

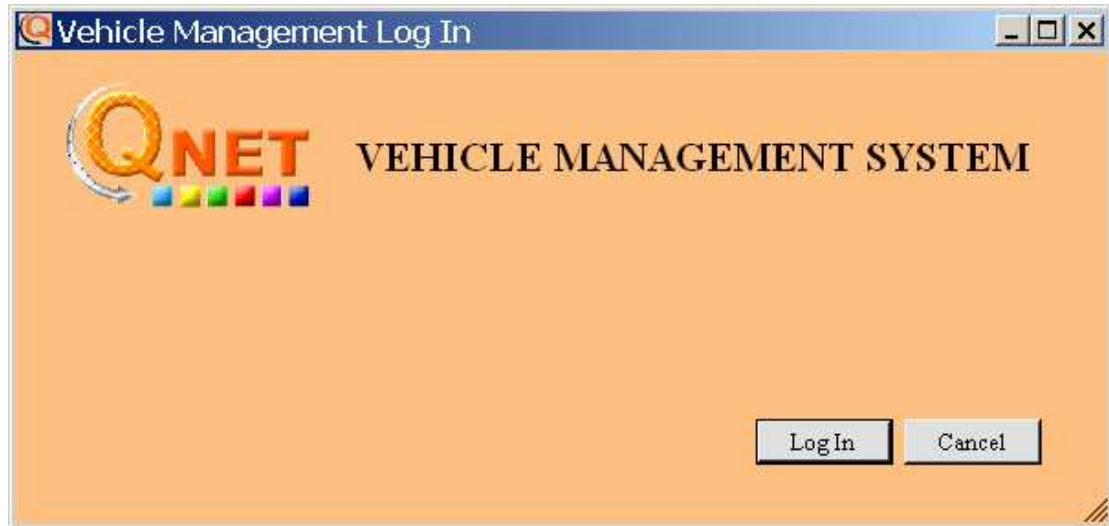
# **Qnet Vehicle Management – 6.0.0.1 User Manual**

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# 1. General

## 1.1 Login



When first entering the system the user will see the login form as above. There is no need to enter a password as the application will use the user's windows login to validate them on the system.

If the user receives a message 'You are not authorised to use this system', then they need to be set up as a user by someone with administrator privileges. (See 'User Maintenance' below)

## 1.2 Navigation

All forms use a standard windows navigation bar to move between records. It is important to note that to enter a new record the 'add new' button ('+') must be clicked first. Similarly the save button must be clicked in order for any changes made on the form to be saved. It is recommended that the save button is pressed regularly when entering large volumes of data.

### **1.3 Order of data entered**

When initially loading the application, it is recommended that data is entered in the following order, so that drop down lists on subsequent screens are correctly populated.

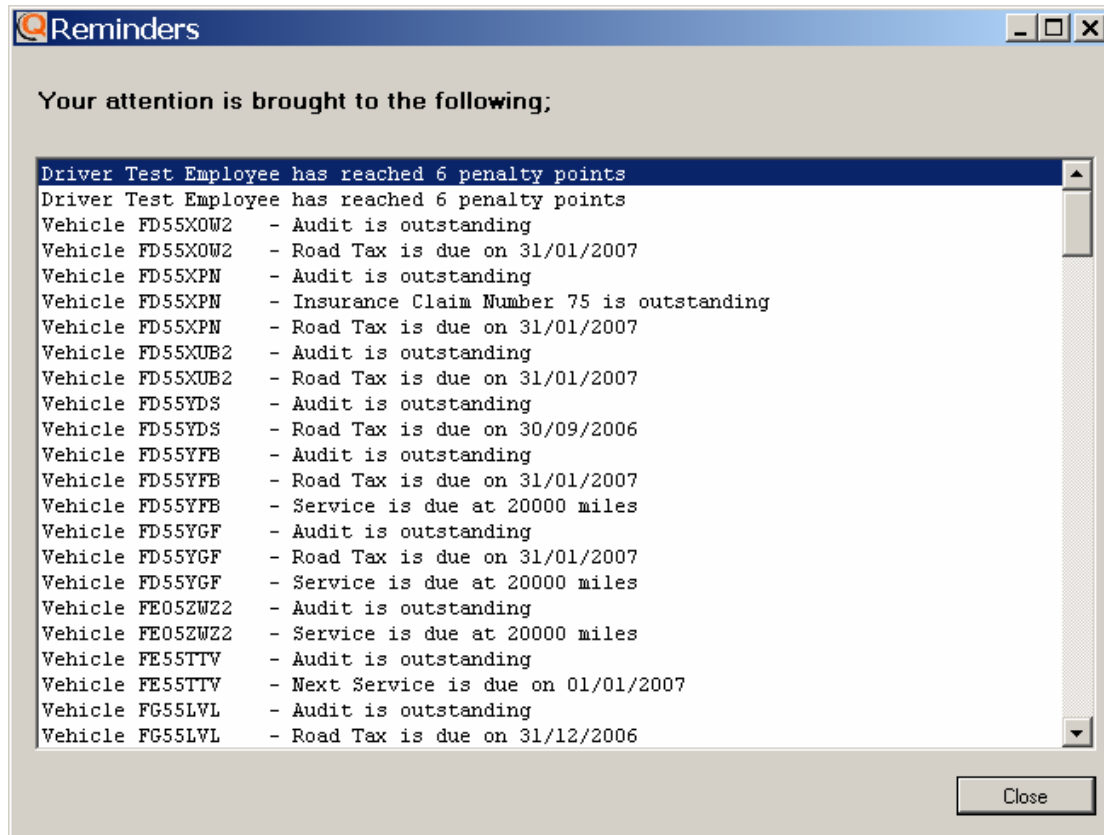
- Departments
- Employees
- Vehicle Suppliers
- Insurance Companies
- Service and Maintenance Suppliers
- Fuel Card
- Vehicles
- Drivers
- Claims
- Correspondence

