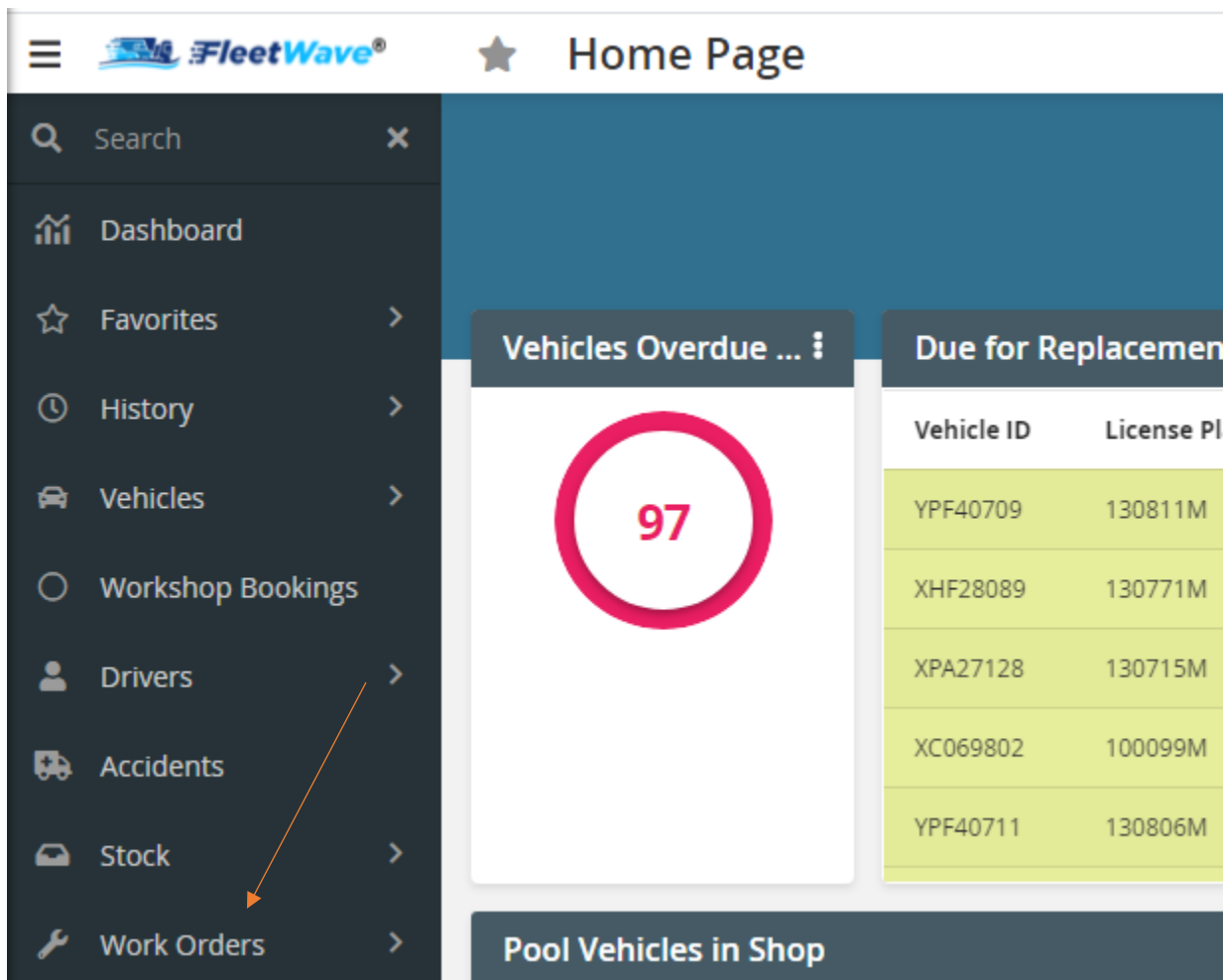


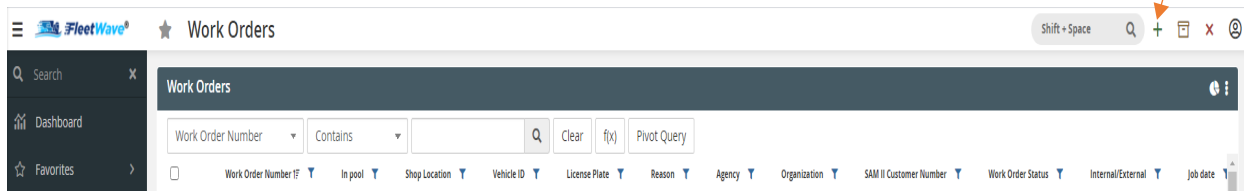
How to add and close an external Work Order in FleetWave. This is to be used when maintenance and repair items are completed at repair shops other than OA Vehicle Maintenance.

