



pennsylvania

DEPARTMENT OF GENERAL SERVICES

Bureau of Vehicle Management

Agency FleetFocus M5 Instructions
COMMUTE USAGE ENTRY
Monthly Mileage Usage



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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.

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

ENTERING MONTHLY MILEAGE USAGE

1. Vehicle Operators record monthly mileage on the STD-554 Monthly Automotive Activity Report (STD-554). Click on the following link to access the most recent on-line versions of the STD-554: <http://www.dgs.pa.gov/State%20Government/Vehicle-Management/Policies-Manuals-and-Forms/Pages/default.aspx>
2. Automotive Liaisons or designated M5 agency users (users) enter the STD-554 data into M5. BVM requires users to enter monthly mileage for all Commonwealth passenger vehicles into the Commute Usage Entry screen **no later than the designated day of the following month.**

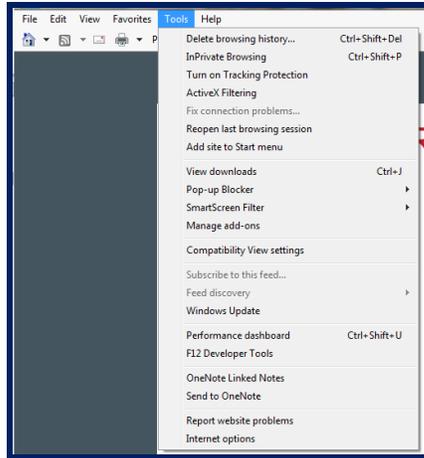
TYPES OF AGENCY USERS

- CWOPA and Non-CWOPA Users
 - There will no longer be a distinction between CWOPA and Non-CWOPA users.
 - Single Sign-On feature will no longer be used.
 - User names will remain as they currently are WITHOUT user CWOPA or MUSER.
 - Each User will be given a temporary password for the initial log in. Users will then be forced to change their password.
 - Passwords will be maintained by the M5 Administration team.

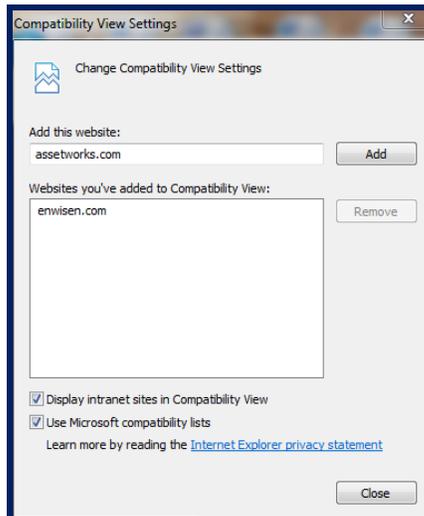
IT REQUIREMENTS

Have your agency IT organization verify the following PC settings for each user's PC using Internet Explorer (IE) 11 Browser prior to accessing M5:

- Compatibility View must be REMOVED for the software to display and function correctly.
 - To remove Compatibility View:
 - Click "Tools" on the IE menu as shown below and a drop-down menu will appear:

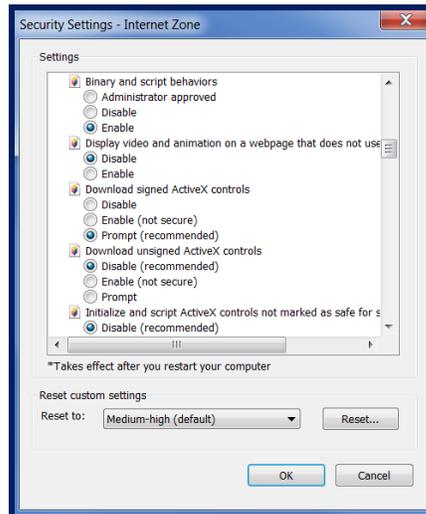
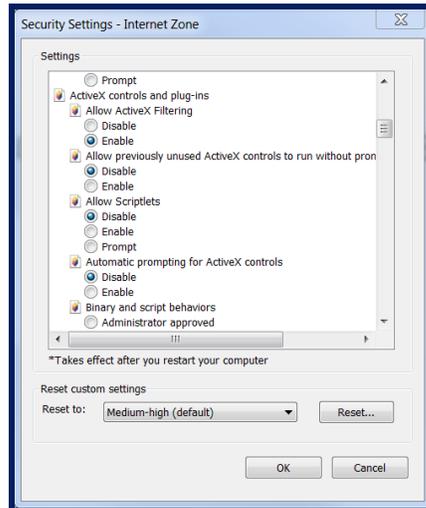


