

Welcome to the first **TransitFleet** newsletter of the decade! Happy New Year and Happy Y2.1K! Rest assured that **TransitFleet** is fully Y2.1K compliant! The previous **TransitFleet** newsletter was published just as **TransitFleet** was first getting installed. There are now twelve transit systems with **TransitFleet** up and running in production use and the purposes of this newsletter are (a) to let everyone know who those users are and (b) to share helpful hints about **TransitFleet** features so all users make the best use of everything **TransitFleet** has to offer. All users are doing well with daily use of **TransitFleet** and everyone does seem to take advantage of its great lookup features but there are several features that are very useful but are not so obvious and this newsletter is a guide to some of those.

The twelve transit systems with **TransitFleet** up and running in production use are listed on the following pages in the order in which **TransitFleet** was implemented. It includes contact information to encourage users to consult with each other and compare notes on using **TransitFleet** or on any other maintenance, inventory, or purchasing issues.

TransitFleet has also been selected for implementation at Pee Dee Regional Transportation Authority (PDRTA) in Florence SC. **StarTran Software** is a subcontractor to TranSched Systems in the winning proposal to implement fixed route scheduling, paratransit scheduling and dispatch, and maintenance software for PDRTA. All current **TransitFleet** users had been FLEET*MATE users at some point; PDRTA will be the first installation where FLEET*MATE had not been implemented.

TransitFleet features and helpful hints highlighted in this newsletter include:

- remapping the keyboard to make the **Tab** key more accessible,
- using **TransitFleet** for reporting mechanical system failures on NTD Form R-20,
- useful features of **TransitFleet** grids,
- using the **Work Order Summary** report for insurance and warranty billing, and
- getting the best use of **Inventory Item Usage Summaries**

StarTran Software Website

At long last, the **StarTran Software** website is up! Check it out at www.StarTranSoftware.com.



★ **StarTran Software**
Fleet Maintenance and Inventory Software for Transit

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Our signature product:

TransitFleet®

Fleet Maintenance & Inventory Software

TransitFleet is the only fleet maintenance and inventory software package on the market, developed exclusively for small and medium size transit systems.

[Find out why TransitFleet makes sense for your system](#)



Transit Fleet Installations / Contacts

Oshkosh Transit System, Oshkosh WI		Fixed route transit
Greg Maxwell, Maintenance Supervisor	(920) 232-5348	GMaxwell@ci.oshkosh.wi.us
Tony Neumann, City IT Director	(920) 236-5148	TNeumann@ci.oshkosh.wi.us
Berks Area Reading Transportation Authority (BARTA), Reading PA		Fixed route transit, Paratransit
Rick Roebuck, Assistant Executive Director	(610) 921-0605	RRoebuck@BARTABus.com
Dan Russell, Director of Maintenance	(610) 921-0601 x210	DRussell@BARTABus.com
Dave Fonte, Purchasing	(610) 921-0601 x211	DFonte@BARTABus.com
RTC RIDE, Regional Transportation Commission, Reno NV		Fixed route transit
Lori Anspach, Supervisor	(775) 335-1849	LAnspach@RTCWashoe.com
Jim Garaventa, IT Director	(775) 335 1824	JGaraventa@RTCWashoe.com
Metro Transit, Madison WI		Fixed route transit, Paratransit
Dave Eveland, Information Systems Manager	(608) 267-8757	DEveland@cityofmadison.com
JD Drengson, Transit Maintenance Manager	(608) 266-4739	JDrengson@cityofmadison.com
Robin Jahn, Transit Maint General Supervisor	(608) 266-8801	RJahn@cityofmadison.com
Erica Ehlert, Transit Parts Specialist	(608) 266-4982	EEhlert@cityofmadison.com
Unitrans, Davis CA		Fixed route transit, Maintenance and fueling for other department vehicles
Eric Svenpladsen, Storekeeper	(530) 754-9572	EDSvenpladsen@UCDavis.edu
Geoff Straw, General Manager	(530) 752-6525	GDStraw@UCDavis.edu
Scott Biggart, IT Manager	(530) 752-0885	SWBiggart@UCDavis.edu
Manchester Transit Authority, Manchester NH		Fixed route transit, Paratransit, School bus, maintenance and fueling for other department vehicles
Bill Cantwell, Superintendent of Administration	(603) 623-8801 x621	WCantwell@MTABus.org
Paul Beauregard, Maintenance Manager	(603) 623-8801 x626	PBeauregard@MTABus.org
Sheboygan Transit System, Sheboygan WI		Fixed route transit, Paratransit, Maintenance and fueling for other agency vehicles
Kevin Kellner, Assistant General Manager	(920) 459-3283	KKellner@ci.sheboygan.wi.us
Advance Transit, Wilder VT / Lebanon NH		Fixed route transit, Paratransit
Van Chesnut, Executive Director	(802) 295-1824 x201	VChesnut@sover.net
Chris Andreasson, Director of Transportation	(802) 295-1824 x206	ChrisA@sover.net
Mary Lou DeFelice, Admin Assistant	(802) 295-1824 x216	MLDeFelice@AdvanceTransit.com
Greater Bridgeport Transit Authority, Bridgeport CT		Fixed route transit, Paratransit
Scott Standley, Maintenance Foreman	(203) 366-7070 x102	SStandley@GoGBT.com
Tom Creasea, Maintenance Superintendent	(203) 366-7070	TCreasea@GoGBT.com
Roberta Yegidis, Operations Officer	(203) 366-7070 x112	RYegidis@GoGBT.com
Jason Gordon, Information Technologies Mgr	(203) 366-7070 x117	JGordon@GoGBT.com

