

USER MANUAL

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Overview

This user manual provides 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 where possible, screen shots,
- 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 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 set up. This information has been set up by Natus Software and can be viewed 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 Cost Centres (within General),
- 13. 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',
- 14. Setup all Vehicles (within Vehicles),
- 15. 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.
- 16. 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:



Create a Booking

4. The following screen then loads:

📩 Home					Welcome: leaheinfalt Feedback 🕺 Logout
Menu Bookings	New Vehicle Booking - Booking Details				
A Change Deserved		Date and Time			Inclusions 🥹
Change Password	Employee*	Leah Einfalt	0		
	Cost Centre*	ABC		car seat	
	Booking Start Date*	Oct 🖌 15 🖌 2011	Θ		
	Booking Start Time*	Select>			
	Booking End Date*	🕂 Oct 🖵 15 🖵 2011	Θ		
	Booking End Time*	Select> 💌			
	Departure Location*	Select>	0		
	Number of Passengers*	0 💌 😣			
					Submit Reset

5. Enter the required information as follows:

Field Name	Description
Employee*	Employee name who will be driving the vehicle Example: John Smith
Cost Centre*	The cost centre is automatically populated by the employee's default cost centre (managed under Employees). If the cost centre needs to be changed for a particular booking, the drop down list of available cost centres can be used.
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
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.

🏠 Home		Welcome: admin Feedback 🗾 Logout
Administration	Û	
🚨 Employees	New Vehicle Booking - Vehicle Selection	
🖨 Vehicles	O Silver Ford Falcon Sedan [TFO491]	
🏶 General	O Light Blue Toyota Corolla Sedan [TSU348]	
💐 Fuel Import		Submit Reset
Reports		
Menu		
👪 Bookings		
🚨 Change Password		

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

🎄 Home		Welcome: admin	Feedback	ٵ Logout
Administration Comparison Compari	New Vehicle Booking - Destination and Purpose Destination Purpose Select>			
Reports Renu Bookings Change Password	Reminder Period:* No Reminder	Subm	it	Reset

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	L

📩 Home		Welcome: admin Feedback 🗃 Logout
Administration		2
🚨 Employees	New Vehicle Booking	- Booking Details Confirmation
🐥 Vehicles	Employee Details	Booking Details
🏶 General	Booked By: Andrew Martin Additional Passengers: 0	Vehicle : Light Blue Toyota Corolla Sedan [TSU348] Leaving From: Wodonga
Ruel Import	Department: Finding Solutions	Start: Dec 7th 2008 8:45am
Reports	Reminder: 1 hour before the booking	End: Dec 7th 2008 2:15pm Destination: albury womens centre Purpose: Something
Menu		
👪 Bookings		Submit Reset
🐣 Change Password		

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

\land Home				Welcome: admin	Feedback 🗾 Logout
Administration	The New Peopling	Bookings			B View All Peokings
🛱 Vehicles	Booking Date	Return Date	Employee	¥ehicle	Purpose
💝 General	Dec 7th 2008 8:45am	Dec 7th 2008 2:15pm	Andrew Martin	TSU348	Something
🗟 Fuel Import					
Reports					Page 1
Menu Bookings Change Password					

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

View/Edit a booking

1. Load OurFleet and click on:



View/Edit a Booking

2. The following screen appears:

📩 Home				Welcome: admin	Feedback 🗾 Logout
Administration		Bookings			
Sector Employees	B New Booking				💀 View All Bookings
••• Vehicles	Booking Date	Return Date	Employee	¥ehicle	Purpose
💖 General	Dec 7th 2008 8:45am	Dec 7th 2008 2:15pm	Andrew Martin	TSU348	Something
💐 Fuel Import					
Reports					Page 1
Menu					
👪 Bookings					
🐣 Change Password					

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:

🏠 Home		Welcome: admin Feedback 🗾 Logout
Administration		View Booking
Cimpioyees	Booking Details	
🛱 Vehicles	Booked By:	Andrew Martin
🖗 General	Department:	Finding Solutions
	# Passengers:	0
Sector Fuel Import	Departing From:	Wodonga
Reports	Booking Start:	Dec 7th 2008 8:45am
	Booking End:	Dec 7th 2008 2:15pm
Menu	Destination:	albury womens centre
Bookings	Purpose:	Something
🚨 Change Password	¥ehicle Details	
	Vehicle:	Light Blue Toyota Corolla Sedan
	Registration:	TSU348
	Key Tag ID	5
		Edit Delete

- 4. Click Edit to edit a booking.
- 5. The following screen then appears:

📩 Home					Welcome: admin Feedback 💐 Logout
Administration			Edit Vohiclo F	looking - Rooking Dotails	
🚨 Employees			Eur venicie E	Sooking - Booking Details	
🕮 Vehicles		Date and Time	.0		Inclusions 🔮
General	Employee*	Leah Einfalt		car seat	
Eucl Import	Cost Centre*	ABC			
	Booking Start Date*	🕂 Oct 🗸 18 🗸 2011	Θ		
V Reports	Booking Start Time*	09:00 AM			
Menu	Booking End Date*	🕂 Oct 💌 18 💌 2011	0		
Bookings	Booking End Time*	05:00 PM 👻			
Change Password	Departure Location*	Wodonga 🗨	۲		
	Number of Passengers*	1	9		
					Submit Reset

6. Make the required changes and press Submit and the following screen appears requesting you to select an available vehicle:

🎰 Home			Welcome: admin		🛐 Logout
Administration		0			
🚨 Employees		New Vehicle Booking - Vehicle Selection			
🖨 Vehicles	0	Silver Ford Falcon Sedan [TFO491]			
🏶 General	0	Light Blue Toyota Corolla Sedan [TSU348]			
🗟 Fuel Import			Subm	it	Reset
Reports					
Menu					
📕 Bookings					
🐣 Change Password					

7. Select a suitable vehicle and press Submit and the following screen appears:

📩 Home			Welcome: admin Feedback ᆁ Logout
Administration		Edit Vohicle Reaking - Destination and Durnese	
🚨 Employees	Destination		
A Vehicles	Destination	Albury	
General	Purpose*	Meeting	
Eucl Import	Department		
	Reminder Period:*	No Reminder	
V Reports			Submit Reset
Menu			
Bookings			
Change Password			

8. Enter the required changes as follows:

Field Name	Description			
Destination	he 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

book	ing and press	
📩 Home		Welcome: admin Feedback 🛃 Logout
Administration		2
🚨 Employees	Edit Vehicle Booking	- Booking Details Confirmation
🖨 Vehicles	Employee Details	Booking Details
🔅 General	Booked By: Andrew Martin	Vehicle : Light Blue Toyota Corolla Sedan [TSU348]
Ruel Import	Department: Finding Solutions	Start: Dec 8th 2008 8:45am
<i>Ø</i>	Reminder: 1 hour before the booking	End: Dec 8th 2008 2:15pm
V Reports		Destination: albury womens centre
Menu		Purpose: Something Submit Reset
Change Password		

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

🏠 Home					Welcome: admin	Feedback 🗾 Logout
Adminis	stration		Bookings			
👛 Emp	loyees	B New Booking	bookings			View All Bookings
🖨 Vel	hicles	Booking Date	Return Date	Employee	Vehicle	Ригросе
🌼 Ge	neral	Dec 7th 2008 8:45am	Dec 7th 2008 2:15pm	Andrew Martin	TSU348	Something
😽 Fuel	Import					
	ports					Page 1
Mei	nu					
Boo	okings					
🛎 Change	Password					
11.	From	n this screen you car	n then select	🖥 Bookings	to n	nake
	anotl	ner booking, return t	o 🎄 Home or 🗾 l	ogout		

Cancel a booking

1. Load OurFleet and click on:



Cancel a Booking

2. The following screen appears:

📩 Home				Welcome: admin	Feedback 🗐 Logout
Administration		Bookings			
Employees	New Booking	DUOKIIYS			💀 View All Bookings
🏶 Yehicles	Booking Date	Return Date	Employee	¥ehicle	Purpose
😳 General	Dec 7th 2008 8:45am	Dec 7th 2008 2:15pm	Andrew Martin	TSU348	Something
Ruel Import					
Reports					Page 1
Menu					
Bookings					
Change Password					

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:

🎰 Home		Welcome: admin Feedback 🖾 Logo
Administration		View Booking
🚨 Employees	Deskies Deteile	TICK BOOKING
A Vehicles	Booked Buy	Androu Martin
	Department:	Finding Solutions
जल General	# Passengers:	0
💐 Fuel Import	Departing From:	Wodonga
Reports	Booking Start:	Dec 7th 2008 8:45am
	Booking End:	Dec 7th 2008 2:15pm
Menu	Destination:	albury womens centre
Bookings	Purpose:	Something
A characterization	Yahida Dataila	
Change Password	Vehicle	Light Blue Tougta Corolla Sadan
	Registration:	TSU348
	Key Tag ID	5
		Edit

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

á Home		Welcome: admin Feedback 🌌 Logout						
Administration		Confirm Booking Deletion						
🚨 Employees	A							
🛱 Vehicles		Are you sure you want to delete the following booking?						
🏶 General	Booking Details							
Ruel Import	Booked By:	Andrew Martin						
	Department:	Finding Solutions						
Reports	# Passengers:	0						
Manu	Departing From:	Wodonga						
menu	Booking Start:	Dec 7th 2008 8:45am						
📑 Bookings	Booking End:	Dec 7th 2008 2:15pm						
Change Password	Destination:	albury womens centre						
	Purpose:	Something						
	Vehicle Details							
	Vehicle:	Light Blue Tovota Corolla Sedan						
	Registration:	TSU348						
	Key Tag ID	5						
		Confirm Cancel						
5. Clic	k Confirm to cor	nfirm the booking deletion.						
6. Fror ano	m this screen you can th ther booking, return to	hen select Bookings to make to make 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:

Employee Adn	ninistration					
Add Employee				View: All Active In		
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:

🕯 Home	Welcome: admin Feedback 🖓 Logout
Administration	New Fundament
Employees	New Employee
A Vehicles	System Login Details:
General	User Name*
Ruel Import	Password*
Reports	Email*
	Access Level* Select>
	Notifications I
Bookings	Monthly Reports
Change Password	Employee Details
	Department* Select> 💽 😟
	Location* Select> 🔍
	Cost Centre* Select>
	First Name*
	Last Name*
	Address*
	City*
	Postcode*
	State* Select> 💌 🔮
	Phone 1*
	Phone 2
	Mobile 😥
	Enabled 🗹 🧕
	Submit

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
Doportmont*	Example: —
Department	Fremeles Information Taphaology
L agation*	Example: Information recinitional
Location	Example: Hood Office
Cost Centre*	Select the cost centre that the user is associated to
Cost Centre	from the dron down list
First Name*	The user's christian name
	Example:
Last Name*	The user's surname
Luot Humo	Example: Smith
Address*	The user's home address
	Example: 123 Jones Street
Citv*	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: 🗹

Once completed, press showing all users: 5.

Submit and the following screen appears

Employee A	dministration				
🖧 Add Empl	oyee			View: All Activ	ve Inactive
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	Y

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

🍄 Home					Welcome:	admin Feedback 🛂 Logout
Administration				Edit Combana		
🚨 Employees				Eur Employee		
A Vehicles	S	ystem Login Details:	- 6	Licence Type*	New Licence	0
General	User Name*	leaheinfalt		Licence No.*		0
Seel Import	Verify Password*	•••••		Expires*		2011 9
Reports	Email*	support@ourfleet.com.au		State*	Select> •	
Manu	Access Level*	2 OurFleet Administrator	. 0			
Bookings	Notifications		-			Submit Reset
Change Password	Monthly Reports					
Change Password		Employee Details			Licences	
	Department*	Management Admin	. 9	Туре	Number	Expires
	Location*	Wodonga 🗨	9			
	Cost Centre*	ABC				
	First Name*	Leah				
	Last Name*	Einfalt	9			
	Address*	1 Jones Street				
	City*	Wodonga	0			
	Postcode*	3000	9			
	State*	VIC 💌)			
	Phone 1*	03030303	0			
	Phone 2		0			
	Mobile		9			
	Enabled	▼ 9				
		Submit	Reset		1	

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				

Once completed, press 8.

