

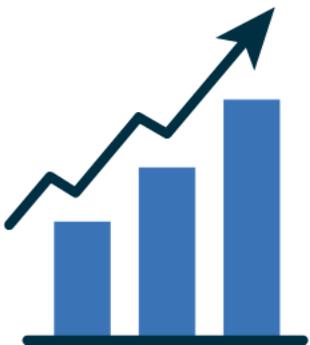


WELCOME TO COMMAND 24

Learn. Network. Engage.



Maintenance Training



Your FleetCommander Maintenance Tools

Manage Maintenance

Create a Work Order

Creating Providers/Vendors

Snoozing a Task

Add a Task to Work Order

Add Tasks

Adding a Maintenance Plan to a Vehicle Profile

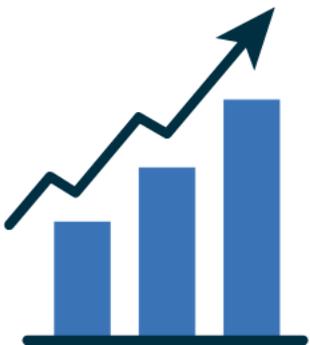
Adding a File to a Work Order

Create a Maintenance Plan

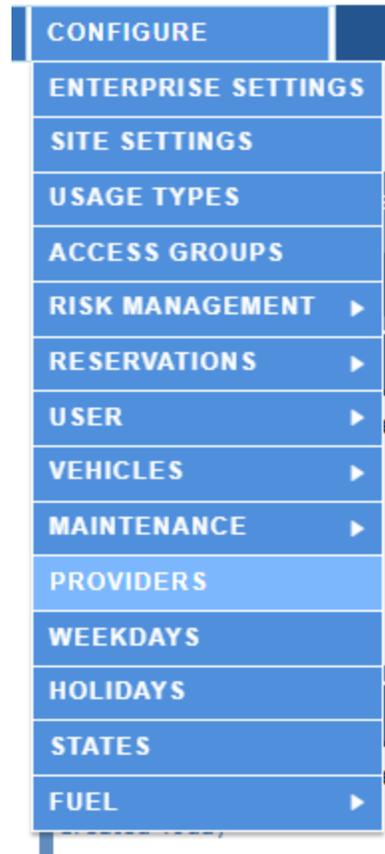
Checking Vehicle Repair History



Creating a Provider



Creating a Provider



Select "Configuration" then
"Providers"

COMMAND 24



Creating a Provider

Providers: Browse

Sites:

Type of Provider: Service
 Parts Supplier
 Risk Management

Comments:

	Provider Name ↑	Rating	Primary Contact	Phone #	Address	City	County	State/Province	Postal Code	Sort Order	Active
	B... Garage		Steven Minter		2320 Pea Ridge Rd.	Frankfort		KY	40601		Yes
	Frankfort Pool Garage		Steve Minter	502-867-5309						1	Yes
	NAPA										Yes

Page 1 of 1 ... items per page 1 - 3 of 3 items

Select "Add New"

Creating a Provider

Fill out all necessary information.

Note: Be sure to select all the sites this provider is available for

General Rates

Provider Information * = required field

*Provider Name:

Rating:

*Type of Provider:

- Service
- Parts Supplier
- Risk Management

*Sites:

- Louisville Motor Pool
- Frankfort Pool

Select All | Deselect All

Set Primary Technician for New Work Orders to Current User:

Enable Time Tracking:

Show All Tasks on Work Orders:

Work Order Default Reason Code (VMRS 14):

Parts Markup Schedule:

Comments:

Contact 1 Information

First Name:

Last Name:

Phone 1:

Phone 2:

Fax:

Email:

Address 1:

Address 2:

City:

County:

State/Province:

Zip:

Contact 2 Information

First Name:

Last Name:

Additional Information

Sort Order:

Active:

[Back to Browse](#) [Undo Changes](#) [Save Changes](#)



Creating a Provider

General Rates

Provider Information * = required field

*Provider Name: Safelite Auto Glass

Rating: []

*Type of Provider:

- Service
- Parts Supplier
- Risk Management

*Sites:

- Louisville Motor Pool
- Frankfort Pool
- Select All | Deselect All

Set Primary Technician for New Work Orders to Current User:

Enable Time Tracking:

Show All Tasks on Work Orders:

Work Order Default Reason Code (VMRS 14): 09 - Repair/Maintenance

Parts Markup Schedule: None Selected

Comments:

Contact 1 Information

First Name: John

Last Name: Smith

Phone 1: 555-555-5555

Phone 2: []

Fax: []

Email: john.smith@fakeemail.com

Address 1: 123 Versailles RD

Address 2: []

City: Frankfort

County: Franklin

State/Province: Kentucky

Zip: 40601

Contact 2 Information

First Name: []

Last Name: []

Additional Information

Sort Order:

Active:

Back to Browse Undo Changes Save Changes

Provider Name

Select the Type of Provider

Select the Sites

Select Show All Tasks on Work Orders

Set a Default Reason Code Note:
Not Required

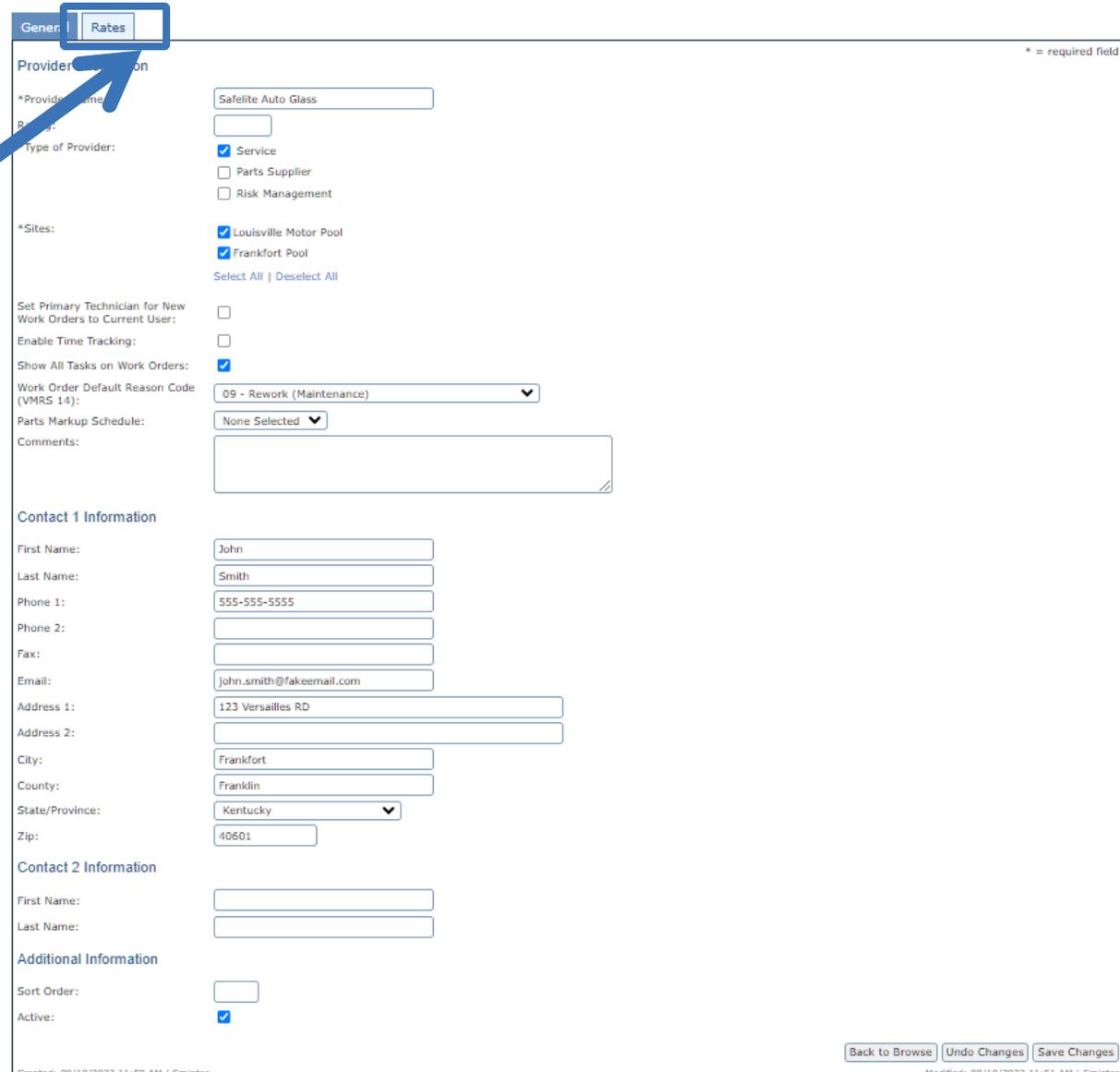
Fill in the Contact Information
Note: The more complete information provided will allow for better reporting

Finally make sure you select "Active".
Then "Save Changes"



Creating a Provider

After completing the Provider Information Select the Rates Tab at the top of the page.



The screenshot shows a web form for creating a provider. At the top, there are two tabs: 'General' and 'Rates'. The 'Rates' tab is highlighted with a blue box and an arrow pointing to it from the text box on the left. The form is divided into several sections:

- Provider Information:** Includes fields for Provider Name (Safelite Auto Glass), Phone, and Type of Provider (Service, Parts Supplier, Risk Management). It also has checkboxes for Sites (Louisville Motor Pool, Frankfort Pool) and a 'Set Primary Technician for New Work Orders to Current User' checkbox.
- Work Order Default Reason Code (VMRS 14):** A dropdown menu set to '09 - Rework (Maintenance)'. There is also a 'Parts Markup Schedule' dropdown set to 'None Selected'.
- Comments:** A text area for entering comments.
- Contact 1 Information:** Fields for First Name (John), Last Name (Smith), Phone 1 (555-555-5555), Phone 2, Fax, Email (john.smith@fakeemail.com), Address 1 (123 Versailles RD), Address 2, City (Frankfort), County (Franklin), State/Province (Kentucky), and Zip (40601).
- Contact 2 Information:** Fields for First Name and Last Name.
- Additional Information:** A 'Sort Order' field and an 'Active' checkbox (checked).

At the bottom right, there are buttons for 'Back to Browse', 'Undo Changes', and 'Save Changes'. A small asterisk indicates required fields.