Transit Fleet Installations / Contacts

(continued)

Metro Area Transit, Omaha NE		Fixed route transit, Paratransit
Randy Steere, Maintenance Director	(402) 341-7560 x2800	RSteere@omaMAT.org
Denise Finken, Finance Manager	(402) 341-7560 x2200	DFinken@omaMAT.org
Duncan Lawhorne, Purchasing Supervisor	(402) 341-7560 x2270	DLawhorne@omaMAT.org
Rob Mavis, Systems Administrator	(402) 341-7560 x2410	RMavis@omaMAT.org
North East Transportation, Waterbury CT		Fixed route transit, Paratransit
Ray Harrison, System Administrator	(203) 753-2538	RHNET@aol.com
Dave Grant, Maintenance Superintendent	(203) 753-2538	NETDG@comcast.net
Lou Ruby, Parts Manager	(203) 753-2538	NETDG@comcast.net
Bill Dobkins, Senior Specialist	(203) 753-2538	NETDG@comcast.net
Valley Transit, Appleton WI		Fixed route transit
Kim Kreutzman, Transit Maintenance Supervisor	(920) 832-2299	Kim.Kreutzman@appleton.org
Sal LaPuma, Transit Assistant General Manager	(920) 832-6100	Salvatore.LaPuma@appleton.org
Todd Vanevenhoven, City Tech Services	(920) 832-2343	Todd.Vanevenhoven@appleton.org

TransitFleet users are also listed on the website on the **Our Customers** page; newer users will be added to the list. If you are a **TransitFleet** user and would like to suggest changes to the content or comments for your listing or would like to add comments, let us know and we will do so. We also plan to add photos under **Our Customers** and have some that will be published but please submit any photos that you would like to see there.

Helpful hints

Wish that Tab Key was Over There -> !

FLEET*MATE users were used to going from field to field using the **Enter** key which is conveniently located in two places on most keyboards, one of which is on the number key pad which seems to be the one most users used. **TransitFleet** is designed using standard Windows conventions in which the **Enter** key is only used to select highlighted buttons and the **Tab** key is used to move from field to field. Most **TransitFleet** users have adapted to these conventions but our newest user, Kim Kreutzman at Valley Transit found a better way, a product called **SharpKeys** that allows users to remap any key on the keyboard to a different key. Kim decided he rarely used the asterisk (*) key on the number keypad and could always use the other asterisk key (shifted 8 key) so he used **SharpKeys** to remap the **Tab** key on the left side of the keyboard to the asterisk key on the number keypad and now moves from field to field without stretching and having to look at the keyboard!

SharpKeys and another product, KeyTweak are available as free downloadable software. SharpKeys currently works on Windows 2000 and XP operating systems; KeyTweak works on these plus NT, Vista, and the new Windows 7. You can find either product by Googling the product name.

Using TransitFleet to Generate NTD Form R-20, Maintenance Performance Form

Over the years, there has always been a requirement to report on "road calls" in a report for the required Federal Section 15 and now National TransitDatabase (NTD) reporting. In the current NTD Form R-20, users have to report numbers of *major mechanical system failures* and *other mechanical system failures* as shown below and NTD provides guidelines for what to include.

