

**CHAPTER 1**  
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## CHAPTER 1

### GENERAL

#### 1. PURPOSE.

a. Scope. This guide was developed to provide California Highway Patrol fleet management personnel with a general overview of the primary features and functions of the Department's fleet management information system, FleetFocus.

b. Definition. FleetFocus is a three-tiered, client/server, windows-based, fleet management system which runs on the Department's Oracle server. Data is entered, secured, and displayed in real-time to provide the most accurate and up-to-date information possible.

c. Purpose. FleetFocus tracks the Department's entire fleet and provides operational data related to mileage accumulation, inventory control, maintenance, and cost.

#### 2. USE.

a. Capability. FleetFocus is an effective tool for monitoring fleet operations. The system tracks each vehicle from initial acquisition to final disposition. Vehicle assignment, use, mileage, fuel, maintenance, and associated costs can be collected and monitored. The system contains complete maintenance records including repair, preventative maintenance, and commercial services to support warranty agreements, command procedures, and statutory requirements.

b. Functionality. The primary function of FleetFocus is to make accurate and up-to-date information available to fleet managers. This information can be utilized to assist in making informed decisions regarding fleet operations. The information contained in FleetFocus is dependent upon accurate data entry and is not intended to be the sole source of fleet information.

c. Responsibility. The Department's fleet is operated, serviced, and maintained by a variety of personnel from numerous classifications. The Department relies heavily on automotive technicians, maintenance workers, motorcycle supervisors, and property controllers to ensure the most accurate and complete data entry possible. Individual commands are responsible for ensuring proper personnel input all required data into the system.

### 3. DATA STORAGE.

- a. Database. The core of FleetFocus is its database. In essence, FleetFocus is an electronic file cabinet containing operational data related to the Department's fleet. Information stored in the database is organized by equipment records.
- b. Record. An equipment record is a collection of data for a particular piece of equipment or group of related equipment. Each equipment record is viewed through several subject related screens.
- c. Screen. An equipment screen may include information related to a major function such as a vehicle's primary information, maintenance, or fueling activity. Each screen is sub-divided into tabs.
- d. Tab. Each tab contains closely related data to a specific activity of each major function. These activities may include the parts or labor charged to a vehicle's work order. Each tab is comprised of multiple fields.
- e. Field. Each field contains an individual piece of data such as a vehicle's license number, make, model, assigned location, current odometer, and the date it was placed into service.

### 4. USER ACCESS.

- a. Access Rights. New users to FleetFocus are granted access rights to the application by the FleetFocus coordinator at Fleet Operations Section (FOS). All users are organized into user groups that provide the appropriate system privileges based on the user's responsibility.
- b. Password. Each user must utilize a password to access FleetFocus. All new users are issued an initial password and may change it at any time.
- c. Network. Each new user to FleetFocus must also have a FleetFocus icon installed on their computer in order to access the application through the network. The FleetFocus coordinator will send a request to the Helpdesk to establish network connection for new users to the FleetFocus application.

### 5. APPLICATION NAVIGATION.

- a. Navigation. As users move through the FleetFocus application, all information is displayed by the Graphical User Interface (Annexes 1-A-1 and 1-B-1). Screen displays and data are available according to the user's access rights. All

information screens consist of a menu bar, network communication indicator, action buttons, display grid, tab(s), and status bar.

b. Menu Bar. The menu bar is located at the top of all FleetFocus screens. The menu bar commands are organized under menu names and provide access to FleetFocus screens. A specific screen is accessed by highlighting the desired screen name. The menu bar contains the following menu titles.

- (1) "File." Closes screens and exits the FleetFocus application.
- (2) "Edit." This function is not available to users.
- (3) "Action." Performs database functions such as get data, filter data, insert record, and update record.
- (4) "Data." Accesses commonly used screens related to equipment units, maintenance, parts, and fuel.
- (5) "Queries/Reports." This function is not available to users.
- (6) "System Management." Changes user's password.
- (7) "View." Displays or removes tool bar and status bar.
- (8) "Preferences." Controls tool bar options.
- (9) "Windows." Switches between multiple active screens.
- (10) "Help." Accesses online help functions.

c. Network Communications Indicator. FleetFocus includes an indicator to monitor the connection to the network and the transfer of data to the application database. If the computer is connected to the network, a solid line with a yellow asterisk is displayed. If connection to the network is lost or interrupted, a black "X" is displayed. When data is transferred to the database, the yellow asterisk moves from side to side.

d. Action Buttons. Action buttons perform common commands such as filter, sort, insert new record, process new record, update record, or cancel current action. Available action buttons will be highlighted and unavailable action buttons will be dimmed. Users can customize their tool bar by selecting to display or hide action buttons from a limited list using the "Setup" option from the "Preferences" menu (Annex 1-C-1).

