

FleetWise VB Documentation

Version 7

All About Computers, Inc.
1929 Greenwood Avenue
Jacksonville, FL 32205
(800) 296-2609

www.fleetwisevb.com

Copyright © All About Computers, Inc. 2000-2024
All Rights Reserved

Table of Contents

Contents

Login Window	7
FleetWise VB Desktop.....	8
Forms	9
Empty Browse Form.....	9
Browse Search Control.....	9
Browse Form with Records.....	11
Edit Form Mode	12
Delete Form	13
Preview Report Form	14
List Box Controls.....	14
Master Tables Forms.....	17
Assembly Code Form	17
Bin Shelf Code Form.....	18
Category Code Form	18
Class Code Form.....	18
Component Code Form.....	19
Condition Code Form	19
Cost Code Form.....	20
Customer Code Table.....	20
Department Code Form	21
Highway Tax Code Form	21
License Type Code Form	22
Location Code Form	22
Manufacturer Code Form	23
Model Code Form	23
Other Code Form	24
Part Code Form	25

PM Group Code Form	26
PM Group Schedule Form	26
Price Level Form	28
Reason Code Form	29
Repair Code Form	29
Tax Code Form	30
Terms Code Form	31
Tire Definition Code Form	31
Tire Location Code Form	31
Tire Manufacturer Code Form	32
Unit Status Code Form	32
Vendor Code Form	32
Violation Code Form	34
Employee Forms	35
Employee Master Form	35
Employee License Form	36
Payroll Time Form	37
Time Tracker Form	38
Traffic Violation Form	39
Unit Forms	41
Unit Master Form	41
Change Unit ID	48
Unit Component Form	49
Unit License & Permit Form	49
Unit Meter Form	50
Unit Picture Form	51
Unit PM Schedule Form	52
Unit Tickler Form	54
Repair Order Tables	55

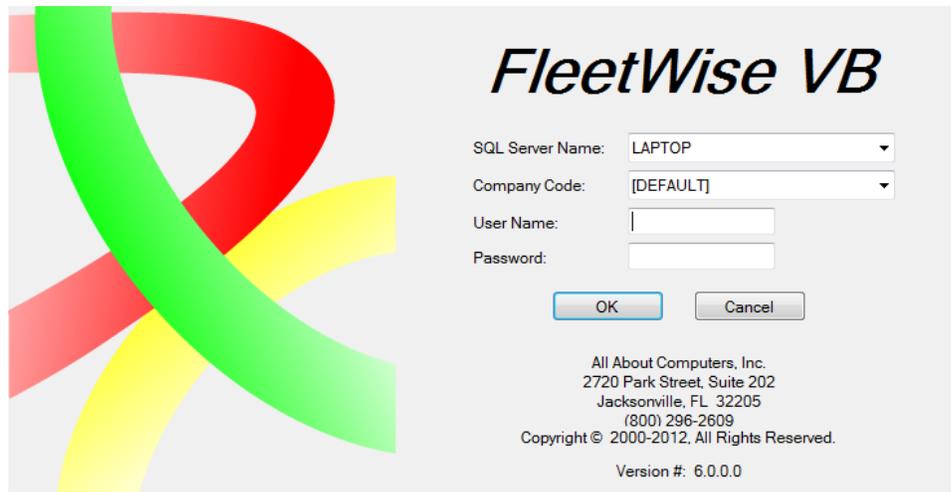
Repair Order Form	55
General Information	55
Repair Codes	60
Labor/Vendor	61
Part Information.....	63
Close/Reopen Repair Order	64
Due PM Form	65
Due Tickler Form	66
Pre Trip Inspection Form.....	67
Maintenance History Form	69
Part Usage Form.....	70
Recall Campaign Forms.....	71
RO Part Transaction Form.....	72
RO Update Logging Form	73
Vendor History Form.....	74
Fluid Tables	75
Fluid Ticket Entry Form	75
Post Fluid Ticket Process.....	77
Posted Fluid Ticket Form.....	77
Fuel Pump Interface.....	79
Contract Code Table	80
Pump Code Form	80
Tank Code Form	81
Update Tank Form	82
Type Fluid Code Form	82
Inventory Module	84
Inventory Master Form	84
Adjustment Form	86
Quick Receive Inventory	89
Return Inventory	92

Supplies Inventory Transaction.....	94
Transfer Inventory Transaction.....	96
Purchase Order Process	98
Receive Purchase Order Process	100
Automated PO Form	102
Tire Inventory Module	104
Tire Inventory Form	104
Tire Flat Form	105
Tire Retread Form	106
Tracker Module.....	108
Tracker Master Form	108
Transfer Unit	110
Tracker History Form	110
Tool Tracker Module.....	113
Tool Kit Form.....	113
Tool Inventory Form	113
Tool Assignment Form	114
Utilities	116
Create New Meter Form.....	116
Create/Update PM Schedule Form.....	116
Delete Unit from Unit Master Table.....	117
Database Maintenance Form	117
Purge Tables Form	118
Recover Fluid Tickets Form.....	119
Reminders Form.....	119
Remove Inventory Location Form	120
RO Export Data Form	121
Security Group Form.....	121
Security User Form.....	122

Software Key Entry Form	123
System Control Form	123
FleetWise VB Reports	129
Sample Report Form	129
Preview Window	130
Report Viewer Toolbar.....	131
Index.....	132

Login Window

The FleetWise VB Login Window is displayed below. You must enter the Microsoft SQL Server Instance name in the SQL Server Name box. Normally, the instance name is the name of the computer where SQL Server is installed.



FleetWise VB

SQL Server Name: LAPTOP

Company Code: [DEFAULT]

User Name:

Password:

OK Cancel

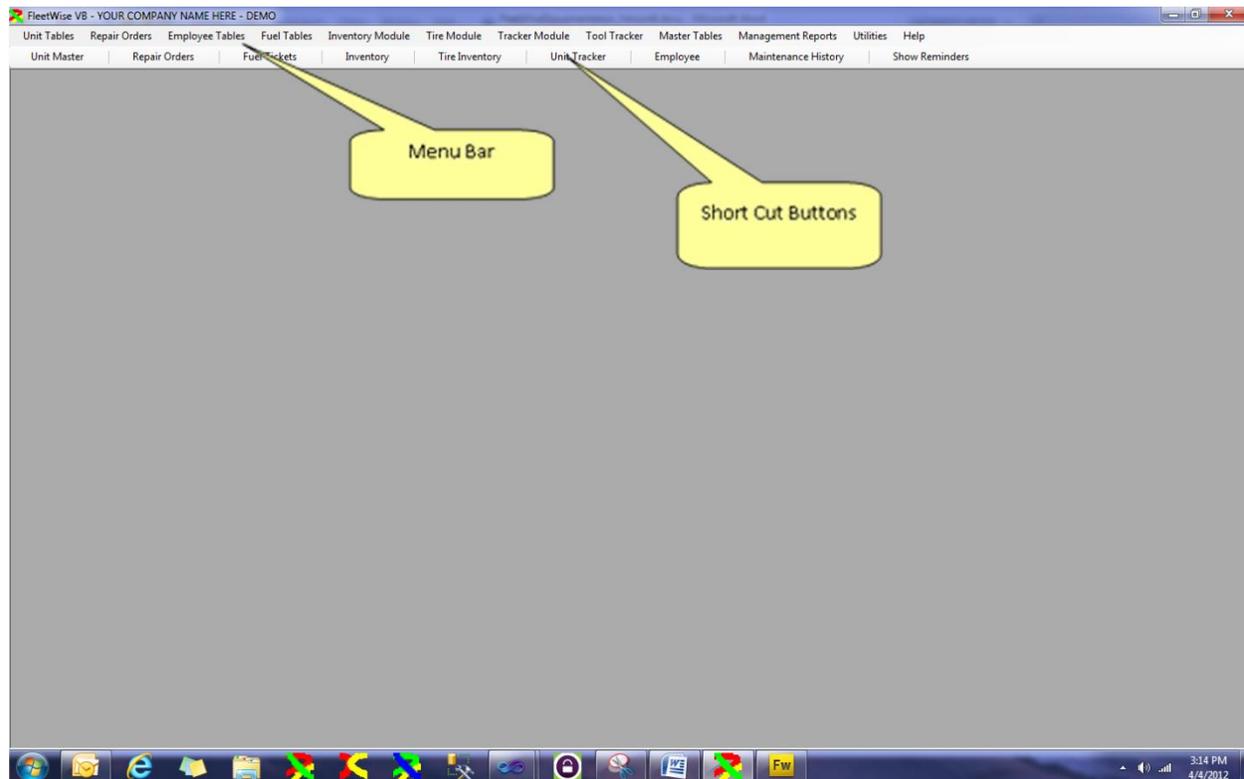
All About Computers, Inc.
2720 Park Street, Suite 202
Jacksonville, FL 32205
(800) 296-2609
Copyright © 2000-2012, All Rights Reserved.
Version #: 6.0.0.0

You must enter the Company Name in the company name field. This is the name you created when you created the database.

FleetWise contains a complete security system. If you have created security in FleetWise, you are required to enter the User Name and Password. If you have not created security, you can click on the OK button to login.

FleetWise VB Desktop

The FleetWise VB Desktop is displayed below.



The menu appears at the top of the window. This menu is used to access all of the other windows in the system. If you click on the Master Tables Menu Option the menu will drop down.

Below the menu bar is the Shortcut Bar. It contains buttons that allow you to quickly display the most common forms, like the Unit Master Table or the Repair Orders.

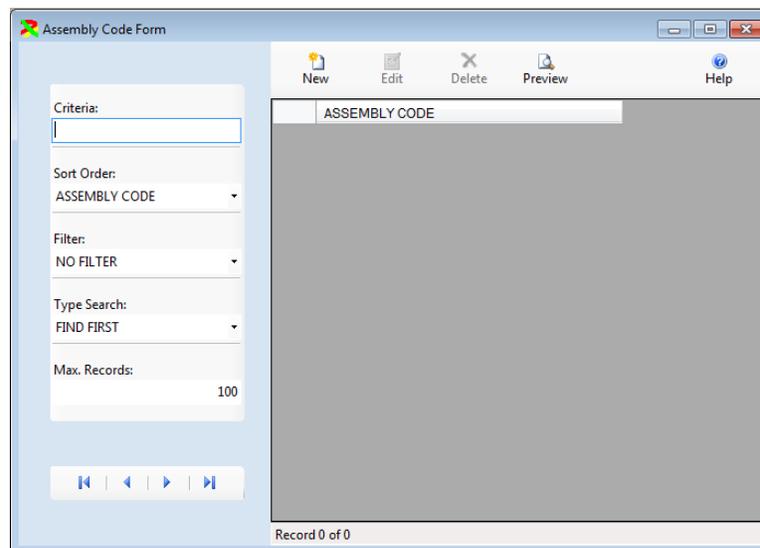
Forms

All of the forms in the FleetWise VB System have a number of controls in common. The forms are displayed below and the controls on the forms are described. These same controls appear on virtually all of the forms.

The following section will describe each Master Table in detail.

Empty Browse Form

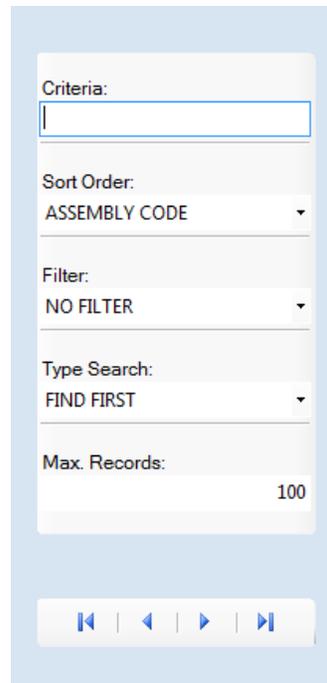
The Assembly Code Table is displayed below. This is the way the form is displayed when first selected from the menu. No assembly codes are displayed. The cursor is in the Criteria Box at the top of the left toolbar. You can click on the ENTER key to display existing Assembly Codes. You can type a few letters in the criteria box and then press enter to display the first code beginning with what you entered as criteria.



The screenshot shows a window titled "Assembly Code Form". The window has a menu bar with "New", "Edit", "Delete", "Preview", and "Help" options. On the left side, there is a toolbar with several controls: a "Criteria:" text box with a cursor, a "Sort Order:" dropdown menu set to "ASSEMBLY CODE", a "Filter:" dropdown menu set to "NO FILTER", a "Type Search:" dropdown menu set to "FIND FIRST", and a "Max. Records:" field set to "100". Below these controls are four navigation buttons: a double left arrow, a single left arrow, a single right arrow, and a double right arrow. The main area of the form is a large grey rectangle representing a table, with the header "ASSEMBLY CODE" visible at the top. At the bottom of the window, it says "Record 0 of 0".

Browse Search Control

The search control is displayed below.



The screenshot shows a search control interface with the following elements:

- Criteria:** A text input field with a cursor.
- Sort Order:** A dropdown menu currently set to "ASSEMBLY CODE".
- Filter:** A dropdown menu currently set to "NO FILTER".
- Type Search:** A dropdown menu currently set to "FIND FIRST".
- Max. Records:** A text field containing the value "100".
- Navigation:** A set of five navigation buttons (back, left, right, forward, refresh) located at the bottom of the control.

The Criteria Box is at the top of the control. The cursor appears in this box by default. The user should type in the first few characters of the code they are searching for. The user should then hit the enter key. The Browse Form will fill with records beginning with the closest matching code.

There are several options to control how the search control works.

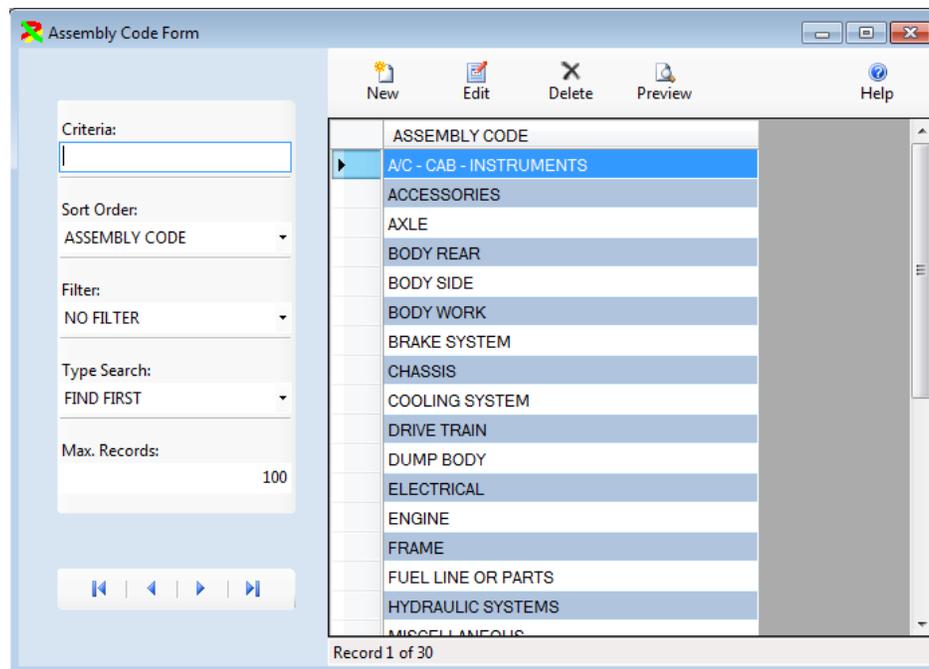
- **Sort Order:** The user can change the sort order of the control. The sort order determines what should be typed in the Criteria box. For example, if the sort order is Unit ID order, then the user should type all or part of a Unit ID. If the sort order is Department Code order, the user should type all or part of a Department Code.
- **Filter:** Various filters are available depending on the form. NO FILTER means that all records will be displayed. If the filter is set to ACTIVE on the Unit Master Table, then only active units will be displayed. If the filter is set to OPEN on the Repair Order Table, then only open repair orders will be displayed.
- **Type Search:** The most common type search is a FIND FIRST search. When the search takes place the first record beginning with what was typed in the criteria box will be displayed. The rest of the records will be displayed in the order specified by the sort order control. An EXACT search means that the user must type exactly what they are looking for in the criteria box. Then records matching that will be displayed. For example, on the repair order form, the sort order could be by Unit ID and the type search could be EXACT. The user would then type a complete unit id and press enter. Only repair orders for the selected unit would be displayed. A CONTAINS search is a special search where records that contain the characters as entered in the criteria box will

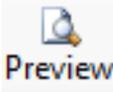
be displayed. For example, in the Unit Master Table, the sort order could be set to VIN Number order, and the type search could be set to CONTAINS. The user could then type 9004 and press enter. Any units where the VIN Number has the characters 9004 anywhere in the VIN Number would be displayed.

- **Max. Records:** The Max Records determines how many records will be retrieved in a search. For example, you may have 5,000 vehicles in the Unit Master Table. By default the Max. Records is set to 100. When you do a search, 100 records will be retrieved. You can then scroll through the records to find the one you are looking for. You can increase or decrease the Max. Records to any number you desire. However, the higher the number, the longer the search will take.
- **Move Record Buttons –** At the bottom of the search control, 4 buttons appear that allow you to move from one record to another. The first button on the control will move to the first record. The second button moves to the previous record, if there is one. The third button moves to the next record, if there is one. The fourth button moves to the last record. You can also use the scroll bar on the right side of the browse window to move to records. Then simply click on the desired record to select it.

Browse Form with Records

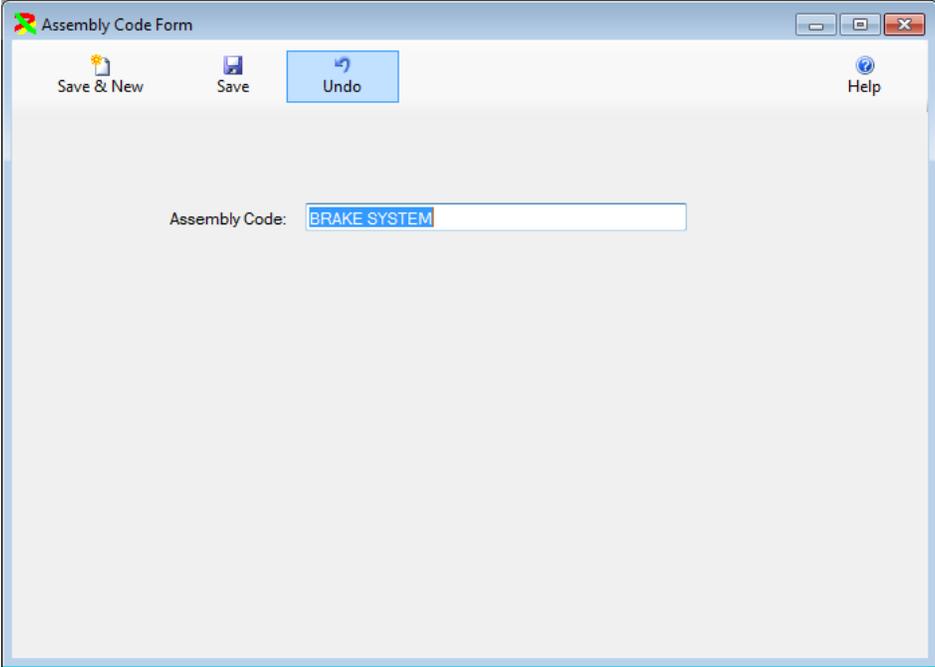
The browse form with records is displayed below. There is a toolbar above the grid listing codes.



Click on the New Button  to add a new code or click on an existing code and click on the Edit Button  to change the code. You can also double click on an item in the list to edit it. Click on the Delete Button  to delete the selected code. Click on the Preview Button  to preview a report on your computer screen. You can send the report to the printer from the preview window.

Edit Form Mode

The form is displayed in Edit Mode below. You can change any of the information for the selected code. Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the Browse Form, or click on the Undo Button  to lose the changes.



The screenshot shows a window titled "Assembly Code Form". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with four buttons: "Save & New" (with a document and plus icon), "Save" (with a floppy disk icon), "Undo" (with a curved arrow icon), and "Help" (with a question mark icon). The main area of the window contains a text input field labeled "Assembly Code:" with the text "BRAKE SYSTEM" entered and highlighted in blue.

Delete Form

You can delete records in the FleetWise VB System. When you delete records you will see one of two windows.

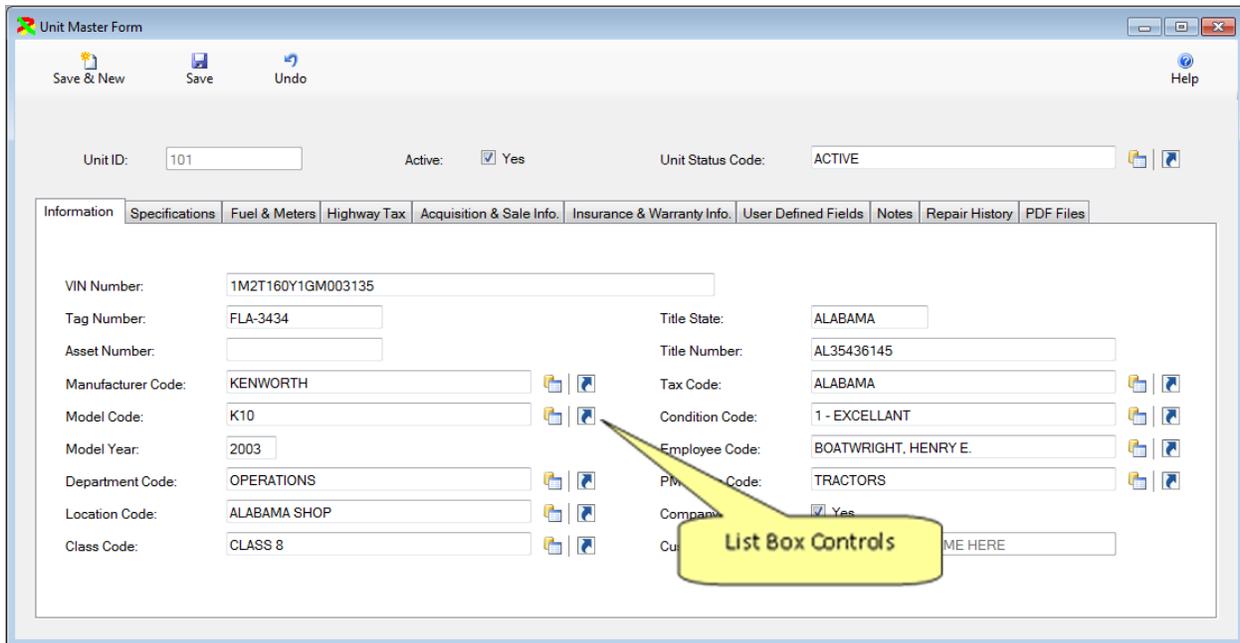
First, if the record you are deleting is in a Master Table, you will see the Delete Master Codes form. It is displayed below.

The form will display the currently selected code. You cursor will be in the Replacement Code

Box. You can type the code to delete, or you can click on the browse button  to select the code from a list of valid codes. Then you click on the Delete Master Code Button. The Current Code will be replaced with the Replacement Code you selected and then the Current Code will be deleted. At times you may not want to replace the current code with anything. Then you should select the UNKNOWN code. It is a standard in all of the tables.

Second, if the form allows records to be deleted directly, the Delete Message Box will be displayed.

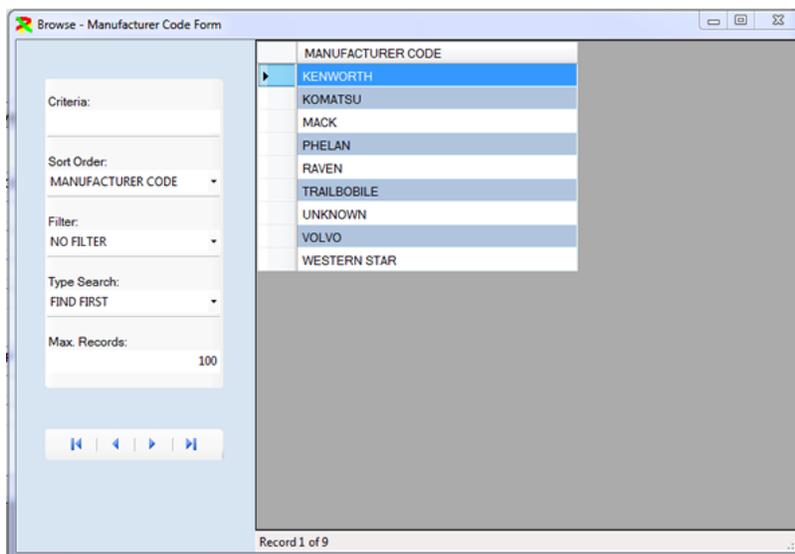
Simply click on the OK button to delete the currently selected record.



A list box control contains a text box where you can begin typing the code you are looking for. As you type, the box will fill in with the closest valid code. You can click on the Down Arrow on the keyboard to display the next code. You can click on the Up Arrow on the keyboard to display the previous code. You can click on the Page Up key to display the first code in the list. You can click on the Page Down key to display the last code in the list. You can click on the

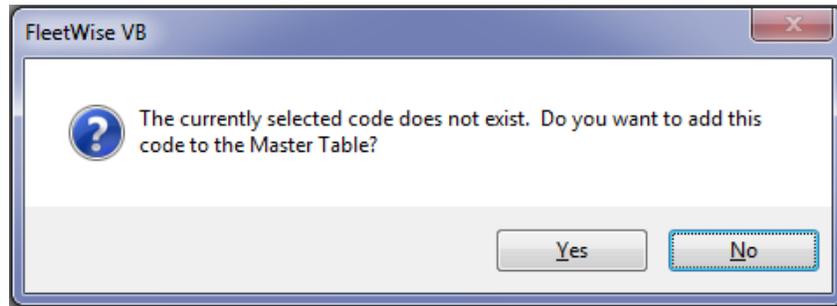


Browse Button to display a list of valid codes. You can search for a code by typing in the Criteria box on the Toolbar on the Left and then hitting enter. The browse window is displayed in the window below.



You can click on the Shortcut Button  to display the data entry form for the current control.

Finally, if you type a code that does not currently exist in the table, a message box will be displayed like the one below.



Simply click on the Yes button to add the new code to the table. Be aware that some tables capture a lot of information. This process will only add the code. The rest of the information will be blank. For example, the Vendor Code Table captures the Vendor Code, Vendor Name, Address, Phone Numbers and Sales Tax Rate. If you add a code in the manner described here, only the code will be filled in. You can click on the Short Cut Button  and the Vendor Code Form will be displayed. You can then click on the New Button to add a new vendor and complete all of the information. If you do not fill in the information initially, you can always edit the code later and complete filling in the information at that time.

Master Tables Forms

The FleetWise VB System contains a number of Master Tables. You set up the Master Tables one time and then use the codes throughout the system. For example, you can create a Location Code in the Location Code Table. You can then use that code in the Unit Master Table to identify the location a vehicle belongs too. You can use the same Location Code in the Inventory Module to identify where parts are stored. If you need to change a Location Code, you change it in the Location Code table and the changes will be reflected everywhere it is used.

The following section will describe each Master Table in detail.

Assembly Code Form

The Assembly Code Form contains the names of assemblies of vehicles or pieces of equipment. An assembly is a major component or part of a vehicle. Assembly Codes are used in repair orders to identify what portion of the vehicle or piece of equipment is being repaired. Also, you can report repair expenses by assembly code. This allows you to see where you are spending the most money. It may provide you with information to help control expenses.

Example assembly codes for a truck might include the following:

- BODY
- DRIVE TRAIN
- ENGINE
- TIRES
- TRANSMISSION
- WHEELS
- ETC.

The assembly codes for a front end loader might include:

- BUCKET
- ENGINE
- HYDRAULICS
- TRACKS

Bin Shelf Code Form

The Bin Shelf Code Form contains the names of locations within your shop's store room. It provides a way to organize the inventory within the store room. This table is only available if you have the optional Inventory Module.

Example, bin shelf codes might be like the following:

- ROW 1, SHELF 1
- ROW 1, SHELF 2
- ROW 1, SHELF 3
- ROW 1, SHELF 4
- ROW 1, SHELF 5
- ROW 1, SHELF 6
- ROW 2, SHELF 1
- ROW 2, SHELF 2
- ROW 3, SHELF 3
- ROW 4, SHELF 4
- ROW 5, SHELF 5
- TIRE RACK

Category Code Form

The Category Code Form contains the names of categories used to group parts. It provides a way to organize the parts list into categories of parts. Also, you can search for parts by category code.

Example category codes might be like the following:

- BELTS & HOSES
- BULBS
- ELECTRICAL
- FILTERS
- FLUIDS
- TIRES

Class Code Form

The Class Code Form contains the names of classes of vehicles and equipment. It provides a way to organize the vehicles and equipment into groups. You can enter manufacturers and model codes as well. A class code allows you to group all Light Duty Vehicles into a class or all Trailers into a class regardless of their manufacturer or mode.

Example class codes might be like the following:

- EQUIPMENT
- LIGHT DUTY VEHICLES
- STRAIGHT TRUCK
- TRAILER
- TRUCK TRACTOR

Component Code Form

The Component Code Form contains the names of components of vehicles and equipment. It provides a way to identify the primary components of a vehicle such as the engine and transmission. Component codes are used in the Unit Component Table to identify the specific components of a vehicle. For example a component code might be ENGINE, and you can identify the specific engine in each truck.

Example component codes might be like the following:

- 10 SPEED
- 300 MACK
- 350 MACK
- 5 SPEED
- AUTOMATIC

Condition Code Form

The Condition Code Form contains the names of condition codes used on the unit master form. Condition Codes provide a way of describing the current condition of the vehicle or piece of equipment. It is used in some reports and can be helpful when making decisions about replacing vehicles and equipment.

Example condition codes might be like the following:

- 1 - EXCELLANT
- 2 - GOOD
- 3 - FAIR
- 4 - POOR

Cost Code Form

The Cost Code Form contains the names of cost codes used on repair orders. Cost Codes provide a way of describing the type of maintenance being performed in the broadest terms. Cost codes typically correspond to financial statement expense accounts.

Example cost codes might be like the following:

- ACCIDENT
- GENERAL REPAIR
- PREVENTIVE MAINTENANCE
- ROAD CALL

Customer Code Table

The Customer Code Table contains the names of your Customers. Customer Codes are used in two areas. First, they are used in the Unit Master Table to identify the owner of a vehicle if the vehicle is not company owned. This allows you to enter the vehicles owned by contract drivers for whom you may perform maintenance. The second place customer codes are used is in the Unit Tracker Module. In the Unit Tracker Module you can indicate that a vehicle is at a customer's site. Customer codes are usually the company name.

The Customer Code Table is displayed in Edit Mode below. You can enter or change any of the information for the Customer. You can enter as much information as desired. The only required information is the Customer Code. The Terms Code is used to assign payment terms for the customer. This relates to the Terms Code Table. The Price Code is used to identify the price schedule used for this customer. You can create different labor rates and parts markup rates for different customers. Typically, you might have an A schedule, B schedule and C schedule. Price Codes are created in the Price Code Table. Finally, the Tax Code determines the sales tax rates charged this customer. It relates to the Tax Code Table.

Customer Code Form

Save & New Save Undo Help

Customer Code: FIELDER SITE DEVELOPMENT

Information Notes

Company Name: FIELDER SITE DEVELOPMENT Phone Number: (904) 458-6710

Contact: BILL SMITH Fax Number: (904) 345-7891

Address: 1718 NORTH LANE AVENUE Night Phone: (904) 345-6789

JACKSONVILLE FL 32254 Customer #: 123

Country: USA Customer PO:

Email: B.SMITH@FIELDER.COM Federal ID:

Price Level Code: A

Tax Code: FLORIDA

Terms Code: 2/10 NET 30

Department Code Form

The Department Code Form contains the names of department in your business or organization. Department Codes provide away of identifying the department a vehicle or piece of equipment belongs to. Also, repair costs can be reported by Department.

Example department codes might be like the following:

- ADMINISTRATION
- MAINTENANCE
- OPERATIONS
- POLICE
- PUBLIC WORKS

Highway Tax Code Form

The Highway Tax Code Form is displayed below. This form is used to create tax rates used to complete the IRS Form 2290. You can select the tax category and indicate if the vehicle is used for logging. You can enter a July rate. Then click on the Create Monthly Rates button. The rates will be prorated to the months in the year.

This form works with the Highway Tax Report to calculate the tax based on when the unit is put in service.

License Type Code Form

The License Type Code Form contains the names of license types used in your business or organization. License types are used to identify the type of license for a vehicle or piece of equipment. They are also used to identify the type of license or certifications for employees.

Example license type codes might be like the following:

- DRIVERS LICENSE
- DRUG SCREEN
- FUEL PERMIT
- VEHICLE LICENSE

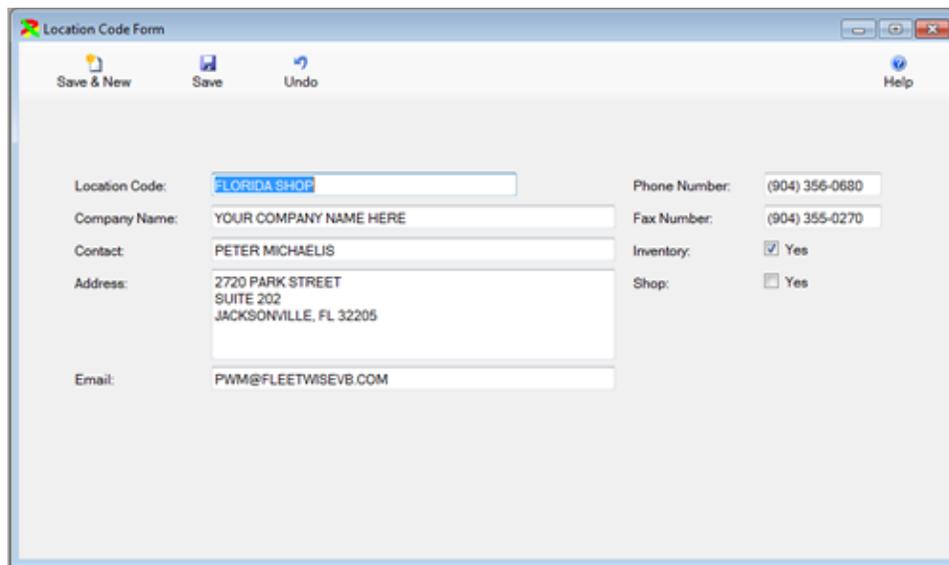
Location Code Form

The Location Code Form contains the names of locations used in your business or organization. Locations are used to identify places where you keep vehicles and equipment in the Unit Master Table. Locations are used to identify separate physical shops where inventory is maintained in the Inventory Module. You can report back maintenance expenses by location code. You can report inventory transactions and inventory values by location in the inventory Module.

