



pennsylvania

DEPARTMENT OF GENERAL SERVICES

Bureau of Vehicle Management

Agency FleetFocus M5 Instructions
COMMUTE USAGE ENTRY
Monthly Mileage Usage



August 1, 2019

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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.

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) at RA-m5administrators@pa.gov 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 for passenger units that do NOT have Telematics installed on the Commonwealth of Pennsylvania Monthly Automotive 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.

To access the “STD-554 directions and form”, press “Ctrl” on your “keyboard” and click the following link: <https://www.dgs.pa.gov/Vehicle-Management/Pages/Policies-Manuals-Forms.aspx>

Once the page loads, scroll down until you see “STD FORMS”.

- If you need instructions on how to complete the “STD-554”, click on “How to Correctly Complete a STD-554.ppt”

STD FORMS

[STD-541 - Automobile Accident or Loss Notice.pdf](#)

[STD-554 - Monthly Automotive Activity Report.xlsx](#)

[STD-554 - Monthly Automotive Activity Report.pdf](#)

➔ [How to Correctly Complete a STD-554.ppt](#)

[STD-555 - Repair Authorization Request.pdf](#)

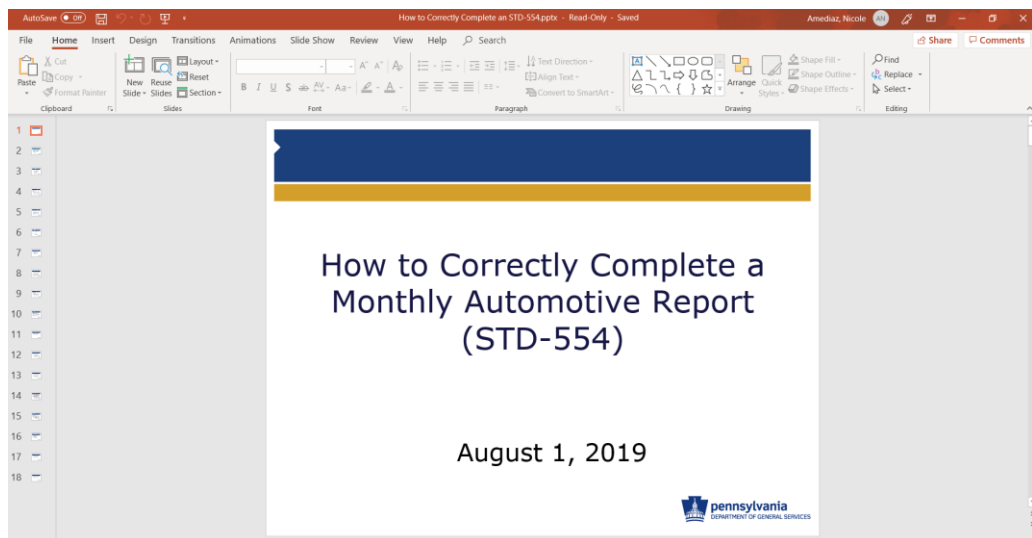
STD-557 - Request for Automotive Equipment - This form is in triplicate. It can be ordered through the DGS Warehouse through Procurement through SAP / Internal Goods and Services / Commodity Code 131040

[STD-928 - Declaration of Use of a Commonwealth-Provided Vehicle.pdf](#)

Click “Open”



The instructions will open in a “PowerPoint” presentation



- When you are ready to complete the “STD-554”, click on “STD-554 – Monthly Automotive Activity Report.xlsx”

STD FORMS

- [STD-541 - Automobile Accident or Loss Notice.pdf](#)
- ⇒ [STD-554 - Monthly Automotive Activity Report.xlsx](#)
- [STD-554 - Monthly Automotive Activity Report.pdf](#)
- [How to Correctly Complete a STD-554.ppt](#)
- [STD-555 - Repair Authorization Request.pdf](#)
- [STD-557 - Request for Automotive Equipment - This form is in triplicate. It can be ordered through the DGS Warehouse through Procurement through SAP / Internal Goods and Services / Commodity Code 131040](#)
- [STD-928 - Declaration of Use of a Commonwealth-Provided Vehicle.pdf](#)

- Click “Open”



- Click “STD-554”

