



**GLOBAL LEADER IN FLEET MANAGEMENT SOLUTIONS**



## **FASTrax Company Vehicles Manual**

**Information Technology Department**

**[www.AutomotiveManagementServices.com](http://www.AutomotiveManagementServices.com)**

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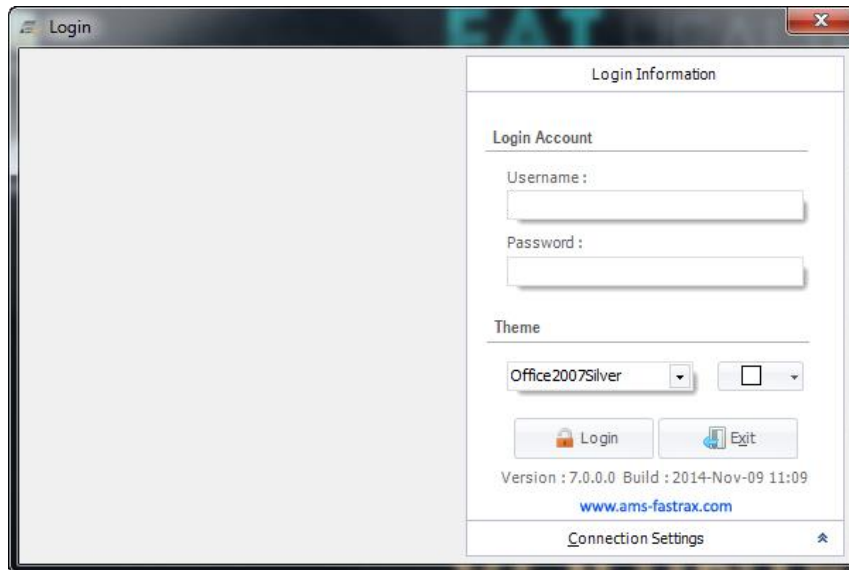
*Parts Adjustment Transaction* .....38

## Getting Started

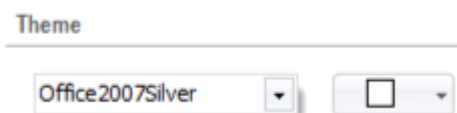
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### Opening the System

1. Find the Fastrax CV.exe application on the desktop
2. **Fastrax CV Login** window



3. Insert the Username and Password
4. (Optional) Select System Theme and Color

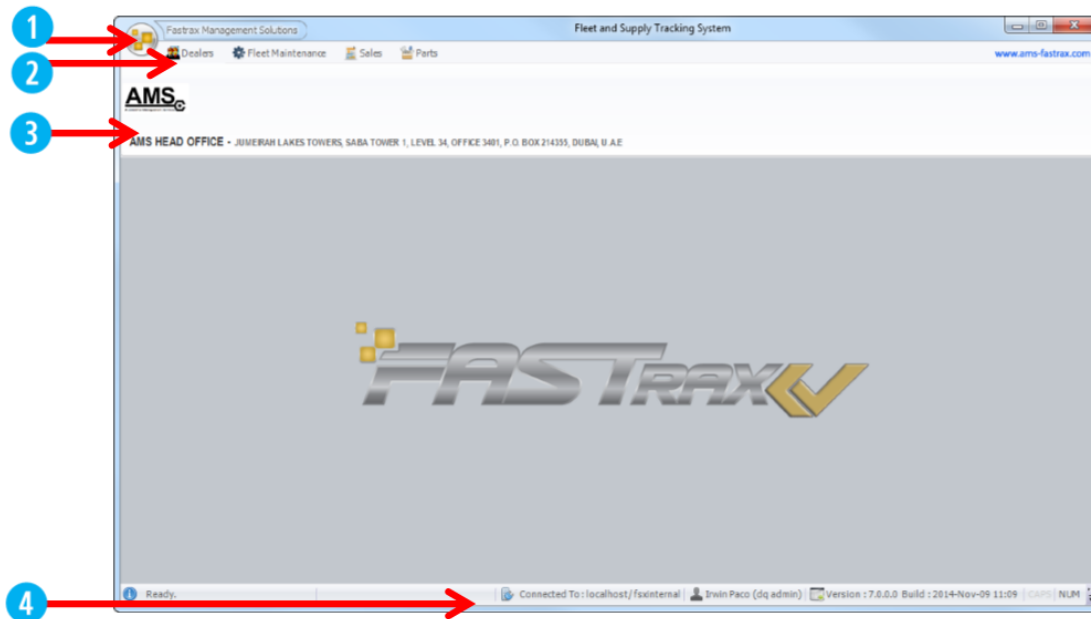


5. Then click **Login**

### Configure Connection Settings

1. Click **Connection Settings** on the login window
2. Insert the required details : *Server Name, Database Name, Server Username, Database Password*
3. Then click **Test Connection**, a message box will appear if connection is correct/incorrect

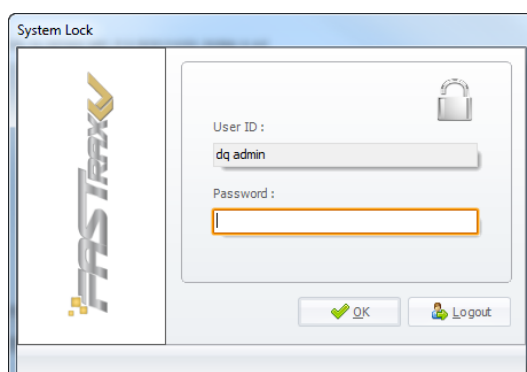
## Fastrax CV Main Window



1. Main Menu Ribbon - consist of menu option : File, Edit, Tools, Reports, Help, Lock option, Logout option, Exit option and Global Settings Module
2. Main Modules - consist of Dealers, Fleet Maintenance, Sales and Parts
3. Site Name - displays the site name and location
4. Status Bar - displays the connection property (database connection and database name), logged user, FASTrax CV Version and keylock status(CAPS, NUM, SCROLL)

## Configure Connection Settings

1. Open the Main Menu then select Lock
2. System Lock window will appear, Insert the **password** of the user who locked the system
3. Then click **OK**



## **Logout from the system**

1. Open the Main Menu, then select **Logout**


## **Exit System**

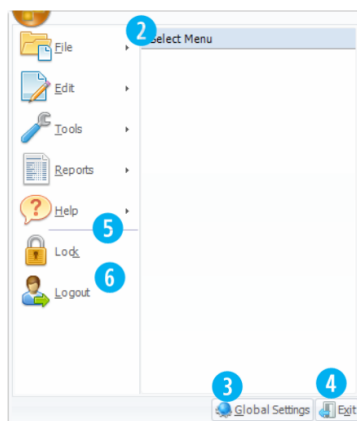
1. Open the Main Menu, then select **Exit**

## Main Menu

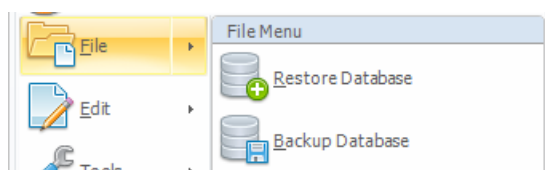
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### Navigating Main Menu

