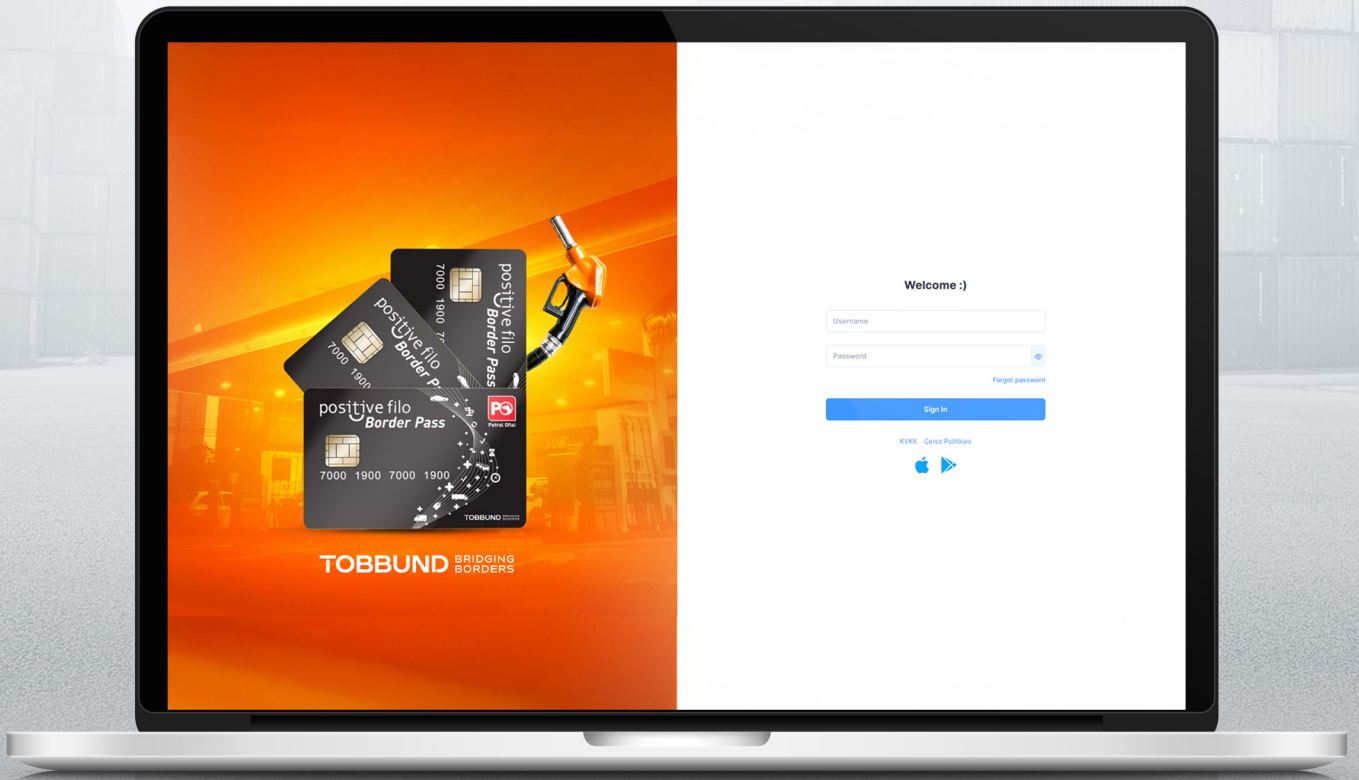


# I-FRAME TOBBUND – POAS USER MANUAL

## 1. SYSTEM LOGIN PAGE

Each user logs into the system using their assigned email address and password.

Login Link: [poas.tobbund.com.tr](https://poas.tobbund.com.tr)



## 2. DASHBOARD SCREEN

After logging in, the user is directed to the dashboard screen. Information available on the dashboard includes:

- The records in the **Chart** display the card balances associated with the company.
- In the table located to the right of the chart, you can view:
  - Which vehicle received a loading,
  - The current password of the card,
  - The driver information using the card.
- If the company has multiple cards, clicking on the card number in the **Card Balances** chart filters the table based on the selected card.
- The Notifications table is where company and card-related information is communicated to users. (Notifications are added by **TOBBUND**.)

