



FleeTrak™ 2.0

Fleet management Solution

Operations Module

USER Guide

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Table of Contents

| | |
|---|----|
| Table of Contents | 2 |
| Operations Module | 3 |
| How to Use the Maintenance Centre..... | 3 |
| Refueling Events | 5 |
| To View/Search/Edit Refueling History..... | 11 |
| Renewals | 13 |
| How to View the Maintenance History of a Vehicle..... | 19 |
| Resend Emails..... | 21 |
| Work order Processing..... | 23 |
| To Process Payments for Outstanding Liabilities..... | 43 |

Operations Module

Click on the Operations module on the main menu to display the submenus to for fleet management day to day activities.



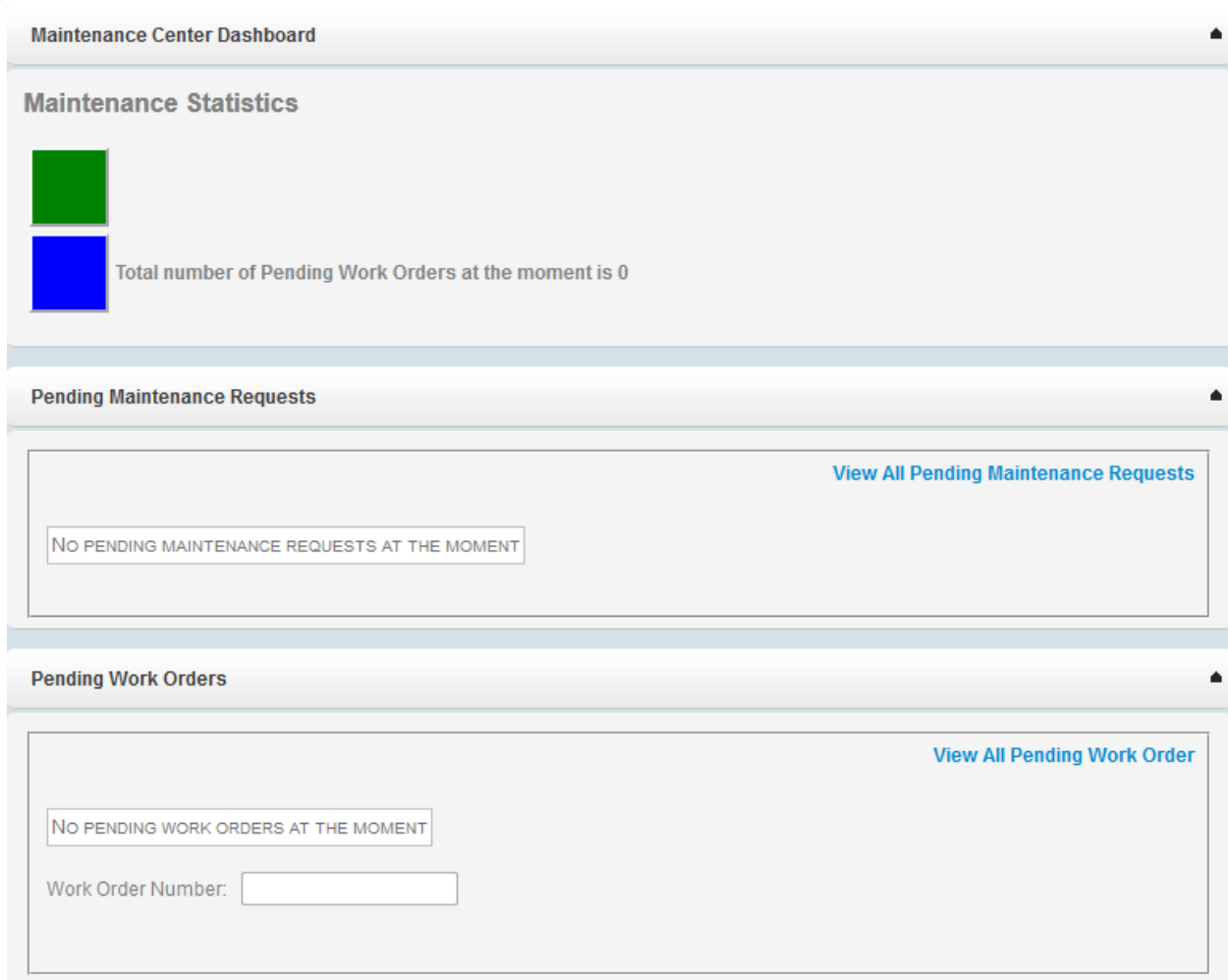
Fig. 5.0 Operations Menu

How to Use the Maintenance Centre

Vehicle maintenance activities are recorded in FleeTrak. The maintenance dashboard allows the fleet manager to track maintenance requests, work orders, and closed repairs.

From the Operations Main Menu

Click Maintenance Center menu to view the maintenance center dashboard



The screenshot displays the Maintenance Center Dashboard with the following sections:

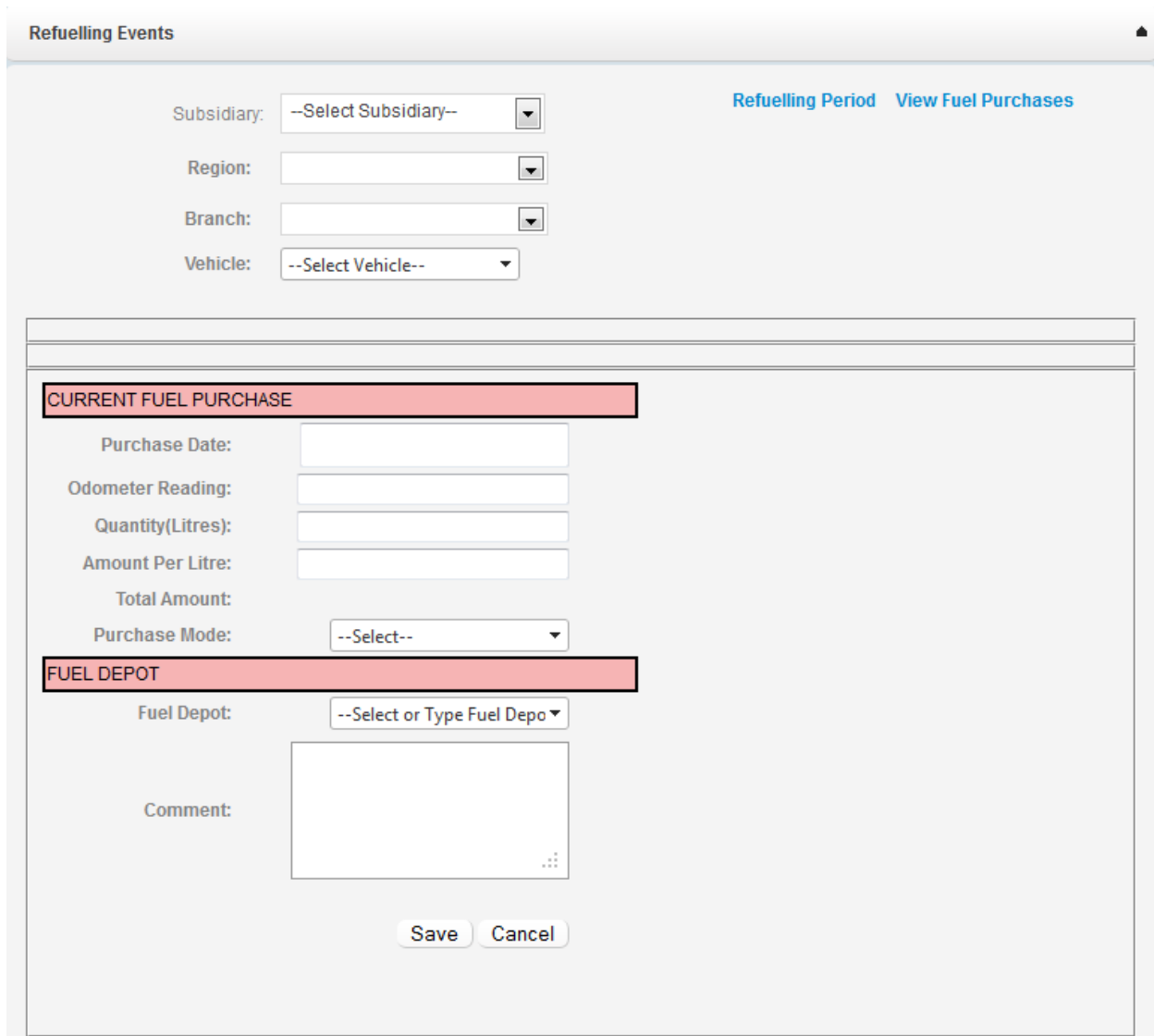
- Maintenance Center Dashboard**: The main title of the dashboard.
- Maintenance Statistics**: A section containing a green square and a blue square. Below the blue square, it states: "Total number of Pending Work Orders at the moment is 0".
- Pending Maintenance Requests**: A section with a button labeled "View All Pending Maintenance Requests" and a message box containing "NO PENDING MAINTENANCE REQUESTS AT THE MOMENT".
- Pending Work Orders**: A section with a button labeled "View All Pending Work Order" and a message box containing "NO PENDING WORK ORDERS AT THE MOMENT". Below this message is a form labeled "Work Order Number:" followed by an empty input field.

Fig. 5.1 Maintenance Centre

Refueling Events

All expenses on fuel purchased are tracked separately from other maintenance costs of a vehicle. With this, FleeTrak can monitor fuel procurement and consumption to generate various reports for managerial decision making on fuel usage and fuel consumption efficiency for any vehicle.

This feature enables users to enter Fuelling purchase details into the FleeTrak application.



Refuelling Events

Subsidiary: --Select Subsidiary--

Region:

Branch:

Vehicle: --Select Vehicle--

[Refuelling Period](#) [View Fuel Purchases](#)

CURRENT FUEL PURCHASE

Purchase Date:

Odometer Reading:

Quantity(Litres):

Amount Per Litre:

Total Amount:

Purchase Mode: --Select--

FUEL DEPOT

Fuel Depot: --Select or Type Fuel Depo

Comment:

Save Cancel

Fig. 5.2 Refueling Events

From the Operations Main Menu

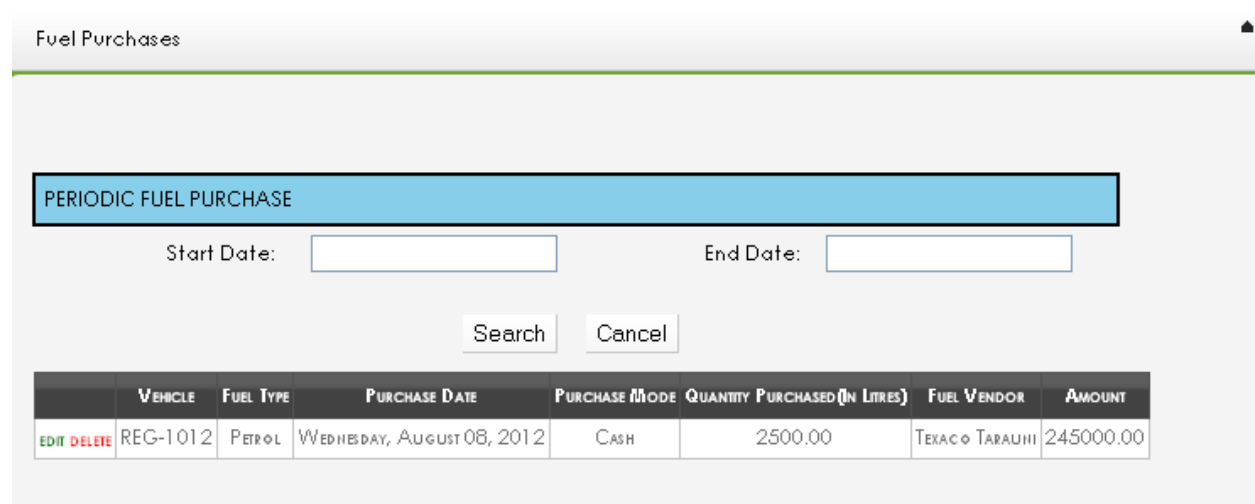
Click the *Fueling* menu to display a submenu,

