



Visit www.Toro.com for product safety and operation training materials, accessory information, help finding a dealer, or to register your product.

Introduction

Access myTurf at <http://myturf.toro.com>.

myTurf is an asset management system designed to increase the efficiency of your team by utilizing automated processes, which remove manual tasks from your day-to-day work.

myTurf allows you to easily perform the following tasks:

- Order parts online anytime from your Toro Distributor
- Track all assets
- Access the latest *Operator's Manual* for each Toro machine in your fleet
- Access the latest *Service Bulletins* and product training for each Toro machine
- Create and manage work orders
- View cost reports

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Operation

Getting Started

Enrolling in myTurf

Before you can utilize myTurf, you must complete the **Toro myTurf Customer Enrollment**.

Fill out the following **Toro myTurf Customer Enrollment** form before using myTurf.

Toro myTurf® Customer Enrollment

Registration Details

Please complete this section in English.

- ☐ I have read and understand [Terms of Use / EULA Acceptance](#) *
- ☐ Acknowledgement of No Competitive Use Statement

1 Organization Details

Organization Name *

Type of Organization *

Select ▼

2 Primary Location Details

Country *

USA ▼

Location Name *

myTurf Display Name *

Address Line 1 *

Address Line 2

City / Town *

State / Province / Region

Select ▼

Zip / Postal Code *

Figure 1

g245192

1. Fill out the organization details.

2. Fill out the primary location details.

1 — Distributor Details

i If your Toro Distributor's name does not appear in the list below select "Other" and fill their name in the "Other Distributor"

Distributor Name *

Select ▼

Other Distributor

2 — U.S. Tax Exempt Organization

Tax ID

XX-XXXXXXX

3 — Subscription

Subscription Level *

Pro ▼

i You will be billed at the completion of the 90-day Free Trial. You can manage your payment methods, schedule, or cancel yo

☐ I have read and understand myTurf Subscriptions Rates and Process *

g245239

Figure 2

1. Fill out the distributor details.
2. Fill out the United States Tax Exemption Organization details.
3. Fill out the subscription details.

1 — Organization Administrator Information

This section can be completed in any language.

First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Email *	<input type="text"/>	i Your Email is your User Name for L
Re-enter Email *	<input type="text"/>	
Password *	<input type="text"/>	i At least 8 characters including 1 up
Re-enter Password *	<input type="text"/>	
Telephone Country Code *	<input type="text" value="e.g. +1"/>	
Area / City Code *	<input type="text"/>	
Telephone Number		
Language *	<input type="text" value="Select"/>	

2 — **Create Account**

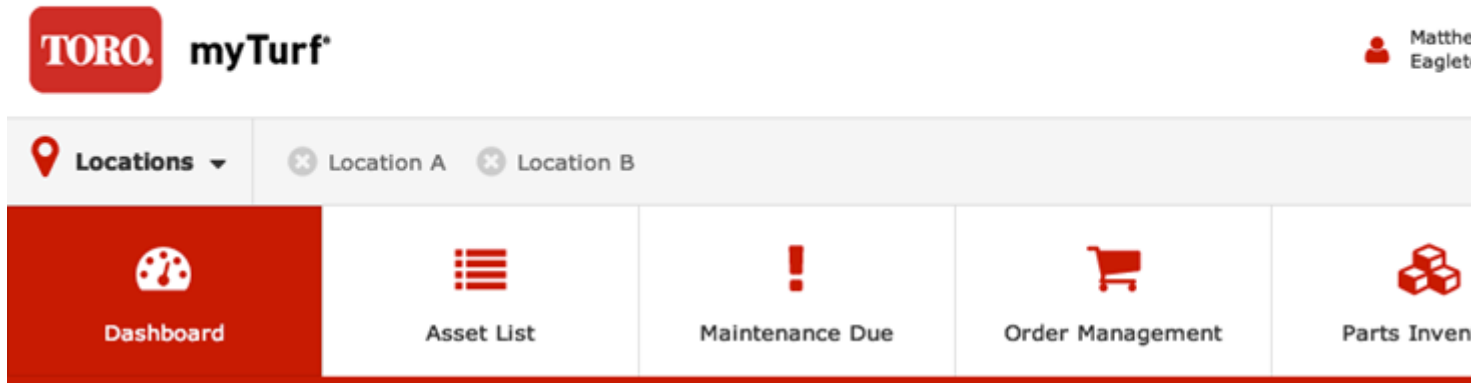
g245240

Figure 3

1. Fill out the organization administrator information.
2. Click to create your account.

Administering Locations

1. From the **Dashboard**, click **Admin**, located in the upper, right corner of the screen ([Figure 4](#)).



g245241

Figure 4

1. Click Admin.
2. Click the **Location Record** icon to administer a specific location ([Figure 5](#)).

Administration - Eagleton Golf Course

Organization Details





Organization Name Eagleton Golf Course

Type Golf Course

Administrators Matthew Doty, Greg Bunting, Doug Peterson

Manage Locations (4)

 Create New Location

Location Record	Location Name	myTurf Display Name	Address Line 1	City / Town
	Location A	Location A	2100 Jefferson St	Jessup
	Location B	Location B	700 Washington Ave	Jessup
	Location C	Location C	380 Madison St	Jessup
	Location D	Location D	27904 Georgia Ave	Jessup

1

Figure 5

g245242

1. Click the location record icon.

From the **Location Record** screen ([Figure 6](#)), you can view and update the following information:

- Location details and contact information ([Figure 6](#))

Location Record - Bobby's Golf Resort

1 — Location Details

Country *	<input type="text" value="United States"/>
Location Name *	<input type="text" value="Bobby's Golf Resort"/>
Display Name *	<input type="text" value="Bobby's Golf Resort"/>
Address Line 1 *	<input type="text" value="1234 Golf Way"/>
Address Line 2	<input type="text" value="PO Box 1234"/>
City / Town *	<input type="text" value="Bloomington"/>
State / Province / Region	<input type="text" value="Minnesota"/>
Zip / Postal Code *	<input type="text" value="55420"/>

g245245

Figure 6

1. Enter the location details.

- Subscription and payment details ([Figure 7](#))

Note: If you are a United States tax exempt organization, enter those details ([Figure 7](#)).

1 — Subscription

Subscription Level *	Pro ▼
<div><div></div><div>You will be billed at the Location Administration.</div></div>	
	<input checked="" type="checkbox"/> I have read and understood the Terms of Service
Payment Schedule *	Annually ▼
Preferred Subscription Invoice Method *	Paper Invoice ▼
Automatic Credit Card Option	<input type="checkbox"/> Pay by Automatic Credit Card

2

Automatic-Credit-Card-Details

To request Automatic Credit Card Payment, click here.

3 — U.S. Tax Exempt Organization

Tax ID XX-XXXXXXX

g245246

Figure 7

1. Enter the subscription details.
2. If you choose automatic payment, click here to fill out the form.
3. If you are a United States tax exempt organization, enter those details.