COMMAND 24



Creating a Provider

General Rates

Provider Name: Safelite Auto Glass

Rate	Amount (\$)
A	\$120.00
B	\$75.00
C	
D	

Back to Browse Undo Changes Save Changes

Created: 08/10/2023 11:50 AM | Sminter Modified: 08/10/2023 11:51 AM | Sminter

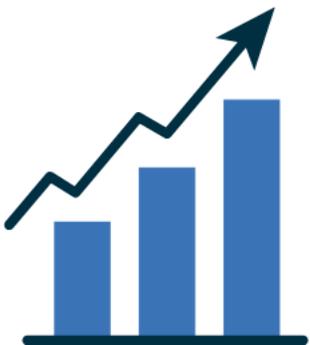
**Fill in the hourly rate to
Default labor entries in a
Work Order**

*Note: If a provider charges different rates
you can add up to 4 default amounts*

COMMAND 24



Adding a Task



Adding a Task

*Go to Configure > Maintenance
then Select Tasks*

CONFIGURE	
ENTERPRISE SETTINGS	
SITE SETTINGS	
USAGE TYPES	
ACCESS GROUPS	
RISK MANAGEMENT ▶	
RESERVATIONS ▶	
USER ▶	
VEHICLES ▶	
MAINTENANCE ▶	STOCKROOMS
PROVIDERS	PARTS
WEEKDAYS	TASKS
HOLIDAYS	MAINTENANCE PLANS
STATES	PART UNITS
FUEL ▶	TIME CATEGORIES
	WORK ORDER PRIORITIES
	PARTS MARKUP SCHEDULES

Adding a Task

Tasks: Browse

Add New

	Task Name ↑	PM/RM	Task Code	Preventive Maintenance				Default Provider	Labor Code (VMRS 15)	Active	Sort ↑
				Miles Between	Days Between	Warning Miles	Warning Days				
	Annual Inspection	PM		--	--	--	--	Bob's Garage	06 - Inspect	Yes	
	Repalce Tail Shaft Sensor	RM		--	--	--	--	Bob's Garage		Yes	
	Replace Air Filter	PM		--	--	--	--	Frankfort Pool Garage	03 - Replace with New	Yes	
	Replace Brake Lines/Hoses	RM		--	--	--	--	Frankfort Pool Garage	03 - Replace with New	Yes	
	Replace Front Brake Calipers	RM		--	--	--	--	Frankfort Pool Garage	03 - Replace with New	Yes	
	Replace Front Brakes	RM		--	--	--	--	Frankfort Pool Garage	03 - Replace with New	Yes	
	Replace Front Rotors	RM		--	--	--	--	Frankfort Pool Garage	03 - Replace with New	Yes	
	Rotate and Balance Tires	PM		10000	365	500	30	Frankfort Pool Garage	31 - Rotate	Yes	
	Service	PM		--	--	--	--	Frankfort Pool Garage	03 - Replace with New	Yes	
	Default Task	PM		--	--	--	--			Yes	10000

Page 1 of 1 items per page 1 - 10 of 10 items

COMMAND 24

Select "Add New"



Adding a Task

Select the Task Type.
Note: This is not a configurable field

* = required field

Task Type: **Preventative Maintenance** ▼

*Task Name:

Task Code:

*Default Provider: **Not Selected** ▼

Labor Code (VMRS 15):

*TCO Subcategory: **Not Selected** ▼

Active:

Sort Order:

Comments:

Preventive Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	-- ▼
<input type="text"/>	-- ▼
<input type="text"/>	-- ▼

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms ▼	<input type="text"/>
<input type="text"/>	All Stockrooms ▼	<input type="text"/>
<input type="text"/>	All Stockrooms ▼	<input type="text"/>

Adding a Task

* = required field

Task Type:

*Task Name:

Task Code:

*Default Provider:

Labor Code (VMRS 15):

*TCO Subcategory:

Active:

Sort Order:

Comments:

Preventive Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	<input type="text" value="--"/>
<input type="text"/>	<input type="text" value="--"/>
<input type="text"/>	<input type="text" value="--"/>

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>

Default Sublet

Give the Task a Name. i.e. Oil Change



Adding a Task

* = required field

Task Type: Preventative Maintenance

*Task Name:

Task Code:

*Default Provider: **Not Selected** 

Labor Code (VMRS 15):

*TCO Subcategory: Not Selected

Active:

Sort Order:

Comments:

Preventive Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	--
<input type="text"/>	--
<input type="text"/>	--

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>

Default Sublet

Select the Default Provider.
Note: This can be a generic provider name



Adding a Task

* = required field

Task Type: Preventative Maintenance ▼

*Task Name:

Task Code:

*Default Provider: Not Selected ▼

Labor Code (VMRS 15):

*TCO Subcategory: Not Selected ▼

Active:

Sort Order:

Comments:

Preventive Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	-- ▼
<input type="text"/>	-- ▼
<input type="text"/>	-- ▼

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms ▼	<input type="text"/>
<input type="text"/>	All Stockrooms ▼	<input type="text"/>
<input type="text"/>	All Stockrooms ▼	<input type="text"/>

Default Sublet

Select the TCO Subcategory i.e. "Maintenance"



Adding a Task

* = required field

Task Type: Preventative Maintenance

*Task Name:

Task Code:

*Default Provider: Not Selected

Labor Code (VMRS 15):

*TCO Subcategory: Not Selected

Active: ← **Be sure to select "Active"**

Sort Order:

Comments:

Preventive Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	--
<input type="text"/>	--
<input type="text"/>	--

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>

Default Sublet

*Description	Provider	Price
--------------	----------	-------

Adding a Task

* = required field

Task Type: Preventative Maintenance

*Task Name:

Task Code:

*Default Provider: Not Selected

Labor Code (VMRS 15):

*TCO Subcategory: Not Selected

Active:

Sort Order:

Comments:

Preventive Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	--
<input type="text"/>	--
<input type="text"/>	--

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>
<input type="text"/>	All Stockrooms	<input type="text"/>

Default Sublet

*Description	Provider	Price
--------------	----------	-------

If this Task is Preventive Maintenance provide the default intervals

Adding a Task

* = required field

Task Type: Preventative Maintenance ▼

*Task Name:

Task Code:

*Default Provider: Not Selected ▼

Labor Code (VMRS 15):

*TCO Subcategory: Not Selected ▼

Active:

Sort Order:

Comments:

Preventative Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	-- ▼
<input type="text"/>	-- ▼
<input type="text"/>	-- ▼

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms ▼	<input type="text"/>
<input type="text"/>	All Stockrooms ▼	<input type="text"/>
<input type="text"/>	All Stockrooms ▼	<input type="text"/>

Default Sublet

You can set up other default setting but is not necessary.



Adding a Task

Preventive Maintenance

Miles Between:

Days Between:

Warning Miles Between:

Warning Days Between:

Default Labor

*Hours	*Rate
<input type="text"/>	-- ▾
<input type="text"/>	-- ▾
<input type="text"/>	-- ▾

Default Parts

*Part	Stockroom	*Qty
<input type="text"/>	All Stockrooms ▾	<input type="text"/>
<input type="text"/>	All Stockrooms ▾	<input type="text"/>
<input type="text"/>	All Stockrooms ▾	<input type="text"/>

Default Sublet

*Description	Provider	Price
<input type="text"/>	Not Selected ▾	\$ <input type="text"/>
<input type="text"/>	Not Selected ▾	\$ <input type="text"/>
<input type="text"/>	Not Selected ▾	\$ <input type="text"/>

Default Other

*Description	Price
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Back to Browse | Undo Changes | **Save Changes**

Select Save Changes



Create a Maintenance Plan



Create a Maintenance Plan

Go to Configure>Maintenance>Select Maintenance Plans

The screenshot displays a web application interface for a fleet management system. The top navigation bar includes 'MANAGE', 'REPORTS', 'TOOLS', 'CONFIGURE', and 'Home :: Help :: About'. The 'CONFIGURE' menu is open, showing a list of options: ENTERPRISE SETTINGS, SITE SETTINGS, USAGE TYPES, ACCESS GROUPS, RISK MANAGEMENT, RESERVATIONS, USER, VEHICLES, MAINTENANCE, PROVIDERS, WEEKDAYS, HOLIDAYS, STATES, and FUEL. The 'MAINTENANCE' option is selected, and a sub-menu is displayed with the following items: STOCKROOMS, PARTS, TASKS, MAINTENANCE PLANS (highlighted), PART UNITS, TIME CATEGORIES, WORK ORDER PRIORITIES, and PARTS MARKUP SCHEDULES. The main content area shows a 'Vehicle Use Dashboard' with tabs for 'Vehicle Use', 'Kiosk', 'Maintenance', 'Incidents', 'Shop Mgr', and 'Tech'. The 'Maintenance' tab is active, showing a search bar for 'Wednesday' and a 'QwikFind' dropdown. Below this is a 'Fleet Statistics' section with a table of metrics: Vehicles in Fleet (8), Total Users (18), Requests Today (0), Requests Last Year (61), Max Requests Per Day (12), and Avg Requests Per Day (4). A 'Fleet Capacity/Demand' chart is also visible, showing two data series over time. The bottom of the dashboard has search bars for 'Motor Pool Activity' and 'Customer Satisfaction'.

Create a Maintenance Plan

Maintenance Plans: Browse

Add New

	Plan Name ↑	Active	Sort
	PM Service	Yes	

Page 1 of 1 ... items per page 1 - 1 of 1 items

Select "Add New"

Create a Maintenance Plan

Maintenance Plans: Add

Maintenance Plan

Plan Name:

Sort Order:

Active:

[Back to Browse](#)

[Undo Changes](#)

[Save Changes](#)

Give the Maintenance Plan a Name
Example: 5000 Mile Service

COMMAND 24



Create a Maintenance Plan

Maintenance Plans: Add

Maintenance Plan

Plan Name:

Sort Order:

Active:

Make Sure that you select that the plan is active

Select "Save Changes"

COMMAND 24



Create a Maintenance Plan

Notice that after you have saved your changes a new tab appears. Select the Included Task tab to add the Tasks to the plan

Maintenance Plans: Edit

Maintenance Plan	Included Tasks
Plan Name:	<input type="text" value="5000 Mile Service"/>
Sort Order:	<input type="text"/>
Active:	<input checked="" type="checkbox"/>
Tasks:	No Tasks assigned to this plan.

