



StateFleet
Government Services

StateFleet Online

Fleet Officer

User Guide

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Overview

This guide provides an overview of the base reports available in StateFleet Online that will assist the Fleet Officer in the daily running of the motor vehicle fleet.

It is recommended that the Fleet Officer follow the procedures outlined in this guide on a monthly basis, as a minimum requirement, to ensure the effective operation of the local fleet.

This document does not provide information on fleet management.

Reports featured by function include:

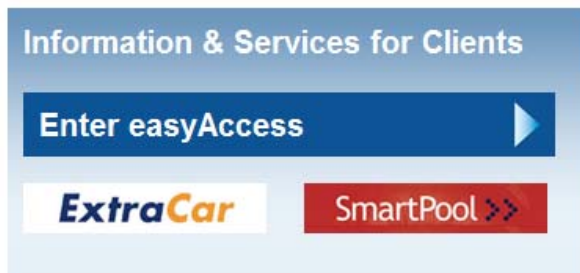
Vehicle Acquisition	Vehicles Due for Replacement Vehicles on Order
Vehicle Disposal	Vehicles Due for Return Replaced Vehicles not Returned
Vehicle Maintenance	Vehicles Due for Service
Fuel Usage	Fuel Consumption Over Tank Capacity Report
Vehicle Usage	Vehicle Utilisation by Kilometre

For advanced information and training on StateFleet Online contact your StateFleet Account Manager.



Getting Started

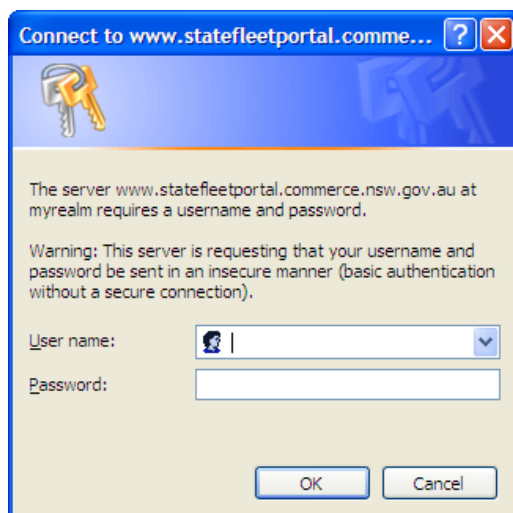
1. Go to StateFleet's website www.statefleet.nsw.gov.au
2. Select "Enter easyAccess" on the home page



3. Select "StateFleet Online" in the myLinks menu



4. Enter your User name and Password and **Log On**.



If you do not have a User name or Password contact your Agency Fleet Manager or StateFleet Account Manager.

5. You will now be able to view the StateFleet Welcome Page.



My Work



The My Work Page gives an overview of vehicles or leases that require your immediate action. Each icon lists the number of:

- **Vehicles Currently on Order**
- **Vehicles Due for Service**
Vehicles due for service either by age or kilometres travelled
- **Vehicles Due for Replacement**
Vehicles that are nearing the lease end without a replacement order submitted to StateFleet
- **Vehicles with High Fuel Consumption**
Vehicles that are over or under the manufacturer's specification for expected fuel consumption
- **Vehicles Due for Return**
Vehicles within one month of their lease end or overdue
- **Replacements Not Returned**
Vehicles retained where a replacement has been delivered
- **Vehicle Utilisation by Kilometre**
Vehicles over or under utilised
- **Vehicles Sold in the Last Month**
Vehicles sent to auction and sold within the last month.

Click on one of the icons shown to drill down to the vehicle level report. For a detailed explanation regarding reports please see the Report Features section.



My Fleet



The My Fleet page provides access to reports on the current status of your Fleet.