-
- Subscription invoice contact information and subscription invoice address ([Figure 8](#))

1 — Subscription Invoice Contact Info

Contact Name *	<input type="text" value="Bobby Islam"/>
Email *	<input type="text" value="bobby.prodOne.asset.mæ"/>
Telephone Country Code *	<input type="text" value="+1"/>
Area / City Code Telephone Number *	<input type="text" value="9528877153"/>

2 — Subscription Invoice Address

Country *	<input type="text" value="United States"/>
Address Line 1 *	<input type="text" value="1234 Golf Way"/>
Address Line 2	<input type="text" value="PO Box 1234"/>
City / Town *	<input type="text" value="Bloomington"/>
State / Province / Region	<input type="text" value="Minnesota"/>
Zip / Postal Code *	<input type="text" value="55420"/>

g245268

Figure 8





1. Enter the subscription invoice contact information.
2. Enter the subscription invoice address.

-
- Labor wage and fuel (maintenance labor wage rates); refer to [Figure 9](#)
 - For operators, average wage rate ([Figure 9](#))

1 — Labor Wage and Fuel

Maintenance Labor (0)

i Due to Privacy concerns, you may need to attain permission from personnel to

Delete	Last Name
2 	<input type="text" value="Smith"/>
	<input type="text" value="Anderson"/>
	<input type="text" value="Washington"/>
	<input type="text" value="Bryant"/>

Operators

Average Wage Per Hour

g245269

Figure 9

1. Enter the labor wage and fuel information.
2. Click the icon to edit personnel details.
3. Enter the wage for operators here.
4. Enter the wage for each maintenance employee here.
5. Click to add new labor.

- Fuel cost ([Figure 10](#))

2

1

Fuel Cost

Fuel Type	Unit Of Measure
Unleaded Gas / Petrol	
Diesel	
Biodiesel	
Ethanol	
LPG - Propane	
CNG - Natural Gas	
Electric	
Other	

g245310

Figure 10

1. Fuel type
 2. Unit of measure

3. Fuel cost per unit of measure
 4. Enter the fuel cost here.

-
- Locale settings ([Figure 11](#))

1 — Locale Settings

Date Format *	MM/DD/YYYY ▼
Start of Week *	Sunday ▼
Time Format *	12H (AM/PM) ▼
Time Zone *	GMT - 6:00 - Central ▼
Currency Type *	US Dollar ▼
Odometer *	Mile ▼
Number Format *	1,000.00 ▼

g245311

Figure 11

1. Enter the locale settings.
-

Creating a New User

This feature allows you to manage the users in your myTurf.

1. From the **Location Record** screen, click **Users** ([Figure 12](#)).

Location Details

Location Administrators

Subscription

U.S. Tax Exempt
Organization

Subscription Invoice
Contact Info


Subscription Invoice
Address


Labor Wage and Fuel


Locale Settings

1 —

 Users

 Asset Groups

 Parts Ordering

 Delete Location

Save

Figure 12

g245322

1. Click users.
2. Click **Create New User** ([Figure 13](#)).

Manage Users - Eagleton Golf Course (9)



Create New User

1

 Filter...










User Record	Last Name	First Name	Status	User Role
	Adams	Peter	Active	Monitor
	Bryant	Nicholas	Active	Technician
	Butler	James	Active	Supervisor
	Flores	Michael	Inactive	Monitor
	Hill	Robert	Active	Asset Manager
	Miller	Eric	Active	Technician
	Price	Timothy	Active	Asset Manager
	Richardson	Raymond	Inactive	Technician
	Robinson	Jimmy	Active	Technician

Figure 13

g245323

1. Click create new user.

3. Fill out the **Create New User** form (Figure 14).

Note: The password that you enter is a temporary password. The user will create their new password.

1 — Create New User

User Details

First Name *

Last Name *

Title

Email (User Name) *

Re-enter Email *

Password *

Re-enter Password *

Country Code *

e.g. +1

Area / City Code *

Telephone Number

Language *

Select ▼

i

At least 8 characters incl number and 1 special ch

i

This is a temporary password.

Figure 14

g245324

1. Fill out the create new user information.
4. Assign the **User Role** and **Administration Role** for the new user (Figure 15).
5. If you have multiple location, assign the locations that the new user can work in and view (Figure 15).

- 6. Assign the **User Status** to **Active** (Figure 15).
- 7. Click **Save** to add the new user (Figure 15).

1 — Roles

User Role *

Technician

Administration Role

Select

2 — Locations

<input type="checkbox"/>	Location Name
<input checked="" type="checkbox"/>	Demo Location 1
<input type="checkbox"/>	Demo Location TCO
<input type="checkbox"/>	Demo Location Fleet
<input type="checkbox"/>	Medina Golf Resort
<input type="checkbox"/>	calderon1

3 — User Status

Status *

Active

4 —

Save

 Cancel

Figure 15

g245325

1. Assign the roles of the user.

2. Assign the location in which you want the user to apply.
3. Select the user's status.

4. Click save to create the user.

Managing Asset Groups

Managing asset groups allows you to label and set up for groups for your assets.

Setting up Parts Ordering

This feature allows you to set up who your order your parts from (e.g., distributor), as well as your shipping sold to and bill to information.

Deleting a Location

Administrator Function Only

If you want to remove a location from your myTurf, click **Delete Location**.

Creating Asset Groups

1. From the **Dashboard**, click **Admin** ([Figure 16](#)).

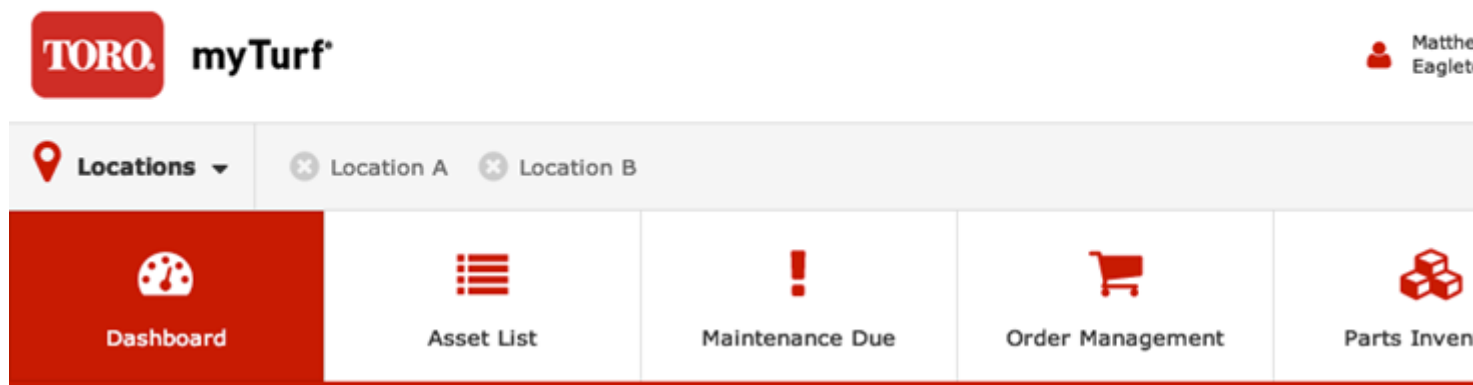



Figure 16

g245241

1. Click Admin.
2. Click the **Edit Location** Icon ([Figure 17](#)).

 / admin

Administration

Organization Details

Organization Name


TORO Customer Demo1


Type





Commercial Customer

Administrators

myturfdistadm

 Manage Locations (5)

