

Facilities Ancillary Services Best Practice

Updating Fleet Vehicle Records

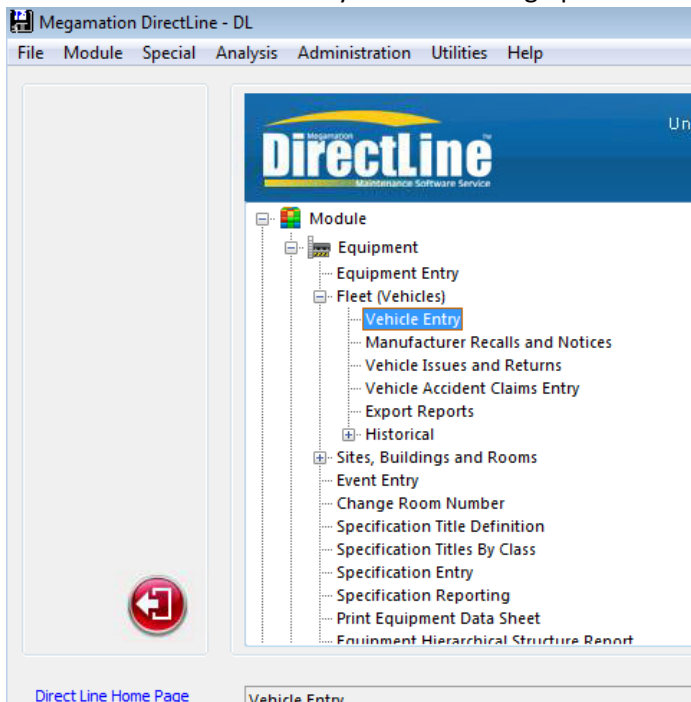
INTRODUCTION (Purpose and Importance)

The following best practice has been developed to provide instructions on how to update fleet vehicle records within the Megamation work order system.

Click on Equipment

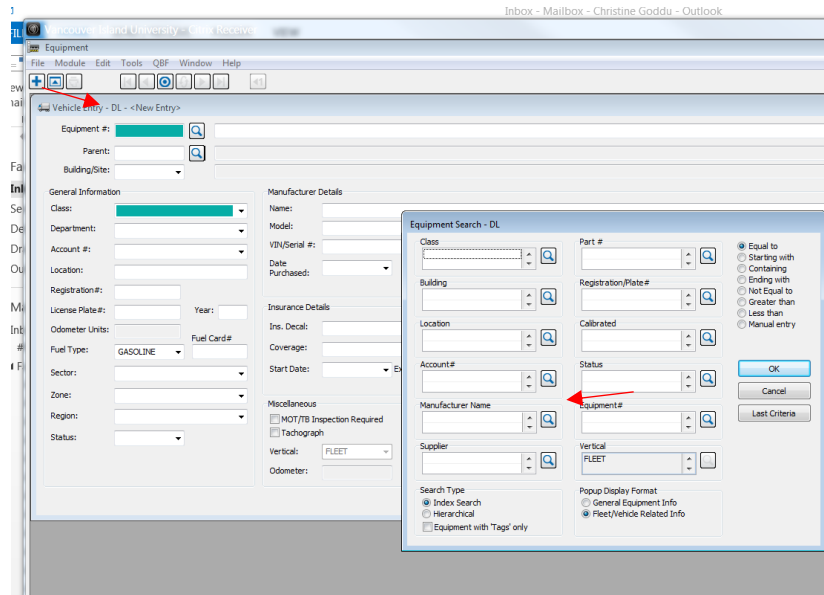


Double click on Vehicle Entry – this will bring up the fleet vehicle records



Click on the Equipment hour glass.

The Equipment Search window will appear



Under Vertical, make sure Fleet is listed and click ok.

This will bring up the fleet vehicle inventory.

You can then choose vehicle from list, click ok and fleet record will populate.

