



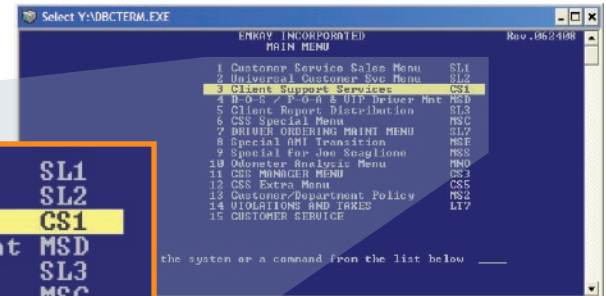
HOW TO PERFORM DRIVER CHANGES

HOW TO PERFORM DRIVER CHANGES

1 From the main menu, **SELECT** option for “**CLIENT SUPPORT SERVICES CS1**”.

```

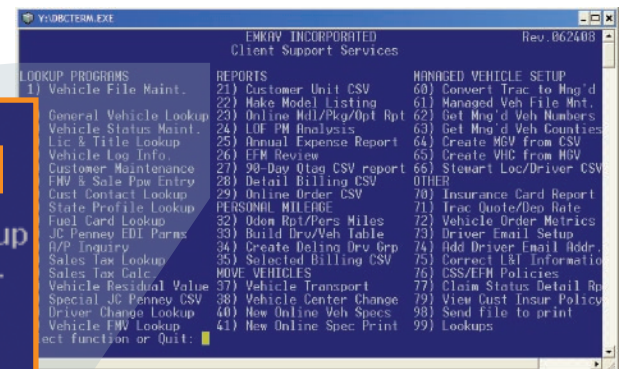
1 Customer Service Sales Menu      SL1
2 Universal Customer Svc Menu      SL2
3 Client Support Services          CS1
4 B-O-S / P-O-A & VIP Driver Mnt  MSD
5 Client Report Distribution        SL3
6 CSS Special Menu                 MSC
7 DRIVER ORDERING MAINT MENU       SL7
8 Special AMI Transition           MSE
9 Special for Joe Scaglione        MSS
  
```



2 Then, **SELECT** option 1 “**VEHICLE FILE MAINT.**”.

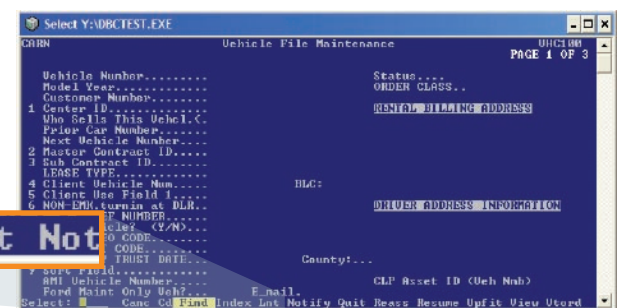
```

LOOKUP PROGRAMS
1) Vehicle File Maint.
3) General Vehicle Lookup
4) Vehicle Status Maint.
5) Lic & Title Lookup
6) Vehicle Log Info.
7) Customer Maintenance
8) FMV & Sale Ppw Entry
9) Cust Contact Lookup
  
```



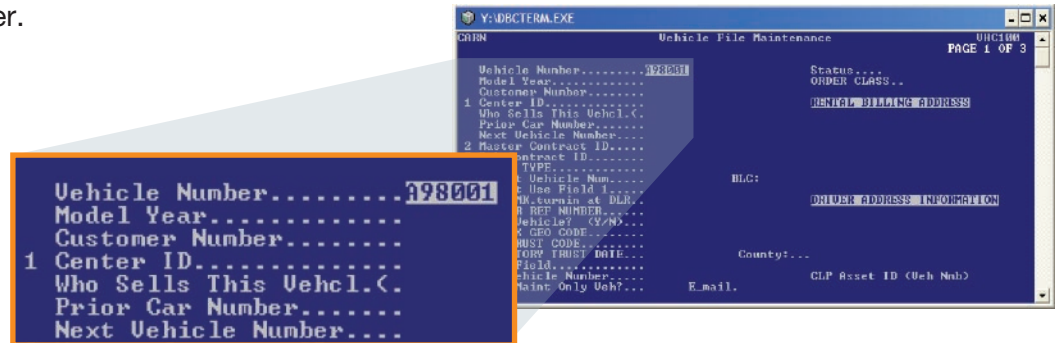
3 To display the vehicle that changes need to be made for, **ARROW KEY** over to “**FIND**” and press <ENTER>.

