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Vehicle Maintenance User Guide

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About This Guide

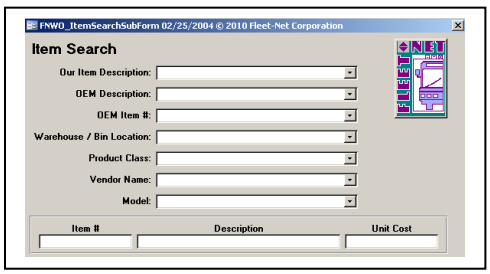
This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

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.



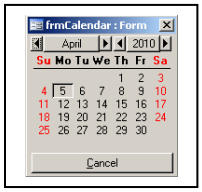
Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

The clock button allows for changing the time entry.

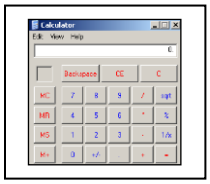
The question mark button opens the search option.

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 the 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 (rebuilds, 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 -
			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.

Daily Service Checklist

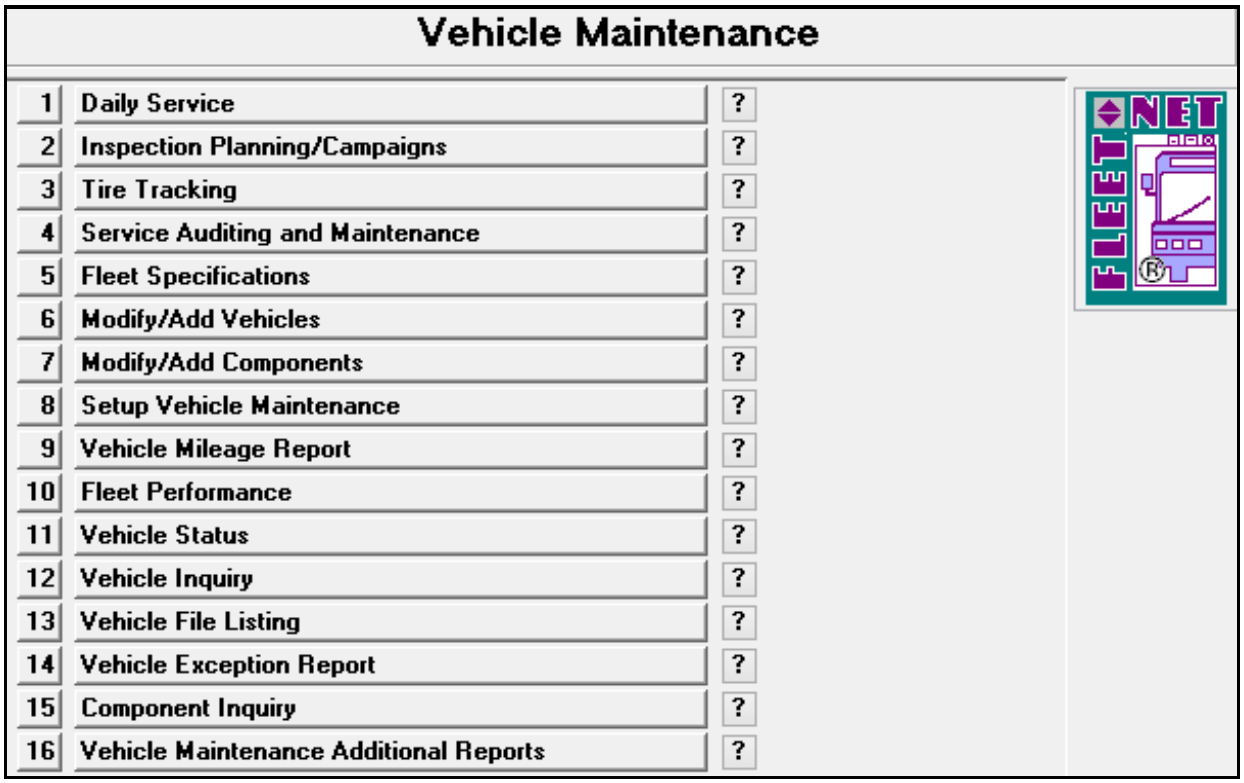
See the instructions for each form for more detailed information.
Note: Each day must be entered and updated before updating the next day.

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 -
			Note: 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.

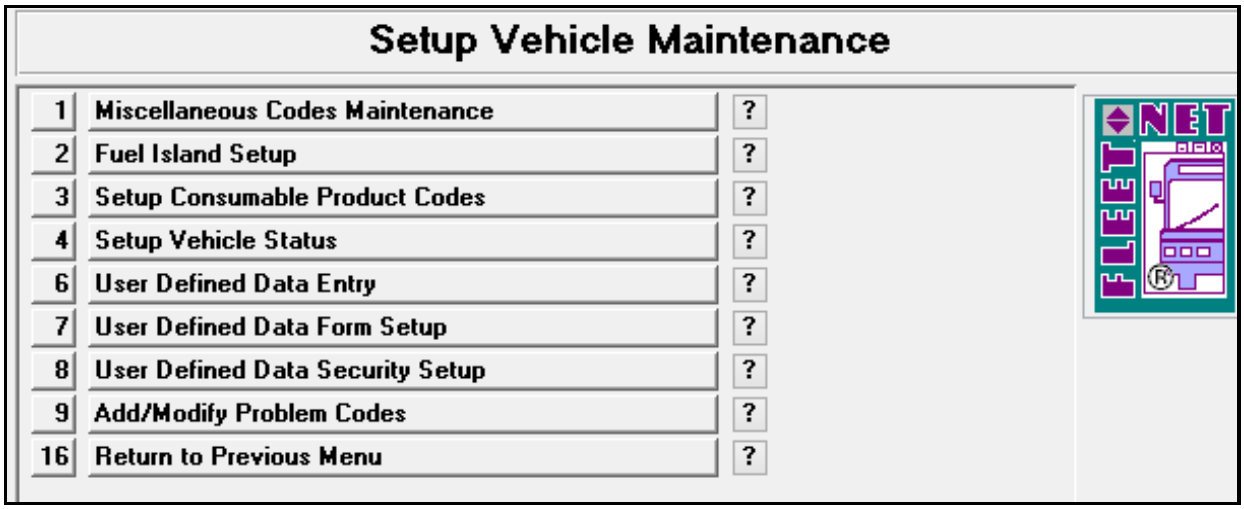
Note: For more details, refer to the Appendix in the back of this Online Help File for the Support Tip, Vehicle Maintenance Setup Procedures, or the Setup Vehicle Maintenance Section of this Online Help file.

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

Vehicle Maintenance



Setup Vehicle Maintenance



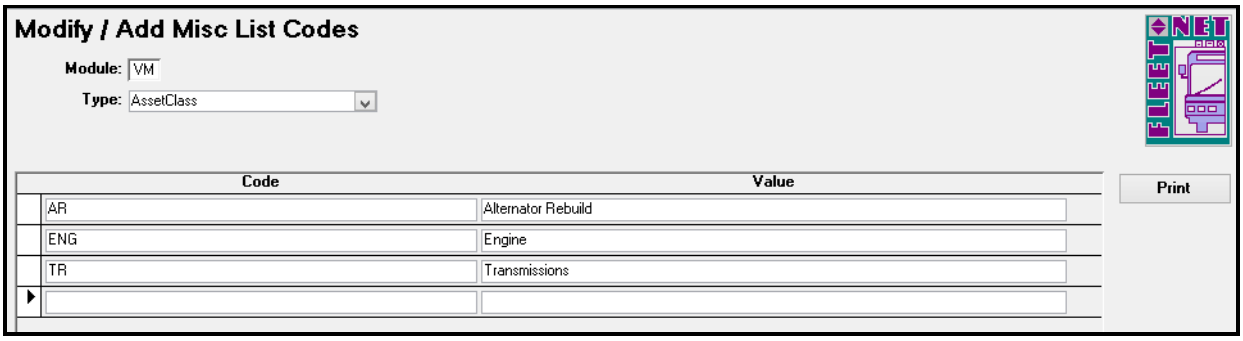
Vehicle Maintenance Misc. Codes

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

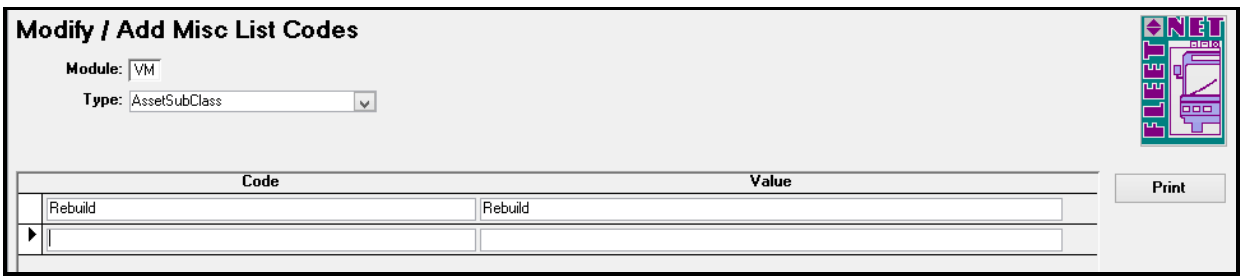
Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.

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

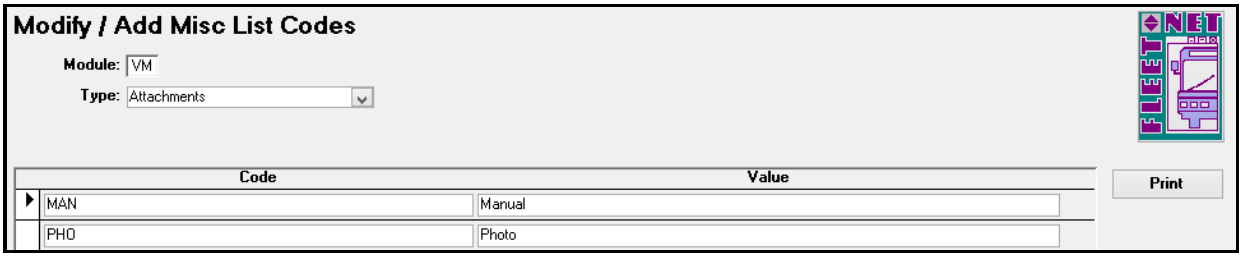
AssetClass: (User Defined) Used in Component Master



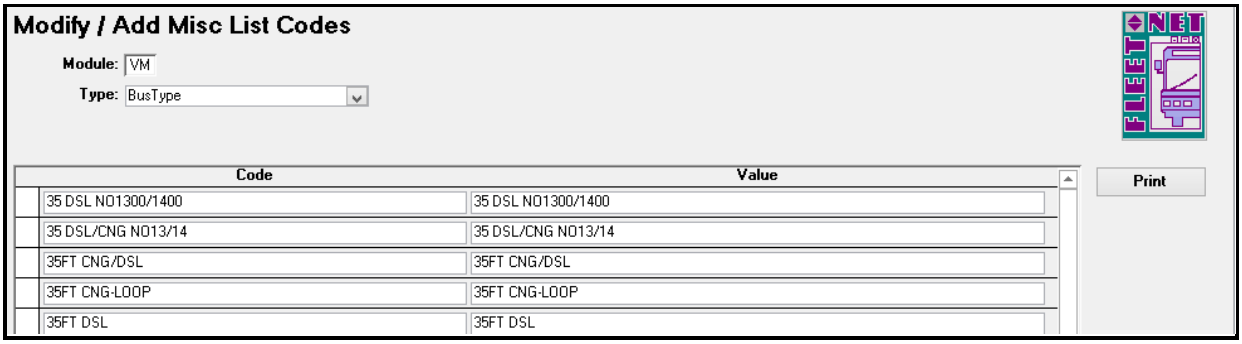
AssetSubClass: (User Defined) Used in Component Master



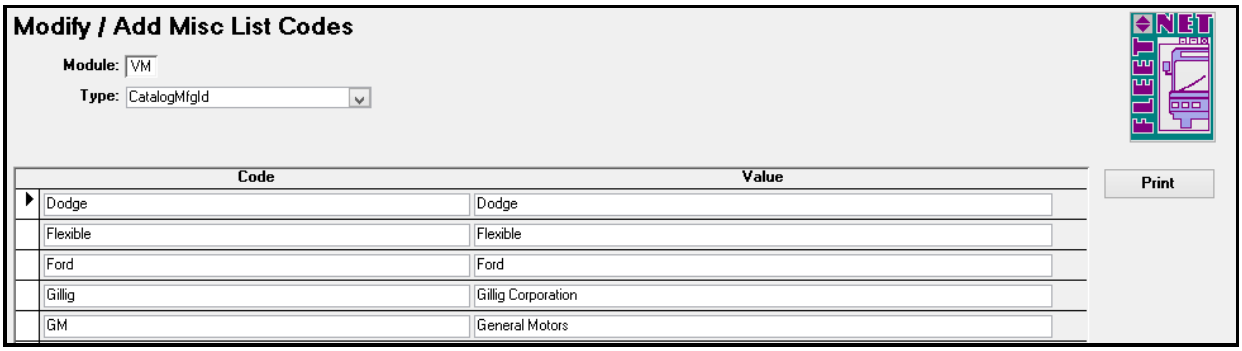
Attachments: (User Defined)



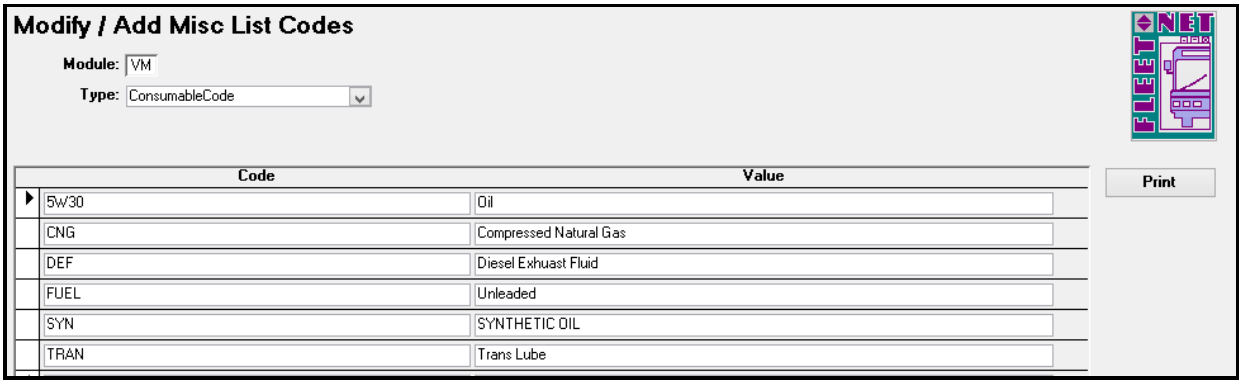
BusType: (User Defined)



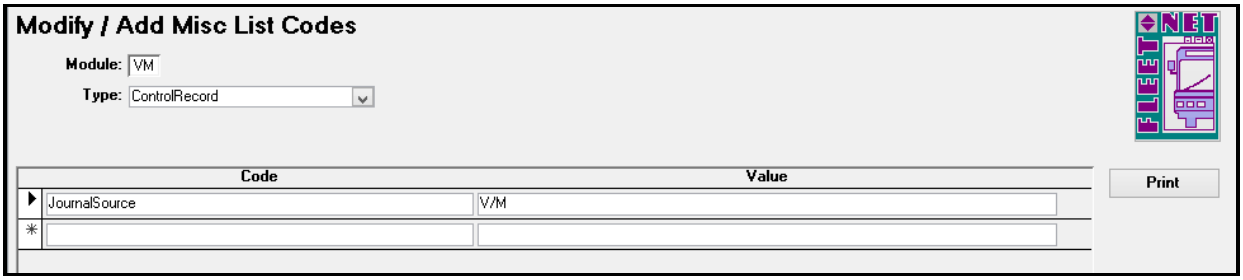
CatalogMfgId: (User Defined)



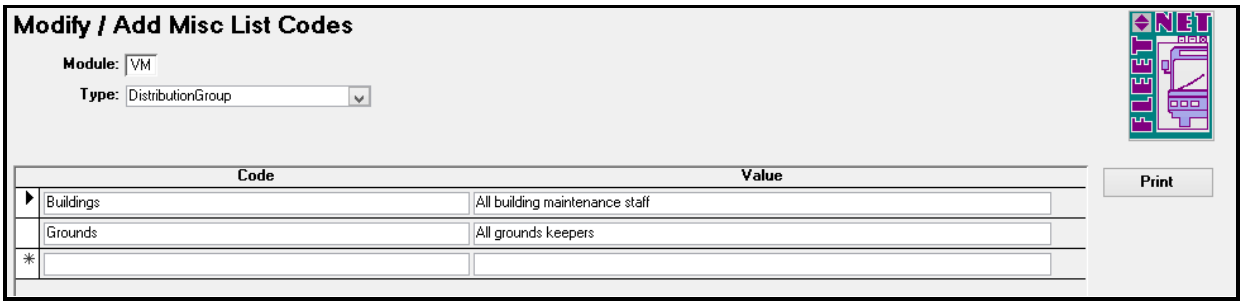
ConsumableCode: (User Defined)



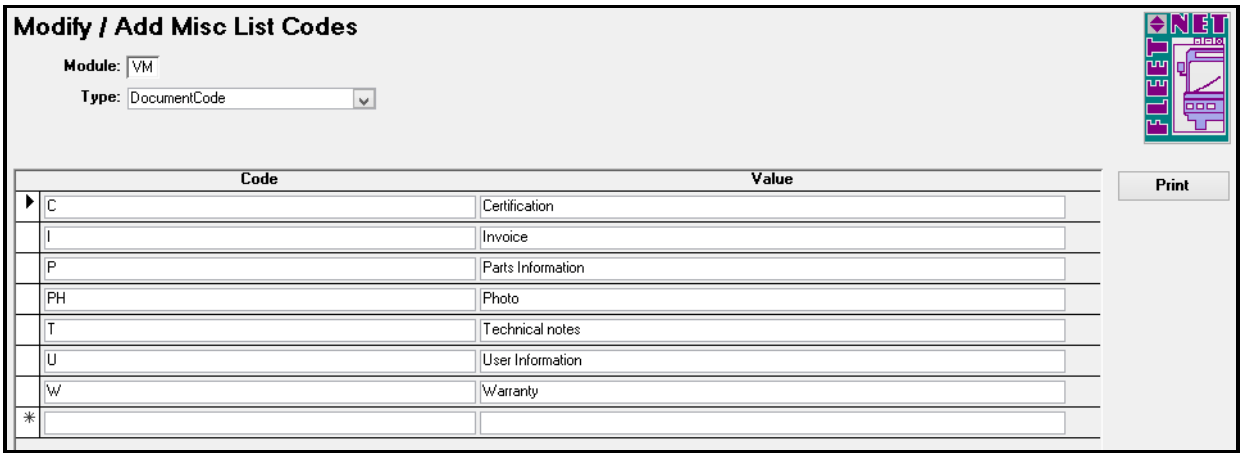
ControlRecord: (Specific)-Must mirror the setup in GL journal type misc. code



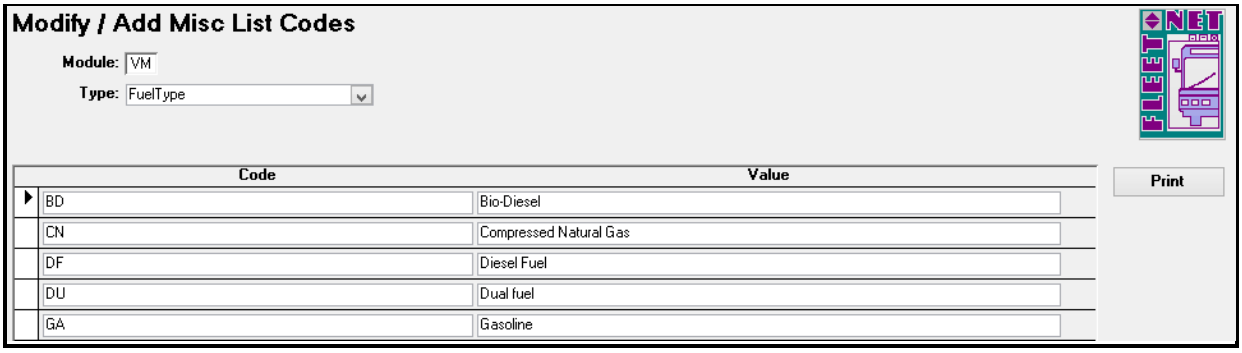
DistributionGroup: (User Defined)



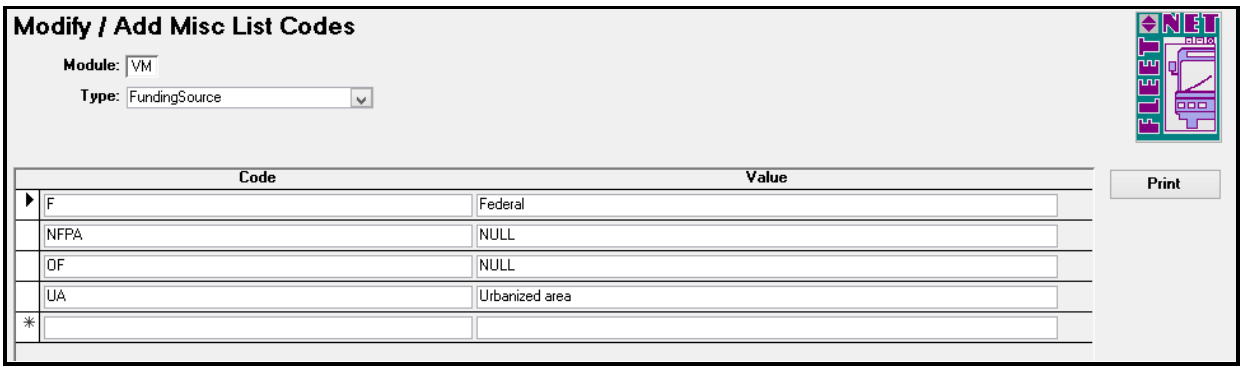
DocumentCode: (User Defined)



FuelType: (User Defined)

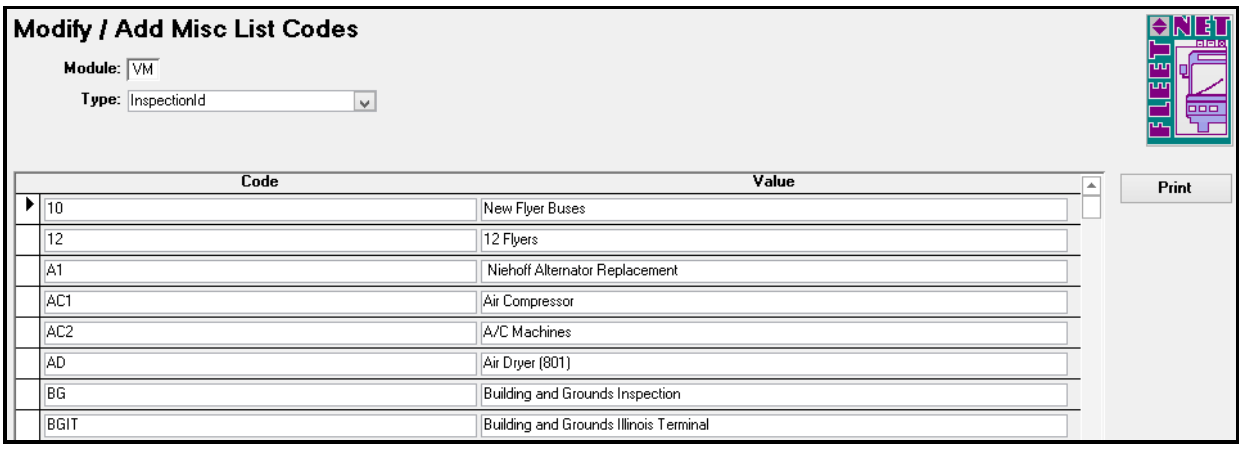


FundingSource***: (User Defined)***



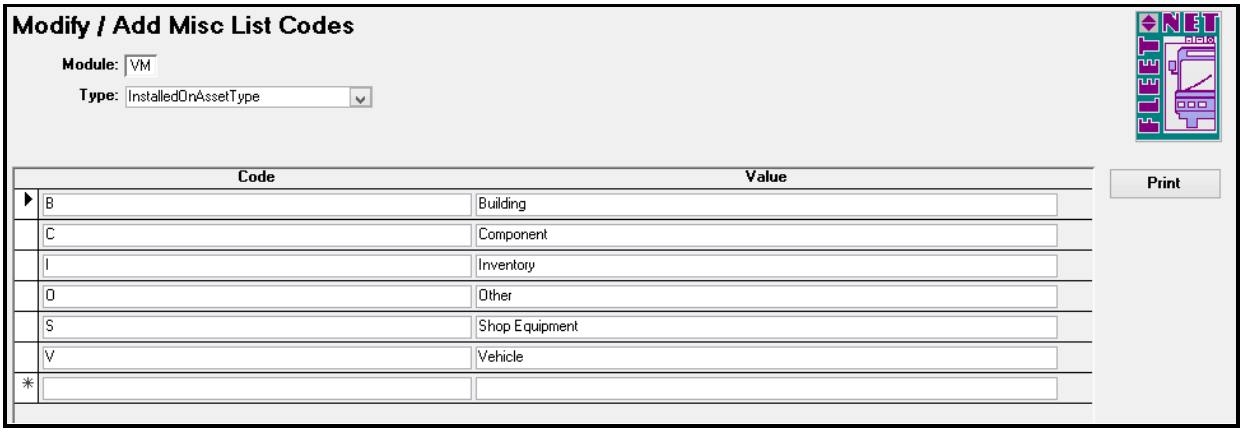
Code	Value
F	Federal
NFPA	NULL
OF	NULL
UA	Urbanized area

InspectionId***: (User Defined)***



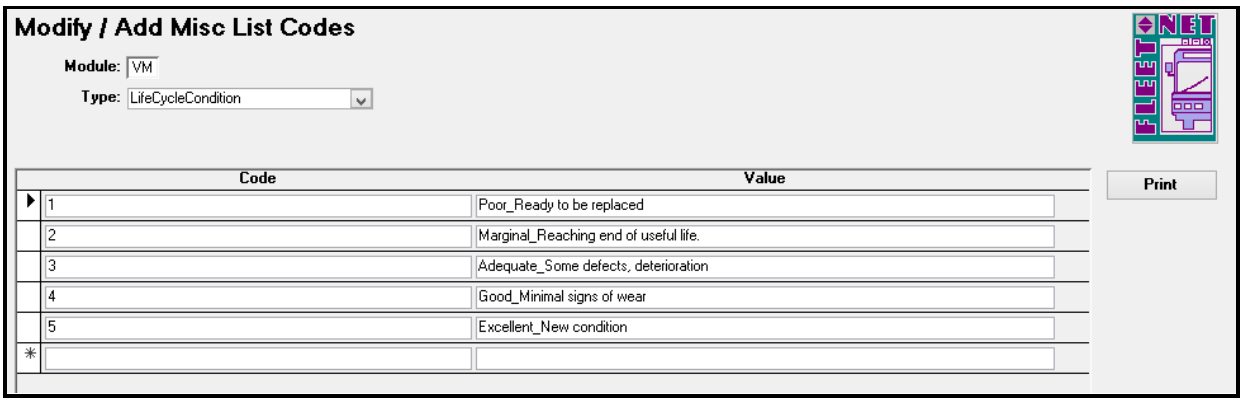
Code	Value
10	New Flyer Buses
12	12 Flyers
A1	Niehoff Alternator Replacement
AC1	Air Compressor
AC2	A/C Machines
AD	Air Dryer (801)
BG	Building and Grounds Inspection
BGIT	Building and Grounds Illinois Terminal

InstalledOnAssetType***: (User Defined)***

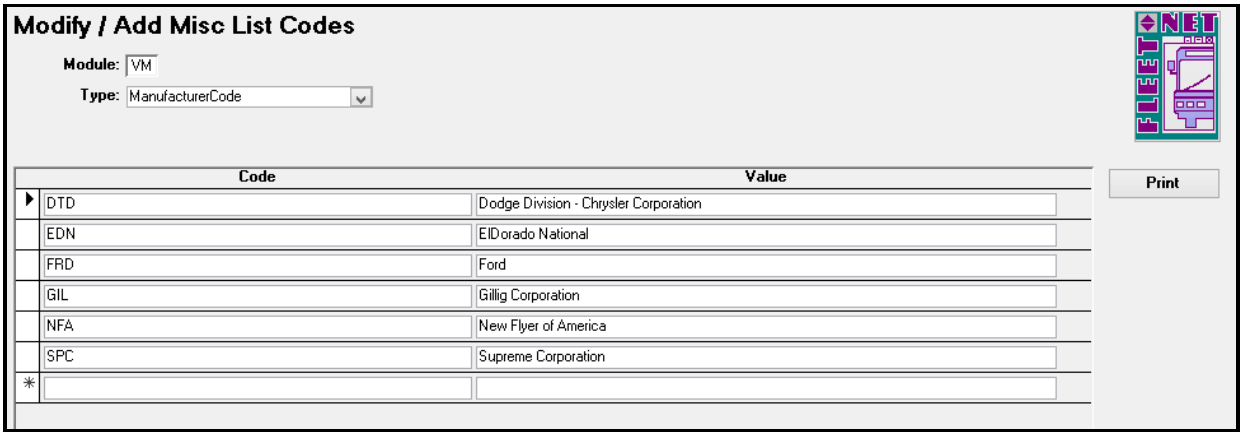


Code	Value
B	Building
C	Component
I	Inventory
O	Other
S	Shop Equipment
V	Vehicle

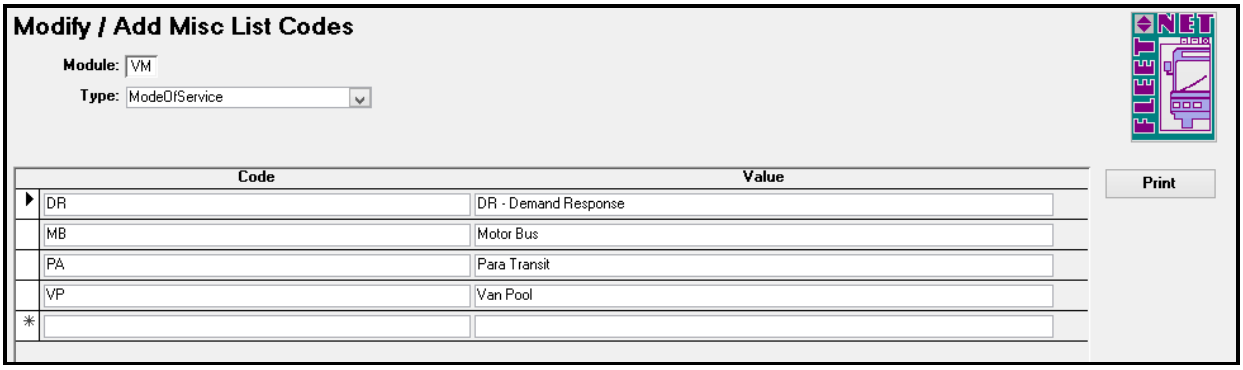
LifeCycleCondition***: (User Defined)***



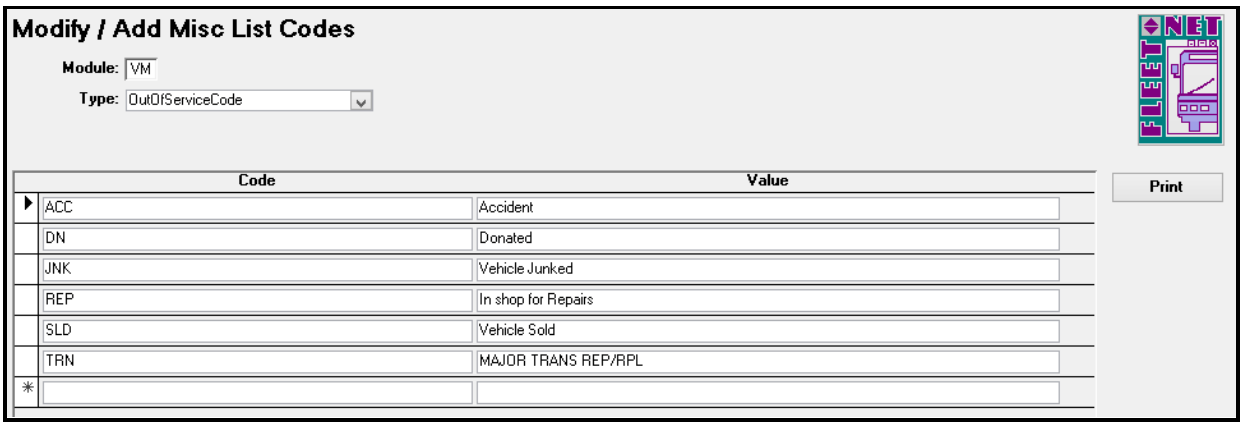
ManufacturerCode***: (User Defined)***



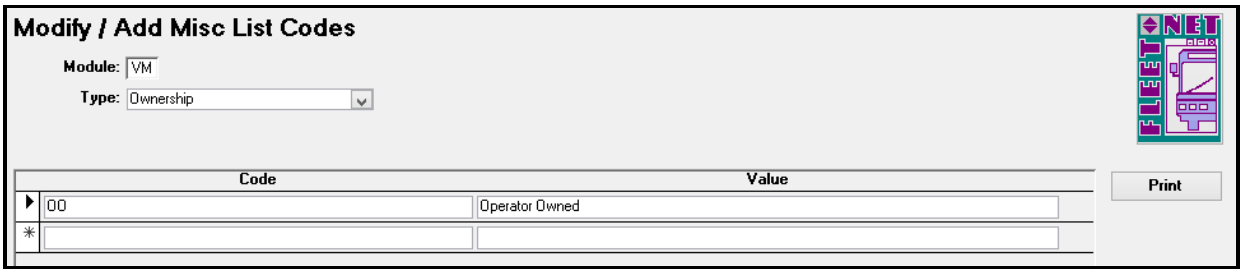
ModeOfService***: (User Defined)***



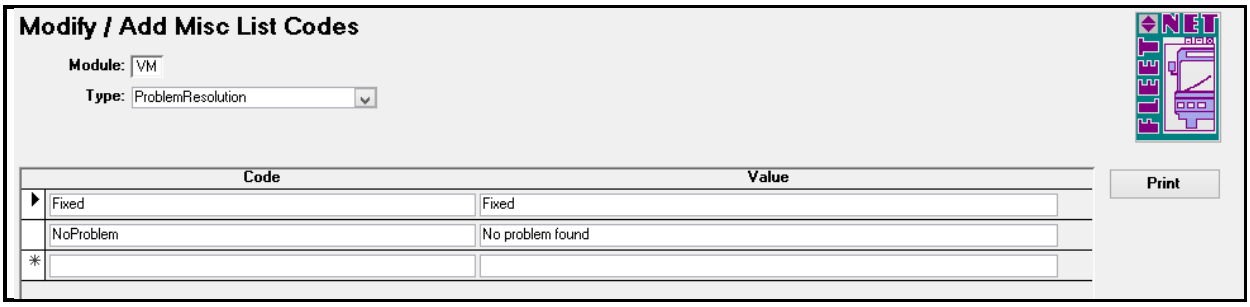
OutOfServiceCode***: (User Defined)***



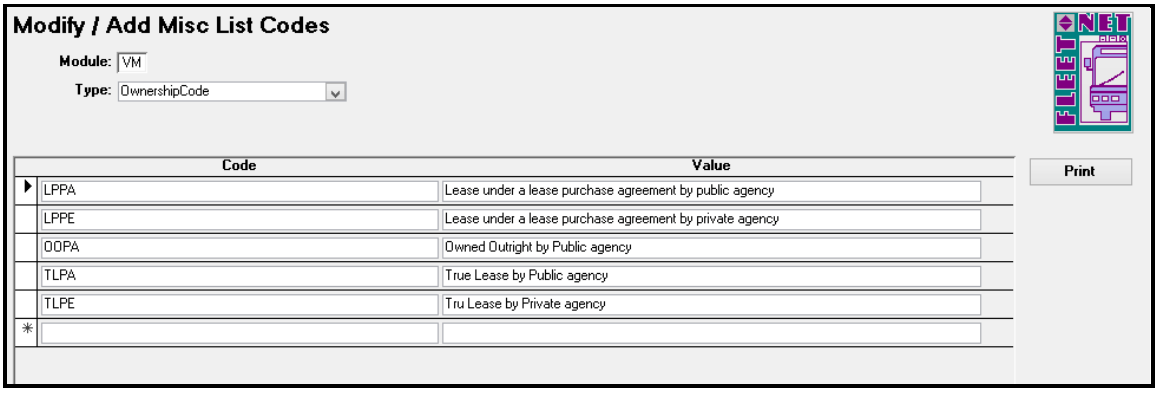
Ownership***: (User Defined)***



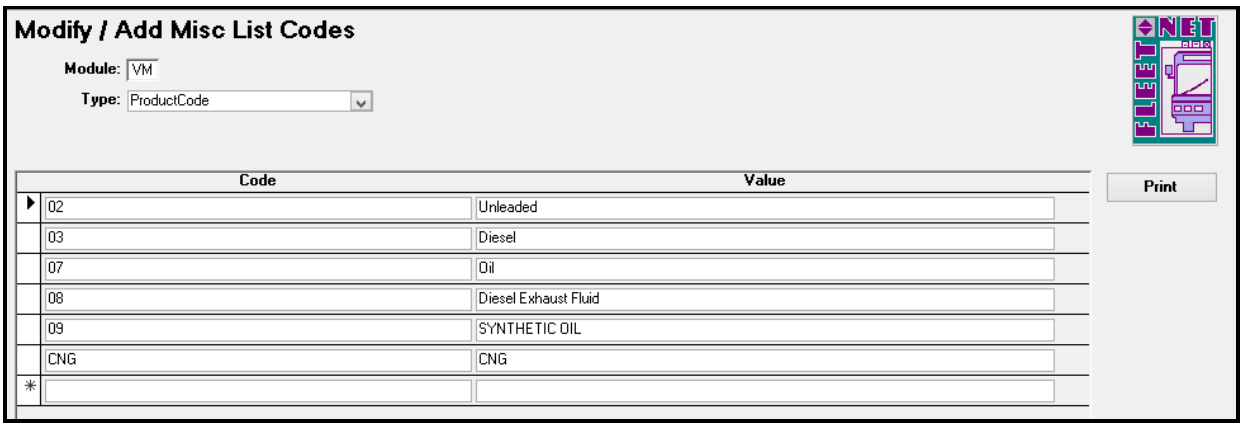
ProblemResolution***: (User Defined)***



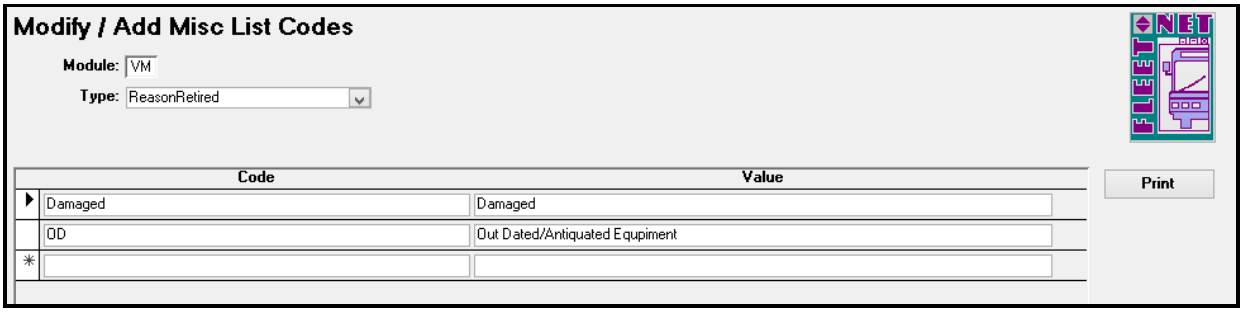
OwnershipCode***: (User Defined)***



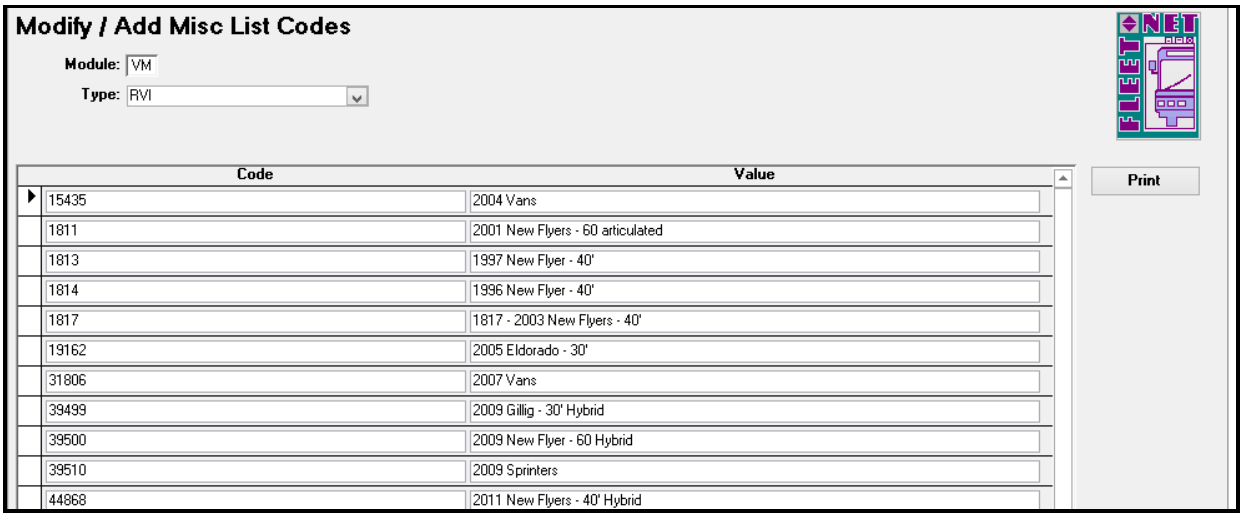
ProductCode***: (User Defined)***



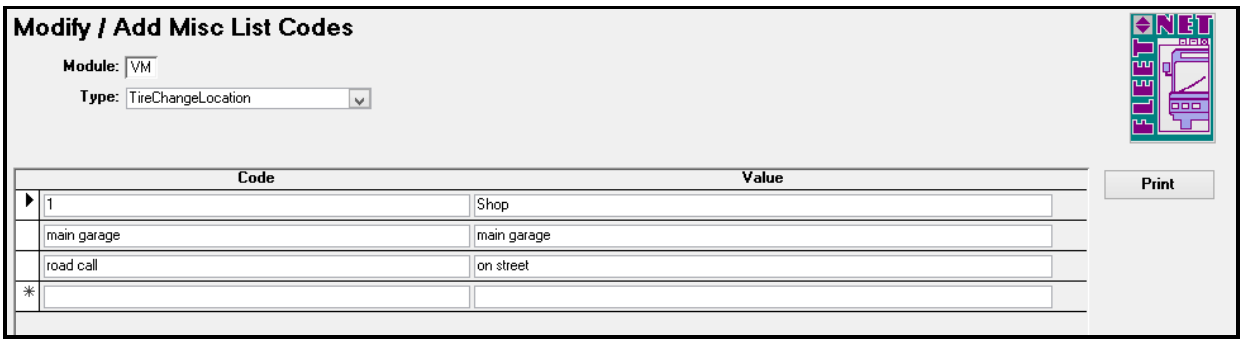
ReasonRetired***: (User Defined)***



RVI***: (User Defined)***

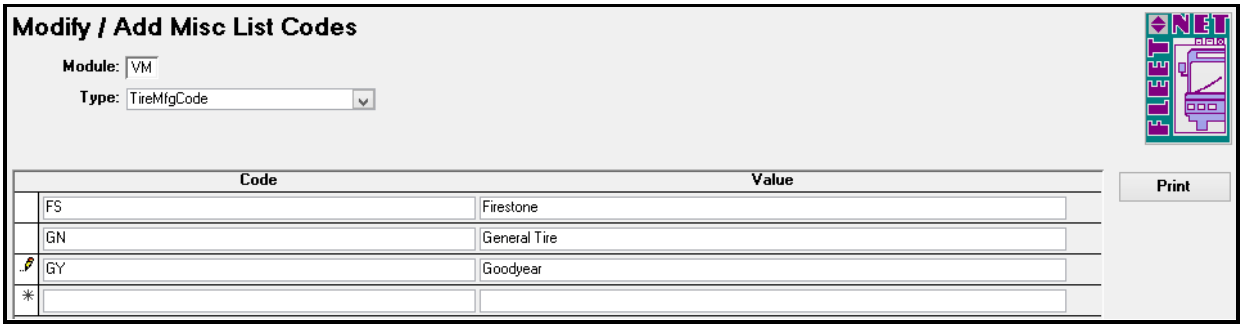


TireChangeLocation***: (User Defined)***



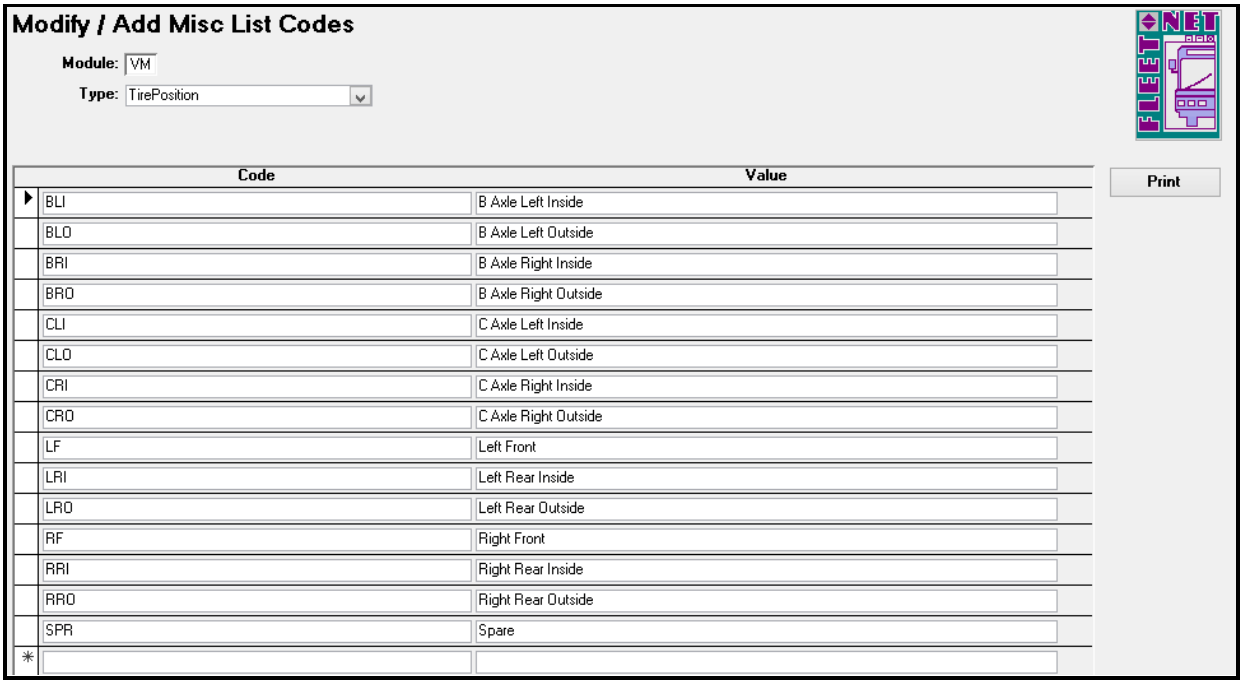
Code	Value
1	Shop
main garage	main garage
road call	on street

TireMfgCode***: (User Defined)***



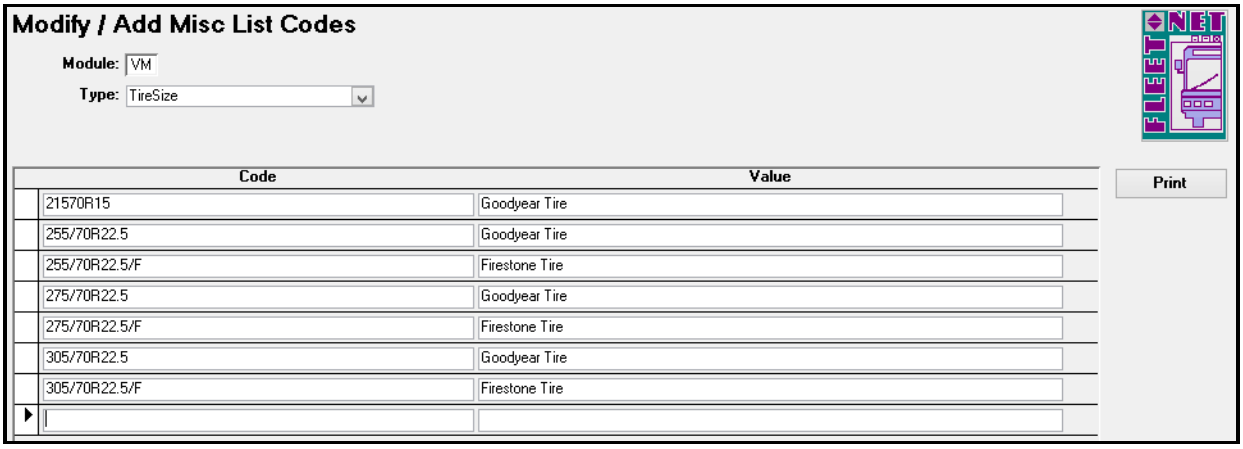
Code	Value
FS	Firestone
GN	General Tire
GY	Goodyear

TirePosition***: (User Defined)***

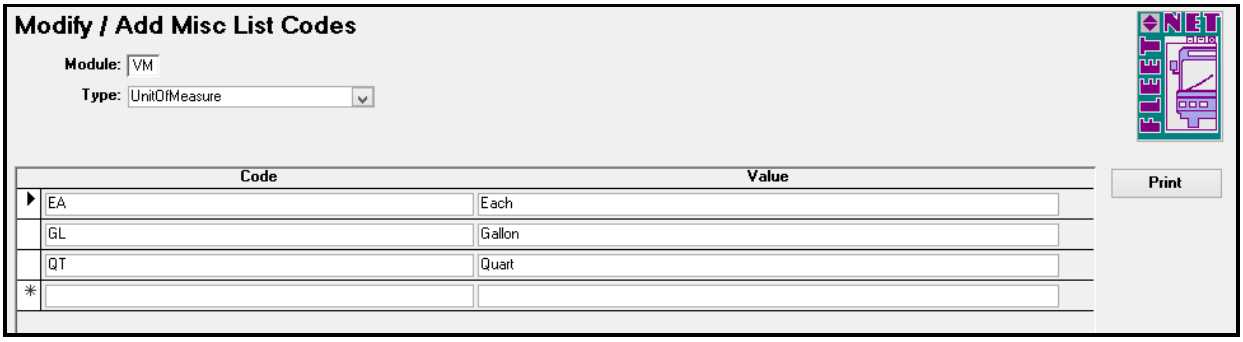


Code	Value
BLI	B Axle Left Inside
BLO	B Axle Left Outside
BRI	B Axle Right Inside
BRO	B Axle Right Outside
CLI	C Axle Left Inside
CLO	C Axle Left Outside
CRI	C Axle Right Inside
CRO	C Axle Right Outside
LF	Left Front
LRI	Left Rear Inside
LRO	Left Rear Outside
RF	Right Front
RRI	Right Rear Inside
RRO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