[Back to Browse](#) [Undo Changes](#) [Save Changes](#)

Create a Maintenance Plan

Notice that after you have saved your changes a new tab appears. Select the Included Task tab to add the Tasks to the plan

Maintenance Plans: Edit

Maintenance Plan	Included Tasks
Plan Name:	<input type="text" value="5000 Mile Service"/>
Sort Order:	<input type="text"/>
Active:	<input checked="" type="checkbox"/>
Tasks:	No Tasks assigned to this plan.

[Back to Browse](#) [Undo Changes](#) [Save Changes](#)

Create a Maintenance Plan

Maintenance Plans: Edit Tasks

Maintenance Plan **Included Tasks**

Maintenance Plan: 5000 Mile Service

	Task	Miles	Days	Provider	Warning Miles	Warning Days	Labor Code (VMRS 15)
<input type="checkbox"/>	Annual Inspection	<input type="text"/>	<input type="text"/>	Bob's Garage ▼	<input type="text"/>	<input type="text"/>	06 - Inspect
<input type="checkbox"/>	Default Task	<input type="text"/>	<input type="text"/>	None Selected ▼	0	0	
<input type="checkbox"/>	Replace Air Filter	<input type="text"/>	<input type="text"/>	Frankfort Pool Garage ▼	<input type="text"/>	<input type="text"/>	03 - Replace with New
<input type="checkbox"/>	Rotate and Balance Tires	10000	365	Frankfort Pool Garage ▼	500	30	31 - Rotate
<input type="checkbox"/>	Service	<input type="text"/>	<input type="text"/>	Frankfort Pool Garage ▼	<input type="text"/>	<input type="text"/>	03 - Replace with New

Select the Tasks that you would like to have added to the new Maintenance Plan

COMMAND 24



Create a Maintenance Plan

Maintenance Plans: Edit Tasks

Maintenance Plan **Included Tasks**

Maintenance Plan: 5000 Mile Service

	Task	Miles	Days	Provider	Warning Miles	Warning Days	Labor Code (VMRS 15)
<input type="checkbox"/>	Annual Inspection	<input type="text"/>	<input type="text"/>	Bob's Garage ▼	<input type="text"/>	<input type="text"/>	06 - Inspect
<input type="checkbox"/>	Default Task	<input type="text"/>	<input type="text"/>	None Selected ▼	0	0	
<input type="checkbox"/>	Replace Air Filter	<input type="text"/>	<input type="text"/>	Frankfort Pool Garage ▼	<input type="text"/>	<input type="text"/>	03 - Replace with New
<input type="checkbox"/>	Rotate and Balance Tires	10000	365	Frankfort Pool Garage ▼	500	30	31 - Rotate
<input type="checkbox"/>	Service	<input type="text"/>	<input type="text"/>	Frankfort Pool Garage ▼	<input type="text"/>	<input type="text"/>	03 - Replace with New

Adjust the Miles, Days, Warning Miles, and Warning Days intervals

Note: These intervals will trigger a notification that the tasks is either near due or is past due

COMMAND 24



Create a Maintenance Plan

Maintenance Plans: Edit Tasks

Maintenance Plan **Included Tasks**

Maintenance Plan: 5000 Mile Service

	Task	Miles	Days	Provider	Warning Miles	Warning Days	Labor Code (VMRS 15)
<input checked="" type="checkbox"/>	Annual Inspection	99999	365	Bob's Garage ▼	99999	30	06 - Inspect
<input type="checkbox"/>	Default Task			None Selected ▼	0	0	
<input checked="" type="checkbox"/>	Replace Air Filter	15000	365	Frankfort Pool Garage ▼	500	30	03 - Replace with New
<input checked="" type="checkbox"/>	Rotate and Balance Tires	10000	365	Frankfort Pool Garage ▼	500	30	31 - Rotate
<input checked="" type="checkbox"/>	Service	5000	180	Frankfort Pool Garage ▼	500	30	03 - Replace with New

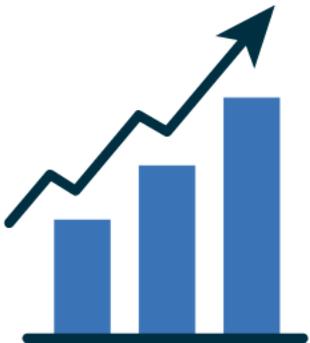
[Back to Browse](#) [Undo Changes](#) [Save Changes](#)

COMMAND 24

Select "Save Changes"



Adding a Maintenance Plan to a Vehicle Profile



Adding a Maintenance Plan to a Vehicle

Go to Manage>Vehicles



MANAGE	REPORTS	TOOLS	CONFIGUR
RESERVATIONS	Dashboard		
MAKE RESERVATION			
DASHBOARD			
FLEET			
INSPECTION			
PREP			
EXPENSES			
USERS			
VEHICLES			
INCIDENT REPORTS			
MAINTENANCE			
WORK ORDERS			
PARTS INVENTORY			
ACCIDENTS			
CAR POOL			
FUEL			
FUEL IMPORTS			
WELCOME PAGE			

Vehicle Use | Kiosk | Maintenance

Vehicles Departing (0)

Qwik

Fle

Vehi

Tota

Req

Req

Max

Avg

—

Fle

Motor Pool Activity



Adding a Maintenance Plan to a Vehicle

Select the Edit action button next to the vehicle you wish to add the Maintenance Plan to

* = Saved as default

Asset Name:

License #:

VIN:

*Asset Types:

 1/2 Ton Truck
 Compact Sedan
 Full Size SUV

*Owner User:

*Owner Department:

*Responsible Person:

*Responsible Department:

*Status:
 Unavailable
 Available
 Deleted
 *Auto-Assign Enabled
 *Self Check Out Enabled

*Options:

*Years:

 2018
 2015
 2014

*Colors:

 Black
 Blue
 White
Select up to five.

*Makes:

 Chevy
 Ford

*Models:

 Explorer
 F-150 4WD
 Suburban 4WD
Select up to five.

*Sites:

 Louisville Motor Pool
 Frankfort Pool

*Locations:

 Louisville Motor Pool: Parking Garage
 Frankfort Pool: Parking Lot A

*Usage Types:

 Daily Rental
 Maintenance
 Long Term

*Access Groups:

 Standard
 CDL
 Executive

*Vehicle Sort:

*Records Per Page:

6 Assets match the current criteria.

Page 1 of 1

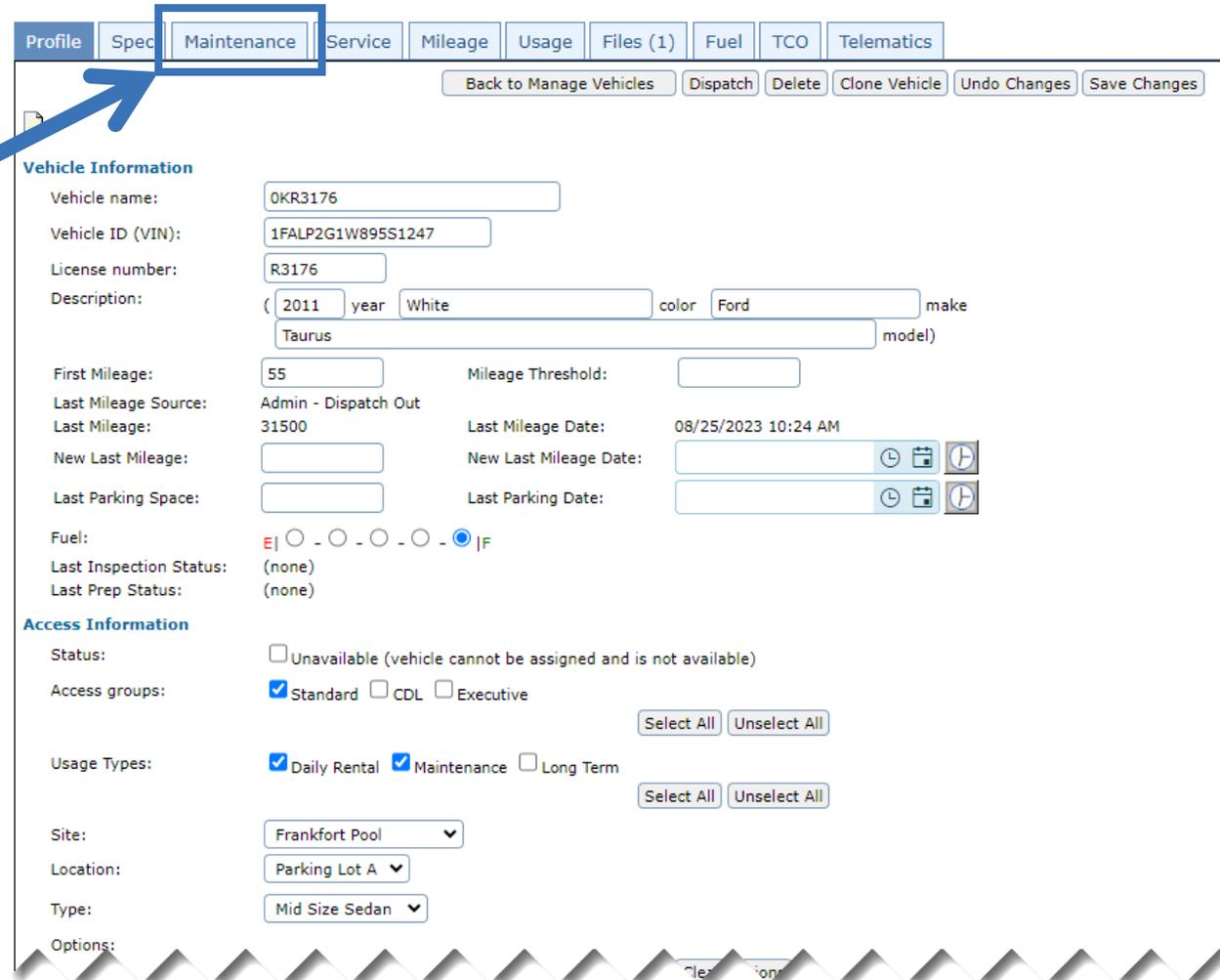
	Vehicle Name	License Number	Year	Color	Make	Model	Status	Site	Type	GVWR
	0KR2328	R2328	2011	White	Ford	Taurus	Available	Frankfort Pool	Mid Size Sedan	
	0KR2361	R2361	2011	White	Ford	Taurus	Available	Frankfort Pool	Mid Size Sedan	
	0KR3176	R3176	2011	White	Ford	Taurus	Available	Frankfort Pool	Mid Size Sedan	
	0KR3211	R3211	2011	White	Ford	Taurus	Available	Frankfort Pool	Mid Size Sedan	
	1KW4258	W4258	2015	Black	Ford	Explorer	Available	Frankfort Pool	Mid Size SUV	
	1KW6578	w6578	2015	Black	Ford	Explorer	Available	Frankfort Pool	Mid Size SUV	

