USER MANUAL

TABLE OF CONTENTS

© 2008 Natus Software – Version 2

Overview

This user manual work instructions on utilising the major features of OurFleet.

Technical Support

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

The following information should be included in your support query:

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

Technical support response time will depend upon the severity.

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

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

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:
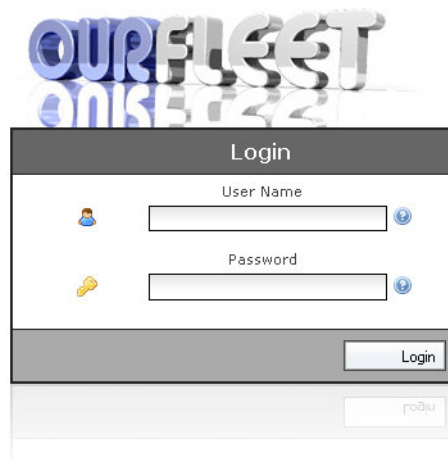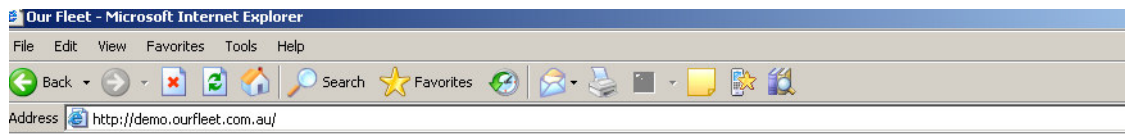
2. Log into OurFleet with the username and password provided – the following screen loads after a successful login:
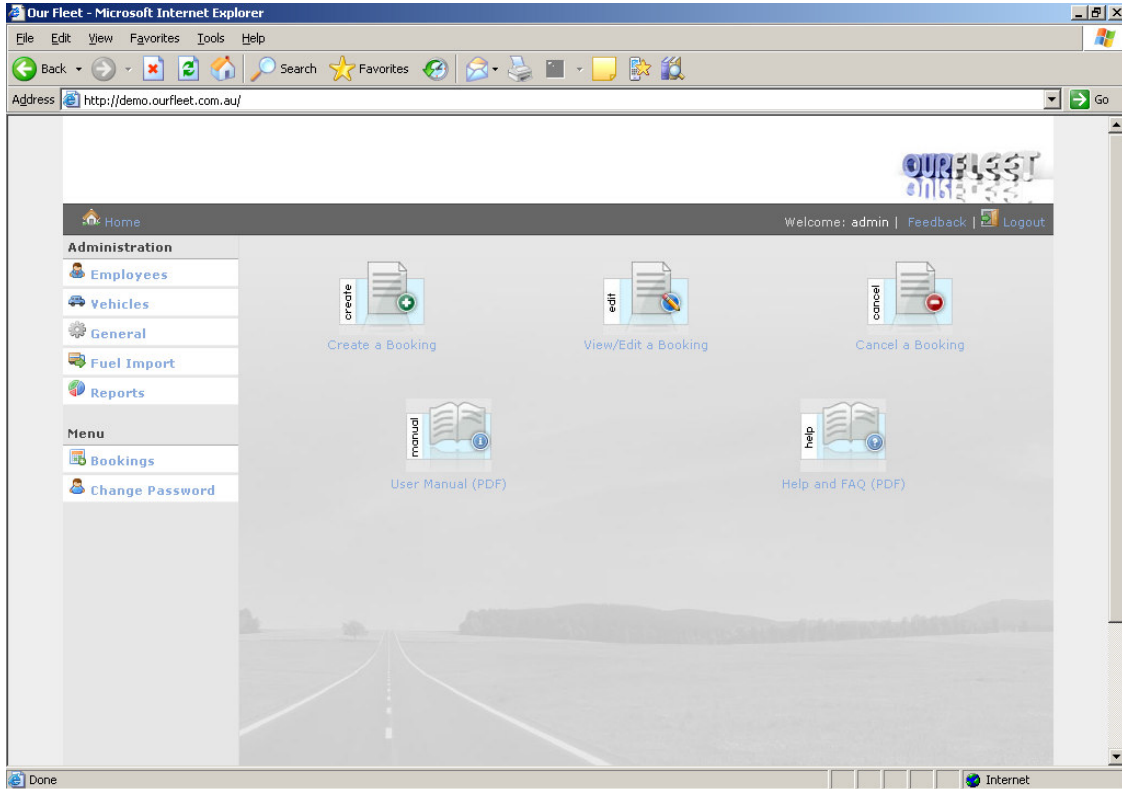

3. To create a new booking click on:

© 2008 Natus Software – Version 2

4.   The following screen then loads:

5.   Enter the required information as follows:

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

Once completed, press: Submit

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

© 2008 Natus Software – Version 2
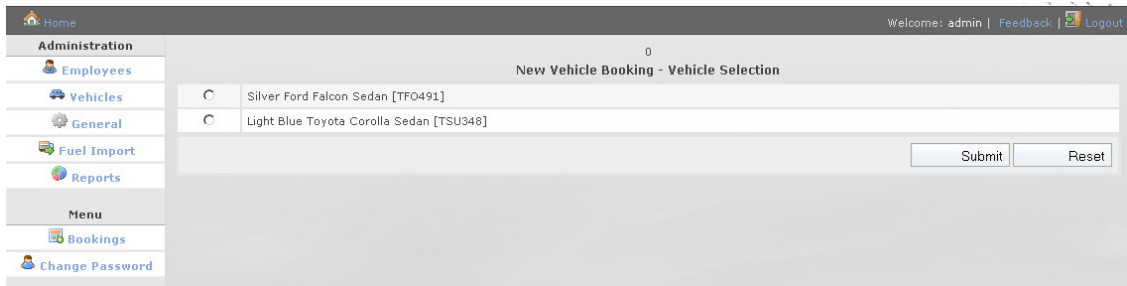
7.   Select the vehicle you would like to use by clicking the radio button and then submit. The following screen will then appear:

8.   Enter the required information as follows:

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

Once completed, press: [Submit]

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

10.   A confirmation screen is then available outlining your booking:

11.   From this screen you can then select **Bookings** to make
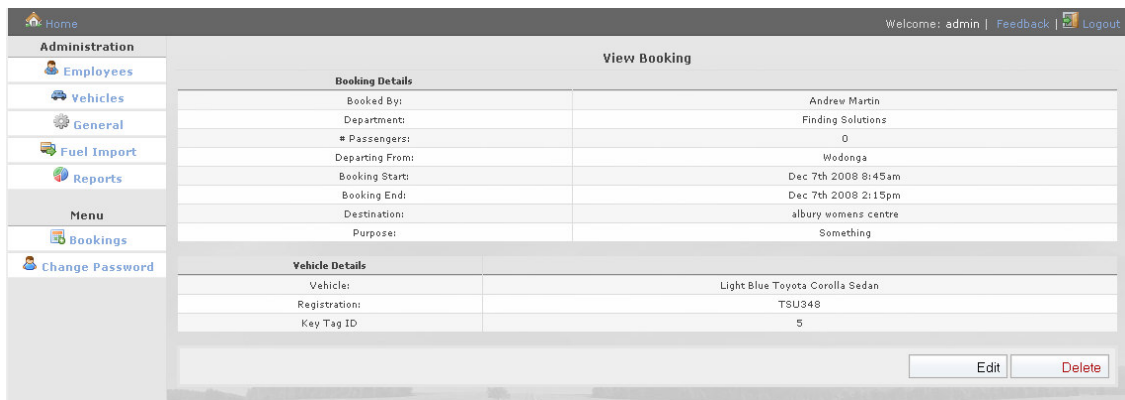
another booking, return to **Home** or **Logout**.

View/Edit a booking

1.   Load OurFleet and click on:
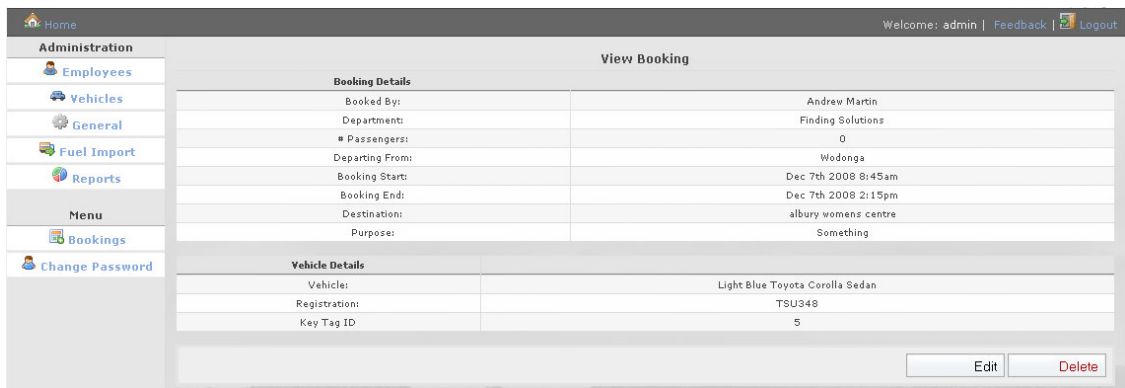
2.   The following screen appears:
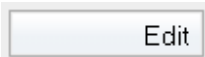
3.   From this screen, you can simply click on a booking to view the details.
Note: You will only be able to edit bookings made by yourself unless you
have Administrator access:

4.   Click [Edit] to edit a booking.

5.   The following screen then appears:

© 2008 Natus Software – Version 2
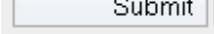
6.   Make the required changes and press and the following
        screen appears requesting you to select an available vehicle:
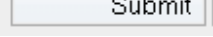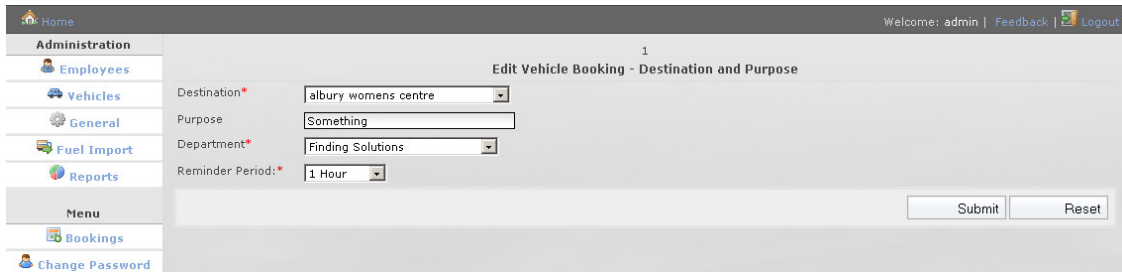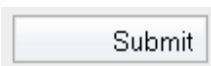
7.   Select a suitable vehicle and press [Submit] and the following screen appears:
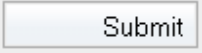
8.   Enter the required changes as follows:

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

Once completed, press: [Submit]

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

booking and press [Submit]

10.   A confirmation screen is then available outlining your booking:

11.   From this screen you can then select [Bookings] to make

another booking, return to [Home] or [Logout].

© 2008 Natus Software – Version 2

Cancel a booking

1.   Load OurFleet and click on:

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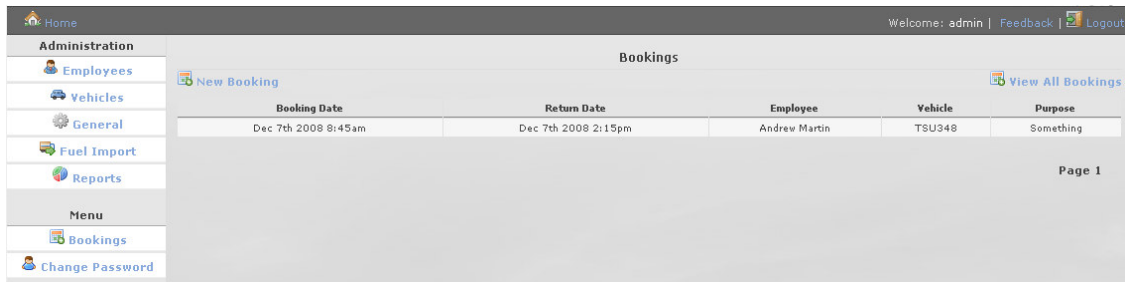
3.   From this screen, select the booking you would like to cancel by clicking
        on the booking.
        Note: You will only be able to cancel bookings made by yourself unless
        you have Administrator access:
        The following screen appears:

4.   Click [Delete] to cancel a booking. The following screen appears:
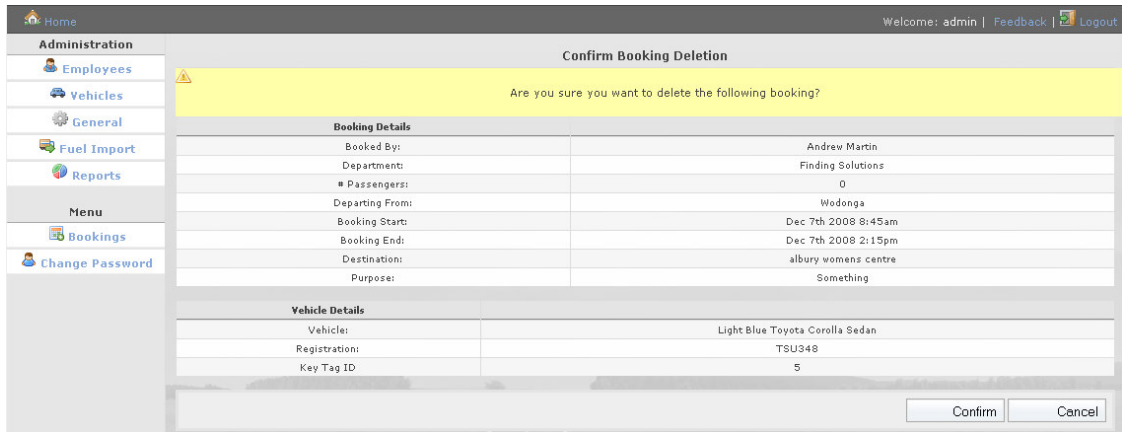
5. Click [Confirm] to confirm the booking deletion.

