

FASTER Fleet Maintenance

User Stories Testing Guide



Texas A&M Forest Service (TFS)

Version 4.2, 7/6/2020

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Information Resources

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<http://tfsweb.tamu.edu>

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Version 4.2, July 6, 2020

IR Mission: We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.

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1.0 Introduction

The following document outlines the different tasks someone would need to do (user stories) in the new FASTER Fleet System.

The user stories are split up according to who might do them. From vehicle coordinators to mechanics, operators, managers and the fleet site coordinator for TFS.

Your charge is to go through each of these tasks - regardless of your own role - and give us feedback on how it went and how we can improve the process. Some tasks are specific to the software and how it works while we have the flexibility to customize other tasks.

We can't stress enough that we want you to perform all of the different tasks to get an idea of how what you do affects someone else and vice versa.

Within the examples you will see asset 024651 used a lot. However, you are more than welcome to practice on any asset of your choosing.

FASTER has three unique portals and you'll use all three throughout this document:

1. FASTER Admin Portal: <https://fleet.tfs.tamu.edu/FASTER/>

You'll spend most of your time here. This portal is primarily used by vehicle technicians (mechanics & specialists), vehicle coordinators and the site coordinator.

2. FASTER Technician Workstation: <https://fleet.tfs.tamu.edu/FASTERTech/>

This portal is primarily designed for mechanics, technicians and specialists completing repairs and PM's on the traditional shop floor.

3. FASTER End User Portal: <https://fleet.tfs.tamu.edu/FASTER/portal/>

This portal is primarily for the vehicle operators to see their vehicle's history, check on and request maintenance.

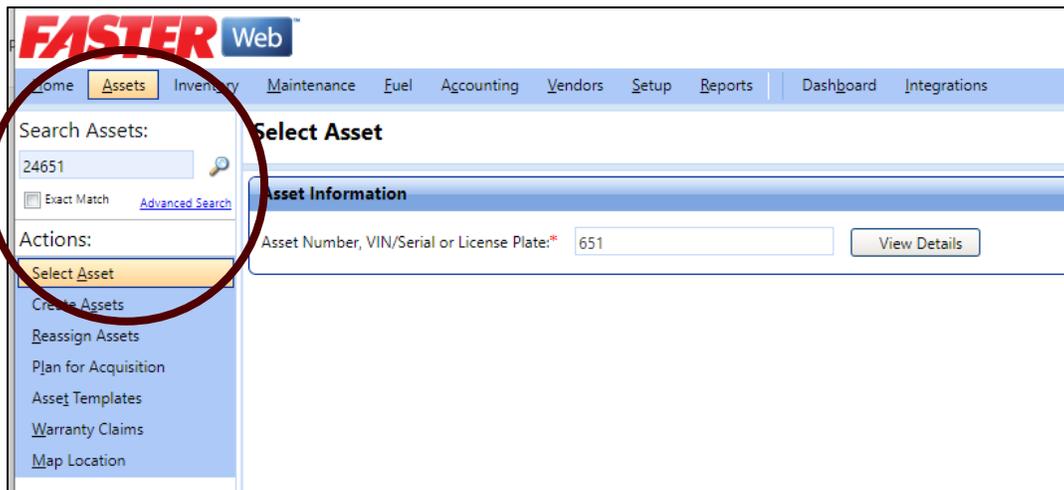
All three of these links, guides and video training can be found on the IR Help Desk Portal: <https://helpdesk.tfs.tamu.edu/faster>

2.0 Vehicle Technicians (Mechanics & Fleet Specialists)

2.1 How do I quickly find assets in FASTER?

In FASTER, you can search by several different fields including asset #, VIN, serial #, license plate, etc.

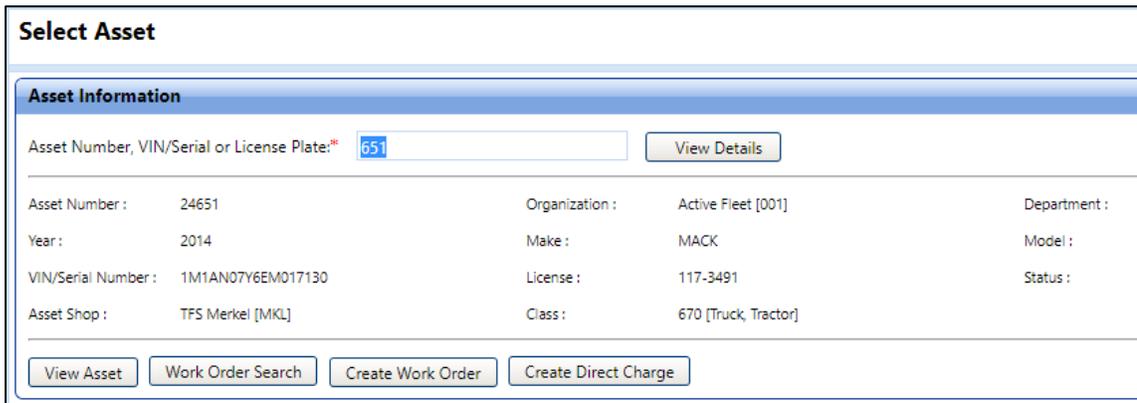
1. Search for an asset by clicking on the **Select Asset** while the **ASSET** tab is highlighted.
2. Enter the partial number you know and click **View Details** button. For this practice enter **651** for TFS Asset 24651.



3. Your search results will appear and then you can find which asset you need. Click the appropriate **Select** link.

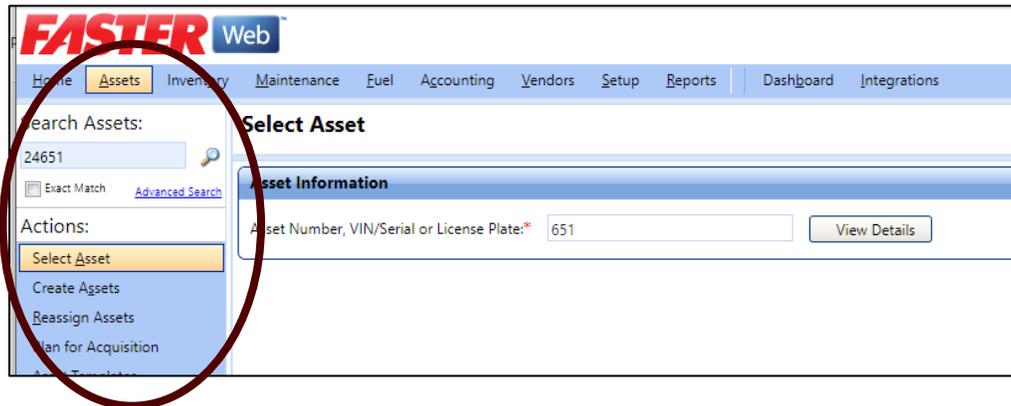


- The window will change to the picture below. You can then click whatever action you need.

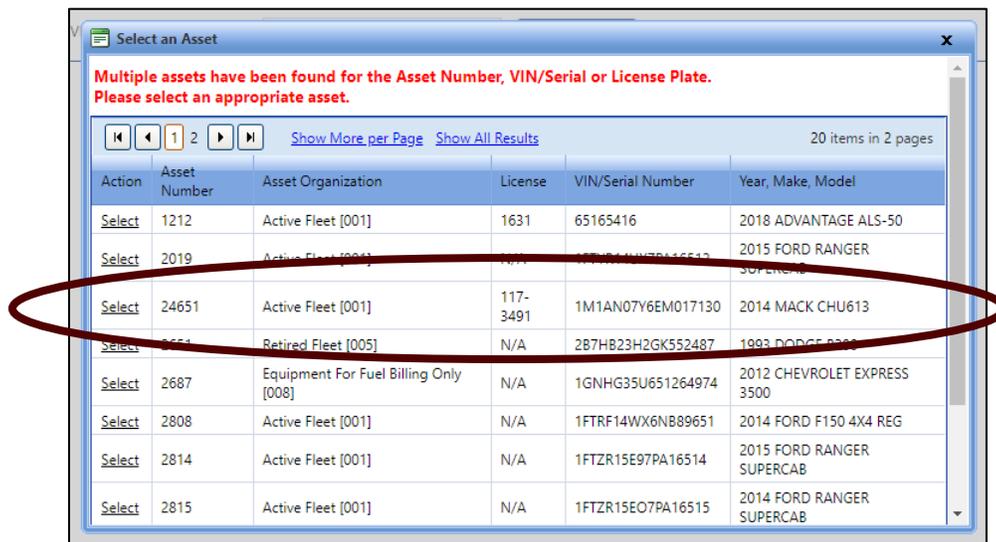


2.2 How do I create a Work Order?

1. Creating a Work Order (Asset, VIN, Serial, License Plate) - Create a Work Order by clicking on the **Select Asset** while the ASSET tab is highlighted. Enter the partial number you know and click **View Details** button. For this practice enter **651** for TFS Asset 24651.



2. Your search results will appear and then you can find which asset you need. Click the appropriate **Select** link. Note: If FASTER found your asset directly, you can skip the selection window and go on to step 3.



3. The window will change to the picture below. You can then click the Create Work Order button and a pop-up will appear.

Select Asset

Asset Information

Asset Number, VIN/Serial or License Plate:*

Asset Number : 24651 Organization : Active Fleet [001]
 Year : 2014 Make : MACK
 VIN/Serial Number : 1M1AN07Y6EM017130 License : 117-3491
 Asset Shop : TFS Merkel [MKL] Class : 670 [Truck, Tractor]

- A new pop-up will appear (below). The Maintenance Shop selected here will be the default shop listed in that vehicle’s master profile. Status must be Active. If there is another work order open for this particular vehicle, there will be a notification.

Create Asset Work Order Document

This Asset has at least one open work order.

Asset Number : 24651 Organization: 001

Maintenance Shop* Status* 

FIRST STREET GARAGE [001] Active [A] Disable Downtime Tracking
 Approved Above Threshold

Meter Information:

Meter Type	Reading	Actual	Errors/Warnings	Action
M	<input type="text"/>	40699		

Department* Date/Time In*
 IRD [Incident Response Departm] 5/4/2020 1:18 PM

Bill Code* Date/Time Promised
 002 [Bill Nothing]

Contact Priority

Symptom

- Enter the current mileage reading (for testing purposes, just add 5 miles to whatever the Actual shows), make sure the Bill Code is set to **Bill Nothing**.
- Lastly, enter a Symptom and for this exercise we will be replacing rear wiper blades. Enter “Needs new rear wiper blades”. This is **VERY IMPORTANT**. Later (see below) this **Symptom** allows you and others to make a quick reference to what Work Orders have been done, maintenance/repairs. Otherwise you will have to take extra steps to check each Work Order for what issues and maintenance/repairs have occurred.

Document Number	Document Symptom	Status	Meter Read
44700	Needs new rear wiper blades	Closed [C]	40706 [M]
44699	Needs new wiper blades	Active [A]	40706 [M]
44694	coolant leak	Closed [C]	40699 [M]
44693	test	Active [A]	40699 [M]
44692	Coolant leak	Closed [C]	
24651		Closed [C]	75780 [M]

No info was entered and will require you to open document.

Clearly stated Symptoms for quick referencing.

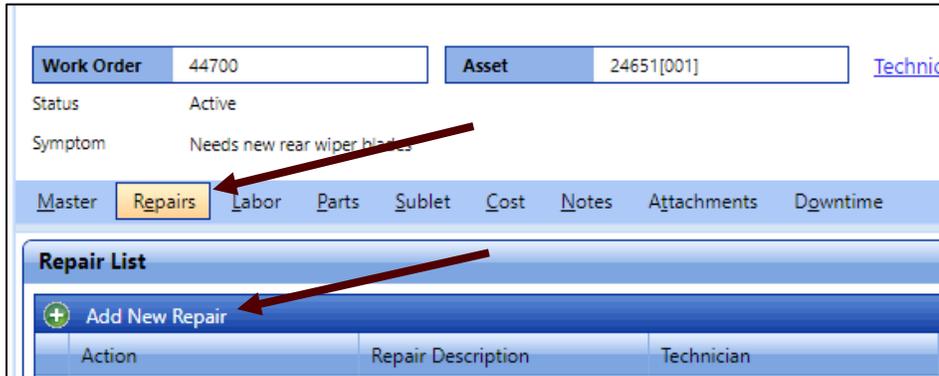
7. Click **Save**.

8. You have now created a new **Work Order** and the screen below will appear.

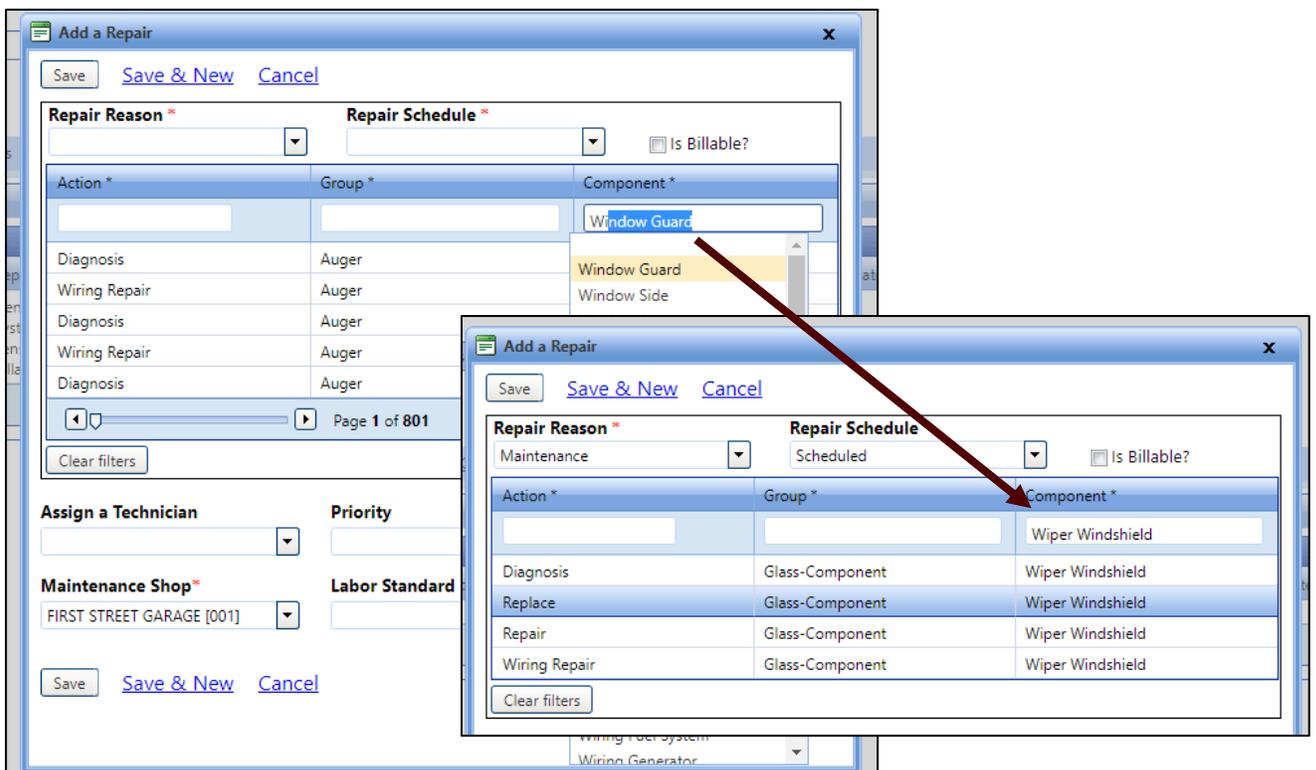
Work Order	44700	Asset	24651[001]	Technician Print	Customer Print
Status	Active	Year /Make /Model	2014 MACK CHU613		
Symptom	Needs new rear wiper blades	VIN/Serial Number	1M1AN07Y6EM017130		
		Engine			
Master Repairs Labor Parts Sublet Cost Notes Attachments Downtime					
Work Order Identification					
Edit Identification					
Work Order Number:	44700			Work Order	
Work Order Shop:	FIRST STREET GARAGE [001]			Meter	M
Status:	Active [A]			Work Order	
Priority:	When Possible			\$0.000	
Asset Number:	24651			Labor	
License:	117-3491			\$0.000	
VIN/Serial Number:	1M1AN07Y6EM017130			Parts	
Date/Time In:	5/26/2020 4:40:00 PM			\$0.000	
Date/Time Out:				Sublet	
Date/Time Promised:				\$0.000	
Department:	Incident Response Department [IRD]			Other Cos	
Bill Code:	Bill Nothing [002]			\$0.000	
Contact:				Adjustme	
Symptom	Needs new rear wiper blades			\$0.000	
Asset Identification					
Asset Standard Specifications					

2.3 How do I report maintenance done by a TFS shop?

1. Open the respective **Work Order**. Note: This step assumes a WO has already been created.
2. On the Work Order page, click on the **Repairs** tab.
3. Click the “Add New Repair”. A new pop-up will appear after this.



4. In the new pop-up, select the Repair Reason. **Maintenance** is for ***ALL maintenance related*** work done. You can choose either option on Repair Schedule. For this exercise select **Scheduled**, we decided to replace our imaginary rear wiper blades once a year.



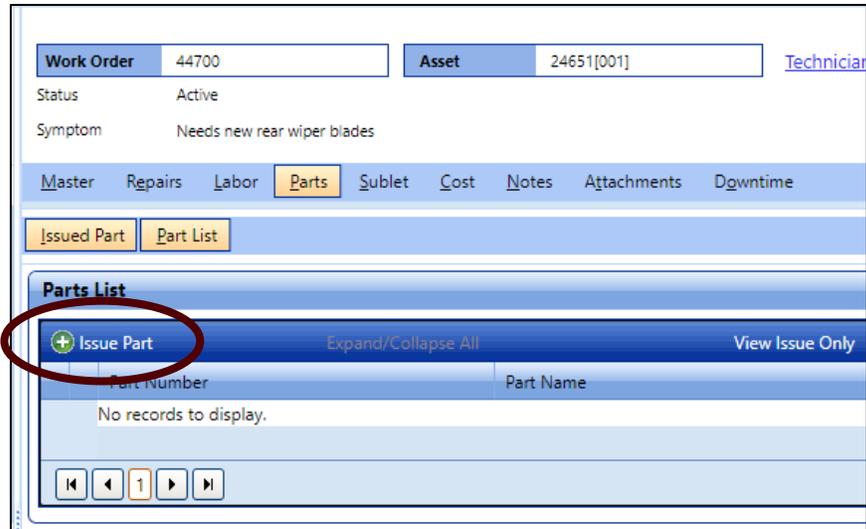
5. Next, starting from Right to Left, enter the **Component** that is being replaced. For this exercise, type in “Wiper Windshield”.
6. The **Action** and **Group** columns will automatically adjust to predefined criteria. If you start from the Left side go Right, you will have to sort through numerous categories to eventually narrow down to what is hopefully the correct Component. All of these columns are required to have a selection.
7. Starting at the **Component** column will save you tons of time. Make sure you slowly type in the part being replaced. As you begin typing, a drop box will appear for possible items you want. Naming conventions may be different from what we commonly use. For example, instead of looking for motor oil (if doing your own oil change) you would look for Fluid and then pick Fluid Oil as the Component.
8. Do **NOT** assign a technician. Click **Save**.
9. Your Work Order will now have an associated “New Repair” for the Symptom created.

The screenshot shows a software interface for a Work Order. At the top, there are two input fields: 'Work Order' with the value '44700' and 'Asset' with the value '24651[001]'. Below these, the 'Status' is 'Closed' and the 'Symptom' is 'Needs new rear wiper blades'. A navigation bar contains tabs: 'Master', 'Repairs' (highlighted), 'Labor', 'Parts', 'Sublet', 'Cost', 'Notes', 'Attachments', and 'Down'. Below the navigation bar is a 'Repair List' section. It features a '+ Add New Repair' button and a table with the following content:

Action	Repair Description	Technician
▶ Edit	Maintenance/Glass-Component/Wiper Windshield/Replace/Non-Billable/Scheduled	

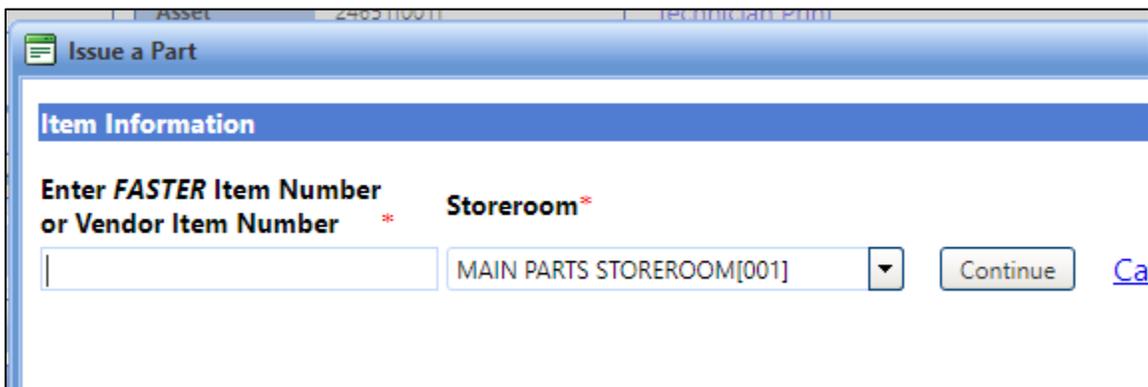
At the bottom of the table, there are navigation buttons: a left arrow, a right arrow, a button with the number '1', and another right arrow.

10. Next select the **Parts** tab, then select the “Issue Parts” button to **Issue Parts**.
Note: Each unique part (not quantity) should be entered individually.



11. Enter the Vendor Item Number into the pop-up screen.
12. This item number will be listed on your receipt. The number needs to be entered correctly because it can be referenced later for this particular vehicle and others using the same part. For this exercise make up a number.

Note: A FASTER Item Number is inventory parts that we have added with our own numbers.



13. A new pop-up window will appear, either stating that the item is in the system or is not. If the part is not found, you'll need to enter the part info:

Example A:

Issue a Part

This Item could not be verified as FASTER Item. Please fill out the following Information.

[Cancel](#)

Vendor Name* **Invoice Number*** [Verify](#)

Invoice Date* **Ship to Location*** **Tax C** *Tax Ex*

Document Type* **Invoice Total***

Example B:

Issue a Part

Item Information

978659786987 [001] Rear wiper blade

Description: Rear wiper blade

Stock Type: Non-Stock **Bin:** **Available Quantity:** 0.000

Issue Information

Vendor Name* **Invoice Number***

Invoice Date* **Shipping Location***

- Fill in the required information and make up an Invoice Number for this exercise. Normally you would enter the receipt number. A fake PO and Budget Line Item has already been created for you to select.

Note: for multiple items on one receipt, you will need to enter a modified Invoice Number for each item. Such as oil filter would be - 123456, drain plug gasket - 123456a, 6 quarts of oil - 123456b, air filter - 123456c.

Issue a Part

This Item could not be verified as FASTER Item. Please fill out the following information.

[Add Non-stock Item & Continue](#) [Cancel](#)

Vendor Name* Autozone [ATZ] **Invoice Number*** 76786876896 [Reverify](#)

Invoice Date* 5/27/2020 **Ship to Location*** MAIN PARTS STOREROOM **Tax Code** Tax Exempt

Payment Type* Existing Purchase Order **Invoice Total*** 10.00

Purchase Order Number* 20202020

Budget Line Item Account Number* 20202021 [TFS Internal - Parts & Supplies] [2020]

Received Qty*	Unit Price*	Extended*	Shipping*	Tax
1.000	10.00000	10	0.00000	Tax Exempt

Other Charge Type	Unit Price	UM	Extended	Tax
	0.00000	EACH	0.00	Tax Exempt

15. Enter a quantity of rear wipers you “purchased” with the unit price. For wipers, they will be classified as an Expendable item.

Item Number* 876786876987 **Storeroom*** MAIN PARTS STOREROOM[001]

Item Name* Rear wiper blade

Item Type* EXPENDABLES **Item Category**

Warranty Length & Cycle **Warranty Length & Cycle**

[Add Non-stock Item & Continue](#) [Cancel](#)

16. Click **Add Non-stock Item & Continue**. If there is an information missing, an error message will appear at the top of the pop-up.

17. To finish “issuing” the item, select the specific repair you created.

18. Then click the **Issue Item** button.

19. Your issued part will be updated with the name, quantity used, cost per item and total cost.

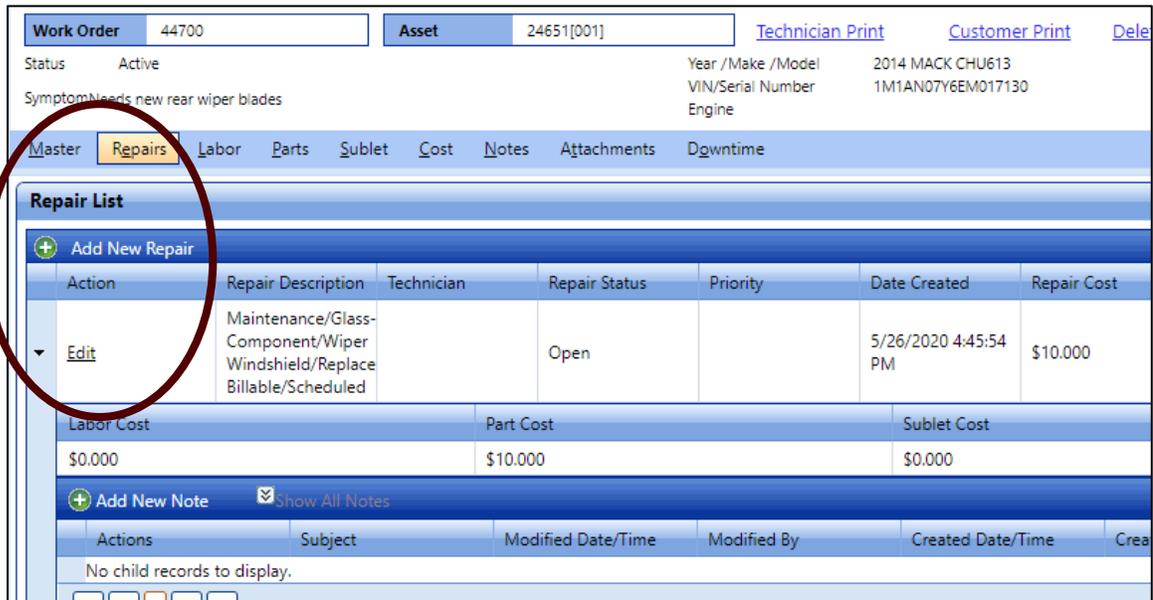
Part Number	Part Name	Quantity	Issue Price
876786876987[001]	Rear wiper blade	1.000	10.000

20. Attach your receipt to this Work Order. Directions to attach a receipt or other documentation directly related to a Work Order can be found [Section 2.6](#).

