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Update System-Generated Vehicle Logs

In the FIMS, on the last day of each month, a process is run to create prior month vehicle log records for each asset that is in a non-terminal status. The records created can then be updated with the pertinent information and closed so it is recognized on the Missing Logs report.

This guide provides the steps for efficiently updating the system generated logs each month.

1. Navigate to Work | Vehicle Logs

2. On the Vehicle Log screen, select the All Vehicle Logs dataspy.

   Add a filter value of OPEN to the Status column.

   Add a filter value to the Sched. Start Date column. Enter the first day of the month you are completing log for.

   Click “Run”.
3. Sort the list in ascending order by clicking the Asset column header once.

   Note: The arrows next to a column header indicates sorting.
   Up arrow – ascending order
   Down arrow – descending order

4. Click on the “Split screen” button.

   The logs are listed on left-hand side of the screen.

   The log details for the highlighted row will appear to the right.
5. Complete the vehicle log.

**REQUIRED FIELDS:**
- Days Down
- Days on Standby
- Current Meter Reading
- Condition
- **Status** (defaults to OPEN) – change to CLOSED

All other fields are optional and may be completed as needed.

**Note:**
If your agency **DOES NOT** participate in the WEX integration, **fuel charges should be recorded on the log.**

If fuel charges are on a **non-WEX credit card**, **fuel charges should be recorded on the log.**

Click “Save”.

6. Click the next log in the left-hand side column and repeat steps 4 and 5 above. Continue moving down the left-hand side list until all logs are updated and closed.

**Logs must be in a CLOSED status for them to be counted on the Missing Logs report.**

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**Missing Logs Report**

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After completing the log details and closing the logs, a Missing Logs report should be run to ensure all logs have been completed and closed for that month.
1. Navigate to **Equipment | Reports | Missing Meter Logs**.

2. Click the “Print Preview” button.

3. Select the **Start Month** from the drop-down list.
   
   Select the **Start Year** from the drop-down list.
   
   Select the **Department(s)** you wish to include in the report.
   
   Click the “Finish” button at the left bottom corner.

4. In the Chrome browser, the downloaded report will appear at the left bottom corner of the screen.
   
   Click on the report and it will open in Excel.
5. The report will have columns for the selected month and year as well as a column for the previous 11 months. Assets in a non-terminal status will appear on the report (excluding Loaned Out, Outfitting and Pending Disposal.)

Month column values may be:

- **Number** – number of CLOSED logs for the month/year. Those assets with more than “1” log appearing should be reviewed and one of the logs changed to a CANCELED status.

- **MISSING** – log required. No CLOSED log was found for the month/year.

- **NA** – log not required. Asset’s begin service date was after the month/year.