



VEHICLE MILEAGE REPORTING SYSTEM

USER GUIDE

March 15, 2006

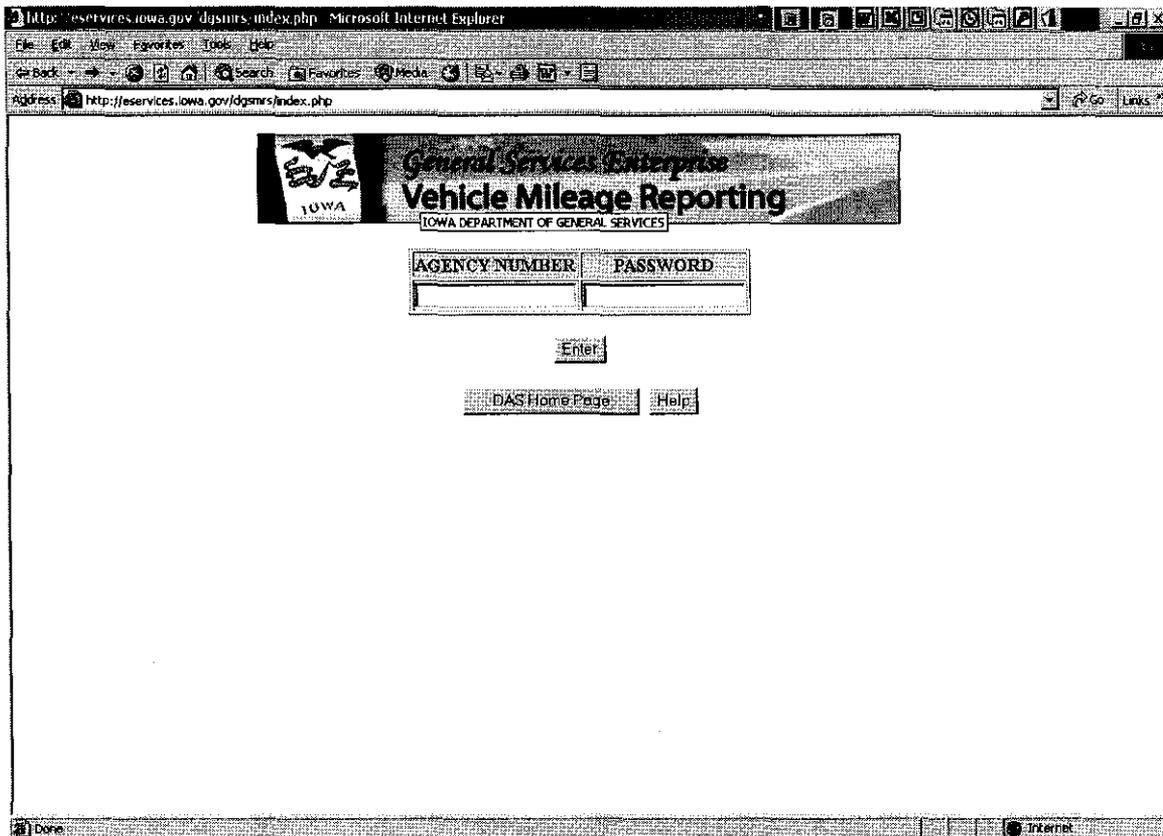
Iowa Department of Administrative Services
General Services Enterprise
Fleet and Mail Division
301 East 7th Street
Des Moines, IA 50319

System Overview

This manual has been designed for the users of State of Iowa Fleet vehicles to assist with the monthly mileage reporting system. This manual takes a step-by-step instructional approach on the best way to use the system.

All vehicle users that send monthly mileage reports to the Fleet Administrator must use this system starting April 1, 2001. Mileage reports must be entered online no later than the 15th of the following month. For example, reports for March need to be entered online no later than April 15th.

To access the Vehicle Mileage Reporting System go to the following web address:
<http://eservices.iowa.gov/dgsmrs/index.php>



Logon Page

Enter an agency number and password here. The agency number and password are linked to the vehicles assigned to that agency. This entry will determine on which vehicles you are able to report.

AGENCY NUMBER – Every agency is identified by a three-digit number.