 Create New Location

	Location Name
	Australia
	Bobby's Golf Resort
	calderon1
	Demo Location 1

1

Figure 17

g246195

1. Click to edit the location.
3. From the **Location Record**, click **Asset Groups** ([Figure 18](#)).

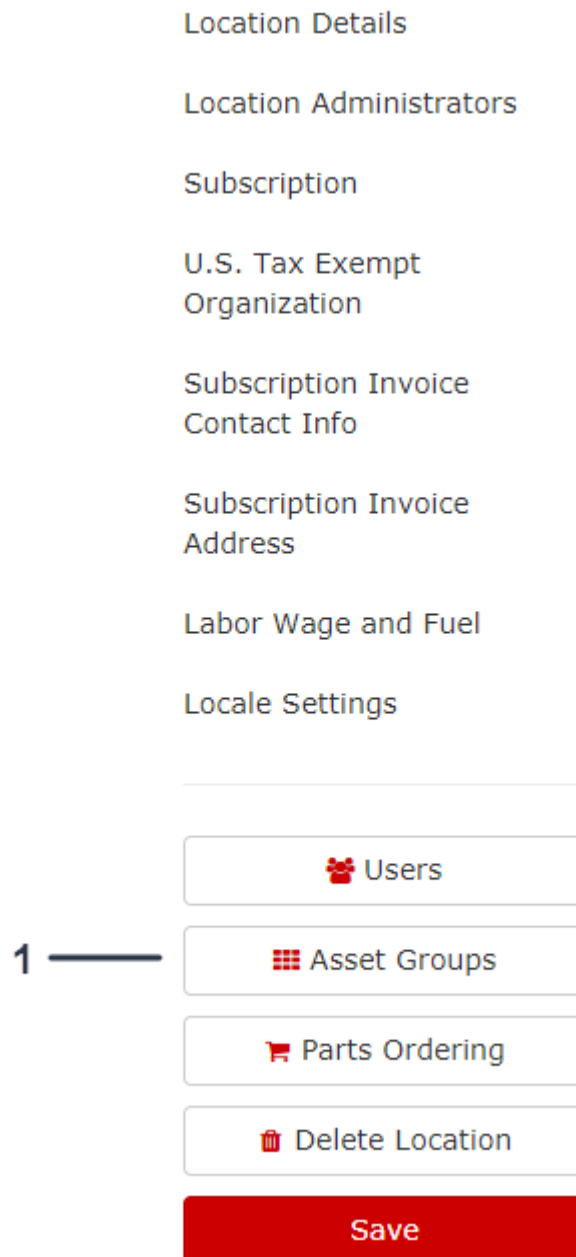
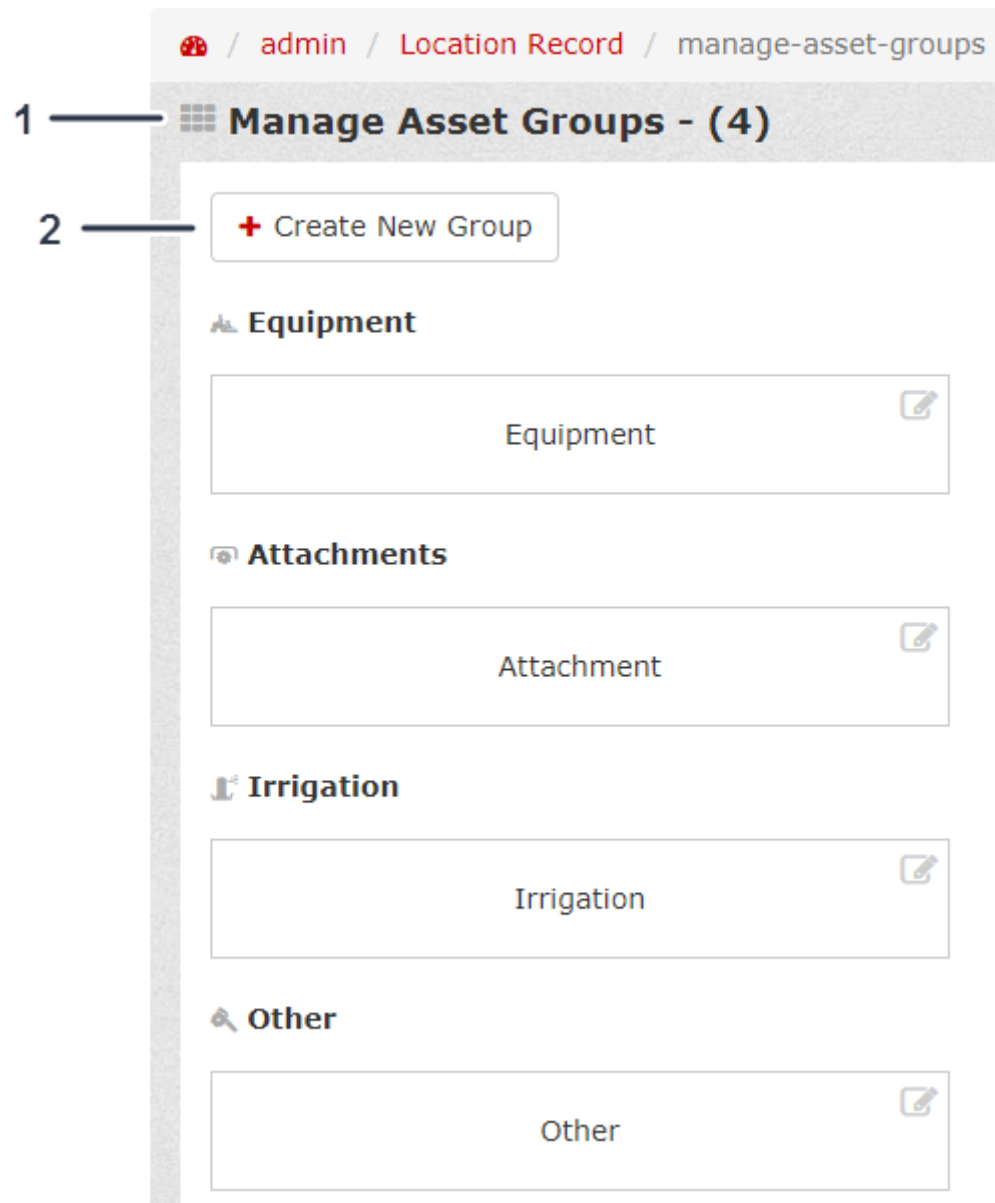


Figure 18

g246206

1. Click Asset Groups.

4. From **Manage Asset Groups**, click **Create New Group** ([Figure 19](#)).



g246207

Figure 19

1. Manage Asset Groups
2. Click Create New Group.

-
5. Select the **Asset Type** and enter the **Group Name** that you want assigned to the new group ([Figure 20](#)).
 6. Click **Create** to create the new asset group ([Figure 20](#)).

The image shows a 'Create New Group' dialog box. At the top, there is a title bar with the text '1 — Create New Group' and a close button (X) on the right. Below the title bar, there are three main input areas: 1. A label '2 — Asset Type' followed by a dropdown menu showing 'Equipment' with a red tractor icon. 2. A label '3 — Group Name *' followed by an empty text input field. 3. At the bottom, a dark grey bar containing two buttons: a red 'Create' button and a 'Cancel' button. A callout '4' points to the 'Create' button. A small identifier 'g246209' is visible in the bottom right corner of the dialog box.

