Business Operations

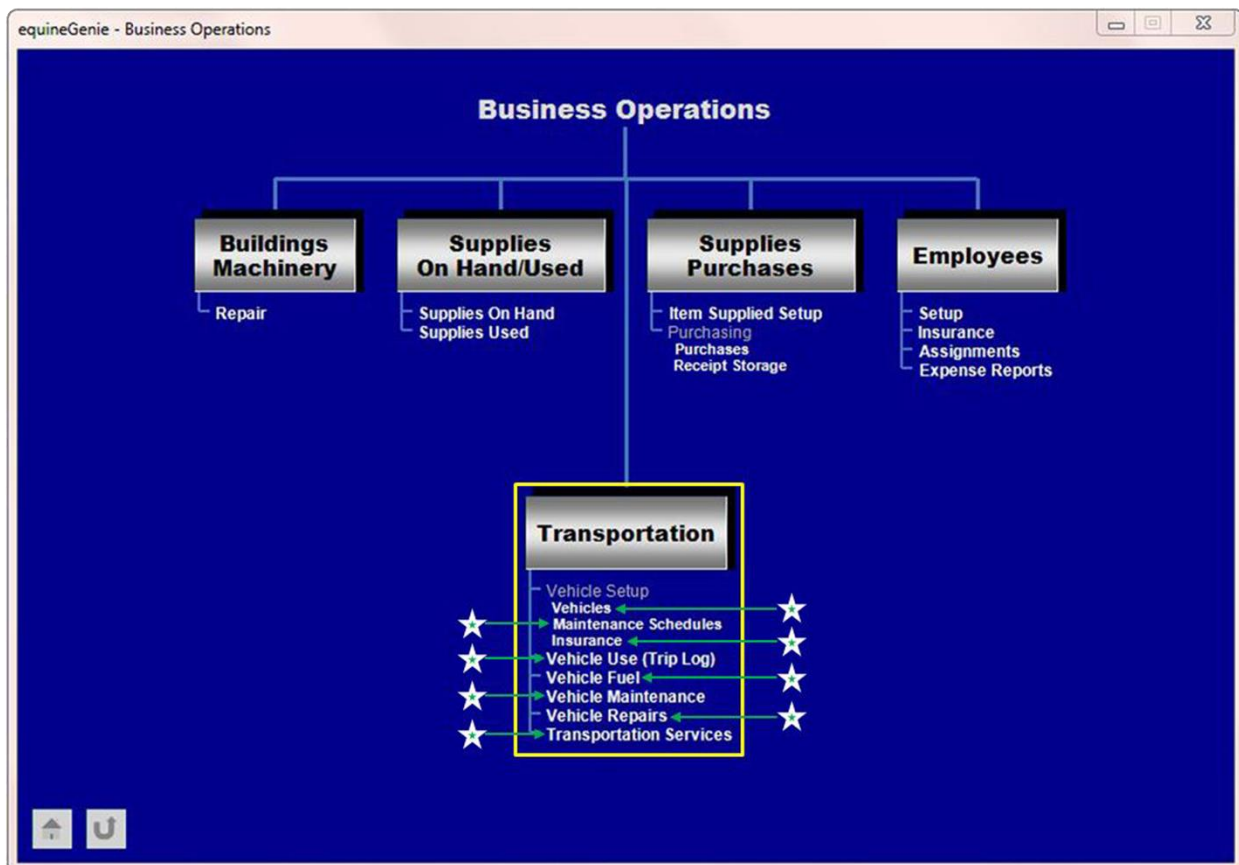## Vehicle Setup,
Maintenance Schedules and Insurance
Vehicle Use and Fuel
Vehicle Maintenance and Repairs
Transportation Services

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Business Operations – Vehicles

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There are no prerequisites required.

Think/Plan before you setup your business's vehicles! Vehicles can be setup to be depreciated or for a mileage deduction. A vehicle can be assigned to a department or multiple departments on a percentage basis.

Note: Setting up a vehicle for a mileage deduction requires tracking and entering a vehicle's use. It is worth doing. You not only get an accurate mileage deduction, you get an accurate trip log, both of which satisfy the IRS for tax purposes.

