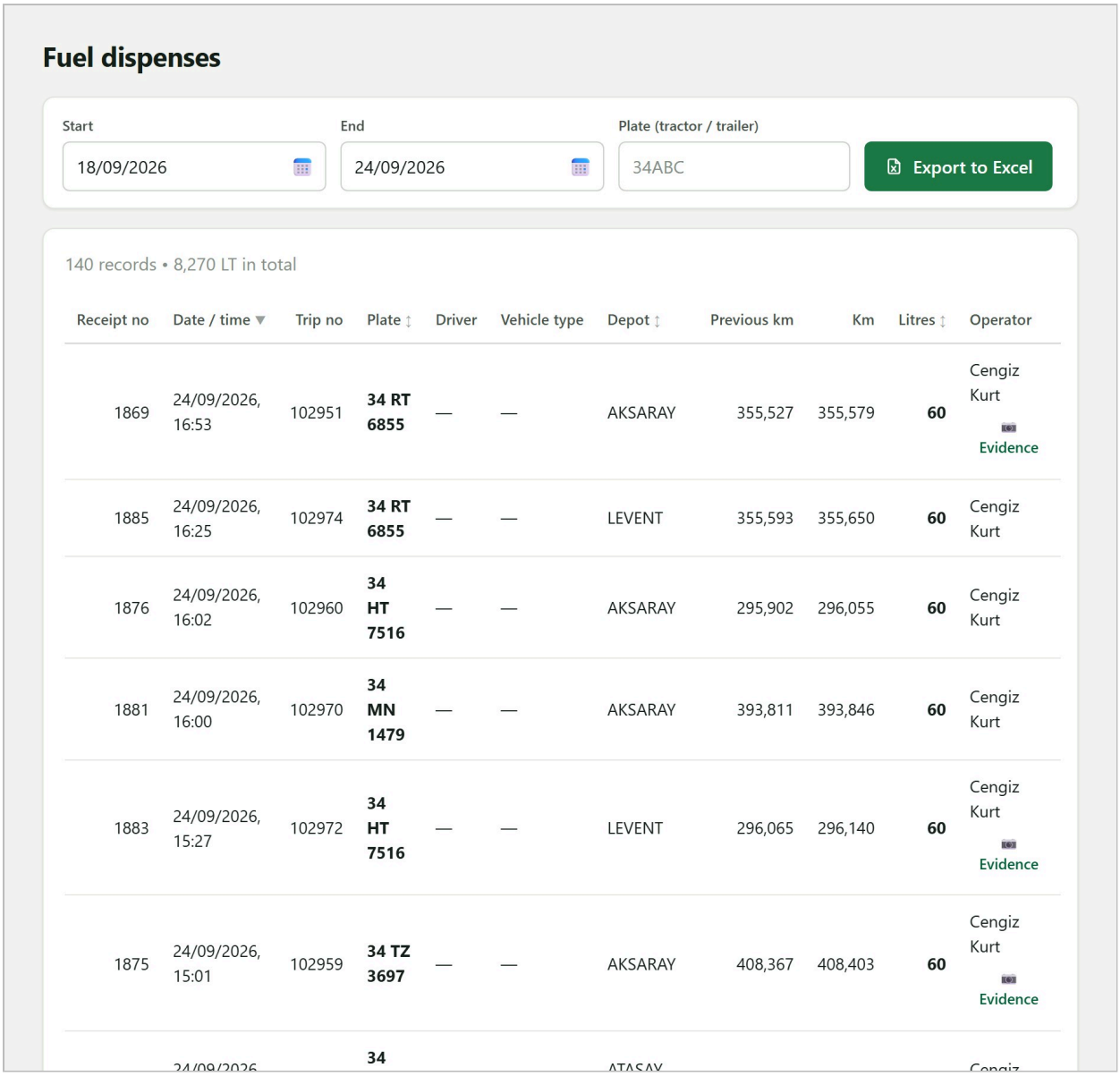
TIP **Plate photos.** When the plate was read by the camera, a 📷 **Photo** link appears under it: it opens the frames the terminal took at that moment (the one used for the trip and any retakes). This is the first place to look when a plate is disputed. Photos are kept for 90 days; there is no photo when the plate was typed by hand.

CAUTION **A trip whose receipt was used cannot be cancelled. Cancel** is not shown on a trip where fuel or cash was handed out — cancelling a trip that money left against would make the records inconsistent. First **Undo** the row in Fuel dispenses or *Cash payments*, then cancel the trip.

Fuel dispenses and cash payments

Menu › Fuel dispenses / Cash payments

Fuel and cash handed out at the station against a scanned receipt. Every row is tied to a receipt and a trip.



Fuel dispenses: depot, previous and new odometer, litres

CAUTION **Undo.** A dispense to the wrong plate or with the wrong amount is removed with **Undo**; the receipt becomes usable again. A reason is asked for and the action is written to the audit log.

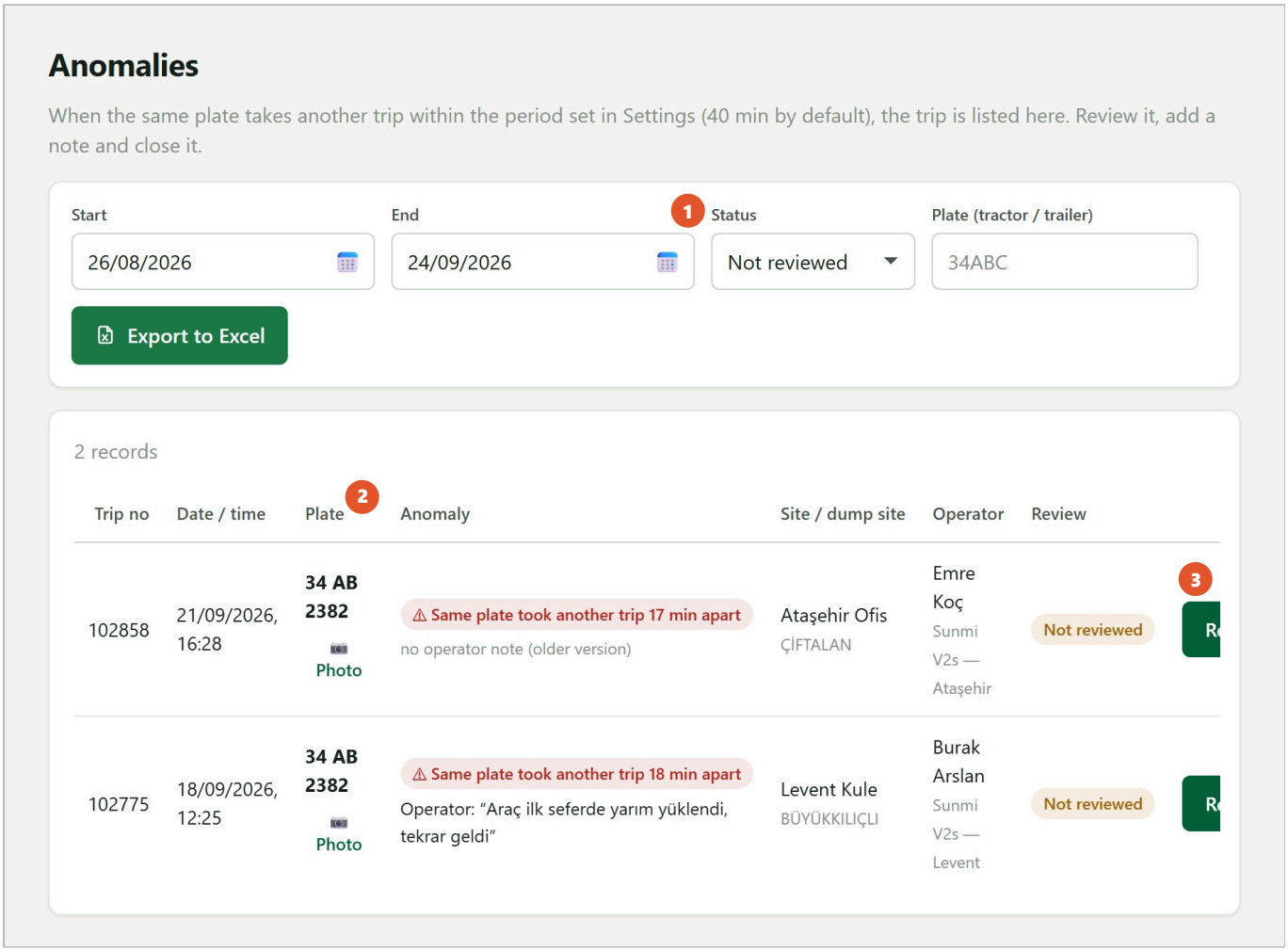
The **Evidence** link shows the frame of the receipt the terminal scanned during the transaction and where it happened. This answers “was the fuel really given to this truck, and where?”. Typing a trailer plate into the plate box also finds records posted under the truck’s front plate.

Anomalies

Menu › Anomalies

Who uses it **Company administrator** Supervisor

When the same plate takes a second trip within the window set in Settings (40 min by default), the terminal asks the operator why; the trip is still recorded but listed here.



Anomalies waiting for review

1. **Status.** Only unreviewed anomalies by default.
2. **Anomaly and the operator's note.** The reason written on site appears in quotes.
3. **Reviewed.** Add your note and close it; who closed it and when is recorded.

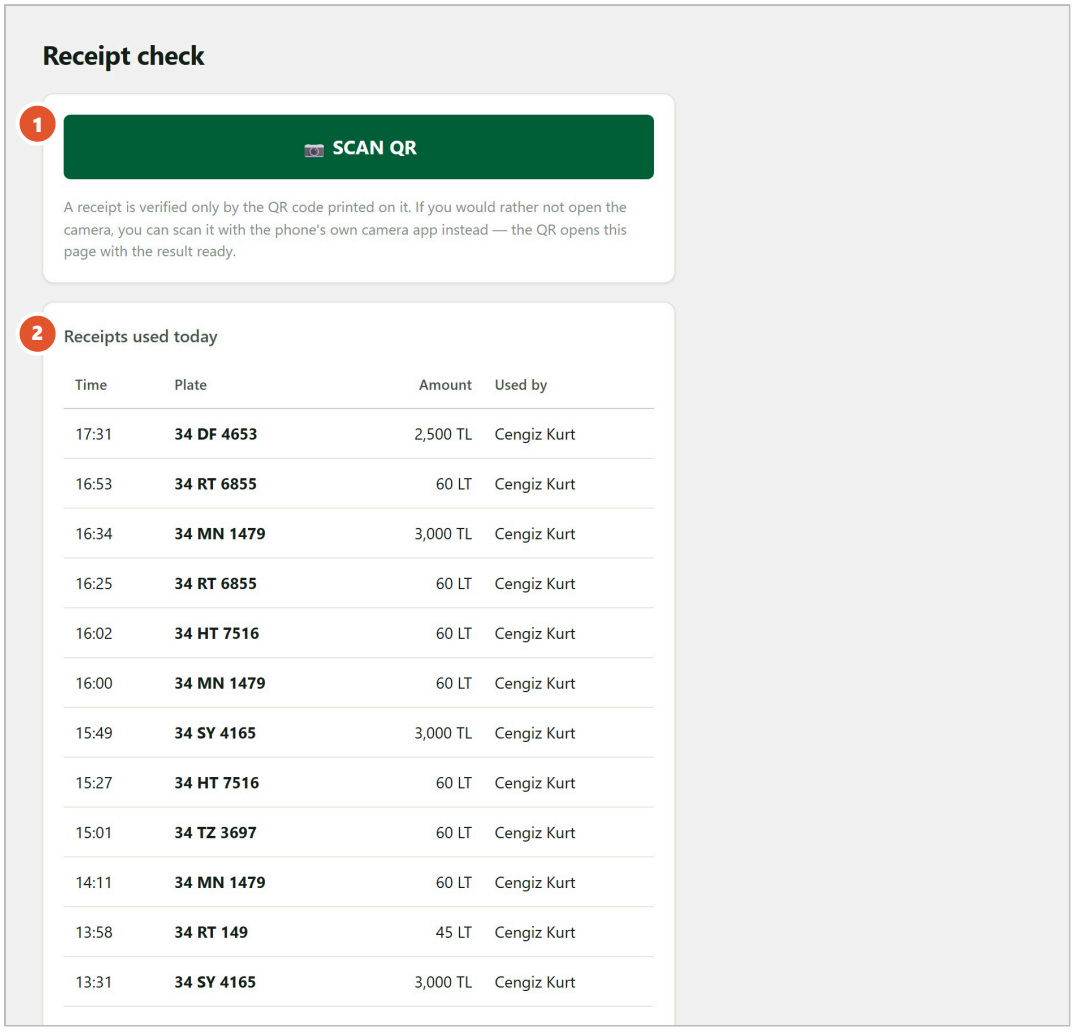
> **TIP** **An anomaly is not the same as fraud.** A truck that turns back half-loaded or a closed dump site also produces an anomaly. The point is to make the decision in the office — on record — rather than on site.

Receipt check

Menu › Receipt check

Who uses it: Station | Accounting | Supervisor | Company administrator

The station attendant's screen, designed for phones. A receipt is verified only by its QR code.



Receipt check and receipts used today

1. **Scan QR.** The camera opens; the result appears as soon as the QR is in the frame.
2. **Receipts used today.** Time, plate, amount and who scanned it.

RESULT	WHAT TO DO
✓ VALID	First scan of this receipt. Hand out the fuel/cash with **Mark receipt as used**; the receipt is closed.
! USED	This receipt was already used: it shows who used it, when and where. Do not proceed.
✕ INVALID	The signature does not match, or the receipt comes from a revoked terminal. Possible forgery — do not proceed.

TIP **If you prefer not to open the camera,** scan the QR with the phone's own camera app; this page opens with the result ready.

Reports

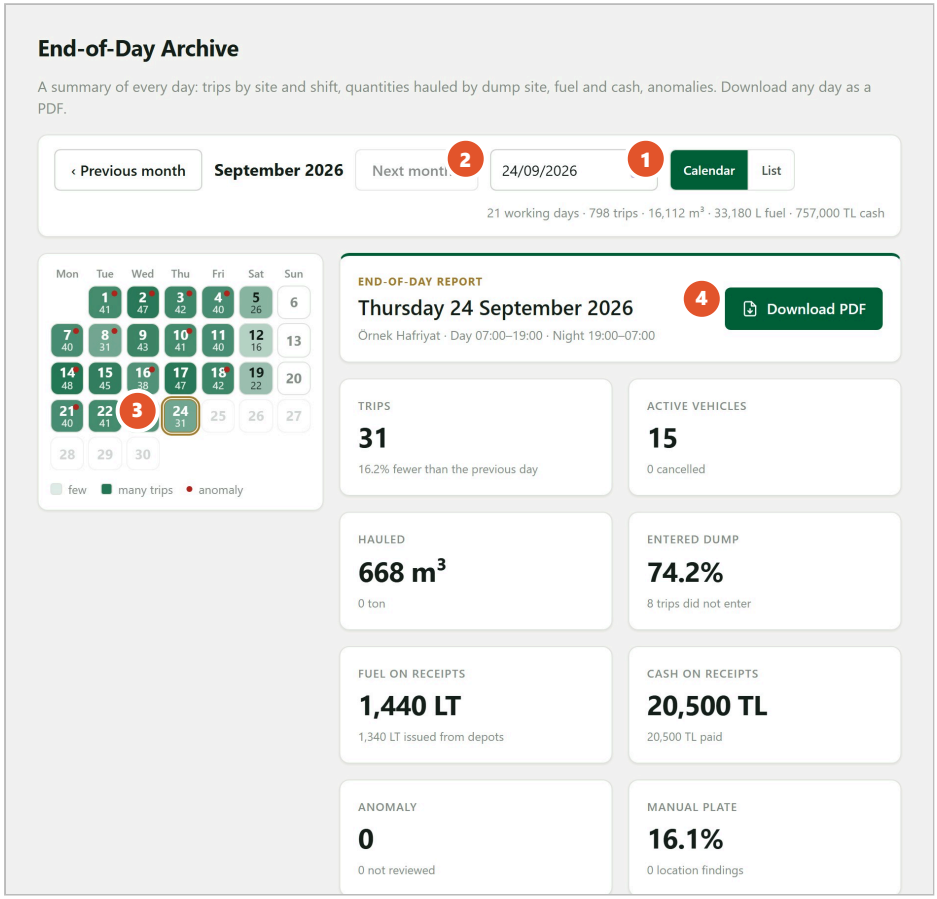
Who uses it **Company administrator** Supervisor Accounting

The screens that measure the operation. All of them work on a date range and export to Excel.

