



Fleetscape Online User Manual

Policy

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Policy

Overview

Whole-of-Government, Departmental and individual agency policy is embedded into the Fleetscape system to enable informed decision making. This ensures that the vehicles selected meet your service delivery requirements and provides outputs of compliant vehicles to select.

Policy has a 'parent to child' relationship in Fleetscape with whole-of-Government policy flows down to agency policy which in turn flows down the agency structure.

Whole-of-Government policies are automatically embedded in Fleetscape and are inherited by all agencies. Example, for SES policy, agencies will inherit these rules and do not need to create their own SES policy.

Policies are set up in Fleetscape by the Agencies Policy Managers and are converted into business rules which reflect the services delivered by the agency and the agency's organisational structure.

Online Ordering Officers will only see those vehicles available for lease from QFleet that comply with their agency's policy (as defined in the business rules).

Content

This section of the User manual will guide the Policy Manager through:

- Creating a New Policy through the following steps:

Step 1 - Service Delivery Descriptions

Step 2 - Vehicle Selection Rules

Step 3 - Option Selection Rules

Step 4 - Vehicle Duty Statements

Step 5 - Matching Vehicles

Search function

Edit function

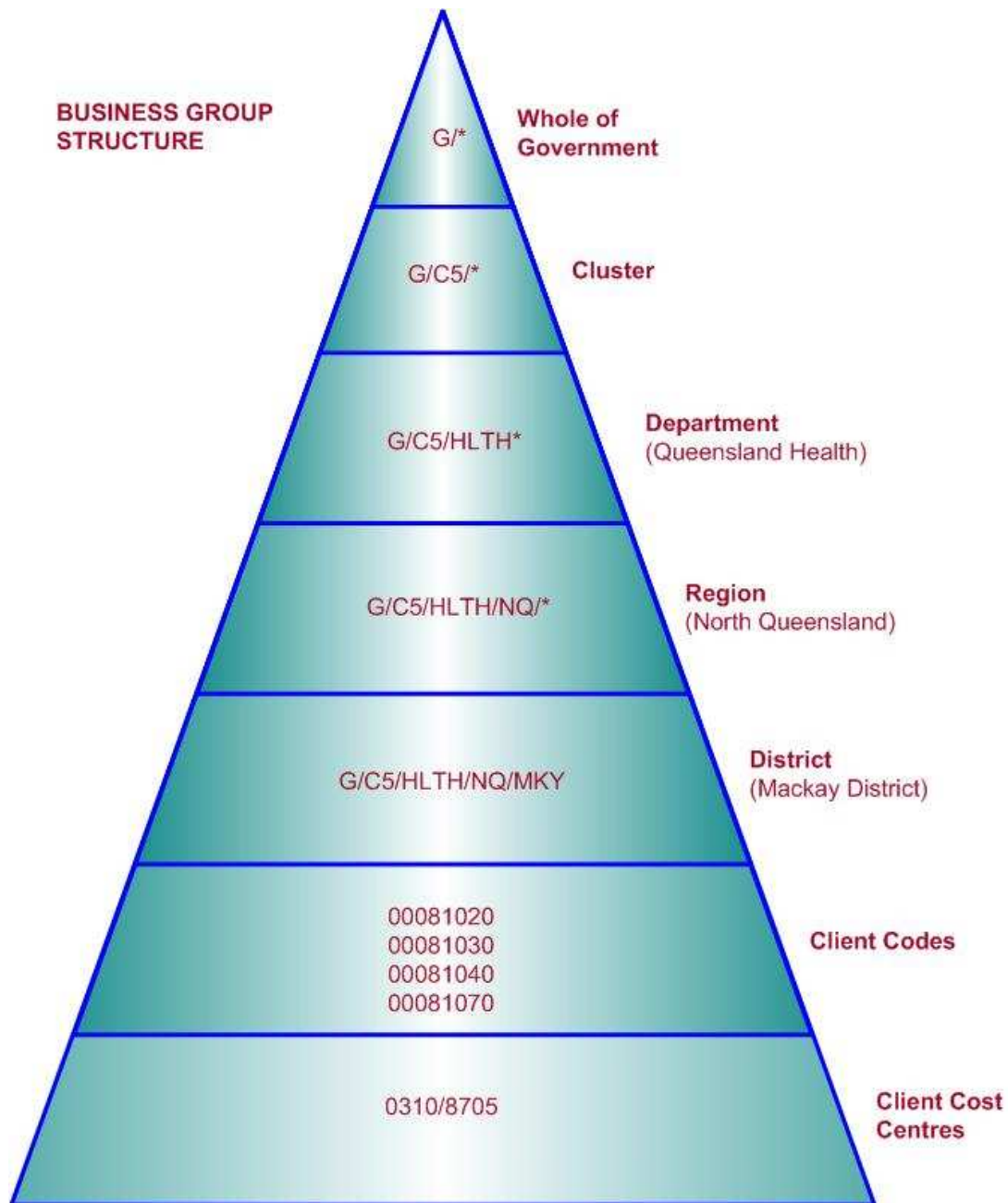
Expired policy

Policy rules contain the appropriate compliant vehicle selection rules and option (accessory) selection rules.

