



## Unit Availability

### User Guide

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# Unit Availability - User Guide

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# 1. Introduction

The Unit Availability Module provides users with the ability to track when units are in or out of service and/or available for use.

## About this Guide

This guide consists of the following sections:

- Availability Frames
- User Privileges
- Operational Entity Groups
- System Flags
- Codes
- Queries

## 2. Availability Frames

The M5 Fleet Management System includes a module for checking vehicle availability or Unit Availability. This process is performed through a series of pages, or frames:

- Availability Unit Status
- Availability Requirements
- Availability Status Codes
- Availability Line Codes
- Availability Status Query
- Availability Line Query
- Availability Required Query
- Availability Requirement Query
- Operational Class Codes
- Operational Entity Groups
- Availability Current Status Query
- Availability Disposition Codes
- Availability Unit Confirmation
- Availability Confirmation Query
- Availability Status History Query

## Availability Unit Status

The Availability Unit Status frame allows you to view and maintain availability information for any unit that has an Operational Class Code. For additional information, refer to the help file.

SAVE UNDO REFRESH DELETE FIND RELATED ▾

### Availability Unit Status

Unit Information

Unit:


Operational Entity:

Operational Class:

Operational Status:


Disposition Code:

Effective Date:



Est. Days OOS:

Est. Complete Date:



Comment:

Parking Location:

Parking Spot:

Spare:

☐

## Availability Requirements

The Availability Requirements frame designates the number of units required (by class) for a particular entity, at a specific time. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Requirements

Requirement Information

Operational Entity:

Operational Class:

Operational Line:

Line Time:

Effective Date:

Quantity Required:

E-Mail Address:



## Availability Status Codes

The Availability Status Codes frame allows you to create and maintain a set of codes that indicate a unit's current availability. The three-character Status Code includes an Availability Disposition Code and is a critical component of the Unit Availability Module. For additional information, refer to the help file.

SAVE
UNDO
REFRESH
DELETE
FIND

### Availability Status Codes

Status Code Maintenance (Loaded 24 records)

Status	Disposition Code	Description	Wait For Mate Flag	Disabled
AAA	1	Avail Code AAA - Disp = 1	<input type="checkbox"/>	<input type="checkbox"/>
AIN	1	Available If Needed	<input type="checkbox"/>	<input type="checkbox"/>
AVL	1	Available	<input type="checkbox"/>	<input type="checkbox"/>
BBB	1	Avail Code BBB Disp = 1	<input type="checkbox"/>	<input type="checkbox"/>
DWN	5	UNIT DOWN	<input type="checkbox"/>	<input type="checkbox"/>
EXP	2	express	<input type="checkbox"/>	<input type="checkbox"/>
LDO	3	Lot Down	<input type="checkbox"/>	<input type="checkbox"/>
MOV	3	Moves	<input type="checkbox"/>	<input type="checkbox"/>
MRR	2	Minor Running Repairs	<input type="checkbox"/>	<input type="checkbox"/>
NEW	4	new test	<input type="checkbox"/>	<input type="checkbox"/>
OFD	3	Off-Road Down	<input type="checkbox"/>	<input type="checkbox"/>
OFF	1	Offsite	<input type="checkbox"/>	<input type="checkbox"/>
OOS	3	minor repair	<input type="checkbox"/>	<input type="checkbox"/>
OPS	3	major repair	<input type="checkbox"/>	<input type="checkbox"/>
OSC	3	Out Of Service	<input type="checkbox"/>	<input type="checkbox"/>
PSD	3	Police Street Down	<input type="checkbox"/>	<input type="checkbox"/>

## Availability Line Codes

Availability Line Codes are used to set up the number of times throughout the day that a user may check available units in the fleet. It also sets the earliest time that the confirmation counts can be made for that line. For additional information, refer to the help file.

SAVEUNDOREFRESHDELETEFIND

### Availability Line Codes

Line Code Maintenance (Loaded 4 records)

Line	Confirm Time	Line Time	Description
AM	01:00:00	03:00:00	AM LINE
EARLY	09:00:00	12:00:00	EARLY SHIFT
EVE	12:00:00	15:00:00	EVENING SHIFT
PM	13:00:00	18:00:00	PM LINE

## Availability Status Query

The Availability Status Query allows you to search for, and view Unit Operational Status History by Operation Entity or Group. For additional information, refer to the help file.

SAVEUNDOREFRESHDELETEFIND

### Availability Status Query

History Information

Operational Entity: ▾

Unit Number:

Operational Class:

Maint Location:

Query By:

None ▾ Select one to provide more query information

Clear

Retrieve

Unit Operational Status History (Loaded 0 records)

Unit No	Operational Entity	Operational Class	Operational Status	Operational Code	Effective Date	Login User
---------	--------------------	-------------------	--------------------	------------------	----------------	------------

## Availability Line Query

The Availability Line Query frame allows you to search for, and view, the Operational Line Requirement history for a selected Operational Entity or Group and Class by Line or Date. For additional information, refer to the help file.

SAVE UNDO REFRESH DELETE FIND

### Availability Line Query

History Information

Operational Entity: ▾

Operational Class:

Query By:

None ▾

Select one to provide more query information

Clear Retrieve

Operational Line Requirement History (Loaded 0 records)

Operational Entity	Operational Line	Line Time	Operational Class	Effective Date	Units Required
--------------------	------------------	-----------	-------------------	----------------	----------------

## Availability Required Query

The Availability Required Query frame allows you to search for, and view, the number of units required, versus the number of units available per Entity, Line, and Class. For additional information, refer to the help file.

SAVE UNDO REFRESH DELETE FIND

### Availability Required Query

History Information

Operational Entity: ▼

Operational Class:

Operational Line:

Line Time:

From Date:

To Date:

Show Weekday Only?

No ▼

Show Deficiency Only?

