USER MANUAL

TABLE OF CONTENTS

Overview

This user manual has been designed to complement user training and contains work instructions on utilising the major features of OurFleet.

Technical Support

Additional support can be provided by emailing: support@ourfleet.com.au

The following information should be included in your support query:

- full description of the problem including; username, time of occurrence, task being undertaken during the error and screen prints,
- advice on whether OurFleet is working for other tasks would also be useful, and
- contact name and number for issue resolution.

Technical support response time will depend upon the severity.

All technical support will be provided during 8:30am – 5:00pm Monday to Friday. Technical support will be classified as follows:

Severity	Description	Initial Response Time	Update Frequency
One	The Product does not function at all	2 business hours	Daily until resolved
Two	A major component of the Product is not functioning causing a large impact	3 business hours	Daily until resolved
Three	A component of the Product is not functioning causing minor to moderate impact	6 business hours	Every two business days until resolved
Four	Usage questions, clarification of documentation	24 hours	Weekly until resolved
Five	Suggestions, requests for new features and enhancements	24 hours	At the discretion of e-fficiency Business Solutions and/or WEB MATRIX

General Feedback

General feedback including suggestions and feature requests are welcomed and can be submitted through the feedback form within the OurFleet application.

Setting up

When setting up OurFleet initially, the following process is recommended:

1. Check your personal information as the first Administrator setup. This information has been set up by us (within Employees),
2. Setup Departments (within General),
3. Setup Service/Repair Agents (within General),
4. Setup Insurance Brokers (within General),
5. Setup Company locations (within General),
6. Setup Vehicle Types (within General),
7. Setup Vehicle Manufacturers (within General),
8. Setup Vehicle Models (within General),
9. Setup Licence types (if required, within General),
10. Setup Registration Types (if required, within General),
11. Setup Vehicle Inclusions (within General),
12. Setup all Employees (within Employees). It is recommended that network usernames utilised within your Company are used for OurFleet usernames and a generic password is set initially, such as 'password',
13. Setup all Vehicles (within Vehicles),
14. Communicate to your Employees that OurFleet is now ready to be utilised for vehicle bookings. Include in this communication, the website address, username and generic password you have setup. Please ensure you remind your employees to change their password upon their first login.
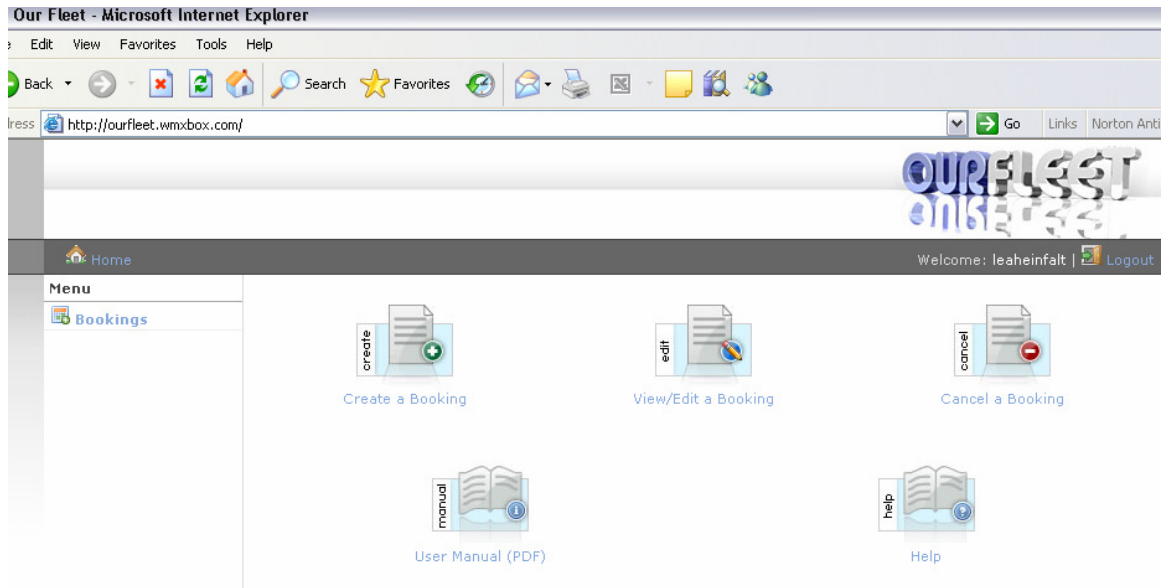15. Start using OurFleet!

Bookings

Create a booking

1.   Load OurFleet through the website address provided to you:

© 2006 WEB MATRIX & e-fficiency Business Solutions – Version 1
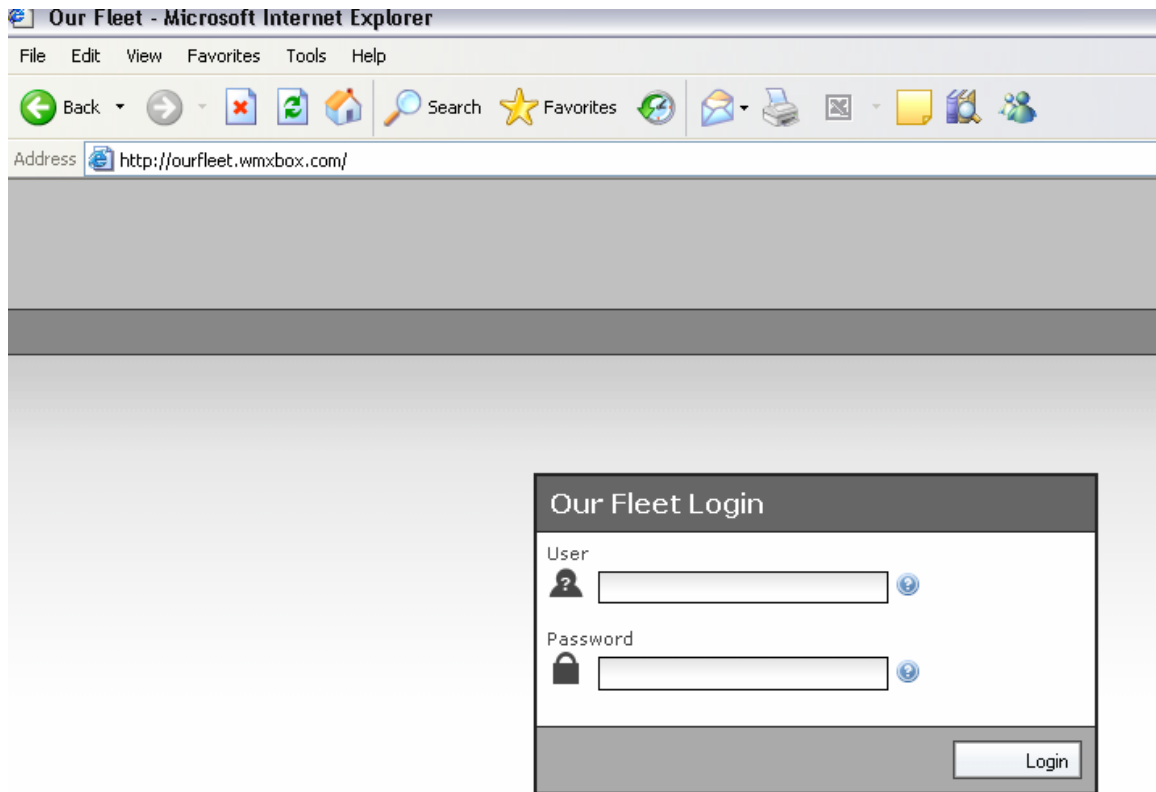
2. Log into OurFleet with the username and password provided – the following screen loads after a successful login:


3. To create a new booking click on:

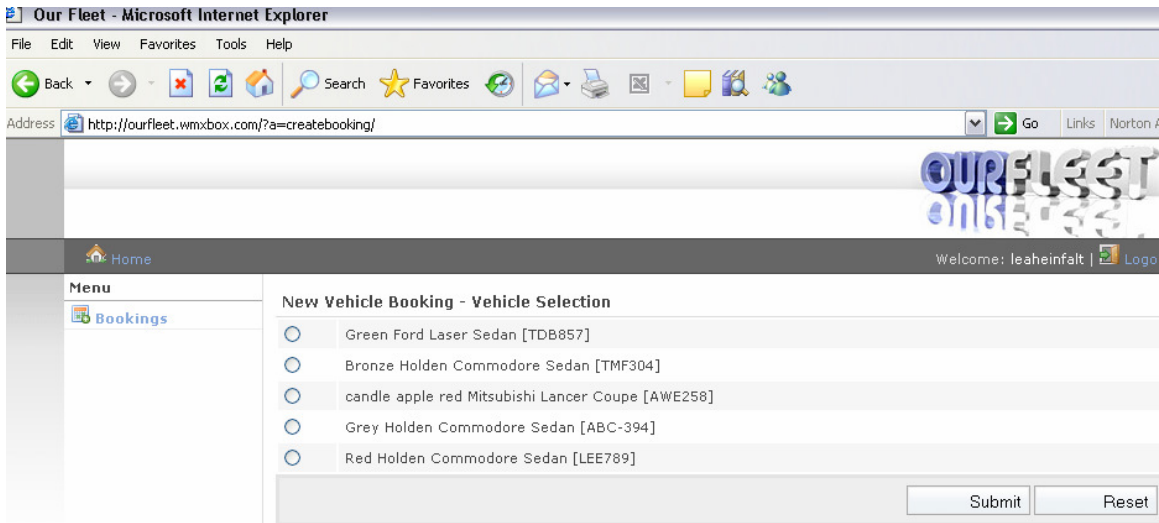4.   The following screen then loads:

5.   Enter the required information as follows:

Field Name	Description
Employee	Employee name who will be driving the vehicle **Example:** John Smith
Booking Start Date*	The date the booking commences from **Example:** Oct ∨ 10 ∨ 2006 ▥
Booking Start Time*	The time the booking commences **Example:** 09:00 AM
Booking End Date*	The date the booking concludes **Example:** Oct ∨ 10 ∨ 2006 ▥
Booking End Time*	The time the booking concludes **Example:** 11:30 AM
Departure Location*	The office the booking departs from **Example:** Head Office
Number of Passengers*	The number of passengers travelling with the driver **Example:** 2
Inclusions	Select the inclusions required for your booking. **Example:** Tow bar

Once completed, press: [Submit]
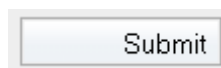
6.   The vehicles available for use will then be shown, as per the below.

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7.   Select the vehicle you would like to use by clicking the radio button and then submit. The following screen will then appear:

8.	Enter the required information as follows:

Field Name	Description
Destination*	The destination you are travelling to **Example:** Melbourne Office
Purpose*	The purpose of your trip **Example:** AGM
Department*	The department/program responsible for the travel **Example:** Human Resources
Reminder Period*	The interval at which you would like to receive an email reminder regarding your booking **Example:** 5 hours

Once completed, press: [Submit]

9.	A summary screen as shown below is then available. Review your booking and press [Submit]

New Vehicle Booking - Booking Details Confirmation

Employee Details

Booked By:	Leah Einfalt
Additional Passengers:	2
Department:	Human Resources
Reminder:	5 hours before the booking

Booking Details

Vehicle :	Green Ford Laser Sedan [TDB857]
Leaving From:	Head Office
Start:	Oct 13th 2006 9:00am
End:	Oct 13th 2006 1:30pm
Destination:	Melbourne Office
Purpose:	AGM

[Submit] [Reset]

10. You are then returned to the view/edit screen where you can view all bookings.

11. From this screen you can return to or

View/Edit a booking

1. Load OurFleet and click on:

View/Edit a Booking

2. The following screen appears:

3. From this screen, you can simply click on a booking to view the details. Note: You will only be able to edit bookings made by yourself.

