Entering Maintenance Activities
in ORMS for CAP Vehicles

It is the responsibility of the vehicle crew chief to enter maintenance activities in the vehicle's ORMS record. This is a simple process that requires a computer with internet access, a scanner or camera, and a few minutes of time.

The first step is to scan or take a photo of the receipt and/or paperwork. If you used the Navigator/MX card, a scan/photo of the receipt is required in addition to any other paperwork. Ideally, you should attach the MX card receipt to the other paperwork.

Next, log into Eservices, got into ORMS, and pull up your vehicle file. For the purposes of this job aid I will be using 05776 and entering washing the truck.

After pulling up the vehicle file, go to the "Maintenance" tab.

Clicking on this tab brings up the section you can enter the maintenance information and the maintenance history of the vehicle.

ORMS - Maintenance - Vehicles

eServices | Sign Out | Lt Col Andrew G. Rajca

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Item Information

Noun 4X4 SUV/Pickup	**Make** Chevrolet	**Model** Silverado
Serial Number 1GCHK23U23F147560	**Organization** RMR-CO-001	**Property Tag** 05776
Source DOD-Funded	**Condition** Serviceable	**Acquisition Cost** $29,992.70

Acquisition Date 22 Nov 2002

CAP Vehicle ID 05776

Description

*Performed By and Invoice Number | *Date of Maintenance | *Maintenance Cost

*Man Hours or Labor Cost | *Parts | Remarks and Next Maintenance Due

Document to Upload (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

Browse...

Submit

Previous Maintenance

Performed By/Invoice Number	Maint. Date	Parts List	Man Hours/Labor Costs	Cost	Remarks/Next Maintenance Due	
Grease Monkey 5593	30 Sep 2017	Filter & fluids	1.00	$98.98		Edit Delete
Adrew Rajca	07 Sep 2017	Right hand wiper arm	1.00	$27.99	Current arm has internal leak. Washer fluid hose is internal to the arm.	Edit Delete
Andrew Rajca	02 Aug 2017	Battery	1.00	$149.00	Replaced battery testing as marginal. 87991 miles.	Edit Delete
Grease Monkey 2454	05 Jun 2017	Filter, fluids.	1.00	$80.98	PM due 88148	Edit Delete
Dependable Auto Glass	05 Jun 2017	Windshield	1.00	$256.95		Edit Delete
Napa Auto Parts invoice 887600	17 May 2017	towing mirrors	0.00	$50.98		Edit Delete
Napa Auto Parts/ 500001217	11 May 2017	Mass Air Flow Sensor cleaner	0.00	$8.73		Edit Delete
Andrew Rajca	10 Feb 2017	None	1.00	$5.00	Wash vehicle	Edit Delete
Andrew Rajca - none	05 Feb	Air Filter	0.50	$24.49	Crew chief changed air filter - $20 cost savings	Edit Delete

Fill in the fields with the asterisk (*). These are required fields. Make sure to detail the services that were done in the Remarks and Next Maintenance Due section. Standard service can be entered as LOF (Lube, oil, filter). This will cover the oil filter. Any additional filters, such as air or fuel filters, that were replace should be noted, as well as any recommended services. Also note if the tires were rotated.

Filled out for the vehicle wash, it looks like this:

ORMS - Maintenance - Vehicles

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Serial Number 1GCHK23U23F147560	**Organization** RMR-CO-001	**Property Tag** 05776
Source DOD-Funded	**Condition** Serviceable	**Acquisition Cost** $29,992.70

Acquisition Date 22 Nov 2002

CAP Vehicle ID 05776

Description

*Performed By and Invoice Number: Andrew Rajca | *Date of Maintenance: 15 Oct 2017 | *Maintenance Cost: 4.00

*Man Hours or Labor Cost: 1 | *Parts: None | Remarks and Next Maintenance Due: Washed vehicle

Document to Upload (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

Browse...

Submit

As there is no receipt, there is nothing to upload. If you do have a receipt, click on the "Browse" button and navigate to the file on your computer. Select the file and click "Open". This will upload the file to ORMS once you click "Submit".

Your newly entered maintenance activity should now show up in the "Previous Maintenance" list:

If you used the MX card to pay for the maintenance (which is what you should use for 99% of it), email the receipt to the Wing Administrator, Mr. Ian Carman.

The only routine maintenance item not covered by the MX card is washing the vehicle.

Remember to make sure your CAPF 73 has been updated to include this maintenance.