

# USER MANUAL

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### 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: <a href="mailto:support@ourfleet.com.au">support@ourfleet.com.au</a>

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
Тwo	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!

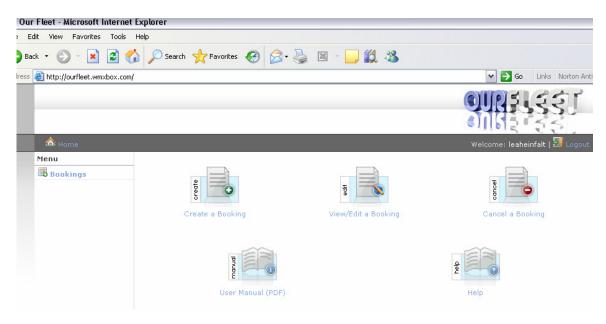
# Bookings

### Create a booking

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

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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:

🎄 Home				Welcome: admin	Feedback   🗾 Logo
Administration	New Vehicle Booki	ng - Booking Details			
A Vehicles	Date and Time		Inclusions 😡		
<ul> <li>♣ General</li> <li>➡ Fuel Import</li> </ul>	Employee Booking Start Date* Booking Start Time*	Select>         Image: Constraint of the select of	Car Seat - Infant Car Seat - Toddler		
Reports           Menu           Bookings	Booking End Date*	Nov         12         2006         0           Select> <th>Cruise Control Power Steering Tow Bar</th> <th></th> <th></th>	Cruise Control Power Steering Tow Bar		
Change Password	Departure Location* Number of Passengers*	Select> 💌 🙆			
				Subm	it Reset

5. Enter the required information as follows:

Field Name	Description
Employee	Employee name who will be driving the vehicle <b>Example:</b> John Smith
Booking Start Date*	The date the booking commences from Example: Oct V 10 V 2006
Booking Start Time*	The time the booking commences Example: 09:00 AM
Booking End Date*	The date the booking concludes Example: Oct V 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 <b>Example:</b> 2
Inclusions	Select the inclusions required for your booking. <b>Example:</b> Tow bar

Once completed, press:

Submit

6. The vehicles available for use will then be shown, as per the below.

Back Image: Search   Back Image: Search   Image: Search Image: Search   I	Edit View Favorites T	ools Help		
Menu       Welcome: leaheinfalt       Dogo         Menu       Orego       Green Ford Laser Sedan [TDB857]       Orego       Bronze Holden Commodore Sedan [TMF304]       Orego       Candle apple red Mitsubishi Lancer Coupe [AWE258]       Orego       Grey Holden Commodore Sedan [ABC-394]	) Back 🝷 🕥 🚽 🚺	1 🏠 🔎	Search 🤺 Favorites 🚱 🔗 - 嫨 📧 - 📙 🏭 🦓	
Menu         New Vehicle Booking - Vehicle Selection           Image: Bookings         Green Ford Laser Sedan [TDB857]           Image: Booking - Vehicle Selection         Bronze Holden Commodore Sedan [TMF304]           Image: Complex Commodore Sedan [ABC-394]	ess 🙋 http://ourfleet.wmxbo:	x.com/?a=creat	ebooking/	💌 🄁 Go 🛛 Links Norton 4
Menu         New Vehicle Booking - Vehicle Selection           Image: Bookings         Green Ford Laser Sedan [TDB857]           Image: Booking - Vehicle Selection         Bronze Holden Commodore Sedan [TMF304]           Image: Complex Commodore Sedan [ABC-394]	-			
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Bookings       Green Ford Laser Sedan [TDB857]         O       Bronze Holden Commodore Sedan [TMF304]         O       candle apple red Mitsubishi Lancer Coupe [AWE258]         O       Grey Holden Commodore Sedan [ABC-394]	Menu	New	Vehicle Booking - Vehicle Selection	
<ul> <li>candle apple red Mitsubishi Lancer Coupe [AWE258]</li> <li>Grey Holden Commodore Sedan [ABC-394]</li> </ul>	Bookings			
Grey Holden Commodore Sedan [ABC-394]		0	Bronze Holden Commodore Sedan [TMF304]	
		0	candle apple red Mitsubishi Lancer Coupe [AWE258]	
O Red Holden Commodore Sedan [LEE789]		0	Grey Holden Commodore Sedan [ABC-394]	
		0	Red Holden Commodore Sedan [LEE789]	

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

Our Fleet - Microsoft Intern	net Explorer		
Edit View Favorites Too	ls Help		
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st Home			Welcome: leaheinfalt   🗾 Logou
Menu	New Vehicle Book	king - Destination and Purpose	
Bookings Bookings	Destination* Purpose* Department* Reminder Period;*	Select> V Test amphibiousness V Select> V Select> V	
			Submit Reset

8. Enter the required information as follows:

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

Once completed, press:

Submit

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

booking and press

Submit

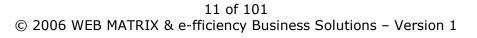
New Vehicle Booking - Booking Details Confirmation

Employee Details		Booking Details
Booked By: Additional Passe Department: Reminder:	Leah Einfalt ngers: 2 Human Resources 5 hours before the booking	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.

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1 enu	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

11. From this screen you can return to Arme or Logout



### View/Edit a booking

1. Load OurFleet and click on:



### 2. The following screen appears:

lit View Favorites 1	Fools Help				
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	Booking Date				
	Booking Date Oct 11th 2006 6:30am	Oct 11th 2006 10:30am	Cameron Knights	AWE258	Test amphibiousness
	Booking Date Oct 11th 2006 6:30am Oct 13th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm	Cameron Knights Leah Einfalt	AWE258 TDB857	Test amphibiousness AGM
	Booking Date Oct 11th 2006 6:30am Oct 13th 2006 9:00am Oct 13th 2006 10:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm	Cameron Knights Leah Einfalt Leah Einfalt	AWE258 TDB857 TMF304	Test amphibiousness AGM Test amphibiousness
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	New Booking           Booking Date           Oct 11th 2006 6:30am           Oct 13th 2006 9:00am           Oct 13th 2006 9:00am           Oct 14th 2006 9:00am           Oct 14th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm Oct 13th 2006 2:00pm Oct 14th 2006 11:30am Oct 14th 2006 11:30am	Cameron Knights Leah Einfalt Leah Einfalt John Smith Justin Pradier	AWE258 TD8857 TMF304 TD8857 TD8857	Test amphibiousness AGM Test amphibiousness AGM AGM
	New Booking           Booking Date           Oct 11th 2006 6:30am           Oct 13th 2006 9:00am           Oct 13th 2006 10:00am           Oct 14th 2006 9:00am           Oct 14th 2006 9:00am           Oct 14th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm Oct 13th 2006 2:00pm Oct 14th 2006 11:30am Oct 14th 2006 11:30am	Cameron Knights Leah Einfalt Leah Einfalt John Smith Justin Pradier Cameron Knights	AWE258 TDB857 TMF304 TDB857 TDB857 TDB857	Test amphibiousness AGM Test amphibiousness AGM AGM

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.

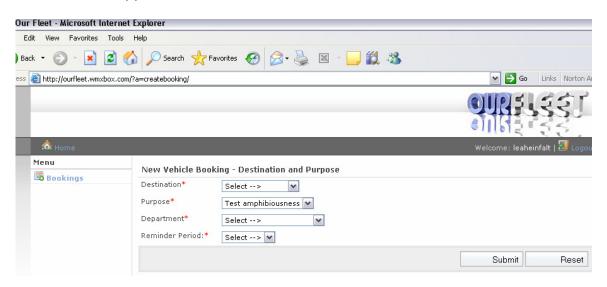
View Booking	
Booking Details	
Booked By:	Leah Einfalt
Department:	Engineering
# Passengers:	4
Departing From:	Head Office
Booking Start:	Oct 18th 2006 11:30am
Booking End:	Oct 18th 2006 1:00pm
Destination:	Hawaii
Purpose:	Test amphibiousness
Yehicle Details	
Vehicle:	Bronze Holden Commodore Sedan
Registration:	TMF304
	Edit

4. Click Edit to edit a booking.

### 5. The following screen then appears:

Edit \	/ehicle Bookiı	ing - Booking Details	
Emplo	уее	Leah Einfalt 🛛 🕑	
Bookir	ng Start Date*	Oct 💌 18 💌 2006 🗮 🥯	
Bookir	ng Start Time*	11:30 AM 💌	
Bookir	ng End Date*	Oct 💌 18 💌 2006 🛗 🥯	
Bookir	ng End Time*	01:00 PM	
Depar	ture Location*	Head Office 🕑	
Numb Passei	er of ngers*	4 💌 🥹	
	-	Submit	7
6.		ne required changes and press Submit and the following appears:	
Edit \	/ehicle Booki	ing - Vehicle Selection	
0	Green Ford	Laser Sedan [TDB857]	
۲	Bronze Hold	den Commodore Sedan [TMF304]	
0	candle apple	le red Mitsubishi Lancer Coupe [AWE258]	
$\circ$	Grey Holder	n Commodore Sedan [ABC-394]	
0	Red Holden	Commodore Sedan [LEE789]	
		Submit	et

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 <b>Example:</b> Melbourne Office
Purpose*	The purpose of your trip Example: AGM
Department*	The department/program responsible for the travel <b>Example:</b> Human Resources
Reminder Period*	The interval at which you would like to receive an email reminder regarding your booking <b>Example:</b> 5 hours

Once completed, press:

Submit

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

booking and press

Submit

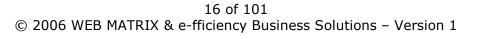
### New Vehicle Booking - Booking Details Confirmation

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

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

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TRUC					
	Bookings				
	Bookings				
		Return Date	Employee	Vehicle	Purpose
	Rew Booking	Return Date Oct 11th 2006 10:30am	<b>Employee</b> Cameron Knights	Yehicle AWE258	<b>Purpose</b> Test amphibiousness
	Booking Date				
	Booking Date Oct 11th 2006 6:30am	Oct 11th 2006 10:30am	Cameron Knights	AWE258	Test amphibiousness
	Booking Date Oct 11th 2006 6:30am Oct 13th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm	Cameron Knights Leah Einfalt	AWE258 TDB857	Test amphibiousness AGM
	Booking Date Oct 11th 2006 6:30am Oct 13th 2006 9:00am Oct 13th 2006 10:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm	Cameron Knights Leah Einfalt Leah Einfalt	AWE258 TDB857 TMF304	Test amphibiousness AGM Test amphibiousness
	Booking Date           Oct 11th 2006 6:30am           Oct 13th 2006 9:00am           Oct 13th 2006 10:00am           Oct 13th 2006 10:00am           Oct 14th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm Oct 14th 2006 11:30am	Cameron Knights Leah Einfalt Leah Einfalt John Smith	AWE258 TDB857 TMF304 TDB857	Test amphibiousness AGM Test amphibiousness AGM
	New Booking           Booking Date           Oct 11th 2006 6:30am           Oct 13th 2006 9:00am           Oct 13th 2006 9:00am           Oct 14th 2006 9:00am           Oct 14th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm Oct 13th 2006 2:00pm Oct 14th 2006 11:30am Oct 14th 2006 11:30am	Cameron Knights Leah Einfalt Leah Einfalt John Smith Justin Pradier	AWE258 TDB857 TMF304 TDB857 TDB857	Test amphibiousness AGM Test amphibiousness AGM AGM
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11. From this screen you can return to Arme or Logout



### Cancel a booking

1. Load OurFleet and click on:



### 2. The following screen appears:

dit View Favorites	Tools Help				
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🎄 Home				Wel	come: leaheinfalt   🗾 L
Menu	D Li				
Bookings	Bookings				
	Booking Date	Return Date	Employee	¥ehicle	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 17th 2006 1:00am Oct 18th 2006 11:30am	Oct 18th 2006 2:00am Oct 18th 2006 1:00pm	Cameron Knights Leah Einfalt	9999999 TMF304	Test amphibiousness Test amphibiousness

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:

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
Yehicle Details	
Vehicle:	Bronze Holden Commodore Sedan
Registration:	TMF304
	Edit Delete

# 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				
Yehicle Details					
Vehicle:	Green Ford Laser Sedan				
Registration:	TDB857				
		Confirm Cancel			

- 5. Click Confirm the booking deletion.
- 6. You are then returned to the view/edit screen where you can view all bookings.

