



# **Vehicle Mileage Reporting System**

## **User Guide**

Iowa Department of Administrative Services  
Central Procurement & Fleet Services Enterprise  
109 SE 13<sup>th</sup> St.  
Des Moines, IA 50319

## System Overview

This manual has been designed for the users of the State of Iowa Fleet vehicles to assist with the monthly mileage reporting system. This manual takes a step-by-step instructional approach on the best way to use the system.

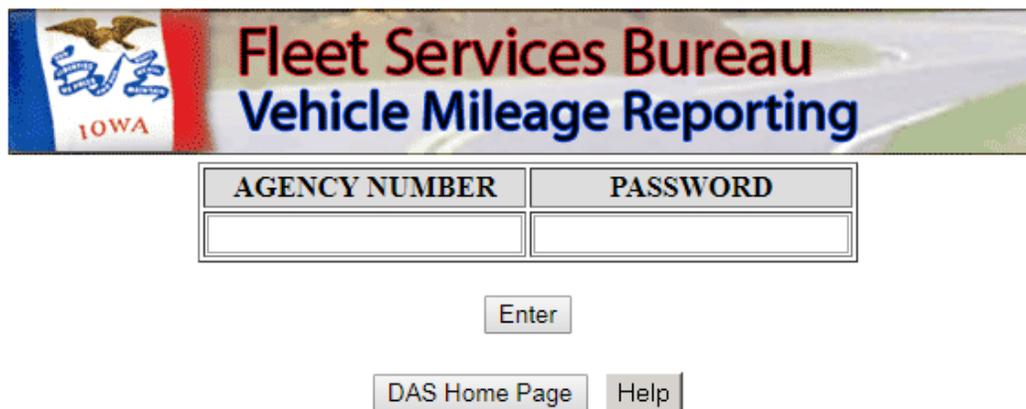
All agencies must report their vehicle's monthly mileage. Mileage reports must be entered no later than the 7<sup>th</sup> business day of the following month. For example, reports for January need to be entered online no later than January 10<sup>th</sup>.

To access the Vehicle Mileage Reporting System go to the following web address:

<http://eservices.iowa.gov/dgsmrs/index.php>.

## Log-on Page

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AGENCY NUMBER	PASSWORD
<input type="text"/>	<input type="text"/>

Enter

DAS Home Page Help

Enter an agency number and password here. The agency number and password are linked to the vehicles assigned to that agency. The entry will determine on which vehicles you are able to report.

Agency Number: Every agency is identified by a three-digit number.

Password: DAS Fleet assigns a password to each department. See your agency fleet contact with any questions about this password. *Hint: the password is case sensitive, meaning if the password contains all capital letters, this is how it must be entered.*

Enter Button: Completes the log-on process and takes you to the next page.

DAS Home Page takes you the DAS website.

## Vehicle Search Page



AGENCY VEHICLE LISTING	ENTER A VEHICLE NUMBER
CAR# - MILES ▾	<input type="text"/>
<p>If you do not select a vehicle from the Agency Vehicle Listing drop down window, it will be necessary to enter two zeros before the four digit official vehicle number and an eight (8) after the official vehicle number in the Enter a Vehicle Number window to display the vehicle record.</p> <p>EXAMPLE: Official vehicle number 1234 will be entered as 0012348. Official vehicle number 789 will be entered as 0007898.</p>	

Search

DAS Home Page

Help

To select a vehicle, you may type in the six-digit vehicle number or use the drop-down box under Agency Vehicle Listing. When typing in a vehicle number, it may be necessary to enter leading zeros before the official vehicle number and it will be necessary to enter an eight (8) after the official vehicle number in the Enter a Vehicle Number window to display the vehicle record.

*Examples: Official vehicle number 105401 will be entered as 1054018. Official vehicle number 1234 will be entered as 0012348. Official vehicle number 567 will be entered as 0005678.*

Search: Brings up a record for the requested vehicle. If the vehicle number entered is not assigned to the agency, an error message will appear.

## Vehicle Record Page



VIN:3FA6P0G73JR207613

VEHICLE NUMBER			BEGINNING ODOMETER			ENDING ODOMETER		
0027398			0008913					

[Click Here to Report OIL CHANGES and PREVENTATIVE MAINTENANCE](#)  
[Click Here to Hide OIL CHANGES and PREVENTATIVE MAINTENANCE](#)

OIL CHANGE				PREVENTATIVE MAINTENANCE			
Date		Mileage		Date		Mileage	
00000000		0000000		00000000		0000000	
Month ▼	Day ▼	Year ▼		Month ▼	Day ▼	Year ▼	

[Click Here to Report BULK ITEMS](#)

[Click Here to Hide BULK ITEMS](#)

Bulk Items have already been purchased by your agency. They are used only for vehicle statistics.

BULK FUEL-GASOHOL		BULK FUEL-ETHANOL-85%	
Units (Gallons)	Cost	Units (Gallons)	Cost
0.0	0.00	0.0	0.00

BULK OIL		COST OF BULK PARTS	BULK FUEL-DIESEL	
Units (Quarts)	Cost	(Oil Filters, etc)	Units (Gallons)	Cost
0.0	0.00	0.00	0.0	0.00

Update Cancel

DAS Home Page Help

This page initially contains the Vehicle Number and the Beginning Odometer for the vehicle selected. You may not update these items.

Enter the Ending Odometer reading, up to seven numeric characters. This number must be larger than the Beginning Odometer value. Leading zeros are not necessary. *Hint: Use the Tab Key to go from one box to another. Use the up/down arrows to move through the date drop down boxes.*

If either an Oil Change or Preventative Maintenance occurred in the month, click on the entry boxes under the respective services. Use the "drop down" boxes to enter the Date of service. Enter the Mileage at the time of service in the box. The date must be before the current date and mileage must be less than the Ending Odometer reading entered. Leading zeros are not necessary.

To report Bulk items used on a vehicle, click on report bulk items if it is not already shown. Use the fields to enter the total Units and Dollars that were used for fuel-gasohol, fuel-ethanol-85%, oil, parts, and fuel-diesel. You cannot enter fuel of both diesel and gasoline for the same vehicle. Units can be up to five numeric characters plus one decimal place. Costs can be up to five numeric characters plus two decimal places.

Update will submit the entries to the database and take you to the next screen.

# Vehicle Result Summary Page



THANKS FOR USING  
THE FLEET & MAIL MILEAGE REPORTING TOOL

*Vehicle Number 0027398	Wed Jan 2 2019 *Beginning Odometer 0008913	*Ending Odometer 9089
Oil Change Date 08 / 06 / 2018 Mileage 4759	:	Preventative Maintenance Date 00 / 00 / 0000 Mileage 0000000
Bulk Gasohol Units 0.0 Cost 0.00	:	Bulk Ethanol- 85% Units 0.0 Cost 0.00
Bulk Oil Units 0.0 Cost 0.00	•	Bulk Diesel Units 0.0 Cost 0.00
	Bulk Parts Cost 0.00	

If this information is incorrect or you wish to enter a report on another vehicle click Search.

This page shows a summary of the values just updated.

To change any of the information entered, click on the Search button, enter the same vehicle number, and make any changes necessary. To update another vehicle, click the Search button and follow the same process. All changes must be completed by the seventh business day. To print the summary page, click Print or use the browser's menu option, the Print button may not work on all browsers.

Contact DAS Fleet Services or DAS Finance for assistance.