1 November 2012

Subject: Archibus Fleet Management System

Dear Colleagues,

Property and Facilities Division is in the process of developing the requirements for implementation of Archibus Fleet Management module, part of UQ’s Enterprise Facilities Management IT system.

While most of the use of the system will be by Property and Facilities, there may be reports regarding operating costs and utilisation of Faculty, Institute and Division vehicles that you may find useful.

The fleet module will provide functionality including:

- Inventory of vehicles
- Alerts to ensure critical events such as services are notified
- Track fuel usage for compliance reporting
- Track vehicle life cycle costs to inform capital investment decisions
- Ability to streamline charging
- Run utilisation reports to analyse fleet usage

Please provide input as to any reporting requirements you may have by e-mail to g.scott@pf.uq.edu.au

Kind regards

Gordon