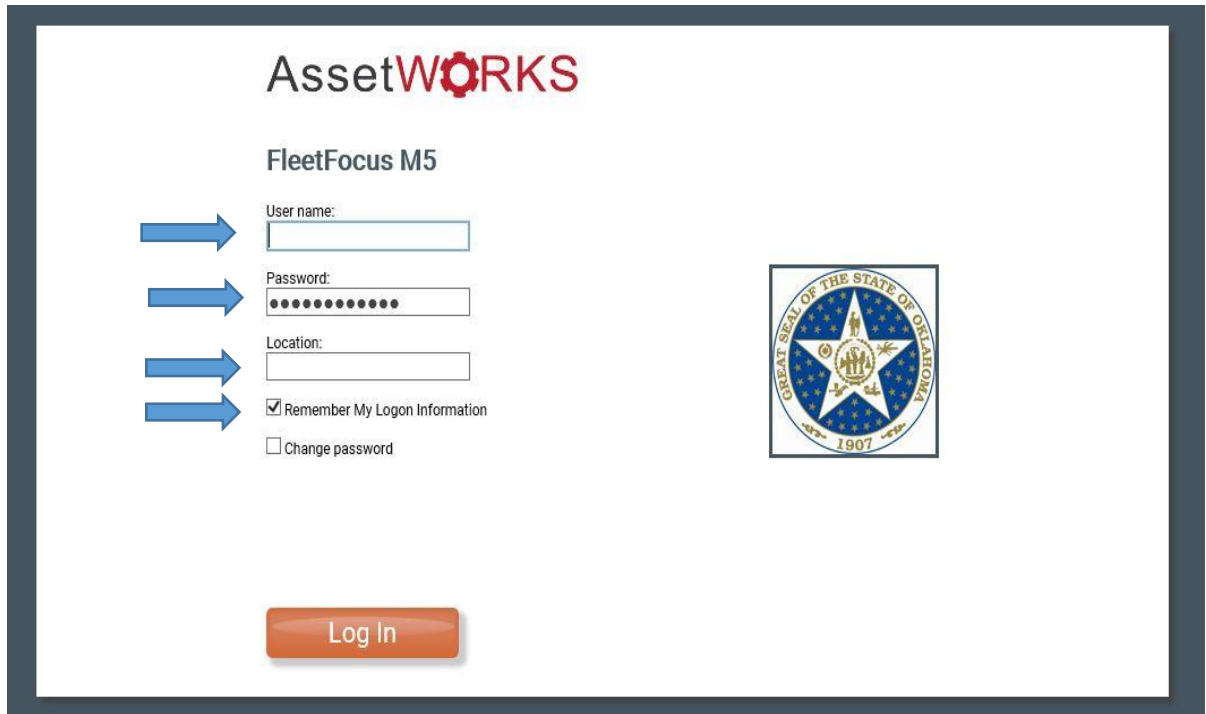


1. OVERVIEW

- 1.1. All state agencies that lease vehicles from OMES Fleet Management are required to report mileage.
- 1.2. This policy covers how an agency fleet administrator enters odometers in the Fleet Management System directly through PC access.
 - Best application: Delayed odometer reading reporting (odometer, date, and time are emailed by drivers and supervisors or local fleet pool administrators).
 - Critical requirement: The actual date and time when the odometer was recorded must be submitted for reporting; do not estimate or guess, do not use the reading from the GPS NetworkFleet or Fleet Card website.

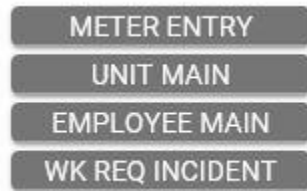
2. ENTRY STEPS

- 2.1. Access the M5 Login Page
 - 2.1.1. Use Provided URL, and enter User name, Password, and Location.
 - 2.1.2. Make sure the "Remember My Logon Information" box is checked.
 - 2.1.3. Click Log In



DAF Using Agency - Direct Meter Entry through Fleet System

2.2. On successful login, four menu items are visible.



2.2.1. "Meter Entry" – to report mileage

2.2.2. "Unit Main" – to view key vehicle data points such as tag, toll decal number, VIN, billing code, Fleet Management billing and assignment department code, assigned operator state ID and name, etc.

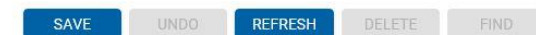
2.2.3. "Employee Main" – to view driver's data such as contact information, driver ID (fueling PIN), assigned Fleet Management department code and name.

2.2.4. "WK Req Incident" – to report needed repairs and maintenance, to request service appointment scheduling.

