

This is our end of year newsletter to go over end of year procedures with TransitFleet users so the start of 2013 is not the end of the world and you all take full advantage of all the features of TransitFleet. We also want to take this opportunity to wish all in the TransitFleet community Happy Holidays and offer best wishes for a wonderful 2013!

## Automatic numbering for work orders and purchase orders - New year procedure

TransitFleet lets you automatically number work orders and / or purchase orders and for those of you who use the suggested numbering with a year prefix (that is 12-1234), you have to make sure you reset the so-called *seed number(s)* for 2013. This is done under Admin / Facilities where you select the facility (or facilities) that have automatically numbered work orders and / or purchase orders, then reset the seed number(s), as shown below:

**Modify Facility CHSB**

Information | Cost / Billing Plans | Trade / Class Rates

Facility code: **CHSB**      Facility name: CHARLESTON BASE

Address: 200 CHARLESTON BLVD

City: BREMERTON      State: Washington      Zip code: 98312

Country: [Dropdown]

**Purchase order receiving**

Address: 200 CHARLESTON BLVD

City: BREMERTON      State: Washington      Zip code: 98312

Country: [Dropdown]

Phone: 360-478-6226      Fax: 360-479-9380      Email: [Field]

Last RO: 13-00000      Last road call RO: [Field]      Last PO: 13-0000  
(auto RO number)      (auto RO number for road calls)      (auto PO number)

Date option on new repair order: Current date [Dropdown]

Default physical inventory group: GENERAL [Dropdown] | GENERAL

**Acivity at facility**

RO: Internal W/O's [Dropdown]

Fueling: Internal fueling [Dropdown]

Inventory: Internal inventory [Dropdown]

**Scheduling threshold defaults**

Look ahead thresholds:      Adherence:

Distance based: 500      500

Days for time based: 5      10

Days for distance projection: 5

Accounts

Purchasing expense	Default debit	[Dropdown]	Offset credit	[Dropdown]
Purchasing credit	Debit	[Dropdown]	Credit	[Dropdown]
Purchasing freight	Debit	[Dropdown]	Credit	[Dropdown]
Purchasing tax	Debit	[Dropdown]	Credit	[Dropdown]

Save, Exit

Cancel

Note that there are *three* fields where work order and purchase order seed numbers can be set:

- work orders - Last WO (or Last RO for repair order if that is the term used)
- work orders for road calls - Last road call WO (or Last road call RO)
- purchase orders - Last PO

If you are using the road call feature of TransitFleet (see below), each road call entered automatically generates a work order, which can be entered (a) manually, (b) using the regular automatically generated work order number, or (c) using its own automatically generated work order number.

You want to set the number to be the *last good number* such that the next number will be 1 higher; that is, with a *seed number* for work orders set at 13-0000, the next number will be 13-0001 when adding a new work order. If you are using a sequence number (i.e., 0001) as part of the work order or purchase order number, make sure you have enough digits - so if there is a possibility you might have more than 999, use four digits for the sequence (13-0000), if more than 9,999, use five digits (13-00000).

## **Physical Inventory**

For those of you conducting a physical inventory at the end of the calendar year, we want to make sure you know how to do this using TransitFleet and in particular are aware of features that were added to the original TransitFleet procedure: (a) generating the physical inventory count date and (b) performing trial reconciliations and making corrections before posting the reconciliation. Let us know if you do not have the current version of the Physical Inventory User Guide provided with TransitFleet or if have questions or if you need support to conduct a physical inventory. Every user has noted how easy and painless it is to conduct a physical inventory using TransitFleet and that TransitFleet provides reporting that satisfies the finance department and auditors.

## **Road Calls**

Road call entry and tracking was introduced in TransitFleet in 2012. In addition to maintaining a road call history, road call entries can be used to automatically track and report major and other mechanical system failures, data used to generate the NTD Maintenance Performance form (R 20). Road call entry and tracking is a feature of the base TransitFleet package; there is no additional license fee for a TransitFleet user to implement it. You have to request that we flip a switch to turn it on and we can train you on the setup and procedures to enter road calls by phone at no charge under a current software maintenance agreement.