6. From this screen you can then select [Bookings] to make another booking, return to [Home] or [Logout].

© 2008 Natus Software – Version 2

Employees

Create a new employee

1.   Log into OurFleet as an administrator. The following screen loads:
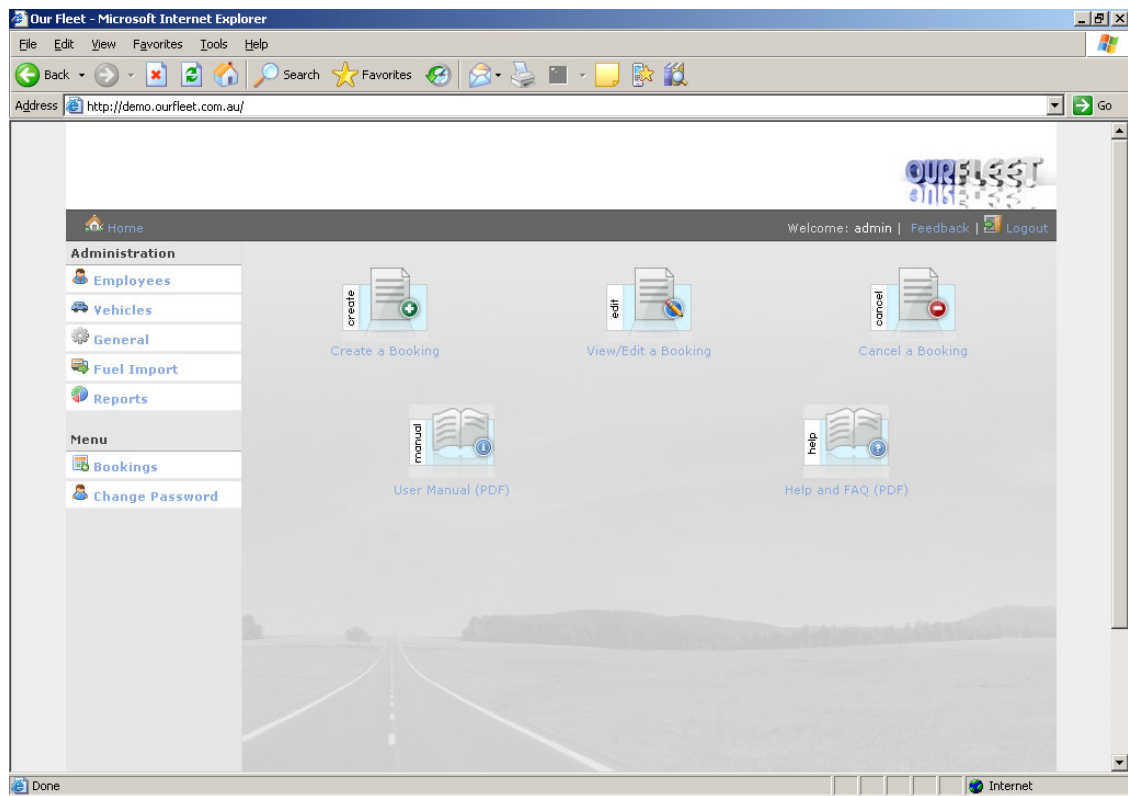
2.   Click on [Employees icon] from the Administrator menu. The following screen loads:
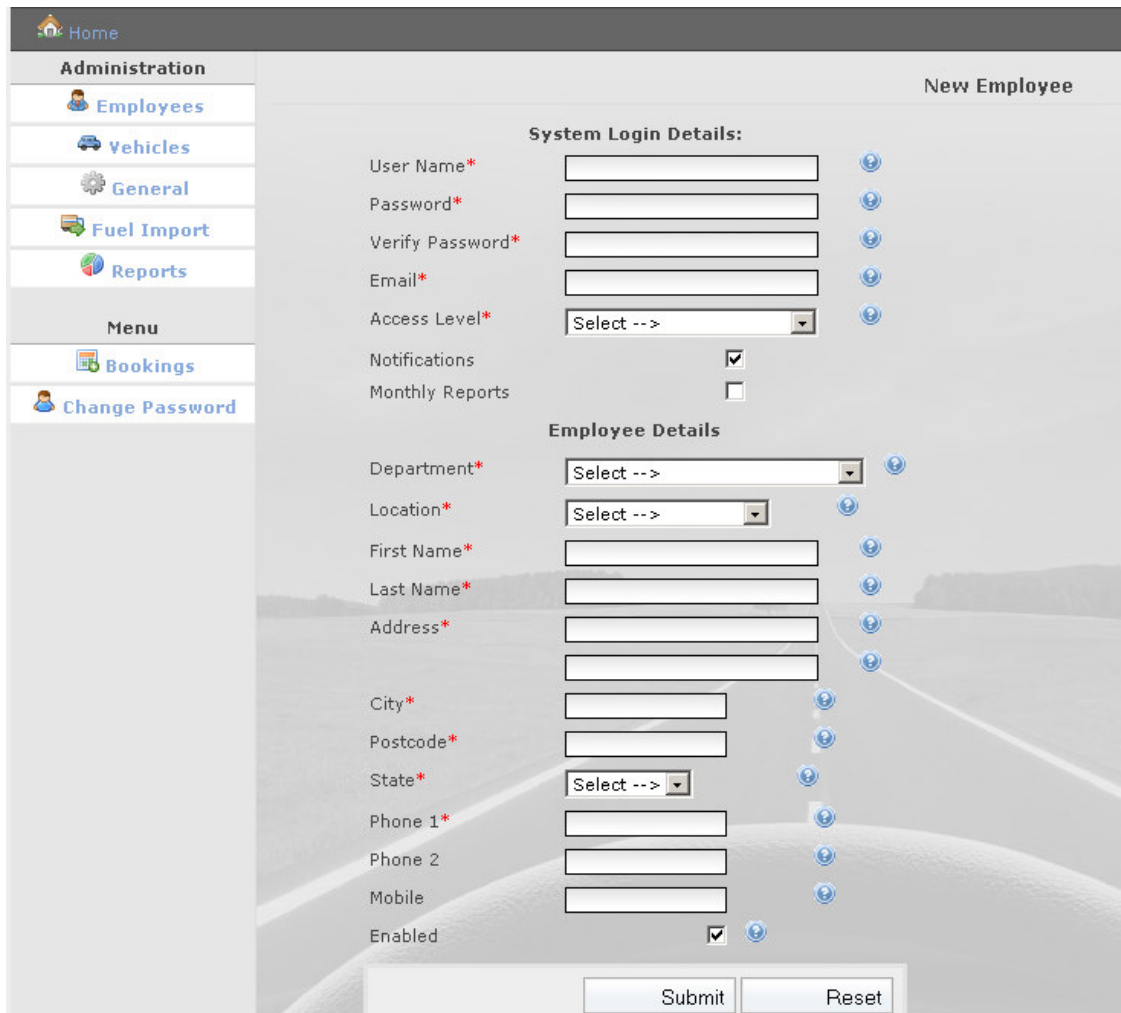
© 2008 Natus Software – Version 2

3. Select **Add Employee** to create a new employee profile. The following screen loads:
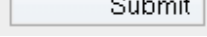
4. Enter the information as follows:

Field Name	Description
User Name*	The login name for the new user **Example:** johnsmith
Password*	The initial password for the new user **Example:** password
Verify Password*	Retype the initial password for confirmation **Example:** password
Email*	The business email address for the new user **Example:** johnsmith@ourbusiness.com.au
Access Level*	OurFleet user or OurFleet Administrator **Example:** 1. OurFleet User
Notifications	Select the checkbox if the user is to receive notifications from OurFleet **Example:** ☑
Monthly Reports	Select the checkbox if the user is to receive monthly reports from OurFleet **Example:** ☑
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

Field Name	Description
Enabled*	Ensure the check box is ticked to enable the user to access the system **Example:** ☑

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

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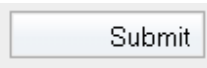
Add Employee   View: **All** | **Active** | **Inactive**

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

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

© 2008 Natus Software – Version 2

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

Field Name	Description
Licence Type*	Select from the drop down menu **Example:** C
Licence No*	Enter the employee's licence number **Example:** 11225912
Expires*	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:

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

Edit Employee

System Login Details:
- User Name* `johnsmith`
- Password* `••••••••`
- Verify Password* `••••••••`
- Email* `john@somewhere.com`
- Access Level* `1 OurFleet User`

Employee Details
- Department* `Technical Support`
- Location* `Head Office`
- First Name* `John`
- Last Name* `Smith`

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

Submit   Reset
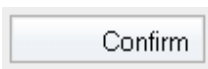
Licences

Type	Number	Expires
C	11225912	Dec 10th 2006

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

Edit an employee

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

Employee Administration

Add Employee   View: All | Active | Inactive

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

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

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

4.   Edit additional users or return to [Home] or [Logout]

© 2008 Natus Software – Version 2

Archive an employee

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

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

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

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

Enabled ☐ ⑦

| Submit | Reset |

4. Press Submit and the following screen loads:

Employee Administration

👤 Add Employee   View: All | Active | Inactive

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

5. Archive additional users or return to 🏠 Home or 🔲 Logout

Changing an employee password

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

1.   Select **Change Password** from the below screen upon logging in:

2.   The following screen then loads:

3.   The employee then enters the following information:

Field Name	Description
Current password*	Enter the current password **Example:** password
New Password*	Enter the new password you would like to use **Example:** password2
Confirm New Password*	Retype the new password for confirmation **Example:** password2
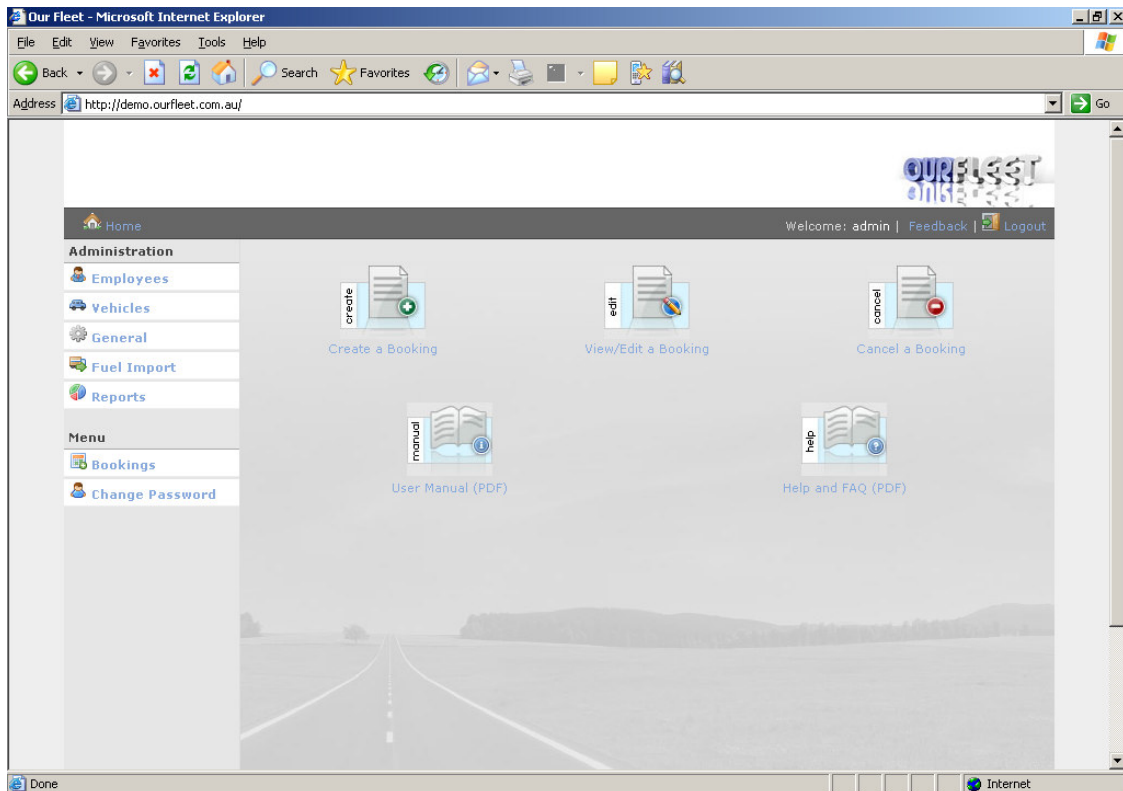
Once completed, select [Submit] and the following screen loads:
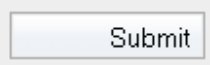
Change My Password
Your Password has Been Changed Successfully
Current Password*   [   ]
New Password*   [   ]
Confirm New
Password*   [   ]

[Submit] [Reset]

4.   From here you can return to 🏠 Home or 🚪 Logout

Vehicles

Add a new vehicle

1. Log into OurFleet as an administrator. The following screen loads:
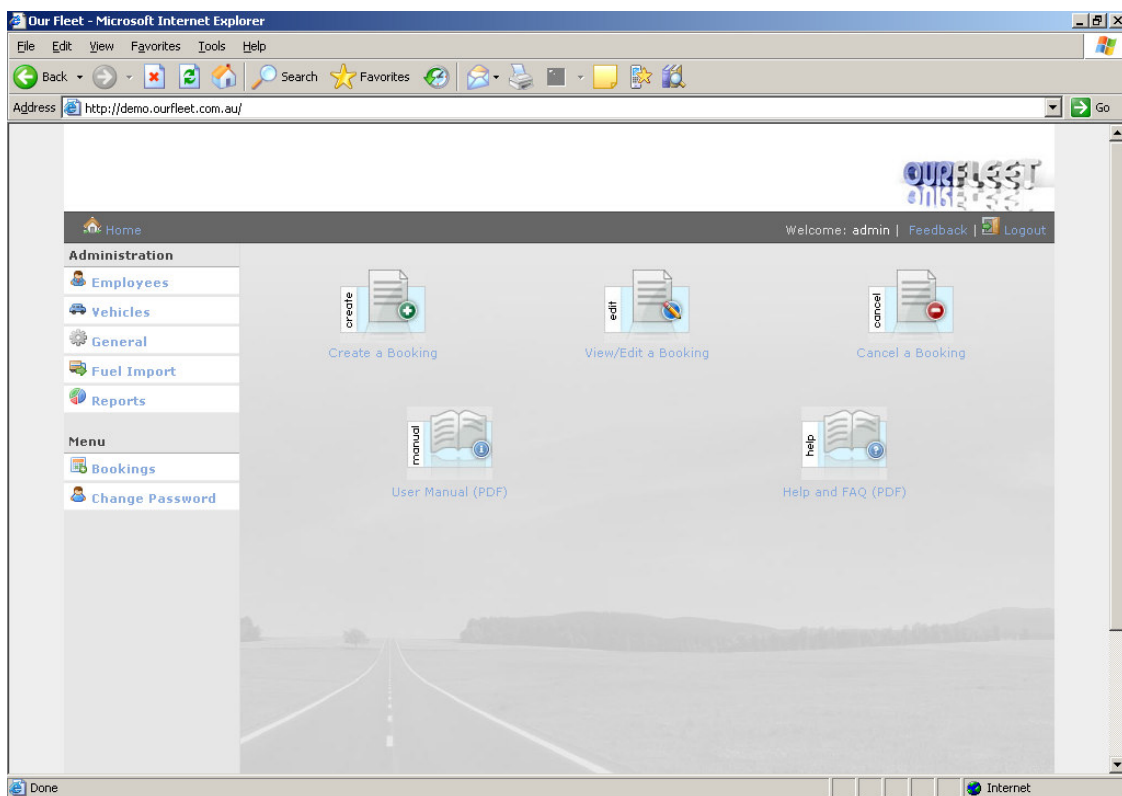
© 2008 Natus Software – Version 2

