

1. Access Employee Portal: <https://portal.utilservcorp.com/>

## Utilities Service

### Employee Portal Login

Utilities Service Corp performs tree pruning and removals, right-of-way clearing and maintenance, vegetation management with herbicides, emergency storm work and logistical support, overhead and underground line construction, meter reading and installation, infrared inspection, utility pole maintenance, and street lighting/traffic signal services.

User Name:

Password:

Login

Having trouble logging in? Please click here

Forgot User Name?  
Forgot Password?  
Unlock My Account  
Don't have an account? Register here!  
Need Help?

**NOTICE:** The materials and information presented on this Web site are provided by Utilities Services Corp may be used solely and exclusively by authorized persons only. No unauthorized use is permitted at any time of this Web site or of the materials and information provided on this Web site.

2. Enter Company User Name and Password, then click Login

## Utilities Service

### Employee Portal Login

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User Name:

MBLASZCZYK

Password:

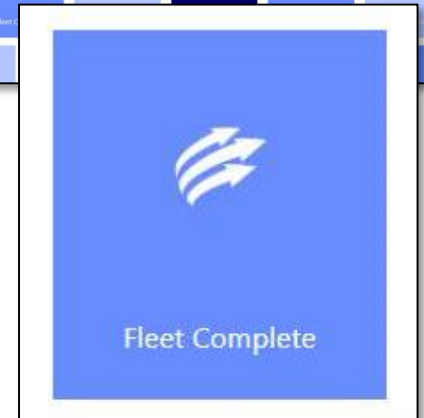
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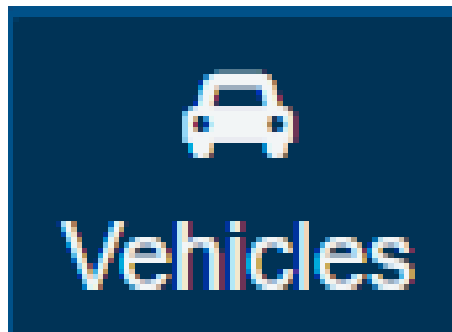
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3. Access to Portal Granted, Scroll down and click on “Fleet Complete” icon



Follow these steps to access the web version of FleetComplete

# Vehicles



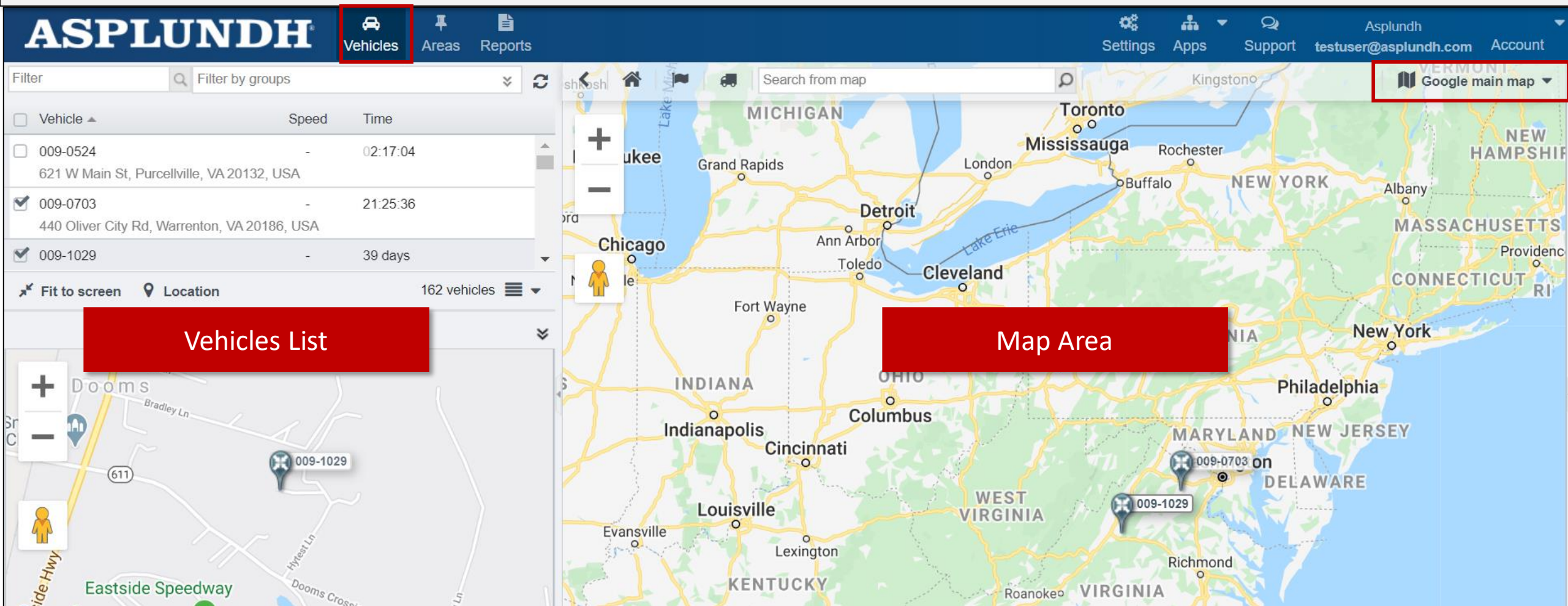
Vehicles list

Vehicles on the map

# Vehicles first launch



When logging into FC, the **Vehicles** section displays by default. Vehicles are assigned to a user and only these vehicles are displayed on the Google map with the latest GPS location.