Your receipt will stay attached to this work order, but not directly to the vehicle's master file. It is important that receipts are attached to the correct work order.

Receipts need to be entered **before finalizing** the Work Order.

21. Click on the Repair tab. Click the arrow  button, then the **Edit** link by your repair.



Work Order: 44700 Asset: 24651[001] Technician Print Customer Print Dele

Status: Active Year/Make/Model: 2014 MACK CHU613
Symptom: Needs new rear wiper blades VIN/Serial Number: 1M1AN07Y6EM017130
Engine

Master Repairs Labor Parts Sublet Cost Notes Attachments Downtime

Repair List

+ Add New Repair

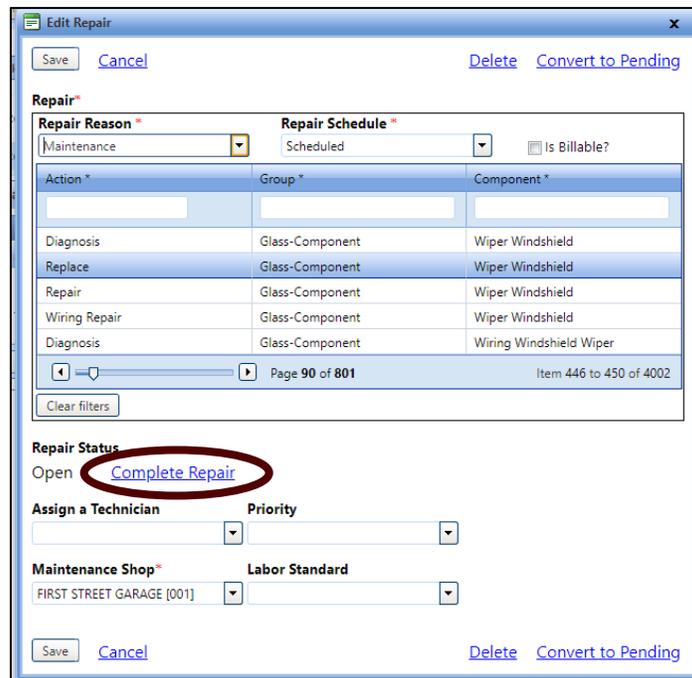
Action	Repair Description	Technician	Repair Status	Priority	Date Created	Repair Cost
Edit	Maintenance/Glass-Component/Wiper Windshield/Replace Billable/Scheduled		Open		5/26/2020 4:45:54 PM	\$10,000

Labor Cost: \$0.000 Part Cost: \$10,000 Sublet Cost: \$0,000

+ Add New Note Show All Notes

Actions	Subject	Modified Date/Time	Modified By	Created Date/Time	Created By
No child records to display.					

22. Your Repair is still open, click the **Complete Repair** to close the Work Order. Then click the **Save** button.



Edit Repair

Save Cancel Delete Convert to Pending

Repair*

Repair Reason * Maintenance Repair Schedule * Scheduled Is Billable?

Action *	Group *	Component *
Diagnosis	Glass-Component	Wiper Windshield
Replace	Glass-Component	Wiper Windshield
Repair	Glass-Component	Wiper Windshield
Wiring Repair	Glass-Component	Wiper Windshield
Diagnosis	Glass-Component	Wiring Windshield Wiper

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Clear filters

Repair Status: Open [Complete Repair](#)

Assign a Technician: [Dropdown] Priority: [Dropdown]

Maintenance Shop * FIRST STREET GARAGE [001] Labor Standard: [Dropdown]

Save Cancel Delete Convert to Pending

23. Now your "repair" shows Complete.

Work Order: 44700 Asset: 24651[001] Technician Print Customer Print Delete/Obse

Status: Active Year /Make /Model: 2014 MACK CHU613
 Symptom: Needs new rear wiper blades VIN/Serial Number: 1M1AN07Y6EM017130
 Engine

Master **Repairs** Labor Parts Sublet Cost Notes Attachments Downtime

Repair List

+ Add New Repair

Action	Repair Description	Technician	Repair Status	Priority	Date Created	Repair Cost	Alt
▶ Edit	Maintenance/Glass-Component/Wiper Windshield/Replace Billable/Scheduled		Complete		5/26/2020 4:45:54 PM	\$10,000	

1 items

24. Go to the **Master** tab and select your specific Work Order, then click **Edit Identification**.

Work Order: 44700 Asset: 24651[001] Technician Print Custom

Status: Active Year /Make /Model: 2014 MACK CHU613
 Symptom: Needs new rear wiper blades VIN/Serial Number: 1M1AN07Y6EM017130
 Engine

Master Repairs Labor Parts Sublet Cost Notes Attachments Downtime

Work Order Identification

Edit Identification

Work Order Number: 44700 **Work Order Meter**
 Work Order Shop: FIRST STREET GARAGE [001] Meter
 Status: Active [A] M
 Priority: When Possible **Work Order Costs** Spen
 Asset Number: 24651 \$10,000
 License: 117-3491 **Labor**
 VIN/Serial Number: 1M1AN07Y6EM017130 \$0,000

25. A pop-up will appear, change your status from **Active** to **Closed**. Save.

Edit Work Order

Save & View Cancel

Work Order Number: 44700 Asset Number: 24651 Organization: Active Fleet [001]

Maintenance Shop* **Status**

FIRST STREET GARAGE [001] Active [A]

Meter Information:* Disable Downtime Approved Above

26. Your self-performed maintenance is now recorded and completed in the system

Work Order	44700	Asset	24651[001]	Technician Print	Customer Print
Status	Closed	Year /Make /Model	2014 MACK CHU613		
Symptom	Needs new rear wiper blades	VIN/Serial Number	1M1AN07Y6EM017130		
		Engine			
Master	Repairs	Labor	Parts	Sublet	Cost
Notes	Attachments	Downtime			
Work Order Identification					
Edit Identification					
Work Order Number:	44700			Work Order Meter	
Work Order Shop:	FIRST STREET GARAGE [001]			Meter	
Status:	Closed [C]			M	
Priority:	When Possible			Work Order Costs	
Asset Number:	24651			\$10.000	
License:	117-3491			Labor	
VIN/Serial Number:	1M1AN07Y6EM017130			\$0.000	
Date/Time In:	5/26/2020 4:40:00 PM			Parts	
Date/Time Out:	5/27/2020 8:29:34 AM			\$10.000	
Date/Time Promised:				Sublet	
Department:	Incident Response Department [IRD]			\$0.000	
Bill Code:	Bill Nothing [002]			Other Cost	
Contact:				\$0.000	
Symptom				Adjustments	
Needs new rear wiper blades				\$0.000	
Asset Identification					
Asset Standard Specifications					

27. If you would like a paper copy of the Work Order with part costs, print the **Customer Print** link located top right of the window.

	Asset	24651[001]	Technician Print	Customer Print
re Rotation	Year /Make /Model	2014 MACK CHU613		
	VIN/Serial Number	1M1AN07Y6EM017130		
	Engine			
or	Parts	Sublet	Cost	Notes
	Attachments	Downtime		
n				
34	Work Order Mete			
FIRST STREET GARAGE [001]				

28. Now look up your **Asset** file, then click on **History**, your Parts will appear in a stand-alone column and also add to the cumulative Maintenance cost.

Asset 24651 [001]

Master Life Cycle,Billing Meters,Warranties PM's,SA's Parts Issued Parent,Child **History** Notes Attachments Contacts Map Location Alerts

Year * 2020 Reporting Year Style * Fiscal Year Meter Type * M

Show History Include Warranty Costs in the Repair Costs

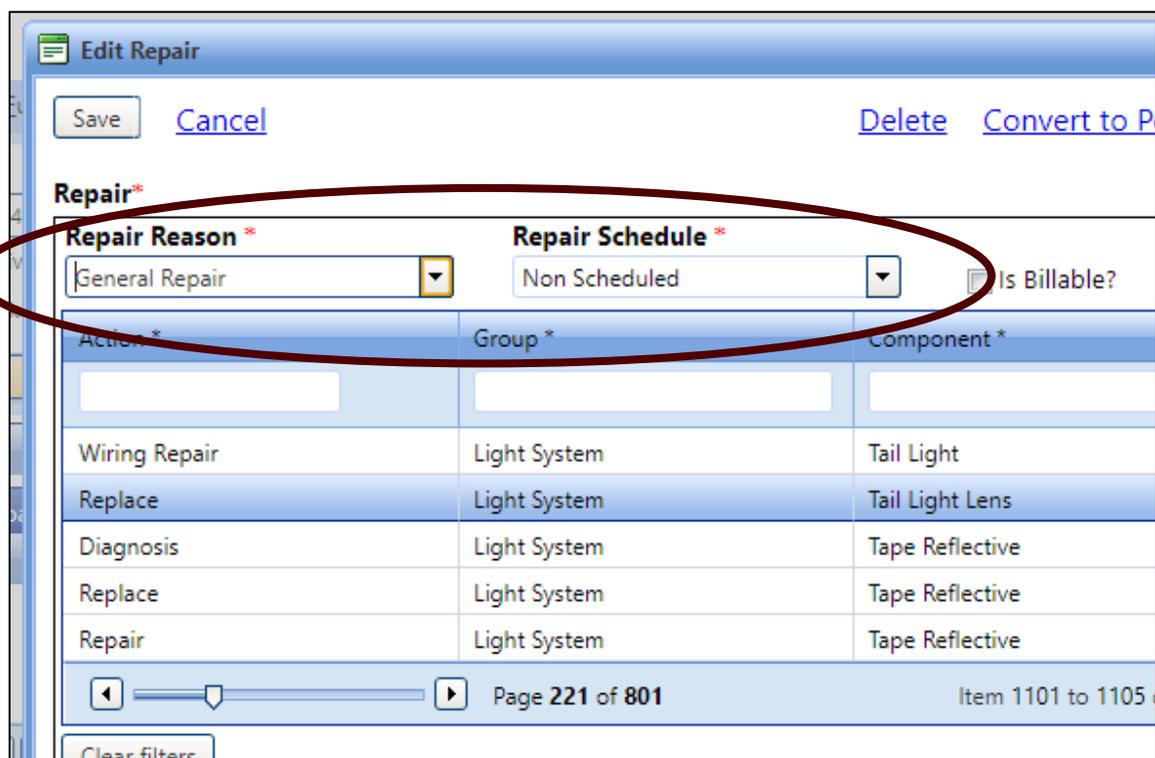
Year	Total Main	Maintenan	Repair	Accident	Capital	Warranty	Fuel Cost	Fuel Qty	Meter Dri	Idle Hours	Cost/Mete	Meter/Gal	Labor	Parts	Sublets
2020	5,126.780	10.000	5,116.780	0.000	0.000	0.000	213.061	90.340	7	0.00	762.834	0.08	0.000	10.000	5096.780
Month	Total Ma	Maintenan	Repair	Accident	Capital	Warranty	Fuel Cost	Fuel Qty	Meter Dri	Idle Hours	Cost/Mete	Meter/Gal	Labor	Parts	Sublets
January									0	0.00					
February									0	0.00					
March									0	0.00					
April									0	0.00					
May	5,126.780	10.000	5,116.780	0.000	0.000	0.000	213.061	90.340	7	0.00	762.834	0.08	0.000	10.000	5096.780
June									0	0.00					
July									0	0.00					
August									0	0.00					
September									0	0.00					
October									0	0.00					
November									0	0.00					
December									0	0.00					
FY To Date	5126.780	10.000	5116.780	0.000	0.000	0.000	213.061	90.340	7	0.00	762.834	0.08	0.000	10.000	5096.780
Life To Dat	5126.780	10.000	5116.780	0.000	0.000	0.000	213.061	90.340	40706	0.000	0.131	450.59	0.000	10.000	5096.780

2.4 How do I report a repair done by a TFS Shop?

1. If you perform a **repair**, all of the steps are exactly the same as the maintenance process **EXCEPT** for this one part.
2. When adding a Repair to your Work Order:

Repair Reason – Should be any reason **EXCLUDING** maintenance related items.
Example: General Repair, Accident, etc.

Repair Schedule – More than likely will be Non-Scheduled.



The screenshot shows the 'Edit Repair' form with the following fields and data:

Repair Reason *	Repair Schedule *	Is Billable?
General Repair	Non Scheduled	<input type="checkbox"/>

Action *	Group *	Component *
Wiring Repair	Light System	Tail Light
Replace	Light System	Tail Light Lens
Diagnosis	Light System	Tape Reflective
Replace	Light System	Tape Reflective
Repair	Light System	Tape Reflective

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Item 1101 to 1105

3. Parts will still be reported in the Parts portion of the History cost. However, instead of adding the cost into the maintenance section, all part costs will be added to the **Repair** cumulative cost.

If this is reported incorrectly, it will skew the total costs and will not accurately reflect vehicle cost.

Such as if it appears that repair cost is low for a vehicle that is a “lemon”, then it may be viewed as that the vehicle really isn’t “as bad” as reported and doesn’t need to be the first one replaced.

2.5 How do I report third-party (sublet) work?

1. Create a Work Order.
2. Attach the Quote.
3. When work by the third-party is performed, the asset is ready for pick up and your or your office has received the invoice, perform the next steps:

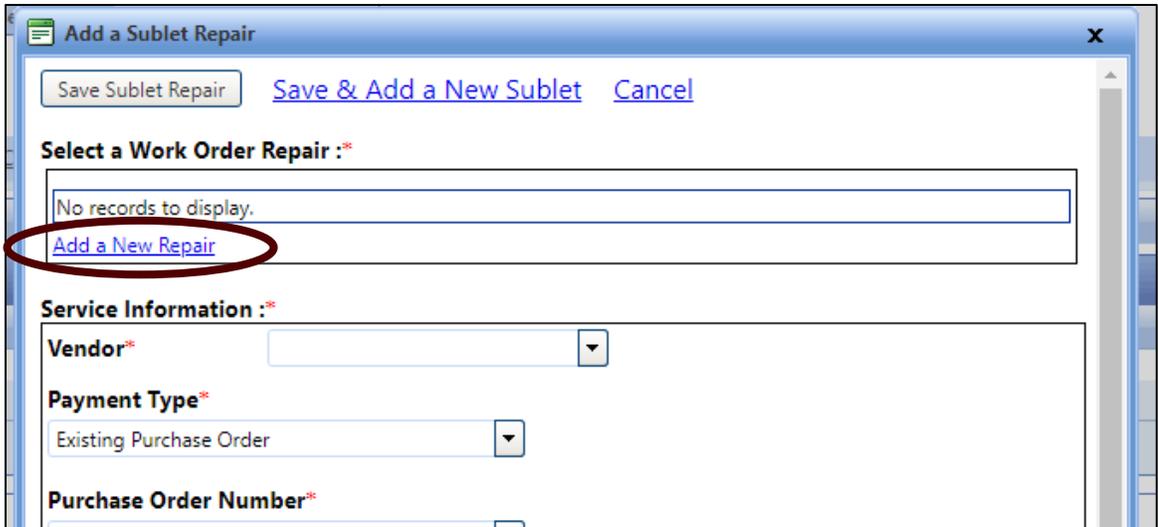
In this example, we are using **BrucknerInvoice**.

4. Find your asset and click on the previous work order you created.
5. Verify that the work order is the correct one by looking at the symptom or checking the notes/attachments that you previous entered.
6. Attach the invoice to the same location you put the quote.

The screenshot shows a software window titled "Add Attachment". It features a "File(s) to Attach*" section with a text box and a "Browse" button. Below this, it specifies "Max 20MB per attached file" and lists allowed extensions: ".prn, .bin, .xls, .xlsx, .jpg, .doc, .docx, .pdf, .swf, .aspx". A list of attachments shows "Bruckner Invoice.pdf" with a "remove" link. The "Category*" dropdown is set to "INVOICES". The "Keywords" field contains "Bruckner invoice". The "Description" field contains "Invoice for Quote #95587355". At the bottom, there are three buttons: "Attach File", "Attach & Add New", and "Cancel".

7. Now that you have an invoice and verified this is the correct vehicle, click on **Sublet**.
8. You will have to add a repair in the Sublet pop-up screen or you can go to the Work Order page and add a repair under the Repair tab.

Either is acceptable, however the Sublet entry here seems to flow faster.



9. A new window will open.
10. Since an outside vendor did the repair, select “**Vendor Repair**”. A Vendor Repair can either be non-scheduled or scheduled maintenance. For this exercise, choose **Non-Scheduled**.
11. Next under the Action/Group/Component table, start from right to left. The invoice states the leak is at the Radiator.
12. Type Radiator under component.
13. The rest of the field starts to prepopulate. Group, in this instance, indicates Cooling Engine. Because it was a repair, click Repaired and the remainder will be filled in.
14. Do **NOT** assign a technician.
15. Click **Save**.

16. The repair window will close. Check the newly listed repair box. You can also add more repairs if needed.

17. Next fill in the remainder of the information found on the invoice. This information is needed for reports to be run later and overall costs associated with the vehicle.

18. Enter the information from the invoice.

19. Payment type (under Service Information) will be **Existing Purchase Order**. A general PO will be created for each vendor with an unlimited budget.

20. After selecting the PO for Bruckner, you will have to select the Budget Line item. For this is, we will select **Outside Services**.

21. Enter the dates, times, and the Sub Total cost.

Save Sublet Repair | Save & Add a New Sublet | Cancel

Select a Work Order Repair: *

Vendor Repair/Cooling Engine/Radiator/Repair/Billable/Non Scheduled

Add a New Repair

Service Information: *

Vendor* Bruckner Truck Sales INC - Abiler

Payment Type*

Date/Time Delivered* 5/1/2020 10:00 AM

Date/Time Returned 5/1/2020 10:37 AM

Invoice Number 9558I3TS

Cost Information:

Sub Total*	2,398.390	Labor Hours	
Tax Cost	0.000	Labor Cost	852.000
Markup		Part Cost	1,478.230
Total	2,398.390	Other Costs	68.160

Save Sublet Repair | Save & Add a New Sublet | Cancel

22. Click **Save Sublet Repair**.

23. Now, you will be back at the Sublet List.

Master Repairs Labor Parts **Sublet** Cost Notes Attachments Downtime

Sublet List

+ Add Sublet Repair

Vendor	Purchase Number	Total Cost	Date Delivered
Bruckner Truck Sales INC - Abilene	92300 [PO]	2398.390	05/01/2020 10:00:00 AM

Document Total : 2398.390

24. Click the arrow  next to the vendor and all of the info you entered will appear.

Master Repairs Labor Parts **Sublet** Cost Notes Attachments Downtime

Sublet List

+ Add Sublet Repair

Vendor	Purchase Number	Total Cost	Date Delivered
Bruckner Truck Sales INC - Abilene	92300 [PO]	2398.390	05/01/2020 10:00:00 AM

Action	Labor Hours	Labor Cost	Part Cost	Other Cost	SubTotal	Tax Cost
Edit	0	852.00000	1478.23000	68.16000	2398.39000	0

Document Total : 2398.390

25. Now that you have entered the invoice for the vehicle, the repair needs to be completed. Click on the **Repairs** tab to see the screen below. You will notice that the

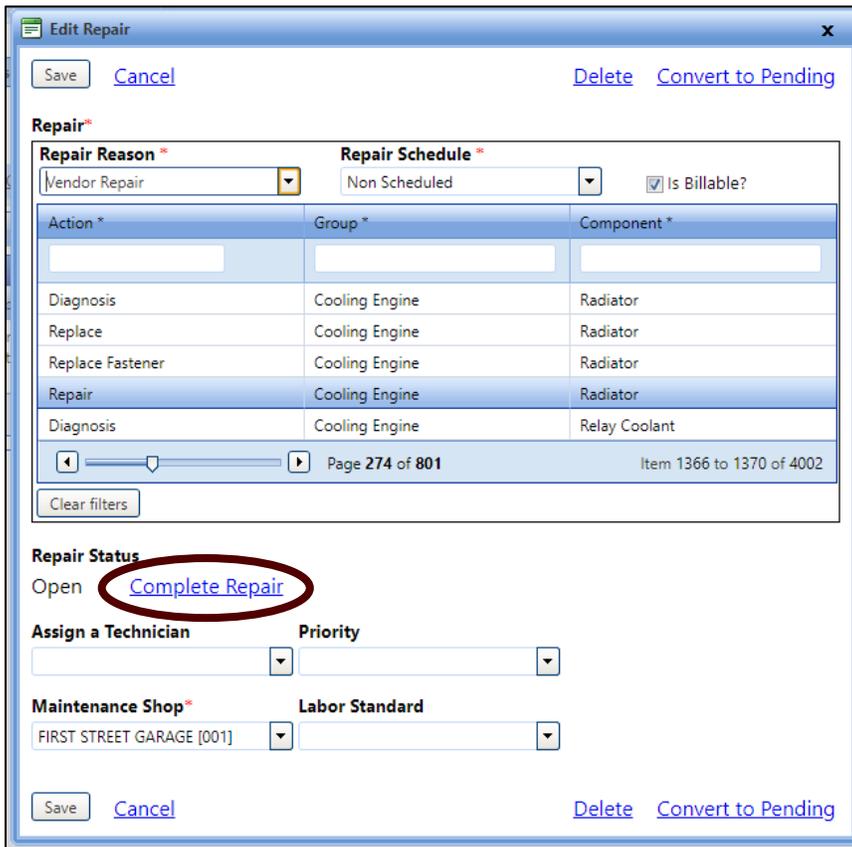
Repair Status is "Open". Click on **Edit**.



The screenshot shows a software interface with a menu bar (Master, Repairs, Labor, Parts, Sublet, Cost, Notes, Attachments, Downtime) and a 'Repair List' section. Below the menu is a table with columns: Action, Repair Description, Technician, Repair Status, Priority, and Date Created. The first row contains the text 'Vendor Repair/Cooling Engine/Radiator/Repair/Billable/Scheduled', an empty Technician field, 'Open', an empty Priority field, and '5/1/2020 9:47:'. The 'Action' cell for this row contains the word 'Edit', which is circled in red. Below the table are navigation icons.

Action	Repair Description	Technician	Repair Status	Priority	Date Created
Edit	Vendor Repair/Cooling Engine/Radiator/Repair/Billable/Scheduled		Open		5/1/2020 9:47:

26. This screen will pop up.



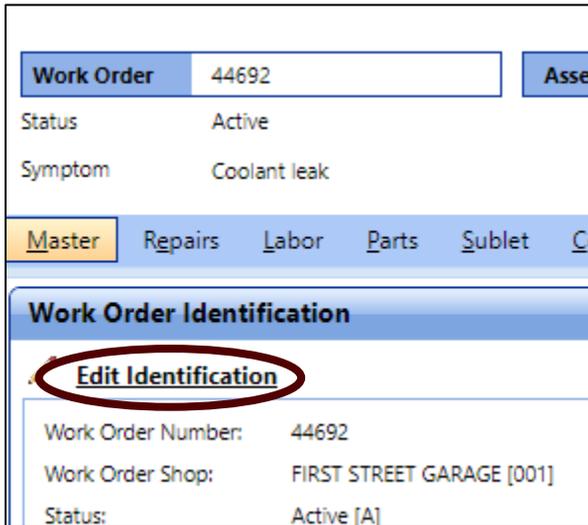
The screenshot shows a dialog box titled 'Edit Repair'. At the top are buttons for 'Save', 'Cancel', 'Delete', and 'Convert to Pending'. Below is a 'Repair*' section with dropdowns for 'Repair Reason' (Vendor Repair) and 'Repair Schedule' (Non Scheduled), and a checked 'Is Billable?' box. A table below has columns 'Action*', 'Group*', and 'Component*'. The table contains several rows, with the 'Repair' row highlighted. Below the table is a 'Clear filters' button. The 'Repair Status' section shows 'Open' and a circled 'Complete Repair' link. Below are 'Assign a Technician' and 'Priority' dropdowns, and 'Maintenance Shop*' (FIRST STREET GARAGE [001]) and 'Labor Standard' dropdowns. At the bottom are 'Save', 'Cancel', 'Delete', and 'Convert to Pending' buttons.

27. Click **Complete Repair**, the screen will change to this:

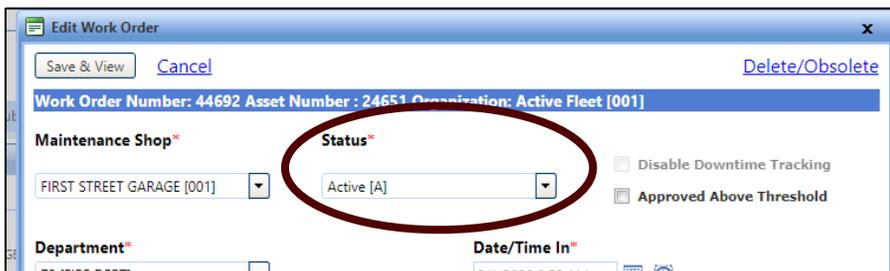


The screenshot shows a portion of the 'Edit Repair' dialog box. The 'Repair Status' section now shows 'Complete' and a circled 'Re-Open' link. Below are the 'Assign a Technician' and 'Priority' dropdowns, and the 'Maintenance Shop*' (FIRST STREET GARAGE [001]) and 'Labor Standard' dropdowns.

