

4.0 Vehicle Module

The Vehicle Module is located in the Admin section of Hippo and consists of the following (See Figure 46):

- Vehicle; where vehicle in your facility is added
- Vehicle Fuel; fuel amount and cost are tracked
- Vehicle Insurance; keeps insurance records of the vehicle in your facility
- PM WOs; where a vehicle PM work is created
- Demand Work Order; can be created anywhere in the facility map

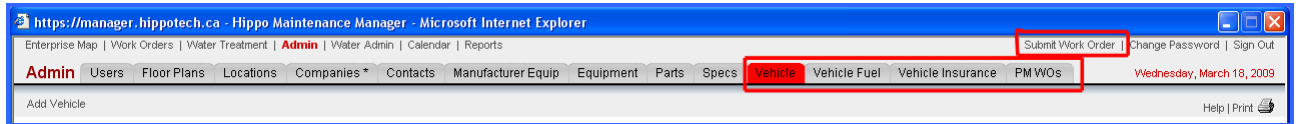


Figure 46: Vehicle Module

A Vehicle is added first before the user can add Vehicle Fuel, Vehicle Insurance, or any Vehicle Work Order.

4.1.0 Vehicle

Any types of vehicle in the users' facility are added here.

To view all vehicles added, click the **Vehicles** tab in the **Admin** section. To sort by name, status, model year, make, model, plate, click on the column name.

4.1.1 Add Vehicle

The following steps describe how to add a new vehicle to Hippo:

1. Click the **Vehicle** tab in the **Admin** section.
2. Click **Add Vehicle** sub-menu item to display the Add Vehicle window (See Figure 47).
3. Enter/select the following information:
 - a. Name (*required*)
 - i. What is the name of the vehicle?
 - b. On Road Date
 - i. The date when the vehicle was first used in your facility
 - c. Status
 - i. Choose from Inactive or Active vehicle
 - d. Make
 - i. Who made the vehicle?
 - e. Model
 - f. Plate
 - i. License plate number
 - g. VIN
 - i. Unique serial number to identify vehicle
 - h. Odometer
 - i. The total distance travelled of the vehicle in either miles or kilometres
 - ii. Choose only one unit (miles or kilometres) for all vehicles in your facility for consistency
 - i. Odometer Date
 - i. The date which the user inputted in the Odometer (see Odometer)
 - j. Cylinder
 - i. How many cylinders are in the vehicle?
 - k. Engine Size
 - i. How big is the engine?
 - l. Number of Gears
 - m. Automatic

- i. Check box off if vehicle is automatic
- n. Leased
 - i. If vehicle is leased, fill out the following:
 1. Leased Expiry Date
 2. Lease Term
 3. Buy Back Value
 4. Original Cost
 5. Current Value
- o. Mileage Estimate
 - i. Mileage estimate is associated with Estimate Frequency. For example if a vehicle travels a total distance of 100km daily, then the user would enter 100 in Mileage Estimate and Daily in Estimate Frequency
- p. Estimate Frequency
 - i. See Mileage Estimate
- q. Driver
 - i. Who is the driver of this vehicle
- r. Comment
 - i. Notes, remarks, etc. about vehicle
- s. Image File (max 100kb)
 - i. Photo of vehicle can be uploaded in here

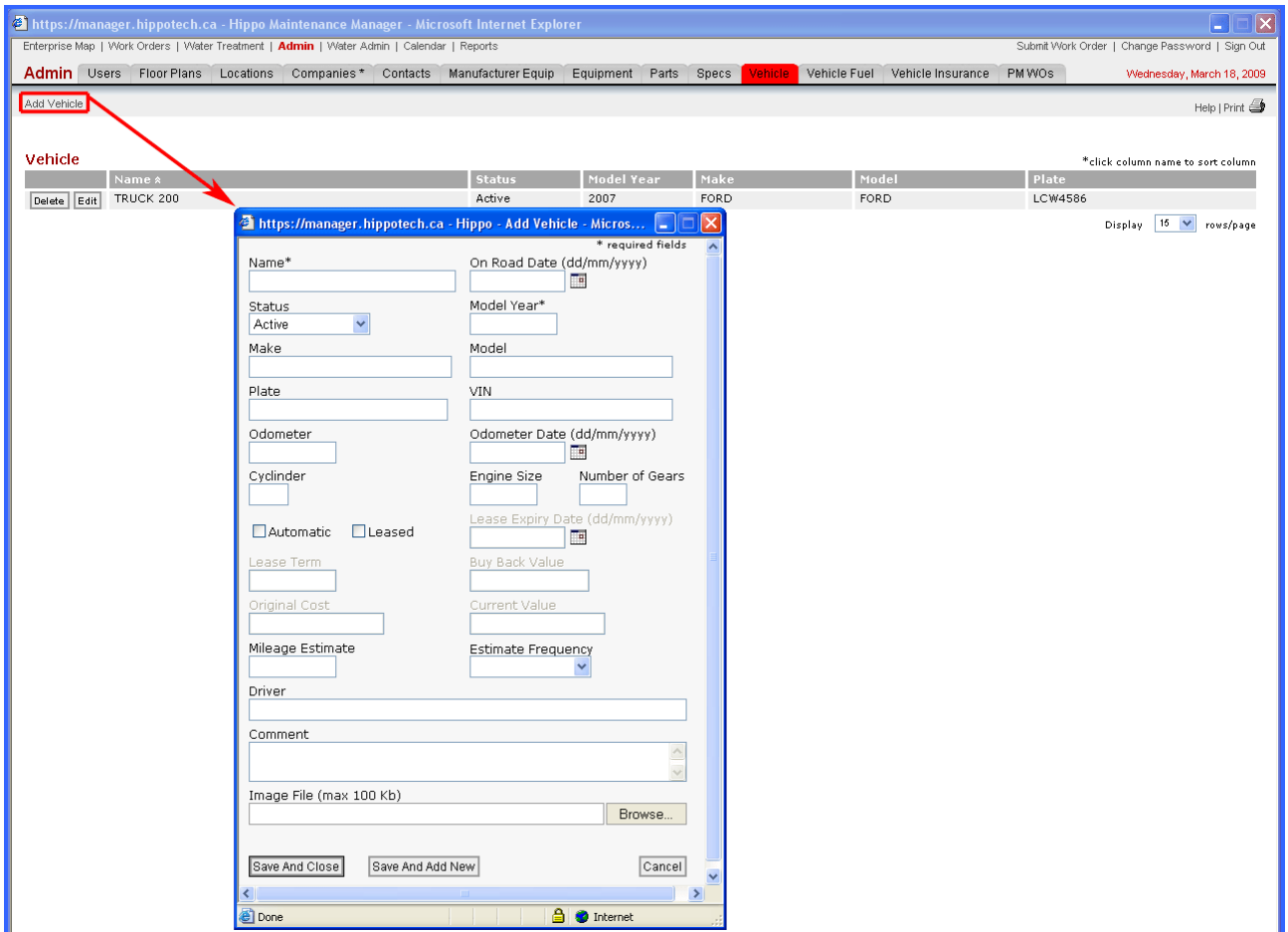


Figure 47: Add Vehicle

4. Click the **Save And Close** button when finished or click **Save And Add New** button to save and add a new vehicle.

4.1.2 Edit Vehicle

The following steps describe how to edit an existing vehicle:

1. Click the **Vehicle** tab in the **Admin** section.
2. Click the **Edit** button beside the vehicle you want to edit to bring up the vehicle window (See Figure 48).
3. Edit the desired information.
4. Click the **Save And Close** button when finished.

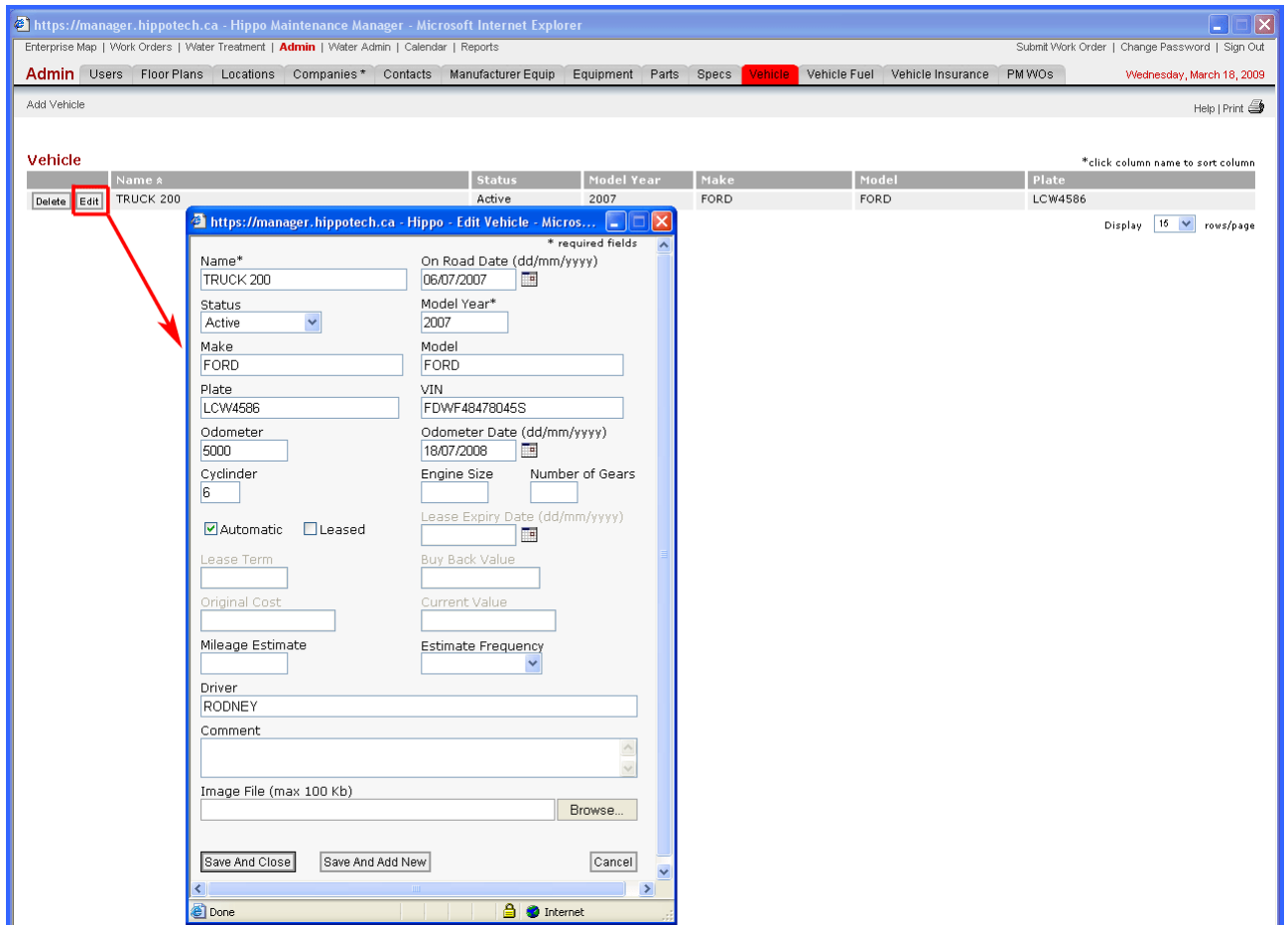


Figure 48: Edit Vehicle

4.1.3 Delete Vehicle

The following steps describe how to delete an existing vehicle:

1. Click the **Vehicle** tab in the **Admin** section.
2. Click the **Delete** button beside the vehicle that you want to delete (See Figure 49).
3. Click **Yes** when asked to confirm the delete.

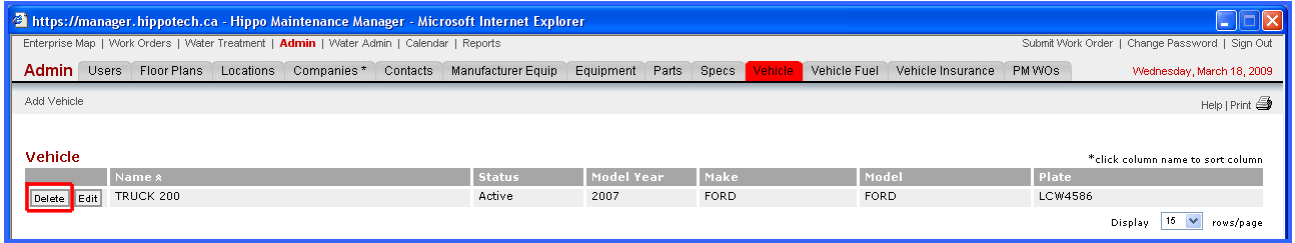


Figure 49: Delete Vehicle

4.2.0 Vehicle Fuel

In Hippo, fuel cost for each vehicle in your facility can be recorded and tracked.

