



pennsylvania

DEPARTMENT OF GENERAL SERVICES

Bureau of Vehicle Management

Agency FleetFocus M5 Instructions
COMMUTE USAGE ENTRY
Monthly Mileage Usage



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Table of Contents

<u>What is FleetFocus M5?</u>	1
<u>M5 Accounts</u>	1
<u>Entering Monthly Mileage Usage</u>	1
<u>IT Requirements</u>	2
<u>Things to Remember</u>	3
<u>Accessing M5</u>	3
<u>Commute Usage Entry</u>	6
<u>Querying M5 for Commute Usage History</u>	13
<u>Error Reporting and Assistance with FleetFocus M5</u>	15

WHAT IS FLEETFOCUS M5?

FleetFocus M5 (M5) is a comprehensive vehicle management system used to track and manage the Commonwealth Fleet. It provides a common repository for all automotive information, such as but not limited to, the following:

- Vehicle maintenance
- Operating expenses
- Fleet utilization

M5 has security measures embedded within the system allowing users access to only the vehicles assigned to their specific agency or included in their security permissions. With the exception of Bureau of Vehicle Management (BVM) staff members, users of one agency **cannot** access or view information pertaining to vehicles assigned to another agency. Agency access is limited to read-only capabilities in most instances with limited update capabilities in selected screens or frames.

M5 ACCOUNTS

To access M5, users must first be established within the M5 system. To obtain an account, a request must be submitted to BVM M5 Administrators (M5 Administrators) by the agency's automotive liaison. If the automotive liaison is not available to submit the request, the request must be sent by the automotive liaison's director.

Each individual accessing the M5 system must have their own individual account. This requirement is necessary due to Commonwealth security and M5 auditing requirements.

If a user should change job positions, transfer to another agency, or depart from Commonwealth employment, it is the responsibility of the automotive liaison to notify the M5 Administrator(s) to have that specific user disabled from accessing the M5 application.

ENTERING MONTHLY MILEAGE USAGE

1. Vehicle Operators must record monthly mileage information on the STD-554 Monthly Automotive Activity Report (STD-554). Recorded information must include a daily breakdown of all miles driven delineated between business, commute and personal (as applicable) and a monthly total of days with business miles greater than zero. Click on the following link to access the the STD-554 directions and form:
http://www.dgs.state.pa.us/portal/server.pt/community/vehicle_management/1364/forms/259361

2. Automotive Liaisons or designated M5 agency users (users) must collect STD-554s from operators and dispatchers, and then enter the STD-554 data into M5 on the Commute Usage Entry screen. BVM will provide a listing of all passenger units for each reporting month as well as a reporting timeline and schedule. Agencies should not enter monthly mileage information until directed to do so and provided with this information.

Unless otherwise informed by BVM, monthly mileage information must be entered by the 15th of the following month (i.e., December mileage will be due on January 15th).

IT REQUIREMENTS

Client workstations should be at least 1 GHz Pentium III running Windows 2000, Windows XP SP3, Vista, or Windows 7 Operating System. Minimum 512 MB RAM. 1 GB hard disk drive space. Minimum screen resolution of 1024 x 768 pixels.

FleetFocus M5 requires Internet Explorer 6.0 or higher and the free Adobe Viewer add-in.

Have your agency IT organization verify the following Internet Explorer settings for each user PC, prior to accessing M5. After changes, close all browser windows and log back into the application.

1. Tools, Internet Options, Advanced Tab: un-check Enable Third-Party Browser Extensions; check Enable Integrated Windows Authentication
2. Tools, Internet Options, Security Tab, Trusted Sites: enter your site URL (<https://www.fleetfocusm5.state.pa.us>)
3. Tools, Internet Options, Delete Files, Delete All Off-line content
4. Tools, Internet Options, Delete Cookies
Settings, Temporary Internet Files, Check for newer versions of stored pages: Every time I visit the webpage
5. Verify ActiveX Settings:
Tools, Internet Options, Security Tab, Trusted Sites, Custom Level, ActiveX controls and plug-ins:
 - a. Automatic prompting for ActiveX controls – ENABLE
 - b. Binary and script behaviors – ENABLE
 - c. Download signed ActiveX controls – ENABLE
 - d. Download unsigned ActiveX controls – PROMPT
 - e. Initialize and script ActiveX controls not marked as safe – PROMPT
 - f. Run ActiveX controls and plug-ins – ENABLE
 - g. Script ActiveX controls marked safe for scripting – ENABLE

