

**Product of Avail Technologies, Inc.**  
**Vehicle Maintenance User Guide**

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## About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

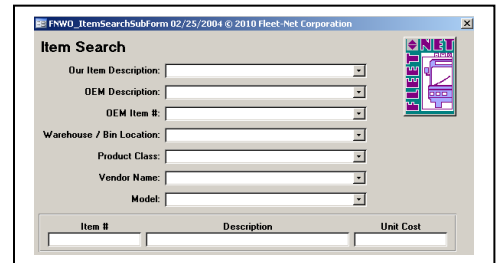


To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



\*\*When the binoculars search function is not available, nor a drop down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



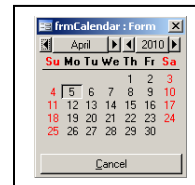
The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.



## About Vehicle Maintenance

The Vehicle Maintenance system is designed to monitor vehicle maintenance activities and associated costs. Preventative maintenance inspections, tire usage/costs, and general maintenance activities are recorded.

Each vehicle is assigned a unique identification number and grouped into a Fleet according to make, model, purchase date, etc. Pertinent Fleet and vehicle information, such as, vehicle type, status, year, fuel capacity, seating capacity, expected MPG, and tire cost are also maintained.

Vehicle service work should be entered into the system on a daily basis. As the daily service information is entered, costs are computed and appropriate general ledger transactions are generated.

Performance information is available for each vehicle and Fleet. Inventory levels of items used (such as fuel and oil) are automatically reduced as usage is updated by the system.

Tracking tires is made easy with Fleet-Net® data on tire usage and costs. Daily entries track tire mileage, while special reports highlight tire maintenance requirements.

Other reports include vehicle listing, tire listing, tire change report, tire overhead and cost report, monthly mileage report, monthly maintenance report and several inspection due reports.

## About Component Maintenance

Components and subcomponents are defined as inventory items and/or components installed on a vehicle that require any of the following:

- Preventive maintenance schedules separate from that of a vehicle
- Overhauls, labor and cost tracking; Warranty date and mileage
- Life cycle and meantime (mileage) between failures
- Location monitoring when installed on a vehicle.

Components have additional inventory tracking requirements regardless of whether components are in the storeroom or on a vehicle. Vehicle Component Maintenance (VCM) provides these capabilities.

Components are given a unique identification number and are grouped by inspection ID for Preventive Maintenance (PM) Scheduling.

Components, regardless of the dollar value, are crucial to the operation of a vehicle. Additionally, the ability to track the component's life cycle (rebuilt, repairs, etc.) is imperative to prevent and/or decrease road calls and accidents.

When components are rebuilt, vendors often offer warranties. In the case of electronic fare boxes, the components can be maintenance intensive and the vendor may compensate by offering a generous warranty plan. In either case, tracking the component to provide the required warranty information lies with the user. VCM makes this a relatively simple process.

Many components are covered under warranty plans; therefore, detailed tracking of components is essential to assure that the cost of repairs/rebuilds is accounted for under the warranty. This tracking responsibility falls on the user. VCM makes this tracking process relatively simple.



## Initial VM Setup Checklist

Below is a list of the forms that must be set up. See the instructions for each form for more detailed information.

Vehicle Maintenance module interfaces with General Ledger, Inventory, Work Orders, Asset Management and Vehicle Problems modules. The **chart of accounts** and **inventory** must be set up before initializing Vehicle Maintenance.

STEP	DONE	MENU	ACTION
1.		VM Option #8	VM Misc. List Setup
2.		VM Option #8	Define Setup Consumable Product Codes
3.		VM Option #8	Define Fuel Island Setup (if interfacing with fuel island computer.)
4.		VM Option #5	Define Fleet Specifications
5.		VM Option #8	Define Vehicle Status Codes
6		VM Option #8	Add/Modify Problem Codes
7		VM Option #6	Define vehicles in Modify/Add Vehicles Other assets such as buildings and equipment can also be set up in Components.
8		VM Option #6	NTD -Define NTD vehicle data
9		VM Option #6	Vehicle History -Enter LTD Miles in Maintain Totals
10		VM Option #1 - #3	Daily Service Entry – Setup - Consumable Columns
11.		VM Option #4	Modify/Add Tanks (Optional)
12.		VM Option #4	Modify/Add Pumps (Optional)
13		VM Option #7	Define components in Modify/Add Components (Optional)
14		VM Option #2	Set up Modify/Add PM Types, Inspection IDs, Cycles, Checklist Items, and PM Parts list
15		VM Option #3	Define Modify/Add Tire stock, assign to vehicles.
			- End of Cycle -
			<b>Note: For more details, refer to the Appendix in the back of this Online Help File for the Support Tip, Vehicle Maintenance Setup Procedures, or the Setup Vehicle Maintenance Section of this Document.</b>

## Daily Service Checklist

See the instructions for each form for more detailed information.

**Note:** *Each day must be entered and updated before updating the next day.*

STEP	DONE	MENU	ACTION
1.		VM01	Enter tank readings via Tank Meter Reading Entry (Optional)
2.		VM01	Enter pump readings via Pump Meter Reading Entry (Optional) If used the Pump readings for each consumable much match the vehicle usage.
3.		VM01	Enter mileage and consumables via Daily Service Quick Entry
4.			Save Entries
5.			Check Totals and make sure pump usage and vehicle usage balance for all consumables
6.			If changes were made, then check Totals again for all consumables
7.			Print to view reports and print hard copies or save to a file Service Audit Report – Inventory Issues Service Audit Report – General Ledger Distribution Detail Service Audit Report – General Ledger Summary Posting Reports
8.			Run the Update
			- End of Cycle -
			<b>Note:</b> <i>For more details, refer to the Appendix Daily Service section or the Support Tip in the Appendix of this online help file. If using Bar Code units and Fast Track for Service Entry Refer to the Fast Track Online Help File or the Support Tip in the Appendix of this Document.</i>

Note: For more details, refer to the Appendix in the back of this Online Help File for the Support Tip, Vehicle Maintenance Setup Procedures, or the Setup Vehicle Maintenance Section of this Online Help file.

**NOTE:** *All service should be entered and updated daily. Work orders must be entered and updated daily as well.*


## Vehicle Maintenance

Vehicle Maintenance		
1	Daily Service	?
2	Inspection Planning/Campaigns	?
3	Tire Tracking	?
4	Service Auditing and Maintenance	?
5	Fleet Specifications	?
6	Modify/Add Vehicles	?
7	Modify/Add Components	?
8	Setup Vehicle Maintenance	?
9	Vehicle Mileage Report	?
10	Fleet Performance	?
11	Vehicle Status	?
12	Vehicle Inquiry	?
13	Vehicle File Listing	?
14	Vehicle Exception Report	?
15	Component Inquiry	?
16	Vehicle Maintenance Additional Reports	?



## Setup Vehicle Maintenance

Setup Vehicle Maintenance		
1	Miscellaneous Codes Maintenance	?
2	Fuel Island Setup	?
3	Setup Consumable Product Codes	?
4	Setup Vehicle Status	?
6	User Defined Data Entry	?
7	User Defined Data Form Setup	?
8	User Defined Data Security Setup	?
9	Add/Modify Problem Codes	?
16	Return to Previous Menu	?



## Vehicle Maintenance Misc. Codes

Click **Miscellaneous Codes** to define all codes used throughout the Vehicle Maintenance module.

Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.

Field	Description
Type	Select from the drop down options.
Code	Code used to identify the type of code
Value	Definition of code

**AssetClass: (User Defined)** Used in Component Master

Code	Value
AR	Alternator Rebuild
ENG	Engine
TR	Transmissions

**AssetSubClass: (User Defined)** Used in Component Master

Code	Value
Rebuild	Rebuild


**Attachments: (User Defined)**

**Modify / Add Misc List Codes**

Module: VM  
 Type: Attachments

Code	Value
MAN	Manual
PHO	Photo

Print




**BusType: (User Defined)**

**Modify / Add Misc List Codes**

Module: VM  
 Type: BusType

Code	Value
35 DSL ND1300/1400	35 DSL ND1300/1400
35 DSL/CNG ND13/14	35 DSL/CNG ND13/14
35FT CNG/DSL	35FT CNG/DSL
35FT CNG-LOOP	35FT CNG-LOOP
35FT DSL	35FT DSL

Print




**CatalogMfgld: (User Defined)**

**Modify / Add Misc List Codes**

Module: VM  
 Type: CatalogMfgld

Code	Value
Dodge	Dodge
Flexible	Flexible
Ford	Ford
Gillig	Gillig Corporation
GM	General Motors

Print




**ConsumableCode: (User Defined)**

**Modify / Add Misc List Codes**

Module: VM  
 Type: ConsumableCode

Code	Value
5W30	Oil
CNG	Compressed Natural Gas
DEF	Diesel Exhaust Fluid
FUEL	Unleaded
SYN	SYNTHETIC OIL
TRAN	Trans Lube

Print



**ControlRecord: (Specific)**-Must mirror the setup in GL journal type misc. code

**Modify / Add Misc List Codes**

Module: VM  
 Type: ControlRecord

Code	Value
JournalSource	V/M
*	

Print

**DistributionGroup: (User Defined)**

**Modify / Add Misc List Codes**

Module: VM  
 Type: DistributionGroup

Code	Value
Buildings	All building maintenance staff
Grounds	All grounds keepers
*	

Print

**DocumentCode: (User Defined)**

**Modify / Add Misc List Codes**

Module: VM  
 Type: DocumentCode

Code	Value
C	Certification
I	Invoice
P	Parts Information
PH	Photo
T	Technical notes
U	User Information
W	Warranty
*	

Print

**FuelType: (User Defined)**

**Modify / Add Misc List Codes**

Module: VM  
 Type: FuelType

Code	Value
BD	Bio-Diesel
CN	Compressed Natural Gas
DF	Diesel Fuel
DU	Dual fuel
GA	Gasoline

Print

FundingSource: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: FundingSource

Code	Value
F	Federal
NFPA	NULL
OF	NULL
UA	Urbanized area
*	

Print

InspectionId: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: InspectionId

Code	Value
T0	New Flyer Buses
T2	12 Flyers
A1	Niehoff Alternator Replacement
AC1	Air Compressor
AC2	A/C Machines
AD	Air Dryer (801)
BG	Building and Grounds Inspection
BGIT	Building and Grounds Illinois Terminal

Print

InstalledOnAssetType: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: InstalledOnAssetType

Code	Value
B	Building
C	Component
I	Inventory
O	Other
S	Shop Equipment
V	Vehicle
*	

Print

LifeCycleCondition: *(User Defined)*


**Modify / Add Misc List Codes**

Module: VM

Type: LifeCycleCondition

Code	Value
▶ 1	Poor_Ready to be replaced
2	Marginal_Reaching end of useful life.
3	Adequate_Some defects, deterioration
4	Good_Minimal signs of wear
5	Excellent_New condition
*	

Print



ManufacturerCode: *(User Defined)*


**Modify / Add Misc List Codes**

Module: VM

Type: ManufacturerCode

Code	Value
▶ DTD	Dodge Division - Chrysler Corporation
EDN	EIDorado National
FRD	Ford
GIL	Gillig Corporation
NFA	New Flyer of America
SPC	Supreme Corporation
*	

Print



ModeOfService: *(User Defined)*


**Modify / Add Misc List Codes**

Module: VM

Type: ModeOfService

Code	Value
▶ DR	DR - Demand Response
MB	Motor Bus
PA	Para Transit
VP	Van Pool
*	

Print






OutOfServiceCode: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: OutOfServiceCode

Code	Value
▶ ACC	Accident
DN	Donated
JNK	Vehicle Junked
REP	In shop for Repairs
SLD	Vehicle Sold
TRN	MAJOR TRANS REP/RPL
*	

Print




Ownership: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: Ownership

Code	Value
▶ OO	Operator Owned
*	

Print




ProblemResolution: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: ProblemResolution

Code	Value
▶ Fixed	Fixed
NoProblem	No problem found
*	

Print




OwnershipCode: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: OwnershipCode

Code	Value
▶ LPPA	Lease under a lease purchase agreement by public agency
LPPE	Lease under a lease purchase agreement by private agency
ODPA	Owned Outright by Public agency
TLPA	True Lease by Public agency
TLPE	Tru Lease by Private agency
*	


Print



ProductCode: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: ProductCode




Code	Value
▶ 02	Unleaded
03	Diesel
07	Oil
08	Diesel Exhaust Fluid
09	SYNTHETIC OIL
CNG	CNG
*	

Print

ReasonRetired: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: ReasonRetired




Code	Value
▶ Damaged	Damaged
0D	Out Dated/Antiquated Equipment
*	

Print

RVI: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: RVI



Code	Value
▶ 15435	2004 Vans
1811	2001 New Flyers - 60 articulated
1813	1997 New Flyer - 40'
1814	1996 New Flyer - 40'
1817	1817 - 2003 New Flyers - 40'
19162	2005 Eldorado - 30'
31806	2007 Vans
39499	2009 Gillig - 30' Hybrid
39500	2009 New Flyer - 60 Hybrid
39510	2009 Sprinters
44868	2011 New Flyers - 40' Hybrid

Print


TireChangeLocation: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: TireChangeLocation

Code	Value
▶ 1	Shop
main garage	main garage
road call	on street
*	

Print




TireMfgCode: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: TireMfgCode

Code	Value
FS	Firestone
GN	General Tire
GY	Goodyear
*	

Print




TirePosition: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: TirePosition

Code	Value
▶ BLI	B Axle Left Inside
BLO	B Axle Left Outside
BRI	B Axle Right Inside
BRO	B Axle Right Outside
CLI	C Axle Left Inside
CLO	C Axle Left Outside
CRI	C Axle Right Inside
CRO	C Axle Right Outside
LF	Left Front
LRI	Left Rear Inside
LRO	Left Rear Outside
RF	Right Front
RRI	Right Rear Inside
RRO	Right Rear Outside
SPR	Spare
*	

Print



TireSize: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: TireSize

Code	Value
21570R15	Goodyear Tire
255/70R22.5	Goodyear Tire
255/70R22.5/F	Firestone Tire
275/70R22.5	Goodyear Tire
275/70R22.5/F	Firestone Tire
305/70R22.5	Goodyear Tire
305/70R22.5/F	Firestone Tire
*	

Print

UnitOfMeasure: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: UnitOfMeasure

Code	Value
EA	Each
GL	Gallon
QT	Quart
*	

Print

UserDefinedFieldType: *(Specific)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: UserDefinedFieldType

Code	Value
Date	Date
Number	Number
Text	Text
*	

Print

UserDefinedFormName: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: UserDefinedFormName


Code	Value
Bus Wrap	Wrap
Pre Trip Inspection Form	Driver Check Off List
*	

Print

VehicleStatus: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: VehicleStatus




Code	Value
A	Active
I	Inactive
*	

Print

VehicleType: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: VehicleType



Code	Value
AB	Articulated Bus
AG	Automated Guideway Vehicle
AD	Automobile
BU	Bus
CC	Cable Car
DB	Double Decked Bus
MO	Monorail Vehicle
SB	School Bus
TS	Taxicab Sedan
TV	Taxicab Van
TW	Taxicab Station Wagon
VN	Van
VT	Vintage Trolley/Streetcar


Record: 14 of 14 No Filter Search

Print

VisualAssessment: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM  
 Type: VisualAssessment



Code	Value
1	Poor
2	Marginal
3	Fair Adequate
4	Good
5	Excellent New
*	

Print

WarrantyType: *(User Defined)*

**Modify / Add Misc List Codes**

Module: VM

Type: WarrantyType

Code	Value
▶ 1YR	One Year Warranty
2YR	Two Year Warranty
3YR	Three Year Warranty
4YR	Four Year Warranty
90D	Ninety Day Warranty
Basic	basic body
C	Component

Click **Print** to print a hard copy of the Vehicle Maintenance Miscellaneous Code list by using the File, Print option.

Vehicle Maintenance Misc Values			
Module: VM			
Type	Code	Code	Value
AssetClass	Alternator		Alternator
AssetClass	Buildings		Buildings
AssetClass	Elevators		Elevators
AssetClass	Engne		Engine
AssetClass	HVAC		HVAC
AssetClass	Pump		Pump
AssetClass	Rebuild		Rebuild
AssetClass	Transmission		Transmission
AssetSub Class	Air		Air Systems
AssetSub Class	Brake		Brakes
AssetSub Class	Compressor		Compressor
AssetSub Class	Elevator		Elevator
AssetSub Class	Engine		engine
AssetSub Class	Guard rail		Guard rail
AssetSub Class	Hvac		Hvac
AssetSub Class	Rebuild		rebuild

## Fuel Island Setup

This feature only applies to transits using an automated fuel island.

### Consumables

This will link the code used by the Fuel Island Manufacturer to Fleet-Net®'s code for the same product. Enter the fields with the appropriate information necessary for setting up the fuel island.


**Fuel Island Setup**

Fuel Island Mfg	Fuel Island ProductCode	Consumable Code	Product Code
▶ Fleetwatch	N	CNG	CNG
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field Name	Max Field Size	Field Type	Description
Fuel Island Mfg.	20	Alpha Numeric	Manufacturer's name for the Fuel Island
Fuel Island Code	4	Alpha Numeric	Code used within the Fuel Island File (i.e.: UL, CG, DS, etc.).
Consumable Code	4	Alpha Numeric	Choose the appropriate code from the drop-down
Product Code			This will populate when the Consumable Code is selected

### Tanks

**Fuel Island Setup**



Fuel Island Mfg	Fuel Island Tank #	Fuel Island Product Code	Inventory Item #	Import Readings
Ward	1	1D	UNLEADED87IND	<input type="checkbox"/>
*				<input type="checkbox"/>


**NOTE: TANKS is only used with one Fuel Island Manufacturer: E.J. Ward**

### Setup Consumable Product Codes

Consumable Codes & Product Codes are linked for the purposes of summarizing the information for tracking and reporting. These two fields must be set up and linked before they will be accepted in the Vehicle Maintenance module.

Consumable Codes are a group of similar inventoried items. For example, different types of fuel such as unleaded fuel and diesel fuel will all be grouped together with a Fuel Consumable Code. The Consumable Code applies to such items as: fuels, oils, transmission fluids (trans), lubes and coolants that have been assigned account numbers to adjust inventory and expense values. This is especially critical when using Fast Track for Service Entry because CNG is entered and tracked separately from all other fuels therefore, the product code must be set up as CNG.

**Consumable & Product Codes**



Consumable Code	Product Code	Description	Issue Unit Of Measure	Product Unit Cost	Meter Unit Of Measure	Print
CNG <input type="checkbox"/>	CNG <input type="checkbox"/>	CNG	GL <input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>
Fuel <input type="checkbox"/>	02 <input type="checkbox"/>	Unleaded	GL <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Fuel <input type="checkbox"/>	03 <input type="checkbox"/>	Diesel	GL <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SYN <input type="checkbox"/>	09 <input type="checkbox"/>	SYNTHETIC OIL	GL <input type="checkbox"/>		QT <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

## Vehicle Maintenance User Guide

If the drop down is empty, these codes must be set up in the Modify/Add Misc. List Codes. Click the green checkmark to add or modify the codes

Field Name	Max Field Size	Field Type	Description
<b>Consumable Code</b>	4	Alpha Numeric	Enter all the consumable codes issued.
<b>Product Code</b>	4	Alpha Numeric	Enter the appropriate product codes. Consumable Code-Fuel will have multiple product codes (Diesel, Unleaded)
<b>Description</b>	30	Alpha Numeric	Automatically populated from the product code setup in the misc. list.
<b>Issue Unit Of Measure</b>	2	Alpha Numeric	Enter the unit of measure that the consumable is issued.
<b>Product Unit Cost</b>		Numeric	Used to enter the usual cost for <b>offsite</b> consumables. During Daily Service Entry, this cost can be adjusted. <i>Inventoried consumables will use the avg. cost from inventory.</i>
<b>Meter Unit Of Measure</b>	2	Alpha Numeric	Enter the unit of measure that the consumable is dispensed. Click the green checkmark to set up the conversion. See following instructions

### Setup Vehicle Maintenance...continued

To set up Meter Unit of Measure for consumables:

- ⇒ Enter the Issue Unit of Measure
- ⇒ Enter the Meter Unit of Measure
- ⇒ Click the green checkmark to set up the conversion

In this example, coolant is purchased/stored as gallons, but it is issued in the unit of measure of quarts.

From Unit Of Measure	To Unit Of Measure	Conversion Factor	Description
GL	QT	4	Covert GL to QT

When entered in Daily Service the QTY entered is 1, the conversion will calculate the Consumable Qty to 4. This vehicle's consumable usage is based on quarts.

Vehicle #:	Service Date:	Time:	Consumable Code	Product Code	Qty Entered	Consumable Qty	Consumable Cost	Shop Issue	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
001	4/20/2010	7:17:13 AM	Cool	08	1	4	\$0.000000	<input checked="" type="checkbox"/>	\$0.00	25.0	0.00		0
							\$0.000000	<input type="checkbox"/>					

Click **Print** to generate a report of the consumables.

Consumables Definition Report					
Consumable Code	Consumable Description	Product Code	Issue Unit Of Measure	Product Unit Cost	Meter Unit Of Measure
CNG	CNG	CNG	GL	2	
Fuel	Unleaded	02	GL		
Fuel	Diesel	03	GL		
SYN	SYNTHETIC OIL	09	GL		QT



## Setup Vehicle Status

Enter the user specified Vehicle Status codes. These codes are used by VM Vehicle Status and the Vehicle Problems Module to indicate if a vehicle is in service and ready for pull out or if it is out of service, and the reason why. Below are examples of some codes.

Enter a status code (Maximum 5 alpha numeric) and description (Maximum 40 alpha numeric).

Vehicle Status Codes	
Status Code	Description
A	Available for Pull Out
ACC	Accident Damage
OS	Out of Service
SC	Scrapped
▶	

## User Defined Data Form Setup

User Defined data fields allows tracking of information for Vehicles, Components and Assets that are not already called for in the Vehicle Maintenance module. For instance, the transit may wish to note which vehicle has a wrap.

### Form Restrictions

Create a User Form Name via the green check mark.

Select the form name and assign the Fleet-Net Form Name to use for data entry. The User Data button is available on the Vehicle Master Form, Component Master Form or the User Data Defined Data Entry Form.

User Defined Forms	
User Form Name	Fleet-Net Form Name
▶ ComponentTypes	✓ FNVM_ComponentMasterForm
InactiveVehicleForm	✓ FNVM_UserDefinedDataEntryForm
InactiveVehicleForm	✓ FNVM_VehicleMasterForm
Pre Trip Inspection Form	✓ FNVM_ExceptionReportForm
*	✓

## Data Fields

Enter a field name and the datatype that the field will allow (Date, Text or Numeric- must be set up in Miscellaneous Codes tables).

It is recommended that the user check the History checkbox to track all changes to this field.

The screenshot shows the 'User Defined Forms' window. At the top right is a logo with 'NET' and 'Data Fields'. Below it is a table with the following data:

Field Name	Field Type	History
Inactive Date	Date	<input checked="" type="checkbox"/>
Reason	Text	<input checked="" type="checkbox"/>
*		<input type="checkbox"/>

On the right side of the window, there is a vertical sidebar with four buttons: 'Data Fields' (highlighted), 'Form Restrictions', 'Field Restrictions', and 'Rename Fields'.

## Field Restrictions

Assign field to form. Choose a form from the drop down. Choose any Field Names from the drop-down that you want to associate with that form.

The screenshot shows the 'User Defined Forms' window. The 'Form Name' dropdown menu is open, displaying a list of options:

- Bus Wrap
- Component Types
- InactiveVehicleForm
- PriTrip Inspection Form
- UserForm
- Wrap Type
- Componet Type
- Inactive Vehicle Form
- Driver Check Off List
- User Form

The sidebar on the right contains the same four buttons as in the previous screenshot: 'Data Fields', 'Form Restrictions', 'Field Restrictions', and 'Rename Fields'.

## Rename Fields

Allows fields names to be changed by selecting the Old Field Name and entering a new name.

The screenshot shows the 'User Defined Forms' window. The 'Rename Fields' dialog is active, featuring two input fields:

- 'Old Field Name' with a dropdown arrow.
- 'New Field Name' with a text input field.

Below the input fields is a 'Start' button. The sidebar on the right contains the same four buttons as in the previous screenshots: 'Data Fields', 'Form Restrictions', 'Field Restrictions', and 'Rename Fields' (highlighted).

## User Defined Data Security Setup

Once the forms and the fields have been created and attached to one another, the next step is to assign access. If this step is not completed, the user will not be able to get to the newly created forms. Open User Defined Data Security Setup and choose a user from the drop down. Then add the form names that the user will need to access.

**User Defined Form Security**

User Id:

Form Name	Description
▶ ComponentTypes	Componet Type
InactiveVehicleForm	Inactive Vehicle Form
UserForm	User Form
* <input type="text"/>	<input type="text"/>

## User Defined Data Entry

Entry on this form allows Asset Type (Vehicle, Components or Assets) to be selected.

**User Defined Data Entry**

Form Name:

Asset Type:

Asset #:

Enter the **Asset Type, Asset #**.  
Click **Enter** button to complete the fields.

**User Defined Data Entry**

Form Name:

Asset Type:

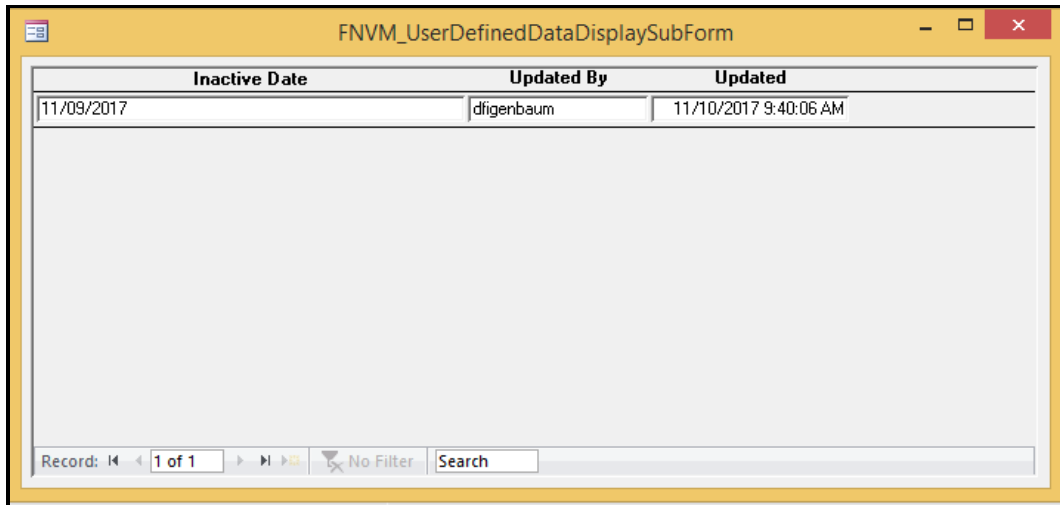
Asset #:

Inactive Date:

Reason:

## Vehicle Maintenance User Guide

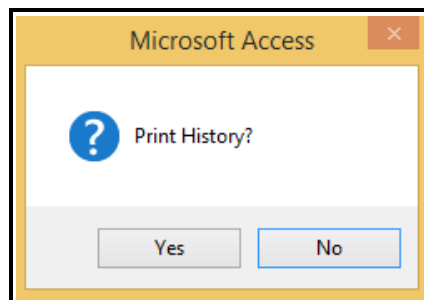
Double click on the field data to display history to changes made to data.  
All entries for this selected field will display.



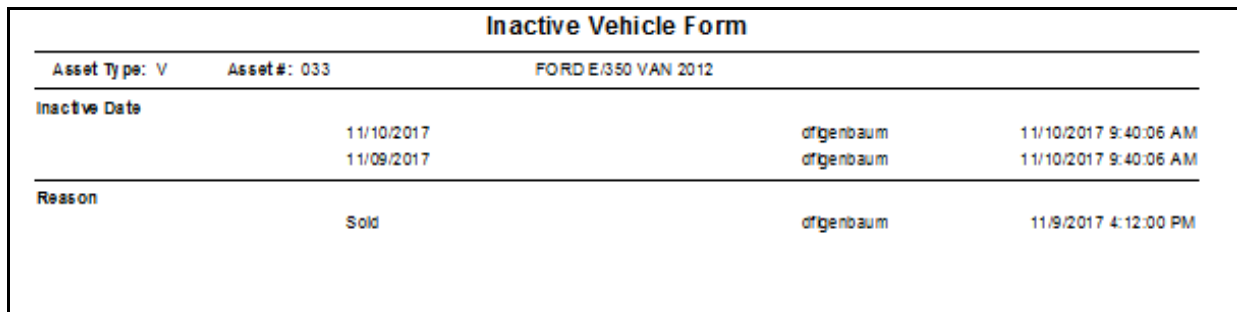
Inactive Date	Updated By	Updated
11/09/2017	dfigenbaum	11/10/2017 9:40:06 AM

Record: 1 of 1 | No Filter | Search

Click **Print** to display a report of all field changes.



The following report displays.




Inactive Vehicle Form			
Asset Type: V	Asset#: 033	FORD E350 VAN 2012	
Inactive Date	11/10/2017	dfigenbaum	11/10/2017 9:40:06 AM
	11/09/2017	dfigenbaum	11/10/2017 9:40:06 AM
Reason	Sold	dfigenbaum	11/9/2017 4:12:00 PM

## Modify/Add Problem Codes

This form allows set up of vehicle and component problem codes. The problem code can be assigned when generating individual Work Orders, Campaign Work Orders or Road calls, Safety Defects and Deferred Defects in the Vehicle Problems module.

**Modify/Add Problem Codes**



Asset Type:   Vehicle

Problem Code	Description	Priority #	WO Class
1	A/C, HEATING	1	85
2	DOORS	2	85
3	DRIVELINE	2	85
4	DRIVER/PASSENGER PROBLEMS	2	85
5	ENGINE	1	85

Field	Max Field Size	Field Type	Description
<b>Problem Code</b>	5	Alpha Numeric	Enter a code that will best identify the specific problem.
<b>Description</b>	50	Alpha Numeric	Enter a description of problem code.
<b>Priority</b>		Numeric	Enter a priority. The lower the number, the higher the priority. In the example above, 3 is the lowest priority, 1 the highest.
<b>WO Class</b>	4	Alpha Numeric	Select the Work Order class code from the drop down. These codes have been set up in WO module.

## Vehicle Renumber

Enter the Old Number and the New. The system will find all instances of that number in the tables and renumber them to the new number, ensuring a continuity of the vehicle's history.

FNVM\_VehicleRenumberForm 9/27/2017 © 11/29/2017 10:23:25 AM Fleet-Net Corporation

### Renumber Vehicle

Old Vehicle #:

New Vehicle #:

## Fleet Specifications

### Master

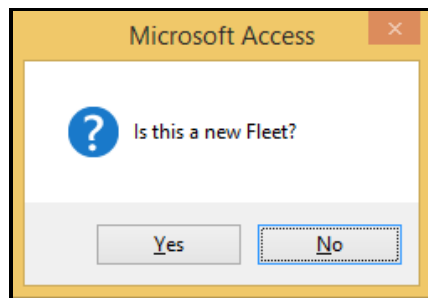
A Fleet consists of a group of vehicles, components and/or equipment all having the same requirements such as make/model, purchase date, inspection requirements, warranties, fuel types etc. This setup must be completed before entering assets that will go into that fleet.



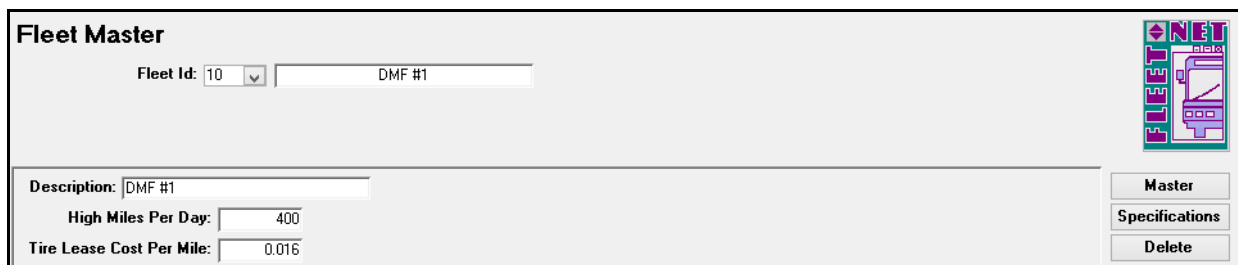
The screenshot shows the 'Fleet Master' form. At the top left, there is a 'Fleet Id:' label followed by a dropdown menu and a text input field. On the right side, there is a 'NET' logo and three buttons: 'Master', 'Specifications', and 'Delete'.

**NOTE: Fleet ID maximum 4 alphanumeric**

To add a new Fleet, enter a **new Fleet ID #**, click **Enter** and the following message will display.



Enter the new Fleet ID# and the Description, High Miles per Day that each vehicle in this Fleet can travel per day.  
If tires are leased, enter the cost per mile.




The screenshot shows the 'Fleet Master' form with the following fields filled in: 'Fleet Id:' dropdown set to '10', 'DMF #1' text field, 'Description:' dropdown set to 'DMF #1', 'High Miles Per Day:' text field set to '400', and 'Tire Lease Cost Per Mile:' text field set to '0.016'. The 'NET' logo and 'Master', 'Specifications', and 'Delete' buttons are also visible.

**Specifications**

Click Specifications to display or enter the Specifications for this Fleet. Specifications are a list of consumables that this fleet requires to operate. The inventory item must also be assigned to a GL division and GL accounts to track expenses in Daily Service Entry. Once entered here, user should select the consumables for each vehicle in the fleet in their Vehicle Master setup.

**Fleet Master**

Fleet Id: 12 40 Foot Flyers



Consumable Code	Product Code	Low Miles Per U/M	High Miles Per U/M	Low Hours Per U/M	High Hours Per U/M	High Usage Limit	
CNG	CNG	3.5	10				<div style="text-align: right; margin-bottom: 5px;"> <span>Master</span>  <span>Specifications</span>  <span>Delete</span> </div>
Item Number: CNG <span style="margin-left: 20px;">Compressed Natural Gas</span> Fiscal Year: 2018 <span style="margin-left: 20px;">Debit Div/Account #: CA1 5040101092</span> <span style="margin-left: 20px;">Credit Div/Account #: CA1 1040150200</span>							
SYN	09						
Item Number: SYN OIL <span style="margin-left: 20px;">Synthetic 15 OIL</span> Fiscal Year: 2019 <span style="margin-left: 20px;">Debit Div/Account #: CA1 5040101109</span> <span style="margin-left: 20px;">Credit Div/Account #: CA1 1040150200</span>							

Field Name	Max Field Size	Field Type	Description
<b>Consumable Code</b>	4	Alpha Numeric	Select a Consumable Code for each Fleet. (Example, fuel or oil). Previously be set up in the Consumable & Product Codes.
<b>Product Code</b>	4	Alpha Numeric	Select the appropriate Product Code for each Fleet. Previously set up in the Consumable & Product Codes. <b>Note: If this fleet uses CNG fuel, the product code must be CNG if using Fast Track for Service Entry.</b>
<b>Low Miles Per U/M*</b>		Numeric	Enter the lowest possible miles per Unit of Measure for this consumable for the vehicle in this fleet. Example, if the consumable is fuel and you expect this vehicle to get at least 3.5 miles per gallon of fuel you will enter 3.5 miles.
<b>High Miles Per U/M*</b>		Numeric	Enter the highest possible miles per Unit of Measure for this consumable for the vehicle in this fleet. Example: if the consumable is fuel and you expect this vehicle to get at most 10 miles per gallon of fuel then enter 10 miles.
<b>Low Hrs Per U/M*</b>		Numeric	Enter the lowest possible hours per Unit of Measure for this consumable for the asset in this fleet. Example, if the consumable is oil and you expect to add a quart of oil for a minimum of 20 hours of service you will enter 20 hours. Hours are used for equipment and daily service may be entered by hours meters as well as mileage
<b>High Hrs Per U/M*</b>		Numeric	Enter the highest possible hours per Unit of Measure for this consumable for the asset in this fleet. Example, if the consumable is oil and you expect to add a quart of oil for a maximum of 50 hours of service you will enter 50 hours. Hours are used for equipment and daily service may be entered by hours meters as well as mileage
<b>High Usage Limit</b>		Numeric	Enter the maximum usage amount for the consumable. A warning will alert you of an incorrect entry if more than this amount is entered in daily service.