To view all vehicles that are being tracked, click the **Vehicle Fuel** tab in the **Admin** section. To sort by name, plate, fuel amount, fuel cost, click on the column name.

4.2.1 Add Vehicle Fuel

The following steps describe how to add a new vehicle fuel to Hippo:

1. Click the **Vehicle Fuel** tab in the **Admin** section.
2. Click **Add Vehicle Fuel** sub-menu item to display the Add Vehicle Fuel window (See Figure 50).
3. Enter/select the following information:
 - a. Vehicle (*required*)
 - i. Select from the drop down menu to choose vehicle. If vehicle is not in the drop down menu then create vehicle (see Add Vehicle)
 - b. Odometer
 - i. What is the total distance of vehicle travelled?
 - c. Fuel Amount
 - i. Amount of fuel put in vehicle in either gallons or litres
 - ii. Choose only one unit (gallons or litres) for all vehicles in your facility for consistency
 - d. Fuel Cost (*required*)
 - i. The total cost of fuel
4. Click the **Save And Close** button when finished or click **Save And Add New** button to save and add a new vehicle fuel.

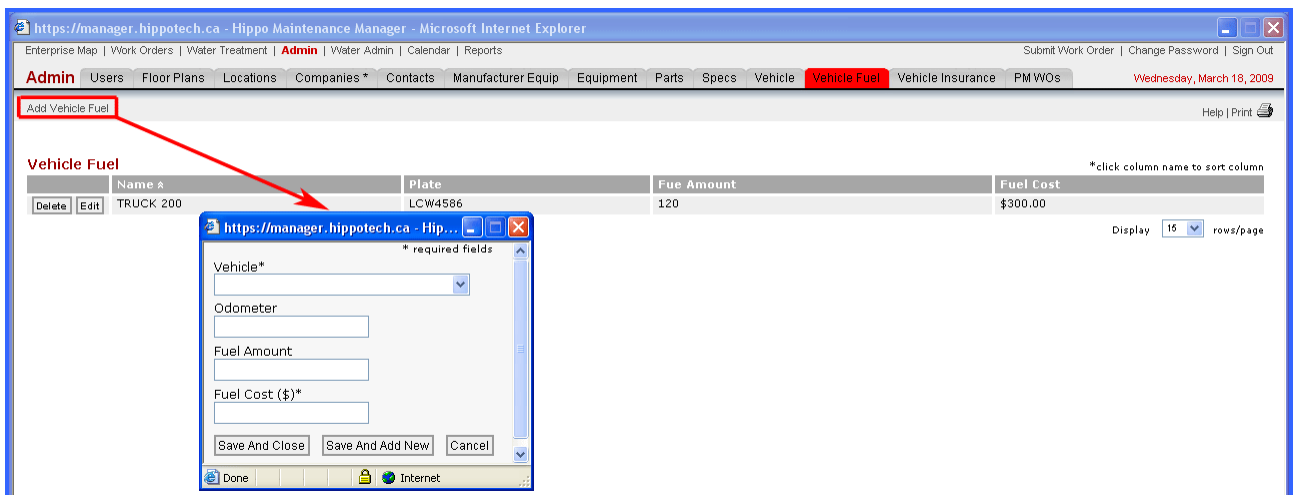


Figure 50: Add Vehicle Fuel

4.2.2 Edit Vehicle Fuel

The following steps describe how to edit an existing vehicle:

1. Click the **Vehicle Fuel** tab in the **Admin** section.
2. Click the **Edit** button beside the vehicle you want to edit to bring up the vehicle window (See Figure 51).
3. Edit the desired information.
4. Click the **Save And Close** button when finished.

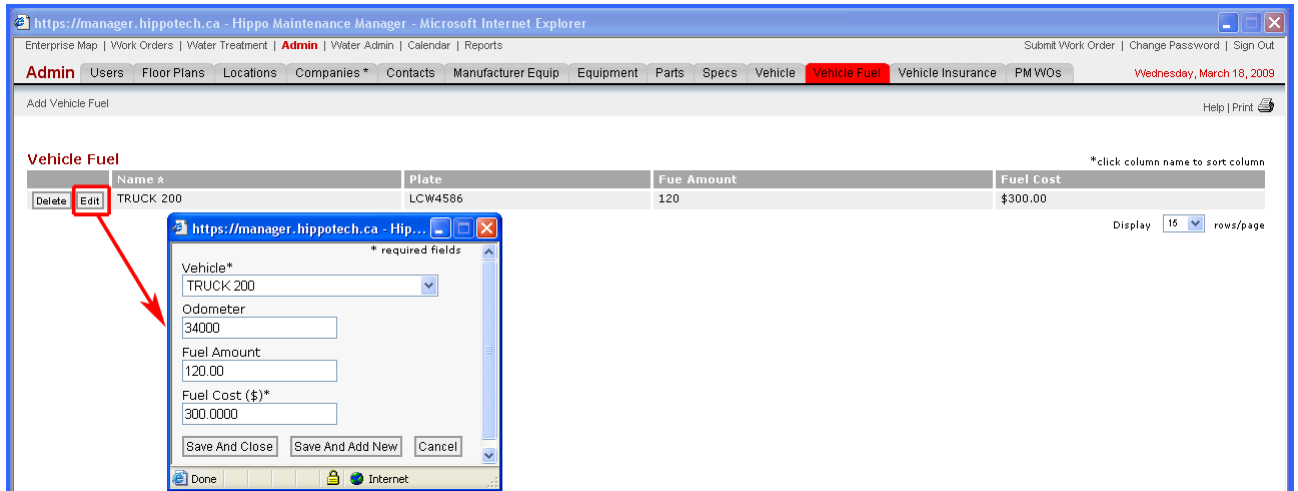


Figure 51: Edit Vehicle Fuel

4.2.3 Delete Vehicle Fuel

The following steps describe how to delete an existing vehicle fuel:

1. Click the **Vehicle Fuel** tab in the **Admin** section.
2. Click the **Delete** button beside the vehicle that you want to delete (See Figure 52).
3. Click **Yes** when asked to confirm the delete.

