

# PARC UNIQUE UK DEPOT USER GUIDE

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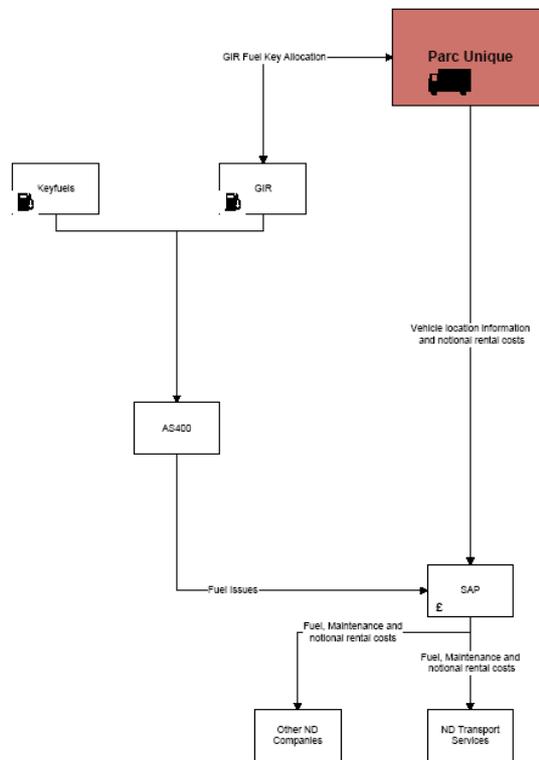
## INTRODUCTION

Parc Unique is the in house developed Fleet Management System (FMS) of the Norbert Dentressangle group. It is developed and maintained in Beausemblant, France.

It manages all aspects of the group fleet, from allocation to locations, fuel cards and technical specifications. With the development work planned it will replace VCAS within the UK. VCAS will, however, be retained in the short term because of its links with SHARP although access to VCAS will be removed from most people.

This training manual demonstrates how to access Parc Unique, search for vehicles, view vehicle details and run reports.

### Norbert Dentressangle – UK Fuel Chain



# 1 GENERAL INFORMATION

## 1.1 Connecting to Parc Unique

### Application start-up

#### Prerequisites

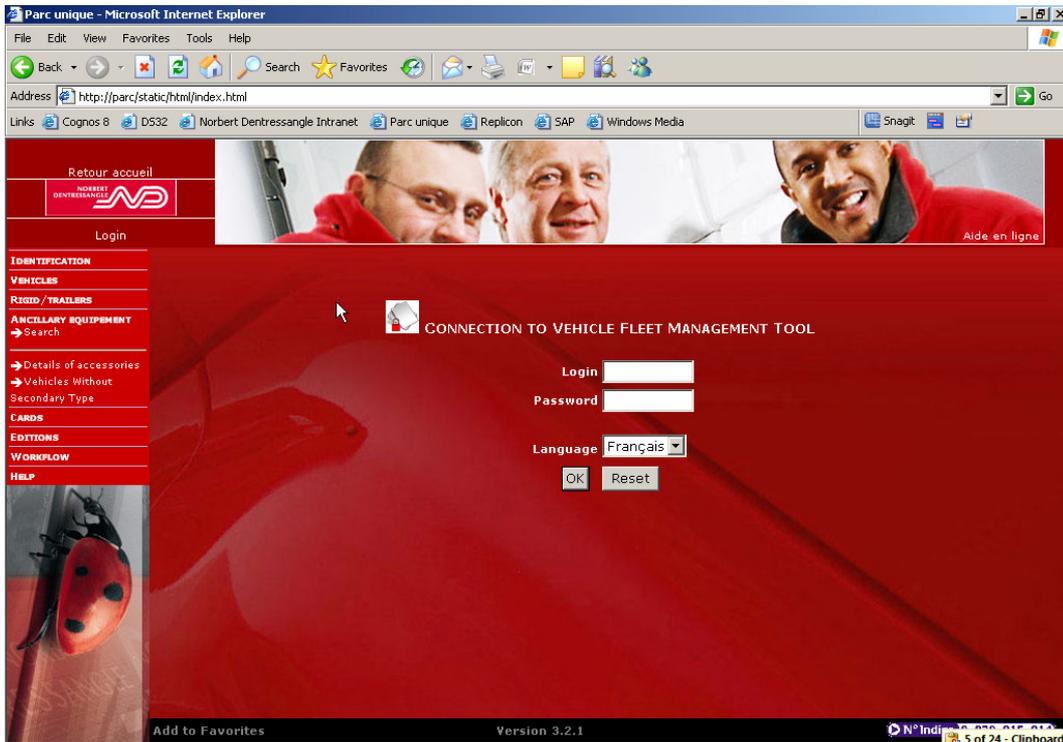
Your workstation does not need to be configured for Internet access to use the application. Simply start the Internet browser: Internet Explorer. It is installed automatically with all versions of Microsoft Windows. Parc Unique should not be used with Mozilla Firefox. Please contact the IT Servicedesk if you do not have Internet Explorer.