Each policy will consist of:

- **Service Delivery Description**
A name selected by your agency that should reflect the service delivery that vehicles will perform.
- **Business Group**
The structure of Business Groups is designed to reflect your agency's operational structure. For example, G/C5/HLTH/NQ identifies that NQ is a region in Queensland Health and is part of Portfolio 5 within Queensland Government.

The diagram below illustrates the hierarchy of a Business Group Structure.



Current Business Groups are already listed in the system and you will be able to select a Business Group relevant to your agency from a Drop Down menu.

- **Operating Environment**

This is the operating environment where the vehicle is going to be used. You will be required to select one or more from the following operating environments:

- Metro – city and major business centre metropolitan area.
- Regional – country districts outside major centres.
- Remote – isolated locations generally requiring off road operating capability.

- **Duty**

Describes the purpose a vehicle will be used e.g. Administration - Pool, Operational – Pool, SES etc.

You are now ready to set up policy based vehicle selection rules for your agency. The next section will guide you through creating a new Policy.

Create a New Policy

Content

In this section you will create a new policy.

Click *Policies* on the task manager bar, then click New and the following screen will be displayed:

The screenshot shows a web application interface for creating a new policy. At the top left is the Queensland Government logo. At the top right are links for 'Show Menu', 'Home', and 'Contact Us'. Below the logo is the 'Fleetscape' header with a landscape image and the text 'whole-of-government fleet management'. A sub-header reads 'Create a new Policy - Use this application to create a new policy'. A progress bar shows five steps: Step 1: Service Delivery Description (active), Step 2: Vehicle Selection Rules, Step 3: Option Rules, Step 4: Vehicle Duty Statement, and Step 5: Matching Vehicles. Below the progress bar are navigation buttons: '<< Back', 'Next >>', 'Save', and 'Return To Search'. A text prompt says 'Enter a Service Delivery Description which reflects the vehicles use within this policy.' The form fields include: 'Service Delivery Description:' (text input), 'Applied to Business Group:' (dropdown), 'Applied to Operating Environment(s):' (empty list), 'Applied to Duty(ies):' (list with items: 2WD Commercial 3, 4WD Commercial 1, 4WD Commercial 2, 4WD Commercial 3, 4WD Commercial 4, 4WD Commercial 5, Admin, Admin - Commercial, Admin - Commercial 1, Admin - Commercial 2), 'With Effect From:' (calendar icon), 'Expires On:' (calendar icon), 'Status:' (set to INACTIVE), 'Created on:' (set to 21/10/2009), and 'Created by:' (empty). At the bottom are navigation buttons: '<< Back', 'Next >>', 'Save', and 'Return To Search'.

Step 1 – Service Delivery Description

The first step is to determine a Service Delivery Description.

A Service Delivery Description is a name that you allocate to reflect the service delivery that vehicles will perform in a specific area. For example, you may set up a policy specific to North Region and the Service Delivery Description name could be 'North Region' – or whatever you feel is appropriate for your agency. You can set up as many Service Delivery Descriptions as required. However this should be done with QFleet assistance.



Fleetscape Tab Headings at the top of the screens will also guide you through the policy process. They are ordered from Step 1 to Step 5. The step number and name will be displayed in dark blue to indicate which section you are working on. See screen below.



You are now ready to complete the new policy fields, which consist of:

- Service Delivery Description (free text field to be defined by individual agencies).
- Business Group (QFleet requirement to reflect an agency's hierarchical structure).
- Operating Environment (Metro, Regional or Remote).
- Duty (the duty that the vehicle will perform).
- Policy "Effective from" date.
- Policy "Expires on" date.
- Status (of policy e.g. active/ inactive).


Enter policy description fields by:

- Click in *Service Delivery Description* field and type in Service Delivery Description name.
- Click on the *Applied to Business Group* drop down menu and select the appropriate Business Group from the list.
- Click on the *Applied to Operating Environment(s)* drop down menu and select appropriate environment from the list (e.g Metro, Regional and/or Remote). You can select one, two or all three of the environments.
- Click on the *Applied to Duty(ies)* drop down menu and select appropriate duty from the list (e.g. Admin – Pool, Ops and/or SES). You can select more than one duty by holding the Control key down.
- The *With Effect From* date is the date the policy is to be effective from and must be set from at least the next working day. Use the drop down menu to select a date from the calendar.
- The *Expires On* date is the date on which the policy is to be reviewed. Use the drop down menu to select a date from the calendar.
- The status field will appear as *Inactive* until the actual *With Effect From* date arrives then the status will change to *Active*.



The last two fields will automatically populate with the date the policy was *Created On* and who the policy was *Created By*. This creates an audit trail for Policy Managers.

When you have entered all the above fields the screen displays:



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whole-of-government fleet management

Create a new Policy - Use this application to create a new policy

Step 1: Service Delivery Description
Step 2: Vehicle Selection Rules
Step 3: Option Rules
Step 4: Vehicle Duty Statement
Step 5: Matching Vehicles

Enter a Service Delivery Description which reflects the vehicles use within this policy.

