



Limousine Management Systems

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How to Set Up a Vehicle File

SUMMARY

The Vehicle Rates, Income, and Maintenance feature allows the owner to record all pertinent vehicle information, i.e. name, license plate, registration number, vehicle identification number, purchase date, coach or manufacturer, insurance company policy number, finance company or loan number. Once a vehicle file has been created and that vehicle is entered onto a reservation all the vehicle earnings are automatically calculated.

- ❖ A report for Vehicle Earnings for one or all vehicles, for any selected period of time and a list of a vehicle's trips in date sequence is available.
- ❖ Reports can be generated by the total number of trips and income earned for any date range.
- ❖ In addition to keeping track of mileage in and mileage out, fuel consumption for each reservation may be tracked based on the price per gallon and gallons purchased.
- ❖ When vehicle expenses are entered, such as L-O-F, tires, fuel, transmission, tune-up, general service, a record of the total expense per vehicle or fleet is available.
- ❖ Preprogramming future scheduled maintenance per vehicle is also available.
- ❖ When a vehicle is booked for a run, a warning prompts will alert the user when the license and permit dates have expired.
- ❖ A warning prompt will also appear if the vehicle is marked as out-of-service or if it is booked for another run at the same time.
- ❖ Repair and maintenance schedules on a vehicle are also prompted on the reservation screen
- ❖ A Rate Table makes it possible to pre-select rates to be charged based on account type, vehicle type and rate type (Hourly, Flat, Mileage).
- ❖ Rates may be edited to apply to individual situations.

HOW TO SET UP A VEHICLE FILE

The Vehicle File Maintenance integrates with the Vehicle Rates, Income, and Maintenance feature.

1. On the upper menu or side icon toolbar click on **Tables** then click on **Vehicle**. A window will appear for adding, editing or deleting a vehicle file. Click on **Add**. Type in a name for the vehicle being entered such as "Limo 01". If using numbers to identify the vehicles it is recommended to use 01, 02 etc. Tab to or click on **Description** and enter a description such as "Black 2000 Sedan".
2. Under **Vehicle Information**, fields are available for the **VIN**, **Year**, **Model** and **Make**.

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3. Select the **Type** of vehicle from the pull-down window.
4. Enter the **Miles**, the **Owner**, the **Status** such as "Farm Out", the **Service Area** for this vehicle, and a **Cell Phone** if one is available.
5. Enter the **License No**, the **State** it is registered in, and when the tags **Expires**. Enter the **Permit** and the date it **Expires**.
6. A date can be entered if the vehicle is **Out of Service** and the user will be prompted when booking the vehicle for a run.
7. Under **Vehicle Features** type in the number of **Passengers** this vehicle will accommodate. If a run is booked for this vehicle, and there are more passengers booked for the run than the vehicle will accommodate, the user will be prompted.
8. Enter the **Length**, **Height**, **Width**, **Exterior Color**, and **Interior Color** for this vehicle.
9. Click on the individual boxes to place a check mark if the vehicle has available a **Sun Roof**, **Glass** or **Solid** partition, **Full Bar**, **Am-Fm** radio, **Cassette** player, **CD Player**, **TV**, **VCR**, **Cellular**, **Intercom**, and a **2-Way Radio**.
10. Click on or tab to **Page 2**.
11. Under **Purchase Information** enter where the vehicle was **Purchased**, the **Contact** person, **Address**, **City**, **State**, **Country**, **Zip** and **Telephone**.
12. Fields are available to enter the **Date** purchased, **Odometer**, **Amount** paid, **Down Payment** and **Balance** due.
13. Under **Financed Information** enter the name of the **Finance** company and the **Contact**, **Telephone**, **Loan No**, **Amount** financed and **Payments**.
14. Under **Insurance Information** enter the name of the company the vehicle is **Insured** with, **Contact**, **Address**, **City**, **State**, **Country**, **Zip** and **Telephone**.
15. Fields are available to enter the **Carrier**, **Policy** number, **Amount**, **Deductible** for **Comprehensive**, **Premium** and **Deductible** for **Collision**.
16. Click on **Save** then click on **Close**.

Rev PC 07/04