

# FleetFocus M5

## END USER ENHANCEMENTS v16

M5 Administration  
February 24, 2017

# Enhancements

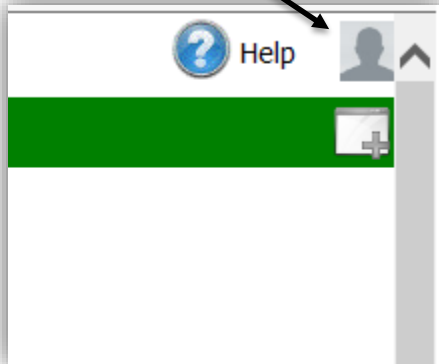
- There have been some changes made to the FleetFocus M5 application.
  - You will be able to edit your user profile.
  - Buttons have been added to the LOVs enabling you to easily copy information, export to Excel, and print.
  - You will also be able to select the number of rows displayed, and easily jump to the first or last record.
  - When searching, there is now an auto complete feature on LOVs.
  - A new barcode size is available for the Barcode Writer.

# ▶ Edit User Profile/Homepage

- You can now personalize M5 with the new 'Edit User Profile' feature in v16.
- To utilize this function and customize your profile settings, point your cursor over the gray user silhouette in the top right corner next to the 'Help' button and click the 'Edit User Profile' option.

# Edit User Profile/Homepage

Point your cursor over the user silhouette to access the link to edit your user profile.



✕ *DGIBSON*

Language: English  
Company: PA  
Site: pa\_test  
Database: PA Test  
Unique Id: DGIBSON  
Date format: MM/DD/YYYY  
Location: VMCR01 - 01 CUSTOMER SERVICE REPRESENTATIVE  
Your Time Zone: Eastern Standard Time  
Browser: Internet Explorer

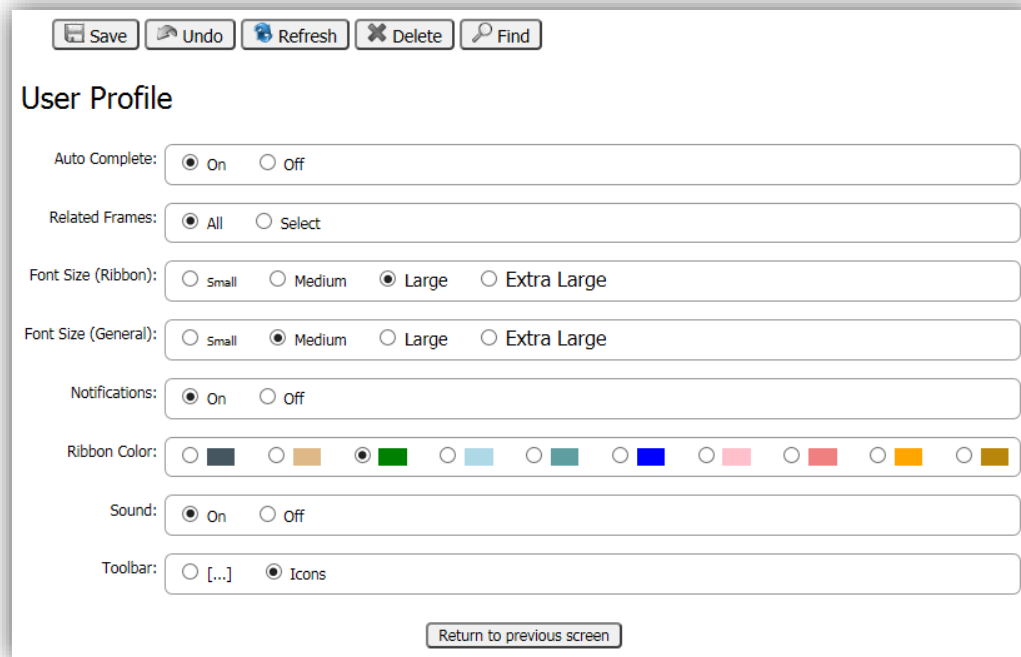
[Change Password](#)

[Edit User Profile](#)

[Logoff](#)

# Edit User Profile/Homepage

- After clicking on the 'Edit User Profile' link, you will be redirected to the User Profile frame.
- You will now be able to make changes to certain settings to personalize your user profile.