### **1.4 Dates**

Dates should be entered in format dd/mm/yyyy where no date picker exists.

Where no date has been entered on the system in the main body of the forms, the date will be shown as 31/12/9998 and highlighted in bold.

## 2. Reminders



Reminders are automatically displayed when the user first logs on. For a user with departmental access (see 'User Maintenance' below), only reminders relating to their department will be shown.

The following reminders are displayed;

- Vehicles with road tax due within 1 week.
- Vehicles with a service due within 1 week.
- Vehicles with a service due within 500 miles.
- Vehicle with an MOT due within 1 week.
- All outstanding insurance claims (no Claim Settled date entered).
- Any claims where an insurance accident form has not been returned within 3 days.
- Drivers with 6 or more penalty points.
- Vehicles with monthly audits outstanding.
- Drivers about to turn 25 years old within the next week (affects insurance rates)

### 3. Main Menu



The main screen features a standard windows menu with a toolbar of shortcuts to all the main system functions.

## 4. Vehicle Details

Vehicle Management System

File Process Reports Windows Admin Help

Vehicle Details

Registration Number: [XXXXXXW2] Load Department: [ ] Load Include off-hires

Registration Number: [XXXXXXW2] Engine Number: [h123]  
Make: [VAUXHALL] MOT Due Date: [31/01/2008]  
Model: [COMBO] Road Tax Due Date: [31/01/2007]  
Engine Size: [1300] Service Due Date: [31/12/9998]  
Year: [2005] Service Mileage: [20000]  
Colour: [WHITE] Warranty Expiry Date: [31/01/2008]  
Department: [XXXXXX] Warranty Expiry Mileage: [0]  
Vehicle Supplier: [YYYYYY] Emission: [138]  
Insurance Company: [ZZZZZ] Passenger 1: [John Smith KE01]  
Fuel Type: [Diesel] Passenger 2: [ ]  
Alarmed: [N] List Price: [£900.00]  
Tracker: [N] P11d Fuel Type: [ ]

Hire Information | Service and Maintenance | Repairs | Fuel | Audit | Claims | Correspondence | Drivers | Charges | Insurance

Supplier Check Sheet: [N] Hire Date: [28/07/2006 00:00]  
Hiring Department: [QNET CONTRACTING] Hiring Employee: [MD02]  
Hires Order Number: [1386] Hire Checking Employee: [GM01]  
Suppliers Order Number: [2021313] Off Hire Date: [13/02/2007 17:29] ☐  
Suppliers Employee: [XXXXXX] Off Hiring Employee: [ ]  
Daily Charge: [£0.00] Off Hire Checking Employee: [ ]  
Destination: [CARDIFF]

User paul.reakes logged on

Select from the 'Process' menu or using the toolbar.

This is the main form for the system where users can record details of all vehicles used by the company along with historical information regarding servicing, maintenance, fuel usage, vehicle audits, claims, correspondence, drivers who have used the vehicle and insurance & hire charges.

By default, only those vehicles currently on hire will be displayed. This is indicated by the empty check box next to the off-hire date. If the vehicle is 'off hired' the check box should be ticked and the appropriate date entered.

To include off-hired vehicles in the display click the 'include off-hires' button at the top of the form.

Filters are also available at the top of the page to limit the display to vehicles for one department or to a single vehicle (by entering the appropriate registration number and clicking 'load').

Registration Number is compulsory for all vehicles.

## 5. Drivers

**Vehicle Management System**

File Process Reports Windows Admin Help

**Drivers**

6 of 208 [Navigation Icons] [Load]

Employee Number: [ ]

Licence Number: [ADAM] Telephone Work: [01234 567890]

Employee Number: [MA01] Telephone Home: [ ]

Title: [MR] Mobile: [07950 123456]

Surname: [ADAMS] Email: [x@y.com]

Forenames: [Michael] Date of Birth: [18/12/1980]

Address Line1: [29 xxxxxx Close] Age: [26]

Address Line2: [Sheepridge] Insurance Bracket: [Over 25]

Address Town: [Huddersfield] Excess Limitation: [£500.00]

Address County: [ ] Department: [QNET CONTRACTING MIDLANDS]

Address Postcode: [HD9 199] DVLA Check: [N]

Vehicles | Parking Tickets | Traffic Offences | Deductions | P11d

	Registration Number	From Date	To Date
▶	FG55LYU	01/06/2006	04/07/2006
	FG55LZC	04/07/2006	12/08/2006
*			

User paul.reakes logged on

Select from the 'Process' menu or using the toolbar.