CanC Cd Find Index Int Not



HOW TO PERFORM DRIVER CHANGES

4 INPUT the vehicle number.



Vehicle File Maintenance

Vehicle Number.....198001

Model Year.....07

Customer Number.....AL114

1 Center ID.....002

Who Sells This Vehcl.C.

Prior Car Number.....

Next Vehicle Number.....

2 Master Contract ID.....

Contract ID.....

TYPE.....

Vehicle Num.....

Client Use Field 1.....

NON-EMK.turnin at DLR..N

DRIVER REF NUMBER.....080197

Pool Vehicle? (Y/N)....N

VERTEX GEO CODE.....19-055-0480-3

INU TRUST CODE.....N

INVENTORY TRUST DATE.....

Sort Field.....82013-1015

AMI Vehicle Number.....

Ford Maint Only Veh?..N

Status....40 ON BILLING

ORDER CLASS..C

RENTAL BILLING ADDRESS

ALLIS - CHALMERS ENERGY, INC.

Ms. Jodi Morrison

911 Regional Park Drive

Houston, TX 77060

BLC: <281> 894-4422

DRIVER ADDRESS INFORMATION

RANDY FONTENOT

110 RUE JEAN LAFITTE, SUITE 20

LAFAYETTE, LA 70508

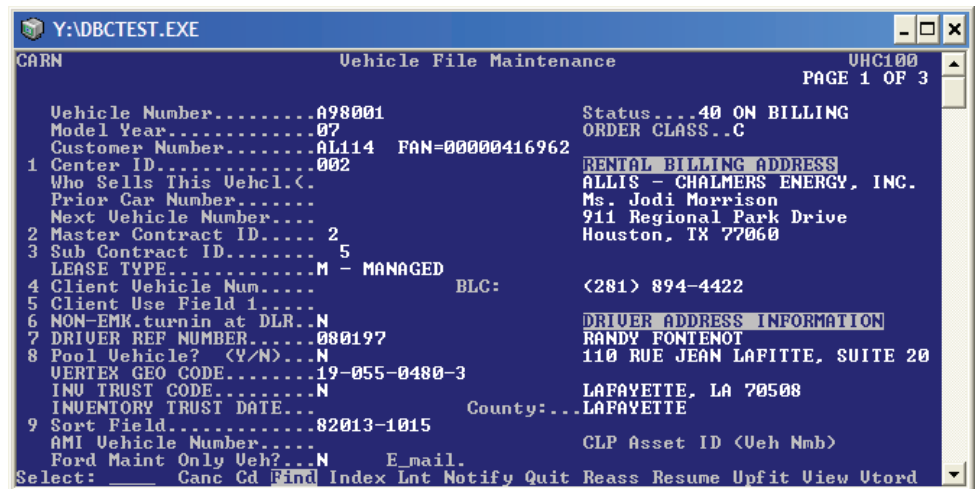
County:...LAFAYETTE

CLP Asset ID <Ueh Nmb>

E-mail.

Select: Canc Cd Find Index Lnt Notify Quit Reass Resume Upfit View Utord

5 Now, press <ENTER>. The Vehicle data will display.



Vehicle File Maintenance

Vehicle Number.....A98001

Model Year.....07

Customer Number.....AL114 FAN=00000416962

1 Center ID.....002

Who Sells This Vehcl.C.

Prior Car Number.....

Next Vehicle Number...

2 Master Contract ID..... 2

3 Sub Contract ID..... 5

LEASE TYPE.....M - MANAGED

4 Client Vehicle Num....

5 Client Use Field 1....

6 NON-EMK.turnin at DLR..N

7 DRIVER REF NUMBER.....080197

8 Pool Vehicle? (Y/N)....N

VERTEX GEO CODE.....19-055-0480-3

INU TRUST CODE.....N

INVENTORY TRUST DATE...

9 Sort Field.....82013-1015

AMI Vehicle Number.....