Click the *Refueling Events* menu to view refueling events

- Select the Subsidiary from the dropdown menu
- Select the Region from the dropdown menu
- Select the Branch from the dropdown menu
- Select the vehicle to be assigned from the drop down menu
- It displays the vehicle details and the current odometer readings
- Enter the fuel purchase and fuel depot details
- Click the **Save** button
- Click the **Cancel** button

How to view Fuel Purchases

- From the *Operations* Main Menu
- Click the *Fueling* menu to display a submenu,
- Click the *"All Fuel Event"* menu to view all fuel event



| | VEHICLE | FUEL TYPE | PURCHASE DATE | PURCHASE MODE | QUANTITY PURCHASED (IN LITRES) | FUEL VENDOR | AMOUNT |
|---|----------|-----------|----------------------------|---------------|--------------------------------|----------------|-----------|
| EDIT DELETE | REG-1012 | PETROL | WEDNESDAY, AUGUST 08, 2012 | CASH | 2500.00 | TEXACO TARAUHI | 245000.00 |

Fig. 5.3.1 Fuel Purchase History Page

- Select the **Start** and **End date** from the calendar
- Click the **Search** button to display the list of fuel purchases during the period selected

Click the **Edit** button on the grid to update fuel purchase details

Click the **Delete** button to delete fuel purchase details

Refueling History

From the Operations Main Menu

Click the **Fuelling** menu

Fuel History

Subsidiary: Rosabon

Region: South West

Branch: Lagos Branch

End Date: 08/31/2012

Vehicle: --All Branches--

VEHICLES FUEL'S HISTORY

| <input type="checkbox"/> | REG.No | START DATE | START MILEAGE | FINAL MILEAGE | MILEAGE DIFFERENCE | B/F FUEL | TANK GAUGE(%) | C/F FUEL | QUANTITY PURCHASED | QUANTITY CONSUMED | TANK CAPACITY | PERIOD PURCHASE |
|-------------------------------------|---------|------------|---------------|---------------|--------------------|----------|---------------|----------|--------------------|-------------------|---------------|-----------------|
| <input checked="" type="checkbox"/> | REG-106 | 2/8/2012 | 200 | 390 | 190 | 0 | 20 | 600 | 5400 | 4800 | 3000 | 5400 |
| <input checked="" type="checkbox"/> | REG-108 | 2/8/2012 | 200 | 390 | 190 | 0 | 20 | 1000 | 9700 | 8700 | 5000 | 9700 |

| RegNo | BRAND | MODEL | STANDARD | STARTDATE | ENDDATE | MILEAGE 31/8/2012 | QUANTITY CONSUMED 31/8/2012 | LTR/100KM 31/8/2012 | VARIANCE(%) 31/8/2012 |
|---------|--------|---------|----------|-----------|-----------|-------------------|-----------------------------|---------------------|-----------------------|
| REG-106 | TOYOTA | COROLLA | 60.00 | 2/8/2012 | 31/8/2012 | 190 | 4800 | 2526.32 | 4110.53 |
| REG-108 | TOYOTA | CAMRY | 80.00 | 2/8/2012 | 31/8/2012 | 190 | 8700 | 4578.95 | 5623.68 |

Calculate Close Fuel Consumption Analysis Cancel

Fig. 5.2.2 Refueling Period Page

Select the Subsidiary from the dropdown menu

Select the Region from the dropdown menu

Select the Branch from the dropdown menu

Select the refueling **end date** from the calendar

Select the vehicle/branches/Region for analysis from the drop down menu

It displays the vehicle details and the last fuel purchase details

Fuel History ▲

Subsidiary: ▼

Region: ▼

Branch: ▼

End Date:

Vehicle: ▼

VEHICLES FUEL'S HISTORY

| <input type="checkbox"/> | REG.No | START DATE | START MILEAGE | FINAL MILEAGE | MILEAGE DIFFERENCE | B/F FUEL | TANK GAUGE(%) | C/F FUEL | QUANTITY PURCHASED | QUANTITY CONSUMED | TANK CAPACITY | PERIOD PURCHASE |
|-------------------------------------|---------|------------|---------------|----------------------------------|--------------------|----------|---------------------------------|----------|--------------------|-------------------|---------------|-----------------|
| <input checked="" type="checkbox"/> | REG-106 | 2/8/2012 | 200 | <input type="text" value="390"/> | 190 | 0 | <input type="text" value="20"/> | 600 | 5400 | 4800 | 3000 | 5400 |
| <input checked="" type="checkbox"/> | REG-108 | 2/8/2012 | 200 | <input type="text" value="390"/> | 190 | 0 | <input type="text" value="20"/> | 1000 | 9700 | 8700 | 5000 | 9700 |

Fig. 5.2.3

All check boxes are checked by default. Click the check box next to any vehicle you want to unselect from the grid

Enter the current mileage of the vehicle and fuel tank gauge (percentage) in the vehicle fuel history grid

Click the **Calculate** button

Click **View Consumption Analysis** button

The fuel consumption analysis detail of the vehicle is displayed.

Fuel History

Subsidiary:

Region:

Branch:

End Date:

Vehicle:

VEHICLES FUEL'S HISTORY

| <input type="checkbox"/> | REG.NO | START DATE | START MILEAGE | FINAL MILEAGE | MILEAGE DIFFERENCE | B/F FUEL | TANK GAUGE(%) | C/F FUEL | QUANTITY PURCHASED | QUANTITY CONSUMED | TANK CAPACITY | PERIOD PURCHASE |
|-------------------------------------|---------|------------|---------------|---------------|--------------------|----------|---------------|----------|--------------------|-------------------|---------------|-----------------|
| <input checked="" type="checkbox"/> | REG-106 | 2/8/2012 | 200 | 390 | 190 | 0 | 20 | 600 | 5400 | 4800 | 3000 | 5400 |
| <input checked="" type="checkbox"/> | REG-108 | 2/8/2012 | 200 | 390 | 190 | 0 | 20 | 1000 | 9700 | 8700 | 5000 | 9700 |

| REGNo | BRAND | MODEL | STANDARD | STARTDATE | ENDDATE | MILEAGE 31/8/2012 | QUANTITY CONSUMED 31/8/2012 | LTR/100KM 31/8/2012 | VARIANCE(%) 31/8/2012 |
|---------|--------|---------|----------|-----------|-----------|-------------------|-----------------------------|---------------------|-----------------------|
| REG-106 | TOYOTA | COROLLA | 60.00 | 2/8/2012 | 31/8/2012 | 190 | 4800 | 2526.32 | 4110.53 |
| REG-108 | TOYOTA | CAMRY | 80.00 | 2/8/2012 | 31/8/2012 | 190 | 8700 | 4578.95 | 5623.68 |

Fig. 5.2.4 Fuel Consumption Analysis Page

Click **Close Fuel Consumption Analysis** button

Fuel History

Subsidiary: Rosabon

Region: South West

Branch: Lagos Branch

End Date: 08/31/2012

Vehicle: --All Branches--

VEHICLES FUEL'S HISTORY

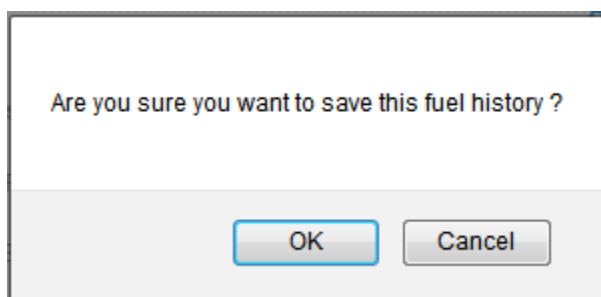
| <input type="checkbox"/> | REG.NO | START DATE | START MILEAGE | FINAL MILEAGE | MILEAGE DIFFERENCE | B/F FUEL | TANK GAUGE(%) | C/F FUEL | QUANTITY PURCHASED | QUANTITY CONSUMED | TANK CAPACITY | PERIOD PURCHASE |
|-------------------------------------|---------|------------|---------------|---------------|--------------------|----------|---------------|----------|--------------------|-------------------|---------------|-----------------|
| <input checked="" type="checkbox"/> | REG-106 | 2/8/2012 | 200 | 390 | 190 | 0 | 20 | 600 | 5400 | 4800 | 3000 | 5400 |
| <input checked="" type="checkbox"/> | REG-108 | 2/8/2012 | 200 | 390 | 190 | 0 | 20 | 1000 | 9700 | 8700 | 5000 | 9700 |

Calculate OK Cancel

Fig. 5.2.5

Click **Ok** button

It displays a pop up message to confirm if you want to save fuel history



Click **Ok** to save fuel history

To View/Search/Edit Refueling History

From the **Operations** Main Menu

Click the **All Periodic fuel Analysis** menu

Click **View/Search/Edit Refueling** link

Fig. 5.3.6

Select the **start** and **end date** from the calendar

Click the **Search** button

It displays the vehicle's refueling history during the selected period

| VIEW MORE DETAILS | EDIT DELETE | REGISTRATIONNUMBER | START DATE | END DATE | MILEAGEDIFFERENCE | B/F | PERIODPURCHASE | C/F | QUANTITYCONSUMED |
|-------------------------|----------------|--------------------|--------------------|--------------------|-------------------|------|----------------|--------|------------------|
| | | 8878 | JUN 19, 2012 | JUN 30, 2012 | 4900 | 0.00 | 160.00 | 130.00 | 30.00 |

Fig. 5.2.7

Click View More Details link from the grid to display full details of the selected refueling history.

