



## SOP0001 – Individual Vehicle Template Setup

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### AMENDMENT RECORD

**ISSUE #: 1**

**ISSUE DATE: 10/09/2018**

Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						

### 1. Scope

This Safe Operating Procedure is an instructional on setting up a new vehicle into A2Z Services – Business Manage

### 2. Responsibilities

Task	Role
Filling out OF0039 – A2Z Services – Business Manager Vehicle Setup Form	Area Manager/Franchisee
Complete SOP0001	Systems Champion

### 3. Procedure

1. Receive OF0039 – New Vehicle Asset Setup Form in systems champion email inbox and open

#### Template setup - WordPress

2. Log into WordPress at <https://a2zgroup.net/wp-login.php>
3. On left bar select pages – All Pages
4. Copy **\*\*OF0040 – Individual Vehicle Template\*\*** by hovering over **\*\*OF0040 – Individual Vehicle Template\*\*** and select copy –Copy Now
5. Open Duplicate
6. Rename heading **\*\*OF0040 - Individual Vehicle Template\*\*** to New Vehicle Asset ID allocated to vehicle and Branch and Service e.g. “A2Z2 – Central Australia – Remote Services”
7. Delete Line “SOP0001 – A2Z Services - Business Manager Individual Vehicle Template Setup (DELETE ONCE OPEN)”
8. In Top Panel of Word Press Select Settings – Page – URL Slug and change to Asset number e.g. “A2Z2”
9. Copy URL Slug
10. Press Publish – Publish

#### Template setup - Google Sheets

11. Open Google Sheet “OR0035 – Vehicle Register” in new webpage tab  
[https://docs.google.com/spreadsheets/d/1OJ5nD1S4\\_LUmXkiP5nVrusYAw8SUVsKrKqDWlvh4bOg/edit#gid=0](https://docs.google.com/spreadsheets/d/1OJ5nD1S4_LUmXkiP5nVrusYAw8SUVsKrKqDWlvh4bOg/edit#gid=0)
12. Select “OR0035 - Vehicle Register” Tab
13. Create new line and insert New Asset ID into Asset ID Colum
14. Paste URL Slug from above into Asset Link
15. Input particulars from OF0039 – New Vehicle Asset Setup Form which was sent to systems champion Inbox ONLY in:
  - a. Asset ID
  - b. Make
  - c. Model
  - d. Year
  - e. Registration Number

- f. Next Service Due at KM
- g. Registration Renewal Date
- h. Inspection Renewal Date
16. Copy from above Vehicle into new vehicle the formula fields in:
  - a. Registration Due in - Weeks
  - b. Inspection Due in – Weeks
17. Right Click on template tab and select Duplicate
18. Rename to new vehicle ID e.g. “A2Z2”
19. Select Cell A8 and Place Vehicle ID into Cell e.g. “SELECT A, B, C, D, E, F, G, H, I WHERE B = 'A2Z2'”
20. In yellow fields below Asset ID Type “=” then select “OR0035 - Vehicle Register” Tab and then the asset ID in spreadsheet, then enter
21. Continue above step until all are completed:
  - a. Asset ID
  - b. Make
  - c. Model
  - d. Registration Number
  - e. Licence Class
  - f. Registration due – Date
  - g. Inspection Due – Date
  - h. Next Service Due at KM
22. Return to tab OR0035 – Vehicle Register
23. In new vehicle Asset ID select service due in and type = the select New Asset ID Tab e.g. A2Z2 and select D6
24. Complete steps 22-23 for \$/km
25. Open WordPress in a new tab, at this stage you should have 3 Tabs:
  - a. OR0035 - Vehicle Register – Google Sheets
  - b. New Vehicle Asset Page – WordPress
  - c. Dashboard – WordPress

