

**Fast Track**

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## User Guide Conventions

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Fast Track installation.

As with all Fleet-Net for Windows modules, the module must first be installed as directed in the System Administration Guide.

After reviewing this manual, if you still can't find an answer to your question(s) please call our Support Hotline at (800) 258-2762.

## Introduction to Fast Track

The Fast Track module allows users to transfer bar code data collected using laser-scanning technology. The data is transferred to the Fleet-Net for Windows (FNW) database(s) and integrated with Inventory, Work Order Processing, and Fixed Assets.

The module allows entry and updates:

- Physical inventory (noting counts and deviations)
- Work Order issues (noting issues and discrepancies)
- Work Order labor operations (records on and off time for each operation code)
- Perpetual inventory file (noting the date, time and employee associated with every part issued)
- Fixed assets (noting assets recorded)
- Vehicle Service (noting vehicles being fueled with date, quantity of consumables, and records vehicle mileage)


## About This Guide



This guide contains standard cycles and checklists 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.


The standard cycles are to be used when operating the software to ensure that all necessary steps are being taken in the correct order, i.e., Daily Service Cycle and the Monthly Service Cycle.


As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administrator Guide.


To correctly exit a form, click the Fleet-Net® Icon which is located in the upper right of every form.

Throughout Fleet-Net® modules, there are Green  Checkmarks 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.

When the  binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool. When using the  button to search the following sample form will open up. Use anyone of the search item criteria down 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.

The clock  button allows for changing the time entry. You can manually enter the time or use the

The calendar  button allows for quick selection of a specific date via a calendar.

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

## System requirements for Psion

**For Fast Track:** Database tables must be upsized to SQL; modules include PR (Payroll), VM (Vehicle Maintenance), IN (Inventory), WO (Work Orders), FA (Fixed Assets), and WS (Windows System)

**For Easy Sample:** Database tables must be upsized to SQL; modules include ES (Easy Sample), PS (Public Schedules), and WS (Windows System)

**For both programs:** Database tables must be upsized to SQL; module includes LC (License)

A minimum requirement of **Microsoft SQL Server 2000**; however, the following documentation supports SQL Server 2005, currently used by Fleet-Net and SQL Server 2008.

**SQL Server configuration** setup:

1. SQL Server Management Configuration; to enable Protocols
2. SQL Login, User Name, and Password (**The Psion Unit is a hand-held computer; therefore, it requires its own User Name in SQL, unique from any other windows user name**)
3. SQL User Database Permissions
4. FN WS Database name

A **Wireless router is required** and configuration must be setup (for Fast Track module):

1. SSID = Network Name
2. Client Name
3. Encryption code WPA PSK
4. WEP Key PSK passphrase
5. Wireless router IP address
6. Wireless router 802.11 b/g

**Tether cable to USB (optional):** Allows the Psion unit to upload software (i.e., ActiveSync) or transfer data (FNW) without a docking station. The tether cable to USB does **not charge** the Psion Unit.

**Docking Station, USB:** Allows the Psion unit to upload software (i.e., ActiveSync), transfer data (FNW), and charge the Psion unit.

**Note: (The Psion unit must be connected to the workstation, turned on and docked in its cradle, or connected via USB Tether cable during installation)**

**The Psion unit must stay charged in order for the programs to remain installed. The unit can be turned off, but it is recommended that you maintain a fully charged battery. [Note: full battery performance is only reached after the first few full charge/discharge cycles.]**

## System requirements for Nomad

**For Fast Track:** Database tables must be upsized to SQL; modules include PR (Payroll), VM (Vehicle Maintenance), IN (Inventory), WO (Work Orders), FA (Fixed Assets), and WS (Windows System) and LC (License)

A minimum requirement of **Microsoft SQL Server 2000**; however, the following documentation supports SQL Server 2005 through SQL Server 2012.

**SQL Server configuration** setup:

5. SQL Server Management Configuration; to enable Protocols
6. SQL Login, User Name, and Password (**The Nomad Unit is a hand-held computer; therefore, it requires its own User Name in SQL, unique from any other windows user name**)
7. SQL User Database Permissions
8. FN WS Database name

The computer used to download the software must have Windows Mobile Device Center Installed on it.

A Wireless router is required and configuration must be setup (for Fast Track module). Tether cable to USB: Allows the Nomad unit to transfer data (FNW), add programs, and charge the unit without a docking station.

**Note:** The Nomad unit must be connected to the workstation, turned on, and connected via USB Tether cable during installation.

Data is stored in non-volatile storage memory. Losing power will not affect saved data or any Fleet-Net configurations. However, you should download the data from your unit into Fleet-Net regularly.

<p><b>Before beginning set up, collect the following information:</b></p>
---

- ✓ **Server IP address for the configuration.**
- ✓ **Name of your Wi-Fi service**
- ✓ **Passphrase for your Wi-Fi service.**
- ✓ **System database name (found in SQL: it is your WS. Example: FNWS\_SQL)**

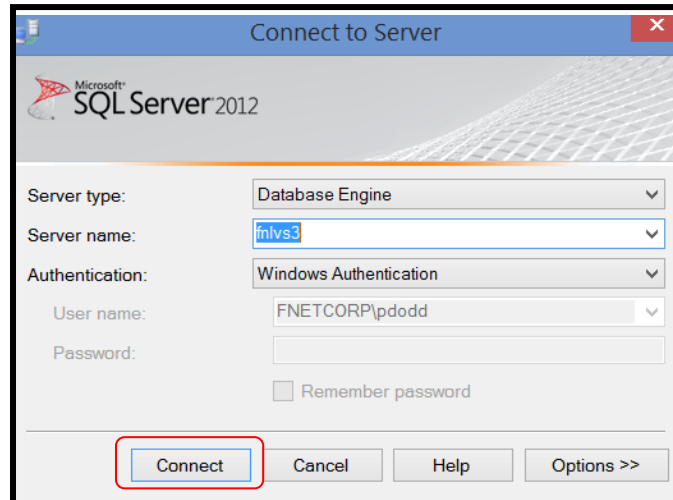


## Setup SQL User for Psion and Nomad

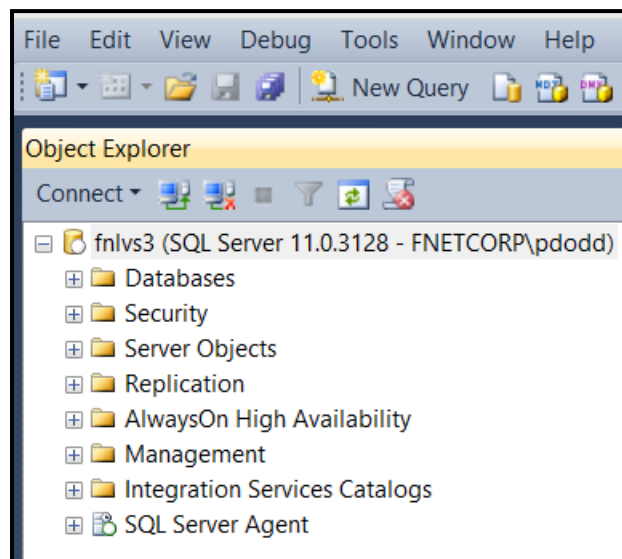
To get started, a user name and login must be created in SQL Server Management Studio.

1. Click **Start**
2. **All Programs**
3. **Microsoft SQL Server SQL Server Management Studio**

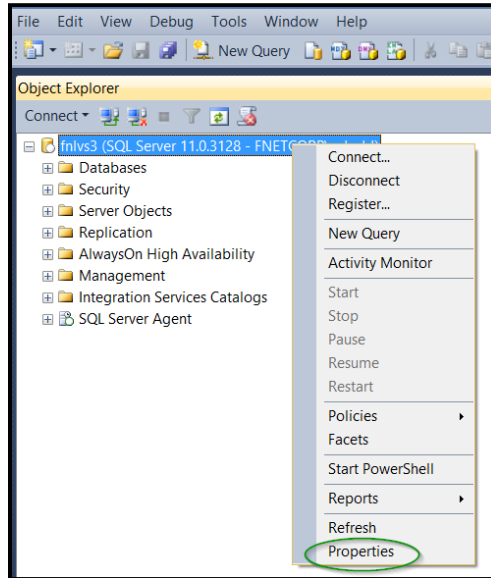
Enter your Server Name Click **Connect**.



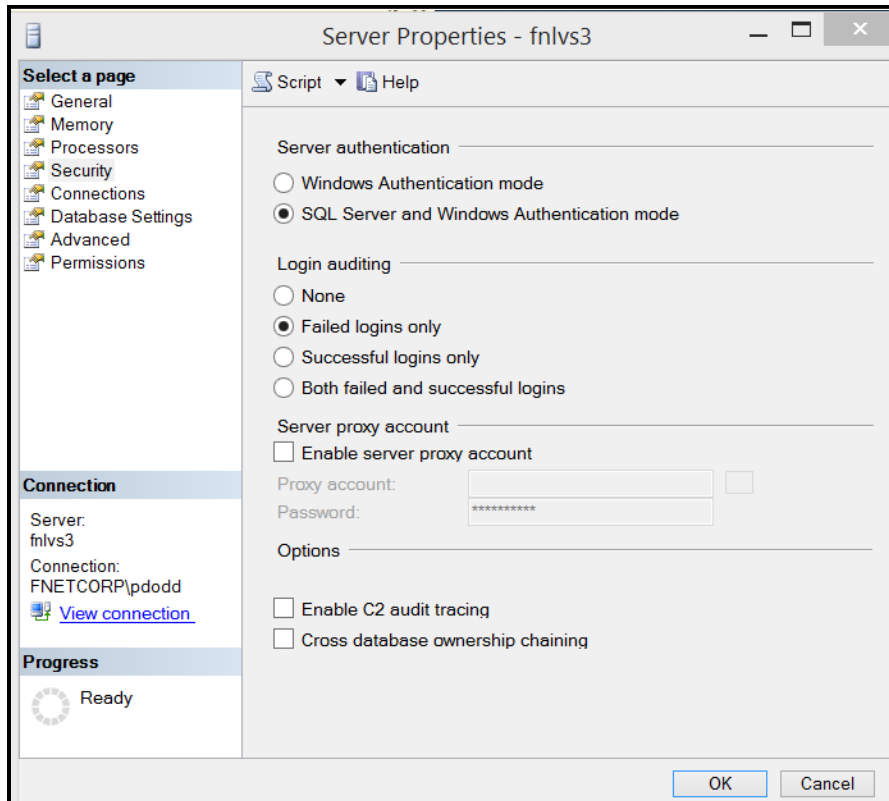
Microsoft SQL Server Management Studio will display.



Right-click on the Server name; click **Properties**.

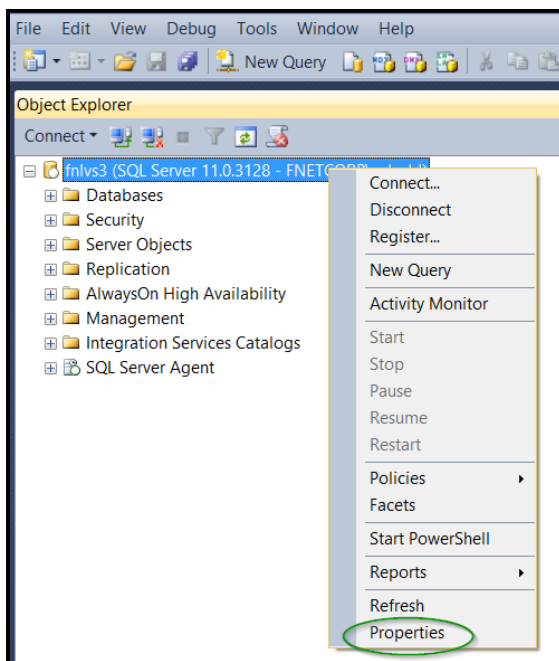


Click **Security**. The following page displays. Set your page up as seen below.

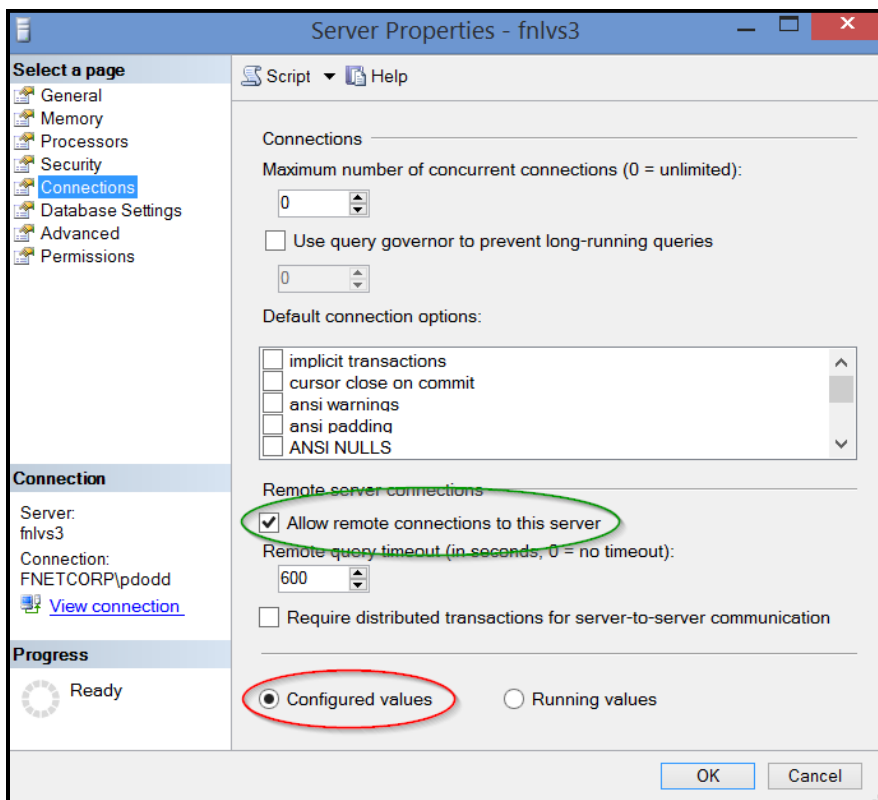


Click **OK**.

Right-click on the Server name; click **Properties**.



Click **Connections**. The following page displays. Set your page up as seen below.

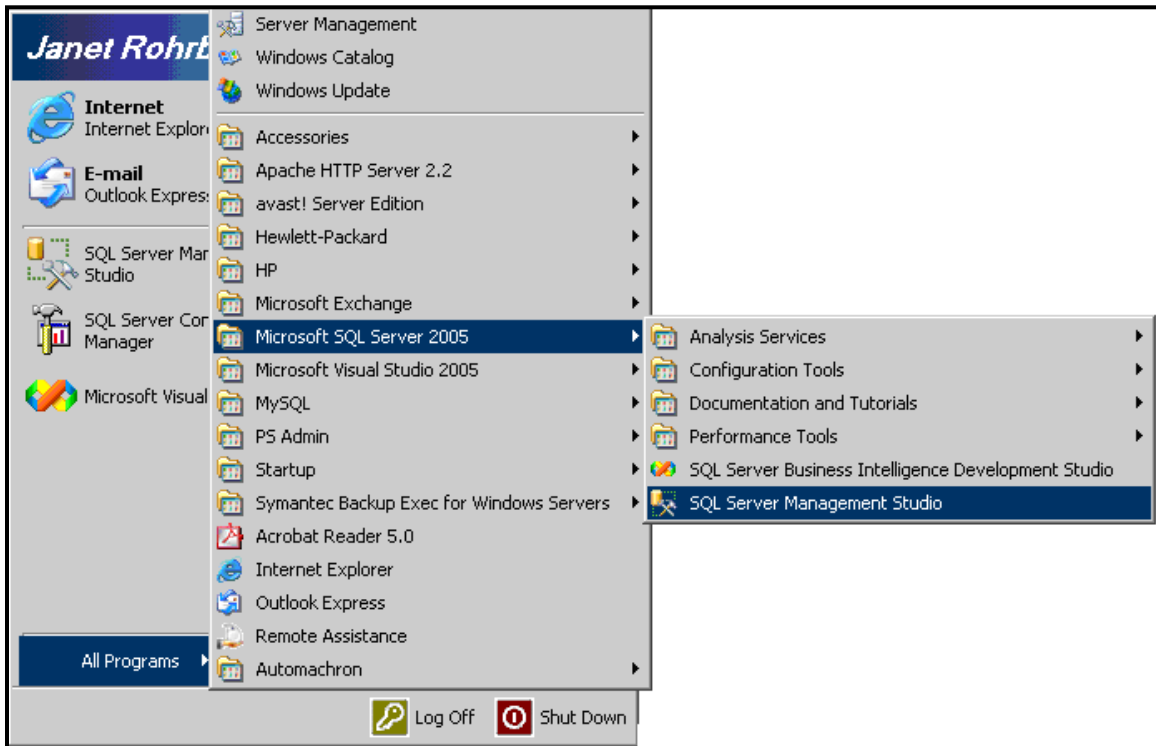


Click **OK**.

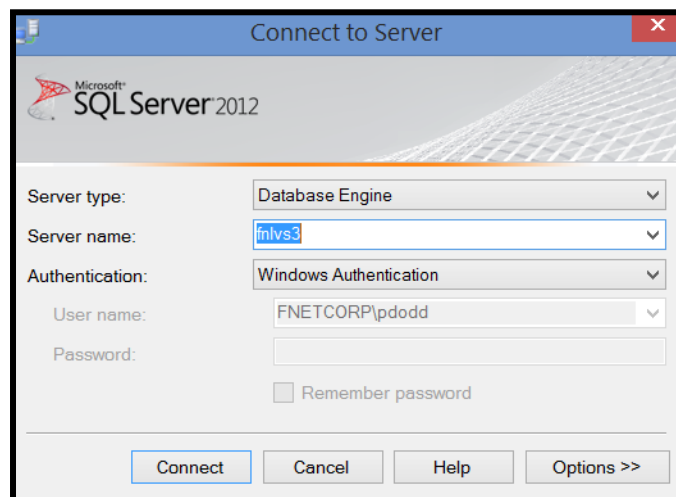
## Setup New SQL user

The unit needs to be set up as a SQL user. The user name for the Nomad unit must be unique. If you have multiple units, you do not need to set up a login for each one.

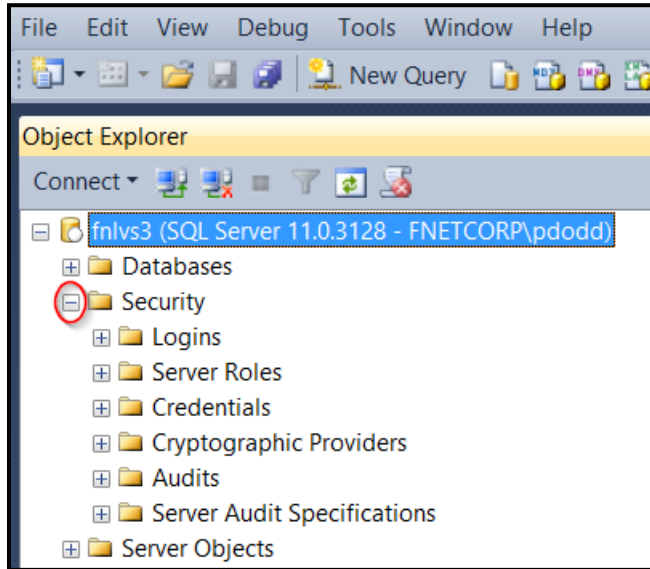
1. Click **Start**
2. All Programs
3. Microsoft SQL Server
4. SQL Server Management Studio



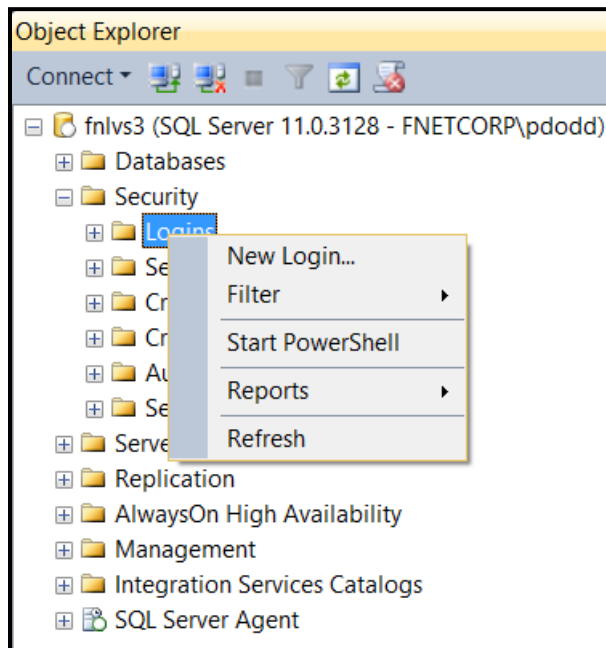
Choose the Server Name from the drop-down or type it in. Click **Connect**.



Click on the  icon to the left of Security to expand the selections.



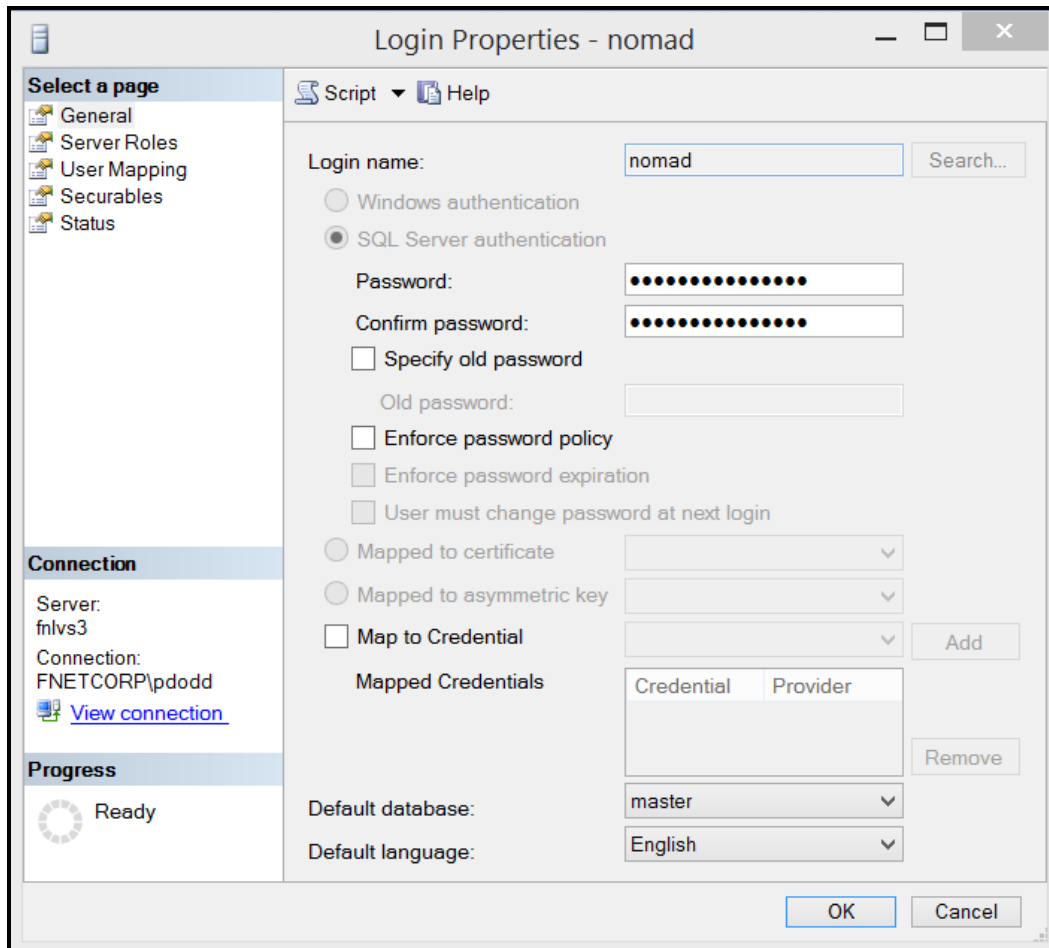
Right-click on **Logins**. Select **New Login**.



Create a unique Login Name and Password for the Nomad Unit(s). *{Use this Login Name and Password for all Nomad units. The transit can, if desired, create a unique Login Name and Password for each unit, but this is not necessary. If more than one is created, then, for each Login Name created, user will have to assign SQL Permissions to the Login Name.}*

Create the Login Name (case sensitive). Select SQL Server authentication. Create the Password (case sensitive). Confirm password.

**NOTE:** We recommend nomad as both the login name and the password.



The selections should match the screen above. **You will use this screen for the next step.**

## Assigning SQL Database Permissions

Assign Permissions to each Nomad Login Name created and for each applicable Fleet-Net database. The databases used for the Nomad unit(s) are:

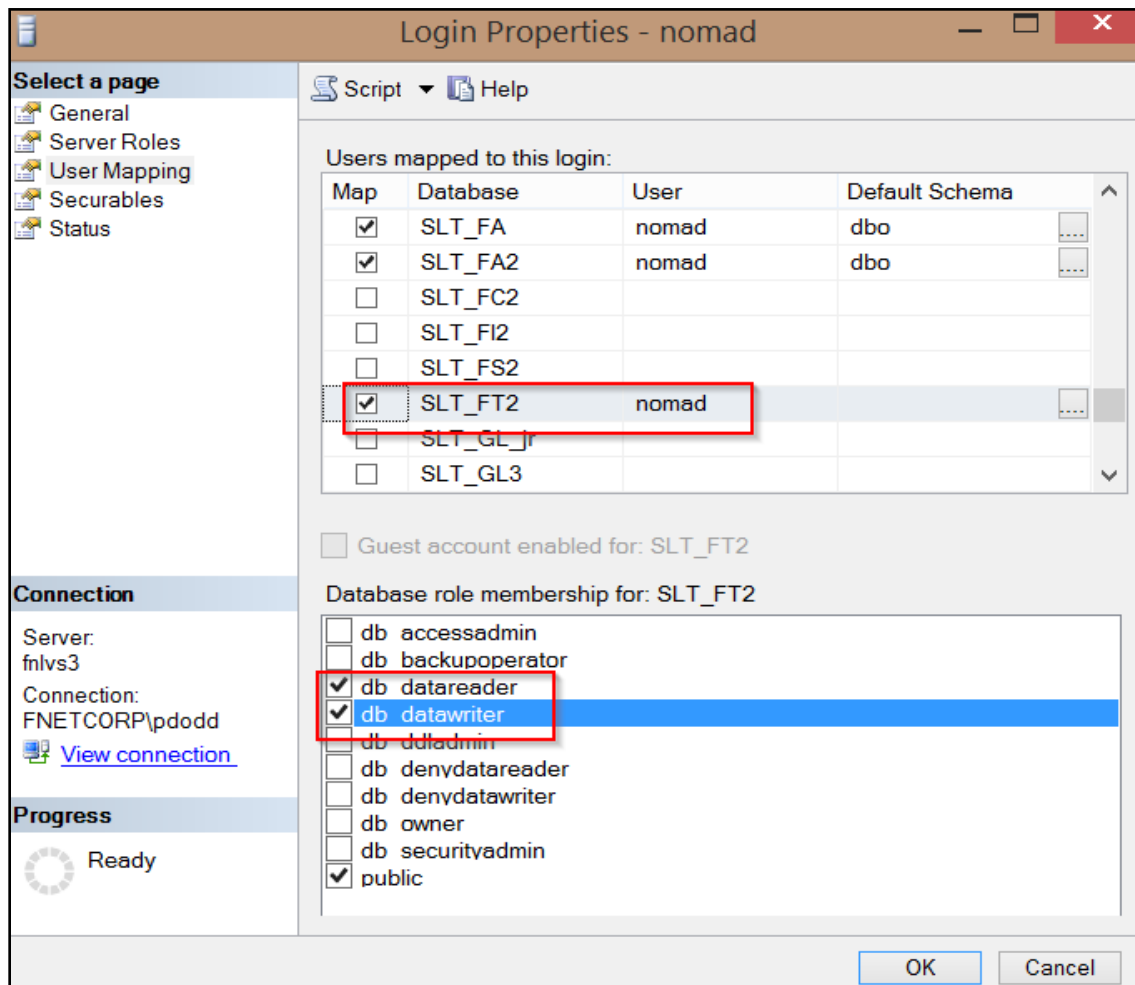
- FA** (Fixed Assets)
- IN** (Inventory)
- LC** (License)
- PR** (Payroll)
- VM** (Vehicle Maintenance)
- WO** (Work Orders)
- WS** (Windows System)

Double click the Nomad login. Click **User Mapping**.