#### Application start-up

Start Internet Explorer

In the address bar, enter the following address: `http://parc`

The following screen should be displayed:

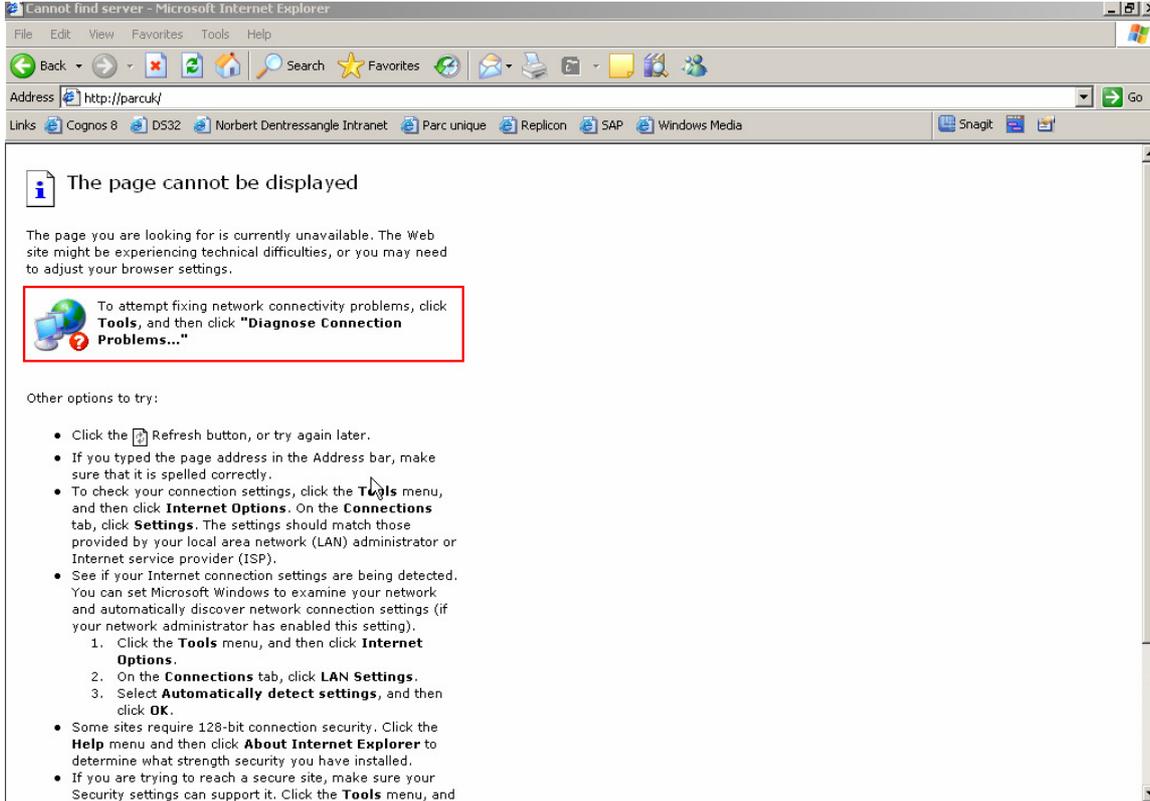


## Possible errors

If you enter the application address (http://parc/) incorrectly an error message will be displayed.

In the following example, the address is wrong.

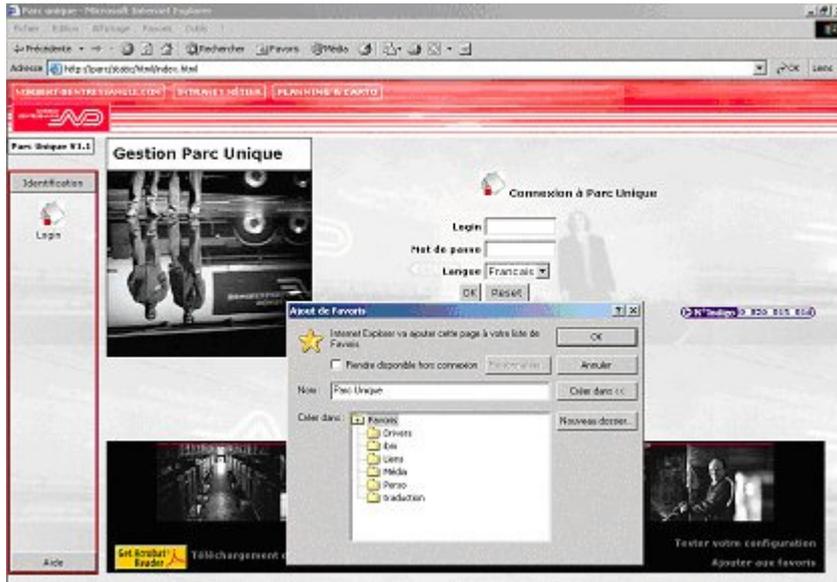
After an error, simply correct the address to obtain the application home page (see previous section) .