The screenshot shows a web interface for editing a user profile. At the top, there is a toolbar with buttons for Save, Undo, Refresh, Delete, and Find. Below this is the title 'User Profile'. The form contains several settings, each with a label and a set of radio buttons or a color palette. The settings are: Auto Complete (On/Off), Related Frames (All/Select), Font Size (Ribbon) (Small/Medium/Large/Extra Large), Font Size (General) (Small/Medium/Large/Extra Large), Notifications (On/Off), Ribbon Color (a palette of 11 colors with green selected), Sound (On/Off), and Toolbar ([...]/Icons). At the bottom right, there is a button labeled 'Return to previous screen'.

Save Undo Refresh Delete Find

### User Profile











Auto Complete: ☒ On ☐ Off

Related Frames: ☒ All ☐ Select

Font Size (Ribbon): ☐ Small ☐ Medium ☒ Large ☐ Extra Large

Font Size (General): ☐ Small ☒ Medium ☐ Large ☐ Extra Large

Notifications: ☒ On ☐ Off

Ribbon Color: ☐  ☐  ☒  ☐  ☐  ☐  ☐  ☐  ☐  ☐ 

Sound: ☒ On ☐ Off

Toolbar: ☐ [...] ☒ Icons

Return to previous screen

# 1. Auto Complete

- The 'Auto Complete' option provides a drop down listing of similar values on particular frames instead of having to double click in the field to access the list of values (LOV) to search.
- As you begin typing in the field, a list of possible values that match what you have entered will display below the field.

The screenshot shows a web application interface titled "Department Main". At the top, there is a toolbar with buttons: Save, Undo, Refresh, Delete, Find, and a "Related" link. Below the toolbar, the "Department Information" section contains a "Department:" field with the value "10" and a "Description:" field. A dropdown menu is open below the "Department:" field, listing various department codes and names, all starting with "10-". The list includes: 10-0000 AGING, 10-0100 AGING, 10-1000 AGING, 10-1200 AGING, 10-1201 AGING, 10-1300 AGING, 10-1301 AGING, 10-1516 AGING, 10-1801 AGING, 10-2001 AGING, 10-2112 AGING, 10-2113 AGING, 10-2401 AGING, 10-2411 AGING, 10-2412 AGING, 10-2413 AGING, 10-3001 AGING, 10-3112 AGING, and 10-3114 AGING. To the right of the dropdown, there are tabs for "Quote Rules", "Motor Pool", "Markup Matrix", and "Tax M". Below the dropdown, there are sections for "Billing Cod", "Contact In", "E-mail Ad", and "Work Orde", each with associated input fields. The "Associated D" section is also visible on the right.

## 2. Related Frames

- The 'Related Frames' option allows you to control what related links are displayed on frames.
  - The 'All' setting will display all related frame hyperlinks.
  - The 'Select' setting will display only those frames specified on the Related Hyperlinks tab on Frame Maintenance for a specific frame.

## 2. Related Frames

Example if the "All" setting is selected

AssetWORKS Menu Search Location: VMCR01 - 01 CUSTOMER SERVI...

Home M5 ADMINISTRATION Favorites History Dashboard Reports

Save Undo Refresh Delete Find Related

### Unit Main

Unit Information

Unit:

Description:

Alternate Unit No.:

Asset/Codes Dept/Locations Class Meter/Account

Year / Manufacturer / Make / Model

Unit Codes

Serial Number:

MCC:

Activity:

Tech Spec Number:

Asset Category:

Asset Class:

Billing:

High Priority: ☐

- Activity Codes
- Associated Unit/Comp
- Billing Unit/Dept Code Maintenance
- Commercial Work Order Entry
- Department Main
- Dept/Unit History Query
- Installed Serialized Parts
- License Renewal
- Location Main
- MCC Main
- Part List/Disposal
- Product Setup Unit
- Standard Job Schedule
- Tech Spec Association Setup
- Tech Spec Items
- Tech Spec Main
- Unit Accounting
- Unit Assignment History
- Unit Copy
- Unit Disposal
- Unit Items
- Unit Performance



## 2. Related Frames

Example if the "Select" setting is selected

AssetWORKS Menu Search Location: VMCR01 - 01 CUSTOMER SERVI...

Home M5 ADMINISTRATION Favorites History Dashboard Reports 0

Save Undo Refresh Delete Find Related

### Unit Main

Unit Information

Unit:  Description:  Alternate Unit No.:  Status:

Asset/Codes Dept/Locations Class Meter/Account Location

Year / Manufacturer / Make / Model

Unit Codes

Serial Number:  MCC:  Activity:  Tech Spec Number:  Asset Category:  Asset Class:  Billing:  High Priority: ☐

Associated Unit/Comp  
Commercial Work Order Entry  
Dept/Unit History Query  
Installed Serialized Parts  
License Renewal  
Part List/Disposal  
Product Setup Unit  
Standard Job Schedule  
Tech Spec Association Setup  
Tech Spec Items  
Unit Accounting  
Unit Assignment History  
Unit Copy  
Unit Disposal  
Unit Items  
Unit Performance

### 3. Font Size (Ribbon)

- The 'Font Size (Ribbon)' option will change the size of the font on the top ribbon ONLY.
- The choices are Small, Medium, Large, and Extra Large.