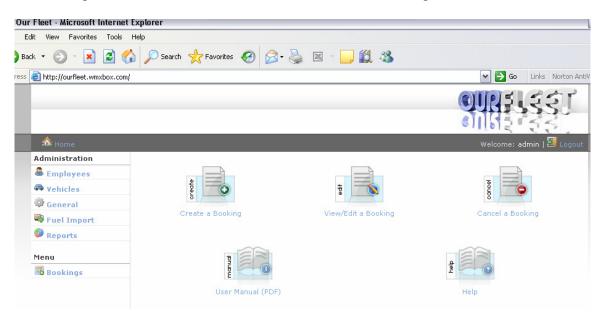
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Menu Bookings	Bookings				
	Bookings				
-		Return Date	Employee	¥ehicle	Purpose
-	Rew Booking	Return Date Oct 11th 2006 10:30am	<b>Employee</b> Cameron Knights	Yehicle AWE258	Purpose Test amphibiousness
	Booking Date				
-	Booking Date Oct 11th 2006 6:30am	Oct 11th 2006 10:30am	Cameron Knights	AWE258	Test amphibiousness
-	Booking Date Oct 11th 2006 6:30am Oct 13th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm	Cameron Knights Leah Einfalt	AWE258 TDB857	Test amphibiousness AGM
-	Booking Date Oct 11th 2006 6:30am Oct 13th 2006 9:00am Oct 13th 2006 10:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm	Cameron Knights Leah Einfalt Leah Einfalt	AWE258 TDB857 TMF304	Test amphibiousness AGM Test amphibiousness
	Booking Date           Oct 11th 2006 6:30am           Oct 13th 2006 9:00am           Oct 13th 2006 10:00am           Oct 14th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm Oct 14th 2006 11:30am	Cameron Knights Leah Einfalt Leah Einfalt John Smith	AWE258 TDB857 TMF304 TDB857	Test amphibiousness AGM Test amphibiousness AGM
-	Booking Date           Oct 11th 2006 6:30am           Oct 13th 2006 9:00am           Oct 13th 2006 10:00am           Oct 14th 2006 9:00am           Oct 14th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm Oct 13th 2006 2:00pm Oct 14th 2006 11:30am Oct 14th 2006 11:30am	Cameron Knights Leah Einfalt Leah Einfalt John Smith Justin Pradier	AWE258 TD8857 TMF304 TD8857 TD8857	Test amphibiousness AGM Test amphibiousness AGM AGM
-	Booking           Booking Date           Oct 11th 2006 6:30am           Oct 13th 2006 9:00am           Oct 13th 2006 9:00am           Oct 14th 2006 9:00am           Oct 14th 2006 9:00am           Oct 14th 2006 9:00am	Oct 11th 2006 10:30am Oct 13th 2006 1:30pm Oct 13th 2006 2:00pm Oct 13th 2006 2:00pm Oct 14th 2006 11:30am Oct 14th 2006 11:30am Oct 14th 2006 11:00am	Cameron Knights Leah Einfalt Leah Einfalt John Smith Justin Pradier Cameron Knights	AWE258 TDB857 TMF304 TDB857 TDB857 TDB857	Test amphibiousness AGM Test amphibiousness AGM AGM

7. From this screen you can return to Arrow or Logout

## **Employees**

### Create a new employee

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



2. Click on From the Administrator menu. The following screen loads:

🖧 Add Employee View: All   Active   Inactiv					
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

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

#### New Employee System Login Details: 0 User Name\* 0 Password\* 0 Verify Password\* Email\* 0 0 Access Level\* Select --> ¥ **Employee Details** 0 Department\* ¥ Select --> 0 Location\* Select --> ~ 0 First Name\* 0 Last Name\* 0 Address\* 0 0 City\* 0 Postcode\* 0 State\* Select --> 🔽 0 Phone 1\* 0 Phone 2 0 Mobile Enabled

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 showing all users:

Submit

### and the following screen appears

Employee Administration							
🖧 Add Employee View: All   Active   Inact							
Lastname	Firstname	Location	Department	Username	Active		
Einfalt	Leah	Head Office	Public Relations	leaheinfalt	٧		
Knights	Cameron	Head Office	Human Resources	Cam	٧		
Smith	John	Head Office	Technical Support	johnsmith	٧		
Smith	John	Head Office	Engineering	john	٧		

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

Edit Employee					
System Login Detai	ls:		New Licen	се	
User Name*	leaheinfalt	$\odot$	Licence Ty	pe*	Select> 💌 😉
Password*	••••	0	Licence No	*	0
Verify Password*	••••	0	Expires*		Oct 💌 10 💌 2006 📆 🔋
Email*	leah@e-bs.com.au	0	State*		Select> 🔽 🥹
Access Level*	1 OurFleet User 🛛 👻	0			
Employee Details					Submit Reset
Department*	Public Relations	0			
Location*	Head Office 🛛 🖌 🥹		Licences		<b>F</b> .
First Name*	Leah	0	<b>Туре</b> НА	Number 789	Expires Nov 8th 2006
		0	116	107	1000012000

### 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:

ystem Login Deta	ails:		Licence No	.:	11225912	
User Name*	johnsmith	0	Expires:		2006-12-10	
Password*	•••••	0		Confirm	Edit	Car
Verify Password*	•••••	•				
Email*	john@somewhere.com	0	Licences			
Access Level*	1 OurFleet User	<b>v</b>	Туре	Number	Expire	es
Employee Details	5					
Department*	Technical Support	<b>v 0</b>				
Location*	Head Office 💌	0				
First Name*	John	0				
To confin loads:	rm the details, pre	s	Confirm	and the	e following s	creen
	rm the details, pre	ss	Confirm	and the	e following s	creen
loads: it Employee		SS	Confirm New Licence		e following s	creen
loads: it Employee ystem Login Deta		ss		•	e following s	creen
loads: it Employee ystem Login Deta User Name*	nils:		New Licence	•		
loads: it Employee ystem Login Deta User Name* Password*	ils: johnsmith		New Licence Licence Type	* Sele	ect> 💌 🙆	
loads:	ils: johnsmith	9	New Licence Licence Type Licence No.*	* Sele 0 Oct	ect> 💌 🙆	
loads: lit Employee ystem Login Deta User Name* Password* Verify Password*	ils: johnsmith	- 0 - 0 - 0	New Licence Licence Type Licence No.* Expires*	* Sele 0 Oct	ect> 💌 🕹	
loads: it Employee ystem Login Deta User Name* Password* Verify Password* Email* Access Level*	ils: johnsmith •••••• john@somewhere.com 1 OurFleet User	9 9 9 9	New Licence Licence Type Licence No.* Expires*	* Sele 0 Oct	ect> 💌 🕹	6 📆 🧯
loads: it Employee ystem Login Deta User Name* Password* Verify Password* Email* Access Level* Employee Details	ils: johnsmith •••••• john@somewhere.com 1 OurFleet User	9 9 9 9	New Licence Licence Type Licence No.* Expires*	* Sele 0 Oct	ect> 💌 🔮 V 10 V 200 ect> V 🔮	
loads: it Employee ystem Login Deta User Name* Password* Verify Password* Email* Access Level* Employee Details Department*	iils: johnsmith •••••• john@somewhere.com 1 OurFleet User	_ 0 _ 0 _ 0 _ 0 _ 0 _ 0	New Licence Licence Type Licence No.* Expires* State* Licences	e * Sele Oct Sele	ect> 💌 🔮 V 10 V 200 ect> V 🔮 Submit	6 📆 🧯
loads: it Employee ystem Login Deta User Name* Password* Verify Password* Email*	ils: johnsmith •••••• john@somewhere.com 1 OurFleet User Technical Support	9 9 9 9 9 9 9	New Licence Licence Type Licence No.* Expires* State* Licences Type Nur	* Sele 0 Oct	ect> 💌 🔮 V 10 V 200 ect> V 🔮	6 📆 🤇

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

### Edit an employee

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

Employee Administration						
ቆ Add Empl	oyee			View: All   Acti	ve   Inactive	
Lastname	Firstname	Location	Department	Username	Active	
Einfalt	Leah	Head Office	Public Relations	leaheinfalt	V	
Knights	Cameron	Head Office	Human Resources	Cam	٧	
Smith	John	Head Office	Engineering	john	Y	

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

Edit Employee							
System Login Detai	ils:		New Lie	ence			
User Name*	johnsmith	0	Licence	Туре*	Select> 💌   🥹		
Password*	•••••	0	Licence	No.* O	)	0	
Verify Password*	•••••	0	Expires	*	Oct 🔽 10 🔽 🕻	2006 📆	0
Email*	john@somewhere.com	0	State*	5	Select > 💌 🔞		
Access Level*	1 OurFleet User 💌	0					
Employee Details					Submit	Res	et
Department*	Technical Support 🛛 💌	0					
Location*	Head Office 🛛 👽 🙆	)	Licence	5			
	Head Office	_	Туре	Number	Expires		
First Name*	John	0	с	11225912	Dec 10th 20	06	
Last Name*	Smith	0					
Address*	1 Jones Street	0					

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

Employee Administration						
ቆ Add Empl	oyee			View: All   Act	ive   Inactive	
Lastname	Firstname	Location	Department	Username	Active	
Einfalt	Leah	Head Office	Public Relations	leaheinfalt	٧	
Knights	Cameron	Head Office	Human Resources	Cam	Y	
Smith	John	Head Office	Technical Support	johnsmith	٧	
Smith	John	Head Office	Engineering	john	۷	