MONTHLY AUTOMOTIVE REPORT	
Field Descriptions and Directions	
Unless otherwise noted, all fields are required. THIS VERSION IS FOR USERS OF MICROSOFT OFFICE EXCEL	
FIELD NAME:	DESCRIPTION/INSTRUCTION:
Unit Number:	Enter the Equipment Number of the vehicle with or without dashes.
Month/Year:	Enter the month and year for which you are collecting data. The worksheet will automatically format the month and year as, Month-Year. For example, if June 2011 is entered, the worksheet will format as "Jun-2011."
Permanently Assigned Driver Name:	If this vehicle is permanently assigned to one driver, enter the driver's name. If this vehicle is a pool vehicle, leave this field blank.
Personnel Number:	Enter the employee number for the permanently assigned driver. If this vehicle is a pool vehicle, leave this field blank.
License Plate No.	Enter the license plate for the unit number identified.
Overnight Parking:	Check ONE box to indicate whether the vehicle's overnight parking location is the driver residence OR a work location.
Division or Unit:	Enter the Bureau, Division, or Unit to which the vehicle is assigned.
Agency:	Enter the Agency to which the vehicle is assigned.
Date:	Enter the calendar date as "M/D/YR" for the date on which vehicle usage is recorded. For Example, June 16, 2011 should be entered as 6/16/11. The worksheet will format the date as "16" once you tab to the next field. If the car is driven multiple trips on the same day by ONE driver, one entry per day is sufficient (with all destinations listed). If the car is driven multiple strips on the same day by MULTIPLE drivers, a new entry should be made for each driver.
Starting Odometer:	Enter the ODOMETER reading as it appears when the driver enters the vehicle. Once Ending Odometer for the previous entry has been accepted, and the next date field entered, the Ending Odometer will pre-populate as the Starting Odometer for the new entry.

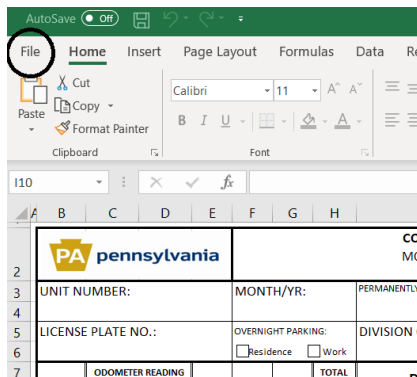
At the bottom of the table, the "DEFINITIONS" tab is selected, and the "STD-554" tab is circled in black.

- You are now ready to complete the “STD-554”

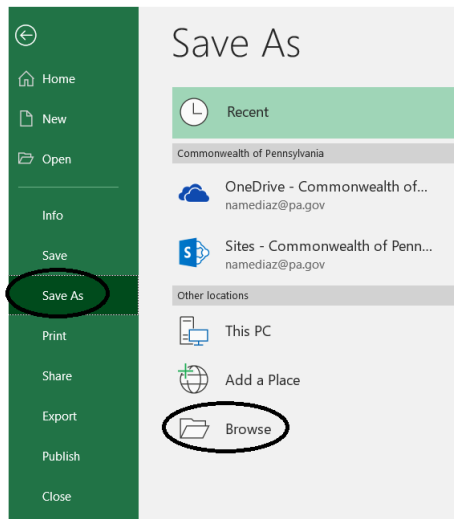
DATE		ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)	FUEL GALLONS	FUEL COST

- **VERY IMPORTANT, do NOT close the Excel spreadsheet when you are finished. You need to first “Save” the spreadsheet, so you don’t lose the information you just entered**

- Click “File”