Fuel Purchases

[Refuelling Period](#) [View Fuel Purchases](#)

VEHICLE REFUELLING HISTORY

Search by entering Start Date and End Date

Start Date: End Date:

| | | REGISTRATIONNUMBER | START DATE | END DATE | MILEAGEDIFFERENCE | B/F | PERIODPURCHASE | C/F | QUANTITYCONSUMED |
|-----------------------------------|--|--------------------|--------------|--------------|-------------------|------|----------------|--------|------------------|
| VIEW MORE DETAILS | EDIT DELETE | 8878 | JUN 19, 2012 | JUN 30, 2012 | 4900 | 0.00 | 160.00 | 130.00 | 30.00 |

REFUELLING HISTORY DETAILS

| | |
|--------------------|--------------|
| RegistrationNumber | 8878 |
| Start Date | Jun 19, 2012 |
| End Date | Jun 30, 2012 |
| InitialMileage | 100 |
| FinalMileage | 5000 |
| MileageDifference | 4900 |
| BroughtFoward | 0.00 |
| TankGuage | 65.00 |
| CarriedForward | 130.00 |
| QuantityPurchased | 160.00 |
| QuantityConsumed | 30.00 |
| TankCapacity | 200.00 |
| PeriodPurchase | 160.00 |
| KmLtr | 163.33 |
| LtrKm | 0.00 |
| Status | Closed |

Fig. 5.2.8

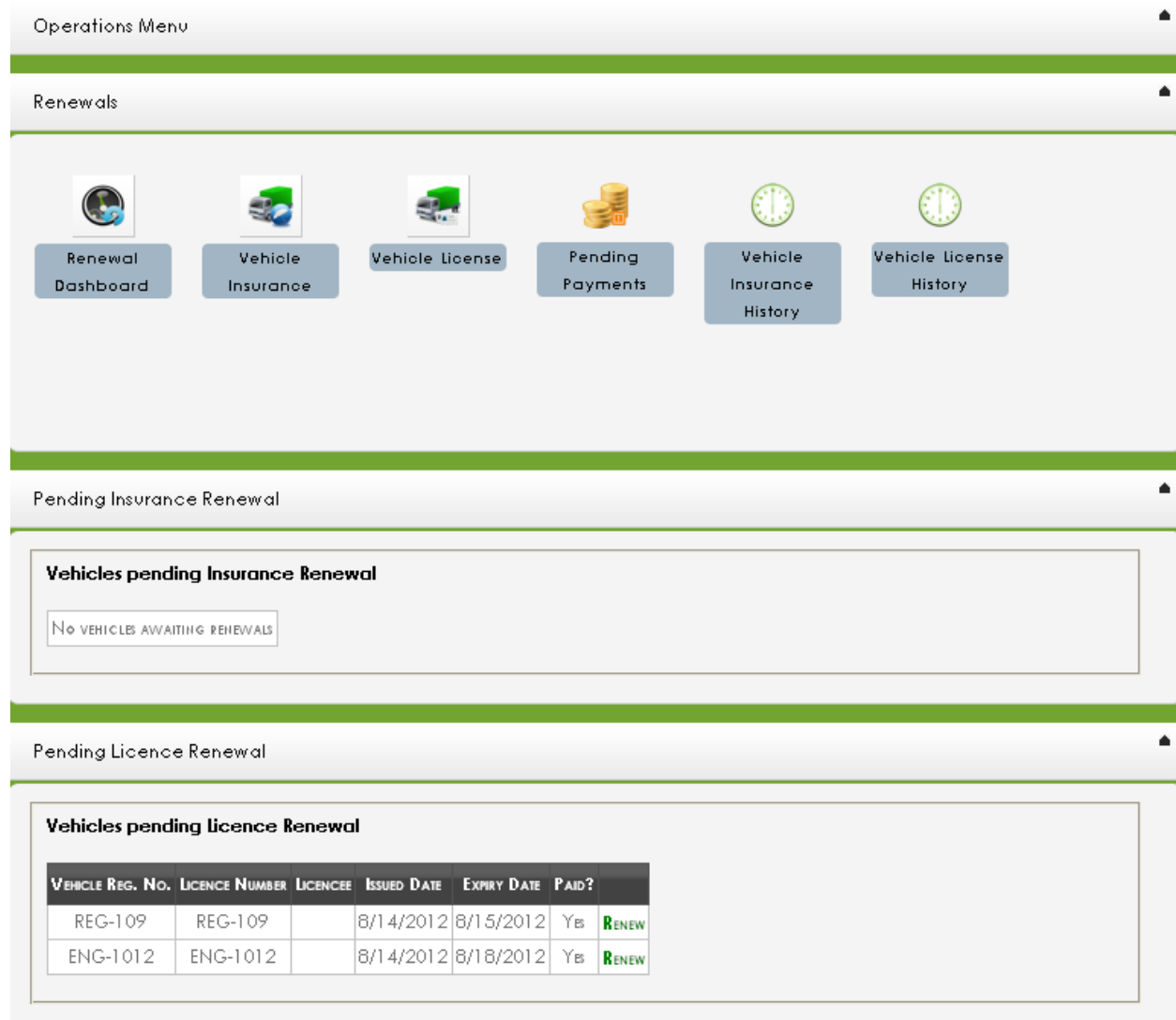
Renewals

This menu enables users to renew expired vehicle insurance and licenses. It also allows users to track unpaid renewal payments of insurances and licenses.

From the Operations Main Menu

Click the Renewals menu

Its displays the Renewals Dashboard



Operations Menu

Renewals

Renewal Dashboard

Vehicle Insurance

Vehicle License

Pending Payments

Vehicle Insurance History

Vehicle License History

Pending Insurance Renewal

Vehicles pending Insurance Renewal

No VEHICLES AWAITING RENEWALS

Pending Licence Renewal

Vehicles pending licence Renewal

| VEHICLE REG. NO. | LICENCE NUMBER | LICENCEE | ISSUED DATE | EXPIRY DATE | PAID? | |
|------------------|----------------|----------|-------------|-------------|-------|--------------|
| REG-109 | REG-109 | | 8/14/2012 | 8/15/2012 | YEs | RENEW |
| ENG-1012 | ENG-1012 | | 8/14/2012 | 8/18/2012 | YEs | RENEW |

Fig. 5.3 Renewals Page

To Renew Vehicle Insurance

Click Vehicle Insurance from the Renewal Main menu

Vehicle Insurance Renewal ▲

[View Insurance History](#)

Subsidiary:

Region:

Branch:

Vehicle:

Brand: _____

Model: _____

Insurer:

Insurance Amount:

Commencement Date:

Purchase Price: _____

Commencement Date: _____

Current Expiry Date: _____

Insurer: _____

Insurance Premium: _____

Insurance Premium (%):

Insurance Certificate: no file selected

Expiry Date:

Fig. 5.3.1 Vehicle Insurance Renewal Page

Select the Subsidiary, Region, Branch, and the Vehicle from the dropdown menus

Select the Insurer and enter all the insurance renewal details

Select Yes/No from the option box to confirm payment

Click the **Renewal** button

To View Vehicle Insurance History

Click **View Insurance History** link on the vehicle insurance renewal page

Select the Subsidiary, Region, Branch, and the Vehicle from the dropdown menus

Click the **Search** button to display the vehicle's Insurance history

Vehicle Insurance History ▲

VEHICLE INSURANCE HISTORY [Pending Renewals](#)

Subsidiary : ▼

Region : ▼

Branch : ▼

Vehicle: ▼

| VEHICLE REG. NO. | INSURER | COMMENCEMENT DATE | EXPIRY DATE | INSURANCE PREMIUM(%) | INSURANCE AMOUNT | PAID |
|------------------|----------------|-------------------|-------------|----------------------|------------------|------|
| 8878 | MUTUAL BENEFIT | 6/22/2012 | 6/14/2013 | 5.00 | 435000.00 | Yes |

Fig. 5.3.2 Vehicle Insurance History

To Renew Vehicle License

Click Vehicle License from the Renewal Main menu

Vehicle License Renewal ▲

[View License History](#)

Subsidiary :

Region :

Branch :

Vehicle :

Model : Corolla Current License Number : **ENG-1012**

Brand : Toyota Current Expiry Date : **8/18/2012 12:00:00 AM**

Date Issued : **8/14/2012 12:00:00 AM**

New License No :

Vendor :

Date Issued :

New Expiry Date :

Fig. 5.3.3 Vehicle License Renewal Page

Select the Subsidiary, Region, Branch, and the Vehicle from the dropdown menus

Select the License vendor and enter all the license renewal details

Select Yes/No from the option box to confirm payment

Click the **Renewal** button

To View Vehicle License History

Click **View License History** link on the vehicle license renewal page

Select the Subsidiary, Region, Branch, and the Vehicle from the dropdown menus

Click the **Search** button to display the vehicle's License history

Vehicle License History

VEHICLE LICENCE HISTORY [Pending Renewals](#)

Subsidiary :

Region :

Branch :

Vehicle:

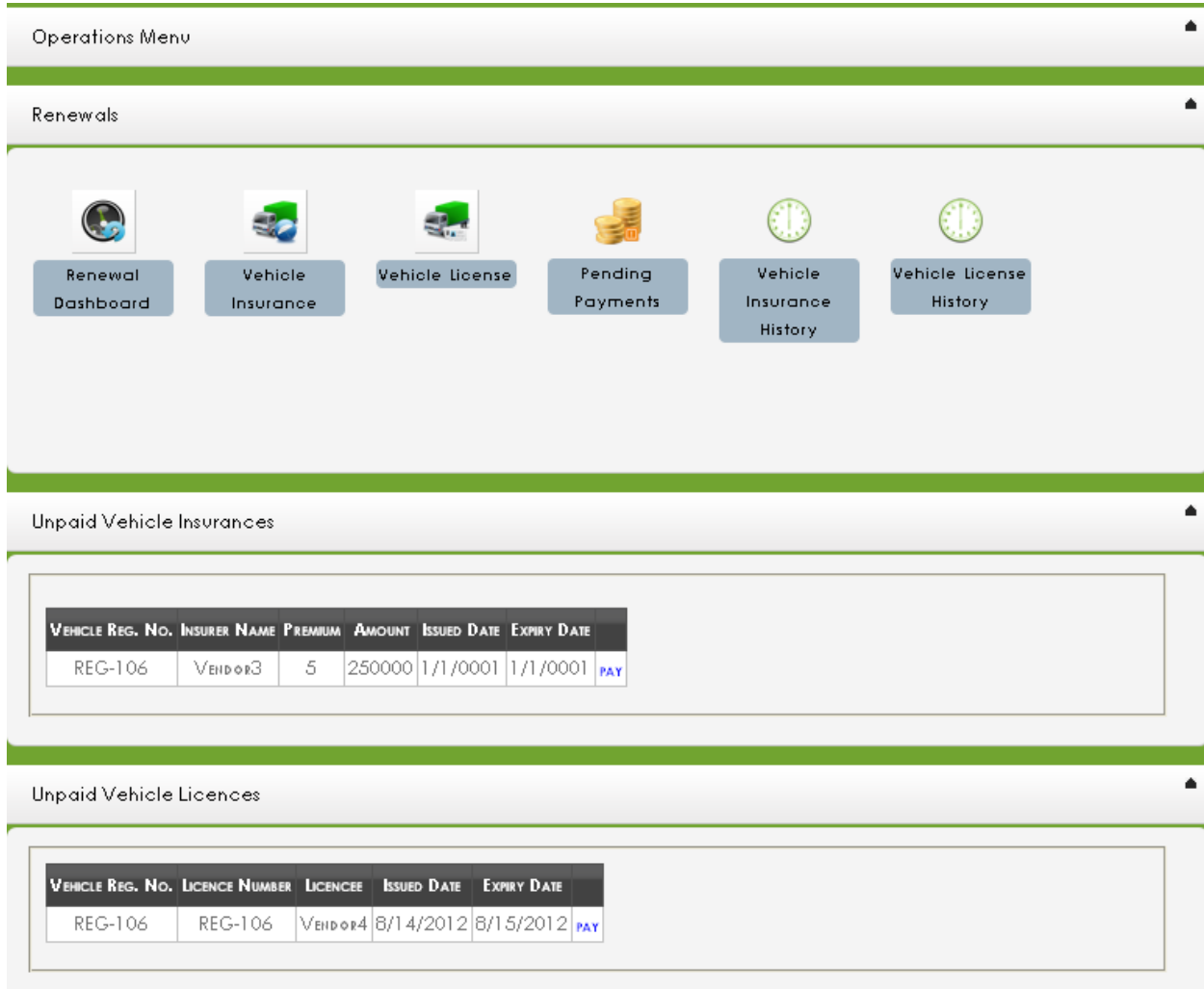
| VEHICLE REG. NO. | LICENSE NUMBER | LICENSEE | ISSUED DATE | EXPIRY DATE | PAID |
|------------------|----------------|----------|-------------|-------------|------|
| LIC-105 | 11111 | VEHID004 | 8/17/2012 | 9/26/2012 | YES |

Fig. 5.3.4 Vehicle License History

How to View Unpaid Vehicle's Insurance/License Payments

Click Pending Payments menu from the Renewal Main menu

It displays the list of unpaid vehicle insurance/license renewals. This page allows the users to reconcile payments when the renewal payments are made.