End-of-day archive

Menu › End-of-day archive

The closing summary of every day: day by day, “what happened, what got done”. The archive is calculated from the trips on the fly, so offline trips that arrive later and cancellations are reflected in past days too.



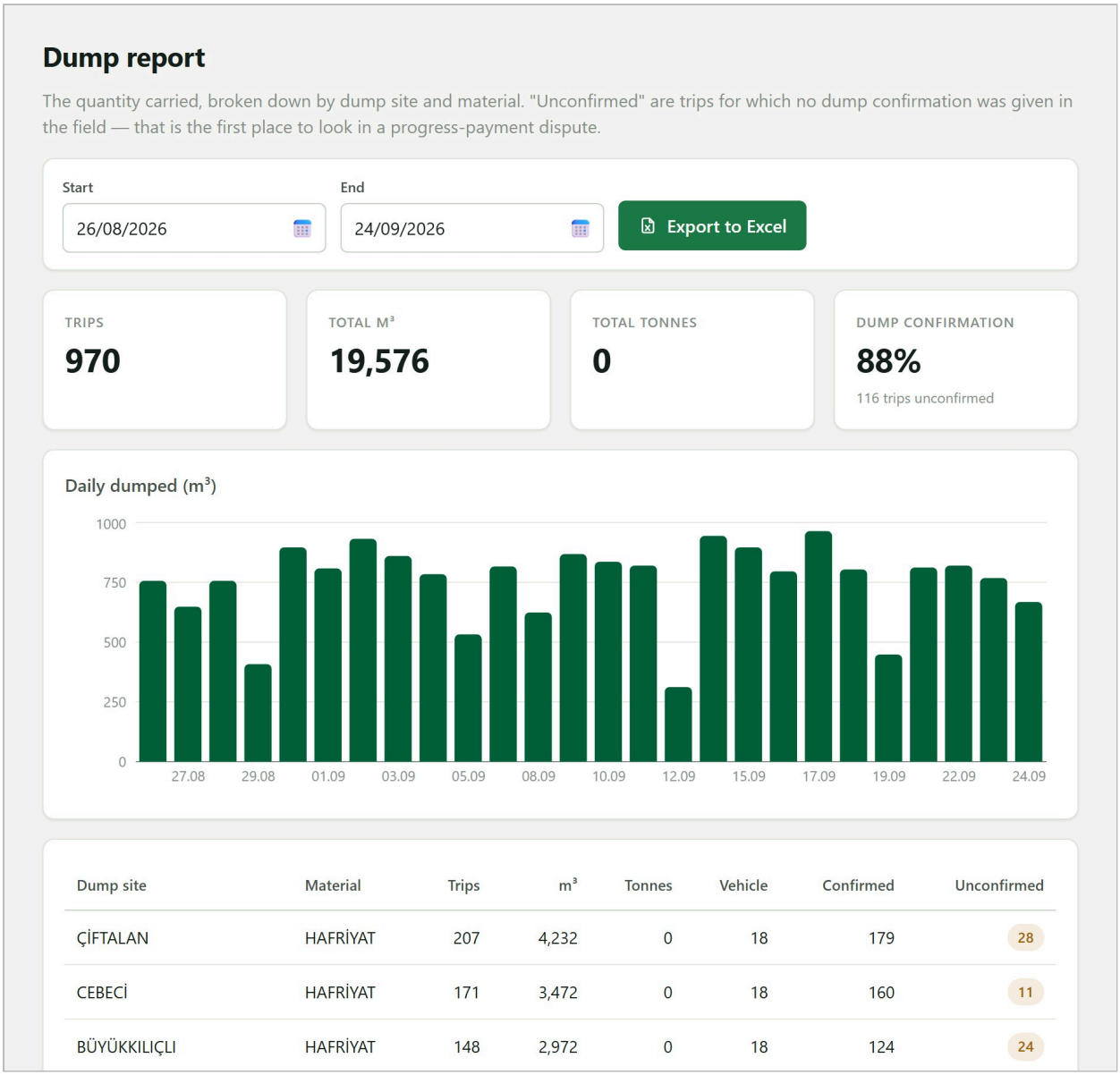
End-of-day archive: calendar and the selected day’s report

1. **Calendar / List.** In the calendar the colour of a day shows how busy it was and a red dot marks anomalies; the list view stacks the days. Your choice is remembered.
2. **Go to date.** Type any date instead of browsing month by month.
3. **Selected day.** Trips, vehicles, quantity hauled, fuel and cash, with the change from the previous day. Below it: tables by site and shift, dump site, material, operator and vehicle, plus anomalies and cancellations.
4. **Download PDF.** The day’s report downloads as a print-ready PDF, with the same data as the tables on screen.

TIP **Month total.** The top bar shows the month’s working days, trips, m³, fuel and cash. Cancelled trips are left out of every total.

Dump report

Menu › Dump report

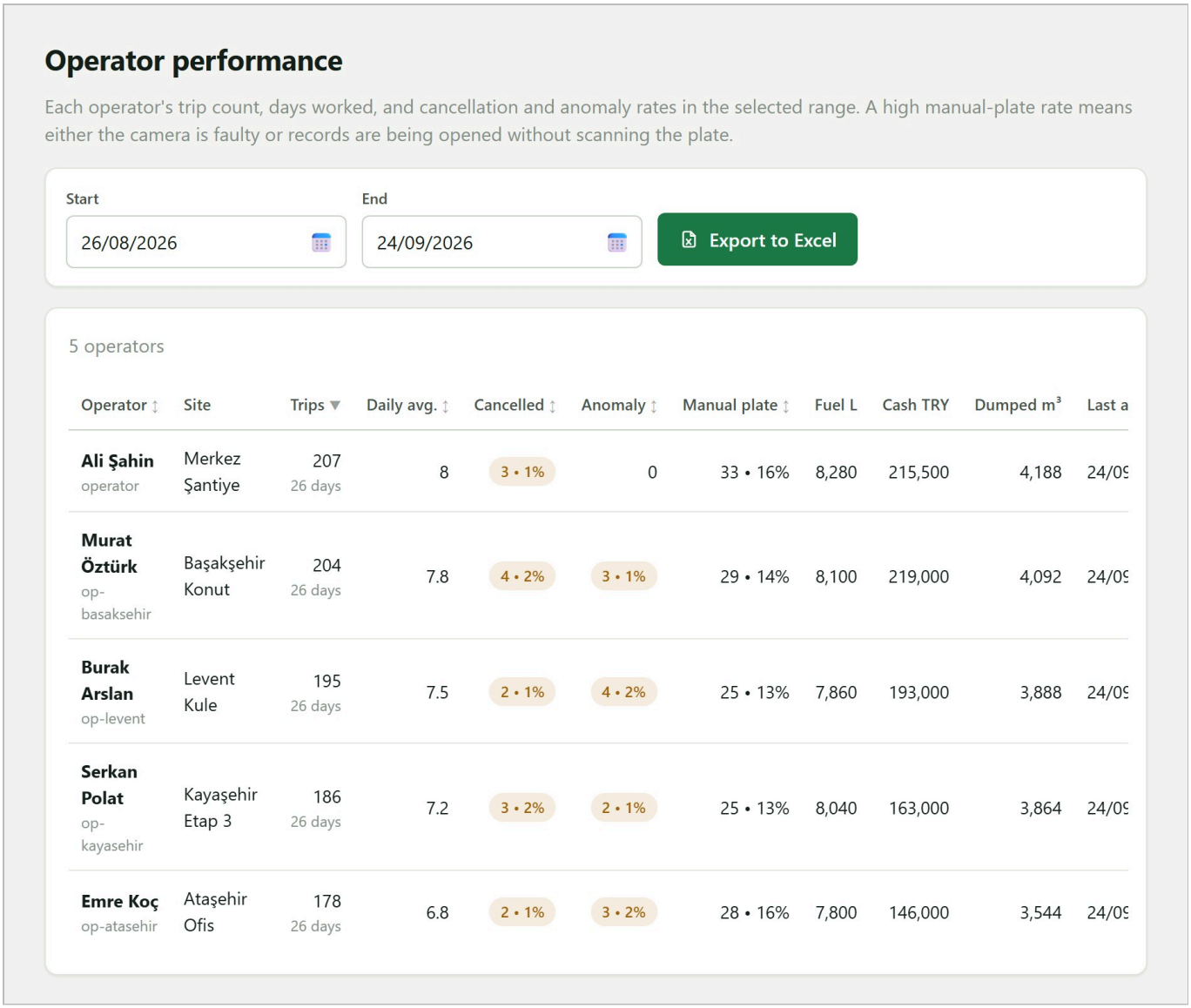


Quantity hauled by dump site and material

The **Unconfirmed** column counts trips without a dump confirmation on site. This is the first place to look in billing disputes: not “how many trucks left” but “how many actually entered the dump”.

Operator performance

Menu › Operator performance

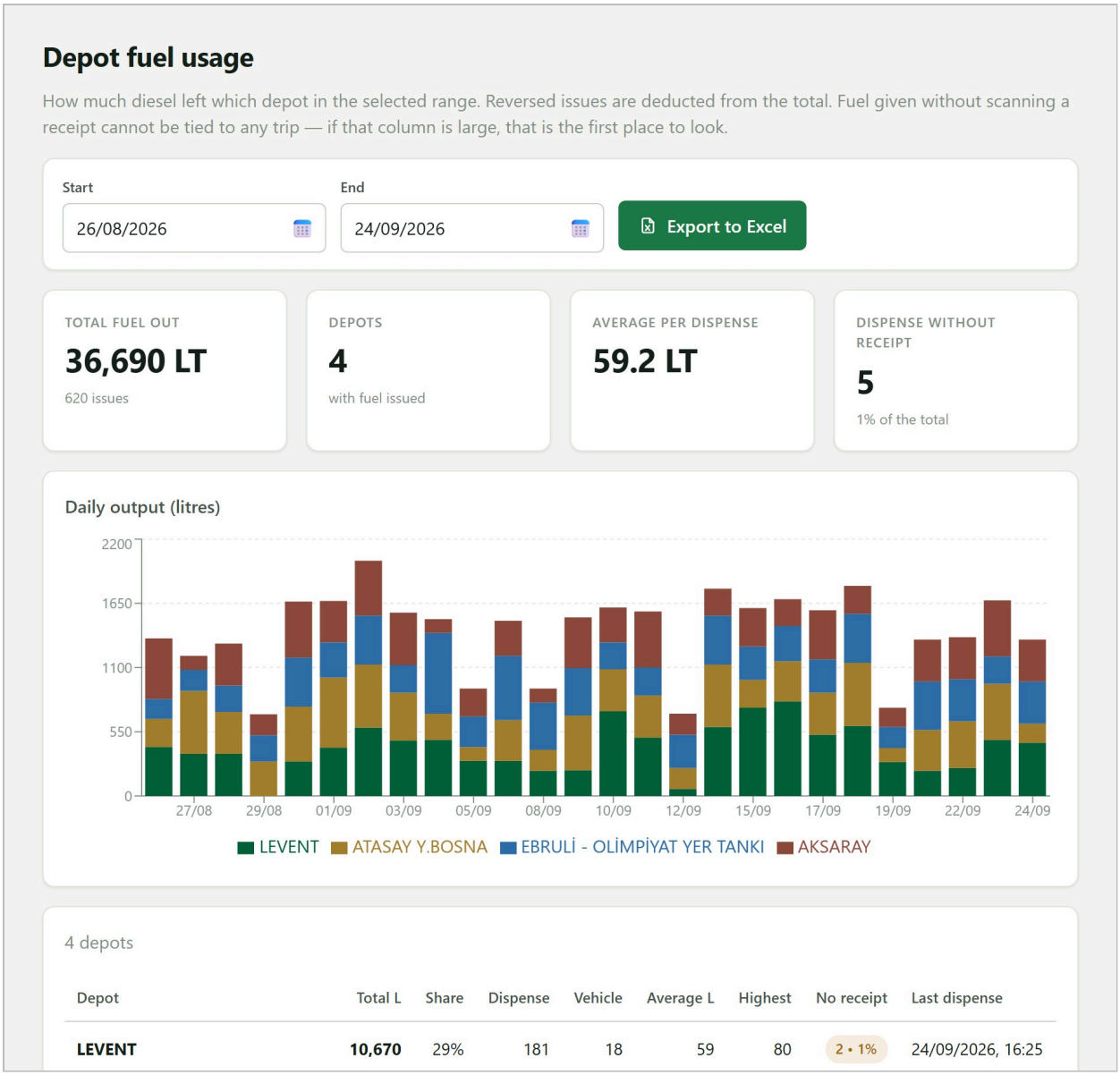


Trips, cancellations, anomalies and manual plate rate per operator

TIP **Manual plate rate.** If this rate is high for an operator, either the device camera has a problem or trips are being opened without scanning the plate. Either way, someone should look on site.

Depot fuel usage

Menu › Depot fuel usage



Fuel out per depot and dispenses without receipt

Shows how much diesel left each depot; undone dispenses are subtracted. The **Dispense without receipt** column is fuel handed out without scanning a trip receipt — it cannot be tied to any trip. If this column is large, that is the first place to look.

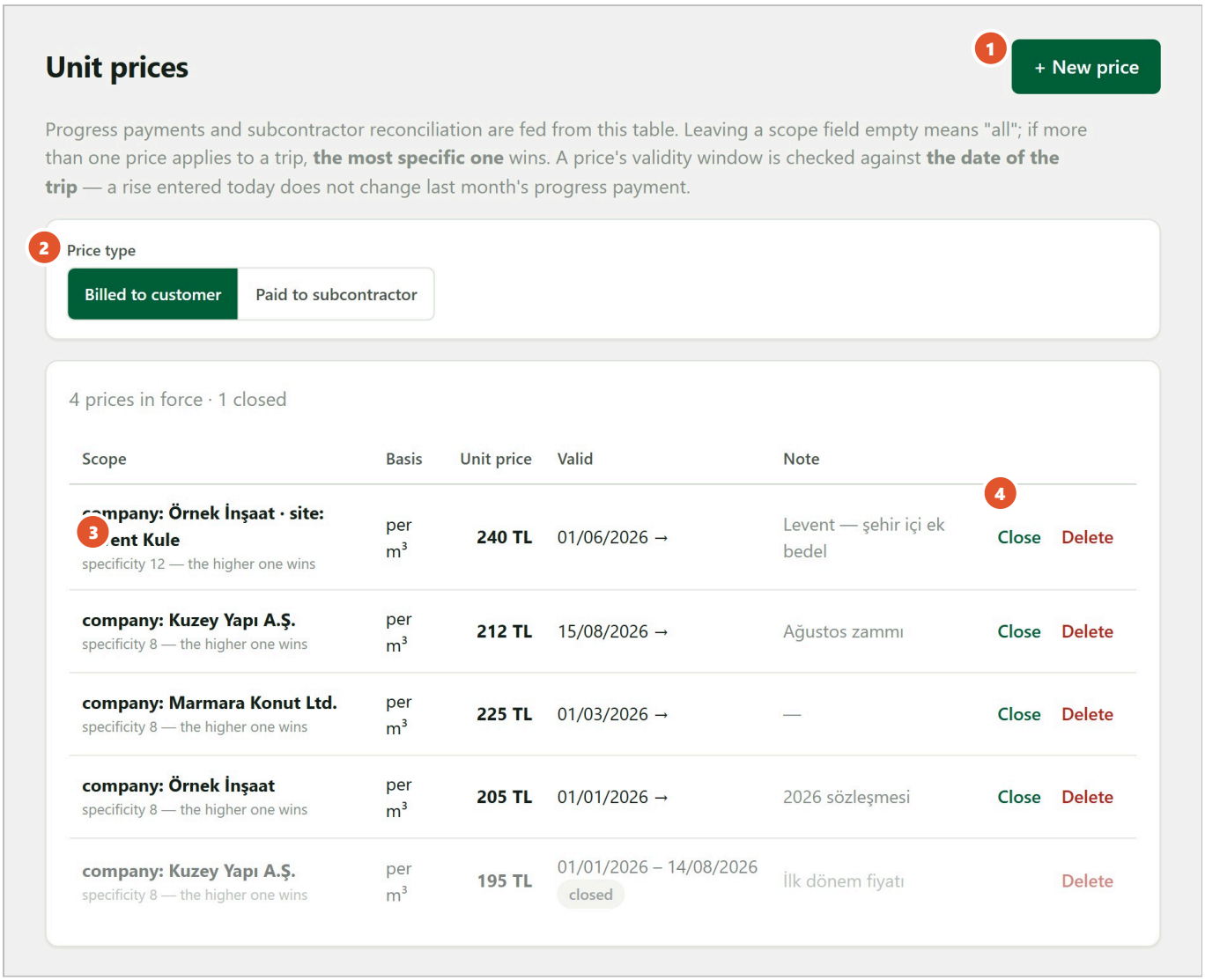
Money: prices, billing, subcontractors, ledger

Four screens work together: **Unit prices** set the amounts, **Progress billing** calculates what the customer owes, **Subcontractor reconciliation** what you owe the subcontractor, and the **Account ledger** tracks invoiced billing and collections.