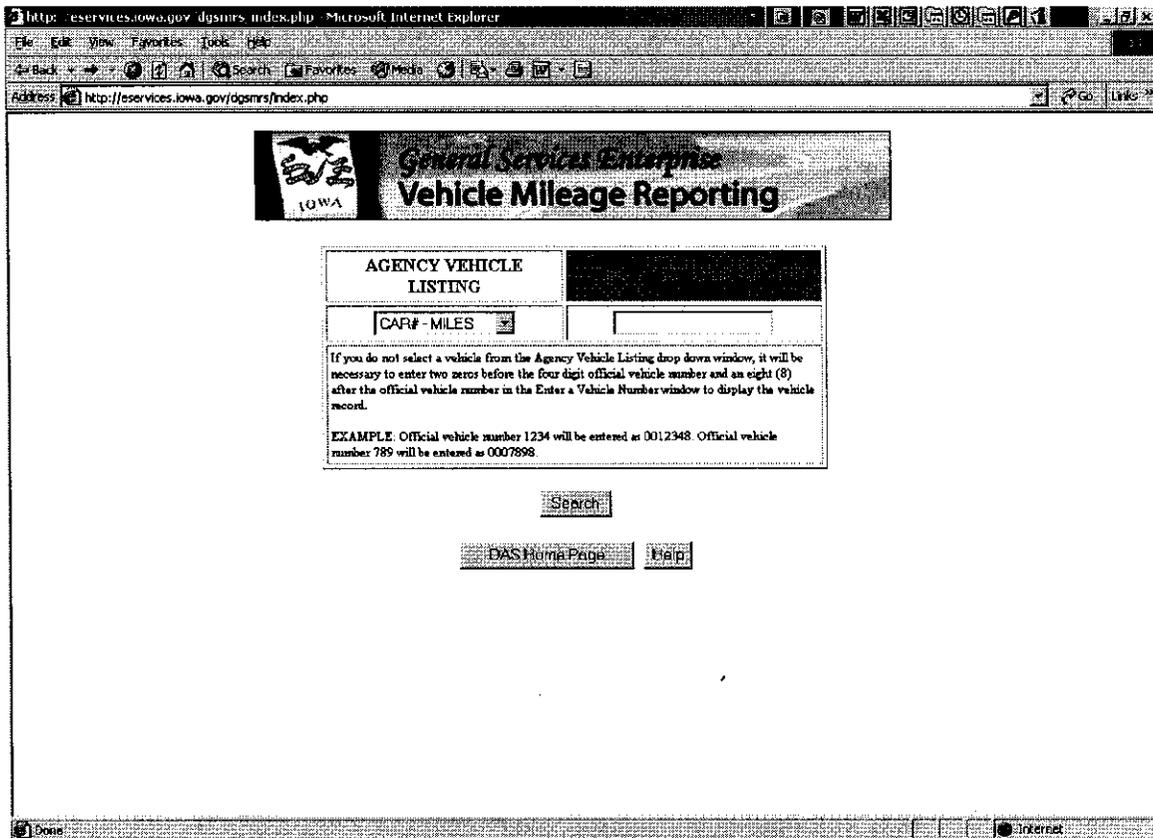
PASSWORD – The DAS Fleet & Mail Division assigns a password to each department. See your agency Mileage Reporting Coordinator with any questions about this password.

HIT: The password is upper/lower case sensitive. This means that if the password contains all capital letters, that is how it must always be entered.

ENTER button – Completes the logon process and takes you to the next screen.

DAS HOME PAGE button takes you to the DAS Home Page.

HELP button will show you this page of the User Guide.