No ▼

Clear

Retrieve

Operational Units Requirement and Availability Query (Loaded 0 records)

Oper Entity	Oper Class	Date	Day Of Week	Oper Line	Line Time	Confirm Time	Units Required	Units Avail
-------------	------------	------	-------------	-----------	-----------	--------------	----------------	-------------

## Availability Requirement Query

The Availability Requirement Query allows you view the detailed requirement information for a certain Operational Entity or Group. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Requirement Query

History Information

Operational Entity: ▾

Operational Class:

Operational Line:

Line Time:

Effective Date:

⌚

Clear

Retrieve

Operational Line Requirements (Loaded 0 records)

Oper Entity	Oper Line	Line Time	Oper Class	Class Description	Effective Date	Units Required
-------------	-----------	-----------	------------	-------------------	----------------	----------------

## Operational Class Codes

Operational Class Codes are user-defined codes that classify the different types of equipment that will be tracked using the Unit Availability Module. A unit must have an Operational Class Code assigned to it on Unit Main to track it using Unit Availability. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Operational Class Codes

Class Code Maintenance (Loaded 18 records)

Class	Description	Disabled
ADR	Test Class	<input type="checkbox"/>
ADRTS	Test EDM	<input type="checkbox"/>
BWHL	Bus w/wheelchair lift	<input type="checkbox"/>

## Operational Entity Groups

The Operational Entity Groups frame allows you to create and maintain Operational Entity Groups to assign to user roles. They are used in much the same way as Location Groups (for example, for querying or reporting purposes and restricting user access).

Operational Entity Groups are used in the Unit Availability module. For additional information, refer to the help file.

The screenshot shows a web application interface for managing Operational Entity Groups. At the top, there is a toolbar with buttons: **SAVE** (blue), **UNDO** (grey), **REFRESH** (blue), **DELETE** (grey), **FIND** (grey), and **RELATED** (grey with a dropdown arrow). Below the toolbar is the main heading **Operational Entity Groups**. Underneath this heading is a section titled **Operational Entity Group Maintenance** which contains a text input field labeled **Operational Entity Group:**. Below the input field is a horizontal tab bar with two tabs: **Operational Entities** (active, blue) and **Roles** (grey). Below the tabs is a table titled **Assigned Operational Entity Groups (Loaded 0 records)**. The table has two columns: **Operational Entity** and **Description**. The table is currently empty. A small blue icon is visible in the bottom right corner of the table area.

## Availability Current Status Query

The Availability Current Status Query allows you to search for and view the status of units for a selected Operational Entity or Group. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

MORE ▾

### Availability Current Status Query

History Information

Operational Entity: ▾

Operational Class:

Operational Status:

Disposition Code:

ANY ▾

Current Job Maint Loc:

Exclude Available:

☐

Clear

Retrieve

Total Information

Units currently UNAVAILABLE:

Operational Unit Current Status History (Loaded 0 records)

Unit No	Entity Description	Operational Class	Operational Status	Disposition Code	Days OOS Effective Date	Work Order Open Date	Work Order Maint Loc	Current Job	Status Comments	Login User
---------	--------------------	-------------------	--------------------	------------------	-------------------------	----------------------	----------------------	-------------	-----------------	------------

## Availability Disposition Codes

Availability Disposition Codes are one-character codes assigned to Availability Status Codes for reporting purposes. You can create up to 10 Availability Disposition Codes. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Disposition Codes

Disposition Codes (Loaded 8 records)

Code	Description	Disabled
0	No Disposition	<input type="checkbox"/>
1	Available	<input type="checkbox"/>
2	OOS Onsite Priority A	<input type="checkbox"/>

## Availability Unit Confirmation

The Availability Unit Confirmation frame allows you to confirm the number of units that are out of service for the selected Operational Entity, Operational Line, and Confirm Date. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Unit Confirmation

History Information

Operational Entity:

Operational Line:

Confirm Date:

User ID:

Password:

Units Out Of Service:

## Availability Confirmation Query

The Availability Confirmation Query allows you to search for and view all operational entities and their respective confirmation times for a selected Operational Line, Rollup Entity, or Confirm Date. You may also filter on a combination of the three. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Confirmation Query

History Information

Operational Line:

Rollup Entity:

Confirm Date:

Clear

Retrieve

Confirmed and Unconfirmed Operational Entities (Loaded 0 records)

Oper Entity	Entity Description	Confirm Time	User	Status
-------------	--------------------	--------------	------	--------



## Availability Status History Query

The Availability Status History Query frame allows you to search for and view the Operational Status History for a specific unit number. For additional information, refer to the help file.

SAVE UNDO REFRESH DELETE FIND

### Availability Status History Query

History Information

Unit:

Operational Entity:

Operational Class:

Filter by Operational Entity and Class:

☒

Operational Status:

Disposition Code:

ANY

Effective Date:

Work Order No:

Clear Retrieve

Operational Status History (Loaded 0 records)

Oper Status	Disp Code	Status Description	WO No.	Unit No.	Effective Date	Comments	
-------------	-----------	--------------------	--------	----------	----------------	----------	--

### 3. User Privileges

There are five user privileges that are independent of each other. For example, if the user only has the UNITAVAIL-COMMENTS privilege, then all they can do is update the comments. However, if the user has both UNITAVAIL-COMMENTS and UNITAVAIL-OPERSTAT, then the user has the privileges of UNITAVAIL-OPERSTAT, which includes entering comments.

User Privilege Designations	Description
UNITAVAIL-COMMENTS	The user is only allowed to enter comments on the Availability Unit Status page.
UNITAVAIL-BACKDATE	The user has full access to Availability Unit Status, as well as being able to backdate the "effective date."
UNITAVAIL-CONFIRMCT	The user will be required to provide a user ID and password when confirming the Availability Confirmation Count.
UNITAVAIL-JUSTIFY	Needs to be set in conjunction with System Flag 2038. If the user is authorized to override the requirements message, then this needs to be set.
UNITAVAIL-OPERSTAT	The user can only change the operational status, effective date, estimated days OOS, and comments on the Availability Unit Status page.