Of the 15 TransitFleet installations, only two have implemented road call entry and tracking. There is no cost, it's easy to implement and use, and there is a significant benefit. Wouldn't the beginning of a year be the ideal time to start entering and tracking road calls? Just let us know and we'll flip the switch and walk you through the setup procedure.

# Road Call Entry and Road Calls Display

**Road Call - North East**

Facility: North East Transportation

Vehicle: **A60**      Generated WO: **97660**     

Date / time: **Wed 9/12/2012** at **9:15P**      Meter: **45170**      LTD: **45170**

Location: **EAST MAIN ST AND MERIDEN RD**      Operator: **504 SMITH, TERRANCE**     

Road call WO activity/reason: **RCC ROAD CALL CHARGABLE**      NTD work/task: **MAJOR "MAJOR" MECH. SYS. FAILURE**

Notes: **BUS STALLED - CHECK ENGINE LIGHT ON**

Mechanic: **24 BLACK, BILL**

Start: **9:15P**      Stop: **11:00P**      Duration: **1:45**      -- or --      No time entry

Mechanic	Start	Stop	Duration
24 BLACK, BILL	11:45P	12:45X	1:00

System: **ENG**      **ENGINE**

Defect: **OTHER OTHER ENGINE PROBLEM**

    

Disposition: **Vehicle towed**      Vendor: **KARAS KARAS MOTORS**     

Generated outside WO: **97660T**      Outside WO activity/reason: **TOW TOWED BUS**

          

**Road Calls - North East Transportation**

Earliest date: **Mon 12/22/2008**      Include road calls with dispositions             Facility: **North East Transportation**