<b>Item #**</b>	20	Alpha Numeric	Using the drop down list, select the correct inventory item #, if this is an inventory item.
<b>Debit GL**</b>		N/A	Enter the Division and General Ledger Expense Account Div/Account code that will be debited for this consumable, if this is an inventory item when service entry is updated
<b>Credit GL**</b>		N/A	Enter the Division and General Ledger Inventory Account Div/Account code that will be credited for this consumable if this is an inventory item when service entry is updated

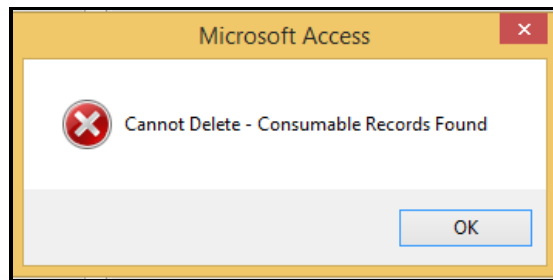
**NOTE:** *If it goes outside the miles or hours parameters set above, the user will get a warning message in Daily Service. This does not prevent updating Daily Service; rather it is for information purposes to alert users that there may be a problem with the vehicle operating outside designated parameters. However, if mileage entered in Daily service is higher than the High Miles per Day set up, then the user will receive an error message. This will prevent updating.*

**\*\* Note:** *These fields are used only for inventoried on-site consumables.*

### Delete

Click **Delete** to delete a specific fleet. This will not delete the vehicle information but will remove the fleet assignment. User must delete the consumables attached to the fleet first.

**The following message displays if consumables are assigned to vehicles.**





## Modify/Add Vehicles

This form allows entry of vehicles information. It is a tool for tracking and analyzing mileage, fuel & oil consumption, failures, expenditures, tires, components and work order history.

**Vehicle Master**

Vehicle #: 1200  
 Fleet: 12 Make Model: Flyer 2600 Year: 2016

Master	Inspection	Svc History	Delete	Audit
New	Tire	Tires on Veh	Clone	CAD / AVL
Notes	Consumables	Components	ReNUMBER	
Warranty	Cons History	Work Orders	Condition	
NTD	Veh History	User Data	Purchasing	

Status:   Fleet Id: 12   Out Of Service Date: 3:58:00 PM  
 VIN #: 1346579 Year: 2016 Out Of Service Code: OS  
 Make/Model: Flyer 2600 Elapsed Days: 43889  
 Weight: 36,000 Max Hub Reading: 999999.0 Date Last Cleaned: 11/3/2017 8:00:00 AM  
 Length: 40 Max Hours Reading: Elapsed Days: 847  
 Date Received: 01/01/2016 Assignment Group: Last Service: 11/5/2017 8:08:20 AM  
 Veh Tag #: 321FGH Hub Reading: 625.0  
 Tag Exp Date: 09/01/2017  Revenue Vehicle Hub Date/Time: 11/5/2017 8:08:20 AM  
 Seating: 50  Uses Alternative Fuel Hours Reading: 0.00  
 Standing: 15  Radio Equipped Hours Date/Time:  
 Wheelchair: 9

### New

To add a new vehicle, click on the **new** button under the bus logo. The following message will display. Enter a number in the Vehicle # field (max 8 alphanumeric characters) and click **Start**.

**Vehicle Master**

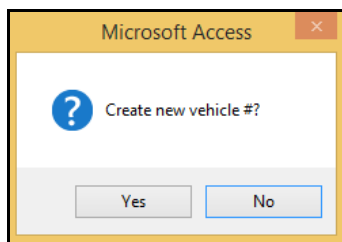
Vehicle #:  Fleet:  Make Model:  Year:

Create New Vehicle

New Vehicle #:

Master
<b>New</b>
Notes
Warranty
NTD
Inspection
Tire Position

The following message will display. Click **OK** to create the new vehicle.



To modify or view vehicle data, key in or select an existing vehicle number from the drop down list. After selecting a vehicle, enter the necessary information to complete the setup of the vehicle. For additional assistance, the following is a description of each field.

**NOTE: If any of the drop down lists are empty, the codes can be set up using the green check mark.**

Field Name	Max Field Size	Field Type	Description
<b>Vehicle #</b>	8	Alpha Numeric	
<b>Status</b> (Not User Defined)	1	Alpha	Status is limited to A for an Active vehicle or I for an Inactive vehicle.
<b>VIN #</b>	20	Alpha Numeric	Enter the number of the chassis associated with this vehicle/asset. Also known as the VIN, Vehicle Identification number.
<b>Make/Model</b>	20	Alpha Numeric	Enter the make and model of the vehicle.
<b>Weight</b>		Numeric	Enter the weight of the vehicle in pounds.
<b>Length</b>		Numeric	Enter the vehicle length i.e., 30, 40 etc.
<b>Date Received</b>		Date/Time	Enter the date the vehicle was received.
<b>Vehicle Tag #</b>	10	Alpha Numeric	Enter the vehicle license plate number.
<b>Tag Exp. Date</b>		Date/Time	Enter the date the vehicle license expires.
<b>Seating</b>		Numeric	Enter the total number of seats available for passengers.
<b>Standing</b>		Numeric	Enter the number of standing passengers the vehicle can accommodate in a normal full load.
<b>Wheelchair</b>		Numeric	Enter the number of wheelchair passengers the vehicle can accommodate in a normal full load.
<b>Fleet ID</b>	4	Alpha Numeric	Enter the Fleet ID number which this vehicle is assigned. If needed to add a new fleet id, use the green check mark and it will bring you to the Fleet Master form. You can enter a new fleet id by entering in the new number and you will be prompted, Is this a new fleet?
<b>Year</b>	4	Numeric	Enter the year of the vehicle.
<b>Max Hub Reading</b>		Numeric	Enter the maximum number the Hub or odometer will reach. <b>This is a required field used in Daily Service Entry.</b>
<b>Max Hours Reading</b>		Numeric	Enter the maximum number the meter will reach
<b>Assignment Group</b>	20		Used with Fast Cut module.
<b>Revenue Vehicle</b>	1	Yes/No	Click or use spacebar to place a checkmark to identify if this is a revenue or fare-collecting vehicle.
<b>Alternative Fuel</b>	1	Yes/No	Click or spacebar to place a checkmark to identify that this vehicle accepts alternate fuels. Example, CNG or electric. Leave blank if the vehicle does not accept Alternative Fuels.
<b>Radio</b>		Yes/No	Click or spacebar to place a checkmark to identify that this vehicle is equipped with a radio for communications. Leave blank if the vehicle is not equipped with a radio.
<b>Out of Service Date</b>		Date/Time	Automatically populated when vehicle status is changed via Road call entry.
<b>Out of Service Code</b>	5	Alpha Numeric	Automatically populated with the out of service code assigned via Road call entry.

## Vehicle Maintenance User Guide

<b>Elapsed Days</b>	N/A		Automatically populated with the number of days the vehicle has been out of service.
<b>Date Last Cleaned</b>		Date/Time	Automatically populated from the Daily Service Entry.
<b>Elapsed Days</b>	N/A		Automatically populated with the number of days that have passed since the vehicle was last cleaned.
<b>Last Service</b>		Date/Time	Automatically populated from the Daily Service Entry or manually enter the date the vehicle was last serviced.
<b>Hub Reading</b>		Numeric	Automatically populated with the last hub odometer or odometer reading when Daily Service Entry is updated.
<b>Hub Date/Time</b>		Date/Time	Automatically populated with the date and time of the last hub odometer or odometer reading when Daily Service Entry is updated.
<b>Hours Reading</b>		Numeric	Automatically populated with the last hour meter reading.
<b>Hours Date/Time</b>		Date/Time	Automatically populated with the date and time of the last hour meter reading.
<b>Updated/Created</b>	N/A		Automatically populated with the user ID, date and time and procedure.

For other Modify/Add Vehicle setup features see the buttons in the upper right of the form and see below for button description.

### Master

Click **Master** to return to the main form after selection of any of the other buttons.

### Notes

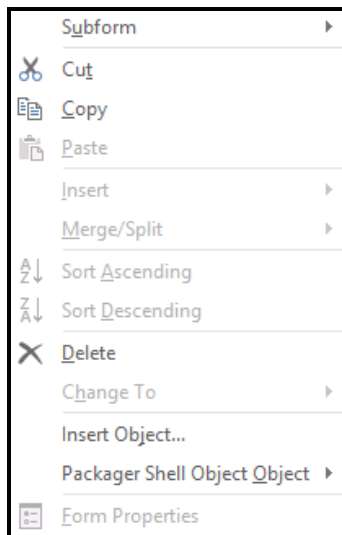
This button will display the form below. Comments, file attachments (i.e., Word Doc, PDF file, Spreadsheet etc.), hyperlink and/or image.

The screenshot displays the 'Vehicle Master' form. At the top, there are input fields for 'Vehicle #' (100), 'Fleet' (10), 'Make Model' (Onion 40'), and 'Year' (2016). Below these is a 'Document Code' field with 'Photo' and a green checkmark. The main area is divided into 'Reference' (10312017) and 'Comment' (digenbaum 10/31/2017 8:55:03 AM). An 'Attachment' section shows a file named 'Bus 100.jpg (Command Line)'. A 'Hyperlink' field is empty. At the bottom, 'Created' and 'Updated' fields show user 'digenbaum' and timestamps. A sidebar on the right contains a vertical list of buttons: Master, New, Notes, Warranty, NTD, Inspection, Tire Position, Consumables, Cons History, Veh History, Svc History, Tires on Veh, Components, Work Orders, User Data, Delete, Clone, Renumber, Condition, Purchasing, Audit, and CAD / AVL. A record navigation bar at the bottom shows 'Record: 1 of 1' and a search field.

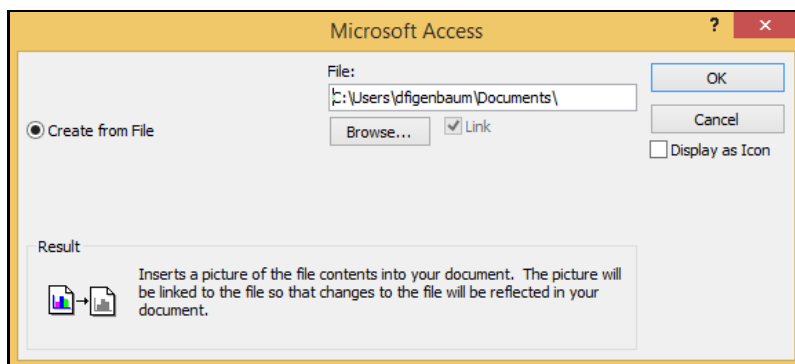
Field Name	Max Field Size	Field Type	Description
<b>Code</b>	25	Alpha Numeric	Select the applicable code from the drop down list or add a new code by clicking on the green checkmark. This is a required field.
<b>Reference</b>	30	Alpha Numeric	Enter a reference specific to this comment/attachment (i.e. document name, date, etc.). This is a required field.
<b>Comment</b>		Memo	Enter applicable comment. Entries are time, date, and user stamped.
<b>Attachment</b>		OLE Object	Right click in this field to activate the attachment process (see below).
<b>Hyperlink</b>	255	Alpha Numeric	Enter the path to a desired hyperlink.

The Document Code and Reference fields are the pairing that makes this a unique record. Multiple notes can be added using different Codes and Reference combinations. For example: This note has Document Code Photo and Reference 10312017. The Document Code can be used for another note as long as the **reference is different**.

Right click in the Attachment field and the following menu will display.



Select **Insert Object** and the following message displays.



Field	Description
<b>Create from File</b>	Select to attach an existing document or image saved on the transit network.
<b>File</b>	Enter the path to the existing document or select <b>Browse</b> to search for the file.
<b>Link</b>	Check this box to attach the document as a link. It is preferable to link the file so that any modifications to the file will not have to be embedded again.
<b>Display as Icon</b>	Check this box to display an icon for the attachment. It is preferable to display as an icon. The user will then double click the icon to view the file.

## Warranty

Click Warranty to set up information on a warranty or warranties for the specified vehicle. When a work order is generated for the asset, the system will remind the user that this piece of equipment is still under warranty. Warranties can be set up by Dates, Miles or Hours. Messages display when the asset is no longer under warranty.

Field	Max Field Size	Field Type	Description
<b>Warranty Type</b>	10	Alpha Numeric	Select a type of warranty. Click the green checkmark to set up a new warranty types.
<b>Warranty Description</b>		Alpha Numeric	Describe the warranty on this vehicle.

<b>Beg Date End Date</b>		Date/time	If tracking warranty by vehicle date, enter the effective Start Date and End Date of the warranty.
<b>Beg Mileage End Mileage</b>		Numeric	If tracking warranty by vehicle mileage, enter the Beginning and Ending mileage of the warranty.
<b>Beg Hours End Hours</b>		Numeric	If tracking warranty by vehicle hours, enter the starting hours and ending hours of the warranty.
<b>Remaining</b>			Automatically calculated

## NTD

The 'NTD' button is the setup feature for NTD (National Transit Database) report Revenue Vehicle Inventory A-30.

**NTD**

RVI ID:

Mode of Service:

Supports Other Service:

Vehicle Type:

Fuel Type:

Manufacturer Code:

Ownership:     ADA Accessible  Ramp  Lift

Funding Source:     Contingency  Dedicated Fleet

Click the **green check** mark to add or modify any of the drop down lists.

Field Name	Max Field Size	Field Type	Description
<b>RVI ID</b>	10		Enter the number generated by NTD. Default value is zero for new sub fleets.
<b>Mode of Service</b>	2	Alpha	Select the 'Mode of Service' code of the vehicle, i.e., MB=Motor Bus, DR=Demand Response etc. Leave blank if this vehicle/ asset (sub fleet) should not appear on the NTD reports.
<b>Supports Other Service</b>	2	Alpha	If this vehicle is used for another Mode Of Service, enter that code.
<b>Vehicle Type</b>	2	Alpha	Select from the drop down list the vehicle type as defined by the FTA. (Federal Transportation Administration). See chart below.
<b>Fuel Type</b>	2	Alpha	Enter the fuel type as defined by NTD; BD = Bio Diesel, CN = Compressed Natural Gas, GA = Gasoline, DF = Diesel Fuel, etc.
<b>Manufacturer Code</b>	3	Alpha	Select the 3-digit code for the Manufacturer of the vehicle body (GIL = Gillig Corporation, NFA = New Flyer of America, EDN = El Dorado National)
<b>Ownership</b>	4	Alpha	Select the Ownership Code from the drop down The three common ownership types are:

Vehicle Maintenance User Guide

			<p>1. Owned outright, by a Public agency (OOPA), by a Private entity (OOPE).</p> <p>2. True lease, by a Public agency (TLPA), by a Private entity (TLPE).</p> <p>3. Lease under a lease purchase agreement, by a Public agency (LPPA), by a Private entity (LPPE).</p> <p>There is one type not as commonly used: Leased or borrowed from related parties by: Public agency (LRPA), Private entity (LRPE).</p>
<b>Funding Source</b>	2	Alpha	Enter the Funding Source as defined by NTD i.e. Urbanized Area Formula Program (UA)
<b>Dedicated Fleet</b>	3	Alpha	Enter Yes, No or leave blank
<b>ADA Accessible</b>		Yes/No	Select the checkbox to indicate that the vehicle is ADA accessible (in compliance with the American With Disabilities Act). 1. Lift-equipped vehicles2. Ramp / low floor vehicles.
<b>Ramp / Lift</b>		Yes/No	Check the appropriate box.
<b>Contingency</b>		Yes/No	Select the checkbox to indicate if the vehicle's primary use is for contingency purposes. The FTA currently defines a contingency vehicle as "A revenue vehicle placed in an inactive contingency Fleet for energy or other local emergencies after the revenue vehicles have reached the end of their normal minimum useful life. The vehicles must be properly stored and maintained and FTA must approve the Emergency Contingency Plan" Form S10.

Example of NTD Vehicle Type Menu Selections:

**NTD**

RVI ID: 15435 ✓

Mode of Service: MB ✓

Supports Other Service: [ ]

Vehicle Type: [ ] ✓

Fuel Type: [ ]

Manufacturer Code: [ ]

Ownership: [ ]

Funding Source: [ ]

Vehicle Type List:

- AB Articulated Bus
- AG Automated Guideway Vehicle
- AO Automobile
- BU Bus
- CC Cable Car
- DB Double Decker Bus
- MD Monorail Vehicle
- SB School Bus
- TS Taxicab Sedan
- TV Taxicab Van
- TW Taxicab Station Wagon
- VN Van
- VT Vintage Trolley/Streetcar

ADA Accessible  Ramp  Lift  Dedicated Fleet

### Inspection

Click **Inspection** to assign inspections to a vehicle or display the Inspections assigned. Inspection Planning must be set up prior to assigning. Refer to Inspection Planning section in this manual. Multiple Inspection ID's can be assigned to vehicles.

## Vehicle Maintenance User Guide

This chart describes each field on the Inspection form. Following this chart are instructions to set up a new inspection.

Field Name	Description
<b>Assigned Inspections</b>	The drop-down will only display inspections already assigned to this asset.
<b>All Inspections</b>	Select the Inspection ID from the drop down list of all available inspections.
<b>Inspection #</b>	Enter the next inspection due as setup in the PM Cycles
<b>Reset to Zero?</b>	Check the box to indicate the miles, hours, and days should be reset to zero when an inspection is performed. If Reset to zero is unchecked, the miles since the inspection was performed will carry over to the next inspection. This will populate the Since field. <b>EXAMPLE:</b> The inspection Forecast miles are set to 2,500 miles and the Actual miles are set to 3,000 miles. If the inspection was performed at 2,700 miles, then 200 miles would carry over and populate the Since field. <b>Note: Hover the mouse over the Reset To Zero Check box and a message will appear</b> <span style="border: 1px solid black; padding: 2px;">Reset miles/hours/days to zero or carryover to next inspection</span>
<b>Assigned Work Order</b>	Automatically populated when an inspection work order has been generated.
<b>Miles, Hours, Days</b>	An inspection can be based on either of these options.
<b>Since</b>	Automatically populated from service entry and the Reset to Zero flag. When setting up a new inspection, enter the miles since the last inspection.
<b>Forecast</b>	Automatically populated from PM Types setup
<b>Actual</b>	Automatically populated from PM Types setup
<b>Remaining</b>	This is a calculated field Actual – Since
<b>Current Date</b>	Automatically populated with date and time
<b>Last Done</b>	Automatically populated with the Open Date of the last inspection work order.

**Modify/add Vehicles... continued**

To assign a new inspection:  
**Click drop-down for All Inspections**



Vehicle Maintenance User Guide

### Vehicle Master

Vehicle #:  Fleet:  Make Model:  Year:

Assigned Inspections:  All Inspections:

10	New Flyer Buses
12	12 Flyers
A1	Niehoff Alternator Replacement
AC1	Air Compressor
AC2	A/C Machines
AD	Air Dryer (801)
BG	Building and Grounds Inspection
BGIT	Building and Grounds Illinois Termin
C1	1981 Crown Ikarus Inspection
CLP	Challenger Lift Post
CM	Contract Maintenance
CS1	Cris Ford Eldorado Gas Vehicles
CS2	Cris Ford Eldorado Diesel Vehicles
E1	2009 Dodge Sprinter Inspection
E2	2006 Eldorado National Inspection
EF	Exhaust Fans

Master

**New**

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Renumber

Condition

Purchasing

Audit

CAD / AVL

Select the Inspection ID to assign to this asset.  
Assigned Inspection- field will be populated and the following confirmation will display:

Assigned Inspections:   All Inspections:

Microsoft Access

Do you wish to create a new inspection record?

Select the next inspection # due from the drop down list.

Assigned Inspections:   All Inspections:

Inspection #:   Current Date:

InspectionType	Description	Miles	Hours	Days	
1	APM	6,000 MILE INSPECTION	5400	0	0
2	BPM	12,000 MILE INSPECTION	5400	0	0
3	CPM	24,000 MILE INSPECTION	5400	0	0
4	DPM	48,000 MILE INSPECTION	5400	0	0

Forecast:

Actual:

Remaining:

Inspection Past Due (Late)

Updated:

Enter the miles since the last inspection of this type. Now this vehicle will be on track to continue to call for inspections every 6000 miles.

### Tire Position

Click **Tire Position** to select all the possible tire position codes for this vehicle. The tire positions needed for the vehicle must be chosen prior to assigning tires to the vehicle, via the green check mark.

**Vehicle Master**

Vehicle #:  Fleet:  Make Model:  Year:

Tire Positions	Position On Vehicle	Description	Spare Tire	Currently Installed	
▶	LF <input type="checkbox"/>	Left Front	<input type="checkbox"/>	FS 1236	
	LRI <input type="checkbox"/>	Left Rear Inside	<input type="checkbox"/>	FS 1234	
	LRO <input type="checkbox"/>	Left Rear Outside	<input type="checkbox"/>	FS 1237	
	RF <input type="checkbox"/>	Right Front	<input type="checkbox"/>	FS 1235	
	RRI <input type="checkbox"/>	Right Rear Inside	<input type="checkbox"/>	FS 1238	
	RRO <input type="checkbox"/>	Right Rear Outside	<input type="checkbox"/>	FS 1239	
	SPR <input type="checkbox"/>	Spare	<input checked="" type="checkbox"/>	FS 1240	
*	<input type="checkbox"/>		<input type="checkbox"/>		

NET

Master

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**Tire Position**

Consumables

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Veh History

Svc History

Tires on Veh

Field Name	Description
<b>Position On Vehicle</b>	Select the tire position code from the drop down list. Click the green checkmark to add tire positions to the list.
<b>Description</b>	The description will automatically populate
<b>Spare Tire</b>	Check this box if a spare tire is on the vehicle
<b>Currently Installed</b>	The manufacturer and serial number will automatically populate when tires are installed, removed or rotated in Tire Tracking.

### Consumables

Click drop-down to display or enter all the consumables (fuel, oil, coolant, etc.) used by this vehicle. The consumables must be set up for the Fleet in the Fleet Specifications.

**Note:** *If this fleet uses CNG fuel, the product code must be CNG if using Fast Track for Service Entry.*

Consumable Code	Product Code	Storage Capacity	Unit Of Measure																					
Fuel <input type="checkbox"/>	GA	200	GL <input type="checkbox"/>	<input checked="" type="checkbox"/>																				
Oil <input type="checkbox"/>	OL	40	QT <input type="checkbox"/>	<input checked="" type="checkbox"/>																				
▶ <input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>CNG</td> <td>CNG</td> <td>CNG</td> <td></td> <td></td> </tr> <tr> <td>Cool</td> <td>CL</td> <td>Coolant</td> <td></td> <td></td> </tr> <tr> <td>Fuel</td> <td>DF</td> <td>Diesel fuel</td> <td></td> <td></td> </tr> <tr> <td>Fuel</td> <td>UN</td> <td>Unleaded Gasoline</td> <td></td> <td></td> </tr> </tbody> </table>					CNG	CNG	CNG			Cool	CL	Coolant			Fuel	DF	Diesel fuel			Fuel	UN	Unleaded Gasoline		
CNG	CNG	CNG																						
Cool	CL	Coolant																						
Fuel	DF	Diesel fuel																						
Fuel	UN	Unleaded Gasoline																						

Field Name	Description
<b>Consumable Code/ Product Code</b>	Select the combination of consumable and product for this vehicle.
<b>Storage Capacity</b>	Enter the vehicle's capacity for the specified consumable
<b>Unit Of Measure</b>	Select the issue Unit Of Measure for the specified consumable

### Consumable History

The Consumable History button displays the Vehicle and Fleet MTD, YTD and LTD totals and averages for Miles, Hours, Quantity Used, Costs and Miles/Hours per Unit of Measure  
The YTD is based on calendar year. Averages are based on the # of Vehicles in the Fleet.

Select the Consumable Code/Product Code

Select the year and month, the totals are calculated through the specified month and year.

Click **Display Totals** to view.

Consumable Code: Fuel	Product: DF	Description: Diesel fuel	U/M: GL			
Year: 2017	Month: 11	<b>Display Totals</b>	<b>Maintain Totals</b>			
<b># of Vehicles</b>	<b>Vehicle Mtd</b>	<b>Fleet Avg Mtd</b>	<b>Vehicle Ytd</b>	<b>Fleet Avg Ytd</b>	<b>Vehicle Ltd</b>	<b>Fleet Avg Ltd</b>
7	Miles: 523.0	285.4	523.0	285.4	523.0	285.4
	Hours: 0.00	0.00	0.00	0.00	0.00	0.00
	Quantity Used: 215.00	100.00	215.00	100.00	215.00	100.00
	Cost: \$690.15	\$321.00	\$690.15	\$321.00	\$690.15	\$321.00
	Cost Per Mile: 1.32	1.12	1.32	1.12	1.32	1.12
	Cost Per Hour: 0.00	0.00	0.00	0.00	0.00	0.00
	Miles Per U/M: 2.43	2.85	2.43	2.85	2.43	2.85
	Hours Per U/M: 0.00	0.00	0.00	0.00	0.00	0.00

Click **Maintain Totals** display history for all years and months or to enter beginning miles or hours, quantities and costs for a new vehicle/asset.

YTD and LTD on Work Orders and Reports is calculated from the month and year records. These records are updated by Daily Service Entry.

Consumable Code: Fuel	Product: DF	Description: Diesel fuel	U/M: GL		
Year:	Month:	<b>Display Totals</b>	<b>Maintain Totals</b>		
<b>Year</b>	<b>Month</b>	<b>Miles</b>	<b>Hours</b>	<b>Quantity</b>	<b>Cost</b>
2017	11	523.0	0.00	215.00	\$690.15
*					

### Vehicle History

The Vehicle History button displays information on miles driven, hours, costs and miles/hours between failures for the vehicle and Fleet averages for MTD (month to date), YTD (year to date) and LTD (life to date) history. This data is derived from the Work Orders and Vehicle Problems.

The YTD is based on calendar year. Averages are based on the # of Vehicles in the Fleet. Select the year and month, the totals are calculated through the specified month and year.

## Vehicle Maintenance User Guide

Click **Display Totals** to view.

Year: 2017		Month: 11		Display Totals	Maintain Totals	Print
# of Vehicles	Vehicle Mtd	Fleet Avg Mtd	Vehicle Ytd	Fleet Avg Ytd	Vehicle Ltd	Fleet Avg Ltd
7	Miles	523.0	285.4	523.0	285.4	523.0
	Hours	0.00	0.00	0.00	0.00	0.00
	Failures	0	0.00	0	0.00	0.00
	Labor Cost	247.00	47.11	247.00	47.11	247.00
	Consumables Cost	690.15	321.00	690.15	321.00	690.15
	Overhead Cost	0.00	0.00	0.00	0.00	0.00
	Parts Cost	47.57	7.64	47.57	7.64	47.57
	Outside Cost	0.00	0.00	0.00	0.00	0.00
	Total Cost	984.72	375.75	984.72	375.75	984.72
	Cost Per Mile	1.88	1.32	1.88	1.32	1.88
	Cost Per Hour	0.00	0.00	0.00	0.00	0.00
	Miles Between Failures	0.00	0.00	0.00	0.00	0.00
	Hours Between Failures	0.00	0.00	0.00	0.00	0.00

Click **Maintain Totals** to display history for all years and months or to enter beginning miles or hours, quantities and costs for a new vehicle/asset.

YTD and LTD on Work Orders and Reports is calculated from the month and year records. These records are updated by Daily Service Entry and Work Orders.

Vehicle Master									
Vehicle #: 100		Fleet: 10	Make Model: Orion 40'		Year: 2016				
Year: 0		Month: 0		Display Totals	Maintain Totals	Print			
Year	Month	Miles	Hours	Failures	Labor Cost	Overhead Cost	Parts Cost	Outside Cost	
2017	11	523.0	0.00	0	\$247.00	\$0.00	\$47.57	\$0.00	
*									

## Service History

The **Service History** button displays the daily service entries. The Hub Reading for the latest entry will be updated on the Master form when entries made in Daily Service are updated via Daily Service Entry.

## Vehicle Maintenance User Guide

### Vehicle Master

Vehicle #:  Fleet:  Make Model:  Year:

Date	Time	Previous Hub Reading	Hub Reading	Actual Mileage	Previous Hours Reading	Hours Reading	Hours Actual	Cleaned	Service Emp
11/06/2017	4:00:00 PM		1074					<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Service Errors <input type="checkbox"/> Service Warnings <input type="checkbox"/> Mileage Meter Exchanged <input type="checkbox"/> Hour Meter Exchanged <input type="checkbox"/> Updated									
Created By:		dfigenbaum		11/6/2017 3:59:55 PM		FNVM_ServiceEntryForm			
Updated By:		dfigenbaum		11/6/2017 4:08:58 PM		FNVM_ServiceEntryForm			
11/06/2017	9:14:32 AM		1074					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Service Errors <input type="checkbox"/> Service Warnings <input type="checkbox"/> Mileage Meter Exchanged <input type="checkbox"/> Hour Meter Exchanged <input checked="" type="checkbox"/> Updated									
Created By:		dfigenbaum		11/6/2017 9:15:56 AM		FNVM_ServiceEntryForm			
Updated By:		dfigenbaum		11/6/2017 9:25:09 AM		FNVM_ServiceEntryForm			
11/06/2017	7:45:00 AM	1003	1074	71				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Service Errors <input type="checkbox"/> Service Warnings <input type="checkbox"/> Mileage Meter Exchanged <input type="checkbox"/> Hour Meter Exchanged <input checked="" type="checkbox"/> Updated									
Created By:		dfigenbaum		11/6/2017 8:58:55 AM		FNVM_ServiceEntryForm			
Updated By:		dfigenbaum		11/6/2017 9:04:07 AM		FNVM_ServiceEntryForm			
11/05/2017	8:10:00 AM	931	1003	72				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Service Errors <input type="checkbox"/> Service Warnings <input type="checkbox"/> Mileage Meter Exchanged <input type="checkbox"/> Hour Meter Exchanged <input checked="" type="checkbox"/> Updated									
Created By:		dfigenbaum		11/6/2017 8:53:34 AM		FNVM_ServiceEntryForm			
Updated By:		dfigenbaum		11/6/2017 9:02:24 AM		FNVM_ServiceEntryForm			

Record: 14 of 1 of 10   No Filter   Search

Double **click on the Date field** of a service entry to display the consumables.

11/06/2017 7:45:00 AM   1003   1074   71     

Service Errors  
  Service Warnings  
  Mileage Meter Exchanged  
  Hour Meter Exchanged  
  Updated

Created By: dfigenbaum   11/6/2017 8:58:55 AM   FNVM\_ServiceEntryForm

Updated By: dfigenbaum   11/6/2017 9:04:07 AM   FNVM\_ServiceEntryForm

#### Consumables

Consumable Code	Product Code	Consumable Qty	Consumable Cost	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	DF	25.00	\$3.210000	\$80.25	2.8	0.00	1.1303	0

Shop Issue   Fuel Island Mfg:   Fuel Island Code:   Pump #:   Item #: FUEL-DIESEL003311   DIESEL FUEL

Record: 14 of 1 of 1   No Filter   Search

## Tires on Vehicle

The Tires on Veh button displays the tires that have been installed on the vehicle. This is an inquiry only form. This information is entered via Tire Tracking, Tire Change Entry.

## Vehicle Maintenance User Guide

### Vehicle Master

Vehicle #:  Fleet:  Make Model:  Year:

Pos	Mfg	Serial #	Size	New Miles	Regroove Miles	Recapped Miles	Spare	Sts	Date Installed	Class	Tread Depth	Tread Check Date
LF	GY	0125563	20565R15	523.0	0.0	0.0	<input type="checkbox"/>	N	10/25/2017	0		
Balanced Date:				10/25/2017	Vehicle Miles Ltd:	523.0	Miles This Position:	523.0				
Part #:												
LR	GY	0125564	20565R15	523.0	0.0	0.0	<input type="checkbox"/>	N	10/25/2017	0		
Balanced Date:				10/25/2017	Vehicle Miles Ltd:	523.0	Miles This Position:	523.0				
Part #:												
RF	GY	0125565	20565R15	523.0	0.0	0.0	<input type="checkbox"/>	N	10/25/2017	0		
Balanced Date:				10/25/2017	Vehicle Miles Ltd:	523.0	Miles This Position:	523.0				
Part #:												
RR	GY	0125566	20565R15	523.0	0.0	0.0	<input type="checkbox"/>	N	10/25/2017	0		
Balanced Date:				10/25/2017	Vehicle Miles Ltd:	523.0	Miles This Position:	523.0				
Part #:												

- Master
- New
- Notes
- Warranty
- NTD
- Inspection
- Tire Position
- Consumables
- Cons History
- Veh History
- Svc History
- Tires on Veh
- Components
- Work Orders
- User Data
- Delete
- Clone
- Renumber
- Condition
- Purchasing
- Audit
- CAD / AVL

## Components

Click **Components** to display the components installed on this vehicle. This is an inquiry only form. Components are installed on vehicles via Work Order entry or on the Component Master form.

### Vehicle Master

Vehicle #:  Fleet:  Make Model:  Year:

Component #	Description	Serial #	Date Installed	Installation Work Order #	Miles Current Vehicle	Hours Current Vehicle
04758541	50 SERIES RADIATOR	04758541			700.0	0.00

- Master
- New
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- Consumables
- Cons History
- Veh History
- Svc History
- Tires on Veh
- Components
- Work Orders

## Work Orders

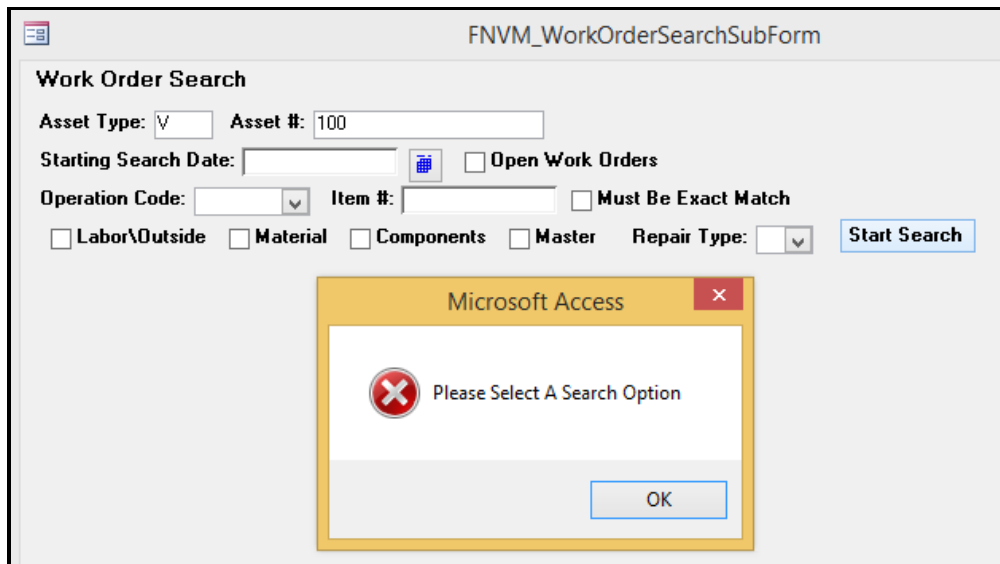
This button contains a history of every work order ever created for the selected vehicle. The user can search for a specific work order or type of work order based on various criteria.