The screenshot displays the 'Operations Menu' and 'Renewals' sections. The 'Renewals' section contains several menu items: 'Renewal Dashboard', 'Vehicle Insurance', 'Vehicle License', 'Pending Payments' (highlighted), 'Vehicle Insurance History', and 'Vehicle License History'. Below this, the 'Unpaid Vehicle Insurances' section contains a table with the following data:

| VEHICLE REG. NO. | INSURER NAME | PREMIUM | AMOUNT | ISSUED DATE | EXPIRY DATE | |
|------------------|--------------|---------|--------|-------------|-------------|---------------------|
| REG-106 | VEH00R3 | 5 | 250000 | 1/1/0001 | 1/1/0001 | PAY |

The 'Unpaid Vehicle Licences' section contains a table with the following data:

| VEHICLE REG. NO. | LICENCE NUMBER | LICENCEE | ISSUED DATE | EXPIRY DATE | |
|------------------|----------------|----------|-------------|-------------|---------------------|
| REG-106 | REG-106 | VEH00P4 | 8/14/2012 | 8/15/2012 | PAY |

Fig. 5.3.5 Pending Payments

How to View the Maintenance History of a Vehicle

The maintenance history feature of FleeTrak allows users to view maintenance history of vehicles including the maintenance type, service date, maintenance center, total maintenance costs, budgetary amount, and details of spare parts purchased during the maintenance

From the Operations Main Menu

Click the **Maintenance Center** menu to display a submenu,

Click the **Maintenance History** menu to view the Maintenance history page

Vehicle Maintenance History

Vehicle Identification Number : VIN8878 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 8878
 Model : Corolla Engine Capacity : 8
 Manufacturer Year : 2007 Vehicle Description : Toyota Corolla

Budgetary Amount (N): 280,000.00

| MAINTENANCE ID | MAINTENANCE TYPE | SERVICE DATE | ODOMETER | MAINTENANCE CENTER | TOTAL MAINTENANCE COST(N) | COMPLETED | |
|--------------------|------------------|--------------|----------|--------------------|---------------------------|-----------|-------------------------------------|
| MWO_VIN8878_21 | UNSCHEDULED | 6/19/2012 | 0 | MAINTENANCE CENTRE | 2,500.00 | CLOSED | MAINTENANCE DETAILS |
| MWO_VIN8878_51 | UNSCHEDULED | 6/21/2012 | 0 | MAINTENANCE CENTRE | 7,700.00 | CLOSED | MAINTENANCE DETAILS |
| GRAND TOTAL | | | | | 10,200.00 | | |

[Maintenance Details](#)

Fig. 5.4 Maintenance History

Click **Maintenance Details** link from the grid to view the list spare parts purchased during maintenance



Vehicle Maintenance History

Vehicle Identification Number : VIN8878 Brand Name: Toyota
Type : 4-Door Sedan Registration Number : 8878
Model : Corolla Engine Capacity : 8
Manufacturer Year : 2007 Vehicle Description : Toyota Corolla

Budgetary Amount (N): **280,000.00**

| MAINTENANCE ID | MAINTENANCE TYPE | SERVICE DATE | ODOMETER | MAINTENANCE CENTER | TOTAL MAINTENANCE COST(N) | COMPLETED | |
|----------------|------------------|--------------|----------|--------------------|---------------------------|-----------|-------------------------------------|
| MWO_VIN8878_21 | UNSCHEDULED | 6/19/2012 | 0 | MAINTENANCE CENTRE | 2,500.00 | CLOSED | MAINTENANCE DETAILS |
| MWO_VIN8878_51 | UNSCHEDULED | 6/21/2012 | 0 | MAINTENANCE CENTRE | 7,700.00 | CLOSED | MAINTENANCE DETAILS |
| | | | | GRAND TOTAL | 10,200.00 | | |

Maintenance Details

| ITEM NAME | VEHICLE PART | UNIT PRICE (N) | TOTAL COST (N) | VAT (N) |
|-------------|--------------|----------------|----------------|---------|
| WIND SCREEN | FRONT | 2,000.00 | 2,000.00 | 500.00 |

Fig. 5.4.1

Resend Emails

This feature of FleeTrak enables users to resend mails for physical inspection and work order to vendors.

This feature is useful when a vendor does not receive the initial email message sent for physical inspection and work order.

From the Operations Main Menu

Click Resend Emails menu

Resend Mails To Maintenance Centers

| | FILE NAME | WORK ORDER NUMBER | MAINTAINANCE CENTER | VEHICLE REG No | DATE SENT | REQUEST TYPE |
|-----------------------------|------------------------|-------------------|---------------------|----------------|-----------|---------------------|
| RESEND MAIL | PHYSICALINSPECTION.XLS | MWO_VIN1248_01 | MAINTAINANCE CENTRE | 1248 | 6/14/2012 | PHYSICAL INSPECTION |
| RESEND MAIL | PHYSICALINSPECTION.XLS | MWO_VIN8878_11 | MAINTAINANCE LAGOS | 8878 | 6/15/2012 | PHYSICAL INSPECTION |
| RESEND MAIL | WORKORDER.XLS | MWO_VIN8878_31 | MAINTAINANCE CENTRE | 8878 | 6/15/2012 | WORK ORDER REQUEST |
| RESEND MAIL | WORKORDER.XLS | MWO_VIN8878_31 | MAINTAINANCE LAGOS | 8878 | 6/15/2012 | WORK ORDER REQUEST |
| RESEND MAIL | PHYSICALINSPECTION.XLS | MWO_VIN8878_21 | MAINTAINANCE LAGOS | 8878 | 6/21/2012 | PHYSICAL INSPECTION |
| RESEND MAIL | WORKORDER.XLS | MWO_VIN8878_41 | MAINTAINANCE LAGOS | 8878 | 6/21/2012 | WORK ORDER REQUEST |
| RESEND MAIL | WORKORDER.XLS | MWO_VIN8878_51 | MAINTAINANCE CENTRE | 8878 | 6/21/2012 | WORK ORDER REQUEST |
| RESEND MAIL | PHYSICALINSPECTION.XLS | MWO_VIN1276_31 | MAINTAINANCE CENTRE | 1276 | 6/21/2012 | PHYSICAL INSPECTION |
| RESEND MAIL | WORKORDER.XLS | MWO_VIN1276_71 | MAINTAINANCE CENTRE | 1276 | 6/21/2012 | WORK ORDER REQUEST |
| RESEND MAIL | WORKORDER.XLS | MWO_VIN1276_71 | MAINTAINANCE LAGOS | 1276 | 6/21/2012 | WORK ORDER REQUEST |

1 | 2

Fig. 5.5

Click Resend Mail link in for the selected maintenance activity in the grid

Message

Mail has been resent successfully

Quicklinks

- ▶ Vehicle Assignment Log
- ▶ Vehicle Assignment History
- ▶ View Fuel Purchases
- ▶ Refueling History
- ▶ Fuel Consumption Analysis
- ▶ Expiring Vehicle Licences (0)
- ▶ Expiring Vehicle Insurances (0)
- ▶ Pending Maintenance Requests (0)
- ▶ Pending Vehicle Requests (2)
- ▶ Pending Petty Cash Requests (0)
- ▶ Pending Work Orders (0)
- ▶ Receive Physical Inspection
- ▶ Receive Work Order Quote

Operations Menu

- Dashboard
- Reports
- Assign
- Maintenance Center
- Refueling Event
- Refueling Period
- Admin Approval
- Renewals
- Work Order
- Maintenance History
- Outstanding Liabilities
- Resend Email

Resend Mails To Maintenance Centers

| | FILE NAME | WORK ORDER NUMBER | MAINTENANCE CENTER | VEHICLE REG NO | DATE SENT | REQUEST TYPE |
|-------------|------------------------|-------------------|--------------------|----------------|-----------|---------------------|
| RESEND-MAIL | PHYSICALINSPECTION.XLS | MW0_563_41 | MAINTENANCE LAGOS | GGEB99HE | 6/22/2012 | PHYSICAL INSPECTION |
| 2 | | | | | | |

Fig. 5.5.1

Work order Processing

This feature minimizes fraudulent acts by drivers during repairs/maintenance activities of vehicles.

Before any work can be done on any vehicle, FleeTrak requires that a work order be raised for approval on such job. The approval of the work order authorizing repair/maintenance of a particular vehicle.

An employee that is assigned a vehicle can raise a maintenance request in the helpdesk module of FleeTrak. This will enable the Fleet manager to process the maintenance jobs for the request.

To carry out the maintenance of a vehicle in FleeTrak; the following processes should be executed:

Raise a Maintenance Request (Refer to the Helpdesk Module)

Send Physical Inspection

Receive Physical Inspection

Send Work order

Receive Work order

Approve quote

Close Work order

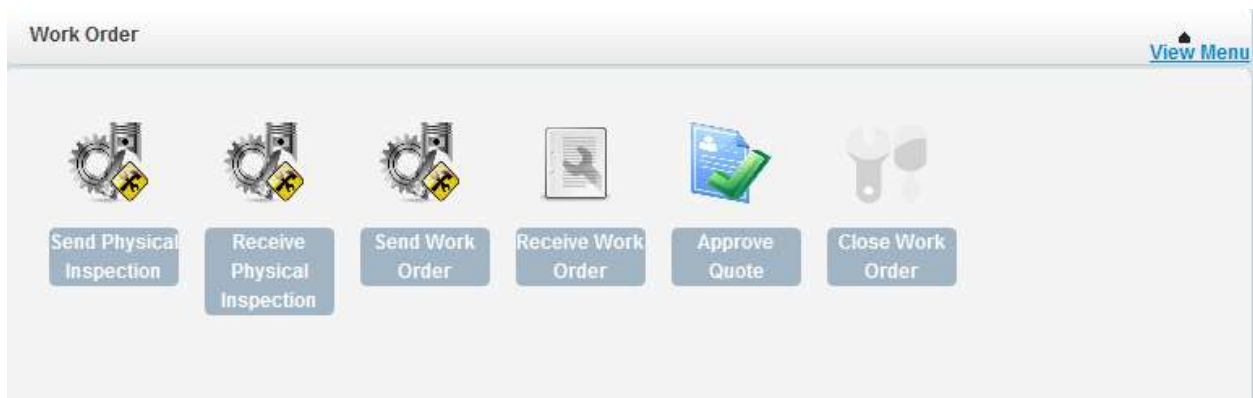


Fig. 5.6

Send Physical Inspection

Click **Work Order** menu to display a submenu,

Click **Send Physical Inspection** to view the send physical inspection page.

