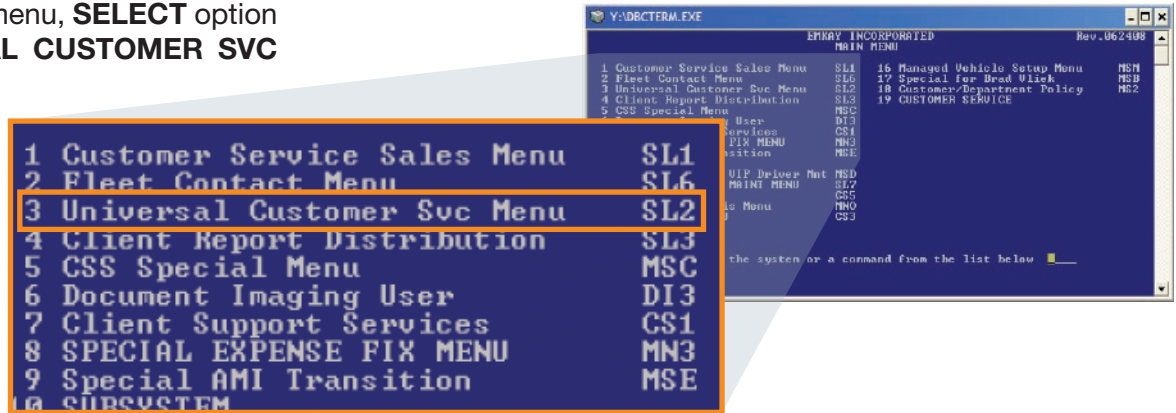




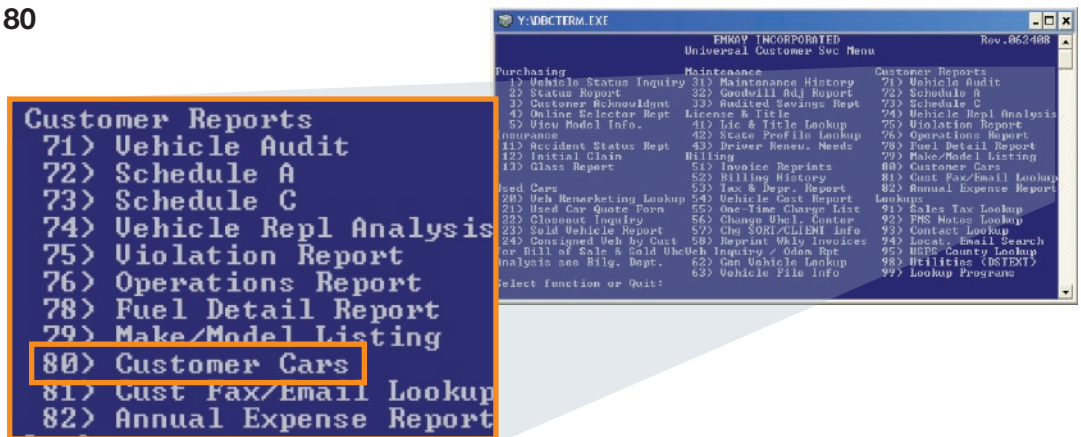
HOW TO PULL A
CUSTOMER CARS REPORT

HOW TO PULL A CUSTOMER CARS REPORT

- 1** From the main menu, **SELECT** option for “**UNIVERSAL CUSTOMER SVC MENU SL2**”.