Submit and the following screen loads:

🔐 Home					Welcon	ne: admin Feedback 책 Logout
Administration						
Semployees				Edit Ellipioyee		
A Vehicles	S	System Login Details:		Licer	nce No.:	1234
General	User Name*	leaheinfalt		LX	pires.	2012-10-13
Euel Import	Password*	•••••			Confirm	Edit Cancel
Penorte	Verity Password*	•••••				
- Reports	Email	support@ourfleet.com.au		-	Licences	
Menu	Access Level*	2 OurFleet Administrator	. 🧐	Iype	Number	Expires
Bookings	Notifications					
Change Password	Monthly Reports	- I				
		Employee Details				
	Department*	Management Admin	- ·			
	Location*	Wodonga 💌				
	Cost Centre*	ABC				
	First Name*	Leah				
	Last Name*	Einfalt	9			
	Address*	1 Jones Street				
	City*	Wodonga	0			
	Postcode*	3000	9			
	State*	VIC 💽	9/			
	Phone 1*	03030303	0			
	Phone 2		0			
	Mobile		0			
	Enabled					
		Submit	Reset			
		La L				

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

tome					Welcor	me: admin Feedback 🍱 Logout
Administration				Edit Familaura		
Semployees				Edit Employee		
A Vehicles	S	System Login Details:	- 0	Licence Type*	New Licence	
General	User Name*	leaheinfalt		Licence No *	Select	
Fuel Import	Password*	•••••		Evoires*		
Penorts	Verity Password"	•••••		Ctate*		
- Reports	Email"	support@ourfleet.com.au		State	Select> 💌	
Menu	Access Level*	2 OurFleet Administrator				Submit Depat
Bookings	Notifications					Submit
Change Password	Montility Reports	Constants Dataila				
	D	Employee Details		Type	Licences	Expires
	Department	Management Admin	•	Car	1234	Oct 15th 2012
	Location*	Wodonga 💌	0			
	Cost Centre*	ABC				
	First Name*	Leah	9			
	Last Name*	Einfalt				
	Address*	1 Jones Street	_ @			
			9			
	City*	Wodonga	9			
	Postcode*	3000	9			
	State*	VIC 💌	9			
	Phone 1*	03030303	0			
	Phone 2		9			
	Mobile		9			
	Enabled					
		Submit	Reset			

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

Edit an employee

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

Employee Administration								
🖧 Add Emplo	oyee	View: All Activ	ve 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	Engineering	john	٧			

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

Administration			r da r	malanaa		
🚨 Employees			EUILE	mpioyee		
A Vehicles	S	ystem Login Details:	-	Lissnes Tuns	New Licence	
(a constant	User Name*	leaheinfalt		Licence Type	Select>	•
General	Password*	•••••	_ 9	Licence No.*	0	W
Fuel Import	Verify Password*	•••••	9	Expires*	🛗 Oct 💌 15 💌	2011
Reports	Email*	support@ourfleet.com.au	9	State*	Select> 💌	0
Menu	Access Level*	2 OurFleet Administrator	. 0			
Bookings	Notifications		-			Submit Reset
S at a start	Monthly Reports					
Change Password		Employee Details			Licences	
	Department*	Management Admin		Туре	Number	Expires
	Location*	Wodonga		Car	1234	Oct 15th 2012
	Cost Centre*					
	cost contro	ABC	- 0			
	First Name	Leah				
	Last Name*	Einfalt				
	Address*	1 Jones Street				
	City*	Wodonga	9			
	Postcode*	3000	9			
	State*	VIC 💽	9			
	Phone 1*	03030303	0			
	Phone 2		9			
	Mobile		9			
	Enabled					
		Submit	Reset			

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

ቆ Add Empl	oyee	View: All Acti	ve 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	Y
Smith	John	Head Office	Engineering	john	۷

Edit additional users or return to 4.



Archive an employee

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

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

Employee Administration							
🖧 Add Emplo	oyee	View: All Acti	ve Inactive				
Lastname	Firstname	Location	Department	Usemame	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:

🔊 Home					Welco	me: admin Feedback 🐸 Logout
Administration				e da esta la const		
Semployees				Edit Employee		
A Vehicles	S	System Login Details:		Lissnes Tuns	New Licence	
General	User Name*	leaheinfalt		Licence Type	Select>	-
	Password*	•••••		Licence No.		
	Verify Password*	•••••		Expires"	Oct - 15	2011
V Reports	Email*	support@ourfleet.com.au		State*	Select> 💌	0
Menu	Access Level*	2 OurFleet Administrator	- 9			
Bookings	Notifications					Submit Reset
Change Password	Monthly Reports					
Change Password		Employee Details			Licences	
	Department*	Management Admin		Туре	Number	Expires
	Location*	Wodonga	Θ	Car	1234	Oct 15th 2012
	Cost Centre*	ABC				
	First Name*	leab				
	Last Name*	Einfalt				
	Address*					
	Address	I Jones Street				
	C1.4					
	City	Wodonga	0			
	Postcode	3000	0			
	State*	VIC	9			
	Phone 1*	03030303	0			
	Phone 2		9			
	Mobile		9			
	Enabled					
		Submit	Panet			
		Submit	Reset			

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

Enable	ed		
		Submit	Reset
4.	Press	Submit	d the following

and the following screen loads:

🏫 Home

Employee Administration

🖧 Add Empl	oyee	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	Y
Smith	John	Head Office	Engineering	john	٧

5. Archive additional users or return to

or	5	Logo
or		LOGO

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:

A Home			Welcome: admin Feedback ٵ Logout
Administration	<u> </u>		
A Vehicles	ede o	edit and a second secon	
General	Create a Booking	View/Edit a Booking	Cancel a Booking
💐 Fuel Import	Clock & Dooling	From Carl & Dooring	Contex, o covering
Preports			
Menu	Dung Dung		99
Bookings	2		-
Change Password	User Manual (PDF)		Help and FAQ (PDF)

2. The following screen then loads:

📩 Home			Welcome: leaheinfalt Feedback 🌌 Logout
Menu		Change My Password	
Bookings	Current Password*		
🛎 Change Password	New Password*		
	Confirm New Password*		
			Submit Reset

3. The employee then enters the following information:

4.

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 advising the user that their password has been changed successfully:

📩 Home		Welcome: leaheinfalt Feedback 貖 Logout
Menu Bookings Change Password	Current Password*	
		Submit Reset
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:

📩 Home			Welcome: admin Feedback 💐 Logout
Administration			
🚨 Employees			
A Vehicles	o de	egi	
General	Crock a Realize	View/Edit > Realize	Canada Backing
Ruel Import	Create a booking	view/cuit a booking	Cancel a booking
Reports			
Menu	Part of the second seco		2
Bookings	-		
Change Password	User Manual (PDF)		Help and FAQ (PDF)

2. Select ^{A vehicles} from the Administrator menu and the following screen summarising all vehicles appears:

🖾 Home								Welcor	ne: admin Fe	edback 💐 Logout
Administration			v	obiclo /	doninia	tration				
🚨 Employees			v	enicie /	Autimitie	Suation			View: All	Active Inactive
A Vehicles	••• Add venicle									
(Consent	Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
Selleral	YKO559	Toyota Tarago - Van	Platimun		×	 Image: A second s	Willow		123456	Archive History
Suel Import	TZY375	Holden Commodore - Wagon	Silver		×	~	Wodonga	4		Archive History
Reports	UXH418	Toyota Camry Altise - Sedan	Beige		×	~	Wodonga			Archive History
	WIU018	Holden Commodore - Sedan	Silver		X	V	Wangaratta			Archive History
Menu	WLL470	Ford Falcon - Wagon	Silver		X	v	Wodonga	6		Archive History
Bookings	WNU754	Toyota Corolla - Sedan	Silver		×	~	Wodonga	9		Archive History
🚨 Change Password	WOJ918	Ford Falcon - Sedan	Silver		×	~	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	v	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	~	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	~	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	~	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	~	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	~	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	~	Wangaratta			Archive History
	WWI781	Toyota Camry - Sedan	Sakana		×	~	Wodonga			Archive History
	WWI784	Toyota Camry Altise - Sedan	Silver		×	~	Wodonga			Archive History
	WWI789	Toyota Aurion ATX - Sedan	Tobasco		×	~	Wodonga			Archive History
	WYW471	Hyundai Sonata Diesel - Sedan	Silver		×	v	Wodonga			Archive History
	XHF201	Kia Carnival - Van	Grey		×	v	Phoenix			Archive History

3. To add a new vehicle, select appears:

Add Vehicle and the following screen

📩 Home			Welcome: admin Feedback 🍏 Logout
Administration		Now Vehi	
🚨 Employees		New Venio	Lie
A Vehicles	Keytag ID	Θ	Additional Vehicle Details
(i) consult	Location* Select>		Additional Details, including:
Fuel Import	Cost Centre* Select>		Registration Details Service/Repair Details
Reports	Model* Select>		Fuel Usage
	Year*	Θ	Accident Reports
Menu	Date Obtained* 🛛 🕅 Oct 💌 1	5 🖵 2011 🧕	Damage Reports
🐱 Bookings	Purchase Cost	 	Infringement Reports
Change Password	Initial Odometer*		may be completed after adding the new Vehicle
	Seats*	0	
	Colour*	9	
	Etag Id	9	
	Fuel Card ID		
	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					
Cost Centre*	Select the vehicle's default cost centre from the drop down list of available cost centres.					
Model*	Enter the model of the vehicle from the drop down menu					
	Example: Holden Commodore Sedan					
Year*	Enter the year of manufacture					
	Example: 2005					
Date Obtained*	Enter the date the business obtained the vehicle					
	Example:					
Purchase Cost	Enter the initial purchase cost for the vehicle. If the vehicle is leased, leave this blank.					
	Example: 30000					
Initial Odometer*	Enter the initial odometer reading that the vehicle was purchased/leased with					
	Example: 980					
Seats*	Enter the number of seats with seatbelts in the vehicle					
	Example: 5					

Field Name	Description					
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					
Fuel Card ID	Enter the vehicle's fuel card ID number					
	Example: 1234					
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 💐 Logo
Administration		Now Vohic	
🚨 Employees 👘 👘		New Venici	
A Vahiclas	Keytag ID :	107	Additional Vehicle Details
Venicles	Location :	Wodonga	Additional Details, including:
🍄 General	Cost Centre :	ABC	
	Model :	Toyota Camry - Sedan	Registration Details
Section 2017 Fuel Import	Year :	2010	 Service/Repair Details
A Deservice	Date Obtained :	2011-10-09	 Fuel Usage
Reports	Purchase Cost:	49999	 Odometer readings
	Initial Odometer :	123	 Accident Reports
Menu	Seats :	5	 Damage Reports
Bookings	Colour :	Red	 Infringement Reports
	Etag Id :	65	may be completed after adding the new Vehicle
lange Password	Fuel Card ID :	6789	
	Include In Bookings	Yes	
		Confirm Cancel	

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

and the following

1

🏠 Home								admin Feedback 🗐 Log
Administration					Regis	tration History		
🚨 Employees						Vahisla		
A Vehicles					Red Toy	ota Camry - Sedan		
🖗 General					<< Back	Add Registration		
Ruel Import			Registrati	ons			New Registration	
Penorts	Reg.	Туре	Starts	Expires	Cost	Number*		0
- Reports						Type*	Select>	0
Menu						State*	Select> 💌	Θ
🐱 Bookings						Start Date*		_ 0
Change Password								
						Expires	Oct - 15 2011	
						Cost*		U
						Notes		
							0	
								Outrait Deast

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

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:					

Field Name		Description		
Expires*	Enter the date re	egistration 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		

Submit

8. Once completed, press

and the following screen loads:

Confirm

🎰 Home								Welcome: admin	Feedback	🗾 Logout
Administration					Pegistr	ation History				
🚨 Employees					nogisti					
A Vahielas						¥ehicle				
••• venicles					Purple Holden	n VZ Berlina - Sedan				
😳 General					a a Book I	Add Desistantian				
Eucl Import					<< back	Add Registration				
- Tuer Import			Registrati	ions			New Re	gistration		
Reports	Reg.	Туре	Starts	Expires	Cost		Number:	TUK852		
							Type:	Car		
Monu							Start Date:	Nov 4th 2008		
Hend							Expires:	Nov 3rd 2009		
🔤 Bookings							Cost:	450.00		
Schange Password							Notes:			
								Confirm	1	Cancel

9. Review the data and if correct, select screen loads:

and the following

🏠 Home									admin Feedback 🖻	Logout
Administration						Registra	tion History			
🚨 Employees										
🖨 Vehicles					Dumle	¥	ehicle			
🏶 General					Purple	Holden V2 B	erina - Sedan[TUK652]			
Receipt receipt						<< Back /	Add Registration			
- Fuer Import			Regis	trations				New Registration	~	
🖤 Reports	Reg.	Туре	Starts	Expires	Cost		Number*		0	
	TUK852	Car	Nov 4th 2008	Nov 3rd 2009	450.00	History	Туре*	Select>	0	
Menu							State*		0	
📕 Bookings							June	Select> •		
Change Password							Start Date*	🔃 Nov 💌 9 💌 200	18	
							Expires*	🛅 Nov 💌 9 💌 200	38 🔮	
							Cost*		0	
							Notes			
										A
										-
								0		
									Submit Re	set