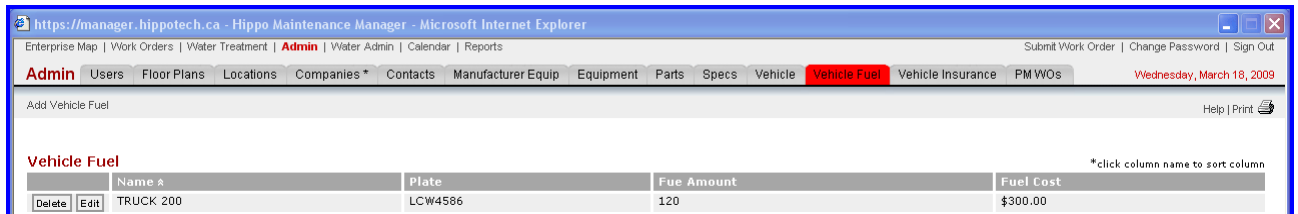


Figure 52: Delete Vehicle Fuel

4.3.0 Vehicle Insurance

In Hippo, vehicle insurance for each vehicle in your facility can be recorded and tracked.

To view all vehicles that are being tracked, click the **Vehicle Insurance** tab in the **Admin** section. To sort by name, plate, registered owner, liability, deductible, yearly cost, click on the column name. The columns are sorted numerically or alphabetically.

4.3.1 Add Vehicle Insurance

The following steps describe how to add new vehicle insurance to Hippo:

1. Click the **Vehicle Insurance** tab in the **Admin** section.

2. Click **Add Vehicle Insurance** sub-menu item to display the Add Vehicle Insurance window (See Figure 53).
3. Enter/select the following information:
 - a. Vehicle (*required*)
 - i. Select from the drop down menu to choose vehicle. If vehicle is not in the drop down menu then create vehicle (see Add Vehicle)
 - b. Liability
 - i. Cost of liability
 - c. Deductible
 - i. Cost of deductible
 - d. Yearly Cost (*required*)
 - i. Annual cost of insurance
 - e. Registered Owner
 - i. Who is the owner of vehicle?
4. Click the **Save And Close** button when finished or click **Save And Add New** button to save and add a new vehicle insurance.

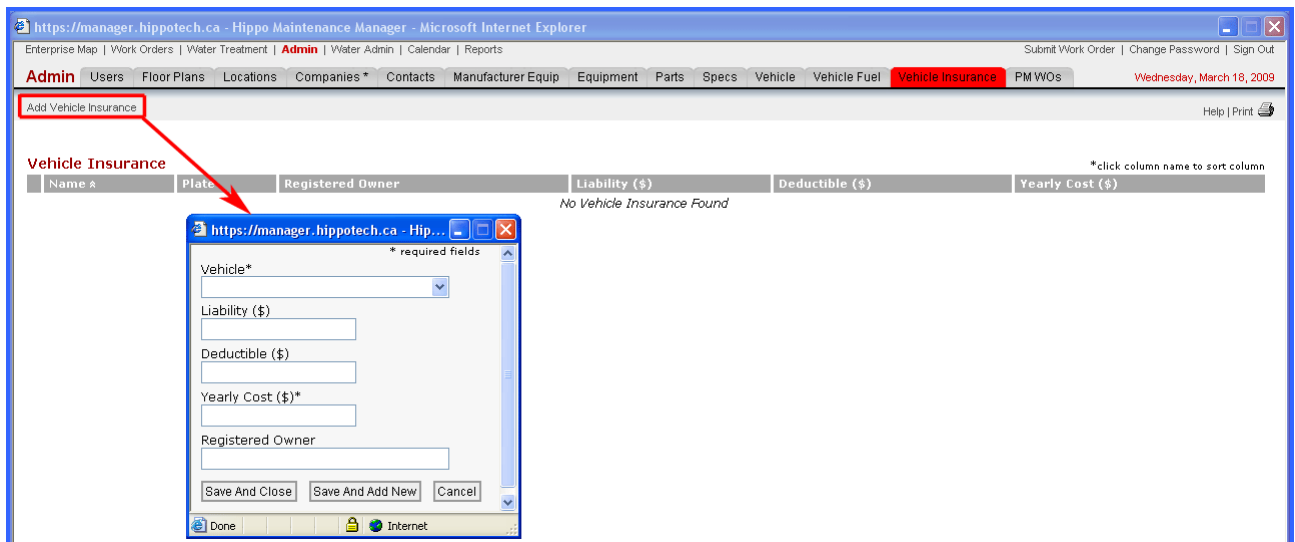


Figure 53: Add Vehicle Insurance

4.3.2 Edit Vehicle Insurance

The following steps describe how to edit existing vehicle insurance:

1. Click the **Vehicle Insurance** tab in the **Admin** section.
2. Click the **Edit** button beside the vehicle you want to edit to bring up the vehicle insurance window (See Figure 54).
3. Edit the desired information.
4. Click the **Save And Close** button when finished.