## 4. Operational Entity Groups

Operational Entity Groups are just like location groups. They are used for querying and reporting purposes. From the Operational Entity Groups page, you can create an entity group that includes whichever operational entities that could possibly be grouped together, for both reporting purposes and for entry of confirmation counts. In order to give a user access to enter confirmation counts, an operational entity group must be assigned to the database user.



**Note:** An operational entity is whatever the value that was set up in the System Flag 2032. If the flag was set to using department, then you would only see those using departments that have units with an operational class.

### Create an Operational Entity Group

1. Access the Operational Entity Group frame.
2. Enter the name of the new entity group in the **Operational Entity Group** field and press **Tab**.
3. Select **Create** in the Action Required pop-up window.
4. Double-click in the **Operational Entity** field or use the binoculars icon to view the available operational entities. The system displays a list of all available entities.
5. Double-click on the desired entity.

The system returns to the Operational Entity Groups page where the description of the department displays. If the entered department is not a valid operational entity, the system displays a “Value not found on file” error message.

6. Continue to enter as many entities as needed for the newly created group.

Operational Entity	Description
CNDEPT002	FUEL Department 002

7. Select **SAVE**.

The system adds the operational entity group. After the operational entity group exists, you can associate it to any database users who should have access to those departments when performing queries or entering confirmation counts.

## Setup for Entering Confirmations

Roles play a central part in defining users of the M5 System. Roles are the foundation records for building Application Users.

1. Access the Role Maintenance frame.
2. Enter the name of the Role to update in the **Role** field and press **Tab**.
3. Select the **Locations/Oper Entities** tab on the Role Maintenance frame.
4. Use the double arrow buttons to select the unauthorized and authorized operational entities in the Operational Entities section of the frame.
5. Select **SAVE**.

## 5. System Flags

The Unit Availability Module uses the following system flags:

- Asset Management
- Workshop/Shop Management

### Asset Management System Flags

The Unit Availability Module uses the following Asset Management system flags:

- 2032 – Operational entity: 1-Using;2-Owner
- 2033 – Availability reporting entity label
- 2034 – Availability reporting rollup entity
- 2038 – Show insufficient unit availability warning Y)es, N)o, or J)ustify to continue
- 2042 – Require EST DAYS OOS in Availability Unit Status?
- 2052 – Allow Availability Unit Confirmation on a holiday/weekend?
- 2128 – Unit Availability is maintained for Non-Revenue Units? (Y/N)
- 5072 – Default Operational Status Code

## System Flag 2032 – Operational entity: 1-Using;2-Owner

The flag defines the search criteria for the Operational Entity queries. This flag determines what is an operational entity. For example, if you select “1,” then all units that have an operational class, their using department will then become an operational entity, which then can be used for querying.

SAVE UNDO REFRESH DELETE FIND

### System Flags

**System Flags Information**

Flag No:  
2032

Description:  
Operational entity: 1-Using;2-Owner

System Module:  
ASSET MANAGEMENT

Format:  
Integer

M5 Release:

Default Value:  
1

User Value:  
1

System Flags Notes:  
The flag defines the search criteria for the Operational Entity report. This flag will indicate which entities will be part of the selection criteria in the various unit availability reports.

## System Flag 2033 – Availability reporting entity label

By entering a label here, you are indicating how the name should appear for either column headings within reports or the search criteria within the availability queries. The default is “Using Department.”



**Note:** If the user changes the value in this flag at any time, a TMS script needs to be run: Update\_Oper\_Entity\_Label\_Orc.TMS.

SAVE UNDO REFRESH DELETE FIND

### System Flags

System Flags Information

Flag No:

2033

Description:

Availability reporting entity label.

System Module:

ASSET MANAGEMENT

Format:

Character

M5 Release:

Default Value:

Using Department

User Value:

USING DEPARTMENT

System Flags Notes:

Unit Availability By entering a label here, the user is indicating how the name should appear for either column headings within reports or the search criteria within the Unit Availability Report frame. The default is "Using Depart".

## System Flag 2034 – Availability reporting rollup entity

This flag determines to which level of the organization (as determined in the Department Corporate Hierarchy frame) the reports will roll up. The default is “1.”

SAVE

UNDO

REFRESH

DELETE

FIND

### System Flags

System Flags Information

Flag No:  
2034

Description:  
Availability reporting rollup entity .

System Module:  
ASSET MANAGEMENT

Format:  
Integer

M5 Release:

Default Value:  
1

User Value:  
1

System Flags Notes:  
Unit Availability - This flag determines to which level of the organization (as determined in Department Corporate Hierarchy,) the reports will roll up. The default value is 1, which is from the Department Main frame.



## System Flag 2038 – Show insufficient unit availability warning Y(es, N)o, or J(ustify to continue

Setting this flag to “N” shows no message even if unit availability becomes insufficient. Setting this flag to “Y” or “J,” forces a pop-up warning on the Availability Requirements page upon saving changes.

### Availability Requirements example

“Unit availability is below the requirement for DISPATCH 14606, Operational Class C, Operational Line CITY-PM, because the requirement has been raised.”

If the system flag is set to “J,” then when the AVAILABILITY UNIT CONFIRMATION page is accessed, the user must enter an authorized user name and password and justify the deficiency. The database user must have the UNITAVAIL-JUSTIFY privilege.

SAVE

UNDO

REFRESH

DELETE

FIND

## System Flags

System Flags Information

Flag No:

2038

Description:

Show insufficient unit availability warning Y(es, N)o, or J(ustify to continue.

System Module:

ASSET MANAGEMENT

Format:

Character

M5 Release:

Default Value:

Y

User Value:

Y

System Flags Notes:

Show insufficient unit availability warning Y(es, N)o, or J(ustify to continue. Setting this flag to "N" will show no message even if unit availability becomes insufficient. Setting this flag to "Y" or "J" will force a popup warning in Availability Requirements upon saving changes. Availability Requirements example: "Unit availability is below the requirement for DISPATCH 14606, Operational Class C, Operational Line CITY-PM, because the requirement has been raised." In the above example, DISPATCH is set in module flag 2033, 14606 is the owning department number, C is the Operational Class and CITY-PM is the Operational Line.