Add and close a Work Order in the system.

1. User clicks on Work Order from the left menu.



2. User clicks on the '+' sign on top right corner.



3. User enters License Plate number in the Vehicle ID field. Hit tab and the page will auto populate. Choose "Other" in the Shop Location field. Select reason in the Reason field. For this example we are selecting PMTN1. Choose "External" in the Internal/External field. Enter the date when the work was completed. Enter the Odometer for when the work was completed. Select Save at the bottom right corner.

The screenshot shows the FleetWave Work Orders form. The interface includes a sidebar on the left with navigation options like Dashboard, Favorites, History, Vehicles, Workshop Bookings, Drivers, Accidents, Stock, Work Orders, Mechanics, Recall, Tools, Reports, Settings, All Fuel, Fuel, Vehicle Expenses, and Reports. The main form area is titled "Work Orders" and contains the following fields and values:

- Exported?: No
- Work Order Number: FW190825
- Shop Location: Other
- Vehicle ID: 021TEST2
- License Plate: 45test1
- Inventory Number: [Empty]
- Driver Name: [Empty]
- Vehicle Model: F-250 PICKUP
- Vehicle Year: 2021
- Exported: [Empty]
- Agency: 785
- Agency PO #: [Empty]
- Organization: 7803DAS
- Supplier: [Empty]
- In Pool: No
- Vehicle Make: FORD
- VIN: 1234565122021TEST2

Below the vehicle information, there is a "No Items" section. The form then displays contact information for ZIELINSKI, MIKE (573-751-6758) for both Primary and Maintenance contacts. The Reason is set to PMTN1, and Internal/External is set to External. The Work Order Status is "Not Started" with a "Close Job" button. The Job date and Job end date are both 05/17/2021. The Job time is 10:23 AM, and the Job end time is 12:00 PM. The Odometer in and Odometer out are both 7500. Days Off Road is 0.04. At the bottom, there are cost fields for Labor cost (0.00), Parts cost (0.00), External Misc/P&M (0.00), Materials, Total Gross (0.00), and Total Invoice. A "RETURN STOCK" button is also present. The "Save" and "Cancel" buttons are at the bottom right.

- User will scroll down to the bottom of this page to the Job Details section. User will click on the “+” sign.

- From the Job Details screen the user will select Job Type as “External/PM”. Mechanic as “Main Shop”. In the Job Comments section you can enter all the work done for this vehicle. You may also enter the invoice number and any other information you would like to capture in this field. User selects Save in the bottom right hand corner. Important: If multiple PMs or Safety/Emissions inspections are completed at one time, separate Job Detail lines will need to be added so the system resets the reminder e-mails.

6. User selects External/PM tab.

★ Job Details

Summary Parts Labour External/P&M Work Orders Status History Timesheets Auditing

Work Order Number: FW190825 Item number: 000001 Shop Location: Other

Vehicle ID: 021TEST2

Total Parts: 0.00 Job detail status: Work in Progress (Internal)

Total labour: 0.00 Job type: External/PM

External Misc/P&M: 0.00 Internal/External: External

Materials: 0.00 Mechanic: MainShop

Total Gross: 0.00 Paid By Insurance: No

Warranty (Days): 0 Warranty (Distance): 0

Job detail date: 05/26/2021

Reason: PMTN1

Vmrs header: [dropdown]

Vmrs detail: [dropdown]

Vmrs component: [dropdown]

Workdone Code: [dropdown]

Job Comments: PM1, Tire Rotation, Replace Wiper Blades

7. User enters repair total in the highlighted fields. You can break the cost down if you would like but not necessary. In this case we are entering the grand total. Select save at the bottom right hand corner.

★ Job Details

Summary Parts Labour External/P&M Work Orders Status History Timesheets Auditing

Work Order Number: FW190825 Item number: 000001 Shop Location: Other

Vehicle ID: 021TEST2

Total Parts: 0.00 Job detail status: Work in Progress (Internal)

Total labour: 0.00 Job type: External/PM

External Misc/P&M: 95.00 Internal/External: External

Materials: 0.00 Mechanic: MainShop

Total Gross: 95.00 Paid By Insurance: No

Warranty (Days): 0 Warranty (Distance): 0

External parts cost: 0.00

External labor cost: 0.00

External Misc/P&M: 95.00

Ext Misc Description: [dropdown]

External Description: [text area]

Save Cancel

- The system will take you back to the main Work Order screen. The user will scroll to the Job Details section and selects the “Edit” icon. From this screen select “Closed” in the the Job Details Status field.