The dashboard is titled "Firma Özet Bilgiler" (Company Summary Information). It features a sidebar with navigation options: "Corporate Transactions" and "Dokümanlar".

**Kart Bakiyeleri** (Card Balances): A bar chart showing balances for three cards. The first card (7000191400151821) has a balance of 51.15. The other two cards (7000191400151832 and 70606565) have much lower balances.

**Card List**: A table with columns: Current Password, Card Number, Current Limit, Plate, Company Name, Driver Name, Driver Last Name, Notes, Active, and Synchronization Status. The table contains three rows of data.

**Duyurular** (Notifications): A table with columns: Date, Subject, and Content. It shows two notifications from 03/03/2025 and 03/13/2025.

**Kullanım Klavusu** (Usage Guide): A table with columns: DOCUMENT, DATE, SUBJECT, and KONU DETAYI. It provides instructions on how to use the system, including how to filter cards and how to use the "Limit" button.

# 3. MENU TREE

**Firma Özet Bilgiler**

Kart Bakiyeleri

Card Number	Balance
7000191400151821	91.15
7000191400151832	1.27
70886565	0

Duyurular

Date	Subject	Content
03/03/2025	Duyuru Doneme	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc posuere...
03/13/2025	DUYURU	SDFDSF SDFDEF

Card List

Current Password	Card Number	Current Limit	Plate	Company Name	Driver Name	Driver Last Name	Notes	Active	Synchronization Status
---	70808565	0.00	sadada	TEST HZM SÇİÖ	Emre			0	Synchronized
---	5050	7000191400151832	1.37	34IST34	Oğuzhan			1	Synchronized
---	5353	7000191400151821	5115	06DFE06	Fuat	Köprülü		1	Synchronized

Kullanım Klavuzu

DOCUMENT DATE	SUBJECT	KONU DETAYI
03/15/2025	BANA VERİLEN KARTA NASIL BAKIYE YÜKLEMESİ YAPILABİLİR?	"Kurumsal İşlemler" menüsündeki "Kart Listeleri" butonuna tıklayarak kayıtlı kart listenize erişebilirsiniz. İlgili kart numarasına tıklayınız. "Kart Detay Kartın Kullanıcı" ekranı açılır. "Kart Hareketleri" sekmesinden "Giri" butonuna tıklayarak "Limit Yükleme" işlemi için gerekli "Tutar" ve "Sefer No" bilgilerini girip işlemi tamamlayarak kartınıza bakiye yükleyebilirsiniz.
03/15/2025	BİR KARTIN HANGİ KULLANICIYA AIT OLDUĞUNU NASIL KONTROL EDEBİLİRİM?	Kart listenizde yer alan "Kart Numarası" alanındaki ilgili kart numarasına tıkladığınızda, kartın bağlı olduğu firma, sürücü bilgileri ve araç plakası gibi detaylara ulaşabilirsiniz. Bu sayede kartın hangi kullanıcıya ait olduğunu kolayca kontrol edebilirsiniz.

- **Company List:** Menu section where you can view your company details.
- **Card List:** Menu section where you can view all cards associated with your company.
- **Invoice List:** Menu section where you can view commission invoices issued to your company.
- **Card Transactions:** Menu section where you can monitor limit loading and limit refund transactions for your company's cards.
- **Company Transactions:** Menu section where you can view all limit loading, limit refund, and fuel purchase transactions performed by your company.
- **Fuel Consumption Report:** Menu section where you can examine detailed fuel purchase data related to your company.