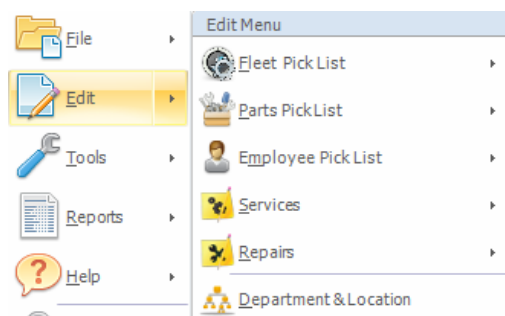
1. On the upper-left side, click  menu
2. Main Menu



3. Global Settings Option
4. Exit Option
5. Lock Option
6. Logout Option
7. File Menu

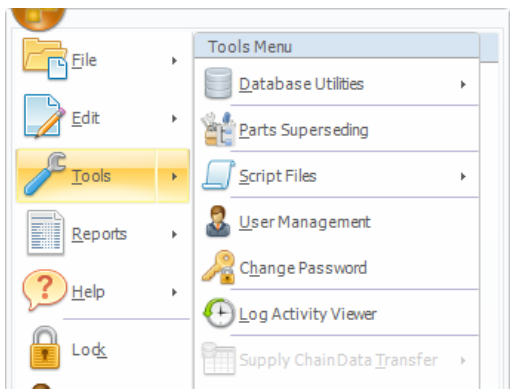


8. Edit Menu

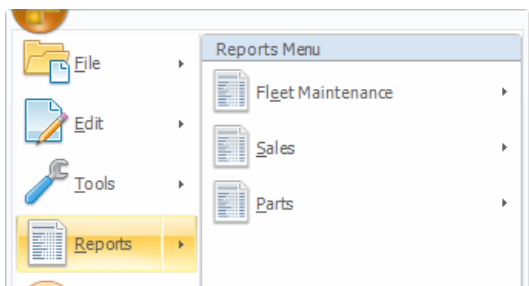




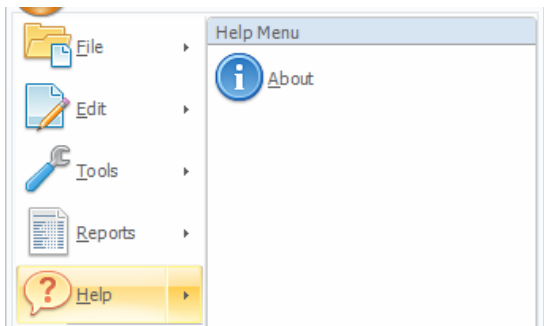
9. Tools Menu



10. Reports Menu



11. Help Menu



## Global Settings

### Open Global Settings Option

1. Open the Main Menu then go to Global Settings
2. Global Settings window

## Site Information


### Modify Site Information

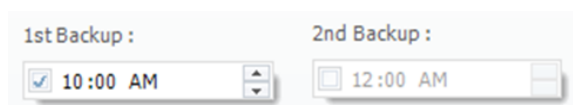
1. Select to set the **Site Code** and system **Currency**
2. Then insert other required information : *Site Location, Site Name, Site Email, Contact No, Fax No, and Site Address*
3. Click the picture ox to change company logo

4. Then click **Save** to modify system site information

## Workstation

### Workstation - Set Automatic Backup

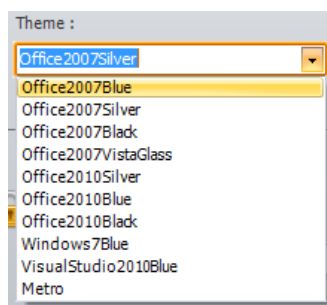
1. Open the Global Settings Option then select Workstation tab
2. Set the Backup Path by clicking  folder location of the backup file
3. Then set the backup time, system accepts twice(2) auto-backup per day.
4. Click the checkbox and insert the time



5. Then click Save to set automatic backup

### Workstation – Set Application Theme

1. Open the **Global Settings Option** then select **Workstation** tab
2. Select the **Theme** from the listbox




3. Then select the **Theme Color** from the color picker



4. Then click **Save** to set application theme

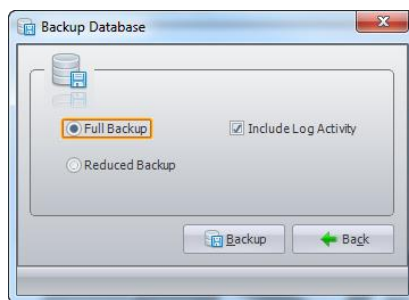
## Workstation - Set Auto-System Lock

1. Open the **Global Settings Option** then select **Workstation** tab

2. Click the checkbox  and insert the idle time (minutes) before system lock
3. Then click **Save** to set the auto-system lock

## Backup Database

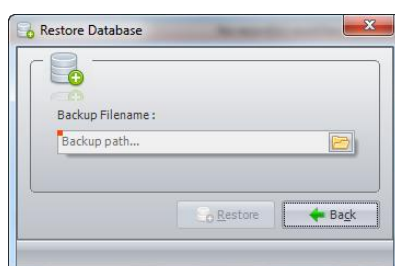
1. Open the Main Menu then go to File Menu and select Backup Database
2. Backup Database window




3. Select the type of backup : *Full Backup* or *Reduced Backup*
4. Click **Include Log Activity** (available for Full Backup only)
5. Then click **Backup** to proceed
6. A dialog box will open, choose the folder location of the backup database and then click **Save**

## Restore Database

1. Open the **Main Menu** then go to **File Menu** and select **Restore Database**
2. **Restore Database** window

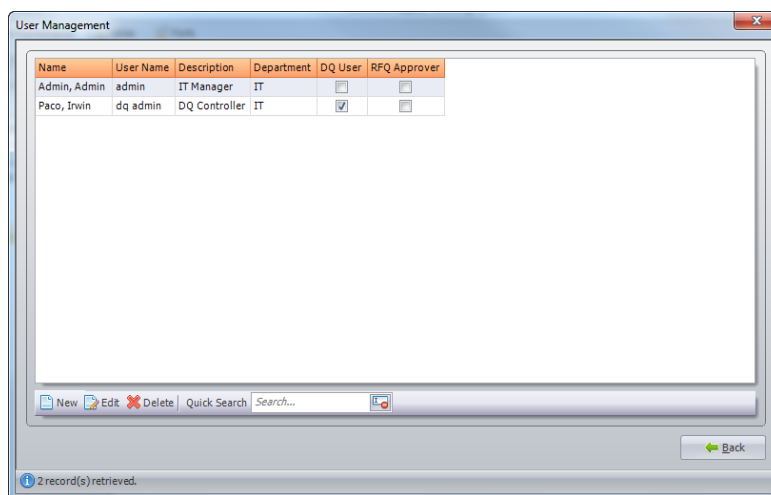


3. Click the folder button , a dialog box will open to browse the database file to restore
4. Select the file and click **Open** and then click **Restore**
5. Confirm the restoration by clicking **Yes**
6. Once finished the system automatically restarts

## User Management

### Open User Management Option

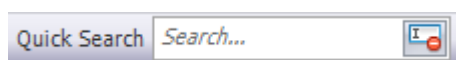
1. Open the Main Menu then go Tools > User Management
2. User Management window



3. Use the following option for **New**, **Edit**, **Delete** users



4. Enter keywords on the search box to find specific user account



## Create New User Account

1. Open the User Management Module, go to **Main Menu > Tools > User Management**
2. Click **New**
3. **New System User** window will appear

