

**My Vehicle App**

**1. MY VEHICLE APP OVERVIEW:**

1.1. The MyVehicle application provides operators with information about their associated vehicles, allowing vehicle operators and administrators access to core functionality while on the road or in the office.

1.2. MyVehicle provides interaction through five frames:

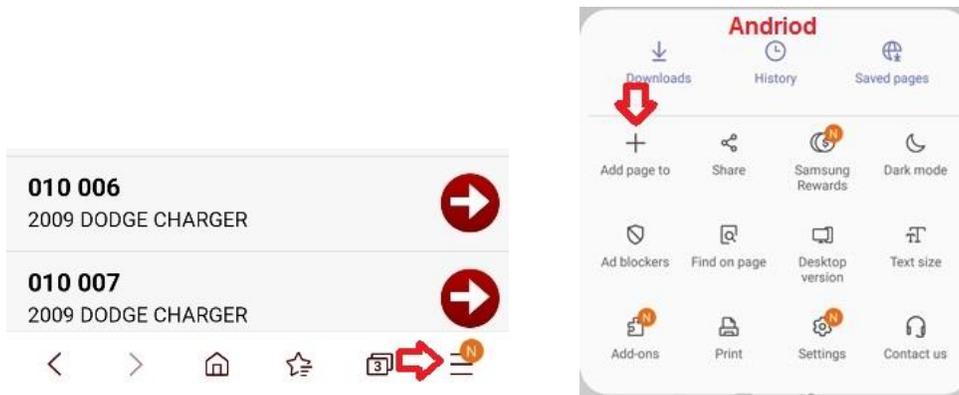
- 1.2.1. Service Requests: Schedule work or report incidents to OMES Fleet Management.
- 1.2.2. Work History: Review maintenance history.
- 1.2.3. Scheduled Work: View upcoming work or maintenance.
- 1.2.4. Meter Readings: Input meter readings.
- 1.2.5. Preferred Vendors: Locate maintenance and repair vendors outside OMES FM Service.

1.3. Supported platforms:

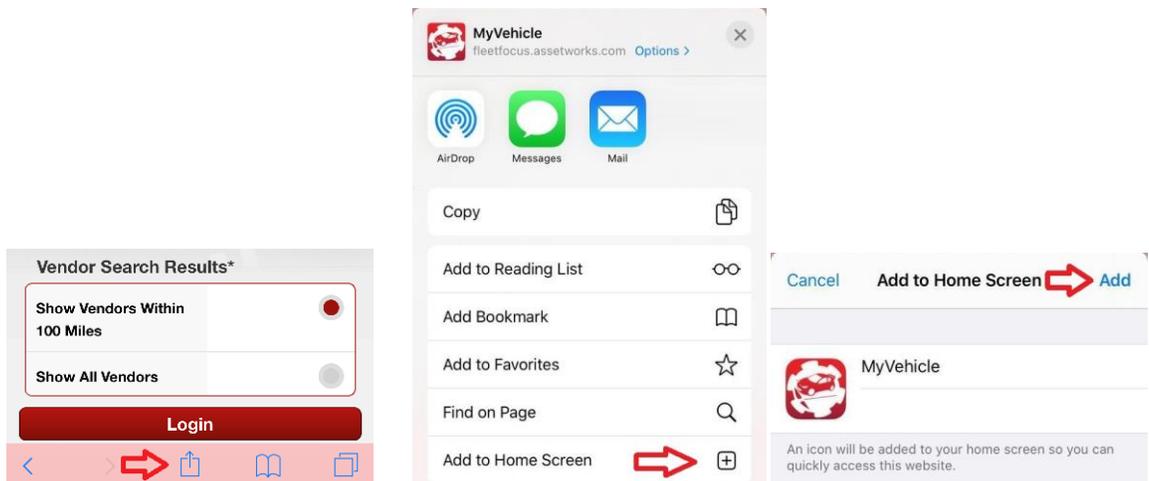
1.3.1. Smartphone:

The website link can be saved on the smartphone's home page and will function like an app.

