

OUR FLEET
ONLY FEEL

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
Two	A major component of the Product is not functioning causing a large impact	3 business hours	Daily until resolved
Three	A component of the Product is not functioning causing minor to moderate impact	6 business hours	Every two business days until resolved
Four	Usage questions, clarification of documentation	24 hours	Weekly until resolved
Five	Suggestions, requests for new features and enhancements	24 hours	At the discretion of Natus Software

General Feedback

General feedback including suggestions and feature requests are welcomed and can be submitted through the feedback form within the OurFleet application.

Setting up

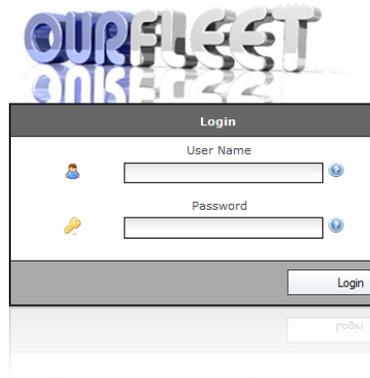
When setting up OurFleet initially, the following process is recommended:

1. Check your personal information as the first Administrator 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:



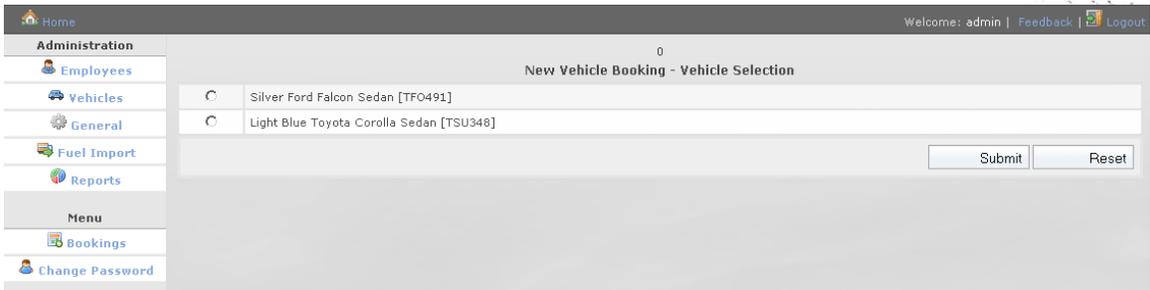
4. The following screen then loads:

5. Enter the required information as follows:

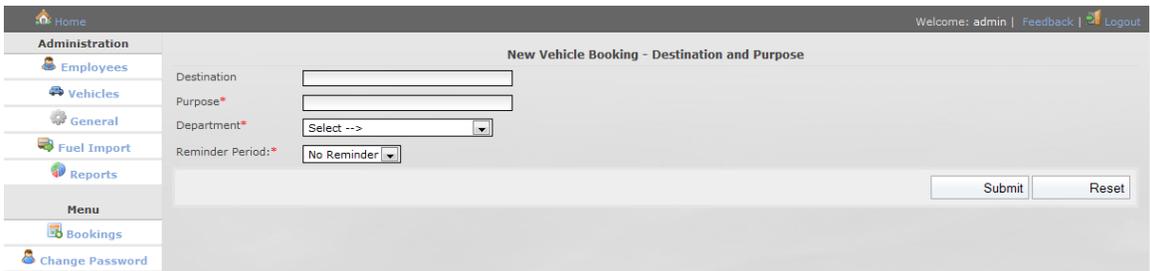
Field Name	Description
Employee*	Employee name who will be driving the vehicle Example: John Smith
Cost Centre*	The cost centre is automatically populated by the employee's default cost centre (managed under Employees). If the cost centre needs to be changed for a particular booking, the drop down list of available cost centres can be used.
Booking Start Date*	The date the booking commences from Example: Oct 10 2006
Booking Start Time*	The time the booking commences Example: 09:00 AM
Booking End Date*	The date the booking concludes Example: Oct 10 2006
Booking End Time*	The time the booking concludes Example: 11:30 AM
Departure Location*	The office the booking departs from Example: Head Office
Number of Passengers*	The number of passengers travelling with the driver Example: 2
Inclusions	Select the inclusions required for your booking. Example: Tow bar

Once completed, press:

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



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



8. Enter the required information as follows:

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

Once completed, press:

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

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

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

View/Edit a booking

1. Load OurFleet and click on:



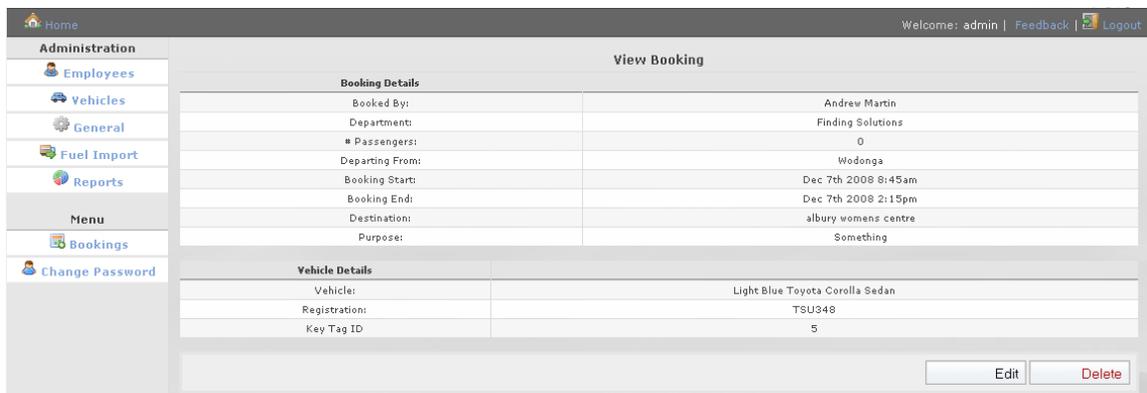
View/Edit a Booking

2. The following screen appears:



Booking Date	Return Date	Employee	Vehicle	Purpose
Dec 7th, 2008 8:45am	Dec 7th, 2008 2:15pm	Andrew Martin	TSU348	Something

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:



Booking Details	
Booked By:	Andrew Martin
Department:	Finding Solutions
# Passengers:	0
Departing From:	Wedonga
Booking Start:	Dec 7th 2008 8:45am
Booking End:	Dec 7th 2008 2:15pm
Destination:	albury womens centre
Purpose:	Something

Vehicle Details	
Vehicle:	Light Blue Toyota Corolla Sedan
Registration:	TSU348
Key Tag ID:	5

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

Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports
- Menu
- Bookings
- Change Password

Edit Vehicle Booking - Booking Details

Date and Time

Employee* ⓘ

Cost Centre* ⓘ

Booking Start Date* ⓘ

Booking Start Time* ⓘ

Booking End Date* ⓘ

Booking End Time* ⓘ

Departure Location* ⓘ

Number of Passengers* ⓘ

Inclusions ⓘ

car seat

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

Home | Welcome: admin | Feedback | Logout

Administration

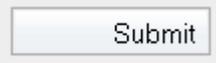
- Employees
- Vehicles
- General
- Fuel Import
- Reports
- Menu
- Bookings
- Change Password

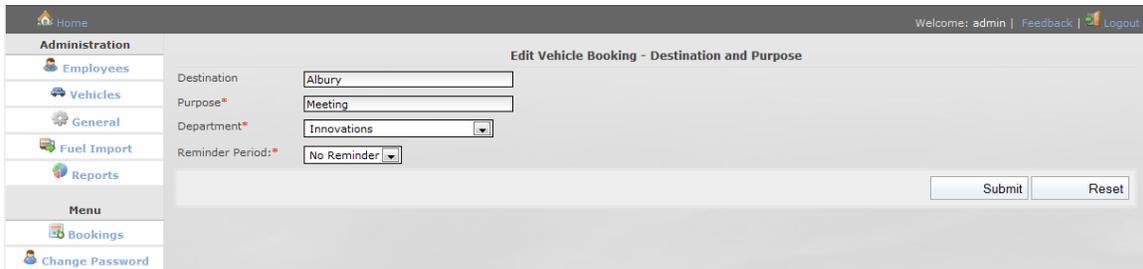
New Vehicle Booking - Vehicle Selection

0

Silver Ford Falcon Sedan [TFO491]

Light Blue Toyota Corolla Sedan [TSU348]

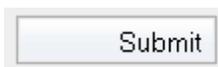
7. Select a suitable vehicle and press  and the following screen appears:

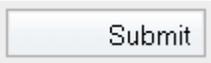


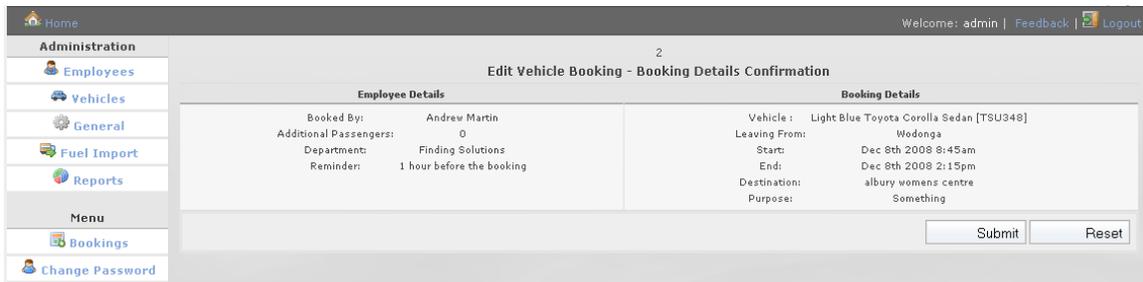
8. Enter the required changes as follows:

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

Once completed, press:



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



Employee Details		Booking Details	
Booked By:	Andrew Martin	Vehicle:	Light Blue Toyota Corolla Sedan [TSU348]
Additional Passengers:	0	Leaving From:	Wodonga
Department:	Finding Solutions	Start:	Dec 8th 2008 8:45am
Reminder:	1 hour before the booking	End:	Dec 8th 2008 2:15pm
		Destination:	albury womens centre
		Purpose:	Something

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



Booking Date	Return Date	Employee	Vehicle	Purpose
Dec 7th 2008 8:45am	Dec 7th 2008 2:15pm	Andrew Martin	TSU348	Something

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

Cancel a booking

1. Load OurFleet and click on:



Cancel a Booking

2. The following screen appears:

The screenshot shows the 'Bookings' page in the OurFleet application. The left sidebar contains navigation options: Home, Administration (Employees, Vehicles, General, Fuel Import, Reports), Menu (Bookings, Change Password), and a user profile icon. The main content area is titled 'Bookings' and includes a 'New Booking' button and a 'View All Bookings' link. A table displays a single booking record:

Booking Date	Return Date	Employee	Vehicle	Purpose
Dec 7th 2008 8:45am	Dec 7th 2008 2:15pm	Andrew Martin	TSU348	Something

Page 1

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:

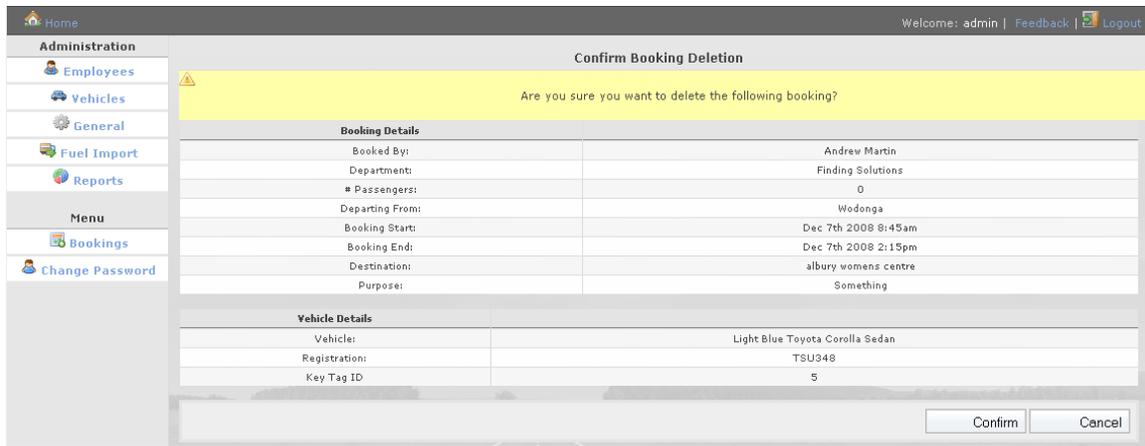
The screenshot shows the 'View Booking' page in the OurFleet application. The left sidebar is identical to the previous screenshot. The main content area is titled 'View Booking' and displays the following details:

Booking Details	
Booked By:	Andrew Martin
Department:	Finding Solutions
# Passengers:	0
Departing From:	Wodonga
Booking Start:	Dec 7th 2008 8:45am
Booking End:	Dec 7th 2008 2:15pm
Destination:	albury womens centre
Purpose:	Something

Vehicle Details	
Vehicle:	Light Blue Toyota Corolla Sedan
Registration:	TSU348
Key Tag ID	5

Buttons: Edit, Delete

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



5. Click  to confirm the booking deletion.

6. From this screen you can then select  to make another booking, return to  or .

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:

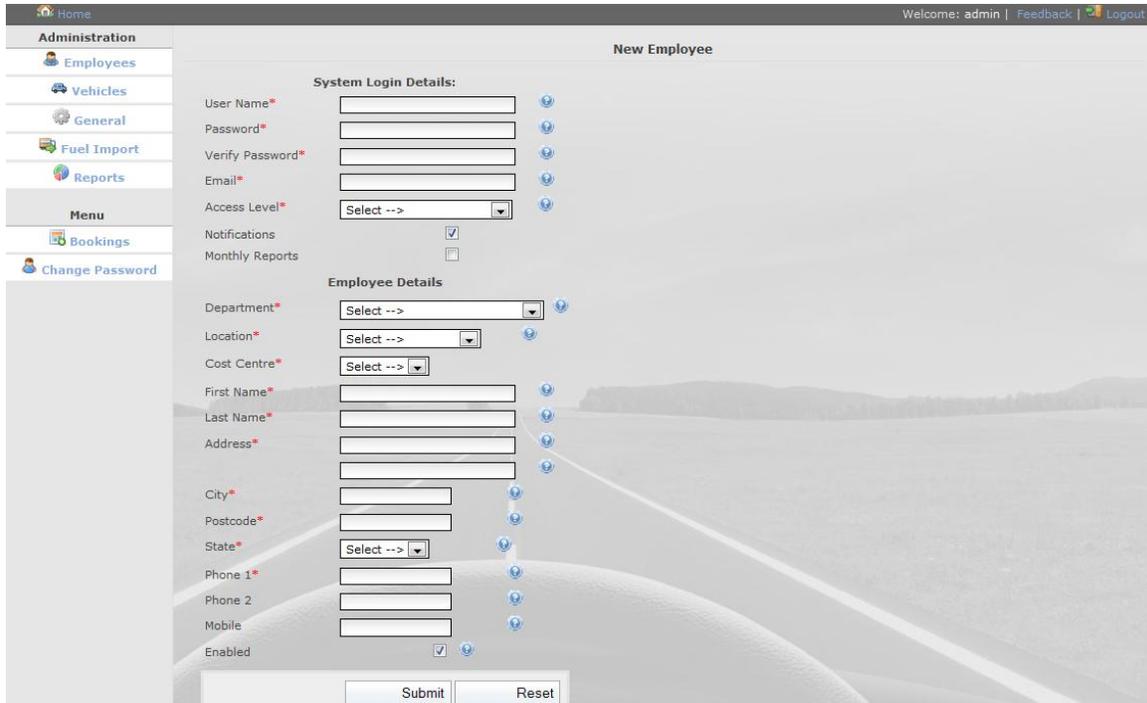
Employee Administration

 [Add Employee](#)

View: [All](#) | [Active](#) | [Inactive](#)

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

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



Home Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports
- Menu
 - Bookings
 - Change Password

New Employee

System Login Details:

User Name*

Password*

Verify Password*

Email*

Access Level*

Notifications

Monthly Reports

Employee Details

Department*

Location*

Cost Centre*

First Name*

Last Name*

Address*

City*

Postcode*

State*

Phone 1*

Phone 2

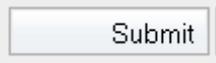
Mobile

Enabled

4. Enter the information as follows:

Field Name	Description
User Name*	The login name for the new user Example: johnsmith
Password*	The initial password for the new user Example: password
Verify Password*	Retype the initial password for confirmation Example: password
Email*	The business email address for the new user Example: johnsmith@ourbusiness.com.au
Access Level*	OurFleet user or OurFleet Administrator Example: 1. OurFleet User
Notifications	Select the checkbox if the user is to receive notifications from OurFleet Example: <input checked="" type="checkbox"/>
Monthly Reports	Select the checkbox if the user is to receive monthly reports from OurFleet Example: <input checked="" type="checkbox"/>
Department*	The department the user belongs to Example: Information Technology
Location*	The home site for the user Example: Head Office
Cost Centre*	Select the cost centre that the user is associated to from the drop down list Example: ABC
First Name*	The user's christian name Example: John
Last Name*	The user's surname Example: Smith
Address*	The user's home address Example: 123 Jones Street
City*	The user's home city Example: Albury
Postcode*	The user's home postcode Example: 2640
State*	Select the user's home state from the drop down list Example: NSW
Phone 1*	The user's work phone number Example: 0260606060
Phone 2	The user's home phone number, if required Example: 0260020202
Mobile*	A mobile number for the user, if required Example: 0414 121 121

Field Name	Description
Enabled*	Ensure the check box is ticked to enable the user to access the system Example: <input checked="" type="checkbox"/>

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

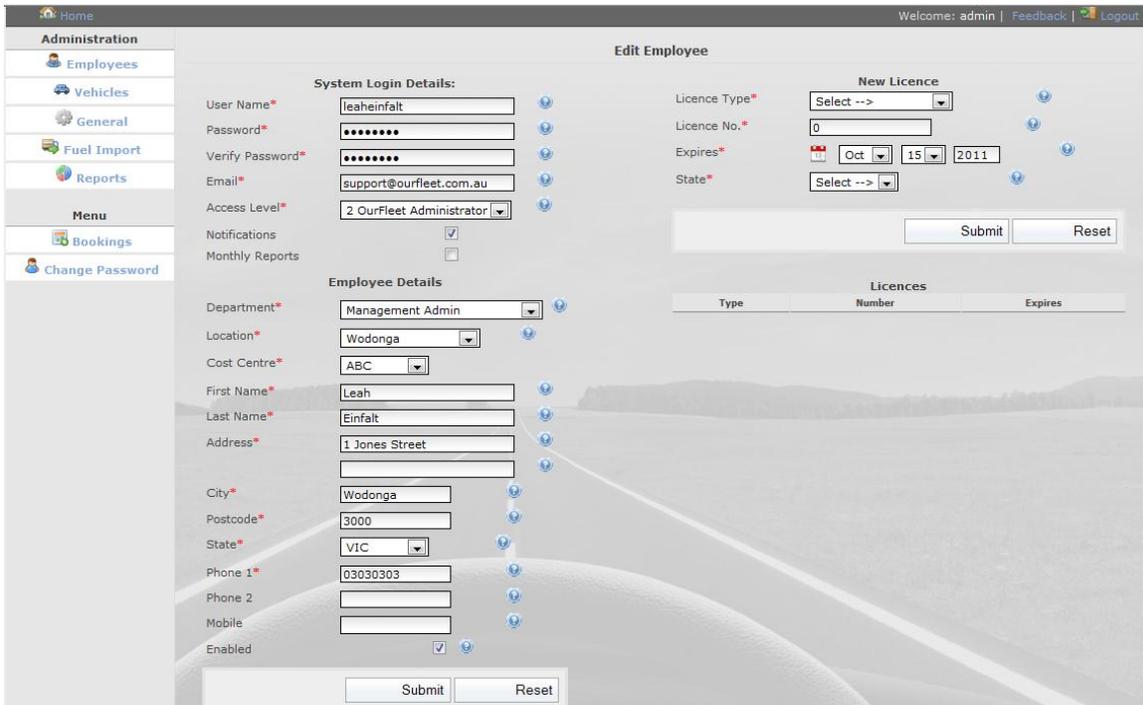
Employee Administration

 [Add Employee](#)

View: [All](#) | [Active](#) | [Inactive](#)

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

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



Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Edit Employee

System Login Details:

User Name*

Password*

Verify Password*

Email*

Access Level*

Notifications

Monthly Reports

Employee Details

Department*

Location*

Cost Centre*

First Name*

Last Name*

Address*

City*

Postcode*

State*

Phone 1*

Phone 2

Mobile

Enabled

New Licence

Licence Type*

Licence No.*

Expires*

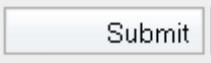
State*

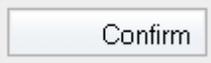
Licences

Type	Number	Expires
------	--------	---------

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

Field Name	Description
Licence Type*	Select from the drop down menu Example: C
Licence No*	Enter the employee's licence number Example: 11225912
Expires*	Enter the expiry date for the licence Example: Oct 10 2006
State*	Enter the state in which the licence is held Example: VIC

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

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

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

View: All | Active | Inactive

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

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

Home Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Edit Employee

System Login Details:

User Name*

Password*

Verify Password*

Email*

Access Level*

Notifications

Monthly Reports

New Licence

Licence Type*

Licence No.*

Expires*

State*

Employee Details

Department*

Location*

Cost Centre*

First Name*

Last Name*

Address*

City*

Postcode*

State*

Phone 1*

Phone 2

Mobile

Enabled

Licences

Type	Number	Expires
Car	1234	Oct 15th 2012

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

Employee Administration

[Add Employee](#) View: [All](#) | [Active](#) | [Inactive](#)

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

4. Edit additional users or return to Home or Logout

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.

