Job Corps
Fleet Management System
User Guide

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1.0 System Overview

The new Job Corps Fleet Management System will function as Job Corps' data tool for capturing, analyzing, and reporting fleet information. The Job Corps Fleet Management System can be found at http://jcfleet.exceedcorporation.com. This help document can be found by clicking "User Guide" on the Web site header.

Note: Centers must submit monthly reports on the past month's fuel usage by the 10th day of the following month. (For example, reports for the month of **July** 2005 are due to be submitted by **August** 10, 2005.)

2.0 Field Requirements

Below find the instructions for updating each field of data.

| Field	Explanation of Field
Tag Number	Enter the tag number (also known as the class tag number.) *Example: G32-12342*
Model	Enter the model name of the vehicle. *Example: Taurus*
Year	Enter the four-digit model year of the vehicle. *Example: 2001*
Fuel Type	Choose the appropriate fuel type from the drop down list. *Example: DSL DE*
Vehicle Type	Choose the appropriate vehicle type from the drop down list. *Example: Bus*
Lease Initiation Date	Enter the date the lease began in the format yyyy-mm-dd (or use the calendar provided). *Example: Feb 1, 2005 would read 2005-02-01.*
Monthly Lease Rate	Enter the monthly lease rate of this vehicle (commas and dollar signs are not accepted). Lease costs should be rounded to the nearest whole dollar. *Example: $253.20 rounds to 253.*
Vehicle Purpose	Choose the principal use of the vehicle from the drop down list. *Example: Warehouse*

|	
Fuel Used – 10/01 – 5/31/05	Enter the gallons of fuel consumed from 10/1/2004 – 5/31/2005. ***Example: 1253***
2005 Maintenance Costs	Enter the amount spent in 2005 (year-to-date) on maintenance of the vehicle (commas and dollar signs are not accepted). Maintenance costs should be rounded to the nearest whole dollar. ***Example: $1,253.89 rounds to 1254.***
Date Eliminated	Date the vehicle was returned to GSA in the format yyyy-mm-dd (or use the calendar provided). Note: This is not a mandatory field. ***Example: Feb. 1, 2005 would read 2005-02-01.***
Modified By	This field does not allow user to make an entry. This information is automatically captured.
Last Modified	This field does not allow user to make an entry. This information is automatically captured.
Month	Choose the month of the data to be viewed or updated from the drop down list. ***Example: April***
Year	Choose the current year of the data to be viewed or updated from the drop down list. ***Example: 2005***
Mileage	Enter the vehicle's mileage for the current month (commas are not accepted). ***Example: 1504***
Gallons	Enter the gallons of fuel consumed the current month (commas are not accepted). ***Example: 234***
Fuel Cost	Enter the cost of fuel for the month (commas and dollar signs are not accepted). Fuel costs should be rounded to the nearest whole dollar. ***Example: 125***