4. Insert the required fields : First Name, Last Name, Department, Position, User ID, Password
5. Select the Privilege assign to the new user. Click each check box desired

## Edit User Account

1. Open the User Management Module, go to **Main Menu > Tools > User Management**
2. Select the user from the list then click **Edit**
3. **Modify System User** window will appear
4. Insert the additional/modified information
5. On the privilege section, check/unchecked the privileges assign to the user
6. Once all desired information are added/edited click **Save**

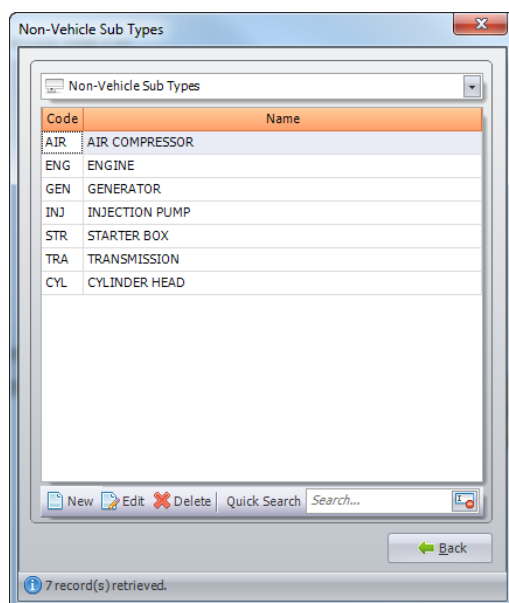
## Delete User Account

1. Open the User Management Module, go to **Main Menu > Tools > User Management**
2. Select the user from the list then click **Delete**
3. A message box will appear and confirm the deletion by clicking **Yes**

## Picklist Maintenance - Standard Entries

### Open Picklist Maintenance Module

1. Open the **Main Menu** then go **Edit > Fleet Picklist > Non-Vehicle Sub Types**
2. Picklist Maintenance window

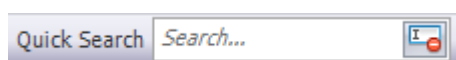


*The sample image is a Non-Vehicle Sub Types Picklist Maintenance*

3. Use the following option for **New**, **Edit**, **Delete** standard entries



4. Enter keywords on the search box to find specific standard entries

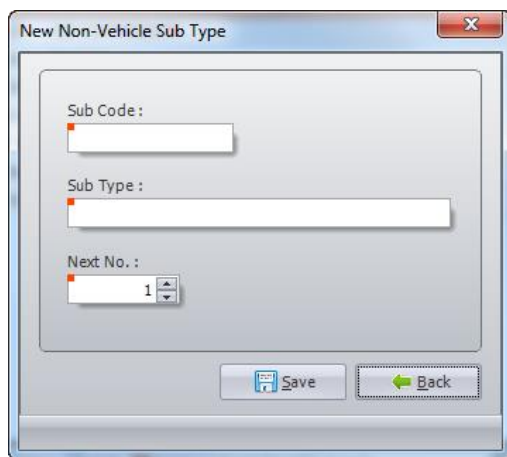


## List of Standard Entries in the Picklist Maintenance Module

Non-Vehicle Sub Types, Additional Charges, Common Damage Information, Department Types, Employee Positions, Employee Skill Levels, Packing List Receivers, Parts Categories, Parts Vehicle Types, Parts Location, Province, Repair Groups, Vehicle Type, Vehicle Ownership, Unit of Measurements, Vehicle Colors, Vehicle Makes, Vehicle Models, Vehicle Series, Currency, Repair Type

## Create a Non-Vehicle Sub Types

1. Open the Main Menu then go Edit > Fleet Picklist > Non-Vehicle Sub Types
2. Then click New
3. New Non-Vehicle Sub Type window



4. Insert the required information : *Sub Code, Sub Type, Next No*
5. Once all information are inserted, click **Save**

## Edit a Non-Vehicle Sub Types

1. Open the Main Menu then go **Edit > Fleet Picklist > Non-Vehicle Sub Types**
2. Select the Non-Vehicle Sub Types from the list then click **Edit**
3. **Modify Non-Vehicle Sub Type** window will appear
4. Insert the additional/modified information
5. Once all desired information are added/edited click **Save**



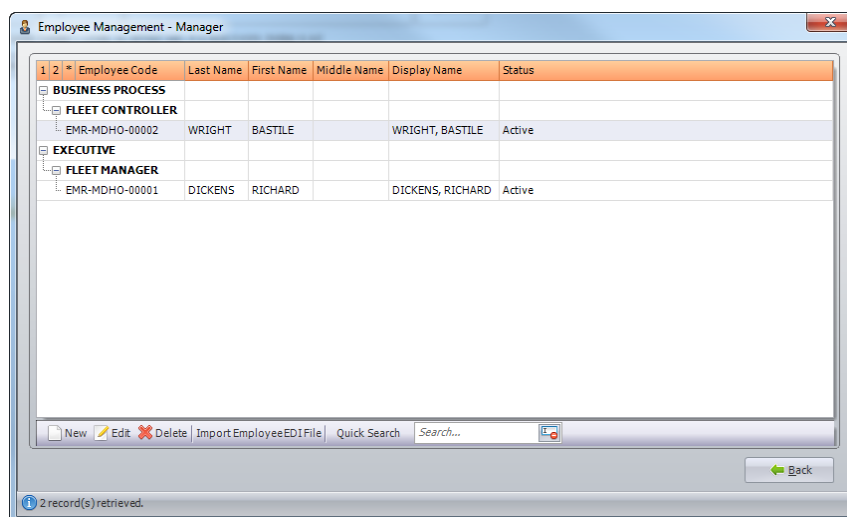
## Delete a Non-Vehicle Sub Types

1. Open the Main Menu then go **Edit > Fleet Picklist > Non-Vehicle Sub Types**
2. Select the Non-Vehicle Sub Types from the list then click **Delete**
3. A message box will appear and confirm the deletion by clicking **Yes**

## Employee Management

### Open Employee Management – Manager List

1. Open the **Main Menu** then go **Edit > Employee Picklist > Manager**
2. **Employee Management - Manager** window



### Create an Employee Profile - Manager

1. Open the **Main Menu** then go **Edit > Employee Picklist > Manager**
2. On **Employee Management - Manager** window, click **New**
3. **New Manager Employee** window

The screenshot shows a 'New Manager Employee' window. It has a title bar with a close button. Inside, there's a form with the following fields: 'Employee No.' with a text box containing 'EMR-MDHO-00003'; 'Display Name' with a text box; 'Last Name' with a text box; 'First Name' with a text box; 'Middle Name' with a text box; 'Contact No.' with a text box; 'Category' with a dropdown menu; 'Department' with a dropdown menu; 'Position' with a dropdown menu; and 'Status' with two radio buttons, 'Active' and 'Inactive'. At the bottom right, there are 'Save' and 'Back' buttons.

4. Insert the required information

This is a close-up of the 'Status' section of the form. It shows two radio buttons: 'Active' and 'Inactive'. The 'Active' radio button is selected, indicated by a blue dot.