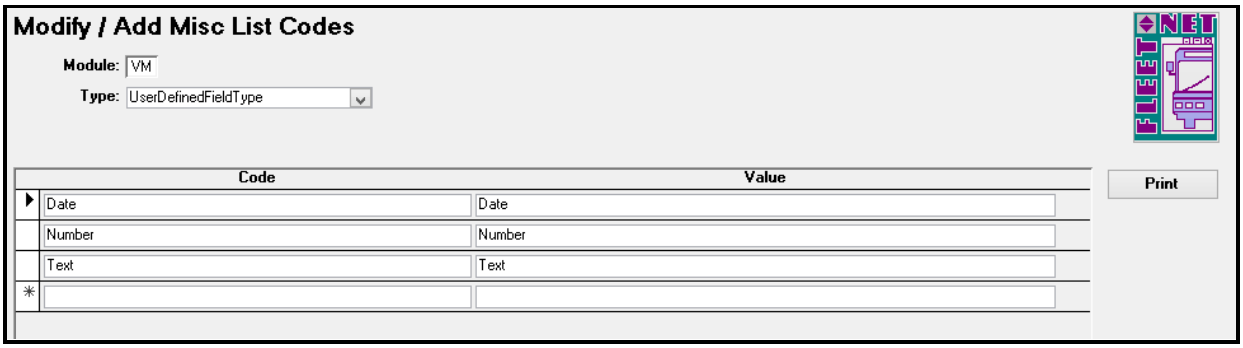
TireSize***: (User Defined)***



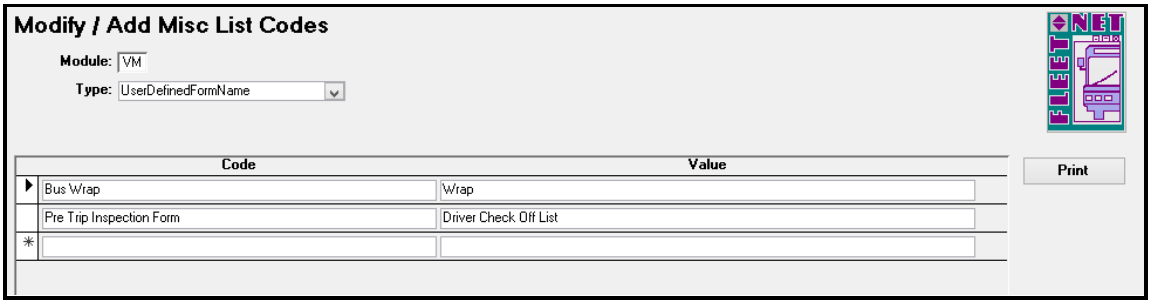
UnitOfMeasure***: (User Defined)***



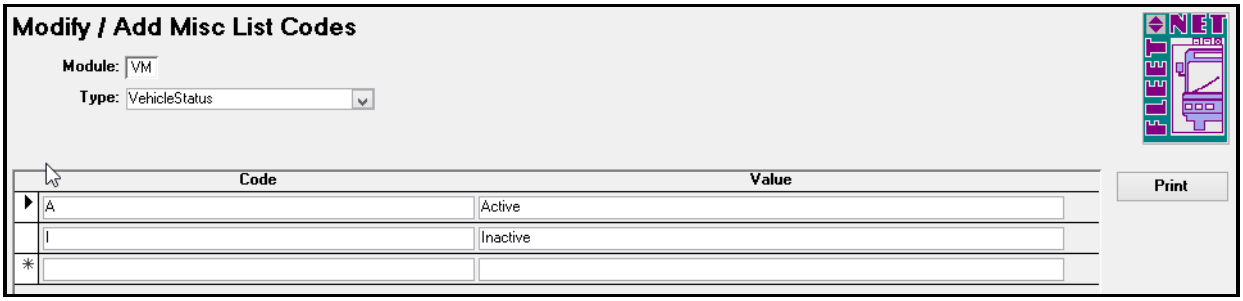
UserDefinedFieldType***: (Specific)***



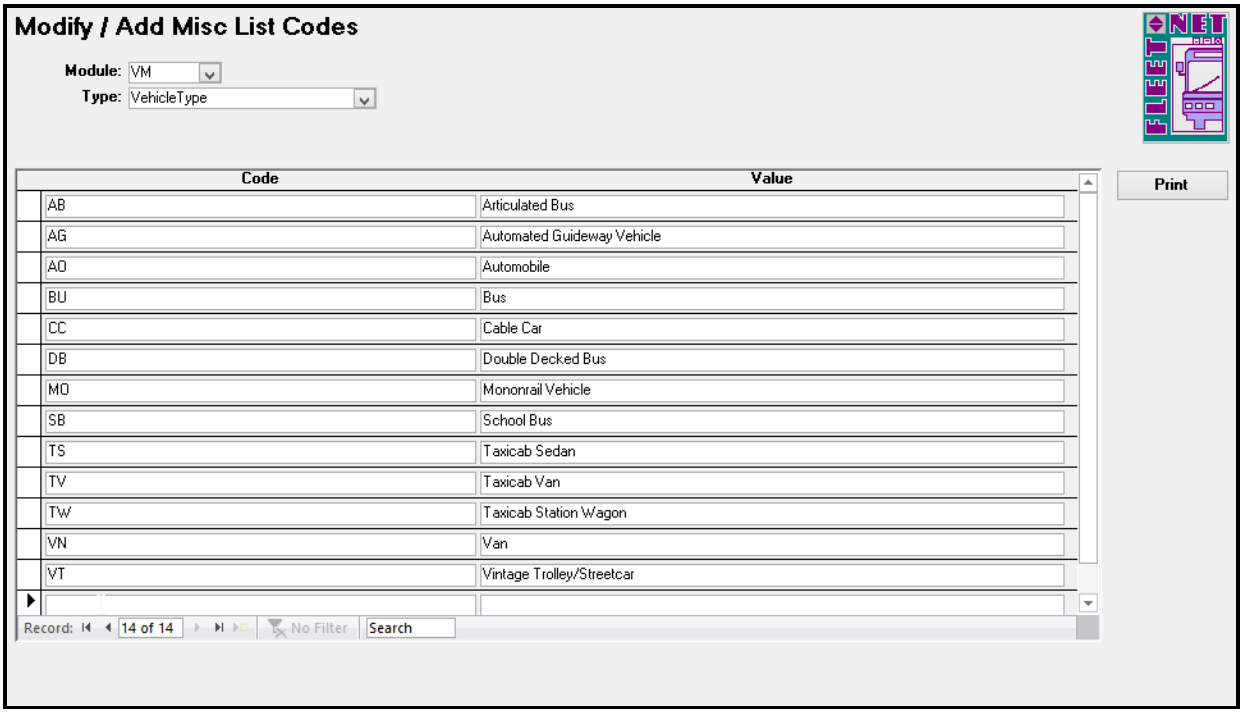
UserDefinedFormName***: (User Defined)***



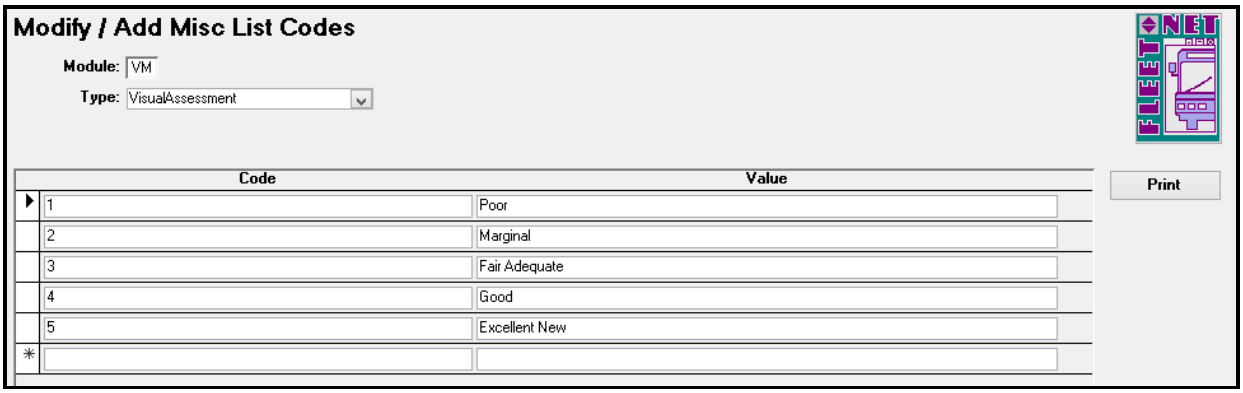
VehicleStatus***: (User Defined)***



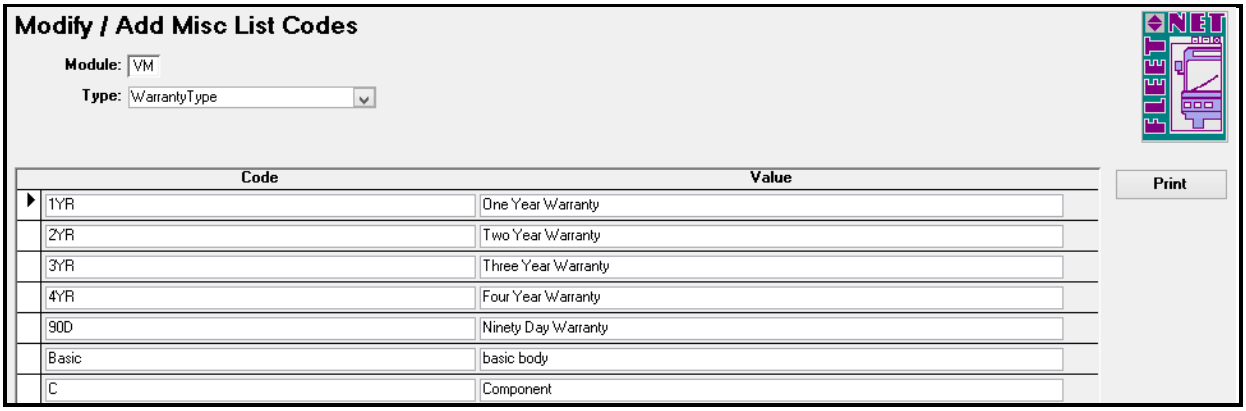
VehicleType***: (User Defined)***



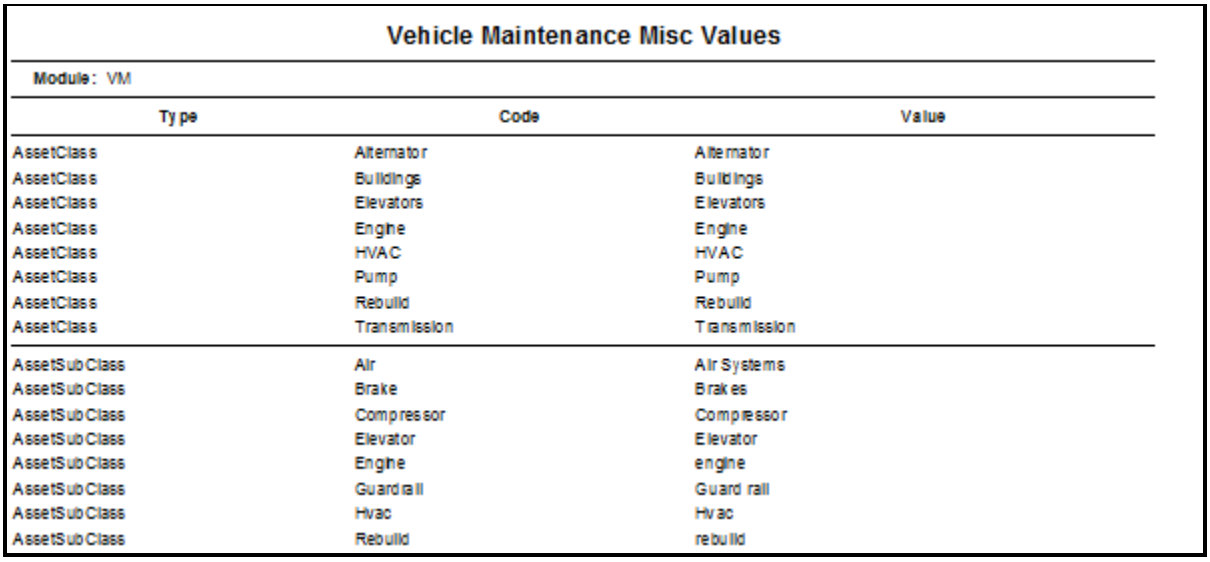
VisualAssessment***: (User Defined)***



WarrantyType***: (User Defined)***



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

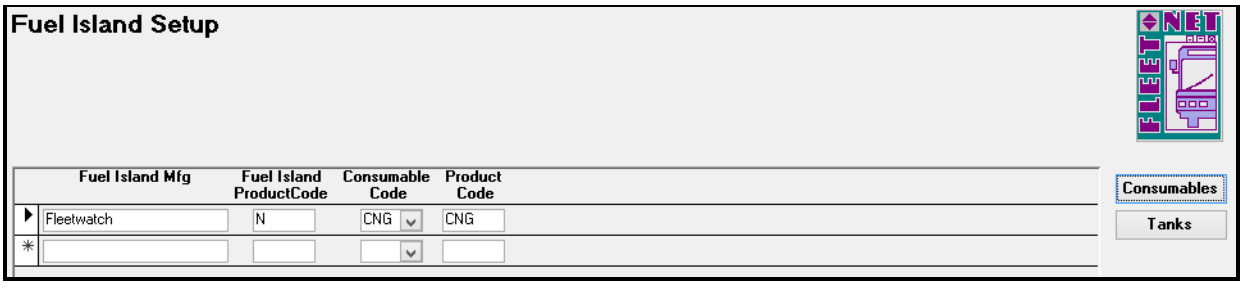
Type	Code	Value
AssetClass	Alternator	Alternator
AssetClass	Buildings	Buildings
AssetClass	Elevators	Elevators
AssetClass	Engine	Engine
AssetClass	HVAC	HVAC
AssetClass	Pump	Pump
AssetClass	Rebuild	Rebuild
AssetClass	Transmission	Transmission
AssetSubClass	Air	Air Systems
AssetSubClass	Brake	Brakes
AssetSubClass	Compressor	Compressor
AssetSubClass	Elevator	Elevator
AssetSubClass	Engine	engine
AssetSubClass	Guardrail	Guard rail
AssetSubClass	Hvac	Hvac
AssetSubClass	Rebuild	rebuild

Fuel Island Setup

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

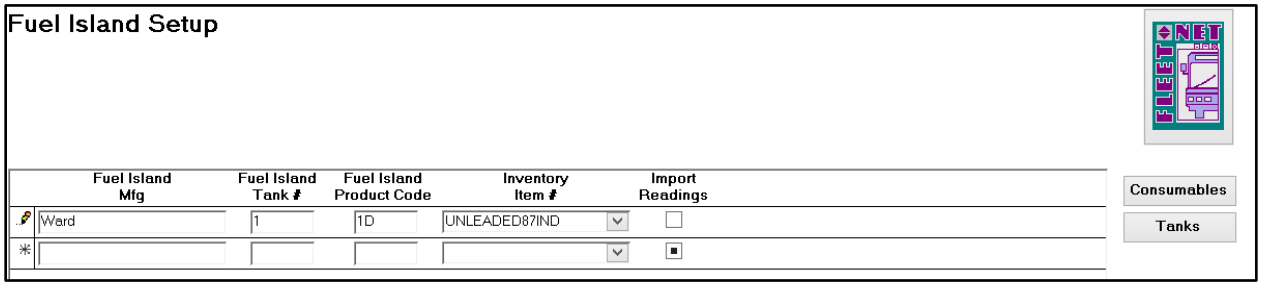
Consumables

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.



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

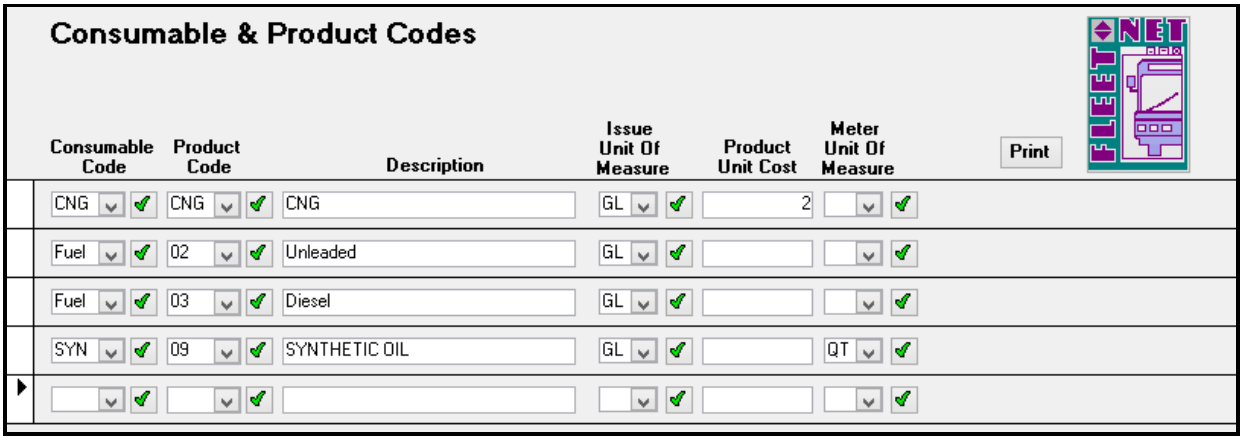


NOTE: TANKS is only used with one Fuel Island Manufactuer: E.J. Ward

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.



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

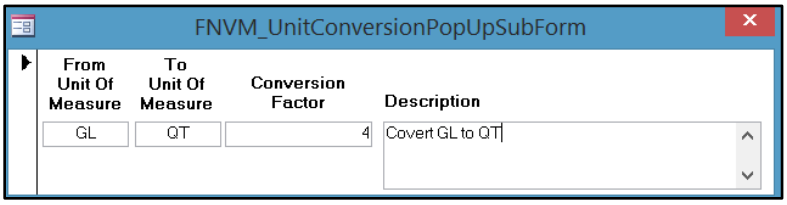
Field Name	Max Field Size	Field Type	Description
Consumable Code	4	Alpha Numeric	Enter all the consumable codes issued.
Product Code	4	Alpha Numeric	Enter the appropriate product codes. Consumable Code-Fuel will have multiple product codes (Diesel, Unleaded)
Description	30	Alpha Numeric	Automatically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

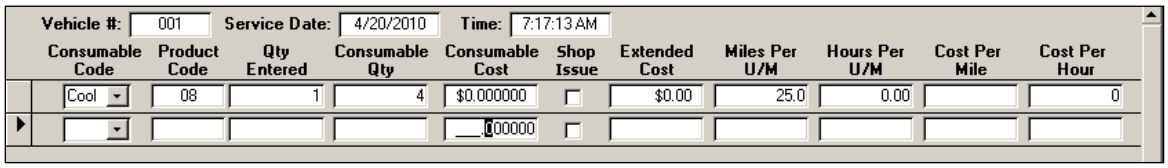
To set up Meter Unit of Measure for consumables:

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

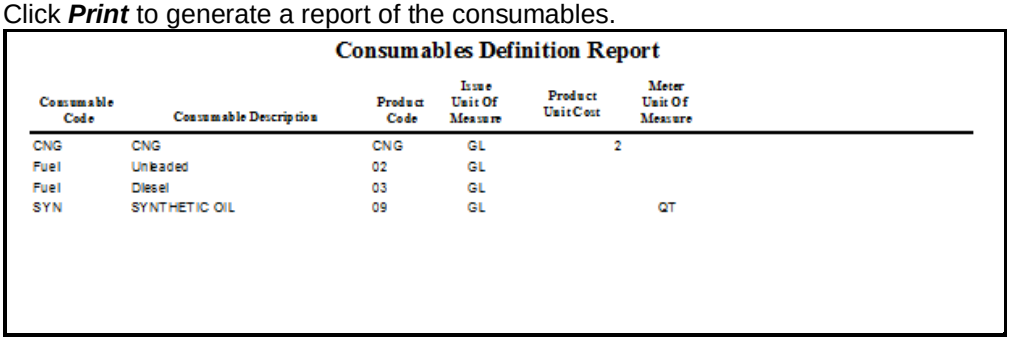
In this example, coolant is purchased/stored as gallons, but it is issued in the unit of measure of quarts.



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.



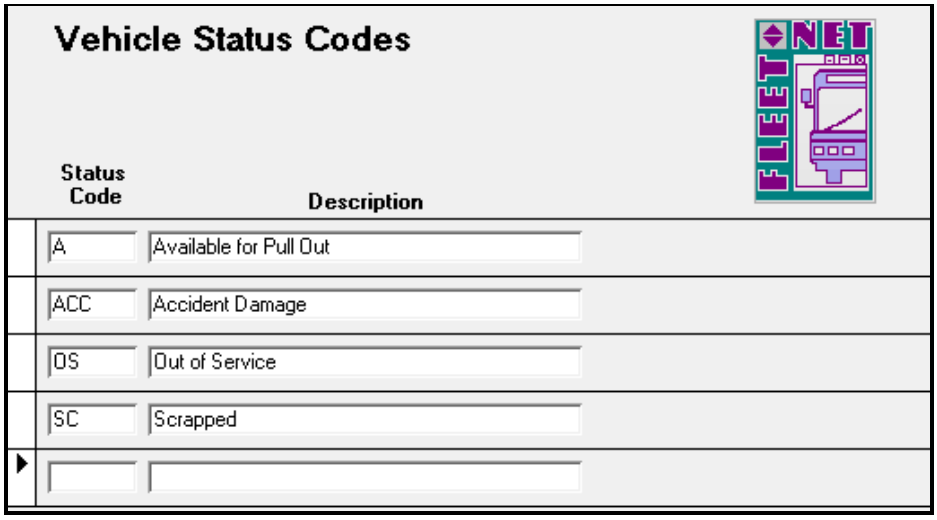
Click ***Print*** to generate a report of the consumables.



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).

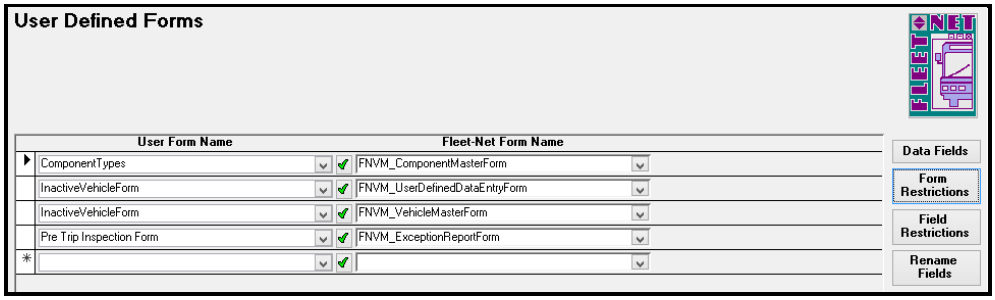


User Defined Data Form Setup

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.

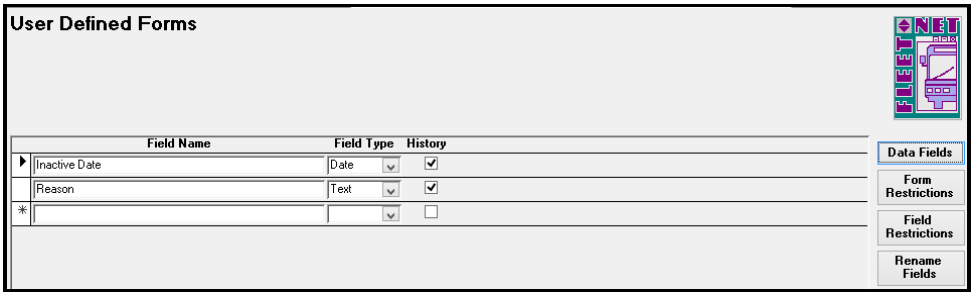
Form Restrictions

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.



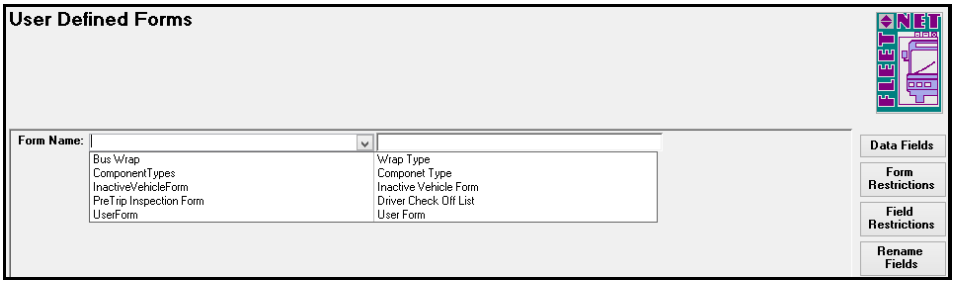
Data Fields

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.



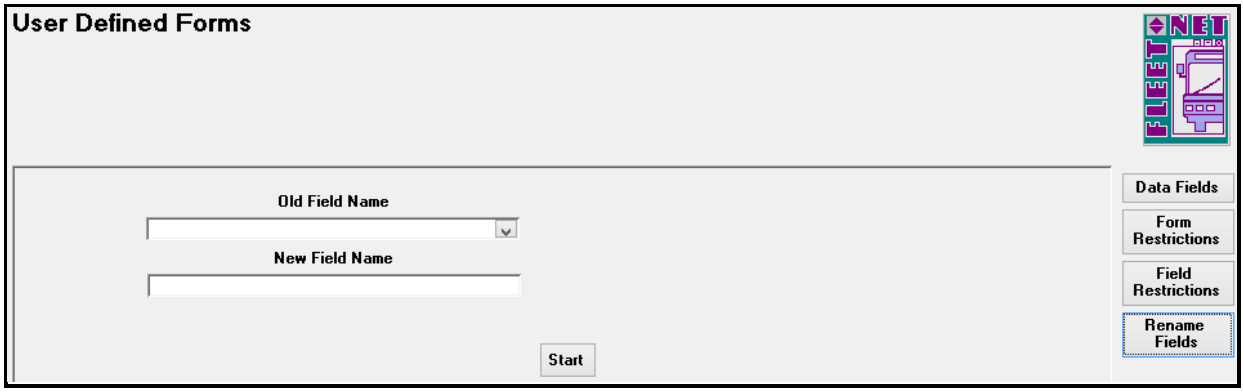
Field Restrictions

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.



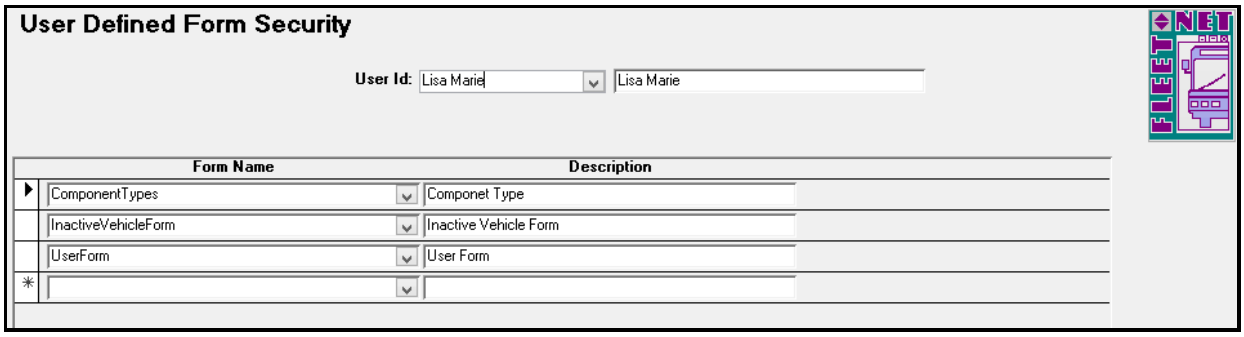
Rename Fields

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



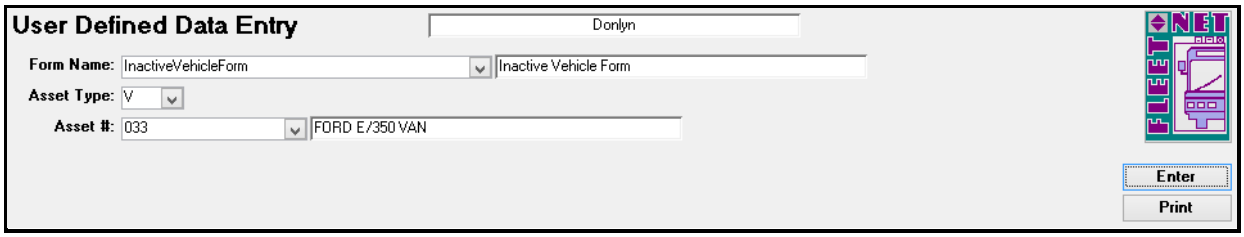
User Defined Data Security Setup

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.

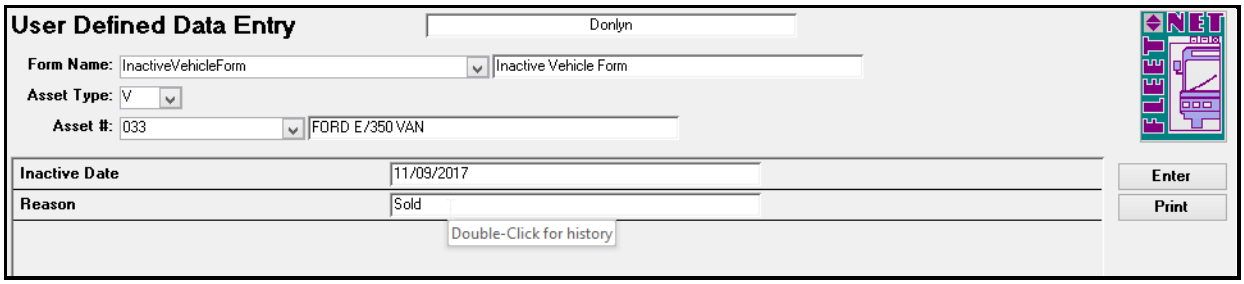


User Defined Data Entry

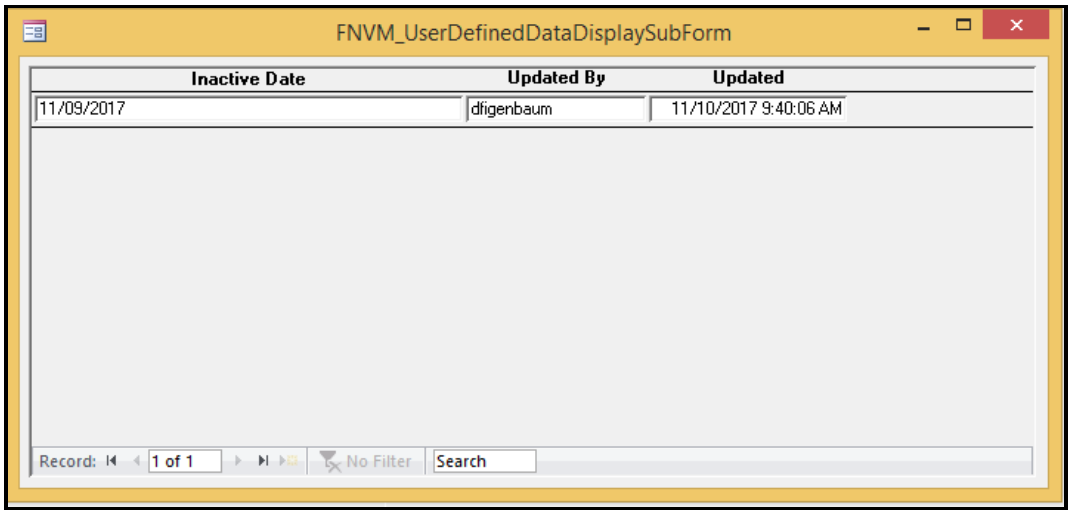
Entry on this form allows Asset Type (Vehicle, Components or Assets) to be selected.



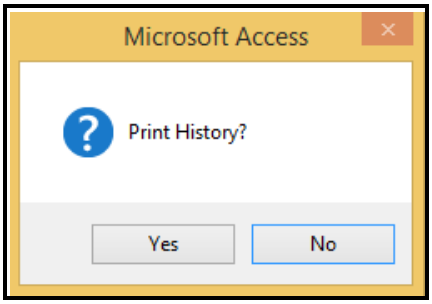
Enter the ***Asset Type***, ***Asset #.***
Click **Enter** button to complete the fields.



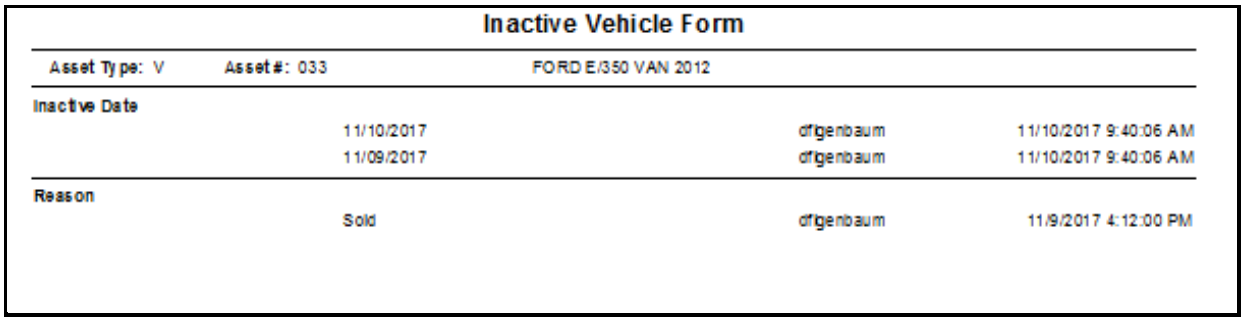
Double click on the field data to display history to changes made to data.
All entries for this selected field will display.



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



The following report displays.



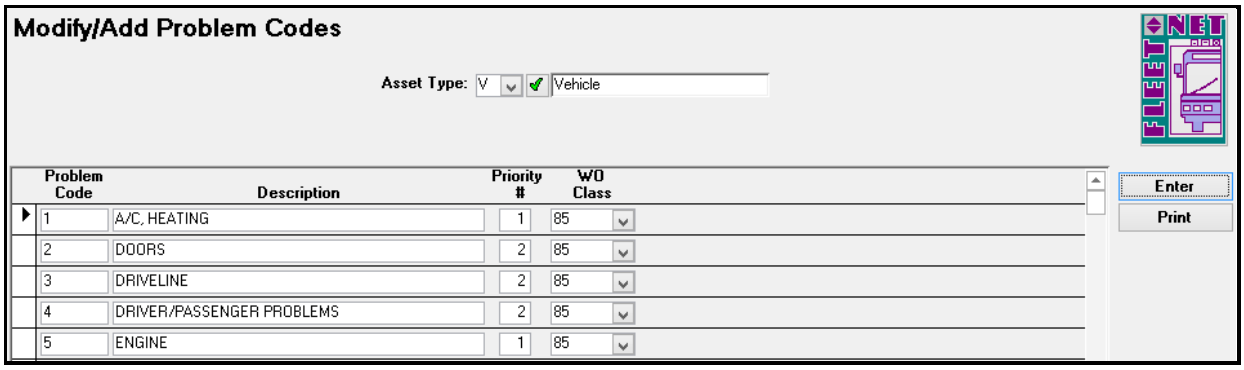
Inactive Vehicle Form

Asset Type: V **Asset #:** 033 FORD E/350 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

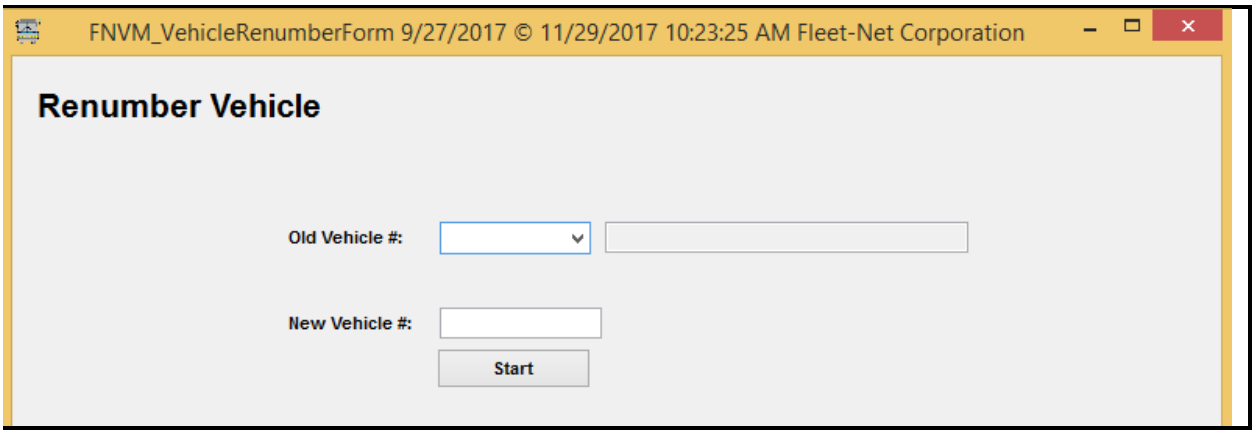
This form allows set up of vehicle and component problem codes. The problem code can be assigned when generating individual Work Orders, Campaign Work Orders or Road calls, Safety Defects and Deferred Defects in the Vehicle Problems module.



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

Vehicle Renumber

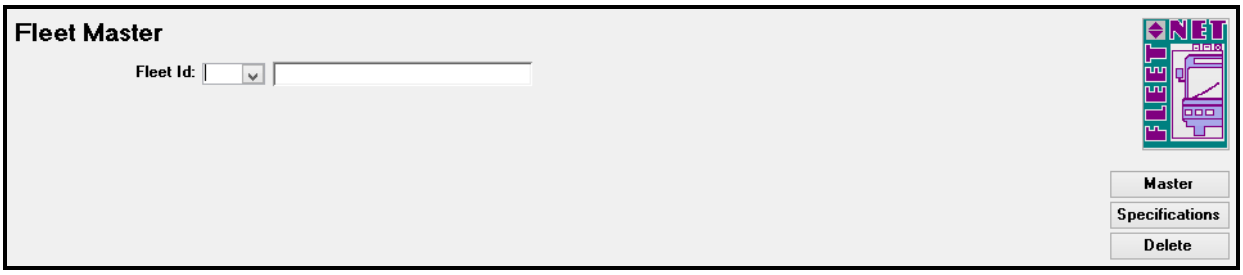
Enter the Old Number and the New. The system will find all instances of that number in the tables and renumber them to the new number, ensuring a continuity of the vehicle's history.



Fleet Specifications

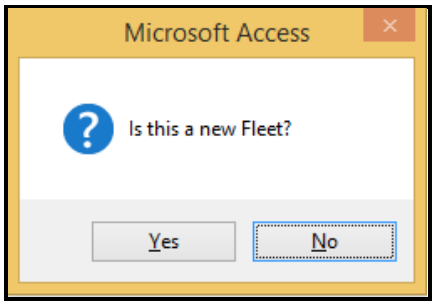
Master

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.

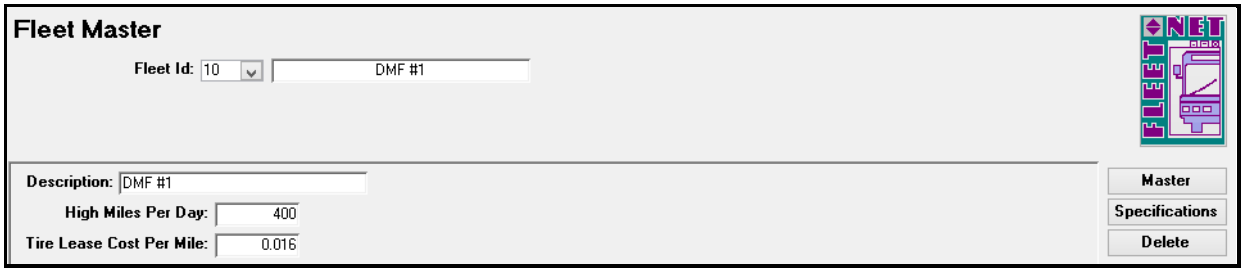


NOTE: Fleet ID maximum 4 alphanumeric

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

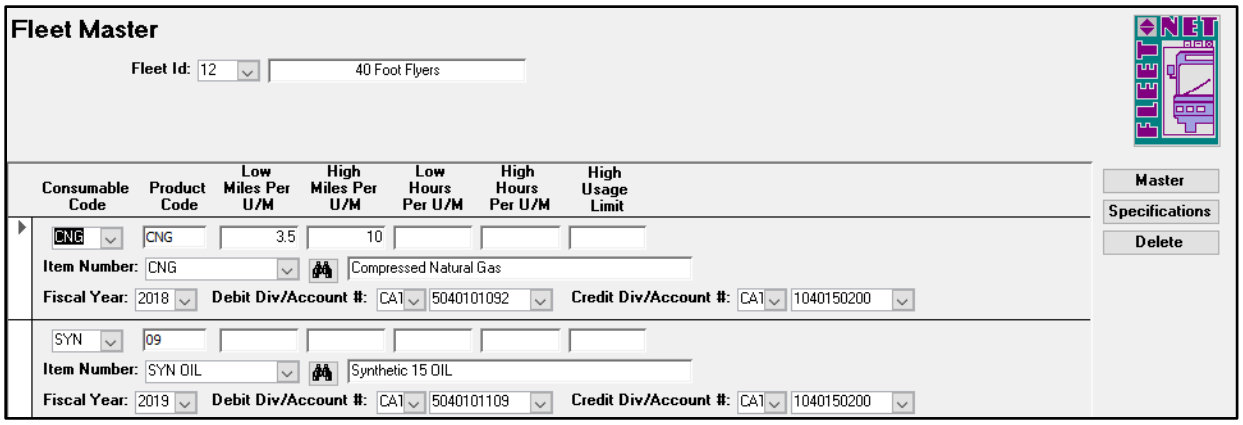


Enter the new Fleet ID# and the Description, High Miles per Day that each vehicle in this Fleet can travel per day.
If tires are leased, enter the cost per mile.



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.



Field Name	Max Field Size	Field Type	Description
Consumable Code	4	Alpha Numeric	Select a Consumable Code for each Fleet. (Example, fuel or oil). Previously be set up in the Consumable & Product Codes.
Product Code	4	Alpha Numeric	Select the appropriate Product Code for each Fleet. Previously set up in the Consumable & Product Codes. ***Note: If this fleet uses CNG fuel, the product code must be CNG if using Fast Track for Service Entry.***
Low Miles Per U/M*		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.
High Miles Per U/M*		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.
Low Hrs Per U/M*		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
High Hrs Per U/M*		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
High Usage Limit		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.

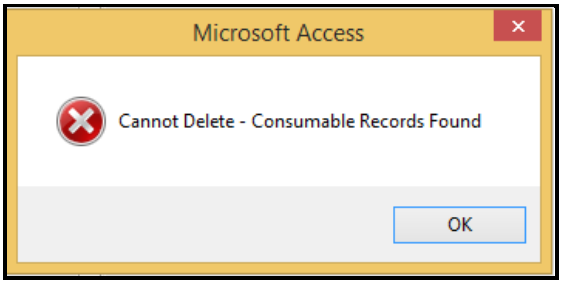
Item #**	20	Alpha Numeric	Using the drop down list, select the correct inventory item #, if this is an inventory item.
Debit GL**	N/A		Enter the Division and General Ledger Expense Account Div/Account code that will be debited for this consumable, if this is an inventory item when service entry is updated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

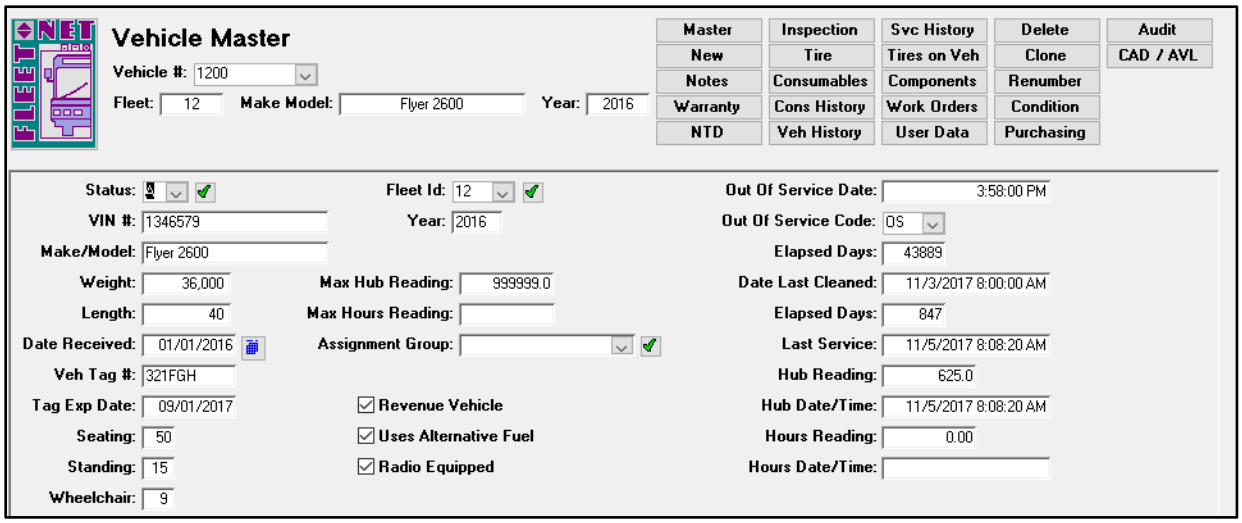
Click ***Delete*** to delete a specific fleet. This will not delete the vehicle information but will remove the fleet assignment. User must delete the consumables attached to the fleet first.

The following message displays if consumables are assigned to vehicles.



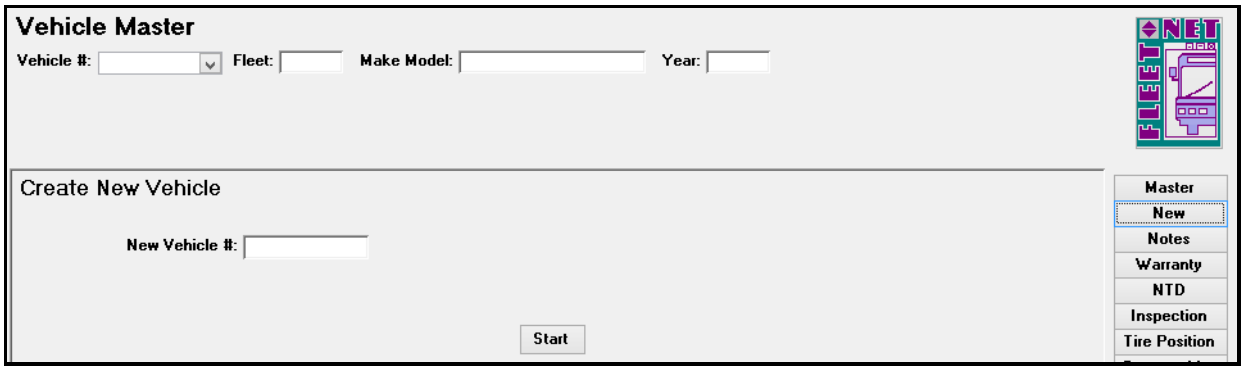
Modify/Add Vehicles

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.

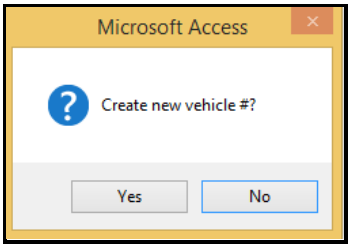


New

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***.



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
Vehicle #	8	Alpha Numeric	
Status (Not User Defined)	1	Alpha	Status is limited to A for an Active vehicle or I for an Inactive vehicle.
VIN #	20	Alpha Numeric	Enter the number of the chassis associated with this vehicle/asset. Also known as the VIN, Vehicle Identification number.
Make/Model	20	Alpha Numeric	Enter the make and model of the vehicle.
Weight		Numeric	Enter the weight of the vehicle in pounds.
Length		Numeric	Enter the vehicle length i.e., 30, 40 etc.
Date Received		Date/Time	Enter the date the vehicle was received.
Vehicle Tag #	10	Alpha Numeric	Enter the vehicle license plate number.
Tag Exp. Date		Date/Time	Enter the date the vehicle license expires.
Seating		Numeric	Enter the total number of seats available for passengers.
Standing		Numeric	Enter the number of standing passengers the vehicle can accommodate in a normal full load.
Wheelchair		Numeric	Enter the number of wheelchair passengers the vehicle can accommodate in a normal full load.
Fleet ID	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?
Year	4	Numeric	Enter the year of the vehicle.
Max Hub Reading		Numeric	Enter the maximum number the Hub or odometer will reach. **This is a required field used in Daily Service Entry**.
Max Hours Reading		Numeric	Enter the maximum number the meter will reach
Assignment Group	20		Used with Fast Cut module.
Revenue Vehicle	1	Yes/No	Click or use spacebar to place a checkmark to identify if this is a revenue or fare-collecting vehicle.
Alternative Fuel	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.
Radio		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.
Out of Service Date		Date/Time	Automatically populated when vehicle status is changed via Road call entry.
Out of Service Code	5	Alpha Numeric	Automatically populated with the out of service code assigned via Road call entry.

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

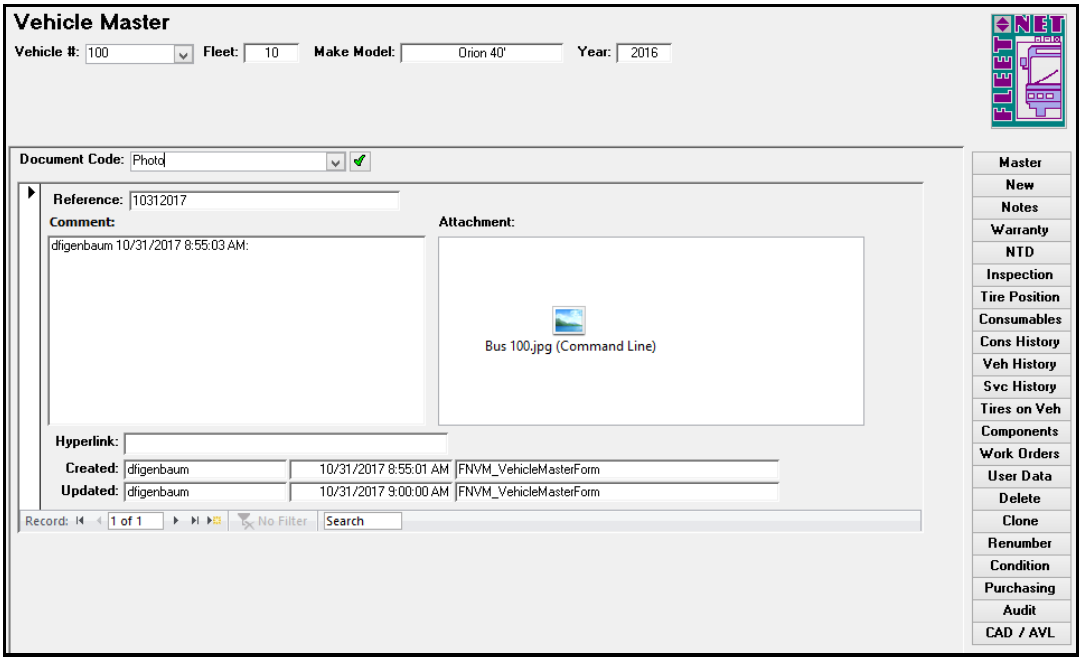
For other Modify/Add Vehicle setup features see the buttons in the upper right of the form and see below for button description.

Master

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

Notes

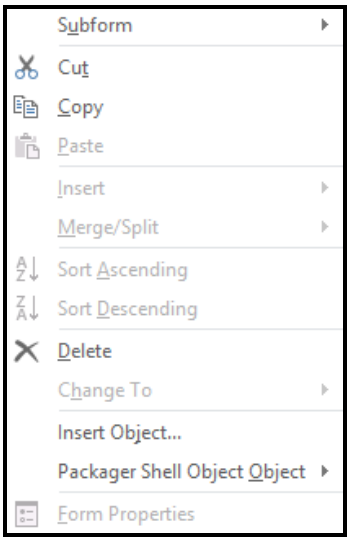
This button will display the form below. Comments, file attachments (i.e., Word Doc, PDF file, Spreadsheet etc.), hyperlink and/or image.