3.0 Detailed Instructions for Updating Existing Fleet Data

1. Navigate to http://jcfleet.exceedcorporation.com.
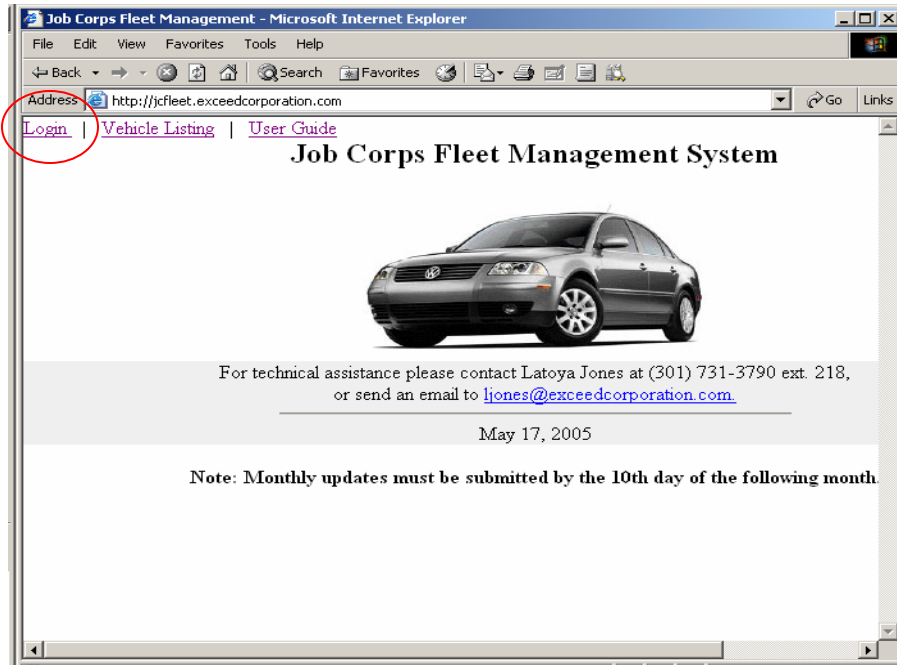
2. Click "Login."

3. Enter the center's username and password, and click "Log In."
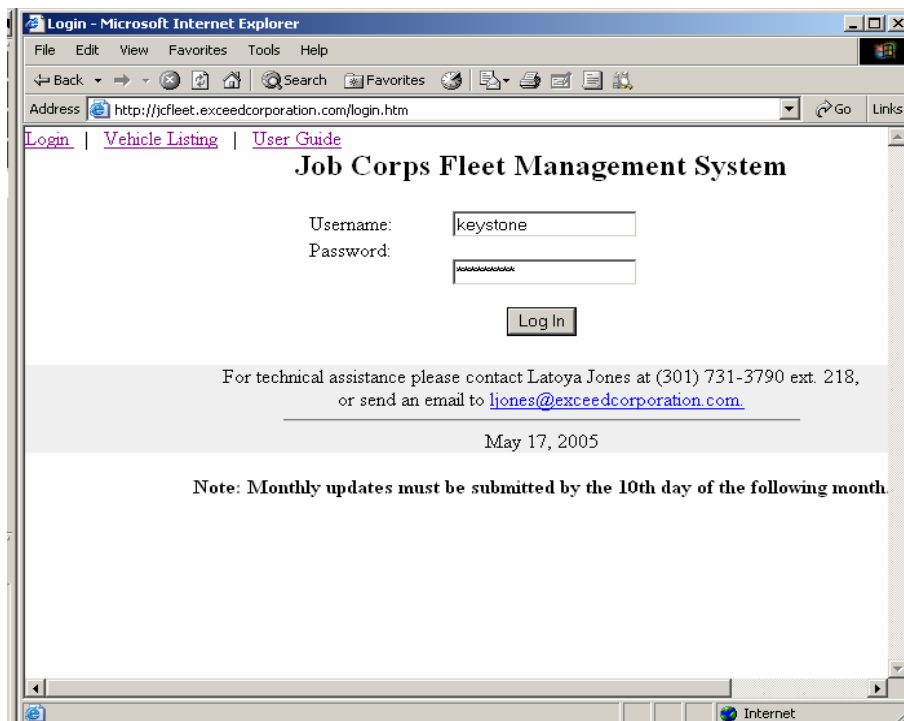
Attachment A

4.   Click "Edit" to edit each vehicle's information in need of an update.

5. Update each piece of information in need of an update. **Note:** All fields are required to be filled in (except the "Date Eliminated" field), in order to make an update. Click "Update" at the bottom of the screen to save changes. To return to the vehicle listing, click "Back to Vehicle List" or "Vehicle Listing."