Using the icons listed through My Fleet you can access:

- **Fleet Reports**

Includes

- Fleet List
Active vehicles
- Plant List
Active plant items
- Rent Card List
Active rent card List
- Fleet Mix
Fleet profile broken down by key reporting areas
- Vehicles on Order
Current vehicle orders
- Vehicles Delivered
Vehicles delivered in the previous 4 weeks
- Vehicles Due for Replacement
Vehicles nearing the lease end without a replacement order submitted to StateFleet

- **Fuel Reports**



Includes

- Fuel Transaction Data
All recorded fuel transactions for the last 2 months
- Fuel Consumption
All vehicles that are under or over the manufacturer's specification for expected fuel consumption

- **Service Reports**

Includes

- Vehicles Due for Service
Vehicles due for service either by age or kilometres travelled

- **Finance Reports**

Includes

- Total Fleets Costs
Total fleet costs (as invoiced) for each successive month over the current financial year

- **Log Reports**

Includes

- Vehicle Utilisation by Kilometre
Vehicle utilisation to identify potential vehicles suitable for rotation to meet km requirements and avoid excess kilometre charges
- Log Exceptions
Vehicle entries from easy.Log

- **Safety Reports**

Includes

- EPS and Safety
Average environmental and safety scores of all live vehicles

- **Disposal Reports**

Includes

- Vehicles Sold
Vehicles sent to auction and sold within the last month
- Vehicles Due for Return
Vehicles within one month of their Lease End and Vehicles overdue



- Replaced Vehicles not Returned
Vehicles that have had a replacement delivered but have not been sent to auction
- Written Off Vehicles
All vehicles that have been written off within the previous 6 months
- Written Off Vehicles with Replacement details
All vehicles that have been written off with replacement details

Click on one of the icons shown to drill down to the vehicle level report. For a detailed explanation regarding reports please see the Report Features section.



My Reports



The My Reports page provides access to a range of reports where you nominate the period criteria

Using the icons listed through My Reports you can access:

- **My Fleet Reports**

Includes

- MY – Fleet List
Fleet list as at nominated date
- MY – Fleet Reports
Fleet mix at nominated month/year, fleet list as at nominated date
- MY – Vehicles Delivered
Vehicles delivered within nominated period
- MY – Due for Replacement within a period
Vehicles due for replacement within a nominated period
- MY – Due for Return within a period
Vehicles within a nominated period of their lease end date

- **My Fuel Reports**

Includes

- MY – Fuel Consumption
Vehicles that are over or under the manufacturer's specification for expected fuel consumption for the selected period.



- MY – Fuel Transaction
All recorded fuel transactions for the selected month

- **My Service Reports**

Includes

- MY – Vehicles Due for Service
Vehicles due for service before the specified date

- **My Disposal Reports**

Includes

- MY – Vehicles Sold
Vehicles sold within a specified period
- MY - Written off Vehicles
Vehicles written off in the previous 6 months

Click on one of the icons shown to drill down to the vehicle level report. For a detailed explanation regarding reports please see the Report Features section.



My Folder



You can use the My Folder page to access reports you have modified and saved.

To access a saved report;

1. Select My Folder from the menu
2. Select the report from the list that appears.

Note: If you have just saved the report and My Folder was already open you may need go out of the My Folder directory and go back in to refresh.

For details on how to modify and save reports please refer to the Report Features section.



My Vehicles

My Vehicles page provides information on individual vehicles and leases including transaction and financial history.

1. Select the **My Vehicles** screen. The vehicle listing will default to:
 - Status: Active
 - Ownership: Leased
 - Category/Group: Passenger/Commercial/Light Commercial

You may change the default setting and **Refresh List** to suit your requirements

2. Select the vehicle of interest by either:
 - a. typing the registration number in the open field
 - b. typing the **last 7 digits** of the VIN/Chassis number
 - c. typing the contract number (excluding the slash and following digit)
 - d. using the down arrow to scroll down and select the registration number.
3. Select **Run Report**.
4. Familiarise yourself with the information available by selecting each of the Tabs including **details, accessories, fuel, logs, maintenance, financial** and **running costs**.