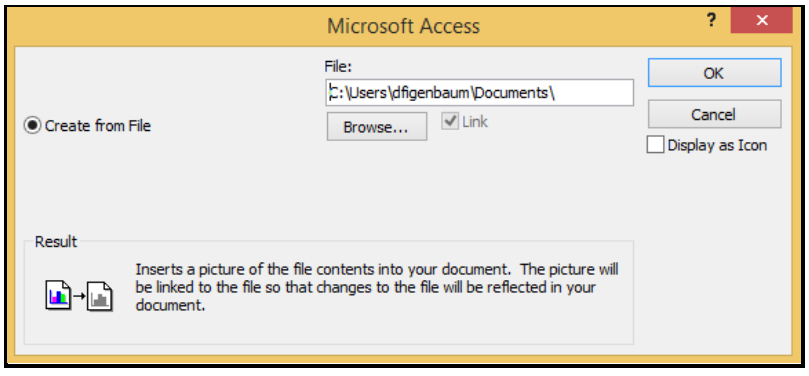
Field Name	Max Field Size	Field Type	Description
Code	25	Alpha Numeric	Select the applicable code from the drop down list or add a new code by clicking on the green checkmark. This is a required field.
Reference	30	Alpha Numeric	Enter a reference specific to this comment/attachment (i.e. document name,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



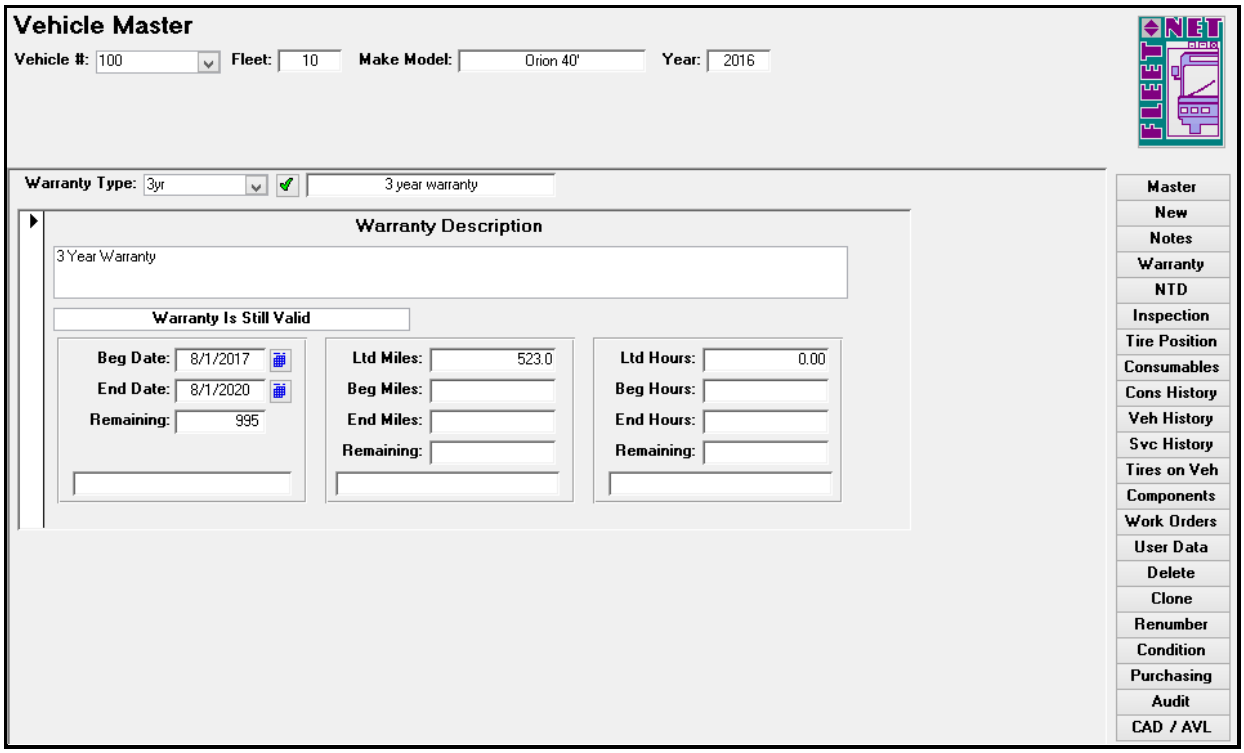
Select ***Insert Object*** and the following message displays.



Field	Description
Create from File	Select to attach an existing document or image saved on the transit network.
File	Enter the path to the existing document or select ***Browse*** to search for the file.
Link	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.
Display as Icon	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.

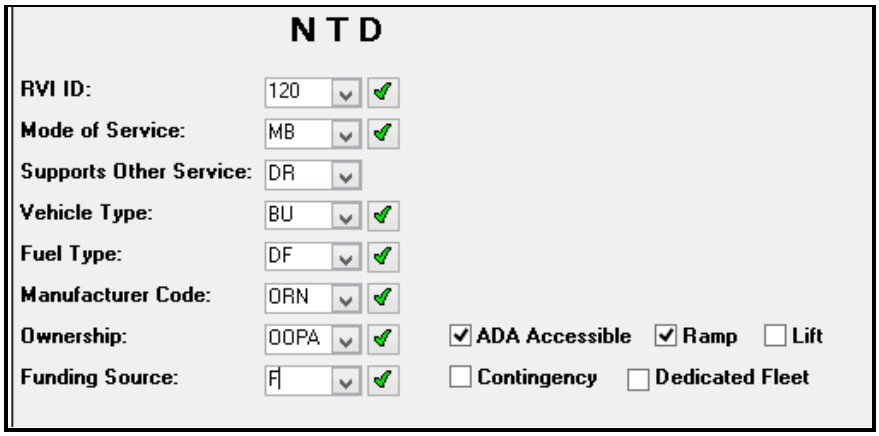


Field	Max Field Size	Field Type	Description
Warranty Type	10	Alpha Numeric	Select a type of warranty. Click the green checkmark to set up a new warranty types.
Warranty Description		Alpha Numeric	Describe the warranty on this vehicle.

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

NTD

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

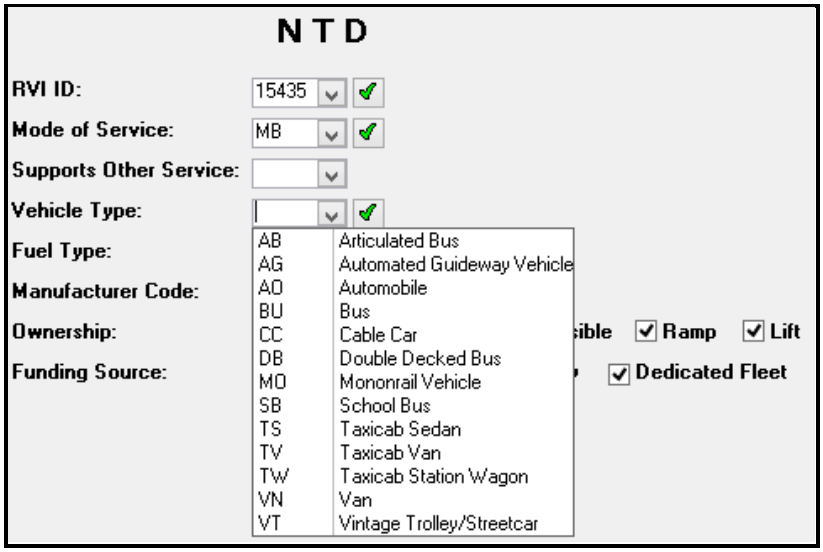


Click the **green check** mark to add or modify any of the drop down lists.

Field Name	Max Field Size	Field Type	Description
RVI ID	10		Enter the number generated by NTD. Default value is zero for new sub fleets.
Mode of Service	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.
Supports Other Service	2	Alpha	If this vehicle is used for another Mode Of Service, enter that code.
Vehicle Type	2	Alpha	Select from the drop down list the vehicle type as defined by the FTA. (Federal Transportation Administration). See chart below.
Fuel Type	2	Alpha	Enter the fuel type as defined by NTD; BD = Bio Diesel, CN = Compressed Natural Gas, GA = Gasoline, DF = Diesel Fuel, etc.
Manufacturer Code	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)
Ownership	4	Alpha	Select the Ownership Code from the drop down The three common ownership types are:

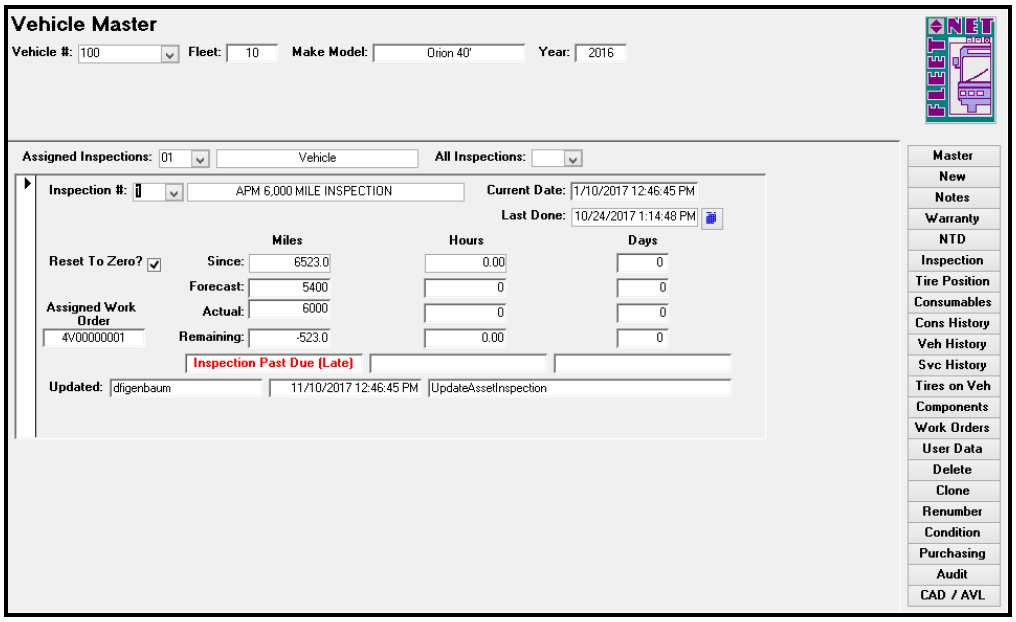
			1. Owned outright, by a Public agency (OOPA), by a Private entity (OOPE). 2. True lease, by a Public agency (TLPA), by a Private entity (TLPE). 3. Lease under a lease purchase agreement, by a Public agency (LPPA), by a Private entity (LPPE). There is one type not as commonly used: Leased or borrowed from related parties by: Public agency (LRPA), Private entity (LRPE).
Funding Source	2	Alpha	Enter the Funding Source as defined by NTD i.e. Urbanized Area Formula Program (UA)
Dedicated Fleet	3	Alpha	Enter Yes, No or leave blank
ADA Accessible		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.
Ramp / Lift		Yes/No	Check the appropriate box.
Contingency		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:



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.

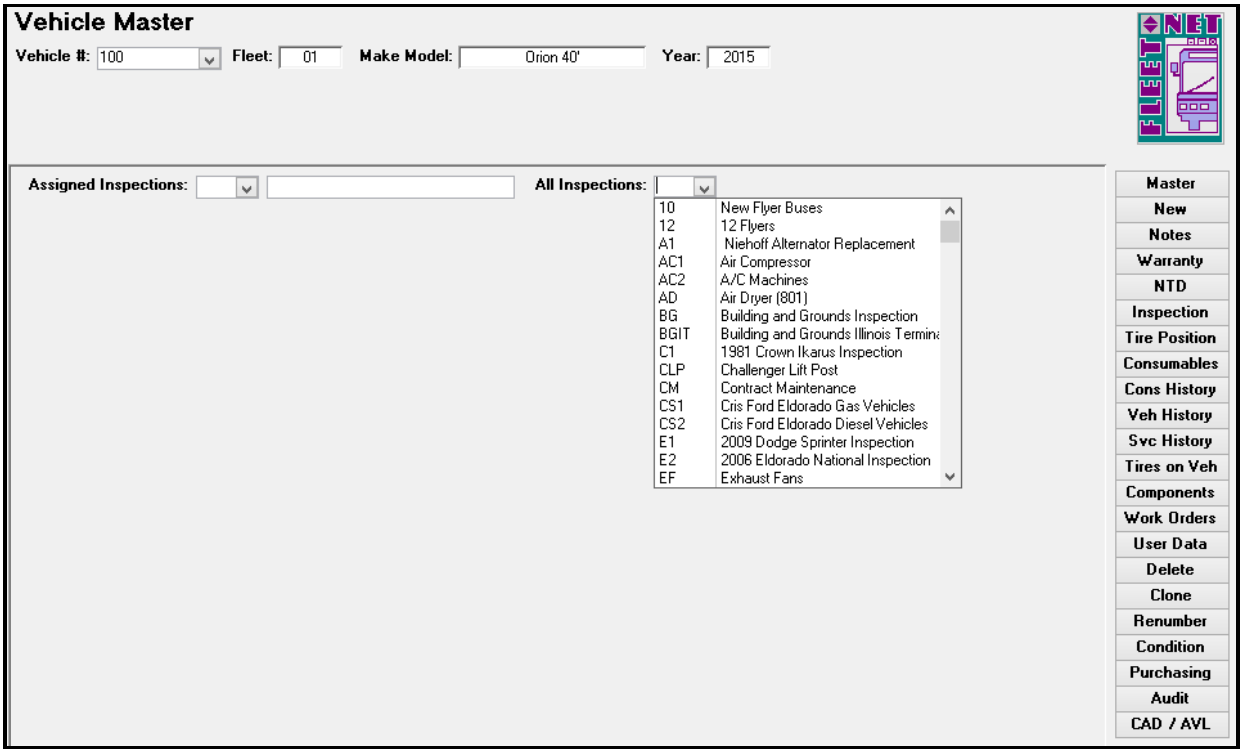


This chart describes each field on the Inspection form. Following this chart are instructions to set up a new inspection.

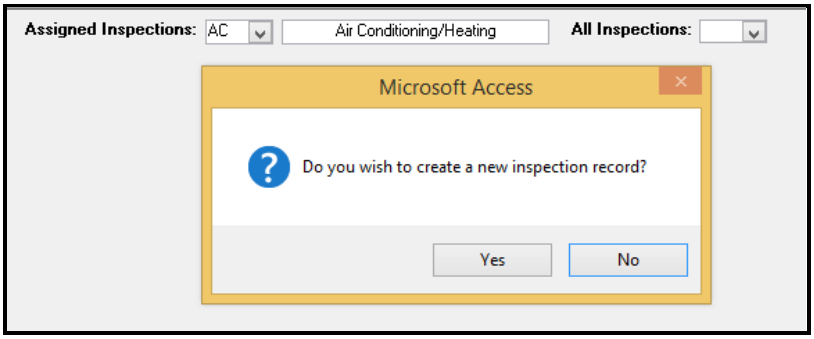
Field Name	Description
Assigned Inspections	The drop-down will only display inspections already assigned to this asset.
All Inspections	Select the Inspection ID from the drop down list of all available inspections.
Inspection #	Enter the next inspection due as setup in the PM Cycles
Reset to Zero?	Check 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 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. **Note: Hover the mouse over the Reset To Zero Check box and a message will appear** Reset miles/hours/days to zero or carryover to next inspection
Assigned Work Order	Automatically populated when an inspection work order has been generated.
Miles, Hours, Days	An inspection can be based on either of these options.
Since	Automatically populated from service entry and the Reset to Zero flag. When setting up a new inspection, enter the miles since the last inspection.
Forecast	Automatically populated from PM Types setup
Actual	Automatically populated from PM Types setup
Remaining	This is a calculated field Actual – Since
Current Date	Automatically populated with date and time
Last Done	Automatically populated with the Open Date of the last inspection work order.

Modify/add Vehicles… continued

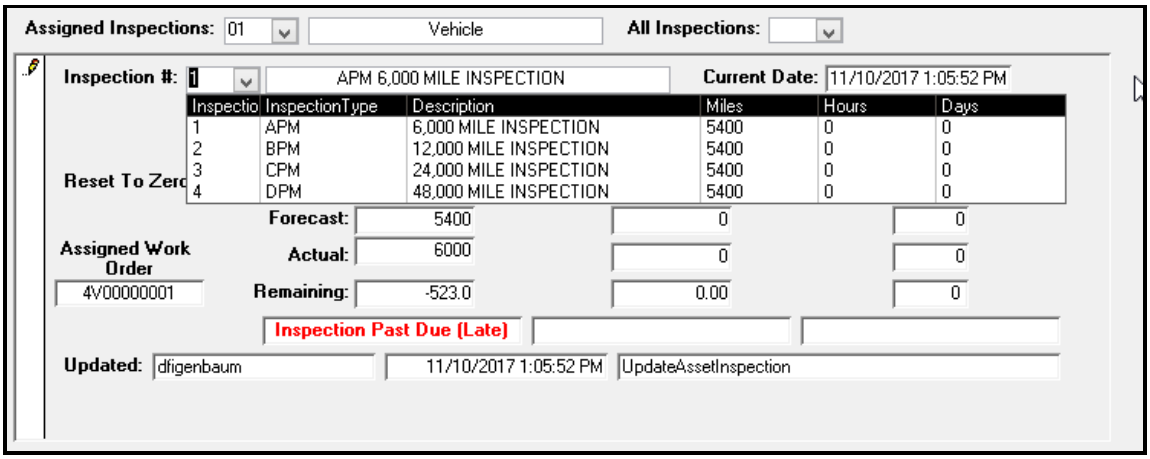
To assign a new inspection:
Click drop-down for All Inspections



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



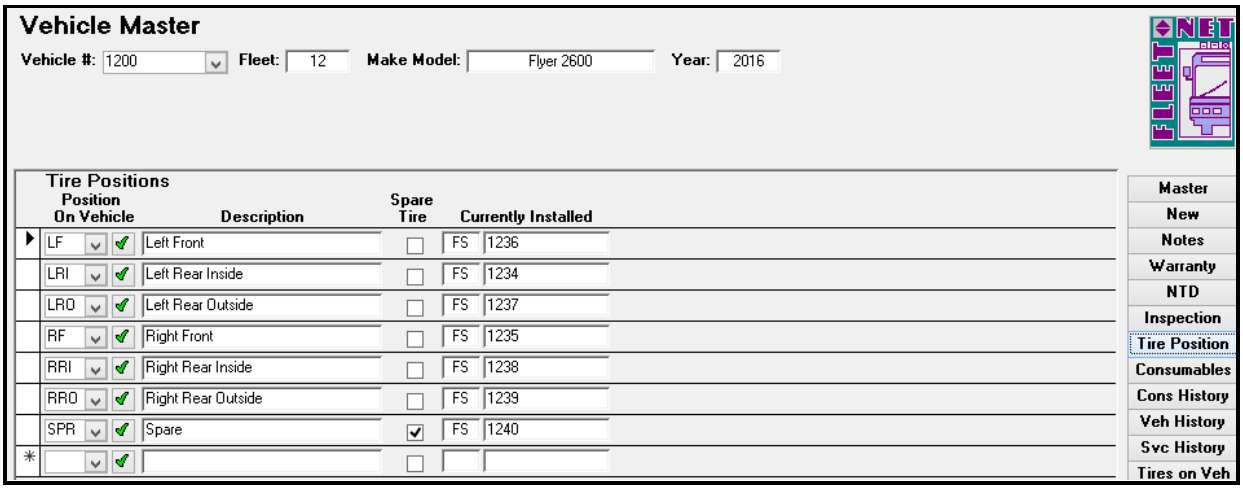
Select the next inspection # due from the drop down list.



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.

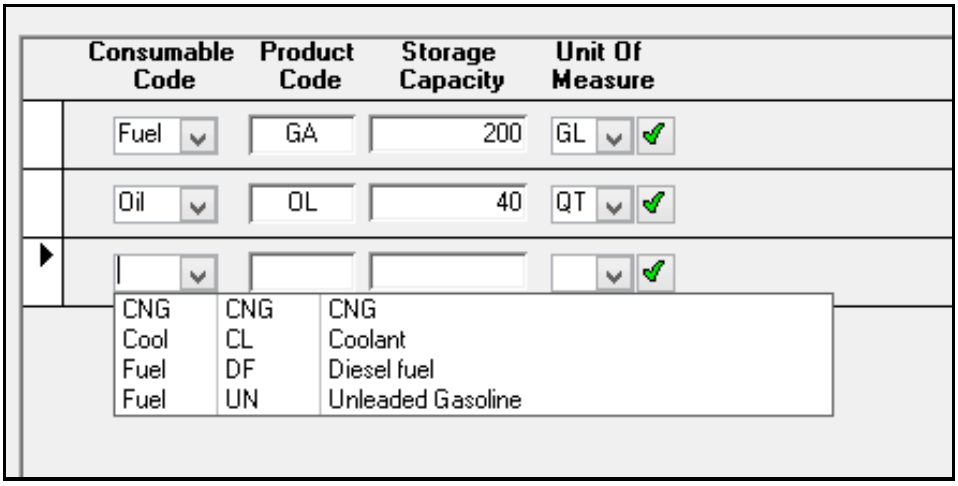


Field Name	Description
Position On Vehicle	Select the tire position code from the drop down list. Click the green checkmark to add tire positions to the list.
Description	The description will automatically populate
Spare Tire	Check this box if a spare tire is on the vehicle
Currently Installed	The manufacturer 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.



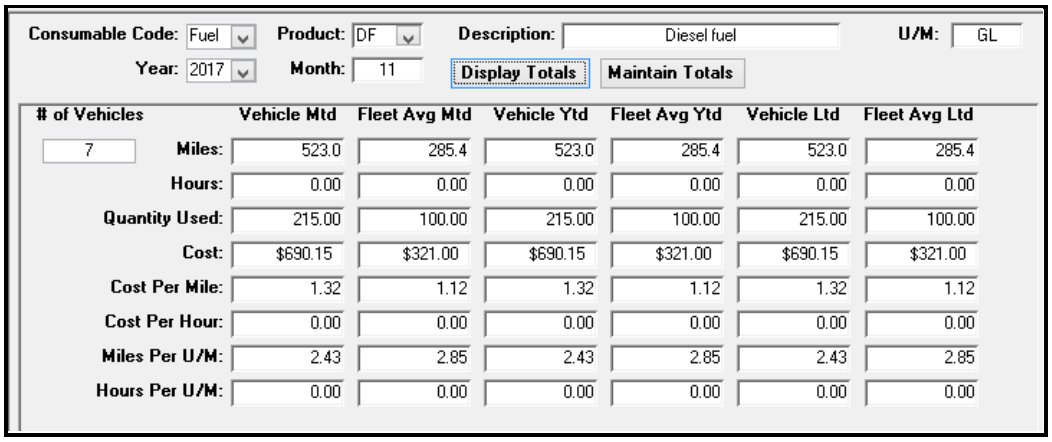
Field Name	Description
Consumable Code/ Product Code	Select the combination of consumable and product for this vehicle.
Storage Capacity	Enter the vehicle's capacity for the specified consumable
Unit Of Measure	Select the issue Unit Of Measure for the specified consumable

Consumable History

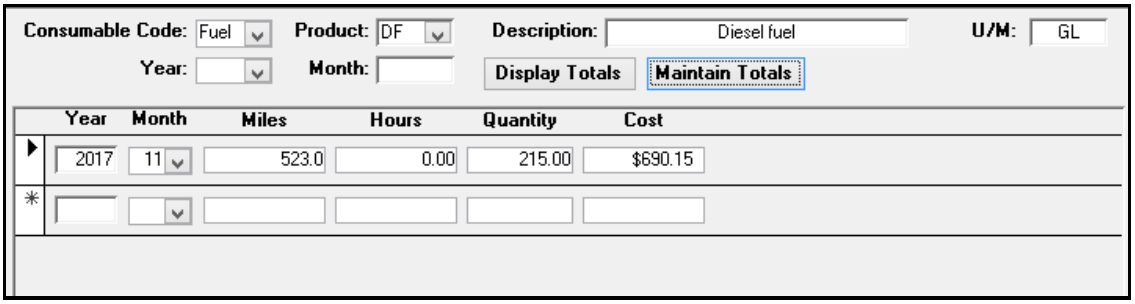
The Consumable History button displays the Vehicle and Fleet MTD, YTD and LTD totals and averages for Miles, Hours, Quantity Used, Costs and Miles/Hours per Unit of Measure
The YTD is based on calendar year. Averages are based on the # of Vehicles in the Fleet.

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.



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.

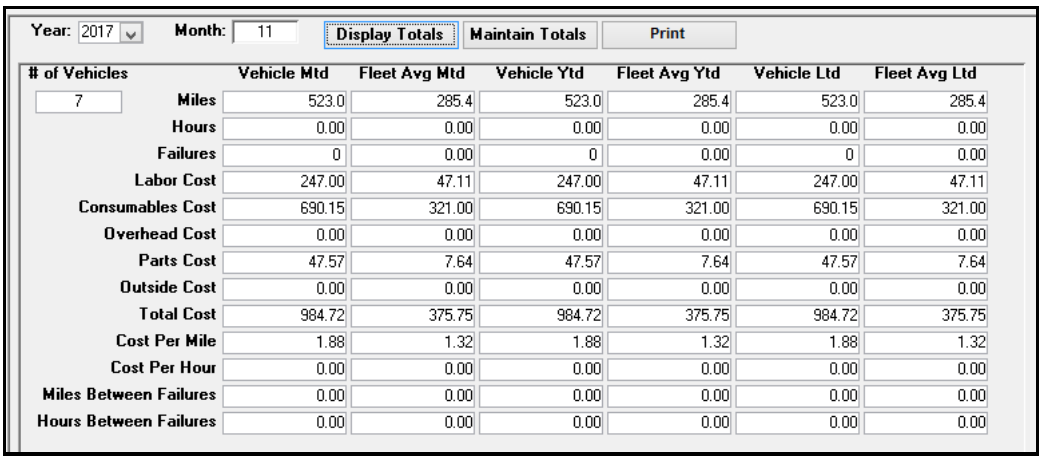


Vehicle History

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.

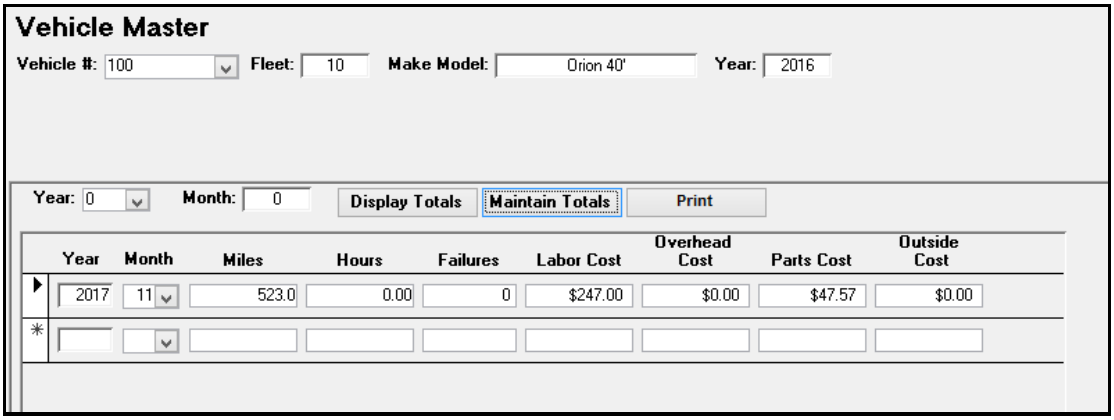
Click ***Display Totals*** to view.



# 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	285.4
	Hours	0.00	0.00	0.00	0.00	0.00	0.00
	Failures	0	0.00	0	0.00	0	0.00
	Labor Cost	247.00	47.11	247.00	47.11	247.00	47.11
	Consumables Cost	690.15	321.00	690.15	321.00	690.15	321.00
	Overhead Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Parts Cost	47.57	7.64	47.57	7.64	47.57	7.64
	Outside Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Total Cost	984.72	375.75	984.72	375.75	984.72	375.75
	Cost Per Mile	1.88	1.32	1.88	1.32	1.88	1.32
	Cost Per Hour	0.00	0.00	0.00	0.00	0.00	0.00
	Miles Between Failures	0.00	0.00	0.00	0.00	0.00	0.00
	Hours Between Failures	0.00	0.00	0.00	0.00	0.00	0.00

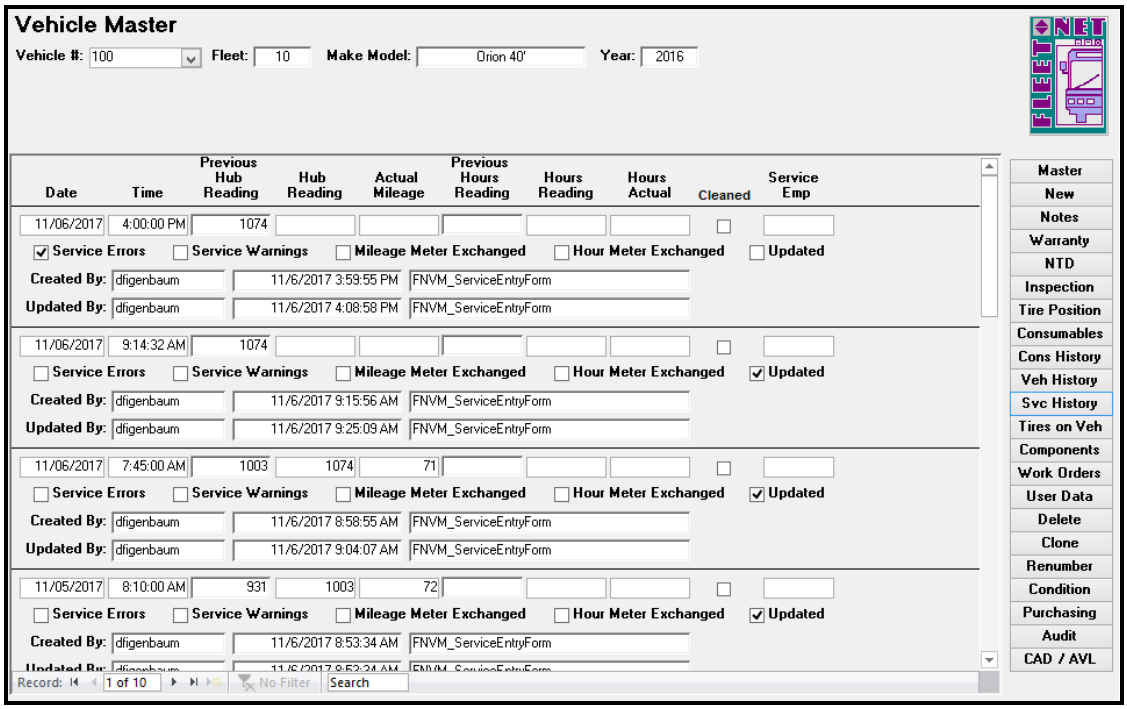
Click ***Maintain Totals*** to display history for all years and months or to enter beginning miles or hours, quantities and costs for a new vehicle/asset.

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.

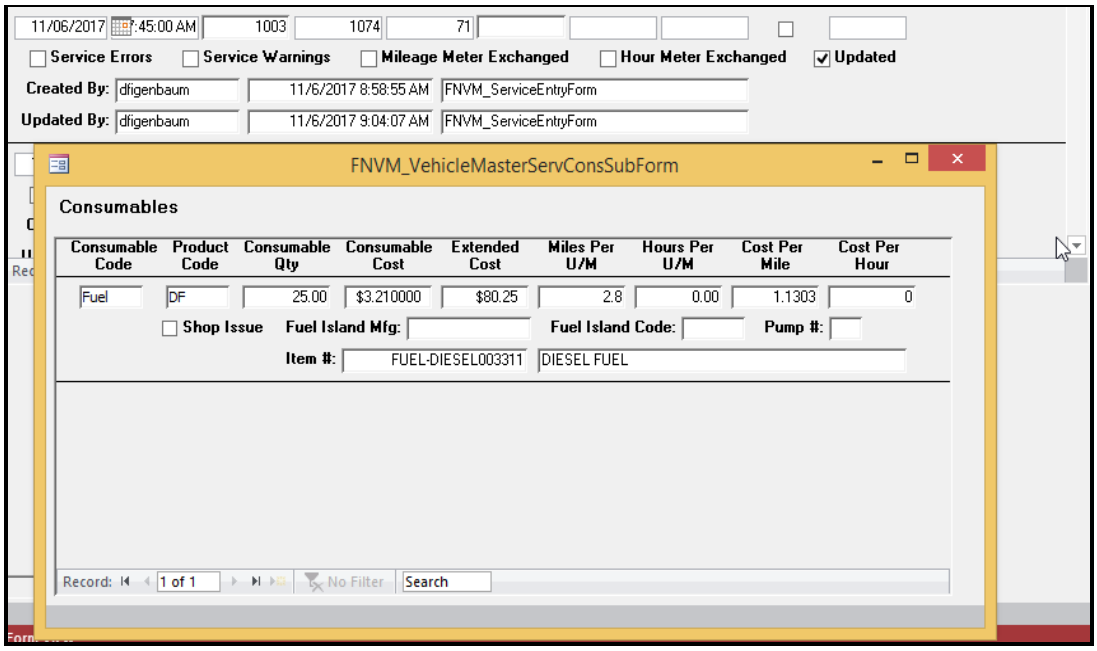


Service History

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.

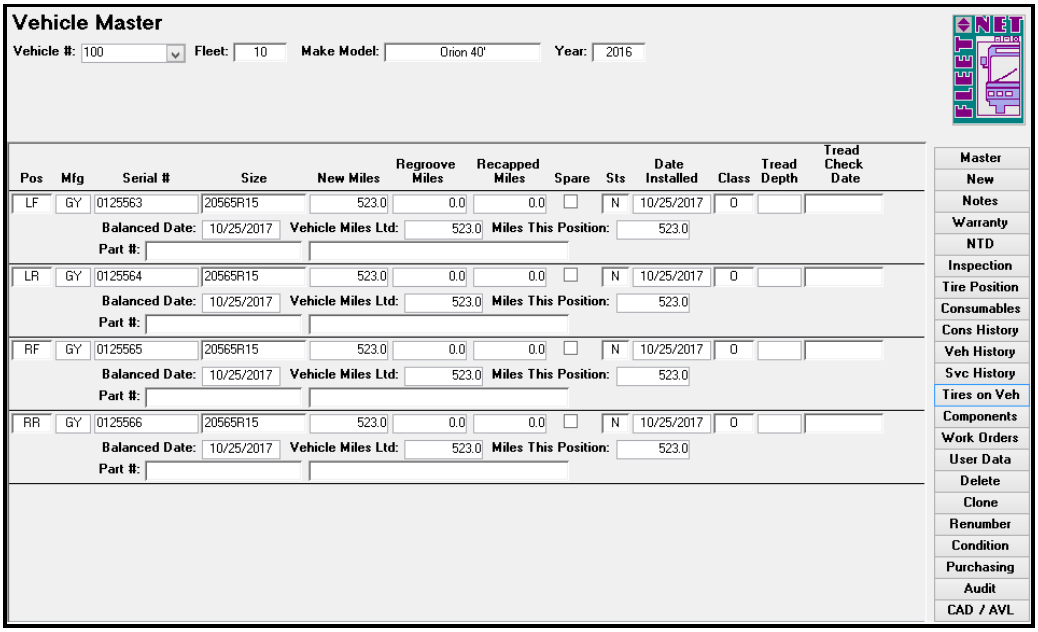


Double ***click on the Date field*** of a service entry to display the consumables.



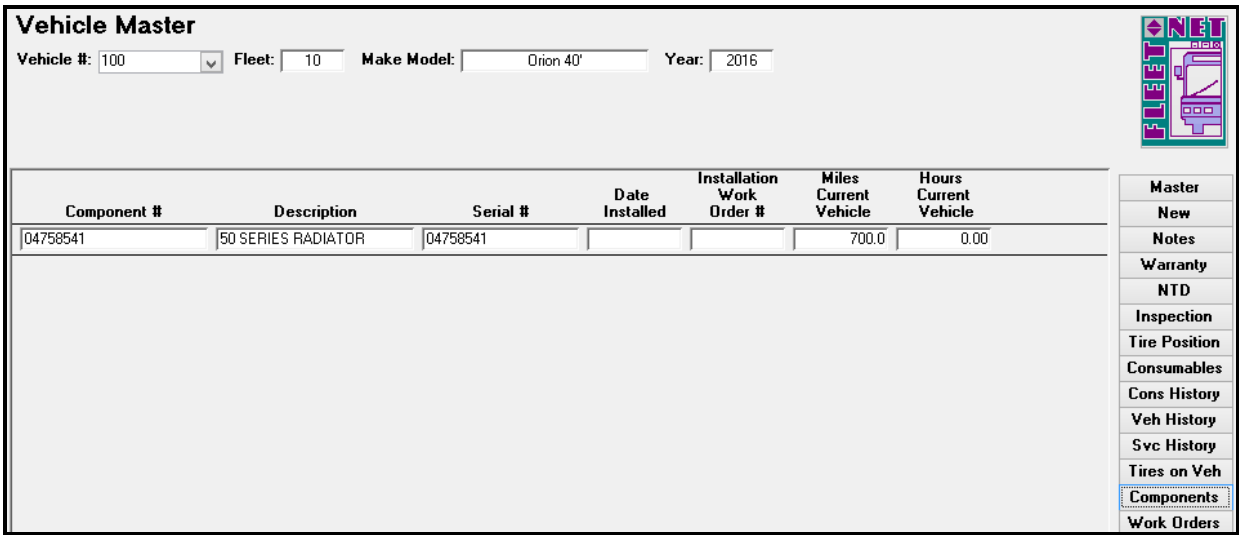
Tires on Vehicle

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.



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.



Work Orders

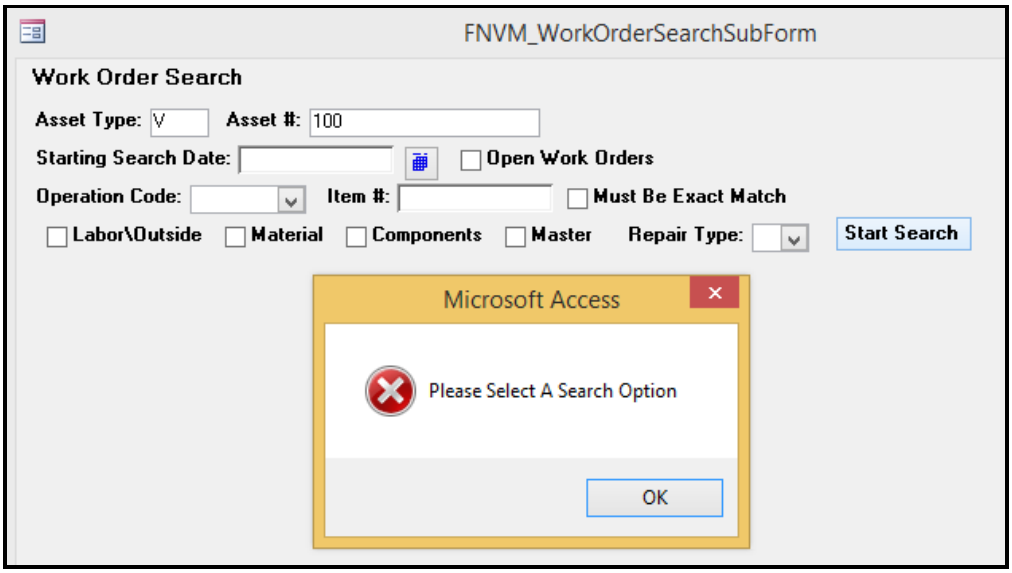
This button contains a history of every work order ever created for the selected vehicle. The user can search for a specific work order or type of work order based on various criteria.

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

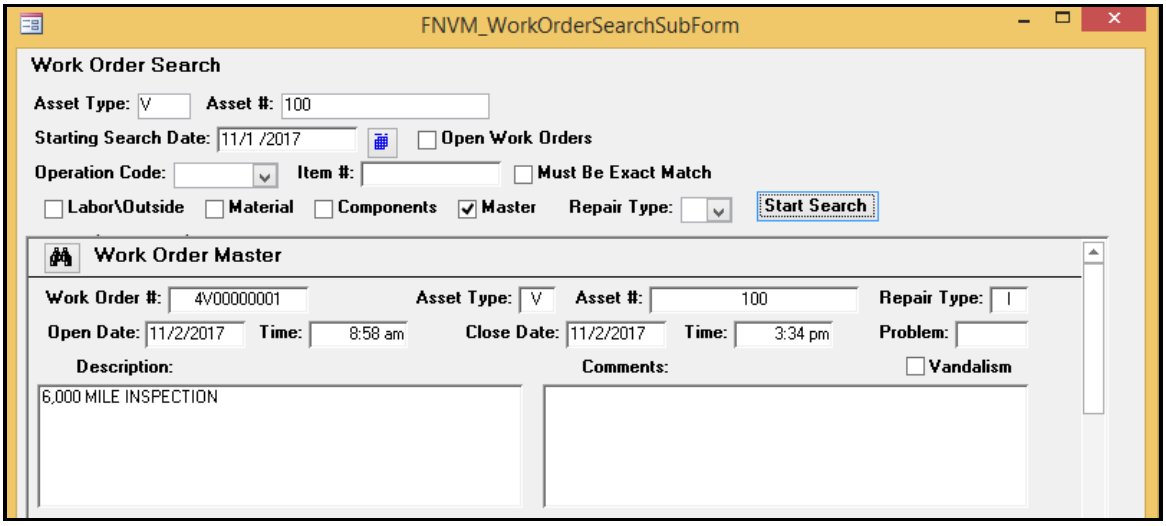
Open Work Orders	Check this box only if you wish to view all Open Work Orders for this vehicle
Operation Code:	Select an Operation code from the drop down box or leave it blank to search for work orders with all Operation Codes.
Item#	Type the inventory Item# to search for work orders that only have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

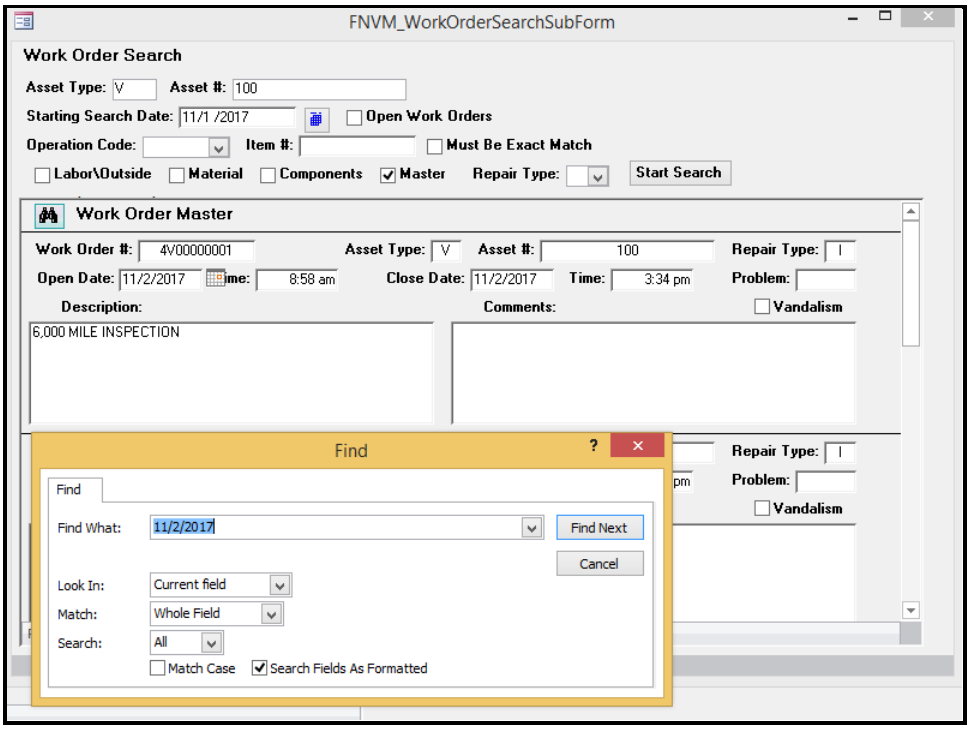


Search Option Example of Master

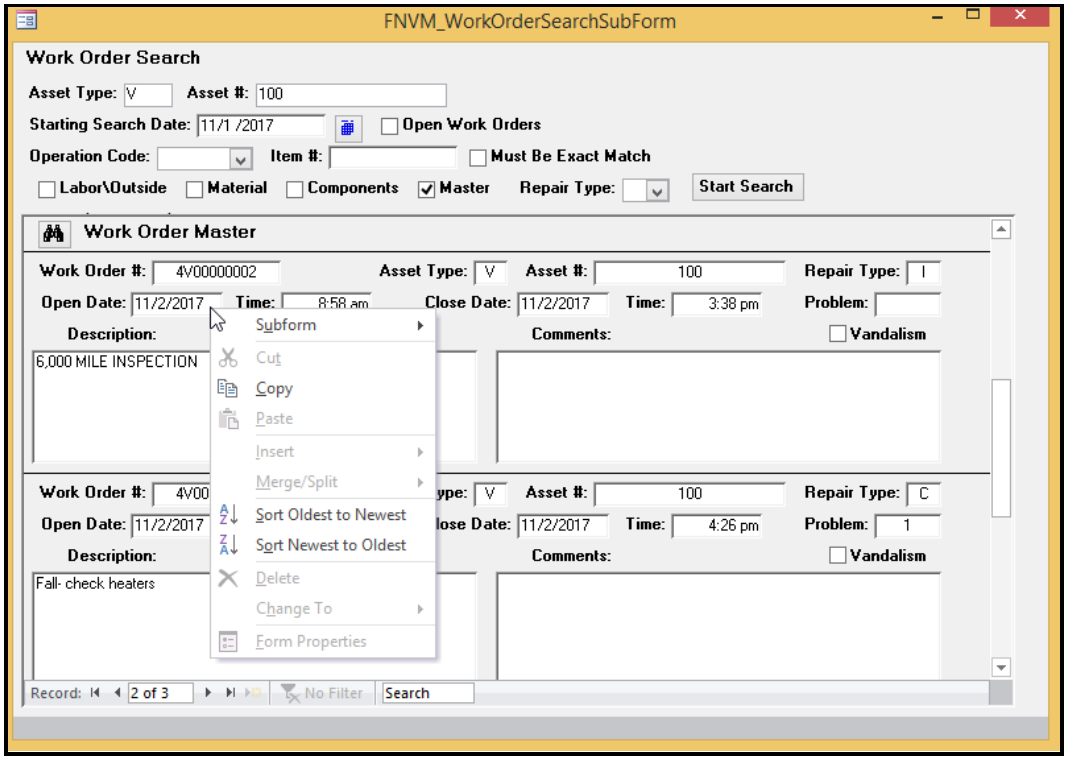


The binoculars feature is used to search for specific records. Click in any field to search for a specific record.

Example:

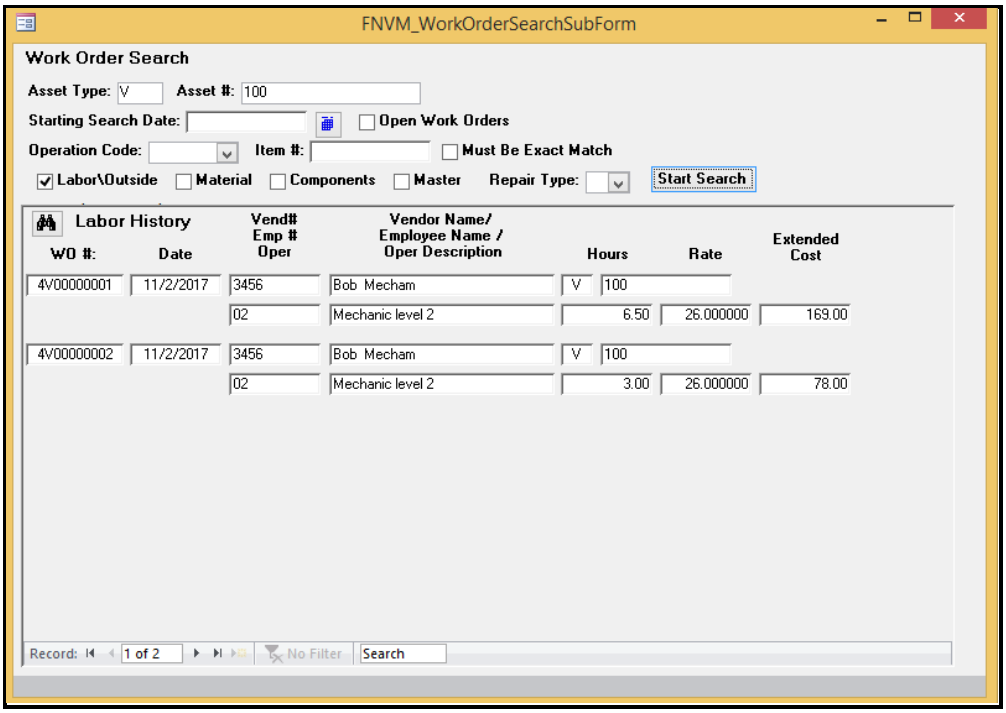


To sort in any field, right click in the field and select Sort Ascending or Descending.



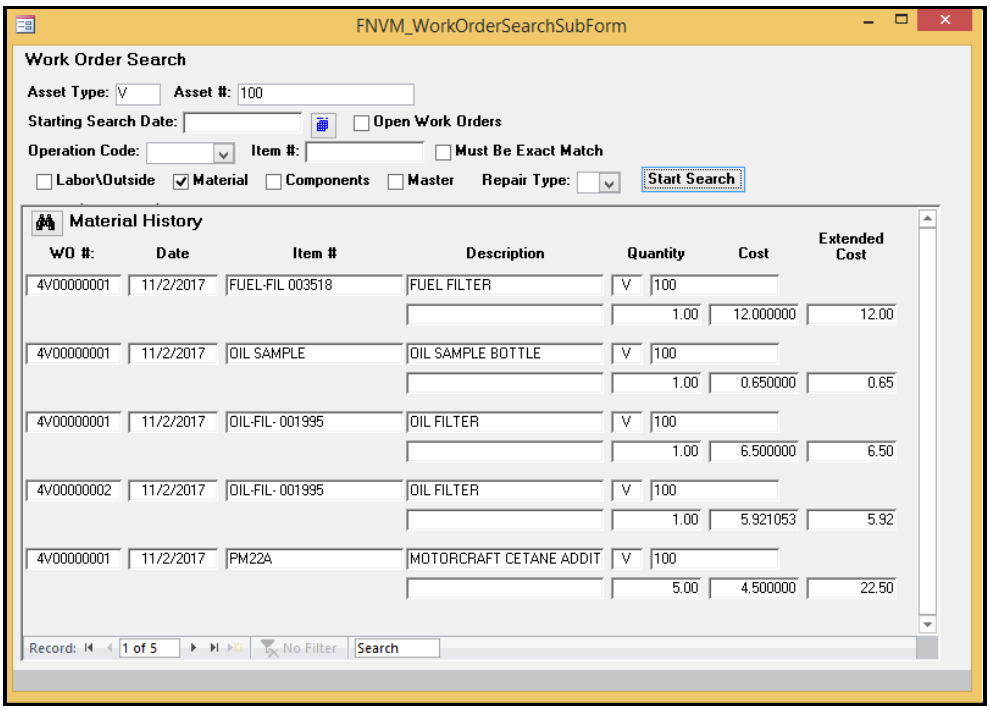
Click *Labor/Outside*

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.



