CHAPTER 2

FLEET MANAGEMENT REPORTS

PURPOSE 2-3
SEARCH TOOL 2-3
Definition 2-3
Filter 2-3
REPORTS 2-3
Reports 2-3
Fleet Inventory 2-4
Vehicle Parts 2-4
Maintenance 2-4
Operating Costs 2-5

ANNEXES

A - ACTIVE EQUIPMENT INVENTORY BY LOCATION
B - PARTS INVENTORY BY LOCATION
C - WORK ORDER SUMMARY BY EQUIPMENT ID
D - OPERATING COSTS BY LOCATION

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CHAPTER 2

FLEET MANAGEMENT REPORTS

1. PURPOSE. This chapter contains basic information and instructions regarding search tools and reports available from FleetFocus.

2. SEARCH TOOL.

a. Definition. There is a wide variety of historical fleet information that can be viewed using the filter (search).

b. Filter. Database application queries are conducted using the filter tool. The filter tool is available in most screens and contains unique search criteria related to each screen. Use the following general instructions to complete a filter search.

(1) Select the screen that relates to the specific fleet function desired.

(2) Click on the Filter button. The filter dialog box, with numerous filter (search) options, will appear.

(3) Enter the appropriate filter (search) criteria and click Get Data. If the requested data exists and is available to the user, based on the access rights assigned, the data will appear in the grid section of the screen. If not, FleetFocus will display the following message: “Requested data does not exist or is not available to user.”

3. REPORTS.

a. Reports. There are basic reports available to assist in the management of fleet operations including, but not limited to, fleet inventory, vehicle parts, maintenance, and operating costs. Use the following general instructions to retrieve reports.

(1) Click on the dropdown menu of the Reports box. The Reports box is located below the Menu Bar and just to the right of the Network Communication Indicator.

(2) Click on the desired report.

(3) Enter the appropriate printer destination (WIN), using the dropdown menu in the “Select Printer” pop-up box, and click “OK.”

(4) Enter the appropriate information (location, date, etc.) in the pop-up box and click “OK.”

b. Fleet Inventory. The “Active Equipment Inventory by Location” report displays all equipment units assigned to a specific location (Annex 2-A). Use the following instructions to retrieve the report.

(1) Select the “PAR:EQUIP INVENT BY LOC” report from the report box.

(2) Enter the appropriate printer destination (WIN), using the dropdown menu in the “Select Printer” pop-up box, and click “OK.”

(3) Enter the “Location” in the pop-up box and click “OK.”

c. Vehicle Parts. The “Parts Inventory by Location” report displays the current inventory of all vehicle parts assigned to a specific location (Annex 2-B). Use the following instructions to retrieve the report.

(1) Select the “PAR:PTS INVENT BY LOC” report from the report box.

(2) Enter the appropriate printer destination (WIN), using the dropdown menu in the “Select Printer” pop-up box and click “OK.”

(3) Enter the “Location” in the pop-up box and click “OK.”

d. Maintenance. The “Work Order Summary by Equipment ID” report displays a summary list of all work orders processed for a specific piece of equipment for a specific data range (Annex 2-C-1). Use the following instructions to retrieve the report.

(1) Select the “PAR:W/O SUM BY EQUIP ID” report from the report box.

(2) Enter the appropriate printer destination (WIN), using the dropdown menu in the “Select Printer” pop-up box, and click “OK.”

(3) Enter the “Starting Equipment ID” in the pop-up box and click “OK.”

(4) Enter the “Ending Equipment ID” in the pop-up box and click “OK.”

(5) Enter the “Starting Date” in the pop-up box and click “OK.”

(6) Enter the “Ending Date” in the pop-up box and click “OK.”

e. Operating Costs. The “Operating Costs by Location” report displays the operating cost of all assigned equipment units, by month, for a specific location (Annex 2-D-1). Use the following instructions to retrieve the report.

(1) Select the “PAR:OP COST BY LOC” report from the report box.

(2) Enter the appropriate printer destination (WIN), using the dropdown menu in the “Select Printer” pop-up box, and click “OK.”

(3) Enter the “Month” in the pop-up box and click “OK.”

(4) Enter the “Year” in the pop-up box and click “OK.”

(5) Enter the “Location” in the pop-up box and click “OK.”

