

Working Documents

Learn how the upload, view and print documents

DOCUMENTS OVERVIEW

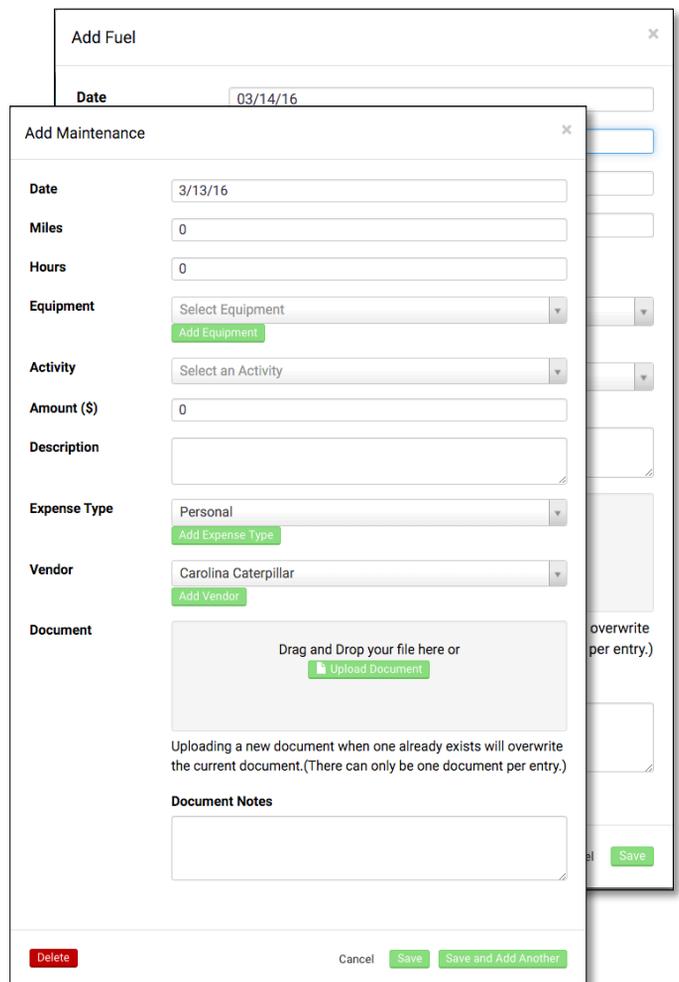
The system allow you to upload and track all sorts of documents. These documents can be receipts for service or fuel, warranty documents, manuals and reference material, before and after pictures of projects, purchase documents, insurance documents you name it.

Uploading Documents to Maintenance and Fuel Log Entries

When Entering or editing a maintenance or fuel entry you can add or delete a relevant document to that event such as a receipt. Photographs can also be uploaded if you wish. This comes in handy to upload a smart phone photo of a receipt rather than a scanned image.

You can also add notes about that document if desired.

NOTE: While you can upload all kinds of file formats including PDF, PNG and JPEG. JPEG and PNG are recommended as they are easier to view later.



Add Fuel

Date: 03/14/16

Add Maintenance

Date: 3/13/16

Miles: 0

Hours: 0

Equipment: Select Equipment
Add Equipment

Activity: Select an Activity

Amount (\$): 0

Description:

Expense Type: Personal
Add Expense Type

Vendor: Carolina Caterpillar
Add Vendor

Document: Drag and Drop your file here or
Upload Document

Uploading a new document when one already exists will overwrite the current document.(There can only be one document per entry.)

Document Notes:

Delete Cancel Save Save and Add Another

Viewing & Printing Maintenance and Fuel Log Documents

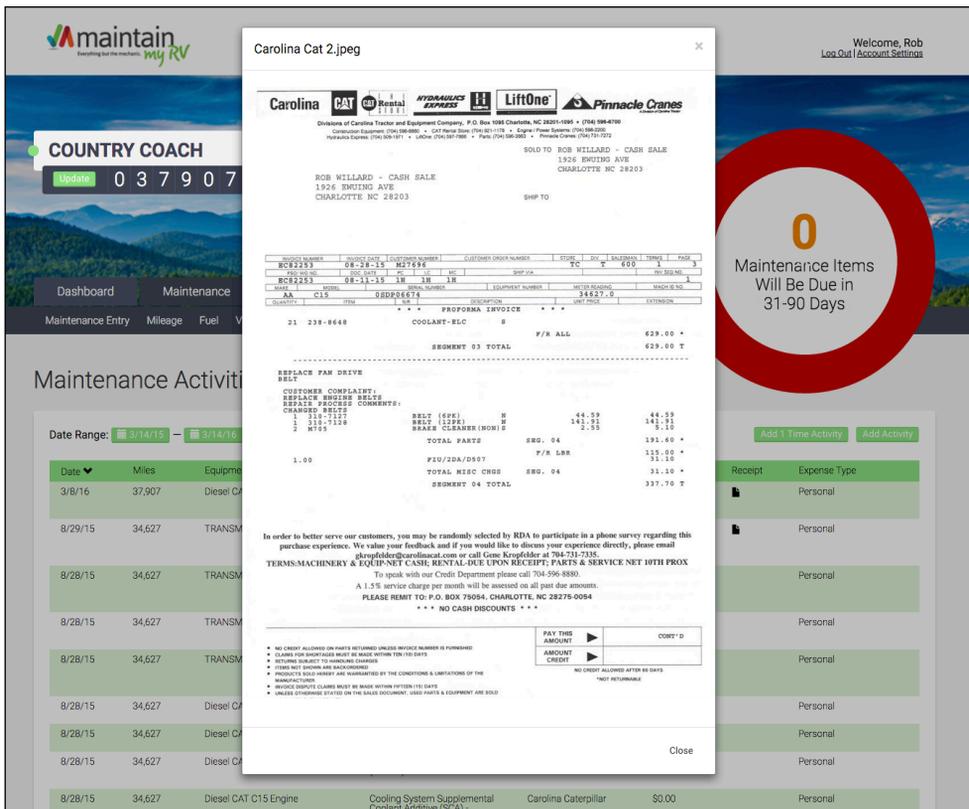
To locate a previously uploaded document for a maintenance or fuel log entry simply navigate to the maintenance or fuel log and locate the entry you're looking for, then click on the document icon for that entry. A preview of your document will appear on the screen, if the document is a PDF it will appear in a new tab.

Maintenance Activities Help Learn More About the Maintenance Activities Page

Date Range: 3/14/15 - 3/14/16 All Search within selected date range Add 1 Time Activity Add Activity

Date	Miles	Equipment	Activity	Vendor	Amount	Receipt	Expense Type
3/14/16	29,602	Coach	Inspect Coach Batteries	Amazon	\$0.00		K & S RV Consulting, LLC
2/9/16	29,601	Generators	Check generator air vents for obstructions	Self Service	\$0.00		K & S RV Consulting, LLC
2/9/16	29,601	Jacks and Leveling Systems	Inspect cylinder seals for build up, clean as needed, check electrical connections and check hoses for leaks	Self Service	\$0.00		K & S RV Consulting, LLC

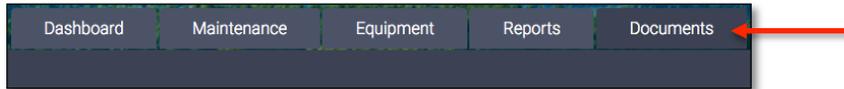
Clicking the icon will produce the document which can be downloaded and printed if desired.



The screenshot shows the 'Carolina Cat 2.jpeg' document preview. The document is a proforma invoice from Carolina Tractor and Equipment Company. It includes a header with logos for Carolina, CAT, Kubota, Hydraulics Express, LiftOne, and Pinnacle Cranes. The invoice details a sale to Rob Willard, listing equipment such as a COOLANT-SEC and a F/R ALL. It also includes a section for 'REPLACE FAN DRIVE' with a list of parts and their costs. At the bottom, there is a payment section with a 'PAY THIS AMOUNT' field and a 'NO CREDIT ALLOWED' notice.

The Documents Page Tab

Under the documents tab you can upload any sort of document you want to keep track of. These documents are not connected to a specific maintenance or fuel log entry. You might put manuals and schematics here or photos. Each document uploaded gets assigned to a category. There are several categories already defined or you can create your own.