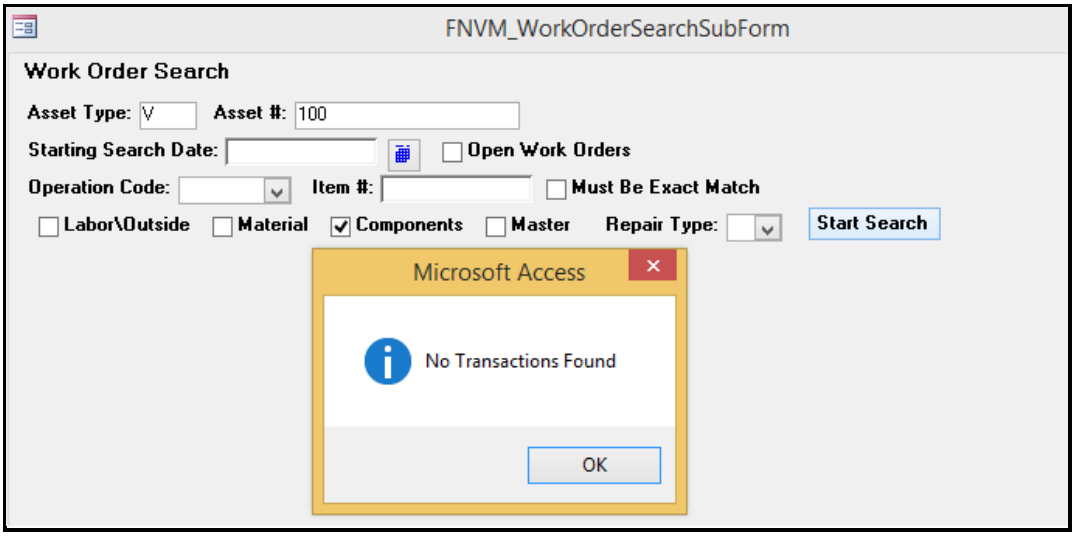
Click ***Material***

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



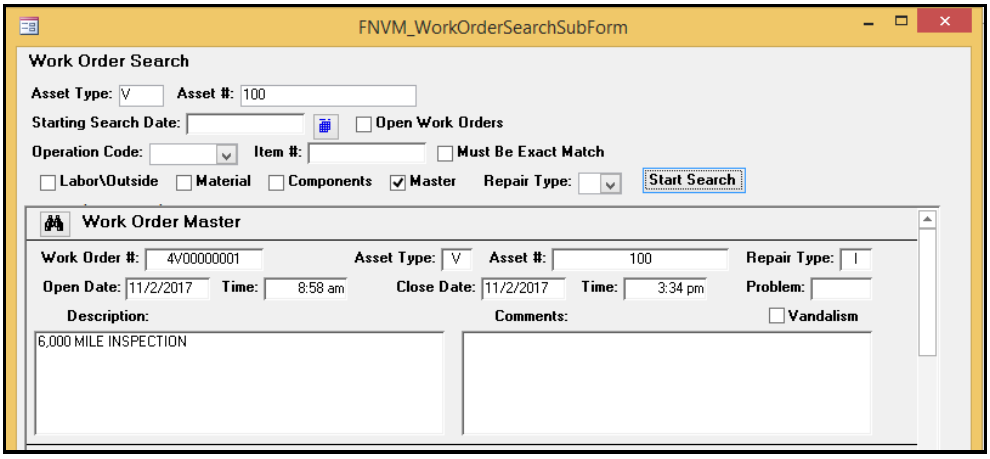
Click ***Components***

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.

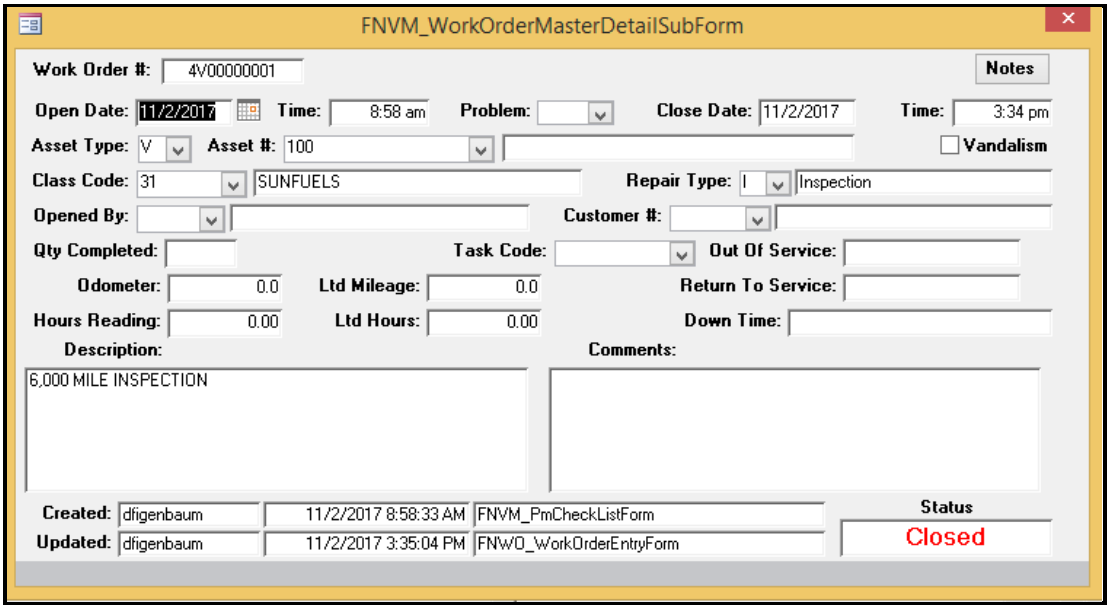


Click ***Master***

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.



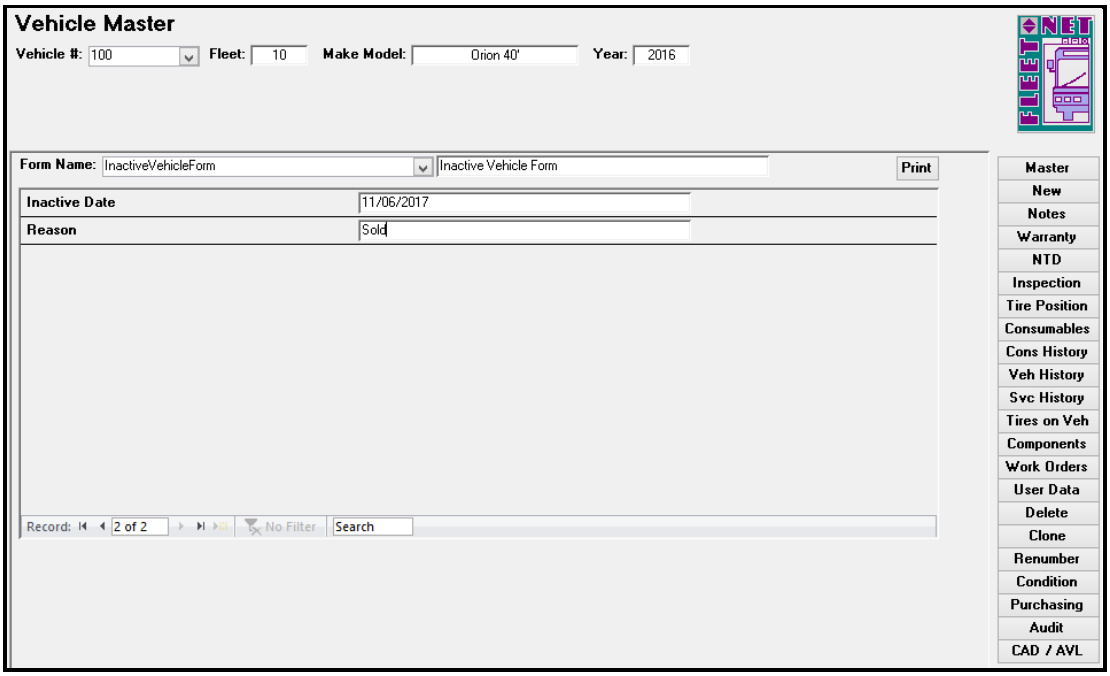
Double click on the Work Order# to view the work order master form.
Click Notes to display notes for the selected work order.



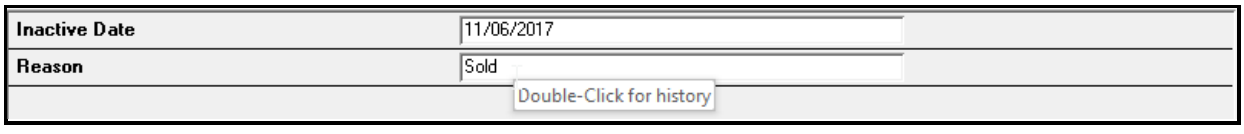
User Data

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

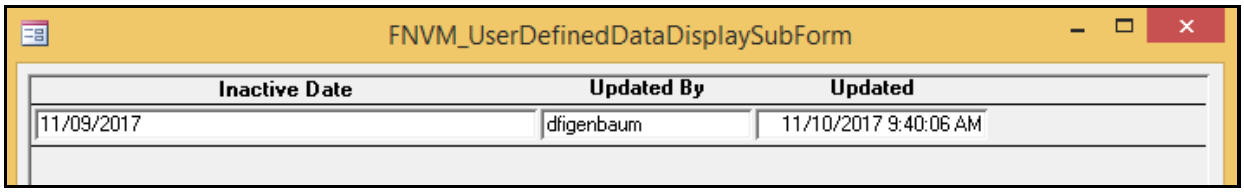
Select the ***Form Name***
Enter data for each field (the data types have been defined in the User Defined Form setup)



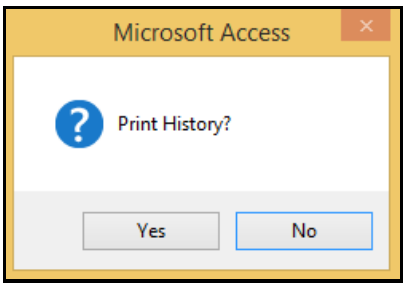
Hover over fields



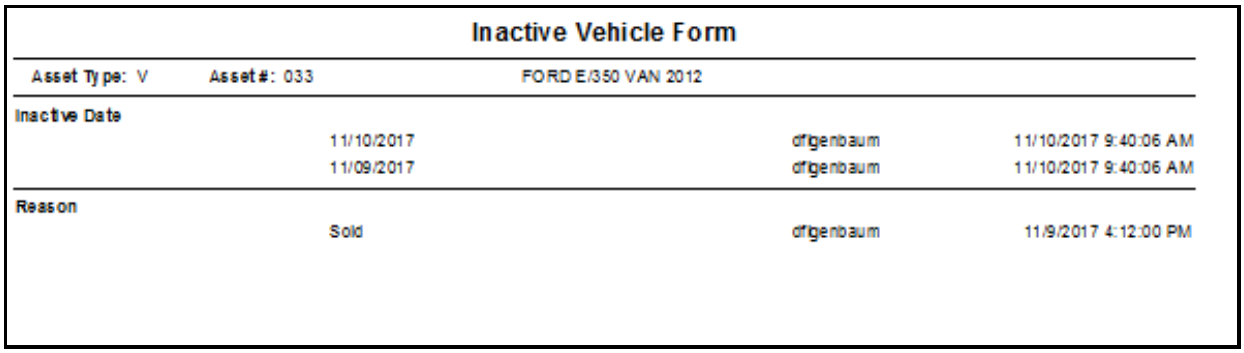
Double click on the **field data** to display history to changes made to data.
All entries for this selected field will display.



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



The following report displays.



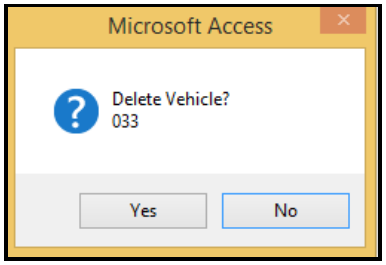
Inactive Vehicle Form

Asset Type: V Asset #: 033 FORD E/350 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

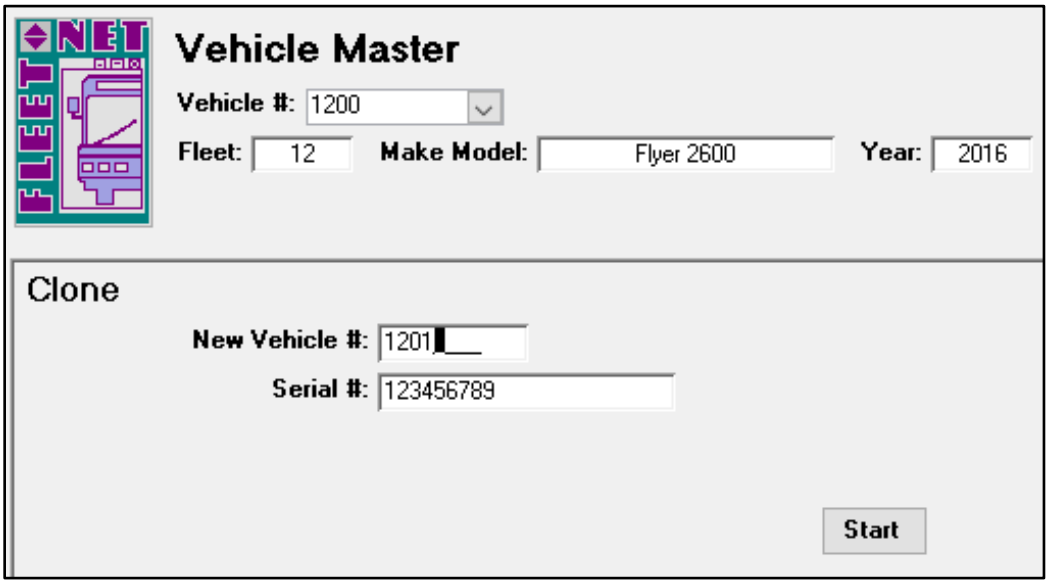
Delete

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.



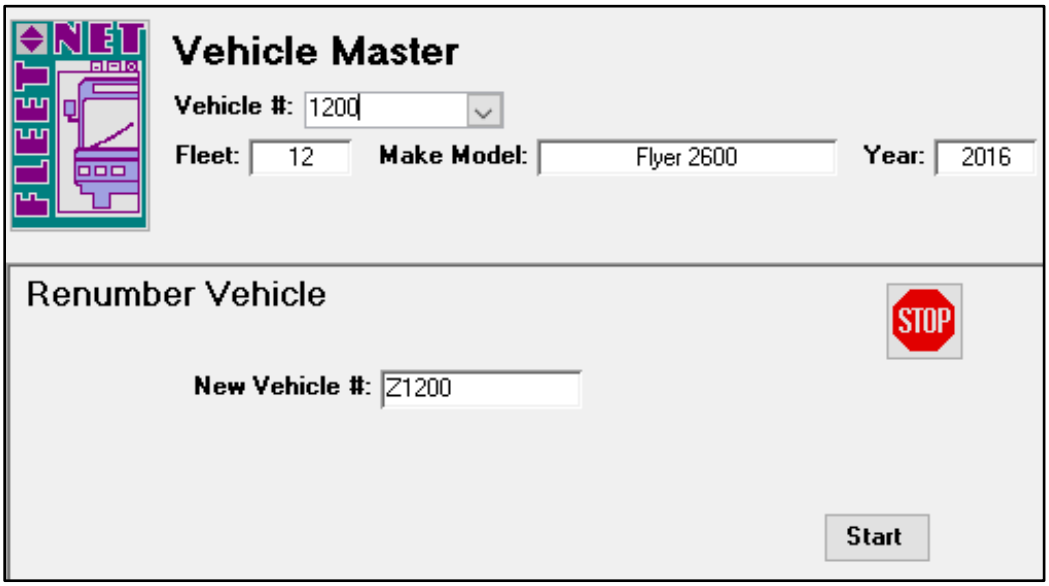
Clone

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

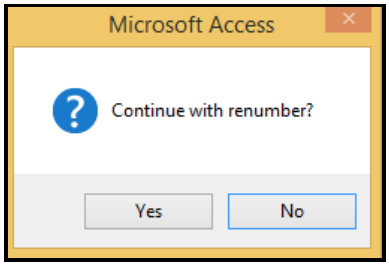


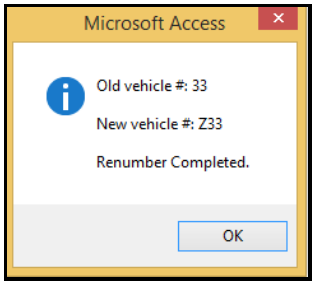
The Vehicle Master information, Warranty, Inspections, NTD data, Tire Positions, Consumables are all duplicated but can be modified.

Renumber



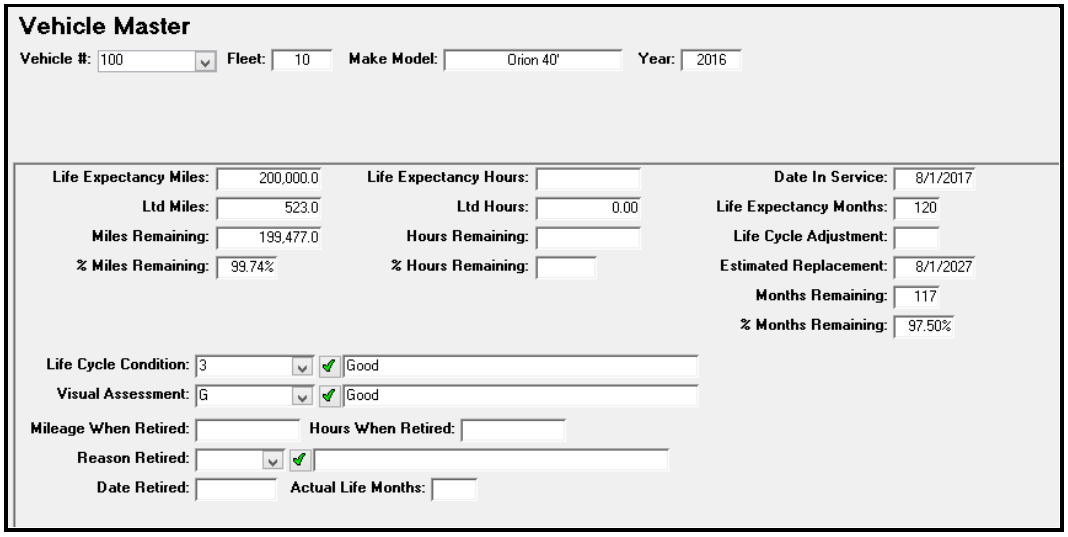
*Click **Start***





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.



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

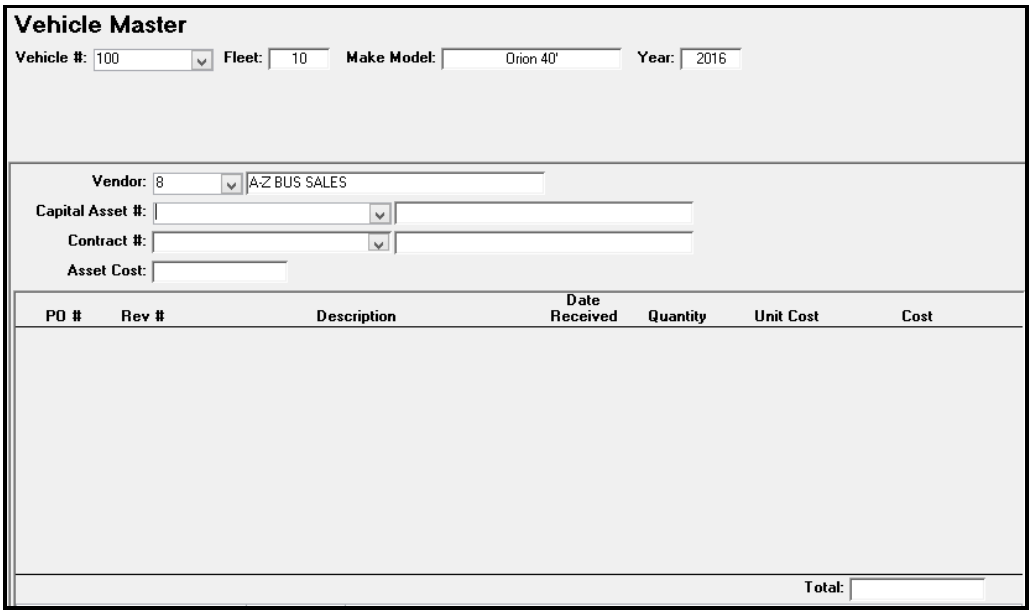
Field Name	Max Field Size	Data Type	Description
% Months Remaining		Numeric	Automatically calculated based on the service date life expectancy months, life cycle adjustment
Life Cycle Condition	20	Alpha Numeric	Enter the condition of the vehicle based of the life expectancy. Life Cycle Conditions can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

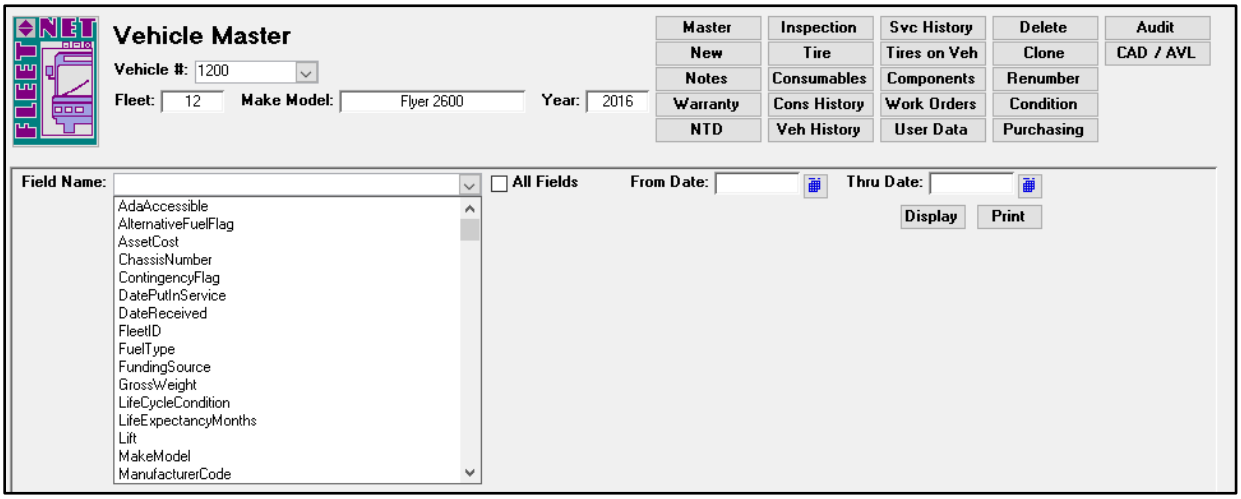
The user should have the actual PO available or use the PO Inquiries to ensure that the data is entered correctly.



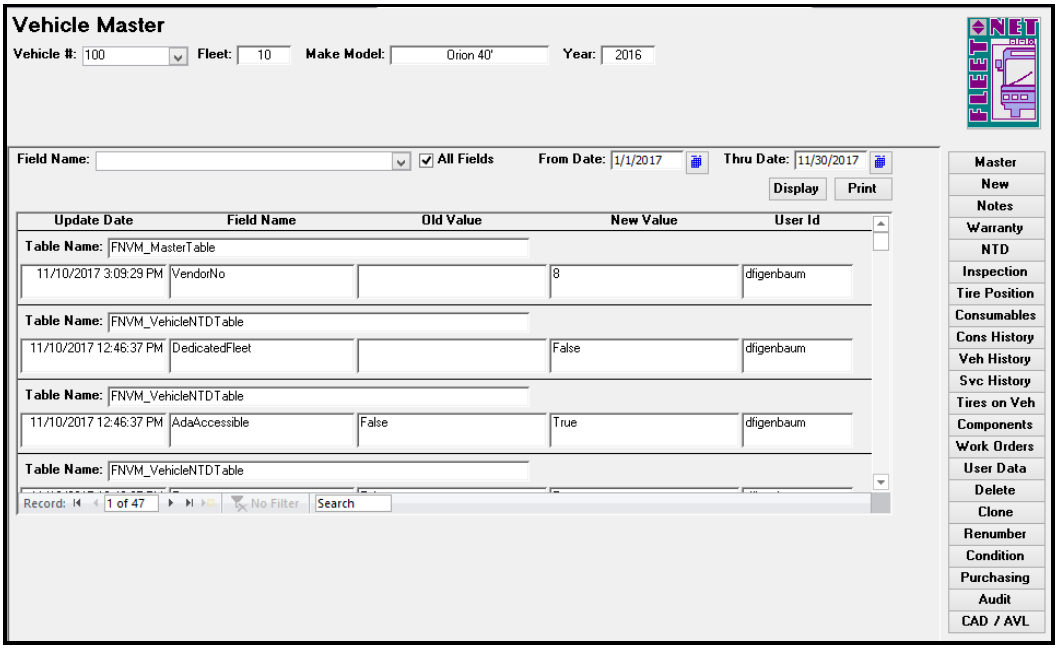
Field Name	Description
Vendor #	Enter the Vendor # from which this vehicle was purchased.
Capital Asset #	Enter the assigned Capital Asset # (Fixed Asset)
Contract #	Enter the Contract # for this purchase order
Asset #	Enter the Unit cost on the purchase order

Audit

Choose your field name from the drop down.



Check ***All fields and Display***



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

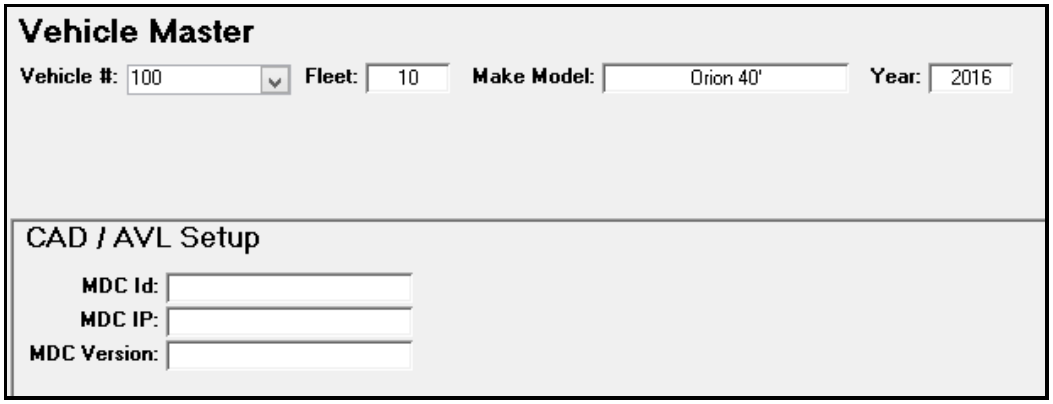
Asset Audit Report

Asset #: 100 Orion 40' 2016 1FMMM33MM2MM333

Table Name : FNVM_MasterTable

Update Date	Field Name	Before	After	Updated By
8/11/2017 3:36:34 PM	VehicleStatus		A	dfigenbaum
8/11/2017 3:48:30 PM	ChassisNumber		1FMMM33MM2MM333	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

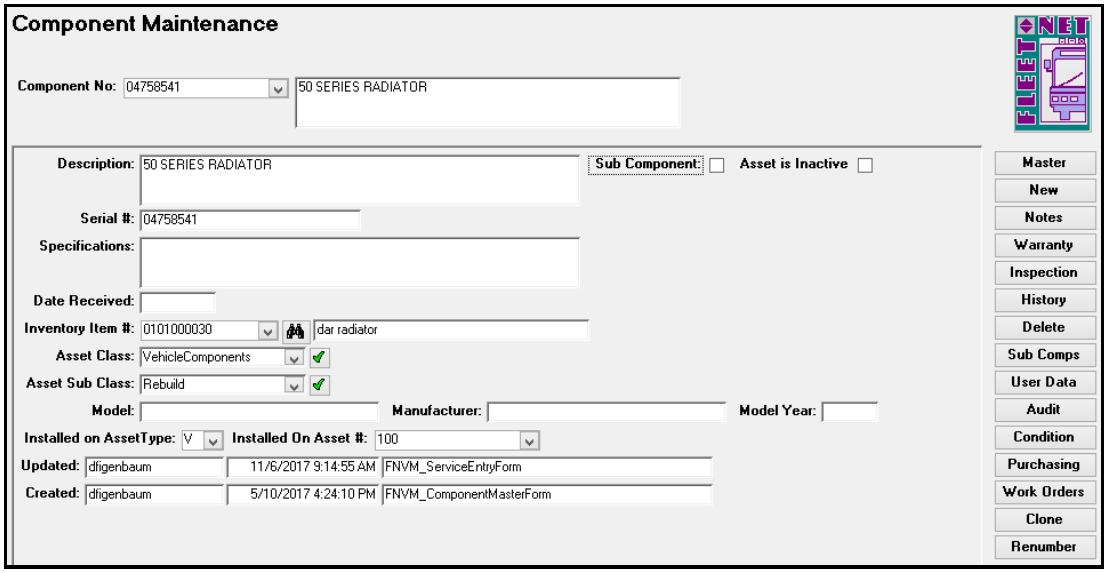


Modify/Add Components

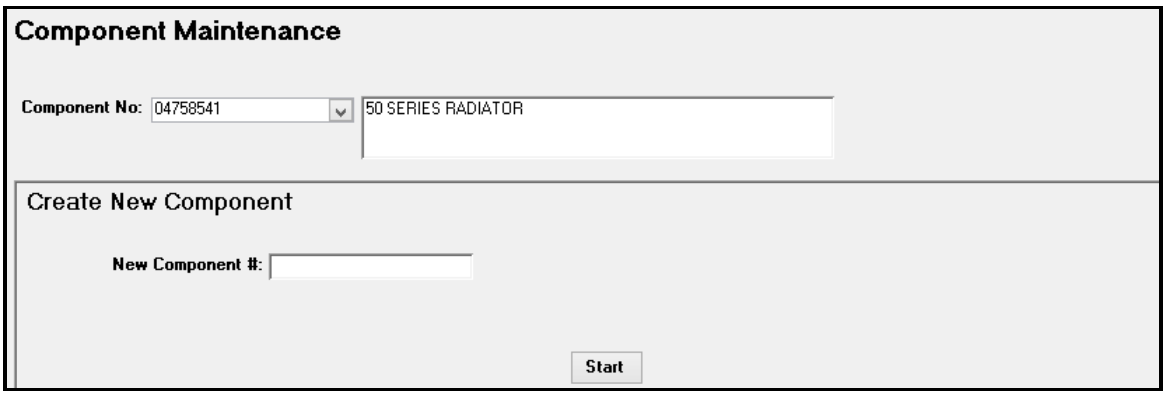
Use this form to set up components and sub-components. This provides tracking information necessary such as miles, hours, warranty information, repairs, inspections and rebuilds.

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

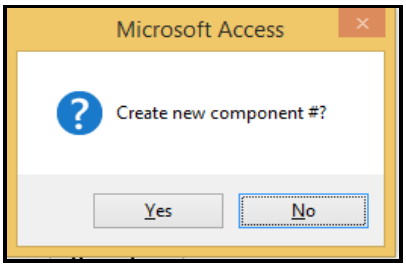
Components identified via this module can be set up under a separate preventative maintenance schedule than the entire vehicle. Items under analysis or warranty can be monitored more closely using this tracking system.



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



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



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

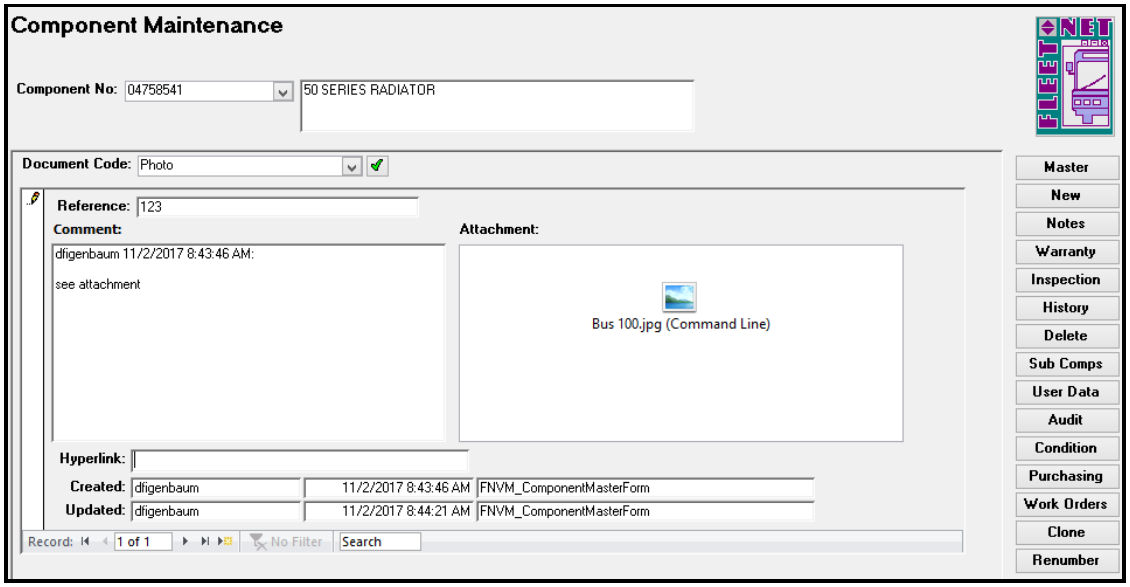
Field Name	Max Field Size	Data Type	Description
Component No:	20	Alpha Numeric	Enter a new component or select an existing component using the drop down list.
Description	255	Alpha Numeric	This field is provided as a user-defined description of the component.
Serial #	20	Alpha Numeric	Enter the applicable 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.



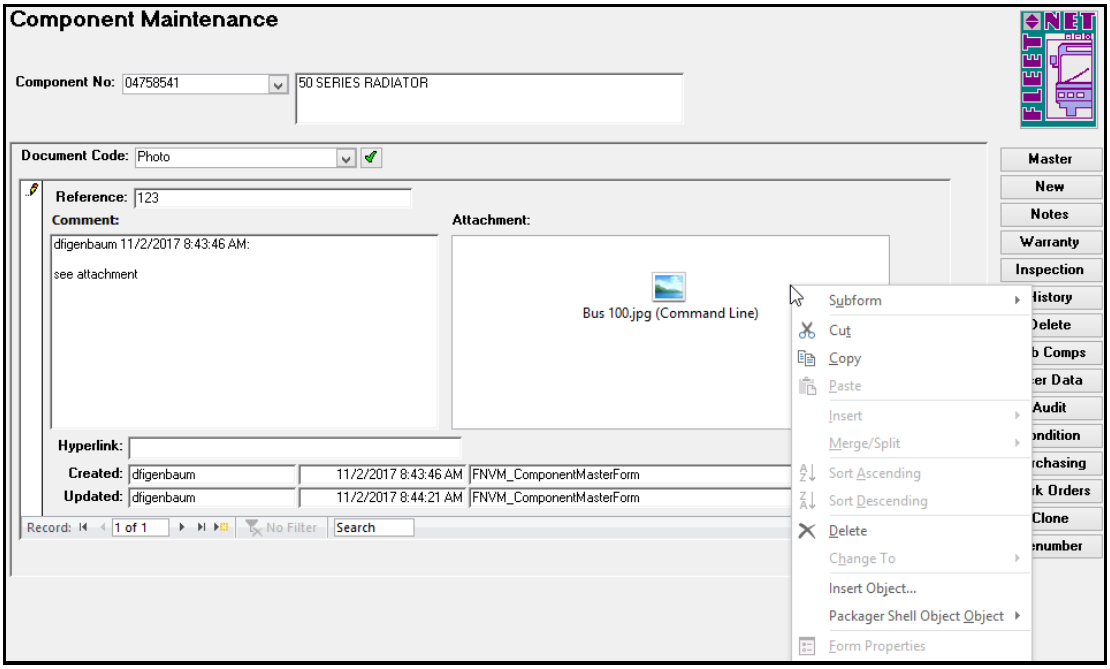
Field	Description
Document Code	Select the type of document that this note best represents from the drop down list that was setup in **VM14 Vehicle Maintenance (Miscellaneous Code Setup form)**. Examples are: a mechanic note, a picture or a schematic attached. This is a required field.
Reference	Enter 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.
Comment	Enter a comment pertinent to the work order. The comment is user, date & time stamped.
Attachment	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.)
Hyperlink	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.

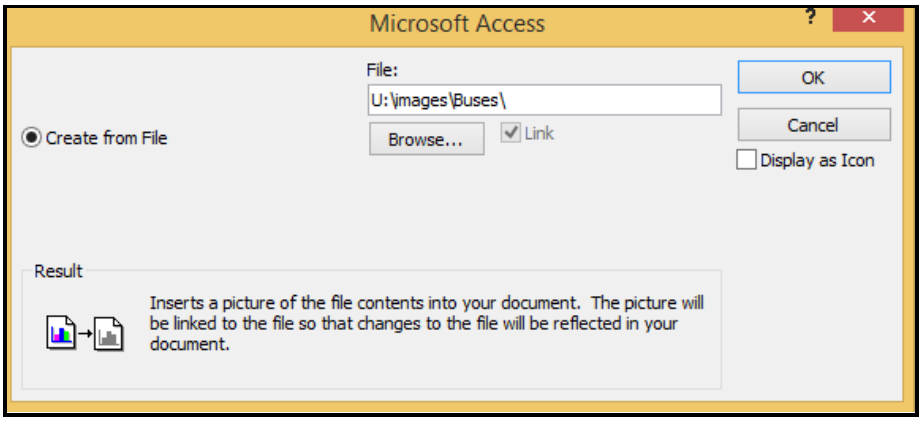
For example: This note has code = Photo and Reference 123

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:

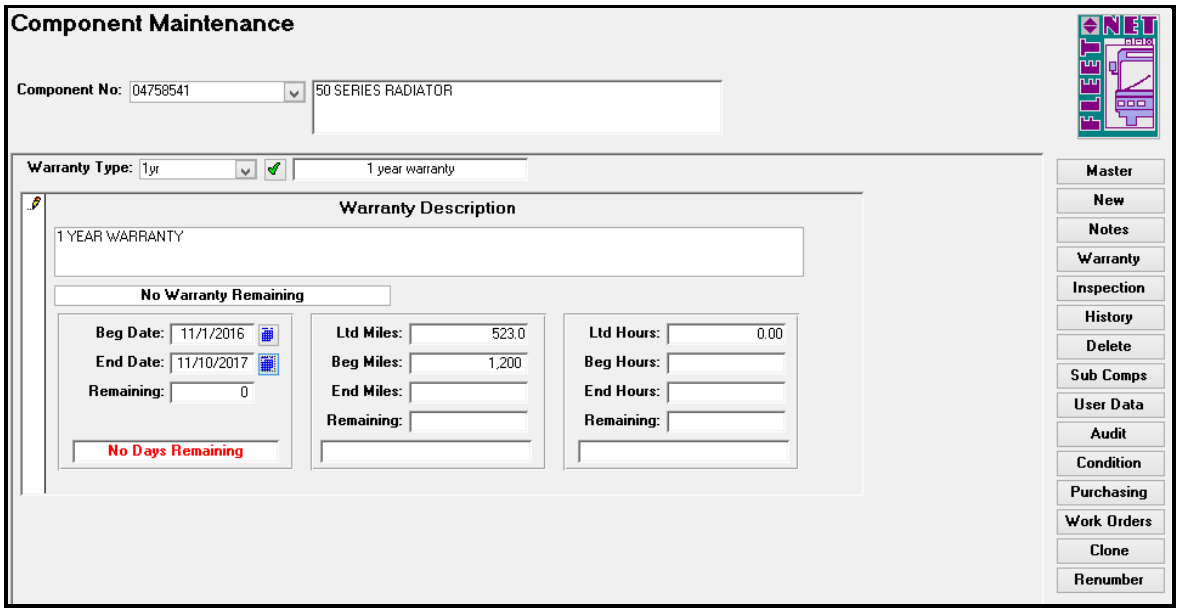


Field	Description
Create from File	Select to attach an existing document or image saved on the transit network.
File	Enter the path to the existing document or select *Browse* to search for the file.
Link	Check this box to attach the document as a link. It is preferable to link the file so that any modifications to the file will not have to be embedded again.
Display as Icon	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.

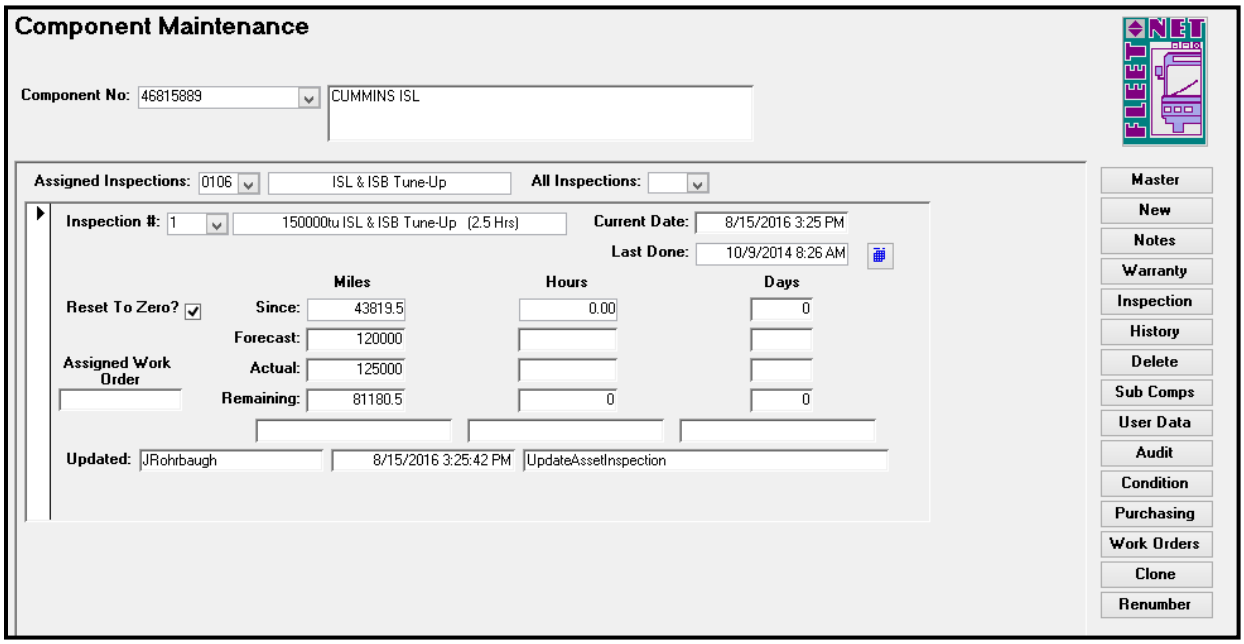
Messages display in red when the component is no longer under warranty.



Field Name	Description
Beg Date **End Date**	If tracking warranty by Component date, enter the effective Start Date and End Date of the Warranty on the Component.
LTD Miles	Automatically calculated when installed on a vehicle based on history and updated from daily service entry
Beg Mileage **End Mileage**	If tracking warranty by Component mileage, enter the beginning mileage and ending mileage when the warranty expires.
LTD Hours	Automatically calculated when installed on a vehicle based on history and updated from daily service entry
Beg Hours **End Hours**	If tracking warranty by Component hours, enter the starting hours and ending hours when the warranty expires.
Remaining	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
All Inspections	Select the Inspection ID from the drop down list.
Assigned Inspections	Select an inspection assigned to this asset. Multiple inspection IDs can be assigned to components.
Inspection #	Enter the next inspection due as setup in the PM Cycles.
Current Date	Automatically populated with date and time.
Last Done	Automatically populated with the Open Date of the last inspection WO.
Reset to Zero?	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. Reset miles/hours/days to zero or carryover to next inspection
Assigned Work Order	Automatically populated when an inspection work order is generated.

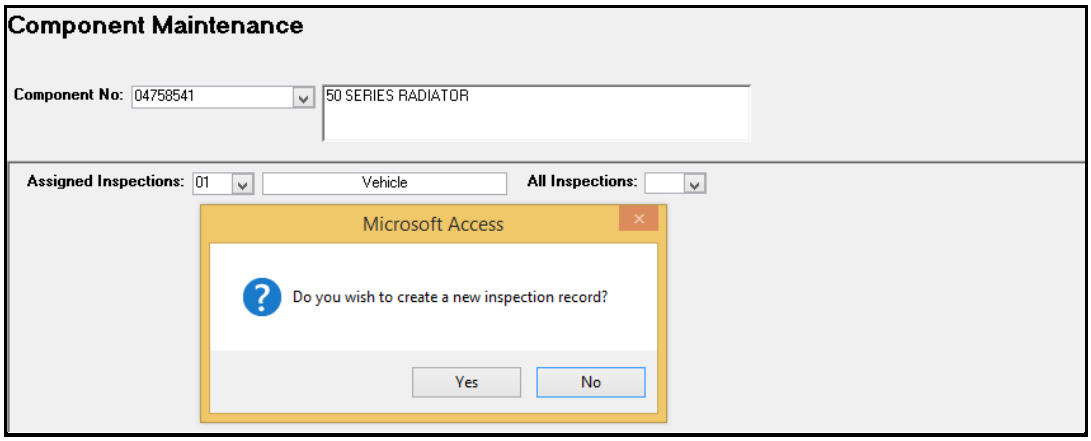
Miles, Hours and Days

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

Modify/add Vehicles… continued

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:



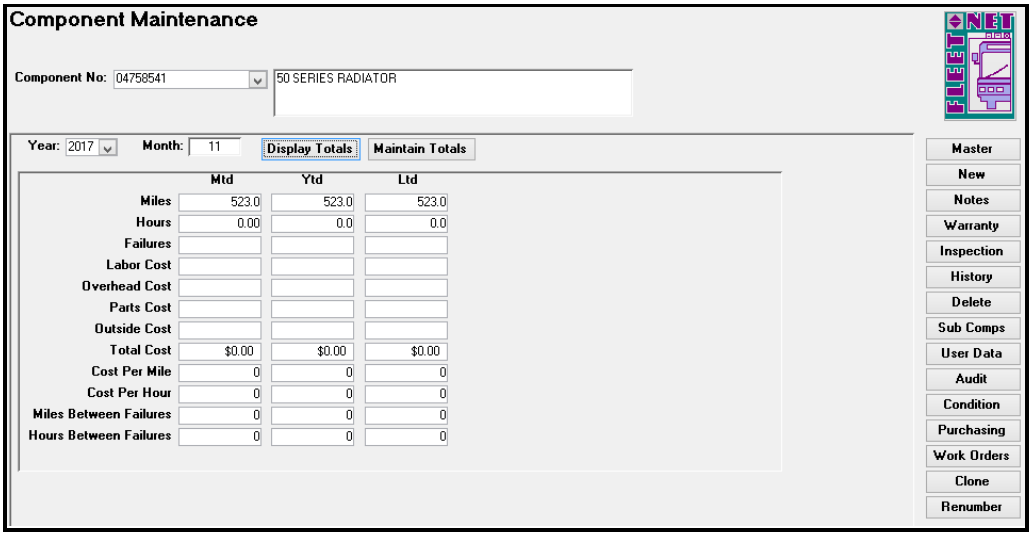
History

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.

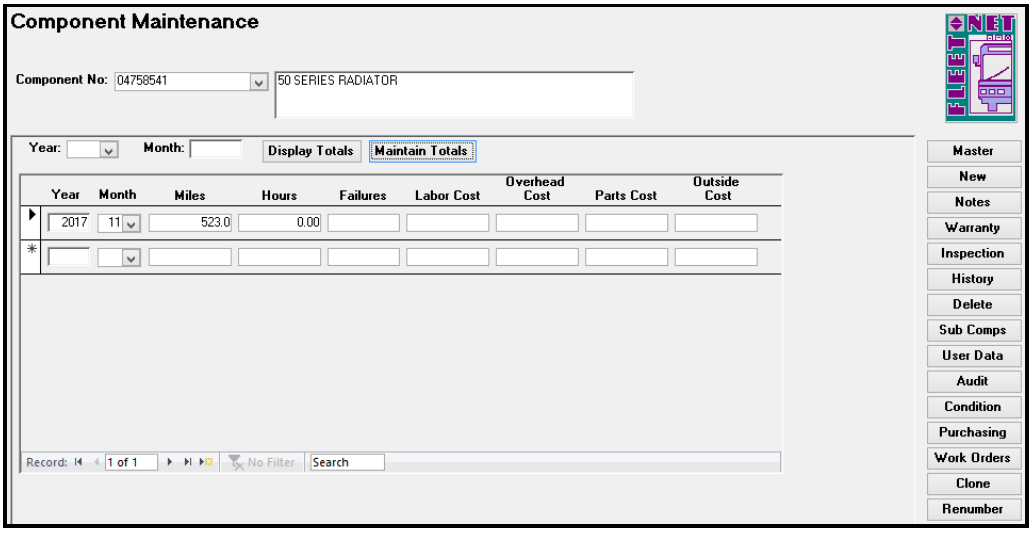
Click the ***Display Totals*** button to view history for the selected year and month.

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



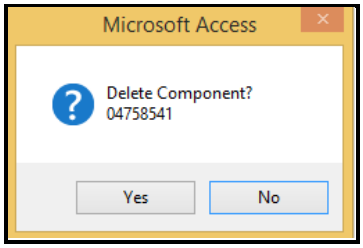
Click ***Maintain Totals*** display history for all years and months or to enter beginning miles or hours, quantities and costs for a new component.

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

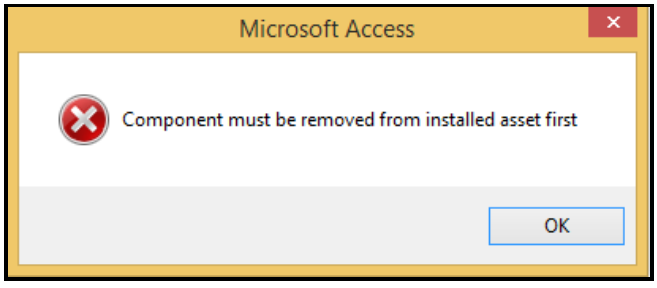


Delete

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.

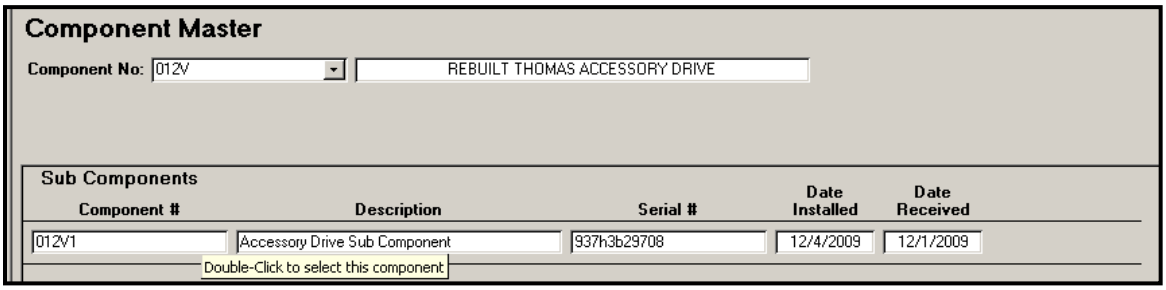


The following message displays if a component is installed on a vehicle.