10. Press ^{<< Back} and the following screen loads prompting you to enter insurance details:

📩 Home			Welcome: admin Feedback 🕺 Logout
Administration		Edit Vabicle	
🚨 Employees		The Basic details for this vehicle h	seve not vet been completed
🖨 Vehicles		The following sections	require attention:
🌼 General		Insuran	ce Details
🗟 Fuel Import			
Reports	Keytag ID 6	Θ	Registration Details
Menu	Location* Wodonga	•	Insurance Policies
Bookings	Model* Holden VZ Ber	'lina Sedan 💌 🥹	
Change Password	Year* 2006	Θ	No Insurance Listed
Change rassword	Date Obtained* 🛛 📆 🛛 💽	1 2008	View/Edit Insurance Details
	Purchase Cost 10000.00		🤒 Lease Information
	Initial Odometer* 105100		Image: Bearing the second s
	Seats* 5	9	Vehicle Maintenance Details
	Colour* Purple		🥑 Fuel Usage
	Etag Id	9	Ø Odometer Readings
	Include In Bookings	V	Accident Reports
		Submit Reset	Damage Reports
			🧐 Infringement Reports
			Employee Reimbursements
			Inclusions

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

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

📩 Home						W	/elcome: admin f	Feedback 🗾 Logout
Administration				Insur	ance History			
🍩 Employees					¥ehicle			
🛱 Vehicles				Purple Holden VZ	Berlina - Sedan[TUK852]			
🏶 General				e e Back	Add Insurance			
💐 Fuel Import			Insurances		Thur mound	New Insu	rance	
Reports	Start Date	Expires	Policy Number	Monthly Cost	Broker*	Select>	•	0
					Policy Number*		7	0
Menu					Monthly Cost*		í -	0
Bookings					Start Date*	May 💌 9	2008	0
Change Password					Evoires*			0
					Description		2008	- T
					Description			
						Q		
							Submit	Reset

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:
🎄 Home						Welcome: admin Feedback 🗾 Logo
Administration				Insurance H	listory	
🚨 Employees						
🛱 Vehicles				Vehicle Durala Haldan VZ Parlina	- Cadae[TIIKOE2]	
🛱 General				Purple Holden v2 Berlina	- sedan[10K632]	
Eucl Import				<< Back Add I	nsurance	
- Fuer Import			Insurances		New I	nsurance
🖤 Reports	Start Date	Expires	Policy Number	Monthly Cost	Cost:	RACV
					Policy Number:	123478
Menu					Monthly Cost:	80
🖪 Bookings					Start Date:	Nov 4th 2008
					Expires:	Nov 3rd 2009
Change Password					Description:	ncludes windscreen cover
					Conf	irm Edit Cancel
						And a set of the second second

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

🎰 Home								Welcome: admin	Feedback	🗐 Logout
Administration					Insuran	ce History				
🚨 Employees										
🖨 Vehicles				Purole	₹€ Holden VZ Br	nicie vilina - Sedan[TUK852]				_
🏶 General				. arpra	<< Back /	Add Insurance				
💐 Fuel Import		I	nsurances				New 1	Insurance		
Reports	Start Date	Expires	Policy Number	Monthly Cost		Broker*	Select>	•	Θ	
	Nov 4th 2008	Nov 3rd 2009	123478	80.00	History	Policy Number*			0	
Menu						Monthly Cost*			0	
Bookings						Start Date*	Nov -	9 2008	0	
🚨 Change Password						Expires*			Θ	
						Explice		2008		
						Description"				A
								Ø		7
								Subn	nit B	eset
								0.00		

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

🏠 Home					Welcome: admin Feedback 🖾 Logout
Administration				Edit Vehicle	
🎂 Employees			0		
🕮 Vehicles	Keytag ID	6			Registration Details
🏶 General	Location*	Wodonga 💽			Insurance Policies
💐 Fuel Import	Model*	Holden VZ Berlina Sedan	•		🤒 Lease Information
Reports	Year*	2006			In the second
Menu	Date Obtained*	■ Nov • 1 • 200	8 9		😟 Vehicle Maintenance Details
Bookings	Purchase Cost	10000.00	_ °		😟 Fuel Usage
Change Password	Seats*	105100			Odometer Readings
	Colour*	Purple			Accident Reports
	Etan Id		0		0
	Include In Real/incr		7		Damage Reports
	Include in Dookings				Infringement Reports
			Submit P	leset	Employee Reimbursements
					Inclusions

- 17. If the vehicle has a permanent driver responsible for FBT, select **FBT Details**to continue otherwise, select **FBT Details FBT Details**
- 18. Selecting FBT Details opens the following screen:

📩 Home				Welcome: admin Feedback 🛃 Logout
Administration				Edit Vehicle
🚨 Employees				
🛱 Vehicles	Keytag ID	6	0	😣 Registration Details
🏶 General	Location*	Wodonga 💌	0	Insurance Policies
Ruel Import	Model*	Holden VZ Berlina Sedan	• •	🕑 Lease Information
Reports	Year*	2006	Θ	FBT Details
Manu	Date Obtained*	Nov 🔹 1 🔹 2008]	Employee FBT Value Date Commenced Private Days
Reakings	Purchase Cost	10000.00		Add FBT Details
Change Password	Initial Odometer* Seats* Colour* Etag Id	105100 5 Purple	9 9 9	 Vehicle Maintenance Details Fuel Usage Odometer Readings
	Include In Bookings			Accident Reports
		s	Submit Res	eset Damage Reports
				Infringement Reports
				Employee Reimbursements
				Inclusions

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

📩 Home							Welcome: admin	Feedback 🗾 Logo
Administration				EBT	History			
🚨 Employees								
🛱 Vehicles				Durola Haldan VZ R	/ehicle			
🏶 General				Parpie Holden v2 t	Jennia Jedan[r0k032]			
Ruel Import				<< Bac	sk Add FBT			
Reports	FBT ¥alue	FB I Date Commenced	s Private Days	Employee	Employee*	Select>	-BI	Θ
					FBT Value*			0
Menu					Date Commenced*	🕅 Nov 💌 9	2008	0
Bookings					Private Days*			0
🚨 Change Password								
							Subm	it 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:				
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:

📩 Home							Welcome: admin	Feedback 🗾 Logout
Administration				FBT H	listory			
💩 Employees								
🕮 Vehicles				Veh	iicle			
😳 General				Parpie Holden v2 ber	l i l l com			
Ruel Import		EBT		<< back	Add FB1	New	FRT	
Reports	FBT Value	Date Commenced	Private Days	Employee		Employee:	Danielle Osmand	
						Date Commenced:	Nov 5th 2008	
menu						Date Concluded:	N/A	
Bookings						Private Days:	50	
Change Password						Confirm	Edit	Cancel

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

🎄 Home								lcome: admin	Feedback 🗐 Logou
Administration					FBT	History			
🚨 Employees									
🖨 Vehicles				Purnle	¥€ Holden VZ Be	enicle erlina - Sedan[TLIK852]			
🏶 General						I Add COT			
Ruel Import			FRTs		<< back	K Add FBT	New FR	т	
Reports	FBT Value	Date Commenced	Private Days	Employee		Employee*	Select>		Θ
	1000.00	Nov 5th 2008	50	Danielle Osmand	History	FBT Value*			
Menu						Date Commenced*	1 Nov • 9 •	2008	Θ
Bookings						Private Davs*			Θ
Change Password									
							[Submi	it Reset

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

📩 Home			Welcome: admin Feedback 🕺 Logout
Administration		Edit Vehicle	
 Chiptoposi Vehicles General Fuel Import Reports Menu 	Keytag ID 6 Location* Wodonga Model* Holden VZ Berlin Year* 2006 Date Obtained* Nov 1 Purchase Cost 10000.00	• • • • • • • • • • • •	 Registration Details Insurance Policies Lease Information FBT Details Vehicle Maintenance Details
Bookings	Initial Odometer* 105100 Seats* 5 Colour* Purple Etag Id 1 Include In Bookings		 Fuel Usage Odometer Readings Accident Reports Damage Reports Infringement Reports
		Submit Reset	 Employee Reimbursements Inclusions

Inclusions

to

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

me Home					Welcome: admin	Feedback 🗾 Logout
Administration				Edit Vehicle		
🚳 Employees						
🖶 Vehicles	Keytag ID	6	9		Registration Details	
🏶 General	Location*	Wodonga 💽			Insurance Policies	
🗬 Fuel Import	Model*	Holden VZ Berlina Sedan	• •		😟 Lease Information	
Reports	Year*	2006			😣 FBT Details	
Monu	Date Obtained*	Nov 💌 1 💌 200	8		Vehicle Maintenance Details	
Preliu	Purchase Cost	10000.00			(Q)	
BOOKINGS	Initial Odometer*	105100			Fuel Usage	
🛎 Change Password	Seats*	5	Θ		Odometer Readings	
	Colour*	Purple	۲		Accident Reports	
	Etag Id		Θ		🔮 Damage Reports	
	Include In Bookings	F	V		Infringement Reports	
			Submit Re:	set	Employee Reimbursements	
					9 Inclusions	
					Ma Paulustan a Line d	
					No Inclusions Listed	

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

📩 Home				Welcome: admin Feedb	oack 최 Logout
Administration		v	ehicle Inclusions		
Sehicles		Red Toy	Vehicle ota Camry - Sedan[TYH665]		
Seneral			<< Back		
Reports	Inclusion car seat	Description Toddler	Inclusion*		
Menu			Description	Seeu> V	
Change Password					Î
					-
				Submit	Reset

26. Select an inclusion from the drop down list and add any appropriate comments if required (ie description of car seat, mobile phone number

associated with car phone etc) and then select	Submit	. The following
screen loads:		. The following

🏡 Home					Welcome: admin Fe	
Administration		Vo	hicle Inclusions			
🚨 Employees		ve	nicle Inclusions			
A Vehicles			Vehicle			
General		Red Toyot	a Camry - Sedan[TVH665]			
Ruel Import			<< Back			
A secondaria	Inclusion	Description	Inclusion:	car seat		
• Reports	car seat	Toddler	Description:	Toddler car seat.		
Menu					Confirm	Cancel
Bookings						
Change Password						

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

Confirm	
	. The following

📩 Home				Welcome: admin Fe	eedback ᆁ Logout
Administration		,	/ehicle Inclusions		
🛱 Vehicles			Vehicle		
🖗 General		Red To	yota Camry - Sedan[TYH665]		
💐 Fuel Import			<< Back		
Reports	Car seat	Toddler		Add Inclusion	
Menu	car seat	Toddler car seat.	Inclusion*	Select> 💌	
Bookings			Description		*
Change Password					
					-
				Submit	Reset

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

🎄 Horne					Welcome: admin Feedback 🗾 Logout
Administration				Edit Vehicle	
🍓 Employees					
💭 Vehicles	Keytag ID	6			🥹 Registration Details
🏶 General	Location*	Wodonga)	Insurance Policies
💐 Fuel Import	Model*	Holden VZ Berlina Sedan			🛯 Lease Information
Reports	Year*	2006	- [•]	0	In the second
Menu	Burchase Cost	Nov - 1 - 200	3 <u>0</u>		Vehicle Maintenance Details
Bookings	Initial Odometer*	105100	_	Θ	I Fuel Usage
🚨 Change Password	Seats*	5	0		Odometer Readings
	Colour*	Purple	۲		Accident Reports
	Etag Id		0		Oamage Reports
	Include In Bookings	L. L	2		Infringement Reports
			Submit	Reset	Employee Reimbursements
					Inclusions
			- 🔶 I	Jome 🖉	Lagaut
29. From I	here you	can return to		or 🖻	s rodoar

Vehicle Maintenance Details

Vehicle maintenance is used to

- □ Schedule a service or repair appointment,
- □ Enter service details, and
- □ Enter repair details.