Example, location codes might be like the following:

- FLORIDA SHOP
- MAIN SHOP
- POLICE STATION 1
- PUBLIC WORKS SHOP
- TEXAS SHOP

The Location Code Table is displayed in Edit Mode below. You can enter or change any of the information for the Location. If the location is used to track inventory, you must put a check mark in the Inventory Box.



The screenshot shows a software window titled "Location Code Form". The window has a menu bar with "Save & New", "Save", "Undo", and "Help". The form contains the following fields:

Location Code:	FLORIDA SHOP	Phone Number:	(904) 356-0680
Company Name:	YOUR COMPANY NAME HERE	Fax Number:	(904) 355-0270
Contact:	PETER MICHAELIS	Inventory:	<input checked="" type="checkbox"/> Yes
Address:	2720 PARK STREET SUITE 202 JACKSONVILLE, FL 32205	Shop:	<input type="checkbox"/> Yes
Email:	PWM@FLEETWISEVB.COM		

Manufacturer Code Form

The Manufacturer Code Form contains the names of Manufacturers of vehicles and equipment.

Example manufacturer codes might be like the following:

- CHEVROLET
- FORD
- MACK
- VOLVO

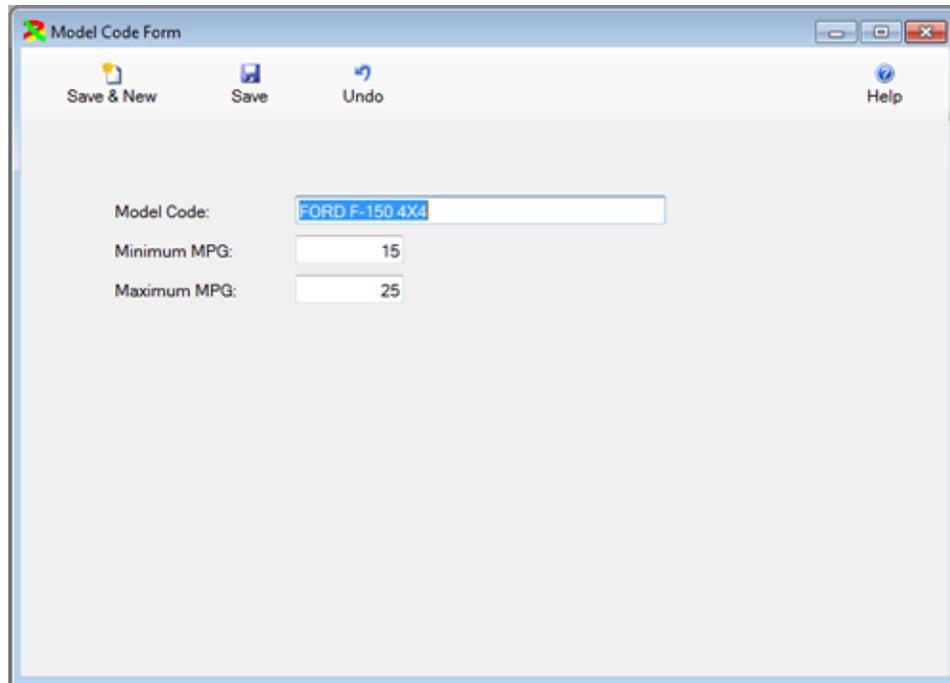
Model Code Form

The Model Code Form contains the names of models of vehicles and equipment. You can also enter in a minimum and maximum miles per gallon or gallons per hour. If you enter this information it is used to validate the information entered on Fuel Tickets.

Example, model codes might be like the following:

- F150
- FRONT END LOADER
- SILVERADO
- TRACK DOZER

The Model Code Table is displayed in Edit Mode below.



The screenshot shows a software window titled "Model Code Form". The window has a menu bar with "Save & New", "Save", "Undo", and "Help" options. Below the menu bar, there are three input fields: "Model Code:" with the value "FORD F-150 4X4", "Minimum MPG:" with the value "15", and "Maximum MPG:" with the value "25".

Other Code Form

The Other Code Form contains the names of codes used in the optional Unit Tracker Module. The Unit Tracker Module tracks the location of vehicles and pieces of equipment over time. It is usually used by heavy construction companies to identify a job site where a vehicle or piece of equipment is. You can also assign a piece of equipment to a customer, location, vendor (for repairs), or other code.

Example other codes might be like the following:

- TOM JOHNSON'S YARD
- WEST SIDE LOT

Part Code Form

The Part Code Form contains the names of parts used to repair vehicles. The part codes are used in the Repair Order System to identify the part replaced. They are used in the Inventory Module to identify parts in inventory.

Part codes can be up to 60 characters long. You can use the actual code printed on the box of the part, or you can create your own generic codes. If you do not have the Inventory Module your codes can be very generic, i.e. OIL FILTER, FUEL FILTER, TIRE, and BRAKE PAD.

If you have the Inventory Module, your part codes must be more specific. You can use the code to identify the generic type part, but you must also identify the specific part because you may have more than one part in inventory. For example, you might have oil filters for Ford F-150's and oil filters for a Caterpillar Dozer. You must track these separately. You could create the code for the F-150 as OIL FILTER – FIL1372. An Oil Filter for a Dozer might be OIL FILTER – CAT34235.

If you put the type part before the part code it can make looking up the part easier. If you enter only the part code, you can assign a category and look up by category.

You can also enter a long description of the part. The description can also be used to identify alternate vendor's codes for a part. For example, you could have Fram Oil Filter number as the part code and enter the Wickes equivalent in the description.

You can also enter the number of miles, hours, and/or days apart is covered by a warranty. The repair order system will warn you if you replace a part during the warranty time frame. This is primarily used for larger parts like batteries, starters, alternators, etc.

The Part Code Table is displayed in Edit Mode below. You can enter or change any of the information for the Part Code.

The screenshot shows a window titled "Part Code Form" with a standard Windows-style title bar. Below the title bar is a menu bar with icons for "Save & New", "Save", "Undo", and "Help". The main area of the form contains several input fields:

- Part Code:** A text box containing "FILTER - TH111011".
- Description:** A text box containing "LONG DESCRIPTION - FILTER - TH111011".
- Category Code:** A text box containing "FILTER - HYDRAULIC".
- Class Code:** A text box containing "CLASS 8".
- Warranty Days:** A text box containing "90".
- Warranty Miles:** A text box containing "10,000".
- Warranty Hours:** A text box containing "0".

PM Group Code Form

The PM Group Code Form contains the names of PM group codes. PM group codes are used to create a PM Group Schedule. A PM Group Schedule is a series of Preventive Maintenance items scheduled for a type of vehicle or piece of equipment. For example, light duty vehicles would all get an oil change every 90 days or every 5000 miles. Diesel Trucks might have an oil change scheduled for every 180 days or 9000 miles. Front end loaders might have an oil change scheduled for every 90 days or 400 hours. Each of these groups might be PM Group Codes.

PM Group Codes are also used in the Unit Master Table to identify the PM Group Schedule a vehicle or piece of equipment belongs to. When you save a new unit, FleetWise will automatically create the Unit PM Schedule for the vehicle or piece of equipment from the PM Group Schedule.

Example PM group codes might be like the following:

- BOB CATS
- DUMP TRUCKS
- LIGHT DUTY VEHICLES
- TRACTORS
- TRAILERS

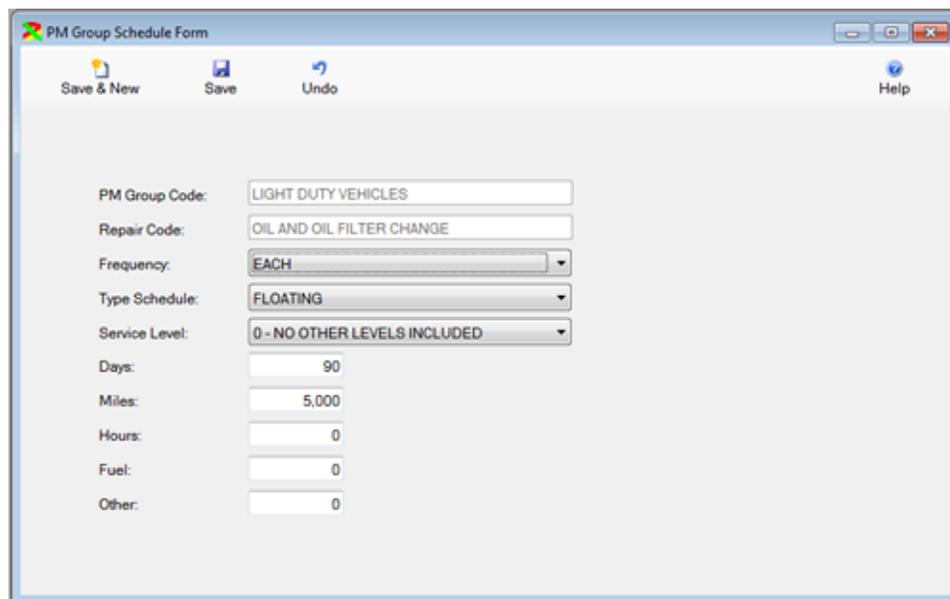
PM Group Schedule Form

The PM Group Schedule Form contains PM group schedules. A PM group schedule is a series of preventive maintenance items scheduled for a type of vehicle or piece of equipment. The

PM group code is used in the Unit Master Table to indicate a vehicle belongs to a group. For example, light duty vehicles would all get an oil change every 90 days or every 5000 miles. Diesel trucks might have an oil change scheduled for every 180 days or 9000 miles. Front end loaders might have an oil change scheduled for every 90 days or 400 hours. Each of these groups would have different PM Group Schedules.

PM Group Schedules are used as templates to create Unit PM Schedules. When you save a new unit, FleetWise will automatically create the Unit PM Schedule for the vehicle or piece of equipment from the PM group schedule. You can update the PM group schedule and then select the Create Update PM Schedules option from the Utilities menu.

The PM Group Code Table is displayed in Edit Mode below. You can enter or change any of the information for the PM Group Code.



The screenshot shows a software window titled "PM Group Schedule Form". At the top, there are four buttons: "Save & New", "Save", "Undo", and "Help". The main area contains several input fields and dropdown menus:

- PM Group Code: LIGHT DUTY VEHICLES
- Repair Code: OIL AND OIL FILTER CHANGE
- Frequency: EACH (dropdown menu)
- Type Schedule: FLOATING (dropdown menu)
- Service Level: 0 - NO OTHER LEVELS INCLUDED (dropdown menu)
- Days: 90
- Miles: 5,000
- Hours: 0
- Fuel: 0
- Other: 0

The following fields are used to create a PM Group Schedule. The PM Group Code is used to identify the group of vehicles for this schedule. The Repair Code describes the PM to be performed. You can add an unlimited number of Repair Codes for a single PM Group Code. This creates a schedule of PM's to be performed on a group of vehicles or equipment. Simply create the first item in the schedule. Then click on the Save & New button to add a second schedule. Select the same PM Group Code, but a different Repair Code.

The Frequency determines how often a PM is scheduled. An "EACH" frequency means the PM will be rescheduled based on the days, miles, hours, fuel or other meter. An "AT" frequency means the PM will be performed once when it is due and then not performed again.

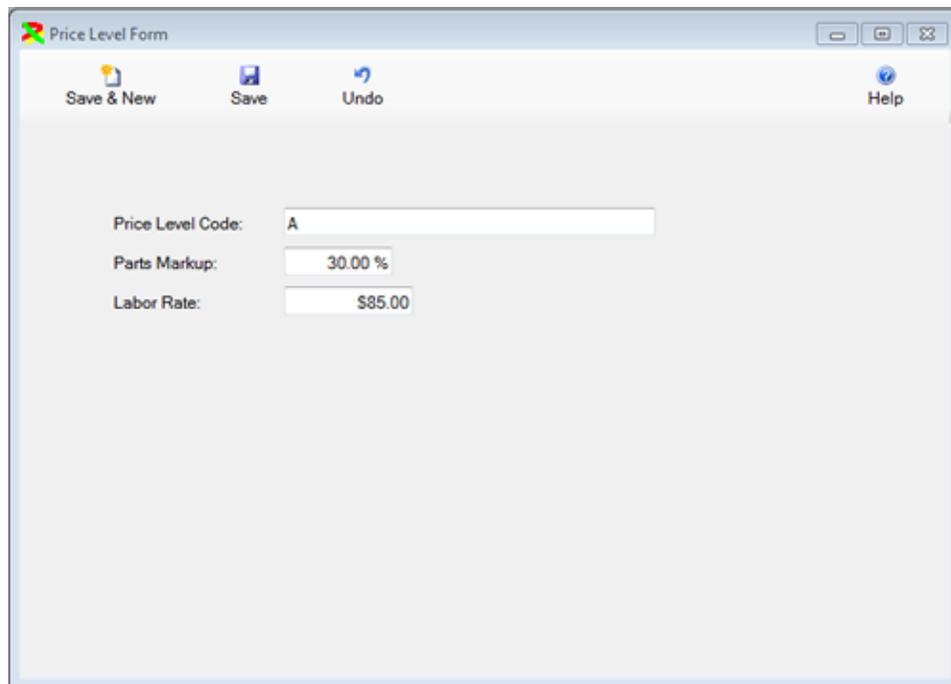
The Type Schedule determines how the PM will be rescheduled. A “FLOATING” schedule means the PM will be rescheduled based on when it was actually completed. A “REGULAR” schedule means the PM will be rescheduled based on when it should have been completed. DOT inspections are usually scheduled on a regular schedule – one a year. Other PM’s are usually scheduled on a floating schedule.

The Service Level can be used to create a hierarchy of PM’s. For example you could create a Tune up PM as a Level 1 PM. You could create an Oil Change PM as a Level 2 PM. Whenever the Tune Up is scheduled, the Oil Change will be automatically added to the repair order.

The Service Interval is controlled by the Service Days, Miles, Hours, Fuel, or Other Meter. You can enter numbers in any of these boxes. For example, you could schedule an oil change every 90 Days or 3000 Miles.

Price Level Form

The Price Level Form contains the names of Price Codes. Price Codes are used in the Customer Code Table to identify the prices charged for performing outside maintenance. You can indicate a Labor Rate and a Mark Up percentage for Parts. These prices will be used on repair orders when maintenance is performed to a customer’s vehicles or equipment.



The screenshot shows a software window titled "Price Level Form". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a menu bar with four items: "Save & New", "Save", "Undo", and "Help". The main area of the window contains three input fields:

- "Price Level Code:" with a text box containing the letter "A".
- "Parts Markup:" with a text box containing "30.00 %".
- "Labor Rate:" with a text box containing "\$85.00".

Reason Code Form

The Reason Code Form contains the names of Reason Codes. Reason Codes are used in the Employee Time Tracker Table to identify a reason an employee was not at work.

Example reason codes are:

- SICK TIME
- VACATION
- SAFETY TRAINING

Repair Code Form

The Repair Code Form contains the names of Repair Codes. Repair Codes are used in the Repair Order System to identify the type repair performed on the vehicle or piece of equipment. They are also used in the Preventive Maintenance Scheduling System to identify the PM to be performed.

Examples of repair codes are:

- PM A
- PM B
- OIL CHANGE
- STARTER REPLACE
- ALTERNATOR REPLACE

Repair Codes allow you to standardize the types of repairs you perform and they allow you to report back how much you are spending by Repair Code. You can also assign an Assembly Code and a Cost Code when creating the Repair Code. You can create default instructions for the Repair Code. This information will automatically be displayed when you add the Repair Code to a Repair Order.

You can also indicate that a Repair Code was a tire procedure. This will display a reminder, that you must update the Tire Inventory Module if you have this module. Finally, you can enter the Standard Time required to perform this repair. This is used in the Employee Productivity reports to determine how mechanics compare to the standards.

Tax Code Form

The Tax Code Form contains the names of Tax Codes and their rates. Tax Codes are used on Fuel Tickets to indicate the state or province where the miles occurred and in the Repair Order system to calculate sales tax based on the home base of the vehicle.

The Tax Code table is displayed below in edit mode.

Terms Code Form

The Terms Code Form contains the names of Terms Codes and their due days. Terms Codes are used in Inventory Receipts to create an invoice.

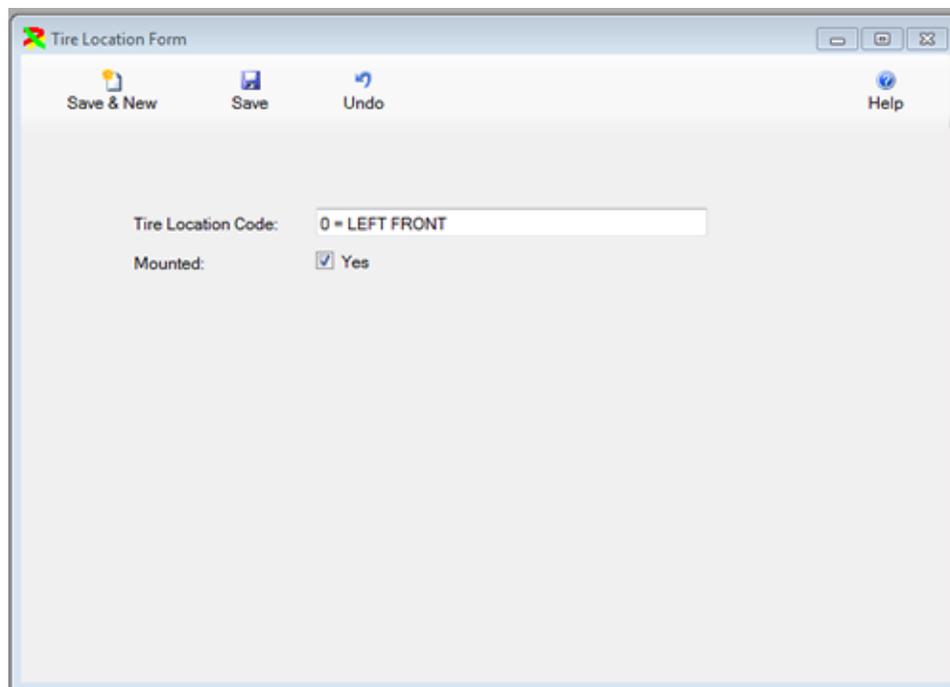
Tire Definition Code Form

The Tire Definition Code Form contains the names of Tire Definition Codes. Tire Definition Codes are used in the Tire Master Table to identify a type of tire. It can indicate both the size and whether a tire is a drive tire or a steering tire. These codes allow you to compare similar tires on the tire analysis reports.

Tire Location Code Form

This Tire Location Code Form contains the names of Tire Location Codes. Tire locations codes identify where a tire is located on a vehicle. Tire location codes can also identify a tire as being a spare tire, or a tire in inventory. These tires should be marked as not mounted. Then they will not collect miles when mileage is posted in the fuel tickets.

The Tire Location Form is displayed in edit mode below.



The screenshot shows a software window titled "Tire Location Form". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a menu bar with four items: "Save & New", "Save", "Undo", and "Help". The main area of the form contains two fields. The first field is labeled "Tire Location Code:" and has a text box containing the value "0 = LEFT FRONT". The second field is labeled "Mounted:" and has a checked checkbox next to the word "Yes".

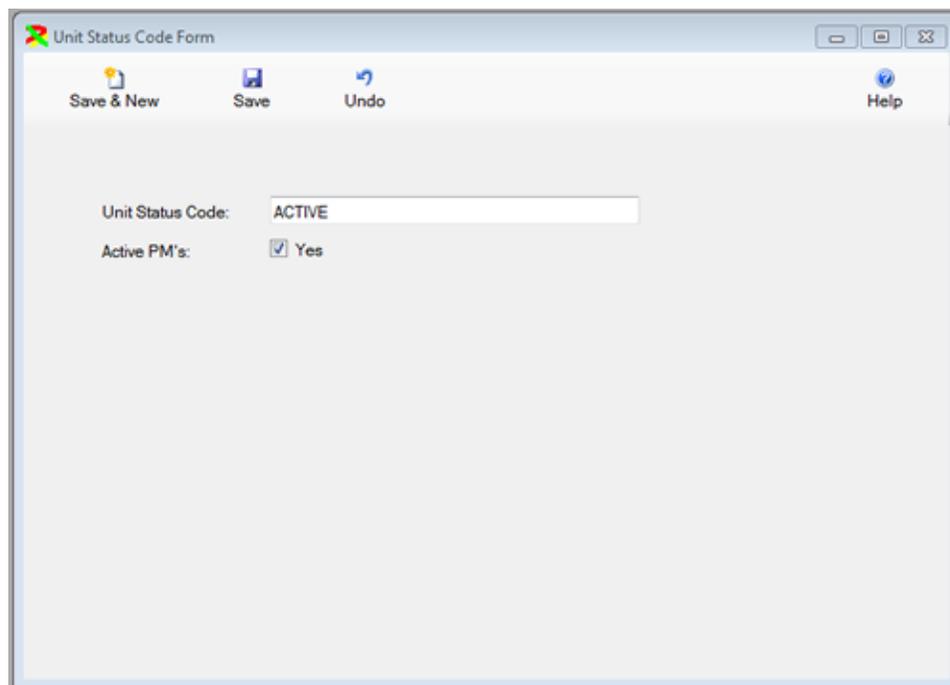
Tire Manufacturer Code Form

The Tire Manufacturer Code Form contains the names of Tire Manufacturer Codes. Tire Manufacturer Codes are used in the Tire Master Table to identify the manufacturer of tire. The Tire manufacturer codes and tire definition codes are used on the Tire Analysis reports to allow similar tires from different manufactures to be compared over the life of the tire.

Unit Status Code Form

The Unit Status Code Form contains the names of Unit Status codes. Unit Status Codes are used in the Unit Master Table to identify the status of a vehicle or piece of equipment. Unit Status Codes also allow you to indicate whether the PM Schedule for the unit is active.

For example, you will usually leave units in the Unit Master Table even after they have been sold. This will allow the repair history and costs to remain available for reports. However, you will not need the PM Schedule to be active. You will no longer performing preventive maintenance on the unit.



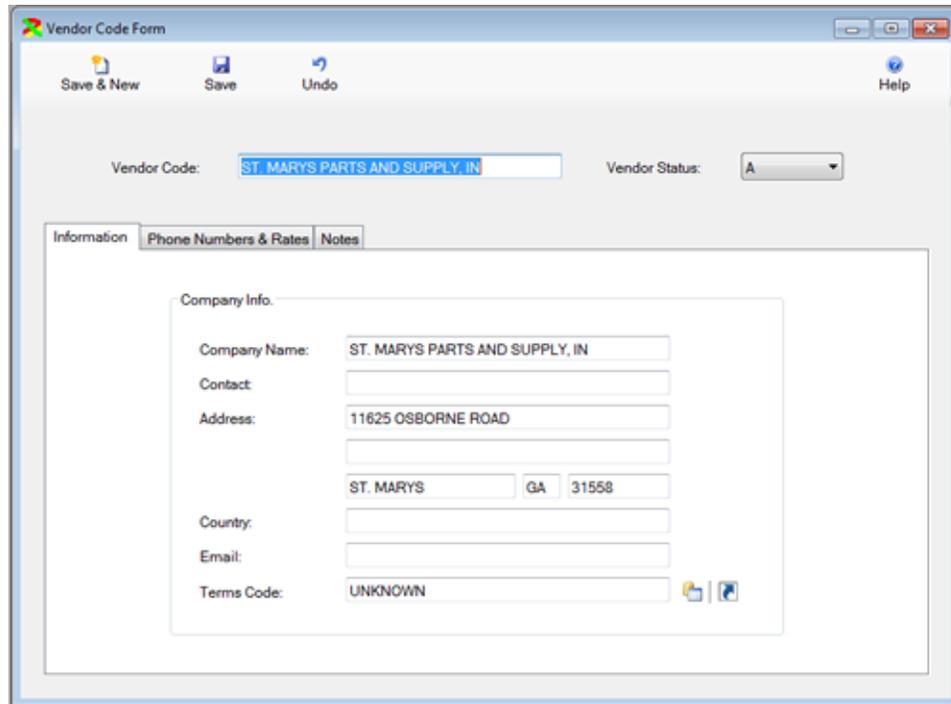
The screenshot shows a software window titled "Unit Status Code Form". At the top, there is a menu bar with four items: "Save & New", "Save", "Undo", and "Help". Below the menu bar, the form has two input fields. The first is labeled "Unit Status Code:" and contains the text "ACTIVE". The second is labeled "Active PM's:" and has a checked checkbox followed by the text "Yes".

Vendor Code Form

The Vendor Code Form contains the information on Vendors. These codes are used in though out the FleetWise VB System. They are used in the Unit Master Table to identify the vendors of vehicles and equipment. They are used in the Inventory System to identify the vendor parts are

purchased from, and they are used in the Repair Order System to identify outside repair vendors. The tax rates entered for a vendor are used in purchase orders, quick receipts and repair orders to calculate sales tax on part purchases.

The Vendor Code Table is displayed in edit mode below.



The screenshot shows a software window titled "Vendor Code Form". At the top, there is a menu bar with "Save & New", "Save", "Undo", and "Help" icons. Below the menu bar, the "Vendor Code" field contains "ST. MARYS PARTS AND SUPPLY, IN" and the "Vendor Status" dropdown menu is set to "A". The main area of the form has three tabs: "Information", "Phone Numbers & Rates", and "Notes". The "Information" tab is active, displaying a "Company Info." section with the following fields: "Company Name" (ST. MARYS PARTS AND SUPPLY, IN), "Contact" (empty), "Address" (11625 OSBORNE ROAD), "Country" (ST. MARYS, GA, 31558), "Email" (empty), and "Terms Code" (UNKNOWN). There are also small icons for printing and saving at the bottom right of the form.

The Phone Numbers & Rates tab is displayed below.

The screenshot shows a software window titled "Vendor Code Form". At the top, there is a menu bar with "Save & New", "Save", "Undo", and "Help" options. Below the menu bar, there are two input fields: "Vendor Code:" containing the text "ST. MARYS PARTS AND SUPPLY, IN" and "Vendor Status:" with a dropdown menu showing the letter "A".

Below these fields are three tabs: "Information", "Phone Numbers & Rates", and "Notes". The "Information" tab is currently selected. The main content area is divided into two sections:

- Phone and Rates:** This section contains several input fields:
 - Phone Number: (912) 388-2442
 - Fax Number: () -
 - Night Phone: () -
 - Vendor Number: (empty)
 - Vendor PO: (empty)
 - Federal ID: (empty)
- groupBox1:** This section contains several rate input fields:
 - Labor Rate: \$0.00
 - PM Labor Rate: \$0.00
 - PM Flat Rate: \$0.00
 - Labor Rate: 7.50 %
 - Parts Rate: 7.50 %

Violation Code Form

The Violation Code Form contains the names of traffic violation codes. Violation Codes are used in the Employee Traffic Violations Table to identify types of traffic violations.

For example Traffic Violation Codes might include:

- SPEEDING
- RECKLESS DRIVING

Employee Forms

The Employee Forms allow you to track your employee's information. The most important table is the Employee Master Form. This form contains the basic information on each employee. The License and Certification Form contains all of the driver's licenses and certifications for each employee. An employee can have an unlimited number of license & certifications. Certifications include things like DOT physicals and drug screens.

You can input Traffic Violations in the Traffic Violation form. This creates a history of all of the traffic violations an employee has. You can input employee payroll information into the payroll table. This is primarily used for entering payroll information on mechanics. This information can then be compared to the time they have worked on repair orders to gain an understanding of mechanic productivity. Finally, you can enter information in the Time Tracker Form. This form tracks time for things like vacations, sick leave, or training.

Employee Master Form

The Employee Master Form contains the information on Employees. These codes are used throughout the FleetWise VB System. They are used in the Unit Master Form to identify the Employee assigned to a vehicle or piece of equipment. They are used in the Repair Order System to identify the Mechanic who performed the maintenance.

Put a check mark in the mechanic check box and enter the RO Billing Rate. This is the rate that will automatically appear for the selected mechanic on a repair order.

The Employee Code Form is displayed in edit mode below. You can enter or change any of the information for the Employee Code.

The screenshot shows the 'Employee Master Form' window. At the top, there are buttons for 'Save & New', 'Save', 'Undo', and 'Help'. Below these, the 'Employee Code' is 'BEEMER, TOMMY' and 'Active' is checked 'Yes'. The main area has three tabs: 'Information', 'Status', and 'Notes'. The 'Information' tab is selected, showing two columns of data: 'Employee Info.' and 'Status'.
Employee Info.:
 Employee Name: TOMMY R BEEMER
 Title: MECHANICS HELPER
 Address: 100 POINT PETER ROAD
 ST. MARYS GA 31558
 Country:
 Email:
 Department Code: MAINTENANCE SHOP
 Location Code: FLORIDA SHOP
Status:
 Mechanic: Yes
 RO Billing Rate: \$50.00
 Home Phone: (912) 454-7775
 Work Phone:
 Extension:
 Cell Phone:
 Pager Phone:

Under the Employee Code you can click on the “TABS” to display additional information. Click on the Status Tab to display additional employee information. Here you can enter an employee number date hired and terminated, and emergency contact information.

The screenshot shows the 'Employee Master Form' window with the 'Status' tab selected. The 'Employee Code' is 'BEEMER, TOMMY' and 'Active' is checked 'Yes'. The main area shows the following fields:
 Employee Number: 03
 Social Sec. Number: 111359966
 Birth Date: 11/6/1960
 Date Hired: 5/7/1995
 Date Terminated:
 Emergency Contact:
 Emergency Phone:

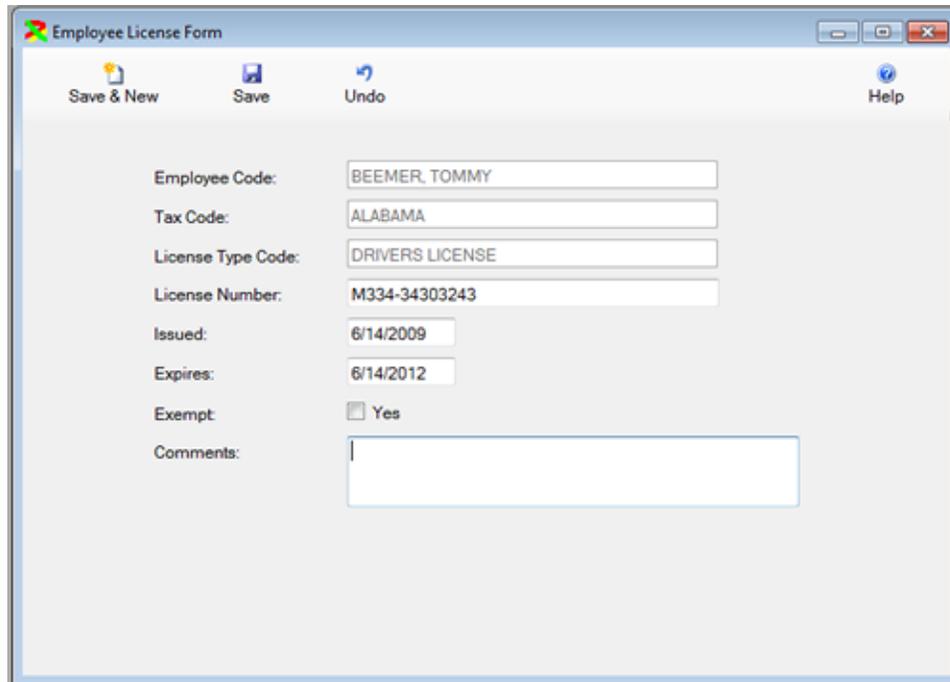
You can click on the Notes Tab to display notes on this employee. You can enter unlimited notes on each employee.

Employee License Form

The Employee License Form contains the information on employees License’s and Certifications. Licenses are typically the employee’s driver’s license. Certifications may be things like DOT Physicals and Drug Screens. You can enter an unlimited number of License and

Certifications for each employee. The License Expiration Report will print a list of any Licenses or Certifications that are about to expire or expired.

The Employee License Form is displayed in edit mode below. You can add or change any of the information for the Employee License. Once the changes are complete click on the Save & New Button to save the changes and add another license for the same employee or another employee.



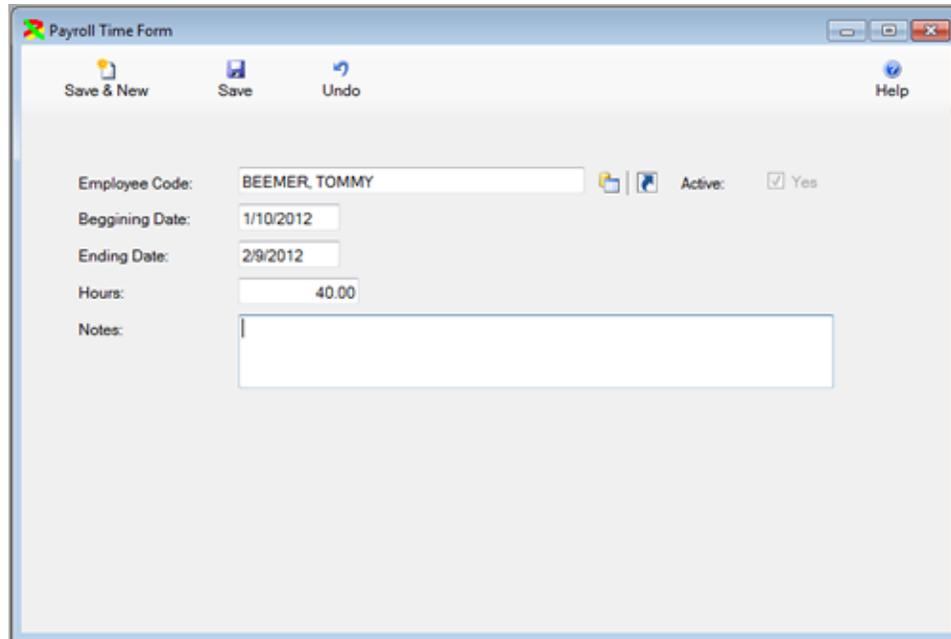
The screenshot shows a software window titled "Employee License Form". At the top, there are four buttons: "Save & New", "Save", "Undo", and "Help". The form contains the following fields:

Employee Code:	BEEMER, TOMMY
Tax Code:	ALABAMA
License Type Code:	DRIVERS LICENSE
License Number:	M334-34303243
Issued:	6/14/2009
Expires:	6/14/2012
Exempt:	<input type="checkbox"/> Yes
Comments:	

Payroll Time Form

The Payroll Time Form contains the information about employee's payroll time. This form is usually used to track mechanics payroll time. Their payroll time is normally greater than their repair order time. By entering the payroll time here, you can generate reports comparing their payroll time to the time billed on repair orders. This provides one measure of mechanic productivity.