- Set Employee Manager status to **active/inactive**

5. Once all information are inserted click **Save**

## Edit an Employee Profile - Local

1. Open the **Main Menu** then go **Edit > Employee Picklist > Local**
2. On **Employee Management - Local** window, select employee from the list and click **Edit**
3. **Modify Local Employee** window opens, Insert the additional/modified information
4. Once all desired information are added/edited click **Save**

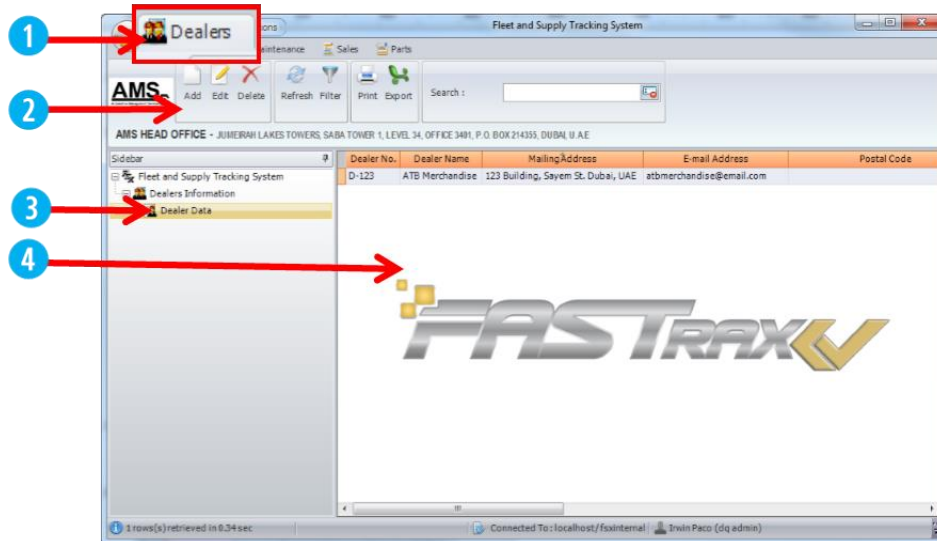
## Delete an Employee Profile - Local

1. Open the **Main Menu** then go **Edit > Employee Picklist > Local**
2. On **Employee Management - Manager** window, select employee from the list and click **Delete**
3. A message box will appear and confirm the deletion by clicking **Yes**

## Dealers

### Open Dealers Module

1. On the FASTrux CV Main window, go to the Main Modules tab and select **Dealers**



2. Ribbon menu - Options for **Add, Edit, Delete, Refresh, Filter, Print** dealer information
3. FASTrux CV Dealers Tree Menu : **Dealer Data**
4. Dealer list

### Create a Dealers Information

1. Go to **Dealers Module** then select **Dealers Information** > **Dealers Data** from the sidebar
2. Then click **Add** from ribbon menu
3. **New Dealer** window will open

The 'New Dealer' window is a form for creating a new dealer. It has several sections:
 

- General Information:** Dealer No. (D-123), Dealer Name (ATB Merchandise), Mailing Address (123 Building, Sayem St. Dubai, UAE), Postal Code, Phone No. (970553663), E-Mail Address (atbmerchandise@email.com), Fax.
- Operational Point of Contact:** Name (John Langdon), Phone No. (9705669333), E-Mail (langdon@email.com), Fax.
- Authorized Personnel:** Person 1 (Richard Dickens), Person 2, Person 3, Person 4.
- Financial Point of Contact:** Name (Adam Gna), Phone No. (970896663), E-Mail (agna@email.com), Fax.

 At the bottom, there are 'Save' and 'Back' buttons.

4. Insert the required information

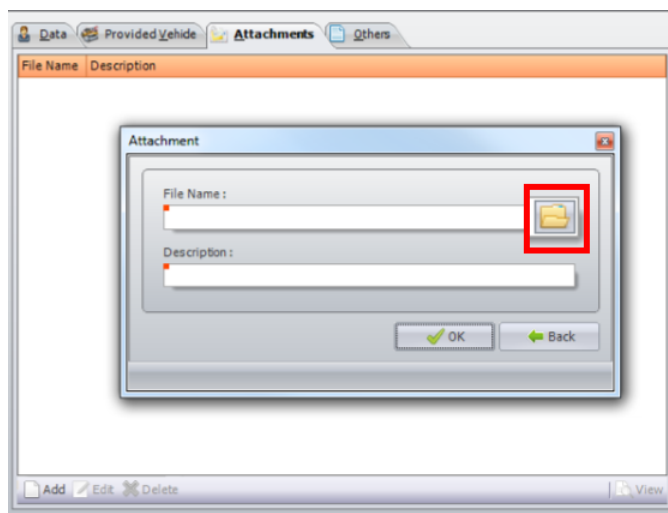



- Required text box

5. **Provided Vehicle** tab - list all the vehicles provided by the Dealer



6. **Attachments** tab - Add, Insert, Delete attachments(documents, contracts, images, policy, etc.) to the Dealer's information



Click  to browse the file to be attached then insert the **Description** and click **OK**

7. **Others** tab - custom fields can be inserted using the UDF and additional Notes

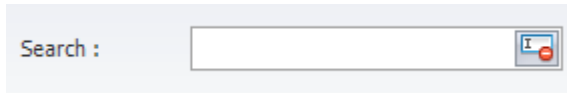
User Defined Fields

UDF 1:	UDF 4:
<input type="text"/>	<input type="text"/>
UDF 2:	UDF 5:
<input type="text"/>	<input type="text"/>
UDF 3:	
<input type="text"/>	

8. Once all information are inserted click **Save**

## Edit a Dealers Information

1. Go to **Dealers Module** then select **Dealers Information** > **Dealers Data** from the sidebar
2. Select the Dealer from the list then click **Edit** from ribbon menu

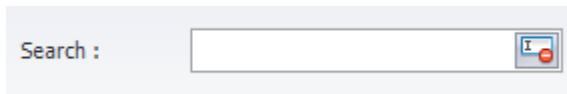
A search box with the text "Search :" on the left, a text input field in the center, and a magnifying glass icon with a red close button on the right.

- Use the search box to find the Dealer

3. **Modify Dealer** window will appear
4. Insert the additional/modified information : Data, Attachments Information
5. Once all desired information are added/edited click **Save**

## Delete a Dealers Information

1. Go to **Dealers Module** then select **Dealers Information** > **Dealers Data** from the sidebar
2. Select the Dealer from the list then click **Delete** from ribbon menu

A search box with the text "Search :" on the left, a text input field in the center, and a magnifying glass icon with a red close button on the right.