Page 1 of 1



Adding a Maintenance Plan to a Vehicle

In the vehicle profile locate and select the Maintenance tab



The screenshot shows a web interface for vehicle management. At the top, there are several tabs: Profile, Spec, Maintenance, Service, Mileage, Usage, Files (1), Fuel, TCO, and Telematics. The 'Maintenance' tab is highlighted with a blue box, and a blue arrow points from a text box on the left to this tab. Below the tabs, there are buttons for 'Back to Manage Vehicles', 'Dispatch', 'Delete', 'Clone Vehicle', 'Undo Changes', and 'Save Changes'. The main content area is divided into sections: 'Vehicle Information' and 'Access Information'. The 'Vehicle Information' section includes fields for Vehicle name (OKR3176), Vehicle ID (VIN) (1FALP2G1W895S1247), License number (R3176), and Description (2011 year, White color, Ford make, Taurus model). It also has fields for First Mileage (55), Mileage Threshold, Last Mileage Source (Admin - Dispatch Out), Last Mileage (31500), Last Mileage Date (08/25/2023 10:24 AM), New Last Mileage, New Last Mileage Date, Last Parking Space, and Last Parking Date. The 'Access Information' section includes Status (Unavailable), Access groups (Standard, CDL, Executive), Usage Types (Daily Rental, Maintenance, Long Term), Site (Frankfort Pool), Location (Parking Lot A), and Type (Mid Size Sedan).

Adding a Maintenance Plan to a Vehicle

Profile Spec **Maintenance** Service Mileage Usage Files (1) Fuel TCO Telematics

Vehicle Information

Vehicle: **0KR3176, 1FALP2G1W895S1247, R3176**
(name, vin, license)

Description: **(2011 White Ford Taurus)**
(year color make model)

| CURRENT | HISTORY | **PLAN** | SCHEDULED TASKS |

Current Odometer: 3150 Back to Manage Vehicles Add a New Work Order

Task	Source/Plan	Due/Near Due	Last Performed			Next Perform		
			Miles	Date	WO #	Miles	Date 📅	WO #
There are no current maintenance tasks for this asset.								

On the Maintenance Tab in the sub-navigation select "Plan"

Adding a Maintenance Plan to a Vehicle

Profile	Spec	Maintenance	Service	Mileage	Usage	Files (1)	Fuel	TCO	Telematics
Vehicle Information									
Vehicle:		OKR3176, 1FALP2G1W895S1247, R3176 <small>(name, vin, license)</small>							
Description:		(2011 White Ford Taurus) <small>(year color make model)</small>							
CURRENT HISTORY PLAN SCHEDULED TASKS									
Current Odometer: 31500						Back to Manage Vehicles		Undo Changes	Save Changes
Maintenance Plan		None Selected ▼							
						Back to Manage Vehicles		Undo Changes	Save Changes

Select the drop down for the Maintenance Plan, then select the name of the plan you wish to assign

Adding a Maintenance Plan to a Vehicle

Profile	Spec	Maintenance	Service	Mileage	Usage	Files (1)	Fuel	TCO	Telematics		
Vehicle Information											
Vehicle:	OKR3176, 1FALP2G1W895S1247, R3176 <small>(name, vin, license)</small>										
Description:	(2011 White Ford Taurus) <small>(year color make model)</small>										
CURRENT HISTORY PLAN SCHEDULED TASKS											
Current Odometer: 31500							Back to Manage Vehicles			Undo Changes	Save Changes
Maintenance Plan:	<input type="text" value="None Selected"/> ▼										
	<input type="text" value="None Selected"/>										
	<input type="text" value="PM Service"/>										
	<input type="text" value="5000 Mile Service"/>										
							Back to Manage Vehicles			Undo Changes	Save Changes

Adding a Maintenance Plan to a Vehicle

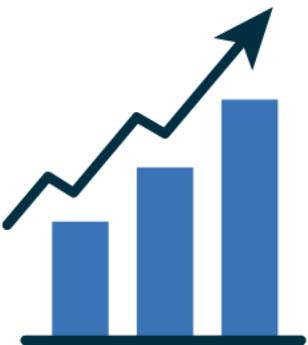
Profile	Spec	Maintenance	Service	Mileage	Usage	Files (1)	Fuel	TCO	Telematics		
Vehicle Information											
Vehicle:	0KR3176, 1FALP2G1W895S1247, R3176 <small>(name, vin, license)</small>										
Description:	(2011 White Ford Taurus) <small>(year color make model)</small>										
CURRENT HISTORY PLAN SCHEDULED TASKS											
Current Odometer: 31500							Back to Manage Vehicles			Undo Changes	Save Changes
Maintenance Plan:		5000 Mile Service ▼									
							Back to Manage Vehicles			Undo Changes	Save Changes

Select "Save Changes"

Adding a Maintenance Plan to a Vehicle

Profile	Spec	Maintenance	Service	Mileage	Usage	Files (1)	Fuel	TCO	Telematics	
Vehicle Information										
Vehicle:	OKR3176, 1FALP2G1W895S1247, R3176 <small>(name, vin, license)</small>									
Description:	(2011 White Ford Taurus) <small>(year color make model)</small>									
CURRENT HISTORY PLAN SCHEDULED TASKS										
Current Odometer: 31500							Back to Manage Vehicles		Undo Changes	Save Changes
Changes saved successfully.										
Maintenance Plan:		5000 Mile Service ▼								
							Back to Manage Vehicles		Undo Changes	Save Changes

Creating a Scheduled Task



Creating a Scheduled Task

First it is important to understand the difference between a Scheduled Task and a Maintenance Plan Task. A Maintenance Plan Task comes due based on the odometer reading and the number of days between the task interval. A Scheduled Task comes due on the same date and time at each interval each time. A Maintenance Plan Task can move to the right depending on when the task was performed. For instance, if an oil change is scheduled for every 5,000 miles but isn't performed until 6,000 miles the next oil change will come due at 11,000 miles. A scheduled task will always come due at the same date and time no matter when it is performed.

Creating a Scheduled Task

Profile	Spec	Maintenance	Service	Mileage	Usage	Files (1)	Fuel	TCO	Telematics
Vehicle Information									
Vehicle:		OKR3176, 1FALP2G1W895S1247, R3176 <small>(name, vin, license)</small>							
Description:		(2011 White Ford Taurus) <small>(year color make model)</small>							
CURRENT HISTORY PLAN SCHEDULED TASKS									
Current Odometer: 31500				Back to Manage Vehicles			Add a New Work Order		Add Scheduled Task
No scheduled tasks have been found									

Select "Add Scheduled Task"

Creating a Scheduled Task

Give the Scheduled Task a Name

Select a Vendor to perform the scheduled task

Chose a start date

List the total number of occurrences, should be figured by how many times the scheduled task will occur over the life span of the vehicle

Set the number of Warning Days before.

Note: This triggers the reminders

The screenshot shows a software dialog box titled "Add Scheduled Task". It contains several input fields and dropdown menus. On the left side, there are five blue callout boxes with white text and arrows pointing to specific fields in the dialog. On the right side, there is one blue callout box with white text and an arrow pointing to the interval dropdown menu. The dialog fields include: "Maintenance Task:" (dropdown menu with "All Maintenance Tasks" selected), "Vendor:" (dropdown menu with "None Selected" selected), "Starting Date:" (calendar icon), "Number of occurrences:" (text input field), "Warning days before:" (text input field), "Comments:" (text area), "Interval:" (dropdown menu with "Every Day" selected), "Day of week:" (dropdown menu with "None" selected), "Day of Month:" (dropdown menu with "None" selected), and "Specific Day and Month (every year):" (dropdown menu with "None" selected and "of" followed by another dropdown menu with "None" selected). At the bottom right of the dialog are "Cancel" and "Save" buttons.

Use the tool to determine the intervals

COMMAND 24



Creating a Scheduled Task

Add Scheduled Task

Maintenance Task: Annual Inspection

Vendor: Frankfort Pool Garage

Starting Date: 09/01/2023

Number of occurrences: 10

Warning days before: 30

Comments:

Interval: Specific month and date

Day of week: None

Day of Month: None

Specific Day and Month (every year): 1 of September

Cancel Save

Select "Save"

Creating a Scheduled Task

Profile | Spec | **Maintenance** | Service | Mileage | Usage | Files (1) | Fuel | TCO | Telematics

Vehicle Information
Vehicle: **OKR3176, 1FALP2G1W895S1247, R3176**
(name, vin, license)
Description: **(2011 White Ford Taurus)**
(year color make model)

| CURRENT | HISTORY | PLAN | SCHEDULED TASKS |

Current Odometer: 31500 [Back to Manage Vehicles](#) [Add a New Work Order](#) [Add Scheduled Task](#)

	Task	Start Date	Interval	Remaining Occurrences	Status	
 	Annual Inspection	9/1/2023	Specific month and date (9/1)	10	Active	Show Schedule

You can use the action buttons to Edit or Delete the Scheduled Task

Select Show Schedule to expand the view to show all occurrences scheduled for the Scheduled Task

Manage Maintenance



Manage Maintenance

Manage Maintenance is used for tracking tasks assigned to maintenance plans that are coming due or have reached the warning mileage/warning days. Using filters can help you get the view to only include the information you're wanting to see. Action buttons allow you to snooze a task, view a task, create a work order, and notify the Requestor, Driver, Response User, or Owner User.

Manage Maintenance

* = Saved as default

*Next performed between: and

*Work Order Priority:

*Asset Name:

*Owner User:

*Responsible User:

*Owner Department:

*Responsible Department:

*Sites:

*Locations:

*Provider:

*More than miles past due.
 *More than days past due.