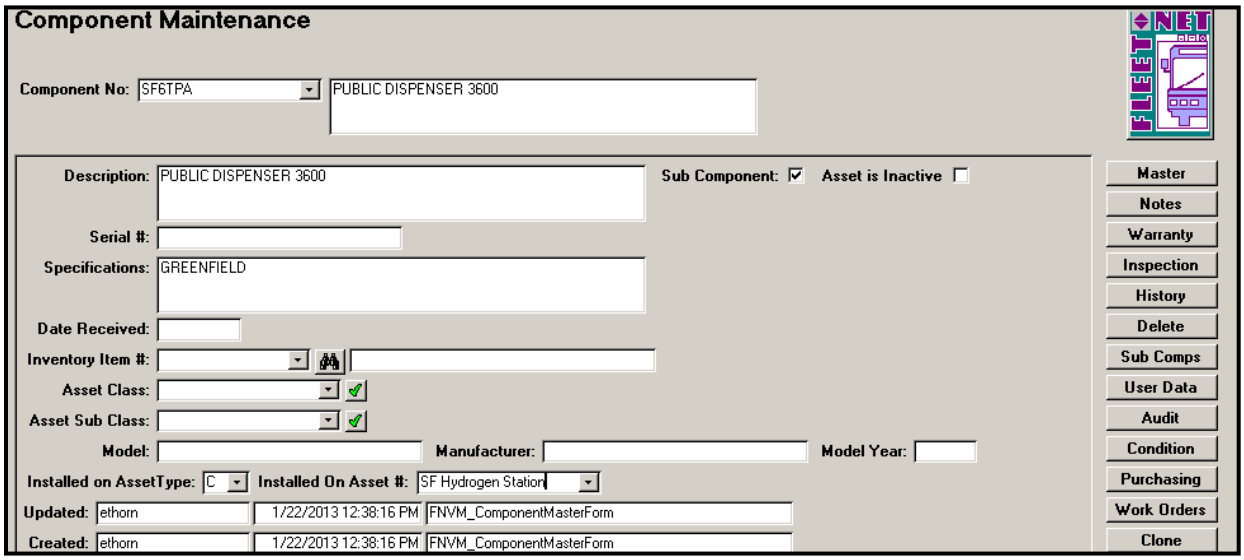


Sub-Components

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



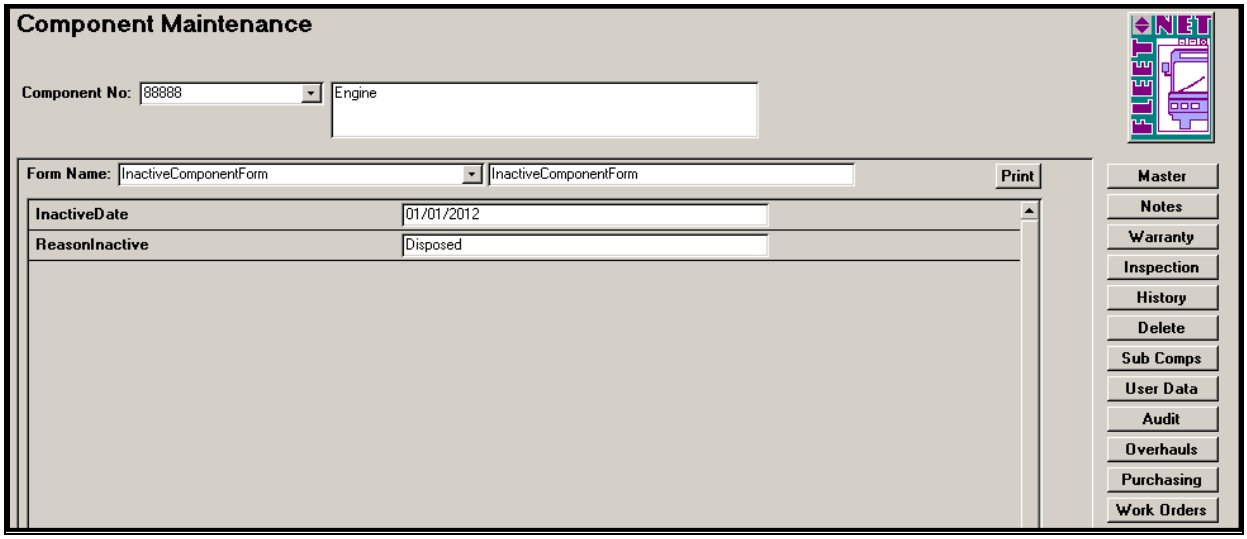
Display the Sub Component's Master Form by hovering over the component # and double clicking. The Sub Component can have Warranty, Notes and Inspections assigned. This form will be updated by Daily Service Entry and Work Orders for the vehicle the subcomponent is installed on.



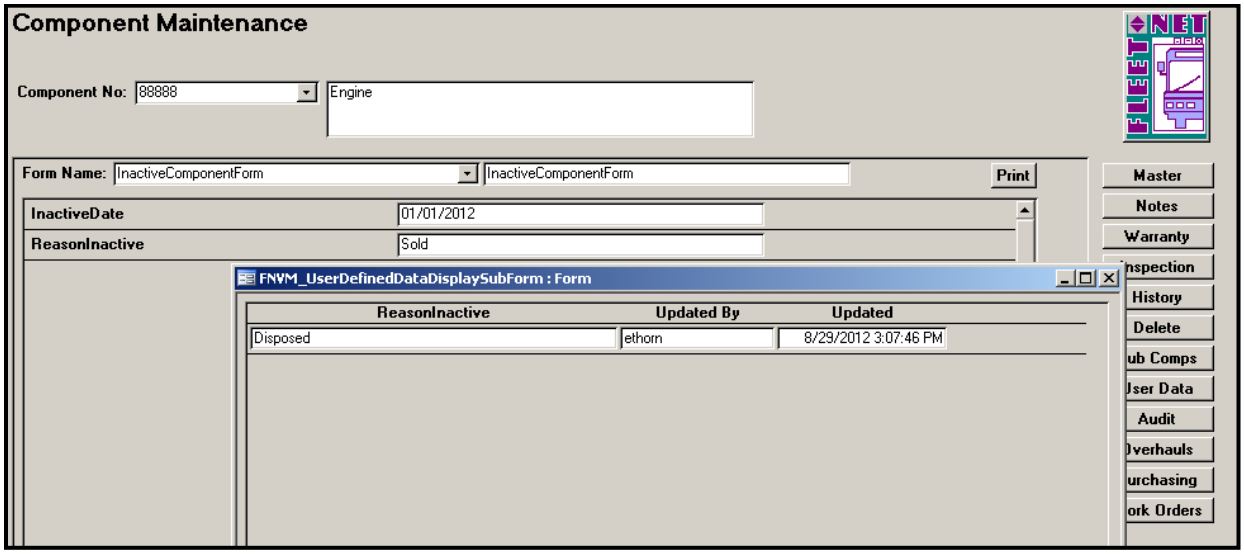
User Data

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).



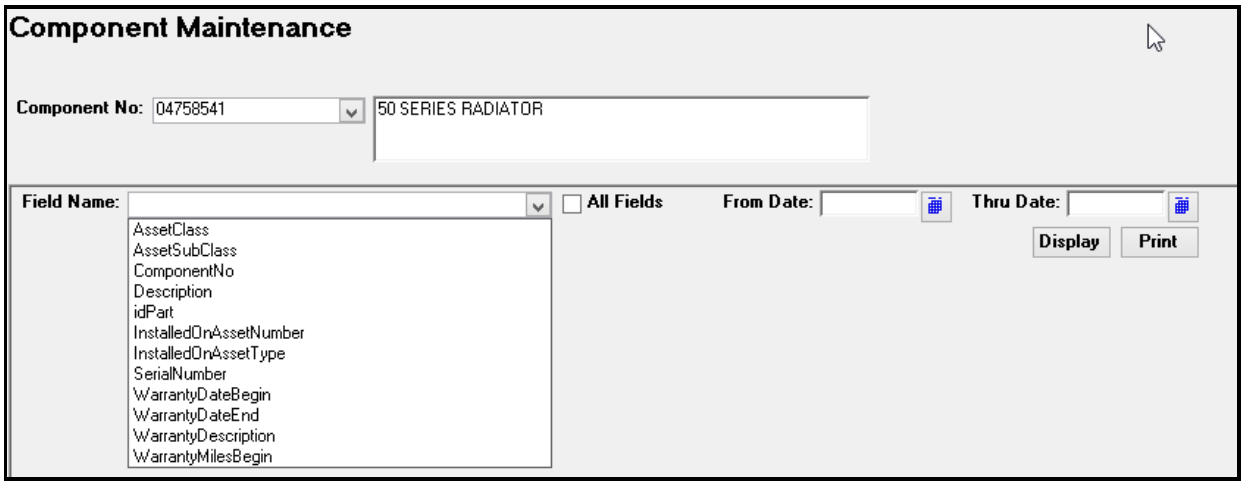
Double click on the ***field data*** to display history to changes made to data. All entries for this selected field will display.



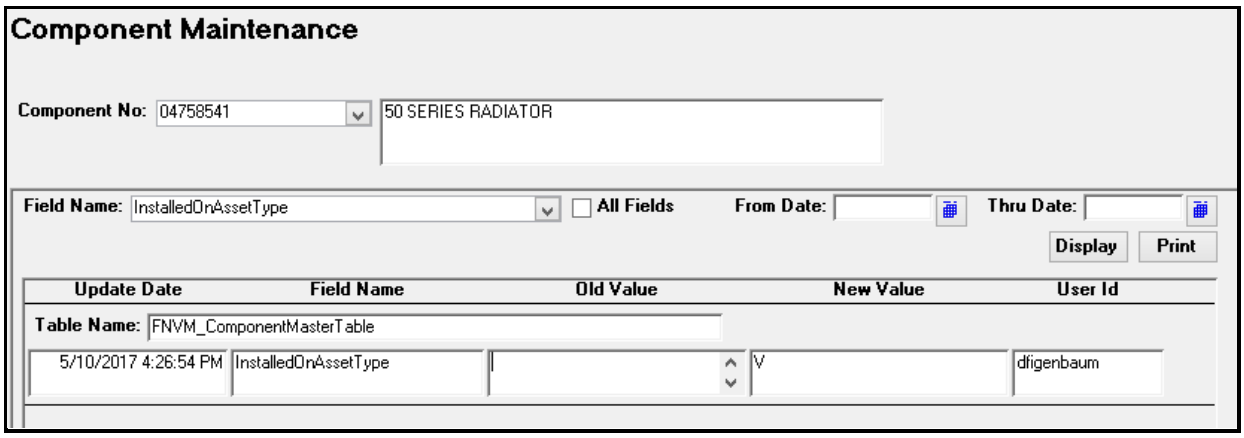
Audit

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

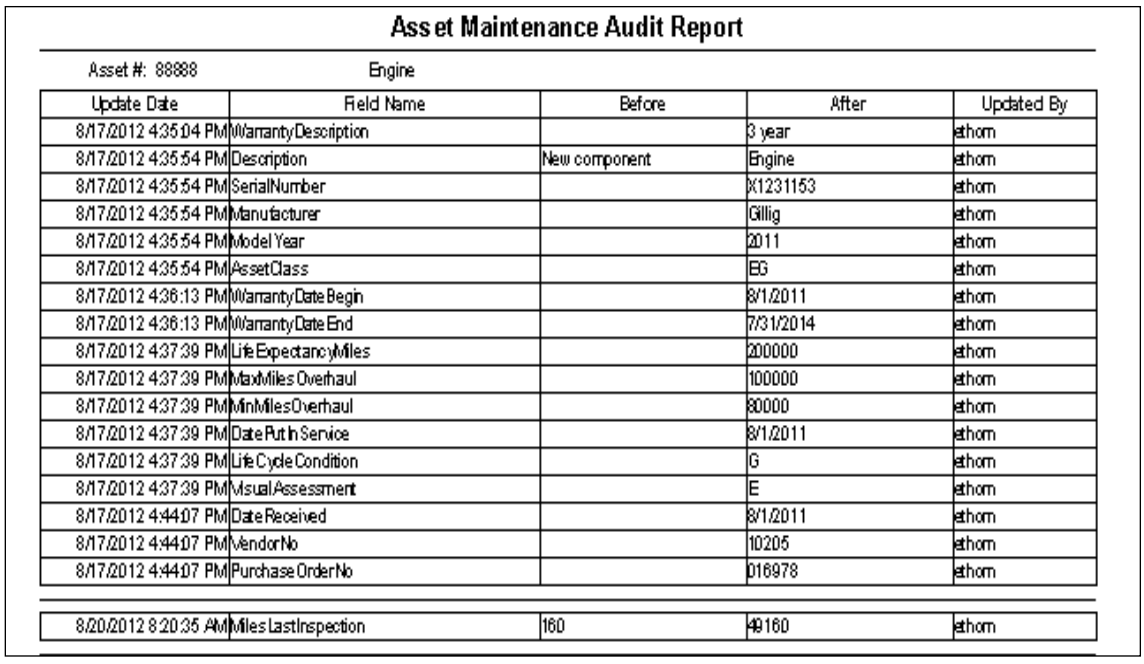
Options:
Select one field from the drop down menu or check All Fields.
Enter a date range or leave blank to see all history.



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



Click ***Print*** to display a report.



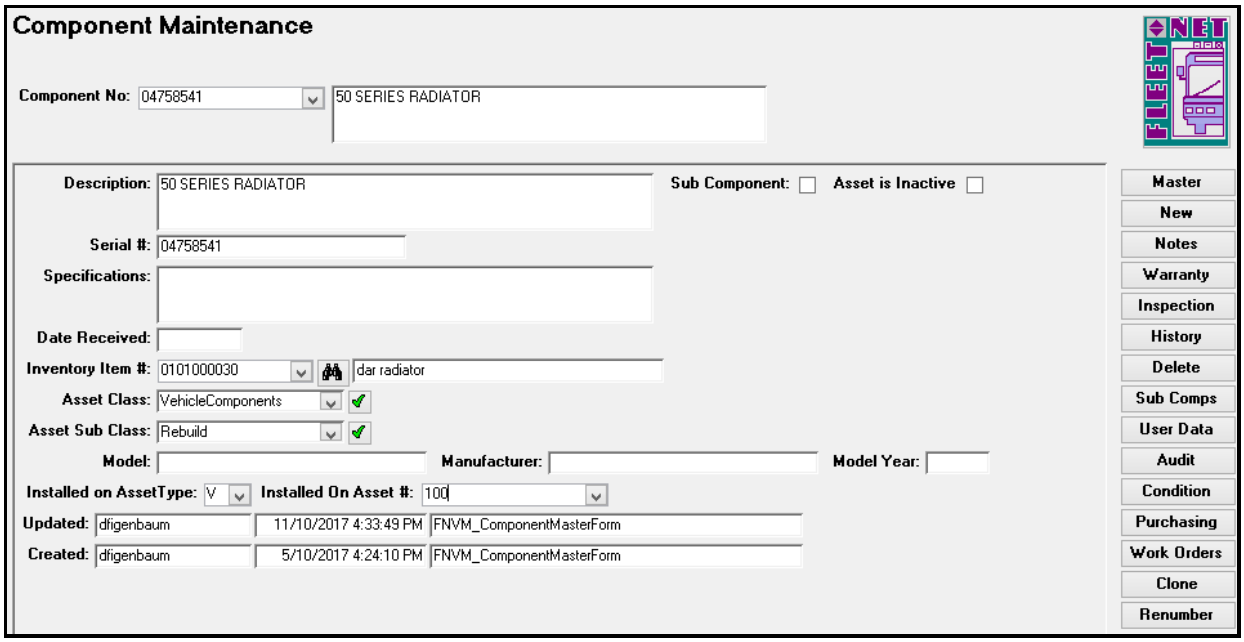
Asset Maintenance Audit Report

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	LifeExpectancyMiles		200000	athom
8/17/2012 4:37:39 PM	MaxMiles Overhaul		100000	athom
8/17/2012 4:37:39 PM	MinMiles Overhaul		80000	athom
8/17/2012 4:37:39 PM	DatePut 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	Visual Assessment		E	athom
8/17/2012 4:44:07 PM	DateReceived		8/1/2011	athom
8/17/2012 4:44:07 PM	VendorNo		10205	athom
8/17/2012 4:44:07 PM	PurchaseOrderNo		016978	athom
8/20/2012 8:20:35 AM	Miles LastInspection	160	49160	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.



Field Name	Max Field Size	Data Type	Description
Life Expectancy Miles /Hours		Numeric	If measuring Component miles, enter the life expectancy, in miles. If measuring Component hours, enter the life expectancy, in hours.
LTD Miles/Hours		Numeric	Automatically calculated based on the service entries for the vehicle the component is installed on.
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
Max Miles/Hours Overhaul		Numeric	Automatically calculated based on the miles or hours between overhauls (rebuild work orders)
Min Miles/Hours Overhaul		Numeric	Automatically calculated based on the miles or hours between overhauls (rebuild work orders)
Miles/Hours Since Last Overhaul		Numeric	Automatically calculated based on the service entries for the vehicle since the last rebuild.
Last Overhaul Date		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.
# of Overhauls		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

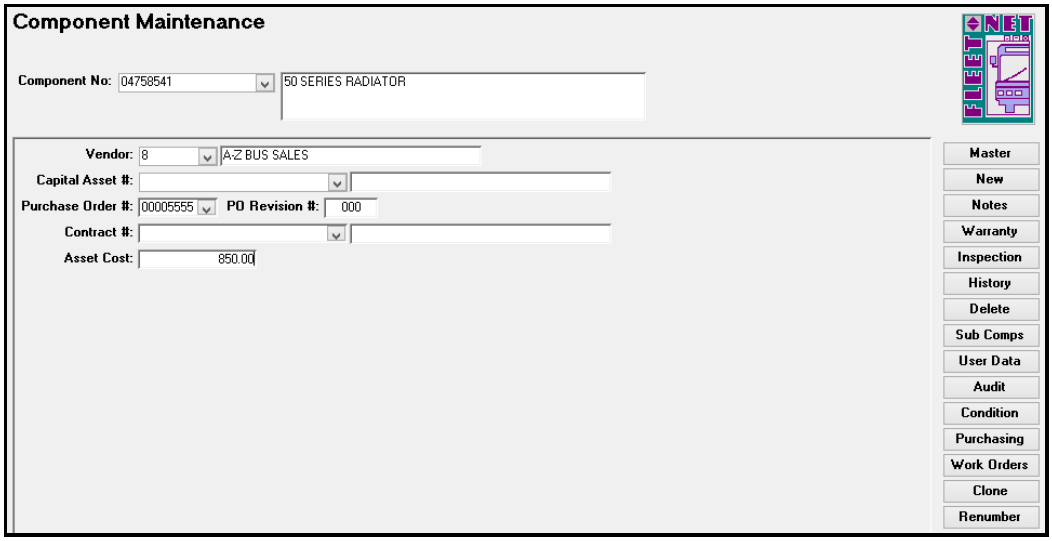
Field Name	Max Field Size	Data Type	Description
Days Since Overhaul		Numeric	Automatically calculated based on the Last Overhaul Date
Date in Service		Date	Enter the in service date. The date is used to calculate life cycle in months
Life Expectancy Months		Numeric	Enter the number of months for this component'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
% Months Remaining		Numeric	Automatically calculated based on the service date life expectancy months, life cycle adjustment
Life Cycle Condition	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
Visual Assessment	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
Mileage/Hours When Retired		Numeric	Enter the miles or hours of the component
Reason Retired	10	Alpha Numeric	Enter a reason the component is retired. Reasons can be added via the green check mark
Date Retired		Date	Enter the date this component is retired/ inactive
Actual Life Months			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.

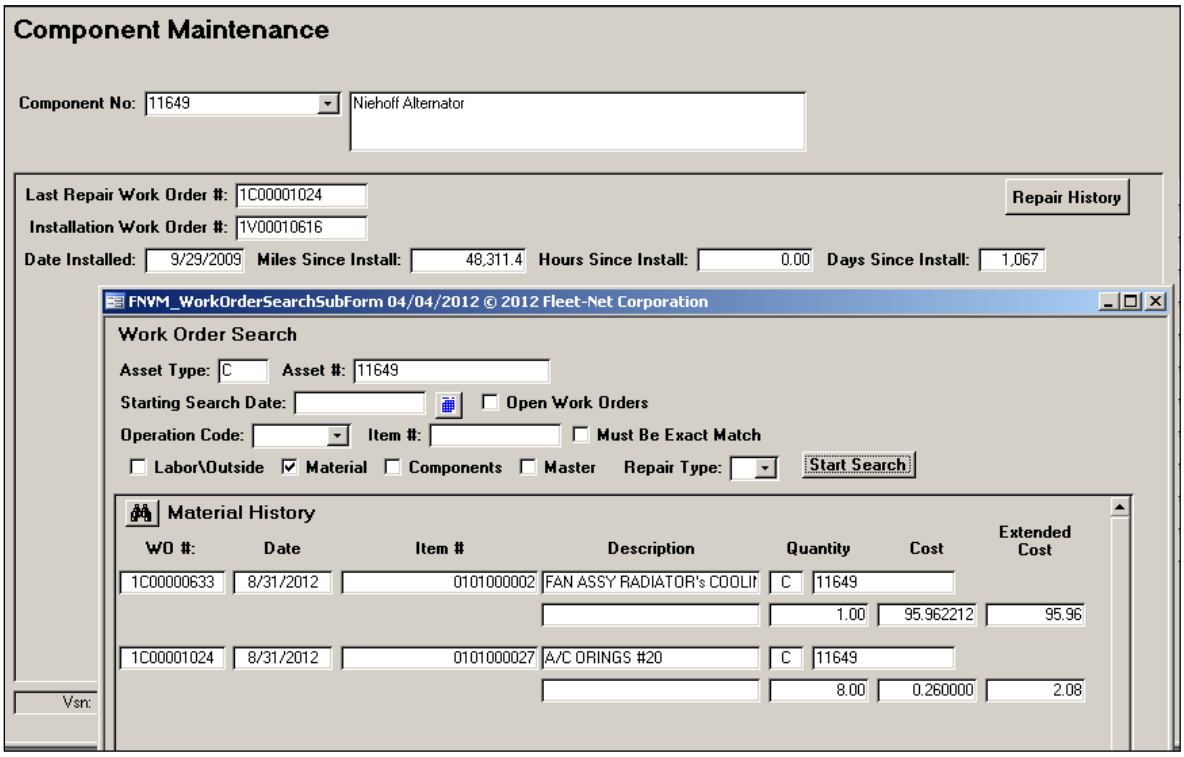
The user should have the actual PO available or use the PO Inquiries to ensure that the data is entered correctly.



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



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

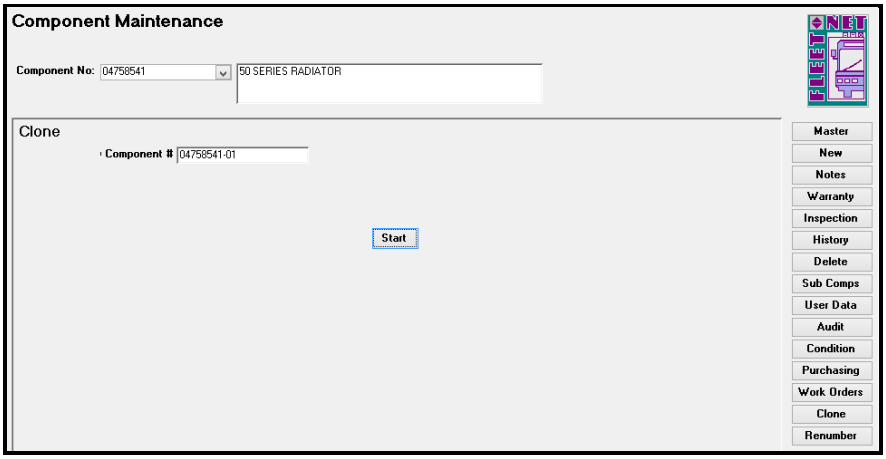
The Repair History search can be based on various criteria.

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

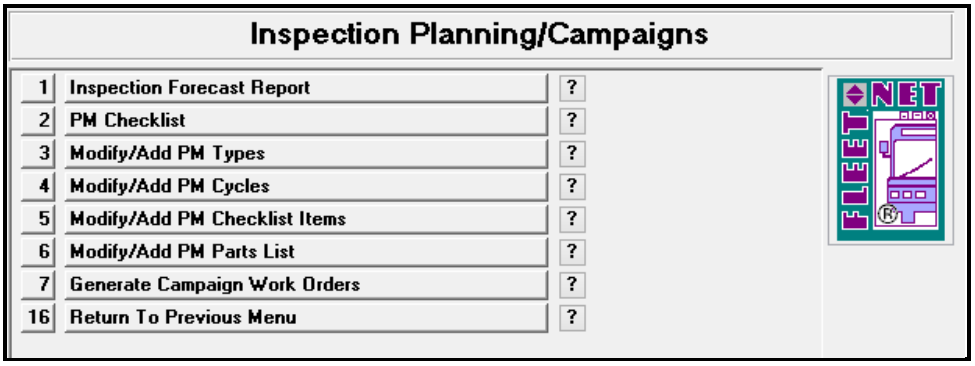


The Component Master information, Warranty, Inspections, Condition and Purchasing are all duplicated but can be modified.

Inspection Planning/ Campaigns

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

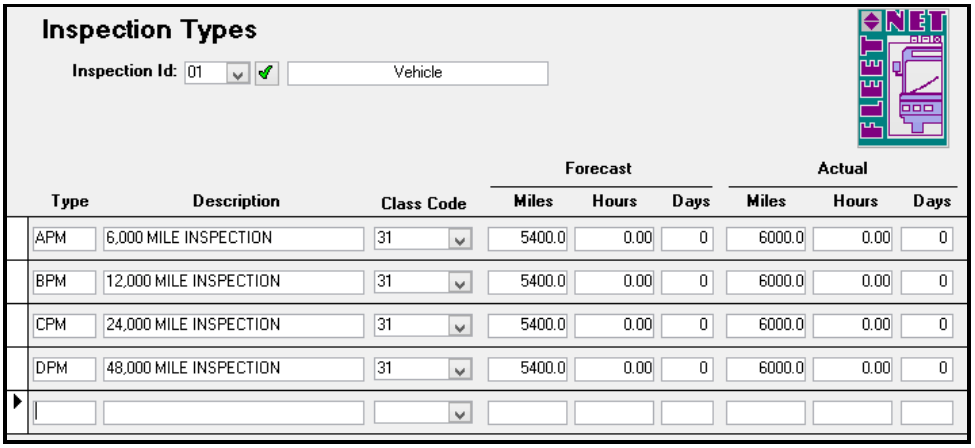
Campaign Work Orders can be generated for Vehicles, Components or other Assets from the menu: VM02 #7 or Work Order menu, WO #15.



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.



				Forecast			Actual		
Type	Description	Class Code	Miles	Hours	Days	Miles	Hours	Days
APM	6,000 MILE INSPECTION	31	5400.0	0.00	0	6000.0	0.00	0
BPM	12,000 MILE INSPECTION	31	5400.0	0.00	0	6000.0	0.00	0
CPM	24,000 MILE INSPECTION	31	5400.0	0.00	0	6000.0	0.00	0
DPM	48,000 MILE INSPECTION	31	5400.0	0.00	0	6000.0	0.00	0

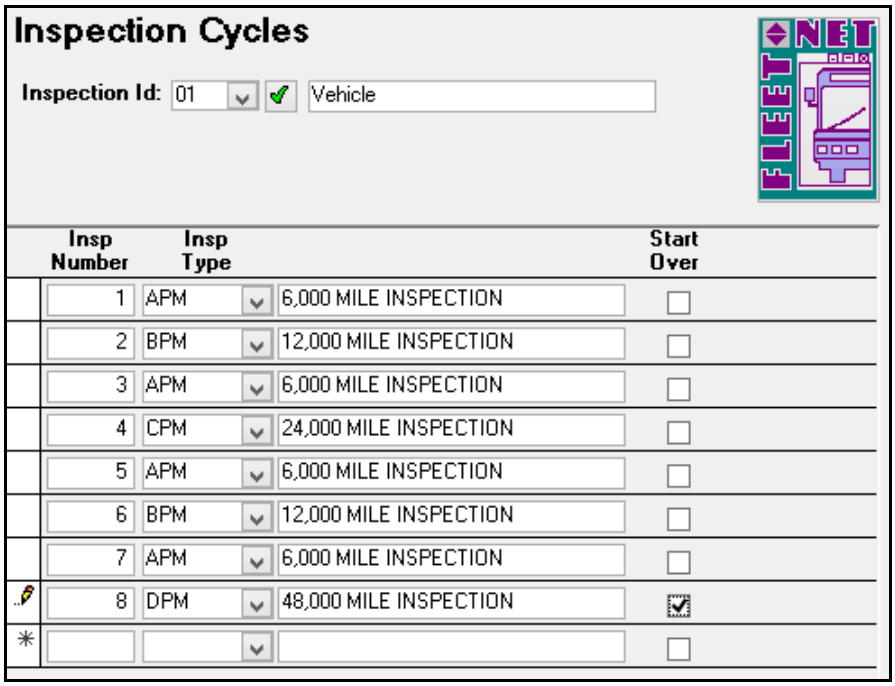
The Inspection Type above will allow the vehicles to be inspected every 6,000 miles with different work being performed with a designated list of tasks. In the screenshot above, the ‘Forecast’ vs. ‘Actual’ fields will provide a cushion of 600 miles. When the miles since the last inspection reaches the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

Field Name	Description
Type	Enter a Type of Inspection.
Description	Enter a description of the inspection.
Class Code	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.
Forecast Miles, Hours, Days	Enter miles, hours or days at which this inspection type should start appearing on the Inspection Forecast Report before actual inspection should be performed.
Actual Miles, Hours, Days	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.

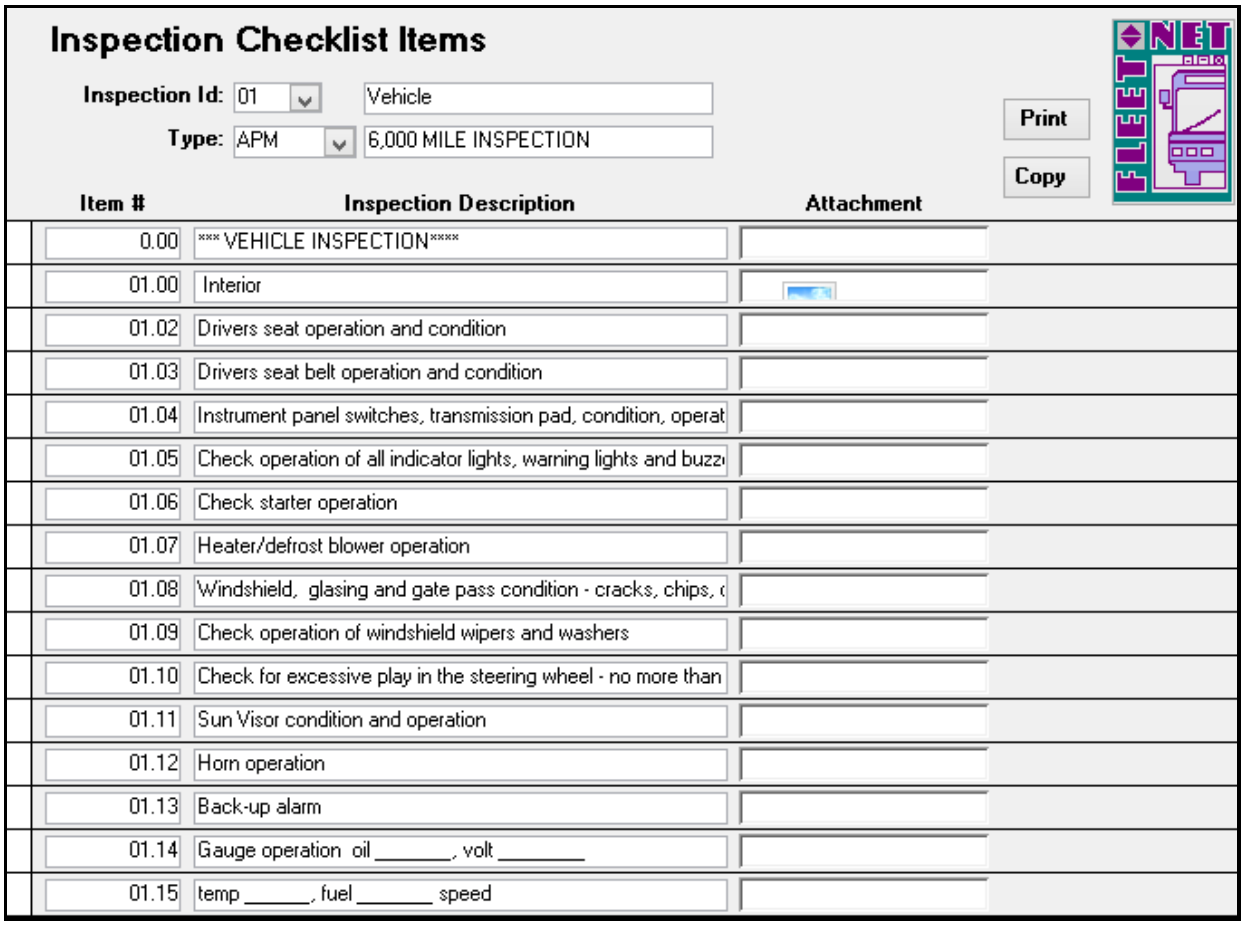


Enter the fields with the appropriate information necessary for setting up the PM Cycle

Field	Description
Inspection ID	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.
Number	Enter the numeric order in which to perform the inspection types.
Type	Select the 'Type' of inspection which to perform in the specific order listed.
Start Over	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.



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
Item #	The Item # 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.
Inspection Description	Enter a description of the task that will be performed with the Item selected. Example: Replace air filter
Attachments	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

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:

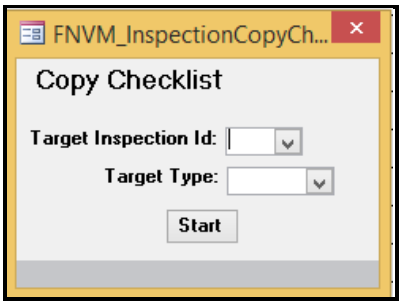
1
15
1999
2
25

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.

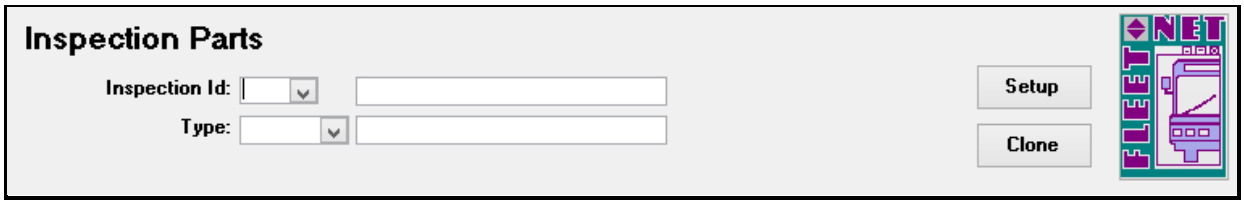
COPY- Allows for easy duplication of an entire checklist from one Inspection type to another.
Open an Inspection ID. Click Copy and enter the Inspection ID and Inspection Type to copy the selected checklist to the new ID.



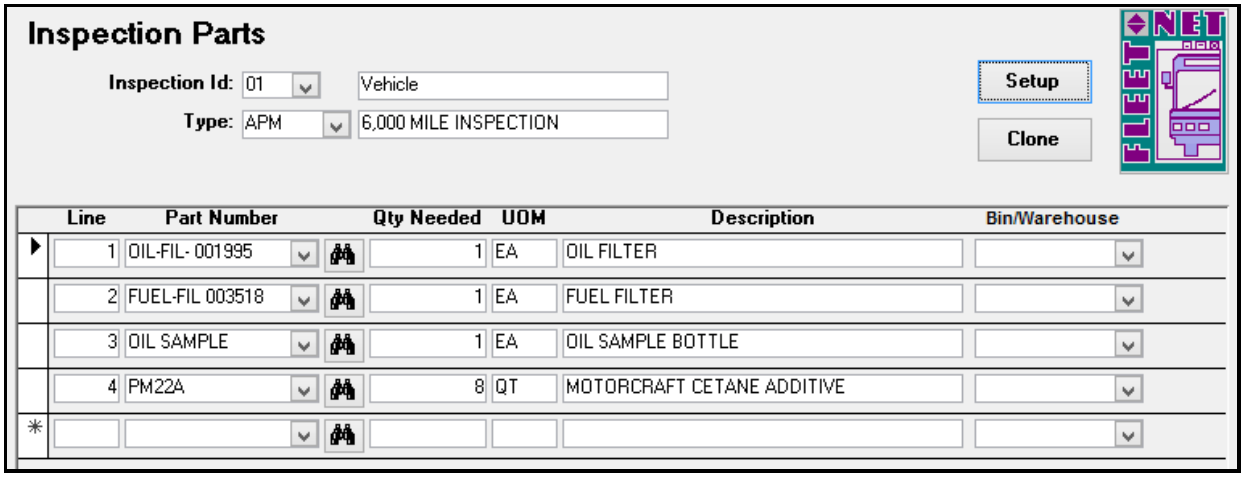
Modify/Add PM Parts List

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.

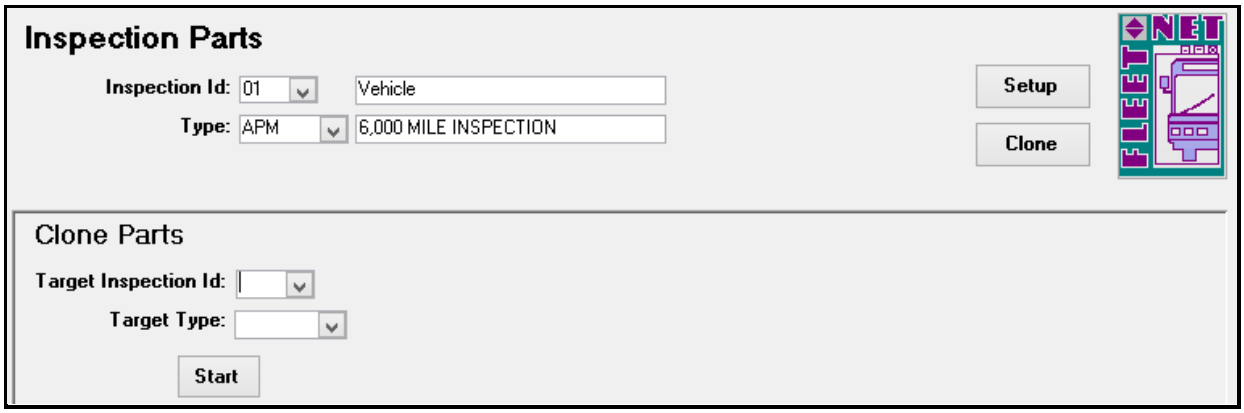


Click ***Setup*** to enter parts



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

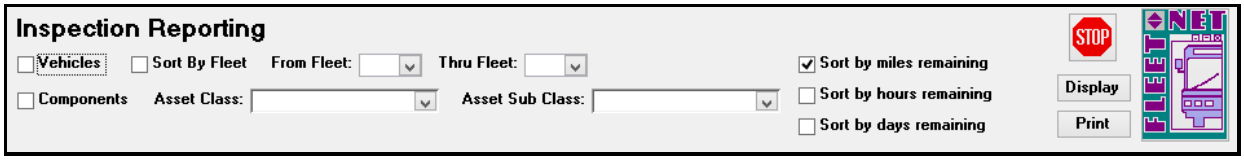
Click ***Clone***



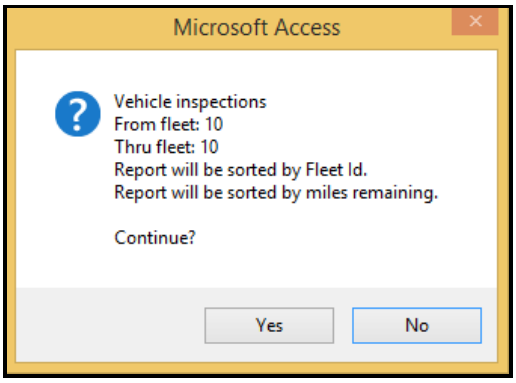
Inspection Forecast Report

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.

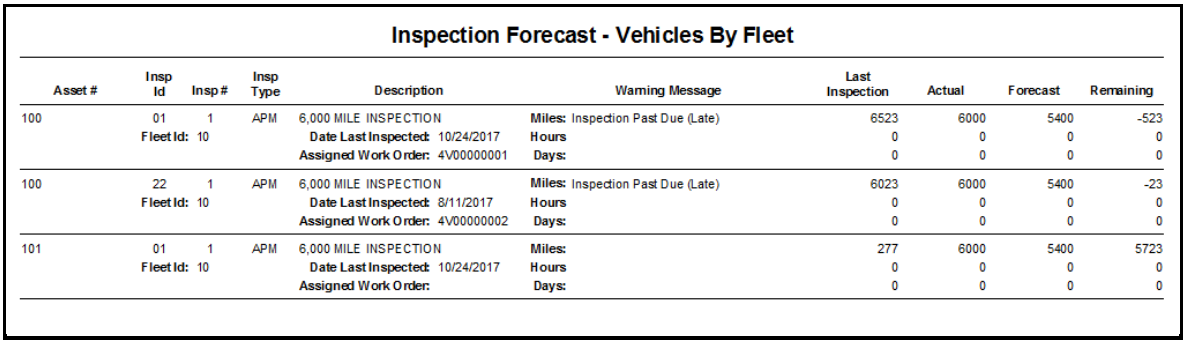


Click ***Display*** and the confirmation message will display.



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.

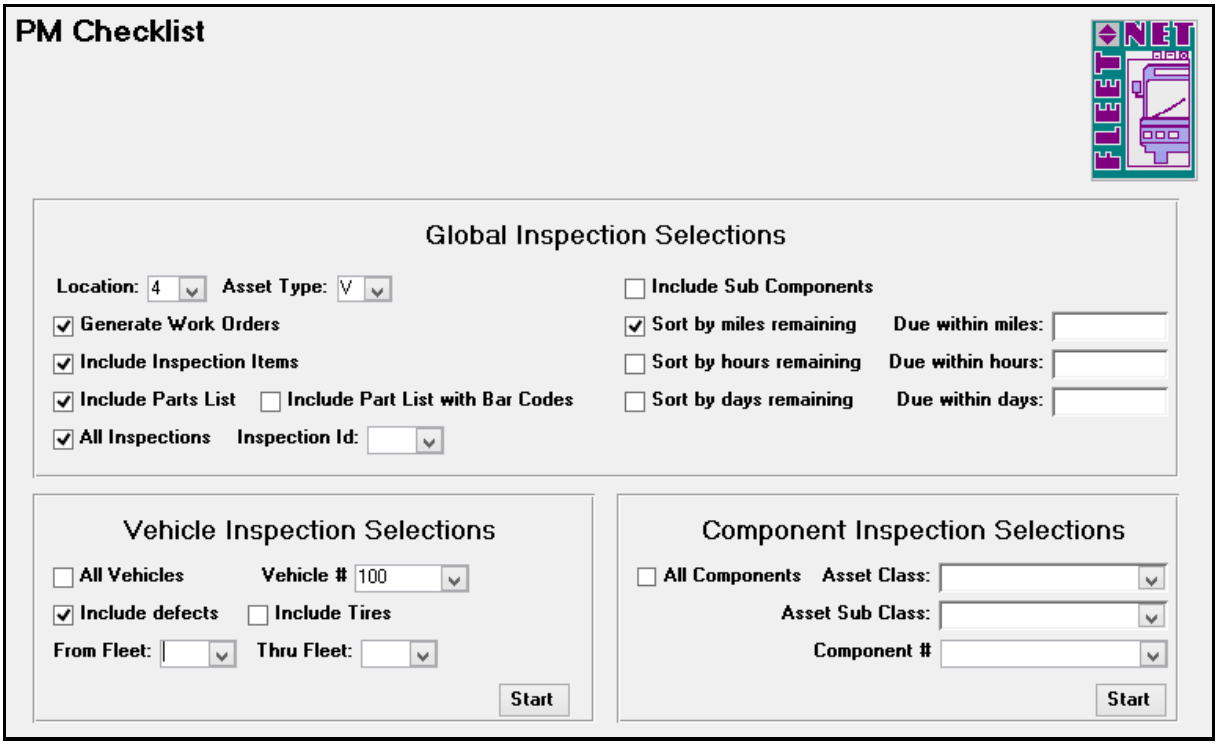


Inspection Forecast - Vehicles By Fleet

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
				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
				Assigned Work Order: 4V00000002	Days:	0	0	0	0
101	01	1	APM	6,000 MILE INSPECTION	Miles:	277	6000	5400	5723
	Fleet Id: 10			Date Last Inspected: 10/24/2017	Hours	0	0	0	0
				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.



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
Location	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 #.
Asset Type	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 #.
Generate Work Orders	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.)
Include Inspection Items	If selected, the checklist tasks will print on the report/Work Order. This is set up in Modify/Add PM Checklist Items.
Include Parts Lists	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.
All Inspections	Select the checkbox if all inspections are required, or select an individual Inspection ID.
Include Sub-Components	If selected the PM checklist will be include components installed on the vehicle, or sub-components assigned to a component that are due for inspections.
Sort by…	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

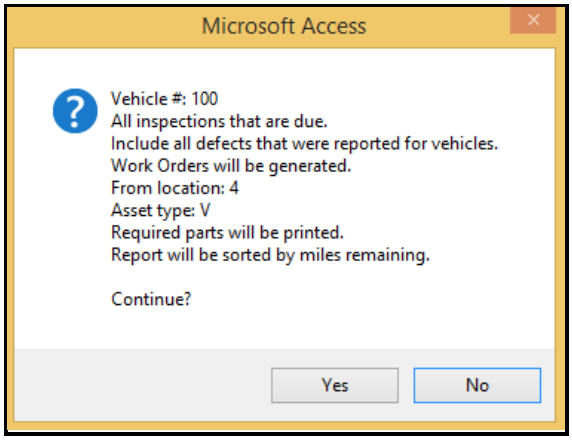
Field	Description
All Vehicles or Vehicle #	Select the checkbox for inclusion of all vehicles. Or select a specific vehicle from the drop down.
Include defects	If selected, deferred defects entered in Vehicle Problems will print on the PM Checklist.
Include tires	If selected, tire positions will print on the PM checklist
From Fleet **Thru Fleet**	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
All Components or Component #	Select the checkbox to include all Components or select a specific Component.
Asset Class **Asset Sub Class**	Specify the class and sub class to only generate PM checklist and /or work orders for this criteria.
Component #	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 **Work Order #: 1V00011628**

Year: 2008 Veh Tag #: 1252523

Fleet: 23 NEW 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 11:15:08 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: _____

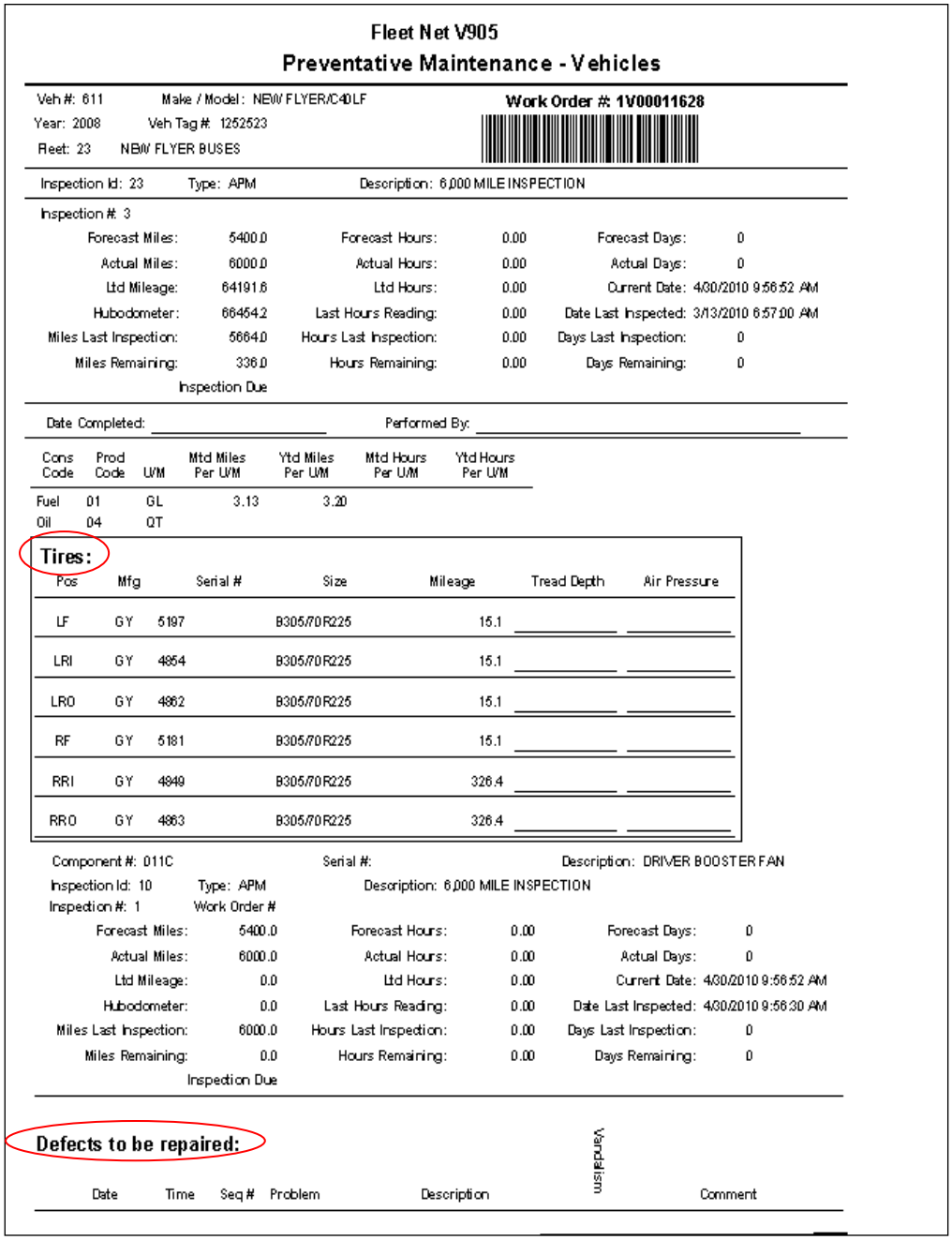
Cons Code	Prod Code	U/M	Mtd Miles Per U/M	Ytd Miles Per U/M	Mtd Hours Per U/M	Ytd Hours Per U/M
Fuel	01	GL	3.13	3.20		
Oil	04	QT				

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

Tire positions will print on PM Work Order if desired.