4. Edit additional users or return to Home or Slogout

### 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 Field Field

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 Detai	ils:		New Lie					
User Name*	johnsmith	0	Licence	Туре*	Select	> 🔽 🥹		
Password*	•••••	0	Licence	No.*	0	•		
Verify Password*	•••••	0	Expires	*	Oct 🔽	10 🕶 2006	17,-	0
Email*	john@somewhere.com	0	State*		Select	> 🔽 🔞		
Access Level*	1 OurFleet User 🛛 🗸	] 0						
Employee Details						Submit	Res	set
Department*	Technical Support 🛛 👻	0						
Location*	Head Office 🛛 🕑 🔒	)	Licence Type	s Number		Expires		
First Name*	John	0	C	11225912		Dec 10th 2006		
Last Name*	Smith	0						
Address*	1 Jones Street	0						
		0						
City*	Albury							
Postcode*	2641							
State*	NSW 🔽 🥹							
Phone 1*	0260718485							
Phone 2	•							
Mobile	<b></b>							
Enabled	Section 1     Section							

3. Deselect the checkbox next to <sup>Enabled</sup> so it appears as so:

Enabled		
	Submit Reset	
4. Press	Submit and the following screen loads	::
Employee Administration	1	
🖧 Add Employee		View: All   Active   Inactive

C Add Empl	oyee			field in prece	
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	٧
Smith	John	Head Office	Engineering	john	۷

5. Archive additional users or return to

٨	or	5

### 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 Change Password from the below screen upon logging in:

\land Home			Welcome: admin   Feedback   🗾 Logou
Administration			
🚨 Employees			
🛱 Vehicles	create	e e	cancel
🔅 General			
Ruel Import	Create a Booking	View/Edit a Booking	Cancel a Booking
Reports			
Menu	g		
📕 Bookings	uand a		da Contraction da la contracti
🚨 Change Password	User Manual (PDF)		Help and FAQ (PDF)

### 2. The following screen then loads:

Change My Passwe	ord	
Current Password*		
New Password*		
Confirm New Password*		
		Submit Reset

3. The employee then enters the following information:

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

Once completed, select	Submit and the following screen loads:
------------------------	--

### Change My Password

Been Changed Successfully		
	Submit	F
	Cabina	· ·
		Submit

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### Vehicles

### Add a new vehicle

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

Our Fleet - Microsoft Internet	Explorer		
Edit View Favorites Tools	Help		
) Back 🔹 🕥 🕤 🗾 🛃 🎸	🌡 🔎 Search 🤺 Favorites 🤣 🔗	• 🍓 🛛 - 📙 🎇 🦓	
ress 🙋 http://ourfleet.wmxbox.com/			💽 ラ Go 🛛 Links Norton AntiV
<u> </u>			
state Home			Welcome: admin   🗾 Logout
Administration	a an		
🚨 Employees			
🖨 Vehicles	oredte	ja di setta	e de la composición de la comp
🏶 General			
Ruel Import	Create a Booking	View/Edit a Booking	Cancel a Booking
Reports			
Menu	g		
Bookings	manual		वे 💿
	User Manual (PDF)	)	Help

2. Select <sup>A vehicles</sup> from the Administrator menu and the following screen summarising all vehicles appears:

🔁 Add Vel	nicle							
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>~</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	<b>~</b>	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	<b>~</b>	<b>~</b>	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	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. To add a new vehicle, select Add Vehicle appears:

and the following screen

🎄 Home			Welcome: admin   Feedback
Administration	New Vehicle		
🛱 Vehicles	Keytag ID		Additional Vehicle Details
🏟 General	Location*	Head Office 💽 🥹	Additional Details, including:
💐 Fuel Import	Model*	Holden Commodore Sedan 💌 🔒	Registration Details
Reports	Year*	2000	<ul> <li>Service/Repair Details</li> <li>Fuel Usage</li> </ul>
Menu	Date Obtained*	🛅 Nov 💌 12 💌 2006 🥹	<ul> <li>Odometer readings</li> <li>Accident Reports</li> </ul>
Bookings	Purchase Cost	20000	Damage Reports
Change Password	Initial Odometer*	150	<ul> <li>Infringement Reports</li> </ul>
	Seats*	5 😣	may be completed after adding the new Vehicle
	Colour*	red 💿	
	Etag Id	<b>●</b>	
	Include In Bookings		
		Submit Reset	

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 <b>Example:</b> Holden Commodore Sedan
Year*	Enter the year of manufacture <b>Example:</b> 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: 🔽

### Once completed, press 5.

Submit and the following screen loads:

🏡 Home			Welcome: admin   Feedback
Administration	New Vehicle		
Sehicles	Keytag ID :	Head Office	Additional Vehicle Details
🔅 General	Location : Model :	Daihatsu Charade - Coupe	Additional Details, including:
Fuel Import	Year : Date Obtained : Purchase Cost:	2000 2006-11-12 20000	<ul> <li>Registration Details</li> <li>Service/Repair Details</li> </ul>
Menu	Initial Odometer : Seats :	150 5	<ul> <li>Fuel Usage</li> <li>Odometer readings</li> <li>Accident Reports</li> </ul>
Bookings	Colour : Etag Id :	red	Damage Reports     Infringement Reports
🛎 Change Password	Include In Bookings	Yes	may be completed after adding the new Vehicle
	[	Confirm Cancel	

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

Registra	ation His	tory					
Vehicle							
Silver Mits	subishi Lan	cer - Coupe					
<< Back	Add Reg	gistration					
Registr	ations				New Registration		
Reg.	Туре	Starts	Expires	Cost	Number*		
					Туре*	Select> 💌 🐵	
					State*	Select> 💌 🔋	
					Start Date*	Oct 💌 10 💌 2006	0
					Expires*	Oct 💌 10 💌 2006 🛅	0
					Cost*	6	
					Notes		
							~
							~
					Θ		
						Submit	eset

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

Field Name	Description		
Number*	Enter the vehicle's registration number <b>Example:</b> ABZ123		
Туре*	Enter the registration type from the drop down menu <b>Example:</b> 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		

#### Once completed, press 8.

Submit and the following screen loads:

Registra	tion His	tory			
¥ehicle					
ilver Mits	ubishi Lan	cer - Coupe			
< Back	Add Reg	istration			
Registr	ations				New Registration
Reg.	Туре	Starts	Expires	Cost	Number: AEE678
					Type: Car Start Date: Aug 10th 2006
					Expires: Dec 10th 2006
					Cost: 150
					Notes:
					Confirm Car
					Confirm
.	Review	w the da	ata and it	f correct, s	select and the following
;	screer	loads:			
egistra	tion Hist	ory			
ehicle	ubiebi Leev	er - Coupe			
	Add Reg	stration			
Registra Reg.	ations Type	Starts	Expires	Cost	New Registration Number*
rteg.	туре	starts	cxpires	CUSC	
					Type* Select> 💌 🥹
					State* Select> 💌 🥹
					Start Date* Oct 💌 10 💌 2006 📆
					Expires* Oct 🕶 10 🕶 2006 🛗
					Cost* 9
					Notes
					() ()
					₩ 
					Submit

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

### Edit Vehicle

	or this vehicle have not yet been complete ons require attention: Details	ed
Keytag ID Location*	890 😟 Head Office 💌 🥹	<ul> <li>Registration Details</li> <li>Insurance Policies</li> </ul>
Model* Year*	Mitsubishi Lancer Coupe 🛛 👻	No Insurance Listed
Date Obtained* Purchase Cost*	Oct 💌 10 💌 2006) 🛗 🥹	View/Edit Insurance Details
Initial Odometer*	890	FBT Details
Seats* Colour*	5 😡 Silver 😡	Vehicle Maintenance Details     Fuel Usage
Etag Id	678	<ul> <li>Odometre Readings</li> </ul>
	Submit Reset	Accident Reports

11. From here you can add the insurance details or return to from or Strange Logout

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

Insurance I	History				
¥ehicle					
Silver Mitsubis	hi Lancer -	Coupe[AEE678]			
<< Back   Ad	d Insuran	ce			
Insurances				New Insurance	
Start Date	Expires	Policy Number	Monthly Cost	Broker*	Select> 💌 🥹
				Policy Number*	•
				Monthly Cost*	•
				Start Date*	Oct 🔽 10 🔽 2006 📆 🥹
				Expires*	Oct 💌 10 💌 2006 📆 🔒
				Description*	
					~
				Θ	
					Submit Deset
					Submit Reset

13. Enter the insurance details as follows:

Field Name	Description				
Broker*	Select the insurance broker from the drop down list <b>Example:</b> RACV				
Policy Number*	Enter the insurance policy number <b>Example:</b> 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				

#### Once completed, press 14.

Submit

and the following screen loads:

Insurance I	listory
-------------	---------

Vehicle								
Silver Mi	itsubishi L	ancer- (	Coupe[AEE678]					
<< Back	<   Add I	nsuranc	e					
Insurances		New Insurance						
Start D	Date E	xpires	Policy Number	Monthly Cost	Cost:	RACV		
					Policy Number:	78990jn		
					Monthly Cost:	90		
					Start Date:	May 10th 2006		
					Expires:	Dec 10th 2006		
					Description:	windscreen cover included		
						Confirm	Edit	Cancel
						Confirm		
15.		ew tł en lo		d if correct, sel	ect –	a	nd the foll	owing

#### **Insurance History** ¥ehicle Silver Mitsubishi Lancer - Coupe[AEE678] << Back | Add Insurance Insurances New Insurance Policy Number Monthly 0 Broker\* Select --> ~ Start Date Expires Cost Policy Number\* 0 May 10th Dec 10th 78990jn 90.00 History 2006 2006 0 Monthly Cost\* 0 Start Date\* 10 🔽 2006 Oct 🔽 17:0 Expires\* Oct 🔽 10 🔽 2006 🔡 0 Description\* 0 Submit Reset

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

Keytag ID	890 🔍	Registration Details					
Location*	Head Office 🛛 🕑	Insurance Policies					
Model*	Mitsubishi Lancer Coupe 🛛 🛛 🞯	Lease Information					
Year*	2006	-					
Date Obtained*	Oct 🔽 10 🔽 2006 🛅 🥹	In BT Details ■					
Purchase Cost*	45000.00	🧐 Vehicle Maintenance Details					
Initial Odometer*	890	🐵 Fuel Usage					
Seats*	5 0	🥺 Odometre Readings					
Colour*	Silver	Accident Reports					
Etag Id	678	Ø Damage Reports					
		Infringement Reports					
	Submit Reset	Employee Reimbursements					
<ul> <li>7. If the vehicle has a permanent driver responsible for FBT, select</li> <li><b>FBT Details</b> to continue otherwise, select <a href="https://www.energy.or">https://www.energy.or</a> <a href="https://www.energy.or">Image: Image: Image</a></li></ul>							
😣 FBT D	etails to continue otherwise,	select <sup> &amp; Home</sup> or 🗾 Logout					

