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# USER MANUAL

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## Overview

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

### ***Technical Support***

Additional support can be provided by emailing: [support@ourfleet.com.au](mailto:support@ourfleet.com.au)

The following information should be included in your support query:

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

Technical support response time will depend upon the severity.

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

Technical support will be classified as follows:

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

### ***General Feedback***

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

## Setting up

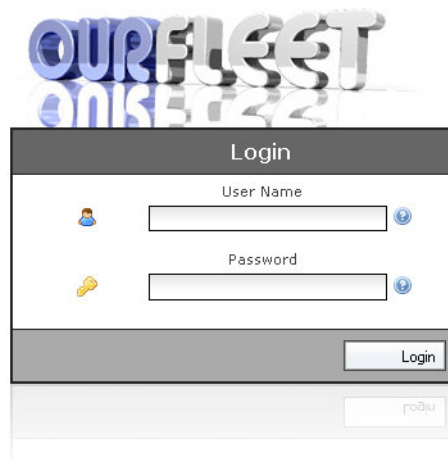
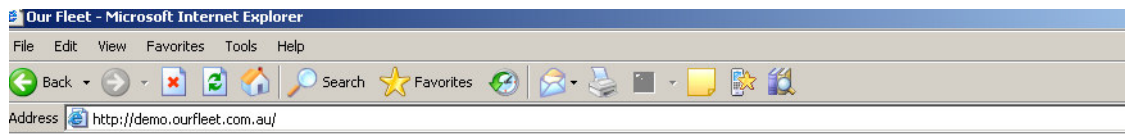
When setting up OurFleet initially, the following process is recommended:

1. Check your personal information as the first Administrator setup. This information has been set up by us (within Employees),
2. Setup Departments (within General),
3. Setup Service/Repair Agents (within General),
4. Setup Insurance Brokers (within General),
5. Setup Company locations (within General),
6. Setup Vehicle Types (within General),
7. Setup Vehicle Manufacturers (within General),
8. Setup Vehicle Models (within General),
9. Setup Licence types (if required, within General),
10. Setup Registration Types (if required, within General),
11. Setup Vehicle Inclusions (within General),
12. Setup all Employees (within Employees). It is recommended that network usernames utilised within your Company are used for OurFleet usernames and a generic password is set initially, such as 'password',
13. Setup all Vehicles (within Vehicles),
14. Communicate to your Employees that OurFleet is now ready to be utilised for vehicle bookings. Include in this communication, the website address, username and generic password you have setup. Please ensure you remind your employees to change their password upon their first login.
15. Start using OurFleet!

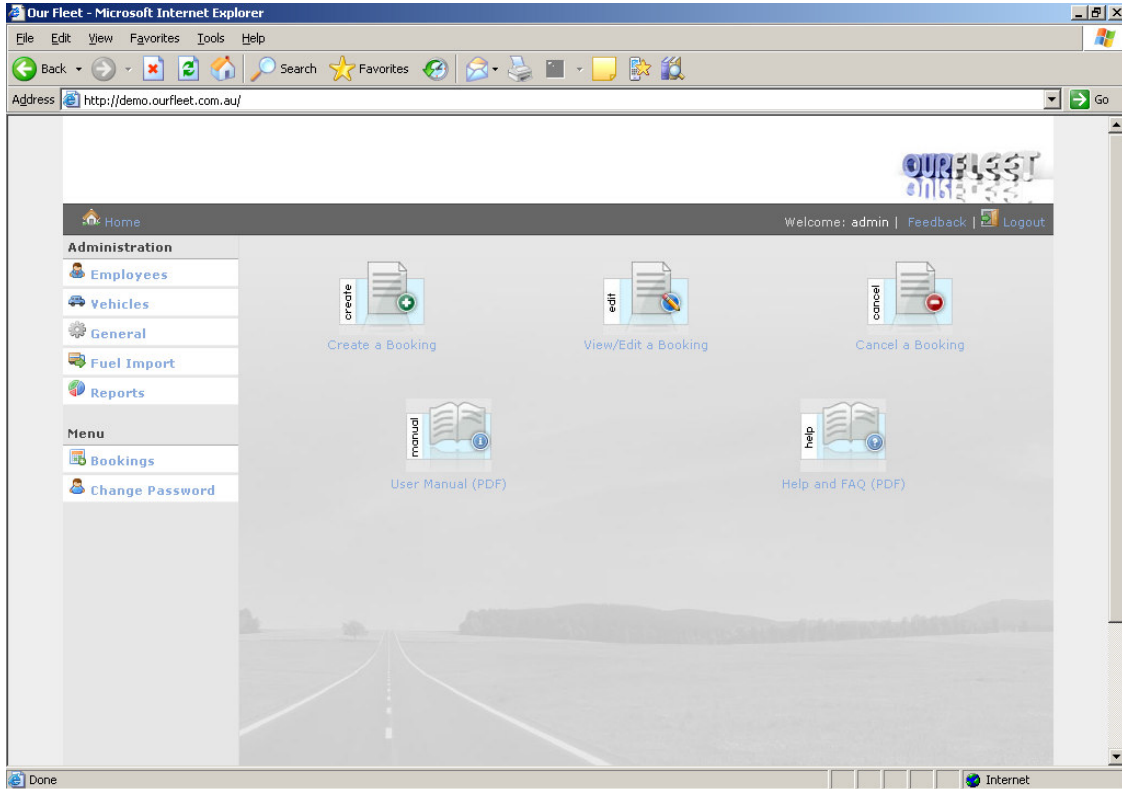
# Bookings

## *Create a booking*

1. Load OurFleet through the website address provided to you:



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



3. To create a new booking click on:



4. The following screen then loads:

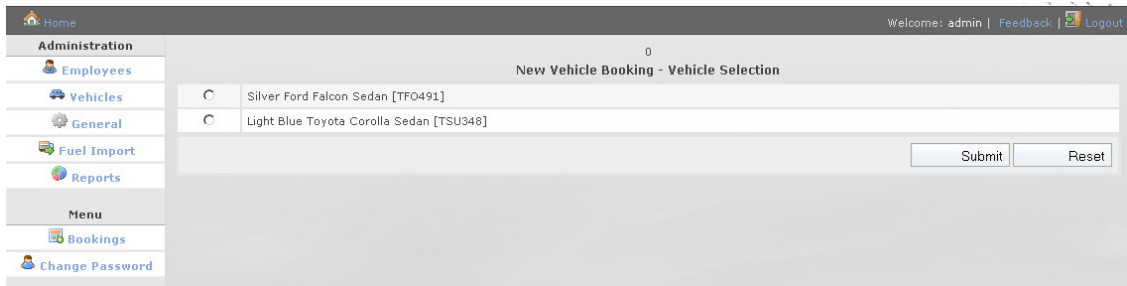
5. Enter the required information as follows:

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

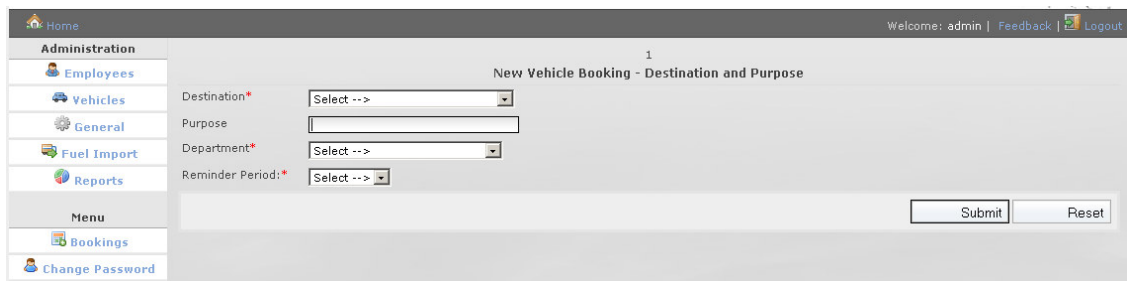
Once completed, press:

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





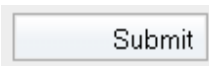
7. Select the vehicle you would like to use by clicking the radio button and then submit. The following screen will then appear:



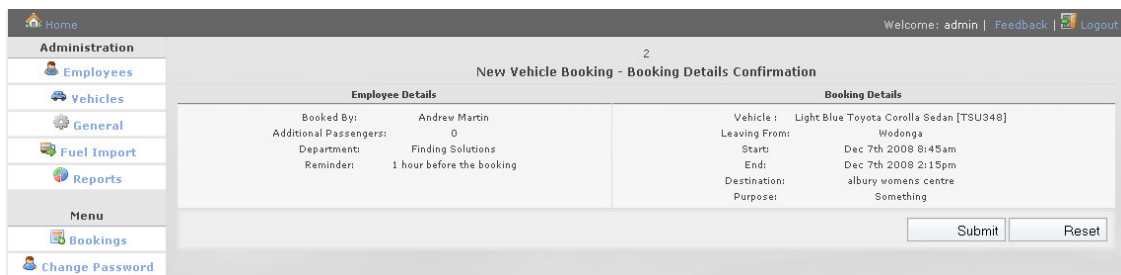
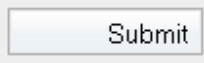
8. Enter the required information as follows:

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

Once completed, press:





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



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



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

## View/Edit a booking

1. Load OurFleet and click on:



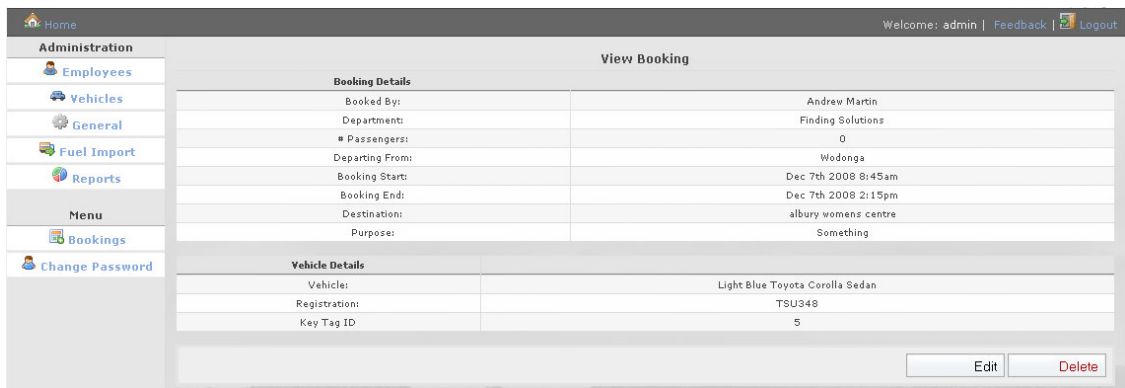
View/Edit a Booking

2. The following screen appears:



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

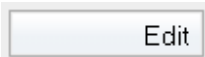
3. From this screen, you can simply click on a booking to view the details.  
Note: You will only be able to edit bookings made by yourself unless you have Administrator access:



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

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

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

Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Edit Vehicle Booking - Booking Details**

**Date and Time**

Employee: Andrew Martin

Booking Start Date\*: Dec 7, 2008

Booking Start Time\*: 08:45 AM

Booking End Date\*: Dec 7, 2008

Booking End Time\*: 02:15 PM

Departure Location\*: Wodonga

Number of Passengers\*: 0

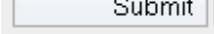
**Inclusions**

GPS

Roof Racks

Tow Bar

Submit Reset

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

Home | Welcome: admin | Feedback | Logout

**Administration**

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

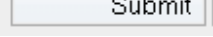
**New Vehicle Booking - Vehicle Selection**

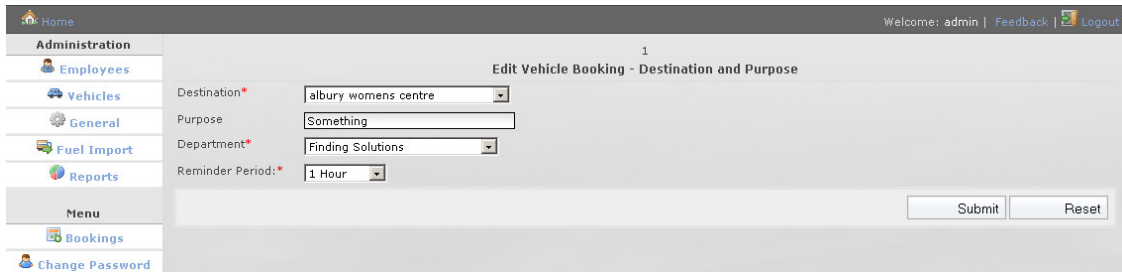
0

Silver Ford Falcon Sedan [TF0491]

Light Blue Toyota Corolla Sedan [TSU348]

Submit Reset

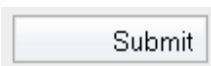
7. Select a suitable vehicle and press  and the following screen appears:

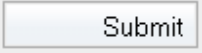


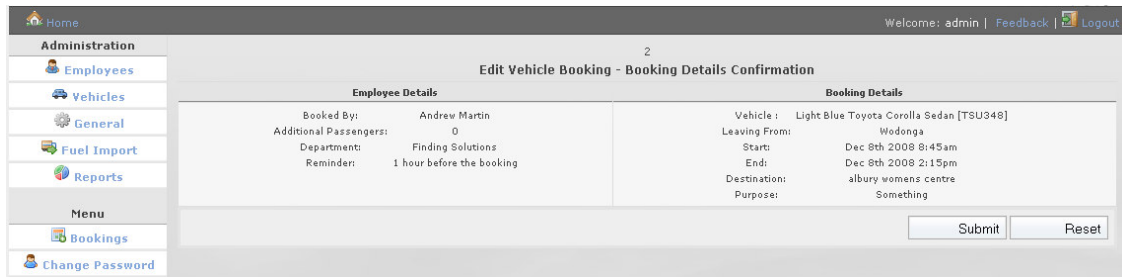
8. Enter the required changes as follows:

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

Once completed, press:






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



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



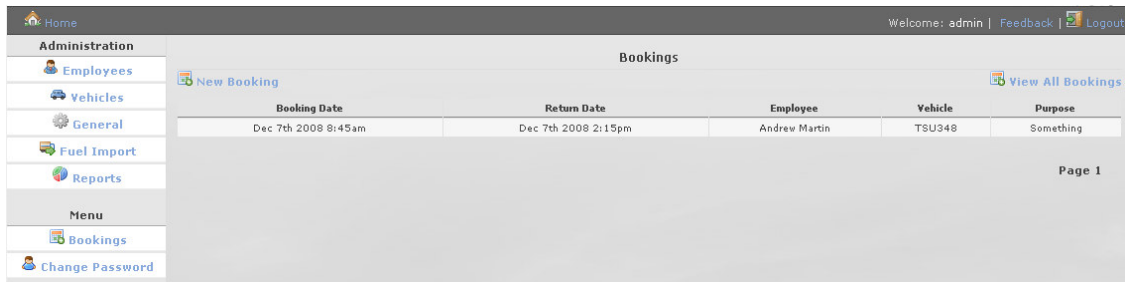
11. From this screen you can then select  to make another booking, return to  or .

## Cancel a booking

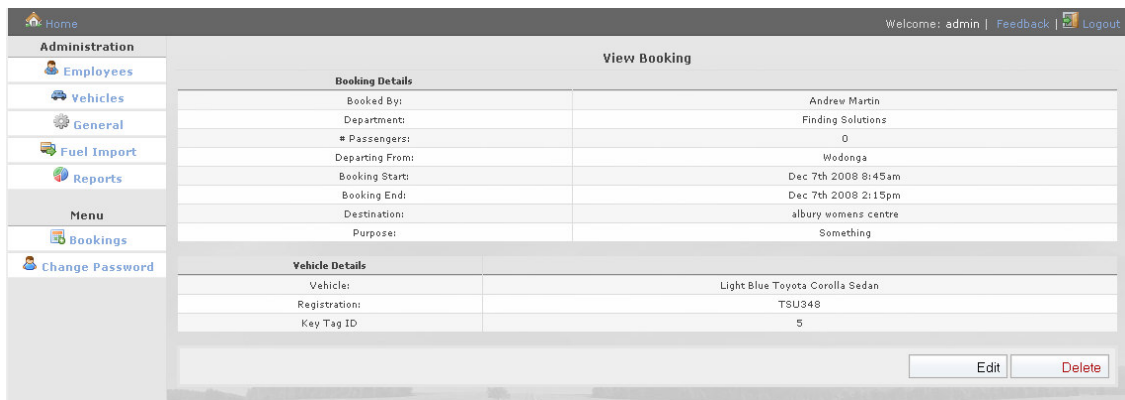
1. Load OurFleet and click on:




2. The following screen appears:

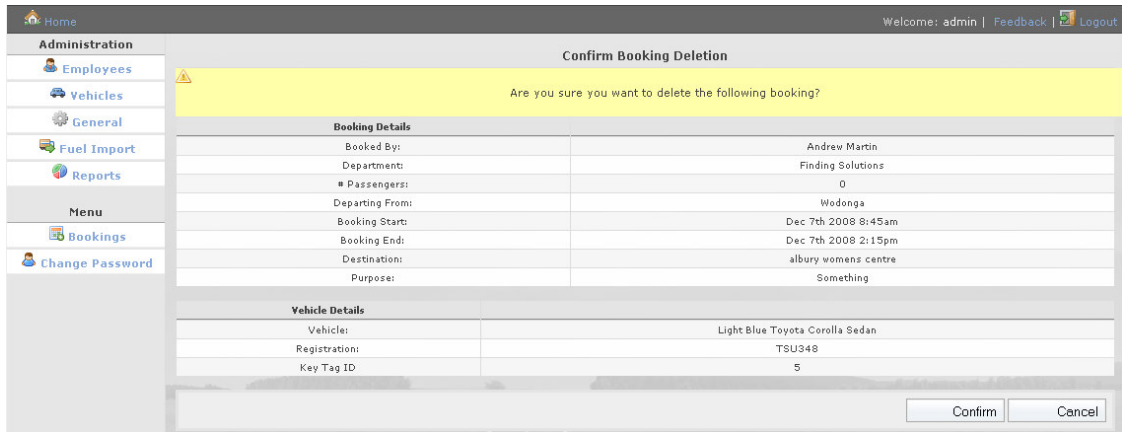


3. From this screen, select the booking you would like to cancel by clicking on the booking.  
Note: You will only be able to cancel bookings made by yourself unless you have Administrator access:  
The following screen appears:



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





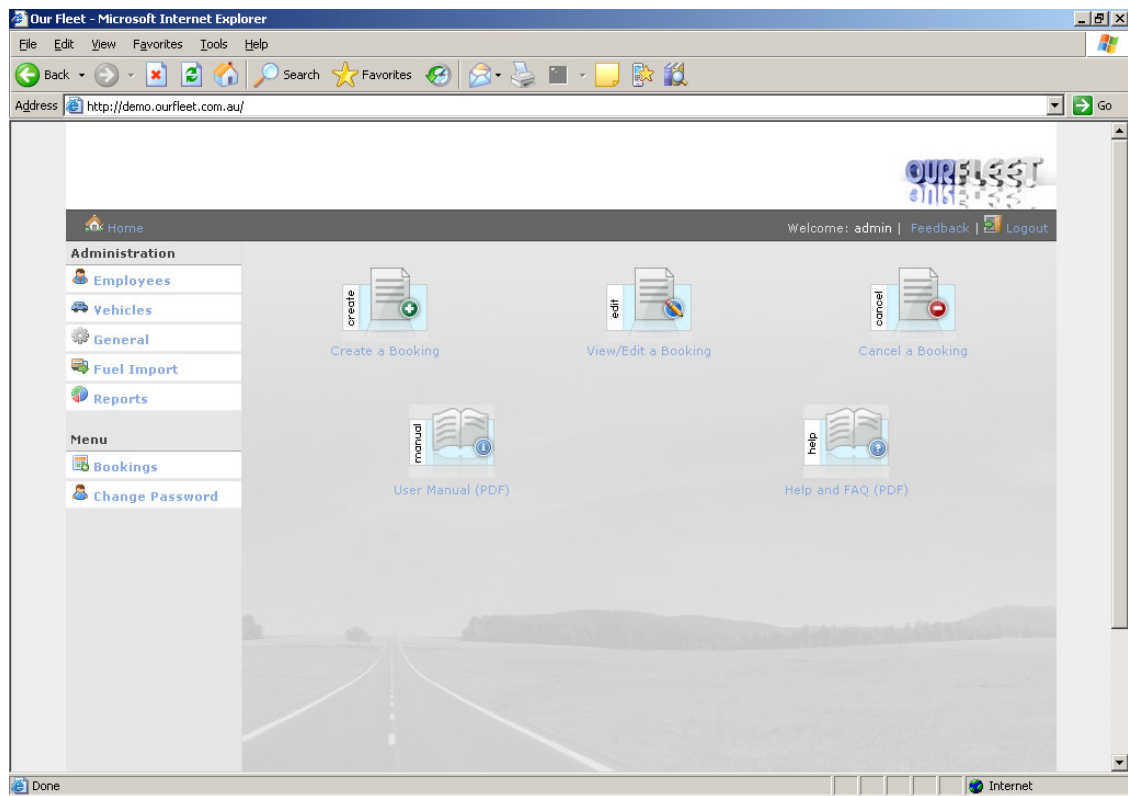
5. Click  to confirm the booking deletion.


