

SUBURBAN ACCESSORIES

FLEET MAINTENANCE PORTAL

USER GUIDE

**SUBURBAN
ACCESSORIES**

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ACCESSORIES

OVERVIEW

SUBURBAN ACCESSORIES

OVERVIEW

The Suburban Accessories Fleet Maintenance Portal is a web-based record entry platform developed to streamline the maintenance record keeping process for delivery vehicle expenses.

When properly employed by Suburban Accessories warehouse operations, use of the portal will generate delivery vehicle maintenance data that will be leveraged for improved fleet deployment & management strategies and improve fleet operating expense analysis and awareness.

The portal contains location, service provider, and vehicle record tables that are utilized during maintenance expense record entry to automatically filter the amount of possible vehicle and service provider selections based on the user's assigned warehouse, resulting in a fast and focused maintenance record entry experience.

Complete portal functionality includes:

- New maintenance record entry
- Maintenance record edit
- Maintenance record search
- New service provider record entry
- New vehicle entry
- New location entry
- User role maintenance
- User credential management
- All tables export to .CSV

Use of the portal is **REQUIRED** for delivery vehicle maintenance expenses at all Suburban Accessories warehouses.

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LOGGING IN

To log in to the Fleet Maintenance Portal, go to <https://maintenance.adw1.com/>.

ADI and FAD associates will utilize a 'local' account to log in.

ADW associates will utilize their ADW (Windows Microsoft account) to log in.

Once on the log in page, enter your username (email address) in the EMAIL box (1) and your password in the PASSWORD box (2). If you have forgotten your password, contact the Suburban Accessories Fleet Manager for assistance (Mike Gore - mgore@gmaom.us).

You can check the 'Remember Me?' box (3) to stay logged in to the portal.

Click the Log in (4) button to proceed.

Maintenance (Test)

Log in

Use your ADW or local account to log in.

EMAIL ← 1

PASSWORD ← 2

Remember me? ← 3

Log in ← 4

The screenshot shows a login form titled 'Maintenance (Test)' with the heading 'Log in' and the instruction 'Use your ADW or local account to log in.' There are four numbered callouts: 1 points to the EMAIL input field, 2 points to the PASSWORD input field, 3 points to the 'Remember me?' checkbox, and 4 points to the blue 'Log in' button.

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VEHICLE MAINTENANCE EXPENSE

After logging in, you will land on the Maintenance Records page. This page displays a list of all maintenance expense records entered in the data base (5). From here, you can search the existing record database by entering your search criteria in the Filter box (1) and clicking the Apply button (4). To clear search criteria, clear out any text from the filter box and click the Apply button.

Click the Maintenance link (2) at the top of the page to navigate to the Vehicle, Service Provider, or Locations records pages within the portal. Users with Admin level access can also click the Admin link (3) at the top of the page to manage user accounts including password resets.

All records in the maintenance database can be exported to a .CSV file by clicking the Export to CSV button (6).

To view a maintenance expense record, click on the record Id# located in the first (left) column of the record table (5).

To enter a new maintenance expense, click the New button (7).

The screenshot shows the 'Maintenance Records' page. At the top, there are navigation links for 'Maintenance' (2) and 'Admin' (3). On the right, there are links for 'Account' and 'Sign Out'. The main heading is 'Maintenance Records'. Below it is a search filter box (1) and an 'Apply' button (4). To the right of the table are 'Export to CSV' (6) and 'New' (7) buttons. The table below has columns for Id, Location, Vehicle, Service Date, Provider, Category, and Amount.

Id	Location	Vehicle	Service Date	Provider	Category	Amount
13	AIM-MN	4UZBVK115LGLM1656	5/10/2022	Blain Bros	Scheduled Maintenance	\$59.95
12	AOM	JALC4W167F7003256	5/10/2022	AOM Service	Repair	\$500.00
11	ADW-AKRN	1GB3G4CG0D1168878	5/9/2022	Kinney's Automotive	Repair	\$24.84

When creating a new maintenance expense record, your warehouse location will automatically be populated in the LOCATION drop-down box (1). Users with Admin level access can enter expenses for any location. Select the vehicle the maintenance was performed on by using the VEHICLE drop-down box (2). Only vehicles assigned to your location will be selectable. If the vehicle has not yet been entered in the portal, click the + button (2) to open the [Create Vehicle form](#).

Enter the vehicle mileage from at the time of service (3).