Font Size (Ribbon):

☐ Small ☐ Medium ☒ Large ☐ Extra Large

Home M5 ADMINISTRATION Favorites History Dashboard Reports

## 4. Font Size (General)

- The 'Font Size (General)' option change the size of the general font throughout the M5 application. The choices are Small, Medium, Large, and Extra Large.

Font Size (General): ☐ Small ☐ Medium ☒ Large ☐ Extra Large

The screenshot displays the AssetWORKS application interface. At the top, there is a 'Menu Search' dropdown and a 'Location' dropdown set to 'VMCR01 - 01 CUSTOMER SERVI...'. Below this is a green navigation bar with links: Home, M5 ADMINISTRATION, Favorites, History, Dashboard, and Reports. A toolbar contains buttons for Save, Undo, Refresh, Delete, Find, and Related. The main section is titled 'Unit Main' and contains a 'Unit Information' form with fields for Unit, Description, Status, and Alternate Unit No. Below this is a tabbed interface with tabs for Asset/Codes, Dept/Locations, Class, Meter/Accounting, License/Notes, and GPS Location. The 'Asset/Codes' tab is active, showing a 'Year / Manufacturer / Make / Model' section with input fields. Below that is a 'Unit Codes' section with fields for Serial Number, MCC, Activity, Tech Spec Number, Asset Category, Asset Class, Billing, and a 'High Priority' checkbox. The interface is rendered in a large font size, consistent with the 'Large' selection in the settings above.

a. Example of Large font selected

## 5. Notifications

- The 'Notifications' option can be displayed in the top ribbon by selecting the 'On' option in your 'User Profile' settings. You also have the option to remove the 'Notifications' option displayed in the top ribbon by selecting the 'Off' option.

a. Example of "On" selected



b. Example of "Off" selected



## 6. Ribbon Color

- The 'Ribbon Color' option will allow you to personalize the color of the top ribbon display.
- There are ten different color options to choose from.

Ribbon Color:



## 7. Sound

- The 'Sound' option will give you the choice to turn sounds 'On' or 'Off' for your user profile.

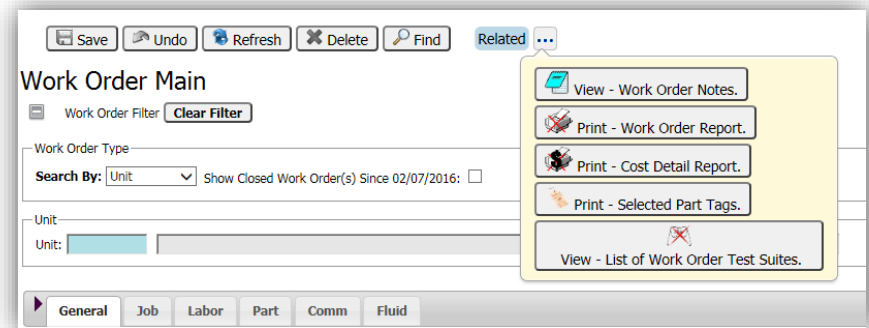
Sound: ☒ On ☐ Off

# 8. Toolbar

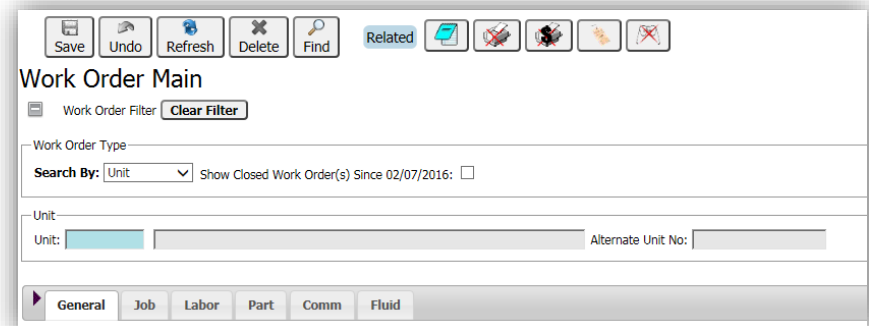
Toolbar: ☒ [...] ☐ Icons

- The Toolbar setting controls how the “More Options” are displayed at the top of the frame.
- Users have two display choices.
  - ▼ a. Example of [...]
  - ▼ b. Example of Icons