View Booking

Booking Details	
Booked By:	Leah Einfalt
Department:	Engineering
# Passengers:	4
Departing From:	Head Office
Booking Start:	Oct 18th 2006 11:30am
Booking End:	Oct 18th 2006 1:00pm
Destination:	Hawaii
Purpose:	Test amphibiousness

Vehicle Details	
Vehicle:	Bronze Holden Commodore Sedan
Registration:	TMF304

Edit   Delete

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4. Click **Edit** to edit a booking.

5. The following screen then appears:

Edit Vehicle Booking - Booking Details

Employee	Leah Einfalt
Booking Start Date*	Oct 18 2006
Booking Start Time*	11:30 AM
Booking End Date*	Oct 18 2006
Booking End Time*	01:00 PM
Departure Location*	Head Office
Number of Passengers*	4
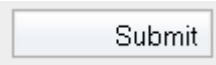
Submit   Reset

6. Make the required changes and press **Submit** and the following screen appears:

Edit Vehicle Booking - Vehicle Selection

- ○ Green Ford Laser Sedan [TDB857]
- ◉ Bronze Holden Commodore Sedan [TMF304]
- ○ candle apple red Mitsubishi Lancer Coupe [AWE258]
- ○ Grey Holden Commodore Sedan [ABC-394]
- ○ Red Holden Commodore Sedan [LEE789]

Submit   Reset

7.   Select a suitable vehicle and press [Submit] and the following screen appears:
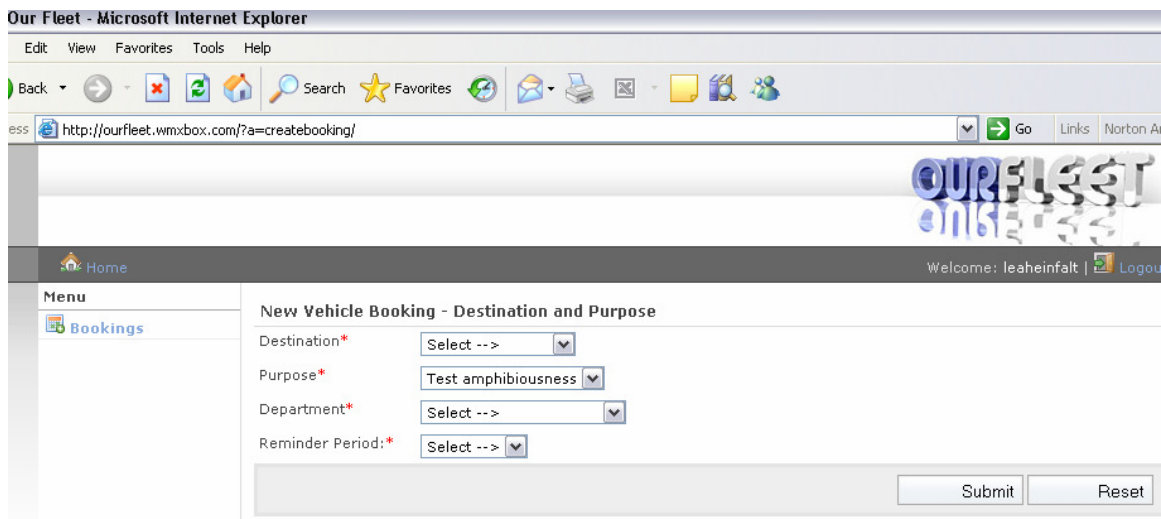
8.   Enter the required changes as follows:

Field Name	Description
Destination*	The destination you are travelling to **Example:** Melbourne Office
Purpose*	The purpose of your trip **Example:** AGM
Department*	The department/program responsible for the travel **Example:** Human Resources
Reminder Period*	The interval at which you would like to receive an email reminder regarding your booking **Example:** 5 hours

Once completed, press: [Submit]

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9.   A summary screen as shown below is then available. Review your

booking and press [Submit]

New Vehicle Booking - Booking Details Confirmation

Employee Details		Booking Details	
Booked By:	Leah Einfalt	Vehicle :	Green Ford Laser Sedan [TDB857]
Additional Passengers:	2	Leaving From:	Head Office
Department:	Human Resources	Start:	Oct 13th 2006 9:00am
Reminder:	5 hours before the booking	End:	Oct 13th 2006 1:30pm
		Destination:	Melbourne Office
		Purpose:	AGM

[Submit]   [Reset]

10. You are then returned to the view/edit screen where you can view all bookings.

11. From this screen you can return to [Home] or [Logout]

Cancel a booking

1.   Load OurFleet and click on:

Cancel a Booking

2.   The following screen appears:

3.   From this screen, select the booking you would like to cancel by clicking
       on the booking.
       Note: You will only be able to cancel bookings made by yourself.
       The following screen appears:

4. Click **Delete** to cancel a booking. The following screen appears:

Confirm Booking Deletion

⚠ Are you sure you want to delete the following booking?

Booking Details	
Booked By:	Leah Einfalt
Department:	Human Resources
# Passengers:	2
Departing From:	Head Office
Booking Start:	Oct 13th 2006 9:00am
Booking End:	Oct 13th 2006 1:30pm
Destination:	Melbourne Office
Purpose:	AGM

Vehicle Details	
Vehicle:	Green Ford Laser Sedan
Registration:	TDB857

Confirm   Cancel

5. Click **Confirm** to confirm the booking deletion.

6. You are then returned to the view/edit screen where you can view all bookings.

Our Fleet - Microsoft Internet Explorer

Edit   View   Favorites   Tools   Help

Back · · × · · Search · Favorites · · · · · · · ·

ress http://ourfleet.wmxbox.com/?a=bookings   · Go   Links   Norton Anti

🏠 Home   Welcome: leaheinfalt | 📄 Logout

Menu
📋 Bookings

Bookings
📋 New Booking

Booking Date	Return Date	Employee	Vehicle	Purpose
Oct 11th 2006 6:30am	Oct 11th 2006 10:30am	Cameron Knights	AWE258	Test amphibiousness
Oct 13th 2006 9:00am	Oct 13th 2006 1:30pm	Leah Einfalt	TDB857	AGM
Oct 13th 2006 10:00am	Oct 13th 2006 2:00pm	Leah Einfalt	TMF304	Test amphibiousness
Oct 14th 2006 9:00am	Oct 14th 2006 11:30am	John Smith	TDB857	AGM
Oct 14th 2006 9:00am	Oct 14th 2006 11:30am	Justin Pradier	TDB857	AGM
Oct 14th 2006 9:00am	Oct 14th 2006 11:00am	Cameron Knights	TDB857	AGM
Oct 15th 2006 9:00am	Oct 15th 2006 1:00pm	Cameron Knights	TMF304	Test
Oct 17th 2006 1:00am	Oct 18th 2006 2:00am	Cameron Knights	999999	Test amphibiousness
Oct 18th 2006 11:30am	Oct 18th 2006 1:00pm	Leah Einfalt	TMF304	Test amphibiousness

7.   From this screen you can return to or

Employees

Create a new employee

1. Log into OurFleet as an administrator. The following screen loads:
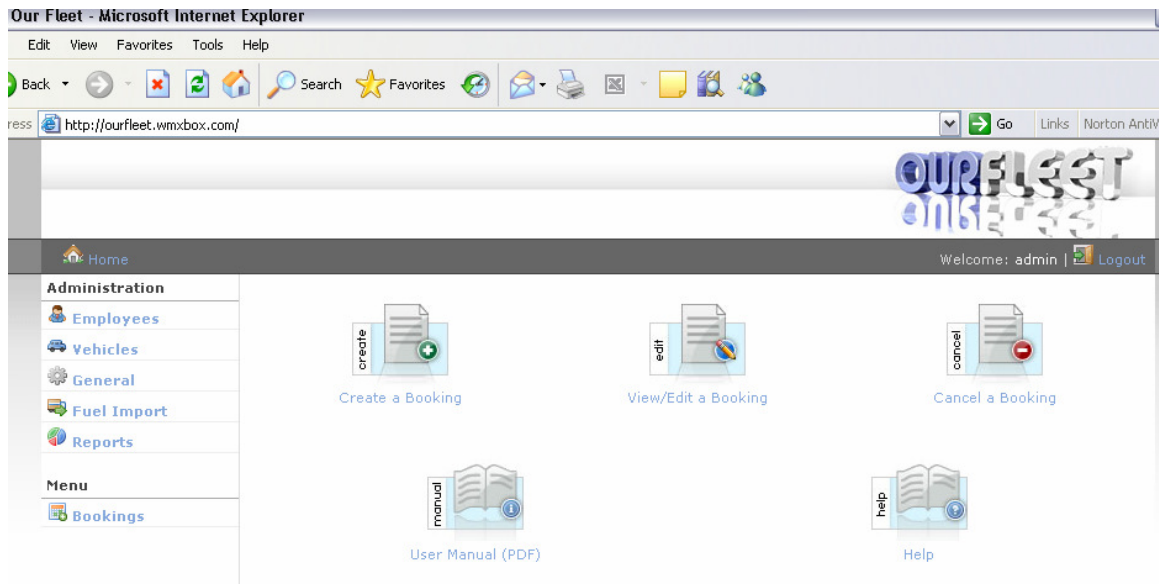
2. Click on **Employees** from the Administrator menu. The following screen loads:

3. Select to create a new employee profile. The following screen loads:

4. Enter the information as follows:

Field Name	Description
User Name*	The login name for the new user **Example:** johnsmith
Password*	The initial password for the new user **Example:** password
Verify Password*	Retype the initial password for confirmation **Example:** password
Email*	The business email address for the new user **Example:** johnsmith@ourbusiness.com.au
Access Level*	OurFleet user or OurFleet Administrator **Example:** 1. OurFleet User
Department*	The department the user belongs to **Example:** Information Technology
Location*	The home site for the user **Example:** Head Office
First Name*	The user's christian name **Example:** John
Last Name*	The user's surname **Example:** Smith
Address*	The user's home address **Example:** 123 Jones Street
City*	The user's home city **Example:** Albury
Postcode*	The user's home postcode **Example:** 2640
State*	Select the user's home state from the drop down list **Example:** NSW
Phone 1*	The user's work phone number **Example:** 0260606060
Phone 2*	The user's home phone number, if required **Example:** 0260020202
Mobile*	A mobile number for the user, if required **Example:** 0414 121 121
Enabled*	Ensure the check box is ticked to enable the user to access the system **Example:** ☑

5. Once completed, press ![Submit] and the following screen appears showing all users:

Employee Administration

👤 Add Employee   View: **All | Active | Inactive**

Lastname	Firstname	Location	Department	Username	Active
Einfalt	Leah	Head Office	Public Relations	leaheinfalt	Y
Knights	Cameron	Head Office	Human Resources	Cam	Y
Smith	John	Head Office	Technical Support	johnsmith	Y
Smith	John	Head Office	Engineering	john	Y

6. Click on the user just added to enter driver licence details, if required. The following screen appears:

7. To enter licence details, enter the following information:

Field Name	Description
Licence Type*	Select from the drop down menu **Example:** C
Licence Number*	Enter the employee's licence number **Example:** 11225912
Expiry Date*	Enter the expiry date for the licence **Example:** [Oct ▼] [10 ▼] [2006] 📅
State*	Enter the state in which the licence is held **Example:** VIC

8. Once completed, press ![Submit] and the following screen loads:

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9. To confirm the details, press [Confirm] and the following screen loads:

10. From this screen, you can enter additional licences or return to [Home] or [Logout]

Edit an employee

1. Load OurFleet and click on **Employees** from the Administrator menu to view all employees. The following screen loads:

2. Select an employee to edit by clicking on their name. The following screen loads:

3. Make required changes, including reallocating a password if required and press **Submit**. The following screen loads:

4.   Edit additional users or return to or

Archive an employee

Employee's are not deleted in OurFleet they are simply 'archived' so their details can be accessed in the future, if required or they can be re-instated as a user.