Select the provider who performed the service from the SERVICE PROVIDER drop-down box (4). Only service providers assigned to your location will be selectable. If the provider has not yet been entered in the portal database, click the + button (4) to open the [Create Service Provider form](#).

Enter the date the service was performed (5).

Enter the invoice number from the service provider's invoice (6).

The screenshot shows a web form titled "New Maintenance Record" with the following fields and callouts:

- 1: LOCATION (ADW-AKRN - Akron, OH)
- 2: VEHICLE (2013 CHEVY G VAN - 1GB3G4GGD1168878) with a "+" button
- 3: MILEAGE (empty field)
- 4: SERVICE PROVIDER (Frank May Garage) with a "+" button
- 5: SERVICE DATE (05/27/2022)
- 6: INVOICE (empty field)

Below these fields are several checkboxes for categories: ACCIDENT, DOT INSPECTION, PLATE, PREVENTATIVE MAINTENANCE, REPAIR, TOWING, WARRANTY/RECALL, and WINDSHIELD. At the bottom, there is an INVOICE TOTAL field, a COMMENTS text area, and a Submit button.

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**VEHICLE
MAINTENANCE
EXPENSE**

For additional help understanding how to enter categorial expenses, click the “i” icon next to the CATEGORIES text (1).

Select the appropriate expense categories for the maintenance record by clicking the check box on the left side of each category to unlock the category for dollar amount entry (2). Categories should be selected based on the services that were rendered by the service provider.

When entering expense amounts by category, include only the amount for the service (do not include taxes, shop supplies, or other misc charges & fees).

Enter the total amount of the invoice (including all taxes, shop supply charges, and misc fees in the INVOICE TOTAL box (3).

Enter any desired comments in the COMMENTS box (4) and click the Submit button (5) to finish.

The screenshot shows a web form titled "New Maintenance Record" with the following fields and callouts:

- 1:** Points to the "CATEGORIES" header, which includes a small information icon (i).
- 2:** Points to the "REPAIR" category, which has a checkbox and a dollar sign input field.
- 3:** Points to the "INVOICE TOTAL" field, which has a dollar sign input field.
- 4:** Points to the "COMMENTS" text area.
- 5:** Points to the "Submit" button at the bottom left.

Other fields in the form include: LOCATION (ADW-AKRN - Akron, OH), VEHICLE (2013 CHEVY G VAN - 1G83G4CG0D1168878), MILEAGE, SERVICE PROVIDER (Frank May Garage), SERVICE DATE (05/27/2022), INVOICE, ACCIDENT, DOT INSPECTION, PLATE, PREVENTATIVE MAINTENANCE, WARRANTY/RECALL, and WINDSHIELD.

Entered record details can be viewed by clicking on the record ID# located on the left side of the Maintenance Records table (1).

1

Maintena

Filter Apply

Id	Location	Vehicle	Service Date	Provider
14	ADW-COLS	900000000000000001	5/26/2022	Falcon's Roost Orb
15	ADW-COLS	900000000000000001	5/26/2022	Ironhold Plant 9

When viewing an expense record, users with Admin level access can also edit the record by clicking on the Edit button (2).

Invoice amounts by category as well as the total invoice amount can be viewed on the right side of the maintenance record (3).

All users can utilize the Location, Vehicle, and Service Provider links (4) on the expense record page to view other related maintenance records.

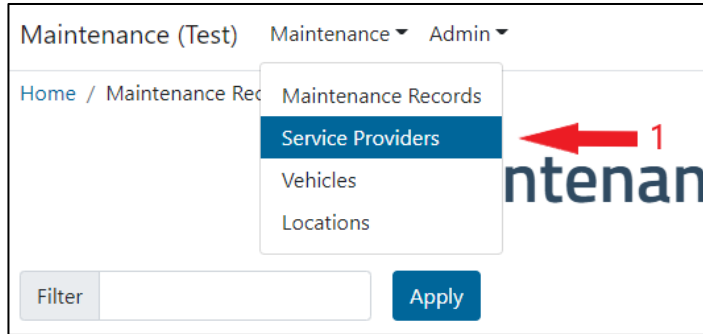
Record 14

Information		Invoice Amounts	
Location	ADW-COLS - Columbus, OH	Accident	\$0.00
Vehicle	900000000000000001	DOT Inspection	\$0.00
Service Date	5/26/2022	Plate	\$0.00
Invoice Number	GZ1001	Preventative Maintenance	\$2,500.00
Service Provider	Falcon's Roost Orbital Assembly Plant	Repair	\$3,000.00
Mileage	999901	Towing	\$0.00
Comments	Test New	Warranty/Recall	\$0.00
		Windshield	\$0.00
		Total Invoice Amount	\$7,000.00

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SERVICE PROVIDERS

The Service Providers page can be accessed from the Maintenance drop down menu at the top-left of the Fleet Maintenance Portal (1).

