

Member User Guide

Welcome to our novated lease web access system. This document will help you by providing some useful hints and explanations about our system.





To access the system, go to our website at www.paradigmtsm.com.au and click on the 'Member Login' button. This will take you to the login screen where you can enter your User Name and Password.

Once logged in select "My Car" from the "My Account" dropdown menu, or simply click on the "My Car" icon.




About this system

This system is designed to allow you to view information about your novated leases (contracts), run reports and update your personal details and odometer readings. The system is designed to run on Microsoft Explorer version 5.5 and above. Information is retrieved directly from our database and any changes you make are recorded immediately.

Icons

The  (home) button takes you back to the home screen.
Online help can be viewed by clicking on the  (help) button.
Use the  (contact) button to initiate an email
Click on the  (Logout) button to logout of the system.


Navigation

You can navigate to different screens by using the menu system (top left) or by clicking on hyperlinks. You can also browse back and next by clicking on the  (Previous) button and  (Next) button. The  (Clear Form) button will refresh and clear the screen of data.


Available Screens

Fleet / Administration / [Contracts](#) → [Events](#)
→ [FBI](#)
→ [Maintenance](#)
[Drivers](#) → [Contact](#)
→ [Contracts](#)

Fleet / Administration / Contracts

If you have one active Novated Lease, you will be defaulted into that lease. In other cases, you will need to search for the contract you are interested in by either entering the registration number (no spaces) or by using the search feature .

Contract Search

Click on the  (search) button to bring up the search pop-up for the Contract ID or Reg Number. If more than one record exists, (i.e. you are packaging multiple vehicles) use your mouse to select and click on the desired row.

Fleet / Administration / Contracts → Events

The events screen is used by Paradigm to record and display events relevant to your individual Novated Lease. Events are recorded per type.

You can create Log Book events if you wish. Events you create may be edited or deleted by using the tick box that appears next to the event (left of screen) and choosing edit or delete from the buttons at the bottom right of the screen. New events are started by clicking on the 'new' button. Click on 'create' to save your event. Note that whilst other events will be displayed you can only create or edit Log Book events.

The database audits all events and records edited and deleted events with your user id and the date and time.

Fleet / Administration / Contracts → FBT

The FBT screen provides a summary of your vehicle information and current FBT status. A report can be run by selecting the date you are interested in and clicking on the 'Print' button. This will activate Adobe Acrobat Reader and display the report. You can then save the report or print it if required.

Fleet / Administration / Contracts → Maintenance

This screen provides a list of your fuel transactions, odometer readings and other transactions included in your budgets. Note that the tick box next to the odometer reading is used to indicate if the odometer reading is valid and hence used for reporting purposes. The 'Print' button will generate a transaction report in PDF format. From the dropdown menu you have the choice of viewing and printing either a detailed maintenance or fuel performance report.

You can also enter your own odometer readings on this screen; refer to next section for further details.

Odometer Readings


Odometer readings may be entered by selecting the 'Odometer' button on the bottom right of the screen. The system will verify the reading you are entering and advise you if the reading is unexpectedly high or low (typically within a 20% tolerance). A standard description will be displayed which can be edited by you. Follow the screen prompts and your new odometer reading will be saved into our system.

The latest odometer readings are immediately available for use in the Novated Driver Report and on the FBT screen to allow you to see the effect of the updated reading.

Our system is updated monthly for vehicle servicing and fuel transactions.

Fleet / Administration / Drivers

Driver ID Search

Click on the  (search) button to bring up the search pop-up, your Driver ID will be displayed.

Click on your name to return the data.

Fleet / Administration / Driver → Contact

This screen contains your personal details such as contact information and is linked to your employer's account (client). You may update your details on this screen by clicking , making the changes and clicking .

Fleet / Administration / Driver → Contracts

The Contracts screen contains a list of your active and suspended vehicles. The "Contract ID" field is a hyperlink into the vehicle's Maintenance screen.

Updating information

You are responsible for the accuracy and validity of any data you enter into the system. In addition you are subject to the 'Terms of Use' which are available for viewing at the bottom of each screen.

Printing and viewing reports

If you choose PDF as the report output you will need to have Adobe Acrobat reader installed on your computer. If you do not have this installed, you can download the software from:

<http://www.adobe.com/products/acrobat/readstep2.html>

For additional assistance, please contact the team at Paradigm Fleet Management on 1300 80 CARS or send an email to cars@paradigmism.com.au