



# Vehicle Maintenance Workbook

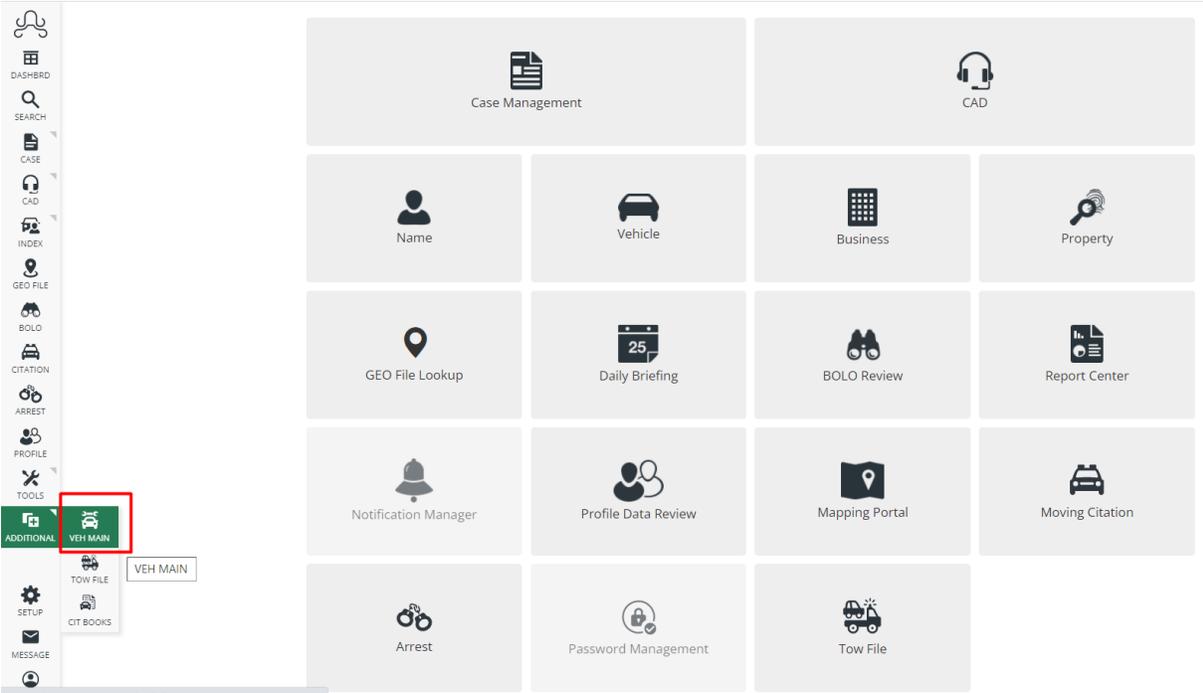
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## Contents

- Setup ..... 2
  - Department Vehicles ..... 3
  - Maintenance Code ..... 5
  - Vendors ..... 5
- Data Entry ..... 6
  - Vehicle Logon/Logoff in CAD ..... 6
  - Fuel Inspection ..... 9
  - Fuel Inspection from CAD ..... 9
  - Vehicle Repair Order ..... 10
  - Modify Vehicle Records ..... 11
- Reporting ..... 12
  - Department Vehicle Reports ..... 12