Date	Time	Vehicle	Location	Mechanic	System	Problem	Operator	Work order	Disposition	Notes
Sat 12/08/2012	9:30P	A64	EXCHANGE PLACE	24	FBX	JAMMED	OUELLETTE, HEIDI	99390	Change off	COIN MECH JAM
Tue 12/04/2012	9:30A	930	WAL MART - NAUGATU	02	ELEC	OTHER ELECTRICAL	PRATT, NANCY	99283		VAN WOULD NI
Mon 12/03/2012	10:30A	383MW	ROUTE 150 @ DUNKIN	02	ENG	ENGINE NOISE	COTE, SUSAN	99239	Towed	SPARK PLUG IS
Fri 11/30/2012	2:30P	380	CHASE AVENUE @ AL	05	ENG	ENGINE NOISE	RAMSAMY, DEOSAMY	99216	Change off	NOISE FROM EN
Wed 11/28/2012	11:00A	A60	SOUTH MAIN ST @ EX	05	FBX	JAMMED	DESOCIO, DEBRA	99164	Change off	TRIM UNIT JAM
Tue 11/27/2012	3:15P	A43	NORTH MAIN ST @ WT	02	DOORS	DOOR WON'T OPEN /	ORTIZ, OSCAR	99138	Change off	ENTRANCE DOI
Wed 11/14/2012	1:45P	A44	EXCHANGE PLACE	05+	AIR	LOW AIR PRESSURE	DESOCIO, DEBRA	98918	Drove back	BUS LOST AIR F
Fri 11/09/2012	11:00A	A64	EXCHANGE PLACE	02	HYB	OTHER HYBRID DRI	COSTANTE, JAMES	98836	Change off	CHECK SYSTEM
Thu 11/08/2012	3:30P	A35	EAST FARM ST	21	AIR	OTHER AIR SYSTEM	MANDATO, FRANK	98809	Change off	FRONT AIR GAL
Wed 11/07/2012	2:30P	379	LAKEWOOD RD	21	OTHER	OTHER	THOMAS, MARYANN	98784	Rprd on road	VAN STUCK ON
Wed 11/07/2012	6:15P	381MW	I-691 WEST @ EXIT 3	24	OTHER	OTHER	DYSON, DARLENE	98767	Rprd on road	VAN STUCK IN :
Wed 11/07/2012	8:30P	A33	HIGHLAND AVE	24	OTHER	OTHER	DIAZ, ANNIE	98768	Rprd on road	BUS STUCK IN :
Wed 11/07/2012	8:30P	A59	JERSEY ST	24+	TIRES	OTHER TIRE PROBL	ETIENNE, FREDES	98764	Rprd on road	JAMMED CHAIN
Tue 11/06/2012	9:00A	A45	MORAN AND COOKE S	05	ENG	OTHER ENGINE PRO	MANDATO, FRANK	98742	Change off	CHECK ENGINE
Thu 11/01/2012	2:30P	A59	EXCHANGE PLACE	07	OTHER	OTHER	GIBBONS, ROBERT	98645	Change off	BEER SPILLED
Wed 10/31/2012	10:15A	363	PROSPECT - ST ANTH	05+	TIRES	OTHER TIRE PROBL	PRATT, NANCY	98623	Towed	LR WHEEL STU
Fri 10/26/2012	3:15P	A384	MAPLE ST - NAUGATU	07	ENG	OTHER ENGINE PRO	HASSINGER, TODD	98538	Drove back	CHECK ENGINE
Fri 10/26/2012	4:00P	358	- WATERTOWN	07	OTHER	OTHER	VELEZ, VERONIQUE	98539	Rprd on road	DRIVER LOCKE
Fri 10/26/2012	7:30P	A56	EXCHANGE PLACE	24	FBX	JAMMED	CARDONA, JSMAR	98547	Change off	JAMMED TRIM I
Fri 10/26/2012	8:00P	A40	EXCHANGE PLACE	24	BODY	OTHER BODY PROB	VAZQUEZ, WILFREDO	98549	Change off	
Tue 10/23/2012	8:30A	A381	MERIDEN RAILROAD S	02	ELEC	OTHER ELECTRICAL	SWEATT, HOFFMAN, N	98443	Change off	BROKEN SIGNA
Tue 10/23/2012	7:15P	A50		24	DOORS	DOOR WON'T OPEN /	SMITH, TERRANCE	98438	Change off	DOOR STUCK C
Mon 10/22/2012	10:00P	A42	EXCHANGE PLACE	17	FBX	JAMMED	DIAZ, ANNIE	98394	Change off	TRIM UNIT JAM
Wed 10/17/2012	8:15A	A49	FARMINGTON AV AT D	05	FBX	OTHER FAREBOX / T	KOWALSKI, GEORGE	98328	Rprd on road	TRIM UNIT ISSI
Thu 10/11/2012	2:00P	A35	BERKELEY AVE AND	05	AIR	LOW AIR PRESSURE	MANDATO, FRANK	98231	Drove back	LOW AIR PRES:
Tue 10/09/2012	11:5P	A48	EXCHANGE PLACE	05	ELEC	OTHER ELECTRICAL	MULHALL, MARY	98185	Change off	LEFT TURN SIG
Mon 09/24/2012	8:15A	386MW	ROUTE 68 & ROUTE 15	02	BRAKES	OTHER BRAKE PRO	PELLETIER, MAE	97876	Change off	EMERGENCY B
Thu 09/13/2012	11:30A	384MW	STATE ST - MERIDEN	02	ENG	ENGINE NOISE	WINTERS, TAMMY	97713	Change off	NOISE IN ENGI
Thu 09/13/2012	3:15P	A54	ROUTE 8 SB @ EXIT 2	05	ENG	OTHER ENGINE PRO	MAMUDI, JZBI	97718	Drove back	ENGINE SHUT I
Wed 09/12/2012	10:00A	A49	WILLOW ST AND PLAZ	02+	ELEC	WIRING PROBLEM	KOWALSKI, GEORGE	97692	Drove back	BUS SHUT OFF
Wed 09/12/2012	9:15P	A60	EAST MAIN ST AND M	24+	ENG	OTHER ENGINE PRO	SMITH, TERRANCE	97660	Towed	BUS STALLED -

## Blanket Purchase Orders

The blanket purchase orders features was also introduced in TransitFleet in 2012 and we encourage users to take advantage of this feature, particularly if is relevant to a contract starting at the beginning of the year. Blanket purchase orders are particularly useful for:

- fuel orders and deliveries purchased under a contract where individual PO's are not needed
- purchases from a vendor with recurring purchases of the same item or items with each purchase on an individual purchase order

The blanket PO for a typical fuel contract is shown below. Each fuel delivery is entered as a *drawdown* on the blanket PO as shown below.