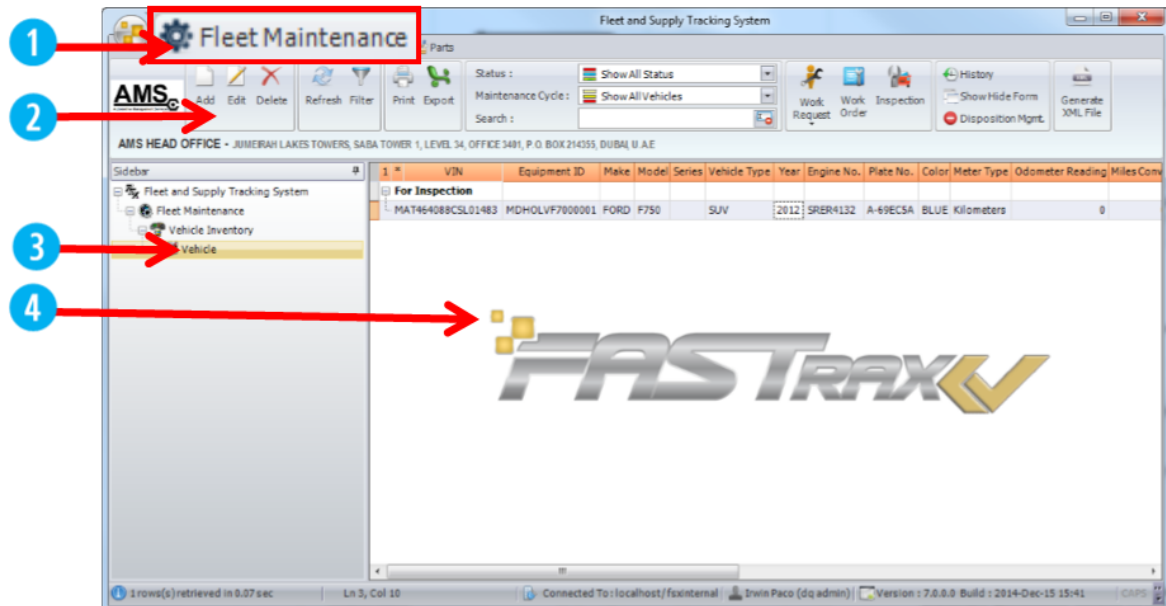
- Use the search box to find the Dealer

3. A message box will appear and confirm the deletion by clicking **Yes**

## Fleet Maintenance Module

### How to open Fleet Maintenance Module

1. On the FASTrax CV Main window, go to the Main Modules tab and select Fleet Maintenance



2. Ribbon menu - Options for Add, Edit, Delete, Refresh, Filter, Print Vehicle information

**Filter and Search Options** - a multifunction filter option, select the desired status or maintenance cycle

Status :	Show All Status
Maintenance Cycle :	Show All Vehicles
Search :	

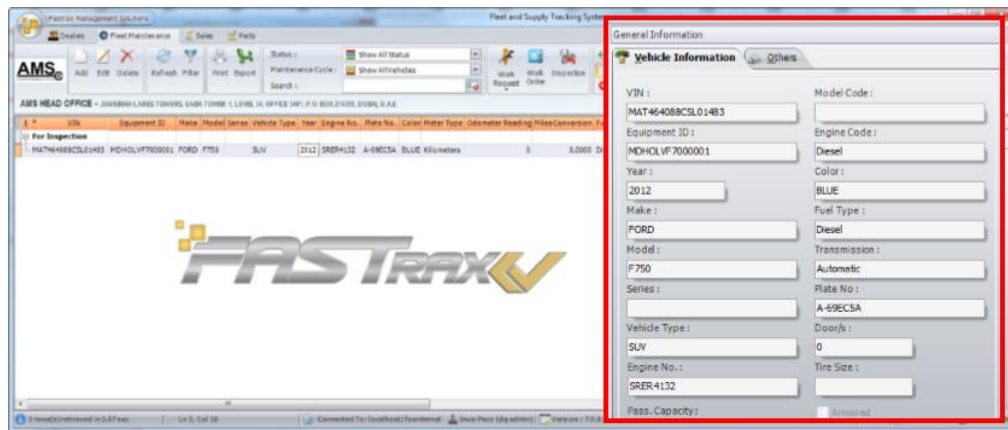
**Work Request, Work Order and Inspection Option** - select the vehicle and click desired transaction to create

Work Request	Work Order	Inspection
--------------	------------	------------

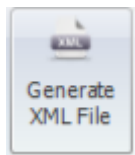
**History, Disposition Management Options** - select the vehicle from the list to view vehicle history or open the Disposition Management window

History
Show Hide Form
Disposition Mgmt.

**Show Hide Form Option** - select the vehicle from the list and a sidebar form for Vehicle Information will appear.



**Generate XML File** Option select the vehicle from the list and click the option to generate and export a vehicle information. This option is used mostly for vehicle transfer



3. FASTrax CV Fleet Maintenance Tree Menu : **Fleet Maintenance**
4. Vehicle Inventory List

## Vehicle Information

### Create a Vehicle Information

1. Go to **Fleet Maintenance** Module then select **Fleet Maintenance > Vehicle Inventory** from the sidebar
2. Then click **Add** from ribbon menu
3. **New Vehicle Information** window will open

4. Insert the required information



- Required text box

**Exclude from Inspection** - enable this option and the vehicle will be excluded for creating Inspection transaction

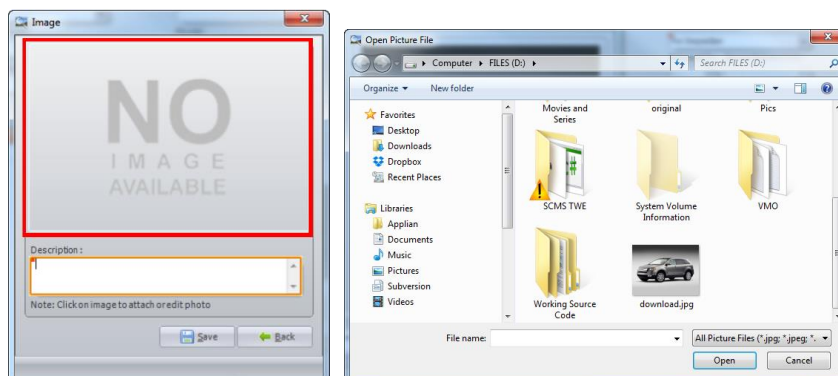
## 5. **Armor** tab

**Armored** - if a vehicle is armored check the option, then insert the desired armor details

## 6. **Images** tab – Option available to Add, Edit, Delete, Vehicle Images

### To Insert Image

- Click New to open an Image dialog box, click the image area to browse and insert the image.



- Insert the the description then click **Save**



### To Edit Image

- From the Images tab, Click the description from the list and click **Edit**
- Then on the Image dialog box, click the image area to open file browser and select the image
- Change the description then click **Save**

### To Delete Image

- From the Images tab, Click the description from the list and click **Delete** then confirm the deletion

## 7. **Others** tab - Insert additional user defined fields, notes and manage Document attachments

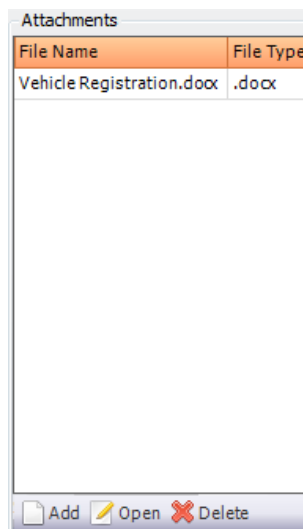
### To create user defined field

- From the Others tab, click the label to change the name

- Insert the field name and click OK

### To Manage Document Attachments

- From the **Others** tab, go to Attachments section and click **Add**
- A dialog box will open, browse the document then click **Open**



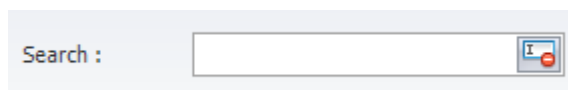
### To Manage Document Attachments

- From the **Others** tab, go to Attachments section and click **Add**
- A dialog box will open, browse the document then click **Open**