A form for recording details of all drivers employed by the company and related historical information. Including Vehicles they have driven, tickets received, pay deductions and P11d information for tax returns.

A search facility exists to display just the details for a given employee by entering the employee number (see Employees form below) at the top of the form and clicking 'load'.

Licence Number is compulsory for all drivers.



## 6. Employees

The screenshot shows a software window titled "Vehicle Management System" with a menu bar (File, Process, Reports, Windows, Admin, Help) and a toolbar with icons for vehicle, steering wheel, person, document, hierarchy, building, tools, location, error, and warning. Inside, a sub-window titled "Employees" has a navigation bar showing "1 of 211" and icons for back, forward, add, delete, and print. The form contains three fields: "Employee Number:" with the value "AB01", "Short Name:" with the value "Test Employee1", and "Department:" with a dropdown menu showing "QNET CONTRACTING NORTHEAST". A status bar at the bottom indicates "User paul.reakes logged on".

Select from the 'Process' menu or using the toolbar.

A form for recording brief details of each employee, including non-drivers.  
The Employee Number is used as a drop down list on the Vehicle Details and Driver forms.

## 7. Claims

The screenshot shows a web-based application window titled "Vehicle Management System". Inside, there is a sub-window titled "Claims". The "Claims" window has a toolbar at the top with navigation icons and a status bar at the bottom indicating "User paul.reakes logged on".

The main form area contains two columns of input fields:

Claim Number:	28	Date Claim Settled:	31/12/7777
Registration Number:	xxxxxxxx	Final Liability:	£2,188.24
Date of Incident:	16/12/2004 15:52	Overall Cost:	
Party to Blame:	QNET'S	Accident Form Returned:	Y
Excess Amount:		Assessment Date:	31/12/9998
Insurer's Claim Number:	GVXX/2999	Repair Supplier:	
Driver:	Test Employee1	Type of Claim:	DAMAGE

Below the input fields is a tabbed interface with four tabs: "Details", "Other Parties", "Correspondence", and "Image". The "Details" tab is currently selected, displaying a text area with the following content:

INSURED HIT THIRD PARTY IN SIDE.  
OWN DAMAGE PAID 2188.24.  
THIRD PARTY PAID 8055.82

Select from the 'Process' menu or using the toolbar.

A form for recording details of all insurance claims, including other parties involved and related correspondence. An image of the incident can be displayed, if required.

## 8. Departments

The screenshot shows a web application window titled 'Vehicle Management System' with a menu bar (File, Process, Reports, Windows, Admin, Help) and a toolbar with various icons. A sub-window titled 'Departments' is open, displaying a form for recording department details. The form includes fields for Department Name, Department Code, Location, Manager, Address Line 1, Address Line 2, Address Town, Address County, Address Postcode, Telephone, Mobile, Email, and Fax. The data entered in the fields is as follows:

Field	Value
Department Name	FLEET AND LOGISTICS
Department Code	
Location	STOCKTON
Manager	Pxxx GxxxR
Address Line 1	QNET HOUSE
Address Line 2	MALLEABLE WAY
Address Town	PORTRACK
Address County	STOCKTON-ON-TEES
Address Postcode	TS18 2QX
Telephone	08708509999
Mobile	07814429999
Email	P.G@QNET-UK.COM
Fax	08702409999

At the bottom of the window, a status bar indicates 'User paul.reakes logged on'.

Select from the 'Process' menu or using the toolbar.

A form for recording details of company departments. The department name is used as a drop down list when entering information on the Vehicle Details, Driver, Employee and User Details forms.

## 9. Vehicle Suppliers

Vehicle Management System

File Process Reports Windows Admin Help

Vehicle Suppliers

1 of 5

Vehicle Supplier: xxxxxxxxxxxxxxxx

Address Line 1: xxxxxxxxxxxxxxxx

Address Line 2: xxxxxxxxxxxxxxxx

Address Town: xxxxxxxxxxxxxxxx

Address County: Yorkshire

Address Postcode: YO10 1XX

Contact: Dave

Financial Contact: Brian

Telephone: 01234 567890

Mobile: 07987 654321

Email: v@l.co.uk

Fax: 01234098765

Vehicles Maintenance Suppliers Correspondence

Registration Number	Make	Model	Engine Size	Year	Colour
▶ bbbbbb					
ND56NVR	MERCEDES	SPRINTER			WHITE
P00P00	Mercnnnnnnnn...	nnnnnnnnnnnn...	6666666666	6666	bbbbbbbbbbbb...