Maintenance Requests That Needs Physical Inspection

Maintenance Requests to Create Physical Inspection :

| | REQUESTER | VEHICLE REG NO | REQUEST DATE | REQUEST TYPE |
|---|---------------------|----------------|--------------|--------------|
| SEND PHYSICAL INSPECTION | CNTESTER2 CNTESTER2 | 1234 | 6/27/2012 | UNSCHEDULED |

Fig. 5.6.1

Click **Send Physical Inspection** link from the selected maintenance request that needs physical inspection in the grid

Create Physical Inspection

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

Maintenance History

Maintenance Centers :

Subsidiary :

Region Name :

Branch Name :

Response Date :

Work Description :

Items to Send:

| VEHICLE DESCRIPTION | SPARE PART | VEHICLE PART | PREVIOUS CHANGE DATE | WARRANTY PERIOD (MONTHS) | PART EFFICIENCY (%) | QUANTITY | UNIT PRICE (N) | TOTAL PRICE (N) | VAT (N) |
|--|-------------|--------------|----------------------|--------------------------|---------------------|----------|----------------|-----------------|---------|
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 8 , YEAR = 2006, REGISTRATION NUMBER = 1234) | WIND SCREEN | BACK | N.A | 12 | 0.00 | 1 | | | |
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 8 , YEAR = 2006, REGISTRATION NUMBER = 1234) | TYRE | BACK LEFT | N.A | 12 | 0.00 | 1 | | | |

Fig. 5.6.1.1

Select the Subsidiary, Region, and Branch from the dropdown menus

Select the Response date from the calendar

Enter the Work Description

Create Physical Inspection

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

[Maintenance History](#)

Maintenance Centers :

Subsidiary : Rosabon Test ▾
 Region Name : Southwest Region ▾
 Branch Name : Lagos Branch ▾
 Response Date : 06/27/2012
 Work Description : test ...

| SELECT MAINTENANCE CENTER | NAME | ADDRESS | MOBILE PHONE | EMAIL |
|----------------------------------|--------------------|---------|--------------|-----------------------------|
| <input type="radio"/> | MAINTENANCE CENTRE | LAGOS | 1111111111 | APPSUPPORT@CONCEPT-NOVA.COM |
| <input checked="" type="radio"/> | MAINTAINANCE LAGOS | LAGOS | 1111111111 | QATEAM@CONCEPT-NOVA.COM |
| <input type="radio"/> | LASAA | GFGFG | 5566666664 | GDGDGD@DDJJD.COM |

Items to Send:

| VEHICLE DESCRIPTION | SPARE PART | VEHICLE PART | PREVIOUS CHANGE DATE | WARRANTY PERIOD (MONTHS) | PART EFFICIENCY (%) | QUANTITY | UNIT PRICE (N) | TOTAL PRICE (N) | VAT (N) |
|--|-------------|--------------|----------------------|--------------------------|---------------------|----------|----------------|-----------------|---------|
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 8 , YEAR = 2006, REGISTRATION NUMBER = 1234) | WIND SCREEN | BACK | N.A | 12 | 0.00 | 1 | | | |
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 8 , YEAR = 2006, REGISTRATION NUMBER = 1234) | TYRE | BACK LEFT | N.A | 12 | 0.00 | 1 | | | |

Fig. 5.6.1.2

Select the maintenance vendor by choosing from the option box

Click **Send for Physical Inspection** button to send physical inspection to the maintenance center

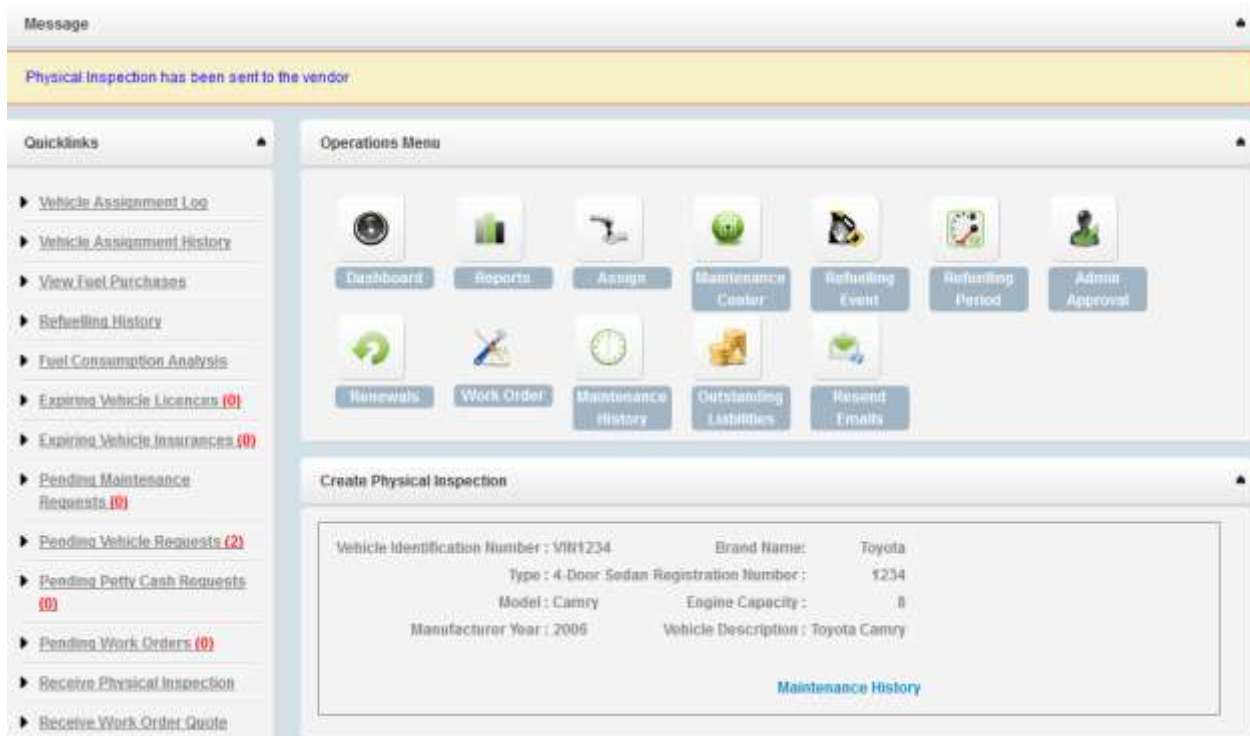


Fig. 5.6.1.3

The Maintenance Vendor receives the physical inspection via E-mail in an excel sheet format.

| A | B | C | D | E | F | G | H | I | J |
|--|-------------|--------------|------------------|----------|----------------|-----------------|---------|--------------------------|--------------------------|
| Vehicle Description | Spare Part | Vehicle Part | Work Description | Quantity | Unit Price (N) | Total Price (N) | VAT (N) | Warranty Period (Months) | Response Date (mm/dd/yy) |
| Toyota Camry Toyota Camry (Engine Capacity = 8 , Year = 2006, Registration Number = 1234) | Wind screen | Back | | 1 | | | | | 6/27/2012 |
| Toyota Camry Toyota Camry (Engine Capacity = 8 , Year = 2006, Registration Number = 1234) | tyre | Back Left | | 1 | | | | | 6/27/2012 |

Fig. 5.6.1.4

The Vendor will enter the required maintenance details in the excel document and send back to the fleet manager via E-mail.

When the E-mail is received, the fleet manager loads the physical inspection document to the application by clicking **Receive Physical Inspection** submenu in the **Work order** menu.

Receive Physical Inspection

Click **Work Order** menu to display a submenu,

Click **Receive Physical Inspection** to display page

Receive Physical Inspections

| | WORK ORDER NUMBER | MAINTENANCE CENTER | VEHICLE REG NO | RESPONSE DATE | REQUEST TYPE |
|---|-------------------|--------------------|----------------|---------------|--------------|
| UPLOAD MANUALLY RECEIVE | MWO_VIN-1_11 | VEH008B | VIN-1 | 8/31/2012 | UN SCHEDULED |

Fig. 5.6.2

Use any of the two options to enter the Physical inspection quote. Either click **Upload** button to automatically upload excel file received from the selected physical inspection center or click **manually receive** to manually enter the information into the grid

Receive Physical Inspection

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

[Maintenance History](#)

Maintenance Type :

Upload the Excel File Sent By Maintenance Center :

Upload File:

Fig. 5.7.2.1

Upload the physical inspection document sent by the vendor via E-mail by clicking the **Browse** button

Click the **View File** button

Receive Physical Inspection

Vehicle Identification Number : VIN-1 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : VIN-1
 Model : Corolla Engine Capacity : 6
 Manufacturer Year : 2012 Vehicle Description : Toyota Corolla

[Maintenance History](#)

Maintenance Type :

Upload the Excel File Sent By Maintenance Center :

Upload File: no file selected

| VEHICLE DESCRIPTION | SPARE PART | VEHICLE PART | WORK DESCRIPTION | QUANTITY | UNIT PRICE (N) | VAT (N) | TOTAL PRICE (N) | WARRANTY PERIOD (MONTHS) | RESPONSE DATE (MM/DD/YY) |
|---|-------------|--------------|------------------|----------|----------------|---------|-----------------|--------------------------|--------------------------|
| TOYOTA COROLLA TOYOTA COROLLA (ENGINE CAPACITY = 6 , YEAR = 2012, REGISTRATION NUMBER = VIN-1) | WIND SCREEN | BACK | CHANGE | 1 | 5000 | 200 | 5000 | 16 | 8/31/2012 12:00:00 AM |
| TOYOTA COROLLA TOYOTA COROLLA (ENGINE CAPACITY = 6 , YEAR = 2012, REGISTRATION NUMBER = VIN-1) | OIL FILTER | BACK | CHANGE | 1 | 5000 | 200 | 5000 | 16 | 8/31/2012 12:00:00 AM |

Total Labour Cost :

Please make sure that the sheet and excel file are named Sheet1. Also make sure that is in COMPATIBILITY MODE

Fig. 5.6.2.2

Click the **Receive Inspection** button to receive physical inspection sent by the maintenance vendor on the application

Message

Physical Inspection has been received successfully

Quicklinks

- ▶ Vehicle Assignment Log
- ▶ Vehicle Assignment History
- ▶ View Fuel Purchases
- ▶ Refueling History
- ▶ Fuel Consumption Analysis
- ▶ Expiring Vehicle Licences (0)
- ▶ Expiring Vehicle Insurances (0)
- ▶ Pending Maintenance Requests (0)
- ▶ Pending Vehicle Requests (2)
- ▶ Pending Petty Cash Requests (0)
- ▶ Pending Work Orders (0)
- ▶ Receive Physical Inspection
- ▶ Receive Work Order Quote
- ▶ Approve Work Order Quote

Quick contact form

Your Name:

Operations Menu

- Dashboard
- Reports
- Assign
- Maintenance Center
- Refueling Event
- Refueling Period
- Admin Approval
- Renewals
- Work Order
- Maintenance History
- Outstanding Liabilities
- Resend Emails

Receive Physical Inspection

Vehicle Identification Number : WH1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

Maintenance History

Maintenance Type :

Upload the Excel File Sent By Maintenance Center :

Upload File:

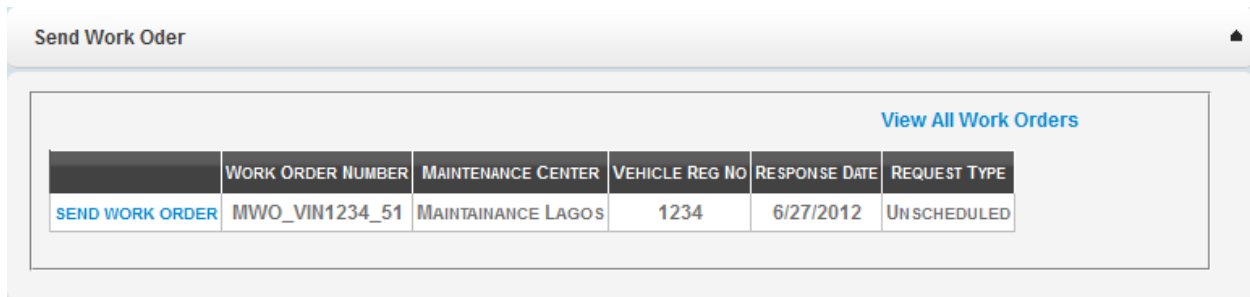
Fig. 5.6.2.3

After the physical inspection has been received, the next step is to send the work order to the preferred maintenance vendor

Send Work order

Click **Work order** menu to display a submenu,

Click the **Send work order** link



Send Work Order ▲

[View All Work Orders](#)

| | WORK ORDER NUMBER | MAINTENANCE CENTER | VEHICLE REG NO | RESPONSE DATE | REQUEST TYPE |
|---------------------------------|-------------------|--------------------|----------------|---------------|--------------|
| SEND WORK ORDER | MWO_VIN1234_51 | MAINTAINANCE LAGOS | 1234 | 6/27/2012 | UNSCHEDULED |

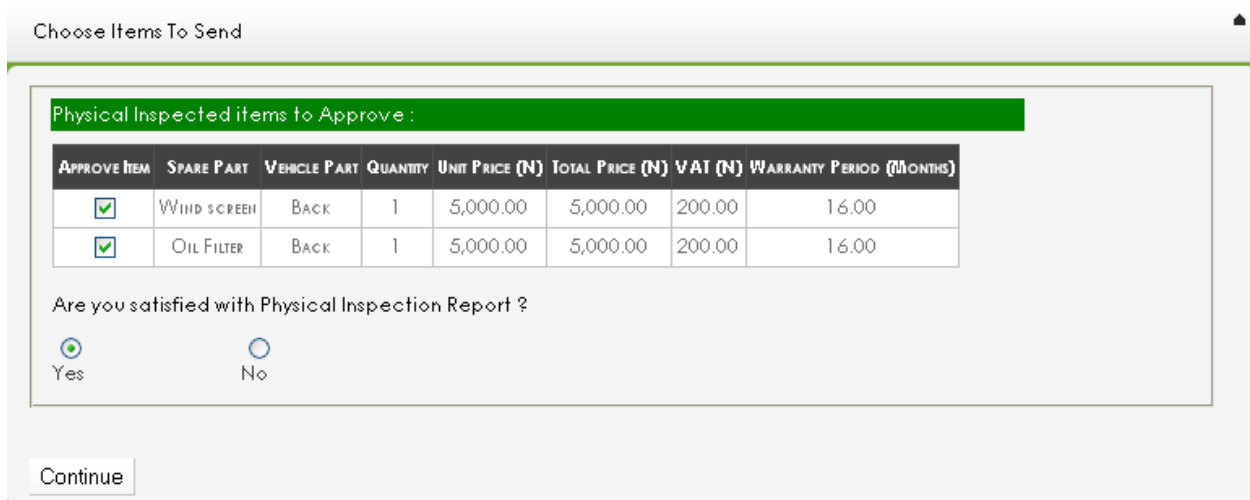
Fig. 5.6.3

Click **Send Work order** link from the selected work order in the grid

Fig. 5.6.3.1

Choose the approved physical inspected Items to send for maintenance using the check box.

On satisfaction with quote select **Yes** from the option menu and click **Continue** button to send work order



Choose Items To Send ▲

Physical Inspected items to Approve :

| APPROVE ITEM | SPARE PART | VEHICLE PART | QUANTITY | UNIT PRICE (N) | TOTAL PRICE (N) | VAT (N) | WARRANTY PERIOD (MONTHS) |
|-------------------------------------|-------------|--------------|----------|----------------|-----------------|---------|--------------------------|
| <input checked="" type="checkbox"/> | WIND SCREEN | BACK | 1 | 5,000.00 | 5,000.00 | 200.00 | 16.00 |
| <input checked="" type="checkbox"/> | OIL FILTER | BACK | 1 | 5,000.00 | 5,000.00 | 200.00 | 16.00 |

Are you satisfied with Physical Inspection Report ?

Yes
 No

Fig. 5.6.3.2

Click **Work order** menu to display a submenu,

Click the **Send work order** menu

Maintenance Work Order

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

[Maintenance History](#)

Maintenance Centers to Send Work Order To :

Subsidiary :

Region Name :

Branch Name :

Response Date :

Comments :

Items to Send:

| VEHICLE DESCRIPTION | SPARE PART | VEHICLE PART | PREVIOUS CHANGE DATE | WARRANTY PERIOD (MONTHS) | PART EFFICIENCY (%) | QUANTITY | UNIT PRICE (N) | TOTAL PRICE (N) | VAT (N) |
|---|-------------|--------------|----------------------|--------------------------|---------------------|----------|----------------|-----------------|---------|
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 2006, REGISTRATION NUMBER = 1234) | WIND SCREEN | BACK | N.A | 12 | 0.00 | 1 | | | |
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 2006, REGISTRATION NUMBER = 1234) | TYRE | BACK LEFT | N.A | 12 | 0.00 | 1 | | | |

Fig. 5.6.3.3

Select the Subsidiary, Region, and Branch from the dropdown menus

Select the Response date from the calendar

Enter Comments

Maintenance Work Order

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

[Maintenance History](#)

Maintenance Centers to Send Work Order To :

Subsidiary : Rosabon Test
 Region Name : Southwest Region
 Branch Name : Lagos Branch
 Response Date : 06/27/2012
 Comments : test

| <input type="checkbox"/> | NAME | ADDRESS | MOBILE PHONE | EMAIL |
|-------------------------------------|--------------------|---------|--------------|-----------------------------|
| <input type="checkbox"/> | MAINTENANCE CENTRE | LAGOS | 1111111111 | APPSUPPORT@CONCEPT-NOVA.COM |
| <input checked="" type="checkbox"/> | MAINTAINANCE LAGOS | LAGOS | 11111111111 | QATEAM@CONCEPT-NOVA.COM |
| <input type="checkbox"/> | LASAA | GFGFG | 556666664 | GDGDGD@DDJJD.COM |

Items to Send:

| VEHICLE DESCRIPTION | SPARE PART | VEHICLE PART | PREVIOUS CHANGE DATE | WARRANTY PERIOD (MONTHS) | PART EFFICIENCY (%) | QUANTITY | UNIT PRICE (N) | TOTAL PRICE (N) | VAT (N) |
|---|-------------|--------------|----------------------|--------------------------|---------------------|----------|----------------|-----------------|---------|
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 2006, REGISTRATION NUMBER = 1234) | WIND SCREEN | BACK | N.A | 12 | 0.00 | 1 | | | |
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 2006, REGISTRATION NUMBER = 1234) | TYRE | BACK LEFT | N.A | 12 | 0.00 | 1 | | | |

Fig. 5.6.3.4

Click the check box to select the maintenance vendors

Click the **Send Work** order button to send work order for maintenance to the vendors

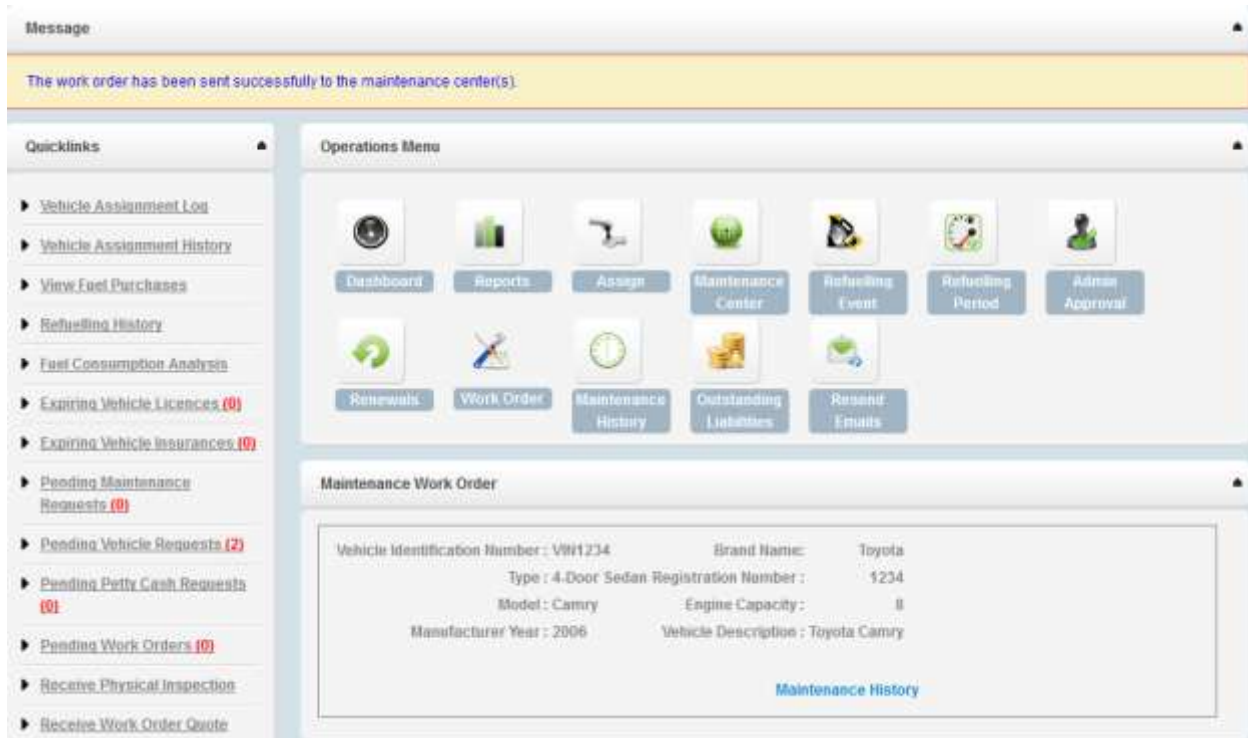


Fig. 5.6.3.5

The Maintenance Vendor receives the work order via E-mail in an excel sheet format.

| Vehicle Description | Spare Part | Vehicle Part | Work Description | Quantity | Unit Price (N) | Total Price (N) | VAT (N) | Warranty Period (Months) | Response Date (mm/dd/yy) |
|--|-------------|--------------|------------------|----------|----------------|-----------------|---------|--------------------------|--------------------------|
| Toyota Camry Toyota Camry (Engine Capacity = 8 , Year = 2006, Registration Number = 1234) | Wind screen | Back | | 1 | | | | | 6/27/2012 |
| Toyota Camry Toyota Camry (Engine Capacity = 8 , Year = 2006, Registration Number = 1234) | tyre | Back Left | | 1 | | | | | 6/27/2012 |

Fig. 5.6.3.6

The Vendor will enter the required maintenance details in the excel document and send back to the fleet manager via E-mail.