1. Load OurFleet and click on **Employees** from the Administrator menu to view all employees. The following screen loads:

Employee Administration

Add Employee   View: All | Active | Inactive

Lastname	Firstname	Location	Department	Username	Active
Einfalt	Leah	Head Office	Public Relations	leaheinfalt	Y
Knights	Cameron	Head Office	Human Resources	Cam	Y
Smith	John	Head Office	Engineering	john	Y

2. Select an employee to archive by clicking on their name. The following screen loads:

Edit Employee

System Login Details:

User Name*	johnsmith
Password*	••••••••
Verify Password*	••••••••
Email*	john@somewhere.com
Access Level*	1 OurFleet User

Employee Details

Department*	Technical Support
Location*	Head Office
First Name*	John
Last Name*	Smith
Address*	1 Jones Street
City*	Albury
Postcode*	2641
State*	NSW
Phone 1*	0260718485
Phone 2	
Mobile	
Enabled	☑

New Licence

Licence Type*	Select -->
Licence No.*	0
Expires*	Oct 10 2006
State*	Select -->

Submit   Reset
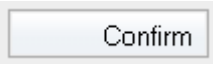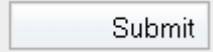
Licences

Type	Number	Expires
C	11225912	Dec 10th 2006

3.   Deselect the checkbox next to Enabled so it appears as so:

Enabled

Submit   Reset

4.   Press Submit and the following screen loads:

Employee Administration

Add Employee   View: All | Active | Inactive

Lastname	Firstname	Location	Department	Username	Active
Einfalt	Leah	Head Office	Public Relations	leaheinfalt	Y
Knights	Cameron	Head Office	Human Resources	Cam	Y
Smith	John	Head Office	Technical Support	johnsmith	Y
Smith	John	Head Office	Engineering	john	Y

5.   Archive additional users or return to Home or Logout

Changing an employee password

Employees are able to change their own passwords or have their password reset by the administrator. Resetting an employee password is covered in 'edit an employee'. This section covers off employees changing their own passwords.

1.   Select from the below screen upon logging in:

2.   The following screen then loads:

3.   The employee then enters the following information:

Field Name	Description
Current password*	Enter the current password **Example:** password
New Password*	Enter the new password you would like to use **Example:** password2
Confirm New Password*	Retype the new password for confirmation **Example:** password2

Once completed, select and the following screen loads:

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Change My Password

Your Password has Been Changed Successfully

Current Password* [   ]

New Password* [   ]

Confirm New
Password* [   ]

[Submit] [Reset]

4.   From here you can return to [Home] or [Logout]

Vehicles

Add a new vehicle

1.   Log into OurFleet as an administrator. The following screen loads:

2.   Select from the Administrator menu and the following screen summarising all vehicles appears:

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3. To add a new vehicle, select and the following screen appears:

4. Enter the required information as follows:

Field Name	Description
Keytag ID	If you have allocated a keytag ID to your vehicles, enter this number here **Example:** 56
Location*	Enter the home location for the vehicle from the drop down menu **Example:** Head Office
Model*	Enter the model of the vehicle from the drop down menu **Example:** Holden Commodore Sedan
Year*	Enter the year of manufacture **Example:** 2005
Date Obtained*	Enter the date the business obtained the vehicle **Example:**
Purchase Cost	Enter the initial purchase cost for the vehicle. If the vehicle is leased, leave this blank. **Example:** 30000
Initial Odometer*	Enter the initial odometer reading that the vehicle was purchased/leased with **Example:** 980

Field Name	Description
Seats*	Enter the number of seats with seatbelts in the vehicle **Example:** 5
Colour*	Enter the colour of the vehicle for descriptive purposes only **Example:** White
Etag ID	If the vehicle is allocated an Etag ID, enter this ID here **Example:** 6789
Include in bookings	Is this vehicle available for other people to book? **Example:** ☑

5. Once completed, press ⟨Submit⟩ and the following screen loads:

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6.   Review the data and if correct, select [Confirm] and the following
       screen loads:

7.   Enter the vehicle's registration details as follows:

Field Name	Description
Number*	Enter the vehicle's registration number **Example:** ABZ123
Type*	Enter the registration type from the drop down menu **Example:** Car
State*	Enter the state of registration from the drop down menu **Example:** VIC
Start Date*	Enter the date registration commenced **Example:** [Oct ▼] [10 ▼] [2006] 📅
Expires*	Enter the date registration expires Example: [Oct ▼] [10 ▼] [2006] 📅
Notes	Enter any relevant notes about the registration Example: Temporary registration sticker received

8.   Once completed, press [Submit] and the following screen loads:
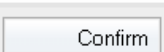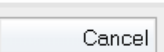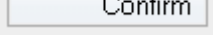
Registration History

Vehicle

Silver Mitsubishi Lancer - Coupe

<< Back | Add Registration

Registrations

Reg.	Type	Starts	Expires	Cost	

New Registration

Number: AEE678
Type: Car
Start Date: Aug 10th 2006
Expires: Dec 10th 2006
Cost: 150
Notes:

[Confirm]   [Cancel]

9.   Review the data and if correct, select [Confirm] and the following
      screen loads:

Registration History

Vehicle

Silver Mitsubishi Lancer - Coupe

<< Back | Add Registration

Registrations

Reg.	Type	Starts	Expires	Cost	

New Registration

Number*   [   ]   ?

Type*   [Select --> v]   ?

State*   [Select --> v]   ?

Start Date* [Oct v] [10 v] [2006]   ?

Expires*   [Oct v] [10 v] [2006]   ?

Cost*   [   ]   ?

Notes

[   ]

?

[Submit]   [Reset]

10.   Press **<< Back** and the following screen loads:

11.   From here you can add the insurance details or return to **Home** or **Logout**

12. To add the insurance details click View/Edit Insurance Details... and the following screen loads:
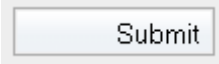

13. Enter the insurance details as follows:

Field Name	Description
Broker*	Select the insurance broker from the drop down list **Example:** RACV
Policy Number*	Enter the insurance policy number **Example:** SB7899GJX
Monthly Cost*	Enter the monthly insurance cost **Example:** 100
Start Date*	Enter the start date of the insurance policy **Example:**
Expires*	Enter the date the insurance policy expires **Example:**
Description*	Enter any additional relevant information here **Example:** Windscreen cover included

14. Once completed, press [Submit] and the following screen loads:

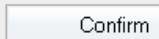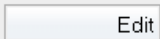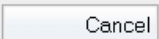**Insurance History**

Vehicle
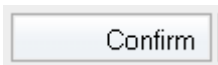
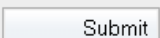Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Insurance

Insurances

Start Date	Expires	Policy Number	Monthly Cost

New Insurance

Cost:	RACV
Policy Number:	78990jn
Monthly Cost:	90
Start Date:	May 10th 2006
Expires:	Dec 10th 2006
Description:	windscreen cover included

[Confirm] [Edit] [Cancel]

15. Review the data and if correct, select [Confirm] and the following screen loads:

Insurance History
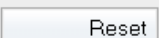
Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Insurance

Insurances

Start Date	Expires	Policy Number	Monthly Cost	
May 10th 2006	Dec 10th 2006	78990jn	90.00	History

New Insurance

Broker*	Select -->
Policy Number*	
Monthly Cost*	
Start Date*	Oct ⌄ 10 ⌄ 2006
Expires*	Oct ⌄ 10 ⌄ 2006
Description*	

[Submit] [Reset]

16.   Press << Back and the following screen loads:

17.   If the vehicle has a permanent driver responsible for FBT, select

FBT Details to continue otherwise, select Home or Logout

18.   Selecting FBT Details opens the following screen:

19. Select Add FBT Details... to continue. The following screen loads:

20. Enter the required information as follows:

Field Name	Description
Employee*	Select the employee responsible for the FBT from the drop down list **Example:** John Smith
FBT Value*	Enter the FBT value for this vehicle. For a purchased vehicle, this is the purchase price for a leased vehicle, this value is supplied by the vendor. **Example:** 30000
Date Commenced*	Enter the date the employee assumed FBT responsibility for this vehicle **Example:**
Private Days*	Enter the number of days the vehicle will be available for private use per annum (i.e. subtract holidays, public holidays, scheduled services). **Example:** 250

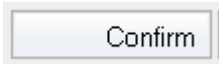21.   Once completed, press [Submit] and the following screen loads:

FBT History

Vehicle

Grey Holden Commodore - Sedan[ABC-394]

<< Back | Add FBT

FBTs

FBT Value	Date Commenced	Private Days	Employee	
2000.00	Dec 6th 2005	360	Cameron Knights	History

New FBT

Employee:	John Smith
FBT Value:	20000
Date Commenced:	Sep 10th 2006
Date Concluded:	N/A
Private Days:	280

[Confirm] [Edit] [Cancel]

22.   Review the data and if correct, select [Confirm] and the following
       screen loads:

FBT History

Vehicle

Grey Holden Commodore - Sedan[ABC-394]

<< Back | Add FBT

FBTs

FBT Value	Date Commenced	Private Days	Employee	
2000.00	Dec 6th 2005	360	Cameron Knights	History
20000.00	Sep 10th 2006	280	John Smith	History

New FBT

Employee*	Select -->
FBT Value*	
Date Commenced*	Oct 10 2006
Private Days*	

[Submit] [Reset]

23. Press <<Back and the following screen loads:

24. If the vehicle has any inclusions, e.g. a towbar, select [Inclusions] to enter these now and the following screen loads:

25. Select View/Edit Inclusions... to add inclusions and the following screen loads:

26. Select an inclusion from the drop down list and then select . The following screen loads:

27. Review your input and if correct, select . The following screen then loads:

28.   From here you can add additional inclusions or select << Back   to return
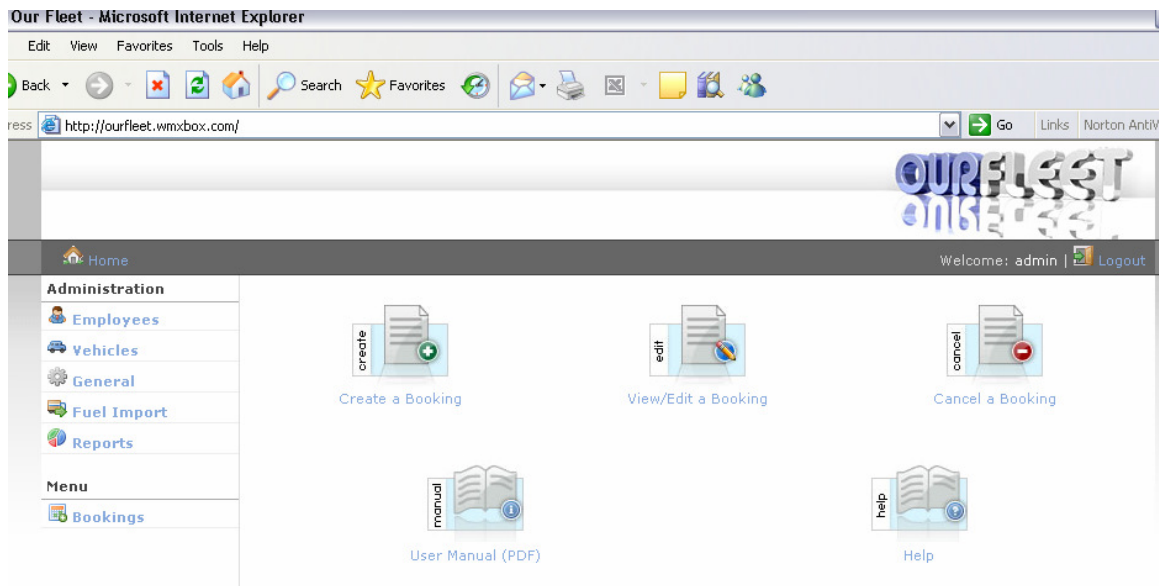   to the following screen:

29.   From here you can return to Home or Logout

Vehicle Maintenance Details

Vehicle maintenance is used to

- € schedule a service or repair appointment,
- € enter service details, and
- € enter repair details.