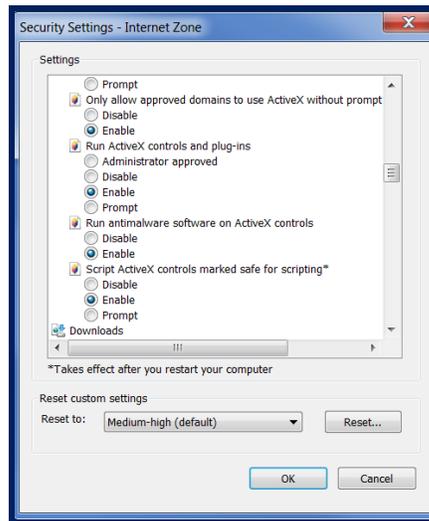
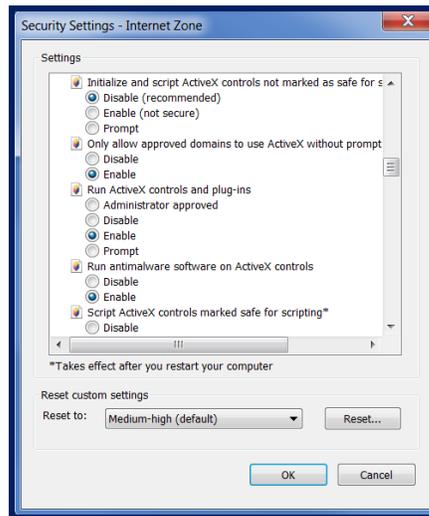
- Now choose "Compatibility View Settings" and the following Compatibility View Settings box will display:



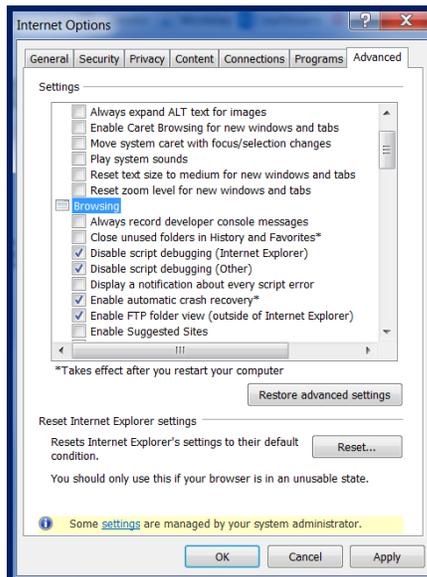
- Make sure the webpage is NOT included in the "Websites you've added to Compatibility View" section.
 - M5 will no longer support Active X and should be turned off, as well as Script Debugging.

- Setting Active X controls:
 - Click “Tools”
 - Click “Internet Options”
 - Click the “Security” tab
 - Click “Custom Level”
 - Your Active X controls should be set like the following screen shots:

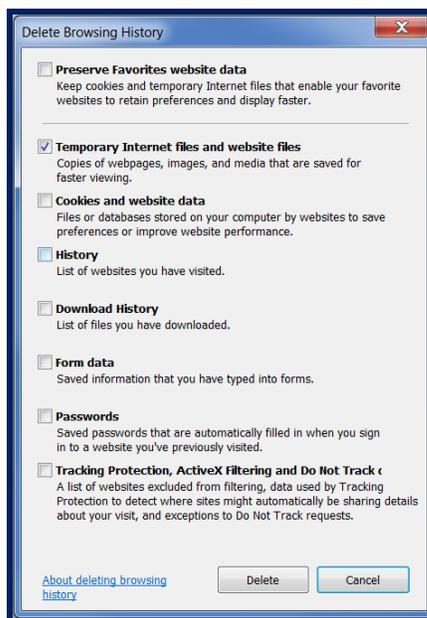




- Removing Script Debugging Active X controls:
 - Click “Tools”
 - Click “Internet Options”
 - Click the “Advanced” tab
 - Check the boxes under “Browsing” like the following screen shots:



- If you experience an error, refresh your frame, clear your cache, and attempt your action again
- Clearing you cache
 - Click “Tools”
 - Click “Internet Options”
 - Click the “Delete” button
 - Your setting must be exactly as they appear in the below screen shot:



- The Preserve Favorites option must be UNCHECKED
- The Temporary Internet Files must BE checked
- Any of the other settings in these options are inconsequential when it comes to clearing the cache and preventing errors

- If you have had to adjust any of your settings to align with this guide, please close ALL BROWSER WINDOWS and restart it

THINGS TO REMEMBER

- All entries **must** be supported with an STD-554.
- Entries **must** be entered in **chronological** order by month.
- Data **must** be entered for every Commonwealth passenger vehicle, (determined by BVM and confirmed with each agency quarterly), for every month, whether or not the vehicle was used.
- 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.
- 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.