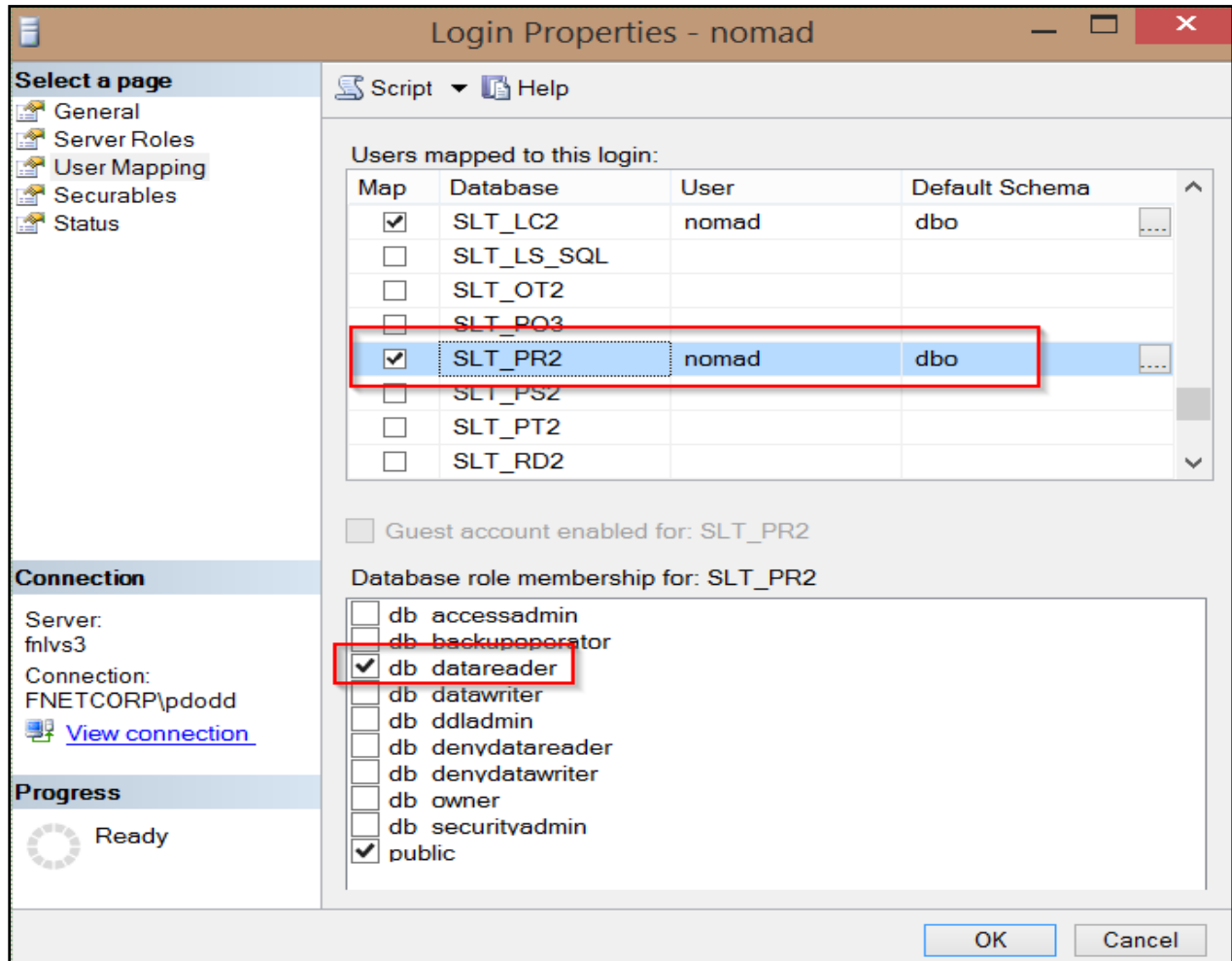
Assign one database at a time. Find the database and click on DB datareader and DB datawriter in the box below.

Do all the databases listed above (FA; IN; LC; PR; VM; WO; WS). Click **OK**.

**Note: When assigning permissions for PR (Payroll), only check the db\_datareader (see below).**

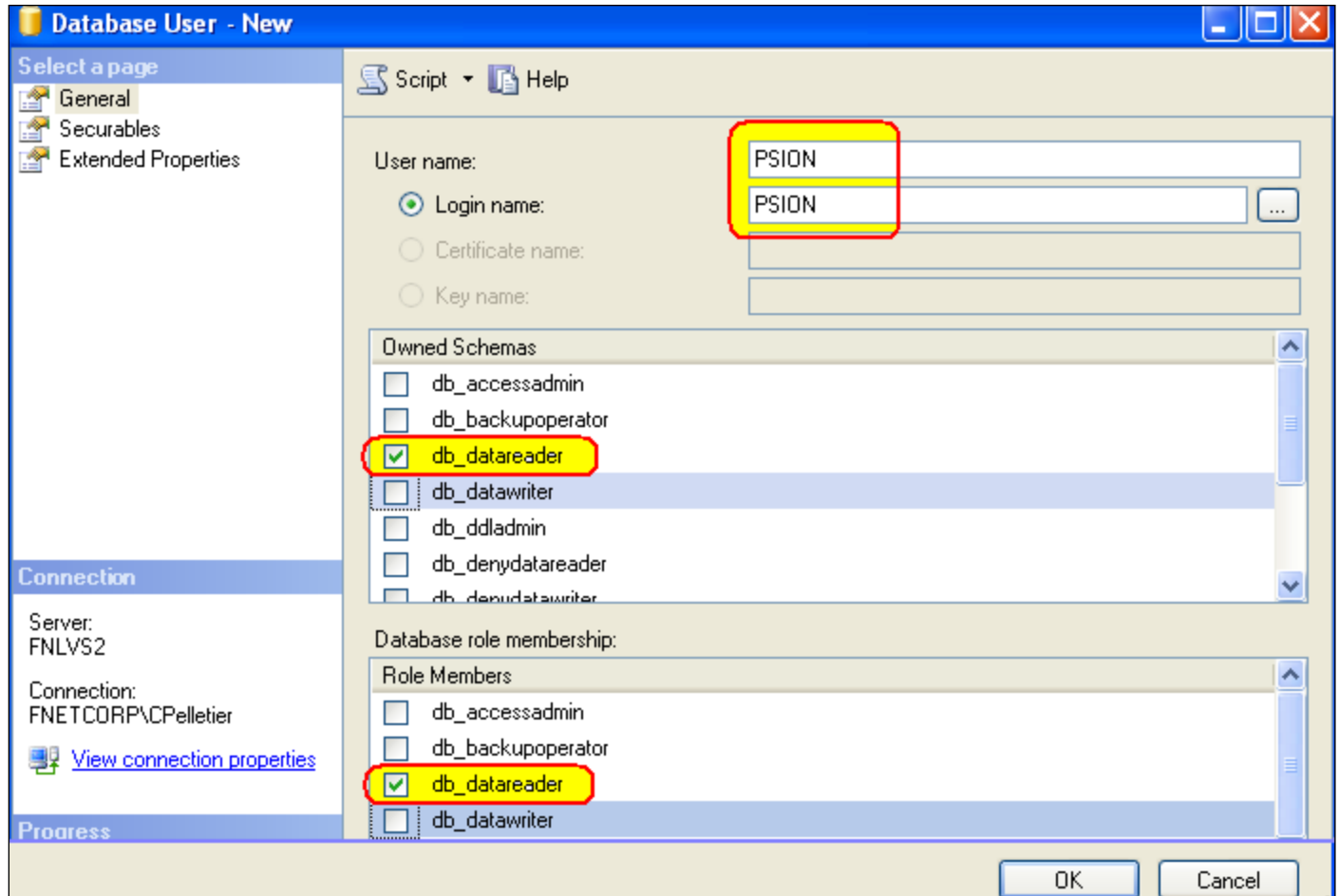


**Setup below is for PR (Payroll), only!**





**Note: When assigning permissions for PR (Payroll), only check the db\_datareader (see below)**



After user access has been setup for **each** database and **each** Psion unit, complete a proper exit to close the SQL Server Management Studio

## Installing Windows Mobile Device Center for Psion

To install Fast Track **and/or** Easy Sample, save the **PsionCE\_Install** folder on your network. FNC recommends a “Received from Fleet-Net” folder be created in the FNW directory and the **PsionCE\_Install** folder be saved there. The **PsionCE\_Install** folder can also be copied to the local workstation’s Desktop, My Documents, or My Computer for easy retrieval, if desired.

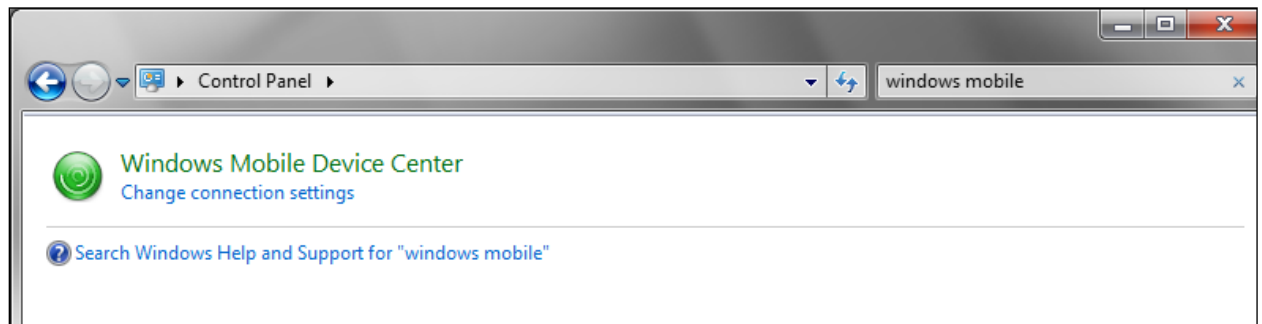
### Windows 7

The Psion unit must be connected to the workstation, turned on, and docked in its cradle via the USB Tether cable during installation. \* **User must be logged on as the administrator to complete this process.**

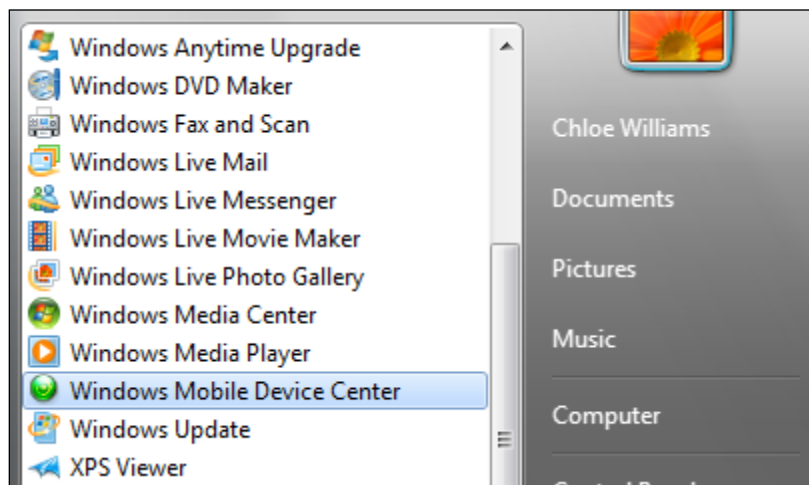
Users running Windows 7 and above will already have the **Microsoft Windows Mobile Device Center** installed on the machine.

The mobile device can be access one of three ways for Windows 7 users:

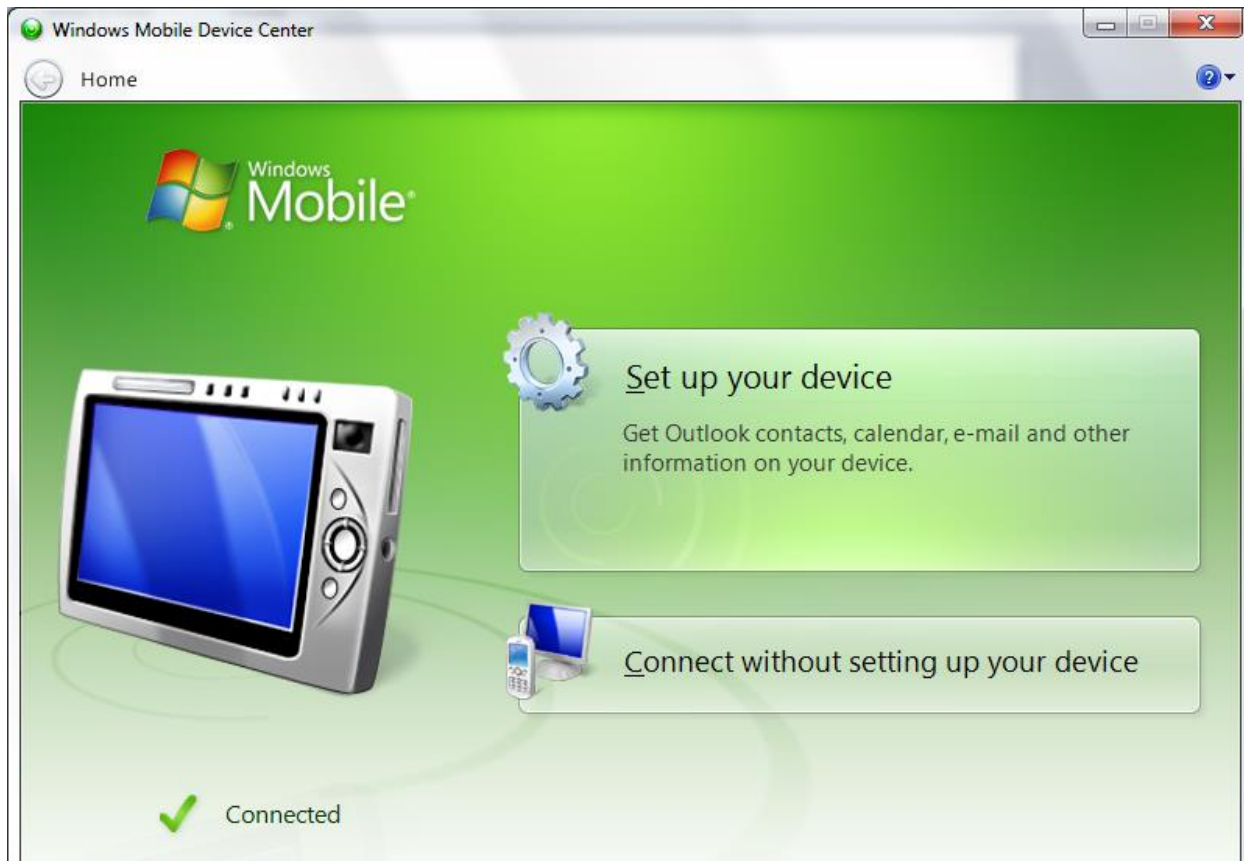
1. Connect the Psion unit to the computer using the USB port
2. Going to Start – Control Panel – typing windows mobile in the search field and/or



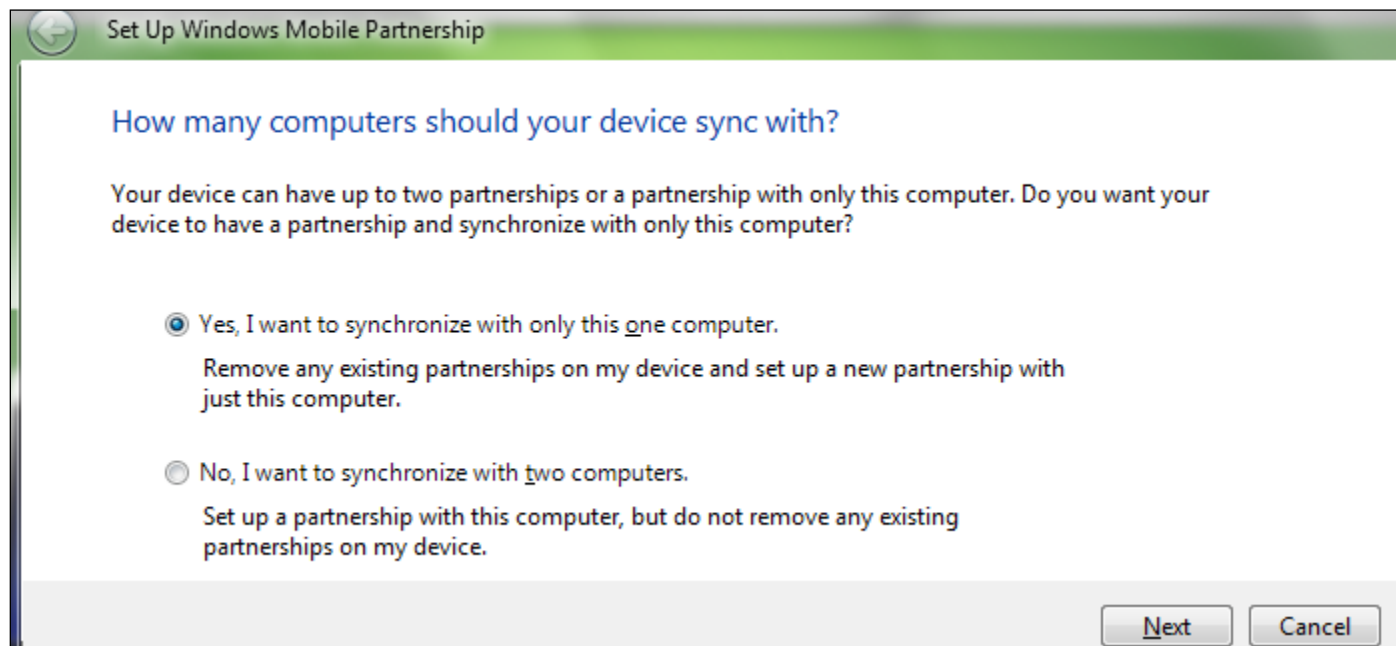
3. Clicking on the Start menu and looking for Windows Mobile Device Center.



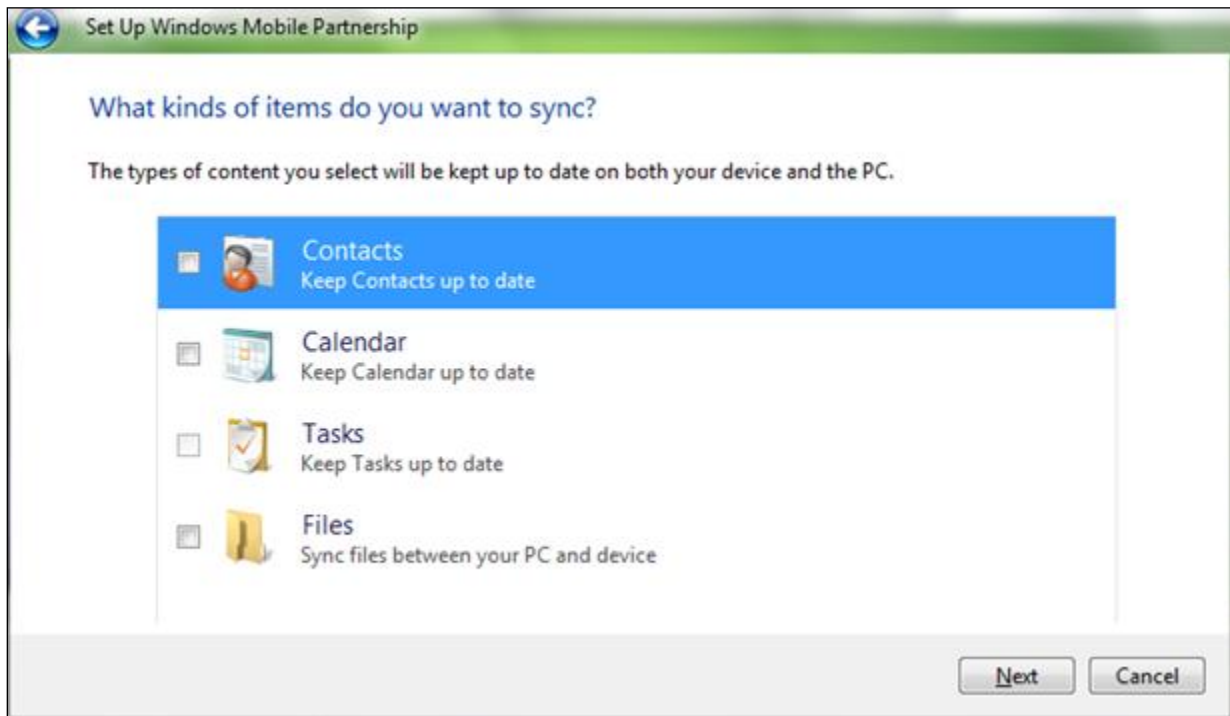
Once selected the following window will be displayed: Click on Set up your device



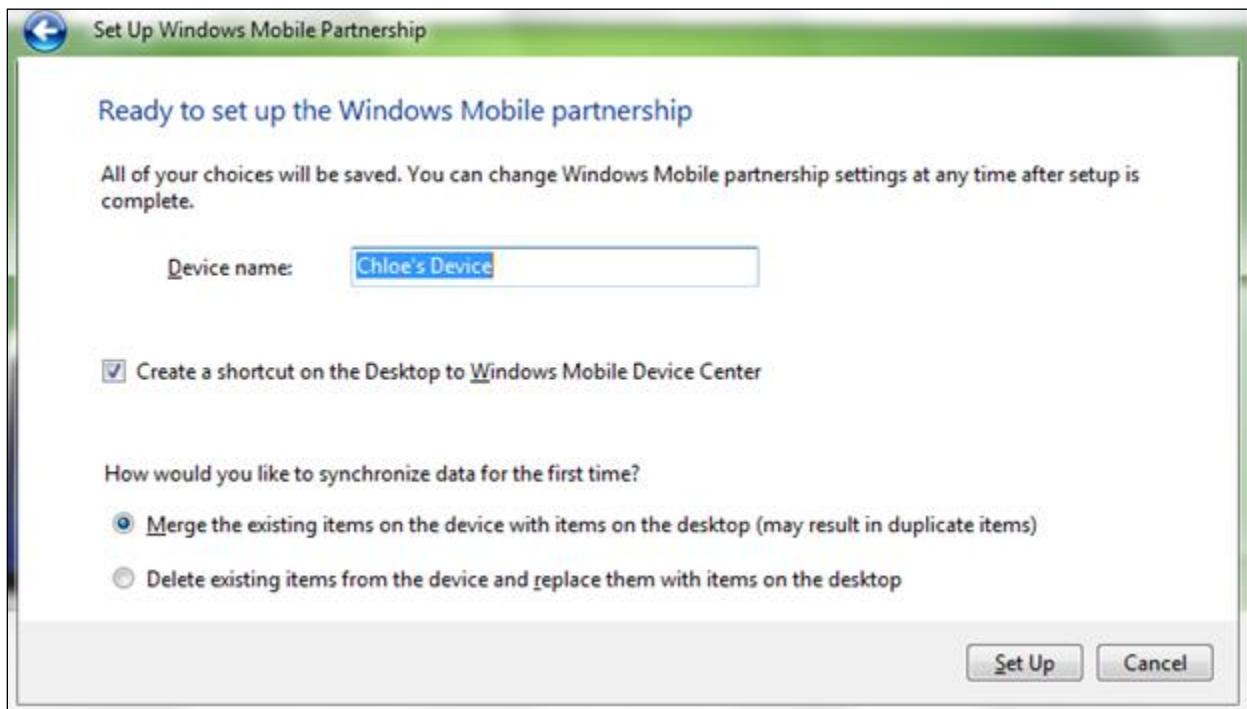
Select 'Yes' to synchronize with the computer and click Next.



Uncheck all of the boxes then select Next.



Name the device a unique name or use the default name. To create a shortcut on your desktop, select the checkbox. Select Merge existing items for synchronizing for the first time. Then click the Set Up button.



The Psion unit is now connected to the computer



**Note:** When the Psion is connected again you will just have to click on the desktop shortcut to the Windows Mobile Device Center and the unit will be connected.

## Windows XP

For Windows XP or earlier operating systems, user will need to install **Microsoft ActiveSync45.msi** to the workstation(s) utilizing the Psion Unit(s).

To install Microsoft ActiveSync45.msi, open the **PsionCE\_Install** folder located on the network or workstation.

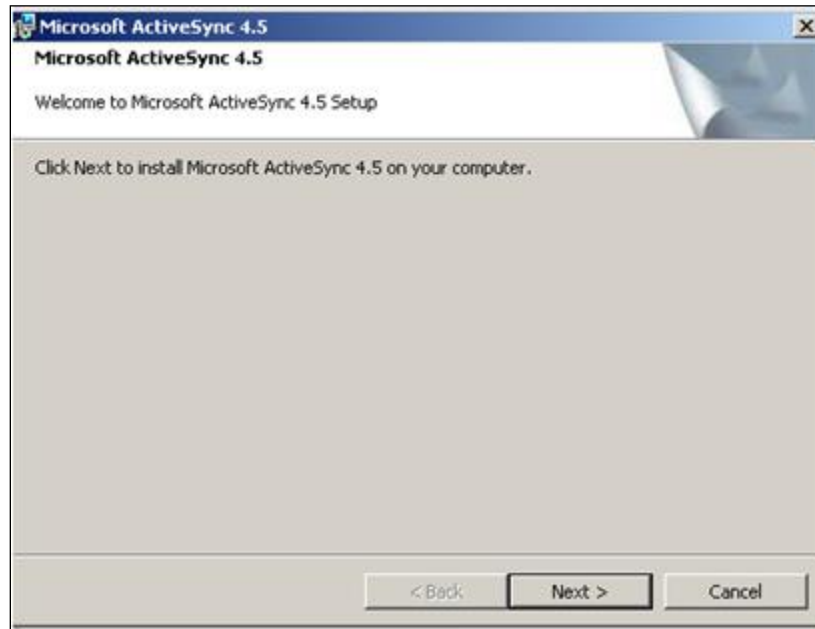
Name	Size	Type
ActiveSync45.msi	7,702 KB	Windows Installer P...
FN_FastTrack.CAB	2,458 KB	Cabinet File
NETCFSetupv35.msi	34,121 KB	Windows Installer P...
sql.wce5.armv4i.CAB	221 KB	Cabinet File

Double-click **ActiveSync45.msi**; the following message displays:  
*[A more current version of ActiveSync45.msi can be downloaded from <http://www.microsoft.com/downloads/>, if necessary]*

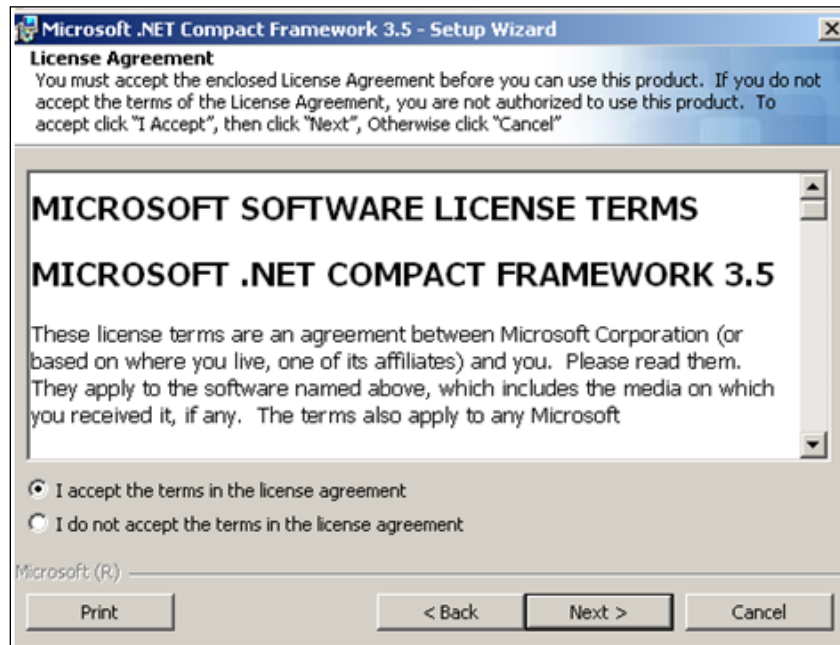
Click **Run**



Click **Next**

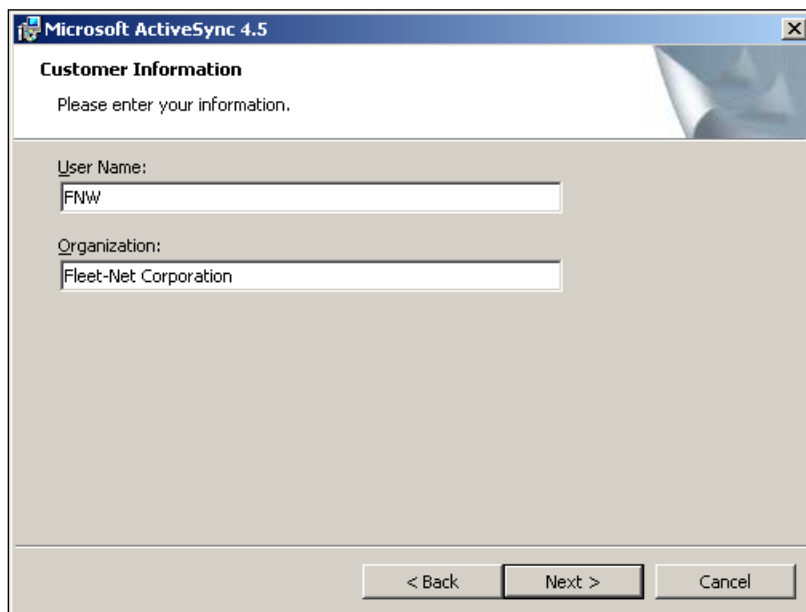


Click **"I accept the terms in the license agreement."**



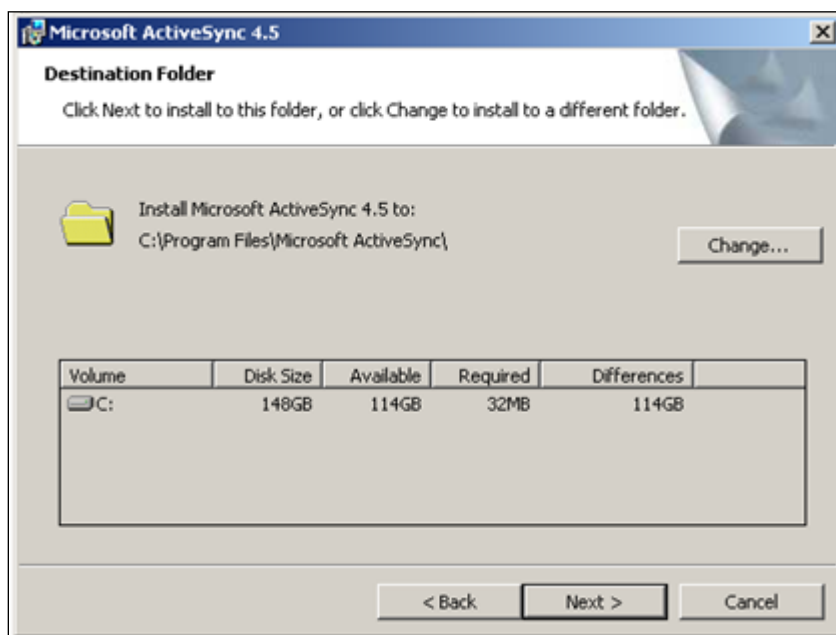
Click **Next**

Enter the **User Name** for the Agency/Transit and **Organization** description



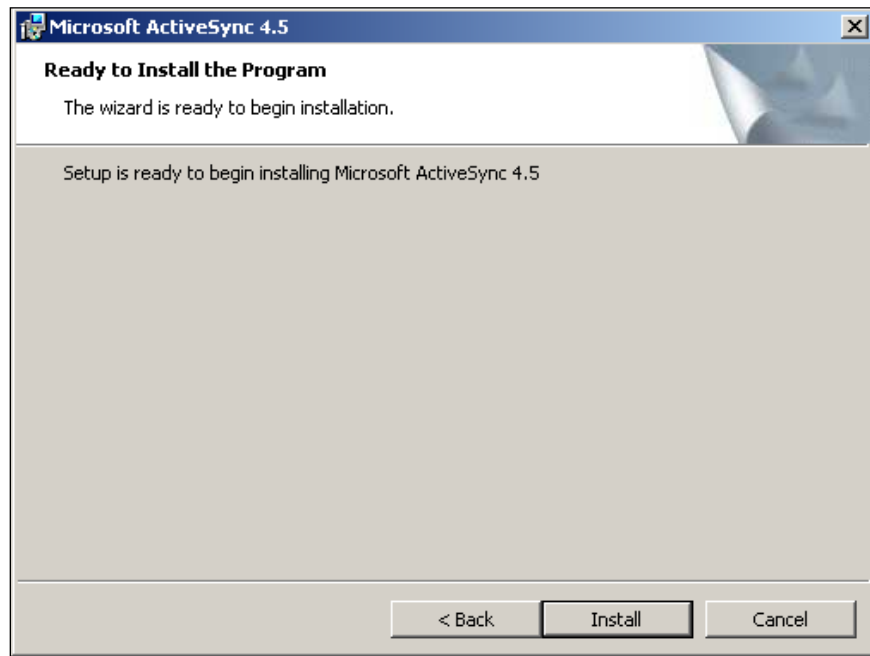
Click **Next**

The Destination Folder screen will show the default location where ActiveSync will be installed. The location can be changed by clicking on the Change button, or click **Next** to accept the default location.