The Payroll Time Form is displayed in edit mode below. You can change most of the information for the Payroll Time.



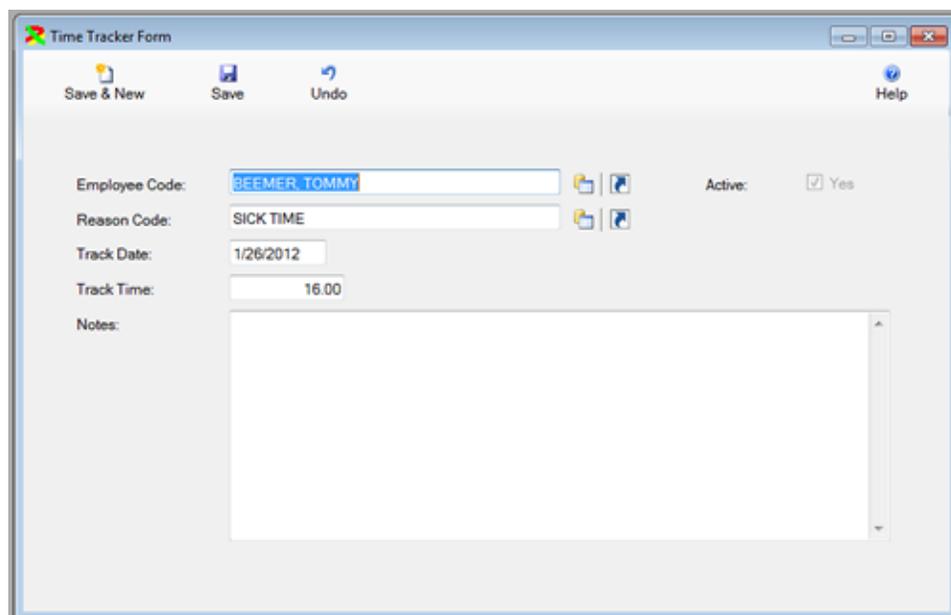
The screenshot shows a window titled "Payroll Time Form". The window has a menu bar with "Save & New", "Save", "Undo", and "Help". The form contains the following fields:

- Employee Code: (with file and print icons to the right)
- Active: Yes
- Beginning Date:
- Ending Date:
- Hours:
- Notes:

Time Tracker Form

The Time Tracker Form contains the information about employee's time. It allows you to track training, vacation, sick time, etc. This form is usually used to track mechanics non repair order time. By entering the employee's non repair order time here, you can generate reports comparing their payroll time and non repair order time to the time billed on repair orders. This provides one measure of mechanic productivity.

The Time Tracker Form is displayed below.



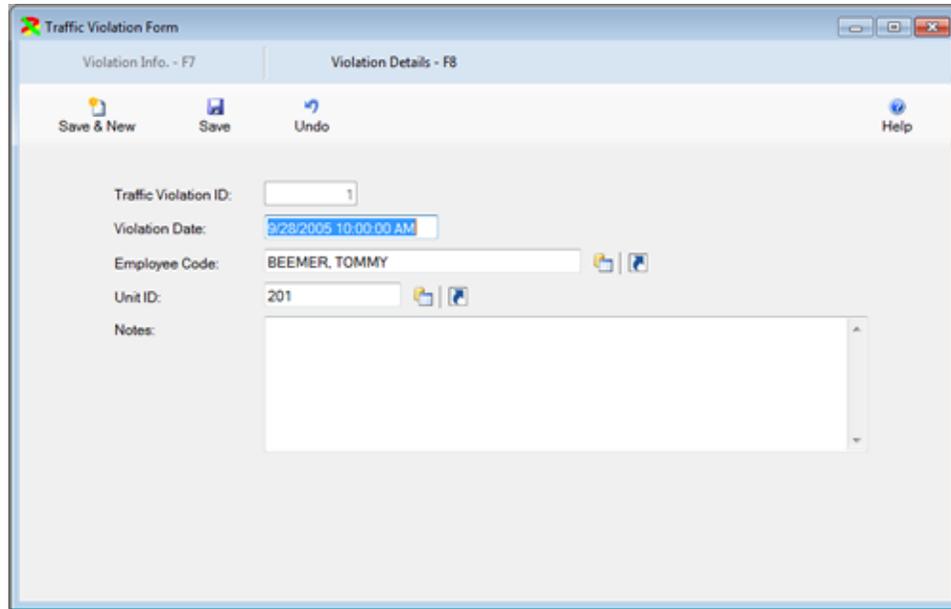
The screenshot shows a window titled "Time Tracker Form". The window has a menu bar with "Save & New", "Save", "Undo", and "Help". The form contains the following fields:

- Employee Code: (with file and print icons to the right)
- Reason Code: (with file and print icons to the right)
- Active: Yes
- Track Date:
- Track Time:
- Notes:

Traffic Violation Form

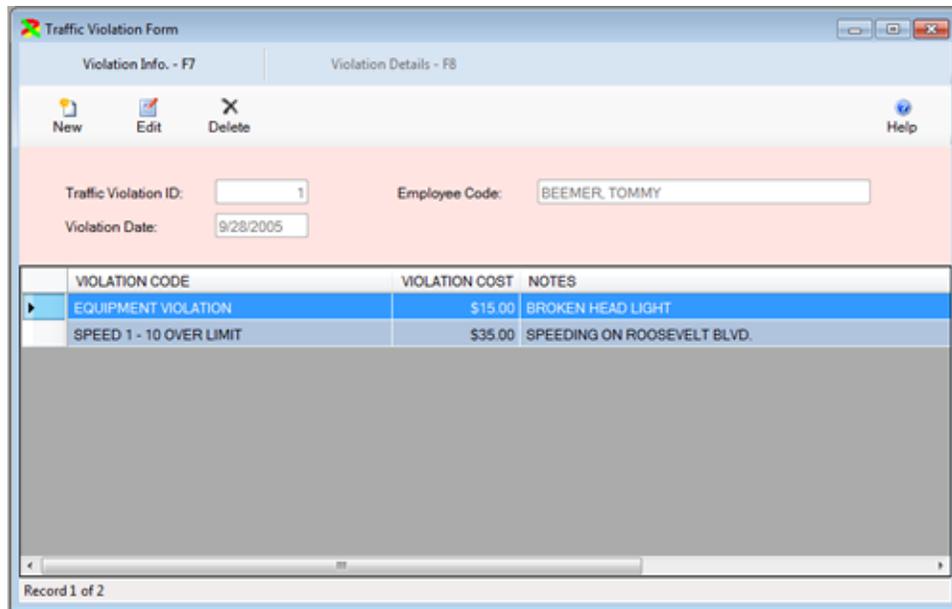
The Traffic Violation Form contains the information on employee's traffic tickets. You can enter an unlimited number of Traffic Violations for each employee.

The Traffic Violation Form is displayed in edit mode below. On this window you enter the date of the violation and select the employee that received the violation. You can also enter select the vehicle the employee was driving.



The screenshot shows a software window titled "Traffic Violation Form" with two tabs: "Violation Info. - F7" and "Violation Details - F8". The "Violation Details - F8" tab is active. The window contains a toolbar with "Save & New", "Save", "Undo", and "Help" buttons. Below the toolbar, there are several input fields: "Traffic Violation ID:" with a text box containing "1"; "Violation Date:" with a date-time picker showing "9/22/2005 10:00:00 AM"; "Employee Code:" with a text box containing "BEEMER, TOMMY" and selection icons; "Unit ID:" with a text box containing "201" and selection icons; and "Notes:" with a large empty text area.

Next, you should click on the Violation Details by clicking on the F8 button. An unlimited number of violations can be entered for this single event.

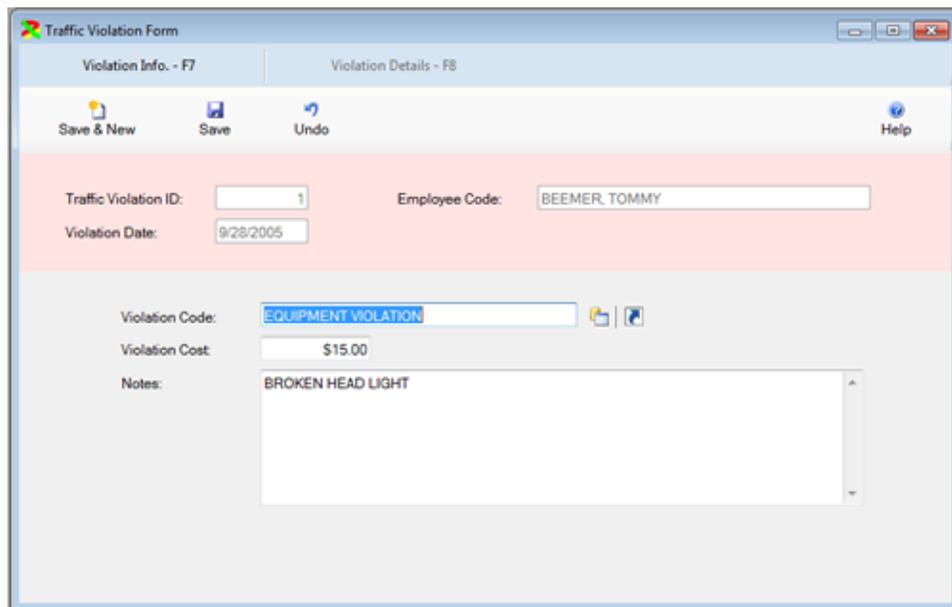


The screenshot shows the 'Traffic Violation Form' window. It has two tabs: 'Violation Info. - F7' and 'Violation Details - F8'. The 'Violation Info.' tab is active, showing fields for 'Traffic Violation ID' (1), 'Violation Date' (9/28/2005), and 'Employee Code' (BEEMER, TOMMY). Below these fields is a table with three columns: 'VIOLATION CODE', 'VIOLATION COST', and 'NOTES'. The table contains two rows of data.

VIOLATION CODE	VIOLATION COST	NOTES
EQUIPMENT VIOLATION	\$15.00	BROKEN HEAD LIGHT
SPEED 1 - 10 OVER LIMIT	\$35.00	SPEEDING ON ROOSEVELT BLVD.

At the bottom of the window, it says 'Record 1 of 2'.

You can click on the new button to add another violation, or you can click on the edit button to change the selected violation. The violation edit window is displayed below. You can select a violation code, the cost, and any notes.



The screenshot shows the 'Traffic Violation Form' window with the 'Violation Details - F8' tab active. The 'Violation Info.' fields are still visible. Below them, the 'Violation Code' is set to 'EQUIPMENT VIOLATION', the 'Violation Cost' is '\$15.00', and the 'Notes' field contains 'BROKEN HEAD LIGHT'. There are icons for 'Save & New', 'Save', and 'Undo' at the top of the window.

Unit Forms

The Unit Tables contain information on all of your vehicles and equipment. The term “Unit” is used because FleetWise can track vehicles, equipment, fixed place assets like conveyor belts, Air Conditioner units, and other items. The only thing required to add a Unit is a unique Unit ID which is a 12 character alpha numeric code used to identify the Unit.

The Unit Master Form contains all of the detailed information on each vehicle or piece of equipment such as Departments, Locations, Models, Tire Information, Warrant Information and purchase and sale information. The Unit Component Form contains detailed information about components of a vehicle or piece of equipment such as the engine model and warranty or the transmission model and warranty. The License and Permit table contains licenses, fuel permits and other permits on each vehicle.

The Meter Table contains information on old, replaced, meters on units. The meter is replaced by selecting the Create New Meter function on the Utilities Menu.

The Picture Table contains pictures of units. Often the pictures are of accidents or damage. The pictures are stored on the hard drive of the computer or server. A reference to the picture is stored in the database. The picture is then displayed in FleetWise.

The PM Schedule contains preventive maintenance items scheduled through FleetWise. Each unit can have an unlimited number of PM’s scheduled. PM’s can be scheduled by miles, hours, date, gallons of fuel, or other meter, or any combination.

The Tickler Table contains non essential maintenance. Often a company will have a daily inspection of each vehicle, sometimes called a pre trip inspection. The inspection may turn up a problem, that doesn’t need to be corrected immediately, but that you want to fix next time maintenance is performed. This is a tickler. When a repair order is opened for the unit, FleetWise will remind you that ticklers are open for the vehicle.

Finally, the system contains numerous reports for each of the tables listed above.

Unit Master Form

The Unit Master Form contains the information on vehicles and pieces of equipment. An unlimited number of vehicles and equipment can be entered into FleetWise. Each vehicle or piece of equipment is identified by a unique Unit ID. A Unit ID is 12 characters alpha numeric and each Unit ID must be unique. If you use numeric Unit ID’s, you should pad them with zeros

to make the sorting look correct. For example: 001, 002, 003, etc. Finally, the Unit ID is the only required information when adding a unit.

The Unit Master Form is displayed in edit mode below. You can change any of the information for the Unit.

The screenshot shows the 'Unit Master Form' window. At the top, there are buttons for 'Save & New', 'Save', 'Undo', and 'Help'. Below these, the 'Unit ID' is set to '101', 'Active' is checked, and 'Unit Status Code' is 'ACTIVE'. A series of tabs are visible: 'Information', 'Specifications', 'Fuel & Meters', 'Highway Tax', 'Acquisition & Sale Info', 'Insurance & Warranty Info', 'User Defined Fields', 'Notes', 'Repair History', and 'PDF Files'. The 'Information' tab is selected, showing a grid of fields:

VIN Number:	1M2T160Y1GM003135	Title State:	ALABAMA
Tag Number:	FLA-3434	Title Number:	AL35436145
Asset Number:	101	Tax Code:	ALABAMA
Manufacturer Code:	KENWORTH	Condition Code:	1 - EXCELLANT
Model Code:	K10	Employee Code:	BOATWRIGHT, HENRY E.
Model Year:	2003	PM Group Code:	TRACTORS
Department Code:	MAINTENANCE SHOP	Company Owned:	<input type="checkbox"/> Yes
Location Code:	ALABAMA SHOP	Customer Code:	BRUNSWICK
Class Code:	CLASS 8		

Under the Unit ID you can click on the "TABS" to display additional information. The General Information Tab contains the most important information this includes the VIN number or Serial number, the Manufacturer, Model and Model Year. Also you can assign a unit to a department, location and or employee.

Click on the Specifications Tab to display additional information. Here you can enter weight and size information for the Unit. You can also enter tire and axle sizes.

The screenshot shows the 'Unit Master Form' window with the 'Specifications' tab selected. At the top, there are buttons for 'Save & New', 'Save', and 'Undo', and a 'Help' icon. Below these are fields for 'Unit ID: 101', 'Active: Yes', and 'Unit Status Code: ACTIVE'. The 'Specifications' tab is active, showing the following sections:

- Vehicle Weight:** GW: 55,000, NW: 0
- Size Info:** Height: 0.00, Width: 0.00, Length: 0.00
- Axle Tires:** Front Axle GW: 0, Front Tire Size: LIGHT TRUCK TIRE, Rear Axle GW: 0, Rear Tire Size: 12 R 24 5 RECAP

Click on the Fuel & Meters Tab to display the fuel information. This information is used when entering Fluid Tickets to set the defaults for fields. Also, you can view and change meter information. Click on the tabs to display the desired meter.

The screenshot shows the 'Unit Master Form' window with the 'Fuel & Meters' tab selected. At the top, there are buttons for 'Save & New', 'Save', and 'Undo', and a 'Help' icon. Below these are fields for 'Unit ID: 101', 'Active: Yes', and 'Unit Status Code: ACTIVE'. The 'Fuel & Meters' tab is active, showing the following sections:

- Fuel Defaults:** Primary Meter: ODOMETER, Type Fuel: DIESEL, Type Use: ROAD, Fuel Card: 0, Fuel Tank Size: 80, Fuel Tax Report: Yes
- Odometer Info:** Meter Number: 1, Start Date: 3/21/2012, Last Odometer: 229,000.0, Last Update: 5/3/2006 3:53 PM

Click on the Highway Tax tab to display it. This tab allows you to enter information required on IRS Form 2290.

The screenshot shows the 'Unit Master Form' window with the 'Highway Tax' tab selected. The form contains the following fields and values:

- Unit ID: 101
- Active: Yes
- Unit Status Code: ACTIVE
- Requires 2290 Form: Yes
- Highway Tax Code: A-NOT LOGGING
- GWV: 55,000
- Logging Vehicle: Yes
- Agriculture Vehicle: Yes
- First 2290 Use: 1/1/2003
- Last 2290 Use: (empty)
- Last 2290 Report: (empty)

Click on the Acquisition & Disposal Tab to display the information about when the unit was purchased and/or sold.

The screenshot shows the 'Unit Master Form' window with the 'Acquisition & Sale Info' tab selected. The form is divided into two sections: Acquisition Info and Sale Info.

Acquisition Info:

- Dealer: TRANSPOWER
- Leased: Yes
- Purchase Date: 8/27/2010
- Residual Value: \$0.00
- Purchase Price: \$34,396.00
- Original Meter: 78,356
- Payment: \$0.00
- Market Value: \$15,000.00
- Term: 48
- End Date: 8/27/2014

Sale Info:

- Date Sold: (empty)
- Sale Price: \$0.00

Click on the Insurance and Warranty Tab to display the insurance and warranty information. If you enter warranty information, warning messages will be displayed on the Repair Order window when a unit is covered by a warranty.

The screenshot shows the 'Unit Master Form' window with the 'Insurance & Warranty Info' tab selected. The form contains the following fields:

- Unit ID: 101
- Active: Yes
- Unit Status Code: ACTIVE

The 'Insurance & Warranty Info' section includes:

- Insurance Info:
 - Insurance Company: TRANSAMERICA INSURANCE COMPANY
 - Policy Number: 30781611
 - Expiration Date: 8/26/2012
 - Premium: \$0.00
- Standard Warranty:
 - End Date: 8/16/2012
 - End Odometer: 62,514
 - End Hour Meter: 0
- Extended Warranty:
 - End Date: (empty)
 - End Odometer: 0
 - End Hour Meter: 0

Click on the User Defined Fields Tab to display the user defined fields. You can enter the labels to the left side of the fields in the System Control Table on the Utilities Menu. This allows you to customize the names of the fields for your specific application.

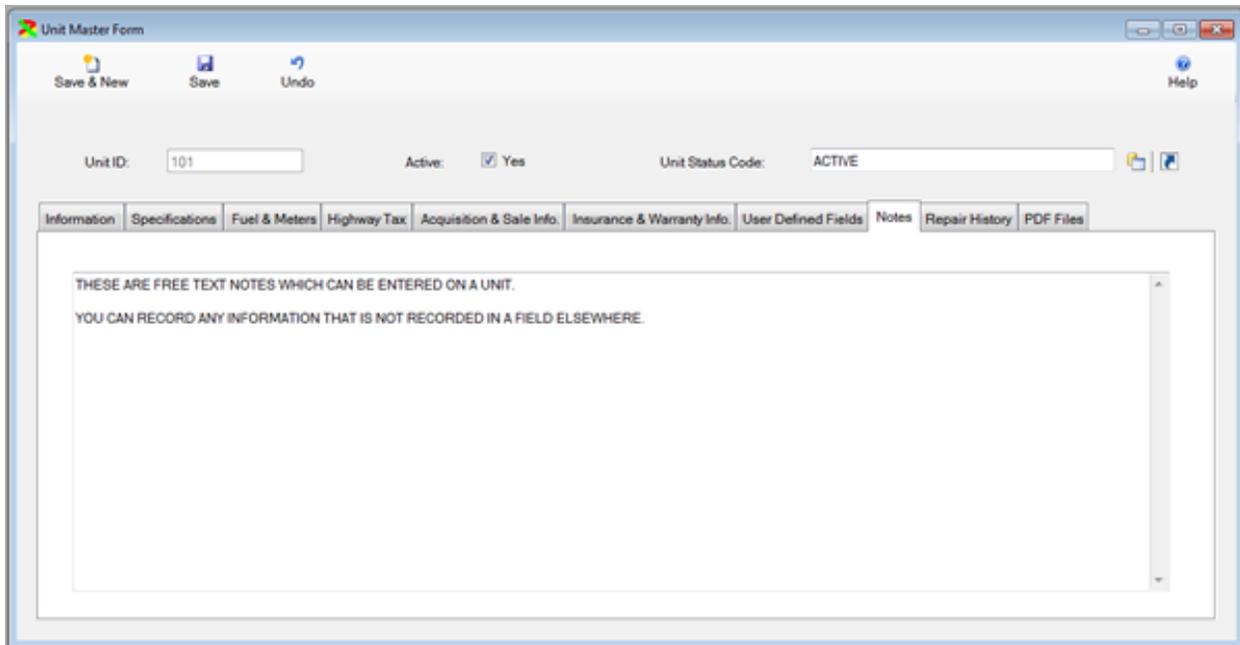
The screenshot shows the 'Unit Master Form' window with the 'User Defined Fields' tab selected. The form contains the following fields:

- Unit ID: 101
- Active: Yes
- Unit Status Code: ACTIVE

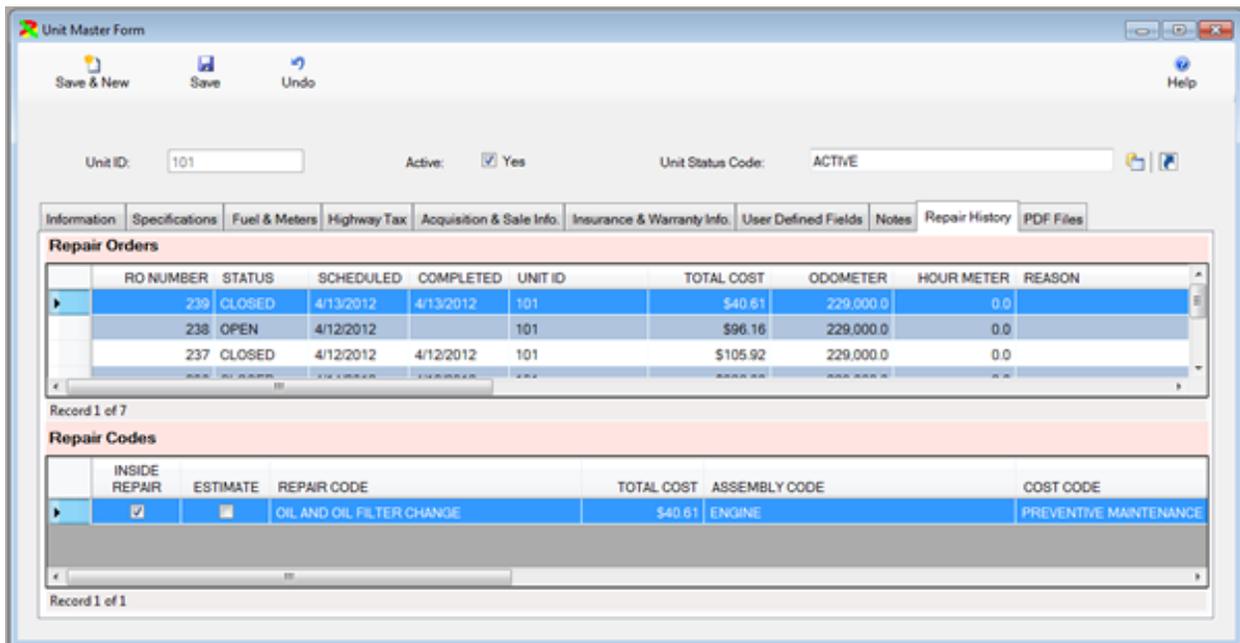
The 'User Defined Fields' section includes:

- BODY STYLE: STANDARD CAB
- NUMBER OF SEATS ON VEHICLE: 2
- FOUR WHEEL DRIVE: N/A
- HANDICAP ACCESSABLE: N/A
- TYPE USE: DAILY
- USER TEXT 6: (empty)
- USER TEXT 7: (empty)
- USER TEXT 8: (empty)
- USER TEXT 9: (empty)

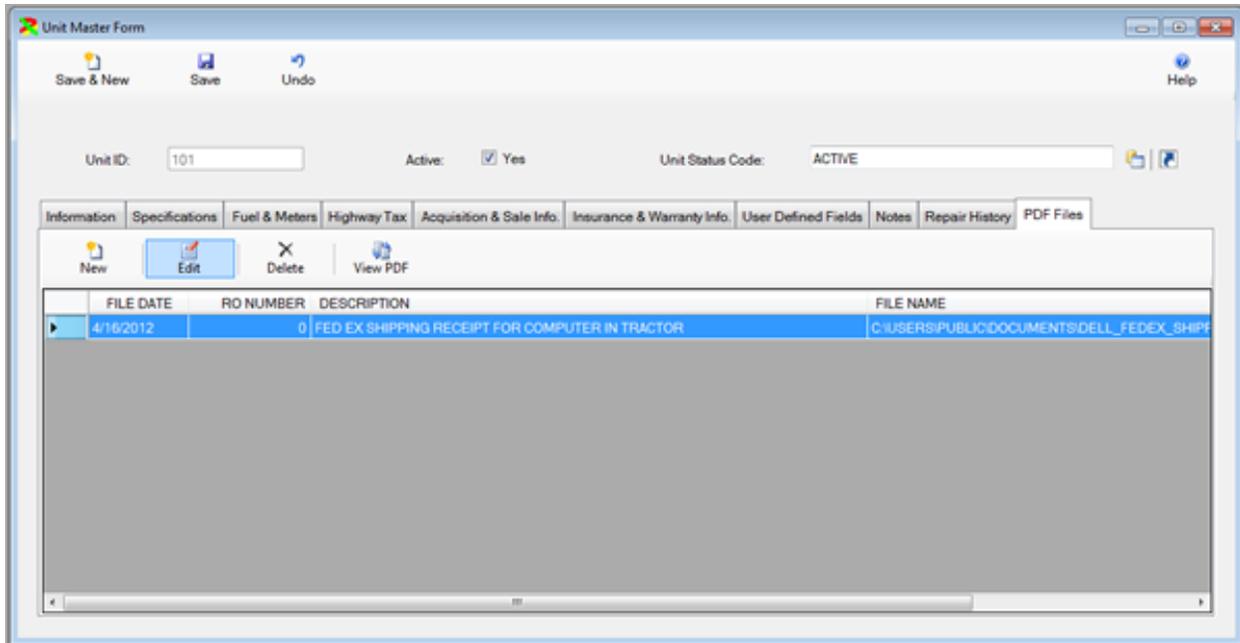
Click on the Notes Tab to display the any additional information. You can enter an unlimited number of free text notes.



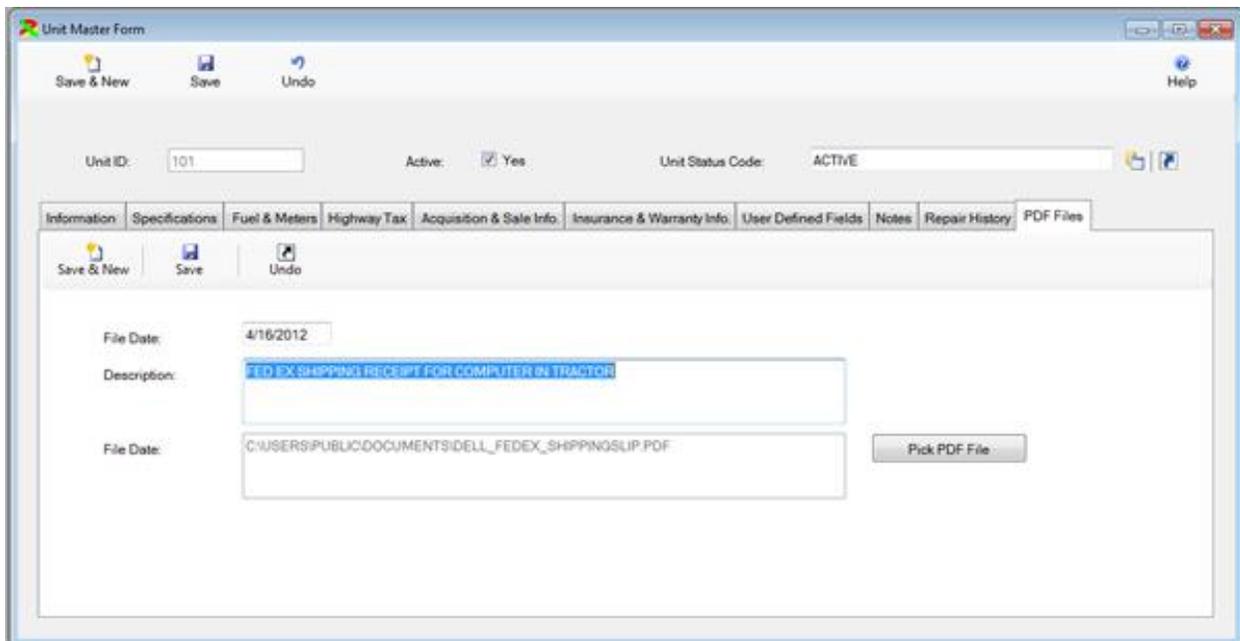
Click on the Repair History tab to display a repair orders performed on this unit. The repair orders are displayed in reverse order from the most recent to the oldest.



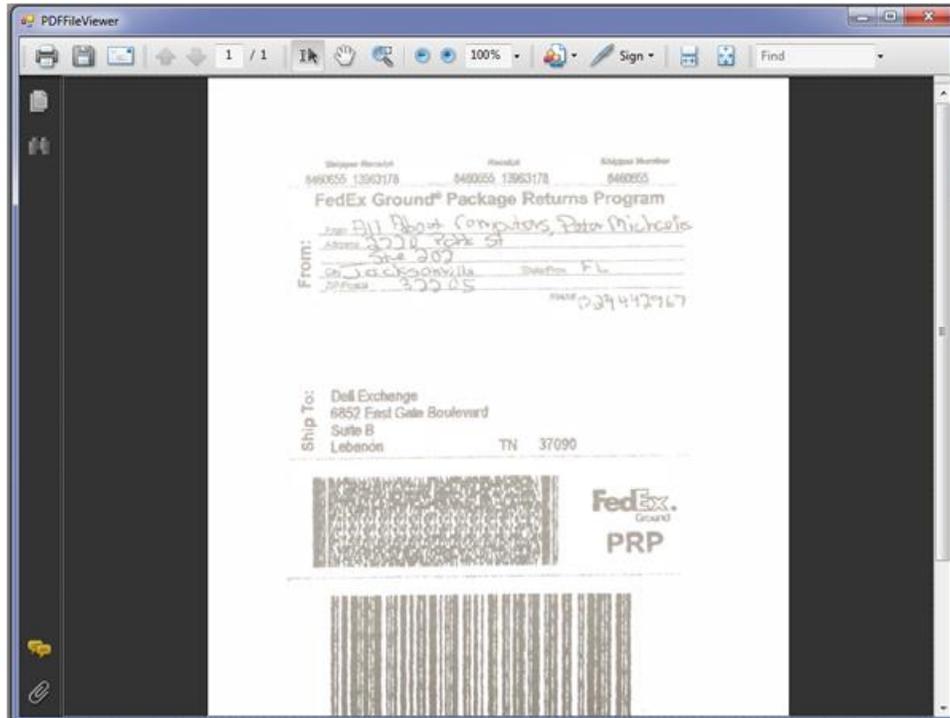
Finally you can click on the PDF Files tab to display any PDF documents associated with this unit. To add a new document, click on the New Button. Click on the Edit Button to change the information on the selected document. Click on the Delete Button to delete the currently selected document. Click on the View PDF button to view the document.



The PDF Window is displayed in edit mode below. You can enter a date associated with the document and a description. Then click on the Pick PDF file button to select the PDF Document. If the FleetWise program is a network system, the documents must be stored on the network drive for other users to view the document.



The PDF File is displayed in the PDF Viewer in the picture below. The document can be printed from the viewer form.



Change Unit ID

You may need to change a Unit ID from time to time. You cannot simply click on the Edit button to change a Unit ID. Instead, click once on the Unit you wish to change in the browse window. Then click on the Change Unit ID Button.