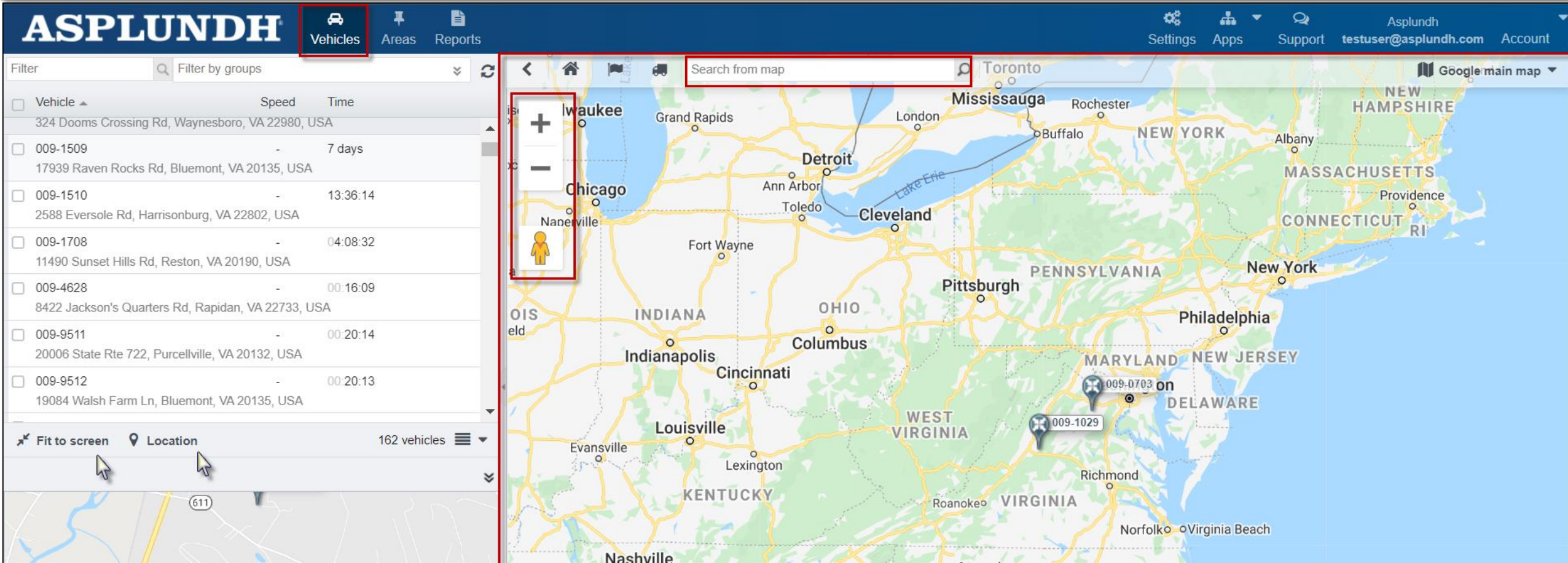
The screenshot shows the ASPLUNDH web application interface. The top navigation bar includes the ASPLUNDH logo, a "Vehicles" tab (highlighted with a red box), and other tabs like "Areas" and "Reports". The right side of the header has links for "Settings", "Apps", "Support", and user information. Below the header, there's a "Filter" section with a search bar and a "Filter by groups" dropdown. A table lists vehicles with columns for "Vehicle", "Speed", and "Time". The table shows three vehicles: 009-0524, 009-0703, and 009-1029. A red box labeled "Vehicles List" points to this table. To the right of the table is a large map area showing the United States with various cities and states labeled. A red box labeled "Map Area" points to this map. In the top right corner of the map area, there's a "Google main map" dropdown menu (highlighted with a red box). The bottom left corner shows a zoomed-in view of a specific location with a vehicle icon labeled "009-1029".

Vehicle	Speed	Time
<input type="checkbox"/> 009-0524 621 W Main St, Purcellville, VA 20132, USA	-	02:17:04
<input checked="" type="checkbox"/> 009-0703 440 Oliver City Rd, Warrenton, VA 20186, USA	-	21:25:36
<input checked="" type="checkbox"/> 009-1029	-	39 days

# Vehicles map area



**The map area is a central feature.** It displays the locations and spatial relations of vehicles, areas and geographical elements. Google Maps functionality is available in the map window, including panning in all directions, street view on a location and search from map option.



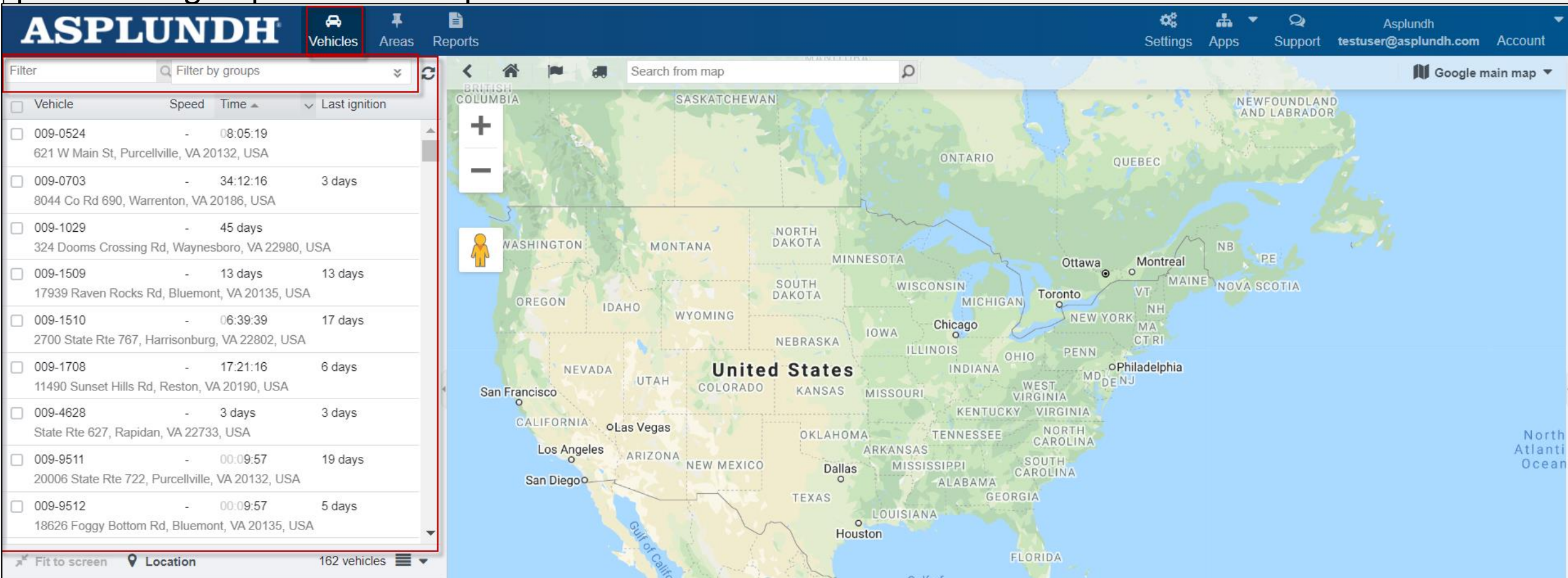
The screenshot shows the ASPLUNDH web application interface. The top navigation bar includes the ASPLUNDH logo, a 'Vehicles' tab (highlighted with a red box), and other tabs like 'Areas' and 'Reports'. The right side of the top bar contains links for 'Settings', 'Apps', 'Support', and user information. Below the navigation bar, there is a search bar labeled 'Search from map' (highlighted with a red box) and a 'Google main map' dropdown. The main content area is a map of the United States, specifically focusing on the Midwest and Northeast. A red box highlights the map controls on the left, including a zoom in (+) button, a zoom out (-) button, and a person icon representing street view. The map shows various cities and states, with two vehicle locations marked by blue pins and labeled with IDs: 009-0703 and 009-1029. On the left side of the map, there is a list of vehicles with columns for 'Vehicle', 'Speed', and 'Time'. The list includes details such as vehicle ID, address, and time. At the bottom left, there are buttons for 'Fit to screen' and 'Location', and a status bar indicating '162 vehicles'.