- e. Display Grid. The grid section of the screen displays the record(s) that match search criteria selected by the user.
- f. Tabs. Screen tabs present data related to the record(s) contained in the grid section. Screen tabs also function as a set of forms for each screen.
- g. Status Bar. The status bar is located at the bottom of each screen and displays the current status. It also displays successful insert, error messages, data retrieval, and indicates the number of records displayed in the grid.
- h. Keyboard Options. FleetFocus is optimized for use with a mouse. However, all functions are accessible using keyboard shortcuts (Annex 1-D-1).

## 6. NEW USERS.

- a. New Account. New users will receive the following log on and password instructions from FOS when a new user account is established and an initial password is assigned (Annexes 1-E-1 and 1-F-1).
- b. Log on. Use the following instructions to log on to FleetFocus.
  - (1) Double click the "FleetFocus" icon from the desktop display.
  - (2) Enter "User ID" (employee number).
  - (3) Enter "Password" and click "OK."
- c. Change Password. Users are encouraged to change their password on a regular basis and to keep their password confidential to prevent unauthorized access to the FleetFocus database. Use the following instructions to change your password.
  - (1) Select "System Management," "Setup," "Access Rights," and "Change Password" from the dropdown menus.
  - (2) Click "Prepare for Insert" and enter the old password.
  - (3) Enter the new password in the "New Password" and "Verify" fields (5 to 10 characters) and click "Process."

## 7. PROGRAM HELP.

a. On-Screen Help. FleetFocus has a comprehensive on-screen help system that provides reference information and detailed explanations for all screens, tabs, and data entry fields. Features include a complete help topic menu organized by subject and a help context feature that includes a help pointer icon that displays specific help information for the current screen. For convenience, all help instructions and explanation can be printed. Help includes answers to frequently asked questions, a glossary of terms, an index, and search links to additional help topics.

b. Help Topic Menu. Use the following instructions to access on-screen program help information by subject or category.

(1) Select “Help,” “Contents,” and the appropriate “Help Topic” from the submenus.

(2) The “F1” key can be used as a shortcut to open the on-screen Help system and Help screen information on specific topics.

(3) Select the desired subject by double-clicking on the subject title to display the related help information.

c. Help Context. Use the following instructions to get context sensitive help for displayed items.

(1) Click “Help Context” icon on the toolbar.

(2) After the mouse pointer changes to an arrow and question mark, point at the item you want information about and click.

d. Printing a Help Topic. Use the following instructions to print a help topic.

(1) Click “Print” button from the upper menu of the help box.

