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.

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

6. On the screen that appears...

   a. 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).
   
   b. Enter the End Date as the last day of the current month.
   
   c. Enter the End Mileage.
   
   d. Add any Comments.
   
   e. Click on the Save Changes button.
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
4. Select a Vehicle by license plate and a Provider by name and click the Continue...Create Work Order button.

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.

6. Be sure to fill out all the applicable information under each tab of the work order.
7. Change the status of the work order to Closed under the General tab.

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

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

4. 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.

5. Click Submit.