① To **Enter** a Vehicle, select [New Vehicle] from the Select / Enter Vehicle dropdown, click in the Select / Enter Vehicle dropdown and enter the Vehicle.

Note: If you need to change the Vehicle's name or any information associated with the vehicle, select the Vehicle from the Select / Enter Vehicle dropdown and make the appropriate changes.

② **Enter** the Vehicle's setup Date by selecting the date from the calendar icon or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

③ **Enter** the Vehicle's Odometer Reading when the Vehicle is setup.

Note: equineGenie will automatically display the odometer unit of measure from the business's measurement system preference identified on the Business Owner Preferences screen. *Path – Home: Business Information: Preferences*

④ **Enter** how the Vehicle's is used in your business by clicking in the Vehicle Use dropdown and making the entry.

Note: equineGenie remembers previous use entries. The previous use entries will be displayed in the dropdown and available for selection if they match the vehicle's intended use.

⑤ **Enter** the Vehicle's Hire Rate in the Hire Rate box.

⑥ **Select** the Vehicle's Hire Rate unit of measure from the Hire Rate Unit dropdown.

Note: The vehicle's hire rate and hire rate unit of measure are used on the Transportation Services screen to calculate a customer's transportation services cost.

⑦ **Select** the Mileage Deduction button changing it from '**RED No**' to '**GREEN Yes**' if the vehicle is not depreciated and the business takes a mileage deduction. If the business takes a mileage deduction **Enter** the mileage deduction in the Deduct / Mile box.

Note: equineGenie will track, compute and report a vehicle's mileage deduction based on the vehicle's odometer entries on the Vehicle Use (Trip Log) screen. **This is a required discipline to have an accurate mileage deduction on your taxes and a trip log if you are asked to participate in an IRS audit.**

⑧ The use of a selected vehicle can be allocated to one or more departments. A department can be selected from the Assign A Department dropdown. The dropdown will display all the business departments that were identified on the Business Owner Departments screen. *Path – Home: Business Information: Departments*

⑨ A vehicle's use is allocated to a department on a percentage basis. The allocation percentage is selected from the % Allocation dropdown or entered.

Note: The dropdown allocation percentage is in 5% increments. If an allocation percentage required isn't available in the dropdown the required percentage can be entered by selecting a percentage and changing it to the required percentage.

⑩ As each allocation percentage is assigned to a department the total of all assigned percentages for the selected vehicle will be displayed. The percentage should not exceed 100% for obvious reasons.

❶ If the selected vehicle needs to be assigned to multiple departments **Another Department** can be selected. The current department assignment and allocation will be entered and cleared so anther department can be assigned and allocated.

❷ **If you need to remove a vehicle**, it can be removed by displaying the vehicle's information and selecting the **Remove Selected Vehicle (Caution)! Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the vehicle.
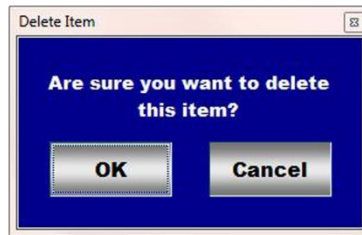
Note: Read the '**RED**' Genie Note beside the **Remove Selected Vehicle (Caution)!** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected vehicle. Removing a vehicle will completely remove the selected vehicle from equineGenie. Caution should be taken when removing a vehicle. Understand that any previous transactions involving the vehicle being removed could be unavailable. **Leaving a vehicle and not using it in the future is often the best decision. Leaving it will not affect equineGenie's performance!**

❸ **Select Enter to complete a Vehicle setup and exit the screen**.

❹ **Selection** of the '*Selected Vehicle'* will enable the selected Vehicle's information to be viewed, exported and/or printed.

❺ **Selection** of the '*All Vehicles*' will enable all the Vehicles information to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

Business Operations – Vehicle Maintenance Schedules

Path: Home: Business Operations: Transportation: Vehicles

There is a prerequisites required. At least one vehicle must have been previously setup before any vehicle maintenance can be scheduled.

Think/Plan before you setup your vehicles scheduled maintenance! A vehicle's maintenance is user defined and can be mileage of interval scheduled.

Note: Scheduled maintenance can include oil changes, tire rotation, wheel bearing packs, general checkups, etc.