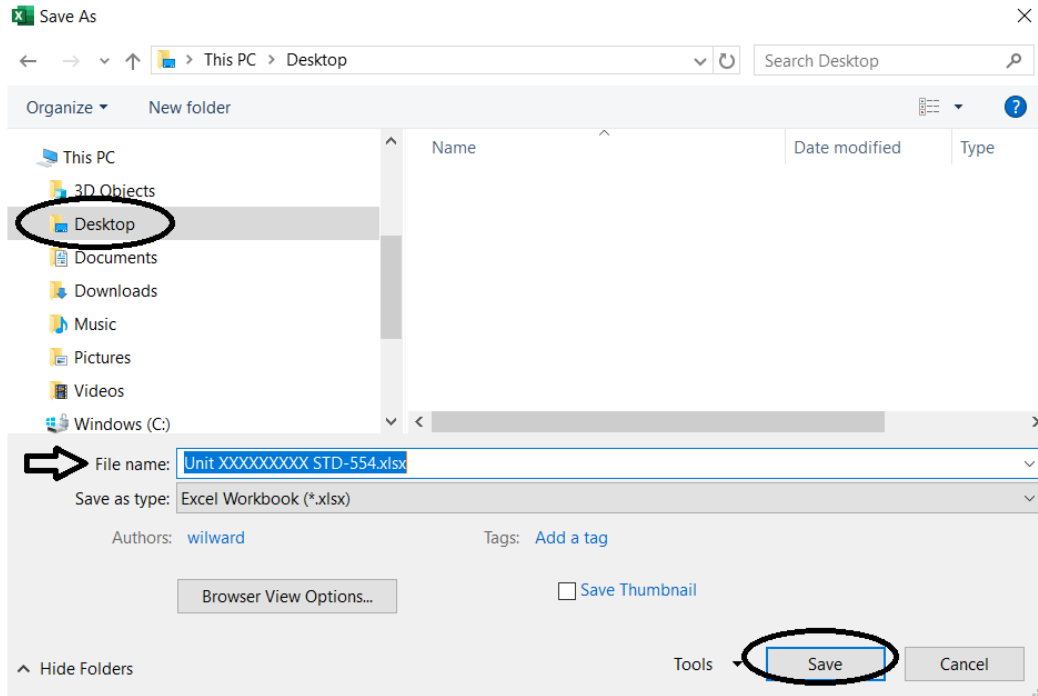


- Click “Save As” and then click “Browse”



- Click “Desktop”

Next to “File name”, name the file “Unit (whatever the actual unit number is) STD-554”



2. “Automotive Liaisons” or designated “M5 agency users” must collect “STD-554(s)” from operators and dispatchers, and then enter the “STD-554” data into “M5” on the “Commute Usage Entry” frame. 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).

Starting August 1, 2018, passenger units that have telematics installed do not require mileage entry.

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 that does NOT have Telematics installed, (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 screenshot and the respective STD-554 must be emailed to the M5 Administrators at RA-m5administrators@pa.gov in order for the correction to be made.
- ❏ Agencies must maintain STD-554(s) 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/presentation/common/CSILogon.aspx?m5site=pa_prod

3. Type your "User name", "Password" and then click "Log In"

Your login screen will resemble the following:

AssetWORKS

FleetFocus M5

User name: ↩

Password: ↩

Location:

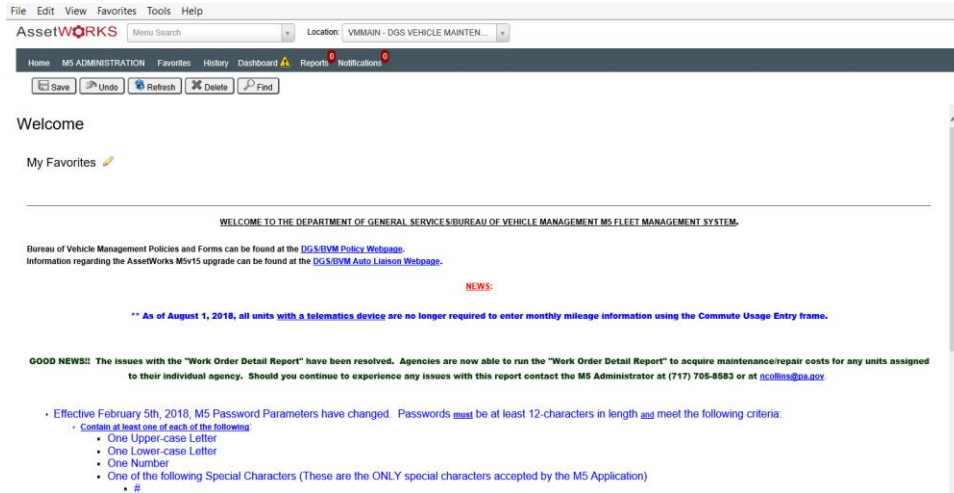
Remember My Logon Information

Change password

Log In ↩



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

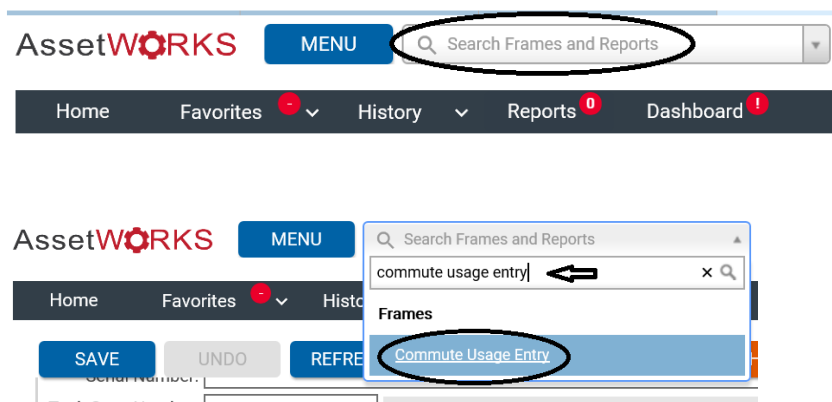


The Home Page will display important information such as:

- DGS/BVM Policy Webpage link
- DGS/BVM Auto Liaison Webpage link
- M5 News
- Reports
- Month Mileage Entries
- Contact for Questions or Concerns