Unit prices

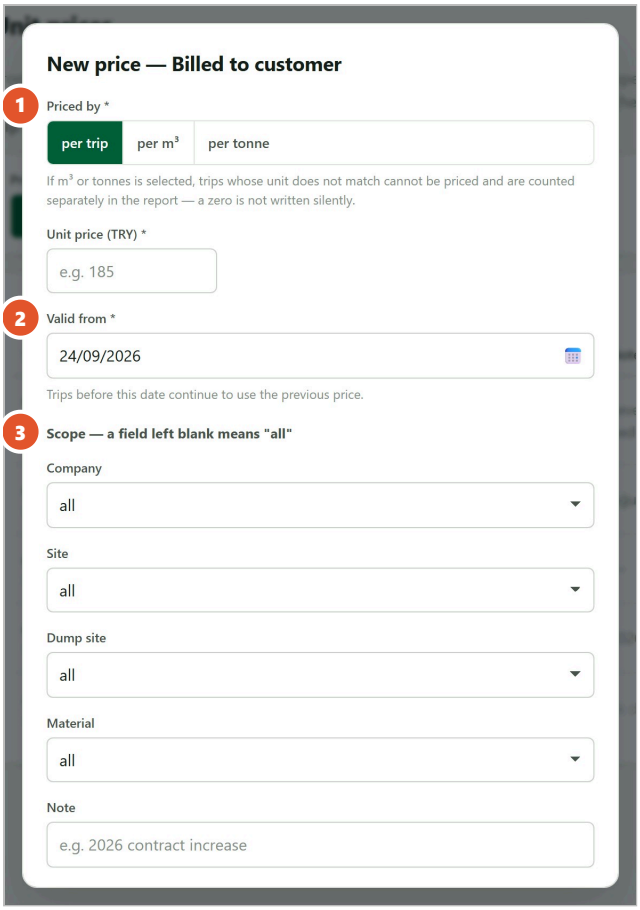
Menu › Unit prices

Who uses it **Company administrator**



Customer prices in force

1. **New price.** Adds a price.
2. **Price type.** *Billed to customer* feeds progress billing; *Paid to subcontractor* feeds the subcontractor reconciliation.
3. **Specificity.** If several prices match a trip, the one with the higher score wins.
4. **Close.** Ends the price from today on; past periods do not change.



New price window

1. **Priced by.** Per trip, per m³ or per tonne.
2. **Valid from.** Trips before this date keep being calculated at the old price.
3. **Scope.** Company, site, dump site, material (and subcontractor for subcontractor prices). A field left blank means “all”.

HOW IT IS CALCULATED **Which price applies?** Among the prices in force on the trip’s date, those whose scope matches the trip are selected and the most specific one wins. Specificity: subcontractor 16, company 8, site 4, dump site 2, material 1 — the scores of the filled-in fields are added up. In the example, the 240 TL/m³ price for Levent Kule (company + site = 12 points) beats the company’s general 205 TL/m³ price (8 points).

CAUTION **A price rise does not change the past.** The validity window is checked against the **trip’s date**. A rise entered on 15 August does not change July’s billing. Use **Close** instead of deleting a price: a deleted price makes past billing come out differently when it is recalculated.

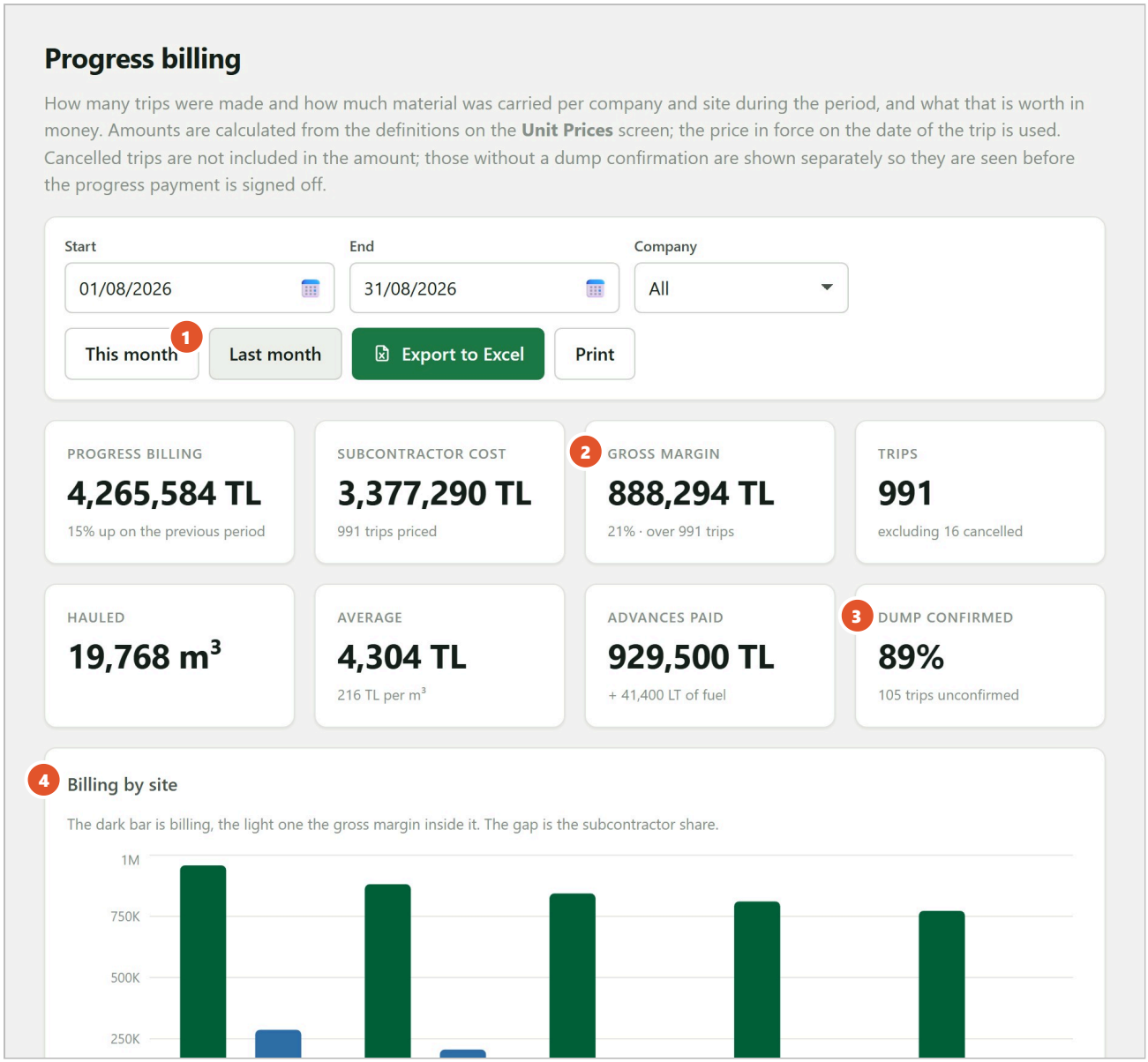
CAUTION **A trip with a mismatched unit is not counted as zero.** A per-m³ price cannot be applied to a trip whose quantity was entered in tonnes. Such trips are counted separately as “could not be priced” in billing and a warning appears — so a missing definition does not look like profit.

Progress billing

Menu › Progress billing

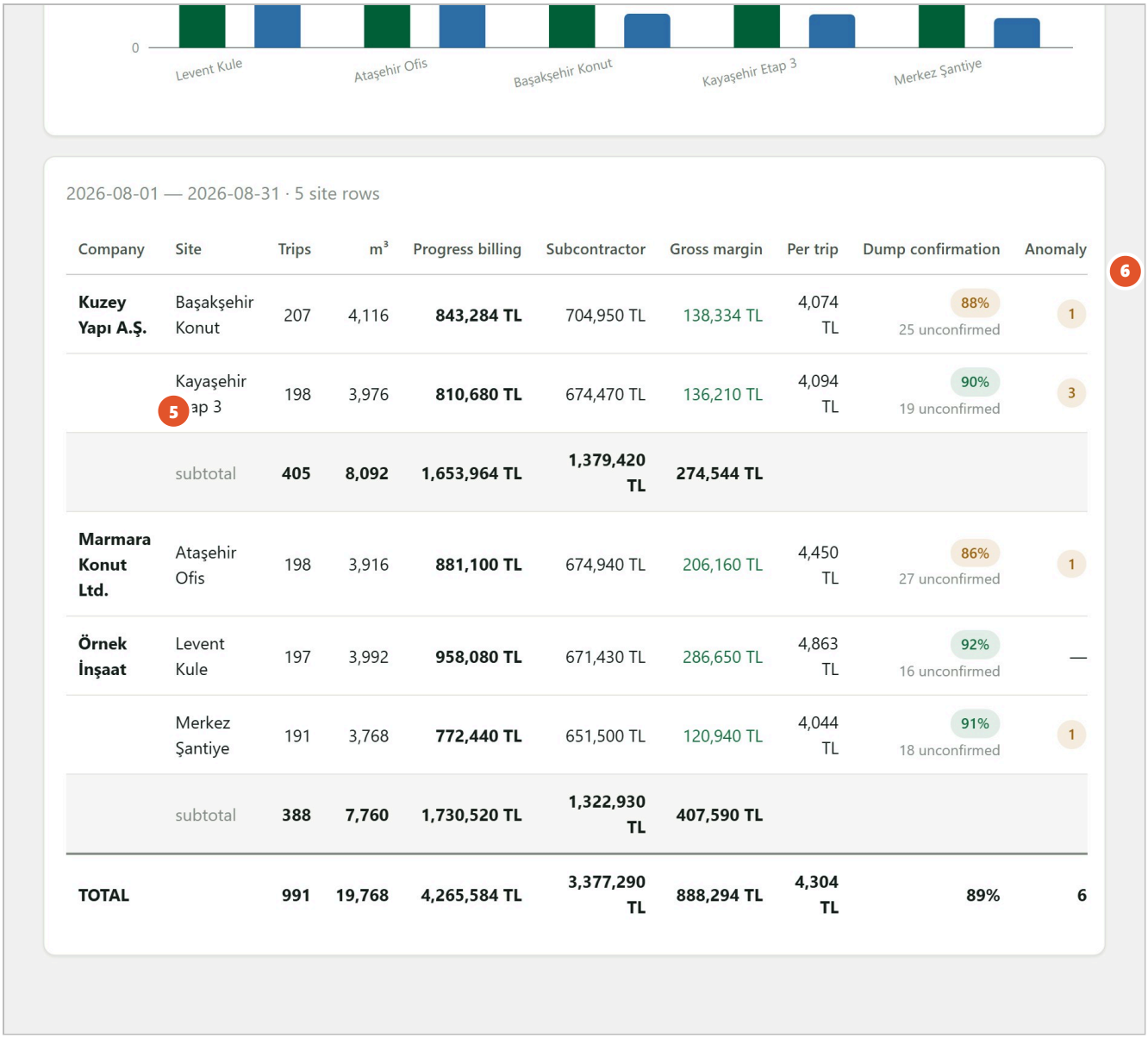
Who uses it **Company administrator** Supervisor Accounting

The attachment to the invoice issued to the customer at the end of a period: how many trips were made per company and site, how much material was hauled, and what it is worth.



August billing — by company and site (1/2)

1. **Period.** “This month” and “Last month” shortcuts, plus a company filter.
2. **Gross margin.** Billing minus subcontractor cost; calculated only over trips with both prices defined.
3. **Dump confirmed.** Unconfirmed trips are shown separately so they are seen before the billing is signed off.
4. **By site.** The dark bar is billing, the one next to it gross margin.



2026-08-01 — 2026-08-31 · 5 site rows

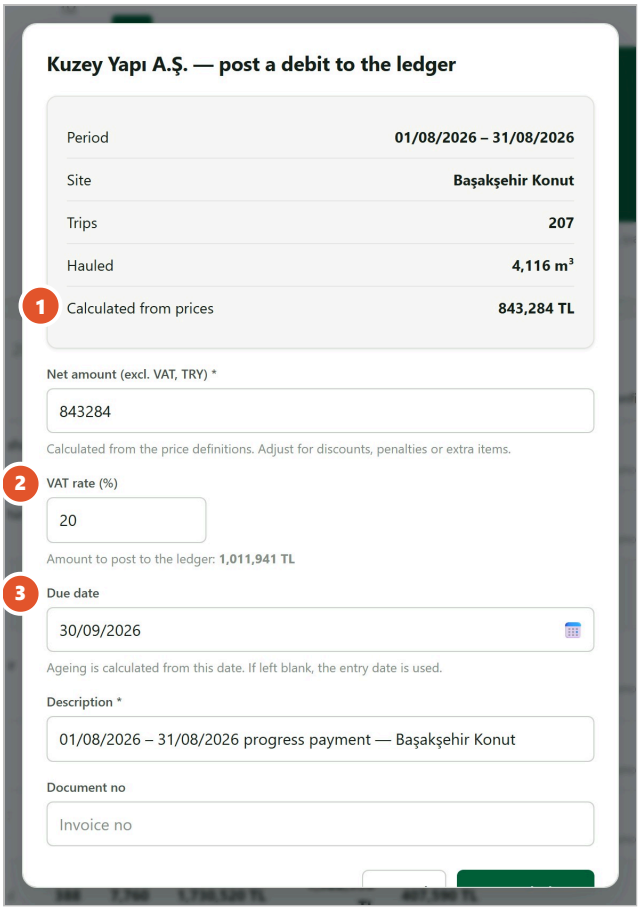
Company	Site	Trips	m³	Progress billing	Subcontractor	Gross margin	Per trip	Dump confirmation	Anomaly
Kuzey Yapı A.Ş.	Başakşehir Konut	207	4,116	**843,284 TL**	704,950 TL	138,334 TL	4,074 TL	88% 25 unconfirmed	1
	Kayaşehir ap 3	198	3,976	**810,680 TL**	674,470 TL	136,210 TL	4,094 TL	90% 19 unconfirmed	3
	subtotal	**405**	**8,092**	**1,653,964 TL**	**1,379,420 TL**	**274,544 TL**			
Marmara Konut Ltd.	Ataşehir Ofis	198	3,916	**881,100 TL**	674,940 TL	206,160 TL	4,450 TL	86% 27 unconfirmed	1
Örnek İnşaat	Levent Kule	197	3,992	**958,080 TL**	671,430 TL	286,650 TL	4,863 TL	92% 16 unconfirmed	—
	Merkez Şantiye	191	3,768	**772,440 TL**	651,500 TL	120,940 TL	4,044 TL	91% 18 unconfirmed	1
	subtotal	**388**	**7,760**	**1,730,520 TL**	**1,322,930 TL**	**407,590 TL**			
TOTAL		**991**	**19,768**	**4,265,584 TL**	**3,377,290 TL**	**888,294 TL**	**4,304 TL**	**89%**	**6**

August billing — by company and site (2/2)

5 **Subtotal.** The company total for companies with more than one site.

6 **Post to ledger.** Posts the row's amount as a debit to the customer's account.

HOW IT IS CALCULATED **Billing amount** = Σ (trip quantity × customer price on the trip's date). Cancelled trips are left out. The "vs previous period" comparison at the top uses the previous period of the same length.



