

REPORTING MILEAGE IN *DEFINE FOR A SINGLE VEHICLE – WV4

- Step 1: Open a terminal application such as TN3270 to connect to the mainframe.
- Step 2: Log in using your mainframe login ID and password.
- Step 3: Choose DEFINE from the list of available programs.
- Step 4: Type "WV4" in the command field and press ENTER to travel to that screen.
Note: If you are not authorized to view WV4, contact your DEFINE electronic office manager to gain access. Using F1 will display your current desk/view. Screen US1 will list your electronic office manager. You may also have to contact a Fleet Specialist to give you access to list your department's vehicles.
- Step 5: Type the vehicle license plate number with a preceding "L" and press ENTER.
Note: Using the F6 key will bring up screen help. F3 will allow you to search for a vehicle by work order number, door number, license plate number, or the last six digits of the V.I.N. The CLEAR button is the Pause/Break key above the Page Up key.
- Step 6: Enter the odometer reading for the correct week, the appropriate status, if applicable, and any comments. For a list of statuses, enter a question mark ("?") in the status field and press ENTER.
Note: If you need to enter mileage for a week not displayed, type the date in the "Misc:" field in the following format: MMDDYY.

REPORTING MILEAGE IN *DEFINE FOR A DEPARTMENT – WV3

- Step 1: Open a terminal application such as TN3270 to connect to the mainframe.
- Step 2: Log in using your mainframe login ID and password.
- Step 3: Choose DEFINE from the list of available programs.
- Step 4: Type "WV3" in the command field and press ENTER to travel to that screen.
Note: If you are not authorized to view WV3, contact your DEFINE office manager to gain access. Using F1 will display your current desk/view. Screen US1 will list your electronic office manager. You may also have to contact a Fleet Specialist to give you access to list your department's vehicles.
- Step 5: This screen lists all vehicles within a particular department. The current week is displayed. To search for your 2-letter department code, put a question mark ("?.") in the "Dept:" field.
Note: Using the F6 key will bring up screen help.
- Step 6: Enter the odometer readings for the current week, the appropriate status, if applicable, and any comments. For a list of statuses, enter a question mark ("?.") in the status field and press ENTER.
Note: If you need to enter mileage for a different week than is displayed, type the date in the "Date:" field.

REPORTING OUTSOURCE COSTS IN *DEFINE – WV6

- Step 1: Open a terminal application such as TN3270 to connect to the mainframe.
- Step 2: Log in using your mainframe login ID and password.
- Step 3: Choose DEFINE from the list of available programs.
- Step 4: Type "WV6" in the command field and press ENTER to travel to that screen.
Note: If you are not authorized to view WV6, contact your DEFINE office manager to gain access. Using F1 will display your current desk/view. Screen US1 will list your electronic office manager.
- Step 5: Type the vehicle license plate number with a preceding "L" and press ENTER.
Note: Using the F6 key will bring up screen help. F3 will allow you to search for a vehicle by work order number, door number, license plate number, or the last six digits of the V.I.N. The CLEAR button is the Pause/Break key above the Page Up key.
- Step 6: Enter the date with the following format: MM/DD/YY. Then enter the odometer reading at the time the service was performed. Press ENTER.
- Step 7: If you are entering a **fuel** purchase, **go to Step 8**. For all other types of work done, mark an "x" next to the type of work done and press ENTER. Enter an "M" for Materials or "L" for Labor in the "Type" field, then enter the associated cost, and then press ENTER. Press ENTER again to exit the pop-up screen.
Note: Oil is an ENGINE lubricant; coolant is a COOLING SYSTEM lubricant, brake fluid is a BRAKES lubricant, etc.
- Step 8: **Do not use this work type for fluids and lubricants including oil. Follow Step 7 to enter fluids and lubricants.** To enter a fuel purchase, mark an "x" next to "Oil and Gas Purchases" and press ENTER. Enter the appropriate fuel type, quantity, and cost, and then press ENTER. Acceptable fuel types are
- "D" (diesel)
 - "U" (regular unleaded gasoline)
 - "C" (compressed natural gas)
 - "P" (propane), and
 - "E" (ethanol).
- Press ENTER again to exit the pop-up screen.

REPORTING OUTSOURCE COSTS IN *DEFINE – WV5

- Step 1: Open a terminal application such as TN3270 to connect to the mainframe.
- Step 2: Log in using your mainframe login ID and password.
- Step 3: Choose DEFINE from the list of available programs.
- Step 4: Type "WV5" in the command field and press ENTER to travel to that screen.
Note: If you are not authorized to view WV5, contact your DEFINE office manager to gain access. Using F1 will display your current desk/view. Screen US1 will list your electronic office manager.
- Step 5: Type the vehicle license plate number with a preceding "L" and press ENTER. This will list the outsource costs entered against this license plate number.
Note: Using the F6 key will bring up screen help. F3 will allow you to search for a vehicle by work order number, door number, license plate number, or the last six digits of the V.I.N. The CLEAR button is the Pause/Break key above the Page Up key.
- Step 6: From this screen, you will be able to:
- "U" or "C" – Update/Change a charge
 - "D" – Delete a charge
 - "V" – View the charge record
 - "H" – View the update history of this charge
- To correct an entry, mark a "C" to the left of the record and press ENTER. You may correct the description, quantity, amount, date, task number, or mileage. **Do not change the Charge type. If this is necessary, please delete the record and re-enter it.** To differentiate between commercial repairs and in-house maintenance, a VENDOR ID must be entered on this screen. This should be the name of the commercial entity from which services were procured or the words "In-House".