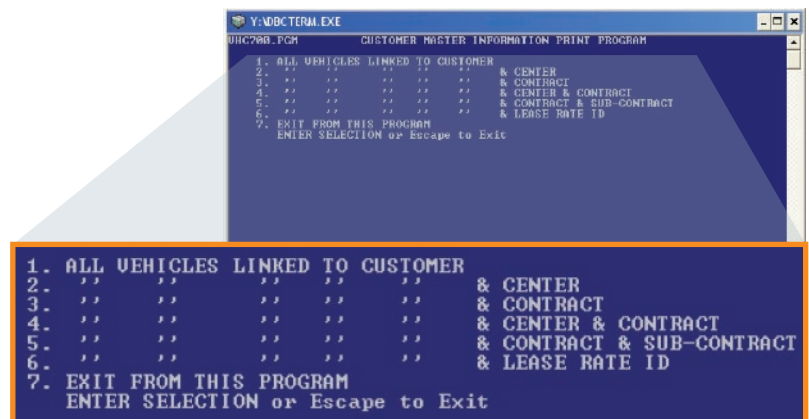
- 2** Then, **SELECT** option **80** “**CUSTOMER CARS**”.



- 3** **SELECT** from the provided list 1-6 (or 7 to exit) to specify what vehicles should appear on the report. Only vehicles that fit the category specified will be displayed. The different parameters include:

- 1 The whole fleet
- 2 Breakdown by assigned Center
- 3 By assigned Contract (the type of lease)
- 4 By assigned Center and Contract
- 5 By assigned Subcontracts (the services the units are on)
- 6 By the assigned Lease rate ID (the depreciation rate)

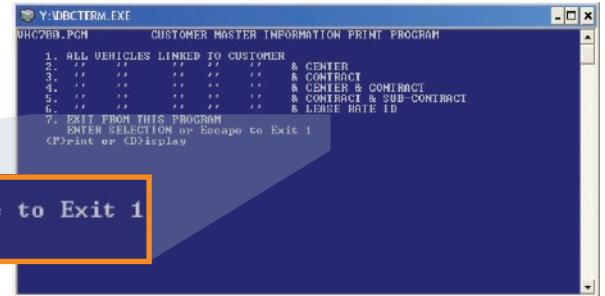
Select the category and press **<ENTER>**.



HOW TO PULL A CUSTOMER CARS REPORT

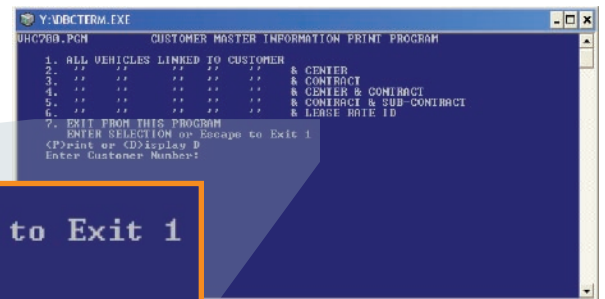
4 The next prompt is to either **SELECT** “P” to **PRINT** the data (or create a PDF) or “D” to simply **DISPLAY** the data in Linux for review.

7. EXIT FROM THIS PROGRAM
ENTER SELECTION or Escape to Exit 1
<P>rint or <D>isplay



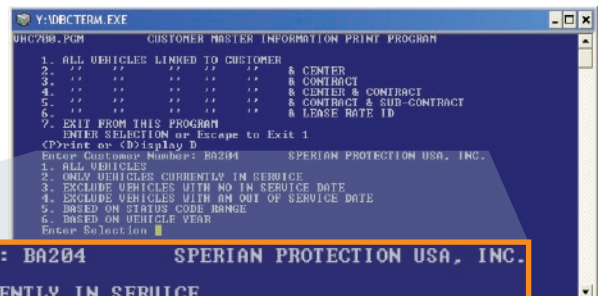
5 Next, input the **CUSTOMER NUMBER** for the vehicles that you need to review and press **<ENTER>**.

7. EXIT FROM THIS PROGRAM
ENTER SELECTION or Escape to Exit 1
<P>rint or <D>isplay D
Enter Customer Number:



6 **SELECT** from the provided list 1-6 to specify what vehicles should be pulled. Only vehicles that fit the category specified will be displayed. Input “1” for **ALL VEHICLES**, “2” to **DISPLAY ONLY VEHICLES CURRENTLY IN SERVICE**, etc. and press **<ENTER>**.