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



Fleet Net V905

Preventative Maintenance - Vehicles

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

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	_____	_____

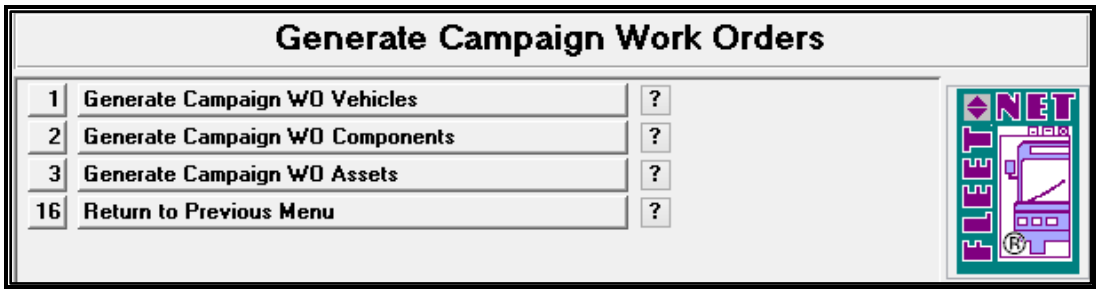
Component #: 011C Serial #: Description: DRIVER BOOSTER FAN
Inspection Id: 10 Type: APM Description: 6,000 MILE INSPECTION
Inspection #: 1 Work Order #

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				

Defects to be repaired:

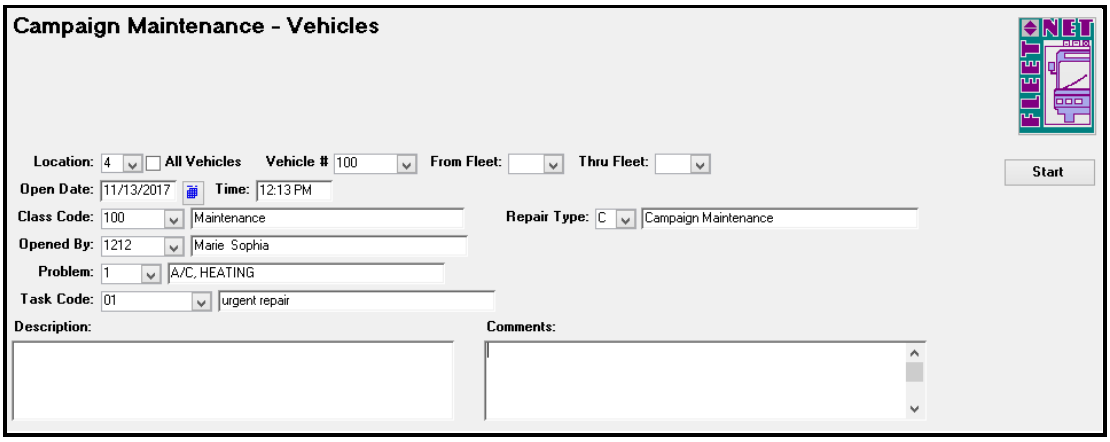
Date	Time	Seq #	Problem	Description	Vandalism	Comment

Generate Campaign Work Orders



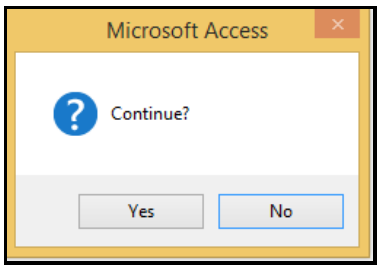
Generate Campaign WO Vehicles

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

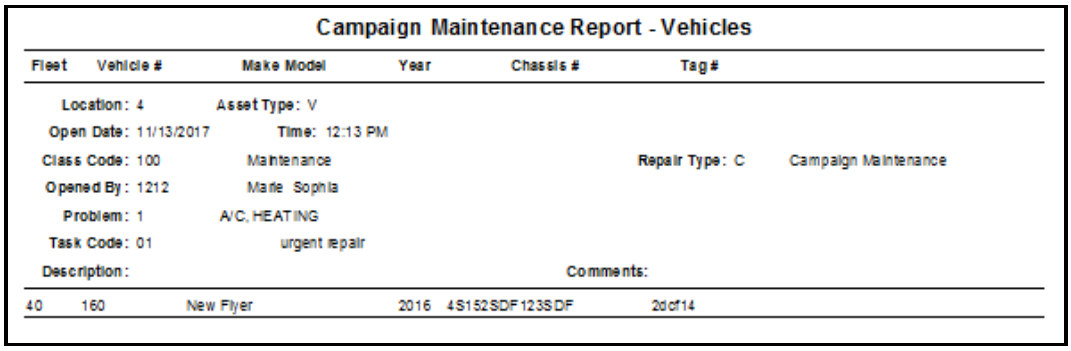


Field	Description
Location	Select the location where Work Order Campaign will be performed. This is required to generate the Work Order. The location code becomes the first character of the work order #.
All Vehicles **Vehicle #** **From Fleet Thru Fleet**	Select All Vehicles, specify a vehicle or enter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

Click ***Start***



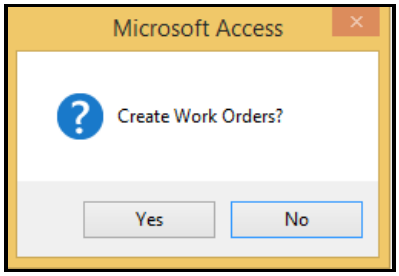
Click ***yes*** and the following report is displayed



Campaign Maintenance Report - Vehicles

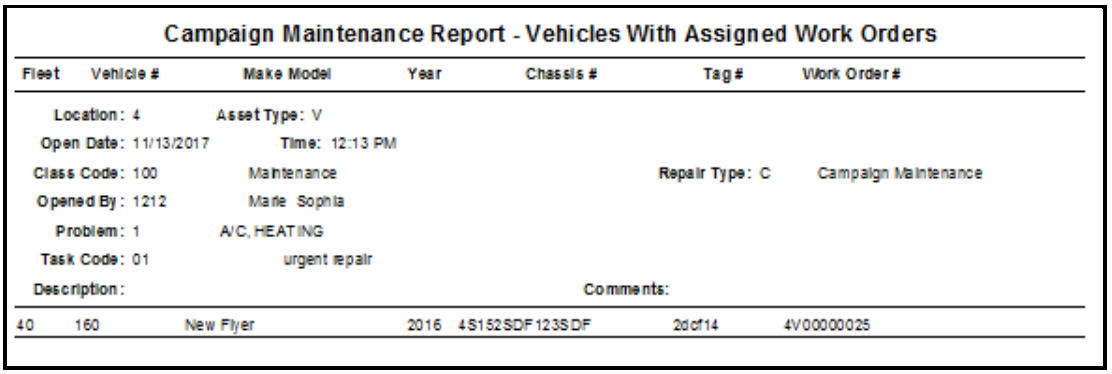
Fleet	Vehicle #	Make Model	Year	Chassis #	Tag #
	Location: 4	Asset Type: V			
	Open Date: 11/13/2017	Time: 12:13 PM			
	Class Code: 100	Maintenance		Repair Type: C	Campaign Maintenance
	Opened By: 1212	Marie Sophia			
	Problem: 1	A/C, HEATING			
	Task Code: 01	urgent repair			
	Description:		Comments:		
40	160	New Flyer	2016	4S152SDF123SDF	2dcf14

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.

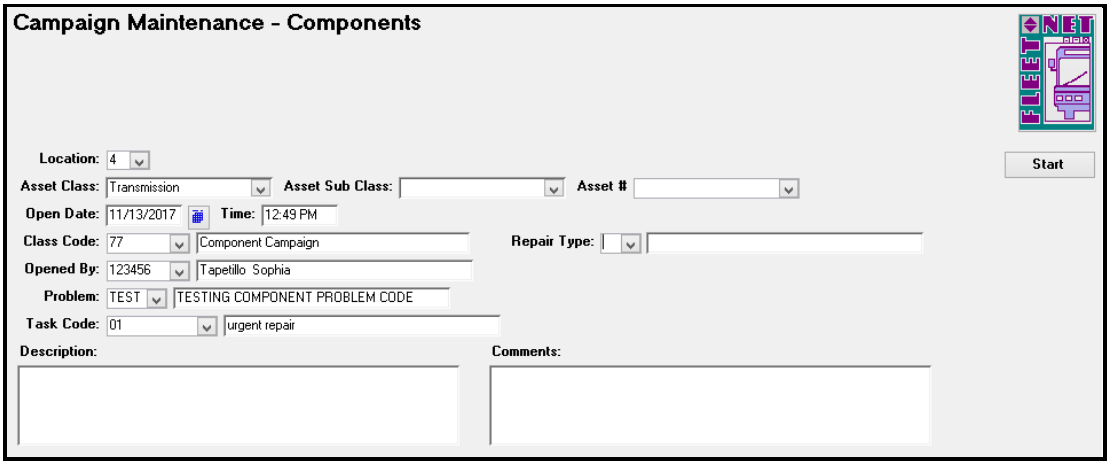


Campaign Maintenance Report - Vehicles With Assigned Work Orders

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	2dcf14	4V00000025

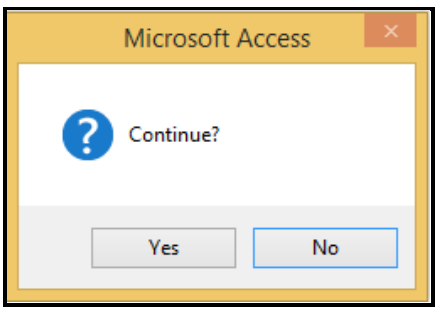
Generate Campaign WO Components

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

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



The following report is displayed.

Sample Transit

Campaign Maintenance Report - Assets

Component #	Description	Serial #

Location: 1 **Asset Type:** C **Asset Class:** Engine **Asset Sub Class:** Engine

Open Date: 8/30/2012 **Time:** 04:07 PM

Class Code: 777 Component Campaign **Repair Type:** C Campaign Maintenance

Opened By: 123456 Thorn Elaine R

Problem: DR45 ENGINE

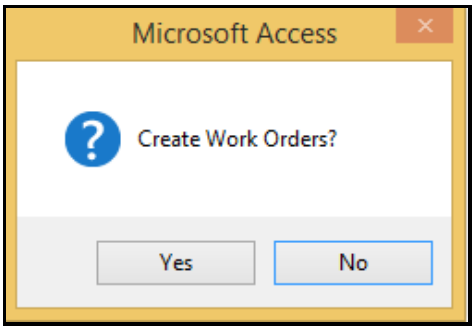
Task Code:

Description: Check Engine **Comments:**

211A	ENGINE	15544
423W	C ENGINE	E12661K14326
88888	Engine	X1231153

Total Assets: 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 #

Location: 1 Asset Type: C Asset Class: Engine Asset Sub Class: Engine

Open Date: 8/30/2012 Time: 04:07 PM

Class Code: 777 Component Campaign Repair Type: C Campaign Maintenance

Opened By: 123456 Thorn Elaine R

Problem: DR45 ENGINE

Task Code:

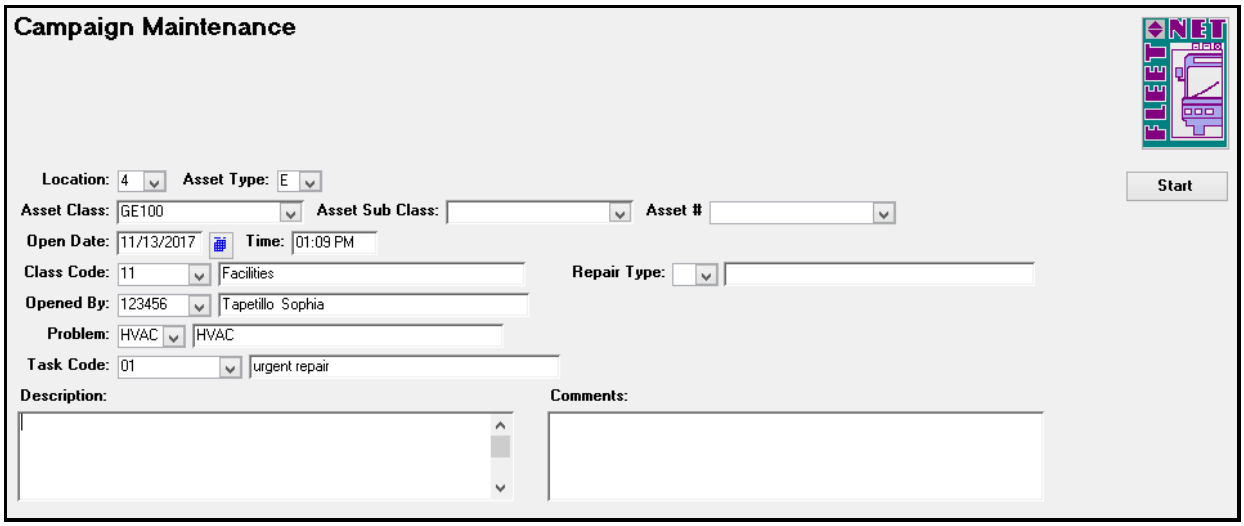
Description: Check Engine Comments:

211A	ENGINE	1C00001019
423W	C ENGINE	1C00001020
88888	Engine	1C00001021

Total Assets: 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

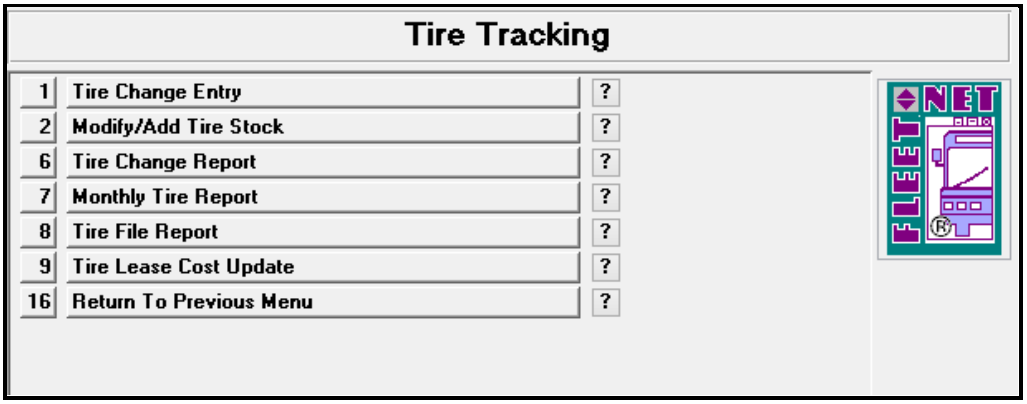


Field	Description
Location	Select the location where Work Order Campaign will be performed. This is required to generate the Work Order The location code becomes the first character of the work order #.
Asset Class **Asset Sub Class** **Asset #**	Select an Asset Class and Sub Class or specify one Component.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

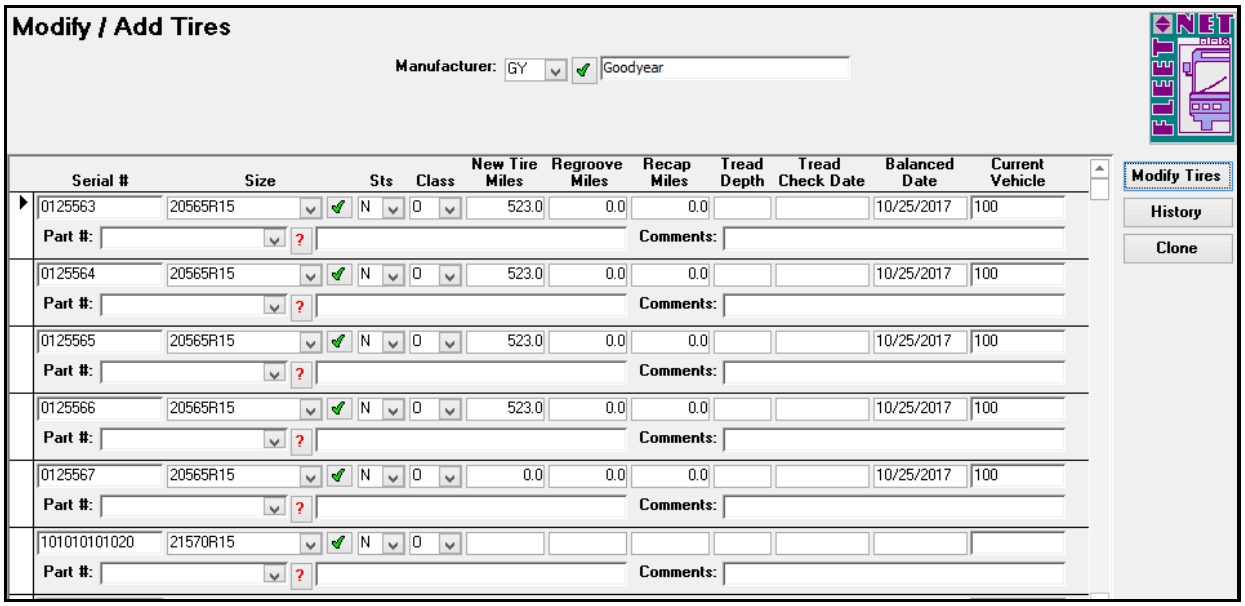


Modify/Add Tire Stock

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.



The following is a description of each of the fields.

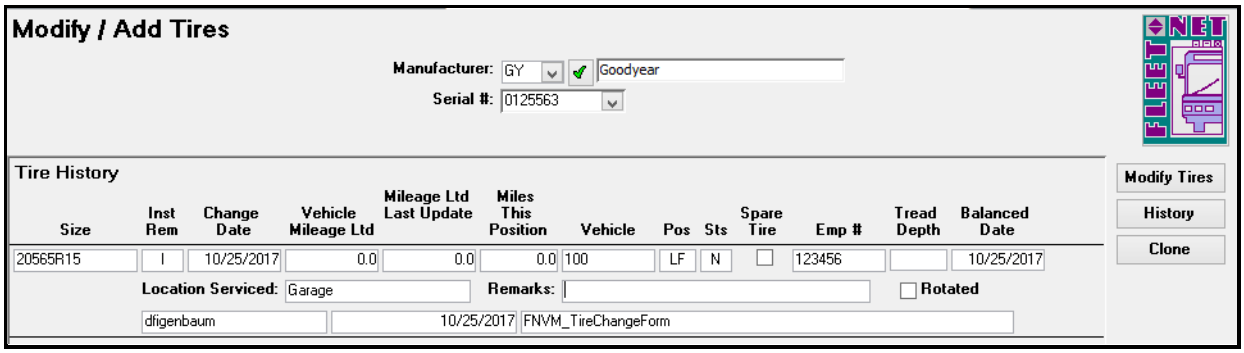
Field Name	Max Field Size	Field Type	Description
Serial #	20	Alpha Numeric	Enter the serial number for the tire.
Size	15	Alpha Numeric	Select from the drop down list the tire size being added to the tire stock. [Click the green checkbox to add any additional tire sizes.]
Sts	1	Alpha Numeric	Select from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

Click on ***History***

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 #

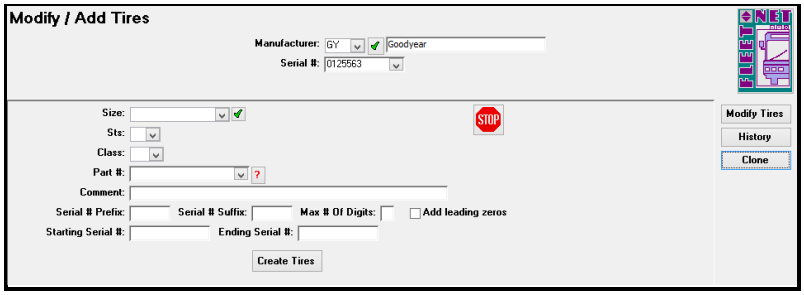
The following form will display showing all history for the particular serial number chosen.



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. I = 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**

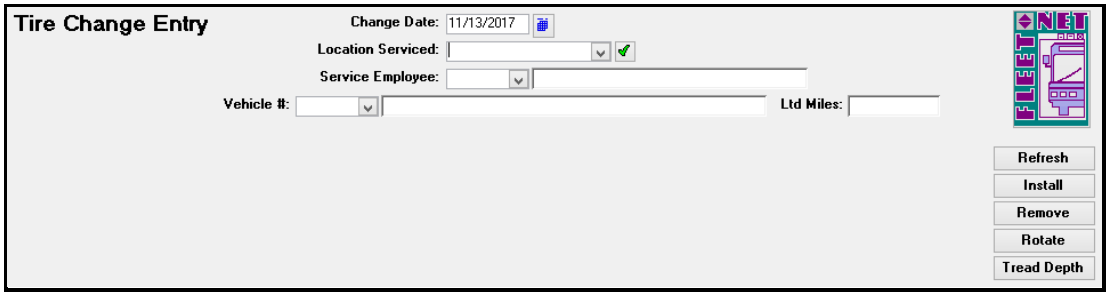


Tire Change Entry

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.



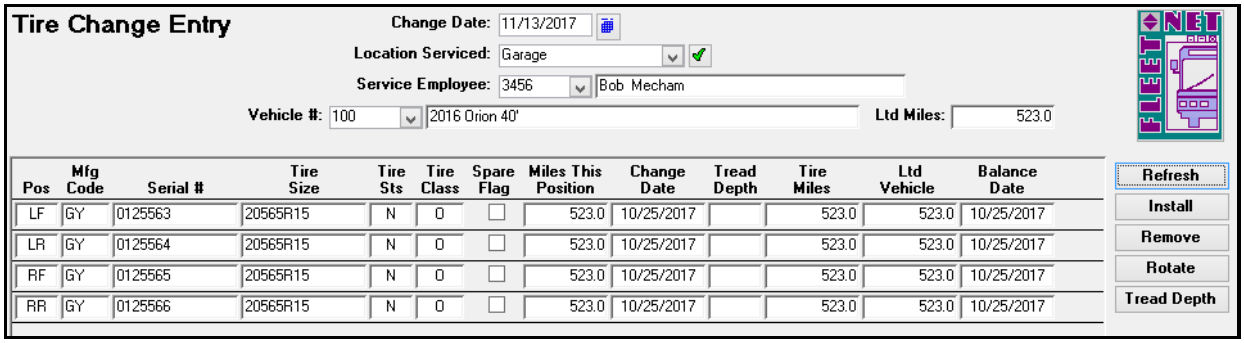
This form allows the user to install, remove, or rotate tire(s) on a specific vehicle. The following is a description of the fields.

Field Name	Description
Change Date	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.
Location Serviced	Enter or select from drop down list, the physical service location of the vehicle. [Click green checkbox to add additional physical locations.]
Service Employee	Enter or select service employee number from drop down list. Service employee name will automatically populate.
Vehicle #	Enter or select vehicle # from drop down list. Vehicle description will automatically populate.
Ltd Miles	Automatically populates with the Vehicle LTD miles.

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

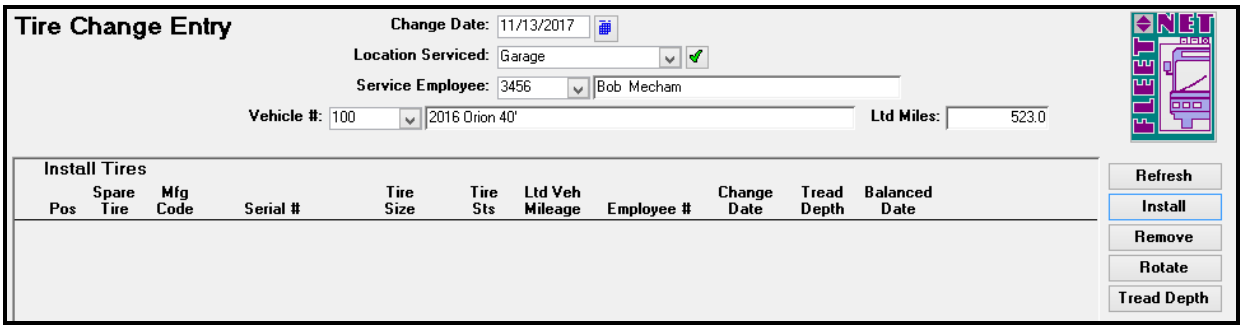
Refresh

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



Install

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

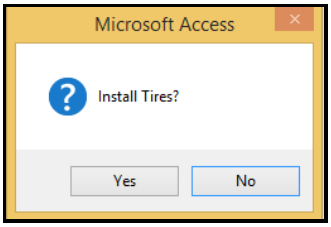


The following is a description of each field.

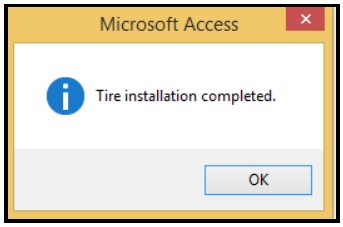
Field Name	Description
Pos	Populates tire position based on setup in Modify/Add Vehicle Master.
Spare Tire	Populates check mark based on setup in Modify/Add Vehicle Master.
Mfg Code	Enter or select tire manufacturer code from drop down list.
Serial #	Enter or select serial # of tire from drop down list.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

Update Tires

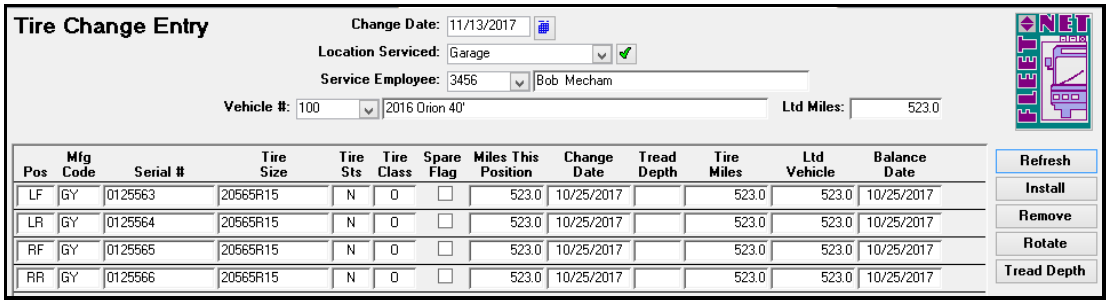
Once all tire entries are made, click Update Tires located on the lower right corner of screen. The following prompt will appear.



If Yes is selected, the following prompt will appear.

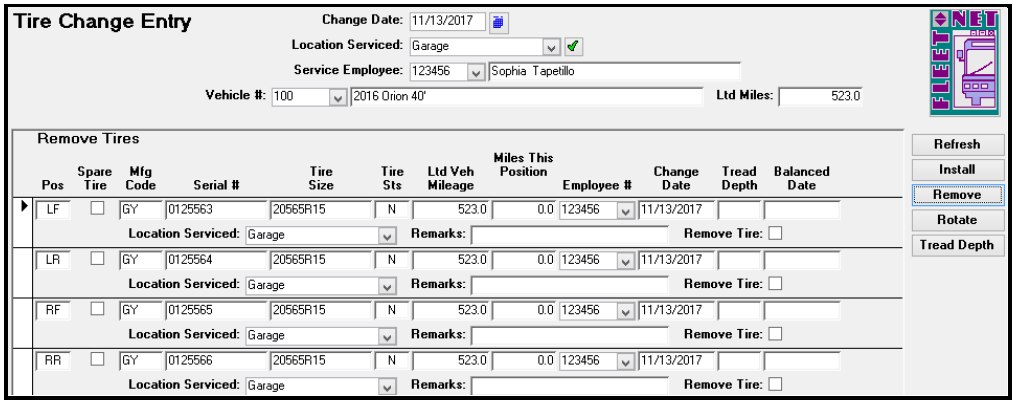


Click ***Refresh*** to refresh tire installation information for this vehicle.



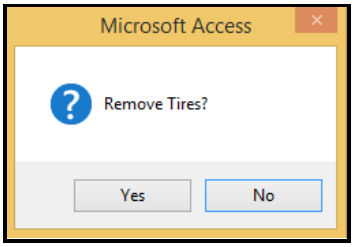
Remove

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.

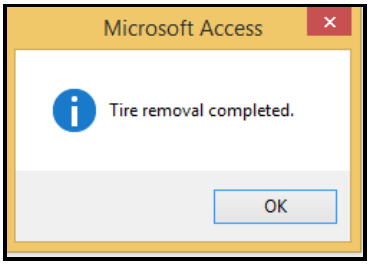


Select ***Remove*** Tire check box for one or all tires to be removed.

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

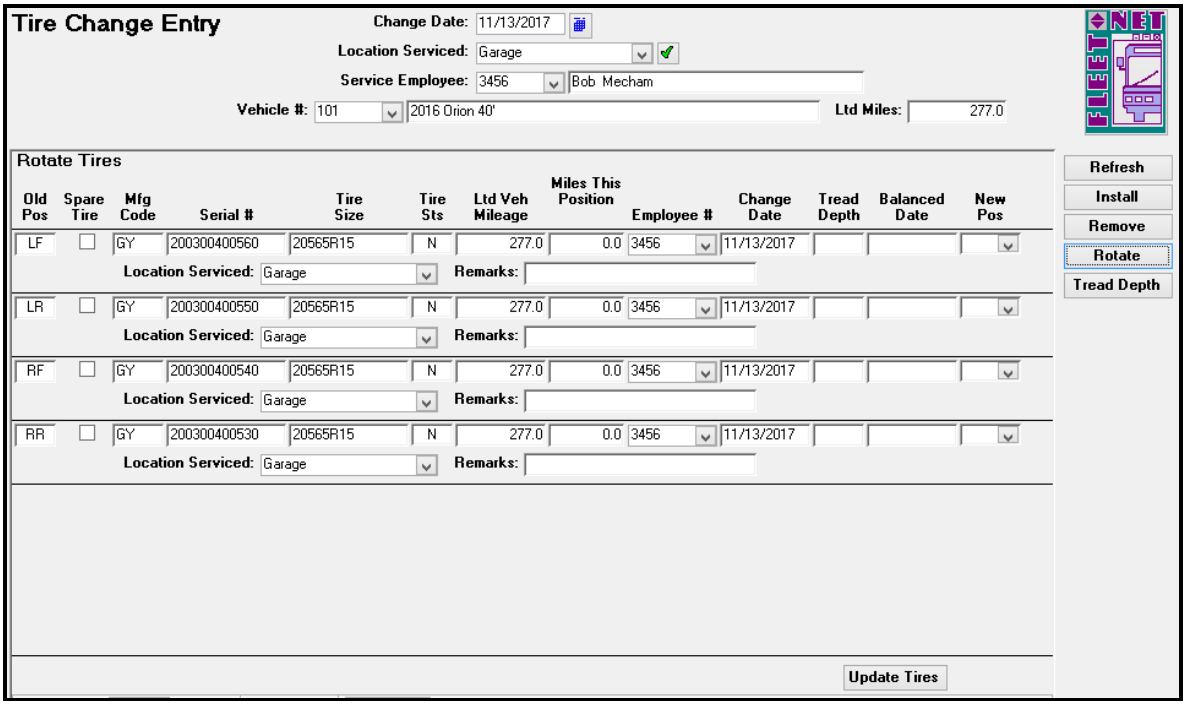


Click ***Yes***, and the following prompt will appear.

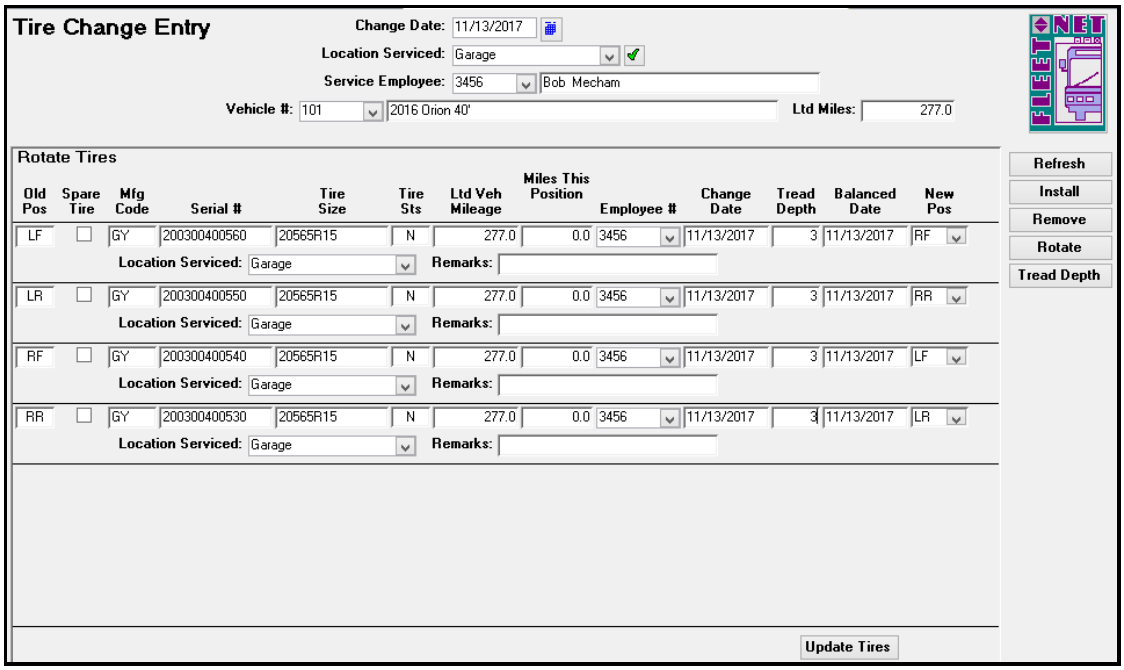


Rotate

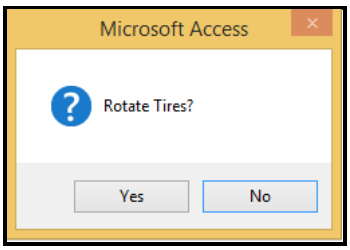
To rotate tires, click on ***Rotate***. The current date will populate in the Change Date field. If this is incorrect, enter a new date [MM/DD/YEAR] or click on calendar icon to change date. Select the Location Serviced, Service Employee, and Vehicle # from the drop-down lists. Click ***Rotate*** and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



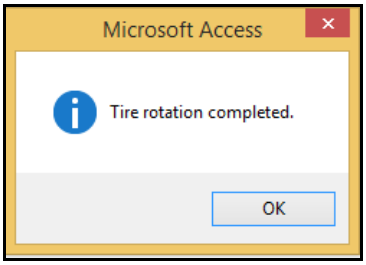
Click ***New Pos*** drop-down and select new position for tire from list. Use the Remarks field for any comments.



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

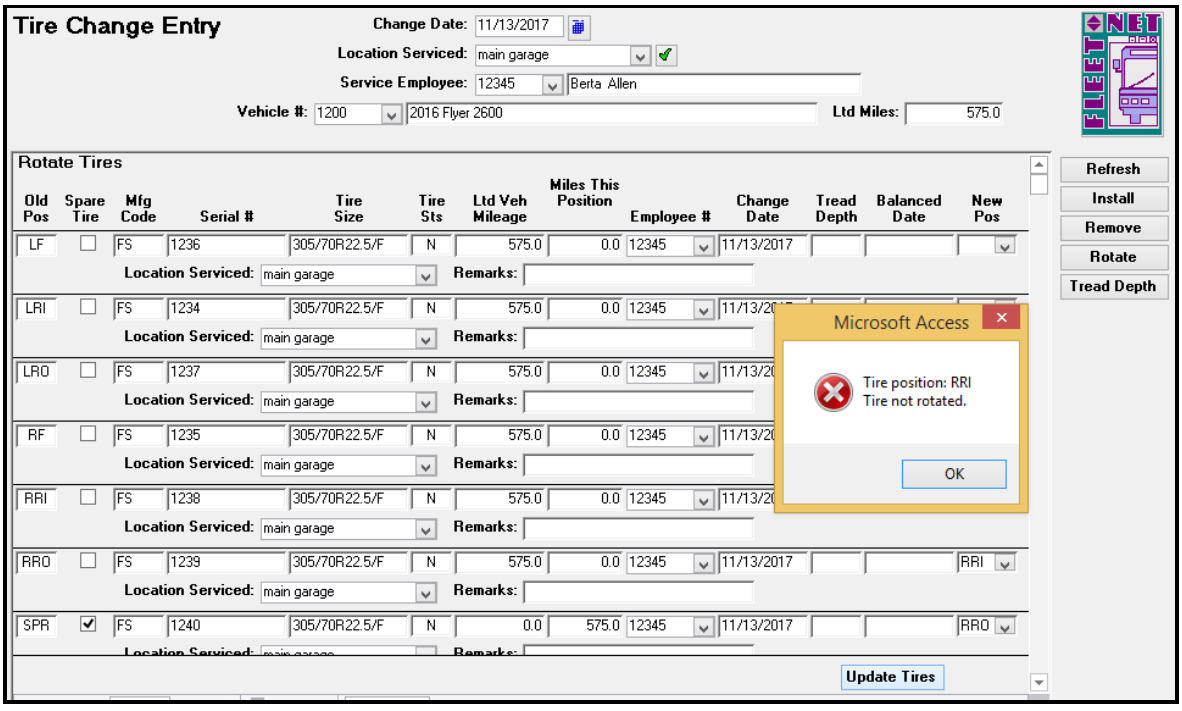


Click ***Yes***, the following confirmation will display.



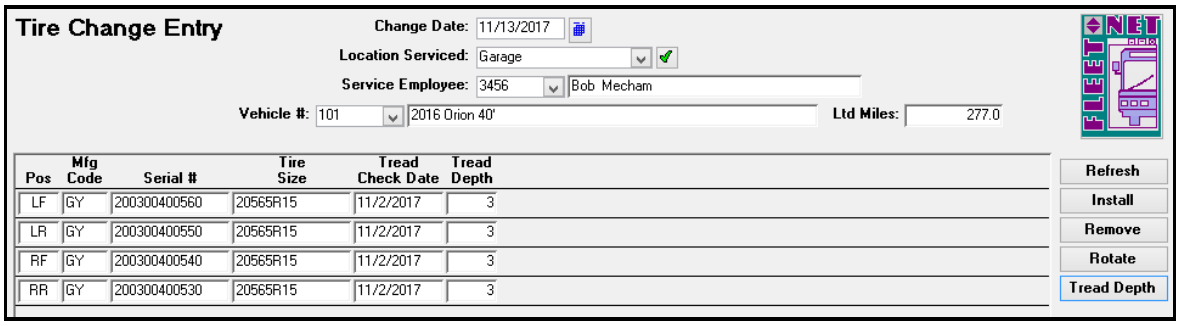
If ***No*** is selected, tires will not be rotated, rotate tires form will reappear and changes can be made, if needed.

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



Tread Depth

Update tire tread depths and Check dates.



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.

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	☐	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	100	RF	0125565	Remove	☐	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	100	RR	0125566	Remove	☐	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	100	LF	0125563	Remove	☐	0.0	523.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RF	200300400540	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LF	200300400560	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LR	200300400550	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LF	200300400550	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LR	200300400560	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RR	200300400530	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LF	200300400540	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	LR	200300400550	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RF	200300400530	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	1	GY	20565R15	101	RR	200300400560	Remove	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LF	200300400540	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LR	200300400560	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	RF	200300400530	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LR	200300400550	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	RF	200300400540	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LF	200300400550	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LR	200300400560	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	RR	200300400550	Install	☑	0.0	277.0	Garage		3456
11/13/2017	2	GY	20565R15	101	LF	200300400530	Install	☑	0.0	277.0	Garage		3456

11/13/2017 16:33:44 [dfigenbaum-FNLV44] © 2017 Fleet-Net Corporation {Vsn: 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.

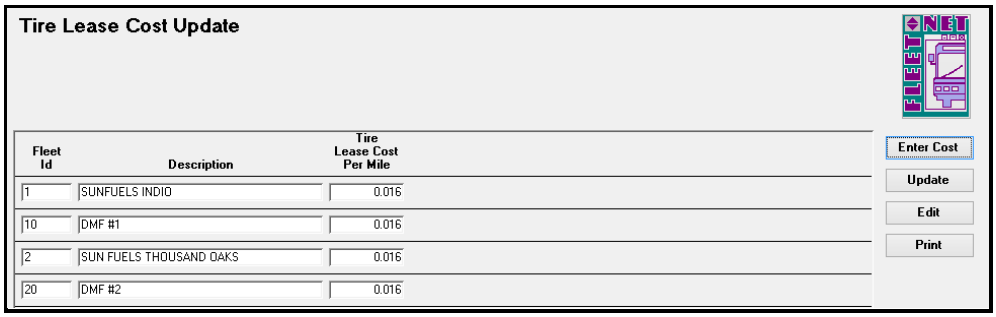
Tire File Listing Report

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

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

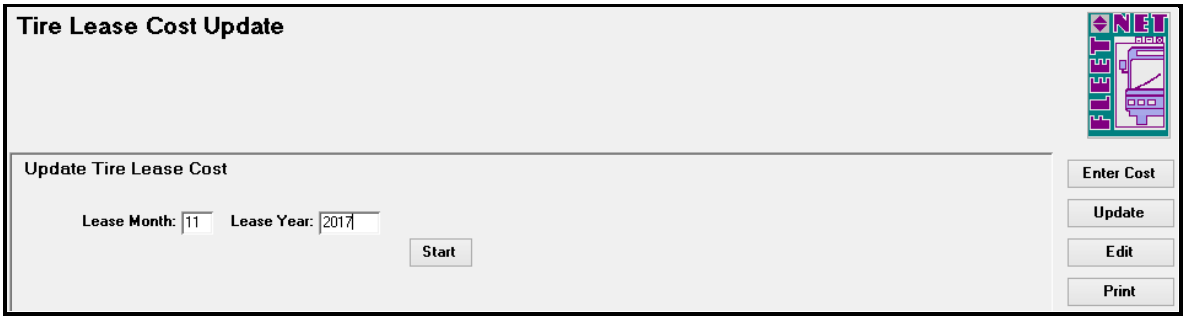
Enter Cost



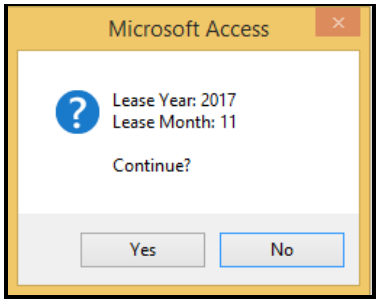
Enter the Tire Lease Cost per Mile for each fleet. This may also be entered when setting up a new fleet.

Update

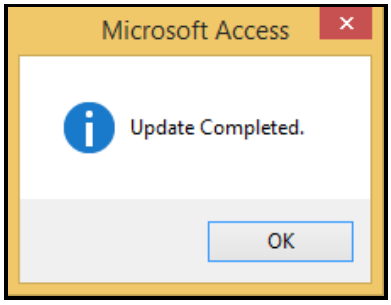
Each month run the update to calculate the leased tire cost based on mileage in the Vehicle History.



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



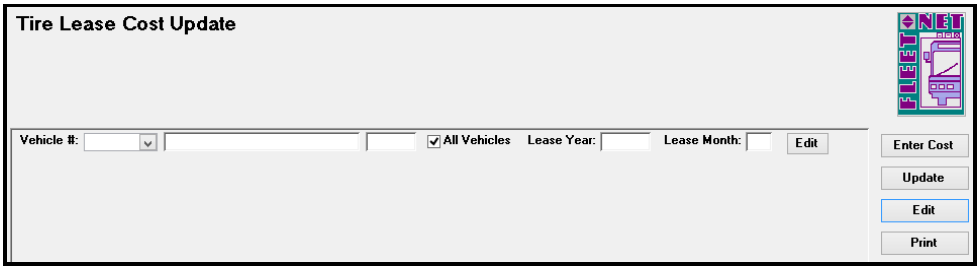
Click ***Yes*** to continue. A confirmation message will appear.



Edit

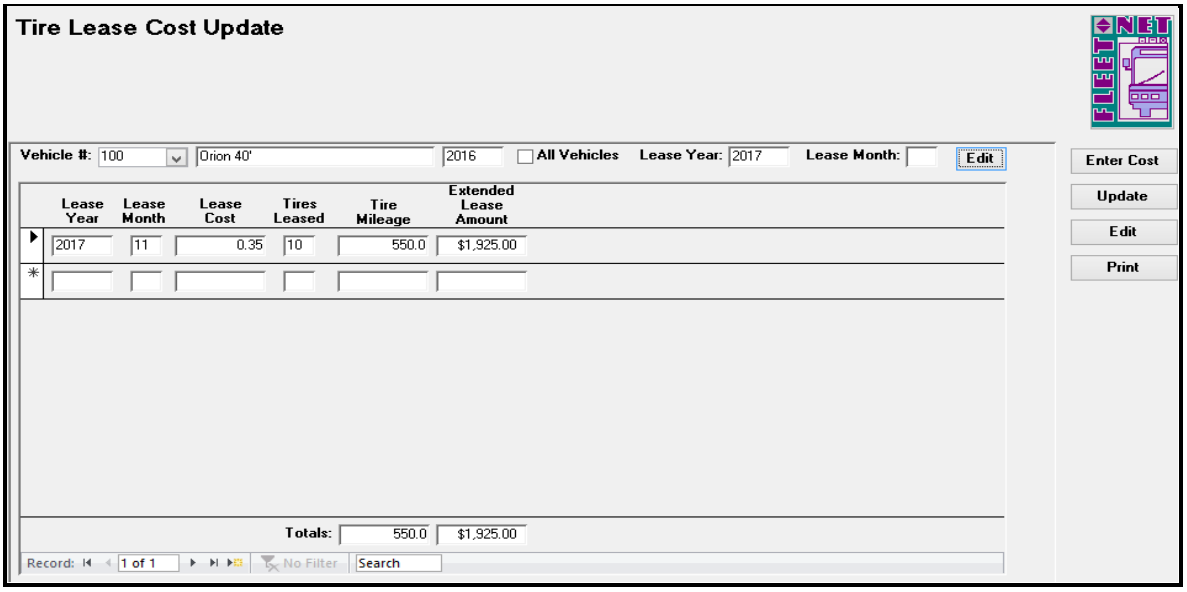
Editing should not be required, but can be made if necessary. However, changes made to records in this form will not update Vehicle Master or history.

Click ***Edit***



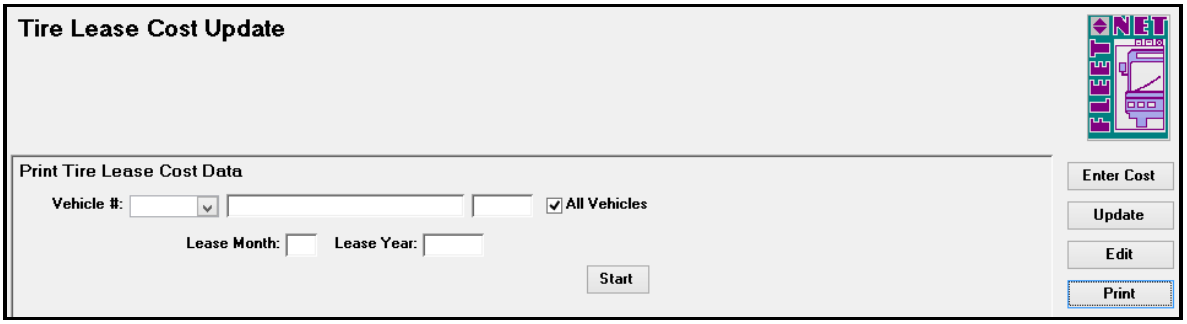
Enter Vehicle # or Check all vehicles, Lease Year (optional) and Lease Month (optional)

Click ***Edit***

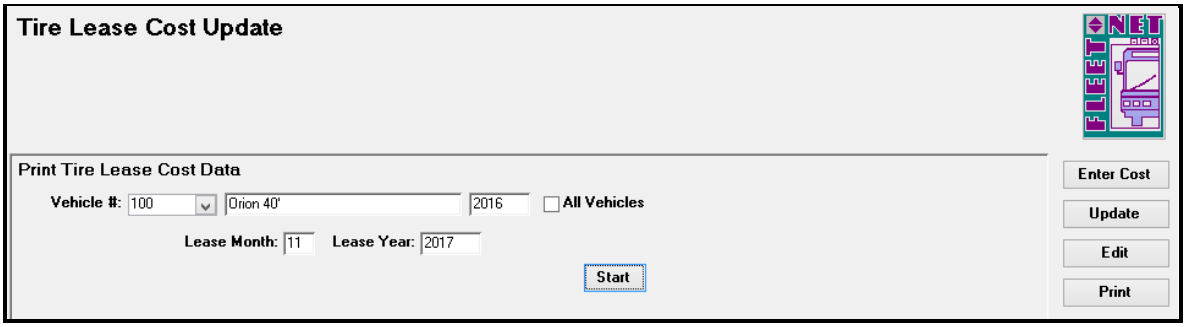


Print

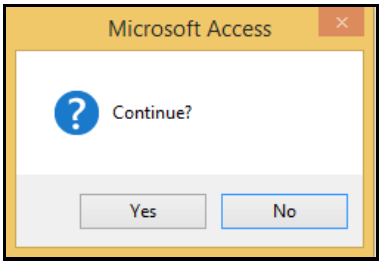
Select to print a monthly lease report for one or all vehicles.



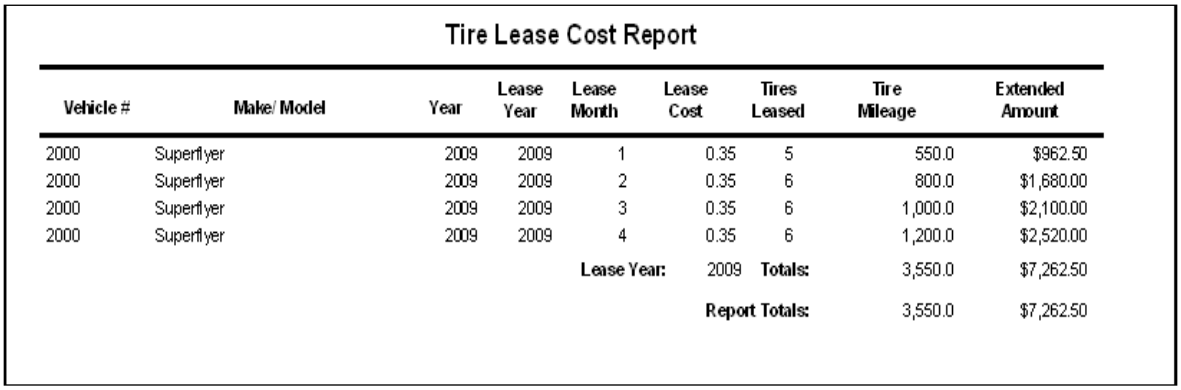
To print a report for a single vehicle, enter the Vehicle # and Lease Year.



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



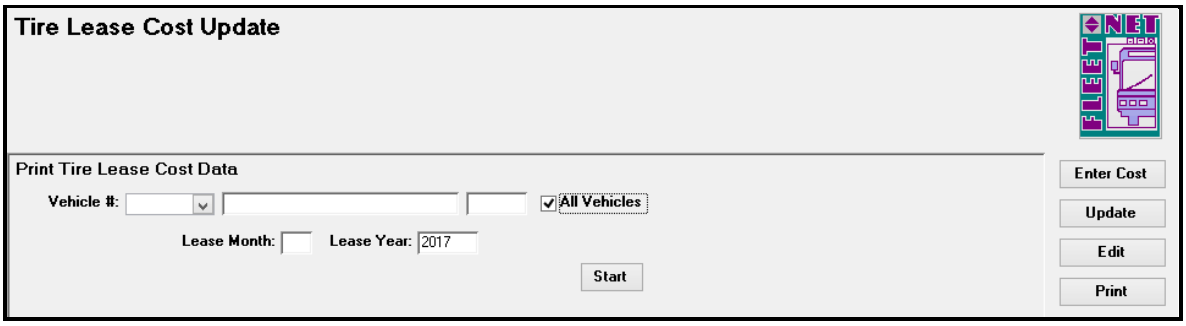
Click ***yes***, the following report will display.