Service and repair details cannot be entered without first entering a service/repair appointment. This is because the service/repair appointment removes the vehicle from the database for use and updates the vehicle utilisation report.

1.   Log into OurFleet as an administrator. The following screen loads:

2. Select 🚗 **Vehicles** from the Administrator menu and the following screen summarising all vehicles appears:

Vehicle Administration

🚐 Add Vehicle

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	✗	✓	Head Office	123456	Archive | History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	✓	✓	Head Office	A4	Archive | History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	✓	✓	Head Office	589	Archive | History
LEE789	Holden Commodore - Sedan	Red		✗	✓	Head Office	89	Archive | History
TDB857	Ford Laser - Sedan	Green		✗	✗	Howie & Davidson	JP123	Archive | History
TKE099	Ford Falcon - Sedan	Green	Cameron Knights	✗	✗	Jacob & Smith	76543JP	Archive | History
TMF304	Holden Commodore - Sedan	Bronze		✗	✗	Head Office	ABC	Archive | History
TTY643	Holden Commodore - Sedan	purple		✗	✗	Head Office		Archive | History

   🟨 Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

3. Select the vehicle that requires service/repair by clicking the registration details. The following screen appears:

Edit Vehicle

Keytag ID	890 ⓘ		ⓘ **Registration Details**
Location*	Head Office ▼ ⓘ		ⓘ **Insurance Policies**
Model*	Mitsubishi Lancer Coupe ▼ ⓘ		ⓘ **Lease Information**
Year*	2006 ⓘ		ⓘ **FBT Details**
Date Obtained*	Oct ▼ 10 ▼ 2006 📅 ⓘ		ⓘ **Vehicle Maintenance Details**
Purchase Cost*	45000.00 ⓘ		ⓘ **Fuel Usage**
Initial Odometer*	890 ⓘ		ⓘ **Odometre Readings**
Seats*	5 ⓘ		ⓘ **Accident Reports**
Colour*	Silver ⓘ		ⓘ **Damage Reports**
Etag Id	678 ⓘ		ⓘ **Infringement Reports**
	Submit Reset		ⓘ **Employee Reimbursements**

4. Select **Vehicle Maintenance Details** and the following appears:

Edit Vehicle

Keytag ID	890	Registration Details
Location*	Head Office	Insurance Policies
Model*	Mitsubishi Lancer Coupe	Lease Information
Year*	2006	FBT Details
Date Obtained*	Oct 10 2006	Vehicle Maintenance Details
Purchase Cost*	45000.00	
Initial Odometer*	890	View All Maintenance Details...
Seats*	5	Fuel Usage
Colour*	Silver	Odometre Readings
Etag Id	678	Accident Reports
		Damage Reports
	Submit Reset	Infringement Reports
		Employee Reimbursements

5. Select **View All Maintenance Details...** and the following screen appears:

Vehicle Maintenance Management

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Maintenance Appointment

Date	Agent	Odometer Reading	Comments

6. Select Add Maintenance Appointment and the following screen appears:

7. Enter the required information as follows:

Field Name	Description
Agent*	Select the servicing agent from the drop down list **Example:** Blacklocks
Odometre Reading*	Enter the current odometer reading **Example:** 9500
Appointment Date*	Enter the appointment date **Example:** Oct 10 2006
Expected Return Date*	Enter the expected return date Example: Oct 10 2006
Comments*	Enter any relevant comments Example: 10,000 scheduled service

8. Once completed, press [Submit] and the following screen loads:

Vehicle Maintenance Management

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

Agent : Gregs Motors
Odometer Reading: 9500
Appointment Date: Oct 17th 2006
Expected Return Date: Oct 17th 2006
Comments: 10,000 scheduled service

[Confirm]   [Edit]   [Cancel]

9. Review the data and if correct, press [Confirm] and the following screen appears:

Maintenance Appointment Administration

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back

View Maintenance Appointment
Odometer Reading: 9500
Appointment Date: Oct 17th 2006
Actual Date: Nov 30th 1999
Expected Return Date: Oct 17th 2006
Comments: 10,000 scheduled service

[Edit Booking]

View Service Details

No Current Service Details.

[New Service]

View Vehicle Repairs | Add Repair

Description		Cost	

10.   Select << Back and the following screen appears summarising the service/repair appointment:

Vehicle Maintenance Management

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Maintenance Appointment

Date	Agent	Odometer Reading	Comments	
Nov 30th 1999	Gregs Motors	9500	10,000 scheduled service	History

11.   Return to Home or Logout

When the vehicle has returned from the service/repair appointment, perform the following:

12.   Locate and select the vehicle in the below screen:

Vehicle Administration

Add Vehicle

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	✖	✔	Head Office	123456	Archive | History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	✔	✔	Head Office	A4	Archive | History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	✔	✔	Head Office	589	Archive | History
LEE789	Holden Commodore - Sedan	Red		✖	✔	Head Office	89	Archive | History
TDB857	Ford Laser - Sedan	Green		✖	✖	Howie & Davidson	JP123	Archive | History
TKE099	Ford Falcon - Sedan	Green	Cameron Knights	✖	✖	Jacob & Smith	76543JP	Archive | History
TMF304	Holden Commodore - Sedan	Bronze		✖	✖	Head Office	ABC	Archive | History
TTY643	Holden Commodore - Sedan	purple		✖	✖	Head Office		Archive | History

☐ Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

13.   The following screen appears:

14.   Select **Vehicle Maintenance Details** and the following appears:

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15. Select **View All Maintenance Details...** and the following screen appears:

Vehicle Maintenance Management

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Maintenance Appointment

Date	Agent	Odometer Reading	Comments	
Nov 30th 1999	Gregs Motors	9500	10,000 scheduled service	History

16. Select the service/repair appointment and the following screen appears:

Maintenance Appointment Administration

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back

View Maintenance Appointment

Odometer Reading:	9500
Appointment Date:	Oct 17th 2006
Actual Date:	Nov 30th 1999
Expected Return Date:	Oct 17th 2006
Comments:	10,000 scheduled service

Edit Booking

View Service Details

No Current Service Details.

New Service

View Vehicle Repairs | Add Repair

Description	Cost	
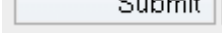
17.   To enter service details, select ⬛ New Service and the following screen loads or to enter repair details,   select *Add Repair* (see step #21)
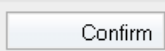
Service/Repair Administration

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

New Service Details

Cost*   0

Next Service
Odometer Reading*

Next Service Date*   Oct ▼ 10 ▼ 2006 📅 ❓

Description*

Standard Service
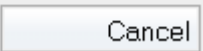
18.   Enter the required information as follows:
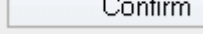
Field Name	Description
Cost*	Enter the cost of the service **Example:** 150
Next Service Odometre Reading*	Enter the odometer reading that the next service will be due at **Example:** 19500
Next Service Date*	Enter the suggested next service date **Example:** Oct ▼ 10 ▼ 2006 📅
Description*	Enter the description of the service **Example:** 10,000 scheduled service

19. Once completed, press [Submit] and the following screen loads:

Service/Repair Administration

Vehicle

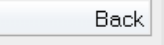Silver Mitsubishi Lancer - Coupe[AEE678]

Cost:	150
Next Service Odometer Reading:	20000
Next Service Date:	Dec 10th 2006
Description:	Standard Service 20,000

[Confirm] [Edit] [Cancel]

20. Review the data and if correct, press [Confirm] and the following screen appears:

Maintenance Appointment Administration

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back

View Maintenance Appointment

Odometer Reading:	9500
Appointment Date:	Oct 17th 2006
Actual Date:	Nov 30th 1999
Expected Return Date:	Oct 17th 2006
Comments:	10,000 scheduled service

[Edit Booking]

View Service Details

Cost:	150.00
Next Service Odometer Reading:	20000
Next Service Date:	Dec 10th 2006
Description:	Standard Service 20,000

[Edit Service]

View Vehicle Repairs | Add Repair

Description	Cost

21. To add repairs, select **Add Repair** or return to **Home** or **Logout**. If you add repairs, the following screen will appear:
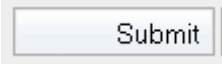
22. Enter the required information as follows:

Field Name	Description
Agent*	Select the agent who carried out the repairs from the drop down list **Example:** Blacklocks
Next Service Odometre Reading*	Enter the cost of the repairs **Example:** 250
Description*	Enter a description of the repairs conducted **Example:** Aerial repaired

23.   Once completed, press [Submit] and the following screen loads:
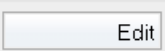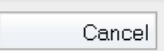
24.   Review the data and if correct, press [Confirm] and the following
       screen appears:

25.   From here you can add additional repairs or return to [Home] or
       [Logout]

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Fuel Usage

Fuel usage can be uploaded through or entered manually. To enter manually – follow the below steps:

1.   Locate and select the vehicle in the below screen:

2.   The following screen appears:

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3.   Select [Fuel Usage]   and the following appears:

Edit Vehicle

Keytag ID	589	Registration Details
Location*	Head Office	Insurance Policies
Model*	Mitsubishi Lancer Coupe	Lease Information
Year*	2005	FBT Details
Date Obtained*	Jul 29 2006	Vehicle Maintenance Details
Purchase Cost*	20000.00	Fuel Usage
Initial Odometer*	1052	
Seats*	5	No Fuel Entries Listed
Colour*	candle apple re	View All Fuel Usage...
Etag Id	789a	Odometre Readings
		Accident Reports
	Submit Reset	Damage Reports
		Infringement Reports
		Employee Reimbursements

4.   Select View All Fuel Usage...   and the following screen appears:

Fuel Usage

Vehicle

candle apple red Mitsubishi Lancer - Coupe[AWE258]

<< Back

Fuel History (Last 6 Months)

Date	Amount	Cost	Card No.

New Fuel Data

Litres*	
Cost*	
Odometer Reading*	
Card No.*	Select -->
Fuel Date*	Oct 10 2006

Submit   Reset

5.   Enter the required information as follows:

Field Name	Description
Litres*	Number of litres added to vehicle **Example:** 60
Cost*	Total cost of fuel **Example:** 80
Odometre reading*	Odometre reading when fuel added **Example:** 10200
Card No*	Select the card number from the drop down list or select other Example: 60
Other*	Other is only available if other selected above. Enter a card number of NA Example: 1224
Fuel Date*	Enter the date fuel was added to vehicle Example: Oct 10 2006
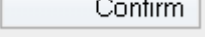
6.   Once completed, press [Submit] and the following screen loads:

7.   Review the data and if correct, press [Confirm] and the following screen appears:

Fuel Usage

Vehicle

candle apple red Mitsubishi Lancer - Coupe[AWE258]

<< Back

Fuel History (Last 6 Months)

Date	Amount	Cost	Card No.	
Oct 7th 2006	80	80.00	6789	History

New Fuel Data

Litres* [   ] ⓘ

Cost* [   ] ⓘ

Odometer Reading* [   ] ⓘ

Card No.* Select --> ▾ ⓘ

Fuel Date* Oct ▾ 10 ▾ 2006 📅 ⓘ

[Submit]   [Reset]

8.   Enter additional fuel usage for this vehicle or return to 🏠 Home or
🔓 Logout

Odometre Readings

Odometre readings are entered out vehicle log books. Odometre readings assist in determining service dates and vehicle use.