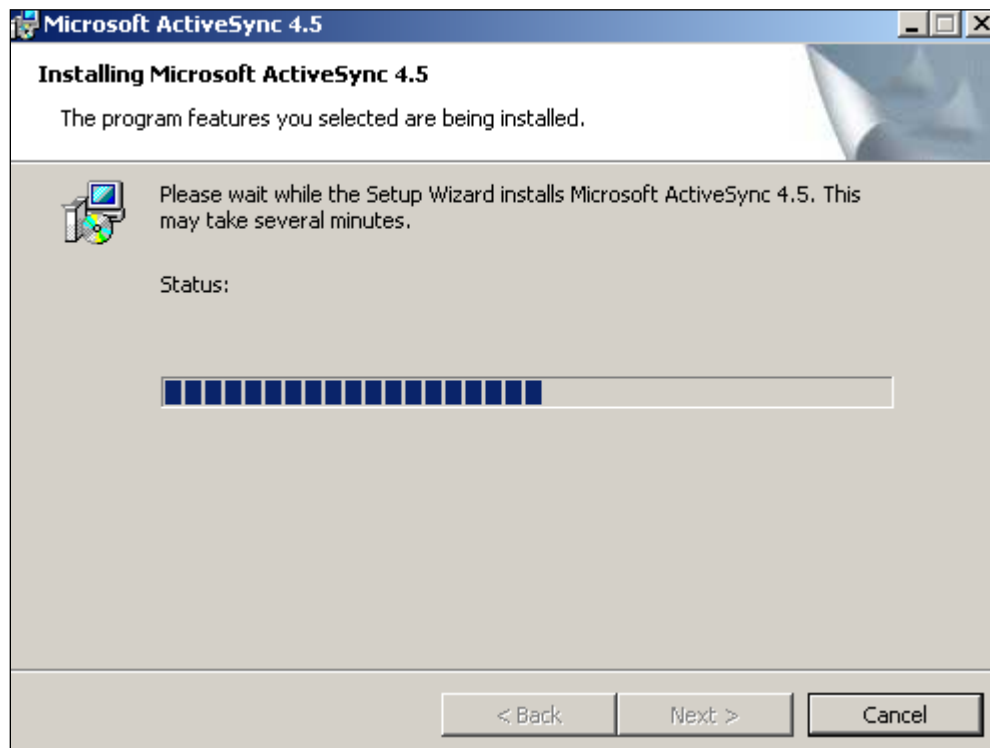




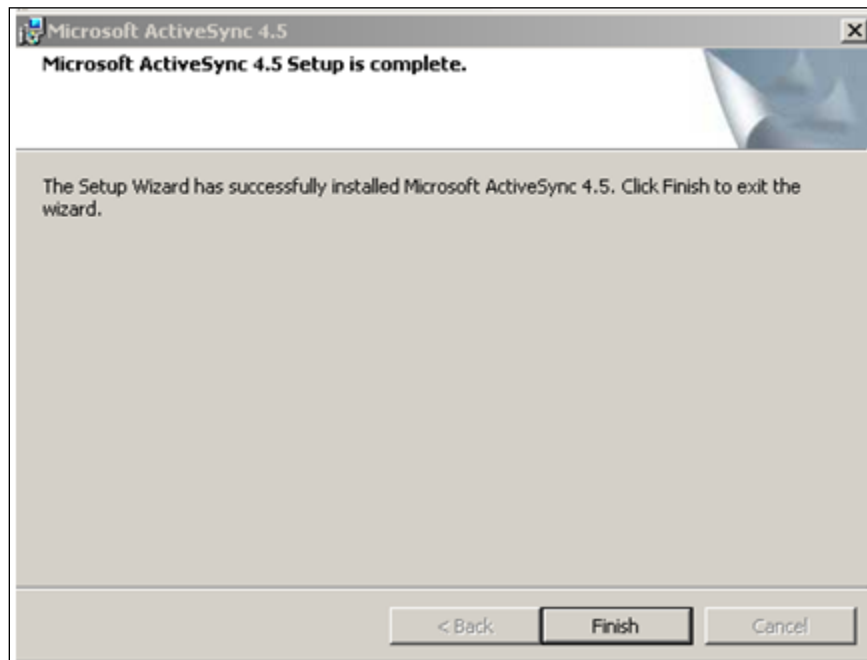
Click **Install**



Status installation bar will run



Click **Finish**



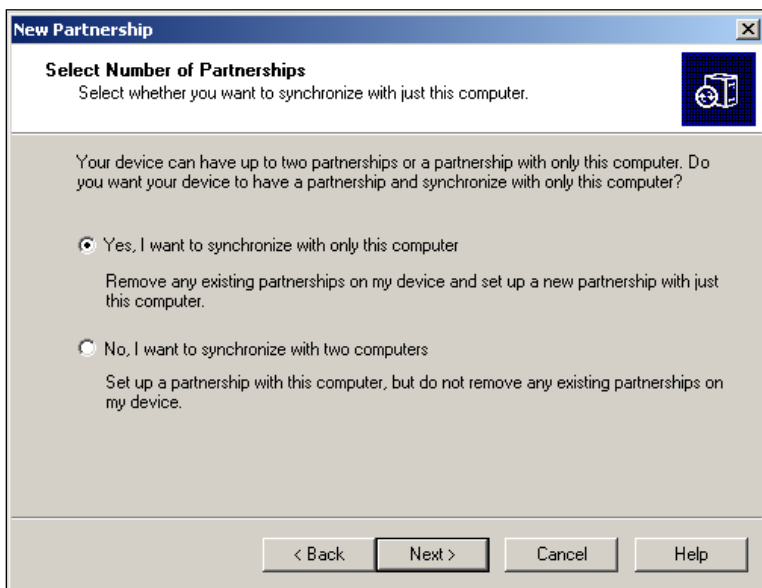
After ActiveSync is installed on the workstation, the following form will display. A partnership will allow the synchronization of the features in Microsoft Outlook such as Calendar, Contacts, or Tasks. The applications that Fleet-Net utilizes with the Psion unit benefit from the Partnership capabilities. If **No** is selected, the user will be prompted to set up a Partnership multiple times. FNC recommends selecting **Yes**, set up a partnership, to eliminate the automatic prompts.

Click **Next**



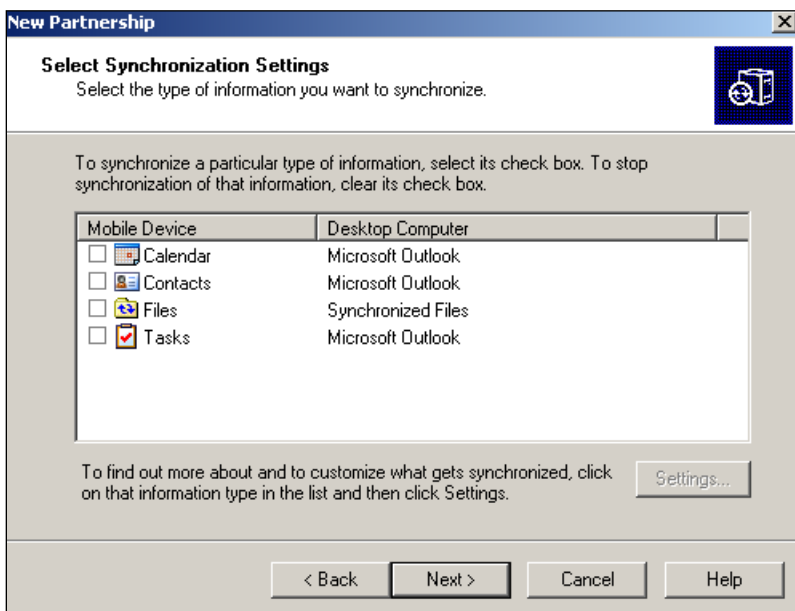
Select "Yes, I want to synchronize with only this computer"

Click **Next**

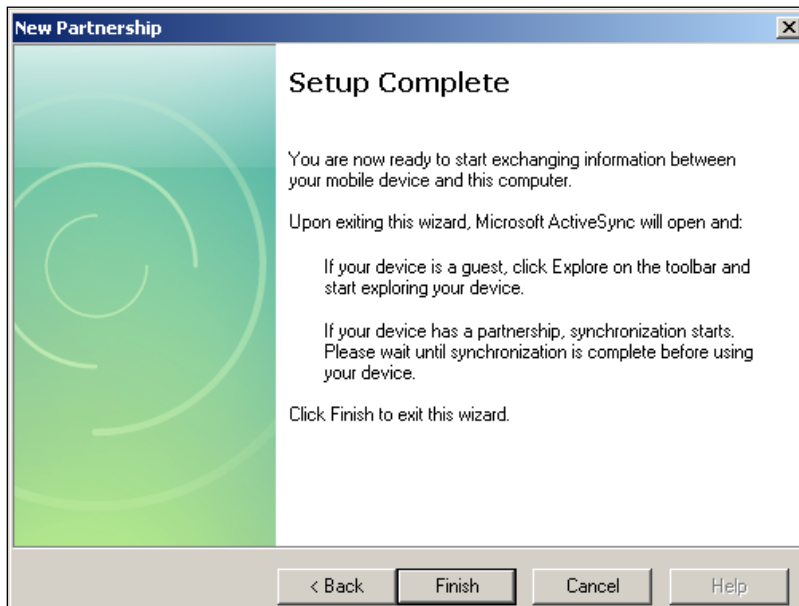


When prompted to Select Synchronization Settings, **remove** the checkmarks from Calendar, Contacts, and Tasks

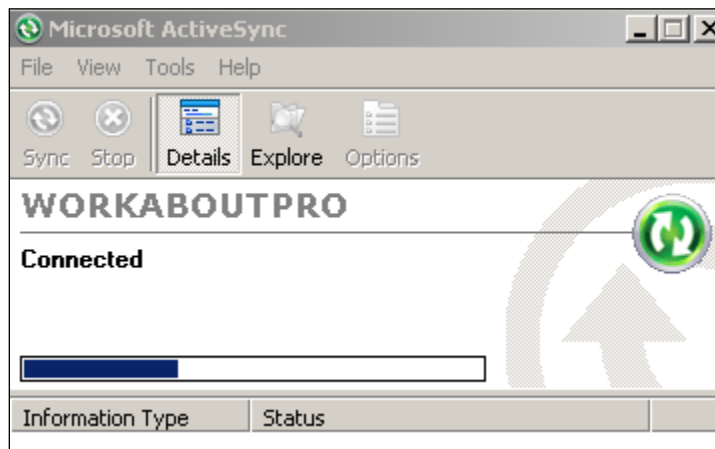
Click **Next**



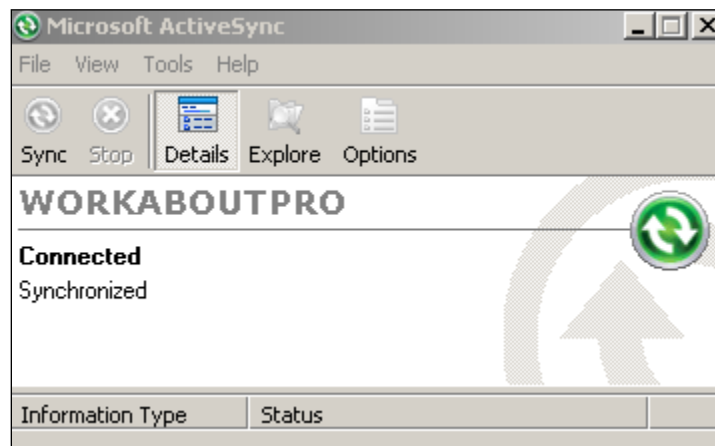
Click **Finish**



Once the Psion unit is powered on and in the docking station or tethered to the workstation with the tether cable, the following message displays:



Close this window after connection is synchronized



## Installing MS .Net Compact Framework for Psion

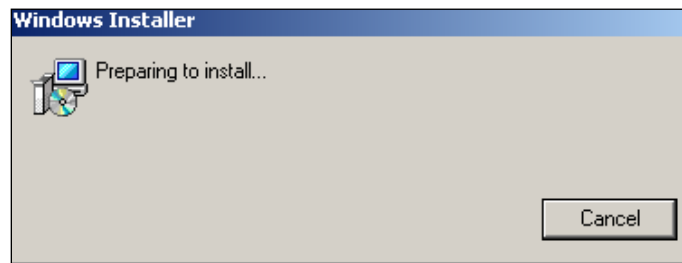
To install Fast Track **and/or** Easy Sample, save the **PsionCE\_Install** folder on your network. FNC recommends a “Received from Fleet-Net” folder be created in the FNW directory and the **PsionCE\_Install** folder be saved there. The **PsionCE\_Install** folder can also be copied to the local workstation’s Desktop; My Documents; or My Computer for easy retrieval, if desired.

Install the **NETCFSetupv35.msi** from the workstation(s) utilizing the Psion Unit(s)

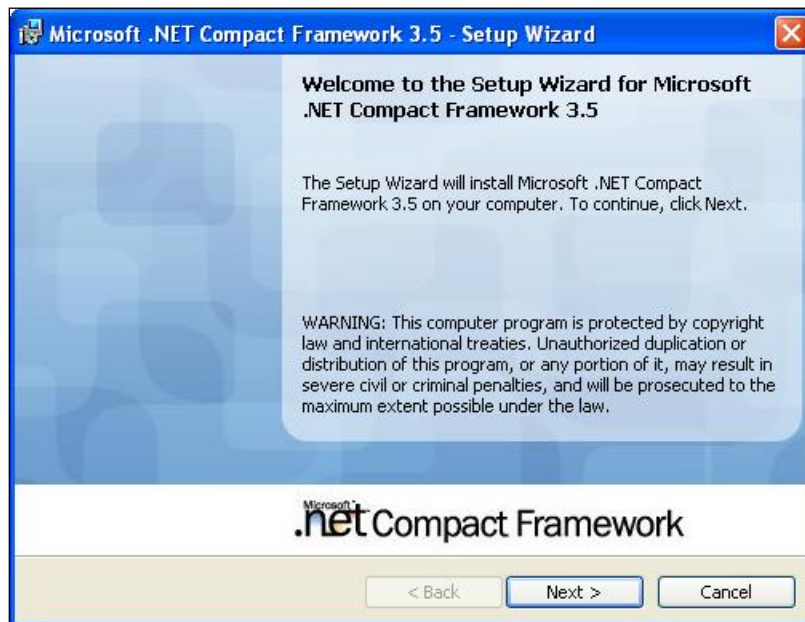
Open the **PsionCE-install** folder.

Double-click **NETCRSetupv35.msi**; the following message displays:

Name	Size	Type
ActiveSync45.msi	7,702 KB	Windows Installer P...
FN_FastTrack.CAB	2,458 KB	Cabinet File
<b>NETCFSetupv35.msi</b>	34,121 KB	Windows Installer P...
sql.wce5.armv4i.CAB	221 KB	Cabinet File



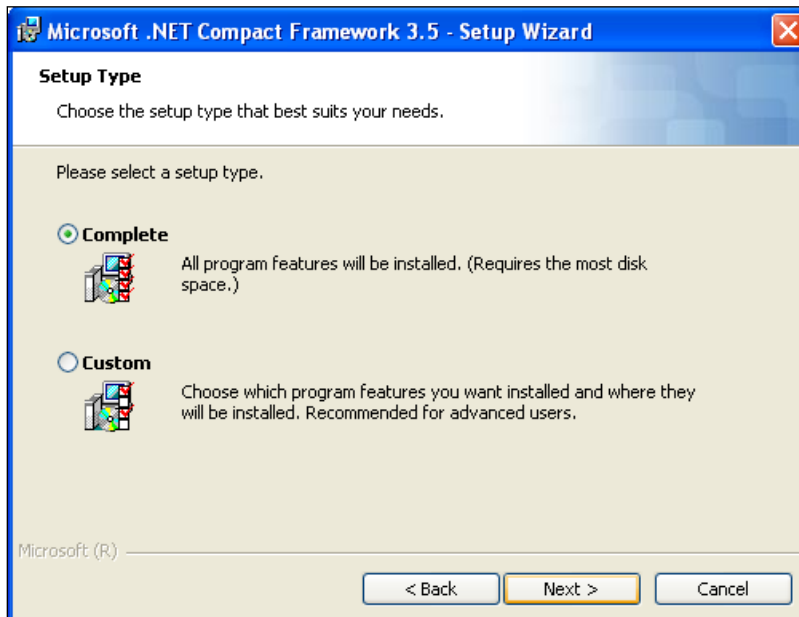
Click **Next**



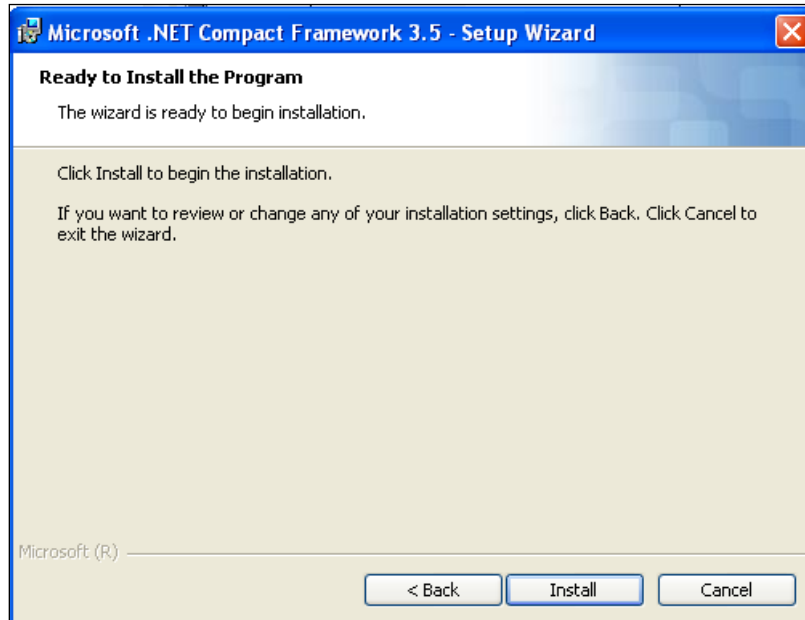
Select **"I accept the terms in the license agreement."** Click **Next**



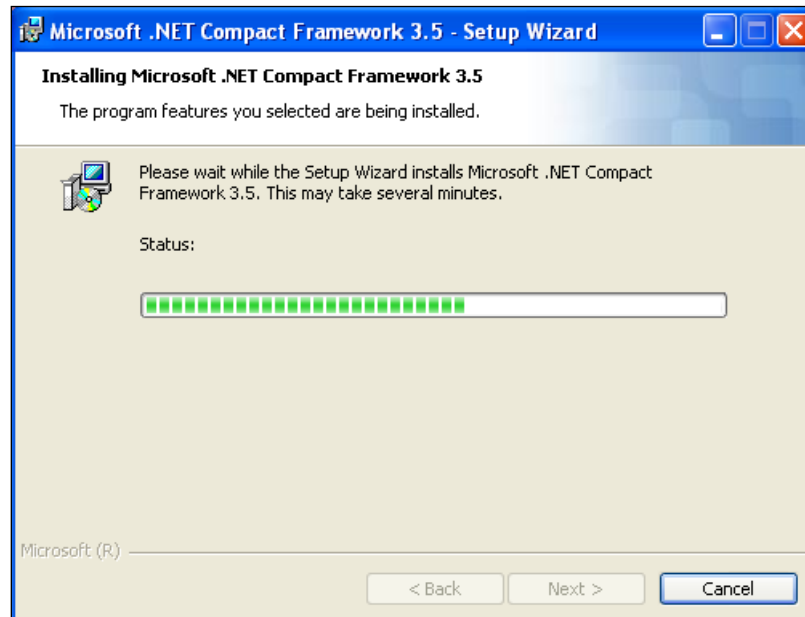
Select **Complete**. Click **Next**



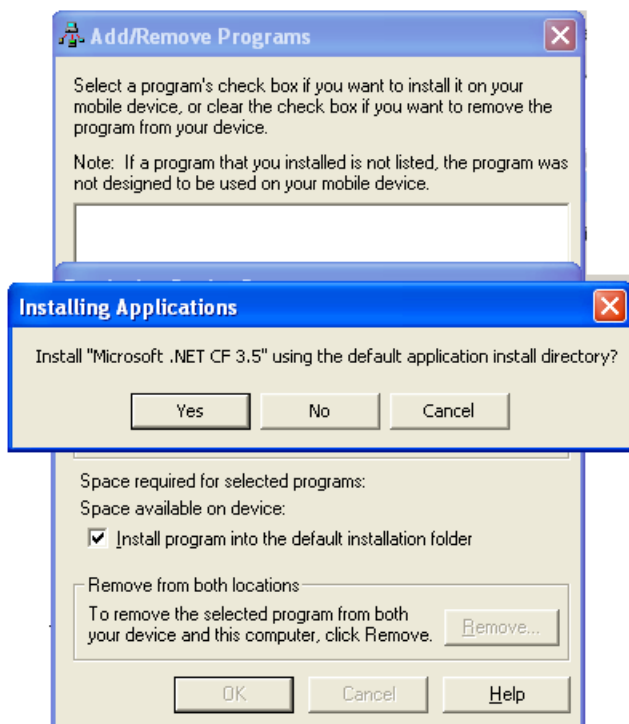
Click **Install**



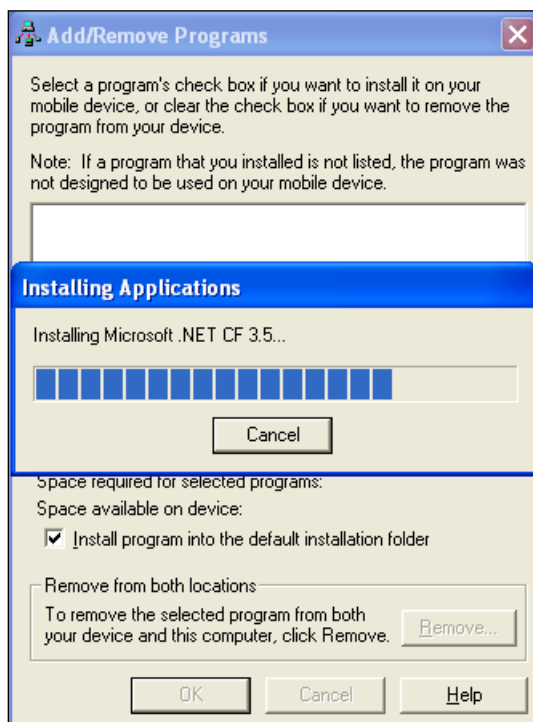
Status installation bar will run



When prompted, 'Install "Microsoft" . . .' select **Yes** (default application install directory will be used)

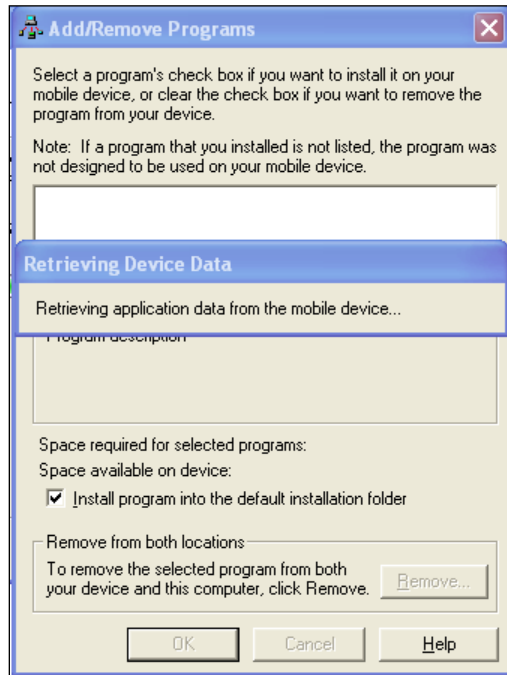


Status installation bar will run

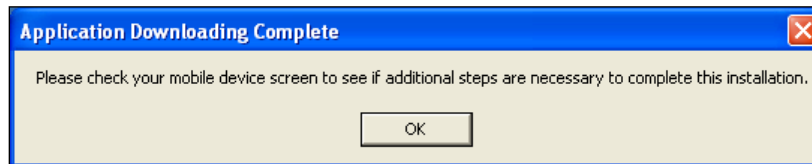




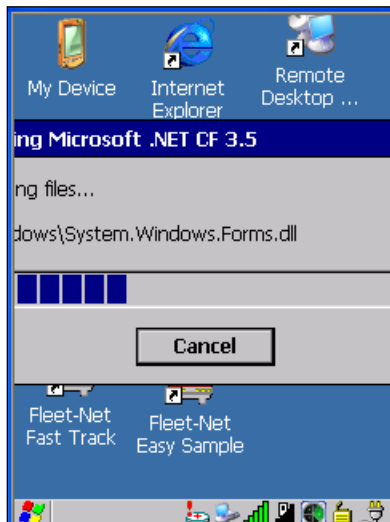
As the installation process continues, the following message will display



Click **OK** to begin the applications installation download process on the Psion unit



The status installation bar will display on Psion unit



When download is completed on Psion unit – return to FNW and click **Finish**



The Psion unit is a computer, a hand-held computer, and, as such, it needs to be added to the Fleet-Net License. Go to: Settings /Control Panel, then Properties. Scroll down to the MLB Serial # and the Term Serial #. Send these to [support@fleet-net.com](mailto:support@fleet-net.com) and the unit will be added to the license. Once FT and ES have been loaded, you can go to the about screen to get these two serial numbers as well.

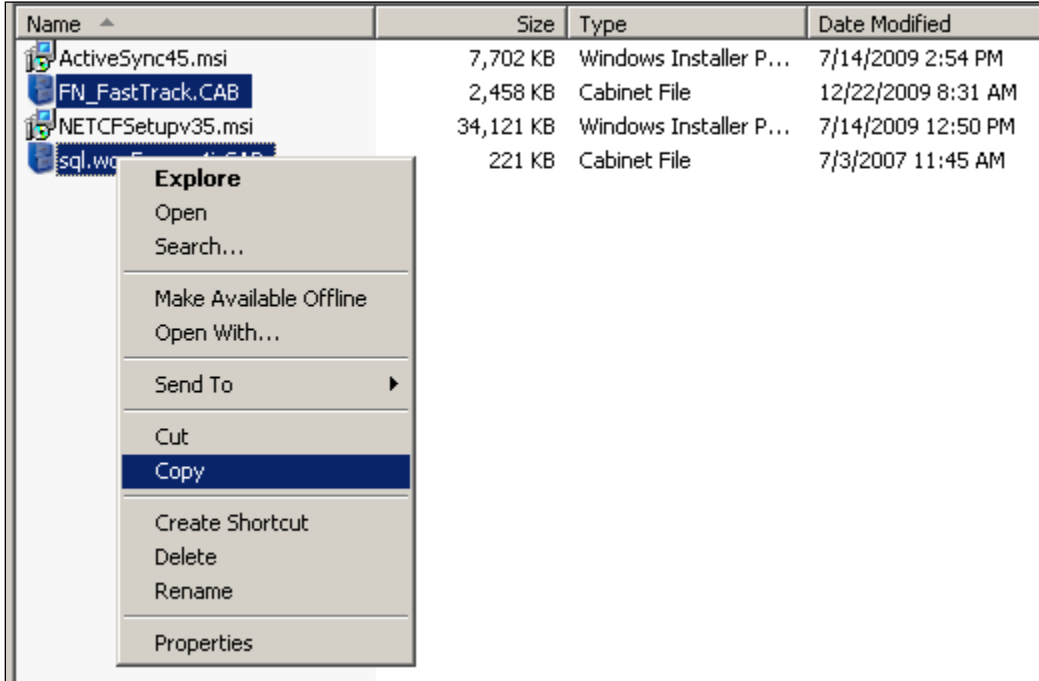


These are the MLB Serial number and the Term Serial number. Please send the one on the left (the MLB) to [support@fleet-net.com](mailto:support@fleet-net.com) to be added to your license.