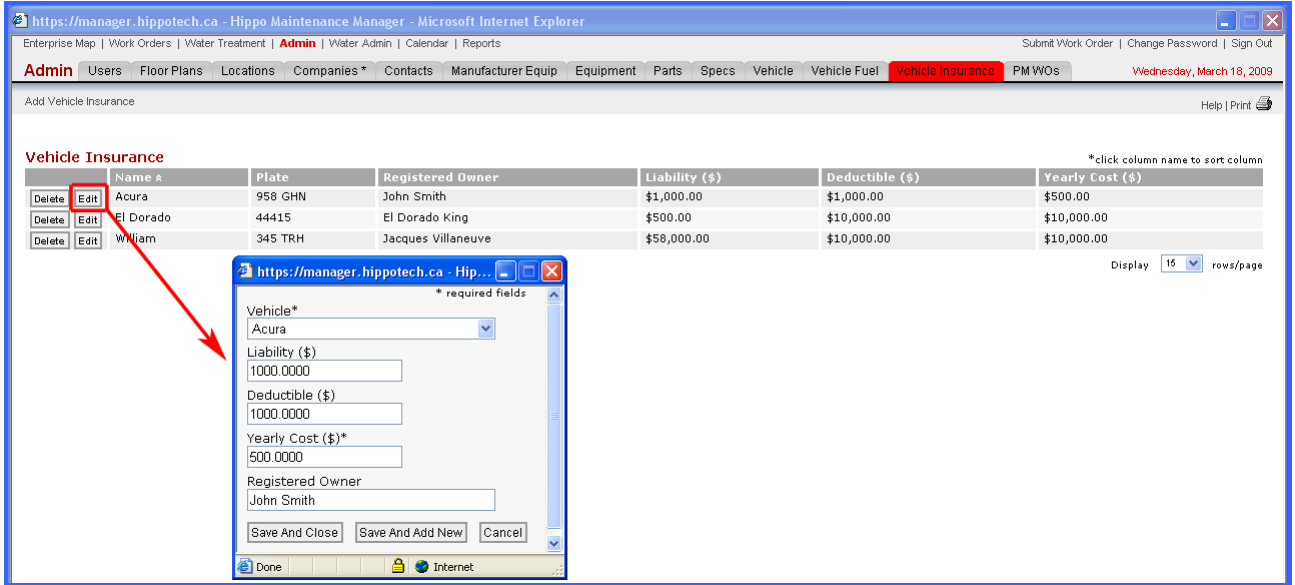


Figure 54: Edit Vehicle Insurance

4.3.3 Delete Vehicle Insurance

The following steps describe how to delete an existing Vehicle Insurance:

1. Click the **Vehicle Insurance** tab in the **Admin** section.
2. Click the **Delete** button beside the vehicle that you want to delete (See Figure 55).
3. Click **Yes** when asked to confirm the delete.



Figure 55: Delete Vehicle Insurance

4.4.0 Work Orders

There are two types of work orders a user can create in Hippo; Preventative Maintenance Work Order and Demand Work Order. Preventative Maintenance Work Order is a work order that will occur regularly. Demand Work Order is a work order that needs to be completed immediately.

4.4.1 Add Vehicle PM Work Order

The following steps describe how to add new vehicle PM work order to Hippo:

1. Click the **PM WOs** tab in the **Admin** section.
2. Click **Add Vehicle Work Order** sub-menu item to display the Add Vehicle Work Order window (See Figure 56).

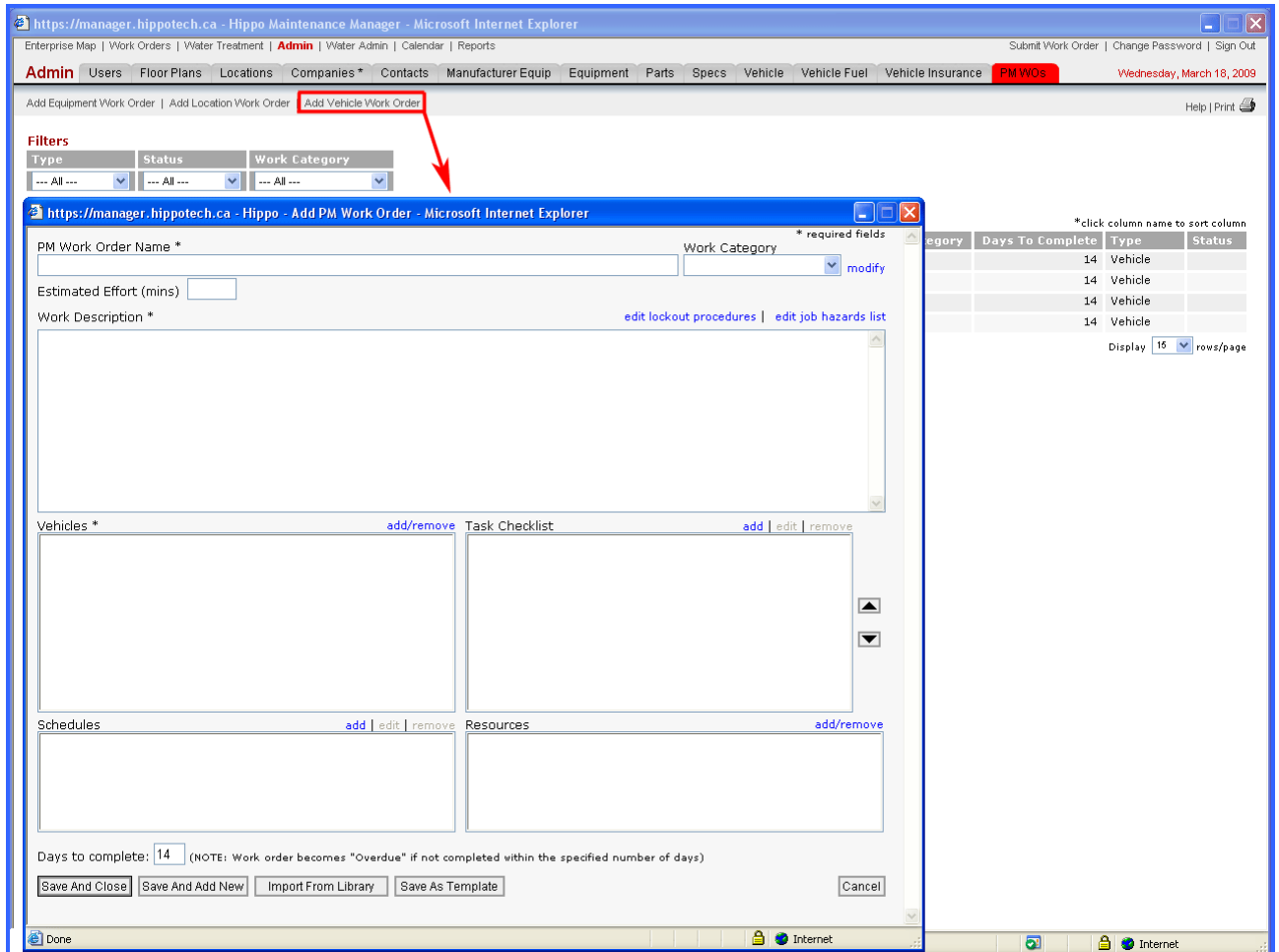


Figure 56: Add Vehicle PM

3. Enter/select the following information:
 - a. PM Work Order Name (*required*)
 - i. What is the name of this preventative maintenance work order (ie. Change Oil)
 - b. Work Category
 - i. Category of this vehicle (ie. Truck)
 - c. Estimated Effort (mins)
 - i. This number sets the average time for a user (resource) to complete a work order. If a Resource has entered their accurate time when closing a work order, you can then compare to the standard time in your reports.
 - d. Work Description (*required*)
 - i. Description of the work order
 - e. Edit lockout procedures (click the **edit lockout procedures** to edit this work order's lockout procedure) (See Figure 57)
 - i. Input what a maintenance person need to do before starting work on this PM work order