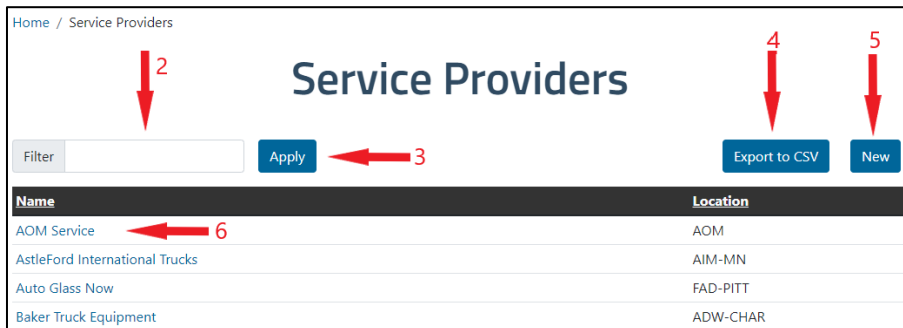


The Service Providers page lists the service providers that are currently entered in the Fleet Maintenance Portal. The list can be filtered by entering search criteria in the Filter box (2) and clicking the Apply button (3). To clear search criteria, clear out any text from the filter box and click the Apply button.

The service provider list can be exported to a .CSV file by clicking the Export to CSV button (4).

To enter a [new service provider](#), click the New button (5).

Each service provider name can be used to click through (6) to that service provider's record page for access to records specific to that service provider.



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SERVICE PROVIDERS

To create a new service provider record, enter the name of the service provider in the NAME box (1).

The LOCATION box (2) will automatically be populated with the user's warehouse based on their login and cannot be changed.

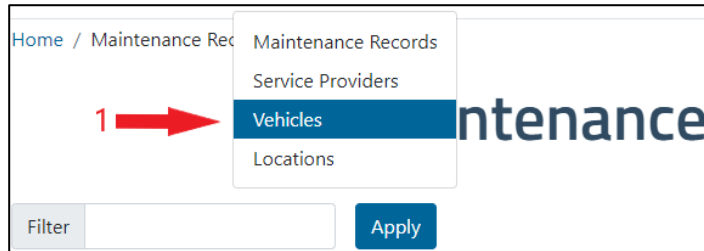
Users with Admin level access will need to select a warehouse from the LOCATION drop-down (2) when creating a new service provider record.

The screenshot shows a web form titled "New Service Provider" with a breadcrumb trail "Home / Service Providers / New". The form contains three main elements: a "NAME" text input field, a "LOCATION" dropdown menu, and a "Submit" button. Red arrows with numbers 1, 2, and 3 point to the NAME field, the LOCATION dropdown, and the Submit button, respectively. The LOCATION dropdown is currently set to "ADW-COLS - Columbus, OH".

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VEHICLES

The Vehicles page can be accessed from the Maintenance drop down menu at the top-left of the Fleet Maintenance Portal (1).

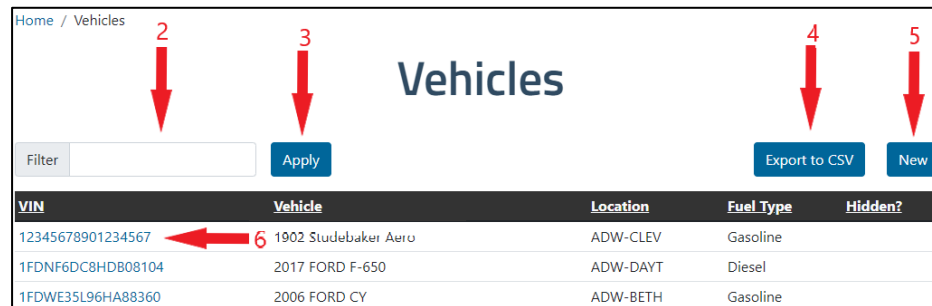


The Vehicles page lists the vehicles that are currently entered in the Fleet Maintenance Portal. The list can be filtered by entering search criteria in the Filter box (2) and clicking the Apply button (3). To clear search criteria, clear out any text from the filter box and click the Apply button.

