



D A M S T R A

Update Vehicle Mileage
and Running Time

Safety



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Vehicle Mileage/Running Time Introduction

Because vehicles require attention at different stages of their lifecycle, Vault makes it easy to keep track of odometer and running time readings.

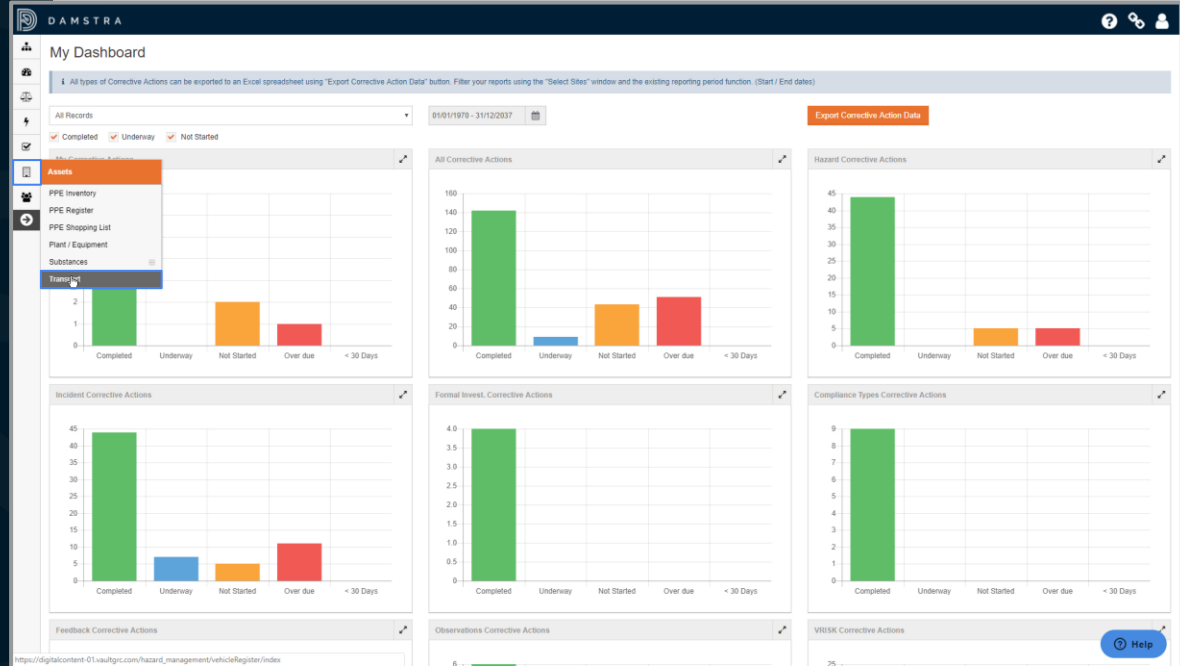
Once entered, these measurements automatically trigger Notifications and expiries for Certifications and Maintenance events as defined by your Organisation.

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Vehicle Mileage/Running Time Transport Register

To add a reading, **begin** at the 'Transport Register' which can be found under 'Assets' in the 'Menu Bar'.



Vehicle Mileage/Running Time

Edit Vehicle

Locate the vehicle in question, and click 'Actions', then 'Edit'.

Click on the 'Mileage' tab.

The Register shows all historical readings recorded for this particular vehicle.

To add a reading, click 'Add'.

The screenshot shows the DAMSTRA Transport Register interface. A search bar at the top contains 'LBB313'. Below it is a table with columns: ID, Site, Department, Registration, Description, Id Tag, FA Kit, Service, Rego, WOF, Maintenance, and Image. The first row is highlighted, showing ID 2206, Site Sydney Accounting, Department Account Executives, Registration LBB313, Description Pool car, Id Tag PCS02, Service, Rego 17/19/2019, and Maintenance 22/04/2019. An 'Actions' dropdown menu is open for this row, showing options: View, Edit, and Delete. The 'Edit' option is highlighted with a mouse cursor. On the left sidebar, there are sections for 'My Filters', 'Pool Cars - Action Required', and 'Filters' with a search box. At the bottom of the sidebar, there are 'Apply' and 'Clear' buttons.

The screenshot shows the DAMSTRA Transport Register 'Edit Company Transport - 2206' page. The 'Mileage' tab is selected and highlighted. The page displays a table of historical mileage readings with columns: ID, Date, Odometer Reading, Hours Reading, Private Use, Commercial Use, and Entered By. The table contains 7 rows of data. At the top of the page, there are tabs for 'Details', 'Governance', 'Equipment Allocated', 'Certifications', 'Maintenance', 'Inspections', 'Mileage', 'Running Cost', 'Custom Text Fields', 'Files', and 'Related'. The 'Mileage' tab is active. At the bottom of the page, there is an 'Add' button and a 'Cancel' button. The URL at the bottom of the browser window is 'https://damstramanager.com/Portal/management/vehicles/register/vehicle/mileage.js'. A 'Help' button is visible in the bottom right corner.