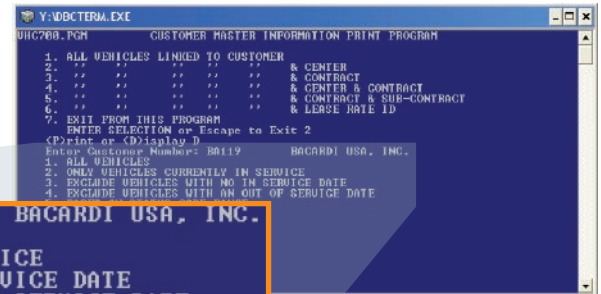
Enter Customer Number: BA204 SPERIAN PROTECTION USA, INC.
1. ALL VEHICLES
2. ONLY VEHICLES CURRENTLY IN SERVICE
3. EXCLUDE VEHICLES WITH NO IN SERVICE DATE
4. EXCLUDE VEHICLES WITH AN OUT OF SERVICE DATE
5. BASED ON STATUS CODE RANGE
6. BASED ON VEHICLE YEAR
Enter Selection █



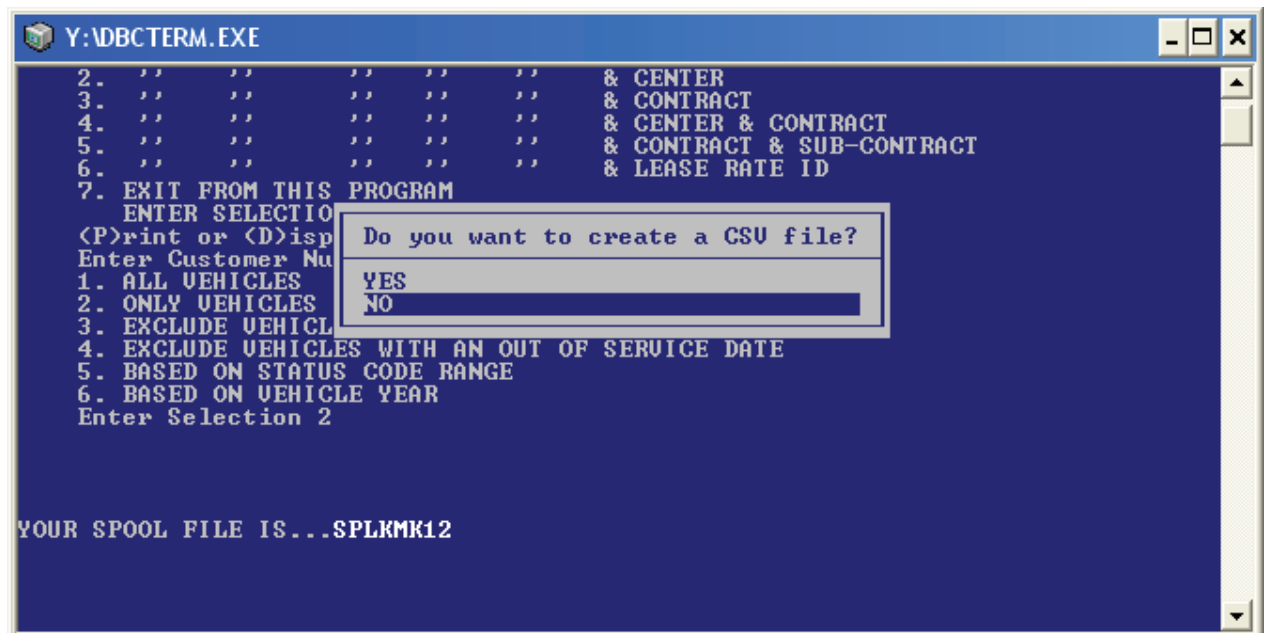
HOW TO PULL A CUSTOMER CARS REPORT

7 If categories 2-6 are **SELECTED**, the next prompt will request the user to specify the center, contract, subcontract, or lease rate ID accordingly. **INPUT ALL PROMPTED INFORMATION** and press **<ENTER>**.

```
Enter Customer Number: BA119
1. ALL VEHICLES
2. ONLY VEHICLES CURRENTLY IN SERVICE
3. EXCLUDE VEHICLES WITH NO IN SERVICE DATE
4. EXCLUDE VEHICLES WITH AN OUT OF SERVICE DATE
5. BASED ON STATUS CODE RANGE
6. BASED ON VEHICLE YEAR
Enter Center Number
```



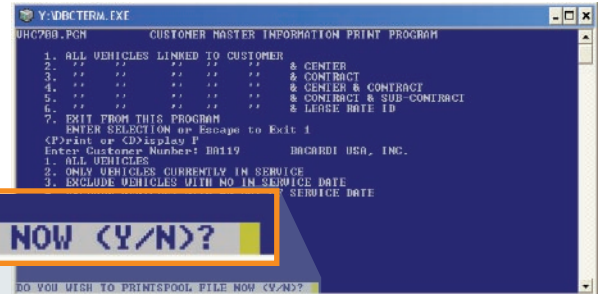
8 If **"P"** to **PRINT** had earlier been selected, a spool file will now be created and the option to create a CSV file will be provided. If the report will be needed