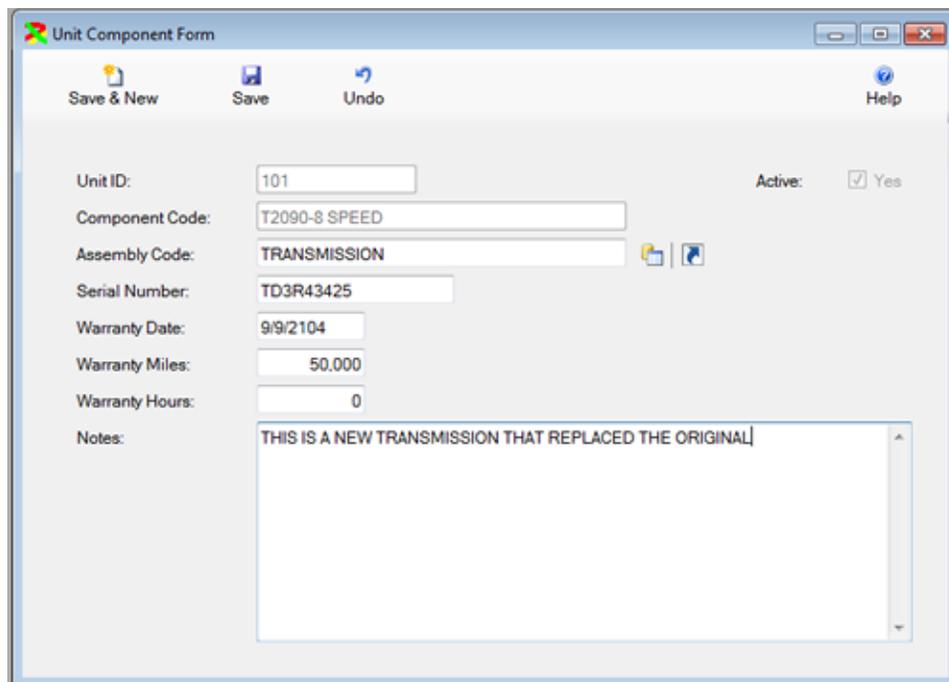
The window below will be displayed.

You can then enter a new Unit ID and click on the Change Unit ID button to change the Unit ID. The Unit ID will be changed. All of the related records that contained the old Unit ID will now contain the new Unit ID. This includes: Repair Orders, PM Schedules, Fluid Tickets, License & Permits, etc.

Unit Component Form

The Unit Component Form is used to track the major components (engine, transmission, axles, etc.) of a vehicle or piece of equipment. You can add an unlimited number of components per unit. You can enter the serial numbers and warranty information for each component. The repair order will display a warning message when a component is being repaired if the component is covered by a warranty.

The Unit Component Form is displayed in Edit Mode below. You can change most of the information. The system does not allow you to change the Unit ID and the Component Code.



The screenshot shows a software window titled "Unit Component Form". At the top, there is a menu bar with "Save & New", "Save", "Undo", and "Help" icons. The form contains several input fields and a checkbox:

- Unit ID: 101
- Component Code: T2090-8 SPEED
- Assembly Code: TRANSMISSION
- Serial Number: TD3R43425
- Warranty Date: 9/9/2104
- Warranty Miles: 50,000
- Warranty Hours: 0
- Active: Yes
- Notes: THIS IS A NEW TRANSMISSION THAT REPLACED THE ORIGINAL

Unit License & Permit Form

The Unit License & Permit Form is used to track all of the licenses and permits for vehicles and equipment. You can add an unlimited number of License & Permits per unit. The Reminders Window will list any License & Permits that are about to expire.

The License & Permit Form is displayed in edit mode below. You can change most of the information. The system does not allow you to change the Unit ID and the License Type.

Unit License Form

Save & New Save Undo Help

Unit ID: 101 Active: Yes

License Type Code: FUEL PERMIT

Tax Code: FLORIDA

License Number: GAD23444

Expiration Date: 3/25/2012

Amount: \$250.00

Notes:

Unit Meter Form

The Unit Meter Form is used to track all of the odometers, hour meters, and other meters replaced on vehicles and equipment. Meters are replaced by selecting the Create New Meter option on the Utilities Menu. The Create New Meter form is displayed below. Prior to changing a meter, you should enter and post a Fluid Ticket to close out the old meter. On this form you can enter the date the new meter was put on the unit and enter the new reading if it is greater than 0. Then click on the Create New Meter Button.

Create New Meter Form

INSTRUCTIONS

This process will create a new meter for a vehicle or piece of equipment in the Unit Master Table. It will also update the Unit PM Schedule to reflect the new meter. You MUST VERIFY the PM Schedule after creating the meter.

Prior to creating a New Meter, you should enter and post a final Fluid Ticket for the Old Meter.

Create New Meter Cancel

Selected Unit: 101

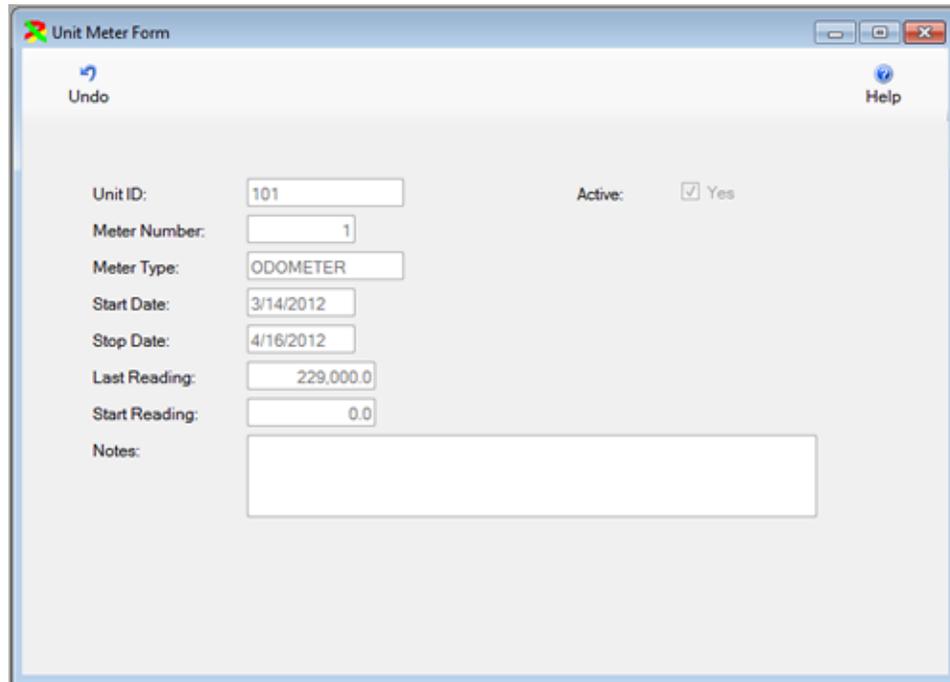
Meter Type: ODOMETER

Start Date: 4/16/2012

New Reading: 0.0 Last Reading: 229,000.0

Description:

The Unit Meter Form is displayed in below. This form is read only. You cannot change any of the information on the form.



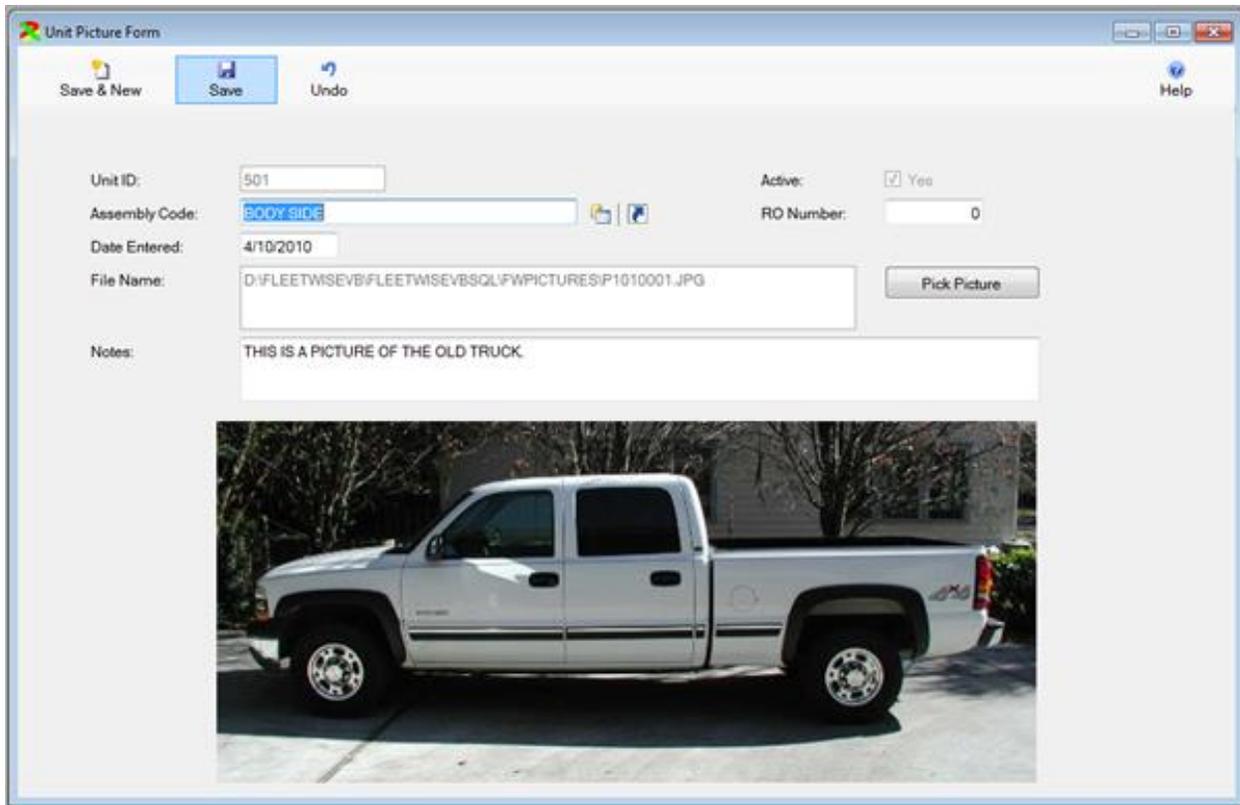
The screenshot shows a window titled "Unit Meter Form" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there is a toolbar with "Undo" and "Help" buttons. The form contains the following fields and controls:

Unit ID:	101	Active:	<input checked="" type="checkbox"/> Yes
Meter Number:	1		
Meter Type:	ODOMETER		
Start Date:	3/14/2012		
Stop Date:	4/16/2012		
Last Reading:	229,000.0		
Start Reading:	0.0		
Notes:	<input type="text"/>		

Unit Picture Form

The Unit Picture Form is used to display pictures of vehicles or pieces of equipment. You can add an unlimited number of Pictures per unit. Usually this feature is used to track pictures of damage done in accidents. However, you can add pictures for any reason.

The Unit Picture Form is displayed in edit mode below. You can change most of the information. The system does not allow you to change the Unit ID and the Picture Code. You click on the Pick Picture button to select the picture. If you have the network version, the picture should be stored on the server in a place accesible to all workstations.



The screenshot shows a web-based form titled "Unit Picture Form". The form has a menu bar with "Save & New", "Save", "Undo", and "Help". The form fields are as follows:

- Unit ID: 501
- Assembly Code: BODY SIDE
- Date Entered: 4/10/2010
- File Name: D:\FLEETWISEVB\FLEETWISEVBSQL\FWPICTURES\IP1010001.JPG
- Active: Yes
- RO Number: 0
- Notes: THIS IS A PICTURE OF THE OLD TRUCK.

Below the notes is a large image of a white pickup truck, which is the picture being uploaded or viewed in the form.

Unit PM Schedule Form

The Unit PM Schedule Form contains all of the preventive maintenance items scheduled for vehicles and equipment. An unlimited number of PM's can be scheduled for each unit. You can automatically create the Unit PM Schedules by creating PM Group Schedules.

The Unit PM Schedule Form is displayed in edit mode below. You can change most of the information. The system does not allow you to change the Unit ID and the Repair Code.

The screenshot shows a software window titled "Unit PM Schedule Form". At the top, there are menu buttons: "Save & New", "Save", "Undo", and "Help". The main area is divided into several sections:

- Unit Information:** Unit ID: 102; Repair Code: OIL AND OIL FILTER CHANGE; Frequency: EACH; Type Schedule: FLOATING; Service Level: 0 - NO OTHER LEVELS INCLUDED.
- Status:** Last RO Number: 0; Active: Yes; Active PM's: Yes.
- Service Interval:** Days: 180; Miles: 12,000; Hours: 0; Fuel: 0; Other: 0.
- Last Service:** Last Date: 10/22/2011; Last Odometer: 210,965; Last Hour Meter: 0; Last Fuel Meter: 0; Last Other Meter: 0.
- Next Service:** Next Date: 4/19/2012; Next Odometer: 222,965; Next Hour Meter: 0; Next Fuel Meter: 0; Next Other Meter: 0.

The following fields are used to create a PM Schedule.

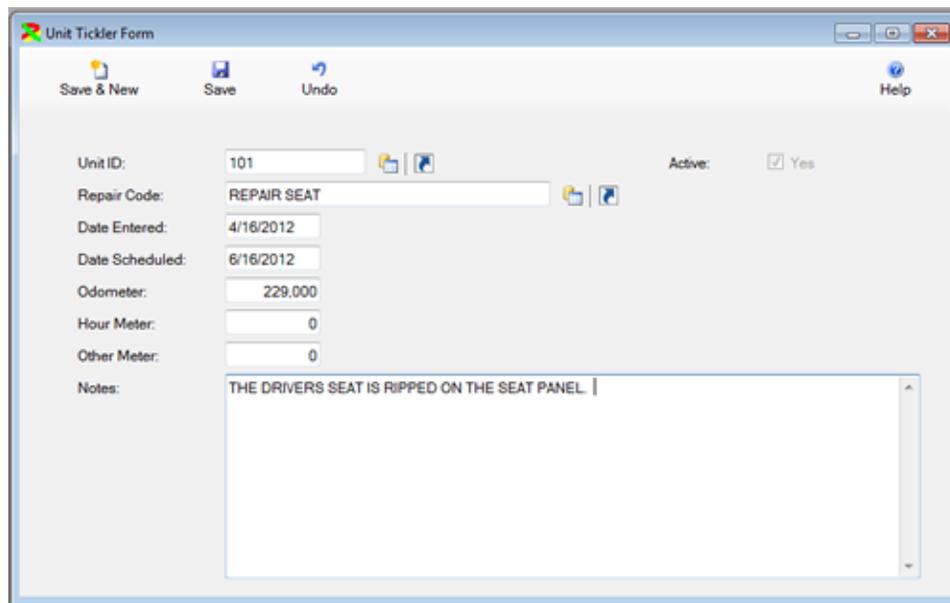
- The Repair Code describes the PM to be performed. You can add an unlimited number of Repair Codes for a single Unit. This creates a schedule of PM's to be performed. Simply create the first item in the schedule. Then click on the Save & New button to add a second schedule. Select the same Unit ID, but a different Repair Code.
- The Frequency determines how often a PM is scheduled. An "EACH" frequency means the PM will be rescheduled based on the days, miles, hours, fuel or other meter. An "AT" frequency means the PM will be performed once when it is due and then not performed again.
- The Type Schedule determines how the PM will be rescheduled. A "FLOATING" schedule means the PM will be rescheduled based on when it was actually completed. A "REGULAR" schedule means the PM will be rescheduled based on when it should have been completed. DOT inspections are usually scheduled on a regular schedule – one a year. Other PM's are usually scheduled on a floating schedule.
- The Service Level can be used to create a hierarchy of PM's. For example you could create a Tune up PM as a Level 1 PM. You could create an Oil Change PM as a Level 2 PM. Whenever the Tune Up is scheduled, the Oil Change will be automatically added to the repair order.
- The Service Interval is controlled by the Service Days, Miles, Hours, Fuel, or Other Meter. You can enter numbers in any of these boxes. For example, you could schedule an oil change every 180 Days or 5000 Miles.

- When you are first setting up the PM Schedule, you must enter information in the Last Service column. Once the schedule is created, the repair order system will automatically update the last service column whenever the PM is performed.

Unit Tickler Form

The Unit Tickler Form is used to track non essential maintenance items. Often companies may have a pre-trip inspection form. This form is completed by the operator prior to using the unit. Sometimes the operator may notice a problem with the unit. The problem does not require the unit to be removed from service immediately. But, the next time the unit is serviced, you want to be reminded of the problem. You can create a tickler and then when a repair order is opened for the unit, you will be prompted to add the tickler to the repair order.

The Unit Tickler Form is displayed in edit mode below. You can change most of the information. The system does not allow you to change the Unit ID and the Repair Code.



The screenshot shows a software window titled "Unit Tickler Form". At the top, there is a menu bar with "Save & New", "Save", "Undo", and "Help" options. The form contains several input fields and a text area:

- Unit ID: 101
- Repair Code: REPAIR SEAT
- Date Entered: 4/16/2012
- Date Scheduled: 6/16/2012
- Odometer: 229,000
- Hour Meter: 0
- Other Meter: 0
- Notes: THE DRIVERS SEAT IS RIPPED ON THE SEAT PANEL
- Active: Yes

Repair Order Tables

Repair Order Form

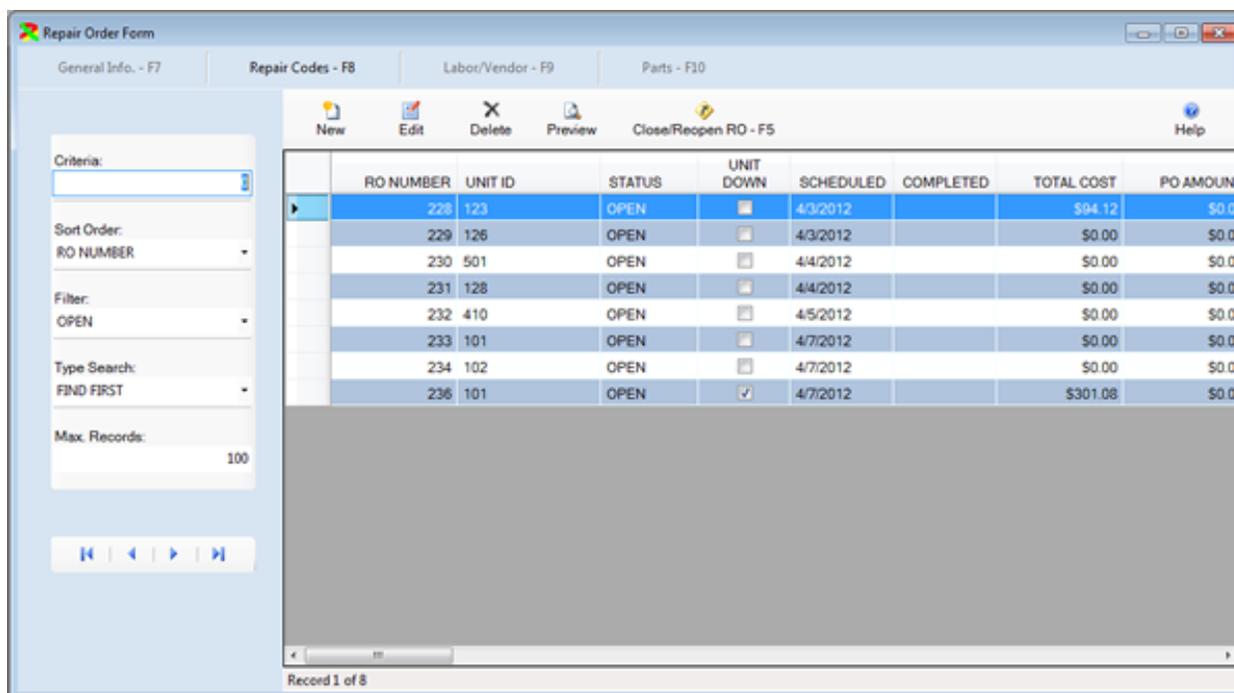
The Repair Order Form contains all of the repair orders for your vehicles and pieces of equipment. Repair orders can be entered for maintenance you perform and for maintenance performed at outside vendor's facilities. You can enter an unlimited number of repair orders per vehicle or piece of equipment.

A repair order consists of 4 parts. The parts are represented by the grayed out buttons at the top of the form.

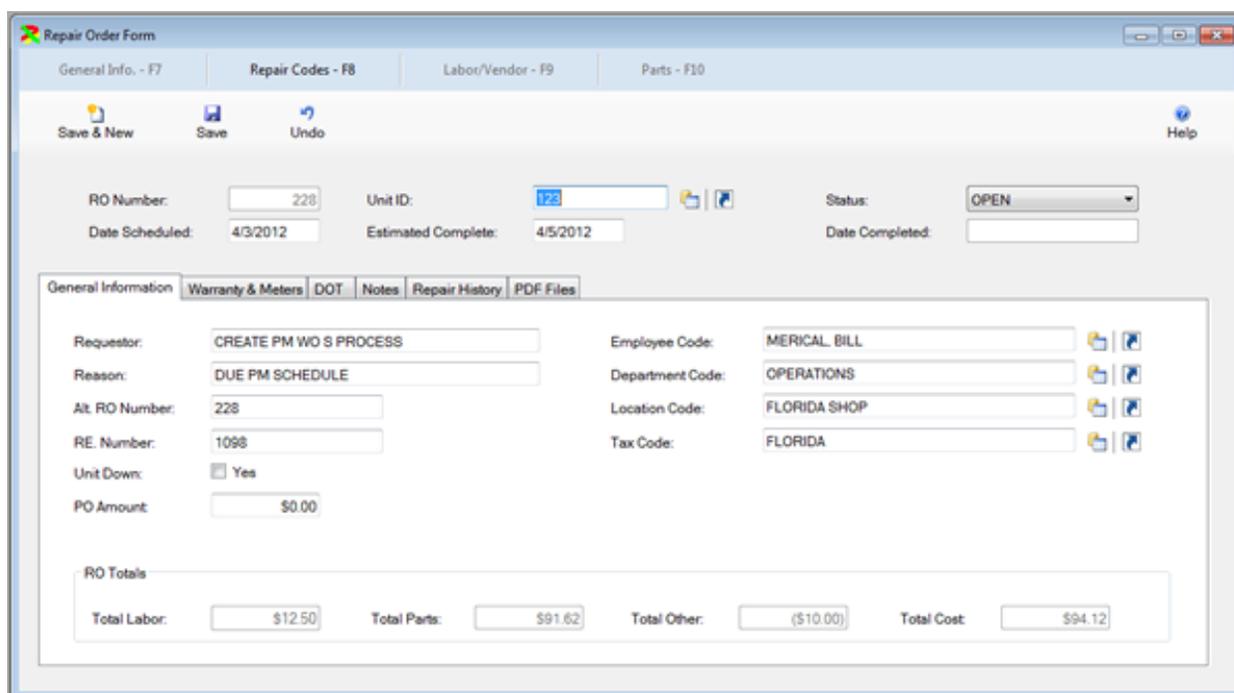
- General Info. – The portion of the repair order where you identify the unit being worked on.
- Repair Codes – Repair codes describe maintenance being performed on the repair order. An unlimited number can be added on a single repair order.
- Labor/Vendor – The labor or vendor cost for the selected repair code.
- Parts – The parts used for the selected repair code.

General Information

The Repair Order Form is displayed in browse mode below. Note, the filter is set to OPEN on the search control. This is why only open repair orders are displayed.



The Repair Order Form is displayed in edit mode below. You can add or change most of the information for the Repair Order.



The primary information entered on this window is the Unit ID. This identifies the vehicle or piece of equipment being repaired on this date. When a Unit is selected, the Employee, Department, Location, Tax Code, and Warranty and Meter Information will be displayed from

the Unit Master Form. This information becomes the default information for the repair order. You can change any of the information if needed.

The Department Code and Location Code are important because many reports can be generated in Department Code/Location Code order. These reports will summarize the costs for a user selected time range by department/location. These reports are often used to “bill” maintenance costs back to departments or locations.

Click on the tabs to display additional information. The Warranty & Meters tab is displayed below. The most important items on the tab are the meters. The meter information will be used to update the PM Schedule if any PM’s are on this repair order.

The screenshot displays the 'Repair Order Form' interface. At the top, there are four tabs: 'General Info. - F7', 'Repair Codes - F8', 'Labor/Vendor - F9', and 'Parts - F10'. Below the tabs is a toolbar with 'Save & New', 'Save', and 'Undo' buttons, and a 'Help' icon. The form contains several input fields: 'RO Number' (228), 'Unit ID' (123), 'Status' (OPEN), 'Date Scheduled' (4/3/2012), 'Estimated Complete' (4/5/2012), and 'Date Completed'. Below these fields are five sub-tabs: 'General Information', 'Warranty & Meters', 'DOT', 'Notes', 'Repair History', and 'PDF Files'. The 'Warranty & Meters' tab is active, showing 'Warranty Info.' with 'Warranty Auth. No.' and 'Warranty S's Lost' (Yes), and 'Meters' with 'Odometer' (235,986.0), 'Hour Meter' (0.0), and 'Other Meter' (0.0). Below this is 'Other Info.' with 'Owner' (YOUR COMPANY NAME HERE), 'User Name', 'Down Time', and 'Date Created' (4/3/2012 8:45 AM).

The DOT Tab is displayed below. The information on this tab is read only. It is displayed from the information entered in the Unit Master Table.

The screenshot shows the 'Repair Order Form' application window. The 'General Information' tab is active. The form contains the following fields and values:

RO Number:	228	Unit ID:	123	Status:	OPEN
Date Scheduled:	4/3/2012	Estimated Complete:	4/5/2012	Date Completed:	

Below the form fields, there are tabs for 'General Information', 'Warranty & Meters', 'DOT', 'Notes', 'Repair History', and 'PDF Files'. The 'Notes' tab is currently selected, and the text area below it contains the following information:

VIN Number:	1M1AA13Y3RW029723
Manufacturer Code:	MACK
Model Code:	MACK CH613
Model Year:	2003
Front Tire Size:	UNKNOWN
Rear Tire Size:	UNKNOWN

The Notes Tab is displayed below. You can enter as much free text notes as required. You can click on the Default RO Note to input the Default Repair Order Note which is created in the System Control Table under the Utilities menu item.

This screenshot shows the same 'Repair Order Form' application window, but with the 'Notes' tab selected. The text area is currently empty. At the bottom center of the text area, there is a button labeled 'Default RO Note'.

The Repair History tab is displayed below. This tab displays repair orders for the selected unit. They are displayed in reverse order, the most recent first.

Repair Order Form

General Info. - F7 Repair Codes - F8 Labor/Vendor - F9 Parts - F10

Save & New Save Undo Help

RO Number: 228 Unit ID: 123 Status: OPEN
 Date Scheduled: 4/3/2012 Estimated Complete: 4/5/2012 Date Completed:

General Information Warranty & Meters DOT Notes Repair History PDF Files

Repair Orders

	RO NUMBER	STATUS	SCHEDULED	COMPLETED	UNIT ID	TOTAL COST	ODOMETER	HOUR METER	REASON
▶	228	OPEN	4/3/2012		123	\$94.12	235,986.0	0.0	DUE PM SCHEDULE
	30	CLOSED	12/12/2011	12/17/2011	123	\$159.75	232,035.0	0.0	DUE PM SCHEDULE

Record 1 of 2

Repair Codes

	INSIDE REPAIR	ESTIMATE	REPAIR CODE	TOTAL COST	ASSEMBLY CODE	COST CODE
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHANGE AIR FILTERS	\$45.99	ENGINE	PREVENTIVE MAINTENA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL AND OIL FILTER CHANGE	\$48.13	ENGINE	PREVENTIVE MAINTENA

Record 1 of 2

The PDF Files tab is displayed below in browse mode. You can click on the new button to add a new file. The files should be stored in a convenient location. If this is a network system, they should be stored on the server in a location accessible to all workstations. The edit button allows the description to be changed. The delete button will delete the reference to the PDF file. It will not delete the file itself. This must be done manually. The view button will display the file contents..

Repair Order Form

General Info. - F7 Repair Codes - F8 Labor/Vendor - F9 Parts - F10

Save & New Save Undo Help

RO Number: 228 Unit ID: 123 Status: OPEN
 Date Scheduled: 4/3/2012 Estimated Complete: 4/5/2012 Date Completed:

General Information Warranty & Meters DOT Notes Repair History PDF Files

New Edit Delete View PDF

	FILE DATE	RO NUMBER	DESCRIPTION	FILE NAME
▶	4/17/2012	228	FED EX SHIPPING LABEL USED TO RETURN PARTS.	C:\USERS\PUBLIC\DOCUMENTS\DELLE_FEDEX

Repair Codes

Click on the Repair Codes Button – or the F8 Key, to display the Repair Codes portion of the repair order as is displayed below.

INSIDE REPAIR	ESTIMATE	TOTAL COST	REPAIR CODE	ASSEMBLY CODE	COST CODE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.99	CHANGE AIR FILTERS	ENGINE	PREVENTIVE MAINTENANCE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$48.13	OIL AND OIL FILTER CHANGE	ENGINE	PREVENTIVE MAINTENANCE

Repair codes are used to describe the maintenance performed on the repair order. Repair codes are important because they allow you to report how much has been spent on a vehicle by repair code for a selected time range. Similar reports are available by assembly code or by cost code.

Two general types of repair codes will appear on a single repair order. Preventive Maintenance repair codes will appear. They are used to perform standard maintenance like oil changes, alignments, or tune ups. General Maintenance repair codes will appear. They are used to indicate non scheduled maintenance like Brake Jobs, Replacing Belts and Hoses, or other maintenance. An unlimited number of repair codes can be included on a single repair order.

Click on the New Button to add a new repair code to the repair order or click on an existing repair code and click on the Edit Button to change it. You can also double click on a repair code to edit it. The Repair Code portion of the repair order is displayed in edit mode below.

You can indicate that the repair is an Inside Repair – done in your shop, or an Outside Repair – done at a vendors shop. If you indicate it is an inside repair, then you must enter the Repair Location. This code is used to determine which inventory location parts will be taken from. You can enter a default repair location in the System Control Table on the Utilities menu. If you indicate the repair is an outside repair, then you must enter the vendor that did the repair. You can still enter a vendor cost and repair parts.

You then can select a repair code. When you select a repair code, the assembly code, cost code and default notes will be displayed. These codes are created in the Repair Code Master Table.

Labor/Vendor

Once you have selected the repair code, you can click on the Labor/Vendor Button – F9 to add labor or vendor charges or you can click on the Parts Button – F10 to add parts to the repair order. The Labor/Vendor browse is displayed below. Click on the New Button to add additional labor. An unlimited number of mechanics can be added to a single repair code on a repair order.

REPAIR	EMPLOYEE CODE	TIME	RATE	TOTAL COST	COMMENT
4/17/2012	BEEMER, TOMMY	1.00	25.00	\$25.00	

The Labor Window is displayed in edit mode below. You select the mechanic that performed the maintenance. Note, only employee's who have a check mark in the Mechanic box will appear. When you enter the mechanic, the rate established in the Employee Master Table will be displayed. You can then enter the mechanics time. For example, if the mechanic spent ½ hour performing the maintenance, you would enter .5. If this maintenance was performed by a vendor, the vendor code would be displayed. You could enter the invoice number, a comment, and the cost of the maintenance.

The screenshot shows the 'Repair Order Form' window with the following details:

- General Info - F7** (Active tab)
- Repair Codes - F8**
- Labor/Vendor - F9**
- Parts - F10**
- Buttons: Save & New, Save, Undo, Help
- RO Number: 228
- Repair Code: OIL AND OIL FILTER CHANGE
- Inside Repair: Yes
- Tran. Date: 4/17/2012
- Employee Code: REEMER, TOMMY
- Comment: (Empty text box)
- Repair Time: 1.00
- RO Billing Rate: \$25.00
- Total Cost: \$25.00

Part Information

Once the labor has been entered press on the Parts Button – F10 key to display the window below. This window already contains parts that have been entered for the selected repair code.

The screenshot shows the 'Repair Order Form' window with the 'Parts - F10' tab active. The table below lists the parts entered for the repair code 'OIL AND OIL FILTER CHANGE'.

INVENTORY PART	REPAIR DATE	PART CODE	TOTAL COST	QUANTITY	PART COST
<input checked="" type="checkbox"/>	4/3/2012	FLTR CART - 11996050-6	\$37.05	1.0	\$34.79
<input checked="" type="checkbox"/>	4/3/2012	MOTOR OIL - UC 1540 OIL	\$11.08	10.0	\$1.04

Record 1 of 2

Click on the New Button to add a new part or the Edit Button to change an existing part. The Part Window will be displayed in Edit Mode as below.

The screenshot shows the 'Repair Order Form' window with the following details:

- RO Number:** 228
- Repair Code:** OIL AND OIL FILTER CHANGE
- Inside Repair:** Yes
- From Inventory:** Yes
- Part Date:** 4/3/2012
- Part Code:** FLTR CART - 11996050-6
- Description:** LONG DESCRIPTION - FLTR CART - 11996050-6
- Serial Number:** (empty field)
- Quantity:** 1.00
- Part Cost:** \$31.626
- Freight:** \$0.00
- Sales Tax:** \$2.06
- Total Cost:** \$33.68
- Taxable:** Yes
- Mark Up:** 0.00 %
- Qty. On Hand:** 2.00
- Average Cost:** \$31.626
- Warranty Info:**
 - Expires Date:** (empty field)
 - Warranty Miles:** 0
 - Warranty Hours:** 0

You can select the part used and the quantity. If the parts is taken from inventory the cost will automatically be displayed. You can also enter warranty information for the part. If the part is replaced again within the warranty time frame then a warning message will be displayed.

Close/Reopen Repair Order

Once all of the information has been added to the repair order, click on the General Information Button – F7 to display the General Information. If the repair order is complete click on the Close/Reopen RO Button  or press the F5 key to display the Close RO window.

Close Repair Order Form

INSTRUCTIONS

Enter the odometer, hour meter and other meter for when the repair was completed. Also enter the date when the repair was completed. If a PM is on the repair order, this information will be used to update the PM Schedule.

You can also enter the downtime for the repairs. This information appears on the downtime report.

Unit ID:

RO Number:

Update PM Schedule: Yes

Status:

Date Completed:

Odometer: Downtime Days:

Hour Meter: Downtime Hours:

Other Meter: Downtime Minutes:

The window will display the current information from the Repair Order. This status will default to closed, the date and time to the current date and time. You can change the Odometer, Hour Meter, and Other Meter information. This information will be used to update the PM Schedule if PM's were included on the repair order. You can also enter downtime. Click on the Close RO – F5 button to close the repair order.

A closed repair order can be reopened by simply clicking on the Close/Reopen RO Button. The following window will be displayed.