Service Delivery Description:	Pool
Applied to Business Group:	G/C1/CORR/AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
Applied to Operating Environment(s):	Remote [Department of Corrective Services] Metro [Department of Corrective Services] Regional [Department of Corrective Services]
Applied to Duty(ies):	2WD Commercial 3 4WD Commercial 1 4WD Commercial 2 4WD Commercial 3 4WD Commercial 4 4WD Commercial 5 Admin Admin - Commercial Admin - Commercial 1 Admin - Commercial 2
With Effect From:	21/10/2009
Expires On:	31/12/2009
Status:	INACTIVE
Created on:	20/10/2009
Created by:	

Click on **Save** button and the screen will save or Click on the **Next** button and screen will automatically save and go to Step 2.

Or click on the **Step 2 Vehicle Selection Rules** tab which will automatically save and go to Step 2.



If all fields are not completed when you proceed, you will receive a message prompting you to complete the required fields before you can continue. An example of the message prompt is below:



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Edit Policy - Use this application to amend the selected policy

Service Delivery Description: **Pool**
 Business Group: G/C1/CORR/AA
 Effective Date: 21 October 2009
 Expiry Date: 31 December 2009

Step 1: Service Delivery Description | **Step 2: Vehicle Selection Rules** | Step 3: Option Rules | Step 4: Vehicle Duty Statement | Step 5: Matching Vehicles

<< Back | Next >> | Return To Search

These rules determine the appropriate vehicle configuration/s to meet the duty required

Vehicle Classification	Includes	No Features Exist Please Add	Add
Vehicle Segment	Includes	No Features Exist Please Add	Add
Body Type	Includes	No Features Exist Please Add	Add
Number of Doors	Includes	No Features Exist Please Add	Add
Seating Capacity	Includes	No Features Exist Please Add	Add
Fuel Type	Includes	No Features Exist Please Add	Add
Fuel Consumption (ltr/100km)	Not Exceeding	No Features Exist Please Add	Add
Cylinders	Includes	No Features Exist Please Add	Add
Engine Size	Not Exceeding	No Features Exist Please Add	Add
Transmission	Includes	No Features Exist Please Add	Add
Drive	Includes	No Features Exist Please Add	Add
CO₂ Emissions, g/km	Not Exceeding	No Features Exist Please Add	Add
Greenhouse Rating*	Equal to or Greater than	No Features Exist Please Add	Add

* Mandatory entry

<< Back | Next >> | Return To Search

The following steps will guide you through completion of Step 2.

Vehicle Selection Rules

Select vehicle selection rules by clicking on the *Add* button to the right of each field. A pop up menu will display available selections (see below screen).

Note: This pop up menu will remain at the top of the screen even as you move further down adding rules.

Click on the required selection (you can select more than one by holding down the Control button). Click Save and your selection/s will appear under each field heading. Repeat this step to add further rules. You don't have to select rules from every category; only select what is appropriate for the relevant policy.

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These rules determine the appropriate vehicle configuration/s to meet the duty required

Vehicle Classification	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Vehicle Segment	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Body Type	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Number of Doors	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Seating Capacity	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Fuel Type	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Fuel Consumption (ltr/100km)	Not Exceeding	No Features Exist Please Add	<input type="button" value="Add"/>
Cylinders	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Engine Size	Not Exceeding	No Features Exist Please Add	<input type="button" value="Add"/>
Transmission	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Drive	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
CO₂ Emissions, g/km	Not Exceeding	No Features Exist Please Add	<input type="button" value="Add"/>
Greenhouse Rating*	Equal to or Greater than	No Features Exist Please Add	<input type="button" value="Add"/>

Vehicle Classification

Please Select

- Commercial
- Passenger

* Mandatory entry

Viewing selections already saved

Click on the **2 saved** (this denotes the number of selections already made) to view all saved selections in that field.

Deleting Vehicle Selection Rules

You can delete selections by clicking on the box. This will delete the current selection and you can add another one.

An example of what the screen could look like when you have completed entering Vehicle Selection Rules is illustrated below:

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Vehicle Classification	Includes	<input checked="" type="checkbox"/> 1 Saved Passenger <input type="checkbox"/>	<input type="button" value="Add"/>
Vehicle Segment	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Body Type	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Number of Doors	Includes	<input checked="" type="checkbox"/> 1 Saved 4 <input type="checkbox"/>	<input type="button" value="Add"/>
Seating Capacity	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Fuel Type	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Fuel Consumption (ltr/100km)	Not Exceeding	No Features Exist Please Add	<input type="button" value="Add"/>
Cylinders	Includes	<input checked="" type="checkbox"/> 1 Saved 4 <input type="checkbox"/>	<input type="button" value="Add"/>
Engine Size	Not Exceeding	No Features Exist Please Add	<input type="button" value="Add"/>
Transmission	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
Drive	Includes	No Features Exist Please Add	<input type="button" value="Add"/>
CO₂ Emissions, g/km	Not Exceeding	No Features Exist Please Add	<input type="button" value="Add"/>
Greenhouse Rating*	Equal to or Greater than	<input checked="" type="checkbox"/> 1 Saved 0.5 <input type="checkbox"/>	<input type="button" value="Add"/>

* Mandatory entry

Adding Option Rules

Click on the drop down menu in the *Group* field and select an option from the list. If there are sub-options for an option you will be required to select a specific sub-option in the *Option* field.

For example, if you select *Mud Flaps* at the Group level you may be required to define this further by selecting *Front Mud Flaps* or *Front/Rear Mud Flaps*.