Line Item	a Number of Failures [Mode] / [TOS]	b Number of Failures [Mode] / [TOS]	c Number of Failures [Mode] / [TOS]	d Number of Failures [Mode] / [TOS]
Revenue Vehicle System Failures				
01 Major mechanical system failures				
02 Other mechanical system failures				
03 Total Revenue Vehicle System Failures				

In FLEET*MATE, the recommended way to get these counts was to use the *activity/reason code* on work orders and count the number of work orders for the respective codes which were generally RCC for *Road calls-chargeable* and RCN for *road calls-nonchargeable* (since that's what the original terms were). Since the terms and definitions have changed, a better way to do this in TransitFleet is to use the *events* feature. You can set up *events* in TransitFleet to schedule activities unrelated to PM scheduling (such as state inspections or seasonal work) but you can also use events to capture and report on specific activities, and this use works well for the NTD Form R-20 reporting since it doesn't require any special data entry procedure to capture the mechanical system failures to be counted. Greg Maxwell at Oshkosh Transit has been doing this for a while and Kim Kreutzman at Valley Transit came up with a new improved procedure that matches the current definitions.

To have an *event* occur for a vehicle, you designate one or more *work/tasks* entered on a work order to "count" as that *event* occurring. You also designate which vehicles the event applies to. As work orders are entered that count as a specific event, the history builds for that event, and you can generate an event history with counts to use as needed.

The steps to set up and use an *event* are as follows:

1. Set up the *event* under Admin / Event Setup
2. Determine what *work/tasks* count as the *event* and enter them under Admin / Event Setup
3. Designate which fleets and/or fleet/subfleets the *event* applies to under Admin / Event Setup

Kim added a new *system code* NTD and two new *work/task codes* under Codes and Controls / Maintenance Codes as shown on the next page. He then created two *events* under Admin / Event Setup: MAJOR and OTHER as shown:

Event code	Description	Specification	Vehs.	Equip.	Fixed Facs	Comps.	Meter based	Time based	Active
AC	ANNUAL AC	ANNUAL AC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not specified	1 year	<input checked="" type="checkbox"/>
MAJOR	MAJOR MECHANICAL SYSTEM	MAJOR MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not specified	Not specified	<input checked="" type="checkbox"/>
OTHER	OTHER MECHANICAL SYSTEM	OTHER MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not specified	Not specified	<input checked="" type="checkbox"/>

Setup for MAJOR Event

Event code: MAJOR Description: MAJOR MECHANICAL SYSTEM FAILURE Active:

Can apply to: Display specification: MAJOR MECH

Vehicles
 Equipment
 Fixed facilities
 Components

Frequency specification:

Meter based: Not applicable:
Time based: Not applicable:

On completion, prompt for date next due:

Scheduling:

Include in work scheduling: Cycles to show for scheduling status:
Look ahead threshold (blank=not specified): Distance based: Projection days: Time based days:
Priority:

Schedule adherence tolerance: days

Work/tasks included in event:

Code Set	System	Work/Task Code	Work/Task Description
Base code set	NTD	MAJOR	"MAJOR" MECH. SYS. FAILURE

Applies to:

Group Type	Fleet, Fleet/Subfleet or Group	Description
Fleet	ORION-V	ORION V
Fleet	ORION-VII	ORION VII

System and Work / Task Codes Added for NTD R-20 Reporting Using Events

The screenshot shows the 'Maintenance Codes - Valley Transit Local' application window. The 'Work / Task' tab is active, displaying a list of maintenance codes. The table below represents the data shown in the application:

Code set	System code	Seq	Work/task code	Code description	Used as	Active
Base code set		34	98	COUNTER PASSENGER	Not specified	<input checked="" type="checkbox"/>
Base code set		35	99	CUTTER TRANSFER	Not specified	<input checked="" type="checkbox"/>
Base code set		9999	05	VENT DRIVERS FOOT	Not specified	<input type="checkbox"/>
Base code set		9999	07	ELECT. PANEL LATCH	Not specified	<input type="checkbox"/>
Base code set		9999	57L	LOCK WINDOW	Not specified	<input type="checkbox"/>
Base code set	25	1	00	INSPECTION PM	Not specified	<input checked="" type="checkbox"/>
Base code set		2	00S	STATE INSPECTION	Not specified	<input checked="" type="checkbox"/>
Base code set		3	01	PM WASHUP	Not specified	<input checked="" type="checkbox"/>
Base code set		4	02	MISC. CLEANING	Not specified	<input checked="" type="checkbox"/>
Base code set		5	03	MISC INSPECTIONS	Not specified	<input checked="" type="checkbox"/>
Base code set	26	1	00	W/C RAMP/LIFT	Not specified	<input checked="" type="checkbox"/>
Base code set	29	1	00	PROJECT	Not specified	<input checked="" type="checkbox"/>
Base code set		2	01	MISC CLEANING	Not specified	<input checked="" type="checkbox"/>
Base code set		3	02	SNOW REMOVAL	Not specified	<input checked="" type="checkbox"/>
Base code set	NTD	1	MAJOR	"MAJOR" MECH. SYS. FAILURE	Not specified	<input checked="" type="checkbox"/>
Base code set		2	OTHER	"OTHER" MECH. SYS. FAILURE	Not specified	<input checked="" type="checkbox"/>