Vehicle	Speed	Time
324 Dooms Crossing Rd, Waynesboro, VA 22980, USA		
009-1509 17939 Raven Rocks Rd, Bluemont, VA 20135, USA	-	7 days
009-1510 2588 Eversole Rd, Harrisonburg, VA 22802, USA	-	13:36:14
009-1708 11490 Sunset Hills Rd, Reston, VA 20190, USA	-	04:08:32
009-4628 8422 Jackson's Quarters Rd, Rapidan, VA 22733, USA	-	00:16:09
009-9511 20006 State Rte 722, Purcellville, VA 20132, USA	-	00:20:14
009-9512 19084 Walsh Farm Ln, Bluemont, VA 20135, USA	-	00:20:13

# Vehicles vehicles list



The left-hand section of the Vehicles page displays a list of all the Vehicles assigned to a user. At the top of this section are two **Search** fields. Vehicles can be searched by vehicle description or by selecting from a predefined group from the drop down menu.



The screenshot shows the ASPLUNDH Vehicles page. The left-hand section displays a list of vehicles with columns for Vehicle, Speed, Time, and Last ignition. The right-hand section shows a map of the United States with a search bar and a person icon.

Vehicle	Speed	Time	Last ignition
<input type="checkbox"/> 009-0524 621 W Main St, Purcellville, VA 20132, USA	-	08:05:19	
<input type="checkbox"/> 009-0703 8044 Co Rd 690, Warrenton, VA 20186, USA	-	34:12:16	3 days
<input type="checkbox"/> 009-1029 324 Doods Crossing Rd, Waynesboro, VA 22980, USA	-	45 days	
<input type="checkbox"/> 009-1509 17939 Raven Rocks Rd, Bluemont, VA 20135, USA	-	13 days	13 days
<input type="checkbox"/> 009-1510 2700 State Rte 767, Harrisonburg, VA 22802, USA	-	06:39:39	17 days
<input type="checkbox"/> 009-1708 11490 Sunset Hills Rd, Reston, VA 20190, USA	-	17:21:16	6 days
<input type="checkbox"/> 009-4628 State Rte 627, Rapidan, VA 22733, USA	-	3 days	3 days
<input type="checkbox"/> 009-9511 20006 State Rte 722, Purcellville, VA 20132, USA	-	00:09:57	19 days
<input type="checkbox"/> 009-9512 18626 Foggy Bottom Rd, Bluemont, VA 20135, USA	-	00:09:57	5 days

ASPLUNDH Vehicles Areas Reports Settings Apps Support testuser@asplundh.com Account

Filter Filter by groups

Search from map

Google main map

United States

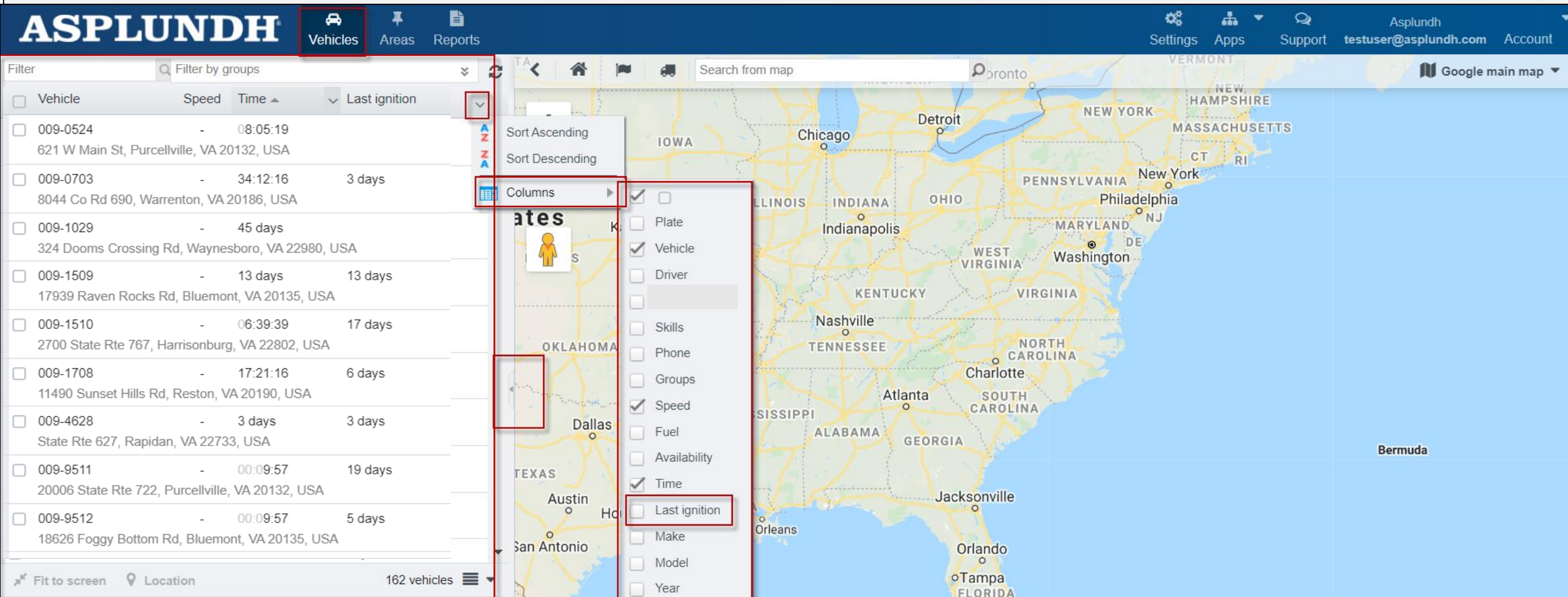
162 vehicles

# Vehicles

## vehicles list



Additional columns can be added to the table by choosing the drop down arrow in any column, select columns then the field to add. The list can be hidden (map expanded) by selecting the arrow along the list window border.