Return to vehicle list.
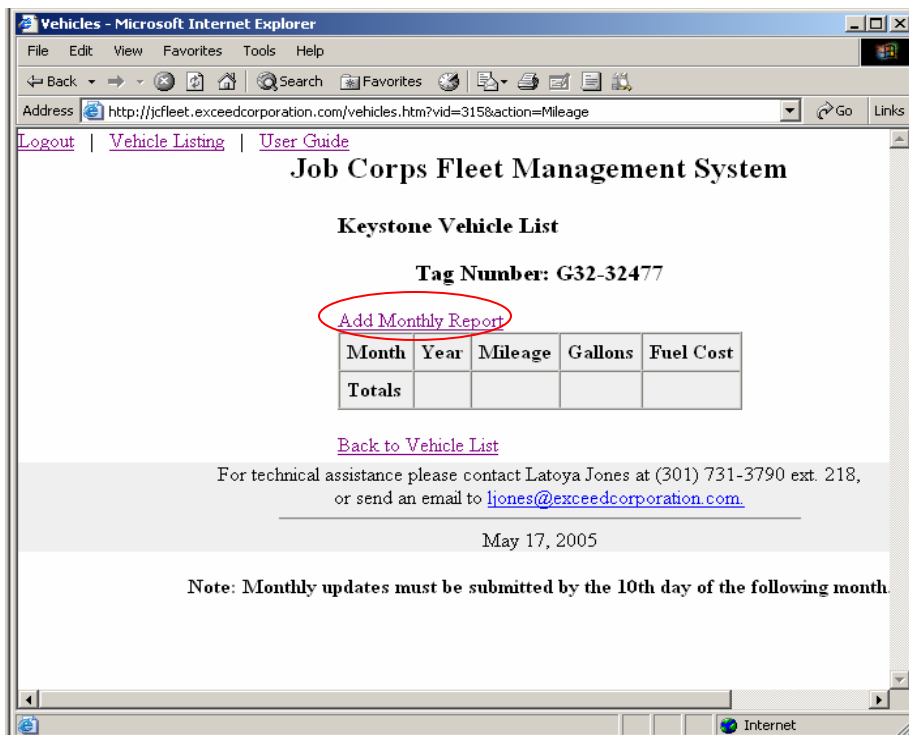

Return to vehicle list.

6. Click "Monthly Report" to view/update the monthly report for each vehicle.
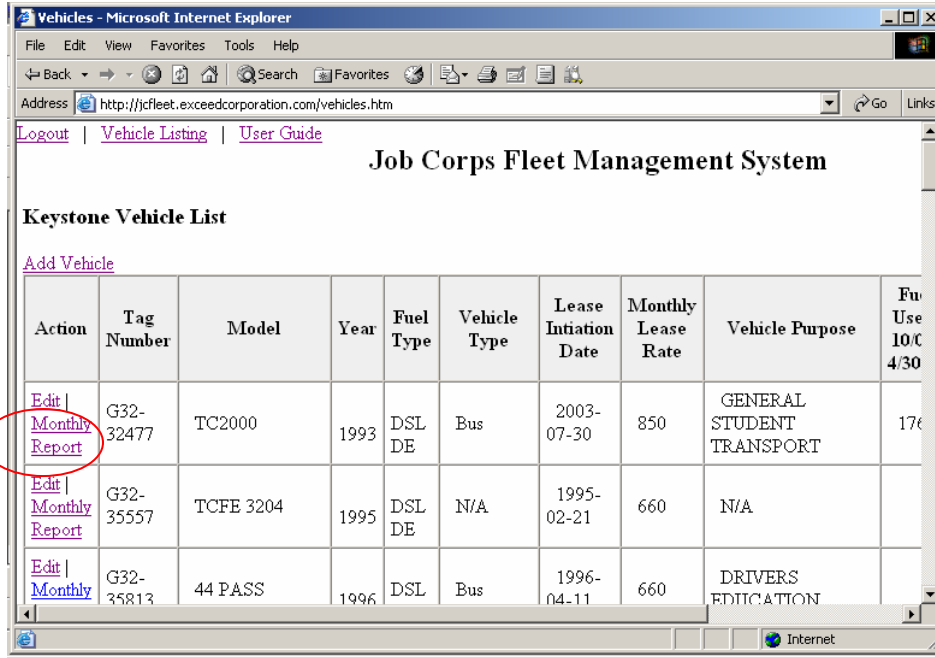
7. Click "Add Monthly Report" to enter a monthly report for that particular vehicle.

8.   Enter monthly vehicle information (as exemplified in red in the example below) and click "Add Monthly Report." **Note:** All fields are required for the monthly mileage report. The monthly report for the vehicle will be saved. Additionally, the monthly mileage report will only accept one report per month. Once this report is saved, corrections cannot be made without sending an email request to the National Office, Sandra Darden at Darden.Sandra@dol.gov request should include a statement as to why the correction is needed. To go back to the main vehicle listing, click "Back to Vehicle List" or "Vehicle Listing."

Return to vehicle list.

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Keystone Vehicle List

Tag Number: G32-32477

Month	May
Year	2005
Mileage	452
Gallons	22
Fuel Cost	46

Add Mileage   Reset

Return to vehicle list.

Back to Vehicle List

4.0 Detailed Instructions for Adding New Vehicles

1. Repeat the above steps 1-3 to log in.

2. Click "Add Vehicle" at the top of the vehicle-listing page.

3.   Add new vehicle information in the fields provided (as exemplified in red in the example below). **Note:** All fields are required to be filled in (except the "Date Eliminated" field.) Click "Add" at the bottom of the page to save new vehicle. To return to the vehicle listing click "Back to Vehicle List" or "Vehicle Listing."

Return to vehicle list.

Return to vehicle list.

Note: If the Web site remains idle for more than 5 minutes, for security purposes, it will time-out and will require the user to log in.

5.0   Technical Assistance

Should additional assistance be required, please contact Latoya Jones at (301) 731-3790 ext. 218, or send an email to ljones@exceedcorporation.com.