### Blanket Purchase Order for Fuel Contract

Add Blanket Purchase Order - Grtr Bridgeport Transit

Vendor:

Blanket PO ID:  Description:

How PO's are issued:  
 As drawdowns  
 As individual PO

Effective date:  No end date set:  End date:

Maximum accumulation:  Maximum amount on single PO:

Contract:

PO stock type:

Ship via:

PO account:

Items on Blanket PO

Line	House number	Description	Dflt qty	Dflt unit cost
▶ 1	#DIESEL	DIESEL K-1		3.23

Purchase orders under blanket PO

Purchase order	Issue date	Total PO cost
▶ Drawdown 1	12/03/2012	23277.60
Drawdown 2	12/07/2012	23277.60
Drawdown 3	12/07/2012	23277.60

Total cost, PO's under blanket PO:

An example of a blanket PO for a vendor with recurring purchases of the same items is shown below. In this case, an individual purchase order is created for each order.

### Blanket Purchase Order for Vendor with Recurring Purchases of Same Items

Vendor: DPFREGEN DPF REGENERATION.COM LLC [Lookup Vendor]

Blanket PO ID: DPF-SVC2012 Description: DPF CATALYST / FILTER CLEANING

Effective date: 7/1/2012 No end date set

Maximum accumulation: 14400 Maximum amount on single PO: Contract: PO stock type: Stock items Ship via: PO account: 50499-70-21 ENGINE PARTS

How PO's are issued:  
 As drawdowns   
 As individual PO

Line	House number	Description	Dflt qty	Dflt unit cost
1	Q622288	DPF CATALYST FILTER SECTIO	1	240.0000
2	Q622289	DPF FILTER SECTION (CLEAN)	1	240.0000

Purchase order	Issue date	Total PO cost
49604	08/01/2012	480.00
49622	08/22/2012	240.00
49663	09/11/2012	240.00
49687	10/22/2012	480.00
49712	11/16/2012	480.00
49799	12/12/2012	720.00
49811	12/21/2012	480.00

Total cost, PO's under blanket PO: 3120.00

The advantage of using a blanket PO rather than a single purchase order left open for a period of time in either of these situations is that the order has its own PO issue date and receiving (or receivings).

As with road calls, there is no cost to set up and use blanket purchase orders and the feature is turned on by having us "flip the switch." We can train on setup and use of blanket purchase orders by phone. Just let us know if you are interested or need more information.

### TransitFleet Installation

In the beginning, TransitFleet executables were installed on individual workstations. That is no longer required and TransitFleet can be run from a single set of executables on a network server. Starting with TransitFleet releases from November 2012, the location of the executables is controlled by properties in the TransitFleet shortcut. You still have the option of keeping TransitFleet executables on individual workstations but with the first installation of a new TransitFleet release, you will have to reset the shortcut properties on each workstation. When setting up a new workstation, you will still need to run a TransitFleet installation procedure, but the shortcut can then be set to run TransitFleet either from the workstation or a network server.

## Successful Introduction of TransitFleet Add-on Modules

Kitsap Transit implemented TransitFleet live in production use in October, 2012. In addition to the base TransitFleet product, Kitsap Transit also implemented the three new add-on modules:

- paperless shop floor module
- mobile inventory module
- operator defect reporting using the work request module

Kitsap Transit no longer uses paper work orders and mechanics receive assignments, clock on and off work orders, and enter all work performed using the *paperless shop floor module* on workstations in cabinets on the shop floor.