## System Flag 2042 – Require EST DAYS OOS in Availability Unit Status?

Setting this flag to “Y,” forces the user to enter the estimated days that they believe the unit will be out of service in Availability Unit Status. The default is “Y.”

SAVE UNDO REFRESH DELETE FIND

### System Flags

**System Flags Information**  
Flag No:  
2042  
Description:  
Require EST DAYS OOS in Availability Unit Status?  
System Module:  
ASSET MANAGEMENT  
Format:  
Character  
M5 Release:  
Default Value:  
Y  
User Value:  
Y  
System Flags Notes:  
Unit Availability Require Est Days OOS in Availability Unit Status? Setting this flag to “Y”, will force the user to enter the estimated days that they believe the unit will be out of service in the Availability Unit Status. “Y” is the default.

## System Flag 2052 – Allow Availability Unit Confirmation on a holiday/weekend?

Setting this flag to "Y" allows the user to enter confirmation counts in Availability Unit Confirmation on holidays and weekends, based on the fiscal calendar.

SAVE UNDO REFRESH DELETE FIND

### System Flags

**System Flags Information**  
Flag No:  
2052  
Description:  
Allow Availability Unit Confirmation on a holiday/weekend?  
System Module:  
ASSET MANAGEMENT  
Format:  
Character  
M5 Release:  
Default Value:  
N  
User Value:  
N  
System Flags Notes:  
Unit Availability "Allow Availability Unit Confirmation on a holiday/weekend". Setting this flag to "Y" allows the user to enter confirmation counts in Availability Unit Confirmation on holidays and weekends.

## System Flag 2128 – Unit Availability is maintained for Non-Revenue Units? (Y/N)

Setting this flag to "Y" enables Unit Availability and Operational Class to be maintained for Non-Revenue Units.

SAVE

UNDO

REFRESH

DELETE

FIND

### System Flags

System Flags Information

Flag No:

2128

Description:

Unit Availability is maintained for Non-Revenue Units? (Y/N)

System Module:

ASSET MANAGEMENT

Format:

Character

M5 Release:

Default Value:

N

User Value:

Y

System Flags Notes:

Setting this flag to "Y" enables Unit Availability and Operational Class to be maintained for Non-Revenue Units.

## System Flag 5072 – Default Operational Status Code

When entering an operational class to a unit for the first time, the user must determine a default operational status to assign to the unit. Usually an "available" operational status code is entered here. The operational status code must be a valid code that has already been created in the Availability Status Codes page.

SAVE

UNDO

REFRESH

DELETE

FIND

### System Flags

System Flags Information

Flag No:

5072

Description:

Default Operational Status Code

System Module:

UNIT AVAILABILITY

Format:

Character

M5 Release:

Default Value:

AVL

User Value:

AVL

System Flags Notes:

If using the Unit Availability module, the user can set a default "valid" operational status for all new units.

## Workshop/Shop Management System Flags

The Unit Availability Module uses the following Workshop/Shop Management system flags:

- 2040 – Prompt for Operational Status from Work Order Process
- 5075 – Advanced Availability? A - Advanced, L - Limited, S - Standard
- 5086 – Estimated OOS format? (1 - OOS by Day, 2 - OOS by Date)
- 5087 – Journal OOS and Estimated Complete Changes? (1 - Do Not Journal, 2 - Journal)
- 5088 – ESTIMATED COMPLETION DATE OUTSIDE LIMIT

### System Flag 2040 – Prompt for Operational Status from Work Order Process

When set to “N,” the current M5 work order functionality will be maintained. When set to “Y,” the Availability Unit Status page will appear, allowing the user to view the current status of the unit and/or update the status. This operates per work order, not per job.

### System Flags

System Flags Information

Flag No:

2040

Description:

Prompt for Operational Status from Work Order Process.

System Module:

WORKFLOW/SHOP MANAGEMENT

Format:

Character

M5 Release:

Default Value:

N

User Value:

Y

System Flags Notes:

If N, the user will be returned to the work order main frame displaying the current work order. If Y, the availability unit status frame will appear, allowing the user to view the current status of the unit and/or update the status. This operates per work order, not per job..

## System Flag 5075 – Advanced Availability? A - Advanced, L - Limited, S – Standard

When set to “A,” advanced unit availability warning messages will display. The operational status frame cannot be closed by the user when opening a new work order and the unit will automatically be set back to available when closing a work order. In addition, when taking a unit out of service the user will be prompted to open a work order. When set to “L,” limited unit availability the operational status frame can be closed by the user without changing the operational status. When set to “S,” standard unit availability the operational status frame cannot be closed by the user without changing the operational status when a work order is opened. Also, when the user completes or closes the work order they will also be prompted to change the operational status.

SAVE UNDO REFRESH DELETE FIND

### System Flags

System Flags Information

Flag No:

5075

Description:

Advanced Availability? A - Advanced, L - Limited, S - Standard

System Module:

WORKFLOW/SHOP MANAGEMENT

Format:

Character

M5 Release:

Default Value:

L

User Value:

A

System Flags Notes:

When set to "A" advanced unit availability warning messages will display. The operational status frame cannot be closed by the user when opening a new work order and the unit will automatically be set back to available when closing a work order. In addition when taking a unit out of service the user will be prompted to open a work order. When set to "L" limited unit availability the operational status frame can be closed by the user without changing the operational status. When set to "S" standard unit availability the operational status frame cannot be closed by the user without changing the operational status when a work order is opened. Also, when the user completes or closes the work order they will also be prompted to change the operational status.

## System Flag 5086 – Estimated OOS format? (1 - OOS by Day, 2 - OOS by Date)

When set to “1,” the user will only have the ability to enter the estimated OOS days as an integer value on the Availability Unit Status page. The estimated Complete field will be protected and entry will not be allowed. This integer value will be used to calculate the estimated OOS complete date. When set to “2,” the user will only have the ability to enter the estimated complete OOS date on the Availability Unit Status page. The estimated OOS days field will be protected and entry will not be allowed. This date value will be used to calculate the estimated OOS days and cannot be greater than 365 days out if System Flag 5075 is set to “A”.

