



# Exercise Guide

## Fleet Manager Certification Program

### Exercise Guide

#### Table of Contents

|  |    |
|--|----|
| Exercise 1 – Update Equipment Master & Install a Functional Location – IE02 .....          | 2  |
| Exercise 2 - Create measuring points – IE02 .....  | 4  |
| Exercise 3 – Create Initial Odometer Reading – IK11 .....                                  | 5  |
| Exercise 4.1 – Create Driver Assignment Request – ZPMFME_DAV_INIT .....                    | 6  |
| Exercise 4.2 – Perform Agency Driver Assignment Approval – ZPMFME_DAV_REQ .....            | 7  |
| Exercise 5 – Fleet Data Audit .....  | 7  |
| Exercise 6 – Create Historical (Statistical) Order and Post Statistical Costs – IW61 ..... | 10 |
| Exercise 7 – Create Measurement Documents for Equipment – IK22 .....                       | 11 |
| Exercise 8 – List Measurement Documents and Set Reversal Indicator – IK18 .....            | 12 |
| Exercise 9 – Deactivate Equipment Record .....   | 12 |

#### Logging On:

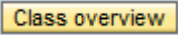



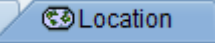
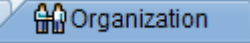
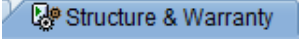

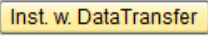

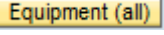


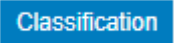
- Enter URL: <https://tng.magic.ms.gov>
- Enter: **User** and **Password** provided by instructor
- Click **Logon**
- Click **General Applications**
- Click **Overview**
- Under **Enterprise Central Component**
- Click **ECC Webgui**

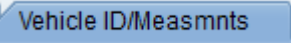
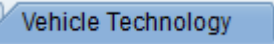

## Exercise 1 – Update Equipment Master & Install a Functional Location – IE02

**Scenario Objective:** A vehicle has been acquired and received. Asset management has set up the asset master, which has generated the equipment (vehicle) master shell. Update the equipment (vehicle) master with the appropriate fleet information.

### Required Data

| Task   | Additional Information                     |
|--|--|
| Enter transaction code   | IE02                                       |
| Initial Screen   | Change Equipment: Initial Screen           |
| 1. Enter <b>Equipment</b><br>a. Press enter  | [see data sheet - Equipment]               |
| 2. Enter <b>Object Type</b><br>a. Press enter  | PASSENGER                                  |
| 3. Enter <b>AuthorizGroup</b>  | 9955                                       |
| 4. Enter <b>Start-up date</b>  | [beginning of this month]                  |
| 5. Enter <b>Aquisition Value</b><br>6. Enter <b>Currency Conversion</b><br>7. Enter <b>Aquisition Date</b> | 25,000<br>USD<br>[beginning of this month] |

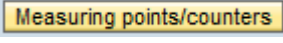
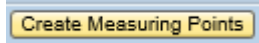
|   |  |
|---|--|
| <p>8. Click </p> <p>i. If prompted, select <b>Class Type</b></p> <p>ii. Click  <b>Copy</b></p> <p>b. Enter <b>Class</b></p> <p>c. Select <b>Sta...</b> (Standard Class) checkbox</p> <p>d. Press enter</p> <p>e. Select the  button</p>  | <p>002 Equipment Class</p> <p>PM_VEHICLE</p>  |
| <p>9. Select  tab</p> <p>a. Enter Maint Plant</p> <p>b. Enter <b>Plant Section</b> (district code)</p> <p>c. Enter <b>Work center</b></p> <p>d. Enter <b>ABC indic.</b></p>  | <p>9955</p> <p>999</p> <p>9955-001</p> <p>1</p>  |
| <p>10. Select  tab</p> <p>a. Enter <b>Planner group</b></p> <p>b. Enter <b>Main WorkCtr</b> and <b>Plant</b></p> <p>c. Enter <b>Catalog profile</b></p>  | <p>955</p> <p>9955-001 / 9955</p> <p>FLEET</p>   |
| <p>11. Select  tab</p> <p>a. Click  <b>Change InstLoc</b></p> <p>b. Enter <b>Functional loc.</b></p> <p>c. Click </p> <p>d. Click  <b>Continue</b></p> <p>e. Click </p> <p>f. Click </p> <p>g. Click  <b>Confirm</b></p> | <p>9955-999-FC</p> <p><b>Data Transfer: Install Equipment</b> screen displays.</p>   |
| <p>12. Select  tab</p> <p>a. Enter Classificaton</p>   | <p>Marked</p>  |





|   |  |
|---|--|
| 13. Click <br>a. Enter <b>VIN</b>  | Leave blank for exercise, but complete this step during actual setup       |
| 14. Select  tab<br>a. Enter <b>Usage indicator</b><br>b. Enter <b>CalculMethod</b> | D Department<br>B Miles Per Gallon   |
| 15. Click    | Save   |
| 16. Press enter to acknowledge <u>each</u> message  | Keep pressing enter for each message until the initial screen is displayed |

## Exercise 2 - Create measuring points – IE02

**Scenario Objective:** The new vehicle must have measuring points assigned. By assigning measuring points to the vehicle, odometer readings, fuel costs and fuel consumption can be recorded. Assign the three measuring points PM\_MILES, PM\_FUELCOST and PM\_FUEL to the equipment (vehicle) master.