① **Select** a Vehicle from the Select Vehicle dropdown whose maintenance needs to be scheduled.

② **Enter** the Vehicle's Scheduled Maintenance by clicking in the Scheduled Maintenance dropdown and making the entry.

Note: equineGenie remembers previous Scheduled Maintenance entries. The previous Scheduled Maintenance entries will be displayed in the dropdown and available for selection if they match the vehicle's required maintenance or another vehicle's required maintenance.

③ A Vehicle's maintenance can be scheduled based on a mileage interval. If a mileage interval needs to be scheduled select the Scheduled Mileage button and enter the mileage interval in the Mileage box. If the Scheduled Maintenance setup is the initial setup enter the Previous Mileage in the Mileage box.

Note: equineGenie will automatically display the mileage unit of measure from the business's measurement system preference identified on the Business Owner Preferences screen. *Path – Home: Business Information: Preference*

④ A Vehicle's maintenance can be scheduled based on a Frequency Interval. If a frequency interval is scheduled select the Scheduled Frequency button and select the Frequency Interval from the Frequency dropdown. If the Scheduled Maintenance setup is the initial setup enter the Previous Date by selecting the Date from the calendar icon or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Note: equineGenie will schedule, monitor and remind the business when the selected vehicle's scheduled maintenance is due. Selection of the reminder will display the Vehicle Maintenance screen with the scheduled maintenance information. *Path – Home: Business Operations: Transportation: Vehicle Maintenance* (explained in this document)

⑤ A Vehicle's scheduled maintenance reminder can be deleted or changed by selecting the Delete Frequency Reminder.

Note: If the maintenance frequency reminder is deleted it can be rescheduled or remain deleted.

⑥ Additional maintenance can be scheduled for the selected vehicle by selecting **Additional Maintenance**. Selecting **Additional Maintenance** will enter and clear the previous maintenance and so the next scheduled maintenance can be entered.

⑦ **Select Enter to complete a Vehicle's Scheduled Maintenance setup and exit the screen**.

⑧ When I scheduled maintenance is complete the Selected Maintenance Complete? Button needs to be selected changing it from '**RED No**' to '**GREEN Yes**'. This lets equineGenie know that the scheduled maintenance was completed.

⑨ **Selection** of the '*Vehicle's Date Maintenance Schedule'* will enable the Date Scheduled Maintenance information to be viewed, exported and/or printed.

⑩ **Selection** of the '*Vehicle's Mileage Maintenance Schedule'* will enable the Mileage Scheduled Maintenance information to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

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Business Operations – Vehicle Insurance

Path: Home: Business Operations: Transportation: Insurance

There is a prerequisite required. At least one vehicle must have been previously setup.

Think/Plan before you setup a vehicle's insurance! A vehicle's insurance can be from multiple providers and have different insurance coverage from the same provider.

① **Select** a Vehicle from the Select Vehicle dropdown whose insurance coverage will be entered.

② To **Enter** an Insurance Provider, select [New Insurance Provider] from the Insurance Provider dropdown, then click in the Insurance Provider dropdown and enter the provider.

Note: equineGenie remembers previous Insurance Providers. The previous Insurance Providers will be displayed in the dropdown and available for selection.

③ **Enter** the Insurance Provider's contact information.

④ An Insurance Provider's contact information can be added to equineGenie's address book by **selecting** the Add To Address Book button.

Note: The Insurance Provider's information added to the system's address book is the contact information entered on this screen. The address book screen provides for additional

information. If addition information needs to be added it can be added on the address book screen. *Path – Home: Calendar Contacts: Contacts: Address Book.*

⑤ To **Enter** the Insurance Coverage, select [New Insurance Coverage] from the Insurance Coverage dropdown, click in the Insurance Coverage dropdown and enter the coverage.

Note: equineGenie remembers previous Insurance Coverage entries. The previous Insurance Coverage entries will be displayed in the dropdown and available for selection.

⑥ **Enter** the insurance coverage Policy Number in the Policy # box.

⑦ **Enter** the Amount of the insurance coverage in the Amount box.

⑧ **Enter** the Insurance Coverage Effective Date in the Insurance Date box. The Date can be entered by selecting the Date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

⑨ **Select** the insurance coverage Renewal Frequency from the Renewal Frequency dropdown. equineGenie will calculate a reminder to renew the insurance coverage using the Insurance Coverage effective Date and the Renewal Frequency selection.