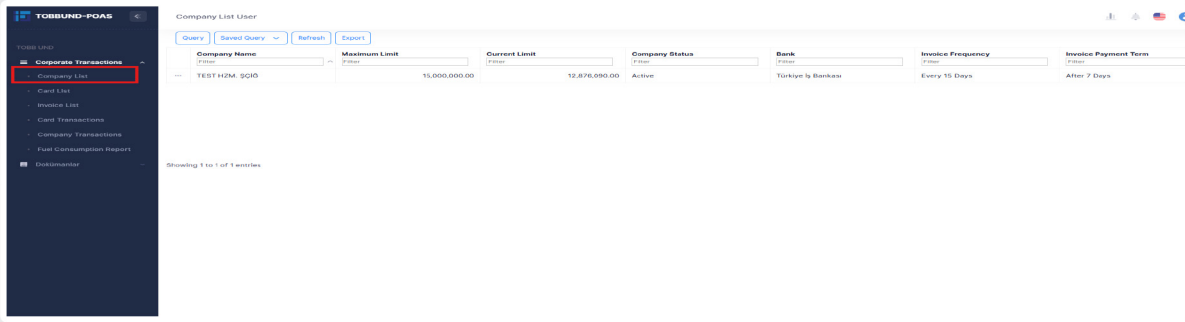
Company List User

Company Name	Maximum Limit	Current Limit	Company Status	Bank	Invoice Frequency	Invoice Payment Term
TEST HZM. SÇİÖ	15,000,000.00	12,876,090.00	Active	Türkiye İş Bankası	Every 15 Days	After 7 Days

Showing 1 to 1 of 1 entries

# 4. CORPORATE OPERATIONS

## 4.1. COMPANY LIST



In the **Company List** section, the number of companies associated with the institution can be viewed. Each user can only access data related to their own company.

Accessible company information includes:

- Company Name
- Tax Number
- Phone Number
- Address
- Description
- Tax Office
- Company Status
- Currency Information
- Current Limit
- Maximum Limit
- Bank
- Bank Used Limit
- Bank Available Limit
- Invoice Frequency
- DBS Member Number
- Bank Total Limit
- Bank Non-Matured Risk
- Invoice Payment Term

At the bottom of the screen, you can access your company's **Card List** and **Card Transactions** through tab sections.

### Company List User

Bank	Türkiye İş Bankası	DBS Membership Number	2000200202
Bank Used Limit	0.00	Bank Total Limit	15,000,000.00
Bank Available Limit	12,969,220.00	Bank Unexpired Risk	2,030,780.38
Invoice Frequency	Every 15 Days	Invoice Payment Term	After 7 Days

[Card List](#) [Transactions](#)

Current Password	Card Number	Current Limit	Plate	Company Name	Driver Name	Driver Last Name	Notes	Active	Synchronization Status
---	<a href="#">70606565</a>	0.00	sadada	TEST HZM. ŞÇİĞ	Emre			0	Synchronized
---	<a href="#">7000191400151832</a>	1.37	34IST34	TEST HZM. ŞÇİĞ	OguzHan			1	Synchronized
---	<a href="#">7000191400151821</a>	51.15	06DFE06	TEST HZM. ŞÇİĞ	Fuat	Köprülü		1	Synchronized

## 4.2. CARD LIST

In the **Card List** screen, all card information related to the registered company is accessible.

Users wishing to view detailed card information can click on the card number to open the detail screen.

### Card Detail List User

Synchronization Message	Blocking Status
Active	Card Type
Blocking Date	VIU ID
Creation Date	Blacklist Reason
Card Blacklist Status	

[Card Transactions](#) [Fuel Consumption Report](#)

Synchronization Time	Date	Transaction Type	Synchronization Status	Plate	Voyage No	Amount	Amount	Description	Username
---	03/14/2025 9:42 AM	Limit Refund	Successful	34IST34		20,000.37			
---	03/14/2025 9:42 AM	Top Up the Limit	Successful	34IST34		20,000.00			gokhan.gok
---	03/13/2025 2:34 PM	Limit Refund	Successful	34IST34		8,795.37			
---	03/13/2025 12:01 PM	Top Up the Limit	Successful	34IST34		8,795.00			fadmin
---	03/13/2025 11:59 AM	Limit Refund	Successful	34IST34		50.37			
---	03/11/2025 2:15 PM	Top Up the Limit	Successful	34IST34		50.00			
---	03/07/2025 11:49 AM	Limit Refund	Successful	34IST34		18,500.37			

At the bottom of the screen, you can access the company's **Card Transactions** and **Fuel Consumption Report**.