### Required Data



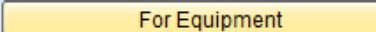

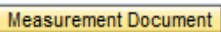
| Task   | Additional Information           |
|--|----------------------------------|
| Enter transaction code   | IE02                             |
| Initial Screen   | Change Equipment: Initial Screen |
| 1. Enter <b>Equipment</b><br>a. Press enter  | [see data sheet - Equipment]     |
| 2. Click  |                                  |
| 3. Click  | To create the measuring points   |

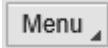





|   |                                 |
|---|---------------------------------|
| 4. Click the  button |                                 |
| 5. Click             | To look at the measuring points |
| 6. Click the  button | Go to the Location tab          |
| 7. Click             |                                 |

### Exercise 3 – Create Initial Odometer Reading – IK11

**Scenario Objective:** The initial odometer reading must be documented for the new vehicle. Enter an initial odometer reading of 5000 miles for the equipment (vehicle) and the date is 2 months before today's date.

#### Required Data


| Task   | Additional Information                      |
|--|---|
| Enter transaction code   | IK11  |
| Initial Screen   | Create Measurement Document: Initial screen |
| 1. Place cursor in <b>Measuring point</b> field <ol style="list-style-type: none"> <li>Select  (search the field) or press F4</li> <li>Click  <b>New Search</b></li> <li>Select </li> <li>Enter <b>Equipment</b></li> <li>Enter <b>MeasPosition</b></li> <li>Click  <b>Continue</b></li> </ol> | [see data sheet]<br>PM_MILES                |
| 2. Enter <b>MeasTime</b>   | [two months ago from current date]          |
| 3. Click    |   |

|   |  |
|---|--|
| 4. Enter <b>Counter reading</b>   | 5000   |
| 5. Set counter reading externally <ol style="list-style-type: none"> <li>Go to  -&gt;  -&gt; Replace Counter...</li> <li>Press Enter</li> <li>Select  Total CntrReadg set externally</li> <li>Click  to continue</li> </ol> | This creates a starting point for the odometer |
| 6. Click   |  |
| 7. Click  to leave the transaction   |  |

## Exercise 4.1 – Create Driver Assignment Request – ZPMFME\_DAV\_INIT

**Scenario Objective:** A new driver assignment is required for the newly acquired vehicle. Create the initial driver assignment request.


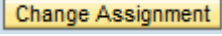

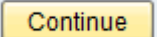

### Required Data

| Task   | Additional Information                              |
|--|---|
| <b>Enter transaction code</b>  | ZPMFME_DAV_INIT                                     |
| <b>Initial Screen</b>  | <b>Driver Assignment to Vehicle: Initial Screen</b> |
| 1. Enter <b>Driver ID</b><br>a. Press enter  | [see data sheet]                                    |
| 2. Enter <b>One-Way Distance</b>   | 10  |
| 3. Select <b>Assignment Type</b>   | COMMUTE   |
| 4. Enter <b>Requested Start</b>  | [beginning of current month]                        |
| 5. Enter <b>Requested End</b><br>What is the assignment number?                              | [twelve months from requested start]<br>_____       |
| 6. Click  |   |

## Exercise 4.2 – Perform Agency Driver Assignment Approval – ZPMFME\_DAV\_REQ

**Scenario Objective:** The driver assignment must be approved by the agency. Review the driver assignment request, assign equipment (vehicle) and change the status of the request to indicate the agency approval.

### Required Data

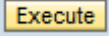
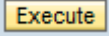

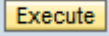



| Task   | Additional Information                         |
|--|--|
| Enter transaction code   | ZPMFME_DAV_REQ                                 |
| Initial Screen   | Driver Assignment to Vehicle: Selection Screen |
| 1. Click    |  |
| 2. Select <b>Assignment Number</b>   | [assignment created in last exercise]          |
| 3. Click    |  |
| 4. Enter <b>Vehicle Number</b><br>a. Press enter<br>b. Select <b>Approval Status</b>         | [see data sheet]<br><br>PENDING                |
| 5. Click  |  |
| 6. Click  |  |
| 7. Click  |  |

## Exercise 5 – Fleet Data Audit






**Scenario Objective:** An agency needs to perform their weekly audit of vehicle data. Complete an audit for agency 9955.

