

**MOTOR VEHICLE INFORMATION MANAGEMENT SYSTEM
(MOVIMS)**

GENERAL DESCRIPTION

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		1.03	Figure 1 is a general flowchart of MOVIMS.
		2. SYSTEM DESCRIPTION	
		A. General	
1. GENERAL		2.01	The MOVIMS is a computerized system for accumulating and measuring vehicle administrative and expense data. It will produce a series of printouts that can be used by line and staff supervision as a tool for controlling costs. Reports are available on the following:
A. Purpose		(a)	Individual vehicles
1.01 This practice contains a general description of the <i>MO</i> tor Vehicle <i>Info</i> rmation <i>Man</i> agement System (MOVIMS). A description of the Off-The-Shelf-System (OTSS) is also presented because it will be used with MOVIMS.		(b)	Vehicle groups

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- (c) Vehicles and vehicle groups by location
- (d) Total fleet
- (e) Administrative organizations and groups.

2.02 The **System** Data Base Administrator (DBA) is responsible for the overall maintenance and operation of MOVIMS. Each **company** will have a DBA who is responsible for the following:

- (a) Design and maintenance of all input forms
- (b) Creation of optional codes to be used
- (c) Loading the data base with administrative and vehicle data
- (d) Determining all levels of responsibility within the company concerning MOVIMS
- (e) Monitoring and maintaining the total system.

B. Inputs

2.03 The form numbers, fields, and column positions for all MOVIMS inputs have been established and cannot be changed. The layout of the input forms can be modified by the individual DBAs as long as the form numbers, fields, and their character positions (columns) are used as indicated in Section 720-610-101. The users can design the layout (through the DBA) to meet their individual requirements, eg, multiple sheets, additional (non-keypunch) fields, size, etc.

2.04 The individuals responsible for entering data into MOVIMS will be determined by the DBA. Input data will be obtained from the following:

- (a) Vehicle manufacturer information (tire and engine size, transmission type, etc.)
- (b) Company repair orders and contractor repair bills
- (c) Fleet maintenance work orders
- (d) Odometer readings
- (e) Gas and oil purchases and disbursements (in-house or outside including UCC)

- (f) Vehicle, garage, supervisor, and company administrative information
- (g) Vouchers.

2.05 When input forms are completed, they are to be edited by the approving supervisor. After editing, the forms are processed (keypunch cards or key tape) into input records. These records are sent directly to MOVIMS or processed through the local disbursement system.

C. Outputs

2.06 The MOVIMS will provide reports on the following:

- (a) A comparison of current expense levels versus those of prior periods (M, YTD, and CUM) or budget via OTSS or done manually against MOVIMS output.
- (b) Monthly, year-to-date, and cumulative reports on 702 (521X) expenses per vehicle, vehicle group, fleet, vehicle per mile, etc
- (c) Repairs per vehicle by repair codes, monthly, year-to-date, and cumulatively
- (d) Reports showing costs by motor vehicle group, summarized as required, for the various management levels from motor vehicle foreman through second, third, fourth, and corporate levels
- (e) Administrative reports—mileage, assignment, etc.

2.07 Special reports are available by using OTSS. (See Part 3.)

D. Implementation Procedures

2.08 A general list of MOVIMS implementation procedures is contained in Part 4 of this practice.

3. OFF-THE-SHELF-SYSTEM (OTSS)

3.01 The OTSS is a Bell Telephone Laboratories developed system that can be used in conjunction with the MOVIMS data base and that of other systems. It has the capability of entering a data base, altering and retrieving data, and