Buttons on the right side of the window include 'Add Work / Task Code', 'Modify Work / Task Code', 'Delete Work / Task Code', and 'Exit'. A white arrow points to the 'Exit' button.

Then, the events are designated as applicable to each revenue fleet (or fleet/subfleet) under Admin / Fleets/Groups / Fleets/Subfleets. For each fleet (or fleet/subfleet), highlight and click the **Modify Fleet** (or **Modify Subfleet for Fleet**) button, then, on the Events tab, click Add Event for Fleet (or Add Event for Fleet/Subfleet):

The screenshot shows the 'Modify Fleet ORION-VII' application window. The 'Events' tab is active, displaying a table of events for the fleet ORION-VII. The table below represents the data shown in the application:

Item	Event code	Event description	Meter based	Time based
1	MAJOR	MAJOR MECH	Not applicable	Not applicable
2	OTHER	OTHER MECH	Not applicable	Not applicable
3	AC	ANNUAL AC	Not applicable	1 year

Buttons at the bottom of the window include 'Add Event for Fleet', 'Delete Event for Fleet', 'Change Event Sequence', 'Apply Event', and 'Exit'. Below this table, there is a section for 'Events for Fleet ORION-VII Subfleets' with a similar table structure.

Once the setup for the MAJOR and OTHER *events* is complete, you "count" a major or other mechanical system failure by entering the corresponding system and work/task code on any work order:

Work Order 36940 - Valley Transit Local

Source: [] View Source Facility: VT VALLEY TRANSIT

Work order: 36940 Vehicle: 403

Open: Tue 06/16/2009 Close: Tue 06/16/2009

Meter: 79053 LTD: 198919 Current meter: 100318 LTD: 220184 as of: Wed 12/02/2009

Notes: LINE BROKE AT AIR DRYER

Activity / Reason: ROADCALL ROAD CALL Event: MAJOR MECHANICAL SYSTEM

System	Work/Task code	Work/Task description	Notes	Defer/Cancel
04	57	HOSES & LINES AIR	HOSES & LINES AIR	
NTD	MAJOR	"MAJOR" MECH. SYS. FAILU		

Labor	Badge	Mechanic Name	Date	Start time	Stop time	Duration
	29	Pellegrini, Jeff	Tue 06/16/2009	1021A	1126A	1:05
	4	Maas, Neil	Tue 06/16/2009	1021A	1126A	1:05
	6	DeBaal, Scott	Tue 06/16/2009	315P	539P	2:24

When you enter a *system* and *work/task* that is mapped to an *event*, the *event* automatically appears on the work order as shown above and is "counted." To get the statistics to include on NTD Form R-20, generate the Event History report found under Maintenance Reports / Histories and select the two events (MAJOR and OTHER) and the date range for the NTD reporting period:

VALLEY TRANSIT							1/4/2010
Event History							4:47 pm
From 1/1/2009 through 12/31/2009							Page 1 of 2
Vehicle	Work Order	Open Date	Close Date	Meter/LTD	Activity/Reason	Notes	
MAJOR							
406	36286	Tue 01/13/2009	Tue 01/13/2009	75425	213836	OPERATOR REPORTED	
	NTD	"MAJOR" MECH. SYS.				AIR ISSUE	
406	36291	Wed 01/14/2009	Thu 01/15/2009	75480	213891	OPERATOR REPORTED	
	NTD	"MAJOR" MECH. SYS.				AIR ISSUE	
411	36374	Sat 01/31/2009	Sat 01/31/2009	65600	195839	ROAD CALL	
	NTD	"MAJOR" MECH. SYS.				COOLANT HOSE BROKE - STOP ENGINE	
402	36376	Mon 02/02/2009	Mon 02/02/2009	69483	155921	OPERATOR REPORTED	
	NTD	"MAJOR" MECH. SYS.				COOLANT LEAK	