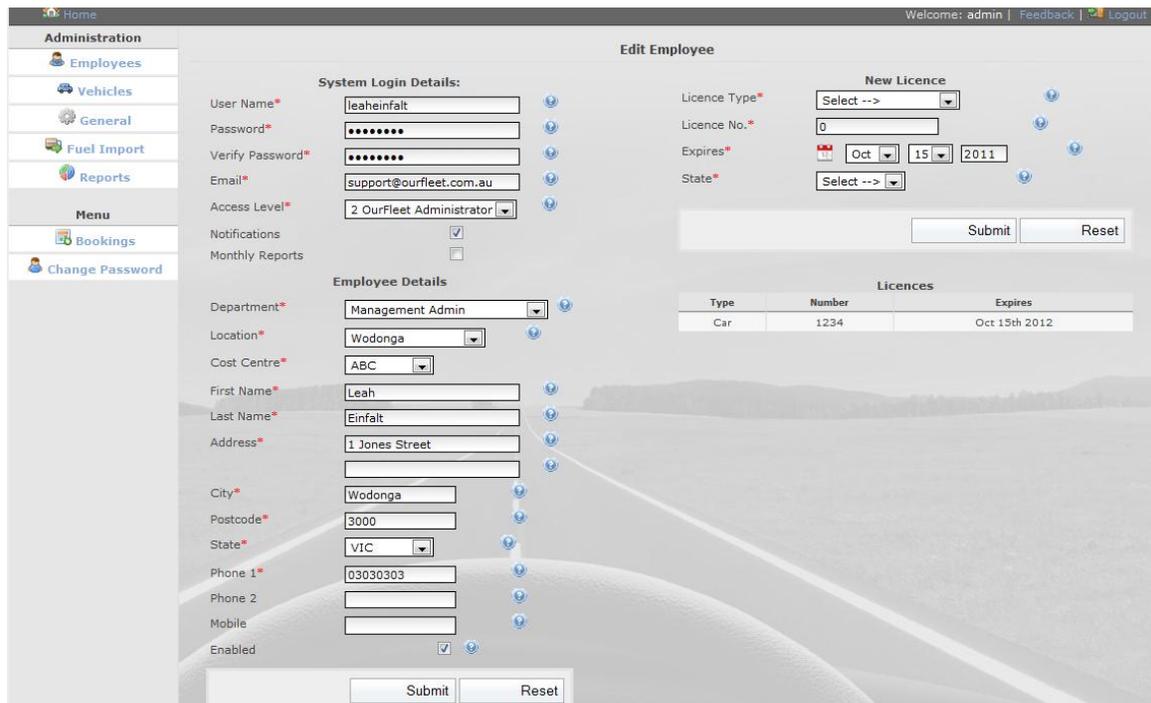
1. Load OurFleet and click on  from the Administrator menu to view all employees. The following screen loads:

Employee Administration

 [Add Employee](#) View: [All](#) | [Active](#) | [Inactive](#)

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

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



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

Enabled



4. Press and the following screen loads:

Employee Administration

 [Add Employee](#)

View: [All](#) | [Active](#) | [Inactive](#)

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

5. Archive additional users or return to  [Home](#) or  [Logout](#)
-

Changing an employee password

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

1. Select  [Change Password](#) from the below screen upon logging in:



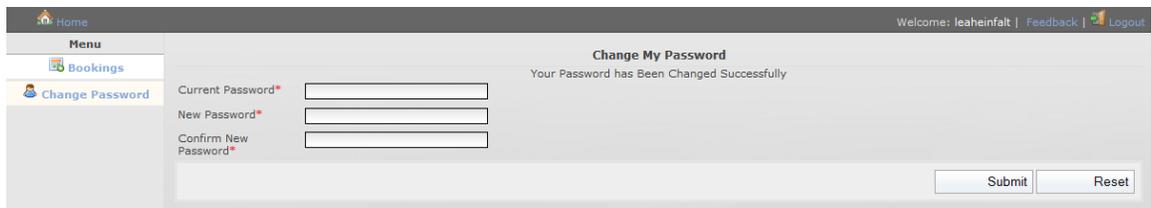
2. The following screen then loads:



3. The employee then enters the following information:

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

Once completed, select  and the following screen loads advising the user that their password has been changed successfully:



4. From here you can return to  or 
-

Vehicles

Add a new vehicle

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



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

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YKO559	Toyota Tarago - Van	Platimun		✗	✓	Willow		123456	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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		✗	✓	Wodonga			Archive History
XHF201	Kia Carnival - Van	Grey		✗	✓	Phoenix			Archive History

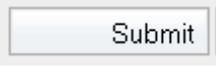
3. To add a new vehicle, select  **Add Vehicle** and the following screen appears:

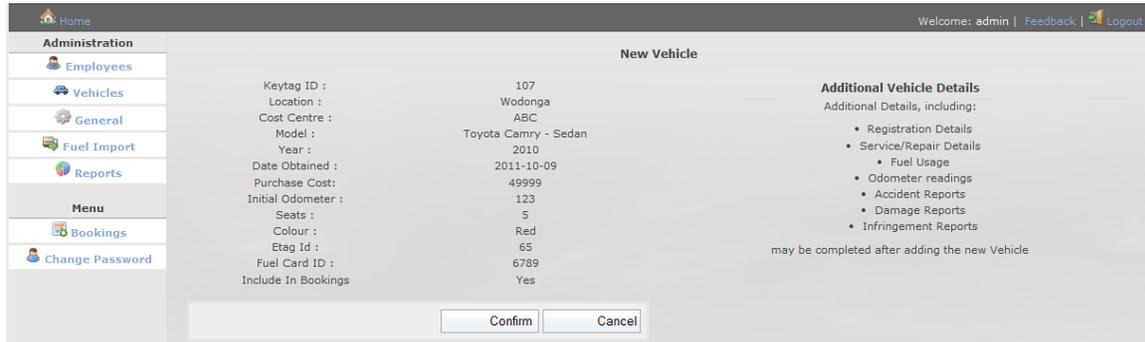
The screenshot shows a web application interface for adding a new vehicle. On the left is a navigation menu with options like 'Administration', 'Employees', 'Vehicles', 'General', 'Fuel Import', 'Reports', 'Menu', 'Bookings', and 'Change Password'. The main area is titled 'New Vehicle' and contains several input fields: 'Keytag ID' (text), 'Location*' (dropdown), 'Cost Centre*' (dropdown), 'Model*' (dropdown), 'Year*' (text), 'Date Obtained*' (calendar), 'Purchase Cost' (text), 'Initial Odometer*' (text), 'Seats*' (text), 'Colour*' (text), 'Etag Id' (text), and 'Fuel Card ID' (text). There is a checkbox for 'Include In Bookings'. On the right, there is a section for 'Additional Vehicle Details' with a list of sub-sections: 'Registration Details', 'Service/Repair Details', 'Fuel Usage', 'Odometer readings', 'Accident Reports', 'Damage Reports', and 'Infringement Reports'. At the bottom are 'Submit' and 'Reset' buttons.

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: Oct 10 2006
Purchase Cost	Enter the initial purchase cost for the vehicle. If the vehicle is leased, leave this blank. Example: 30000
Initial Odometer*	Enter the initial odometer reading that the vehicle was purchased/leased with Example: 980
Seats*	Enter the number of seats with seatbelts in the vehicle Example: 5

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: <input checked="" type="checkbox"/>

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



Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

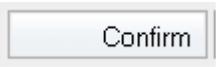
New Vehicle

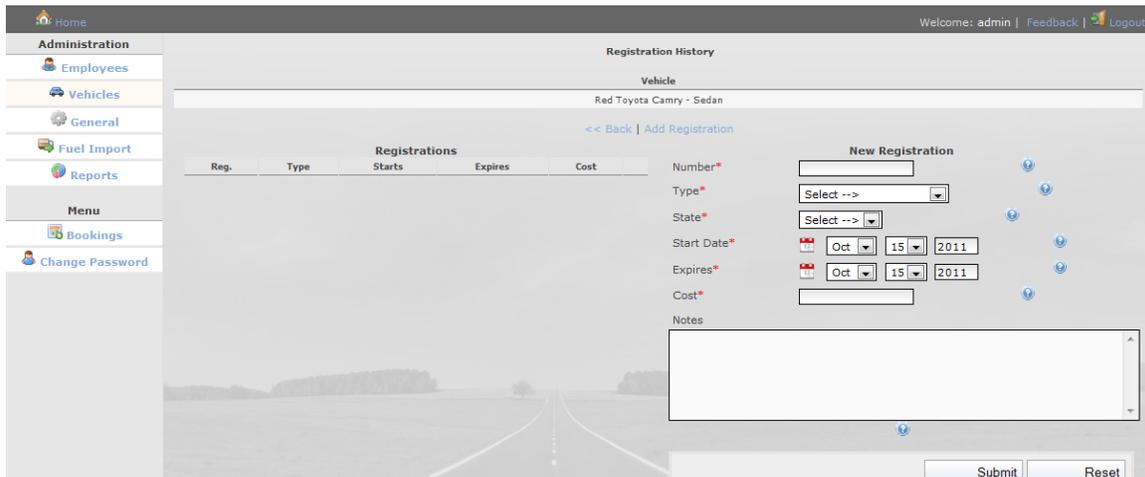
Keytag ID : 107
 Location : Wodonga
 Cost Centre : ABC
 Model : Toyota Camry - Sedan
 Year : 2010
 Date Obtained : 2011-10-09
 Purchase Cost : 49999
 Initial Odometer : 123
 Seats : 5
 Colour : Red
 Etag ID : 65
 Fuel Card ID : 6789
 Include In Bookings : Yes

Additional Vehicle Details
 Additional Details, including:

- Registration Details
- Service/Repair Details
 - Fuel Usage
- Odometer readings
- Accident Reports
- Damage Reports
- Infringement Reports

may be completed after adding the new Vehicle

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



Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Registration History

Vehicle: Red Toyota Camry - Sedan

<< Back | Add Registration

Reg.	Type	Starts	Expires	Cost
Registrations				

New Registration

Number*

Type*

State*

Start Date*

Expires*

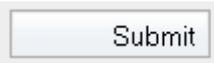
Cost*

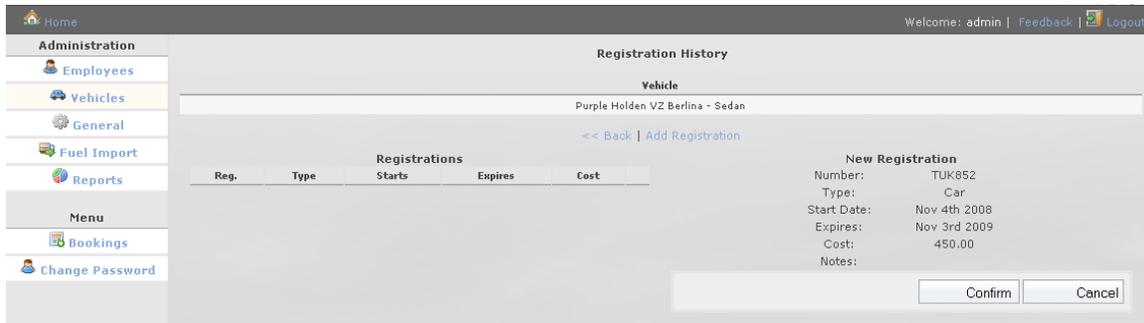
Notes

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

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

Field Name	Description
Expires*	Enter the date registration expires Example: <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/> 
Cost*	Enter the fees paid for registering the vehicle Example: 450.00
Notes	Enter any relevant notes about the registration Example: Temporary registration sticker received

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



Registration History

Vehicle: Purple Holden VZ Berlina - Sedan

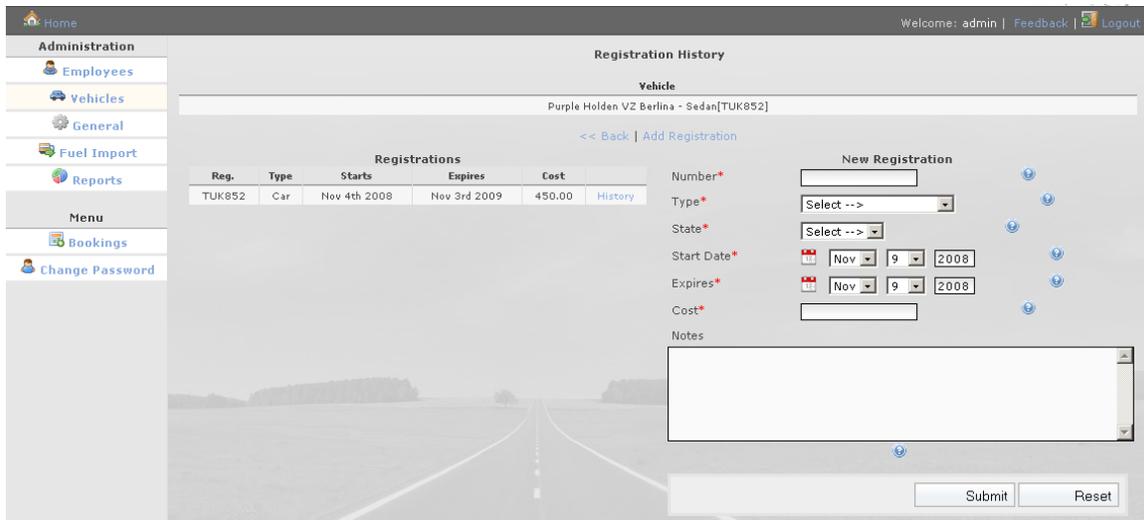
<< Back | Add Registration

Reg.	Type	Starts	Expires	Cost

New Registration

Number: TUK852
Type: Car
Start Date: Nov 4th 2008
Expires: Nov 3rd 2009
Cost: 450.00
Notes:

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



Registration History

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

<< Back | Add Registration

Reg.	Type	Starts	Expires	Cost	
TUK852	Car	Nov 4th 2008	Nov 3rd 2009	450.00	History

New Registration

Number*

Type*

State*

Start Date*

Expires*

Cost*

Notes:

10. Press [<< Back](#) and the following screen loads prompting you to enter insurance details:

Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Edit Vehicle

The Basic details for this vehicle have not yet been completed
The following sections require attention:

- Insurance Details

Keytag ID: 6

Location: Wodonga

Model: Holden VZ Berlina Sedan

Year: 2006

Date Obtained: Nov 1, 2008

Purchase Cost: 10000.00

Initial Odometer: 105100

Seats: 5

Colour: Purple

Etag Id:

Include In Bookings

Submit Reset

Registration Details

Insurance Policies

No Insurance Listed

[View/Edit Insurance Details...](#)

Lease Information

FBT Details

Vehicle Maintenance Details

Fuel Usage

Odometer Readings

Accident Reports

Damage Reports

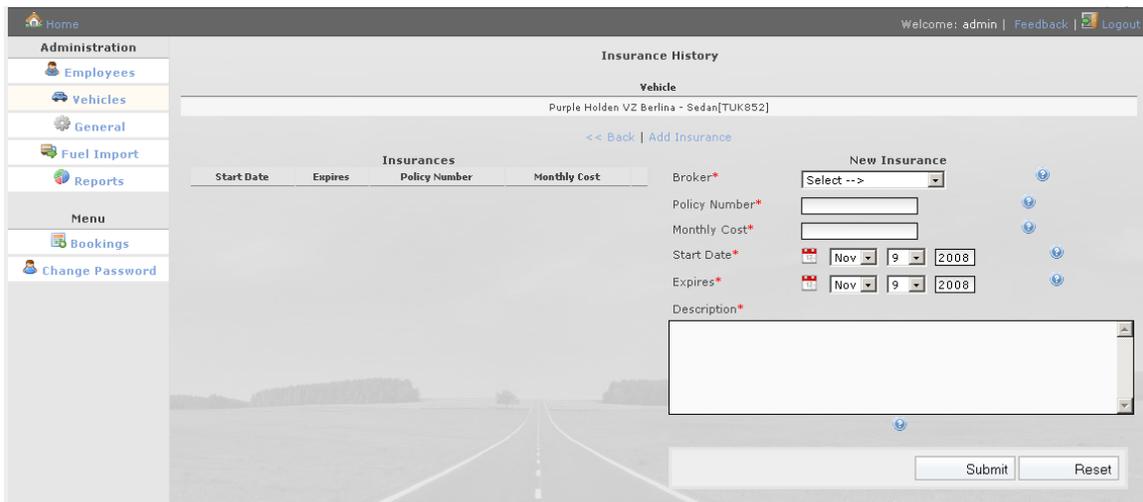
Infringement Reports

Employee Reimbursements

Inclusions

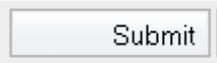
11. From here you can add the insurance details, return to [Home](#) or [Logout](#).