*Show Scheduled Tasks
 *Show Snoozed Tasks

3 tasks match the current criteria.
 Page 1 of 1
 *Records Per Page:

	Asset Name	Last Mileage	Task Name	Due/Near Due	Last performed		Next perform		Provider	Work Order	Priority
					Miles	Date	Miles	Date			
	KR2361	100020	PM Service - 5000 mile	Due	55	01/01/2011	(L) 5,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	KR2361	100020	Replace Air Filter	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	KR2361	100020	Rotate and Balance Tires	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	

Page 1 of 1

COMMAND 24

Action Buttons



Manage Maintenance

* = Saved as default

*Next performed between: and

*Work Order Priority: All Priorities

*Asset Name: All Assets

*Owner User: All Users

*Responsible User: All Users

*Owner Department: All Departments

*Responsible Department: All Departments

*Sites:
 All Sites
 Louisville Motor Pool
 Frankfort Pool

*Locations:
 All Locations
 Louisville Motor Pool: Parking Garage
 Frankfort Pool: Parking Lot A

*Provider:
 All Providers
 Amazone
 Bob's Garage
 NAPA

*More than miles past due.
 *More than days past due.

*Show Scheduled Tasks
 *Show Snoozed Tasks

Clear Defaults Save Defaults Remove Filters Filter

3 tasks match the current criteria.
 Page 1 of 1
 *Records Per Page: 20

	Asset Name	Last Mileage	Task Name	Due/Near Due	Last performed		Next perform		Provider	Work Order	Priority
					Miles	Date	Miles	Date			
	OKR2361	100020	PM Service - 5000 mile	Due	55	01/01/2011	(L) 5,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	OKR2361	100020	Replace Air Filter	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	OKR2361	100020	Rotate and Balance Tires	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	

Page 1 of 1

Action button to snooze a task



Manage Maintenance

* = Saved as default

*Next performed between: and

*Work Order Priority:

*Asset Name:

*Owner User:

*Responsible User:

*Owner Department:

*Responsible Department:

*Sites:

*Locations:

*Provider:

*More than miles past due.
 *More than days past due.

*Show Scheduled Tasks
 *Show Snoozed Tasks

3 tasks match the current criteria.
 Page 1 of 1
 *Records Per Page:

	Asset Name	Last Mileage	Task Name	Due/Near Due	Last performed		Next perform		Provider	Work Order	Priority
					Miles	Date	Miles	Date			
	0KR2361	100020	PM Service - 5000 mile	Due	55	01/01/2011	(L) 5,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	0KR2361	100020	Replace Air Filter	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	0KR2361	100020	Rotate and Balance Tires	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	



Action button to view a task



Manage Maintenance

[Profile](#) | [Spec](#) | **Maintenance** | [Service](#) | [Mileage](#) | [Usage](#) | [Files \(2\)](#) | [Fuel](#) | [TCO](#) | [Telematics](#)

Vehicle Information

Vehicle: **0KR2361, 1FAHP2DW7BG190243, R2361**
(name, vin, license)
 Description: **(2011 White Ford Taurus)**
(year color make model)

[CURRENT](#) | [HISTORY](#) | [PLAN](#) | [SCHEDULED TASKS](#) |

Current Odometer: 100020

[Back to Manage Vehicles](#) | [Add a New Work Order](#)

	Task	Source/Plan	Due/Near Due	Miles	Last Performed		Next Perform		
					Date	WO #	Miles	Date ▲	WO #
	PM Service - 5000 mile	PM Service	Due	55	01/01/2011	None	(L) 5055	(L) 01/01/2012	None
	Replace Air Filter	PM Service	Due	55	01/01/2011	None	(L) 10055	(L) 01/01/2012	None
	Rotate and Balance Tires	PM Service	Due	55	01/01/2011	None	(L) 10055	(L) 01/01/2012	None

Manage Maintenance

Edit Task - Google Chrome
training.agilefleet.com/fleetcommander/MaintenanceSnooze.asp?a...

Snooze Maintenance Task

Asset Name:	OKR2361
Task Name:	PM Service - 5000 mile
Plan:	PM Service
Last Odometer:	100020
Last Odometer Date:	08/25/2023
Last Performed On:	01/01/2011
Last Performed Miles:	55
Next Scheduled Performance Date:	01/01/2012
Next Scheduled Performance Miles:	5055

Snooze for (# of days): (Relative to Today)
Next reminder will occur: (n/a)

Snooze for (miles): (Relative to Last Odometer)
Next reminder will occur: (n/a)

Comments:

Cancel Submit

Tasks can be snoozed for either a number of days or miles. Once the number of days or miles is exceeded again the task will once again show up in your default view

Manage Maintenance

* = Saved as default

*Next performed between: and

*Work Order Priority: All Priorities

*Asset Name: All Assets

*Owner User: All Users

*Responsible User: All Users

*Owner Department: All Departments

*Responsible Department: All Departments

*Sites:
 All Sites
 Louisville Motor Pool
 Frankfort Pool

*Locations:
 All Locations
 Louisville Motor Pool: Parking Garage
 Frankfort Pool: Parking Lot A

*Provider:
 All Providers
 Amazone
 Bob's Garage
 NAPA

*More than miles past due.
 *More than days past due.

*Show Scheduled Tasks
 *Show Snoozed Tasks

Clear Defaults Save Defaults Remove Filters Filter

3 tasks match the current criteria.
 Page 1 of 1
 *Records Per Page: 20

	Asset Name	Last Mileage	Task Name	Due/Near Due	Last performed		Next perform		Provider	Work Order	Priority
					Miles	Date	Miles	Date			
	0KR2361	100020	PM Service - 5000 mile	Due	55	01/01/2011	(L) 5,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	0KR2361	100020	Replace Air Filter	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	0KR2361	100020	Rotate and Balance Tires	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	

Page 1 of 1



Action button to create a work order

COMMAND 24



Manage Maintenance

General Tasks Files (0)

WO#: TBD

Select a vehicle and a provider below. Both fields are required.

Vehicle:

Provider:

Vehicle Information

Year: 2011
Color: White
Make: Ford
Model: Taurus
License: R2361
VIN: 1FAHP2DW7BG190243
First Available: 01/01/2011
Last Mileage: 100020
Last Mileage Date: 08/25/2023
Last Mileage Source: Admin - Dispatch Out

[Maintenance History](#)

Provider Information

Contact Name: Steve Minter
Phone: 502-867-5309
Address:
County:
Rating:

[Cancel Work Order](#) [Continue...Create Work Order](#)



Manage Maintenance

* = Saved as default

*Next performed between: and

*Work Order Priority: All Priorities

*Asset Name: All Assets

*Owner User: All Users

*Responsible User: All Users

*Owner Department: All Departments

*Responsible Department: All Departments

*Sites:
 All Sites
 Louisville Motor Pool
 Frankfort Pool

*Locations:
 All Locations
 Louisville Motor Pool: Parking Garage
 Frankfort Pool: Parking Lot A

*Provider:
 All Providers
 Amazone
 Bob's Garage
 NAPA

*More than miles past due.
 *More than days past due.

*Show Scheduled Tasks
 *Show Snoozed Tasks

Clear Defaults Save Defaults Remove Filters Filter

3 tasks match the current criteria.
 Page 1 of 1
 *Records Per Page: 20

	Asset Name	Last Mileage	Task Name	Due/Near Due	Last performed		Next perform		Provider	Work Order	Priority
					Miles	Date	Miles	Date			
	0KR2361	100020	PM Service - 5000 mile	Due	55	01/01/2011	(L) 5,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	0KR2361	100020	Replace Air Filter	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	
	0KR2361	100020	Rotate and Balance	Due	55	01/01/2011	(L) 10,055	(L) 01/01/2012	Frankfort Pool Garage	None	

Page 1 of 1

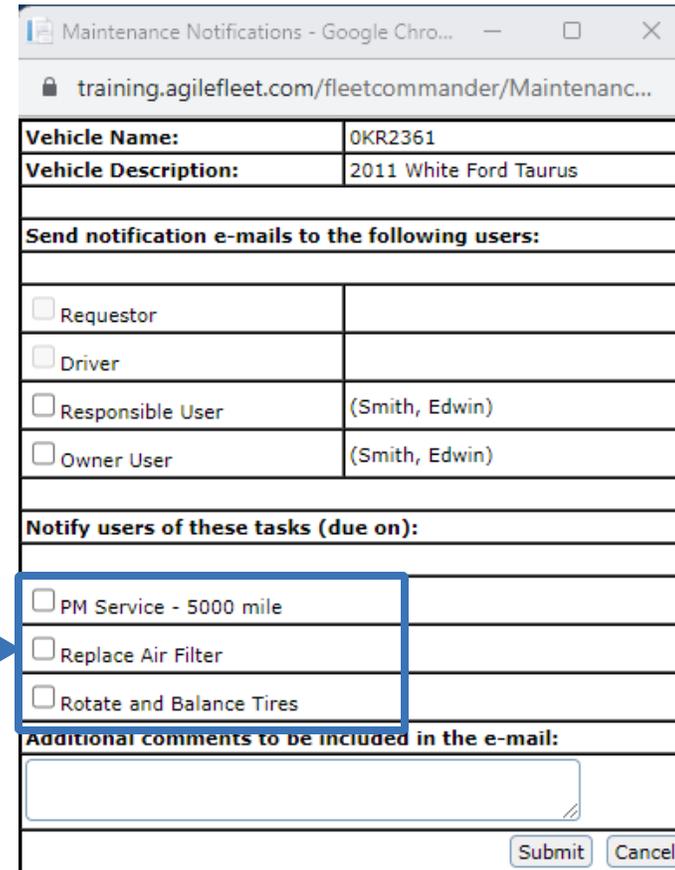


Action button to email a notification to either a Requestor, Driver, Responsible User, or Owner User



Manage Maintenance

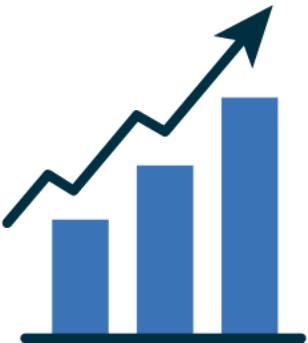
Chose the task that you wish to include in the notification.



Maintenance Notifications - Google Chrome
training.agilefleet.com/fleetcommander/Maintenanc...