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

# Employees

## Create a new employee

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




2. Click on  **Employees** from the Administrator menu. The following screen loads:

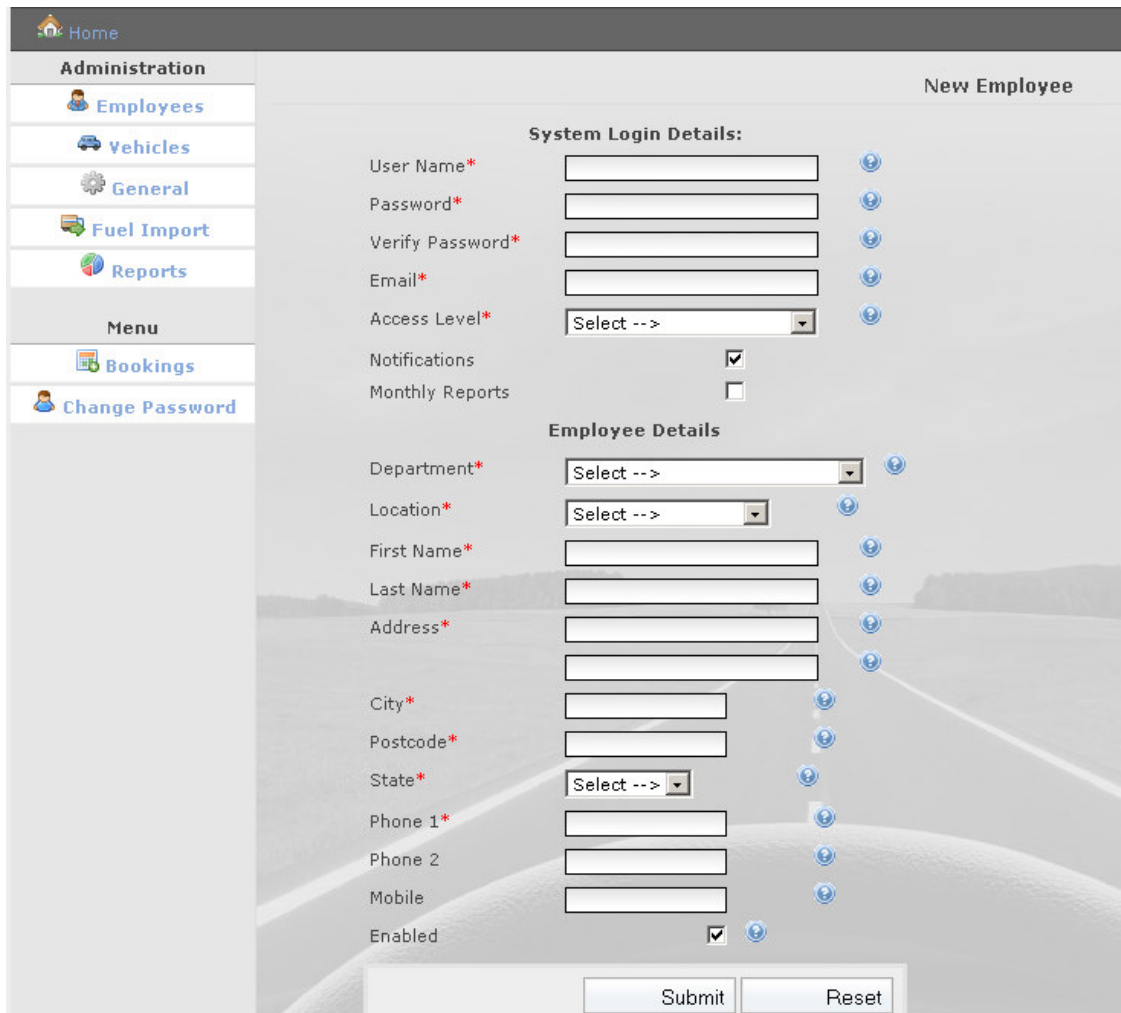
### Employee Administration

 [Add Employee](#)

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

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

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



**New Employee**

**System Login Details:**

User Name\*  ?

Password\*  ?

Verify Password\*  ?

Email\*  ?

Access Level\*  ?

Notifications

Monthly Reports

**Employee Details**

Department\*  ?

Location\*  ?

First Name\*  ?

Last Name\*  ?

Address\*   
 ?

City\*  ?

Postcode\*  ?

State\*  ?

Phone 1\*  ?

Phone 2  ?

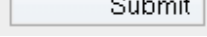
Mobile  ?

Enabled  ?


4. Enter the information as follows:

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

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

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

**Employee Administration**

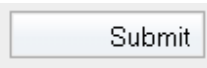
 [Add Employee](#) View: [All](#) | [Active](#) | [Inactive](#)

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

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

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

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

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

#### Edit Employee

##### System Login Details:

User Name\*  ⓘ

Password\*  ⓘ

Verify Password\*  ⓘ

Email\*  ⓘ

Access Level\*  ⓘ

Licence No.: 11225912  
Expires: 2006-12-10

##### Employee Details

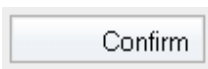
Department\*  ⓘ

Location\*  ⓘ

First Name\*  ⓘ

##### Licences

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

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

### Edit Employee

**System Login Details:**

User Name\*

Password\*

Verify Password\*

Email\*

Access Level\*

**Employee Details**

Department\*

Location\*

First Name\*

Last Name\*

**New Licence**

Licence Type\*



Licence No.\*

Expires\*


State\*

**Licences**

Type	Number	Expires
C	11225912	Dec 10th 2006

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

## Edit an employee

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

**Employee Administration**

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

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

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



## Edit Employee

**System Login Details:**

User Name\*  ⓘ

Password\*  ⓘ

Verify Password\*  ⓘ

Email\*  ⓘ

Access Level\*  ⓘ

**Employee Details**

Department\*  ⓘ

Location\*  ⓘ

First Name\*  ⓘ

Last Name\*  ⓘ

Address\*  ⓘ

**New Licence**

Licence Type\*  ⓘ

Licence No.\*  ⓘ

Expires\*    ⓘ

State\*  ⓘ

**Licences**

Type	Number	Expires
C	11225912	Dec 10th 2006

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

**Employee Administration**

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

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

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

## Archive an employee

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

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

**Employee Administration**

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

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

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

**Edit Employee**

**System Login Details:**

User Name\*

Password\*

Verify Password\*

Email\*

Access Level\*

**Employee Details**

Department\*

Location\*

First Name\*

Last Name\*

Address\*

City\*

Postcode\*

State\*

Phone 1\*

Phone 2

Mobile

Enabled

**New Licence**

Licence Type\*

Licence No.\*


Expires\*

State\*

**Licences**

Type	Number	Expires
C	11225912	Dec 10th 2006

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

Enabled  



4. Press  and the following screen loads:

#### Employee Administration

 [Add Employee](#)


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

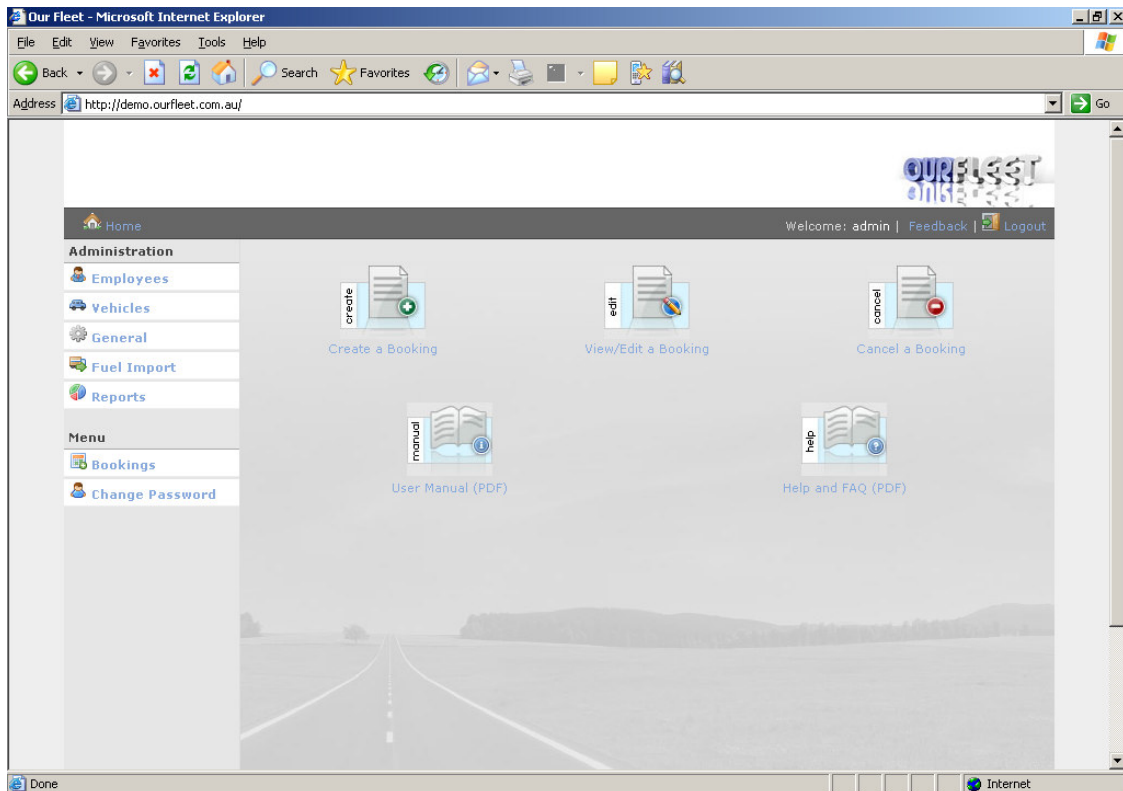
Lastname	Firstname	Location	Department	Username	Active
Einfalt	Leah	Head Office	Public Relations	leaheinfalt	Y
Knights	Cameron	Head Office	Human Resources	Cam	Y
Smith	John	Head Office	Technical Support	johnsmith	Y
Smith	John	Head Office	Engineering	john	Y

5. Archive additional users or return to  Home or  Logout
-

## Changing an employee password

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

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



2. The following screen then loads:

**Change My Password**

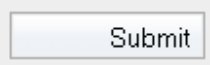
Current Password\*

New Password\*

Confirm New Password\*

3. The employee then enters the following information:

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

Once completed, select  and the following screen loads:



**Change My Password**

Your Password has Been Changed Successfully

Current Password\*

New Password\*

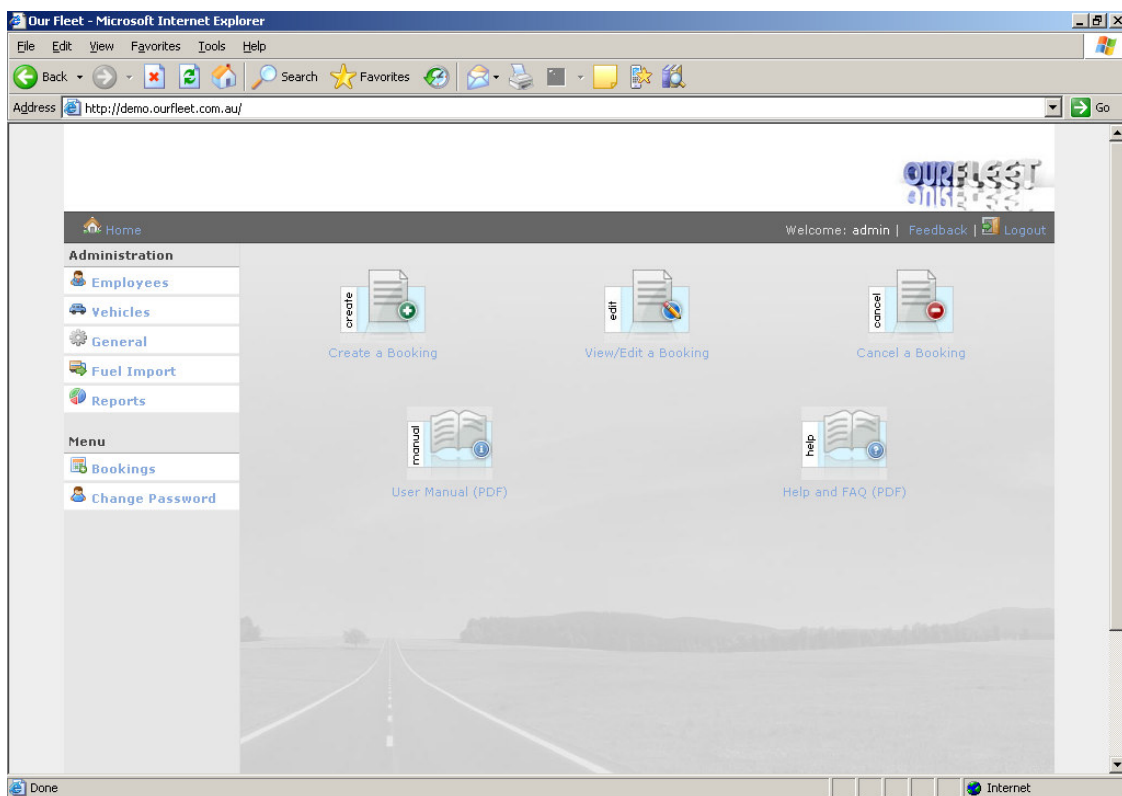
Confirm New Password\*


4. From here you can return to  or 
-

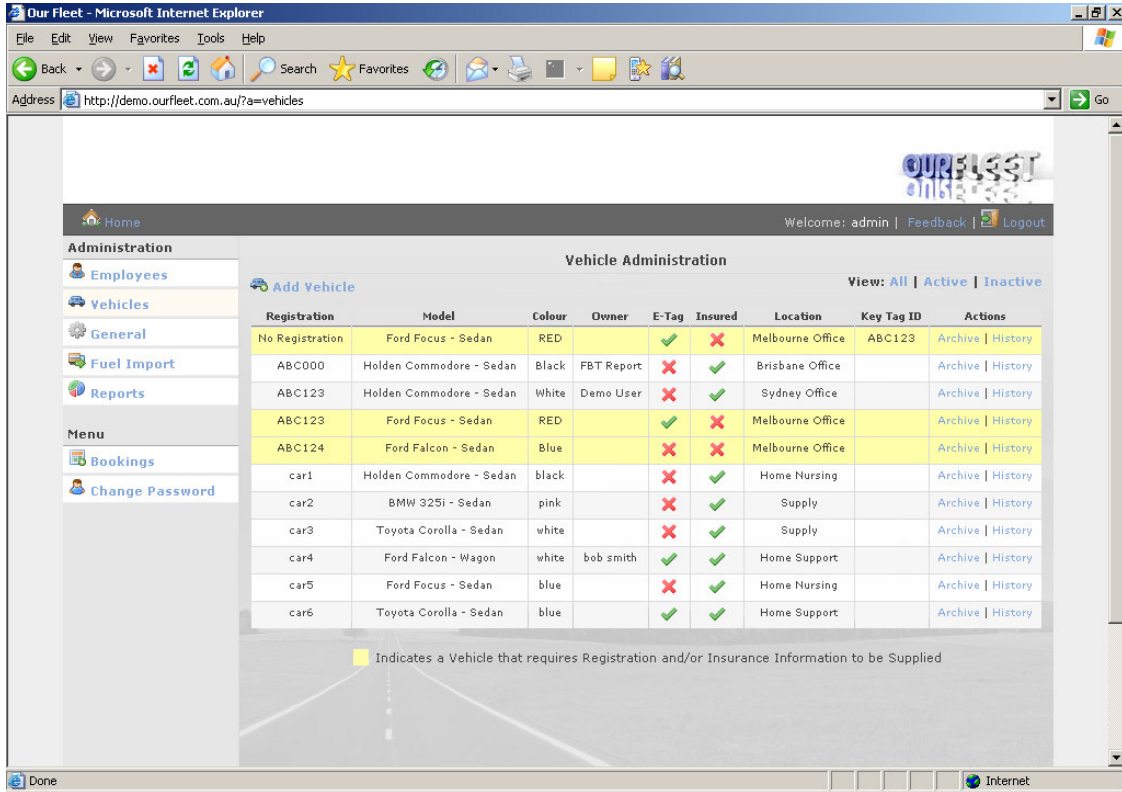
# Vehicles

## *Add a new vehicle*

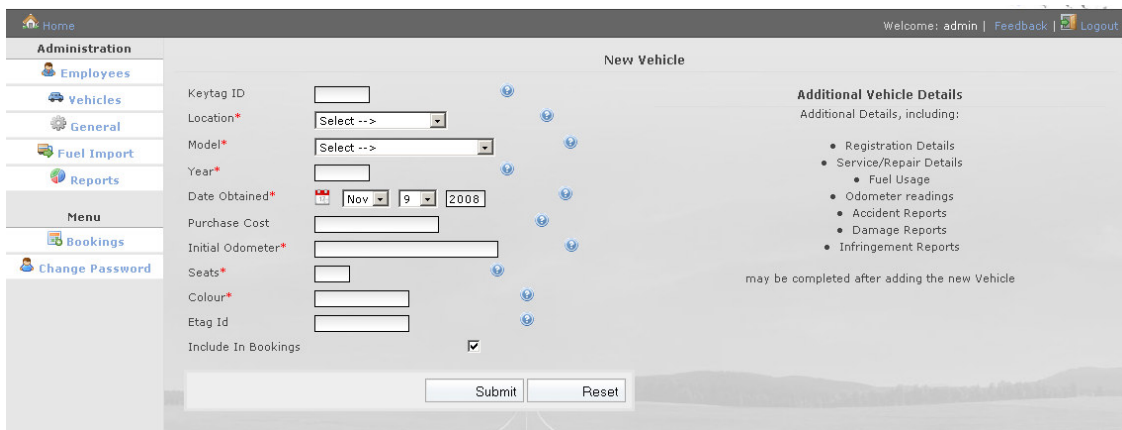
1. Log into OurFleet as an administrator. The following screen loads:




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



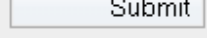
- To add a new vehicle, select  **Add Vehicle** and the following screen appears:



4. Enter the required information as follows:

Field Name	Description
Keytag ID	If you have allocated a keytag ID to your vehicles, enter this number here <b>Example:</b> 56
Location*	Enter the home location for the vehicle from the drop down menu <b>Example:</b> Head Office
Model*	Enter the model of the vehicle from the drop down menu <b>Example:</b> Holden Commodore Sedan
Year*	Enter the year of manufacture <b>Example:</b> 2005
Date Obtained*	Enter the date the business obtained the vehicle <b>Example:</b> <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/> 
Purchase Cost	Enter the initial purchase cost for the vehicle. If the vehicle is leased, leave this blank. <b>Example:</b> 30000
Initial Odometer*	Enter the initial odometer reading that the vehicle was purchased/leased with <b>Example:</b> 980
Seats*	Enter the number of seats with seatbelts in the vehicle <b>Example:</b> 5
Colour*	Enter the colour of the vehicle for descriptive purposes only <b>Example:</b> White
Etag ID	If the vehicle is allocated an Etag ID, enter this ID here <b>Example:</b> 6789
Include in bookings	Is this vehicle available for other people to book? <b>Example:</b> <input checked="" type="checkbox"/>



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




**New Vehicle**

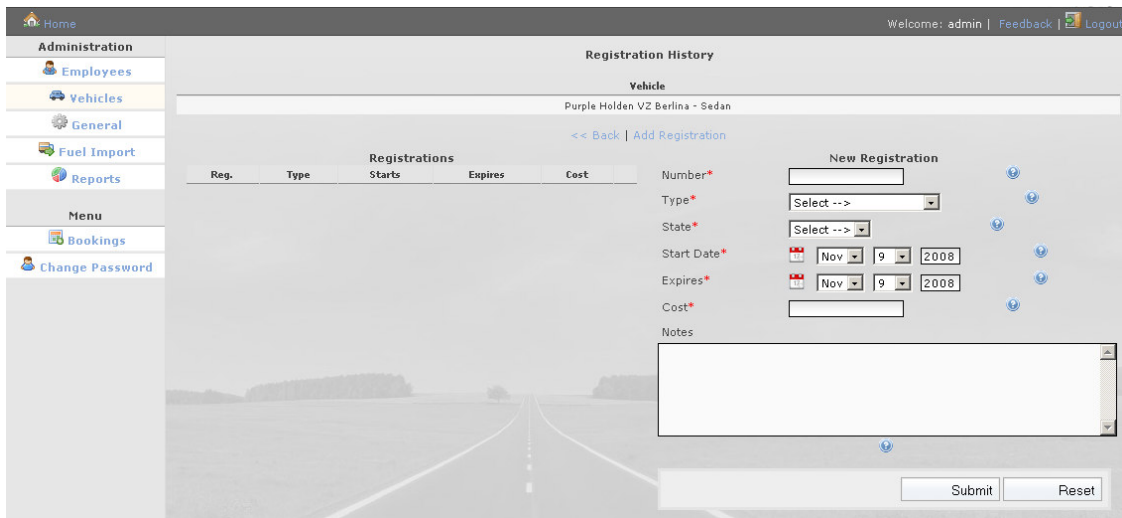
Keytag ID : 6  
 Location : Wodonga  
 Model : Holden VZ Berlina - Sedan  
 Year : 2006  
 Date Obtained : 2008-11-01  
 Purchase Cost : 10000  
 Initial Odometer : 105100  
 Seats : 5  
 Colour : Purple  
 Etag Id :  
 Include In Bookings : Yes

**Additional Vehicle Details**  
 Additional Details, including:

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

may be completed after adding the new Vehicle

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



**Registration History**

Vehicle: Purple Holden VZ Berlina - Sedan

<< Back | Add Registration


Reg.	Type	Starts	Expires	Cost
(Empty table)				

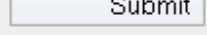
**New Registration**

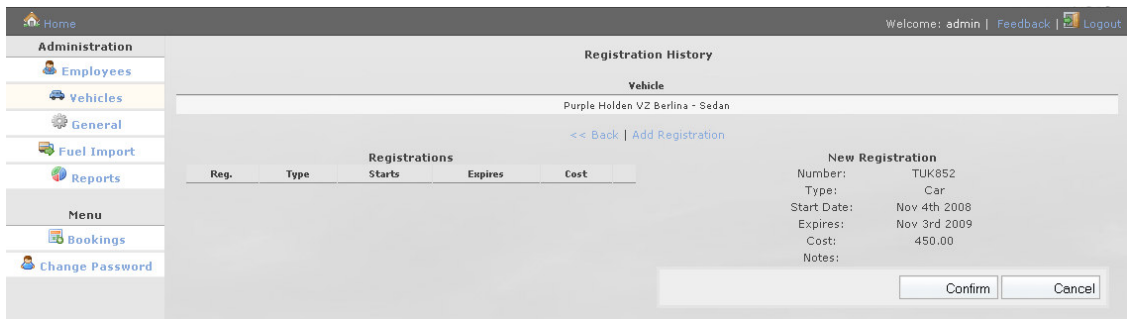
Number\*   
 Type\*   
 State\*   
 Start Date\*   
 Expires\*   
 Cost\*   
 Notes

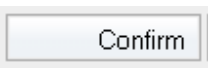
7. Enter the vehicle's registration details as follows:

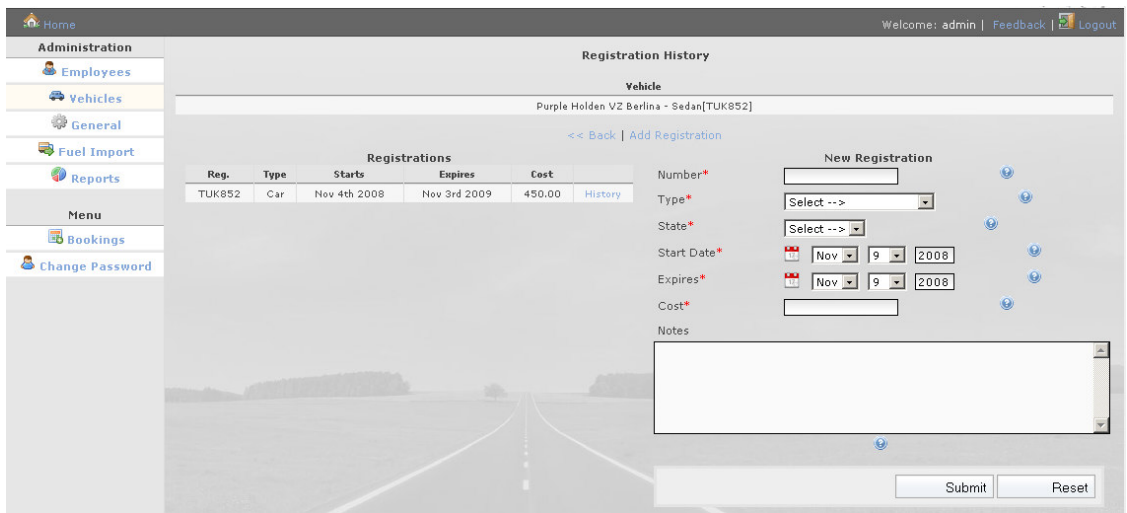
Field Name	Description
Number*	Enter the vehicle's registration number <b>Example:</b> ABZ123
Type*	Enter the registration type from the drop down menu <b>Example:</b> Car
State*	Enter the state of registration from the drop down menu <b>Example:</b> VIC
Start Date*	Enter the date registration commenced <b>Example:</b> <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/> <input type="text" value="12"/>

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



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



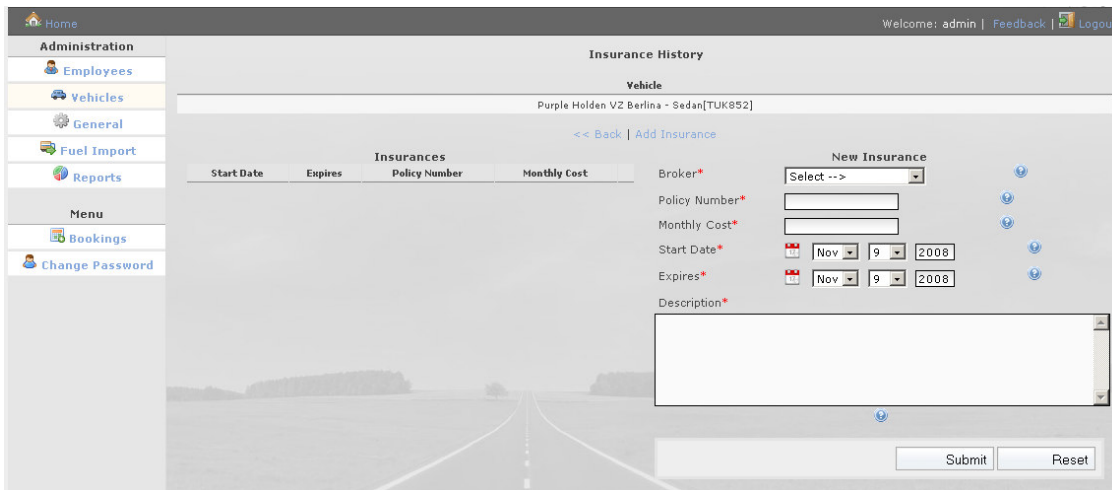
9. Review the data and if correct, select  and the following screen loads:



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

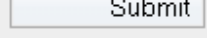
11. From here you can add the insurance details, return to  Home or  Logout.

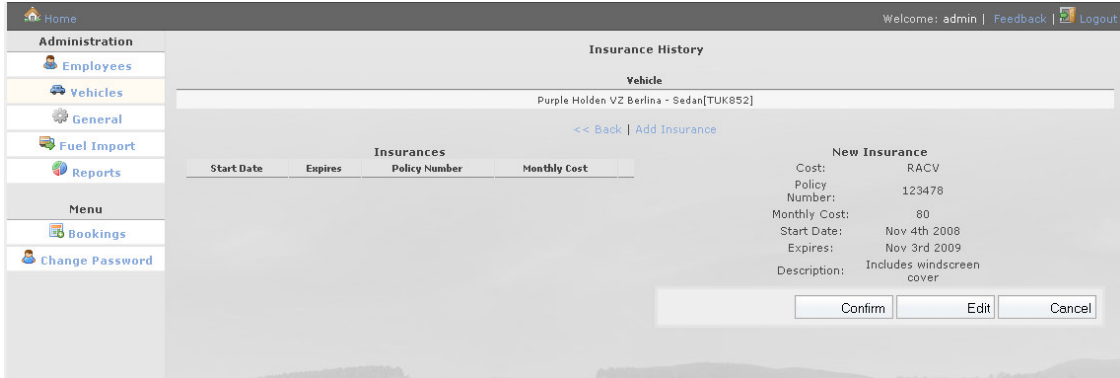
12. To add the insurance details click [View/Edit Insurance Details...](#) and the following screen loads:



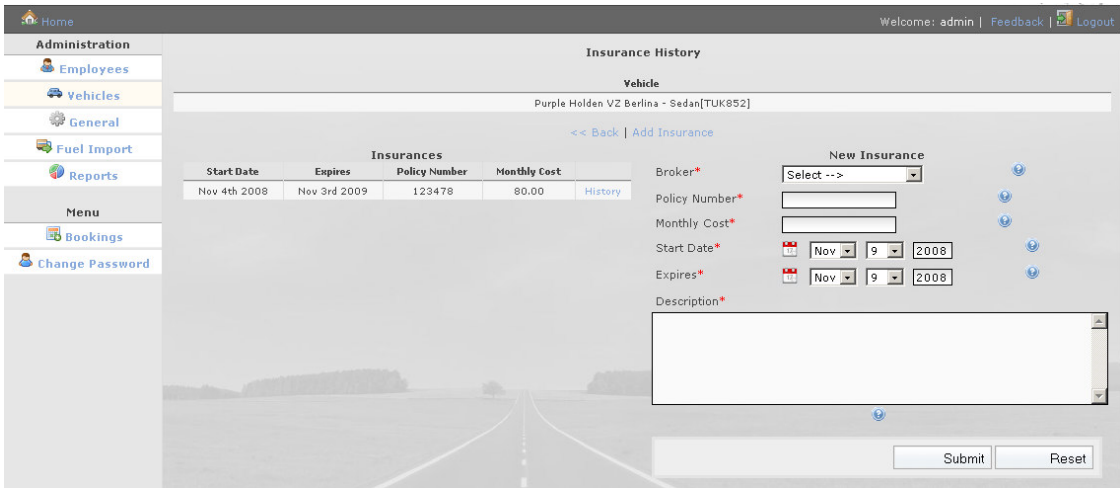
13. Enter the insurance details as follows:

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

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



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



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

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

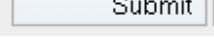
[FBT Details](#) to continue otherwise, select [Home](#) or [Logout](#)

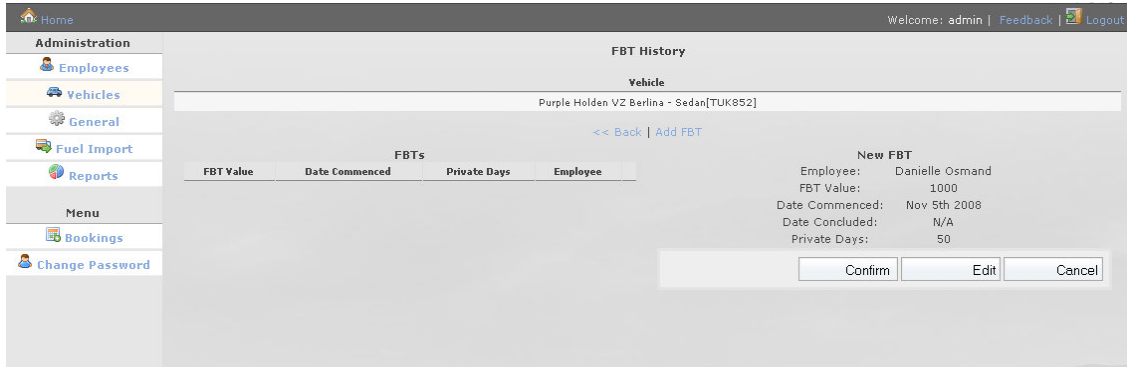
18. Selecting [FBT Details](#) opens the following screen:

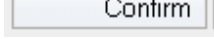
19. Select [Add FBT Details...](#) to continue. The following screen loads:

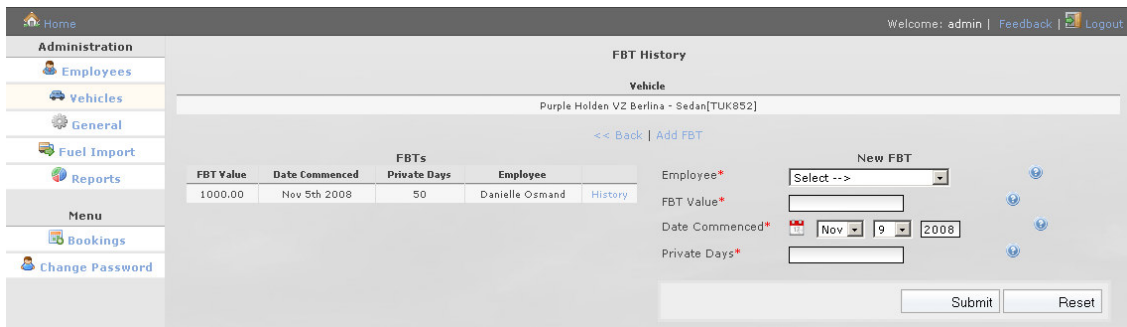
20. Enter the required information as follows:

Field Name	Description
Employee*	Select the employee responsible for the FBT from the drop down list <b>Example:</b> John Smith
FBT Value*	Enter the FBT value for this vehicle. For a purchased vehicle, this is the purchase price for a leased vehicle, this value is supplied by the vendor. <b>Example:</b> 30000
Date Commenced*	Enter the date the employee assumed FBT responsibility for this vehicle <b>Example:</b> Oct 10 2006
Private Days*	Enter the number of days the vehicle will be available for private use per annum (i.e. subtract holidays, public holidays, scheduled services). <b>Example:</b> 250

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



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





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

Home | Welcome: admin | Feedback | Logout

Administration

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

Edit Vehicle

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

Registration Details

Insurance Policies

Lease Information

FBT Details

Vehicle Maintenance Details

Fuel Usage

Odometer Readings

Accident Reports

Damage Reports

Infringement Reports

Employee Reimbursements

Inclusions

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

Home | Welcome: admin | Feedback | Logout

Administration

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

Edit Vehicle

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

Registration Details

Insurance Policies

Lease Information

FBT Details

Vehicle Maintenance Details

Fuel Usage

Odometer Readings

Accident Reports

Damage Reports

Infringement Reports

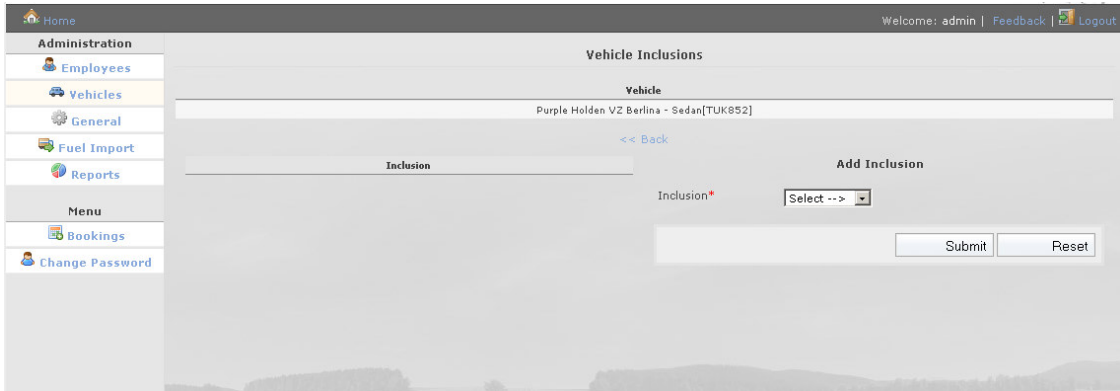
Employee Reimbursements

Inclusions

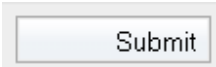
No Inclusions Listed

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

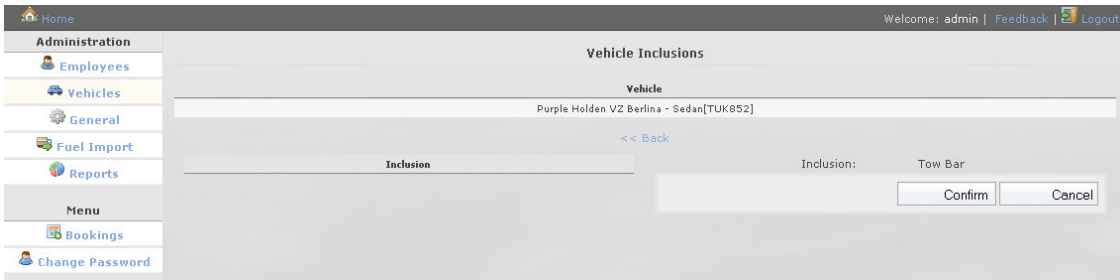
25. Select [View/Edit Inclusions...](#) to add inclusions and the following screen loads:



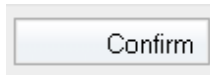
26. Select an inclusion from the drop down list and then select



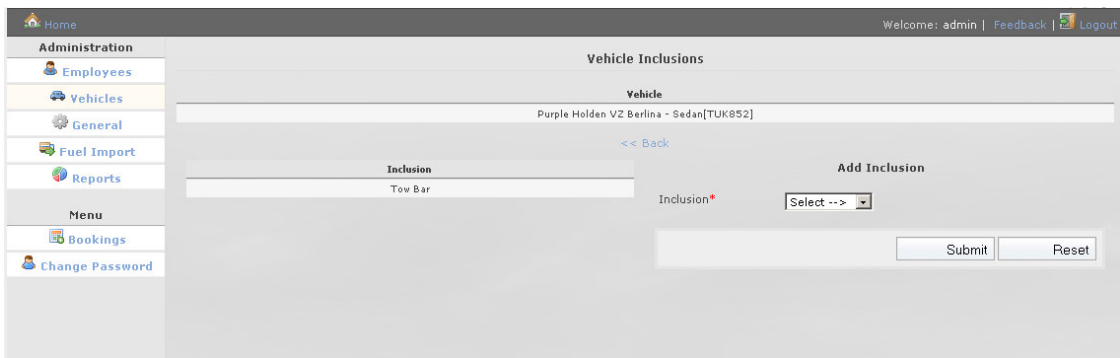
. The following screen loads:



27. Review your input and if correct, select



. The following screen then loads:



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

The screenshot shows a web application interface for editing vehicle information. The main content area is titled "Edit Vehicle" and contains the following fields:

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

At the bottom of the form are "Submit" and "Reset" buttons. The left sidebar contains navigation links: Home, Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The right sidebar lists various vehicle-related details and reports: Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions.

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

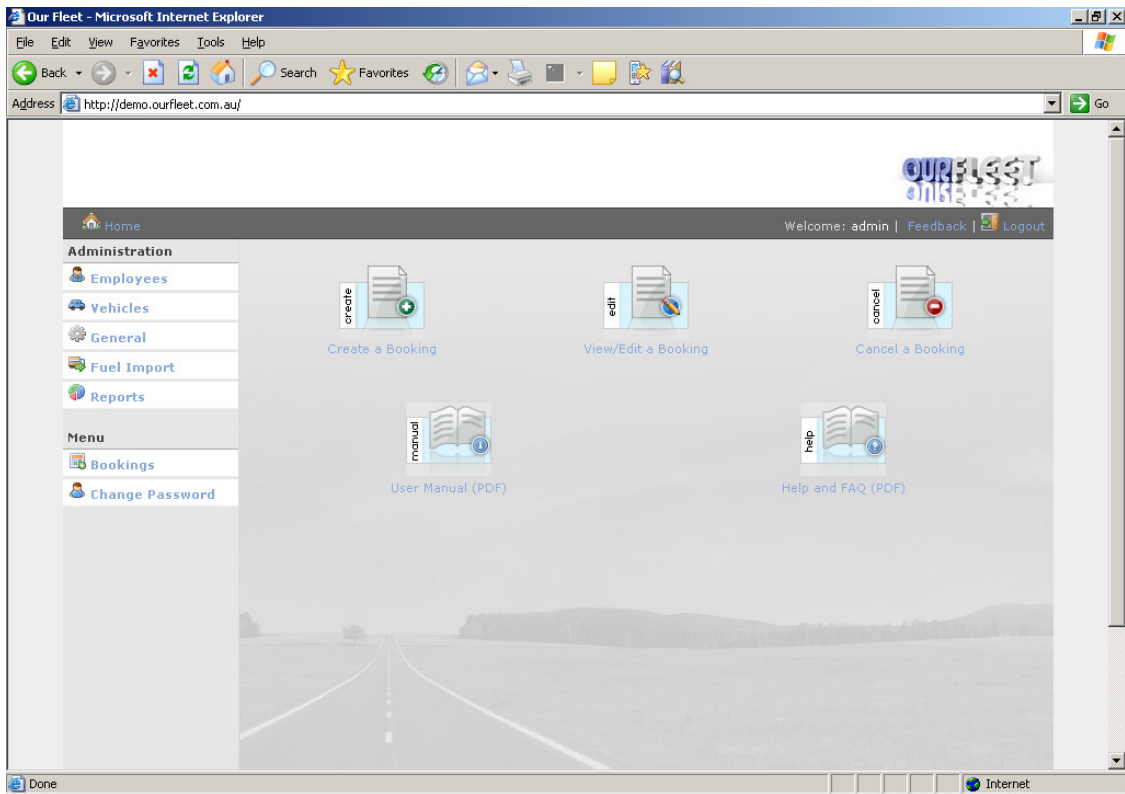
## Vehicle Maintenance Details


Vehicle maintenance is used to

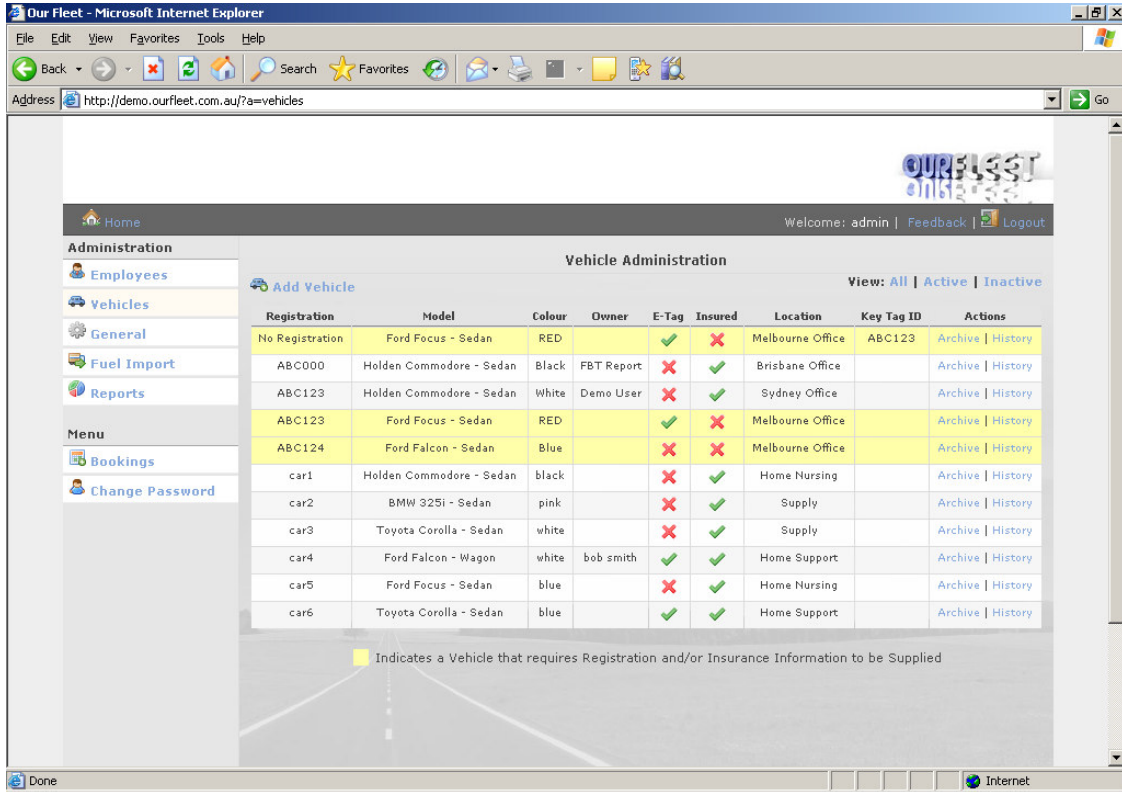
- € Schedule a service or repair appointment,
- € Enter service details, and
- € Enter repair details.