SAVE UNDO REFRESH DELETE FIND

### System Flags

System Flags Information

Flag No:

5086

Description:

Estimated OOS format? (1 - OOS by Day, 2 - OOS by Date)

System Module:

WORKFLOW/SHOP MANAGEMENT

Format:

Integer

M5 Release:

Default Value:

1

User Value:

2

System Flags Notes:

If set to "1", the user will only have the ability to enter the estimated OOS days as an integer value from the Availability Unit Status frame. The estimated complete field will be protected and entry will not be allowed. This integer value will be used to calculate the estimated OOS complete date. If set to "2", the user will only have the ability to enter the estimated complete OOS date from the Availability Unit Status frame. The estimated OOS days field will be protected and entry will not be allowed. This date value will be used to calculate the estimated OOS days.

## System Flag 5087 – Journal OOS and Estimated Complete Changes? (1 - Do Not Journal, 2 - Journal)

When set to “1,” Unit Availability will journal operational status history changes based on an update to the Status, OOS days or effective date. All other modifications will update the existing operational status history record. When set to “2,” Unit Availability will journal operational status history changes for every change. No update to existing records will take place.

SAVE UNDO REFRESH DELETE FIND

### System Flags

**System Flags Information**

Flag No:  
5087

Description:  
Journal OOS and Estimated Complete Changes? (1 - Do Not Journal, 2 - Journal)

System Module:  
WORKFLOW/SHOP MANAGEMENT

Format:  
Integer

M5 Release:

Default Value:  
1

User Value:  
2

System Flags Notes:  
If set to "1", Unit Availability will journal operational status history changes based on an update to the Status, OOS days or effective date. All other modifications will update the existing operational status history record. If set to "2", Unit Availability will journal operational status history changes for every change. No update to existing records will take place.

## System Flag 5088 – ESTIMATED COMPLETION DATE OUTSIDE LIMIT

This flag sets the number of days into the future that the estimated completion date and time can be set. When set to “0” (zero) will not enforce an outside date and time limit. The estimated completion date and time can be set as far into the future as the user desires. When System Flag 5075 is set to “A” for Advanced Availability the user value of this flag cannot exceed 365.

SAVE UNDO REFRESH DELETE FIND

### System Flags

**System Flags Information**

Flag No:  
5088

Description:  
ESTIMATED COMPLETION DATE OUTSIDE LIMIT.

System Module:  
WORKFLOW/SHOP MANAGEMENT

Format:  
Integer

M5 Release:

Default Value:  
0

User Value:  
400

System Flags Notes:  
This flag sets the number of days into the future that the estimated completion date and time can be set. Setting this flag to "0" (zero) will not enforce an outside date and time limit. The estimated completion date and time can be set as far into the future as the user desires. When module flag 5075 is set to "A" for Advanced Availability the user value of module flag 5088 cannot exceed 365.



## 6. Codes

The Unit Availability Module uses the following codes:

- Availability Line Codes
- Operational Class Codes
- Availability Disposition Codes
- Availability Status Codes
- Availability Unit Status
- Availability Requirements
- Availability Unit Confirmation

## Availability Line Codes

M5 uses Availability Line Codes to set up the number of times throughout the day that a user can check available units in the fleet. An Availability Line Code also sets the earliest time that the confirmation counts can be made for that line.

These codes are used on the Availability Requirements frame. At least one line needs to be defined in order to use the Unit Availability Module. For additional information, refer to the help file.

### Create an Availability Line Code

1. Access the Availability Line Codes frame.
2. Enter the name of the Line you wish to track in the **Line** field and press **Tab**. The Line can be up to 10 characters.
3. Enter the earliest time that the confirmation counts can be entered in the **Confirm Time** field and press **Tab**. All times must be entered in 24-hour time format. The **Confirm Time** field time cannot be greater than the **Line Time** field time for the entered line.



**Note:** If you are not confirming the number of units available for your line, then skip the **Confirm Time** field.

4. Enter the peak time to check availability and see the number of units available for the entered time in the **Line Time** field and press **Tab**. The **Line Time** field time cannot be less than the **Confirm Time** field time for the entered line.
5. Enter as many lines as needed.

Line	Confirm Time	Line Time	Description
AM	01:00:00	03:00:00	AM LINE
EARLY	09:00:00	12:00:00	EARLY SHIFT
EVE	12:00:00	15:00:00	EVENING SHIFT
PM	13:00:00	18:00:00	PM LINE


6. Select **SAVE**. The system creates the Availability Line Code.

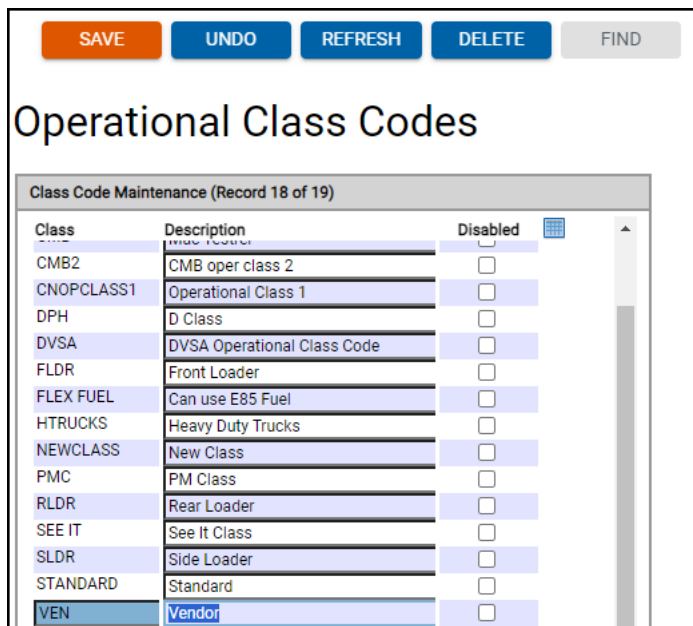
## Operational Class Codes

Operational Class Codes are user-defined codes that classify the different types of equipment that will be tracked using the Unit Availability Module. A unit must have an Operational Class Code assigned to it on Unit Main to track it using Unit Availability. Prior to their individual assignment at the unit level, an Operational Class Code must be established through the Operational Class Codes frame. For additional information, refer to the help file.