If an option is to be *Mandatory* in your policy, click on the *Status* drop down menu and select *Mandatory*. If you want to make an accessory *Not Available* for selection, click on the *Status* drop down menu and select *Not Available*.

Note: Every other vehicle option will be listed on the Online Ordering Module and will be available for selection.

Click on the *Add Options* tab.


Complete these steps to add further options. All options will appear on the screen in order of selection.



Option Selection Rules that have been nominated as Mandatory or Not Available in the highest business group policy will flow down to all business groups under that top level.

For example, if air conditioning is selected as Mandatory in the highest business group policy, all policies below will show that air conditioning is mandatory, and that it has been inherited from the higher policy.

When options are selected and added they will appear on the screen. An example appears below:


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Service Delivery Description: Pool
Business Group: G:C1 CORR/AA
Effective Date: 21 October 2009
Expiry Date: 31 December 2009

Step 1:
Service Delivery Description

Step 2:
Vehicle Selection Rules

Step 3:
Option Rules

Step 4:
Vehicle Duty Statement

Step 5:
Matching Vehicles

<< Back
Next >>
Return To Search

These rules identify the vehicle accessories that complete the vehicle configuration

Group:	Option:	Status:	
<div style="border: 1px solid gray; padding: 2px; min-height: 40px;"> Please Select # 30 Litres Fuel per Contract ABS Accessory Power Outlet Alarm Alloy Wheels Bluetooth Body Colour (Metallic) Body Colour (Solid) Black Body Colour (Solid) Blue </div>	Please Select	Mandatory	
<input type="button" value="Add Options"/>			

Group	Option	Status	Inherited?	
GPS		Mandatory		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CD Player		Mandatory		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Air Conditioning		Mandatory		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

<< Back
Next >>
Return To Search

Editing and/or Deleting Option Rules

Click on the *Edit* button beside an option you wish to amend and confirm the change by clicking on the *Edit Option* button.

Click on the *Delete* button beside the option you wish to remove.

When complete click on the *Step 4* tab or the *Next* button. Your selections will automatically save.

Step 4 in the next section will guide you through Vehicle Duty Statement.

Step 4 – Vehicle Duty Statement

Content

In this section you will be able to complete a Vehicle Duty Statement. You can enter data in some or all of the fields: *Operating Environment; Terrain; Predominant Adverse Climatic Conditions; Primary Duty; Required Capability; and/or Typical Operating Trip.*

Completing a Vehicle Duty Statement is not mandatory; however, it will further define your policy rules for vehicle selection.

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Fleetscape whole-of-government fleet management

Edit Policy - Use this application to amend the selected policy

Service Delivery Description:	Pool
Business Group:	G/C1/CORR/AA
Effective Date:	21 October 2009
Expiry Date:	31 December 2009

Step 1: Service Delivery Description | Step 2: Vehicle Selection Rules | Step 3: Option Rules | **Step 4: Vehicle Duty Statement** | Step 5: Matching Vehicles



The Vehicle Duty Statement reflects the main service delivery the vehicles will perform. For example, an Administrative Vehicle would likely to be used in a “city” and you would expect it to be driven on “sealed roads” for “100%” of its use.

Completed Vehicle Duty Statements will be available for viewing by staff ordering vehicles through the Vehicle Online Ordering module.

The following screen will display and you can complete the appropriate fields of the Vehicle Duty Statement:

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Edit Policy - Use this application to amend the selected policy

Service Delivery Description: **Pool**
 Business Group: **G/C1/CORR/AA**
 Effective Date: **21 October 2009**
 Expiry Date: **31 December 2009**

- Step 1: Service Delivery Description
- Step 2: Vehicle Selection Rules
- Step 3: Option Rules
- Step 4: Vehicle Duty Statement**
- Step 5: Matching Vehicles

<< Back Next >> Save Return To Search

The **Vehicle Duty Statement** is a tool used to substantiate Vehicle Selection Rules laid down in this system. Please proceed to describe the operating environment that you would expect the vehicle to operate in. Hover over individual titles for a short explanation of terms used and on further guidance on completing this form.

Operating Environment (must add up to 100%)

City
Regional
Remote

Terrain (must add up to 100%)

Sealed Roads
Unsealed Formed Roads
Off Road

Predominant Adverse Climatic Conditions

Dry / Dusty / Arid
Seasonal Wet / River Crossing
Coastal / Sand / Salt Exposure

Primary Duty

Passenger Carriage
Load / Goods Carriage
Towing Loads

Required Capability

Passenger Number
Load Carriage (kg)
Towing Capability (kg)

Typical Operating Trip

Operating Radius, km (<)

Comments

<< Back Next >> Save Return To Search

Important: Please read the following information



Hover the cursor over the black bolded headings (e.g. *Operating Environment*) to view the following information, which will provide you with definitions.

Operating Environment - Estimate, using percentages, how much time the vehicle is expected to operate in each of the stated environments (e.g. if a vehicle is expected to operate in a city environment for 80% of its time, then enter 80 against City). Must add up to 100%. Definitions of Operating Environment:

- City – major business centre metropolitan area.
- Regional – country districts outside major centres.
- Remote – isolated locations generally requiring off road operating capability.

