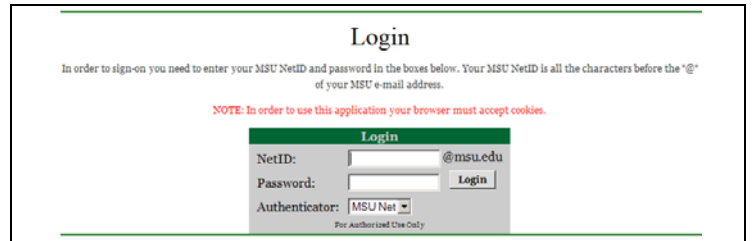


Online Odometer Readings Guide

You will first need to log into the system using your MSU NetID and password. This is the same login information as you use to log into the EBS system.



The screenshot shows a login page titled "Login". It contains the following text: "In order to sign-on you need to enter your MSU NetID and password in the boxes below. Your MSU NetID is all the characters before the '@' of your MSU e-mail address." Below this is a red note: "NOTE: In order to use this application your browser must accept cookies." The login form includes fields for "NetID:" (with a dropdown menu showing "@msu.edu"), "Password:", and "Authenticator:" (with a dropdown menu showing "MSU Net"). There is a "Login" button and a small note at the bottom: "For Authorized Use Only".

After logging in, you will see the main Customer Service application screen.



The screenshot shows the "Physical Plant Home" application screen. The header includes "Physical Plant Division" and "Physical Plant Home". Below the header are five navigation tabs: "Physical Plant Home", "Mission", "FAQ", "Service Guide", and "Contacts". The main content area is divided into two sections. On the left is a dark blue sidebar with the following menu items: "My Work Requests", "Service Request", "Search for Requests", "Online Customer Statements", "Lease Vehicle Mileage Reporting" (circled in white), "Lease Contact Delegation", "FAQs", and "Logout". On the right is the "My Information" section, which displays the following details: "Requester Name POHL SHAWN LEIGH", "Requester Email SPOHL@PPLANT.MSU.EDU", and "Requester Phone 884-3836". Below this information is a welcome message: "Welcome to the Customer Service application."

Click on the Lease Vehicle Mileage Reporting menu item on the left. If you do not see this menu item and you are listed as a contact on a lease, contact Transportation Services. If you do not see this menu item and you have been told to enter mileage, you will need to be listed as a delegate. To do this, the contact person on the lease you are reporting mileage for will need to log into this system and add you as a delegate.

Online Odometer Readings Guide

Lease Vehicle Mileage Reporting

Current odometer reading is required, and must be greater than the previous odometer reading in order to proceed.

Authenticated as **Shawn Leigh Pohl** (pohlsh).

Vehicle	Lease Agreement	Previous Date	Previous Odometer	Current Odometer		
G300 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	01/12/2012, 07:31 AM	42884	<input type="text"/>	Clear	Submit
H116 2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA035683	01/12/2012, 07:48 AM	29539	<input type="text"/>	Clear	Submit
H117 2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA035685	01/12/2012, 07:48 AM	27284	<input type="text"/>	Clear	Submit
H137 2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA032608	01/12/2012, 07:48 AM	17733	<input type="text"/>	Clear	Submit
H143 2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA028772	08/11/2012, 12:00 AM	16975	<input type="text"/>	Clear	Submit
H300 2007 (GREEN) FORD F-150 4X2 SUPERCAB	LA027136	01/12/2012, 07:49 AM	8579	<input type="text"/>	Clear	Submit
H302 2007 (GREEN) FORD F-150 4X4 SUPERCAB	LA027140	01/12/2012, 07:49 AM	17359	<input type="text"/>	Clear	Submit

The system will automatically bring up the leases that you have authority to enter mileage for and are due for reporting.

Note: *If the vehicle that you wish to enter mileage for is not listed, you either do not currently have authority to enter mileage for that vehicle or mileage has been entered in the past 20 days and it is not due for reporting. You can check this by scrolling to the bottom of the page and looking up the asset number in the drop down list for history information. If the asset number is not listed, you do not have authority to enter mileage for that vehicle.*

Online Odometer Readings Guide

Lease Vehicle Mileage Reporting

Current odometer reading is required, and must be greater than the previous odometer reading in order to proceed.

Authenticated as **Shawn Leigh Pohl** (pohlsh).