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

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



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

\land Home									come: admin	
Administration				Vehicle	\dminic	tration				
🚨 Employees	Add Vehicle	Add Vabiels View: All Active Inactive								
Sehicles	Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
🔅 General	YK0559	Toyota Tarago - Van	Platimun		×	~	Willow		123456	Archive History
Ruel Import	TYH665	Toyota Camry - Sedan	Red		~	~	Wodonga	107	6789	Archive History
Reports	TZY375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	v	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	1	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	1	Wangaratta			Archive History
	WWI781	Toyota Camry - Sedan	Sakana		×	v	Wodonga			Archive History

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

á Home					Welcome: admin Feedback 🌌 Logout
Administration				Edit Vehicle	
🚨 Employees					
Vehicles	Keytag ID	107			Registration Details
🖗 General	Location*	Wodonga 💌	۷		Insurance Policies
Ruel Import	Cost Centre*	ABC 💌			😟 Lease Information
Reports	Model*	Toyota Camry Sedan			FBT Details
Manu	Year*	2010			9 Vehicle Maintenance Details
rienu	Date Obtained*	📆 Oct 💌 9 🖵 🕻	2011		
Bookings	Purchase Cost	49999.00	0		🧐 Fuel Usage
Change Password	Initial Odometer*	123			Odometer Readings
	Seats*	5	Θ		Accident Reports
	Colour*	Red	0		Damage Reports
	Etag Id	65	0		(i) Tafaiananan Dananda
	Fuel Card ID	6789			Intringement Reports
	Include In Bookings				Employee Reimbursements
					Inclusions
			Submit R	leset	

4. Select <u>Vehicle Maintenance Details</u> and the following screen is provided:

🎰 Home				Welcome: admin Feedback 🕺 Logout
Administration			Edit	Vahicla
🚨 Employees			Eur	vence
A Vehicles	Keytag ID	107 0		Registration Details
General	Location*	Wodonga 💌	0	Insurance Policies
Ruel Import	Cost Centre*	ABC 💌		e Lease Information
Reports	Model*	Toyota Camry Sedan		9 FBT Details
	Year*	2010		Wakiela Maintanance Dataila
Menu	Date Obtained*	📅 Oct 🖵 9 🖵 2011	0	 Venicle Maintenance Details
Bookings	Purchase Cost	49999.00	0	View All Maintenance Details
Change Password	Initial Odometer*	123	0	Fuel Usage
	Seats*	5		Odometer Readings
	Colour*	Red	,	Accident Reports
	Etag Id	65 😣		0
	Fuel Card ID	6789		Damage Reports
	Include In Bookings			Infringement Reports
				Employee Reimbursements
		Submit	Submit Reset	Inclusions

5. Select View All Maintenance Details...

and the following screen is provided:

📩 Home				Welcome: admin Feedback 🗾 Logout
Administration			Vehicle Maintenance Management	
🚨 Employees			¥ehicle	
🖨 Vehicles			Purple Holden VZ Berlina - Sedan[TUK852]	
🏶 General			<< Back Add Maintenance Appointment	
Ruel Import	Date	Agent	Odometer Reading	Comments
Reports				
Menu				
👪 Bookings				
Change Password				

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

🎄 Home	Welcome: admin Feedback 🗾 Logo	ut
Administration	Vehicle Maintenance Management	
🚳 Employees	¥ehicle	
🖨 Vehicles	Purpla Holden VZ Berlina - Sedan[TUK852]	-
🌼 General		
Ruel Import	New Maintenance Appointment Agent* Select>	
Reports	Odometer Reading*	
Menu	Appointment Date* 📅 Nov 💌 9 💌 2008	
Bookings	Expected Return 🛗 Nov 🔽 16 💌 2008	
Change Password	Comments*	
	Submit Back Delete	

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			
Expected Return Date*	Example:			
Comments*	Enter any relevant comments Example: 10,000 scheduled service			

8. Once completed, press

Submit and the following screen loads:



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

🏠 Home			Welcome: admin Feedback 🗾 Logout			
Administration		Maintenance Appointme	nt Administration			
A Vehicles	Vehicle Purple Holden VZ Berlina - Sedan[TUK852]					
🏶 General		<< Back				
💐 Fuel Import	¥iew Maintenanc	e Appointment	View Service Details			
Reports	Odometer Reading: Appointment Date:	115000 Nov 16th 2008	No Current Service Details.			
Menu	Expected Return Date: Actual Date:	Nov 16th 2008 Nov 16th 2008				
Change Password	Comments:	115000 service	New Service			
		Edit Booking				
		View Vehicle Repairs	Add Repair			
		Description	Cost			

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

🎰 Home				Welcome: admin F	eedback 🗾 Logout			
Administration		Vehicl	e Maintenance Management					
🚨 Employees		Yehide						
🕮 Vehicles		Purple H	olden VZ Berlina - Sedan[TUK852]					
🏶 General		<< Back	Add Maintenance Appointment					
💐 Fuel Import	Date	Agent	Odometer Reading	Comments				
Reports	Nov 16th 2008	Blacklocks Ford	115000	115000 service	History			
Menu Bookings Change Password								
	۸							

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:

🏠 Home								Wel	come: admin	Feedback ٵ Logout
Administration				Vahiela	desinte	tuntion				
🚨 Employees	Venicle Administration									
🛱 Vehicles	•••• Add Venicle	Model	Colour	Owner	E-Tag	Incured	Location	Key Tag ID	Fuel Card ID	Actions
🖗 General	YK0559	Toyota Tarago - Van	Platimun	owner	×	Ansureu V	Willow	Key Tay 10	123456	Archive History
💐 Fuel Import	ТҮН665	Toyota Camry - Sedan	Red		~	~	Wodonga	107	6789	Archive History
Reports	TZY375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
📑 Bookings	WLL470	Ford Falcon - Wagon	Silver		×	×	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	1	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	v	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	√	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	~	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	v	Wangaratta			Archive History
	WWI781	Toyota Camry - Sedan	Sakana		×	v	Wodonga			Archive History

13. The following screen is provided:

Mome 100					Welcome: admin	
Administration				Edit Vahicla		
🚨 Employees				Edit Venicie		
Revenue Ke	eytag ID	107	9	6	Registration Details	
General Lo	ocation*	Wodonga 💌	Θ		Insurance Policies	
Ruel Import	ost Centre*	ABC	_		Lease Information	
Reports Mo	odel*	Toyota Camry Sedan	- 9		FBT Details	
Menu	sar"	2010	9 0	9 Ve	ehicle Maintenance Details	
Bookings	urshana Cast	Oct • 9 • 2011	0		9 Fuel Usage	
Change Password In	itial Odometer*	123		6	Odometer Readings	
Se	eats"	5			Accident Reports	
Co	olour*	Red	0		Damage Reports	
Et	ag Id	65	0		• Duniuge Reports	
Fu	iel Card ID	6789			Infringement Reports	
In	clude In Bookings			🥹 Er	nployee Reimbursements	
					Inclusions	
		Sul	bmit Re	set		

- 14. Selec
- Select 🛛 🔍 Vehicle Maintenance Details

ails and the following is provided:

\land Home					Welcome: admin Feedback 郄 Logout
Administration			Ed	it Vohiclo	
🚨 Employees			Eu	it venicie	
🛱 Vehicles	Keytag ID		9	9 F	Registration Details
🖗 General	Location*	Wodonga 💌		0	Insurance Policies
Ruel Import	Cost Centre*	Select> 💌		۹	Lease Information
Reports	Model*	Toyota Camry Altise Sedan	- 9		9 FBT Details
	Year*	2007	9	0	
Menu	Date Obtained*	Sep 💌 4 💌 2007	0	Vehi	cle Maintenance Details
Bookings	Purchase Cost	25627.90	9	Most R	ecent Maintenance Details
Change Password	Initial Odometer*	75	0	Date :	Mar 4th 2008
	Seats*	5		Agent : Odometer Reading :	Jacob Toyota 7665
	Colour*	Beige	Θ	Serviced?	Ves
	Etan Id		0		Repairs :
				Cost	Description
	Fuel Card ID			N	lo Repairs Performed
	Include In Bookings				View All Maintenance Details
					😟 Fuel Usage
		Sub	omit Reset		Odometer Readings
				0	Accident Reports

15. Select View All Maintenance Details...

and the following screen appears:

🎄 Home				Welcome: admin F	Feedback 🗾 Logou
Administration		Vehicle	Maintenance Management		
🚨 Employees			¥ehicle		
🛱 Vehicles		Purple Ho	olden VZ Berlina - Sedan[TUK852]		
🏶 General		<< Back	Add Maintenance Appointment		
Ruel Import	Date	Agent	Odometer Reading	Comments	
Reports	Nov 16th 2008	Blacklocks Ford	115000	115000 service	History
Menu Bookings Change Password					

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

🎄 Home			Welcome: admin Feedback 🛛 Logout
Administration		Maintonanco Annointmo	nt @dministration
🚨 Employees		Valida	
🛱 Vehicles		Purple Holden VZ Berlina -	- Sedan[TUK852]
🏶 General		<< Back	
💐 Fuel Import	¥iew Maintenance	e Appointment	View Service Details
Reports	Odometer Reading:	115000	No Ourrept Service Details
Menu Bookings	Appointment Date: Expected Return Date: Actual Date: Comments:	Nov 16th 2008 Nov 16th 2008 Nov 16th 2008 115000 service	
🛎 Change Password		Edit Booking	New Service
		View Vehicle Repairs	s Add Repair
		Description	Cost
			The second s

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

🎰 Home	Welcome: admin Feedback 🖾 Logout
Administration	Service/Repair Administration Vehicle
 General Fuel Import Reports 	New Service Details Cost* New Service New Service Odometer Reading*
Menu Bookings Change Password	Next Service Date* Mov 9 9 2008 9 Description* Standard Service
	Submit Reset

18. Enter the required information as follows:

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

19. Once completed, press

Submit and the following screen loads:

🎄 Home			- Welcome: admin Feedback 🔟 Logout
Administration	Service/Repair Ad	ministration	
🖶 Vehicles	Purple Holden VZ Berlina -	Sedan[TUK852]	
General	Cost: Next Service Odometer Reading: Next Service Date: Description:	500 125000 Nov 9th 2009 Standard Service	
Menu Bookings	Confirm	Edit Cancel	
Change Password			

20. Review the data and if correct, press

Confirm	and the following

Administration				
& realization		Maintenance App	pintment Administration	
Cimpioyees			¥ehicle	
🏟 Vehicles		Purple Holden VZ	Berlina - Sedan[TUK852]	
🏶 General			< Back	
💐 Fuel Import	¥iew Maintenanc	e Appointment	View Service	Details
Reports	Odometer Reading:	115000	Cost:	500.00
	Appointment Date:	Nov 16th 2008	Next Service Odometer Reading:	125000
Menu	Expected Return Date:	Nov 16th 2008	Next Service Date:	Nov 9th 2009
Bookings	Actual Date:	Nov 16th 2008	Description:	Standard Service
- bookings	Comments:	115000 service		
Change Password				
		Edit Booking		Edit Service
		View Vehicle I	Repairs Add Repair	
		Description	Cost	

21. To add repairs, select <u>Add Repair</u> or return to <u>Home</u> or <u>Slogout</u>. If you add repairs, the following screen will load:

📩 Home				Welcor	ne: admin Feedb	iack 🗾 Logout
Administration		Comileo				
🚨 Employees		Service,	Repair Auministration			
🖨 Vehicles		Bunda Halla	Vehicle			
Caparal		Purple Holde	en vz Berlina - Sedan(TUK852)			
Eucl Import	New Vehicle Re	epairs	Agent*	Select>	•	0
Peports	Description	Cost	Cost*	0		
- Reports			Description*			
Menu						A
👪 Bookings						
Change Password						
						-
				0		
				Outrus	Denet	Beat
				Submit	Heset	Back

22. Enter the required information as follows:

Field Name	Description			
Agent*	Select the age down list	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:

🏠 Home			Welcome: admin Feedback 🌌 Logout					
Administration		Service/Repair	Administration					
A Vehicles		Vehicle Purple Holden VZ Berlina - Sedan[TUK852]						
🔅 General	New Vehicle Rev	airs	Cost: 250					
Fuel Import	Description	Cost	Description1: Aerial repaired					
Menu			Confirm Edit Cancel					
Bookings								
& Change Password								

24. Review the data and if correct, press Confirm and the following screen loads:

🎰 Home						me: admin Feedba	ick 🔟 Logout
Administration			Service/Rei	air Administration			
🚨 Employees			0010100,110	Vehicle			
🖨 Vehicles			Purple Holden VZ	Berlina - Sedan[TUK852]]		
🛱 General							
Eucl Import	New ¥e	hicle Repairs		Agent*	Select>	•	0
	Description	Cost		- Cost*	,		
V Reports	Aerial repaired	250.00	History	COSC	U		
Мери				Description*			
Bookings							
🛎 Change Password							
							-
					9		
					Submit	Reset	Back
			///				
					A		
- -					. 🗌 🎧 На	me	

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

Fuel Usage

Fuel usage can be uploaded through relimport 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:

📩 Home								We	come: admin	Feedback 최 Logoi
Administration				Vehicle	Idminic	testion				
🚨 Employees	A			venicie	Adminis	tration			View: All	Active Inactiv
A Vehicles	Add Venicle			_						
illa i	Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
we General	YK0559	Toyota Tarago - Van	Platimun		×	 Image: A start of the start of	Willow		123456	Archive History
💐 Fuel Import	TYH665	Toyota Camry - Sedan	Red		~	v	Wodonga	107	6789	Archive History
Reports	TZV375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
🖪 Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	 Image: A second s	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	~	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	v	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	1	Wangaratta			Archive History

2. The following screen loads:

📩 Home				Welcome: admin Feedback 🗐 Logout
Administration			Edit Vobi	icle
🚨 Employees			Luit Vein	
Vehicles	Keytag ID	11		Registration Details
General	Location*	Wodonga 💌	0	Insurance Policies
Ruel Import	Cost Centre*	Select> 💌		ease Information
Reports	Model*	Ford Falcon Sedan		Image: BFBT Details
Menu	Date Obtained*	2008 VIII 27 - 2008	Θ	Vehicle Maintenance Details
Bookings	Purchase Cost	29913.00	0	Fuel Usage
Change Password	Initial Odometer*	0	0	Odometer Readings
	Seats*	5 🥹		Accident Reports
	Colour*	Silver	0	Ø Damage Reports
	Etag Id		0	Infringement Reports
	Fuel Card ID			
	Include In Bookings			Employee Reimbursements
				9 Inclusions
		Subr	mit Reset	