Terrain – Estimate, using percentages, how much time the vehicle is expected to operate in each of the stated terrains (e.g. if a vehicle is expected to operate on sealed roads for 80% of its time, then enter 80 against sealed roads). Must add up to 100%. Definitions of each Terrain:

- Sealed Roads – For example any bitumen or concrete surface free of loose materials.
- Unsealed Formed Roads – Graded and compacted gravel or dirt surfaces.
- Off Road – Meaning that there has been no surface preparation for vehicle use.

Predominant Adverse Climatic Conditions – Estimate, using percentages, how much time the vehicle is expected to operate in each of the climatic conditions (e.g. if a vehicle is expected to operate in Dry/Dusty/Arid conditions for 80% of its time, then enter 80 against Dry/Dusty/Arid). This need not add up to 100%. Definitions of each Climatic Condition:

- Dry/Dusty/Arid – Climates that may result in particle dust in contact with vehicle body and entering working parts of the vehicle.
- Seasonal Wet / River Crossing – Climates that may result in water entering working parts of the vehicle.
- Coastal/Sand/Salt Exposure – Climates that may result in substances with eroding effects (such as salt) attacking exterior body and entering working parts of the vehicle.

Primary Duty – Estimate, using percentages, how much time the vehicle is expected to be performing each of the primary duties (e.g. if a vehicle is expected to carry passengers for 80% of its time, then enter 80 against Passenger Carriage. This need not add up to 100%). Definitions of each Primary Duty:

- Passenger Carriage – The transport of humans with no excessive cargo.
- Load/ Goods Carriage – The transport of goods using the main body of the vehicle (e.g. roof rack or boot space), not the use of exterior bodies such as trailer.
- Towing Loads – The transport of goods using an external body of the vehicle (e.g. a trailer).

Required Capability – Provide indications of the required capability of the vehicle. Definitions of each Capability:

- Passenger Number – Enter maximum number of passengers the vehicle will be required to carry.
- Load Carriage – Enter maximum load carriage in kilograms.
- Towing Capability – Enter maximum towing capability in kilograms.

Typical Operating Trip – Provide indications of the distance of a typical operating trip expected of the vehicle. Choose from:

- Less than 100km.
- Less than 250km.
- Less than 500km.
- More than 500km.

You can now further define your rules by completing the Vehicle Duty Statement. You do not have to make a selection in every section; only define what is relevant to the Service Delivery Description and relevant to your policies.

Click in the appropriate field and type in the relevant information and/or percentages as described above (percentage fields must total 100%).

For example - *Operating Environment - City 95 Regional 5.*

Repeat until you have completed your required fields.

The screen will show the completed Vehicle Duty Statement. See example below:

The screenshot shows the 'Edit Policy' form in the 'Fleetscape' application. The form is titled 'Edit Policy - Use this application to amend the selected policy'. It includes a navigation bar with 'Step 1: Service Delivery Description', 'Step 2: Vehicle Selection Rules', 'Step 3: Option Rules', 'Step 4: Vehicle Duty Statement' (highlighted), and 'Step 5: Matching Vehicles'. Below the navigation bar are buttons for '<< Back', 'Next >>', 'Save', and 'Return To Search'. The main content area contains several sections for defining vehicle operating conditions:

- Operating Environment (must add up to 100%):** Includes fields for City (80), Regional (20), and Remote.
- Terrain (must add up to 100%):** Includes fields for Sealed Roads (95), Unsealed Formed Roads, and Off Road.
- Predominant Adverse Climatic Conditions:** Includes fields for Dry / Dusty / Arid, Seasonal Wet / River Crossing, and Coastal / Sand / Salt Exposure.
- Primary Duty:** Includes fields for Passenger Carriage, Load / Goods Carriage, and Towing Loads.
- Required Capability:** Includes fields for Passenger Number (4), Load Carriage (kg), and Towing Capability (kg).
- Typical Operating Trip:** Includes a dropdown for Operating Radius, km (<) set to 'Less than 100 KM', and a text area for Comments.

At the bottom of the form are buttons for '<< Back', 'Next >>', 'Save', and 'Return To Search'.

Click on *Save*, *Next* or *Step 5* Tab to automatically save your entries.

Matching vehicles will be displayed and you can now proceed to Step 5.

Step 5 – Matching Vehicles

Content

This section will enable you to view the matching vehicles.

The screenshot shows the top navigation bar of the QFleet Fleetscape system. The 'Step 5: Matching Vehicles' button is highlighted in blue, indicating the current step in the process. Other steps include Service Delivery Description, Vehicle Selection Rules, Option Rules, and Vehicle Duty Statement.



The Matching Vehicle list shows all vehicles that meet the rules and the options (accessories) you have defined in Vehicle Selection Rules and Option Rules.

The Matching Vehicles also reflects the vehicles that are available for lease from QFleet.

The following screen will be displayed:

The screenshot displays the 'Filter Matching Vehicle List' section of the QFleet Fleetscape system. It includes a search filter section with various criteria and a table of matching vehicles.

Filter Matching Vehicle List

- Make: [Dropdown]
- Model: [Dropdown]
- Body Type: [Dropdown]
- Segment: [Dropdown]
- Drive: [Dropdown] Trans: [Dropdown] Fuel: [Dropdown]
- Cylinders From: [Input] to [Input]
- CO2 From: [Input] to [Input]
- Seats From: [Input] to [Input]
- Search Status: [Dropdown]
- Included From: [Input] [Dropdown]

Buttons: Filter Matching Vehicles, Clear Filter

Found 2 matching vehicle variants.