When the E-mail is received, the fleet manager loads the work order document to the application by clicking **Receive Work order** submenu in the **Work order** menu.

Receive Work order

Click **Receive Work order** submenu from the **Work order** menu

Receive Work Orders

| | WORK ORDER NUMBER | MAINTENANCE CENTER | VEHICLE REG NO | RESPONSE DATE | REQUEST TYPE |
|------------------------------------|-------------------|--------------------|----------------|---------------|--------------|
| RECEIVE WORK ORDER | MWO_VIN1248_01 | MAINTENANCE CENTRE | 1248 | 6/15/2012 | UNSCHEDULED |
| RECEIVE WORK ORDER | MWO_VIN1234_51 | MAINTAINANCE LAGOS | 1234 | 6/27/2012 | UNSCHEDULED |

Fig. 5.6.4

Click **Receive Work order** link from the selected received work order in the grid

Receive Work order

Vehicle Identification Number : VIN-1 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : VIN-1
 Model : Corolla Engine Capacity : 6
 Manufacturer Year : 2012 Vehicle Description : Toyota Corolla

[Maintenance History](#)

Work Order :

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST TYPE | REQUEST DATE | |
|---|--------------------|-------------------|--------------|--------------|-----------------------------|
| UPLOAD MANUALLY RECEIVE | VEH00RB | MWO_VIN-1_11 | UNSCHEDULED | 8/31/2012 | VIEW UPLOAD |

Fig. 5.6.4.1

Use any of the two options to enter the Work order quote. Either **Upload** button to automatically upload excel Sheet received from the selected maintenance center or **manually receive** to manually enter the information into the grid

Receive Work order

Vehicle Identification Number : VIN-1 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : VIN-1
 Model : Corolla Engine Capacity : 6
 Manufacturer Year : 2012 Vehicle Description : Toyota Corolla

[Maintenance History](#)

Work Order :

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST TYPE | REQUEST DATE | |
|---|--------------------|-------------------|--------------|--------------|---|
| UPLOAD MANUALLY RECEIVE | VEH008B | MWO_VIN-1_11 | UNSCHEDULED | 8/31/2012 | View UPLOAD |

Upload File: no file selected

Total Labour Cost :

Fig. 5.6.4.2

Click the **Browse** button to select the work order document sent by the vendor via E-mail
 Click the **Upload** button Upload the received work order document

Receive Work order

Vehicle Identification Number : VIN-1 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : VIN-1
 Model : Corolla Engine Capacity : 6
 Manufacturer Year : 2012 Vehicle Description : Toyota Corolla

[Maintenance History](#)

Work Order :

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST TYPE | REQUEST DATE | |
|---|--------------------|-------------------|--------------|--------------|---|
| UPLOAD MANUALLY RECEIVE | VEH008B | MWO_VIN-1_11 | UNSCHEDULED | 8/31/2012 | View UPLOAD |

Upload File: no file selected

Total Labour Cost :

Message ✖

Work Order has been finalized successfully

Fig. 5.6.4.3

Enter the **Total Labour Cost** and Click **Save** Button

Work Order With Quotes

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

Maintenance Center Maintainance Lagos

Work Order Items With Quotes :

| SPARE PART | VEHICLE PART | QUANTITY REQUESTED | UNIT PRICE (N) | TOTAL PRICE (N) | VAT (N) | WARRANTY PERIOD (MONTHS) | PART EFFICIENCY (%) |
|-------------|--------------|--------------------|----------------|-----------------|----------|--------------------------|---------------------|
| WIND SCREEN | BACK | 1 | 5,000.00 | 5,000.00 | 500.00 | 12 | 0.00 |
| TYRE | BACK LEFT | 1 | 12,000.00 | 12,000.00 | 1,200.00 | 13 | 0.00 |

Fig. 5.6.4.5

Click **Back** Button to navigate to the **Receive work order** page

After finalizing the work order, the fleet manager will compare the quotes sent by the vendors.

Approve Quote

Click **Work Order** menu to display a submenu,

Click the **Approve Quote** to display the page

Approve Work Order Quotes

| | WORK ORDER NUMBER | MAINTENANCE CENTER | VEHICLE REG NO | RESPONSE DATE | REQUEST TYPE |
|--------------------------------|-------------------|--------------------|----------------|---------------|--------------|
| COMPARE QUOTES | MWO_VIN1234_51 | MAINTAINANCE LAGOS | 1234 | 6/27/2012 | UNSCHEDULED |

Fig. 5.6.5

Click **Compare quotes** link from the selected work order quote in the grid

Compare Work Order Quotes from Maintenance Centers

| | QUANTITY | MAINTAINANCE LAGOS | MAINTAINANCE LAGOS WARRANTY PERIOD |
|--------------------|----------|--------------------|------------------------------------|
| WIND SCREEN (BACK) | 1 | 5,000.00 | 12 |
| TYRE (BACK LEFT) | 1 | 12,000.00 | 13 |

Fig. 5.7.5.1

Click the **Approve Work order** button

Approve Work Order Quote

Maintenance Requests to Approve and Send Work Order :

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

[Maintenance History](#)

Work Order To Approve :

| CHECK TO APPROVE | MAINTAINANCE CENTER | WORK ORDER NUMBER | REQUEST DATE | RESPONSE DATE | REQUEST TYPE | MILEAGE GIVEN | ACTUAL MILEAGE |
|-------------------------------------|---------------------|-------------------|--------------|---------------|--------------|---------------|----------------|
| <input checked="" type="checkbox"/> | MAINTAINANCE LAGOS | MWO_VIN1234_81 | 6/27/2012 | 6/27/2012 | UNSCHEDULED | | |

Work Order Items With Quotes :

Fig. 5.6.5.2

Choose the work order to approve by selecting the option box

Approve Work Order Quote

Maintenance Requests to Approve and Send Work Order :

Vehicle Identification Number : VIN1234 Brand Name: Toyota
 Type : 4-Door Sedan Registration Number : 1234
 Model : Camry Engine Capacity : 8
 Manufacturer Year : 2006 Vehicle Description : Toyota Camry

[Maintenance History](#)

Work Order To Approve :

| CHECK TO APPROVE | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST DATE | RESPONSE DATE | REQUEST TYPE | MILEAGE GIVEN | ACTUAL MILEAGE |
|----------------------------------|--------------------|-------------------|--------------|---------------|--------------|---------------|----------------|
| <input checked="" type="radio"/> | MAINTAINANCE LAGOS | MWO_VIN1234_81 | 6/27/2012 | 6/27/2012 | UNSCHEDULED | | |

Work Order Items With Quotes :

| VEHICLE DESCRIPTION | SPARE PART | VEHICLE PART | QUANTITY REQUESTED | UNIT PRICE (N) | VAT (N) | TOTAL PRICE (N) | WARRANTY PERIOD (MONTHS) |
|--|-------------|--------------|--------------------|----------------|----------|-----------------|--------------------------|
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 8 , YEAR = 2006, REGISTRATION NUMBER = 1234) | WIND SCREEN | BACK | 1 | 5,000.00 | 500.00 | 5,000.00 | 12 |
| TOYOTA CAMRY TOYOTA CAMRY (ENGINE CAPACITY = 8 , YEAR = 2006, REGISTRATION NUMBER = 1234) | TYRE | BACK LEFT | 1 | 12,000.00 | 1,200.00 | 12,000.00 | 13 |

Fig. 5.6.5.3

Click **Approve Quote** button

Message

Quotes have been approved and sent

Quicklinks

- ▶ [Vehicle Assignment Log](#)
- ▶ [Vehicle Assignment History](#)
- ▶ [View Fuel Purchases](#)
- ▶ [Refuelling History](#)
- ▶ [Fuel Consumption Analysis](#)
- ▶ [Expiring Vehicle Licences \(0\)](#)
- ▶ [Expiring Vehicle Insurances \(0\)](#)
- ▶ [Pending Maintenance Requests \(0\)](#)
- ▶ [Pending Vehicle Requests \(2\)](#)
- ▶ [Pending Petty Cash Requests \(0\)](#)
- ▶ [Pending Work Orders \(0\)](#)
- ▶ [Receive Physical Inspection](#)
- ▶ [Receive Work Order Quote](#)
- ▶ [Approve Work Order Quote](#)

Quick contact form

Your Name:

Your contact email:

Your questions & comments:

Operations Menu

- Dashboard
- Reports
- Assign
- Maintenance Center
- Refuelling Event
- Refuelling Period
- Admin Approval
- Renewals
- Work Order
- Maintenance History
- Outstanding Liabilities
- Resend Emails

Approve Work Order Quote

Maintenance Requests to Approve and Send Work Order :

| | |
|---|------------------------------------|
| Vehicle Identification Number : VNH1234 | Brand Name: Toyota |
| Type : 4-Door Sedan | Registration Number : 1234 |
| Model : Camry | Engine Capacity : 8 |
| Manufacturer Year : 2006 | Vehicle Description : Toyota Camry |

[Maintenance History](#)

Work Order To Approve :

THERE ARE NO WORK ORDERS WITH QUOTES

Work Order Items With Quotes :

THIS WORK ORDER DOES NOT HAVE ITEMS WITH RECEIVED QUOTES

[Back to Compare Quotes](#) [Approve Quote](#)

Fig. 5.6.5.4

The next step is to close the work order.

Close Work order

Click **Work order** menu to display a submenu,

Click the **Close work order** to display the page

Select **Pending repairs** tab



Maintenance Work Orders

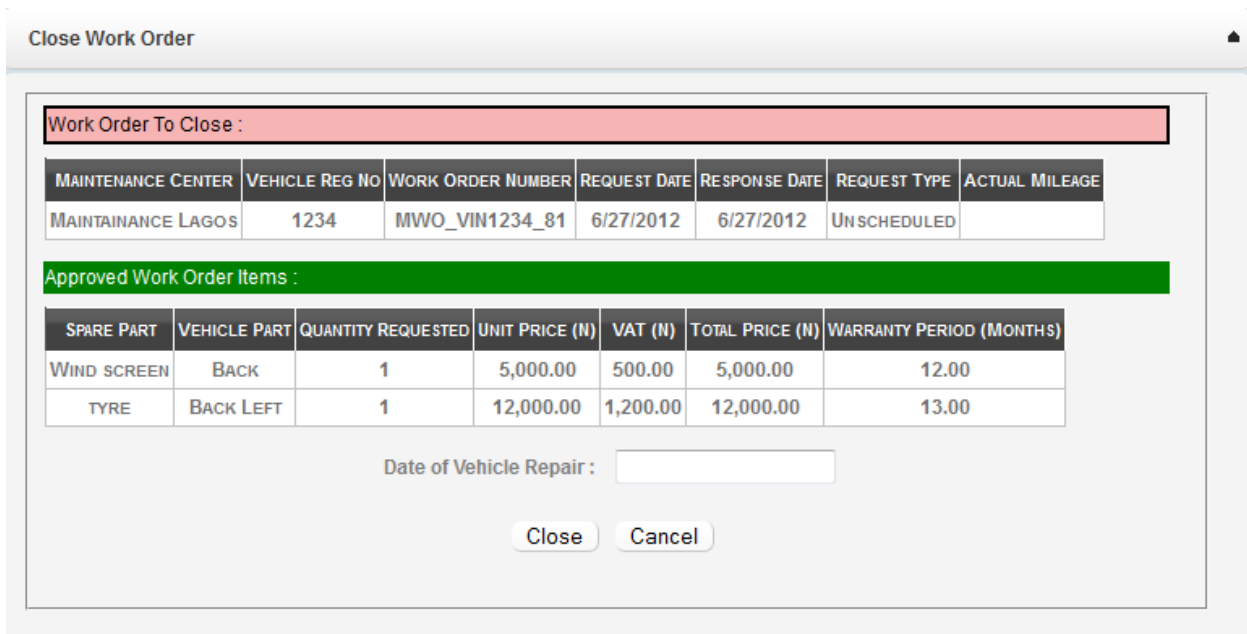
Work Orders

Pending Work Order Pending Repairs Cancelled Work Orders Closed Work Orders

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST DATE | RESPONSE DATE | REQUEST TYPE | REPAIR DATE |
|-------------------------|--------------------|-------------------|--------------|---------------|--------------|-------------|
| DETAILS | MAINTAINANCE LAGOS | MWO_VIN1234_81 | 6/27/2012 | 6/27/2012 | UNSCHEDULED | |