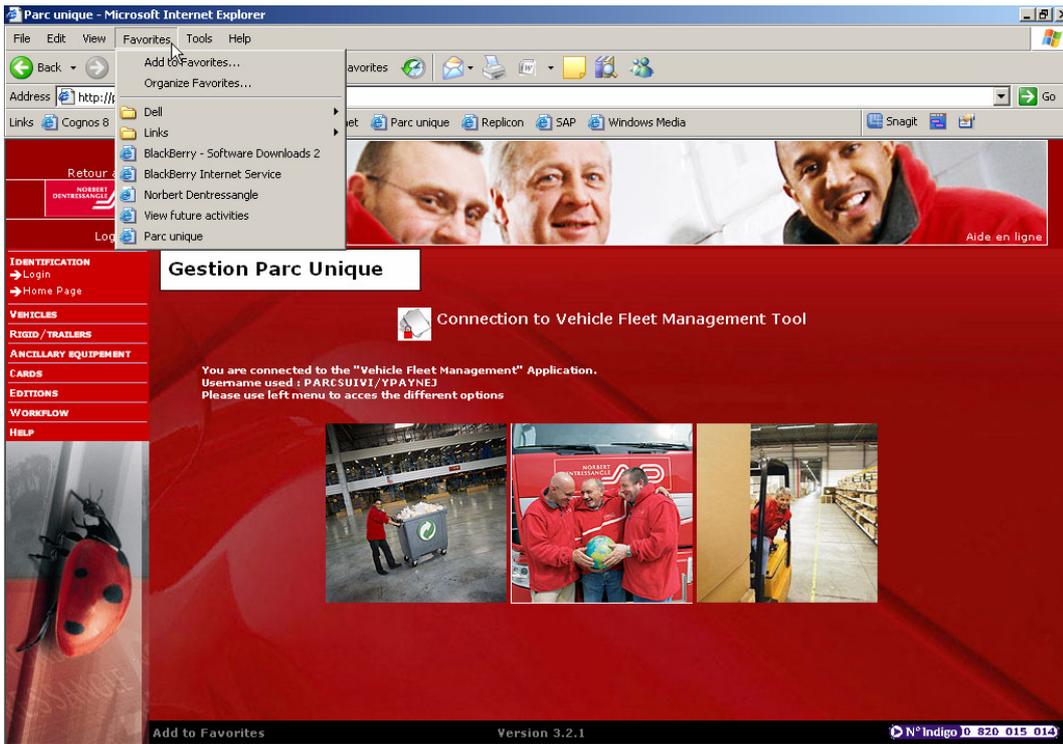
## Use of the Favourites menu

You can use the Internet Explorer Favorites menu to memorise the address of Parc Unique and create a shortcut to it within Internet Explorer.

To do this, on your first connection to the site (<http://parc/>) click Favorites → Add to Favorites and click OK in the subsequent box..



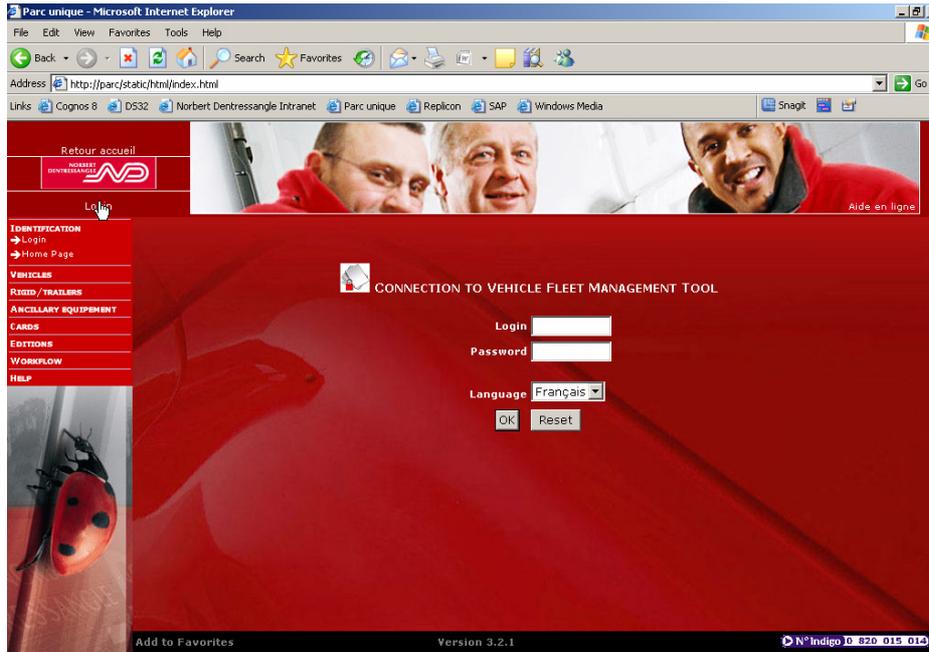
A new entry appears in the favourites menu: Parc Unique. Selecting it will take you directly to the application without entering the address of the site.



## 1.2 Log-on and screen layout

On start-up of the application, the home page is displayed.

The menu on the left shows all available functions.



The login field must be entered with your login and password.