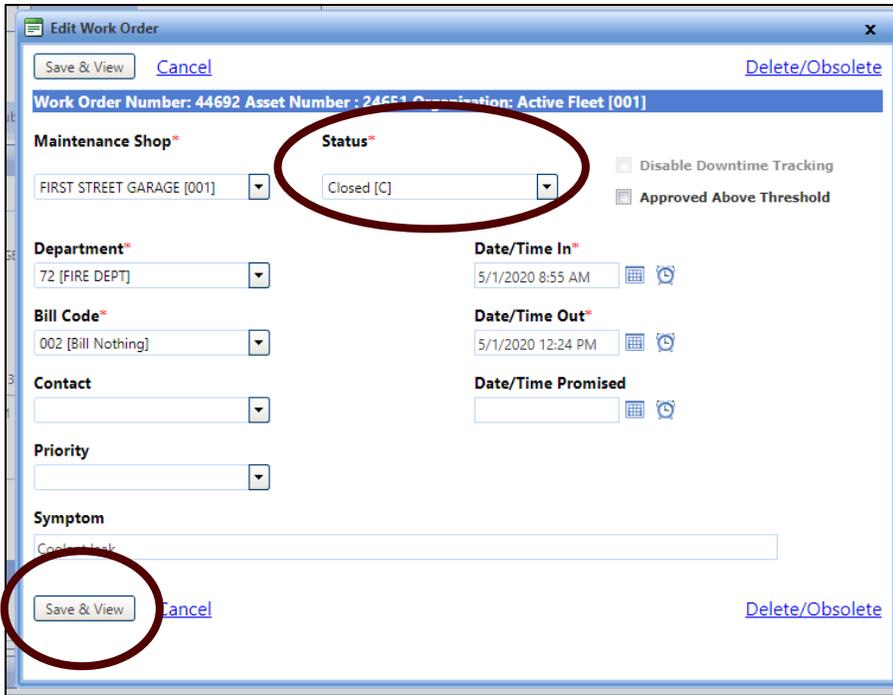
28. Do **NOT** assign a technician.
29. Click **Save**.
30. On your Work Order, with the **Master** tab selected, click Edit Identification.



31. Go to **Status**



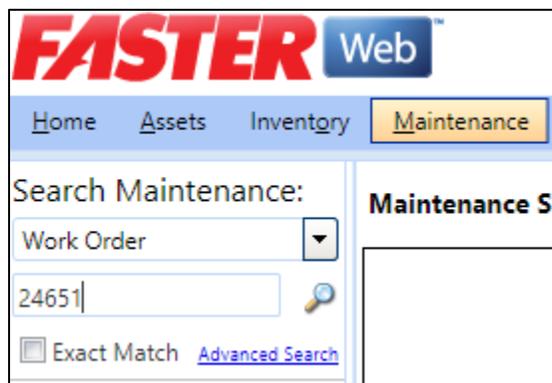
32. Change the status to **Closed** and **Save**.



The Vendor Repair Quote, Invoice and Work Order are now complete.

2.6 How do I attached quotes (or other files) to a work order?

1. Quotes, receipts and other documentation related to a specific Work Order should be attached here.
2. Just shortly after creating the work order, you receive the quote for repair (BrucknerQuote). Go to the "Maintenance" tab and enter the TFS Asset number or WO number in the search bar. The asset will appear and midway down on the right side, the work order you created will be there.



- Click on the Work Order number that you created. You will return to the page that appeared right after you created the work order.

FASTER Web

Home Assets Inventory **Maintenance** Fuel Accounting Vendors Setup Reports Dashboard Integrations

Asset Work Orders Department Direct Charges

Advanced Search Options - Work Orders

Work Order Number or Asset Number: Work Order Status:

Asset Organization: Work Order Date In:

Maintenance Shop: Class:

Exact Match Include Closed Work Orders Include Obsolete Work Orders

Search Results

Drag a column header and drop it here to group by that column

Navigation:

	Asset Number	Asset Organization	Document Number	Document Symptom	Status	Meter Reading	Maintenance Shop	
View	24651	Active Fleet [001]	44704	Oil Change & Tire Rotat	Active [A]	40711 [M]	FIRST STREET GARAGE	0.000
View	24651	Active Fleet [001]	44702	Monthly Inspection	Active [A]	40706 [M]	FIRST STREET GARAGE	0.000
View	24651	Active Fleet [001]	44701	Oil Change	Active [A]	40706 [M]	FIRST STREET GARAGE	429.0
View	24651	Active Fleet [001]	44699	Broken taillight	Active [A]	40706 [M]	FIRST STREET GARAGE	167.0
View	24651	Active Fleet [001]	44693	test	Active [A]	40699 [M]	FIRST STREET GARAGE	300.0

- Once within the Work Order, go to the Attachments tab and add the quote, image or other document.

Home Assets Inventory **Maintenance** Fuel Accounting Vendors Setup Reports Dashboard Integrations

Search Maintenance:

Work Order: Asset: [Technician Print](#)

Document or Asset Number:

Exact Match [Advanced Search](#)

Actions:

- Calendar
- Create Work Orders
- Create Direct Charges
- Manage Indirect Labor
- Manage Shop Floor Activity
- Search Issued Item
- Manage Task List

Work Order: 44693 Status: Active Symptom: test

Master Repairs Labor Parts Sublet Cost Notes **Attachments** Downtime

[Add New Attachment](#) [Switch to Thumbnail View](#)

Group By:

Action	File Name	Description
No attachments found.		

Navigation:

- A new pop-up will appear.

Add Attachment

File(s) to Attach*

Max 20MB per attached file
Allowed extensions: .prn, .bin, .xls, .xlsx, .jpg, .doc, .docx, .pdf, .swf, .aspx

Category*

Keywords

Description

Attach File [Attach & Add New](#) [Cancel](#)

6. Add your file, PDF is preferable.
7. Categorize as Estimate (for quotes). Restate reason for quote and include the vendor quote number. This number can help you verify a legitimate invoice later down the road.
8. Click Attach File.
9. A new row will appear with all the information you entered. If you forgot something, click the Edit link on the left of the row and update your information. Notice that a paperclip icon has now appeared next to the Attachment tab. This indicates that something has been added. The same will work for notes if you add something there.

Action	File Name	Description	Category	Posted By
Edit	Bruckner Quote.pdf	Coolant leak repair quote for Transport 9171 at Bruckners. Quote #955873TS	ESTIMATES	TFS2 TFS2

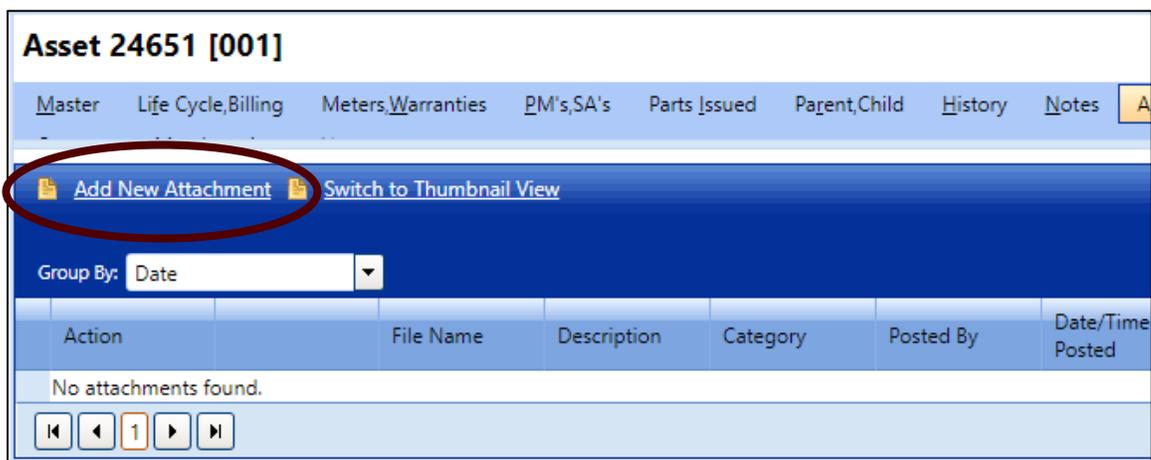
2.7 How do I attach files (like user manuals) to an asset?

User manuals, warranty info and other documentation **not** related to Work Orders will be entered here.

1. Enter your Asset number **24651** to view the Master File, then click on the **Attachments** tab.



2. After the Attachment screen appears, click on **Add New Attachment**.



3. A pop-up window will appear. Attach the file by clicking on the Browse folder. Your uploaded file will appear below with options to remove if you attached the wrong file by accident.

- Once the file is attached, Select the Category that is most appropriate for your document.

Enter keywords and a description of your document. Be as descriptive as you can here. Since this data will be available agency wide, we want to make sure everyone knows what kind of document this is.

- Then click the **Attach File** button.
- After saving your attached file, it will appear back on the Attachments tab.

A **paperclip icon** will appear next to the Attachments tab. This lets you know there are attached documents.

As you can see below, entering in the **description and category** will help you quickly identify what files are present.

- If more than one file, you can sort by clicking the column headers.

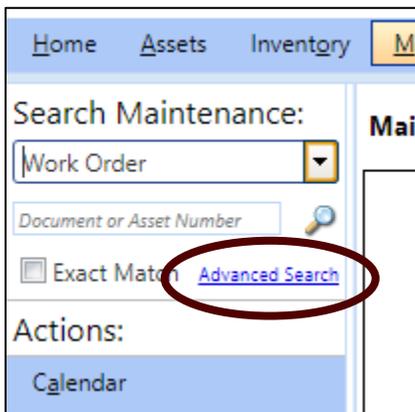
Action	File Name	Description	Category
Edit 	Owners Manual - F-150.pdf	Owners manual, specs, maintenance schedules.	INSTRUCTIONS FOR USE

8. **Other** documentation can be added here as well. Just remember that every attachment needs to have adequate information added so that it doesn't cause confusion or extra steps to find out what it is.

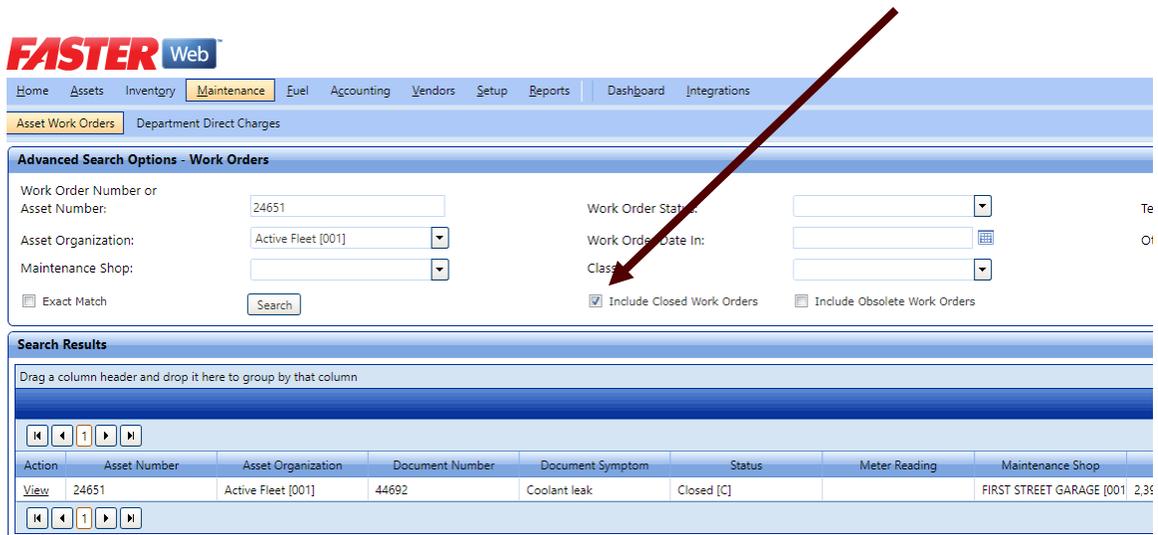
2.8 How do I search for all Work Orders for an asset?

If you would like to go see all work orders for a particular asset:

1. You can return to the Maintenance page and click the **Advanced Search** option under the search bar.



2. Enter the Asset Number and set the Asset Organization to Active Fleet on the screen below. **Select** the "Include Closed Work Orders". Click **Search**.



3. These search results will show all the active and closed work orders, including their symptom, for that particular vehicle.

Your attachments will only be visible by viewing these work orders here. They will NOT appear on the Asset Master file.

2.9 How to I print a Work Order?

A **Work Order** gives you the option to print a Customer Print or a Technical Print.

However this same exact print can be accessed from the Customer Portal when reviewing the Repair History of an asset.. Individual Vehicle Operators can print their work order history at any time.

1. To get started, search for your Work Order.

Work Order	44697	Asset	2301[001]	Technician Print	Customer Print
Status	Active	Year / Make / Model	2010 GMC SAVANA		
Symptom	Wiper Blades	VIN/Serial Number	1GDJG31R921211902		
		Engine			
Master	Repairs	Labor	Parts	Sublet	Cost
	Notes	Attachments	Downtime		

2. The Customer Print out will open in a new window.

FASTER Web					
1 of 1 Find Next					
WORK ORDER: 44700					
ASSET NUMBER: 24651					
Work Order Status: C - Closed			Date In: 05/26/2020 04:40:00 PM		
Work Order Shop: 001 - FIRST STREET GARAGE			Date Out: 05/27/2020 08:29:34 AM		
Work Order Meters: M - 40706					
ASSET NUMBER INFORMATION					
YEAR: 2014	ORG: Active Fleet	TIRE SIZE: 11R22.5			
MAKE: MACK	DEPT: Incident Response Department	ENGINE SIZE:			
MODEL: CHU613	BILL CODE: Bill Nothing	TRANS:			
LICENSE: 117-3491	TFS OFFICE: MERKEL	FUEL TYPE: DS			
OPERATOR:	VIN/SERIAL NUMBER: 1M1AN07Y6EM017130	ASSET AVAIL CODE: 24 HOURS A DAY EVERYDAY			
CLASS: Truck, Tractor					
PARTS ISSUED					
PART NUMBER	S/NS	ISS QTY	PART PRICE	ISSUE DATE	TOTAL PART COST
876786876987	NS	1.000	\$10.000	05/27/2020	\$10.000
PART NAME: Rear wiper blade		REPAIR DESCRIPTION: Glass-Component / Wiper Windshield / Replace			
WORK ORDER TOTALS					
TOTAL PARTS:	\$10.000	TOTAL MISC:	\$0.000	TAX INFORMATION (Included In Totals)	
TOTAL SUBLET:	\$0.000	TOTAL ADJUSTMENTS:	\$0.000	PARTS TAX:	\$0.000
TOTAL LABOR:	\$0.000	TOTAL COST:	\$10.000	SUBLET TAX:	\$0.000

2.10 How do I assign a technician to a Work Order?

You can assign a technician when creating your maintenance or repair entry or you can assign a technician after the fact.

This assumes you already have a **Work Order** created for this **Repair**.

1. Go to the **Maintenance** tab and search for your Work Order by WO# or asset.
2. Go to the Work Order **Repairs** tab.
3. Edit the repair you want to assign a technician to.
4. In the drop down list, assign the appropriate technician.

Repair*

Repair Reason * Maintenance Repair Schedule * Scheduled Is Billable?

Action *	Group *	Component *
Diagnosis	Expendable	Fluid Oil
Fill Fluids	Expendable	Fluid Oil
Diagnosis	Expendable	Fluid Washer
Fill Fluids	Expendable	Fluid Washer
Diagnosis	Expendable	Fuses

Page 307 of 801 Item 1531 to 1535 of 4005

Clear filters

Repair Status
Open [Complete Repair](#)

Assign a Technician Priority

Alfred Smith

Maintenance Shop* Labor Standard

FIRST STREET GARAGE [001]

Save Cancel Delete Convert to Pending

Note: In FASTER technicians will mostly be limited to native TFS shop personnel, mechanics and fleet specialists. If a repair is done by a vehicle operator, task force or an external repair, do not assign a technician.

2.11 How do I enter a meter reading?

Any time a Work Order is created, FASTER captures a meter reading at that time. Regular meter readings will also come into the system regularly for most vehicles through the fuel card data imported daily.

Aside from those two entries, if you need to make an extra meter reading for one reason or another, the steps are the same as what a vehicle coordinator does at the end of each month. Section 3.7

2.12 How does a vehicle operator get notifications of a PM?

PM notifications are automatic in FASTER. As long as two conditions are met:

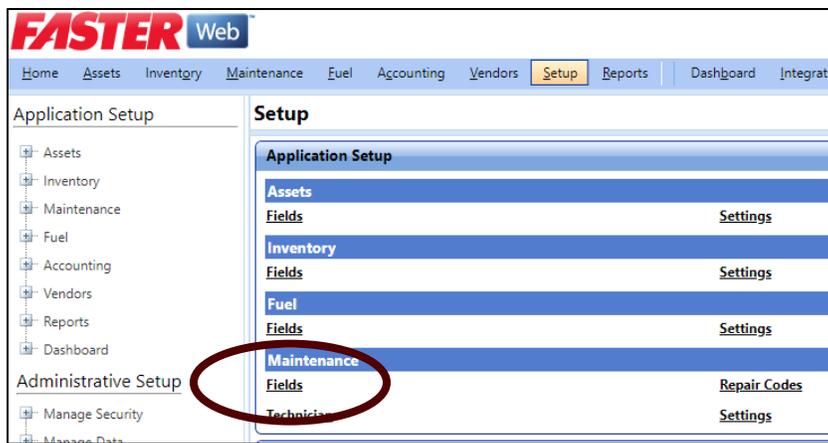
1. There is a PM schedule set up for that asset or class of asset.
2. The notifications and contacts are properly set up for that asset. See Section 3.4.

If the above is done, vehicle operators will get notified for a number of activities including but not limited to:

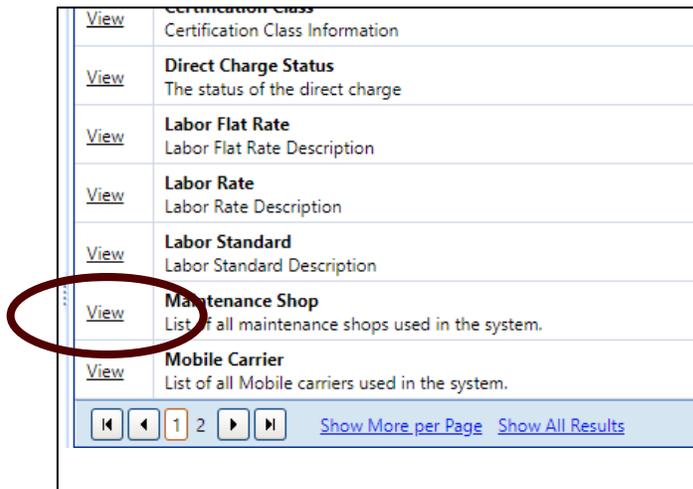
- Scheduling service
- Completed WO's
- PM is needed

2.13 How do I update shop hours for appointments?

1. Go to the **Setup** tab, then click the **Fields** link under **Maintenance**.



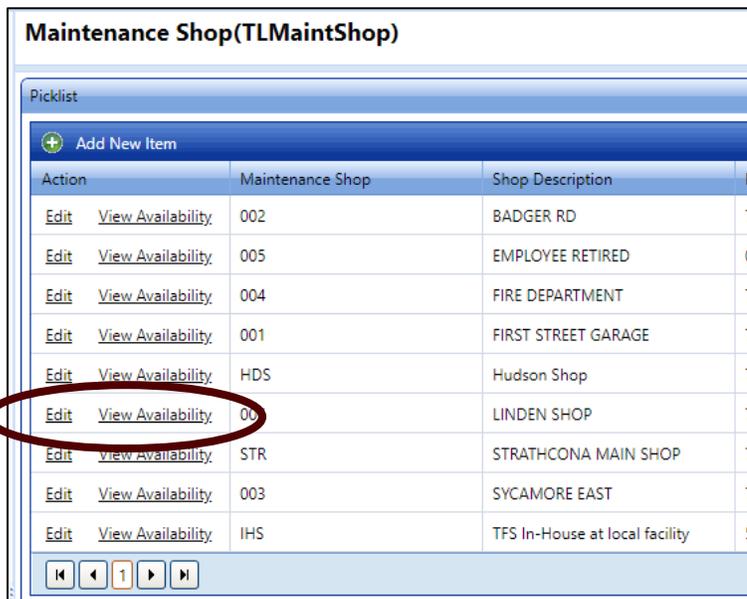
2. A new window will appear, click on **View** for **Maintenance Shop**.



A screenshot of a software interface showing a list of entities. The entities listed are: Certification Class, Direct Charge Status, Labor Flat Rate, Labor Rate, Labor Standard, Maintenance Shop, and Mobile Carrier. Each entity has a 'View' link to its left. The 'Maintenance Shop' row is circled in red. At the bottom of the list, there are navigation buttons (back, left, 1, 2, right, forward) and links for 'Show More per Page' and 'Show All Results'.

View	Certification Class Certification Class Information
View	Direct Charge Status The status of the direct charge
View	Labor Flat Rate Labor Flat Rate Description
View	Labor Rate Labor Rate Description
View	Labor Standard Labor Standard Description
View	Maintenance Shop List of all maintenance shops used in the system.
View	Mobile Carrier List of all Mobile carriers used in the system.

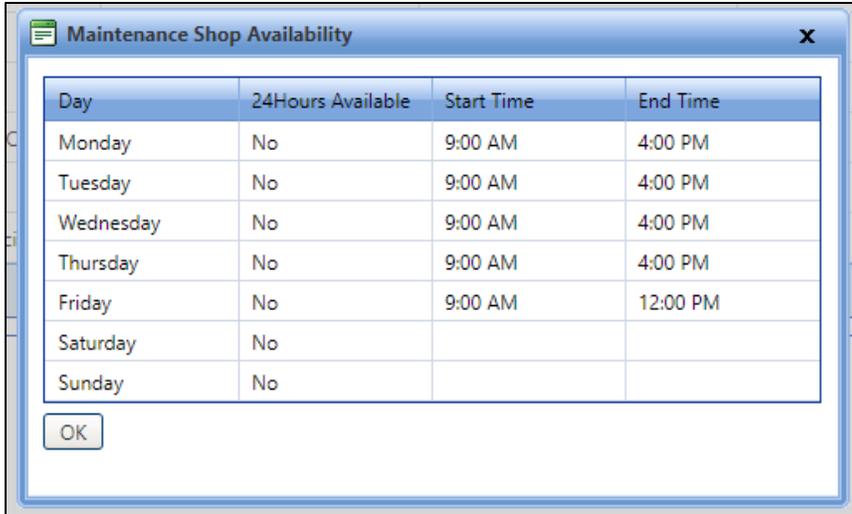
3. A new window will appear.



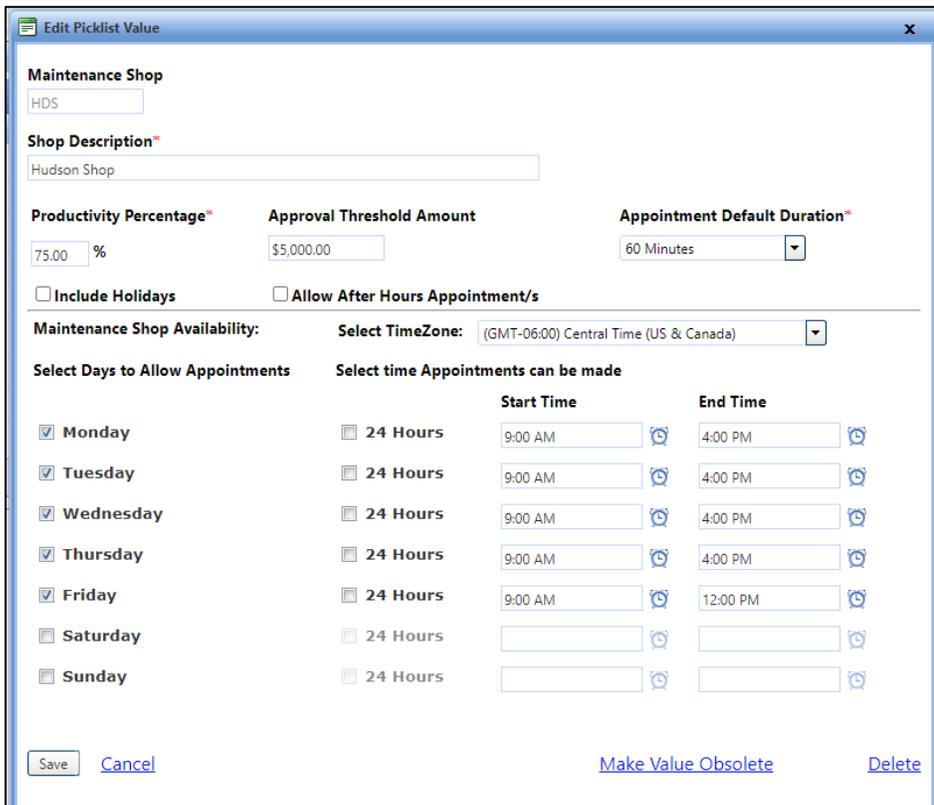
A screenshot of a window titled 'Maintenance Shop(TLMaintShop)'. It features a 'Picklist' section with an 'Add New Item' button. Below is a table with columns for 'Action', 'Maintenance Shop', 'Shop Description', and 'P'. The table contains several rows of data. The 'View Availability' link in the first row of the table is circled in red. At the bottom, there are navigation buttons (back, left, 1, right, forward).

Action	Maintenance Shop	Shop Description	P
Edit View Availability	002	BADGER RD	75
Edit View Availability	005	EMPLOYEE RETIRED	0
Edit View Availability	004	FIRE DEPARTMENT	75
Edit View Availability	001	FIRST STREET GARAGE	75
Edit View Availability	HDS	Hudson Shop	75
Edit View Availability	00	LINDEN SHOP	75
Edit View Availability	STR	STRATHCONA MAIN SHOP	75
Edit View Availability	003	SYCAMORE EAST	75
Edit View Availability	IHS	TFS In-House at local facility	5.