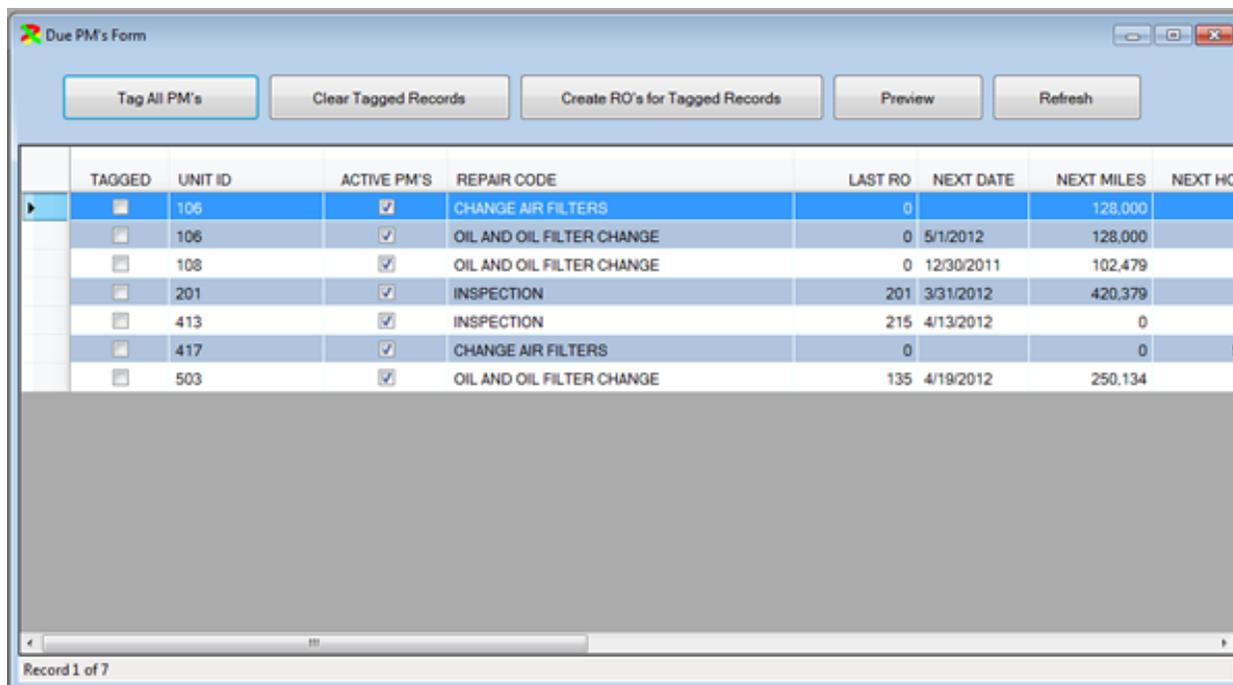
FleetWise VB

Do you want to Re Open the selected repair order?

Note: Reopening a Repair Order will return parts to inventory. It will NOT reset the PM Schedule if it has been updated. You must reset the PM Schedule manually.

Due PM Form

The Due PM Form displays Preventive Maintenance Items that are currently due. The form is displayed below.



Click on the Tag All PM's button to place a check mark in the Tagged Check Box for all PM's. You can also manually click on the Tagged Check Box to select individual PM's. Click on the Clear Tagged Records to remove all of the check marks. Click on the Create RO's for Tagged Records to create repair orders for PM's with a check mark in the tagged box. Click on the Preview button to display a report of the Due PM's. Click on the Refresh button to refresh the list.

Note, you can enter buffer values in the System Control Table under the Utilities menu item. For example, you might enter 500 miles or 7 days in the buffer values. Then PM's which will be due within 500 miles or 7 days or less will be displayed in the list. This provides you the ability to create repair orders for PM's before they are actually due. It provides you with time to schedule the vehicles into the shop.

Due Tickler Form

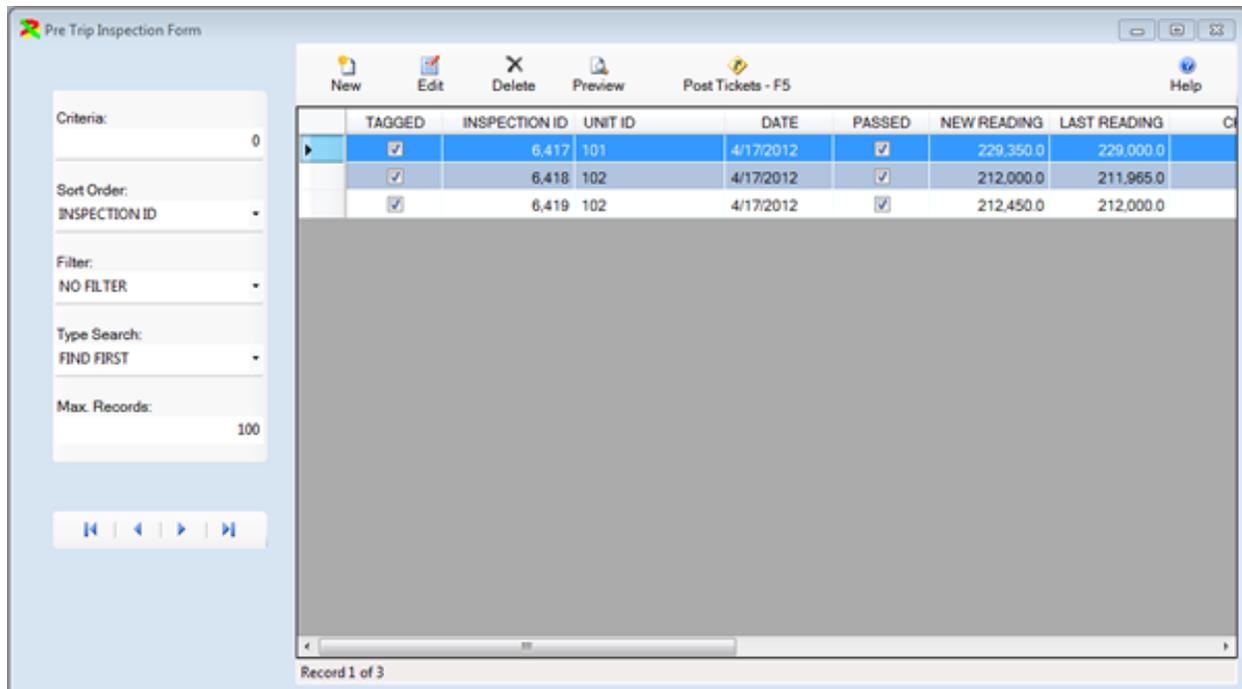
The Due Tickler Form displays Unit Ticklers that are currently due. The form is displayed below.

TAGGED	UNIT ID	ACTIVE	REPAIR CODE	ENTERED DATE	SCHEDULED DATE	NOTES
<input checked="" type="checkbox"/>	103	<input checked="" type="checkbox"/>	CHECK FLUIDS & LUBRICANTS	11/12/1997	11/26/1997	RUNNING ROUGH
<input type="checkbox"/>	107	<input checked="" type="checkbox"/>	CLOSE IN CAB	11/1/1997	11/26/1997	REPLACE WINDSHIELD
<input type="checkbox"/>	401	<input checked="" type="checkbox"/>	CLOSE IN CAB	11/5/1997	11/26/1997	REPAIR RIP ON SEAT
<input type="checkbox"/>	412	<input checked="" type="checkbox"/>	CLOSE IN CAB	10/8/1997	11/26/1997	REPLACE MIRROR BROKEN IN AC
<input type="checkbox"/>	415	<input checked="" type="checkbox"/>	CLOSE IN CAB	10/17/1997	11/26/1997	RUNNING ROUGH

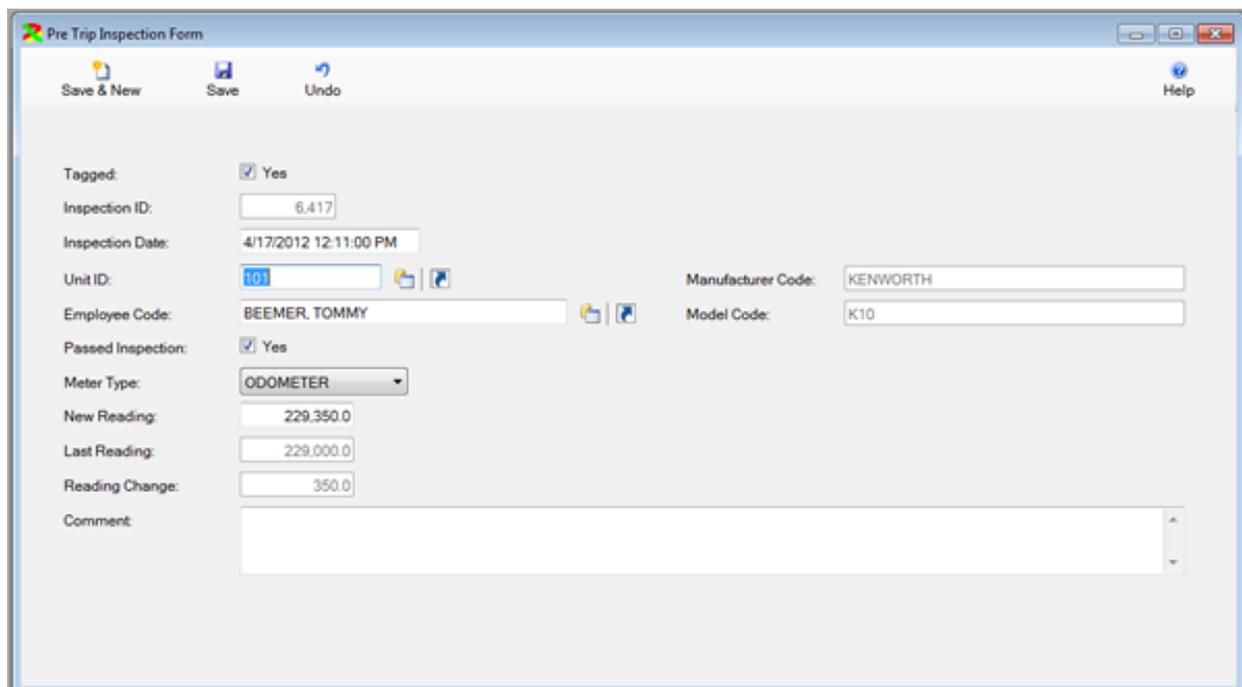
Click on the Tag All Tickler's button to place a check mark in the Tagged Check Box for all ticklers. You can also manually click on the Tagged Check Box to select individual Tickler. Click on the Clear Tagged Records to remove all of the check marks. Click on the Create RO's for Tagged Records to create repair orders for Tickler's with a check mark in the tagged box. Click on the Preview button to display a report of the Due Tickler's. Click on the Refresh button to refresh the list.

Pre Trip Inspection Form

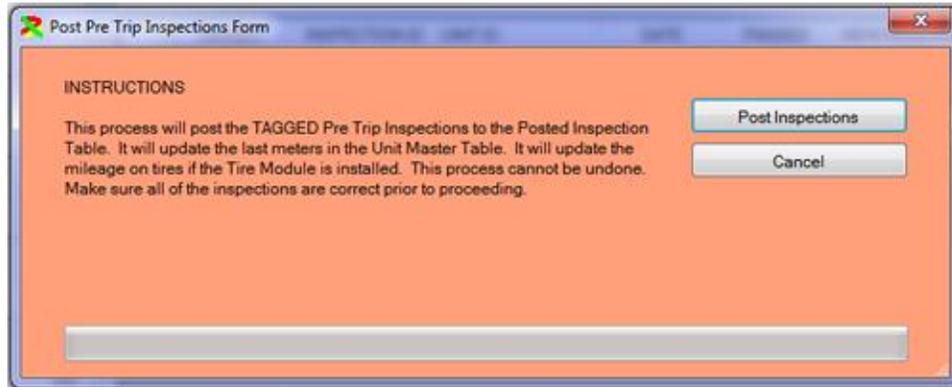
The Pre Trip Inspection form is used to enter pre trip inspections. You can enter all inspections or only failed inspections. The Pre Trip Inspection form is displayed in browse mode below.



The Pre Trip Inspection form is displayed in edit mode below. You pick the unit, and employee. You can enter the Odometer or Hour Meter. This will update the odometer or hour meter in the Unit Master Table. You can indicate the unit passed or failed inspection, and you can enter a short comment.

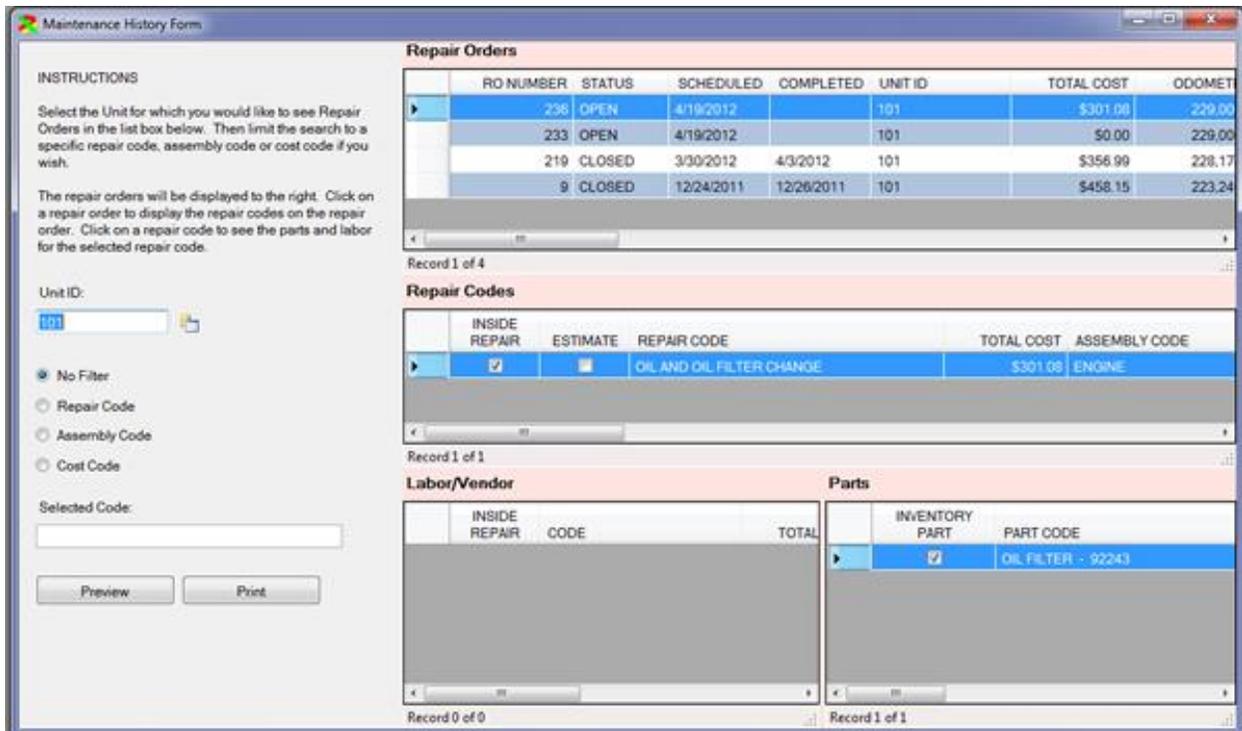


The Post Pre Trip Inspection form is displayed below. Once all of the inspections have been entered and checked, they should be posted. This will update the Unit Master Table and move the inspections into the Posted Inspection Form. There they remain as history of inspections. The Posted Inspection forms are the same as the Pre Trip Inspection forms and are not displayed here.



Maintenance History Form

The Maintenance History Form is displayed below. This form is used to quickly review the maintenance performed on vehicles and equipment. The window is displayed below.



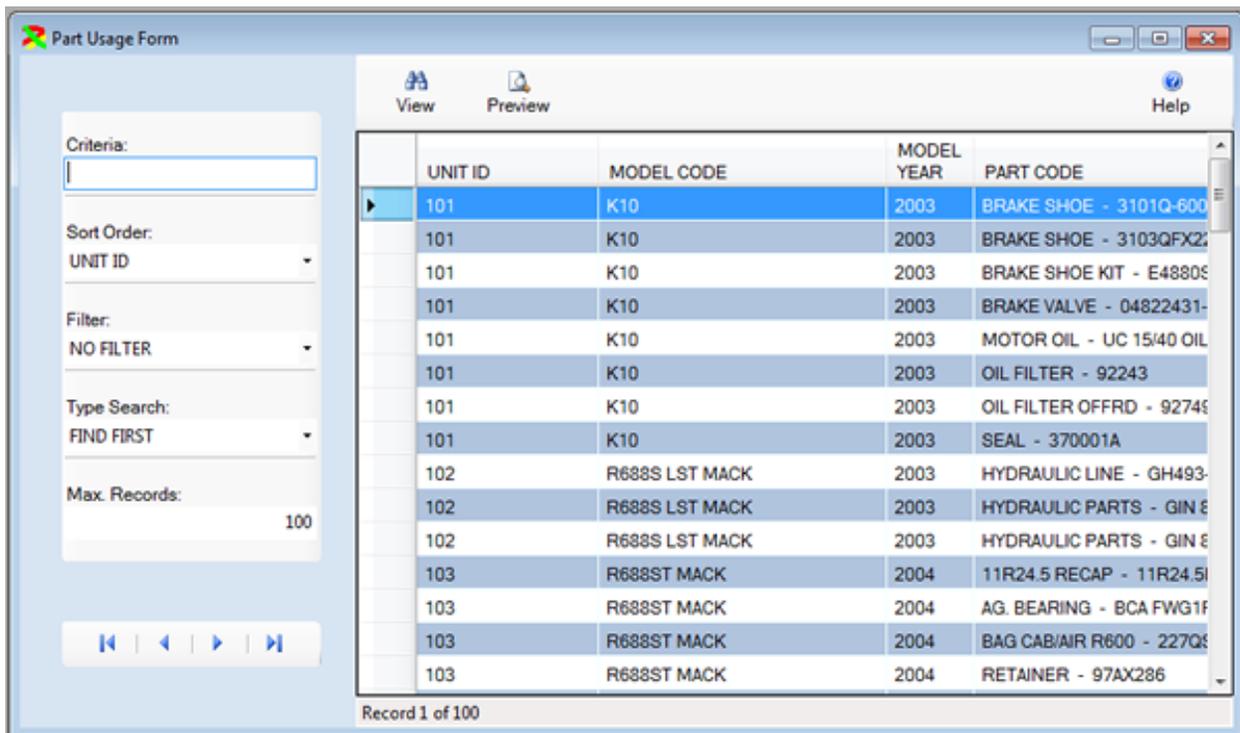
The form is composed of 5 panels. The panel on the left allows you to select the vehicle you wish to review. You can also filter the repair orders displayed by selecting a Repair Code, Assembly Code or Cost Code filter. If you set a filter, select a code in the box below. You can also click on a repair order and then click on the Preview Button to preview the entire repair order, or click on the Print Button to print the repair order.

In the top pane the General Information on repair orders is displayed for the selected unit. The repair orders are displayed in reverse order, most recent to oldest. You can click on the repair orders in the top pane to display the repair codes on the selected repair order.

In the middle pane you can see the repair codes on the selected repair order. You can click on a repair code to see the labor (bottom left pane) and parts (bottom right pane) for the selected repair code.

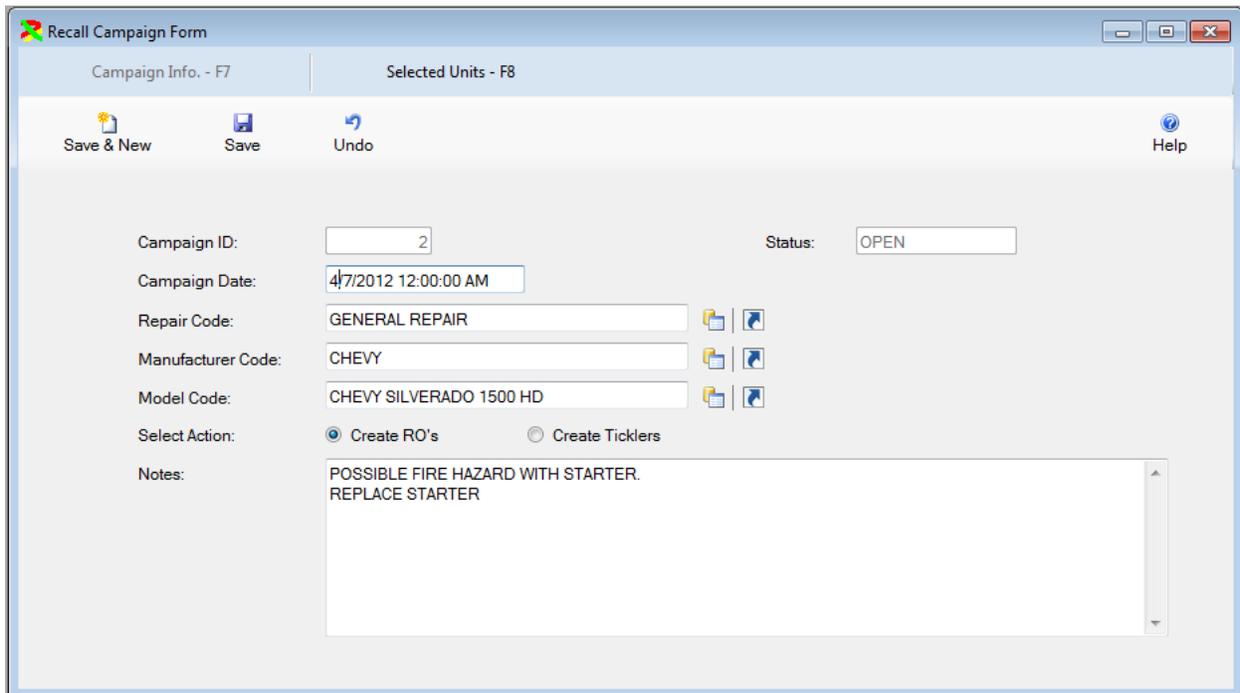
Part Usage Form

The Part Usage Form is displayed below in browse mode. This form is used to review the parts replaced on a unit. It is a read only form. It is automatically generated as you add parts to repair orders. When the sort order is in Unit ID order, you search for a unit and see all of the parts ever replaced on the selected unit. If you change the sort order to Model Code order, you search for a model and you will see all of the parts ever replaced for that model. You can change the sort order to part code order. They you can search for a part.



Recall Campaign Forms

The Recall Campaign Form is displayed below in edit mode. On this form, you select a repair code, manufacturer and model. You indicate if you would like to create Repair Orders, or Ticklers. You can also input detailed instructions. Then click on the Select Units – F8 button.



The screenshot shows a software window titled "Recall Campaign Form" with two tabs: "Campaign Info. - F7" and "Selected Units - F8". The "Campaign Info. - F7" tab is active. The form contains the following fields and controls:

- Save & New** (icon), **Save** (icon), **Undo** (icon), and **Help** (icon) buttons at the top.
- Campaign ID:** Text box containing the number "2".
- Status:** Text box containing the word "OPEN".
- Campaign Date:** Text box containing "4/7/2012 12:00:00 AM".
- Repair Code:** Text box containing "GENERAL REPAIR".
- Manufacturer Code:** Text box containing "CHEVY".
- Model Code:** Text box containing "CHEVY SILVERADO 1500 HD".
- Select Action:** Two radio buttons: "Create RO's" (selected) and "Create Ticklers".
- Notes:** A text area containing the text "POSSIBLE FIRE HAZARD WITH STARTER. REPLACE STARTER".

The select units form is displayed below in edit mode. On this window you select each unit that is part of the recall. The employee, location and department will be displayed from the repair order. To add another unit, simply click on the Save & New button. You can add an unlimited number of units to a single recall campaign.

Once all of the units have been added, click on the Campaign Info – F7 button. Then click on the Create RO’s/Ticklers – F5 button. The campaign will be closed and become read only. Either repair orders or ticklers will be created for each unit in the campaign.

RO Part Transaction Form

The Repair Order Part Transaction Form is displayed below in edit mode. This table is read only. The transactions are automatically generated as you work on repair orders. If you indicate a part is from a vendor on a repair order, a transaction is created. If you remove a part from a vendor on a repair order, a part transaction is created. Finally, if you change a part from a vendor on a repair order, either the quantity or the part cost, a transaction is created. The User Name is displayed on the transaction if security is setup in the FleetWise VB program.

The screenshot shows a web browser window titled "RO Part Transaction Form". The form includes the following fields and values:

Tran. No.:	2	Tran. Date:	4/18/2012 12:00:00 AM
User Name:	TEST USER		
Source:	RO PURCHASE	RO Number:	228
Vendor Code:	ST. MARYS PARTS AND SUPPLY, IN		
Part Code:	GASKET - 6150-11-7811		
Description:	LONG DESCRIPTION - GASKET - 6150-11-7811		
Quantity:	2.00		
Part Cost:	12.760		
Sales Tax:	1.91		
Freight:	0.00		
Total Cost:	\$27.43		

RO Update Logging Form

The Repair Order Update Logging Form is displayed below in browse mode. The transactions displayed here are generated. The transactions are only created if there is a check mark in the RO Update Logging box on the System Control Table. You must have security set up in the FleetWise System in order for the User Name to be displayed.

The screenshot shows the 'RO Update Logging Form' window. On the left, there are several filter and search options: 'Criteria' (empty), 'Sort Order' (RO NUMBER), 'Filter' (NO FILTER), 'Type Search' (FIND FIRST), and 'Max. Records' (100). The main area contains a table with the following data:

RO NUMBER	USER NAME	UPDATE DATE	DESCRIPTION
228	TEST USER	4/18/2012 10:08 AM	EDIT PART - REPAIR CODE: CHANGE AIR FILTERS
228	TEST USER	4/18/2012 10:08 AM	EDIT PART - REPAIR CODE: CHANGE AIR FILTERS
228	TEST USER	4/18/2012 10:07 AM	DELETE PART - REPAIR CODE: CHANGE AIR FILTERS
228	TEST USER	4/18/2012 10:03 AM	ADD NEW PART - REPAIR CODE: CHANGE AIR FILTERS
228	TEST USER	4/18/2012 10:02 AM	ADD NEW PART - REPAIR CODE: CHANGE AIR FILTERS

At the bottom of the window, it says 'Record 1 of 5'.

Vendor History Form

The Vendor History Form is displayed below. This form displays vendors who have performed maintenance on vehicles in the Repair Order System. This form can be used to locate a vendor to perform maintenance. You enter all or part of a zip code and press enter. The vendors in that zip code will be displayed.

The screenshot shows the 'Vendor History Form' window. On the left, there are instructions and filter options: 'INSTURCTIONS' (Type all or part of a zip code and press Enter...), 'Postal Code' (empty), 'No Filter' (selected), 'Repair Code' (unselected), 'Assembly Code' (unselected), 'Selected Code' (empty), and 'Max. Records' (100). There are 'Preview' and 'Print' buttons. The main area contains a table with the following data:

POSTAL CODE	VENDOR CODE	RO NUMBER	STATUS	COM
31558	ST. MARYS PARTS AND SUPPLY, IN	228	OPEN	
31558	ST. MARYS PARTS AND SUPPLY, IN	229	OPEN	
31558	ST. MARYS PARTS AND SUPPLY, IN	230	OPEN	
31558	ST. MARYS PARTS AND SUPPLY, IN	237	CLOSED	4/18/2012
31558	ST. MARYS PARTS AND SUPPLY, IN	238	CLOSED	4/18/2012
32254	STATE OF GEORGIA	1	CLOSED	12/5/2011
32254	STATE OF GEORGIA	13	CLOSED	12/25/2011
32254	STATE OF GEORGIA	14	CLOSED	12/26/2011
32254	STATE OF GEORGIA	16	CLOSED	12/27/2011
32254	STATE OF GEORGIA	17	CLOSED	12/28/2011
32254	STATE OF GEORGIA	18	CLOSED	12/29/2011
32254	STATE OF GEORGIA	19	CLOSED	12/29/2011
32254	STATE OF GEORGIA	20	CLOSED	12/29/2011
32254	STATE OF GEORGIA	21	CLOSED	12/27/2011
32254	STATE OF GEORGIA	22	CLOSED	12/27/2011
32254	STATE OF GEORGIA	23	CLOSED	12/27/2011
32254	STATE OF GEORGIA	24	CLOSED	12/26/2011
32254	STATE OF GEORGIA	25	CLOSED	12/31/2011
32254	STATE OF GEORGIA	26	CLOSED	12/27/2011
32254	STATE OF GEORGIA	27	CLOSED	12/27/2011
32254	STATE OF GEORGIA	29	CLOSED	12/30/2011
32254	STATE OF GEORGIA	30	CLOSED	12/30/2011
32254	STATE OF GEORGIA	31	CLOSED	12/30/2011

At the bottom of the window, it says 'Record 1 of 31'.

Fluid Tables

Fluid Ticket Entry Form

The Fluid Ticket Entry Form is used to input mileage, hours, fuel consumption, and other fluids for vehicles and pieces of equipment. Fluid tickets normally consist of the current odometer/hour meter and the fuel for a vehicle or piece of equipment. Some companies do not track fuel. You can still use the Fluid Ticket Entry Table to update the odometer and hour meter for each vehicle. This information will then be used to update the PM Schedule and to update cost per mile reporting and cost per hour reporting.

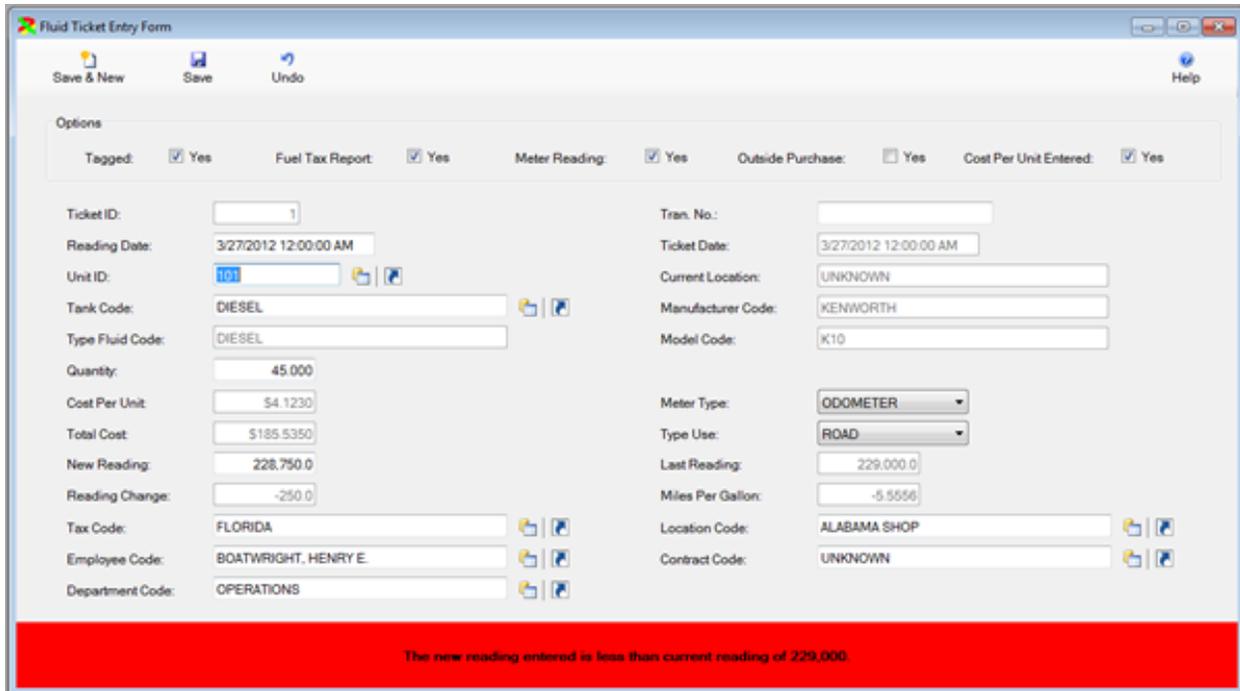
The Fluid Ticket Entry Form is displayed below in browse mode. Note the first two tickets are flagged and highlighted with red. This indicates a problem may exist with the ticket.

FLAGGED	TAGGED	TICKET ID	UNIT ID	TRAN. NO	READING DATE	NEW READING	LAST READING	C
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	101		3/27/2012	228,750.0	228,541.0	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	110		3/27/2012	83,145.0	82,650.0	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	102		4/18/2012	212,350.0	211,965.0	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	103		4/18/2012	161,550.0	161,254.0	

Record 1 of 4

The Fluid Ticket Entry Form is displayed in edit mode below. You are required to enter a limited amount of information. Normally, you would enter the following information.

1. UNIT ID
2. TANK CODE,
3. QUANTITY OF FUEL
4. NEW READING



The rest of the information is displayed from the Unit Master or is calculated as you enter the above information. You can change the information if necessary. Also, many of the default data entry parameters are set in the System Control Table. These defaults make entering tickets a quick and easy process.

At the bottom of the form, a red warning box will be displayed if a possible error exists for the ticket. Four types of errors can be displayed.

- The New Reading is less than the highest recorded reading stored in the Unit Master Table.
- The quantity of fuel entered is greater than the fuel tank size for the vehicle entered in the Unit Master Table.
- The MPG/GPH is outside of the range set in the Model Code Table.
- The Change in the reading is greater than the maximum change set in the System Control Table.

The warning message provides information on where the error may be. The error should be corrected prior to posting the tickets.

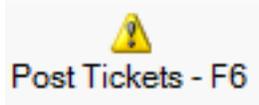
One source of errors may occur if tickets are not entered in sequential order. You can click on



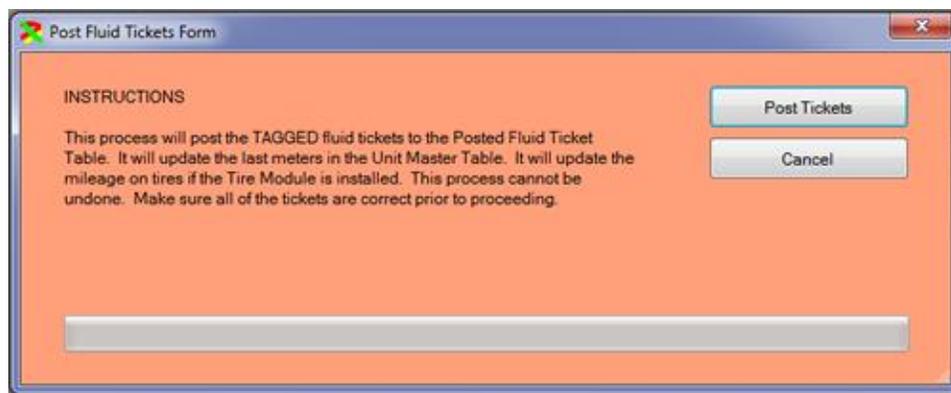
the Recalculate Tickets button . This process will put the tickets in sequential order and then recalculate the change in reading and the MPG or GPH.