Field Name	Description
<b>Asset Type</b>	Automatically populated from the vehicle master.
<b>Asset#</b>	Automatically populated from the vehicle master.
<b>Starting Search Date</b>	Select a start date or leave blank to search for Work Orders with all dates.

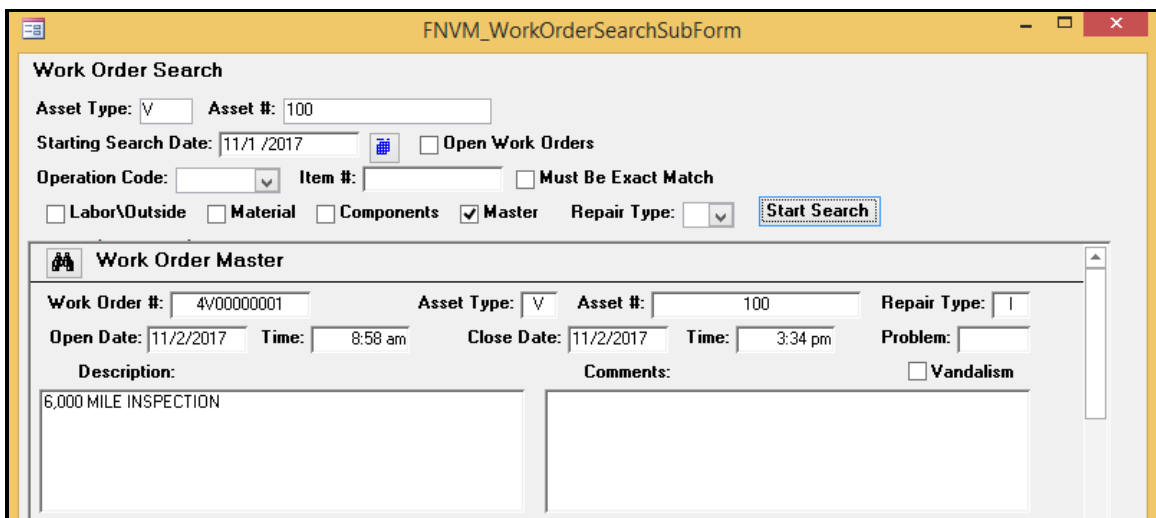
<b>Open Work Orders</b>	Check this box only if you wish to view all Open Work Orders for this vehicle
<b>Operation Code:</b>	Select an Operation code from the drop down box or leave it blank to search for work orders with all Operation Codes.
<b>Item#</b>	Type the inventory Item# to search for work orders that only have the item# entered, or leave blank to search for all work orders with that item#. A partial item # may be entered.
<b>Must Be Exact Match</b>	Check this box if you want an exact match based on the item # entered.
<b>Labor/Outside, Material, Components or Master</b>	One of these search options must be selected.
<b>Repair Type</b>	Enter to display only work orders with the specified repair type. Enter I to display only Inspection work orders or R to display only Rebuild work orders.

Click **Start Search**.

A search option must be selected or the following message will display:



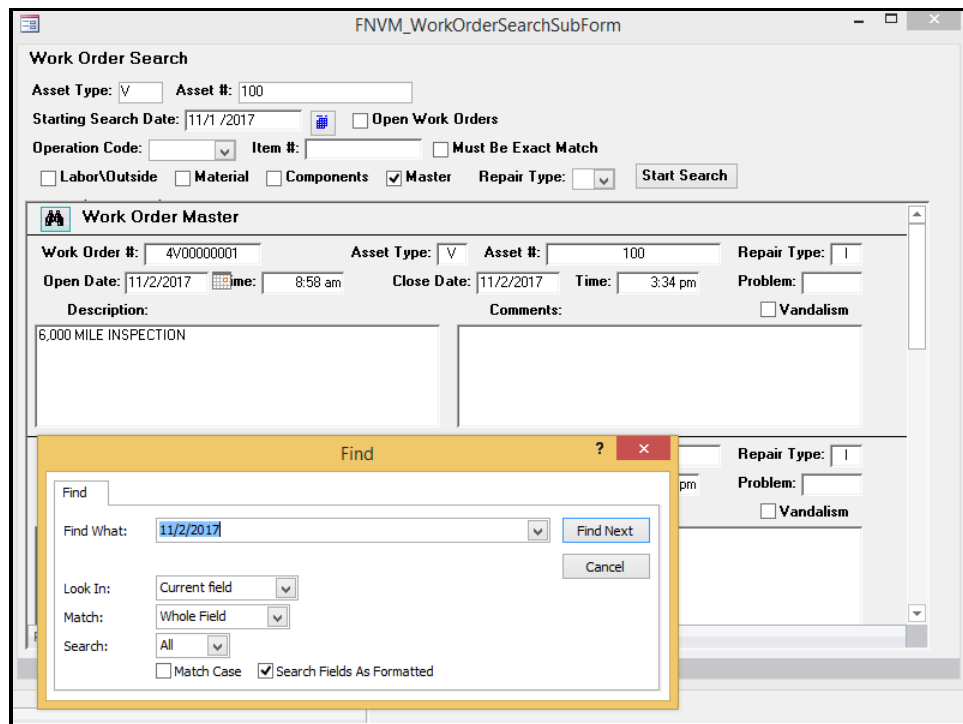
**Search Option Example of Master**



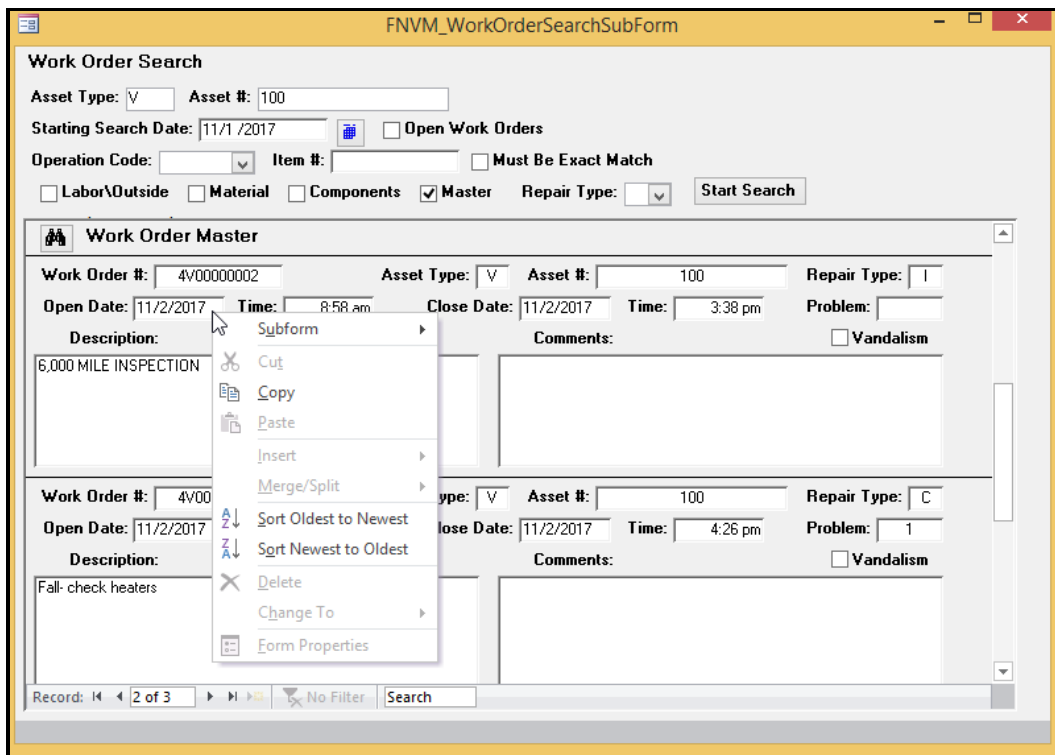
## Vehicle Maintenance User Guide

The binoculars feature is used to search for specific records. Click in any field to search for a specific record.

*Example:*



To sort in any field, right click in the field and select Sort Ascending or Descending.





## Vehicle Maintenance User Guide

### Click *Labor/Outside*

To search only for the vehicle's labor history, check the **Labor/Outside box**.

Example: Since no other criteria is entered below, all work orders for vehicle 100 will display.

The screenshot shows the 'Work Order Search' window with the following settings: Asset Type: V, Asset #: 100, Starting Search Date: (empty), Open Work Orders: (unchecked), Operation Code: (empty), Item #: (empty), Must Be Exact Match: (unchecked), Labor\Outside: (checked), Material: (unchecked), Components: (unchecked), Master: (unchecked), Repair Type: (empty), and Start Search: (button). The results table is titled 'Labor History' and contains the following data:

WD #:	Date	Vend# Emp # Oper	Vendor Name/ Employee Name / Oper Description	Hours	Rate	Extended Cost
4V00000001	11/2/2017	3456 02	Bob Mecham Mechanic level 2	6.50	26.000000	169.00
4V00000002	11/2/2017	3456 02	Bob Mecham Mechanic level 2	3.00	26.000000	78.00

Record: 1 of 2, No Filter, Search

### Click *Material*

To search only for the vehicle's materials issued on work orders, check the **Material box**.

The screenshot shows the 'Work Order Search' window with the following settings: Asset Type: V, Asset #: 100, Starting Search Date: (empty), Open Work Orders: (unchecked), Operation Code: (empty), Item #: (empty), Must Be Exact Match: (unchecked), Labor\Outside: (unchecked), Material: (checked), Components: (unchecked), Master: (unchecked), Repair Type: (empty), and Start Search: (button). The results table is titled 'Material History' and contains the following data:

WD #:	Date	Item #	Description	Quantity	Cost	Extended Cost
4V00000001	11/2/2017	FUEL-FIL 003518	FUEL FILTER	1.00	12.000000	12.00
4V00000001	11/2/2017	OIL SAMPLE	OIL SAMPLE BOTTLE	1.00	0.650000	0.65
4V00000001	11/2/2017	OIL-FIL- 001995	OIL FILTER	1.00	6.500000	6.50
4V00000002	11/2/2017	OIL-FIL- 001995	OIL FILTER	1.00	5.921053	5.92
4V00000001	11/2/2017	PM22A	MOTORCRAFT CETANE ADDIT	5.00	4.500000	22.50

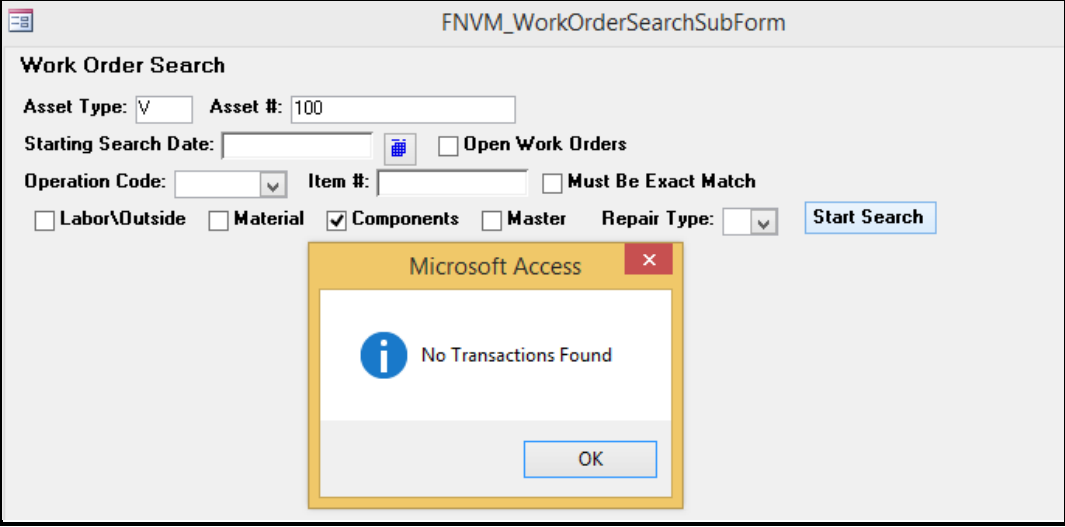
Record: 1 of 5, No Filter, Search

## Vehicle Maintenance User Guide

### Click **Components**

To search only for the vehicle's component work orders, check the **Components box**.

Example: Since no other criteria are entered below, all work orders for vehicle 100 with Component history will display, If there no transactions found you will receive this message.



The screenshot shows the 'FNVM\_WorkOrderSearchSubForm' window. The 'Work Order Search' section contains the following fields and options:

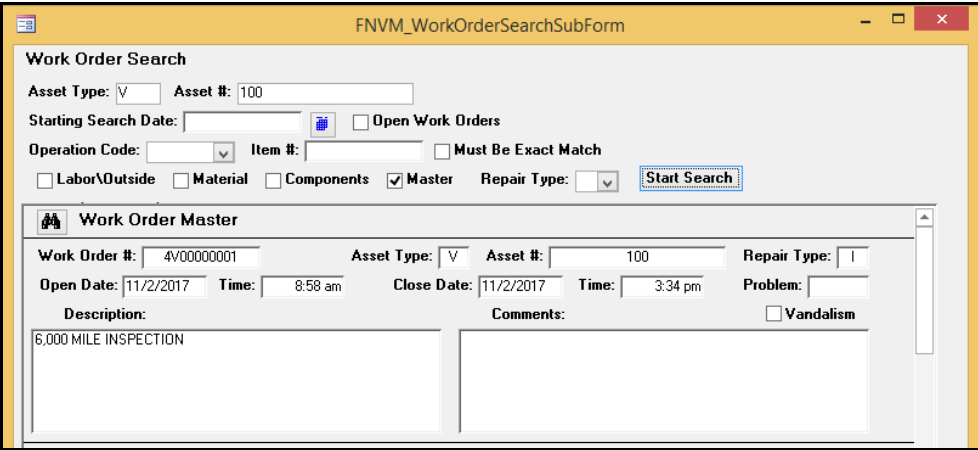
- Asset Type: V Asset #: 100
- Starting Search Date: [empty] [calendar icon]  Open Work Orders
- Operation Code: [empty] Item #: [empty]  Must Be Exact Match
- Labor\Outside  Material  Components  Master Repair Type: [empty] [dropdown arrow]
- Start Search button

A 'Microsoft Access' dialog box is overlaid in the center, displaying an information icon and the text 'No Transactions Found' with an 'OK' button.

### Click **Master**

To search for work orders for the vehicle, check the **Master box**. This will display more information on the Work order.

Example: Since no Starting Search Date is entered, Open Work Orders is not selected and Repair Type is not entered, all work orders for Vehicle 100 will display.



The screenshot shows the 'FNVM\_WorkOrderSearchSubForm' window with the 'Work Order Search' section and a detailed 'Work Order Master' view.

**Work Order Search Section:**

- Asset Type: V Asset #: 100
- Starting Search Date: [empty] [calendar icon]  Open Work Orders
- Operation Code: [empty] Item #: [empty]  Must Be Exact Match
- Labor\Outside  Material  Components  Master Repair Type: [empty] [dropdown arrow]
- Start Search button

**Work Order Master Section:**

- Work Order #: 4\00000001 Asset Type: V Asset #: 100 Repair Type: I
- Open Date: 11/2/2017 Time: 8:58 am Close Date: 11/2/2017 Time: 3:34 pm Problem: [empty]
- Description: 6,000 MILE INSPECTION
- Comments: [empty]  Vandalism

Double click on the Work Order# to view the work order master form.

Click Notes to display notes for the selected work order.

## Vehicle Maintenance User Guide

**FNVN\_WorkOrderMasterDetailSubForm**

Work Order #: 4V00000001 Notes

Open Date: 11/2/2017 Time: 8:58 am Problem: [ ] Close Date: 11/2/2017 Time: 3:34 pm

Asset Type: V Asset #: 100  Vandalism

Class Code: 31 SUNFUJELS Repair Type: I Inspection

Opened By: [ ] Customer #: [ ]

Qty Completed: [ ] Task Code: [ ] Out Of Service: [ ]

Odometer: 0.0 Ltd Mileage: 0.0 Return To Service: [ ]

Hours Reading: 0.00 Ltd Hours: 0.00 Down Time: [ ]

Description: 6,000 MILE INSPECTION

Comments: [ ]

Created:	dfigenbaum	11/2/2017 8:58:33 AM	FNVN_PmCheckListForm	<b>Status</b> <span style="color: red; font-weight: bold;">Closed</span>
Updated:	dfigenbaum	11/2/2017 3:35:04 PM	FNW0_WorkOrderEntryForm	

## User Data

Allows tracking of user defined data specific to the selected vehicle.

Select the **Form Name**

**Enter data for each field** (the data types have been defined in the User Defined Form setup)

**Vehicle Master**

Vehicle #: 100 Fleet: 10 Make Model: Orion 40' Year: 2016

Form Name: InactiveVehicleForm Inactive Vehicle Form Print

Inactive Date	11/06/2017
Reason	Sold

Record: 14 2 of 2 No Filter Search

Master

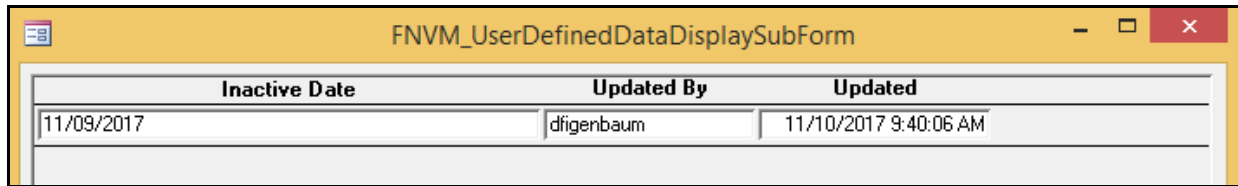
- New
- Notes
- Warranty
- NTD
- Inspection
- Tire Position
- Consumables
- Cons History
- Veh History
- Svc History
- Tires on Veh
- Components
- Work Orders
- User Data
- Delete
- Clone
- Renumber
- Condition
- Purchasing
- Audit
- CAD / AVL

## Hover over fields

Inactive Date	11/06/2017
Reason	Sold
Double-Click for history	

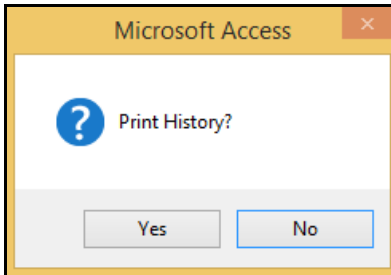
## Vehicle Maintenance User Guide

Double click on the **field data** to display history to changes made to data. All entries for this selected field will display.

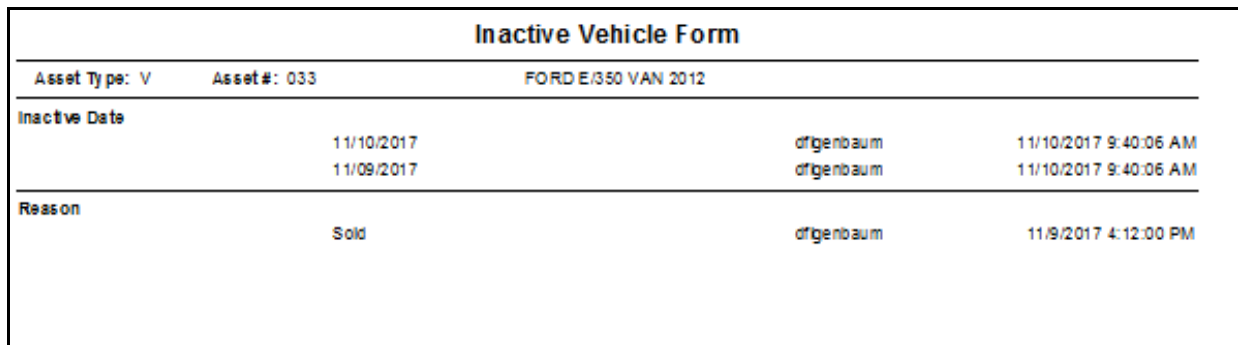


Inactive Date	Updated By	Updated
11/09/2017	dfigenbaum	11/10/2017 9:40:06 AM

Click **Print** to display report of all field changes. The confirmation message displays.



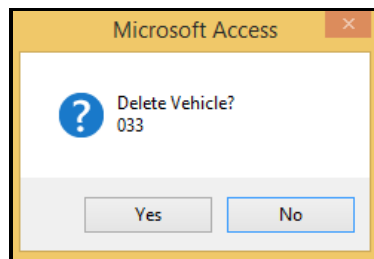
The following report displays.



Inactive Vehicle Form			
Asset Type: V	Asset #: 033	FORD E350 VAN 2012	
Inactive Date	11/10/2017	dfigenbaum	11/10/2017 9:40:06 AM
	11/09/2017	dfigenbaum	11/10/2017 9:40:06 AM
Reason	Sold	dfigenbaum	11/9/2017 4:12:00 PM

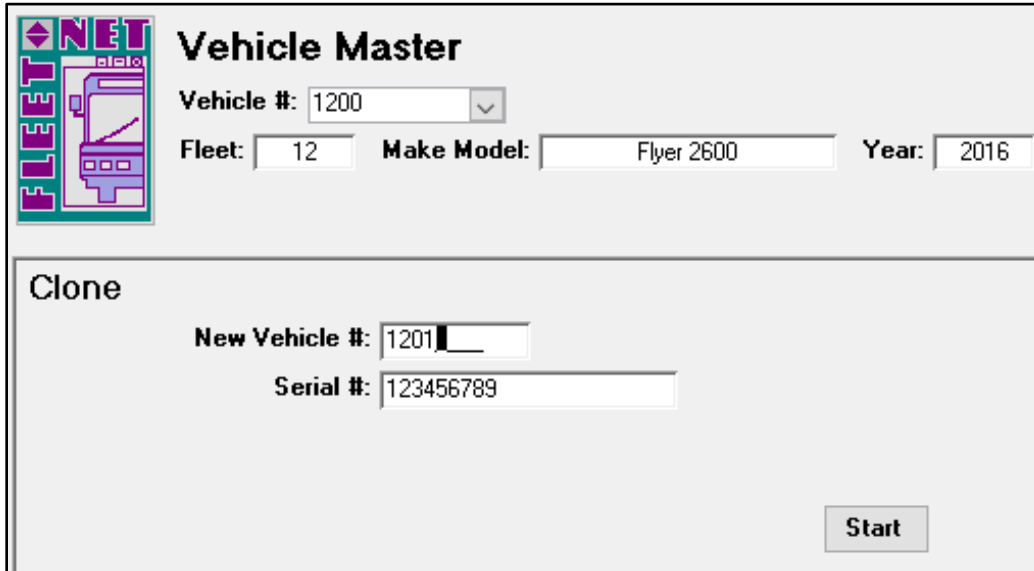
## Delete

Click this button to delete a vehicle if it is setup incorrectly. A vehicle with history cannot be deleted. A vehicle can be assigned to an Inactive status and moved to a fleet setup for inactive vehicles. A confirmation message displays.



## Clone

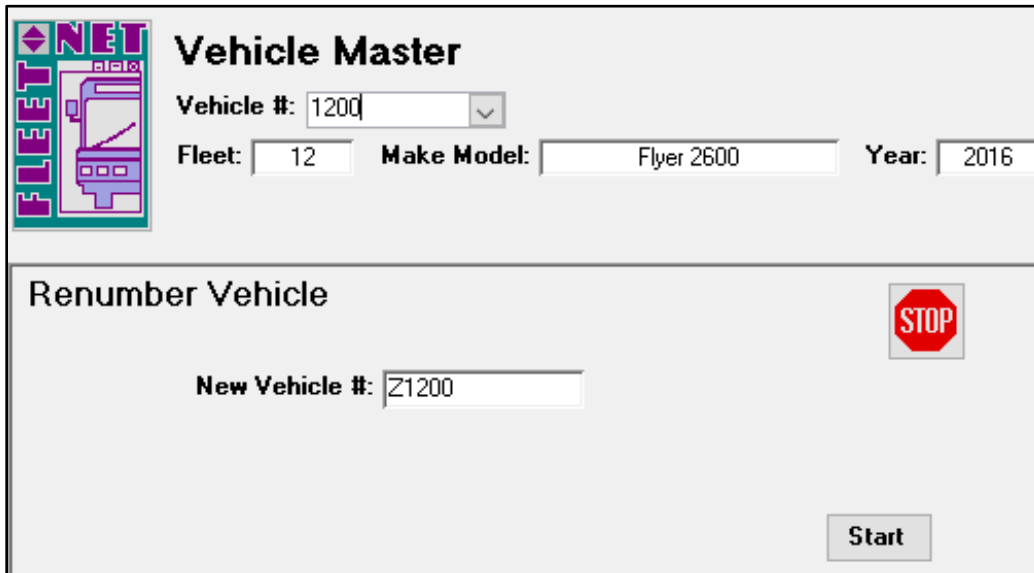
Click this button to duplicate a vehicle in the same Fleet. Enter the **new vehicle Number and the serial number**. Click **Start** to clone.



The screenshot shows the 'Vehicle Master' interface. At the top left is a logo with 'NET' and 'FLEET' text. The main title is 'Vehicle Master'. Below the title are input fields: 'Vehicle #' with a dropdown menu showing '1200', 'Fleet:' with a text box containing '12', 'Make Model:' with a text box containing 'Flyer 2600', and 'Year:' with a text box containing '2016'. Below these fields is a section titled 'Clone'. Inside the 'Clone' section, there are two input fields: 'New Vehicle #' with a text box containing '1201' and 'Serial #' with a text box containing '123456789'. At the bottom right of the 'Clone' section is a 'Start' button.

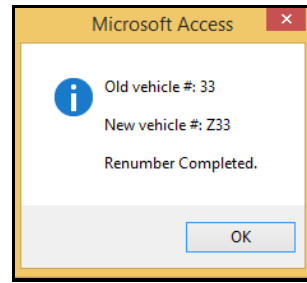
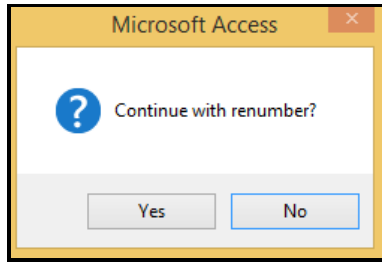
The Vehicle Master information, Warranty, Inspections, NTD data, Tire Positions, Consumables are all duplicated but can be modified.

## Renumber



The screenshot shows the 'Vehicle Master' interface. At the top left is a logo with 'NET' and 'FLEET' text. The main title is 'Vehicle Master'. Below the title are input fields: 'Vehicle #' with a dropdown menu showing '1200', 'Fleet:' with a text box containing '12', 'Make Model:' with a text box containing 'Flyer 2600', and 'Year:' with a text box containing '2016'. Below these fields is a section titled 'Renumber Vehicle'. Inside the 'Renumber Vehicle' section, there is one input field: 'New Vehicle #' with a text box containing 'Z1200'. To the right of this field is a red octagonal 'STOP' sign icon. At the bottom right of the 'Renumber Vehicle' section is a 'Start' button.

Click **Start**



### Condition

Here is where you can record your scoring for State of Good Repair in the Life Cycle Condition fields and track the life expectancy of the vehicle.

Vehicle Master			
Vehicle #:	100	Fleet:	10
Make Model:	Orion 40'	Year:	2016
Life Expectancy Miles:	200,000.0	Life Expectancy Hours:	
Ltd Miles:	523.0	Ltd Hours:	0.00
Miles Remaining:	199,477.0	Hours Remaining:	
% Miles Remaining:	99.74%	% Hours Remaining:	
Date In Service:	8/1/2017	Life Expectancy Months:	120
Life Cycle Adjustment:		Estimated Replacement:	8/1/2027
Months Remaining:	117	% Months Remaining:	97.50%
Life Cycle Condition:	3	Visual Assessment:	G
Mileage When Retired:		Hours When Retired:	
Reason Retired:		Date Retired:	
Actual Life Months:			

Field Name	Max Field Size	Data Type	Description
Life Expectancy Miles /Hours		Numeric	Enter the life expectancy, in miles, of the Vehicle. If measuring Vehicle hours, enter the life expectancy, in hours
LTD Miles/Hours		Numeric	Automatically calculated based on the service entries for the vehicle.
Miles/Hours Remaining		Numeric	Automatically calculated based on the Life Expectancy and LTD Miles or Hours
% Miles/Hours Remaining		Numeric	Automatically calculated based on the Life Expectancy and LTD Miles or Hours
Date in Service		Date	Enter the in service date. The date is used to calculate life cycle in months
Life Expectancy Months		Numeric	Enter the number of months for this vehicle's life expectancy
Life Cycle Adjustment		Numeric	Enter an adjustment if applicable based on the visual assessment of the component or unusual wear and tear.
Estimated Replacement		Numeric	Automatically calculated based on the service date, life expectancy enter and life cycle adjustment
Months Remaining		Numeric	Number of months to the estimated replacement Automatically calculated

Vehicle Maintenance User Guide

Field Name	Max Field Size	Data Type	Description
<b>% Months Remaining</b>		Numeric	Automatically calculated based on the service date life expectancy months, life cycle adjustment
<b>Life Cycle Condition</b>	20	Alpha Numeric	Enter the condition of the vehicle based of the life expectancy. Life Cycle Conditions can be added via the green check mark
<b>Visual Assessment</b>	20	Alpha Numeric	Enter the actual condition of the vehicle based of the life expectancy. Visual Assessments can be added via the green check mark
<b>Mileage/Hours When Retired</b>		Numeric	Enter the miles or hours of the vehicle
<b>Reason Retired</b>	10	Alpha Numeric	Enter a reason the vehicle is retired. Reasons can be added via the green check mark
<b>Date Retired</b>		Date	Enter the date this vehicle is retired/ inactive
<b>Actual Life Months</b>			Automatically calculated based on the date retired and date in service field

### Purchasing

This form is informational based on the purchase of the vehicle.

The Vendor, Purchase Order, Capital Asset and Contract numbers must already exist in the Accounts Payable, Contract and Fixed Asset modules.

The user should have the actual PO available or use the PO Inquiries to ensure that the data is entered correctly.

**Vehicle Master**

Vehicle #:  Fleet:  Make Model:  Year:

---

Vendor:  A-Z BUS SALES

Capital Asset #:

Contract #:

Asset Cost:

PO #	Rev #	Description	Date Received	Quantity	Unit Cost	Cost

Total:

## Vehicle Maintenance User Guide

Field Name	Description
<b>Vendor #</b>	Enter the Vendor # from which this vehicle was purchased.
<b>Capital Asset #</b>	Enter the assigned Capital Asset # (Fixed Asset)
<b>Contract #</b>	Enter the Contract # for this purchase order
<b>Asset #</b>	Enter the Unit cost on the purchase order

## Audit

Choose your field name from the drop down.

**Vehicle Master**

Vehicle #: 1200  
 Fleet: 12 Make Model: Flyer 2600 Year: 2016

Field Name:   All Fields From Date:  Thru Date:

Display Print

- AdaAccessible
- AlternativeFuelFlag
- AssetCost
- ChassisNumber
- ContingencyFlag
- DatePutInService
- DateReceived
- FleetID
- FuelType
- FundingSource
- GrossWeight
- LifeCycleCondition
- LifeExpectancyMonths
- Lift
- MakeModel
- ManufacturerCode

Master New Inspection Svc History Delete Audit  
 Notes Tire Tires on Veh Clone CAD / AVL  
 Warranty Consumables Components Renumber  
 NTD Cons History Work Orders Condition  
 Veh History User Data Purchasing

Check **All fields and Display**

**Vehicle Master**

Vehicle #: 100 Fleet: 10 Make Model: Orion 40' Year: 2016

Field Name:   All Fields From Date: 1/1/2017 Thru Date: 11/30/2017

Display Print

Update Date	Field Name	Old Value	New Value	User Id
Table Name: FNVM_MasterTable				
11/10/2017 3:09:29 PM	VendorNo		8	digenbaum
Table Name: FNVM_VehicleNTDTable				
11/10/2017 12:46:37 PM	DedicatedFleet		False	digenbaum
Table Name: FNVM_VehicleNTDTable				
11/10/2017 12:46:37 PM	AdaAccessible	False	True	digenbaum
Table Name: FNVM_VehicleNTDTable				

Record: 14 of 47 No Filter Search

Master New Notes Warranty NTD Inspection Tire Position Consumables Cons History Veh History Svc History Tires on Veh Components Work Orders User Data Delete Clone Renumber Condition Purchasing Audit CAD / AVL

Click **Print** and it will display the Asset Audit Report for the Field Name chosen.



Asset Audit Report				
Asset #: 100		Orion 40' 2016 1FMMM33MM2MM33		
Table Name : FNVM_MasterTable				
Update Date	Field Name	Before	After	Updated By
8/11/2017 3:36:34 PM	Vehicle Status		A	dfigenbaum
8/11/2017 3:48:30 PM	ChassisNumber		1FMMM33MM2MM33	dfigenbaum
8/11/2017 3:48:30 PM	GrossWeight		3500	dfigenbaum
8/11/2017 3:48:30 PM	DateReceived		8/1/2016	dfigenbaum
8/11/2017 3:48:30 PM	Radio	False	True	dfigenbaum
8/11/2017 3:48:30 PM	SeatingCapacity		35	dfigenbaum
8/11/2017 3:48:30 PM	StandingCapacity		10	dfigenbaum
8/11/2017 3:48:30 PM	WheelchairCapacity		2	dfigenbaum
8/11/2017 3:48:30 PM	RevenueVehicle	False	True	dfigenbaum
8/11/2017 3:48:30 PM	VehicleTagNumber		E372550	dfigenbaum
8/11/2017 3:48:30 PM	VehicleTagExpirationDate		8/1/2018	dfigenbaum
8/11/2017 3:48:30 PM	MaxHubReading		999999	dfigenbaum
8/11/2017 3:48:30 PM	AlternativeFuelFlag	False	True	dfigenbaum
8/11/2017 3:48:30 PM	MakeModel		Orion 40'	dfigenbaum
8/11/2017 3:48:30 PM	Year		2016	dfigenbaum
8/11/2017 3:48:30 PM	FleetID		10	dfigenbaum

### CAD / AVL

#### Vehicle Master

Vehicle #:  
 Fleet: 
 Make Model: 
 Year:

---

#### CAD / AVL Setup

MDC Id:   
 MDC IP:   
 MDC Version:

### Modify/Add Components

Use this form to set up components and sub-components. This provides tracking information necessary such as miles, hours, warranty information, repairs, inspections and rebuilds.

Installing the Component on a Vehicle can be done on the form.

Components identified via this module can be set up under a separate preventative maintenance schedule than the entire vehicle. Items under analysis or warranty can be monitored more closely using this tracking system.