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

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



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

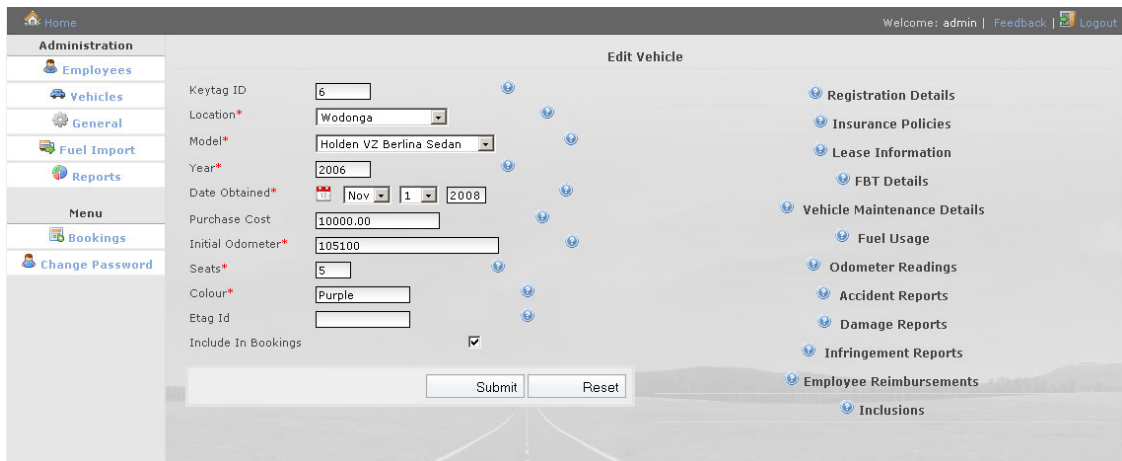


**Vehicle Administration** View: All | Active | Inactive

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Ford Focus - Sedan	RED		✓	✗	Melbourne Office	ABC123	Archive   History
ABC000	Holden Commodore - Sedan	Black	FBT Report	✗	✓	Brisbane Office		Archive   History
ABC123	Holden Commodore - Sedan	White	Demo User	✗	✓	Sydney Office		Archive   History
ABC123	Ford Focus - Sedan	RED		✓	✗	Melbourne Office		Archive   History
ABC124	Ford Falcon - Sedan	Blue		✗	✗	Melbourne Office		Archive   History
car1	Holden Commodore - Sedan	black		✗	✓	Home Nursing		Archive   History
car2	BMW 325i - Sedan	pink		✗	✓	Supply		Archive   History
car3	Toyota Corolla - Sedan	white		✗	✓	Supply		Archive   History
car4	Ford Falcon - Wagon	white	bob smith	✓	✓	Home Support		Archive   History
car5	Ford Focus - Sedan	blue		✗	✓	Home Nursing		Archive   History
car6	Toyota Corolla - Sedan	blue		✓	✓	Home Support		Archive   History

Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

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



**Edit Vehicle**

Keytag ID:

Location\*:

Model\*:

Year\*:

Date Obtained\*:

Purchase Cost:

Initial Odometer\*:

Seats\*:

Colour\*:

Etag Id:

Include In Bookings:

Submit Reset

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

4. Select [Vehicle Maintenance Details](#) and the following appears:

**Edit Vehicle**

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

**Vehicle Maintenance Details**

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

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

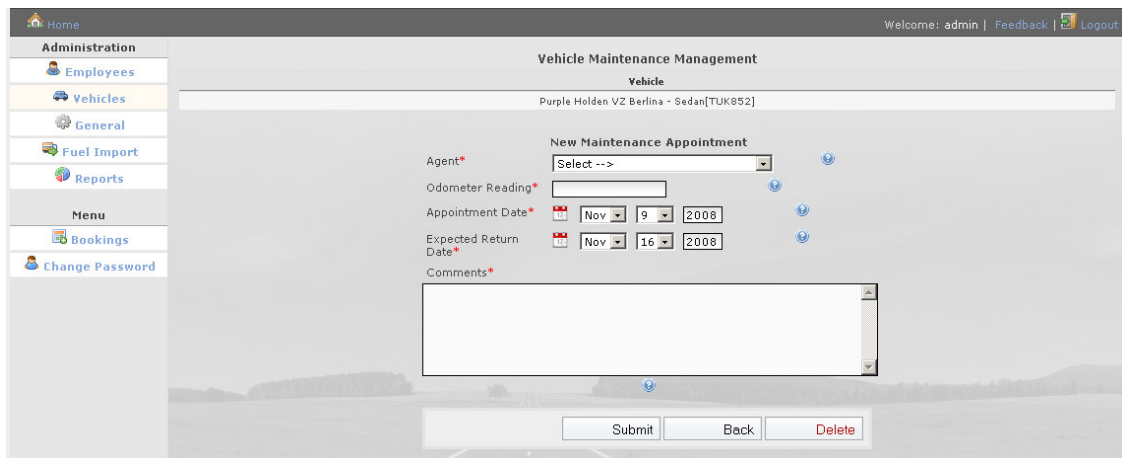
**Vehicle Maintenance Management**

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

<< Back | Add Maintenance Appointment

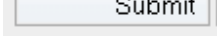
Date	Agent	Odometer Reading	Comments

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

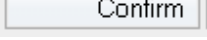


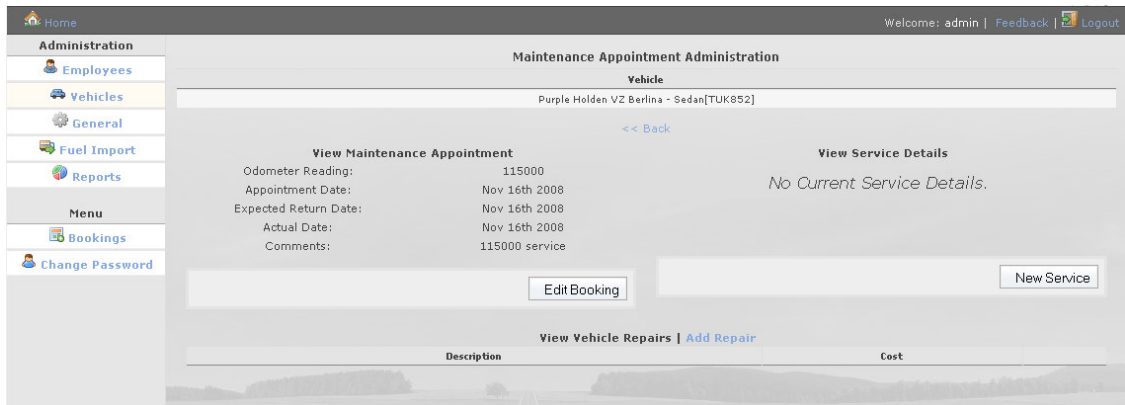
7. Enter the required information as follows:

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

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

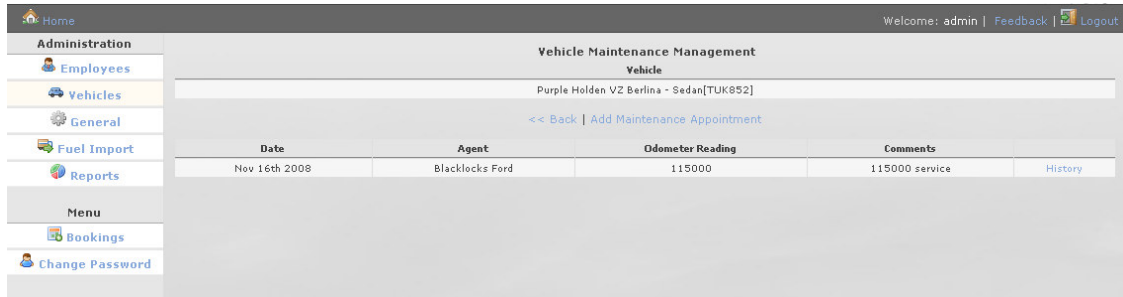


9. Review the data and if correct, press  and the following screen appears:





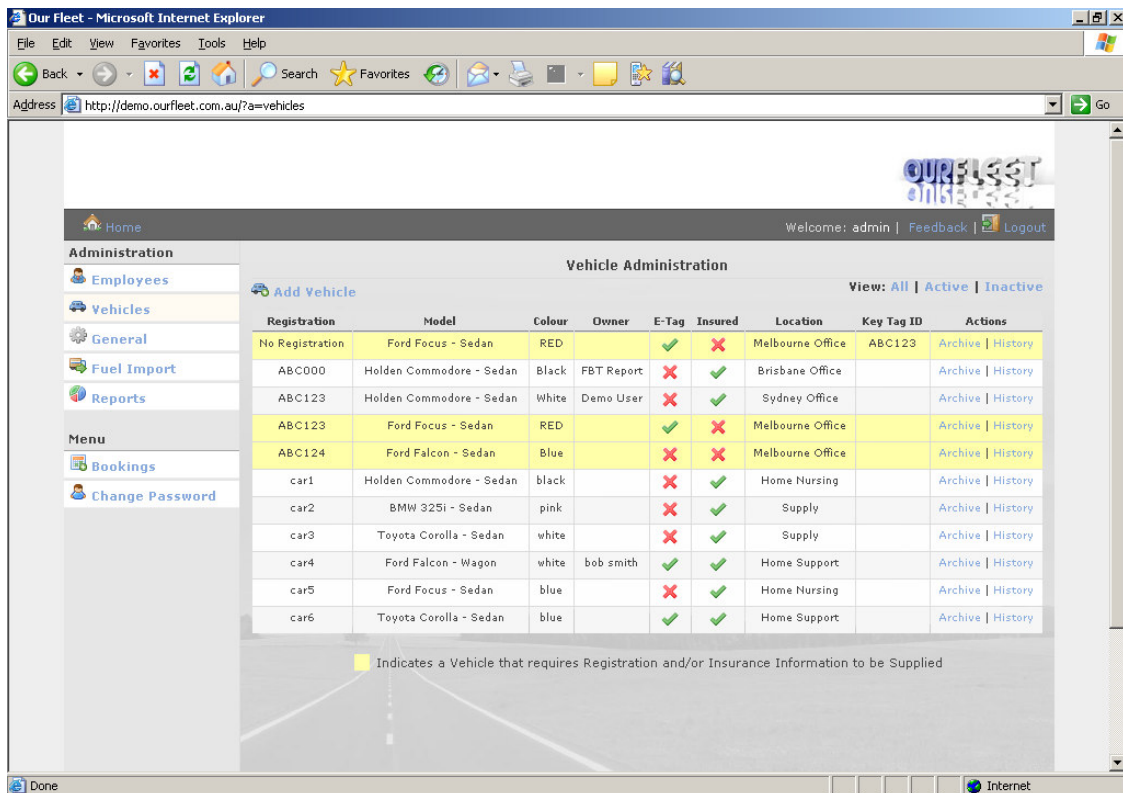
10. Select [<< Back](#) and the following screen appears summarising the service/repair appointment:



11. Return to Home or Logout

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

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



13. The following screen appears:

Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Edit Vehicle**

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

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

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

Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Edit Vehicle**

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

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

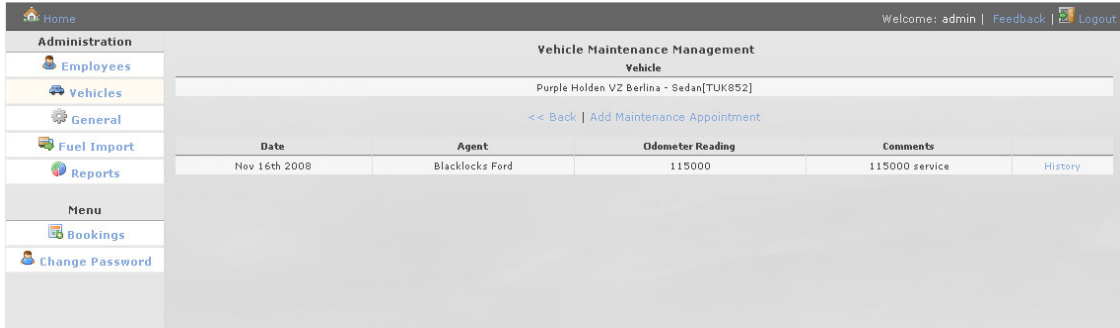
**Most Recent Maintenance Details**

Date: Nov 16th 2008  
 Agent: Blacklocks Ford  
 Odometer Reading: 115000  
 Serviced?: No

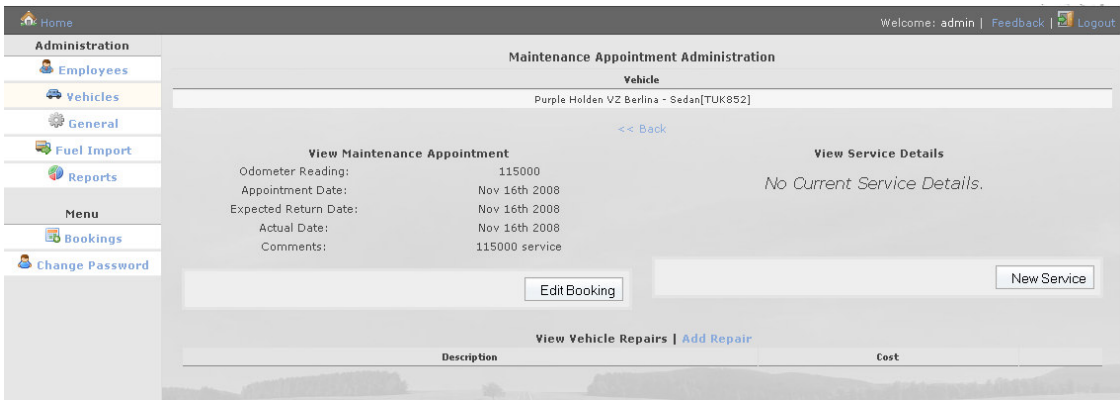
Cost	Description
No Repairs Performed	

[View All Maintenance Details...](#)

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



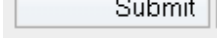
16. Select the service/repair appointment and the following screen appears:

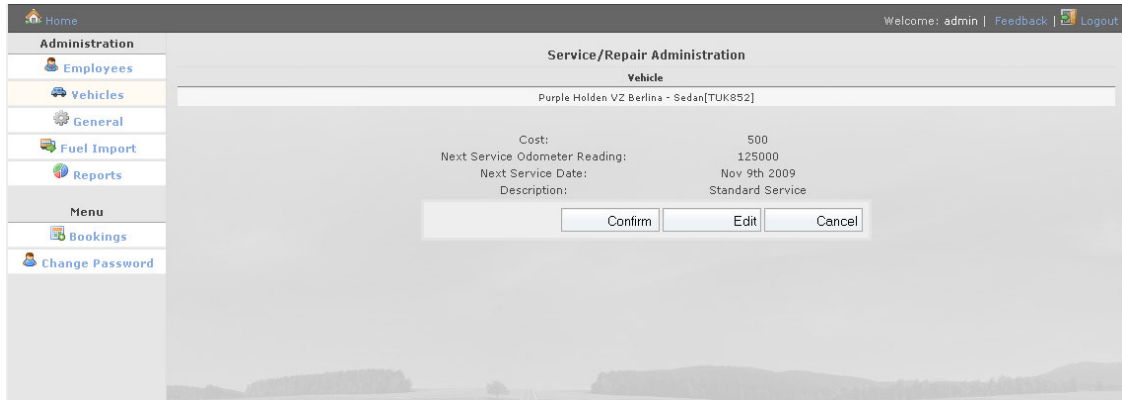



17. To enter service details, select [New Service](#) and the following screen loads or to enter repair details, select [Add Repair](#) (see step #21)

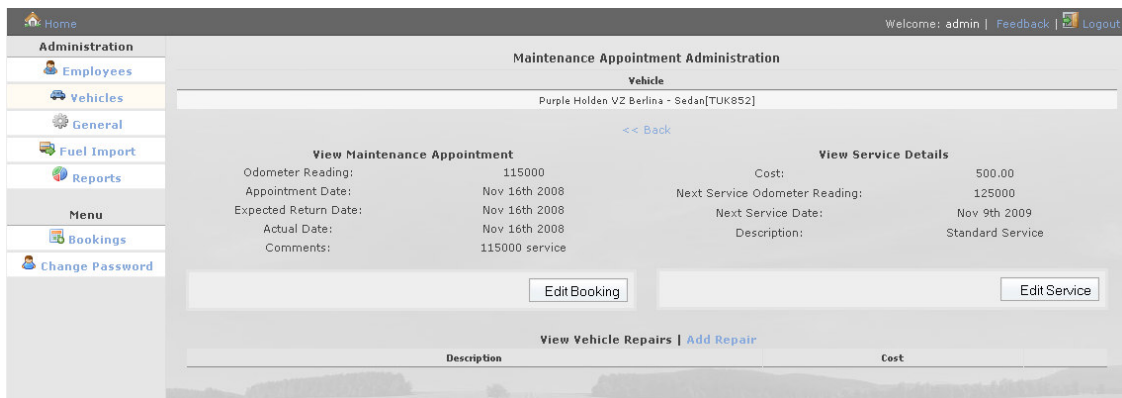
18. Enter the required information as follows:

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

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



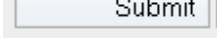
20. Review the data and if correct, press  and the following screen appears:

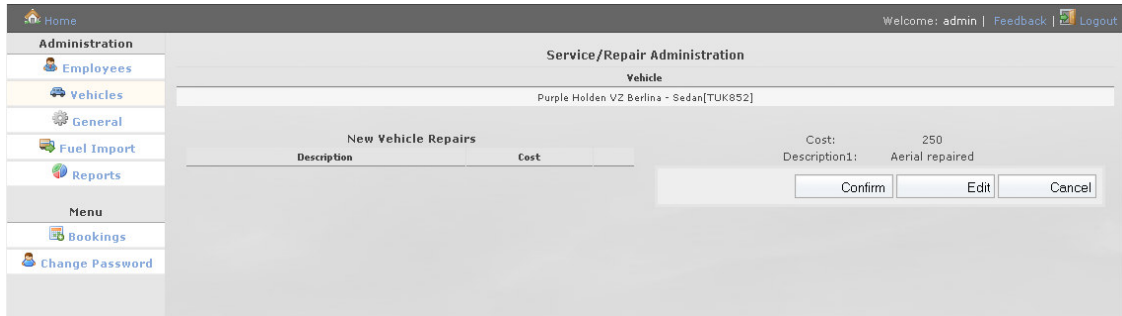


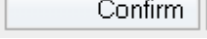
21. To add repairs, select [Add Repair](#) or return to [Home](#) or [Logout](#). If you add repairs, the following screen will appear:

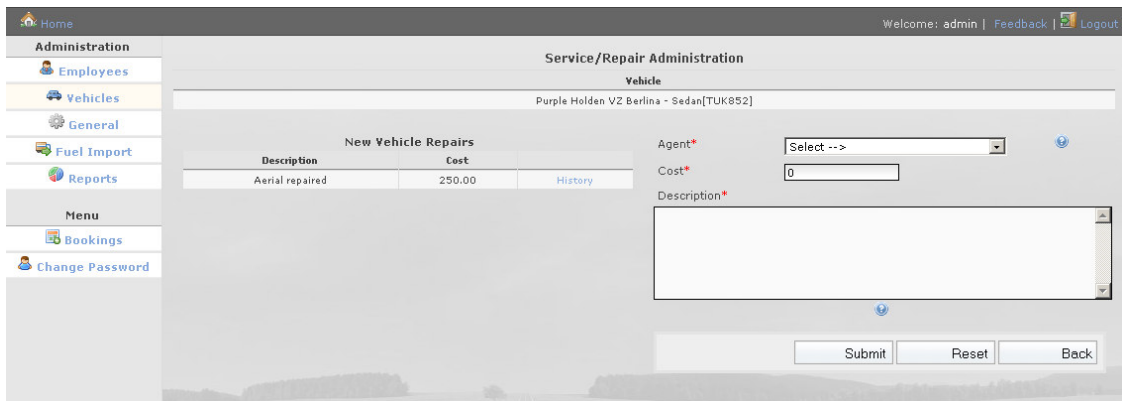
22. Enter the required information as follows:



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

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




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

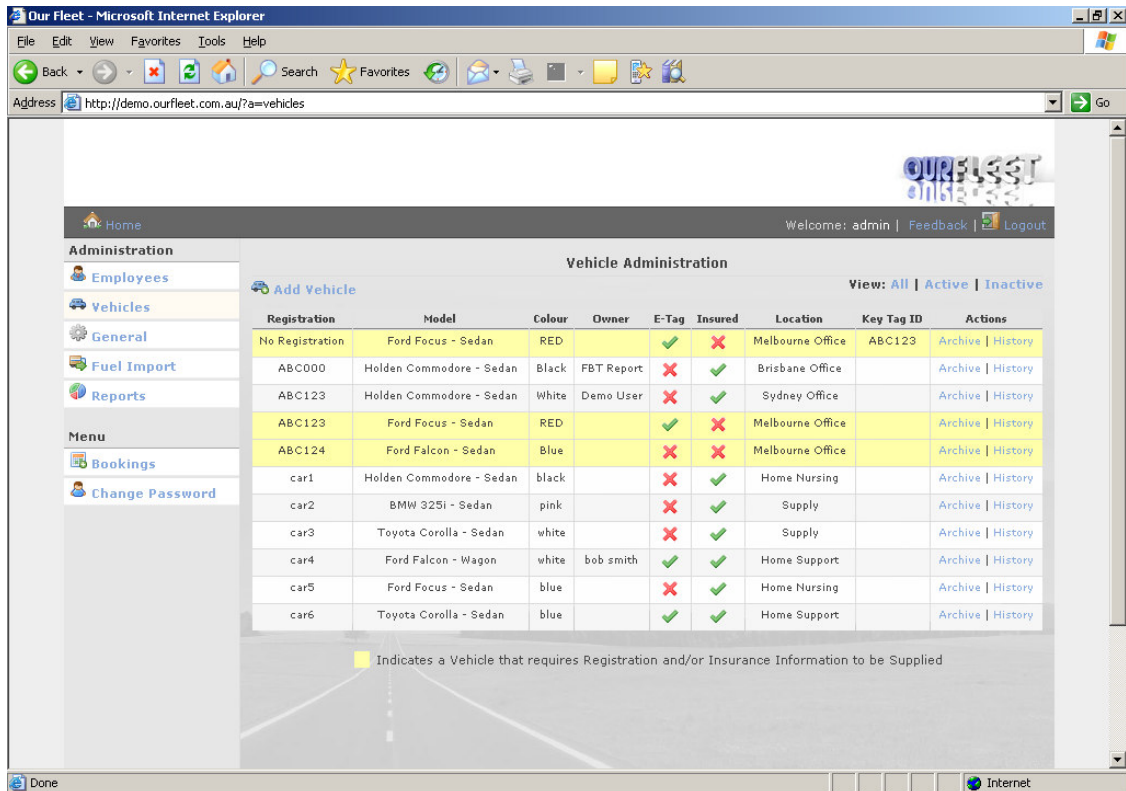


25. From here you can add additional repairs or return to  or 

## Fuel Usage

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

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

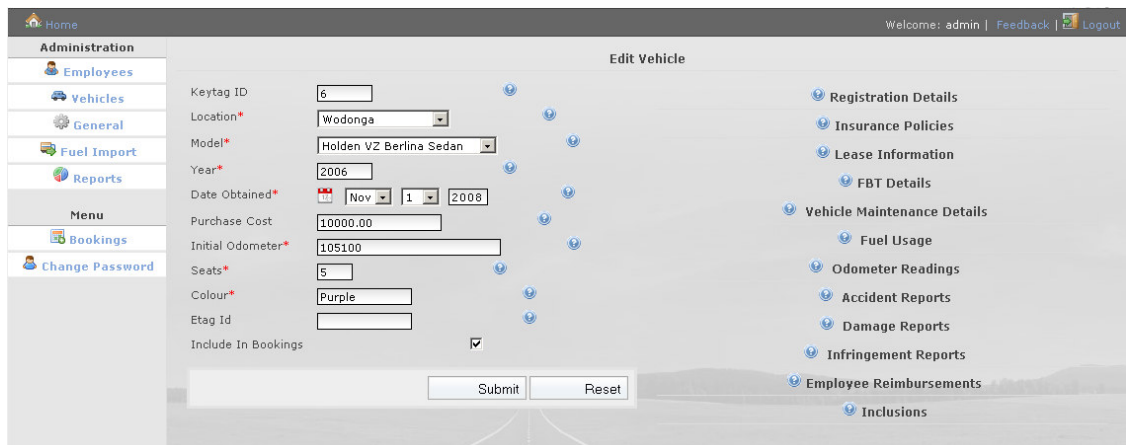


The screenshot shows the 'Our Fleet - Microsoft Internet Explorer' browser window. The address bar shows 'http://demo.ourfleet.com.au/?a=vehicles'. The page title is 'Vehicle Administration'. The left sidebar contains navigation links: Home, Administration (Employees, Vehicles, General, Fuel Import, Reports), and Menu (Bookings, Change Password). The main content area shows a table of vehicles with the following data:

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Ford Focus - Sedan	RED		✓	✗	Melbourne Office	ABC123	Archive   History
ABC000	Holden Commodore - Sedan	Black	FBT Report	✗	✓	Brisbane Office		Archive   History
ABC123	Holden Commodore - Sedan	White	Demo User	✗	✓	Sydney Office		Archive   History
ABC123	Ford Focus - Sedan	RED		✓	✗	Melbourne Office		Archive   History
ABC124	Ford Falcon - Sedan	Blue		✗	✗	Melbourne Office		Archive   History
car1	Holden Commodore - Sedan	black		✗	✓	Home Nursing		Archive   History
car2	BMW 325i - Sedan	pink		✗	✓	Supply		Archive   History
car3	Toyota Corolla - Sedan	white		✗	✓	Supply		Archive   History
car4	Ford Falcon - Wagon	white	bob smith	✓	✓	Home Support		Archive   History
car5	Ford Focus - Sedan	blue		✗	✓	Home Nursing		Archive   History
car6	Toyota Corolla - Sedan	blue		✓	✓	Home Support		Archive   History

A yellow highlight is on the first row. A note below the table states: 'Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied'.