Ford Maint Only Veh?..N

Status....40 ON BILLING

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LAFAYETTE, LA 70508

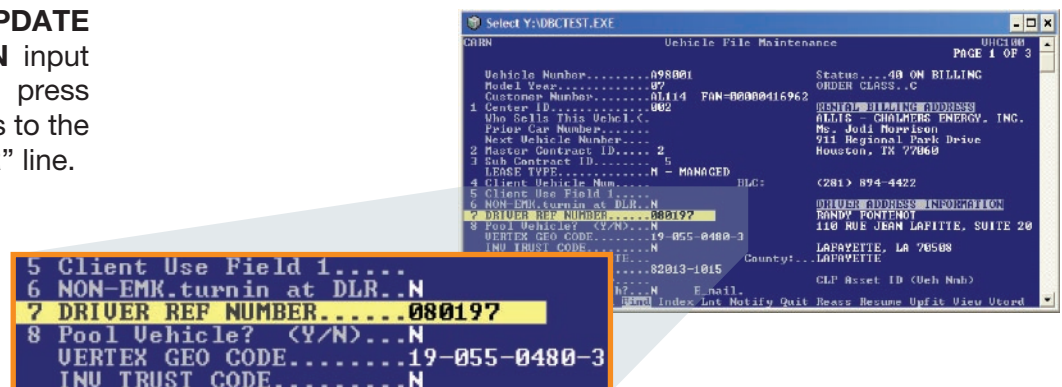
County:...LAFAYETTE

CLP Asset ID <Ueh Nmb>

E-mail.

Select: Canc Cd Find Index Lnt Notify Quit Reass Resume Upfit View Utord

6 To CHANGE or UPDATE DRIVER INFORMATION input the number 7 and press <ENTER> to gain access to the "DRIVER REF NUMBER" line.



Vehicle File Maintenance

Vehicle Number.....A98001

Model Year.....07

Customer Number.....AL114 FAN=00000416962

1 Center ID.....002

Who Sells This Vehcl.C.

Prior Car Number.....

Next Vehicle Number...

2 Master Contract ID..... 2

3 Sub Contract ID..... 5

LEASE TYPE.....M - MANAGED

4 Client Vehicle Num....

5 Client Use Field 1....

6 NON-EMK.turnin at DLR..N

7 DRIVER REF NUMBER.....080197

8 Pool Vehicle? (Y/N)....N

VERTEX GEO CODE.....19-055-0480-3

INU TRUST CODE.....N

INVENTORY TRUST DATE...

9 Sort Field.....82013-1015

AMI Vehicle Number.....

Ford Maint Only Veh?..N

Status....40 ON BILLING

ORDER CLASS..C

RENTAL BILLING ADDRESS

ALLIS - CHALMERS ENERGY, INC.

Ms. Jodi Morrison

911 Regional Park Drive

Houston, TX 77060

BLC: <281> 894-4422

DRIVER ADDRESS INFORMATION

RANDY FONTENOT

110 RUE JEAN LAFITTE, SUITE 20

LAFAYETTE, LA 70508

County:...LAFAYETTE

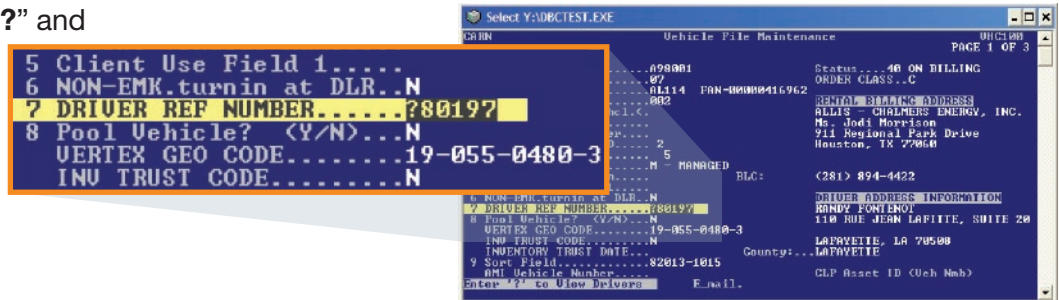
CLP Asset ID <Ueh Nmb>

E-mail.

Select: Canc Cd Find Index Lnt Notify Quit Reass Resume Upfit View Utord

HOW TO PERFORM DRIVER CHANGES

7 INPUT a question mark "?" and press <ENTER>.



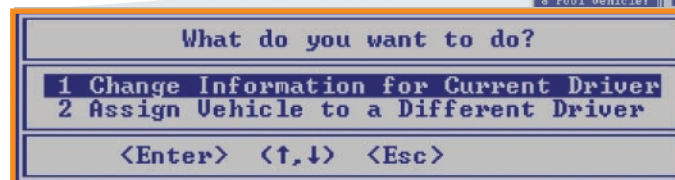
Vehicle File Maintenance

5 Client Use Field 1.....
 6 NON-EMK. turnin at DLR..N
 7 DRIVER REF NUMBER.....?80197
 8 Pool Vehicle? <Y/N>...N
 VERTEX GEO CODE.....19-055-0480-3
 INU TRUST CODE.....N

