2021 Fleet Maintenance Goals

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<u>Fleet Shop</u>

Once the new Fire Station Headquarters is complete and the shop will be dedicated to Fleet, we will then get started on our physical goals for the shop.

- Organize
    - Rearrange pieces to make room for more
    - Oil tanks and lines ran overhead
    - Restock on most commonly used parts

- Stronger Lift
    - Enough to lift 750s

- Tracking Software
    - Implemented by July 1st

<u>Back Lot</u>

- Organize
    - Number parking slots and coordinating key box
    - Rearrange for back lot to be locked

- New Fencing and Gate

<u>Communication</u>

- Work closely with department heads and Clerk for billing

Professional Package

Fleet Maintenance And Parts Inventory Software Solution

What's included in our **Professional** package?

- ✔ All **Standard Package** Features
- ✔ Parts Inventory Management
- ✔ Check-In & Check-Out
- ✔ Purchase Orders Management
- ✔ Work Order Invoices
- ✔ Parts Warranty Warnings

- ✔ Parts Cross Reference
- ✔ Dirty Cores Tracking
- ✔ Parts Requisition Process
- ✔ Transfer Between Sites
- ✔ Physical Inventory Process
- ✔ Barcode Printing & Scanning

Parts Inventory Management

An ideal fleet maintenance software solution if maintenance is performed in-house and an extensive parts inventory is kept on location. If optimizing your parts inventory is vital to your operations, this package is the solution to fit your fleet maintenance needs.

CHECK-IN

- Systematically check in parts to inventory updating the on hand records and purchase order on order quantities.
- Track invoice reference numbers for all parts checked into inventory.
- Ability to check in entire purchase order with two mouse clicks.
- Automatically close out purchase order when all parts are received.

READ MORE +

✿ Parts Warranty Tracking

Track warranty provider, days and miles. Maximum warranty detection using same part, cross-referenced parts or matching VMRS codes.

🏷 Parts Core Tracking

Capable in clean and dirty tracking. Track core credits received and update quantity of clean and dirty cores in inventory.

🔧 Parts Requisition

Request parts directly from a work order and show a reminder on the purchase order. Parts will be received directly to the work order.

⚙ Cross Reference

Assemble a list of parts to be used as references of selected parts. Useful when referencing selected parts not in inventory to be used.

⤨ Site Parts Transfers

Request to transfer parts from one site to another automatically adjusting the inventories during the process.

⬇ Physical Inventory

Ability to run a physical inventory process for your fleet shops using generated count sheets to effectively maintain accurate inventories.

GENERAL QUESTIONS:

Can I try FLEETMATE before making a purchase decision?
Absolutely! The FLEETMATE download is not a 'trial' or 'demo' version... it is the actual commercial software. Unlicensed, It will remain fully-functional for 30 days. This way you will have an opportunity to determine whether FLEETMATE offers the features that you need, prior to purchase. If you decide to make a purchase, all data that you entered during the 30 day trial period will remain in your database.

Is FLEETMATE easy to use?
Even if you have only basic PC experience, we believe you will find FLEETMATE easy to learn and use. However, you will need to become familiar with some basic concepts. As an example, you'll use your right mouse button frequently when using FLEETMATE. The **Online Lessons** will demonstrate all major features. Viewing the lessons is a great way to gain an understanding of how FLEETMATE works, and how to use it. Each lesson is 10-15 minutes in length.

Is documentation available for FLEETMATE?
Yes, you will find Customer Guides on the Support page of the FLEETMATE Website. These are PDF documents that are also suitable for printing.

Will FLEETMATE manage equipment as well as vehicles?
Yes, you can manage any type of mechanized equipment with FLEETMATE. For non-vehicular equipment, you will manage the asset by hours, rather than by distance driven.

Does FLEETMATE support reminders for DOT inspections?
Yes, you can setup recurring tasks for DOT and other regulatory requirements.