User Authentication, Logon:

Automatic logon with current user name and password

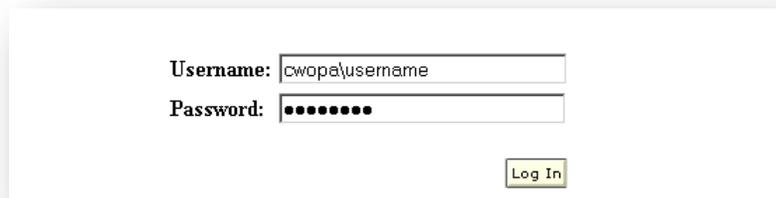
6. Tools, Pop-up Blocker, Turn On Pop-up Blocker (unchecked)

THINGS TO REMEMBER

- All entries must be supported with an STD-554.
- Entries must be entered in chronological order by month (i.e., enter July mileage before entering August mileage).
- Data must be entered for every Commonwealth passenger vehicle, (determined by BVM and confirmed with each agency monthly), for every month,
- Once an entry has been saved, users will not be able to correct or delete the record. The M5 Administrator will assist users in correcting/deleting any errors made on saved entries. When encountering errors, users must submit a screenshot showing both the unit number and error message. This screen shot and the respective STD-554 must be emailed to the M5 Administrators in order for the correction to be made.
- Agencies must maintain STD-554s according to the Commonwealth's record retention and disposition schedule to support data entered. BVM may request these records for auditing purposes.

ACCESSING M5

1. Open Internet Explorer (IE).
2. Access the M5 internet web-based application by pressing Ctrl on your keyboard and clicking the following link: <https://www.fleetfocusm5.state.pa.us>.
3. You will first be presented with a log in screen.
 - a. **If you are part of the CWOPA network** -- Be sure to place "cwopa\" in front of your user name. Your password will be the same as the password you use to sign on to your computer.



Username:

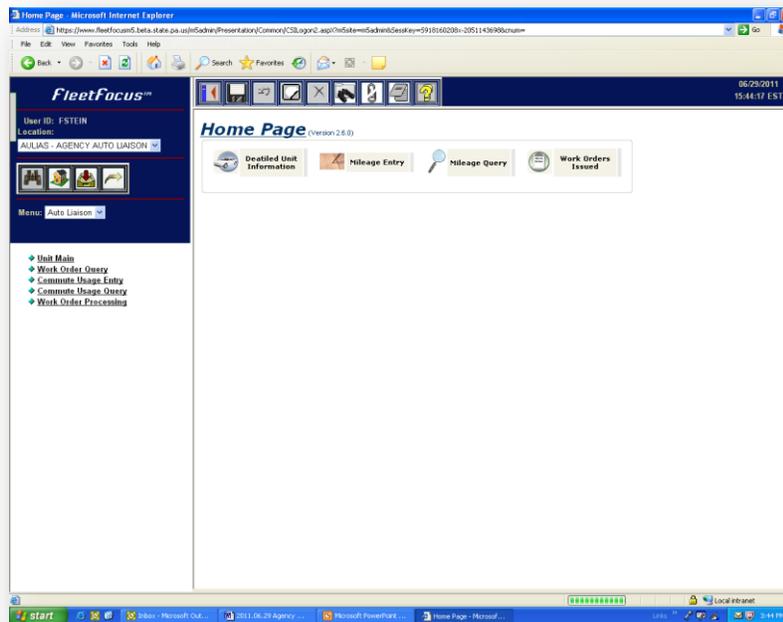
Password:

- b. **If you are not part of the CWOPA network** -- Be sure to place "muser\" in front of your user name. Your password will remain the same as the one you identified when your M5 user account was established.

