Transportation Job Aid #3 How to enter vehicle usage in ORMS

It is the responsibility of each vehicle crew chief to enter their vehicle's monthly usage into ORMS by the 5th of the following month. Completing this requires access to ORMS, the vehicle's CAPF 73, and a scanner or camera.

The first step is to complete the CAPF 73 for the month. This includes entering the end of month mileage from the odometer and totaling the usage. More detailed information is available in the "Filling out the CAPF 73" job aid on the COWG transportation webpage.

The next step is to scan or that a picture of the CAPF 73. This should be saved as a .pdf file. The Vehicle Usage Entry application will only accept .pdf, .doc. or .docx documents for uploading. It will not accept .jpg, .png, or any other format.

With the CAPF 73 electronically saved, log into Eservices and go to the Operational Resources Management System (ORMS). In the left hand column, you'll find "Vehicle Usage Entry" under the "Vehicles" bar.



The Vehicle Usage Entry application will come up with the vehicle assigned to your unit ready for entry. If you have a wing vehicle, you'll need to select "RMR-CO-001" from the Reg-Wng-Unit drop down and then select the appropriate vehicle once the page refreshes. The date should already be selected.

Referring to the Time and Vehicle Usage Data section of the CAPF 73, enter the totals in the appropriate boxes in the application.

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About ORMS Home / Items Awaiting Overview / News Set Default Home Page Aircraft Search Aircraft	Please select an organization. Then, select the Field ID of the vehicle y Vehicle Usage Entry And Reports Instructions *Reg-Wng-Unt [RMR-CO-001]	you are wanting to upd	late. The current usage	entry month is selected. If an u	pdate is required for a	a month other than the current	month, please se	lect a Da	te from the	list.					
Conduct Inventory Search Checklists	*Field ID 05776 ~														
Comm Gear Search Comm Gear Conduct Inventory Revalidate Ind Jasues	*Date 10/2017 ~ Use highlighted date for current entry														
Add New Comm Gear	Field ID: 05776 Year: 2003			Form 73 Uploaded for the selected vehicle (One Year)											
Supplies and	Owner: RMR-CO-001 VTN: 1GCHK23U23E147560	Make: Chevrolet Model: Silverado		File		Date Added									
Equipment	Occupants:6	Type: 4X4 SUV/Pick	up	Form73_2017-10-01.pdf	View File	03 Nov 2017 14:59:55									
Search Supplies and	-			Form73_2017-09-01.pdf	View File	30 Sep 2017 15:11:32									
Equipment	Note: Enter Number of Hours (rounded up)			Form73_2017-08-01.pdf	Vew Fie	05 Sep 2017 12:55:50									
Conduct Inventory				Form/3_2017-07-01.pdf	View File	02 Aug 2017 20:07:52									
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Vehicles				Form73 2016-11-01 pdf	View File	04 Dec 2016 21:03:57									
Vehicle Search	Description:			Form73_2014-12-01_pdf	View File	08 Sep 2015 12:37:08									
Conduct Inventory				Form73 2014-08-01.pdf	View File	08 Sep 2015 12:39:34									
Vehicle Usage Entry	Form 72 Unload (DDE or Word)			Torribo orbai	The state of the s	00 500 2015 12:55:51									
Other Property Expendable Property	Browse No file selected.			To save a file to your computer, righ If you are having trouble opening file	ht click (Ctrl + Click) the Vi les in Internet Explorer: Go	ew File link and choose Save Target As. to Tools> Internet Options, Click the	e Advanced Tab, Scro	I down to	the Security s	action, an	id make su	ure that th	e Do not sa	ive	
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As you enter the usage, the Grand Total field will update automatically. The application will only take whole numbers for the usage. Therefore, you will need to round up the hours to the next whole number, i.e. 32.4 hours gets rounded up to 33 hours.

After you've entered the usage, enter the month end odometer reading. If you have any issues or significant impacts to the usage, enter that in the "Description" field. This can include such things as Encampment or NCSA support, major repairs completed, or vehicle not used due to weather.

Click on the "Browse" button under "Form 73 Upload". A file explorer window will open and you will need to find and select the CAP 73 you scanned earlier. The file name you assign does not matter as the application will change the name in ORMS. As you can see above, all the uploaded CAPF 73's have the same name in ORMS. When you've selected the file, click on "Open" in the file explorer window, which will send the file to ORMS and close.

The last step is to click the "Update" button which will save the information you just entered.

You should get a pop-up box saying the vehicle information has been updated.