8. Once all information are inserted click **Save**

### Edit a Vehicle Information

1. Go to **Fleet Maintenance Module** then select **Vehicle Inventory > Vehicle** from the sidebar
2. Select the Vehicle from the list then click **Edit** from ribbon menu



- Use the search box to find the Vehicle

3. **Edit Vehicle Information** window will appear
4. Insert the additional/modified information
5. Once all desired information are added/edited click **Save**

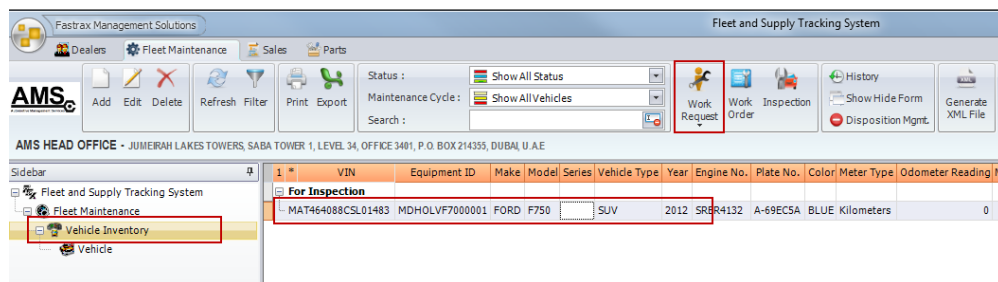
### Delete a Vehicle Information

1. Go to **Fleet Maintenance Module** then select **Vehicle Inventory > Vehicle** from the sidebar
2. Select the Vehicle from the list then click **Delete** from ribbon menu
3. A message box will appear and confirm the deletion by clicking **Yes**

## Work Request

### Create a Work Request

1. Go to **Fleet Maintenance Module**, select **Fleet Maintenance > Vehicle Inventory** from the sidebar then select the vehicle from the list and click **Work Request**



2. New **Work Request** window

**New Work Request**

General Information  
 Request Serial No.: WORKMDHO000002  
 Equipment ID: MDHOLVF7000001  
 Make: FORD  
 Model: F750

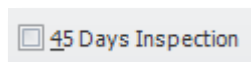
Date and Time: 11-Jan-2015 12:58  
 VIN: MAT464088CSL01483  
 Current Odometer Reading:

☐ 45 Days Inspection

Complaint(s)

Create WO Save Back

3. Insert the required information (odometer reading, complaint(s))



- Check if the Work request is a **45 Days Inspection**

4. Click **Save** if all information are inserted

## Edit Work Request

1. Go to **Sales Module**, select **Sales > Work Request** from the sidebar then select the transaction from the list and click **Edit**
2. Update the Work Request information
3. To Convert Work Request to a Work Order, click **Create WO**

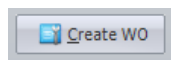
## Delete Work Request

1. Go to **Sales Module**, select **Sales > Work Request** from the sidebar then select the transaction from the list and click **Delete**
2. A message box will appear and confirm the deletion by clicking **Yes**

## Work Order

### Create Work Order

1. Go to **Sales Module**, select **Sales > Work Request** from the sidebar then select the work request transaction and click **Edit**
2. On the Work Request window, click the **Create WO** option



- see also **Edit Work Request** instruction

3. A confirmation will appear and click **Yes**
4. **New Work Order** window

The 'New Work Order' window is a complex form with the following sections:

- Vehicle Information:** Fields for Type (RETAIL), Change To, Work Order No., Date (11-Jan-2012), Code, Rate, Quote No., Status, and Price Provided By (LICKENS, RICHARD).
- Vehicle Details:** Fields for Vehicle Status (MC), Department (Maintenance), Location (DHO), Make (FORD), Model (F750), VIN (WAT4W8BC0L01483), and Series.
- Services List:** A table with columns for Service Code, Description, and Remarks. It lists various services like GENERAL INSPECTION, SERVICE A, SERVICE B, SERVICE C, RECOVERY, VISUAL INSPECTION, DIAGNOSTIC INSPECTION, 45 DAYS SAFETY INSPECTION, BODY REPAIR, ROAD WHEEL AND TIRE, and BRAKE SYSTEM.
- Summary Section:** A section at the bottom showing 'Total Approved Quotation' and 'Work Order Totals (Expected Receivable)' with fields for Gross, Discount, Net, and Selected Currency Net, all in USD.

## 5. Insert the required information

**Odometer** - the value should be higher than the previous odometer

**Repairs Tab** - check the services to be tagged to the Work Request

Service Code	Description	Remarks
<input checked="" type="checkbox"/> GI	GENERAL INSPECTION	GENERAL INSPECTION
<input type="checkbox"/> SERA	SERVICE A	SERVICE A
<input type="checkbox"/> SERB	SERVICE B	SERVICE B
<input type="checkbox"/> SERC	SERVICE C	SERVICE C
<input type="checkbox"/> REC	RECOVERY	RECOVERY
<input type="checkbox"/> VI	VISUAL INSPECTION	VISUAL INSPECTION
<input type="checkbox"/> DI	DIAGNOSTIC INSPECTION	DIAGNOSTIC INSPECTION
<input type="checkbox"/> GI2	45 DAYS SAFETY INSPECTION	45 DAYS SAFETY INSPECTION
<input type="checkbox"/> BR	BODY REPAIR	BODY REPAIR
<input type="checkbox"/> RWT	ROAD WHEEL AND TIRE	ROAD WHEEL AND TIRE
<input type="checkbox"/> BS	BRAKE SYSTEM	BRAKE SYSTEM

**Service Tab** - list of selected items from the Repairs Tab - [Issue Services to Work Order](#)

Service Code	Description	Failure Cause	Expected Hour/s	Actual Hour/s	Cost Price	Margin %	Sales Price	Total Sales Price	Issued	Remarks
GI	GENERAL>GENERAL>GENERAL INSPECTION	WEAR AND TEAR	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	GENERAL INSPECT

**Parts Tab** - Insert the parts to be issued to the work order. Parts can be from the inventory. Parts can be from the Inventory(internal) or External

Part No.	Description	Sales Price	Qty	Total	Issued	Issued Date	Issued By	Old Part Returned	Remarks	Approved	ETA
66693146	Wheel Mag	21.00	4	84	<input type="checkbox"/>			<input type="checkbox"/>	Sample Parts	<input checked="" type="checkbox"/>	

To Add Parts - [From the Inventory](#) or [External](#)

**Mechanics Tab** - Insert the mechanics name and details of the labor cost. Mechanics information can be from the employee list(internal) or External

Name	Department	Position	Hour/s	LaborCost
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To Add Mechanic - [Internal](#) and [External](#)

### Others Tab - Insert additional information for the Work Order

6. Click **Save** once all desired information are inserted

### Edit Work Order

1. Go to **Sales Module**, select **Sales > Work Order > Open** from the sidebar then select the work order transaction and click **Edit**
2. Update the Work Order Information. See [Work Order Details](#)
3. Once all information are inserted click **Save**

### Work Order Details

#### To Issue Work Order Services

1. On the Service(s) tab select the service code and click **Issue Service**
2. Service Details window

3. Insert the **Hours** expected and **Sales Price** for the service
4. Click **Issued** check box to add the service to the Work Order