User paul.reakes logged on

Select from the 'Process' menu or using the toolbar.

A form for recording details of vehicle leasing companies providing the company's fleet. The vehicle supplier name is used as a drop down list when entering information on the Vehicle Details form.

Tabs at the bottom display vehicles supplied by this company (read only), approved maintenance suppliers and any associated correspondence. (See Correspondence form below)

## 10. Service and Maintenance Suppliers

The screenshot shows a software window titled 'Vehicle Management System' with a menu bar (File, Process, Reports, Windows, Admin, Help) and a toolbar with icons for vehicle, steering wheel, person, document, hierarchy, building, tools, factory, red flag, envelope, and warning. Below this is a sub-window titled 'Service and Maintenance Suppliers' with a toolbar showing navigation and editing icons. The form contains the following fields:

Maintenance Supplier:	<input type="text" value="XXXXXXXXXX"/>
Account Number:	<input type="text"/>
Contact:	<input type="text"/>
Address Line 1:	<input type="text" value="Line 1"/>
Address Line 2:	<input type="text" value="Line 2"/>
Address Town:	<input type="text"/>
Address County:	<input type="text" value="TYNE &amp; WEAR"/>
Address Postcode:	<input type="text" value="NE99 9XX"/>
Telephone:	<input type="text" value="0191123456"/>
Mobile:	<input type="text"/>
Email:	<input type="text" value="x@y.com"/>
Fax:	<input type="text"/>
Maintenance Type:	<input type="text" value="GENERAL SERVICES"/>

User paul.reakes logged on

Select from the 'Process' menu or using the toolbar.

A form for recording details of garages providing service and maintenance for the company's vehicles. The maintenance supplier name is used as a drop down list when entering information on the Vehicle Details form.

## 11. Insurance Companies

The screenshot shows a web application window titled 'Vehicle Management System' with a menu bar (File, Process, Reports, Windows, Admin, Help) and a toolbar with various icons. Below this is a sub-window titled 'Insurance Companies' with a navigation bar showing '1 of 3' records. The main area contains a form with the following fields:

Insurance Company:	AAAA
Contact:	DAVE XXXXX
Address Line 1:	XXXXX HOUSE
Address Line 2:	XXXXXX XXXXX PARK
Address Town:	DURHAM
Address County:	CO DURHAM
Address Postcode:	DXX 1XX
Telephone:	0123 123456
Mobile:	0794123456
Email:	x.xxxx@axxxxxx.co.uk
Fax:	0191123456
Policy Start Date:	12/07/2006
Policy End Date:	11/07/2007

At the bottom of the window, a status bar indicates 'User paul.reakes logged on'.

Select from the 'Process' menu or using the toolbar.

A form for recording details of vehicle insurance companies. The insurance company name is used as a drop down list when entering information on the Vehicle Details form.

## 12. Fuel Cards

The screenshot shows a web application window titled "Vehicle Management System" with a menu bar (File, Process, Reports, Windows, Admin, Help) and a toolbar with various icons. A sub-window titled "Fuel Card" is open, displaying a form with the following fields:

- Fuel Card Number:
- Name On Card:
- Expiry Date:  (with a dropdown arrow)
- Card Type:

At the bottom of the sub-window, a status bar indicates "User paul.reakes logged on".

Select from the 'Process' menu or using the toolbar.

A form for details of any fuel cards used by drivers. The name on the card is used as a drop down list when entering fuel information on the Vehicle Details form.

## 13. Correspondence

The screenshot shows a web application window titled "Vehicle Management System" with a menu bar (File, Process, Reports, Windows, Admin, Help) and a toolbar with icons for vehicle, steering wheel, person, document, building, factory, city, red envelope, and warning. Below this is a sub-window titled "Correspondence" with a pagination bar showing "1 of 304" and navigation icons. The form contains the following fields:

Correspondence Id:	77
Registration Number:	FGxxxxx
Claim Number:	28
Vehicle Supplier:	xxxxxxxxx
Correspondence Date:	14 March 2006
Type:	DAMAGES
Details:	VAN WAS KEYED BY UNKNOWN THIRD PARTY. WITHIN THE SPACE OF A FEW DAYS THE VAN WAS BROKE INTO AND THE LOCK WAS DAMAGED

At the bottom of the window, a status bar indicates "User paul.reakes logged on".

Select from the 'Process' menu or using the toolbar.

A form for entering details of any correspondence received. The correspondence can be related to Vehicle (by registration number), Insurance Claim or Vehicle Supplier, if required. The information will then be reflected on these other forms.