.
 . (continued)

Event History for NTD Form R-20 Statistics (continued)

407	36920 NTD	Wed 06/10/2009	Thu 06/11/2009 "MAJOR" MECH. SYS.	38009	162960	OPERATOR REPORTED	TURBO FAILED
403	36940 NTD	Tue 06/16/2009	Tue 06/16/2009 "MAJOR" MECH. SYS.	79053	198919	ROAD CALL	LINE BROKE AT AIR DRYER
402	37079 NTD	Mon 07/20/2009	Mon 07/20/2009 "MAJOR" MECH. SYS.	95690	182128	OPERATOR REPORTED	CHARGING PROBLEM
402	37289 NTD	Mon 09/14/2009	Mon 09/14/2009 "MAJOR" MECH. SYS.	102736	189174	OPERATOR REPORTED	BROKEN BELT
403	37387 NTD	Thu 10/08/2009	Thu 10/08/2009 "MAJOR" MECH. SYS.	91888	211754	OPERATOR REPORTED	PARK CONTROL VALVE LEAK
411	37551 NTD	Fri 11/27/2009	Fri 11/27/2009 "MAJOR" MECH. SYS.	105868	236107	OPERATOR REPORTED	BRAKES GRAB? DRIVER SAID OK WHEN CHANGING BUS

Count for Event MAJOR = 17

OTHER

405	36246 NTD	Tue 01/06/2009	Tue 01/06/2009 "OTHER" MECH. SYS.	50165	161065	OPERATOR REPORTED	RRI TIRE FLAT
405	36268 NTD	Fri 01/09/2009	Fri 01/09/2009 "OTHER" MECH. SYS.	50450	161350	OPERATOR REPORTED	CHECK ENGINE - TURBO TEMP WIRE DAMAGED
402	36290 NTD	Thu 01/15/2009	Thu 01/15/2009 "OTHER" MECH. SYS.	67281	153719	OPERATOR REPORTED	WEBASTO SMOKES
405	36348 NTD	Mon 01/26/2009	Mon 01/26/2009 "OTHER" MECH. SYS.	52211	163111	OPERATOR REPORTED	REAR HEATERS NOT BLOWING
405	36413 NTD	Tue 02/10/2009	Tue 02/10/2009 "OTHER" MECH. SYS.	53471	164371	OPERATOR REPORTED	RAMP LIGHT ON

(continued)

407	37185 NTD	Mon 08/17/2009	Mon 08/17/2009 "OTHER" MECH. SYS.	42331	167282	OPERATOR REPORTED	RAMP BINDING - FOUND LOOSE BOLTS
405	37222 NTD	Thu 08/27/2009	Thu 08/27/2009 "OTHER" MECH. SYS.	74837	185737	OPERATOR REPORTED	RAMP NOT WORKING
411	37370 NTD	Tue 10/06/2009	Wed 10/07/2009 "OTHER" MECH. SYS.	98312	228551	OPERATOR REPORTED	CHECK HEATING SYSTEM
404	37425 NTD	Mon 10/19/2009	Mon 10/19/2009 "OTHER" MECH. SYS.	118016	204596	OPERATOR REPORTED	CLUNK - NEW FRONT SHOCKS
405	37497 NTD	Fri 11/13/2009	Fri 11/13/2009 "OTHER" MECH. SYS.	83585	194485	OPERATOR REPORTED	TRANS LIGHT FLASHED
404	37507 NTD	Tue 11/17/2009	Tue 11/17/2009 "OTHER" MECH. SYS.	122048	208628	OPERATOR REPORTED	HEADLIGHT OUT

Count for Event OTHER = 26

Grand Total of Events in Time Period: 43

Grids are Great

TransitFleet makes great use of grids, those screen displays arranged in rows and columns (such as the main inventory display or the work orders in a vehicle's history displayed when you click Show WO's for a vehicle) . The two features of grids that make them so useful are (a) the ability to sort data on the grid and (b) the ability to copy the contents of any grid to a spreadsheet. We want to make sure all TransitFleet users are aware of these two features and know how to use them.

Sorting data on a grid is done just by clicking on the column header of any column and the data will be sorted in ascending order on that column. (The column headers are in the light gray row at the top of the grid that has the title of each column.) If you click the same column header again, it reverse sorts the data in the column in descending order. Click it again and it goes back to the ascending sort; in other words, clicking on the column header is a "toggle switch."