Posting billing to the ledger as a debit

1. **Calculated from prices.** The amount the system found; for information.
2. **Net amount and VAT.** Adjust the net amount for discounts, penalties or extra items; the VAT rate is added.
3. **Due date.** Receivables ageing is based on this date.

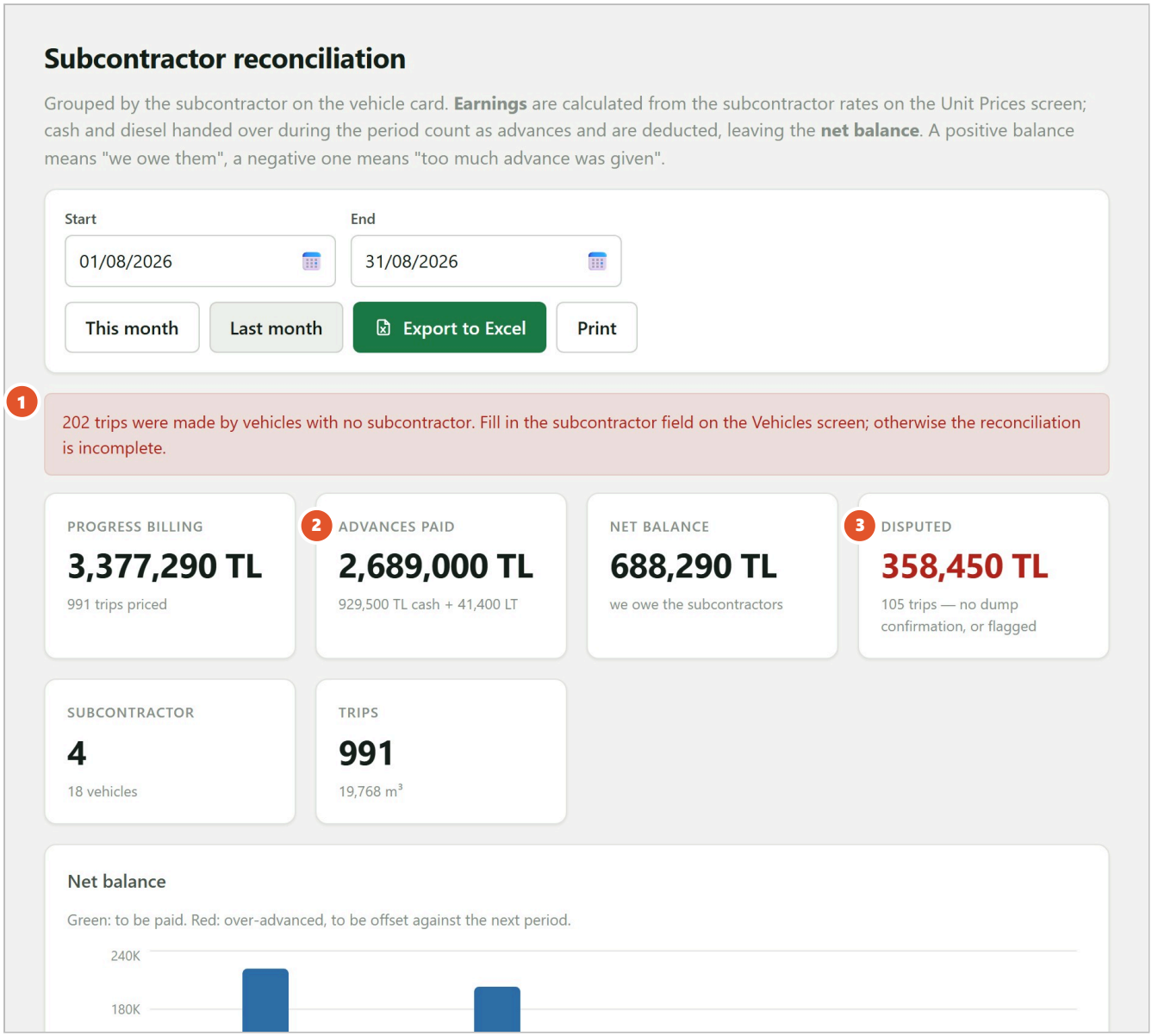
Subcontractor reconciliation

Menu › Subcontractor reconciliation

Who uses it: Company administrator | Supervisor | Accounting

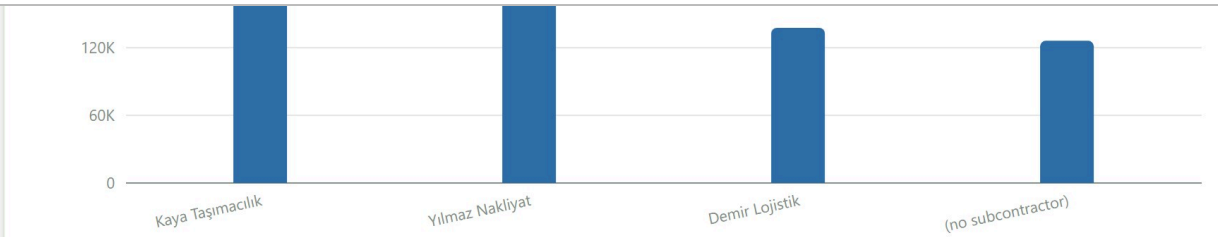
Grouped by the subcontractor on the vehicle record. The reconciliation is a balance both sides need to agree on:

Billing (at subcontractor prices) – **Advances paid (cash + diesel)** = **Net balance**



Billing, advances and net balance per subcontractor (1/2)

1. **Missing data warning.** Trips of vehicles without a subcontractor cannot enter the reconciliation; complete them on the Vehicles screen.
2. **Advances paid.** Cash and fuel given in the period; fuel is converted to lira at the diesel price in Settings.
3. **Disputed.** The amount of trips without dump confirmation or with an anomaly flag — so you can say “this much is disputed” at the table.



4 subcontractors · diesel offset at 42.5 TL/LT

Subcontractor	Vehicle	Trips	m³	Progress billing	Cash advance	Fuel advance 4	Net balance	Disputed	L per trip	L
Kaya Taşımacılık 6 plates	6	335	6,568	**1,122,250 TL**	283,500 TL	14,520 LT 617,100 TL	**221,650 TL**	30 100,500 TL	43.3	3
Yılmaz Nakliyat 5 plates	5	282	5,844	**972,900 TL**	267,500 TL	11,820 LT 502,350 TL	**203,050 TL**	33 113,850 TL	41.9	3
(no subcontractor) 4 plates	4	202	4,460	**676,700 TL**	211,500 TL	7,980 LT 339,150 TL	**126,050 TL**	22 73,700 TL	39.5	3
Demir Lojistik 3 plates	3	172	2,896	**605,440 TL**	167,000 TL	7,080 LT 300,900 TL	**137,540 TL**	20 70,400 TL	41.2	3
TOTAL	**18**	**991**	**19,768**	**3,377,290 TL**	**929,500 TL**	**41,400 LT**	**688,290 TL**	**105**		

Billing, advances and net balance per subcontractor (2/2)

4 **Net balance.** Positive: we owe the subcontractor. Negative: too much was advanced; it is offset against the next period.

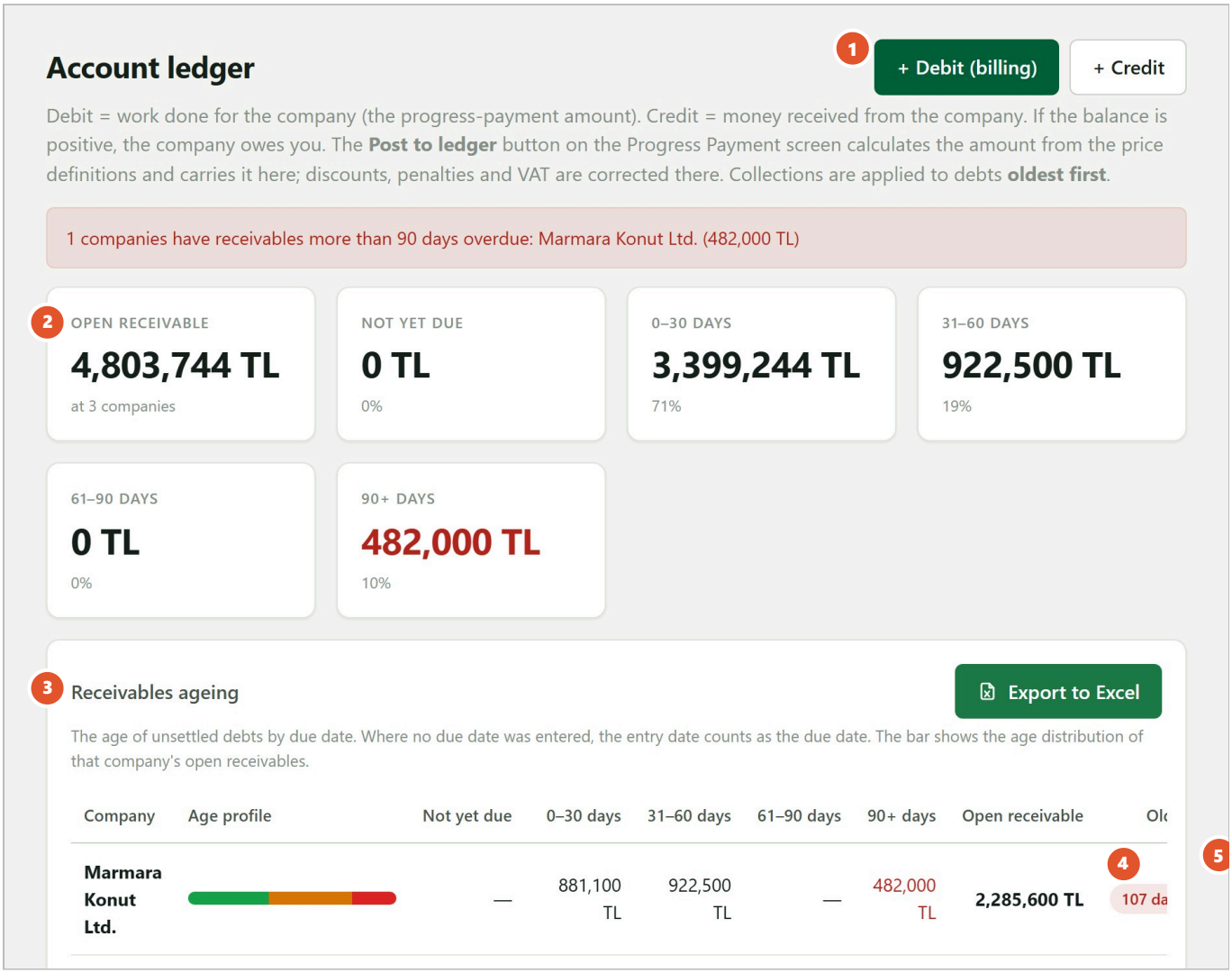
> **TIP** **The L per trip column** shows at a glance whether the fuel taken is in proportion to the work done. If subcontractors doing the same work differ markedly, check the fuel dispenses.

Account ledger

Menu › Account ledger

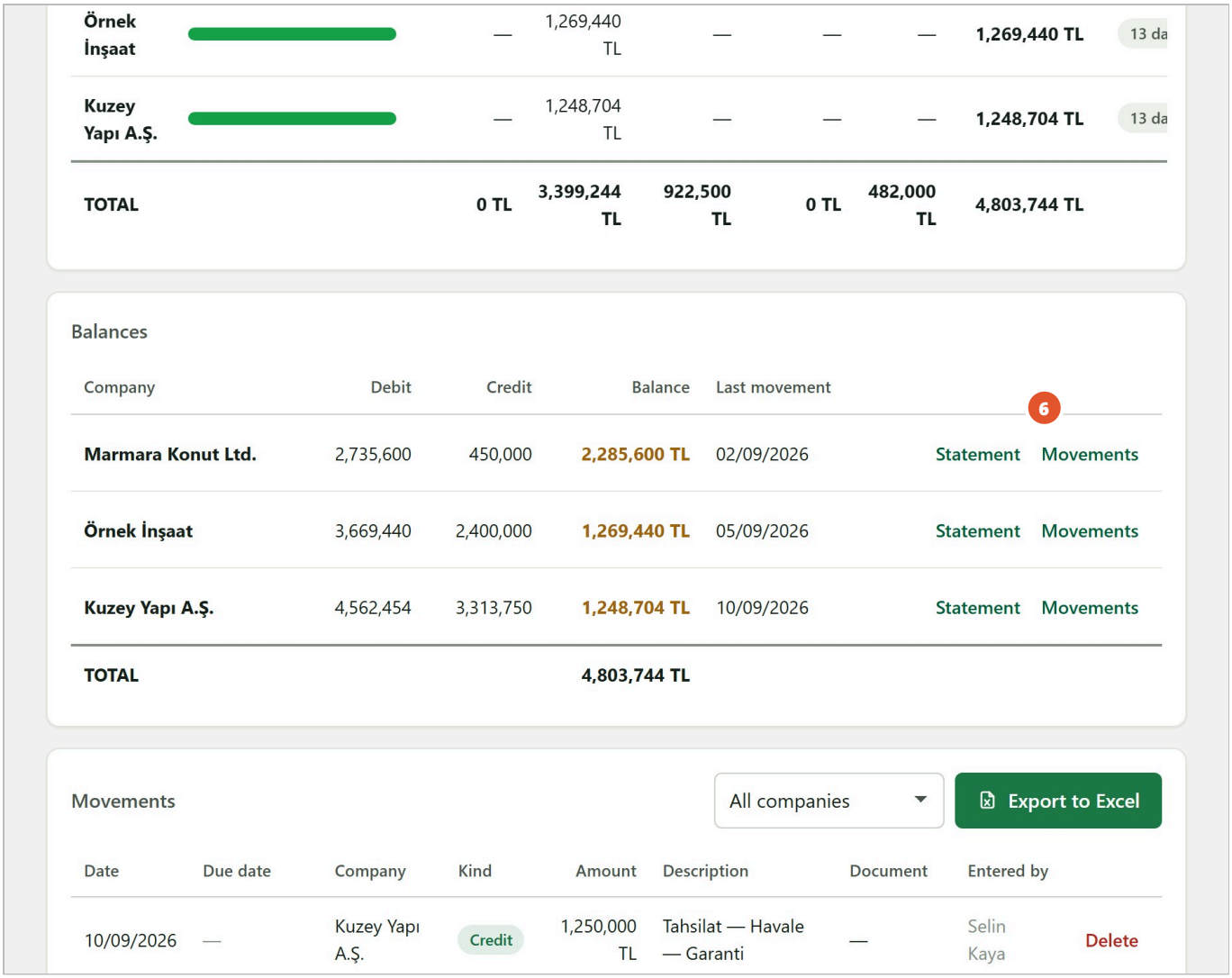
Who uses it: Company administrator | Accounting

A **debit** is work done for the company (the billing amount); a **collection** is money received from it. A positive balance means the company owes you.



Account ledger: ageing, balances and movements (1/4)

1. **Add debit / collection.** Manual entries; debits from billing are posted automatically.
2. **Open receivable and age buckets.** Not yet due, 0–30, 31–60, 61–90 and 90+ days.
3. **Receivables ageing.** The age breakdown of each company's open receivable.
4. **Oldest.** Days past the due date of the oldest unpaid debit.
5. **Statement.** Opening balance, movements in the period and closing balance; printable.



Account ledger: ageing, balances and movements (2/4)

6 **Movements.** All of the company's entries.