The pull-down list allows you to choose the display language. The languages available at present are French, English and Spanish.

Once the identification process is complete, the screen reloads: the menu options displayed depends on your access rights, the page then displayed is a welcome screen including your profile.

### The menu

The menu contains several buttons: Identification, Vehicles, Accessories, Workflow, Reference tables, Help, etc.

### The different buttons displayed depend on your access rights.

To access one of the menu elements, simply click the corresponding button. The menu then drops down automatically.

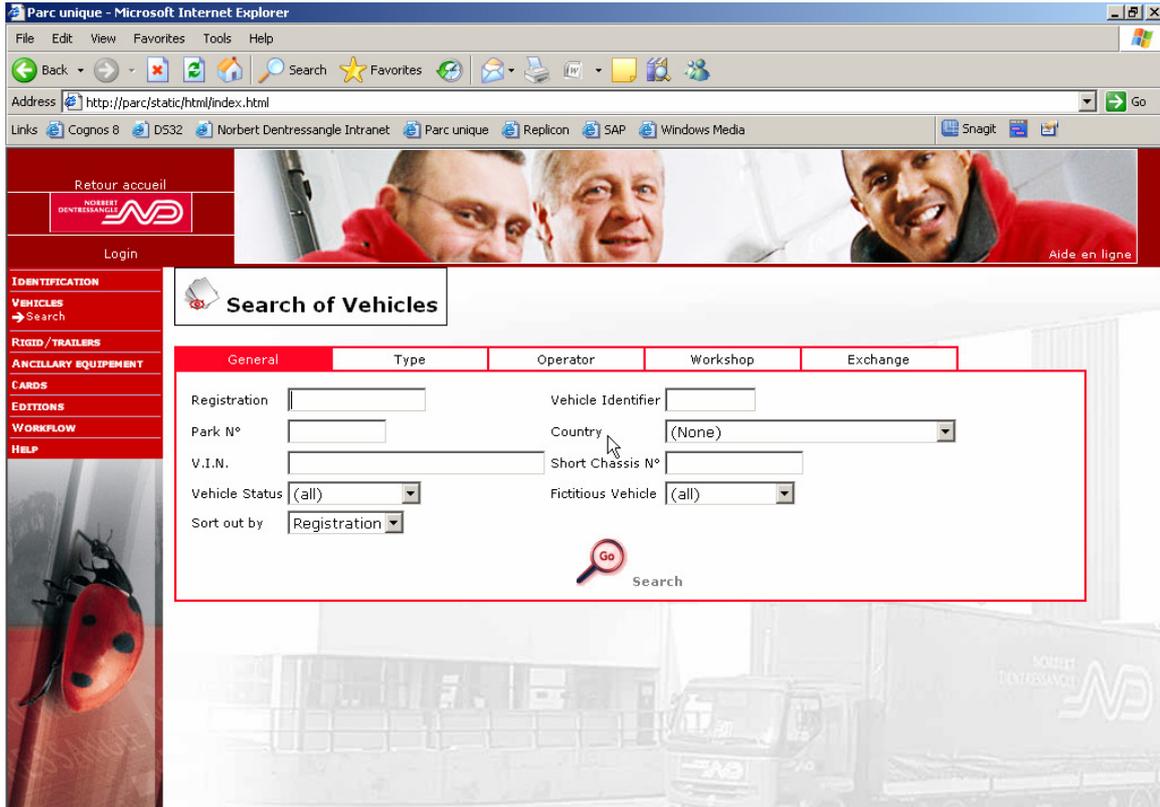
Each menu then proposes several icons corresponding to possible actions. A single click on a menu icon triggers loading of the required page, which is then displayed in the workspace.

## 2 VEHICLE MANAGEMENT

### 2.1 Searching for a vehicle

#### Introduction

Click the Vehicle menu then Search - the following screen is displayed:



The vehicle search is broken down into five tabs:

- General
- Type
- Operator
- Workshop
- Exchange

Each tab can be completed, the search will be performed on all criteria entered, whatever the tab.

Several criteria can be entered, they are processed concurrently.

## **General**

In all cases data can be entered in upper or lower case.

An data format check is always carried out on date type fields. The date format used is as follows: dd/mm/yy.

In the case of a data format error, an error message is displayed in red.

## **Registration**

Enter the registration for the search **WITHOUT** spaces, dots, hyphens, etc.

### **Search examples**

Examples of a search for registration HX06 FWC

- Search with HX06: the search returns all registration numbers beginning with HX06.
- Search with %FWC: the search returns all registration numbers ending with FWC.
- Search with %06%: the search returns all registration numbers containing 06.
- Search with \_\_06FWC: the search returns all registration numbers beginning with two characters and followed by "06FWC".
- Search with HW\_\_FWC: the search returns all registration numbers beginning with HW, followed by two unknown characters and FWC.

The % character indicates "containing the following characters, whatever their number".

\_ characters replace unknown characters during the search.

The characters % and \_ can be used in all fields (serial no., chassis no., etc.).