Compare Vehicles [Button] Select All [Button]

<input type="checkbox"/>	HONDA ACCORD EURO LUX NAV 2.4 Auto SEDAN 4Ds Petrol	Luxury Passenger Vehicle	Sedan	Front wheel drive	4cyl	Automatic	Petrol	211 CO ² ppm	5 seats	<input type="checkbox"/> Available
<input type="checkbox"/>	TOYOTA CAMRY GRANDE 042L 2.4 Auto SEDAN 4Ds Petrol	Medium Passenger Vehicle SES1	Sedan	Front wheel drive	4cyl	Automatic	Petrol	233 CO ² ppm	5 seats	<input type="checkbox"/> Available

Buttons: << Back, Next >>, Return To Search



The Matching Vehicle list allows you to view vehicle specifications and view vehicle comparisons.

- Click on the vehicle description name (in blue) to display the vehicle specifications. You can then click on the tabs to view details like Comfort, Dimensions and Safety etc. Please refer to the screen across:
- To view vehicle comparisons, click on the box at the left of vehicle description you wish to compare.
- Click on the *Compare Vehicles* button.
- Click on the **Close** button to return to the matching Vehicles screen.
- Refine the Matching Vehicles list by entering details in *Make, Model, Body Type, Segment, Drive, cylinders, CO2, Seats, Status and Included* from using drop down menus and selecting from the lists.
- Click on the *Filter Matching Vehicles* button and only the defined vehicles will be listed.
- Click on the *Clear Filter* button to clear your criteria selections.
- Click on the *Select All* button to tick all boxes – All vehicles will be available.
- Click on the *De-Select All* button to untick all boxes – All vehicles will be unavailable. **Note:** You can also individually tick or untick single vehicles.

Online Ordering

• Vehicle Comparison

HONDA ACCORD EURO LUX NAV
2.4 Auto SEDAN 4Drs Petrol
(Sedan / Automatic)

Key: - Standard - Not Available - Available as option

General Exterior Interior **Safety** Comfort Dimensions Weights Performance

Environmental Colours & Trims

Safety

Brakes, front	<input checked="" type="checkbox"/>
Brakes, front, description	ventilated discs
Brakes, rear	<input checked="" type="checkbox"/>
Brakes, rear, description	discs
Safety, side door anti-intrusion beams	<input checked="" type="checkbox"/>
Seat belts, pretensioner, driver, type	-
Brakes, engine exhaust brake	N/A
Brakes, auto descent control	N/A
Audible warning, overspeed type	N/I
Audible warning, seat belt on	-
Cruise control, stalk mounted switches type	-
Cruise control, steering wheel switches type	<input checked="" type="checkbox"/>
Park distance control, rear type	Yes
Brakes, parking brake, operation	hand
automatic skid reduction	No
Crash test standard	-
Crash test rating, driver	-
Crash test rating, front passenger	-
Crash test rating, pedestrian protection	-

ABS

Brakes, anti-lock (ABS)	<input checked="" type="checkbox"/>
-------------------------	-------------------------------------

Alarm

Security, alarm	<input checked="" type="checkbox"/>
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Brake Assist

Brakes, brake assist system (BAS)	<input checked="" type="checkbox"/>
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Driver Airbag

Airbags, driver	<input checked="" type="checkbox"/>
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Electronic Brake Force Distribution

Brakes, electronic brake distribution system (EBD)	<input checked="" type="checkbox"/>
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Foglights

Lights, front fog lights	<input checked="" type="checkbox"/>
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Front Parking Sensor

Park distance control, front	<input checked="" type="checkbox"/>
------------------------------	-------------------------------------

Passenger Airbag

Airbags, front passenger	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

Reverse Parking Sensor

Park distance control	<input checked="" type="checkbox"/>
-----------------------	-------------------------------------

Seat Belts

Seat belts, front pretensioners	<input checked="" type="checkbox"/>
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Side Airbags

Airbags, front side (thorax)	<input checked="" type="checkbox"/>
Airbags, rear side (thorax)	<input checked="" type="checkbox"/>

Side Bars

Airbags, front head/side curtain	<input checked="" type="checkbox"/>
Airbags, rear head/side curtain	<input checked="" type="checkbox"/>

Spare Wheel

Spare Tyre & Rim	<input checked="" type="checkbox"/>
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Traction Control

Electronic traction control	<input checked="" type="checkbox"/>
Traction control	<input checked="" type="checkbox"/>

Vehicle Stability Control

Electronic Stability Control	<input checked="" type="checkbox"/>
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- Click on *Next or Back* button, or
- Click on *Return to Search* button and click on *New* to create another policy.



The vehicles will be shown as *Available* and a tick will appear in the box on the right hand side.

If you determine that a vehicle is NOT available for selection by your Vehicle Ordering Officer, you can click on the *Select* button to clear the box.

A blank box means that QFleet will have the vehicle available for lease but your agency's policy has determined that you cannot lease that particular vehicle.

The next section will guide you through the Search function.