Post Fluid Ticket Process

Fluid Tickets are entered through the Fluid Ticket Entry Form. Once the tickets have been entered, verified and corrected, they are ready to be posted. Click on the



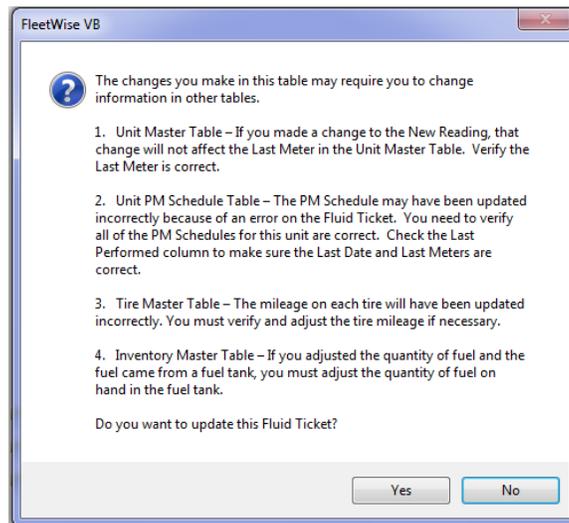
button on the Fluid Ticket Entry Form, or press the F5 key to begin the post process. The window below will be displayed. This process will post all of the “Tagged” tickets. Once they are posted, you must go to several places to correct any mistakes. If you want to post the tickets, click on the Post Tickets button. The process will proceed. It normally takes a few seconds to post 100 tickets.



Posted Fluid Ticket Form

The Posted Fluid Ticket Form maintains all of the posted tickets that were entered in the Fluid Ticket Entry Table. Normally, this table is just used for reporting. However, if you post a ticket with bad information, you may need to edit the ticket here. You can search for the ticket. You can change the Sort Order to Unit ID to search for a ticket by Unit ID. Once you find the ticket, click on the edit button to display the ticket. You will see the window below.

A warning message similar to the message below will be displayed.

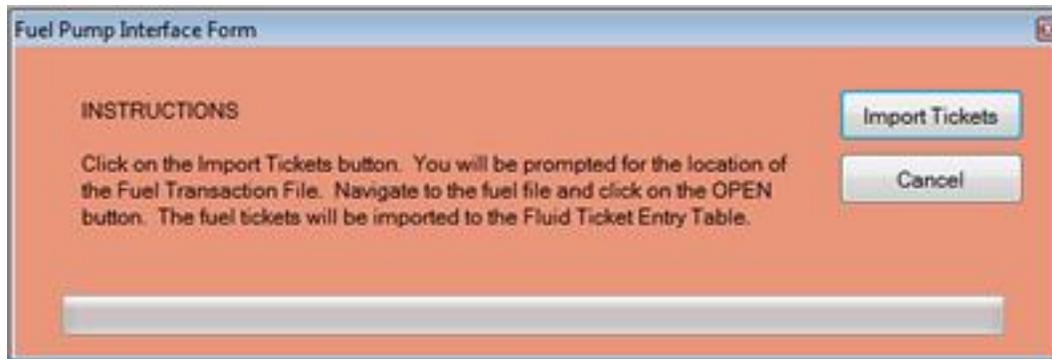


You may be required to change information in the following tables.

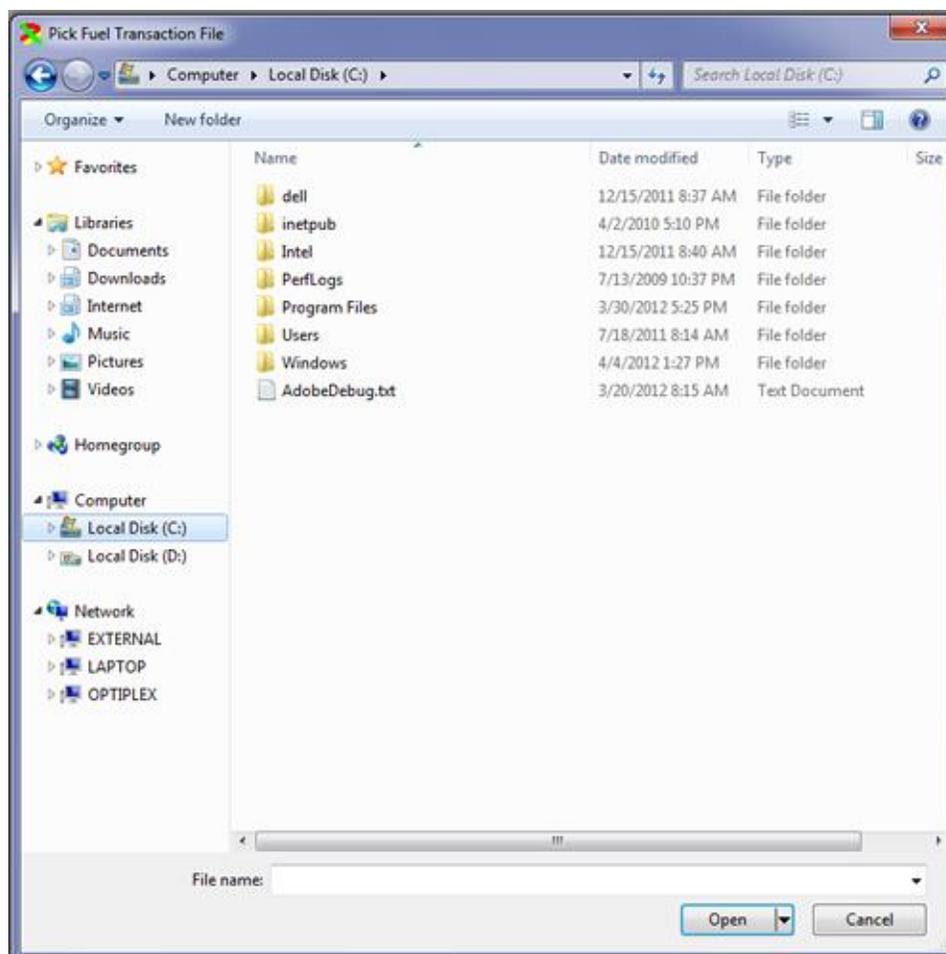
- Unit Master Table – Last Meters
- Unit PM Schedule Table – pm schedule if repair orders were created for pm.
- Tire Master Table – Actual miles on tires.
- Inventory master table – Quantity and cost of fuel on hand.

Fuel Pump Interface

The Fuel Pump Interface Form is displayed below.



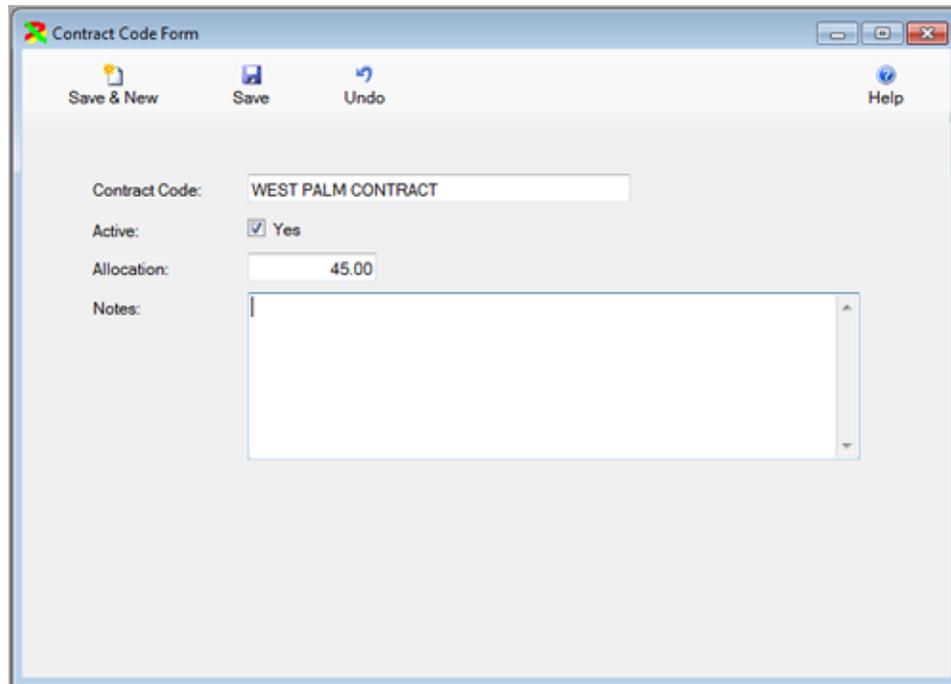
Simply click on the Import Tickets button. A file open dialog will be displayed like the one below. You select the file containing the fuel transactions and the transactions will be imported into the Fluid Ticket Entry Table.



Contract Code Table

The Contract Code Table contains the codes that describe mail contracts. Contract Codes are used in the Unit Master Table to identify the postal contract under which a unit is used.

The Contract Code Table is displayed in Edit Mode below. You can change any of the information for the Contract Code.



The screenshot shows a software window titled "Contract Code Form". At the top, there is a menu bar with four items: "Save & New", "Save", "Undo", and "Help". Below the menu bar, the form contains the following fields:

- Contract Code:** A text input field containing the text "WEST PALM CONTRACT".
- Active:** A checkbox that is checked, with the text "Yes" next to it.
- Allocation:** A text input field containing the value "45.00".
- Notes:** A large, empty text area with a vertical scrollbar on the right side.

Pump Code Form

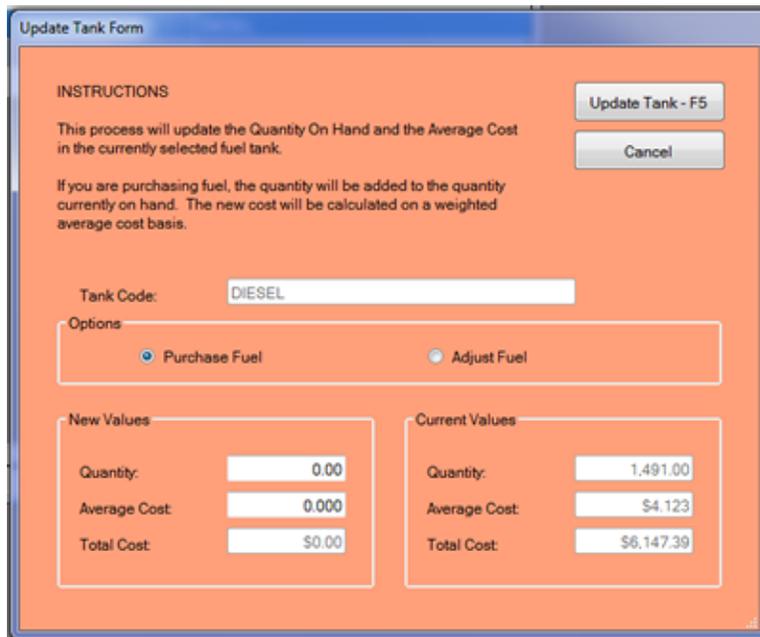
The Pump Code Form is displayed below. This table allows you to associate multiple pumps with a tank. This information is used in fuel pump interfaces. The interfaces often identify a pump from which fuel was dispensed. This table allows the pump to be associated with a tank so that the fuel can be removed from the correct tank.

Tank Code Form

The Tank Code Form is used to create fuel tanks which are used on Fluid Tickets. The Tank Code usually identifies the type fuel in the tank – unleaded or diesel. When adding the tank you must select a location and a part code. These fields are used if you have the inventory module. In the Inventory Module you create either a Quick Receipt or a Purchase Order to purchase new fuel into the tank. You use the Adjustment form to modify the quantity of fuel on hand.

Update Tank Form

If you don't have the Inventory Module you will see the Update Tank button  on the Tank Code Form in browse mode. You click on this button and the following window will be displayed.



Update Tank Form

INSTRUCTIONS

This process will update the Quantity On Hand and the Average Cost in the currently selected fuel tank.

If you are purchasing fuel, the quantity will be added to the quantity currently on hand. The new cost will be calculated on a weighted average cost basis.

Tank Code:

Options:

Purchase Fuel Adjust Fuel

New Values

Quantity:	<input type="text" value="0.00"/>
Average Cost:	<input type="text" value="0.000"/>
Total Cost:	<input type="text" value="\$0.00"/>

Current Values

Quantity:	<input type="text" value="1,491.00"/>
Average Cost:	<input type="text" value="\$4.123"/>
Total Cost:	<input type="text" value="\$6,147.39"/>

If you are purchasing fuel, you enter the quantity and the per gallon cost of the fuel. This will be added to any fuel currently on hand and the new fuel cost will be calculated on a weight average cost basis.

Type Fluid Code Form

The Type Fluid Code Form contains the names of fluid type codes. Type Fluid Codes are used primarily in the Fluid Ticket Entry table. It provides many of the default options used in the entry process.

The Type Fluid Code Form is displayed in Edit Mode below. You can change any of the information for the Type Fluid Code.

The screenshot shows a software window titled "Type Fluid Code Form". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a menu bar with four items: "Save & New", "Save", "Undo", and "Help". The main area of the window contains the following fields and controls:

- Type Fluid Code:** A text input field containing the word "DIESEL".
- Fluid Category:** A dropdown menu with "FUEL" selected.
- Unit of Measure:** A dropdown menu with "GALLONS" selected.
- Fuel Tax Report:** A checkbox that is checked, followed by the text "Yes".
- Fuel Consumption Report:** A checkbox that is checked, followed by the text "Yes".

Inventory Module

The Inventory Module tracks repair parts in inventory. An unlimited number of parts can be tracked in inventory at an unlimited number of locations. Within each location parts can be organized by Bin/Shelf Code. The Inventory Module consists of the following tables.

- Inventory Master Table – maintains the Qty On Hand and the Average Cost of each part in inventory.
- Purchase Order Table and Receive PO Tables – allow parts to be purchased into inventory.
- Quick Receipt Table – provides a quick and simplified way to purchase parts into inventory.
- Adjustment Table – provides a process to change the Qty On Hand for parts already in inventory.
- Return Table – provides a process to return parts to a vendor from inventory.
- Supplies Table – provides a process to issue parts to employees – instead of repair orders.
- Transfer Table – provides a process to transfer parts between locations.
- Inventory Transaction Table – tracks all of the transactions created by the other tables.

Inventory Master Form

The Inventory Master Form maintains information on repair parts in inventory. This table maintains the Qty On Hand and the Part Cost, as well as the Bin Shelf Code and Low Level and High Level.

An important aspect of the inventory system in FleetWise is that it can track inventory at an unlimited number of locations. These are normally physically different locations, like a Florida Shop or an Ohio Shop.

The Inventory Master Form can be used to review the parts in inventory, but it is not used to change information about parts in inventory.

Parts are purchased through a Purchase Order or a Quick Receipt. If you need to change the qty. on hand or the part cost, you must enter an Adjustment Transaction. If you need to return parts to a vendor, you must enter a Return Transaction. If you want to issue parts to a repair, you will use the Repair Order. If you want to issue parts to an employee, you will use the Supplies Transaction. Finally, if you want to transfer parts from one location to another, you will

enter a Transfer Transaction. All of these transactions will create a history in the Inventory Transaction Table.

The Inventory Master Form is displayed below in edit mode.

The screenshot shows the 'Inventory Master Form' window. At the top, there are buttons for 'Save & New', 'Save', 'Undo', and 'Help'. Below these is a 'Part Code' field containing 'MOTOR OIL - UC 15/40 OIL' and an 'Active' checkbox which is checked and labeled 'Yes'. The main area has two tabs: 'Information' (selected) and 'Vendor History'. Under the 'Information' tab, there are fields for 'Location Code' (FLORIDA SHOP), 'Bin Shelf Code' (ROW 2, SHELF 3), and 'Description' (LONG DESCRIPTION - MOTOR OIL - UC 15/40 OIL). At the bottom, there are several input fields for inventory metrics: 'Qty. On Hand' (180.00), 'Low Level' (80), 'Qty. On RO's' (20.00), 'Part Cost' (\$1.004), 'High Level' (160), 'Qty. On Order' (200.00), and 'Total Cost' (\$180.72). The 'Last Update' field shows '4/19/2012 10:25 AM'.

You can only change a few pieces of information on this form. You can assign a part to a Bin Shelf Code. This is the location of the part within your inventory location. You can establish a low level or high level of parts to maintain in inventory. When the qty. on hand drops below the low level, the part will appear on the Low Stock Report. The high level will be used to calculate how many parts should be ordered.

You can click on the Vendor & History tab to bring that tab forward.

Inventory Master Form

Save & New Save Undo Help

Part Code: MOTOR OIL - UC 15/40 OIL Active: Yes

Information Vendor History

Primary Vendor: DIESEL PARTS SALES & SERVICE

Alternate Vendor: HARVEY SMITH

	TRAN. DATE	VENDOR CODE	SOURCE	PO NUMBER	QUANTITY	PART COST
▶	4/19/2012	UNKNOWN	REPAIR ORDER	228	10.00	1.004
	3/28/2012	RADIANT OIL	PURCHASE ORD...	1	100.00	0.800
	3/28/2012	DIESEL PARTS SALES & SERVICE	ADJUSTMENT		90.00	0.950

Record 1 of 3

You can indicate a primary vendor and an alternate vendor for the part. Finally, the transaction history for the part is displayed below the vendors. This history is displayed from the most recent transaction to the oldest transaction.

Adjustment Form

The Adjustment Form provides the ability to change the quantity of a part on hand or change the price of the part. Adjustments are used to create a record of changes to the inventory master form. The adjustment process consists of three processes. First you select the location for which you want to adjust inventory. Then you select the parts you wish to adjust. Finally, you post the adjustment to update the inventory.

The Location Information is displayed in edit mode below.

Adjust Inventory Form

Vendor Info. - F7 | Part Info. - F8

Save & New Save Undo Help

Tran. No.: 1 Status: OPEN

Tran. Date: 4/7/2008 10:23:00 AM

Location Code: FLORIDA SHOP

This window allows you to select the location for which you are entering adjustments. Once you have saved the location, you cannot change it. You can also enter the date and time of the adjustment. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows two parts that have been added to the adjustment.

Adjust Inventory Form

Vendor Info. - F7 Part Info. - F8

New Edit Delete Help

Tran. No.: Location Code:

Tran. Date:

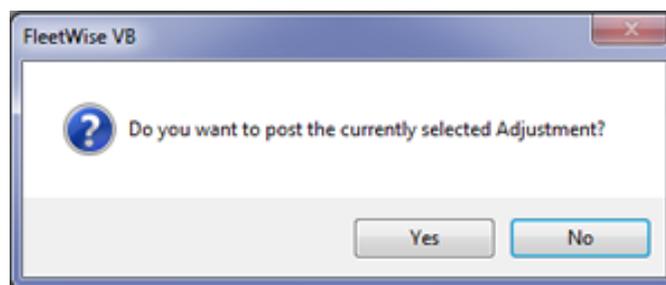
PART CODE	QTY. ADJUSTMENT	NEW QTY.	NEW PART COST	OL
MOTOR OIL - UC 15/40 OIL	<input checked="" type="checkbox"/>	200.0	\$1.004	
FILTER - TH111011	<input checked="" type="checkbox"/>	12.0	\$25.449	

Record 1 of 2

Click on the New Button to add another part to the adjustment or click on an existing part and then click on the Edit Button to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to adjust. Then you can change the quantity. In the adjustment below the Quantity is being changed from 180 to 200. You could remove the check mark from the Qty. Adjustment box to change the price of the part.

Once all of the parts have been added to the adjustment you can post the adjustment. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the

F5 key or the Update Inventory button  to post the adjustment. The window below will be displayed. Click on the Yes button to post the adjustment.



Once an adjustment is posted it cannot be changed. Its status will be changed to Closed. Posting the adjustment updates the inventory.

Quick Receive Inventory

The Quick Receive Inventory process provides the ability to quickly purchase new parts for inventory. The Quick Receive Inventory process consists of three processes. First you select

the location and vendor for which you are purchasing parts. Then you select the parts you wish to purchase. Finally, you post the receipt to update the inventory. If the parts already exist in the inventory the new parts will be added. The part cost will be calculated on a weighted average cost basis.

The Location Information for the Quick Receipt is displayed in edit mode below.

This window allows you to select the vendor and location for which you are purchasing parts. You can also enter the date and time of the receipt and any freight on the receipt. The user name is automatically added by the system if security has been enabled. The tax rate entered in the vendor code table will be used to calculate the sales tax for each part.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows two parts have been added to the receipt. An unlimited number of parts can be purchased on a single receipt.

Quick Receive Inventory Form

Vendor Info. - F7 | Part Info. - F8

New Edit Delete Help

Tran. No.: Location Code:
 Tran. Date: Vendor Code:

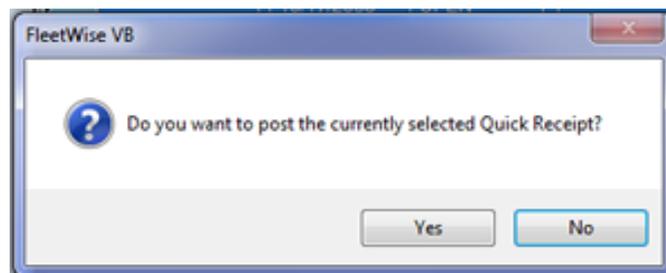
PART CODE	QUANTITY	PART COST	TOTAL COST
MOTOR OIL - UC 15/40 OIL	100.0	\$2.210	\$221.00
FILTER - TH111011	10.0	\$23.000	\$230.00

Record 1 of 2

The part information is displayed below in edit mode. You select the part to purchase. Then you enter the quantity purchased and the cost for the part. This part cost will be averaged with any existing parts to calculate the new part cost in inventory.

Once all of the parts have been added to the receipt you can post the Quick Receipt. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the

F5 key or the Post Receipt  button to post the receipt. The window below will be displayed. Click on the Yes button to post the return.



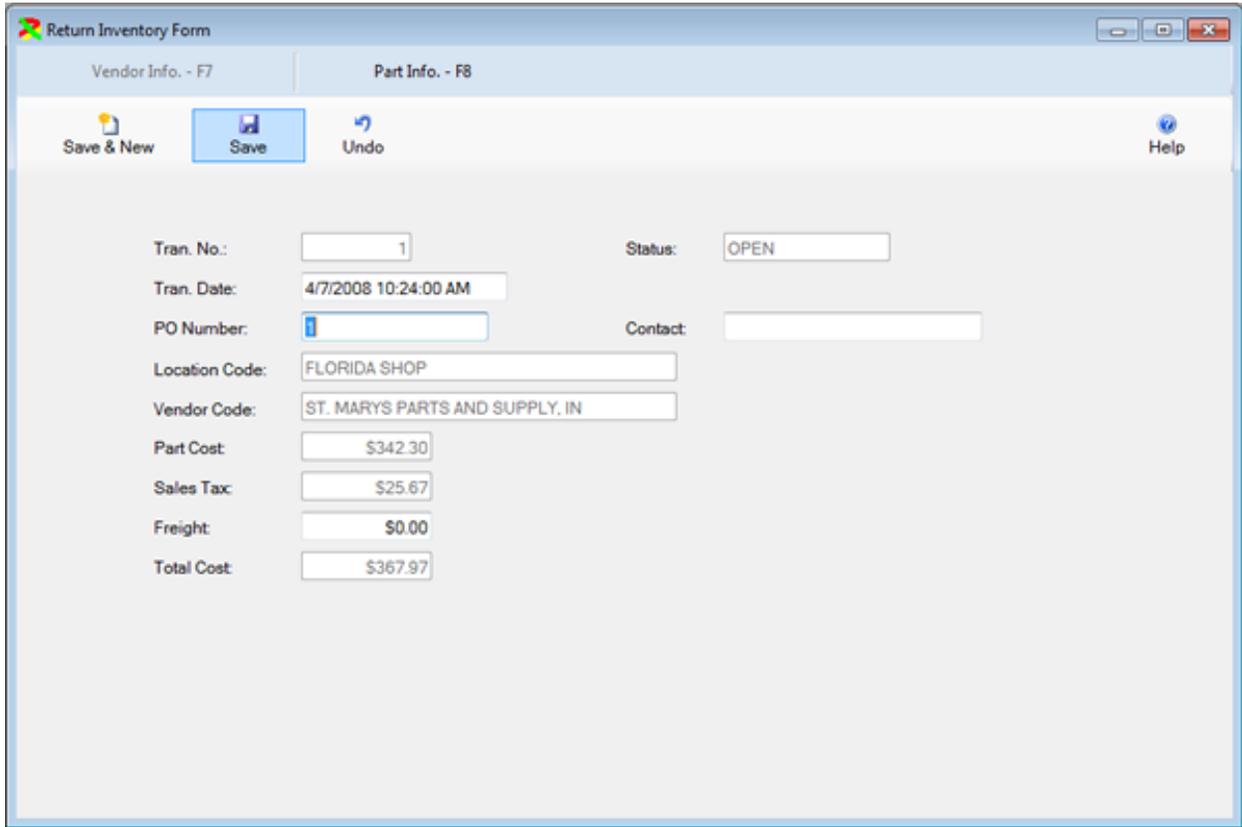
Once a receipt is posted it cannot be changed. Its status will be changed to closed. Posting the receipt updates the inventory.

Return Inventory

The Return Inventory process provides the ability to return parts purchased through a quick receipt or a purchase order. The Return Inventory process consists of three processes. First

you select the location and vendor for which you are returning parts. Then you select the parts you wish to return. Finally, you post the return to update the inventory. The new part cost will be calculated on a weighted average cost basis.

The Return Inventory Table is displayed below in edit mode below.



The screenshot shows a software window titled "Return Inventory Form". It has two tabs: "Vendor Info. - F7" and "Part Info. - F8". The "Part Info. - F8" tab is active. The window contains a toolbar with "Save & New", "Save", "Undo", and "Help" buttons. Below the toolbar, there are several input fields for return information:

Tran. No.:	<input type="text" value="1"/>	Status:	<input type="text" value="OPEN"/>
Tran. Date:	<input type="text" value="4/7/2008 10:24:00 AM"/>		
PO Number:	<input type="text" value="1"/>	Contact:	<input type="text"/>
Location Code:	<input type="text" value="FLORIDA SHOP"/>		
Vendor Code:	<input type="text" value="ST. MARYS PARTS AND SUPPLY, IN"/>		
Part Cost:	<input type="text" value="\$342.30"/>		
Sales Tax:	<input type="text" value="\$25.67"/>		
Freight:	<input type="text" value="\$0.00"/>		
Total Cost:	<input type="text" value="\$367.97"/>		

This window allows you to select the vendor and location for which you are returning parts. You can also enter the date and time of the return and any freight on the return. The user name is automatically added by the system if security has been enabled. The sales tax will be calculated for each part based on the sales tax rate entered in the Vendor Code Table.

You can then click on the F8 key or the Part Info. – F8 button to display the parts.

The part information is displayed below in edit mode. You select the part to return. Then you enter the quantity returned and the part cost for the part. This part cost will be averaged with any existing parts to calculate the new part cost in inventory.

Once all of the parts have been added to the return you can post the Return. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the F5 key or the Post Return button to post the return. Once a return is posted it cannot be changed. Its status will be changed to Closed. Posting the return updates the inventory.

Supplies Inventory Transaction

The Supplies Inventory process provides the ability to reduce inventory by issuing parts to an employee instead of through a repair order. The Supplies Inventory process consists of three processes. First you select the location and employee for which you are issuing parts. Then you select the parts you wish to issue. Finally, you post the Supply Transaction to update the inventory.

The Supplies Inventory Table is displayed below. The Employee/Location Information is displayed in edit mode below.

The screenshot shows a software window titled "Supplies Inventory Form". At the top, there are two tabs: "Employee Info. - F7" and "Part Info. - F8". The "Part Info. - F8" tab is selected. Below the tabs is a toolbar with four buttons: "Save & New", "Save", "Undo", and "Help". The main area of the window contains several input fields:

- Tran. No.:** A text box containing the number "2".
- Tran. Date:** A date and time picker showing "4/20/2012 9:24:54 AM".
- Location Code:** A text box containing "FLORIDA SHOP".
- Employee Code:** A text box containing "BEEMER, TOMMY".
- Status:** A text box containing "OPEN".

There are also two small icons to the right of the Employee Code field.

This window allows you to select the employee and location for which you are issuing parts. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The part information is displayed below in edit mode. You select the part to issue. Then you enter the quantity issued. This part cost will be displayed from inventory. You can add an unlimited number of parts to a single supply transaction.

Once all of the parts have been added to the Supplies Transaction you can post the transaction. Click on the F7 key or the Employee Info – F7 button to return to the Employee/Location window. Then click on the F5 key or the Post Supplies button to post the Supplies Transaction.

Once a Supplies Transaction is posted it cannot be changed. Its status will be changed to Closed. Posting the Supplies Transaction updates the inventory.

Transfer Inventory Transaction

The Transfer Inventory process provides the ability to transfer inventory from one location to another. The Transfer Inventory process consists of three processes. First you select the location where the parts are located and the location that will receive the parts. Then you select the parts you wish to transfer. Finally, you post the Transfer Transaction to update the inventory.

The Transfer Inventory Table is displayed below in Edit Mode below.

The screenshot shows a software window titled "Transfer Inventory Form". It has two tabs: "Location Info. - F7" and "Part Info. - F8". The "Part Info. - F8" tab is selected. The window contains a menu bar with "Save & New", "Save", "Undo", and "Help" buttons. Below the menu bar, there are several input fields: "Tran. No." with the value "2", "Tran. Date" with the value "4/20/2012 9:30:20 AM", "From Location Code" with the value "FLORIDA SHOP", and "To Location Code" with the value "GEORGIA SHOP". There is also a "Status" field with the value "OPEN".

This window allows you to select the location from which you are taking parts and the location to which you are transferring the parts. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The Part Windows is displayed in edit mode below. You select the part to transfer. Then you enter the quantity transferred. This part cost will be displayed from inventory. The part cost at the new location will be calculated on a weighted average cost basis.

Once all of the parts have been added to the Transfer Transaction you can post the transaction. Click on the F7 key or the Location Info – F7 button to return to the Location window. Then click on the F5 key or the Post Transfer button to post the Transfer Transaction.

Once a Transfer Transaction is posted it cannot be changed. Its status will be changed to Closed. Posting the Transfer Transaction updates the inventory.

Purchase Order Process

The Purchase Order Process is used to purchase parts for inventory. It is similar to the Quick Receipt process, but is a two step process. The Quick Receipt allows you to enter a transaction and post the transaction to update the inventory. In the Purchase Order process you create a purchase order and then issue the purchase order. When the parts are received at a later date, you create a receipt to receive the parts. The receipt updates the inventory.

The Purchase Order Form is displayed below in Edit Mode below.

Purchase Order Form

Vendor Info. - F7 | Part Info. - F8

Save & New | Save | Undo | Help

Tran. No.: Status:

Tran. Date:

PO Number:

Location Code:

Vendor Code:

Contact:

Notes:

Part Cost:

Sales Tax:

Freight:

Total Cost:

This window allows you to select the vendor and location for which you are purchasing parts. You can also enter the date and time of the purchase order and any freight charges. The user name is automatically added by the system if security has been enabled. The tax rate entered in the vendor code table will be used to calculate the sales tax for each part.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. An unlimited number of parts can be purchased on a single receipt.

Once all of the parts have been added to the Purchase Order you can post the transaction. Click on the F7 key or the Location Info – F7 button to return to the Location window. Then click on the F5 key or the Issue PO button to post the purchase order.

Once a Purchase Order is issued it cannot be changed. Its status will be changed to ISSUED. Posting the purchase order does **NOT** update the inventory. The inventory is updated when a receipt is created.

Receive Purchase Order Process

The Receive Purchase Order Process is used to receive inventory. You must first create and issue a Purchase Order. When the parts are received you select the purchase order on a receipt and post the receipt update the inventory.

The Receive PO Form is displayed below in Edit Mode below. You select the Purchase Order first. The information from the purchase order will be displayed. You can then enter freight charges for the receipt. These will replace the freight entered on the purchase order. You can also enter information for the managers who approved the receipt.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The parts from the purchase order will be displayed. You can change the quantity received and you can change the cost of the parts. When you place parts on backorder, only the parts received will update the inventory. The purchase order will remain with a status of ISSUED. A new receipt can be entered when the remaining parts are received. If the remaining parts are NOT going to be received, you can make the Qty. Backordered 0.00. Then the parts will not be backordered.

Once all of the parts have been adjusted on the receipt you can click on the F7 key or the Location Info – F7 button to return to the Location window. Then click on the F5 key or the Receive PO button to post the receipt.

Once a receipt is posted it cannot be changed. Its status will be changed to POSTED. The inventory will be updated with the quantities and cost of parts received. If no parts are backordered, the Purchase Orders status will be changed to CLOSED.

Automated PO Form

The Automated PO Form is used to create Quick Receipts or Purchase Orders for parts where the quantity on hand is less than the low stock level entered on the Inventory Master Form. The Automated PO Form is displayed below.