2.   Select ![Vehicles] from the Administrator menu and the following screen summarising all vehicles appears:
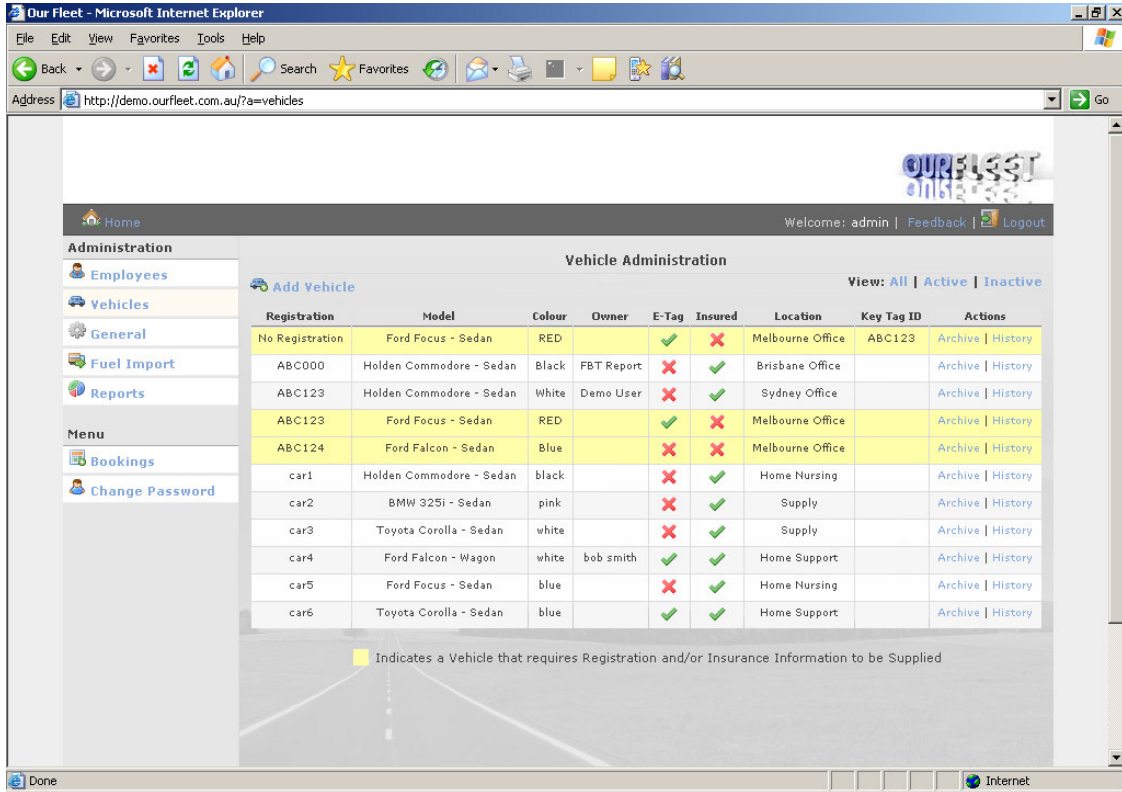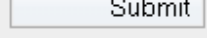
3.   To add a new vehicle, select ![Add Vehicle] and the following screen appears:
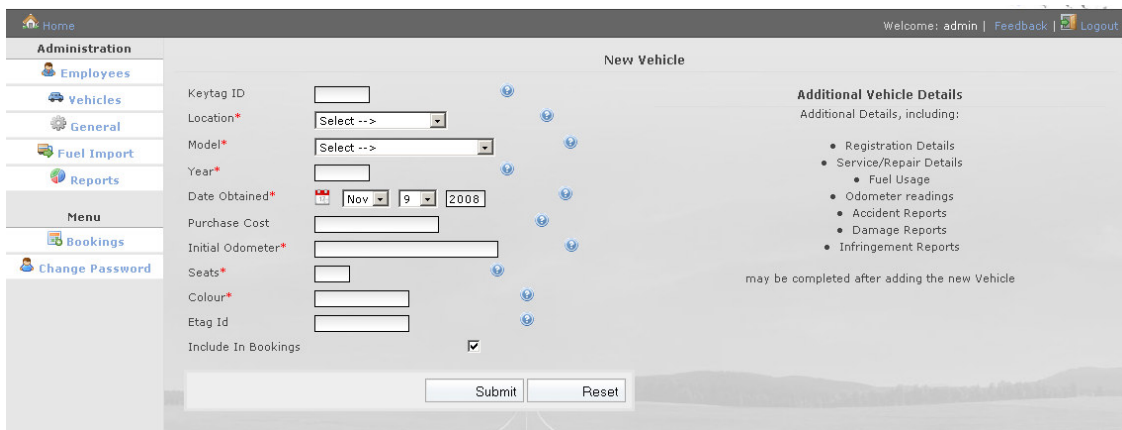
4. Enter the required information as follows:

Field Name	Description
Keytag ID	If you have allocated a keytag ID to your vehicles, enter this number here **Example:** 56
Location*	Enter the home location for the vehicle from the drop down menu **Example:** Head Office
Model*	Enter the model of the vehicle from the drop down menu **Example:** Holden Commodore Sedan
Year*	Enter the year of manufacture **Example:** 2005
Date Obtained*	Enter the date the business obtained the vehicle **Example:** Oct 10 2006
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
Seats*	Enter the number of seats with seatbelts in the vehicle **Example:** 5
Colour*	Enter the colour of the vehicle for descriptive purposes only **Example:** White
Etag ID	If the vehicle is allocated an Etag ID, enter this ID here **Example:** 6789
Include in bookings	Is this vehicle available for other people to book? **Example:** ☑

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

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

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

Field Name	Description
Number*	Enter the vehicle's registration number **Example:** ABZ123
Type*	Enter the registration type from the drop down menu **Example:** Car
State*	Enter the state of registration from the drop down menu **Example:** VIC
Start Date*	Enter the date registration commenced **Example:** Oct 10 2006

Field Name	Description
Expires*	Enter the date registration expires **Example:** Oct 10 2006
Cost*	Enter the fees paid for registering the vehicle **Example:** 450.00
Notes	Enter any relevant notes about the registration **Example:** Temporary registration sticker received

8. Once completed, press Submit and the following screen loads:
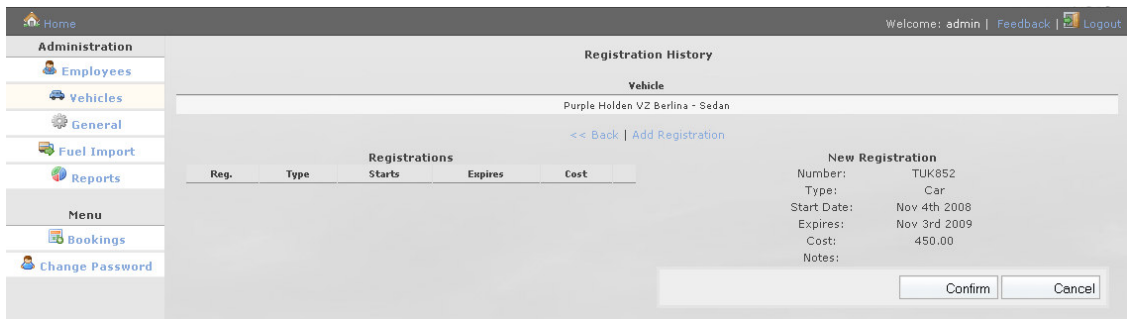
9. Review the data and if correct, select Confirm and the following screen loads:
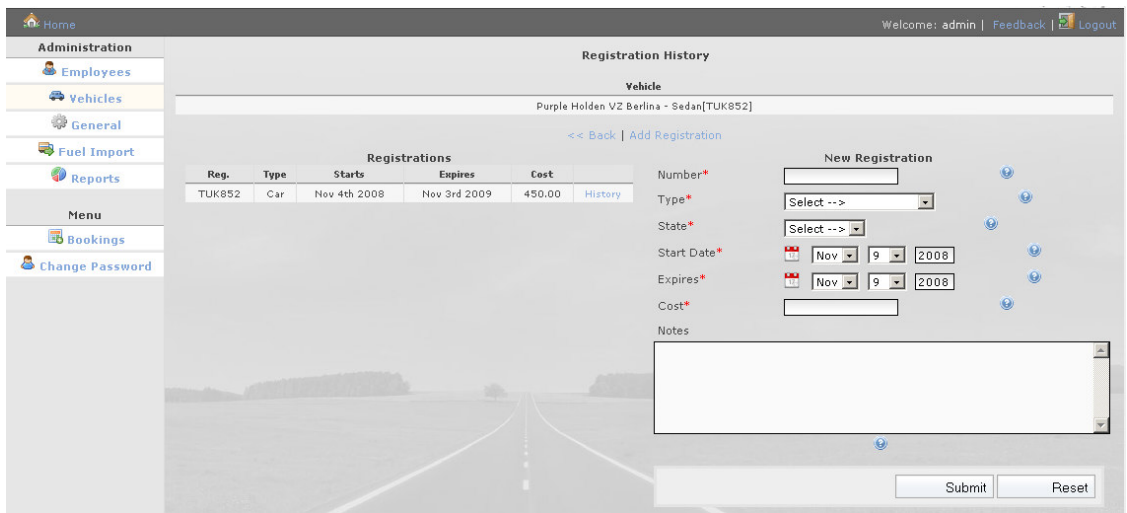
10.   Press `<< Back` and the following screen loads prompting you to enter insurance details:
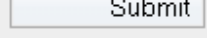
11.   From here you can add the insurance details, return to `Home` or `Logout`.

© 2008 Natus Software – Version 2

12. To add the insurance details click **View/Edit Insurance Details...** and the following screen loads:
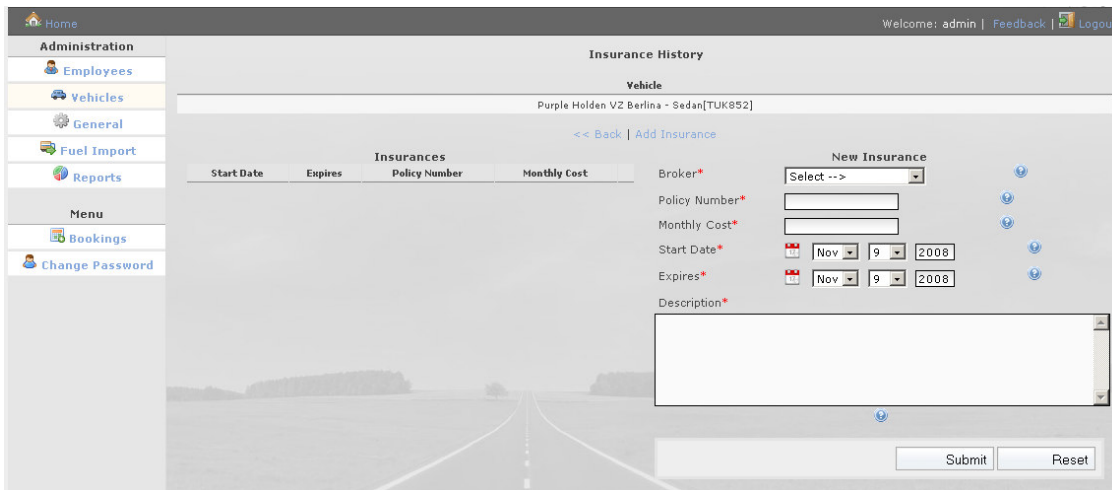
13. Enter the insurance details as follows:

Field Name	Description
Broker*	Select the insurance broker from the drop down list **Example:** RACV
Policy Number*	Enter the insurance policy number **Example:** SB7899GJX
Monthly Cost*	Enter the monthly insurance cost **Example:** 100
Start Date*	Enter the start date of the insurance policy **Example:** Oct 10 2006
Expires*	Enter the date the insurance policy expires **Example:** Oct 10 2006
Description*	Enter any additional relevant information here **Example:** Windscreen cover included

14. Once completed, press **Submit** and the following screen loads:
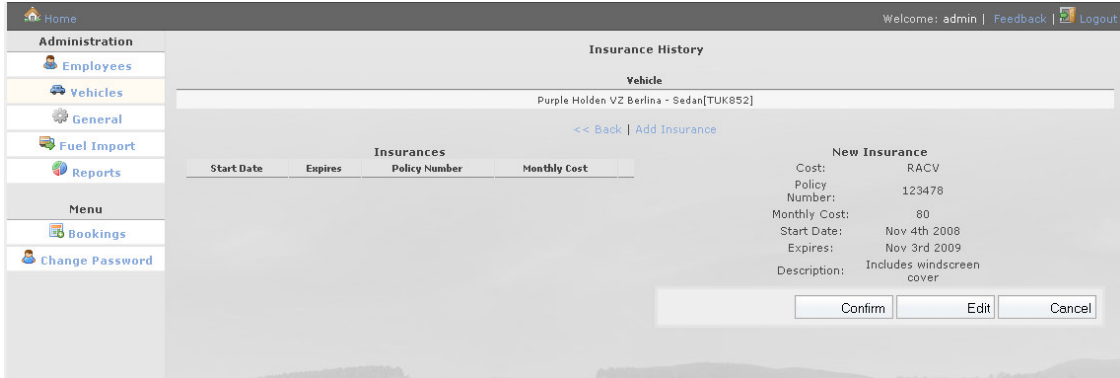
15. Review the data and if correct, select [Confirm] and the following screen loads:
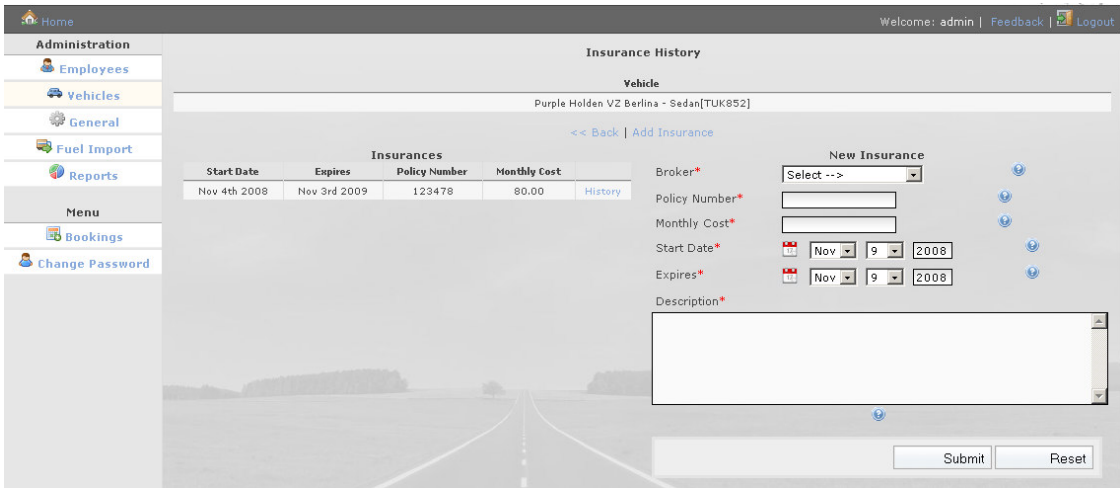
16. Press << Back and the following screen loads:

17. If the vehicle has a permanent driver responsible for FBT, select
FBT Details to continue otherwise, select Home or Logout
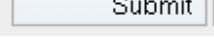
18. Selecting FBT Details opens the following screen:
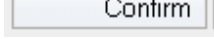
19. Select **Add FBT Details...** to continue. The following screen loads:

20. Enter the required information as follows:

Field Name	Description
Employee*	Select the employee responsible for the FBT from the drop down list **Example:** John Smith
FBT Value*	Enter the FBT value for this vehicle. For a purchased vehicle, this is the purchase price for a leased vehicle, this value is supplied by the vendor. **Example:** 30000
Date Commenced*	Enter the date the employee assumed FBT responsibility for this vehicle **Example:** 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:
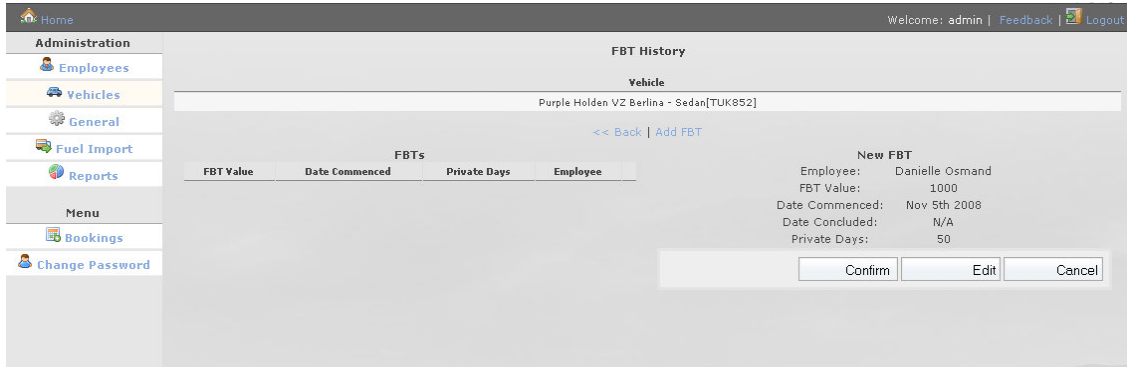
FBTs					New FBT	
FBT Value	Date Commenced	Private Days	Employee		Employee:	Danielle Osmand
					FBT Value:	1000
					Date Commenced:	Nov 5th 2008
					Date Concluded:	N/A
					Private Days:	50

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

FBTs					New FBT	
FBT Value	Date Commenced	Private Days	Employee		Employee*	Select -->
1000.00	Nov 5th 2008	50	Danielle Osmand	History	FBT Value*	
					Date Commenced*	Nov 9 2008
					Private Days*	

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

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

25.	Select View/Edit Inclusions... to add inclusions and the following screen loads:
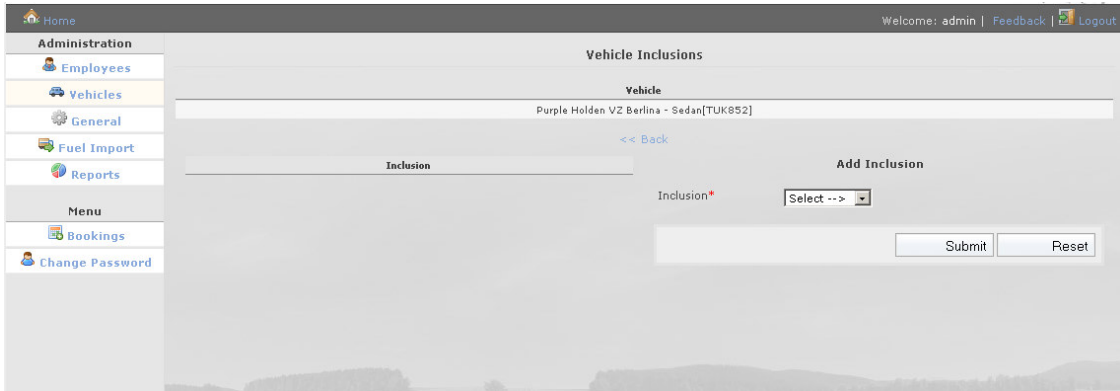
26.   Select an inclusion from the drop down list and then select
. The following screen loads:
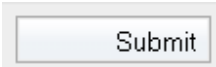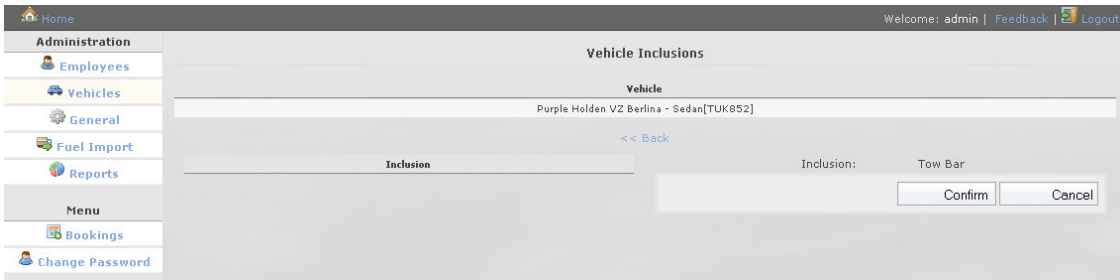
27.   Review your input and if correct, select . The following
screen then loads:
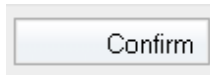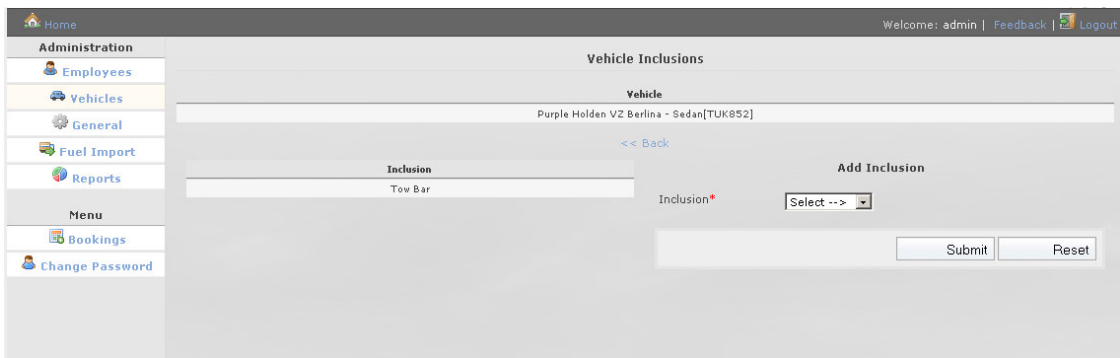
28. From here you can add additional inclusions or select <<Back to return to the following screen:

29. From here you can return to Home or Logout

Vehicle Maintenance Details

Vehicle maintenance is used to
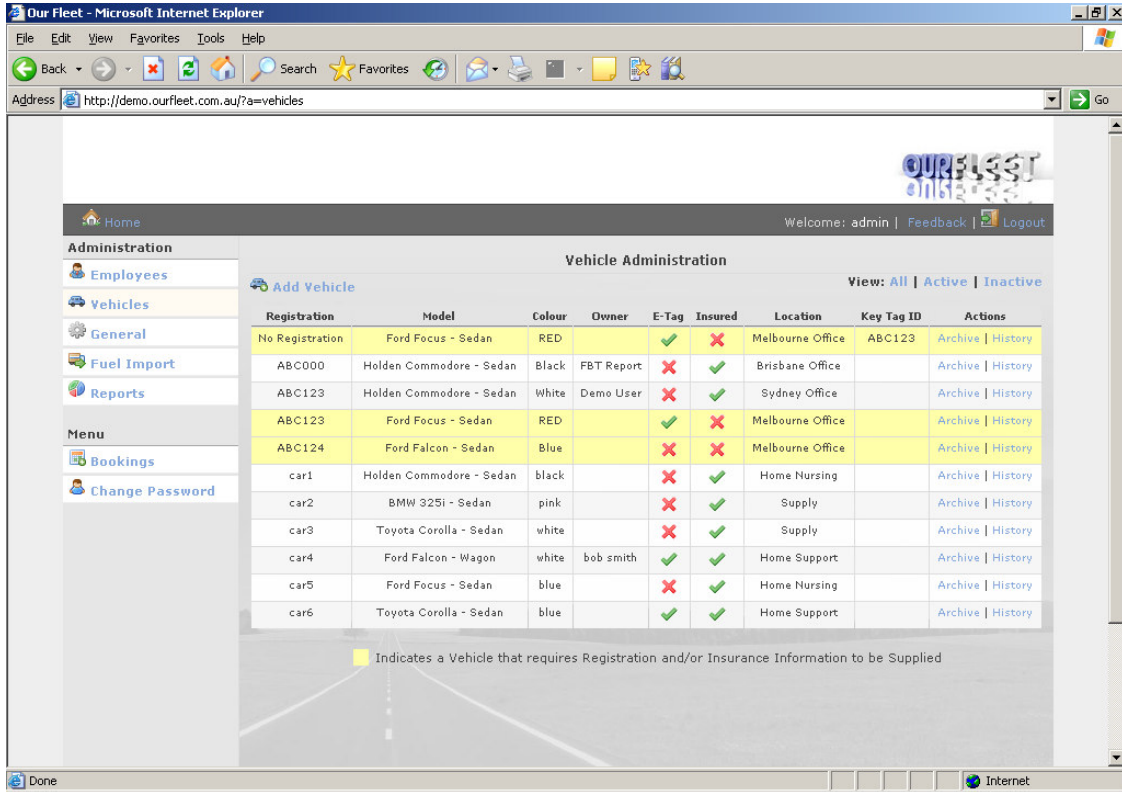
- € Schedule a service or repair appointment,
- € Enter service details, and
- € Enter repair details.

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

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

© 2008 Natus Software – Version 2

2.   Select ![Vehicles] from the Administrator menu and the following screen
summarising all vehicles appears:

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

© 2008 Natus Software – Version 2

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

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

6.   Select ![Add Maintenance Appointment] and the following screen appears:
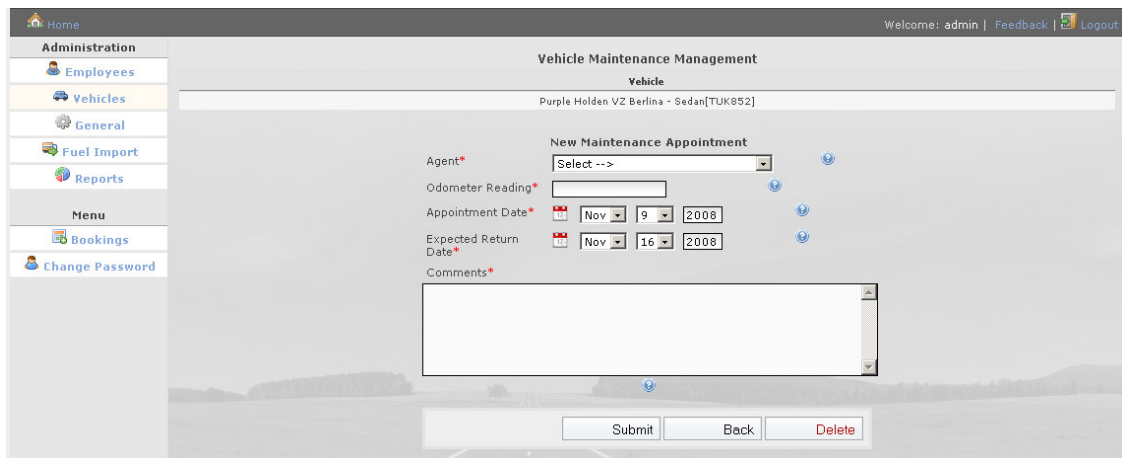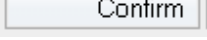
7.   Enter the required information as follows:

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

© 2008 Natus Software – Version 2

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

9.   Review the data and if correct, press [Confirm] and the following screen appears:
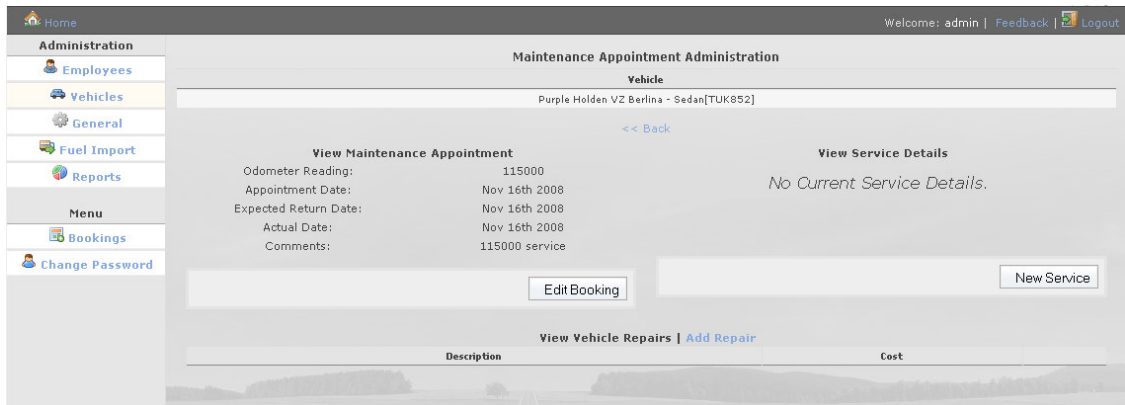
10. Select << Back and the following screen appears summarising the service/repair appointment:
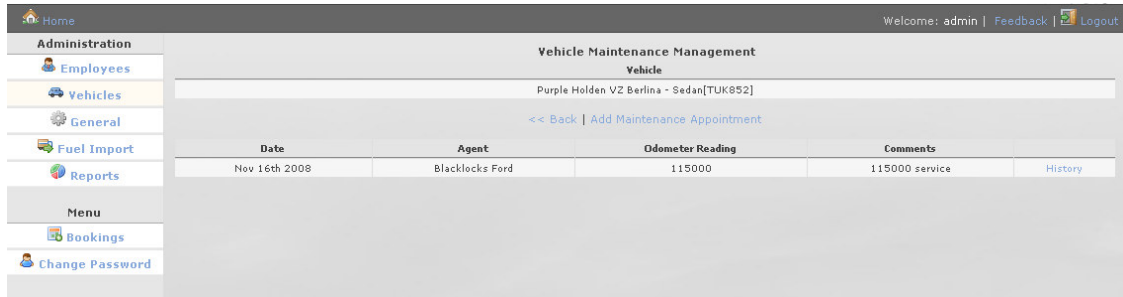
11. Return to Home or Logout

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

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

© 2008 Natus Software – Version 2

13. The following screen appears:

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

© 2008 Natus Software – Version 2

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

16.   Select the service/repair appointment and the following screen appears:
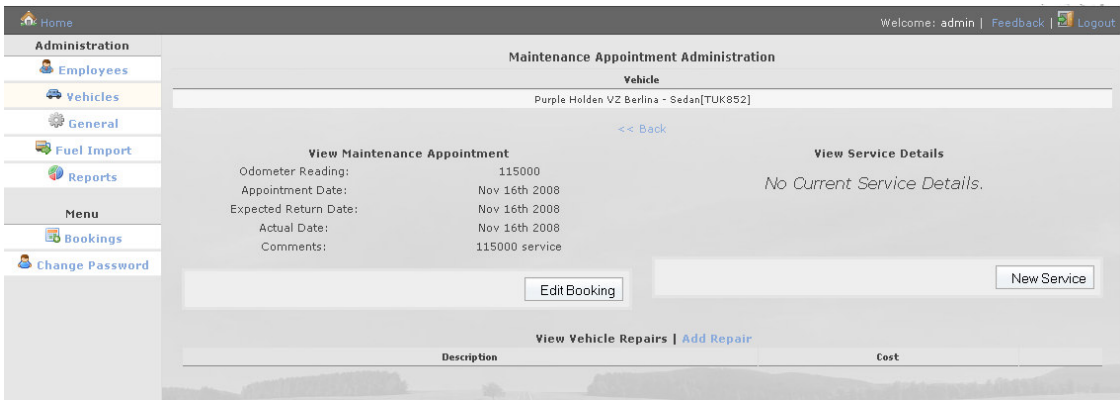
17. To enter service details, select [New Service] and the following screen loads or to enter repair details, select **Add Repair** (see step #21)