Vehicle Number.....098001
 Model Year.....07
 Customer Number.....AL114 PAN-00000416962
 Who Sells This Vehicl...
 Prior Car Number.....
 Next Vehicle Number.....
 Master Contract ID.....2
 Sub Contract ID.....5
 LEASE TYPE.....N - MANAGED
 Client Vehicle Num.....
 5 Client Use Field
 6 NON-EMK. turnin at DLR..N
 7 DRIVER REF NUMBER.....80197
 8 Pool Vehicle? <Y/N>...N
 VERTEX GEO CODE.....19-055-0480-3
 INU TRUST CODE.....N
 INVENTORY TRUST DATE.....
 9 Sort Field.....82013-1015
 BUI Vehicle Number.....
 Enter ? to View Drivers E-mail.

Status...40 ON BILLING
 ORDER CLASS..C
 RENTAL BARRING ADDRESS
 RANDY FONTENOT
 ALLIS - CHALMERS ENERGY, INC.
 Ms. Jodi Morrison
 911 Regional Park Drive
 Houston, TX 77060
 BLC: (281) 894-4422
 DRIVER ADDRESS INFORMATION
 RANDY FONTENOT
 110 RUE JEAN LAFITTE, SUITE 20
 LAFAYETTE, LA 70508
 County...LAFAYETTE
 CLP Asset ID (Ueh Num)

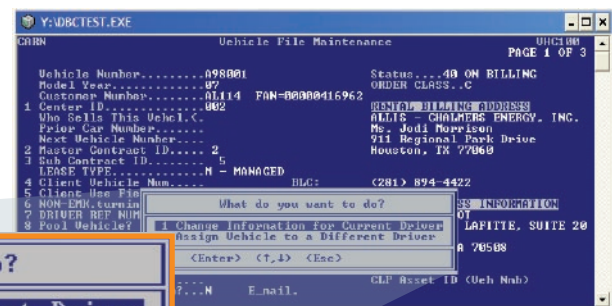
8 A new box will appear offering options to either **CHANGE THE EXISTING DRIVER INFORMATION** or **ASSIGN A NEW DRIVER. SELECT** and press <ENTER> to execute the desired option.



What do you want to do?

1 Change Information for Current Driver
 2 Assign Vehicle to a Different Driver

<Enter> <↑,↓> <Esc>



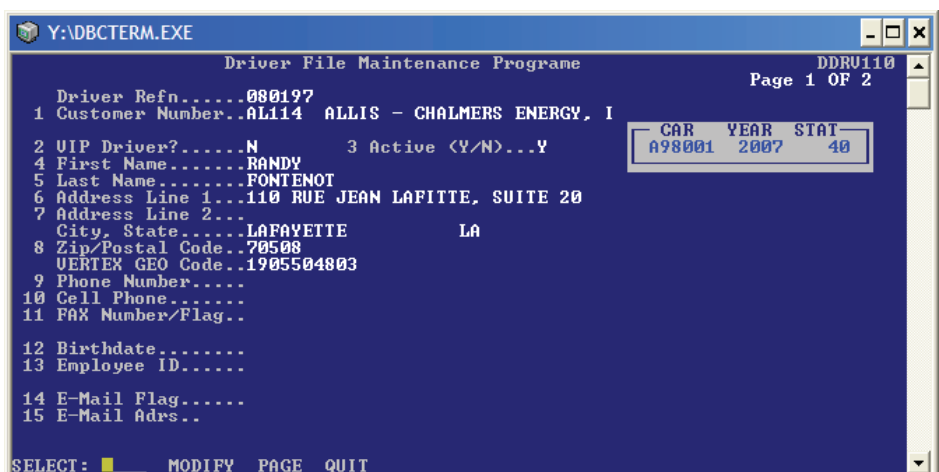
Vehicle File Maintenance

Vehicle Number.....098001
 Model Year.....07
 Customer Number.....AL114 PAN-00000416962
 Who Sells This Vehicl...
 Prior Car Number.....
 Next Vehicle Number.....
 Master Contract ID.....2
 Sub Contract ID.....5
 LEASE TYPE.....N - MANAGED
 Client Vehicle Num.....
 5 Client Use Field
 6 NON-EMK. turnin at DLR..N
 7 DRIVER REF NUM
 8 Pool Vehicle?