**Component Maintenance**

Component No: 04758541 50 SERIES RADIATOR

Description: 50 SERIES RADIATOR Sub Component:  Asset is Inactive

Serial #: 04758541

Specifications:

Date Received:

Inventory Item #: 0101000030 dar radiator

Asset Class: VehicleComponents

Asset Sub Class: Rebuild

Model: Manufacturer: Model Year:

Installed on Asset Type: V Installed On Asset #: 100

Updated: dfigenbaum 11/6/2017 9:14:55 AM FNVM\_ServiceEntryForm

Created: dfigenbaum 5/10/2017 4:24:10 PM FNVM\_ComponentMasterForm

Master  
New  
Notes  
Warranty  
Inspection  
History  
Delete  
Sub Comps  
User Data  
Audit  
Condition  
Purchasing  
Work Orders  
Clone  
Renumber

**New** to enter a new component or sub-component. This form displays.

**Component Maintenance**

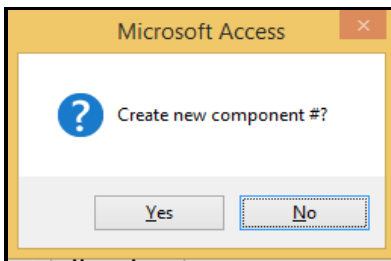
Component No: 04758541 50 SERIES RADIATOR

Create New Component

New Component #:

Start

Enter the component number (Max 20 Alpha Numeric characters), click Start. The following confirmation message displays.



## Vehicle Maintenance User Guide

Enter the fields with the applicable information necessary for setting up the Components. For additional assistance, the following provides a description of each field.

Field Name	Max Field Size	Data Type	Description
Component No:	20	Alpha Numeric	Enter a new component or select an existing component using the drop down list.
Description	255	Alpha Numeric	This field is provided as a user-defined description of the component.
Serial #	20	Alpha Numeric	Enter the applicable serial number.
Specifications	255	Alpha Numeric	This field is used for any specifications that apply to the specific component.
Date Received	NA	Date	Enter the date the component was received.
Inventory Item #	20	Alpha Numeric	Select the Inventory Item # of the component, provided that the component is setup as an inventory item.
Asset Class	20	Alpha Numeric	Select an Asset Class to categorize and further define the component. When reporting or generating PM inspections or Campaign Work Orders the Asset Class can be used for selection. New Asset Classes can be defined via the Green Checkmark. Only the code field is required
Asset Sub Class	20	Alpha Numeric	Select an Asset Sub Class to further define the component. When reporting or generating PM inspections or Campaign Work Orders the Asset Sub-Class can be used for selection. New Asset Sub Classes can be defined via the Green Checkmark. Only the code field is required
Model	30	Alpha Numeric	Enter a Model (Optional)
Manufacturer	30	Alpha Numeric	Enter the manufacturer (Optional)
Model Year	4	Numeric	Enter the Model Year (Optional)
Installed on Asset Type	1	Alpha	Not User Defined, The asset type must be V= Vehicle or C= Component if designated as a sub component
Installed on Asset #			Enter the vehicle or component # that this component (sub component) is installed on.
Sub Component	NA	Yes /No	Check this box to indicate that this component is a sub component of a larger assembly or component. A sub component will be updated from daily service entry. It can have warranties, notes and inspections assigned.
Asset is Inactive	NA	Yes /No	Check to indicate that this component is inactive. Flag a component inactive if not on another component or vehicle.

## Master

The Master Button will return you to the main Component Master form. Below are the descriptions for the buttons on the Component Master form.

## Notes

Click this button to display or enter notes and/or attachments for component history. Comments, file attachments (i.e., Word Doc, PDF file, Spreadsheet etc.), hyperlink and/or image.

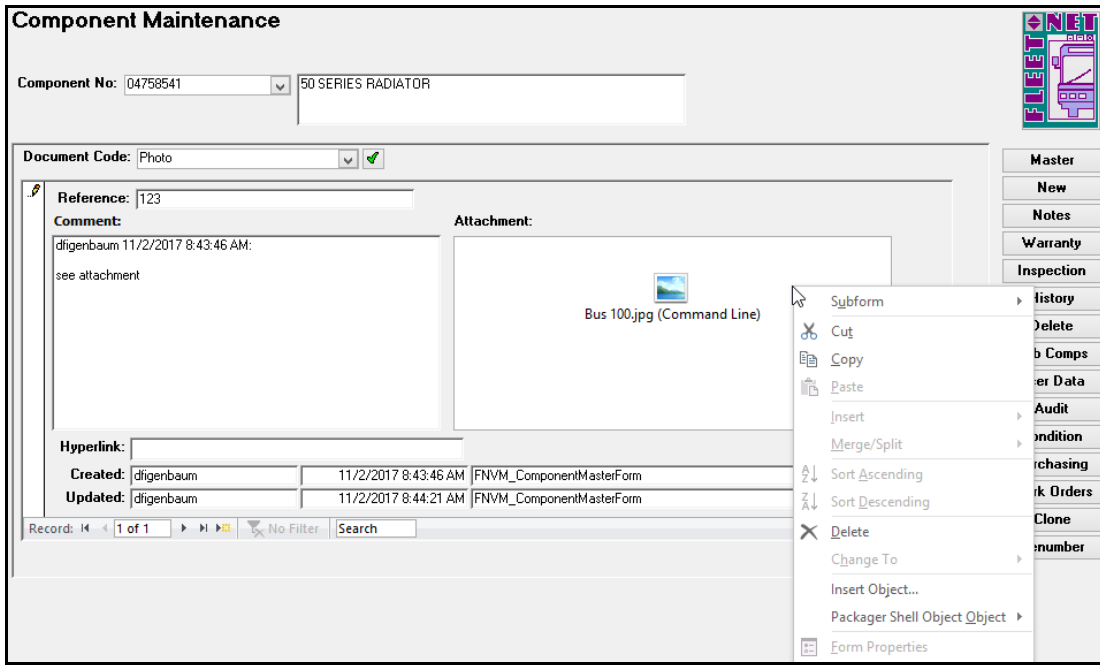
Field	Description
<b>Document Code</b>	Select the type of document that this note best represents from the drop down list that was setup in <b>VM14 Vehicle Maintenance (Miscellaneous Code Setup form)</b> . Examples are: a mechanic note, a picture or a schematic attached. This is a required field.
<b>Reference</b>	Enter a reference, which could be either, the author's name, or date the note was created or simply a number. This is a required field.
<b>Comment</b>	Enter a comment pertinent to the work order. The comment is user, date & time stamped.
<b>Attachment</b>	Link documentation pertinent to the work order. Right click in the Attachment section. Select Insert Object. (For more details refer to Tool Inventory Form in the Modify/Add Tools section in this manual.)
<b>Hyperlink</b>	Enter a hyperlink to link to another document or web site location.

The Code and Reference fields make this note a unique record. Multiple notes can be added using different Code and Reference combinations.

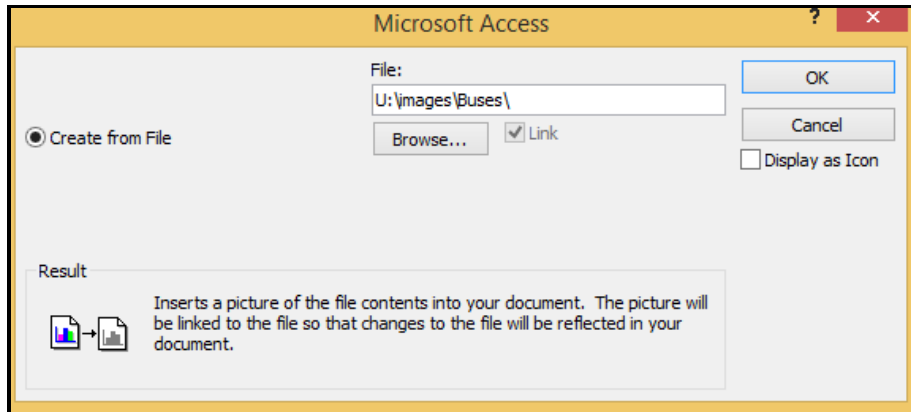
For example: This note has code = Photo and Reference 123

The code Photo can be used for another note as long as the reference is different.

Right click in the **attachment** field and the following menu will display:



Select **Insert Object** and the following message displays:



Field	Description
<b>Create from File</b>	Select to attach an existing document or image saved on the transit network.
<b>File</b>	Enter the path to the existing document or select <i>Browse</i> to search for the file.
<b>Link</b>	Check this box to attach the document as a link. It is preferable to link the file so that any modifications to the file will not have to be embedded again.
<b>Display as Icon</b>	Check this box to display an icon for the attachment. It is preferable to display as an icon. The user will then double click the icon to view the file.

## Warranty

Click this button to display or enter the Warranty information for this component. As long as the warranty is valid this form will display when a work order is generated for the component. Complete the form by entering a warranty description, beginning and end dates, miles and hours. The days, miles and hours remaining will display.

Messages display in red when the component is no longer under warranty.

Field Name	Description
<b>Beg Date</b> <b>End Date</b>	If tracking warranty by Component date, enter the effective Start Date and End Date of the Warranty on the Component.
<b>LTD Miles</b>	Automatically calculated when installed on a vehicle based on history and updated from daily service entry
<b>Beg Mileage</b> <b>End Mileage</b>	If tracking warranty by Component mileage, enter the beginning mileage and ending mileage when the warranty expires.
<b>LTD Hours</b>	Automatically calculated when installed on a vehicle based on history and updated from daily service entry
<b>Beg Hours</b> <b>End Hours</b>	If tracking warranty by Component hours, enter the starting hours and ending hours when the warranty expires.
<b>Remaining</b>	Automatically calculated

## Inspection

Click **Inspection** to assign inspections to a component or display the Inspections assigned. Inspection Planning must be set up prior to assigning. Refer to Inspection Planning section in this manual. Multiple Inspection ID's can be assigned to a component.

Field Name	Description
<b>All Inspections</b>	Select the Inspection ID from the drop down list.
<b>Assigned Inspections</b>	Select an inspection assigned to this asset. Multiple inspection IDs can be assigned to components.
<b>Inspection #</b>	Enter the next inspection due as setup in the PM Cycles.
<b>Current Date</b>	Automatically populated with date and time.
<b>Last Done</b>	Automatically populated with the Open Date of the last inspection WO.
<b>Reset to Zero?</b>	Check the box to indicate the miles, hours, and days should be reset to zero when an inspection is performed. If Reset to zero is unchecked, the miles since the inspection was performed will carry over to the next inspection. This will populate the Since field. EXAMPLE: The inspection Forecast miles are set to 4500 miles and the Actual miles are set to 5000 miles. If the inspection was performed at 4700 miles, then 200 miles would carry over and populate the Since field. Note: Hover the mouse over the Reset To Zero Check box and a message will appear. <span style="border: 1px solid black; padding: 2px;">Reset miles/hours/days to zero or carryover to next inspection</span>
<b>Assigned Work Order</b>	Automatically populated when an inspection work order is generated.

### Miles, Hours and Days

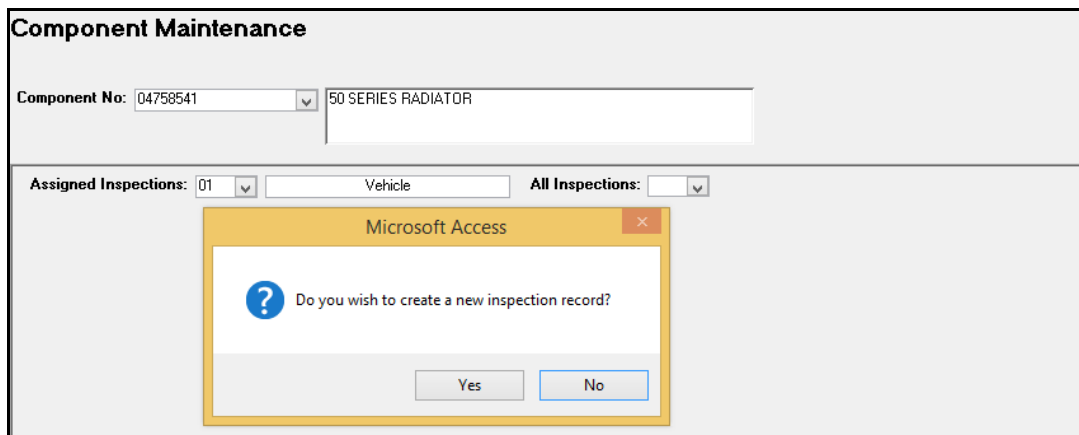
<b>Since</b>	Automatically populated from service entry and the Reset to Zero flag.
<b>Forecast</b>	Automatically populated from PM Types setup
<b>Actual</b>	Automatically populated from PM Types setup
<b>Remaining</b>	This is a calculated field Actual – Since

**Modify/add Vehicles... continued**

## Vehicle Maintenance User Guide

To assign a new inspection:

**All Inspections** - Select the Inspection ID to assign to this asset.  
Assigned Inspection- field will be populated and the following confirmation will display:



## History

Click **History** to display the component MTD, YTD and LTD history of miles, hours, failures, and costs. The YTD is calculated for calendar year.

Select the year and month, the totals are calculated through the specified month and year.

Click the **Display Totals** button to view history for the selected year and month.

Below is a sample screen, which shows historical costs, mileage, hour, and for MTD, YTD, and LTD.

The screenshot shows the 'Component Maintenance' window with the 'History' view selected. The 'Component No.' is '04758541' and the component is '50 SERIES RADIATOR'. The 'Year' is set to '2017' and the 'Month' is '11'. The 'Display Totals' button is highlighted. The table below shows historical data for MTD, YTD, and LTD.

	Mtd	Ytd	Ltd
Miles	523.0	523.0	523.0
Hours	0.00	0.0	0.0
Failures			
Labor Cost			
Overhead Cost			
Parts Cost			
Outside Cost			
Total Cost	\$0.00	\$0.00	\$0.00
Cost Per Mile	0	0	0
Cost Per Hour	0	0	0
Miles Between Failures	0	0	0
Hours Between Failures	0	0	0



## Vehicle Maintenance User Guide

Click **Maintain Totals** display history for all years and months or to enter beginning miles or hours, quantities and costs for a new component.

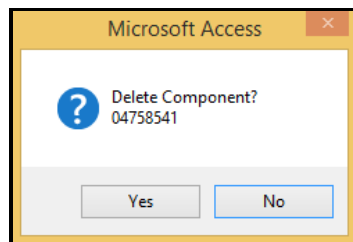
These records are updated by Daily Service Entry for the vehicle the component is installed on, and component work orders.

Year	Month	Miles	Hours	Failures	Labor Cost	Overhead Cost	Parts Cost	Outside Cost
2017	11	523.0	0.00					
*								

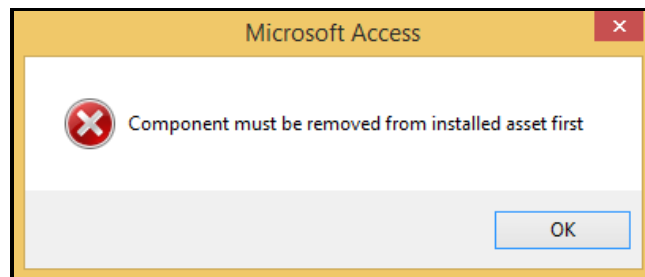
## Delete

Click to **delete** the selected Component.

Keep in mind that all history will be deleted as well and no record will exist for this component.



The following message displays if a component is installed on a vehicle.




## Sub-Components

The Sub Components button will show a list of any and all sub-components assigned to a component.

Component Master				
Component No:	012V	REBUILT THOMAS ACCESSORY DRIVE		
Sub Components				
Component #	Description	Serial #	Date Installed	Date Received
012V1	Accessory Drive Sub Component	937h3b29708	12/4/2009	12/1/2009
Double-Click to select this component				

Display the Sub Component's Master Form by hovering over the component # and double clicking. The Sub Component can have Warranty, Notes and Inspections assigned. This form will be updated by Daily Service Entry and Work Orders for the vehicle the subcomponent is installed on.

Component Maintenance		
Component No:	SF6TPA	PUBLIC DISPENSER 3600
Description:	PUBLIC DISPENSER 3600	Sub Component: <input checked="" type="checkbox"/> Asset is Inactive: <input type="checkbox"/>
Serial #:		
Specifications:	GREENFIELD	
Date Received:		
Inventory Item #:		
Asset Class:		<input checked="" type="checkbox"/>
Asset Sub Class:		<input checked="" type="checkbox"/>
Model:		Manufacturer: Model Year:
Installed on Asset Type:	C	Installed On Asset #: SF Hydrogen Station
Updated:	ethorn	1/22/2013 12:38:16 PM FNVN_ComponentMasterForm
Created:	ethorn	1/22/2013 12:38:16 PM FNVN_ComponentMasterForm


  
[Master](#)  
[Notes](#)  
[Warranty](#)  
[Inspection](#)  
[History](#)  
[Delete](#)  
[Sub Comps](#)  
[User Data](#)  
[Audit](#)  
[Condition](#)  
[Purchasing](#)  
[Work Orders](#)  
[Clone](#)

## User Data

Allows tracking of user defined data specific to the selected component.

Select the form name

Enter data for each field (the data types have been defined in the User Defined Form setup).

**Component Maintenance**

Component No: 88888 Engine

Form Name: InactiveComponentForm InactiveComponentForm Print

InactiveDate	01/01/2012
ReasonInactive	Disposed

Master  
Notes  
Warranty  
Inspection  
History  
Delete  
Sub Comps  
User Data  
Audit  
Overhauls  
Purchasing  
Work Orders

Double click on the **field data** to display history to changes made to data. All entries for this selected field will display.

**Component Maintenance**

Component No: 88888 Engine

Form Name: InactiveComponentForm InactiveComponentForm Print

InactiveDate	01/01/2012
ReasonInactive	Sold

FNVN\_UserDefinedDataDisplaySubForm : Form

ReasonInactive	Updated By	Updated
Disposed	ethorn	8/29/2012 3:07:46 PM

Master  
Notes  
Warranty  
Inspection  
History  
Delete  
Sub Comps  
User Data  
Audit  
Overhauls  
Purchasing  
Work Orders

## Audit

Select to track changes made to the Components fields.  
All fields that have been changed will display in the Field Name drop down list.

Options:

Select one field from the drop down menu or check All Fields.

Enter a date range or leave blank to see all history.

**Component Maintenance**

Component No: 04758541 50 SERIES RADIATOR

Field Name:   All Fields From Date:  Thru Date:

AssetClass  
AssetSubClass  
ComponentNo  
Description  
idPart  
InstalledOnAssetNumber  
InstalledOnAssetType  
SerialNumber  
WarrantyDateBegin  
WarrantyDateEnd  
WarrantyDescription  
WarrantyMilesBegin

Display Print

Click **Display** to view the Update Date Old and New field value and the User ID that made the change.

**Component Maintenance**

Component No: 04758541 50 SERIES RADIATOR

Field Name: InstalledOnAssetType  All Fields From Date:  Thru Date:

Display Print

Update Date	Field Name	Old Value	New Value	User Id
Table Name: FNVM_ComponentMasterTable				
5/10/2017 4:26:54 PM	InstalledOnAssetType		V	dfigenbaum

Click **Print** to display a report.

**Asset Maintenance Audit Report**

Asset #: 88888		Engine		
Update Date	Field Name	Before	After	Updated By
8/17/2012 4:35:04 PM	WarrantyDescription		3 year	athom
8/17/2012 4:35:54 PM	Description	New component	Engine	athom
8/17/2012 4:35:54 PM	SerialNumber		X1231153	athom
8/17/2012 4:35:54 PM	Manufacturer		Gillig	athom
8/17/2012 4:35:54 PM	Model Year		2011	athom
8/17/2012 4:35:54 PM	AssetClass		EG	athom
8/17/2012 4:36:13 PM	WarrantyDateBegin		8/1/2011	athom
8/17/2012 4:36:13 PM	WarrantyDateEnd		7/31/2014	athom
8/17/2012 4:37:39 PM	Life ExpectancyMiles		200000	athom
8/17/2012 4:37:39 PM	MaxMilesOverhaul		100000	athom
8/17/2012 4:37:39 PM	MinMilesOverhaul		80000	athom
8/17/2012 4:37:39 PM	Date Put In Service		8/1/2011	athom
8/17/2012 4:37:39 PM	Life Cycle Condition		G	athom
8/17/2012 4:37:39 PM	VisualAssessment		E	athom
8/17/2012 4:44:07 PM	Date Received		8/1/2011	athom
8/17/2012 4:44:07 PM	VendorNo		10205	athom
8/17/2012 4:44:07 PM	Purchase OrderNo		018978	athom
<hr/>				
8/20/2012 8:20:35 AM	Miles Last Inspection	160	160	athom

## Condition

Overhauls, Life Expectancy, Life Cycle Condition and Component Retired information is tracked via this form.

Component Overhauls can be tracked by Miles, Hours. This data is updated from Service Entry of Vehicles which the component is installed and Rebuild Work Orders.

**Component Maintenance**

Component No:  50 SERIES RADIATOR

---

Description: 50 SERIES RADIATOR      Sub Component:     Asset is Inactive

Serial #:

Specifications:

Date Received:

Inventory Item #:   dar radiator

Asset Class:


Asset Sub Class:

Model:       Manufacturer:       Model Year:

Installed on Asset Type:       Installed On Asset #:

Updated:        

Created:        



Master

New

Notes

Warranty

Inspection

History

Delete

Sub Comps

User Data

Audit

Condition

Purchasing

Work Orders

Clone

Renumber

Field Name	Max Field Size	Data Type	Description
<b>Life Expectancy Miles /Hours</b>		Numeric	If measuring Component miles, enter the life expectancy, in miles. If measuring Component hours, enter the life expectancy, in hours.
<b>LTD Miles/Hours</b>		Numeric	Automatically calculated based on the service entries for the vehicle the component is installed on.
<b>Miles/Hours Remaining</b>		Numeric	Automatically calculated based on the Life Expectancy and LTD Miles or Hours
<b>% Miles/Hours Remaining</b>		Numeric	Automatically calculated based on the Life Expectancy and LTD Miles or Hours
<b>Max Miles/Hours Overhaul</b>		Numeric	Automatically calculated based on the miles or hours between overhauls (rebuild work orders)
<b>Min Miles/Hours Overhaul</b>		Numeric	Automatically calculated based on the miles or hours between overhauls (rebuild work orders)
<b>Miles/Hours Since Last Overhaul</b>		Numeric	Automatically calculated based on the service entries for the vehicle since the last rebuild.
<b>Last Overhaul Date</b>		Date	Enter the date of the last rebuild. When Rebuild Work Orders are closed and updated the Work Order Open date will populate this field.
<b># of Overhauls</b>		Numeric	This is the number of times this component has been rebuilt. If the component has never been rebuilt, enter a zero. When a rebuild work order is closed and updated the # of rebuilds will increment

Field Name	Max Field Size	Data Type	Description
<b>Days Since Overhaul</b>		Numeric	Automatically calculated based on the Last Overhaul Date
<b>Date in Service</b>		Date	Enter the in service date. The date is used to calculate life cycle in months
<b>Life Expectancy Months</b>		Numeric	Enter the number of months for this component's life expectancy
<b>Life Cycle Adjustment</b>		Numeric	Enter an adjustment if applicable based on the visual assessment of the component or unusual wear and tear.
<b>Estimated Replacement</b>		Numeric	Automatically calculated based on the service date, life expectancy enter and life cycle adjustment
<b>Months Remaining</b>		Numeric	Number of months to the estimated replacement Automatically calculated
<b>% Months Remaining</b>		Numeric	Automatically calculated based on the service date life expectancy months, life cycle adjustment
<b>Life Cycle Condition</b>	20	Alpha Numeric	Enter the condition of the component based of the life expectancy. Life Cycle Conditions can be added via the green check mark
<b>Visual Assessment</b>	20	Alpha Numeric	Enter the actual condition of the component based of the life expectancy. Visual Assessments can be added via the green check mark
<b>Mileage/Hours When Retired</b>		Numeric	Enter the miles or hours of the component
<b>Reason Retired</b>	10	Alpha Numeric	Enter a reason the component is retired. Reasons can be added via the green check mark
<b>Date Retired</b>		Date	Enter the date this component is retired/ inactive
<b>Actual Life Months</b>			Automatically calculated based on the date retired and date in service field

## Purchasing

This form is informational based on the purchase of the component.

The Vendor, Purchase Order, Capital Asset and Contract numbers must already exist in the Accounts Payable, Contract and Fixed Asset modules.

The user should have the actual PO available or use the PO Inquiries to ensure that the data is entered correctly.

# Vehicle Maintenance User Guide

### Component Maintenance

Component No:

Vendor:

Capital Asset #:

Purchase Order #:  PO Revision #:

Contract #:

Asset Cost:

- Master
- New
- Notes
- Warranty
- Inspection
- History
- Delete
- Sub Comps
- User Data
- Audit
- Condition
- Purchasing
- Work Orders
- Clone
- Renumber

Field Name	Description
<b>Vendor #</b>	Enter the Vendor # from which this component was purchased.
<b>Capital Asset #</b>	Enter the assigned Capital Asset # (Fixed Asset).
<b>Purchase Order #</b>	Enter the PO and Rev #.
<b>Contract #</b>	Enter the Contract # for this purchase order.
<b>Asset #</b>	Enter the Unit cost on the purchase order.

## Work Orders

Select the **Work Orders** button to display Installation information and Last Repair work order. Repair History will open the Work Order Search form for the specified component.

### Component Maintenance

Component No:

---

Last Repair Work Order #:  Repair History

Installation Work Order #:

Date Installed:  Miles Since Install:  Hours Since Install:  Days Since Install:

FNVN\_WorkOrderSearchSubForm 04/04/2012 © 2012 Fleet-Net Corporation

#### Work Order Search

Asset Type:  Asset #:

Starting Search Date:   Open Work Orders

Operation Code:  Item #:   Must Be Exact Match

Labor\Outside  Material  Components  Master Repair Type:  Start Search

Material History						
WD #:	Date	Item #	Description	Quantity	Cost	Extended Cost
1C00000633	8/31/2012	0101000002	FAN ASSY RADIATOR's COOLIN	1.00	95.962212	95.96
1C00001024	8/31/2012	0101000027	A/C DRINGS #20	8.00	0.260000	2.08

Field Name	Description
<b>Last Repair Work Order #</b>	Automatically populated from Work Order Entry when work order is updated or manually enter.
<b>Installation Work Order #</b>	Automatically populated from Work Order Entry when work order is updated or manually enter.
<b>Date Installed</b>	Automatically populated from Work Order Entry or manually enter.
<b>Miles Since Install</b>	Automatically populated based on the service entries for the vehicle the component is assigned to.
<b>Hours Since Install</b>	Automatically populated based on the service entries for the vehicle /asset the component is assigned to.
<b>Days Since Install</b>	Automatically populated based on the date of install

The Repair History search can be based on various criteria.

Field Name	Description
<b>Asset Type</b>	Automatically populated from the component master.
<b>Asset#</b>	Automatically populated from the component master.
<b>Starting Search Date</b>	Select a start date or leave blank to search for Work Orders with all dates.
<b>Open Work Orders</b>	Check this box only if you wish to view all Open Work Orders for this component
<b>Operation Code:</b>	Select an Operation code from the drop down box or leave it blank to search for work orders with all Operation Codes.
<b>Item#</b>	Type the inventory Item# to search for work orders that only have the item# entered, or leave blank to search for all work orders with that item#. A partial item # may be entered.
<b>Must Be Exact Match</b>	Check this box if you want an exact match based on the item # entered.
<b>Labor/Outside, Material, Components or Master</b>	One of these search options must be selected.
<b>Repair Type</b>	Enter to display only work orders with the specified repair type. Enter I to display only Inspection work orders or R to display only Rebuild work orders.

Click **Start** Search.

### Clone

Click this button to duplicate a component. Enter the new Component Number. Click **Start** to clone.

The screenshot shows the 'Component Maintenance' software interface. At the top, there is a 'Component No.' dropdown menu with '04758541' selected and a text field containing '80 SERIES RADIATOR'. Below this, there is a 'Clone' section with a 'Component #' field containing '04758541-01' and a 'Start' button. On the right side of the interface, there is a vertical menu with buttons for: Master, New, Notes, Warranty, Inspection, History, Delete, Sub Comps, User Data, Audit, Condition, Purchasing, Work Orders, Clone, and Renumber.

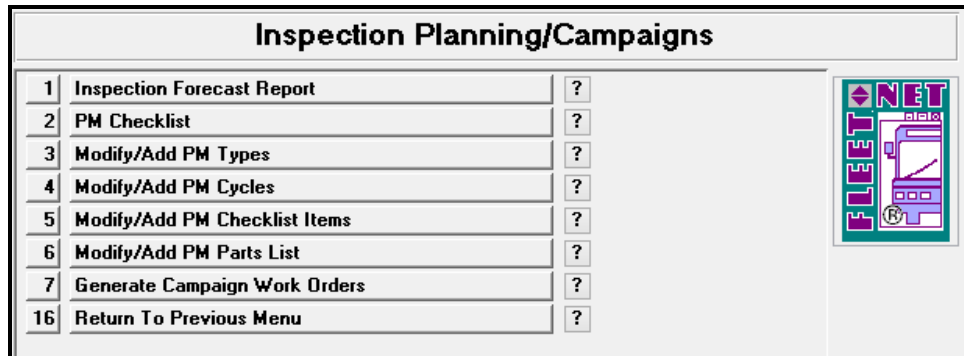


The Component Master information, Warranty, Inspections, Condition and Purchasing are all duplicated but can be modified.

## Inspection Planning/ Campaigns

The purpose of Inspection Planning is to implement scheduled Preventive Maintenance for Vehicles, Components and other Assets.

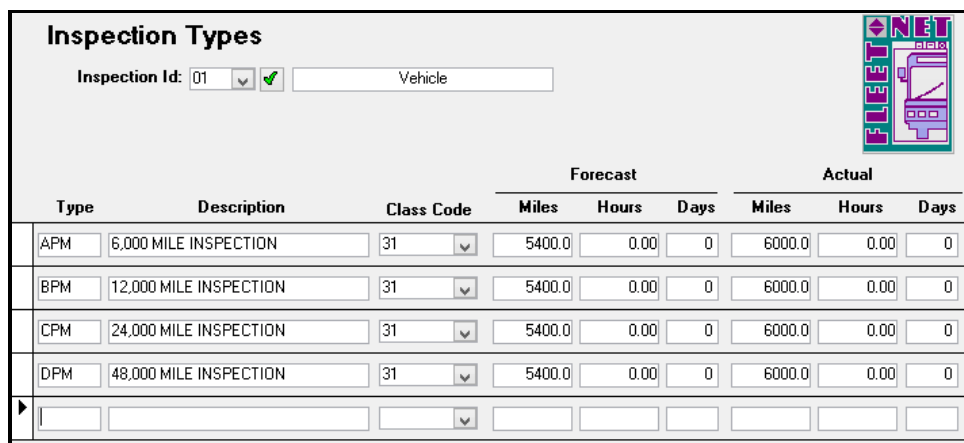
Campaign Work Orders can be generated for Vehicles, Components or other Assets from the menu: VM02 #7 or Work Order menu, WO #15.



### Modify/Add PM Types

This is the first step in creating inspections. Use Modify/Add PM Types to specify the Class Code which defines the GL codes used on the Work Order, and to define the Preventive Maintenance (PM) parameters, whether by Miles, Hours and/or Days.

Select the Inspection ID # from the drop down list. The Inspection ID is setup via the VM14 menu Vehicle Maintenance Misc List Setup, or via the green checkmark. Any current Inspection Types already set up will be displayed.



The Inspection Type above will allow the vehicles to be inspected every 6,000 miles with different work being performed with a designated list of tasks. In the screenshot above, the 'Forecast' vs. 'Actual' fields will provide a cushion of 600 miles. When the miles since the last inspection reaches the forecast miles, Inspection Due will print on the Inspection Forecast Report and display in the Vehicle Master – Inspection form.

Field Name	Description
<b>Type</b>	Enter a Type of Inspection.
<b>Description</b>	Enter a description of the inspection.
<b>Class Code</b>	The Work Order Classification Code will identify the general ledger distribution for Material, Labor, Overhead costs. It also will determine if the Inspection will be reset when the work order is opened and updated or when it is closed and updated.
<b>Forecast Miles, Hours, Days</b>	Enter miles, hours or days at which this inspection type should start appearing on the <a href="#">Inspection Forecast Report</a> before actual inspection should be performed.
<b>Actual Miles, Hours, Days</b>	Enter actual miles, hours or days at which this inspection type needs to be performed.

## Modify/Add PM Cycles

Use Modify/Add PM Cycles to select the order in which to perform different inspections types.

If inspections are setup for 6K some inspection types will be used multiple times before a different inspection type is to be used.

### Inspection Cycles

Inspection Id:



Insp Number	Insp Type	Description	Start Over
<input type="text" value="1"/>	<input type="text" value="APM"/>	<input type="text" value="6,000 MILE INSPECTION"/>	<input type="checkbox"/>
<input type="text" value="2"/>	<input type="text" value="BPM"/>	<input type="text" value="12,000 MILE INSPECTION"/>	<input type="checkbox"/>
<input type="text" value="3"/>	<input type="text" value="APM"/>	<input type="text" value="6,000 MILE INSPECTION"/>	<input type="checkbox"/>
<input type="text" value="4"/>	<input type="text" value="CPM"/>	<input type="text" value="24,000 MILE INSPECTION"/>	<input type="checkbox"/>
<input type="text" value="5"/>	<input type="text" value="APM"/>	<input type="text" value="6,000 MILE INSPECTION"/>	<input type="checkbox"/>
<input type="text" value="6"/>	<input type="text" value="BPM"/>	<input type="text" value="12,000 MILE INSPECTION"/>	<input type="checkbox"/>
<input type="text" value="7"/>	<input type="text" value="APM"/>	<input type="text" value="6,000 MILE INSPECTION"/>	<input type="checkbox"/>
<input type="text" value="8"/>	<input type="text" value="DPM"/>	<input type="text" value="48,000 MILE INSPECTION"/>	<input checked="" type="checkbox"/>
<input type="text" value="*"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Enter the fields with the appropriate information necessary for setting up the PM Cycle

Field	Description
<b>Inspection ID</b>	Select the Inspection ID to which this Cycle of inspections will apply. All vehicles or components within an Inspection ID will have the same inspections tasks performed. For this reason, it is important to have only like vehicles, components or assets within an inspection ID.
<b>Number</b>	Enter the numeric order in which to perform the inspection types.
<b>Type</b>	Select the 'Type' of inspection which to perform in the specific order listed.
<b>Start Over</b>	Select to indicate that after this inspection, the cycle should begin at the first inspection.

## Modify/Add PM Checklist Items

Use this form is to create a detailed list of the tasks that will be performed on the vehicle or component during the inspection. Once the user has selected the Inspection ID, a type must also be selected before The tasks can be entered.

Inspection Checklist Items		
Inspection Id:	01	Vehicle
Type:	APM	6,000 MILE INSPECTION
		Print
		Copy
		
Item #	Inspection Description	Attachment
0.00	*** VEHICLE INSPECTION****	
01.00	Interior	
01.02	Drivers seat operation and condition	
01.03	Drivers seat belt operation and condition	
01.04	Instrument panel switches, transmission pad, condition, operat	
01.05	Check operation of all indicator lights, warning lights and buzze	
01.06	Check starter operation	
01.07	Heater/defrost blower operation	
01.08	Windshield, glasing and gate pass condition - cracks, chips, c	
01.09	Check operation of windshield wipers and washers	
01.10	Check for excessive play in the steering wheel - no more than	
01.11	Sun Visor condition and operation	
01.12	Horn operation	
01.13	Back-up alarm	
01.14	Gauge operation oil _____, volt _____	
01.15	temp _____, fuel _____, speed	

Enter the fields with the appropriate information necessary for setting up the PM Checklist Items

Select the Inspection ID to be set up, added and/or modified.