**ASPLUNDH** Vehicles Areas Reports Settings Apps Support testuser@asplundh.com Account

Filter Filter by groups

<input type="checkbox"/> Vehicle	Speed	Time	Last ignition
<input type="checkbox"/> 009-0524 621 W Main St, Purcellville, VA 20132, USA	-	08:05:19	
<input type="checkbox"/> 009-0703 8044 Co Rd 690, Warrenton, VA 20186, USA	-	34:12:16	3 days
<input type="checkbox"/> 009-1029 324 Dooms Crossing Rd, Waynesboro, VA 22980, USA	-	45 days	
<input type="checkbox"/> 009-1509 17939 Raven Rocks Rd, Bluemont, VA 20135, USA	-	13 days	13 days
<input type="checkbox"/> 009-1510 2700 State Rte 767, Harrisonburg, VA 22802, USA	-	06:39:39	17 days
<input type="checkbox"/> 009-1708 11490 Sunset Hills Rd, Reston, VA 20190, USA	-	17:21:16	6 days
<input type="checkbox"/> 009-4628 State Rte 627, Rapidan, VA 22733, USA	-	3 days	3 days
<input type="checkbox"/> 009-9511 20006 State Rte 722, Purcellville, VA 20132, USA	-	00:09:57	19 days
<input type="checkbox"/> 009-9512 18626 Foggy Bottom Rd, Bluemont, VA 20135, USA	-	00:09:57	5 days

Sort Ascending  
Sort Descending  
Columns

- ☒ Plate
- ☒ Vehicle
- ☐ Driver
- ☐ Skills
- ☐ Phone
- ☐ Groups
- ☒ Speed
- ☐ Fuel
- ☐ Availability
- ☒ Time
- ☒ Last ignition
- ☐ Make
- ☐ Model
- ☐ Year

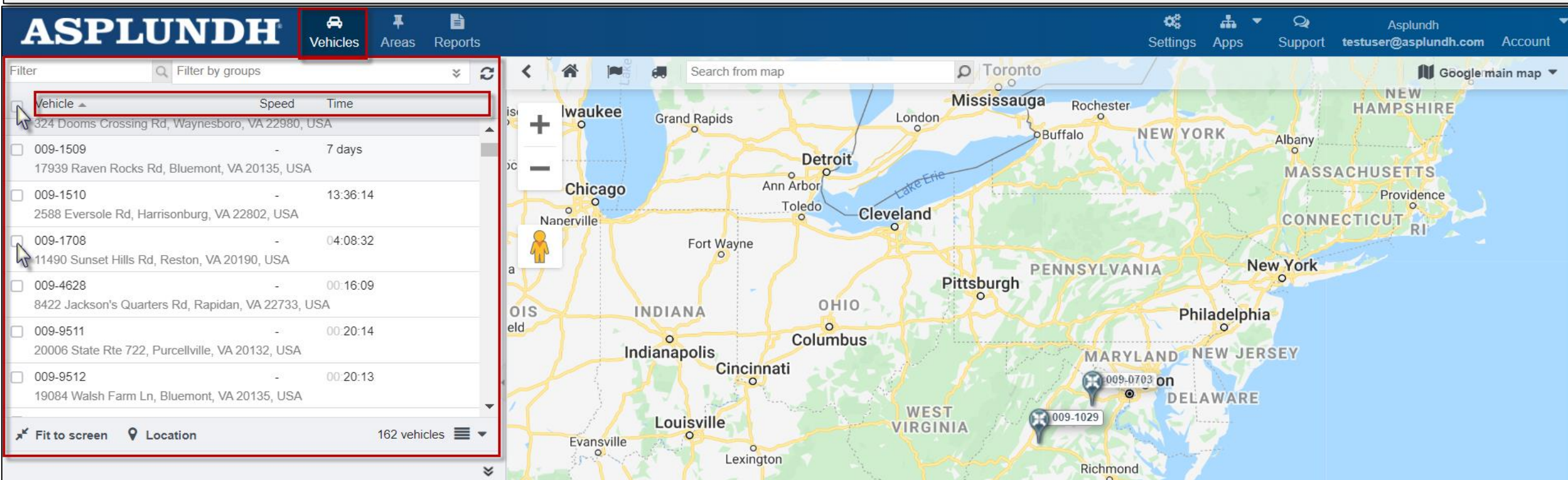
162 vehicles

**Checkbox** to select or deselected vehicles to display in the map window.

**Vehicle column** displays the name and the last reported location of the vehicle.

**Speed** column displays the current speed of the vehicle.

**Time** column displays how current the data is.



The screenshot shows the ASPLUNDH Vehicles interface. The top navigation bar includes 'ASPLUNDH', 'Vehicles' (highlighted with a red box), 'Areas', and 'Reports'. The right side of the bar contains links for 'Settings', 'Apps', 'Support', and user information 'Asplundh testuser@asplundh.com Account'.

Below the navigation bar, there is a 'Filter' section with a search bar and a 'Filter by groups' dropdown. A table of vehicles is displayed, with columns for 'Vehicle', 'Speed', and 'Time'. The table is highlighted with a red box. The 'Vehicle' column shows the vehicle ID, name, and address. The 'Speed' column shows the current speed, and the 'Time' column shows the last update time.

At the bottom of the table, there are buttons for 'Fit to screen' and 'Location', and a status bar indicating '162 vehicles'.

The right side of the interface shows a map of the United States with several vehicle locations marked by pins. The map includes labels for various cities and states, such as Chicago, Detroit, Cleveland, Pittsburgh, and New York.