What do you want to do?
 1 Change Information for Current Driver
 2 Assign Vehicle to a Different Driver
 <Enter> <↑,↓> <Esc>

Status...40 ON BILLING
 ORDER CLASS..C
 RENTAL BARRING ADDRESS
 RANDY FONTENOT
 ALLIS - CHALMERS ENERGY, INC.
 Ms. Jodi Morrison
 911 Regional Park Drive
 Houston, TX 77060
 BLC: (281) 894-4422
 DRIVER ADDRESS INFORMATION
 RANDY FONTENOT
 110 RUE JEAN LAFITTE, SUITE 20
 LAFAYETTE, LA 70508
 County...LAFAYETTE
 CLP Asset ID (Ueh Num)

9 If **UPDATING CURRENT DRIVER INFORMATION**, is selected the current driver's information will display.



Driver File Maintenance Program

Driver Refn.....080197
 1 Customer Number...AL114 ALLIS - CHALMERS ENERGY, I
 2 UIP Driver?.....N 3 Active <Y/N>...Y
 4 First Name.....RANDY
 5 Last Name.....FONTENOT
 6 Address Line 1...110 RUE JEAN LAFITTE, SUITE 20
 7 Address Line 2...
 City, State.....LAFAYETTE LA
 8 Zip/Postal Code..70508
 VERTEX GEO Code..1905504803
 9 Phone Number.....
 10 Cell Phone.....
 11 FAX Number/Flag..
 12 Birthdate.....
 13 Employee ID.....
 14 E-Mail Flag.....
 15 E-Mail Adrs..

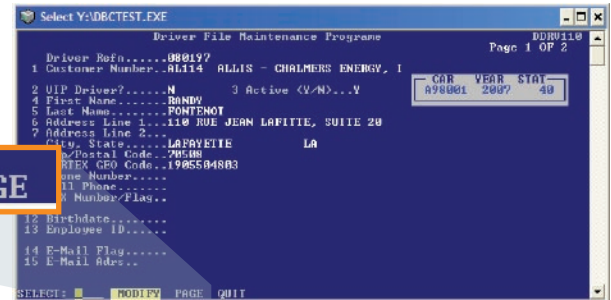
CAR YEAR STAT
 A98001 2007 40

SELECT: █ MODIFY PAGE QUIT

HOW TO PERFORM DRIVER CHANGES

10 **ARROW KEY** over to the “**MODIFY**” function and press **<ENTER>** to begin modifying the record.

MODIFY PAGE



Driver File Maintenance Program

Driver Ref: 000197

1 Customer Number: AL114 ALLIS - CHALMERS ENERGY, I

2 U/P Driver: N 3 Active (Y/N)...Y

4 First Name: RANDY

5 Last Name: PONTENOT

6 Address Line 1: 110 RUE JEAN LAPITTE, SUITE 20

7 Address Line 2:

8 City: LA PRAYETTE LA

9 Postal Code: 75100

10 REX GEO Code: 1985504803

11 Phone:

12 Number/Flag:

13 Birthdate:

14 Employee ID:

15 E-Mail Flag:

16 E-Mail Address:

SELECT: **MODIFY** PAGE QUIT

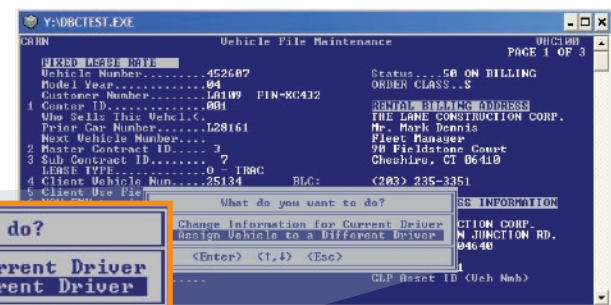
11 To assign the vehicle to another driver, **SELECT** the “**ASSIGN VEHICLE TO A DIFFERENT DRIVER**” option from the box inquiring on what action is being performed.

What do you want to do?

1 Change Information for Current Driver

2 Assign Vehicle to a Different Driver

<Enter> <↑,↓> <Esc>



Vehicle File Maintenance

Vehicle Number: 452607

Model Year: 04

Customer Number: LA109 FIN-RC432

1 Contactor ID: 001

2 Who Tells This Vehicle:

3 Prior Car Number: 128161

4 Next Vehicle Number:

5 Master Contract ID: 3

6 Sub Contract ID: 7

7 LEASE TYPE: 0 - TRAC

8 Client Vehicle Number: 25134

9 Client Use Flag:

10 What do you want to do?

11 Change Information for Current Driver

12 Assign Vehicle to a Different Driver

13 <Enter> <↑,↓> <Esc>

14 SS INFORMATION

15 ETION CORP.

16 N JUNCTION RD.

17 04640

18 GLP Asset ID (Veh Num)

12 A prompt will appear to **INPUT** the new driver information to verify if the driver already exists in the system. Input the driver’s entire name or only a few characters. At a **MINIMUM INPUT THE DRIVER’S LAST NAME** and **CUSTOMER NUMBER**.