**View list after search**

Once the search has been confirmed by pressing ENTER or clicking Search, the list of vehicles corresponding to the search criteria entered is displayed:

	Registration	R	S	Fic. Registration	VIN - Vehicle Identification Number	Chassis	Category	Make	Model	Sub-group	Entrance Date in the park	Op.	Owner
▶▶▶	HX06 BTV	O	O	-	XLRTG85XC0E712553	712553	Tractor	DAF	CF 85.430 FTG	-	24/02/06	V8 /27 /DIS	AA
▶▶▶	HX06 EPK	O	O	-	L315273	315273	Rigid	DAF	LF 55.220 FA	Curtain Sider	01/03/06	V8 /26 /DIS	AA
▶▶▶	HX06 FDI	O	O	-	XLRAE55CF0L315274	315274	Rigid	DAF	LF 55.220 FA	Curtain Sider	10/03/06	V8 /22 /DIS	AA
▶▶▶	HX06 ERK	O	O	-	XLRAE55CF0L315275	315275	Rigid	DAF	LF 55.220 FA	Curtain Sider	17/04/06	V8 /26 /DIS	AA
▶▶▶	HX06 ERU	O	O	-	XLRAE55CF0L315276	315276	Rigid	DAF	LF 55.220 FA	Curtain Sider	17/04/06	V8 /17 /DIS	AA
▶▶▶	HX06 ERV	O	O	-	L315278	315278	Rigid	DAF	LF 55.220 FA	Curtain Sider	01/03/06	V8 /17 /DIS	AA
▶▶▶	HX06 ERY	O	O	-	XLRAE55CF0L313623	313623	Rigid	DAF	LF 55.220 FA	Curtain Sider	01/03/06	V8 /26 /DIS	AA
▶▶▶	HX06 ERF	O	O	-	XLRAE55CF0L313624	313624	Rigid	DAF	LF 55.220 FA	Curtain Sider	17/04/06	V8 /26 /DIS	AA
▶▶▶	HX06 ERO	O	O	-	XLRAE55CF0L315541	315541	Rigid	DAF	LF 55.220 FA	Curtain Sider	17/04/06	V8 /26 /DIS	AA
▶▶▶	HX06 ERU	O	O	-	XLRAE55CF0L315542	315542	Rigid	DAF	LF 55.220 FA	Curtain Sider	10/03/06	V8 /37 /DIS	AA
▶▶▶	HX06 ERV	O	O	-	XLRAE55CF0L315543	155543	Rigid	DAF	LF 55.220 FA	Curtain Sider	10/03/06	V8 /33 /DIS	AA
▶▶▶	HX06 ERY	O	O	-	XLRAE55CF0L315711	315711	Rigid	DAF	LF 55.220 FA	Curtain Sider	24/03/06	V8 /26 /DIS	AA
▶▶▶	HX06 ERO	O	O	-	XLRAE55CF0L315676	315676	Rigid	DAF	LF 55.220 FA	Curtain Sider	24/03/06	V8 /31 /DIS	AA
▶▶▶	HX06 ERU	O	O	-	XLRAE55CF0L315712	315712	Rigid	DAF	LF 55.220 FA	Curtain Sider	10/03/06	V8 /26 /DIS	AA
▶▶▶	HX06 ERV	O	O	-	XLRAE55CF0L315677	315677	Rigid	DAF	LF 55.220 FA	Curtain Sider	10/03/06	V8 /23 /DIS	AA
▶▶▶	HX06 ERY	O	O	-	XLRAE55CF0L315678	315678	Rigid	DAF	LF 55.220 FA	Curtain Sider	24/03/06	V8 /23 /DIS	AA
▶▶▶	HX06 ERF	O	O	-	XLRAE55CF0L315713	315713	Rigid	DAF	LF 55.220 FA	Curtain Sider	10/03/06	V8 /23 /DIS	AA

**This list is the main entry point to many functions.**

On each line of the list, the icon **▶▶▶** can be used to display a menu giving access to all functions available for a vehicle, depending on your user rights.

A window opens for each element of this menu when it is selected, enabling the list to be kept in the background. To return to the list, simply close the window. (e.g. the vehicle record): ALT + F4 or click **✕**.