2. The following screen appears:



The screenshot shows the 'Edit Vehicle' screen. The left sidebar contains navigation links: Home, Administration (Employees, Vehicles, General, Fuel Import, Reports), and Menu (Bookings, Change Password). The main content area shows a form for editing vehicle details with the following fields:

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

At the bottom of the form are 'Submit' and 'Reset' buttons. On the right side, there is a sidebar with a list of report categories: Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions.



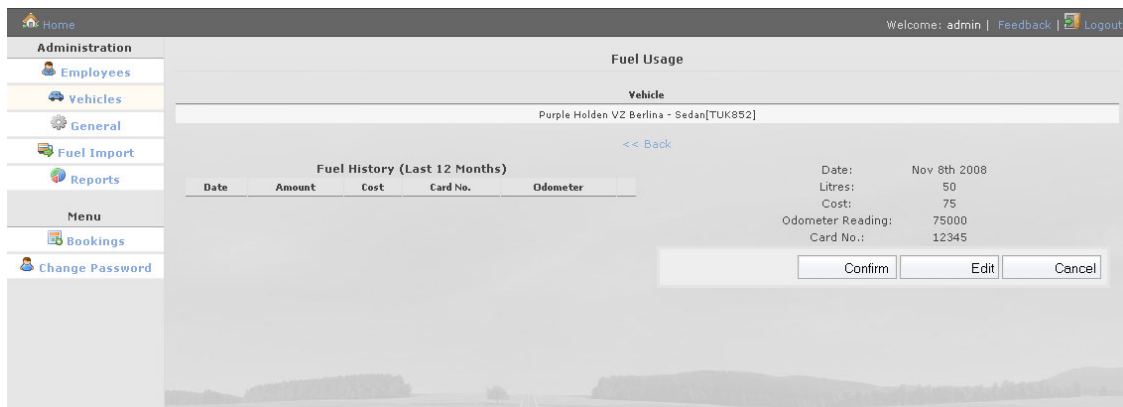
3. Select [Fuel Usage](#) and the following screen is displayed:

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

5. Enter the required information as follows:

Field Name	Description
Litres*	Number of litres added to vehicle <b>Example:</b> 60
Cost*	Total cost of fuel <b>Example:</b> 80
Odometre reading*	Odometre reading when fuel added <b>Example:</b> 10200
Card No*	Select the card number from the drop down list or select other Example: 60
Other*	Other is only available if other selected above. Enter a card number of NA Example: 1224
Fuel Date*	Enter the date fuel was added to vehicle Example: <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/> <input type="text" value="12"/>

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



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

Home | Welcome: admin | Feedback | Logout

**Fuel Usage**

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

<< Back

**Fuel History (Last 12 Months)**

Date	Amount	Cost	Card No.	Odometer	
Nov 8th 2008	50	75.00	12345	75000	<a href="#">History</a>

**New Fuel Data**



Litres\*

Cost\*

Odometer Reading\*

Card No.\*

Fuel Date\*

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

## Odometre Readings

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

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

The screenshot shows the 'Our Fleet' web application interface. The main content area is titled 'Vehicle Administration' and contains a table of vehicles. The table has the following columns: Registration, Model, Colour, Owner, E-Tag, Insured, Location, Key Tag ID, and Actions. The first row is highlighted in yellow, indicating it requires registration and/or insurance information. Below the table, a legend states: 'Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied'.

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Ford Focus - Sedan	RED		✓	✗	Melbourne Office	ABC123	Archive   History
ABC000	Holden Commodore - Sedan	Black	FBT Report	✗	✓	Brisbane Office		Archive   History
ABC123	Holden Commodore - Sedan	White	Demo User	✗	✓	Sydney Office		Archive   History
ABC123	Ford Focus - Sedan	RED		✓	✗	Melbourne Office		Archive   History
ABC124	Ford Falcon - Sedan	Blue		✗	✗	Melbourne Office		Archive   History
car1	Holden Commodore - Sedan	black		✗	✓	Home Nursing		Archive   History
car2	BMW 325i - Sedan	pink		✗	✓	Supply		Archive   History
car3	Toyota Corolla - Sedan	white		✗	✓	Supply		Archive   History
car4	Ford Falcon - Wagon	white	bob smith	✓	✓	Home Support		Archive   History
car5	Ford Focus - Sedan	blue		✗	✓	Home Nursing		Archive   History
car6	Toyota Corolla - Sedan	blue		✓	✓	Home Support		Archive   History

2. The following screen appears:

The screenshot shows the 'Edit Vehicle' screen in the 'Our Fleet' web application. The form contains the following fields and values:

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

On the right side, there is a sidebar with the following menu items:

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

3. Select [Odometre Readings](#) and the following appears:

Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Menu**

- Bookings
- Change Password

**Edit Vehicle**

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

**Registration Details**

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

No Odometer Readings Entered

[View Odometer Readings...](#)

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

Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Menu**

- Bookings
- Change Password

**Odometer History**

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

[Back](#) | [Add Odometer Reading](#)

Reading Start	Reading End	Date Start	Date End
---------------	-------------	------------	----------

**New Odometer Reading**

Employee\*: Select -->

Department\*: Select -->

Reading Start\*:

Reading End\*:



Date Start\*: Nov 10 2008

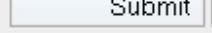
Date End\*: Nov 10 2008

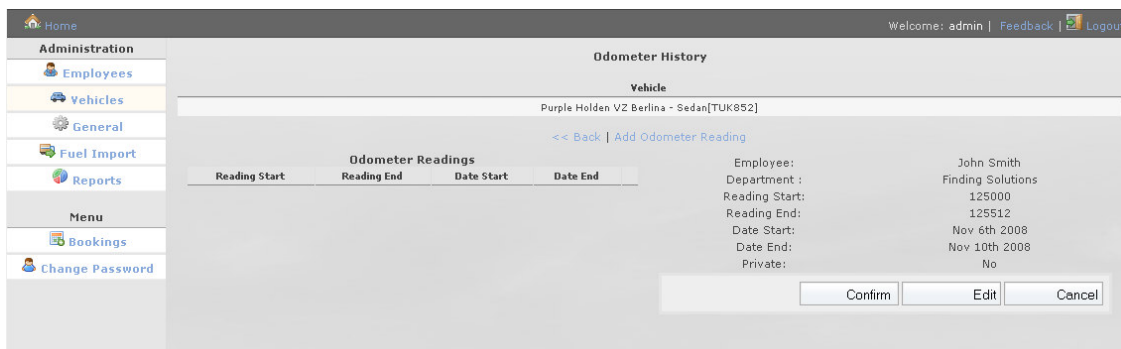
Private:

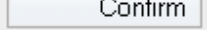
Submit Reset

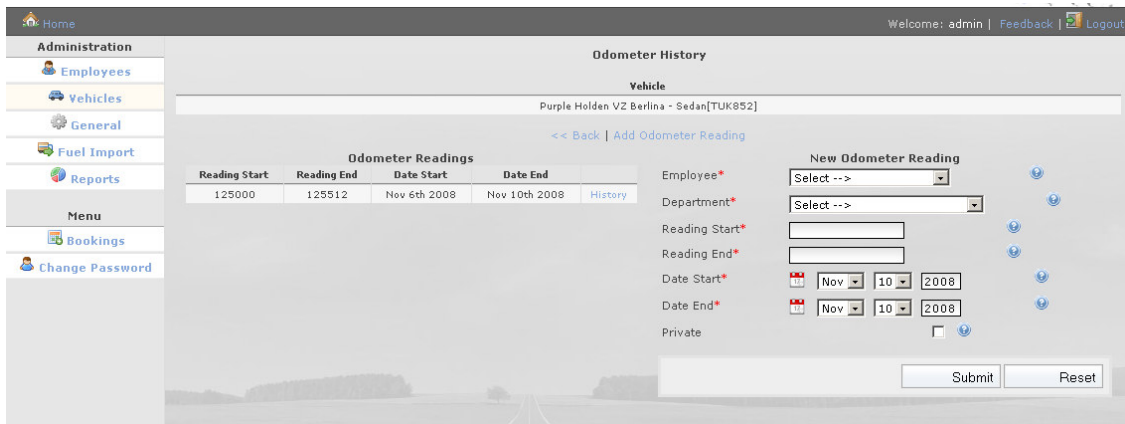
5. Enter the required information as follows:

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



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



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



The screenshot shows a web application interface for managing vehicle odometer readings. The page title is "Odometer History". On the left, there is a navigation menu with options: Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area is titled "Odometer History" and shows details for a vehicle: "Purple Holden VZ Berlina - Sedan[TUK852]". Below this, there is a table of "Odometer Readings" with columns for Reading Start, Reading End, Date Start, and Date End. The table contains one entry: Reading Start: 125000, Reading End: 125512, Date Start: Nov 6th 2008, Date End: Nov 10th 2008. To the right of the table is a "New Odometer Reading" form with fields for Employee\*, Department\*, Reading Start\*, Reading End\*, Date Start\* (with month and year dropdowns), Date End\* (with month and year dropdowns), and a Private checkbox. There are "Submit" and "Reset" buttons at the bottom right of the form. The top right of the page shows "Welcome: admin | Feedback | Logout".

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

## Accident Reports

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

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


The screenshot shows the 'Our Fleet' web application interface. The browser address bar shows 'http://demo.ourfleet.com.au/?a=vehicles'. The page title is 'Vehicle Administration'. A sidebar on the left contains navigation links: Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area displays a table of vehicles. The table has the following columns: Registration, Model, Colour, Owner, E-Tag, Insured, Location, Key Tag ID, and Actions. The row for 'ABC123 Ford Focus - Sedan' is highlighted in yellow. Below the table, a note states: 'Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied'.

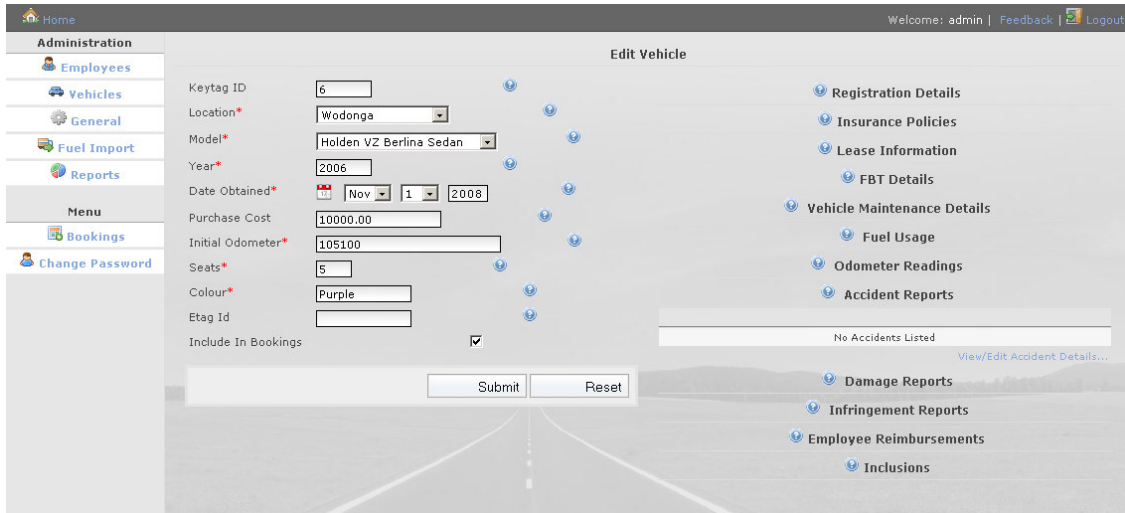
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Ford Focus - Sedan	RED		✓	✗	Melbourne Office	ABC123	Archive   History
ABC000	Holden Commodore - Sedan	Black	FBT Report	✗	✓	Brisbane Office		Archive   History
ABC123	Holden Commodore - Sedan	White	Demo User	✗	✓	Sydney Office		Archive   History
ABC123	Ford Focus - Sedan	RED		✓	✗	Melbourne Office		Archive   History
ABC124	Ford Falcon - Sedan	Blue		✗	✗	Melbourne Office		Archive   History
car1	Holden Commodore - Sedan	black		✗	✓	Home Nursing		Archive   History
car2	BMW 325i - Sedan	pink		✗	✓	Supply		Archive   History
car3	Toyota Corolla - Sedan	white		✗	✓	Supply		Archive   History
car4	Ford Falcon - Wagon	white	bob smith	✓	✓	Home Support		Archive   History
car5	Ford Focus - Sedan	blue		✗	✓	Home Nursing		Archive   History
car6	Toyota Corolla - Sedan	blue		✓	✓	Home Support		Archive   History

2. The following screen is displayed:

The screenshot shows the 'Edit Vehicle' screen in the 'Our Fleet' web application. The browser address bar shows 'http://demo.ourfleet.com.au/?a=vehicles'. The page title is 'Edit Vehicle'. A sidebar on the left contains navigation links: Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area displays a form for editing vehicle details. The form fields are: Keytag ID (6), Location (Wodonga), Model (Holden VZ Berline Sedan), Year (2006), Date Obtained (Nov 1 2008), Purchase Cost (10000.00), Initial Odometer (105100), Seats (5), Colour (Purple), and Etag Id. There is a checkbox for 'Include In Bookings' which is checked. At the bottom of the form are 'Submit' and 'Reset' buttons. On the right side of the screen, there is a sidebar with navigation links: Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions.



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



Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Menu**

- Bookings
- Change Password

**Edit Vehicle**

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

**Registration Details**

**Insurance Policies**

**Lease Information**

**FBT Details**

**Vehicle Maintenance Details**

**Fuel Usage**

**Odometer Readings**

**Accident Reports**

No Accidents Listed [View/Edit Accident Details...](#)

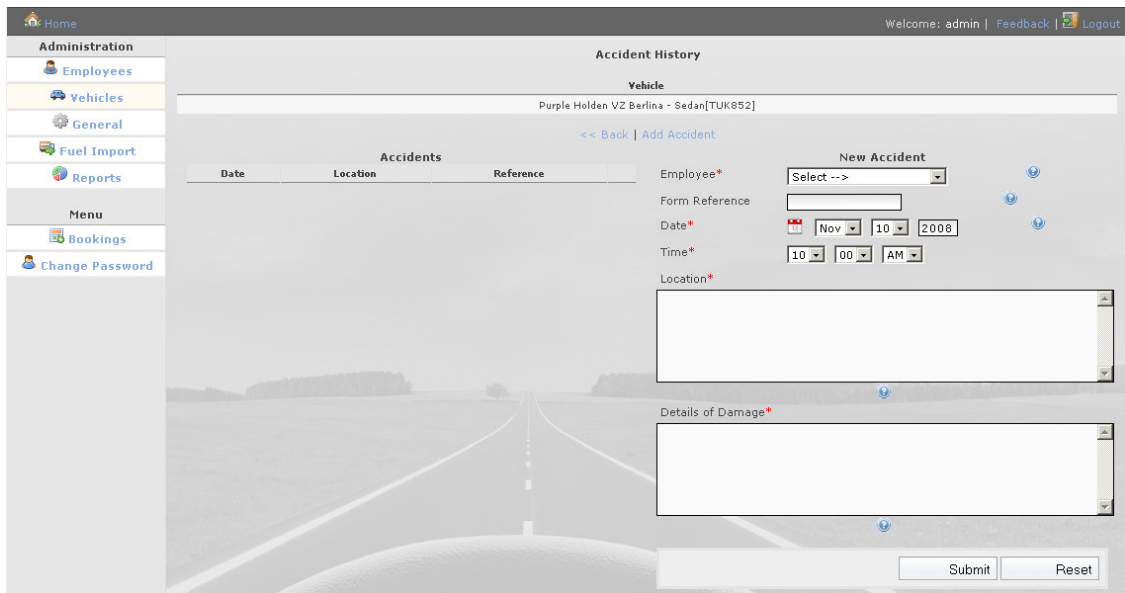
**Damage Reports**

**Infringement Reports**

**Employee Reimbursements**

**Inclusions**

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



Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Menu**

- Bookings
- Change Password

**Accident History**

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

<< Back | Add Accident

Date	Location	Reference
------	----------	-----------

**New Accident**

Employee\*: Select -->

Form Reference:

Date\*: Nov 10 2008

Time\*: 10 00 AM

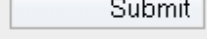
Location\*:

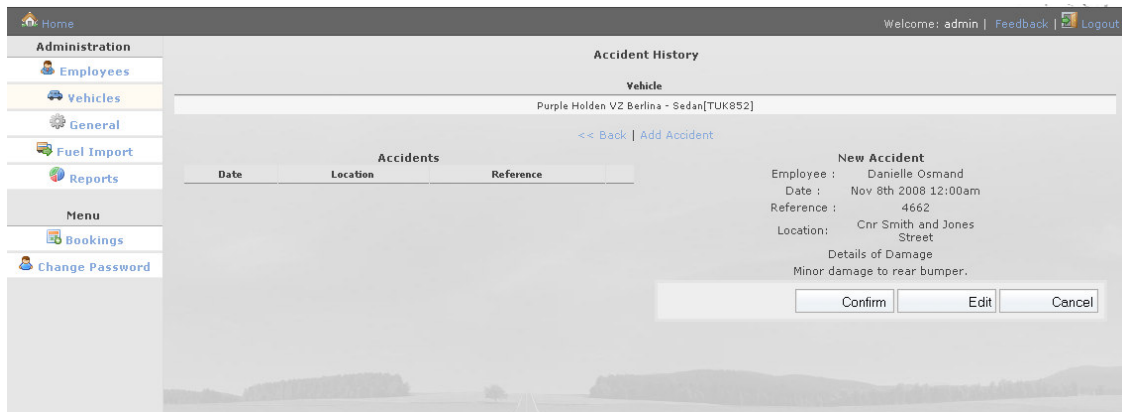
**Details of Damage\***

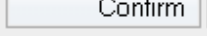
Submit Reset

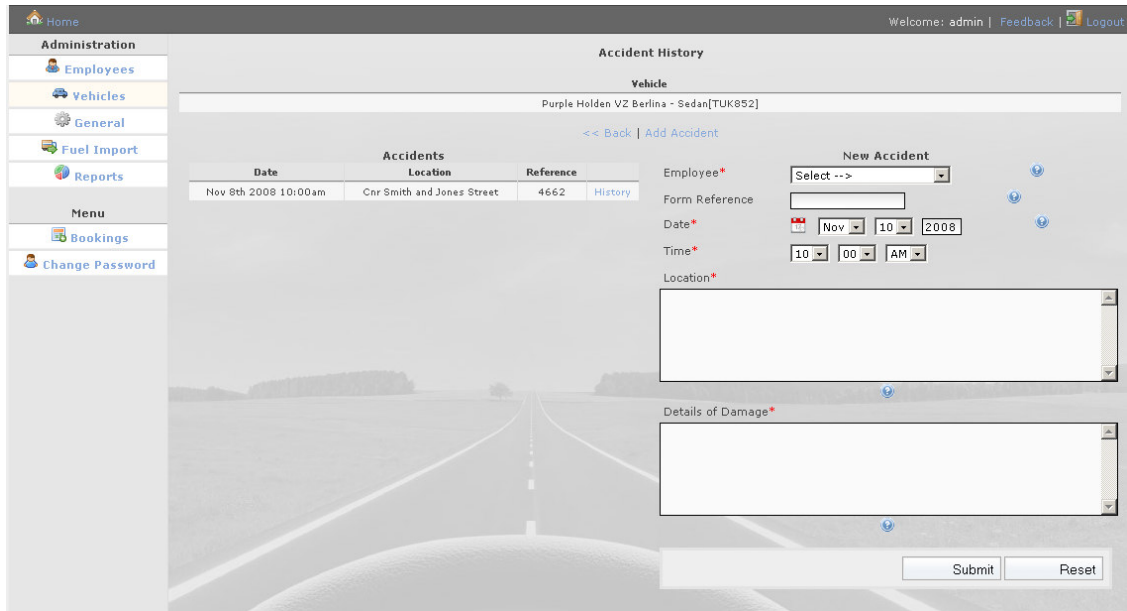
5. Enter the required information as follows:

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

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



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



The screenshot shows a web application interface for managing accident reports. The page title is "Accident History". At the top, it displays "Welcome: admin | Feedback | Logout". A left sidebar contains navigation links: Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main content area is titled "Vehicle" and shows "Purple Holden VZ Berlina - Sedan[TUK852]". Below this, there is a table of accidents and a form for adding a new accident. The table has columns for Date, Location, Reference, and History. The form includes fields for Employee, Form Reference, Date (with month, day, and year dropdowns), Time (with hour, minute, and AM/PM dropdowns), Location, and Details of Damage. At the bottom right of the form are "Submit" and "Reset" buttons.