Does FLEETMATE support IFTA Reporting?
Not directly. However, if you use the Fuel Log feature in FLEETMATE, you will be capturing miles, gallons, cost, and State on each Fuel Log record. You can then run reports that will summarize fuel data by State, which can be used to help you prepare your IFTA reports.

Can FLEETMATE remind me of driver's license/CDL renewals?
Yes, you can setup personnel reminders for renewals, training, certifications, etc.

Can FLEETMATE remind me of State Registration renewals for each vehicle?
Yes, you can setup due dates and intervals for vehicle registration, insurance premiums, and emissions tests. FLEETMATE will remind you when these items come due for each vehicle.

Can FLEETMATE send email reminders when service is due?
Yes, you click one button to transmit email reminders for PM service that is due for your entire fleet.

Can I email work orders and/or invoices from within FLEETMATE?
Yes, you can email work orders, invoices, and any report directly from within FLEETMATE.

Does FLEETMATE include inventory for replacement parts?
Yes, FLEETMATE includes inventory for tracking replacement parts that you stock.

I stock replacement parts, and many different manufacturers produce the same equivalent part. But each manufacturer has a different part number. Does FLEETMATE support this?
Yes, the inventory tracking module in FLEETMATE features a Cross-Reference function. So when you need a part for a work order, you can search by your stock number, or by any of the equivalent manufacturer part numbers that you have defined. Wildcard searches are also supported. If multiple parts are found that match your search criteria, you will receive a parts "pick-list" so that you can select the appropriate part.

NETWORKING and BARCODING:

Is FLEETMATE network compatible?
Yes, you can store your FLEETMATE database on a file server for simultaneous, multi-user access. Your network connection should be hardwired (i.e. a twisted-pair cable).

Does FLEETMATE have barcode related features?
Yes, barcode support is featured on work orders and in the inventory module. You will need a barcode scanner, barcode font, and barcode label printer to take full advantage of the barcode features in FLEETMATE. Your barcode scanner must transmit the scan immediately. A scanner that caches scans for off-loading later is not compatible with FLEETMATE.

REPORTS:

Does FLEETMATE include reports?
Yes, FLEETMATE comes with approximately 150 pre-designed reports.

Can I create my own custom reports in FLEETMATE?
Yes, the optional FLEETMATE Report Designer can be used to create your own custom reports, as well as create data extracts for sending data from FLEETMATE to other systems.

COMPATIBILITY and REQUIREMENTS:

What version of Windows does FLEETMATE require?
FLEETMATE is compatible with all versions of Windows from 98SE forward, including Windows 8 and Windows 8 Pro. **FLEETMATE is <u>not</u> compatible with Windows 8 RT**.