05/09/2026	—	Örnek İnşaat	Credit	1,500,000 TL	Tahsilat — Havale — İş Bankası	—	Selin Kaya	Delete
02/09/2026	02/10/2026	Marmara Konut Ltd.	Debit from billing	881,100 TL incl. 20% VAT	Ağustos 2026 hakedişi — Ataşehir Ofis Ataşehir Ofis	HK-202608-104	Selin Kaya	Delete
02/09/2026	02/10/2026	Kuzey Yapı A.Ş.	Debit from billing	810,680 TL incl. 20% VAT	Ağustos 2026 hakedişi — Kayaşehir Etap 3 Kayaşehir Etap 3	HK-202608-102	Selin Kaya	Delete
02/09/2026	02/10/2026	Kuzey Yapı A.Ş.	Debit from billing	843,284 TL incl. 20% VAT	Ağustos 2026 hakedişi — Başakşehir Konut Başakşehir Konut	HK-202608-101	Selin Kaya	Delete
02/09/2026	02/10/2026	Örnek İnşaat	Debit from billing	958,080 TL incl. 20% VAT	Ağustos 2026 hakedişi — Levent Kule Levent Kule	HK-202608-103	Selin Kaya	Delete
02/09/2026	02/10/2026	Örnek İnşaat	Debit from billing	772,440 TL incl. 20% VAT	Ağustos 2026 hakedişi — Merkez Şantiye Merkez Şantiye	HK-202608-1	Selin Kaya	Delete
20/08/2026	—	Örnek İnşaat	Credit	900,000 TL	Tahsilat — Çek #004812	—	Selin Kaya	Delete
14/08/2026	—	Marmara Konut Ltd.	Credit	450,000 TL	Tahsilat — Havale — Vakıfbank	—	Selin Kaya	Delete

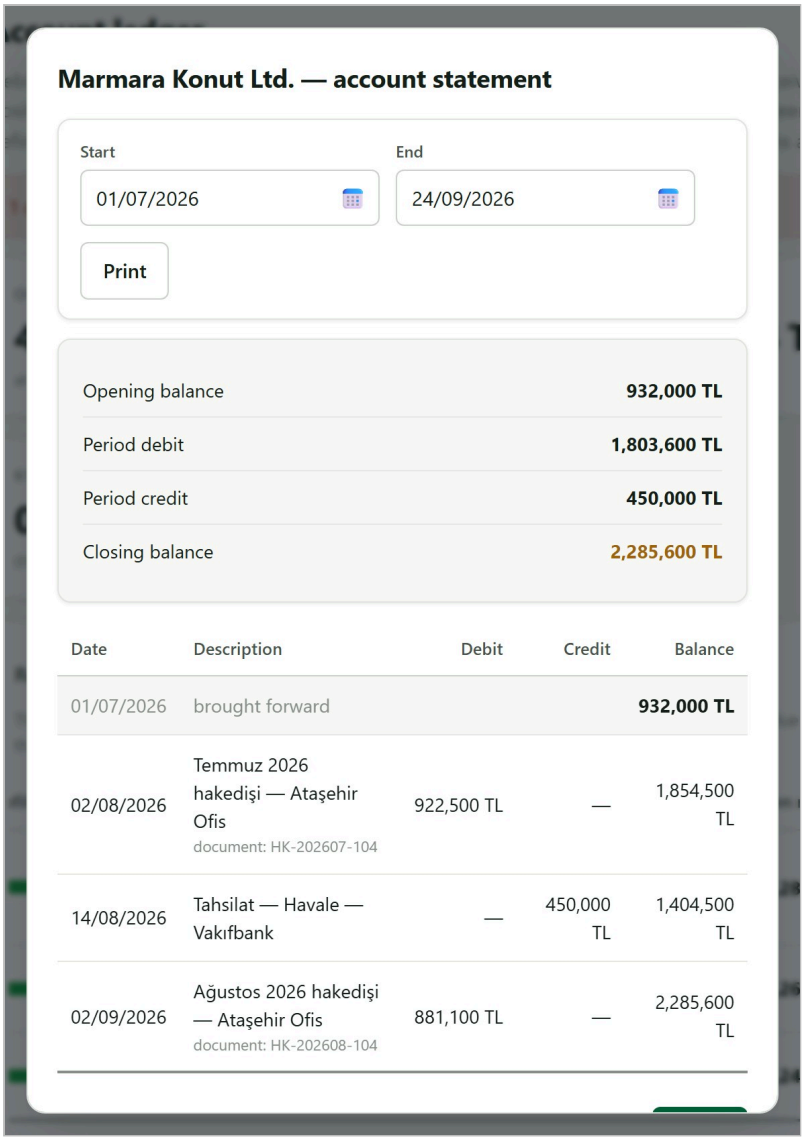
Account ledger: ageing, balances and movements (3/4)

02/08/2026	01/09/2026	Marmara Konut Ltd.	Debit from billing	922,500 TL incl. 20% VAT	Temmuz 2026 hakedişi — Ataşehir Ofis Ataşehir Ofis	HK-202607-104	Selin Kaya	Delete
02/08/2026	01/09/2026	Kuzey Yapı A.Ş.	Debit from billing	844,740 TL incl. 20% VAT	Temmuz 2026 hakedişi — Başakşehir Konut Başakşehir Konut	HK-202607-101	Selin Kaya	Delete
02/08/2026	01/09/2026	Örnek İnşaat	Debit from billing	1,110,720 TL incl. 20% VAT	Temmuz 2026 hakedişi — Levent Kule Levent Kule	HK-202607-103	Selin Kaya	Delete
02/08/2026	01/09/2026	Örnek İnşaat	Debit from billing	828,200 TL incl. 20% VAT	Temmuz 2026 hakedişi — Merkez Şantiye Merkez Şantiye	HK-202607-1	Selin Kaya	Delete
28/07/2026	—	Kuzey Yapı A.Ş.	Credit	2,063,750 TL	Tahsilat — Havale — Ziraat	—	Selin Kaya	Delete
30/06/2026	31/07/2026	Kuzey Yapı A.Ş.	Debit	2,063,750 TL incl. 20% VAT	Haziran 2026 hakedişi — Başakşehir Konut Başakşehir Konut	HK-202606-101	Selin Kaya	Delete
31/05/2026	30/06/2026	Marmara Konut Ltd.	Debit	932,000 TL incl. 20% VAT	Mayıs 2026 hakedişi — Ataşehir Ofis Ataşehir Ofis	HK-202605-104	Selin Kaya	Delete

Account ledger: ageing, balances and movements (4/4)

HOW IT IS CALCULATED

Collections settle the oldest debit first. If two debits of 100,000 TL and 80,000 TL were posted to a company, an incoming 120,000 TL settles the first in full and 20,000 TL of the second; the remaining 60,000 TL ages from the second debit's due date. Where no due date was entered, the entry date counts as the due date.



Company statement

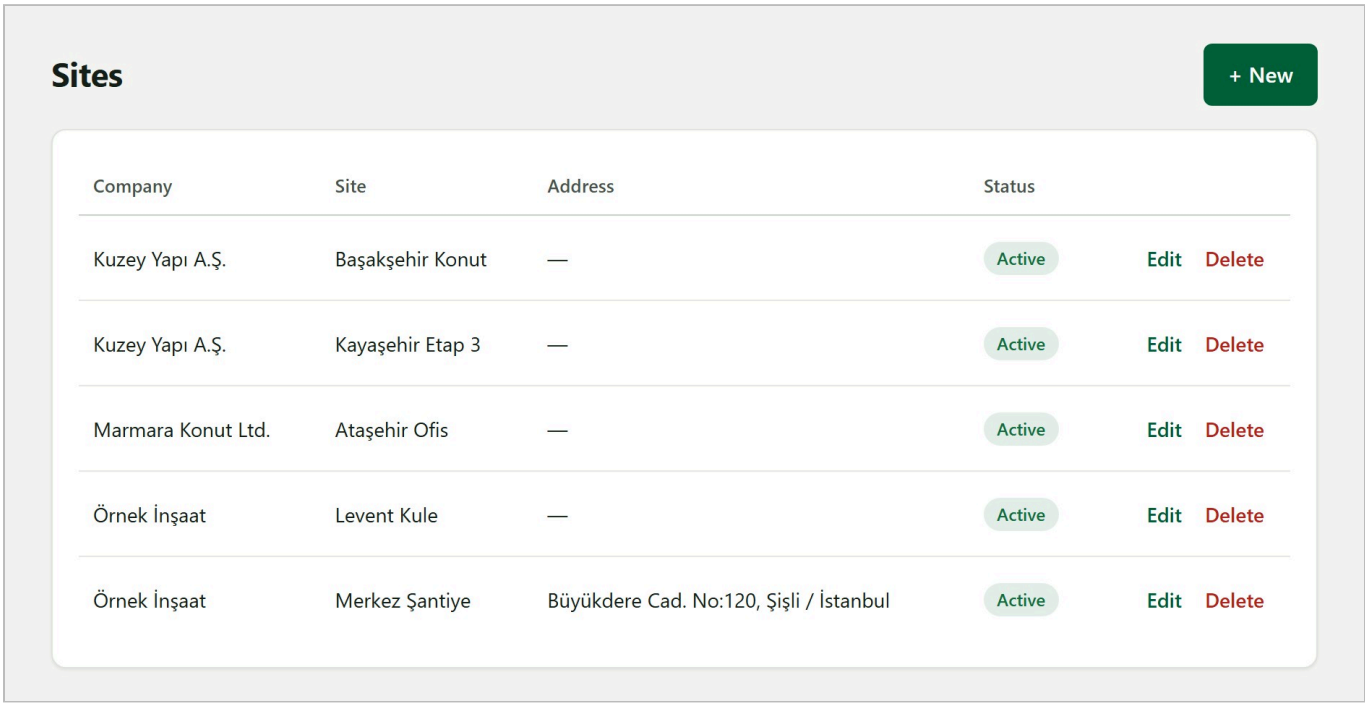
Definitions

Who uses it **Company administrator**

Everything in the terminal's lists comes from here. Changes reach the terminals within a few minutes.

Sites, dump sites, materials, depots

Menu › Definitions



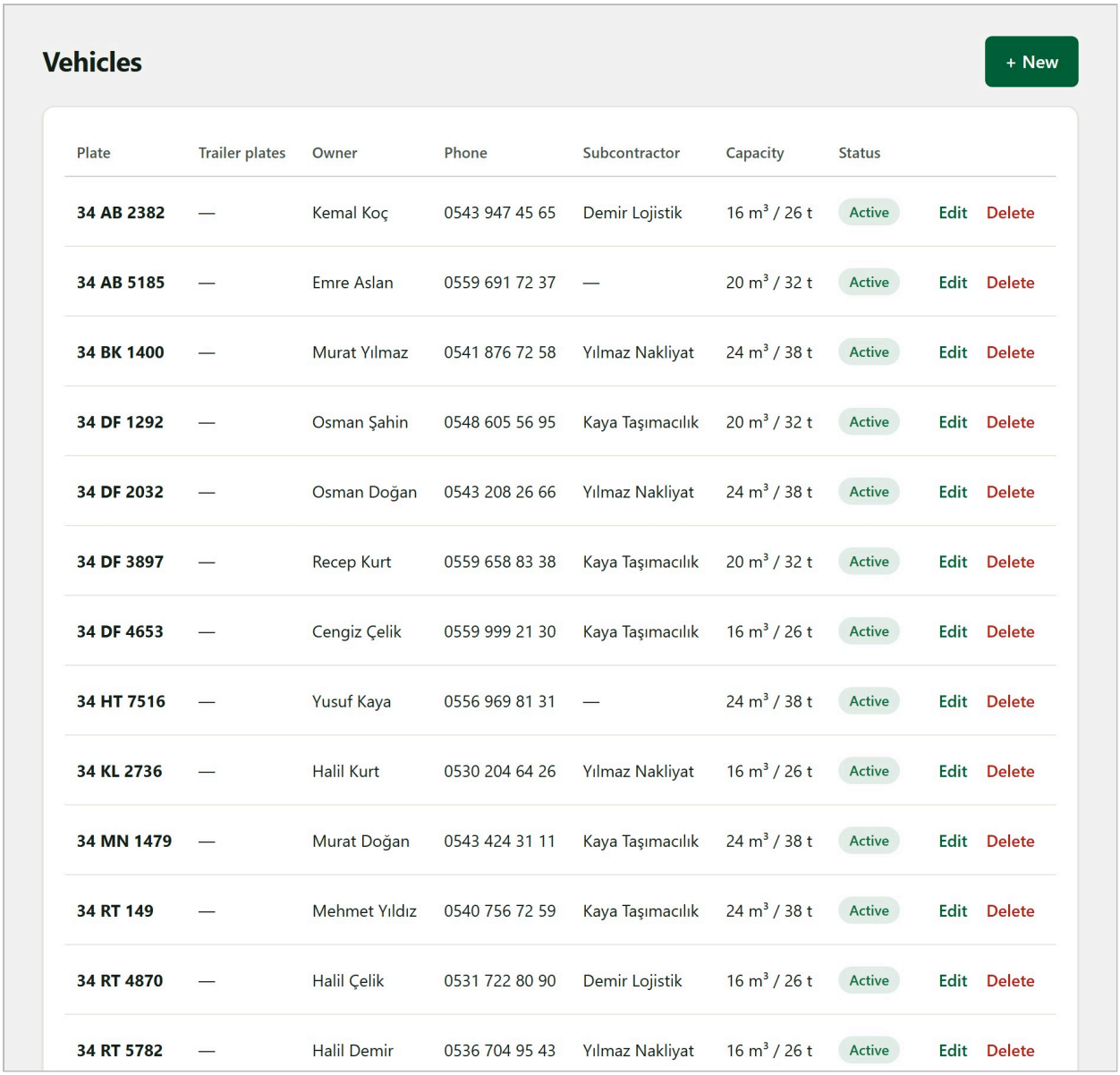
Sites

Dump sites, materials and fuel depots follow the same pattern: a name and an order. The order decides which appears at the top of the terminal's list.

NOTE **Delete or deactivate?** A definition that was never used is deleted. One that appears in past records is not deleted but made **inactive**: it disappears from the terminal, but old reports stay intact.

Vehicles

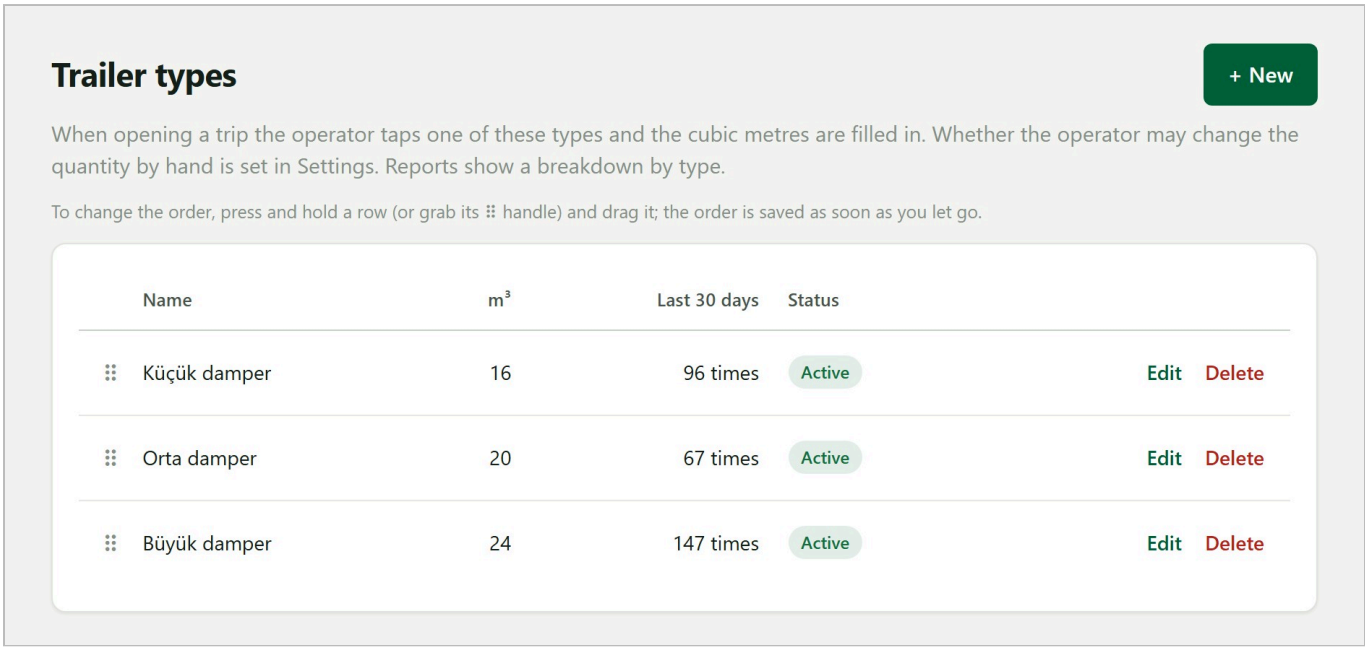
Menu › Definitions › Vehicles



Vehicles: owner, subcontractor, capacity

- A vehicle is created automatically with its first trip; its owner, phone, **subcontractor** and capacity are completed here.
- The **subcontractor** field is the basis of the subcontractor reconciliation; if it is empty the vehicle cannot enter it.
- **Trailer plates** are entered separated by commas. If a trailer plate is scanned on the terminal, the trip is recorded against the truck plate (against fuel fraud).