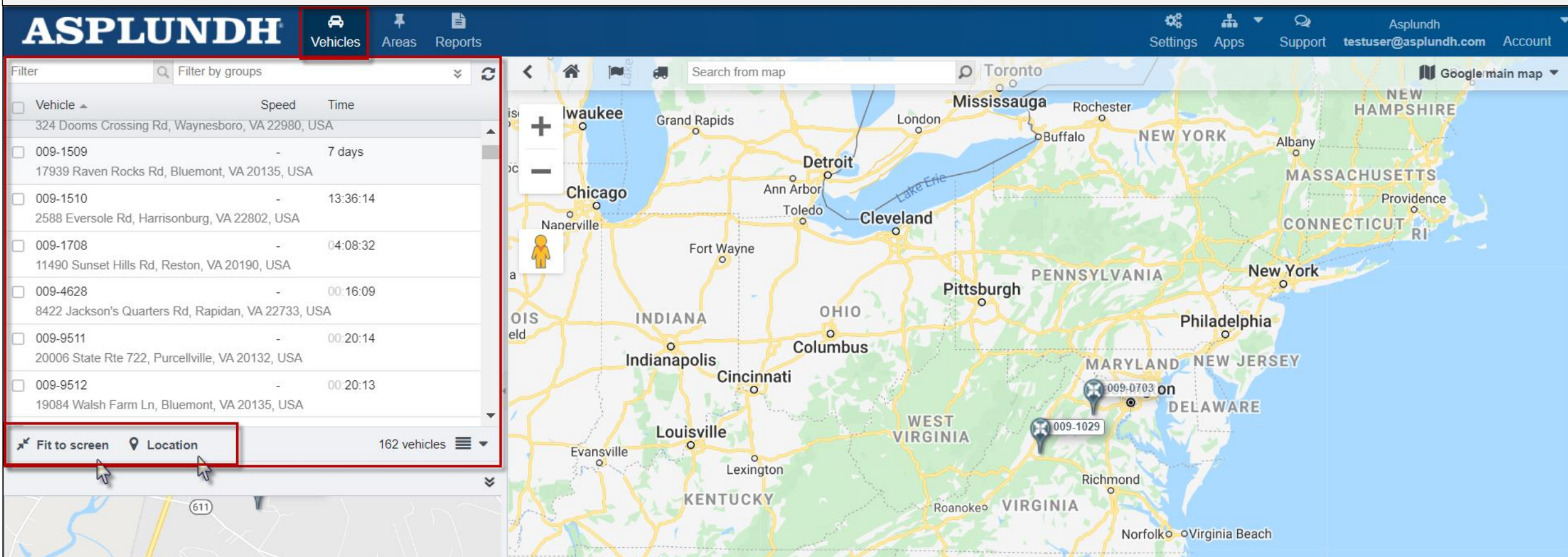
Vehicle	Speed	Time
324 Dooms Crossing Rd, Waynesboro, VA 22980, USA		
<input type="checkbox"/> 009-1509 17939 Raven Rocks Rd, Bluemont, VA 20135, USA	-	7 days
<input type="checkbox"/> 009-1510 2588 Eversole Rd, Harrisonburg, VA 22802, USA	-	13:36:14
<input checked="" type="checkbox"/> 009-1708 11490 Sunset Hills Rd, Reston, VA 20190, USA	-	04:08:32
<input type="checkbox"/> 009-4628 8422 Jackson's Quarters Rd, Rapidan, VA 22733, USA	-	00:16:09
<input type="checkbox"/> 009-9511 20006 State Rte 722, Purcellville, VA 20132, USA	-	00:20:14
<input type="checkbox"/> 009-9512 19084 Walsh Farm Ln, Bluemont, VA 20135, USA	-	00:20:13

# Vehicles vehicles list



The **fit to screen** button resizes the map to display all vehicles that are checked in the Vehicles list on the map.

The **location** button zooms the map on the selected vehicle(s) from the list.



The screenshot shows the ASPLUNDH Vehicles interface. The top navigation bar includes the ASPLUNDH logo, a 'Vehicles' tab (highlighted with a red box), and other tabs like 'Areas' and 'Reports'. The right side of the header contains links for 'Settings', 'Apps', 'Support', and user information for 'testuser@asplundh.com'.

On the left, there is a 'Filter' section with a search bar and a 'Filter by groups' dropdown. Below this is a table of vehicles with columns for 'Vehicle', 'Speed', and 'Time'. The table lists several vehicles with their addresses and status. At the bottom of the table, there are two buttons: 'Fit to screen' (highlighted with a red box) and 'Location' (also highlighted with a red box). To the right of these buttons, it says '162 vehicles'.

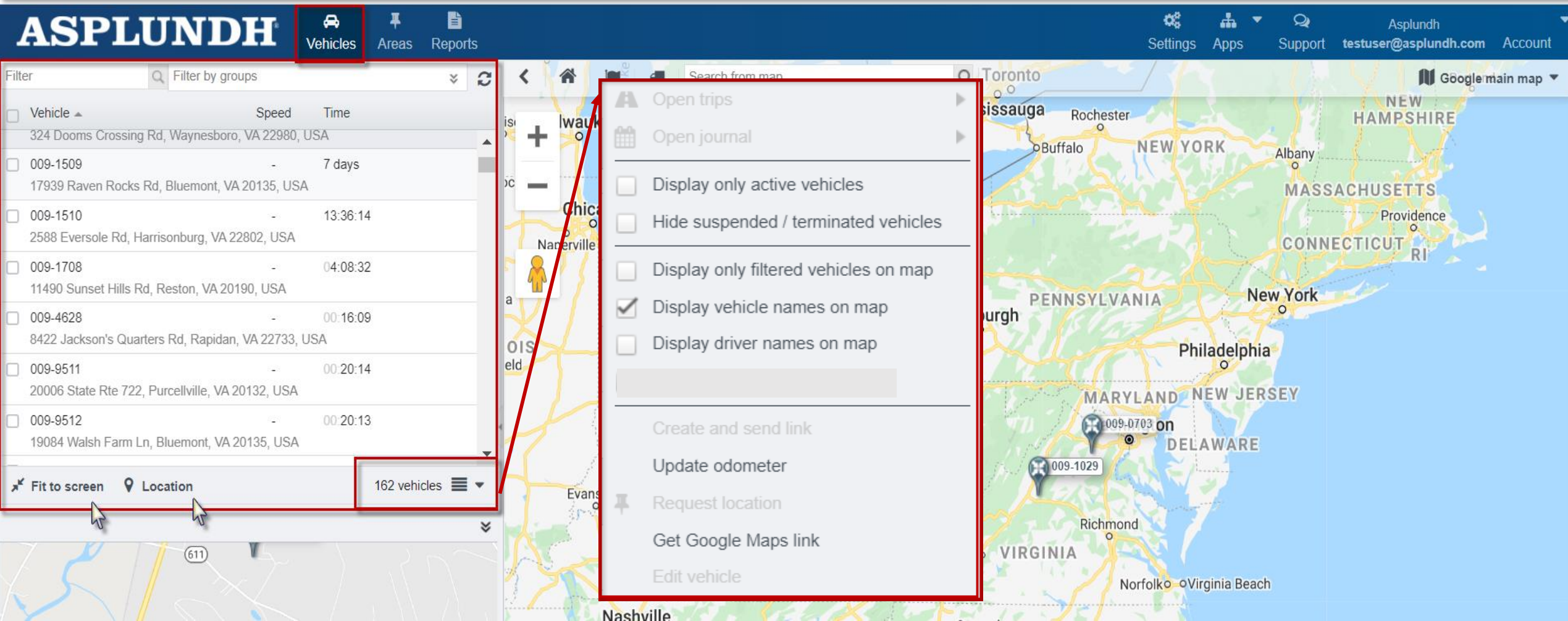
The main area of the interface is a map of the United States, showing various cities and states. Two vehicle locations are marked on the map with blue pins and labels: '009-0703 on' and '009-1029'. The map includes standard navigation controls like a zoom in (+) and zoom out (-) button, a location pin icon, and a search bar at the top.