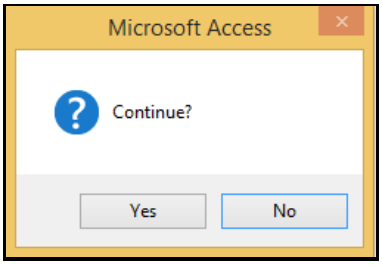
Tire Lease Cost Report

Vehicle #	Make/ Model	Year	Lease Year	Lease Month	Lease Cost	Tires Leased	Tire Mileage	Extended Amount
2000	Superflyer	2009	2009	1	0.35	5	550.0	$962.50
2000	Superflyer	2009	2009	2	0.35	6	800.0	$1,680.00
2000	Superflyer	2009	2009	3	0.35	6	1,000.0	$2,100.00
2000	Superflyer	2009	2009	4	0.35	6	1,200.0	$2,520.00
				Lease Year:	2009	Totals:	3,550.0	$7,262.50
					Report Totals:		3,550.0	$7,262.50

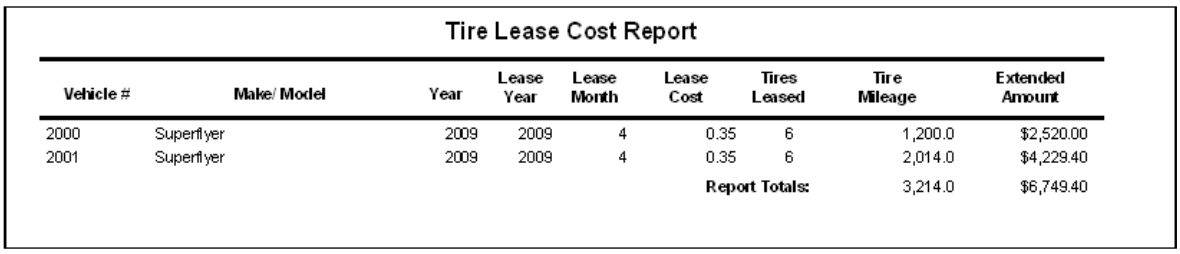
To print a report for all vehicles, select ***All Vehicles***, enter Lease Month and Lease Year



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



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

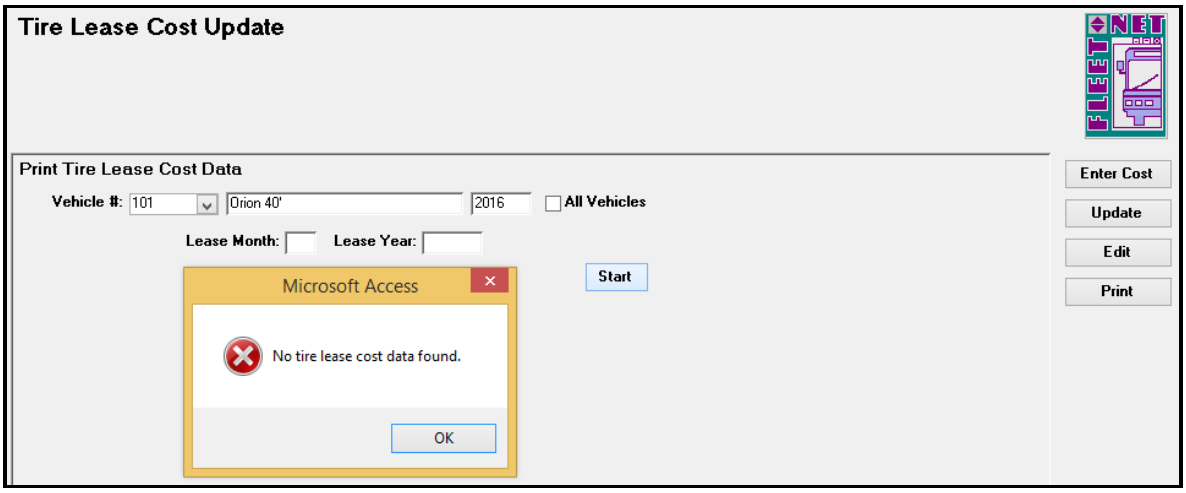


Tire Lease Cost Report

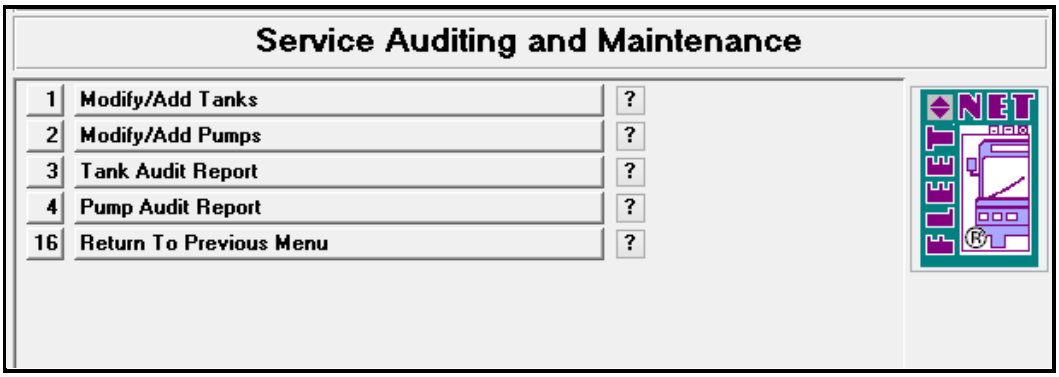
Vehicle #	Make/ Model	Year	Lease Year	Lease Month	Lease Cost	Tires Leased	Tire Mileage	Extended Amount
2000	Superflyer	2009	2009	4	0.35	6	1,200.0	$2,520.00
2001	Superflyer	2009	2009	4	0.35	6	2,014.0	$4,229.40
					Report Totals:		3,214.0	$6,749.40

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:

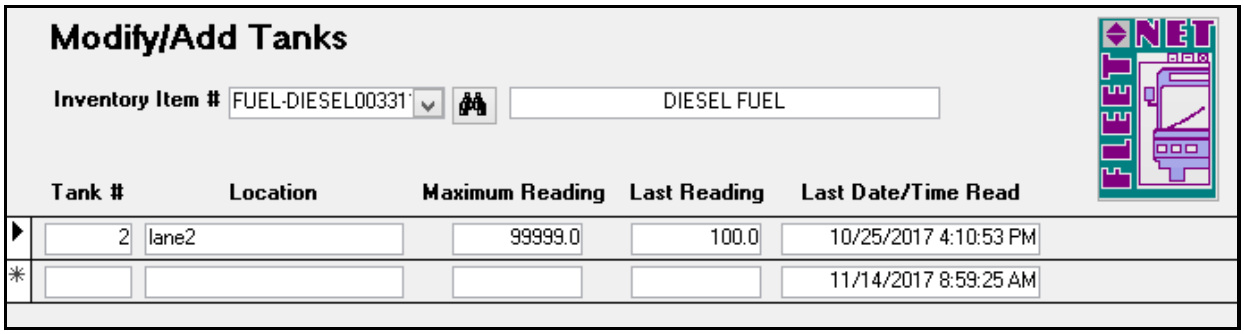


Service Auditing and Maintenance



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.

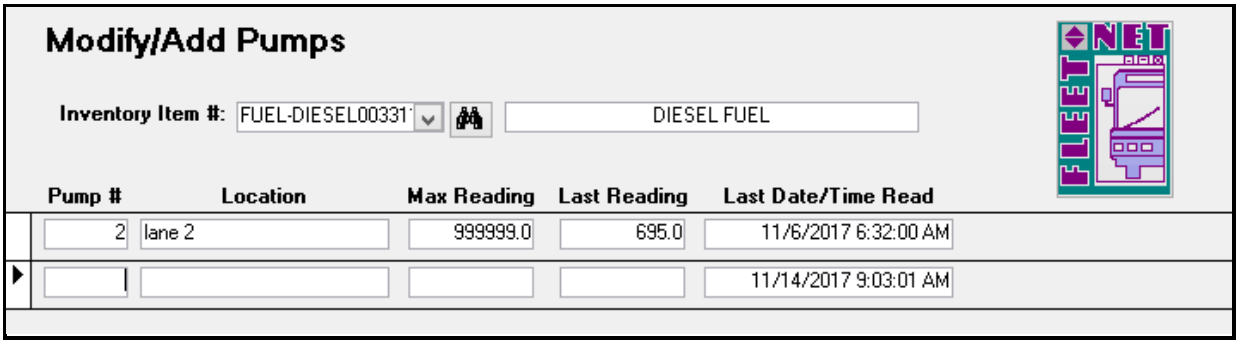


Create each Tank by entering the appropriate information in each field provided.

Field	Description
Inventory Item #	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.
Tank #	Enter a Tank # for the selected inventory item.
Location	Enter the physical location of the Tank.
Maximum Reading	Enter the Maximum capacity of the Tank.
Last Reading	Enter the last reading of the tank.
Last Date/ Time Read	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.

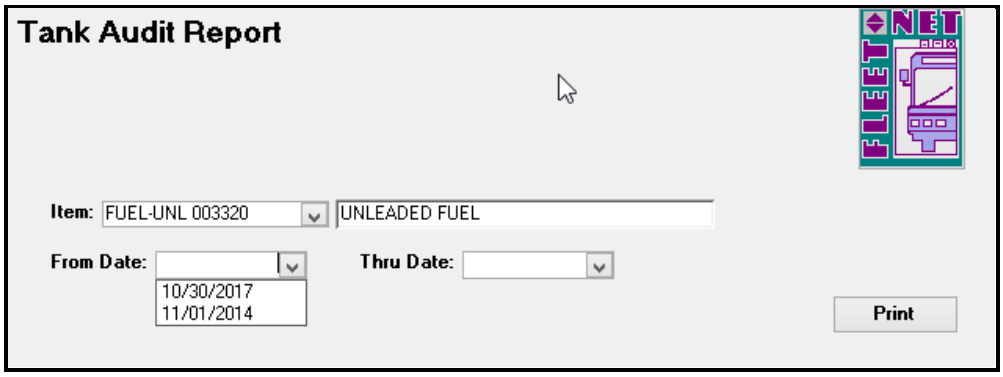


Create each Pump by entering the appropriate information in each field provided; the following is a description of each field.

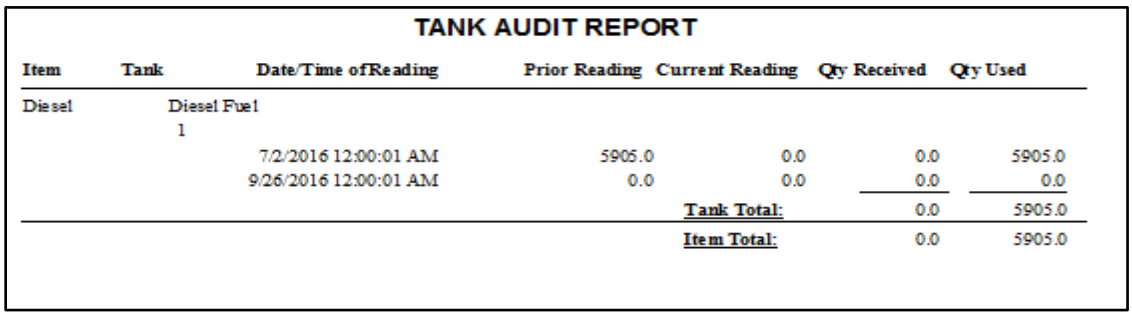
Service Auditing and Maintenance… continued

Field Name	Description
Inventory Item #	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
Pump #	Enter the specific Pump #.
Location	Enter the physical location of the Pump.
Max Reading	Enter the Maximum capacity reading of the Pump.
Last Reading	Enter the Last Reading of the Pump.
Last Date/ Time Read	This field will be system-generated for the last date and time a reading was entered for this pump.

Tank Audit Report



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.

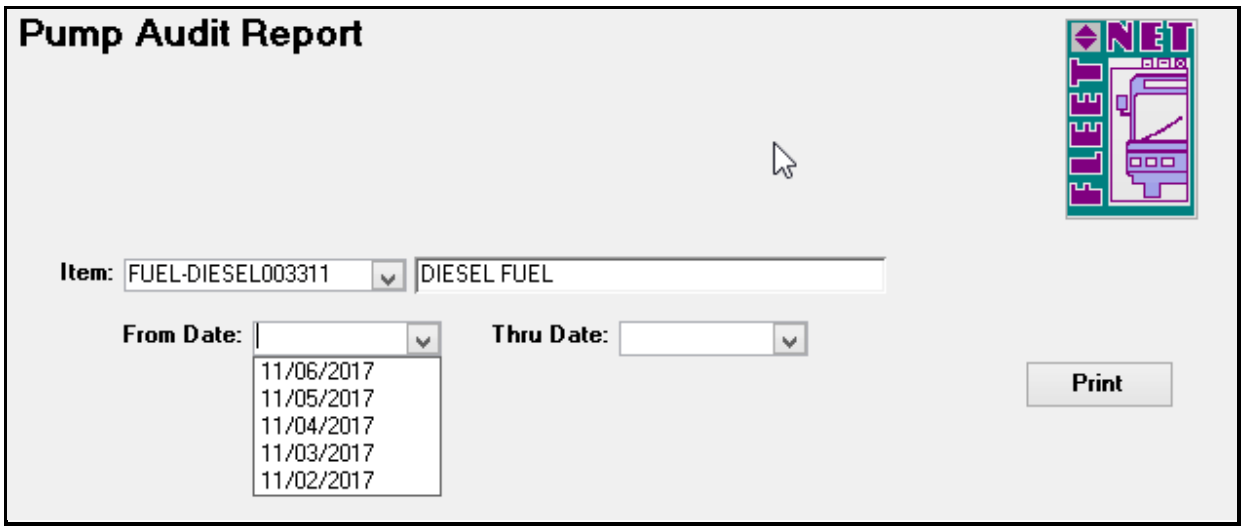


TANK AUDIT REPORT

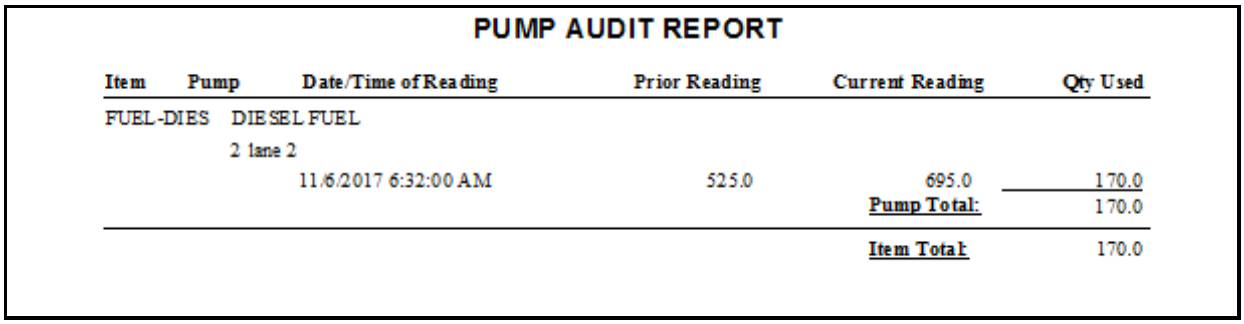
Item	Tank	Date/Time of Reading	Prior Reading	Current Reading	Qty Received	Qty Used
Diesel	Diesel Fuel 1					
		7/2/2016 12:00:01 AM	5905.0	0.0	0.0	5905.0
		9/26/2016 12:00:01 AM	0.0	0.0	0.0	0.0
				Tank Total:	0.0	5905.0
				Item Total:	0.0	5905.0

Pump Audit Report

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



Below is a sample report.

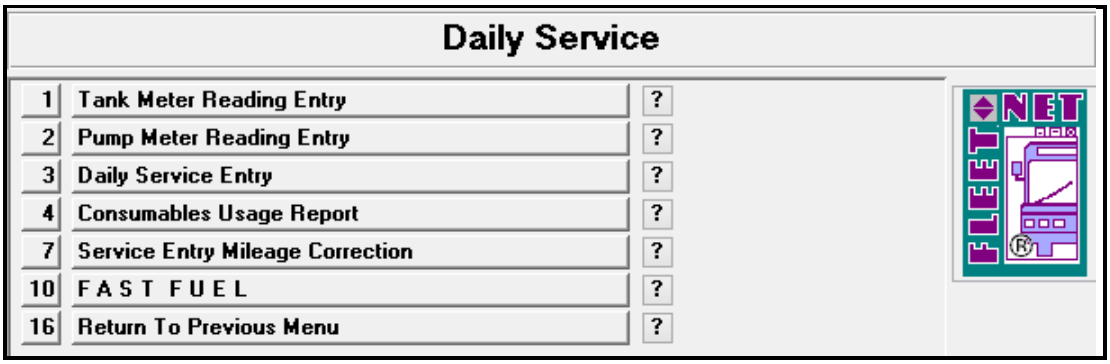


PUMP AUDIT REPORT

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
				Pump Total:	170.0
				Item Total:	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.

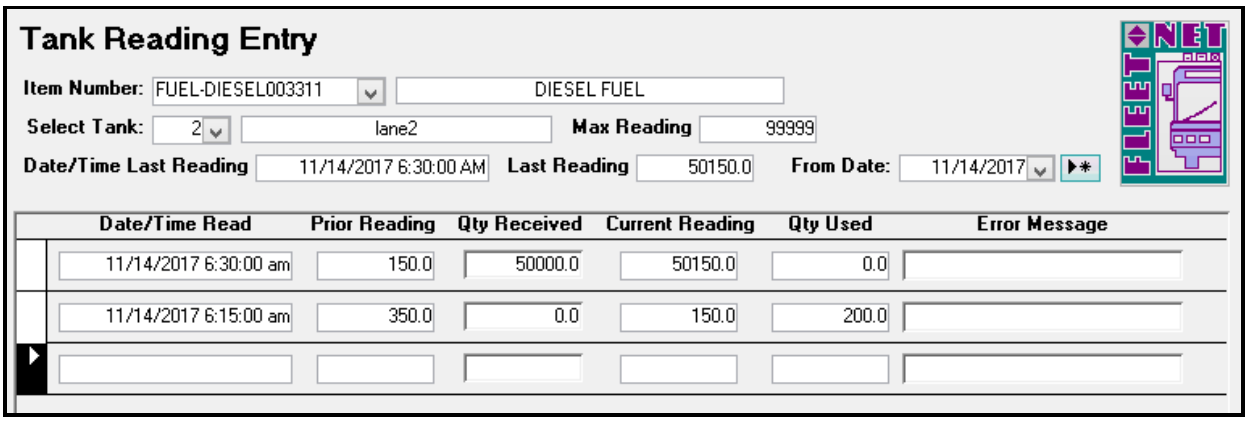


Tank Meter Reading Entry

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.



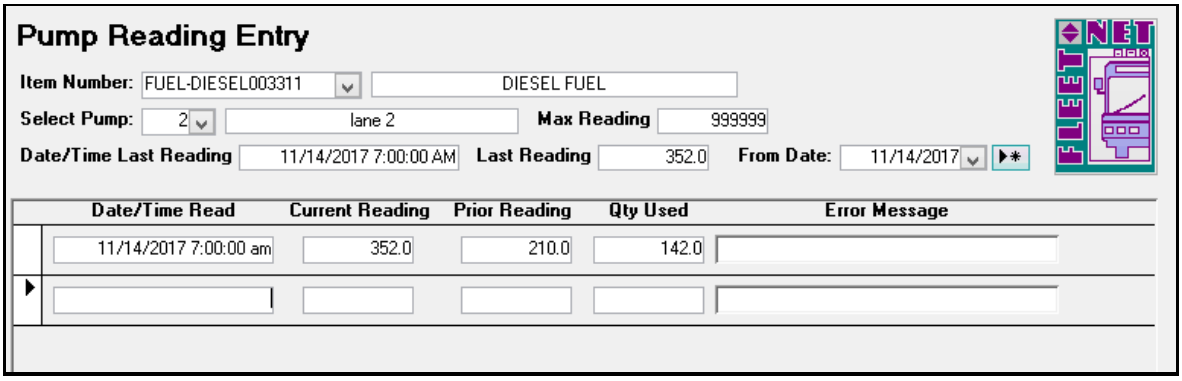
To enter daily tank readings, enter appropriate information in each field provided, the following is a description of each field.

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



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

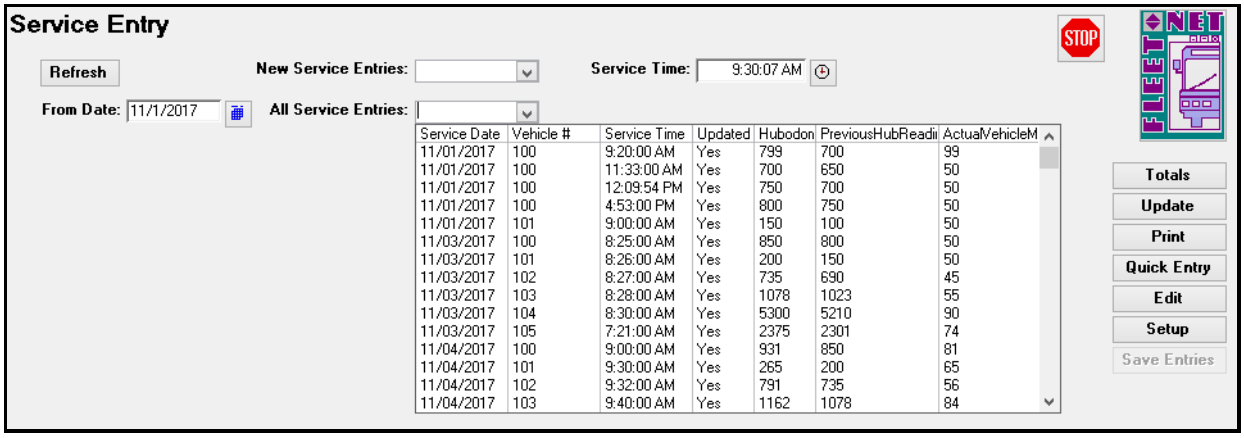
Field Name	Description
Item Number	Select from the drop down list, the Inventory Item # consumed.
Select Pump	Select the Pump this entry is representing.
Max Reading, Date/Time Last Reading and Last Reading	All automatically populate.
From Date	Select the date from the drop down list to view previous entries.
▶*	Click the new record button to add an entry.
Note: It is highly recommended that all entries be entered on a *daily* basis for the current day before updating.	
Date/Time Read	Enter the current date and time.
Prior Reading	This is a system-generated field containing the last pump reading of the specified pump.
Current Reading	Enter the current reading of the specified pump.
Qty Used	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.

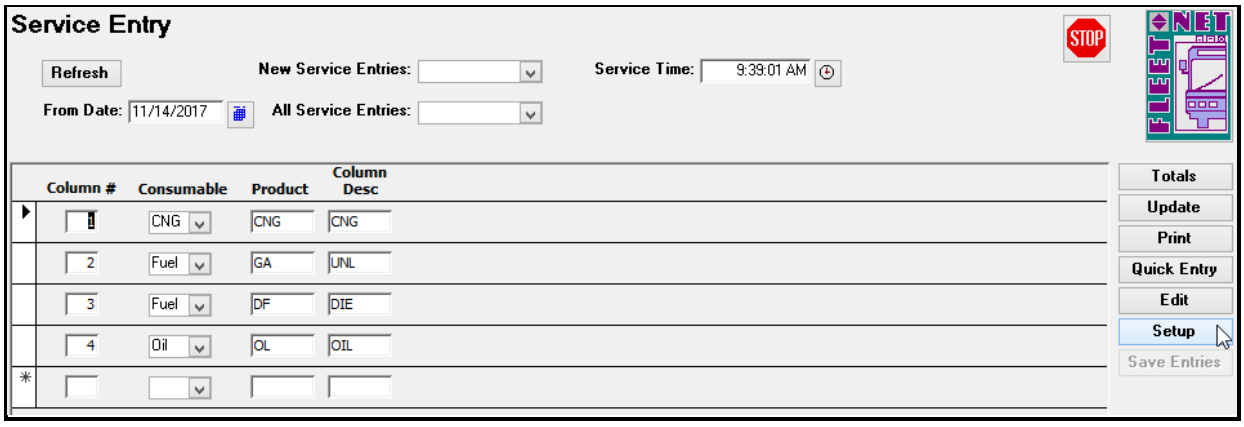


Service Date	Vehicle #	Service Time	Updated	Hubodon	PreviousHubReadi	ActualVehicleM
11/01/2017	100	9:20:00 AM	Yes	799	700	99
11/01/2017	100	11:33:00 AM	Yes	700	650	50
11/01/2017	100	12:09:54 PM	Yes	750	700	50
11/01/2017	100	4:53:00 PM	Yes	800	750	50
11/01/2017	101	9:00:00 AM	Yes	150	100	50
11/03/2017	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.

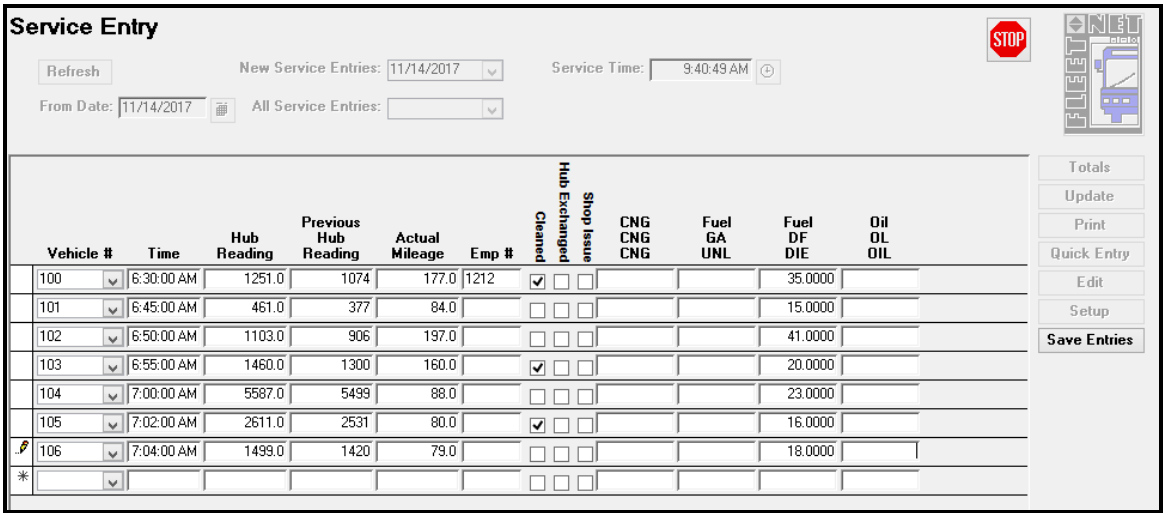


Column #	Consumable	Product	Column Desc
1	CNG	CNG	CNG
2	Fuel	GA	UNL
3	Fuel	DF	DIE
4	Oil	OL	OIL

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.

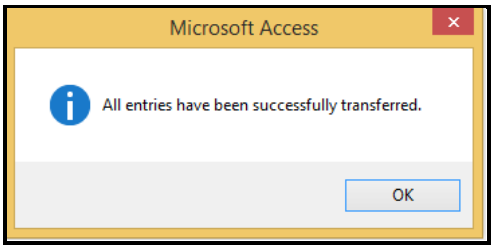


Field Name	Description
New Service Entries	Enter the date of service. To display a previous date entry, select the date from the drop down list.
Service Time	The default is the current time. To change the time select via the clock feature.
From Date	Select a date to view all service entries since that date.
All Service Entries	All service entries since the date entered in From Date will display
Vehicle #	Enter or select 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 Reading	This is automatically populated field containing the last 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.	Enter the employee number for the employee who performed the service on the vehicle.
Cleaned	Click the checkbox to indicate if the service included cleaning of the vehicle.
Hub Exchanged	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.
Shop Issue	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.

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.

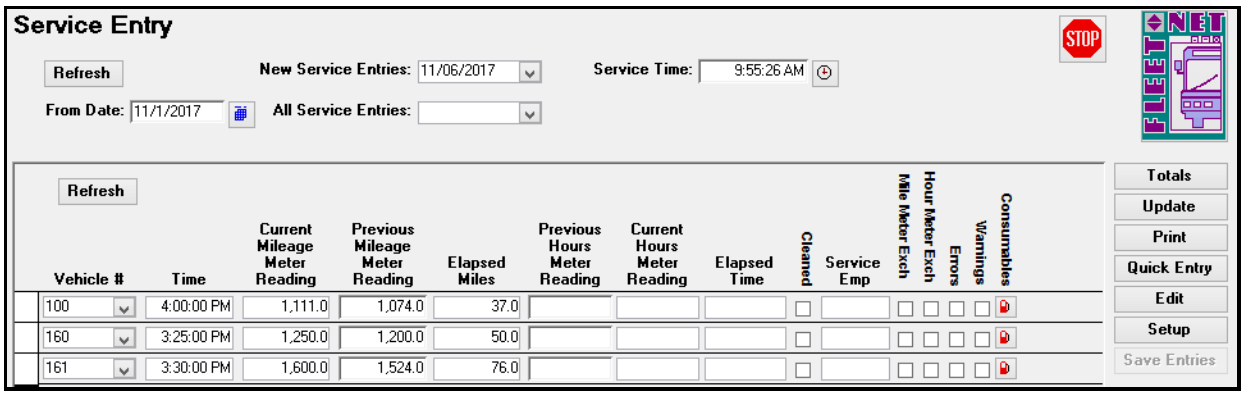
Click ***Save Entries***

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.



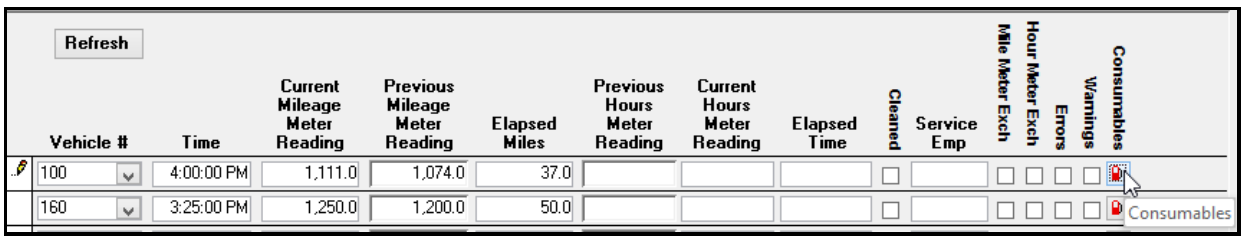
Edit

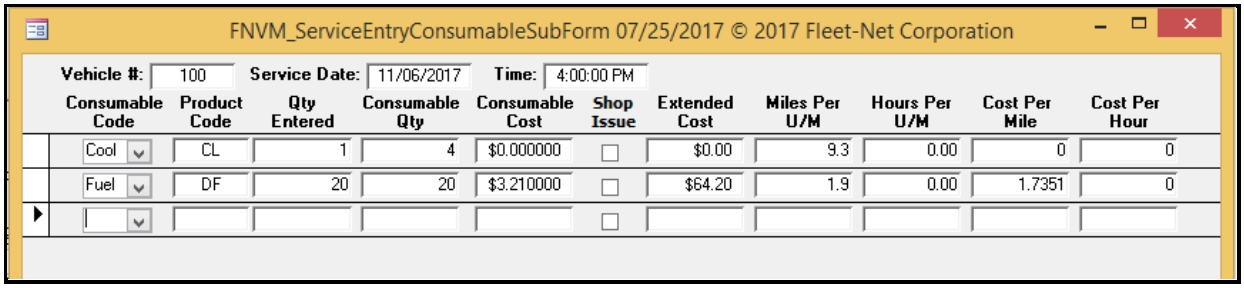
Edit is used to make service entry adjustments. If corrections need to be made before daily service is updated, click this button and the following form will open. This method of daily service entry is the longer method but either this method or quick entry maybe used to enter the daily service.



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.

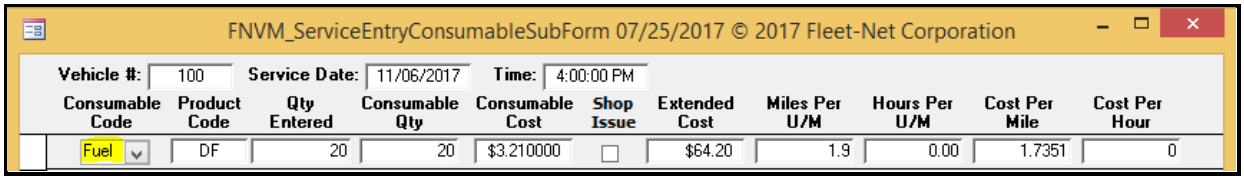


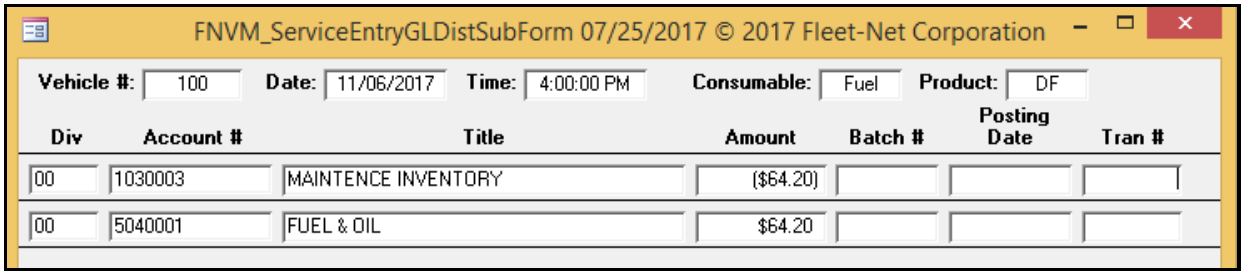


Field Name	Description
Consumable Code	Select the consumable code from the drop down list of the consumable used during the service on the vehicle.
Product Code	The system will generate the correct Product Code that is associated with the Consumable Code for the vehicle.
Consumable QTY	Quantity can be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

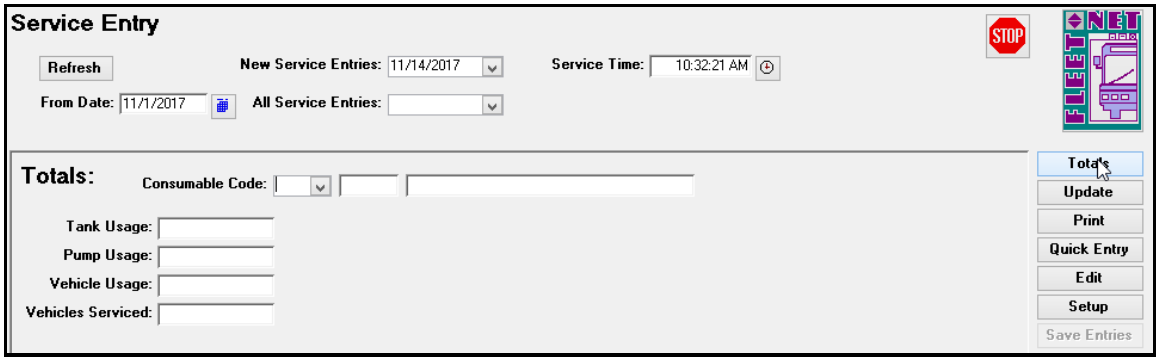




Totals

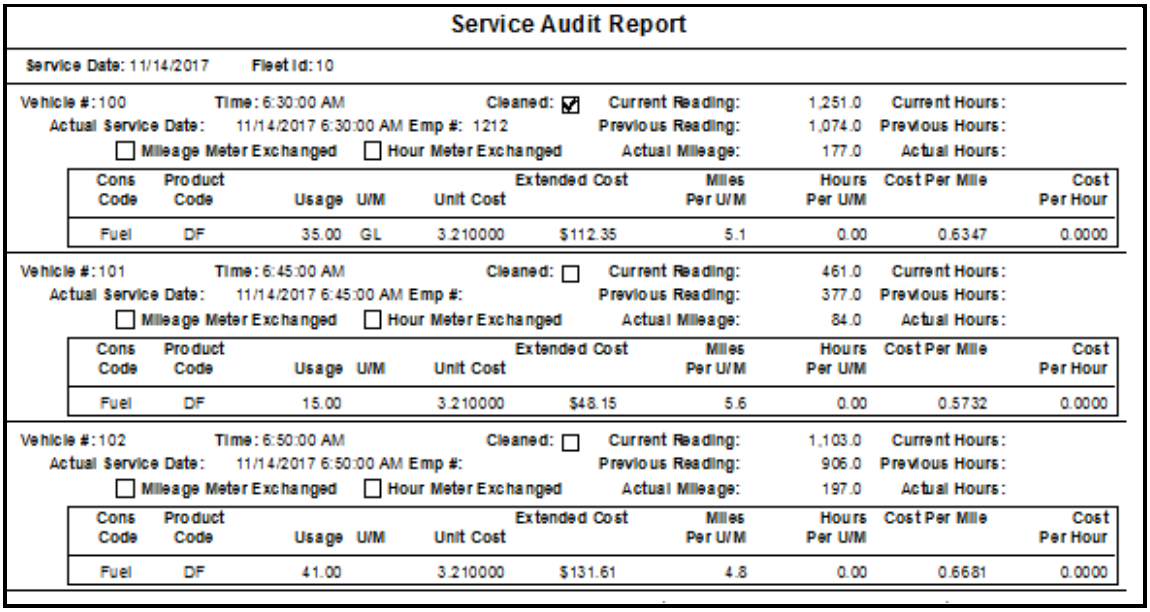
Click this button to display the consumables total usage.

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.***



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: ☑ 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:
☐ Mileage Meter Exchanged ☐ 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: ☐ Current Reading: 461.0 Current Hours:
Actual Service Date: 11/14/2017 6:45:00 AM Emp #: Previous Reading: 377.0 Previous Hours:
☐ Mileage Meter Exchanged ☐ 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: ☐ Current Reading: 1,103.0 Current Hours:
Actual Service Date: 11/14/2017 6:50:00 AM Emp #: Previous Reading: 906.0 Previous Hours:
☐ Mileage Meter Exchanged ☐ 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	MAINTENCE 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	MAINTENCE 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	MAINTENCE 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	MAINTENCE 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	MAINTENCE 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	MAINTENCE 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	MAINTENCE 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

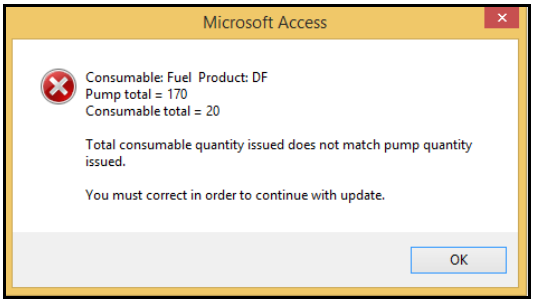
Service Date: 11/14/2017	Div #	Account #	Title	Debits	Credits
	00	1030003	MAINTENCE INVENTORY		$539.28
	00	5040001	FUEL & OIL	$539.28	
			Service Date Totals:	$539.28	$539.28

Update

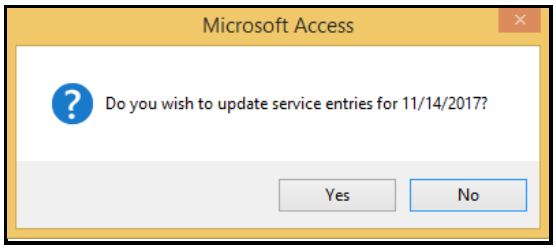
NOTE: Do not update several days of service entries at one time without alternately entering and updating work orders. If an inspection is performed, the vehicle master file resets the 'Miles Since Last Inspection' to zero if selected. This would result in the next inspection scheduled to be past the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

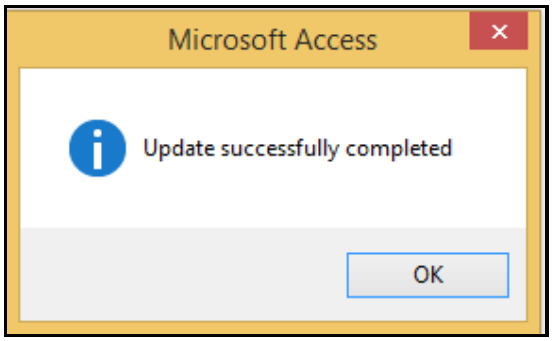
Click this button to update the daily service.

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



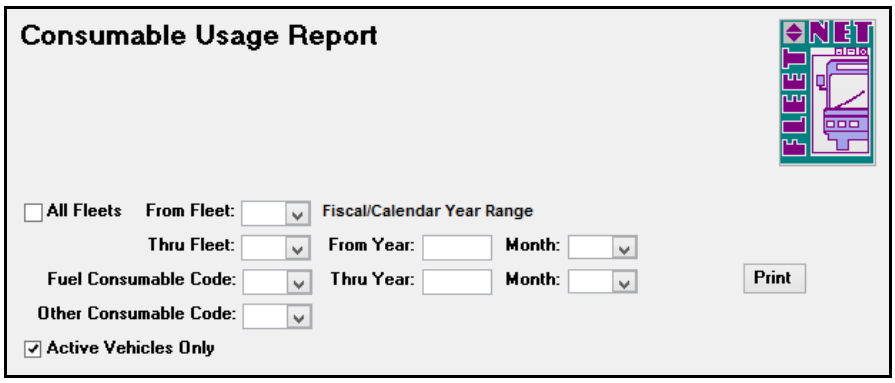
When the pump quantity issued is in balance with consumable quantity issued the following confirmation message displays:





Consumable Usage Report

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

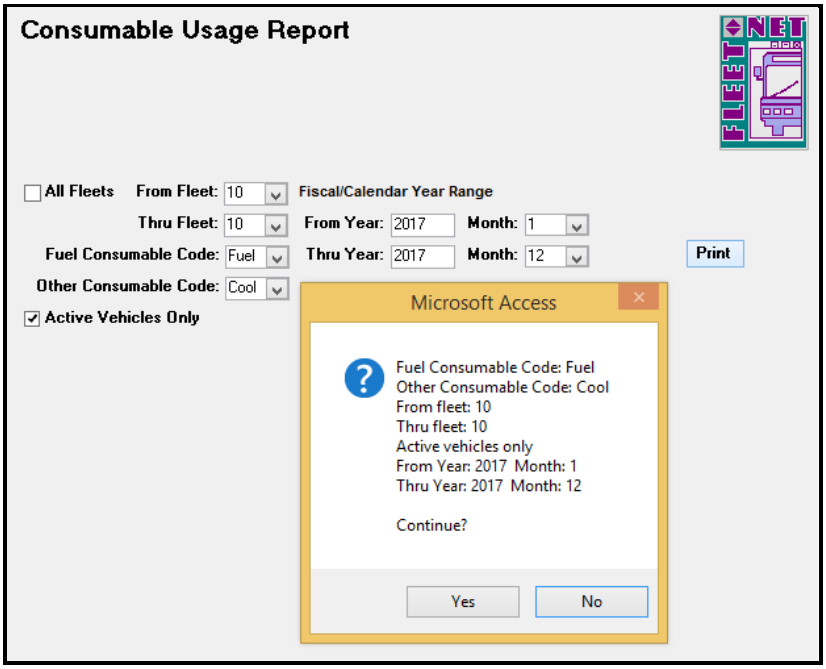


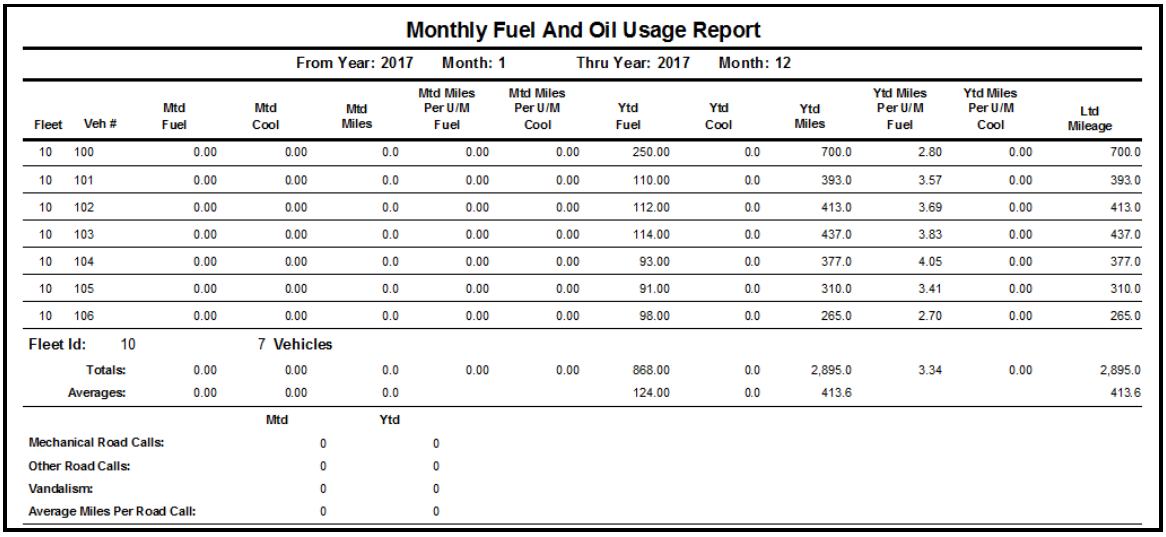
Above is a sample form in which criteria is selected to print a Consumable Usage report.
Select specific range or check the box to include all fleets in the report.
Two Consumable codes must be selected for the report and the first one must be a fuel.
The Active Vehicles Only check box is the default 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.





Monthly Fuel And Oil Usage Report

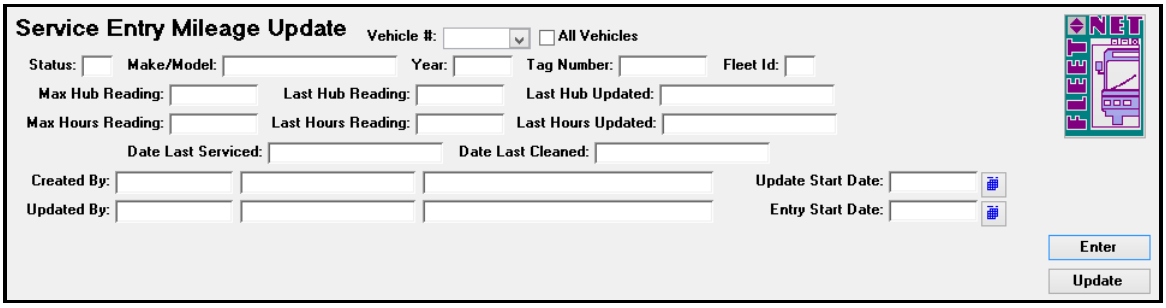
From Year: 2017 Month: 1 Thru Year: 2017 Month: 12

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

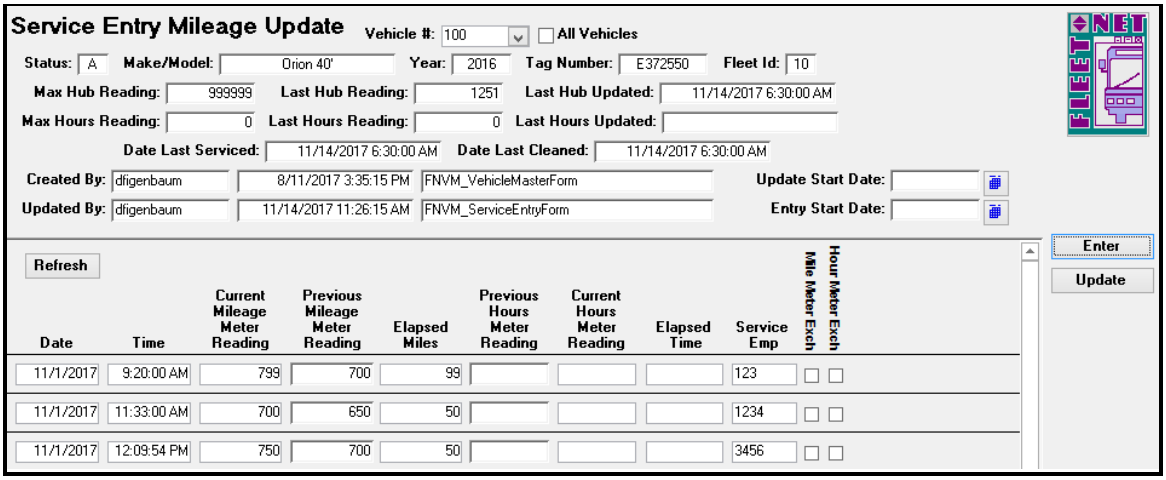
Service Entry Mileage Correction

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.



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

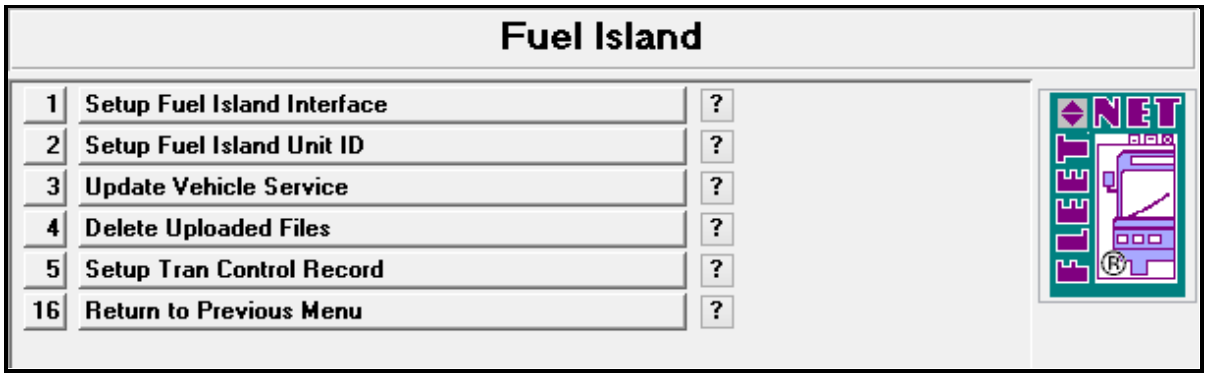
It is a good idea to look at several days *before* the issue so you can see the pattern. If you are looking to fix 4/1/2022, in **Entry Start Date** put in 3/25/2022. This allows you to see where the issue occurred so corrections can be made. **Update Start Date** tells the system when to start updating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



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

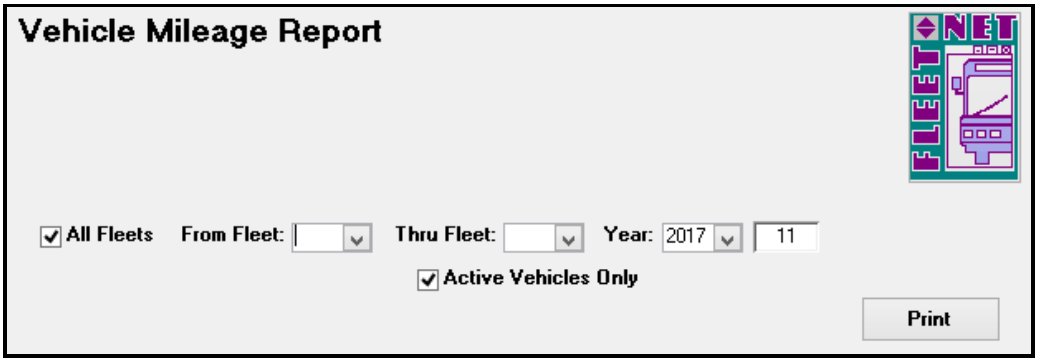
Fast Fuel

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.

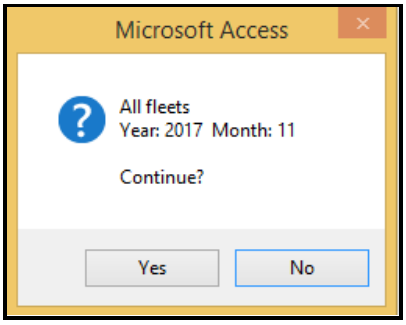


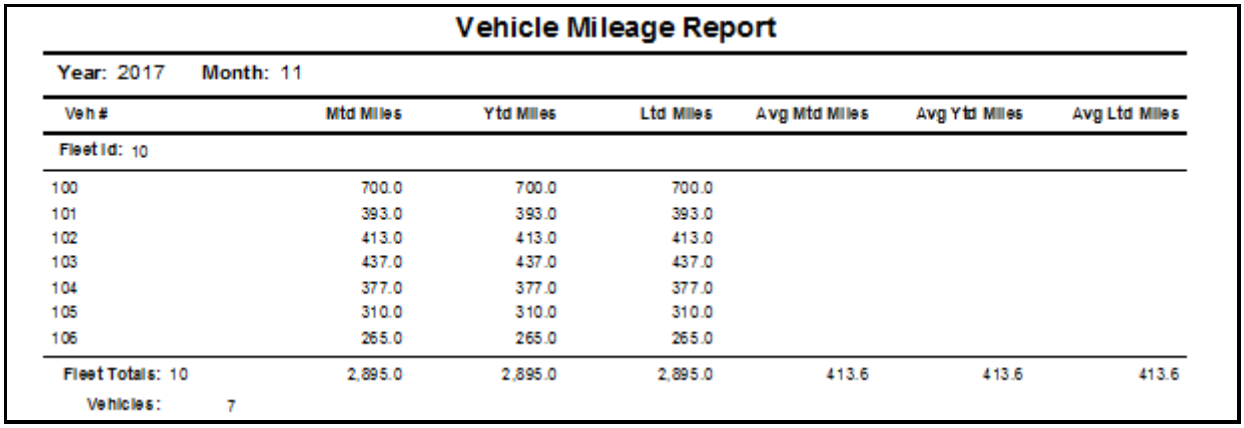
Vehicle Mileage Report

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.