Keytag ID	890	😣 Regist	ration De	tails	
Location*	Head Office 🛛 🕑	🔞 Insura	nce Polic	ies	
Model*	Mitsubishi Lancer Coupe 🛛 🛛 🗐	🙆 Lease	Informati	on	
Year*	2006 🕜	EBT D	otailc		
Date Obtained*	Oct 🔽 10 🔽 2006 📆 🥹				<b>D</b> : 1
Purchase Cost*	45000.00	Employee	FBT Value	Date Commenced	Private Days
Initial Odometer*	890				Add FBT Details
Seats*	5 😡	😣 Vehic	le Mainter	nance Details	
Colour*	Silver	🔞 Fuel L	Icano		
Etag Id	678		Juge		

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

FBT History

Yehicle								
Grey Holden Commodore - Sedan[ABC-394]								
<< Back   Add FBT								
FBTs					New FBT			
FBT Value	Date Commenced	Private Days	Employee		Employee*	Select> 💌 😢		
2000.00	) Dec 6th 2005	360	Cameron Knights	History	FBT Value*			
					Date Commenced*	Oct 💌 10 💌 2006 🛅 🥹		
					Private Days*	0		
						Submit Reset		

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: Oct 🕶 10 🕶 2006 🛗				
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:
21.	Once completed, press	Submit	and the following screen loads:

FBT History

Vehicle								
rey Holden	Commodore - S	edan[ABC-3	394]					
< Back   /	Add FBT							
FBTs					New FBT			
FBT	Date	Private	Employee		Employee:	John Smith		
¥alue	Commenced	Days			FBT Value:	20000		
2000.00	Dec 6th 2005	360	Cameron Knights	History	Date	Sep 10th		
			Kingitts		Commenced:	2006		
					Date Concluded:	: N/A		
					Private Days:	280		
					Con	firms	Edit	Cancel
					Con		Euit	Cancer

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

FBT History

Yehicle							
Grey Holden	Commodore - Se	dan[ABC-39	94]				
<< Back   A	Add FBT						
FBTs					New FBT		
FBT ¥alue	Date Commenced	Private Days	Employee		Employee*	Select> 💌 😣	
2000.00	Dec 6th 2005	360	Cameron Knights	History	FBT Value*	•	
20000.00	Sep 10th 2006	280	John Smith	History	Date Commenced* Private Days*	Oct 💌 10 💌 2006 📆 🥹	
						Submit Reset	

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

🎰 Home			Welcome: admin   Feedback   🗾		
Administration	Edit Vehicle				
A Vehicles	Keytag ID		egistration Details		
🖗 General	Location*	Head Office 🛛 🖌 🥹	Insurance Policies		
Ruel Import	Model*	Holden Commodore Sedan 💌 🤒	Lease Information		
Preports	Year*	2000	In the second		
Menu	Date Obtained*	📅 Nov 💌 12 💌 2006 🤒	Vehicle Maintenance Details		
Bookings	Purchase Cost	20000.00	I Fuel Usage		
🚨 Change Password	Initial Odometer*	150			
	Seats*	5 😡	Odometer Readings		
	Colour*	red	Accident Reports		
	Etag Id		Ø Damage Reports		
	Include In Bookings		Infringement Reports		
		Submit Reset	🖲 Employee Reimbursements		
			Inclusions		

to

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

ł	dit Vehicle		
	Keytag ID		😡 Registration Details
	Location*	Head Office 🛛 🕑	🥹 Insurance Policies
	Model*	Holden Commodore Sedan 💌 🧕	😡 Lease Information
	Year*	2000	Image: Barbar Bar Barbar Barbar B
	Date Obtained*	📆 Nov 💌 12 💌 2006 🥹	Vehicle Maintenance Details
	Purchase Cost	20000.00	
	Initial Odometer*	150 0	😣 Fuel Usage
	Seats*	5 0	😣 Odometer Readings
	Colour*	red	Accident Reports
	Etag Id	0	Oamage Reports
	Include In Bookings		Infringement Reports
		Submit Reset	Employee Reimbursements
			Inclusions
			No Inclusions Listed
			View/Edit Inclusions

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

Vehicle Inclusions		
Yehicle		
red Holden Commodore - Sedan[FGK123]		
<< Back		
Inclusion	Add Inclusion	
	Inclusion*	Select>
		Submit Reset

## 26. Select an inclusion from the drop down list and then select

Submit . The following screen loads:

Inclusion Tow Bar

Vehicle Inclusions			
Yehicle			
red Holden Commodore - Sedan[FGK123]			
<< Back			
Inclusion	Inclusion:	Tow Bar	
			Confirm Cancel
27. Review your input and if correct, s screen then loads: Vehicle Inclusions	elect	Confirm	. The following
Yehicle			
red Holden Commodore - Sedan[FGK123]			
<< Back			

Add Inclusion

Select -->

Submit

~

Reset

Inclusion\*

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

🞄 Home	90.		Welcome: admin   Feedback   🗾
Administration	Edit Vehicle		
🚨 Employees			
🖨 Vehicles	Keytag ID		Registration Details
🔅 General	Location*	Head Office 🛛 🕑	Insurance Policies
Ruel Import	Model*	Holden Commodore Sedan 💌 😢	Lease Information
Reports	Year*	2000	FBT Details
Menu	Date Obtained*	🛅 Nov 💌 12 💌 2006 🥹	-
Bookings	Purchase Cost	20000.00	Vehicle Maintenance Details
Change Password	Initial Odometer*	150	🥹 Fuel Usage
- change rassword	Seats*	5	Odometer Readings
	Colour*	red	Accident Reports
	Etag Id		Ø Damage Reports
	Include In Bookings		Infringement Reports
		Submit Reset	Employee Reimbursements
			Inclusions
29. From he	re you can ret	urn to 🏫 Home or 🗾	Logout

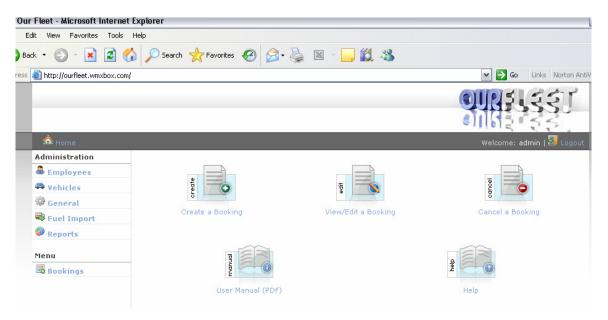
## Vehicle Maintenance Details

Vehicle maintenance is used to

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





2. Select <sup>A vehicles</sup> from the Administrator menu and the following screen summarising all vehicles appears:

褐 Add Vel	hicle							
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>«</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	~	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	~	<b>«</b>	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	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
TTV643	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:

Keytag ID	890	Registration Details
Location*	Head Office 🛛 🕑	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🛛 🗐	Lease Information
Year*	2006	In the second
Date Obtained*	Oct 🔽 10 🔽 2006 📆 🥹	
Purchase Cost*	45000.00	😢 Vehicle Maintenance Details
Initial Odometer*	890	😣 Fuel Usage
Seats*	5 0	😟 Odometre Readings
Colour*	Silver	Accident Reports
Etag Id	678	Oamage Reports
		Infringement Reports
	Submit Reset	Employee Reimbursements

#### Edit Vehicle

#### Select 4.

Vehicle Maintenance Details and the following appears:

Edit Vehicle			
Keytag ID	890	Registration Details	
Location*	Head Office 🛛 🕑	Insurance Policies	
Model*		☑ Lease Information	
Year*		Generation     Generation     Generation     Generation	
Date Obtained*	Oct 💌 10 💌 2006 📆 😣		
Purchase Cost*	45000.00	Vehicle Maintenance Details	
Initial Odometer*	890	View All Maintenance Details	
Seats*	5 🔍	🙆 Fuel Usage	
Colour*	Silver	Odometre Readings	
Etag Id	678	Accident Reports	
	Submit Reset	Oamage Reports	
	Gubinit	Infringement Reports	
		Employee Reimbursements	
5. Select	View All Maintenance Details	and the following screen appears:	
Vehicle Maintena	ance Management		
¥ehicle			
Silver Mitsubishi Lan	cer - Coupe[AEE678]		

<< Back | Add Maintenance Appointment Agent

Date

**Odometer Reading** 

Comments

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

#### Vehicle Maintenance Management

Vehicle	
Silver Mitsubishi Lancer - 🤇	Coupe[AEE678]
New Maintenance A	ppointment
Agent*	Select> 💌 🥹
Odometer Reading*	
Appointment Date*	Oct 🔽 10 💌 2006 📆 🥹
Expected Return Date*	Oct 💌 17 💌 2006 🛗 🥹
Comments*	
	~
	<u></u>
¥	
	Submit Back

7. Enter the required information as follows:

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

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

#### Vehicle Maintenance Management

Vehicle		
Silver Mitsubishi Lancer	- Coupe[AEE678]	
Agent : Odometer Reading: Appointment Date: Expected Return Da Comments:	Oct 17th 2006	service
Confirm	n Edit	Cancel
SCREEN ADD Maintenance Appointme Vehicle Silver Mitsubishi Lancer - Coup	nt Administration	
<< Back		
<b>View Maintenance App</b> Odometer Reading: Appointment Date: Actual Date: Expected Return Date: Comments:	ointment 9500 Oct 17th 2006 Nov 30th 1999 Oct 17th 2006 10,000 scheduled service	<b>View Service Details</b> No Current Service Details.
	Edit Booking	New Service
View Vehicle Repairs	Add Donair	
View Venicle Repairs   Description	waa vehalt	Cost

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

Vehicle Maintenance Management							
Yehicle							
Silver Mit:	subishi 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	o 🏡 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 Yehicle								
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>~</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	<b>~</b>	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	<b>~</b>	<b>~</b>	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	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
TTV643	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:

#### 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	😢 Fuel Usage
Seats*	5 0	😉 Odometre Readings
Colour*	Silver	Accident Reports
Etag Id	678	Damage Reports
	Duburk Davat	Infringement Reports
	Submit Reset	Employee Reimbursements

14. Select <sup>(a)</sup> 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 🛛 🛞	Image: Book of the second s
Date Obtained*	Oct 💌 10 💌 2006 📅 🥹	
Purchase Cost*	45000.00	Vehicle Maintenance Details
Initial Odometer*	890	View All Maintenance Details
Seats*	5 😡	😡 Fuel Usage
Colour*	Silver	Odometre Readings
Etag Id	678	Accident Reports
	Submit Reset	Damage Reports
		Infringement Reports
		Employee Reimbursements

## 15. Select View All Maintenance Details...

and the following screen appears:

Vehicle Maintenance Management						
Yehicle						
Coupe[AEE678]						
<< Back   Add Maintenance Appointment						
Agent	Odometer Reading	Comments				
Gregs Motors	9500	10,000 scheduled service	History			
	Coupe[AEE678] nce Appointment Agent	Coupe[AEE678] nce Appointment Agent Odometer Reading	Coupe[AEE678] nce Appointment Agent Odometer Reading Comments			