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

🏡 Home						Welcome: admi	in Feedback ᆁ Logout			
Administration		Edit Vabicla								
🚨 Employees				Edit V	encie					
A Vehicles	Keytag ID	11	۹		🥺 Regis	tration Details				
🖗 General	Location*	Wodonga 🗨	0	P	🥹 Insu	ance Policies				
Ruel Import	Cost Centre*	Select> 💌			9 Leas	e Information				
P Reports	Model*	Ford Falcon Sedan	Falcon Sedan		0					
	Year*	2008			• F	W FBT Details				
Menu	Date Obtained*	Aug 🔪 27 👻 2	008	Θ	🧐 Vehicle M	aintenance Details				
🖪 Bookings	Purchase Cost	29913.00			9 F	uel Usage				
Change Password	Initial Odometer*	0		0	Month	Litres	Cost			
	Casta		0		February, 2009	44	53.88			
	Seats	5			January, 2009	85	92.69			
	Colour*	Silver	•		December, 2008	184	194.11			
	Etag Id		0		November, 2008	245	308.58			
	Evel Condition				October, 2008	179	266.12			
	Fuel Card ID						View All Fuel Usage			
	Include In Bookings				🧕 Odon	Odometer Readings				
			Submit	Reset	Acc					
			/ :		🥹 Dar	🥹 Damage Reports				

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

🎄 Home							Welcome:	admin Feedback 🗐 Logout
Administration						Fuel Usage		
🚨 Employees						ruei usage		
🛱 Vehicles						Vehicle		
General					Silver For	d Falcon - Sedan[WOJ918]		
Ruel Import						<< Back		
Reports	Date	Amount	Fuel History (Cost	Card No.	Odometer		New Fuel Data	
						Litres*		0
Menu						Cost*		Θ
Bookings						Odometer Reading*		0
Change Password						Card No.*	Select>	
						Fuel Date*	Oct 🗸 15 🗸 2011] 😐
								Submit Reset

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:					

5. Enter the required information as follows:

6. Once completed, press

Submit

and the following screen loads:

🎰 Home							dback 🗾 Logout
Administration			F	uel Usage			
🛱 Vehicles				¥ehicle			
🖗 General			Purple Holden V	Z Berlina - Sedan[TUK852]			
Ruel Import				<< Back			
Reports	Fuel	History (Last 12 Months	s)		Date:	Nov 8th 2008	
Menu		cost card No.	Outlineter	_	Cost: Odometer Reading:	75 75000	
📕 Bookings					Card No.:	12345	
🚨 Change Password					Confirm	Edit	Cancel
							and the second se

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

📩 Home								Welcome	e: admin Feedback 🗐 Logout
Administration		Fuel Usage							
🖨 Vehicles		Vebicle Purple Holden VZ Berlina - Sedan[TUK852]							
Seneral		<< Back							
Reports	Date	Fuel His Amount	story (La Cost	st 12 Montl Card No.	ns) Odometer			New Fuel Data	
Menu	Nov 8th 2008	50	75.00	12345	75000	History	Litres*		0
🐻 Bookings							Odometer Reading*		Θ
🚨 Change Password							Card No.*	Select> 💌	9
							Fuel Date*	🖹 Nov 🔹 9 💌 20	908
									Submit Reset

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

Odometre Readings

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

🏠 Home								Wel	come: admin	Feedback ٵ Logou
Administration				(abiala)						
Employees	Add Yobists			venicie	adminis	ration			View: All	Active Inactive
Vehicles	-O Add vehicle									
🖗 General	VK0559	Toyota Tarago - Van	Platimun	Owner	E-Tag	Insured	Willow	Key Tag ID	123456	Archive History
Ruel Import	ТҮН665	Toyota Camry - Sedan	Red		$\hat{}$	· ·	Wodonga	107	6789	Archive History
Reports	TZY375	Holden Commodore - Wagon	Silver		×	~	Wodonga	4		Archive History
- Reports	UXH418	Toyota Camry Altise - Sedan	Beige		×	~	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
🖪 Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	 Image: A start of the start of	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	×	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	×	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	v	Wangaratta			Archive History

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

2. The following screen loads:

📩 Home			Welcome: admin Feedback 💐 Logout
Administration			Edit Vehicle
🚨 Employees			Lat venue
A Vehicles	Keytag ID	4	Registration Details
General	Location*	Wodonga 🗨 🔮	Insurance Policies
Ruel Import	Cost Centre*		Lease Information
Reports	Model*	Holden Commodore Wagon	FBT Details
Menu	Year*		Vehicle Maintenance Details
Bookings	Purchase Cost	25990.00 Ø	🥹 Fuel Usage
Change Password	Initial Odometer*	48000	🥹 Odometer Readings
	Seats*	5	Accident Reports
	Colour*	Silver	Ø Damage Reports
	Etag Id		Infringement Perperts
	Fuel Card ID		S Intringement Reports
	Include In Bookings		Semployee Reimbursements
			Inclusions
		Submit Res	set

3. Select

e 🕙 Odometre Readings

and the following loads:

📩 Home				Welcome: admin Feedback 💐 Logout
Administration			Edit	Vehicle
🚨 Employees				
🛱 Vehicles	Keytag ID	4		Registration Details
General	Location*	Wodonga	Θ	Insurance Policies
Ruel Import	Cost Centre*	DEF	~	Lease Information
Reports	Model*	Holden Commodore Wagon	V	FBT Details
Menu	Year*	2006		Vehicle Maintenance Details
Bookings	Burchase Cost	Sep 💌 14 💌 2007	0	🥹 Fuel Usage
Change Password	Initial Odometer*	48000		Odometer Readings
	Seats*	5		
	Colour*	Silver	0	No Odometer Readings Entered
	Etao Id)	View Odometer Readings
	Fuel Card ID			Accident Reports
	Include In Bookings			Damage Reports
				Infringement Reports
		Submit	Reset	Employee Reimbursements
		/		() Inclusions

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

🏠 Home							/elcome: admin F	eedback 🔟 Logout		
Administration				Odom	eter History					
🚨 Employees										
A Vehicles		Vehicle								
🏶 General				<pre>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>></pre>	d Odometer Reading					
💐 Fuel Import		Odometer R	eadings			New Odomete	er Reading			
Reports	Reading Start	Reading End	Date Start	Date End	Employee*	Select>	•	Θ		
Menu					Department*	Select>	•	•		
Bookings					Reading Start*			0		
A of a second					Reading End*			0		
Change Password					Date Start*	🛅 Nov 💌 10	2008	0		
					Date End*	🗮 Nov 💌 10	2008			
					Private		□ 0			
							Submit	Reset		

5. Enter the required information as follows:

Field Name	Description						
Employee*	Select the employee from the drop down menu responsible or 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

Submit and the following screen loads:

🎄 Home						Welcome: admin Feedback 🌌 Logout
Administration				Odometer	r History	
🚨 Employees						
🛱 Vehicles				¥ehi	cle	
ill consul				Purple Holden VZ Berli	na - Sedan[TUK852]	
w General				<< Back Add Oc	lometer Reading	
Suel Import		Odometer R	eadings		Employee:	John Smith
Reports	Reading Start	Reading End	Date Start	Date End	Department :	Finding Solutions
					Reading Start:	125000
Menu					Reading End:	125512
The parties of					Date Start:	Nov 6th 2008
BOOKINGS					Date End:	Nov 10th 2008
Change Password					Private:	No
					Co	nfirm Edit Cancel

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

🎰 Home							۷	Velcome: admin f	Feedback 🗾 Logou
Administration					Odome	ter History			
🚨 Employees									
🛱 Vehicles		Vehicle							
🖗 General				Furple	Back Add	Odometer Reading			
💐 Fuel Import		Odo	meter Reading		JOCK HOU	outiliteer resulting	New Odomet	er Reading	
Reports	Reading Start	Reading End	Date Start	Date End		Employee*	Select>	•	9
	125000	125512	Nov 6th 2008	Nov 10th 2008	History	Department*	Select>	-	Θ
Menu						Deading Chart	361600	7	0
📕 Bookings						Reading Start			0
🚨 Change Password						Reading End"		<u> </u>	•
						Date Start*	🛅 Nov 💽 10	2008	۲
						Date End*	🛅 Nov 💌 10	2008	Θ
						Private		□ 0	
								Submit	Reset

8. Enter additional odometer readings for this vehicle or return to 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.

	_		_	_	-	_	_	_	_	74
M Home								Wel	come: admin	Feedback 💴 Logout
Administration			,	Vehicle	Adminis	tration				
🚨 Employees	Add Vehicle			veniere i	- Currinina	and the second			View: All	Active Inactive
🖨 Vehicles	Pagistration	Madal	Calaur	Owner	E-Tag	Toowood	Legation	Key Tag ID	Evel Card TD	Astions
🖗 General	VKO559	Toyota Tarago - Van	Platimun	Owner	E-Tag	Insured	Willow	Key Tag ID	123456	Archive History
Ruel Import	ТҮН665	Toyota Camry - Sedan	Red		2	· ·	Wodonga	107	6789	Archive History
Reports	TZY375	Holden Commodore - Wagon	Silver		×	~	Wodonga	4		Archive History
- Reports	UXH418	Toyota Camry Altise - Sedan	Beige		×	~	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
👪 Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	v	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	 Image: A second s	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	~	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	~	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	v	Wangaratta			Archive History
	WWI781	Toyota Camry - Sedan	Sakana		×	1	Wodonga			Archive History

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

2. The following screen is displayed:



3. Select ^(a) Accident Reports and the following screen is displayed:

🏠 Home				Welcome: admin Feedback 💐 Logout
Administration			Edit	Vahisla
🚨 Employees			Edit	Venicie
🛱 Vehicles	Keytag ID	6 0		Registration Details
General	Location*	Wodonga 💌		Insurance Policies
Ruel Import	Cost Centre*	Select> 💌		Lease Information
Reports	Model*	Ford Falcon Wagon	e	FBT Details
	Year*	2008		Q Valida Maintenana Dataila
Menu	Date Obtained*	📜 Jul 🗨 8 💌 2008	Θ	Venicle Mantenance Details
🗈 Bookings	Purchase Cost	30920.00	9	🧶 Fuel Usage
Change Password	Initial Odometer*	24	0	Odometer Readings
	Seats*	5 9		Accident Reports
	Colour*	Silver		
	Etag Id			No Accidents Listed
	Fuel Card ID			View/Edit Accident Details
	Include In Bookings	V		Damage Reports
				Infringement Reports
		Submit	Reset	Generation States Contract Con
		/		() Inclusions

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

🎰 Home						Welcome: ad		🗾 Logout		
Administration				Acciden	t History					
🚨 Employees				v.1	-					
💭 Vehicles		Purple Holden VZ Barlina - Sedan[TUK852]								
🏶 General										
💐 Fuel Import		Accidents		s s back [i		New Accident				
Reports	Date	Location	Reference		Employee*	Select>	Θ			
					Form Reference		0			
Menu					Date*	🕂 Nov 🔻 10 💌 2008	0			
Bookings					Time*	10 • 00 • AM •				
Change Password					Location*					
								<u>^</u>		
						0	1	v		
					Details of Damage*					
								-		
					-					
								-		
						9				
						9	ubmit	Recet		
								i lesel		

5. Enter the required information as follows:

Field Name		Description						
Employee*	Select the empl driving the vehi	Select the employee from the drop down menu who was driving the vehicle at the time						
	Example:	John Smith						
Form Reference	Enter an incide	Enter an incident report reference number, if applicable						
	Example: 4567/2006							
Date*	Enter the date of the accident							
	Example:							
Time*	Enter the time t	he accident occurred:						
	Example:	10 🕶 00 🕶 AM 🕶						
Location*	Enter the location	on 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:

🏠 Home					Welcome: admin Feedback 🗾 Logout
Administration				Accident History	
🚨 Employees					
🖨 Vehicles				Vehicle	1
🛱 General			Purple	e Holden V2 Berlina - Sedanji UK832]
Eugl Import				<< Back Add Accident	
4 Tuer Import		Accidents			New Accident
🐌 Reports	Date	Location	Reference		Employee : Danielle Osmand
					Date : Nov 8th 2008 12:00am
Мели					Reference : 4662
Bookings					Location: Cnr Smith and Jones Street
					Details of Damage
Change Password					Minor damage to rear bumper.
					Confirm Edit Cancel