4. Click **View Availability** to see current days / hours available for appointments for the shop you want to view.



5. Click **OK** to **Exit**.
6. Click **Edit** if changes are needed.
7. A pop-up will appear, here the hours can be adjusted as well as the **Appointment Default Duration**.



8. Make adjustments as needed and click **Save**.
9. When customers go to request an appointment, they will only be allowed to select a time within those hours selected.

2.14 Managing TFS Shop Appointments

Creating an Appointment

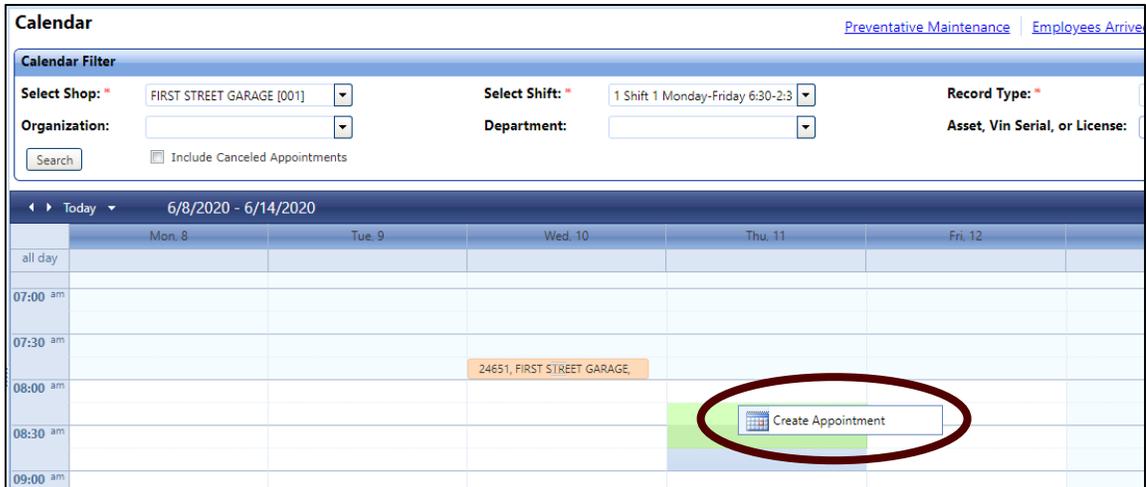
You can create an appointment for an asset. Creating an appointment includes assigning appointment status, date and time, and asset contacts to receive email notifications about the appointment.

Some appointments may already be here because they have already been scheduled by a vehicle operator.

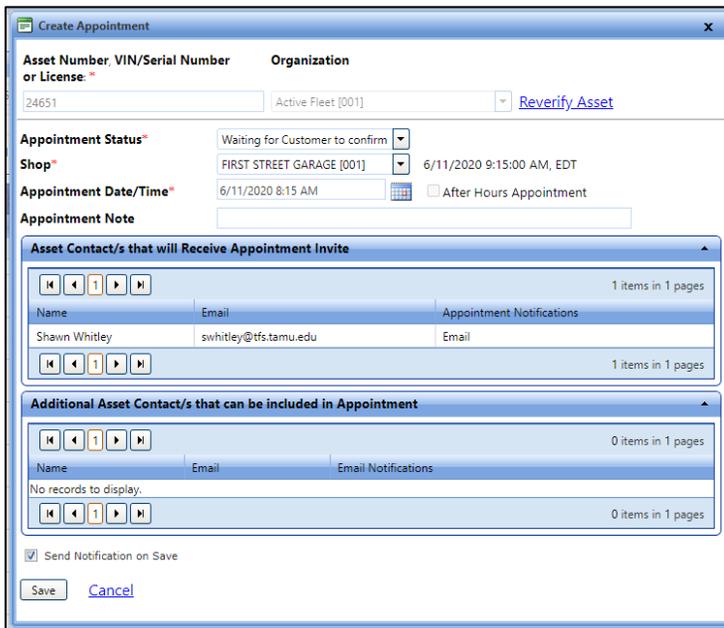
1. To create an appointment, click the **Maintenance** module.
2. In the **Actions** section, click **Calendar**.
3. The **Calendar** page opens.

The screenshot displays the FASTER Web application interface. At the top, there is a navigation bar with tabs for Home, Assets, Inventory, Maintenance (selected), Fuel, Accounting, Vendors, Setup, Reports, Dashboard, and Integrations. Below the navigation bar, there is a search section for maintenance with a dropdown for 'Work Order' and a search input for 'Document or Asset Number'. The main content area is titled 'Calendar' and includes a 'Calendar Filter' section with dropdowns for 'Select Shop' (FIRST STREET GARAGE [001]), 'Select Shift' (1 Shift 1 Monday-Friday 6:30-2:3), and 'Organization'. There is also a 'Department' dropdown and a 'Search' button. Below the filter section is a calendar grid for the week of 6/8/2020 to 6/14/2020. The grid shows days Mon. 8, Tue. 9, Wed. 10, and Thu. 11. A tooltip is visible over the calendar grid, showing an appointment for '24651, FIRST STREET GARAGE' on Wednesday, 6/10/2020 at 08:00 am.

4. In the calendar area, right-click at on the calendar where you want to make your appointment and select **Create Appointment**.



5. The **Create Appointment** dialog box opens.
6. In the **Asset Number, VIN/Serial Number or License Plate** box, type the asset number, vehicle identification number, or license number of the asset.



7. Click the **Verify Asset** link to verify if the asset number is present in *FASTER* Web.
8. One of the following occurs:
9. If there is a single asset present in *FASTER* Web for the specified asset, VIN, or license plate number, the **Create Appointment** dialog box is displayed.

10. If there are multiple assets present in *FASTER* Web for the specified asset, VIN, or license plate number, the **Select an Asset** dialog box is displayed. In the **Action** column, click the **Select** link next to the asset for which you want to create an appointment. The **Create Appointment** dialog box is displayed.
11. If there are no assets available for the specified asset, VIN, or license plate number, an error message is displayed.
12. In the **Appointment Status** list, select the appointment status as **Waiting for Customer to confirm** or **Confirmed**.

The screenshot shows the 'Edit Appointment' dialog box. The 'Asset Number' field contains '24651' and the 'Organization' field contains 'Active Fleet [001]'. The 'Appointment Status*' dropdown menu is open, showing the following options: 'Confirmed', 'Waiting for Customer to confirm', 'Confirmed', and 'Canceled'. The 'Shop*' field is empty. The 'Appointment Date/Time*' field is empty. The 'Appointment Note' field is empty. At the bottom, there is a section titled 'Asset Contact/s that will Receive' with a table of contact information.

13. In the **Shop** list, select the maintenance shop to create an appointment.
14. In the **Appointment Date/Time** field, type the date and time in the MM/DD/YYYY HH:MM:SS AM/PM format –OR– Use the  icon to use the calendar.
15. You can add additional contacts to be listed and to receive emails if needed.

Asset Contact/s that will Receive Appointment Invite		
1 items in 1 pages		
Name	Email	Appointment Notifications
Shawn Whitley	swhitley@tfs.tamu.edu	Email
1 items in 1 pages		

Additional Asset Contact/s that can be included in Appointment		
2 items in 1 pages		
Name	Email	Email Notifications
Charles Tice	ctice@tfs.tamu.edu	<input type="checkbox"/>
Nick Dawson	No Data Found	<input type="checkbox"/>
2 items in 1 pages		

16. When finished, click one of the following:
17. **Save** to save the information and close the window.
18. **Cancel** to disregard any changes and close the window.

Editing an Appointment

You can edit an appointment to modify or update the details of the appointment. You can edit the appointments created in *FASTER* Web or created by the Customer Portal user. After the appointment is modified or updated, an email notification is sent to the asset contacts.

To edit an appointment:

1. Click the **Maintenance** module.
2. In the **Actions** section, click **Calendar**.
3. The **Calendar** page opens.
4. Using the calendar search, search the appointment that you want to edit. The appointment is displayed in the calendar area.
5. Right-click the appointment and select **Edit Appointment**.

Note: You can also double-click the appointment to edit an appointment.

6. The **Edit Appointment** dialog box opens.

7. Make the required changes.
8. When finished, click one of the following:

Save to save the information and close the window.

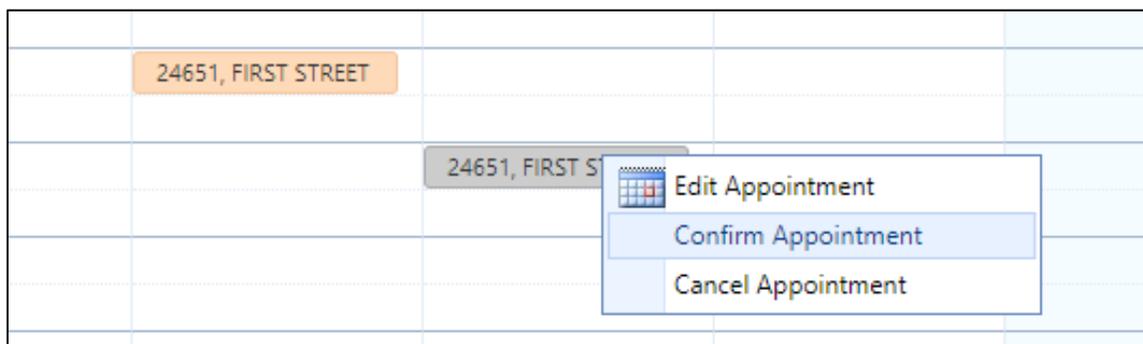
Cancel to disregard any changes and close the window.

Confirming an Appointment

With the required permission, you can confirm the appointments created in *FASTER* Web. You can also confirm the appointments created by the Customer Portal user. After the appointment is confirmed, an email notification is sent to the asset contacts.

To confirm an appointment:

1. Click the **Maintenance** module.
2. In the **Actions** section, click **Calendar**. The **Calendar** page opens.
3. Using the calendar search, [search](#) the appointment that you want to edit. The appointment is displayed in the calendar area.
4. Right-click the appointment and select **Confirm Appointment**.



The appointment is confirmed.

5. You can also confirm an appointment in the **Edit Appointment** dialog box. In the **Edit Appointment** dialog box, in the **Appointment Status** list, select **Confirm**.

The screenshot shows the 'Edit Appointment' form. The 'Appointment Status*' dropdown menu is open, showing options: 'Confirmed', 'Waiting for Customer to confirm', 'Confirmed', and 'Canceled'. The 'Asset Number' is 24651 and the 'Organization' is Active Fleet [001].

Canceling an Appointment

With the required permission, you can cancel the appointments created in *FASTER* Web or created by the Customer Portal user. After the appointment is cancelled, an email notification is sent to the asset contacts.

To cancel an appointment:

1. Click the **Maintenance** module.
2. In the **Actions** section, click **Calendar**.
3. The **Calendar** page opens.
4. Using the calendar search, search the appointment that you want to edit. The appointment is displayed in the calendar area.
5. Right-click the appointment and select **Cancel Appointment**. The appointment is cancelled.

2.15 How do I convert a requested appointment to a Work Order?

1. Under the **Maintenance** tab, select **Service Requests & Alerts**.

Home Assets Inventory **Maintenance** Fuel Accounting Vendors Setup Reports Dashboard Integrations

Search Maintenance:
 Work Order
 Document or Asset Number
 Exact Match [Advanced Search](#)

Actions:
 Calendar
 Create Work Orders
 Create Direct Charges
 Manage Indirect Labor
 Manage Shop Floor Activity
 Search Issued Item
 Manage Task List
Service Requests & Alerts
 Alert Mapping & Filtering

Service Requests
 Also show Service Requests converted to Pending Repairs

Drag a column header and drop it here to group by that column

Action	Asset Organization	Asset Number	Submission Date
▶ View	Active Fleet [001]	1233	09/24/2019
▶ View	Active Fleet [001]	1233	09/24/2019
▶ View	Active Fleet [001]	132	09/24/2019
▶ View	Active Fleet [001]	133	09/24/2019
▶ View	Active Fleet [001]	133	09/24/2019
▶ View	Active Fleet [001]	24651	06/01/2020

Page size: 10

Alerts

2. Select **View** for the specific service request.
3. A new window will appear.

Pending Repairs
 Search Pending Repairs [Return to Work in Progress](#)

Service Requests
[Return to Pending](#) **Convert to Pending** [Edit Service Request](#) [Delete Service Request](#)

Asset Number: 24651 **Asset Organization:** Active Fleet [001]

Service Requested: OIL CHANGE

Reason: Maintenance **Group/Component/Action:** Preventative Maintenance/PM A Service/Perform

Request Detail
Service Urgency: **Maint Shop:** FIRST STREET GARAGE
Submission Date: 06/01/2020 01:14 PM **Appointment Date:** 06/10/2020 07:45 AM
Driver: **Loaner:** No

Review the details. If there are no edits needed, click **Convert to Pending**.

4. Create a **Work Order** for that Asset with the scheduled appointment.
5. Once a Work Order is created, there should be a paper icon next to **Repairs**.

Work Order: 44703 Asset

Status: Active

Symptom: tail light2

Master **Repairs** Labor Parts Sublet Cost

Work Order Identification

Edit Identification

- Click on that tab and the scheduled appointment/service request's repairs should be automatically added for you.

Work Order: 44703 Asset: 24651[001]

Status: Active

Symptom: tail light2

Master **Repairs** Labor Parts Sublet Cost Notes Attachments

Repair List

+ Add New Repair

Action	Repair Description
▶ Edit	Maintenance/Preventative Maintenance/PM I Service/Perform/Non-Billable/Non Scheduled
▶ Edit	Maintenance/Light System/Turn Light/Replace/Non-Billable/Scheduled

Navigation: [Back] [Previous] [1] [Next] [Forward]

- You would then perform maintenance and/or repairs as normal.

2.16 How do I enter bulk inventory? (Optional)

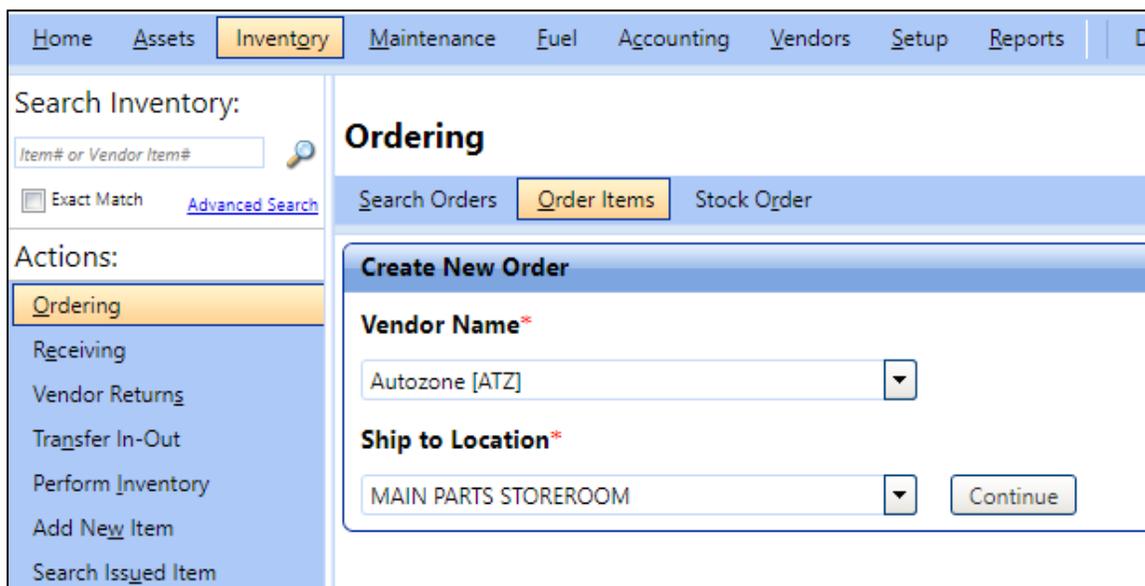
Note: This feature of FASTER is optional. When entering Work Orders, you do need to put some part information but that can be done on the fly. However, if you decide that in your shop, you will use the parts inventory features, those can be pulled from when entering work orders that require the parts.

Use of this feature is up to individual TFS shop discretion.

The **Order Items** menu **section** lets you create an order to request parts, fluid, or fuel from a vendor. The vendor ships the requested items to the specified location. An order can contain one or more item requests.

To create an order:

1. Click the **Inventory** tab, then click **Ordering**. The **Create New Order** page opens.
2. In the **Vendor Name** list, select a vendor from whom you want to order the items.
3. In the **Ship to Location** list, select a location to ship the items in the order.
4. Click **Continue**.



The screenshot shows a software interface with a top navigation bar containing tabs: Home, Assets, Inventory (highlighted), Maintenance, Fuel, Accounting, Vendors, Setup, and Reports. On the left, there is a 'Search Inventory' section with a search box labeled 'Item# or Vendor Item#' and a magnifying glass icon, and an 'Exact Match' checkbox with a link to 'Advanced Search'. Below this is an 'Actions' menu with 'Ordering' highlighted, and other options: Receiving, Vendor Returns, Transfer In-Out, Perform Inventory, Add New Item, and Search Issued Item. The main content area is titled 'Ordering' and has sub-tabs: Search Orders, Order Items (highlighted), and Stock Order. The 'Create New Order' form is displayed, featuring a 'Vendor Name*' dropdown menu with 'Autozone [ATZ]' selected, and a 'Ship to Location*' dropdown menu with 'MAIN PARTS STOREROOM' selected. A 'Continue' button is located to the right of the 'Ship to Location' dropdown.

5. In the pop-up window **Create Standard Order**, type in AutoZone for the **Vendor**, then select **Main Parts Storeroom** if not already populated.
6. Select **Payment Type** as Existing Purchase Order and then use the existing **Purchase Order Number**.

Create Standard Order

Save Cancel

Vendor: Autozone[ATZ]
Ship to Location: MAIN PARTS STOREROOM

Method of Payment

Payment Type*
Existing Purchase Order

Purchase Order Number*
20202020

Delivery Date & Tax

Delivery Date* 6/2/2020 **Tax Code *** Tax Exempt

Order Date & Created by

Order Date* 6/2/2020 **Order Created by*** Test User

7. Upon saving the order details, the **Order** page opens.

Order 26844 Created By Test User

Order 26844
[Finished - Close Order](#) [Finished - Keep Order Open](#) [Finish - Close and Receive Order](#) [Cancel Order](#)

Vendor: Autozone[ATZ] **Shipping Location:** MAIN PARTS STOREROOM, MADISON, Wiscon

Payment: Purchase Order 20202020 **Order Status:** Open
Tax Code: Tax Exempt **Order Date:** 6/2/2020

[Line Items](#) [Notes](#)

Ordered Line Items

Expand/Collapse All Order Total: 0 PO Available: 99999996726.64000

+ Add New Line Item

Action	Line Item	Vendor Item	Item Name	Order Qty	UM	Unit Price	Extended	Shipping	Tax
No records to display.									

8. In the **Line Items** tab, click the **Add New Line Item** link.

9. In the **Add Line Item** dialog box, add an item to the order. For this exercise, use **Merkel Oil**. *Note: You will need to remember this "Item Number" for later when you add parts to a Work Order.*

Add Line Item

Item Information

FASTER Item Number* **Storeroom***

MAIN PARTS STOREROOM[001]

- Fill in the required info. *NOTE that if you purchased bulk oil and this is for small engines (not transports or dozers), you need to break down the number of gallons into quarts then enter the information. Otherwise you will be issuing gallons of oil.*

Add Line Item

Item Information
Merkel oil [001] Merkel oil

Order Information

Order Quantity*	UM*	Unit Price*	Unit Price Extended*	Shipping*	Tax*
1.000	Quart	0.00000	0.00000	0.00000	Tax Exempt

Item Delivery Date* **Vendor Item Number***

6/2/2020 Merkel oil (Enter new number if not displayed in list)

Budget Line Item Account Number*

20202021 [TFS Internal - Parts & Supplies] [2020]

Comment

[Save & New](#) [Save & Add Other Charges to Line Item](#) [Cancel](#)

- Click **Save**.

12. The window will now be updated to include the inventory you added.

Order 26844 Created By Test User

Order 26844
[Finished - Close Order](#) [Finished - Keep Order Open](#) [Finish - Close and Receive Order](#) [Cancel Order](#) [Print Order](#)

Vendor: Autozone(ATZ) **Shipping Location:** MAIN PARTS STOREROOM
MADISON, Wisconsin

Payment: Purchase Order 20202020 **Order Status:** Open
Tax Code: Tax Exempt **Order Date:** 6/2/2020

[Line Items](#) [Notes](#)

Ordered Line Items
[Expand/Collapse All](#) Order Total: 25.00000 PO Available: 9999998701.64000

[+](#) Add New Line Item

Action	Line Item	Vendor Item	Item Name	Order Qty	UM	Unit Price	Extended	Shipping	Tax	Delivery Date
▶ Edit	1	Merkel oil	Merkel oil	10.000	Quart	2.50000	25.00000	0.00000	0.00000	6/2/2020

Order Extended: 25.00000
Shipping: 0.00000
Taxes: 0.00000
Order Total: 25.00

13. To add additional information related to the order, click the **Notes** tab. If you have purchased and have this item on hand, it will be easier to do everything at one time. You would create the order and then select the **Finish**

14. **Close And Receive Order** at the top of the window.

Note:

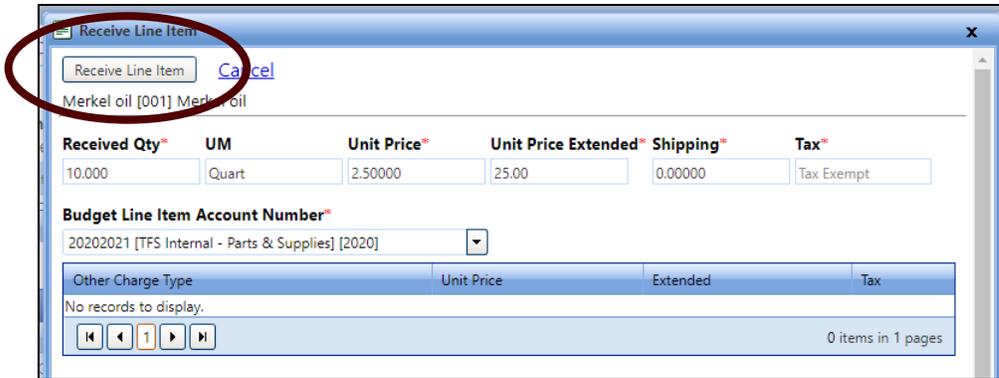
- In the **Order** page, you can:
- Click **Finished - Close Order** to close the order after receiving the items.
- Click **Finished - Keep Order Open** to keep the order open even after the receiving the items.
- Click **Finish - Close and Receive Order** to close the order and continue to receive the order.
- Click **Cancel Order** to close the order before receiving the items.
- Click **Print Order** to print the order details.

15. A new pop-up will appear, enter the **Invoice Number** from your receipt and the final **Invoice Total**. Click **Save** when completed.

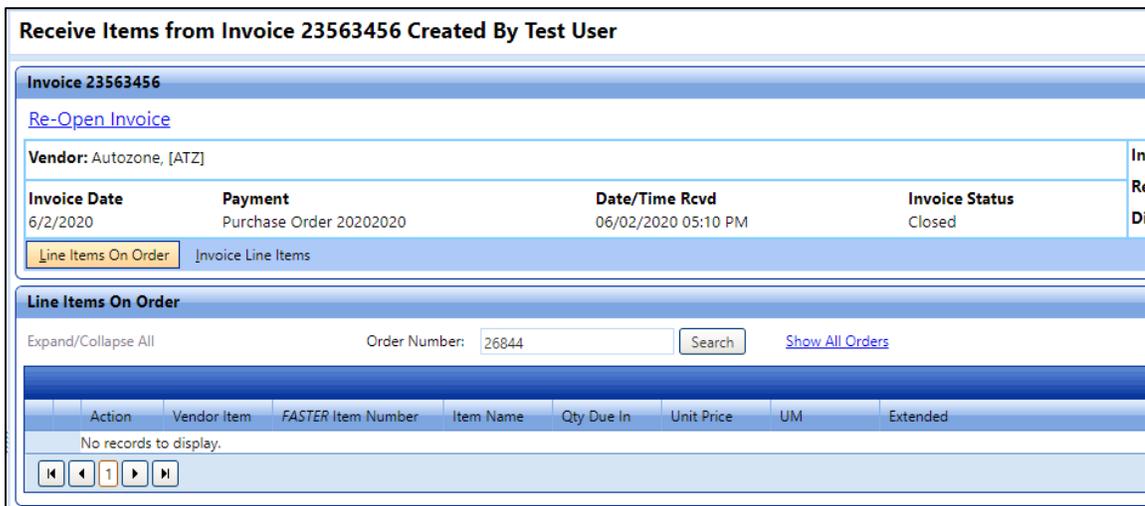
16. The Ordering Invoice will be updated with the bulk item you added for inventory. Click the **Receive** link to receive the items.

Action	Vendor Item	FASTER Item Number	Item Name	Qty Due In	Unit Price	UM	Extended
Receive	Merkel oil	Merkel oil	Merkel oil	10.000	2.50000	Quart	25.00

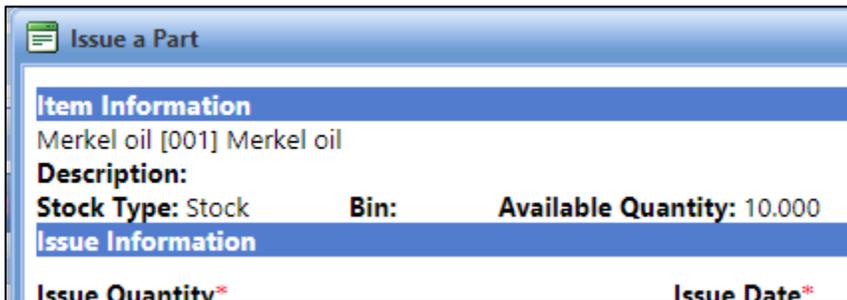
17. A pop-up window will appear, finalize your bulk inventory by clicking the **Receive Line Item Button**.