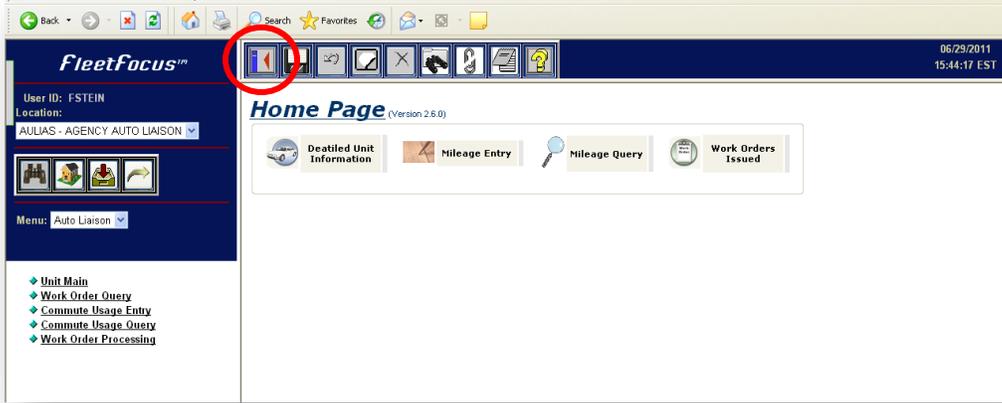
Username:

Password:

4. Internet Explorer will then open the M5 Home Page and your screen will resemble the following:



5. Click on the “Hide Menu” icon on your toolbar, directly above “Home Page”, as shown below. This will maximize your viewing space, hide the left sidebar, and reveal only the Home Page icons needed for data entry.



6. The screen should now resemble the following:

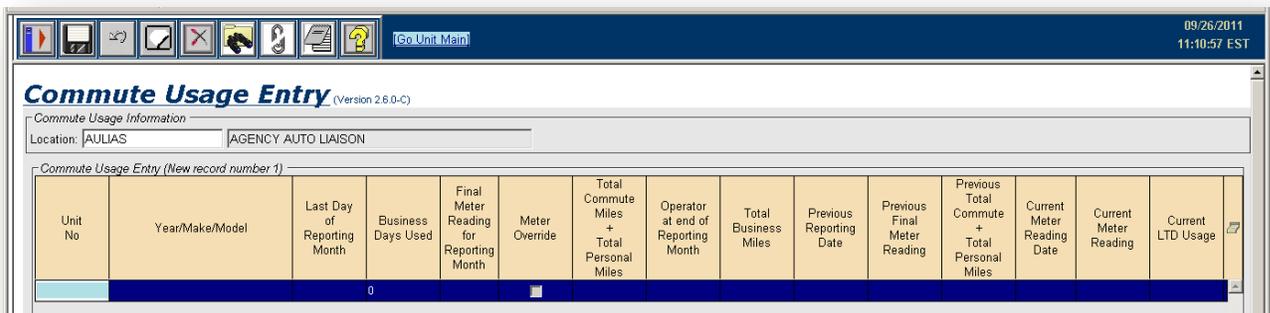


COMMUTE USAGE ENTRY

1. To begin data entry, click on the “Mileage Entry” icon on your “Home Page”, as shown below.



2. This will open the “Commute Usage Entry” screen, as shown below.

A screenshot of the "Commute Usage Entry" screen. The title is "Commute Usage Entry (Version 2.6.0-C)". Below the title, there are two input fields for "Location": "AULIAS" and "AGENCY AUTO LIAISON". A "Go Unit Main" button is visible in the top right. Below the input fields, there is a table with the following columns: Unit No, Year/Make/Model, Last Day of Reporting Month, Business Days Used, Final Meter Reading for Reporting Month, Meter Override, Total Commute Miles + Total Personal Miles, Operator at end of Reporting Month, Total Business Miles, Previous Reporting Date, Previous Final Meter Reading, Previous Total Commute + Total Personal Miles, Current Meter Reading Date, Current Meter Reading, and Current LTD Usage. The table has one row with a value of "0" in the "Business Days Used" column.

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
			0											

This screen is used to enter data from the STD-554 for all passenger vehicles (determined by BVM and confirmed with each agency monthly assigned to your agency). **An entry must be made for every passenger vehicle, for every calendar month and must be supported by a completed STD-554.**

- Click in the blank field directly beneath the “Unit No” column name, as shown below. Users may have to click this field two times to position the cursor for data entry.