Select the Type of inspection to be performed.

Field	Description
<b>Item #</b>	The <u>Item #</u> field should be viewed as the field which controls the order in which the tasks will appear on the hardcopy of the Work Order inspection. See suggested numbering below.
<b>Inspection Description</b>	Enter a description of the task that will be performed with the Item selected. Example: Replace air filter
<b>Attachments</b>	Placing the cursor on the line to attach to, click on the 'Attachment' button to attach information necessary that applies to the appropriate Inspection Description. Such attachments could be schematics, a document with repair/replacement instructions for specific parts etc.

Some analysis should be considered before entering the items due the manner in which text fields sort. If the user chooses to enter the Item #'s sequentially such as 1, 2, 3, 4, and 5 etc., what will occur when sorted is that item 1 and 10 will be listed first before item 2 will appear. This is due to the fact that Access

## Vehicle Maintenance User Guide

focuses on the first character of the field first regardless of the length of the characters in field before it considers the second character in the field.

Example:

1  
15  
1999  
2  
25

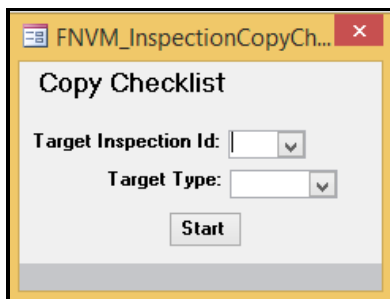
When choosing a numbering sequence, it is suggested that the user allow for gaps between numbers for future expansion. Suggestion: (The first two digits indicate what sub system of the vehicle is being worked on. (A/C, Brakes etc.)

01.01  
01.05  
01.10  
02.01  
02.05  
02.10

**PRINT-** Generates a report of the checklist items. Review the sort order.

**COPY-** Allows for easy duplication of an entire checklist from one Inspection type to another.

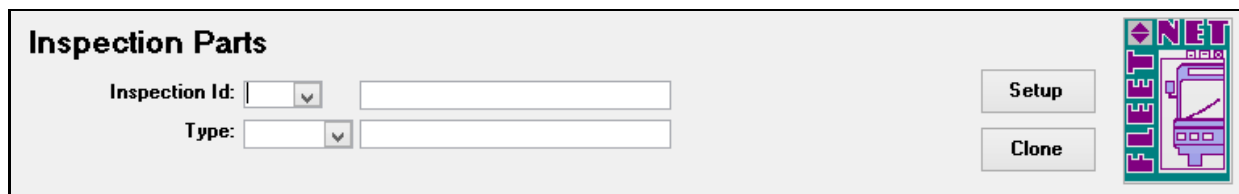
Open an Inspection ID. Click Copy and enter the Inspection ID and Inspection Type to copy the selected checklist to the new ID.



## Modify/Add PM Parts List

Use the Modify/Add PM Parts List is to provide a list on the inspection Work Order, which will assist the parts clerk in knowing which standard parts, are always used on the particular inspection type.

This does not affect inventory levels in any way. Inventory levels will be affected from the parts issued either via bar code unit or manual entry into the Work Order system.




Click **Setup** to enter parts

### Inspection Parts

Inspection Id:

Type:



Line	Part Number	Qty Needed	UOM	Description	Bin/Warehouse
▶ 1	<input type="text" value="OIL-FIL-001995"/>	<input type="text" value="1"/>	EA	OIL FILTER	<input type="text"/>
2	<input type="text" value="FUEL-FIL 003518"/>	<input type="text" value="1"/>	EA	FUEL FILTER	<input type="text"/>
3	<input type="text" value="OIL SAMPLE"/>	<input type="text" value="1"/>	EA	OIL SAMPLE BOTTLE	<input type="text"/>
4	<input type="text" value="PM22A"/>	<input type="text" value="8"/>	QT	MOTORCRAFT CETANE ADDITIVE	<input type="text"/>
*	<input type="text"/>	<input type="text"/>			<input type="text"/>


Field	Description
<b>Inspection ID</b>	Select the Inspection ID to be set up, added and/or modified.
<b>Type</b>	Select the 'Type' of inspection to be performed.
<b>Line</b>	The line # will automatically populate when a part number is selected.
<b>Part Number</b>	Select the part number from the drop down list or use the binoculars feature to perform an item search.
<b>Qty Needed</b>	Enter the quantity of this part required for the specified inspection.
<b>UOM, Description</b>	UOM and Description fields are automatically populated from the inventory master.
<b>Bin/Warehouse</b>	Select the location of the part.

Click **Clone**

### Inspection Parts

Inspection Id:

Type:



**Clone Parts**

Target Inspection Id:

Target Type:

## Inspection Forecast Report

This form generates a report of vehicles or components to be displayed or a report printed with the detail to plan PM work orders.

Select the criteria Vehicles or Components. Components can be limited to Asset Class and /or Asset Sub Class. A Fleet number range can be selected. Sort options By Fleet or Miles, Hours or Days remaining.

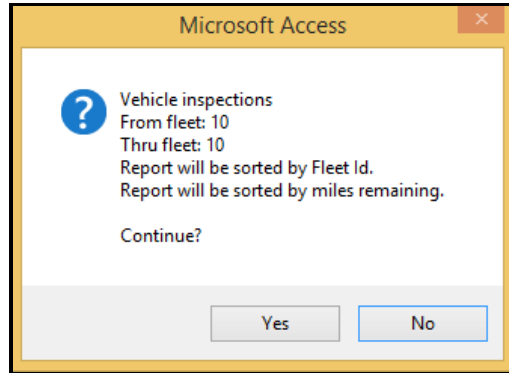
### Inspection Reporting

Vehicles     Sort By Fleet    From Fleet:     Thru Fleet:

Sort by miles remaining  
 Sort by hours remaining  
 Sort by days remaining

Components    Asset Class:     Asset Sub Class:

Click **Display** and the confirmation message will display.



Click **Print**

Below is the forecast in the print option.

In the example below the vehicles with the least miles remaining display first. If the Inspection Work Order has been generated the WO # displays in the Assigned Work Order Field.


Warnings display for inspection that are due based on forecast miles and Past Due (Late) based on Actual miles setup via Inspection Types.

Inspection Forecast - Vehicles By Fleet									
Asset #	Insp Id	Insp #	Insp Type	Description	Warning Message	Last Inspection	Actual	Forecast	Remaining
100	01	1	APM	6,000 MILE INSPECTION	Miles: Inspection Past Due (Late)	6523	6000	5400	-523
	Fleet Id: 10			Date Last Inspected: 10/24/2017	Hours	0	0	0	0
	Fleet Id: 10			Assigned Work Order: 4V00000001	Days:	0	0	0	0
100	22	1	APM	6,000 MILE INSPECTION	Miles: Inspection Past Due (Late)	6023	6000	5400	-23
	Fleet Id: 10			Date Last Inspected: 8/11/2017	Hours	0	0	0	0
	Fleet Id: 10			Assigned Work Order: 4V00000002	Days:	0	0	0	0
101	01	1	APM	6,000 MILE INSPECTION	Miles: Inspection Past Due (Late)	277	6000	5400	5723
	Fleet Id: 10			Date Last Inspected: 10/24/2017	Hours	0	0	0	0
	Fleet Id: 10			Assigned Work Order:	Days:	0	0	0	0

## PM Checklist

Use this form to generate inspection selection reports with options to generate work orders, including parts lists and/or inspection items for all or specific vehicles and components.

### PM Checklist



#### Global Inspection Selections

Location:  Asset Type: 
 Include Sub Components

Generate Work Orders
  Sort by miles remaining Due within miles:

Include Inspection Items
  Sort by hours remaining Due within hours:

Include Parts List  Include Part List with Bar Codes
  Sort by days remaining Due within days:

All Inspections Inspection Id:

#### Vehicle Inspection Selections

All Vehicles Vehicle #:

Include defects  Include Tires

From Fleet:  Thru Fleet:

#### Component Inspection Selections

All Components Asset Class:

Asset Sub Class:

Component #:

Each section is broken down below with field descriptions and options for generating inspection reports for your specific requirements.

### Global Inspection Selections

Field Name	Description
<b>Location</b>	Select the location where PM will be performed. This is required to generate the Work Order. The location code becomes the first character of the work order #.
<b>Asset Type</b>	Select the asset type (Vehicle, Component) This is required to generate the Work Order. The asset type becomes the 2nd character of the work order #.
<b>Generate Work Orders</b>	Select to create a new Work Order if the vehicle/component is due for an inspection. The Work Orders will be available for assignment immediately in the WO module. (This field is optional and, if left unchecked, will not generate Work Orders.)
<b>Include Inspection Items</b>	If selected, the checklist tasks will print on the report/Work Order. This is set up in Modify/Add PM Checklist Items.
<b>Include Parts Lists</b>	If selected, the parts list will display/print on the report/Work Order. This is set up in Modify/Add PM Parts List. If second box is checked, system will add bar codes.
<b>All Inspections</b>	Select the checkbox if all inspections are required, or select an individual Inspection ID.
<b>Include Sub-Components</b>	If selected the PM checklist will include components installed on the vehicle, or sub-components assigned to a component that are due for inspections.
<b>Sort by...</b>	Choices are available for sorting your PM report. Sort by either Miles Remaining, Hours Remaining or Days Remaining. Whichever option you chose; enter an amount in the respective Due Within field

## Vehicle Inspection Selections

Field	Description
<b>All Vehicles or Vehicle #</b>	Select the checkbox for inclusion of all vehicles. Or select a specific vehicle from the drop down.
<b>Include defects</b>	If selected, deferred defects entered in Vehicle Problems will print on the PM Checklist.
<b>Include tires</b>	If selected, tire positions will print on the PM checklist
<b>From Fleet Thru Fleet</b>	Select for a range of Inspection ID's

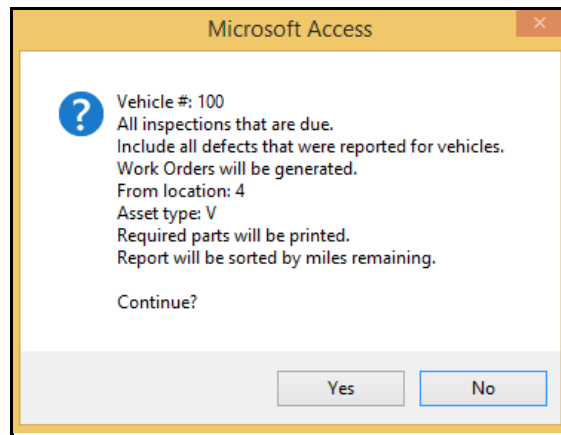
## Component Inspection Selections

This section is used for running a report for work orders for components only.

**NOTE: You cannot run component inspections and vehicle inspections at the same time. They must be run separately.**

Field Name	Description
<b>All Components or Component #</b>	Select the checkbox to include all Components or select a specific Component.
<b>Asset Class Asset Sub Class</b>	Specify the class and sub class to only generate PM checklist and /or work orders for this criteria.
<b>Component #</b>	Choose a specific component.

Click **Start** to generate the PM Checklist and Work Orders if this option is selected. A confirmation message displays to verify the criteria selected.



**Below are examples of a PM Checklist with a work order generated.**

**Notice that the Component is on this PM Checklist (page 2) but it does not have a Work order #. The component PM checklist and work order must be generated.**



**Fleet Net V905**  
**Preventative Maintenance - Vehicles**

Veh #: 611      Make / Model: NEW FLYER/C40LF  
 Year: 2008      Veh Tag #: 1252523  
 Fleet: 23      NEW FLYER BUSES

**Work Order #: 1V00011628**



Inspection Id: 23      Type: APM      Description: 6,000 MILE INSPECTION

Inspection #: 3

Forecast Miles:	5400.0	Forecast Hours:	0.00	Forecast Days:	0
Actual Miles:	6000.0	Actual Hours:	0.00	Actual Days:	0
Ltd Mileage:	64191.6	Ltd Hours:	0.00	Current Date:	4/30/2010 11:15:08 AM
Hubodometer:	66464.2	Last Hours Reading:	0.00	Date Last Inspected:	3/13/2010 6:57:00 AM
Miles Last Inspection:	5664.0	Hours Last Inspection:	0.00	Days Last Inspection:	0
Miles Remaining:	336.0	Hours Remaining:	0.00	Days Remaining:	0

Inspection Due

Date Completed: \_\_\_\_\_ Performed By: \_\_\_\_\_

Cons Code	Prod Code	U/M	Mtd Miles Per U/M	Ytd Miles Per U/M	Mtd Hours Per U/M	Ytd Hours Per U/M
Fuel	01	GL	3.13	3.20		
Oil	04	QT				

**Check All Items Serviced**

- 0 \*\*\* OIL CHANGE and FILTER \*\*\*
- 1 NEW FLYER INSPECTION ITEMS
- 1.01 DRIVERS AREA
- 1.02 a. Start the bus and check the following for defects:
- 1.03 Door master switch
- 1.04 Low air warning indicator and buzzer
- 1.05 Dash switch and gauge lighting
- 1.06 Steering wheel and column, horn
- 1.07 Door control and manual air release function

**Fleet Net V905  
Preventative Maintenance - Vehicles**

Veh #: 611      Make / Model: NEW FLYER/C40LF      **Work Order #: 1V00011628**  
 Year: 2008      Veh Tag #: 1252523  
 Reet: 23      NBW FLYER BUSES



Inspection Id: 23      Type: APM      Description: 6,000 MILE INSPECTION

Inspection #: 3  
 Forecast Miles: 5400.0      Forecast Hours: 0.00      Forecast Days: 0  
 Actual Miles: 6000.0      Actual Hours: 0.00      Actual Days: 0  
 Ltd Mileage: 64191.6      Ltd Hours: 0.00      Current Date: 4/30/2010 9:56:52 AM  
 Hubodometer: 66454.2      Last Hours Reading: 0.00      Date Last Inspected: 3/13/2010 6:57:00 AM  
 Miles Last Inspection: 5664.0      Hours Last Inspection: 0.00      Days Last Inspection: 0  
 Miles Remaining: 336.0      Hours Remaining: 0.00      Days Remaining: 0  
 Inspection Due

Date Completed: \_\_\_\_\_ Performed By: \_\_\_\_\_

Cons Code	Prod Code	LVM	Mtd Miles Per LVM	Ytd Miles Per LVM	Mtd Hours Per LVM	Ytd Hours Per LVM
Fuel	01	GL	3.13	3.20		
Oil	04	QT				

Tire positions will print on PM Work Order if desired.

**Tires:**

Pos	Mfg	Serial #	Size	Mileage	Tread Depth	Air Pressure
LF	GY	5197	B305/70R225	15.1		
LRI	GY	4854	B305/70R225	15.1		
LRO	GY	4862	B305/70R225	15.1		
RF	GY	5181	B305/70R225	15.1		
RRI	GY	4849	B305/70R225	326.4		
RRO	GY	4863	B305/70R225	326.4		

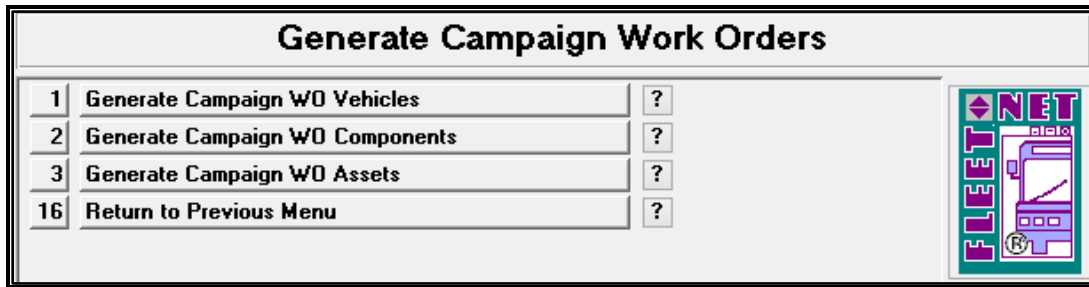
Component #: 011C      Serial #: \_\_\_\_\_      Description: DRIVER BOOSTER FAN  
 Inspection Id: 10      Type: APM      Description: 6,000 MILE INSPECTION  
 Inspection #: 1      Work Order # \_\_\_\_\_  
 Forecast Miles: 5400.0      Forecast Hours: 0.00      Forecast Days: 0  
 Actual Miles: 6000.0      Actual Hours: 0.00      Actual Days: 0  
 Ltd Mileage: 0.0      Ltd Hours: 0.00      Current Date: 4/30/2010 9:56:52 AM  
 Hubodometer: 0.0      Last Hours Reading: 0.00      Date Last Inspected: 4/30/2010 9:56:30 AM  
 Miles Last Inspection: 6000.0      Hours Last Inspection: 0.00      Days Last Inspection: 0  
 Miles Remaining: 0.0      Hours Remaining: 0.00      Days Remaining: 0  
 Inspection Due

Deferred Defects added via VP can be added to all WO's automatically.

**Defects to be repaired:**

Date	Time	Seq #	Problem	Description	Vandalism	Comment

## Generate Campaign Work Orders

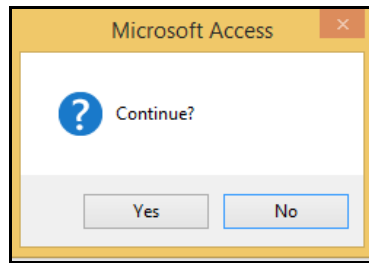


### Generate Campaign WO Vehicles

This is used to generate Campaign Work Orders for All Vehicles, specify one vehicle, a Fleet or range of Fleets.

Field	Description
<b>Location</b>	Select the location where Work Order Campaign will be performed. This is required to generate the Work Order. The location code becomes the first character of the work order #.
<b>All Vehicles</b> <b>Vehicle #</b> <b>From Fleet Thru Fleet</b>	Select All Vehicles, specify a vehicle or enter a Fleet range.
<b>Open Date Time</b>	Click the calendar icon and the current date and time is populated or manually enter the date and time.
<b>Class Code</b>	Select the applicable class code setup via <b>'Modify/Add Class Codes'</b> . The Class Code selected determines which GL journal entries are generated for material, labor, billing, and outside services.
<b>Opened By</b>	Select the employee number of the person generating the work order.
<b>Repair Type</b>	C – Campaign Maintenance
<b>Problem</b>	Enter or select from the drop down list a problem code. (Optional)
<b>Task Code</b>	Select the task code from the drop down list (setup via <b>Modify/Add Tasks</b> ). The task code is used to calculate the estimated costs based on the material and operation code assigned to the task. (Optional)
<b>Description</b> <b>Comments</b>	Enter the description of the work assignment – Enter any additional comments.

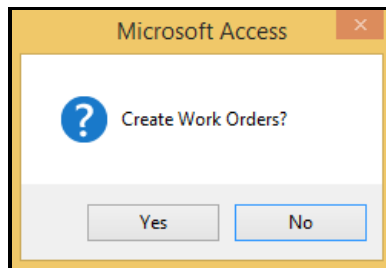
Click **Start**



Click **yes** and the following report is displayed

Campaign Maintenance Report - Vehicles						
Fleet	Vehicle #	Make Model	Year	Chassis #	Tag#	
Location: 4		Asset Type: V				
Open Date: 11/13/2017		Time: 12:13 PM				
Class Code: 100		Maintenance			Repair Type: C Campaign Maintenance	
Opened By: 1212		Marie Sophia				
Problem: 1		A/C, HEATING				
Task Code: 01		urgent repair				
Description:			Comments:			
40	160	New Flyer	2016	4S152SDF123SDF	2dof14	

When the report is reviewed when closed the following confirmation message displays.



Click **Yes** to generate work orders.

The following report displays with the work order numbers assigned.

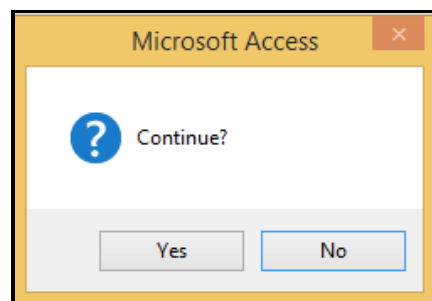
Campaign Maintenance Report - Vehicles With Assigned Work Orders						
Fleet	Vehicle #	Make Model	Year	Chassis #	Tag#	Work Order #
Location: 4		Asset Type: V				
Open Date: 11/13/2017		Time: 12:13 PM				
Class Code: 100		Maintenance			Repair Type: C Campaign Maintenance	
Opened By: 1212		Marie Sophia				
Problem: 1		A/C, HEATING				
Task Code: 01		urgent repair				
Description:			Comments:			
40	160	New Flyer	2016	4S152SDF123SDF	2dof14	4V0000025

## Generate Campaign WO Components

Use to generate Campaign Work Orders for all components assigned to specific Asset Class and/or Asset Sub Class or a specific Component

Field	Description
<b>Location</b>	Select the location where Work Order Campaign will be performed. This is required to generate the Work Order The location code becomes the first character of the work order #.
<b>Asset Class</b> <b>Asset Sub Class</b> <b>Class</b> <b>Asset #</b>	Select an Asset Class and Sub Class or specify one Component.
<b>Open Date Time</b>	Click the calendar icon and the current date and time is populated or manually enter the date and time.
<b>Class Code</b>	Select the applicable class code setup via ' <b>Modify/Add Class Codes</b> '. The Class Code selected determines which GL journal entries are generated for material, labor, billing, and outside services.
<b>Opened By</b>	Select the employee number of the person generating the work order.
<b>Repair Type</b>	C – Campaign Maintenance
<b>Problem</b>	Enter or select from the drop down list a problem code. (Optional)
<b>Task Code</b>	Select the task code from the drop down list (setup via <b>Modify/Add Tasks</b> ). The task code is used to calculate the estimated costs based on the material and operation code assigned to the task. (Optional)
<b>Description</b> <b>Comments</b>	Enter the description of the work assignment – Enter any additional comments.

Click **Start** to generate the Work Orders.

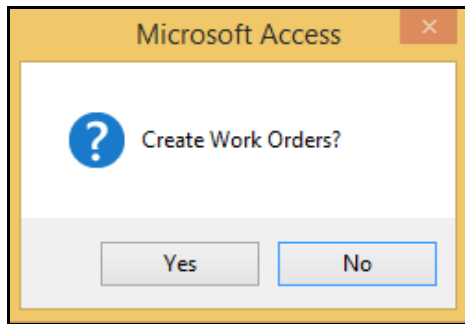


Vehicle Maintenance User Guide

The following report is displayed.

Sample Transit		
Campaign Maintenance Report - Assets		
Component #	Description	Serial #
<b>Location:</b> 1	<b>Asset Type:</b> C	<b>Asset Class:</b> Engine
<b>Open Date:</b> 8/30/2012	<b>Time:</b> 04:07 PM	<b>Asset Sub Class:</b> Engine
<b>Class Code:</b> 777	Component Campaign	<b>Repair Type:</b> C
<b>Opened By:</b> 123456	Thorn Elaine R	Campaign Maintenance
<b>Problem:</b> DR45	ENGINE	
<b>Task Code:</b>		
<b>Description:</b> Check Engine	<b>Comments</b>	
211A	ENGINE	15544
423W	C ENGINE	E12661K14326
88888	Engine	X1231153
<b>Total Assets:</b> 3		

When the report is reviewed and closed the following confirmation message displays.




The following report displays with the work order numbers assigned.

Sample Transit		
Campaign Maintenance Report - Components With Assigned Work Orders		
Component #	Description	Work Order #
<b>Location:</b> 1	<b>Asset Type:</b> C	<b>Asset Class:</b> Engine
<b>Open Date:</b> 8/30/2012	<b>Time:</b> 04:07 PM	<b>Asset Sub Class:</b> Engine
<b>Class Code:</b> 777	Component Campaign	<b>Repair Type:</b> C
<b>Opened By:</b> 123456	Thorn Elaine R	Campaign Maintenance
<b>Problem:</b> DR45	ENGINE	
<b>Task Code:</b>		
<b>Description:</b> Check Engine	<b>Comments:</b>	
211A	ENGINE	1C0001019
423W	C ENGINE	1C0001020
88888	Engine	1C0001021
<b>Total Assets:</b> 3		

## Generate Campaign WO Components


Use to generate Campaign Work Orders for all Assets assigned to a specific Asset Class and/or Asset Sub Class

**Campaign Maintenance**



Location:  Asset Type:

Asset Class:  Asset Sub Class:  Asset #:

Open Date:   Time:

Class Code:  Facilities  Repair Type:

Opened By:  Tapetillo Sophia

Problem:  HVAC

Task Code:  urgent repair

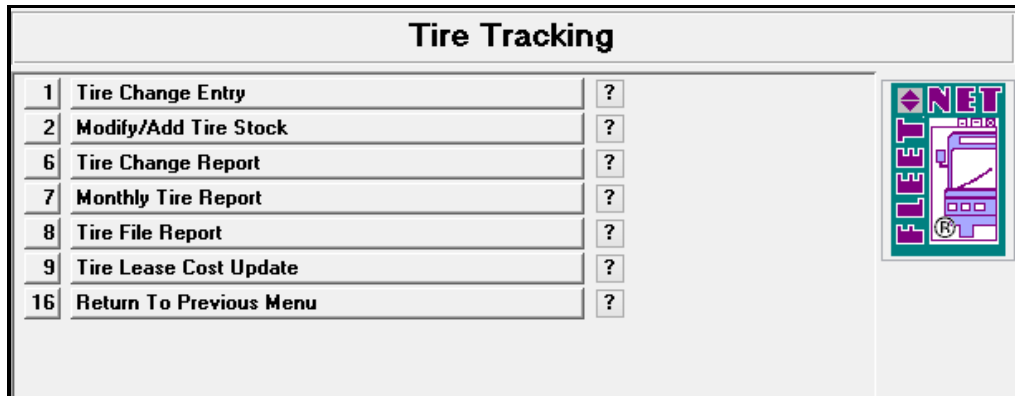
Description:   
 Comments:

Field	Description
<b>Location</b>	Select the location where Work Order Campaign will be performed. This is required to generate the Work Order The location code becomes the first character of the work order #.
<b>Asset Class</b> <b>Asset Sub Class</b> <b>Asset #</b>	Select an Asset Class and Sub Class or specify one Component.
<b>Open Date</b> <b>Time</b>	Click the calendar icon and the current date and time is populated or manually enter the date and time.
<b>Class Code</b>	Select the applicable class code setup via ' <b>Modify/Add Class Codes</b> '. The Class Code selected determines which GL journal entries are generated for material, labor, billing, and outside services.
<b>Opened By</b>	Select the employee number of the person generating the work order.
<b>Repair Type</b>	C – Campaign Maintenance
<b>Problem</b>	Enter or select from the drop down list a problem code. (Optional)
<b>Task Code</b>	Select the task code from the drop down list (setup via <b>Modify/Add Tasks</b> ). The task code is used to calculate the estimated costs based on the material and operation code assigned to the task. (Optional)
<b>Description</b> <b>Comments</b>	Enter the description of the work assignment – Enter any additional comments.

# Tire Tracking

Fleet-Net® provides the capability to track tires, identify tire problems, and maintain tires on all vehicles as well as tire stock. In order to perform these functions, the tire information must first be set up. To set up tires in the system, the tire must first be defined.

**NOTE: Work Orders can be entered for tire installation, removal, changing, balancing, etc.;** however, this feature does not have any impact on Tire Tracking.



## Modify/Add Tire Stock

This feature is available to maintain all pertinent information concerning tires. Tire stock will be created from this form, thus making them available to install on vehicles. This will allow tracking such information as excessive tire wear, current location of all tires, necessary tire maintenance, treads, tire performance, etc.

To add a new tire or select an existing tire, select a tire manufacturer from the drop down list. To add additional manufacturers, click **the green checkbox to access the Modify/Add Misc Codes List**. Enter the tire information as required.

Once Tire Stock is completed, proceed to **Tire Change Entry** to install, remove, or rotate a tire(s) on a specific vehicle.

**Modify / Add Tires**

Manufacturer: GY  Goodyear

Serial #	Size	Sts	Class	New Tire Miles	Regroove Miles	Recap Miles	Tread Depth	Tread Check Date	Balanced Date	Current Vehicle
0125563	20565R15	<input checked="" type="checkbox"/>	N	0	523.0	0.0	0.0		10/25/2017	100
Part #: <input type="text"/>		Comments: <input type="text"/>								
0125564	20565R15	<input checked="" type="checkbox"/>	N	0	523.0	0.0	0.0		10/25/2017	100
Part #: <input type="text"/>		Comments: <input type="text"/>								
0125565	20565R15	<input checked="" type="checkbox"/>	N	0	523.0	0.0	0.0		10/25/2017	100
Part #: <input type="text"/>		Comments: <input type="text"/>								
0125566	20565R15	<input checked="" type="checkbox"/>	N	0	523.0	0.0	0.0		10/25/2017	100
Part #: <input type="text"/>		Comments: <input type="text"/>								
0125567	20565R15	<input checked="" type="checkbox"/>	N	0	0.0	0.0	0.0		10/25/2017	100
Part #: <input type="text"/>		Comments: <input type="text"/>								
101010101020	21570R15	<input checked="" type="checkbox"/>	N	0						
Part #: <input type="text"/>		Comments: <input type="text"/>								

Modify Tires  
History  
Clone



Vehicle Maintenance User Guide

The following is a description of each of the fields.


Field Name	Max Field Size	Field Type	Description
<b>Serial #</b>	20	Alpha Numeric	Enter the serial number for the tire.
<b>Size</b>	15	Alpha Numeric	Select from the drop down list the tire size being added to the tire stock. [Click the green checkbox to add any additional tire sizes.]
<b>Sts</b>	1	Alpha Numeric	Select from the drop down list the status of the tire, such as New, Regrooved, Recapped, Dead Tires or Out For Repair.
<b>Class</b>	1	Alpha Numeric	Select from the drop down list whether the tire is Leased or Owned.
<b>New Tire Miles</b>		Numeric	Enter the current miles on tire, if any. This will be updated from daily service mileage for the vehicle this tire is installed on
<b>Regroove Miles</b>		Numeric	Enter regrooved miles on tire, if any. This will be updated from daily service mileage for the vehicle this tire is installed on
<b>Recap Miles</b>		Numeric	Enter recapped miles on tire, if any. This will be updated from daily service mileage for the vehicle this tire is installed on.
<b>Tread Depth</b>		Numeric	Enter tread depth on tire. This will be updated from the Tire Change Form
<b>Tread Check Date</b>		Date format MM/DD/YY YY	Enter date tire depth tread was checked. This will be updated from the Tire change Form
<b>Balanced Date</b>		Date format MM/DD/YY YY	Enter date tire was balanced.
<b>Current Vehicle</b>	8	Alpha Numeric	Field automatically populates after installation has been performed.
<b>Part #</b>	20	Alpha Numeric	Select inventory part number, if applicable. [To search for inventory part numbers, click on the red question mark.]

Click on **History**

**Modify / Add Tires**

Manufacturer: GY  Goodyear

Serial #:




Field Name	Max Field Size	Field Type	Description
Manufacturer	2	Alpha Numeric	Enter or select manufacturer. Use the green checkmark to add Manufacturers not listed in the drop down list.
Serial	20	Alpha Numeric	Enter or select a tire serial number.

**Enter the Manufacturer and serial #**

The following form will display showing all history for the particular serial number chosen.

**Modify / Add Tires**



Manufacturer: GY  Goodyear  
 Serial #: 0125563

Size	Inst Rem	Change Date	Vehicle Mileage Ltd	Mileage Ltd Last Update	Miles This Position	Vehicle	Pos	Sts	Spare Tire	Emp #	Tread Depth	Balanced Date
20565R15	I	10/25/2017	0.0	0.0	0.0	100	LF	N	<input type="checkbox"/>	123456		10/25/2017

Location Serviced: Garage      Remarks:        Rotated  
 digenbaum      10/25/2017      FNVM\_TireChangeForm

Modify Tires

History


Clone

The following is a description of the fields on the Tire History form

Field Name	Description
Size	Populates tire size based on serial number selected
Inst, Rem	Populates whether the tire has been removed or installed. = Installed, R = Removed
Change Date	Populates date tire changed
Vehicle Mileage Ltd	Populates vehicle mileage life to date
Vehicle	Populates vehicle number tire installed on
Pos	Populates tire position
Sts	Populates tire status
Spare Tire	Populates checkbox if spare tire
Emp #	Populates employee number who installed tires on vehicle
Tread Depth	Populates tire tread depth
Balance Date	Populates date tire last balanced
Location Serviced	Populates location where tire was serviced
Remarks	Populates any remarks or comments enter on tire
Rotated	Populates checkbox if tire rotated

Click **Clone**

**Modify / Add Tires**



Manufacturer: GY  Goodyear  
 Serial #: 0125563

Size:    
 St:   
 Class:   
 Part #:   ?  
 Comment:   
 Serial # Prefix:     Serial # Suffix:     Max # Of Digits:     Add leading zeros:   
 Starting Serial #:     Ending Serial #:

Create Tires

Modify Tires

History

Clone

## Tire Change Entry

This feature collects data regarding tire usage and activity. This feature tracks tires installed on vehicles, when tires are removed, and/or when tires are rotated. This data can be used to identify tire problems; record tire stock, track tire rotation, tire depth and/or track tire leasing information via reports or inquiries.

**Note: This feature does not have any impact on inventory; this feature is only for tracking tires either on vehicles or tires that are available.**

Before tires can be installed on a vehicle, the tire positions must be set up in the Modify/Add vehicles form. If tire positions are not defined, you will receive an error message.

The screenshot shows the 'Tire Change Entry' form. At the top, there is a 'Change Date' field with a calendar icon set to 11/13/2017. Below it are 'Location Serviced' (a dropdown menu with a green checkmark), 'Service Employee' (a dropdown menu), 'Vehicle #' (a dropdown menu), and 'Ltd Miles' (a text input field). On the right side, there is a 'NET' logo and a vertical stack of buttons: Refresh, Install, Remove, Rotate, and Tread Depth.

This form allows the user to install, remove, or rotate tire(s) on a specific vehicle. The following is a description of the fields.

Field Name	Description
<b>Change Date</b>	The Current Date populates when form is opened. To change date, use the calendar icon to the right of the date field or key in the date.
<b>Location Serviced</b>	Enter or select from drop down list, the physical service location of the vehicle. [Click green checkbox to add additional physical locations.]
<b>Service Employee</b>	Enter or select service employee number from drop down list. Service employee name will automatically populate.
<b>Vehicle #</b>	Enter or select vehicle # from drop down list. Vehicle description will automatically populate.
<b>Ltd Miles</b>	Automatically populates with the Vehicle LTD miles.

All tire positions assigned to the specified vehicle display with information of the installed tires

### Refresh

Click **Refresh** to display all tire positions.

The screenshot shows the 'Tire Change Entry' form with a table of installed tires. The form fields are filled: Change Date: 11/13/2017, Location Serviced: Garage, Service Employee: 3456 (Bob Mecham), Vehicle #: 100 (2016 Orion 40), Ltd Miles: 523.0. The table below has the following data:

Pos	Mfg Code	Serial #	Tire Size	Tire Sts	Tire Class	Spare Flag	Miles This Position	Change Date	Tread Depth	Tire Miles	Ltd Vehicle	Balance Date
LF	GY	0125563	20565R15	N	O	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017
LR	GY	0125564	20565R15	N	O	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017
RF	GY	0125565	20565R15	N	O	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017
RR	GY	0125566	20565R15	N	O	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017

On the right side of the table, there is a 'NET' logo and a vertical stack of buttons: Refresh, Install, Remove, Rotate, and Tread Depth.