⑩ **Enter** the insurance coverage cost in the Cost box. To complete the insurance financial transaction select the **Red $** button beside the Cost box. **Selection** of the **Red $** will display the **Payment Method popup**. *The Payment Method is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

Note: On all **Payment By popup** screens, selecting the **Green Pay** button will complete the financial transaction for the insurance and redisplay vehicle Insurance screen. *The Pay button is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

❶ Additional insurance coverage can be entered for the selected vehicle by selecting **Additional Coverage**. Selecting **Additional Coverage** will enter and clear the previous coverage so the additional coverage can be entered.

❷ **If you need to remove an Insurance Coverage**, it can be removed by displaying the vehicle's coverage information and selecting the **Remove Selected Insurance (Caution)! Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the vehicle insurance coverage.

Note: Read the '**RED**' Genie Note beside the **Remove Selected Insurance (Caution)!** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected insurance coverage. Removing an Insurance Coverage will completely remove the selected coverage from equineGenie. Caution should be taken when removing coverage. Understand that any previous transactions involving the coverage being removed could be unavailable.

❸ **Select Enter to complete a Vehicle Insurance setup and exit the screen**.

❹ **Selection** of the 'View *Vehicle's Insurance'* will enable the selected Vehicle's insurance to be viewed, exported and/or printed.

❺ **Selection** of the 'View *All Vehicle Insurance*' will enable all the Vehicles insurance to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

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Business Operations – Vehicle Use (Trip Log)

Path: Home: Business Operations: Transportation: Vehicle Use (Trip Log)

There is a prerequisite required. At least one vehicle must have been previously setup.

Think/Plan before you enter your business's vehicles use! A Vehicle's use information is for mileage tracking and creating a trip log.

Note: The destination along with the starting and ending odometer readings are used to create a vehicle trip log and calculate the vehicle's mileage per trip and total mileage.

① **Select** a Vehicle from the Select Vehicle dropdown whose use will be entered.

② **Enter** the Vehicle's Use Start Date and Time. The Date and Time is entered by selecting the Date from the calendar icon. The time entered with the date is your computer's current time. To change the time, mouse over the time and enter the correct Start Time.

③ **Enter** the Vehicle's Use Finish Date and Time. The Date and Time is entered by selecting the Date from the calendar icon. The time entered with the date is your computer's current time. To change the time, mouse over the time and enter the correct Finish Time.

④ **Enter** the vehicle's Destination by clicking in the Destination dropdown and entering the destination.

Note: equineGenie remembers previous Destination entries. The previous Destination entries will be displayed in the dropdown and available for selection.

⑤ **Enter** the vehicle's Destination Purpose by clicking in the Purpose dropdown and entering the purpose.

Note: equineGenie remembers previous Purpose entries. The previous Purpose entries will be displayed in the dropdown and available for selection.

⑥ **Enter** the vehicle's Starting Odometer reading in the Starting Odometer box.

⑦ **Enter** the vehicle's Ending Odometer reading in the Ending Odometer box.

Note: The odometer readings must be entered each time a vehicle is used so that equineGenie can calculate the vehicle's total cost per mile of use.

Note: equineGenie uses the Starting and Ending odometer entries to calculate the use mileage and use cost per mile.

⑧ **If you need to remove a vehicle use**, it can be removed by displaying the vehicle's use information and selecting the **Remove Selected Vehicle Use Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the vehicle use.

Note: Read the '**RED**' Genie Note beside the **Remove Selected Vehicle Use** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected vehicle use. Removing a Vehicle Use will completely remove the selected use from equineGenie.

⑨ **Select Enter to complete a Vehicle Use Entry and exit the screen**.

⑩ **Selection** of the '*Vehicle's Use Current Year*' will enable the selected Vehicle's current year use to be viewed, exported and/or printed.

❶ **Selection** of the '*Vehicle's Use Previous Year*' will enable the selected Vehicle's previous year use to be viewed, exported and/or printed.

❷ **Selection** of the '*Vehicle's Use Summary Current Year*' will enable a summary of the selected Vehicles current year to be viewed, exported and/or printed.