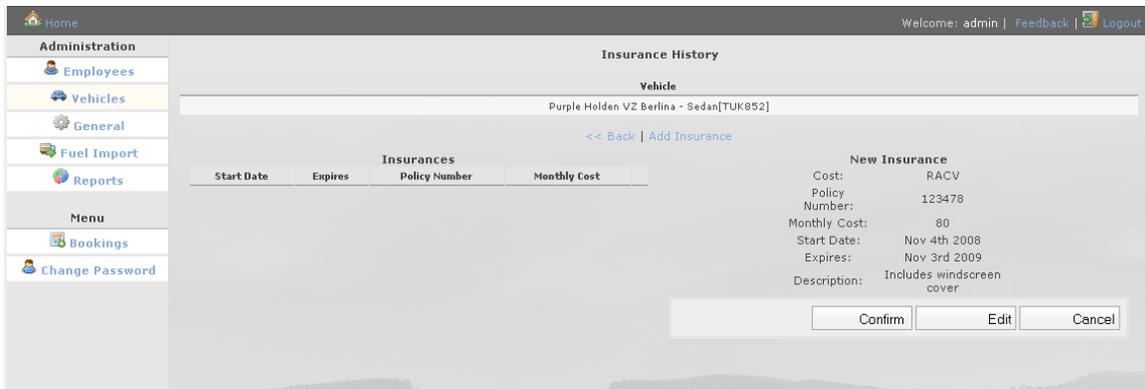
12. To add the insurance details click [View/Edit Insurance Details...](#) and the following screen loads:



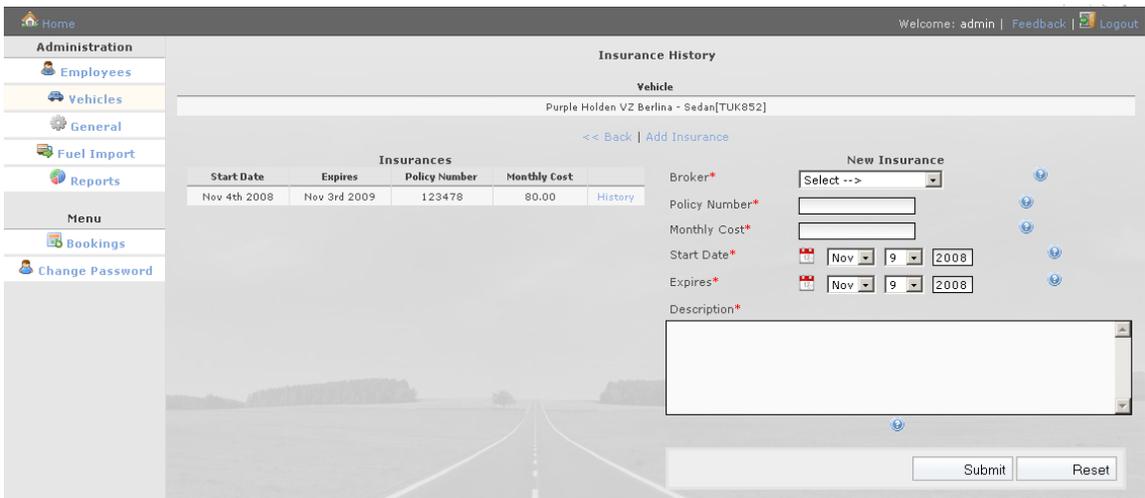
13. Enter the insurance details as follows:

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

14. Once completed, press  and the following screen loads:



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



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

17. If the vehicle has a permanent driver responsible for FBT, select

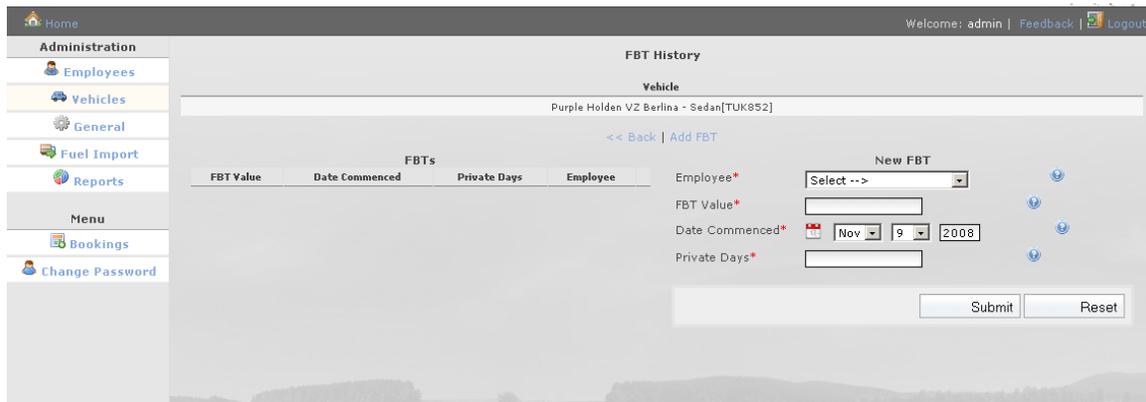
[FBT Details](#) to continue otherwise, select [Home](#) or [Logout](#)

18. Selecting [FBT Details](#) opens the following screen:

Employee	FBT Value	Date Commenced	Private Days

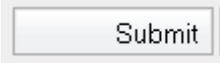
[Add FBT Details...](#)

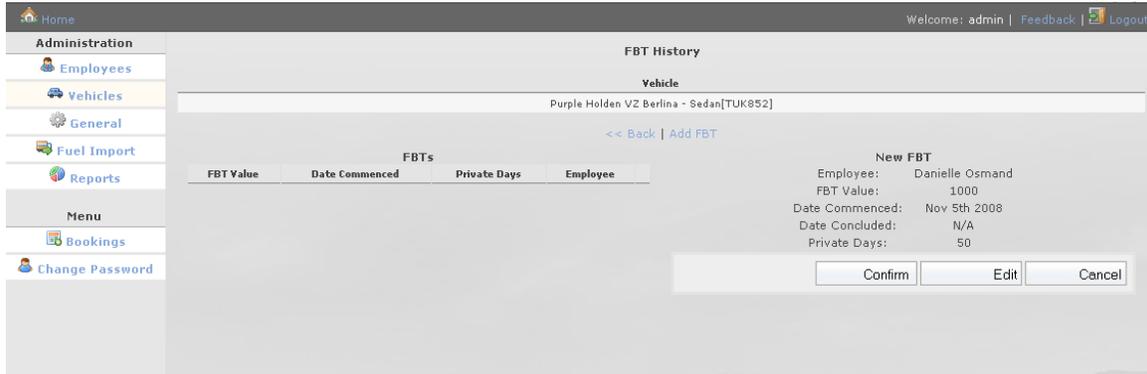
19. Select [Add FBT Details...](#) to continue. The following screen loads:

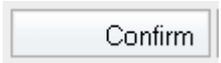


20. Enter the required information as follows:

Field Name	Description
Employee*	Select the employee responsible for the FBT from the drop down list Example: John Smith
FBT Value*	Enter the FBT value for this vehicle. For a purchased vehicle, this is the purchase price for a leased vehicle, this value is supplied by the vendor. Example: 30000
Date Commenced*	Enter the date the employee assumed FBT responsibility for this vehicle Example: <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/> <input type="text" value="17"/>
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  and the following screen loads:



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



23. Press [<< Back](#) and the following screen loads:

Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports
- Menu
- Bookings
- Change Password

Edit Vehicle

Keytag ID: 6

Location*: Wodonga

Model*: Holden VZ Berlina Sedan

Year*: 2006

Date Obtained*: Nov 1, 2008

Purchase Cost: 10000.00

Initial Odometer*: 105100

Seats*: 5

Colour*: Purple

Etag Id:

Include In Bookings:

Submit Reset

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage
- Odometer Readings
- Accident Reports
- Damage Reports
- Infringement Reports
- Employee Reimbursements
- Inclusions

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

Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports
- Menu
- Bookings
- Change Password

Edit Vehicle

Keytag ID: 6

Location*: Wodonga

Model*: Holden VZ Berlina Sedan

Year*: 2006

Date Obtained*: Nov 1, 2008

Purchase Cost: 10000.00

Initial Odometer*: 105100

Seats*: 5

Colour*: Purple

Etag Id:

Include In Bookings:

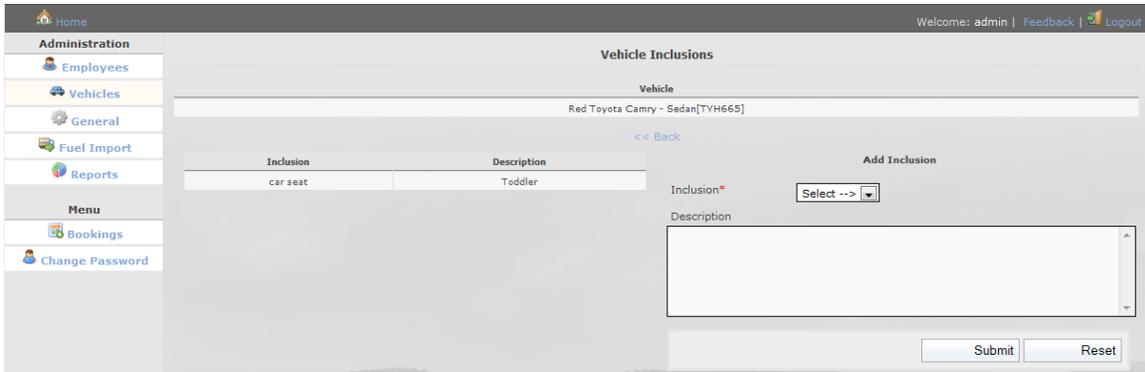
Submit Reset

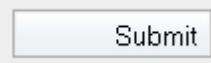
- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage
- Odometer Readings
- Accident Reports
- Damage Reports
- Infringement Reports
- Employee Reimbursements
- Inclusions**

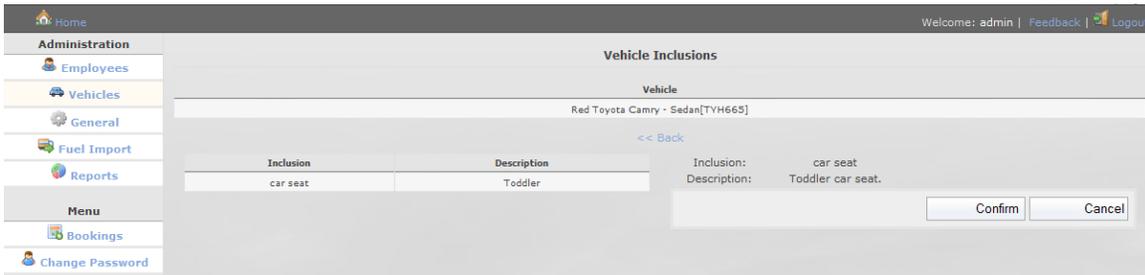
No Inclusions Listed

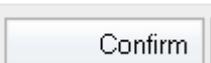
[View/Edit Inclusions...](#)

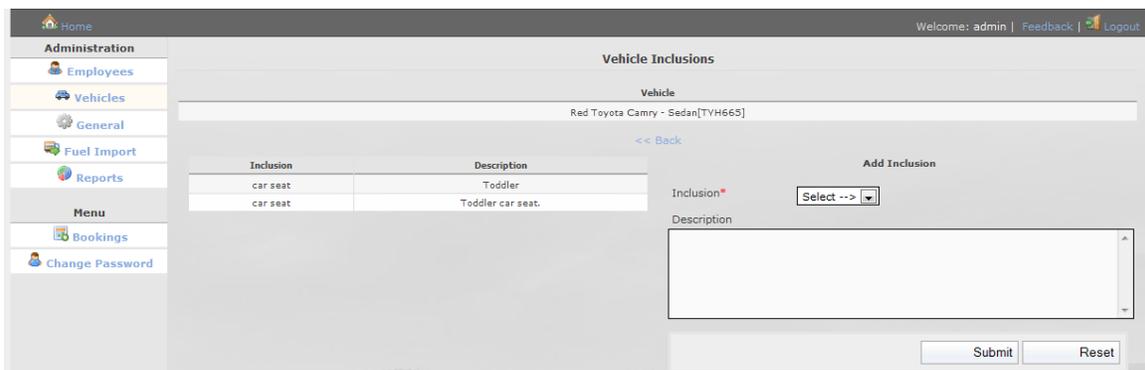
25. Select [View/Edit Inclusions...](#) to add inclusions and the following screen loads:



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 . The following screen loads:



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



28. From here you can add additional inclusions or select [<< Back](#) to return to the following screen:

The screenshot shows the 'Edit Vehicle' form with the following fields and values:

- Keytag ID: 6
- Location*: Wodonga
- Model*: Holden VZ Berlina Sedan
- Year*: 2006
- Date Obtained*: Nov 1 2008
- Purchase Cost: 10000.00
- Initial Odometer*: 105100
- Seats*: 5
- Colour*: Purple
- Etag Id: (empty)
- Include In Bookings:

Buttons: Submit, Reset

Navigation: Home, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, Change Password

Top Bar: Home, Welcome: admin, Feedback, Logout

Right Sidebar (Reports/Details):

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage
- Odometer Readings
- Accident Reports
- Damage Reports
- Infringement Reports
- Employee Reimbursements
- Inclusions

29. From here you can return to [Home](#) or [Logout](#)

Vehicle Maintenance Details

Vehicle maintenance is used to

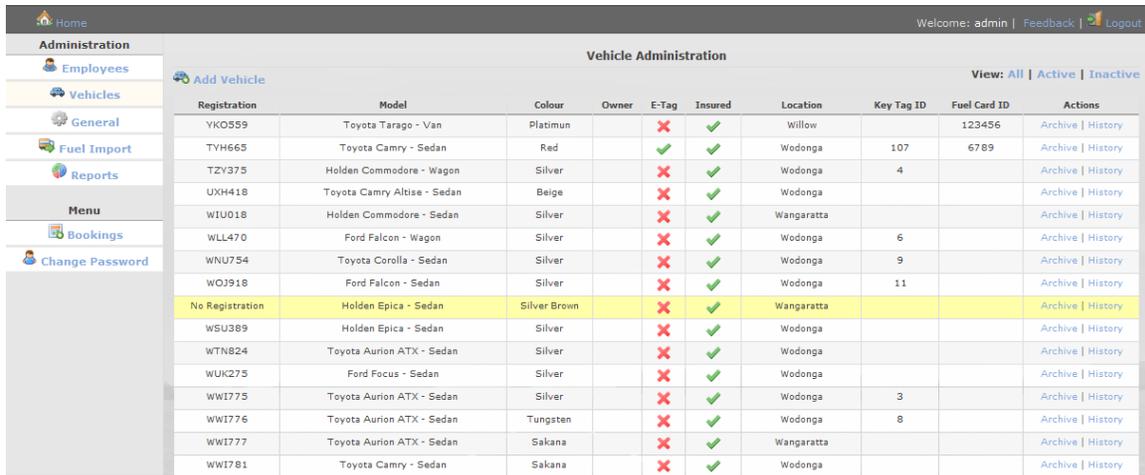
- Schedule a service or repair appointment,
- Enter service details, and
- Enter repair details.

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

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

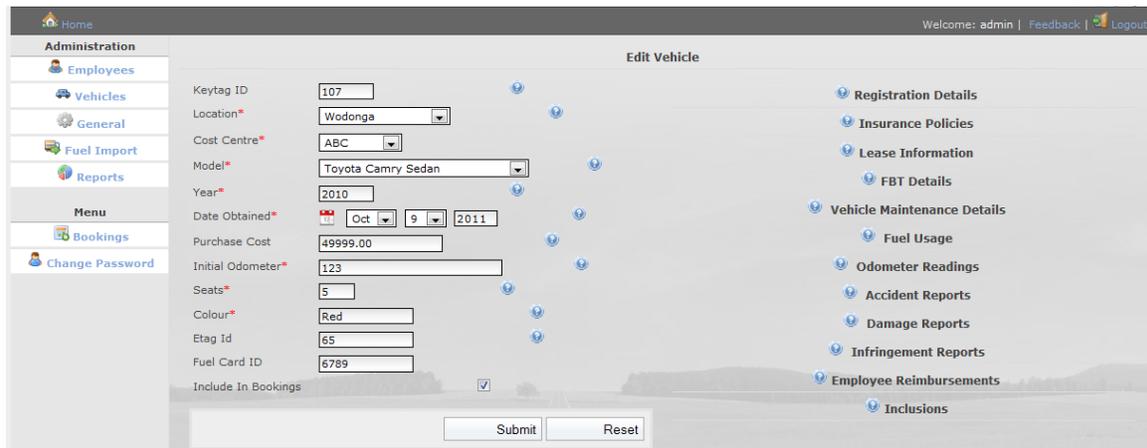


- Select  **Vehicles** from the Administrator menu and the following screen summarising all vehicles appears:



Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YKO559	Toyota Tarago - Van	Platinum		✗	✓	Willow		123456	Archive History
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Albise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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

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



Edit Vehicle

Keytag ID:

Location*:

Cost Centre*:

Model*:

Year*:

Date Obtained*:

Purchase Cost:

Initial Odometer*:

Seats*:

Colour*:

Etag Id:

Fuel Card ID:

Include In Bookings:

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
 - Fuel Usage
 - Odometer Readings
 - Accident Reports
 - Damage Reports
 - Infringement Reports
- Employee Reimbursements
- Inclusions

4. Select [Vehicle Maintenance Details](#) and the following screen is provided:

Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Edit Vehicle

Keytag ID: 107

Location*: Wodonga

Cost Centre*: ABC

Model*: Toyota Camry Sedan

Year*: 2010

Date Obtained*: Oct 9 2011

Purchase Cost: 49999.00

Initial Odometer*: 123

Seats*: 5

Colour*: Red

Etag Id: 65

Fuel Card ID: 6789

Include In Bookings:

Submit Reset

Registration Details

- Insurance Policies
- Lease Information
- FBT Details

Vehicle Maintenance Details

- [View All Maintenance Details...](#)
- Fuel Usage
- Odometer Readings
- Accident Reports
- Damage Reports
- Infringement Reports
- Employee Reimbursements
- Inclusions

5. Select [View All Maintenance Details...](#) and the following screen is provided:

Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Vehicle Maintenance Management

Vehicle

Purple Holden VZ Berlina - Sedan[TUK852]

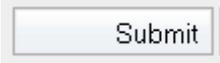
<< Back | Add Maintenance Appointment

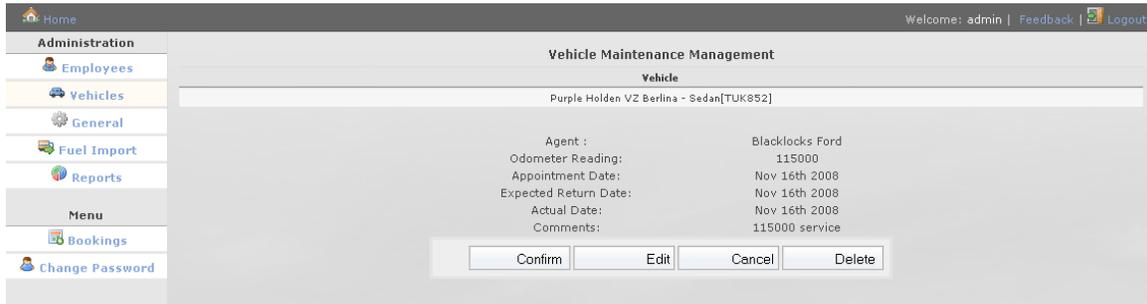
Date	Agent	Odometer Reading	Comments
------	-------	------------------	----------

6. Select [Add Maintenance Appointment](#) and the following screen appears:

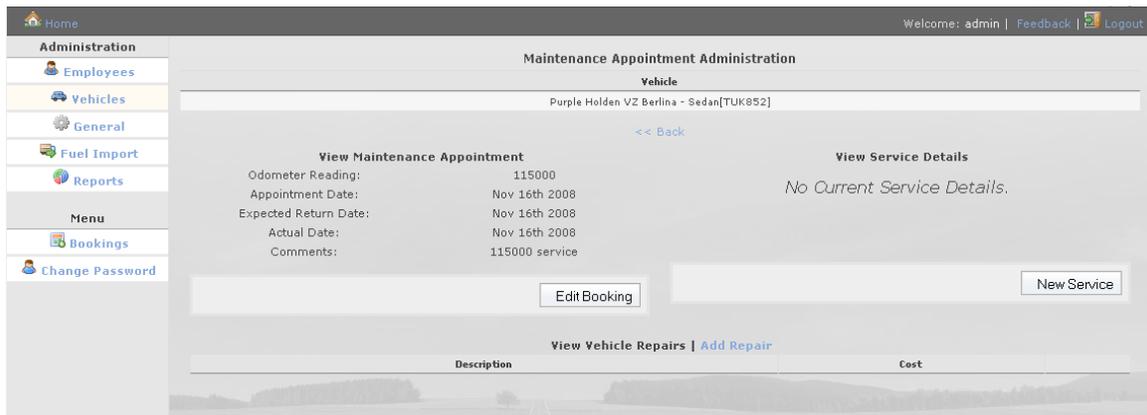
7. Enter the required information as follows:

Field Name	Description
Agent*	Select the servicing agent from the drop down list Example: Blacklocks
Odometre Reading*	Enter the current odometer reading Example: 9500
Appointment Date*	Enter the appointment date Example: <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/>
Expected Return Date*	Enter the expected return date Example: <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/>
Comments*	Enter any relevant comments Example: 10,000 scheduled service

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



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



10. Select [<< Back](#) and the following screen appears summarising the service/repair appointment:

The screenshot shows the 'Vehicle Maintenance Management' interface. On the left is a navigation menu with options: Home, Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area displays 'Vehicle Maintenance Management' and 'Vehicle' information: 'Purple Holden VZ Berlina - Sedan[TUK852]'. Below this is a table with columns: Date, Agent, Odometer Reading, Comments, and History. The table contains one entry: Nov 16th 2008, Blacklocks Ford, 115000, 115000 service, and History.