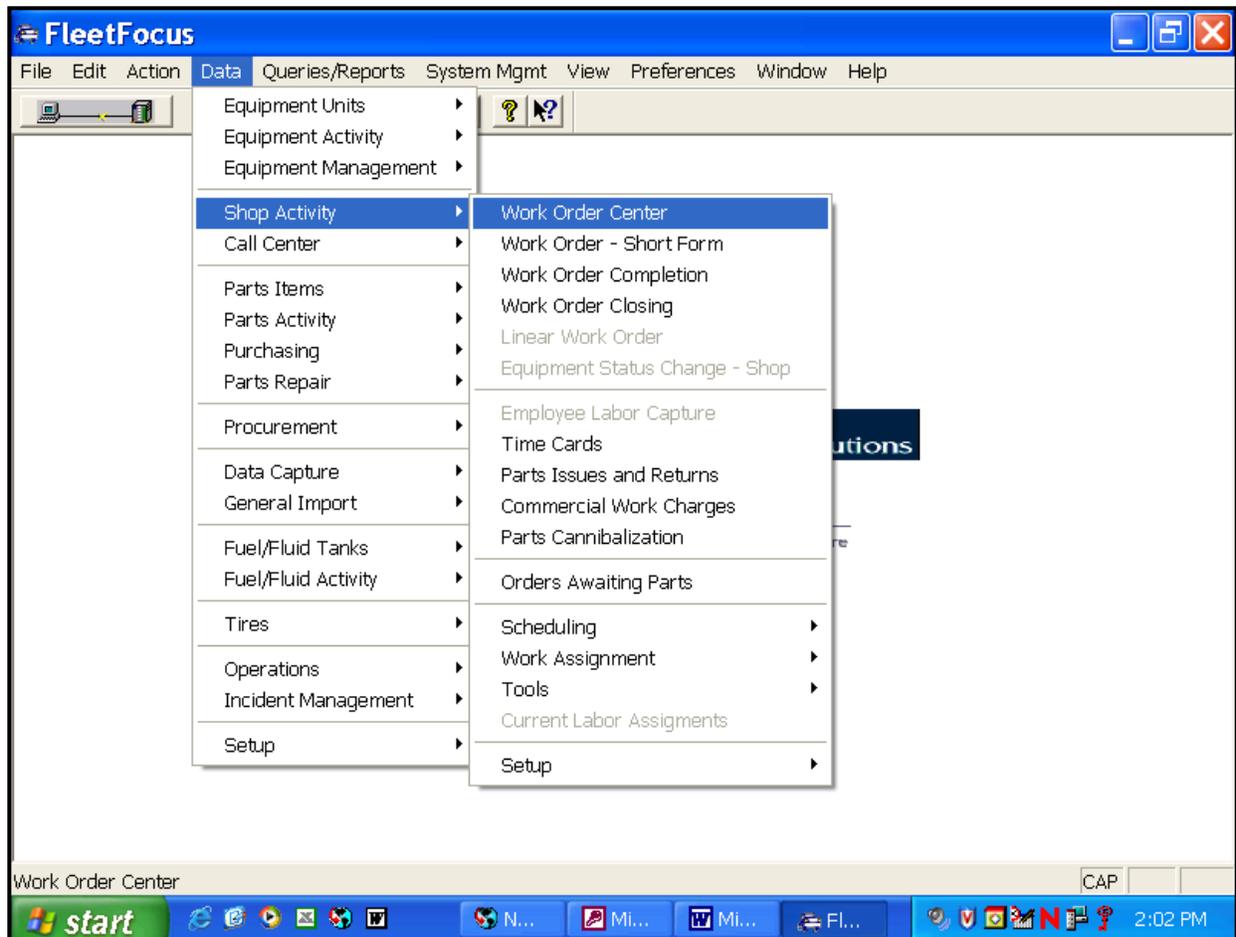
(2) Click “Print” button at the bottom of the print box.

8. TECHNICAL SUPPORT. The Fleet Management Information Coordinator is available to provide training and support. To obtain FleetFocus technical or fleet operations support, contact the appropriate FOS personnel listed in Annex 1-G-1.