Please check back often as this information could change periodically

5. Click inside the "box" next to "Menu" and type "Commute Usage Entry"



6. Your M5 frame should now resemble the screenshot below

SAVE UNDO REFRESH DELETE FIND

Commute Usage Entry

Commute Usage Information
 Location: VMMAIN DGS VEHICLE MAINTENANCE

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	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
			0		<input type="checkbox"/>									

This frame 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 that does NOT have telematics installed, for every calendar month and must be supported by a completed STD-554.*

COMMUTE USAGE ENTRY FRAME

Agencies may choose to enter mileage for units with telematic devices. However, it is NOT required by BVM. If agencies choose to enter mileage for units with telematics and receive an error message, errors will not be resolved until all errors for required units are addressed.

1. Click in the blank field directly under the “Unit No” column name, as shown below.

Commute Usage Entry

Commute Usage Information
 Location: VMMAIN DGS VEHICLE MAINTENANCE

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	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
↓			0		<input type="checkbox"/>									

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

Commute Usage Entry

Commute Usage Information
 Location: VMMAIN DGS VEHICLE MAINTENANCE

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	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
↓	007111799 2016 FORD EXPLORER	09/30/2018	0		<input type="checkbox"/>	0	SMITH JANE 1466	03/31/2018	21418	0	04/04/2018	21492	21487	
			0		<input type="checkbox"/>									

- Verify that the “Last Day of Reporting Month” accurately reflects the last calendar day of the month for which you are entering data. (If the vehicle is new and does NOT have prior entries, 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 dated 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.**

Commute Usage Entry

Commute Usage Information
 Location: VMMAIN | DGS VEHICLE MAINTENANCE

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	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007111799	2016 FORD EXPLORER	09/30/2018	8	28917	<input checked="" type="checkbox"/>	0	SMITH JANE 414		08/31/2018	28503	0	10/18/2018	30293	30288

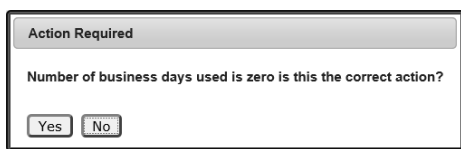
- Next you will need to enter the “Business Days Used” (as reflected on the STD-554). This field initially populates with a “0”. Enter the number of “Business Days” (i.e., do not include commute only or personal days). Then tab to advance to “Final Meter Reading for Reporting Month”.

Commute Usage Entry

Commute Usage Information
 Location: VMMAIN | DGS VEHICLE MAINTENANCE

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	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007111799	2016 FORD EXPLORER	09/30/2018	8		<input type="checkbox"/>	0	SMITH JANE 1053		08/31/2018	28503	0	10/18/2018	30293	30288



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.

- Next, enter the “Final Meter Reading for Reporting Month” (as reflected 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.**

Do not use a comma or decimal point. (i.e., if the mileage is 29,123.5, type 29124 as the Final Meter Reading) Next, click the tab key to advance to “Total Commute Miles”, as shown below.

Commute Usage Entry

Commute Usage Information
 Location: [VMMAIN] [DGS VEHICLE MAINTENANCE]

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	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007111799	2016 FORD EXPLORER	09/30/2018	8	28917	<input type="checkbox"/>	0	SMITH JANE	1053	08/31/2018	28503	0	10/18/2018	30293	30288
			0		<input type="checkbox"/>									

- Next, enter the “Total Commute Miles” (as reflected on the STD-554). If you don’t have any, enter 0.

Do not use a comma or decimal point. (i.e., if the mileage is 253.4, type 253 as the Total Commute Miles) Next, click the tab key.

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” field.

Commute Usage Entry

Commute Usage Information
 Location: [VMMAIN] [DGS VEHICLE MAINTENANCE]

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	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007111799	2016 FORD EXPLORER	09/30/2018	8	28917	<input type="checkbox"/>	0	SMITH JANE	1053	08/31/2018	28503	0	10/18/2018	30293	30288
			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 at RA-m5administrators@pa.gov before you save the entry.

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

7. After you verified everything is correct, click “Save” as shown below.

If no error message appears, the record has been saved.

Should an **error message** appear, **take a screenshot of the error message and email the M5 Administrators resource account box at RA-m5administrators@pa.gov for assistance.** Please make sure your screenshot captures the “unit number” so that the M5 Administrators can troubleshoot the error.

Please make sure to keep all STD-554(s) on file at your respective agency should an audit be conducted. You will need these records in order to justify keeping any vehicle that do 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.