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

Maintenance Appointme	ent Administration		
¥ehicle			
Silver Mitsubishi Lancer - Coup	e[AEE678]		
< Back			
View Maintenance App	ointment	View Service Details	
Odometer Reading:9500Appointment Date:Oct 17th 2006Actual Date:Nov 30th 1999Expected Return Date:Oct 17th 2006Comments:10,000 scheduled service		No Current Service Detail	s.
	Edit Booking		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 0 Odometer Reading\* Next Service Date\* 0 Oct 🔽 10 🔽 2006 Description\* Standard Service 0

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 <b>Example:</b> 19500		
Next Service Date*	Enter the suggested next service date		
	Example:		
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

Yehicle			
Silver Mitsubishi Lancer	- Coupe[AEE678]		
Cost:	150		
Next Service Odome Reading:	ter 20000		
Next Service Date:	Dec 10th 2006		
Description:	Standard Service	20,000	
Confirm	Edit	Cancel	
		Confirm	
20. Review the	data and if correct, pre		and the following
screen appe	ers:		
Maintenance Appointme	nt Administration		
Vehicle			
Silver Mitsubishi Lancer - Coup	e[AEE678]		
<< Back			
View Maintenance App			
	ointment	<b>View Service Details</b>	
Odometer Reading:	ointment 9500	View Service Details Cost:	150.00
Odometer Reading: Appointment Date:			
-	9500	Cost:	150.00 20000
Appointment Date:	9500 Oct 17th 2006	Cost: Next Service Odometer	
Appointment Date: Actual Date:	9500 Oct 17th 2006 Nov 30th 1999	Cost: Next Service Odometer Reading:	20000
Appointment Date: Actual Date: Expected Return Date:	9500 Oct 17th 2006 Nov 30th 1999 Oct 17th 2006	Cost: Next Service Odometer Reading: Next Service Date:	20000 Dec 10th 2006 Standard Service 20,000
Appointment Date: Actual Date: Expected Return Date:	9500 Oct 17th 2006 Nov 30th 1999 Oct 17th 2006 10,000 scheduled service	Cost: Next Service Odometer Reading: Next Service Date:	20000 Dec 10th 2006
Appointment Date: Actual Date: Expected Return Date:	9500 Oct 17th 2006 Nov 30th 1999 Oct 17th 2006 10,000 scheduled service	Cost: Next Service Odometer Reading: Next Service Date:	20000 Dec 10th 2006 Standard Service 20,000
Appointment Date: Actual Date: Expected Return Date:	9500 Oct 17th 2006 Nov 30th 1999 Oct 17th 2006 10,000 scheduled service Edit Booking	Cost: Next Service Odometer Reading: Next Service Date:	20000 Dec 10th 2006 Standard Service 20,000

21. To add repairs, select Add Repair or return to for Home or Logout. If you add repairs, the following screen will appear:

Service/Repair Administration				
Yehicle				
Silver Mitsubishi Lancer - Coupe[AEE678]				
New Vehicle Repairs Description Cost		Agent* Cost*	Select>	•
		Description*	<u> </u>	
				~
		0		<u> </u>
		Submit	Reset	Back

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	Enter the cost of the repairs			
Odometre Reading*	Example: 250			
Description*	Enter a description of the repairs conducted			
	Example: Aerial repaired			

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

#### Service/Repair Administration

Yehicle			
Silver Mitsubishi Lancer	- Coupe[AEE678]		
New Vehicle Repa Description	airs Co	st	Cost: 250 Description: aerial repaired
			Confirm Edit Cancel
	the data and appears:	if correct,	, press Confirm and the following
Service/Repair Ad	ministration		
Yehicle			
Silver Mitsubishi Lancer			Agent* Select> 💌 🥹
Description	Cost		
aerial repaired	250.00	History	Cost* 0 Description*
			Submit Reset Back
25. From he		dd additio	onal repairs or return to Arrow or

## Fuel Usage

Fuel usage can be uploaded through enter manually – follow the below steps:

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

🗟 Add Vel	sicle							
No Add Ver	ncie							
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>«</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	×	<b>«</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	~	~	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	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
ТТҮ643	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:

Keytag ID	890	Registration Details
Location*	Head Office 💽 🥹	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🛛 🗐	Lease Information
Year*	2006	
Tear	2006	BT Details
Date Obtained*	Oct 😡 10 😡 2006 😁 🛞	Second Se
Date Obtailleu.	Oct 💌 10 💌 2006 🛗 🤎	A
Purchase Cost*		🕑 Vehicle Maintenance Details
Purchase Cost"	45000.00	
Initial Odometer*	890	🕑 Fuel Usage
Initial Odometer*	890	
Seats*	E 0	🧕 Odometre Readings
Seals	5	• Outmetre Readings
Colour*	Silver	Accident Reports
Coloal	Sliver	W ACCIDENT REPORTS
Etag Id	678	<b>O</b> - · ·
	0/0	🥹 Damage Reports
		😢 Infringement Reports
	Submit Reset	
		😟 Employee Reimbursements

#### Edit Vehicle

3. Select =	Fuel Usage and the feet of the second sec	ollowing appears:
Edit Vehicle		
Keytag ID Location* Model* Year* Date Obtained* Purchase Cost*	589 Head Office Mitsubishi Lancer Coupe 2005 3ul 29 2006 8 2000.00 8	<ul> <li>Registration Details</li> <li>Insurance Policies</li> <li>Lease Information</li> <li>FBT Details</li> <li>Vehicle Maintenance Details</li> </ul>
Initial Odometer* Seats* Colour* Etag Id	1052 5 Candle apple re 789a 3	Fuel Usage No Fuel Entries Listed View All Fuel Usage Odometre Readings
	Submit Reset	<ul> <li>Accident Reports</li> <li>Damage Reports</li> <li>Infringement Reports</li> <li>Employee Reimbursements</li> </ul>

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

Fuel Usa	ge				
Yehicle					
candle appl	e red Mitsubishi L	ancer - Coupe.	[AWE258]		
<< Back					
Fuel His	tory (Last 6	Months)		New Fuel Data	
Date	Amount	Cost	Card No.	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:

Once completed, press 6.

screen appears:

Submit

and the following screen loads:

#### Fuel Usage

<b>Vehicle</b>							
candle a	pple red Mitsubishi Lan	cer - Coupe[	AWE258]				
<< Bacl	< Contract of the second se						
Fuel	History (Last 6 Mo	onths)		Date:	Oct 7th		
Date	Amount	Cost	Card No.	Date;	2006		
				Litres:	80		
				Cost:	80		
				Odometer Reading:	7890		
				Card No.:	6789		
				Ca	onfirm	Edit	Cancel
7.	Review the	data ar	id if correct, p	oress	<sup>Confirm</sup> ar	nd the follo	owing

#### Fuel Usage

andle apple red M < Back	litsubishi Lanc	er - Coupe	[AWE258]			
Fuel History	(Last 6 Mor	nths)			New Fuel Data	
Date	Amount	Cost	Card No.			
Oct 7th 2006	80	80.00	6789	History	Litres*	
					Cost*	Θ
					Odometer Reading*	
					Card No.*	Select> 🔽 😟
					Fuel Date*	Oct 🕶 10 🕶 2006 🔡
						Submit Res
					vehicle or retur	n to 🌼 Home or

## **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 Vel	nicle							
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>«</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	<b>~</b>	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	<b>~</b>	~	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	Head Office	89	Archive   History
TDB857	Ford Laser - Sedan	Green		×	×	Howie & Davidson	JP123	Archive   History
ТКЕ099	Ford Falcon - Sedan	Green	Cameron Knights	×	×	Jacob & Smith	76543JP	Archive   History
TMF304	Holden Commodore - Sedan	Bronze		×	×	Head Office	ABC	Archive   History
ΤΤΥ643	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:

Keytag ID	890	Registration Details
Location*	Head Office 🛛 🕑	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🛛 📀	Icase Information € € € € € € € € € € € € € € € € € € €
Year*	2006 0	
Tear	2006	In the second
Date Obtained*	Oct 🔽 10 🔽 2006 🛗 🧕	Second Second
	Oct 💌 10 💌 2006 📅 🤎	🙆 Ushiela Maintananan Dataila
Purchase Cost*	45000.00	🧐 Vehicle Maintenance Details
		A = 1     A  A     A     A     A   A   A   A   A   A   A   A   A   A   A   A   A   A   A   A   A   A   A
Initial Odometer*	890	🥹 Fuel Usage
		Odometre Readings
Seats*	5	🥹 Odometre Readings
Colour*	Silver	A
Colour	Silver	Accident Reports
Etag Id	678	<u> </u>
2.09.10	0/0	🥹 Damage Reports
		🧐 Infringement Reports
	Submit Reset	
		🧐 Employee Reimbursements

#### Edit Vehicle

### 3. Select

🤨 Odometre Readings

 $\frac{5}{2}$  and the following appears:

Edit Vehicle		
Keytag ID	89	Registration Details
Location*	Head Office 🛛 🖌 🥹	Insurance Policies
Model*	Holden Commodore Sedan 💌 🙆	Lease Information
Year*	2000	Image: Bar Details
Date Obtained*	Sep 🔽 7 🔽 2006 🛅 🥹	Vehicle Maintenance Details
Purchase Cost*	8000.00	
Initial Odometer*	890	🥹 Fuel Usage
Seats*	5 😣	Odometre Readings
Colour*	Red	
Etag Id	•	No Odometre Readings Entered
		View Odometre Readings
-		A

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

**Odometre History** 

Yehicle					
Red Holden Comm	odore - Sedan[LEI	E789]			
<< Back   Add O	dometre Readir	ng			
Odometre Rea	adings			New Odometre Re	ading
Reading Start	Reading End	Date Start	Date End	Employee*	Select> 💌 🥹
				Department*	Select> 💽 🕑
				Reading Start*	0
				Reading End*	9
				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:
Date End*	Enter the date the travel concluded
	Example:
Private*	Select the checkbox if the travel is considered private
	Example:

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

#### Odometre History

Yehicle					
Red Holden Comm	odore - Sedan[LE	E789]			
<< Back   Add O	dometre Readi	ng			
Odometre Rea	adings			Employee:	Cameron Knights
Reading Start	Reading End	Date Start	Date End	Department :	Marketing
				Reading Start:	10200
				Reading End:	10500
				Date Start:	Oct 6th 2006
				Date End:	Oct 6th 2006
				Private:	No
				Confirm	Edit

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

/ehicle						
Red Holden Cor	nmodore - Sed	an[LEE789]				
< Back   Add	l Odometre I	Reading				
Odometre F	Readings				New Odometre Re	eading
Reading Start	Reading End	Date Start	Date End		Employee*	Select> 💌 🥹
10200	10500	Oct 6th 2006	Oct 6th 2006	History	Department*	Select> 💌 🥹
					Reading Start*	•
					Reading End*	0
					Date Start*	Oct 🔽 10 🔽 2006 🗒 🧕
					Date End*	Oct 🔽 10 💌 2006 📆 🧕
					Private	
						Submit Reset
						<b>A</b>
					<i>.</i>	ele or return to