18. Enter the required information as follows:

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

19. Once completed, press [Submit] and the following screen loads:
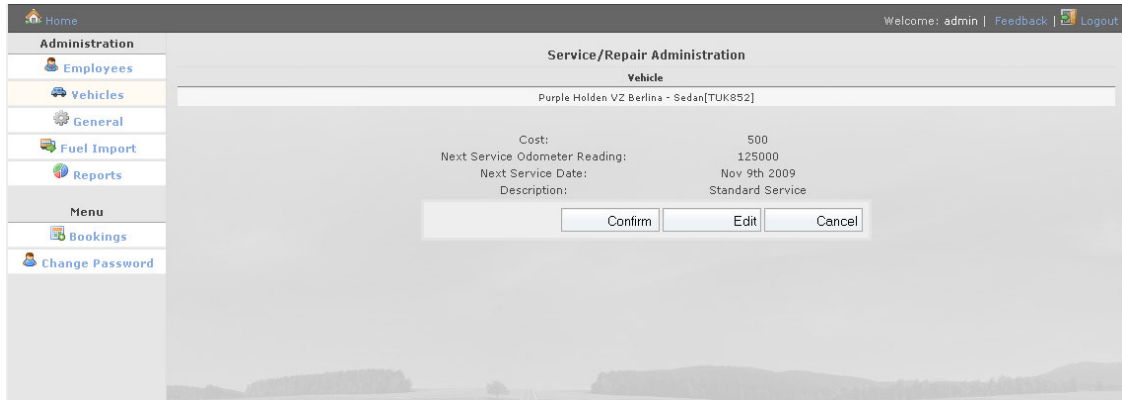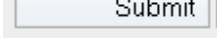
20. Review the data and if correct, press [Confirm] and the following screen appears:
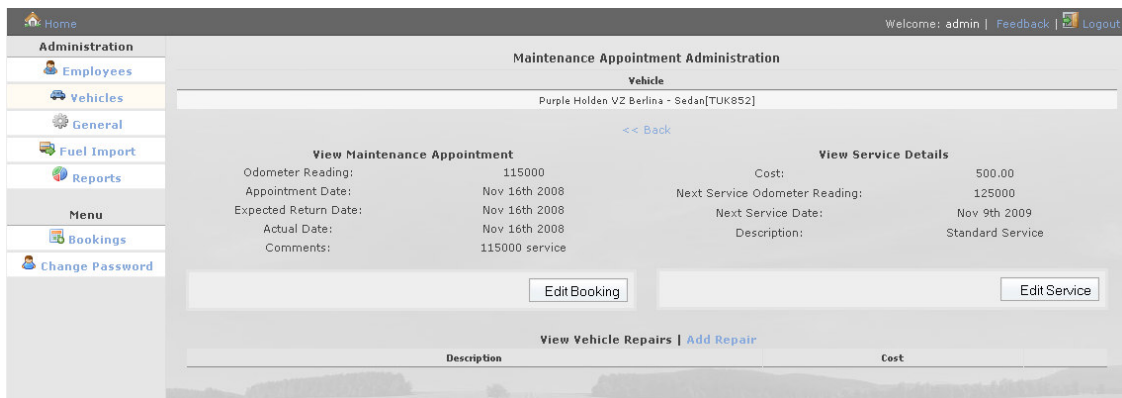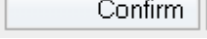
21. To add repairs, select **Add Repair** or return to **Home** or **Logout**. If you add repairs, the following screen will appear:

22. Enter the required information as follows:

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

23.   Once completed, press [Submit] and the following screen loads:
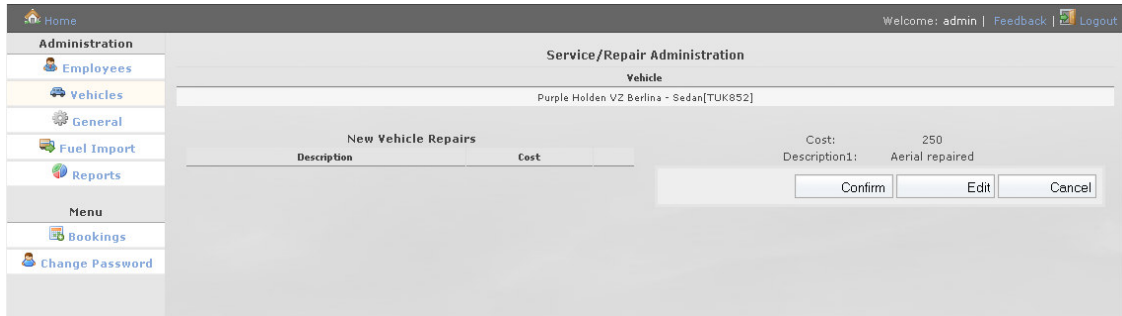
24.   Review the data and if correct, press [Confirm] and the following
      screen appears:
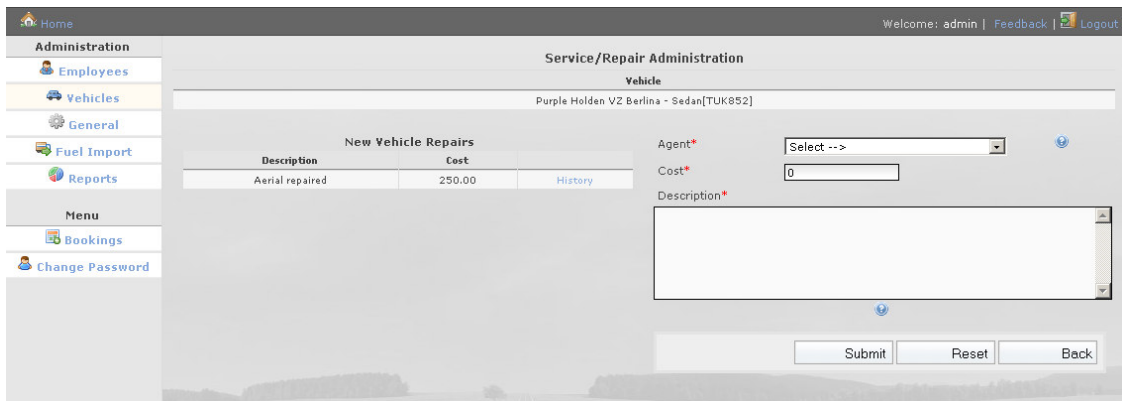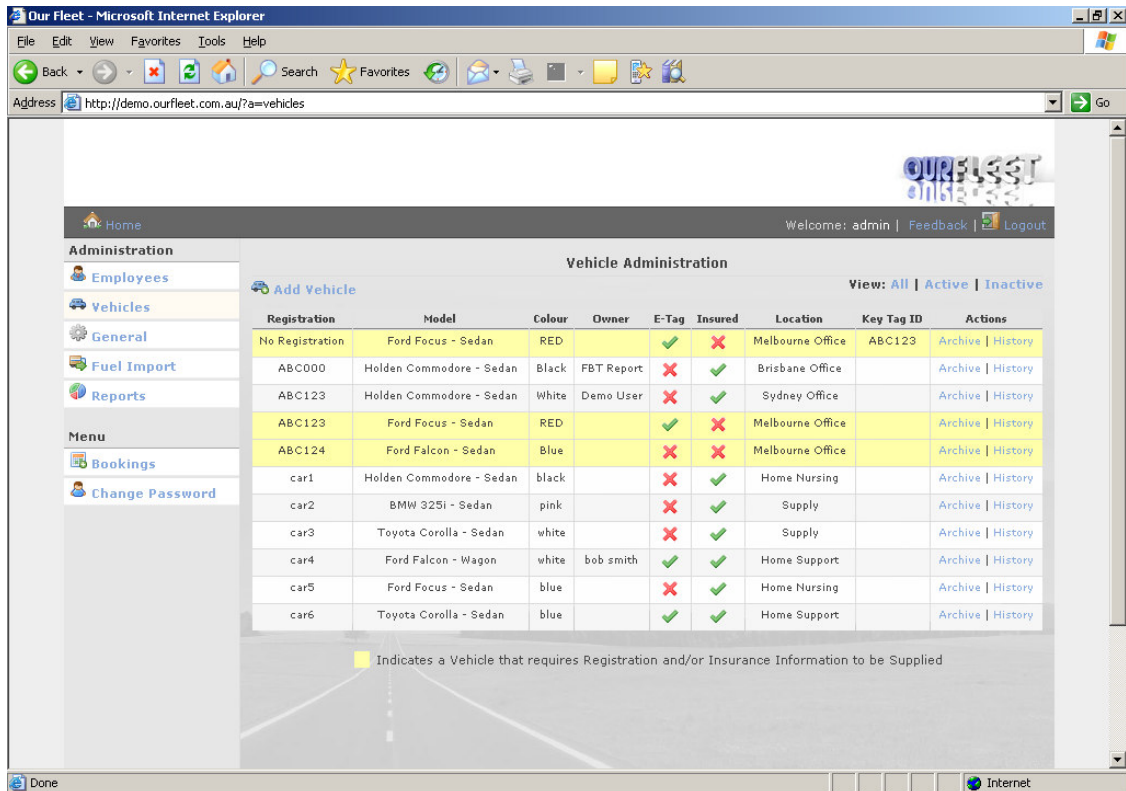
25.   From here you can add additional repairs or return to [Home] or
      [Logout]

Fuel Usage

Fuel usage can be uploaded through or entered manually. You may wish to enter the data manually if you collect receipts and log books from your vehicles regularly. To enter manually – follow the below steps:

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

2.   The following screen appears:

3. Select **Fuel Usage** and the following screen is displayed:

4. Select **View All Fuel Usage...** and the following screen is displayed:

5.	Enter the required information as follows:

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

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

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

8. Enter additional fuel usage for this vehicle or return to or

Odometre Readings

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

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

2.   The following screen appears:

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

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

5. Enter the required information as follows:

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

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

© 2008 Natus Software – Version 2

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

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

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:

2.   The following screen is displayed:

3.   Select **Accident Reports**   and the following screen is displayed:

4.   Select **View/Edit Accident Details...** to record an accident and the following
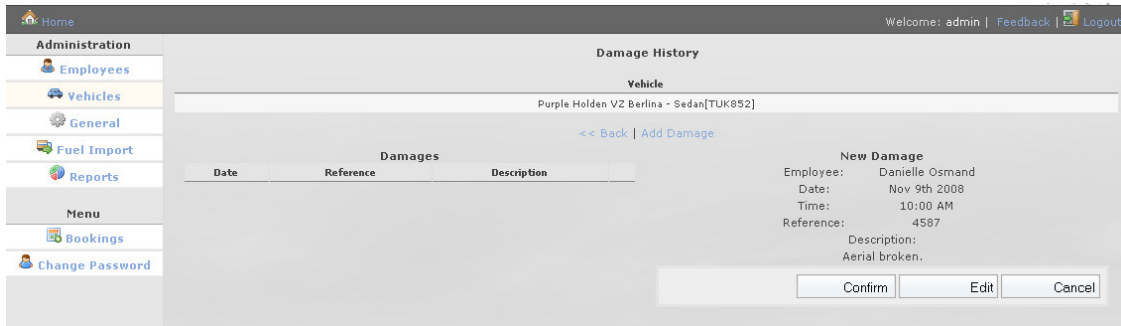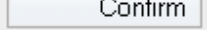   screen is displayed:

© 2008 Natus Software – Version 2
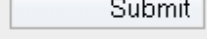
5. Enter the required information as follows:
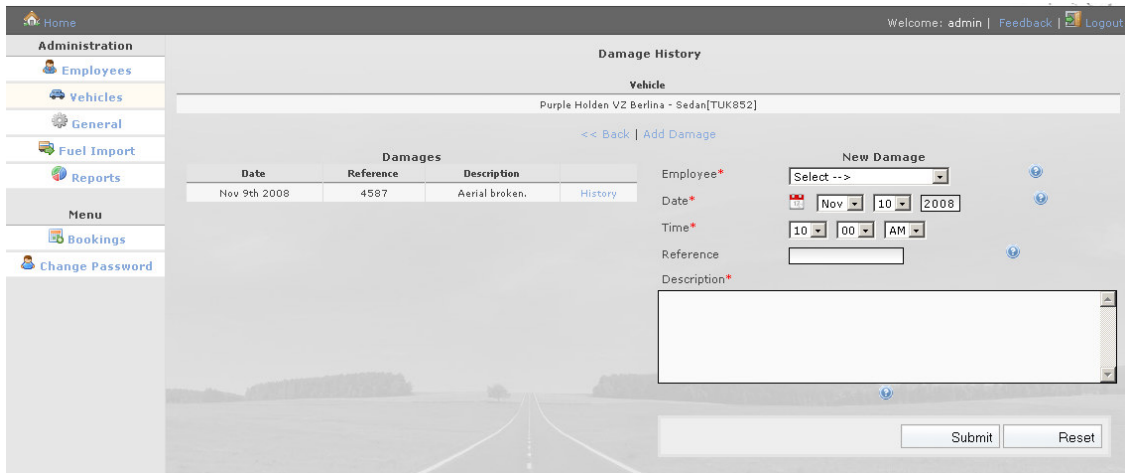
Field Name	Description
Employee*	Select the employee from the drop down menu who was driving the vehicle at the time **Example:** John Smith
Form Reference	Enter an incident report reference number, if applicable **Example:** 4567/2006
Date*	Enter the date of the accident **Example:** Oct ∨ 10 ∨ 2006
Time*	Enter the time the accident occurred: **Example:** 10 ∨ 00 ∨ AM ∨
Location*	Enter the location of the accident. **Example:** Cnr Dean & Kiewa Streets, Albury
Details of damage*	Enter any vehicle damage sustained **Example:** Bumper slightly scratched

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

© 2008 Natus Software – Version 2

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

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

Damage Reports

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

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

2.   The following screen appears:

3.   Select ![Damage Reports] and the following appears:

4.   Select ![View/Edit Damage Details...] to add new vehicle damage and the following screen appears:
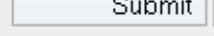
5.   Enter the required information as follows:

Field Name	Description
Employee*	Select the employee from the drop down menu who was driving the vehicle at the time **Example:** John Smith
Date*	Enter the date the damage was incurred **Example:** Oct ⌄ 10 ⌄ 2006
Time*	Enter the time the damage was occurred: **Example:** 10 ⌄ 00 ⌄ AM ⌄
Reference	Enter an external reference number, if applicable **Example:** 6789/2006
Description*	Enter a description of the damage **Example:** Broken side mirror