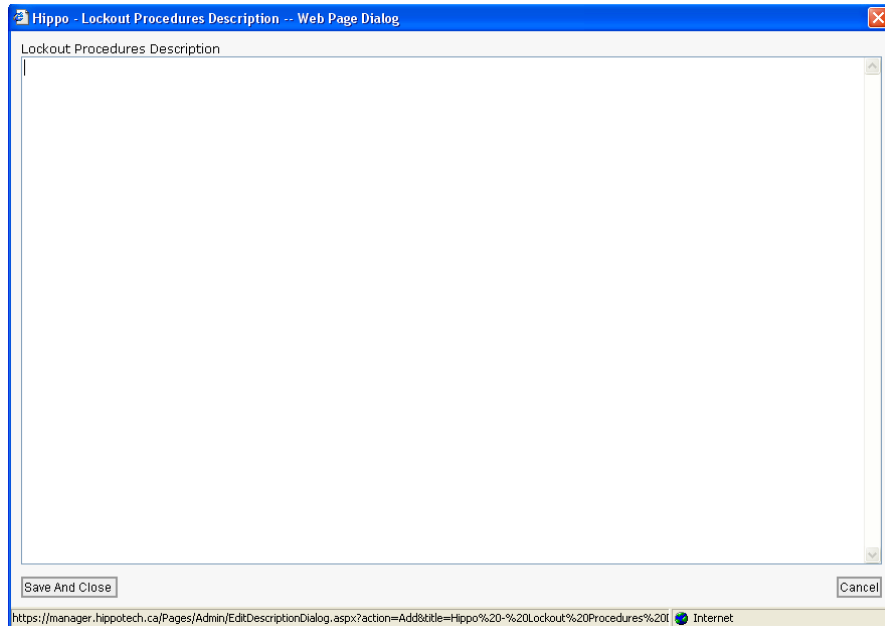


Figure 57: Lockout Procedure Description

- f. Edit job hazards list (click the **edit job hazards list** to edit this work order's job hazard list) (See Figure 58)
 - i. Input hazards and dangers of doing work on this PM work order

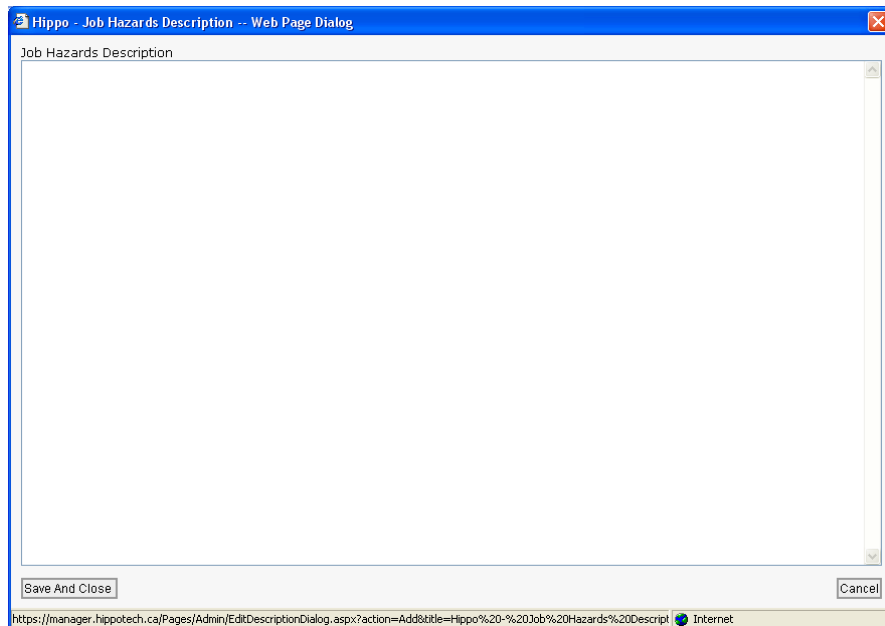


Figure 58: Job Hazards Description

- g. Vehicles (click the **add/remove** to add or remove a vehicle) (See Figure 59)
 - i. All vehicles added are shown here (See **Add Vehicle** section)
 - ii. Click on a vehicle on the left side, then click on **Add**, to add vehicle
 - iii. Click on a vehicle on the right side, then click on **Remove**, to remove vehicle

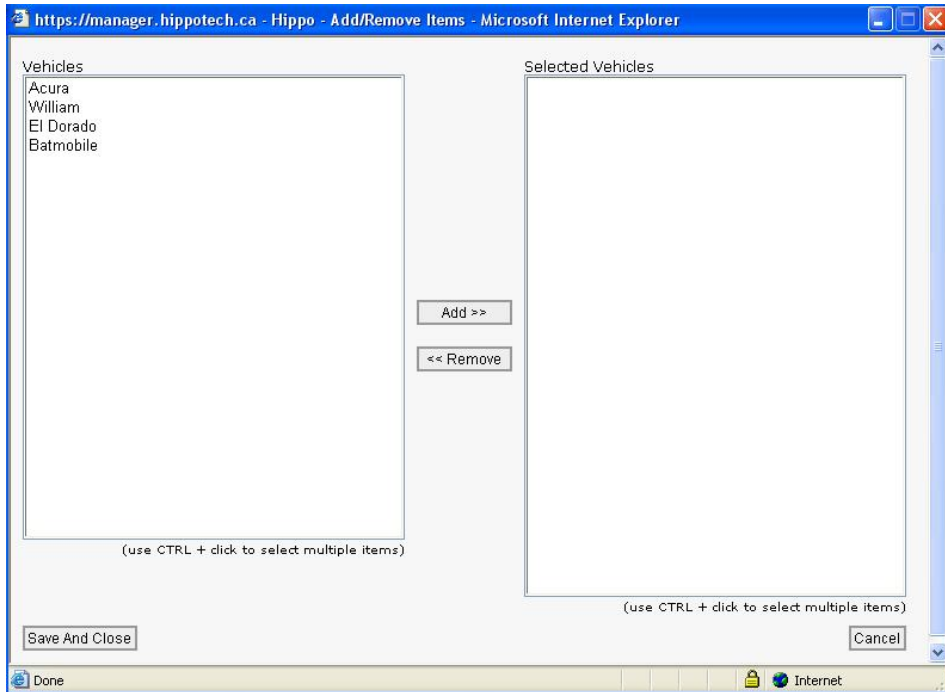


Figure 59: Add/Remove Vehicle

- h. Task Checklist (click the **add** to add tasks to this PM work order) (See Figure 60)
 - i. Step by step procedure on this PM work order
 - ii. Click the **Save And Close** button when finished or click **Save And Add New** button to save and add a new task.