1.   Locate and select the vehicle in the below screen:

Vehicle Administration

🚙 Add Vehicle

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	✗	✓	Head Office	123456	Archive | History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	✓	✓	Head Office	A4	Archive | History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	✓	✓	Head Office	589	Archive | History
LEE789	Holden Commodore - Sedan	Red		✗	✓	Head Office	89	Archive | History
TDB857	Ford Laser - Sedan	Green		✗	✗	Howie & Davidson	JP123	Archive | History
TKE099	Ford Falcon - Sedan	Green	Cameron Knights	✗	✗	Jacob & Smith	76543JP	Archive | History
TMF304	Holden Commodore - Sedan	Bronze		✗	✗	Head Office	ABC	Archive | History
TTY643	Holden Commodore - Sedan	purple		✗	✗	Head Office		Archive | History

☐ Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

2.   The following screen appears:

Edit Vehicle

Keytag ID	890
Location*	Head Office
Model*	Mitsubishi Lancer Coupe
Year*	2006
Date Obtained*	Oct 10 2006
Purchase Cost*	45000.00
Initial Odometer*	890
Seats*	5
Colour*	Silver
Etag Id	678

Submit   Reset

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage
- Odometre Readings
- Accident Reports
- Damage Reports
- Infringement Reports
- Employee Reimbursements

3.   Select **Odometre Readings** and the following appears:

Edit Vehicle

Keytag ID	89	
Location*	Head Office	
Model*	Holden Commodore Sedan	
Year*	2000	
Date Obtained*	Sep 7 2006	
Purchase Cost*	8000.00	
Initial Odometer*	890	
Seats*	5	
Colour*	Red	
Etag Id		

Registration Details

Insurance Policies

Lease Information

FBT Details

Vehicle Maintenance Details

Fuel Usage

Odometre Readings

No Odometre Readings Entered

View Odometre Readings...

4.   Select **View Odometre Readings...** to enter odometer readings and the following screen appears:

Odometre History

Vehicle

Red Holden Commodore - Sedan[LEE789]

<< Back | Add Odometre Reading

Odometre Readings

Reading Start	Reading End	Date Start	Date End	

New Odometre Reading

Employee*	Select -->
Department*	Select -->
Reading Start*	
Reading End*	
Date Start*	Oct 10 2006
Date End*	Oct 10 2006
Private	☐

Submit   Reset

5.   Enter the required information as follows:

Field Name	Description
Employee*	Select the employee from the drop down menu responsible for the kilometres travelled **Example:** John Smith
Department*	Select the department responsible for the travel **Example:** Human Resources
Reading Start*	Enter the initial odometre reading **Example:** 10200
Reading End*	Enter the concluding odometre reading Example: 10350
Date Start*	Enter the date the travel commenced Example: Oct 10 2006
Date End*	Enter the date the travel concluded Example: Oct 10 2006
Private*	Select the checkbox if the travel is considered private Example:

6.   Once completed, press [Submit] and the following screen loads:
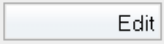
Odometre History
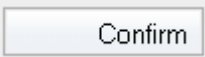
Vehicle

Red Holden Commodore - Sedan[LEE789]

<< Back | Add Odometre Reading

Odometre Readings

Reading Start	Reading End	Date Start	Date End

Employee: Cameron Knights
Department :   Marketing
Reading Start: 10200
Reading End: 10500
Date Start: Oct 6th 2006
Date End: Oct 6th 2006
Private: No

[Confirm]   [Edit]   [Cancel]

7.   Review the data and if correct, press [Confirm] and the following
       screen appears:

8.   Enter additional odometer readings for this vehicle or return to [Home]
       or [Logout]

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Accident Reports

Accident reports are entered when a vehicle has been involved in an accident. Organisational procedures should also be followed for recording the incident.

1.   Locate and select the vehicle in the below screen:

Vehicle Administration

🚛 Add Vehicle

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	✖	✔	Head Office	123456	Archive | History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	✔	✔	Head Office	A4	Archive | History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	✔	✔	Head Office	589	Archive | History
LEE789	Holden Commodore - Sedan	Red		✖	✔	Head Office	89	Archive | History
TDB857	Ford Laser - Sedan	Green		✖	✖	Howie & Davidson	JP123	Archive | History
TKE099	Ford Falcon - Sedan	Green	Cameron Knights	✖	✖	Jacob & Smith	76543JP	Archive | History
TMF304	Holden Commodore - Sedan	Bronze		✖	✖	Head Office	ABC	Archive | History
TTY643	Holden Commodore - Sedan	purple		✖	✖	Head Office		Archive | History

▢ Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

2.   The following screen appears:

Edit Vehicle

Keytag ID	890	🔵 Registration Details
Location*	Head Office ▾	🔵 Insurance Policies
Model*	Mitsubishi Lancer Coupe ▾	🔵 Lease Information
Year*	2006	🔵 FBT Details
Date Obtained*	Oct ▾ 10 ▾ 2006 📅	🔵 Vehicle Maintenance Details
Purchase Cost*	45000.00	🔵 Fuel Usage
Initial Odometer*	890	🔵 Odometre Readings
Seats*	5	🔵 Accident Reports
Colour*	Silver	🔵 Damage Reports
Etag Id	678	🔵 Infringement Reports
	Submit Reset	🔵 Employee Reimbursements

3. Select Accident Reports and the following appears:

Edit Vehicle

Keytag ID	890	
Location*	Head Office	
Model*	Mitsubishi Lancer Coupe	
Year*	2006	
Date Obtained*	Oct 10 2006	
Purchase Cost*	45000.00	
Initial Odometer*	890	
Seats*	5	
Colour*	Silver	
Etag Id	678	

Submit   Reset

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage
- Odometre Readings
- Accident Reports

No Accidents Listed

View/Edit Accident Details...

- Damage Reports

4. Select **View/Edit Accident Details...** to record a accident and the following appears:

5. Enter the required information as follows:

Field Name	Description
Employee*	Select the employee from the drop down menu who was driving the vehicle at the time **Example:** John Smith
Form Reference	Enter an incident report reference number, if applicable **Example:** 4567/2006
Date*	Enter the date of the accident **Example:**
Time*	Enter the time the accident occurred: Example:

Field Name	Description
Location*	Enter the location of the accident. Example: Cnr Dean & Kiewa Streets, Albury
Details of damage*	Enter any vehicle damage sustained Example: Bumper slightly scratched

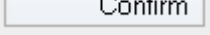6.   Once completed, press [Submit] and the following screen loads:
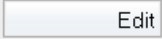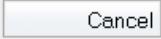
Accident History
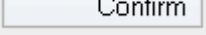
Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Accident

Accidents

Date	Location	Reference	

New Accident

Employee : John Smith

Date :   Oct 6th 2006 12:00am

Reference : 688

Location: Cnr Dean & Kiewa, Albury

Details of Damage

Bumper scratched

[Confirm]   [Edit]   [Cancel]

7.   Review the data and if correct, press [Confirm] and the following screen appears:

Accident History

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Accident

Accidents

Date	Location	Reference	
Oct 6th 2006 10:00am	Cnr Dean & Kiewa, Albury	688	History

New Accident

Employee*   Select -->

Form Reference

Date*   Oct 10 2006

Time*   10 00 AM

Location*

Details of Damage*

8.   Enter additional accident reports for this vehicle or return to
        or

Damage Reports

Damage reports are entered when a vehicle has sustained damage, not necessarily through an accident.

1. Locate and select the vehicle in the below screen:

2. The following screen appears:

3. Select Damage Reports and the following appears:

Edit Vehicle

Keytag ID	890
Location*	Head Office
Model*	Mitsubishi Lancer Coupe
Year*	2006
Date Obtained*	Oct 10 2006
Purchase Cost*	45000.00
Initial Odometer*	890
Seats*	5
Colour*	Silver
Etag Id	678

Submit   Reset

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage
- Odometre Readings
- Accident Reports
- Damage Reports

No Damage Listed

View/Edit Damage Details...

- Infringement Reports
- Employee Reimbursements

4. Select View/Edit Damage Details... to add new vehicle damage and the following screen appears:

Damage History

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Damage

Damages

Date	Reference	Description	

New Damage

Employee*	Select -->
Date*	Oct 10 2006
Time*	10 00 AM
Reference	
Description*	

5.　　Enter the required information as follows:

Field Name	Description
Employee*	Select the employee from the drop down menu who was driving the vehicle at the time **Example:**　　John Smith
Date*	Enter the date the damage was incurred **Example:** [Oct ▼] [10 ▼] [2006] 📅
Time*	Enter the time the damage was occurred: Example: [10 ▼] [00 ▼] [AM ▼]
Reference	Enter an external reference number, if applicable Example:　　6789/2006
Description*	Enter a description of the damage Example:　　Broken side mirror
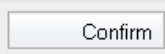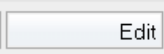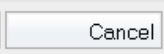
6.　　Once completed, press [Submit] and the following screen loads:

Damage History

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Damage

Damages

Date	Reference	Description	

New Damage

Employee:　John Smith
Date:　　　Oct 6th 2006
Time:　　　10:00 AM
Reference:　23534
Description:
broken side mirror

[Confirm]　[Edit]　[Cancel]

7.   Review the data and if correct, press [Confirm] and the following
      screen appears:

8.   Enter additional damage reports for this vehicle or return to [Home]
      or [Logout]

Infringement Reports

Infringements reports are entered when an employee receives a traffic infringement in a business vehicle.

1.   Locate and select the vehicle in the below screen:

Vehicle Administration

🚙 Add Vehicle

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	✗	✓	Head Office	123456	Archive | History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	✓	✓	Head Office	A4	Archive | History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	✓	✓	Head Office	589	Archive | History
LEE789	Holden Commodore - Sedan	Red		✗	✓	Head Office	89	Archive | History
TDB857	Ford Laser - Sedan	Green		✗	✗	Howie & Davidson	JP123	Archive | History
TKE099	Ford Falcon - Sedan	Green	Cameron Knights	✗	✗	Jacob & Smith	76543JP	Archive | History
TMF304	Holden Commodore - Sedan	Bronze		✗	✗	Head Office	ABC	Archive | History
TTY643	Holden Commodore - Sedan	purple		✗	✗	Head Office		Archive | History

☐ Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

2.   The following screen appears:

Edit Vehicle

Keytag ID	890	ⓘ Registration Details
Location*	Head Office ▾	ⓘ Insurance Policies
Model*	Mitsubishi Lancer Coupe ▾	ⓘ Lease Information
Year*	2006	ⓘ FBT Details
Date Obtained*	Oct ▾ 10 ▾ 2006 📅	ⓘ Vehicle Maintenance Details
Purchase Cost*	45000.00	ⓘ Fuel Usage
Initial Odometer*	890	ⓘ Odometre Readings
Seats*	5	ⓘ Accident Reports
Colour*	Silver	ⓘ Damage Reports
Etag Id	678	ⓘ Infringement Reports
	Submit Reset	ⓘ Employee Reimbursements

3.   Select **Infringement Reports** and the following appears:

Edit Vehicle

Keytag ID	890
Location*	Head Office
Model*	Mitsubishi Lancer Coupe
Year*	2006
Date Obtained*	Oct 10 2006
Purchase Cost*	45000.00
Initial Odometer*	890
Seats*	5
Colour*	Silver
Etag Id	678

Submit   Reset

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage
- Odometre Readings
- Accident Reports
- Damage Reports
- Infringement Reports

No Infringements Listed

View/Edit Infringement Details...

- Employee Reimbursements

4.   Select View/Edit Infringement Details... to enter a new infringement record and the following screen appears:

Infringement History

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Infringement

Infringements

Date	Number	Obligation #	Cost	Description

New Infringement

Employee*	Select -->
Date*	Oct 10 2006
Number*	
Obligation Number	
Cost*	
Description*	

Submit   Reset

5. Enter the required information as follows:

Employee*	Select the employee driving the vehicle at the time from the drop down list: **Example:** John Smith
Date*	Enter the date the infringement occurred: Example: Oct ⌄ 10 ⌄ 2006 📅
Number*	Enter the infringement number quotes on the fine Example: 6789006
Obligation Number	Enter the obligation number listed on the fine, if applicable Example: 467923
Cost*	Enter the cost of the fine Example: 150
Description*	Enter any other relevant details Example: Fine was for running a red light

6. Once completed, press **Submit** and the following screen loads:

Infringement History
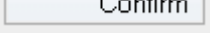
Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Infringement

Infringements

Date	Number	Obligation #	Cost	Description	

New Infringement

Employee:	John Smith
Date:	Oct 5th 2006
Number:	4678
Obligation Number:	121
Cost:	150
Description:	running red light

[Confirm] [Edit] [Cancel]

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7.   Review the data and if correct, press [Confirm] and the following screen appears:

8.   Enter additional infringements for this vehicle or return to [Home] or [Logout]

Employee Reimbursements

Enter employee reimbursements when an employee is contributing to the running costs of a vehicle.