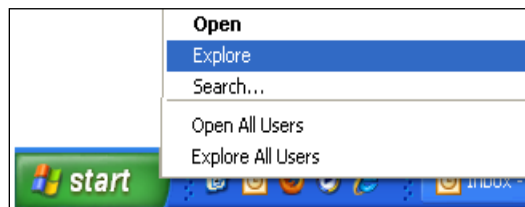
## Install Fast Track for Psion

Copy the **FN\_FastTrack.CAB** and **sql.wce5.armv4i.CAB** files from the **PsionCE\_Install** folder into the Flash Disk folder in the Mobile Device, typically located under My Computer, sometimes under Other.

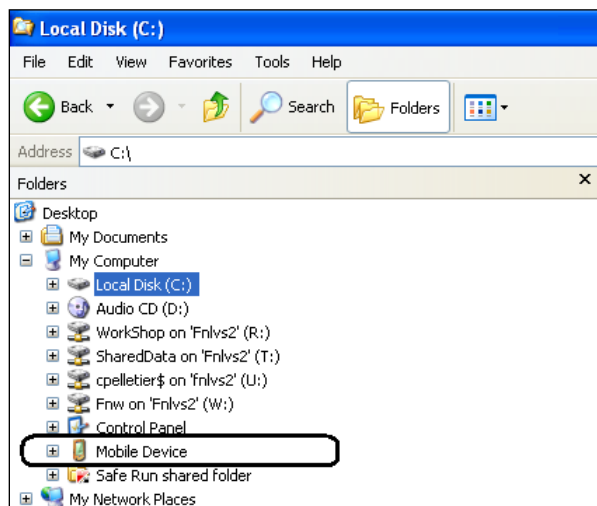
*{To copy multiple files at once, hold down the Ctrl button on your keyboard, highlight the files to be copied; right-click and select Copy.}*



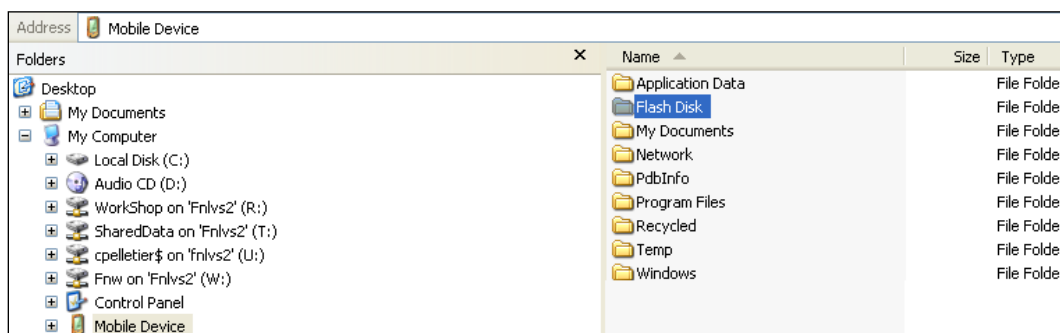
Right-click on the start icon  and select **Explore**



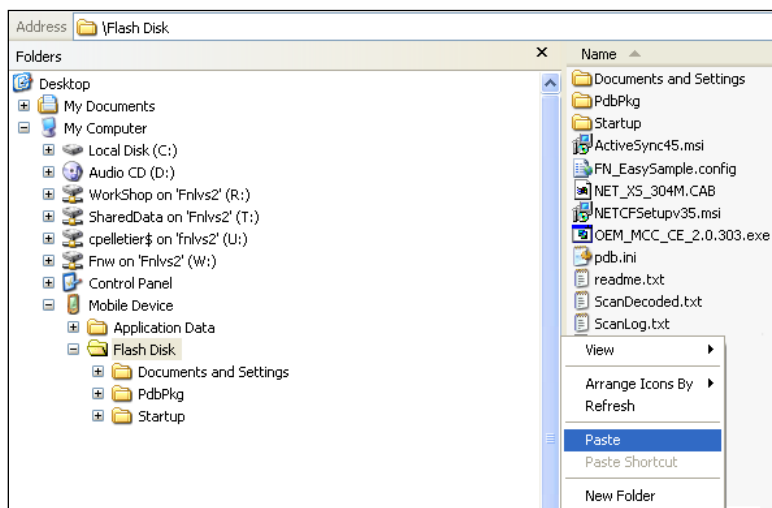
Double-click **Mobile Device**



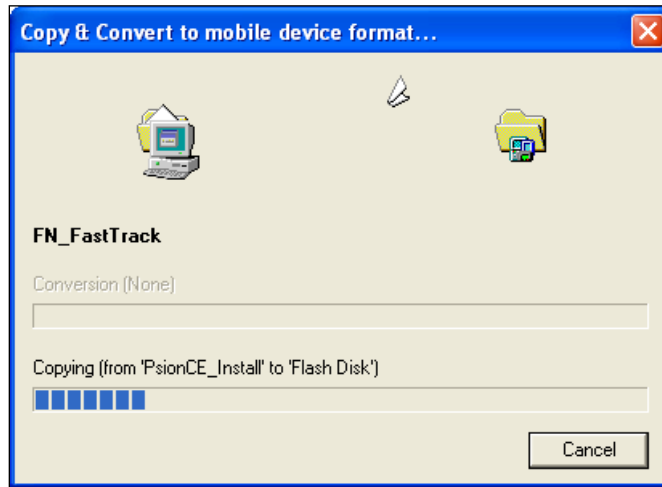
Double-click the **Flash Disk** folder to open



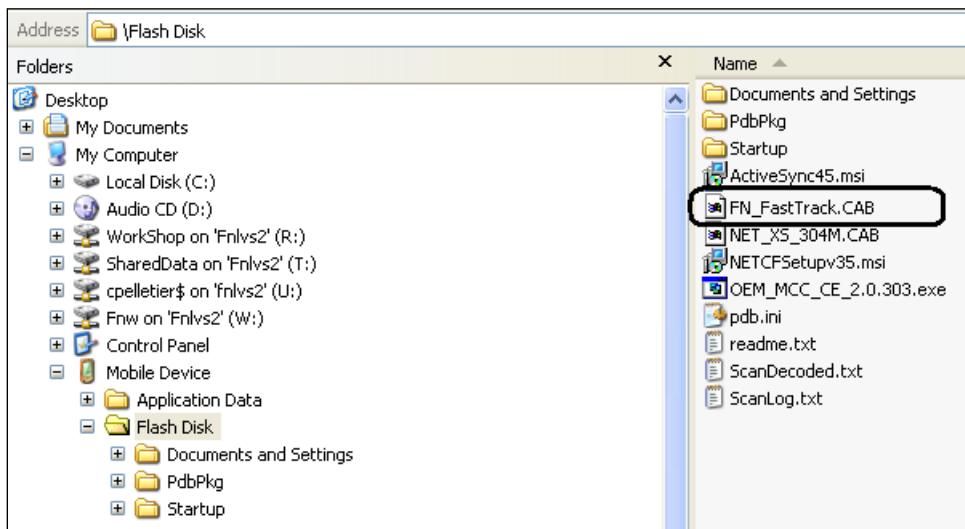
Right-click in the white space under Name and **Paste** the copied files (**FN\_FastTrack.CAB** and **sql.wce5.armv4i.CAB**) in to the Flash Disk folder



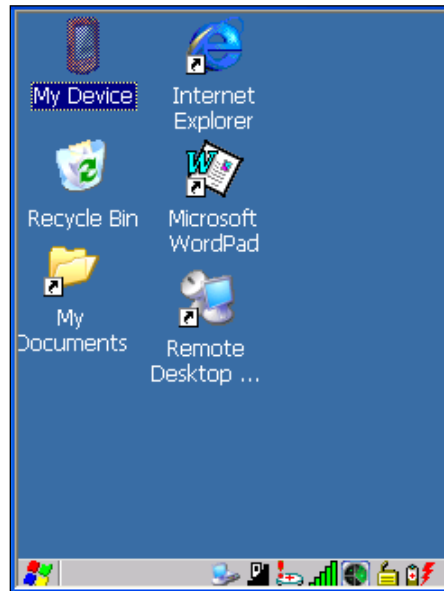
The following message displays:



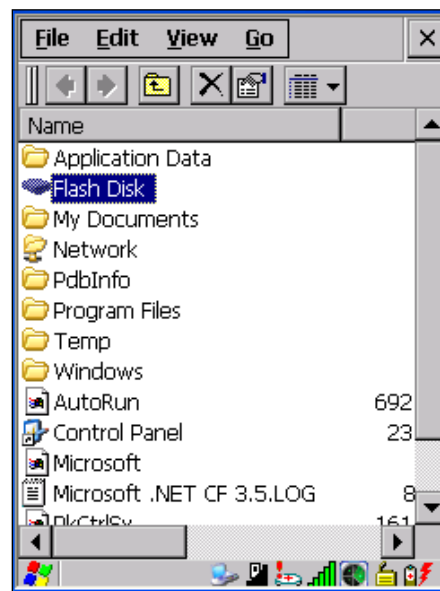
Once the copy completes, the files will be listed in the Flash Disk directory:



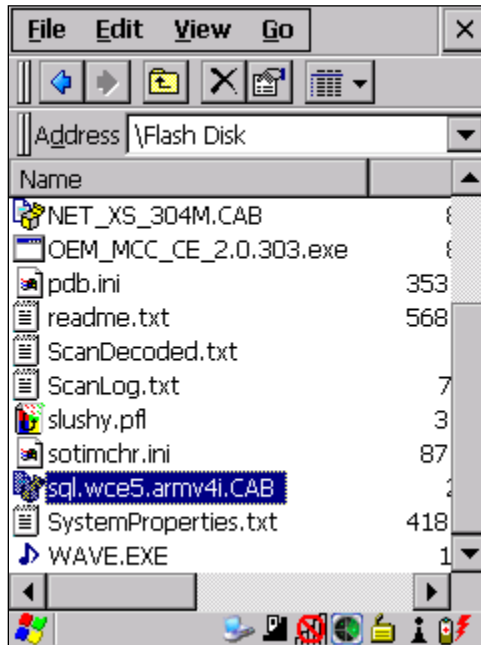
Double-click **My Device** on the Psion unit desktop



Double-click on the **Flash Disk** folder to open

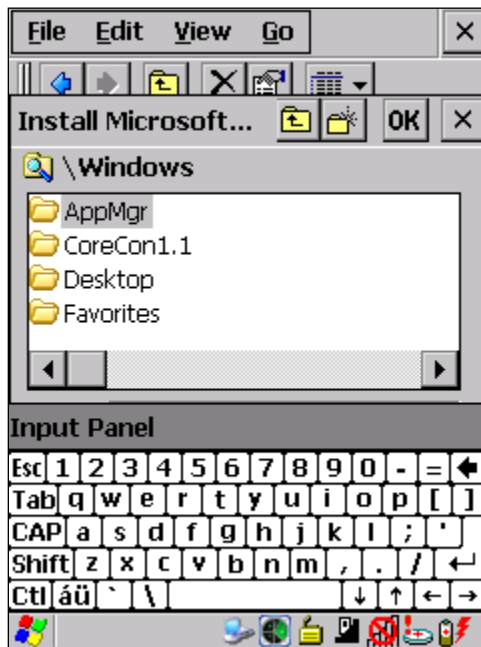


Double-click on **sql.wce5.armv4i.CAB**

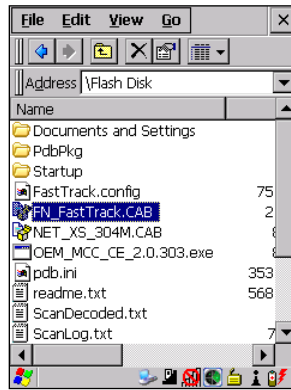


The following screen displays

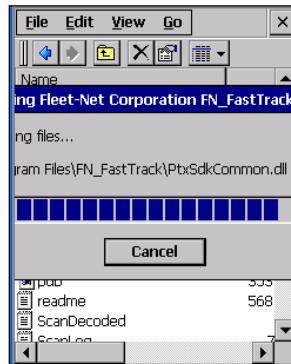
Click **OK** to install the file



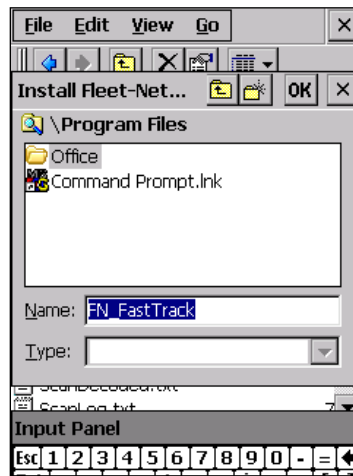
Double-click **FN\_FastTrack.CAB**



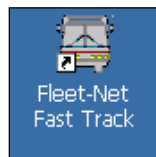
The following screen displays:



Click **OK** to install the file.



The Fleet-Net Fast Track icon will appear on the main desktop of the Psion unit.

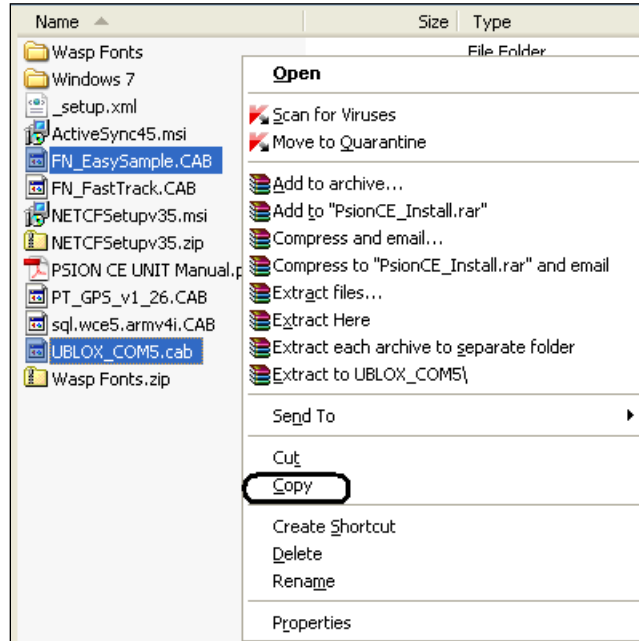




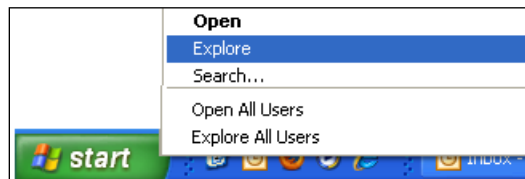
## Install Easy Sample for Psion

Copy the **FN\_EasySample.CAB**, **UBLOX\_COM5.cab**, **PT\_GPS\_v1\_26.CAB** and **sql.wce5.armv4i.CAB** files from the **PsionCE\_Install** folder into the Flash Disk folder in the Mobile Device typically located under My Computer, sometimes under Other.

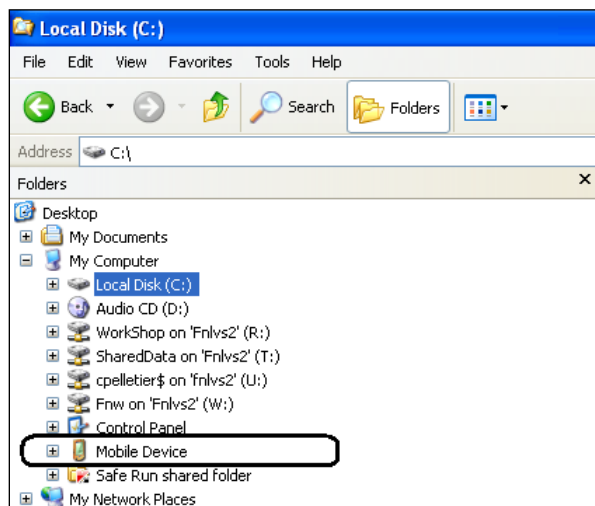
*{To copy multiple files at once, hold down the Ctrl button on your keyboard, highlight the files being copied; right-click and select Copy}*



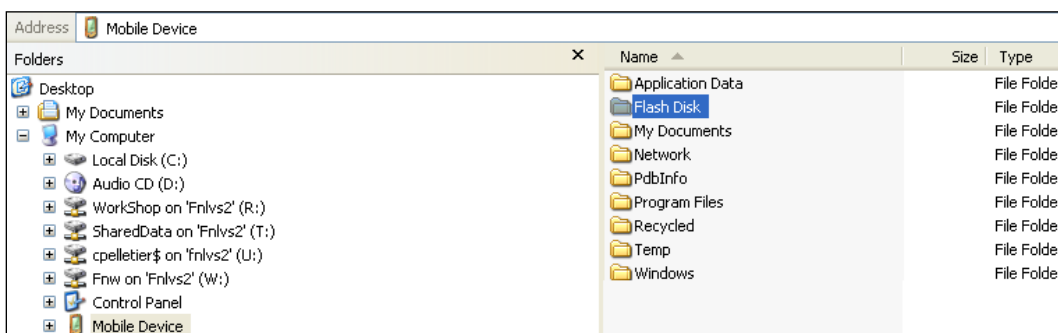
Right-click on the start icon  and select Explore



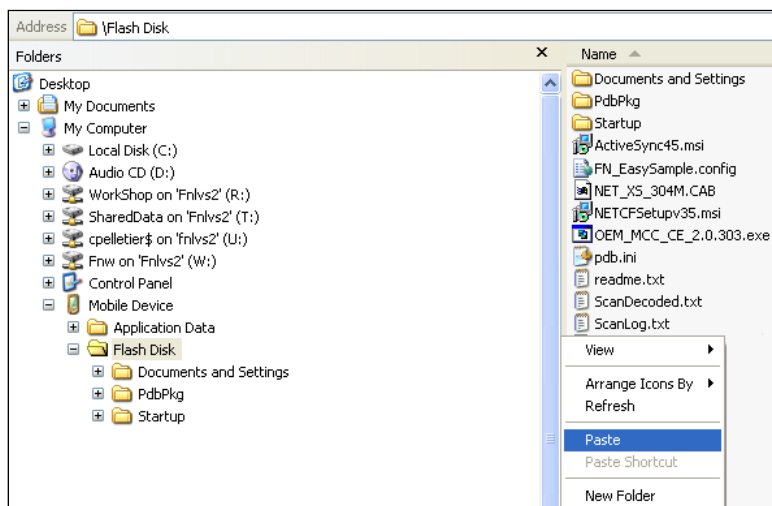
Double-click **Mobile Device**



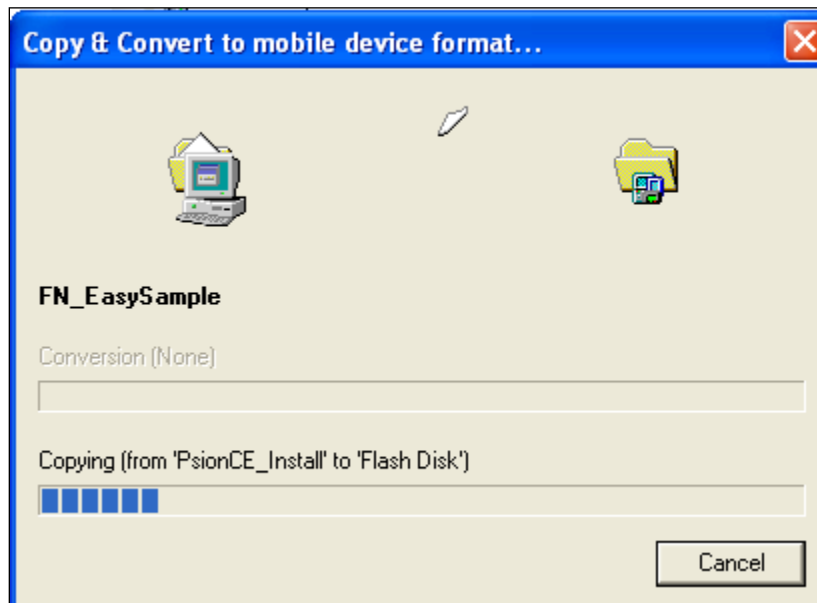
Double-click the **Flash Disk** folder to open



Right-click in the white space under Name and **Paste** the copied files (**FN\_EasySample.CAB** and **UBLOX\_COM5.cab**) in to the Flash Disk folder



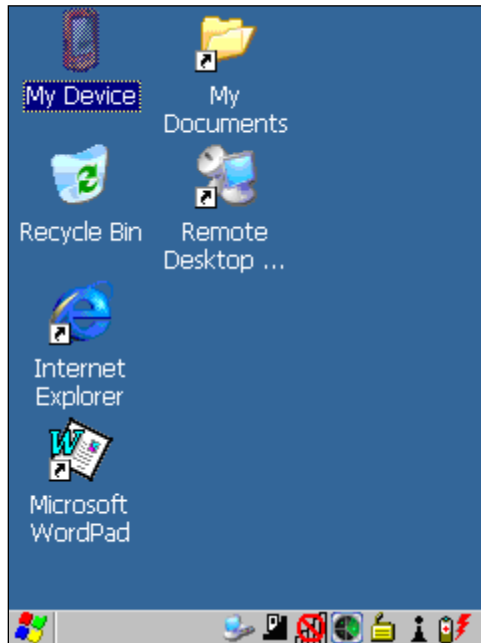
The following message displays:



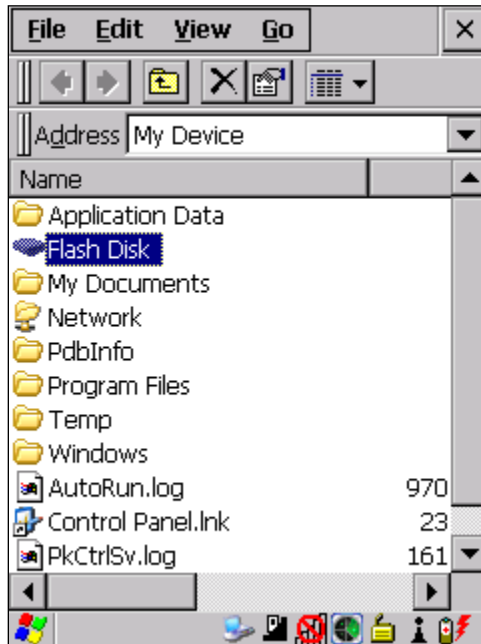
Once the copy completes, the files will be listed in the Flash Disk directory:

Name	Size	Type	Date Modified
Wasp Fonts		File Folder	4/23/2010 1:32 PM
Windows 7		File Folder	3/15/2011 5:33 PM
_setup.xml	3 KB	XML Document	6/3/2010 1:48 PM
ActiveSync45.msi	7,702 KB	Windows Installer P...	7/14/2009 2:54 PM
FN_EasySample.CAB	2,357 KB	CAB File	1/25/2012 10:09 AM
FN_FastTrack.CAB	2,485 KB	CAB File	8/28/2013 1:28 PM
NETCFSetupv35.msi	34,121 KB	Windows Installer P...	7/14/2009 12:50 PM
NETCFSetupv35.zip	33,677 KB	Compressed (zippe...	3/8/2011 4:44 PM
PSION CE UNIT Manual.pdf	4,525 KB	Adobe Acrobat Doc...	2/10/2010 2:37 PM
PT_GPS_v1_26.CAB	3,670 KB	CAB File	2/9/2010 3:22 PM
sql.wce5.armv4i.CAB	221 KB	CAB File	7/3/2007 11:45 AM
UBLOX_COM5.cab	29 KB	CAB File	2/9/2010 3:23 PM
Wasp Fonts.zip	324 KB	Compressed (zippe...	6/30/2010 4:04 PM

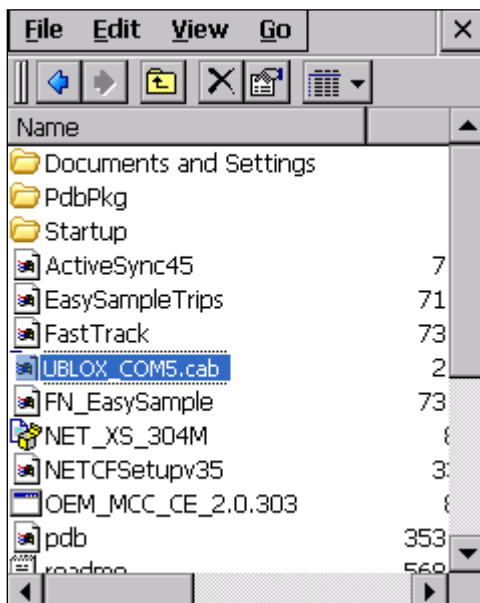
Double-click **My Device** on the main desktop screen of the Psion unit.



Double-click on the **Flash Disk** folder to open:

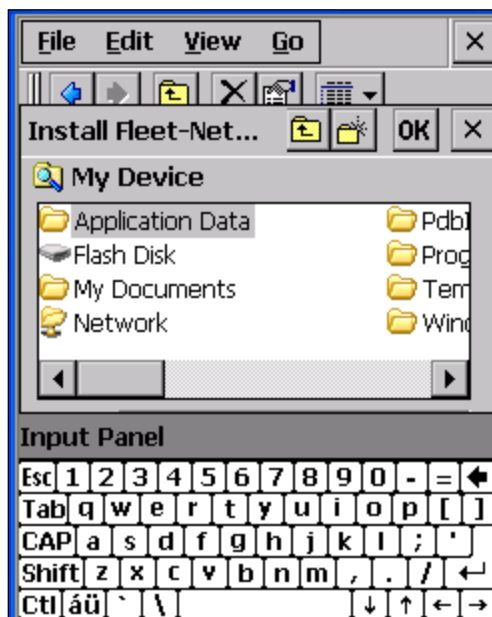


Double-click on **UBLOX\_COM5.cab**

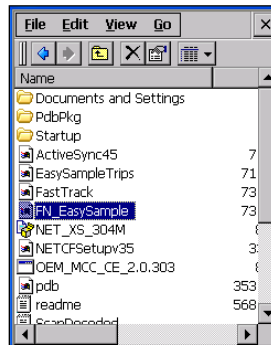


The following screen displays:

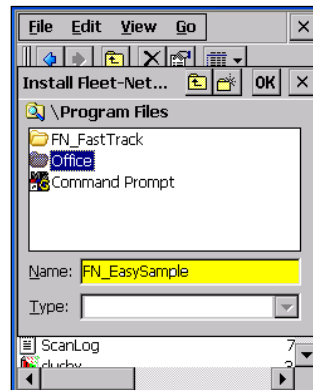
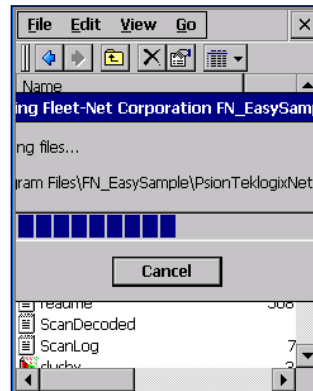
Click **OK** to install the file. **Note:** The unit maybe reboot after installation. After reboot click on My Device then Flash Disk again.



Double-click **FN\_EasySample.CAB**, Click **OK** to install the file.



The following screen displays:



The Fleet-Net Fast Track icon will appear on the main desktop of the Psion unit.



# Installing Windows Mobile Device Center for Nomad

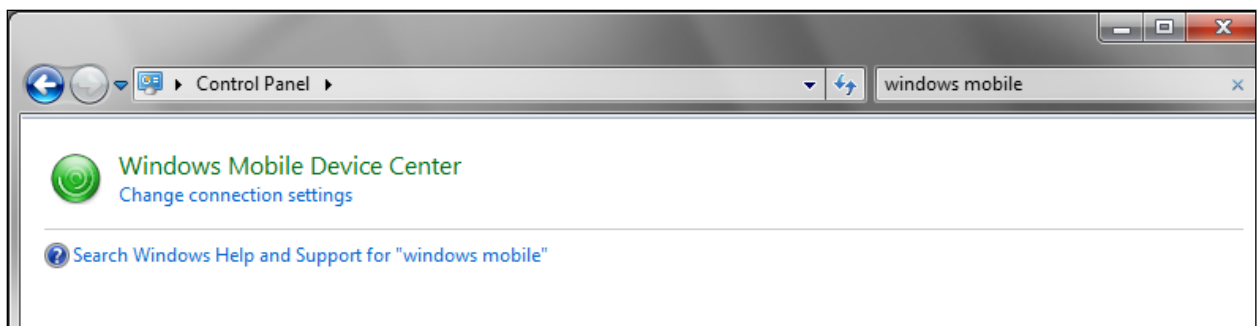
## Windows 7

Turn on the Nomad unit and connect it to the workstation via the USB Tether cable during installation. **User must be logged on as the administrator to complete this process.**

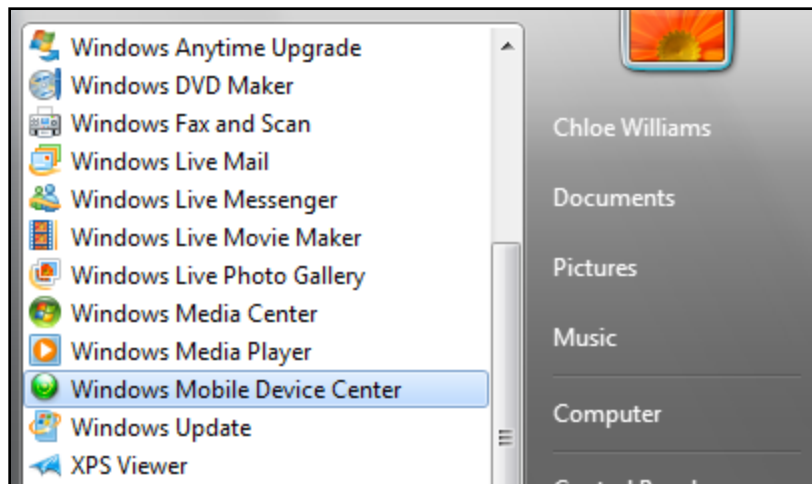
Users running Windows 7 and above will already have the **Microsoft Windows Mobile Device Center** installed on the machine. (This is part of Windows 7, but, if for some reason, you do not have this, you will need to go out to the Internet and download a copy). This enables the computer to recognize the Nomad and transfer files to it. You do not have to synchronize the Nomad to the computer using Mobile Device Center.