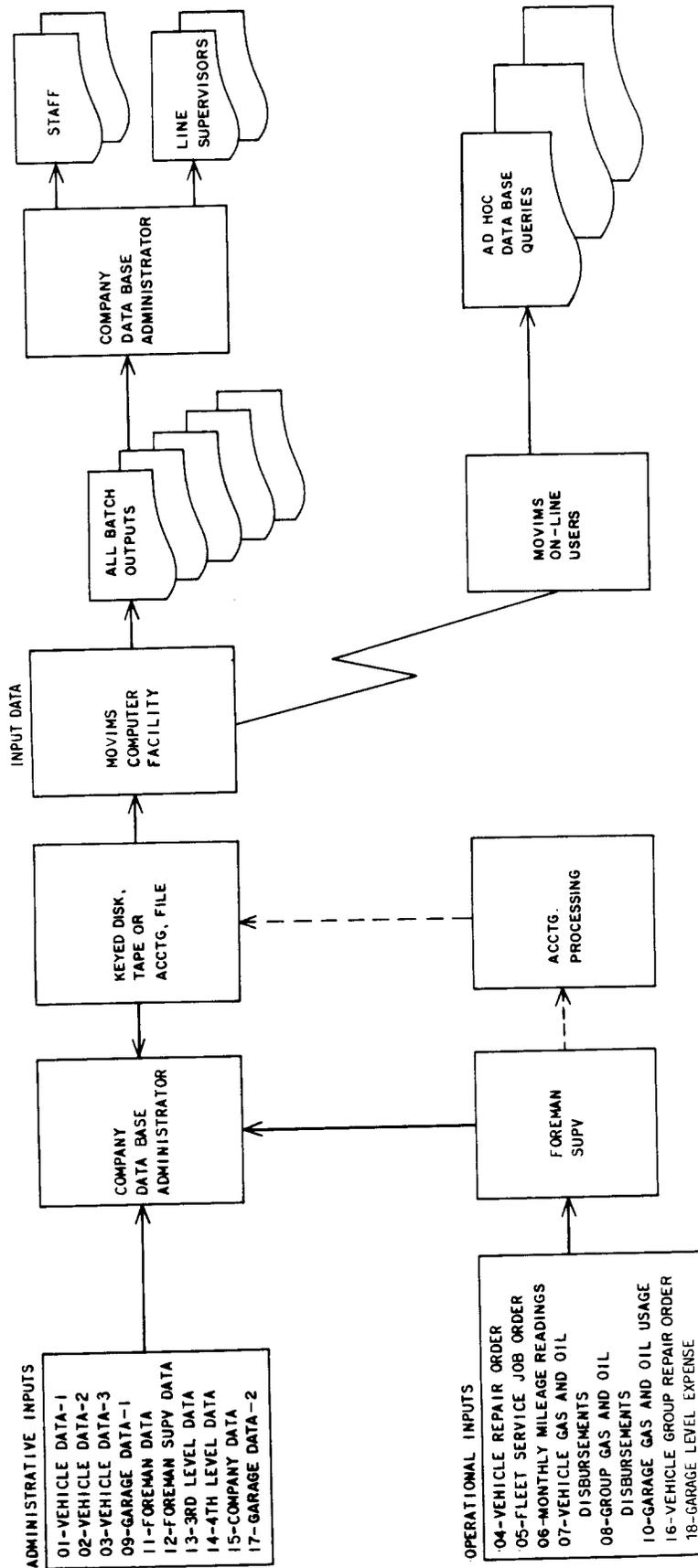


Fig. 1 — General Flowchart — MOVIMS

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assembling it in a predetermined format. Security measures are included in the system to prevent unauthorized entry.

3.02 After a company has loaded its MOVIMS data base, it can use OTSS to retrieve selected information from the data base. The OTSS will provide listings, rankings, charts, etc. These outputs are described in detail in the manual, "General Terminal Procedures for MOVIMS Users".

4. MOVIMS IMPLEMENTATION PROCEDURES

4.01 The procedures involved in the implementation of MOVIMS are contained in the following list. This is a general list and may vary, depending on the policies and procedures of each company. The time increments shown are generally minimum requirements for a fleet of 10,000 vehicles. Other Telephone Companies (OTCs) with larger fleets should adjust accordingly. The times shown are calendar periods and do not represent an actual number of person days. In actuality, a time period shown as six months may, in fact, take only five person days within the six months to complete the task.

- (1) Appoint project manager (six months before cutover).
 - (a) The project manager should manage the entire project, coordinating closely with AT&T Automotive Operations, OTC Comptrollers, etc.
 - (b) It is advisable to form an interdepartmental committee to assure cooperation and coordination throughout implementation.
- (2) Review and update local documentation. This requires a complete review of all MOVIMS documentation (1.02), directing all questions to the AT&T System DBA (four to six months).
 - (a) The practices of each company will define vehicle numbering plan, forms to be kept, etc. (See Fig. 2.) Some of the information may be in machine readable form. All of these should be reviewed to see what can be used in preparing data for MOVIMS.
 - (b) The needs of the company also should be reviewed to determine the reports that

may be needed, the form of reports, etc. The need for people and terminals, for example, also should be reviewed.