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:

The screenshot shows the 'Vehicle Administration' interface. On the left is the same navigation menu as in the previous screenshot. The main content area displays 'Vehicle Administration' and 'Add Vehicle' button. Below this is a table with columns: Registration, Model, Colour, Owner, E-Tag, Insured, Location, Key Tag ID, Fuel Card ID, and Actions. The table contains 17 entries, with the first row highlighted in yellow. The 'E-Tag' and 'Insured' columns contain red 'X' and green checkmarks respectively. The 'Actions' column contains 'Archive | History' links.

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YK0559	Toyota Tarago - Van	Platinum		✗	✓	Willow		123456	Archive History
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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
WII775	Toyota Aurion ATX - Sedan	Silver		✗	✓	Wodonga	3		Archive History
WII776	Toyota Aurion ATX - Sedan	Tungsten		✗	✓	Wodonga	8		Archive History
WII777	Toyota Aurion ATX - Sedan	Sakana		✗	✓	Wangaratta			Archive History
WII781	Toyota Camry - Sedan	Sakana		✗	✓	Wodonga			Archive History

13. The following screen is provided:

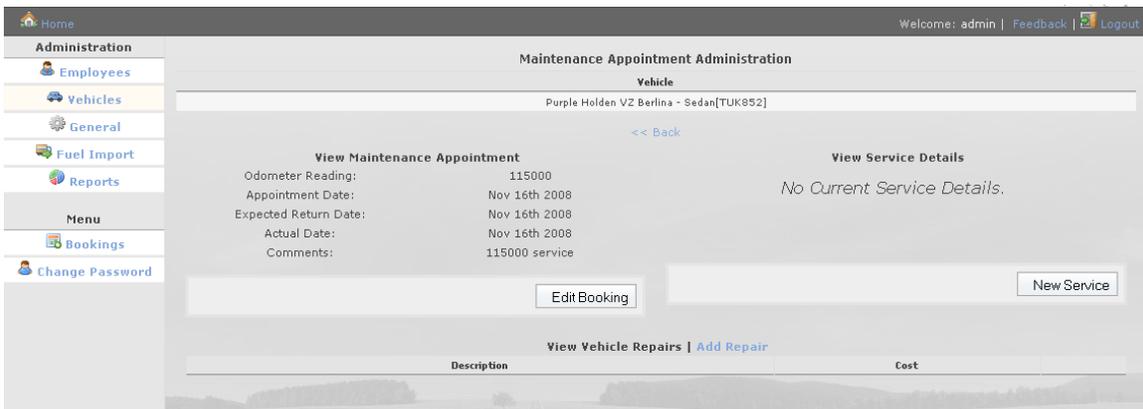
14. Select **Vehicle Maintenance Details** and the following is provided:

Most Recent Maintenance Details	
Date :	Mar 4th 2008
Agent :	Jacob Toyota
Odometer Reading :	7666
Serviced? :	Yes
Repairs :	
Cost	Description
No Repairs Performed	

15. Select [View All Maintenance Details...](#) and the following screen appears:



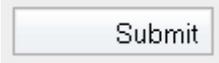
16. Select the service/repair appointment and the following screen appears:

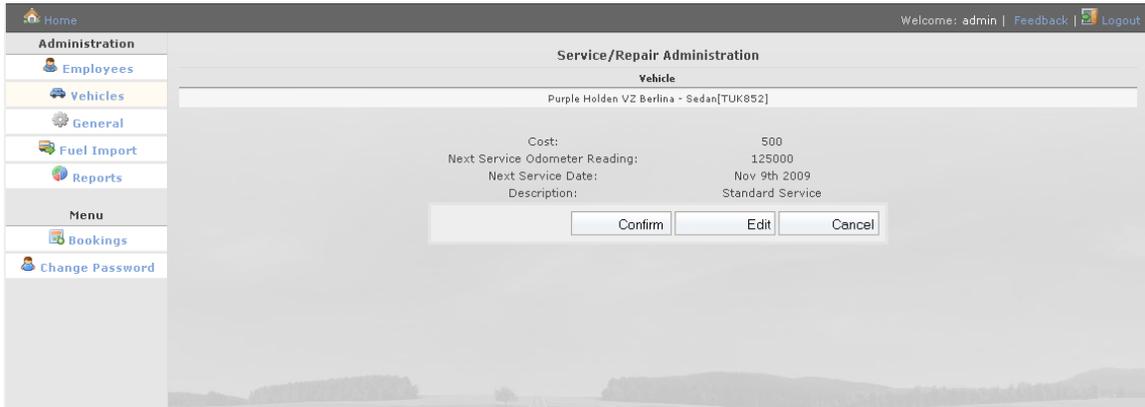


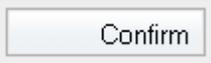
17. To enter service details, select **New Service** and the following screen loads or to enter repair details, select **Add Repair** (see step #21)

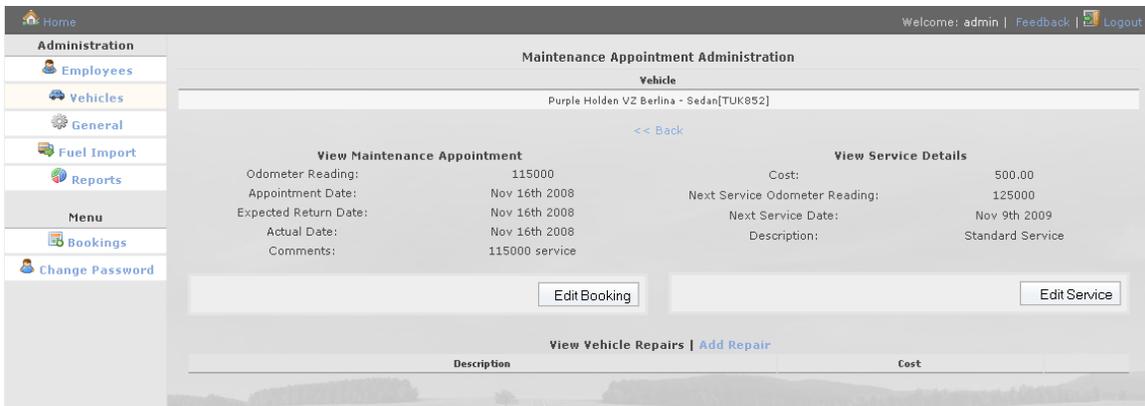
18. Enter the required information as follows:

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

19. Once completed, press  and the following screen loads:



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

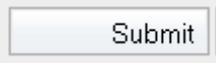


21. To add repairs, select [Add Repair](#) or return to [Home](#) or [Logout](#). If you add repairs, the following screen will load:

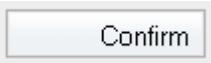
The screenshot shows a web application interface for 'Service/Repair Administration'. On the left is a navigation menu with options: Home, Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area is titled 'Service/Repair Administration' and 'Vehicle' with the specific vehicle 'Purple Holden VZ Berlina - Sedan[TUK852]'. Below this is a table header for 'New Vehicle Repairs' with columns 'Description' and 'Cost'. To the right of the table are three input fields: 'Agent*' (a dropdown menu with 'Select -->' selected), 'Cost*' (a text box containing '0'), and 'Description*' (a large text area). At the bottom right are three buttons: 'Submit', 'Reset', and 'Back'. The top right corner of the page shows 'Welcome: admin | Feedback | Logout'.

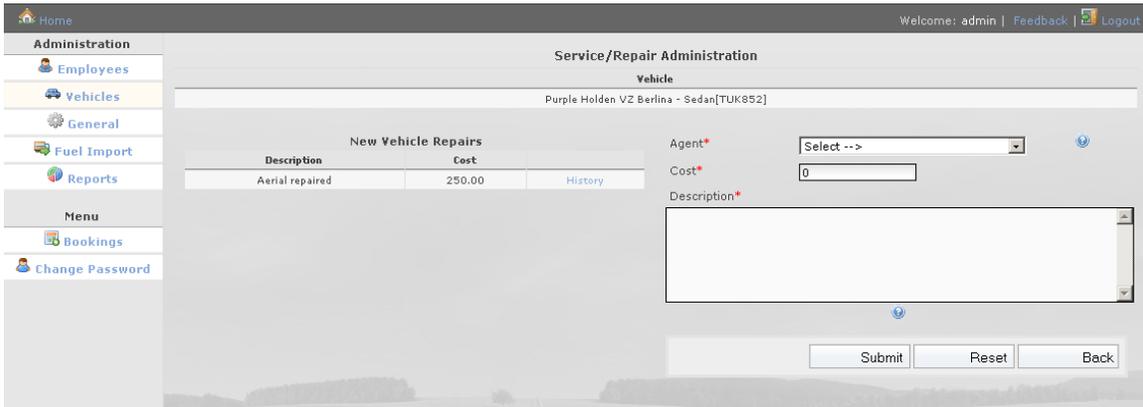
22. Enter the required information as follows:

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

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



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



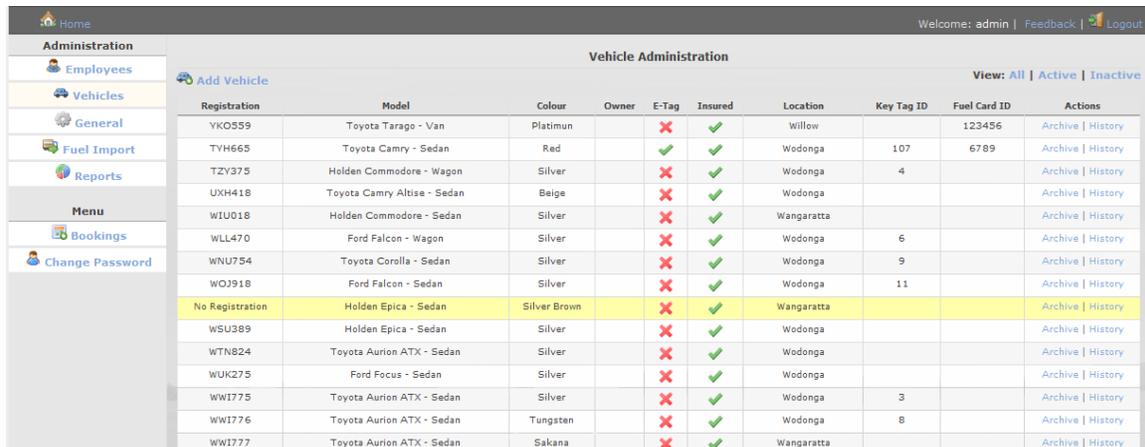
25. From here you can add additional repairs or return to  or



Fuel Usage

Fuel usage can be uploaded through  **Fuel Import** 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:

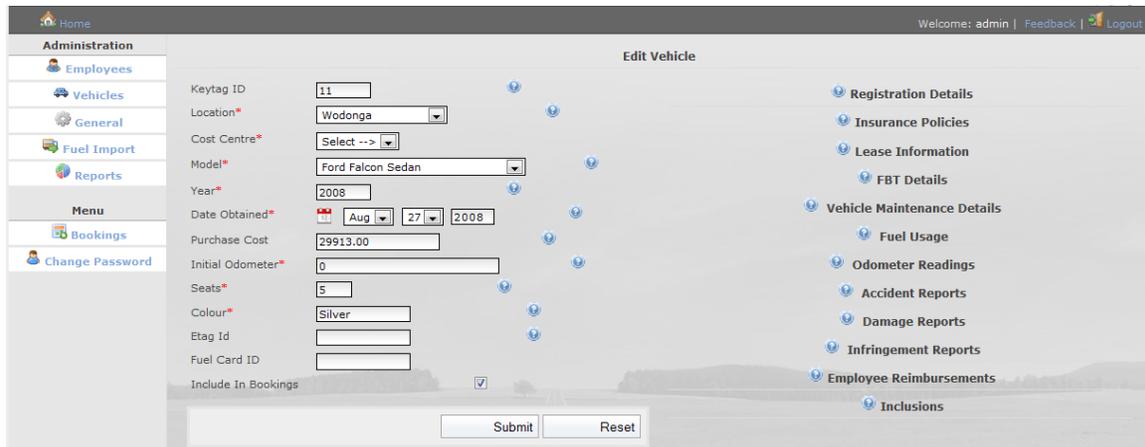
1. Locate and select the vehicle in the below screen:



The screenshot shows the 'Vehicle Administration' interface. On the left is a navigation menu with options like Home, Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main area displays a table of vehicles with columns for Registration, Model, Colour, Owner, E-Tag, Insured, Location, Key Tag ID, Fuel Card ID, and Actions. The row for 'No Registration' is highlighted in yellow.

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YK0559	Toyota Tarago - Van	Platinum		✗	✓	Willow		123456	Archive History
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZ375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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

2. The following screen loads:



The screenshot shows the 'Edit Vehicle' form. The left sidebar contains the same navigation menu as the previous screen. The main form area contains fields for: Keytag ID (11), Location (Wodonga), Cost Centre (Select -->), Model (Ford Falcon Sedan), Year (2008), Date Obtained (Aug 27, 2008), Purchase Cost (29913.00), Initial Odometer (0), Seats (5), Colour (Silver), Etag Id, Fuel Card ID, and a checkbox for 'Include In Bookings'. A sidebar on the right lists various vehicle-related details like Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions. At the bottom are 'Submit' and 'Reset' buttons.

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

Home Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles**
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Edit Vehicle

Keytag ID:

Location*:

Cost Centre*:

Model*:

Year*:

Date Obtained*:

Purchase Cost:

Initial Odometer*:

Seats*:

Colour*:

Etag Id:

Fuel Card ID:

Include In Bookings:

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
- Fuel Usage**
- Odometer Readings
- Accident Reports
- Damage Reports

Month	Litres	Cost
February, 2009	44	53.88
January, 2009	85	92.69
December, 2008	184	194.11
November, 2008	245	308.58
October, 2008	179	266.12

[View All Fuel Usage...](#)

4. Select [View All Fuel Usage...](#) and the following screen is displayed:

Home Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles**
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Fuel Usage

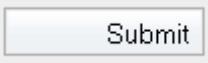
Vehicle: Silver Ford Falcon - Sedan[WOJ918]

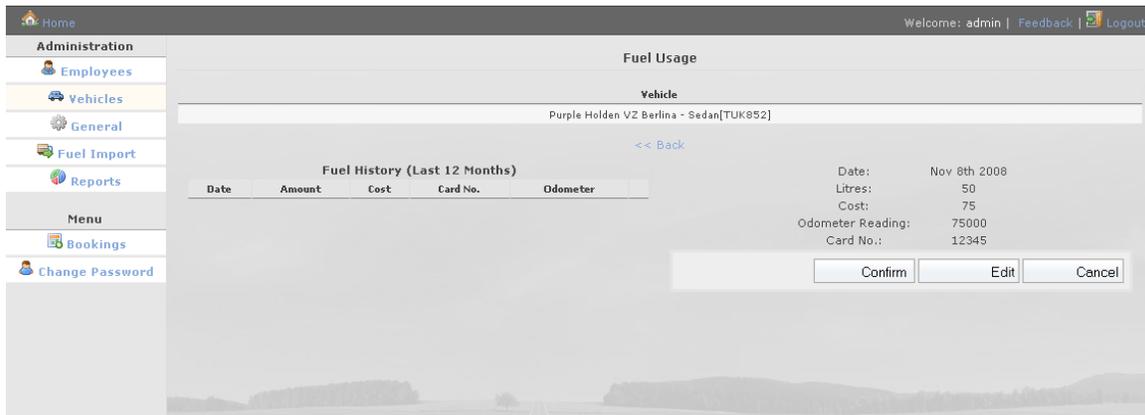
[<< Back](#)

Fuel History (Last 12 Months)					New Fuel Data	
Date	Amount	Cost	Card No.	Odometer	Litres*	Cost*
					<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="Select -->"/> <input type="text" value="Oct"/> <input type="text" value="15"/> <input type="text" value="2011"/>	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

5. Enter the required information as follows:

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

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



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

Home | Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles**
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Fuel Usage

Vehicle
Purple Holden VZ Berlina - Sedan[TUK852]

<< Back

Date	Amount	Cost	Card No.	Odometer	
Nov 8th 2008	50	75.00	12345	75000	History

New Fuel Data

Litres*

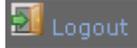
Cost*

Odometer Reading*

Card No.*

Fuel Date*

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



Odometre Readings

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

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

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YK0559	Toyota Tarago - Van	Platinum		✗	✓	Willow		123456	Archive History
TVH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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

2. The following screen loads:

Edit Vehicle

Keytag ID:

Location*:

Cost Centre*:

Model*:

Year*:

Date Obtained*:

Purchase Cost:

Initial Odometer*:

Seats*:

Colour*:

Etag Id:

Fuel Card ID:

Include In Bookings:

- Registration Details
- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details
 - Fuel Usage
 - Odometer Readings
 - Accident Reports
 - Damage Reports
 - Infringement Reports
 - Employee Reimbursements
 - Inclusions

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

Home Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles**
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Edit Vehicle

Keytag ID:

Location*:

Cost Centre*:

Model*:

Year*:

Date Obtained*:

Purchase Cost:

Initial Odometer*:

Seats*:

Colour*:

Etag Id:

Fuel Card ID:

Include In Bookings:

[Registration Details](#)
[Insurance Policies](#)
[Lease Information](#)
[FBT Details](#)
[Vehicle Maintenance Details](#)
[Fuel Usage](#)
[Odometer Readings](#)
[Accident Reports](#)
[Damage Reports](#)
[Infringement Reports](#)
[Employee Reimbursements](#)

4. Select [View Odometre Readings...](#) to enter odometer readings and the following screen loads:

Home Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles**
- General
- Fuel Import
- Reports

Menu

- Bookings
- Change Password

Odometer History

Vehicle
Purple Holden VZ Berlina - Sedan[TUK852]

<< Back | Add Odometer Reading

Odometer Readings			
Reading Start	Reading End	Date Start	Date End

New Odometer Reading

Employee*:

Department*:

Reading Start*:

Reading End*:

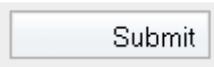
Date Start*:

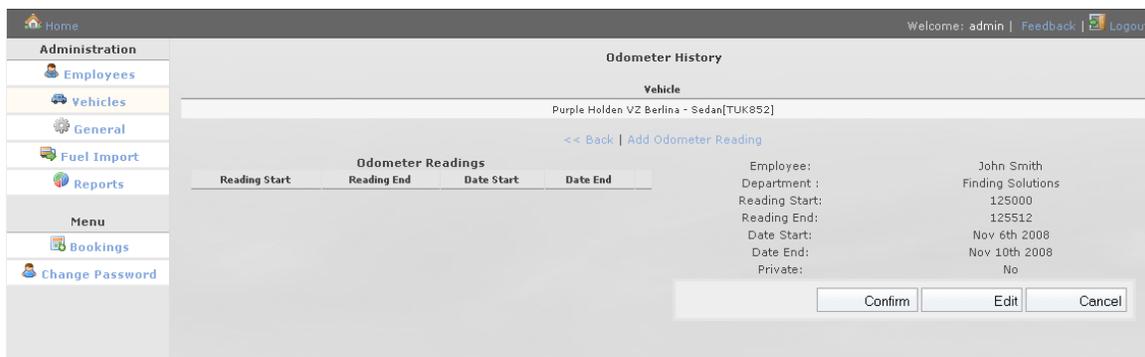
Date End*:

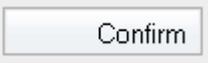
Private:

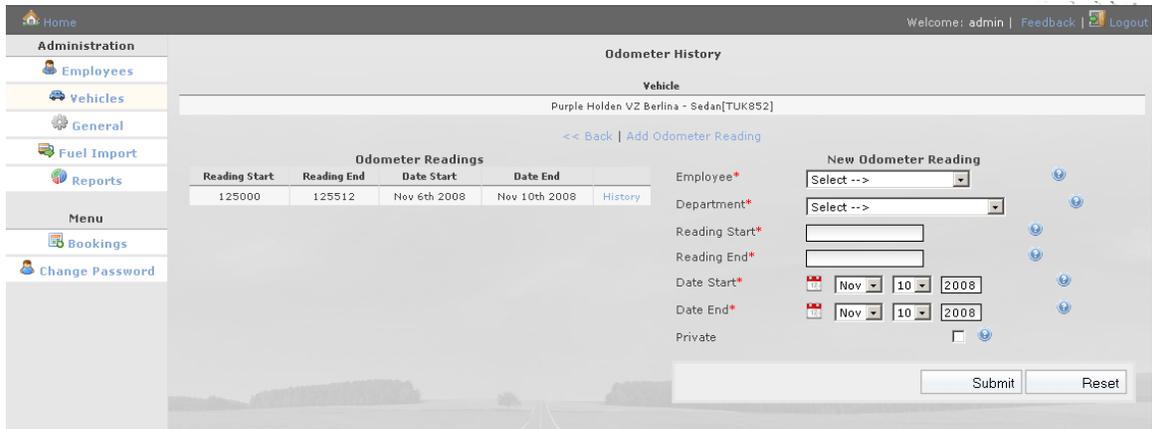
5. Enter the required information as follows:

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

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



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



The screenshot shows a web application interface for managing vehicle odometer readings. The page title is "Odometer History". The vehicle information is "Purple Holden VZ Berlina - Sedan[TUK852]". There is a navigation menu on the left with options like Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area is divided into two sections: "Odometer Readings" and "New Odometer Reading".

Reading Start	Reading End	Date Start	Date End	History
125000	125512	Nov 6th 2008	Nov 10th 2008	History

The "New Odometer Reading" form includes the following fields:

- Employee* (Dropdown menu)
- Department* (Dropdown menu)
- Reading Start* (Text input)
- Reading End* (Text input)
- Date Start* (Date picker: Nov, 10, 2008)
- Date End* (Date picker: Nov, 10, 2008)
- Private (Checkbox)

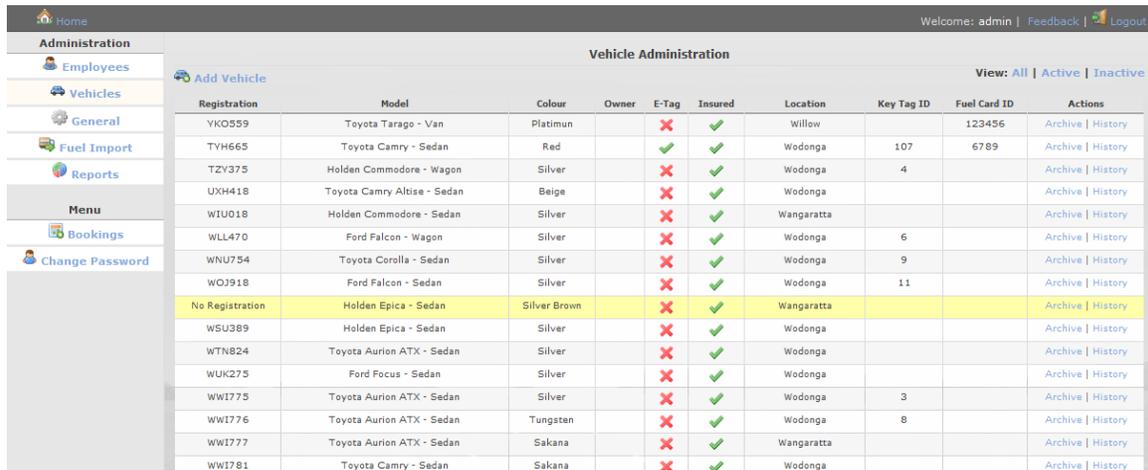
Buttons for "Submit" and "Reset" are located at the bottom right of the form.

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

Accident Reports

Accident reports are entered when a vehicle has been involved in an accident. Organisational procedures should also be followed for recording the incident.

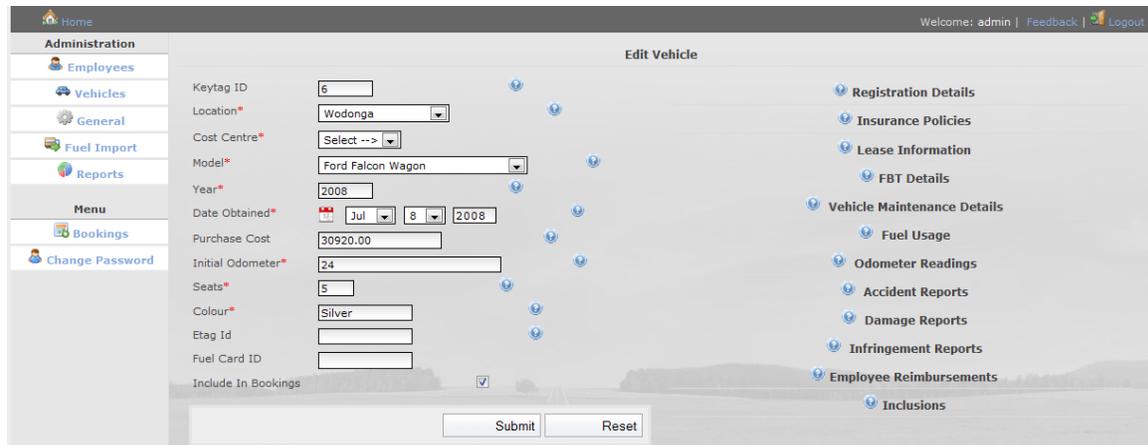
1. Locate and select the vehicle in the below screen:



The screenshot shows the 'Vehicle Administration' interface. On the left is a navigation menu with options like Home, Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main area displays a table of vehicles with columns for Registration, Model, Colour, Owner, E-Tag, Insured, Location, Key Tag ID, Fuel Card ID, and Actions. The row for 'No Registration' is highlighted in yellow.

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YK0559	Toyota Tarago - Van	Platinum		✗	✓	Willow		123456	Archive History
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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
WW1775	Toyota Aurion ATX - Sedan	Silver		✗	✓	Wodonga	3		Archive History
WW1776	Toyota Aurion ATX - Sedan	Tungsten		✗	✓	Wodonga	8		Archive History
WW1777	Toyota Aurion ATX - Sedan	Sakana		✗	✓	Wangaratta			Archive History
WW1781	Toyota Camry - Sedan	Sakana		✗	✓	Wodonga			Archive History

2. The following screen is displayed:

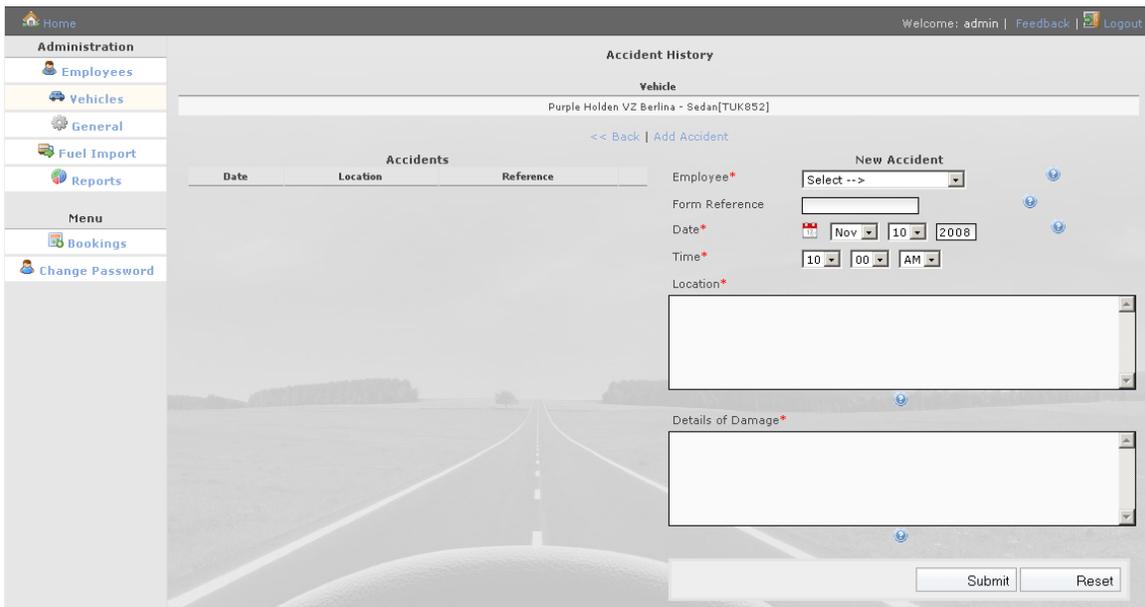


The screenshot shows the 'Edit Vehicle' form. The left sidebar menu is the same as in the previous screenshot. The main form area contains fields for Keytag ID (5), Location (Wodonga), Cost Centre (Select -->), Model (Ford Falcon Wagon), Year (2008), Date Obtained (Jul 8, 2008), Purchase Cost (30920.00), Initial Odometer (24), Seats (5), Colour (Silver), Etag ID, Fuel Card ID, and an 'Include In Bookings' checkbox (checked). A sidebar on the right lists various report types: Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions. At the bottom are 'Submit' and 'Reset' buttons.

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

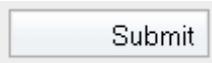


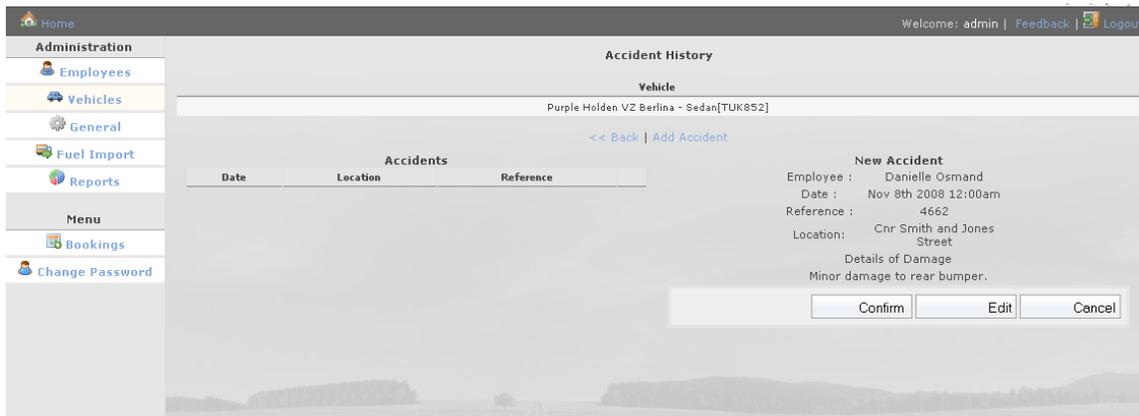
4. Select [View/Edit Accident Details...](#) to record an accident and the following screen is displayed:

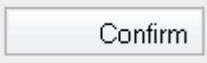


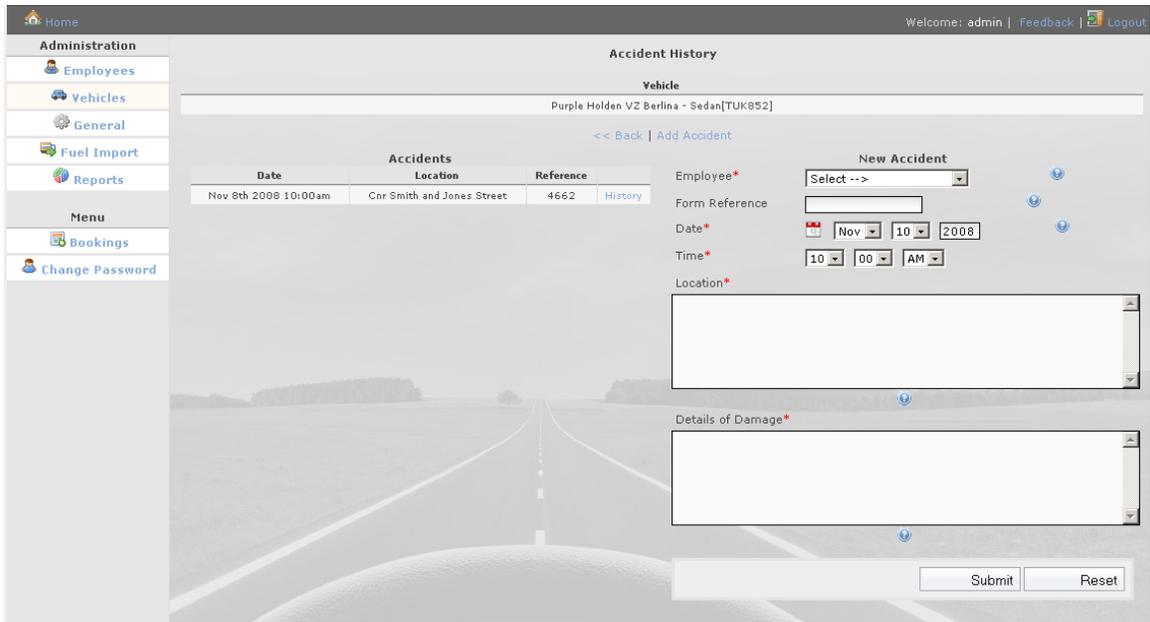
5. Enter the required information as follows:

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

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



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



The screenshot shows a web application interface for managing accident history. The page title is "Accident History". At the top right, it says "Welcome: admin | Feedback | Logout". On the left, there is a navigation menu with options: Administration, Employees, Vehicles (highlighted), General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area is titled "Vehicle" and shows "Purple Holden VZ Berlina - Sedan[TUK852]". Below this, there is a table of accidents:

Date	Location	Reference	
Nov 8th 2008 10:00am	Cnr Smith and Jones Street	4662	History

Below the table, there are links for "<< Back" and "Add Accident". To the right, there is a "New Accident" form with the following fields:

- Employee* (Dropdown menu: Select -->)
- Form Reference (Text input)
- Date* (Date picker: Nov 10 2008)
- Time* (Time picker: 10:00 AM)
- Location* (Text area)
- Details of Damage* (Text area)

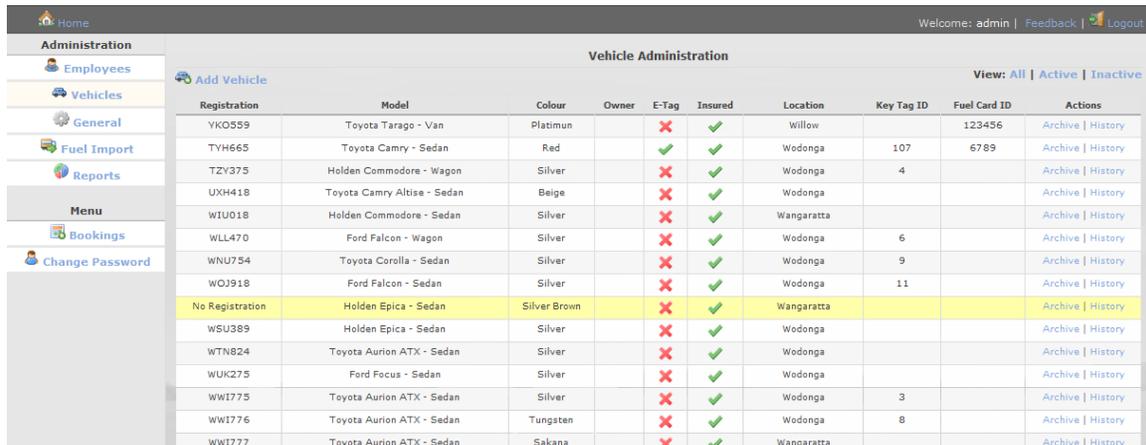
At the bottom right of the form, there are "Submit" and "Reset" buttons. The background of the page features a blurred image of a road stretching into the distance.