My Fleet Builder



The Fleet Builder allows you to restrict the number of vehicles that appear in reports and your Vehicle Details screen by applying a filter based on the level at which your User ID is set and the levels below.

For example, if you have access at Division level, you can restrict your access to a particular region, or further to the bottom level Sub Cost Centre.

To apply a Filter

1. Open the My Fleet Builder page
2. Select the applicable level using the cascading parameters in order from highest to lowest.
3. Select **Run**

To remove a Filter

1. Select the My Fleet Builder page
2. Select **Remove Filter**

Note: Logging out of the system will not remove a filter. If you have applied a filter it will remain until you remove the filter using the Fleet Builder.

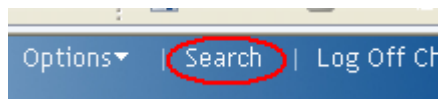


Report Search

If you experience difficulty navigating the portal and finding the report you are after, there is a search function you can use.

To Search for a Report

1. Click the Search Link at the top right of the portal



2. Type a keyword in the Keyword field (for example, if you are looking for reports related to fuel, type fuel)
3. Tick the SAS report tickbox.
4. Press Search

This will bring up a list of all reports that include the keyword.





Report Features

StateFleet Online also has a range of inbuilt features designed to provide flexibility in the reporting of information to suit your own requirements.

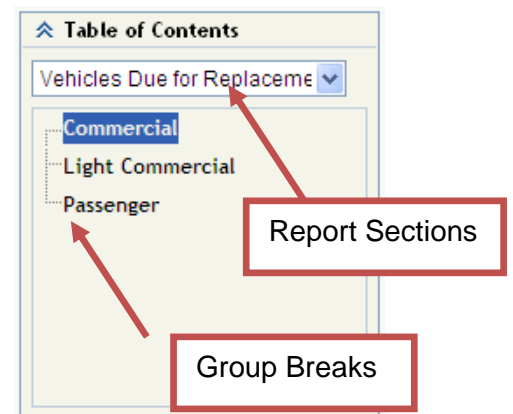
The following functions are available on all reports.

Table of Contents

When you open a report, at the left hand side of the screen you will see the Table of Contents. This will show you which sections are included within the report group.

For example, if you open the Fleet Reports you will see the dropdown in the Table of Contents has seven sections.

You will also see any Group Breaks set for the report you are currently viewing.



Group Breaks are the value by which the report is divided. For example, in the illustration above, the report is split by the Vehicle Category Data Item and each value within the Vehicle Category field in the report is listed (Commercial, Light Commercial and Passenger).

Section Data

At the bottom left corner of each report is the Section Data. This lists all the available Data Items you can add to the current report.

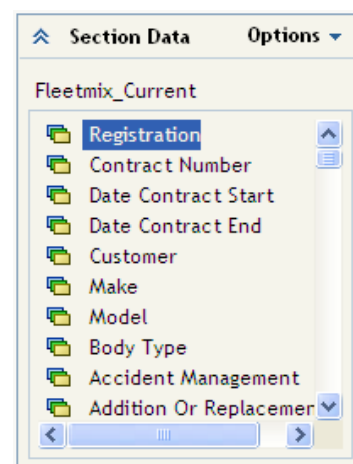
You will notice that the fields listed will have one of two icons on the left.



<< This indicates a measure



<< This indicates a category



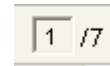
Moving Between Grouped Reports

If you wish to view one of the other reports within the group, there are two options available.

- a) Select the report you would like to view from the Table of Contents dropdown or



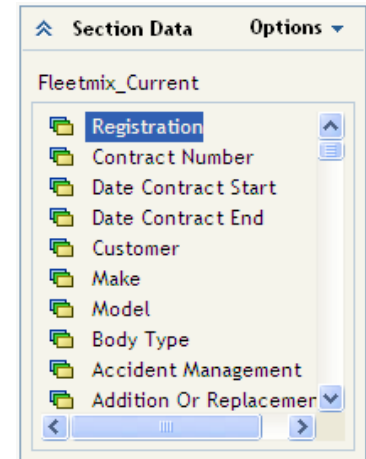
- b) Enter the report number in the available field in the top right corner.
The report number refers to the number of the row the report appears in the Table of Contents drop down box.