### Required Data

| Task                       | Additional Information |
|----------------------------|------------------------|
| 1. Enter transaction code. | ZPM_Asset_Fleet        |

|  |                        |
|--|------------------------|
| <ol style="list-style-type: none"> <li>2. Enter Business Area</li> <li>3. Asset Status</li> <li>4. Press </li> <li>5. Put the number of records in Active Vehicle Asset field on the Data Checklist form.</li> </ol>  | <p>9955<br/>Active</p> |
| <ol style="list-style-type: none"> <li>6. Enter transaction code.</li> </ol>   | <p>IE36</p>            |
| <ol style="list-style-type: none"> <li>7. Enter Maintenance plant</li> <li>8. Press </li> <li>9. Highlight column "C" (Equipment Category)</li> <li>10. Press Control + F</li> <li>11. Put F in the Search Term field</li> <li>12. Put a check mark by Display Number of Hits</li> <li>13. Press </li> <li>14. Write the number of hits in the Number of Active Equipment records field on the Data Checklist form</li> </ol>  | <p>9955</p>            |
| <ol style="list-style-type: none"> <li>15. Enter transaction code</li> </ol>   | <p>ZPM_Asset_Fleet</p> |
| <ol style="list-style-type: none"> <li>16. Enter Business Area</li> <li>17. Asset Status</li> <li>18. Press </li> <li>19. Select/Highlight the Fuel Cost column.</li> <li>20. Click Set Fliter</li> <li>21. Enter 0.00 within the field</li> <li>22. Press </li> <li>23. Count the number of records with "0.00" in the Fuel Cost column and write that number in the Number of records missing cost data field on the Data Checklist form.</li> <li>24. Select/Highlight the Fuel Cost column</li> <li>25. Click Set Filter</li> <li>26. Remove 0.00 from the field</li> <li>27. Press </li> </ol> | <p>9955<br/>Active</p> |
| <ol style="list-style-type: none"> <li>28. Select/Highlight the Maintenance Cost column.</li> <li>29. Hold the CTRL button and select the Repair cost column</li> <li>30. Click Set Fliter</li> <li>31. Enter 0.00 within all the fields</li> <li>32. Press </li> <li>33. Count the number of records with "0.00" in both columns and write that number in the</li> </ol>   |                        |



|  |  |
|--|--|
| <p>Number of records missing cost data field on the Data Checklist form.</p> <p>34. Select/Highlight the Maintenance Cost column.</p> <p>35. Hold the CTRL button and select the Repair cost column</p> <p>36. Click Set Filter</p> <p>37. Remove 0.00 from all fields</p> <p>38. Press </p>  |  |
| <p>39. Select/Highlight the Odometer Reading column.</p> <p>40. Click Set Filter</p> <p>41. Enter 0.00 within the field</p> <p>42. Press </p> <p>43. Count the number of records with "0.00" in the Odometer Reading column and write that number in the Number of records missing odometer field on the Data Checklist form.</p> <p>44. Select/Highlight the Odometer Reading column</p> <p>45. Click Set Filter</p> <p>46. Remove 0.00 from the field</p> <p>47. Press .</p>   |  |
| <p>48. Select/Highlight Miles Driven column</p> <p>49. Click Sort in Descending Order</p> <p>50. Count the number of records that have over 1,000,000 in the Miles Driven column and write that number in the Number of vehicles with odometer reading over 1,000,000 field on the Data Checklist form.</p>  |  |
| <p>51. Select/Highlight the Functional Location column</p> <p>52. Click Set Filter</p> <p>53. Click the search within the field and select the functional location ending with "FC".</p> <p>54. Press </p> <p>55. Count the number of records with a functional location that ends with FC and does not have a valid Driver Assignment. Write that number in the Number of vehicles requiring Driver Assignments field on the Data Checklist form.</p> <p>56. Select/Highlight the Functional location column</p> <p>57. Click Set Filter</p> <p>58. Remove 0.00 from the field</p> <p>59. Press .</p> |  |

|  |  |
|--|--|
| 60. Select/Highlight County column<br>61. Click Sort in Descending Order<br>62. Count the number of records without a value in the County column and write that number in the Number of vehicles that do not have the county field on the Data Checklist form. |  |
|--|--|

## Exercise 6 – Create Historical (Statistical) Order and Post Statistical Costs – IW61

**Scenario Objective:** After an oil change by a contract vendor, a historical (statistical) order is generated to statistically capture the maintenance costs on the vehicle.

