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 <u>http://jcfleet.exceedcorporation.com</u>. 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

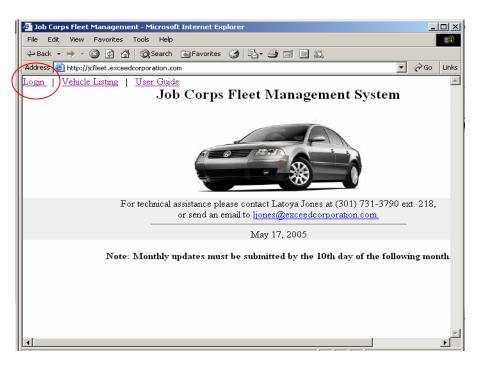
Field	Explanation of Field
Tag Number	Enter the tag number (also known as the class tag number.) <i>Example: G32-12342</i>
Model	Enter the model name of the vehicle. Example: Taurus
Year	Enter the four-digit model year of the vehicle. <i>Example: 2001</i>
Fuel Type	Choose the appropriate fuel type from the drop down list. <i>Example: DSL DE</i>
Vehicle Type	Choose the appropriate vehicle type from the drop down list. <i>Example: Bus</i>
Lease Initiation Date	Enter the date the lease began in the format yyyy-mm-dd (or use the calendar provided). <i>Example: Feb 1, 2005 would read 2005-02-01.</i>
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. <i>Example:</i> \$253.20 rounds to 253.
Vehicle Purpose	Choose the principal use of the vehicle from the drop down list. <i>Example: Warehouse</i>

Below find the instructions for updating each field of data.

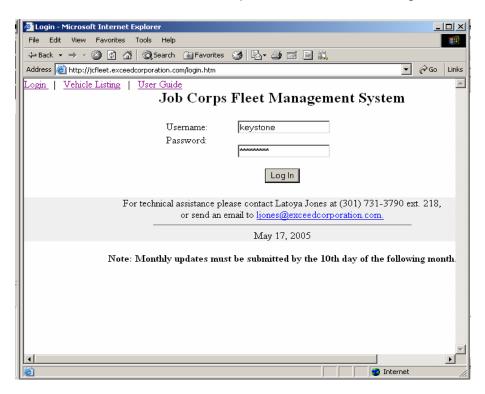
Fuel Used – 10/01 –	Enter the gallons of fuel consumed from 10/1/2004 –
5/31/05	5/31/2005. Example: 1253
2005 Maintenance	Enter the amount spent in 2005 (year-to-date) on
Costs	maintenance of the vehicle (commas and dollar signs are
	not accepted). Maintenance costs should be rounded to
	the nearest 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 <u>http://jcfleet.exceedcorporation.com</u>.
- 2. Click "Login."



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



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

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Address 🗿 http://jcfleet.exceedcorporation.com/vehicles.htm										
Logout Vehicle Listing User Guide Job Corps Fleet Management System										
Keyston	e Vehicle	e List								
Add Vehic	: <u>le</u>									
Action	Tag Number	Model	Year	Fuel Type	Vehicle Type	Lease Intiation Date	Monthly Lease Rate	Vehicle Purpose	Fu Use 10/C 4/30	
<u>Edit</u> <u>Monthly</u> <u>Report</u>	G32- 32477	TC2000	1993	DSL DE	Bus	2003- 07-30	850	GENERAL STUDENT TRANSPORT	176	
Edit Monthly Report	G32- 35557	TCFE 3204	1995	DSL DE	N/A	1995- 02-21	660	N/A		
Edit Monthly	G32- 35813	44 PASS	1996	DSL	Bus	1996- 04-11	660	DRIVERS EDUCATION		
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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."