1.   Locate and select the vehicle in the below screen:

Vehicle Administration

🚙 **Add Vehicle**

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	✗	✓	Head Office	123456	Archive | History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	✓	✓	Head Office	A4	Archive | History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	✓	✓	Head Office	589	Archive | History
LEE789	Holden Commodore - Sedan	Red		✗	✓	Head Office	89	Archive | History
TDB857	Ford Laser - Sedan	Green		✗	✗	Howie & Davidson	JP123	Archive | History
TKE099	Ford Falcon - Sedan	Green	Cameron Knights	✗	✗	Jacob & Smith	76543JP	Archive | History
TMF304	Holden Commodore - Sedan	Bronze		✗	✗	Head Office	ABC	Archive | History
TTY643	Holden Commodore - Sedan	purple		✗	✗	Head Office		Archive | History

🟨 Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

2.   The following screen appears:

Edit Vehicle

Keytag ID	890 ❓	❓ **Registration Details**
Location*	Head Office ▼ ❓	❓ **Insurance Policies**
Model*	Mitsubishi Lancer Coupe ▼ ❓	❓ **Lease Information**
Year*	2006 ❓	❓ **FBT Details**
Date Obtained*	Oct ▼ 10 ▼ 2006 📅 ❓	❓ **Vehicle Maintenance Details**
Purchase Cost*	45000.00 ❓	❓ **Fuel Usage**
Initial Odometer*	890 ❓	❓ **Odometre Readings**
Seats*	5 ❓	❓ **Accident Reports**
Colour*	Silver ❓	❓ **Damage Reports**
Etag Id	678 ❓	❓ **Infringement Reports**
Submit Reset		❓ **Employee Reimbursements**

3.   Select **⑦ Employee Reimbursements** and the following appears:

Edit Vehicle

Keytag ID	890 ⑦	⑦ **Registration Details**
Location*	Head Office ▼ ⑦	⑦ **Insurance Policies**
Model*	Mitsubishi Lancer Coupe ▼ ⑦	⑦ **Lease Information**
Year*	2006 ⑦	⑦ **FBT Details**
Date Obtained*	Oct ▼ 10 ▼ 2006 📅 ⑦	⑦ **Vehicle Maintenance Details**
Purchase Cost*	45000.00 ⑦	⑦ **Fuel Usage**
Initial Odometer*	890 ⑦	⑦ **Odometre Readings**
Seats*	5 ⑦	⑦ **Accident Reports**
Colour*	Silver ⑦	⑦ **Damage Reports**
Etag Id	678 ⑦	⑦ **Infringement Reports**
		⑦ **Employee Reimbursements**

Submit   Reset

No Reimbursements Listed

View/Edit Employee Reimbursements...

4.   Select **View/Edit Employee Reimbursements...** to add an employee reimbursement and the following screen appears:

Reimbursement History

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Reimbursement

Reimbursements

Employee	Start Date	Amount	

New Reimbursement

Employee*	Select --> ▼ ⑦	
Amount*	_____ ⑦	
Start Date*	Oct ▼ 10 ▼ 2006 📅 ⑦	
End Date*	Oct ▼ 10 ▼ 2006 📅 ⑦	
Description*		

⑦
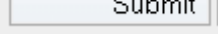
5. Enter the required information as follows:

Employee*	Select the employee reimbursing from the drop down list: **Example:** John Smith
Amount*	Enter the amount the employee is reimbursing Example: 150
Start Date*	Enter the start date the reimbursement begins at Example: Oct 10 2006
End Date*	Enter the date the reimbursement concludes at Example: Oct 10 2006
Description*	Enter any other relevant details Example: Covers private travel

6. Once completed, press Submit and the following screen loads:

Reimbursement History

Vehicle

Silver Mitsubishi Lancer - Coupe[AEE678]

<< Back | Add Reimbursement

Reimbursements

Employee	Start Date	Amount	

New Reimbursement

Employee*   Select -->
Amount*
Start Date*   Oct 10 2006
End Date*   Oct 10 2006
Description*

Submit   Reset

7. Review the data and if correct, press [Confirm] and the following screen appears:

8. Enter additional reimbursements for this vehicle or return to [Home] or [Logout]

Archive a vehicle

A vehicle is archived when it has been traded in or sold. Archiving a vehicle removes the vehicles availability from the booking system.

1. Select **Vehicles** from the left hand side menu and the following screen loads:

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2. Select the vehicle you wish to archive by clicking on the corresponding Archive button. The following screen will then load.

Archive Vehicle

Year:	2000
Date Obtained:	2006-11-12
Reference:	
Initial Odometre:	150
Seats:	5
Colour:	red
E-tag:	

Sold or Traded*   [Select --> ▾]

Date Sold/Traded*   [📅] [Nov ▾] [12 ▾] [2006]

Sale/Trade Value*   [_____]

Recipient*   [_____]

[Confirm]   [Cancel]

3. Enter the required information as follows:

Field Name	Description
Sold or traded*	Was the vehicle sold or traded? **Example:** Sold
Date sold/traded*	Select the date the vehicle was sold or traded. **Example:** [📅] [Nov ▾] [29 ▾] [2006]
Sold/trade value*	Enter the value you received for the sold or traded vehicle **Example:** 20000
Recipient*	Enter the recipient of the sold or traded vehicle **Example:** McCrae White, Wodonga

Once completed, select [Confirm] and the following screen loads:

Administration

👤 **Employees**

🚗 **Vehicles**

⚙ **General**

📤 **Fuel Import**

🌐 **Reports**

Menu

📊 **Bookings**

👤 **Change Password**

Vehicle Administration
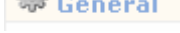
🚗 Add Vehicle   View: All | Active | Inact

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Daihatsu Charade - Coupe	Blue		✗	✗	Jacob & Smith	test5	Archive | History
No Registration	Holden Commodore - Sedan	Red		✓	✗	Head Office		Archive | History
234345	Jeep Cheroke - SUV	Black		✗	✓	Jacob & Smith	test6	Archive | History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	✓	✓	Head Office	A4	Archive | History
AEE678	Mitsubishi Lancer - Coupe	Silver		✓	✓	Head Office	890	Archive | History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	✓	✓	Head Office	589	Archive | History
LEE789	Holden Commodore - Sedan	Red		✗	✓	Head Office	89	Archive | History
TDB857	Ford Laser - Sedan	Green		✗	✗	Howie & Davidson	JP123	Archive | History
TKE099	Ford Falcon - Sedan	Green	Cameron Knights	✗	✗	Jacob & Smith	76543JP	Archive | History

4.   Archive additional vehicles or return to or

General Administration

Manage States

1. Log into OurFleet as an Administrator and select ⚙ General from the Administrator menu. The following screen is loaded:
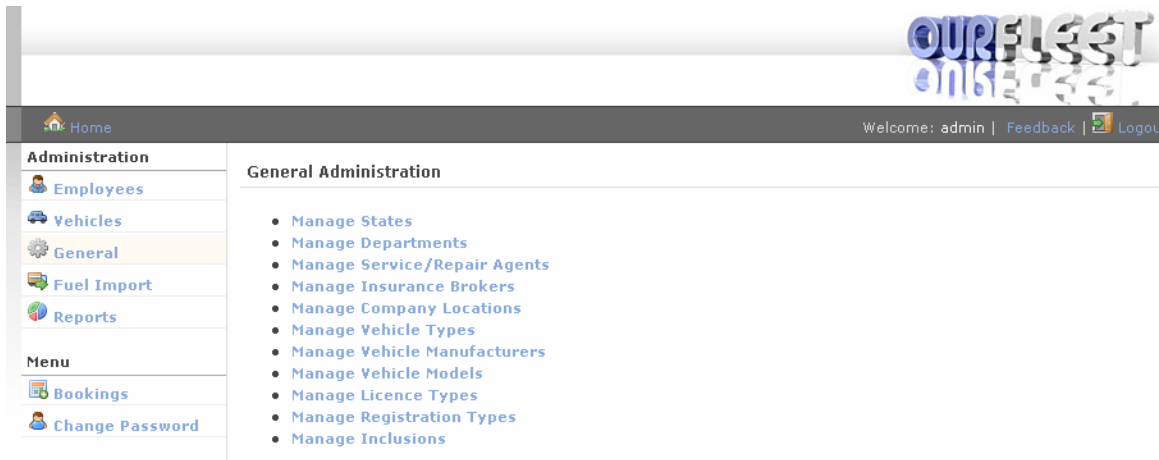
2. Select • Manage States and the following screen appears:
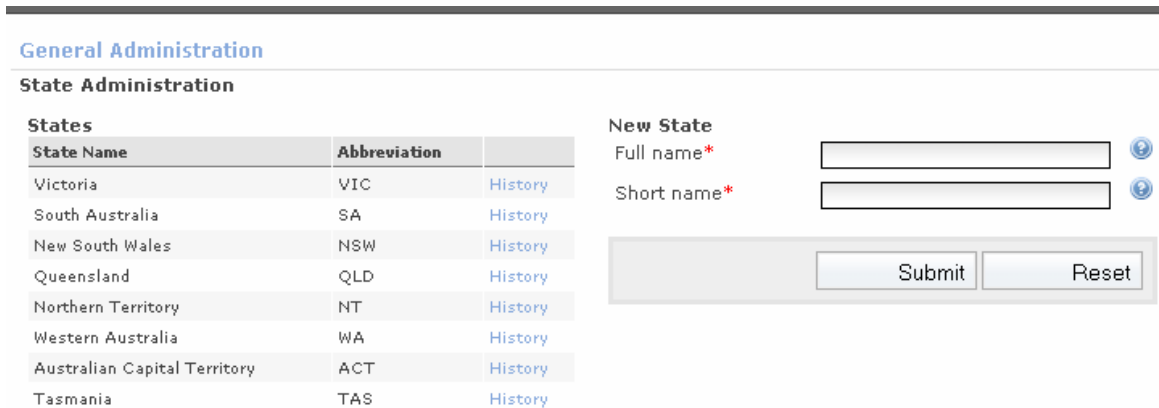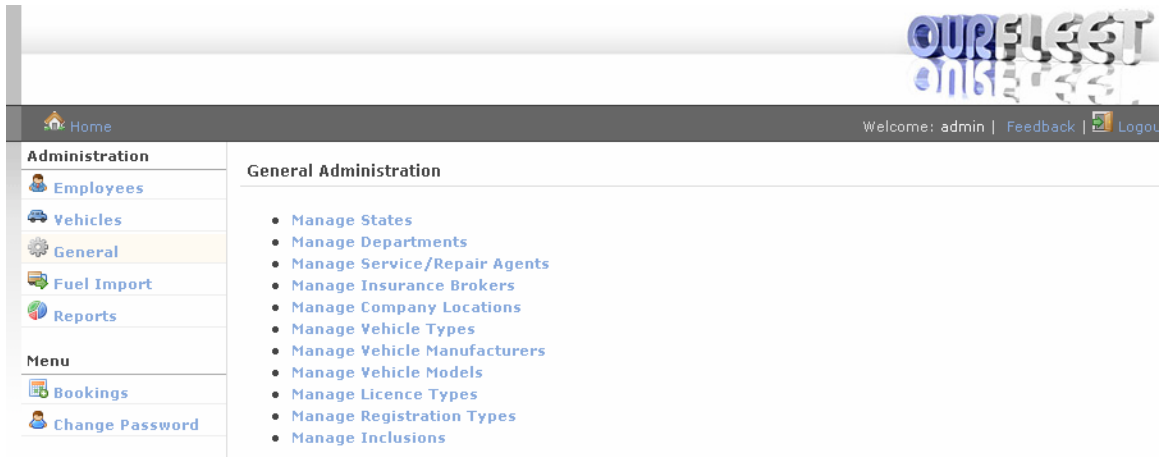
3. To add a new state, enter the required information and press Submit.
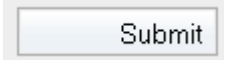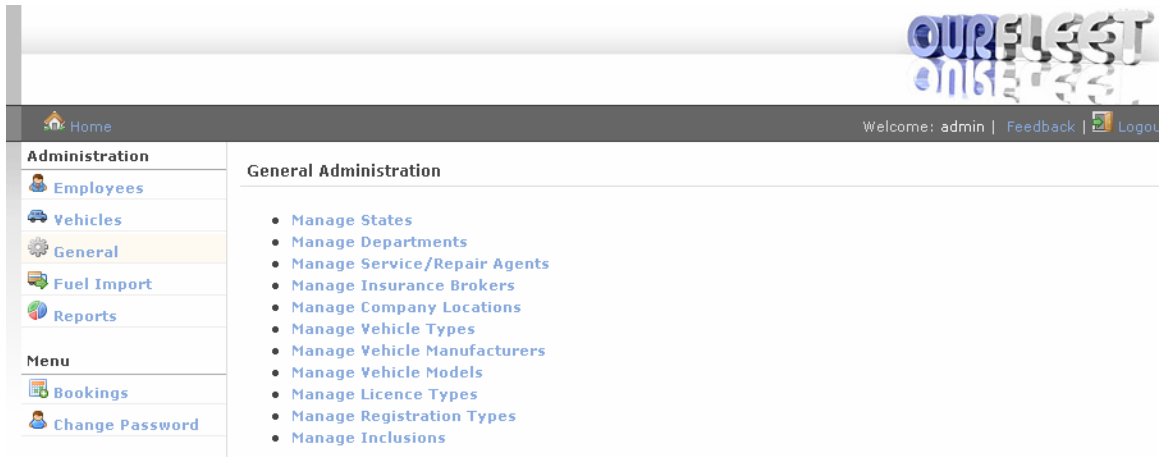
4. From here you can add additional states or return to 🏠 Home or Logout