The mobile device can be accessed one of three ways for Windows 7 users:

1. Connect the Nomad unit to the computer using the USB port
2. Going to Start – Control Panel – typing windows mobile in the search field and/or



3. Clicking on the Start menu and looking for Windows Mobile Device Center.



Make sure the Nomad is turned on, plug the tether cable into the device and the computer. You should see this screen. You do not have to set up the device here.

If you are running a later version of Windows than Windows 7, Mobile Device Center may not automatically connect to your Nomad. If so, you may need to do the following to enable Mobile Device Center to find your unit.  
On the Device, tap the Windows symbol. Settings > Connections > USB to PC. UNCHECK Enable advanced network functionality.

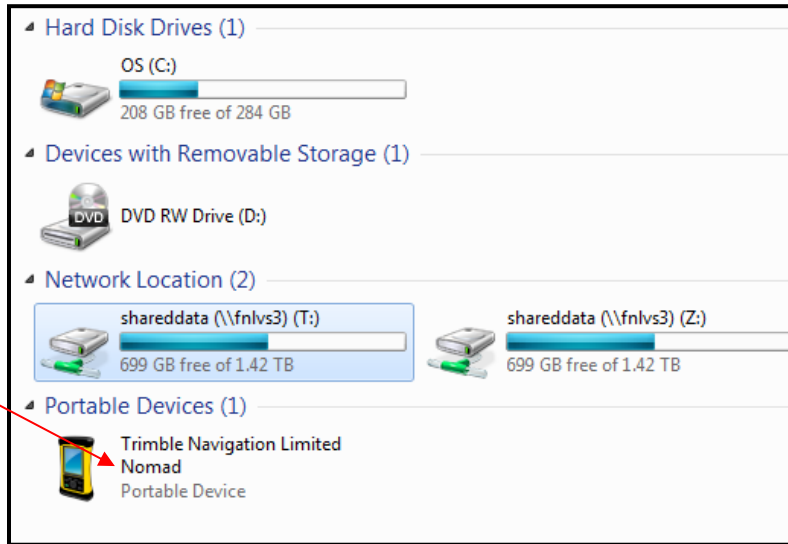


## Install Fast Track for Nomad

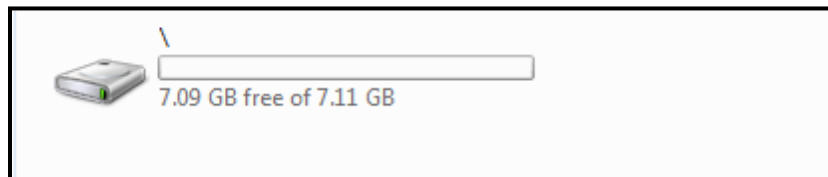
Unzip the folder sent to you from Fleet-Net and copy the Nomad\_Install folder into the From Fleet-Net folder on your computer. We recommend that users have a From Fleet-Net folder to store data, programs, etc. sent from Fleet-Net.

Connect the Trimble Nomad to the PC using the USB cable. Go to My Computer (you do not have to go into Windows Mobile Device Center). Click on the Nomad to open it up.



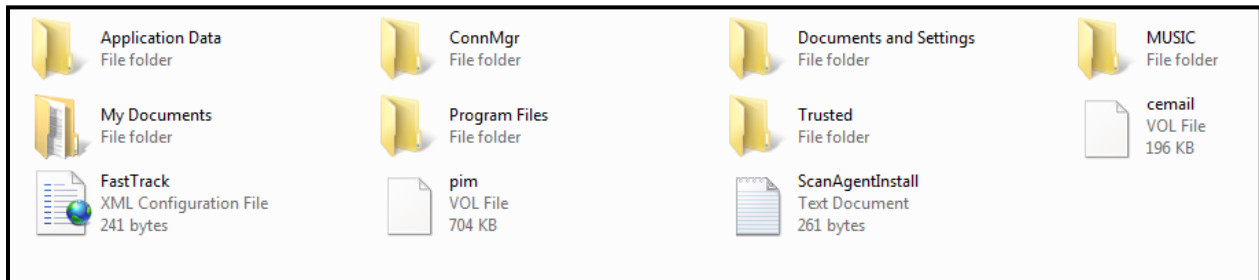


Double Click to open this up.



Copy the **FNFT\_Nomad\_Installer.CAB** and **sql.wce5.armv4i.CAB** files from the **Nomad\_Install** folder into the Mobile Device (Trimble Nomad). (See the screen below).

*{To copy multiple files at once, hold down the Ctrl button on your keyboard, highlight the files to be copied; right-click and select Copy.}*



Open File Explorer on your device. Navigate to **My Documents**.

Double-click on **sql.wce5.armv4i.CAB**.

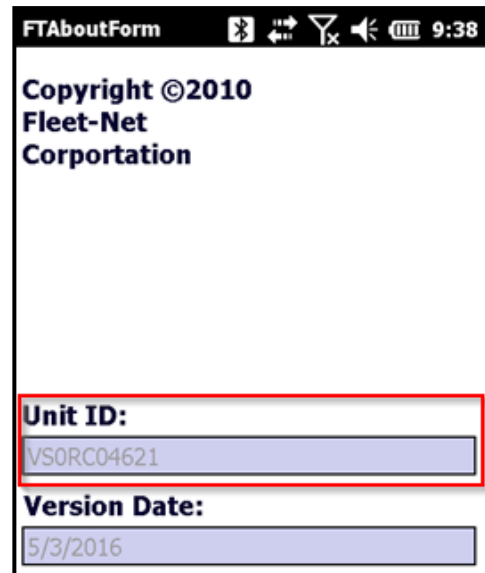
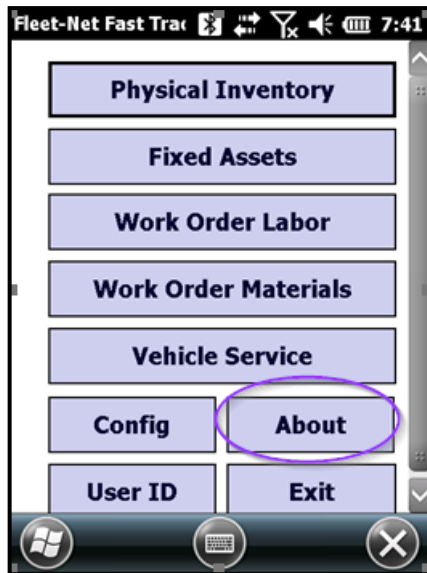
Click **OK** to install the file.

Double-click **FNFT\_Nomad\_Installer.CAB**.

Click **OK** to install the file.

## Retrieving the Unit ID to add to Fleet-Net License

The Nomad unit is a hand-held computer, and must be added to the Fleet-Net License. Go the Fast Track Icon and double click. The screen will say Enter User Id. Just put in a valid Fleet-Net User ID and click Select. On the next Screen, click ABOUT. The Unit ID is the number that Fleet-Net needs so the Nomad added to your license. Send the number(s) to [support@fleet-net.com](mailto:support@fleet-net.com) and Fleet-net will return a new license to you containing the new computer name. Follow the instructions for installing the updated license.



## Setup Connection to the Wireless Network

On the Home Screen, click on the blue circle in the center of the bar below the File Explorer (Wireless Manager). Follow the prompts to connect to your Wi-Fi.

-OR-

You can also click on the Windows Start button.  
Go to Settings  
Go to Connections  
Go to Wi-Fi. Follow the prompts to connect to your Wi-Fi.

## Set up the configuration in Fast Track.

Click on the Config button as shown above and enter the data as requested.

- **SQL Server Name/IP Address:** Enter agency Server Name or IP Address.
- **SQL User Name:** Enter the SQL Username that was setup in SQL Management Studio (case sensitive).
- **SQL User Password:** Enter the SQL User Password that was setup in SQL Management Studio (case sensitive). **Note: The SQL User Password is encrypted.**
- **FN WS Database Name:** Enter the Fleet-Net FNWS SQL Database name.

Fast Track Config 1:05

**Load Configuration**

**SQL Server Name/IP Address:**  
10.0.0.3

**SQL User Name:**  
nomad

**SQL User Password:**  
\*\*\*\*\*

**FN System Database Name:**  
slt\_ws\_v906

**Save** **Validate**

OK

Click on **Save**.

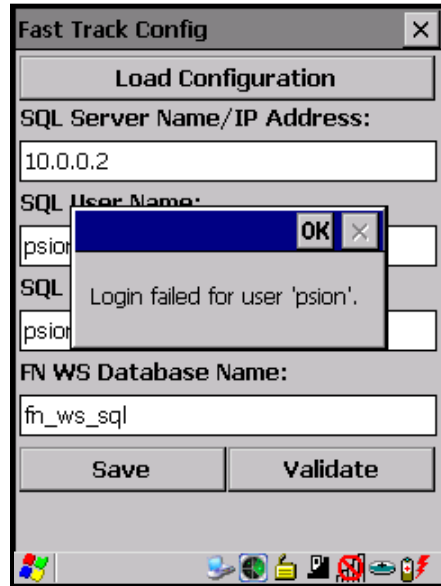
Click **OK** at the Configuration saved prompt

Click on Validate.

Click **OK** at the **Validation** was successful prompt.

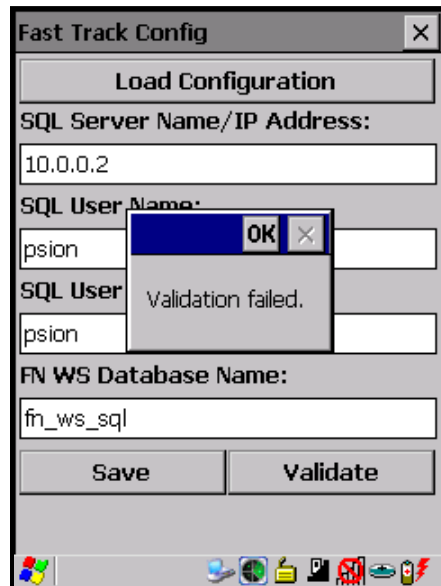
Once the validation is successful, the unit is ready to go! Each time you turn on the unit, validation runs automatically.

If the SQL User Name or Password is incorrect, the following message displays



Verify the SQL User Name and Password (case sensitive), and then save the configuration. **Validate.**

If the IP Address or FN WS Database Name is incorrect, the following message displays

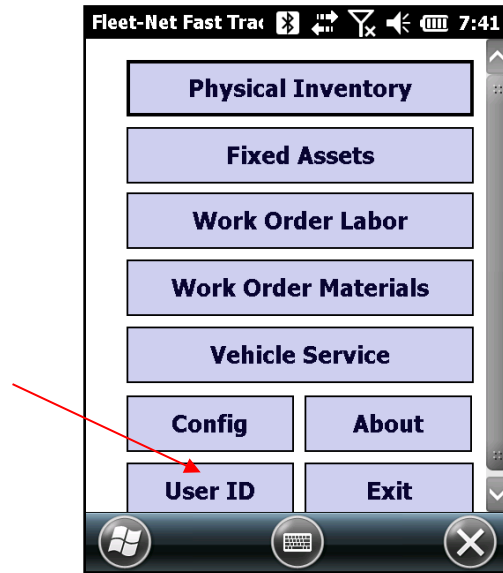


Verify the IP Address and FN WS and then save the configuration. **Validate.**

## Using the NOMAD Unit - Fast Track

### User ID

Click on **User ID** to view the current logged in user. FNC recommends that you use the employee number for the User ID as it appears on Work Orders and Daily Service Entries. The User ID is also used for tracking the activity of each user.




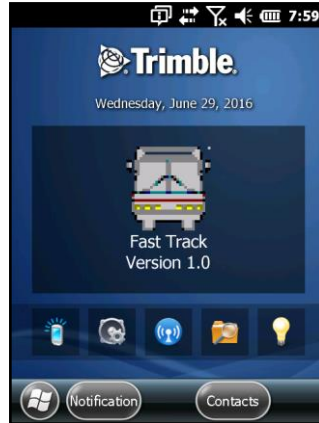
To view the current logged in User ID and/or enter a new User ID – click on **User ID**– click **Select** to retain current User ID. If a new user is logging in – change the User ID and then click **select**.



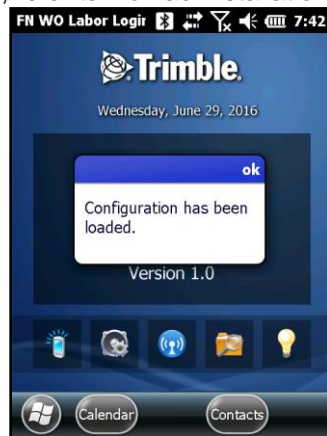
## Physical Inventory

**IMPORTANT:** The Inventory Workbook must be created by following the regular FNW Physical Inventory procedures PRIOR to entering inventory counts using the Nomad unit. Labels with bar codes should be printed for scanning before using this feature.

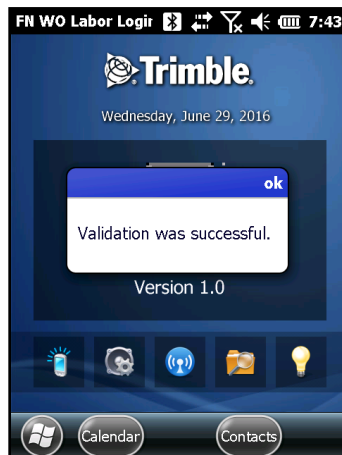
Power on the Nomad, using the small green button on the lower left of the keypad.  Click on the bus icon.



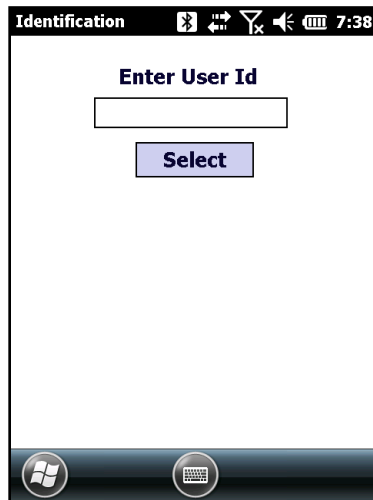
The following message should display. This indicates that the configuration is loaded successfully. {If configuration needs to be set up again, refer to Nomad Installation instructions – page 16}



Select **OK**. The following message will display. Select **OK**.

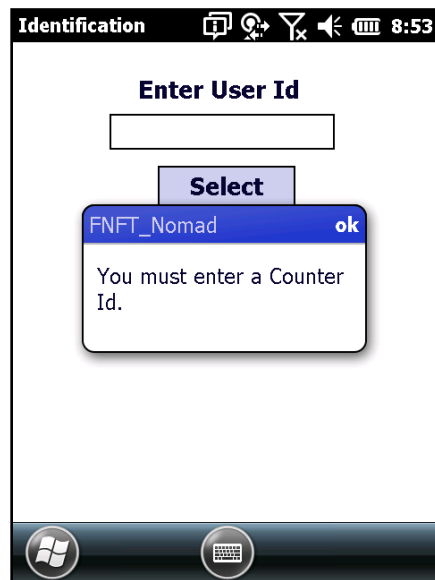


When you get the Validation was successful message, select **OK**. The following screen will display.



Enter User ID, using the key pad. Enter a valid employee number and click **Select**.

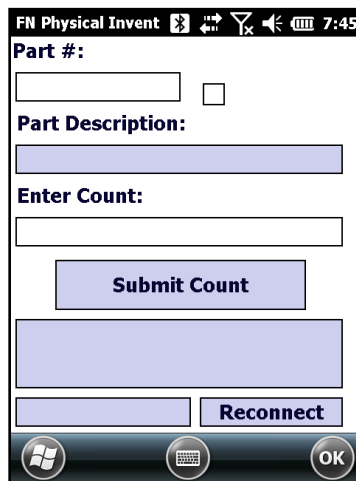
If you do not enter an employee number and click **Select**, you will see this message. Please enter an employee number before you click **Select**.



Select **Physical Inventory**



Scan or manually enter the Part numbers. When scanned – Part Description field auto populates. Manually enter Part #, select **Enter** - Part Description field auto populates.



Enter Count (quantity), and then click **Submit Count**. The date and time will automatically populate. They will be updated in the Physical Inventory Workbook in FNW. See example on following page.

Date and time display after **Submit Count** has been selected.

When a number displays in the Enter Count field that means the part has been scanned or entered. The date, time, and User ID will display in the description field.

Enter the new Enter Count and select **Submit Count** (update is immediately transferred to FNW Physical Inventory Workbook). This will not update to the Inventory Master yet.



FNW – Physical Inventory Workbook

**Physical Inventory**      Count Date: 02/14/2011

Inventory Cycle Count       Spot Check  
 Select Cycle: 01

All Types  
 Exclude Inactive Items

Select Sort Order:  
 Item  
 Bin Location  
 Warehouse

Create Inventory Book      Clear Book - No Update  
 Re-sort Inventory Book      Physical Inventory Update  
 Print Book      Show details

Deviation Report       Deviations only

Bin Location	Item #	Description	Physical Count	Count Date
01F	4201.000005	AQ FITTING BRASS	6.00	2/14/2011

When creating a workbook, verify that the part being counted is in the workbook. If the part is not in the workbook, check to see if the part is stock or non-stock, active or inactive. If a cycle count was created, verify the part belongs in that cycle.

**\*Only** in Physical Inventory and Fixed Assets will the Nomad unit keep count while offline. Offline counts will be displayed on the bottom left of the screen. However, the program needs to stay open.

FN Physical Inver      10:20

**Part #:**  
2501000010     

**Part Description:**  
ANTENNA TRANSIT

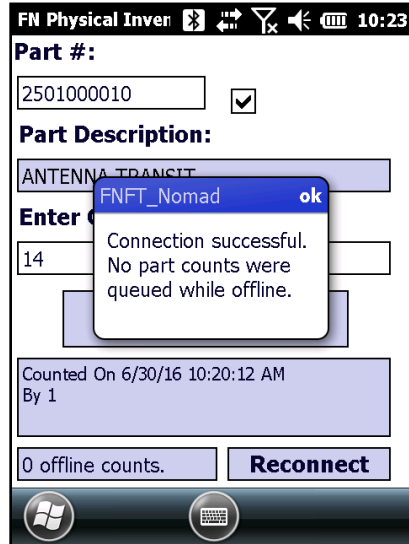
**Enter Count:**  
14

**Submit Count**

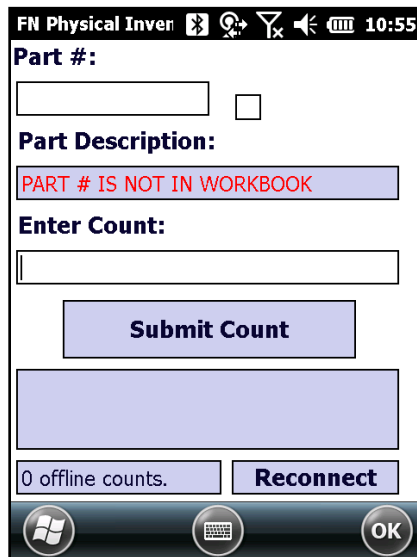
Counted On 6/30/16 10:20:12 AM  
By 1

0 offline counts.      **Reconnect**

Once the network connection is re-established – select **Reconnect**. A prompt will display indicating whether counts were queued while offline.



\*If an inventory item is not set up in FNW or a workbook has not been created prior to entering a count, an error message will occur.



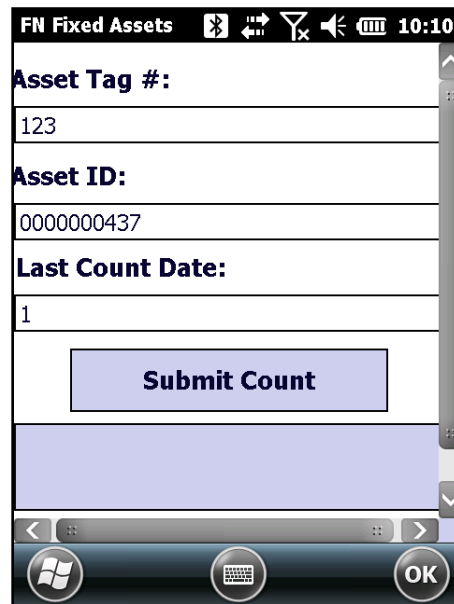
To get out of Physical Inventory, click **OK** at the bottom of your screen. Click **EXIT** on the Fast Track screen.

## Fixed Assets

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Fixed Assets**



Scan or manually enter the Asset Tag #. When scanned – Asset ID field auto populates.



Select **Submit Count** and the Last Count Date field will display the current date. (*Last Count Date will automatically populate if the asset has been previously updated using the Nomad Unit.*)

To get out of Fixed Assets, click **OK** at the bottom of your screen. Click **EXIT** on the Fast Track screen.

Screenshot of FNW Fixed Asset Master after selecting **Submit Count** using Nomad unit:

### Fixed Asset Master

<p>Asset # <input type="text" value="000003391"/></p> <p>Class <input type="text" value="3000"/> ✓</p> <p>Project No. <input type="text"/></p> <p>Type <input type="text"/> ✓</p> <p>Description 1 <input type="text" value="13' SHELTER W//AD PANEL"/></p> <p>Description 2 <input type="text"/></p> <p>Vendor Name <input type="text" value="LNI/CONTRERAS"/></p> <p>New/Used <input type="text" value="N"/> Method <input type="text" value="SL"/></p> <p>Date Acquired <input type="text" value="6/9/2010"/></p> <p>Fully Depr On <input type="text"/></p> <p>Est Life <input type="text" value="120"/></p> <p>Vested Title <input type="text" value="SunLine Transit Agency"/> ✓</p>	<p>Date Inactive <input type="text"/></p> <p>Asset Tag # <input type="text" value="10852"/></p> <p>Prev Tag # <input type="text"/></p> <p>Condition <input type="text" value="G"/> ✓</p> <p>Use <input type="text"/> ✓</p> <p>Location <input type="text" value="BUS SHELTER"/> ✓</p> <p>Assigned To <input type="text" value="BS-27"/> ✓</p> <p>Model # <input type="text"/></p> <p>Serial # <input type="text"/></p> <p>Asset Cost <input type="text" value="10845.39"/></p> <p>Salvage Value <input type="text" value="0.00"/></p> <p>Prior Depr <input type="text" value="90.38"/></p> <p>Current Depr <input type="text" value="542.27"/></p> <p>YTD Depr <input type="text" value="542.27"/></p> <p>LTD Depr <input type="text" value="632.65"/></p> <p>Last Depr On <input type="text" value="12/31/2010"/></p> <p>Counted <input type="text" value="2/15/2011"/></p>
---	--

**Vested Interest**

✓	Federal %	100.00	Amount	10845.39
✓	State %	0.00	Amount	0.00
✓	Local %	0.00	Amount	0.00
✓	Operator %	0.00	Amount	0.00
	<b>Total %</b>	<b>100.00</b>	<b>Amount</b>	<b>10845.39</b>

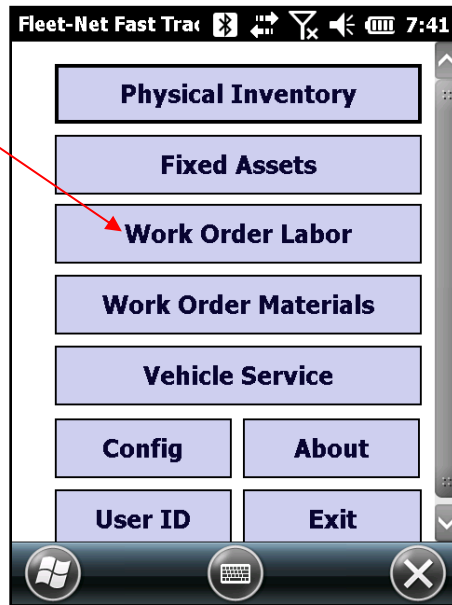
Updated:  2/15/2011 8:46:44 am FastTrack

The Nomad unit only updates the date that the item was last scanned, or manually entered using the unit. The Asset Tag #, Asset ID, and Last Count Date will be displayed.

**Fixed Assets must be set up in FNW before using this feature. Barcode printed labels are needed for scanning. However, Asset Tag numbers can be manually entered.**

## Work Order Labor

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Work Order Labor**.



Enter the Employee # and Pin # (both must be set up in FNW with valid numbers prior to beginning labor entries). Select **Login**.

A screenshot of a mobile application interface titled "FN WO Labor Login". The screen displays two input fields: "Employee #:" and "Pin #:". Below the input fields are two buttons: "Login" and "Cancel". The status bar at the top shows the time as 9:44 and various system icons.

**To Clock in:**

Scan or manually enter the Work Order #. Select a labor Operation Code from the drop-down. Click ***Clock In***.

FNW Work Order Entry – Labor does not update until employee clocks out and submits time.

Work Order Entry					
Work Order #:	1V00019213	Location:	1	Asset Type:	V
GL Posting Date:	2/18/2011	Transaction Date:	2/17/2011	Open Date:	02/08/2011
Asset Type:	V	Asset #:	560	Close Date:	
Labor					
Date	Emp # Oper	Employee Name / Oper Description	Hours	Rate	Extended Cost
2/17/2011					
<input type="checkbox"/> Updated		Time Started:	Time Completed:		

After clocking in the form below will display. The **Clock In** button becomes shadowed while an employee clocks in to the WO. Clock In date and time populates in the user information field. **Clock Out** now becomes bold. When the employee returns to clock out, the same form will display.

FN WO Labor Entry

12345

**Work Order #:**  
1V00050492


**Operation Code:**  
01 - A/C HEAT VENT

Clock In

Started 6/30/16 9:56:03 AM

**Clock Out**

Submit

Close FN WO Labor Entry form using  button on the top right of the Nomad keypad.

**To Clock Out:**

Return to Fast Track – Work Order Labor form – enter Employee # and Pin # - select **Login**.

FN WO Labor Login

**Employee #:**

**Pin #:**

Login

Cancel

Entry form will display as it did when user first clocked in.

FN WO Labor Entry 9:56

12345

**Work Order #:**  
1V00050492

**Operation Code:**  
01 - A/C HEAT VENT

**Clock In**

Started 6/30/16 9:56:03 AM

**Clock Out**

**Submit**

Click **Clock Out**. Clock Out date and time populates in the user information field. **Submit** now becomes bold.

FN WO Labor Entry 9:56

12345

**Work Order #:**  
1V00050492

**Operation Code:**  
01 - A/C HEAT VENT

**Clock In**

Started 6/30/16 9:56:03 AM  
Ended 6/30/16 9:56:37 AM

**Clock Out**

**Submit**

Click **Submit** to transfer the Clock In and Clock Out time for the employee labor.



Once submitted, the following message will display.

12345

**Work Order #:**  
1V00050492

**Operation Code:**  
01 - A/C

Transaction completed.

Started  
Ended 6/30/16 9:56:37 AM

**Clock Out**

**Submit**

Click **OK**

Once the transaction is completed, it immediately populates in the FNW Work Order Entry – Labor form.

**Work Order Entry**

Work Order #: 1V00019213 Location: Asset Type: GL Posting Date:


Transaction Date: 02/17/2011

Open Date: 02/08/2011 Asset Type: V Asset #: 560 Close Date:

Labor						
Date	Emp # Oper	Employee Name / Oper Description	Hours	Rate	Extended Cost	
2/17/2011	12345 34	Employee R. Sample ELECTRICAL	26	20.000000	8.67	

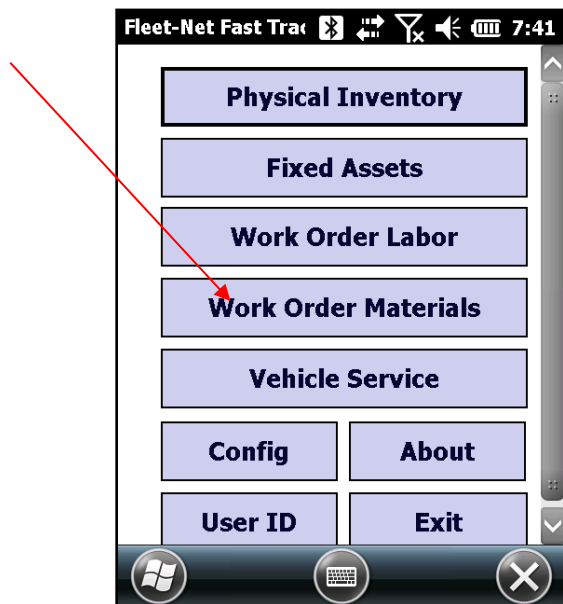
Time Started: 4:11 PM Time Completed: 4:37 PM


Next WO #  
Master  
Totals  
Notes  
Labor

Close form using  button on the top right of the Nomad keypad. Click **EXIT** on the Fast Track screen.