### Creating an Operational Class Code

1. Access the Operational Class Codes frame.
2. Enter the name of the Class in the **Class** field and press **Tab**. The class can be up to 10 characters.
3. Enter a description of the Class in the **Description** field. The description can be up to 30 characters.

 **Note:** If you select the **Disabled** checkbox, the corresponding operational class can no longer be assigned to a unit.



Class	Description	Disabled
CMB2	CMB oper class 2	<input type="checkbox"/>
CNOPCLASS1	Operational Class 1	<input type="checkbox"/>
DPH	D Class	<input type="checkbox"/>
DVSA	DVSA Operational Class Code	<input type="checkbox"/>
FLDR	Front Loader	<input type="checkbox"/>
FLEX FUEL	Can use E85 Fuel	<input type="checkbox"/>
HTRUCKS	Heavy Duty Trucks	<input type="checkbox"/>
NEWCLASS	New Class	<input type="checkbox"/>
PMC	PM Class	<input type="checkbox"/>
RLDR	Rear Loader	<input type="checkbox"/>
SEE IT	See It Class	<input type="checkbox"/>
SLDR	Side Loader	<input type="checkbox"/>
STANDARD	Standard	<input type="checkbox"/>
VEN	Vendor	<input type="checkbox"/>

4. Select **SAVE**. The system creates the Operational Class Code. The Class can now be assigned to the unit in Unit Main under the "Employee/Class" tab.

## Availability Disposition Codes

Availability Disposition Codes are one-character codes assigned to Availability Status Codes for reporting purposes.

Codes 1 and 4 are hardcoded as many report and query frames use these two disposition codes. The description for Code 1 is normally “Available” and Code 4 is “Offsite.”

You can create up to ten Availability Disposition Codes. For additional information, refer to the help file.

### Creating an Availability Disposition Code

1. Access the Availability Disposition Codes frame.
2. Enter the number of the Disposition Code in the **Code** field and press **Tab**. The Code is one character.
3. Enter a description of the Disposition Code in the **Description** field. The description can be up to 30 characters.



**Note:** If you select the **Disabled** checkbox, the corresponding disposition code can no longer be tied to an availability status code.

Code	Description	Disabled
0	No Disposition	<input type="checkbox"/>
1	Available	<input type="checkbox"/>
2	OOS Onsite Priority A	<input type="checkbox"/>
3	OOS Onsite Priority B	<input type="checkbox"/>
4	OOS Offsite	<input type="checkbox"/>
5	Code 5	<input type="checkbox"/>
7	DISABLED DISP CODE	<input checked="" type="checkbox"/>
9	Code 9	<input type="checkbox"/>

4. Select **SAVE**.

## Availability Status Codes

Availability Status Codes are a set of codes that indicate a unit's current availability. The three-character user-defined Status Code includes an Availability Disposition Code, which is a critical component of the Unit Availability Module. For example, if a unit has a minor repair, but is still operational, you can create a "Waiting for Parts" status code. For reporting purposes and querying, "AVL" and "MRR" are both marked with a disposition code of available meaning that if you were to query on disposition code "1," all units that have an availability status of "AVL" and "MRR" would display.

### Creating an Availability Status Code

1. Access the Availability Status Codes frame.
2. Enter the user-defined name of the Status Code in the **Status** field and press **Tab**. The Status Code is three characters.
3. Enter a description of the Status Code in the **Description** field. The description can be up to 30 characters.



**Note:** If you select the **Disabled** checkbox, the corresponding Status Code can no longer be used.

SAVE
UNDO
REFRESH
DELETE
FIND

### Availability Status Codes

Status Code Maintenance (Record 24 of 24)

Status	Disposition Code	Description	Wait For Mate Flag	Disabled
OFD	3	Off-Road Down	<input type="checkbox"/>	<input type="checkbox"/>
OFF	1	Offsite	<input type="checkbox"/>	<input type="checkbox"/>
OOS	3	Minor Repair	<input type="checkbox"/>	<input type="checkbox"/>
OPS	3	Major Repair	<input type="checkbox"/>	<input type="checkbox"/>
OSC	3	Out Of Service	<input type="checkbox"/>	<input type="checkbox"/>
PSD	3	Police Street Down	<input type="checkbox"/>	<input type="checkbox"/>
REG	3	Regular	<input type="checkbox"/>	<input type="checkbox"/>
REN	4	Renew	<input type="checkbox"/>	<input type="checkbox"/>
SDO	2	Street Down	<input type="checkbox"/>	<input type="checkbox"/>
VDO	3	Vendor Down	<input type="checkbox"/>	<input type="checkbox"/>
VEN	3	Vendor	<input type="checkbox"/>	<input type="checkbox"/>
VOR	3	VOR	<input type="checkbox"/>	<input type="checkbox"/>
WFM	3	Wait For Mating	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WFP	3	Waiting For Part	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

4. Select **SAVE**.

## Availability Unit Status

The Availability Unit Status frame allows you to view and maintain availability information for any unit that has an Operational Class Code. If System Flag 2040 has been set to “Y,” then this frame automatically displays when a work order is created, cancelled, completed or suspended. You can also access this frame outside of the work order by using a menu.