*Note: If a service was issued the system requires a mechanic to be tagged to the service details*

5. Once all information are inserted click **Save**

## To Add (Internal) Mechanic to the Work Order

1. On the Mechanic(s) Tab, select the mechanic from the combo box and click **Add**
2. **Select Service Performed** window

Service Code	Description	Hour/s
G1	GENERAL>GENERAL>GENERAL INSPECTION	
FS	GENERAL>GENERAL>FUEL SYSTEM	
ACR	GENERAL>GENERAL>AC REPAIR	

3. Select the **Service Code** performed and insert the actual **hours** rendered
4. Once all information are inserted, click **Save**

## To Add (External) Mechanic to the Work Order

1. On the Mechanic(s) Tab, select the **ADD NEW** item from the combo box and click **Add**
2. On the **Select Service Performed** window, insert the mechanic **name** and **position**
3. Select the **Service Code** performed and insert the actual **hours** rendered
4. Once all information are inserted, click **Save**

## To Add (Internal) Parts to the Work Order

1. On the Parts tab, click **Add** with an empty combo box
2. **New Part** window

The 'New Part' window is a standard Windows-style dialog box. It contains the following fields and controls:

- Part No.:** Text box containing '02117-88023'.
- Description:** Text box containing 'A/C BELT'.
- Available Qty.:** Text box containing '5'.
- Cost Price:** Text box containing 'USD 5.0000'.
- Unit Type:** Dropdown menu showing 'PC'.
- Sales Price:** Text box containing 'USD 5.1500'.
- Margin %:** Text box containing '3.00'.
- Requested Qty.:** Text box containing '1'.
- Remarks:** A large text area for additional notes.
- Issued:** A checkbox.
- Date Closed:** A date picker.
- Old Part Returned:** A checkbox.
- Buttons:** 'Save' and 'Back' buttons at the bottom right.

3. Insert the **Requested Qty**
4. If parts is to be issued already click **Issued** check box and insert **Date closed** and if **Old Part Returned** check the status
5. Once all information are inserted, click **Save**

## To Add (External) Parts to the Work Order

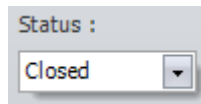
1. On the Parts tab, click **Add** with an empty combo box
2. **New Part** window
3. Insert the **Part No, Description, Cost Price, Unit Type, Requested Qty**
4. If parts is to be issued already click **Issued** check box and insert **Date closed** and if **Old Part Returned** check the status
5. Once all information are inserted, click **Save**

Note : Once external parts are issued it will automatically be added on the Parts Listing of the system with **non-stocking** status



## To Close Work Order Transaction

1. Open the Work Order Transaction and check all details if correct
2. On the Status box, change **Open** to **Closed**



3. Then click **Save**
4. If the Work Order doesn't have an Inspection transaction tagged the system ask to create one but this is an optional method. Click **No** to proceed closing without Inspection

## Inspection Transaction

### Create an Inspection Transaction

1. Go to **Fleet Maintenance Module**, select **Fleet Maintenance > Vehicle Inventory** from the sidebar then select the vehicle from the list and click **Inspection**
2. **New Equipment Inspection** window

 A screenshot of the 'New Equipment Inspection' window. The window contains several input fields for inspection details and a checklist of areas needing repair.
 

Areas Needing Repair	Mission Capable	Remarks
FRT Bumper & Brackets	<input checked="" type="checkbox"/>	
Front Panel	<input checked="" type="checkbox"/>	
Front No Plate	<input checked="" type="checkbox"/>	
Grille & Grille Surround	<input checked="" type="checkbox"/>	
Bonnet - Catches - Hinges	<input checked="" type="checkbox"/>	
R/H/F Wing	<input checked="" type="checkbox"/>	
R/H/F Headlamp & Trim	<input checked="" type="checkbox"/>	
R/H/F Side & Flasher Lamp	<input checked="" type="checkbox"/>	
R/H/F Door	<input checked="" type="checkbox"/>	
R/H/F Window	<input checked="" type="checkbox"/>	
R/H/R Door	<input checked="" type="checkbox"/>	
R/H/R Window	<input checked="" type="checkbox"/>	
R/H Inner/Outer Sill	<input checked="" type="checkbox"/>	
R/H/R Wing/Quarter Panel	<input checked="" type="checkbox"/>	
Roof Panel	<input checked="" type="checkbox"/>	
BootLid/Tailgate	<input checked="" type="checkbox"/>	
Check Spare Wheel	<input checked="" type="checkbox"/>	
Rear Panel & Rear Valance	<input checked="" type="checkbox"/>	

3. Insert the required information

 A screenshot of a software interface showing a 'WO No.' label above an input field. To the right of the input field are two buttons: a magnifying glass (search) and a circular arrow (refresh).

*Tagged the Work Order to Inspection transaction(optional)*

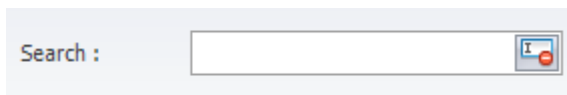
Areas Needing Repair	MissionCapable	Remarks
FRT Bumper & Brackets	<input checked="" type="checkbox"/>	
Front Panel	<input checked="" type="checkbox"/>	
Front No Plate	<input checked="" type="checkbox"/>	
Grille & Grille Surround	<input type="checkbox"/>	Remarks
Bonnet - Catches - Hinges	<input checked="" type="checkbox"/>	
R/H/F Wing	<input checked="" type="checkbox"/>	
R/H/F Headlamp & Trim	<input checked="" type="checkbox"/>	
R/H/F Side & Flasher Lamp	<input checked="" type="checkbox"/>	
R/H/F Door	<input checked="" type="checkbox"/>	
R/H/F Window	<input checked="" type="checkbox"/>	
R/H/R Door	<input checked="" type="checkbox"/>	
R/H/R Window	<input checked="" type="checkbox"/>	

Select the items that are non-mission capable then provide the details of the inspection

- Once all information are inserted click **Save**

## Edit an Inspection Transaction

- Go to **Sales Module** then select **Sales > Vehicle Inspection** from the sidebar
- Select the inspection transaction from the list then click **Edit** from ribbon menu

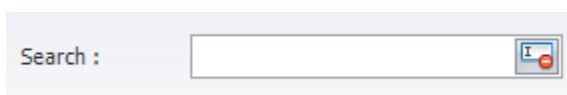


Use the search box to find the Inspection transaction

- Modify Equipment Inspection** window will appear
- Insert the additional/modified information
- Once all desired information are added/edited click **Save**

## Delete an Inspection Transaction

- Go to **Sales Module** then select **Sales > Vehicle Inspection** from the sidebar
- Select the Inspection transaction from the list then click **Delete** from ribbon menu