## a. Example of [...]

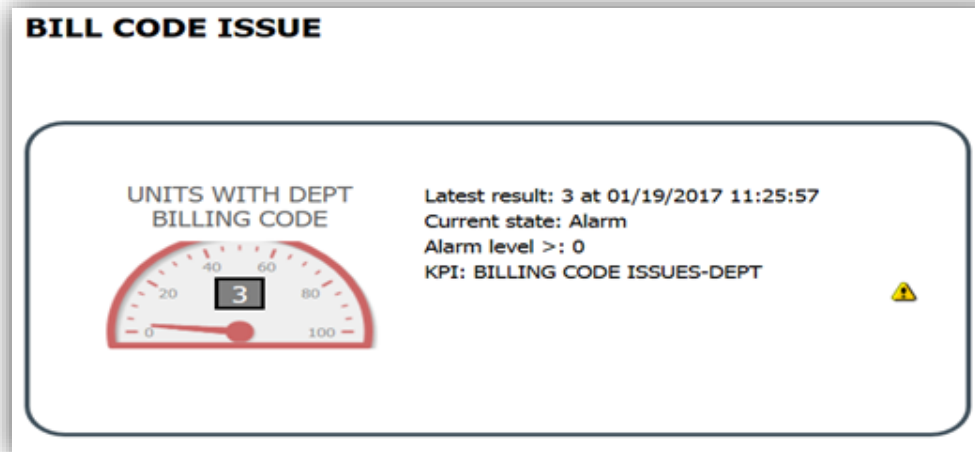


## b. Example of Icons



# Dashboard Enhancement

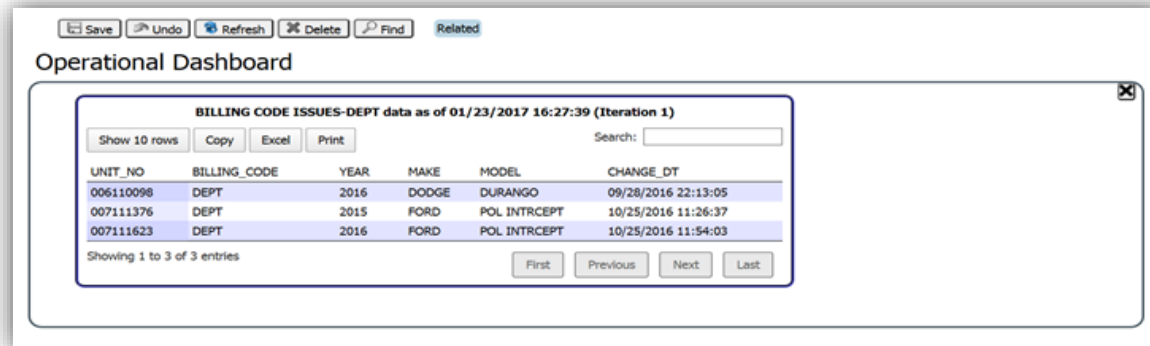
- When you click on the 'Dashboard' option from the M5 ribbon (Toolbar), you will notice the look of the dashboards have changed. Dashboards will now resemble the one below:





# Dashboard Enhancement

- Clicking the meter on the Dashboard page will now open the most recent iteration of a KPI, as shown below. You can choose to:
  - Copy – Copy the information for further use.
  - Excel – Export the information into an Excel Spreadsheet
  - Print – Print the information