	Logout Vehicle Listing	User Guide Job Corps F	leet Management System		
Return		Keystone Vehicle List			
to <u> </u>		Tag Number	G32-32477		
list.		Model	TC2000		
		Year	1993		
		Fuel Type	DSL DE 💌		
		Vehicle Type	Bus		
		Lease Initiation Date	2003-07-30		
		Monthly Lease Rate	850		
		Vehicle Purpose	GENERAL STUDENT TRANSPORT		
		Fuel Used 10/04-4/30/05	1768		
		2005 Maintenance Costs	3200		
		Date Eliminated			
		Date Modified	2005-05-02 00:00:00		
		Last Modified By	keystone		
		Update Reset			Return to
		Back to Vehicle List	4		vehicle — list.

6. Click "Monthly Report" to view/update the monthly report for each vehicle.

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Ē	Logout Vehicle Listing User Guide											
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	Keystone Vehicle List											
	Action	Tag Number	Model	Year	Fuel Type	Vehicle Type	Lease Intiation Date	Monthly Lease Rate	Vehicle Purpose	Fu Use 10/0 4/30		
-	Edit Monthly <u>Report</u>	G32- 32477	TC2000	1993	DSL DE	Bus	2003- 07-30	850	GENERAL STUDENT TRANSPORT	176		
	<u>Edit</u> <u>Monthly</u> <u>Report</u>	G32- 35557	TCFE 3204	1995	DSL DE	N/A	1995- 02-21	660	N/A			
l	Edit Monthly	G32- 35813	44 PASS	1996	DSL	Bus	1996- 04-11	660	DRIVERS			
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7. Click "Add Monthly Report" to enter a monthly report for that particular vehicle.

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Logout Vehicle Listing User Guide									
Job Corps Fleet Management System									
Keystone Vehicle List									
Tag Number: G32-32477									
Add Monthly Report									
Month Year Mileage Gallons Fuel Cost									
Totals									
Back to Vehicle List									
For technical assistance please contact Latoya Jones at (301) 731-3790 ext. 218, or send an email to <u>ljones@exceedcorporation.com</u> .									
May 17, 2005									
Note: Monthly updates must be submitted by the 10th day of the following month									
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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.	Logout <u>Vehicle Listing</u> <u>User Guide</u> Job Corps Fleet Management System 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.

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.

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Address 🗃 http://jcfleet.exceedcorporation.com/vehicles.htm											
Logout <u>Vehicle Listing</u> <u>User Guide</u> .											
			J	ob C	orps Fle	eet Mai	nageme	ent System			
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Add Vehi											
	Tee			Fuel	Vehicle	Lease	Monthly				
Action	Tag Number	Model	Year	гиег Туре	Туре	Intiation	Lease	Vehicle Purpose	10		
				-71-	-71-	Date	Rate		4/3		
Edit								GENERAL			
Monthly	G32- 32477	TC2000	1993	DSL	Bus	2003-	850	STUDENT	1		
Report	52477		1332	DE		07-50		TRANSPORT			
Edit									<u> </u>		
Monthly	G32- 35557	TCFE 3204	1995	DSL	N/A	1995- 02-21	660	N/A			
TATOURINA	30007		1995	DE		02-21					
<u>Report</u>						1					
Report			1		Bus	1996-	660	DRIVERS			
<u>Report</u>	G32-	44 PASS	1000	DSL	Dus	04 11					
Report	G32- 35813	44 PASS	1996	DSL	Bus	04-11		EDUCATION			

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.	Logout Vehicle Listing User Guide Job Corps F Keystone Vehicle Lis	'leet Management System t	
	Tag Number	G12-23456	
	Model	Taurus	
	Year	2005	
	Fuel Type	GAS DE 💌	
	Vehicle Type	Sedan/St Wagon Midsize	
	Lease Initiation Date	2005-02-25	
	Monthly Lease Rate	225	
	Vehicle Purpose	Warehouse	
	Fuel Used 10/04-4/30/05	5645	
	Date Eliminated		
	Date Modified		Deturn
	Last Modified By		Return
	Add Reset		to vehicle
	Back to Vehicle List	•	- 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 <u>ljones@exceedcorporation.com</u>.