Trailer types Menu › Definitions › Trailer types

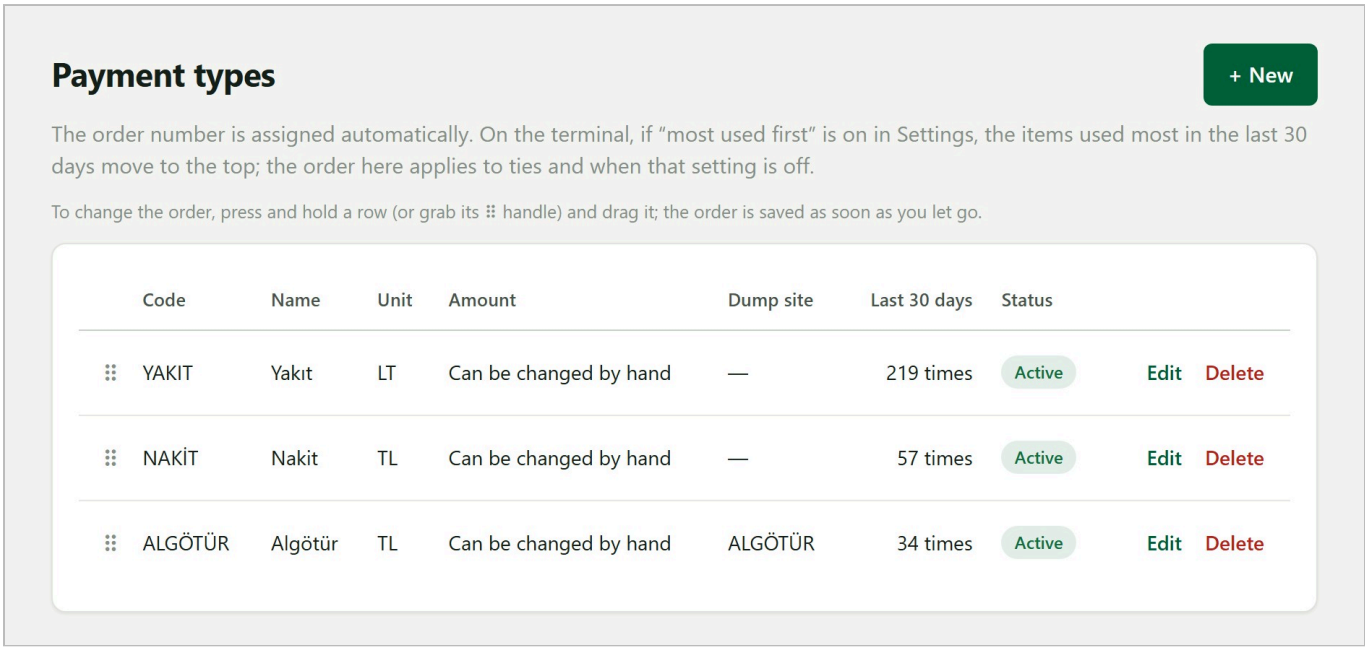


Trailer types and their volumes

When opening a trip the operator taps one of the types and the cubic metres are filled in; they can change it by hand if needed.

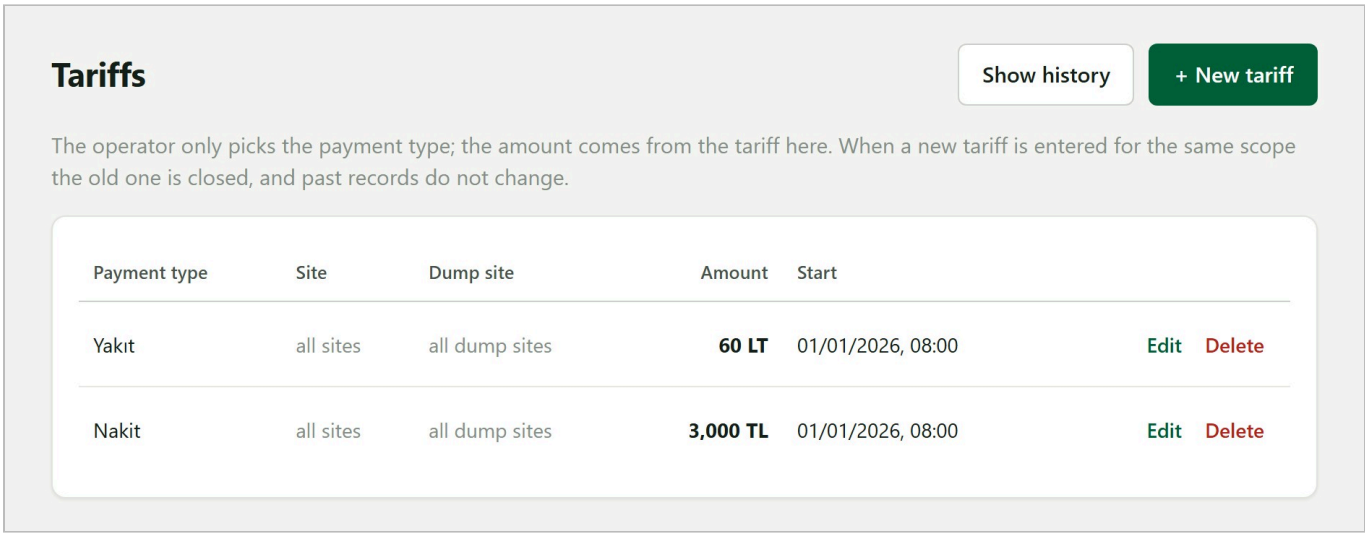
Payment types and tariffs

Menu › Definitions › Payment types / Tariffs



Payment types

The payment type says what the driver receives for the trip: fuel (litres), cash (TL) or a payment whose amount is set on site (e.g. Algötür). The **tariff** sets the amount: the operator only picks the type, the amount comes from the tariff.



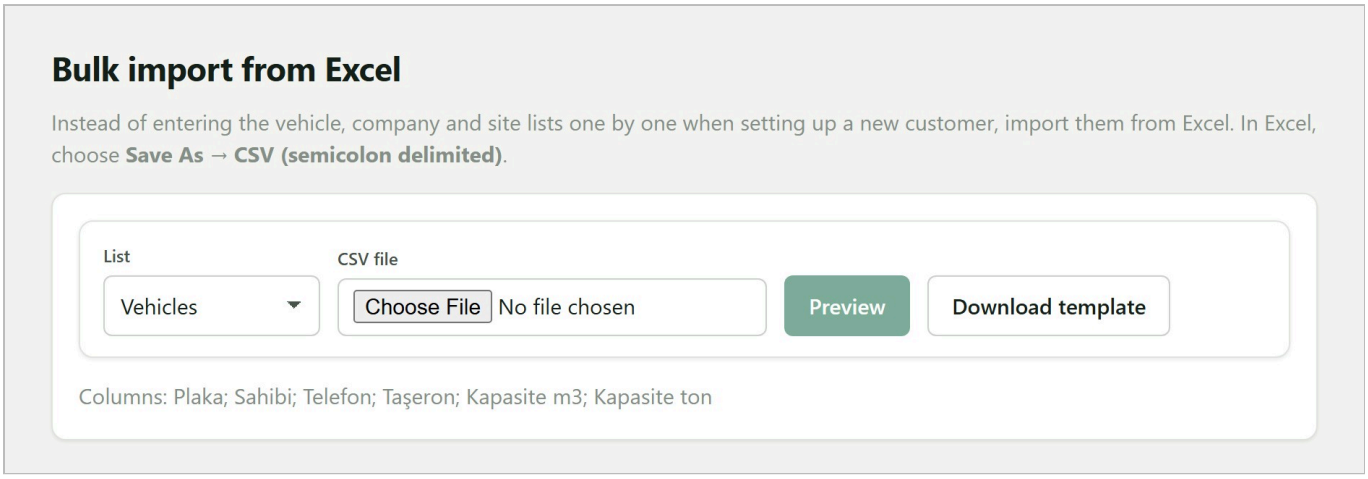
Tariffs

Edit changes the amount or the scope (site, dump site): the old tariff ends at that moment and the new one starts. **Delete** ends the tariff. In both cases amounts on past trips do not change; old tariffs are listed with their start and end dates under *Show history*.

> **NOTE** **A tariff is not a unit price.** A tariff sets the fuel/cash *handed to the driver on site*. A unit price sets the amount *billed to the customer or paid to the subcontractor*.

Bulk import from Excel

Menu › Definitions › Import from Excel



Bulk import from Excel

1. Choose the list (vehicles, companies, sites…) and get the column layout with **Download template**.
2. Fill it in Excel and save it with **Save As › CSV (semicolon delimited)**.
3. **Preview**: new rows, updates and rows with errors are shown separately.
4. If there are no errors, **Import**. An existing plate/name is overwritten; no duplicates are created.

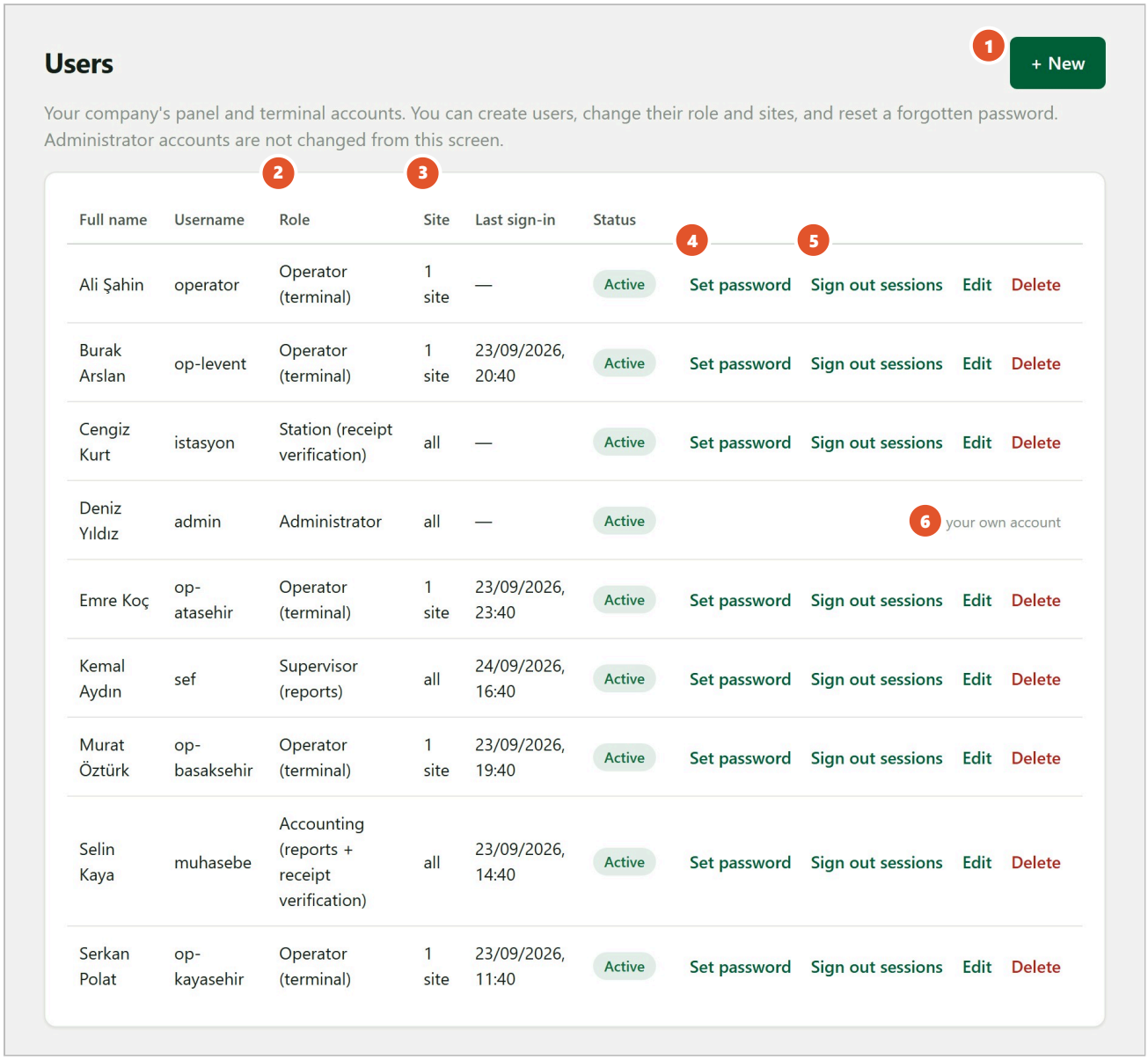
Administration

Who uses it **Company administrator**

Users

Menu › Administration › Users

Your company's panel and terminal accounts: office users, station attendants and operators. Creating accounts, changing roles and resetting forgotten passwords is the company administrator's job.

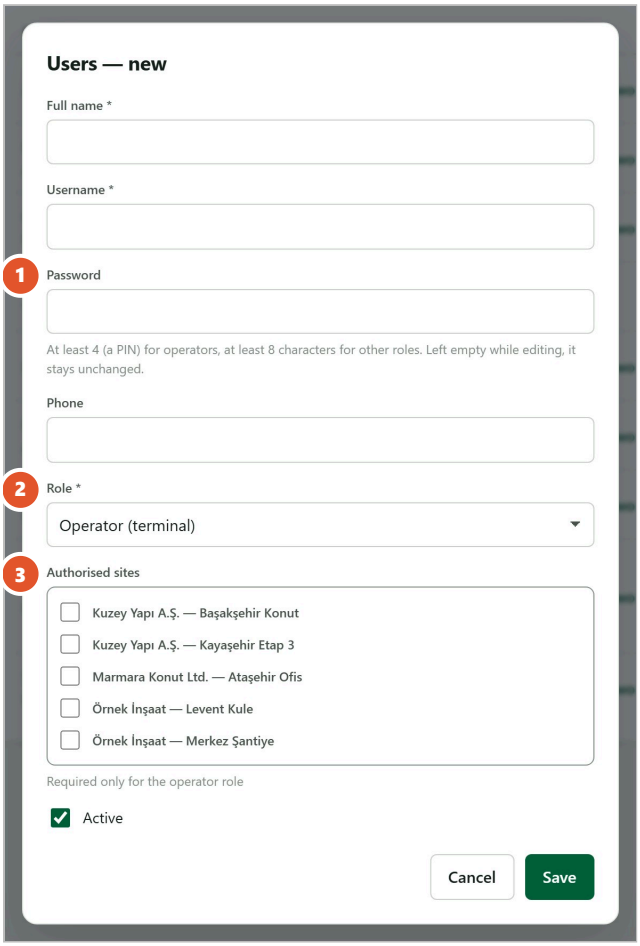


The company's users

1. **New user.** Name, username, password, role and — for operators — the sites they work on.
2. **Role.** Decides what the user can do in the panel and on the terminal (Roles and permissions).
3. **Site.** An operator can open trips only on the sites assigned to them; other roles see every site.
4. **Set password.** Replaces a forgotten password with a new one; the user's open sessions are closed.
5. **Sign out sessions.** For a lost phone or a departing employee: every session in the panel and on terminals ends at once.
6. **Administrator accounts.** Your own account and other administrator accounts are not changed on this screen. For your own password use *Change my password* at the bottom of the menu.

Creating a user

1. Click **+ New** and enter the full name and username. The username cannot be changed later.
2. Choose a password: a PIN of at least 4 digits for operators, at least 8 characters for other roles.
3. Pick the **Role**. For an operator, tick the sites they work on under **Authorised sites**.
4. Save. Pass the company code, username and password on to the person yourself.



