

Entering Monthly Mileage Records

Mileage/odometer readings should be recorded on the last calendar day of each month. Please take the time to set up a recurring monthly reminder in Outlook so you will remember to do this every month. If you are not working on the last calendar day, take the mileage/odometer reading as soon as possible and enter the last calendar day as the date on the mileage record. In other words, even if you read the mileage on June 1st, record it on May 31st. Here are the steps you will take.

1. Click the Administration link at the top right hand area of the site.



2. Select Manage > Vehicles



3. Click on the magnifying glass icon to view the vehicle record.



The screenshot shows a table of vehicle records. A red arrow points to the magnifying glass icon in the first row. The table has columns for Vehicle Name, License Number, Year, Color, Make, Model, Status, Site, Type, Registration Expiration, and Shell Card Number. There are 3 Assets match the current criteria. Page 1 of 1.

Vehicle Name	License Number	Year	Color	Make	Model	Status	Site	Type	Registration Expiration	Shell Card Number	
733KVE	733KVE	2004		Ford	E250	Available	19th Street	Van	7/31/2011		
901EBG	901EBG	1991		Ford	E-250	Available	19th Street	Van	7/31/2011		
Temp Tag 434926J	434926J	1993		Ford	Cargo Van	White	Super Club 350	Available	19th Street	Van	

4. Click on the Mileage tab.



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5. Make a note of the Last Mileage Date and click on the Add button.

Vehicle ID: Back to Manage Vehicles

Vehicle Information

Vehicle: 733KVE, 1FTNS24L24HB50571, 733KVE
(name, vin, license)

Description: (2004 Ford E250)
(year color make model)

Add Page 1 of 1

Last Mileage: 38334
Last Mileage Date: 4/30/2011

	User	Start Date	End Date	Starting Mileage	Ending Mileage
	Holder Christopher	4/1/2011	4/30/2011	37837	38334
Comments					
(blank)					

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6. On the screen that appears...

- Enter the Start Date as one day after the Last Mileage Date you made note of on the previous screen. (In this example it would be 5/1/2011).
- Enter the End Date as the last day of the current month.
- Enter the End Mileage.
- Add any Comments.
- Click on the Save Changes button.

Profile **Mileage**

Record Vehicle Information

Vehicle: 733KVE

Username: aholman

Start Date:

End Date:

Start Mileage: 38334

End Mileage:

Comments:

Cancel Add Undo Changes Save Changes

Completing Work Orders

Whenever you take a vehicle in for service, you are now required to complete a work order in FleetCommander. Because you are completing the work order after the fact, this might seem counterintuitive. Basically, you are entering a work order to help Imagine! track services completed on vehicles in order to cut costs. You will close the work order before saving it. Here are the steps you will take.

1. Make a copy of your receipt from the mechanic.
2. Send the original to Charlene in the business office. Be sure to include your cost center on the receipt.
3. Use your copy to create a work order in FleetCommander.

Entering the Work Order

1. Click the Administration link at the top right hand area of the site.



2. Select Manage > Work Orders

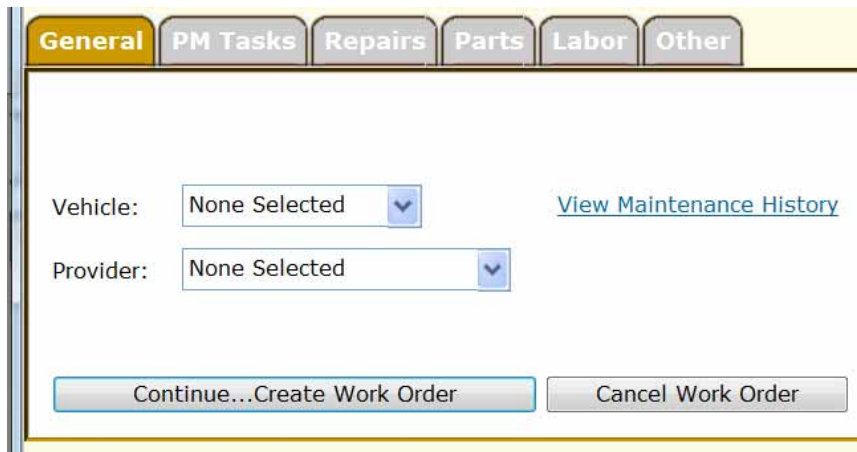


3. Click the Add New Work Order link located above your list of work orders.

 [Add A New Work Order](#)

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4. Select a Vehicle by license plate and a Provider by name and click the Continue...Create Work Order button.