Vehicle Name:	OKR2361
Vehicle Description:	2011 White Ford Taurus
Send notification e-mails to the following users:	
<input type="checkbox"/> Requestor	
<input type="checkbox"/> Driver	
<input type="checkbox"/> Responsible User	(Smith, Edwin)
<input type="checkbox"/> Owner User	(Smith, Edwin)
Notify users of these tasks (due on):	
<input type="checkbox"/> PM Service - 5000 mile	
<input type="checkbox"/> Replace Air Filter	
<input type="checkbox"/> Rotate and Balance Tires	
Additional comments to be included in the e-mail:	
<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Create a Work Order



Create a Work Order

Go to Manage>Work Orders

The screenshot displays the Agile Fleet Fleet Commander interface. At the top, the 'FLEETCOMMANDER' logo is on the left, and the 'AGILE FLEET FLEET MANAGEMENT SOLUTIONS' logo is on the right. Below the logos is a navigation bar with four tabs: 'MANAGE', 'REPORTS', 'TOOLS', and 'CONFIGURE'. The 'MANAGE' tab is active, and a dropdown menu is open, listing various management options. The 'WORK ORDERS' option is highlighted with a blue box and a white arrow pointing to it from the instruction box on the left. Other options in the menu include RESERVATIONS, MAKE RESERVATION, DASHBOARD, FLEET, INSPECTION, PREP, EXPENSES, USERS, VEHICLES, INCIDENT REPORTS, MAINTENANCE, PARTS INVENTORY, ACCIDENTS, CAR POOL, FUEL, FUEL IMPORTS, and WELCOME PAGE. To the right of the menu, the dashboard content is partially visible, showing a 'Vehicles Departing (0)' section and a 'Fleet Statistics' section with various metrics and a 'Fleet Capacity' line graph.

COMMAND 24



Create a Work Order

Select "Add a New Work Order"

*Account #:

*Created Between: and

*Modified Between: and

*Est Completed Between: and

*Completed Between: and

Part Number:

*Primary Technician:

*Sites:

*Locations:

*WO #:

*PO #:

*Invoice #:

*VIN:

*Asset Name:

*Owner:

*Responsible User:

*Status:

*Priority:

*Provider:

*Technicians:

13 work orders match the current criteria. Page 1 of 1

Work Order	Asset Name	Primary Technician	Ref Inv#	Provider	Cost	Date Created	Last Modified	Estimated Completion	Actual Completion	Status	Priority
W00013	0KR3176			Frankfort Pool Garage	\$70.00	09/13/2023	09/13/2023		09/13/2022	Closed	Medium
W00012	0KR3176			Frankfort Pool Garage	\$70.00	09/13/2023	09/13/2023		09/13/2023	Deleted	Medium
W00011	1KW4258			Frankfort Pool Garage	\$60.00	08/30/2023	08/30/2023		08/30/2023	Closed	Medium
W00010	1KW4258			Frankfort Pool Garage	\$0.00	08/30/2023				Open	Medium
W00009	0KR2328			Bob's Garage	\$170.00	08/30/2023	08/30/2023		08/30/2023	Closed	Medium
W00008	0KR3211			Bob's Garage	\$318.00	08/10/2023	08/10/2023		08/10/2023	Closed	Medium
W00007	0KR3176			Bob's Garage	\$225.00	08/07/2023	08/07/2023		08/07/2023	Closed	Medium
W00006	1KW4258			Frankfort Pool Garage	\$259.14	08/07/2023	08/07/2023	08/06/2023		Closed	Medium
W00005	0KR2328			Frankfort Pool Garage	\$500.00	07/25/2023	07/25/2023		07/25/2023	Closed	High
W00004	0KR2361			Frankfort Pool Garage	\$74.99	07/12/2023	07/12/2023		07/12/2023	Closed	High
W00003	1KW4258			Frankfort Pool Garage	\$120.00	03/28/2023	03/28/2023			Open	High
W00002	0KR2361			Frankfort Pool Garage	\$635.01	03/28/2023	03/28/2023		03/28/2023	Closed	High
W00001	0KR2361			Frankfort Pool Garage	\$90.00	03/27/2023	03/27/2023		03/27/2023	Closed	High

Page 1 of 1

COMMAND 24



Create a Work Order

General Tasks Files (0)

WO#: TBD

Select a vehicle and a provider below. Both fields are required.

Vehicle: None Selected

Provider: None Selected

Year:

Color:

Make:

Model:

License:

VIN:

First Available:

Last Mileage:

Last Mileage Date:

Last Mileage Source:

Maintenance History

Provider Information

Contact Name:

Phone:

Address:

County:

Rating:

Cancel Work Order Continue...Create Work Order

Select the Provider Name

Select the Vehicle Name from the Drop Down

Create a Work Order

General Tasks Files (0)

WO#: TBD

Select a vehicle and a provider below. Both fields are required.

Vehicle:

Provider:

The Vehicle Information and the Provider Information will update once selected from the drop downs

Vehicle Information	
Year:	2011
Color:	White
Make:	Ford
Model:	Taurus
License:	R3176
VIN:	1FALP2G1W895S1247
First Available:	01/01/2011 12:00 AM
Last Mileage:	31500
Last Mileage Date:	08/25/2023 10:24 AM
Last Mileage Source:	Admin - Dispatch Out
Maintenance History	
Provider Information	
Contact Name:	Steven Minter
Phone:	
Address:	2320 Pea Ridge Rd. Frankfort, KY 40601
County:	
Rating:	

Create a Work Order

General Tasks Files (0)

WO#: TBD

Select a vehicle and a provider below. Both fields are required.

Vehicle:

Provider:

The Vehicle Information and the Provider Information will update once selected from the drop downs

Vehicle Information	
Year:	2011
Color:	White
Make:	Ford
Model:	Taurus
License:	R3176
VIN:	1FALP2G1W895S1247
First Available:	01/01/2011 12:00 AM
Last Mileage:	31500
Last Mileage Date:	08/25/2023 10:24 AM
Last Mileage Source:	Admin - Dispatch Out

[Maintenance History](#)

Provider Information	
Contact Name:	Steven Minter
Phone:	
Address:	2320 Pea Ridge Rd. Frankfort, KY 40601
County:	
Rating:	

Select "Continue...Create Work Order"

COMMAND 24



Create a Work Order

General | Tasks | Files (0)

Vehicle: OKR3176 | [Maintenance History](#) Provider: Bob's Garage WO#: TBD
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Select a Primary Technician, a Default Reason Code, and identify one or more maintenance tasks below. * = required field.

Primary Technician: Last Mileage: 31500
*Default Reason Code (VMRS 14): Last Mileage Date: 08/25/2023 10:24 AM
Parts Markup Schedule: Last Mileage Source: Admin - Dispatch Out

Task	Source/Plan	Provider	Next Perform Date	Next Perform Miles
No current tasks found.				

The Only required field is the Default Reason Code. If configured, you can add a Primary Technician and a Parts Markup Schedule



Create a Work Order

General | Tasks | Files (0)

Vehicle: OKR3176 | Maintenance History Provider: Bob's Garage WO#: TBD
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Select a Primary Technician, a Default Reason Code, and identify one or more maintenance tasks below. * = required field.

Primary Technician: Last Mileage: 31500
*Default Reason Code (VMRS 14): Last Mileage Date: 08/25/2023 10:24 AM
Parts Markup Schedule: Last Mileage Source: Admin - Dispatch Out

Task	Source/Plan	Provider	Next Perform Date	Next Perform Miles
No current tasks found.				

Select "Continue...Create Work Order"



Create a Work Order

General | Tasks | Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W...
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified:

Contact: Responsible User
First Name: Last Name:
Email:
Department:
Address:
City:
State: Zip:
Primary: ext.
Alternate: ext.
Account:
Temp Tag:
Temp Parking:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
4): 08 - Preventive Maintenance
None Selected
\$ 0.00
31500

Reference PO#:
Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00

Private Comments (Not Printed On Reports):
Comments/Description:

From the Work Order Screen, you can check the vehicle Maintenance History

Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified:

Contact: Responsible User Last

First Name: Last:

Email:

Department:

Address:

City:

State: Zip:

Primary: ext.

Alternate: ext.

Account:

Temp Tag:

Temp Parking:

Private Comments (Not Printed On Reports):

Comments/Description:

*Priority: Medium
*Status: Open
Status Reason: Select One
None Selected
08 - Preventive Maintenance
None Selected
\$ 0.00

Actual Completion:

*Mileage: 31500

Reference PO#:

Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

Chose the option for Contact



Create a Work Order

General Tasks Files (0)

Vehicle: 0KR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Contact: Responsible User
First Name: John Last Name: Doe
Email: sminter@agilefleet.com
Department:
Address:
City:
State: Zip:
Primary: 871-498-7555 ext.
Alternate: ext.
Account:
Temp Tag:
Temp Parking:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
MRS 14): 08 - Preventive Maintenance
None Selected
\$ 0.00
31500

Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

Private Comments (Not Printed On Reports):
Comments/Description:

Enter any comments about the Work Order
Note: Private Notes are not included in any reports

Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Chose the appropriate Status for the stage of the Work Order

*Status: Open
Status Reason:
Primary Technician:
*Default Reason Code (VMRS 14):
Parts Markup Schedule:
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Primary: 871-498-7555 ext.
Alternate: ext.
Account:
Temp Tag:
Temp Parking:
Private Comments (Not Printed On Reports):

Comments/Description:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Contact: Responsible User

*Priority: Medium
*Status: Open
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Primary Technician: None Selected

Account:
Temp Tag:
Temp Parking:

Private Comments (Not Printed On Reports):
Comments/Description:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

Chose a Primary Technician if you have given any permissions at the provider level



Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Chose a Default Reason Code

Note: These are VRMS Reason codes and are an industry standard thus they are not configurable

Account:
Temp Tag:
Temp Parking:

Private Comments (Not Printed On Reports):

Comments/Description:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected

Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:

*Mileage: 31500
Reference PO#:
Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

The Estimated Cost, Estimated Completion Date and Actual Start Date are not required, and the Actual Completion date will populate when a Work Order is Closed. However, you can backdate the completion date



Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Update the vehicle Odometer

Note: Entering the current odometer will only update the vehicle record when the Work Order Status is Closed.