You can perform **Limit Refund** and **Limit Load** transactions by clicking the "New" button in the **Card Transactions** tab section.

The screenshot shows the 'Invoice List User' interface with a table of 14 entries. The table columns are: Invoice Date, Invoice No, Amount, Company Name, DBS Invoice Status, Last Payment Date, DBS Payment Status, and DBS Payment Last Control Date. The data includes various invoice numbers, amounts, and payment statuses.

Invoice Date	Invoice No	Amount	Company Name	DBS Invoice Status	Last Payment Date	DBS Payment Status	DBS Payment Last Control Date
03/12/2025	GRT202500135	50.00	TEST H2M. SÇİÖ		03/12/2025		
02/28/2025	FTR2025000000013	9802.12	TEST H2M. SÇİÖ		02/28/2025	Synchronized	03/04/2025 9:38 AM
02/28/2025	FTR20250000000063	8963.30	TEST H2M. SÇİÖ	Synchronized	02/28/2025	Partially Paid	03/19/2025 10:01 AM
02/28/2025	FTR20250000000015	1878.00	TEST H2M. SÇİÖ	Synchronized	02/28/2025	Paid	03/19/2025 9:51 AM
03/14/2025	IKR0K	500.00	TEST H2M. SÇİÖ		03/14/2025		
02/24/2025	FTR20250000000014	7852.00	TEST H2M. SÇİÖ	Synchronized	02/24/2025	Paid	03/19/2025 9:51 AM
03/18/2025	FTR20252025	879.00	TEST H2M. SÇİÖ	Synchronized	03/18/2025	Pending	03/19/2025 10:01 AM
02/28/2025	FTR20250000000043	1879.00	TEST H2M. SÇİÖ	Synchronized	02/28/2025	Paid	03/19/2025 9:51 AM
02/24/2025	FTR20250000000013	18500.00	TEST H2M. SÇİÖ	Synchronized	02/24/2025	Paid	03/19/2025 9:51 AM
03/06/2025	1231155	-50.00	TEST H2M. SÇİÖ	Synchronized	03/06/2025	Unpaid	03/10/2025 9:31 AM
03/14/2025	CCCS544645646	500.00	TEST H2M. SÇİÖ		03/14/2025		
02/28/2025	FTR20250000000032	789.78	TEST H2M. SÇİÖ	Synchronized	02/28/2025	Paid	03/19/2025 9:51 AM
03/07/2025	FTR20250000000105	8500.00	TEST H2M. SÇİÖ	Synchronized	03/07/2025	Pending	03/19/2025 10:01 AM
02/27/2025	FTR20250000000016	8788.00	TEST H2M. SÇİÖ	Synchronized	02/27/2025	Paid	03/19/2025 9:51 AM

### 4.3. INVOICE LIST

In the **Invoice List** screen, all invoice information related to the registered company can be accessed.

This screenshot is identical to the one above, but with the 'Invoice List' menu item in the left sidebar highlighted with a red box. The table content remains the same.

To view detailed invoice information, users can click on the invoice number to open the details screen.

**Invoice DBS Form User**

Invoice Information

Invoice No: FTR2025000000033	Related Company: TEST HZM. ŞÇİG
Description:	Amount: 9,802.12
Invoice Date: 02/28/2025	DBS Invoice Status: -Select-
DBS Payment Status:	DBS Last Control Date: 03/04/2025 9:38 AM

## 4.4. CARD TRANSACTIONS

In the Card Transactions screen, all **Limit Refund** and **Limit Load** transactions related to the registered company can be displayed in a list.