Commute Usage Entry

The number in the “Total Business Miles” field should match the total business mileage recorded on the STD-554 (as shown below) for the month reported. If the numbers do not match, contact the M5 Administrators at RA-m5administrators@pa.gov for assistance.

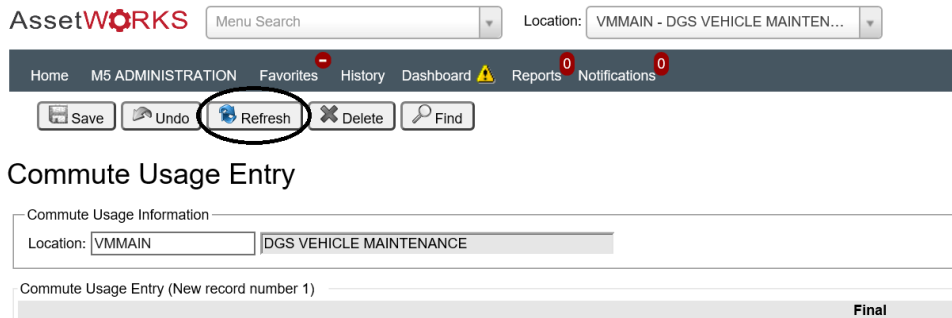
TOTAL DAYS BUS. USE	8	TOTAL MILES	857	COMMENTS: CAR WASH 160 CA	TOTAL FUEL GALLONS/COST:	42 39.207	126.30
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For Permanently Assigned Vehicles Only For Pool Vehicles Only

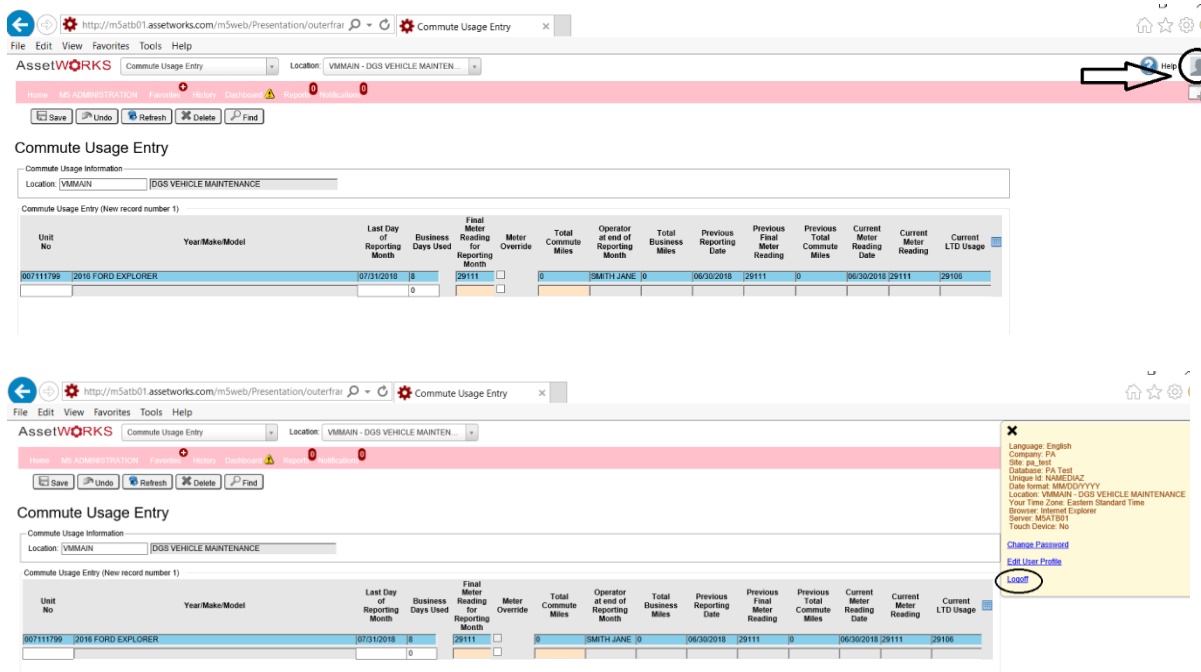
Note the following:

- a. The “Year/Make/Model” field has been automatically populated with the Year, Make, and Model for the unit number entered.
- b. The “Last Day of Reporting Month” field has been automatically populated as follows:
 - i. 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.
 - ii. 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) and email the completed GSVM-8 form to ra-BVMR&R@pa.gov.
 - 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 at RA-m5administrators@pa.gov. 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 RA-m5administrators@pa.gov.
- 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.

- To continue data entry for additional passenger vehicles, click the “Refresh” icon on the “Menu bar” as shown below. The “Commuter Usage Entry” frame will come back up showing blank fields for a new entry.