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage:
Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

Private Comments (Not Printed On Reports):

Comments/Description:

Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500

Reference PO#:
Reference Invoice#:

Private Comments (Not Printed On Reports):

Comments/Description:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

If the repair is being outsourced, you can list a Reference PO# and a Reference Invoice #



Create a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Private Comments (Not Printed On Reports):

Comments/Description:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

If the repair is being outsourced, you can list a Reference PO# and a Reference Invoice #

Create a Work Order

General Tasks Files (0)

Vehicle: 0KR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Contact: Responsible User

First Name: John Last Name: Doe
Email: sminter@agilefleet.com
Department:
Address:
City:
State: Zip:
Primary: 871-498-7555 ext.
Alternate: ext.
Account:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

If known at this time you can enter the Shop Supplies, Adjustments, or Applicable Taxes. These fields can only be updated from this General Tab

COMMAND 24



Create a Work Order

General | Tasks | Files (0)

Vehicle: 0KR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Contact: Responsible User
First Name: John Last Name: Doe
Email: sminter@agilefleet.com
Department:
Address:
City:
State: Zip:
Primary: 871-498-7555 ext.
Alternate: ext.
Account:
Temp Tag:
Temp Parking:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Private Comments (Not Printed On Reports):
Comments/Description:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
	\$ 0.00
	\$ 0.00
	\$0.00
	\$ 0.00
	\$0.00

Modified By: sminter

Select "Save"

Save



Adding Tasks to a Work Order



Adding Tasks a Work Order

General **Tasks** Files (0)

Vehicle: KR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/14/2023 03:04:24 PM

Technician: Doe

Alternate: ext.

Account:

Temp Tag:

Temp Parking:

Private Comments (Not Printed On Reports):

Comments/Description:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion: [Calendar Icon] [Clock Icon] [Refresh Icon]
Actual Start: [Calendar Icon] [Clock Icon] [Refresh Icon]
Actual Completion: [Calendar Icon] [Clock Icon] [Refresh Icon]
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Item	Total
Labor:	\$0.00
Parts:	\$0.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$0.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$0.00

[Print without Quotes] [Print with Quotes] [Merge Sheets] [Cancel Print] [Print]

Select "Tasks Tab"



Adding Tasks a Work Order

General Tasks Files (0)

Vehicle: 0KR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/15/2023 11:06:22 AM

Add Task

Task	Seq #	Type	Labor	Parts	Sublet	Other	Total	Status
There are no tasks associated with this work order.								
							Labor Subtotal:	\$0.00
							Parts Subtotal:	\$0.00
							Sublet Subtotal:	\$0.00
							Other Subtotal:	\$0.00
							Work Order Subtotal:	\$0.00

Select "Add Task"



Adding Tasks a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/15/2023 11:06:22 AM

* = required field

*Task	Seq #	Type	Labor	Parts	Sublet	Other	Total	Status
Select Task	1	--	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Open

Notes:

Back to View Tasks Save Changes

Actual Qty	Qty	Rate	Total
Labor Total:			\$0.00

Parts

Part Number - Part Name	Stockroom	Qty	Price	Markup	Total
Select a task to add parts.					
Parts Total:					\$0.00

Sublet

Description	Provider	Price	Total
Select a task to add a sublet.			
Sublet Total:			\$0.00

Other

Description	Price	Total
Select a task to add "other."		
Other Total:		\$0.00
Subtotal:		\$0.00

Select a Task
Note: These are Configured at
Configure>Maintenance>Tasks

Adding Tasks a Work Order

General | **Tasks** | Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 09:33:41 AM

Add Task

Task	Seq #	Type	Labor	Parts	Sublet	Other	Total	Status
Repalce Tail Shaft Sensor	1	RM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Open
Reason Code (VMRS 14): 08 - Preventive Maintenance		Notes: (blank)						
Labor Code (VMRS 15): (blank)								
Labor								
There is no labor associated with this task.								
Add Labor								
Parts								
There are no parts associated with this task.								
Add Part								
Sublet								
There are no sublets associated with this task.								
Add Sublet								
Other								
There are no other line items associated with this task.								
Add Other								
Subtotal:							\$0.00	
Labor Subtotal:							\$0.00	
Parts Subtotal:							\$0.00	
Sublet Subtotal:							\$0.00	
Other Subtotal:							\$0.00	
Work Order Subtotal:							\$0.00	

Add Labor Cost be sure to save your changes



Adding Tasks a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
 VIN: 1FALP2G1W895S1247
 Site: Frankfort Pool
 License Tag #: R3176
 Description: 2011 White Ford Taurus

Status: Open
 Priority: Medium
 Provider: Bob's Garage
 Primary Technician:

WO#: W00014
 Created: 09/13/2023 04:27:35 PM
 Modified: 09/27/2023 09:35:45 AM

Add Task

Task	Seq #	Type	Labor	Parts	Sublet	Other	Total	Status	
Repalce Tail Shaft Sensor	1	RM	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	Open	
Reason Code (VMRS 14): 08 - Preventive Maintenance			Notes: (blank)						
Labor Code (VMRS 15): (blank)									
Labor									
Technician						Actual Qty	Qty	Rate	Total
John Doe						0.00	1.00	\$120.00	\$120.00
Add Labor						Labor Total:			\$120.00
						0.00	1.00		
Parts									
Part Number - Part Name			Stockroom	Qty	Price	Markup	Total		
There are no parts associated with this task.									
Add Part						Parts Total:			\$0.00
Sublet									
Description			Provider			Price	Total		
There are no sublets associated with this task.									
Add Sublet						Sublet Total:			\$0.00
Other									
Description			Price			Total			
There are no other line items associated with this task.									
Add Other						Other Total:			\$0.00
							Subtotal:	\$120.00	
							Labor Subtotal:	\$120.00	
							Parts Subtotal:	\$0.00	
							Sublet Subtotal:	\$0.00	
							Other Subtotal:	\$0.00	
							Work Order Subtotal:	\$120.00	

Add Parts and Parts Cost



Adding Tasks a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W89S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 09:35:45 AM

Task	Seq #	Type	Labor	Parts	Sublet	Other	Total	Status
Repair Tail Shaft Sensor	1	RM	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	Open

Reason Code (VMRS 14): 08 - Preventive Maintenance
Labor Code (VMRS 15): (blank)
Notes: (blank)

Labor

Technician: John Doe
Add Labor

Parts

*Part Number - Part Name

*Part Number	Part Name	Base Price
None Selected		
58796	Oil Filter	8
No Stockrm	Qty on Hand: 0	
123456	Oil Filter	5.99
No Stockrm	Qty on Hand: 0	
654987	Three Inch Drop Hitch Cat III	60
No Stockrm	Qty on Hand: 0	
8675309	Weaver Brake Pads	

Add New Part

Add Other

Actual Qty	Qty	Rate	Total
0.00	1.00	\$120.00	\$120.00
Total:	0.00	1.00	\$120.00

*Qty	*Price	Markup	Total
0	\$ 0.00	--	\$ 0.00

Back to View Tasks Save Changes Save and Add Another

Parts Total: \$0.00

Provider	Price	Total

Sublet Total: \$0.00

Price	Total

Other Total: \$0.00

Subtotal: \$120.00

If the Part is not listed in the drop down, select "Add New Part"

Select the parts from the drop down. Note: Parts are preconfigured.

Adding Tasks a Work Order

Insert the Part Number

Insert the Part Name

Insert the Quantity

Insert the individual Part
Base Price

Add New Part ✕

Add a new part below. The part will be saved as a new part in FleetCommander and added to the work order.

*Part Number:

*Part Name:

*Quantity:

*Base Price:

Total: \$0.00

*Note: The Total should match the
Quantity multiplied by the Base
Price*

Adding Tasks a Work Order

Add New Part ×

Add a new part below. The part will be saved as a new part in FleetCommander and added to the work order.

*Part Number:

*Part Name:

*Quantity:

*Base Price:

Total: \$125.00

After the part is added be sure to Save your changes. The part is now configured and will be included on future work orders.

Adding Tasks a Work Order

General | **Tasks** | Files (0)

Vehicle: OKR3176 | Maintenance History
 VIN: 1FALP2G1W895S1247
 Site: Frankfort Pool
 License Tag #: R3176
 Description: 2011 White Ford Taurus

Status: Open
 Priority: Medium
 Provider: Bob's Garage
 Primary Technician:

WO#: W00014
 Created: 09/13/2023 04:27:35 PM
 Modified: 09/27/2023 09:54:32 AM

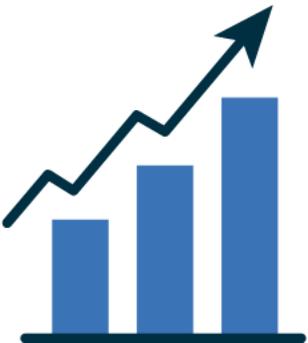
Add Task

Task	Seq #	Type	Labor	Parts	Sublet	Other	Total	Status	
🔍 ✕ Repalce Tail Shaft Sensor	1	RM	\$120.00	\$125.00	\$0.00	\$0.00	\$245.00	Open	
Reason Code (VMRS 14): 08 - Preventive Maintenance			Notes: (blank)						
Labor Code (VMRS 15): (blank)									
Labor									
Technician					Actual Qty	Qty	Rate	Total	
🔍 ✕ John Doe					0.00	1.00	\$120.00	\$120.00	
Add Labor					Labor Total:		0.00	1.00	\$120.00
Parts									
Part Number - Part Name		Stockroom	Qty	Price	Markup	Total			
🔍 ✕ AF53649 - Tail Shaft Sensor		(blank)	1	\$125.00		\$0.00	\$125.00		
Add Part		Parts Total:		\$125.00					
Sublet									
Description			Provider			Price Total			
There are no sublets associated with this task.									
Add Sublet			Sublet Total:		\$0.00				
Other									
Description			Price			Total			
There are no other line items associated with this task.									
Add Other			Other Total:		\$0.00				
Subtotal:							\$245.00		
Labor Subtotal:							\$120.00		
Parts Subtotal:							\$125.00		
Sublet Subtotal:							\$0.00		
Other Subtotal:							\$0.00		
Work Order Subtotal:							\$245.00		

After adding Labor and Parts you can add Sublet Cost or any other Cost.



Adding a File to a Work Order



Adding a File to a Work Order

General Task **Files (0)**

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 09:54:32 AM

Contact: Driver
First Name: Last Name:
Email:
Department:
Address:
City:
State: Zip:
Primary: ext.
Alternate: ext.
Account:
Temp Tag:
Temp Parking:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Private Comments (Not Printed On Reports):
Comments/Description:

Item	Total
Labor:	\$120.00
Parts:	\$125.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$245.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$245.00

Created By: Sminter
Modified By: Sminter

[Exit Without Saving](#) [Print Work Order](#) [Undo Changes](#) [Save and Exit](#) [Save](#)

Select the "Files" Tab



Adding a File to a Work Order

General | Tasks | Files (0)

Vehicle: 0KR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

Add File

Title	File Name	File Category	Comments	Date Added	Added By
There are no files attached to this work order.					