❸ **Selection** of the '*Vehicle's Use Summary Previous Year*' will enable a summary of the selected Vehicles previous year to be viewed, exported and/or printed.

❹ **Selection** of the '*Destination Use Current Year*' will enable a the selected Vehicles current year destinations to be viewed, exported and/or printed.

❺ **Selection** of the 'All *Vehicle Use*' will enable all the Vehicles use to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

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Business Operations – Vehicle Fuel

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There is a prerequisite required. At least one vehicle must have been previously setup.

Think/Plan before you enter a vehicle's fuel! A Vehicle's fuel information is used to track, measure and manage a vehicle's fuel use and cost, and to calculate its per mile expense.

Note: The odometer readings and the fuel quantity purchased must be entered each time fuel is purchased so that equineGenie can calculate the vehicle's cost per mile of use.

① **Select** a Vehicle from the Select Vehicle dropdown whose fuel will be entered.

② **Enter** the Vehicle's Fuel Date and Time. The Date and Time is entered by selecting the Date from the calendar icon. The time entered with the date is your computer's current time. To change the time, mouse over the time and enter the correct Start Time.

Note: equineGenie does not use or report the time fuel is purchased so the correct fuel's purchase time is the users choice.

③ **Enter** the vehicle's Odometer Reading in the Odometer Reading box.

Note: The odometer readings must be entered each time fuel is purchased so that equineGenie can calculate the vehicle's cost per mile of use.

④ **Select** the Type Of Fuel purchased from the Type Of Fuel dropdown.

⑤ **Enter** the quantity of fuel purchase in the Fuel Quantity box.

Note: The Fuel Quantity must be entered each time fuel is purchased so that equineGenie can calculate the vehicle's cost per mile of use.

⑥ **Enter** the Fuel Supplier by clicking in the Fuel Supplier dropdown and entering the supplier.

Note: equineGenie remembers previous Fuel Suppliers. The previous Fuel Supplier entries will be displayed in the dropdown and available for selection.

⑦ **Enter** the Fuel Cost in the Cost box. To complete the Fuel Cost financial transaction select the **Red $** button beside the Cost box. **Selection** of the **Red $** will display the **Payment Method popup**. *The Payment Method is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

Note: On all **Payment By popup** screens, selecting the **Green Pay** button will complete the financial transaction for the Fuel Cost and redisplay Vehicle Fuel screen. *The Pay button is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

⑧ **If you need to remove a fuel purchase**, it can be removed by displaying the fuel purchase and selecting the **Remove Selected Fuel Purchase Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the vehicle use.

Note: Read the 'RED' Genie Note beside the **Remove Selected Fuel Purchase** button. The 'RED' Genie Note will explain what conditions must be met to remove the selected fuel purchase. Removing a fuel purchase will completely remove the selected purchase from equineGenie.

⑨ **Select Enter to complete a Vehicle's Fuel Entry and exit the screen**.

⑩ **Selection** of the '*Vehicle's Fuel Usage'* will enable the selected Vehicle's fuel usage to be viewed, exported and/or printed.

❶ **Selection** of the '*All Vehicles Fuel Usage*' will enable all the business's vehicles fuel usage to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

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Path: Home: Business Operations: Transportation: Vehicle Maintenance

There is a prerequisite required. At least one vehicle must have been previously setup and have had maintenance scheduled.

Think/Plan before you enter a vehicle's schedule maintenance! In most cases the vehicle's maintenance screen will be displayed by executing a maintenance reminder. If the vehicle maintenance screen is displayed from a reminder the vehicle, the current date and the maintenance to be done will be displayed.

Note: The odometer readings must be entered each time maintenance is done on a vehicle so that equineGenie can calculate the vehicle's total cost per mile.

① **Select** a Vehicle from the Select Vehicle dropdown whose Scheduled Maintenance will be entered.

Note: The selected vehicle must have had some scheduled maintenance previously scheduled on the vehicle Maintenance Schedules screen.

Note: If the scheduled maintenance is the result of a maintenance reminder being executed, when the vehicle maintenance screen is displayed the vehicle will be displayed in the Select Vehicle dropdown.