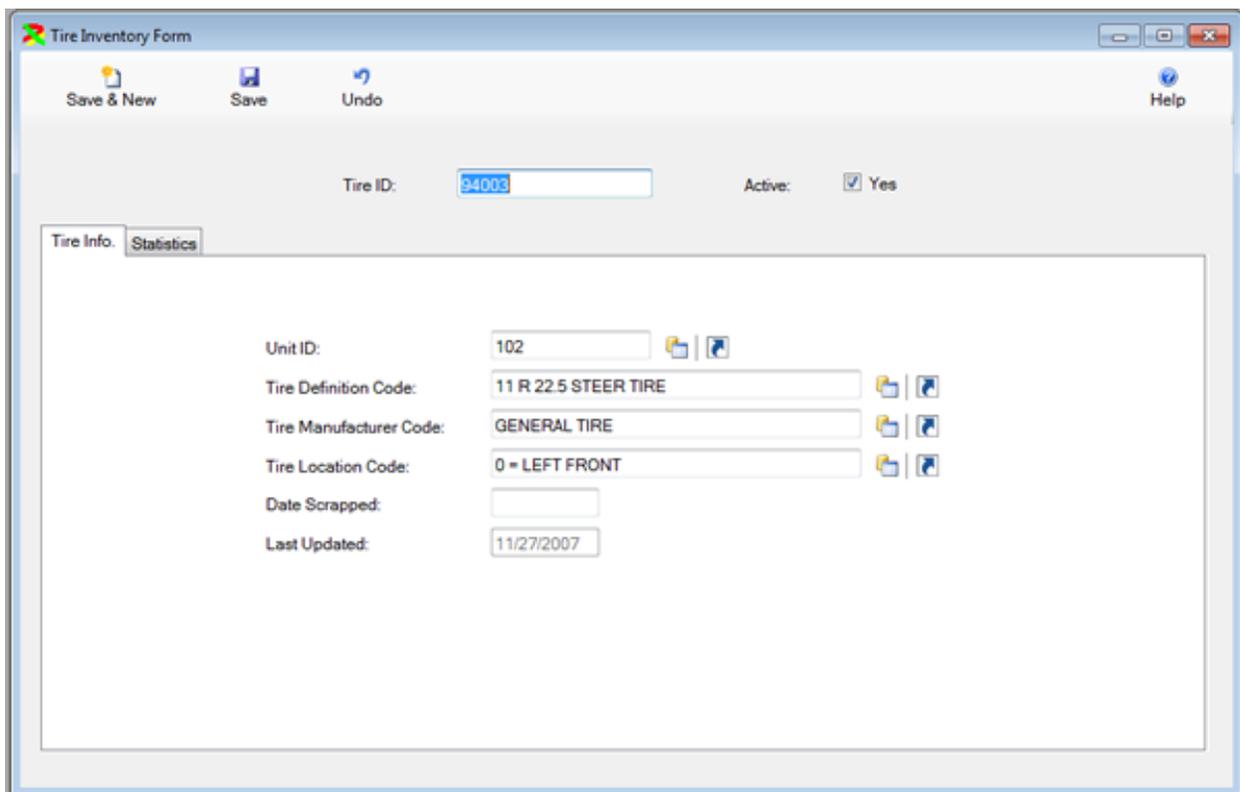
TAGGED	PRIMARY VENDOR	PART CODE
<input checked="" type="checkbox"/>	BRADFORD TRUCK & EQUIPMENT	11R22.5 CAP PLUS CASING - 11
<input checked="" type="checkbox"/>	BRADFORD TRUCK & EQUIPMENT	WASHER - 00941914-4
<input checked="" type="checkbox"/>	DUVAL FORD	OIL FILTER - 92243
<input checked="" type="checkbox"/>	MOODY TRUCK	WHEEL SERVICE - TX887K
<input checked="" type="checkbox"/>	MOODY TRUCK	WINDSHIELD - DW861 GTN
<input checked="" type="checkbox"/>	TALLAHASSEE HYDRAULICS	FLTR CART - 11996050-6

First you select the location code. All of the parts where the quantity on hand is less than the low stock level will be displayed. You then select the vendor to order the parts from. You can remove the check mark from any parts you do not wish to order. Then click on the Create Purchase Order button to create a purchase order. Click on the Create Quick Receipt button to create a quick receipt. You can click on the preview button to display the preview of the Low Stock Report.

Tire Inventory Module

Tire Inventory Form

The Tire Inventory Form is displayed below. You must enter a unique Tire ID for each tire. The Tire ID can be up to 15 characters. You can enter the unit the tire is mounted on. The Tire Definition Code describes the type tire. The Tire Manufacturer Code describes the manufacturer of the tire. The Tire Location Code describes where the tire is located on the vehicle. In the Tire Location Code Table you can indicate whether the tire is mounted. Only mounted tires will collect mileage. You should have an inventory and or spare location so you can track tires not currently mounted on vehicles.



The screenshot shows the 'Tire Inventory Form' application window. The title bar reads 'Tire Inventory Form'. The menu bar includes 'Save & New', 'Save', 'Undo', and 'Help'. The main form area contains the following fields:

- Tire ID: 94003
- Active: Yes
- Unit ID: 102
- Tire Definition Code: 11 R 22.5 STEER TIRE
- Tire Manufacturer Code: GENERAL TIRE
- Tire Location Code: 0 = LEFT FRONT
- Date Scrapped: (empty)
- Last Updated: 11/27/2007

The form has two tabs: 'Tire Info.' (selected) and 'Statistics'.

Click on the Statistics tab to enter more information. You can enter the purchase date and cost of the tire. You can enter the Anticipated Miles you expect the tire will last. The Anticipated Miles can be compared to the Actual Miles to estimate the remaining life of the tire. The Actual Miles will be updated from Fluid Tickets. You can also input tread depth information. This information can also be used to estimate the remaining life of the tire.

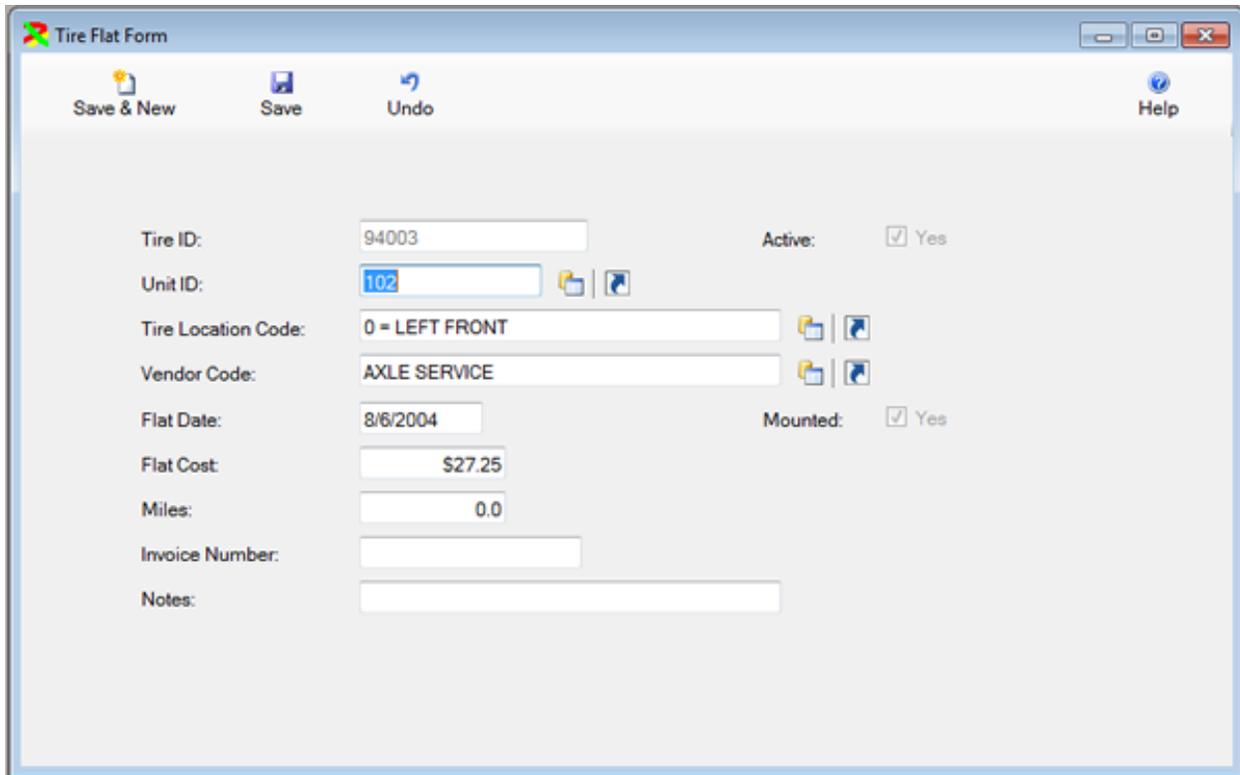
The screenshot shows a software window titled "Tire Inventory Form". At the top, there are menu items: "Save & New", "Save", "Undo", and "Help". Below the menu, the "Tire ID" is entered as "123456789012345" and the "Active" checkbox is checked, labeled "Yes".

The main content area has two tabs: "Tire Info" (selected) and "Statistics". Under "Tire Info", there are three sections:

- Cost Info:**
 - Purchase Date: 12/26/2002
 - Number of Flats: 1
 - Number of Retreads: 1
 - Purchase Cost: \$350.00
 - Flat Cost: \$27.25
 - Retread Cost: \$100.00
- Tread Info:**
 - Anticipated Miles: 48,216.0
 - Tread Depth: 0
 - Start Depth: 0
 - Actual Miles: 24,108.0
 - End Depth: 0
- Warranty Info:**
 - Warranty Date: 3/26/2003
 - Warranty Miles: 0.0

Tire Flat Form

The Tire Flat Form is displayed below. You can select the Tire ID. The Unit ID and the Tire Location will be filled in from the information in the Tire Master Form. You can then select the vendor and input the cost. This information will update the flat information in the Tire Master Form.



The screenshot shows a software window titled "Tire Flat Form". The window has a menu bar with "Save & New", "Save", "Undo", and "Help". The main area contains several input fields and checkboxes:

Tire ID:	94003	Active:	<input checked="" type="checkbox"/> Yes
Unit ID:	102		
Tire Location Code:	0 = LEFT FRONT		
Vendor Code:	AXLE SERVICE		
Flat Date:	8/8/2004	Mounted:	<input checked="" type="checkbox"/> Yes
Flat Cost:	\$27.25		
Miles:	0.0		
Invoice Number:			
Notes:			

Tire Retread Form

The Tire Retread Form is displayed below. You can select the Tire ID. You can then select the vendor and input the cost. This information will update the retread information in the Tire Master Form.

Tire Retread Form

Save & New Save Undo Help

Tire ID: 94003 Active: Yes

Vendor Code: UNKNOWN

Retread Date: 12/15/2004

Retread Cost: \$100.00

Miles: 0.0

Invoice Number:

Notes:

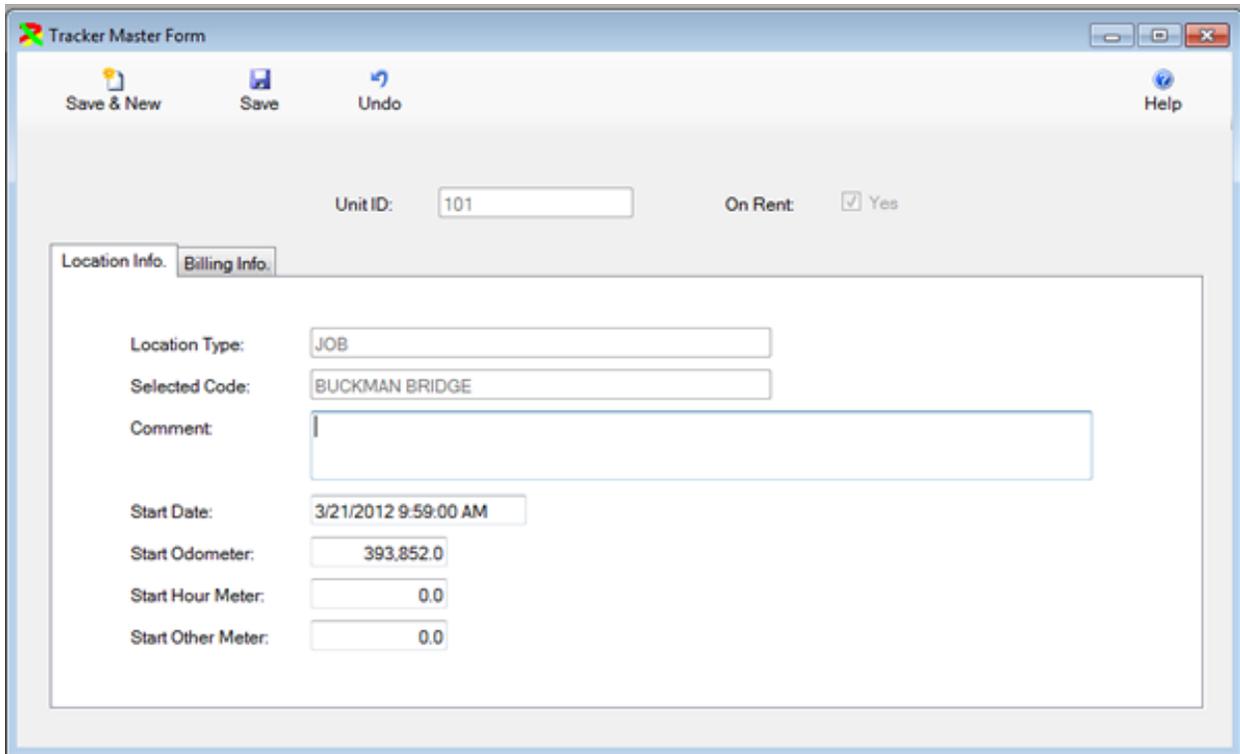
Tracker Module

Tracker Master Form

The Tracker Master Form is displayed below. You cannot add records to this table. The units are created by adding them into the Unit Master Table.

UNIT ID	ON RENT	START DATE	LOCATION TYPE	JOB CODE
101	<input checked="" type="checkbox"/>	3/21/2012 9:59 AM	JOB	BUCKMAN
102	<input checked="" type="checkbox"/>	3/21/2012 10:00 AM	JOB	BUCKMAN
103	<input checked="" type="checkbox"/>	3/21/2012 10:00 AM	JOB	FULLER W.
104	<input type="checkbox"/>	3/10/2012	GARAGE	UNKNOWN
105	<input checked="" type="checkbox"/>	3/21/2012 10:00 AM	JOB	FULLER W.
106	<input type="checkbox"/>	3/10/2012	GARAGE	UNKNOWN
107	<input checked="" type="checkbox"/>	2/2/2012 7:46 AM	JOB	FULLER W.
108	<input checked="" type="checkbox"/>	2/2/2012 7:46 AM	JOB	THE OAKS
109	<input checked="" type="checkbox"/>	2/2/2012 7:46 AM	JOB	ROOSEVEL
110	<input checked="" type="checkbox"/>	2/2/2012 7:46 AM	JOB	SAVANAHA
111	<input type="checkbox"/>	3/10/2012	GARAGE	UNKNOWN
112	<input checked="" type="checkbox"/>	2/2/2012 7:46 AM	JOB	RUNWAY #
113	<input type="checkbox"/>	3/10/2012	GARAGE	UNKNOWN
114	<input type="checkbox"/>	3/10/2012	GARAGE	UNKNOWN
115	<input checked="" type="checkbox"/>	2/2/2012 7:46 AM	JOB	MAIN STRE
116	<input checked="" type="checkbox"/>	2/2/2012 7:46 AM	JOB	POLICE DE

The location information is displayed in the window below. The location can not be changed here. You use the Transfer Unit function described below to change the location.



Tracker Master Form

Save & New Save Undo Help

Unit ID: 101 On Rent: Yes

Location Info. Billing Info.

Location Type: JOB

Selected Code: BUCKMAN BRIDGE

Comment:

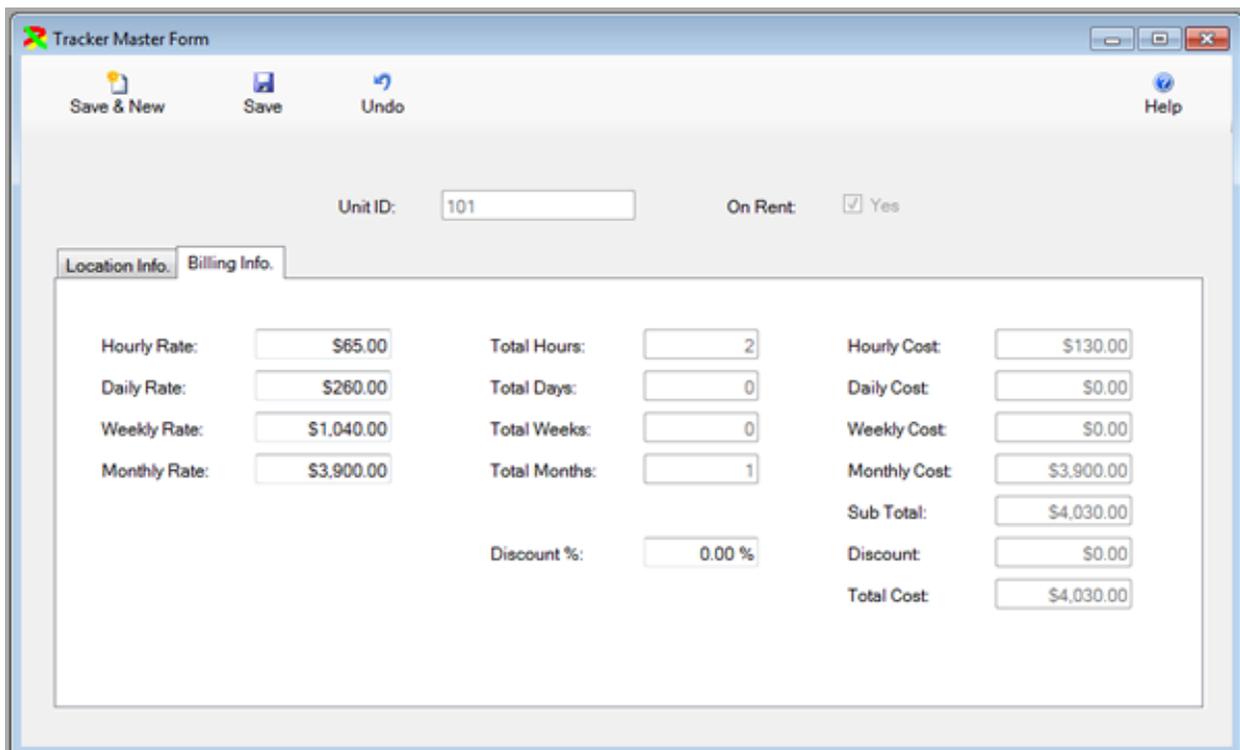
Start Date: 3/21/2012 9:59:00 AM

Start Odometer: 393,852.0

Start Hour Meter: 0.0

Start Other Meter: 0.0

The Billing Information tab is displayed below. You can enter the rate information. The program will calculate how long the unit has been at the location. It will then display how much money the unit should have earned while at the location.



Tracker Master Form

Save & New Save Undo Help

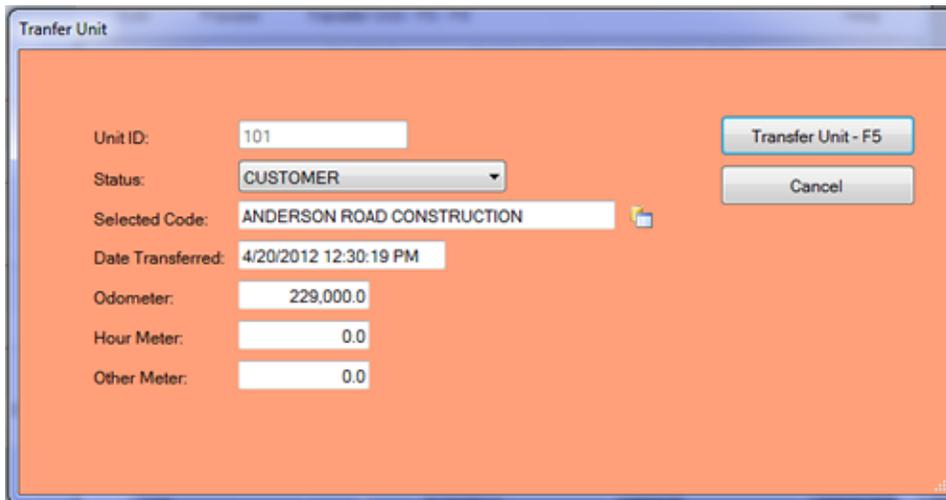
Unit ID: 101 On Rent: Yes

Location Info. Billing Info.

Hourly Rate:	\$65.00	Total Hours:	2	Hourly Cost:	\$130.00
Daily Rate:	\$260.00	Total Days:	0	Daily Cost:	\$0.00
Weekly Rate:	\$1,040.00	Total Weeks:	0	Weekly Cost:	\$0.00
Monthly Rate:	\$3,900.00	Total Months:	1	Monthly Cost:	\$3,900.00
				Sub Total:	\$4,030.00
		Discount %:	0.00 %	Discount:	\$0.00
				Total Cost:	\$4,030.00

Transfer Unit

The Transfer Unit form is displayed below. This form allows you to move the vehicle or equipment from one location to another. When you transfer a unit it creates a record in the Tracker History Form. On this form you can select the location type and code. You can enter the meter information. Then click on the Transfer Unit button.



The screenshot shows a software window titled "Transfer Unit" with an orange background. The form contains the following fields and controls:

Unit ID:	<input type="text" value="101"/>	<input type="button" value="Transfer Unit - F5"/>
Status:	<input type="text" value="CUSTOMER"/>	<input type="button" value="Cancel"/>
Selected Code:	<input type="text" value="ANDERSON ROAD CONSTRUCTION"/>	
Date Transferred:	<input type="text" value="4/20/2012 12:30:19 PM"/>	
Odometer:	<input type="text" value="229,000.0"/>	
Hour Meter:	<input type="text" value="0.0"/>	
Other Meter:	<input type="text" value="0.0"/>	

Tracker History Form

The Tracker History Form provides a history of the location of vehicles or pieces of equipment over time. The form is displayed below in browse mode. You will note a single unit is listed multiple times. They are displayed in reverse order of start date.

The screenshot shows the 'Tracker History Form' window. On the left, there are search and filter options: 'Criteria' (empty), 'Sort Order' (UNIT ID), 'Filter' (NO FILTER), 'Type Search' (FIND FIRST), and 'Max. Records' (100). The main area contains a table with the following data:

UNIT ID	ON RENT	START DATE	STOP DATE	LOCATION
101	<input type="checkbox"/>	3/10/2012	3/21/2012 9:59 AM	GARAGE
101	<input checked="" type="checkbox"/>	3/21/2012 9:59 AM	4/20/2012 12:30 PM	JOB
102	<input type="checkbox"/>	3/10/2012	3/21/2012 10:00 AM	GARAGE
103	<input type="checkbox"/>	3/10/2012	3/21/2012 10:00 AM	GARAGE
105	<input type="checkbox"/>	3/10/2012	3/21/2012 10:00 AM	GARAGE
107	<input type="checkbox"/>	6/5/2011	6/5/2011 6:00 AM	GARAGE
107	<input checked="" type="checkbox"/>	9/2/2011 10:00 PM	10/4/2011 6:00 PM	JOB
107	<input checked="" type="checkbox"/>	6/5/2011 6:00 AM	7/5/2011 12:00 PM	JOB
107	<input checked="" type="checkbox"/>	11/2/2011 7:00 PM	12/2/2011 4:00 AM	JOB
107	<input checked="" type="checkbox"/>	1/2/2012 2:00 AM	2/2/2012 7:00 PM	JOB
107	<input checked="" type="checkbox"/>	10/4/2011 6:00 PM	11/2/2011 7:00 PM	JOB
107	<input checked="" type="checkbox"/>	8/3/2011 6:00 AM	9/2/2011 10:00 PM	JOB
107	<input checked="" type="checkbox"/>	8/2/2011 12:00 PM	8/3/2011 6:00 AM	JOB
107	<input checked="" type="checkbox"/>	7/6/2011 12:00 PM	8/2/2011 12:00 PM	JOB
107	<input checked="" type="checkbox"/>	7/5/2011 12:00 PM	7/6/2011 12:00 PM	JOB
107	<input checked="" type="checkbox"/>	12/2/2011 4:00 AM	1/2/2012 2:00 AM	JOB
108	<input checked="" type="checkbox"/>	1/2/2012 2:00 AM	2/2/2012 7:00 PM	JOB

Record 1 of 100

The Location Tab is displayed below. The Start and Stop dates are displayed. These are used to calculate the Billing Information on the Billing Info Tab.

The screenshot shows the 'Tracker History Form' window with the 'Billing Info' tab selected. The 'Unit ID' is 101 and 'On Rent' is checked (Yes). The form contains the following fields:

- Location Type: JOB
- Selected Code: BUCKMAN BRIDGE
- Comment: (empty)
- Start Date: 3/21/2012 9:59:00 AM
- Stop Date: 4/20/2012 12:30:19 PM
- Start Odometer: 393,852.0
- Stop Odometer: 229,000.0
- Start Hour Meter: 0.0
- Stop Hour Meter: 0.0
- Start Other Meter: 0.0
- Stop Other Meter: 0.0

The rates are used to calculate how much money the unit should have generated while at the location.

The screenshot shows a software window titled "Tracker History Form". At the top, there are menu items: "Save & New", "Save", "Undo", and "Help". Below the menu, there is a "Unit ID:" field with the value "101" and an "On Rent:" checkbox that is checked with the label "Yes".

There are two tabs: "Location Info." and "Billing Info.". The "Billing Info." tab is active, displaying a grid of input fields for various rates and costs.

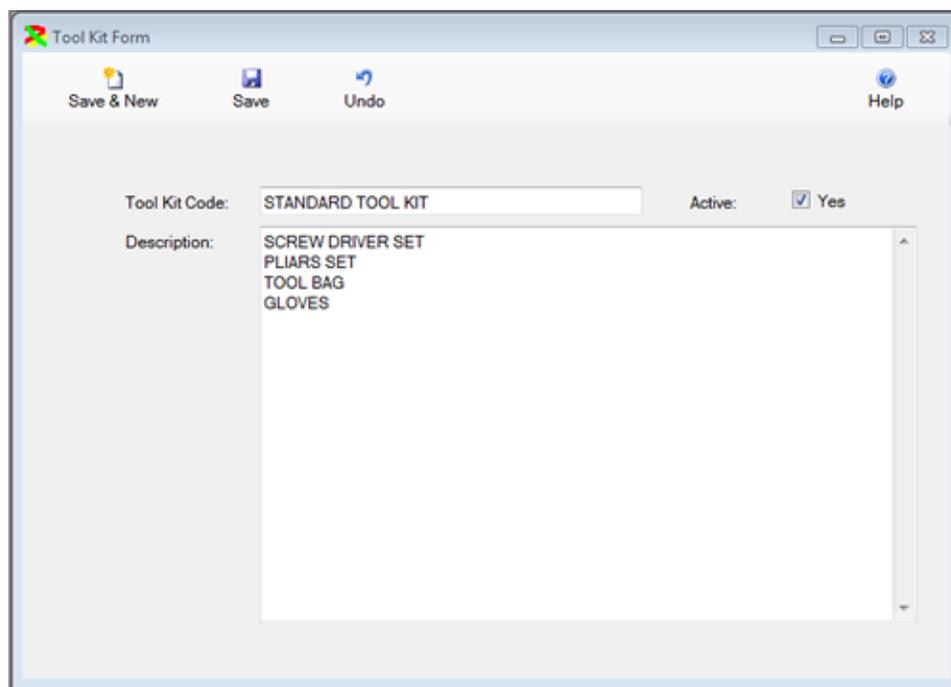
Hourly Rate:	\$65.00	Total Hours:	2	Hourly Cost:	\$130.00
Daily Rate:	\$260.00	Total Days:	0	Daily Cost:	\$0.00
Weekly Rate:	\$1,040.00	Total Weeks:	0	Weekly Cost:	\$0.00
Monthly Rate:	\$3,900.00	Total Months:	1	Monthly Cost:	\$3,900.00
		Discount %:	0.00 %	Sub Total:	\$4,030.00
				Discount:	\$0.00
				Total Cost:	\$4,030.00

Tool Tracker Module

The Tool Tracker Module can track tools and equipment by vehicle and/or employee. Tools can be things like computers, meters, tablets, etc.

Tool Kit Form

The tool kit form allows you to define a standard kit of tools supplied to employees, or included in a vehicle. A kit might include things like those listed below.



The screenshot shows a software window titled "Tool Kit Form". At the top, there is a menu bar with icons for "Save & New", "Save", "Undo", and "Help". Below the menu bar, the form contains the following fields:

- Tool Kit Code:** A text input field containing "STANDARD TOOL KIT".
- Active:** A checkbox labeled "Yes" which is checked.
- Description:** A text area containing the following list of items:
 - SCREW DRIVER SET
 - PLIARS SET
 - TOOL BAG
 - GLOVES

Tool Inventory Form

The Tool Inventory Form is displayed in edit mode below. This form is used to track expensive tools or items. Typically items entered on this form would have a serial number. They might be things like computers, meters, chain saws, blowers, etc.

The screenshot shows the 'Tool Inventory Form' window. At the top, there are menu items: 'Save & New', 'Save', 'Undo', and 'Help'. The form fields are as follows:

- Tool Code: DELL M4400 LAPTOP
- Serial Number: GH7433
- Model Code: M4400
- Class Code: LAPTOP COMPUTER
- Purchase Date: 1/1/2001
- Sale Date: (empty)
- Active: Yes
- Purchase Cost: \$1,200.00
- Sale Price: \$0.00
- Description: LAPTOP INSTALLED IN POLICE CAR

Tool Assignment Form

The Tool Assignment Form is displayed below in edit mode. You enter the Employee Code and/or the Unit ID. You can also assign a standard tool kit. Then you can click on the F8 key to display the Tool Inventory assigned to the employee and/or vehicle.

The screenshot shows the 'Tool Assignment Form' window with two tabs: 'General Info. - F7' and 'Tool Inventory - F8'. The 'General Info. - F7' tab is selected. The form fields are as follows:

- Active: Yes
- Employee Code: BEEMER, TOMMY
- Unit ID: 201
- Tool Kit Code: STANDARD TOOL KIT
- Description: THIS IS THE DESCRIPTION FOR THE TOOL ASSIGNMENT

The Tool Inventory portion of the form is displayed in browse mode below. An unlimited number of items from the Tool Inventory Form can be assigned to the employee and/or vehicle.

The screenshot shows the 'Tool Assignment Form' window with two tabs: 'General Info. - F7' and 'Tool Inventory - F8'. The 'Tool Inventory - F8' tab is active, displaying a table with the following data:

ACTIVE	TOOL CODE	DESCRIPTION
<input checked="" type="checkbox"/>	DELL M4400 LAPTOP	TOOL ASSIGNMENT DETAIL

Below the table, the status 'Record 1 of 1' is visible. The form also includes a menu bar with 'New', 'Edit', 'Delete', and 'Help' options, and input fields for 'Employee Code: BEEMER, TOMMY' and 'Unit ID: 201'.

The Tool Assignment form is displayed in edit mode below. This portion of the form is used to assign a specific pick a tool from the Tool Inventory to be assigned to this Employee or Vehicle.

The screenshot shows the 'Tool Assignment Form' window with two tabs: 'General Info. - F7' and 'Tool Inventory - F8'. The 'General Info. - F7' tab is active, displaying the following details:

Employee Code: BEEMER, TOMMY Unit ID: 201

Tool Code:  

Quantity Adjustment: Yes

Active Date:

End Date:

Description:

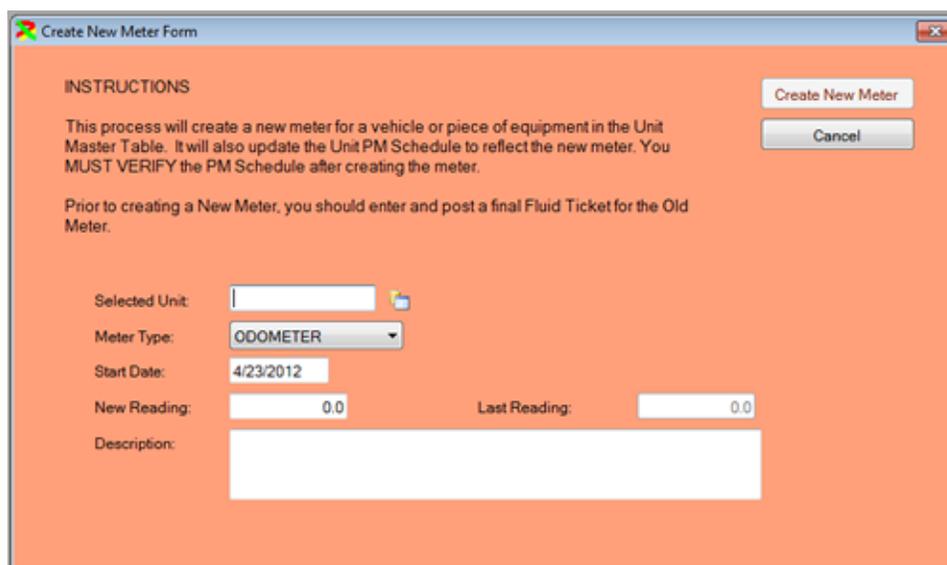
The form also includes a menu bar with 'Save & New', 'Save', 'Undo', and 'Help' options.

Utilities

Create New Meter Form

The Create New Meter Form is displayed below. This form is used to replace a meter on a vehicle or piece of equipment. It will create a record in the Unit Meter Form of the old meter. It will update the Unit PM Schedule so that it will schedule preventive maintenance items properly for the unit.

Prior to creating the new meter, you should input and post a Fluid Ticket to close out the old meter. Then you select the Unit ID, enter the type meter being replaced, the date and the starting meter reading. Then click on the Create New Meter button to create the meter.



Create New Meter Form

INSTRUCTIONS

This process will create a new meter for a vehicle or piece of equipment in the Unit Master Table. It will also update the Unit PM Schedule to reflect the new meter. You **MUST VERIFY** the PM Schedule after creating the meter.

Prior to creating a New Meter, you should enter and post a final Fluid Ticket for the Old Meter.