2.2 **Viewing vehicle details**

Find your vehicle as described above

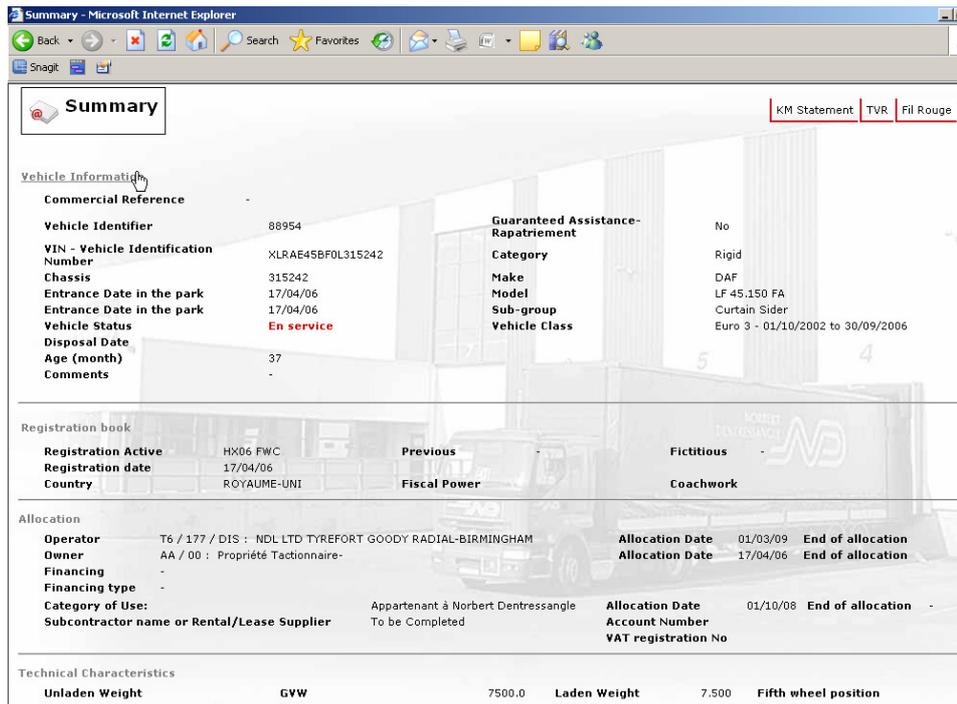
From the list of vehicles, a summary record is available.



## Vehicle summary

This screen is accessible by clicking a line of the search result.

It gives access to detailed information by clicking the title of each paragraph.



**Summary** KM Statement TVR Fil Rouge

**Vehicle Information**

<b>Commercial Reference</b>	-	<b>Guaranteed Assistance-Rapatriement</b>	No
<b>Vehicle Identifier</b>	88954	<b>Category</b>	Rigid
<b>VIN - Vehicle Identification Number</b>	XLRAE45BF0L31S242	<b>Make</b>	DAF
<b>Chassis</b>	31S242	<b>Model</b>	LF 45.150 FA
<b>Entrance Date in the park</b>	17/04/06	<b>Sub-group</b>	Curtain Sider
<b>Entrance Date in the park</b>	17/04/06	<b>Vehicle Class</b>	Euro 3 - 01/10/2002 to 30/09/2006
<b>Vehicle Status</b>	<b>En service</b>		
<b>Disposal Date</b>	-		
<b>Age (month)</b>	37		
<b>Comments</b>	-		

---

**Registration book**

<b>Registration Active</b>	HX06 FWC	<b>Previous</b>	-	<b>Fictitious</b>	-
<b>Registration date</b>	17/04/06	<b>Fiscal Power</b>		<b>Coachwork</b>	
<b>Country</b>	ROYAUME-UNI				

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**Allocation**

<b>Operator</b>	T6 / 177 / DIS : NDL LTD TYREFORT GOODY RADIAL-BIRMINGHAM	<b>Allocation Date</b>	01/03/09	<b>End of allocation</b>	
<b>Owner</b>	AA / 00 : Propriété Tactionnaire-	<b>Allocation Date</b>	17/04/06	<b>End of allocation</b>	
<b>Financing</b>	-				
<b>Financing type</b>	-				
<b>Category of Use:</b>	Appartenant à Norbert Dentressangle	<b>Allocation Date</b>	01/10/08	<b>End of allocation</b>	-
<b>Subcontractor name or Rental/Lease Supplier</b>	To be Completed	<b>Account Number</b>		<b>VAT registration No</b>	

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**Technical Characteristics**

<b>Unladen Weight</b>	<b>GVW</b>	7500.0	<b>Laden Weight</b>	7.500	<b>Fifth wheel position</b>
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2.3

 **Displaying Technical Data**

**Introduction**

Technical Data is technical information on the vehicles.