## Install

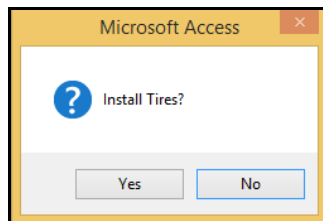
To add tires to a vehicle click **Install**. Only tire positions with no tires installed will display.

The following is a description of each field.

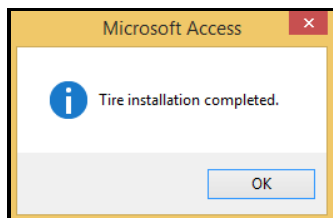
Field Name	Description
<b>Pos</b>	Populates tire position based on setup in Modify/Add Vehicle Master.
<b>Spare Tire</b>	Populates check mark based on setup in Modify/Add Vehicle Master.
<b>Mfg Code</b>	Enter or select tire manufacturer code from drop down list.
<b>Serial #</b>	Enter or select serial # of tire from drop down list.
<b>Tire Size</b>	Populates tire size based on setup in Modify/Add Tires.
<b>Tire Sts</b>	Populates tire status based on setup in Modify/Add Tires.
<b>Ltd Veh Mileage</b>	Populates based on life-to-date vehicle mileage.
<b>Employee #</b>	Populates employee # based on selected service employee above.
<b>Change Date</b>	Populates date based on Change Date selected above.
<b>Tread Depth</b>	Enter the tread depth.
<b>Balanced Date</b>	Enter date tire balanced.
<b>Location Served</b>	Populates physical service location based on Location Served selected above.
<b>Remarks</b>	Enter any remarks relating to tire installation (i.e., New Installation, etc.).

## Update Tires

Once all tire entries are made, click Update Tires located on the lower right corner of screen. The following prompt will appear.



If Yes is selected, the following prompt will appear.



## Vehicle Maintenance User Guide

Click **Refresh** to refresh tire installation information for this vehicle.

**Tire Change Entry**

Change Date: 11/13/2017

Location Served: Garage

Service Employee: 3456 Bob Mecham

Vehicle #: 100 2016 Orion 40 Ltd Miles: 523.0

Pos	Mfg Code	Serial #	Tire Size	Tire Sts	Tire Class	Spare Flag	Miles This Position	Change Date	Tread Depth	Tire Miles	Ltd Vehicle	Balance Date
LF	GY	0125563	20565R15	N	0	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017
LR	GY	0125564	20565R15	N	0	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017
RF	GY	0125565	20565R15	N	0	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017
RR	GY	0125566	20565R15	N	0	<input type="checkbox"/>	523.0	10/25/2017		523.0	523.0	10/25/2017

Refresh  
Install  
Remove  
Rotate  
Tread Depth

## Remove

One or more tires can be removed from the Vehicle. Click **Remove** and Tire Change Entry form will display .Only Tire positions with installed tires will display.

**Tire Change Entry**

Change Date: 11/13/2017

Location Served: Garage

Service Employee: 123456 Sophia Tapetillo

Vehicle #: 100 2016 Orion 40 Ltd Miles: 523.0

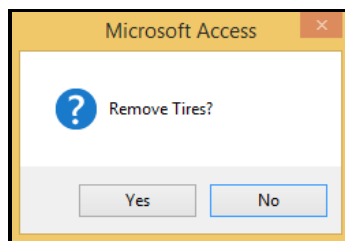
Remove Tires

Pos	Spare Tire	Mfg Code	Serial #	Tire Size	Tire Sts	Ltd Veh Mileage	Miles This Position	Employee #	Change Date	Tread Depth	Balanced Date
LF	<input type="checkbox"/>	GY	0125563	20565R15	N	523.0	0.0	123456	11/13/2017		
Location Served: Garage Remarks: Remove Tire: <input type="checkbox"/>											
LR	<input type="checkbox"/>	GY	0125564	20565R15	N	523.0	0.0	123456	11/13/2017		
Location Served: Garage Remarks: Remove Tire: <input type="checkbox"/>											
RF	<input type="checkbox"/>	GY	0125565	20565R15	N	523.0	0.0	123456	11/13/2017		
Location Served: Garage Remarks: Remove Tire: <input type="checkbox"/>											
RR	<input type="checkbox"/>	GY	0125566	20565R15	N	523.0	0.0	123456	11/13/2017		
Location Served: Garage Remarks: Remove Tire: <input type="checkbox"/>											

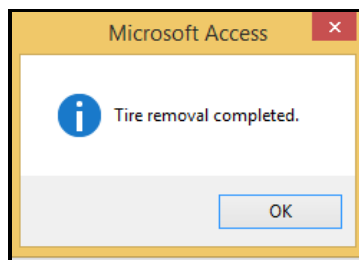
Refresh  
Install  
Remove  
Rotate  
Tread Depth

Select **Remove** Tire check box for one or all tires to be removed.

Click **Update Tires** to complete removals. The following prompt will appear



Click **Yes**, and the following prompt will appear.



## Rotate

To rotate tires, click on **Rotate**. The current date will populate in the Change Date field. If this is incorrect, enter a new date [MM/DD/YEAR] or click on calendar icon to change date. Select the Location Served, Service Employee, and Vehicle # from the drop-down lists. Click **Rotate** and the Rotate Tires form will display.

**Tire Change Entry**

Change Date: 11/13/2017

Location Served: Garage

Service Employee: 3456 Bob Mecham

Vehicle #: 101 2016 Orion 40' Ltd Miles: 277.0

---

**Rotate Tires**

Old Pos	Spare Tire	Mfg Code	Serial #	Tire Size	Tire Sts	Ltd Veh Mileage	Miles This Position	Employee #	Change Date	Tread Depth	Balanced Date	New Pos
LF	<input type="checkbox"/>	GY	200300400560	20565R15	N	277.0	0.0	3456	11/13/2017			
Location Served: Garage  Remarks: <input type="text"/>												
LR	<input type="checkbox"/>	GY	200300400550	20565R15	N	277.0	0.0	3456	11/13/2017			
Location Served: Garage  Remarks: <input type="text"/>												
RF	<input type="checkbox"/>	GY	200300400540	20565R15	N	277.0	0.0	3456	11/13/2017			
Location Served: Garage  Remarks: <input type="text"/>												
RR	<input type="checkbox"/>	GY	200300400530	20565R15	N	277.0	0.0	3456	11/13/2017			
Location Served: Garage  Remarks: <input type="text"/>												

Click **New Pos** drop-down and select new position for tire from list. Use the Remarks field for any comments.

**Tire Change Entry**

Change Date: 11/13/2017

Location Served: Garage

Service Employee: 3456 Bob Mecham

Vehicle #: 101 2016 Orion 40' Ltd Miles: 277.0

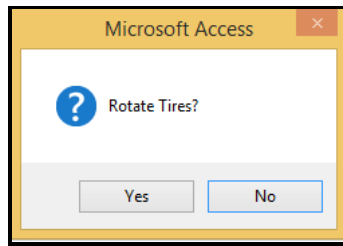
---

**Rotate Tires**

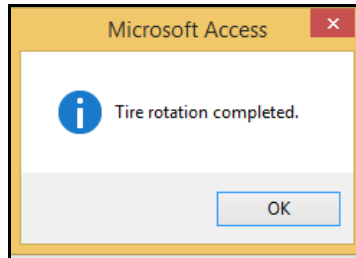
Old Pos	Spare Tire	Mfg Code	Serial #	Tire Size	Tire Sts	Ltd Veh Mileage	Miles This Position	Employee #	Change Date	Tread Depth	Balanced Date	New Pos
LF	<input type="checkbox"/>	GY	200300400560	20565R15	N	277.0	0.0	3456	11/13/2017	3	11/13/2017	RF
Location Served: Garage  Remarks: <input type="text"/>												
LR	<input type="checkbox"/>	GY	200300400550	20565R15	N	277.0	0.0	3456	11/13/2017	3	11/13/2017	RR
Location Served: Garage  Remarks: <input type="text"/>												
RF	<input type="checkbox"/>	GY	200300400540	20565R15	N	277.0	0.0	3456	11/13/2017	3	11/13/2017	LF
Location Served: Garage  Remarks: <input type="text"/>												
RR	<input type="checkbox"/>	GY	200300400530	20565R15	N	277.0	0.0	3456	11/13/2017	3	11/13/2017	LR
Location Served: Garage  Remarks: <input type="text"/>												

## Vehicle Maintenance User Guide

Once all new positions for tires have been selected, click **update tires**, the following prompt will display



Click **Yes**, the following confirmation will display.



If **No** is selected, tires will not be rotated, rotate tires form will reappear and changes can be made, if needed.

If the new position still has a tire in that position the following warning message displays.

**Tire Change Entry**

Change Date: 11/13/2017

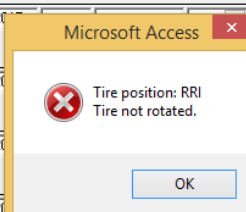
Location Serviced: main garage

Service Employee: 12345 Beta Allen

Vehicle #: 1200 2016 Flyer 2600 Ltd Miles: 575.0

Old Pos	Spare Tire	Mfg Code	Serial #	Tire Size	Tire Sts	Ltd Veh Mileage	Miles This Position	Change Date	Tread Depth	Balanced Date	New Pos
LF	<input type="checkbox"/>	FS	1236	305/70R22.5/F	N	575.0	0.0	12345	11/13/2017		
		Location Serviced: main garage		Remarks:							
LRI	<input type="checkbox"/>	FS	1234	305/70R22.5/F	N	575.0	0.0	12345	11/13/2017		
		Location Serviced: main garage		Remarks:							
LRO	<input type="checkbox"/>	FS	1237	305/70R22.5/F	N	575.0	0.0	12345	11/13/2017		
		Location Serviced: main garage		Remarks:							
RF	<input type="checkbox"/>	FS	1235	305/70R22.5/F	N	575.0	0.0	12345	11/13/2017		
		Location Serviced: main garage		Remarks:							
RRI	<input type="checkbox"/>	FS	1238	305/70R22.5/F	N	575.0	0.0	12345	11/13/2017		
		Location Serviced: main garage		Remarks:							
RRO	<input type="checkbox"/>	FS	1239	305/70R22.5/F	N	575.0	0.0	12345	11/13/2017		RRI
		Location Serviced: main garage		Remarks:							
SPR	<input checked="" type="checkbox"/>	FS	1240	305/70R22.5/F	N	0.0	575.0	12345	11/13/2017		RRO
		Location Serviced: main garage		Remarks:							


Update Tires



A Microsoft Access dialog box with a yellow border and a red X icon. The text inside says "Tire position: RRI Tire not rotated.". At the bottom, there is one button: "OK".


## Tread Depth


Update tire tread depths and Check dates.

**Tire Change Entry**


Change Date: 11/13/2017 

Location Served: Garage  

Service Employee: 3456  Bob Mecham

Vehicle #: 101  2016 Orion 40' Ltd Miles: 277.0

Pos	Mfg Code	Serial #	Tire Size	Tread Check Date	Tread Depth
LF	GY	200300400560	20565R15	11/2/2017	3
LR	GY	200300400550	20565R15	11/2/2017	3
RF	GY	200300400540	20565R15	11/2/2017	3
RR	GY	200300400530	20565R15	11/2/2017	3



## Tire Change Report

The Tire Change Report displays all transactions based on a specific date range that have been processed that affect any changes, rotations, additions or modifications to tires. This report can be utilized for tracking tires performance, maintenance, tire longevity, etc.

Select Tire Change Report from Tire Tracking, enter date ranges.

**Tire Change Report**



Begin Date: 11/13/2017 

End Date: 11/13/2017 

A report will display based on criteria entered.



Tire Change Report													
Date	Seq #	Mfg	Size	Veh #	Whl Pos	Serial #	Install/Remove	Rotated	Tire Mileage	Veh Ltd	Place Svc'd	Remarks	Emp #
11/13/2017	1	GY	20565R15	100	LR	0125564	Remove	<input type="checkbox"/>	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	100	RF	0125565	Remove	<input type="checkbox"/>	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	100	RR	0125566	Remove	<input type="checkbox"/>	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	100	LF	0125563	Remove	<input type="checkbox"/>	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RF	200300400540	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LF	200300400560	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LR	200300400550	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LF	200300400550	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LR	200300400560	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RR	200300400530	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LF	200300400540	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LR	200300400550	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RF	200300400530	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RR	200300400560	Remove	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LF	200300400540	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LR	200300400560	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	RF	200300400530	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LR	200300400550	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	RF	200300400540	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LF	200300400550	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LR	200300400560	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	RR	200300400550	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LF	200300400530	Install	<input checked="" type="checkbox"/>	0.0	277.0	Garage		3456

11/13/2017 16:33:44 [dfigenbaum-FNLV44] © 2017 Fleet-Net Corporation {Vsr: 09.06 [8/24/2017]} Page 1 of 2

## Monthly Tire Report

The Monthly Tire Report returns pertinent tire information for all vehicles. This can be utilized to maintain physical location of tires on vehicles in addition to satisfying other tire tracking needs.

Monthly Tire Report						
Current Vehicle	Size	Status	Class	Mfg	Position on Vehicle	Serial #
100	20565R15	N	O	GY	SPR	0125567
101	20565R15	N	O	GY	LF	200300400530
101	20565R15	N	O	GY	LR	200300400560
101	20565R15	N	O	GY	RF	200300400540
101	20565R15	N	O	GY	RR	200300400550
101	20565R15	N	O	GY	SPR	200300400500

## Tire File Report

The Tire File Report provides all the information that is generated from the Modify/Add Tire Stock feature. This shows the class, serial #, status, condition, vehicle #, etc. for all vehicle tire installations.


### Tire File Listing Report

Tire Class	Mfg ID	Serial #	Tire Size	Status	New Tire Miles	Regrooved Tire Miles	Recapped Tire Miles	Total Tire Miles	Current Vehicle	VehicleLid Miles	Wh Pos	Spr
L	BS	012345	789456	N	3700.0	0.0	0.0	3700	2000	0.0	LF	<input type="checkbox"/>
L	BS	123456	789456	N	3700.0	0.0	0.0	3700	2000	0.0	LRI	<input type="checkbox"/>
L	BS	234567	789456	N	3700.0	0.0	0.0	3700	2000	0.0	LRO	<input type="checkbox"/>
L	BS	456789	789456	N	3700.0	0.0	0.0	3700	2000	0.0	RF	<input type="checkbox"/>
L	BS	654321	789456	N	200.0				503	1441353.0	LF	<input type="checkbox"/>
L	BS	678901	789456	N	3700.0	0.0	0.0	3700	2000	0.0	RRI	<input type="checkbox"/>
L	BS	789123	789456	N	3700.0	0.0	0.0	3700		0.0		<input type="checkbox"/>
L	BS	891234	789456	N	200.0				503	1441353.0	LRI	<input type="checkbox"/>
<b>MFG Total:</b>				<b>BS</b>	<b>22600.0</b>	<b>0.0</b>	<b>0.0</b>	<b>22200.0</b>		<b>2882706.0</b>		
L	GN	20090	12R22.5	N	222.0	0.0	0.0	222	2001	6102.0	LF	<input type="checkbox"/>
L	GN	20091	12R22.5	N	222.0	0.0	0.0	222	2001	6102.0	LRI	<input type="checkbox"/>
L	GN	20092	12R22.5	N	222.0	0.0	0.0	222	2001	6102.0	LRO	<input type="checkbox"/>
L	GN	20093	12R22.5	N	222.0	0.0	0.0	222	2001	6102.0	RF	<input type="checkbox"/>
L	GN	20094	12R22.5	N	222.0	0.0	0.0	222	2001	6102.0	RRI	<input type="checkbox"/>
L	GN	20095	12R22.5	N	222.0	0.0	0.0	222	2001	6102.0	RRO	<input type="checkbox"/>
L	GY	0127	12R22.5	R	0.0	0.0	0.0	0	2003	0.0	RR	<input type="checkbox"/>
L	GY	0128	12R22.5	R	0.0	0.0	0.0	0	2003	0.0	RF	<input type="checkbox"/>
L	GY	0129	12R22.5	R	0.0	0.0	0.0	0	2003	0.0	LR	<input type="checkbox"/>
L	GY	0130	12R22.5	R	0.0	0.0	0.0	0	2003	0.0	LF	<input type="checkbox"/>
L	GY	0131	12R22.5	R	0.0	0.0	0.0	0		0.0		<input checked="" type="checkbox"/>
L	GY	0135	12R22.5	R	0.0	0.0	0.0	0		0.0		<input checked="" type="checkbox"/>

## Tire Lease Cost Update


Use this form to enter the cost per mile, calculate the leased tires cost per month and generate a report. Tires must be entered for each vehicle in

**Tire Lease Cost Update**



### Enter Cost

**Tire Lease Cost Update**



Fleet Id	Description	Tire Lease Cost Per Mile
1	SUNFUELS INDIO	0.016
10	DMF #1	0.016
2	SUN FUELS THOUSAND OAKS	0.016
20	DMF #2	0.016

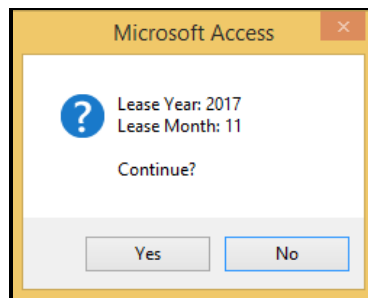
Enter the Tire Lease Cost per Mile for each fleet. This may also be entered when setting up a new fleet.

### Update

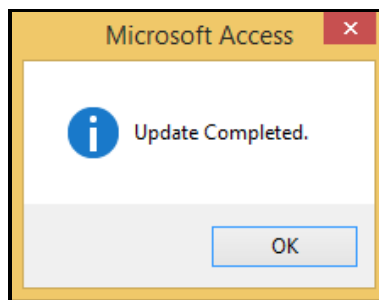
Each month run the update to calculate the leased tire cost based on mileage in the Vehicle History.



Enter the month and year. Click **Start**. A confirmation message will appear.



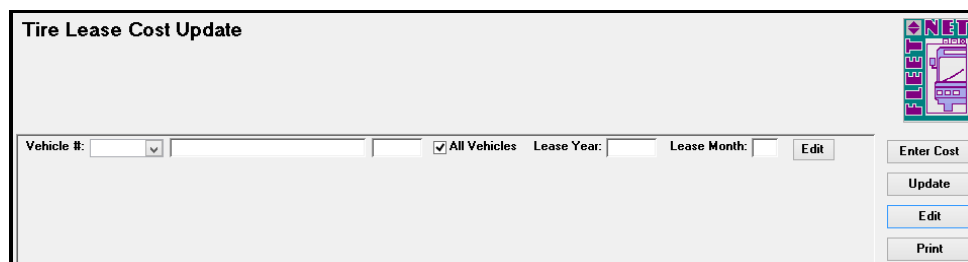
Click **Yes** to continue. A confirmation message will appear.



### Edit

Editing should not be required, but can be made if necessary. However, changes made to records in this form will not update Vehicle Master or history.

Click **Edit**



## Vehicle Maintenance User Guide

Enter Vehicle # or Check all vehicles, Lease Year (optional) and Lease Month (optional)

Click **Edit**

**Tire Lease Cost Update**

Vehicle #: 100 Orion 40' 2016  All Vehicles Lease Year: 2017 Lease Month:  **Edit**

Lease Year	Lease Month	Lease Cost	Tires Leased	Tire Mileage	Extended Lease Amount
2017	11	0.35	10	550.0	\$1,925.00
*					
<b>Totals:</b>					550.0 \$1,925.00

Record: 1 of 1 No Filter Search

Enter Cost  
Update  
Edit  
Print

## Print

Select to print a monthly lease report for one or all vehicles.

**Tire Lease Cost Update**

Print Tire Lease Cost Data

Vehicle #:   All Vehicles

Lease Month:  Lease Year:

Start

Enter Cost  
Update  
Edit  
Print

To print a report for a single vehicle, enter the Vehicle # and Lease Year.

**Tire Lease Cost Update**

Print Tire Lease Cost Data

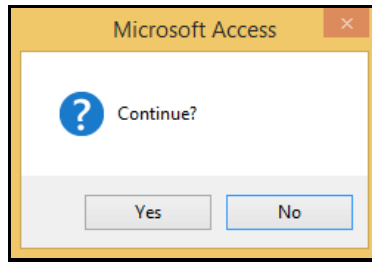
Vehicle #: 100 Orion 40' 2016  All Vehicles

Lease Month: 11 Lease Year: 2017

Start

Enter Cost  
Update  
Edit  
Print

Click **Start**, the following prompt will appear:




Click **yes**, the following report will display.

Tire Lease Cost Report									
Vehicle #	Make/ Model	Year	Lease Year	Lease Month	Lease Cost	Tires Leased	Tire Mileage	Extended Amount	
2000	Supertyer	2009	2009	1	0.35	5	550.0	\$962.90	
2000	Supertyer	2009	2009	2	0.35	6	800.0	\$1,680.00	
2000	Supertyer	2009	2009	3	0.35	6	1,000.0	\$2,100.00	
2000	Supertyer	2009	2009	4	0.35	6	1,200.0	\$2,520.00	
			<b>Lease Year:</b>	2009	<b>Totals:</b>		3,550.0	\$7,262.50	
							<b>Report Totals:</b>	3,550.0	\$7,262.50

To print a report for all vehicles, select **All Vehicles**, enter Lease Month and Lease Year

**Tire Lease Cost Update**



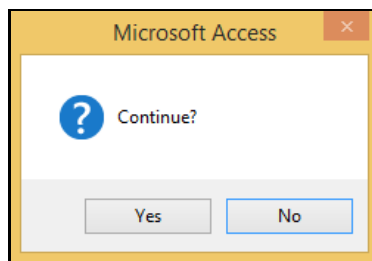
---

Print Tire Lease Cost Data

Vehicle #:   **All Vehicles**

Lease Month:  Lease Year:

Click **Start**, the following prompt will appear:



## Vehicle Maintenance User Guide

Click **yes**, the following report will display.

Tire Lease Cost Report								
Vehicle #	Make/ Model	Year	Lease Year	Lease Month	Lease Cost	Tires Leased	Tire Mileage	Extended Amount
2000	Supertyer	2009	2009	4	0.35	6	1,200.0	\$2,520.00
2001	Supertyer	2009	2009	4	0.35	6	2,014.0	\$4,229.40
<b>Report Totals:</b>							3,214.0	\$6,749.40


Each Vehicle's Lease Cost, Tires Leased, Tire Mileage, and Extended Amount is printed and then totaled for all vehicles.

If no data has been entered for leased tires, the following prompt will appear when report is run:

The screenshot shows the 'Tire Lease Cost Update' window. It features a search section with the following fields: 'Vehicle #' (dropdown menu with '101' selected), 'Orion 40' (text input), '2016' (year input), and an 'All Vehicles' checkbox. Below these are 'Lease Month:' and 'Lease Year:' input fields. A 'Start' button is positioned to the right of the search fields. On the right side of the window, there is a vertical stack of buttons: 'Enter Cost', 'Update', 'Edit', and 'Print'. A 'Microsoft Access' error dialog box is overlaid in the center, displaying a red 'X' icon and the message 'No tire lease cost data found.' with an 'OK' button at the bottom.

## Service Auditing and Maintenance


Service Auditing and Maintenance		
1	Modify/Add Tanks	?
2	Modify/Add Pumps	?
3	Tank Audit Report	?
4	Pump Audit Report	?
16	Return To Previous Menu	?



### Modify/Add Tanks

This feature is used for initial tank setup. Tanks must be defined prior to utilizing. The items associated with the tanks must also be identified i.e., such as the inventory item that the tank will contain, physical location of the tank, maximum capacity of the tank etc. This will allow necessary events to take place, such as proper maintenance, tracking of quantities in the tanks etc.

Modify/Add Tanks					
Inventory Item #		FUEL-DIESEL00331	DIESEL FUEL		
Tank #	Location	Maximum Reading	Last Reading	Last Date/Time Read	
▶ 2	lane2	99999.0	100.0	10/25/2017 4:10:53 PM	
*				11/14/2017 8:59:25 AM	



Create each Tank by entering the appropriate information in each field provided.

Field	Description
<b>Inventory Item #</b>	Select the Inventory Item # of the item that will be contained in each tank. Use to binoculars feature to search for the inventory item number.
<b>Tank #</b>	Enter a Tank # for the selected inventory item.
<b>Location</b>	Enter the physical location of the Tank.
<b>Maximum Reading</b>	Enter the Maximum capacity of the Tank.
<b>Last Reading</b>	Enter the last reading of the tank.
<b>Last Date/ Time Read</b>	This field will be system-generated for the last date and time a reading was entered for this tank.

### Modify/Add Pumps

Pumps are hooked up to tanks and fuel will pass through the pumps providing a meter reading of the amount of fuel that has been dispensed from each pump, this information is used for tracking, auditing and maintenance purposes.

### Modify/Add Pumps

Inventory Item #:

Pump #	Location	Max Reading	Last Reading	Last Date/Time Read
2	lane 2	999999.0	695.0	11/6/2017 6:32:00 AM
				11/14/2017 9:03:01 AM

Create each Pump by entering the appropriate information in each field provided; the following is a description of each field.

**Service Auditing and Maintenance... continued**

Field Name	Description
<b>Inventory Item #</b>	Select the inventory item number that will be contained in the tank and assigned to the specific pump. Use to binoculars feature to search for the inventory item number
<b>Pump #</b>	Enter the specific Pump #.
<b>Location</b>	Enter the physical location of the Pump.
<b>Max Reading</b>	Enter the Maximum capacity reading of the Pump.
<b>Last Reading</b>	Enter the Last Reading of the Pump.
<b>Last Date/ Time Read</b>	This field will be system-generated for the last date and time a reading was entered for this pump.

**Tank Audit Report**

### Tank Audit Report

Item:

From Date:

Thru Date:

Select the Inventory Item from the drop down. Enter a date range and then click Print to preview the report. To print a hard copy, simply select the print option from the file drop down menu. Below is a sample report.


TANK AUDIT REPORT						
Item	Tank	Date/Time of Reading	Prior Reading	Current Reading	Qty Received	Qty Used
Diesel	Diesel Fuel					
	1	7/2/2016 12:00:01 AM	5905.0	0.0	0.0	5905.0
		9/26/2016 12:00:01 AM	0.0	0.0	0.0	0.0
					<u>Tank Total:</u>	5905.0
					<u>Item Total:</u>	5905.0



## Pump Audit Report

Select the Inventory Item from the drop down. Enter a date range and then click **Print** to preview the report.

### Pump Audit Report



Item:

From Date:  Thru Date:

11/06/2017  
 11/05/2017  
 11/04/2017  
 11/03/2017  
 11/02/2017

Below is a sample report.


PUMP AUDIT REPORT					
Item	Pump	Date/Time of Reading	Prior Reading	Current Reading	Qty Used
FUEL-DIES	DIESEL FUEL				
	2 lane 2				
		11/6/2017 6:32:00 AM	525.0	695.0	170.0
				<b>Pump Total:</b>	170.0
				<b>Item Total:</b>	170.0

## Daily Service

This is used to enter all service being performed on Vehicles Tanks and/or Pumps on a daily basis. Every day a Daily Service update should be performed which will decrement inventory quantities as necessary. Vehicle and component history will be updated with mileage and consumables.

### Daily Service

1	Tank Meter Reading Entry	?
2	Pump Meter Reading Entry	?
3	Daily Service Entry	?
4	Consumables Usage Report	?
7	Service Entry Mileage Correction	?
10	FAST FUEL	?
16	Return To Previous Menu	?



## Tank Meter Reading Entry

This feature allows for entry of tank measure readings. Stick measurements must be converted into appropriate units of measure (gallons/quarts), depending on unit of measure used in the inventory master file.

This data is used to track, maintain and audit the use of consumables such as fuel. To balance the Pumps, Tanks and fuel issues, run the Totals in Daily Service before updating and make necessary adjustments.


**Note:** *Variances that are not explained should be reported, as they can signal fuel leaks, meter problems, etc.*

### Tank Reading Entry

Item Number:

Select Tank:   Max Reading

Date/Time Last Reading  Last Reading  From Date:



Date/Time Read	Prior Reading	Qty Received	Current Reading	Qty Used	Error Message
11/14/2017 6:30:00 am	150.0	50000.0	50150.0	0.0	
11/14/2017 6:15:00 am	350.0	0.0	150.0	200.0	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To enter daily tank readings, enter appropriate information in each field provided, the following is a description of each field.

Field Name	Description
<b>Item #</b>	Using the drop down list select the Inventory Item # consumed.
<b>Select Tank</b>	Select the Tank this entry is representing.
<b>Max Reading, Date/Time Last Reading and Last Reading</b>	All automatically populate.
<b>From Date</b>	Select the date from the drop down list to view previous entries.
<b>▶*</b>	Click the new record button to add an entry.
<b>Date/Time Read</b>	Enter the current date and time.
<b>Prior Reading</b>	This is a system-generated field containing the last tank reading of the specified tank.
<b>Qty Received</b>	Enter the amount of consumable that was received into this tank since the last tank measure/reading. (if applicable)
<b>Current Reading</b>	Enter the current reading of the tank.
<b>Qty Used</b>	This field is system-generated and calculates the difference between the Prior Reading and the Quantity Received minus the Current Reading.

The quantity used should match the quantity used from the tank (if only one pump is installed on the tank) and from daily service entries, for the day.

## Pump Meter Reading Entry


This feature permits data entry of pump meter readings. This data is used to track, maintain and audit the use of consumables that pass through the pump. Pumps and fuel issues all must balance on a daily basis. Pump meter readings are compared against daily service entries in the Daily Service Audit Report and, if there are discrepancies, it will be noted as a 'fatal error'. Pump meter readings must balance to the fuel issues by vehicle in order to update. This can be verified in the Daily Service Audit and Update Report.

### Pump Reading Entry

Item Number:

Select Pump:   Max Reading

Date/Time Last Reading  Last Reading  From Date:



Date/Time Read	Current Reading	Prior Reading	Qty Used	Error Message
<input type="text" value="11/14/2017 7:00:00 am"/>	<input type="text" value="352.0"/>	<input type="text" value="210.0"/>	<input type="text" value="142.0"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To enter daily pump readings enter appropriate information in each field provided, the following table has a description of each field.

Field Name	Description
<b>Item Number</b>	Select from the drop down list, the Inventory Item # consumed.
<b>Select Pump</b>	Select the Pump this entry is representing.
<b>Max Reading, Date/Time Last Reading and Last Reading</b>	All automatically populate.
<b>From Date</b>	Select the date from the drop down list to view previous entries.
<input type="button" value="▶*"/>	Click the new record button to add an entry.
<b>Note: It is highly recommended that all entries be entered on a <i>daily</i> basis for the current day before updating.</b>	
<b>Date/Time Read</b>	Enter the current date and time.
<b>Prior Reading</b>	This is a system-generated field containing the last pump reading of the specified pump.
<b>Current Reading</b>	Enter the current reading of the specified pump.
<b>Qty Used</b>	The system will calculate the difference between the Prior Reading and the Current Reading and that will equate to the 'Qty Used'. The quantity used pump is installed on the tank and from daily service entries, for the day.

## Daily Service Entry

Use this form to record daily hub odometer readings to calculate mileage and enter consumables issued.

**NOTE: Do not update several days of service entries at one time without also updating the corresponding work orders. If an inspection is performed, the vehicle master file resets the 'Miles since Last Inspection' to zero if selected. This would result in the next inspection scheduled to be past the desired mileage limit.**

Special Note: All service (hub readings and consumables) performed on vehicles should be entered and updated on a daily basis. It is advised that Work orders be entered and updated daily as well.

To view and confirm that all previous days service entries have been updated. Enter a date in the **From Date** field, all vehicles serviced since that date will display in the drop down with updated Yes or No and mileage.

**Service Entry**

Refresh
New Service Entries: 
Service Time: 9:30:07 AM

From Date: 11/1/2017 
All Service Entries:

Service Date	Vehicle #	Service Time	Updated	Hubodon	PreviousHubReadi	ActualVehicleM
11/01/2017	100	9:20:00 AM	Yes	799	700	99
11/01/2017	100	11:33:00 AM	Yes	700	650	50
11/01/2017	100	12:09:54 PM	Yes	750	700	50
11/01/2017	100	4:53:00 PM	Yes	800	750	50
11/01/2017	101	9:00:00 AM	Yes	150	100	50
11/03/2017	100	8:25:00 AM	Yes	850	800	50
11/03/2017	101	8:26:00 AM	Yes	200	150	50
11/03/2017	102	8:27:00 AM	Yes	735	690	45
11/03/2017	103	8:28:00 AM	Yes	1078	1023	55
11/03/2017	104	8:30:00 AM	Yes	5300	5210	90
11/03/2017	105	7:21:00 AM	Yes	2375	2301	74
11/04/2017	100	9:00:00 AM	Yes	931	850	81
11/04/2017	101	9:30:00 AM	Yes	265	200	65
11/04/2017	102	9:32:00 AM	Yes	791	735	56
11/04/2017	103	9:40:00 AM	Yes	1162	1078	84

## Setup

Select to set up Service Entry prior to entering your Daily Service. This must be set up before consumables can be entered in Quick Entry.

The consumables need to be set up, as you would like to see them on the service entry form. Sample setup form is below. Simply select the column you want the consumable to appear, select the consumable from the drop down, the product code will auto populate, and you can put a specific Description for that consumable in the Column Description. For example different types of fuel, the column descriptions would be Diesel, Unleaded.

**Service Entry**

Refresh
New Service Entries: 
Service Time: 9:39:01 AM



From Date: 11/14/2017 
All Service Entries:

Column #	Consumable	Product	Column Desc
1	CNG	CNG	CNG
2	Fuel	GA	UNL
3	Fuel	DF	DIE
4	Oil	OL	OIL
*			

## Quick Entry

The following is a sample service entry form. This is accessed by clicking **Quick Entry**. Create a service entry by entering data, starting with the Vehicle # and tabbing across.

Below is a sample form. Once all Daily Service Quick Entries are made.

**Service Entry**  

Refresh      New Service Entries: 11/14/2017      Service Time: 9:40:49 AM

From Date: 11/14/2017      All Service Entries: [ ]

Vehicle #	Time	Hub Reading	Previous Hub Reading	Actual Mileage	Emp #	Cleaned	Hub Exchanged	Shop Issue	CNG CNG CNG	Fuel GA UNL	Fuel DF DIE	Oil OL OIL
100	6:30:00 AM	1251.0	1074	177.0	1212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			35.0000	
101	6:45:00 AM	461.0	377	84.0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			15.0000	
102	6:50:00 AM	1103.0	906	197.0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			41.0000	
103	6:55:00 AM	1460.0	1300	160.0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			20.0000	
104	7:00:00 AM	5587.0	5499	88.0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			23.0000	
105	7:02:00 AM	2611.0	2531	80.0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			16.0000	
106	7:04:00 AM	1499.0	1420	79.0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			18.0000	
*						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Totals

Update

Print

Quick Entry

Edit

Setup

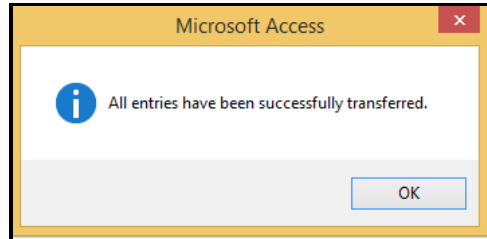
Save Entries

Field Name	Description
<b>New Service Entries</b>	Enter the date of service. To display a previous date entry, select the date from the drop down list.
<b>Service Time</b>	The default is the current time. To change the time select via the clock feature.
<b>From Date</b>	Select a date to view all service entries since that date.
<b>All Service Entries</b>	All service entries since the date entered in From Date will display
<b>Vehicle #</b>	Enter or select the appropriate vehicle number.
<b>Time</b>	Automatically populated when mileage is entered.
<b>Seq.</b>	This is a line entry number that is an automatically populated field to number the entries sequentially.
<b>Hub Reading</b>	Enter the current mileage of the vehicle.
<b>Previous Hub Reading</b>	This is automatically populated field containing the last mileage reading of the current vehicle.
<b>Actual Mileage</b>	This system-generated field is calculated from the difference between the 'Previous Mileage Meter Reading' and the 'Current Mileage Meter Reading' just entered which equates to the actual miles traveled.
<b>Service Emp.</b>	Enter the employee number for the employee who performed the service on the vehicle.
<b>Cleaned</b>	Click the checkbox to indicate if the service included cleaning of the vehicle.
<b>Hub Exchanged</b>	Click the checkbox to indicate if the Hub has been replaced since the last service. Checking this box does not create any calculations to hub readings. It is simply a marker to indicate when the hub was exchanged. For proper procedures on handling a hub exchange refer to Support Tip in the Appendix section of this help file.
<b>Shop Issue</b>	This check box is used to adjust any variance between the vehicle usage and the pump meter readings, otherwise errors will occur during daily service update. By checking this box, inventory is not reduced. To reduce inventory, a shop use vehicle should be created just for this purpose or the issue should be put on the work order for the specific vehicle. The consumable cost is zero when shop issue is selected, no cost will be updated to vehicle.

