

StateFleet's Log Update Facility

Quick User Guide

Getting Started: Access easy.Logs through StateFleet's [homepage](#) or StateFleet Online.

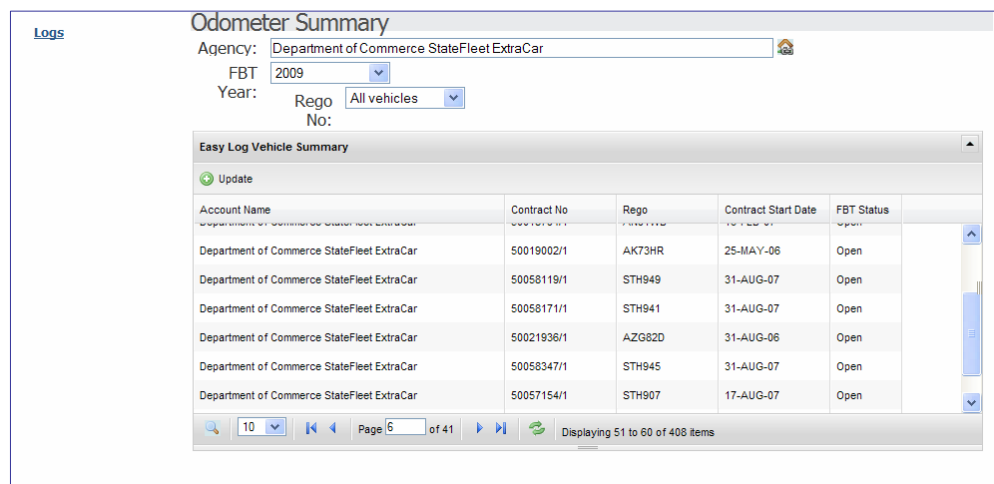
Login: Click **Web Login**. Your Username is your surname and the initial of your first name. (e.g. John Smith's user name will be smithj).

If you already have access to easy.Quote and easy.Order your password for easy.Logs is the same.


If you are a new User, your initial Password is *welcome*. You will be prompted to set up a unique personal password that is between 3 to 8 characters long. The new password will be case sensitive.

Click on **Logs**.

Odometer Summary:



Odometer Summary

Agency: Department of Commerce StateFleet ExtraCar 


FBT: 2009

Year: Rego: All vehicles

No:

Account Name	Contract No	Rego	Contract Start Date	FBT Status
Department of Commerce StateFleet ExtraCar	50019002/1	AK73HR	25-MAY-06	Open
Department of Commerce StateFleet ExtraCar	50058119/1	STH949	31-AUG-07	Open
Department of Commerce StateFleet ExtraCar	50058171/1	STH941	31-AUG-07	Open
Department of Commerce StateFleet ExtraCar	50021936/1	AZG82D	31-AUG-06	Open
Department of Commerce StateFleet ExtraCar	50058347/1	STH945	31-AUG-07	Open
Department of Commerce StateFleet ExtraCar	50057154/1	STH907	17-AUG-07	Open


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Click on the icon  to list the Agency business units (cost centres) available to you under your access level.

Select the business unit required by clicking on the business unit name.

Select the **FBT Year** required for log update using the down arrow key

- 2009 (1/04/08 – 31/03/09 FBT year)
- 2010 (1/04/09 – 31/03/10 FBT year)

Select the vehicle registration number for update using one of the following three options:-


- highlight the vehicle from the list in the **Easy Log Vehicle Summary**

Account Name	Contract No	Rego	Contract Start Date	FBT Status
Department of Commerce StateFleet ExtraCar	5005666/1	STH252	01-JAN-00	Open
Department of Commerce StateFleet ExtraCar	50056870/1	STH475	05-JUL-02	Open
Department of Commerce StateFleet ExtraCar	50057305/1	STH678	06-DEC-02	Open
Department of Commerce StateFleet ExtraCar	50057627/1	STH519	21-JUL-08	Open
Department of Commerce StateFleet ExtraCar	50057886/1	STH829	21-JUL-08	Open
Department of Commerce StateFleet ExtraCar	50057822/1	STHRENT7	01-JAN-99	Open

Using the sort 'arrow' in the Rego column will list the vehicles in alphabetical order.

- use the down arrow key in the **Rego No:** field

- use the 'find' function and type the registration in the **Quick Search** field and press Enter.


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Use this option to locate vehicles in all cost centre locations available to you under your access level.

Easy Log Summary:

Easy Log Vehicle Summary				
Account Name	Contract No	Rego	Contract Start Date	FBT Status
Department of Commerce StateFleet ExtraCar	50057192/1	STH849	22-JUL-08	Open

Update

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Proceed to update the vehicle usage log by highlighting the vehicle record and clicking

Odometer Capture:

Logs

Odometer Capture

Agency: Department of Commerce StateFleet ExtraCar

Rego: STH849

No: FBT 2009

Year:

Period	Start Odo	End Odo	Private Km's	Private Days
01/04/2008 - 30/04/2008		15234	68	10
01/05/2008 - 31/05/2008	15234	16910	98	11
01/06/2008 - 30/06/2008	16910	18566	75	9
01/07/2008 - 31/07/2008	18566	20232	84	10
01/08/2008 - 31/08/2008	20232	21898	78	12
01/09/2008 - 30/09/2008	21898	23564	86	11
01/10/2008 - 31/10/2008	23564	25230	91	8
01/11/2008 - 30/11/2008	25230	26896	75	11
01/12/2008 - 31/12/2008	26896	28562	0	2
01/01/2009 - 31/01/2009	28562	30228	63	8
01/02/2009 - 28/02/2009	30228			
01/03/2009 - 31/03/2009				

Clear Save Done

Navigate around the data entry fields using your mouse or the Tab keyboard function. The **Start Odo** is automatically updated using the **End Odo** from the previous month.

Enter the **End Odo**, **Private Km's** and **Private Days** as required.

The month's End Odo must always be higher than its Start Odo.

Click:-

Clear

To clear (or delete) unsaved data

Save

To save your data input

Done

To save your data input and return to the Odometer Summary screen. A message will be provided confirming the Successful Odometer Capture.

Logs

Successful Odometer Capture

Your Vehicle STH849 odometer readings has been successfully captured for the FBT year 2009.

Return

To change or delete saved data use the mouse or Tab keyboard function to navigate to the data entry field and enter new data or use the delete key to remove existing data.

Logout to end the session.

For further information on easy.Log contact your StateFleet Account Manager.