Vehicle	Lease Agreement	Previous Date	Previous Odometer	Current Odometer		
G300 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	01/12/2012, 07:31 AM	42884	<input type="text" value="43000"/>	<input type="button" value="Clear"/>	<input type="button" value="Submit"/>

Enter the current mileage for the correct vehicle and click the Submit button.

The screenshot shows the 'Lease Vehicle Mileage Reporting' page. A white notification box in the center reads: 'Your odometer reading of 43000 has been successfully submitted for agreement # LA020571.' Below this, a grey banner with a red 'X' icon repeats the message: 'Your odometer reading of 43000 has been successfully submitted for agreement # LA020571.' The table below the banner shows two vehicles, H116 and H117, both with empty 'Current Odometer' input fields.

Vehicle	Lease Agreement	Previous Date	Previous Odometer	Current Odometer		
H116 2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA035683	01/12/2012, 07:48 AM	29539	<input type="text"/>	<input type="button" value="Clear"/>	<input type="button" value="Submit"/>
H117 2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA035685	01/12/2012, 07:48 AM	27284	<input type="text"/>	<input type="button" value="Clear"/>	<input type="button" value="Submit"/>

Once you hit the submit button, the system will display the information that you entered. This message will disappear when you click anywhere on the screen outside of the box or click on the red X.

Online Odometer Readings Guide

Lease Vehicle Mileage Reporting

Current odometer reading is required, and must be greater than the previous odometer reading in order to proceed.

Authenticated as **Shawn Leigh Pohl** (pohlsh).

Vehicle	Lease Agreement	Previous Date	Previous Odometer	Current Odometer		
<i>Your odometer reading of 43000 has been successfully submitted for agreement # LA020571.</i>						
H116	2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA035683	01/12/2012, 07:48 AM	29539	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Submit"/>
H117	2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA035685	01/12/2012, 07:48 AM	27284	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Submit"/>
H137	2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA032608	01/12/2012, 07:48 AM	17733	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Submit"/>
H143	2007 (BLUE) DODGE CARAVAN SE STOW N GO	LA028772	08/11/2012, 12:00 AM	16975	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Submit"/>
H300	2007 (GREEN) FORD F-150 4X2 SUPERCAB	LA027136	01/12/2012, 07:49 AM	8579	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Submit"/>

Notice that once you've entered mileage for the vehicle, the information is displayed and you will not be able to enter mileage for this vehicle again for 20 days.

Past Vehicle Activity

Choose an Asset Number from the drop-down list, or leave it set to "View All" for a complete list.

To view the mileage that has been entered for a vehicle, scroll down the page to the Past Vehicle Activity portion. Choose the vehicle that you wish to view from the drop down list and click Refresh List.

Online Odometer Readings Guide

Past Vehicle Activity
 Choose an Asset Number from the drop-down list, or leave it set to "View All" for a complete list.

G300

Vehicle	Lease Agreement	Issue #	Date	Odometer	Miles	Billed	Days
2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS688847	9/11/2012 3:21:13 PM	43000	116	0	243
G300 -- 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS685593	1/12/2012 7:31:00 AM	42884	470	0	29
G300 -- 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS680029	12/14/2011 10:31:00 AM	42414	974	0	44
G300 -- 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS667291	10/14/2011 1:56:00 PM	41440	460	0	30
G300 -- 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS659964	9/14/2011 3:37:00 PM	40980	586	0	33

All the past mileage information will be listed, including mileage you have just entered.

Physical Plant Division Physical Plant Home

Physical Plant Home Mission FAQ Service Guide Contacts

Past Vehicle Activity
 Choose an Asset Number from the drop-down list, or leave it set to "View All" for a complete list.

G300

Vehicle	Lease Agreement	Issue #	Date	Odometer	Miles	Billed	Days
2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS688847	9/11/2012 3:21:13 PM	43000	116	0	243
G300 -- 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS685593	1/12/2012 7:31:00 AM	42884	470	0	29
G300 -- 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS680029	12/14/2011 10:31:00 AM	42414	974	0	44
G300 -- 2006 (SILVER) FORD F250 REG CAB 2WD	LA020571	IS667291	10/14/2011 1:56:00 PM	41440	460	0	30

My Work Requests
 Service Request
 Search for Requests
 Online Customer Statements
 Lease Vehicle Mileage Reporting
 Lease Contact Delegation
 FAQs
 Logout

Click the Logout menu item on the left when you have completed entering mileage.