The screenshot shows the 'Commute Usage Entry' window with the following data:

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
			0											

- Enter the “Unit No” (as reflected on the STD-554) without dashes as shown below. Next, click the tab key to advance to the “Business Days Used” field as shown.

The screenshot shows the 'Commute Usage Entry' window with the following data:

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007110475	2006 FORD ESCAPE HYBD	07/31/2011				0	TEMP FLEET	106009	06/30/2011	106009	0	08/19/2011	0 109012	109012

Note the following:

- The “Year/Make/Model” field has been automatically populated with the Year, Make, and Model for the unit number entered.
- The “Last Day of Reporting Month” field has been automatically populated as follows:
 - If mileage has already been entered into M5 for this unit, the next month end date (i.e., calendar date) requiring mileage will auto populate.
 - If you just received the unit and no mileage has yet been entered into M5, the last day of the previous month will auto populate.

- c. The “Operator at end of Reporting Month” will show the data that is currently populated into M5. If the operator is not correct, do the following:
 - i. If you have not reported this change in operator to BVM, please complete a GSVM-88 (Vehicle Inventory Change Report form).
 - ii. If you have previously submitted a GSVM-88 and the change has not yet been made to M5, please email a copy of the GSVM-88 to the M5 Administrators. We will expedite this change for you so that you can enter your mileage.
 - d. “Total Business Miles” initially displays the business miles as of your last month’s data. Once you have entered this month’s information and saved the record, the “Total Business Miles” will auto calculate and should reflect the current month’s total. If after saving the record, this total does not match the current STD-554, please check the STD-554 for accuracy. If you are unable to resolve the discrepancy, please report this issue as an error to the M5 Administrators.
 - e. The “Current Meter Reading Date” field has been automatically populated with the date of the most recent odometer reading in M5 (Voyager fuel entry, service work order, etc.).
 - f. The “Current Meter Reading” field has been automatically populated with the most recent odometer reading in M5 (Voyager fuel entry, service work order, etc.).
 - g. The “Current LTD Usage” field has been automatically populated with the life-to-date usage. The “Current Meter” and “Current LTD Usage” may or may not be the same.
5. Verify that the “Last Day of Reporting Month” accurately reflects the last calendar day of the month for which you are entering data. If you need to change the date, place your cursor in this field and enter the correct calendar-end date.

Mileage must be entered in consecutive monthly order. Do not skip a month. **Please note that if you skip a month, we will need to delete any future date mileage entries so that you can enter the skipped month’s data. You will also need to re-enter the deleted month’s mileage as well.**

The screenshot shows the 'Commute Usage Entry' application window. At the top, there is a title bar with the date '09/27/2011' and time '14:04:47 EST'. Below the title bar, the application title is 'Commute Usage Entry (Version 2.6.0-C)'. The main window contains a form with the following fields: 'Location: AULIAS' and 'AGENCY AUTO LIAISON'. Below these fields is a table titled 'Commute Usage Entry (New record number 1)'. The table has 14 columns: Unit No, Year/Make/Model, Last Day of Reporting Month, Business Days Used, Final Meter Reading for Reporting Month, Meter Override, Total Commute Miles + Total Personal Miles, Operator at end of Reporting Month, Total Business Miles, Previous Reporting Date, Previous Final Meter Reading, Previous Total Commute + Total Personal Miles, Current Meter Reading Date, Current Meter Reading, and Current LTD Usage. The first row of data is highlighted in blue and contains the following values: 007110475, 2006 FORD ESCAPE HYBD, 07/31/2011, 0, 0, 0, TEMP FLEET, 106009, 06/30/2011, 106009, 0, 08/19/2011, 0, 109012, 109012.

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007110475	2006 FORD ESCAPE HYBD	07/31/2011	0	0	0	TEMP FLEET	106009	06/30/2011	106009	0	08/19/2011	0	109012	109012
			0											

- Next you will need to enter the “Business Days Used”. This field initially populates with a “0”. Enter the number of “business days” (i.e., do not include commute only or personal days). Then tab to the next field.

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007110475	2006 FORD ESCAPE HYBD	07/31/2011	0	10	<input type="checkbox"/>	0	TEMP FLEET	106009	06/30/2011	106009	0	08/19/2011	0	109012

If you left a zero in the “Business Days Used” field, you will receive this confirmation action dialog screen once you attempt to save the record. By selecting “Yes”, the system will proceed in saving your record. By selecting “No”, you will be returned to the Commute Usage Entry screen to modify the record.