② **Enter** the Maintenance Date in the Insurance Date box. The Date can be entered by selecting the Date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

Note: If the scheduled maintenance is the result of a maintenance reminder being executed, when the vehicle maintenance screen is displayed the current date will be displayed in the Maintenance Date dropdown.

③ **Enter** the vehicle's Odometer Reading in the Odometer Reading box.

Note: The odometer readings must be entered each time maintenance is done so that equineGenie can calculate the vehicle's total cost per mile of use.

④ **Enter** the vehicle's Maintenance by clicking in the Maintenance dropdown and entering the maintenance done.

Note: equineGenie remembers previous Maintenance entries. The previous Maintenance entries will be displayed in the dropdown and available for selection.

Note: If the scheduled maintenance is the result of a maintenance reminder being executed, when the vehicle maintenance screen is displayed the Maintenance to be done will be displayed in the Maintenance dropdown.

⑤ **Enter** who performed the vehicle's Maintenance by clicking in the Maintenance By dropdown and entering who did the maintenance.

Note: equineGenie remembers previous Maintenance By entries. The previous Maintenance By entries will be displayed in the dropdown and available for selection.

⑥ **Enter** the Maintenance Cost in the Maintenance Cost box. To complete the Maintenance Cost financial transaction select the **Red $** button beside the Maintenance Cost box. **Selection** of the **Red $** will display the **Payment Method popup**. *The Payment Method is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

Note: On all **Payment By popup** screens, selecting the **Green Pay** button will complete the financial transaction for the Maintenance Cost and redisplay Vehicle Maintenance screen. *The Pay button is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

⑦ Additional maintenance on the same date can be entered for the selected vehicle by selecting **Additional Maintenance Same Date**. Selecting **Additional Maintenance Same Date** will enter and clear the previous maintenance so the additional maintenance can be entered.

⑧ A vehicle's total maintenance cost is displayed.

⑨ **If you need to remove a scheduled maintenance**, it can be removed by displaying the vehicle's maintenance information and selecting the **Remove Selected Scheduled Maintenance Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the maintenance.

Note: Read the '**RED**' Genie Note beside the **Remove Selected Scheduled Maintenance** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected vehicle's scheduled maintenance. Removing a Scheduled Maintenance will completely remove the selected vehicle's scheduled maintenance from equineGenie.

⑩ **Select Enter to complete a Vehicle's Maintenance Entry and exit the screen**.

❶ **Selection** of the 'View *Vehicle Maintenance YTD'* will enable the selected Vehicle's maintenance year to date to be viewed, exported and/or printed.

❷ **Selection** of the 'View All *Vehicle Maintenance YTD*' will enable all the business's vehicle maintenance year to date to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

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Business Operations – Vehicle Repairs

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There is a prerequisite required. At least one vehicle must have been previously setup.

Think/Plan before you enter a vehicle's repair! A vehicle's repairs are included in the vehicle's total cost per mile.

Note: The odometer readings must be entered each time a repair is done on a vehicle so that equineGenie can calculate the vehicle's total cost per mile.

① **Select** a Vehicle from the Select Vehicle dropdown whose Repair will be entered.

② **Enter** the Repair Date in the Repair Date box. The Date can be entered by selecting the Date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

③ **Enter** the vehicle's Odometer Reading in the Odometer Reading box.

Note: The odometer readings must be entered each time repairs are done so that equineGenie can calculate the vehicle's total cost per mile of use.

④ **Enter** the vehicle's Repair by clicking in the Repair dropdown and entering the repair.

Note: equineGenie remembers previous Repair entries. The previous Repair entries will be displayed in the dropdown and available for selection.

⑤ **Enter** who performed the vehicle's Repair by clicking in the Repair By dropdown and entering who did the repair.

Note: equineGenie remembers previous repair By entries. The previous Repair By entries will be displayed in the dropdown and available for selection.

⑥ **Enter** the Repair Cost in the Repair Cost box. To complete the Repair Cost financial transaction select the **Red $** button beside the Repair Cost box. **Selection** of the **Red $** will display the **Payment Method popup**. *The Payment Method is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

Note: On all **Payment By popup** screens, selecting the **Green Pay** button will complete the financial transaction for the Repair Cost and redisplay Vehicle Repair screen. *The Pay button is explained in the Genie Academy: Training: Financial: Deposit and Payment Method training document.*

⑦ Additional repair on the same date can be entered for the selected vehicle by selecting **Additional Repairs Same Date**. Selecting **Additional Repairs Same Date** will enter and clear the previous repair so the additional repair can be entered.