## Work Order Materials

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Work Order Materials**.



Enter User ID number. Tab to Work Order # field. The Tab button  is the arrow on the left side of the Nomad Keypad.

Scan or manually enter Work Order #. Tab to the Part # field.

Scan or enter Part # [Part Description field will auto populate when Enter Quantity field is selected]

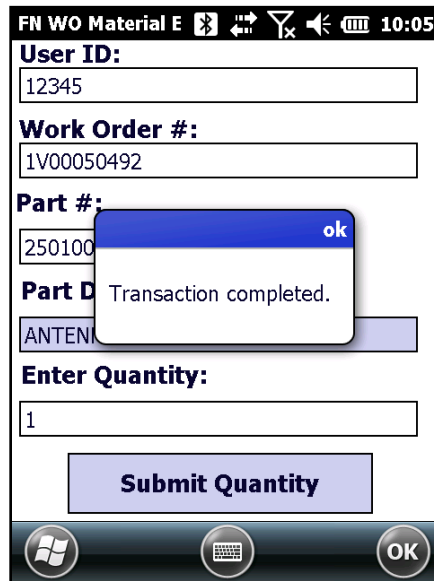
Enter Quantity

Select **Submit Quantity**.

A screenshot of a mobile application form titled "FN WO Material E". The form contains several input fields: "User ID:" with the value "12345", "Work Order #:" with the value "1V00050492", "Part #:" with the value "2501000010", "Part Description:" with the value "ANTENNA TRANSIT", and "Enter Quantity:" with the value "1". Below the fields is a button labeled "Submit Quantity". At the bottom of the screen, there are three circular icons: a Windows logo, a keypad icon, and an "OK" button.

Here is the FNW Work Order Entry – Material form **prior** to Submit Quantity transfer.

After submitting the quantity the following message will display



Here is the FNW Work Order Entry – Material form following Submit Quantity transfer. If the Work Order Entry form was already open – click on the Material button to refresh the form.

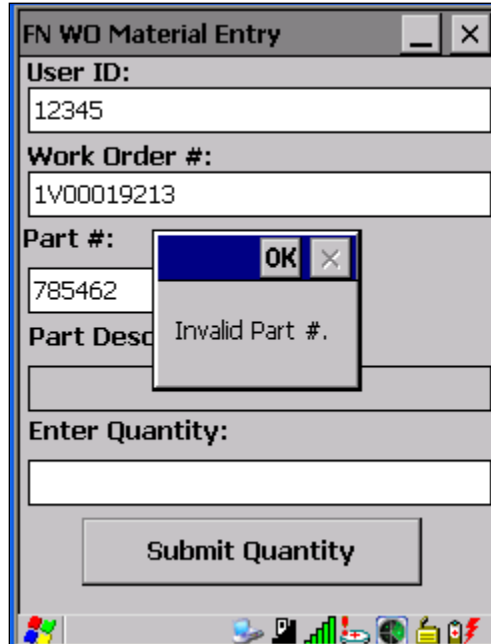
**Note:** User ID, Time, and Part # populate in Description field

## Fast Track Users Guide

The user is still logged into current Work Order. They continue to add Material and Submit Quantity, as needed. The user can scan or manually enter a new Work Order #, and continue to scan or enter part numbers, and submit quantities.

After all parts and quantities have been entered and submitted – close form using **ok** button on the top right of the Nomad keypad. Click **EXIT** on the Fast Track screen.

If the part number was entered incorrectly or not setup in inventory, the following message displays:




## Vehicle Service

Here is FNW Vehicle Master prior to Vehicle Service entry using Nomad unit.

### Vehicle Master

Vehicle #: 9837 Fleet: 21 Make Model: ELDORADO/AEROTECH Year: 2008



---

Status: A  Fleet Id: 21   
 Chassis #: 1FDXE45S87DB36246 Year: 2008  
 Make/Model: ELDORADO/AEROTECH Fixed Asset #:   
 Weight: 14,050 Max Hub Reading: 999999  
 Date Received: 05/08/2008 Max Hours Reading:   
 Veh Tag #: 1258558  
 Tag Exp Date: 12/31/2099  
 Seating: 12  Revenue Vehicle  
 Standing: 0  Uses Alternative Fuel  
 Wheelchair: 2  Radio Equipped

Out Of Service Date:   
 Out Of Service Code:   
 Elapsed Days:   
 Date Last Cleaned: 1/27/2009 10:00:35 AM  
 Elapsed Days: 786  
 Last Service: 1/19/2011 9:23:09 AM  
 Hub Reading: 106,776.6  
 Hub Date/Time: 1/19/2011 9:23:09 AM  
 Hours Reading:   
 Hours Date/Time:

**Master**

Notes

Warranty

NTD

Inspection

Tire Position

Consumables

Cons History

Veh History

Svc History

Tires on Veh

Components

Work Orders

Delete

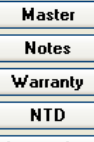
---

Updated:  1/20/2011 10:03:05 AM FNVM\_ServiceEntryForm  
 Created:  5/12/2008 4:33:18 PM FNVM\_VehicleMasterForm

Here is the FNW Vehicle Master – Svc History form prior to Vehicle Service entry using Nomad unit.

### Vehicle Master

Vehicle #: 9837 Fleet: 21 Make Model: ELDORADO/AEROTECH Year: 2008



---

Date	Time	Previous Hub Reading	Hub Reading	Actual Mileage	Previous Hours Reading	Hours Reading	Hours Actual	Cleaned	Service Emp
01/19/2011	9:23:09 AM	106603.8	106776.6	172.8				<input type="checkbox"/>	

Service Errors  Service Warnings  Mileage Meter Exchanged  Hour Meter Exchanged  Updated

Created By:  1/20/2011 10:01:04 AM FNVM\_ServiceEntryForm  
 Updated By:  1/20/2011 10:01:04 AM FNVM\_ServiceEntryForm

**Svc History**

Master

Notes

Warranty

NTD

Inspection

Tire Position

Consumables

Cons History

Veh History

To check Consumables entered – double-click on Date field – FNVM\_VehicleMasterServConsSubForm displays the Consumables entered

**Vehicle Master**

Vehicle #: 9837 Fleet: 21 Make Model: ELDORADO/AEROTECH Year: 2008

Date	Time	Previous Hub Reading	Hub Reading	Actual Mileage	Previous Hours Reading	Hours Reading	Hours Actual	Cleaned	Service Emp
01/19/2011	9:23:09 AM	106603.8	106776.6	172.8				<input type="checkbox"/>	

Service Errors  Service Warnings  Mileage Meter Exchanged  Hour Meter Exchanged  Updated

FNVM\_VehicleMasterServConsSubForm 06/04/2004 © 2011 Fleet-Net Corporation


**Consumables**

Consumable Code	Product Code	Consumable Qty	Consumable Cost	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	01	8.71	\$0.000000	\$0.00	0.0	0.00	0	0

Shop Issue Fuel Island Mfg: \_\_\_\_\_ Fuel Island Code: \_\_\_\_\_ Pump #: \_\_\_\_\_  
Item #: \_\_\_\_\_

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Vehicle Service**.

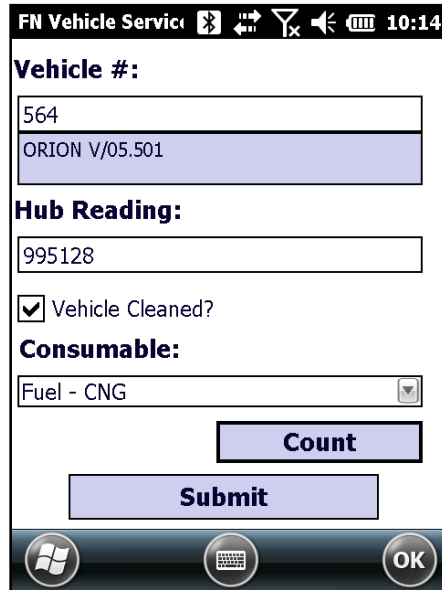


Enter the Vehicle # and press **Enter**. Enter is the arrow button  on the bottom right side of your Nomad keypad. The vehicle description will automatically populate in the description field.

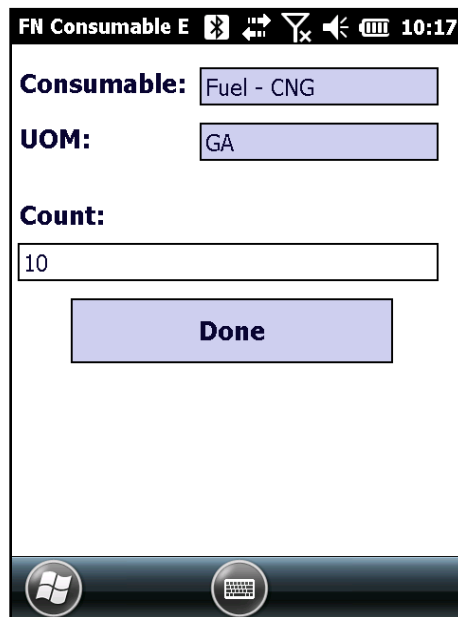
Enter the current Hub Reading from the vehicle.

Check the Vehicle Cleaned box if the vehicle was cleaned during this service.

Select the Consumable from the drop-down menu set up for this vehicle.



Once consumable is selected, select **Count**. Enter the consumable quantity and select **done**.



If no other Consumables need to be added - select **Submit**.

FN Vehicle Service 10:14

**Vehicle #:**  
564  
ORION V/05.501

**Hub Reading:**  
995128

Vehicle Cleaned?

**Consumable:**  
Fuel - CNG

Count

Submit

Windows Keyboard OK

To add additional Consumables – select the next consumable from the drop-down list, then select **Count**. Select **Done**. Select **Submit** when all consumables have been added.

Review and verify all the information is correct in the Transmit Entry form – if correct - select **Transmit**.

Transmit Entry 10:18

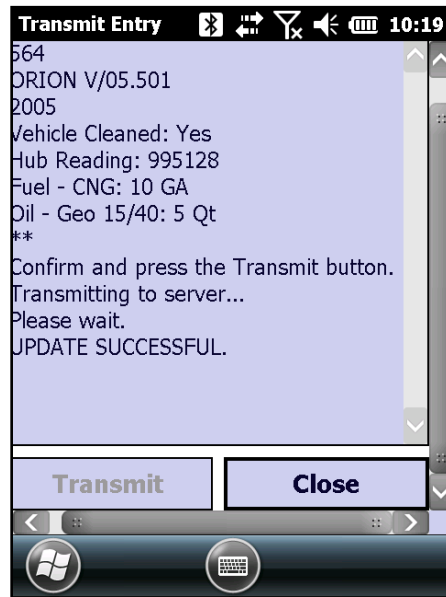
564  
ORION V/05.501  
2005  
Vehicle Cleaned: Yes  
Hub Reading: 995128  
Fuel - CNG: 10 GA  
Oil - Geo 15/40: 5 Qt  
\*\*  
Confirm and press the Transmit button.

Transmit Close

Windows Keyboard



Once the data transmits successfully, the following message displays:



Select **Close** to exit form.

If mileage is **not** entered but Count is selected, the amount is entered, and Submit is selected, the following message displays.

There is no mileage  
reading entered.

**To Correct Service Entry:**

If, during review of Transmit Entry, the consumable amount is incorrect or a consumable is inadvertently selected – select **Close**.

Select **Consumable**. Select **Count**.

FN Vehicle Service 10:14

**Vehicle #:**

564

ORION V/05.501

**Hub Reading:**

995128

Vehicle Cleaned?

**Consumable:**

Fuel - CNG

Count

Submit

Correct consumable amount {*must have at least zero (0) value when correcting amount*} - Select **Done**.

FN Consumable E 10:17

**Consumable:** Fuel - CNG

**UOM:** GA

**Count:**

10

Done

FN Vehicle Service 10:14

**Vehicle #:**  
564  
ORION V/05.501

**Hub Reading:**  
995128

Vehicle Cleaned?

**Consumable:**  
Fuel - CNG

Count


Submit

Windows Transmit OK

Select **Submit**.

Select **Transmit**.

Once it finishes transmitting. Select **Close**.

Close form using  button on the top right of the Nomad keypad.

Once correction has been reviewed and is correct – select **Transmit**.

Before updating Daily Service, the entries should be verified by using Quick Entry view. **Standard FNW Daily Service instructions apply. For complete Daily Service instructions, refer to the FNW Vehicle Maintenance Manual.**

**Quick Entry view**

The screenshot shows the 'Service Entry' form. At the top, there are fields for 'New Service Entries' (set to 3/24/2011) and 'Service Time' (9:52:40 AM). Below these are 'From Date' and 'All Service Entries' dropdowns. The main part of the form is a table with the following columns: Vehicle #, Time, Hub Reading, Previous Hub Reading, Actual Mileage, Emp #, Hub Exchanged (checkbox), Shop Issue (checkbox), Fuel 01 CNG, Fuel 11 H2, Fuel 10 HCNG, Fuel 02 UNLD, and Oil 04 GEO. The first row contains the values: 9837, 4:57:00 PM, 106876.0, 106776.6, 99.4, 1234, and 50.0000. On the right side of the form, there is a vertical toolbar with buttons for 'Totals', 'Update', 'Print', 'Quick Entry' (highlighted with a red circle), 'Edit', 'Setup', and 'Save Entries'.

Vehicle #	Time	Hub Reading	Previous Hub Reading	Actual Mileage	Emp #	Hub Exchanged	Shop Issue	Fuel 01 CNG	Fuel 11 H2	Fuel 10 HCNG	Fuel 02 UNLD	Oil 04 GEO
9837	4:57:00 PM	106876.0	106776.6	99.4	1234	<input type="checkbox"/>	<input type="checkbox"/>	50.0000	0.0000	0.0000	0.0000	0.0000
						<input type="checkbox"/>	<input type="checkbox"/>					

Select this button to review the daily service entries made via Vehicle Service and the Nomad unit. Once all Daily Service entries are made, select **Save Entries**. If **Save Entries** is not selected, service entries will not be saved.


If adjustments to service entries need to be made, click **Edit**.

**Edit view**

**Service Entry**

Refresh      New Service Entries: 3/24/2011      Service Time: 9:52:40 AM

From Date:      All Service Entries:      Refresh

Vehicle #	Time	Current Mileage Meter Reading	Previous Mileage Meter Reading	Elapsed Miles	Previous Hours Meter Reading	Current Hours Meter Reading	Elapsed Time	Cleaned	Service Emp	Mile Meter Exch	Hour Meter Exch	Errors	Warnings	Consumables
9837	4:57:00 PM	106,876.0	106,776.6	99.4				<input type="checkbox"/>	1234	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	


Totals      Update      Print      Quick Entry      Edit      Setup      Save Entries

Double-click on **Consumables**.

**Service Entry**

Refresh      New Service Entries: 3/24/2011      Service Time: 9:52:40 AM

From Date:      All Service Entries:      Refresh

Vehicle #	Time	Current Mileage Meter Reading	Previous Mileage Meter Reading	Elapsed Miles	Previous Hours Meter Reading	Current Hours Meter Reading	Elapsed Time	Cleaned	Service Emp	Mile Meter Exch	Hour Meter Exch	Errors	Warnings	Consumables
9837	4:57:00 PM	106,876.0	106,776.6	99.4				<input type="checkbox"/>	1234	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**FNVM\_ServiceEntryConsumableSubForm\_10/12/2005 © 2011 Fleet-Net Corporation**

Vehicle #: 9837      Service Date: 3/24/2011      Time: 4:57:00 PM

Consumable Code	Product Code	Qty Entered	Consumable Qty	Consumable Cost	Shop Issue	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	01	50	50	\$3,560,000	<input type="checkbox"/>	\$178.00	2.0	0.00	1.7907	0
Oil	05	10	10	\$2,490,000	<input type="checkbox"/>	\$24.90	9.9	0.00	0.2505	0

Corrections need to be made before daily service is updated. Once all corrections have been made, Daily Service reports can be printed and all entries can be updated. **Standard FNW Daily Service instructions apply. For complete Daily Service instructions, refer to the FNW Vehicle Maintenance Manual.**

After all service entries have been entered and edited, as needed, select **Save Entries**.

**Service Entry**

Refresh      New Service Entries: 3/24/2011      Service Time: 9:52:40 AM

From Date:      All Service Entries:      Refresh

Totals      Update      Print      Quick Entry      Edit      Setup      Save Entries

**Microsoft Office Access**

All entries have been successfully transferred.

OK

Select **Print** to print and review the Service Audit Report.

<b>Service Audit Report</b>										
Service Date: 3/24/2011		Fleet Id: 21								
Vehicle #: 9837		Time: 4:57:00 PM		Current Hub Reading: 106,876.0		Current Hours:				
Emp #: 1234		Cleared: <input type="checkbox"/>		Previous Hub Reading: 106,776.6		Previous Hours:				
<input type="checkbox"/> Mileage Meter Exchanged		<input type="checkbox"/> Hour Meter Exchanged		Actual Mileage: 99.4		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	01	50.00	GL	3.560000	\$178.00	2.0	0.00	1.7907	0.0000	
Oil	05	10.00	QT	2.490000	\$24.90	9.9	0.00	0.2505	0.0000	
<b>Totals For Fleet Id: 21</b>										
Service Entries: 1										
Cons	Prod	U/M	Qty	Cost	Mileage	Hours	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	01	GL	50.00	\$178.00	99.4		2.0	0.00	1.7907	0.0000
Oil	05	QT	10.00	\$24.90	99.4		9.9	0.00	0.2505	0.0000
			<b>Total:</b>	\$202.90	99.4	0.00			2.0412	0.0000
<b>Report Totals:</b>										
Service Entries: 1										
Cons	Prod	U/M	Qty	Cost	Mileage	Hours	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	01	GL	50.00	\$178.00	99.4		2.0	0.00	1.7907	0.0000
Oil	05	QT	10.00	\$24.90	99.4		9.9	0.00	0.2505	0.0000
			<b>Total:</b>	\$202.90	99.4	0.00			2.0412	0.0000
<b>Warnings:</b>				0	<b>Errors:</b>		0			

Sample of the Service Audit Report - Inventory Issues.

<b>Service Audit Report - Inventory Issues</b>							
Service Date	Item #	Vehicle #	Time	Issues	On Hand	Unit Cost	Extended Cost
03/24/2011	9999999901	Fuel			0.00	0.000000	\$0.00
		9837	4:57:00 PM	50.00		3.560000	\$178.00
				50.00	-50.00		
03/24/2011	9999999902	Oil			5,000.00	2.490000	\$12,450.00
		9837	4:57:00 PM	10.00		2.490000	\$24.90
				10.00	4,990.00		

Sample of the Service Audit Report – General Ledger Distribution Detail.

<b>Service Audit Report - General Ledger Distribution Detail</b>								
Veh #	Time	Cons	Prod	Div #	Account #	Title	Debits	Credits
<b>Service Date: 3/24/2011</b>								
9837	4:57:00 PM	Fuel	01	00	1030101200	INVENTORY REPAIR PARTS		\$178.00
9837	4:57:00 PM	Fuel	01	21	5040101001	FUEL-CNG FIXED ROUTE	\$178.00	
9837	4:57:00 PM	Oil	05	00	1030101000	PREPAID INSURANCE		\$24.90
9837	4:57:00 PM	Oil	05	21	5040100101	LUBRICANTS-OIL	\$24.90	
<b>Vehicle Totals:</b>							\$202.90	\$202.90
<b>Service Date Totals:</b>							\$202.90	\$202.90

Sample of the Service Audit Report – General Ledger Summary Posting.

Service Audit Report - General Ledger Summary Posting						
Service Date: 3/24/2011	Div #	Account #	Title	Debits	Credits	
	00	1030101000	PREPAID INSURANCE		\$24.90	
	00	1030101200	INVENTORY REPAIR PARTS		\$178.00	
	21	5040100101	LUBRICANTS-OIL	\$24.90		
	21	5040101001	FUEL-CNG FIXED ROUTE	\$178.00		
<b>Service Date Totals:</b>				\$202.90	\$202.90	

After all reports have been printed and reviewed – select **Update** to update the daily service entries. **Standard FNW Daily Service instructions apply. For complete Daily Service instructions, refer to the FNW Vehicle Maintenance Manual.**

The screenshot shows the 'Service Entry' form with a date of 3/24/2011 and a service time of 9:52:40 AM. A 'Microsoft Office Access' dialog box asks, 'Do you wish to update service entries for 03/24/2011?'. Below it, another dialog box says 'Update successfully completed'. On the right side, there is a vertical toolbar with buttons: Totals, Update (highlighted), Print, Quick Entry, Edit, Setup, and Save Entries.

Review the Vehicle Master, if desired.

The 'Vehicle Master' form displays the following information:

- Vehicle #: 9837, Fleet: 21, Make Model: ELDORADO/AEROTECH, Year: 2008
- Status: A, Fleet Id: 21
- Chassis #: 1FDXE45S87DB36246, Year: 2008
- Make/Model: ELDORADO/AEROTECH, Fixed Asset #: [blank]
- Weight: 14,050, Max Hub Reading: 999999
- Date Received: 05/08/2008, Max Hours Reading: [blank]
- Veh Tag #: 1258558
- Tag Exp Date: 12/31/2099
- Seating: 12, Standing: 0, Wheelchair: 2
- Revenue Vehicle, Uses Alternative Fuel, Radio Equipped (all checked)
- Out Of Service Date: [blank], Out Of Service Code: [blank]
- Elapsed Days: [blank]
- Date Last Cleaned: 1/27/2009 10:00:35 AM
- Elapsed Days: 787
- Last Service: 3/24/2011 4:57:00 PM
- Hub Reading: 106,876.0
- Hub Date/Time: 3/24/2011 4:57:00 PM
- Hours Reading: [blank]
- Hours Date/Time: [blank]
- Updated: CPelletier, 3/25/2011 11:17:09 AM, FNVN\_ServiceEntryForm
- Created: [blank], 5/12/2008 4:33:18 PM, FNVN\_VehicleMasterForm

To review daily service entries – select **Svc History**.

**NOTE:** Service entry has been updated and created by displays User ID #, Date & Time and describes entry made via Nomad unit and Fast Track Vehicle Service.

### Vehicle Master

Vehicle #:  Fleet:  Make Model:  Year:

Date	Time	Previous Hub Reading	Hub Reading	Actual Mileage	Previous Hours Reading	Hours Reading	Hours Actual	Cleaned	Service Emp
03/24/2011	4:57:00 PM	106776.6	106876	99.4				<input type="checkbox"/>	1234
<input type="checkbox"/> Service Errors <input type="checkbox"/> Service Warnings <input type="checkbox"/> Mileage Meter Exchanged <input type="checkbox"/> Hour Meter Exchanged <input checked="" type="checkbox"/> Updated									
Created By:		1234		3/24/2011 4:57:47 PM		FT_WriteVehicleService			
Updated By:		CPelletier		3/25/2011 10:51:59 AM		FNVM_ServiceEntryForm			

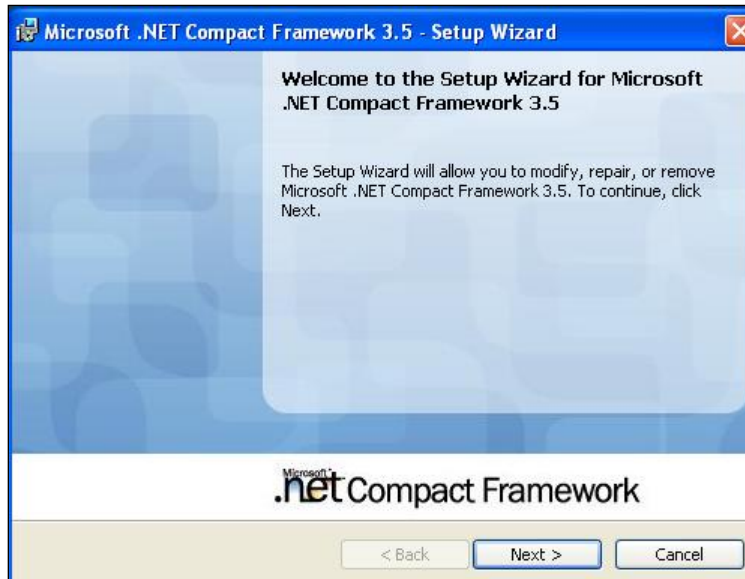


## Reinstalling MS .Net Compact Framework for Psion

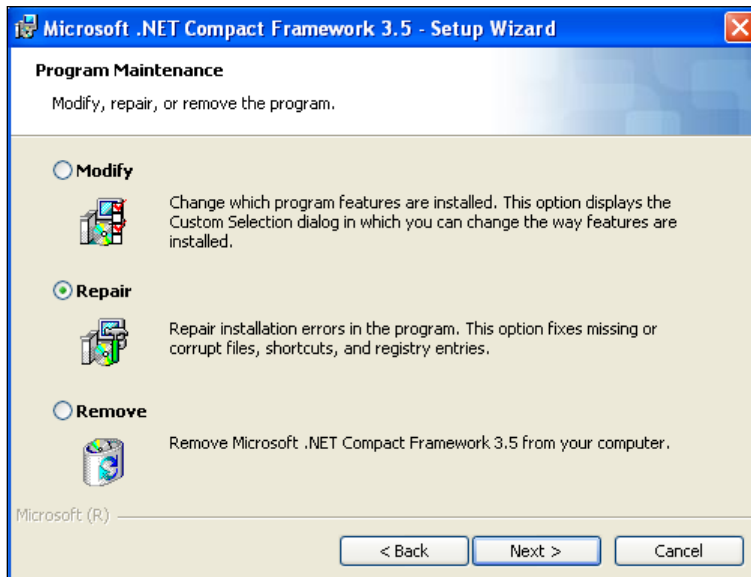
When Fast Track and/or Easy Sample are being reinstalled on the Psion Unit or if attempting to install Fast Track and/or Easy Sample onto a different Psion Unit, use the following steps.

If the **NETCFSETUPV35.MSI** file was previously installed on the workstation, instructions are similar; however, different selections will need to be made during a reinstallation process.