The Vehicle list can be exported to a .CSV file by clicking the Export to CSV button (4).

To enter a new vehicle, click the New button (5).

Each VIN# can be used to click through (6) to that vehicle's record page for access to records specific to that vehicle.



To create a new vehicle record, complete all the required fields on the New Vehicle form.

Enter the vehicle's VIN# in the VIN box (1).

Enter the vehicle's year in the YEAR box (2).

Enter the vehicle make in the MAKE box (3).

Enter the vehicle model in the MODEL box (4).

For most users, the LOCATION box (5) will automatically be set to the proper warehouse. Admin level users will need to select the proper location from the LOCATION drop-down menu when creating a new vehicle record.

Select the fuel type from the FUEL TYPE drop-down (6).

Checking the HIDE VEHICLE box (7) will prevent the vehicle from being entered in any maintenance records. This should only be used when retiring an existing vehicle.

Once all fields have been completed, click the Submit button (8) to commit the vehicle to the database.

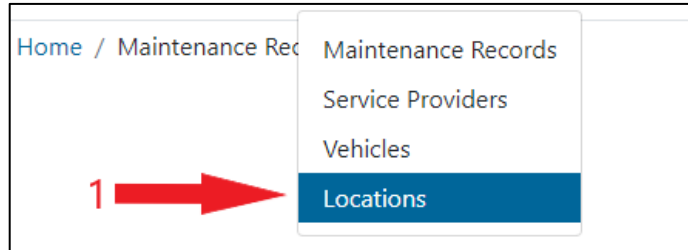
The screenshot shows a web form titled "New Vehicle" with the following fields and callouts:

- 1: VIN input field
- 2: YEAR input field
- 3: MAKE input field
- 4: MODEL input field
- 5: LOCATION dropdown menu (currently showing "ADW-COLS - Columbus, OH")
- 6: FUEL TYPE dropdown menu (currently showing "Gasoline")
- 7: HIDE VEHICLE checkbox
- 8: Submit button

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LOCATIONS

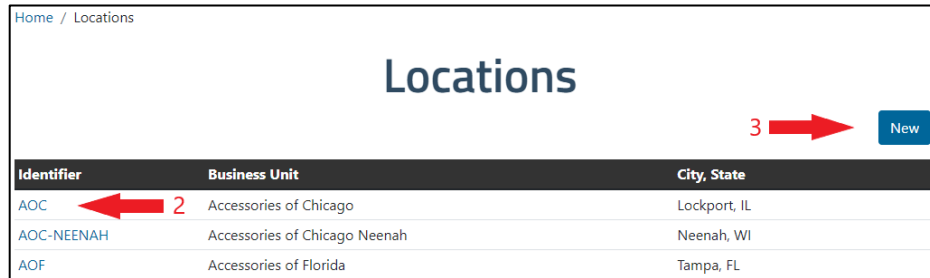
The Locations page can be accessed from the Maintenance drop down menu at the top-left of the Fleet Maintenance Portal (1).



The Locations page lists the Suburban Accessories warehouses that are currently entered in the Fleet Maintenance Portal.

Users with Admin level access can create new locations by clicking the New button (3).

All users can click the location identifier links (2) to be taken to the location page where maintenance, vehicle, and service provider records specific to that location can be accessed.



To create a new location:

Enter the business unit of the location in the BUSINESS UNIT box (1) - e.g., “Accessories of Michigan”, “Ford Accessories of Pittsburgh” or “ADW, LLC”.

Enter the locations identifier code (2). Note that identifiers are generally monikers used within Suburban Accessories systems or how locations are commonly referred to. For ADW, LLC locations, include “ADW” before the site moniker - e.g., “ADW-COLS”, not “COLS”.

Enter the city and state where the warehouse is located (3) then click the Submit button (4) to create the new location record.