- To exit and end the M5 session, click the Person Silhouette icon in the upper right-hand corner and then Logoff, as shown below.



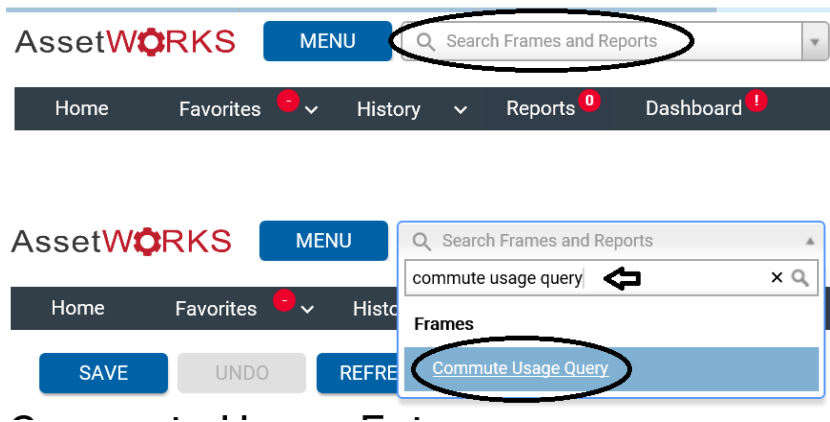
The M5 Log In screen will appear after you have logged off successfully



QUERYING M5 for COMMUTE USAGE ENTRY

To verify the mileage entry for a given unit and/or given month, you can query M5 through “Commuter Usage Query”.

1. To open, click in the box next to “MENU” and then type “Commuter Usage Query”
2. Click on the highlighted field “Commuter Usage Query”



3. Type the “Unit Number” in the field next to “Unit Number” and then press the “tab” key on your keyboard
4. Click “Retrieve”

Commuter Usage Query

Selection Criteria

Unit Number: x 2016 FORD EXPLORER

Operator:

Location:

Start Date:

End Date:

Commuter Usage History (Loaded 0 records)

Unit Number	Effective Date	Business Days Used	Location	Operator	Meter	Commuter Usage	Business Usage	LTD Usage	Date Entered/Modified	User
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- If you would like to filter to a certain "Operator", "Location" and or "Start / End Date", enter criteria into those fields.

Commute Usage Query

Selection Criteria

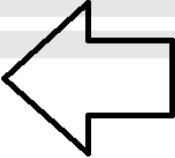
Unit Number: 2016 FORD EXPLORER

Operator:

Location:

Start Date:

End Date:



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

Commute Usage Query

Selection Criteria


Unit Number: x 2016 FORD EXPLORER

Operator:

Location:

Start Date:

End Date:



Commute Usage History (Loaded 0 records)

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

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

Commute Usage Query

Selection Criteria

Unit Number: 2007 FORD EXPLORER

Operator:

Location:

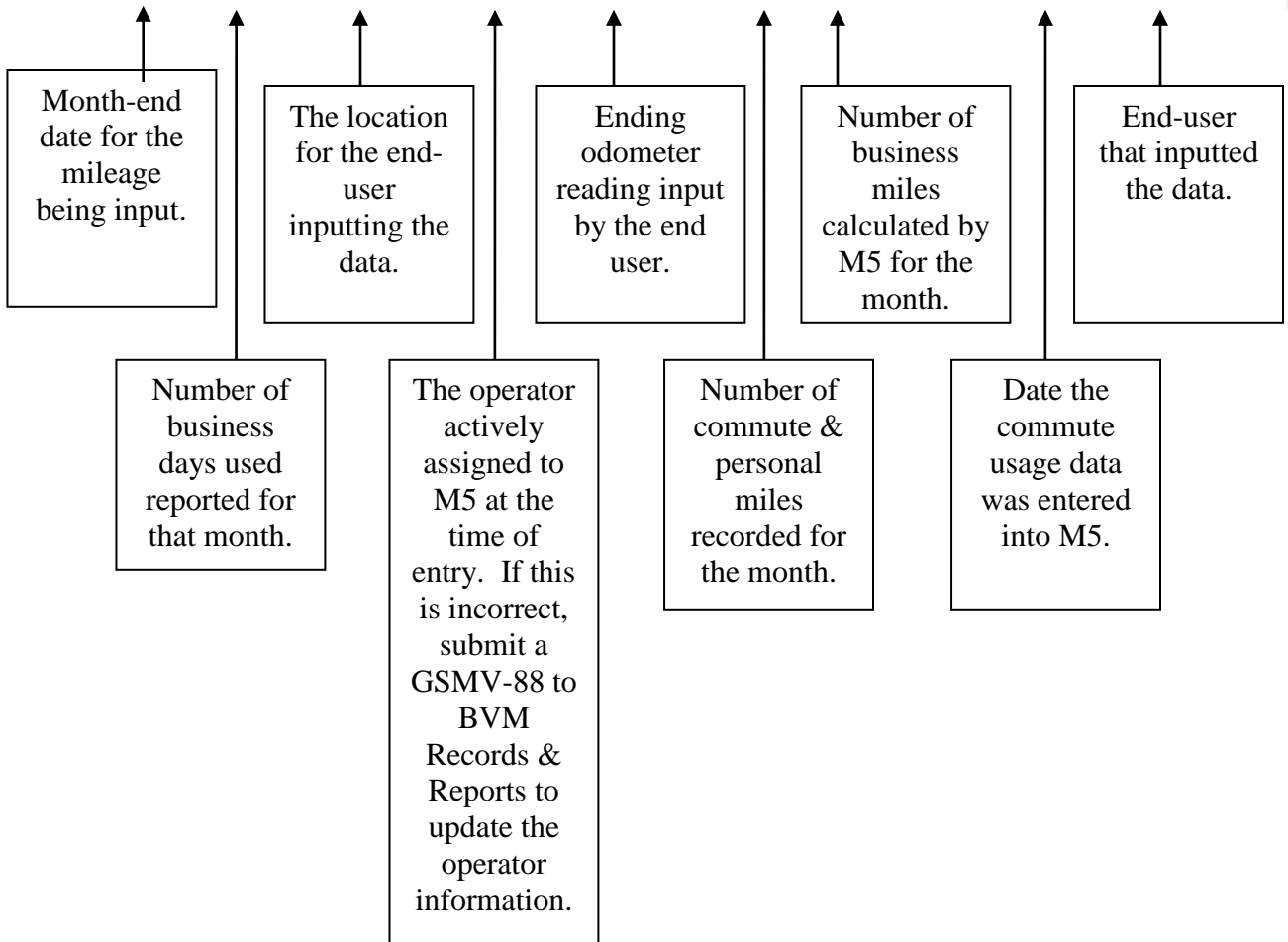
Start Date:

End Date:

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

Commute Usage History (Loaded 22 records)

Unit Number	Effective Date	Business Days Used	Location	Operator	Meter	Commute Usage	Business Usage	LTD Usage	Date Entered/Modified	User
007110500	02/29/2012	0	VMCR01	COURTESY CAR	121710	0	697	121710	03/15/2012	AMARROCCO
007110500	01/31/2012	0	VMCR01	COURTESY CAR	121013	0	318	121013	02/24/2012	AMARROCCO
007110500	12/31/2011	16	AULIAS	STALNECKER MICHA	120695	0	1549	120695	01/09/2012	LMACINTYRE
007110500	11/30/2011	0	VMCR01	UNASSIGNED DRIVE	119146	0	3006	119146	12/15/2011	AMARROCCO
007110500	10/31/2011	0	VMCR01	UNASSIGNED DRIVE	116140	0	978	116140	12/15/2011	AMARROCCO
007110500	09/30/2011	0	VMCR01	COURTESY CAR	115162	0	0	115162	12/15/2011	AMARROCCO
007110500	08/31/2011	0	VMCR01	COURTESY CAR	115162	0	115162	115162	11/16/2011	AMARROCCO



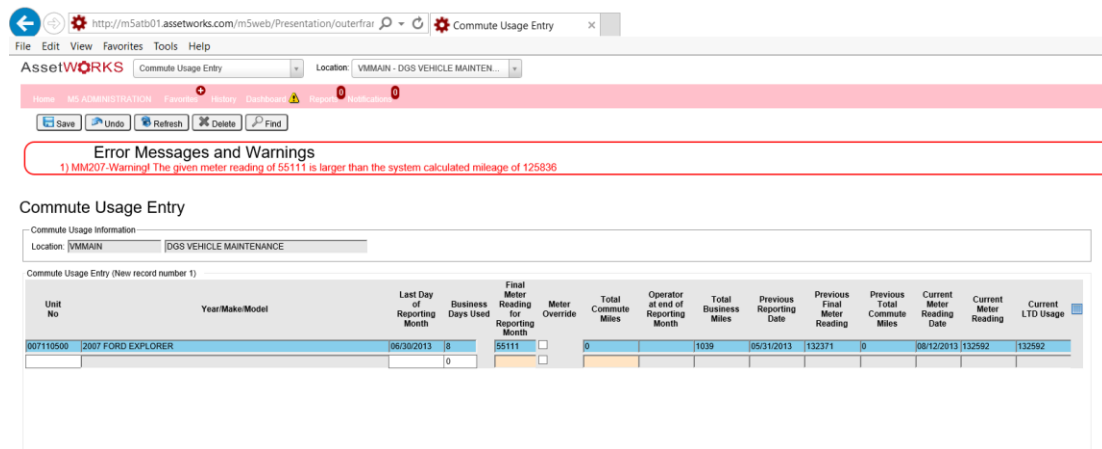
ERROR REPORTING AND ASSISTANCE WITH M5

Errors must be reported to the M5 Division for resolution. When encountering errors, please email a **screenshot of the error message** and a copy of the “STD-554” (for the same reporting month that is shown on the error message) 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 see what you have entered into the “Commute Usage Entry” frame for the unit causing the error.