Date	Location	Reference	History
Nov 0th 2008 10:00am	Cnr Smith and Jones Street	4662	<a href="#">History</a>

**New Accident**

Employee\*



Form Reference

Date\*

Time\*

Location\*

Details of Damage\*

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

## Damage Reports

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

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

The screenshot shows a web browser window titled 'Our Fleet - Microsoft Internet Explorer'. The address bar shows 'http://demo.ourfleet.com.au/?a=vehicles'. The page content includes a navigation menu on the left with categories like Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main area is titled 'Vehicle Administration' and contains a table of vehicles. A yellow highlight is on the row for 'ABC123 Ford Focus - Sedan'. Below the table, a note indicates that yellow highlighting means a vehicle requires registration and/or insurance information.

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Ford Focus - Sedan	RED		✓	✗	Melbourne Office	ABC123	Archive   History
ABC000	Holden Commodore - Sedan	Black	FBT Report	✗	✓	Brisbane Office		Archive   History
ABC123	Holden Commodore - Sedan	White	Demo User	✗	✓	Sydney Office		Archive   History
ABC123	Ford Focus - Sedan	RED		✓	✗	Melbourne Office		Archive   History
ABC124	Ford Falcon - Sedan	Blue		✗	✗	Melbourne Office		Archive   History
car1	Holden Commodore - Sedan	black		✗	✓	Home Nursing		Archive   History
car2	BMW 325i - Sedan	pink		✗	✓	Supply		Archive   History
car3	Toyota Corolla - Sedan	white		✗	✓	Supply		Archive   History
car4	Ford Falcon - Wagon	white	bob smith	✓	✓	Home Support		Archive   History
car5	Ford Focus - Sedan	blue		✗	✓	Home Nursing		Archive   History
car6	Toyota Corolla - Sedan	blue		✓	✓	Home Support		Archive   History

2. The following screen appears:

The screenshot shows the 'Edit Vehicle' form in the 'Our Fleet' application. The form contains the following fields: Keytag ID (6), Location (Wodonga), Model (Holden VZ Berlina Sedan), Year (2006), Date Obtained (Nov 1, 2008), Purchase Cost (10000.00), Initial Odometer (105100), Seats (5), Colour (Purple), and Etag Id. There is a checkbox for 'Include In Bookings' which is checked. On the right side, there is a sidebar with a list of report categories: Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions. At the bottom of the form are 'Submit' and 'Reset' buttons.

3. Select [Damage Reports](#) and the following appears:

Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Edit Vehicle**

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

**Registration Details**

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

No Damage Listed

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

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

Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Damage History**

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

[Back](#) | [Add Damage](#)

Date	Reference	Description
------	-----------	-------------

**New Damage**

Employee\*: Select -->

Date\*: Nov 10 2008

Time\*: 10 00 AM

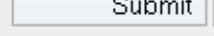
Reference:

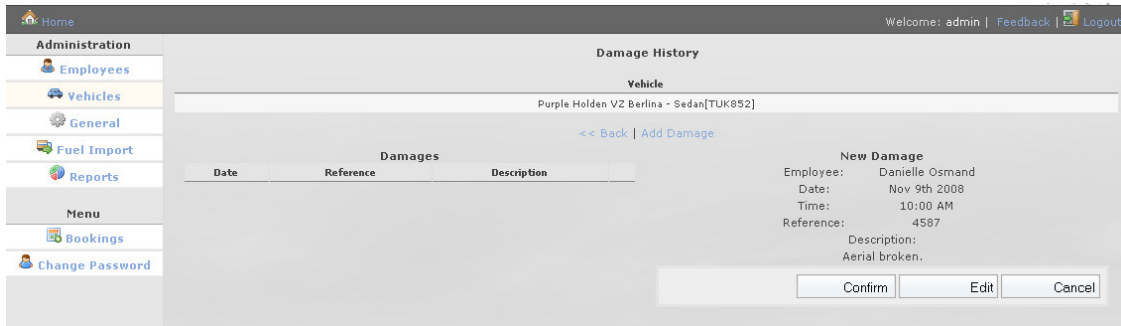
Description\*:

Submit Reset

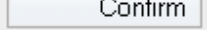
5. Enter the required information as follows:

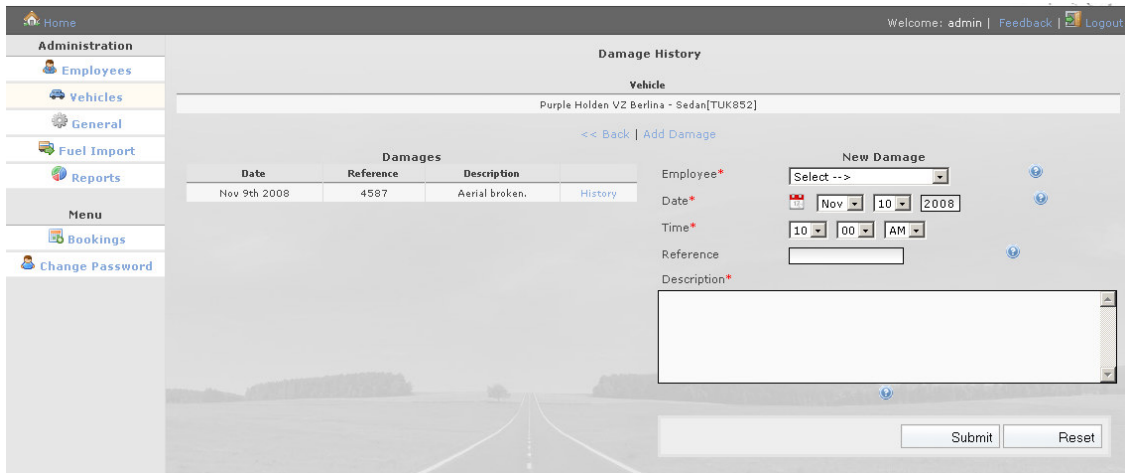
Field Name	Description
Employee*	Select the employee from the drop down menu who was driving the vehicle at the time <b>Example:</b> John Smith
Date*	Enter the date the damage was incurred <b>Example:</b> Oct 10 2006
Time*	Enter the time the damage was occurred: <b>Example:</b> 10 00 AM
Reference	Enter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

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



The screenshot shows a web application interface for managing vehicle damage. On the left is a navigation menu with categories like Administration, Employees, Vehicles, General, Fuel Import, Reports, Menu, Bookings, and Change Password. The main area is titled 'Damage History' and shows details for a 'Purple Holden VZ Berlina - Sedan[TUK852]'. Below this, there's a 'New Damage' form with the following data: Employee: Danielle Osmand, Date: Nov 9th 2008, Time: 10:00 AM, Reference: 4587, and Description: Aerial broken. At the bottom of the form are 'Confirm', 'Edit', and 'Cancel' buttons.

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





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

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

The 'New Damage' form includes the following fields:

- Employee\*: Select -->
- Date\*: Nov 10 2008
- Time\*: 10:00 AM
- Reference: [Empty field]
- Description\*: [Empty text area]

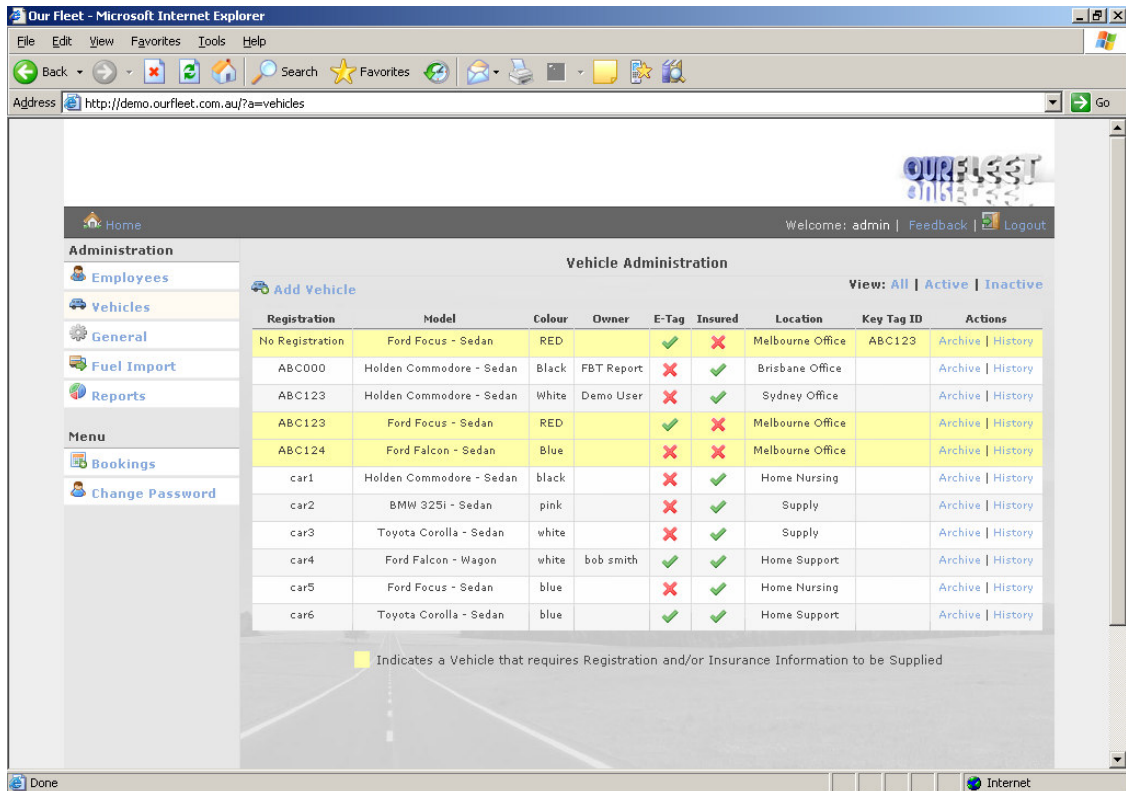
Buttons: Submit, Reset

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

## Infringement Reports

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

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



2. The following screen appears:





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

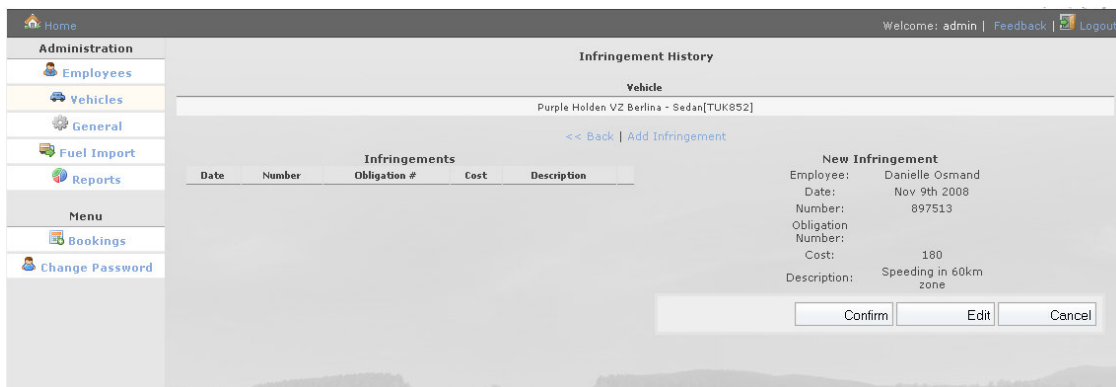
4. Select [View/Edit Infringement Details...](#) to enter a new infringement record and the following screen appears:

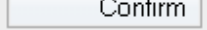
5. Enter the required information as follows:

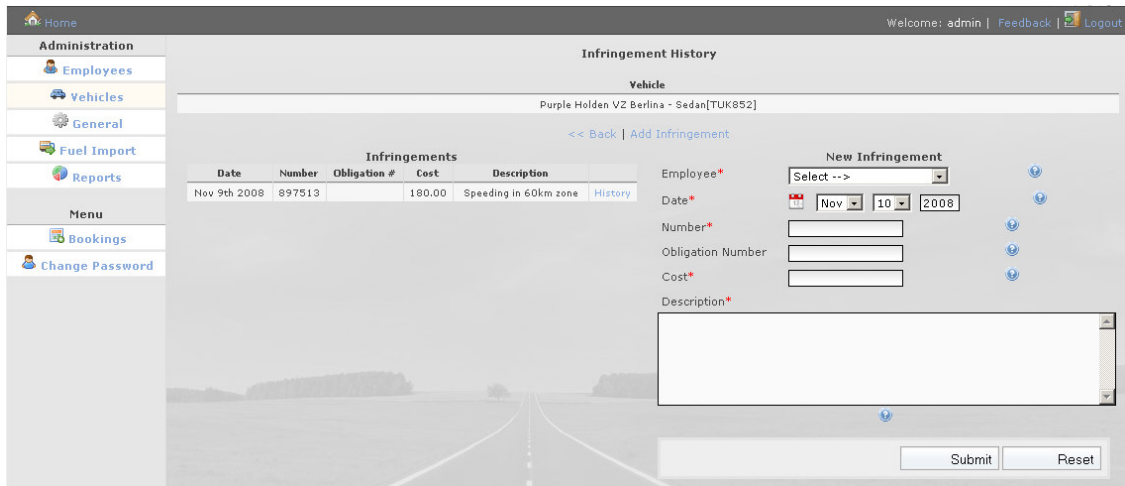
Employee*	Select the employee driving the vehicle at the time from the drop down list: <b>Example:</b> John Smith
-----------	--

Date*	Enter the date the infringement occurred: <b>Example:</b> <input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="2006"/> <input type="text" value="12"/>
Number*	Enter the infringement number quotes on the fine <b>Example:</b> 6789006
Obligation Number	Enter the obligation number listed on the fine, if applicable <b>Example:</b> 467923
Cost*	Enter the cost of the fine <b>Example:</b> 150
Description*	Enter any other relevant details <b>Example:</b> Fine was for running a red light

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



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



Home | Welcome: admin | Feedback | Logout

### Infringement History

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

<< Back | Add Infringement

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

**New Infringement**

Employee\*



Date\*

Number\*

Obligation Number

Cost\*

Description\*

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

## Employee Reimbursements

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

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

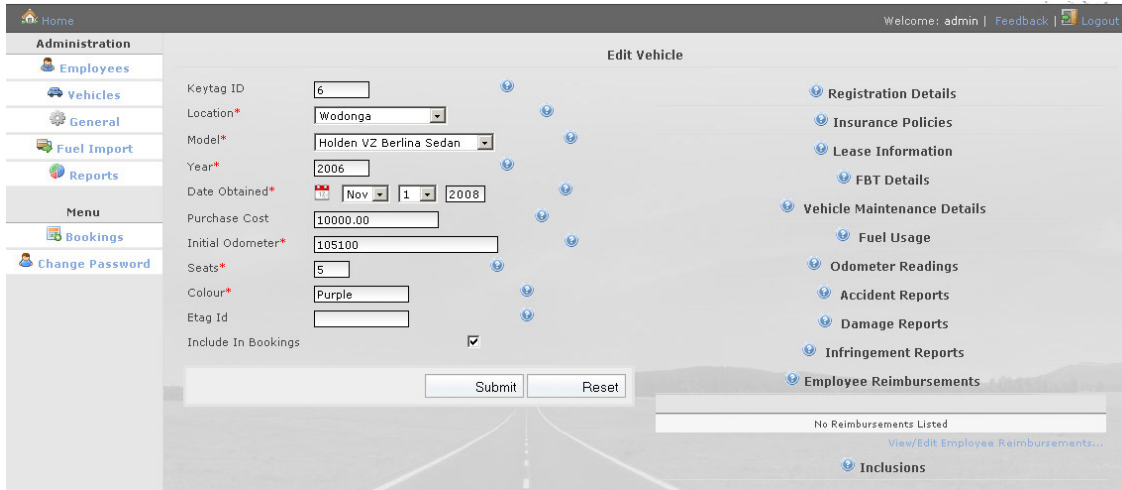
The screenshot shows the 'Our Fleet' web application interface. The main content area is titled 'Vehicle Administration' and contains a table of vehicles. The table has the following columns: Registration, Model, Colour, Owner, E-Tag, Insured, Location, Key Tag ID, and Actions. The first row of the table is highlighted in yellow, indicating it is the selected vehicle. Below the table, there is a legend: a yellow square followed by the text 'Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied'.

Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Ford Focus - Sedan	RED		✓	✗	Melbourne Office	ABC123	Archive   History
ABC000	Holden Commodore - Sedan	Black	FBT Report	✗	✓	Brisbane Office		Archive   History
ABC123	Holden Commodore - Sedan	White	Demo User	✗	✓	Sydney Office		Archive   History
ABC123	Ford Focus - Sedan	RED		✓	✗	Melbourne Office		Archive   History
ABC124	Ford Falcon - Sedan	Blue		✗	✗	Melbourne Office		Archive   History
car1	Holden Commodore - Sedan	black		✗	✓	Home Nursing		Archive   History
car2	BMW 325i - Sedan	pink		✗	✓	Supply		Archive   History
car3	Toyota Corolla - Sedan	white		✗	✓	Supply		Archive   History
car4	Ford Falcon - Wagon	white	bob smith	✓	✓	Home Support		Archive   History
car5	Ford Focus - Sedan	blue		✗	✓	Home Nursing		Archive   History
car6	Toyota Corolla - Sedan	blue		✓	✓	Home Support		Archive   History

2. The following screen appears:

The screenshot shows the 'Edit Vehicle' screen in the 'Our Fleet' web application. The main content area contains a form with the following fields: Keytag ID (6), Location (Wodonga), Model (Holden VZ Berlina Sedan), Year (2006), Date Obtained (Nov 1 2008), Purchase Cost (10000.00), Initial Odometer (105100), Seats (5), Colour (Purple), and Etag Id. There is a checkbox for 'Include In Bookings' which is checked. At the bottom of the form are 'Submit' and 'Reset' buttons. On the right side, there is a sidebar with a list of navigation options: Registration Details, Insurance Policies, Lease Information, FBT Details, Vehicle Maintenance Details, Fuel Usage, Odometer Readings, Accident Reports, Damage Reports, Infringement Reports, Employee Reimbursements, and Inclusions.

3. Select  **Employee Reimbursements** and the following appears:



Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Edit Vehicle**

Keytag ID: 6

Location\*: Wodonga

Model\*: Holden VZ Berlina Sedan

Year\*: 2006

Date Obtained\*: Nov 1 2008

Purchase Cost: 10000.00

Initial Odometer\*: 105100

Seats\*: 5

Colour\*: Purple

Etag Id:

Include In Bookings:

Submit Reset

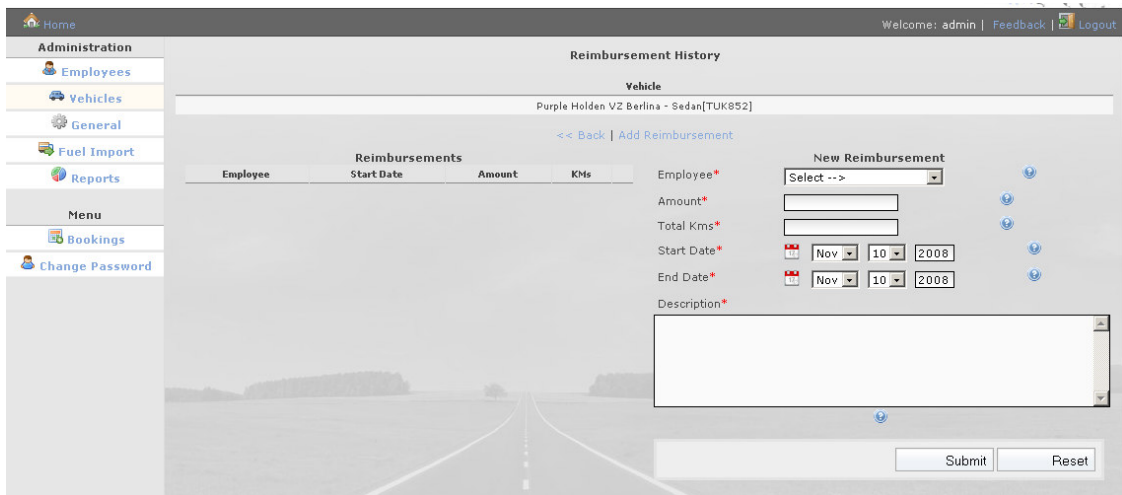
**Registration Details**

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

No Reimbursements Listed

[View/Edit Employee Reimbursements...](#)

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



Home | Welcome: admin | Feedback | Logout

**Administration**

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

**Reimbursement History**

Vehicle: Purple Holden VZ Berlina - Sedan[TUK852]

<< Back | Add Reimbursement

Employee	Start Date	Amount	KMs
----------	------------	--------	-----

**New Reimbursement**

Employee\*: Select -->

Amount\*:

Total Kms\*:

Start Date\*: Nov 10 2008

End Date\*: Nov 10 2008

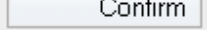
Description\*:

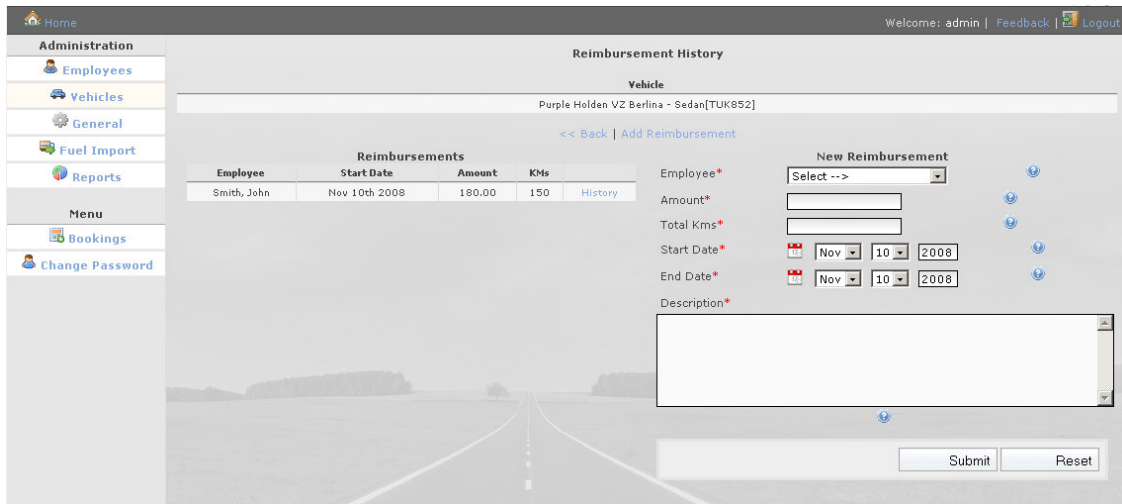
Submit Reset

5. Enter the required information as follows:

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

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

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



The screenshot shows a web application interface for managing reimbursements. The page title is "Reimbursement History". On the left, there is a navigation menu with categories: Administration (Employees, Vehicles, General, Fuel Import, Reports), and Menu (Bookings, Change Password). The main content area is titled "Reimbursement History" and shows details for a vehicle: "Purple Holden VZ Berlina - Sedan[TUK852]". Below this, there is a table of reimbursements and a form for adding a new one.