Figure 20

1. Create New Group
2. Select the asset type.
3. Enter the new group name.
4. Click create to add the new asset group.

Adding Assets and Attachments

Adding a Single Asset

1. From the **Asset List**, click the **Add/Update Assets** drop-down ([Figure 21](#)).
2. Click **Add Single Asset** from the drop-down ([Figure 21](#)).

Dashboard

Asset List

Maintenance

/ Asset List

Asset List
Equipment
Active (50)

Filter...

Asset Id	Status	Make	Model
TST003	▲ ▼ ▽	Toro	03540
AUG23blank	▲ ▼ ▽	Toro	30581

g246211


Figure 21

1. Click the Add/Update Assets drop-down.
 2. Click Add Single Asset.
-
3. Fill out the **Create New Asset** form ([Figure 22](#), [Figure 23](#), and [Figure 24](#)).

Create New Asset

1 — Basic Information

Asset Type *

 Equipment

▼

Status *

Select one

▼

Location Assignment *

Select one

▼

Group Assignment *


Nothing selected

▼

Asset ID *


Make *

Enter Make...



Model *

Enter Model...



Model Year

2000

Serial Number *

55504961943253

Description *

Date Of Acquisition *

02/05/2018




Image
(.jpg or .png)

Choose File

General Comments

Comments Here

g246213

Figure 22

1. Fill out the basic information for the asset.


1 — Utilization

Utilization Type

Operating Hours ▼

Connectivity

Unassigned

 To assign a WHM go to **Wireless Administration**.

Total Utilization

hr

2 — Fuel Usage

Fuel Type

Select one ▼

Fuel Tracking Method

Fuel Fill ▼

Fuel Fill

gal

Fuel Usage YTD

gal

3 — Acquisition Costs

Acquisition Type

Select one ▼

Start Date

01/25/2016



End Date

01/25/2016



Monthly Payments

\$

1,200

Lease Term

36

Months

Figure 23

g246217

1. Fill out the utilization information for the asset.
2. Fill out the fuel usage information for the asset.
3. Fill out the acquisition costs information for the asset.

4. When you finish filling out the form, click **Create Asset** ([Figure 24](#)).

1 — Insurance Costs

Payment Terms	<input type="text"/>	Months
Monthly Payment	<input type="text" value="\$"/>	<input type="text"/>

2 — Warranty Details

Standard Expiration Date	<input type="text" value="01/25/2016"/>	
Cost	<input type="text" value="\$"/>	<input type="text" value="2,328"/>
Expiration Date	<input type="text" value="01/25/2016"/>	
Extended Warranty Terms	<input type="text" value="24"/>	Months

3 —  **Create Asset** Cancel

Figure 24

g246218


1. Fill out the insurance costs information for the asset.

2. Fill out the warranty details for the asset.
3. Click to create the asset.


Adding Multiple Assets

1. From the **Asset List**, click the **Add/Update Assets** drop-down ([Figure 25](#)).


2. Click **Bulk Upload** from the drop-down ([Figure 25](#)).




Dashboard





Asset List




Maintenance D

 / Asset List


Asset List

 Equipment

Active (50) ▼

 Filter...

Asset Id	Status	Make	Model
TST003	▲ ▼ ▽	Toro	03540
AUG23blank	▲ ▼ ▽	Toro	30581

g246229

Figure 25

- Click the Add/Update Assets drop-down.
 - Click Bulk Upload.
-
- Click **Choose File** and select the file to upload multiple assets or download a starter template to upload bulk assets ([Figure 26](#)).

Note: You can also view or edit pending asset uploads.

Bulk Asset Upload

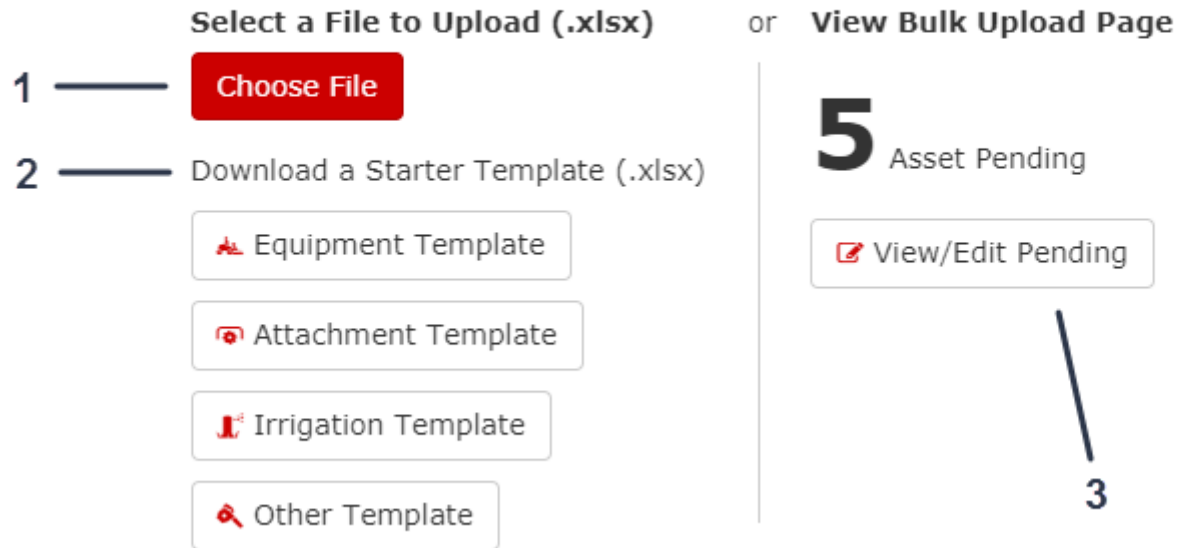


Figure 26

g246230

1. Click Choose File to upload the assets.
2. Click one of the subsequent templates to download a starter template to upload bulk assets.
3. Click to view or edit pending asset uploads.