Select "Add File"



Adding a File to a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

*File: Administrator Training Agenda.docx * = required field

Title:

*Category: Maintenance

Active:

Comments:

Give the file a descriptive name

Adding a File to a Work Order

General Tasks Files (0)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

* = required field

*File: Administrator Training Agenda.docx

Title:

*Category:
None Selected
Accident
Claims: Cost
Claims: Inspection
Claims: TPA
Disposal
Maintenance
Mileage
Other

Active:

Comments:

Select a Category



Adding a File to a Work Order

General Tasks Files (0)

Vehicle: 0KR3176 | Maintenance History
VIN: 1FALP2G1W89551247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

*File: Administrator Training Agenda.docx * = required field

Title:

*Category:

Active:

Comments:

Make sure "Active" is selected then "Save Changes"



Adding a File to a Work Order

General Tasks **Files (1)**

Vehicle: OKR3176 | Maintenance History Status: Open
VIN: 1FALP2G1W895S1247 Priority: Medium
Site: Frankfort Pool Provider: Bob's Garage
License Tag #: R3176 Primary Technician:
Description: 2011 White Ford Taurus

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

Add File

	Title	File Name	File Category	Comments	Date Added	Added By
	Training	Administrator Training Agenda.docx	Maintenance		09/27/2023 06:12 PM	Sminter

File has been added, now you can View, Edit or Delete the File.

Adding a File to a Work Order

General Tasks Files (1)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: WO
Created: 09/
Modified: 09/

Administrator Training Agenda.docx
29.3 KB • Done
Show all downloads

Add File

Title	File Name	File Category	Comments	Date Added	Added By
Training	Administrator Training Agenda.docx	Maintenance		09/27/2023 06:12 PM	Sminter

Viewing the file downloads,
it to your computer for
viewing or can be printed

Adding a File to a Work Order

General Tasks Files (1)

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

File: Administrator Training Agenda.docx * = required field

*New File: No file chosen

Title:

*Category:

Active:

Comments:

Editing the file takes you back to where you can change the Title, Category, or you can mark it as Inactive

Adding a File to a Work Order

General Tasks **Files (0)**

Vehicle: OKR3176 | Maintenance History
VIN: 1FALP2G1W895S1247
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

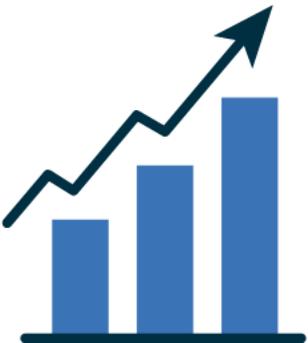
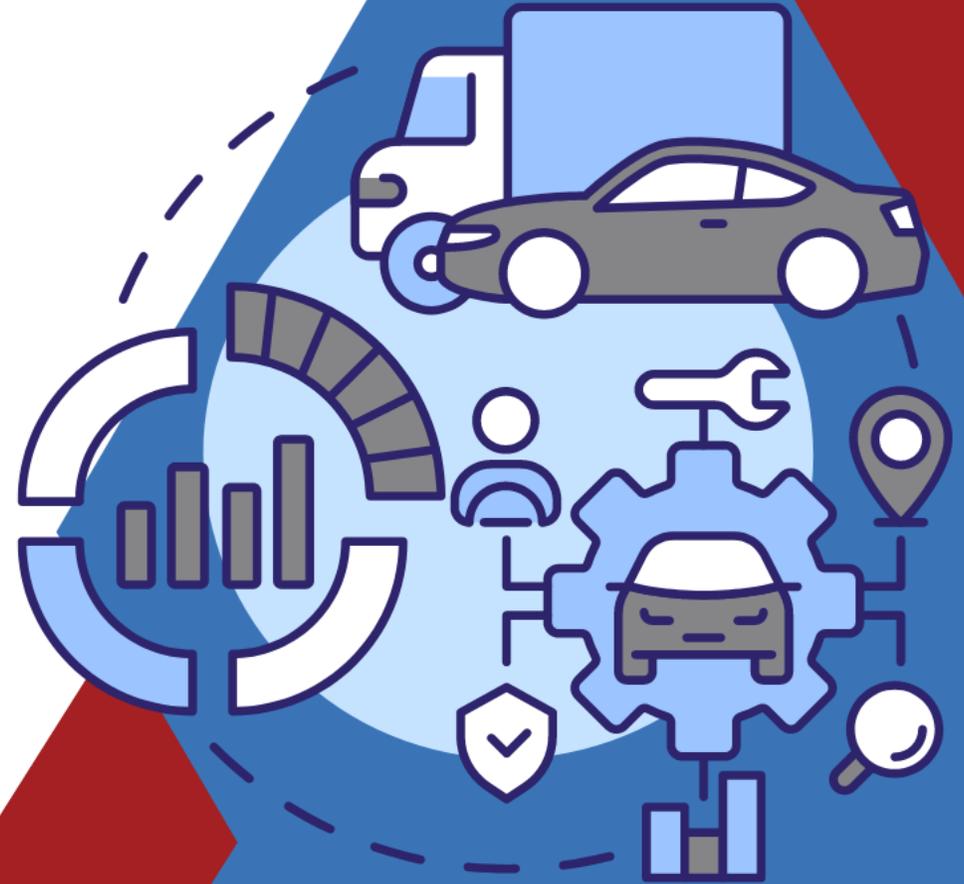
[Add File](#)

Title	File Name	File Category	Comments	Date Added	Added By
There are no files attached to this work order.					

Deleting the file removes it permanently.



Checking Vehicle Repair History



Checking Vehicle Repair History

General Tasks Files (0)

Vehicle: OKR3176 Maintenance History
VIN: 1FALP2G1W000011111
Site: Frankfort Pool
License Tag #: R3176
Description: 2011 White Ford Taurus

Status: Open
Priority: Medium
Provider: Bob's Garage
Primary Technician:

WO#: W00014
Created: 09/13/2023 04:27:35 PM
Modified: 09/27/2023 01:59:37 PM

Contact: Driver
First Name: Last Name:
Email:
Department:
Address:
City:
State: Zip:
Primary: ext.
Alternate: ext.
Account:
Temp Tag:
Temp Parking:

*Priority: Medium
*Status: Open
Status Reason: Select One
Primary Technician: None Selected
*Default Reason Code (VMRS 14): 08 - Preventive Maintenance
Parts Markup Schedule: None Selected
Estimated Cost: \$ 0.00
Estimated Completion:
Actual Start:
Actual Completion:
*Mileage: 31500
Reference PO#:
Reference Invoice#:

Private Comments (Not Printed On Reports):
Comments/Description:

Item	Total
Labor:	\$120.00
Parts:	\$125.00
Sublet:	\$0.00
Other:	\$0.00
Shop Supplies:	\$ 0.00
Adjustments:	\$ 0.00
Subtotal:	\$245.00
Applicable Taxes:	\$ 0.00
TOTAL:	\$245.00

Exit Without Saving Print Work Order Undo Changes Save and Exit Save

Created By: Sminter Modified By: Sminter

In the work order select "Maintenance History"



Checking Vehicle Repair History

Vehicle Name:	OKR3176	Total Costs:	\$295.00							
Description:	2011, White, Ford, Taurus	YTD Costs:	\$225.00							
Current Odometer:	31500									
Records Per Page:	20	Displaying item(s) 1 - 4 of 4								
		Page 1 of 1								
Task	Type	Reason Code (VMRS 14)	Completed	Miles	Labor	Parts	Sublet	Other	Total	WO #
PM Service - 5000 mile	PM	08 - Preventive Maintenance	08/07/2023	25000	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	W00007
Replace Air Filter	PM	08 - Preventive Maintenance	08/07/2023	25000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	W00007
Rotate and Balance Tires	PM	08 - Preventive Maintenance	08/07/2023	25000	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	W00007
Annual Inspection	PM	08 - Preventive Maintenance	09/13/2022	28700	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	W00013
Close										

Vehicle repair History will only include "Closed" Work Orders.

Checking Vehicle Repair History

Vehicle Name:	0KR3176	Total Costs:	\$295.00							
Description:	2011, White, Ford, Taurus	YTD Costs:	\$225.00							
Current Odometer:	31500									
Records Per Page:	20	Displaying item(s) 1 - 4 of 4								
		Page 1 of 1								
Task	Type	Reason Code (VMRS 14)	Completed	Miles	Labor	Parts	Sublet	Other	Total	WO #
PM Service - 5000 mile	PM	08 - Preventive Maintenance	08/07/2023	25000	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	W00007
Replace Air Filter	PM	08 - Preventive Maintenance	08/07/2023	25000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	W00007
Rotate and Balance Tires	PM	08 - Preventive Maintenance	08/07/2023	25000	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	W00007
Annual Inspection	PM	08 - Preventive Maintenance	09/13/2022	28700	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	W00013
Close										

The Work Order number is a Hyperlink. When selected it will pull up the Work Order to be viewed.

Checking Vehicle Repair History

Vehicle Name:	OKR3176	Total Costs:	\$295.00							
Description:	2011, White, Ford, Taurus	YTD Costs:	\$225.00							
Current Odometer:	31500									
Records Per Page:	20	Displaying item(s) 1 - 4 of 4								
		Page 1 of 1								
Task	Type	Reason Code (VMRS 14)	Completed	Miles	Labor	Parts	Sublet	Other	Total	WO #
PM Service - 5000 mile	PM	08 - Preventive Maintenance	08/07/2023	25000	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	W00007
Replace Air Filter	PM	08 - Preventive Maintenance	08/07/2023	25000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	W00007
Rotate and Balance Tires	PM	08 - Preventive Maintenance	08/07/2023	25000	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	W00007
Annual Inspection	PM	08 - Preventive Maintenance	09/13/2022	28700	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	W00013

[Close](#)

The Work Order number is a Hyperlink. When selected it will pull up the Work Order to be viewed.



Wrap-Up

COMMAND 24

Questions?
Next Up: Beyond Motor
Pool/FedRAMP



THANK YOU