## 14. Vehicle List

Vehicle Management System

File Process Reports Windows Admin Help

Vehicle List

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Include off-hires

Registration Number	Make	Model	Engine Size	Year	Colour	Department	Vehicle Supplier	Insurance Company
bbbb	bbb	bbbb	bb	660		vvvv	vvvv	vvvv
bbbb						FLEET AND LO...	ACADEMY HIRE...	PRIVATE INSUR
bbbbcccc								
FD55XOW2	VAUXHALL	COMBO	1300	2005	WHITE	QNET CONTRA...	LEASEWAY VE...	ARNOTT COMM.
FD55XPN	VAUXHALL	COMBO	1300	2005	WHITE	FLEET AND LO...	LEASEWAY VE...	ARNOTT COMM.
FD55XJB2	VAUXHALL	COMBO	1300	2005	WHITE	QNET CONTRA...	LEASEWAY VE...	ARNOTT COMM.
FD55YDS	VAUXHALL	COMBO	1300	2005	WHITE	FLEET AND LO...	LEASEWAY VE...	ARNOTT COMM.
FD55YFB	VAUXHALL	COMBO	1300	2005	WHITE	Qnet Contracting ...	Leaseway Vehicl...	ARNOTT COMM.
FD55YGF	VAUXHALL	COMBO	1300	2005	WHITE	Qnet Contracting ...	Leaseway Vehicl...	ARNOTT COMM.
FE05ZWZ2	Vauxhall	Combo	1698	2005	white	FLEET AND LO...	LEASEWAY VE...	ARNOTT COMM.
FE55TTV	VAUXHALL	COMBO	1300	2005	WHITE	Qnet Contracting ...	LEASEWAY VE...	ARNOTT COMM.
ffffhvk								
FG55LVL	VAUXHALL	COMBO	1300	2005	WHITE	QNET CONTRA...	Leaseway Vehicl...	ARNOTT COMM.

User paul.reakes logged on

Select from the 'Process' menu.

Provides an alternative view of all recorded vehicles. This form is 'read only'.

By default, only currently hired vehicles will be displayed. Click 'Include off-hires' to display all vehicles on the system.

# 15. Correspondence List

Vehicle Management System - [Correspondence List]