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

🏠 Home							Welcome: a	dmin Feedback	🔟 Logout
Adminis	tration				Accide	nt History			
🚨 Emp	loyees								
🕮 Veh	nicles			Purple H	iolden VZ Be	erlina - Sedan[TUK852]			
🔅 Ger	neral				Deale I				
😽 Fuel	Import		Accidente		<< Dauk	Add Accident	New Accident		
🖗 Rej	ports	Date	Location	Reference		Employee*	Select>	0	
		Nov 8th 2008 10:00am	Cnr Smith and Jones Street	4662	History	Form Reference		0	
Mer	nu					Date*	Nov - 10 - 2008	ן פ	
Boo	kings					Time*			
🐣 Change	Password					Location*	110 - 100 - 1MM		
									A
									v
						and the second sec	9		
						Details of Damage*			
									<u></u>
									T
								Submit	Reset
							/	N	
8	Enter	additional a	ccident repo	rts fo	r this	s vehicle c	or return to 📑	🛚 Home	
0.			condonin lopo						
	or 🔛	Logout							

Damage Reports

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

ô Home								Wel	come: admin	Feedback 💐 Logout
Administration			,	Vehicle /	Adminis	tration				
🍓 Employees	Add Vehicle								View: All	Active Inactive
Vehicles	Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
General	YK0559	Toyota Tarago - Van	Platimun		×	v	Willow		123456	Archive History
💐 Fuel Import	ТҮН665	Toyota Camry - Sedan	Red		~	v	Wodonga	107	6789	Archive History
Reports	TZV375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	1	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	з		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	v	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	1	Wangaratta			Archive History

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

2. The following screen loads:



3. Select ^{O Damage Reports}

and the following loads:

tome 🏠					Welcome: admin Feedback 💐 Logout
Administration				Edit Voh	icle
🚨 Employees				Euit ven	
🛱 Vehicles	Keytag ID	9	0		Registration Details
🖗 General	Location*	Wodonga 💌	9		Insurance Policies
💐 Fuel Import	Cost Centre*	Select> 💌			Lease Information
Reports	Model*	Toyota Corolla Sedan	-	0	FBT Details
	Year*	2008	۲		0
Menu	Date Obtained*	🚆 Aug 💌 14 💌 20	08	0	Venicle Maintenance Details
Bookings	Purchase Cost	23748.00	Θ		🥺 Fuel Usage
Change Password	Initial Odometer*	0		0	Odometer Readings
	Seats*	5	Θ		Accident Reports
	Colour*	Silver	0		Damage Reports
	Etag Id		۲		- buildge heports
	Fuel Card ID				No Damage Listed
	Include In Bookings		V		View/Edit Damage Details
					Infringement Reports
			Submit	Reset	Employee Reimbursements
	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1				9 Inclusions

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

📩 Home					Welcome: admir	Feedback 🗾 Logout
Administration				Damage History		
💩 Employees						
🛱 Vehicles			Dunels Hall	Vehicle		
🏶 General			Purple Hold	Back Add Damage		
Ruel Import		Damages		. Datik wuu Daniage	New Damage	
	Date	Reference	Description	Employee*	Select>	Θ
				Date*	Nov 🔹 10 🔹 2008	0
Menu				Time*	10 • 00 • AM •	
Bookings				Reference		Θ
🛎 Change Password				Decorintion*		
				Description		A
						_
					9	
					Subr	nit 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					
	Example:	John Smith				
Date*	Enter the date the damage was incurred					
	Example:					
Time*	Enter the time the damage was occurred:					
	Example: 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:

🏠 Home						Welcome: admin	Feedback 🗾 Logout
Administration			ſ)amage History			
🚨 Employees							
🖨 Vehicles				Vehicle			
ill consul			Purple Holde	n VZ Berlina - Sedan[TUK852]			
w General			<<	Back Add Damage			
🤜 Fuel Import		Damages			Net	v Damage	
Reports	Date	Reference	Description		Employee:	Danielle Osmand	
					Date:	Nov 9th 2008	
Menu					Time:	10:00 AM	
Bookings					Reference: De	4587 scription:	
Change Password					Aer	ial broken.	
					Co	nfirm Ed	lit Cancel

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

💩 Home						Welcome	: admin Feedback 🗾 Logou
Administration				Dama	ge History		
🚨 Employees							
🖨 Vehicles			D	V UZ B	ehicle		
🏶 General			P.	npre morden vz b	enna Sedan[roko52]		
Eucl Import				<< Back	Add Damage		
		Damag	es			New Damage	- 0
V Reports	Date	AE07	Description	Mintern	Employee	Select>	•
Мери	1100 901 2008	4307	Merial brokell.	HISCOTY	Date*	📉 Nov 💌 10 💌 20	08 9
					Time*	10 • 00 • AM •	
Bookings					Reference		0
Change Password					Description*		
							×
						Q	
							Submit Beset
							- Cubinit Fleset

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

Infringement Reports

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

A Home								Wel	come: admin	Feedback 💐 Logout
Administration	_		,	Vehicle /	Adminis	tration				
🚨 Employees	Cance Auministration View All Ar									Active Inactive
🖶 Vehicles	Registration	Model	Colour	Owner	E-Tag	Insured	Location	Kev Tag ID	Fuel Card ID	Actions
🔅 General	YK0559	Toyota Tarago - Van	Platimun		×	~	Willow		123456	Archive History
😽 Fuel Import	ТҮН665	Toyota Camry - Sedan	Red		~		Wodonga	107	6789	Archive History
P Reports	TZY375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
📑 Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	v	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	v	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	1	Wangaratta			Archive History

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

2. The following screen loads:



- 3. Select
- 🥹 Infringement Reports

and the following loads:
📩 Home				Welcome: admin Fee	dback 💐 Logout
Administration			E	Edit Vehicle	
A Vehicles	Keytag ID	4		🥹 Registration Details	
🖗 General	Location*	Wodonga 💌	Θ	Insurance Policies	
Ruel Import	Cost Centre*	DEF		Lease Information	
Reports	Model*	Holden Commodore Wagon	- · · ·	Image: Book and the second	
Menu	Year* Date Obtained*	2006	. 0	Vehicle Maintenance Details	
Bookings	Purchase Cost	25990.00		🥹 Fuel Usage	
Change Password	Initial Odometer*	48000	۲	Odometer Readings	
	Seats*	5		Accident Reports	
	Colour*	Silver	0	Damage Reports	
	Etag Id		0	Infringement Reports	
	Fuel Card ID			A1000	
	Include In Bookings			No Infringements Listed	
		Sut	omit Reset	et	
				@ Inclusions	

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

🎄 Home							Welcome: ad	min Feedback 🗐 Logout
Administration					Infring	ement History		
🚨 Employees								
🛱 Vehicles					Dunch Haldes 117	Vehicle		
🖗 General					< Back I	Add Infringement		
💐 Fuel Import			Infringeme	nts		naa inningemene	New Infringement	
Reports	Date	Number	Obligation #	Cost	Description	Employee*	Select>	0
						Date*	Nov • 10 • 2008	
Menu						Number*		0
Bookings						Obligation Number		Θ
🚨 Change Password						Cost*		0
						Description*		
						Description		A.
								_
							0	<u></u>
							S	ubmit Reset

5. Enter the required information as follows:

Employee*	Select the employee driving the vehicle at the time from the drop down list:									
	Example:	John Smith								
Date*	Enter the date t	nter the date the infringement occurred:								
	Example:	xample: Oct 🕶 10 🕶 2006 📆								
Number*	Enter the infring	gement number quotes on the fine								
	Example:	6789006								
Obligation Number	Enter the obligation	ation number listed on the fine, if applicable								
	Example:	467923								

Cost*	Enter the cost of the fine						
	Example:	150					
Description*	Enter any other	relevant details					
	Example:	Fine was for running a red light					

6. Once completed, press

Submit and the following screen loads:

🎰 Home								Welcome: admin	Feedback 🗾 Logout
Administration					Infring	ement History			
🚨 Employees					-				
🛱 Vehicles					Durala Halden V2	Vehicle			
🛱 General					Purple Holden v2	bernia - secan[10Ko52]			
					<< Back	Add Infringement			
Sector Fuel Import			Infringemen	ts			New In	fringement	
Reports	Date	Number	Obligation #	Cost	Description		Employee:	Danielle Osmand	
							Date:	Nov 9th 2008	
Menu							Number:	897513	
Bookings							Obligation Number:		
							Cost:	180	
Change Password							Description:	Speeding in 60km zone	
							Cor	firm Edit	Cancel

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

📩 Home								Welcome: admi	in Feedback 🔊 Logout			
Administration						Infringen	nent History					
🚨 Employees												
🖶 Vehicles					Durole H	olden VZ Be	nicie vlina - Sedan[TUK852]					
🕸 General												
Eucl Import		<< Back Add Infringement										
	Date	Number	Intrin Obligation #	gements Cost	5 Description		Employee*	New Infringement	Θ			
V Reports	Nov 9th 2008	897513		180.00	Speeding in 60km zone	History	Data		0			
Menu							Date	Nov • 10 • 2008	~			
👪 Bookings							Number*					
Change Password							Obligation Number		V			
							Cost*		۷			
							Description*		/			
									<u> </u>			
									Y			
								۲				
								Sub	mit Report			
								300	inin Heset			
									_			
								🗠 на	me			

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

Employee Reimbursements

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

ô Home								Wel	come: admin	Feedback 💐 Logout
Administration			,	Vehicle /	Adminis	tration				
🍓 Employees	Add Vehicle								View: All	Active Inactive
Vehicles	Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
General	YK0559	Toyota Tarago - Van	Platimun		×	v	Willow		123456	Archive History
💐 Fuel Import	ТҮН665	Toyota Camry - Sedan	Red		~	v	Wodonga	107	6789	Archive History
Reports	TZV375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	1	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	з		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	v	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	1	Wangaratta			Archive History

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

2. The following screen loads:



- 3. Select
- 🥹 Employee Reimbursements

and the following loads:

*					
🐼 Home					Welcome: admin Feedback 🎱 Logout
Administration				Edit Vohiclo	
🚨 Employees				Eult Vellicle	
🛱 Vehicles	Keytag ID	107			Registration Details
🖗 General	Location*	Wodonga 💌	Θ		Insurance Policies
Ruel Import	Cost Centre*	ABC			Lease Information
Reports	Model*	Toyota Camry Sedan		e e e e e e e e e e e e e e e e e e e	9 FBT Details
	Year*	2010	۷		0
Menu	Date Obtained*	🛗 Oct 🖵 9 🖵 20	011 9		Vehicle Maintenance Details
Bookings	Purchase Cost	49999.00	Θ		🥹 Fuel Usage
Change Password	Initial Odometer*	123			Odometer Readings
	Seats*	5	۹		Accident Reports
	Colour*	Red	0		Ø Damage Reports
	Etag Id	65	Θ		Infringement Departs
	Fuel Card ID	6789			Infingement Reports
	Include In Bookings				Employee Reimbursements
			Submit	Baaat	No Reimbursements Listed
			Submit	Reset	View/Edit Employee Reimbursements
					Inclusions

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

🏠 Home						1	Welcome: admin	Feedback 🗄	Logout
Administration				Reimbur	sement History				
🚨 Employees				Reinbur					
🕮 Vehicles			P	urnle Holden VZ	¥ehicle Berlina - Sedan[TUK852]	1			
🌼 General					different second				
Ruel Import		Doimhuncomo	anto	<< Back A		Now Boimb	urcomont		
Reports	Employee	Start Date	Amount	KMs	Employee*	Select>	-	Θ	
					Amount*		7	0	
Menu					Total Kms*		-	0	
Bookings					Start Date*	📉 Nov 💌 10	2008	0	
🛎 Change Password					End Date*	10 Nov - 10	2008	Θ	
					Description*				
									-
									-
						0	ý		
									_
							Submi	t Re	set

5. Enter the required information as follows:

Employee*	Select the empl Example:	Select the employee reimbursing from the drop down list: Example: John Smith							
Amount*	Enter the amou	nt the employee is reimbursing							
	Example:	150							
Total KM's*	Enter the total a reimbursement.	mount of KM's travelled for this							
	Example:	100							
Start Date*	Enter the start of	nter the start date the reimbursement begins at							
	Example:	Oct 🕶 10 🕶 2006 🛅							
End Date*	Enter the date t	he reimbursement concludes at							
	Example:	Oct 🕶 10 🕶 2006 🛗							
Description*	Enter any other	relevant details							
	Example:	Covers private travel							

Once completed, press 6.