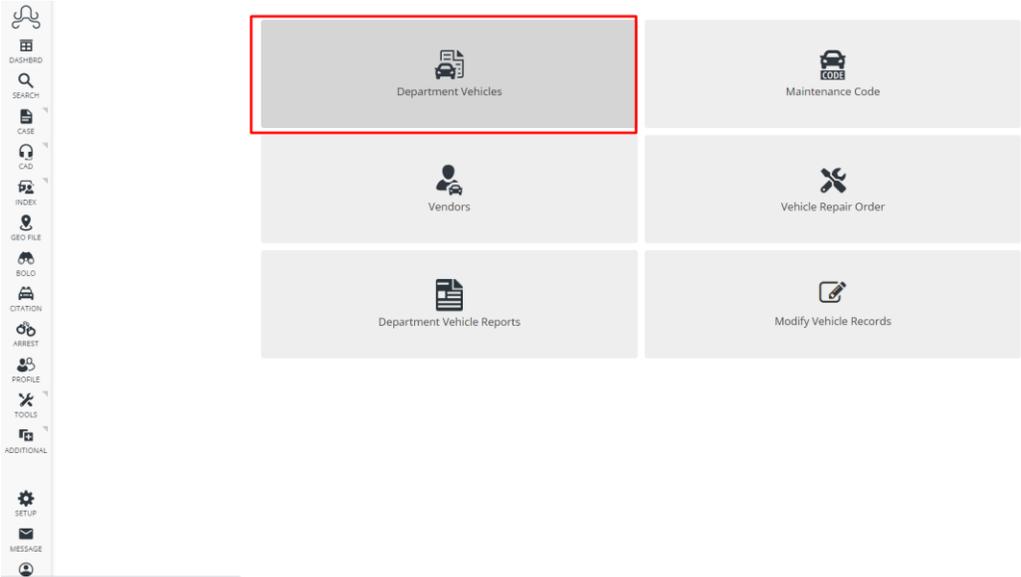
# Setup

From the Side Menu, go to the Additional Tab and go into the Vehicle Maintenance module. Here you can track information for all department vehicles such as their Fuel usage, mileage usage, their repairs, services, and repairing vendor list with details. This module will also allow you to print or download a CSV spreadsheet.

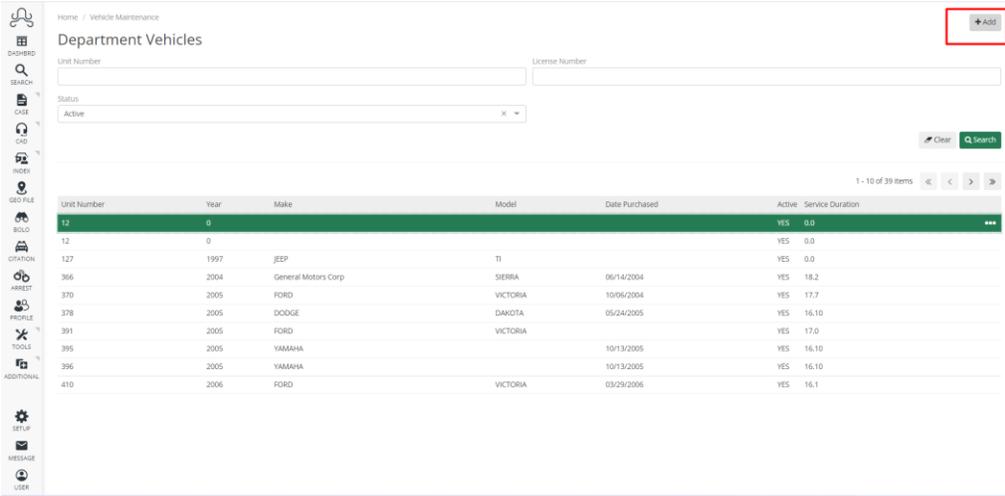


# Department Vehicles

The first step in tracking vehicles of the department is to set up all Department Vehicles.



Using the Vehicle Maintenance module, navigate to the Department Vehicles section and click on the +Add button to add new department vehicles to the system. You can also search from already added vehicles.





While adding vehicles, the first section of information to be filled out is “General”. This is to add general information about vehicles such as unit number, license number, vehicle year, make, model, date purchased, date in service, initial mileage, current mileage, and out of service.

The screenshot shows a web form titled "Edit Department Vehicle" with a close button (X) in the top right. There are two tabs: "General" (selected) and "Equipments". The form contains the following fields:

- Unit Number: 370
- License Number: G31375
- Additional Number: 200618
- Vehicle Year: 2005
- Make: FORD — FORD
- Model: VIC — VICTORIA
- Date Purchased: 10/06/2004
- Date in Service: 01/01/2005
- Initial Mileage: 1024
- Miles As Of: (empty)
- Current Mileage: (empty)
- Out of Service: (empty)
- Active:  Active

At the bottom, there is a "History" link, a "Close" button, and a "Save" button.

The Next step is adding Equipment to the vehicle. Vehicle Equipment can be added through the Equipment tab here. Alternatively you can navigate to Side Menu >Setup>User Setup > Equipment and add Equipment from there as well.

The vehicle must be added before adding equipment to it. To fill out equipment details, issue date, return date, equipment description, Add Equipment to Equipment File, Property Control Number, Equipment Serial Number, and Reason Returned need to be entered.

The screenshot shows a web form titled "Create New Vehicle Equipment" with a close button (X) in the top right. The form contains the following fields:

- Issue Date: (empty)
- Return Date: (empty)
- Equipment Description: (empty)
- Property Control Number: (empty)
- Equipment Serial Number: (empty)
- Reason Returned: (empty)

There is a button labeled "+ Add Equipment to Equipment File" next to the Equipment Description field. At the bottom, there are "Close" and "Save" buttons.