Adding and Removing Data Items to a Report

To add a Data Item shown in Section Data to the Report,

1. Select the field you would like to add
2. Drag the field to the report. You will see blue lines appear between the column headings that are already included.
3. Drop the field between the headings of the two columns you would like the field to sit.



To Remove a Data Item from the Report,

1. Right click the heading of the Data Item column you would like to remove.
2. Select "Hide [data item name]"

Sorting a Report

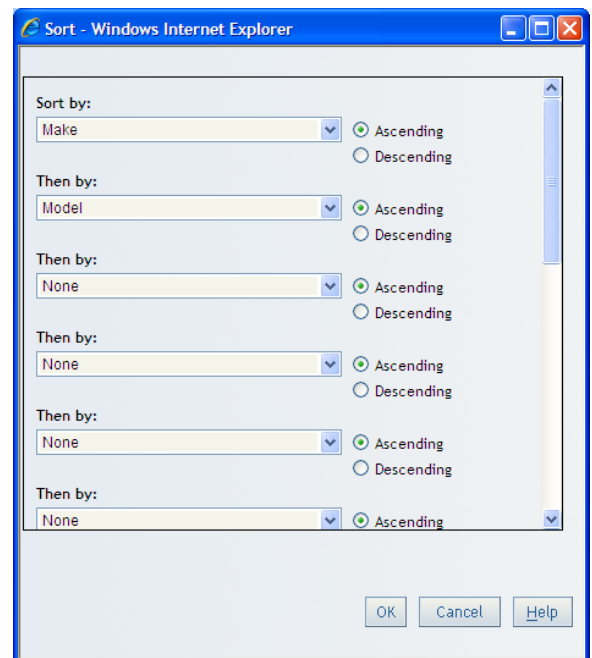
If the report is not sorted in the order that you require, you can adjust this.

To sort by one column

1. Right click the heading of the column you wish to sort by
2. From the dropdown that appears, select Sort Ascending or Sort Descending

To sort by more than one column

1. Right click the report table
2. From the dropdown that appears, select Sort Priority
3. In the window that appears, select the columns you would like to sort by in the order you would like the report to sort.
4. Select OK