New user window

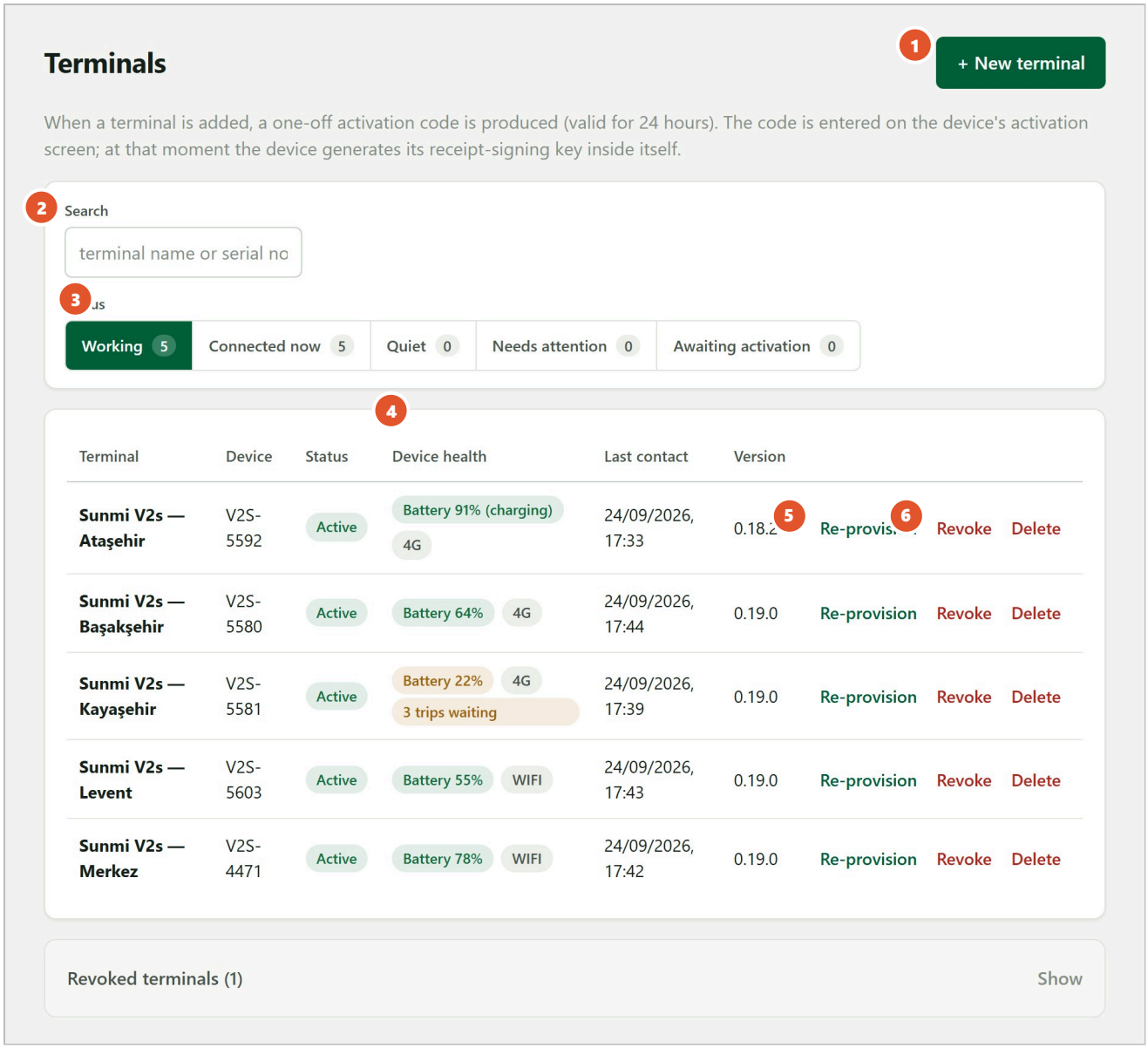
1. **Password.** Left blank when editing, it stays the same; if changed, the user's open sessions are closed.
2. **Role.** The company administrator role is not in this list; for a second administrator account, contact your application provider.
3. **Authorised sites.** Needed only for operators.

CAUTION **Close the accounts of staff who leave.** Use **Edit** › untick *Active*: the person can no longer sign in, their open sessions end immediately and their name stays on past records. **Delete** has the same effect: an account with records is not deleted but made inactive.

NOTE **Existing passwords are not shown.** Give a user who forgot their password a new one with **Set password**. If you forgot your own, ask your application provider to reset it.

Terminals

Menu › Administration › Terminals



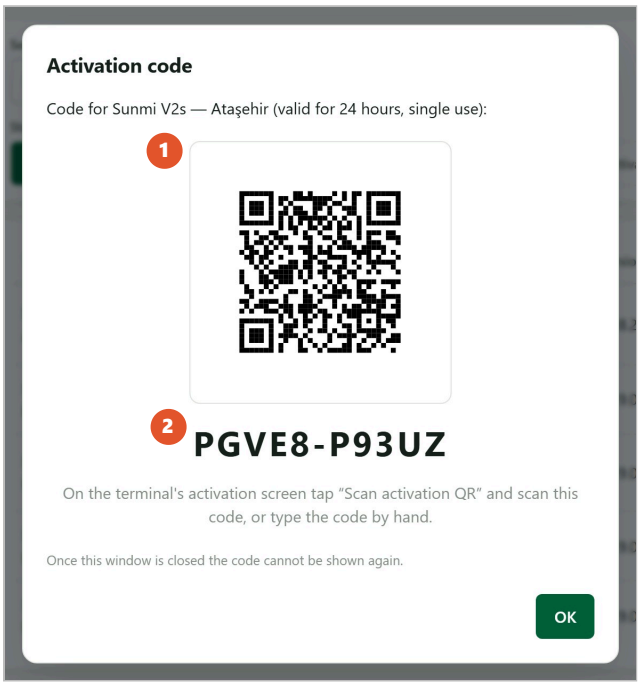
The company's terminals and device health

1. **New terminal.** Generates a one-time activation code and QR.
2. **Search.** By terminal name or device serial number.
3. **Status filter.** Working, connected now, quiet, needing attention and awaiting activation; the number beside each tells you how many.
4. **Device health.** Battery, network, queued trips, printer and clock drift; only what needs attention is shown.
5. **Re-provision.** Generates a new activation code when the device is replaced or reset.
6. **Revoke.** For a lost or stolen device. Receipts it prints from then on are invalid.

Revoked terminals sit in a separate box below the list (open it with **Show**); their receipts are invalid and their records are kept for history. A terminal that was never used can be removed completely with **Delete**; a terminal with trips is not deleted but revoked.

Setting up a new terminal

1. Name the terminal with **+ New terminal** (e.g. “Sunmi V2s — Başakşehir”).
2. The activation QR and code appear on screen. The code is valid for **24 hours**, works once, and is not shown again after the window is closed.
3. Open the app on the terminal, tap **SCAN ACTIVATION QR** and scan the QR on screen; activation completes by itself. If the QR cannot be scanned, type the code and tap **ACTIVATE**. The device generates its receipt-signing key internally at that moment.
4. The operator signs in with their own username and PIN; the terminal is ready.

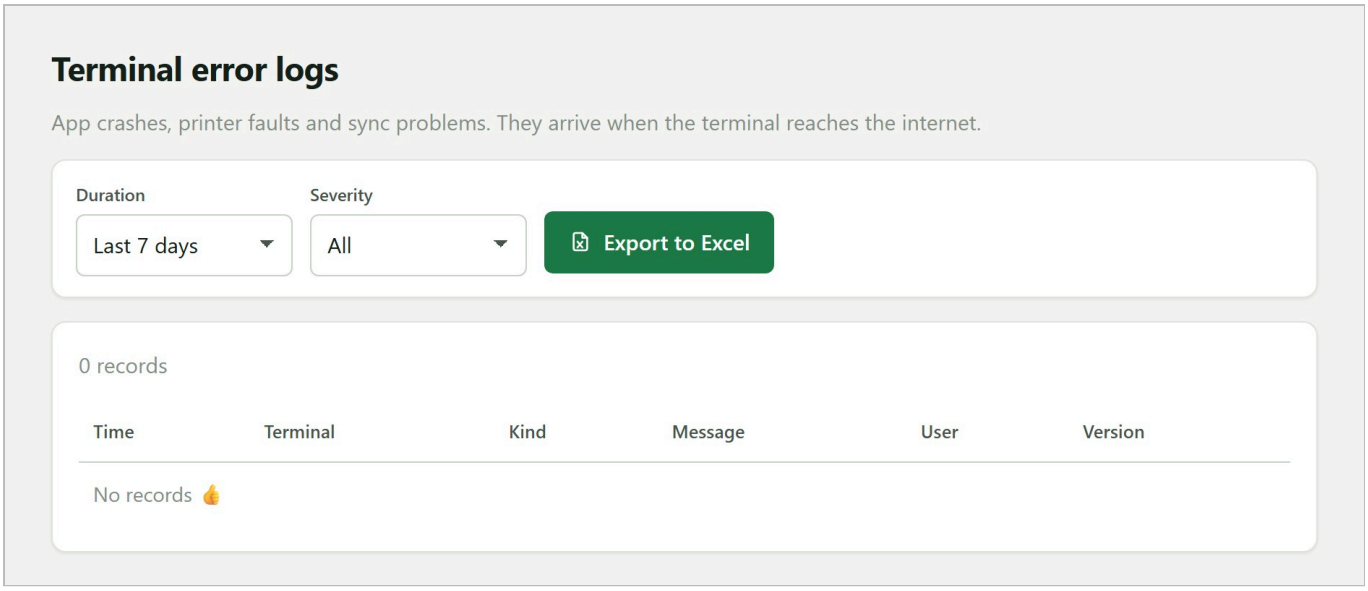


Activation window: the QR the terminal scans, and the code

1. **Activation QR.** Scanned with the terminal’s camera; it carries the code and the server together.
2. **Code.** Typed on the terminal if the QR cannot be scanned. No need for capitals or the dash; the terminal fixes that itself.

NOTE **The server address is fixed.** The server address is not typed on the terminal and cannot be changed; it is shown locked on the activation screen. If another app’s QR or a fake QR is scanned, the terminal rejects it; the device cannot be redirected to another server.

CAUTION **Revoking cannot be undone.** A revoked device loses its connection to the server. If you have the device, you can activate it again with **Re-provision**; unsent trips on it are not deleted and are sent after re-provisioning.

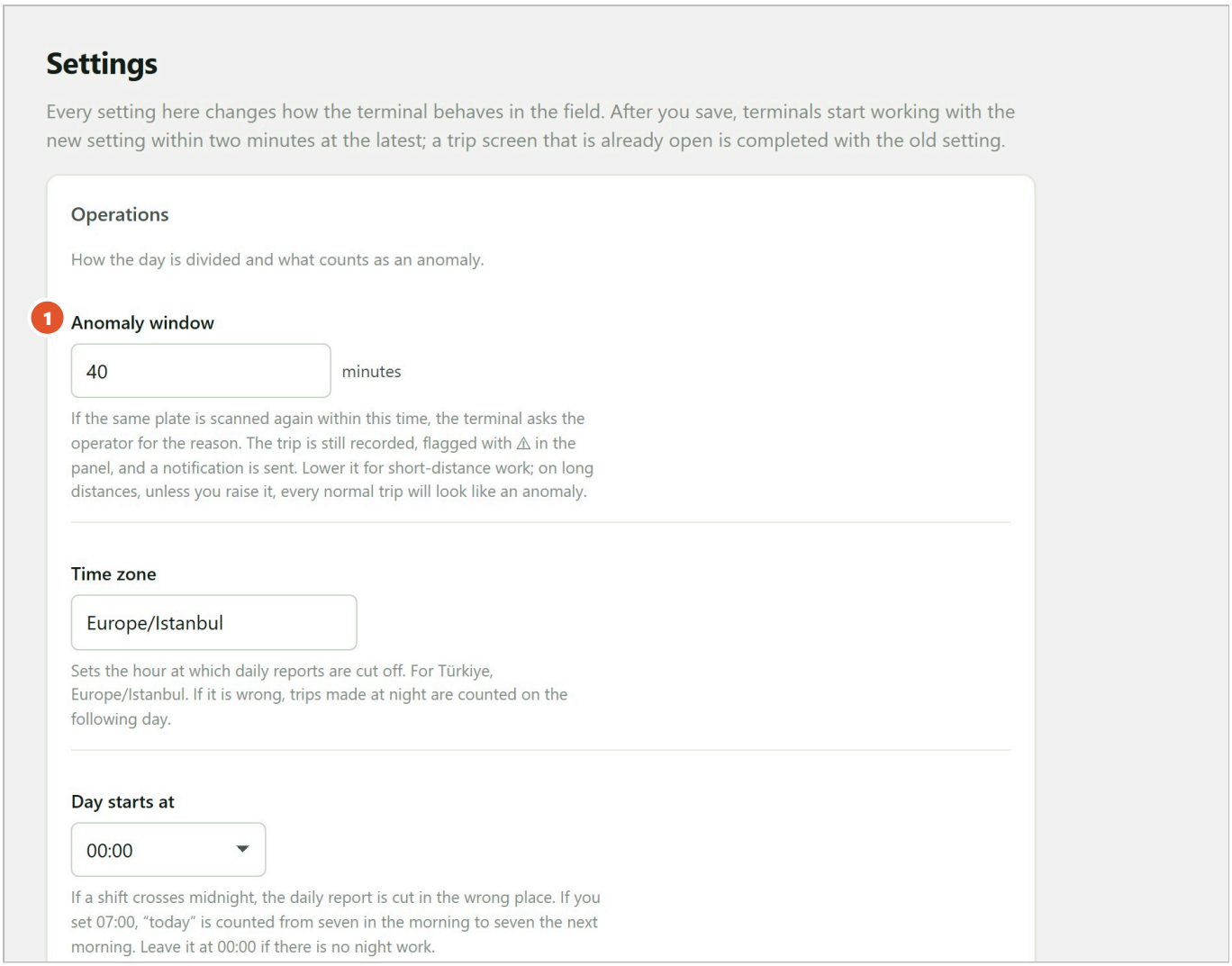


Terminal error logs: crashes, printer, upload, location

Settings

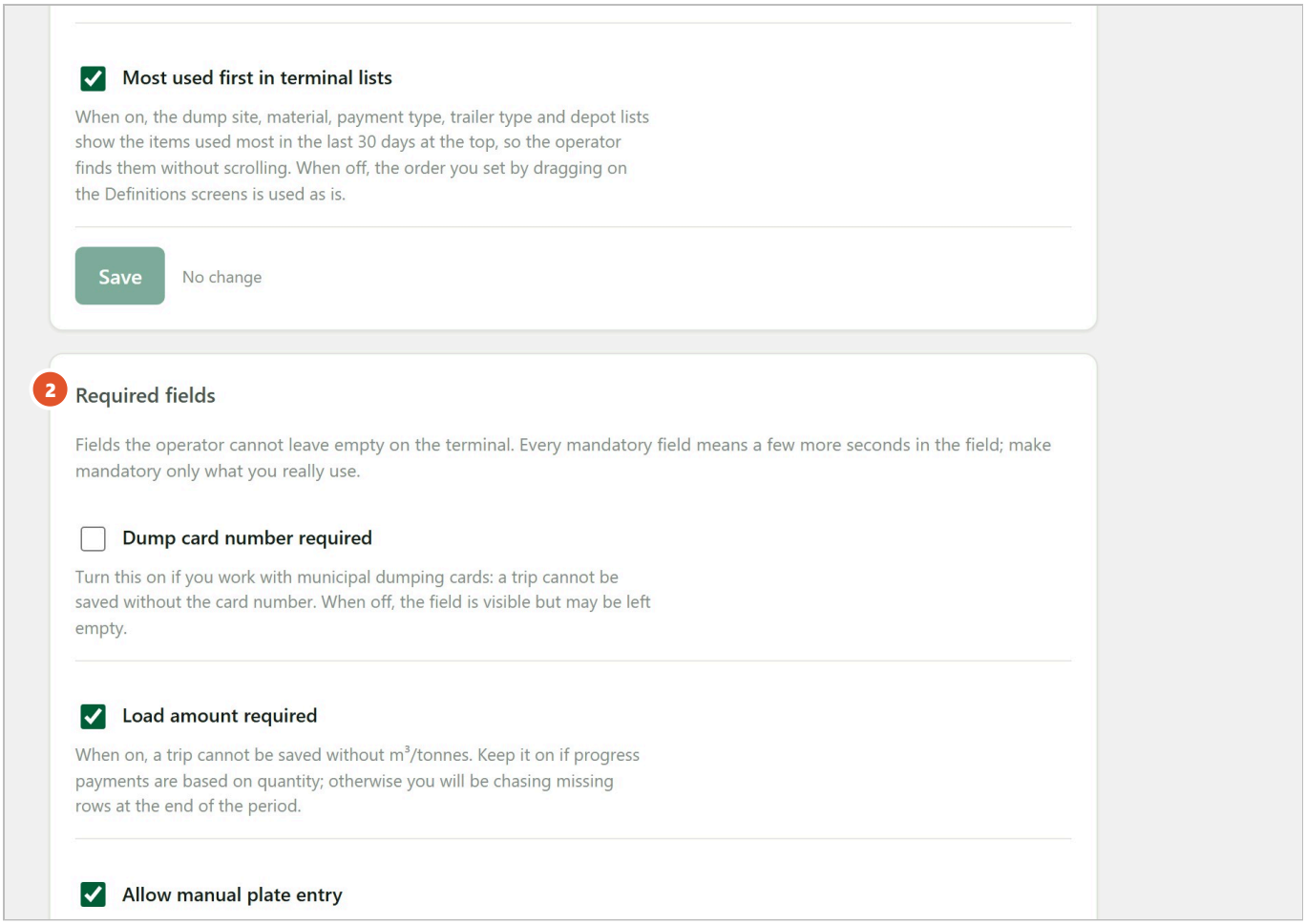
Menu › Administration › Settings

Every setting here changes how the terminals behave on site. After saving, terminals use the new setting within two minutes at most; a trip screen already open is completed with the old setting.