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

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

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

Infringement Reports

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

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

2.   The following screen appears:

© 2008 Natus Software – Version 2
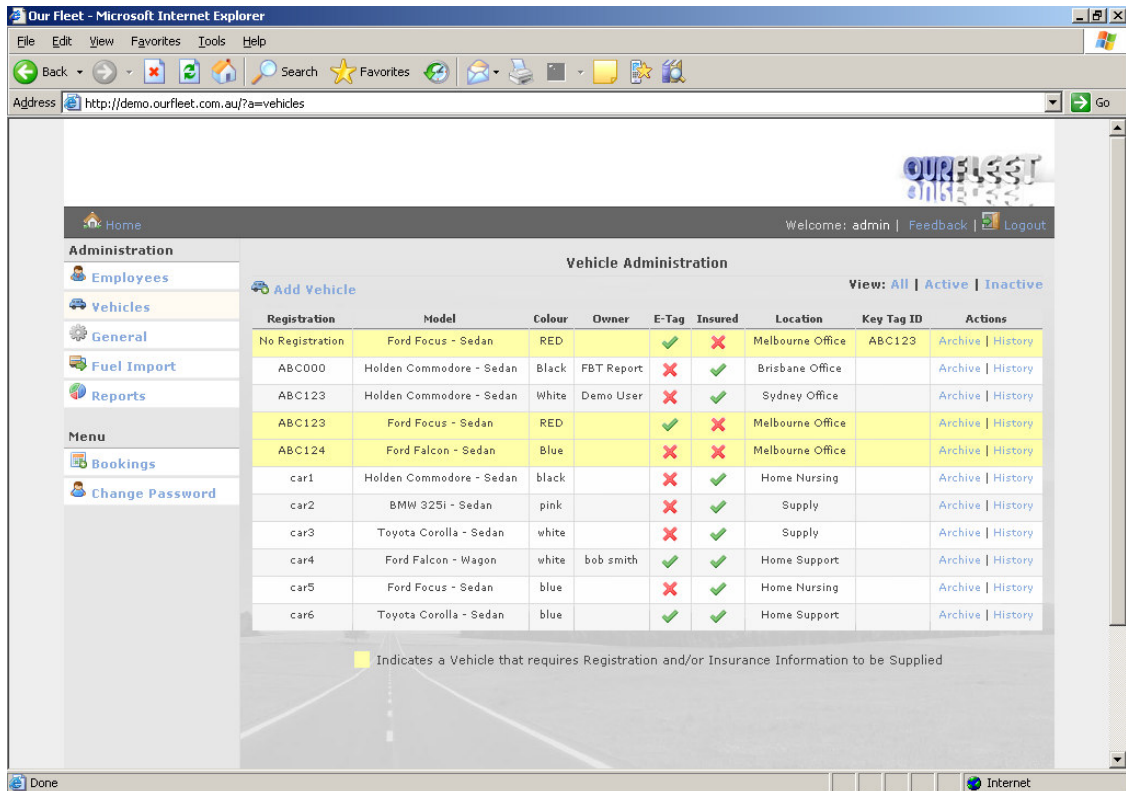
3. Select **Infringement Reports** and the following appears:

4. Select **View/Edit Infringement Details...** to enter a new infringement record and the following screen appears:
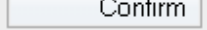
5. Enter the required information as follows:
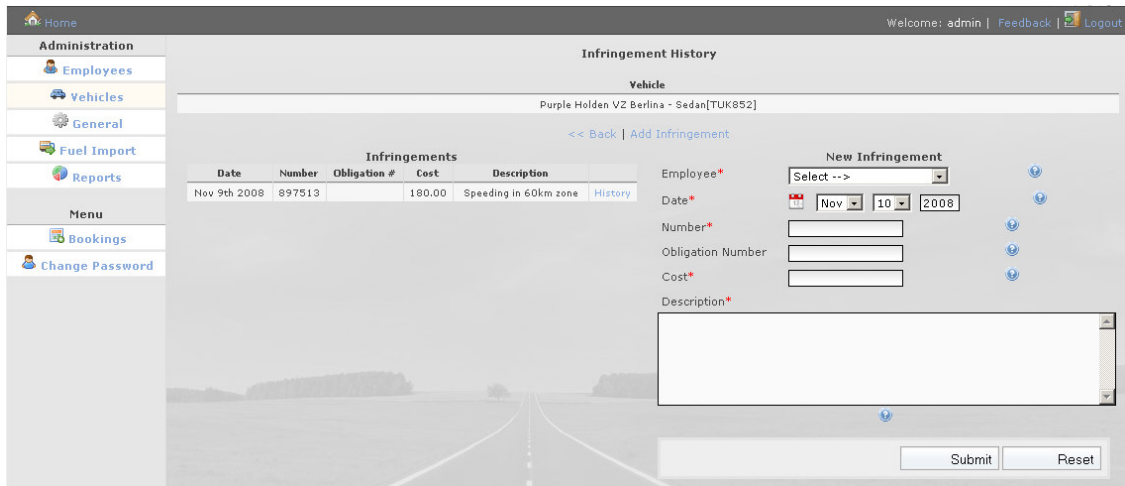
Employee*	Select the employee driving the vehicle at the time from the drop down list:
	Example: John Smith

Date*	Enter the date the infringement occurred: Example:
Number*	Enter the infringement number quotes on the fine **Example:** 6789006
Obligation Number	Enter the obligation number listed on the fine, if applicable **Example:** 467923
Cost*	Enter the cost of the fine **Example:** 150
Description*	Enter any other relevant details **Example:** Fine was for running a red light

6.   Once completed, press and the following screen loads:
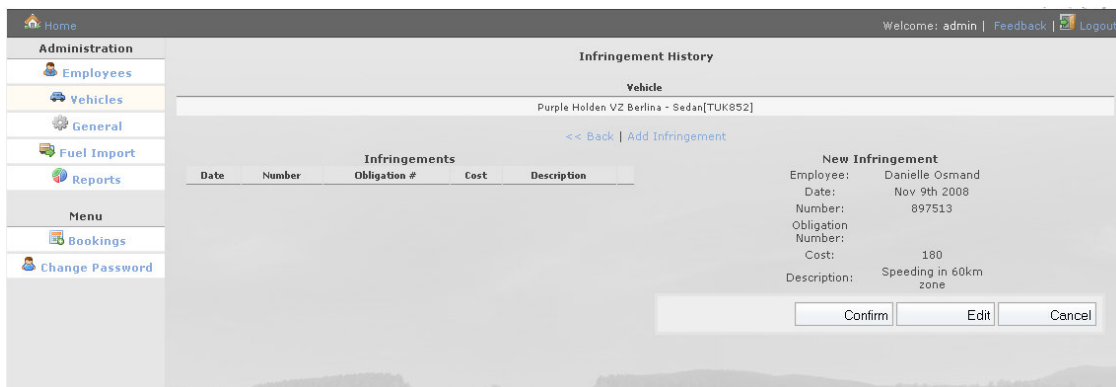
© 2008 Natus Software – Version 2

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

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

Employee Reimbursements

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

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

2. The following screen appears:

© 2008 Natus Software – Version 2

3.   Select Employee Reimbursements and the following appears:

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

© 2008 Natus Software – Version 2
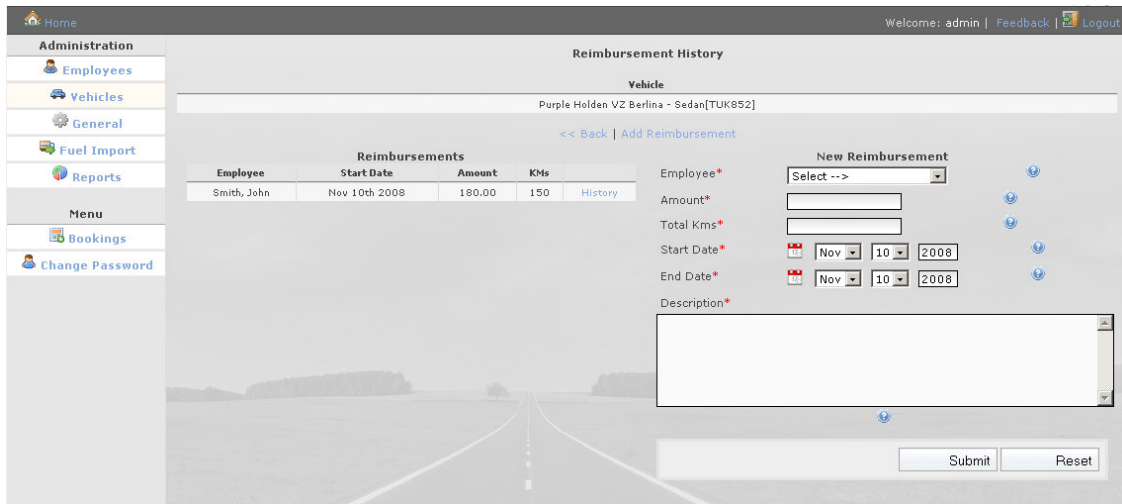
5.　　Enter the required information as follows:

Employee*	Select the employee reimbursing from the drop down list: **Example:**　　John Smith
Amount*	Enter the amount the employee is reimbursing **Example:**　　150
Total KM's*	Enter the total amount of KM's travelled for this reimbursement. **Example:**　　100
Start Date*	Enter the start date the reimbursement begins at **Example:** Oct ▾ 10 ▾ 2006 📅
End Date*	Enter the date the reimbursement concludes at **Example:** Oct ▾ 10 ▾ 2006 📅
Description*	Enter any other relevant details **Example:**　　Covers private travel

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

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

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

© 2008 Natus Software – Version 2

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 but retains important information for historical reporting.

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

© 2008 Natus Software – Version 2

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

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

© 2008 Natus Software – Version 2

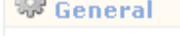Once completed, select [Confirm] and the following screen loads:
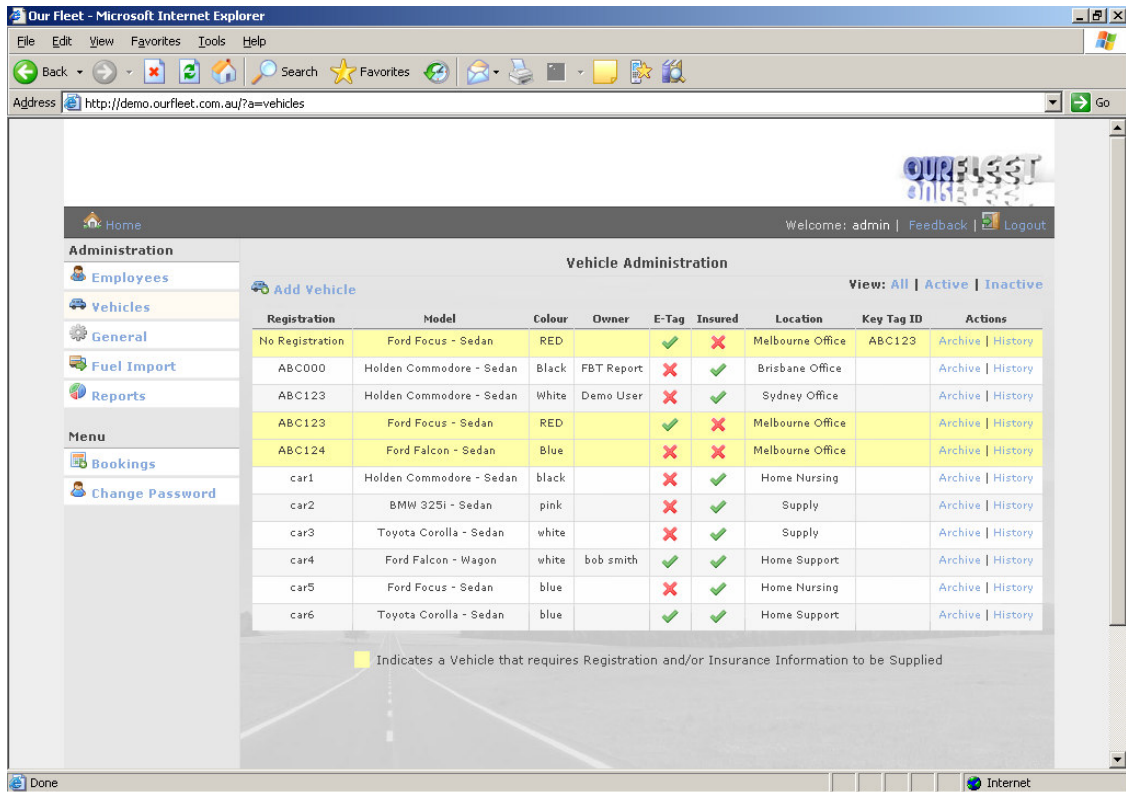
4.   To view all archived vehicles, simply select the button in the top right hand corner titled 'inactive'. This will then only show archived vehicles.
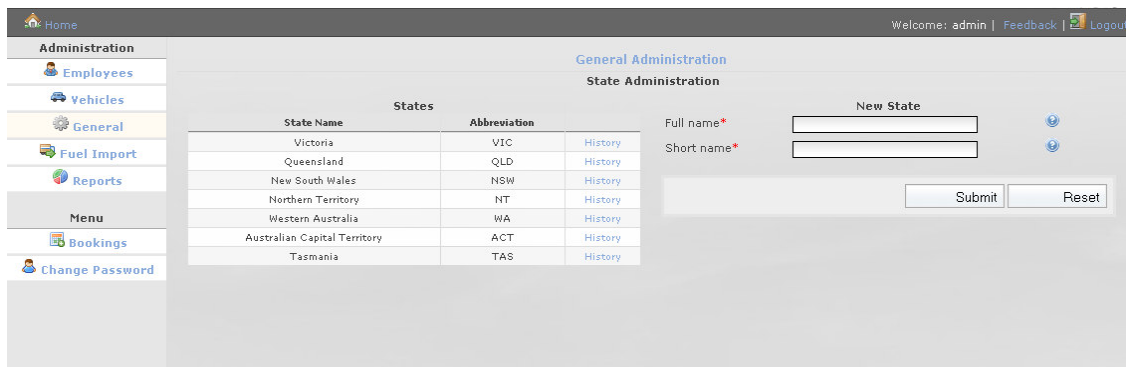
5.   Archive additional vehicles or return to [Home] or [Logout]
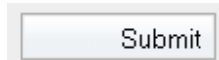
General Administration