Vehicle maintenance work requests can be submitted by operators and dispatchers using the *work request module*, by mechanics using the *paperless shop floor module*, or by anyone on a work request screen in TransitFleet. Maintenance supervisors respond to work requests using the work requests screen in TransitFleet. Supervisors create work orders from a work request or add to an existing work order and can assign mechanics from this screen.

## Work Requests Processing

Work Requests - Kitsap Transit, CHARLESTON BASE

Facility: CHARLESTON BASE

Earliest date: Wed 10/31/2012

Include work requests with dispositions:

Include work requests from:

Operators  Maintenance  Daily service  General

Start Lookup

Date	Vehicle	Time	Type	Facility	Originator	System	Problem	Notes
Wed 10/31/2012	6012	957A	Fnd in Insp	CHSB	BURKE, C A			PINION SEAL LEAKING
Wed 10/31/2012	6032	1258P	Fnd in Insp	CHSB	BARNETT JR, J K			Oil seeping from under the alternator and around the head gas
Thu 11/01/2012	964	702A	Oper defect	CHSB	PETERSON, L			REAR OVERHEAD CLEARANCE LIGHT OUT DRIVER'S SIDE
Thu 11/01/2012	6029	951A	Fnd in Insp	CHSB	BURKE, C A			REAR MAIN SEAL DRIPPING
Thu 11/01/2012	7002	1202P	Fm non-PM	CHSB	BARNETT JR, J K			front brake hose is rubbing against the upper control arm.... che
Thu 11/01/2012	6033	225P	Fnd in Insp	CHSB	BARNETT JR, J K			Miscellaneous oil leak..... notice rear valve cover is seeping oil
Thu 11/01/2012	527	344P	Oper defect	CHSB	Mathis, C S			BLEW OUT BLACK SMOKE UNDER POWER, SHIFTED REA
Thu 11/01/2012	742	412P	Oper defect	CHSB	ALLPRESS, A			When brakes are applied there is a lump,lump,lump that match
Thu 11/01/2012	759	610P	Oper defect	CHSB	WARD, Y			Brakes pull hard to the left when applied; low beam headlights
Fri 11/02/2012	756	522A	Oper defect	CHSB	LYNN, H			the fire extinguisher expires on this bus this month
Fri 11/02/2012	772	538A	Fnd in Insp	CHSB	STEVENS, J L			HEAD GASKET LEAKING
Fri 11/02/2012	7005	542A	Oper defect	CHSB	CHAUSSEE, T			Stop request bells have stopped working
Fri 11/02/2012	777	551A	Fnd in Insp	CHSB	STEVENS, J L			FRONT MAIL LEAKING
Fri 11/02/2012	757	652A	Oper defect	CHSB	KEELING, D			visor on driver's side window isn't ratcheting and won't stay do
Fri 11/02/2012	6033	902A	Oper defect	CHSB	AMES, K			PLEASE FIX MY PASSENGER SIDE WIPER. IT SLAMS EXTI
Fri 11/02/2012	2107	919A	Work request	CHSB	KIRK, W R			L/FRT TIRE KEEPS LOOSING AIR and NEEPS WIPER BLADI
Fri 11/02/2012	6007	922A	Work request	CHSB	OTTAK, D			FAN HEATER SPEED FOR COACH RUNS ONE SPEED NOT
Fri 11/02/2012	6014	1101A	Fnd in Insp	CHSB	STEVENS, J L			PINION SEAL LEAKING / MISC OIL LEAKS
Fri 11/02/2012	6034	1228P	Fnd in Insp	CHSB	BARNETT JR, J K			oil leak from under the alternator...
Fri 11/02/2012	6005	1229P	Fnd in Insp	CHSB	BURKE, C A			REAR TORQ ARMS UPPER AND LOWER
Fri 11/02/2012	956	142P	Fm non-PM	CHSB	CASTILLO SR, J A			needs brakes bled
Fri 11/02/2012	6014	420P	Oper defect	CHSB	BROWN, M			PLEASE CHECK BRAKES. I AM HAVING TO APPLY ALOT O
Fri 11/02/2012	6029	610P	Oper defect	CHSB	SUTTON II, R			DRIVERS SIDE WINDOW IS LEAKING. WATER IS POOLING
Fri 11/02/2012	746	622P	Oper defect	CHSB	ECKERT, J			Strange noise coming from the panel behind the fuel cap. Sou
Fri 11/02/2012	7015	644P	Oper defect	CHSB	BAUER, D			When accelerating on a flat service in makes a noise like there
Fri 11/02/2012	7008	645P	Oper defect	CHSB	HOMAN, R			Passenger side wiper squeeks. Fish eye lens needs to be mou
Sat 11/03/2012	957	744A	Oper defect	CHSB	Mathis, C S			HEADLIGHT OUT - NEED BY 1130 IF POSSIBLE