Search Existing Policies

Content

In this section you will be able to search and view existing policies. Return to the initial Fleetscape screen below:

The screenshot shows the Fleetscape web application interface. At the top left is the Queensland Government logo. The main header area contains the 'Fleetscape' logo and the text 'whole-of-government fleet management'. On the left side, there is a navigation menu with options like 'My Account', 'My Tasks', 'Workflow Management', 'Business Activity Monitor', 'System Admin', 'FBT', 'Reporting-Manager', 'Reporting', 'Out of Office Assistant', 'Model Management', 'Policies', 'Vehicle Selection', 'User Management', 'Vehicle Returns', 'Betosphere FBT', 'Pooling', 'Global Driver Store', and 'About Fleetscape'. The central area is titled 'Fleetscape News' and contains several expandable items: 'Driver Safety Information Page', 'Service Delivery and Performance Review Commission's (SDPC) Review of QFleet', 'QFleet ClimateSmart Action Plan 2007 to 2010', 'QFleet news', 'Client bulletins', 'Vehicle Model Updates', 'SES, SMO and CEO Vehicle Policy', 'Fleet management guidelines', 'Fleetscape - Vehicle Selection user manual', 'Fleetscape - FBT user manual', 'Fleetscape system information', and 'Archived information'. The right-hand side is titled 'Recently Added Documents' and lists items such as 'Procurement strategy vehicles', 'QFleet vehicle order lead time change', 'CBD Seminar Fleet Management', 'Consolidated Invoices Presentation', 'Changes to Vehicle Lease Terms', 'QFleet Vehicle Return letter', 'QFleet vehicle delivery changes', and a 'Useful Links' section with links to 'GVG Greenhouse Ratings', 'Checking a QFleet Quote', 'RACO', 'CARRS-Q', and 'Mount Cotton Training Services'.

Click on *Policies* and the *Search* on the task manager bar.

The following screen will be displayed:

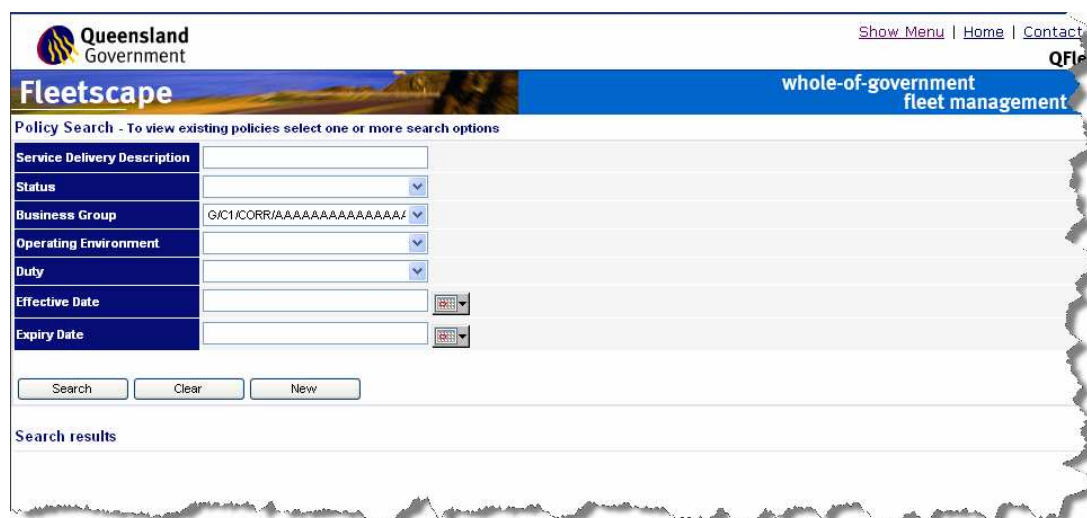
To view full policy details click on each of the 5 Step tabs across the top of the screen.

You have now completed the search policy function. The next section will guide you through the *Edit Policy* function.

Edit Policies

Content

In this section you will be able to edit existing policies. Return to the policy search screen displayed below:



The screenshot shows the 'Fleetscape' web application interface. At the top left is the Queensland Government logo. The top right contains navigation links: 'Show Menu | Home | Contact' and a 'QFL' logo. Below the header is a blue banner with 'Fleetscape' on the left and 'whole-of-government fleet management' on the right. The main content area is titled 'Policy Search - To view existing policies select one or more search options'. It features a search form with the following fields: 'Service Delivery Description' (text input), 'Status' (dropdown menu), 'Business Group' (dropdown menu with 'GIC1\CORR\AAAAAAAAAAAAAAAA' selected), 'Operating Environment' (dropdown menu), 'Duty' (dropdown menu), 'Effective Date' (calendar icon), and 'Expiry Date' (calendar icon). Below the form are three buttons: 'Search', 'Clear', and 'New'. Underneath the buttons is a section labeled 'Search results' with a large empty white box.

Click on the *Search* button to display all policies relevant to your access level.



You can also search for a single policy by entering the search criteria in an individual field or selecting the criteria from drop down menus.

The *Clear* button can be used to clear all fields so information can be re-entered.