Submit and the following screen loads:

🎰 Home							Welcome: admin F	eedback 🗾 Logout
Administration				Reimbursen	nent History			
Employees				¥ehi	icle			
🖶 Vehicles			Pur	ple Holden VZ Berl	ina - Sedan[TUK852]			
记 General				<< Back Add	Reimbursement			
Sector Fuel Import		Reimbursem	ents			New Reim	bursement	
Reports	Employee	Start Date	Amount	KMs		Amount: Total Kmci	180	
Monu						Start Date:	Nov 10th 2008	
Field						End Date:	Nov 10th 2008	
👪 Bookings						Description:	Private use	
🚨 Change Password						Confir	m Edit	Cancel
	and the second second second second second					CONTRACTOR OF STREET		

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

📩 Home							١	Velcome: admin	Feedback 🖻	Logout
Administration					Reimburse	ement History				
💩 Employees										
🖨 Vehicles				Duur	¥	ehicle				
🔅 General				Purp	ie Holden V2 B	erlina - Sedan[TUK852]				
Rust to and					<< Back Ad	d Reimbursement				
		Reimburse	ments				New Reimb	ursement	0	
Preports	Employee	Start Date	Amount	KMs		Employee*	Select>	•		
	Smith, John	Nov 10th 2008	180.00	150	History	Amount*			0	
Menu						Total Kms*		-	0	
Bookings						Start Date*	🕅 Nav 🗐 🔤		0	
🚨 Change Password								2008	<u> </u>	
						End Date*	🔟 Nov 💌 10	2008		
						Description*				
										-
							9	ù.		<u> </u>
								Subm	it Be	set
								Gabin		
								-		

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

Archive a vehicle

A vehicle is archived when it has been traded in or sold. Archiving a vehicle removes the vehicles availability from the booking system but retains important information for historical reporting.

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

📩 Home								Wel	come: admin	Feedback ᆁ Logout
Administration			,	Vehicle /	Adminis	tration			View: All	Active Linactive
🖨 Vehicles	*O Add Vehicle Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
🔅 General	YK0559	Toyota Tarago - Van	Platimun		×	v	Willow		123456	Archive History
😽 Fuel Import	TYH665	Toyota Camry - Sedan	Red		~	v	Wodonga	107	6789	Archive History
Reports	TZY375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
🖪 Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	v	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	v	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	з		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	v	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	1	Wangaratta			Archive History

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

📩 Home				Welcome: admin Feedback 🔟 Logout
Administration		Archive V	ehicle	
🚨 Employees		Year:	2005	
🖨 Vehicles	Date	e Obtained:	2005-05-26	
🖗 General	R	eference:		
Eucl Import	Initia	I Odometre: Seats:	0	
		Colour:	Blue	
Reports		E-tag:		
Menu	Sold or Traded*	Select> 💌		
🖪 Bookings	Date Sold/Traded*	Nov - 10	2008	
🚨 Change Password	Sale/Trade Value*]	
	Recipient*			
			Confirm Cancel	
				and the second s

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	com	oleted	t se	lect
01100	00111	0.0.00	,	

Confirm and the following screen loads:

📩 Home									come: admin	Feedback ᆁ Logout
Administration				Vehiele	dualate	tuntion				
🚨 Employees				venicie	adminis	ration			View: All	LActive LInactive
🛱 Vehicles	•O Add Vehicle									
	Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
W General	YK0559	Toyota Tarago - Van	Platimun		×	v	Willow		123456	Archive History
😽 Fuel Import	TYH665	Toyota Camry - Sedan	Red		~	v	Wodonga	107	6789	Archive History
Reports	TZY375	Holden Commodore - Wagon	Silver		×	v	Wodonga	4		Archive History
	UXH418	Toyota Camry Altise - Sedan	Beige		×	v	Wodonga			Archive History
Menu	WIU018	Holden Commodore - Sedan	Silver		×	v	Wangaratta			Archive History
Bookings	WLL470	Ford Falcon - Wagon	Silver		×	v	Wodonga	6		Archive History
🚨 Change Password	WNU754	Toyota Corolla - Sedan	Silver		×	v	Wodonga	9		Archive History
	WOJ918	Ford Falcon - Sedan	Silver		×	v	Wodonga	11		Archive History
	No Registration	Holden Epica - Sedan	Silver Brown		×	v	Wangaratta			Archive History
	WSU389	Holden Epica - Sedan	Silver		×	×	Wodonga			Archive History
	WTN824	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga			Archive History
	WUK275	Ford Focus - Sedan	Silver		×	v	Wodonga			Archive History
	WWI775	Toyota Aurion ATX - Sedan	Silver		×	v	Wodonga	3		Archive History
	WWI776	Toyota Aurion ATX - Sedan	Tungsten		×	v	Wodonga	8		Archive History
	WWI777	Toyota Aurion ATX - Sedan	Sakana		×	1	Wangaratta			Archive History

- 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 Archive additional vehicles or return to

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 ³⁴ Logout
Administration	Conoral Administration
🚨 Employees	General Automotivation
🛱 Vehicles	Manage States Manage Departments
🖗 General	Manage Service/Repair Agents
💐 Fuel Import	Panage Insurance proters Anage Company Locations
Reports	Manage Vehicle Types Manage Vehicle Manufacturers
Menu	Manage Vehicle Models Manage Licence Types
👪 Bookings	Manage Registration Types
Change Password	Hanage Inclusions Manage Cost Centres

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

📩 Home					Welcome: admin	Feedback 🗾 Logou
Administration			General A	dministration		
Employees			State Ad	Iministration		
🖶 Vehicles	State	5			New State	
🕸 General	State Name	Abbreviation		Full name*		Θ
Revel Terrent	Victoria	VIC	History	Short name*		Θ
	Queensland	QLD	History			
P Reports	New South Wales	NSW	History			
	Northern Territory	NT	History		Subr	nit Reset
Menu	Western Australia	WA	History			
Bookings	Australian Capital Territory	ACT	History			
	Tasmania	TAS	History			
Change Password						

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

Manage Departments

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

🏠 Home	Welcome: admin Feedback 🍕 Logout
Administration	General Administration
Vehicles General Fuel Import Presents	Manage States Manage States Manage Capartments Manage Service/Repair Agents Manage Carboners Manage Company Locations Manage Vehicle Types
Menu Bookings	Manage Vehicle Mandfacturers Manage Vehicle Models Manage Licence Types Manage Registration Types Manage Inclusions Manage Cost Centres

2. Select • Manage Departments and the following screen loads:

📩 Home											Welcome: admin Fe	
Administration							Cono	ral Adm	inistration			
🚨 Employees							Depar	tment Ad	dministration			
A Vehicles				Depart	ments					New De	partment	
General	Department Name	Department Admin	Booking Reminders	Servicing Reminders	Booking Notification	Amendment Notification	Deletion Notification		Department Name*			Θ
Ruel Import	Management		×	×	×	×	×	History	Department Admin*	Select>		
Reports	Innovations	Damian				×		History	Booking Reminders			
		Black	•			•			Service Reminders			
Menu	Finding Solutions		×	×	×	×	×	History	Booking Notification			
Bookings	ICMS		×	×	×	×	×	History	Amendment Notification			
Change Password	CISS		×	×	×	×	×	History	Deletion Notification		\checkmark	
	ACP		×	×	×	×	×	History				
	Willow		×	×	×	×	×	History			Submit	Reset
	Thomas Mitchell Dr		×	×	×	×	×	History			Capital	

- 3. To add a new department, enter the department name,
- 4. Select the person responsible for the department's administration from the drop down menu of available employees,
- 5. Select the notifications that this department administrator should receive and press
- From here you can add additional departments or return to 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:

🙃 Home	Welcome: admin Feedback 🏼 Logout
Administration Benployees	General Administration
🖨 Vehicles	Manage States Manage Departments
General	Manage Service/Repair Agents Manage Insurance Brokers
Fuel Import	Manage Company Locations Manage Vehicle Types
Menu	Manage Vehicle Manufacturers Manage Vehicle Models Manage Licence Types
Bookings	Manage Registration Types Manage Inclusions
Change Password	Manage Cost Centres

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

🏠 Home						Weld	come: admin Feedback 🔟 Logout
Administration			-		destation at a s		
Employees			6	elleral Al	ummistration		
(Vahislas			Service	/Repair A	igent Administratio	n	
venicies	Service/R	epair Agents				New Ager	it
🏶 General	Agent Name	City	Phone		Agent Name*		
Rust Terrent	Alan Capp New Cars	Wangaratta	0357227222	History	Address*		
	Heffernan Ford Pty Ltd	Wangaratta	0357214428	History			
Reports	Baker Motors Pty Ltd	Albury	0260418400	History			
	Blacklocks Ford	Wodonga	0260245000	History	City*		Θ
Menu	McRae Motors	Wodonga	0260562333	History	Postcode*		
Bookings	Jacob Toyota	Wodonga	0260247100	History	C4+4+*		
•	Jacob Body & Paint Smash Repairs	Wodonga	0260229500	History	State	Select> 💌	
Change Password	Beaurepairs	Wangaratta	0357215300	History	Phone 1*		
	Tyrepower Wodonga	Wodonga	0260561500	History	Phone 2		
	Novus Windscreen Repairs	Wodonga	0260562299	History			=
	Wangaratta Motors	Wangaratta	0357222000	History	Mobile		
	Premier Panels	Wangaratta	0357218624	History			
	Grealy Motors	Wodonga	0260241155	History			Submit Reset

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

📩 Home	Welcome: admin Feedback 💐 Logout
Administration	Conoral Administration
🚨 Employees	General Administration
🖨 Vehicles	Manage States Manage Departments
🖗 General	Manage Service/Repair Agents
Ruel Import	Manage Insurance Brokers Manage Company Locations
Reports	Manage Vehicle Types Manage Vehicle Manufacturers
Menu	Manage Vehicle Models Manage Licence Types
🐻 Bookings	Manage Registration Types
Change Password	Manage Inclusions Manage Cost Centres

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

🎰 Home						Welcome:	admin Feedback 🗐	Logout
Administration					and the second second			
🚨 Employees			In	General A	oministration ker Administration			
A Vehicles	Inc	urance Brokers	111	arance bro	Cer Manninscration	New Broker		
🔅 General	Broker Name	Phone	Email		Broker Name*		9	
R rout recent	Elders Insurance	0260412790		History	Contact Name*		9	
Sector Fuel Import	Ford Roadside Assist	1800133673		History			0	
🐌 Reports	RACV	131955		History	Address*			
	Holden Assist	0000		History			Θ	
Menu	Mitsubishi	0000		History	City*			
📕 Bookings					Postcode*		9	
🚨 Change Password					State*	Select> -		
					Phone 1*		9	
					Dhana O		1 🙆	
					Phone 2			
					Mobile		0	
					Email		9	
					Notes			
								A
								-
						0		
							Submit Res	at

- 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 Logout

Manage Company Locations

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

tome 🏠	Welcome: admin Feedback 💐 Logout
Administration	General Administration
Vehicles	Manage States Manage Departments
🖗 General	Manage Service/Repair Agents Manage Insurance Brokers
Ruel Import	Manage Company Locations Manage Vehicle Tunes
Reports	Manage Vehicle Manufacturers Manage Vehicle Models
Bookings	Manage Licence 1 ypes Manage Registration Types Manage Inclusions Manage Cost Centres

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

슓 Home						Welcome: admin	Feedback 🗾 Logou
Administration			~	noral Ac	Iministration		
🚨 Employees			Compa	ny Locati	ion Administrati	0.0	
🛱 Vehicles		Company Location	ns	iii) Locad		New Company Loc	ation
🔅 General	Name	Address	City		Site Name*		0
Ruel Import	Adelaide Office	123 Adelaide Road	Adelaide	History	Address*		
Reports	Melbourne Office	123 Perth Road	Melbourne	History			
	Sydney Office	123 Sydney Road	Sydney	History	City*		
Menu	Brisbane Office	123 Brisbane Road	Brisbane	History	Postcode*		
🖪 Bookings	Canberra Office	123 Canberra Road	Canberra	History	Ctata *		0
	Darwin Office	123 Darwin Road	Darwin	History	State	Select> 💌	
Change Password	Home Nursing	cghs	sale	History			
	Home Support	cghs	sale	History		Subm	it Beset
	Allied Health	cghs	sale	History			
	Supply	cghs	sale	History			

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

Manage Vehicle Types

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

n Home	Welcome: admin Feedback 💐 Logout
Administration	Concert Administration
🚨 Employees 👘 👘	General Automitsu autom
A Vehicles	Manage States
- Children	Manage Departments
🖓 General	Manage Service/Repair Agents
	Manage Insurance Brokers
Section 2017 Fuel Import	Manage Company Locations
	Manage Vehicle Types
Reports	Manage Vehicle Manufacturers
	Manage Vehicle Models
Menu	Manage Licence Types
Bookings	Manage Registration Types
	Manage Inclusions
🌥 Change Password	Manage Cost Centres

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

					Welcome: admin Feedback 🗾 Logout
			General A	dministration	
	Types	v	enicle Type	e Administration	New Vehicle Type
Туре	Last Modified	Modified By		Туре*	9
Sedan	Sep 21st 2006 1:57pm	admin	History		
Wagon	Sep 21st 2006 1:58pm	admin	History		Outwit Deset
Hatchback	Nov 17th 2006 9:27am	glenys	History		Submit Reset
Van	Sep 21st 2006 2:10pm	admin	History		
	Type Sedan Wagon Hatchback Van	Types Type Last Modified Sedan Sep 21st 2006 1:57pm Wagon Sep 21st 2006 1:58pm Hatchback Nov 17th 2006 9:27am Van Sep 21st 2006 2:10pm	V Types Type Last Modified Modified By Sedan Sep 21st 2006 1:53pm admin Wagon Sep 21st 2006 1:58pm admin Hatchback Nov 17t0 2006 9:72nm glenys Van Sep 21st 2006 2:10pm admin	Sector Modified Modified By Type Last Modified Modified By Sedan Sep 21st 2006 1:55pm admin History Wagon Sep 21st 2006 1:58pm admin History Hatchback Nov 17th 2006 9:27am glenys History Van Sep 21st 2006 2:10pm admin History	General Administration Vehicle Type Administration Type Last Modified Modified By Type* Sedan Sep 21st 2006 1:57pm admin History Wagon Sep 21st 2006 1:58pm admin History Hatchback Novi 17th 2006 9:27am glenys 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