## Maintenance Code

This section helps in Setting up different types of codes for maintenance. It contains fields such as Repair code, Miles between service, and description.

Edit Maintenance Code ×

---

Repair Code	Miles Between Service
<input type="text" value="12"/>	<input type="text" value="0"/>

Description

Active

---

History Close Save

## Vendors

This section allows for setting up vendors which are going to do repairs for your department. It includes details like Vendor ID, name, Address, city, state, zip, primary contact name and number, secondary contact name and number, and the checkbox for the status of the vendor whether it's active or not.

Edit Vendor ×

---

Vendor ID	Name
<input type="text" value="CC"/>	<input type="text" value="Canon Motor Company"/>

Address	City
<input type="text" value="1801 W. Jackson Ave"/>	<input type="text" value="Oxford"/>

State	ZIP
<input type="text" value="MS — MISSISSIPPI"/> <span>×</span>	<input type="text" value="38655"/>

Primary Contact	Phone
<input type="text"/>	<input type="text" value="662-234-2311"/>

Secondary Contact	Phone
<input type="text"/>	<input type="text" value="662-457-8949"/>

Active

---

History Close Save





**Log On Units** – It is used to Log on officers and you can attach a vehicle now, or later attach a vehicle to that officer who is using it.

The screenshot shows the 'Logon Units' window with the following details:

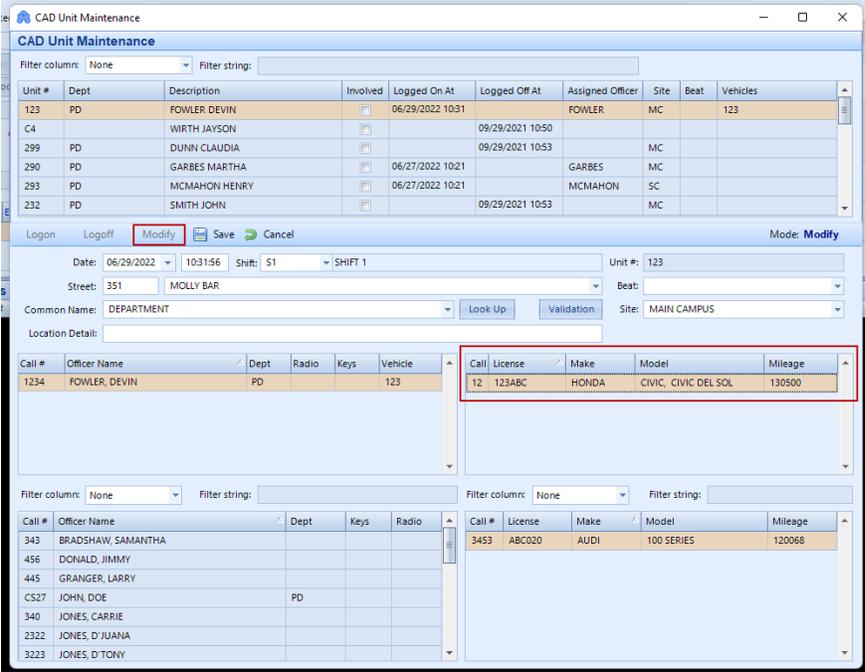
- Step 1: All units will be logged in to Date/Time, Shift and Site selected below**
  - Date: 08/25/2022
  - Time: 00:06:13
  - Shift: A
  - Site: SITE 1
  - Common Name: TEST2
  - Street: TEST2, 24 SORORITY ROW
- Step 2: Select Units**
  - Unit: DF (DAVID FLAHERTY)
  - Officers: #DF - FLAHERTY, DAVID
  - Keys: [Empty]
  - Radio: [Empty]
  - Beat: [Empty]
  - Vehicle: 395 (highlighted in red)
  - Previous Ending Mileage: 7030
  - Starting Mileage: 7030
  - Next >> button
- Selected Units for Logon:**

Unit #	Unit Name	Radio	Keys	Beat	Vehicle
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- Buttons: Cancel, Save