Adding an Attachment

1. From the **Asset List**, select an asset, and click **Asset Overview** ([Figure 27](#)).

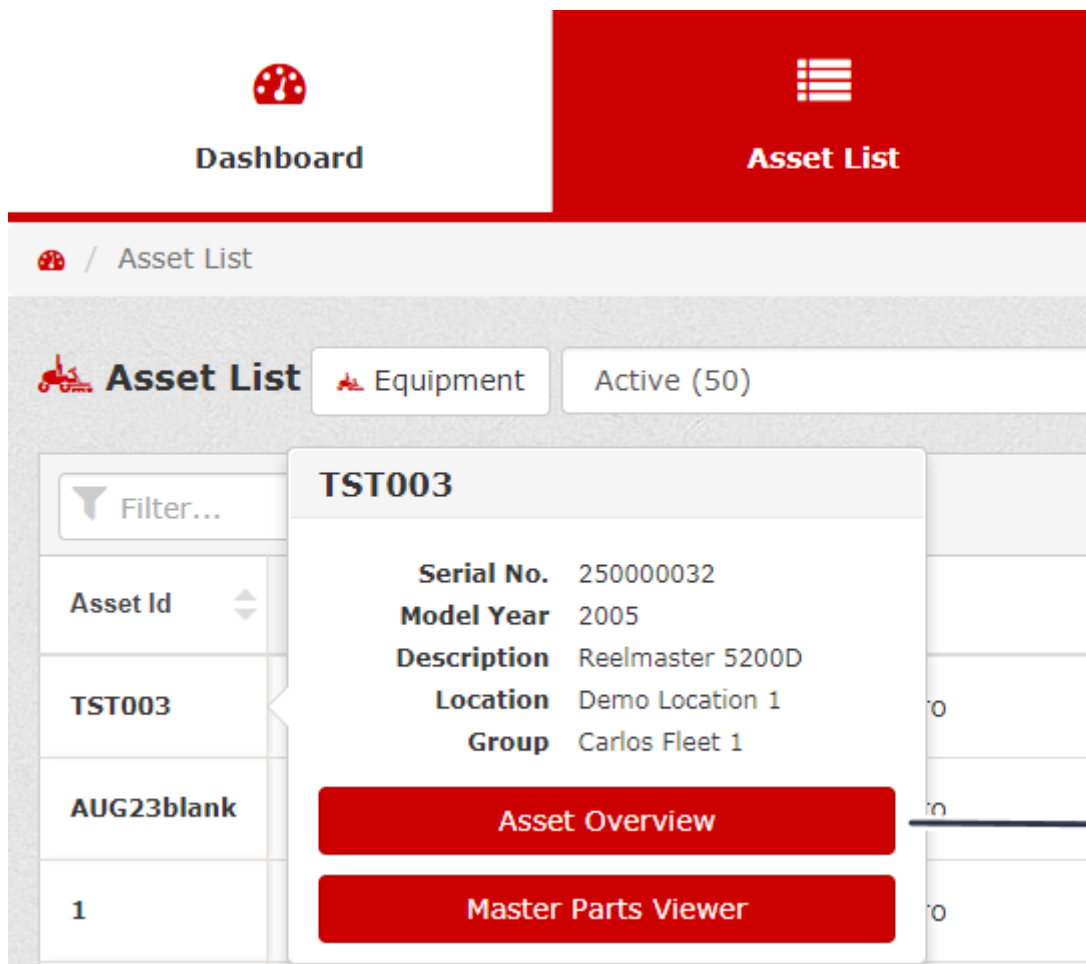


Figure 27

g246282

1. Click to view the asset overview.
2. From the **Asset Overview**, click **Create New Attachments** ([Figure 28](#)).

Asset Overview - TST003 ☐ Mark Unit Unavailable

Status

Active

Make

Toro

Model

03540

Description

Reelmaster 5200D

Data Code

0000001820

Location

Demo Location 1

Group

Carlos Fleet 1

Warranty Expiration Date


Serial No.


250000032


Asset Category


Mowers,Reel,Ride


Resources


 Maintenance Schedule

 Maintenance History

 Master Parts Viewer

 Parts Catalog (.pdf) (1)

 Service Bulletins (9)


 Service Manuals (4)

 Utiliz


Total Oper

Wireles

Unassigned

 To assi


 Main

 Tasks As

 Parts On

 Maintena

 Assi

 Manage





g246296

Figure 28

1. Click to create a new attachment.
3. Fill out the **Create New Attachment** form (Figure 29, Figure 30, and Figure 31).
4. When you finish filling out the form, click **Create Attachment** (Figure 31).

Create New Attachment

1 — Basic Information

Asset Type	 Attachment
Status	Active
Parent Asset Code	TST003
Location Assignment	Demo Location 1
Group Assignment *	<div>Select one ▼</div>
Asset ID *	<div></div>
Make *	<div>Enter Make... </div>
Model *	<div>Enter Model... </div>
Model Year	<div>2000</div>
Serial Number *	<div>55504961943253</div>
Description *	<div>55504961943253</div>
Date Of Acquisition *	<div>01/25/2016 </div>
Image	<div>Choose File</div>
General Comments	<div>Comments Here</div>

g246319

Figure 29


1. Fill out the basic information for the attachment.

1 — Utilization

Utilization Type

Select one ▼

Connectivity

 To assign a WHM go to **Wireless Administration**.

Total Utilization

32,302

2 — Acquisition Costs

Acquisition Type

Select one ▼

Start Date

01/25/2016



End Date

01/25/2016



Monthly Payments

\$

1,200

Lease Term

2.5

Months

Figure 30

g246320

1. Fill out the utilization details for the attachment.
2. Fill out the acquisition cost details for the attachment.

1 — Warranty Details

Standard Expiration Date	<input type="text" value="01/25/2016"/>	
Extended Warranty Cost	<input type="text" value="\$ 2,328"/>	
Extended Warranty Expiration Date	<input type="text" value="01/25/2016"/>	
Term	<input type="text" value="24"/>	Months

2 —  **Create Asset** Cancel

g246321

Figure 31

1. Fill out the warranty details for the attachment.
2. Click to create the new attachment.

Navigating myTurf

Dashboard

When you first enter myTurf, the dashboard appears. The dashboard is the overall summary of your system. From the dashboard, you can access following tabs:

- [Asset List \(page 40\)](#)
- [Maintenance Due \(page 46\)](#)
- [Order Management \(page 49\)](#)
- [Parts Inventory \(page 51\)](#)
- [Reports \(page 54\)](#)
- [Wireless \(page 55\)](#)

myTurf Status

As shown in the example screen ([Figure 32](#)), the dashboard provides the status of your fleet when you first enter myTurf.

The myTurf status tells you the following at-a-glance information:

- Machines in your fleet are under repair or maintenance
- Maintenance is due and parts are needed for machines in your fleet
- Maintenance is due and you have the parts on hand for machines in your fleet
- Parts with safety stock alert

- Open work orders
- Service bulletin alerts
- Any error occurring with a wireless device



myTurf®

myTurf® Demo
Distributor



Location ▼

⊗ Demo Location 1



Dashboard



Asset List

Maintenance



📈 MyTurf Status

All Alerts (6551)

🛒 Order Approvals (0)

■ Assets Down (4)

▲ Work Orders (503)

▼ Maintenance (0)

Alert Type



Description

Safety Stock
Alerts

Toro 88-90048

Safety Stock
Alerts

Toro 88-90047

Safety Stock
Alerts

Toro 88-90046

Safety Stock
Alerts

Toro 88-90045

Safety Stock
Alerts

Toro 88-90044

Safety Stock
Alerts

Toro 88-90043

Safety Stock
Alerts

Toro 88-90042

Safety Stock
Alerts

Toro 88-90041

Safety Stock
Alerts

Toro 88-90040

Figure 32

g373826

Selecting Locations

From the **Dashboard**, you can select the location(s) that you want to view.
After you select the desired location(s), click **Apply** to set the location(s) as shown in [Figure 33](#).