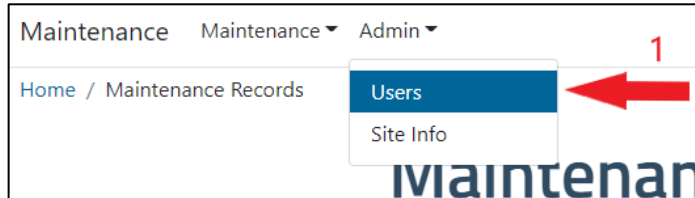
The screenshot shows a web form titled "New Location" with a breadcrumb trail "Home / Locations / New". The form contains three text input fields and a "Submit" button. Red arrows with numbers 1, 2, 3, and 4 point to the following elements:

- 1: The "BUSINESS UNIT" input field.
- 2: The "IDENTIFIER" input field.
- 3: The "CITY, STATE" input field.
- 4: The "Submit" button.

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USERS

Users with Admin level access can add and edit user accounts by accessing the Users page under the Admin drop-down at the top left of the portal (1).

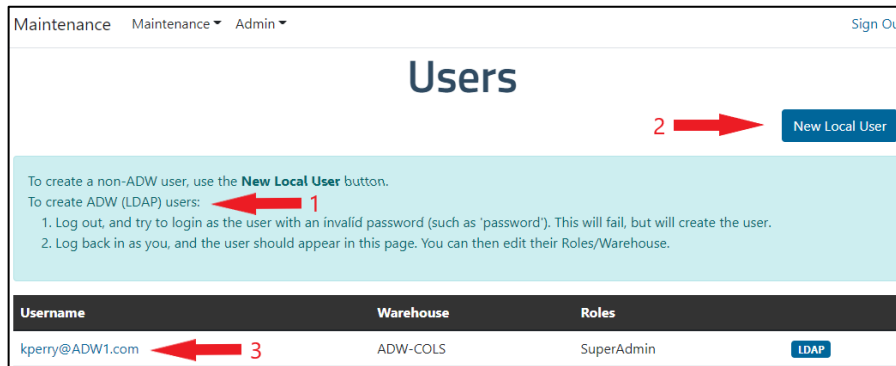


To create a new ADW user account, follow the instructions in the green box (1).

To create a new ADI/FAD account, click the New Local User button (2).

To edit an existing user (or set up a new ADW user) including **resetting a password**, click the username link (3).

Note that only passwords for local accounts can be changed! ADW passwords are configured in the network domain. For assistance, please contact the ADW I.T. Department.



To create a new ADI / FAD user account, enter the user's email address in the EMAIL box (1).

Enter the desired password in the PASSWORD box (2). Passwords must be a minimum of 6 characters in length and contain at least 1 symbol, 1 digit, and 1 uppercase character.

Confirm the password by entering it again in the CONFIRM PASSWORD box (3).

Home / Users / New

EMAIL 1

PASSWORD 2

CONFIRM PASSWORD 3

Submit 4

After creating any type of user account (ADI / FAD / ADW) you MUST assign a role to the user before the account will work properly.

To assign a role to a new user, click the username link (1) in the user table on the main Users page.

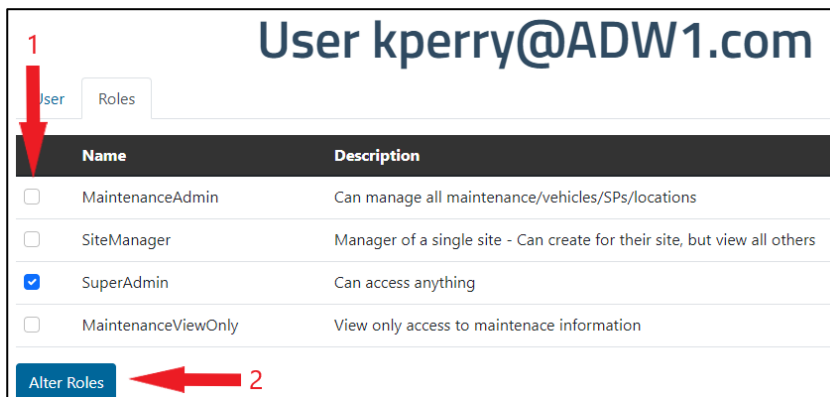
Username	Warehouse	Roles
kperry@ADW1.com 1	ADW-COLS	SuperAdmin <input type="button" value="LDAP"/>
bvokurka@ADW1.com	ADW-CLEV	SuperAdmin <input type="button" value="LDAP"/>

On the user specific page, you can edit the User record by clicking on the User tab (1) and then the Edit button (3).

To assign users to a role, click the Roles tab (2).



On the roles page, select the appropriate role for the user (1) and then click the Alter Roles button (2).



**SUBURBAN
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END

Questions / Need Help?

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