★ Work Orders

VEHICLE ID	VEHICLE MAKE	PROVINCE	DATE OF BIRTH DATE	REGISTRATION NUMBER	REGISTRATION TYPE	REGISTRATION DURATION	LAST SERVICE DATE	NEXT SERVICE DATE
45TEST1	PMTN1	05/12/2021	12	months	7500.00	//	05/12/2022	
45TEST1	PMTN2	05/12/2021	360	months	45000.00	//	09/05/2024	
45TEST1	PMSN1	05/12/2021	360	months	10500.00	//	05/19/2024	
45TEST1	PMSN4	05/12/2021	360	months	130000.00	//	05/12/2021	

Upload
Drag 'n' drop your files here

Primary Contact: ZIELINSKI, MIKE 573-751-6758
Maintenance Contact: ZIELINSKI, MIKE 573-751-6758

Reason: PMTN1 Internal/External: External
Work Order Status: Not Started **Close Job** Service type:

Job date: 05/17/2021 Job time: 10:23 AM PM Odometer in: 7500
Job end date: 05/17/2021 Job end time: 12:00 PM Odometer out: 7500
Days Off Road: 0.04

Labor cost: 0.00 Parts cost: 0.00 External Misc/P&M: 95.00
Materials: 0.00 Total Gross: 95.00 Total Invoice: 95.00

Comments: **RETURN STOCK**

Job details **Batch Parts**

Job details

Filter Columns: Contains [] Clear f(x) Query builder

Item number ID	Job detail status	Internal/External	Mechanic	Job Comments	Hours	Total labour	Part number	Part Description	Parts quantity	Total Parts	Total Gross	Invoiceable?
000001	Workshop	E	WorkShop	PM1, Tire Rotation, Replace Wiper Blades	0.00	0.00			0	0.00	95.00	No

★ Job Details

Summary **Parts** Labour External/P&M Work Orders Status History Timesheets Auditing

Work Order Number: FW199825 Item number: 000001 Shop Location: Other

Vehicle ID: 021TEST2

Total Parts: 0.00
Total labour: 0.00
External Misc/P&M: 95.00
Materials: 0.00
Total Gross: 95.00
Warranty (Days): 0

Job detail status: **Closed**
Job type: External/PM
Internal/External: External
Mechanic: MainShop
Paid By Insurance: No

Warranty (Distance): 0

Job detail date: 05/26/2021
Reason: PMTN1
Vmsr header:
Vmsr detail:
Vmsr component:
Workdone Code:
PM1, Tire Rotation, Replace Wiper Blades

Job Comments:

Save Cancel

- From the main Work Order screen user will review data to ensure accuracy. User will then select “Close Job”.

★ Work Orders

Recharge Status History Notes SERVICE LINKS Auditing

Exported? No Work Order Number FW190825 Shop Location Other Vehicle ID 021TEST2 License Plate 45test1 Inventory Number Driver Name Vehicle Model F-250 PICKUP Vehicle Year 2021 Vehicle Make FORD VIN 12345678901234567890

Exported // Agency 780 (DEPT OF NATURAL RESOURCES) Agency PO # Organization 7803DAG (ADMINISTRATIVE SUPPORT) Supplier In Pool Vehicle Status ACTIVE

Vehicle Service Events

<input type="checkbox"/>	Vehicle ID #	License Plate	Reason	Service start date	Recurrence interval	Recurrence Type	Recurrence distance	Last service date	Next Service Date	Show
<input type="checkbox"/>		45TEST1	PMFN1	05/12/2021	12	months	7500.00	//	05/12/2022	
<input type="checkbox"/>		45TEST1	PMFN2	05/12/2021	360	months	48000.00	//	09/09/2034	
<input type="checkbox"/>		45TEST1	PMFN3	05/12/2021	360	months	106500.00	//	05/19/2024	
<input type="checkbox"/>		45TEST1	PMFN4	05/12/2021	360	months	133000.00	//	05/12/2031	

Upload
Drag 'n' drop your files here

Primary Contact: ZIELINSKI, MIKE 573-751-6758 Maintenance Contact: ZIELINSKI, MIKE 573-751-6758

Reason: PMFN1 Internal/External: External

Work Order Status: Closed **Close job** Service type:

Job date: 05/17/2021 Job time: 10:23 AM Job end date: 05/17/2021 Job end time: 12:00 PM Odometer in: 7500 Odometer out: 7500 Days Off Road: 0.04

Labor cost: 0.00 Parts cost: 0.00 External Misc/P&M: 95.00
Materials: 0.00 Total Gross: 95.00 Total Invoice: 95.00

Save Cancel

- When this screen appears, select Submit. That completes entering an External Work Order

★ Close

Update Work Order Number FW190825 021TEST2 FORD F-250 PICKUP 2021

Job end date: 05/17/2021
Job end time: 12:00
Odometer out: 7500

Submit Cancel