To copy contents of a grid to a spreadsheet, you can highlight and copy any set of complete rows to the Windows clipboard where it is available for pasting into a spreadsheet. The procedure to do this is as follows:

- click on the row header (the left margin of the row) of the first row you want (which will highlight the complete row),
- scroll to the last row you want,
- **while holding the shift key down**, click on the row header of the last row you want; this will highlight *all* the rows to be copied,
- type **Ctrl-C** to do the copy to the clipboard (right clicking only works on a single cell, not on highlighted rows),
- open the spreadsheet program (presumably Excel) to a blank worksheet and paste, either using the menu Paste command or by typing **Ctrl-V**,
- reformat any columns that have any elements that should be text but have entries that could be numeric (such as inventory item numbers or vehicle numbers); reformat from **General** to **Text**.

At that point, you can do anything you want with that worksheet. And make sure you save it!

Insurance and Warranty Billing

The latest version of **TransitFleet** (Version 1.2.2 dated 12/1/2009 on the **TransitFleet** desktop) features a **Work Order Summary** printout that can be used for insurance billing for accident repairs as well as billing for warranty claims (see sample shown on the next page). In **TransitFleet**, you can set up any number of so-called *cost/billing plans* to do this. In any given *cost/billing plan*, you specify the following:

- labor cost/billing method - one of the following:
 - individual employee rates with or without a percent markup,
 - fixed rate for all employees with or without a percent markup, or
 - rates by trade and class with or without a percent markup
- parts cost/billing for items issued from inventory or purchased directly with or without a percent markup
- fluids dispensed/issued with or without a percent markup

Plan use	Plan description	Effective date	End date	Labor method	Labor markup	Labor rate	Parts markup	Fluids markup
▶ Cost	Costing	1/1/2000		Employee rates, facility markup				
Warranty billing	Warranty Billing	1/1/2000		Facility rate, facility markup		60.98		
Insurance billing	Insurance billing	1/1/2000		Facility rate, facility markup		55.00	5%	

Cost/billing plans are set up under Admin / Facilities. Select the main facility for your installation, then click on the Cost / Billing Plans tab and add a new *cost/billing plan* or modify an existing *cost/billing plan*.

Work Order Summary

1/5/2010
5:00 pm
Page 1 of 1

Work order 223546 Vehicle 804
 Open date 01/28/2009 Close date 03/04/2009 Meter 240712 LTD 340742

Notes 20c repair right rear and side, DOA 1/28/2009

Labor summary					
Badge	Name	Labor hours	Labor rate	Markup	Labor cost
5466	MARTY, LEON	48.000	55.0000		2,640.00
8851	TIFFANY, TED	7.000	55.0000		385.00
Total labor hours: 55.000			Total labor cost: 3,025.00		

Parts								
Line	Qty	Item Number	Description	Units	Unit cost	Markup	Item Cost	Notes
1	1	6331830	BUMPER CHANNEL REAR	EA	540.5600	5%	567.59	
2	1	045310	SIDE CONSOLE ACCESS DOOR	EA	720.3300	5%	756.35	Direct purchase
3	1	047849	FENDER RUBBER	EA	116.6933	5%	122.53	
4	2	8111819	DOOR STRUT		10.0100	5%	21.02	Direct purchase
5	1	010529	RADIATOR DOOR PANEL		280.8000	5%	294.84	Direct purchase
6	1	8110775	LH PANEL LATCH		6.5000	5%	6.83	Direct purchase
7	1	042846	RH BUMPER CLOSE OUT		31.9300	5%	33.53	Direct purchase
8	1	055089	AIR RIDE FRONT	EA	74.5825	5%	78.31	
9	1	H4656	HEADLAMP HALOGEN LOW	EA	6.1400	5%	6.45	
10	1	280000	VALVE LEVELING FR & RR	EA	45.6699	5%	47.95	
11	1	104252	RADIATOR DOOR ASM (WITH	EA	695.4400	5%	730.21	
12	1	050117	PANEL TAIL LAMP ROADSIDE	EA	61.3950	5%	64.46	
13	1	008755	TRIM RAD DOOR 4' PCS	EA	4.6800	5%	4.91	
14	2	491-R	REFLECTOR RED	EA	1.1702	5%	2.46	
15	1	065112	LAMP REAR TURN	EA	59.2000	5%	62.16	
16	1	8110774	RH PANEL LATCH		6.9300	5%	7.28	Direct purchase
Total parts cost: 2,806.87								