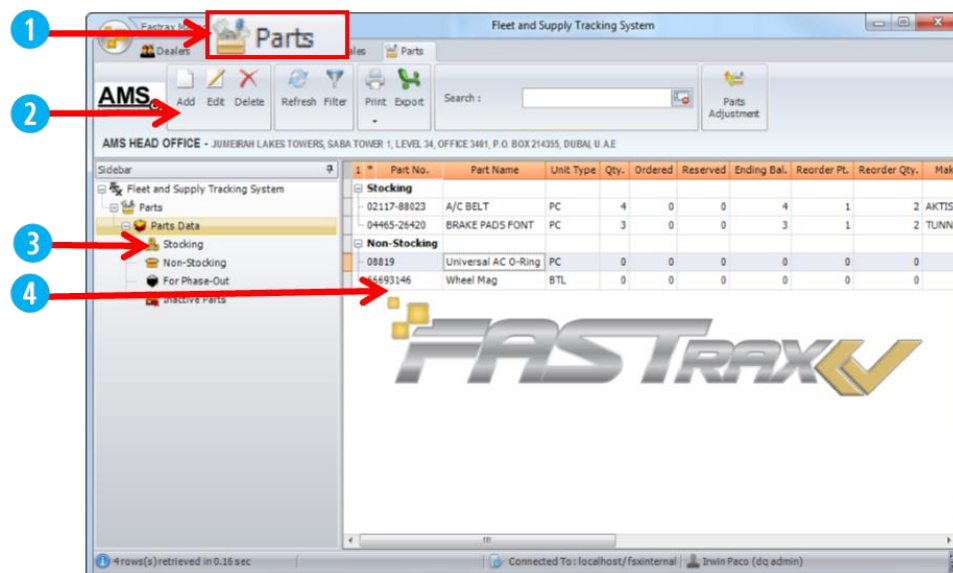
Use the search box to find the Inspection transaction

- A message box will appear and confirm the deletion by clicking **Yes**

## Parts Module

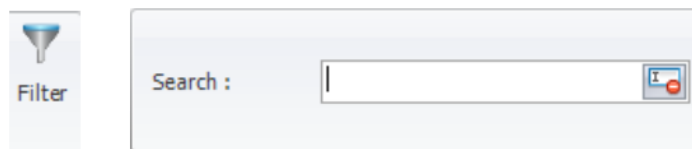
### Open Parts Module

1. On the FASTrax CV Main window, go to the Main Modules tab and select **Parts**



2. Ribbon menu - Options for **Add, Edit, Delete, Refresh, Filter, Print** Parts information

**Filter and Search** Options - a multifunction filter option, select the desired status or maintenance cycle



3. FASTrax CV Parts Tree Menu : **Parts Data**
4. Parts Inventory List

## Parts Information

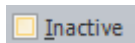
### Create a Part Information

1. Go to **Parts Module** then select **Parts > Parts Data** from the sidebar
2. Then click **Add** from ribbon menu
3. **New Part Information** window

4. Insert required information



- Required text box



- Check item if the parts will be set to inactive

5. **Parts Location** section - Identify the parts location and shelf

- Click **New** to open a dialog box to insert Part Location & Shelf

6. Others tab - Insert additional user defined fields and notes
7. Once all information are inserted click **Save**

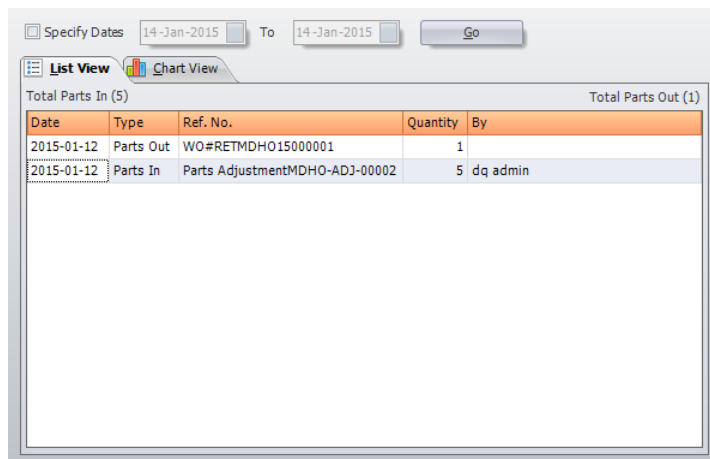
## Edit Part Information

1. Go to **Parts Module**, select **Parts > Parts Data** from the sidebar then select the parts information from the list and click **Edit**
2. Update the parts information

### View Parts Audit Trail

On the parts information, click **Audit Trail** tab

Click **Go** to list down all transaction on the **List View**



The screenshot shows a web application interface for viewing the audit trail of parts. At the top, there is a 'Specify Dates' section with two date pickers set to '14-Jan-2015' and a 'Go' button. Below this are two tabs: 'List View' (selected) and 'Chart View'. The main area displays a table with the following data:

Date	Type	Ref. No.	Quantity	By
2015-01-12	Parts Out	WO#RETMDHO15000001	1	
2015-01-12	Parts In	Parts AdjustmentMDHO-ADJ-00002	5	dq admin

Summary statistics are shown at the top of the table: 'Total Parts In (5)' and 'Total Parts Out (1)'.

Check **Specify Dates** and select the date range to audit then click **Go**

### View Stock Adjustment History

On the parts information, click **Stock Adjustment History** tab

Click **Go** to list down all stock adjustment history

Check **Specify Dates** and select the date range to view parts history

3. If all required information are inserted click **Save**

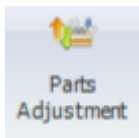
## Delete Part Information

1. Go to **Parts Module**, select **Parts > Parts Data** from the sidebar then select the parts from the list and click **Delete**
2. A message box will appear and confirm the deletion by clicking **Yes**

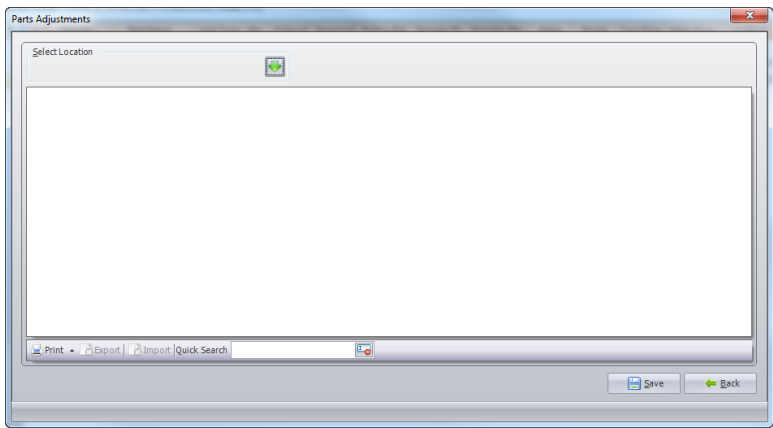
# Parts Adjustment

## Parts Adjustment Transaction

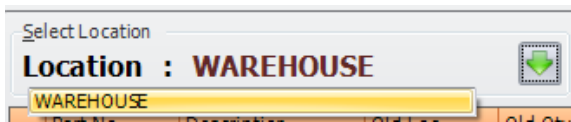
- 1. Go to **Parts Module** then on the ribbon click **Parts Adjustment**



- 2. Parts Adjustments window



- 3. Select the **Location** to populate all parts to list



- 4. Select the parts to adjust by ticking the check box. Select the new **location**, enter the new **qty** and then **remarks**

...	Part No.	Description	Old Loc.	Old Qty.	New Loc.	New Qty.	Remarks
<input checked="" type="checkbox"/>	02117-88023	A/C BELT	WAREHOUSE	4	WAREHOU		
<input type="checkbox"/>	04465-26420	BRAKE PADS FONT	WAREHOUSE	3			

- 5. Once all adjustment for parts are finished, click **Save**