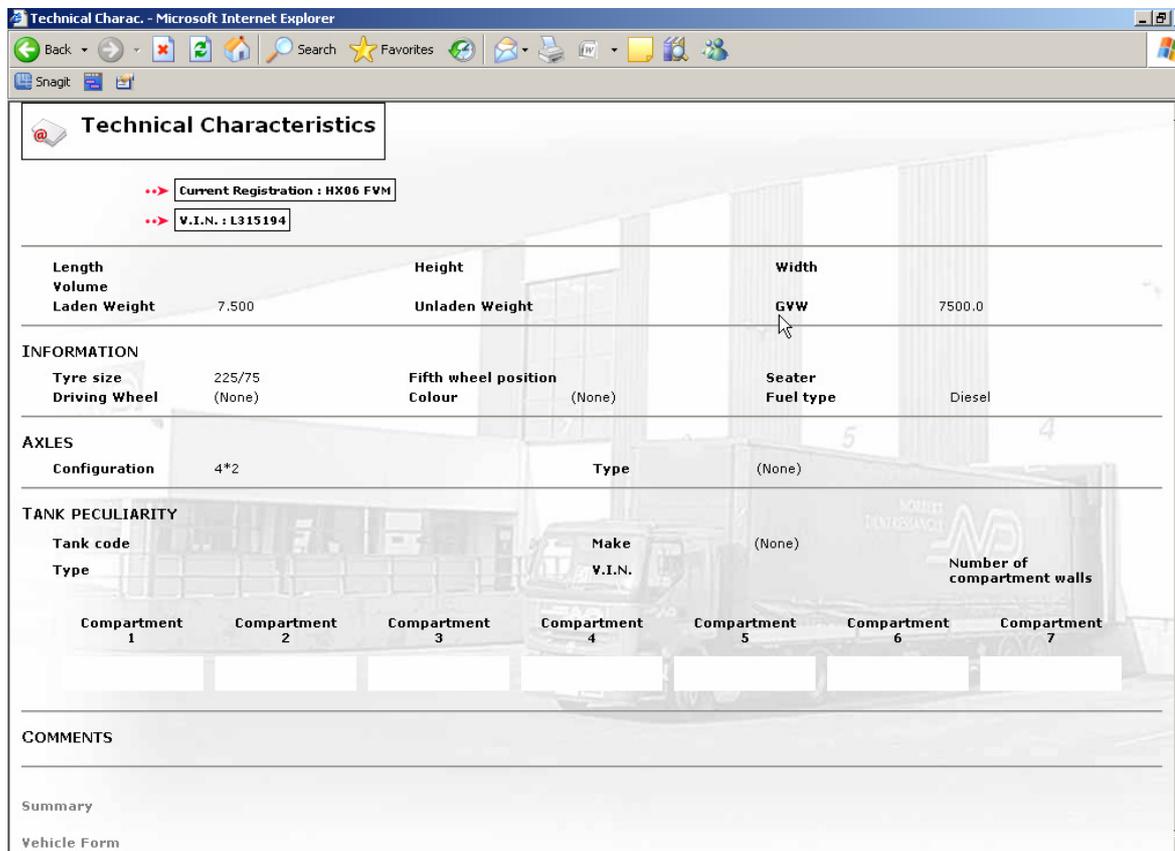
This information is updated by the Fleet managers, a refresh program is underway to ensure the data is complete and correct.

**Procedure**

Some of the information is included in the Vehicle Summary.

For more information, click TECHNICAL CHARAC.

The following screen is displayed:



**Technical Characteristics**

Current Registration : HX06 FVM  
V.I.N. : L315194

<b>Length</b>		<b>Height</b>		<b>Width</b>	
<b>Volume</b>		<b>Unladen Weight</b>		<b>GWW</b>	7500.0
<b>Laden Weight</b>	7.500				

**INFORMATION**

<b>Tyre size</b>	225/75	<b>Fifth wheel position</b>	(None)	<b>Seater</b>	
<b>Driving Wheel</b>	(None)	<b>Colour</b>	(None)	<b>Fuel type</b>	Diesel

**AXLES**

<b>Configuration</b>	4*2	<b>Type</b>	(None)
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**TANK PECULIARITY**

<b>Tank code</b>		<b>Make</b>	(None)	<b>Number of compartment walls</b>	
<b>Type</b>		<b>V.I.N.</b>			

<b>Compartment 1</b>	<b>Compartment 2</b>	<b>Compartment 3</b>	<b>Compartment 4</b>	<b>Compartment 5</b>	<b>Compartment 6</b>	<b>Compartment 7</b>

**COMMENTS**

Summary  
Vehicle Form

## 3 REPORTS

### 3.1 Available Reports



#### **Vehicle Administration**

- Check the number of vehicles present on a given date



#### **Vehicle Agency Allocation Pro Rata**

Determine pro rata use of vehicles in a given month



#### **Vehicle Follow-ups**

Determine follow-ups performed or planned, in particular "MOT"



#### **Vehicles without Follow-ups**

Determine the vehicles that have no follow-up planned or performed in a given period



#### **Vehicle Allocations**

Print incoming vehicles, changes of department, outgoing vehicles for a given period



#### **Vehicle Kilometres**

Gives the last kilometre reading at the given date



#### **Mileage greater than**

Gives the list of vehicles with mileage (km) greater than a given value on a given date

**Note: The first page of the reports shows dates, selection criteria, sorting criteria and selected breaks.**

Vehicles Follows-up	
<b>List Date</b>	
Date of next control From 01/01/04 to 31/12/04	
<b>Selection Fields</b>	
Operator	39 /01
Category	
Type of Follow-up	Passage aux mines
***D.M.C.	
Display	Real registration
<b>Break down</b>	
Company	Yes
Agency	Yes
Department	Yes
Category	
View details	Yes
<b>Criterion of classifying</b>	
Order by	Registration

3.2



**Printout selection criteria**

Click the "Editions" menu, then the report required to display its selection criteria.