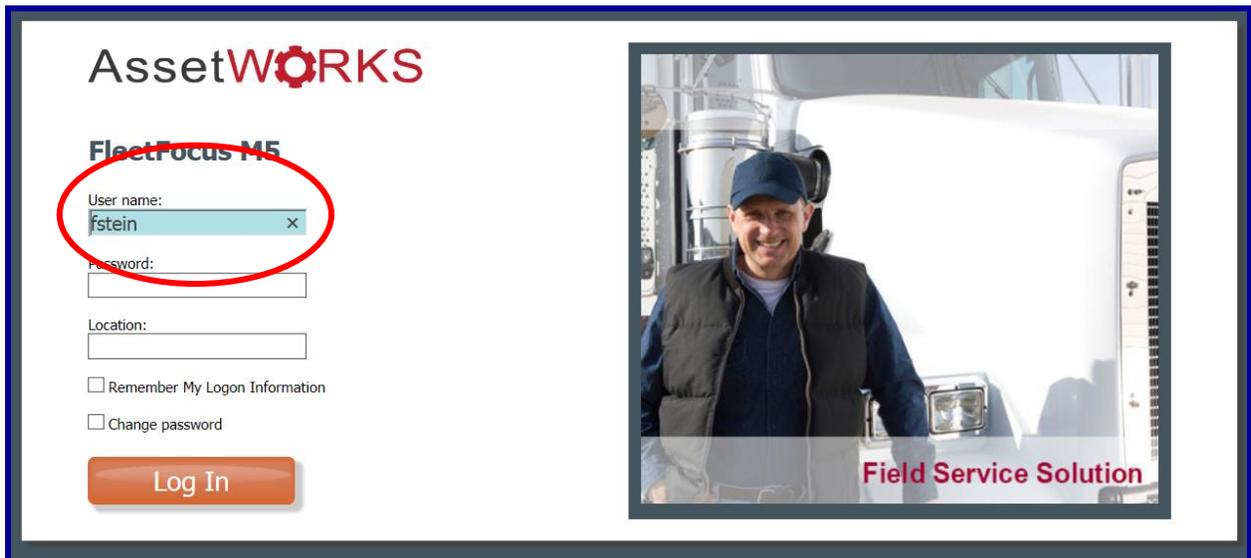
ACCESSING M5

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://fleetfocus.assetworks.com/m5web/pa_prod.asp.

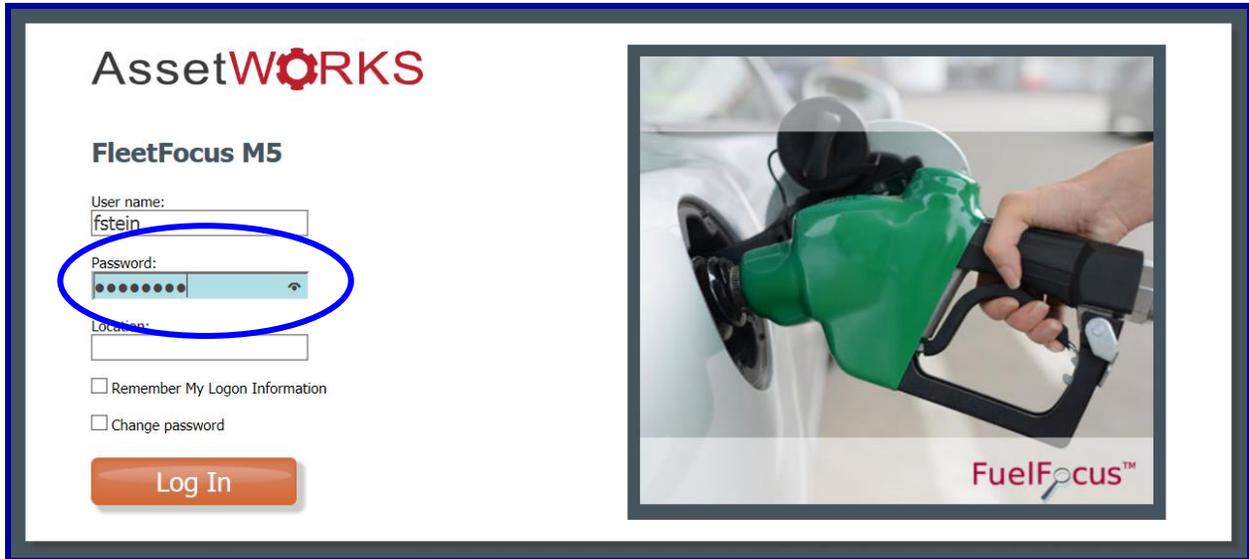
Internet Explorer will open the “AssetWorks FleetFocus M5” Log In page and your screen will resemble the following:



3. Enter your “User Name” as shown below with red circle and your screen should resemble the following:



4. Enter your password provided by the M5 Administration team, as shown below with blue circle:



AssetWORKS

FleetFocus M5

User name:
fstein

Password:
●●●●●●●●

Location:

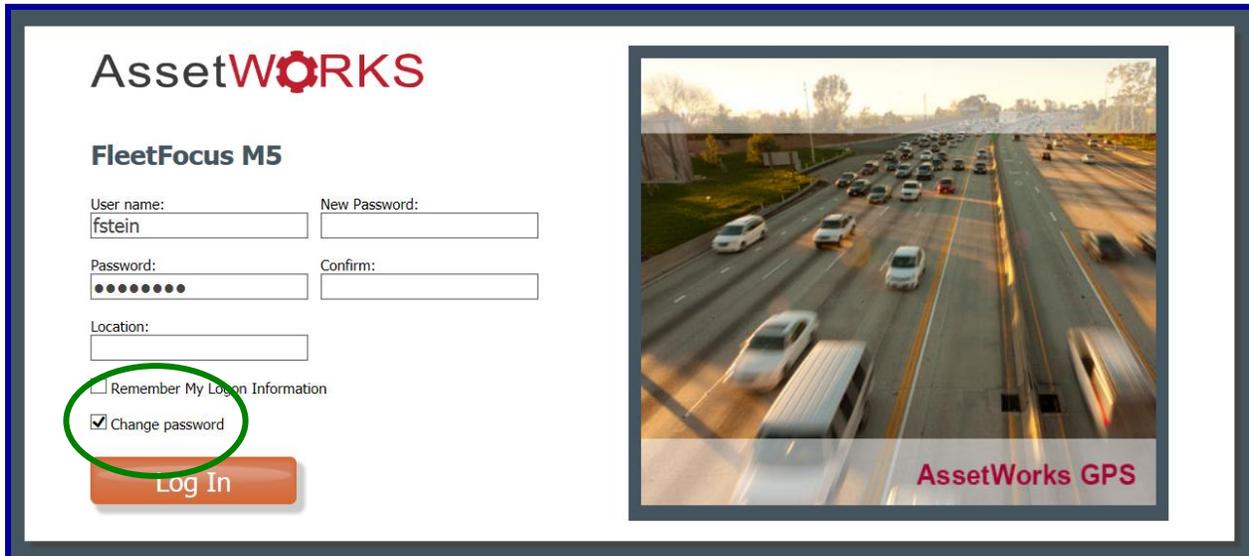
Remember My Logon Information

Change password

Log In



5. Next, IF required to change your password, click in the box to the left of Change Password, as shown below with green circle:



AssetWORKS

FleetFocus M5

User name: fstein

New Password: _____

Password: ●●●●●●●●

Confirm: _____

Location: _____

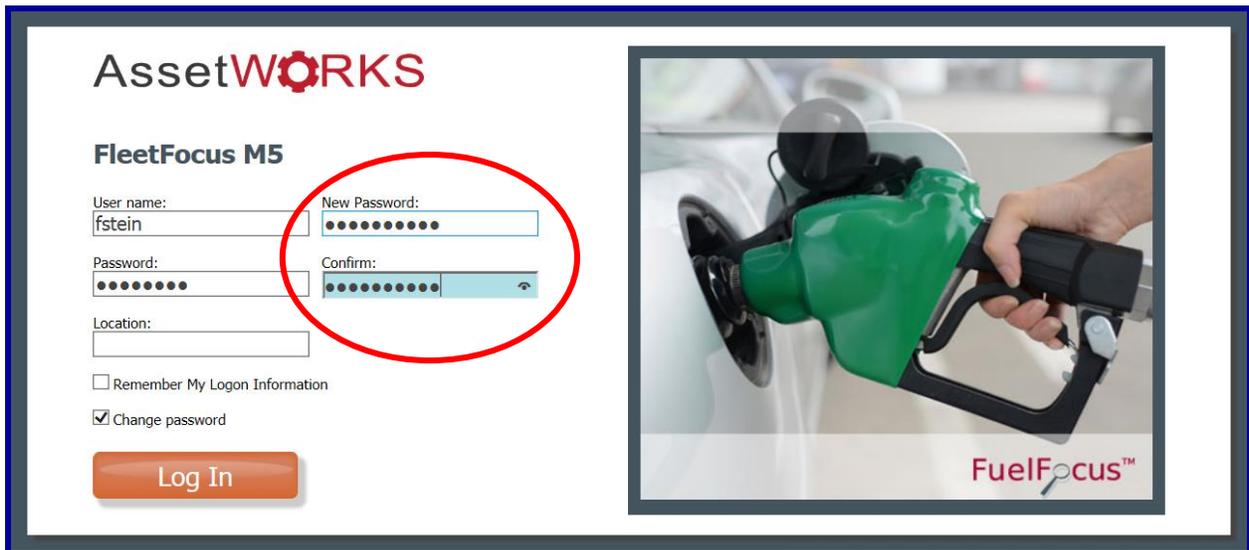
Remember My Logon Information

Change password

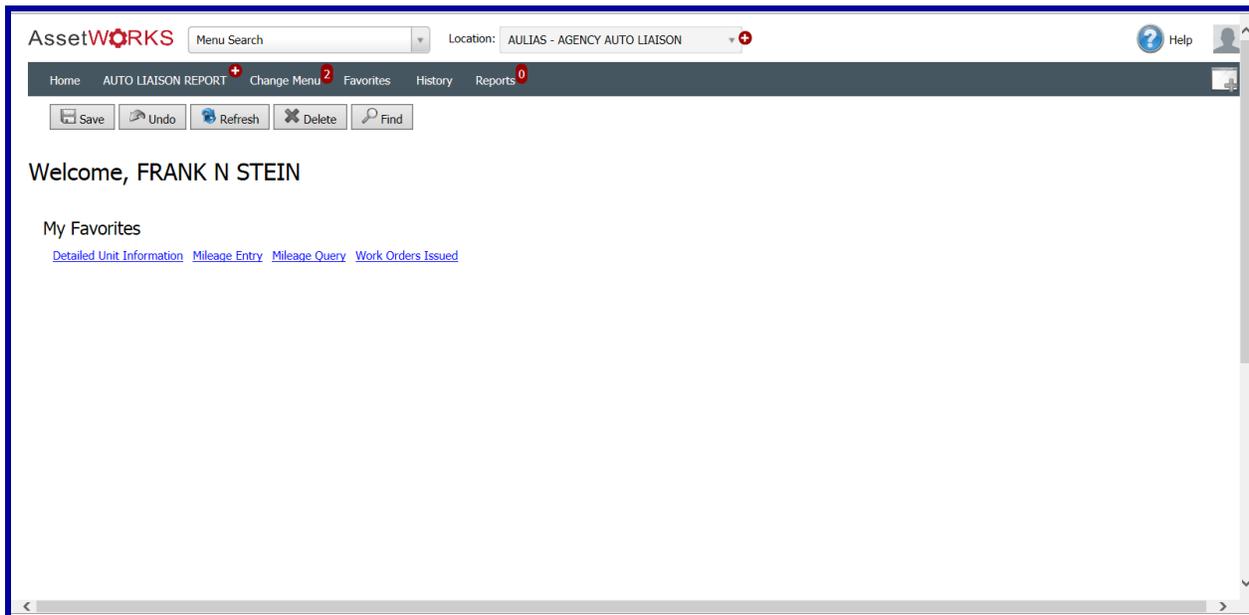
Log In



6. Now, enter a New Password then Confirm the new password, as shown with red circle, and your screen should now resemble the one on the following page:



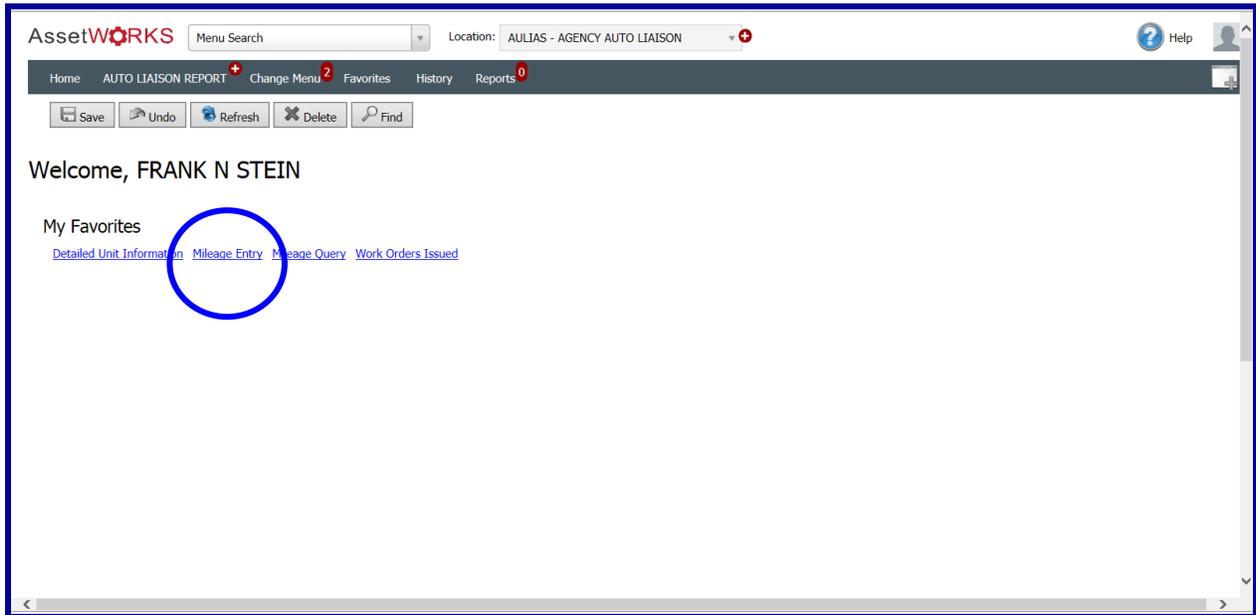
7. Click the Log In button OR press Enter on your keyboard and you should now be logged into your home page of the M5 application. Your screen should resemble the following:



8. The look of your home page has change but the functionality remains the same.

COMMUTE USAGE ENTRY

1. To begin data entry, click on the “Mileage Entry” hyperlink on your “Home Page”, as shown below with blue circle:



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

The screenshot shows the 'Commuter Usage Entry' screen. It features a 'Commuter Usage Information' section with a 'Location' dropdown set to 'AGENCY AUTO LIAISON'. Below this is a table for entering data. The table has 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, and Current Meter Reading. The first row of the table is highlighted in light blue and contains the value '0' in the 'Business Days Used' column and a checkbox in the 'Meter Override' 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
			0		<input type="checkbox"/>								

This screen is used to enter data from the STD-554 for every passenger vehicle (determined by BVM and confirmed with each agency quarterly) 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 with green circle. Users may have to click this field again to position the cursor for data entry.

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home AUTO LIAISON REPORT Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Commute Usage Entry

Commute Usage Information
Location: AULIAS AGENCY AUTO LIAISON

Commute Usage Entry (New record number 1)

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
			0		<input type="checkbox"/>								

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

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home Auto Liaison Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Commute Usage Entry

Commute Usage Information
Location: AULIAS AGENCY AUTO LIAISON

Commute Usage Entry (New record number 1)

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	0		<input type="checkbox"/>	0	POOL TOMLIN	627	02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

Note the following:

- The “Last Day of Reporting Month” is automatically populated with the monthly entry that is due. ***IF*** the date populated is NOT the date you are reporting on, contact the GS, M5 Administrator immediately for resolution and further instructions.
- The “Year/Make/Model” field has been automatically populated with the Year, Make, and Model for the unit number entered. Double-check to ensure information in the “Year/Make/Model” field matches the unit.

- c The “Last Day of Reporting Month” field has been automatically populated with the current date.
 - d The “Operator at end of Reporting Month” (based on your “Last Day of Reporting Month”) is now displayed. **This may or may not match the Operator or Dispatcher name recorded on the STD-554.**
 - e The “Current Meter Reading Date” field has been automatically populated with the date of the most recent odometer reading in M5 (fuel entry, service work order, etc.).
 - f The “Current Meter Reading” field has been automatically populated with the most recent odometer reading in M5 (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. Enter the number of “Business Days Used” in the field directly below “Business Days Used” column, as shown below with blue circle.