File Process Reports Windows Admin Help

1 of 304

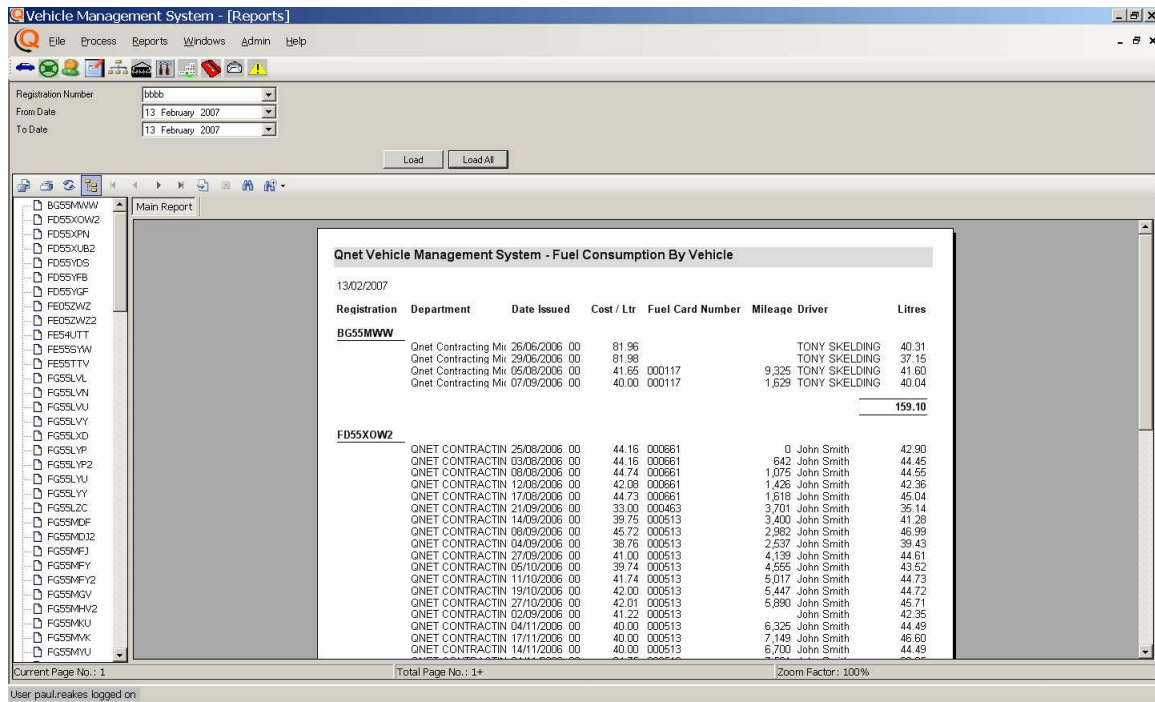
	Correspondence Id	Registration Number	Claim Number	Vehicle Supplier	Correspondence Date	Type	Details
▶	77	FG99LZC	28	LEASEWAY...	14/03/2006 16:42	DAMAGES	VAN WAS KEIVED BY UNKNOWN THIRD PARTY. ■■■WITHIN THE SPACE OF A FEW DAYS THE VAN WAS BROKE INTO AND THE LOCK WAS D...
	78	FG99MFJ		LEASEWAY...	31/12/9999	DAMAGE	TYRE PUNCTURE, ORDER PLACES WITH NATIONAL TYRES ORDER NUMBER 974
	85	FG99NGY	64	LEASEWAY...	15/04/2006	ACCIDENT	ACCIDENT DAMAGES. C/F COMPLETED. NOT YET RECIEVED .
	86	FG99LYY	37	LEASEWAY...	02/03/2006 16:42	damage	I pulled out from the edge of the road and the other car was too close to the parked cars and hit my vehicle ■■■■■party to blame both ■
	102	FD99QW		LEASEWAY...	23/03/2006 16:42	break down	Van broke down sent back to dealers to be handled by them■
	103	FP99QW	42	LEASEWAY...	08/03/2006 16:42	break down	Broke down 08/03/2006■Sent back to the dealers for them to handle ■
	104	FG99MDJ		LEASEWAY...	23/03/2006		leaseway picked vans up on the 24/03/06
	105	FG99LYP		LEASEWAY...	23/03/2006		Leaseway only picked vans up on the 24/03/06
	106	VN05TB0		TRANSMO...	30/03/2006	Memo	Air Bag light stays on Jason From Eaglescliffe Repairs Said when the alternator is fixed it still broke he will fix
	107	NY99KNN		TRANSMO...	31/12/9999	1234567890	Alan off hired the van on the 21/03/06 but shelle never informed transmore
	108	SH99FL		LEASEWAY...	06/04/2006		This vehicle broke down and is in the vaushall dealers for repair (Gimshaves Main Dealers)
	109	SG06JKR			31/12/9999		BROKE DOWN
	110	FG99MGV			31/12/9999		ACCIDENT ON THE 12/04/04
	111	FD99LUB		LEASEWAY...	31/12/9999		Van never boarded out
	112	FG99MVK		LEASEWAY...	25/04/2006	DELIVERY	VAN NEW
	113	SH99KZJ		LEASEWAY...	27/04/2006	DELIVERY	NO DAMAGE
	114	RF08TKF		LEASEWAY...	31/12/9999		Cover Vehicle whilst ty55 ngv got repied
	115	BC99GV		LEASEWAY...	19/05/2006	SPEEDING	OFFENCE WAS AFTER DATE OFF HIRED
	116	FD99XDW		LEASEWAY...	23/03/2006	BREAKDOWN	Van broke down sent back to dealers to be handled by them
	117	F05KCE		LEASEWAY...	24/05/2006	REPLACE	SH68LDS
	118	FG99LVU	57	LEASEWAY...	16/02/2006	ACCIDENT	WHILST IN CUSTOMERS HOUSE SOMEONE HAS REVERSED INTO VEHICLE AND CRACKED BUMPER, NO DETAILS ON THIRO PARTY
	119	FG99LYY	61	LEASEWAY...	03/03/2006	LETTER	3RD PARTY - REQUESTING INSURANCE DETAILS
	120	FG99LYY	61	LEASEWAY...	06/04/2006	LETTER	3RD PARTY - AGAIN ASKING FOR THE CLAIM TO BE SUBMITTED
	121	FG99LYY	61	LEASEWAY...	15/05/2006	LETTER	3RD PARTY - CONCERNS OVER CLAIM FORM NOT BEING SUBMITTED
	122	FG99LYY	61	LEASEWAY...	07/06/2006	LETTER	INSURERS - ACKNOWLEDGEMENT OF FORM, REQUESTING MORE INFORMATION
	123	FG99LZC	59	LEASEWAY...	16/02/2006	ACCIDENT	VAN WAS BROKEN INTO OVERNIGHT, LOCK DAMAGED. CRIME REF - CW-0000000000
	125	FG99MPY	55	LEASEWAY...	16/02/2006	ACCIDENT	ACCIDENT FORM - STATING DAMAGE TO VEHICLE

User paulreakes logged on

Select from the ‘Process’ menu.

Provides an alternative view of all recorded correspondence.

