

MEMPHIS COMMUNICATIONS CORPORATION

US FLEET TRACKING

New Vehicle Setup and Vehicle Transfer Instructions (Rev. 5/24/2018)

OVERVIEW

The purpose of this document is to provide instructions for setting up GPS tracking on new MCC fleet vehicles and transferring fleet vehicles from one technician to another. These instructions are intended for management and IT use and should be followed in the following instances: 1.) vehicle or GPS addition to the MCC fleet, 2.) GPS change or replacement in a fleet vehicle, 3.) new vehicle assignment to an MCC employee, and 4.) transfer of fleet vehicle's employee assignment.

New GPS Device Setup

Follow the instructions below when a new vehicle is added to the fleet or when a GPS device has been added or changed in an existing fleet vehicle.

Management Requirements:

- Enter service call for IT to setup the new GPS device
- Request must include the van number of the vehicle the device was installed in, the GPS device serial number, and the technician the device is assigned to (if assigned).

IT Requirements:

- Make sure the device is reporting on the USFleetTracking Website
- Go to MCC's USFleetTracking database and edit the "Users" table to add the new device and van number
- Vehicle should now show on the mcc vehicle tracking map

Assigning a Vehicle

Follow the instructions below when assigning a vehicle to a new employee. If vehicles are not assigned correctly, employees will not receive their electronic mileage statements each month.

Manager Requirements:

- Go to the ETO/Quota site
- Click on "Manage"
- Select the employee to assign a vehicle to
- In the new window, select the vehicle from the dropdown list
 - NOTE: If this is a new vehicle, it WILL NOT show in this list unless you have followed the instructions above for adding a new vehicle to the fleet.
- Click "Submit"
- Verify the vehicle is showing correctly on the After Hours Driving Report Tech Map and the USFleetTracking website.

Un-assigning a Vehicle

Follow the instructions below when setting a vehicle as a spare with no technician assigned to it.

Manager Requirements:

- Go to the ETO/Quota site
- Click on "Manage"
- Select the employee the vehicle was assigned to
- In the new window, select the first entry from the dropdown list (it is blank)
- Click "Submit"

Re-assigning a Vehicle

Follow the instructions below when changing a vehicle from one technician to another.

Manager Requirements:

- Go to the ETO/Quota site
- Click on "Manage"
- Select the employee the vehicle was assigned to
- In the new window, select the first entry from the dropdown list (it is blank)
- Click "Submit"
- Select the employee to re-assign the vehicle to
- In the new window, select the vehicle from the dropdown list
- Click "Submit"