The search results will appear as displayed in the following screen:

Queensland Government Show Menu | Home | Contact us

Fleetscape whole-of-government fleet management

Policy Search - To view existing policies select one or more search options

Service Delivery Description	<input type="text"/>
Status	<input type="text"/>
Business Group	G/C1/CORR/AAAAAAAAAAAAAAAAAAAAA
Operating Environment	<input type="text"/>
Duty	<input type="text"/>
Effective Date	<input type="text"/>
Expiry Date	<input type="text"/>

Click to edit policy

Search Clear New

Search results

Service Delivery Description	Status	Business Group	Business Group Name
Pool	ACTIVE	G/C1/CORR/AAAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAAA
Pool	ACTIVE	G/C1/CORR/AAAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAAA

2 items found, displaying all items.

To edit a policy click on the *Service Delivery Description* name.

The following screen will be displayed:

Queensland Government Show Menu | Home | Contact us

Fleetscape whole-of-government fleet management

Edit Policy - Use this application to amend the selected policy

Service Delivery Description: Pool
 Business Group: G/C1/CORR/AAAAAAAAAAAAAAAAAAAAA
 Effective Date: 21 October 2009
 Expiry Date: 31 December 2009

Step 1: Service Delivery Description | Step 2: Vehicle Selection Rules | Step 3: Option Rules | Step 4: Vehicle Duty Statement | Step 5: Matching Vehicles

<< Back Next >> Save Return To Search

Enter a Service Delivery Description which reflects the vehicles use within this policy.

Service Delivery Description: Pool
 Applied to Business Group: AAAAAAAAAAAAAAAAAAAAAA
 Applied to Operating Environment(s): Metro
 Applied to Duty(ies): Admin
 With Effect From: 21/10/2009
 Expires On: 31/12/2009
 Status: ACTIVE
 Created on: 20/10/2009
 Created by: barryp

<< Back Next >> Save Return To Search

You are now in Step 1 of the 5 step tabs across the top of the screen. You can edit details in any or all of these sections.

To edit *Service Delivery Description* selections in *Step 1* click on the relevant field and choose another selection from the drop down box.

Note: Only Service Delivery Description Name, With Effect from and Expires on fields can be edited. To perform any other amendments in Step 1 the policy needs to be expired and a new policy created.

- To edit *Vehicle Selection Rules* click on *Step 2* tab and proceed to edit relevant fields.
- To edit *Option Rules* click on *Step 3* tab and proceed to edit relevant fields.
- To edit *Vehicle Duty Statement* click on *Step 4* tab and proceed to edit relevant fields.
- To edit *Matching Vehicles* click on *Step 5* tab and proceed to edit relevant fields.

You have now completed the edit policy function. The next section will guide you through the Expire Policy function.

Expired Policy

Content

This section will provide information on expired policies.

Expired policies are to remain as *EXPIRED* and *New Policies* are to be created. This will ensure there is an auditable trail on the creation and amendments to all policies.

Return to Step 1 in Policy selection, see screen displayed below:

Queensland Government [Show Menu](#) | [Home](#) | [Contact Us](#) QFleet

Fleetscape whole-of-government fleet management

Edit Policy - Use this application to amend the selected policy

Service Delivery Description: **Passenger Vehicle Policy Rocky morning session class**
 Business Group: G/C1/CORR/CUS/CAPR/*
 Effective Date: 21 March 2007
 Expiry Date: 22 March 2007

Warning - This policy has expired. Modifications to this policy may result in changes to other existing policies that have not expired

Step 1: Service Delivery Description | Step 2: Vehicle Selection Rules | Step 3: Option Rules | Step 4: Vehicle Duty Statement | Step 5: Matching Vehicles

<< Back | Next >> | Save | Return To Search

Enter a Service Delivery Description which reflects the vehicles use within this policy.

Service Delivery Description: Passenger Vehicle Policy Rocky morning session class
 Applied to Business Group: G/C1/CORR/CUS/CAPR/* (G/C1/CORR/CUS/CAPR/*)
 Applied to Operating Environment(s): Metro
 Applied to Duty(ies): Admin - Passenger
 With Effect From: 21/03/2007
 Expires On: 22/03/2007
 Status: EXPIRED
 Created on: 21/03/2007
 Created by: micaefm

<< Back | Next >> | Save | Return To Search



Your policy status will change to *EXPIRED* as soon as the *Expires On* date is reached. A warning message will also appear on the screen stating “*This policy has expired. Modifications to this policy may result in changes to other existing policies that have not expired*”.

If you attempt to replace a vehicle or obtain a quote for an additional vehicle where a policy has Expired, Fleetscape will revert upward to a Parent policy in the hierarchy of policies.

For example, if the DIR Corporate Passenger policy (attached to Business Group G/C2/DIR/CORP/*) has expired, quotes for vehicles attached to that policy will revert to the Parent policy which is DIR Fleet Policy (attached to Business Group G/C2/DIR/.*).

You have now completed the expired policy section.

Conclusion

You have completed the policy based section discussing:

- Service Delivery Descriptions.
- Operating Environments.
- Vehicle Selection Rules.
- Option Selection Rules.
- Vehicle Duty Statements.

Your agency policy rules are now embedded in the system.

The policy based vehicle selection rules have set the parameters for the online ordering process supporting replacement and additional vehicle ordering.

Vehicles ordered for lease outside of these parameters will be exceptions and will require authorisation from delegated officers.

The next section of the manual is Online Ordering.