Manage States

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

2. Select ![Manage States] and the following screen appears:

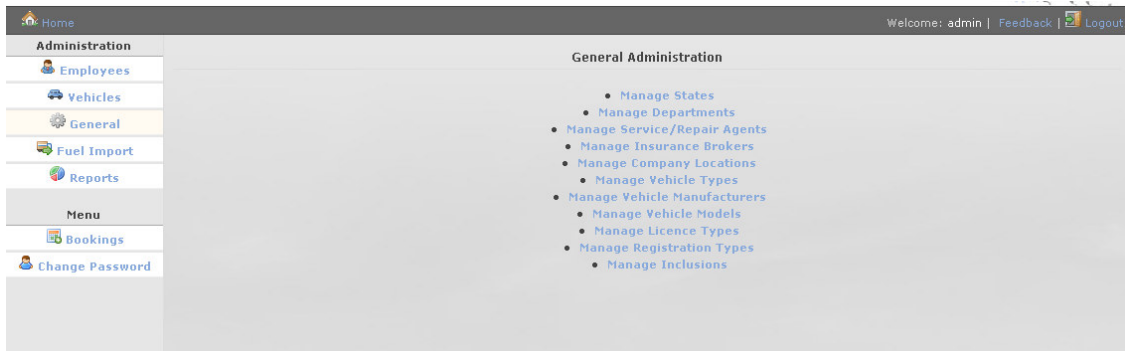

3. To add a new state, enter the required information and press ![Submit].

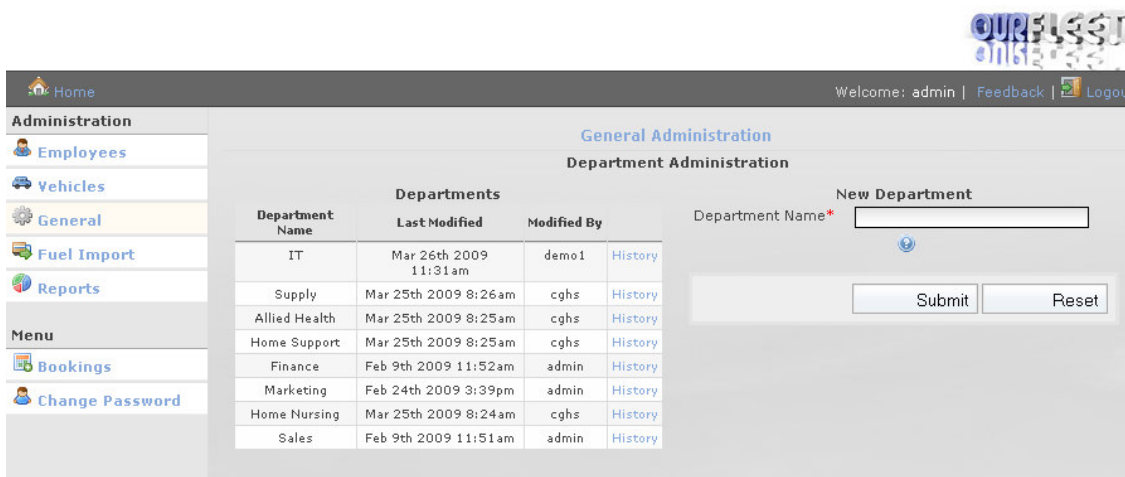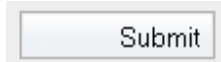4. From here you can add additional states or return to ![Home] or ![Logout]

© 2008 Natus Software – Version 2

Manage Departments

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

2. Select ![Manage Departments] and the following screen appears:

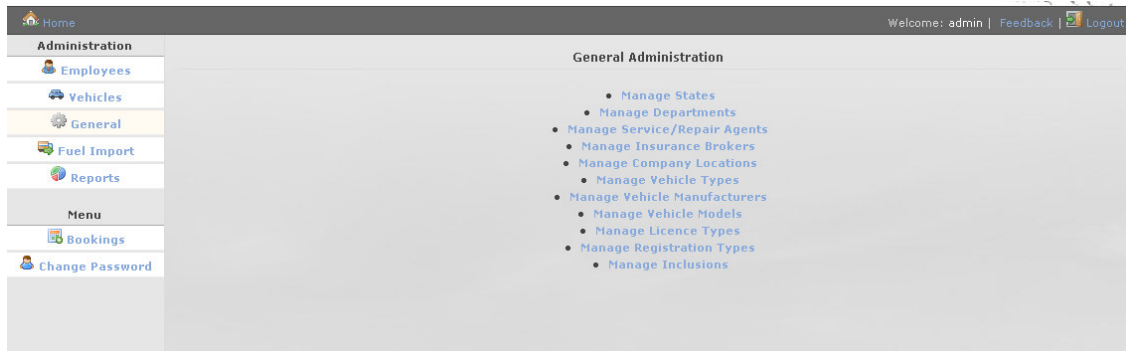3. To add a new department, enter the department name and press ![Submit].

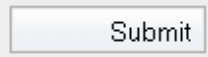4. From here you can add additional departments or return to ![Home] or ![Logout]

Manage Service/Repair Agents

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

2.   Select [Manage Service/Repair Agents] and the following screen appears:
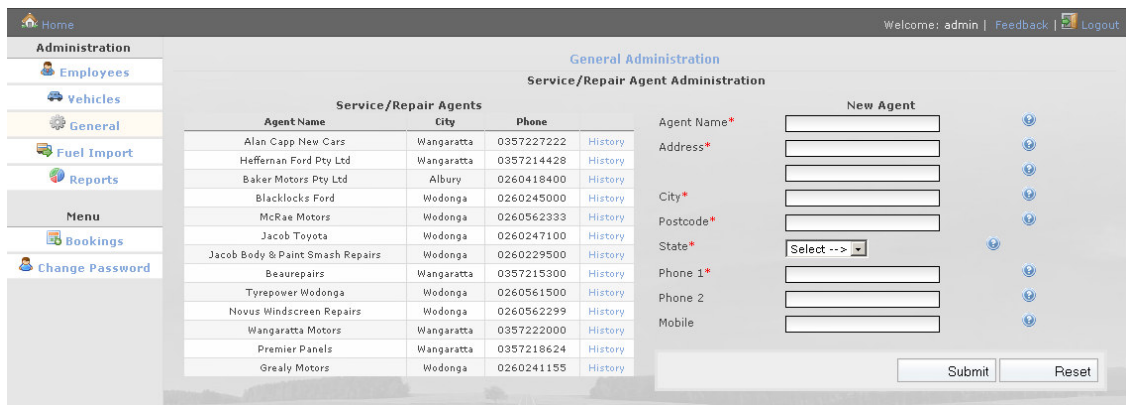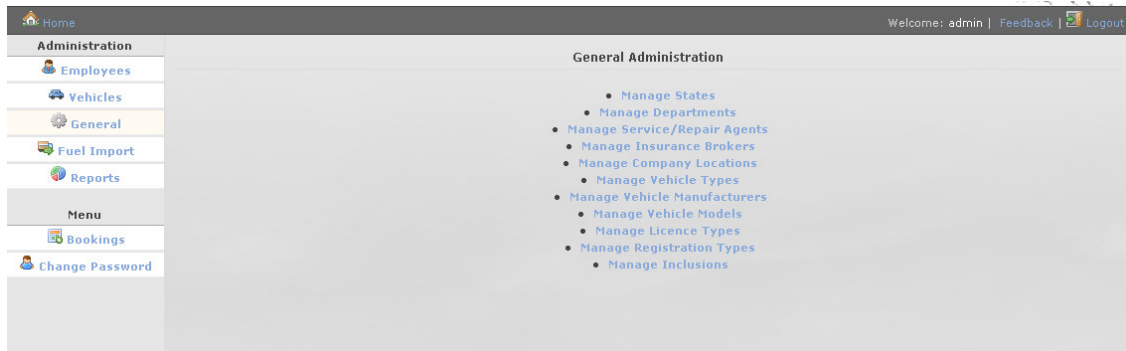
3.   To add a new service/repair agent, enter the required information and press [Submit] .

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

Manage Insurance Brokers

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

2. Select and the following screen appears:

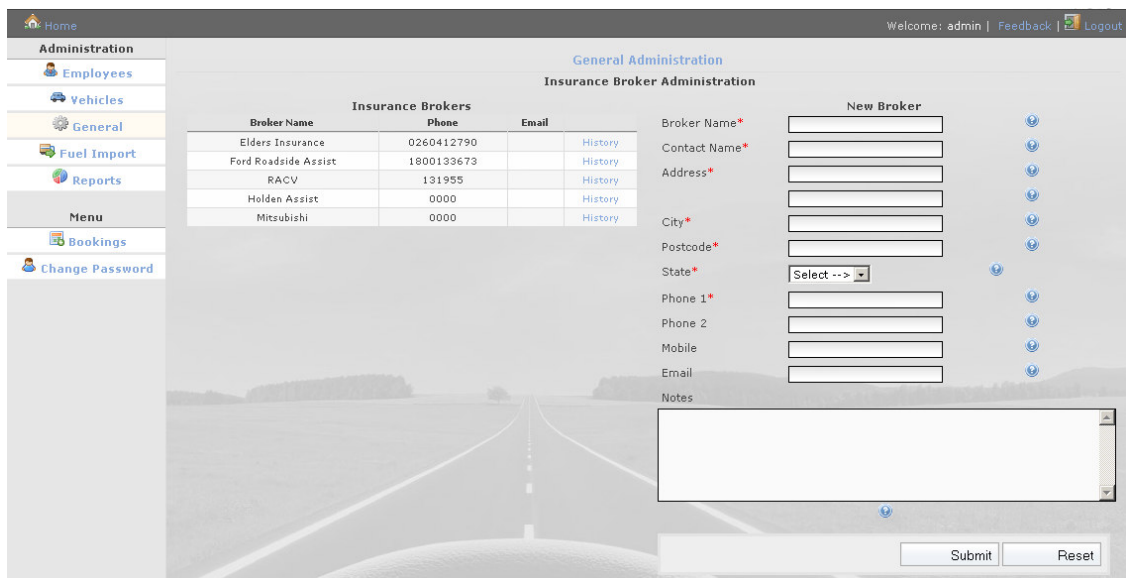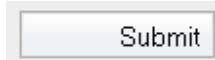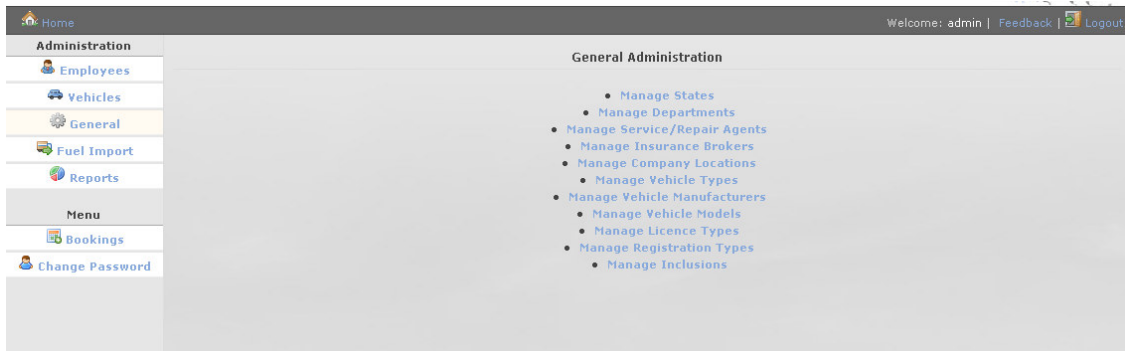3. To add a new insurance broker, enter the required information and press .

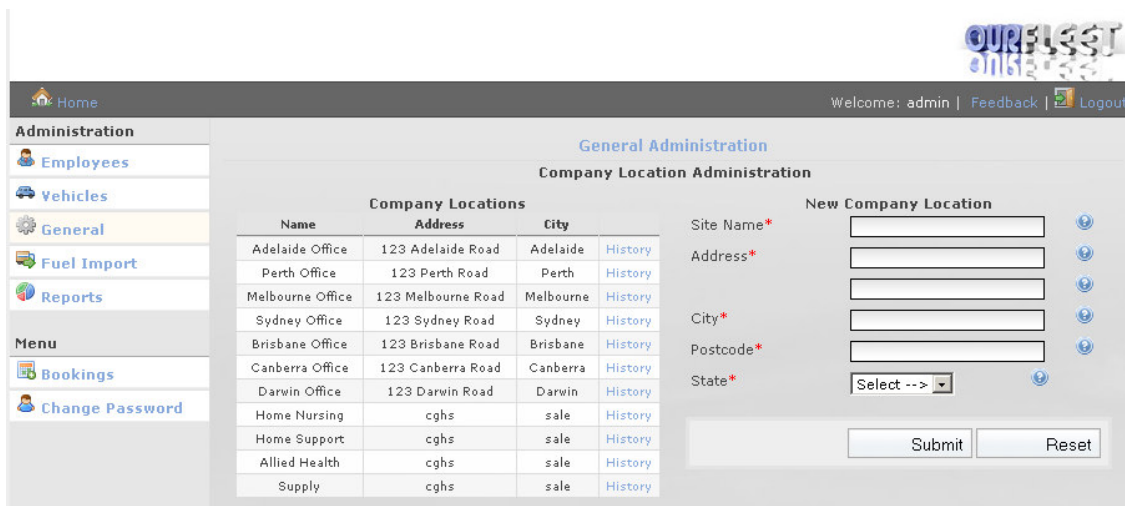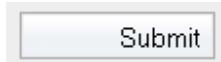4. From here you can add additional brokers or return to or

Manage Company Locations

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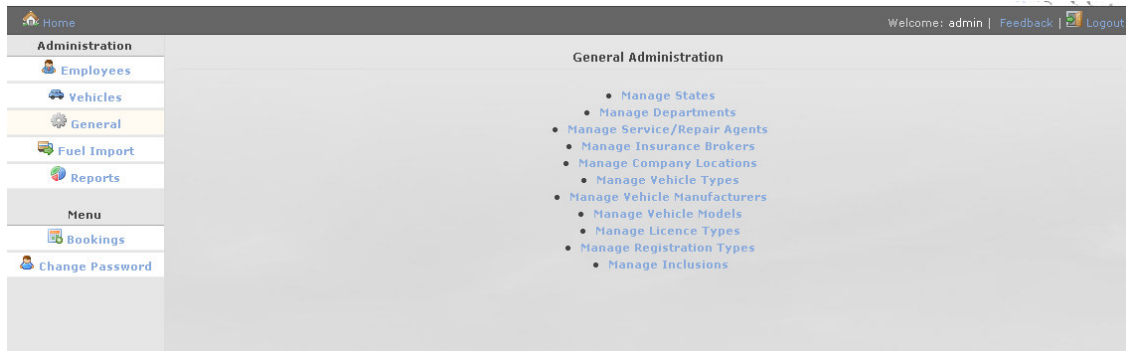

2. Select ![Manage Company Locations] and the following screen appears:

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

4. From here you can add additional locations or return to ![Home] or ![Logout]
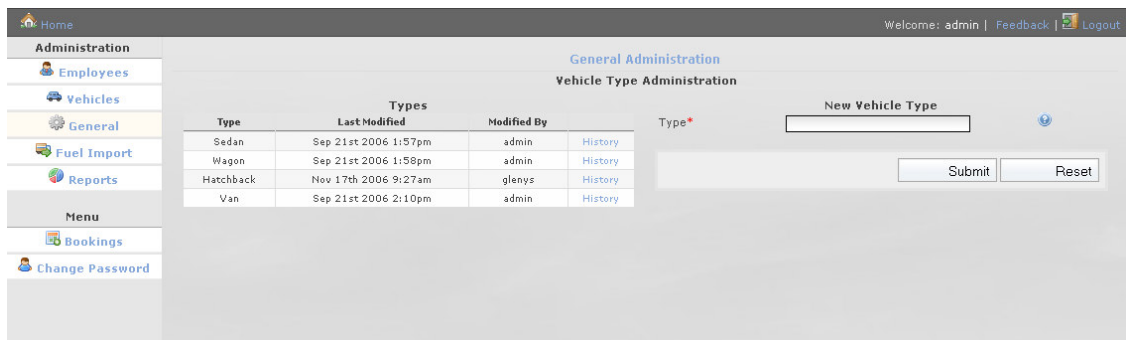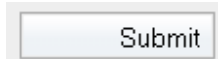
Manage Vehicle Types