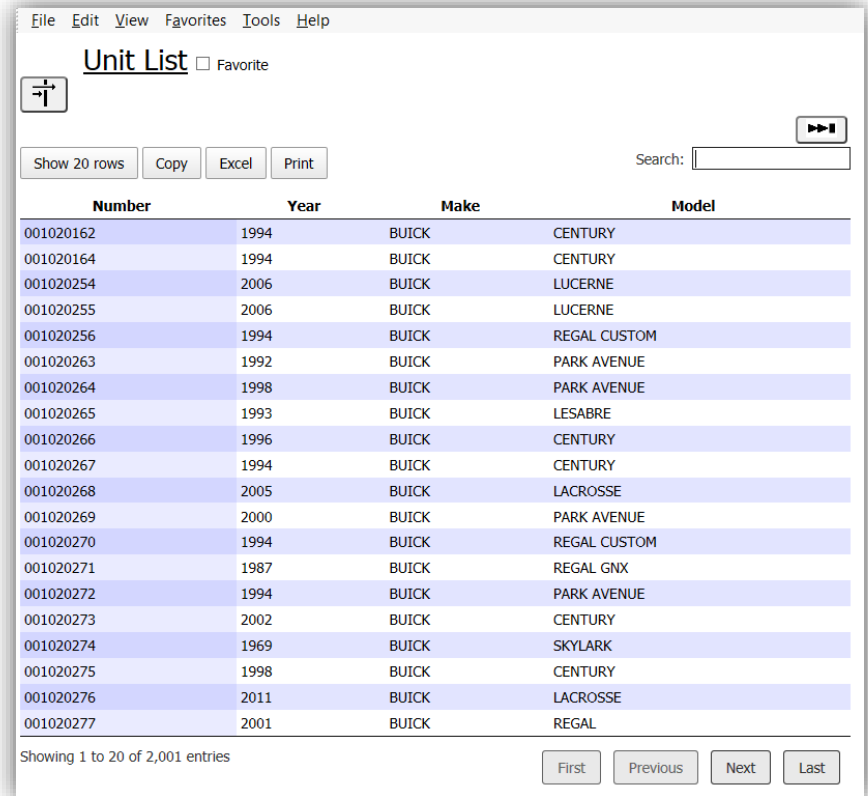


The screenshot displays a web application interface titled "Operational Dashboard". At the top, there is a toolbar with buttons for "Save", "Undo", "Refresh", "Delete", "Find", and "Related". Below the toolbar, the main content area is titled "Operational Dashboard" and contains a window titled "BILLING CODE ISSUES-DEPT data as of 01/23/2017 16:27:39 (Iteration 1)". Inside this window, there is a sub-toolbar with buttons for "Show 10 rows", "Copy", "Excel", and "Print", along with a "Search:" input field. The main data is presented in a table with the following columns: UNIT\_NO, BILLING\_CODE, YEAR, MAKE, MODEL, and CHANGE\_DT. The table contains three rows of data. Below the table, it indicates "Showing 1 to 3 of 3 entries" and provides navigation buttons: "First", "Previous", "Next", and "Last".

UNIT_NO	BILLING_CODE	YEAR	MAKE	MODEL	CHANGE_DT
006110098	DEPT	2016	DODGE	DURANGO	09/28/2016 22:13:05
007111376	DEPT	2015	FORD	POL INTRCEPT	10/25/2016 11:26:37
007111623	DEPT	2016	FORD	POL INTRCEPT	10/25/2016 11:54:03

# List of Value (LOV) Buttons – Show, Copy, Excel, and Print

- The LOVs (list of values) in M5 now have buttons that allow you to adjust the number of rows displayed, copy, generate an Excel spreadsheet file, and print the LOV results. First and Last buttons have also been added to make navigation easier.
- The Unit List shown here is an example of a LOV.



The screenshot shows a web application window titled "Unit List" with a menu bar (File, Edit, View, Favorites, Tools, Help) and a search bar. Below the search bar are buttons for "Show 20 rows", "Copy", "Excel", and "Print". The main content is a table with four columns: Number, Year, Make, and Model. The table displays 20 rows of data, all with "BUICK" as the make. At the bottom, there are buttons for "First", "Previous", "Next", and "Last", and a status bar indicating "Showing 1 to 20 of 2,001 entries".

Number	Year	Make	Model
001020162	1994	BUICK	CENTURY
001020164	1994	BUICK	CENTURY
001020254	2006	BUICK	LUCERNE
001020255	2006	BUICK	LUCERNE
001020256	1994	BUICK	REGAL CUSTOM
001020263	1992	BUICK	PARK AVENUE
001020264	1998	BUICK	PARK AVENUE
001020265	1993	BUICK	LESABRE
001020266	1996	BUICK	CENTURY
001020267	1994	BUICK	CENTURY
001020268	2005	BUICK	LACROSSE
001020269	2000	BUICK	PARK AVENUE
001020270	1994	BUICK	REGAL CUSTOM
001020271	1987	BUICK	REGAL GNX
001020272	1994	BUICK	PARK AVENUE
001020273	2002	BUICK	CENTURY
001020274	1969	BUICK	SKYLARK
001020275	1998	BUICK	CENTURY
001020276	2011	BUICK	LACROSSE
001020277	2001	BUICK	REGAL

# Questions or Concerns

- Direct Questions or Concerns to:  
■ M5 Administrators Resource Account  
[RA-M5administrators@pa.gov](mailto:RA-M5administrators@pa.gov)