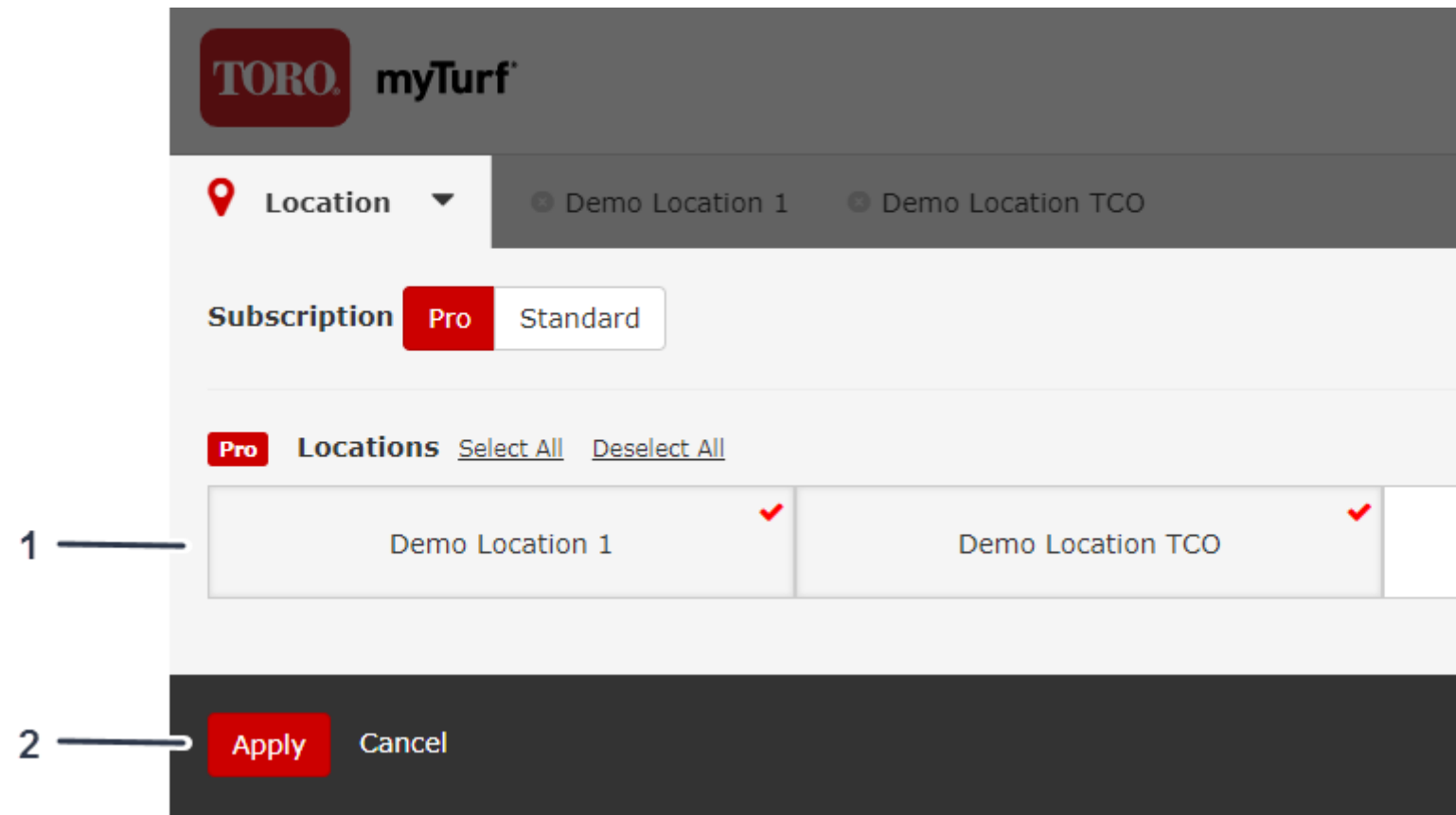


Figure 33

g246401

1. Selected location(s)
2. Click to apply the desired location(s).

Filtering Assets by Group

1. From the **Dashboard**, click **Equipment** ([Figure 34](#)).

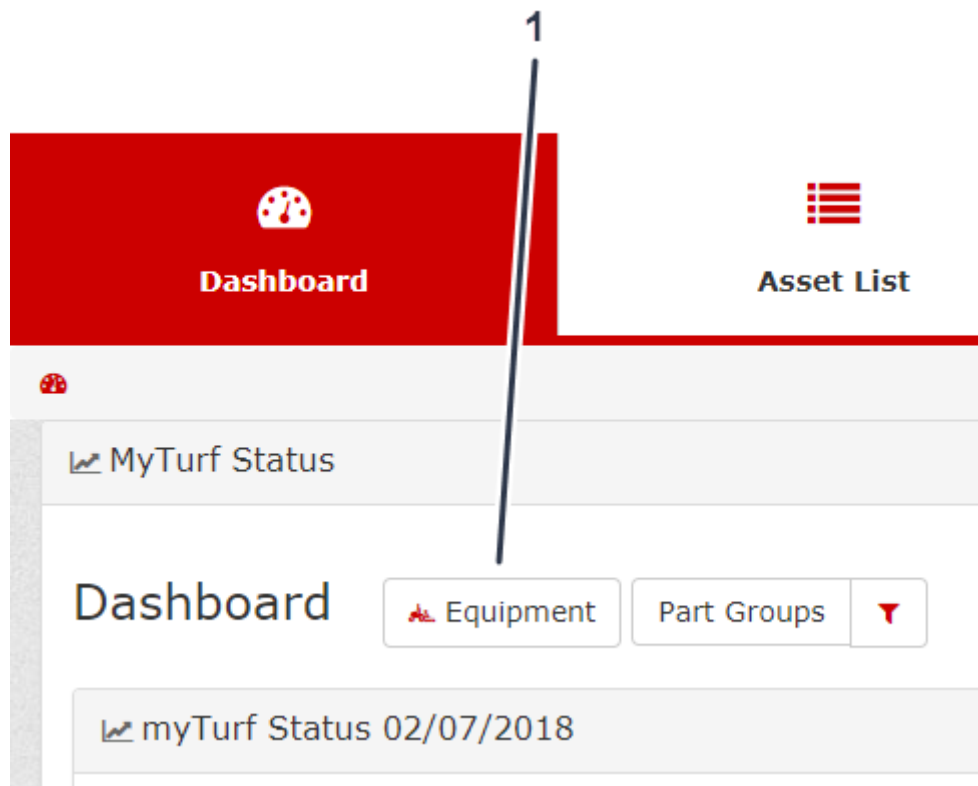


Figure 34

g246433

1. Click Equipment.
2. From the **Dashboard**, click the **Filter Assets by Group** drop-down to filter your assets so that you can view those groups only ([Figure 35](#)).
You can select the groups of equipment, attachments, irrigation, or other assets that you would like to view, regardless of location. After selecting the desired groups, you can view the assets in your **Asset List** ([Figure 35](#)).