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

2. Select and the following screen appears:

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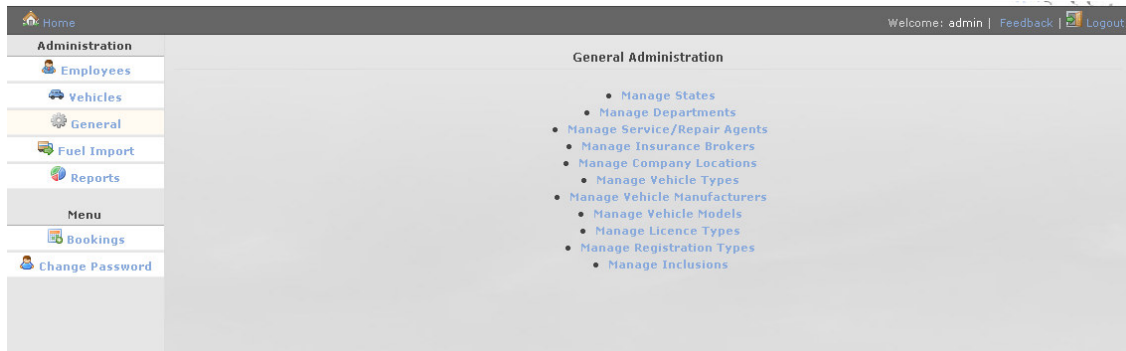
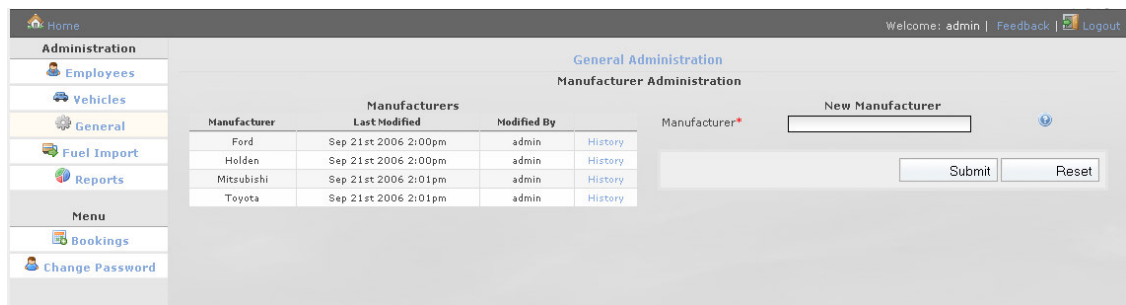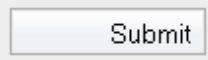4. From here you can add additional vehicle types or return to or

Manage Vehicle Manufacturers

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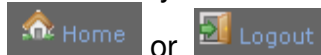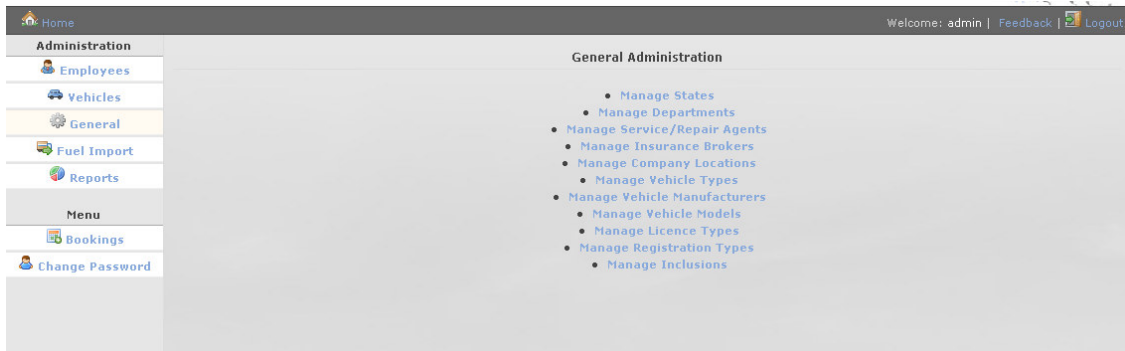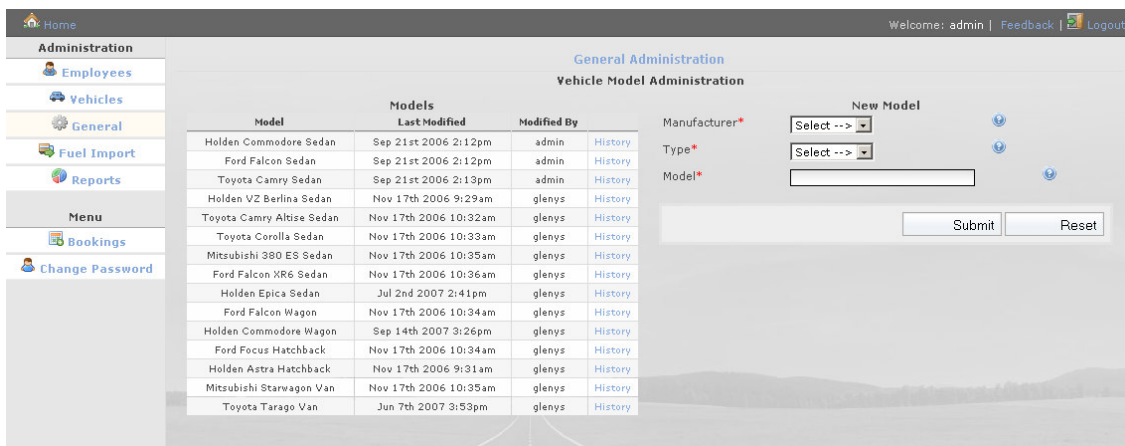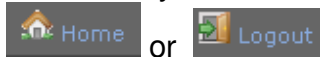

2. Select [Manage Vehicle Manufacturers] and the following screen appears:

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

4. From here you can add additional vehicle manufacturers or return to [Home] or [Logout]

© 2008 Natus Software – Version 2

Manage Vehicle Models

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

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

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

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

Manage Licence Types

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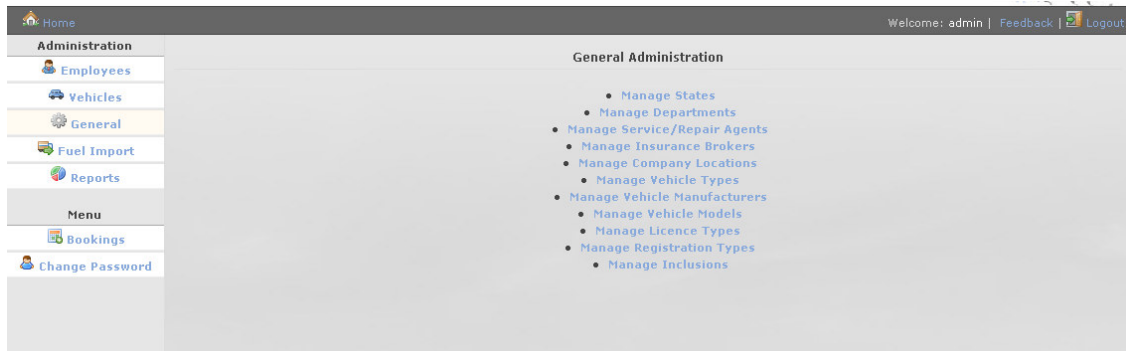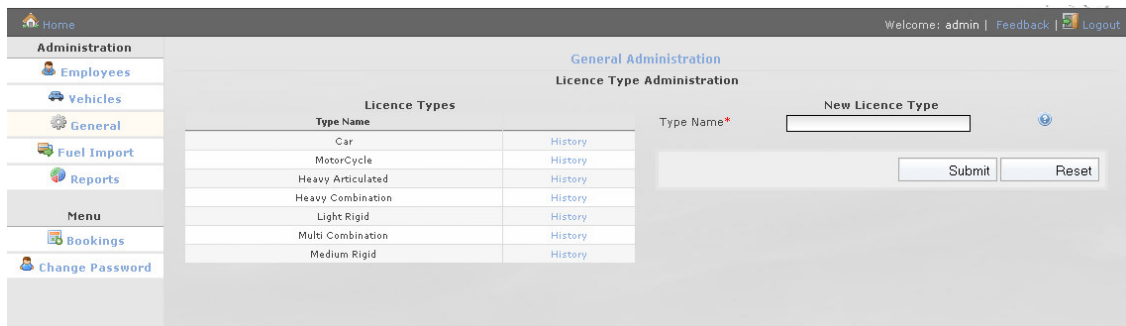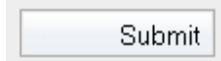

2. Select and the following screen appears:

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

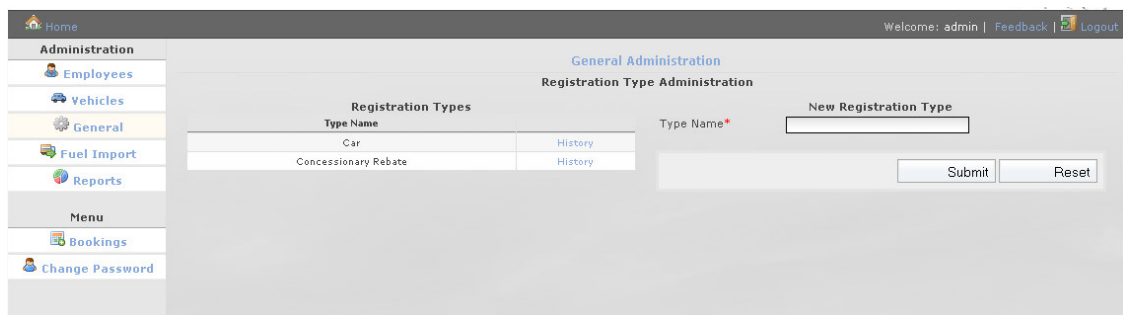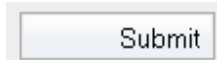4. From here you can add additional licence types or return to or

© 2008 Natus Software – Version 2

Manage Registration Types

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

2.   Select ![Manage Registration Types] and the following screen appears:
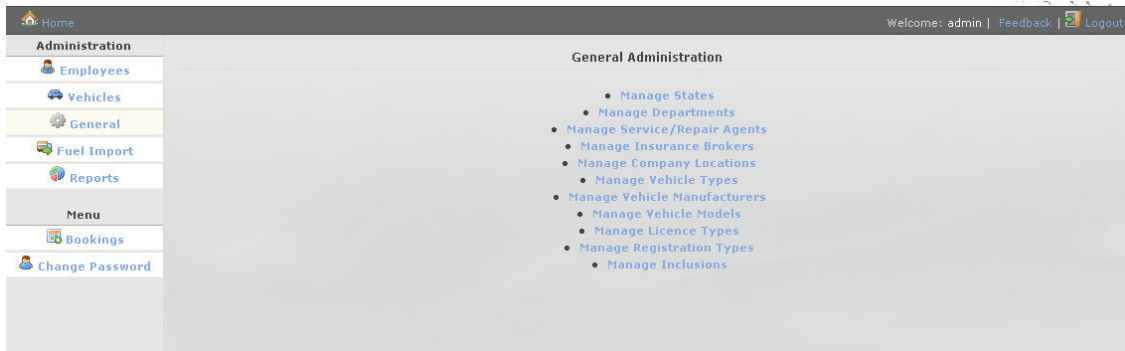
3.   To add a new registration type, enter the required information and press ![Submit].

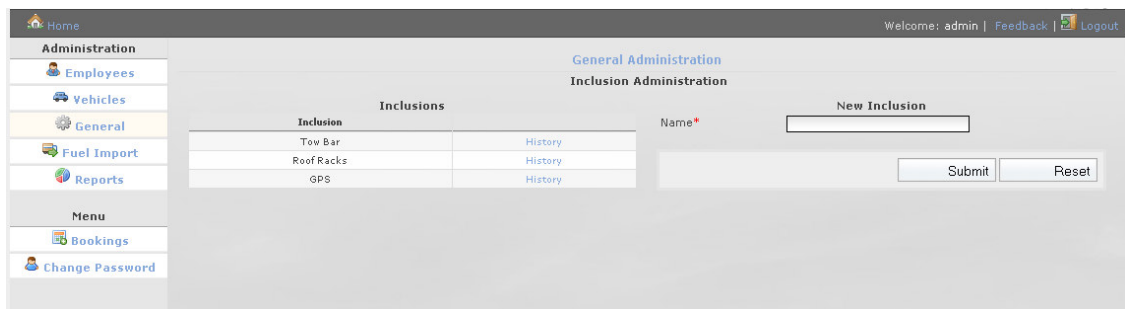4.   From here you can add additional registration types or return to ![Home] or ![Logout]

© 2008 Natus Software – Version 2
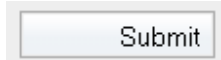
Manage Inclusions

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

2. Select ![Manage Inclusions] and the following screen appears:

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

4. From here you can add additional vehicle inclusions or return to ![Home] or ![Logout]

Import Fuel Spend Report

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

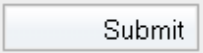1.   Log into OurFleet as an Administrator. In the Administrator menu select Fuel Import and the following screen opens:

© 2008 Natus Software – Version 2

2. Browse and locate the .csv file on your computer. Ensure all fieldnames are aligned with the appropriate column letter and select [Submit].
The following confirmation is received noting how many lines have been successfully imported:

Fuel Usage Import

Import another CSV File

Field	Value
Date/Time	2008-11-10-11-48-05
Imported By	admin
Filename (Local)	imports/import-2008-11-10-11-48-05.csv
Filename (Original)	Shell Fuel Report Example.csv
Format	
Rows Stored	121

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

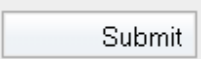# Running a Report

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

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:

© 2008 Natus Software – Version 2
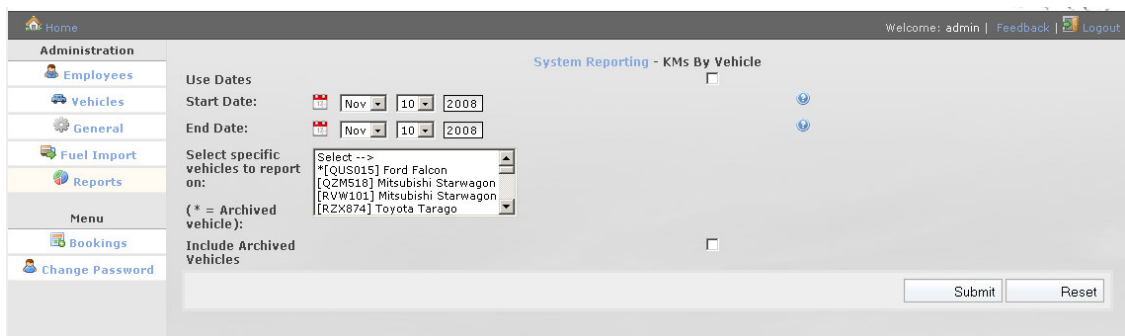
3. To run a report with no restrictions, simply select [Submit] or, restrict the dates and vehicles that the report is generated upon. The following screen will then be loaded:

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

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

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

© 2008 Natus Software – Version 2