<b>Consumable Fields</b>	These are the fields previously entered under the setup button where you select what consumables and what column they will appear on the entry form. Simply enter the quantity the vehicle consumed.
--------------------------	--

Click **Save Entries**

This Button must be clicked once all Daily Service is entered into Quick Entries. This does not update the entries but only saves them. Changes may be made by clicking Edit.



### Edit

Edit is used to make service entry adjustments. If corrections need to be made before daily service is updated, click this button and the following form will open. This method of daily service entry is the longer method but either this method or quick entry maybe used to enter the daily service.

**Service Entry**

Refresh      New Service Entries: 11/06/2017      Service Time: 9:55:26 AM

From Date: 11/1/2017      All Service Entries:

Vehicle #	Time	Current Mileage Meter Reading	Previous Mileage Meter Reading	Elapsed Miles	Previous Hours Meter Reading	Current Hours Meter Reading	Elapsed Time	Cleaned	Service Emp	Mile Meter Exch	Hour Meter Exch	Errors	Warnings	Consumables
100	4:00:00 PM	1,111.0	1,074.0	37.0				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
160	3:25:00 PM	1,250.0	1,200.0	50.0				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
161	3:30:00 PM	1,600.0	1,524.0	76.0				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Totals

Update

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Quick Entry

Edit

Setup

Save Entries

You will note that this form will look similar to the Quick Entry form with the exception that the consumables are not shown. Also notice that, Errors and Warnings checkbox will automatically be checked when there is an error or warning, service entry is saved, but not updated. To view what the error or warning means, double click on the check box and an explanation message will display similar to the one below. Errors will prevent update; warnings do not. Make any corrections as needed to mileages or consumables.

To correct or view consumable usage click **the red pump icon** in the Consumable column of the vehicle record.

Refresh

Vehicle #	Time	Current Mileage Meter Reading	Previous Mileage Meter Reading	Elapsed Miles	Previous Hours Meter Reading	Current Hours Meter Reading	Elapsed Time	Cleaned	Service Emp	Mile Meter Exch	Hour Meter Exch	Errors	Warnings	Consumables
100	4:00:00 PM	1,111.0	1,074.0	37.0				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
160	3:25:00 PM	1,250.0	1,200.0	50.0				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consumables

## Vehicle Maintenance User Guide

Vehicle #: 100 Service Date: 11/06/2017 Time: 4:00:00 PM

Consumable Code	Product Code	Qty Entered	Consumable Qty	Consumable Cost	Shop Issue	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Cool	CL	1	4	\$0.000000	<input type="checkbox"/>	\$0.00	9.3	0.00	0	0
Fuel	DF	20	20	\$3.210000	<input type="checkbox"/>	\$64.20	1.9	0.00	1.7351	0

Field Name	Description
<b>Consumable Code</b>	Select the consumable code from the drop down list of the consumable used during the service on the vehicle.
<b>Product Code</b>	The system will generate the correct Product Code that is associated with the Consumable Code for the vehicle.
<b>Consumable QTY</b>	Quantity can be adjusted as required.
<b>Consumable Cost</b>	The cost is automatically populated from the average cost in inventory master.
<b>Extended Cost</b>	The extended cost is automatically calculated.

Warnings do not prevent daily service from updating. These are simply warning tools that may indicate problems with a vehicles performance or could also indicate that there was an error with an entry for this vehicle. Warnings should be checked to make sure entries are correct before updating.

To check General Ledger Distribution, Double click the Fuel field. When the GL module is used it is recommended that this be checked to make sure that Daily service is being recorded in the General Ledger for proper expensing and inventory control. The following is a sample form that will display.

Vehicle #: 100 Service Date: 11/06/2017 Time: 4:00:00 PM

Consumable Code	Product Code	Qty Entered	Consumable Qty	Consumable Cost	Shop Issue	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	DF	20	20	\$3.210000	<input type="checkbox"/>	\$64.20	1.9	0.00	1.7351	0

Vehicle #: 100 Date: 11/06/2017 Time: 4:00:00 PM Consumable: Fuel Product: DF

Div	Account #	Title	Amount	Batch #	Posting Date	Tran #
00	1030003	MAINTENCE INVENTORY	(\$64.20)			
00	5040001	FUEL & OIL	\$64.20			

## Totals

Click this button to display the consumables total usage.

Select the consumable code and associated product code. The Tank Usage, Pump Usage, Vehicle Usage and number of vehicles serviced is automatically calculated to allow the user to modify entries as necessary.

**NOTE: Pump Usage and Vehicle Usage must balance in order to update.**

Vehicle Maintenance User Guide

**Service Entry**

Refresh      New Service Entries: 11/14/2017      Service Time: 10:32:21 AM

From Date: 11/1/2017      All Service Entries:

**Totals:**      Consumable Code:

Tank Usage:

Pump Usage:

Vehicle Usage:

Vehicles Serviced:

Totals Update Print Quick Entry Edit Setup Save Entries

**Print**

When daily service entry is completed for all vehicles the service audit reports should be printed and entries updated. As each report (4 total) is closed (via the X at the upper right), the next report displays. Hard copies of these reports can be printed via file print option.

Service Audit Report									
Service Date: 11/14/2017      Fleet Id: 10									
Vehicle #: 100		Time: 6:30:00 AM		Cleaned: <input checked="" type="checkbox"/>		Current Reading: 1,251.0		Current Hours:	
Actual Service Date: 11/14/2017 6:30:00 AM		Emp #: 1212		Previous Reading: 1,074.0		Previous Hours:			
<input type="checkbox"/> Mileage Meter Exchanged		<input type="checkbox"/> Hour Meter Exchanged		Actual Mileage: 177.0		Actual Hours:			
Cons Code	Product Code	Usage	U/M	Unit Cost	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	DF	35.00	GL	3.210000	\$112.35	5.1	0.00	0.6347	0.0000
Vehicle #: 101		Time: 6:45:00 AM		Cleaned: <input type="checkbox"/>		Current Reading: 461.0		Current Hours:	
Actual Service Date: 11/14/2017 6:45:00 AM		Emp #:		Previous Reading: 377.0		Previous Hours:			
<input type="checkbox"/> Mileage Meter Exchanged		<input type="checkbox"/> Hour Meter Exchanged		Actual Mileage: 84.0		Actual Hours:			
Cons Code	Product Code	Usage	U/M	Unit Cost	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	DF	15.00		3.210000	\$48.15	5.6	0.00	0.5732	0.0000
Vehicle #: 102		Time: 6:50:00 AM		Cleaned: <input type="checkbox"/>		Current Reading: 1,103.0		Current Hours:	
Actual Service Date: 11/14/2017 6:50:00 AM		Emp #:		Previous Reading: 906.0		Previous Hours:			
<input type="checkbox"/> Mileage Meter Exchanged		<input type="checkbox"/> Hour Meter Exchanged		Actual Mileage: 197.0		Actual Hours:			
Cons Code	Product Code	Usage	U/M	Unit Cost	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	DF	41.00		3.210000	\$131.61	4.8	0.00	0.6681	0.0000



Service Audit Report - Inventory Issues							
Service Date	Item #	Vehicle #	Time	Issues	On Hand	Unit Cost	Extended Cost
11/14/2017	FUEL-DIESEL003311	DIESEL FUEL			299,555.00	3.210000	\$961,571.55
		100	6:30:00 AM	35.00		3.210000	\$112.35
		101	6:45:00 AM	15.00		3.210000	\$48.15
		102	6:50:00 AM	41.00		3.210000	\$131.61
		103	6:55:00 AM	20.00		3.210000	\$64.20
		104	7:00:00 AM	23.00		3.210000	\$73.83
		105	7:02:00 AM	16.00		3.210000	\$51.36
		106	7:04:00 AM	18.00		3.210000	\$57.78
				168.00	299,387.00		\$961,032.27

Tank #	Location	Date/Time Read	Current Reading	Last Reading	Qty Received	Qty Used	
2	lane2	11/14/2017 6:15:00 AM	150.0	350.0	0.0	200.0	
2	lane2	11/14/2017 6:30:00 AM	50,150.0	150.0	50,000.0	0.0	
						Tank Total:	200.0
						Warning - Tank total does not equal qty issued. Tank Variance:	32.0

Pump #	Location	Date/Time Read	Current Reading	Last Reading	Qty Used	
2	lane 2	11/14/2017 7:00:00 AM	352.0	210.0	142.0	
					Pump Total:	142.0
					Error - Pump total does not equal qty issued. Pump Variance:	-26.0

Service Audit Report - General Ledger Distribution Detail								
Veh #	Time	Cons	Prod	Div #	Account #	Title	Debits	Credits
Service Date: 11/14/2017								
100	6:30:00 AM	Fuel	DF	00	1030003	MAINTENANCE INVENTORY		\$112.35
100	6:30:00 AM	Fuel	DF	00	5040001	FUEL & OIL	\$112.35	
Vehicle Totals:							\$112.35	\$112.35
101	6:45:00 AM	Fuel	DF	00	1030003	MAINTENANCE INVENTORY		\$48.15
101	6:45:00 AM	Fuel	DF	00	5040001	FUEL & OIL	\$48.15	
Vehicle Totals:							\$48.15	\$48.15
102	6:50:00 AM	Fuel	DF	00	1030003	MAINTENANCE INVENTORY		\$131.61
102	6:50:00 AM	Fuel	DF	00	5040001	FUEL & OIL	\$131.61	
Vehicle Totals:							\$131.61	\$131.61
103	6:55:00 AM	Fuel	DF	00	1030003	MAINTENANCE INVENTORY		\$64.20
103	6:55:00 AM	Fuel	DF	00	5040001	FUEL & OIL	\$64.20	
Vehicle Totals:							\$64.20	\$64.20
104	7:00:00 AM	Fuel	DF	00	1030003	MAINTENANCE INVENTORY		\$73.83
104	7:00:00 AM	Fuel	DF	00	5040001	FUEL & OIL	\$73.83	
Vehicle Totals:							\$73.83	\$73.83
105	7:02:00 AM	Fuel	DF	00	1030003	MAINTENANCE INVENTORY		\$51.36
105	7:02:00 AM	Fuel	DF	00	5040001	FUEL & OIL	\$51.36	
Vehicle Totals:							\$51.36	\$51.36
106	7:04:00 AM	Fuel	DF	00	1030003	MAINTENANCE INVENTORY		\$57.78
106	7:04:00 AM	Fuel	DF	00	5040001	FUEL & OIL	\$57.78	
Vehicle Totals:							\$57.78	\$57.78
Service Date Totals:							\$539.28	\$539.28

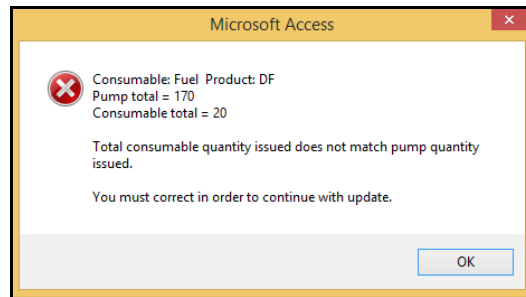
Service Audit Report - General Ledger Summary Posting						
Service Date: 11/14/2017	Div #	Account #	Title	Debits	Credits	
	00	1030003	MAINTENANCE INVENTORY		\$539.28	
	00	5040001	FUEL & OIL	\$539.28		
Service Date Totals:				\$539.28	\$539.28	

## Update

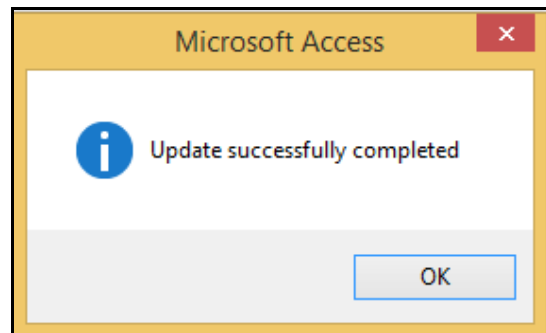
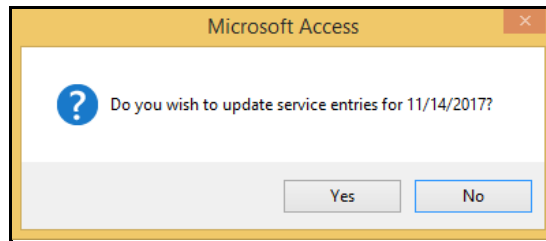
**NOTE: Do not update several days of service entries at one time without alternately entering and updating work orders. If an inspection is performed, the vehicle master file resets the 'Miles Since Last Inspection' to zero if selected. This would result in the next inspection scheduled to be past the desired mileage limit.**

Click this button to update the daily service.

The following message displays if pump usage does not balance with vehicle usage. The entries must be corrected before update is permitted.

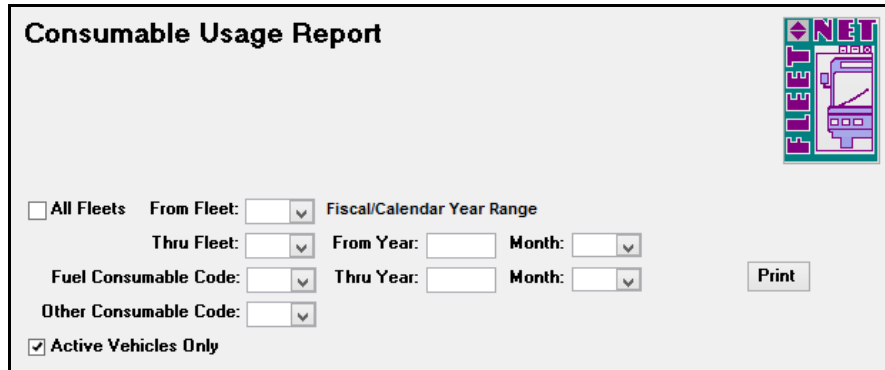


When the pump quantity issued is in balance with consumable quantity issued the following confirmation message displays:



## Consumable Usage Report

Use this form to generate a Monthly Fuel Consumable and Other Consumable usage report.



The screenshot shows the 'Consumable Usage Report' form. It includes a 'NET' logo in the top right corner. The form contains several input fields and checkboxes: 'All Fleets' (unchecked), 'From Fleet' (dropdown), 'Fiscal/Calendar Year Range' (text), 'Thru Fleet' (dropdown), 'From Year' (text), 'Month' (dropdown), 'Fuel Consumable Code' (dropdown), 'Thru Year' (text), 'Month' (dropdown), 'Other Consumable Code' (dropdown), and 'Active Vehicles Only' (checked). A 'Print' button is located on the right side of the form.

Above is a sample form in which criteria is selected to print a Consumable Usage report.

Select specific range or check the box to include all fleets in the report.

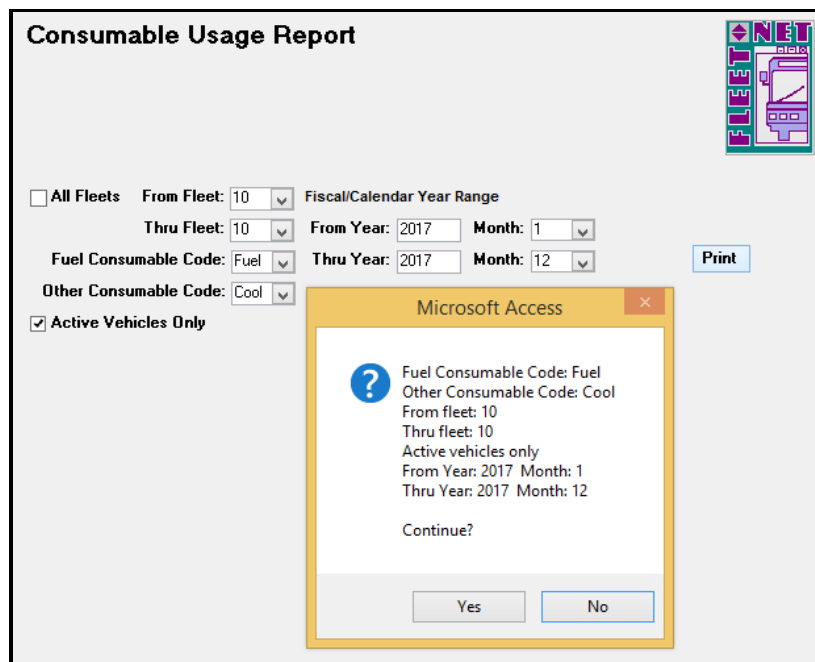
Two Consumable codes must be selected for the report and the first one must be a fuel.

The Active Vehicles Only check box is the default to only include those vehicles that are currently in active status. If inactive vehicles are to be included in this report then uncheck the box and both active and inactive vehicles will be included in this report.

Enter the 'from year' and 'month' for the start of your fiscal or calendar year. The YTD data will be the accumulated amounts from the start of your fiscal or calendar year you entered.

**NOTE: If a month that is not the first month of the year is entered the YTD figures will not be calculated correctly.**

Enter the 'thru Year' and 'Month' for the MTD you wish to see. The MTD date shown on the report will show the data for whatever month you enter in the 'thru' date.



This screenshot shows the 'Consumable Usage Report' form with specific values entered: 'From Fleet' is 10, 'Thru Fleet' is 10, 'From Year' is 2017, 'Month' is 1, 'Fuel Consumable Code' is Fuel, 'Thru Year' is 2017, and 'Month' is 12. The 'Active Vehicles Only' checkbox is checked. A 'Microsoft Access' dialog box is overlaid on the form, displaying a question mark icon and the following text: 'Fuel Consumable Code: Fuel', 'Other Consumable Code: Cool', 'From fleet: 10', 'Thru fleet: 10', 'Active vehicles only', 'From Year: 2017 Month: 1', 'Thru Year: 2017 Month: 12', and 'Continue?'. There are 'Yes' and 'No' buttons at the bottom of the dialog box.

## Vehicle Maintenance User Guide

Monthly Fuel And Oil Usage Report												
From Year: 2017			Month: 1			Thru Year: 2017			Month: 12			
Fleet	Veh #	Mtd Fuel	Mtd Cool	Mtd Miles	Mtd Miles Per U/M Fuel	Mtd Miles Per U/M Cool	Ytd Fuel	Ytd Cool	Ytd Miles	Ytd Miles Per U/M Fuel	Ytd Miles Per U/M Cool	Ltd Mileage
10	100	0.00	0.00	0.0	0.00	0.00	250.00	0.0	700.0	2.80	0.00	700.0
10	101	0.00	0.00	0.0	0.00	0.00	110.00	0.0	393.0	3.57	0.00	393.0
10	102	0.00	0.00	0.0	0.00	0.00	112.00	0.0	413.0	3.69	0.00	413.0
10	103	0.00	0.00	0.0	0.00	0.00	114.00	0.0	437.0	3.83	0.00	437.0
10	104	0.00	0.00	0.0	0.00	0.00	93.00	0.0	377.0	4.05	0.00	377.0
10	105	0.00	0.00	0.0	0.00	0.00	91.00	0.0	310.0	3.41	0.00	310.0
10	106	0.00	0.00	0.0	0.00	0.00	98.00	0.0	265.0	2.70	0.00	265.0
Fleet Id: 10		7 Vehicles										
Totals:		0.00	0.00	0.0	0.00	0.00	868.00	0.0	2,895.0	3.34	0.00	2,895.0
Averages:		0.00	0.00	0.0			124.00	0.0	413.6			413.6
		Mtd		Ytd								
Mechanical Road Calls:		0		0								
Other Road Calls:		0		0								
Vandalism:		0		0								
Average Miles Per Road Call:		0		0								

## Service Entry Mileage Correction

Miles that are already on the vehicle but were never accounted for in daily service. Miles between Previous Hub Reading and Current Hub Reading is accounting for the difference between the two in actual miles.

### Service Entry Mileage Update

Vehicle #:   All Vehicles

Status:  Make/Model:  Year:  Tag Number:  Fleet Id:

Max Hub Reading:  Last Hub Reading:  Last Hub Updated:

Max Hours Reading:  Last Hours Reading:  Last Hours Updated:

Date Last Serviced:  Date Last Cleaned:

Created By:    Update Start Date:

Updated By:    Entry Start Date:

Enter Vehicle # or Select All Vehicles, Select **Enter**

It is a good idea to look at several days *before* the issue so you can see the pattern. If you are looking to fix 4/1/2022, in **Entry Start Date** put in 3/25/2022. This allows you to see where the issue occurred so corrections can be made. **Update Start Date** tells the system when to start updating the list. If you put 3/30/2022 in this field, only corrections made to entries made to 3/30 and later will be updated.

### Service Entry Mileage Update

Vehicle #: 100  All Vehicles

Status:  A Make/Model: Orion 40' Year: 2016 Tag Number: E372550 Fleet Id: 10

Max Hub Reading: 999999 Last Hub Reading: 1251 Last Hub Updated: 11/14/2017 6:30:00 AM

Max Hours Reading: 0 Last Hours Reading: 0 Last Hours Updated:

Date Last Serviced: 11/14/2017 6:30:00 AM Date Last Cleaned: 11/14/2017 6:30:00 AM

Created By: dligenbaum 8/11/2017 3:35:15 PM FNVM\_VehicleMasterForm Update Start Date:

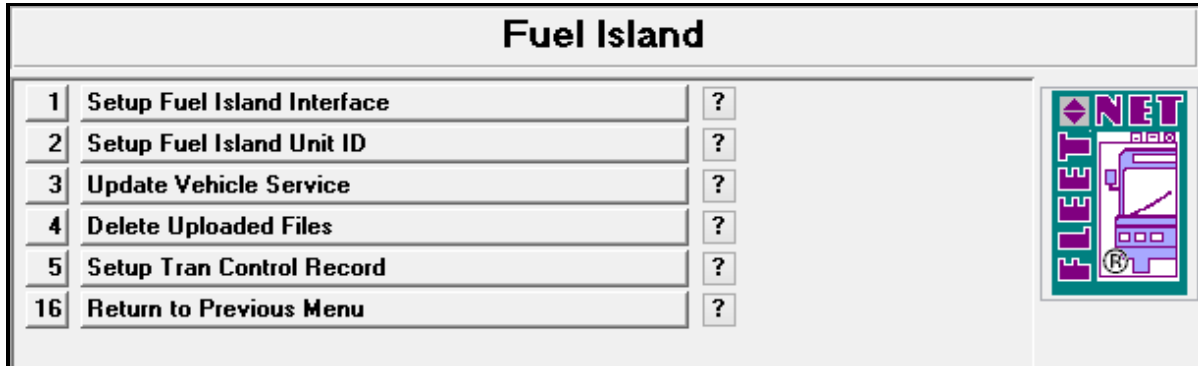
Updated By: dligenbaum 11/14/2017 11:26:15 AM FNVM\_ServiceEntryForm Entry Start Date:

Date	Time	Current Mileage Meter Reading	Previous Mileage Meter Reading	Elapsed Miles	Previous Hours Meter Reading	Current Hours Meter Reading	Elapsed Time	Service Emp	Hour Meter Exch	Mile Meter Exch
11/1/2017	9:20:00 AM	799	700	99				123	<input type="checkbox"/>	<input type="checkbox"/>
11/1/2017	11:33:00 AM	700	650	50				1234	<input type="checkbox"/>	<input type="checkbox"/>
11/1/2017	12:09:54 PM	750	700	50				3456	<input type="checkbox"/>	<input type="checkbox"/>

Make needed changes to Current Mileage and Previous Mileage and Click **Update**

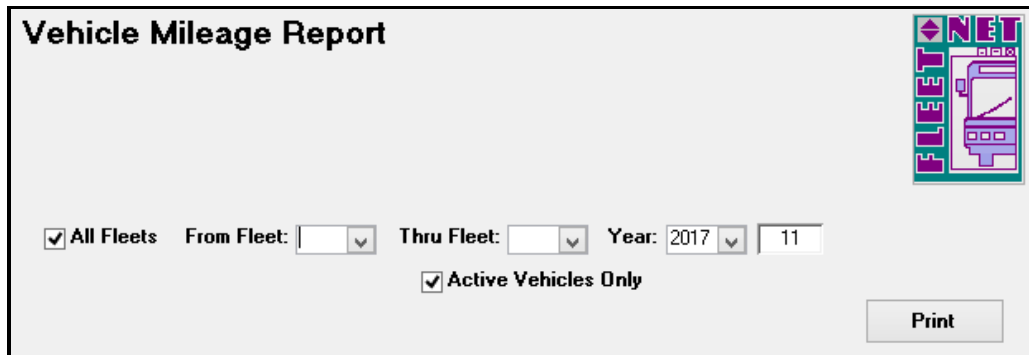
## Fast Fuel

This is used to download data from a fuel island into Fleet-Net. This data is then loaded into Daily Service. See the Fast Fuel manual for instructions.

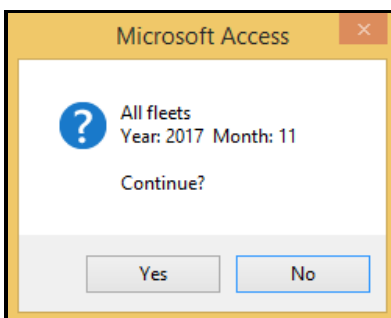


## Vehicle Mileage Report

Reports MTD, YTD & LTD Miles with Totals and Averages by Fleet



Select the Fleet range and Month. The default is Active Vehicles Only. Click **Print** button to view a print preview of the report. The following confirmation message displays.



Vehicle Mileage Report						
Year: 2017 Month: 11						
Veh #	Mtd Miles	Ytd Miles	Ltd Miles	Avg Mtd Miles	Avg Ytd Miles	Avg Ltd Miles
Fleet Id: 10						
100	700.0	700.0	700.0			
101	393.0	393.0	393.0			
102	413.0	413.0	413.0			
103	437.0	437.0	437.0			
104	377.0	377.0	377.0			
105	310.0	310.0	310.0			
106	265.0	265.0	265.0			
<b>Fleet Totals: 10</b>	<b>2,895.0</b>	<b>2,895.0</b>	<b>2,895.0</b>	<b>413.6</b>	<b>413.6</b>	<b>413.6</b>
Vehicles:	7					

## Fleet Performance


Provides Fleet Performance for a fleet or all fleets for the month specified. Actual and Average MTD, YTD & LTD Miles, Costs and Quantities are displayed.

**Fleet Performance Indicators** Chart Display Option: 10 Chart Sort Option: A

Fleet Id:   All Fleets  Revenue Vehicles

Year:  Month:   Active Vehicles Only

Consumable:  Product:



## Consumables

Complete the criteria;  
 Fleet Id or All Fleets, Year and Month  
 Default is Revenue Vehicles and Active Vehicles Only  
 Select the consumable


**Fleet Performance Indicators** Chart Display Option: 10 Chart Sort Option: A

Fleet Id:  All Fleets  All Fleets  Revenue Vehicles

Year: 2017 Month: 11  Active Vehicles Only

Consumable: Fuel Product: DF Diesel fuel

# of Vehicles	Fleet Mtd	Average Mtd	Fleet Ytd	Average Ytd	Fleet Ltd	Average Ltd
28	Miles: 2,895.0	103.4	2,895.0	103.4	2,895.0	103.4
	Hours: 0.00		0.00	0.00	0.00	0.00
	Quantity Used: 868.00	31.00	868.00	31.00	868.00	31.00
	Cost: 2,786.28	99.51	2,786.28	99.51	2,786.28	99.51
	Cost Per Mile: 0.96		0.96		0.96	
	Cost Per Hour: 0.00		0.00		0.00	
	Miles Per U/M: 3.34		3.34		3.34	
	Hours Per U/M: 0.00		0.00		0.00	



## History

Provides actual and average MTD, YTD & LTD Miles, Hours, Costs, and Miles between failures for all consumables. Click the print button to preview and print the report,

**Fleet Performance Indicators**      Chart Display Option: 10      Chart Sort Option: A

Fleet Id:        All Fleets       Revenue Vehicles  
 Year: 2017      Month: 11       Active Vehicles Only  
 Consumable:       Product:

# of Vehicles		Total Mtd	Average Mtd	Total Ytd	Average Ytd	Total Ltd	Average Ltd
28	Miles	2,895.0	103.4	2,895.0	103.4	2,895.0	103.4
	Hours	0.00	0.00	0.00	0.0	0.0	0.0
	Failures	0	0.00	1	0.04	1	0.04
	Labor Cost	329.78	11.78	409.79	14.64	409.79	14.64
	Consumables Cost	2,786.28	99.51	2,786.28	99.51	2,786.28	99.51
	Overhead Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Parts Cost	53.49	1.91	838.49	29.95	838.49	29.95
	Outside Cost	0.00	0.00	226.95	8.11	226.95	8.11
	<b>Total Cost</b>	<b>3,169.55</b>	<b>113.20</b>	<b>4,261.51</b>	<b>152.20</b>	<b>4,261.51</b>	<b>152.20</b>
	Cost Per Mile	1.09		1.47		1.47	
	Cost Per Hour	0.00		0.00		0.00	
	Miles Between Failures	0.00		2,895.00		2,895.00	
	Hours Between Failures	0.00		0.00		0.00	

Print

Consumables  
History

## Fleet Performance Charts

Hover over any total field desired to display and print a Chart.

**Fleet Performance Indicators**      Chart Display Option: 10      Chart Sort Option: A

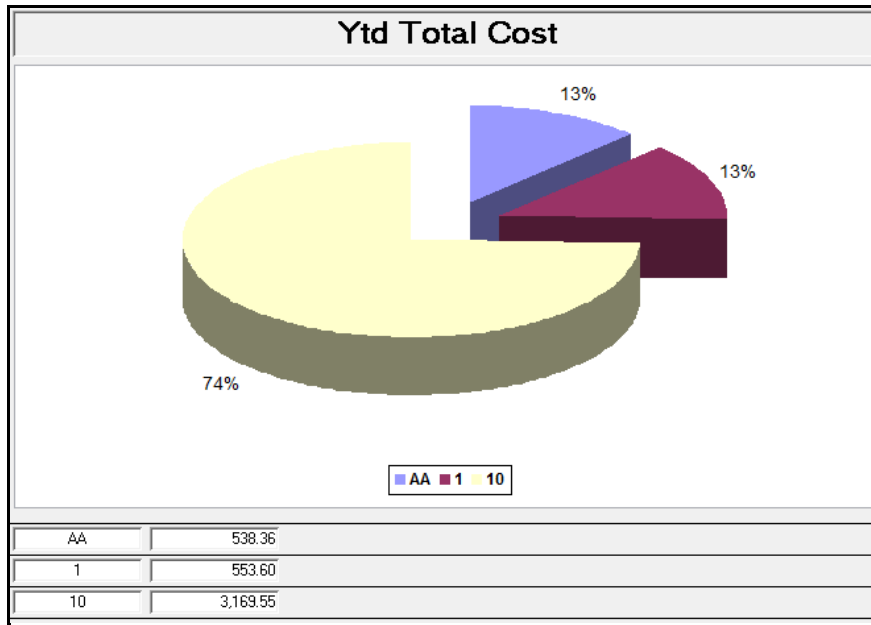
Fleet Id:        All Fleets       Revenue Vehicles  
 Year: 2017      Month: 11       Active Vehicles Only  
 Consumable:       Product:

# of Vehicles		Total Mtd	Average Mtd	Total Ytd	Average Ytd	Total Ltd	Average Ltd
28	Miles	2,895.0	103.4	2,895.0	103.4	2,895.0	103.4
	Hours	0.00	0.00	0.00	0.0	0.0	0.0
	Failures	0	0.00	1	0.04	1	0.04
	Labor Cost	329.78	11.78	409.79	14.64	409.79	14.64
	Consumables Cost	2,786.28	99.51	2,786.28	99.51	2,786.28	99.51
	Overhead Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Parts Cost	53.49	1.91	838.49	29.95	838.49	29.95
	Outside Cost	0.00	0.00	226.95	8.11	226.95	8.11
	<b>Total Cost</b>	<b>3,169.55</b>	<b>113.20</b>	<b>4,261.51</b>	<b>152.20</b>	<b>4,261.51</b>	<b>152.20</b>
	Cost Per Mile	1.09		Double-click for chart.		1.47	
	Cost Per Hour	0.00		0.00		0.00	
	Miles Between Failures	0.00		2,895.00		2,895.00	
	Hours Between Failures	0.00		0.00		0.00	

Print

Consumables  
History

Double Click desired field for Chart. Sample chart for YTD Total Cost



## Vehicle Status

Vehicle Status allows for quick view of all vehicles to see which vehicles are available for pull out and those in for repair or out of service. Also the status of a vehicle can be changed here as required. Vehicle Road calls will also update the status as well as the date and time fields here in VM Vehicle Status.

### Vehicle Status

Status Code:

Sort Ascending

Sort Descending

### Vehicle Status

Status Code:

Sort Ascending


Sort Descending

Veh #	Status	Out of Service	Year	Make / Model	Date Last Cleaned
04	O/S	8/1/2017 10:49:00 AM	2016	Ford e350 van	
100			2016	Orion 40'	11/14/2017 6:30:00 AM
101			2016	Orion 40'	
102			2016	Orion 40'	
103			2016	Orion 40'	11/14/2017 6:55:00 AM
104			2016	Orion 40'	
105			2016	Orion 40'	11/14/2017 7:02:00 AM

If a list of vehicles by a specific status code is needed, select that code from the drop down list and click the **'Sort by Vehicle #'** button. Below is a sample of codes you might see in the drop down. If for example a list of all vehicles available for pull out is needed then select the status code **'OK'** and only those vehicles will show on the list.



**Vehicle Status**

Status Code:   

- A Active
- ACC Accident
- DON Donated
- I Inactive
- IFC In For Cleaning
- IFI In For Inspection
- IMR In For Mechanical Repair
- IS In Service
- ISNR In Service Needs Repair
- JNK Junked
- OS Out Of Service
- OSR Off Site Repair
- OSWR Out Of Service Waiting Repair
- SLD Sold

**Sort by Vehicle #**


Select this button when a list is needed in Vehicle number order. Also check one or the other of the Ascending or Descending Sort check boxes.

**Sort by Status Code**

Select this button when the list is needed in status code order. Also check one or the other of the Ascending or Descending Sort check boxes.