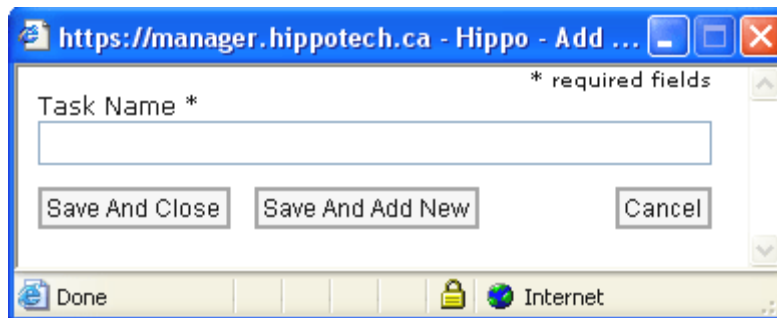


Figure 60: Task

- i. Schedules (To add, edit, or remove schedule to this PM work order, click **add**, **edit** or **remove**).
 - i. Click **add** to add schedules of PM to this vehicle (See Figure 61)

Figure 61: Schedules

- ii. Start Date (dd/mm/yyyy) (*required*)
 1. When will this PM work order start?
- iii. End Date (dd/mm/yyyy)
 1. Input in End Date if this PM work order will end. End Date can only be chosen if Weekly, Monthly, and Mileage is selected
- ii. One Time
 1. Choose One Time if PM work order is done only once. If One Time is chosen, the user cannot select the Weekly, Monthly and Mileage options
- v. Weekly
 1. Choose weekly if PM work order is done on a weekly basis.
 2. Occurs every ___ week(s) on:
 - a. Input in 1 to occur every week, 2 to occur every two weeks, 3 to occur every three weeks, etc.
 - b. Choose a day in the week this PM would occur
- vi. Monthly (Monthly, Semi-Annual, Quarterly, Tri-Annual, etc. PM work order can be created by choosing one of the following:
 1. Occurs on the ___ day of the month
 - a. Choose a day in a month and select the month this PM work order would occur
 2. Occurs on the ___ ___ of the month
 - a. Choose a day in a week of the month and select the month this PM work order would occur

3. Seasonally
 - a. The user must select Weekly or Biweekly with the days in the week and months to create the PM work order
- v. Mileage
 1. Occurs every ____ kilometres
 - a. Input the number of kilometres for this PM work order to occur
 - i. NOTE: This PM would pull out base on what is inputted in **Mileage Estimate** and **Estimate Frequency** when adding the vehicle (See **Add Vehicle**)
 - vi. Click the **Save And Close** button when finished
- j. Vehicles
 - i. The resource are the ones doing the work for this PM (See **Set Facility Permissions** under **Add User** to add a worker as a resource) (See Figure 62)
 - ii. Click **add/remove** to add or remove a resource
 - iii. One the user has chosen the resource, click the **Save And Close** button when finished

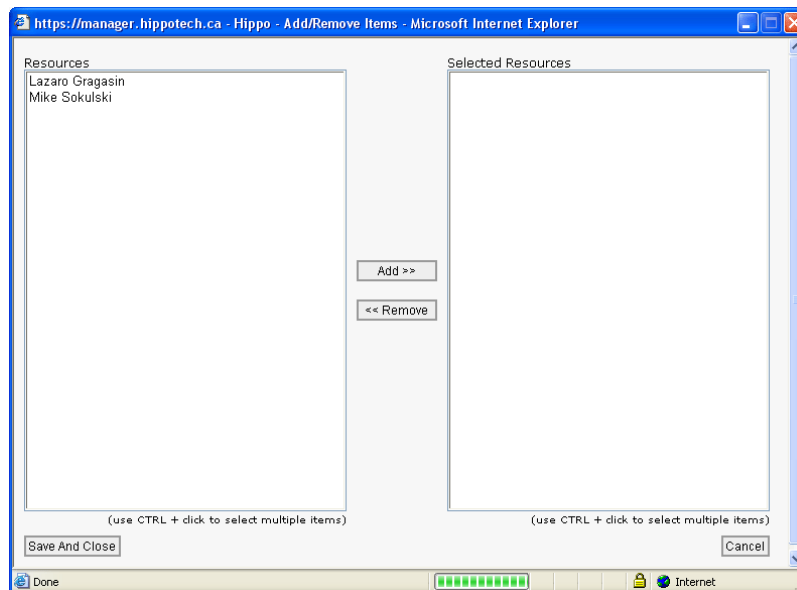


Figure 62: Adding Resources

- k. Days to complete
 - i. Hippo automatically sets the Days to complete to 14 days. Work order become "Overdue" if not completed within the specified number of days. Remember after 14 days **Hippo emails late notifications to all Admins** on the account as well as resources related to the work order.
4. **Import From Library** is very useful when each facility has the same PM work order for their equipments. Rather than creating a new PM work order for each of the facility for particular equipment, the user can create a PM template in the **WO Templates, Admin, Enterprise Level**, to be used in all facilities
 - a. Click **Import From Library** to display the Import From Library window (See Figure 63)

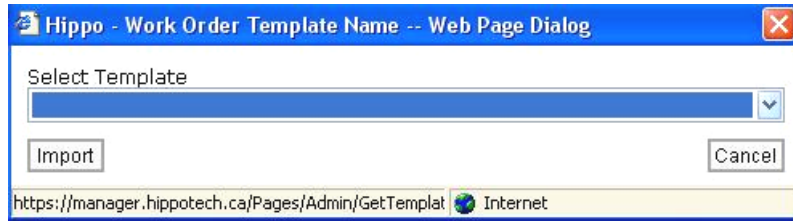


Figure 63: Adding Templates From Import From Library

- b. Click on the drop down menu and select the appropriate PM work order template
 - c. Click **Import** to import template
5. To create a new PM work order for each of the facility for particular equipment, the user can either go to **WO Templates, Admin, Enterprise Level**, or click on **Save As Template**. The saved template can now be used for any of the facility in the Enterprise.
 - a. To save a template the user must enter the following (all others are optional):
 - i. PM Work Order Name
 - ii. Work Description
 - b. Click on Save As Template to display the Save As Template window (See Figure 64)



Figure 64: Adding Templates

- c. Input in the Template Name
 - d. Click **Save** button when finished
6. Click the **Save And Close** button when finished or click **Save And Add New** button to save and add new vehicle insurance.

