

ORMS - Vehicles - Usage Entry

Please select an organization.
Then, select the Field ID of the vehicle you are wanting to update. The current usage entry month is selected. If an update is required for a month other than the current month, please select a Date from the list.
[Vehicle Usage Entry And Reports Instructions](#)

*Reg-Wing-Unit: RMR-CO-001

*Field ID: 05776

*Date: 10/2017
Use highlighted date for current entry

Field ID: 05776 Year: 2003
Owner: RMR-CO-001 Make: Chevrolet
VIN: 1GCHK23U23F147560 Model: Silverado
Occupants: 6 Type: 4X4 SUV/Pickup

Note: Enter Number of Hours (rounded up)

	Admin	Cadet Activities	Mission Support	Other	Grand Total
No. Times Used:	4	3	0	3	10
No. Hours Used:	33	20	0	3	56

*Odometer Reading: 91790

Description:

Form 73 Upload (PDF or Word):
Browse... No file selected.

Update

Form 73 Uploaded for the selected vehicle (One Year)

File	Date Added
Form73_2017-10-01.pdf	02 Nov 2017 14:59:55
Form73_2017-09-01.pdf	30 Sep 2017 15:11:32
Form73_2017-08-01.pdf	05 Sep 2017 12:55:50
Form73_2017-07-01.pdf	02 Aug 2017 20:07:52
Form73_2017-06-01.pdf	01 Jul 2017 19:53:25
Form73_2017-05-01.pdf	31 May 2017 20:30:44
Form73_2017-04-01.pdf	05 May 2017 23:15:31
Form73_2017-03-01.pdf	03 Apr 2017 15:23:32
Form73_2017-02-01.pdf	03 Mar 2017 15:26:29
Form73_2017-01-01.pdf	05 Feb 2017 10:15:10
Form73_2016-12-01.pdf	01 Jan 2017 15:34:24
Form73_2016-11-01.pdf	04 Dec 2016 21:03:57
Form73_2014-12-01.pdf	08 Sep 2015 12:37:08
Form73_2014-08-01.pdf	08 Sep 2015 12:39:34

To save a file to your computer, right click (Ctrl + Click) the View File link and choose Save Target As.
If you are having trouble opening files in Internet Explorer: Go to Tools -> Internet Options, click the Advanced Tab, Scroll down to the Security section, and make sure that the Do not save encrypted pages to disk is CHECKED

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.