8. Enter additional accident reports for this vehicle or return to  or 

Damage Reports

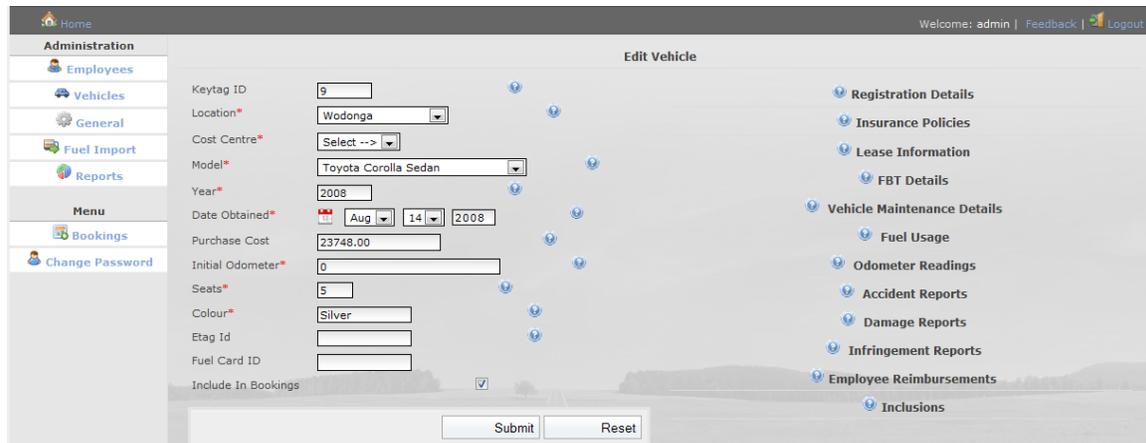
Damage reports are entered when a vehicle has sustained damage, not necessarily through an accident.

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



Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YKO559	Toyota Tarago - Van	Platimun		✗	✓	Willow		123456	Archive History
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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

2. The following screen loads:



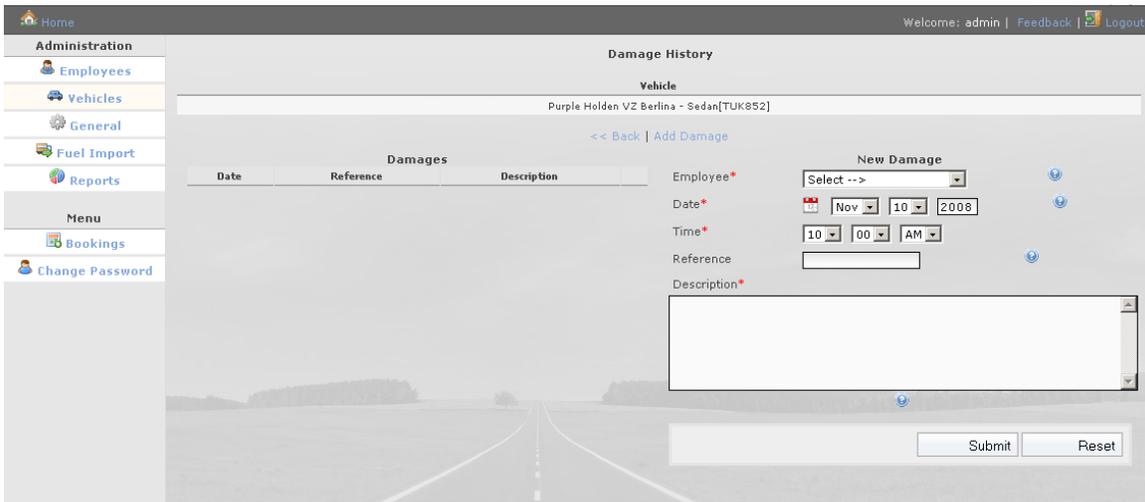
Registration Details

- Insurance Policies
- Lease Information
- FBT Details
- Vehicle Maintenance Details**
- Fuel Usage
- Odometer Readings
- Accident Reports
- Damage Reports**
- Infringement Reports
- Employee Reimbursements
- Inclusions

3. Select **Damage Reports** and the following loads:

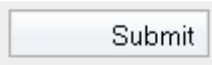


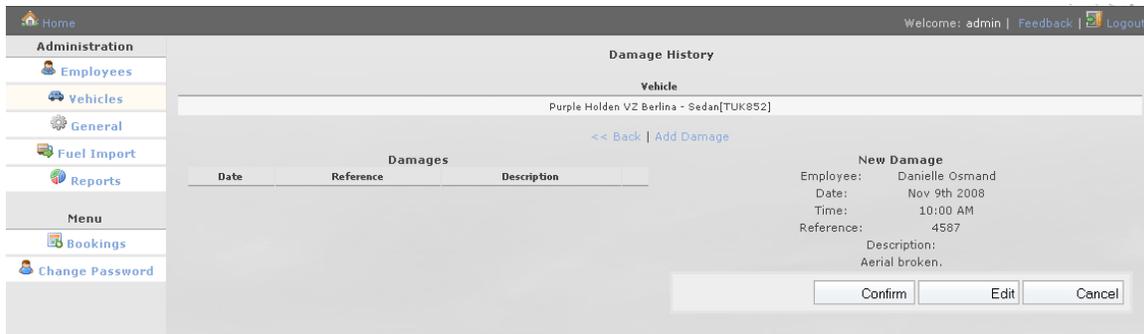
4. Select [View/Edit Damage Details...](#) to add new vehicle damage and the following screen appears:



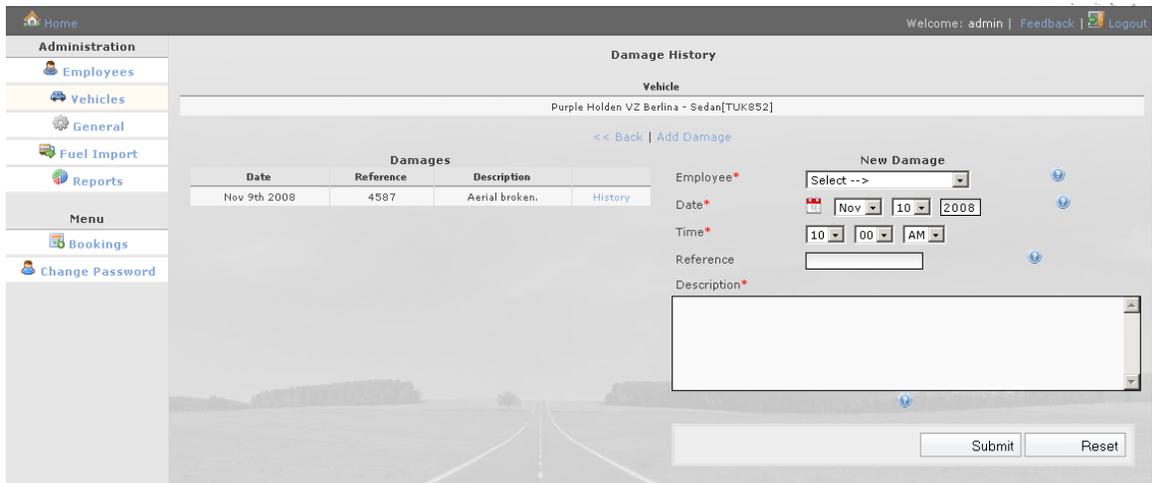
5. Enter the required information as follows:

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

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



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



Home Administration Employees Vehicles General Fuel Import Reports Menu Bookings Change Password

Welcome: admin | Feedback | Logout

Damage History

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

<< Back | Add Damage

Date	Reference	Description	
Nov 9th 2008	4587	Aerial broken.	History

New Damage

Employee*

Date*

Time*

Reference

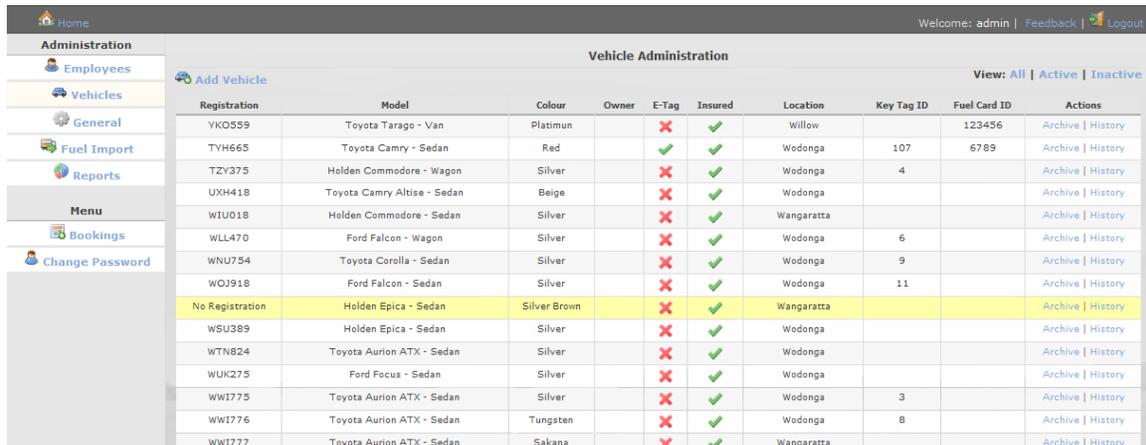
Description*

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

Infringement Reports

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

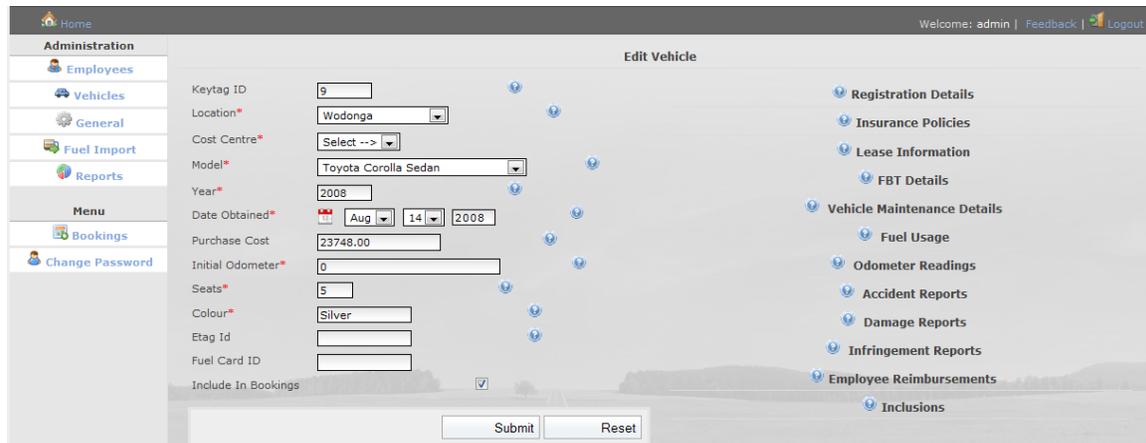
1. Locate and select the vehicle in the below screen:



The screenshot shows the 'Vehicle Administration' interface. On the left is a navigation menu with options like Home, Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main area displays a table of vehicles with columns for Registration, Model, Colour, Owner, E-Tag, Insured, Location, Key Tag ID, Fuel Card ID, and Actions. The row for 'No Registration' (Holden Epica - Sedan) is highlighted in yellow.

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YKO559	Toyota Tarago - Van	Platinum		✗	✓	Willow		123456	Archive History
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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

2. The following screen loads:

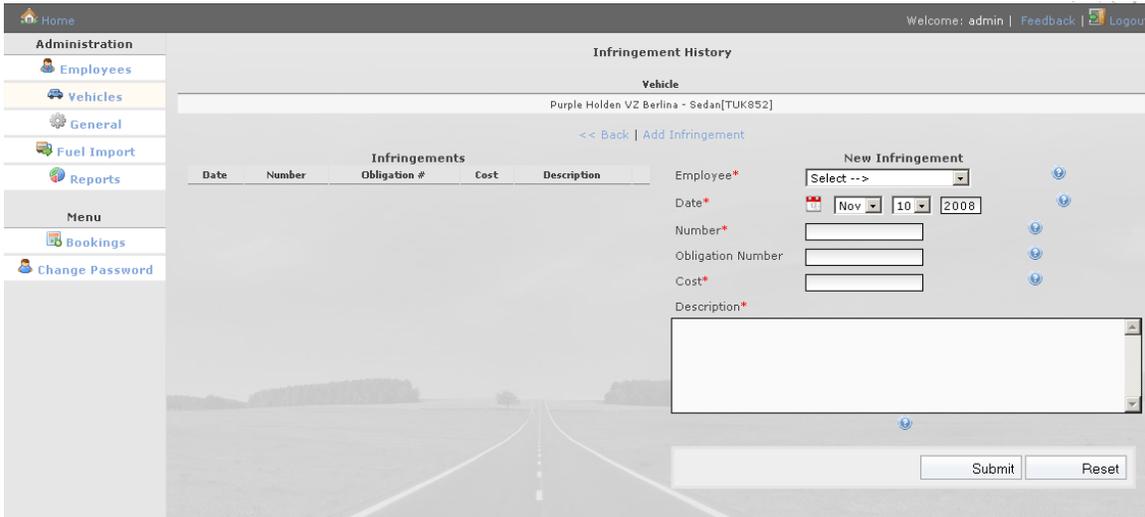


The screenshot shows the 'Edit Vehicle' form. The left navigation menu is the same as in the previous screenshot. The main area contains a form with fields for Keytag ID (9), Location (Wodonga), Cost Centre (Select -->), Model (Toyota Corolla Sedan), Year (2008), Date Obtained (Aug 14 2008), Purchase Cost (23748.00), Initial Odometer (0), Seats (5), Colour (Silver), Etag Id, and Fuel Card ID. There is a checkbox for 'Include In Bookings'. On the right, there is a list of links for various details: Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions. At the bottom are 'Submit' and 'Reset' buttons.

3. Select [Infringement Reports](#) and the following loads:



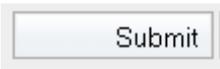
4. Select [View/Edit Infringement Details...](#) to enter a new infringement record and the following screen loads:

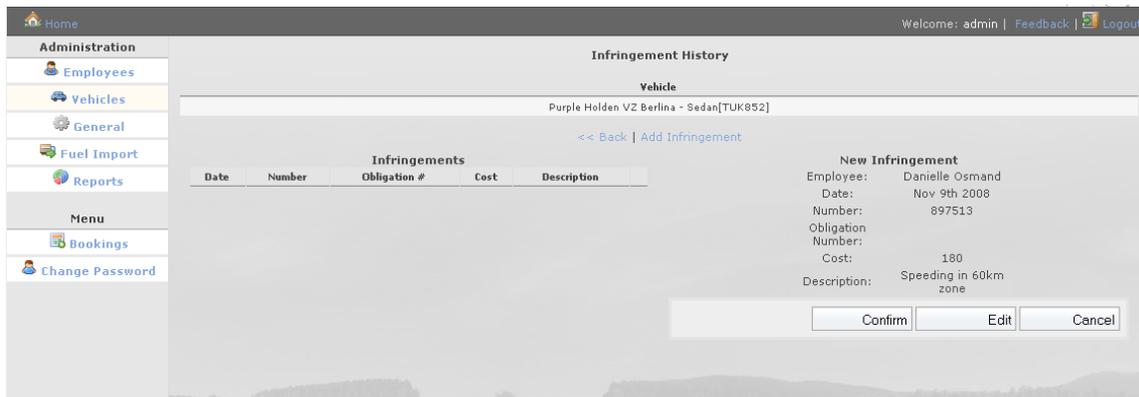


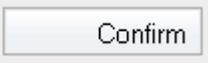
5. Enter the required information as follows:

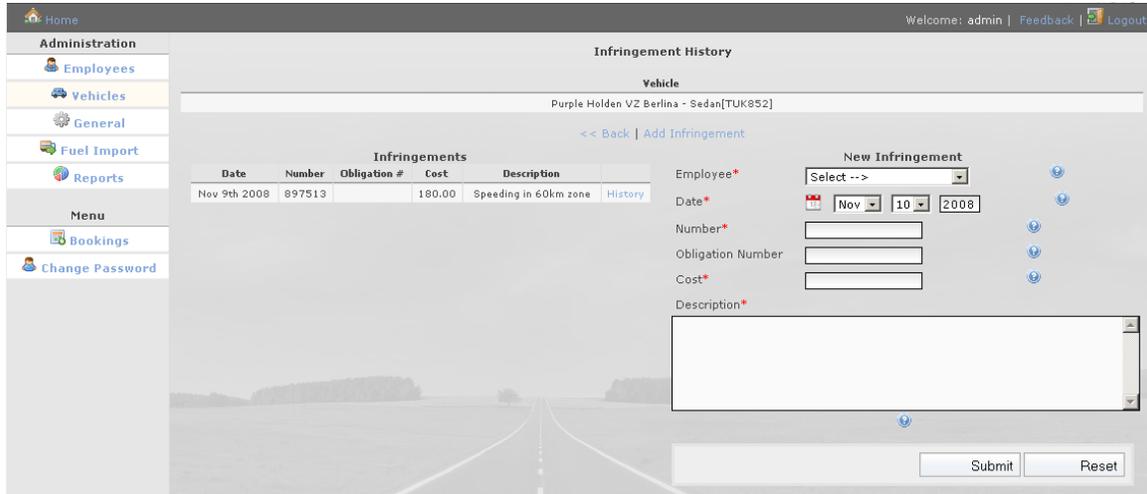
Employee*	Select the employee driving the vehicle at the time from the drop down list: Example: John Smith
Date*	Enter the date the infringement occurred: Example: Oct 10 2006
Number*	Enter the infringement number quotes on the fine Example: 6789006
Obligation Number	Enter the obligation number listed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

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

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



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



The screenshot displays the 'Infringement History' page for a vehicle. The vehicle information is 'Purple Holden VZ Berlina - Sedan[TUK852]'. The 'Infringements' table shows one entry:

Date	Number	Obligation #	Cost	Description	History
Nov 9th 2008	897513		180.00	Speeding in 60km zone	

The 'New Infringement' form contains the following fields:

- Employee*: Select -->
- Date*: Nov 10 2008
- Number*: [Empty]
- Obligation Number: [Empty]
- Cost*: [Empty]
- Description*: [Empty]

Buttons: Submit, Reset

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

Employee Reimbursements

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

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

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions
YKO559	Toyota Tarago - Van	Platimun		✗	✓	Willow		123456	Archive History
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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

2. The following screen loads:

Keytag ID: 9
 Location: Wodonga
 Cost Centre: Select -->
 Model: Toyota Corolla Sedan
 Year: 2008
 Date Obtained: Aug 14 2008
 Purchase Cost: 23748.00
 Initial Odometer: 0
 Seats: 5
 Colour: Silver
 Etag Id:
 Fuel Card ID:
 Include In Bookings:

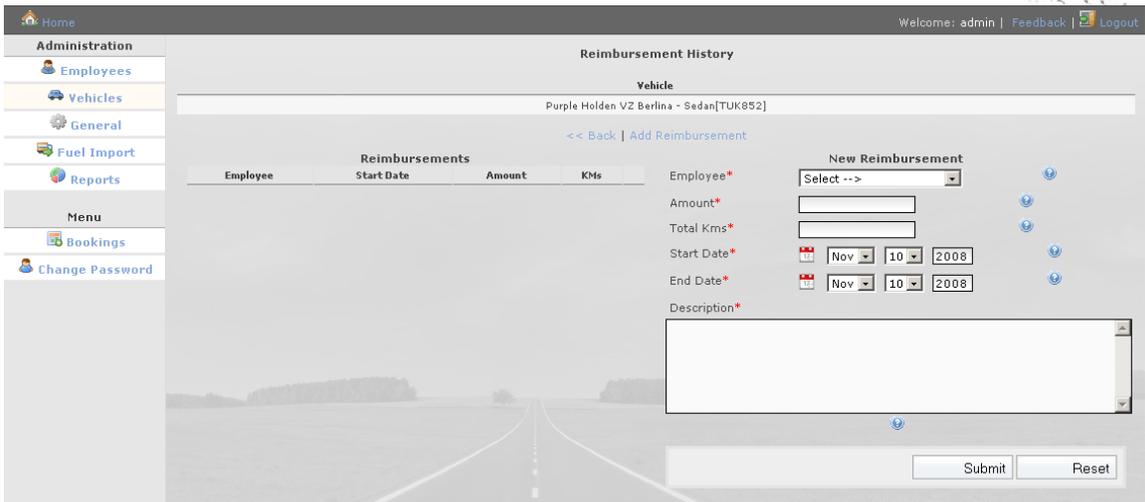
Registration Details
 Insurance Policies
 Lease Information
 FBT Details
 Vehicle Maintenance Details
 Fuel Usage
 Odometer Readings
 Accident Reports
 Damage Reports
 Infringement Reports
 Employee Reimbursements
 Inclusions