The screenshot shows the AssetWORKS interface for 'Commute Usage Entry'. The location is set to 'AULIAS - AGENCY AUTO LIAISON'. Below the header, there are navigation buttons: Save, Undo, Refresh, Delete, and Find. The main form area is titled 'Commute Usage Entry (New record number 1)'. It contains 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, and Current Meter Reading. The first row of data shows: Unit No: 053017649, Year/Make/Model: 2005 CHEVROLET COLORADO, Last Day of Reporting Month: 03/31/2016, Business Days Used: 17 (circled in blue), Final Meter Reading for Reporting Month: 0, Meter Override: , Total Commute Miles + Total Personal Miles: 0, Operator at end of Reporting Month: POOL TOMLIN, Total Business Miles: 627, Previous Reporting Date: 02/29/2016, Previous Final Meter Reading: 73025, Previous Total Commute + Total Personal Miles: 0, Current Meter Reading Date: 02/29/2016, Current Meter Reading: 73025.

6. Next, click the tab key to advance to the “Final Meter Reading for Reporting Month” field as shown on the following page with green circle:

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home Auto Liaison Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Commute Usage Entry

Commute Usage Information
Location: AULIAS AGENCY AUTO LIAISON

Commute Usage Entry (New record number 1)

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17		<input type="checkbox"/>	0	POOL TOMLIN;627		02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

7. 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.** Your screen should resemble the one below:

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home Auto Liaison Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Commute Usage Entry

Commute Usage Information
Location: AULIAS AGENCY AUTO LIAISON

Commute Usage Entry (New record number 1)

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17	73583	<input type="checkbox"/>	0	POOL TOMLIN;627		02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

8. Now, click the tab key to advance to “Total Commute Miles + Total Personal Miles”, as shown on the following page with red circle:

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home Auto Liaison Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Commute Usage Entry

Commute Usage Information
Location: AULIAS AGENCY AUTO LIAISON

Commute Usage Entry (New record number 1)

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17	73583	<input type="checkbox"/>	0	POOL TOMLIN	627	02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

9. In this field, enter the **total number of miles the vehicle was used for commuting and/or personal purposes** as indicated on the STD-554. Enter zero (0) if there is no commute usage. Your screen should now resemble the one below:

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.

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home Auto Liaison Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Commute Usage Entry

Commute Usage Entry (New record number 1)

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17	73583	<input type="checkbox"/>	0	POOL TOMLIN	627	02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

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

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home Auto Liaison Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Commute Usage Entry (New record number 2)

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17	73583	<input type="checkbox"/>	0	POOL TOMLIN	627	02/29/2016	73025	0	02/29/2016	73025
			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, users cannot make corrections. If you need assistance, please contact the M5 Administrator before you save the entry.

11. Once all entries have been reviewed for accuracy and corrected when necessary, users are ready to save the entry. Click on the “Save” button, as shown below with blue circle:

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home Auto Liaison Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

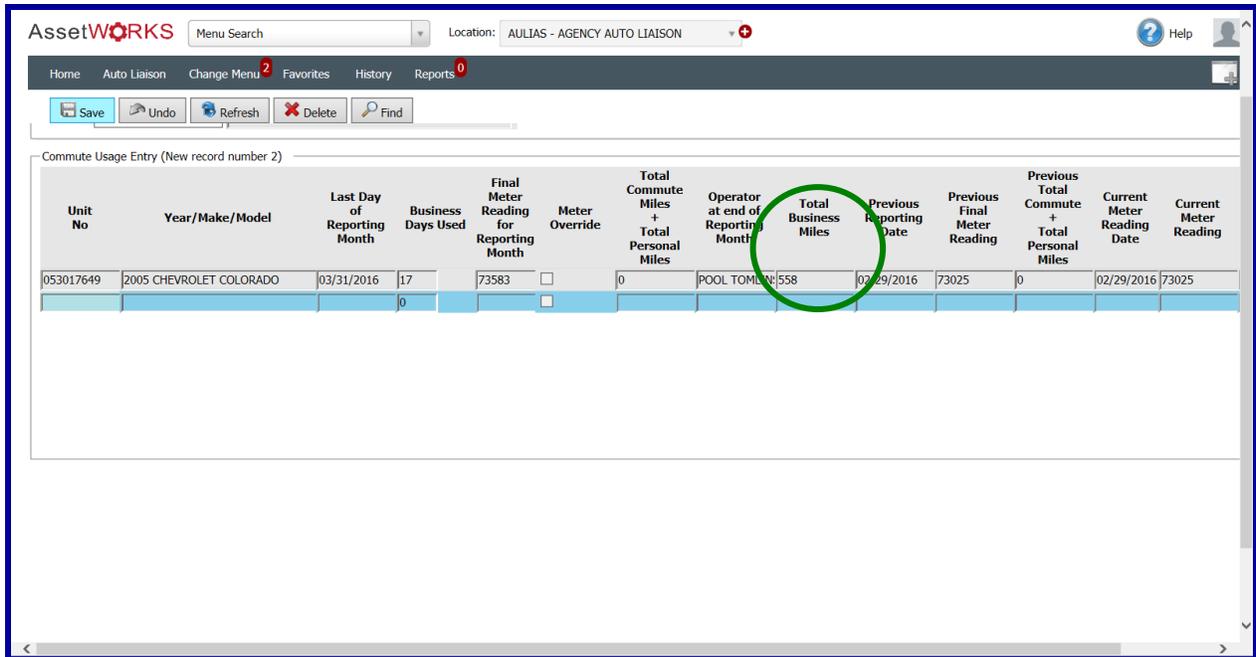
Commute Usage Entry (New record number 2)