# Vehicles

## vehicles list



Selecting the **hamburger icon** below opens a sub menu with display options for vehicle information on the map area.



The screenshot displays the ASPLUNDH Vehicles interface. The top navigation bar includes the ASPLUNDH logo, a 'Vehicles' tab (highlighted with a red box), and other tabs like 'Areas' and 'Reports'. The right side of the header shows user information: 'Asplundh', 'testuser@asplundh.com', and an 'Account' link.

On the left, there is a 'Filter' section with a search bar and a 'Filter by groups' dropdown. Below this is a table of vehicles with columns for 'Vehicle', 'Speed', and 'Time'. The table lists several vehicles with their addresses and speeds. At the bottom of the table, there is a 'Fit to screen' button, a 'Location' button, and a '162 vehicles' summary with a hamburger icon (highlighted with a red box).

A red arrow points from the hamburger icon to a sub-menu that appears over the map. The sub-menu contains the following options:

- Open trips
- Open journal
- ☐ Display only active vehicles
- ☐ Hide suspended / terminated vehicles
- ☐ Display only filtered vehicles on map
- ☒ Display vehicle names on map
- ☐ Display driver names on map
- Create and send link
- Update odometer
- Request location
- Get Google Maps link
- Edit vehicle

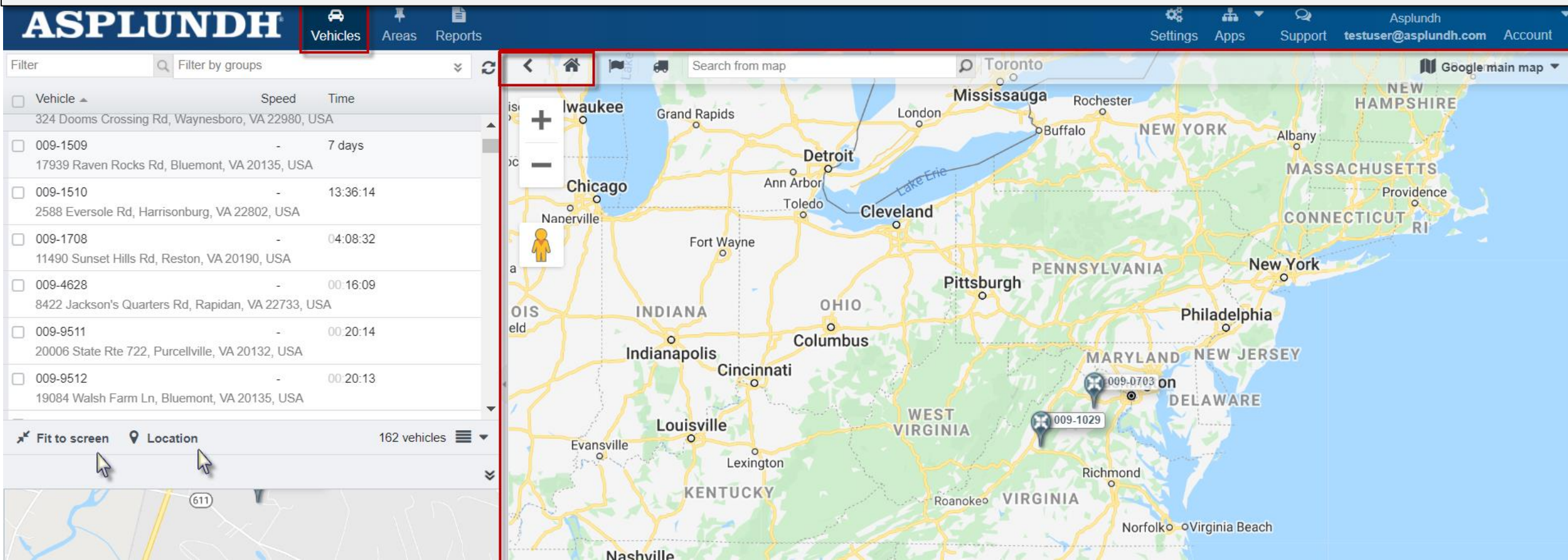
The background shows a map of the Northeast United States with various cities and states labeled. Two vehicle markers are visible on the map, labeled '009-0703' and '009-1029'.

# Vehicles map area



The Back to previous view button allows users to go back to the last position in the history

The home button will return the view back to the initial view allows users to return to the point of view when launching the application.



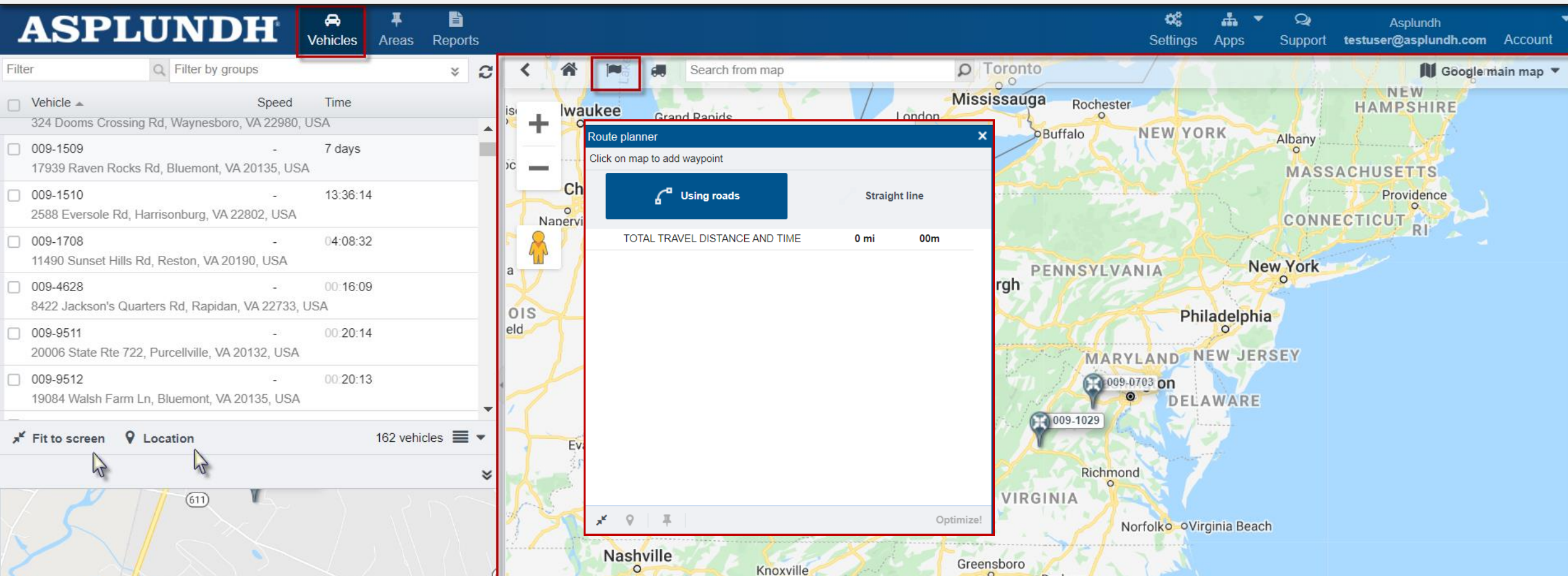
The screenshot displays the ASPLUNDH web application interface. The top navigation bar includes the ASPLUNDH logo, a 'Vehicles' tab (highlighted with a red box), and other tabs like 'Areas' and 'Reports'. The right side of the header contains links for 'Settings', 'Apps', 'Support', and user information. Below the header, a left sidebar lists vehicle details with columns for 'Vehicle', 'Speed', and 'Time'. The main area is a map of the United States, with a red box highlighting the 'Back' (left arrow) and 'Home' (house icon) buttons in the top-left corner of the map interface. The map shows various cities and states, with two vehicle locations marked by pins and labeled with IDs like '009-0703' and '009-1029'.