To view the Vehicle Problem History of a vehicle, double click in the Vehicle # field.

**Vehicle Status**

Status Code:   

Sort Ascending

Sort Descending

Veh #	Status	Out of Service	Year	Make / Model	Date Last Cleaned
04	O/S	8/1/2017 10:49:00 AM	2016	Ford e350 van	
100			2016	Orion 40'	11/14/2017 6:30:00 AM
101			2016	Orion 40'	

Double-Click to display vehicle problems

The following will display, but is a view only option. See below

FNVM\_VehicleStatusProblemHistSubForm

Veh #:


Report Date	Report Time	Problem Code	Reason	Closed
8/1/2017	10:44 AM	DR17	Flat tire	9/14/2017
5/15/2017	12:58 PM	DR25		

## Vehicle Inquiry

This is a **view only** option. Allows for viewing Vehicle information but does not allow for changes. History Maintain Totals is not an option in VMI, however notes can be added as needed. Refer to Modify/Add Vehicle section of this user guide for explanation of buttons and fields.

**Vehicle Master Inquiry**

Vehicle #:  Fleet:  Make Model:  Year:




- Master
- Notes
- Warranty
- NTD
- Inspection
- Tire Position
- Consumables
- Cons History
- Veh History
- Svc History
- Tires on Veh
- Components
- WorkOrders

## Vehicle File Listing

The Vehicle File Listing produces a report showing all data in the vehicle master file for each vehicle in the Fleet specified. The Fiscal/Calendar Year Range is required. Enter the first month of the year in the field-From Month/Year. Select a Fleet range or All Fleets.

**Vehicle File Listing Report**



Fiscal/Calendar Year Range

From Month/Year:

To Month/Year:

All Fleets    From Fleet:      Thru Fleet:     

Active Vehicles Only

Click **Print**


Vehicle File Listing Report							
From: 11/2017		To: 11/2017					
Vehicle #:	04	Seating Capacity:	6	Ownership:	00		
Make/Model:	Ford e350 van	Standing Capacity:	0	ADA Accessible:	Yes		
Chassis #:	987654321	Wheelchair Capacity:	1	Contingency:	No		
Year:	2016	Number of Tires:		Fleet ID:	1		
Date Received:	5/10/2017	Hubodometer:					
Gross Weight:	3800	Date Last Serviced:					
Radio:	Yes	Vehicle Status:	A				
License Tag #:		Vehicle Type:	VA				
Master file last updated by dfigenbaum in FNVN_VehicleMasterForm at 5/10/2017 4:21:37 PM							
	MTD	YTD	LTD		MTD	YTD	LTD
COST:				MILES			
PARTS COST:	\$0.00	\$0.00	\$33.90		0.00	0.00	0.00
LABOR COST:	\$0.00	\$0.00	\$80.01				
OUTSIDE COST:	\$0.00	\$0.00	\$0.00	MP/			
DIRECT COST:	\$0.00	\$0.00	\$113.91	FAILURE \$	0.00	0.00	0.00
OVERHEAD COST:	\$0.00	\$0.00	\$0.00	MILES/FAILURE	0.00	0.00	0.00
				DIRECT CPM	0.00	0.00	0.00
TOTAL COST:	\$0.00	\$0.00	\$113.91				
<hr/>							
Vehicle #:	2222	Seating Capacity:	6	Ownership:	00		
Make/Model:	Ford e350 van	Standing Capacity:	0	ADA Accessible:	Yes		
Chassis #:	1FMNE31MX2HA69404	Wheelchair Capacity:	1	Contingency:	No		
Year:	2016	Number of Tires:		Fleet ID:	1		
Date Received:	5/10/2017	Hubodometer:					
Gross Weight:	3800	Date Last Serviced:					
Radio:	Yes	Vehicle Status:	A				
License Tag #:	12345	Vehicle Type:	VA				
Master file last updated by dfigenbaum in FNVN_VehicleMasterRenumberSubForm at 7/25/2017 8:29:19 AM							
	MTD	YTD	LTD		MTD	YTD	LTD
COST:				MILES			
PARTS COST:	\$0.00	\$0.00	\$439.69		0.00	0.00	0.00
LABOR COST:	\$0.00	\$0.00	\$0.00				
OUTSIDE COST:	\$0.00	\$0.00	\$0.00	MP/			
DIRECT COST:	\$0.00	\$0.00	\$439.69	FAILURE \$	0.00	0.00	1.00
OVERHEAD COST:	\$0.00	\$0.00	\$0.00	MILES/FAILURE	0.00	0.00	0.00
				DIRECT CPM	0.00	0.00	0.00
TOTAL COST:	\$0.00	\$0.00	\$439.69				

## Vehicle Exception Report

The Vehicle Exception Report provides a report showing the miles since last inspection, next inspection number due, date last inspected, mileage, fuel & oil consumption, and day limit for all vehicles within a specified fleet.

Those vehicles for which an inspection is due are so noted on this report. Plan future vehicle inspections by analyzing the data given on this report.

## Vehicle Maintenance Exception Report



**Fiscal/Calendar Year Range**

From Month/Year:

To Month/Year:

All Fleets    From Fleet:      Thru Fleet:     

Active Vehicles Only

Click **Print**

### Vehicle Maintenance Exception Report

10 - DMF #1

Veh #	Make/Model	Year	Miles M-T-D	Miles Y-T-D	Miles L-T-D	Date Last Inspected
100	Orion 40'	2016	700.00	700.00	700.00	10/24/2017 1:14:48 PM
Inspection Due: 6,000 MILE INSPECTION			Fuel	Usage M-T-D: 250	MP/GL: 2.8	
Miles Since Last Inspection: 6200						
Forecast: 5400    Actual: 6000						
Inspection Due: 6,000 MILE INSPECTION						
Miles Since Last Inspection: 6700						
Forecast: 5400    Actual: 6000						
100	Orion 40'	2016	700.00	700.00	700.00	8/11/2017 4:43:11 PM
Inspection Due: 6,000 MILE INSPECTION			Fuel	Usage M-T-D: 250	MP/GL: 2.8	
Miles Since Last Inspection: 6200						
Forecast: 5400    Actual: 6000						
Inspection Due: 6,000 MILE INSPECTION						
Miles Since Last Inspection: 6700						
Forecast: 5400    Actual: 6000						
101	Orion 40'	2016	393.00	393.00	393.00	10/24/2017 1:14:05 PM
			Fuel	Usage M-T-D: 110	MP/GL: 3.573	

	Low Limit	High Limit
CNG MP/TH		
Cool MP/QT		
Fuel MP/GL		
Fuel MP/GL	0	0
Lube MP/		
Oil MP/		

## Component Inquiry

This is a view only option. Allows for viewing Component and Sub Component information but does not allow for changes. History Maintain Totals is not an option; however notes can be added as needed. Refer to Modify/Add Components section of this user guide for explanation of buttons and fields.

### Component Inquiry

Asset #:



- Master
- Notes
- Warranty
- Inspection
- History
- Sub Comps

## APPENDIX A

### Support Tip-Setup Procedures

#### Topic/Problem:

Fleet-Net® Vehicle Maintenance module interfaces with G/L, Inventory, Daily Service Auditing, and Work order Processing and Components (VCM).

**Note: The Chart of Accounts and Inventory modules must be set up before initializing Vehicle Maintenance.**

The following is a listing of the recommended initial setup guidelines.

#### Process/Procedure:

1. Define all codes necessary for the Inventory Module in Modify/Add Misc. List Code.

Codes such as:

ControlRecord	-	Journal Type	=	INV
LabelPrintFormat	-	FNIN_LabelExtranReport(Inventory Label Printing 1.33" X 4") and FNIN_LabelReport(Inventory Label Printing 1"x3.5")		
PartStatus	-	A	=	Active
		I	=	Inactive
PartType	-	N	=	Non-Stock
		S	=	Stock
UnitMeas	-	QT	=	Quart
		GL	=	Gallon
		EA	=	Each
		BX	=	Box
		PK	=	Pack
		CA	=	Case
		BG	=	Bag
Vehicle Model	-	This field is used to define the different vehicle models that an Item can be used for, such as: Gillig, Orion, etc.		
Warehouse	-	This field is used to define a 2-digit code representing different Warehouse locations.		
InventoryCycle	-	This field is used to define the physical inventory cycle and the Value of that cycle.		

**Define all necessary codes in the VM module:**

2. Define Product Consumables Codes for fuel, oil, Trans lube, coolant etc.
3. Define Fuel Island Setup (if using automated features).
4. Define all Fleet(s) in Fleet Specifications.
5. Define Vehicles in Modify/Add Vehicles. Be sure to enter current and Max hub readings for each Vehicle.
6. Define Vehicle NTD Data.
7. LTD Mileage in Maintain Totals.
8. Quick Entry Consumable Columns Set up.
  
9. Define Components in Modify/Add Components.
9. Define mileage limits and types of inspections via Modify/Add PM Types.
10. Define inspection PM Checklist Items in Modify/Add PM Checklist Items.
11. Define inspections cycles in Modify/Add PM Cycles
12. Define inspection Parts Lists in Modify/Add PM Parts List.
13. Define Tires in Modify/Add Tire Stock.
14. Install, add, move and/or change tires on vehicles via Tire Change Entry.
15. Define Tanks via Modify/Add Tanks in Service Auditing & Maintenance.
16. Define Pumps via Modify/Add Pumps in Service Auditing & Maintenance.

This completes Setup.

## Appendix B

### Support Tip-Correcting LTD Miles

#### Topic/Problem:

Miles that are already on the vehicle but was never accounted for in daily service because miles between Previous Hub Reading and Current Hub Reading is accounting for the difference between the two in actual miles. So when you add up all the Actual Miles you will get 5049 leaving the difference between the Current Hub Readings as 2258.

**Note:** This will not change the Hub Reading on the Master screen, just on the Veh History page on LTD miles.

#### Procedure

Example below has the service entry hub reading as 7301 and the vehicle master has the hub reading as 7301 but the vehicle history has vehicle Ytd and the vehicle Ltd as 5049. The miles on hub reading was 2258.

Go to Modify/Add Vehicles

Select the vehicle number from the Vehicle # drop down list

Vehicle #:	0958				
	0958	GILLIG / G30E102N2	2009	N7	
	0959	GILLIG / G30E102N2	2009	N7	

Select the **Veh History** button and the following will display

Year:		Month:		Display Totals	Maintain Totals
-------	--	--------	--	----------------	-----------------

Select the **Maintain Totals** button and the following will display

Year:		Month:		Display Totals	Maintain Totals			
Year	Month	Miles	Hours	Failures	Labor Cost	Overhead Cost	Parts Cost	Outside Cost
2009	10	553.0	0.00					
2009	9	3200.0	0.00	0	\$237.12	\$71.14	\$52.33	\$0.00
2009	8	1045.0	0.00	0	\$24.32	\$7.30	\$11.15	\$0.00
2009	7	251.0	0.00	0	\$717.44	\$215.24	\$94.37	\$0.00
*								

Record: 1 of 4

Add a new record for Year=2009 and Month = 06 and miles =2258.

Year	Month	Miles	Hours	Failures	Labor Cost	Overhead Cost	Parts Cost	Outside Cost
2009	6	2258.0						

Once this entry is entered the Vehicle Ytd and the Vehicle Ltd should be equal to the Hub readings in service entry and vehicle master.



## Appendix C

### Support Tip-Daily Service

#### Topic/Problem:

This Support Tip describes the requirements to accurately run daily service entry. Daily service is called this for the simple fact that it is to be done on a daily bases. Combining days together is strongly **not** advised.

#### Procedure

Warning: before proceeding make certain that all sheets and data to be entered are accounted for.

#### Service Entry Setup

Select the set up button for Service Entry prior to entering your Daily Service. This must be set up for Quick Entry. The consumables need to be set up, as you would like to see them on the service entry form. Simply select the column you want the consumable to appear, select the consumable from the drop down, the product code will auto populate, and you can put a specific Description for that consumable in the Column Description. For example if there were three types of fuel, the column descriptions would be Diesel, Gas, and CNG Fuels.

#### Service Entry

Enter the date or select via the calendar feature. To display a previous dates entry that have not been updated, select the date from the drop down list and update before starting a new service date. Select the Quick Entry button to begin entering the daily service entries. (Enter thru each field)

Vehicle # - Enter the appropriate vehicle number.

Time - Automatically populated when mileage is entered.

Seq - This is a line entry number that is an automatically populated field to number the entries sequentially

Hub Reading - Enter the current mileage of the vehicle.

Previous Hub- This is automatically populated field containing the last  
Reading - Mileage reading of the current vehicle.

Actual Mileage -This system-generated field is calculated from the difference between the 'Previous Mileage Meter Reading' and the 'Current Mileage Meter Reading' just entered which equates to the actual miles traveled.

Service Emp - Select the employee number from the drop down list for the employee who performed any service on the vehicle.

Cleaned - A checkbox to indicate if the service included cleaning of the vehicle.

## Vehicle Maintenance User Guide

Consumable Fields - These are the fields previously entered under the setup button where you select what consumables and what column they will appear on the entry form. Simply enter the quantity the vehicle consumed.

Once all Daily Service Quick Entries are made, the Save Entries button must be clicked. This does not update the entries but only saves them.

Changes can still be made by clicking the Edit button. This Edit button should only be use for editing for the current days entries. If corrections need to be made before daily service is updated, you may edit the mileage or double click on the vehicle # field to correct the consumables. If for any reason you need to delete an entry, this is the form to do so. Do not delete from quick entry.

You will note that this form will look similar to the Quick Entry form with the exception that the consumables are not shown. Also notice that, Errors and Warnings checkbox will automatically be checked when there is an error or warning service entry is saved, not updated.

Make any corrections as needed to mileages. Note the Errors check flag if checked for a vehicle will prevent an update of daily service. Double click on the error check flag to find out what caused the error.

Warnings do not prevent daily service from updating. These are simply warning tools that may indicate problems with a vehicles performance or could also indicate that there was an error with an entry for this vehicle. Warnings should be checked to make sure entries are correct before updating.

Click the totals button to display the consumables total usage.

Select the consumable code and associated product code. The Tank Usage, Pump Usage, Vehicle Usage and number of vehicles serviced is automatically calculated to allow the user to modify entries as necessary.

***NOTE: Pump Usage and Vehicle Usage must balance in order to update.***

When daily service entry is completed for all vehicles the audit reports should be printed

Click the Print button to print the Service Reports.

Service Audit Report

Service Audit Report – Inventory Issues

Service Audit Report- General Ledger Distribution Detail

Service Audit Report- General Ledger Summary Report

After reviewing or printing the Service Reports click on the Update button to update the daily service entries.

When the pump quantity issued is in balance with consumable quantity issued the confirmation message displays asking if you wish to update click yes.

Daily Service and Update is done move to the next day.

***Warning: Do not update several days of service entries at one time***

## **Appendix D**

### **Support Tip-Fast Track Service Entry**

#### **Topic/Problem:**

This Support Tip describes the requirements to accurately run daily service entry using the Bar Code Units and Fast Track. Combining days together is strongly not advised.

#### **Procedure**

STEP	PROCESS
1.	Enter tank readings via 'Tank Meter Reading Entry'
2.	Enter pump readings via 'Pump Meter Reading Entry'
3.	Enter Fast Track Module
4.	Select 'Upload\Download Handheld Data'
5.	Place BCU in Uploaded docking Station.
6.	Set BCU to Transfer Vehicle Service Data.
7.	Select The BCU 'Unit Serial Number' from the drop down. Note: Last 4 digits are on tag located on back of the BCU.
8.	Select the 'Application' SE from the drop down.
9.	Check the 'Create Log File' to create a viewable file to view data before updating.
10.	Confirm: Select Com Port is 1.
11.	Confirm: Select Baud Rate is 19200.
12.	Select Click the 'Upload' button.
13.	Select 'Update Vehicle Service' in Fast Track.
14.	Check Sort Descending Date/Time
15.	Click 'Refresh' Button
16.	Double Click on the Upload: Date and Time field for the file you wish to update.
17.	Click 'Edit' to view file for accuracy.
18.	Click 'Update' to update records to vehicle maintenance Daily Service.
19.	If errors occur click the 'Log' Button to view what needs to be fixed.
20.	Click 'Edit' to fix those errors.
21.	Click 'Update' again. Repeat steps 19-21 as necessary.
22.	Return back to Vehicle Maintenance Daily Service.
23.	Confirm all fueling records are there and accurate.
24.	If changes are necessary click 'Edit' to make changes
25.	Click 'Totals' Button and make sure Pump usage and vehicle usage balance for all consumables.
26.	If you had to click 'Edit' to make adjustments, then check totals again for all consumables. Click 'Print' Button to view reports and print hard copies or save to a file.
27.	Service Audit Report Service Audit Report – Inventory Issues Service Audit Report- General Ledger Distribution Detail Service Audit Report- General Ledger Summary Report
28.	Click 'update' Button.
29.	Once Daily Service is updated successfully, reset BCU Vehicle Service Data Base.
30.	Create New Vehicle Service Data Base.
31.	Place BCU in Docking Station and Download vehicle file to the BCU for the next evenings fueling.
32.	In Fast Track Select 'View Uploaded Files'.
33.	Select from Application "SE".
34.	Double Click on the uploaded: Date and Time field of all records no longer needed and Delete. - End of Cycle -

## Vehicle Maintenance User Guide

Make any corrections as needed to mileages. Note the Errors check flag if checked for a vehicle will prevent an update of daily service. Double click on the error check flag to find out what caused the error.

Warnings do not prevent daily service from updating. These are simply warning tools that may indicate problems with a vehicles performance or could also indicate that there was an error with an entry for this vehicle. Warnings should be checked to make sure entries are correct before updating.

***NOTE: Pump Usage and Vehicle Usage must balance in order to update.***

***Warning: Do not update several days of service entries at one time.***

## Appendix E

### Support Tip-Hub Exchange

#### Topic/Problem

Follow the steps below to replace the Hub odometer readings in FNW-Vehicle Maintenance. The user will need to identify at what point the hub was changed, whether it was sometime between daily fuel serves or immediately after a fueling.

#### Procedure

The following scenarios have been designed to help describe the procedures for doing a hub meter exchange. We have provided three different scenarios below, which are the most likely cases when a hub might be replaced on a vehicle. Follow the directions for the scenario that best fits your situation.

##### Scenario A

In this scenario the vehicle did not log any miles or use any fuel or consumables but the hub meter was changed out. The hub might have been replaced while it was in the shop for other repairs or may not have been used at all. In this case one simple entry can be made with normal daily service entries.

##### Access Daily Service in Vehicle maintenance.

In Quick Entry, overwrite the previous mileage reading and enter the hub reading of the new hub in the current miles.

Check the meter exchange checkbox. In this example no fuel or consumables are entered.

Enter the daily service entries for the rest of the vehicles for the day.

Print reports as necessary and Update. For this hub replacement entry the update will change the vehicle master to the new hub reading and will become the previous for the next Daily Service Entry.

##### Scenario B

This is the next most likely situation when a hub would be replaced. In this case the hub is replaced when it comes in for service therefore two service entries must be made. The first showing the miles put on the old hub and then the second reading showing the new hub. For Example: The vehicle went 150 miles before coming in for service for the day. The vehicle was then serviced and a NEW hub was installed. Follow the steps below to help you make those entries in the proper order.

##### Access Daily Service in Vehicle maintenance.

Make a normal entry showing the 150 miles on the old hub. Enter the consumables used and fuel amounts for the service.

Make a second entry, but this time you will overwrite the previous miles to match what the new hub meter reads at the time it was installed. Example: If the new hub reads 50 miles on it, then overwrite the previous miles and enter 50.

Enter 50 in the current miles field as well. Tab through and actual miles should be Zero.

This time you will check the meter exchange checkbox to show that at this point is when the hub was replaced.

Print reports as necessary and Update. This will ensure that the vehicle master is updated properly and when the next daily service entry is made the previous miles will show the new hub meter reading and should read 50 miles.

### **Scenario C**

This scenario is the most unique situation where the hub meter is replaced sometime in the middle of the vehicle daily run where miles are put on both the old and new hub meter before the vehicle is serviced. For example: Let's say that the vehicle goes 100 miles then comes in and has the hub exchanged. The vehicle then goes back out and additional 100 miles are logged but this time on the newly installed hub. However, this hub already had 50 miles on it at the time it was installed. Follow the steps below to make the proper service entries.

#### **Access Daily Service in Vehicle maintenance.**

Two service entries must be made. The first will be with the old hub meter. Make a normal entry, entering the current reading as the reading from the old hub at the time it was removed. This will show the 100 miles. No need to enter the fuel or consumables at this time since it would have to be calculated from the total of the day. DO NOT check the hub exchange checkbox on this entry.

Make the second entry but this time overwrite the previous with the hub reading at the time it was installed on the vehicle. In this case the entry will be 50.

Enter the current miles on the new hub. In this example the new hub should read 150 miles. 50 miles existing on the new hub at the time it was installed and 100 miles traveled after the new hub was installed.

This time check the meter exchange checkbox and enter the total of all fuel and consumables issued at the time of service.

Enter any remaining vehicles for this daily service entry.

Print reports as necessary and Update. This will ensure that the vehicle master is updated properly and when the next daily service entry is made the previous miles will show the new hub meter reading and it should be 150 miles. The history will be updated with 200 miles for the day, which is the total from both the old and new hub meters.

## Appendix F

### Support Tip-Inspection PM

**Topic/Problem:**

The following sections describe steps necessary to create inspection check list and inspection Work Orders.

**Process/Procedures:**

STEP	PROCESS
Global Inspection Selections	
1.	Select PM Checklist from the Vehicle Maintenance Inspection Planning menu.
2.	Must select a location (usually: Main Garage) and Asset Type.
3.	If a Work Order is to be generated check the 'Generate Work Orders' box. (optional) Note: if Work Orders are not Generated at this time you have the option to return here at a later time and is recommended if the inspection is to be done because it will automatically assign the inspection to the work order for you. Otherwise you will have to create the work order manually and then click the 'Inspection' button on the work order and manually assign the inspection to that work order.
4.	Check 'Include Parts List' (optional if used)
5.	Check 'Include Inspection Items' (recommended)
6.	Confirm that the 'Sort by miles remaining' box is check. Note: if generating for hours or days make sure one of those boxes are check instead. The 'Due within' can remain blank.
7.	Confirm that the 'All Inspections' check box is checked. (recommended)
Vehicle Inspection Selections	
1.	If generating Inspection checklist for only one vehicle then select that vehicle from the drop-down menu, otherwise check the 'All Vehicles' check box.
2.	Check the 'Include Components installed on Vehicles' box (optional)
3.	Check the 'Include defects' box. (recommended)
4.	Check the 'Include Tires' box. (optional)
5.	If a specific vehicle is not selected you can generate a checklist for a specific fleet(s). Simply select from the drop down the from and thru fleet. NOTE: DO NOT check anything in the 'Components Inspection Selections'. This will wipe all other selections you have made above.
6.	Click the 'Start' button to generate the checklist and Work Orders if that option was selected.
Components Inspection Selections	
1.	Simply check for 'All Components' or select a specific component
2.	Click the 'Start' button.



## Appendix G

### Support Tip-New Fleet Check Off List

#### Topic/Problem

This check off list should be used when adding a new fleet of vehicles to the system.

#### Procedure

1. \_\_\_\_\_ Identify applicable fuel, oil, Trans lube, and coolant inventory items in Setup Consumable Product Codes.
2. \_\_\_\_\_ Specify product codes for consumables and general Ledger Posting Accounts as well as exception limit data and statistical data for each fleet via Fleet Specifications program.
3. \_\_\_\_\_ Specify PM inspection parameters by fleet in Modify/Add Inspection Type and Modify/Add PM Cycle.
4. \_\_\_\_\_ Define PM Checklist data in Modify/Add PM Cycle.
- (5) \_\_\_\_\_ Tire information can be specified via Modify/Add Tires.
6. \_\_\_\_\_ Define vehicles in Modify/Add Vehicles program. Include consumables, NTD Data, Tire Positions, Current Inspections and Warranty info. Key items also include Max Hub/Hours Reading and Current Hub Reading.

To set up Component Maintenance, complete the following:

- (7) \_\_\_\_\_ Specify mileage limits and types of inspections required for all types of components in the same manner used for vehicles via Modify/Add Inspection Type and Modify/Add PM Cycle. Components are grouped by a type instead of a fleet; and you may have many inspection Id's for different types of components.
- (8) \_\_\_\_\_ Identify components via Modify/Add Components.
- (9) \_\_\_\_\_ Assign components to vehicles via Modify/Add Vehicles or by adding to a work order via Work Order Entry.

## Appendix H

### Support Tip-Setup/Track Usage of Offsite Consumables


#### Topic/Problem


To set up and track the usage of offsite consumables


#### Procedure

Enter VM14 in the menu selection and then click on **Setup Consumable Product Codes #3**

Setup Vehicle Maintenance		
1	Vehicle Maintenance Misc. List Setup	?
2	Fuel Island Setup	?
3	Setup Consumable Product Codes	?
4	Setup Vehicle Status	?
6	User Defined Data Entry	?
7	User Defined Data Form Setup	?
8	User Defined Data Security Setup	?
9	Add/Modify Problem Codes	?
10	Vehicle Renumber (SQL)	?
16	Return to Previous Menu	?



Select the Consumable and Product Codes from the drop down menu boxes or create the Consumable or Product Code by clicking on the green checkmark icon. 

Select the Unit of Measure from the drop down menu box or create the Unit of Measure by clicking on the green checkmark icon. 

Enter the **Product Unit Cost**. This is most important when tracking the unit cost of the consumable. The Product Unit Cost is only needed for Offsite Consumables. If you hover the mouse over the Product Unit of Measure, the message below will appear.

Enter the default amount for offsite fueling only.

### Consumable & Product Codes

Consumable Code	Product Code	Description	Issue Unit Of Measure	Product Unit Cost	Meter Unit Of Measure	Print
ATF	ATF	ATF	QT			
Cool	08	DCA Coolant	QT			
Fuel	01	CNG	GL			
Fuel	02	Unleaded	GL			
Fuel	03	Diesel	GL			
Fuel	10	HCNG	TH			
Fuel	11	H2	TH			
Fuel	05	OFFSITE SHELL GAS	GL	2.5		
GAS	UN	UNLEADED	GL			
Lube	ATF	ATF	QT			
NON	ATF	ATF				
Oil	04	Geo 15/40	QT			

Enter the default amount for offsite fueling only.

Close the Consumable & Product Codes form and go to VM in the menu selection and then click on Fleet Specifications.

### Vehicle Maintenance

1	Daily Service	?
2	Inspection Planning	?
3	Tire Tracking	?
4	Service Auditing and Maintenance	?
5	Fleet Specifications	?

Select the **Fleet Id** that will be using the offsite consumable and then click on the **Specifications** button.

File Edit View Insert Format Records Tools Window Help

Type a question for help

### Fleet Master

Fleet Id: 23

16	
17	ELECTRIC GOLF CARTS
18	BUS #FC1 ONLY
20	
21	SUNDIAL VEHS CNG
22	560 THRU 574
23	NEW FLYER BUSES
24	

Select the Consumable Code from the drop down menu. Enter the Low and High Miles and Hours per Unit of Measure.

Consumable Code	Product Code	Low Miles Per U/M	High Miles Per U/M	Low Hours Per U/M	High Hours Per U/M	High Usage Limit
Fuel	05	9	18			
Item Number: <input type="text"/>						
Fiscal Year: <input type="text"/> Debit Div/Account #: <input type="text"/> Credit Div/Account #: <input type="text"/>						

Do not enter the Item number, Fiscal Year, Debit Division Account or Credit Division Account # to track the expense. It is not necessary since the item is not an inventory item.

Fuel	05	9	18			
Item Number: <input type="text"/>						
Fiscal Year: <input type="text"/> Debit Div/Account #: <input type="text"/> Credit Div/Account #: <input type="text"/>						

Close the Fleet Specifications form. Go to VM in the menu selection and then click on Modify/Add Vehicles

### Vehicle Maintenance

1	Daily Service	?
2	Inspection Planning	?
3	Tire Tracking	?
4	Service Auditing and Maintenance	?
5	Fleet Specifications	?
6	Modify/Add Vehicles	?

Select the vehicle from the fleet that will be using the Consumable. Click on the Consumables button.

File Edit View Insert Format Records Tools Window Help Type a question for help

### Vehicle Master

Vehicle #:  Fleet:  Make Model:  Year:

590	NEW FLYER/C40LF	2008	23
591	NEW FLYER/C40LF	2008	23
592	NEW FLYER/C40LF	2008	23
593	NEW FLYER/C40LF	2008	23
594	NEW FLYER/C40LF	2008	23
5A	FOED/VAN	1992	74
5G	FORD E350	1999	78
6	FORD-E350 /GOSHEN	1998	91

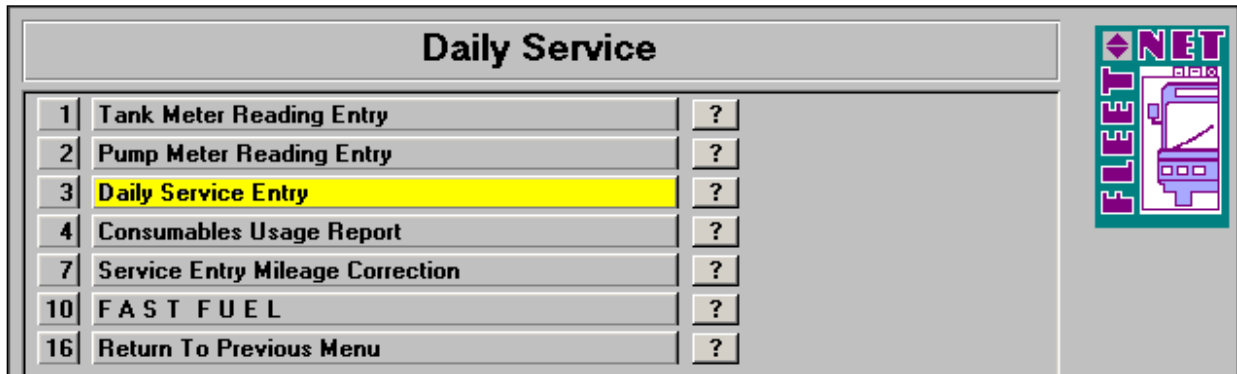
- Master
- Notes
- Warranty
- NTD
- Inspection
- Tire Position
- Consumables

Select the Consumable Code then enter the Storage Capacity and Unit of Measure

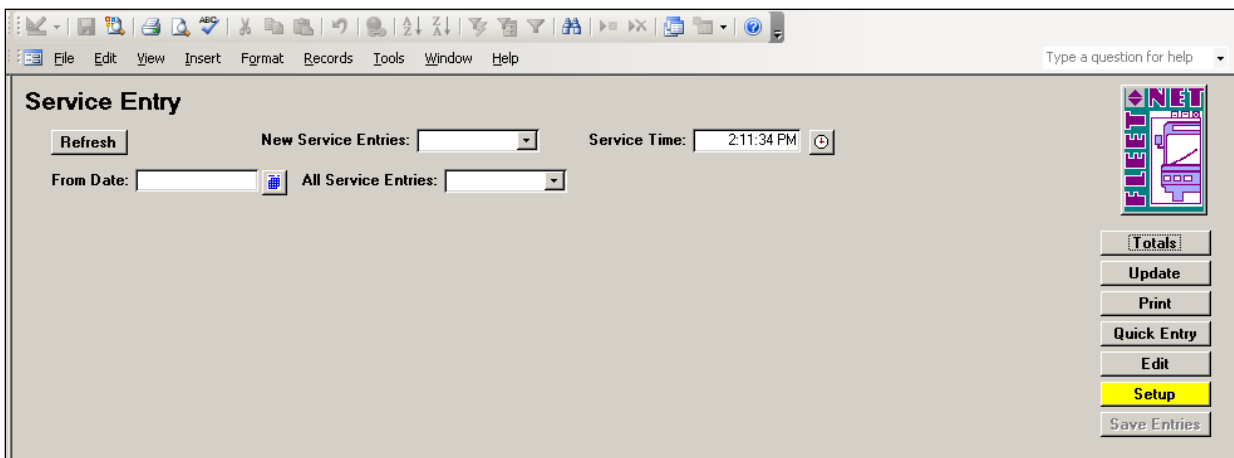
Consumable Code	Product Code	Storage Capacity	Unit Of Measure
Fuel	01	25	GL
Fuel	05	25	GL
Oil	04	25	QT

**Note:** After setup for the consumable in Fleet Specifications, you must assign the consumable to each vehicle. If you do not know which fleet a certain vehicle belongs to; go to the Modify add vehicles form. Select the vehicle and you will see the Fleet that it belongs to in the Vehicle Master form.

Once setup is complete, you can verify that the consumable is ready to be tracked in the system by going to the Daily Service Entry form.



Click **Setup**.



Enter the column number that you want the consumable to appear in during Quick Entry.

Column #	Consumable	Product	Column Desc
1	Fuel	01	CNG
2	Fuel	11	H2
3	Fuel	10	HCNG
4	Fuel	02	UNLD
5	Fuel	05	OF
6	Oil	05	VGEO
7	Cool	08	COOT
8	Oil	06	ATF
9	Oil	09	GRD
10	Tran	12	TRN
11	ATF	ATF	ATF
12	Lube	ATF	AT

There are two ways to manually enter the consumables in Daily Service.

1. **Quick Entry** – Each consumable is listed in the columns that were assigned in setup. A maximum of 10 consumables appear in the Quick Entry form.

**Service Entry**

Refresh      New Service Entries: 4/26/2010      Service Time: 2:11:34 PM

From Date:       All Service Entries:

Vehicle #	Time	Hub Reading	Previous Hub Reading	Actual Mileage	Emp #	Cleaned	Hub Exchanged	Shop Issue	Fuel 01 CNG	Fuel 11 H2	Fuel 10 HCNG	Fuel 02 UNLD	Fuel 05 OF
590	11:15 AM	82000.0	81648.5	351.5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	0.0000	0.0000	0.0000	5.0000
<input type="text"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Totals

Update


Print

Quick Entry

Edit


Setup

Save Entries

2. **Edit** - If entering consumables in daily service using the **Edit** form, click on the gas pump icon to enter or view the consumable. 

**Service Entry**

Refresh      New Service Entries: 4/6/2010      Service Time: 2:11:34 PM

From Date:      All Service Entries:      

Vehicle #	Time	Current Mileage Meter Reading	Previous Mileage Meter Reading	Elapsed Miles	Previous Hours Meter Reading	Current Hours Meter Reading	Elapsed Time	Cleaned	Service Emp	Mile Meter Exch	Hour Meter Exch	Errors	Warnings	Consumables
590	11:15:47 AM	82,000.0	81,648.5	351.5				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*								<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Refresh

Totals  
Update  
Print  
Quick Entry  
Edit  
Setup  
Save Entries

Select the consumable code from the drop down. The Consumable Unit Cost will automatically appear when the consumable is selected. Remember, the cost comes from what was entered during setup that is created in the Consumable & Product code form.

FNVM\_ServiceEntryConsumableSubForm 10/12/2005 © 2010 Fleet-Net Corporation

Vehicle #: 590      Service Date: 4/6/2010      Time: 11:15:47 AM

Consumable Code	Product Code	Qty Entered	Consumable Qty	Consumable Cost	Shop Issue	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	05	5	5	\$2.500000	<input type="checkbox"/>	\$12.50	70.3	0.00	0.0356	0
					<input type="checkbox"/>					

Vsn: 09.05 [2/5/2010]

Record: 14 2 of 2

Please contact Fleet-Net if you have any questions in regards to Offsite Consumable setup and usage.