Enter search fields

Driver Last Name.....

Driver First Name.....

Address Line 1.....

Address Line 2.....

City.....

State.....

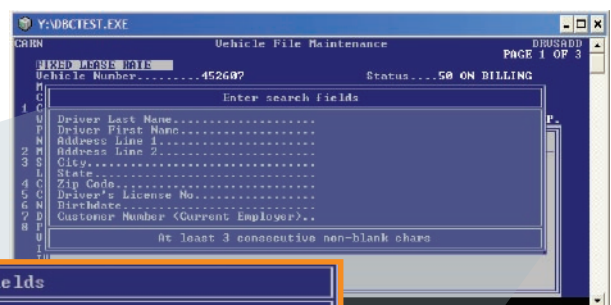
Zip Code.....

Driver's License No.....

Birthdate.....

Customer Number (Current Employer)...

At least 3 consecutive non-blank chars



Vehicle File Maintenance

Vehicle Number: 452607

Model Year: 04

Customer Number: LA109 FIN-RC432

1 Contactor ID: 001

2 Who Tells This Vehicle:

3 Prior Car Number: 128161

4 Next Vehicle Number:

5 Master Contract ID: 3

6 Sub Contract ID: 7

7 LEASE TYPE: 0 - TRAC

8 Client Vehicle Number: 25134

9 Client Use Flag:

10 What do you want to do?

11 Change Information for Current Driver

12 Assign Vehicle to a Different Driver

13 <Enter> <↑,↓> <Esc>

14 SS INFORMATION

15 ETION CORP.

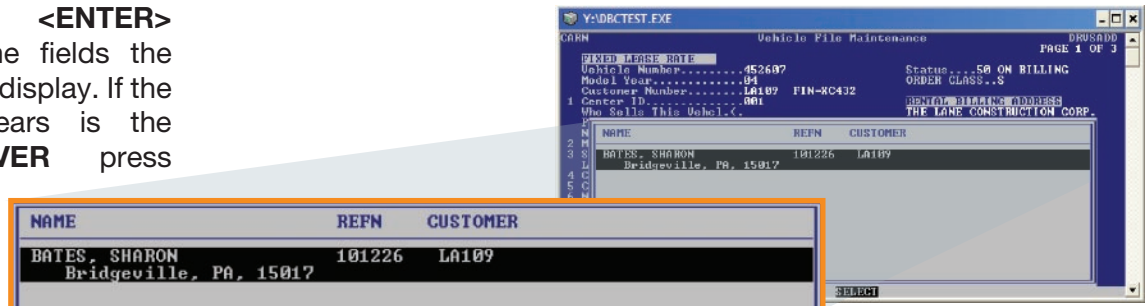
16 N JUNCTION RD.

17 04640

18 GLP Asset ID (Veh Num)

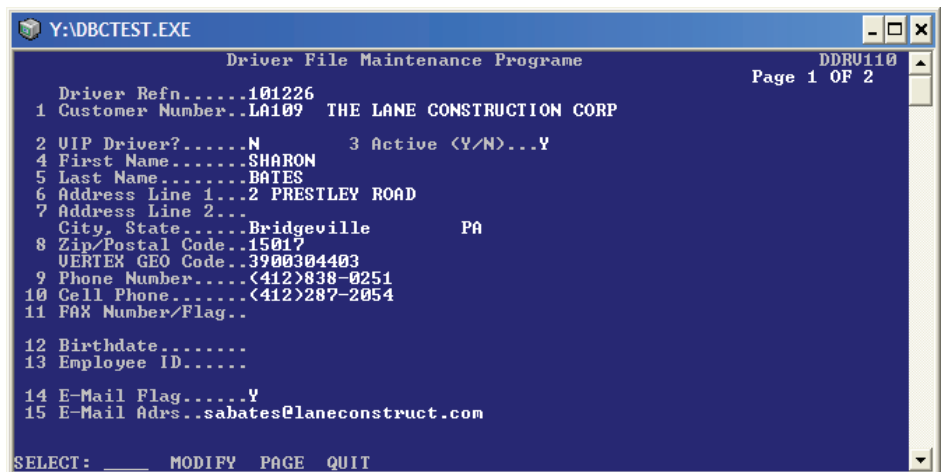
HOW TO PERFORM DRIVER CHANGES

- 13** After pressing **<ENTER>** through all of the fields the search results will display. If the driver that appears is the **DESIRED DRIVER** press **<ENTER>**.