Add RD / Add to RD    Enter Disposition / Delete Work Request    Modify Work Request    View Work Request    Exit

## Intermec CK3 Mobile Computer

Kitsap Transit uses the Intermec CK3 mobile computer for parts issues using the *mobile inventory module*. When parts are issued to a mechanic, the item (or items) are scanned and transactions are entered on a work order real time. The mobile computer can also be used for physical inventory counts and receivings.

For those who want information about the new add-on modules, contact us at StarTran Software. To find out how the modules are working and how to plan for and implement paperless shop floor, mobile inventory, or the work request module, contact the Kitsap Transit project manager Hayward Seymore, Vehicle and Facilities Maintenance Director at (360) 478-6229 or HaywardS@KitsapTransit.com.



## **New Projects in 2013**

TransitFleet will be implemented at Metro Transit in Kalamazoo MI as part of a major ITS technology project. StarTran Software is a subcontractor to Avail Technologies on this project. In addition to the base TransitFleet product, Metro Transit will be implementing the mobile inventory module, an automated fueling interface with the TRAK fluid management system, and a vendor invoicing interface with the City of Kalamazoo's Eden Financial Management software.

Metro Transit in Madison WI, a TransitFleet user since August, 2007 will be implementing the paperless shop floor module.

Kitsap Transit will be implementing TransitFleet for facilities maintenance. Facilities maintenance will have its own TransitFleet database (as is the case for Metro Transit in Madison) since the maintenance staff and inventory are separate from vehicle maintenance. A new feature of Kitsap Transit's facilities maintenance will be maintenance scheduling along maintenance routes, useful for scheduled maintenance for bus stops, bus shelters, and park and ride lots.

## **Retirements in the TransitFleet Community**

Every TransitFleet implementation has had a moving force behind it. We would like to acknowledge four of those moving forces who have retired in 2011 and 2012:

- Kevin Kellner, Assistant General Manager, Sheboygan Transit, Sheboygan WI
- Rick Roebuck, Assistant Executive Director, Berks Area Regional Transportation Authority (BARTA), Reading PA
- Kim Kreutzman, Transit Maintenance Supervisor, Valley Transit, Appleton WI
- Randy Steere, Maintenance Director, Metro, Omaha NE

Kevin, Rick, Kim, and Randy were each the moving force to get TransitFleet implemented at their respective transit system, were directly responsible for getting an implementation funded, and each was the project manager for a successful implementation. They each suggested features that did get incorporated into the design of TransitFleet to the benefit of all users. We would like to thank each of them for helping to make TransitFleet a great product and wish them all well in retirement as well as to invite them to stay in touch with those of us in the TransitFleet community.

## **Rick Roebuck Joins StarTran Software**

On retiring, Rick Roebuck became a free agent and StarTran Software was fortunate to pick him up. Rick has joined StarTran Software and will be involved in TransitFleet marketing, installations, training, and support. As Assistant Executive Director for BARTA, Rick was responsible for administrative and maintenance functions and knows how transit systems work. As the project manager for a TransitFleet installation, Rick knows TransitFleet from the user's perspective.

## **HAPPY HOLIDAYS AND HAVE A WONDERFUL 2013!**

**StarTran Software**

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