18. The bulk inventory item will disappear. This parts Order is now complete.



19. So next time you go to Issue A Part to a Work Order and enter Merkel Oil, you will see the name and the quantity available.



20. IF you decide to **Add New Item**, you can set stock settings, custom specifications, vendor details, substitute item records, price settings, warranty, notes, and attachments. However, you will still have to Order and Receive the inventory.

6. In the **Stock Type** list, select one of the following options:

- **Stock** - Items having inventory records maintained in the *FASTER* Web. For example, tire, and battery.
- **Non-Stock** - Items having no inventory records in the *FASTER* Web. For example, screw, and grease.

2.17 How do I use the *FASTER* Technician Workstation?

1. On the *FASTER* Web version, Go to **Maintenance, Manage Shop Floor Activity, and Repairs & Labor** and then enter the **asset** that a Work Order is created for and click **Search**.

The screenshot displays the 'Shop Floor Activities' interface. The top navigation bar includes 'Home', 'Assets', 'Inventory', 'Maintenance', 'Fuel', 'Accounting', 'Vendors', 'Setup', and 'Reports'. The 'Maintenance' tab is active. On the left, a 'Search Maintenance:' section has a dropdown menu set to 'Work Order' and a search input field. Below it are options for 'Exact Match' and 'Advanced Search'. A sidebar on the left lists 'Actions' such as 'Calendar', 'Create Work Orders', 'Create Direct Charges', 'Manage Indirect Labor', 'Manage Shop Floor Activity' (highlighted), 'Search Issued Item', and 'Manage Task List'. The main content area shows 'Shop Floor Activities' with tabs for 'Work In Progress', 'Repairs & Labor' (selected), 'Pending Repairs', and 'Product'. Below the tabs is the 'Advanced Search Options - Repairs & Labor' section, which includes input fields for 'Asset Number or Work Order:' (containing '24651'), 'Maintenance Shop:', 'Priority:', and 'Work Order Status:'. There are also checkboxes for 'Exact Match' and a 'Search' button.

2. For this example, we will work on Work Order 44699. Choose a Work Order and click the **Edit** link.

Shop Floor Activities

Work In Progress | **Repairs & Labor** | Pending Repairs | Productivity Review | Certifications

Advanced Search Options - Repairs & Labor

Asset Number or Work Order: 24651 Technician: [Dropdown]

Maintenance Shop: [Dropdown] Repair Created Date: [Calendar]

Priority: [Dropdown] Work Order Date In: [Calendar]

Work Order Status: [Dropdown]

Exact Match Include Pending Repairs

Search Results

Drag a column header and drop it here to group by that column

[Navigation icons]

Action	Asset Number	Work Order Number	Work Order Status	Repair Description	Priority	Repair Status	Maint Shop	Technician	Labor Hours	Rep D ch
Edit	24651	44693	Active	General Repair/Equip Services/Service Call/Tire Service		Open	FIRST STREET GARAGE	Alfred Smith	100.000000	5/14 PM
Edit	24651	44699	Active	General Repair/Light System/Tail Light Lens/Replace		Open	FIRST STREET GARAGE		0.076110	5/26 PM

3. A pop-up window will appear. You will need to **Assign a Technician**, click **Save**

Edit Repair

[Cancel](#) [Delete](#) [Convert to Pending](#)

Repair*

Repair Description **Asset Number** **Work Order Number**
 General Repair/Light System/Tail Light Lens/Replace 24651 44699

Maintenance Shop **Work Order Status** **Repair Created Date**
 FIRST STREET GARAGE Active 5/26/2020 4:31:21 PM

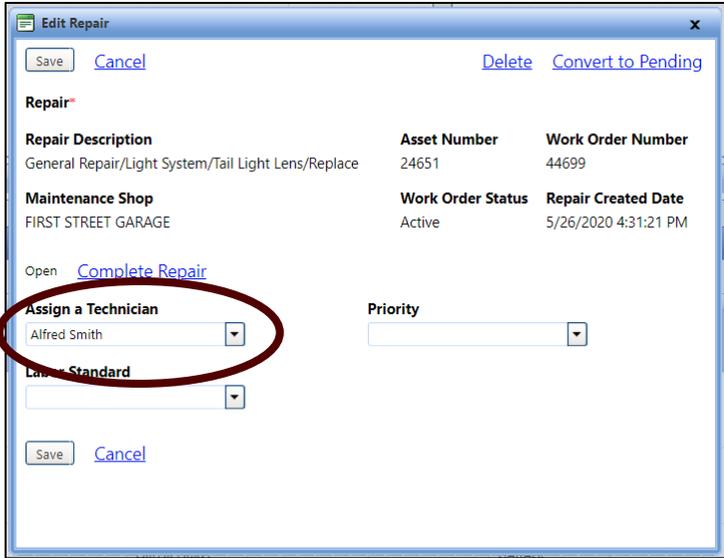
Open [Complete Repair](#)

Assign a Technician **Priority**
 [Dropdown] [Dropdown]

Labor Standard
 [Dropdown]

[Cancel](#)

4. For this exercise, I choose Alfred Smith as the technician.



5. The pop-up window will disappear and the technician you added will appear on the previous screen.

Shop Floor Activities

Work In Progress | **Repairs & Labor** | Pending Repairs | Productivity Review | Certifications

Asset Number or Work Order: 24651 Technician: [Dropdown]

Maintenance Shop: [Dropdown] Repair Created Date: [Calendar]

Priority: [Dropdown] Work Order Date In: [Calendar]

Work Order Status: [Dropdown]

Exact Match Include Pending Repairs

Search Results

Drag a column header and drop it here to group by that column

	Action	Asset Number	Work Order Number	Work Order Status	Repair Description	Priority	Repair Status	Maint Shop	Technician
▶	Edit	24651	44693	Active	General Repair/Equip Services/Service Call/Tire Service		Open	FIRST STREET GARAGE	Alfred Smith
▶	Edit	24651	44699	Active	General Repair/Light System/Tail Light Lens/Replace		Open	FIRST STREET GARAGE	Alfred Smith

6. Next, you will need to login to the FASTER Technician Workstation.
<https://fleet.tfs.tamu.edu/FASTERTech/>



7. For this exercise, I am Alfred Smith and would select my profile.



8. A new screen will appear with the Work Order Repairs that are assigned to Alfred Smith.

FASTER Web Technician Workstation Help

Alfred Smith
Status: Job Assignment

[← Back to TWS Sign In](#)

My Repairs in My Shop

Asset Number	Year Make Model	Repair	Technician	Documen Number	Shop	Priority	Date In	Promise Date	WO Spending Authorized
	1879 2014 JEEP WRANGLER X	Replace New Tire / Wheel Tires	Alfred Smith	44675	001		09/29/2010:40 PM		\$4,980.00 Remaining
	2301 2010 GMC SAVANA	Perform Preventative Maintenance PM C Service	Alfred Smith	44691	001		04/30/2011:42 AM		\$4,980.00 Remaining
	24651 2014 MACK CHU613	Tire Service Equip Services Service Call	Alfred Smith	44693	001		05/01/2012:29 PM		\$4,700.00 Remaining
	24651 2014 MACK CHU613	Replace Light System Tail Light L	Alfred Smith	44699	001		05/26/2014:28 PM		\$4,867.67 Remaining
	24651 2014 MACK CHU613	Fluids Expendable Fluid Oil	Alfred Smith	44701	001		05/27/2012:39 PM		\$4,570.91 Remaining
	24651 2014 MACK CHU613	Replace Air Intake Engine Filter Air	Alfred Smith	44701	001		05/27/2012:39 PM		\$4,570.91 Remaining

⏪ ⏴ ⏵ ⏩

 **Begin Selected Repair**

 **Add New Repair**

 **Quick Assist**

 **Search Repairs**

 **Show Repairs from My Last Work Order**

 **Begin an Indirect Activity**

 **Messages**

 **END DAY**

 Work Order exceeded the spending limit

- I select the Work Order / Repair that you will be working on, it will become highlighted. Then I click **Begin Selected Repair**.

10. A new screen appears with the specific repair information selected.

The screenshot displays the FASTER Web Technician Workstation interface. At the top, the user is identified as Alfred Smith with status 44699. A navigation bar includes buttons for Work Order Notes, Add New Note, Repair History, Task List, Update Meter Reading, Change Work Order Status, and Alerts. The main content area is titled "My Work Order Repair" and is divided into three sections: Repair Information, Asset Information, and Work Order Information. The Repair Information section shows details for a "Replace Tail Light Lens" repair, including the reason (General Repair), shop (FIRST STREET GARAGE), and labor standard (none selected). The Asset Information section lists details for a 2014 MACK truck, including its license, location, and VIN. The Work Order Information section shows the document number (44699), status (Active), and date/time in (05/26/2020 04:28 PM). A sidebar on the right contains various action buttons such as "Set Repair Status to Complete", "Begin Another Repair", "Add New Repair to Work Order", "Quick Assist", "Begin an Indirect Activity", "Add & Begin Similar Repair", "Change Repair Reason", "Request for Parts", "Messages", and "END DAY".

Repair Information	
Repair Item	Replace Tail Light Lens Light System
Repair Reason	General Repair
Repair Shop	FIRST STREET GARAGE
Labor Standard	none selected

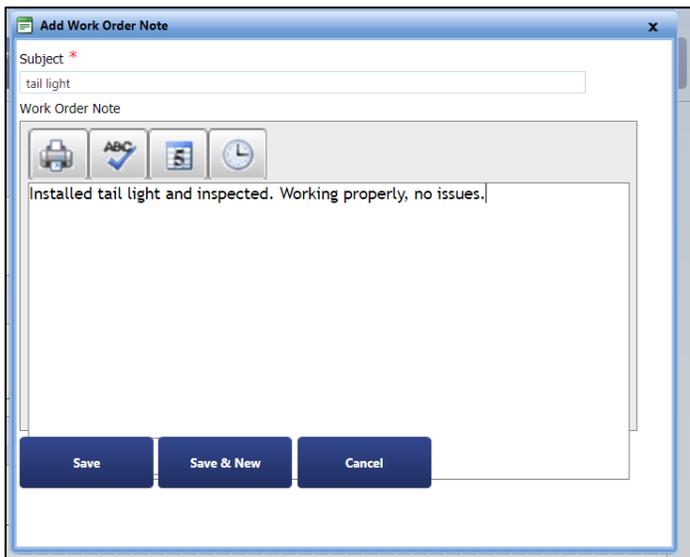
Asset Information	
Asset Number	24651
License	117-3491
Year Make Model	2014 MACK CHU613
Location	Merkel
Organization	001
VIN/Serial Number	1M1AN07Y6EM017130

Work Order Information	
Document Number	44699
Work Order Status	Active
Work Order Shop	FIRST STREET GARAGE [001]
Priority	When Possible
Date Time In	05/26/2020 04:28 PM
Date Time Promised	
Symptom	Broken taillight

11. From here you can add notes to the work order by clicking the **Add New Note** button.

This is a close-up screenshot of the top navigation bar of the FASTER Web Technician Workstation. The "Add New Note" button, which features a blue plus sign icon, is circled in red to highlight it. Other buttons visible include "Work Order Notes", "Repair History", "Task List", and "Update Meter Reading". Below the navigation bar, the text "My Work Order Repair" is visible.

12. A new popup will appear and you can add a subject and notes.



13. When finished, click the **Save** button.

14. You can now select the **Work Order Notes** button



15. The screen will change and show all note subjects that we entered. Select **Show** to view your previous notes.

FASTER Web Technician Workstation

Alfred Smith
Status:44699

Work Order Notes

Search Subject: **Exact Match**

Actions	Subject	Modified Date/Time	Modified By
Show Edit	tail light	06/16/2020 09:54 AM	Alfred Smith

16. When done reviewing the notes, click **Close**.

Work Order Note [X]

Subject*
tail light

Work Order Note
Installed tail light and inspected. Working properly, no issues.

Created By: Alfred Smith

Close

17. Then click **Back to My Repair**.

FASTER Web Technician Workstation

Alfred Smith
Status:44699

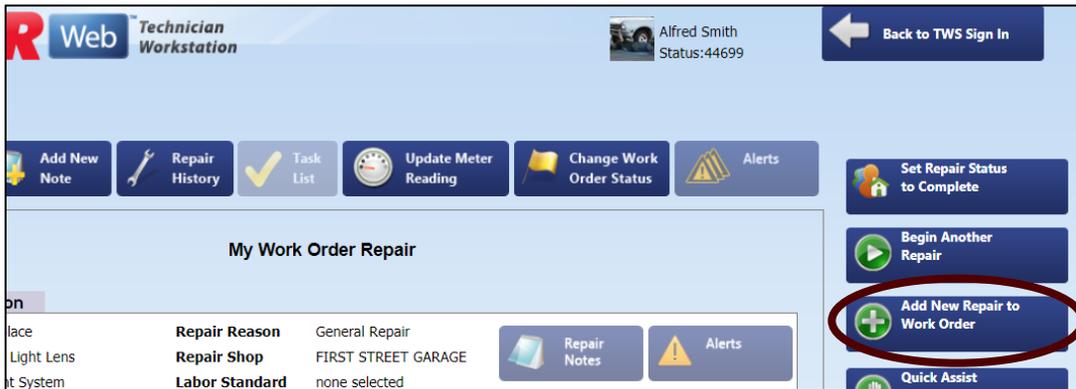
Work Order Notes

Search Subject: **Exact Match**

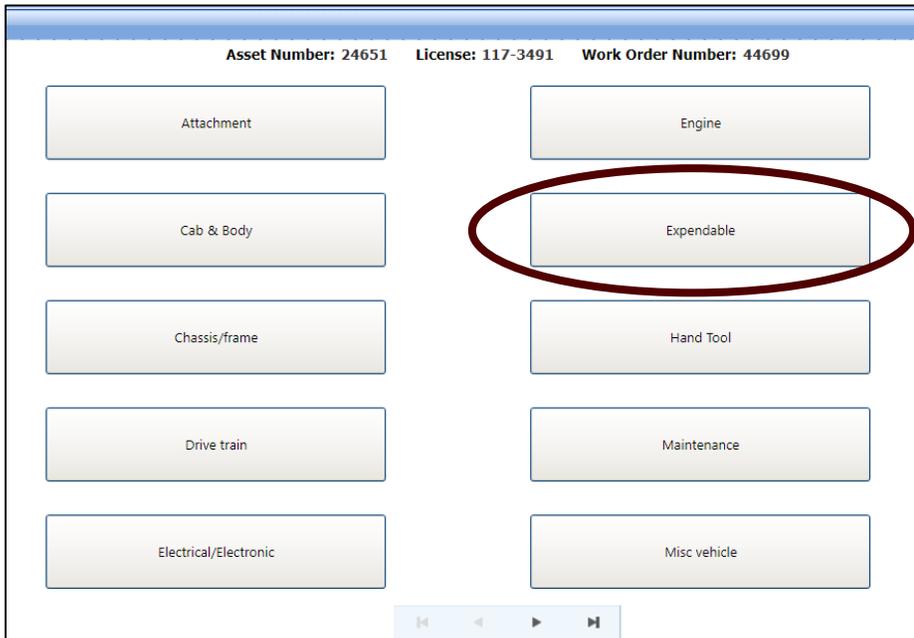
Actions	Subject	Modified Date/Time	Modified By
Show Edit	tail light	06/16/2020 09:54 AM	Alfred Smith

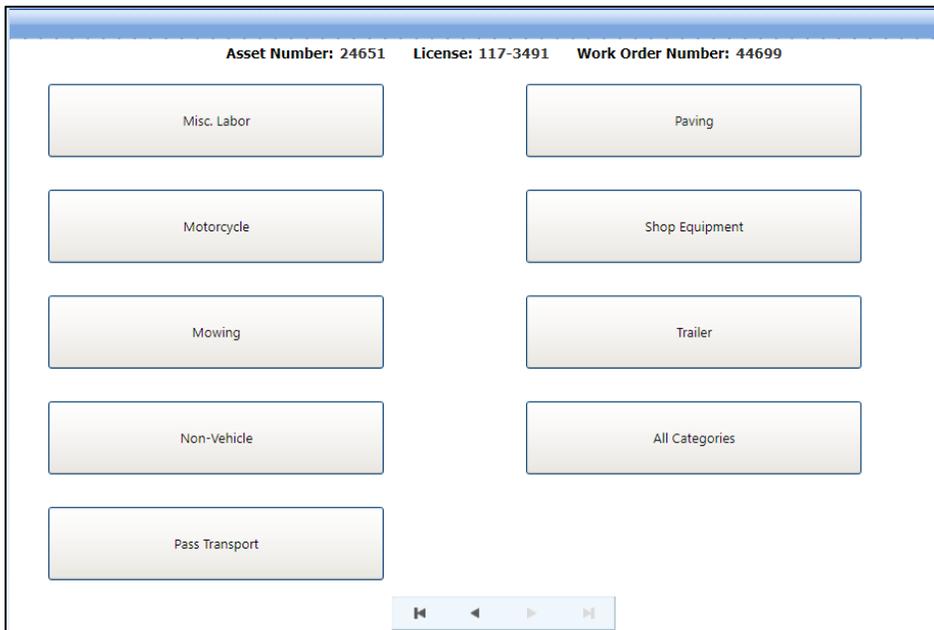
[Back to TWS Sign In](#)
[Search](#)
[Add New Note](#)
[Back to My Repair](#)

18. Back at the Work Order Repair screen, select **Add New Repair to Work Order**.

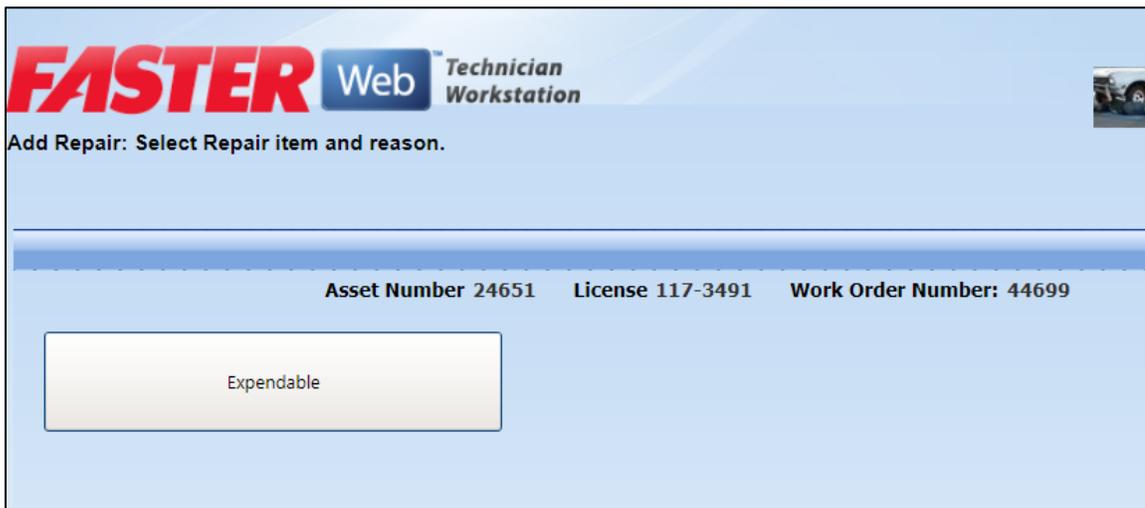


19. You then can add a **Category** to whatever the relation is to the repair. You can add multiple categories. For this exercise to fix a broken taillight, we are going to select **Expendable**.

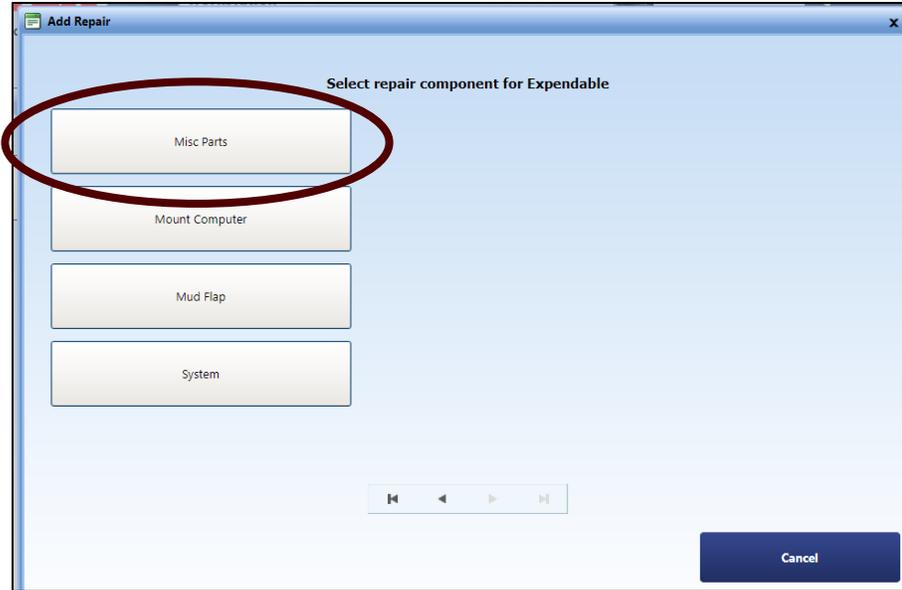




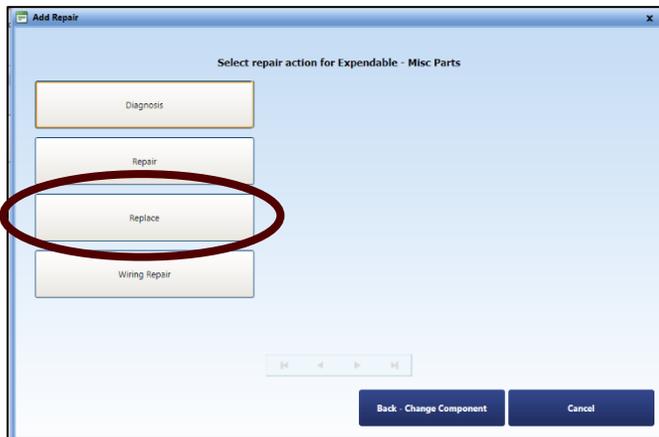
20. The repair category will be added, then click on the button for **Expendable**.



21. You will then need to select a component for the category, for this exercise select **Misc Parts**.



22. Then select the repair option, **Replace**. Then select **Accident** for this exercise.



23. A new screen will appear with your newly added repair.

FASTER Web Technician Workstation Alfred Smith
Status:44699 [← Back to TWS Sign In](#)

Add Repair – Final Step: Verify selected repair and choose add or begin repair.

Repair Information			
Repair Item	Replace Misc Parts Expendable	Repair Reason	Accident
		Repair Shop	FIRST STREET GARAGE

Asset Information			
Asset Number	24651	Location	Merkel
License	117-3491	Organization	001
Year Make Model	2014 MACK CHU613	VIN/Serial Number	1M1AN07Y6EM017130

Work Order Information			
Document Number	44699	Priority	
Work Order Status	Active	Date Time In	05/26/2020 04:28 PM
Work Order Shop	FIRST STREET GARAGE	Date Time Promised	
Symptom	Broken taillight		

Add & Begin this Repair

Add this Repair

Add & Create Another

Change Repair Item

Change Repair Reason

Change Repair Shop

Cancel Add Repair

24. On the right hand side of the screen **Select Add & Begin this Repair.**



25. Next, since you have now completed the repairs and are done with the repair, click **Set Repair Status to Complete.**

Technician Workstation Alfred Smith Status:44699 [Back to TWS Sign In](#)

Repair History Task List Update Meter Reading Change Work Order Status Alerts

My Work Order Repair

Repair Reason	General Repair	Repair Notes	Alerts
Repair Shop	FIRST STREET GARAGE		
Labor Standard	none selected		

Location	Merkel	
Organization	001	
VIN/Serial Number	1M1AN07Y6EM017130	

Priority	When Possible
Date Time In	05/26/2020 04:28 PM
Date Time Promised	

Messages

Set Repair Status to Complete

Begin Another Repair

Add New Repair to Work Order

Quick Assist

Begin an Indirect Activity

Add & Begin Similar Repair

Change Repair Reason

Request for Parts

Messages

END DAY

26. The Work Order should be complete on the technician side, now you will have to log back into **FASTER Web**.

27. Find the work order you created earlier and were performing repairs on.

Work Order	44703	Asset	24651[001]	Technician Print	Customer Print
Status	Active	Year /Make /Model	2014 MACK CHU613		
Symptom	tail light2	VIN/Serial Number	1M1AN07Y6EM017130		
Engine					
Master	Repairs	Labor	Parts	Sublet	Cost
	Notes	Attachments	Downtime		
Work Order Identification					
Edit Identification					
Work Order Number:	44703				Work Order Meter
Work Order Shop:	FIRST STREET GARAGE [001]				Meter
Status:	Active [A]				M
Priority:					Work Order Costs
Asset Number:	24651				\$0.000
License:	117-3491				Labor
VIN/Serial Number:	1M1AN07Y6EM017130				\$0.000
Date/Time In:	6/4/2020 10:20:00 AM				Parts
Date/Time Out:					\$0.000
Date/Time Promised:					Sublet
Department:	Incident Response Department [IRD]				\$0.000
Bill Code:	Bill Nothing [002]				Other Cost
Contact:					\$0.000
Symptom					\$0.000
tail light2					Adjustments
					\$0.000
Asset Identification					
Asset Standard Specifications					

28. Update Status under **Edit Identification** to **Finished** or **Closed**. Finished would be if items still need to be added, i.e. parts, other invoices, etc. If a Repair is **Finished**, you will still have to **Close** it out to complete the Work Order.