in Excel **SELECT "YES"** and press **<ENTER>**, if **"NO"** is selected, press **<ENTER>** (If **"YES"** is chosen, copy the file name provided in the next screen and press **ANY KEY** to continue).



HOW TO PULL A CUSTOMER CARS REPORT

- 9** An option to immediately create a PDF of your spool file will be given. Input “Y” to create the file, or “N” to begin **ANOTHER LOOK UP** or **EXIT** the program.

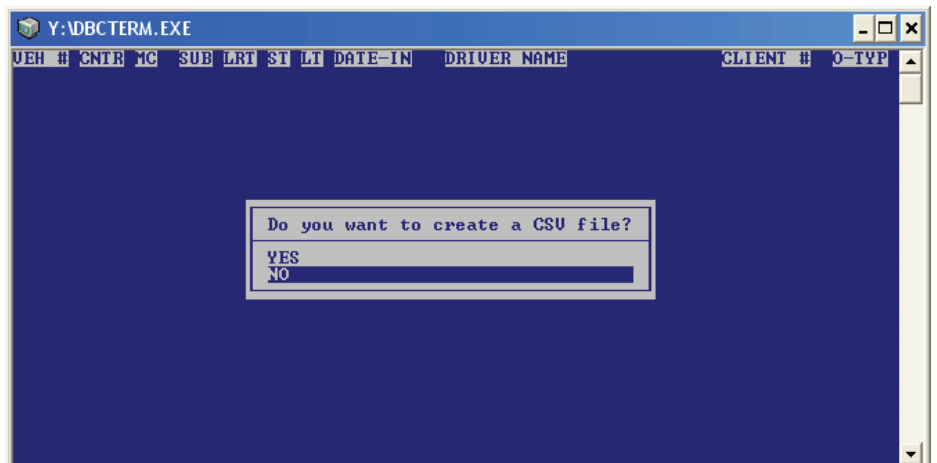
DO YOU WISH TO PRINTSPOOL FILE NOW (Y/N)?



- 10** If “Y” is chosen, next **ENTER “C”** in the screen to convert your spool file into a PDF for review, press **<ENTER>**, and the completed report will open.



- 11** If “D” to **DISPLAY** your data had previously been selected, the option to create a CSV file will be provided. If an Excel format will be needed **SELECT “YES”**; if not **SELECT “NO”** the one and press **<ENTER>**.



HOW TO PULL A CUSTOMER CARS REPORT

12 The look up will now complete and the specified information will be displayed for review. Press **<ENTER>** to continue through the listed data.