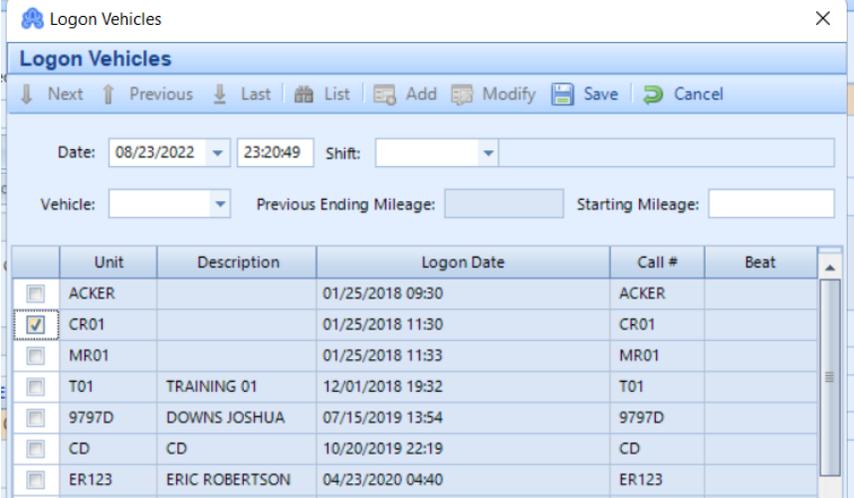
In Logon units, you must log on an officer and then attach a vehicle to them by selecting vehicle dropdown. This dropdown will show a list of the vehicles which are not currently logged on or are not assigned to any officer. Once you select the vehicle, the previous ending mileage will be automatically fetched by the system. You can keep the starting mileage as it is, or you can add a different one if someone was driving it after hours, who are not on actual patrol, or something similar. Once you've added all details hit Save.



**CAD Unit Maintenance** – Whenever you Logon a person you can add a vehicle to them or if you have already logged on the unit you can attach a vehicle to them.



**Log on Vehicles** – By this menu you can log on to multiple vehicles together with the units that are already logged on.



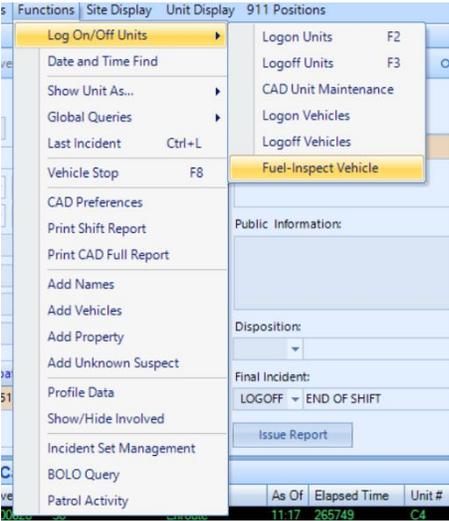
Similarly, you can Log off multiple vehicles by going to Functions>Log On/Off Vehicles>Log off vehicles.

## Fuel Inspection

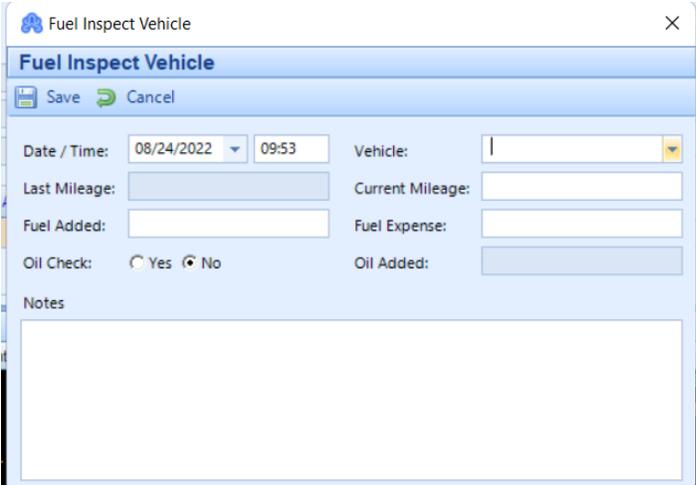
In Fuel Inspection details such as Date/Time, Vehicle, Last mileage, Current Mileage, Fuel added, Fuel Expense, oil check or not, oil added, and notes can be entered/modified.

## Fuel Inspection from CAD

To save fuel inspection details through CAD, go to Functions>Log On/Off Units> Fuel-Inspect vehicle.



Through this menu, you can choose your vehicle, put on mileage details, gas details if added, how much the gas costs, if there was any oil checked or if any oil was added, and if there are any notes. You can add all these details and hit save. At the click of the save button, it will ask you if you want to add another record. You can hit yes if you are adding multiple records at once. If you click No, it will automatically add that details and close the dialog.