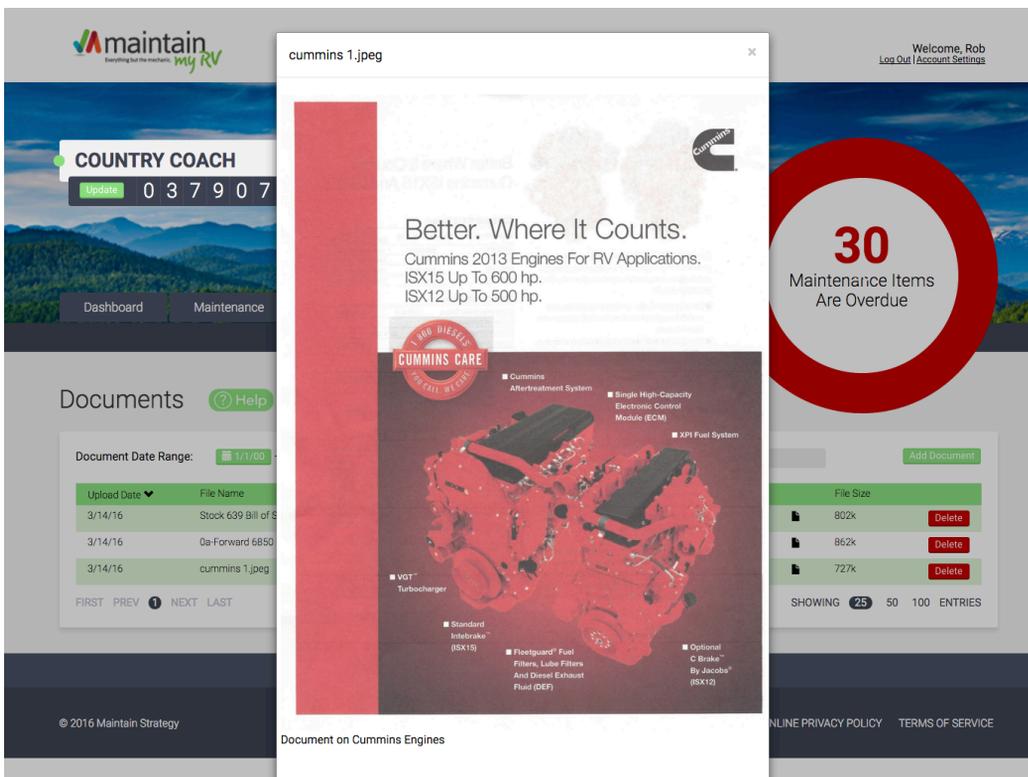
Documents ? Help [Learn More About the Documents Page](#)

Document Date Range: 1/1/00 - 3/14/16 All Add Document

Upload Date	File Name	Document Category	Document Notes	File Size	
3/14/16	Stock 639 Bill of Sale.jpg	Purchase and Tax Documents	Purchase order for Motorhome	802k	Delete
3/14/16	0a-Forward 6850 C Magna.pdf	Documentation & Manuals	Magna Chassis Manual	862k	Delete
3/14/16	cummins 1.jpeg	Documentation & Manuals	Document on Cummins Engines	727k	Delete

FIRST PREV **1** NEXT LAST SHOWING **25** 50 100 ENTRIES

This "Documents View" works the same as the other views. Clicking the icon will produce the document which can be downloaded and printed if desired.



The screenshot shows the 'Documents' page with a document viewer window open for 'cummins 1.jpeg'. The document content includes:

Better. Where It Counts.
Cummins 2013 Engines For RV Applications.
ISX15 Up To 600 hp.
ISX12 Up To 500 hp.

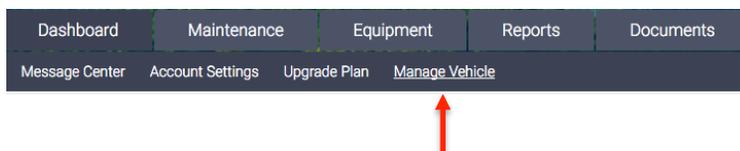
CUMMINS CARE FOR ALL BEARS!

- Cummins Aftertreatment System
- Single High-Capacity Electronic Control Module (ECM)
- XPI Fuel System
- VGT™ Turbocharger
- Standard Inbrake® (ISX15)
- Fleetguard® Fuel Filters, Lube Filters And Diesel Exhaust Fluid (DEF)
- Optional C Brake™ By Jacobs™ (ISX12)

The background interface shows a 'COUNTRY COACH' dashboard with a '30 Maintenance Items Are Overdue' notification and a list of documents including 'cummins 1.jpeg'.

WARRANTY Documentation

Under the Dashboard Tab – “Manage Vehicle Option” you can enter specific information about any warranties you have for your vehicle. This becomes particularly important if there are maintenance requirements to keep your warranty valid. In addition to defining the specifics of your warranties. You can upload any documents for your warranties here as well.



Manage Vehicle: Country Coach [Help](#) Learn More About the Manage Vehicle Page

VIN: 4U7C9FA1281080182 Edit
Vehicle Type: Motorhomes **Make:** Country Coach **Year:** 2008 **Model:** Galileo 625 Caterpillar / Series Magna 630 Series / Length (45')

REGISTRATION Edit
License Plate: DJY1205 **County:** Caldwell **State:** NC **Expiration Date:** Aug 31, 2016

PURCHASE INFORMATION Edit
Purchase Date: Jun 18, 2015
Price: \$258,500.00
Interest Rate: 0%
Mileage at Purchase: 29,166
Purchased From: West Coast Corvette

WARRANTY Add New Warranty

Description	Provider	Contact Information	Start Date	Expiration Date	Notes	Docs
Warranty for Country Coach	Warranties A1	Jim Mellon	1/4/16	9/8/16	After market warranty purchased from the FMCA show. Covers Chassis	

In this section you can enter as many different warranties as you might have including the accompanying documentation. The same procedures in the other sections apply here. Click the document icon to review any previously uploaded document.