Vehicle Search Page

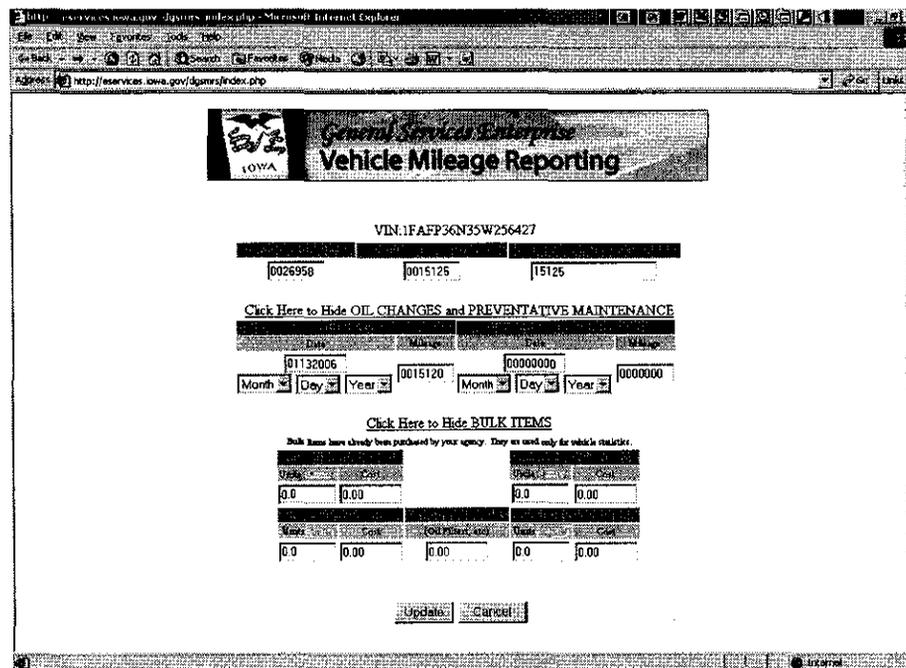
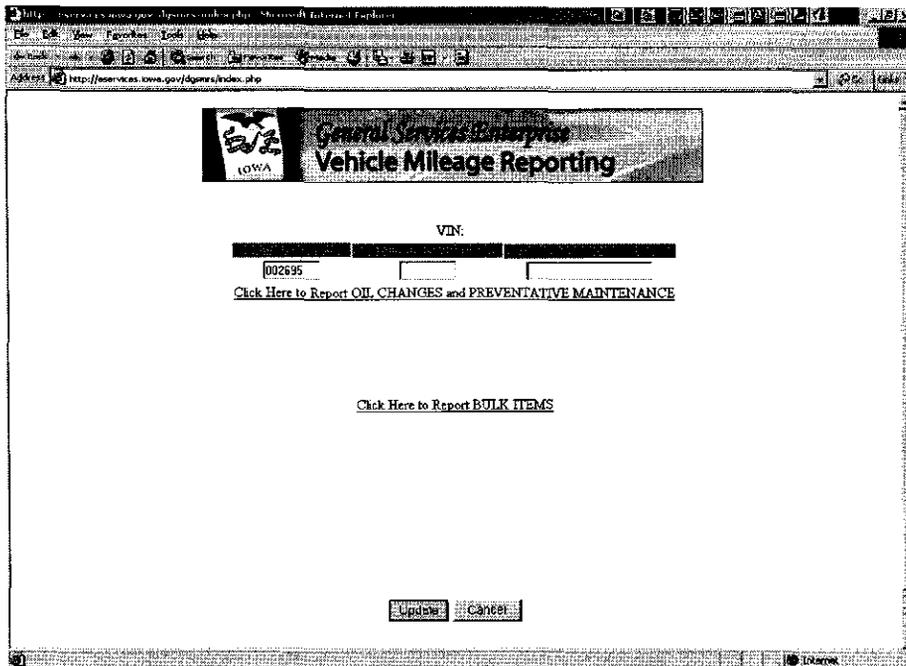
To select a vehicle you may type in the six-digit vehicle number or use the drop down box under Agency Vehicle Listing. If you do not select a vehicle from the Agency Vehicle Listing drop down window, it may be necessary to enter leading zeros before the official vehicle number and it will be necessary to enter an eight (8) after the official vehicle number in the Enter a Vehicle Number window to display the vehicle record.

EXAMPLE: Official vehicle number 104565 will be entered as 1045658. Official vehicle number 1234 will be entered as 0012348. Official vehicle number 789 will be entered as 0007898.

SEARCH button will bring up a record for the requested vehicle. If the vehicle is not assigned to the agency number you entered, an error message will appear.

DAS HOME PAGE button will take you to the DAS Home Page.

HELP button will show you this page of the User Guide.



Vehicle Record Page

This page initially contains VEHICLE NUMBER and BEGINNING ODOMETER READING for the vehicle selected. You may not update these items.

Enter the ENDING ODOMETER reading. This number must be larger than the BEGINNING ODOMETER value. Leading zeroes are not necessary.

If you are reporting either an OIL CHANGE or PREVENTIVE MAINTENANCE, click on the title, and entry boxes for oil change and preventive maintenance will appear.

Use the 'drop down' boxes to enter DATES. The DATES must be before the current date.

The MILEAGE entered must be less than the ending odometer reading you entered. Leading zeroes are NOT necessary.

HINT: Use the TAB KEY to go from one box to another. Use the up/down arrows to move through the date drop down boxes.

To report BULK items, click on BULK ITEMS and the fields for gasohol, ethanol 85%, oil, diesel, and parts will appear. Fill in the total units and dollars that were used by this vehicle for this period. The system will not accept a report of both diesel and gasoline (gasohol/ethanol) for the same vehicle. For BULK PARTS all that is needed is the cost.

