PURPOSE
Enable Fleet Services staff to add and maintain/update units in M5

SCOPE

DEFINITIONS

EXPECTED OUTCOMES

PROCEDURE
Add a New Unit

1. Open the Unit Main screen.
   - Enter the new Unit number.
   - Note: Unit numbers are assigned by Fleet Services (Susan Koosmann). Unused Unit numbers can be obtained from the new voyager cards file located at:
     H:\Sharedoc\replacement programs\2010 replacement program\new voyager cards
Add a New Unit

2. Under the Asset/Codes tab, the following information is required:
   - Serial Number: Enter the Unit VIN
   - MCC (Maintenance Class Code): Use the LOV to select one of the ARI codes
   - Activity code: The value entered in the Activity code field is agency-specific. If applicable and/or required by your agency, enter an Activity code, or use the LOV functionality.
   - Tech Spec Number: Use the LOV to select a Tech Spec Number
   - Billing code: The Billing textbox may be automatically populated by the system. IF not populated, enter a Billing code in the Billing Unit Code Maintenance screen, BUT YOU MUST FIRST enter the Unit successfully in Unit Main.
   - Asset Category: The system displays the Asset Category from the Tech Spec
   - Asset Class: The system displays the Asset Class from the Tech Spec
Add a New Unit

3. Under the Dept/Locations tab, the following information is required:
   - Owning Department: Use the LOV to select an Owning Department
     Note: Owning Department codes are assigned by Fleet Services
   - Using Department: Use the LOV to select a Using Department
     Note: Using Department codes are assigned by Fleet Services
   - Parking location: The value entered in the Parking field is agency-specific. If applicable
     and/or required by your agency, enter a Location, or use the LOV functionality
   - Maintenance: Enter a Maintenance location or use the LOV functionality
Add a New Unit

4. Under the Class tab, no information is required:
   - Class code 1 – Reserved for future use
   - Class code 2 – Class 2 is used to track whether tax is billed on a Unit or not. If applicable and/or required by your agency, use the LOV functionality to select a value. The table below shows the choices available for Class 2.
   - Class code 3 – Class 3 is used for reporting purposes. If applicable and/or required by your agency, use the LOV functionality to select a value. The table below shows the choices available for Class 3.
   - Class code 4 – Reserved for future use
   - Class code 5 – Reserved for future use

<table>
<thead>
<tr>
<th>Class2</th>
<th>Description</th>
<th>Class3</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP</td>
<td>UNMARKED POLICE</td>
<td>UN</td>
<td>MNSCU</td>
</tr>
<tr>
<td>UM</td>
<td>UNMARKED PLATES</td>
<td>SD</td>
<td>SCHOOL DISTRICTS</td>
</tr>
<tr>
<td>SC</td>
<td>SUMMER CAR</td>
<td>PS</td>
<td>POLICE/SHERIFF</td>
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<tr>
<td>RP</td>
<td>REPLACEMENT POOL</td>
<td>LB</td>
<td>LEGISLATIVE BRANCH</td>
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<tr>
<td>PT</td>
<td>POLITICAL SUB TAX</td>
<td>JB</td>
<td>JUDICIAL BRANCH</td>
</tr>
<tr>
<td>ND</td>
<td>DECALS EXEMPT</td>
<td>EB</td>
<td>EXECUTIVE BRANCH</td>
</tr>
<tr>
<td>MP</td>
<td>MARKED POLICE</td>
<td>CO</td>
<td>COUNTIES</td>
</tr>
<tr>
<td>HS</td>
<td>HUMAN SERVICES CREDIT</td>
<td>CI</td>
<td>CITIES</td>
</tr>
</tbody>
</table>
5. IF entering a new Unit, the following information is required in the Meter/Accounting tab.

   In the **Acquisition Meter Information** section enter:
   - Primary Meter
   - Acquisition Date

   In the **In-Service Meter Information** section enter:
   - Primary Meter
   - In-Service Date

**NOTE:** The Primary Meter is updated by the Fuel Interface

LTD Usage = **Primary Meter Information** Reading - **Acquired Meter Information** Primary Reading
Add a New Unit

6. Under the License/Notes tab, the following information is required:
   - License: Enter the Unit license number into the License field
   - Expiration Date: For leased Units, enter lease expiration date into the Expiration Date field
     For unmarked Units, expiration date entered into the Expiration Date field must be March of the following year
   - State: Enter the state into the State field (MN)
   - Country: The default value displayed is not USA. The value must be USA.
   - Type: Enter the license type into the Type field (required value is either “LIC” or “A”)
   - Description: The system displays the value entered in the Type field in the Description field.
   - Title Number: Title Numbers are state-assigned
   - Asset Number: Asset Numbers are state-assigned

NOTES
1. For EB license plates, the value entered in the Type field must be “LIC”.
2. For unmarked license plates, the value entered in the Type field must be “A”.
3. The License/Permit Information contains may contain old license records. DO NOT DELETE ANY RECORDS IN THE
   LICENSE/PERMIT INFORMATION SECTION.