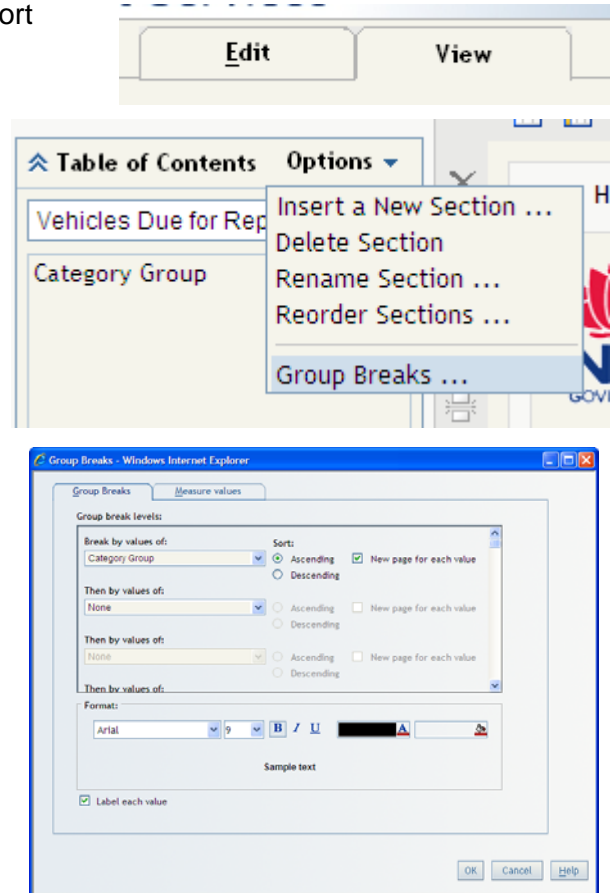




Adding and Removing Group Breaks

If you would like to add Group Breaks in your report

1. Select the Edit Tab at the top of the report
2. Select the Options in the Table of Contents and then select Group Breaks
3. Using the drop down boxes provided, select the field you would like the report to be separated by (note that any measure items will not appear in the list)
4. Select OK



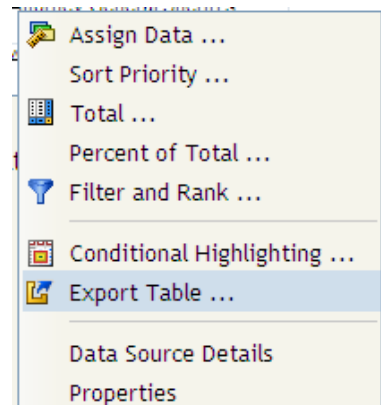
Should you wish the tables to appear on the same screen, you can un-tick “New page for each value”.

To remove a Group Break, follow the same procedure to reach the Group Breaks window (right) and change the drop down boxes to None.

Exporting a Table

If you only require the data in the table of the report and do not require formats or the header and footer provided,

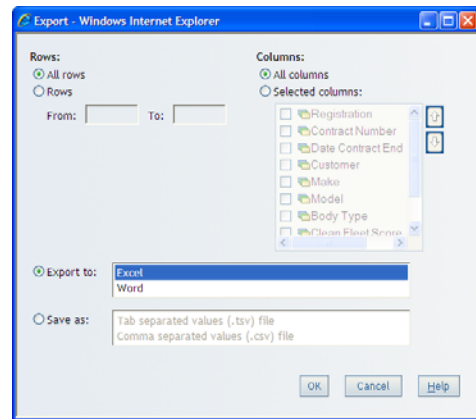
1. Right Click anywhere on the table other than the Data Item column headings
2. From the list that appears select Export Table
3. In the Export window that appears you can select the number of rows to export and the columns you would like to export.
4. You can either export the data to Microsoft Excel or





Microsoft Word, or save as a Tab separated values (.tsv) file or a Comma separated values (.csv) file.

- Once you have made your selections select OK.

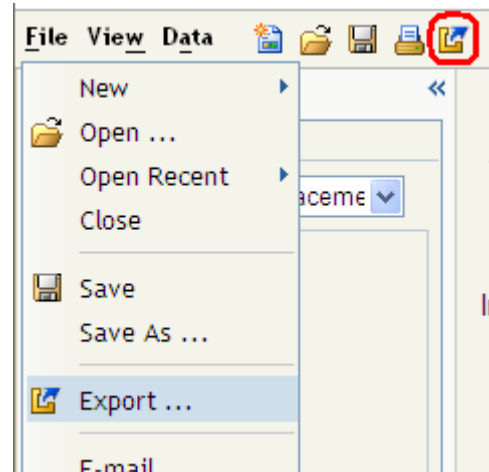


Exporting a Report

If you would like to export the entire report including the formatting, StateFleet logo etc. rather than the table of data,

- Select the Import button from the top left hand menu (can also be accessed from the File menu).
- A .zip file will be generated, which you can either save or extract all components onto your computer using a program such as WinZip.