Fig. 5.6.6

Click **Details** link from the selected work order that is pending repairs



Close Work Order

Work Order To Close :

| MAINTENANCE CENTER | VEHICLE REG No | WORK ORDER NUMBER | REQUEST DATE | RESPONSE DATE | REQUEST TYPE | ACTUAL MILEAGE |
|--------------------|----------------|-------------------|--------------|---------------|--------------|----------------|
| MAINTAINANCE LAGOS | 1234 | MWO_VIN1234_81 | 6/27/2012 | 6/27/2012 | UNSCHEDULED | |

Approved Work Order Items :

| SPARE PART | VEHICLE PART | QUANTITY REQUESTED | UNIT PRICE (N) | VAT (N) | TOTAL PRICE (N) | WARRANTY PERIOD (MONTHS) |
|-------------|--------------|--------------------|----------------|----------|-----------------|--------------------------|
| WIND SCREEN | BACK | 1 | 5,000.00 | 500.00 | 5,000.00 | 12.00 |
| TYRE | BACK LEFT | 1 | 12,000.00 | 1,200.00 | 12,000.00 | 13.00 |

Date of Vehicle Repair :

Close Cancel

Fig. 5.6.6.1

Select the **Vehicle Repair date** from the calendar

Close Work Order

Work Order To Close :

| MAINTENANCE CENTER | VEHICLE REG NO | WORK ORDER NUMBER | REQUEST DATE | RESPONSE DATE | REQUEST TYPE | ACTUAL MILEAGE |
|--------------------|----------------|-------------------|--------------|---------------|--------------|----------------|
| MAINTAINANCE LAGOS | 1234 | MWO_VIN1234_81 | 6/27/2012 | 6/27/2012 | UN SCHEDULED | |

Approved Work Order Items :

| SPARE PART | VEHICLE PART | QUANTITY REQUESTED | UNIT PRICE (N) | VAT (N) | TOTAL PRICE (N) | WARRANTY PERIOD (MONTHS) |
|-------------|--------------|--------------------|----------------|----------|-----------------|--------------------------|
| WIND SCREEN | BACK | 1 | 5,000.00 | 500.00 | 5,000.00 | 12.00 |
| TYRE | BACK LEFT | 1 | 12,000.00 | 1,200.00 | 12,000.00 | 13.00 |

Date of Vehicle Repair :

June 2012

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Fig. 5.6.6.2

Click the **Close** button to Close Work order

Message

The maintenance for the vehicle VIN1234 has been completed successfully

Quicklinks

- Vehicle Assessment Log
- Vehicle Assessment History
- View Fuel Purchases
- Refuelling History
- Fuel Consumption Analysis
- Expiring Vehicle Licenses (0)
- Expiring Vehicle Insurances (0)
- Pending Maintenance Requests (0)
- Pending Vehicle Requests (2)
- Pending Petty Cash Requests (0)
- Pending Work Orders (0)
- Receive Physical Inspection
- Receive Work Order Quote
- Approve Work Order Quote

Operations Menu

- Dashboard
- Reports
- Assign
- Maintenance Center
- Refuelling Error
- Refuelling Period
- Admin Approval
- Homepage
- Work Order
- Maintenance History
- Outstanding Liabilities
- Request Email

Close Work Order

Work Order To Close :

THERE ARE NO APPROVED WORK ORDER'S WITH QUOTE'S

Approved Work Order Items :

THIS WORK ORDER DOES NOT HAVE ITEMS WITH APPROVED QUOTE'S

Date of Vehicle Repair :

Fig. 5.6.6.3

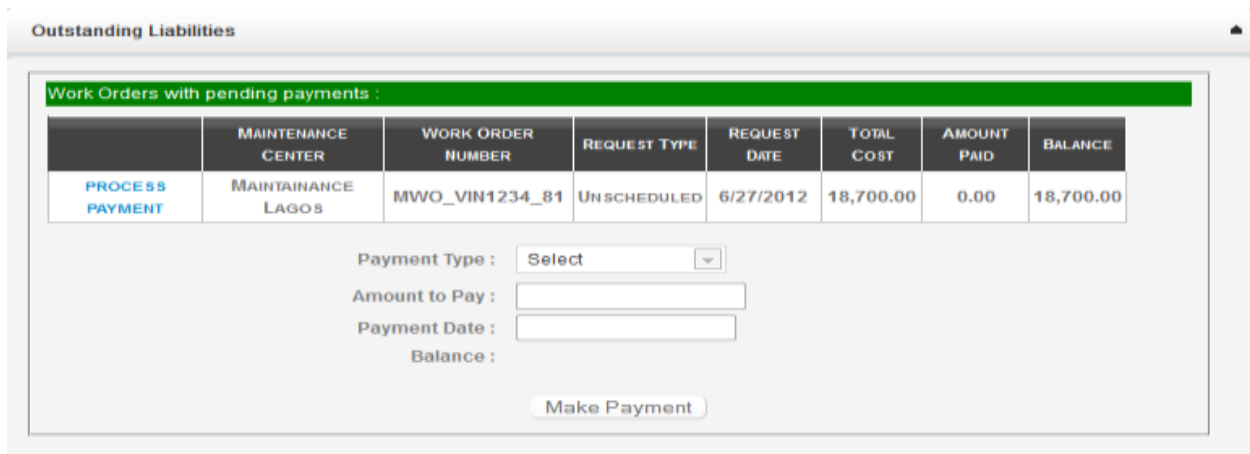
The next step is to process payment for the approved work order for the vehicle undergoing maintenance

To Process Payments for Outstanding Liabilities

This feature enables users to process payments for work orders with pending payments.

From the Operations Main Menu

Click **Outstanding Liabilities** menu



Outstanding Liabilities

Work Orders with pending payments :

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST TYPE | REQUEST DATE | TOTAL COST | AMOUNT PAID | BALANCE |
|---------------------------------|--------------------|-------------------|--------------|--------------|------------|-------------|-----------|
| PROCESS PAYMENT | MAINTAINANCE LAGOS | MWO_VIN1234_81 | UNSCHEDULED | 6/27/2012 | 18,700.00 | 0.00 | 18,700.00 |

Payment Type :

Amount to Pay :

Payment Date :

Balance :

Fig. 5.7 Outstanding Liabilities

Click Process Payment link from the grid to process payment for the select work order

Select the Payment type from the dropdown menu and enter all payment details

Click the **Make Payment** button

Outstanding Liabilities

Work Orders with pending payments :

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST TYPE | REQUEST DATE | TOTAL COST | AMOUNT PAID | BALANCE |
|---------------------------------|--------------------|-------------------|--------------|--------------|------------|-------------|-----------|
| PROCESS PAYMENT | MAINTAINANCE LAGOS | MWO_VIN1234_81 | UNSCHEDULED | 6/27/2012 | 18,700.00 | 0.00 | 18,700.00 |

Payment Type :

Amount to Pay :

Payment Date :

Balance : 700.00

Fig. 5.7.1

Message

Payment has been made successfully

Quicklinks

- Vehicle Assignment Log
- Vehicle Assignment History
- View Fuel Purchases
- Rebidding History
- Fuel Consumption Analysis
- Expiring Vehicle Licenses (0)
- Expiring Vehicle Insurances (0)
- Pending Maintenance Requests (0)
- Pending Vehicle Requests (2)
- Pending petty Cash Requests (0)
- Pending Work Orders (0)
- Receive Physical Inspection
- Receive Work Order Quote
- Approve Work Order Quote

Operations Menu

- Dashboard
- Reports
- Assign
- Maintenance Center
- Rebidding Event
- Rebidding Period
- Admin Approval
- Materials
- Work Order
- Maintenance History
- Outstanding Liabilities
- Request Emails

Outstanding Liabilities

Work Orders with pending payments :

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST TYPE | REQUEST DATE | TOTAL COST | AMOUNT PAID | BALANCE |
|---------------------------------|--------------------|-------------------|--------------|--------------|------------|-------------|---------|
| PROCESS PAYMENT | MAINTAINANCE LAGOS | MWO_VIN1234_81 | UNSCHEDULED | 6/27/2012 | 18,700.00 | 18,000.00 | 700.00 |

Payment Type :

Amount to Pay :

Payment Date :

Balance :

Quick contact form

Your Name:

Fig. 5.7.2

To make payment for the remaining balance, follow the steps stated above (to process payments for outstanding liabilities)

Click Process Payment link from the grid to process payment for the select work order

Select the Payment type from the dropdown menu and enter all payment details

Click the **Make Payment** button

Outstanding Liabilities

Work Orders with pending payments :

| | MAINTENANCE CENTER | WORK ORDER NUMBER | REQUEST TYPE | REQUEST DATE | TOTAL COST | AMOUNT PAID | BALANCE |
|-----------------|--------------------|-------------------|--------------|--------------|------------|-------------|---------|
| PROCESS PAYMENT | MAINTAINANCE LAGOS | MWO_VIN1234_B1 | UNSCHEDULED | 6/27/2012 | 18,700.00 | 18,000.00 | 700.00 |

Payment Type :

Amount to Pay :

Payment Date :

Balance : 0.00

Make Payment

Fig. 5.7.3

A confirmation message confirming the payment will be displayed.

Message

Payment has been made successfully

Quicklinks

- Vehicle Assignment Log
- Vehicle Assignment History
- View Fuel Purchases
- Behelling History
- Fuel Consumption Analysis
- Expiring Vehicle Licences (0)
- Expiring Vehicle Insurances (0)
- Pending Maintenance Requests (0)
- Pending Vehicle Requests (2)
- Pending Petty Cash Requests (0)
- Pending Work Orders (0)
- Receive Physical Inspection
- Receive Work Order Quote
- Approve Work Order Quote

Operations Menu

- Dashboard
- Reports
- Assign
- Maintenance Center
- Behelling Event
- Behelling Period
- Admin Approval
- Renewals
- Work Order
- Maintenance History
- Outstanding Liabilities
- Resend Emails

Outstanding Liabilities

Work Orders with pending payments :

THERE ARE NO WORK ORDERS WITH OUTSTANDING PAYMENTS

Payment Type :

Amount to Pay :

Payment Date :

Balance :

Make Payment

Fig. 5.7.4