Accessible transaction information includes:

- Synchronization Time
- Transaction Date and Time
- Transaction Type
- Synchronization Status
- License Plate
- Trip Number
- Amount
- Quantity
- Description

Date	Company Name	Transaction Type	Synchronization Status	Amount	Description
03/18/2025 8:09 PM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	50.00	Limit Yıkama: 700019140011921
03/18/2025 9:42 AM	TEST HZM. ŞÇİG	Limit Refund	Successful	20000.00	Limit Yıkama: 700019140011922
03/18/2025 9:42 AM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	20000.00	Limit Yıkama: 700019140011923
03/18/2025 9:58 PM	TEST HZM. ŞÇİG	Limit Refund	Successful	80000.00	Limit Yıkama: 700019140011924
03/18/2025 2:09 PM	TEST HZM. ŞÇİG	Limit Refund	Successful	1548.00	Limit Yıkama: 700019140011925
03/18/2025 12:01 PM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	6795.00	Limit Yıkama: 700019140011926
03/18/2025 12:00 PM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	1548.00	Limit Yıkama: 700019140011927
03/18/2025 11:59 AM	TEST HZM. ŞÇİG	Limit Refund	Successful	50.00	Limit Yıkama: 700019140011928
03/18/2025 11:59 AM	TEST HZM. ŞÇİG	Limit Refund	Successful	1000.00	Limit Yıkama: 700019140011929
03/18/2025 10:39 AM	TEST HZM. ŞÇİG	Limit Refund	Successful	300.00	Limit Yıkama: 700019140011930
03/18/2025 10:05 AM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	871.00	Limit Yıkama: 700019140011931
03/18/2025 9:56 AM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	789.00	Limit Yıkama: 700019140011932
03/18/2025 9:54 PM	TEST HZM. ŞÇİG	Limit Refund	Successful	300.00	Limit Yıkama: 700019140011933
03/18/2025 3:53 PM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	50.00	Limit Yıkama: 700019140011934
03/18/2025 2:15 PM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	50.00	Limit Yıkama: 700019140011935
03/18/2025 2:14 PM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	50.00	Limit Yıkama: 700019140011936
03/07/2025 11:59 PM	TEST HZM. ŞÇİG	Limit Refund	Successful	18000.00	Limit Yıkama: 700019140011937
03/05/2025 11:59 AM	TEST HZM. ŞÇİG	Limit Refund	Successful	18000.00	Limit Yıkama: 700019140011938
03/05/2025 11:48 AM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	18000.00	Limit Yıkama: 700019140011939
03/05/2025 11:48 AM	TEST HZM. ŞÇİG	Tip Up the Limit	Successful	15000.00	Limit Yıkama: 700019140011940
03/05/2025 11:45 AM	TEST HZM. ŞÇİG	Limit Refund	Successful	24840.00	Limit Yıkama: 700019140011941
03/05/2025 11:44 AM	TEST HZM. ŞÇİG	Limit Refund	Successful	871.00	Limit Yıkama: 700019140011942

## 4.5. COMPANY TRANSACTIONS

In the Card Transactions screen, all **Limit Refund** and **Limit Load** transactions related to the registered company can be displayed in a list.

Accessible transaction information includes:

- Synchronization Time
- Transaction Date and Time
- Transaction Type
- Synchronization Status
- License Plate
- Trip Number
- Amount
- Quantity

The screenshot displays the 'Transactions List User' interface. It features a sidebar on the left with navigation options like 'Corporate Transactions', 'Company List', 'Card List', 'Invoice List', 'Card Transactions', 'Company Transactions', 'Fuel Consumption Report', and 'Dokümanlar'. The main area contains a table with columns for Date, Company Name, Transaction Type, Synchronization Status, Amount, and Description. The table lists various transactions, including 'Top Up the Limit', 'Limit Refund', and 'Limit Yükleme', with associated dates, times, and amounts.