## **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:

褐 Add Vel	hicle							
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>«</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	~	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	~	<b>~</b>	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	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
TTV643	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:

Keytag ID	890	Registration Details
Location*	Head Office 🛛 🕑	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🛛 📀	Icase Information € € € € € € € € € € € € € € € € € € €
Year*	2006 0	
Tear	2006	In the second
Date Obtained*	Oct 🔽 10 🔽 2006 🛗 🧕	Second Second
	Oct 💌 10 💌 2006 📅 🤎	🙆 Ushiela Maintananan Dataila
Purchase Cost*	45000.00	🧐 Vehicle Maintenance Details
		A = 1     A  A     A     A     A   A   A   A   A   A   A   A   A   A   A   A   A   A   A
Initial Odometer*	890	🥹 Fuel Usage
		Odometre Readings
Seats*	5	🥹 Odometre Readings
Colour*	Silver	A
Colour	Silver	Accident Reports
Etag Id	678	<u> </u>
2.09.10	0/0	🥹 Damage Reports
		🧐 Infringement Reports
	Submit Reset	
		🧐 Employee Reimbursements

#### Edit Vehicle

### 3. Sel

Select <sup>()</sup> Accident Reports

and the following appears:

Edit Vehicle		
Keytag ID	890 0	Registration Details
Location*	Head Office 🛛 🕑	😡 Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🕑	❷ Lease Information
Year*	2006 🔍	Image: Bar Details
Date Obtained*	Oct 🔽 10 🔽 2006 🛗 🥹	
Purchase Cost*	45000.00	Vehicle Maintenance Details
Initial Odometer*	890	😣 Fuel Usage
Seats*	5 😡	😟 Odometre Readings
Colour*	Silver	Accident Reports
Etag Id	678	
		No Accidents Listed
	Submit Reset	View/Edit Accident Details      Oamage Reports

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

Accident	History			
Vehicle				
Silver Mitsu	bishi Lancer - Coup	e[AEE678]		
<< Back	Add Accident			
Accident			New Accid	lent
Date	Location	Reference	Employee*	Select> 💌 🥹
			Form Refer	rence 😡
			Date*	Oct 💌 10 💌 2006 🛗 🙆
			Time*	10 🕶 00 🕶 AM 🛩
			Location*	
				2
				1
			Uetails of [	Damage*
				2
				8
			0	
				Culmià Decet
				Submit Reset

## 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 <b>Example:</b> John Smith
Form Reference	Enter an incident report reference number, if applicable <b>Example:</b> 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

Submit

## 6. Once completed, press

and the following screen loads:

Accident History

¥ehicle			
Silver Mitsubi	shi Lancer - Couj	pe[AEE678]	
<< Back   A	dd Accident		
Accidents			New Accident
Date	Location	Reference	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

¥ehicle						
Silver Mitsubishi La	ncer - Coupe[AEE678]					
<< Back   Add Ac	cident					
Accidents				New Accident		
Date	Location	Reference		Employee*	Select> 💌 🥹	
Oct 6th 2006 10:00am	Cnr Dean & Kiewa, Albury	688	History	Form Reference		
				Date*	Oct 💌 10 💌 2006 🛗	0
				Time*	10 🕶 00 💌 AM 💌	
				Location*		
						^
						~
				0		
				Details of Damage*		
						~



Enter additional accident reports for this vehicle or return to 8. or <u> Logout</u>

## 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:

Vehicle A	dministration							
褐 Add Vel	hicle							
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	<b>~</b>	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	<b>~</b>	~	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>«</b>	Head Office	89	Archive   History
TDB857	Ford Laser - Sedan	Green		×	×	Howie & Davidson	JP123	Archive   History
ТКЕ099	Ford Falcon - Sedan	Green	Cameron Knights	×	×	Jacob & Smith	76543JP	Archive   History
TMF304	Holden Commodore - Sedan	Bronze		×	×	Head Office	ABC	Archive   History
ТТҮ643	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:

Keytag ID	890	left Registration Details
Location*	Head Office 💽 🥹	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🛛 😢	Lease Information
Year*	2006 🕘	
1001	2000	In the second
Date Obtained*	Oct 🔽 10 🔽 2006 📆 🥹	
		Vehicle Maintenance Details
Purchase Cost*	45000.00	
Initial Odometer*	890	😣 Fuel Usage
Seats*	5 9	Odometre Readings
Colour*	Silver	😢 Accident Reports
Etag Id	678	0
Ltog Io	070	🧐 Damage Reports
		Infringement Reports
	Submit Reset	
	Gubrint	🙆 Employee Reimbursements

#### Edit Vehicle

3. Select	😣 Damage Reports	and the following appears:		
Edit Vehicle				
Keytag ID	890	Registration Details		
Location*	Head Office 🛛 🖌 😣	Insurance Policies		
Model*	Mitsubishi Lancer Coupe	<ul> <li>Image: Second state</li> <li>Image: Second state&lt;</li></ul>		
Year*	2006 🕘	FBT Details		
Date Obtained*	Oct 💌 10 💌 2006 🛗 🥹			
Purchase Cost*	45000.00	<b>A</b>		
Initial Odometer*	890	🛛 😡 📕 Fuel Usage		
Seats*	5 😡	Odometre Readings		
Colour*	Silver	Accident Reports		
Etag Id	678	Ø Damage Reports		
	Submit Re	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			
¥ehicle				
Silver Mits	ubishi Lancer - Coup	e[AEE678]		
<< Back	Add Damage			
Damage	s		New Damage	
Date	Reference	Description	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:		
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

¥ehicle						
Silver Mitsub	ishi Lancer - Coupe	e[AEE678]				
<< Back   A	dd Damage					
Damages			New Dan	nage		
Date	Reference	Description	Employe	e: 🛛 John Smith		
			Date:	Oct 6th 2006		
			Time:	10:00 AM		
			Referenc	e: 23534		
			Descripti	on:		
			broken side mirror			
				Confirm	Edit	Cancel

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

Damage Reference 23534	<b>Description</b> broken side mirror	History	New Damage Employee* Date*	Select> 💌 🥹 Oct 💌 10 💌 2006 🛗 🍕
	-	History	Employee*	
	-	History		
23034	Droken slae mirror	History	Date*	Oct 💌 10 💌 2006 📆 🧕
			Time*	10 🗸 00 🗸 AM 🗸
			Reference	
			Description*	
			Description	
			0	
				Submit Reset

# 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:

褐 Add Vel	hicle							
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>«</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	<	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	<	~	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	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
TTV643	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:

Keytag ID	890	Registration Details
Location*	Head Office 🛛 🕑	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🛛 🔍	☑ Lease Information
Year*		Cost information
Ical	2006	In the second
Date Obtained*	Oct 🔽 10 🔽 2006 🛅 🥹	
		Vehicle Maintenance Details
Purchase Cost*	45000.00	
		🐵 Fuel Usage
Initial Odometer*	890	Server usaye
- · *	5 9	Odometre Readings
Seats*	5	Southerre Readings
Colour*	Silver	Accident Reports
Colodi	Sliver	Accident Reports
Etag Id	678	O Demons December
2	010	🥹 Damage Reports
		🥹 Infringement Reports
	Submit Reset	<u> </u>
		🧐 Employee Reimbursements

### Edit Vehicle

3. Select	Intringement Reports	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 📆 🥹	
Purchase Cost*	45000.00	Vehicle Maintenance Details
Initial Odometer*	890	🧕 Fuel Usage
Seats*	5 0	Odometre Readings
Colour*	Silver	Accident Reports
Etag Id	678	Ø Damage Reports
		Infringement Reports
	Submit Reset	
		No Infringements Listed
		View/Edit Infringement Details
		🙆 Employee Reimbursements

View/Edit Infringement Details... Select

to enter a new infringement record and

the following screen appears:

4.

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Infring	ement Hi	story				
¥ehicle						
Silver Mi	tsubishi Lan	icer - Coupe[AEE6	78]			
<< Back	:   Add Infi	ringement				
Infrin Date	gements Number	Obligation #	Cost	Description	New Infringement Employee*	Select> 💌 🥹
					Date*	Oct 💌 10 💌 2006 🛗 🐵
					Number*	6
					Obligation Number	0
					Cost*	0
					Description*	
						<u>^</u>
					0	V
					-	
						Submit Reset

5. Enter the required information as follows:

Employee*	Select the emplo drop down list:	yee driving the vehicle at the time from the
	Example:	John Smith
Date*	Enter the date th	e infringement occurred:
	Example:	Oct 💌 10 💌 2006 🛗
Number*	Enter the infringe	ement number quotes on the fine
	Example: 6	6789006
Obligation Number	Enter the obligati	ion number listed on the fine, if applicable
	Example:	467923
Cost*	Enter the cost of	the fine
	Example:	150
Description*	Enter any other r	elevant details
	Example: I	Fine was for running a red light

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

Infringement History

¥ehicle								
Silver Mi	itsubishi Lar	ncer - Coupe[AEE6	578]					
<< Back	<   Add Inf	ringement						
Infrin	gements				New Infringe	ment		
Date	Number	Obligation #	Cost	Description	Employee:	John Smith		
					– Date:	Oct 5th 2006		
					Number:	4678		
					Obligation Number:	121		
					Cost:	150		
					Description:	running red light		
					C	onfirm	Edit	Cancel

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

Ι	nfringem	ent His	tory						
۷	ehicle								
s	ilver Mitsub	ishi Lanc	er - Coupe[A	EE678]					
<	< Back   A	dd Infrii	ngement						
	Infringements					New Infringement			
	Date	Number	Obligation #	Cost	Description		Employee*	Select> 💌 🥹	
	Oct 5th 2006	4678	121	150.00	running red light	History	Date*		17:
	2000				ngne		Number*	0	
							Obligation Number	0	
							Cost*	•	
							Description*		
									<u>^</u>
									~
							0		
								Submit	Reset
8.	E	-1		al infr	ringemer	nts for t	this vehicle or re	eturn to	or

# **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:

褐 Add Vel	hicle							
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
234234	Ford Laser - Sedan	Red	Cameron Knights	×	<b>«</b>	Head Office	123456	Archive   History
ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	~	<b>~</b>	Head Office	A4	Archive   History
AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	~	~	Head Office	589	Archive   History
LEE789	Holden Commodore - Sedan	Red		×	<b>~</b>	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
ТТҮ643	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:

Keytag ID	890	Registration Details
Location*	Head Office 🛛 🕑	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 🛛 🔍	I ease Information
Year*	2006	Clease information
ICal	2006	In the second
Date Obtained*	Oct 🔽 10 🔽 2006 🛗 🥹	
		Vehicle Maintenance Details
Purchase Cost*	45000.00	
		🐵 Fuel Usage
Initial Odometer*	890	- Tuerosuge
Seats*	5 😣	🥹 Odometre Readings
- L *		<b>O</b>
Colour*	Silver	🥹 Accident Reports
Etag Id	678	
2.009.10	070	🧐 Damage Reports
		A total and the second
	Culouit Decet	🥹 Infringement Reports
	Submit Reset	
		🤎 Employee Reimbursements

### Edit Vehicle

## 3. Select

😉 Employee Reimbursements

and the following appears:

Edit Vehicle		
Keytag ID	890	Registration Details
Location*	Head Office 🛛 🕑	Insurance Policies
Model*	Mitsubishi Lancer Coupe 🛛 😢	ease Information
Year*	2006	In the second
Date Obtained*	Oct 🔽 10 🔽 2006 🛗 🤎	Vehicle Maintenance Details
Purchase Cost*	45000.00	😡 Fuel Usage
Initial Odometer*	890	• Tuer Usage
Seats*	5 😡	🥹 Odometre Readings
Colour*	Silver	Accident Reports
Etag Id	678	Oamage Reports
	Dutwit Devet	Infringement Reports
	Submit Reset	Employee Reimbursements
		No Reimbursements Listed
		) Gou/Edit Crealeuse, Deirahuwaanaata

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

Reimbursement	t History				
¥ehicle					
Silver Mitsubishi La	ncer - Coupe[AEE67	8]			
<< Back   Add Re	imbursement				
Reimbursemer	nts		New Reimbursem	ent	
Employee	Start Date	Amount	Employee*	Select> 🔽 😢	
			Amount*	0	
			Start Date*	Oct 💌 10 💌 2006 📆	0
			End Date*	Oct 💌 10 💌 2006 📆	0
			Description*		
					~
					$\sim$
			0		

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:
End Date*	Enter the date the reimbursement concludes at Example:
Description*	Enter any other relevant details Example: Covers private travel

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

Reimburseme	ent History			
¥ehicle				
Silver Mitsubishi I	Lancer - Coupe[AEE67	8]		
<< Back   Add F	Reimbursement			
Reimbursem	ents		New Reimburse	ment
Employee	Start Date	Amount	Employee*	Select> 💌 🥹
			Amount*	l l l l l l l l l l l l l l l l l l l
			Start Date*	Oct 💌 10 🕶 2006 🔡 😣
			End Date*	Oct 🔽 10 🔽 2006 🛗 😣
			Description*	
				~
				~
			0	
				Submit Reset

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

Silver Mitsubishi Lancer - Coupe[AEE678] Silver Mitsubishi Lancer - Coupe[AEE678] Reimbursements Employee Start Date Amoun Smith, John Oct 10th 2006 679.00		New Reimbursem Employee* Amount* Start Date*	ent Select> 💌 🕹	
Reimbursements Employee Start Date Amoun		Employee* Amount*		
Employee Start Date Amoun		Employee* Amount*		
		Amount*	Select> 💉 🥹	
Smith, John Oct 10th 2006 679.00	0 History			
		Start Date*		
			Oct 💌 10 💌 2006 🛗	0
		End Date*	Oct 💌 10 💌 2006 🗒	0
		Description*		
		Θ		
			À	
Enter additional reimbu	irsements	for this vehicle	or return to	
or SLogout				

# 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 evenicles from the left hand side menu and the following screen loads:

									डुडु।
st Home							Welcome: ad	min   Feed	dback   🗾 Logo
Administration	Vehicle Ad	ministration							
Employees	Radd Vehi	icle					Vie	w: All   A	ctive   Inacti
🛱 Yehicles	Registration	Model	Colour	Owner	E- Tag	Insured	Location	Key Tag ID	Actions
🕏 Fuel Import	No Registration	Daihatsu Charade - Coupe	Blue		×	×	Jacob & Smith	test5	Archive   History
P Reports	No Registration	Holden Commodore - Sedan	Red		~	×	Head Office		Archive   History
Menu	234345	Jeep Cheroke - SUV	Black		×	<b>~</b>	Jacob & Smith	test6	Archive   History
Bookings	ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	~	1	Head Office	A4	Archive   History
Change Password	AEE678	Mitsubishi Lancer - Coupe	Silver		~	1	Head Office	890	Archive   History
	AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	~	~	Head Office	589	Archive   History
	FGK123	Holden Commodore - Sedan	red		×	<b>«</b>	Head Office		Archive   History
	LEE789	Holden Commodore - Sedan	Red		×	1	Head Office	89	Archive   History
	TDB857	Ford Laser - Sedan	Green		×	X	Howie &	JP123	Archive

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:
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:

🏠 Home							Welcome: ad	min   Feed	back   🗐
Administration	Vabiala Ad	ministration							
🚨 Employees	_						Vie	w: All   Ac	tine   In:
🛱 Vehicles	🍋 Add Vehi	cle					410	w. all [ au	dve   m
General	Registration	Model	Colour	Owner	E- Tag	Insured	Location	Key Tag ID	Actions
Ruel Import	No Registration	Daihatsu Charade - Coupe	Blue		×	×	Jacob & Smith	test5	Archive   History
Reports	No Registration	Holden Commodore - Sedan	Red		~	×	Head Office		Archive   History
Menu	234345	Jeep Cheroke - SUV	Black		×	<b>~</b>	Jacob & Smith	test6	Archive   History
Bookings	ABC-394	Holden Commodore - Sedan	Grey	Cameron Knights	~	<b>~</b>	Head Office	A4	Archive   History
Change Password	AEE678	Mitsubishi Lancer - Coupe	Silver		~	<b>«</b>	Head Office	890	Archive   History
	AWE258	Mitsubishi Lancer - Coupe	candle apple red	Cameron Knights	~	<b>«</b>	Head Office	589	Archive   History
	LEE789	Holden Commodore - Sedan	Red		×	<b>«</b>	Head Office	89	Archive   History
	TDB857	Ford Laser - Sedan	Green		×	×	Howie & Davidson	JP123	Archive   History
	ТКЕО99	Ford Falcon - Sedan	Green	Cameron Knights	×	×	Jacob & Smith	76543JP	Archive   History

Archive additional vehicles or return to Archive additional vehicles or return to 4.

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# **General Administration**

# Manage States

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

🎰 Home		Welcome: admin   Feedback   🗾 Logou
Administration	General Administration	
🚨 Employees	General Administration	
🖨 Vehicles	Manage States	
🔅 General	Manage Departments	
Ruel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations     Manage Vehicle Types	
Menu	Manage Vehicle Manufacturers	
Bookings	<ul> <li>Manage Vehicle Models</li> <li>Manage Licence Types</li> </ul>	
🚨 Change Password	<ul> <li>Manage Registration Types</li> <li>Manage Inclusions</li> </ul>	

2. Select • Manage States and the following screen appears:

tate Administration				
States			New State	
State Name	Abbreviation		Full name*	
Victoria	VIC	History	Short name*	
South Australia	SA	History		
New South Wales	NSW	History		
Queensland	QLD	History		Submit
Northern Territory	NT	History		
Western Australia	WA	History		
Australian Capital Territory	ACT	History		
Tasmania	TAS	History		

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

# Manage Departments

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

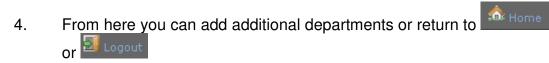
		QURALEST
📩 Home		Welcome: admin   Feedback   🛛 Logou
Administration	General Administration	
🚨 Employees		
🖨 Vehicles	Manage States	
🜼 General	Manage Departments	
🗟 Fuel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
P Reports	Manage Company Locations     Manage Vehicle Types	
Menu	Manage Vehicle Manufacturers	
📕 Bookings	<ul> <li>Manage Vehicle Models</li> <li>Manage Licence Types</li> </ul>	
& Change Password	<ul><li>Manage Registration Types</li><li>Manage Inclusions</li></ul>	

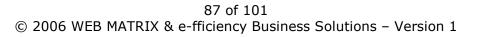
### Select • Manage Departments and the following screen appears: 2.

### General Administration

epartment Admi	inistration			
Departments				New Department
Department Name	Last Modified	Modified By		Department Name*
Accounting	Sep 21st 2006 2:19pm	admin	History	
Marketing	Sep 21st 2006 2:18pm	admin	History	
Public Relations	Sep 21st 2006 2:19pm	admin	History	
Human Resources	Sep 21st 2006 2:20pm	admin	History	
Logistics	Sep 21st 2006 2:20pm	admin	History	
Technical Support	Sep 21st 2006 2:20pm	admin	History	
Engineering	Sep 21st 2006 2:20pm	admin	History	
Production	Sep 21st 2006 2:20pm	admin	History	
Information Technology	Sep 21st 2006 2:21pm	admin	History	
Customer Service	Sep 21st 2006 2:21pm	admin	History	

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





# Manage Service/Repair Agents

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

		QURELEEL
â Home		Welcome: admin   Feedback   🔟 Logou
Administration	General Administration	
💩 Employees		
🛱 Yehicles	Manage States	
🔅 General	Manage Departments	
Ruel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations     Manage Vehicle Types	
Menu	Manage Vehicle Manufacturers     Manage Vehicle Models	
Bookings	Manage Licence Types	
Change Password	<ul> <li>Manage Registration Types</li> <li>Manage Inclusions</li> </ul>	

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

iervice/Repair Ager	nts			New Agent		
Agent Name	City	Phone		Agent Name*		
Gregs Motors	Albury	0260245689	History	Address*		16
SmartTek Auto Repairs	Wodonga	0260245689	History			
Justin's Motors	Wodonga	123456	History			1
_eah's Repairs	Albury	0260718786	History	City*		
				Postcode*		0
				State*	Select> 💌 🥹	
				Phone 1*		0
				Phone 2		0
				Mobile		
					Submit	Re

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

nroce	Submit
press	

General Administration

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:

		QURELEST
n Home		Welcome: admin   Feedback   🖾 Logou
Administration	General Administration	
💩 Employees	denerul Administration	
🖶 Vehicles	Manage States	
🌼 General	Manage Departments	
Ruel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations	
Menu	Manage Vehicle Types     Manage Vehicle Manufacturers     Manage Vehicle Manufacturers	
Bookings	<ul> <li>Manage Vehicle Models</li> <li>Manage Licence Types</li> </ul>	
Change Password	<ul><li>Manage Registration Types</li><li>Manage Inclusions</li></ul>	

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

### **General Administration**

### Insurance Broker Administration

	Phone	Email		Broker Name*
RMA	0260245689	jsmith@wm.net	History	Contact Name*
cv	0260245689	cmyer@wm.net	History	
AAMI	0260245689	sbarker@wm.net	History	Address*
Justin's Insurance	60560610		History	- 12 - 44
GIO	0260786899	someone@somewhere.com	History	City*
				Postcode*
				State*
				Phone 1*
				Phone 2
				Mobile
				Email
				Notes*

