



# Web Update – Vehicle Mileage Recording



## INTRODUCTION

The Masternaut system now has the facility for users to enter a mileage reading (taken from the vehicle) onto the website, which will then report on vehicle mileages and service intervals.

A daily emailed report will be available to highlight any vehicles that are due a service. An alert will soon be available to automatically let you know if a vehicle is due a service.

This guide describes how this functionality can be administered and used.

## ENTERING (OR EDITING) VEHICLE MILEAGE DETAILS

The first stage of managing a vehicle mileage is to enter the odometer reading on the website. Once entered, the system will then record any mileage driven and add this to your starting mileage, displaying a current Odometer reading on the website.

This can also be edited if required.

From the menu at the bottom of the screen, select '**Administrator**'



Once selected, you will be presented with a number of sub-tabs, you must select '**Drivers / MCUs**'

Drivers / MCUs

You will be presented with further sub-tabs, select '**Edit MCU**', you will then be presented with a table of vehicles and you will have the opportunity to edit your vehicles mileage.

Edit MCU



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As shown below, Odometer readings entered are displayed, along with the date entered, along with the next service mileage and date.

MCU Name	MCU Group	Entered Odometer Mileage	Entered Odometer Date	Next Service Mileage	Next Service Date	Edit
2 NHM	2. Operations	No odometer reading		No service set		
20 WXX	1. Sales	No odometer reading		No service set		
AE52 MYB	1. Sales	No odometer reading		No service set		
GJ04 HWD	1. Sales	8 0001	10/10/2007 12:00	20011	10/10/2008	
GL55 TJX	1. Sales	74564	26/11/2007 16:55	100000	10/12/2007	
YD55 LPZ	2. Operations	33500	28/11/2007 09:00	35000	07/12/2007	
YE54 YSY	2. Operations	No odometer reading		No service set		
YG05 MFK	1. Sales	No odometer reading		No service set		
YG55 PZT	6. Marketing	35000	28/11/2007 09:00	37000	07/12/2007	
YG57 USB	2. Operations	3132	03/12/2007 08:45	30000	01/06/2008	
YH06 ZGK	7. IT	23130	23/11/2007 11:20	No service set		

If you wish to add or edit any details simply click This will guide you to a separate screen where you can enter (or edit) the details.

Mcu Name   
 Mcu Group   
 Last Actual Odometer Reading   
 Last Actual Odometer Date and Time   
 Next Service Mileage   
 Next Service Date

Mcu Name   
 Mcu Group   
 Last Actual Odometer Reading   
 Last Actual Odometer Date and Time   
 Next Service Mileage   
 Next Service Date

Simply enter the values in the relevant sections and click **'Save'** to return to the **'Edit MCU'** screen, or **'Cancel'** to return to the **'Edit MCU'** screen without saving the inputted data.

A report is currently available to inform you if your vehicle approaches the scheduled service mileage or date (please see page 4 for full details).

If you are updating your entry after you are aware the vehicle has moved. please enter the date and time you took your reading in the following format: **dd/mm/yyyy hh:mm**. If you only enter a date the time of the reading will default to midnight and consequently this may affect the accuracy of the data.

## VIEWING VEHICLE MILEAGE DETAILS

To view the current mileage of any vehicle you can use the reports or the website. This is done on the website as follows:.

Click **'Vehicles'** **Vehicles**

You will then be presented with a number of sub-tabs, you will see a new section called **'Vehicle Details'**

**Vehicle Details**

In the **'Vehicle Details'** section you will see a drop down list, simply select the vehicle you wish to search on from the list and the data will be shown.

Vehicle



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Vehicle	YG55 PZT
Odometer reading (calculated)	35312
Next service due at	37000 miles. (1688 miles to go)
Next service due on	07/12/2007 (2 days to go)
Service Status	Service due soon

**Odometer Reading** – This is the total mileage of your vehicle to date.

(This is a total of the amount you have previously entered along with any additional mileage travelled since the amount was entered.)

**Next Service Due at** – This displays the expected number of miles when your next service is due

(This is the figure entered on the 'Edit MCU' screen) and also the number of miles remaining until your next service

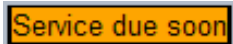
**Next Service Due on** - This displays the expected date when your next service is due and also the number of days remaining until your next service. (This is the figure entered on the 'Edit MCU' screen)

**Service Status** – This displays the vehicles' service status.

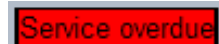
(This depends on your warning settings – please see next section for details)



Vehicle is not due a service



Vehicle is almost due a service



Vehicle service is overdue

## VEHICLE SERVICE WARNING

As detailed above, the Masternaut system can be used to inform you if any of your vehicles are due a service.

You can set up your own Service Warning values by following these instructions:

Click 'Administrator'



Once selected, you will be presented with a number of sub-tabs, you must select 'Exceptions'

Here you will be presented with a number of exception options, please refer to the section titled 'Vehicle Service Warning'

### Vehicle Service Warning

Enter the number of miles or days before a vehicles next service is due. This is used when warning users of vehicles requiring a service.

Miles

Days

**Save**

Simply enter the service tolerance (in miles and/or days) at which you would like your warning to be activated. Click 'Save' to continue.

Once your vehicle is within these parameters, the Service Status described above will change from 'OK' to 'Service due soon'. If a service becomes overdue, this status will change to 'Service overdue'.



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## REPORTS AND ALERTS



Currently Masternaut are able to provide an E-Report that is despatched directly to your email inbox detailing all vehicles approaching a service. If you require this report being set up for you, please contact your Customer Service Representative who will be delighted to assist you.



Alerts – Masternaut are in the process of further developing this feature to include real time alerts (by email, SMS or Pop Up) within our suite of pro-active alerts. Please watch this space for further updates and instructions on how these exciting new features will be used.



Web-Services – Masternaut have developed an industry standard interface that will allow data to be automatically passed between the Masternaut solution and your Back Office system, providing benefits such as single point of data entry and integration between your operational systems. If you require further information into how this can be configured, please contact your Masternaut Customer Services Representative who will be delighted to assist you.

For any assistance with these new features or any existing features please contact your Customer Service Representative on 08444 150 150.

## NOTES



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