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Manage Departments

1. Log into OurFleet as an Administrator and select General from the Administrator menu. The following screen is loaded:

2. Select ● Manage Departments and the following screen appears:

3. To add a new department, enter the department name and press Submit.

4.   From here you can add additional departments or return to
       or

Manage Service/Repair Agents

1. Log into OurFleet as an Administrator and select ⚙ **General** from the Administrator menu. The following screen is loaded:

2. Select • **Manage Service/Repair Agents** and the following screen appears:

3. To add a new service/repair agent, enter the required information and press **Submit**.

4. From here you can add additional agents or return to 🏠 **Home** or 🔲 **Logout**

Manage Insurance Brokers
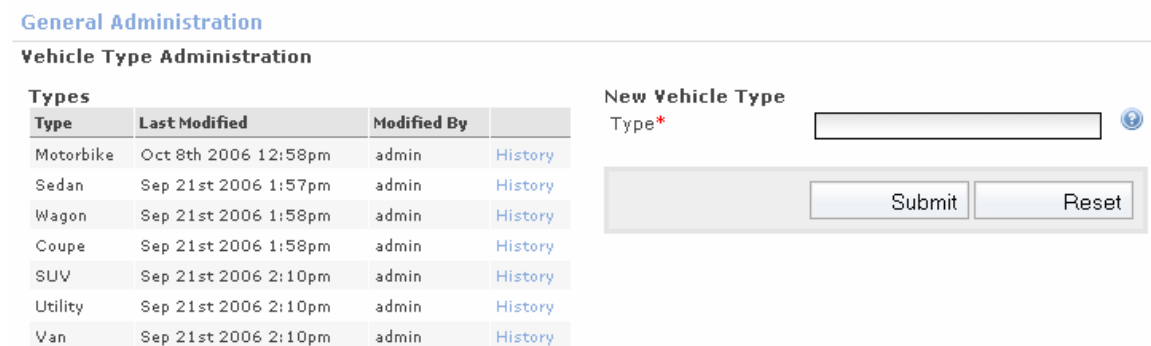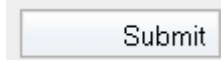
1. Log into OurFleet as an Administrator and select **General** from the Administrator menu. The following screen is loaded:

2. Select **Manage Insurance Brokers** and the following screen appears:

3.	To add a new insurance broker, enter the required information and press Submit .

4.	From here you can add additional brokers or return to Home or Logout

Manage Company Locations

1. Log into OurFleet as an Administrator and select [⚙ General] from the Administrator menu. The following screen is loaded:

2. Select • Manage Company Locations and the following screen appears:

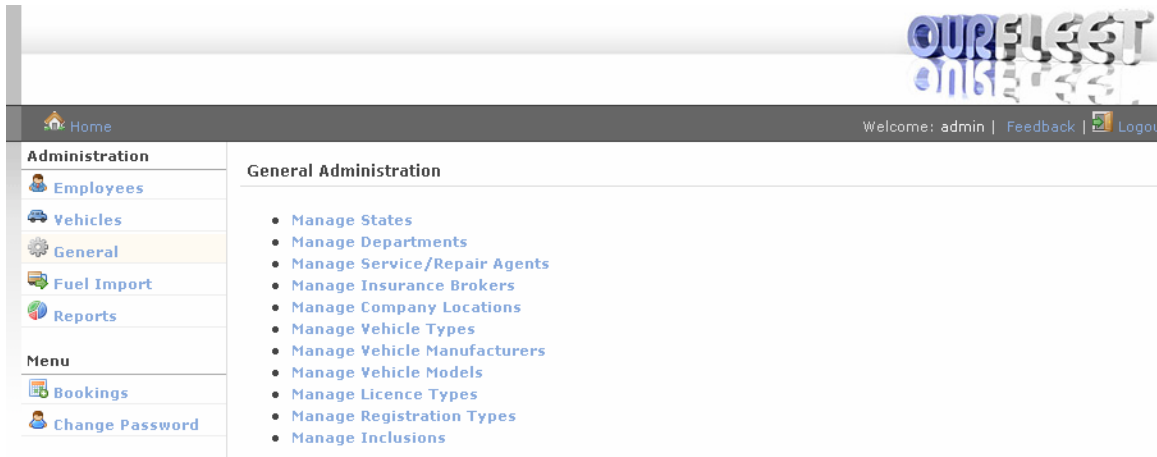3. To add a new location, enter the required information and press [Submit].
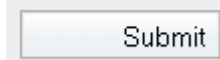
4. From here you can add additional locations or return to [🏠 Home] or [Logout]

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Manage Vehicle Types

1. Log into OurFleet as an Administrator and select ⚙ General from the Administrator menu. The following screen is loaded:

2. Select ● Manage Vehicle Types and the following screen appears:

3. To add a new vehicle type, enter the required information and press Submit.

4. From here you can add additional vehicle types or return to 🏠 Home or 🔲 Logout

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Manage Vehicle Manufacturers

1.   Log into OurFleet as an Administrator and select **General** from the
        Administrator menu. The following screen is loaded:

2.   Select **Manage Vehicle Manufacturers** and the following screen appears:

3.   To add a new vehicle manufacturer, enter the required information and
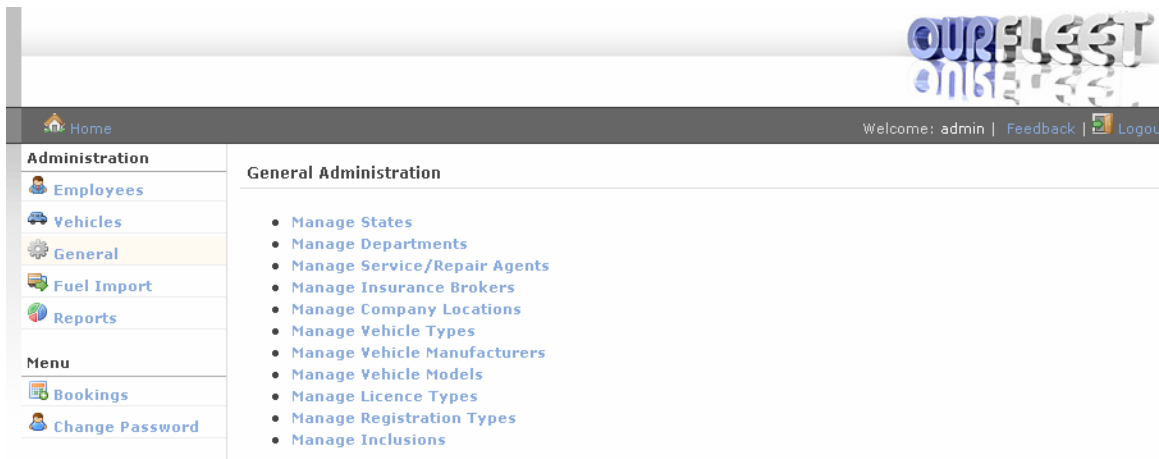   press **Submit**.

4.   From here you can add additional vehicle manufacturers or return to
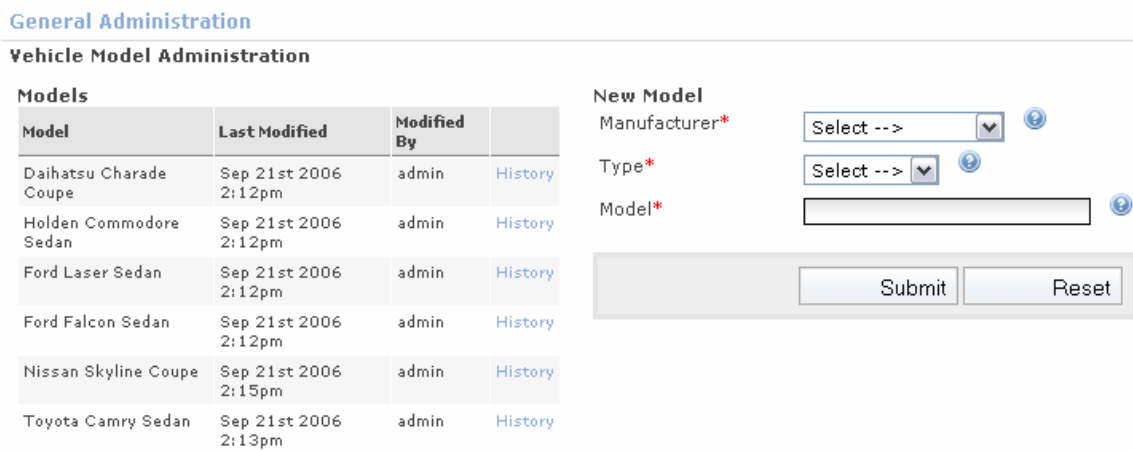   **Home** or **Logout**
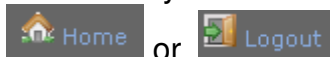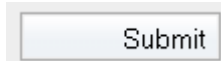
Manage Vehicle Models

1. Log into OurFleet as an Administrator and select **General** from the Administrator menu. The following screen is loaded:
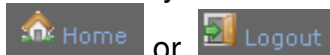

2. Select **Manage Vehicle Models** and the following screen appears:

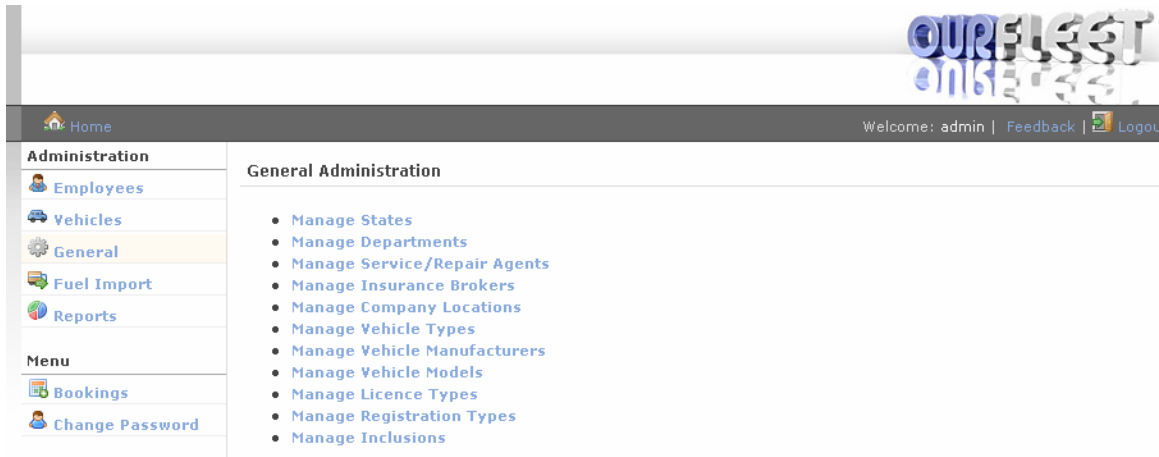3. To add a new vehicle model, enter the required information and press **Submit**.