- In the “Final Meter Reading for Reporting Month” field, enter the last odometer reading for the month as recorded on the STD-554. **Please ensure the number entered in the “Final Meter Reading for Reporting Month” field represents the final odometer reading as recorded on the STD-554.** Next, click the tab key to advance to “Total Commute Miles + Total Personal Miles”, as shown below.

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007110475	2006 FORD ESCAPE HYBD	07/31/2011	15	10	<input type="checkbox"/>	0	TEMP FLEET	106009	06/30/2011	106009	0	08/19/2011	0	109012

- In this field, enter the **total number of miles the vehicle was used for commuting purposes** as indicated on the STD-554. Enter zero (0) if there is no commute usage.

Note: For those employees who are allowed to log personal miles as part of their executive compensation package and are taxed accordingly, the Automotive Liaison or agency user must add the total commute and personal miles and enter the sum in the “Total Commute Miles + Total Personal Miles” field.

Commute Usage Entry (Version 2.6.0-C)

Location: AULIAS AGENCY AUTO LIAISON

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007110475	2006 FORD ESCAPE HYBD	07/31/2011	15	107956	<input type="checkbox"/>	75	TEMP FLEET	106009	06/30/2011	106009	0	08/19/2011	109012	109012
			0		<input type="checkbox"/>									

- Click the tab key to advance to the next row as shown below.

Commute Usage Entry (Version 2.6.0-C)

Location: AULIAS AGENCY AUTO LIAISON

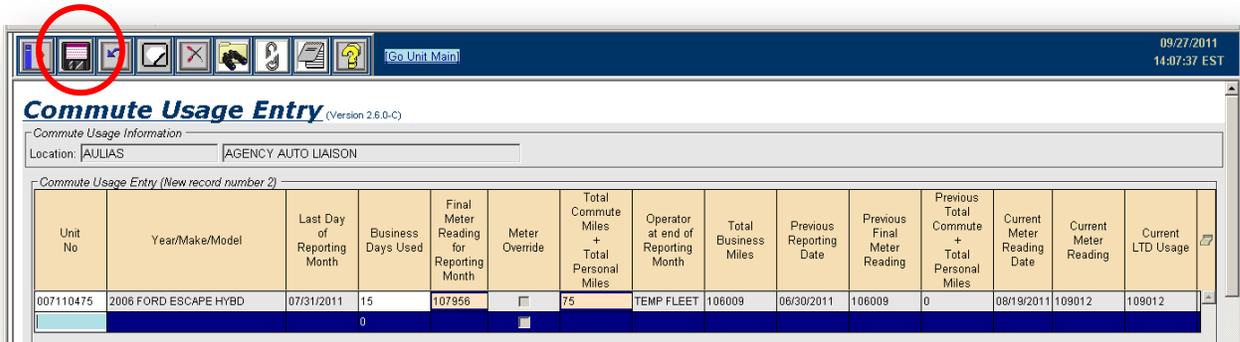
Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007110475	2006 FORD ESCAPE HYBD	07/31/2011	15	107956	<input type="checkbox"/>	75	TEMP FLEET	106009	06/30/2011	106009	0	08/19/2011	109012	109012
			0		<input type="checkbox"/>									

At this point, please review the entire row for accuracy. If corrections are required, make them now. Click in the field to be corrected and re-enter the information.

Once a row is saved, you cannot make corrections. If you need assistance, please contact the M5 Administrators before you save the entry.

Please note that the “Total Business Miles” does not update until after you have saved the record.

10. Once all data entered has been reviewed for accuracy and corrected if necessary, users are ready to save the entry. Click on the “Save” icon on the menu bar, as shown below.