**1.3.1.1. Android**



**1.3.1.2. Smartphone: OS**



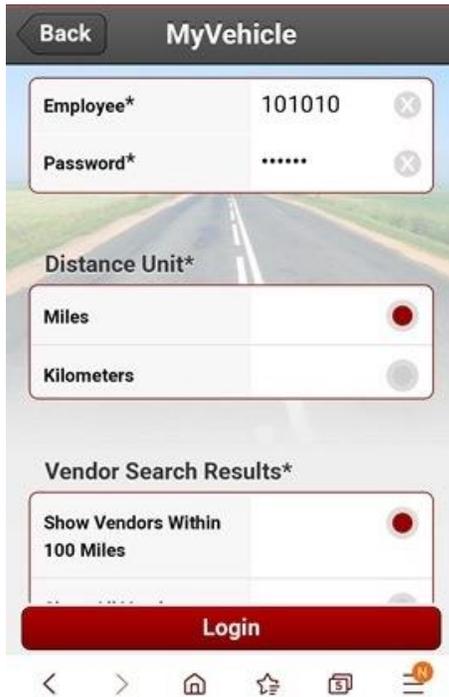
1.3.2. Computer: Chrome, Edge, and Safari.

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**2. LOGIN**

2.1. Access the MyVehicle app/webpage either on your phone or on your computer using the information provided to you.

2.2. Login page:



2.2.1. Employee: State employee ID on file with OMES Fleet Management.

2.2.2. Password: Six-digit driver ID (fueling PIN).

Note: Drivers using four-digit PINs must add 00to the beginning of their PIN to log in.

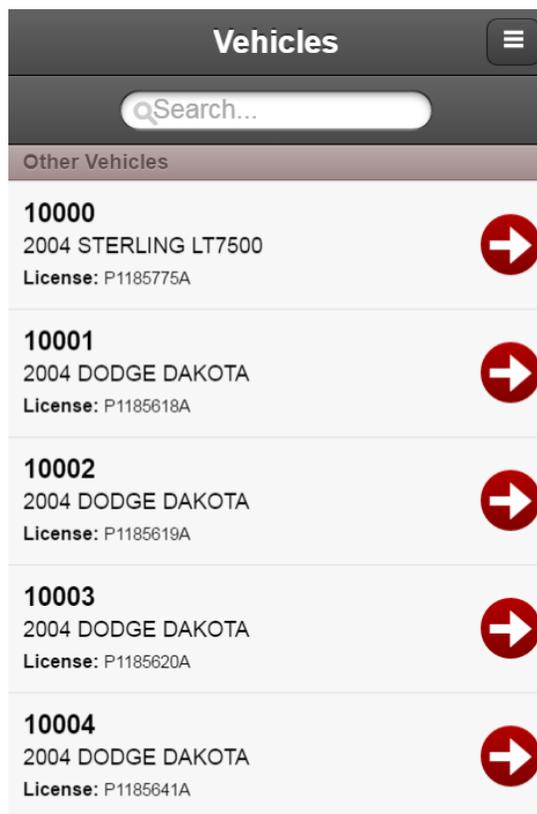
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**3. MAIN SCREEN (VEHICLES):**

3.1. The main screen populate a list all vehicles that are associated with one operator or administrator on file with OMES FM. If you are a sole or primary operator, or an overseeing coordinator of a vehicle and the app does not list unit(s) you expected to see, please contact OMES FM.

3.2. Each vehicle will have the following information available on this screen:

- 3.2.1. Unit no.
- 3.2.2. Model year, manufacturer and model.
- 3.2.3. State license no. associated with the vehicle.



3.3. The arrow button located next to each unit number leads to the options screen listing the available features within the MyVehicle application.

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**4. FUNCTIONS**

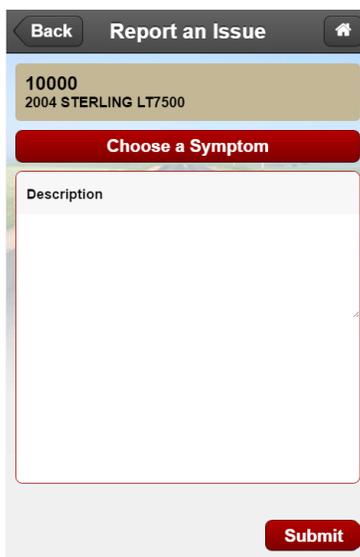
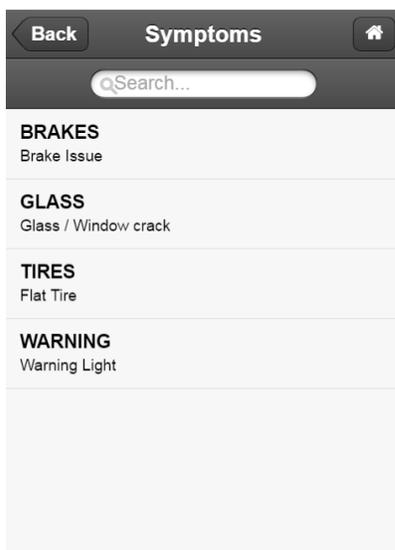
Both the service requests and scheduled work icons may present an alert if there is action that needs to be taken by the user. Specifically, an alert will appear every time a new service request is created but not assigned to a work request. Similarly, users may see an alert for any past due scheduled work.