Work order total cost: \$5,831.87

Work / tasks

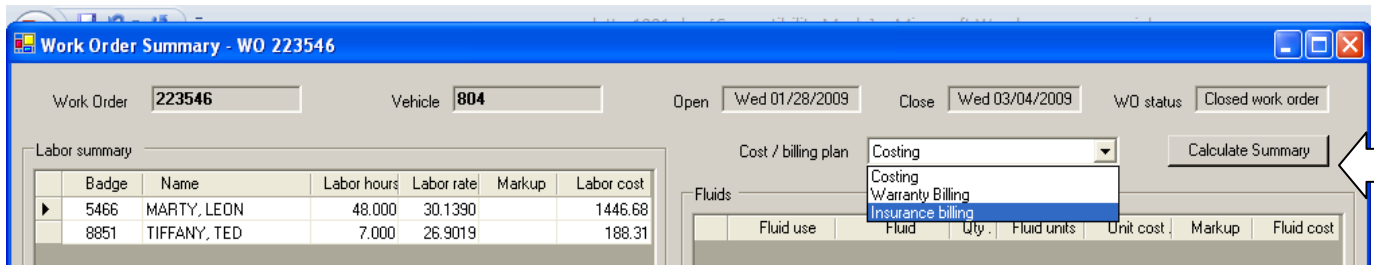
GENERAL BODY REPAIRS

AIR RIDE REPLACE

Also replaced level valve

Work orders are entered as usual. To generate the Work Order Summary printout, bring up the work order and click the **WO Summary** button. The default *cost/billing plan* for the costs shown on the Work Order Summary screen is for the **costing** *cost/billing plan*. Select any

other *cost/billing plan* by selecting it from the Cost/Billing Plan combo box and clicking the **Calculate Summary** button and the costs for the selected *cost/billing plan* will be displayed. Then click the **Print** button to generate the Work Order Summary printout. Voila!



Inventory Item Usage Summaries

The item usage summary feature of **TransitFleet** allows you to define any time period range as an *item usage summary period* and show quantity of issues and cost of issues for all inventory items for each defined *item usage summary period*. You can define any number of these *item usage summary periods*, which are typically months, quarters, six month periods, or a year (fiscal or calendar) but a period could also be ten years or longer to find items you have *never* used or are *very* slow movers. You can also use this usage analysis to set reorder points. Any defined *item usage summary period* can be designated as the *current item usage summary period*. Quantity and cost of issues for items for the *current item usage summary period* are used on two reports and one screen display as noted below. The only rules about defining *item usage summary periods* are (a) no two *item usage summary periods* can start on the same date and (b) the end date for any period must be later than the start date.

You can view the quantity and cost for all items for any given *item usage summary period* either (a) from the **TransitFleet** desktop **Inventory Reports** menu by clicking **Show item usage summaries** or (b) by clicking **Inventory Items** for the Inventory Access screen, then by clicking **Show item usage summaries** on the Usage Analysis menu. In either case, all *item usage summary periods* will be listed and you can highlight any period and click the **Show Usage Summaries for Selected Period** button. A sample Item Usage Summary display is shown on the next page. Since this is a grid, you can use the grid tools explained above to do your own usage analysis for any period; for example, (a) sort by quantity issued to find items not used or slow movement items, (b) sort by average unit cost reversed to find the big ticket items used, (c) or sort by *lookup group* and copy all items from one *lookup group* to a spreadsheet to do usage analysis of selected items. This is a great tool for setting reorder points.

Data from the designated *current item usage summary period* are used as follows:

- usage for each item on the Inventory Item screen (shown on the next page),
- in the last column on the Inventory Reorder Report, and
- in the last column on the Inventory Stock Status Report

Item Usage Summary Display

Item Usage Summaries, Period from 7/1/2008 thru 6/30/2009, Facility UNITRANS - Unitrans Local