# Vehicle Repair Order

In ARMS mobile, this section helps you track the vehicles that are sent to be repaired. It consists of two tabs: General and Repair.



The General tab contains fields such as Date, Order Number, Mileage, Unit number, Make, Model, Vendor ID, Vendor name, and whether an order is active or closed.

Edit Repair Order ×

General Repair

Date: 07/15/2016 Order Number: 2346 Mileage: 117

Unit Number: 410 Make: FORD Model: VICTORIA

Vendor ID: BK Vendor Name: Belk Ford

Active

History Close Save

The Repair tab consists of the repair code, description, service performed, and cost of repair.

Create New ×

Repair Code:  Description:

Service Performed:  Cost:

Close Save



## Modify Vehicle Records

Using this section, Admins can view/modify Vehicle mileage and fuel tracking records. It consists of three tabs: General, Fuel Inspection and Officers.

In General Tab details such as Date out, date in, shift, vehicle, starting mileage, ending mileage, and Still Out? And Total Miles used in Shift can be entered/modified.

### Modify Vehicle Record ×

**General** Fuel Inspection Officers **3**

Date Out	Date In
06/04/2021 05:43:21	06/04/2021 05:43:46
Shift	Vehicle
B — B SHIFT	395
Starting Mileage	Ending Mileage
7010	7010
Still Out?	Total Miles used this Shift
No	0

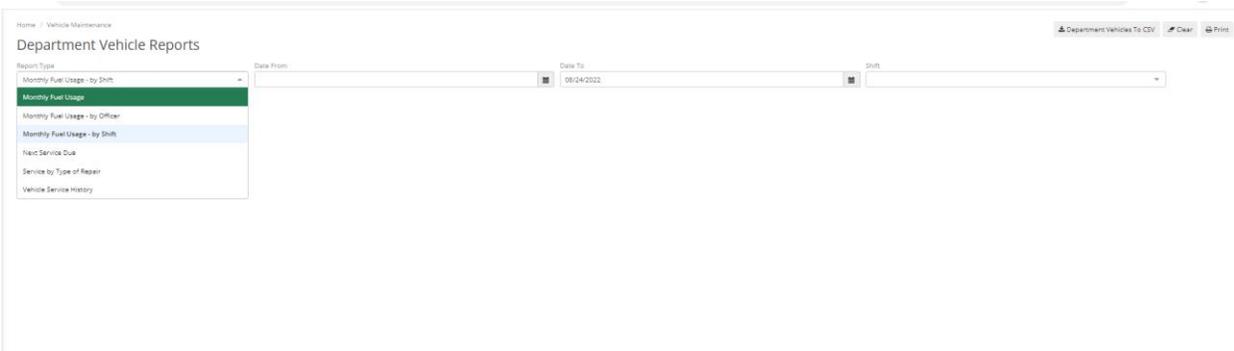
History Close Save



# Reporting

## Department Vehicle Reports

All these reports pertain to department vehicles. Reports can be generated using different report types such as Monthly Fuel Usage Report, Monthly Fuel Usage Report – by Shift, Monthly Fuel Usage Report – By an Officer, Next Service Due Report, Service by Type of Repair, and Vehicle Service History. Except for Vehicle Service History and Next Service Due reports, these reports can be printed or downloaded in CSV format.



The below image shows how the report displays. This report is an example of a Vehicle Fuel History report generated for the dates 5<sup>th</sup> Oct 2021 to 24<sup>th</sup> August 2022.

UNIVERSITY OF ENDZEND								
UPD								
Vehicle Fuel History from 10/05/2021 to 08/24/2022								
DATE	MILEAGE			OFFICER	SHIFT	FUEL USAGE (GAL.)	FUEL EXPENSE	NOTES
	START	END	TOTAL					
<b>October 2021</b>								
Vehicle: 391								
			Subtotal	87,654,321		0.00	\$0.00	
			October 2021 Subtotal	87,654,321		0.00	\$0.00	
<b>February 2022</b>								
Vehicle: 378								
			Subtotal	20		0.00	\$0.00	
			February 2022 Subtotal	20		0.00	\$0.00	
<b>May 2022</b>								
Vehicle: B4								
			Subtotal	0		0.00	\$0.00	
			May 2022 Subtotal	0		0.00	\$0.00	
<b>August 2022</b>								
Vehicle: 395								
			Subtotal	15		0.00	\$0.00	
			August 2022 Subtotal	15		0.00	\$0.00	
			<b>TOTAL</b>	<b>87,654,356</b>		<b>0.00</b>	<b>\$0.00</b>	