- (c) Contact the OTC Central Time-Share Coordinator and mechanization people to determine the steps to be taken to obtain a company User ID for MOVIMS.
- (3) Obtain approval (could take six months). It is often necessary to obtain the approval of the local Mechanization Project Approval Board. If it is, it will be necessary to identify:
 - (a) Advantages and gains from the system
 - (b) Uses of the reports or data outputs
 - (c) The costs of the new system, people, forms, computer storage, usage, etc
 - (d) Benefits which will be achieved by use of the system
 - (e) Equipment required, whether dedicated or joint use
 - (f) Required personnel—type and number added.
- (4) Meet with AT&T for discussions on MOVIMS implementation and determine the organization hierarchy. The final plan of action could take up to six months for approval.
- (5) Appoint DBA. This may be the same person as the project manager; however, in multiarea companies, there may be one in each area (at least six months before cutover).
- (6) Determine input move. The method of getting the input from the source (mechanic, bill, voucher, etc.) to MOVIMS must be determined. The data is available from Comptrollers from time sheets and vouchers (BSDOPAC). If this information is not available, separate input will be necessary (four to six months).
- (7) Determine outputs (four months). The following should be considered:
 - (a) Standard reports required

- (b) Frequency
 - (c) Quantity
 - (d) Form (hard copy or microfiche)
 - (e) Mileage input reporting methods
 - (f) Form of storage for reports
 - (g) Special reports.
- (8) Build organization tree (four months). Since the data can be in a hierarchy only, this must be studied and a tree built to indicate the chain of command. The tree will indicate the number assigned to each person in the hierarchy.
- (9) Assign codes to garages. Parcel numbers or building codes are often used (four months).
- (10) Vehicle groups and numbers must conform to M-53C Standard. (See BSP 720-610-101, Table C and D.)
- (a) There are several constraints on vehicle groups and numbers. The first two digits in MOVIMS must be a valid vehicle group and the vehicle group cannot start with a zero. From there, the constraint may be in the other company programs. For example, UCC usage does not allow alphanumeric characters within the numbers. Each vehicle in the data base must be uniquely identifiable with the first seven digits of the number. Groups are limited to 20, with 255 vehicles per **group** per **garage**.
 - (b) If the vehicle numbers have to be changed, time must be allowed for the purchase and application of number strips.
 - (c) Arrangements must be made for a date for the number change which is suitable to comptroller reporting and clearance routines, if this will mean changing vehicles from one clearance group to another.
- (11) Develop and produce forms (two to six months). Adapt standard forms to input requirements and local conditions. Generic forms are shown in Section 720-610-101. This section shows the format for the information. Forms must be designed so that these fields are maintained. Forms 01, 02, and 03 are basic data and must be completed for each vehicle. Ad codes requirements must be identified and chosen. Allow time for printing and distribution of forms.
- (12) Prepare vehicle birth certification (one to two months).
- (a) This will require information on each vehicle on Forms 01, 02, and 03. Ad codes should be completed. License numbers must be unique. If the data base is used for more than one state, use state abbreviation as part of license number. Although all this information is not necessary, it is best to complete the forms at the same time.
 - (b) The master file must go from forms to magnetic tape for loading on the computer.
- (13) Obtain a user ID at the AT&T Computer Center through AT&T System DBA (one month). Define the amount of charges. Define the number and type of user IDs—read/write, read only, etc.
- (14) Review training needs (three months). Schedule training for clerks, mechanics, foremen, etc, who have to put data into the system.
- (15) Establish procedures for transmission, receipt, and distribution of reports (three months).
- (16) Build administrative data base in computer (one to two months). This can be a time consuming project depending on the purity of your input data.
- (a) Tree of organization
 - (b) Vehicle, garage, and supervisor locations
 - (c) Report files.
- (17) Start collecting operational data for test run (one month).
- (18) Training is needed by DBAs on the interactive mode using OTSS. Language is not difficult; but, the system is sophisticated (three months). Contact the System DBA for training schedules.

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- (19) Review output reports and train on analysis (one or more months).
- (20) Develop test data and make test run (one month). See if, and how, inputs work.
- (21) Study other uses of MOVIMS, ie, Special tools (STIMS), vehicle licensing, taxes, etc. (See MOVIMS Reference Manual for DBAs.)