## 16. Reports



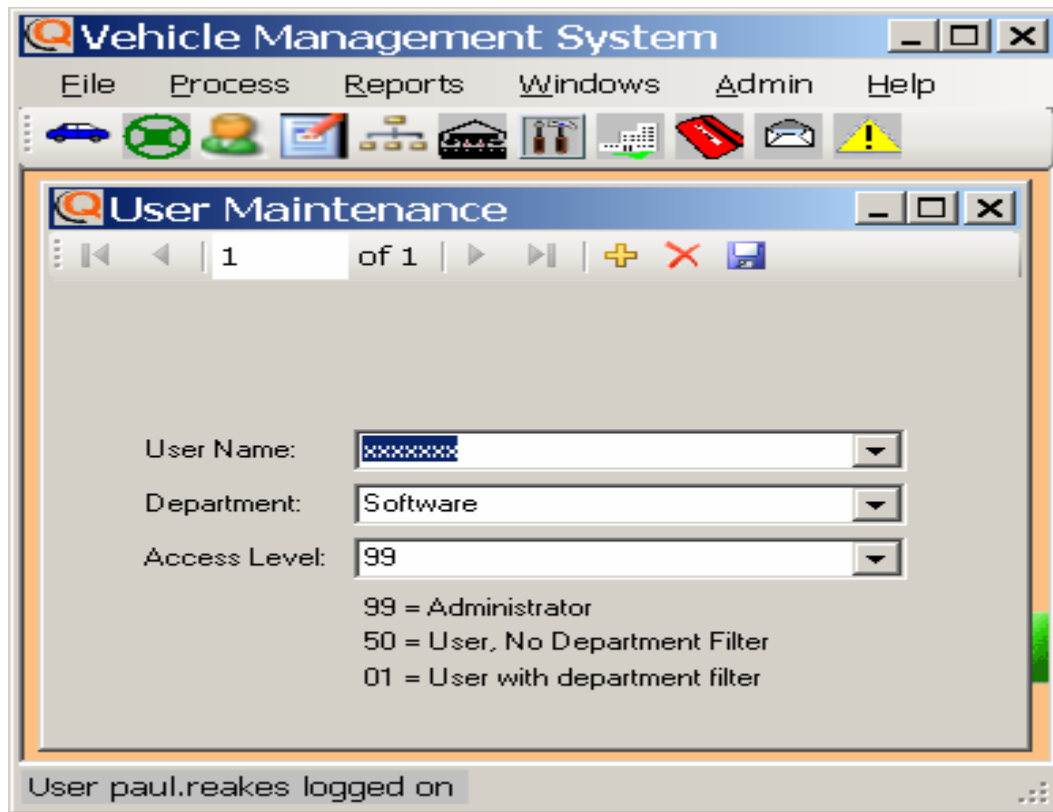
Nine pre-packaged reports are currently available on selection from the ‘Reports’ menu.

- Claims by Driver (Insurance claims)
- Fuel by Department (Fuel Usage)
- Fuel by Requesting Employee (Fuel Usage)
- Fuel by Vehicle (Fuel Usage)
- Insurance Vehicle Report (List of current vehicles)
- Insurance Vehicle Report – off hires (List of past vehicles)
- Mileage Report (Vehicle list)
- Outstanding Claims Report (Insurance Claims)
- Supplier Costs (Repair and Service costs by supplier)

Only one report can be run at a time. By default, all data will be loaded for the report on request. Some reports have filters available for selection at the top of the screen. Clicking the ‘load’ button will apply the filter. Clicking the ‘load all’ button will re-display all data available.

Options are available to export or print reports if required.

## 17. User Maintenance (Administrators Only)



Accessed from the 'Admin' Menu. Administrators may use this screen to Add, Update or Delete users from the system.

By default, the first person to install the application will be set up with full administrator rights, enabling them to add new users as required.

Three access levels are available.

'99' – Administrator (full access)

'50' – Normal user. No access to administrator functions, but access to data across all departments

'01' – Normal User. No access to administrator functions. Access only to data relating to the specified department

## 18. Access Permissions (Administrators Only)

The screenshot shows a web application window titled 'Vehicle Management System' with a menu bar (File, Process, Reports, Windows, Admin, Help) and a toolbar with various icons. Below this is a sub-window titled 'Access Permissions'. The sub-window has a toolbar with navigation icons and a 'Load' button. It contains three dropdown menus: 'User Name' (showing 'xxxxxxxxxx'), 'Function Name' (showing 'Audit'), and 'Access Type' (showing 'Full'). At the bottom of the sub-window, a status bar indicates 'User paul.reakes logged on'.

Accessed from the 'Admin' Menu.

For security purposes the system is split into 20 distinct functions. Each user may be granted specified access to each of these 20 areas of either 'none' 'read only' or 'full' access. This applies to all users, including administrators.

By default, when a new user is added on the User Maintenance form (see above) they will be granted 'read only' access to all parts of the system. An administrator will then need to adjust access permissions to those appropriate for the user using this form.

Most of the access permissions relate to a particular form in the application with the exception of the Vehicle Details form where permissions may be set for each area of information displayed.