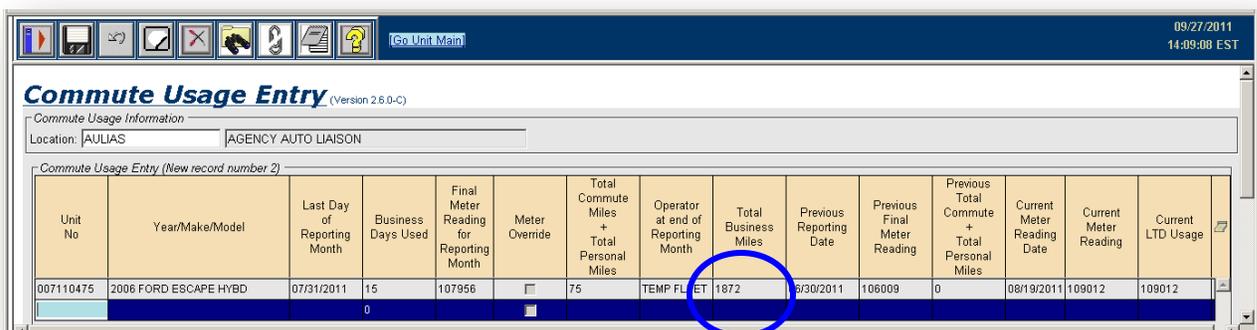


Users will see a brief lightening bolt over the “Save” icon on the menu bar as the record is being saved. BVM recommends that users enter their monthly mileage data one record at a time and save after entering each record.

If no error message appears, the record has been saved. **Should an error message appear, take a screen shot of the error message and contact the M5 Administrators for assistance.** Please make sure your screen shot also captures the unit number so that the M5 Administrators can trouble shoot the error.

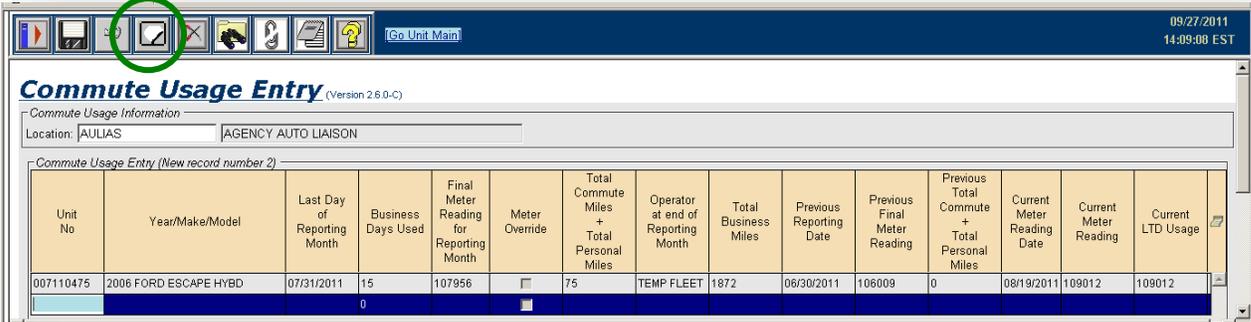
Please make sure to keep all STD-554s on file at your respective agency should an audit be conducted. You will need these records in order to justify keeping any vehicle that does not meet the minimum usage standards (measured over a six-month period).

After the record has been saved successfully, the “Total Business Miles” column is automatically populated, as shown below.