**4.1. Service Requests**

This function allows drivers to create a service request on the fly. During this process, users are asked to choose a symptom code and description prior to submission. After the request is successfully submitted, a new service request will be available on the main screen.

OMES FM Service will be notified of requests submitted. It is a handy tool to schedule a maintenance and repair visit, or report an issue with a vehicle.



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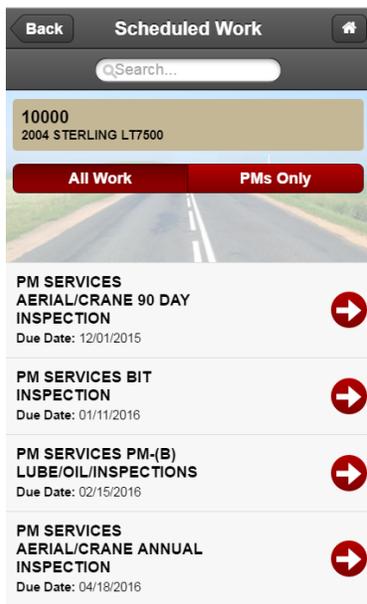
4.2. Work History

This function provides a list of all past and future work orders on a vehicle. This screen is sorted by Work Order ID, and then by the open date with the completed date in descending order. Again, the arrows take the operator to a separate details screen, which shows more information such as the job description, job code, complete date, job reason, and job location. There are two buttons on this screen giving users the ability to view parts needed as well as any notes associated with the job.



4.3. Scheduled Work

The Scheduled Work option presents all planned work for a specific vehicle within the OMES FM system, whether it be upcoming or past due (which will be emphasized with red font and an alert icon). Users are able to filter the work on this screen by either preventative maintenance or all scheduled work. The arrows take operators to the detail screen to review description, task, dues dates and more work order details.



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4.4. Meter Readings

Allows the user to input odometer readings for their vehicle.

**NOTE:** Drivers are required to enter the odometer readings at the end of month (weekly reports are recommended).

The screens display the previous odometer reading, as well as the date and time, with an open field underneath to input the most current reading.

After all the odometer information is gathered, operators can submit their reading. A confirmation will pop up indicating the odometer reading was successfully submitted.

If there is an error with the reading, the user will be alerted that the reading did not save. The system will not allow mileage entry if it already has a record of a higher odometer reading, which could be a result of an entry error at the pump. If this is the case, the user can call in for a one-time override and correction.

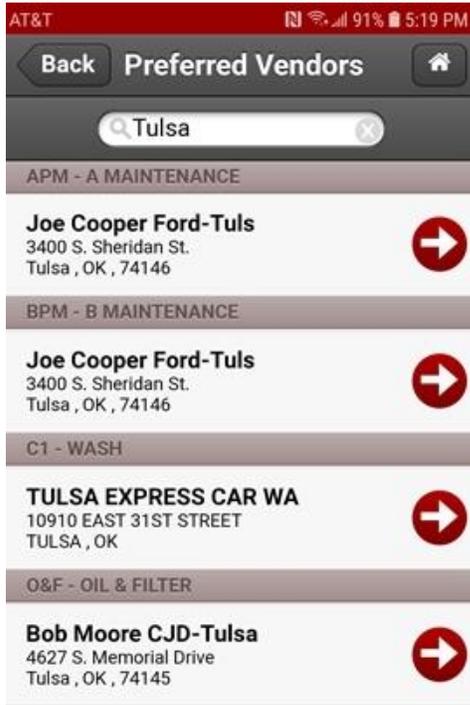
**NOTE: Mileage entered must be valid and reflective of the odometer at the time of entry.**

Last Reading	
Reading	150050 MILES
Date	12/21/2016 09:11:37

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4.5. Preferred Vendors

The preferred vendors feature displays a list of all the preferred vendors by task. Tapping on an arrow next to a vendor will take drivers to another screen where the address, phone and main contact information is provided.



5. CUSTOMER SUPPORT

5.1. [fmd.lease@omes.ok.gov](mailto:fmd.lease@omes.ok.gov).

5.2. 405-522-1204.