29. Click **Save**, your Work Order is now **Closed** and will disappear from the pending active list.

3.0 Vehicle Coordinators (Support Staff)

3.1 How do I create a work order to record maintenance or a repair?

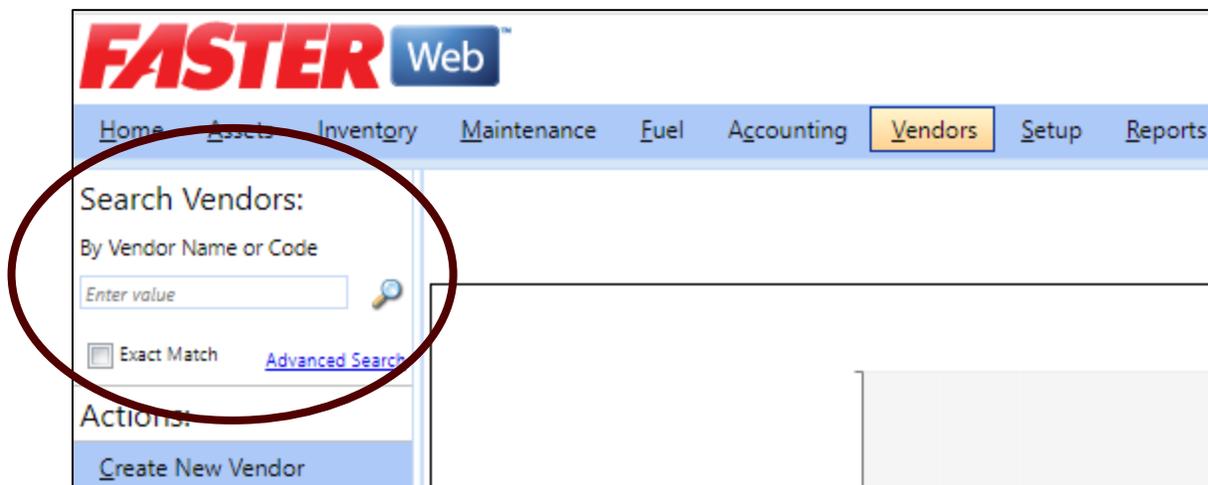
1. Create a Work Order for the asset you need to record maintenance or a repair for.
2. Enter the maintenance performed by the Vehicle Operator.
3. (Or) Enter the repair performed by the Vehicle Operator.

3.2 How do I record work done by a third-party?

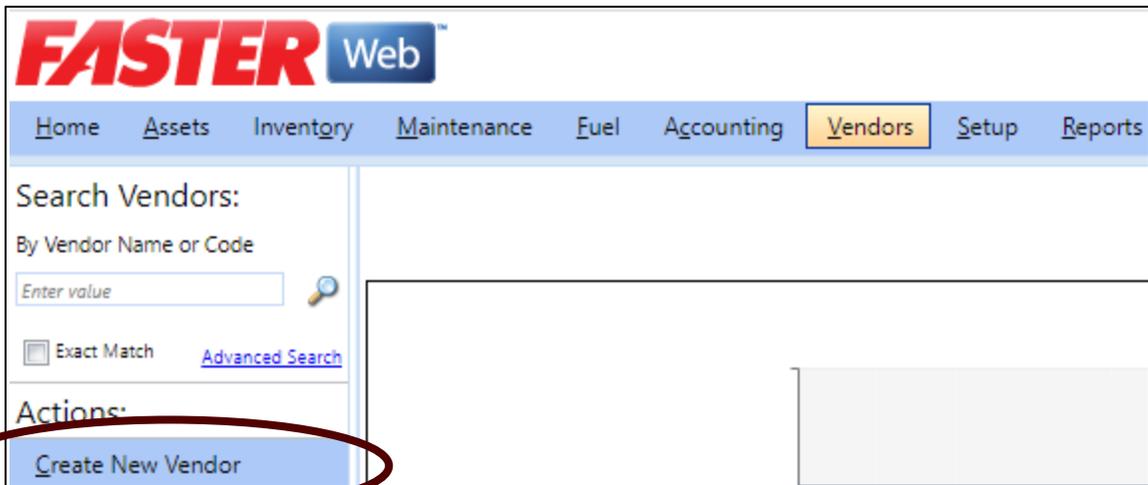
1. Create a Work Order for the asset you need to record third-party work or if you are processing an invoice.
2. Enter a third-party (sublet) invoice as a part of the Work Order.

3.3 How do I set up a new vendor?

1. In order to enter a Sublet for a Third Party Vendor, they must be entered into the system and have an accompanying Purchase Order (PO).
2. To see if a vendor is already in the system, click the Vendor tab and then use the search bar or Advanced Search feature.



3. Provided that after searching and the Vendor is not already in the System, click the Create New Vendor.



4. A new pop-up window will appear. Fill in all known information.

When entering a Vendor name, if it is a chain – use the format “Bruckner Truck Sales INC – Abilene” or “Bruckner Truck Sales INC – Amarillo”.

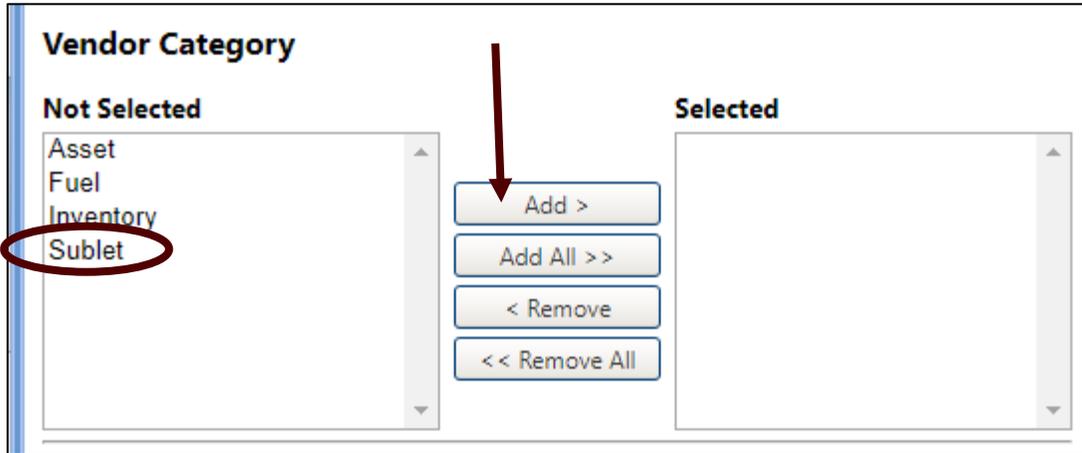
You will have to make up a Vendor Code for the Vendor, try using letters from the Vendor’s name.

Vendor Status will be Active.

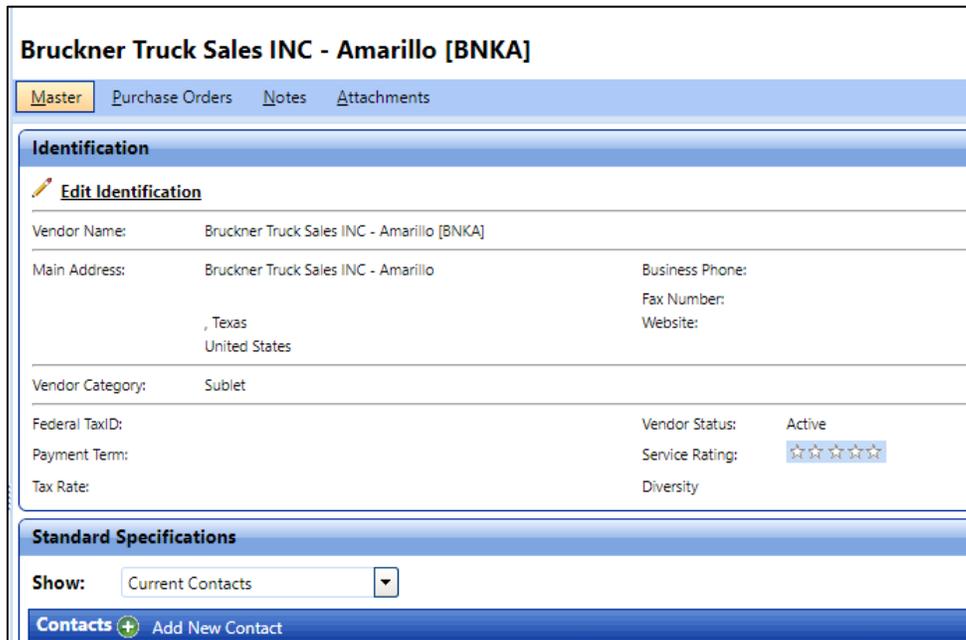
The image shows a screenshot of the 'Create New Vendor' pop-up window. The window has a title bar that says 'Create New Vendor'. Below the title bar, there are three buttons: 'Save', 'Save & New', and 'Cancel'. The form contains several input fields and dropdown menus:

- Vendor Name***: A text input field.
- Vendor Code***: A text input field.
- Vendor Status***: A dropdown menu.
- Service Rating**: A dropdown menu.
- Main Business Address, Phone, and Website**: A section header.
- Business Name (if different from Vendor Name)**: A text input field.
- Street/Building/PO Box**: A large text input field.
- Country***: A dropdown menu with 'United States' selected.
- Zip Code**: A text input field.

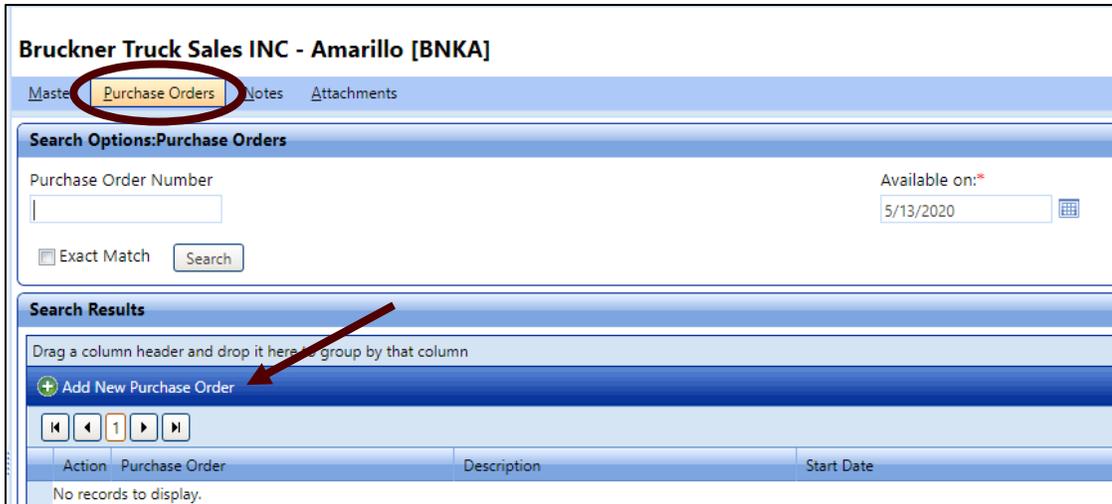
5. Under Vendor Category – The Vendor for repairs or maintenance needs to have Sublet moved from the Not Selected box to the Selected Box
6. Select Sublet and click the **Add >** button.



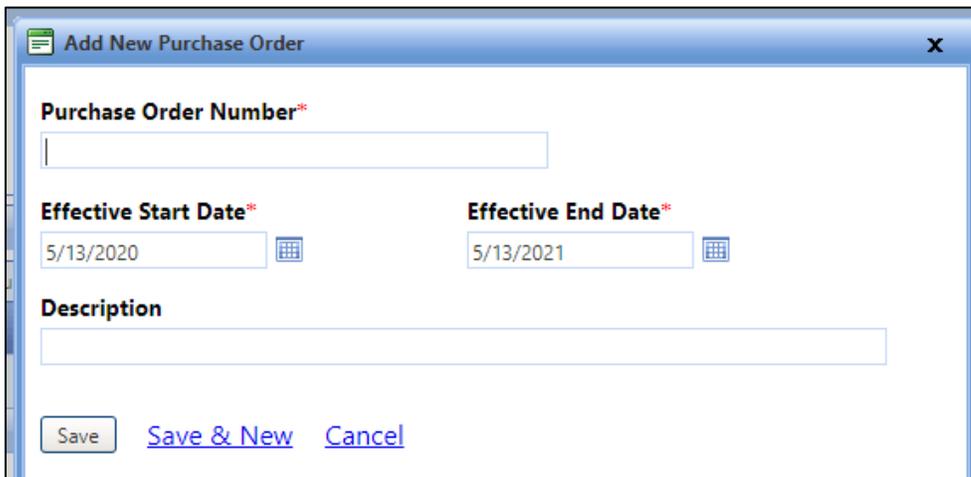
7. Click **Save**.
8. A new window will appear with your newly created Vendor.



9. You will then need to click the Purchase Orders tab.
10. Click the “Add New Purchase Order”.



11. A new pop-up will appear.
12. Enter Purchase Order number, for training it is suggested that you use the phone number for that vendor.
13. Select a starting date prior to the date that of a respective Work Order, Quote or Invoice you are working on. Recommend entering the Effective End Date for 8/31/2100.



14. Add a general description of what facility does and click Save.

Add New Purchase Order

Purchase Order Number*
8773174164

Effective Start Date* 5/13/2020 **Effective End Date*** 5/13/2021

Description
Repair and maintenance shop.

Save Save & New Cancel

15. The window will change and you will see your new PO.

16. If changes are needed, you can click Edit.

Bruckner Truck Sales INC - Amarillo [BNKA]

Master **Purchase Orders** Notes Attachments

Search Options:Purchase Orders

Purchase Order Number Available on:*
5/13/2020

Exact Match Search

Search Results

Drag a column header and drop it here to group by that column

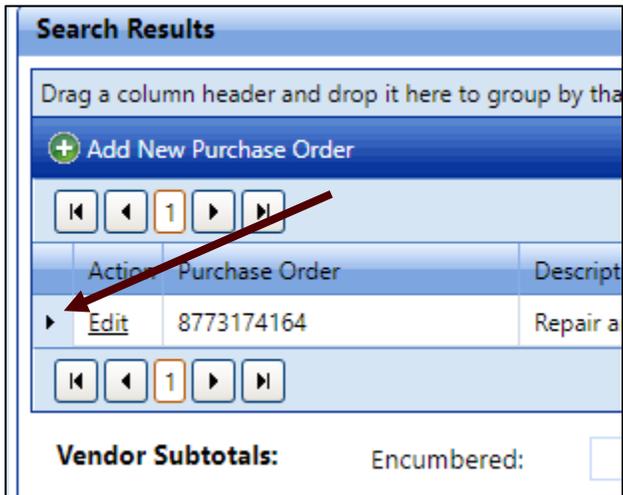
+ Add New Purchase Order

Action	Purchase Order	Description	Start Date	End Date
Edit	8773174164	Repair and maintenance shop.	05/13/2020	08/31/2100

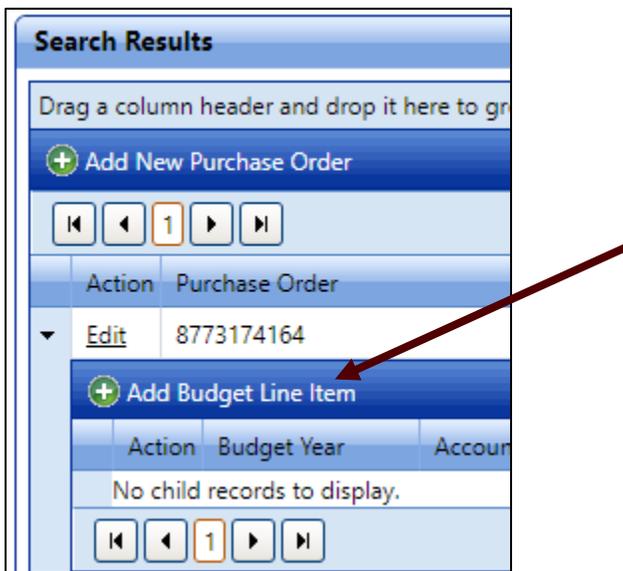
Vendor Subtotals:

Encumbered:	\$0.00
Expended:	\$0.00
Available:	\$0.00

17. Select the  on the far left, this will make a drop down for Budget Line Items.



18. Select Add Budget Line Item.



19. A new pop-up will appear.

20. For the Budget Line Item Account Number, select the **20202020 [Third Party – Repairs & Maintenance] [2020]**.

21. For the **Funded Amount**, enter **100,000,000,000.00** and the same for the **Max Purchase Limit**.

22. Click **Save**.

Add Purchase Order Budget Line Item

Purchase Order Number: 8773174164

Description: Repair and maintenance shop.

Budget Line Item Account Number*
20202020 [Third Party - Repairs & Maintenance] [2020]

Set Budget Line Item as Purchase Order Default

Funded Amount*
100,000,000,000.00

Max Purchase Limit*
10000000000

[Save & New](#) [Cancel](#)

23. Your Vendor now has a PO with a budget line item to “charge” to when entering Sublet work for TFS vehicles and equipment.

Search Results

Drag a column header and drop it here to group by that column

[+ Add New Purchase Order](#)

Action	Purchase Order	Description	Start Date	End Date
Edit	8773174164	Repair and maintenance shop.	05/13/2020	08/31/210

[+ Add Budget Line Item](#)

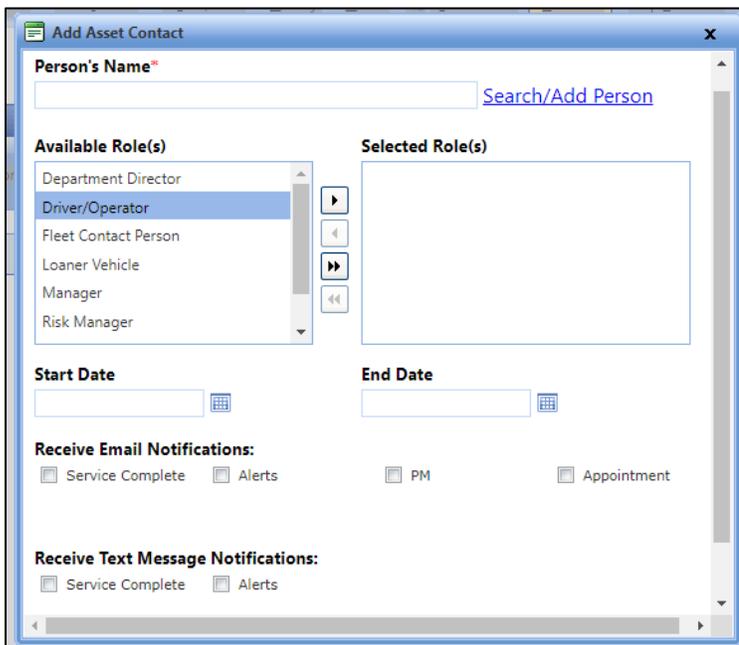
Action	Budget Year	Account Number	Amount Funded	Encumbered	Expended	Avail
Edit	2020	20202020 (default)	100,000,000,000.00	0.00	0.00	100,0

3.4 How do I set contacts & alerts for a vehicle?

1. Select an asset and go to the **Contacts** tab.



2. Click on the **Add New Contact**. A new pop-up window will appear.



3. **Search** for your name of the person you want to add. Then select the role as appropriate. For example: **Driver/Operator**. Then click the arrow  button to add the selected role. You can add multiple roles for a contact if needed. .
4. Select a **start date** and **end date**. For the end date, choose a date far in advance. This can be edited later.

5. Select the notifications under what method you wish to receive them. Not all options are available for both.
6. **Save** when finished.

Add Asset Contact

Person's Name*
Shawn Whitley [Search/Add Person](#)

Available Role(s)
 Department Director
 Fleet Contact Person
 Loaner Vehicle
 Manager
 Risk Manager
 Route Manager

Selected Role(s)
Driver/Operator

Start Date
6/1/2020

End Date
7/1/2033

Receive Email Notifications:
 Service Complete
 Alerts
 PM
 Appointment

Receive Text Message Notifications:
 Service Complete
 Alerts

7. You will return to the main Contacts tab screen, with what you entered now as a contact for that particular asset.

Asset 24651 [001]

Master Life Cycle,Billing Meters,Warranties PM's,SA's Parts Issued Parent,Child History Notes Attachments **Contacts** Map Location Alerts

Show: Current Contacts

+ Add New Contact

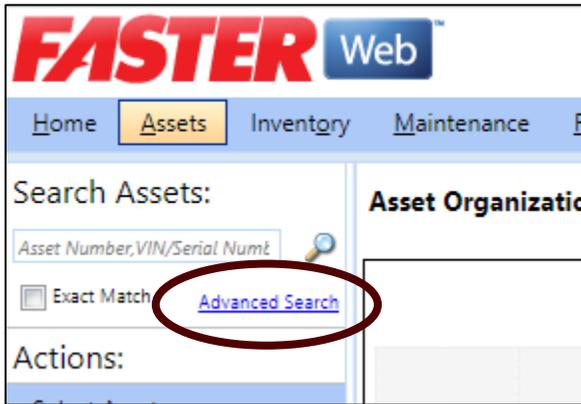
Action	Contact Role	Name	Phone	Email	Mobile Phone	Alternate Phone	Fax	PM Notifications	Servi Com Noti
Edit	Driver/Operator	Shawn Whitley		swhitley@tfs.tam				Email	Em

Navigation: [Home] [Back] [1] [Forward] [End]

8. To remove contacts or to make edits, click the **Edit** link for that contact.
9. A person can be listed as a contact but not receive notifications. You can also have as many contacts for a vehicle as you need.

3.5 How do I sort & search for vehicles (assets)?

1. If you want to see all the vehicles you are responsible for. Under the ASSET tab, click on **Advanced Search**.



2. A new screen will appear. You may choose the Asset Organization, Department, "Asset Shop", "TFS Office" and / or "Other -> Usage" to narrow down vehicle choices.



- To select one specific location - Select **IRD** for Department and **NORTHWEST BRANCH** for the Asset Shop. Then click the Search button.

Advanced Search Options - Assets

Asset Number, VIN/Serial Number or License: Year: Other:

Asset Organization: Make:

Department: Model:

Asset Shop: Class:

Exact Match Include Closed and Deleted assets in Search Results

Search Results

Drag a column header and drop it here to group by that column

Navigation: [Home] [Previous] [1] [Next] [End]

Action	Asset Number	Asset Organization	License	VIN/Serial Number	Year	Make	Model	
View	2301	Active Fleet [001]	N/A	1GDJG31R9212119C	2010	GMC	SAVANA	Truck, F
View	24651	Active Fleet [001]	117-3491	1M1AN07Y6EM017	2014	MACK	CHU613	Truck, T

Navigation: [Home] [Previous] [1] [Next] [End]

- To view multiple vehicles within a department and all “Assets Shops”, drag the **Department** header, followed by the **Asset Shop** if needed.