Submit Reset

3. Select Employee Reimbursements and the following loads:



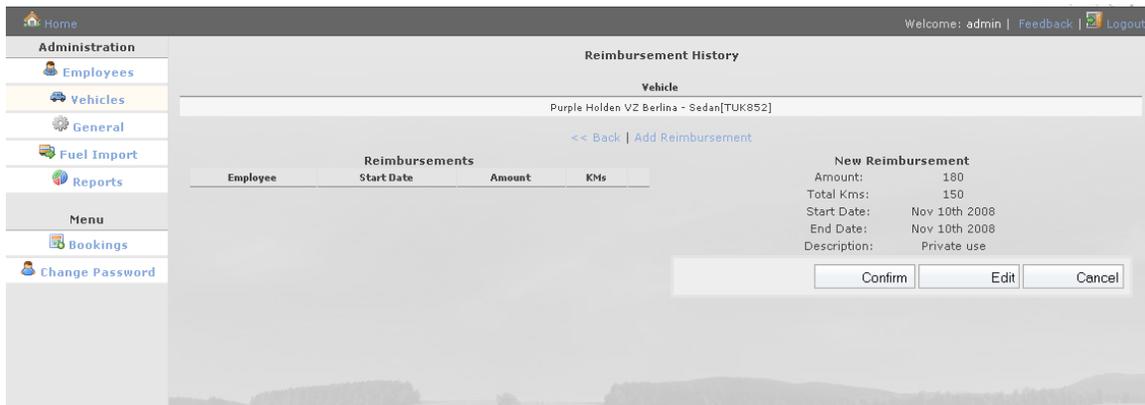
- Select [View/Edit Employee Reimbursements...](#) to add an employee reimbursement and the following screen loads:

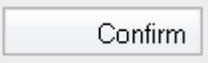


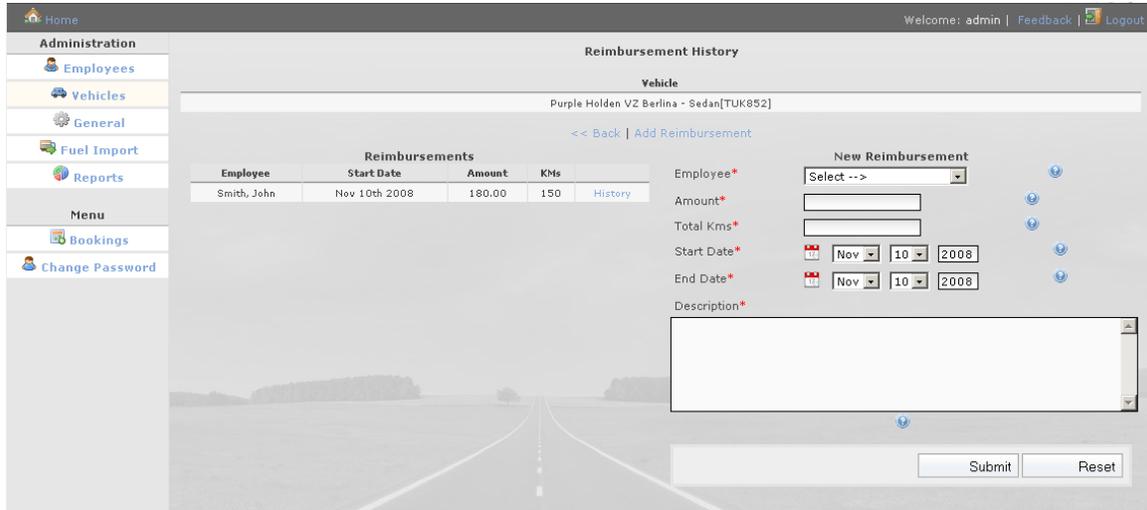
5. Enter the required information as follows:

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

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



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



The screenshot shows a web application interface for managing reimbursements. The page title is "Reimbursement History". At the top right, it says "Welcome: admin | Feedback | Logout". On the left, there is a navigation menu with options: Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area is titled "Vehicle" and shows "Purple Holden VZ Berlina - Sedan[TUK852]". Below this, there is a table of reimbursements:

Employee	Start Date	Amount	KMs	
Smith, John	Nov 10th 2008	180.00	150	History

Below the table, there is a "New Reimbursement" form with the following fields:

- Employee* (Dropdown menu: Select -->)
- Amount* (Text input)
- Total Kms* (Text input)
- Start Date* (Date picker: Nov 10 2008)
- End Date* (Date picker: Nov 10 2008)
- Description* (Text area)

At the bottom right of the form, there are "Submit" and "Reset" buttons.

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

Archive a vehicle

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

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

Vehicle Administration										
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions	
YK0559	Toyota Tarago - Van	Platimun		✗	✓	Willow		123456	Archive History	
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History	
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History	
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History	
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History	
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History	
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History	
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History	
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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	

- Select the vehicle you wish to archive by clicking on the corresponding [Archive](#) button. The following screen will then load.

The screenshot shows a web application interface for archiving a vehicle. On the left is a navigation menu with options like 'Employees', 'Vehicles', 'General', 'Fuel Import', 'Reports', 'Bookings', and 'Change Password'. The main content area is titled 'Archive Vehicle' and contains a form with the following details:

- Year: 2005
- Date Obtained: 2005-05-26
- Reference: (empty)
- Initial Odometre: 0
- Seats: 5
- Colour: Blue
- E-tag: (empty)
- Sold or Traded*: Select -->
- Date Sold/Traded*: Nov 10 2008
- Sale/Trade Value*: (empty)
- Recipient*: (empty)

Buttons for 'Confirm' and 'Cancel' are located at the bottom right of the form.

- 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:  Nov  29  2006
Sold/trade value*	Enter the value you received for the sold or traded vehicle Example: 20000
Recipient*	Enter the recipient of the sold or traded vehicle Example: McCrae White, Wodonga

Once completed, select  and the following screen loads:

Vehicle Administration										
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Fuel Card ID	Actions	
YK0559	Toyota Tarago - Van	Platinum		✗	✓	Willow		123456	Archive History	
TYH665	Toyota Camry - Sedan	Red		✓	✓	Wodonga	107	6789	Archive History	
TZY375	Holden Commodore - Wagon	Silver		✗	✓	Wodonga	4		Archive History	
UXH418	Toyota Camry Altise - Sedan	Beige		✗	✓	Wodonga			Archive History	
WIU018	Holden Commodore - Sedan	Silver		✗	✓	Wangaratta			Archive History	
WLL470	Ford Falcon - Wagon	Silver		✗	✓	Wodonga	6		Archive History	
WNU754	Toyota Corolla - Sedan	Silver		✗	✓	Wodonga	9		Archive History	
WOJ918	Ford Falcon - Sedan	Silver		✗	✓	Wodonga	11		Archive History	
No Registration	Holden Epica - Sedan	Silver Brown		✗	✓	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	
WW1775	Toyota Aurion ATX - Sedan	Silver		✗	✓	Wodonga	3		Archive History	
WW1776	Toyota Aurion ATX - Sedan	Tungsten		✗	✓	Wodonga	8		Archive History	
WW1777	Toyota Aurion ATX - Sedan	Sakana		✗	✓	Wangaratta			Archive History	

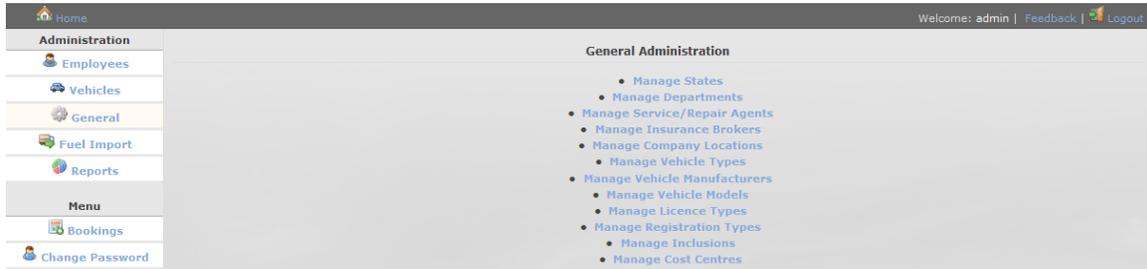
4. To view all archived vehicles, simply select the button in the top right hand corner titled 'inactive'. This will then only show archived vehicles.

5. Archive additional vehicles or return to  or 

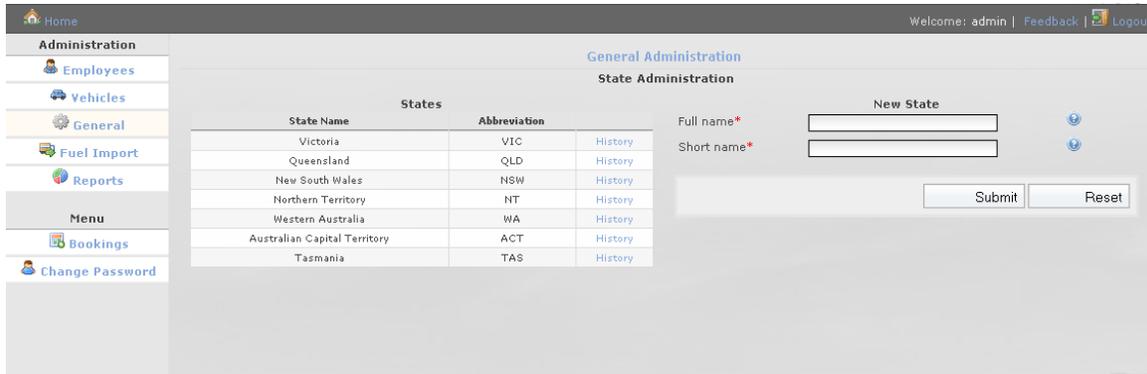
General Administration

Manage States

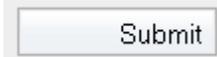
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



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



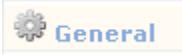
3. To add a new state, enter the required information and press



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

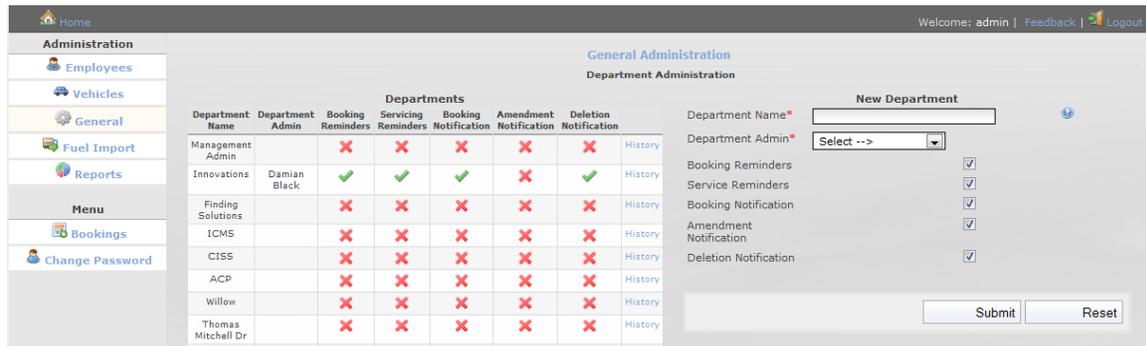


Manage Departments

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



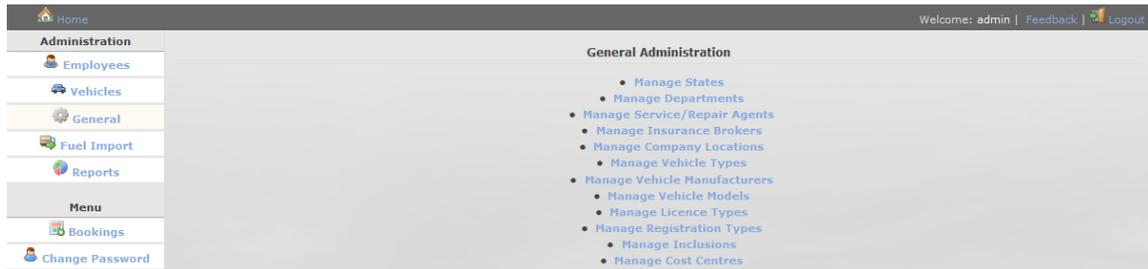
2. Select • **Manage Departments** and the following screen loads:



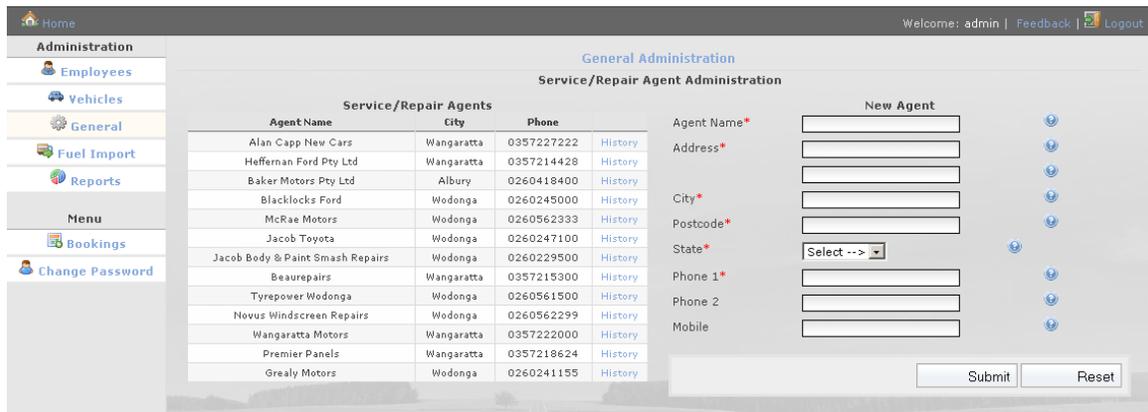
3. To add a new department, enter the department name,
4. Select the person responsible for the department's administration from the drop down menu of available employees,
5. Select the notifications that this department administrator should receive and press 
6. From here you can add additional departments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

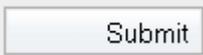
Manage Service/Repair Agents

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



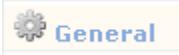
2. Select  and the following screen loads:



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

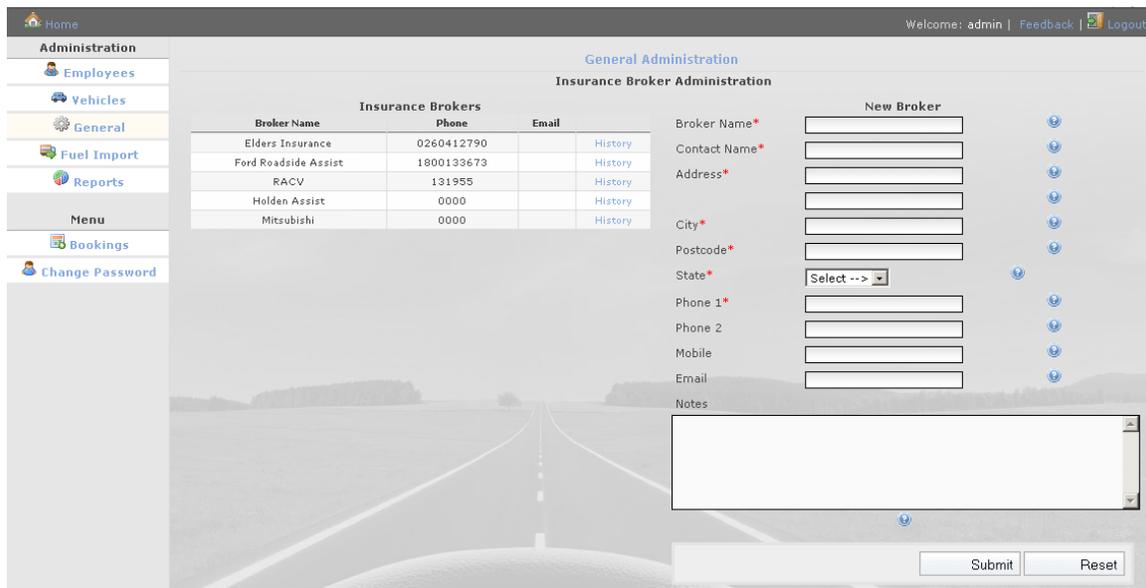
4. From here you can add additional agents or return to  or .

