

Fleet Management Software Manual

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1 Introduction

1 System for installation in one computer

Fleet Management Software will help you to organize your fleet. It will take care of accounting with three types of accounting, vehicle account for savings and other purposes, vehicle inspections, maintenance, vehicles and equipment modules, drivers, driver accounts, contacts, websites of interest, simple invoicing, modules passwords management, accidents, abundant reports, etc.

2 Local area network multiuser system

Contains all the previous plus additional features like module for staff members, expanded security system with logs, provision to add at an additional cost a shop module with advanced invoicing, stock inventory, suppliers and more.

2 System requirements

Windows 2000, Xp, Vista or Windows 7
Pentium 1Ghz or higher, disk space 30 to 60 Mb
Screen resolution minimum 1024x768
Internet connection for installation and Remote Desktop viewing

3 Choosing type of system according to your needs

Fleet Management Software is available for installation in a single computer or for deployment in a multiuser environment.

At the same time the system is available for 2, 5, or any number of vehicles in groups of ten, e.g. 20, 30, 50, 70, 100, 200, 300, 500, etc.

The number of vehicles can be increased in the future.

The system can be upgraded from a single computer system to a local area network multiuser platform.

4 Modules

List of modules in system for a single computer

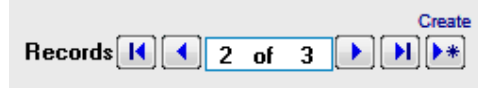
Contacts, Websites, Employees (Multiuser system only), Personal accounts (Multiuser system only), Invoices-Receipts, Owners, Drivers, Driver accounts, Reminders, Vehicles, Equipment, Accidents, Inspections, Savings, Daily movement, Jobs – Trips,

Equipment accounting by the hour, Maintenance Monitor for vehicles, Maintenance monitor for equipment by hours, Fuel consumption, Reports module, reports for all modules.


5 Managing records

The program is built with an easy friendly interface; navigation between modules is done by clicking buttons provided.



All modules have a very easy navigation system






To add a record simply click button 


To delete record click button  Use other buttons for first, previous, next and last records.

You will be prompted to enter the Administrator Password to proceed.

To search for a record use searching combo box  

To find quick information in every module 

You may add photos where permitted and then expand the picture  

There are reports in all modules, use this icon. 

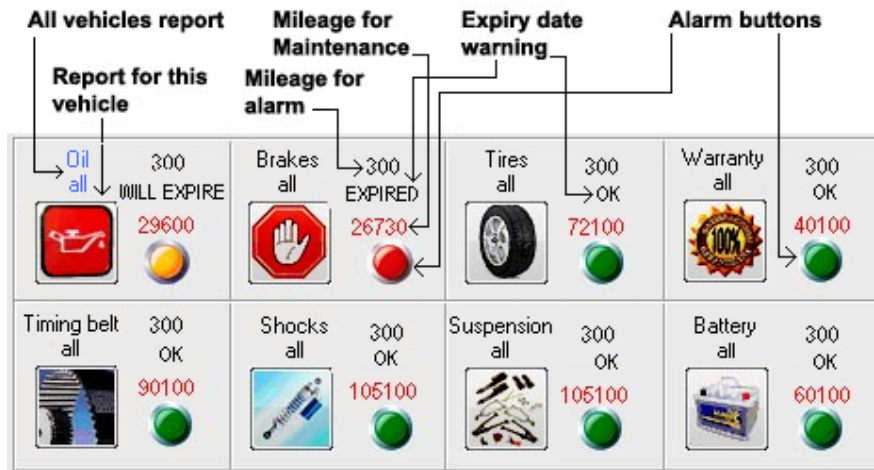
Some reports can be exported to Excel 

Some reports can be exported to Adobe pdf 

All reports can be viewed for a given range of dates

From To

The monitor system will show alarms for maintenance



6 Accounting

Accounting is done in three different ways.

1 For vehicles that require daily shifts like taxis, use **Daily Movement**. It keeps track of income for different shifts, expenses for 35 fields, 8 which have a blue border and keep maintenance data combined with mileage or kilometers.

2 For vehicles that work trips or require dispatching, use **Jobs – Trips**

3 For equipment or vehicles that work by the hour use Equipment **Jobs – Hire**

There are reports available for all transactions.

7 Maintenance

There are 2 types of Maintenance that can be applied.

1 Automatic Maintenance

It is created when an accounting record contains date, mileage and one of the 8 cost - maintenance fields has a value

The movement is reflected in the Maintenance monitor and provides alarms which can be programmed.

2 Maintenance by dates

Use module for that purpose, simply follow instructions.

Programming Maintenance

Enter information in fields provided. Module is found in the Maintenance Monitor and Reports. Enter how often you want maintenance to occur and then when the alarm will turn yellow before the maintenance mileage or kilometers. The same applies to the Maintenance by hours for Equipment.

Programmed kilometers to do maintenance.		Do it every:	
Vehicle	AAA 791	Miles Mant.	Miles Alarm
	Oil	<input type="text" value="5000"/>	<input type="text" value="300"/>
	Brakes	<input type="text" value="9000"/>	<input type="text" value="300"/>
	Tires	<input type="text" value="42000"/>	<input type="text" value="300"/>
	Warranty	<input type="text" value="10000"/>	<input type="text" value="300"/>
	Timing belt	<input type="text" value="60000"/>	<input type="text" value="300"/>
	Shock Absorbers	<input type="text" value="75000"/>	<input type="text" value="300"/>
	Suspension	<input type="text" value="75000"/>	<input type="text" value="300"/>
	Battery	<input type="text" value="30000"/>	<input type="text" value="300"/>

8 Reports

Every module has its own reports; they can be given for any range of dates.

9 Security system

In the main form of the program you find a "Tools" module.

When you click change passwords, it will ask for the Administrator password.

In this module you may activate or deactivate passwords, and change all passwords.

The multiuser system has an added system of auditing which will show you a history of users and their transactions with time records.

Accounting records are locked for dates before today's date. Use admin password to unlock.

Deletions will require Administrator password

10 Alarms

There are alarms for important dates like Insurance expiry dates, driver license expiry dates, they show yellow one month before expiry, green when ok and red when expired. They give a sound when red.

There are alarms in the maintenance monitor for maintenance mileage.

There is an alarm for any tire for the expiry mileage.

11 Built in help

Find important information related to every module by clicking button



12 Shop

The shop is a module available in the multiuser system at additional cost. To use the module, it must be activated by us.

Configuration.

Enter module Company info. Fill company details and information you want to appear on Invoices, including company logo, fill tax rate. It can be changed from products for different rates.

You may also select if you are holding tax or create invoicing without tax.

What available.

Create purchase orders, Create and manage products, insert cost of product, sell, inventory alarm system for low stock. Manual Inventory entry for adjusting levels, for entering and taking out items.

Invoices, Credits, Reports.

Create report to tell you how much the Shop has earned in a period of time, report for balance of products. Module for Suppliers and for external vehicles managed by your shop.



If you require further assistance not contained in this manual please contact us.

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