Manage Vehicle Manufacturers

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

🙃 Home	Welcome: admin Feedback 🏼 Logout
Administration Benployees	General Administration
🖨 Vehicles	Manage States Manage Departments
General	Manage Service/Repair Agents Manage Insurance Brokers
Fuel Import	Manage Company Locations Manage Vehicle Types
Menu	Manage Vehicle Manufacturers Manage Vehicle Models Manage Licence Types
Bookings	Manage Registration Types Manage Inclusions
Change Password	Manage Cost Centres

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

📩 Home						Welcome: admin Feedback 🗾 Logout
Administration				ConsultA	destate the second second	
🚨 Employees			м	General A	ummistration	
A Vehicles			141.	anuracture	r Administration	
- venicies		Manufacturers				New Manufacturer
🗭 General	Manufacturer	Last Modified	Modified By		Manufacturer*	
Revel Your each	Ford	Sep 21st 2006 2:00pm	admin	History		
- Fuer Import	Holden	Sep 21st 2006 2:00pm	admin	History		
Reports	Mitsubishi	Sep 21st 2006 2:01pm	admin	History		Submit Reset
	Toyota	Sep 21st 2006 2:01pm	admin	History		
Menu						
Bookings						
Change Password						

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

Manage Vehicle Models

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

🙃 Home	Welcome: admin Feedback 🏼 Logout
Administration Benployees	General Administration
🖨 Vehicles	Manage States Manage Departments
General	Manage Service/Repair Agents Manage Insurance Brokers
Fuel Import	Manage Company Locations Manage Vehicle Types
Menu	Manage Vehicle Manufacturers Manage Vehicle Models Manage Licence Types
Bookings	Manage Registration Types Manage Inclusions
Change Password	Manage Cost Centres

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

🎰 Home							lcome: admin Feedback 🗐 Logout
Administration					lucial at waters		
💩 Employees			G Vahi	cle Mode	Administration		
🖨 Vehicles		Models	*em	cie rioue	r Automisi autom	New Moo	lel
General	Model	Last Modified	Modified By		Manufacturer*	Select> -	•
	Holden Commodore Sedan	Sep 21st 2006 2:12pm	admin	History	Type*		0
Sector Fuel Import	Ford Falcon Sedan	Sep 21st 2006 2:12pm	admin	History	Type	Select> 💌	
Reports	Toyota Camry Sedan	Sep 21st 2006 2:13pm	admin	History	Model*		
	Holden VZ Berlina Sedan	Nov 17th 2006 9:29am	glenys	History			
Menu	Toyota Camry Altise Sedan	Nov 17th 2006 10:32am	glenys	History		[Submit Boost
Bookings	Toyota Corolla Sedan	Nov 17th 2006 10:33am	glenys	History			Submit Reset
•	Mitsubishi 380 ES Sedan	Nov 17th 2006 10:35am	glenys	History			
lange Password	Ford Falcon XR6 Sedan	Nov 17th 2006 10:36am	glenys	History			
	Holden Epica Sedan	Jul 2nd 2007 2:41pm	glenys	History			
	Ford Falcon Wagon	Nov 17th 2006 10:34am	glenys	History			
	Holden Commodore Wagon	Sep 14th 2007 3:26pm	glenys	History			
	Ford Focus Hatchback	Nov 17th 2006 10:34am	glenys	History			
	Holden Astra Hatchback	Nov 17th 2006 9:31am	glenys	History			
	Mitsubishi Starwagon Van	Nov 17th 2006 10:35am	glenys	History			
	Toyota Tarago Van	Jun 7th 2007 3:53pm	glenys	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



Manage Licence Types

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

📩 Home	Welcome: admin Feedback 💐 Logout
Administration	Conoral Administration
🚨 Employees	Scher al Aufminder auton
🖨 Vehicles	Manage States Manage Departments
🖗 General	Manage Service/Repair Agents
💐 Fuel Import	Haidige Insurance provers Manage Company Locations
Reports	Manage Vehicle Types Manage Vehicle Manufacturers
Menu	Manage Vehicle Models Manage Licence Types
🐻 Bookings	Manage Registration Types
Change Password	Manage Inclusions Manage Cost Centres

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

*				
🍄 Home				Welcome: admin Feedback 찬 Logout
Administration				
Second Second		General	Administration	
Chiployees		Licence Ty	pe Administration	
🖶 Vehicles	Licence Types			New Licence Type
🕸 General	Type Name		Type Name*	
	Car	History		
Sector Fuel Import	MotorCycle	History		
Reports	Heavy Articulated	History		Submit Reset
	Heavy Combination	History		
Menu	Light Rigid	History		
Bookings	Multi Combination	History		
	Medium Rigid	History		
lange Password 🍊				

- 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 Home or Logout

Manage Registration Types

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

📩 Home	Welcome: admin Feedback 💐 Logout
Administration	General Administration • Manage States • Manage Departments • Manage Service/Repair Agents
Fuel Import	Manage Insurance Brokers Manage Company Locations Manage Vehicle Types Manage Vehicle Manufacturers
Menu Bookings	rianage Vehicle Noodis Anage Licence Types Manage Registration Types Anage Inclusions Manage Cost Centres

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

📩 Home				Welcome: admin Feedback 🗾 Logout
Administration		General Registration	Administration Type Administration	
🗭 Vehicles	Registration Types Type Name		Type Name*	New Registration Type
💐 Fuel Import	Car Concessionary Rebate	History History		Submit Recet
Veports				Gubinit
Bookings				
🛎 Change Password				

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



Manage Inclusions

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

tome 🏠	Welcome: admin Feedback 🍕 Logout
Administration Comparison Compari	General Administration • Manage States • Manage Departments • Manage Service/Repair Agents • Manage Eorkers • Manage Company Locations • Manage Vehicle Types
Menu Bookings Change Password	Hanage Vehicle Mandscturers Manage Vehicle Models Manage Licence Types Manage Registration Types Manage Enclusions Manage Cost Centres

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

🏡 Home					Welcome: admin Feedback 划 Logout
Administration			General	Administration	
Employees			Inclusion	Administration	
🏶 Vehicles		Inclusions			New Inclusion
General	Inclusion	Include in Bookings		Name*	
	Other	×	History	Include In Bookings	
Sector Fuel Import	car seat	v	History		
Reports					Submit Reset
Menu					
🐻 Bookings					
Change Password					

- 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 Logout

Manage Cost Centres

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

A Home	Welcome: admin Feedback 🗐 Log
Administration	Conord Administration
🚨 Employees	
A Vehicles	Manage States
- Conteres	Manage Departments
General	Manage Service/Repair Agents
	Manage Insurance Brokers
Sector Fuel Import	Manage Company Locations
A Describer	Manage Vehicle Types
W Reports	Manage Vehicle Manufacturers
	Manage Vehicle Models
Menu	Manage Licence Types
Bookings	Manage Registration Types
	Manage Inclusions
Change Password	Manage Cost Centres

2. Select • Manage Cost Centres

and the following screen loads:

🎰 Home				Welcome: admin Feedback 郄 Logout
Administration		Gener Cost C	al Administration	
🛱 Vehicles	Cost Centre			New Cost Centre
General	Cost Centre		Name*	
	ABC	History		
Section 44 Fuel Import	DEF	History		Out-rab Devet
Reports	GHI	History		Submit Reset
Menu Bookings				

- 3. To add a new cost centre, enter the cost centre name/number and press
- 4. From here you can add additional cost centres or return to Home or Stogout

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:

🏠 Home					Welcome: admin	Feedback 🛃 Logout
Administration		Fuel Usag	e Import			
A Vehicles		Load known CSV	v type 🥯: Shell			
Fuel Import	Select CSV File: CSV includes Column Headings		Browse	Θ		
Menu	Format Fie	Idnames	Colum	in		
👪 Bookings	Registratio	n Number	Select> 💌	Θ		
🚨 Change Password	Fuel Qu	antity	Select> 💌	Θ		
	Cost (Inclu	ding GST)	Select> 💌	Θ		
	Card N	ımber	Select> 💌	Θ		
	Transacti	on Date	Select> 💌	Θ		
	Reference / Re	ceipt Number	Select> 💌	Θ		
	Odometer	Reading	Select> 💌	Θ		
				-		
			Submit	Reset		

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

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

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

 [®] Reports
 and the following screen opens:

📩 Home	Welcome: admin Feedback 💹 Logout
Administration	System Reporting
👄 Vehicles 🌼 General Ruel Import	Kilometres By Vehicle Private Kilometres By Driver Fuel Costs By Vehicle Repair and Service Cost By Vehicle Toth Cost By Vehicle
Reports Menu	Upcoming Insurance and Registration Renewals Vehicle Utilisation FBT Statutory Report
Bookings	

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:

					2. 3. 5. 5. 6
📩 Home					Welcome: admin Feedback 🔜 Logout
Administration			Suctory Reporting - KMc Bu Vahiela		
🚨 Employees	Use Dates				
🖨 Vehicles	Start Date:	🛅 Nov 💌 10 💌 2008		Θ	
🌼 General	End Date:	🛅 Nov 💌 10 💌 2008		Θ	
💐 Fuel Import	Select specific	Select>			
Reports	on:	*[QUS015] Ford Falcon [QZM518] Mitsubishi Starwagon			
Menu	(* = Archived vehicle):	[RZX874] Toyota Tarago			
🔤 Bookings	Include Archived				
🚨 Change Password	Vehicles				
					Submit Reset

Submit

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

							Download This F	Report as a CSV(E)
Kilometres I	By Vehicle							
¥ehicle ID	Registration Number	Manufacturer	Model	Total Kilometers	Total Kilometers - Fuel	Fuel kms Min	Fuel kms Max	Initial Odomete
1	TVF982	Holden	VZ Berlina	64500	51674	12826	64500	0
2	UCM982	Mitsubishi	380 ES	35700	31078	4622	35700	0
5	TKE099	Ford	Falcon	61653	47230	14423	61653	0
7	UCM983	Mitsubishi	380 ES	65322	65154	168	65322	0
8	TF0491	Ford	Falcon	66956	44454	22502	66956	0
9	SVX490	Ford	Falcon	53501	40332	13169	53501	0
10	TDB874	Holden	Commodore	85904	82501	3403	85904	0
11	TCS422	Ford	Falcon	54404	31030	23374	54404	0
12	QZM518	Mitsubishi	Starwagon	132452	123160	9292	132452	0
13	RVW101	Mitsubishi	Starwagon	88387	26554	61833	88387	0
14	TSU348	Toyota	Corolla	20685	18138	2547	20685	0
16	UF0692	Ford	Falcon	38601	38231	370	38601	0
17	TTV643	Ford	Focus	25846	16399	9447	25846	0
18	TKE092	Ford	Falcon XR6	62150	37897	24253	62150	0
19	TKI368	Holden	Astra	60005	43805	16200	60005	0
20	TLT664	Ford	Falcon	52770	51350	1420	52770	0
23	RZX874	Toyota	Tarago	6870	6526	46778	53304	46434
24	UWI812	Holden	Epica	7519	7360	159	7519	0
25	UXH418	Toyota	Camry Altise	1878	1601	352	1953	75
26	TZY 375	Holden	Commodore	13358	12685	48673	61358	48000
27	TUK852	Holden	VZ Berlina	-30100	0	75000	75000	105100

- The report can be printed from this screen by selecting on the toolbar 4. or the file can be saved as .csv for data manipulation. To save the file, Download This Report as a CSV(Excel) File , save the file and click on open in Excel.
- To close the generated report in internet explorer, simply click the *i* 5. the top right hand corner. This will then return you to the following screen:

🎄 Home					Welcome: admin Feedback 🗐 Logout
Administration			System Reporting - KMs By Vehicle		
🚨 Employees	Use Dates				
🖨 Vehicles	Start Date:	📆 Nov 💌 10 💌 2008		0	
👾 General	End Date:	🗒 Nov 🔹 10 🔹 2008		0	
💐 Fuel Import	Select specific	Select>			
Reports	on:	*[QUS015] Ford Falcon [QZM518] Mitsubishi Starwagon			
Menu	(* = Archived vehicle):	[RZX874] Toyota Tarago			
🖪 Bookings	Include Archived				
🚨 Change Password	Vehicles				
					Submit Reset

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