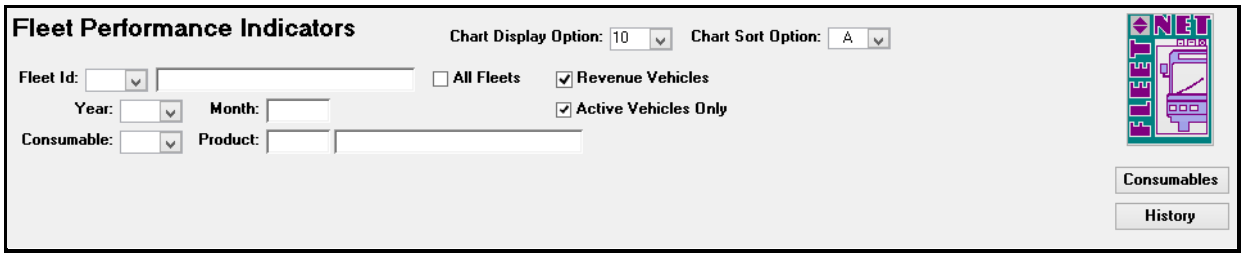
Vehicle Mileage Report

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			
Fleet Totals: 10	2,895.0	2,895.0	2,895.0	413.6	413.6	413.6
Vehicles: 7						

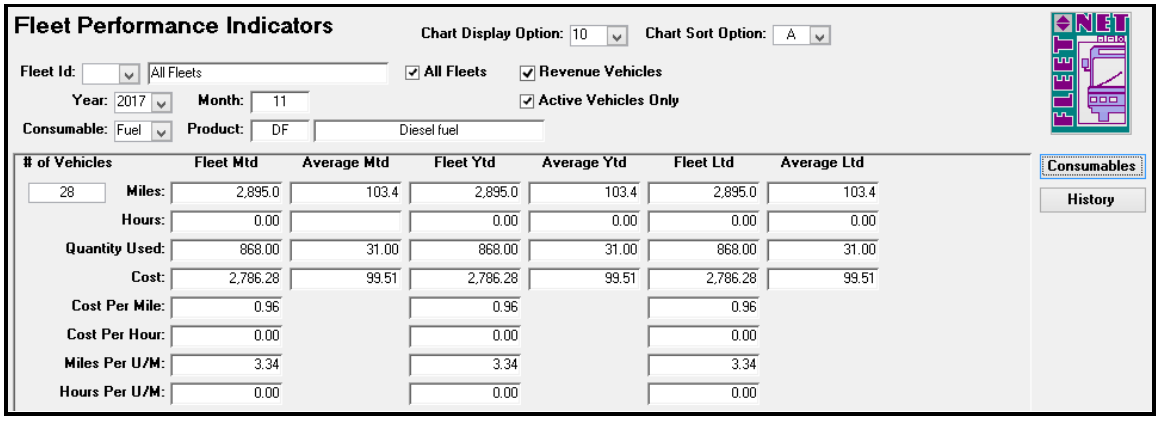
Fleet Performance

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.



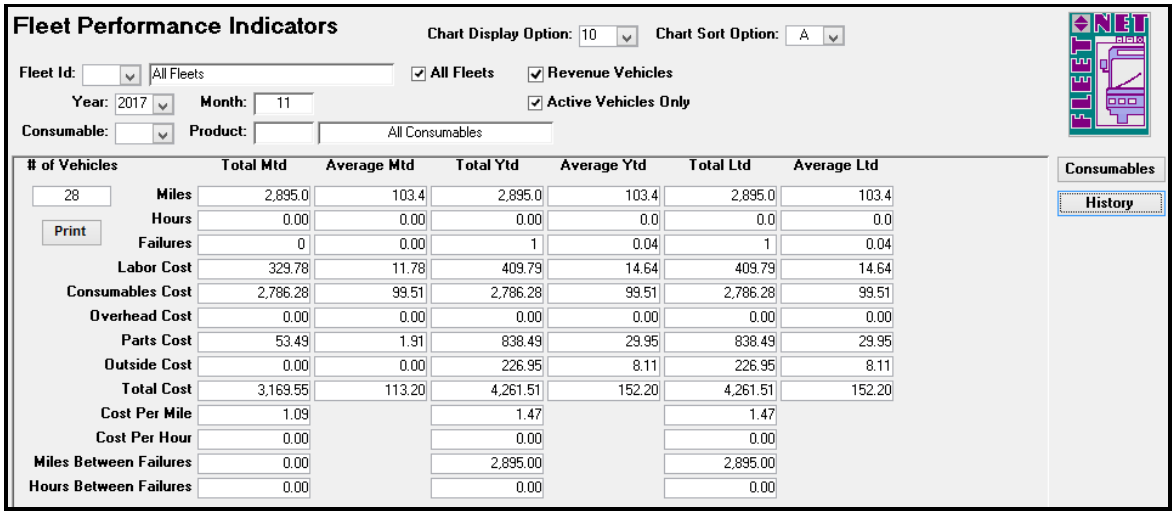
Consumables

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



History

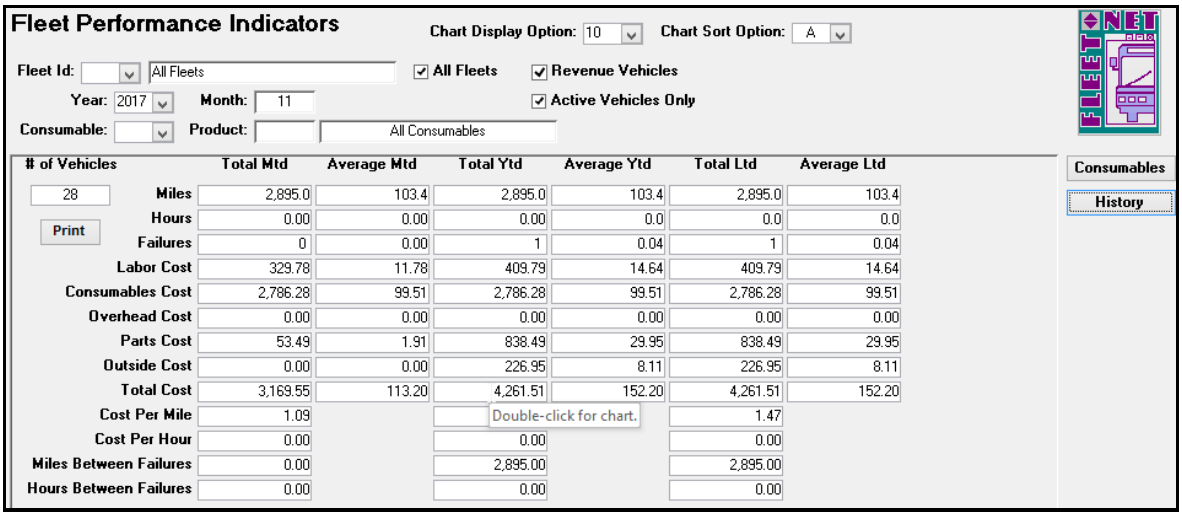
Provides actual and average MTD, YTD & LTD Miles, Hours, Costs, and Miles between failures for all consumables. Click the print button to preview and print the report,



	Total Mtd	Average Mtd	Total Ytd	Average Ytd	Total Ltd	Average Ltd
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
Total Cost	3,169.55	113.20	4,261.51	152.20	4,261.51	152.20
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	

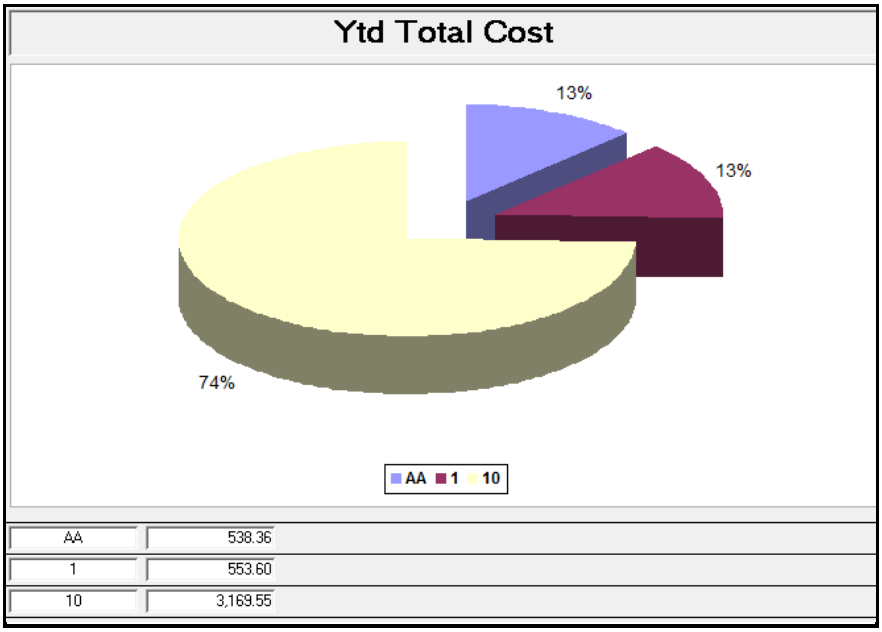
Fleet Performance Charts

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



	Total Mtd	Average Mtd	Total Ytd	Average Ytd	Total Ltd	Average Ltd
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
Total Cost	3,169.55	113.20	4,261.51	152.20	4,261.51	152.20
Cost Per Mile	1.09				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	

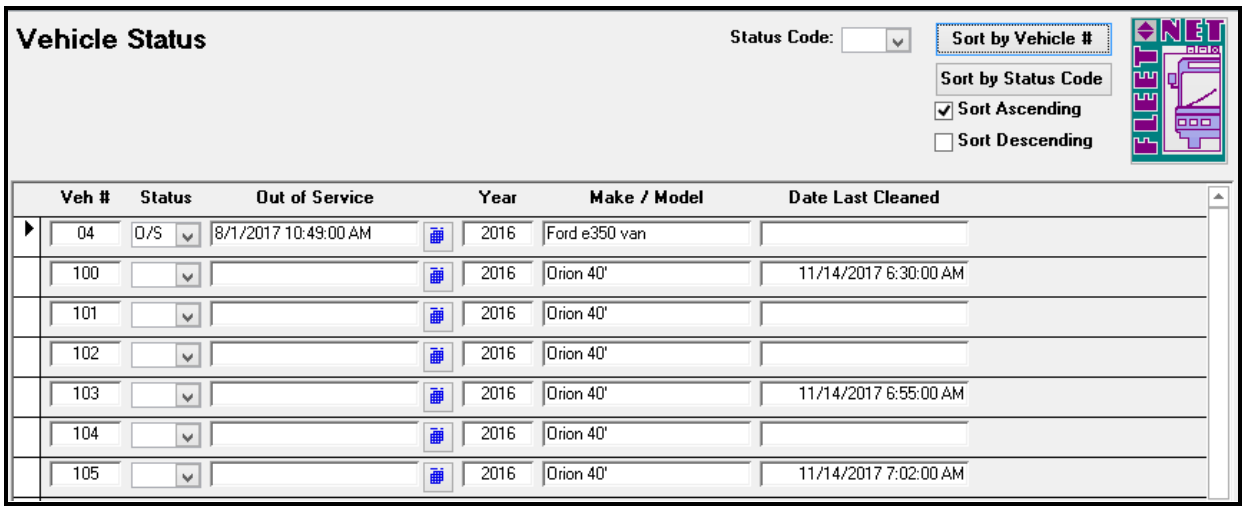
Double Click desired field for Chart. Sample chart for YTD Total Cost



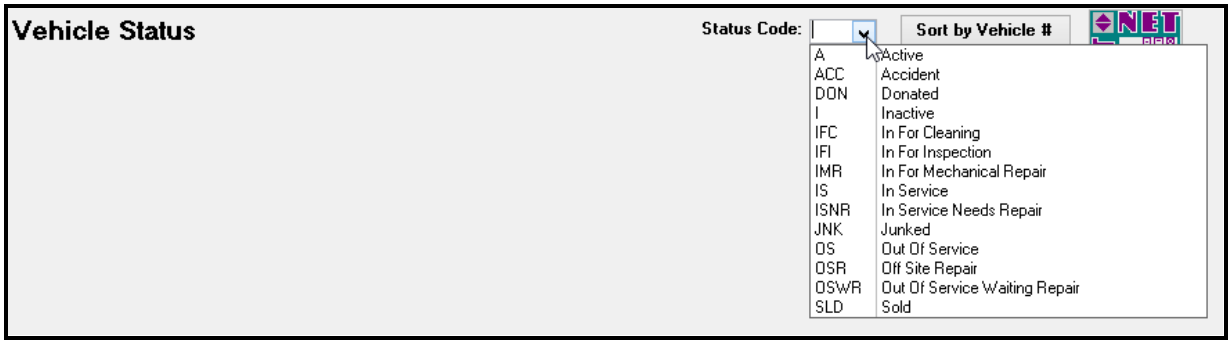
AA	538.36
1	553.60
10	3,169.55

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.



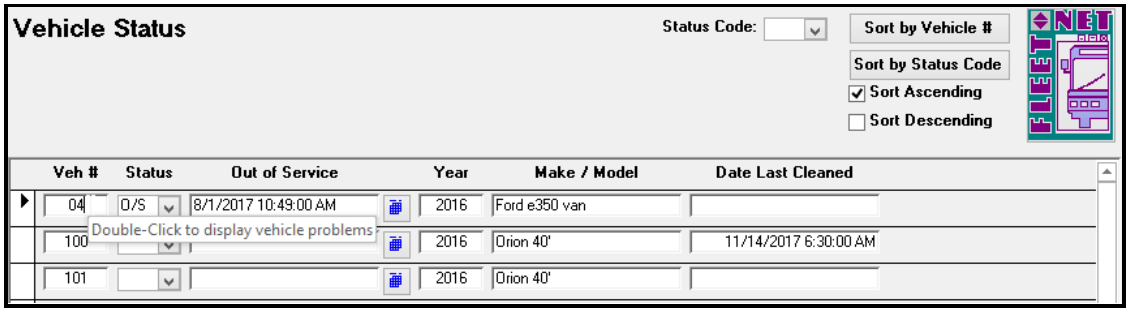
If a list of vehicles by a specific status code is needed, select that code from the drop down list and click the **'Sort by Vehicle #'** button. Below is a sample of codes you might see in the drop down. If for example a list of all vehicles available for pull out is needed then select the status code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



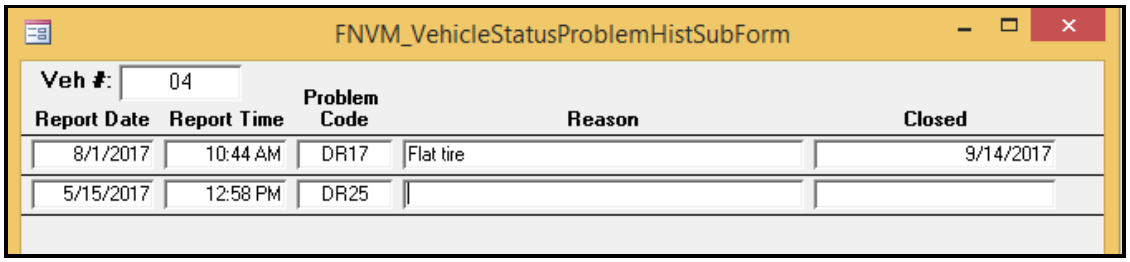
Select this button when a list is needed in Vehicle number order. Also check one or the other of the Ascending or Descending Sort check boxes.

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.

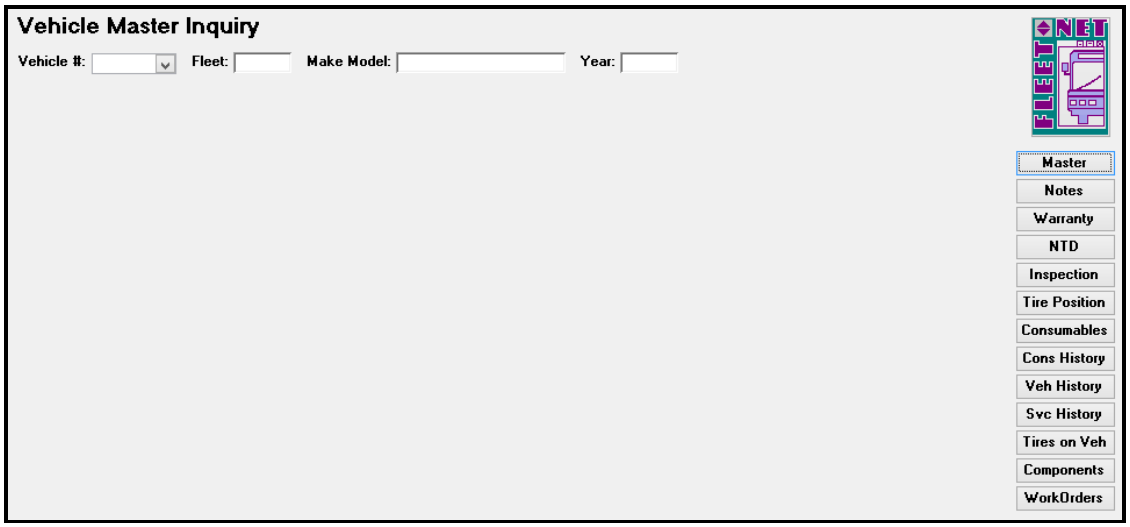


The following will display, but is a view only option. See below



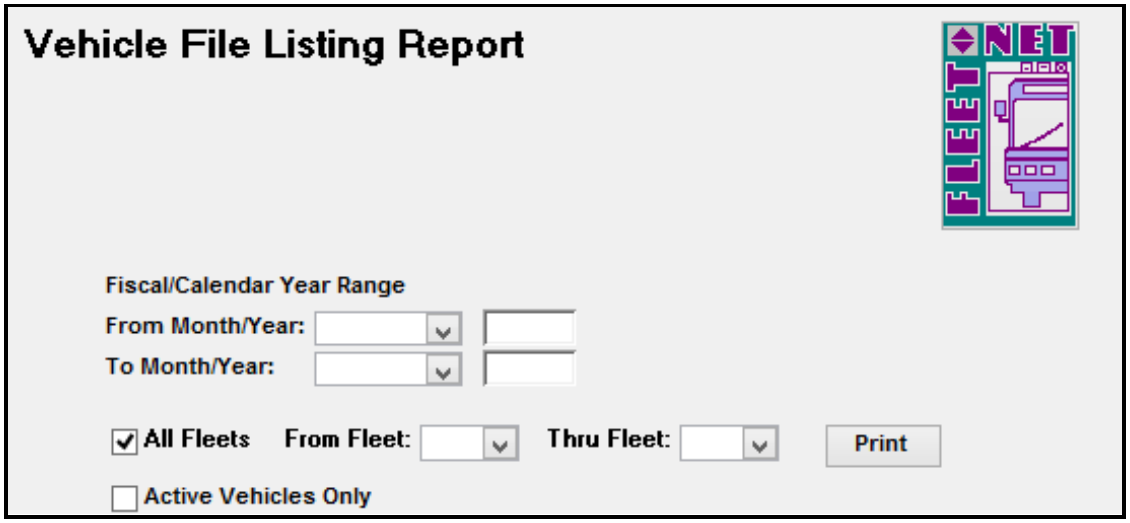
Vehicle Inquiry

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.

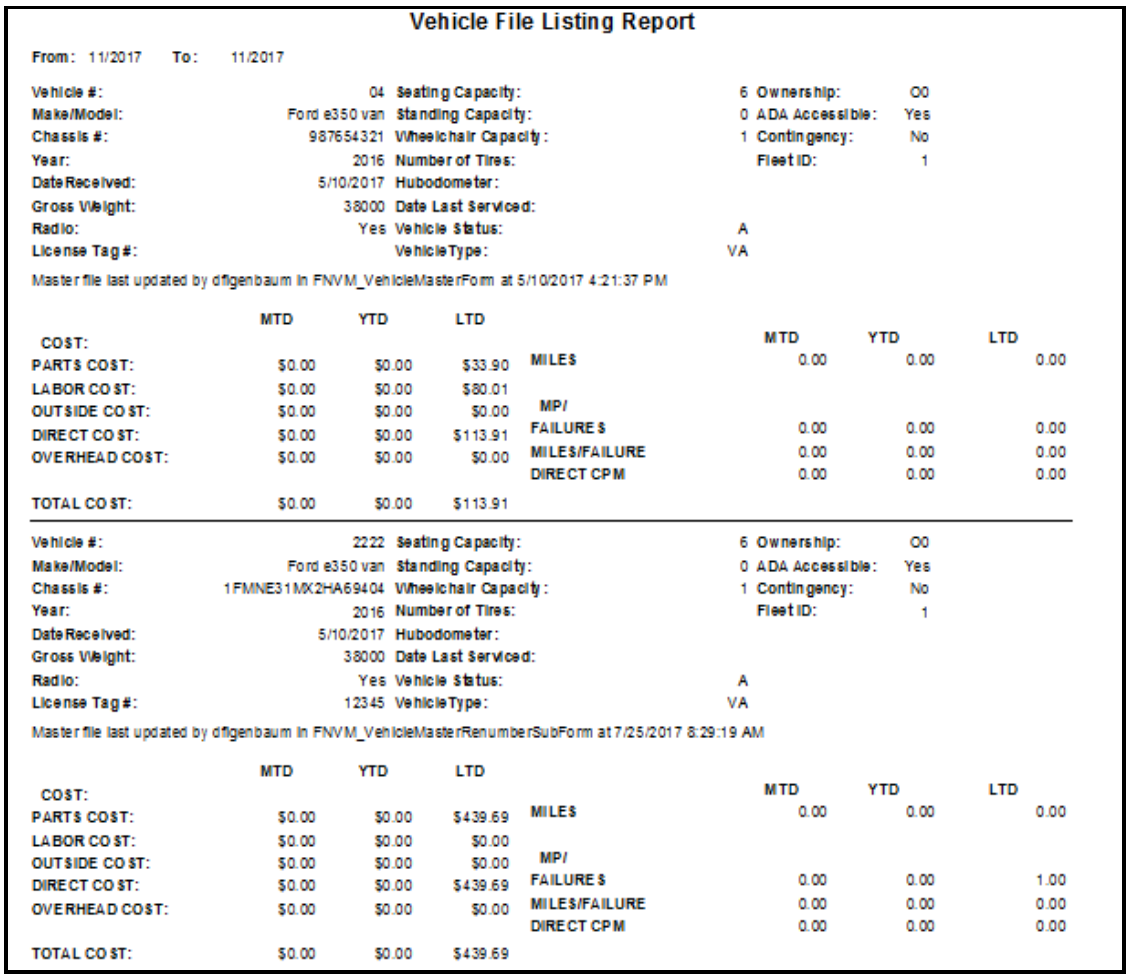


Vehicle File Listing

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.



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
DateReceived:	5/10/2017	Hubodometer:			
Gross Weight:	38000	Date Last Serviced:			
Radio:	Yes	Vehicle Status:	A		
License Tag #:		VehicleType:	VA		

Master file last updated by dfigenbaum in FNVM_VehicleMasterForm at 5/10/2017 4:21:37 PM

COST:	MTD	YTD	LTD
PARTS COST:	$0.00	$0.00	$33.90
LABOR COST:	$0.00	$0.00	$80.01
OUTSIDE COST:	$0.00	$0.00	$0.00
DIRECT COST:	$0.00	$0.00	$113.91
OVERHEAD COST:	$0.00	$0.00	$0.00
TOTAL COST:	$0.00	$0.00	$113.91

	MTD	YTD	LTD
MILES	0.00	0.00	0.00
MP/ FAILURES	0.00	0.00	0.00
MILES/FAILURE	0.00	0.00	0.00
DIRECT CPM	0.00	0.00	0.00

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
DateReceived:	5/10/2017	Hubodometer:			
Gross Weight:	38000	Date Last Serviced:			
Radio:	Yes	Vehicle Status:	A		
License Tag #:	12345	VehicleType:	VA		

Master file last updated by dfigenbaum in FNVM_VehicleMasterRenumberSubForm at 7/25/2017 8:29:19 AM

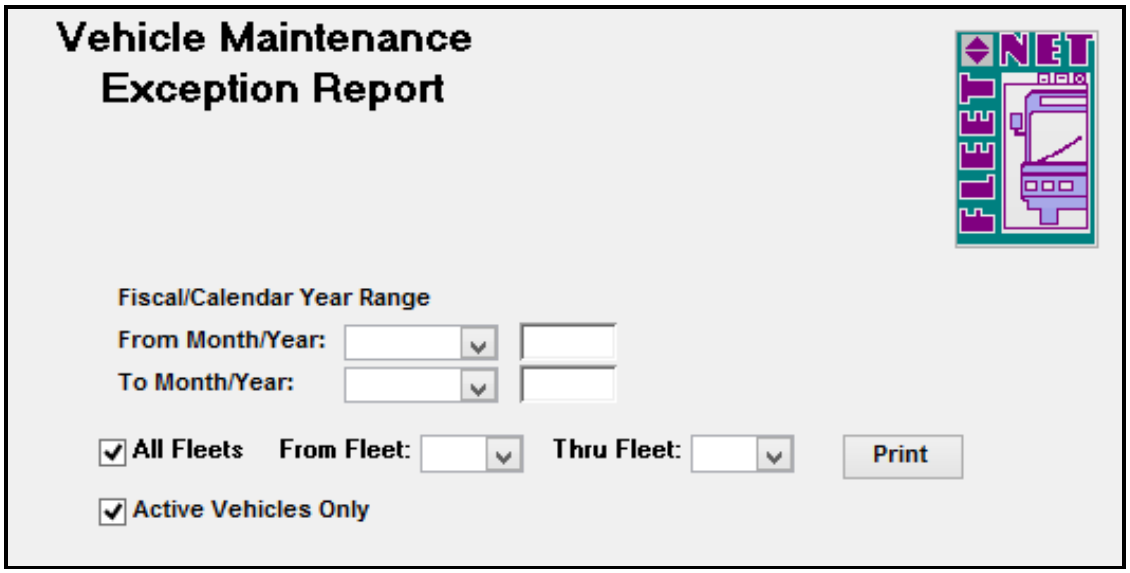
COST:	MTD	YTD	LTD
PARTS COST:	$0.00	$0.00	$439.69
LABOR COST:	$0.00	$0.00	$0.00
OUTSIDE COST:	$0.00	$0.00	$0.00
DIRECT COST:	$0.00	$0.00	$439.69
OVERHEAD COST:	$0.00	$0.00	$0.00
TOTAL COST:	$0.00	$0.00	$439.69

	MTD	YTD	LTD
MILES	0.00	0.00	0.00
MP/ FAILURES	0.00	0.00	1.00
MILES/FAILURE	0.00	0.00	0.00
DIRECT CPM	0.00	0.00	0.00

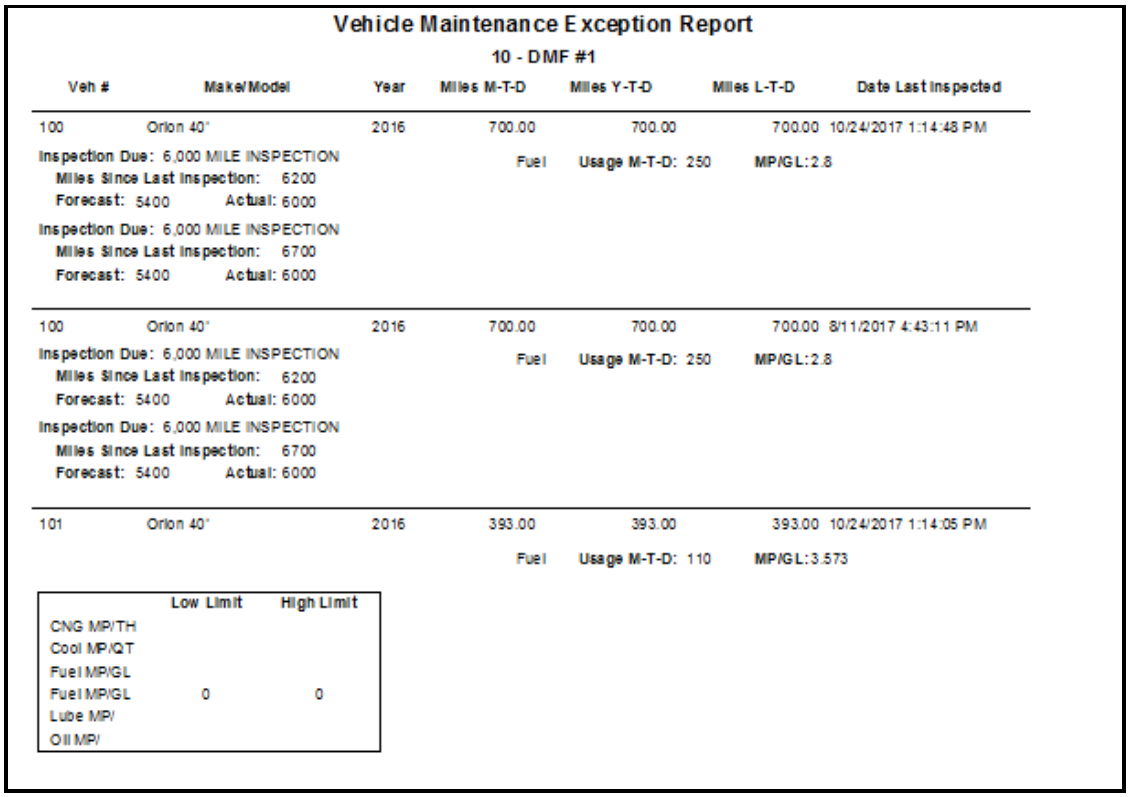
Vehicle Exception Report

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.



Click ***Print***



Vehicle Maintenance Exception Report

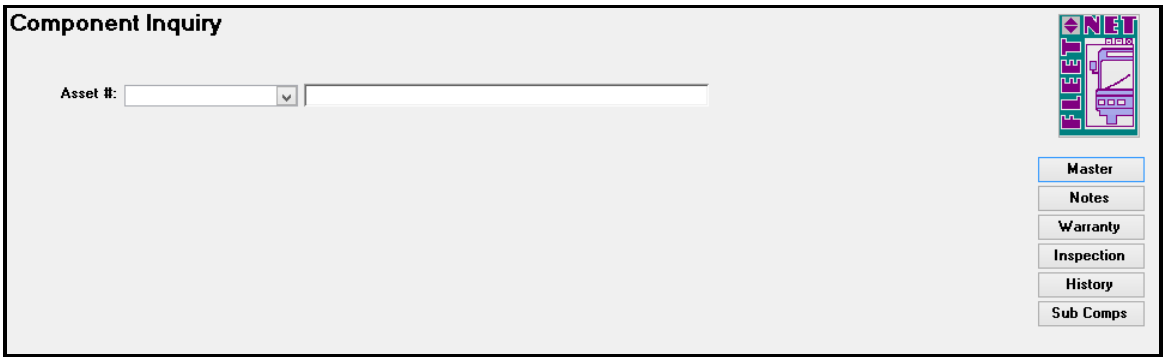
10 - DMF #1

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 Miles Since Last Inspection: 6200 Forecast: 5400 Actual: 6000 Inspection Due: 6,000 MILE INSPECTION Miles Since Last Inspection: 6700 Forecast: 5400 Actual: 6000			Fuel	Usage M-T-D: 250	MP/GL: 2.8	
100	Orion 40'	2016	700.00	700.00	700.00	8/11/2017 4:43:11 PM
Inspection Due: 6,000 MILE INSPECTION Miles Since Last Inspection: 6200 Forecast: 5400 Actual: 6000 Inspection Due: 6,000 MILE INSPECTION Miles Since Last Inspection: 6700 Forecast: 5400 Actual: 6000			Fuel	Usage M-T-D: 250	MP/GL: 2.8	
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.



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_LabelLextranReport(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

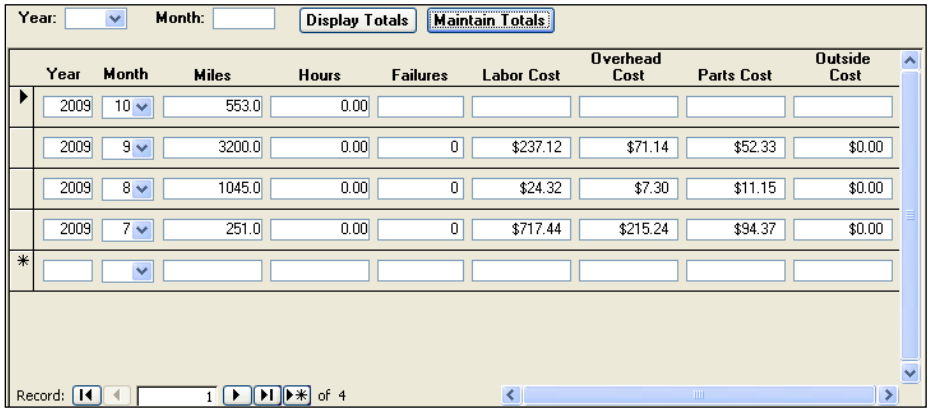
Example below has the service entry hub reading as 7301 and the vehicle master has the hub reading as 7301 but the vehicle history has vehicle Ytd and the vehicle Ltd as 5049. The miles on hub reading was 2258.

Go to Modify/Add Vehicles

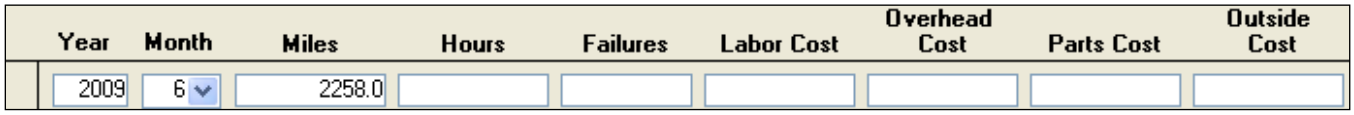
Select the vehicle number from the Vehicle # drop down list

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

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



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



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-Reading - This is automatically populated field containing the last 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.

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.
27.	Click ‘Print’ Button to view reports and print hard copies or save to a file. 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 -

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.

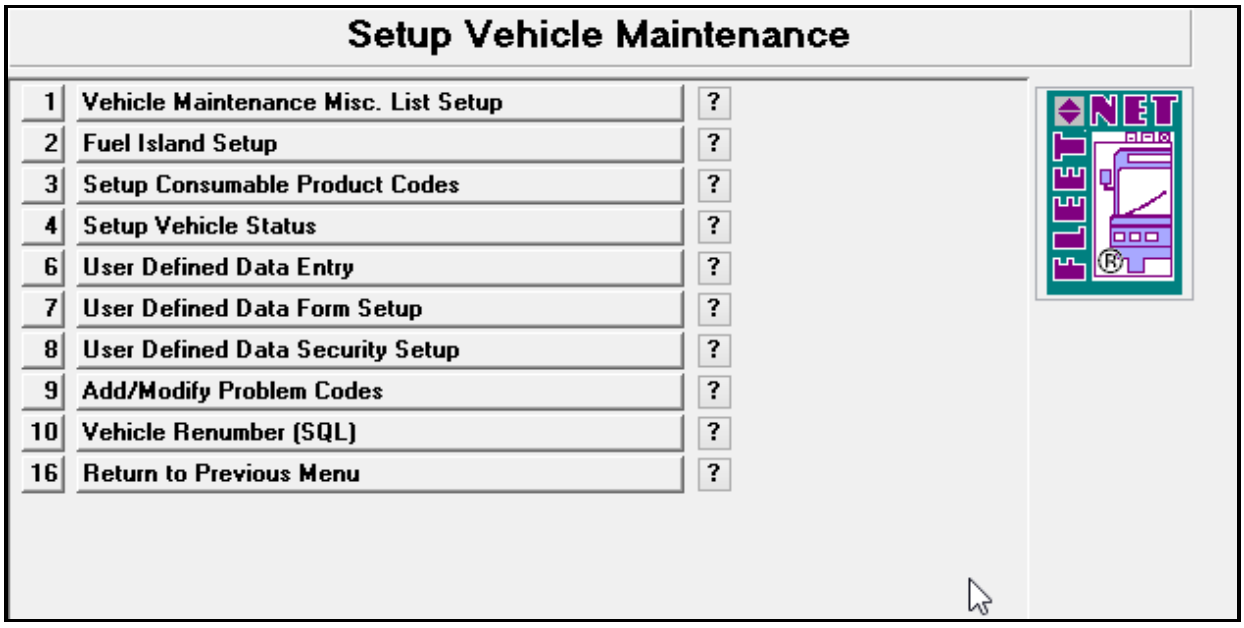
Appendix H
Support Tip-Setup/Track Usage of Offsite Consumables

Topic/Problem

To set up and track the usage of offsite consumables

Procedure

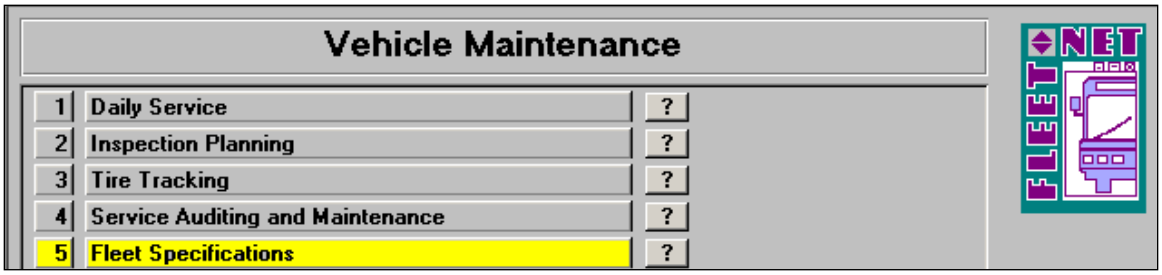
Enter VM14 in the menu selection and then click on **Setup Consumable Product Codes #3**



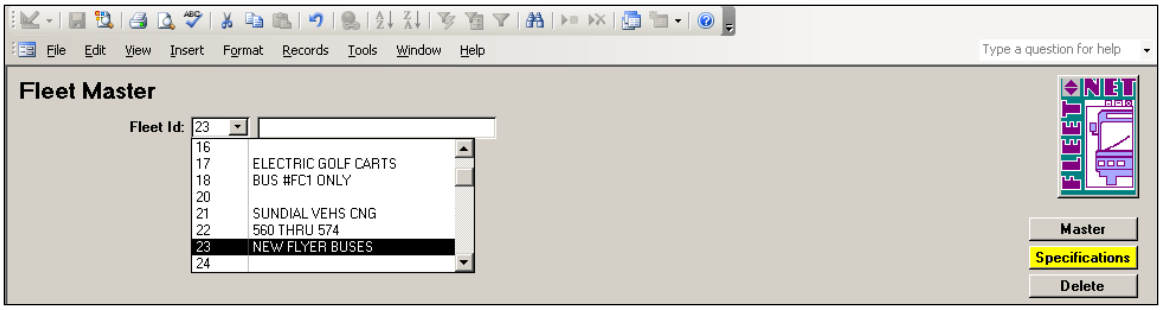
Select the Consumable and Product Codes from the drop down menu boxes or create the Consumable or Product Code by clicking on the green checkmark icon. 
Select the Unit of Measure from the drop down menu box or create the Unit of Measure by clicking on the green checkmark icon. 

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.

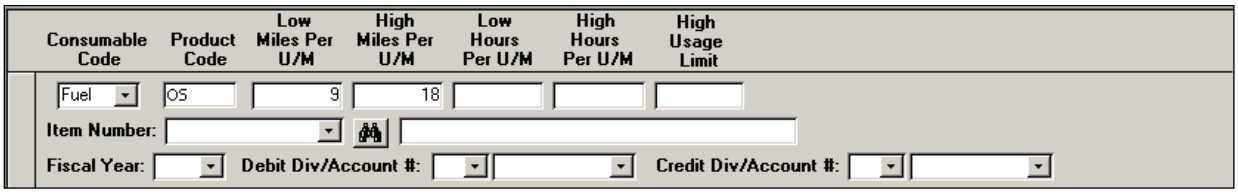
Close the Consumable & Product Codes form and go to VM in the menu selection and then click on Fleet Specifications.



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

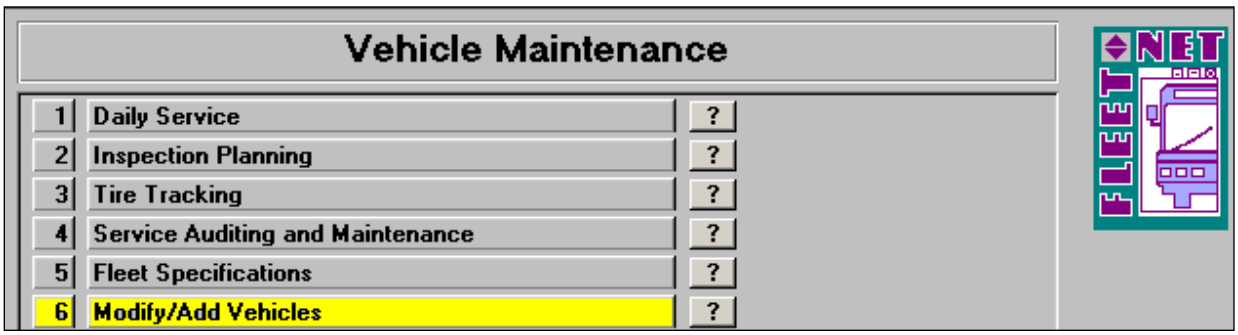


Select the Consumable Code from the drop down menu. Enter the Low and High Miles and Hours per Unit of Measure.

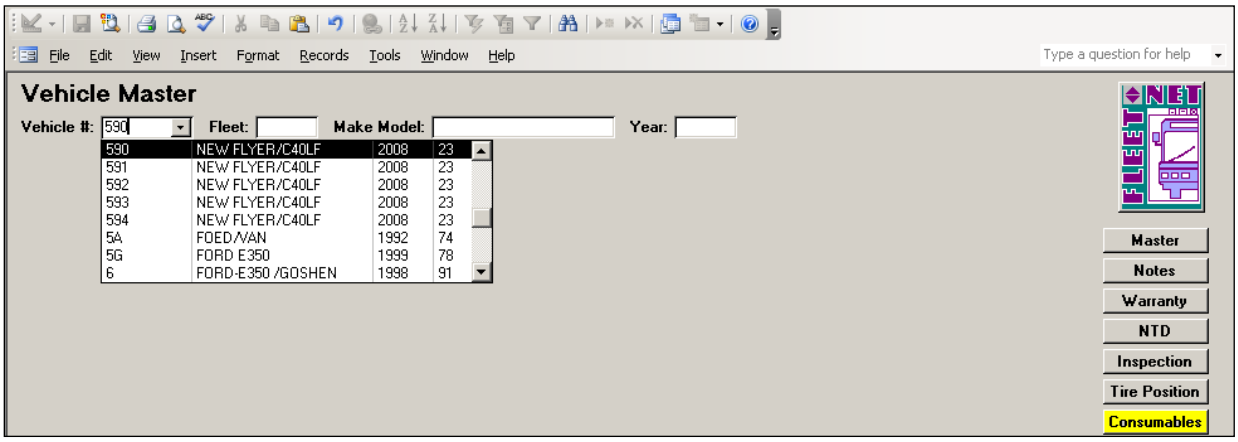


Do not enter the Item number, Fiscal Year, Debit Division Account or Credit Division Account # to track the expense. It is not necessary since the item is not an inventory item.

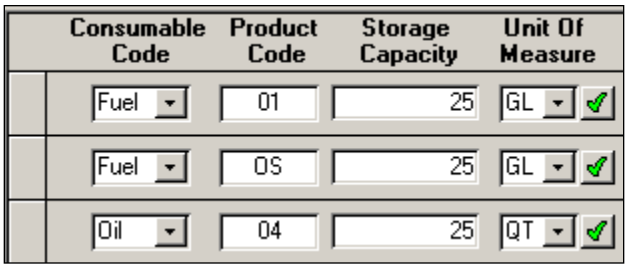
Close the Fleet Specifications form. Go to VM in the menu selection and then click on Modify/Add Vehicles



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

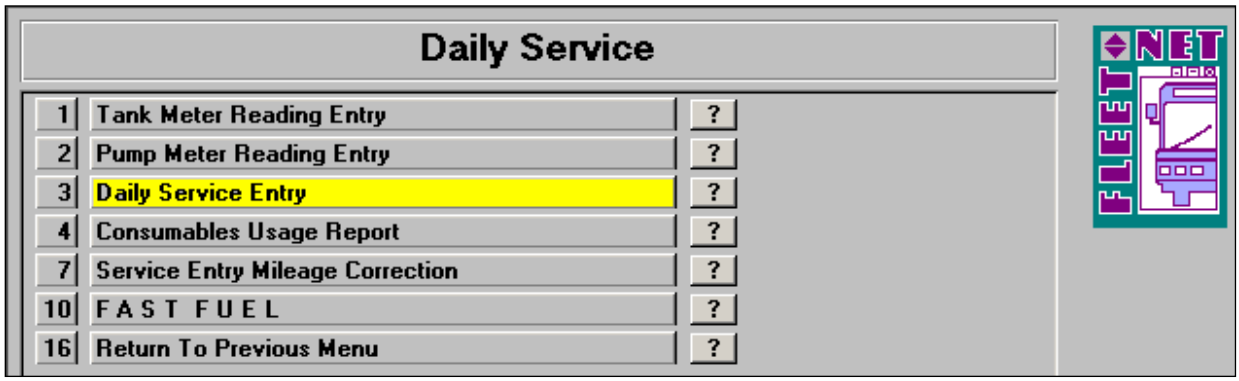


Select the Consumable Code then enter the Storage Capacity and Unit of Measure

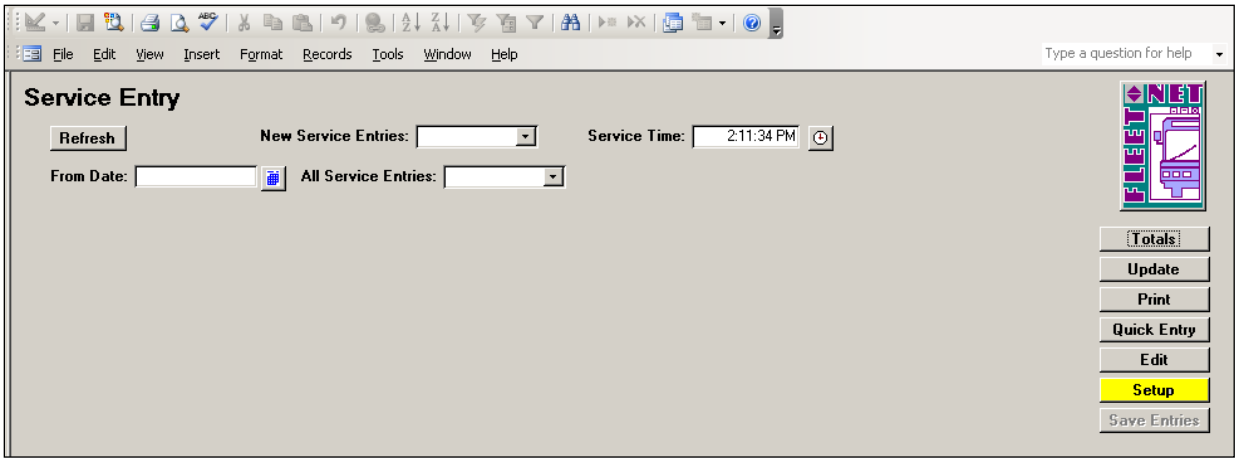


Note: After setup for the consumable in Fleet Specifications, you must assign the consumable to each vehicle. If you do not know which fleet a certain vehicle belongs to; go to the Modify add vehicles form. Select the vehicle and you will see the Fleet that it belongs to in the Vehicle Master form.

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.

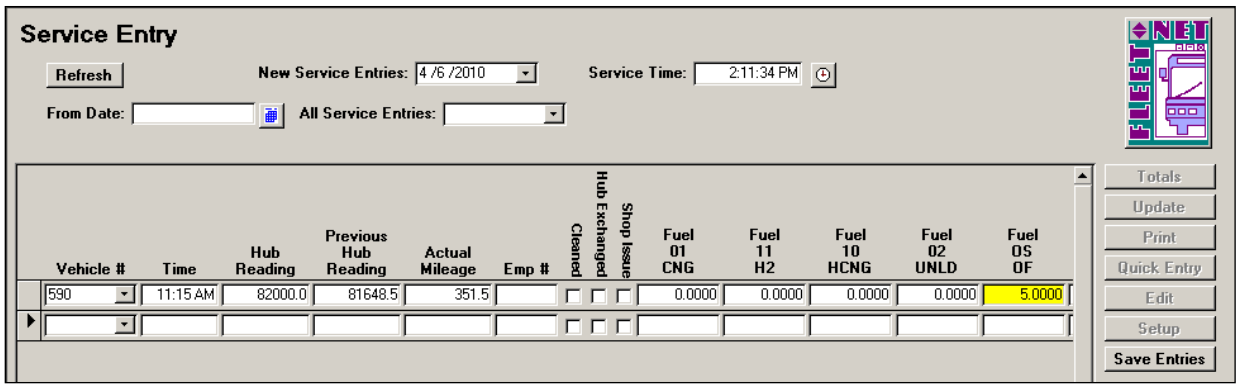


Enter the column number that you want the consumable to appear in during Quick Entry.

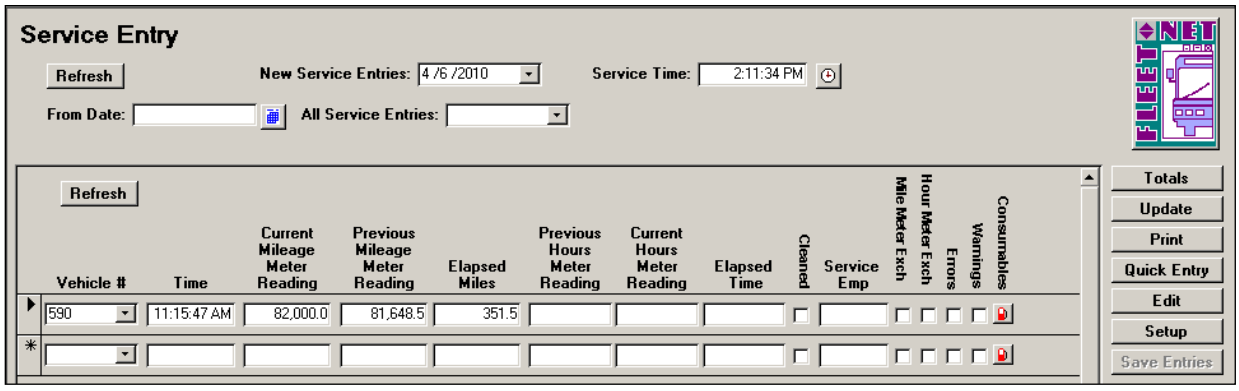
Column #	Consumable	Product	Column Desc
1	Fuel	01	CNG
2	Fuel	11	H2
3	Fuel	10	HCNG
4	Fuel	02	UNLD
5	Fuel	OS	OF
6	Oil	05	VGEO
7	Cool	08	COOT
8	Oil	06	ATF
9	Oil	09	GRD
10	Tran	12	TRN
11	ATF	ATF	ATF
12	Lube	ATF	AT

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

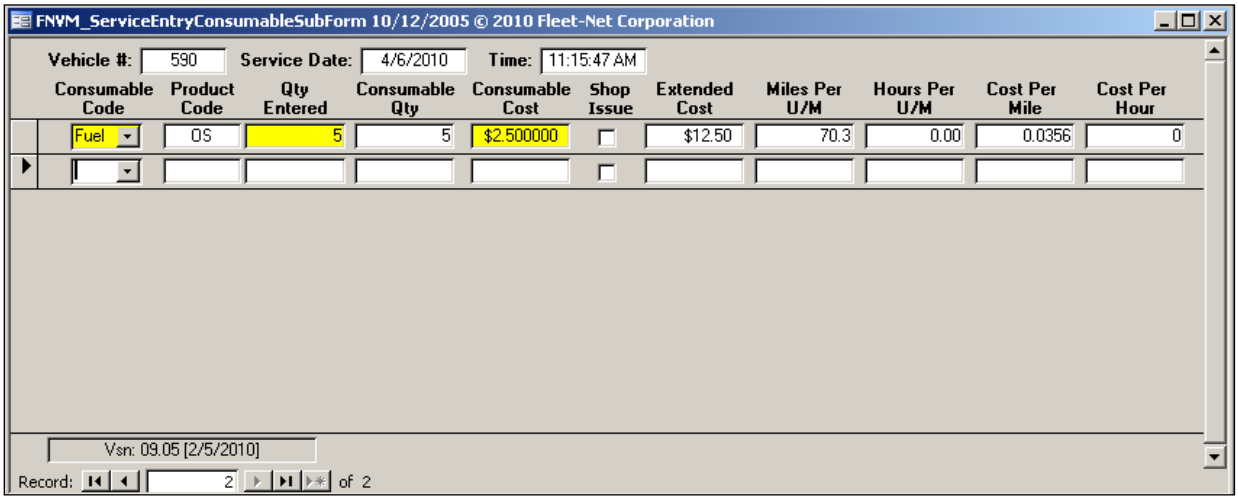
1. **Quick Entry –** Each consumable is listed in the columns that were assigned in setup. A maximum of 10 consumables appear in the Quick Entry form.



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



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.



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