Filter Asset by Group

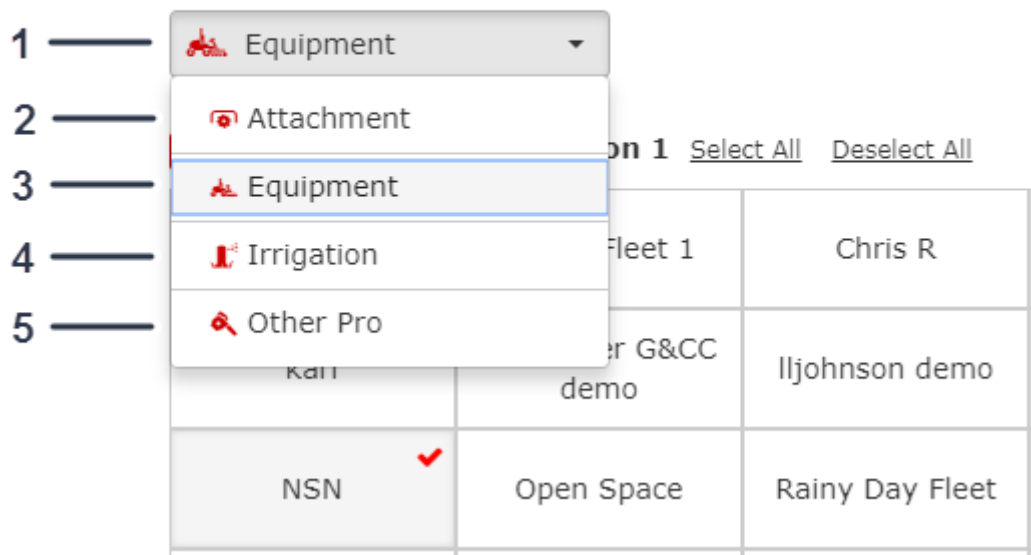


Figure 35

g246435


1. Filter assets by group drop-down

2. Attachment group selection

3. Equipment group selection
4. Irrigation group selection

5. Other group selection
3. Select the particular location(s) that you want to filter ([Figure 36](#)).

Filter Asset by Group

1 —  Equipment ▼

2 — **Pro** Location Demo Location 1 [Select All](#) [Deselect All](#)

3 —

Brickman Fleet 1 ✓	Carlos Fleet 1	Chris R	John	John V
kari	Kennemer G&CC demo	Iljohnson demo	Main Fleet	Mario
NSN ✓	Open Space	Rainy Day Fleet	Red ✓	rich
Taye's	Test Fleet 200	TestRH	Troon North Demo	

Pro Location Demo Location TCO [Select All](#) [Deselect All](#)

Ana Maintenance Interval ✓	ASE Fleet	BI Fleet	blank fleet	Bri
Carlos Fleet	Classic Club	CLC One of Each	CLC Test Fleet	Club
Dan Fleet	De Enk G&G	DeEnk	Demo Fleet 1 ✓	Demo
Facilities	Fleet	Ft Myers 2	GIS 2011	Greens m

Figure 36

g246436

1. Filter assets by group drop-down
2. Location
3. Select the particular locations.
4. Click **Apply** to filter the assets by the selected locations (Figure 37).

TCO Fleet	test	test 123	Toro Demo Fleet	Toro San
TPC Fleet	Trevor			



g246437

Figure 37

1. Click to apply the filter.

Asset List

From the **Dashboard**, click the **Asset List** tab.

The asset list provides the summary of your assets ([Figure 38](#)).














1	2	3	4	5
				
Dashboard	Asset List		Maintenance Due	Order
 / Asset List				
 Asset List Active (83) ▼				
Filter...				
Asset ID	Status	Make	Model	Operating Hours
<u>MON01</u>	 	Toro	04048	415.0
<u>GM4500D</u>		Toro	04021	212.5
<u>15CHARACTERS123</u>		John Deere	30582	
<u>AUG2317</u>	  ...	Toro	90189	173.0
<u>CARL01</u>		Toro	30868	
<u>GM580D</u>		Other	04381	77.1

Figure 38

g246534

- | | | | |
|-----------------|--------------------------|-----------------------------------|---|
| 1. Asset ID | 4. Asset model number | 7. Wireless hour meter connection | 10. Fuel type |
| 2. Asset status | 5. Total operating hours | 8. New Service Bulletin indicator | 11. Click the arrow to view the fuel usage (year-to-date) and the fuel fill |
| 3. Asset make | 6. Odometer | 9. Asset attachments | |

When viewing your **Asset List**, you can display a select number of assets at a time by selecting a number, or you can click **All** to display all your assets at once ([Figure 39](#)).

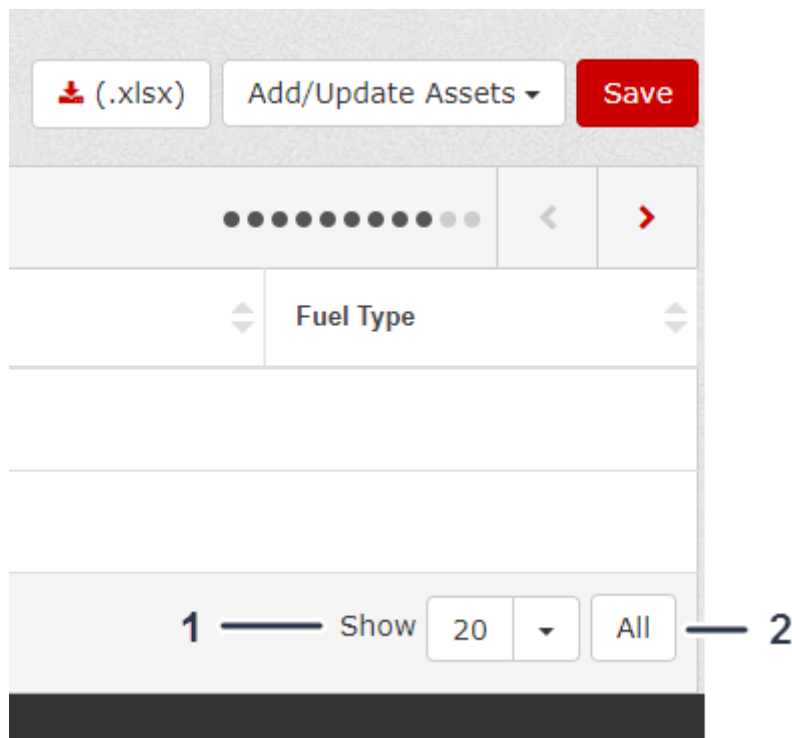


Figure 39

g250654

1. Click to display a select number of assets at a time.
2. Click to view all assets.

Asset ID/Asset Overview

From the **Asset List**, you can select a particular **Asset ID** to view details pertaining to that asset.

To view an asset, select that particular **Asset ID** to view the **Asset Overview** ([Figure 40](#)).

You can download the asset overview as a document ([Figure 40](#)).

You can change details about the asset by clicking **Asset Record** ([Figure 40](#)).

Note: After altering the **Asset Record**, click **Save**.

The **Asset Overview**, allows you to view the following information for an asset:

- Asset details:
 - Status
 - Make
 - Model number
 - Serial number
 - Description (example: Groundsmaster 4500-D, Workman HDX-D, Reelmaster 5010-H, etc.)
 - Location
 - Group
 - Warranty expiration date (if applicable)
 - Extended protection expiration date (if applicable)
- Utilization and fuel details:
 - Total operating hours
 - Fuel type
 - Fuel usage (year-to-date)

- Fuel fill
- Wireless hour meter connection (if applicable)
- Maintenance status
- Assigned attachments
 - Manage attachments
 - Create a new attachment
- Notes
- Resources
 - Maintenance schedule
 - Maintenance history
 - Master parts viewer
 - *Parts Catalog*
 - *Service Bulletins*
 - *Service Manuals*
 - *Operator's Manuals*
 - My uploads
 - Training videos
 - Product training

Asset Overview - TST003 ☐ Mark Unit Unavailable

Status

Active

Make

Toro

Model

03540

Description

Reelmaster 5200D

Data Code

0000001820

Location

Demo Location 1

Group

Carlos Fleet 1

Warranty Expiration Date


Serial No.