HINT: Use the tab key to go from one box to another.

Items that can be updated:

ENDING ODOMETER – Up to 7 numeric characters. ENDING ODOMETER value must be larger than BEGINNING ODOMETER.

Date/Mileage – This is the date the oil change or preventive maintenance was done and the mileage on the vehicle at the time of service.

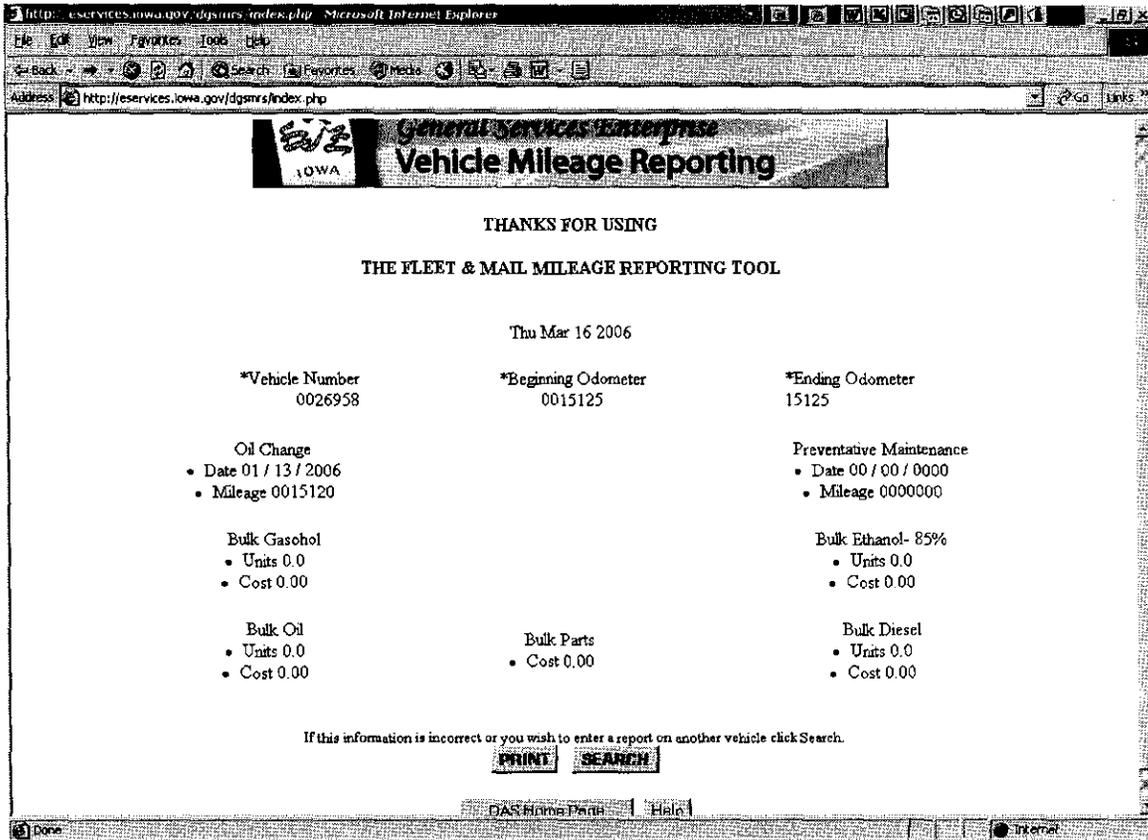
Units – Up to 5 numeric characters plus 1 decimal place (1 to right of decimal point).

Costs – Up to 5 numeric characters plus 2 decimal places (2 to right of decimal point).

UPDATE button will update the database and take you to the next screen.

DAS HOME PAGE button will take you to the DAS Home Page.

HELP button will show you this page of the User Guide.



Vehicle Result Summary Page

This page shows you the values of the record that you have just updated.

To print this page click on the PRINT button or use the menu option on your Browser's tool bar. The PRINT button may not work with all browsers.

To change any of the information entered, click on the SEARCH button, enter the same vehicle number, and make changes as needed. To search for another record, click on the SEARCH button at the bottom of this screen. All changes must be completed by the 15th of the month for the information from the previous month.

PRINT button will print this page to your default printer.

SEARCH button will take you to the SEARCH page where you can enter another vehicle number.

DAS HOME PAGE button will take you to the DAS Home Page.

HELP button will show you this page of the User Guide.