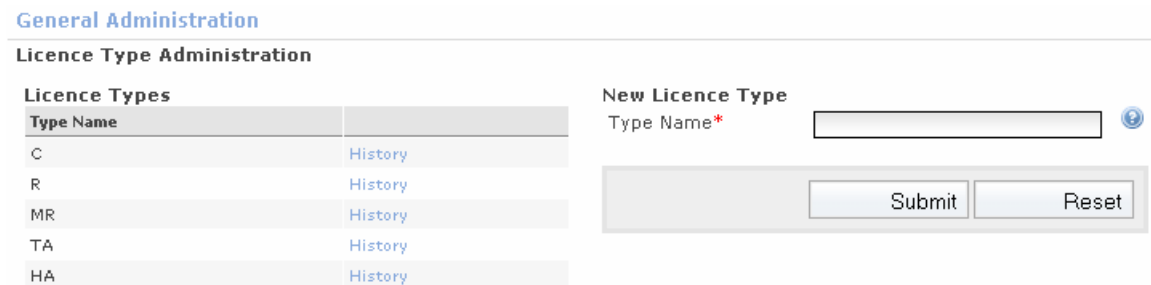4. From here you can add additional vehicle models or return to **Home** or **Logout**
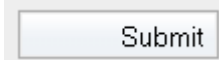
Manage Licence Types

1. Log into OurFleet as an Administrator and select [General] from the Administrator menu. The following screen is loaded:

2. Select [Manage Licence Types] and the following screen appears:

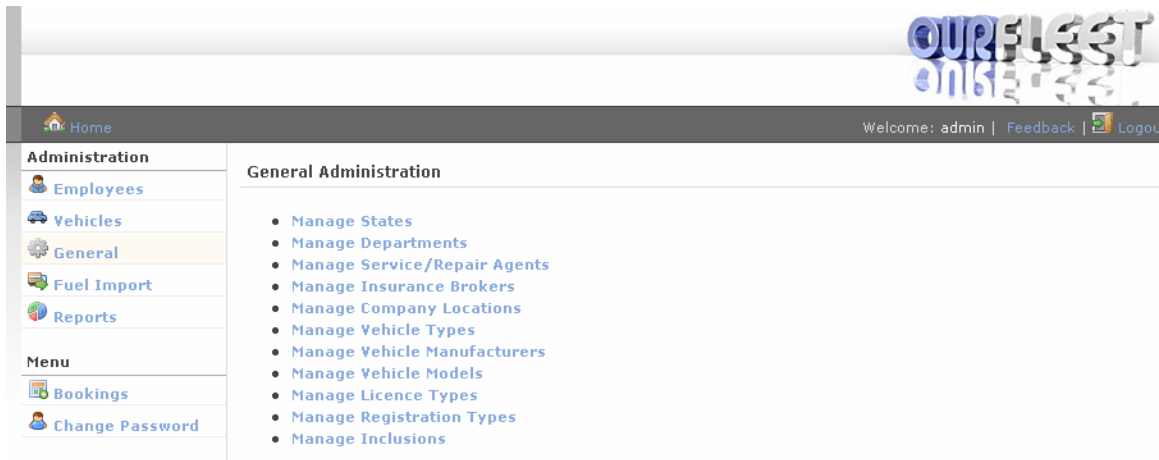3. To add a new licence type, enter the required information and press [Submit].

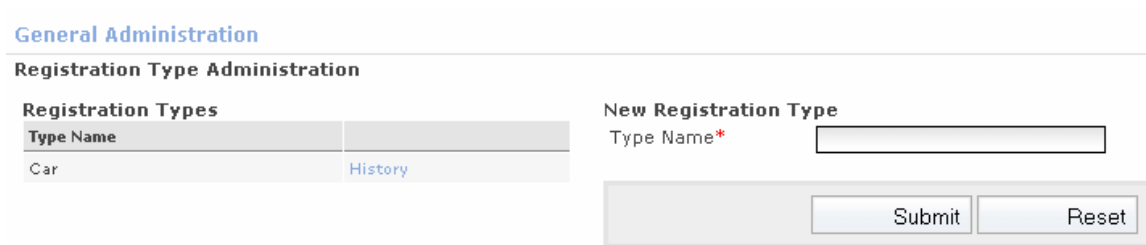4. From here you can add additional licence types or return to [Home] or [Logout]
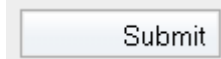
Manage Registration Types

1. Log into OurFleet as an Administrator and select **General** from the Administrator menu. The following screen is loaded:

2. Select **Manage Registration Types** and the following screen appears:
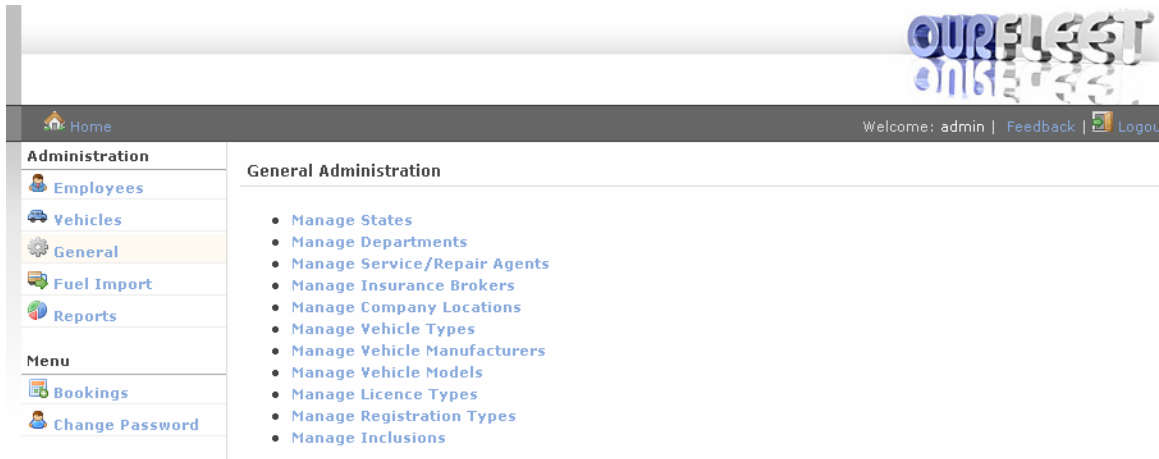

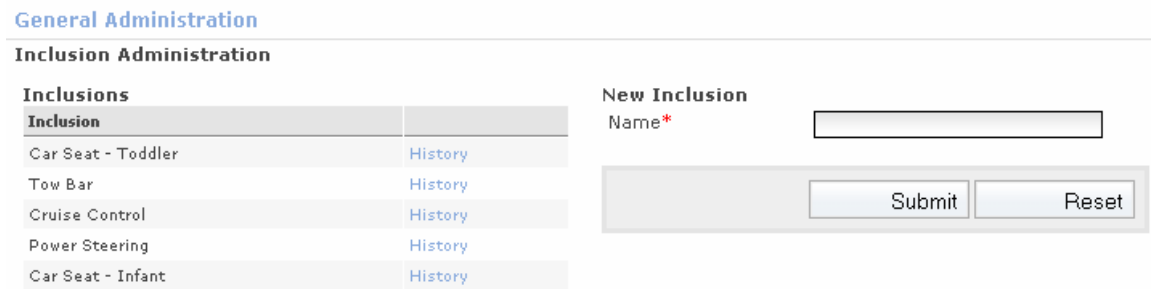3. To add a new registration type, enter the required information and press **Submit** .

4. From here you can add additional registration types or return to **Home** or **Logout**

Manage Inclusions

1. Log into OurFleet as an Administrator and select **General** from the Administrator menu. The following screen is loaded:

2. Select **Manage Inclusions** and the following screen appears:

3. To add a new inclusion, enter the required information and press **Submit**.

4. From here you can add additional vehicle inclusions or return to **Home** or **Logout**

Import Fuel Spend Report

Use this function to import fuel spend reports from vendors such as Shell. Please ensure your report is saved as .CSV file.

1.   Log into OurFleet as an Administrator. In the Administrator menu select
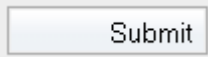 **Fuel Import** and the following screen opens:

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2. Browse and locate the .csv file on your computer. Ensure all fieldnames are aligned with the appropriate column letter and select [Submit] . The following confirmation is received:

Fuel Usage Import

Import another CSV File

Field	Value
Date/Time	2006-10-10-11-09-58
Imported By	admin
Filename (Local)	imports/import-2006-10-10-11-09-58.csv
Filename (Original)	Shell Fuel Report Example.csv
Format	
Rows Stored	120

3. Ensure the number of rows stored matches your .csv file and select Import another CSV File to import another file or return to [Home] or [Logout]

Running a Report

1. Log into OurFleet as an Administrator. In the Administrator menu select **Reports** and the following screen opens:

    System Reporting

    - Kilometres By Vehicle
    - Kilometres By Department
    - Private Kilometres By Driver
    - Fuel Costs By Vehicle
    - Repair and Service Cost By Vehicle
    - Total Costs By Vehicle
    - Upcoming Insurance and Registration Renewals
    - Vehicle Utilisation
    - FBT Statutory Report

2. Select the report you would like to run by clicking on the report name. The following screen will open depending upon the report selected:
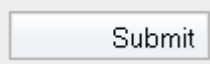
    System Reporting
Use Dates	☐
Start Date:	Oct 10 2006
End Date:	Oct 10 2006
Use Vehicles	☐
Vehicle(s):	Select --> [12345] Holden Commodore [TMF304] Holden Commodore [TKE099] Ford Falcon [rew345] Holden Commodore

    Submit   Reset

3. To run a report with no restrictions, simply select **Submit** or, restrict the dates and vehicles that the report is generated upon. The following screen will then be loaded:

Repair and Service Costs By Vehicle

Vehicle ID	Registration Number	Manufacturer	Model	Service Costs	Repair Costs	Total Costs
1	12345	Holden	Commodore	524.00	213.00	737.00
2	TMF304	Holden	Commodore	-	-	-
4	234234	Ford	Laser	565.00	-	-
5	123456	Ford	Laser	-	-	-
8	AWE258	Mitsubishi	Lancer	90.00	5645.00	5735.00
13	TKE099	Ford	Falcon	-	-	-
15	ABC-394	Holden	Commodore	-	-	-
16	LEE789	Holden	Commodore	-	-	-
19	AEE678	Mitsubishi	Lancer	150.00	250.00	400.00

4. The report can be printed from this screen by selecting [printer icon] on the toolbar or the file can be saved as .csv for data manipulation. To save the file, click on [Download This Report as a CSV(Excel) File], save the file and open in Excel.

5. To close the generated report in internet explorer, simply click the [X] in the top right hand corner. This will then return you to the following screen:

6. From here, you can select [System Reporting] to run additional reports or return to [Home] or [Logout]