Date	Company Name	Transaction Type	Synchronization Status	Amount	Description
03/18/2025 4:09 PM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	50.00	Limit Yükleme 7000191400151821
03/14/2025 8:42 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	20000.00	Limit İade 7000191400151832
03/14/2025 9:42 AM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	20000.00	Limit Yükleme 7000191400151832
03/13/2025 2:34 PM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	8795.00	Limit İade 7000191400151832
03/13/2025 2:09 PM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	1548.00	Limit İade 7000191400151821
03/13/2025 12:01 PM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	8795.00	Limit Yükleme 7000191400151832
03/13/2025 12:00 PM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	1548.00	Limit Yükleme 7000191400151821
03/13/2025 11:59 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	50.00	Limit İade 7000191400151832
03/13/2025 11:59 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	1060.00	Limit İade 7000191400151821
03/13/2025 10:35 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	300.00	Limit İade 7000191400151821
03/13/2025 10:05 AM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	571.00	Limit Yükleme 7000191400151821
03/13/2025 9:56 AM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	789.00	Limit Yükleme 7000191400151821
03/12/2025 3:54 PM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	100.00	Limit İade 7000191400151821
03/12/2025 3:53 PM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	50.00	Limit Yükleme 7000191400151821
03/11/2025 2:15 PM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	50.00	Limit Yükleme 7000191400151832
03/11/2025 2:14 PM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	50.00	Limit Yükleme 7000191400151821
03/07/2025 11:49 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	18500.00	Limit İade 7000191400151832
03/07/2025 11:49 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	15000.00	Limit İade 7000191400151821
03/07/2025 11:48 AM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	18500.00	Limit Yükleme 7000191400151832
03/07/2025 11:48 AM	TEST HZM. ŞÇİÖ	Top Up the Limit	Successful	15000.00	Limit Yükleme 7000191400151821
03/07/2025 11:45 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	21988.00	Limit İade 7000191400151821
03/07/2025 11:44 AM	TEST HZM. ŞÇİÖ	Limit Refund	Successful	85185	Limit İade 7000191400151821



## 4.6. FUEL CONSUMPTION REPORT

In the **Fuel Consumption Report** screen, fuel purchases made with cards and their payment status to the bank can be viewed.

Card Detail List User

Synchronization Message:

Blocking Status:

Active:

Blocking Date:

Card Type: 1

Creation Date: 02/28/2025 10:29 AM

VLU ID: ADF788BE

Card Blacklist Status:

Blacklist Reason:

Card Transactions: Fuel Consumption Report

Query Saved Query Refresh Export

Synchronization Time	Date	Card Number	Plate	Company Name	Station Information	Amount	Amount	Invoice Status	Last Payment Date	Payment Status	Payment Last Control Date	Invoice Number
03/13/2025 9:50 AM	02/08/2024 12:00 AM	7000191400151832	341ST34	TEST HZM. SCIG	(BAHCELEVLERI) PETROL OFISI A.Ş.	400.00	10.64	Synchronized		Pending	03/19/2025 10:31 AM	YF0000000000013
03/13/2025 9:50 AM	02/08/2024 12:00 AM	7000191400151832	341ST34	TEST HZM. SCIG	(BAHCELEVLERI) PETROL OFISI A.Ş.	1.00	1.00	Synchronized		Pending	03/19/2025 10:31 AM	YF0000000000015
03/13/2025 9:50 AM	02/08/2024 12:00 AM	7000191400151832	341ST34	TEST HZM. SCIG	(BAHCELEVLERI) PETROL OFISI A.Ş.	1.00	1.00	Synchronized		Pending	03/19/2025 10:31 AM	YF0000000000017
03/13/2025 9:50 AM	02/08/2024 12:00 AM	7000191400151832	341ST34	TEST HZM. SCIG	(BAHCELEVLERI) PETROL OFISI A.Ş.	46.01	1.20	Synchronized		Pending	03/19/2025 10:31 AM	YF0000000000018
03/13/2025 9:50 AM	02/08/2024 12:00 AM	7000191400151832	341ST34	TEST HZM. SCIG	(BAHCELEVLERI) PETROL OFISI A.Ş.	0.00	0.00	Synchronized		Pending	03/19/2025 10:31 AM	YF0000000000019

- In the **Card List**, click the three-dot (...) icon to access the **Change Password** button.