4.4.2 Edit Vehicle PM Work Order

The following steps describe how to edit an existing PM Work Order:

1. Click the **PM WOs** tab in the **Admin** section.
2. Click the **Edit** button beside the vehicle PM work order you want to edit to bring up the Edit PM Work Order window (See Figure 65).
3. Edit the desired information.
4. Click the **Save And Close** button when finished.

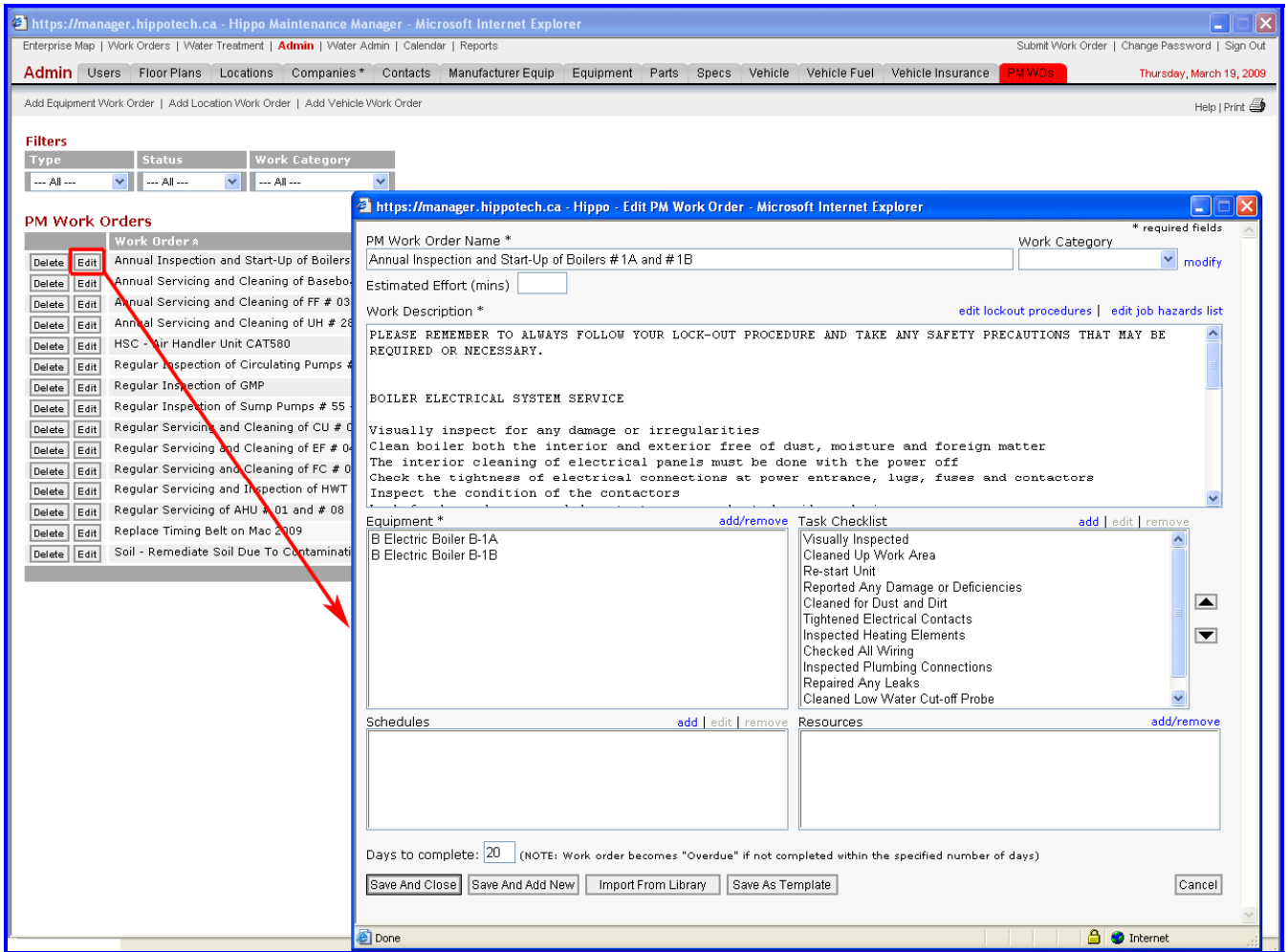


Figure 65: Edit PM Vehicle Work Order

4.4.3 Delete Vehicle PM Work Order

The following steps describe how to delete an existing PM Work Order:

1. Click the **PM WOs** tab in the **Admin** section.
2. Click the **Delete** button beside the vehicle PM work order (schedule) that you want to delete (See Figure 66).
3. Click **yes** when asked to confirm the delete.

NOTE: The PM Work Orders table displays a separate row for each schedule and, therefore, to delete a PM Work Order entirely, you will have to delete each schedule one-by-one.

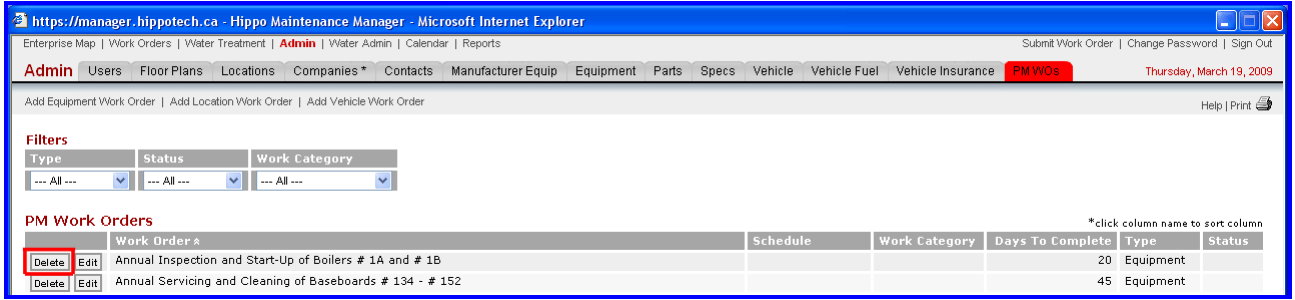


Figure 66: Delete PM Work Order