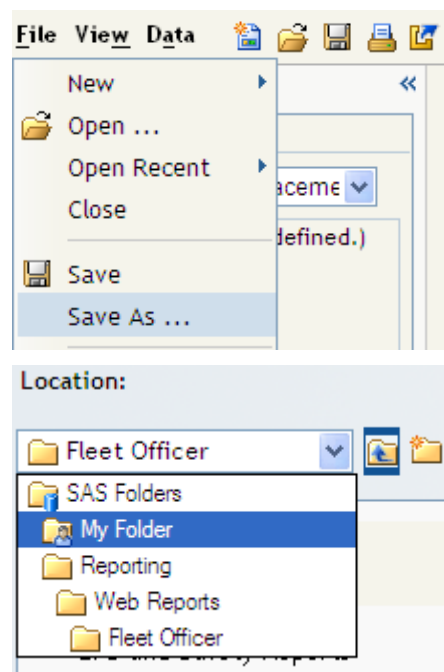
Note: You will be unable to open the Excel file without extracting the other components



Saving a Report to My Folder

If you have made modifications to a standard report that you would like to use again, you can save the edited report in the My Folder directory, which can be accessed through the My Folder page on the Portal.

- From the File menu select Save As
- Name your edited report
- In the window that appears, select My Folder from the Location dropdown box.
- You can add keywords for the search function and a description.
- Select Save

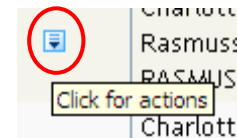
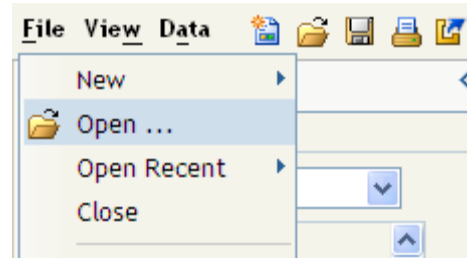




Deleting a Saved Report

If you decide you no longer have use for a saved report you can delete it from your folder.

1. Open a different report (not the one you wish to delete)
2. From the File menu select Open
3. In the window that appears, select My Folder from the Location dropdown box
4. Press the Actions icon next to the name of the report you would like to delete
5. In the dropdown that appears select delete



You will be asked to confirm that you wish to delete this report.

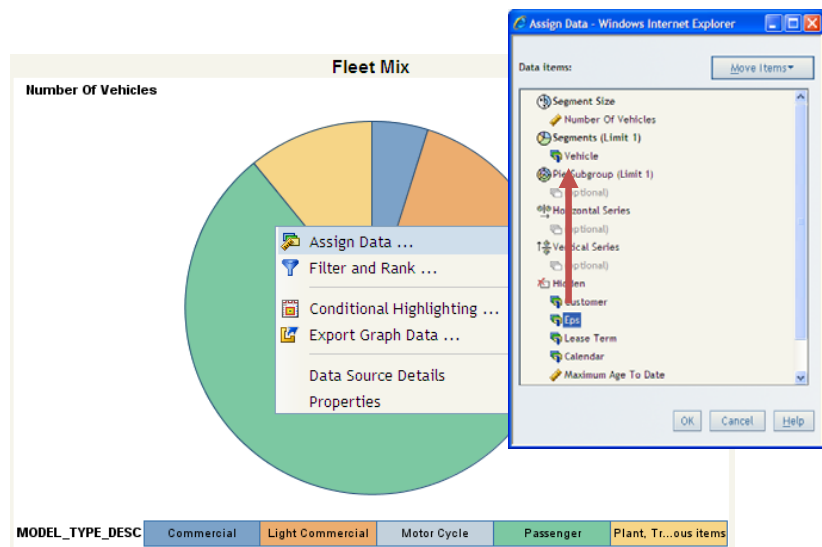
Note: You can only delete your saved reports. You cannot delete the default reports.

Modifying Graphs

If you would like to display different information in a graph such as the pie chart within the Fleet Mix, you can modify the data generating the report.

For example, if you would like to change the Fleet Mix graph to display EPS rather than category:

1. Right click the graph and select Assign Data
2. Select EPS from the Hidden Data and drag to Segments
3. Select OK





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