Card Transactions: Fuel Consumption Report

New Query Saved Query Refresh

Synchronization Time	Date	Transaction Type	Synchronization Status	Plate	Voyage No	Amount	Amount	Description	Username
03/14/2025 9:42 AM	03/14/2025 9:42 AM	Limit Refund	Successful	341ST34		20,000.37			
03/14/2025 9:42 AM	03/14/2025 9:42 AM	Top Up the Limit	Successful	341ST34		20,000.00			gokhan.gok
03/13/2025 2:34 PM	03/13/2025 2:34 PM	Limit Refund	Successful	341ST34		8,795.37			
03/13/2025 12:01 PM	03/13/2025 12:01 PM	Top Up the Limit	Successful	341ST34		8,795.00			fadmin
03/13/2025 11:59 AM	03/13/2025 11:59 AM	Limit Refund	Successful	341ST34		50.37			
03/11/2025 2:15 PM	03/11/2025 2:15 PM	Top Up the Limit	Successful	341ST34		50.00			
03/07/2025 11:49 AM	03/07/2025 11:49 AM	Limit Refund	Successful	341ST34		18,500.37			

- Clicking the **Change Password** button opens a screen allowing you to set a new password.

Card Password Change

Save And Close Save

Card Password Change

Current Password: 5050 Notes:

New Password: 4187

On the Change Card Password screen, you can view the current password and assign a new one.

After entering the desired password, click Save or Save and Close to update your password.

# Q&A

- **HOW CAN I LOAD BALANCE ON THE CARD GIVEN TO ME?**

You can access your registered card list by clicking the "Card Lists" button under the "Corporate Transactions" menu. When you click on the relevant card number, the "Card Detail List User" screen will open. In the "Card Transactions" tab, click the "New" button, select "Limit Loading", then enter the Amount and Trip Number details and complete the process to load balance onto your card.

- **HOW CAN I CHECK WHICH USER A CARD BELONGS TO?**

When you click on the relevant card number in the Card Number field within the card list, you can access details such as the associated company, driver information, and vehicle plate number. This allows you to easily check which user the card belongs to.

- **HOW CAN I PROCESS A REFUND FOR LOADED BALANCE?**

To perform a refund, access your registered card list by clicking the "Card Lists" button under the "Corporate Transactions" menu. When you click on the card number for which you want to make a refund, the "Card Detail List User" screen will open. In the "Card Transactions" tab, click the "New" button, select "Refund" as the Transaction Type, enter the refund amount, and complete the process.

- **HOW CAN I VIEW MY REGISTERED COMPANIES?**

If you have one or more registered company records in the system, you can access your registered company list by clicking the "Company Lists" button under the "Corporate Transactions" section in the left menu.

- **I FORGOT MY CARD PIN. HOW CAN I RESET IT?**

Click on the relevant card in the card list and select "Change PIN" from the menu that appears. This will open the password change form where you can set a new PIN and complete the process.

- **HOW CAN I GET REPORTS OF THE FUEL I HAVE PURCHASED?**

Click the "Fuel Consumption Report" button under the "Corporate Transactions" menu to access detailed reports about your fuel purchases. After setting filters such as date range and vehicle plate number, click the "Export" button to generate and view the report.

- **HOW CAN I CHECK THE LIST OF REGISTERED CARDS IN THE SYSTEM?**

If you have one or more registered card records in the system, you can access your registered card list by clicking the "Card Lists" button under the "Corporate Transactions" section in the left menu.

- **CAN I PROCESS A MASS REFUND FOR CARDS REGISTERED UNDER A COMPANY?**

You can access your registered card list by clicking the "Card Lists" button under the "Corporate Transactions" menu. Click the "Selection" button and activate the "Multiple Selection" option to select one or more cards and process the transaction. You can also use the "Select All" button to select all cards and perform a bulk transaction.