Selected Unit:

Meter Type:

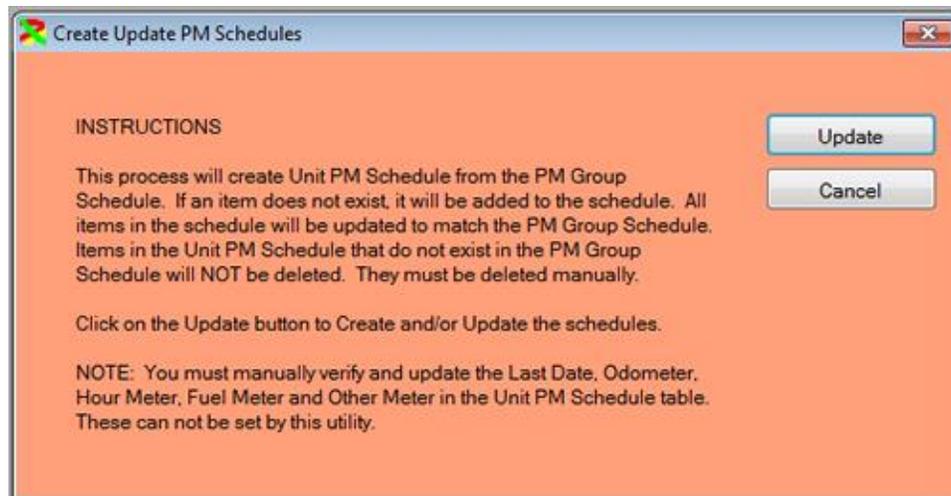
Start Date:

New Reading: Last Reading:

Description:

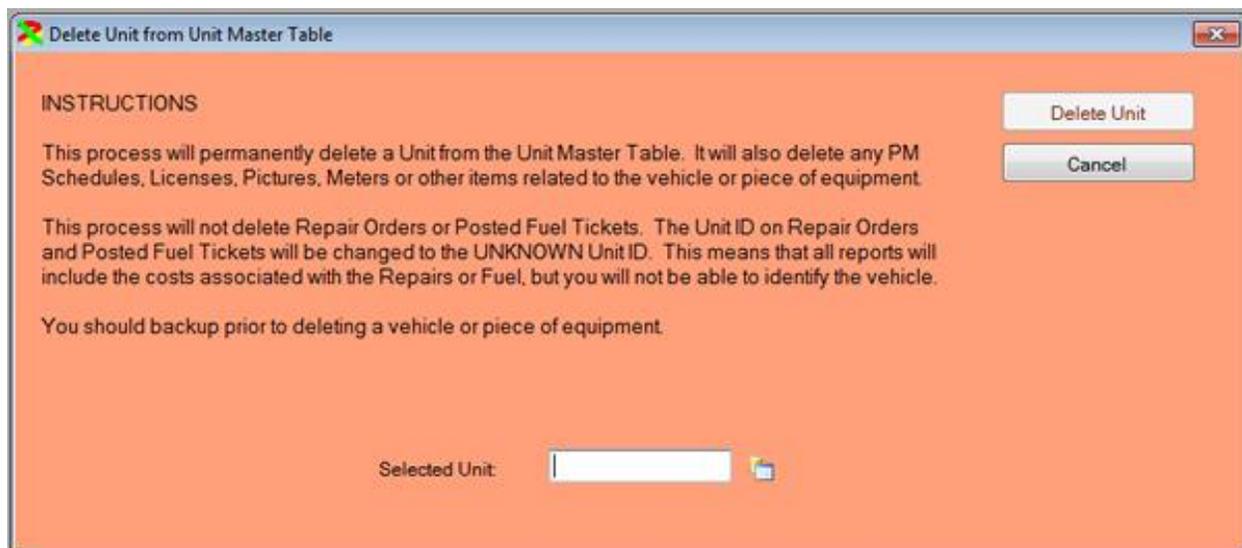
Create/Update PM Schedule Form

The Create/Update PM Schedule Form is displayed below. This form is used to make Unit PM Schedules match the templates created in the PM Group Schedule table. Each unit should be assigned a PM Group Code. Then a PM Group Schedule is created. When this process is run, all of the unit schedules will be made to match the PM Group Schedule. You still must enter the last time the PM was actually performed in the Unit PM Schedule table. If you modify the PM Group Schedule, this will update the Unit PM Schedules to match the modifications. Simply click on the Update Button to run the function.



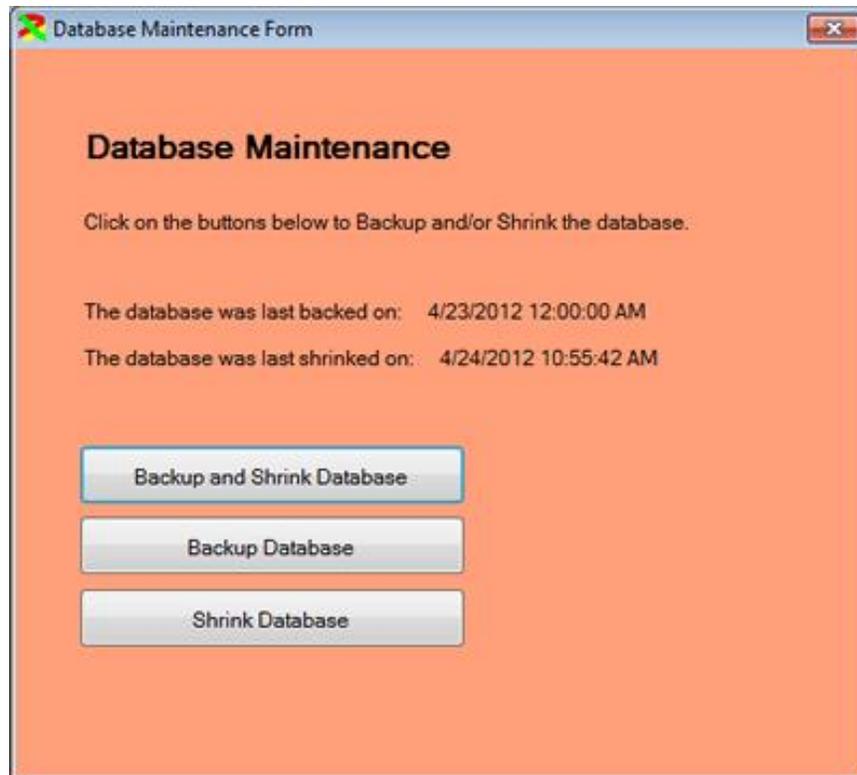
Delete Unit from Unit Master Table

The Delete Unit from Unit Master Table form is displayed below. This form is used to permanently delete a unit from the system. This will delete all repair orders, fluid tickets, PM schedules, license & permits and other information from the system. Simply select the unit and then click on the Delete Unit button.



Database Maintenance Form

The Database Maintenance Form is displayed below. This form is used to backup and to shrink the database. The Backup function will save a backup copy of the database on the hard drive where SQL Server is running. If you are running a network version of the software, you must backup the database to the server. Shrinking the database will recover space occupied by deleted records. Both functions should be run on a regular basis.



Database Maintenance Form

Database Maintenance

Click on the buttons below to Backup and/or Shrink the database.

The database was last backed on: 4/23/2012 12:00:00 AM
The database was last shrunk on: 4/24/2012 10:55:42 AM

Backup and Shrink Database
Backup Database
Shrink Database

Purge Tables Form

The Purge Tables Form is displayed below. This form is used to permanently delete old transactions from a variety of tables. You can purge repair orders, fluid tickets, inventory transactions and tracker history records. You select the table and then enter the date. Then click on the Purge Tables button to permanently delete the records.



Purge Tables Form

INSTRUCTIONS

You should backup the FleetWise Database prior to proceeding. The changes you make here cannot be undone

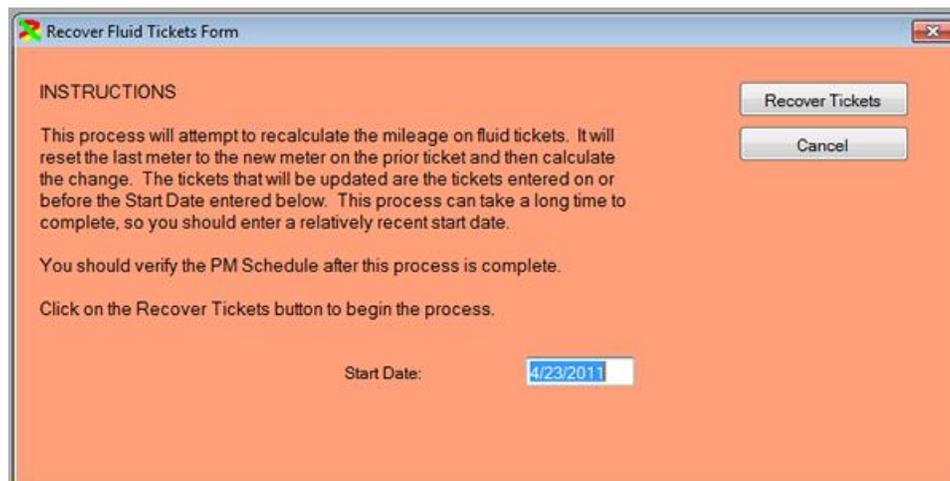
Select a table in the box below. Then enter a purge date. All of the records in the selected table with a date older than the date you entered will be permanently deleted from the table.

Select Table: ADJUSTMENT ENTRY TABLE
Purge Date: 4/23/2009

Purge Table
Cancel

Recover Fluid Tickets Form

The Recover Fluid Tickets Form is displayed below. This form will recalculate the meters on tickets and recalculate the miles per gallon and cost per mile. The tickets may need to be recovered if fuel tickets are input out of sequence. For example, you input a ticket for 4/20 and a ticket for 4/28 and then post the tickets. Then you discover a missing ticket for 4/25. You input that ticket and post it. The problem is that the 4/28 ticket will not recalculate how many miles were traveled between 4/25 and 4/28. It shows the mileage between 4/20 and 4/28. This process will correct the problem.



The screenshot shows a dialog box titled "Recover Fluid Tickets Form". The background is orange. At the top left, there is a small icon and the title. Below the title, the word "INSTRUCTIONS" is written in all caps. The main text reads: "This process will attempt to recalculate the mileage on fluid tickets. It will reset the last meter to the new meter on the prior ticket and then calculate the change. The tickets that will be updated are the tickets entered on or before the Start Date entered below. This process can take a long time to complete, so you should enter a relatively recent start date." Below this, it says: "You should verify the PM Schedule after this process is complete." and "Click on the Recover Tickets button to begin the process." At the bottom center, there is a label "Start Date:" followed by a text box containing "4/23/2011". On the right side, there are two buttons: "Recover Tickets" and "Cancel".

Reminders Form

The Reminders Form is displayed below. This form is usually displayed when the FleetWise program starts. It lists items that require attention. The first item is Database Maintenance. You can click on the Show Details next to the item to learn more. If you click on the Show Details next to the Database Maintenance item, the Database Maintenance form will be displayed within the Reminders Form. Note the text next to the Preventive Maintenance item is bold. This warns you that PM's are due. Click on the Show Details link to display the Due PM's form within the Reminders Form. Click on the link next to the Employee License item to display employee licenses and certifications that are expiring. Click on the link next to the Vehicle License item to display vehicle licenses and permits that are expiring. Finally, click on the link next to the Due Ticklers item to display Unit Ticklers that require your attention.

Reminders Form

INSTRUCTIONS
The tasks highlighted in **BOLD** below are due now. Click on the link to the right to display more information about each task.

Database Maintenance	No Action Required.	Show Details
Preventive Maintenance	7 PM's are currently due.	Show Details
Employee License Expiration	19 Employee Licenses are currently due.	Show Details
Vehicle Licenses Expiring	42 Vehicle Licenses are currently due.	Show Details
Due Tickers	5 Tickers are due now!	Show Details

Remove Inventory Location Form

The Remove Inventory Location Form is displayed below. First select the Inventory Location to Keep. Then select the Inventory Location to remove. Then click on the Remove Location button. All parts at the location to be removed will be transferred to the location to keep. Also, all references to the old location on things like purchase orders, repair orders and fuel tickets will now reflect the location to keep.

Remove Inventory Location

INSTRUCTIONS

This process will remove an inventory location from the Inventory Master Table. Select the location to keep and the location to remove. Then click on the remove location button.

Note, inventory will be combined for the two locations. You should verify that no negative quantities on hand exist in the inventory prior to running this process.

Inventory Location To Keep:

Inventory Location To Remove:

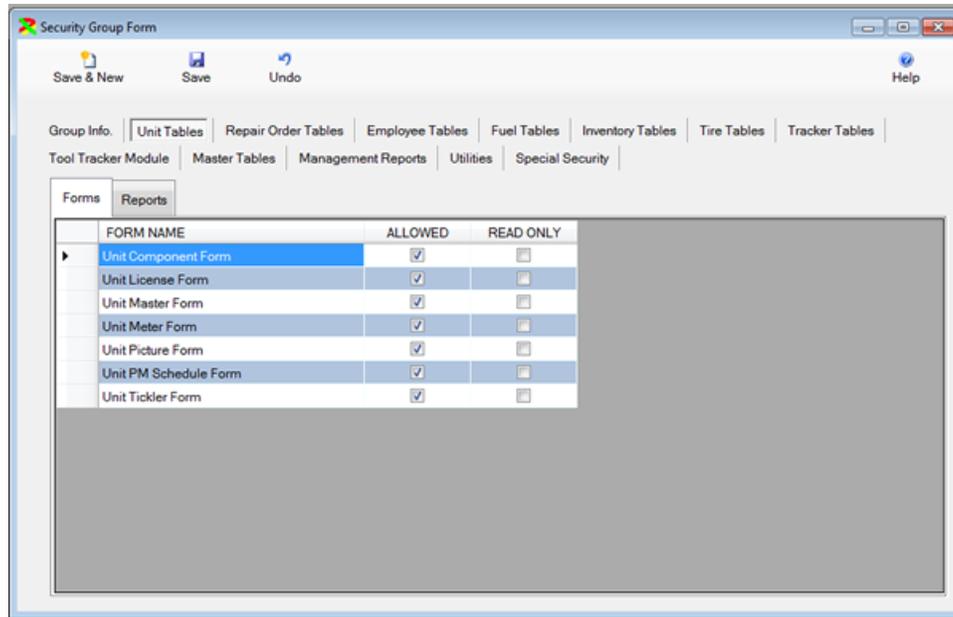
RO Export Data Form

The RO Export Data Form is used to create a table in the SQL Server database that contains repair order transactions. This table can then be linked in to an Excel spreadsheet or to an Access database.

Security Group Form

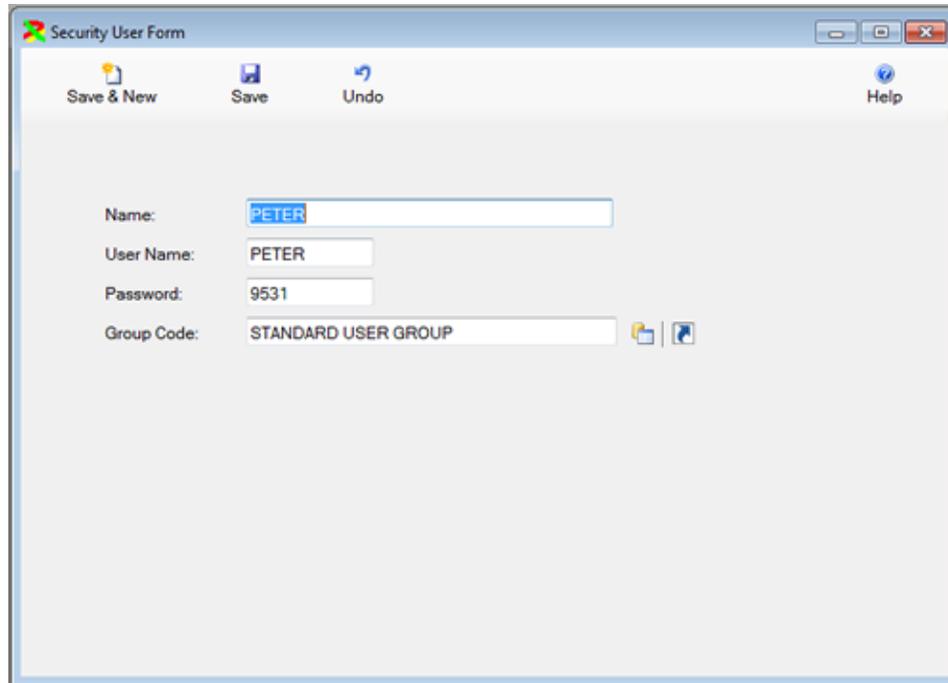
The Security Group form is displayed in edit mode below. This form allows you to create a user group. You enter a group code and then indicate the companies, departments, and locations. The users will only have access to those items. You can then click on the tabs to determine what functions the users will have access to.

The Unit Tables tab is displayed below. The items in the list correspond to the menu options under the Unit Tables menu. Remove a check mark from the ALLOWED column to prevent a user from having access to that menu option. Put a check mark in the READ ONLY column to allow the user to view information but not add, change or delete the information. Click on the reports tab, to allow or prevent of user from accessing reports. The remaining tabs work the same way.



Security User Form

The Security User Form is displayed below. Each user of the FleetWise System should be set up in this form. You can enter the users, name, user name password, and group code. The user name and password will be required on the login form. The name will be stored when inventory transactions and other transactions are created. The group code will determine the functions the user has access to.



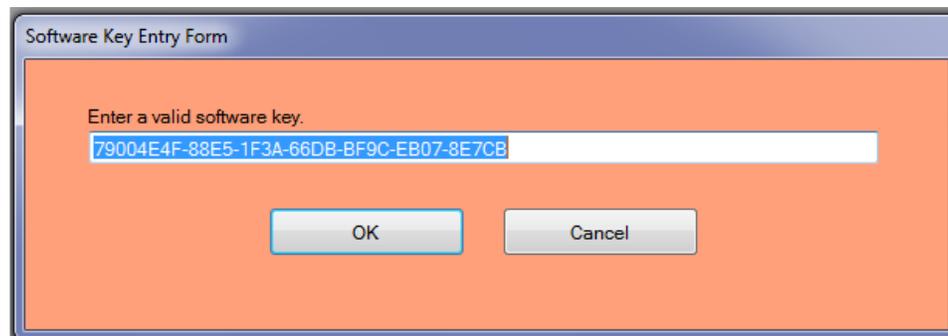
The screenshot shows a Windows-style dialog box titled "Security User Form". At the top, there are four icons: "Save & New", "Save", "Undo", and "Help". Below these icons are four input fields:

- Name: PETER
- User Name: PETER
- Password: 9531
- Group Code: STANDARD USER GROUP

There are also two small icons to the right of the Group Code field.

Software Key Entry Form

The Software Key Entry Form is displayed below. This form is used to input the software key. The software key determines what options within the FleetWise program are available. If you upgrade the FleetWise program, for example add the Inventory Module, you will use this form to enter the new software key.



The screenshot shows a dialog box titled "Software Key Entry Form" with an orange background. It contains the text "Enter a valid software key." followed by a text input field containing the hexadecimal string "79004E4F-88E5-1F3A-66DB-BF9C-EB07-8E7CB". Below the input field are two buttons: "OK" and "Cancel".

System Control Form

The System Control Form is displayed below. On the first tab you can enter information about your company. The company name will appear at the top of FleetWise Program and at the top of all reports. The remaining information is used on purchase orders.

The screenshot shows a window titled "System Control Form" with a menu bar containing "Save", "Undo", and "Help". Below the menu bar is a tabbed interface with five tabs: "Company Info.", "Reminders", "Repair Order Constants", "Data Entry Constants", and "User Defined Fields". The "Reminders" tab is currently selected. The form contains several input fields:

Company Code:	[DEFAULT]
Company Name:	YOUR COMPANY NAME HERE - DEMO
Address:	2720 PARK STREET
	SUITE 202
	JACKSONVILLE, FL 32205
Phone Number:	(800) 296-2609
Fax Number:	(904) 381-0016
DB Version:	5.4.4.4

The Reminders Tab is displayed below. Put a check mark in the Show Reminders On Start Up check box to have the reminders window automatically displayed when the FleetWise program starts.

The buffer values in the check PM's section determine when a Preventive Maintenance item will appear as due. If you put 500 miles and 5 days, then PM's will appear as due 500 miles or 5 days prior to the date when it is actually due. You can enter the number of days for Employee Licenses and Vehicle Licenses to appear as due. You can enter the number of days between being prompted to backup and shrink the database.

The screenshot shows the 'System Control Form' window with the 'Reminders' tab selected. The window contains the following elements:

- Title Bar:** System Control Form
- Buttons:** Save, Undo, Help
- Tabs:** Company Info, Reminders (selected), Repair Order Constants, Data Entry Constants, User Defined Fields
- Show Reminders On Start Up:** Yes
- Check PM's:**
 - Check Due PM's: Yes
 - Buffer Miles: Buffer Hours: Buffer Days:
 - Buffer Gallons: Buffer Other:
- Miscellaneous Reminders:**
 - Check Vehicle Licenses: Yes Days Till Due:
 - Check Employee Licenses: Yes Days Till Due:
- Database Reminders:**
 - Days Between Backup: Last Backup Date:
 - Days Between Shrink: Last Shrink Date:

The Repair Order Constants tab is displayed below. Put a check mark in the Inside Maintenance box if you want the default on repair orders to be Inside Repair. You can select a single location for repairs. This determines the location where parts will be taken from. You can enter the remaining information to control the defaults on repair orders.

The screenshot shows the 'System Control Form' window with the following configuration options:

- RO Defaults:**
 - Inside Repair: Yes
 - One Repair Location: Yes
 - Repair Location: GEORGIA SHOP
 - Constant Date On RO: Yes
 - Default Inventory Part: Yes
 - Alt. RO Number Text: [Text Field]
 - RE Number Text: [Text Field]
 - PO Prefix: VB
 - Last PO Number: 0
 - RO Update Logging: Yes
- Validate Meters On RO:**
 - Validate RO Meters: Yes
 - Max. Daily Miles On RO: 0
 - Max. Daily Hours On RO: 0
 - Max. Daily Other On RO: 0
- Tax Constants:**
 - Tax Inventory: Yes
 - Tax Non Stock: Yes
 - Use Unit Tax Rate: Yes
- Default RO Note:** DEFAULT RO NOTE

You can enter the defaults for fluid tickets. These control when warnings are displayed on fluid tickets.

The screenshot shows a software window titled "System Control Form" with a menu bar containing "Save", "Undo", and "Help". Below the menu bar are five tabs: "Company Info.", "Reminders", "Repair Order Constants", "Data Entry Constants", and "User Defined Fields". The "Data Entry Constants" tab is active and contains two sections: "Fuel Constants" and "Other Constants".

Fuel Constants

Outside Purchase:	<input type="checkbox"/> Yes	Cost Per Unit:	<input checked="" type="checkbox"/> Yes		
Max. Miles:	<input type="text" value="400"/>	Max. Hours:	<input type="text" value="40"/>	Max. Other:	<input type="text" value="40"/>

Other Constants

Default Part Label:	<input type="text" value="AVERY - DOT MATRIX - 4011"/>
Validate VIN:	<input type="checkbox"/> Yes

The User Defined Fields tab is displayed below. These are the names of the fields that appear in the Unit Master Form on the user defined fields tab.

The screenshot shows a window titled "System Control Form" with a menu bar containing "Save", "Undo", and "Help". Below the menu bar is a tabbed interface with the following tabs: "Company Info.", "Reminders", "Repair Order Constants", "Data Entry Constants", and "User Defined Fields". The "User Defined Fields" tab is active and displays a list of fields:

User Defined Field Caption:	BODY STYLE
User Defined Field Caption:	NUMBER OF SEATS ON VEHICLE
User Defined Field Caption:	FOUR WHEEL DRIVE
User Defined Field Caption:	HANDICAP ACCESSABLE
User Defined Field Caption:	TYPE USE
User Defined Field Caption:	USER TEXT 6
User Defined Field Caption:	USER TEXT 7
User Defined Field Caption:	USER TEXT 8
User Defined Field Caption:	USER TEXT 9

FleetWise VB Reports

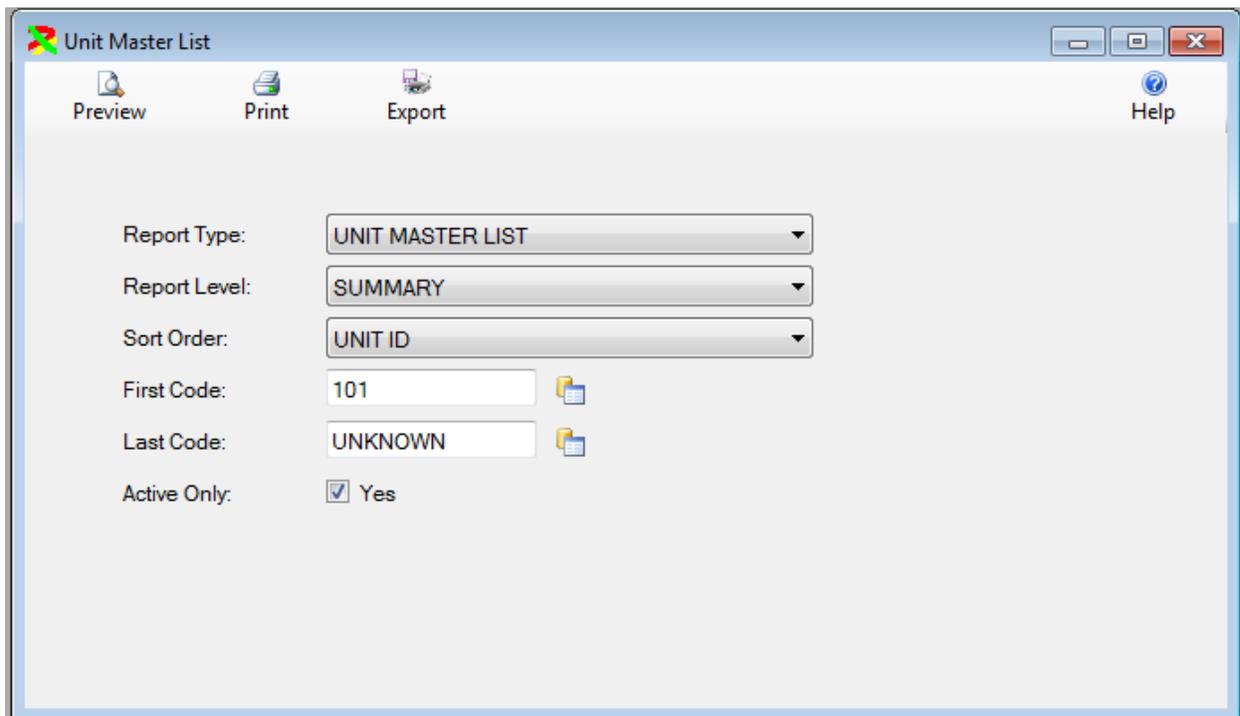
The FleetWise VB System contains over 400 standard reports. Many of these reports can be sorted or grouped in different ways.

At the bottom of each menu is a Reports Sub Menu. For example, at the bottom of the Unit Menu, is a Reports Sub Menu. This menu provides access to reports that pertain to the Unit Tables. At the bottom of the Repair Orders Menu is another Reports Sub Menu. This menu provides access to all of the Repair Order Analysis Reports.

The best way to determine the reports you wish to view is view the report on your computer monitor. You can then send the report to the printer or export the report.

Sample Report Form

Below is the Unit Master Lists report form. All of the Report Forms work in much the same way as this form.



The screenshot shows a software window titled "Unit Master List". At the top, there are icons for "Preview", "Print", "Export", and "Help". Below these icons, there are several input fields and dropdown menus:

- Report Type: UNIT MASTER LIST (dropdown)
- Report Level: SUMMARY (dropdown)
- Sort Order: UNIT ID (dropdown)
- First Code: 101 (text input)
- Last Code: UNKNOWN (text input)
- Active Only: Yes (checkbox)

In the first box, you can select from several Type Reports.

In the second box, you can select the report level. Most reports can be printed in a Summary Level (1 line per item on the report), or a Detail Level (multiple lines for each item on the report).

The third box provides the ability to sort, and group the items on the repair order. In this case, selecting the sort order "Unit ID" displays a list of all Units. Selecting the sort order "Department Code" displays a list of units Grouped by Department.

The First Code box can be used to select the first code to appear on the report. The Last Code box can be used to select the last code to appear on the report. For example, if you wanted a list of all of the reports in the "Administration" department, you could make the sort order "Department Code" order and select the "Administration" department for the First Code and for the Last Code. This would display a report of vehicles and equipment in the administration department only.

Finally, you can place a check mark in the Active box to list only active units.

Preview Window

Click on the Preview Button to display the report on the computer monitor. It will appear similar to the window below.

FleetWise VB
YOUR COMPANY NAME HERE - DEMO

UNIT MASTER LIST BY UNIT ID
FROM: 101 - UNKNOWN
ACTIVE ONLY: TRUE

PRINT DATE: 4/23/2012
PRINT TIME: 5:41:05PM
PAGE NUMBER: 1

UNIT ID	ACTIVE	DEPARTMENT CODE	MODEL CODE	MODEL YEAR
101	Yes	OPERATIONS	K10	2003
102	Yes	OPERATIONS	R688S LST MACK	2003
103	Yes	OPERATIONS	R688ST MACK	2004
105	Yes	TRANSPORTATION	R686ST MACK	2004
106	Yes	OPERATIONS	WS4900EX	2004
107	Yes	TRANSPORTATION	R686ST MACK	2004
108	Yes	OPERATIONS	R686ST MACK	2004
109	Yes	OPERATIONS	R685 MACK	2004
110	Yes	OPERATIONS	R686ST MACK	2004
111	Yes	OPERATIONS	R600 MACK	2003
112	Yes	OPERATIONS	R688ST MACK	2004
113	Yes	OPERATIONS	R688ST MACK	2004
114	Yes	OPERATIONS	R686ST MACK	2003
115	Yes	OPERATIONS	R686ST MACK	2003

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 130%

Report Viewer Toolbar

A toolbar is displayed at the top of the Preview Window.



Toolbar Buttons:

- The first button allows the report to be exported in many popular formats including as an Excel worksheet.
- The second button sends the report to the printer.
- The third button refreshes the report view.
- The fourth button displays a Group Tree to the left of the report. This can make navigating a long report very easy. You can click on a group and the report window will jump to that group.
- The fifth button moves to the first page of the report.
- The sixth button moves to the previous page of the report.
- The seventh button moves to the next page of the report.
- The eighth button moves to the last page of the report.
- The box displays the current page number.
- Clicking the binoculars displays a search form. You can type a string and the report will display the first occurrence.
- Finally, the binoculars with the plus sign, provides the ability to zoom in or out the display.

Index

Adjustment Form	87	License Type Code Form	22
Assembly Code Form	17	List Box Controls.....	14
Bin Shelf Code Form.....	18	Location Code Form	22
Browse Form with Records.....	11	Login Window	7
Browse Search Control.....	9	Maintenance History Form	70
Category Code Form	18	Manufacturer Code Form	23
Change Unit ID	49	Master Tables.....	17
Class Code Form.....	18	Max. Records.....	11
Close/Reopen Repair Order	65	Meter Form	51
Component Code Form.....	19	Model Code Form	23
Component Form	50	Move Record Buttons	11
Condition Code Form	19	Other Code Form	24
Contract Code Table	81	Part Code Form	25
Cost Code Form.....	20	Part Usage Form.....	71
Create New Meter Form	117	Payroll Time Form	38
Create/Update PM Schedule Form.....	117	Picture Form.....	52
Customer Code Table.....	20	PM Group Code Form	26
Database Maintenance Form	118	PM Group Schedule Form.....	27
Delete Form	13	PM Schedule Form	53
Delete Unit from Unit Master Table	118	Post Fluid Ticket Process.....	78
Department Code Form	21	Post Fluid Tickets Process	78
Desktop	8	Post Pre Trip Inspection	70
Due PM Forms.....	66	Posted Fluid Ticket Form.....	78
Due Ticklers Form	67	Pre Trip Inspection Form.....	68
Employee Forms	36	Preview Button	131
Employee License Form	37	Preview Report	14
Employee Master Form	36	Preview Window	131
Empty Browse Mode.....	9	Price Level Form.....	28
Filter	10	Pump Code Form	81
FleetWise VB Desktop.....	8	Purge Tables Form	119
FleetWise VB Reports	130	Quick Receive Inventory	91
Fluid Ticket Entry Form	76	Reason Code Form	29
Form in Edit Mode	12	Recalculate Tickets.....	77
Fuel Pump Inteface	80	Recall Campaign Form	72
Highway Tax Code Form	21	Recover Fluid Tickets Form	120
Index.....	133	Reminders Form.....	120
Inventory Master Form.....	85	Remove Inventory Location Form	121
Inventory Module	85	Reopen Repair Order	65
License & Permit Form.....	50	Repair Code Form	29
License Form	37	Repair Order Form	56

Report Viewer	132	Tire Manufacturer Code Form	32
Report Viewer Toolbar	132	Tire Retread Form	107
Reports	130	Tool Assignment Form	115
Return Inventory	93	Tool Inventory Form	114
RO Export Data Form	122	Tool Kit Form.....	114
RO General Information.....	56	Tracker History Form	111
RO Labor/Vendor	62	Tracker Master Form	109
RO Part Information.....	64	Traffic Violation Form	40
RO Part Transaction Form.....	73	Transfer Inventory Transaction.....	97
RO Repair Codes	61	Transfer Unit	111
RO Update Logging Form	74	Type Fluid Code Form	83
Sample Report Form	130	Type Search.....	10
Security Group form	122	Unit Component Form	50
Security User Form.....	124	Unit ID - Change	49
Software Key Entry Form	124	Unit License & Permit Form.....	50
Sort Order	10	Unit Master Form.....	42
Supplies Inventory Transaction.....	95	Unit Master Lists	130
System Control Form	125	Unit Meter Form	51
Table of Contents	2	Unit Picture Form.....	52
Tank Code Form	82	Unit PM Schedule Form	53
Tax Code Form	30	Unit Status Code Form	32
Terms Code Form.....	31	Unit Tables	42
Tickler Form	55	Unit Tickler Form.....	55
Time Tracker Form	39	Update Inventory.....	90
Tire Definition Code Form.....	31	Update Tank Form	83
Tire Flat Form	106	Vendor Code Form	33
Tire Inventory Form	105	Vendor History Form.....	75
Tire Location Code Form.....	31	Violation Code Form	35