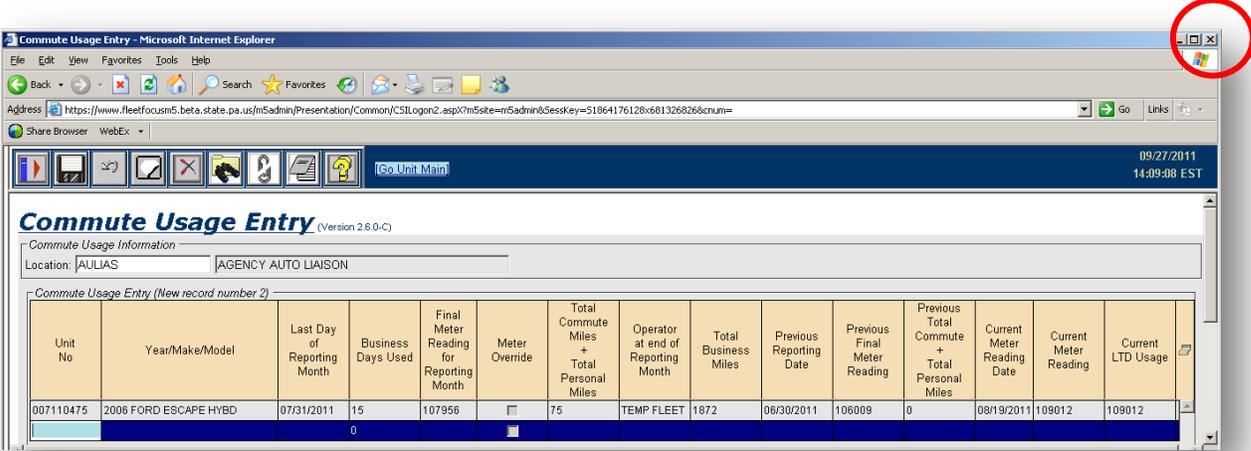


The number in the “Total Business Miles” field should match the total business mileage recorded on the STD-554 for the month reported. If the numbers do not match, contact the M5 Administrators for assistance.

11. To continue data entry for additional passenger vehicles click the windshield wiper icon on the menu bar as shown below. A blank screen will appear for a new entry.



12. To exit and end the M5 session, click the “X” in the upper right hand corner, as shown below.



The message below will appear to confirm the M5 session was terminated and that the user has been logged out.



Querying M5 for Commute Usage Entry

To verify the mileage entry for a given unit and/or given month, you can query M5 through the “Mileage Query” icon listed on your homepage. To open, double-clicking on the icon.



You should now be on a screen like the one shown below:

A screenshot of the "Commute Usage Query (Version 2.6.0-C)" screen. The top right corner shows the date "03/13/2012" and time "11:59:53 EST". Below the title bar is a "List of values" button. The main area is titled "Selection Criteria" and contains several input fields: "Unit Number", "Operator", "Location", "Start Date", and "End Date". Below these fields are "Clear" and "Retrieve" buttons. At the bottom, there is a table titled "Commute Usage History (Loaded 0 records)". The table has the following columns: Unit Number, Effective Date, Business Days Used, Location, Operator, Meter, Commute Usage, Business Usage, LTD Usage, Date Entered/Modified, and User. The table is currently empty.

Unit Number	Effective Date	Business Days Used	Location	Operator	Meter	Commute Usage	Business Usage	LTD Usage	Date Entered/Modified	User

At a minimum, you must enter the “unit #”. If you’d like to filter to a certain “operator”, “location” and “period”, also enter criteria into those fields.

Then click on the “Retrieve” button.

If you only enter the unit #, you will see all commute usage data entered into M5 against that unit #.

Below is a sample of the commute usage query placed against unit #007110500. Each field is described below.

Commute Usage Query (Version 2.6.0-C)

Selection Criteria

Unit Number: 007110500 2007 FORD EXPLORER

Operator: _____

Location: _____

Start Date: _____

End Date: _____

Clear Retrieve

LTD (Life-to-Date) Usage is not relevant to commute usage entry.

Commute Usage History (Loaded 6 records)

Unit Number	Effective Date	Business Days Used	Location	Operator	Meter	Commute Usage	Business Usage	LTD Usage	Date Entered/Modified	User
007110500	01/31/2012	0	VMCR01	COURTESY CAR	121013	0	318	121013	02/24/2012	AMARROCC
007110500	12/31/2011	16	AULIAS	STALNECKER MICHA	120695	0	1549	120695	01/09/2012	LMACINTY
007110500	11/30/2011	0	VMCR01	UNASSIGNED DRIVE	119146	0	3006	119146	12/15/2011	AMARROCC
007110500	10/31/2011	0	VMCR01	UNASSIGNED DRIVE	116140	0	978	116140	12/15/2011	AMARROCC
007110500	09/30/2011	0	VMCR01	COURTESY CAR	115162	0	0	115162	12/15/2011	AMARROCC
007110500	08/31/2011	0	VMCR01	COURTESY CAR	115162	0	115162	115162	11/16/2011	AMARROCC

Month-end date for the mileage being input.

The location for the end-user inputting the data.

Ending odometer reading input by the end user.

Number of business miles calculated by M5 for the month.

End-user that inputted the data.

Number of business days used reported for that month.

The operator actively assigned to M5 at the time of entry. If this is incorrect, submit a GSMV-88 to BVM to update the operator information.