ANNEX A

ACTIVE EQUIPMENT INVENTORY BY LOCATION

(PAR:EQUIP INVENT BY LOC)
04/30/2003

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
135	1025308	1025308	ENFORCEMENT SEDAN	1999	FOR	CRNVIC
135	1025604	1025604	ENFORCEMENT SEDAN	1999	FOR	CRNVIC
135	1060903	1060903	ENFORCEMENT SEDAN	2000	FOR	CRNVIC
135	1061243	1061243	ENFORCEMENT SEDAN	2000	FOR	CRNVIC
135	1061295	1061295	ENFORCEMENT SEDAN	2000	FOR	CRNVIC
135	1061441	1061441	ENFORCEMENT SEDAN	2000	CHE	IMPALA
135	1061616	1061616	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097257	1097257	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097262	1097262	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097337	1097337	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097404	1097404	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097484	1097484	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097485	1097485	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097641	1097641	ENFORCEMENT SEDAN	2001	FOR	CRNVIC
135	1097665	1097665	CANINE	2001	FOR	CRNVIC
135	1097719	1097719	SMPV	2001	FOR	CRNVIC
135	1111704	1111704	SMPV	2002	CHE	CAM
135	1126321	1126321	ENFORCEMENT SEDAN	2002	FOR	CRNVIC
135	1126599	1126599	ENFORCEMENT SEDAN	2002	FOR	CRNVIC
135	1126600	1126600	ENFORCEMENT SEDAN	2002	FOR	CRNVIC
135	1126760	1126760	ENFORCEMENT SEDAN	2002	FOR	CRNVIC
135	1QXG342	4AEJ275	COMMANDER VEHICLES	1998	FOR	CRNVIC
135	C1629F	E384565	MRE 4X4	1995	GMC	PU
135	C2064F	E962681	ALL TERRAIN MARKED	1999	FOR	EXPED
- 135	C2184P	6D66036	UNDER COVER	2001	DOD	PU
135	C2221F	1111542	ALL TERRAIN MARKED	2001	FOR	EXPED4X
135	C2383F	1137278	ALL TERRAIN MARKED	2002	CHE	TAHOE
135	C2393F	1137329	ALL TERRAIN MARKED	2002	CHE	TAHOE
135	C2432F	1137372	MRE 4X4	2002	DOD	PU4X4
135	E957281	E957281	ENFORCEMENT SEDAN	1997	FOR	CRNVIC

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY:_____ DATE: _____

COMMANDER'S SIGNATURE :

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ANNEX B

PARTS INVENTORY BY LOCATION

PARTS INVENTORY BY LOCATION
(PAR: PTS INVENT BY LOC)

04/30/2003

Area	Part Number	Description	Quantity	Value
135	02464324AC	TRANS GASKET-DODGE	2	16.47
135	07-356-30	BULB 9004 HALOGEN HEADLIGH	4	19.80
135	07-360-05	BULB RED SPOT	5	23.00
135	07-360-19	BULB CLEAR SPOT	1	8.45
135	10436318	AIR DAM-CHEVY IMPALA	1	30.35
135	lOW-30	OIL - 10W-30 - QT	723	840.00
135	12346290	ANTIFREEZE - DEX-COOL	1	11.25
135	12569527	SERP BELT CAMARO	1	23.47
135	18026298	FRONT BRAKE PADS 2002 CAMA	3	339.16
135	18038817	BRAKE ROTOR FRONT CAMARO	2	188.46
135	18042417	BRAKE PAP REAR CHEVY IMPAL	1	50.04
135	18060232	BRAKE ROTOR REAR CHEVY IMP	2	225.23
135	18060239	REAR ROTORS 2002 CAMARO	2	208.07
135	1L3Z-2648-AA	BRAKE LINING-EMERGENCY BRA	2	117.40
135	1W7Z-1130-AA	WHEELCOVER FORD CV 16"	2	94.94
135	1W7Z-6038-AA	MOTOR MOUNT RIGHT 98-00	2	53.52
135	1W7Z-6038-BA	MOTORMOUNT LEFT 98 C. V.	2	53.52
135	22143969	WIPER BLADE CAMARO	1	11.96
135	24200796	AUTOMATIC TRANSMISSION FIL	3	78.96
135	24506524	SERP BELT IMPALA	1	18.50
135	24508572.	FILTER AIR CHEVY IMPALA	1	18.20
135	25010792	FILTER OIL CHEVY IMPALA	1	4.20
135	25042562	AIR FILTER; CHEV VAN	3	37.77
135	25121293	FILTER FUEL CHEVY IMPALA	2	25,10
135	26086580	TIE ROD	1	52.07
135	65-5	BATTERY 96-00 CV	2	104.00
135	6594	BRAKE PAD - FRONT - 96-97	6	313.18
135	6904	BRAKE PAD - REAR -97-02	5	241.15
135	795X	BULB 50 W HALOGEN-VISION B	12	52.92
135	88899570	REAR BRAKE PADS 2002 CAMAR	1	54.90
135	A348C	FILTER - AIR - GHC	4	16.00
135	AF-1615	FILTER AIR EXPEDITION	8	51.20
135	ANTIFREEZE	ANTIFREEZE -COOLANT	34	102.00
135	CA-5056	FILTER - AIR -96-00 CV	8	24.00
135	CHAIN-1550-LACLEDE	WINTER TRACTION DEVICE	13	696.30
135	E7PZ-18125-A	REAR SHOCK	2	51. 39
135	F2AZ-9B242-A	FUEL DOOR SWITCH I 2001 C.	3	18.43