| Equipment# | Class | Plate# | Year Reg | Description | Model | Driver |
|------------|---------------|----------|----------|---|------------|--------|
| V00106 | VEHICLES-FSCD | 00858159 | 2001 | 01 GMC Bus 20 passenger (D) | 20 Passeng | |
| V00119 | VEHICLES-FSCD | 09327450 | 1993 | 93 Ford (Baubert) 24 pass. Bus (D) (No seats) | | |
| V00120 | VEHICLES-FSCD | 09562021 | 1996 | '96 Ford Crew cab (D) | | |
| V00124 | VEHICLES-FSCD | 11252446 | 2014 | 2014 Ford Aerotech Shuttle Bus | Aerotech | |
| V00126 | VEHICLES-FSCD | 01666341 | 2000 | 00 Ford F350 pick-up | | |
| V00137 | VEHICLES-FSCD | 10460694 | 2011 | 2011 Ford Challenger School Bus | | |
| V00140 | VEHICLES-FSCD | 10434635 | 2011 | 2011 Ford Challenger School Bus | | |
| V00145 | VEHICLES-FSCD | 10460626 | 2012 | 2012 Ford F350 Club Wagon | | |
| V00150 | VEHICLES-FSCD | 01666341 | 2016 | 16 Honda Van 7 passenger | Odyssey | |
| V00160 | VEHICLES-FSCD | 01666341 | 2016 | 16 Honda Van 7 passenger | Odyssey | |
| V00200 | VEHICLES-FSCD | 00051176 | 1998 | 99 Chev 4x4 pick-up | | |
| V00201 | VEHICLES-FSCD | 05707961 | 1989 | 88 GMC pick-up | | |
| V00202 | VEHICLES-FSCD | 04520733 | 1997 | 97 Chev Van | | |
| V00204 | VEHICLES-FSCD | 00137126 | 2000 | 00 Chev cargo van | | |
| V00207 | VEHICLES-FSCD | 02848423 | 2005 | 05 Ford E-250 cargo van | | |
| V00209 | VEHICLES-FSCD | 00847386 | 2002 | 02 GMC Safari Cargo Van | | |
| V00212 | VEHICLES-FSCD | 06360890 | 1991 | 91 GMC pick-up (Iam status) | | |
| V00214 | VEHICLES-FSCD | 08320118 | 1993 | 93 Ford Cargo Van (Sky lift) | | |
| V00216 | VEHICLES-FSCD | 00574516 | 2001 | 01 Mazda P/U | | |
| V00218 | VEHICLES-FSCD | 02327402 | 2002 | 02 Ford F350 4x4 pick-up | | |
| V00219 | VEHICLES-FSCD | 03421338 | 2006 | 06 Ford F350 Truck | | |
| V00220 | VEHICLES-FSCD | 01445188 | 2007 | 07 Ford F350 CR Cab | | |
| V00221 | VEHICLES-FSCD | 02919717 | 2008 | 2008 Ford F350 | | |
| V00222 | VEHICLES-FSCD | 00769472 | 2002 | 02 Chev Astro Van | | |
| V00223 | VEHICLES-FSCD | 08636155 | 1989 | 1989 Dodge Caravan | | |
| V00224 | VEHICLES-FSCD | 09844903 | 2010 | 2010 Chev Colorado | | |
| V00226 | VEHICLES-FSCD | 4763802 | 1985 | '85 Dodge 15 pass. Van | | |
| V00227 | VEHICLES-FSCD | 01182540 | 2002 | 02 gmc savanna cargo van | | |
| V00228 | VEHICLES-FSCD | 02772184 | 2004 | 04 Dodge Dakota 4x4 quad cab | | |
| V00229 | VEHICLES-FSCD | 04430152 | 1997 | 1997 F150 Ford pickup | | |
| V00230 | VEHICLES-FSCD | 09662795 | 1994 | 1994 Ford Dump | | |
| V00232 | VEHICLES-FSCD | 10437041 | 2012 | 2012 Toyota Tacoma | | |
| V00233 | VEHICLES-FSCD | 10567374 | 2010 | 2010 Ford F150 | | |
| V00234 | VEHICLES-FSCD | 6351216 | 1989 | '89 Ford 4whd pick-up | | |
| V00241 | VEHICLES-FSCD | 03746049 | 2007 | 07 GMC 1-ton flat deck 4x4 | | |
| V00244 | VEHICLES-FSCD | 03953243 | 2004 | 04 Ford F450 Fladeck | | |
| V00245 | VEHICLES-FSCD | 09581693 | 1996 | 96 Ford Pickup | | |
| V00246 | VEHICLES-FSCD | 10972469 | 2013 | 2013 Ford F150 pickup | | |
| V00247 | VEHICLES-FSCD | 03011042 | 2005 | 2005 Ford F350 CR CAB | | |
| V00248 | VEHICLES-FSCD | 00621378 | 2001 | 01 Ford F350 CR CAB | | |
| V00249 | VEHICLES-FSCD | 3202509 | 1991 | 1991 Ford F150 4x4 | | |
| V00250 | VEHICLES-FSCD | 04640987 | 1997 | 97 chev Astro cargo van | | |
| V00252 | VEHICLES-FSCD | 00039789 | 1999 | 99 GMC SAFARI | | |
| V00254 | VEHICLES-FSCD | 01407779 | 2003 | 03 CHEV FLDDK | | |
| V00255 | VEHICLES-FSCD | 09888373 | 2010 | 2010 Toyota Tacoma | | |
| V00258 | VEHICLES-FSCD | 00021096 | 1999 | 99 Ford F350 4 x 4 flatdeck | | |
| V00260 | VEHICLES-FSCD | 6295933 | 1993 | 93 Plymouth Voyager | | |
| V00265 | VEHICLES-FSCD | 00955646 | 2007 | 07 Ford Econo Van | | |
| V00270 | VEHICLES-FSCD | 06436260 | 1989 | 89 Dodge Dakota | F150 4x4 S | |
| V00275 | VEHICLES-FSCD | JR11981 | 2015 | 2015 Ford F150 4x4 Supercab | | |
| V00290 | VEHICLES-FSCD | 11673222 | 2012 | 2012 Ford F350 | | |
| V00290 | VEHICLES-FSCD | 10460662 | 2011 | 2011 Ford F150 | | |
| V00295 | VEHICLES-FSCD | 10460693 | 2011 | 2011 Ford F150 | | |
| V00301 | VEHICLES-FSCD | 09990175 | 2010 | 2010 Dodge Caravan | | |

Equipment

File Module Edit Tools Q&F Window Help

Vehicle Entry - DL - <Q&F Browse: 1 of 1>

Equipment #: 2018 Ford (Bluebird) 24 passenger bus (D)

Parent:

Building/Site:

General Information

Class:

Department:

Account #:

Location:

Registration #: Year:

License Plate #: Year:

Odometer Units: Fuel Card#:

Fuel Type:

Sector:

Zone:

Region:

Status:

Manufacturer Details

Name:

Model:

VIN/Serial #:

Date Purchased: Warranty Expiry Date:

Insurance Details

Ins. Decal: GWV (kg):

Coverage:

Start Date: Expiry Date: Ann. Fee:

Miscellaneous

MOT/TB Inspection Required

Tachograph

Vertical:

Odometer:

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- Page 2 – Supplier details/bill of material
- Page 3 – Equipment class warranted components/particulars
- Page 4 – Manufacturer notices/recalls
- Page 5 – Leasing Particulars
- Page 6 – Associated Hazardous Materials