### Required Data

| Task   | Additional Information  |
|--|---|
| <b>Enter transaction code</b>  | IW61  |
| <b>Initial Screen</b>  | <b>SAP</b>  |
| 1. Enter Historical/Statistical data <ol style="list-style-type: none"> <li>a. Enter <b>Order Type</b></li> <li>b. Enter <b>Reference Date</b></li> <li>c. Select <b>Priority</b></li> <li>d. Enter <b>Equipment</b></li> </ol>  | PM02 (Preventative maintenance)<br>[previous working day]<br>2-High<br>[see data sheet] |
| 2. Click <span style="background-color: #ffffcc; border: 1px solid black; padding: 2px;">Header data</span> <ol style="list-style-type: none"> <li>a. Enter description</li> <li>b. Enter <b>PMActType</b></li> <li>c. Press enter</li> </ol>  | [9955-Jack's Auto Shop - Change oil and filter]<br>COF                                  |
| 3. Select <span style="background-color: #add8e6; border: 1px solid black; padding: 2px;">Costs</span> tab <ol style="list-style-type: none"> <li>a. Select <span style="background-color: #add8e6; border: 1px solid black; padding: 2px;">Costs</span> sub-tab</li> <li>b. Enter <b>Services Costs</b></li> <li>c. Click <b>Enter</b></li> </ol> | 35.00   |
| 4. Select <span style="background-color: #add8e6; border: 1px solid black; padding: 2px;">Overview</span> sub-tab  |   |
| 5. Click <span style="background-color: #ffffcc; border: 1px solid black; padding: 2px;">Save</span>   |   |
| 6. Click <span style="background-color: #ffffcc; border: 1px solid black; padding: 2px;">Exit</span> to leave the transaction  |   |

## Exercise 7 – Create Measurement Documents for Equipment – IK22

**Scenario Objective:** Manually enter the fuel posting for 2 weeks prior to current date. The odometer value was 4000 miles, fuel cost was \$40, and fuel consumption was 15 gallons.

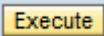





### Required Data

| Task   | Additional Information                            |
|--|---|
| Enter transaction code   | IK22  |
| Initial Screen   | Collective Entry of MeasDocuments: Initial screen |
| 1. Enter <b>Equipment</b>  | [see data sheet]                                  |
| 2. Enter <b>Meas Time</b>  | [2 weeks prior to current date]                   |
| 3. Click <b>Collective Entry</b>   |   |
| 4. Click <b>All Measuring Points on Object</b><br>For fuel consumption, is the counter reading or the difference entered?<br>For fuel cost, is the counter reading or the difference entered?<br>For odometer, is the counter reading or the difference entered for odometer?<br>a. Enter <b>CounterRdgDifference</b> for Fuel Consumption<br>b. Enter <b>CounterRdgDifference</b> for Fuel Cost<br>c. Enter <b>Rdg/CtrRdg</b> (Reading / Counter reading) for Odometer<br>d. Press <b>Enter</b> (twice) | _____<br>_____<br>_____<br>15<br>40<br>4000       |
| 5. Click <b>Save</b>   |   |
| 6. Click <b>Exit</b> to leave the transaction  |   |

## Exercise 8 – List Measurement Documents and Set Reversal Indicator – IK18

**Scenario Objective:** One of the measurement documents was entered incorrectly. Generate a list of measurement documents for the equipment (vehicle) and set the reversal indicator.

### Required Data


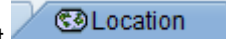

| Task  | Additional Information  |
|---|---|
| Enter transaction code  | IK18  |
| Initial Screen  | <b>Change Measurement Documents: Measurement Document Selection</b>                         |
| 1. Enter <b>Equipment</b><br>a. Select <b>Reversal indicator</b><br><br>b. Enter No. of MeasDocs by MeasPoint<br>c. Click  | [see data sheet - Equipment 1]<br><input checked="" type="radio"/> with or without<br>99999 |
| 2. Click <br>a. Click                  | [measurement document PM_MILES as 4000]   |
| 3. Click  and follow menu path:  | <b>Measurement Document &gt; Functions &gt; Reversal Indicator &gt; Set</b>                 |
| 4. Click   |   |
| 5. Click   |   |

## Exercise 9 – Deactivate Equipment Record

**Scenario Objective:** The vehicle was wrecked, and it needs to be deactivated.

### Required Data

| Task                             | Additional Information                  |
|----------------------------------|---|
| Enter transaction code           | IE02                                    |
| Initial Screen                   | <b>Change Equipment: Initial Screen</b> |
| 1. Enter <b>Equipment number</b> | Use Equipment 1 from Data sheet         |

|   |  |
|---|--|
| 2. Press <b>Enter</b>   |  |
| 3. Click  and follow menu path:<br><b>Equipment</b><br><b>Functions</b><br><b>Active &lt;-&gt; Inactive</b><br><b>Deactivate</b> | <i>Equipment &gt; Functions &gt; Active&lt;-&gt;Inactive &gt; Deactivate</i> |
| 4. Select  tab   |  |
| 5. Click  :  |  |