FASTER Web Welcome, TFS2 Logout Help

Home Assets Inventory Maintenance Fuel Accounting Vendors Setup Reports Dashboard Integrations

Advanced Search Options - Assets

Asset Number, VIN/Serial Number or License: Year: Other:

Asset Organization: Make:

Department: Model:

Asset Shop: Class:

Exact Match Include Closed and Deleted assets in Search Results

Search Results

Drag a column header and drop it here to group by that column

Navigation: [Home] [Previous] [1] [Next] [End] 2 items in 1 pages

Action	Asset Number	Asset Organization	License	VIN/Serial Number	Year	Make	Model	Class	Asset Shop	Department
View	2301	Active Fleet [001]	N/A	1GDJG31R9212119C	2010	GMC	SAVANA	Truck, PU, 1 Ton, (TFS Ft Stockton [F	Incident Respons
View	24651	Active Fleet [001]	117-3491	1M1AN07Y6EM017	2014	MACK	CHU613	Truck, Tractor [67	TFS Merkel [MKL]	Incident Respons

Navigation: [Home] [Previous] [1] [Next] [End] 2 items in 1 pages

FASTER Web Welcome, TFS2 Logout Help

Home **Assets** Inventory Maintenance Fuel Accounting Vendors Setup Reports Dashboard Integrations

Advanced Search Options - Assets

Asset Number, VIN/Serial Number or License: Year: Other:

Asset Organization: Make:

Department: IRD [Incident Response Departm] Model:

Asset Shop: Class:

Exact Match Include Closed and Deleted assets in Search Results

Search Results

Department

2 items in 1 pages

Action	Asset Number	Asset Organization	License	VIN/Serial Number	Year	Make	Model	Class	Asset Shop	Department
Department: Incident Response Department [IRD]										
View	2301	Active Fleet [001]	N/A	1GDJG31R92121	2010	GMC	SAVANA	Truck, PU, 1 Ton,	TFS Ft Stockton [Incident Respons
View	24651	Active Fleet [001]	117-3491	1M1AN07Y6EMO	2014	MACK	CHU613	Truck, Tractor [67	TFS Merkel [MKL]	Incident Respons

2 items in 1 pages

FASTER Web Welcome, TFS2 Logout Help

Home **Assets** Inventory Maintenance Fuel Accounting Vendors Setup Reports Dashboard Integrations

Advanced Search Options - Assets

Asset Number, VIN/Serial Number or License: Year: Other:

Asset Organization: Make:

Department: IRD [Incident Response Departm] Model:

Asset Shop: Class:

Exact Match Include Closed and Deleted assets in Search Results

Search Results

Department Asset Shop

2 items in 1 pages

Action	Asset Number	Asset Organization	License	VIN/Serial Number	Year	Make	Model	Class	Asset Shop	Department
Department: Incident Response Department [IRD]										
Asset Shop: TFS Ft Stockton [FST]										
View	2301	Active Fleet [001]	N/A	1GDJG31R92121	2010	GMC	SAVANA	Truck, PU, 1 Ton,	TFS Ft Stockton [Incident Respons
Asset Shop: TFS Merkel [MKL]										
View	24651	Active Fleet [001]	117-3491	1M1AN07Y6EMO	2014	MACK	CHU613	Truck, Tractor [67	TFS Merkel [MKL]	Incident Respons

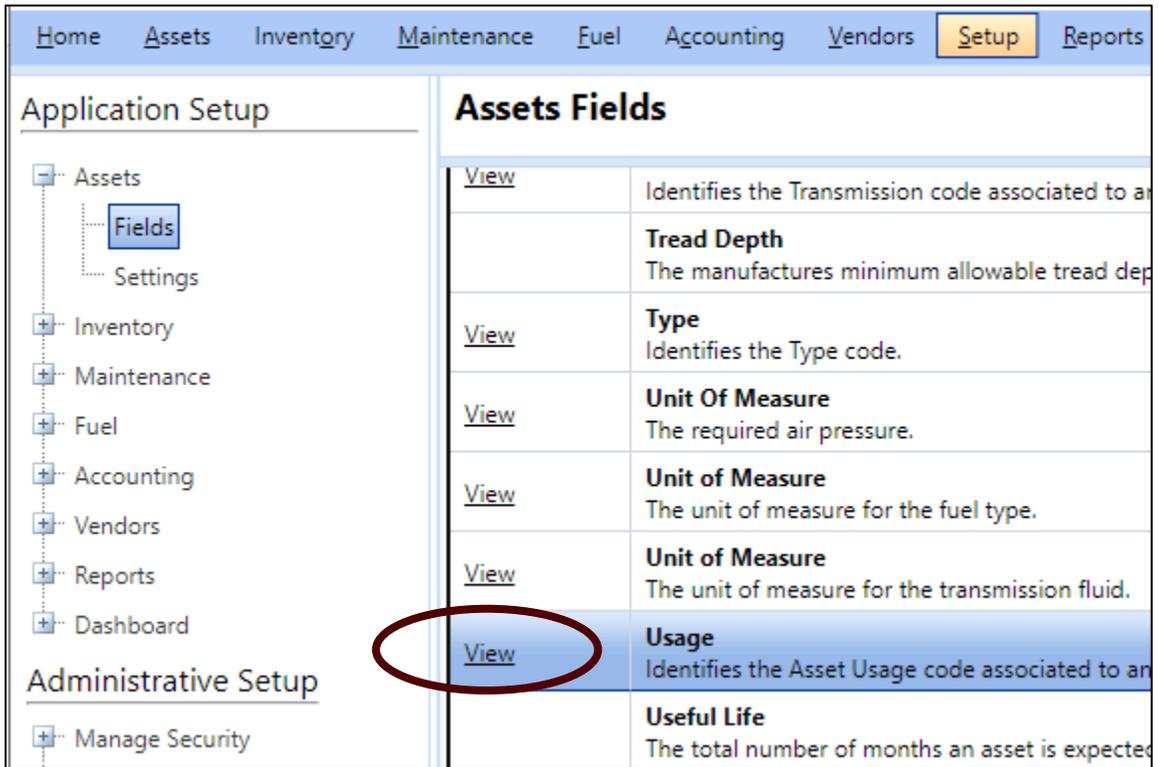
2 items in 1 pages

3.6 How do I create a custom vehicle group?

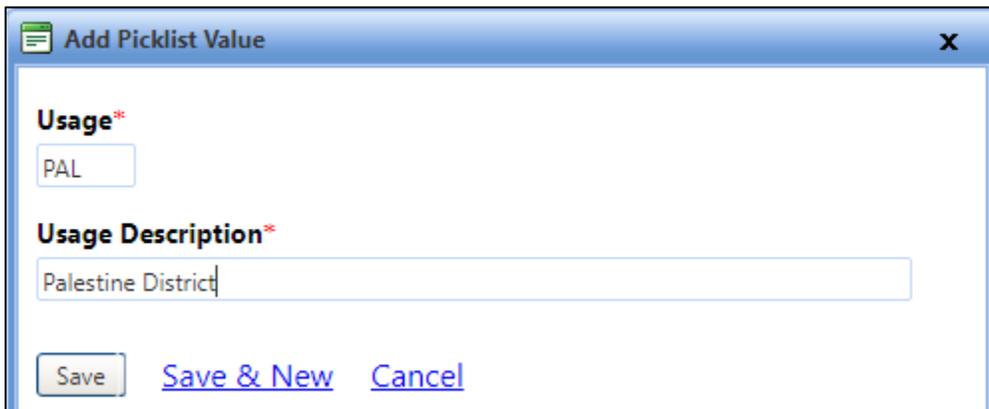
To group vehicles together in FASTER, we'll use the "Usage" code system. To get started:

1. If your usage codes does not yet exist, go to The **Setup** tab and select **Fields** under Assets.

2. Then click view for the **Usage** Asset Field.

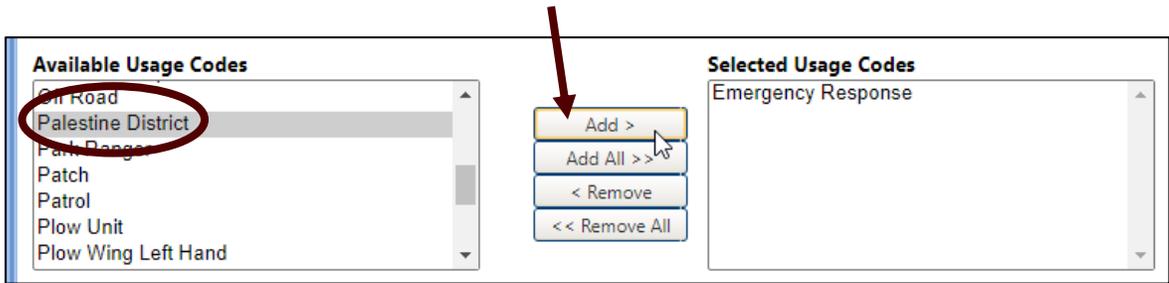


3. Once you are viewing the Usage pick list, click **Add New Item**.
4. Give your Usage a code and a **Description**.



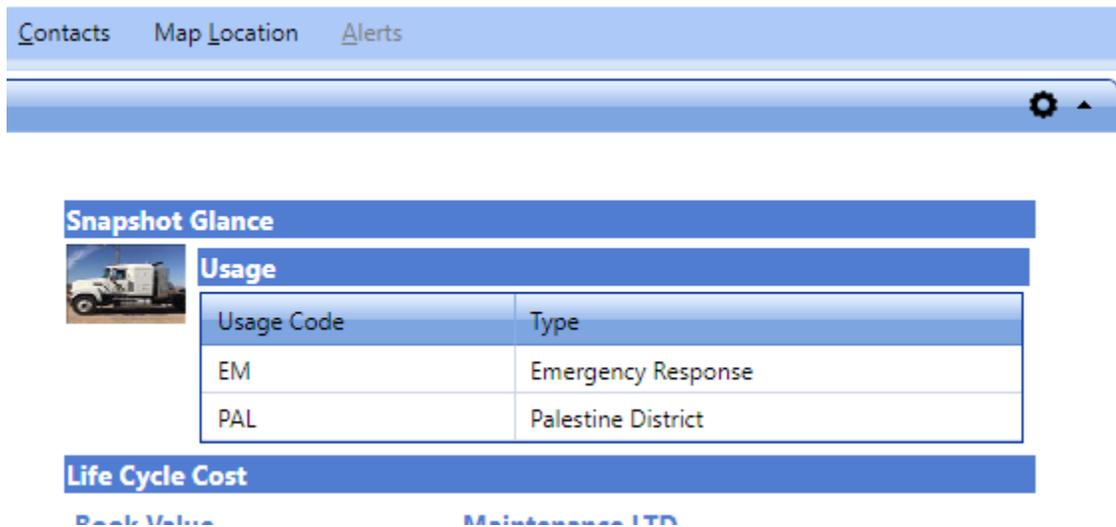
5. Now that we have our code, we need to add it to a vehicle. Go to Assets and search for your vehicle you want to add the usage code to.
6. Once you find your vehicle, click **Edit Identification**.

7. In the Edit Asset Identification window, scroll down to the Available Usage Codes section. Highlight the newly created usage code and click **Add >**.



Pro Tip: You can select multiple usage codes by holding down the [Ctrl] key and clicking on additional usage codes. Then Click **Add >** to add the highlighted ones.

8. When finished, click **Save**.
9. Your added usage codes now appear in the right hand side of the **Master** asset tab.



The benefit to adding vehicles to usage cods is you now have the ability to search for a set of vehicle by one or more usage code. When doing an advanced search, select Usage under Other and then choose your usage code.

Ex. Searching by the Palestine District usage code:

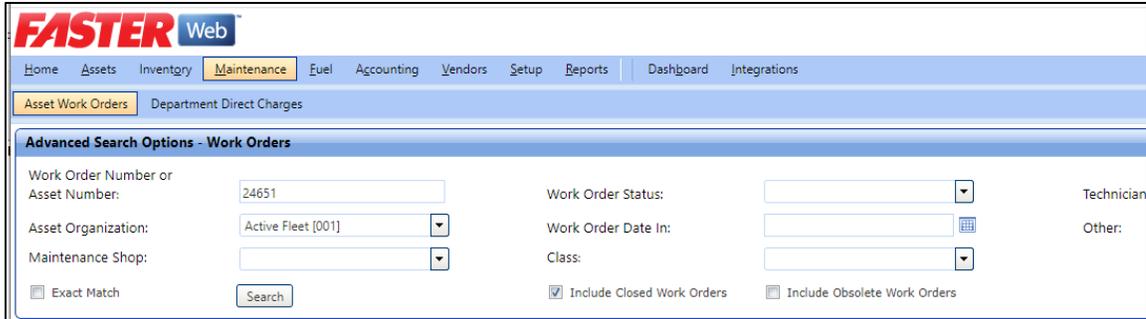
Action	Asset Number	Asset Organization	License	VIN/Serial Number	Year	Make	Model	Class	Asset Shop	Department
View	1233	Active Fleet [001]	N/A	1FALP5229V/G266769	2004	FORD	TAURUS	Auto, Intermediate, 4 Doc	First Street Garage-FIR (0)	TRAFFIC ENGRG. (57)
View	24651	Active Fleet [001]	117-3491	1M1AN07Y6EM017130	2014	MACK	CHU613	Truck, Tractor (670)	HUDSON SHOP (HS)	Incident Response Depart

3.7 How do I see vehicle history?

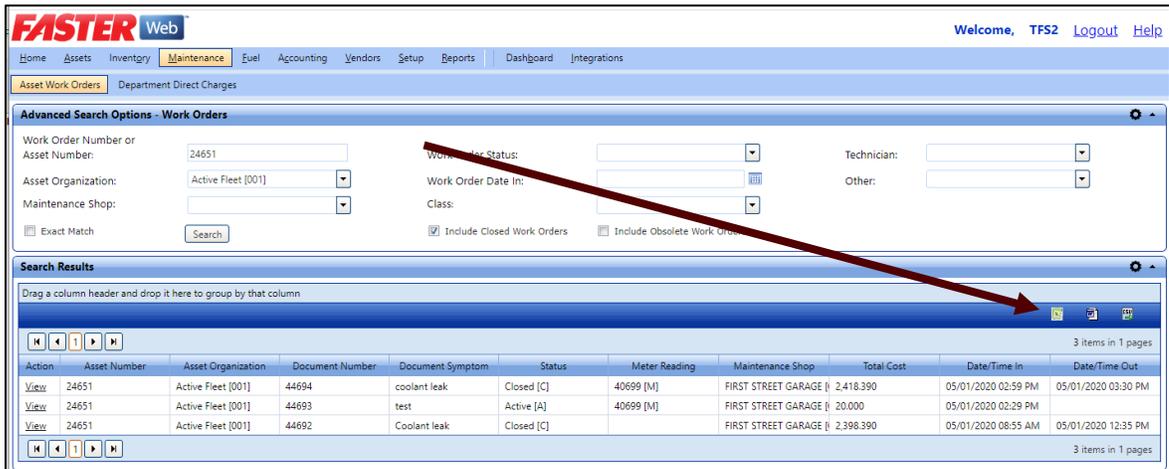
1. With the **Maintenance** tab selected, click the **Advanced Search** link.

2. Next, enter the TFS **Asset number** and select **Active Fleet** for the Asset Organization, then click the **Search** button. If you don't choose Active Fleet (in the sandbox) then any asset with that number in any document or other sequence will pull up.

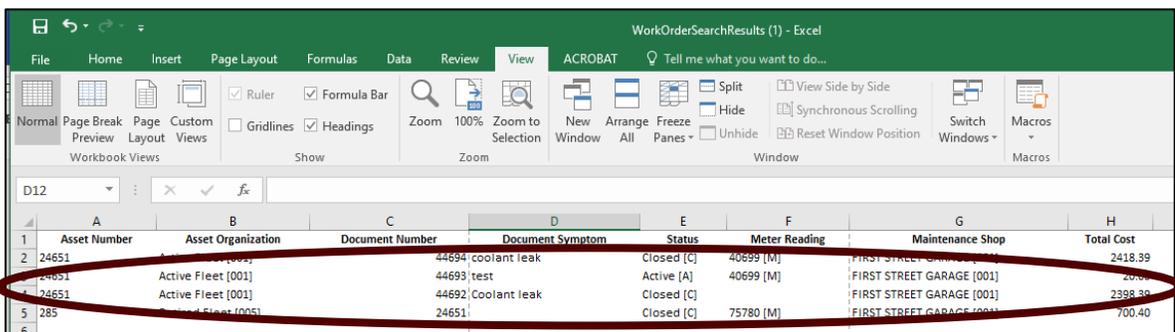
Make sure to check the "Include Closed Work Orders" box.



3. The updated window will show all Work Orders for that particular TFS Asset Number.



4. Note that you can then export this to Word or Excel.

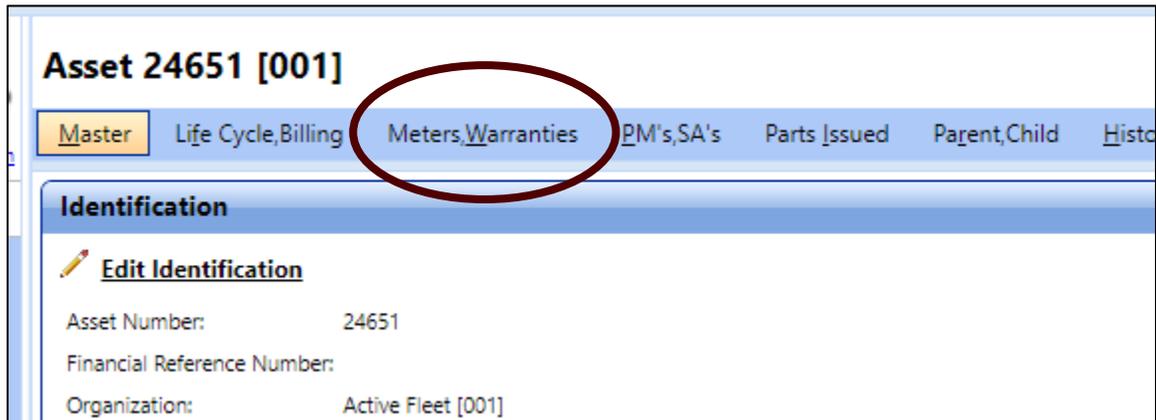


Note: this example shows what happens if you don't use the Asset Organization to filter. A retired piece of equipment that had a document with 24651 pulled up in the Work Order history.

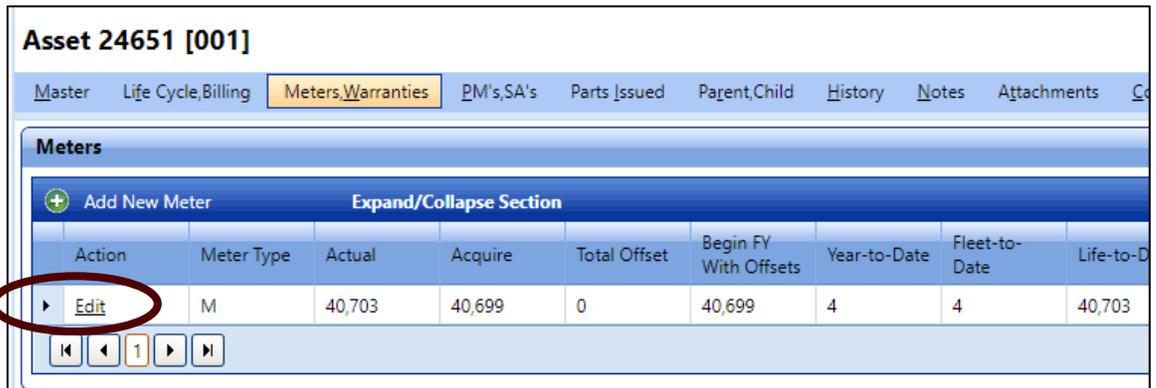
5. You can also go to the **FASTER Portal**, type in the vehicle and go to the Repair History for a complete list but does not have an export function and you cannot see any of the attachments.

3.8 How do I enter a month ending odometer reading?

1. Search for the Asset and the Master File should open.
2. Click the **Meters, Warranties** tab.



3. In the Meter section, click  next to a meter record.



4. New rows will appear, click the **Add New Reading** link.

Meters								
+ Add New Meter		Expand/Collapse Section						
Action	Meter Type	Actual	Acquire	Total Offset	Begin FY With Offsets	Year-to-Date	Fleet-to-Date	
Edit	M	40,703	40,699	0	40,699	4	4	
+ Add New Reading								
Action	Reading	Invalid	Override	Offset	Trans Date and Time	Source	Created	and T
Edit	40,703			0	05/13/2020 03:24 PM	Asset Meter	05/13	03:24
Edit	40,699			0	05/01/2020 02:59 PM	Work Order	05/01	03:00
Edit	40,699			0	05/01/2020 02:29 PM	Work Order	05/01	02:33

- The **Add Meter Reading** dialog box opens.

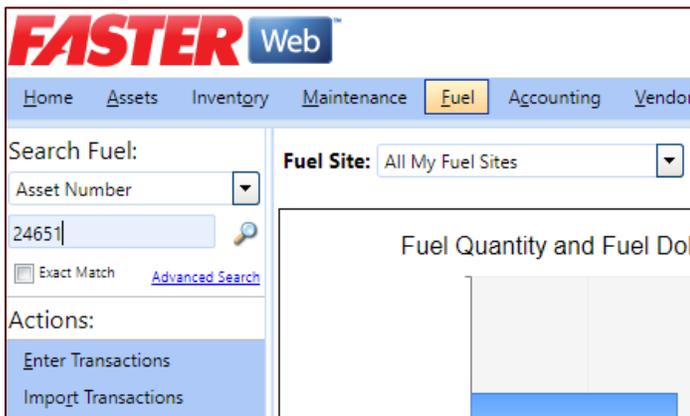
- In the **Reading** box, type the meter reading. Make up a number above the current.
- In the **Date and Time** field, type the date and time in the MM/DD/YYYY HH:MM:SS AM/PM format, or select the date from the calendar and time from the clock.
- When finished, click **Save**.
- Your new Meter reading has been recorded.

Meters									
+ Add New Meter									
Expand/Collapse Section									
Action	Meter Type	Actual	Acquire	Total Offset	Begin FY With Offsets	Year-to-Date	Fleet-to-Date	L	
Edit	M	40,704	40,699	0	40,699	5	5	4	
+ Add New Reading									
Action	Reading	Invalid	Override	Offset	Trans Date and Time	Source	Created and Time		
Edit	40,704				0 05/13/2020 03:43 PM	Asset Meter	05/13/2020 03:44 P		
Edit	40,703				0 05/13/2020 03:24 PM	Asset Meter	05/13/2020 03:24 P		

10. You can still edit this if needed.

3.9 How do I verify & correct fuel log entries?

1. Click the **Fuel** tab and enter the **Asset Number**.



2. The new screen will show the fuel transactions.
3. To narrow the fuel transaction files to a specific time period, use the **Distribution Date From & To**. This should allow you to verify fuel logs.

Home Assets Inventory Maintenance **Fuel** Accounting Vendors Setup Reports Dashboard Integrations

Advanced Search Options - Fuel

Asset Number: Fuel Site: Other:

Asset Organization: Fuel Dispenser:

Disbursement Date From: Fuel Type:

Disbursement Date To:

Exact Match

Search Results

Drag a column header and drop it here to group by that column

Action	Transaction Number	Asset Number	Date	Meter	Fuel Type	Qty	Cost w/ Markup	Fuel Site	Fuel Dispense
View		24651	05/13/2020	40704 M	Diesel	32.600	69.750	Voyager Site	Voyager Pump
View		24651	05/13/2020	40704 M	Diesel	57.740	143.311	Voyager Site	Voyager Pump

4. To correct a fuel log, select **View**.

5. A new screen will appear.

Home Assets Inventory Maintenance **Fuel** Accounting Vendors Setup Reports Dashboard Integrations

Search Fuel:

Asset Number

Exact Match [Advanced Search](#)

Fuel Transaction# 485257

[Add a New Fuel Transaction](#) [Edit this Fuel Transaction](#)

Asset Number: 24651 [001] Fueler ID Type:

Vendor: Voyager [Voyager] Fueler ID:

Transaction Date / Time: 5/13/2020 4:28:29 PM Vendor Transaction Number:

Meter Type: M Meter Reading: 40704

Fuel Site: Voyager Site [VOY] Fuel Dispenser: Voyager Pump Diesel [05]

Quantity: 32.600 Gallons Actual Cost: \$69.750

Unit Price: \$2.140 Cost w/ Markup: \$69.750

Actions:

[Enter Transactions](#)

[Import Transactions](#)

6. From here you can manually ADD a new fuel log or EDIT the current selected.

7. To EDIT, click the **Edit this Fuel Transaction**.

Edit Asset Fuel

Save Cancel Delete

Asset Number 24651 **Organization** Active Fleet [001]

Transaction Details:

Vendor Voyager [Voyager] **Vendor Transaction Number**

Transaction Date and Time Out* 5/13/2020 4:28 PM

Fueler ID Type **Fueler ID**

Meter Information:

Meter Type	Reading*	Actual	Validation Message	Validation Option
M	40,704	40704		

Fuel Information:

Fuel Site* Voyager Site **Fuel Dispenser*** Voyager Pump Diesel [05] **Fuel Type** Diesel

Fuel Information:

Fuel Site* Voyager Site **Fuel Dispenser*** Voyager Pump Diesel [05] **Fuel Type** Diesel

Quantity* 32.600 **Cost** 69.750 **Include Markup?**

Unit Price 2.140 **Cost with Markup** 69.750

Negative Quantity & Cost

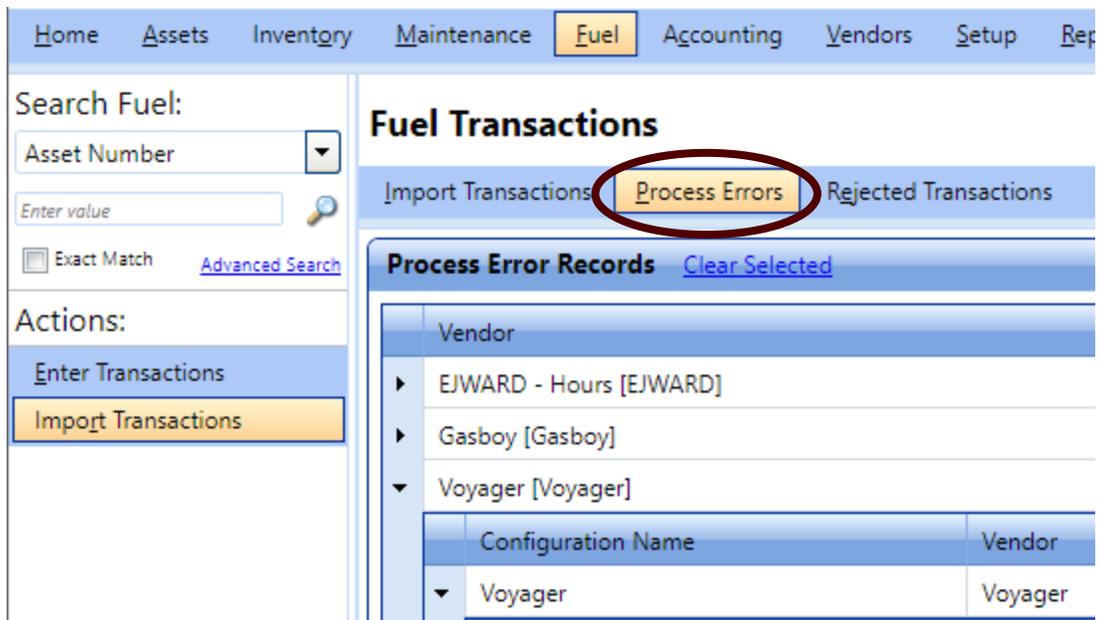
Save Cancel Delete

8. Make the necessary corrections and click **Save**.

There will be times that you go to verify fuel log entries and some may be missing. Even though, FASTER is set to receive fuel logs daily from our fuel card vendor, there may be times when an entry is incorrect. FASTER automatically omits these entries to keep the data clean but you have a chance to find them, correct them and finish the import of the data.

If you find a fuel entry to be missing,

1. Navigate to Fuel -> Import Transactions -> Process Errors. Then expand the Voyager section.



2. The best option here is to sort the table by Asset Number and look for the vehicle you are reconciling fuel logs for.

Configuration Name		Vendor		Fixed Colour		
▼ Voyager		Voyager		Yes		
<input type="checkbox"/>	Action	Transaction Number	Asset Number	Organization	Date/Time	Fuel Site
<input type="checkbox"/>	Edit		0000 ▲		01/12/2016 15:47:00	VOY
<input type="checkbox"/>	Edit		1234	001	12/17/2015 20:55:00 ▲	VOY
<input type="checkbox"/>	Edit		2345	001	01/14/2016 15:42:00 ▲	VOY

3. Once you find the entry or entries that belong to your asset, **Edit** them to fix whatever is wrong.

Note: In most cases, the meter reading will be incorrect. Simply correct the entry and the line item will be automatically imported and disappear from the Process Errors list.

If all else fails and your fuel log entry is not found, simply **Add a New Fuel Transaction**.

3.10 What do I need to do when a new vehicle is transferred to my department / purview?

1. Update the vehicle contact data with who will be the operator or anyone else who needs fleet notifications for the vehicle.
2. Update the Usage Codes for the vehicle if applicable.
3. (Not part of FASTER): Be sure to complete a Property Transfer Record (PTR) for the vehicle to transfer it into the appropriate inventory.