Number of commute & personal miles recorded for the month.

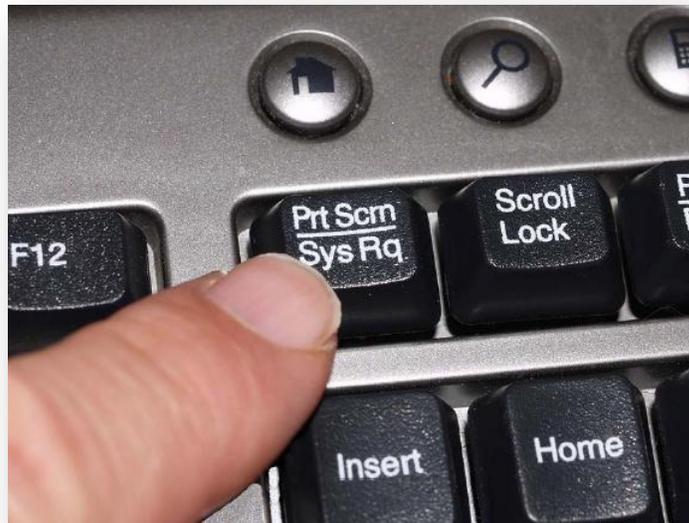
Date the commute usage data was entered into M5.

ERROR REPORTING AND ASSISTANCE WITH M5

Errors must be reported to the M5 Division for resolution. When encountering errors, please email a screenshot of the error and a copy of the STD-554 to “GS, M5 Resource” account at RA-m5administrators@pa.gov.

To create a screenshot, complete the following steps:

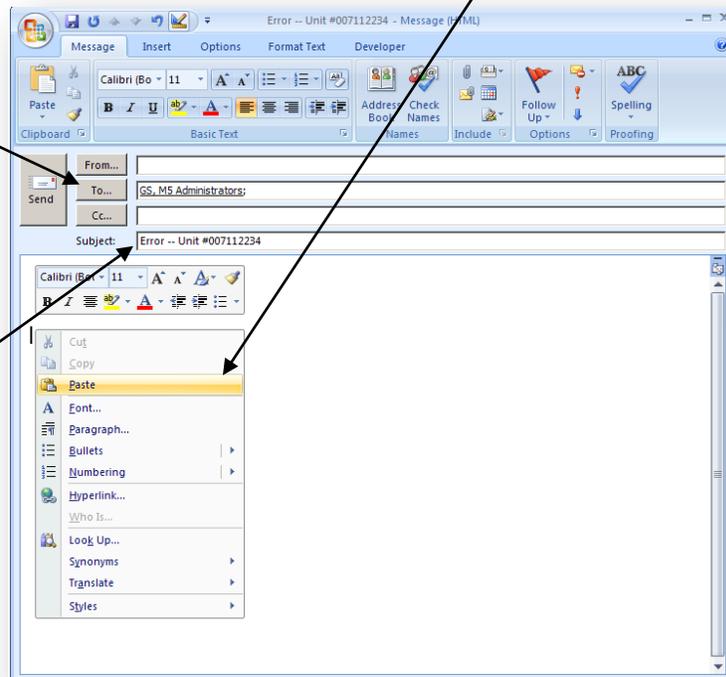
1. Make sure the error message is displayed on your monitor. Position this error message so that we can also see what you have attempted to enter into the “Commute Usage Screen” for the unit causing the error.
2. On your keyboard, click on the “Print Screen” button (typically found in the top row towards the right-hand side of your keyboard. By clicking on the Print Screen button, you have basically taken a picture of the information displayed on your monitor.



3. Now go to Outlook and open a new email message. With your cursor positioned in the body of the email, right click and select “Paste” from the drop down menu. The image of your error message should now appear in the body of your email.

Be sure to send the message to “GS, M5 Administrators” at RA-m5administrators@pa.gov

It is also extremely helpful if you include the unit # in your Subject line.



Please note that errors must be documented via email in order for the M5 Division to research and make any necessary corrections. However, if you need to talk to someone about an issue you are experiencing, please give one of us a call at the following:

[Audrey Marrocco](#)
717-346-3344

[Nyla Collins](#)
717-705-8583

[Danielle Gibson](#)
717-346-3821