Manage Insurance Brokers

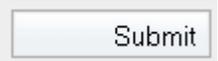
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



2. Select  and the following screen loads:



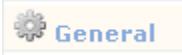
3. To add a new insurance broker, enter the required information and press



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

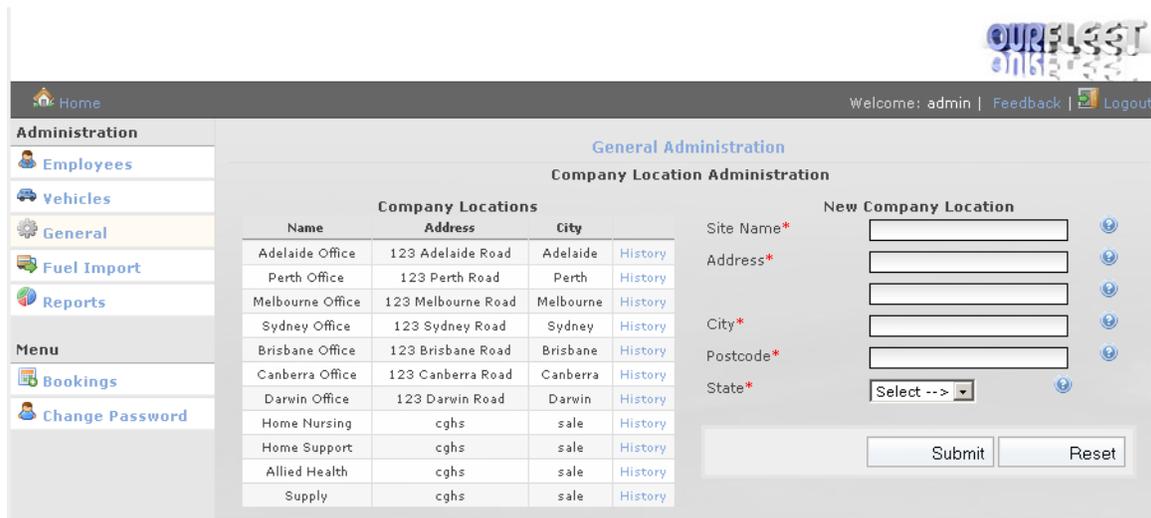


Manage Company Locations

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



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



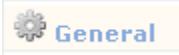
3. To add a new location, enter the required information and press

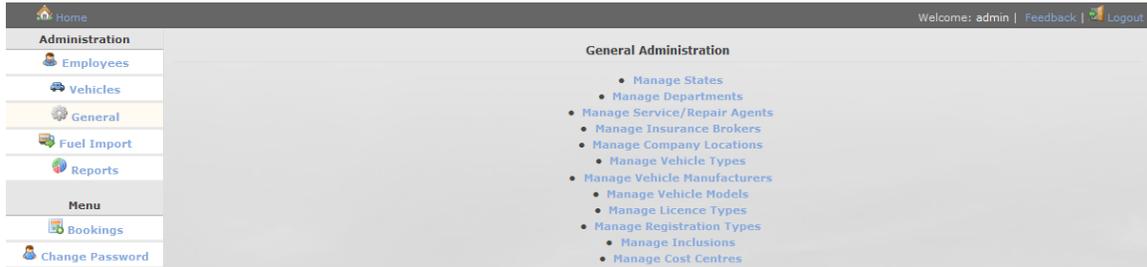


4. From here you can add additional locations or return to  or

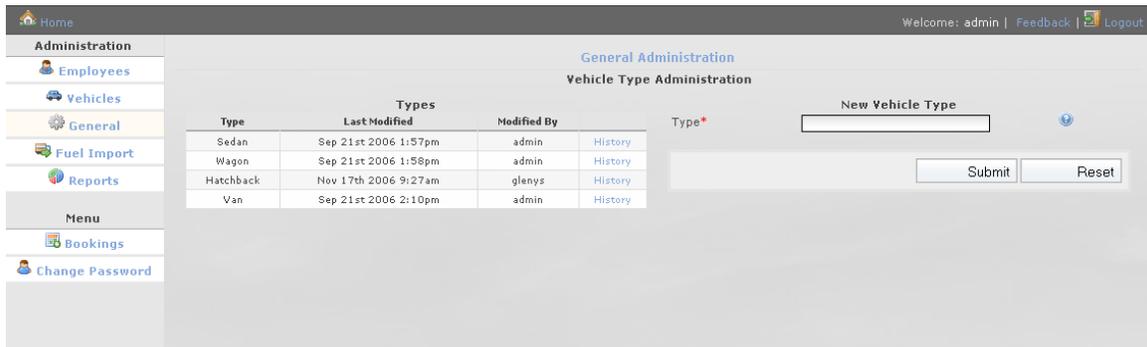


Manage Vehicle Types

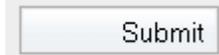
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



2. Select  and the following screen appears:



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

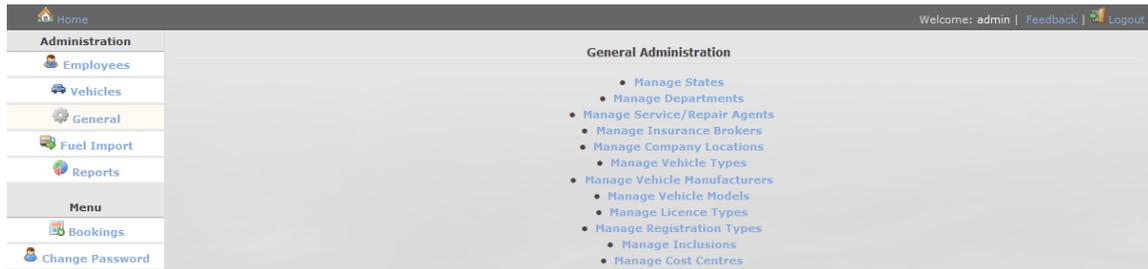


4. From here you can add additional vehicle types or return to  or

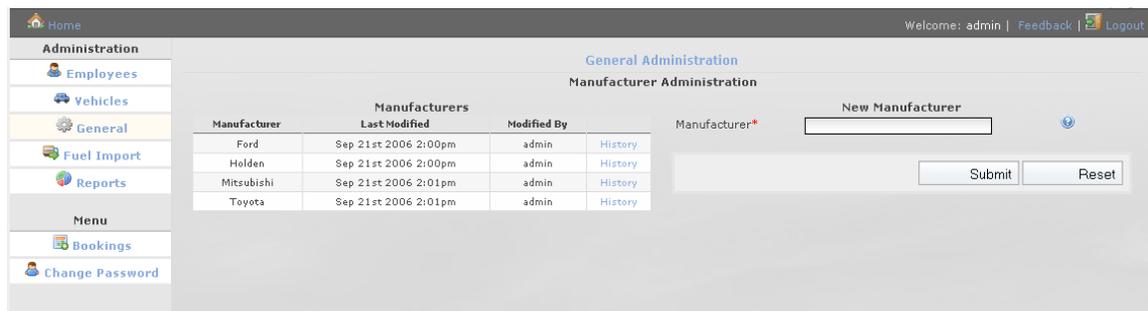


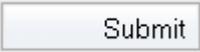
Manage Vehicle Manufacturers

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

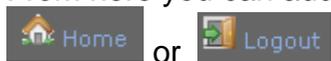


2. Select  and the following screen appears:



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

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

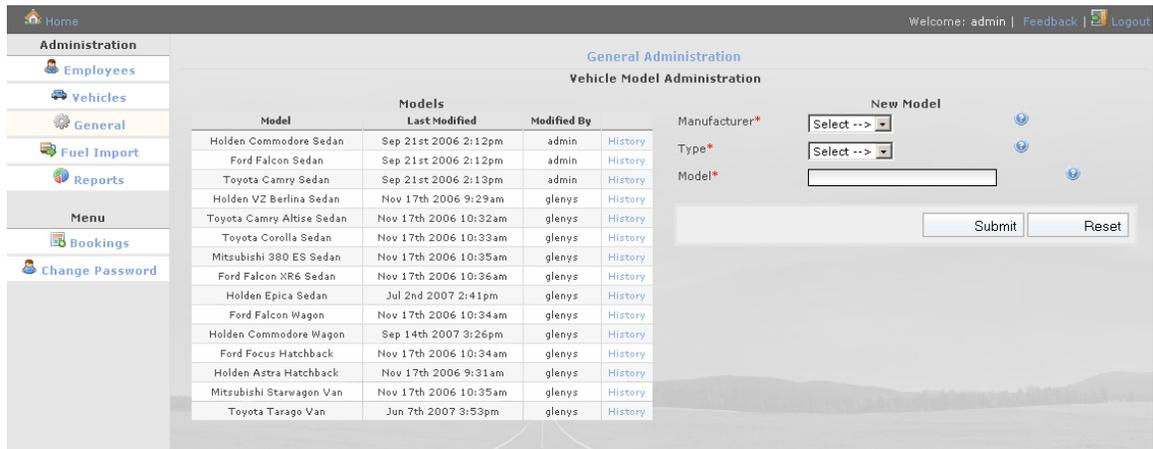


Manage Vehicle Models

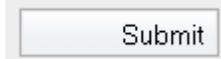
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



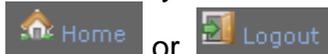
2. Select **Manage Vehicle Models** and the following screen loads:



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

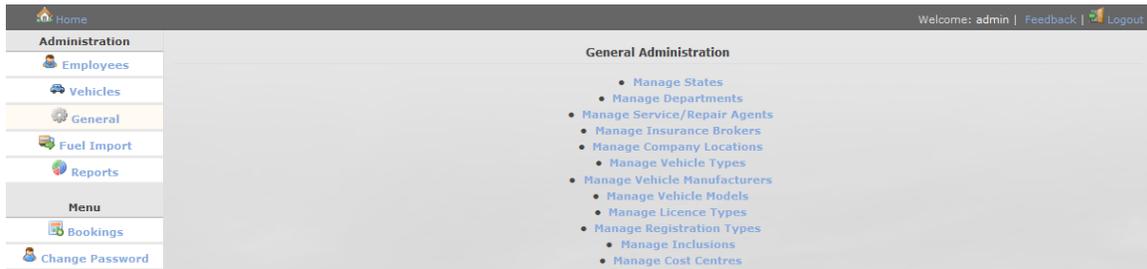


4. From here you can add additional vehicle models or return to

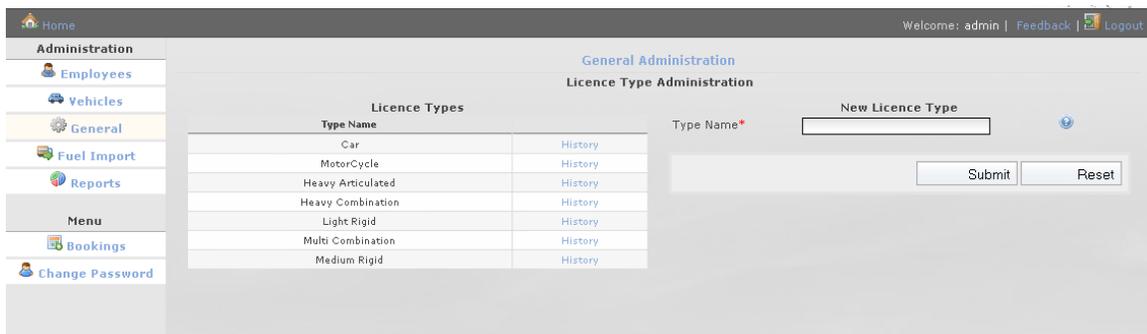


Manage Licence Types

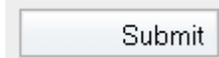
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



2. Select  and the following screen loads:



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

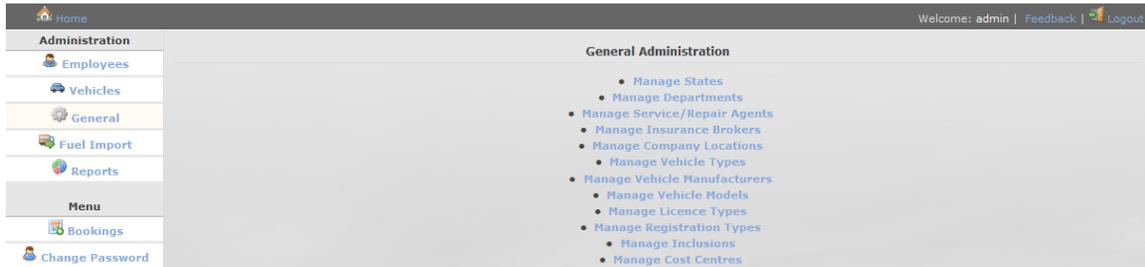


4. From here you can add additional licence types or return to  or

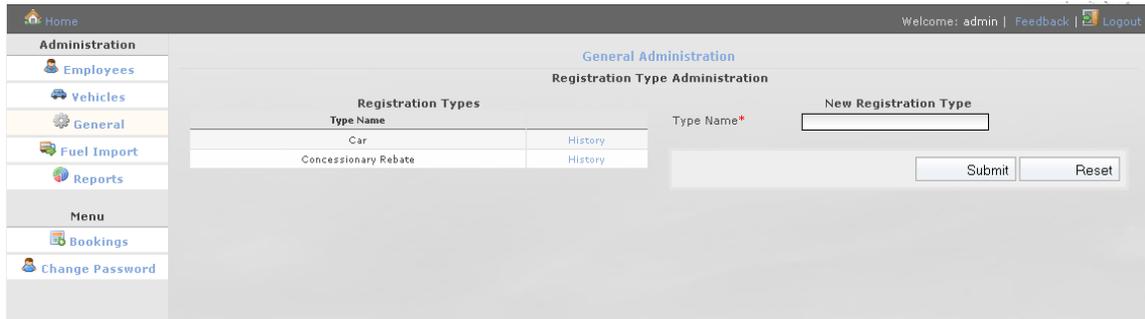


Manage Registration Types

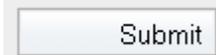
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



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



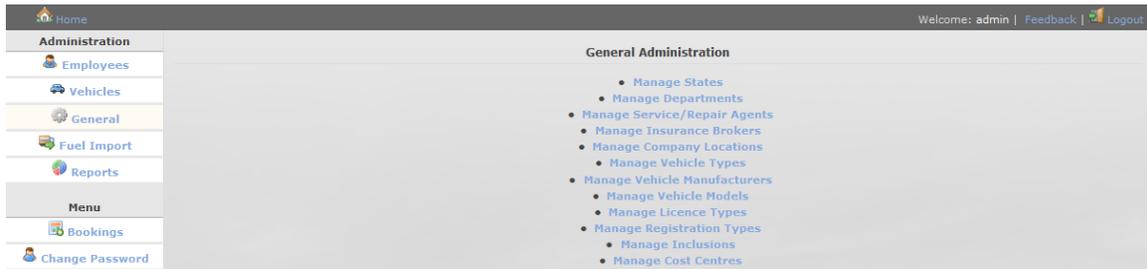
3. To add a new registration type, enter the required information and press



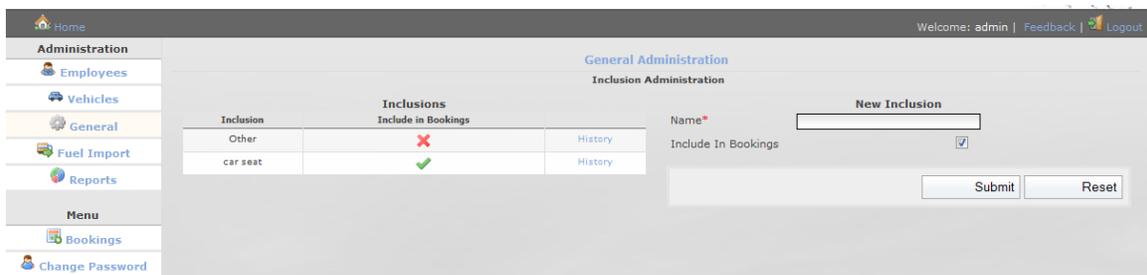
4. From here you can add additional registration types or return to  Home
or  Logout

Manage Inclusions

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



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

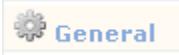


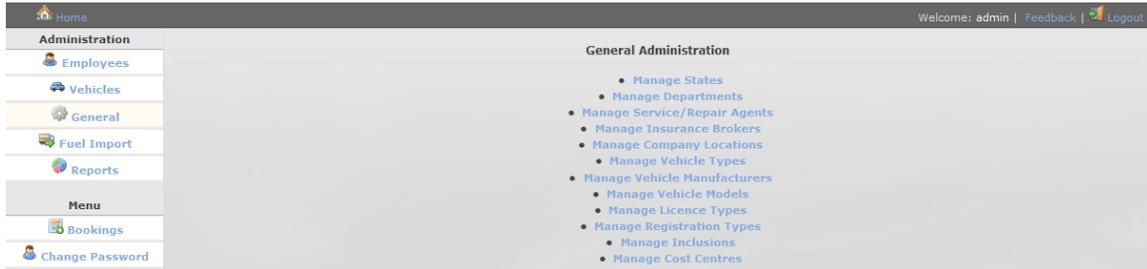
3. To add a new inclusion, enter the required information and press



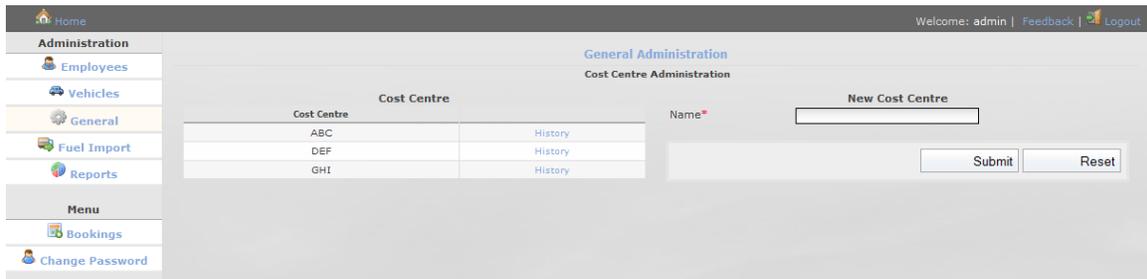
4. From here you can add additional vehicle inclusions or return to  Home
or  Logout

Manage Cost Centres

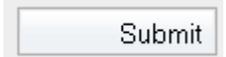
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



2. Select  and the following screen loads:



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  or



Import Fuel Spend Report

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

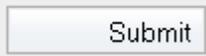
1. Log into OurFleet as an Administrator. In the Administrator menu select



and the following screen opens:

The screenshot shows a web application interface for 'Fuel Usage Import'. On the left is a navigation menu with categories: Administration (Employees, Vehicles, General, Fuel Import, Reports), Menu (Bookings, Change Password), and a Home link. The main content area is titled 'Fuel Usage Import' and includes a 'Load known CSV type' dropdown set to 'Shell'. Below this is a 'Select CSV File:' field with a 'Browse...' button. A checkbox labeled 'CSV includes Column Headings' is present. A table maps 'Format Fieldnames' to 'Column' headers, with each row having a 'Select -->' dropdown and a help icon. At the bottom are 'Submit' and 'Reset' buttons.

Format Fieldnames	Column
Registration Number	Select -->
Fuel Quantity	Select -->
Cost (Including GST)	Select -->
Card Number	Select -->
Transaction Date	Select -->
Reference / Receipt Number	Select -->
Odometer Reading	Select -->

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

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

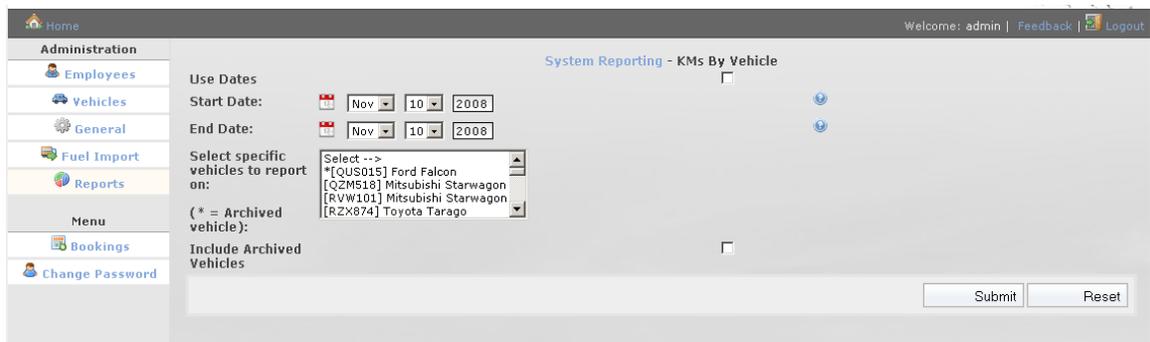
3. Ensure the number of rows stored matches your .csv file and select [Import another CSV File](#) to import another file or return to  or .
-

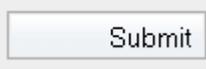
Running a Report

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



2. Select the report you would like to run by clicking on the report name. The following screen will open depending upon the report selected:



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

[Download This Report as a CSV\(E\)](#)

Kilometres By Vehicle

Vehicle ID	Registration Number	Manufacturer	Model	Total Kilometers	Total Kilometers - Fuel	Fuel lms Min	Fuel lms 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	TFO491	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	UFO692	Ford	Falcon	38601	38231	370	38601	0
17	TTY643	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

4. The report can be printed from this screen by selecting  on the toolbar or the file can be saved as .csv for data manipulation. To save the file, click on , save the file and open in Excel.

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

Home Welcome: admin | Feedback | Logout

Administration

- Employees
- Vehicles
- General
- Fuel Import
- Reports
- Menu
- Bookings
- Change Password

System Reporting - KMs By Vehicle

Use Dates

Start Date:

End Date:

Select specific vehicles to report on:
 * [QUS015] Ford Falcon
 [QZM518] Mitsubishi Starwagon
 [RVW101] Mitsubishi Starwagon
 [RZX874] Toyota Tarago

(* = Archived vehicle):

Include Archived Vehicles

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