---- Status ----

House number	Description	Start	End	Lookup grp	Quantity	Avg unit cost	Total cost	Location
011239504	VALVE INTERLOCK 24V	Stk	Stk	ORION	0		0.00	010506
011305519	VALVE HEATER MODULATOR	Stk	Stk	ORION	0		0.00	010504
011305520	PUMP HEATER BOOSTER 24V	Stk	Stk	ORION	3	214.4500	643.35	020602
011630510	LATCH SPRING W/KNOB	Stk	Stk	ORION	2	7.3800	14.76	010301
011655023	PANEL EXIT DOOR RELEASE	Stk	Stk	ORION	9	13.4737	121.26	010302
011690503	FAN ORION DASH	Stk	Stk	ORION	0		0.00	010804
011692902	MIRROR REAR VIEW INT	Stk	Stk	ORION	0		0.00	010406
011715402	SWITCH TURN SIGNAL	Stk	Stk	ALL	6	22.8883	137.33	010304
011815512	BUMPER BATTERY DOOR	Stk	Stk	ORION	0		0.00	020803
011820506	DOOR STRUT GAS ORION V	Stk	Stk	ORION	4	25.0960	100.38	020102
011840402	PROP RADIATOR DOOR	NonSt	NonSt	ORION	0		0.00	
011845002	SPRING RADIATOR FIL DOOR	Stk	Stk	ORION	3	6.9100	20.73	010401
012201401	FILTER HOUSING HYD (HI)	Stk	Stk	ORION	0		0.00	020802
016469	HORN BUTTON FLYER	Stk	Stk	FLYER	0		0.00	030507
021002007	SWITCH KNEELER	NonSt	Stk	ORION	0		0.00	010204
021002008	SWITCH W/C LIFT PWR	Stk	Stk	ORION	2	6.4400	12.88	010204
021002010	SWITCH HEATER	NonSt	NonSt	RT	1	12.2500	12.25	
021002027	BULB AND SOCKET ASSEMBLY	Stk	Stk	ORION	12	3.4700	41.64	BB0101
021008505	CIRCUIT BREAKER 15 AMP	Stk	Stk	ORION	0		0.00	010303
021008506	CIRCUIT BREAKER HOLDER	Stk	Stk	ORION	0		0.00	010303
021064001	GUARD CLEARANCE LIGHT	Stk	Stk	ORION	1	18.6200	18.62	030206
021355003	KNOB, TEMP CONTROL	Stk	Stk	ORION	1	6.3700	6.37	010204
021693503	STANCHION HANGER	NonSt	NonSt	ORION	0		0.00	
021874008	LIFT STRUT ENG DOOR ORION 7	Stk	Stk	ORION	5	16.9680	84.84	020102
0228072	MOTOR HEATER FAN 12V	Stk	Stk	BLUEBIRD	0		0.00	010605
0305760w02	WING SCREW MCS2000 RADIO	Stk	Stk	ALL	2	2.8500	5.70	030404
030774402	MOUNT RUBBER L-10 CRADLE	Stk	Stk	ORION	12	1.9803	23.76	020803
031001524	RESISTOR 150 OHM	Stk	Stk	ORION	1	10.9400	10.94	030204
031001533	ALARM BACK-UP	Stk	Stk	ORION	11	25.6875	282.56	030104
0326462	STUD M10 X 1.5 X 80	Stk	Stk	ORION	48	2.3810	114.29	030502
0326465	STUD M10 X 1.5 X 125	Stk	Stk	ORION	0		0.00	030502
0332002250	RELAY 24V BOSCH 50A	Stk	Stk	ORION	1	24.1300	24.13	010205
0411-240-2005	20 GA EXTRACTOR	NonSt	NonSt	DOUBLEDEC	0		0.00	
0411-310-1605	18-16 GA EXTRACTOR	NonSt	NonSt	DOUBLEDEC	0		0.00	
0413-204-2005	20 GA PLUG	NonSt	NonSt	DOUBLEDEC	50	0.3000	15.00	
0427938	CLAMP T-BOLT 3.25"-3.5"	NonSt	NonSt	RT	6	2.7230	16.34	

Usage summary period
From: 7/1/2008
Thru: 6/30/2009
Facility: UNI
Include:
Active, stock items
Active, non-stock items
Show Usage Summaries
Exit

Inventory Item Screen - Usage for Current Item Usage Summary Period

Superseded item: Superseded by: Replaced by:

At facility: **UNITRANS**

Qty on hand:
Qty on order:
Qty reserved:

Average cost:

Last receiving:
Last issue:

Usage: from thru

Order / Receipt Settings
Location:
Has secondary location(s):
Secondary Locations:

Groups
Lookup:
Reorder:
Usage:
Valuation:
Reporting:
Physical inventory group:
(blank=not in physical)

For Information or Support, Contact StarTran Software

StarTran Software: Phone 781 801-9696 Email: info@StarTranSoftware.com

Address: 24 Court Street, Dedham MA 02026

For support, contact Howard Ostroff at 781 901-9696 or HOstroff@StarTranSoftware.com