- 3. To add a new insurance broker, enter the required information and press
- 4. From here you can add additional brokers or return to Home or

# Manage Company Locations

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

		QURALSET
n Home		Welcome: admin   Feedback   🖾 Logou
Administration	General Administration	
💩 Employees	General Automistration	
🖶 Vehicles	Manage States	
🌼 General	Manage Departments	
Ruel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations     Manage Vehicle Types	
Menu	Manage Vehicle Manufacturers	
Bookings	<ul> <li>Manage Vehicle Models</li> <li>Manage Licence Types</li> </ul>	
& Change Password	<ul><li>Manage Registration Types</li><li>Manage Inclusions</li></ul>	

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

Name Address City Site Name*
acob & Smith 23/45 Clark Rd Albury History Address*
ames & 245 Bringelly Rd Penrith History hompson
łowie & Davidson 1/99 Charleston St Wodonga History City*
lead Office 1/34 High St Melbourne History
Jebmatrix Office Suite 1 121-123 High Wodonga History Postcode* St State*
Sub Branch 78 Somewhere St Beechworth History

3. To add a new location, enter the required information and press



**General Administration** 

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

# Manage Vehicle Types

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

		QURELEST
🏠 Home		Welcome: admin   Feedback   🔊 Logou
Administration	General Administration	
🚨 Employees		
🛱 Yehicles	Manage States	
🔅 General	Manage Departments	
💐 Fuel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations	
Menu	<ul> <li>Manage Vehicle Types</li> <li>Manage Vehicle Manufacturers</li> <li>Manage Vehicle Models</li> </ul>	
🖪 Bookings	Manage Licence Types	
🚨 Change Password	<ul> <li>Manage Registration Types</li> <li>Manage Inclusions</li> </ul>	

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

General A	dministration					
Vehicle Ty	pe Administration					
Types				New Vehicle Type		
Туре	Last Modified	Modified By		Туре*		0
Motorbike	Oct 8th 2006 12:58pm	admin	History			
Sedan	Sep 21st 2006 1:57pm	admin	History		Outruit	Devet
Wagon	Sep 21st 2006 1:58pm	admin	History		Submit	Reset
Coupe	Sep 21st 2006 1:58pm	admin	History			
SUV	Sep 21st 2006 2:10pm	admin	History			
Utility	Sep 21st 2006 2:10pm	admin	History			
Van	Sep 21st 2006 2:10pm	admin	History			

- 3. To add a new vehicle type, enter the required information and press
- 4. From here you can add additional vehicle types or return to Home or Logout

# Manage Vehicle Manufacturers

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

		QURELEST
â Home		Welcome: admin   Feedback   🕺 Logou
Administration	General Administration	
🚨 Employees		
🖶 Vehicles	Manage States	
🌼 General	Manage Departments	
Ruel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations	
Menu	<ul> <li>Manage Vehicle Types</li> <li>Manage Vehicle Manufacturers</li> <li>Manage Vehicle Models</li> </ul>	
👪 Bookings	Manage Licence Types	
Change Password	<ul> <li>Manage Registration Types</li> <li>Manage Inclusions</li> </ul>	

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

### **General Administration**

Manufacturers				
Manufacturer	Last Modified	Modified By		
Aston Martin	Sep 21st 2006 2:04pm	admin	History	
Audi	Sep 21st 2006 2:03pm	admin	History	
BMW	Sep 21st 2006 2:02pm	admin	History	
Chevrolet	Sep 21st 2006 2:09pm	admin	History	
Chrysler/Daimler	Sep 21st 2006 2:09pm	admin	History	
Citroen	Sep 21st 2006 2:05pm	admin	History	
Daihatsu	Sep 21st 2006 2:02pm	admin	History	
Ferrari	Sep 21st 2006 2:04pm	admin	History	
Ford	Sep 21st 2006 2:00pm	admin	History	
General Motors	Sep 21st 2006 2:01pm	admin	History	

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

press	Submit
p.000	

4. From here you can add additional vehicle manufacturers or return to

# Manage Vehicle Models

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

		QURELEST
슓 Home		Welcome: admin   Feedback   🖾 Logou
Administration	General Administration	
Employees		
🖶 Vehicles	Manage States	
🔅 General	Manage Departments	
💐 Fuel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations	
Menu	<ul> <li>Manage Vehicle Types</li> <li>Manage Vehicle Manufacturers</li> <li>Manage Vehicle Models</li> </ul>	
🖪 Bookings	Manage Venice Proces     Manage Licence Types	
Change Password	<ul> <li>Manage Registration Types</li> <li>Manage Inclusions</li> </ul>	

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

General Administra	ntion				
/ehicle Model Admi	inistration				
Models				New Model	
Model	Last Modified	Modified By		Manufacturer*	Select> 🔽 🥹
Daihatsu Charade Coupe	Sep 21st 2006 2:12pm	admin	History	Туре*	Select> 💌 🥹
Holden Commodore Sedan	Sep 21st 2006 2:12pm	admin	History	Model*	
Ford Laser Sedan	Sep 21st 2006 2:12pm	admin	History		Submit
Ford Falcon Sedan	Sep 21st 2006 2:12pm	admin	History		
Nissan Skyline Coupe	Sep 21st 2006 2:15pm	admin	History		
Toyota Camry Sedan	Sep 21st 2006 2:13pm	admin	History		

- 3. To add a new vehicle model, enter the required information and press
- 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:

		QURELEST
n Home		Welcome: admin   Feedback   🗐 Logou
Administration	General Administration	
🚨 Employees		
🖶 Vehicles	Manage States	
🜼 General	Manage Departments	
Ruel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations	
Menu	<ul> <li>Manage Vehicle Types</li> <li>Manage Vehicle Manufacturers</li> <li>Manage Vehicle Models</li> </ul>	
👪 Bookings	Manage Licence Types	
Change Password	<ul> <li>Manage Registration Types</li> <li>Manage Inclusions</li> </ul>	

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

General Administratio		
Licence Type Adminis	tration	
Licence Types		New Licence Type
Type Name		Type Name*
с	History	
R	History	Dented Dented
MR	History	Submit Reset
ТА	History	
HA	History	

- 3. To add a new licence type, enter the required information and press
- 4. From here you can add additional licence types or return to Reference or Logout

# Manage Registration Types

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

		QURALEST
📩 Home		Welcome: admin   Feedback   💹 Logou
Administration	General Administration	
A Vehicles	Manage States	
🖗 General 🗟 Fuel Import	<ul> <li>Manage Departments</li> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations     Manage Vehicle Types	
Menu	Manage Vehicle Manufacturers     Manage Vehicle Models	
Bookings	Manage Licence Types     Manage Registration Types	
	Manage Inclusions	

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

General Administration			
Registration Type Adminis	tration		
Registration Types		New Registration	п Туре
Type Name		Type Name*	
Car	History		
			Submit Reset

- 3. To add a new registration type, enter the required information and press
- 4. From here you can add additional registration types or return to

# Manage Inclusions

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

		QURALEST
📩 Home		Welcome: admin   Feedback   🔟 Logou
Administration	General Administration	
💩 Employees		
🕮 Vehicles	Manage States	
🔅 General	Manage Departments	
Ruel Import	<ul> <li>Manage Service/Repair Agents</li> <li>Manage Insurance Brokers</li> </ul>	
Reports	Manage Company Locations	
Menu	Manage Vehicle Types     Manage Vehicle Manufacturers	
Bookings	<ul> <li>Manage Vehicle Models</li> <li>Manage Licence Types</li> </ul>	
Change Password	<ul> <li>Manage Registration Types</li> <li>Manage Inclusions</li> </ul>	

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

General Administration					
Inclusion Administration					
Inclusions		New Inclusion			
Inclusion		Name*			
Car Seat - Toddler	History				
Tow Bar	History		Submit Reset		
Cruise Control	History		Submit Reset		
Power Steering	History				
Car Seat - Infant	History				

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



4. From here you can add additional vehicle inclusions or return to or Store

# **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.

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

### Fuel Usage Import

Load Known CSV Type : Shell Select CSV File: Please Check this box if your CSV includes Column Headings	Browse
Format Fieldnames	Column
Registration Number	Select> 💌
Fuel Quantity	Select> 💌
Cost (Including GST)	Select> 💌
Card Number	Select> 💌
Transaction Date	Select> 💌
Reference / Receipt Number	Select> 💌
Odometre Reading	Select> 🔽
Su	bmit Reset

2. Browse and locate the .csv file on your computer. Ensure all fieldnames

are aligned with the appropriate column letter and coloct	Submit
are aligned with the appropriate column letter and select	
The following confirmation is received:	

1

# FieldValueDate/TimeDate/TimeDate/TimeAdminFilename (Local)Shell Fuel Report Example.csvFormatRows Stored120

3. Ensure the number of rows stored matches your .csv file and select

Import another CSV File	to import another file or return to Area or
🗐 Logout	'

# **Running a Report**

Log into OurFleet as an Administrator. In the Administrator menu select

 <sup>®</sup> 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 📆	Θ		
End Date:	Oct 💌 10 💌 2006 📆	0		
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:

File Edit Vi	ew Favorites Tools Help					
G Back -	🕥 - 💌 🖻 🏠 🔎 Sea	arch 🥂 Favorites 🥝 👔	3- 头 🖂 🖵 🕯	8 🔏		
Address 🙆 htt	p://ourfleet.wmxbox.com/process_repo	rt.php?a=reports/rscostbyvehicle			💌 ラ Go	Links Norton An
					Download This Rep	ort as a CSV(Exc
Repair and S	Service Costs By Vehicle					
Vehicle ID	Registration Number	Manufacturer	Model	Service Costs	Repair Costs	Total Costs
	12345	Holden	Commodore	524.00	213.00	737.00
1	12340					
2	TMF304	Holden	Commodore	-	-	-
		Holden Ford	Commodore Laser	- 565.00	-	
4	TMF304				-	-
4 5	TMF304 234234	Ford	Laser	565.00	- - - 5645.00	-
+ 5 3	TMF304 234234 123456	Ford Ford	Laser Laser	565.00	- - - 5645.00 -	
4 5 3 13	TMF304 234234 123456 AWE258	Ford Ford Mitsubishi	Laser Laser Lancer	565.00 - 90.00		- - - 5735.00
1 2 4 5 8 13 15 16	TMF304 234234 123456 AWE258 TKE099	Ford Ford Mitsubishi Ford	Laser Laser Lancer Falcon	565.00 - 90.00 -	-	- - - 5735.00 -

4. The report can be printed from this screen by selecting 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 in the top right hand corner. This will then return you to the following screen:

System Reporting				
Use Dates	Oct 💌 10 💌 2006 🛗 🔮			
Start Date:				
End Date:	Oct 💌 10 💌 2006 📆 🥹			
Use Vehicles				
Vehicle(s):	Select> [12345] Holden Commodore [TMF304] Holden Commodore [TKE099] Ford Falcon [rew345] Holden Commodore			
		[	Submit	Reset

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