Vehicle	Speed	Time
324 Dooms Crossing Rd, Waynesboro, VA 22980, USA		
009-1509 17939 Raven Rocks Rd, Bluemont, VA 20135, USA	-	7 days
009-1510 2588 Eversole Rd, Harrisonburg, VA 22802, USA	-	13:36:14
009-1708 11490 Sunset Hills Rd, Reston, VA 20190, USA	-	04:08:32
009-4628 8422 Jackson's Quarters Rd, Rapidan, VA 22733, USA	-	00:16:09
009-9511 20006 State Rte 722, Purcellville, VA 20132, USA	-	00:20:14
009-9512 19084 Walsh Farm Ln, Bluemont, VA 20135, USA	-	00:20:13

# Vehicles map area



**The flag icon button on the map menu** opens the distance calculator and route planner feature. This allows users to measure the distances between marked spots using roads or straight lines. User can click the Optimize button to reorder the waypoints to the shortest, most efficient order.



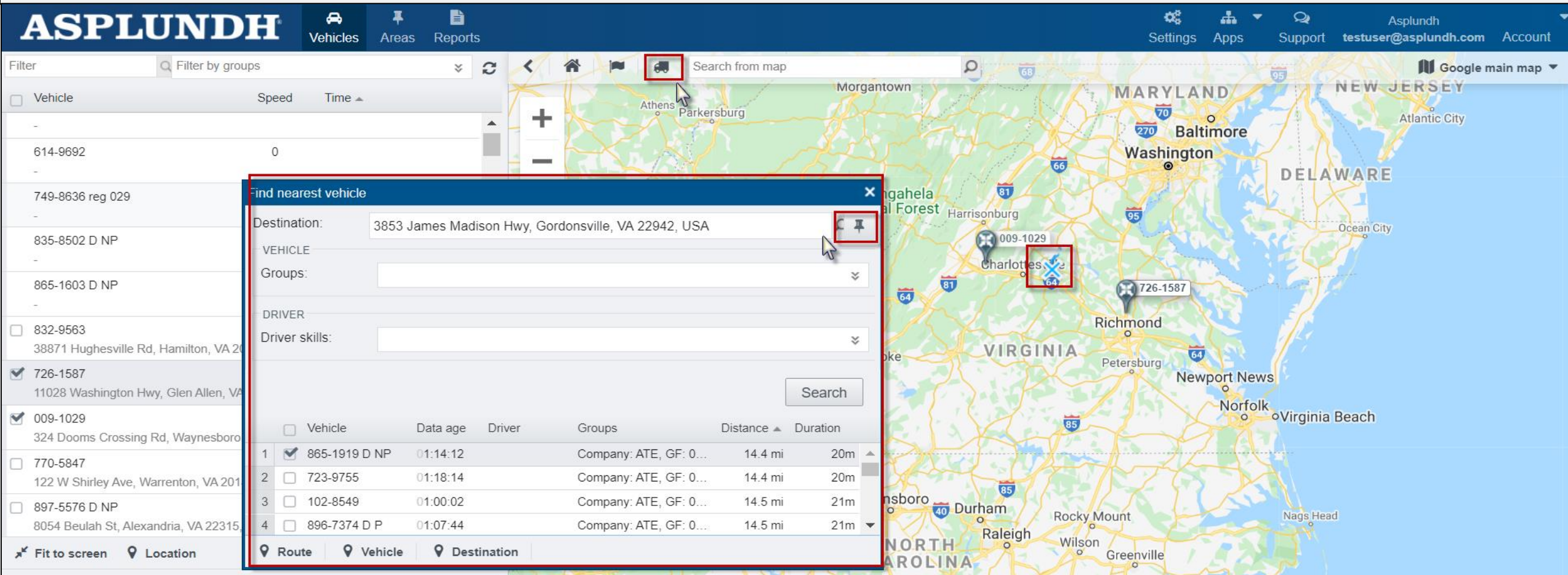
The screenshot displays the ASPLUNDH Vehicles map interface. The top navigation bar includes the ASPLUNDH logo, a 'Vehicles' tab (highlighted with a red box), and other tabs like 'Areas' and 'Reports'. The main map area shows a map of the United States with several vehicle locations marked by pins. A 'Route planner' overlay is visible, featuring a 'Flag' icon button (highlighted with a red box) and a 'Search from map' input field. The overlay includes a 'Using roads' button, a 'Straight line' option, and a 'TOTAL TRAVEL DISTANCE AND TIME' section showing '0 mi' and '00m'. An 'Optimize!' button is located at the bottom right of the overlay. The background map shows various states and cities, with two specific vehicle locations labeled '009-0703 on' and '009-1029'.