### Maintain a Unit Status

1. Access the Availability Status History Query frame.
2. Query on the unit to view.
3. Double-click “New,” in the **Oper Status** column in order to change the status of the unit. The system displays the “Unit” with the most current status on the Availability Unit Status frame.
4. Press **Tab** to access the **Operational Status** field.
5. Enter a new status in the **Operational Status** field.
6. Update the values in the following fields:
  - **Effective Date**
  - **Est. Days OOS** or **Est. Complete Date**
  - **Comments**



**Note:** System Flag 5086 determines whether the user enters an Est. Days OOS or Est. Complete Date. Effective Date cannot be a future date or a date prior to the most recent effective date. If the user has already confirmed, the effective date and time cannot be prior to the confirmation time.

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

## Availability Unit Status

**Unit Information**

Unit:  
0108SM 2007 PIPE TRAILER

Operational Entity:  
0013 test

Operational Class:  
STANDARD Testing

Operational Status:  
OOS minor repair

Disposition Code:  
3 OOS Onsite Priority B

Effective Date:  
09/15/2023 15:03:42

Est. Days OOS: 1 Est. Complete Date:  
09/16/2023 15:00:00

Comment:  
PMB

Parking Location:

Parking Spot:

Spare:  
☐

When opening a Work Order for a unit and you select **SAVE**, depending on the system flag setting the Availability Unit Status will display. You must then change the operational status with the idea being that you would not be opening a Work Order unless there was a problem, which means the status should change. If you try to save without making a change, a message displays indicating that the operational status must be changed. You are then forced to change the operational status before saving this frame.

A feature in Work Order Main exists where justification is required when a new work order would put a class of units below the availability requirement. A frame pops-up with the standard message describing the deficiency and requests an authorized user ID and password (if the user does not have the user privilege, (JUSTIFY UNIT DEFICNY [justify unit deficiency])). Notes justifying the deficiency must also be entered. These notes are added to the work order notes.

Only users with the JUSTIFY UNIT DEFICNY user privilege are allowed to justify a unit deficiency.

If the login user has the authorization, the program detects this, and fills in the user and password. If a different user needs to be the justifier, select the user and password fields and overwrite the values shown there. If the login user does not have the authorization, the cursor lands in the user field, and the user will need to enter the user code and password.

System Flag 2038 needs to be set to “J” for the justification prompting to occur.

The same functionality occurs when the Work Order is completed. Only this time, the operational status will automatically display “AVL” or whichever operational status is set to disposition code of “Available.” This can be changed, but the idea is that if the Work Order is complete, the unit should be leaving the garage, which means it is available for use.

If a Work Order is “cancelled” and there are no other open work orders for that unit, the operational status will be automatically changed to the status that was entered in System Flag 5072.

7. Select **SAVE**.



## Availability Requirements

The Availability Requirements frame designates the number of units required (by class) for a particular entity at a specific time.

### Change an Availability Requirement

1. Access the Availability Requirements frame.
2. Access the **Operational Entity** field and select **Find**.
3. Double-click on the desired entity on the Operational Entity Codes page.
4. Enter the type of unit required for the entered operational line in the **Operational Class** field and press **Tab**.
5. Enter the line that needs requirements in the **Operational Line** field and press **Tab**.

The current date displays in the **Effective Date** field. This is the date the entered requirements are to go into effect. To change the date, just type over the highlighted date. Future dates can be entered. Backdating is permitted if the user has the proper privilege.

6. Update the date in the **Effective Date** field, if necessary.
7. Enter the number of units required for this line in the **Quantity Required** field and press **Tab**.
8. Enter the email address, if a user is to be notified when requirements change, in the **E- Mail Address** field.

SAVE
UNDO
REFRESH
DELETE
FIND

### Availability Requirements

**Requirement Information**

Operational Entity:	CNDEPT002	FUEL Department 002
Operational Class:	FLDR	Front Loader
Operational Line:	PM	PM LINE
Line Time:	18:00:00	
Effective Date:	09/17/2023 12:29:39	
Quantity Required:	<input style="width: 100%;" type="text" value="1"/>	
E-Mail Address:	<input style="width: 100%;" type="text" value="Bill.Smith@Fleet123.com"/>	

9. Select **SAVE**.



**Note:** If you delete the current record, the previous “Quantity Required” will be in effect.

## Availability Unit Confirmation

The Availability Unit Confirmation frame allows you to confirm the number of units that are out of service for the selected Operational Entity, Operational Line and Confirm Date, provided you have the UNITAVAIL-CONFIRMCT user privilege and authority to the operational entity.

### Confirm the Number of Units Out of Service

1. Access the Availability Unit Confirmation Unit frame.
2. Access the **Operational Entity** field and select **Find**.
3. Double-click on the desired entity on the Operational Entity Codes page.
4. Enter the line that needs unit confirmation in the **Operational Line** field and press **Tab**.
5. Enter the date in the **Confirm Date** field.

If System Flag 2052 is set to “N” and the date falls on a weekend or holiday, a message will display, “You cannot confirm on a weekend” or “You cannot confirm on a holiday.” If you enter a date that is outside of the time range set in Availability Line Codes, a message will display indicating that the date is either too early or too late.

You will not be able to continue until the date and time fall within the Confirm Time and the Line Time on the Availability Line Times frame.

After the system accepts the Confirm Date, proceed to the next step.

6. Enter your **User ID** and **Password**.

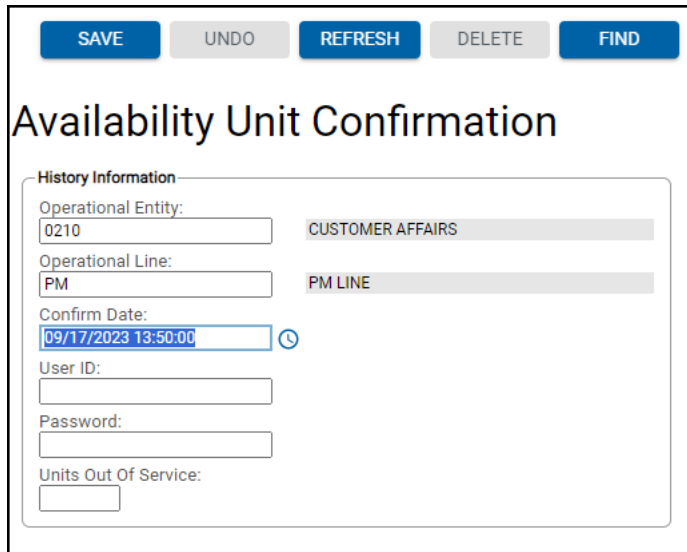
The system only accepts your user ID and password if you have the privilege, UNITAVAIL-CONFIRMCT. If you do not have this privilege, the system displays the “User (insert name) is not authorized to confirm” message.