Example of an error message:



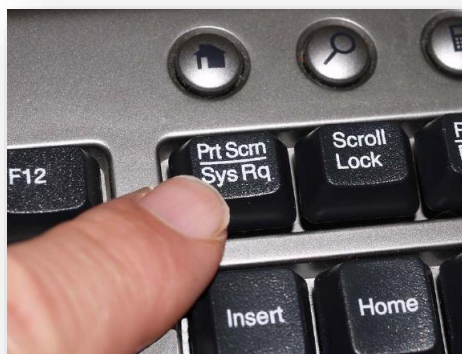
The screenshot shows a web browser window with the URL <http://m5satb01.assetworks.com/m5web/Presentation/outerfrar> and the page title "Commute Usage Entry". The page displays an error message in a red box:

Error Messages and Warnings
1) MM207-Warning! The given meter reading of 55111 is larger than the system calculated mileage of 125836

Below the error message is the "Commute Usage Entry" form. The "Location" is set to "YMMMAIN - DGS VEHICLE MAINTENANCE". The table below shows the data for the unit 007110500 (2007 FORD EXPLORER) for the reporting month of 06/30/2013.

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute Miles	Current Meter Reading Date	Current Meter Reading	Current LTD Usage
007110500	2007 FORD EXPLORER	06/30/2013	8	55111	<input type="checkbox"/>	0		1039	05/31/2013	132371	0	08/12/2013	132592	132592

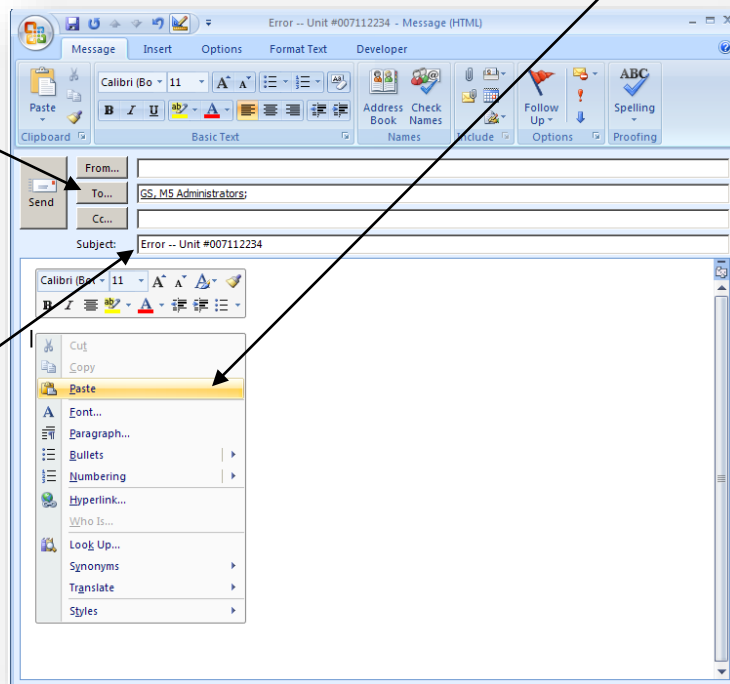
2. On your keyboard, click on the “Print Screen” button (typically found in the top row towards the right-hand side of your keyboard). By clicking on the Print Screen button, you have basically taken a picture of the information displayed on your monitor.



3. Now go to Outlook and open a new email message. With your cursor positioned in the body of the email, right click your mouse 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, errors must be documented via email for the M5 Division to research and make any necessary corrections. However, if you need to talk to someone in the M5 Division, please feel free to give one of us a call.

Please note the M5 Division working hours are M-F 7:30 a.m. to 3:30 p.m.

Email is the preferred method of communication because all three administrators have access to the M5 Administrators Resource Account. In the event one person is off, another person can respond to the email.

GS, M5 Administrators Resource Account
RA-m5administrators@pa.gov

[Nicole Amediaz](#)
717-787-1394

[Tyler Schmidt](#)
717-346-3344

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