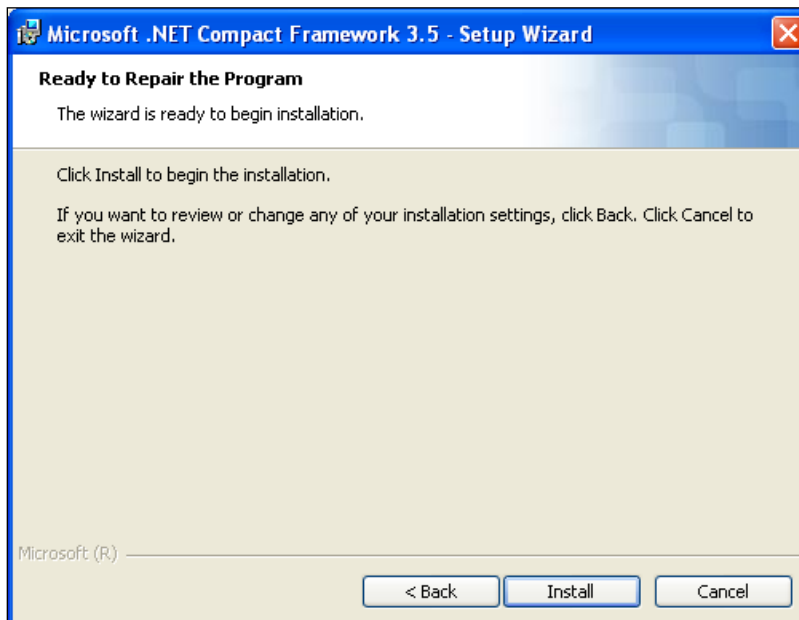
Click **Next**



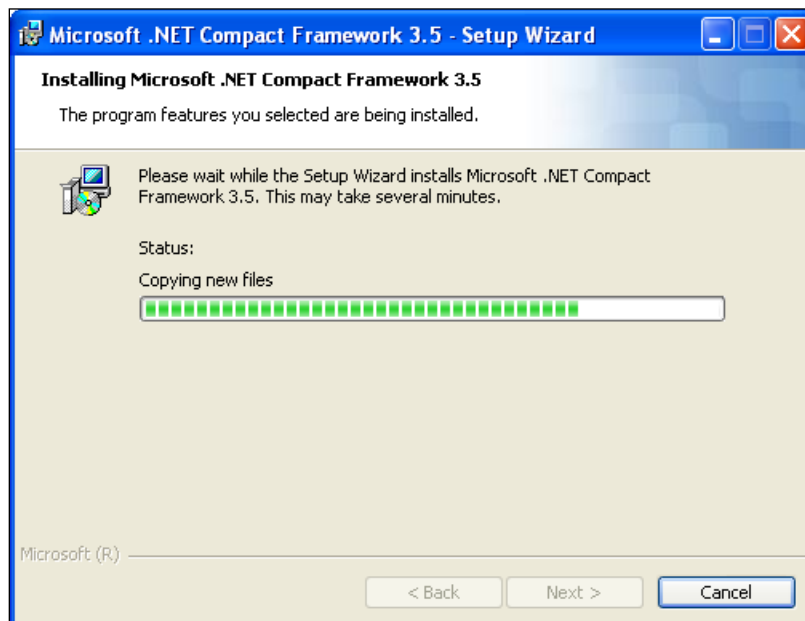
Select **Repair**



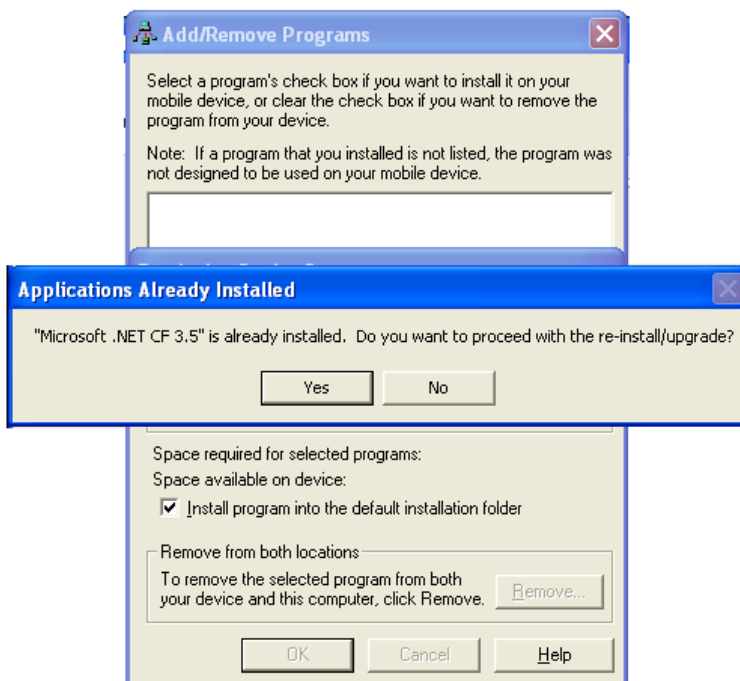
Prompt now says **Ready to Repair the Program** - click **Install**



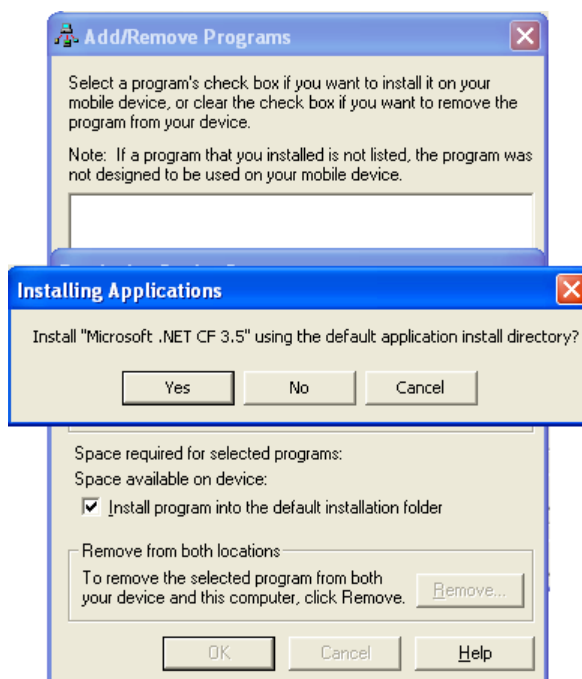
Status installation bar will run



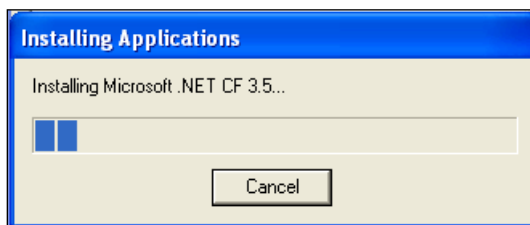
When prompted, “Microsoft.NET CF 3.5” is already installed . . .’ select **Yes**



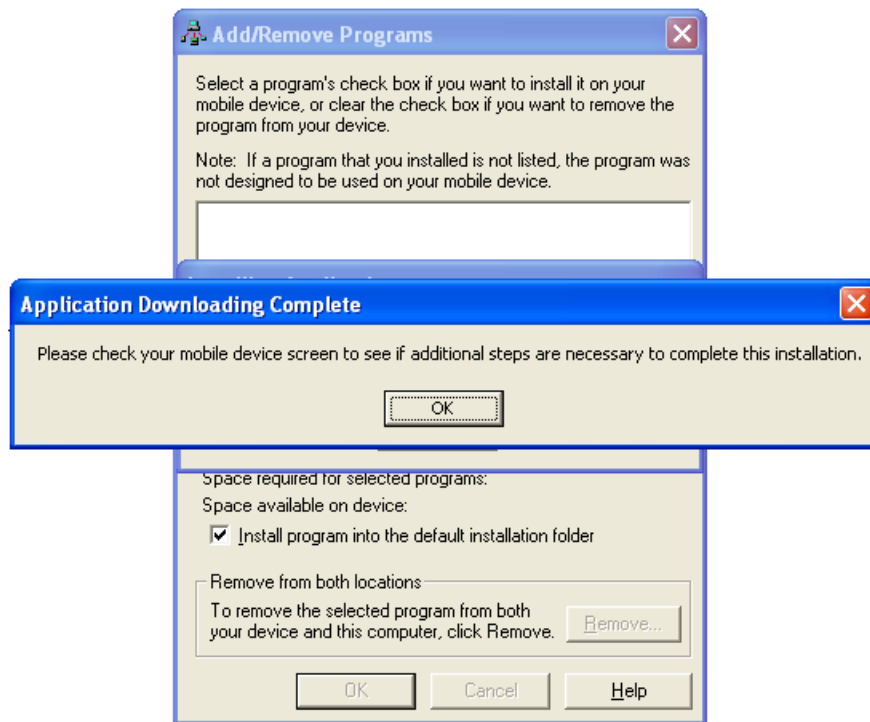
When prompted, 'Install "Microsoft" . . .' select **Yes** (default application install directory will be used)



Status installation bar will run



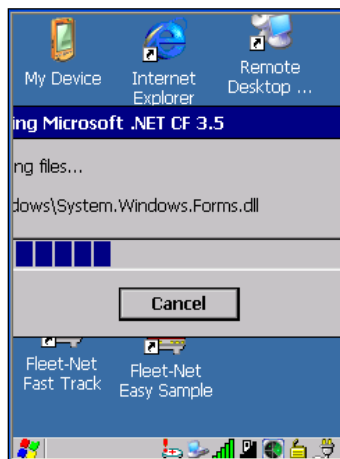
As the installation process continues, the following message will display. Click **OK** to begin the applications installation download process on the Psion unit



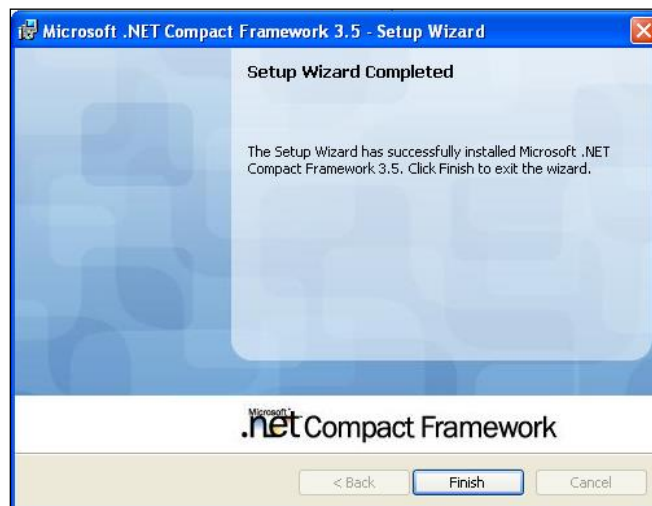
Psion unit will display the following prompt – click **OK**



The status installation bar will display on Psion unit



When download is completed on Psion unit – return to FNW and click Finish

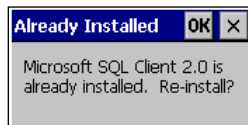


## Reinstallation of Programs for Psion

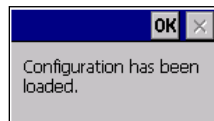
**NOTE:** The Psion Workabout Hand-Held computers are shipped to the transit pre-installed with the Fleet Net software. All programs necessary for installation or reinstallation are contained in the **PsionCE\_Install** folder, *with the exception* of Windows Mobile Device Center for users running Windows 7 or above. For further explanation, refer to the Workabout Hand-Held Computer **Quick User Guide** included with the Psion unit.

The following steps are only necessary if the programming has been lost or the batteries were removed from the unit, or if ActiveSync and NETCFSetup have not been installed to the workstation(s) utilizing the Psion unit(s).

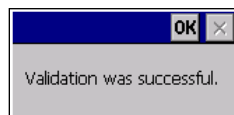
1. Activate Active Sync or Windows Mobile Device by connecting Psion unit to computer via USB port.
2. Install NETCFSetup v35.msi
3. For Fast Track:
  - a. Copy the Cab files titled **FN\_FastTrack.CAB** and **sql.wce5.armv4i.CAB** into the Mobile Device's **Flash Disk** folder.
  - b. Copy the Cab files titled **FN\_EasySample.CAB** and **UBLOX\_COM5.cab** into the Mobile Device's **Flash Disk** folder  
*[To locate the Mobile Device, right-click on the Start button located on the workstation, select Explore, locate the Mobile Device path, click on the plus sign, and copy the files to the Flash Disk folder. See complete instructions beginning on p. 35]*
4. For Fast Track reinstallation, after files are copied into the **Flash Disk** folder, double-click to open the **My Device** icon on the Psion unit, double-click the **Flash Disk** folder to open, double-click on **FN\_FastTrack.CAB** and reinstall and then double-click on **sql.wce5.armv4i.CAB** and reinstall. Click **OK** at prompt:



5. The Fleet-Net Fast Track icon will display on the desktop of the Psion unit. Double-click to open Fast Track. The following prompt will display – click **OK**.

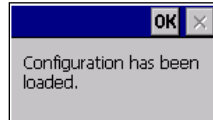


6. The following prompt will display – click **OK**.

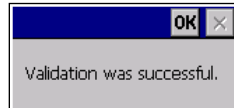


7. Enter the User ID to login and begin using Fast Track and Psion unit.

- For Easy Sample re-installation, after files are copied into the **Flash Disk** folder, double-click to open the **My Device** icon on the Psion unit, double-click the **Flash Disk** folder to open, double-click on **FN\_EasySample.CAB** and reinstall and then double-click on **UBLOX\_COM5.CAB** to reinstall.
- The Fleet-Net Easy Sample icon will display on the desktop of the Psion unit. Double-click to open Fast Track. The following prompt will display – click **OK**.



- The following prompt will display – click **OK**.



- Enter the User ID to login and begin using Easy Sample and Psion unit.
- If Configuration has been lost for either Fast Track or Easy Sample, log into the program on the Psion unit, at the Main Menu – select Config button:



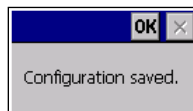
- Check or reset the following information:

<b>SQL Server Name/IP Address:</b>	<u>Server Name or IP Address for transit</u>
<b>SQL User Name:</b>	<u>Psion Unit User Name</u>
<b>SQL User Password:</b>	<u>Psion Unit Password</u>
<b>FN WS Database Name:</b>	<u>WS Database Name for transit</u>

- Select **Save** to save the configuration



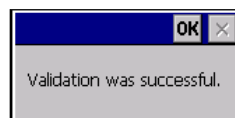
- The following prompt will display – click **OK**



- Select **Validate** to validate the configuration



- The following prompt will display – click **OK**



18. To check the wireless network settings have not been lost. Go to:
- a. **Start**
  - b. **Programs**
  - c. **Summit**
  - d. **SCU**



19. Select the **Config** (or Profile) tab and check the settings are correct for the following:
- a. **SSID** *SSID name for transit*
  - b. **Client Name** *Psion Unit name*
  - c. **Power Save** *CAM (typically)*
  - d. **Tx Power** *Maximum (typically)*
  - e. **Bit Rate** *Auto (typically)*
  - f. **Radio Mode** *BG rates full (typically)*
  - g. **Auth Type** *Open (typically)*



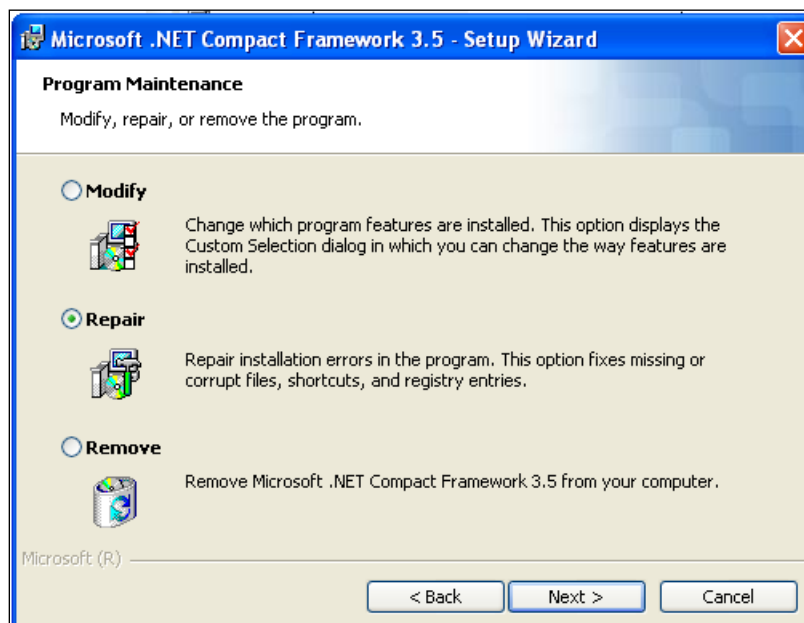


20. Click **Commit** for any changes made. For more complete instructions, see instructions beginning on p. 56.

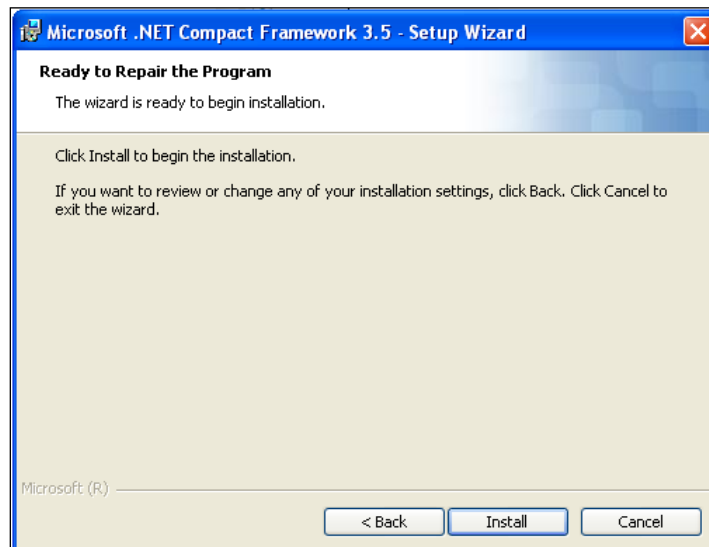


If Fast Track and/or Easy Sample need to be reinstalled on the Psion Unit or are being installed on a different Psion Unit, select Repair during installation of **NETCFSetupv35.msi**.

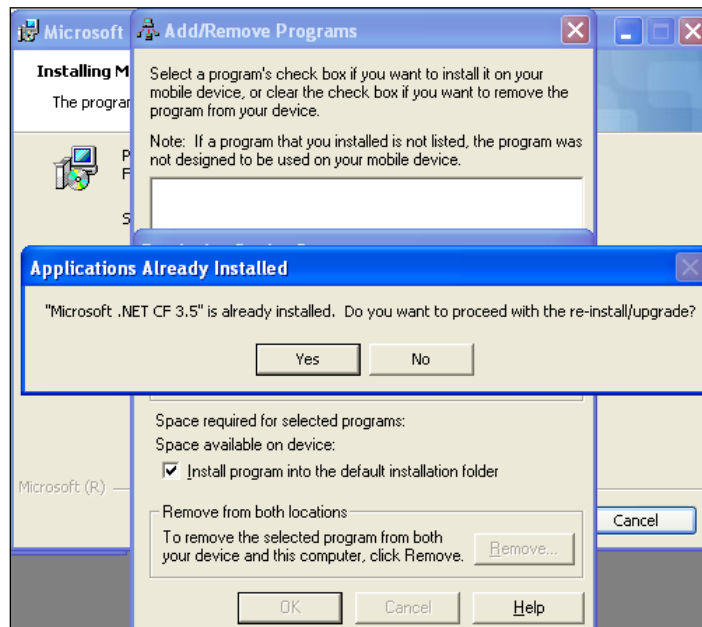
If the **NETCFSetupv35.msi** file was previously installed on the workstation, but needs to be reinstalled, when The Program Maintenance screen displays, select **Repair**, then select **Next**:



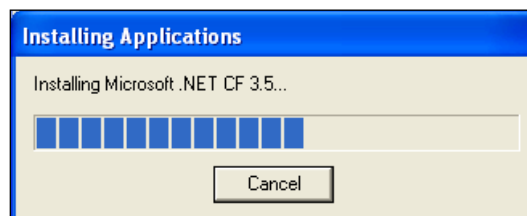
Select **Install**



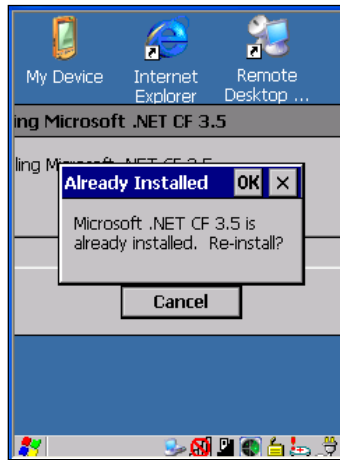
Click **Yes** at prompt



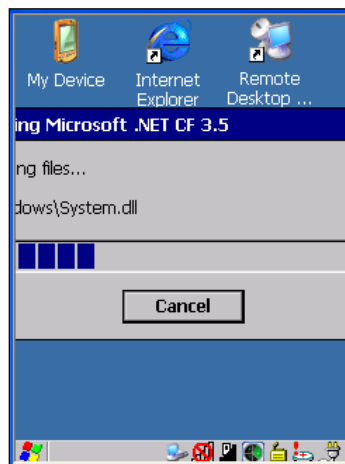
Installation process begins



Click **OK** at prompt on Psion unit:



Installation process begins



Click on **Finish** on workstation.



## General Psion Information

The wireless network access allows immediate transfer of data from the Psion unit to the FNW database(s), so long as the Psion unit is within range of the wireless router. Contact your IT Administrator for the transit/agency regarding any wireless router questions.

**The Psion unit must stay charged in order for the programs to remain installed.** The unit can be turned off, but it is recommended that you maintain a fully charged battery. For more information, refer to the Workabout Hand-Held Computer **Quick Start Guide** received with the unit.

Full battery performance is reached after the first few full charge/discharge cycles. Full battery charge takes approximately six hours.

The power adaptor may be plugged directly into the Workabout or may be charged in a docking station.

The Psion unit can be **turned on** in one of the following ways (depending on model)


Press and hold the **Power** button until green light flashes, then release (approximately 1-2 seconds)

Press and hold the Red **Enter** key until green light flashes, then release (approximately 1-2 seconds)

The Psion unit can be **turned off** in one of the following ways (depending on model):

Press and hold the **Power** Button down (approximately 1-2 seconds)

Press the Blue **FN** then Red **Enter** buttons

Select Shut Down from the Start  button

For more information on the Windows Mobile Device Center (WMDC), please review the following information. Please be sure to follow the instructions provided for downloading and installing the WMDC program as provided by Microsoft. The following information is provided as a guide and not intended to be specific instructions regarding downloading and/or installation of the program.

## Support Tips for Psion

### SCSO Use Data Wedge:

Attempt to use Fast Track and receive the error SCSO. The scanner needs to be backwards compatible with the Legacy Psion. It won't work with the DataWedge running.

Link to issue

<https://www.ingenuityworking.com/knowledge/w/knowledgebase/1508.scanner-api-s-and-the-wap4.aspx>

Procedure:

Use Data Wedge has to be disabled.

1. On the Psion, go to Control Panel and locate TweakIT Settings. Go to Advanced Services Setting/Scanner Services.



2. Unclick the box Use DataWedge. Hit OK.



3. It will ask you to reboot. Do a warm reboot.

## General Nomad Information


The wireless network access allows immediate transfer of data from the Nomad unit to the FNW database(s), so long as the Nomad unit is within range of the wireless router. Contact your IT Administrator for the transit/agency regarding any wireless router questions.

Full battery performance is reached after the first few full charge/discharge cycles. Full battery charge takes approximately six hours.

For more information on the Windows Mobile Device Center (WMDC), please review the following information. Please be sure to follow the instructions provided for downloading and installing the WMDC program as provided by Microsoft. The following information is provided as a guide and not intended to be specific instructions regarding downloading and/or installation of the program.

### Backlight

The backlight has a toggle function to save battery life. To toggle the backlight off, hold down the **Power**

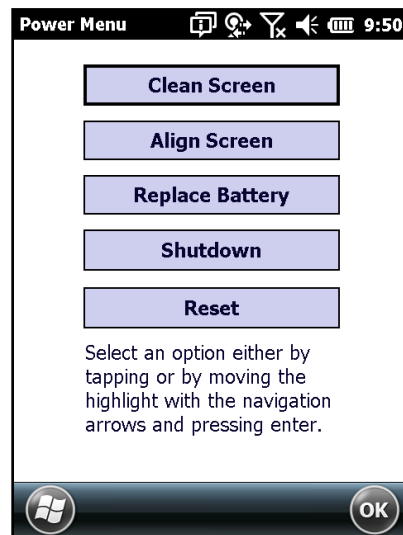
button  for approximately 1 second. Once toggled off, the backlight will stay off until it is toggled back on. Screen taps and key presses will not cause it to turn on.

### Turning the device on and off

To turn the device on, press the Power button until the screen lights up.

To place the device in Sleep mode, when the device is on, press and release the Power button.

To completely shut down the device, press and hold the Power button for 1 to 2 seconds (if you hold it for longer, the device will reset), then tap Shutdown.



If your unit locks up, use the Reset button (see above) to do a soft reset.

## Parts of the Handheld

(From the Trimble Nomad 1050 Handheld Computer User Guide).

### Parts of the handheld

#### Front view (with numeric data keypad)




\*If your device has the following features, these buttons / keys are assigned as follows:

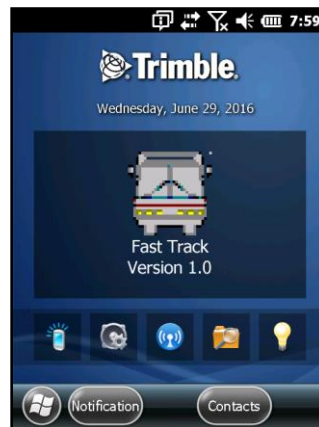
- Left application soft key = Flashlight
- Right application soft key = Scanner
- Today button = Camera

See [Using the keypad, changing button assignments](#), page 36 for information on assignable application keys.

## Instructions for Putting FastTrack on the Home Screen

(From the Trimble Nomad 1050 Handheld Computer User Guide).

1. Tap  / *Settings / Home*.
2. Select the *Items* tab. Nomad Home should be selected as the default *Home* screen.
3. Tap **Options....** From the list of installed applications, select the application that you want to be the Main application. Only applications that are installed on the system memory can be used as the Main application. Tap **Next**.
4. Select as many shortcuts as required for the Favorites bar. Tap **Next**.
5. Tap the up and down arrows to customize the order of items in the Favorites bar.
6. Tap **Apply**, then tap **Ok** to close the *Items* tab.



The favorites bar at the bottom of the screen can be personalized. See the User Guide that arrived with your Nomad, page 35.

### Windows Start Screen – FastTrack Icon

Note: You cannot delete icons from the Windows Start Screen without deleting the accompanying programs but you can drag the FastTrack icon to the top.




## Setup for BCU with docking station

1. Select the *Menu* button. Use the arrows to select the System Screen.
  - a) Press *Menu* again and move to the Ctrl Tab. Select System Configuration.
    - i) Move to the System Formats Tab. Select Time and date format. Use the Left and Right arrows to change the Date format from day/month/year to Month/Day/Year.
    - ii) Press *Menu* again. The Ctrl tab should display. Select Set time and date. Change the time and date to reflect the current.
2. Press *Menu*. Go to the Apps tab. Select Install. Use the arrows to select Fasttrac.app and press **Enter**. After installing the new icon(s) display.
  - a) Press **Enter** on the **Fast Track** icon to Load Fast Track and Select the *Menu* button and move to the System Info tab.
    - i) Press **Enter** on the Serial No form to display the Serial number and Unit Id number. These numbers are used to generate application passwords. *The passwords will come installed in the units with a hardcopy for your files. If you should require another copy of the passwords these two numbers would be required to generate the passwords.*
3. Press *Menu*, the System Info tab should display. Select Create Database. Press **Enter** to create the FnFtCreateSystemTable.
4. Press *Menu*, the System Info tab should still display. Select the Application form. Enter the Application (module) Code for the module you are licensed for. When password is accepted, press Esc to exit.
  - a) Such modules would be either FT for fast track or ES for easy sample. Our Las Vegas office will generate the Password.
5. Press *Menu*, the System Info tab should still display. Select the Security form. Select a new password that will be used to reset the databases. The units have been programmed with the password GO. Use a password that you will be able to remember.
  - a) The new password by re-entering it. Press Esc to exit to Fast Track Menu.
6. Press *Menu*, the System Info tab should still display. Select the Setup Com Port form. If using the docking station to transfer the data, change the Com Port to Port C. To do so, press Delete and type a C and then press Enter. Change the baud rate The same way to 19200 from 9600.
  - a) If transferring the data using the serial cable, the com port should be set to A And the baud rate should be set to 19200.

## Fast Track

Access the FT menu within Fleet-Net for Windows.

Fast Track		
1	Setup Psion Handhelds	?
2	Upload/Download Handheld Data	?
3	View Uploaded Files	?
4	Update Work Order Material	?
5	Update Work Order Labor	?
6	Update Vehicle Service	?
7	Update Physical Inventory	?
8	Update Fixed Assets	?
9	Build Vehicle Download File	?
10	Edit Miscellaneous Codes	?
16	Return To Previous Menu	?

The logo for Fleet-Net is located on the right side of the Fast Track menu. It features the word "FLEET" in large, bold, blue letters stacked vertically on the left. To the right of "FLEET" is a stylized graphic of a handheld device with a screen and buttons. Above the device, the word "NET" is written in blue. Below the device, there is a small registered trademark symbol (®).

## Edit Miscellaneous Codes

Click **Miscellaneous Codes** to define all codes used throughout the Fast Track 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.

**Modify / Add Misc List Codes**

Module:

Type:

- Applications
- BaudRate
- ComPort
- ComPorts
- DefaultBaudRate
- DefaultComPort
- SerialCom




**Modify / Add Misc List Codes**

Module:

Type:

Code	Value
AF	Active - Full Time
AP	Active - Part Time
AT	Active - Temp
IQ	Inactive
▶	



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

The **Print** button will print a listing of all Miscellaneous Codes. The report will display the **TYPE**, **CODE** and **VALUE**.

Module: FT			
Type	Code	Value	
Applications	FA		FixedAssets
	PI		PhysicalInventory
	SE		ServiceEntry
	WL		WorkOrderLabor
	WM		WorkOrderMaterial
BaudRate	115200		115200
	19200		19200
	38400		38400
	57600		57600
	9600		9600
ComPorts	1		1
	2		2


*Applications: (Specific)*

**Modify / Add Misc List Codes**

Module: FT  
Type: Applications

Code	Value
FA	FixedAssets
PI	PhysicalInventory
SE	ServiceEntry
WL	WorkOrderLabor
WM	WorkOrderMaterial

Print




*BaudRate: (Specific)*

**Modify / Add Misc List Codes**

Module: FT  
Type: BaudRate

Code	Value
115200	115200
19200	19200
38400	38400
57600	57600
9600	9600
▶	

Print




*ComPorts: (Specific)*

**Modify / Add Misc List Codes**

Module: FT  
Type: ComPorts

Code	Value
▶ 1	1
2	2
*	

Print



## Setup Psion Handhelds

Identify units with the serial number and the upload and download paths to transfer data.

Serial Communications Unit Id	
Unit Id:	21280128
Serial #:	MZFA7280128
Unit Description:	Psion BCU-Inventory
Last Upload:	6/5/2018 12:25:45 PM
Last Download:	6/5/2018 12:59:13 PM
Log File Path:	F:\FNW\FT_Data
Upload Path:	F:\FNW\FT_Data
Download Path:	F:\FNW\FT_Data\vehide.txt



Field	Description
Unit ID	Unit ID from the Psion Handheld Unit
Serial #	Serial # from the Psion handheld Unit
Unit Description	Enter a description for this particular Psion Unit. Ex: Inventory or Work Orders
Last Upload	Displays the last upload performed
Last Download	Displays the last download performed
Log File Path	A log is automatically created with errors
Upload Path	Enter the path to save the text file
Download Path	Enter the path of the vehicle.txt

Note: It is recommended that the paths for the Uploading and Downloading of the data be located in your FNW \ FT\_DATA.

## Setup Serial Port

Setup the Com Port and Baud Rate that the individual workstation will use to connect to the BCU.