ID	Date	Odometer Reading	Hours Reading	Private Use	Commercial Use	Entered By
17	18/06/2018	39133.00	1210	310.00	890.00	Stewart Fyfe
16	17/07/2018	28011.00	1097	251.00	846.00	Bob Jones
15	16/05/2018	20823.00	838	208.00	829.00	Stewart Fyfe
14	15/03/2018	15012.00	611	161.00	450.00	Clayton Scott
13	09/01/2018	10807.00	402	100.00	302.00	Stewart Fyfe
12	06/11/2017	5916.00	204	50.00	154.00	Stewart Fyfe

Vehicle Mileage/Running Time

Add Reading

In the 'Mileage Details' section, **enter** the date that the odometer reading was taken, the total reading at the time, and the name of the person that took the reading.

Smart Search will locate the right Person as you begin to type.

The screenshot shows the 'Mileage Details' section of the 'Edit Company Transport - 2206' form in the DAMSTRA system. The form includes the following fields and options:

- Date of reading:** A date picker set to 12/11/2018.
- Odometer Reading:** A text input field containing 35921.
- Person:** A dropdown menu with 'mic[...' selected, showing a search result for 'Michael Cairns [Geelong]' and 'Michael Fairley [Sydney Accounting]'.
- If Required:** A section with three checkboxes: 'Hours Reading', 'Private Use', and 'Commercial Use', all of which are currently unchecked.
- Buttons:** 'Save Mileage' (orange), 'Cancel' (grey), and 'Save' (orange) buttons are located at the bottom of the form.

Vehicle Mileage/Running Time

Add Reading cont.

If your Organisation measures running time, **enter** the recorded total in the 'Hours Reading' field.

Your Organisation may record private use versus commercial use, in which case **supply** the hours for each in the relevant fields.

Once all details have been entered, **click** 'Save Mileage' to return to the 'Mileage' tab.

The screenshot shows the 'Mileage' tab of the 'Edit Company Transport - 2206' form. The form is divided into two main sections: 'Mileage Details' and 'If Required'.

Mileage Details:

- Date of reading: 12/11/2018
- Odometer Reading: 35921
- Person: Michael Farley

If Required:

- Hours Reading: 1409
- Private Use: 363
- Commercial Use: 1046

At the bottom of the form, there are two buttons: 'Save Mileage' (highlighted with a mouse cursor) and 'Cancel'. Below the form, there is a 'Save' button and another 'Cancel' button. A 'Help' button is located in the bottom right corner of the page.

Vehicle Mileage/Running Time Reading Saved

The readings are saved and are now visible in the register.

If the entered mileage or running time readings exceed any Certificate or Maintenance limits (or the lifecycle limit of the vehicle itself), those responsible will be automatically notified, provided the relevant Escalations have been setup in 'Settings'.

Help with this is available in the Support Portal.

The screenshot displays the DAMSTRA Transport Register interface for editing company transport record 2206. A green success message at the top right indicates "Record saved successfully!". The main content is a table with columns for ID, Date, Odometer Reading, Hours Reading, Private Use, Commercial Use, and Entered By. The table contains 7 rows of data, with the most recent entry (ID 18) highlighted in blue. A 'Save' button is visible at the bottom left, and a 'Help' button is at the bottom right.

ID	Date	Odometer Reading	Hours Reading	Private Use	Commercial Use	Entered By	Actions
18	12/11/2018	3521.00	1409	363.00	1046.00	Michael Farley	Actions
17	10/09/2018	30133.00	1210	315.00	895.00	Stewart Ryan	Actions
16	17/07/2018	25011.00	1097	251.00	845.00	Eob Jones	Actions
15	10/05/2018	20023.00	838	208.00	629.00	Stewart Ryan	Actions
14	15/03/2018	15612.00	611	161.00	450.00	Clayton Scott	Actions
13	09/01/2018	10007.00	402	100.00	302.00	Stewart Ryan	Actions
12	06/11/2017	5015.00	204	50.00	154.00	Stewart Ryan	Actions

Vehicle Mileage/Running Time Usage Calculator

To calculate the total number of Commercial and Private Use hours reported for a particular period, **click** the 'Usage Calculator' button, then **enter** the range by typing it into the field, or **select** the start and end dates from the calendar.

Then, **click** 'Calculate'. Damstra Safety will now calculate and display the total number of Commercial and Private Hours reported during that period.

Once all mileage and hours used have been entered, **click** 'Save' to return to the 'Transport Register'.

The screenshot shows the 'Edit Company Transport - 2206' page in the Damstra system. The 'Mileage' tab is active, displaying a table with the following data:

Start Date - End Date	Commercial Use	Private Use
01/08/2018 - 30/09/2018	895.00	315.00

Below the table, there are two buttons: 'Calculate' and 'Save'. The 'Calculate' button is highlighted with a blue border, and the 'Save' button is highlighted with an orange border. There are also 'Cancel' buttons on the right side of the form. The top navigation bar includes 'Details', 'Governance', 'Equipment Allocated', 'Certifications', 'Maintenance', 'Inspections', 'Mileage', 'Running Cost', 'Custom Text Fields', 'Files', and 'Related'. A 'Help' button is located in the bottom right corner.