Employee	Start Date	Amount	KMs	
Smith, John	Nov 10th 2008	180.00	150	<a href="#">History</a>

**New Reimbursement**

Employee\*



Amount\*

Total Kms\*

Start Date\*


End Date\*

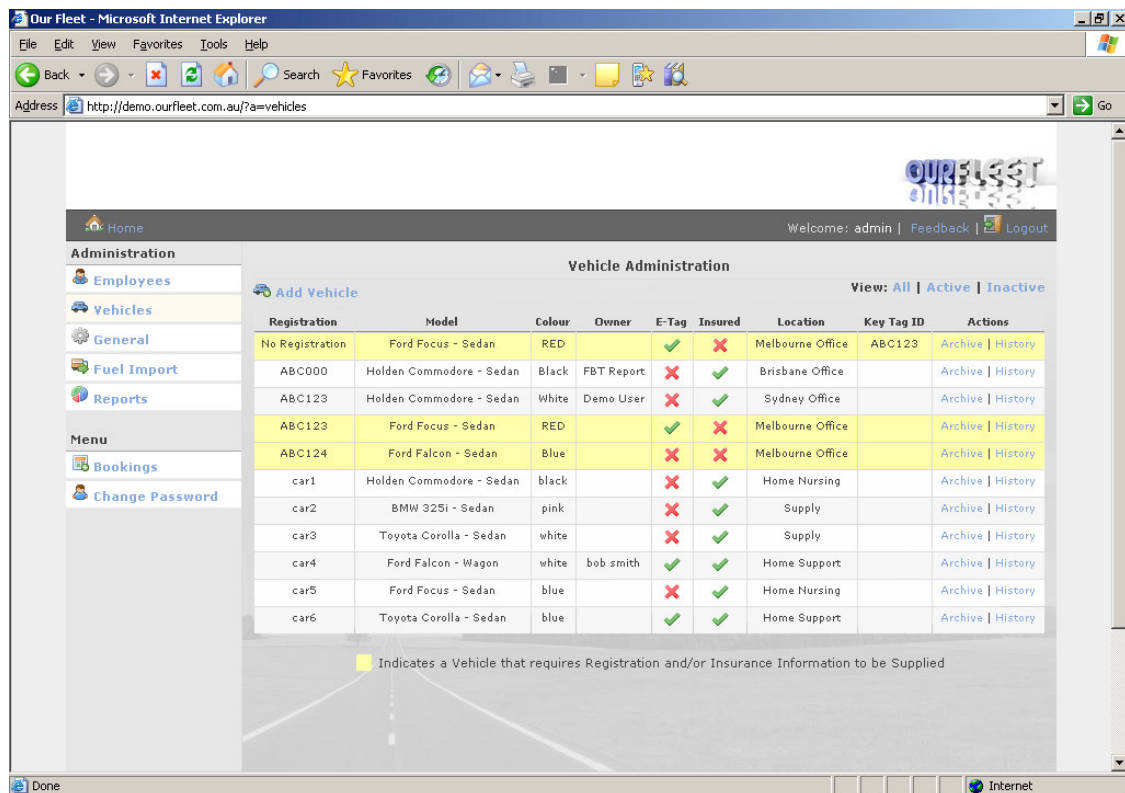
Description\*

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

## Archive a vehicle

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

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



The screenshot shows the 'Our Fleet' web application in Microsoft Internet Explorer. The browser address bar shows 'http://demo.ourfleet.com.au/?a=vehicles'. The page title is 'Our Fleet - Microsoft Internet Explorer'. The main content area is titled 'Vehicle Administration' and includes a navigation menu on the left with options like 'Home', 'Administration', 'Employees', 'Vehicles', 'General', 'Fuel Import', 'Reports', 'Menu', 'Bookings', and 'Change Password'. The 'Vehicles' menu item is highlighted. The main content area displays a table of vehicles with the following data:

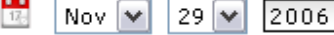
Registration	Model	Colour	Owner	E-Tag	Insured	Location	Key Tag ID	Actions
No Registration	Ford Focus - Sedan	RED		✓	✗	Melbourne Office	ABC123	Archive   History
ABC000	Holden Commodore - Sedan	Black	FBT Report	✗	✓	Brisbane Office		Archive   History
ABC123	Holden Commodore - Sedan	White	Demo User	✗	✓	Sydney Office		Archive   History
ABC123	Ford Focus - Sedan	RED		✓	✗	Melbourne Office		Archive   History
ABC124	Ford Falcon - Sedan	Blue		✗	✗	Melbourne Office		Archive   History
car1	Holden Commodore - Sedan	black		✗	✓	Home Nursing		Archive   History
car2	BMW 325i - Sedan	pink		✗	✓	Supply		Archive   History
car3	Toyota Corolla - Sedan	white		✗	✓	Supply		Archive   History
car4	Ford Falcon - Wagon	white	bob smith	✓	✓	Home Support		Archive   History
car5	Ford Focus - Sedan	blue		✗	✓	Home Nursing		Archive   History
car6	Toyota Corolla - Sedan	blue		✓	✓	Home Support		Archive   History

Indicates a Vehicle that requires Registration and/or Insurance Information to be Supplied

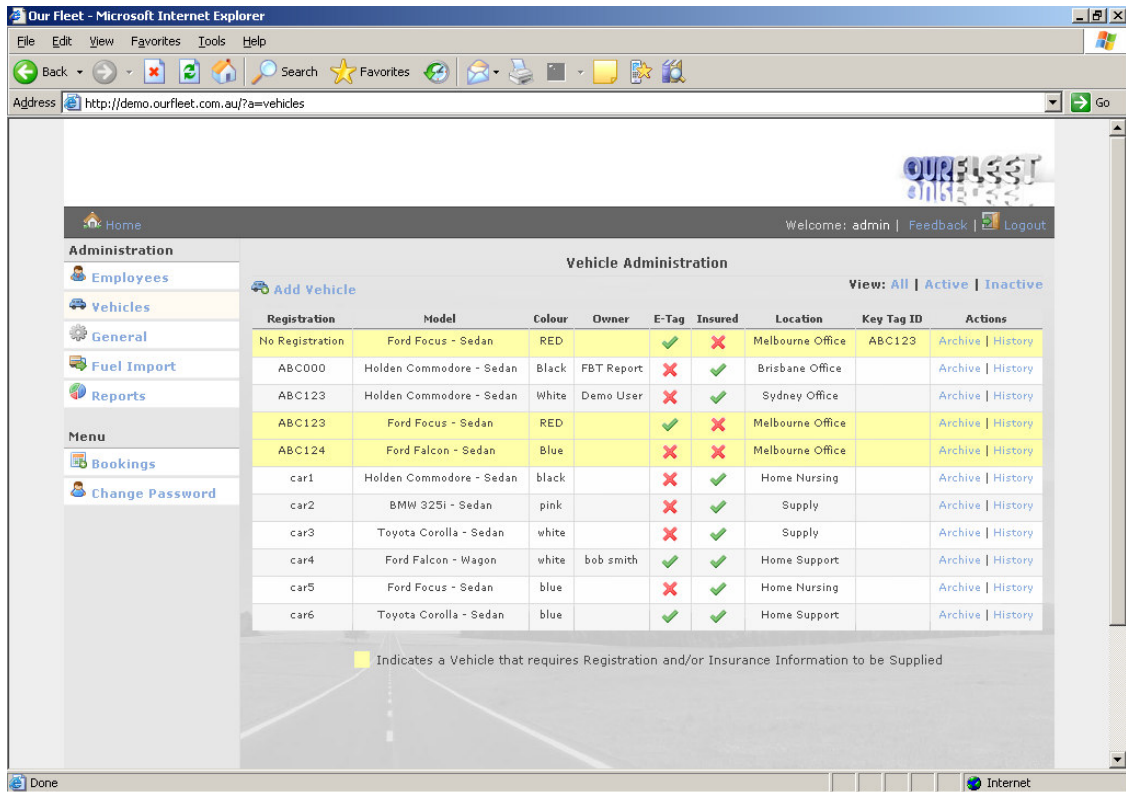


- Select the vehicle you wish to archive by clicking on the corresponding [Archive](#) button. The following screen will then load.



- Enter the required information as follows:

Field Name	Description
Sold or traded*	Was the vehicle sold or traded? <b>Example:</b> Sold
Date sold/traded*	Select the date the vehicle was sold or traded. <b>Example:</b> 
Sold/trade value*	Enter the value you received for the sold or traded vehicle <b>Example:</b> 20000
Recipient*	Enter the recipient of the sold or traded vehicle <b>Example:</b> McCrae White, Wodonga

Once completed, select  and the following screen loads:

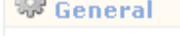


4. To view all archived vehicles, simply select the button in the top right hand corner titled 'inactive'. This will then only show archived vehicles.


5. Archive additional vehicles or return to  or 

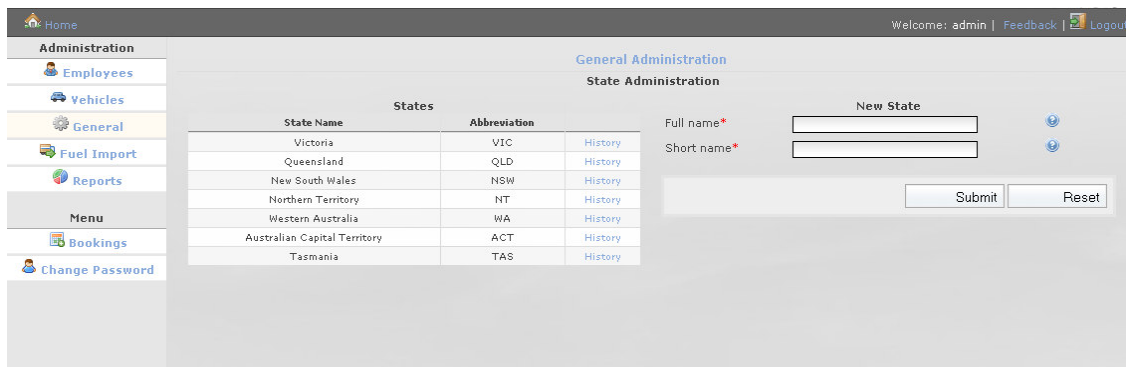
# General Administration

## Manage States

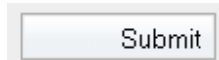
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



2. Select  and the following screen appears:




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

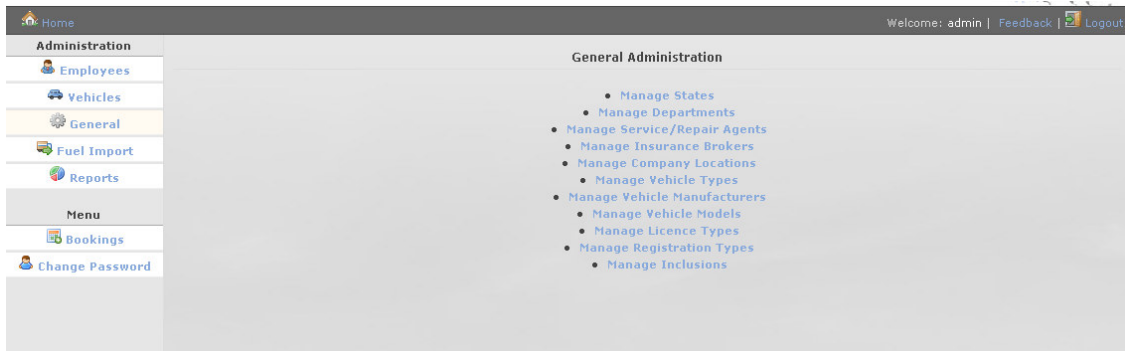


4. From here you can add additional states or return to  or

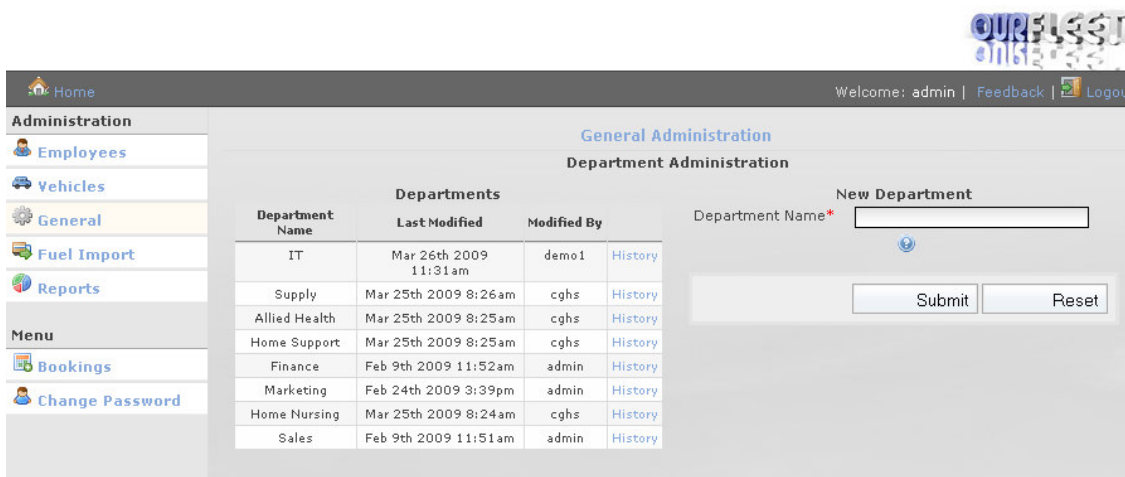


## Manage Departments

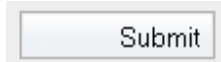
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:





2. Select  and the following screen appears:




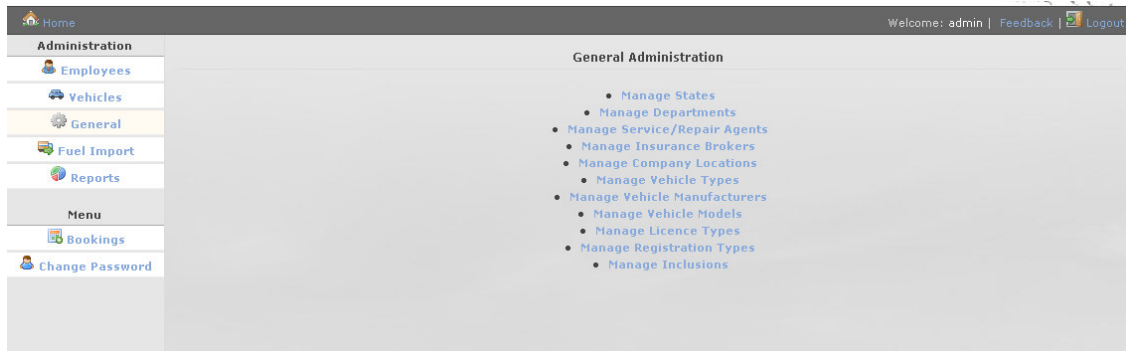
3. To add a new department, enter the department name and press



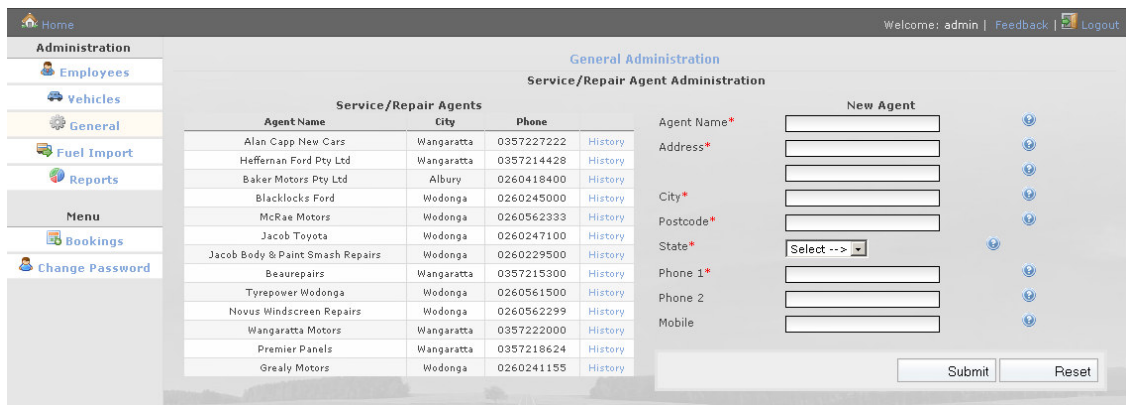
4. From here you can add additional departments or return to  Home  
or  Logout

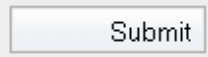
## Manage Service/Repair Agents



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




2. Select  and the following screen appears:

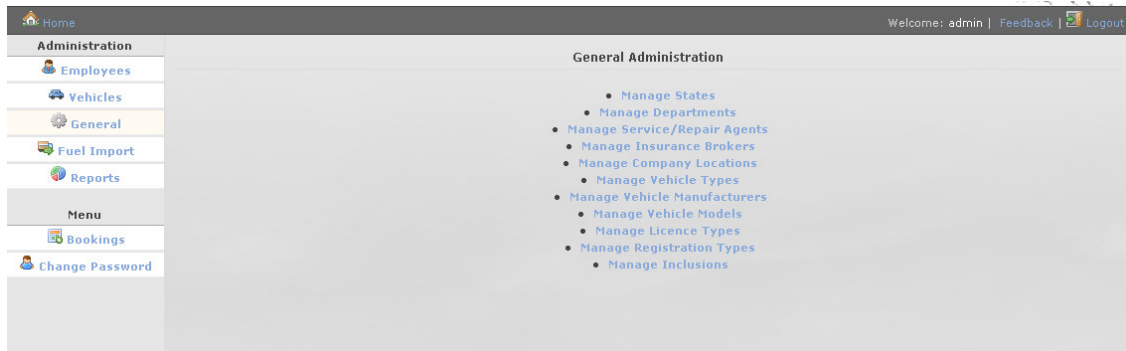


3. To add a new service/repair agent, enter the required information and press .

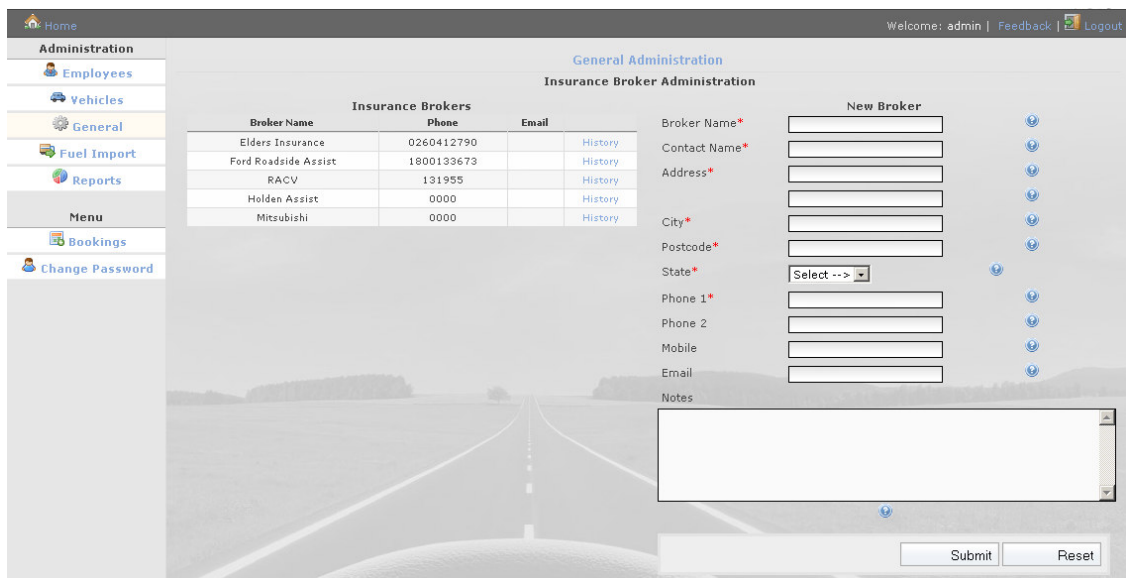
4. From here you can add additional agents or return to  or .