NAME	REFN	CUSTOMER
BATES, SHARON Bridgeville, PA, 15017	101226	LA109

- 14** The new driver information will populate. At this time any of the contact information may be **UPDATED** (if applicable).



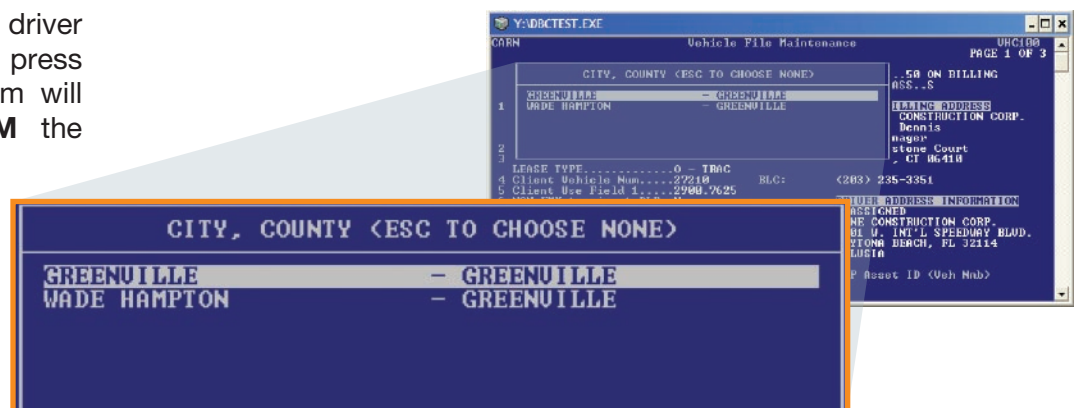
```

Y:\DBCTEST.EXE
Driver File Maintenance Program
DDRU110
Page 1 of 2

Driver Refn.....101226
1 Customer Number..LA109 THE LANE CONSTRUCTION CORP
2 UIP Driver?.....N      3 Active (Y/N)...Y
4 First Name.....SHARON
5 Last Name.....BATES
6 Address Line 1...2 PRESTLEY ROAD
7 Address Line 2...
  City, State.....Bridgeville      PA
8 Zip/Postal Code..15017
  VERTEX GEO Code..3900304403
9 Phone Number.....<412>838-0251
10 Cell Phone.....<412>287-2054
11 FAX Number/Flag..
12 Birthdate.....
13 Employee ID.....
14 E-Mail Flag.....Y
15 E-Mail Adrs..sabates@laneconstruct.com

SELECT:  MODIFY  PAGE  QUIT
  
```

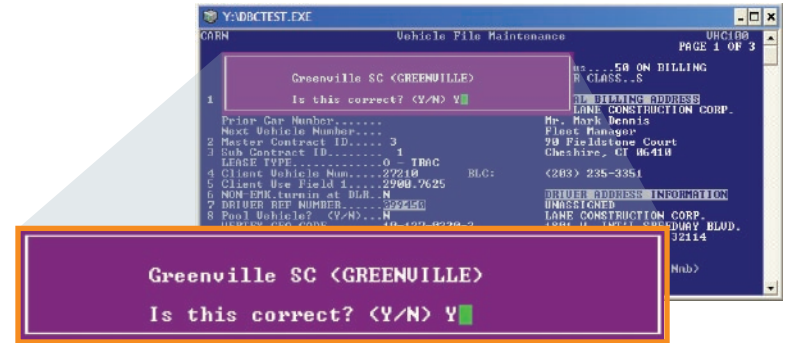
- 15** After confirming the driver information is correct, press **<ESCAPE>**. The system will ask you to **CONFIRM** the **CITY** and **COUNTY**.