Y:\DBCTERM.EXE

VEH #	CNTR	MC	SUB	LRT	ST	MT	DATE-IN	DRIVER NAME	CLIENT #	O-TYP
040046	001	1	1	1	50	0	12/29/09	EMILY BELL		F
040294	001	1	1	6	50	0	11/25/09	DOUG LANDA	0026081	S
040352	001	1	1	1	50	0	02/08/10	BRENT BOUDOIN		F
040394	001	1	1	1	50	0	02/16/10	MICHAEL STAUOLA		F
040404	001	1	1	1	50	0	03/18/10	BRITTANY TAYLOR		F
041347	001	1	1	4	50	0	03/15/10	MICHAEL MISIORSKI		S
041363	001	1	1	4	50	0	02/16/10	DIGNO CABALLERO		S
041595	001	1	1	2	50	0	03/08/10	RICHARD COBB		S
041980	001	1	1	1	50	0	05/20/10	SAMUEL SCHEIBAL	27021	F
041995	001	1	1	1	50	0	05/28/10	PETER ROMBAUT	27027	F
042033	001	1	1	1	50	0	05/24/10	ANDREA EASTAUGH	27005	F
042034	001	1	1	1	50	0	04/26/10	RACHEL IRUIN	27009	F
042430	001	1	1	2	50	0	04/06/10	MICHAEL RIECK		S
042481	001	1	1	1	50	0	06/24/10	AL BRUNI	27038	F
042657	001	1	1	1	50	0	06/09/10	JUAN DE LOS REYES	27123	F
043099	001	1	1	2	50	0	05/22/10	MICHAEL COLE		S
043177	001	1	1	2	50	0	05/21/10	ROBERT LEBLANC		S
043230	001	1	1	1	50	0	07/26/10	JOE PLAMA	26032	F
043363	001	1	1	2	50	0	06/24/10	CHAD FERNANDEZ		S
052594	001	1	1	1	50	0	12/18/09	DAVID HOGAN		F
052595	001	1	1	1	50	0	01/26/10	MARK MULLINS		F
052596	001	1	1	1	50	0	12/11/09	CHRIS DELLACAVA		F

HIT ENTER KEY TO CONTINUE

13 At the end of the data, the total number of units within the specified group will be displayed. You will be prompted to input **"Y"** or **"N"** to begin another lookup, or press **<ESC>** to exit.

Y:\DBCTERM.EXE

VEH #	CNTR	MC	SUB	LRT	ST	MT	DATE-IN	DRIVER NAME	CLIENT #	O-TYP
B99702	001	2	1	0	40	M	11/01/09	STEVE LYEN	0027159	C
B99999	001	2	2	0	99	M	01/01/06	DOUG LANDA	0026081	C
B01763	001	2	2	0	40	M	11/01/09	AURELIA REINHARDT	8000032	C
B02789	001	2	2	0	99	M	11/01/09	MICHAEL MISIORSKI	8000034	C
B04415	001	2	1	0	40	M	11/01/09	JENNIFER RUBINO	0027161	C
B05441	001	2	1	0	40	M	11/01/09	CHRIS LLOYD	0027038	C
B05663	001	2	1	0	96	M	11/01/09	KAMYRA CAPEHART	0027147	C
B06502	001	2	1	0	40	M	11/01/09	AMBER JACOBY	0029076	C
B06979	001	2	1	0	40	M	11/01/09	TARA CAHILL	0029009	C
B08054	001	2	1	0	99	M	11/01/09	PATRICK MARTIN	0027007	C
B08116	001	2	1	0	40	M	11/01/09	CHRISTOPHER G MANDROS	0027172	C
B09589	001	2	1	0	40	M	11/01/09	ALEX RATON	0027222	C

TOTAL UNITS: 298

HIT ENTER KEY TO CONTINUE
ANOTHER LOOKUP (Y/N)

NOTES