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17	73583	<input type="checkbox"/>	0	POOL TOMLIN	627	02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

Users will see a brief graying out of their screen and a graphic of turning gears while the record is being saved. The line item will be grayed out once the save was successful. If the save is

not successful, you will receive an error message at the top of your screen. **Should an error message appear, take a screen shot, and contact the M5 Administrator for assistance and further direction.**

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

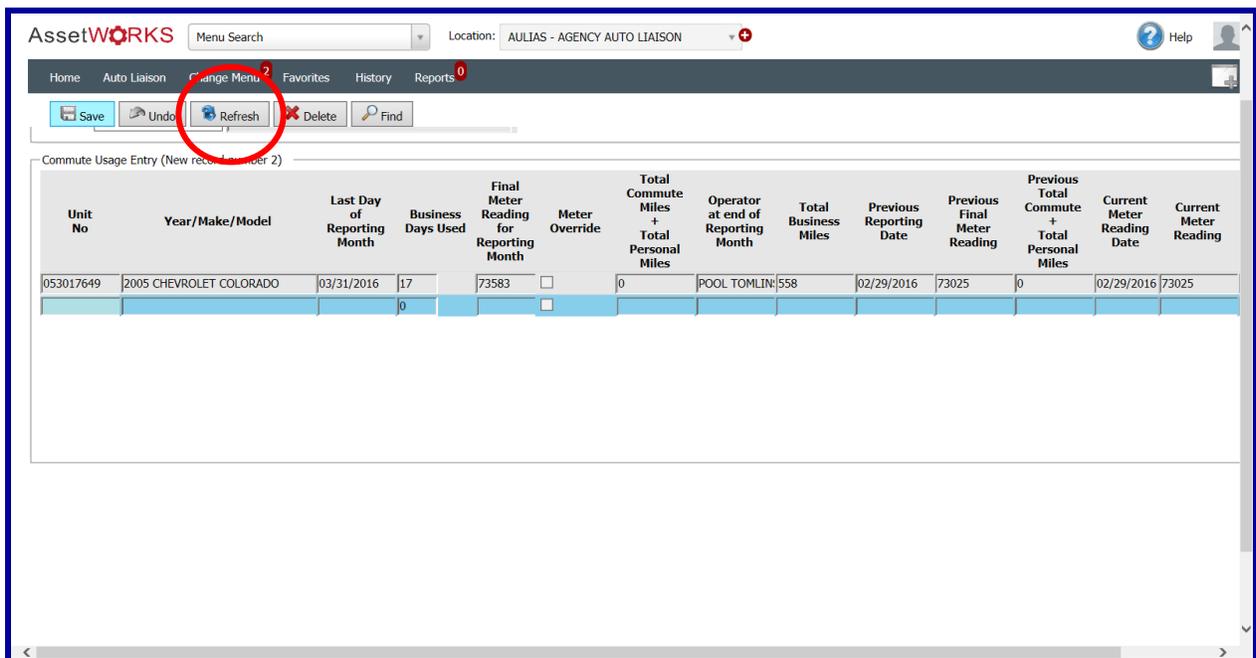


The screenshot shows the AssetWORKS interface for a Commute Usage Entry. The table below contains the data for the entry:

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17	73583	<input type="checkbox"/>	0	POOL TOMLIN	558	02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

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 Administrator for assistance and direction.

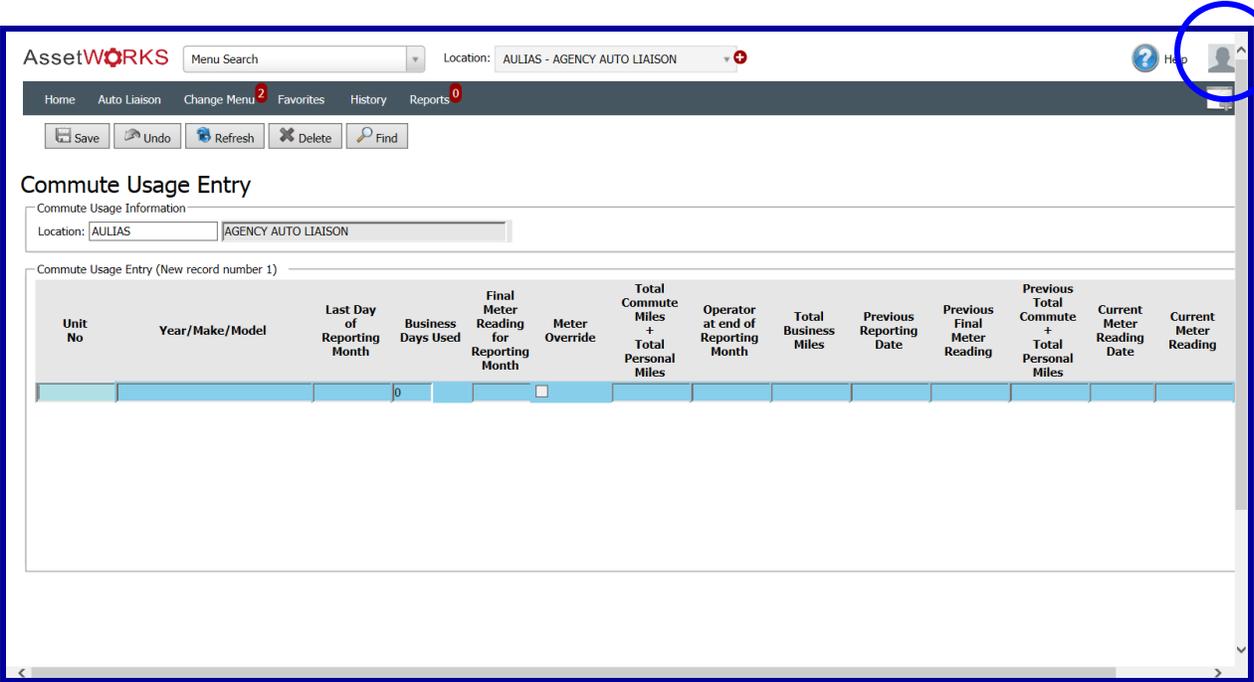
12. To continue data entry for additional passenger vehicles click the “Refresh” icon, as shown below with red circle: A blank screen will appear for a new entry.