### 1. SELECTION FIELDS

Please, select your field, line by line and validate EVERY filed by clicking on the corresponding button ('Validate', or 'Add' for the field with multiple selection)

<b>Operating Company / Agency / Department</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> ?	<input type="button" value="Add"/>
<b>Owner Company / Agency</b>	<input type="text"/> / <input type="text"/>	<input type="button" value="Add"/>
<b>Category</b>	(Aucun) ▾	<input type="button" value="Add"/>
<b>Group</b>	(Aucun) ▾	<input type="button" value="Add"/>
<b>Brand</b>	(Aucun) ▾	<input type="button" value="Add"/>
<b>Category of Allocation</b>	(Aucun) ▾	<input type="button" value="Add"/>
<b>Trading Reference</b>	<input type="text"/> ?	<input type="button" value="Add"/>
<b>First Registration Date</b>	Minimum age <input type="text"/> Maximum age <input type="text"/> OR Beginning Date <input type="text"/> End Date <input type="text"/>	<input type="button" value="Validate"/>

### 2. SUMMARY OF THE SELECTION

**Operator   Owner   Category   Group   Brand   Category of Allocation   Trading Reference   D.M.C.**

This allows you to make multiple selections.

#### Selection fields

This paragraph can be used to enter the different selection criteria.

Entry of criteria is multi-selection.

To achieve this, enter your criterion in the corresponding fields, then click the Add button corresponding to the line. Repeat the operation as many times as necessary.

#### Summary of the selection

All the previous selections are displayed in this second paragraph.

3.3



**Follow-ups to be performed on a range of dates**

Click the "Edition" menu, then Vehicle Follow-ups, the following screen is displayed:

 **Vehicles Follows-up**

**1. SELECTION FIELDS**

Please, select your field, line by line and validate EVERY filed by clicking on the corresponding button ('Validate', or 'Add' for the field w selection)

**Operator**    ?

**Category** (Aucun)

**Type of Follow-up** (Aucun)

**2. SUMMARY OF THE SELECTION**

**Operator Category Type of Follow-up**

**3. DISPLAY SETTINGS**

**Break down**

Operator Company

Operator Agency

Operator Department

Category

**➡ 1. Selection fields**

 **Vehicles Follows-up**

**1. SELECTION FIELDS**

Please, select your field, line by line and validate EVERY filed by clicking on the corresponding button ('Validate', or 'Add' for the field selection)

**Operator**    ?

**Category** (Aucun)

**Type of Follow-up** (Aucun)

- Enter the company/agency/department to be printed, then click the corresponding Add button
- Enter x other companies/agencies/departments if necessary, proceeding in the same way.
- Select the vehicle category(ies)
- Select the type(s) of follow-up to be printed

The selection appears in paragraph 2 Summary of the selection

## ➡ 2. Summary of the selection

2. SUMMARY OF THE SELECTION		
Operator	Category	Type of Follow-up
39 01	Tracteur	Passage aux mines
41 08 CHM	Semi-Remorque	Extincteur 6KG

Displays a summary of the selection.

**If you make a mistake in selection, you need to start again by clicking Vehicle follow-up**

## ➡ 3. Display parameters

### 3. DISPLAY SETTINGS

**Break down**

Operator Company

Operator Agency

Operator Department

Category

**Display**

Real registration

Fictitious registration

**Criterion of classifying**

Registration

Control Date

**List Date**

Control Date

Date of next control

From  \* to

**View details**

**Generate report**

A break corresponds to a group of lines with one or more shared characteristics (sorting and cumulative by group).

## ➡ 4. Data displayed on the report

The report shows a set of follow-ups meeting the selection criteria, together with the following rules:

- The search is made on the "Control date" or the "Date of next control" during the selected period, depending on what is entered in the "List date" section of the display parameters.

- Only vehicles that are active at the time of printing are selected
- Only the last follow-up of each category is shown (no history)
- It is possible to display either the actual registration number or the fictitious registration number of vehicles ("Display settings" section )
- It is possible to sort the results either by date (of control or next control, depending on what is selected in "List Date") or by registration (actual or fictitious, depending on what is selected in "Display")

3.4  **Vehicles without follow-up on a range of dates**

Click the "Edition" menu, then "Vehicles without Follow - Ups".  
Operation is similar to the "Vehicle Follows-up" report.

 **\*\*\*Véhicules sans suivi**

**1. SELECTION FIELDS**

Please, select your field, line by line and validate EVERY field by clicking on the corresponding button ('Validate', or 'Add' for the selection)

<b>Operator</b>	<input type="text"/> <input type="text"/> <input type="text"/> ?	<input type="button" value="Add"/>
<b>Category</b>	(Aucun) <input type="button" value="v"/>	<input type="button" value="Add"/>
<b>Type of Follow-up</b>	(Aucun) <input type="button" value="v"/>	<input type="button" value="Select"/>

**2. SUMMARY OF THE SELECTION**

**Operator Category Type of Follow-up**

**3. DISPLAY SETTINGS**

**Break down**

- Operator Company
- Operator Agency
- Operator Department
- Category

**TAKE CARE with date selection**

- Enter a "to" date as late as possible (2010 or 2020) to exclude all controls

**The differences are as follows:**

- Only one type of control can be entered at a time



- It is recommended to enter precise selection criteria (operator, type of follow-up, reduced range of dates) in order to limit the number of vehicles concerned and therefore speed up processing