CITY, COUNTY (ESC TO CHOOSE NONE)	
GREENVILLE	- GREENVILLE
WADE HAMPTON	- GREENVILLE

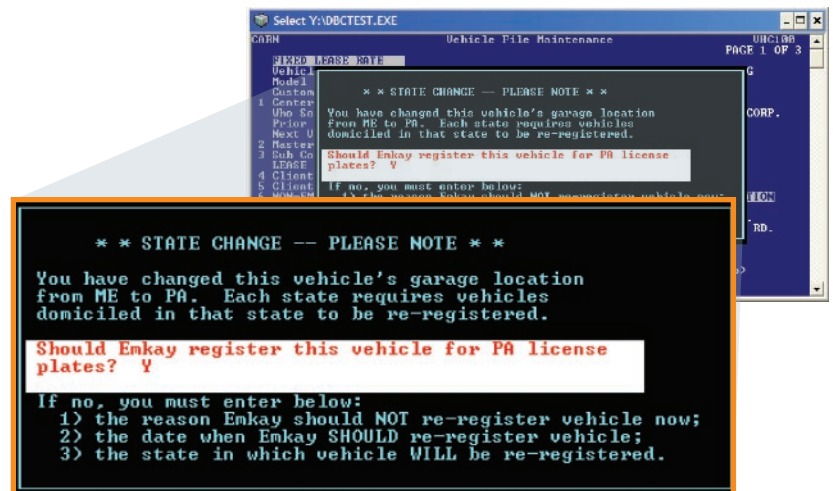
HOW TO PERFORM DRIVER CHANGES

16 The system will then ask you to **CONFIRM** the **STATE** and **COUNTY** **AGAIN**. If it is **CORRECT**, then input **"Y"** for yes and press **<ENTER>**. If it is **NOT CORRECT**, input **"N"** for no and reselect the correct city and county. If the county is not in the system an **IT REQUEST IS REQUIRED** to have it added.

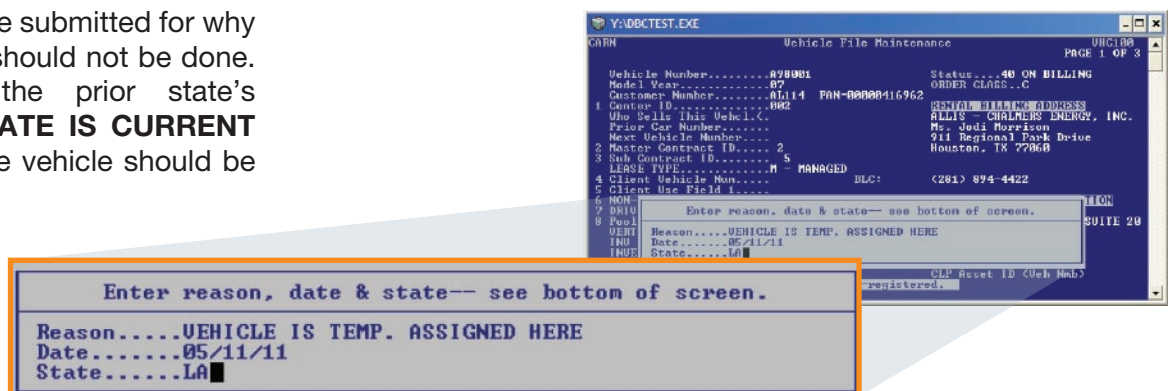


17 If the new driver's state does not match the state the system shows the vehicle being registered a prompt will appear for a state change. If a state change is required, **ENTER "Y"** if the vehicle is to be registered in the new state, this will prompt a **STATE CHANGE REQUEST**.

If a state change is **NOT DESIRED** input **"N"**.



18 A reason must be submitted for why a state change should not be done. Confirm that the prior state's **EXPIRATION DATE IS CURRENT** and the state the vehicle should be registered in.



HOW TO PERFORM DRIVER CHANGES

19 To **UPDATE PLATE** information **ARROW KEY** over to "**LNT**" option and press **<ENTER>**.

Only Veh?...N E ma
Canc Cd Find Index **Lnt**

20 A box will appear to **INPUT** the plate information that is missing or needs to be updated. Press **<ENTER>** when finished **ENTERING** the new information.

Please Enter the Following:

License Plate Number:W854808
Expiration Date (MMDDYYYY) ...
State Code (AL,IL,NY...etc) ..LA

21 If the vehicle has current open renewal activity the system will not allow for the plate information to be updated. If the **INFORMATION IS WRONG** notify the **VEHICLE LICENSING DEPARTMENT** to complete the update.

Vehicle License Plate

VEHICLE PLATE CURRENTLY BEING PROCESSED
CANNOT MODIFY PLATE INFORMATION

License Plate Number: 738955
Expiration Date: 02/28/2011
State code (AL,IL,NY...etc): ME

NOTES