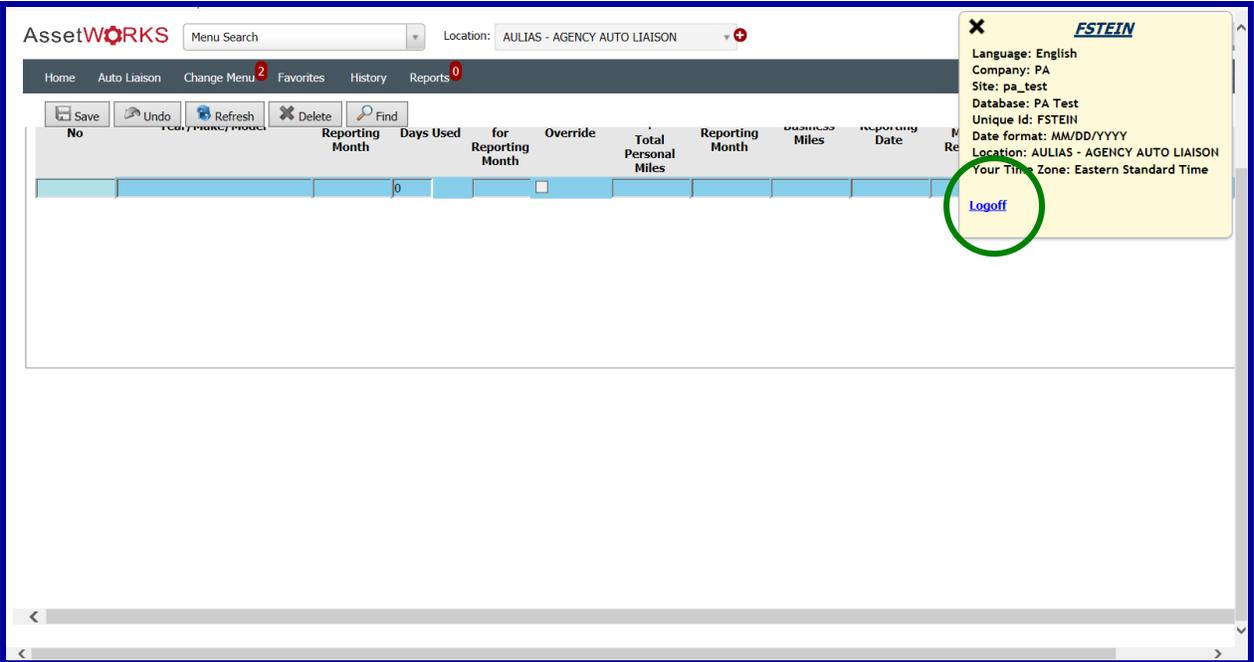
The screenshot shows the same AssetWORKS interface as above, but with the 'Refresh' button in the top toolbar circled in red. The table data remains the same as in the previous screenshot.

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
053017649	2005 CHEVROLET COLORADO	03/31/2016	17	73583	<input type="checkbox"/>	0	POOL TOMLIN	558	02/29/2016	73025	0	02/29/2016	73025
			0		<input type="checkbox"/>								

13. To exit and end the M5 session, click the “silhouette” in the upper right hand corner, as shown below with blue circle:



14. You will now receive a drop-down menu, as shown below. Click “Logoff” as shown below with green circle:



Once you have successfully logged out of the M5 application, you will be returned to the FleetFocus M5 Log In screen, as shown one the following page:

AssetWORKS

FleetFocus M5

User name:

Password:

Location:

Remember My Logon Information

Change password

Log In



ASSISTANCE WITH M5:

Contact the M5 Administrators:

Nyla Collins
717-705-8583
ncollins@pa.gov

Danielle Gibson
717-346-3821
dgibson@pa.gov

Please send a screen shot of any error messages to the
M5 Administrators resource account at the following address:

RA-m5administrators@pa.gov