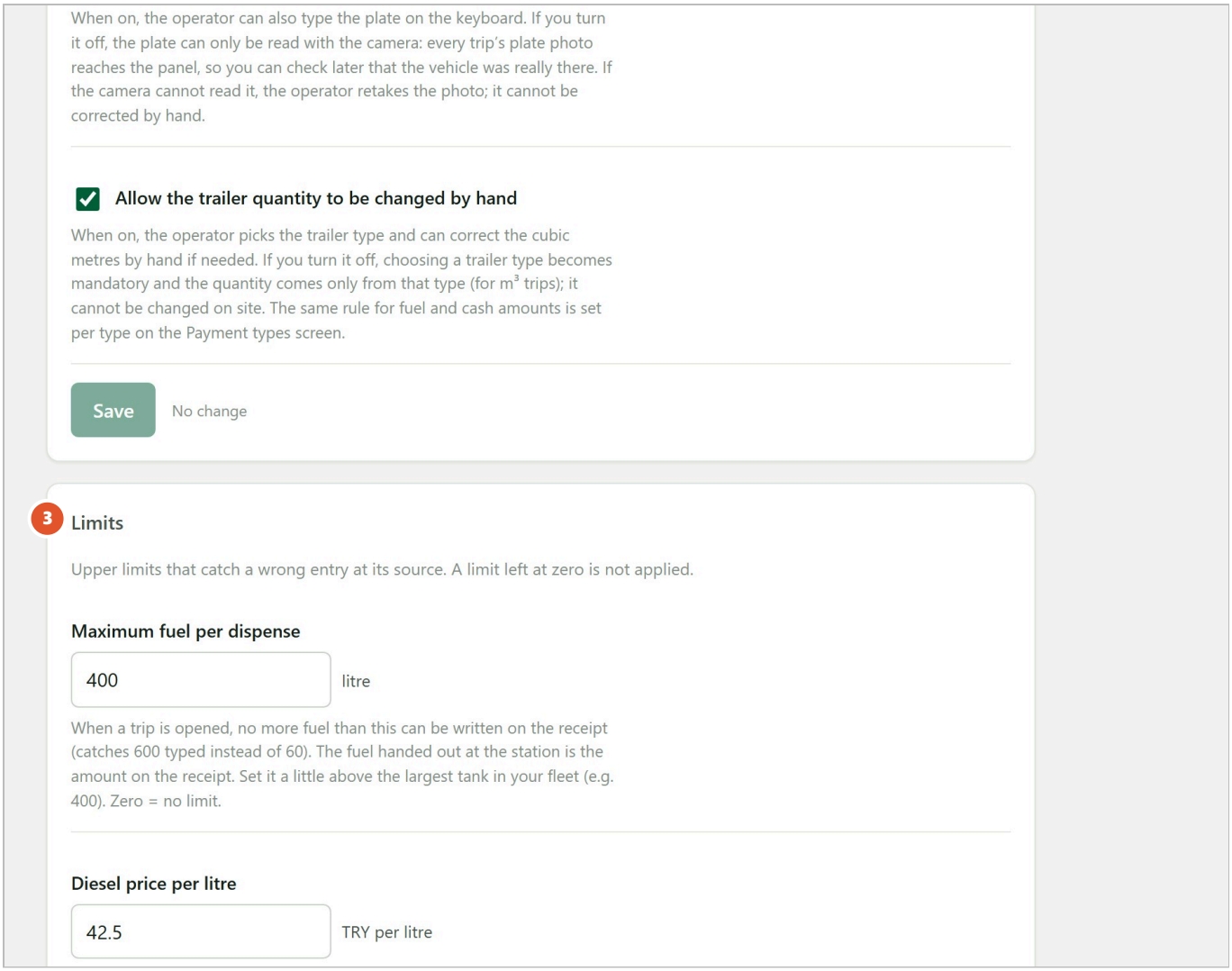
Company settings (1/4)

1 **Anomaly window.** If the same plate is scanned again within this time, the terminal asks why. Lower it for short hauls; for long hauls raise it, or every normal trip will look like an anomaly.



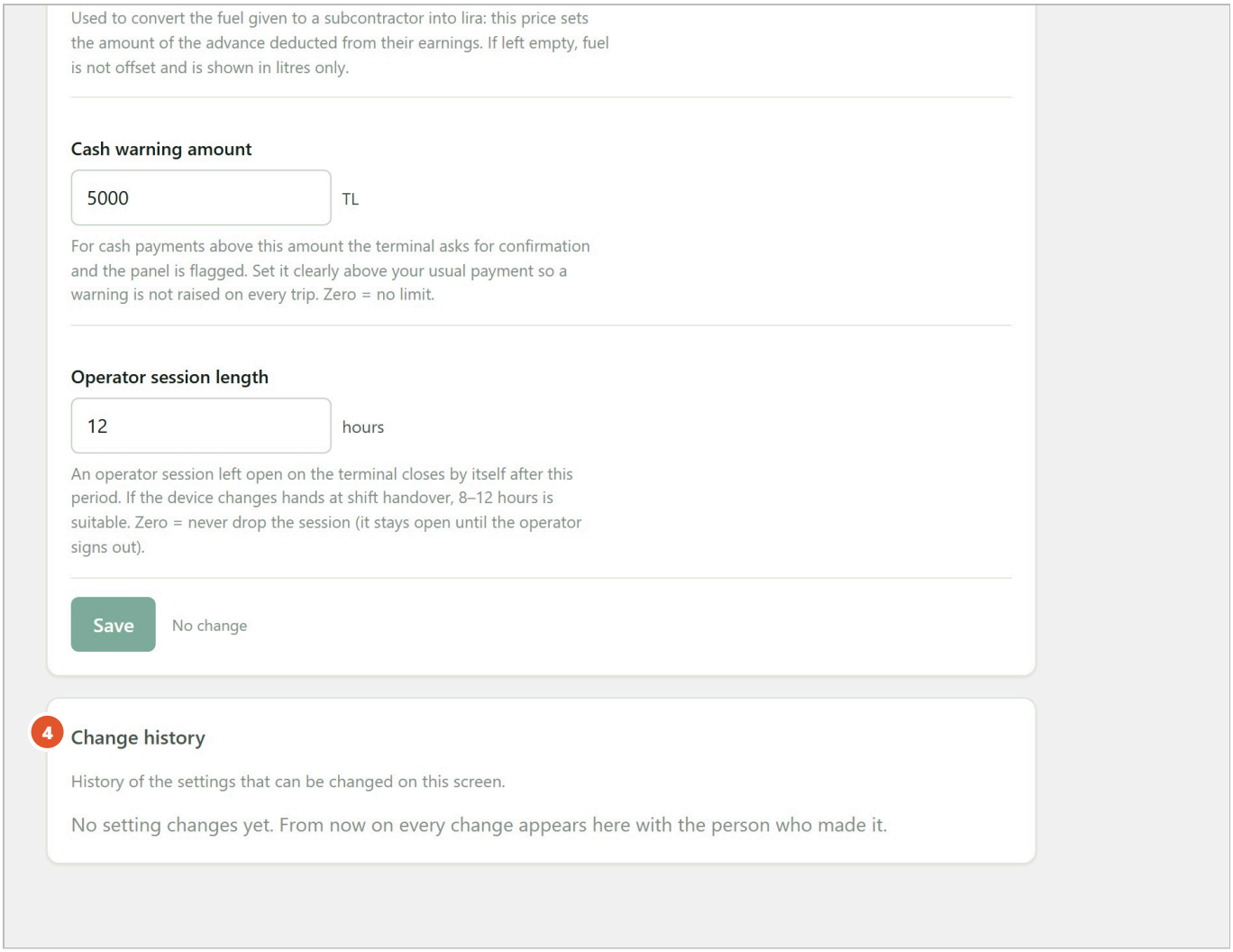
Company settings (2/4)

2 **Required fields.** Dump card number, quantity hauled, driver name; whether manual plate entry is allowed.



Company settings (3/4)

3 **Limits.** Maximum fuel per trip, diesel price per litre, maximum odometer jump, cash warning amount, operator session length. Zero = no limit.



Company settings (4/4)

4 **Change history.** Who changed which setting, when, and from what to what.

SETTING	SUGGESTED START	WHY
Anomaly window	40 min	Should be shorter than a site–dump round trip.
Day starts at	00:00 (07:00 with a night shift)	Where the daily report is cut.
Maximum fuel per trip	A little above the largest tank (e.g. 400 L)	Catches 600 typed instead of 60.
Diesel price per litre	Current pump price	Converts fuel given to subcontractors into lira.
Cash warning amount	Well above a normal payment	So the warning does not appear on every trip.
Operator session length	8–12 hours	If the device changes hands at shift change.

Additional services and integrations

The following are not settings you switch on in the panel; ask **your application provider** when you need them, and they are set up and handed over working for your company. Requests: info@patontakip.com

Instant alerts on your phone

Instant news by **Telegram** or **email** when there is an anomaly, a terminal that has gone quiet for a long time, or feedback from a terminal. You decide which events go to whom; a site group or a single person.

Scheduled summary report

Every evening (or once a week) at a time you choose, the day's trips, fuel, cash and dumps arrive in a single message on your phone or by email. You close the day without opening the panel.

Accounting / ERP integration

Your own accounting or ERP software pulls trip and billing data directly with a **read-only** key; no manual export needed. The key cannot write or delete data.

Additional administrator account

Opening a second administrator account for your company, giving a user administrator rights, or resetting an administrator password. You manage all other users yourself on the Users screen.

Customer company records

The construction companies you work for (the companies billed and tracked in the ledger). Once a company is added, you add its sites yourself on the Sites screen.

Receipt header and logo

The company name, logo and footer on the receipt are part of the contract; your provider applies any change you request and it reaches the terminals automatically.

NOTE **Your data is safe.** The whole database is backed up every night and the backups are kept separately. If you need the history of a record or the details of a removed transaction, your provider can retrieve them from the audit log.

The terminal on site

Who uses it **Operator** **Station**

The operator only needs to learn one three-step flow; the rest runs in the background.

1

The trip is opened

The operator scans the plate with the camera or picks it from the list; site, dump site, material and trailer type take a few taps. Choosing the trailer type fills in the cubic metres.

2

The receipt is printed

The terminal prints the receipt: a large boxed **TRIP NO** at the top, the date and time and the plate in large type below it, and a ~3 cm QR at the bottom. The QR is signed with that device's own key and is single-use. The receipt stays with the driver.

3

The receipt is scanned

Whoever hands out fuel, pays or confirms the dump scans the receipt. If it is valid, the transaction goes ahead and the receipt is closed; if it was already used, a warning appears.

Signing in and choosing the task. On a single screen the operator picks their username, password (PIN), company and site, and chooses the task: **Trip operations** (scan the plate and print the receipt), **Fuel operations**, **Payment operations** or **Dump operations** (scan the receipt to hand out fuel, pay cash or confirm the dump). With *Remember my password* on, the password is stored encrypted on the device and filled in at the next sign-in.

Trips and end of day on the terminal

- Tapping the **Today's trips / Total trips** tiles opens the *Trips* screen: a date or date range (Today, Yesterday, 7 days, calendar), search by front or trailer plate, and sorting by tapping a column header. Trips from every terminal on this site are shown.
- Tap a row for the trip's details; a receipt printed on this terminal can be reprinted with **PRINT COPY**.
- The menu at the top right has **Reprint last receipt**, **Print end-of-day summary** (the day's trips, payments and dumps, for the shift handover), printer setup and test receipt, appearance (light/dark), feedback/problem report and diagnostics.
- The report icon at the top of the Fuel, Payment and Dump screens lists the transactions made on that terminal by date and plate; the summary can be printed as a receipt.
- A trip cancelled in the panel also shows as *cancelled* on the terminal and is left out of the end-of-day summary.

In the background

- **If the same plate comes back quickly**, the terminal asks why. The operator's note appears next to the anomaly in the panel.
- **With no signal** the terminal keeps working; records wait on the device and are sent automatically once connected.
- **Updates**: terminals download and install new versions themselves (on some devices the operator has to tap *Install* once). A device below the minimum version cannot open trips until it is updated; nobody has to tour the sites.
- **Photos and evidence**: the frame taken while reading the plate and the frame of the receipt scanned during fuel/payment/dump are sent to the panel with their location once connected.
- **Location permission**: when Android asks, choose *Precise location*; with "approximate" the position can be kilometres off.

FAQ and troubleshooting

Billing shows a “price could not be resolved” warning.

No unit price matches those trips, or the price’s unit (m^3/tonne) does not match the trip’s unit. Add a price with an empty (general) scope in Unit prices, or define the missing scope.

The subcontractor reconciliation warns about “vehicles without a subcontractor”.

Fill in the subcontractor field of those vehicles on the Vehicles screen; past trips are regrouped with the new information.

A terminal shows as “quiet”.

The device has not reached the server for more than 30 minutes: it is off, out of battery or has no signal. Its records are not lost; they are sent once connected. The number of queued trips is shown in the details.

A user forgot their password.

The company administrator gives them a new one with **Set password** in Users; the user’s open sessions are closed. The old password is not shown; only a new one is given.

The company administrator forgot their own password.

Ask your application provider to reset the administrator password.

The terminal’s location is wrong or missing.

The operator may have chosen “approximate” in Android’s location permission or turned location off. Turn on *Precise location* in the app’s permissions on the terminal.

How do I fix a fuel dispense entered by mistake?

Remove the row with **Undo** in Fuel dispenses; the receipt becomes usable again, then make the correct dispense.

A terminal was replaced or reset; how do I connect it again?

Click **Re-provision** on that terminal’s row in Terminals and scan the QR shown from the terminal’s activation screen. Unsent trips on the device are not deleted; they are sent after setup.

A terminal was lost or stolen.

Immediately **Revoke** it in Terminals. Receipts it prints from then on are invalid and show as “INVALID” at the station.

Glossary

Ageing
Sorting open receivables into buckets by how long they are past due.

Anomaly
The same plate taking a second trip within the window set in Settings. The record is not deleted; it is reviewed and closed with a note.

Dump confirmation
The dump site attendant scanning the receipt to record that the truck actually entered the dump.

Location finding
A trip opened or confirmed outside the usual location of the site or dump site.

Progress billing
The monetary value of the work done in a period, to be invoiced to the customer.

Receipt
The signed, single-use proof of a trip. Fuel, cash and dump transactions are done by scanning it.

Reconciliation
Comparing what the subcontractor has earned with the advances paid, and agreeing on the balance.

Specificity
The score that decides which unit price applies when several match a trip.

Tariff
The amount of fuel or cash handed to the driver on site.

All companies, people, plates and amounts in the screenshots are sample data.

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