2.3. This policy covers steps for "Meter Entry".



It opens "Unit/Component Meter Entry" frame.



Unit/Component Meter Entry

Meter Information

Parking Loc:

Meter Date:

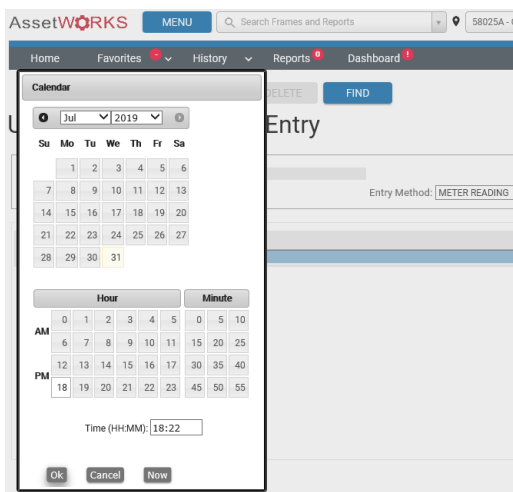
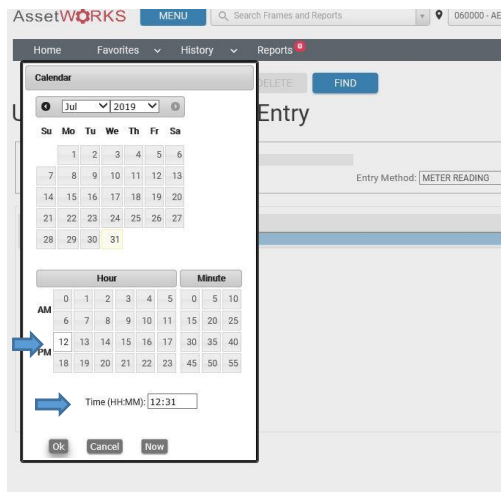
Entry Method:

Meter Entry (New record number 1)

Type	Unit/Comp No	Description	Meter Readings / Type / Usage / LTD Usage
Unit			

PLEASE NOTE: Unlike entry through a spreadsheet where a record starts with a unit number, meter entry through the Fleet System starts with selecting the date and time the meter was taken down, i.e. the "Meter Date" (date and time) populated by the system has to be adjusted back to the date and time a driver or administrator recorded the vehicle's odometer. It is not then time of entry or time when a meter was reported to the fleet administrator by a driver, but the time when it was directly written down from a vehicle's dashboard. Correct association of date and time with mileage is critical for the Fleet System to maintain an accurate and chronological history of meters.

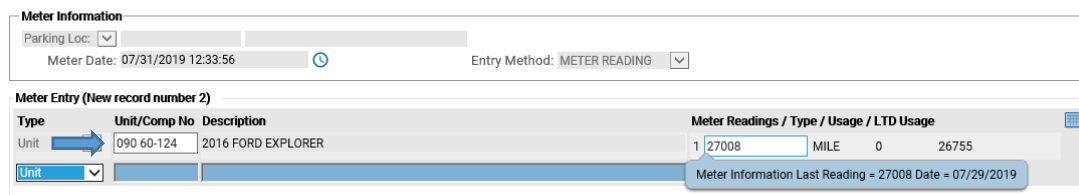
- 2.4. Click on the clock icon to the right of Meter Date to specify the date the odometer reading was taken, if the odometer is not current. Military time is used, e.g. 3:30 PM is 15:30.

- 2.5. Under "Unit/Comp No", enter the unit number for the appropriate vehicle. When the unit number is entered and the tab key is pressed, the vehicle information appears under description.

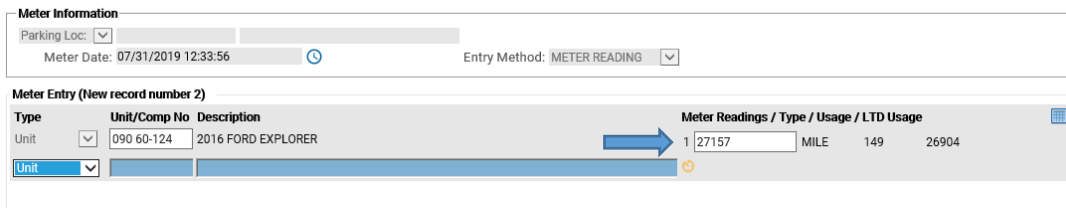
- 2.5.1. The most recent historical record of the meter that is already stored in the Fleet System will appear in the "Meter Readings" field (the entry box that shows 27008 in the screenshot below).