The screenshot shows the 'General' tab of the Fleet Commander interface. At the top, there are six tabs: 'General' (highlighted in orange), 'PM Tasks', 'Repairs', 'Parts', 'Labor', and 'Other'. Below the tabs, there are two dropdown menus: 'Vehicle:' with 'None Selected' and a blue downward arrow, and 'Provider:' with 'None Selected' and a blue downward arrow. To the right of the 'Vehicle:' dropdown is a blue link labeled 'View Maintenance History'. At the bottom of the form, there are two buttons: 'Continue...Create Work Order' (highlighted in light blue) and 'Cancel Work Order' (grey).

5. Select from the Current Maintenance Tasks listed and click the Continue...Create Work Order button IF scheduled maintenance was performed OR simply click the Continue...Create Work Order button to record any other preventative maintenance tasks (PM Tasks) and/or repairs.



The screenshot shows the 'General' tab of the Fleet Commander interface. At the top, there are six tabs: 'General' (highlighted in orange), 'PM Tasks', 'Repairs', 'Parts', 'Labor', and 'Other'. Below the tabs, the 'Provider' is listed as 'Black Diamond Car Wash'. The 'Vehicle' information is: 'Vehicle: 1111UN', 'Site: CORE/LS Longmont', 'License Tag #: 1111UN', and 'Description: 2002 Toyota Sienna'. There is a blue link labeled 'View Maintenance History'. Below this, there is a section titled 'Current Maintenance Tasks' with three checkboxes: 'Check Brakes [03/02/2279] [Road Master Lafayette]', 'Oil Change [03/02/2279] [Road Master Lafayette]', and 'Check Tires [03/02/2279] [Road Master Lafayette]'. At the bottom of the form, there are two buttons: 'Continue...Create Work Order' (highlighted in light blue) and 'Cancel Work Order' (grey).

6. Be sure to fill out all the applicable information under each tab of the work order.



The screenshot shows the top of the Fleet Commander interface with six tabs: 'General' (highlighted in orange), 'PM Tasks', 'Repairs', 'Parts', 'Labor', and 'Other'.

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7. Change the status of the work order to Closed under the General tab.

General PM Tasks Repairs Parts Labor Other

Vehicle: 111LUN
Site: CORE/LS Longmont
License Tag #: 111LUN
Description: 2002 Toyota Sienna
[View Maintenance History](#)

WO#: W00008
Created: 05/31/2011 11:30:20 AM
Modified: 05/31/2011 11:33:03 AM

First Name
Last Name
Department
Address
City
State
Zip
Primary
Alternate
Temp Tag
Temp Parking

Owner User
 Owner Department
 Responsible User
 Responsible Department
 Driver
 Manual Entry
ext.
ext.

Provider: Black Diamond Car Wash
Actual Start
Estimated Completion
Estimated Cost: \$0.00
Mileage: 111573
Account
Reference PO#
Reference Invoice#
Status: Closed
Actual Completion: 5/31/2011

8. Click the Save button at the bottom of the screen.

Save Save and Exit Exit Without Saving Undo Changes Print Work Order

Maintenance Snooze Function

Scheduled maintenance tasks have been set up in the system for each vehicle that you manage. Occasionally, you may take a vehicle to a mechanic who says the scheduled maintenance isn't due yet. In this case, you will want to put the maintenance task in snooze mode until it is due. This should always be based on the mechanic's advice. Here are the steps you will take.

1. Click the Administration link at the top right hand area of the site.














2. Select Manage > Maintenance



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- In the list of maintenance tasks listed by Asset Name (license plate #), click on the Zzzz link to the far left.

	Asset Name	Last Mileage	Task Name	Last performed		Next perform		Provider	Work Order
				Miles	Date	Miles	Date		
   	733KVE	38,334	Check Brakes	0	10/17/2004	12,000	08/01/2278	Road Master Lafayette	None
   	733KVE	38,334	Check Tires	0	10/17/2004	20,000	08/01/2278	Road Master Lafayette	None
   	733KVE	38,334	Oil Change	0	10/17/2004	5,000	08/01/2278	Road Master Lafayette	None

- Enter the number of days or miles the maintenance task is due relative to when the mechanic recommends the task be completed. In the Comments section, enter more detailed information about the mechanic's recommendations.

Asset Name:	733KVE
Task Name:	Check Brakes
Plan:	Vans
Last odometer:	38334
Last odometer date:	04/30/2011
Last performed on:	10/17/2004
Last performed miles:	0
Next Scheduled Performance Date:	08/01/2278
Next Scheduled Performance Miles:	12000
Snooze for (# of days):	<input type="text"/> (Relative to Today) Next reminder will occur: (n/a)
Snooze for (miles):	<input type="text"/> (Relative to Last Odometer) Next reminder will occur: (n/a)
Comments:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

- Click Submit.