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# ANNEX A

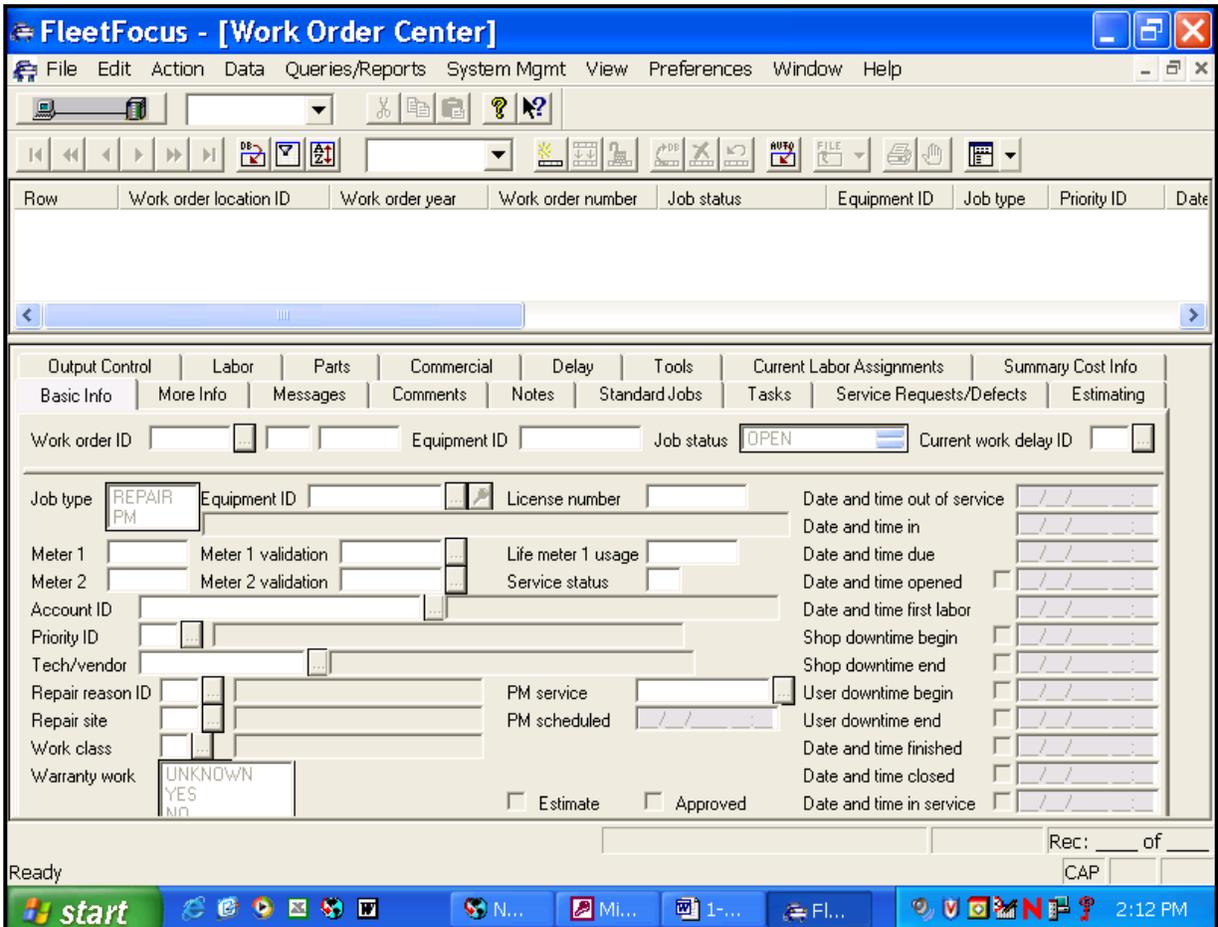
## MENU GUIDE



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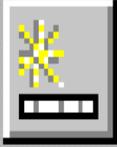
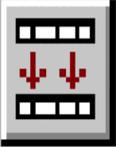
# ANNEX B

## GRAPHICAL USER INTERFACE OPTION GUIDE



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**ANNEX C**  
**ACTION BUTTONS**

					
<b>Get Data</b>	<b>Filter</b>	<b>Define Sort</b>	<b>Prepare for Insert</b>	<b>Prepare for Copy</b>	<b>Prepare for Update</b>
<i>(Ctrl + G)</i>	<i>(Ctrl + F)</i>	<i>(Ctrl + O)</i>	<i>(Ctrl + N)</i>	<i>(Ctrl + Y)</i>	<i>(Ctrl + U)</i>
<i>Unrestricted Get Data</i>	<i>Restricted Get Data</i>		<i>Star for Start</i>		<i>Unlock</i>
					
<b>Process</b>	<b>Delete</b>	<b>Cancel</b>	<b>Stop</b>	<b>About</b>	<b>Help Context</b>
<i>(Ctrl + S)</i>	<i>(Ctrl + D)</i>	<i>(Ctrl + Z)</i>			<i>(F1)</i>
<i>Save</i>		<i>Undo</i>	<i>Stop Data Retrieval</i>		<i>Screen Specific On-line Help</i>

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# ANNEX D

## KEYBOARD GUIDE

**FleetFocus - [Work Order - Short Form]**

File Edit Action Data Queries/Reports System Mgmt View Preferences Window Help

Row Work order location Work order year Work order number Equipment Job type Job status

Press **Alt + →** to move from tab to tab on a screen.

**Action Buttons**

- **Ctrl + F** for the Filter.
- **Ctrl + N** for Prepare for insert.
- **Ctrl + U** for Prepare for Update (Unlock).
- **Ctrl + S** for Process.
- **Ctrl + Z** for Cancel.
- **Ctrl + [SPACE]** to move into the group fields.

Basic Info Comments Notes Labor Parts Commercial Output Control

Work order ID 074 2003 1603 Equipment ID T097347 Job status OPEN

Standard job ID

R...	Task ID	Work accomplished ...	Date	Employee...	Reversal	Labor ho...	Time code...	Account ID
*	A	03	04/30/20...	A12222	X	12	D1	
*								
*								

Press **Ctrl + B** to remove an entire line of data **BEFORE** you process (you cannot remove or change the line of data **AFTER** you process).

**F4** shows you the Pull Down List.

Use the **TAB** key to move forward through columns or fields.