⑧ A vehicle's total repair cost is displayed.

⑨ **If you need to remove a repair**, it can be removed by displaying the vehicle's repair information and selecting the **Remove Selected Vehicle Repair Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the maintenance.

Note: Read the '**RED**' Genie Note beside the **Remove Selected Vehicle Repair** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected vehicle's repair. Removing a Repair will completely remove the selected vehicle's repair from equineGenie.

⑩ **Select Enter to complete a Vehicle's Repair Entry and exit the screen**.

❶ **Selection** of the '*Vehicle's Repair*' will enable the selected Vehicle's repairs to be viewed, exported and/or printed.

❷ **Selection** of the 'All *Vehicles repair*' will enable all the business's vehicle repairs to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

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Business Operations – Transportation Services

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There is a prerequisite required. At least one vehicle must have been previously setup.

Think/Plan before you enter a vehicle's transportation services! A vehicle's transportation services are included in the vehicle's total income.

Note: The odometer readings must be entered each time a vehicle's service is provided so that equineGenie can calculate the vehicle's total income per mile.

① **Select** a Vehicle from the Select Vehicle dropdown whose Transportation Service will be entered.

② To **Enter** a Customer, select [New Customer] from the Select / Enter Customer dropdown, then click in the Select / Enter Customer dropdown and enter the customer. Any previously entered customers will be displayed in the Select / Enter Customer dropdown aand can be selected without having to enter a new customer.

③ **Enter** the Service Date in the Service Date box. The Date can be entered by selecting the Date from the calendar icons or entering the date format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

④ **Enter** the Service provided by clicking in the Service dropdown and entering the transportation service.

Note: equineGenie remembers previous Service entries. The previous Service entries will be displayed in the dropdown and available for selection.

⑤ **Enter** the vehicle's Starting Location by clicking in the Starting Location dropdown and entering the location.

Note: equineGenie remembers previous Starting Location entries. The previous Starting Location entries will be displayed in the dropdown and available for selection.

⑥ **Enter** the vehicle's Destination by clicking in the Destination dropdown and entering the destination.

Note: equineGenie remembers previous Destination entries. The previous Destination entries will be displayed in the dropdown and available for selection.

⑦ **Enter** the vehicle's Starting Odometer reading in the Starting Odometer box.

⑧ **Enter** the vehicle's Ending Odometer reading in the Ending Odometer box.

Note: The odometer readings must be entered each time a service is provided so that equineGenie can calculate the vehicle's total income per mile of service.

Note: equineGenie uses the Starting and Ending odometer entries to calculate the transportation service mileage. equineGenie then multiplies the mileage by the vehicle's hire rate to compute the selected vehicle's transportation service income. A vehicle's hire rate is the rate entered when the vehicle was setup.

⑨ **If you need to remove a vehicle service**, it can be removed by displaying the vehicle's service information and selecting the **Remove Selected Vehicle Service Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the vehicle service.
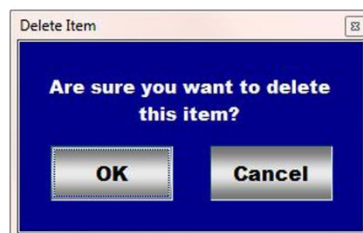
Note: Read the '**RED**' Genie Note beside the **Remove Selected Vehicle Service** button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected vehicle service. Removing a Vehicle Service will completely remove the selected vehicle's service from equineGenie.

⑩ **Select Enter to complete a Vehicle Transportation Service Entry and exit the screen**.

❶ **Selection** of the '*Vehicle Transportation Service Income'* will enable the selected Vehicle's current year service income to be viewed, exported and/or printed.

❷ **Selection** of the '*Transportation Service Incomer*' will enable the business's vehicles transportation service income to be viewed, exported and/or printed.

Information: Many more vehicle reports are available in the Executive Summary: Business Summary section. *Path – Home: Executive Summary: Business Summary: Vehicles.*

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