FASTER will receive regular updates from FAMIS inventory so as long as the PTR is done, things like location, department, etc. should update automatically.

4.0 Vehicle Operators (Drivers)

The following are likely questions and steps

4.1 How do I create a Work Order?

The steps for creating a Work Order are the same for everyone. See, [Section 2.2](#).

4.2 How do I report maintenance or a repair performed by me?

The steps for reporting maintenance or a repair are the same for everyone.

1. First, create a Work Order. See [Section 2.2](#)
2. Then report maintenance or a repair. See [Section 2.3](#) and [Section 2.4](#) respectively.

4.3 How do I report a third-party (sublet) maintenance or repair?

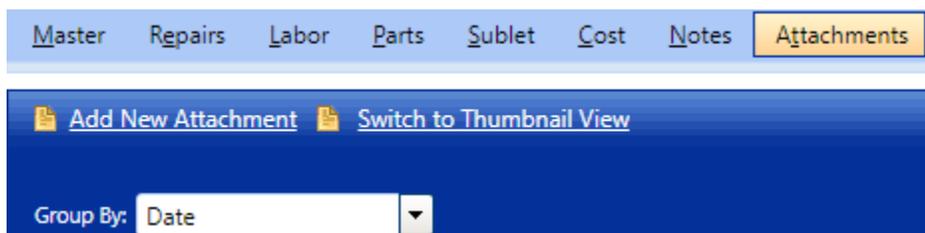
The steps for reporting sublet work is the same for everyone. See [Section 2.5](#).

4.4 How do I attach a quote (or other files) to a Work Order?

The steps for attaching files to a Work Order is the same for everyone. See [Section 2.6](#).

4.5 How do I enter my monthly vehicle / equipment inspection forms?

1. [Create a Work Order](#) for the vehicle you recently did a monthly inspection on. Enter the Symptom as “Monthly Inspection – Month Year”.
2. Go to the “**Attachments**” tab of the Work Order and click “Add New Attachment”.



3. Then upload a scanned copy of your monthly inspection report and choose the **category** of Inspection Report.

4. Click **Attach File**.
5. TBD: We will need to complete a “Repair” entry at this point to satisfy the scheduled actions but that exact How To is still being determined. We’ll update guides and training accordingly.
6. Go back to the **Master** tab and click Edit Identification.
7. Change the Status to Closed [C].

8. Click **Save & View**.

4.6 How do I get notifications & alerts?

A vehicle operator should check with their vehicle coordinator to make sure they are set up to receive alerts for their vehicle(s).

4.7 How do I request vehicle maintenance or repairs with a TFS shop?

1. Login to : <https://fleet.tfs.tamu.edu/FASTER/portal/login/Login.aspx> using your TFSHQ1\ credentials.
2. Enter the asset number or License Plate, for this exercise use 24651 for the asset.

YOUR LOGO

TEXAS A&M FOREST SERVICE

Asset Portal - Sandbox

FASTER Web

Welcome, tfs3

[Logout](#) [Help](#)

Welcome to the customer portal.

Use the Customer Portal to

- Request Service
- Request a Maintenance Appointment
- Look up Repair History
- View your Upcoming Maintenance
- Enter a meter reading for your asset

Get started by entering your Asset Number or License

Enter your Asset Number OR

3. A new window will appear, you can choose either **Appointment** or **Request Service**.

Available Actions:

- View My Asset
- Appointment
- Request Service**
- Maintenance Schedule
- Repair History
- Add Meter Reading

Asset 24651 [001]

Identification

Asset Number: 24651

Financial Reference Number:

Organization: Active Fleet [001]

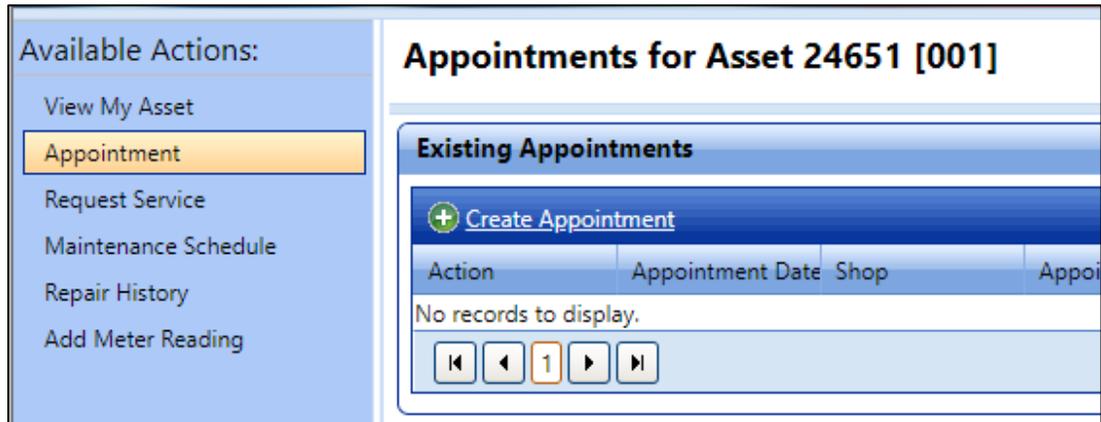
Snapshot Glance

Usage

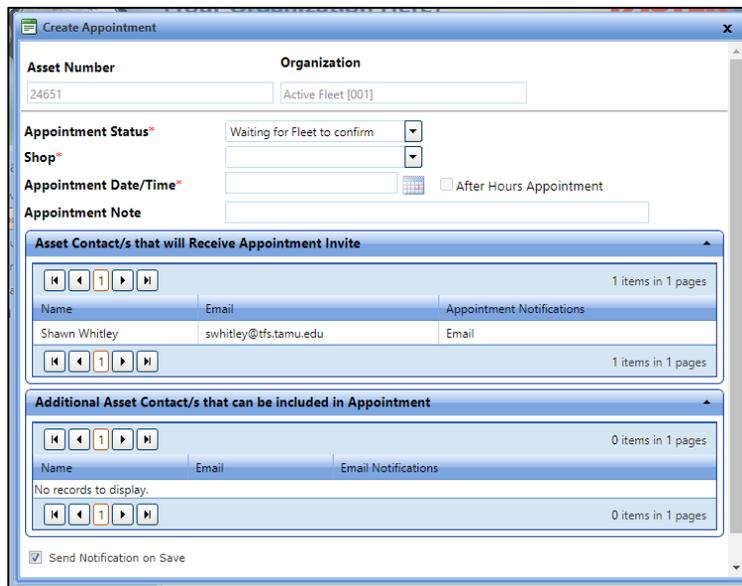
Usage Code
EM

Creating an Appointment

1. Click the **Appointment** action and then  link.



2. A new pop-up window will appear. Begin filling in the required fields, make up info as you go.



3. Notice that your email address should be pre-populated from when you previously added yourself to the **Asset Contacts**.

IF the asset has other contacts listed in FASTER Web, they will appear below yours. Complete the required fields and click the **Save** button.

- Your Appointment page for Asset 24651 will be updated with the date/time you picked. Note that the Appointment Status must still be confirmed, this would be by a TFS Shop like Hudson.

Appointments for Asset 24651 [001]

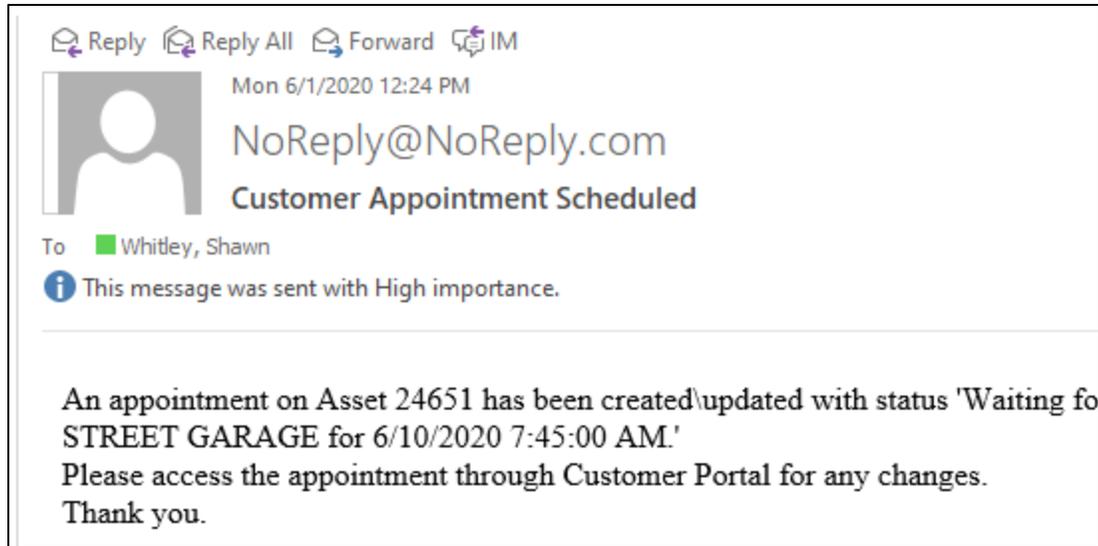
Existing Appointments

[+ Create Appointment](#)

Action	Appointment Date/Time	Shop	Appointment Status
Confirm Edit	6/10/2020 7:45:00 AM	FIRST STREET GARAGE [001]	Waiting for Fleet to confi

Navigation: [Previous] [1] [Next]

- After creating the appointment, you should receive an email of the “scheduled” appointment. If the appointment changes time, date, is canceled or confirmed you will receive an updated email.



6. Creating an appointment in no way guarantees that the shop (“Fleet”) is available.

Requesting Service

1. Click the Request Service tab and enter all possible information.

Available Actions:

- View My Asset
- Appointment
- Request Service
- Maintenance Schedule
- Repair History
- Add Meter Reading

Request Service for Asset 24651 [001]

Enter Your Information

First Name*	Last Name*	Driver
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address*	Telephone or Extension*	
<input type="text"/>	<input type="text" value="() - Ext"/>	
Choose a Service Location*	Service	
<input type="text"/>	<input type="text"/>	
Your Upcoming Appointment(s)		
<input type="text"/>		

Add Service

Select any needed services by checking the appropriate box(es). Use the Other Services section to request a service not listed below.

Services

<input type="checkbox"/> Accident	<input type="checkbox"/> BRAKE CHECK	<input type="checkbox"/> Check Battery System	<input type="checkbox"/> Front
<input type="checkbox"/> INSPECTION	<input type="checkbox"/> OIL CHANGE	<input type="checkbox"/> PMB Oil/brakes	<input type="checkbox"/> Repla
<input type="checkbox"/> Request Vehicle Transfer			

Other Services

Use the list below to enter requests for any additional services you need. For each additional service you need, click on Add Service and e

+ Add Service

Action	Other Service Description
Delete	Enter Other Service Description
Delete	Enter Other Service Description

Submit Request

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- Note that if you have previously requested an appointment or the Shop created one for you, then you can select that at the **Your Upcoming Appointment(s)**.

The screenshot shows a web form titled "Enter Your Information" with the following fields:

- First Name***: SHAWN
- Last Name***: WHITLEY
- Driver**: (empty)
- Email Address***: swhitley@tfs.tamu.edu
- Telephone or Extension***: (979) 458-7349 Ext
- Choose a Service Location***: FIRST STREET GARAGE [001]
- Service Urgency**: Service ASAP
- Your Upcoming Appointment(s)**: 6/11/2020 9:30:00 AM : Confirmed

Below this is the "Add Service" section with the instruction: "Select any needed services by checking the appropriate box(es). Use the Other Services section to request a service not listed below."

Services

- Accident
- BRAKE CHECK
- Check Battery System
- Front End Alignment
- INSPECTION
- OIL CHANGE
- PMB Oil/brakes
- Replace Tires
- Request Vehicle Transfer

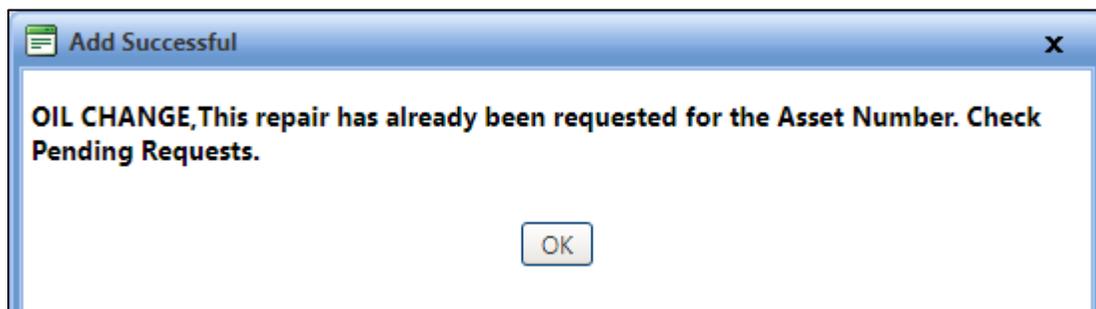
Other Services

Use the list below to enter requests for any additional services you need. For each additional service you need, click on Add Service and enter the details.

Action	Other Service Description
Delete	Enter Other Service Description
Delete	Enter Other Service Description
Delete	Blinky Light Replacement

Submit Request

- After submitting your request a pop-up box should say Add Successful. However if a repair for the same issue has already been requested for that asset number the message below will also appear.



- Next you will receive an email for the Service Request.

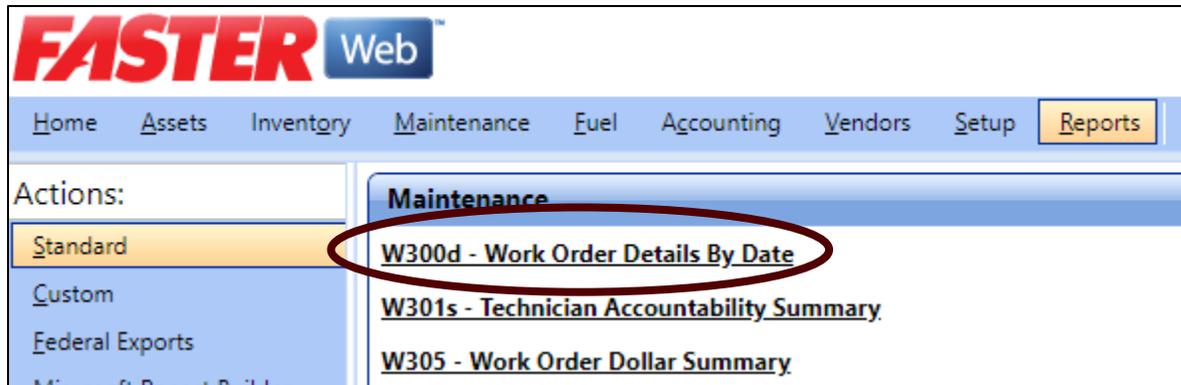


5. The Shop (“Fleet”) will still have to confirm the appointment.

5.0 Site Coordinator (Payroll)

5.1 How do I get PM & Repairs reports?

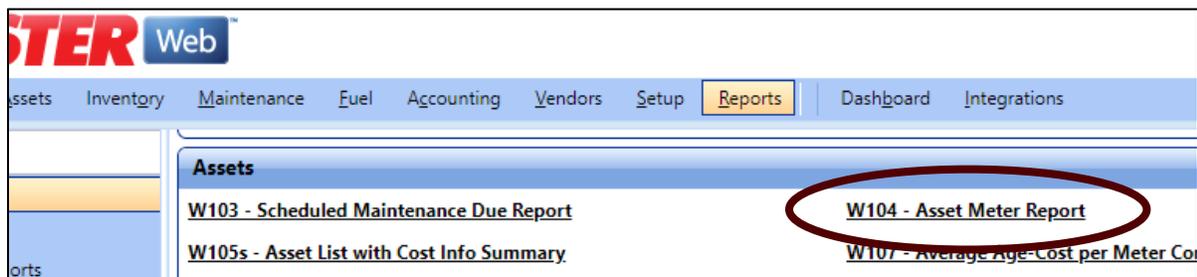
FASTER has a multitude of built in reports. To get to the PM and repairs reports, simply click on the **Reports** tab and select the report W300d – Work Order Details by Date.



These reports are for getting data at a point in time. IR will be working with FASTER to automate the export of PM & Repair data in a format easily digestible to upload to the State fleet reporting system on a regular basis.

5.2 How do I get monthly ending odometer readings?

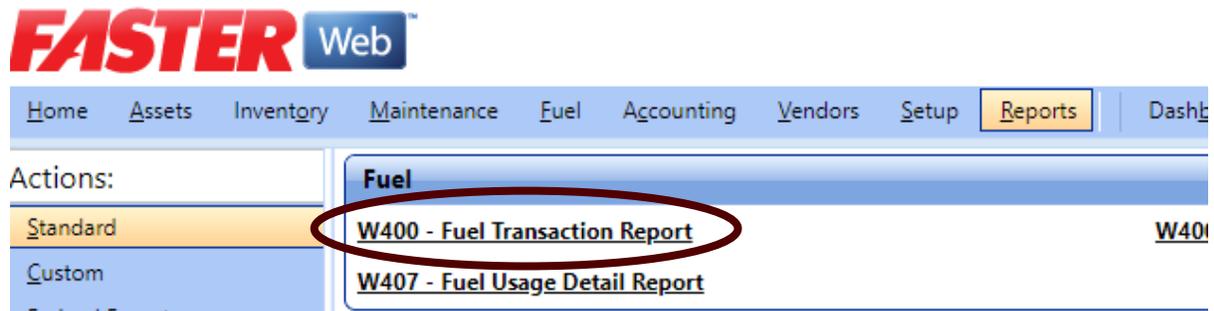
To get to the monthly ending odometer reading reports, go to the **Reports** tab and select the W104 Asset Meter Report.



These reports are for getting data at a point in time. IR will be working with FASTER to automate the export meter readings in a format easily digestible to upload to the State fleet reporting system on a regular basis.

5.3 How do I get the master fuel log report?

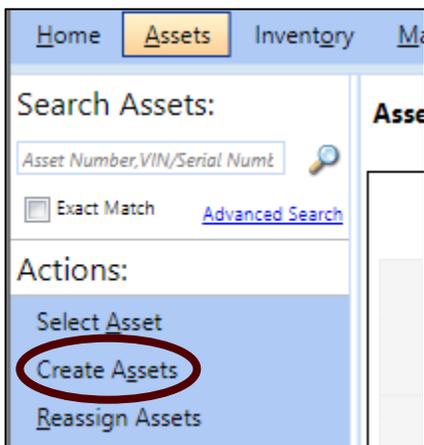
To get to the master fuel log report, go to the **Reports** tab and select the W400 – Fuel Transaction Report.



These reports are for getting data at a point in time. IR will be working with FASTER to automate the import and export of fuel log data in a format easily digestible to upload to the State fleet reporting system on a regular basis.

5.4 How do I get new vehicles & assets into FASTER?

1. To create a single new asset, under the **Asset tab** click on **Create Assets**.



2. A new pop-up window will appear, enter in as much information as possible.

Note: Many of the primary fields are required. The asset number should be the six digit red tag number of the asset including the leading “0”.

Ex. 024651

Some of the fields below are optional but as many as possible should be filled out to better help identify the vehicle later.

- When completed, click the **Save & View Asset** button.

- A new window will appear with the information you entered.

Asset 2101 [001]

Master Life Cycle,Billing Meters,Warranties PM's,SA's Parts Issued Parent,Child History Notes Attachments Contacts Map Location Alerts

Identification

[Edit Identification](#)

Asset Number: 2101
Financial Reference Number:
Organization: Active Fleet [001]
Status: Active [A]
Year: 2020
Make: FORD
Model: F150
GVW:
Drive Train: 4 WHEEL DRIVE [4]

License: 21012101
State: Texas
VIN/Serial Number: 2101
Body Serial Number:
Chassis Serial Number:
Location:
Monitor Group:
Color: White
Asset Shop: NORTHWEST BRANCH [NWB]
TFS OFFICE: MERKEL [MERKEL]
Class: B22 [Truck, PU, 1/2 Ton, Crew Cab]
Zip Code: 77845
Department: IRD [Incident Response Department]
Priority:

Snapshot Glance

no image

Usage

Usage Code Type
No Records to display.

Life Cycle Cost

Book Value Maintenance LTD
0.00 0.00

Open Work Order

Document Number	Date In	Date Out	Status
No Records to display.			

Last PM/SA

Type	Date Done	Meter/Fuel Reading
No Records to display.		

Last Meter Reading

Meter	Reading
No Records to display.	

Parent

Asset Number	Organization
--------------	--------------

- The vehicle asset image can be added here by clicking the **Edit Identification**.
- Additional vehicle specifications and PMs can be added here.

6.0 Task Forces

All of the tasks that task force personnel should need to do in FASTER can be found in various other sections of this document.

6.1 How do I enter my monthly vehicle / equipment inspection forms?

See [Section 4.5](#)

6.2 How do I see maintenance history?

See [Section 3.7](#).

6.3 How do I pass on vehicle maintenance history to others when a vehicle is transferred?

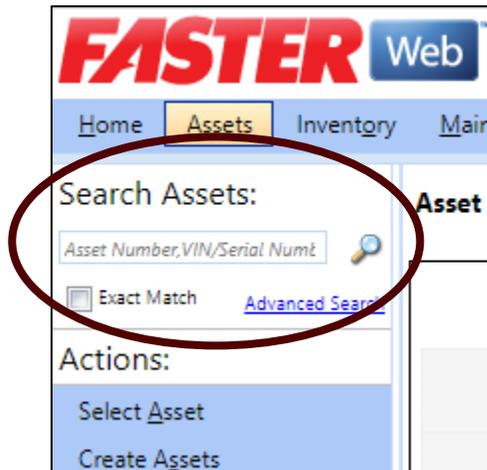
You don't have to do anything. As long as all work order activity has been done in FASTER, the next department will have instant access to all records. Other than completing a PTR, no electronic transfer in FASTER is required.

The receiving Vehicle Coordinator should take steps to [update vehicle contact and notification data](#).

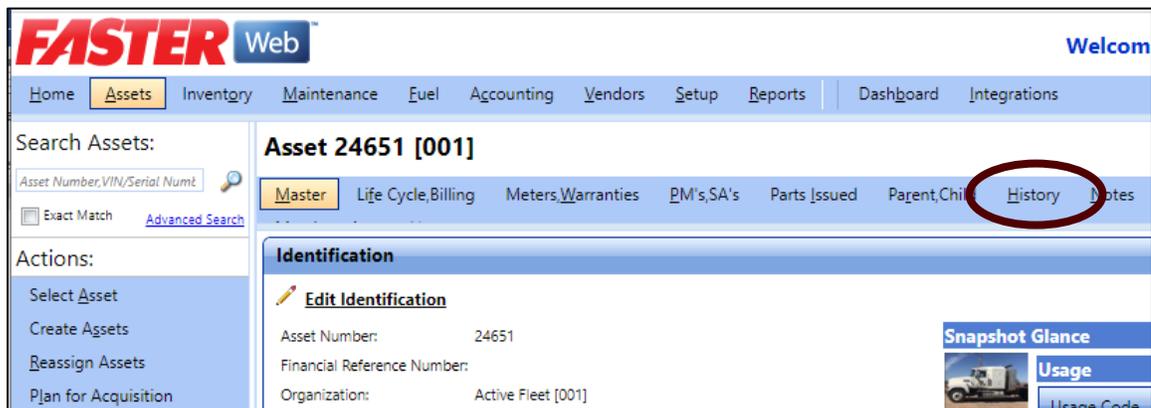
7.0 Managers

7.1 How do I see vehicle cost history?

1. Enter the TFS asset number or the VIN under **Search Assets**.



2. This next window will appear, click on **History**



3. This new window will appear with all history for the Calendar Year.

Asset 24651 [001]

Master Life Cycle Billing Meters Warranties PM's, SA's Parts Issued Parent Child History Notes Attachments Contacts Map Location

Year * 2020 Reporting Year Style * Fiscal Year Meter Type * M

Show History Include Warranty Costs in the Repair Costs

Year	Total Maint	Maintenanc	Repair	Accident	Capital	Warranty	Fuel Cost	Fuel Qty	Meter Drive	Idle Hours	Cost/Meter	Meter/Gall
▶ 2020	4,836.780	0.000	4,836.780	0.000	0.000	0.000	0.000	0.000	0	0.00	0.000	0.00
Life To Date	4836.780	0.000	4836.780	0.000	0.000	0.000	0.000	0.000	40699	0.000	0.119	0.00

4. Next click on the triangle next to the year of interest.

Year * 2020 Reporting Year Style * Fiscal Year

Show History Include

Year	Total Maint
▶ 2020	4,836.780
Life To Date	4836.780

5. This will expand the section where monthly costs are further broken down.

Year	Total Maint	Maintenanc	Repair	Accident	Capital	Warranty	Fuel Cost	Fuel Qty	Meter Drive	Idle Hours	Cost/Meter	Meter/Gall	Labor	Parts
▼ 2020	4,836.780	0.000	4,836.780	0.000	0.000	0.000	0.000	0.000	0	0.00	0.000	0.00	0.000	0.00
Month	Total Maint	Maintenanc	Repair	Accident	Capital	Warranty	Fuel Cost	Fuel Qty	Meter Drive	Idle Hours	Cost/Meter	Meter/Gall	Labor	Parts
January									0	0.00				
February									0	0.00				
March									0	0.00				
April									0	0.00				
May	4,836.780	0.000	4,836.780	0.000	0.000	0.000	0.000	0.000	0	0.00	0.000	0.00	0.000	0.00
June									0	0.00				
July									0	0.00				
August									0	0.00				
September									0	0.00				
October									0	0.00				
November									0	0.00				
December									0	0.00				
FY To Date	4836.780	0.000	4836.780	0.000	0.000	0.000	0.000	0.000	0	0.00	0.000	0.00	0.000	0.00
Life To Date	4836.780	0.000	4836.780	0.000	0.000	0.000	0.000	0.000	40699	0.000	0.119	0.00	0.000	0.00

6. There is a **Life To Date** row, this will help managers decide on prioritizing vehicle or equipment replacements.

8.0 Contacts

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