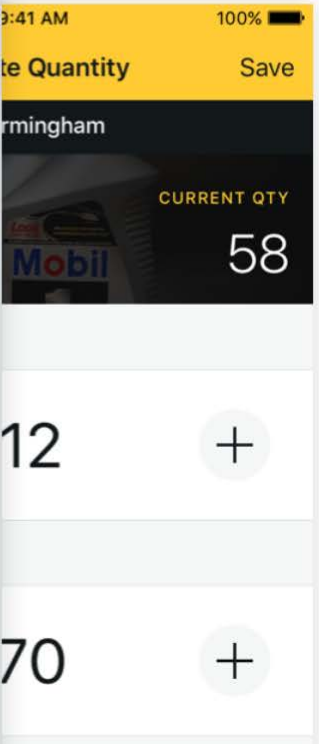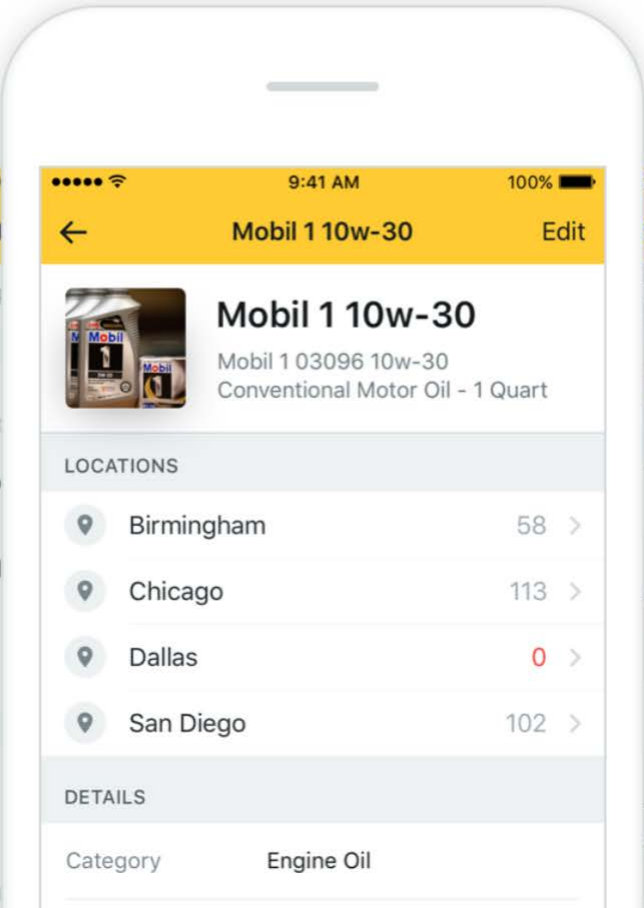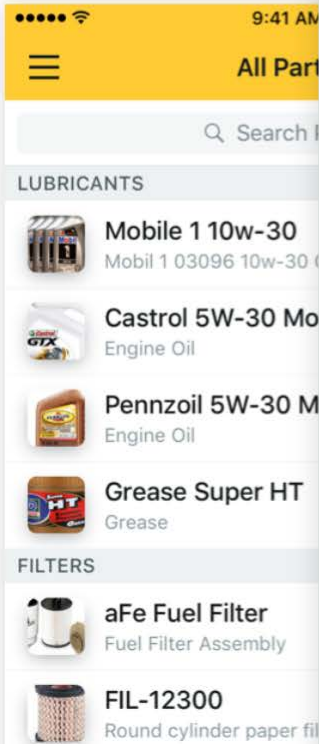**What type of PC hardware does FLEETMATE require?**
At a minimum, your PC should have a 1.5 GHz CPU, 2Gb of RAM, 40 Mb of free disk space, and a printer. If you plan to store your database file on a server, each PC will need a 100mbps (or faster) hardwired network connection as well. A wireless connection to your network server is not recommended or supported. However, you can run FLEETMATE in a remote desktop configuration using a wireless PC or laptop (see below). If you wish to use the barcode features in FLEETMATE, you will also need a barcode scanner, barcode printer, and a barcode font.

I have several locations. Can I run FLEETMATE remotely through Windows Terminal Server?
Yes, FLEETMATE is compatible with Windows Terminal Server to support users at your remote offices.

Fleetio Parts v2.0: Scan a part into a Work Order

— Upgrade to our freshly re-designed Fleetio Parts v2.0 today! The latest version boasts improved reliability and the ability to scan a part's barcode and associate it with a line item in an open Work Order.

We've recently released the latest version of Fleetio Parts, our inventory management mobile app. Included in v2.0, we've updated the backend framework to make interactions smoother, improve reliability and enhance performance. You'll love how fast it is to scan barcodes, update inventory quantities, locations and more!

Scan a part, add it to a Work Order

We've also added an incredible new feature that makes inventory management easier for fleets managing maintenance in-house. You can now scan a part's barcode and add it directly to an open Fleetio Work Order! The part and it's cost can be associated with an individual service task line item and quantities are updated automatically in Fleetio. This makes it easy to keep quantities current and track the true cost of service for your vehicles.