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ANNEX C

WORK ORDER SUMMARY BY EQUIPMENT ID

WORK ORDER SUMMARY BY EQUIPMENT ID
(PAR:W/O SUM BY EQUIP ID)
05/02/2003

ID	Work Order ID	Job Type	Work Order Status	Work Order Open Date	Work Class	Repair Reason	Task ID	Task Description	WAC
1025308	1999 FORD CROWN VICTORIA								
	135-2002-415	PM	CLOSED	11/20/2002	1	J			
							008-001	REPLACE WIPER BLADES	03
							017-005	REPLACE TIRE	03
							B	PM SERVICE B	03
	135-2002-445	REPAIR	CLOSED	12/16/2002	2	B			
							026-064	REPLACE AUTO TRANS	04
	135-2003-10	REPAIR	CLOSED	01/07/2003	2	D			
							017-005	REPLACE TIRE	03
	135-2003-11	PM	CLOSED	01/09/2003	1	J			
							C	PM SERVICE C	03
	135-2003-21	PM	CLOSED	01/27/2003	1	J			
							013-011	REPLACE FRONT DISC PA	03
							017-005	REPLACE TIRE	03
							A	PM SERVICE A	03
	135-2003-72	PM	CLOSED	03/11/2003	1	J			
							017-005	REPLACE TIRE	03
							D	PM SERVICE D	03
	135-2003-90	REPAIR	CLOSED	03/11/2003	2	D			
							004-001	REPAIR WINDSHIELD	12
	135-2003-99	PM	CLOSED	03/20/2003	1	J			
							017-005	REPLACE TIRE	03
							A	PM SERVICE A	03
	135-2003-130	REPAIR	CLOSED	04/16/2003	2	E			
							008-012	REPLACE W/S WIPER MOT	03
							008-102	REPLACE POD BULB	03

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ANNEX D

OPERATING COSTS BY LOCATION

OPERATING COSTS BY
LOCATION
(PAR:OP COST BY LOC)
04/30/2003

COMMAND: 135

Equipment ID	License	Repair Parts	Repair Labor	PM Parts	PM Labor	Fuel Cost	Gallons
10253013	1025308	146	31	16	70	823	714
1025604	1025604	0	0	11	25	174	151
1060903	1060903	8	18	0	0	640	490
1061243	1061243	0	0	43	88	479	412
1061295	1061295	0	15	28	15	1096	950
1061441	1061441	0	0	0	0	7 06	596
1061616	1061616	0	0	0	0	248	215
1097257	1097257	0	0	0	0	425	369
1097262	1097262	60	15	8	26	476	413
1097337	1097337	118	13	19	49	1038	900
1097404	1097404	0	0	0	0	124	108
1097484	1097484	0	0	0	0	795	681
1097485	1097485	178	15	8	26	908	780
1097641	1'097641	42	7	8	20	353	306
1097719	1097719	178	20	8	31	556	482
1111704	1111704	518	52	24	26	568	493
1126321	1126321	0	0	0	0	201	175
1126599	1126599	59	7	8	13	132	115
1126600	112660'0	0	0	0	0	97	84
1QXG342	4AEJ275	55	15	0	0	101	88
C1629F	E384565	36	44	93	40	466	4'0'0
C2064F	E962681	'0	0	0	0	200	173
C2184P	6D66036	102	12'0	0	0	127	107
C2221F	1111542	142	62	9	15	362	306
C2383F	1137278	398	60	0	0	41	25
C2393F	1137329	0	0	0	0	120	87
E957281	E957281	0	0	0	0	354	307
1D COUNT: 27		2040	494	283	444	11610	9927

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