Enter **FWMODOM** in the search block, and press **ENTER**.
1. Click on Resp. Orgn,

2. Enter your department’s orgn #, Resp. Orgn 223470 CAS Geological Science

3. Click EXECUTE QUERY icon (*All your department vehicles should be viewable), (If unsure of your department Orgn, ENTER QUERY) in this field. Remember to use the % for wildcards - i.e. 43%. Click EXECUTE QUERY icon.)

4. Once you have identified a vehicle tag number, Origination Tag # T00003199, click NEXT BLOCK icon to reach the vehicle information block.

5. The Odometer Reading block is where you will input your new odometer reading.

6. Click INSERT RECORD to input new odometer reading.
- Must be more than previous reading. If no miles driven, you must input the same odometer reading to activate the Last Activity date to indicate your quarterly reporting has been completed. You can input a note in the comment field.

7 Comment field for your use.
- **Example:** No miles driven this quarter (or) surplus veh on 02/03/2005

8 The Prev (previous) Odometer Reading. This area now indicates the previous quarterly odometer reading.

9 The Recent Miles Driven. This automatically calculates the quarterly miles driven.

10 Click **SAVE**

11 Click **PREVIOUS BLOCK** icon, click **NEXT RECORD** icon to scroll to view the next vehicle.
- **NOTE:** The previous vehicle may have multiple records of history changes, keep scrolling to view the next vehicle.

12 Repeat steps 4 through 10 until you have input the odometer readings for all your departments’ vehicles.

*If “all” your department vehicles are not listed when entering your departments ORG you will need to contact Property Control.

If you notice any discrepancies about the vehicle detail on any of these forms please contact Property Control 6-3163.

NEW FORM:

**FWMVEHC** has additional vehicle fund information. As soon as you reach this form you may begin a query by clicking on the **(ENTER QUERY)** icon. Click **NEXT RECORD** if your query returned more than one fund record.

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**NOTE:** We are still working out a few bugs on the above forms, you may experience that Step 9 will not calculate the Recent Miles Driven even after you have SAVED, however it will if you use a Arrow Up and then Arrow Down… Thank you for your patience.