### Vehicle Particulars Setup - WordPress

26. Hover over Stylish Google Sheet Reader and select Manage Sheets
27. Input following details:
  - a. Google Sheet ID: 1OJ5nD1S4\_LUmXkiP5nVrusYAw8SUVsKrKqDWlvh4bOg
  - b. Sheet Name: (this is the name of the sheet you just setup e.g. A2Z2)
  - c. Range: A1:E2
  - d. Caption Leave Empty
  - e. Table Style: Card (Shadowed)
  - f. Format: Positive and Negative Value: NO
  - g. Fix First Column: NO
  - h. Allow Sorting: NO
  - i. Allow Search & Filtering: NO
  - j. Table Width (Desktop): 100%
  - k. Table Width (Mobile View): 100%
  - l. Select the I have changed this google sheet sharing setting to” .....
  - m. Press Google Sheet +
28. Copy short Code from below in All Sheets Section

29. Open tab for New Vehicle Asset you have setup.
30. Paste this link into first Shortcode Box
31. Delete Text Above
32. Update Website
33. Return to Stylish Google Sheet Reader tab
34. Input Following Details
  - a. Google Sheet ID: 1OJ5nD1S4\_LUmXkiP5nVrusYAw8SUVsKrKqDWlvh4bOg
  - b. Sheet Name: (this is the name of the sheet you just setup e.g. A2Z2)
  - c. Range: A4:E6
  - d. Caption Leave Empty
  - e. Table Style: Card (Shadowed)
  - f. Format: Positive and Negative Value: NO
  - g. Fix First Column: NO
  - h. Allow Sorting: NO
  - i. Allow Search & Filtering: NO
  - j. Table Width (Desktop): 100%
  - k. Table Width (Mobile View): 100%
  - l. Select the I have changed this google sheet sharing setting to" .....
  - m. Press Google Sheet +
35. Copy short Code from below in All Sheets Section
36. Open tab for New Vehicle Asset you have setup.
37. Paste this link into Second shortcode Box
38. Delete Text Above
39. Update Website

#### **Vehicle Log – WordPress**

40. Return to Stylish Google Sheet Reader tab
41. Input Following Details
  - a. Google Sheet ID: 1OJ5nD1S4\_LUmXkiP5nVrusYAw8SUVsKrKqDWlvh4bOg
  - b. Sheet Name: (this is the name of the sheet you just setup e.g. A2Z2)
  - c. Range: A9:F100000
  - d. Caption Leave Empty
  - e. Table Style: Card (Shadowed)
  - f. Format: Positive and Negative Value: NO
  - g. Fix First Column: NO
  - h. Allow Sorting: Yes
  - i. Allow Search & Filtering: Yes
  - j. Table Width (Desktop): 100%
  - k. Table Width (Mobile View): 100%
  - l. Select the I have changed this google sheet sharing setting to" .....
  - m. Press Google Sheet +
42. Copy short Code from below in All Sheets Section
43. Open tab for New Vehicle Asset you have setup.
44. Paste this link into Second shortcode Box
45. Delete Text Above
46. Update Website

### Vehicle Images - WordPress

47. Open email in Systems Champion. Email and open OF0039 – A2Z Services – Business Manager Vehicle Setup Form which was sent thru
48. Save the 6 images on form
  - n. Front
  - o. Back
  - p. Left
  - q. Right
  - r. Inside Front
  - s. Inside Rear
49. Open new Vehicle Asset Tab and insert images under Vehicle Images with captions:
  - t. Front
  - u. Back
  - v. Left
  - w. Right
  - x. Inside Front
  - y. Inside Rear
50. Delete Text Above
51. Update Website

### Forms – Word Press

52. Return to WordPress Dashboard
53. In Left hand panel select Forms – Form
54. Select “OF0036 – Daily Vehicle Pre-Start”
55. Select Asset ID and Correct Branch
56. Select Field Settings on Right Hand Side
57. Scroll Down to Edit Choices
58. Add Choice by Pressing the + Button
59. Label will be Asset ID Allocated e.g. A2Z2
60. Press Save Form
61. Complete Steps 53-60 until all are completed for below forms:
  - a. OF0036
  - b. OF0037
  - c. OF0038

### FORMS AND REGISTERS

Document number	Document Name
OR0035	Vehicle Register
OF0036	Daily Vehicle Pre-Start
OF0037	Weekly Vehicle Check
OF0038	Asset Maintenance Log
OF0039	New Vehicle Asset Setup Form
OF0040	Individual Vehicle Template