CITY OF ALBUQUERQUE
Fleet Management Division - Fleet User Request
PHONE# 857-8080 OR 857-8077 FAX# 857-8081

NEW Fleet Focus User Information (For AssetWorks Login)

1) **Date** _____

2) **Name** _____

3) **Phone Number** _____

4) **City e-mail address** _____

Check below if temp emp becoming city emp

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Temp User ID:
_____

5) ___Aviation ____Fire ____SWD ____Transit ____Fleet (All Others)

6) **Current City User ID** _____

7) **City Employee#** _____

8) **Model After User:** _____ **OR Type of User (See user groups on page 2):**
____**Read Only** ____**Fleet Liaison** ____**Shop Supervisor** ____**Technician** ____**Parts**
____**Service Writer** ____**Other: Please explain**_____

_____

Example: Fleet Analyst, Material Manager, Office Admin, Parts Admin, Analyst, etc.

Approved By _____
                 Signature

                _____   _____
                 Print Name   **Title**

For Temporary Changes to Existing Users

1) **Fleet Focus User ID** _____ 2) **Date Change Expires** _____

3) **For Change, Explain Change in Detail** _____

_____

Approved By _____
                 Signature

                _____   _____
                 Print Name   **Title**

For Fleet Management Use Only:

Date Entered: _____

Entered By: _____

Process:
I will respond with a summary of what you have requested, which will contain the user group's screen access. All departments' user groups are slightly different so this will serve as verifying what is required.

USER GROUPS			
UGR_USER_GROUP	**DESCRIPTION**	**UGR_USER_GROUP**	**DESCRIPTION**
AVI-EXECS	EXECUTIVE MANAGERS	PINO-LT	FLEET MANAGEMENT - LEAD VEHICLE TECHNICIAN
AVI-FUEL	ALL FUELING ACTIVITIES	PINO-MA	FLEET MANAGEMENT - MANAGEMENT ANALYST
AVI-LEADMECH	AVIATION LEAD MECHANIC (WO CREATION)	PINO-MM	FLEET MANAGEMENT - MATERIAL MANAGER
AVI-MANAGER	AVIATION MANAGER AIRFIELD (SHOP SUPERVISOR)	PINO-OA	FLEET MANAGEMENT - OFFICE ASSISTANT
AVI-MECHANICS	AVIATION MECHANICS	PINO-PA	FLEET MANAGEMENT - PARTS ADMINISTRATOR
AVI-SYSADMIN	AVIATION SYSTEM ADMINSTRATORS	PINO-PW	FLEET MANAGEMENT - PARTS WORKER
DEPT LIAISON	DEPARTMENT LIAISON	PINO-SUP	FLEET MANAGEMENT - SHOP SUPERVISOR
FIRE-PA	FIRE DEPT PARTS ADMINISTRATOR	PINO-SW	FLEET MANAGEMENT - SERVICE WRITER
FIRE-PW	FIRE PARTS WORKER	PINO-VT	FLEET MANAGEMENT - VEHICLE TECHNICIAN
FIRE-SUP	FIRE DEPARTMENT SHOP SUPERVISOR	PINO-VT-FMS	FLEET MANAGEMENT - VEHICLE TECH FOR FMS TESTING
FIRE-SW	FIRE SERVICE WRITER	READONLY	READ ONLY ACCESS
FIRE-VT	FIRE DEPT VEHICLE TECHNICIAN	SWD-FL	SOLID WASTE FLEET SPECIALIST
IC ADHOC	INFOCENTER ADHOC REPORT PORTAL	SWD-PA	SWD PARTS ADMINISTRATOR
IC CREATE SR	INFOCENTER - CREATE SERVICE REQUESTS	SWD-PW	SWD PARTS WORKER
IC CUSTOMER ACCESS	INFOCENTER CUSTOMER ACCESS	SWD-SUP	SWD - SHOP SUPERVISOR
IC DASHBOARDS	INFOCENTER DASHBOARD PORTAL	SWD-SW	SWD SERVICE WRITER
IC ISSUE PARTS	INFOCENTER PARTS ACTIONS - ISSUE PARTS	SWD-VT	SOLID WASTE VEHICLE TECHNICIANS
IC REPORTS	INFO CENTER REPORTING	TRANSIT-FA	TRANSIT FLEET ANALYST
IC REQUEST PARTS	INFOCENTER PARTS ACTIONS - REQUEST PARTS	TRANSIT-FS	TRANSIT FUEL ISLAND SUPERVISOR
IC TYPE A	INFOCENTER ASSET TYPE ASSET (FLEET)	TRANSIT-IT	TRANSIT INFORMATION TECHNOLOGY
IC TYPE C	INFOCENTER ASSET TYPE COMPONENT	TRANSIT-MF	TRANSIT MAINTENANCE FOREMAN
IC WO REBUILDS	INFOCENTER WO TYPE PART REBUILDS	TRANSIT-PA	TRANSIT PARTS ADMINISTRATOR
PINO-AA	FLEET MANAGEMENT - ADMINISTRATIVE ASSISTANT	TRANSIT-PW	TRANSIT PARTS WORKER
PINO-AC2	FLEET MANAGEMENT - ACCOUNTANT 2	TRANSIT-SW	TRANSIT SERVICE WRITER
PINO-FA	FLEET MANAGEMENT - FLEET ANALYST	TRANSIT-VT	TRANSIT VEHICLE TECHNICIAN
PINO-FS	FLEET MANAGEMENT - FUEL ISLAND SUPERVISOR		