Vehicle	Speed	Time
324 Dooms Crossing Rd, Waynesboro, VA 22980, USA		
009-1509 17939 Raven Rocks Rd, Bluemont, VA 20135, USA	-	7 days
009-1510 2588 Eversole Rd, Harrisonburg, VA 22802, USA	-	13:36:14
009-1708 11490 Sunset Hills Rd, Reston, VA 20190, USA	-	04:08:32
009-4628 8422 Jackson's Quarters Rd, Rapidan, VA 22733, USA	-	00:16:09
009-9511 20006 State Rte 722, Purcellville, VA 20132, USA	-	00:20:14
009-9512 19084 Walsh Farm Ln, Bluemont, VA 20135, USA	-	00:20:13

# Vehicles map area



**The truck icon button will open the find nearest vehicle window.** Users can edit or fill the Destination field with a location or use the tack icon button, location tool. A list of vehicles will be displayed by distance.



The screenshot displays the ASPLUNDH Vehicles map interface. The top navigation bar includes 'ASPLUNDH', 'Vehicles', 'Areas', and 'Reports'. The main map area shows a view of the Washington, D.C. region with various vehicle locations marked. A 'Find nearest vehicle' window is open, showing a search for vehicles near the destination '3853 James Madison Hwy, Gordonsville, VA 22942, USA'. The window includes a 'Destination' field, a 'VEHICLE' section with a 'Groups' dropdown, a 'DRIVER' section with a 'Driver skills' dropdown, and a 'Search' button. Below the search fields is a table of results:

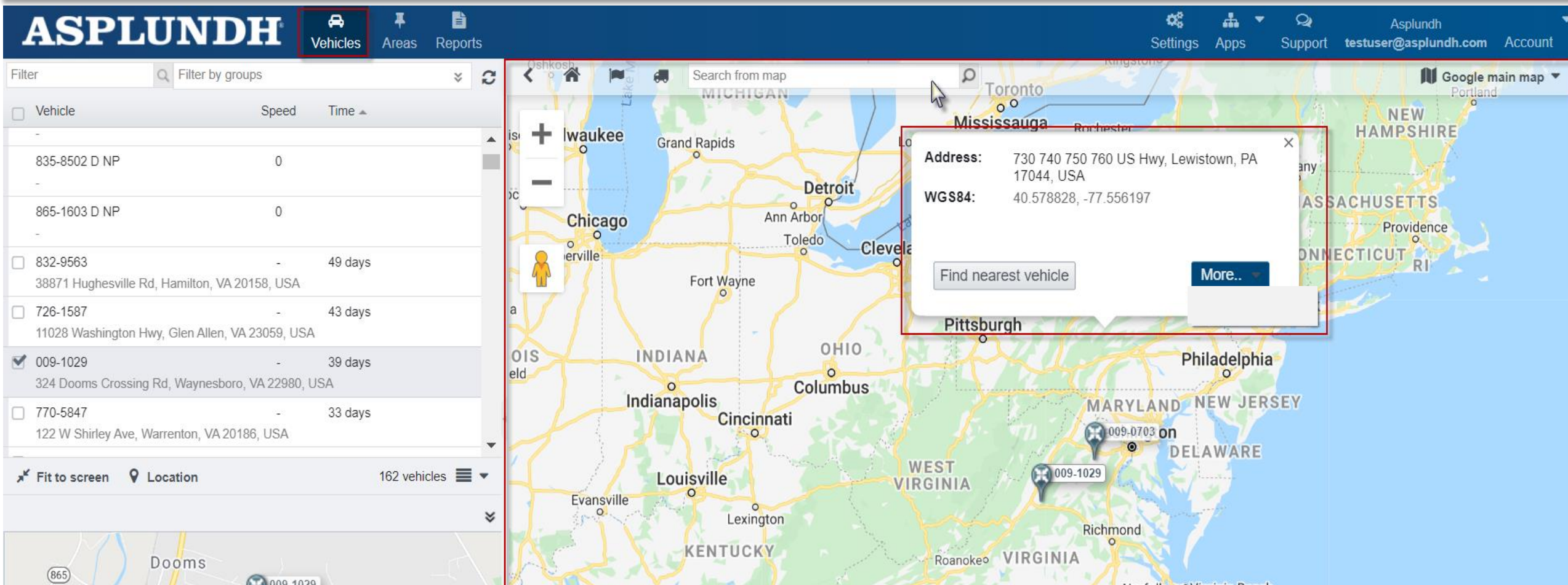
	<input type="checkbox"/> Vehicle	Data age	Driver	Groups	Distance	Duration
1	<input checked="" type="checkbox"/> 865-1919 D NP	01:14:12		Company: ATE, GF: 0...	14.4 mi	20m
2	<input type="checkbox"/> 723-9755	01:18:14		Company: ATE, GF: 0...	14.4 mi	20m
3	<input type="checkbox"/> 102-8549	01:00:02		Company: ATE, GF: 0...	14.5 mi	21m
4	<input type="checkbox"/> 896-7374 D P	01:07:44		Company: ATE, GF: 0...	14.5 mi	21m

At the bottom of the window, there are tabs for 'Route', 'Vehicle', and 'Destination'. The map in the background shows a list of vehicles on the left and a map view on the right. A red box highlights the truck icon button in the top navigation bar, and another red box highlights the 'Find nearest vehicle' window. A third red box highlights the 'Destination' field in the window.

# Vehicles map area



User can right click anywhere on the map area to open a pop-up window. This will display the address of the selected location and the coordinates in latitude-long format.

A screenshot of the ASPLUNDH web application's "Vehicles" section. The interface includes a top navigation bar with "ASPLUNDH", "Vehicles" (highlighted with a red box), "Areas", and "Reports". On the right of the top bar are links for "Settings", "Apps", "Support", and user information. A left sidebar contains a filter section and a table of vehicle data. The main area is a map of the United States with a red rectangle highlighting a pop-up window that appears after a right-click. The pop-up displays the address "730 740 750 760 US Hwy, Lewistown, PA 17044, USA" and WGS84 coordinates "40.578828, -77.556197". It also includes buttons for "Find nearest vehicle" and "More..".

Vehicle	Speed	Time
835-8502 D NP	0	
865-1603 D NP	0	
<input type="checkbox"/> 832-9563 38871 Hughesville Rd, Hamilton, VA 20158, USA	-	49 days
<input type="checkbox"/> 726-1587 11028 Washington Hwy, Glen Allen, VA 23059, USA	-	43 days
<input checked="" type="checkbox"/> 009-1029 324 Doods Crossing Rd, Waynesboro, VA 22980, USA	-	39 days
<input type="checkbox"/> 770-5847 122 W Shirley Ave, Warrenton, VA 20186, USA	-	33 days