Select the **Unit Serial #**, **Application**, **Select Com Port** and **Select Baud Rate** from the drop-down list

### Psion Serial Com Startup Form

Unit Serial #:   Create Log File

Application:

Select Com Port:   Select Baud Rate:




**Note: The Default Settings are Com Port 1 and Baud Rate 19200.**

If default settings **ARE NOT** set, click on  to display the following misc. codes;

### Modify / Add Misc List Codes

Module:  Type:


Code	Value
<input type="text" value="115200"/>	<input type="text" value="115200"/>
<input type="text" value="19200"/>	<input type="text" value="19200"/>
<input type="text" value="38400"/>	<input type="text" value="38400"/>
<input type="text" value="57600"/>	<input type="text" value="57600"/>
<input type="text" value="9600"/>	<input type="text" value="9600"/>



### Modify / Add Misc List Codes

Module:  Type:

Code	Value
<input type="text" value="1"/>	<input type="text" value="1"/>
<input type="text" value="2"/>	<input type="text" value="2"/>



## Creating Databases on the BCU

The databases are created prior to entering data for each application or immediately following resetting the database from a previous entry session.

1. Select the **Fast Track** Icon and press **Enter**.
2. Select *Menu* and then the application that will be utilized at this time.
  - a. Press *Menu* to access the Selections tab. Select Create Database. This step will be done each time the database has been transferred and reset.
  - b. Repeat this process for each application: Physical Inventory, Work Order Material, Work Order Labor, Fixed Assets, and Vehicle Service.

## Entering Data for each Application

There are five applications within Fast Track that data may be entered into: Physical Inventory, Work Order Material, Work Order Labor, Fixed Assets, and Vehicle Service.

**Note:** *Before entering data for Vehicle Service, the Vehicle File will need to be built and downloaded into the BCU. Please refer to **Build Vehicle Download File** for assistance.*

1. Enter Fast Track. Select *Menu* to start. From the Fast Track tab select the application you will be working with.
2. Once the form is loaded select *Menu* to start. Select Enter Data from the Selections tab. Scan or enter the data for the following:
  - a. **Physical Inventory** – Three required fields
    - EMPLOYEE # - Minimum 1 character, maximum 8. Automatically duplicates for each Record unless otherwise specified.
    - ITEM # - Minimum 1 character, maximum 20.
    - COUNT - Minimum 1 numeric digit, maximum 7. To reduce an Item, a minus sign may be entered before or after digit. Enter 0 (zero) if needed, blank not allowed.
  - b. **Work Order Material** – Four required fields
    - EMPLOYEE # - Minimum 1 character, maximum 8. Automatically duplicates for Each record unless otherwise specified.
    - WORKORDER # - 10 characters
    - ITEM # - Minimum 1 character, maximum 20.
    - QUANTITY - Minimum 1 numeric digit, maximum 7. To remove an Item from the work order a minus sign may be entered before or After digit. Enter 0 (zero) if needed, blank not allowed.
  - c. **Work Order Labor** – Five required fields
    - EMPLOYEE # - Minimum 1 character, maximum 8. Automatically duplicates for

Each record unless otherwise specified. \*\* Sequence number Automatically displays.

WORK ORDER # - 10 characters

OPERATION - Minimum 1 character, maximum 6. Enter operation code

START TIME - BCU system time displays.

*Press **Enter** to add new employee and operation. When completed with job, Re-enter Employee number and Work order number to acknowledge operation is complete.*

END TIME - BCU system time displays. The total elapsed time will be updated to the Work order once data has been uploaded and updated.

d. **Fixed Assets** – two required fields

EMPLOYEE # - Minimum 1 character, maximum 8. Automatically duplicates for Each record unless otherwise specified.

ASSET # - Minimum 1 character, maximum 20.

e. **Vehicle Service** – Seven required fields

VEHICLE # - Minimum 1 character, maximum 5. The Vehicle # is validated by The lookup table of active vehicle #s.

\*\* Sequence number automatically displays.

EMPLOYEE # - Minimum 1 character, maximum 8. Automatically duplicates for Each record unless otherwise specified.

ODOMETER - HUB READING Minimum 1 character, maximum 8. Enter 0 (zero) if needed, blank not allowed.

VEHICLE CLEANED? - 1 digit, "Y" for YES or "N" for NO

Tab to continue

FUEL - Enter the fuel quantity.  
Minimum 1 numeric digit, maximum 7. To reduce a quantity a Minus Sign which maybe entered before or after digit. Entering blanks Equal Zero

CNG - Enter the cng quantity.  
Minimum 1 numeric digit, maximum 7. To reduce a quantity a Minus sign which maybe entered before or after digit. Entering Blanks equal zero.

OIL - Enter the oil quantity.  
Minimum 1 numeric digit, maximum 7. To reduce a quantity a Minus Sign which maybe entered before or after digit. Entering blanks Equal zero.



ATF - Enter automatic transmission fluid quantity.  
Minimum 1 numeric digit, maximum 7. To reduce a quantity a .  
Minus sign which maybe entered before or after digit. Entering . Blank  
zero.

COOLANT - Enter the coolant quantity.  
Minimum 1 numeric digit, maximum 7. To reduce a quantity a .  
Minus  
Sign which maybe entered before or after digit. Entering blank  
Equal zero.

3. After entering data press Esc to exit the form.

## Upload/Download Handheld Data

To transfer data between the BCU and Fleet-Net for Windows (FNW) both applications will be used to accomplish the transfer.

Select Upload/Download Handheld Data from the FT menu.

### Psion Serial Com Startup Form

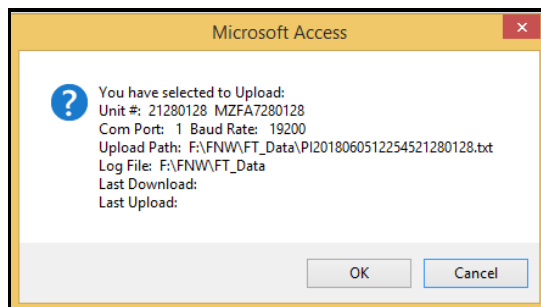
**Unit Serial #:**   **Create Log File**

**Application:**

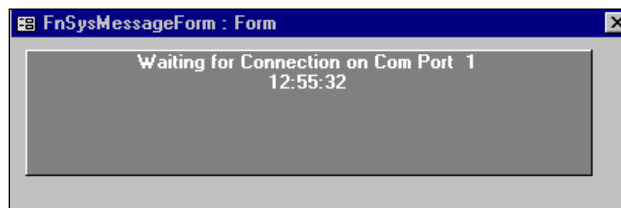
**Select Com Port:**   **Select Baud Rate:**

Field	Description
Unit Serial #	Select the Serial # from the Psion Handheld Unit
Create Log File	Check box to log information to Log File Path
Application	Select the application from the drop-down list
Com Port and Baud Rate	Defaults to what was previously setup

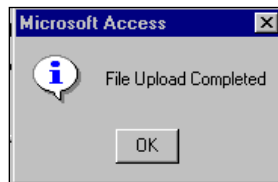
Click on **Upload**: Displays the following information based on setup criteria:



If information is correct, click **OK**. The following displays:



On the BCU, Press *Menu* and select Transfer Data from the Selections tab. Press **Enter** to start the transfer. The status should read Comm Port Open.



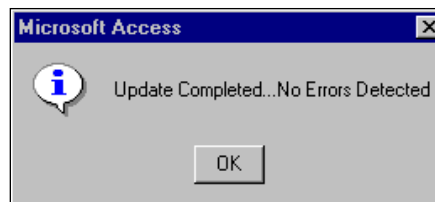
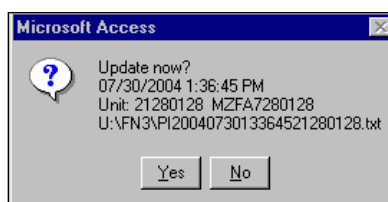
1. After transfer has completed. Access **FNW** and go to the FT Menu.
2. Update the corresponding application that was uploaded from the unit. Once the data has been confirmed and updated, proceed to Reset Database.

Click the refresh button to display all uploads.

Double-click the **Updated field** to select the file to be updated. The top portion of the form is populated.

Click the **Edit button** to view the file prior to updating.

Click the **Update button**, the following confirmation message displays.





If errors occur, Click the Log button to view the log file for errors.

Correct the errors in the text file by clicking the **Edit button**. Save the changes and Update again.

## Build Vehicle Download File

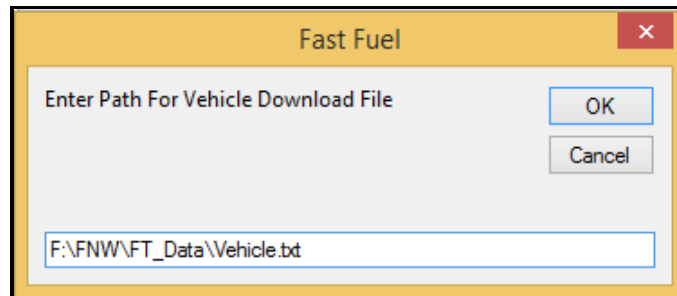
The vehicle file must be built before downloading to the BCU for Vehicle Service Entry. Once the vehicle.txt is built, it is only necessary to build the file again if vehicles have been added or removed from the Vehicle Master.

**NOTE: Do not change or delete records in this form.**

Build Vehicle Download File							
 							
Vehicle #:	100	Make Model:	Orion 40'	Year:	2015	Date Last Service:	12/1/2017 8:32:00 AM
Vehicle Status:	A	Fleet ID:	01	Vehicle Tag Number:	ews236	Date Last Cleaned:	11/3/2017 8:00:00 AM
Date Out Of Service:	12/22/2017 12:48:00 PM		Out Of Service Code:	A			
Vehicle #:	1111	Make Model:	Gillig	Year:	2017	Date Last Service:	
Vehicle Status:	A	Fleet ID:	11	Vehicle Tag Number:	big dog	Date Last Cleaned:	
Date Out Of Service:			Out Of Service Code:				
Vehicle #:	1200	Make Model:	Flyer 2600	Year:	2016	Date Last Service:	11/5/2017 8:08:20 AM
Vehicle Status:	A	Fleet ID:	12	Vehicle Tag Number:	321FGH	Date Last Cleaned:	11/3/2017 8:00:00 AM
Date Out Of Service:	3:58:00 PM		Out Of Service Code:	OS			

Click on the **Build File** button to prepare to download

The following appears:

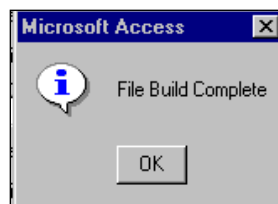


A dialog box titled "Fast Fuel" with a close button (X) in the top right corner. The main text reads "Enter Path For Vehicle Download File". Below this text is a text input field containing the path "F:\FNW\FT\_Data\Vehicle.txt". To the right of the input field are two buttons: "OK" and "Cancel".

Enter the path to the vehicle.txt file.

Click OK to build the file

The following displays:



A Microsoft Access message box with a blue title bar and a close button (X) in the top right corner. It features an information icon (i) on the left and the text "File Build Complete" in the center. Below the text is an "OK" button.

## Download Vehicle File

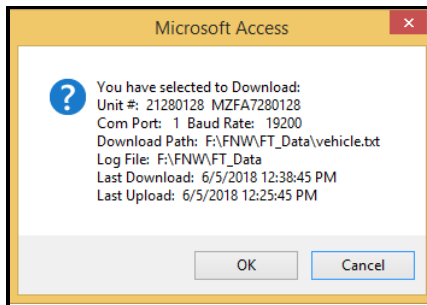
Now that the file is built, it may be downloaded into the BCU.

Select #3 Upload/Download Handheld Data from the FT menu.

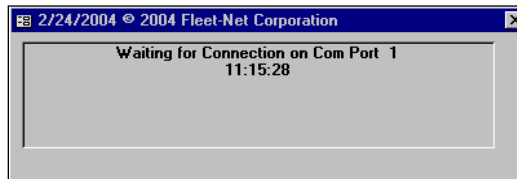
The screenshot shows the 'Psion Serial Com Startup Form'. It includes a 'Unit Serial #' dropdown menu with '21280128' selected, a 'Create Log File' checkbox, an 'Application' dropdown menu with 'SE' selected and a text field containing 'ServiceEntry', 'Select Com Port' dropdown with '1' and a green checkmark, and 'Select Baud Rate' dropdown with '19200' and a green checkmark. On the right side, there are 'Upload', 'Download', and 'STOP' buttons, along with a 'FLEET-NET' logo.

Field	Description
Unit Serial #	Select the Serial # from the Psion Handheld Unit
Create Log File	Check box to log information to Log File Path
Application	Select the Vehicle Service application
Com Port and Baud Rate	Defaults to what was previously setup

Click **Download**. The following displays the following information based on setup criteria:



If information is correct, to continue, Click **OK**. The following displays:

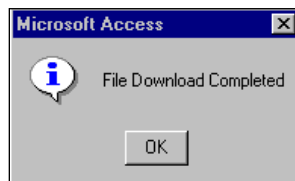


On the BCU, access the *Menu* tab of Vehicle Service and select Download Vehicles.

Press **Enter** to start the transfer of valid vehicles that service may be entered in the unit for.

Upon completion of the download process

The following message displays:



At this point Vehicle Service data may be entered.

## View Uploaded Files

Use this form to view and delete files for an individual application or all applications.

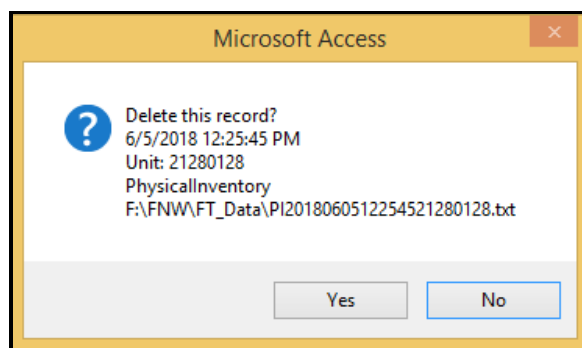
Access to this form should be **assigned to management**.

The screenshot shows the 'Uploaded Files' application window. At the top, there are sorting options: 'Sort Descending Date/Time' (checked), 'Sort Ascending Date/Time' (unchecked), and 'All Applications' (unchecked). Below this, the 'Application' is set to 'WM' and the file name is 'WorkOrderMaterial'. The main area contains three records, each with the following fields: 'Uploaded' (date and time), 'Unit Id' (21280128), 'User Id' (ethorn), 'Errors Detected' (checkbox), 'Serial #' (MZFA7280128), 'Description' (WorkOrderMaterial), 'Updated' (date and time), and 'Path To File' (T:\TechSupport\W9SQL\FT\_Data\WM2008010916273521280128.tx). The first record is highlighted. At the bottom, there is a record navigation bar showing 'Record: 3 of 3'.

Double click the **date and time in the Uploaded field**.

The screenshot shows the 'Uploaded Files' application window. The 'Application' is set to 'PI' and the file name is 'PhysicalInventory'. The main area contains one record with the following fields: 'Uploaded' (6/5/2018 12:25:45 PM, highlighted in yellow), 'Unit Id' (21280128), 'User Id' (Dfigenbaum), 'Errors Detected' (checkbox), 'Serial #' (MZFA7280128), 'Description' (PhysicalInventory), 'Updated' (empty), and 'Path To File' (F:\FNW\FT\_Data\PI2018060512254521280128.txt). The 'Uploaded' field is highlighted in yellow.

The following confirmation message will display.



## Resetting Databases

After all of the data has been transferred and updated, the databases must be reset to allow new databases to be created for the next day or usage. All databases should be reset after they have been transferred and verified.

1. From the application menu select Reset Database.

- a. Enter password and press **Enter**.

Unit displays:

FnFtOpenDataBase

Are you sure?

Press **Enter** to accept or Esc to cancel.

2. Create new database for next time to be used. If the database is not created at this time, it must be created prior to any data entry.

**\*\* When scanning the bar code press the SCAN button only ONCE. Holding the button will do a multiple scan. DO NOT press the SCAN button on a bar code, move the laser to the bar code after pressing the button. Most importantly... DO NOT SCAN LASER INTO EYES.**

If the unit is at the main Fleet-Net Fast Track icon use the following steps:

1. Press the ENTER key on the FAST TRACK icon. Wait a few seconds for the program to load.
2. Press the MENU button to select program.
3. Use the DOWN ARROW to move from Physical Inventory to WORK ORDER MATERIAL. Press ENTER.
4. Press MENU to start WORK ORDER MATERIAL.
5. Press ENTER to select ENTER DATA. Wait a few seconds to load form.

This is where the unit should be at all times... press ON/ESC if screen is off.

6. At the EMP #, scan the bar code that is listed by your name. If manually entering the number, make sure to enter all digits (i.e.: 00040) followed by ENTER. *Scanning will automatically move you to next step.*
7. At the WORK ORDER #, scan the bar code on the work order. If manually entering the number, make sure to enter all digits (ie:1V00028907) followed by ENTER. *Scanning will automatically move you to next step.*
8. At ITEM #, scan the bar code on the Bin for the item using. *Scanning will automatically move you to next step.*
9. MANUALLY enter the QUANTITY of the item being used followed by pressing ENTER.
10. When completed, press ENTER at the ITEM#, then DEL at the WORK ORDER # followed by ENTER. Press DEL at the EMP # and then press the OFF button. The next mechanic can begin at step #6.

**\*\* IF RETURNING ITEM(s):**

- a. **SAME DAY:** Scan the EMP #, Work Order #, ITEM# and change the QTY to the correct number.
- b. **NEXT DAY or Thereafter:** Scan the EMP #, Work Order #, ITEM#, and enter the QTY that is being returned to the shelf as a negative number (i.e.: -1)

**\*\*FYI:** The Contrast button and Nightlight are the buttons on the top right. Use to adjust screen.

## Troubleshooting

### Q. What should I do if the unit "locks" up on me?

A. If the bar code unit "locks up" on the user you may try the following steps to release The unit. These steps will perform a "soft" re-boot on the bar code unit. Performing These steps should maintain the integrity of the programs and data.

1. Press the following keys at the same time: Psion key (Bottom-left key that has a u above the underscore line), Ctrl key and the Del key.
2. When all three keys are pressed the screen will display a series of actions and finally display the Psion splash screen.
3. Select the *Menu* button at the Psion splash screen. Use the arrows to select the System Screen. Press **Enter**
4. Press *Menu*. Go to the Apps tab. Select Install. Use the arrows to select **Fastrac.app** and press **Enter**. After installing the new icon(s) display.



**Q. How do I check the status of the batteries?**

A. Press the following keys **Shift-Ctrl-B** to access the "Power Supply Info" screen.

This screen will display the following information:

<u>Power Supply Info</u>	
<b>MAIN BATTERY</b>	<b>GOOD</b>
<b>GOOD</b>	
Supply Type	External

\*\* The Supply type will be one of three Items: External (when sitting in Docking Station), Rechargeable, or AA Alkaline.

**Q. What do I do if the bar code unit is not charging?**

A. If the light is not displaying on the docking station you will need to make sure that the Battery is getting a good contact with the unit. Remove the NiMh rechargeable Battery from the unit and make sure that the metal contact is not pressed against the Casing. This contact piece must make contact with the battery compartment in order To fully charge.

You may also check the status of the batteries to determine which supply type is Being seen by the unit and the status.

**Q. In what order should the batteries be changed in?**

A. Only one battery should be changed at a time. If the backup lithium battery needs to Be replaced make sure that the NiMh battery remains in the unit while the lithium Battery is being changed. If both batteries are removed all programs and data will Be erased from the unit.  
If both are being changed and the unit will be reprogrammed, remove both batteries. Fit the lithium battery prior to the main NiMh battery.

Q. If I get "Operation Requires Current Record 3021" "FnFtTransferWoMat" on the Psion unit, what does this mean?

A. This means that you have an open database in the Psion unit but there is no data Stored in the unit to transfer into Fleet-Net.

# Appendix A

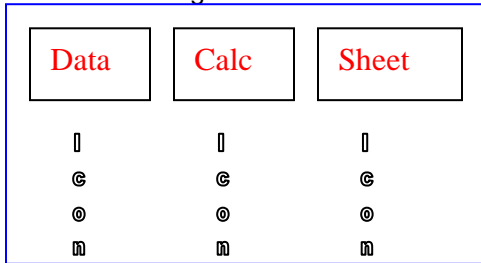
## Support Tip-Reprogramming the Psion BCU Unit

### Topic/Problem:

Please follow the steps below to reprogram the Psion Unit.

### Procedure:

1. From the PC plug the serial cable into the back of the PC. (Usually Com Port 1) The other end should be plugged into the single docking station cradle.
2. Place the Psion unit into the single cradle. (*Do not try and execute step 3 before the unit is in the cradle*) The docking station has lights at the base of the unit. Once the Psion unit has been placed into the unit to bottom left light will be red, the other two will not be lit and the far right one should be green.
3. If the Psion unit has lost its Fleet-Net icon/s for example the Fast Track or Easy Sample you will probably only see the following icons from the base menu.



4. Press the grey MENU button on the Psion Unit.
5. Use the left/right yellow arrows to navigate to the SPEC tab.
6. Now use the up/down yellow arrows to navigate to the REMOTE LINK option and press the yellow ENTER button.
7. Use the left and right yellow arrow keys to change the settings to reflect as follows and then press the ENTER key when complete to return to the icon base menu.  
Remote Link           **On**  
Baud Rate               19200  
Port                      **C**  
Parameters
8. You should now notice that an orange light is lit on the cradle by two-way communication symbol (crooked arrow line)       NOTE: (It is recommended that you repeat step 6 again to make sure changes made are still correct. If settings are still correct then go to the next step to prepare the PC to communicate with the Psion unit.
9. On the PC open Windows Explorer and navigate to the Psion \ Psion804 \ Install folder and double click the PSISSETUP.EXE file.
10. When the window appears click the FNET.CTL option located on the left side of the window. If a connection is made the following will appear. Then click OK.

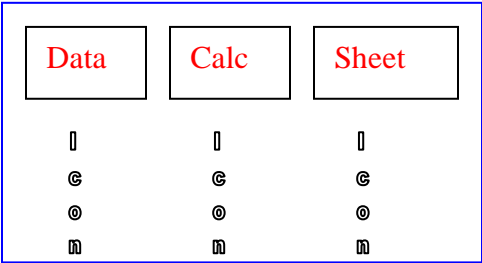
“Attempting to establish communication”  
“Copy ..... Files to system”

Psion setup – choose Psion Disk  
Disk – Internal  
Space available 1882 kb  
Space required 112 kb

Psisetup – Installing from Fnet.ctl  
50%  
30%

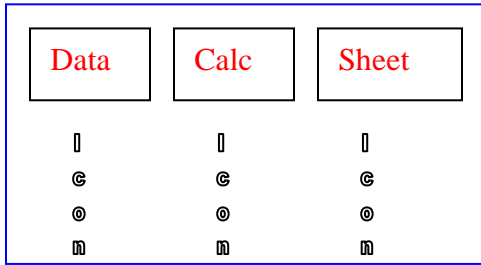
Installation Complete  
9 files of 9 copied

- 11. You can now exit the PSISSETUP.EXE option and Windows Explorer on the PC.
- 12. Now return to the Psion unit and it should still be at the **ICON BASE MENU** as seen below. Press the MENU button.



- 13. Use the left/right yellow arrows to navigate to the SPEC tab.
- 14. Now use the up/down yellow arrows to navigate to the REMOTE LINK option and press the yellow ENTER button.
- 15. Use the left and right yellow arrow keys to change the settings to reflect as below and then press the ENTER key. You should now notice that an orange light is no longer lit on the cradle (by two-way communication symbol - looks like a crooked arrow line) and you should be back at the **ICON BASE MENU**.  
Remote Link                   **Off**  
Baud Rate  
Port  
Parameters
- 16. Once you have turned the remote link off, the Psion unit can then be removed from the docking station cradle.
- 17. At this point the Psion unit now has the programs loaded again but several setup steps still need to occur.
- 18. From the **ICON BASE MENU** select the *Menu* button.

Fast Track Users Guide

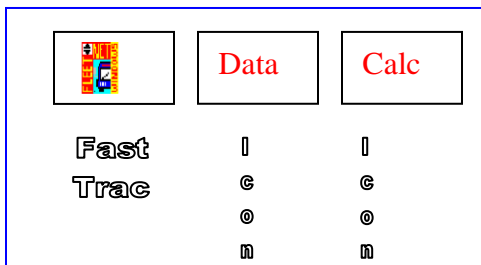


19. Use the yellow left/right and move to the Ctrl Tab. Use up/down arrow to select System Configuration and press Enter.

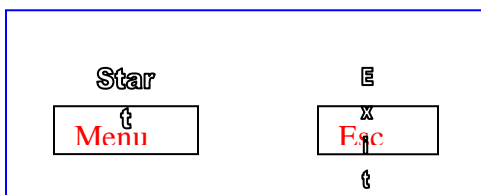
i) Move to the System Formats Tab. Select Time and date format and press Enter. Use the Left /Right yellow arrows to change the Date format from **day/month/year** to **Month/Day/Year** and press Enter this will return you to the ICON BASE MENU.

20. Press *Menu* again. Use the yellow left/right and move to the Ctrl Tab. Use down arrow to select Set time and date and press Enter. Change the time and date to be current and when completed press Enter to return to the **ICON BASE MENU**.

21. Press *Menu* use arrow key to go to the Apps tab. Select Install and press Enter. Use the left arrow to select **Fasttrac.app** (or whichever program needs to be installed) and press **Enter**. After installing, the new icon(s) displays as seen in the example below.



22. Select the new **Fast Trac** icon and press Enter (sometimes takes a couple seconds). This should bring you to the Fast Track menu as seen below.



23. Press the *Menu* button and use the arrows to move to the System Info tab. Use down arrow to select Create Database option and press Enter button. Press Enter button again at the Create Data Base? Prompt. Message will appear "Database Created" and press Enter again.

24. Press *Menu* button, the System Info tab should still display. Select the Security form. Select a new password (we suggest using the word "**GO**") that will be used to reset the databases. Confirm the new password by re-entering it. Press Enter button and message appears "Password Updated OK". Press Enter button and then press the on/Esc button to exit.

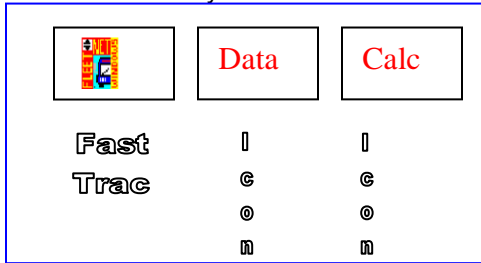
25. Press *Menu*, the System Info tab should still display. Select the Application form. Enter the Application (module) Code for the module you are licensed for (Example FT for Fast Track or ES for Easy Sample) and press Enter. At the Password prompt enter the lengthy password that was sent when you first received the BCU units and press Enter. If you no longer have the document, contact the Vegas office. (Password is not case sensitive) When password is accepted, press Esc to exit.

26. Press *Menu*, the System Info tab should still display. Select the Setup Com Port form.

If using the **Docking station** to transfer the data, verify that the **Com Port** is set to **C**. To do so, press Delete and type a C and then press Enter. Change the baud rate the same way to 19200 from 9600. Press the ESC key to exit.

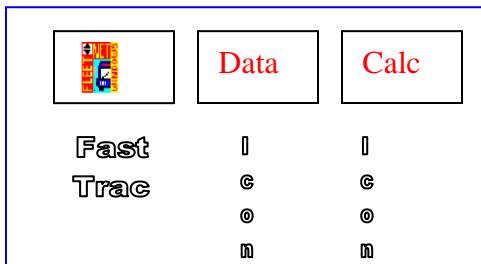
If transferring the data using the **Serial cable**, the **Com Port** should be set to **A** And the baud rate should be set to 19200.

27. Return all the way back to the Icon Base Menu by pressing the ESC key.



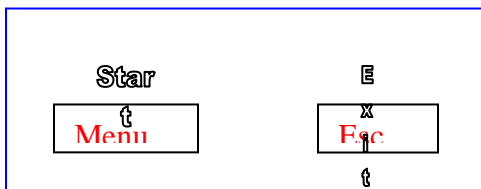
- 28. Select the Fast Trac icon by pressing Enter button (May take a couple seconds). Then press the Menu button.
- 29. Navigate with the arrow keys to the Fast Track Tab. Down arrow to Work Order Material (or whichever application you are wanting to use) and press Enter. Now select the Menu button and arrow down to Create Database and press Enter. Prompt appears "Create Data Base?" Press the Enter button. Will then display "Database Created" Press Enter button.
- 30. Press Menu button again use arrows to select Enter Data option and press Enter button. **User should now be able to enter data and the reinstallation process is complete.**
- 31. Once all data has been entered follow the procedure in the FT manual that explains the Transfer Data option.
- 32. Once all data has been transferred, verified and updated to Fleet-Net, the database can then be reset. To reset, starting from the Base Icon Menu select the Fast Trac icon (or other FN module icon – Example Easy Sample) and press Enter.

33.



34. Next select the Menu button.

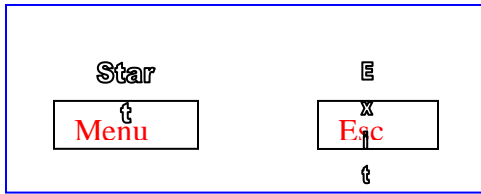
35.



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36. Select the Fast Track Tab and use down arrow to pick the program that applies. Example "Work Order Material" and press Enter.
37. Again select the Menu button

38.



39. Use down arrow to select the Reset Database option and press Enter button.
40. The program is now prompting for the password. Usually the word **GO** or whatever was setup from step 24 and press Enter button. The system now prompts "Are you sure?" Press the Enter button for ok. The status field now indicates "\*\*\*Completed\*\*\*". Press the ON/ESC button to exit. This should return you to the **Base Icon Menu** and will have reset the database.
41. Before new data can be entered into the BCU the database must be created again as indicated in step 29.