
DIRECTIONS FOR SUPPOSE U DRIVE (CUSTOMER WEB ACCESS- MILEAGE ENTRY ONLY)

I. Login

A. Two ways to Log-in

1. Go to our website: www.supposedrive.com and select the Customer Web Access Icon on the left hand side of our website.
2. Or, go directly to the CWA address: customer.supposedrive.com

B. Enter your user name

1. This will be your own email address.

C. Enter a Password

1. All Passwords will be assigned via email and set to expire in 12 months time.
 - To obtain a password, please contact your Suppose U Drive Sales or Accounting Rep.

II. My Assets

A. Vehicle Status

1. This will identify your active, non active vehicles and give you some particulars about the vehicle.
2. As in the My Account Header, you can select the specific vehicle to review the particulars about the vehicle.
 - a. You can again apply the search fields to look at any group or individual trucks.

B. Individual Vehicle information

1. Select the particular truck number highlighted in blue.
 - a. You will see the basic truck information including the latest meter readings.
 - b. Above the vehicle information you will see the applicable header information including permits, contract and PM's.
 - Select any of these to review current information
 - c. Underneath you will see fuel and meter management, PM Planner and history. This will be explained in Section 4, "Maintenance" to follow:.

C. Meter Management

1. You can review or even add a meter reading at any time.
 - a. Simply select the unit as mentioned above and select the "meter reading" icon.
 - To add a current reading select "add meter reading" icon.
 - Enter the reading on the next page and select "submit"

D. Mileage

1. This section is for reviewing current mileages against the contracted.
 - Simply select the truck or group of trucks and you can review accordingly
 - This is a great tool to avoid per truck over-mileage penalties

E. Downloading to Excel

1. You may download to excel any particular group of invoices, trucks and truck info, etc. based on your search criteria.
 - a. Simply select your information, and hit the excel icon to view in Excel.

III. Maintenance

A. PM Planner

1. This section is used for PM (Preventative Maintenance) Review and planning.
 - a. Simply identify a unit or a group of units and the unit(s) PM status will appear.
 - Remember there are several types PM's that we use on each type of truck and some are more important than others with respect to being completed on time.
 - If you see that you have a PM Overdue, please contact your branch Service Manager for an appointment.
 - b. Again, you can look at both the truck information and the information of the last PM work order completed.

IV. Rental

A. Rental Agreement Listings

1. Like the Rental Spend, you can review individual or group RA's
 - a. This section would be more used for identifying your current and past RA's. Select the Derived Status on the Right hand side of the screen
Again you can download to Excel to create a spreadsheet for your review.

V. Fuel

A. Fuel Entry

1. Fuel can be tracked in our system by two ways:
 - a. Fueling at our facility- This will automatically appear in both the invoice section and the fuel section accordingly.
 - b. Fueling on the outside- You would need to upload either a fuel file or fuel ticket individually to track your fuel expenditures
 - The advantage of both is that you can capture your costs for fuel and further identify your total fuel spend as well as fuel mileage per gallon (See Fuel Usage below).
2. To upload a fuel ticket, simply select the "Add Fuel Ticket" on the right side of the screen
 - a. Enter the information accordingly, then select "Add"
3. To upload a fuel file, you will need to click on the "Add Fuel File" and then you will be prompted to another screen where you will need to browse your computer desktop for a transferrable file.
 - This will be a little more difficult as the spreadsheet must be readable by the system. For more information, please contact your Sales/Accounting Rep.

B. Fuel Usage

1. Select your criteria for search.
 - a. If you see a "*" (asteric symbol), this indicates a "all" search function, for any criteria, ie. * next to the unit will pull up all units and *next to the invoices will pull up all invoices regardless of type.
 - b. You can search by all units or a for a particular unit.
 - c. To look up by period, select the date range or due date and select the calendar accordingly
2. Here you will see all trucks (including any rentals your company had during the period) their gallons used as well as their respective miles per gallon.

- a. This can be as useful tool to identify how your drivers are doing, (There are several ways to interpret this statement)
 - Again you can download to excel or perhaps use a pie chart for a presentation to your staff on how to drive effectively, especially in today's high fuel price market.
- C. Fuel Spend
 - 1. Like Rental Spend, Fuel Spend allows you to track your fuel expenditures
 - a. You will be able to see total gallons, average cost per gallon and total cost spent on fuel.
 - b. Again, you can download this to an Excel Spreadsheet and review your fleet accordingly.

VI. Security Levels & Additional User Rules

- A. There are three levels of security at this time
 - 1. All system User
 - 2. AP & Invoicing
 - 3. Mileage Entry Only
- B. For any additional users, please provide us with the name of the user and what information you wish to give them access to.
 - 1. We will need the Name, Email Address and Position as we will then grant them access accordingly.
 - 2. Should you wish to change your passwords, please let your Sales/AR Rep know. We can also set an expiration date for each user as we can always renew immediately upon expiration.

*****DON'T FORGET TO HIT THE SEARCH BUTTON**
AFTER YOU ENTER YOUR SEARCH CRITERIA