The Access Permissions available are;

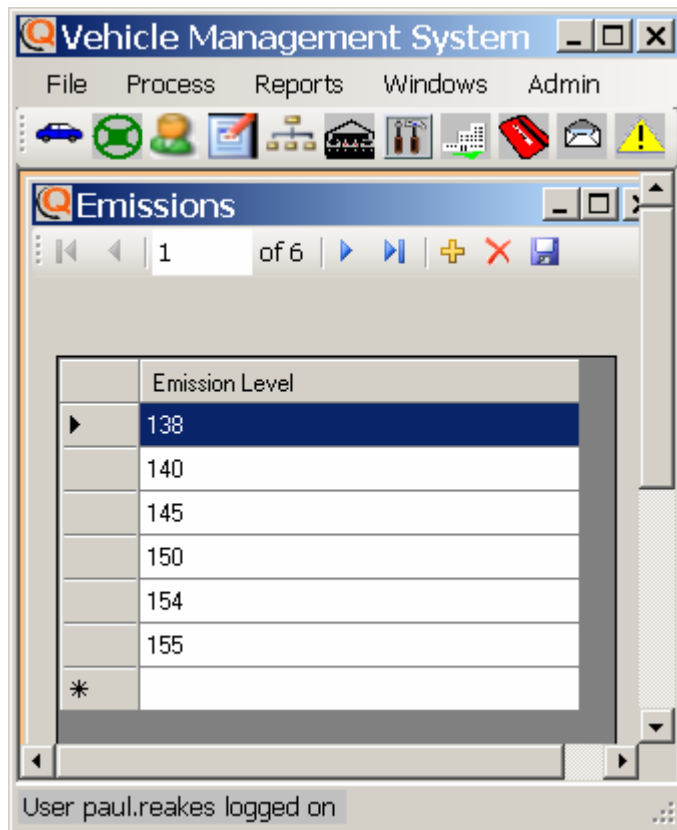
- Audit (Audit tab on Vehicle Details)
- Charges (Charges tab on Vehicle Details)
- Claim (Claim Form)
- Correspondence Detail (Correspondence Detail Form)
- Correspondence List (Correspondence List Form)
- Department (Department Form)
- Driver (Drivers Form)
- Employee (Employee Form)
- Fuel Allocation (Fuel tab on Vehicle Details)
- Fuel Card (Fuel Card Form)
- Hire Information (Hire Information tab on Vehicle Details)
- Insurance Co. (Insurance Company Form)
- Repairs (Repairs tab on Vehicle Details)
- Reports (Reports Form)
- Service and Maintenance (Service and Maintenance tab on Vehicle Details)
- Service and Maintenance Supplier (Service and Maintenance Supplier Form)
- Vehicle Detail (Vehicle Detail Form as a whole)
- Vehicle Driver (Drivers tab on Vehicle Details)
- Vehicle List (Vehicle List Form)
- Vehicle Supplier (Vehicle Supplier Form)

## **19. Payment Terms (Administrators Only)**

Accessed from the 'Admin' Menu

This form is for future expansion and is not currently used.

## 20. Emissions (Administrators Only)



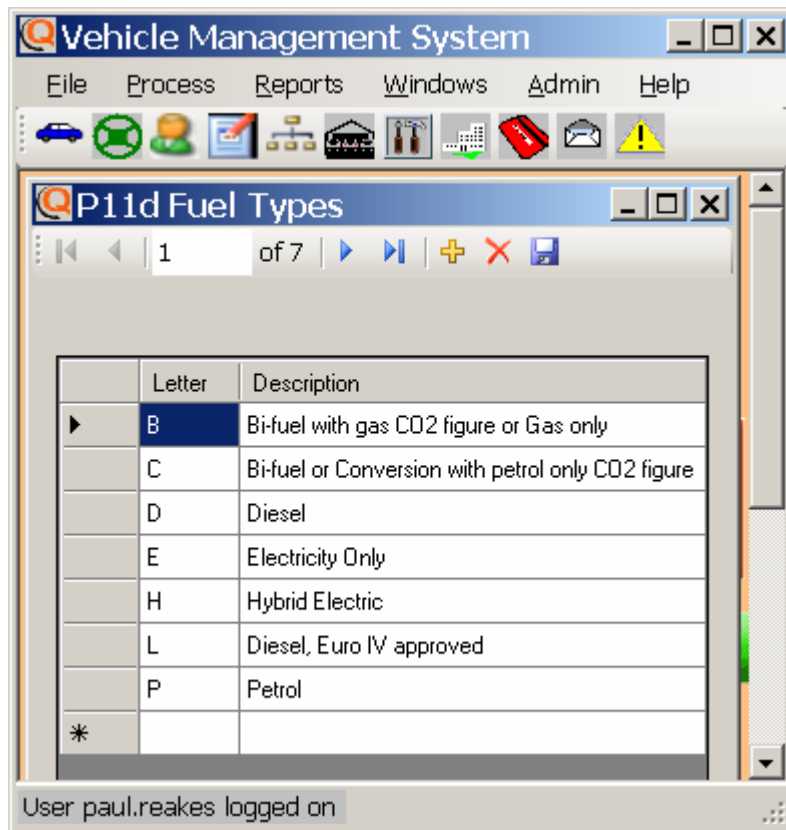
Accessed from the 'Admin' Menu

Used for setting possible vehicle emission levels.

This list is used to populate a drop down list on the Vehicle Details form.



## 21. P11d Fuel Types (Administrators Only)



Accessed from the 'Admin' Menu

Used for setting possible P11d fuel types.

This list is used to populate a drop down list on the Vehicle Details form.