7. Enter the number of out of service units, for the current time and date, in the **Units Out of Service** field.

If the number of units out of service is different than what M5 has, the “CANNOT CONFIRM – There are 0 units out of service. Please review the unit out of service list” message appears.

You cannot save this request until the out of service count is the same as what M5 indicates.

Multiple confirmations can be made for a particular operational entity and line as long as the date and time fall within the appropriate range. The Availability Confirmation Query only displays the latest or most recent confirmation time.



The screenshot shows a web application interface for 'Availability Unit Confirmation'. At the top, there is a horizontal bar with five buttons: 'SAVE' (blue), 'UNDO' (light gray), 'REFRESH' (blue), 'DELETE' (light gray), and 'FIND' (blue). Below this bar, the title 'Availability Unit Confirmation' is displayed in a large, bold, black font. Underneath the title is a section titled 'History Information' in a smaller, bold, black font. This section contains several input fields and labels: 'Operational Entity:' with a text box containing '0210' and a dropdown menu showing 'CUSTOMER AFFAIRS'; 'Operational Line:' with a text box containing 'PM' and a dropdown menu showing 'PM LINE'; 'Confirm Date:' with a date and time picker showing '09/17/2023 13:50:00' and a clock icon; 'User ID:' with an empty text box; 'Password:' with an empty text box; and 'Units Out Of Service:' with an empty text box.

8. Select **SAVE**.

## 7. Queries

The Unit Availability Module uses the following queries:

- Availability Confirmation Query
- Availability Status Query
- Availability Line Query
- Availability Current Status Query
- Availability Required Query
- Availability Status History Query

### Availability Confirmation Query

The Availability Confirmation Query allows you to search for and view all operational entities and their respective confirmation times for a selected Operational Line, Rollup Entity, or Confirm Date (you may also filter on a combination of the three). For additional information, refer to the help file.

The screenshot shows the 'Availability Confirmation Query' interface. At the top, there are five buttons: 'SAVE' (blue), 'UNDO' (light gray), 'REFRESH' (blue), 'DELETE' (light gray), and 'FIND' (light gray). Below these buttons is the title 'Availability Confirmation Query'. Under the title is a section labeled 'History Information' containing three input fields: 'Operational Line:', 'Rollup Entity:', and 'Confirm Date:'. Each field has a corresponding gray button to its right. Below the 'Confirm Date:' field is a calendar icon and two buttons: 'Clear' and 'Retrieve'. At the bottom of the interface is a table header with the text 'Confirmed and Unconfirmed Operational Entities (Loaded 0 records)'. The table has five columns: 'Oper Entity', 'Entity Description', 'Confirm Time', 'User', and 'Status'. A small grid icon is located at the end of the 'Status' column.

## Availability Status Query

The Availability Status Query allows you to search for and view Unit Operational Status History by Operation Entity or Group. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Status Query

History Information

Operational Entity: ▾

Unit Number:

Operational Class:

Maint Location:

Query By:  
None ▾ Select one to provide more query information

Clear

Retrieve

Unit Operational Status History (Loaded 0 records)

Unit No	Operational Entity	Operational Class	Operational Status	Operational Code	Effective Date	Login User
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## Availability Line Query

The Availability Line Query allows you to search for and view the Operational Line Requirement history for a selected Operational Entity or Group and Class by Line or Date. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Line Query

History Information

Operational Entity: ▾

Operational Class:

Query By:  
None ▾ Select one to provide more query information

Clear

Retrieve

Operational Line Requirement History (Loaded 0 records)

Operational Entity	Operational Line	Line Time	Operational Class	Effective Date	Units Required
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## Availability Current Status Query

The Availability Current Status Query allows you to search for and view the status of units for a selected Operational Entity or Group. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

MORE ▾

### Availability Current Status Query

History Information

Operational Entity: ▾

Operational Class:

Operational Status:

Disposition Code:

ANY ▾

Current Job Maint Loc:

Exclude Available:

Clear

Retrieve

Total Information

Units currently UNAVAILABLE:

Operational Unit Current Status History (Loaded 0 records)

Unit No	Entity Description	Operational Class	Operational Status	Disposition Code	Days OOS	Effective Date	Work Order	Open Date	Current Job Maint Loc	Status	Comments	Login User
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## Availability Required Query

The Availability Require Query allows you to search for and view the number of units required versus the number of units available per Entity, Line, and Class. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Required Query

History Information

Operational Entity: ▾

Operational Class:

Operational Line:

Line Time:

From Date:

To Date:

Show Weekday Only?

No ▾

Show Deficiency Only?

No ▾

Clear

Retrieve

Operational Units Requirement and Availability Query (Loaded 0 records)

Oper Entity	Oper Class	Date	Day Of Week	Oper Line	Line Time	Confirm Time	Units Required	Units Avail
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## Availability Status History Query

The Availability Status History Query allows you to search for and view the Operational Status History for a specific unit number. For additional information, refer to the help file.

SAVE

UNDO

REFRESH

DELETE

FIND

### Availability Status History Query

History Information

Unit:

Operational Entity:

Operational Class:

Filter by Operational Entity and Class:

☒

Operational Status:

Disposition Code:

ANY

Effective Date:

Work Order No:

Clear

Retrieve

Operational Status History (Loaded 0 records)

Oper Status	Disp Code	Status Description	WO No.	Unit No.	Effective Date	Comments	
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## Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.