## Manage Insurance Brokers

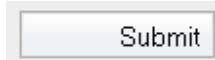
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



2. Select  and the following screen appears:




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

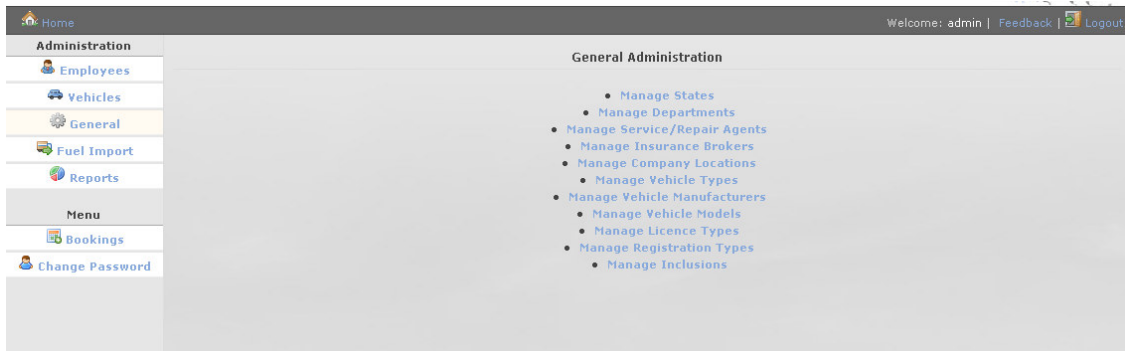


4. From here you can add additional brokers or return to  or

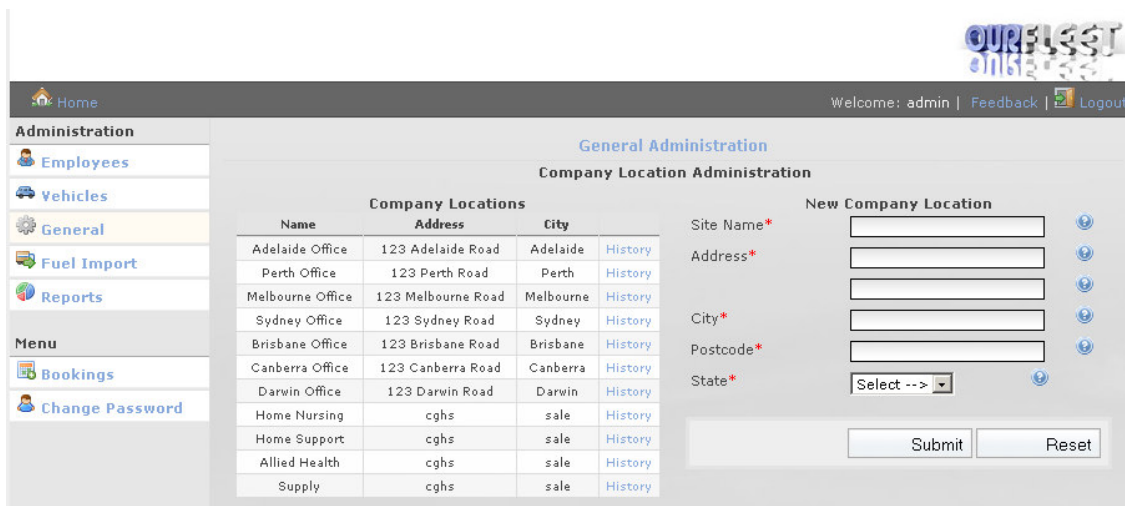


## Manage Company Locations

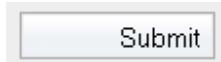
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:




2. Select  and the following screen appears:




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

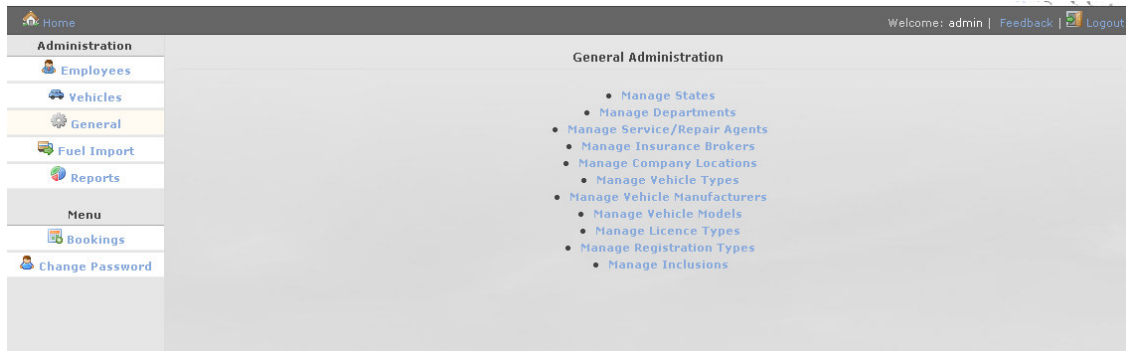


4. From here you can add additional locations or return to  or

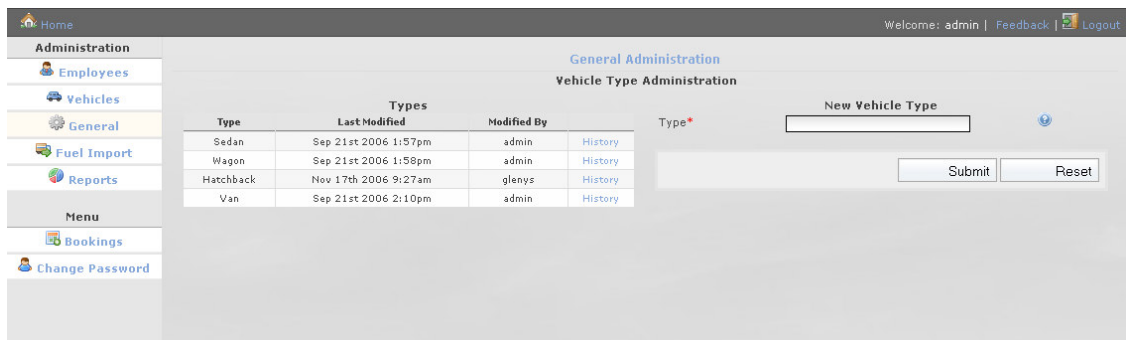


## Manage Vehicle Types

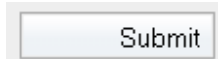
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:



2. Select  and the following screen appears:



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




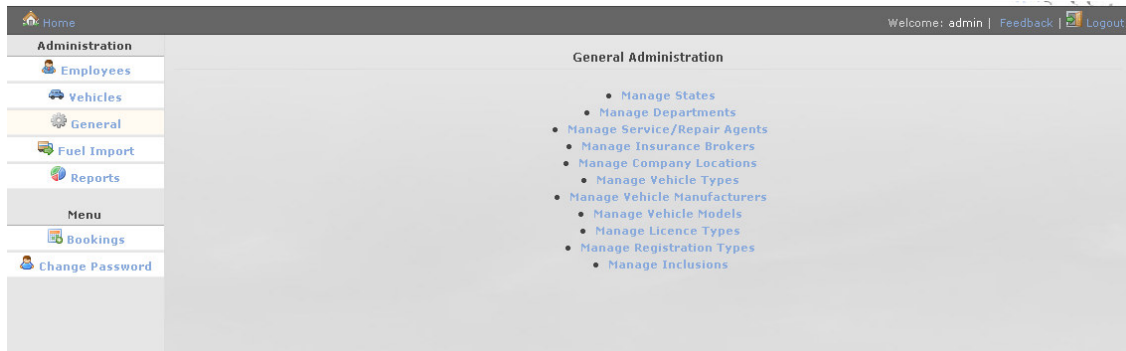
4. From here you can add additional vehicle types or return to  or



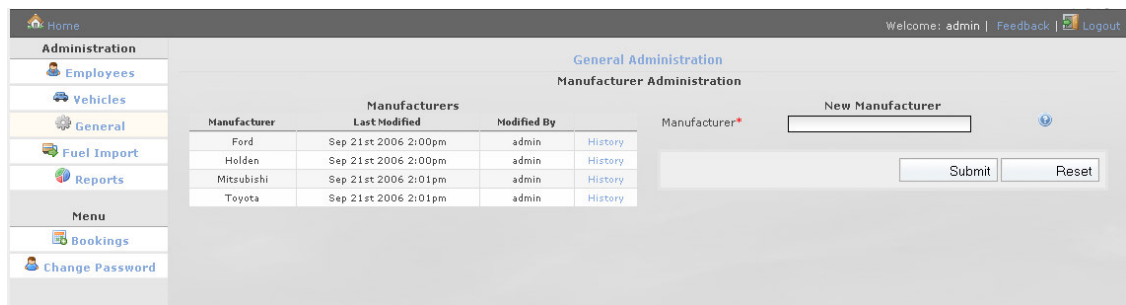


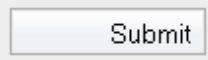
## Manage Vehicle Manufacturers

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

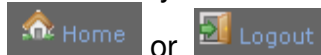


2. Select  and the following screen appears:




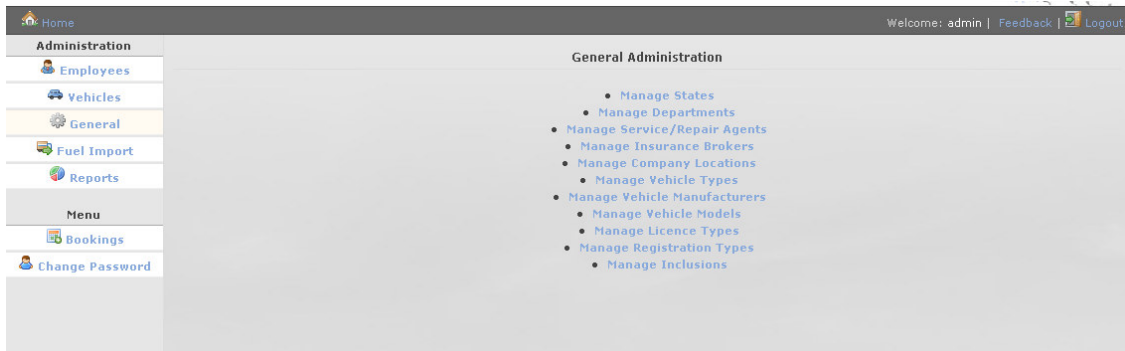
3. To add a new vehicle manufacturer, enter the required information and press .

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

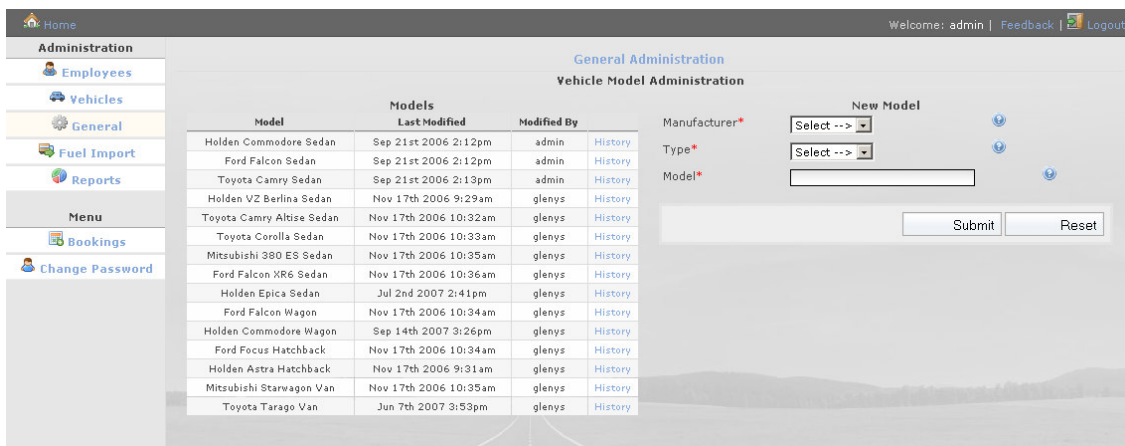


## Manage Vehicle Models

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

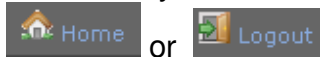


2. Select  and the following screen appears:




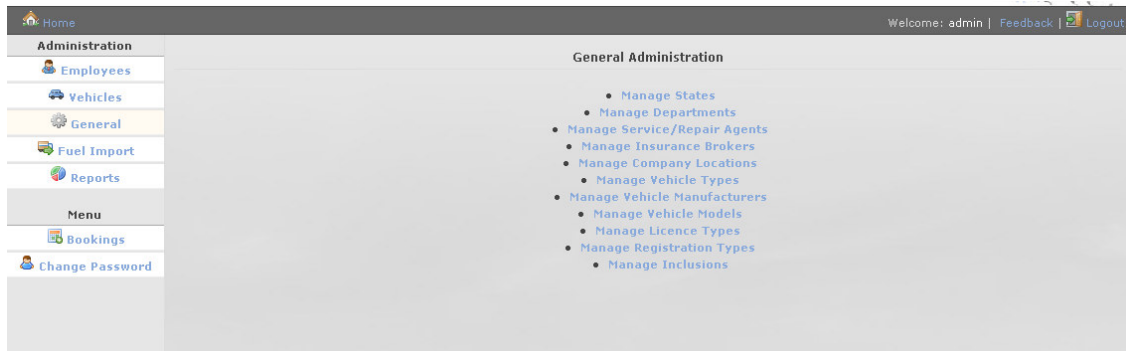
3. To add a new vehicle model, enter the required information and  press

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

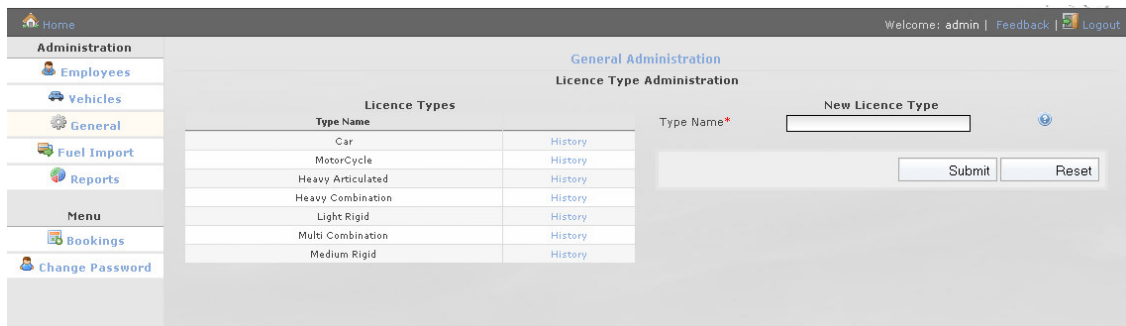


## Manage Licence Types

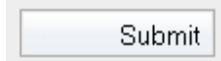
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:




2. Select  and the following screen appears:




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



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

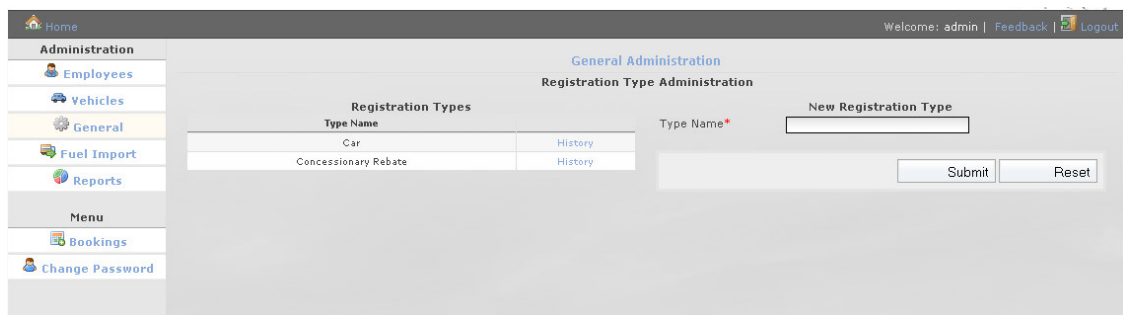


## Manage Registration Types

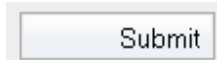
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:





2. Select  and the following screen appears:




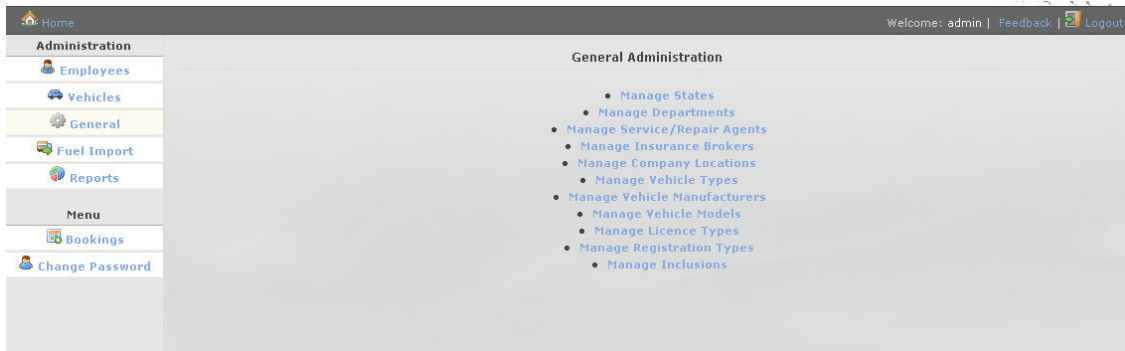
3. To add a new registration type, enter the required information and press



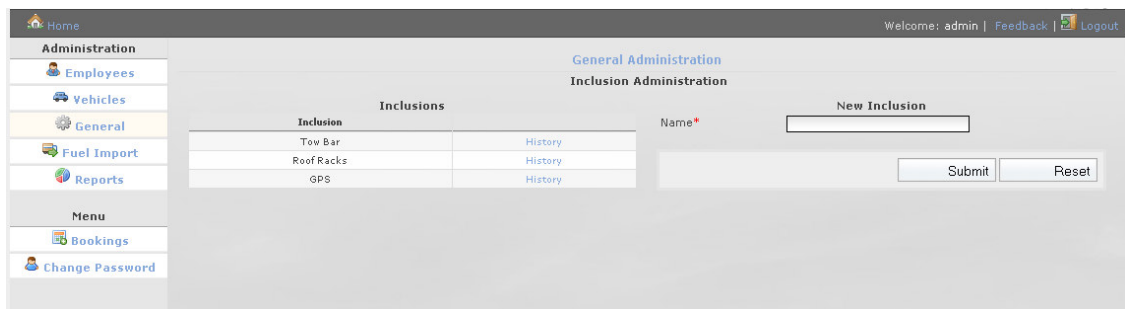
4. From here you can add additional registration types or return to  Home  
or  Logout

## Manage Inclusions

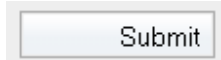
1. Log into OurFleet as an Administrator and select  from the Administrator menu. The following screen is loaded:





2. Select • **Manage Inclusions** and the following screen appears:



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



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

# Import Fuel Spend Report

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

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

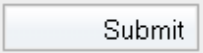


and the following screen opens:



The screenshot shows the 'Fuel Usage Import' interface. On the left is a navigation menu with options: Home, Administration, Employees, Vehicles, General, Fuel Import (highlighted), Reports, Menu, Bookings, and Change Password. The main content area is titled 'Fuel Usage Import' and includes a 'Load known CSV type' dropdown set to 'Shell'. Below this is a 'Select CSV File:' field with a 'Browse...' button. A checkbox labeled 'CSV includes Column Headings' is currently unchecked. The central part of the screen features a table for mapping CSV columns to system fields:

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


At the bottom of the form are 'Submit' and 'Reset' buttons.

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

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

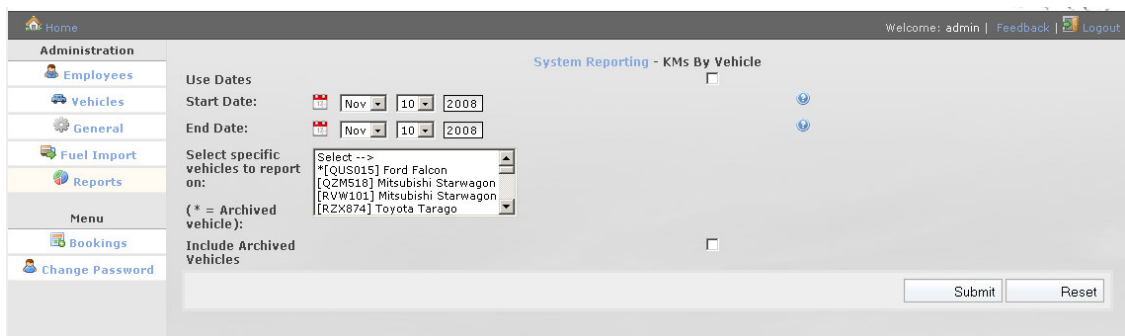
3. Ensure the number of rows stored matches your .csv file and select [Import another CSV File](#) to import another file or return to  Home or  Logout.
-

## Running a Report

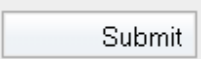
1. Log into OurFleet as an Administrator. In the Administrator menu select  **Reports** and the following screen opens:



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








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



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

**Kilometres By Vehicle**

Vehicle ID	Registration Number	Manufacturer	Model	Total Kilometers	Total Kilometers - Fuel	Fuel kms Min	Fuel kms Max	Initial Odomete
1	TVF982	Holden	VZ Berlina	64500	51674	12826	64500	0
2	UCM982	Mitsubishi	380 ES	35700	31078	4622	35700	0
5	TKE099	Ford	Falcon	61653	47230	14423	61653	0
7	UCM983	Mitsubishi	380 ES	65322	65154	168	65322	0
8	TFO491	Ford	Falcon	66956	44454	22502	66956	0
9	SVX490	Ford	Falcon	53501	40332	13169	53501	0
10	TDB874	Holden	Commodore	85904	82501	3403	85904	0
11	TCS422	Ford	Falcon	54404	31030	23374	54404	0
12	QZM518	Mitsubishi	Starwagon	132452	123160	9292	132452	0
13	RVW101	Mitsubishi	Starwagon	88387	26554	61833	88387	0
14	TSU348	Toyota	Corolla	20685	18138	2547	20685	0
16	UFO692	Ford	Falcon	38601	38231	370	38601	0
17	TTY643	Ford	Focus	25846	16399	9447	25846	0
18	TKE092	Ford	Falcon XR6	62150	37897	24253	62150	0
19	TKI368	Holden	Astra	60005	43805	16200	60005	0
20	TLT664	Ford	Falcon	52770	51350	1420	52770	0
23	RZX874	Toyota	Tarago	6870	6526	46778	53304	46434
24	UWI812	Holden	Epica	7519	7360	159	7519	0
25	UXH418	Toyota	Camry Altise	1878	1601	352	1953	75
26	TZY 375	Holden	Commodore	13358	12685	48673	61358	48000
27	TUK852	Holden	VZ Berlina	-30100	0	75000	75000	105100

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

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

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