Use the **SPACE BAR** to mark and unmark checkboxes.

Use the **SHIFT + TAB** key to move backward through columns or fields.

Use **Shift + `** (shift + quote) to copy the value in the field above. For example, you can use this shortcut when entering multiple lines of labor data and need to enter the same Employee ID on all lines.

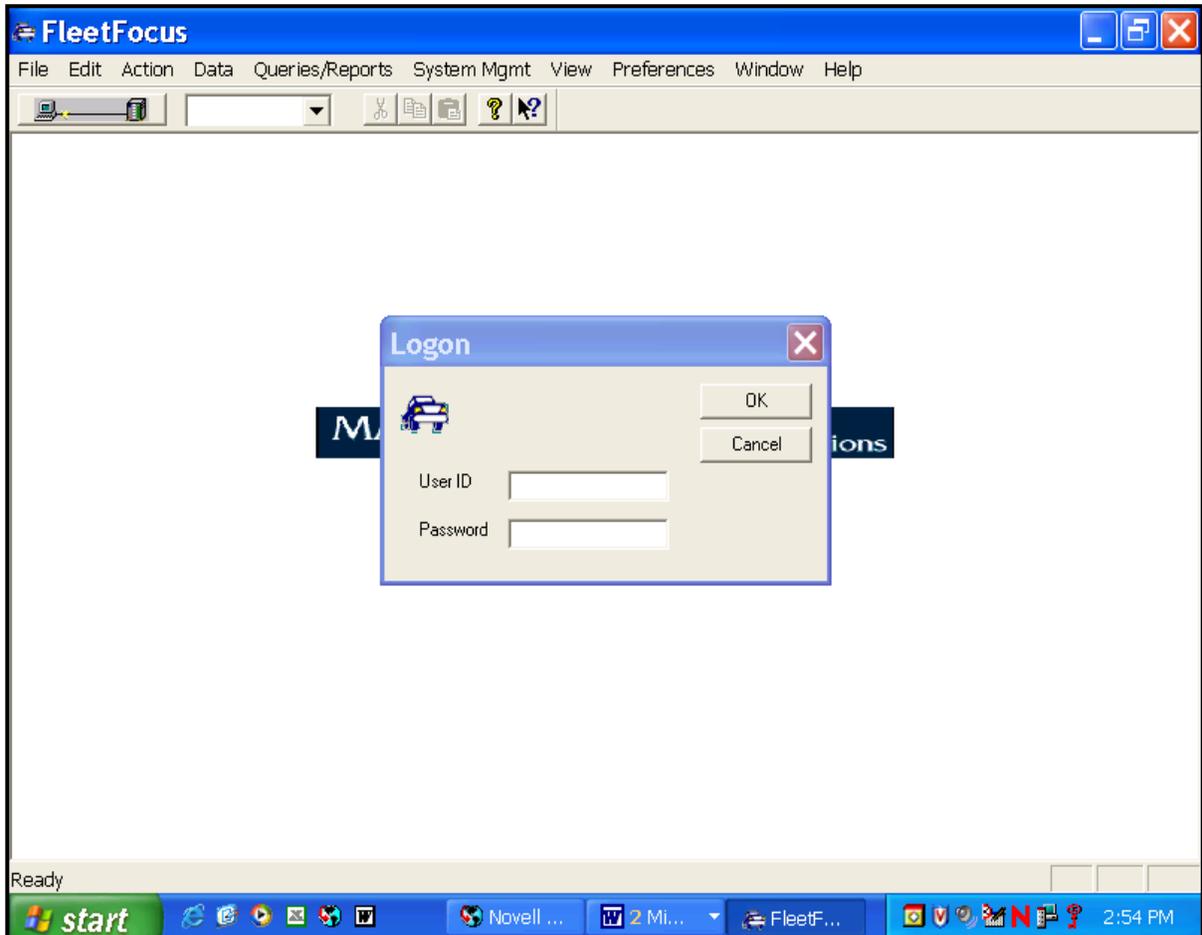
Rec: \_\_\_\_ of \_\_\_\_

start Novell ... 2 Mi... FleetF... 9:30 AM

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# ANNEX E

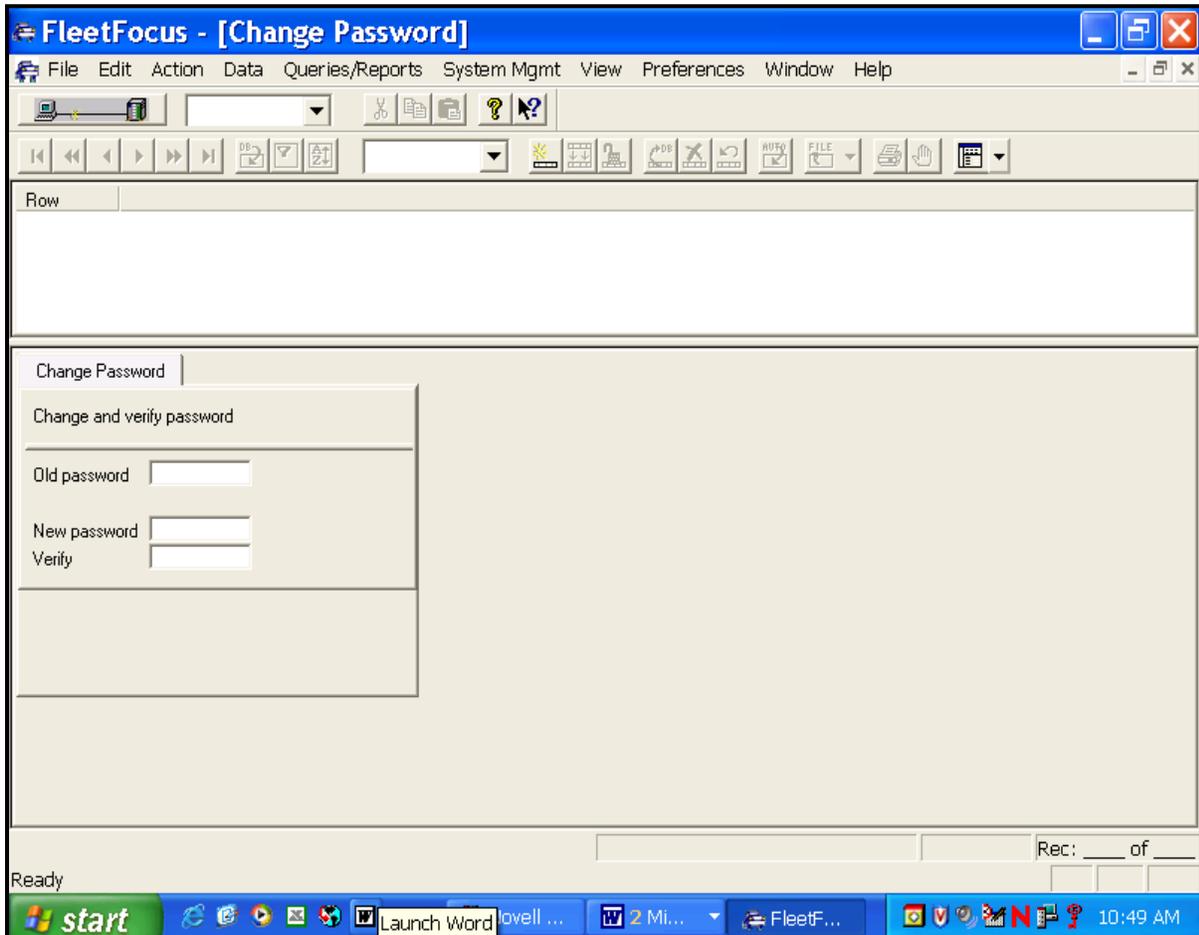
## LOGGING ON TO FLEETFOCUS



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## ANNEX F

### CHANGING YOUR FLEETFOCUS PASSWORD



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## ANNEX G

### FLEETFOCUS AND FLEET OPERATIONS SUPPORT

#### FLEETFOCUS TRAINING AND SUPPORT

VACANT  
Fleet Management Information Coordinator  
(916) 376-3500

#### FIELD OPERATIONS

Cris Morgan  
Program Manager, Field  
(916) 376-3505

Reginald Bohanan  
Senior Inspector of Automotive Equipment  
(916) 376-3516

Ralph Martinez  
Inspector of Automotive Equipment  
(916) 376-3515

Chris Winters  
Inspector of Automotive Equipment  
(916) 376-3510

#### EQUIPMENT TRANSFERS AND INVENTORY CONTROL MANAGEMENT

Francis Valenzuela  
Property Controller II, Northern State  
(916) 376-3502

Jennifer Manandic  
Property Controller II, Southern State and Headquarters  
(916) 376-3503

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