Unit/Component Meter Entry



- 2.5.2. This is where reported mileage is entered and populated meter overwritten.

Unit/Component Meter Entry

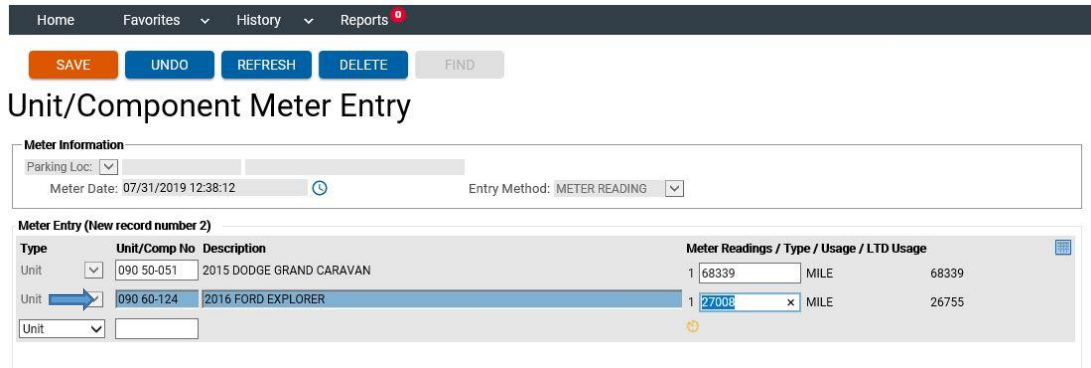


- 2.5.3. It is possible to update multiple vehicles providing the meters were obtained at the same date and time. Enter the next unit number in the blank box below. Once mileage entries are completed, click on "Save" (see section 2.7. if when an error alert pops up).

2.6. Meters of vehicles captured at a different date and time must be entered separately.

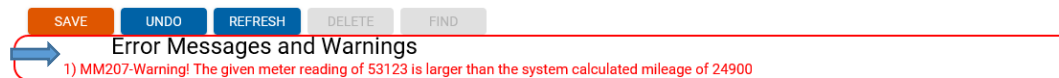
2.6.1. Click "Refresh"

2.6.2. Follow steps 2.4 - 2.5 again

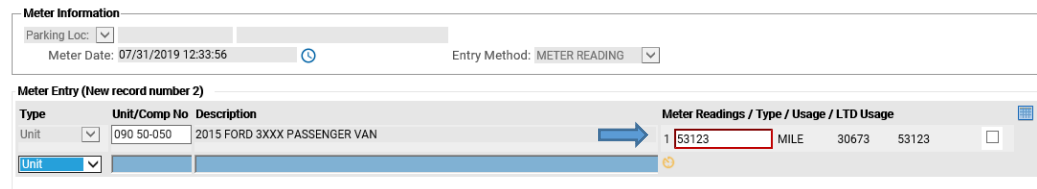


2.7. Errors Alerts

2.7.1. The Fleet System always verifies manual entries of meters against historical records. If a meter reading appears to be inconsistent, an error message appears.



Unit/Component Meter Entry



2.7.2. An alert provides an opportunity to validate the meter. Once it is entered, it cannot be corrected.

2.7.3. If the accuracy of the meter is verified, check the box on the right side and proceed to save. PLEASE NOTE: Do not perform this function automatically. Take the time to verify.

2.7.4. If the Fleet System still refuses to accept the entry, contact Fleet for assistance (Section 4).



3. ACCESS TO REPORTING

3.1. Click "Reports" menu item



3.2. Open a report from the list

3.2.1. Reports will be generated in the middle of the month

3.2.2. "Use last Closed Pd" indicates vehicle's utilization in the last closed billing month

3.2.3. "Usage Fiscal Year to Date" indicates vehicle's cumulative utilization in the current fiscal year.

3.2.4. "Usage Life to Date" indicates miles driven since the vehicle was acquired

340 UNIT USAGE							FLEET MANAGEMENT		
							Report Printed: 07/18/2019 14:04:25 By User: 580412TB		
Unit No	Category	Activity	Parking Loc	Maint Loc	In-Service Date	Mtr	Use Last Closed Pd	Usage Fiscal Year to Date	Usage Life to Date
Owning Dept: 580 - OMES CAM - CAPITAL ASSET MGMT							For Period: 201912		
Using Dept: 340-010 - OSDH CHIEF OPERATION OFFICER							↓	↓	↓
090 20-168	PASS02	ASUPPORT	340	58025A	04/17/2014	M	724	1,790	99,461

4. CUSTOMER SUPPORT

4.1. QMR@omes.ok.gov.

4.2. 405-522-1204.