250000032


Asset Category


Mowers,Reel,Ride


Resources

 Maintenance Schedule


 Maintenance History


 Master Parts Viewer


 Parts Catalog (.pdf) (1)


 Service Bulletins (9)

0

 Service Manuals (4)

 Operator Manuals (2)

 My Uploads (0)

 Training Videos (2)

 Product Training (0)

Asset Types

You can select the asset type that you want to view in your asset list by clicking one of the tabs shown in Figure 41.

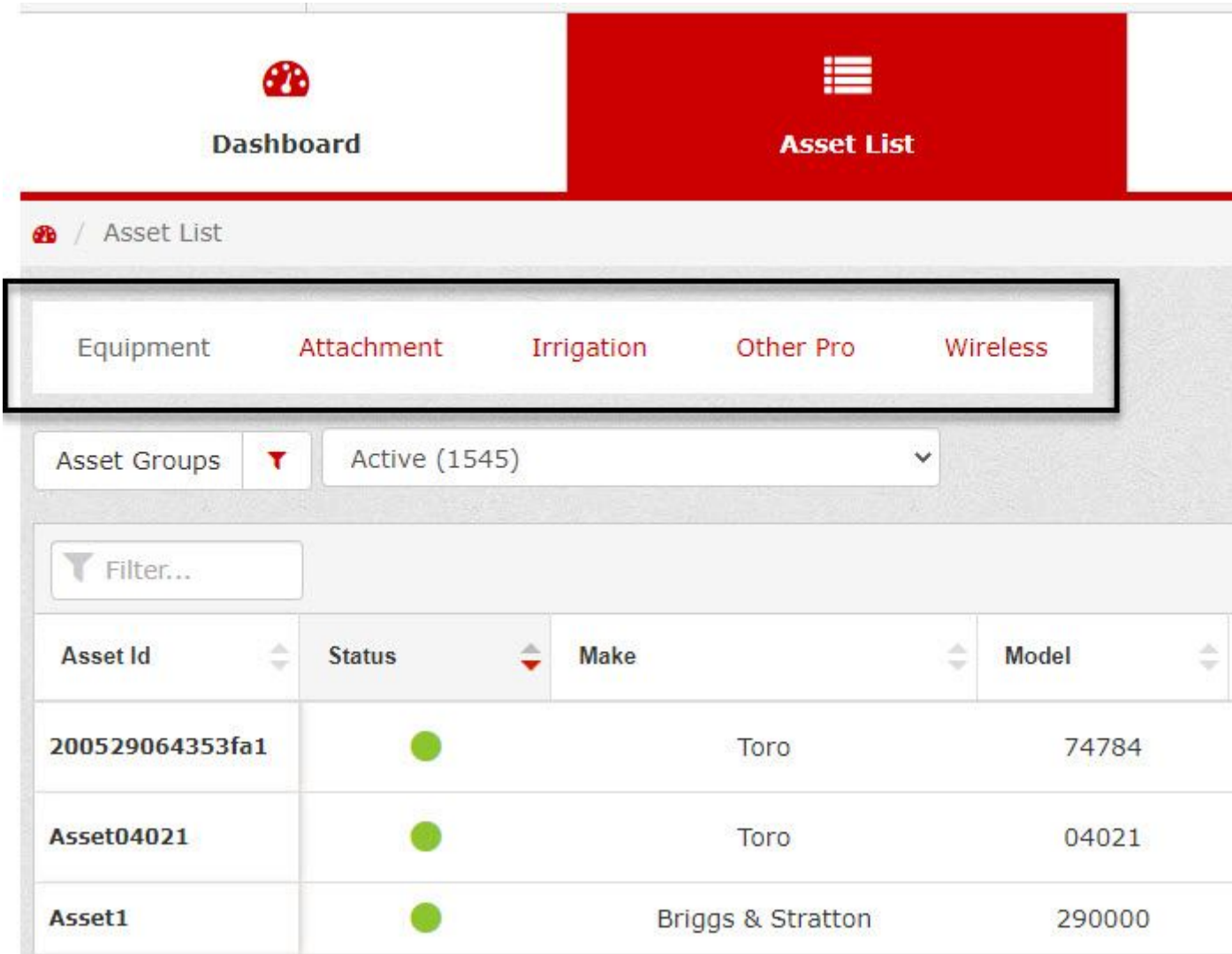




Figure 41

g373827

Status

The status of an asset in your fleet is designated as follows:

Symbol	Status
	Asset is in good, operating condition
	Work order created/tasks assigned
	Maintenance due, parts on hand
	Maintenance due, parts needed
	Safety stock alert

	Maintenance coming due
	Asset under repair or maintenance

Maintenance Due

The **Maintenance Due** tab allows you to view the following information:

- **Asset ID**—allows you to select a particular asset to view all the maintenance tasks for that asset ([Figure 42](#) and [Figure 43](#)).
- **Status**—refer to the [Status \(page 45\)](#) table for the current status of an asset.
- **Task**—states the task that you need to complete ([Figure 42](#)).
- **Task Type**—the type of task is categorized as general, preventive, or repair ([Figure 42](#)).
- **Parts Needed**—click the number below the column to view the parts necessary for the maintenance task ([Figure 42](#)).
- **Work Order**—click the work order number to view the work order details and to see who is assigned to the work order ([Figure 42](#)).
- **Attachments**—click the number below the column to view the associate attachments to the asset. If there is a tool icon next to the number of attachments, attachments also need service ([Figure 42](#)).



Dashboard



Asset List



Maintenance Due

/ Maintenance



Maintenance Due



Equipment

All (333)



Filter...




Only show tasks associated with me

Select	Asset ID	Status	Task
<input type="checkbox"/>			
<input type="checkbox"/>	WHM01	▽	Replace engine oil filter
<input type="checkbox"/>	WHM01	▽	Check cutting unit drive belt adjustment
<input type="checkbox"/>	WHM01	▽	Check air filter, dust cup, & baffle
<input type="checkbox"/>	WHM01	▽	Clean under cutting unit belt covers
<input type="checkbox"/>	WED1	▽	Change brake fluid
<input type="checkbox"/>	WED0	▲	Replace thermostat(s)
<input type="checkbox"/>	WED0	▲	Replace moving hoses

Figure 42

g247729

Maintenance Due - GM4500D

 Down for Maintenance / Repair



Make
Toro

Model
04021

Serial Number
55504961943253

Current Operating Hours
481.3

Location
Location A

Group
Equipment Group 1

Tasks

Status



(7)

 Filter...

☐ Only see tasks associated with me









Select	Asset ID	Status	Task
<input checked="" type="checkbox"/>	<u>GM4500D</u>		Clean debris from radiator before each use
<input type="checkbox"/>	<u>GM4500D</u>	 	Adjust engine valve clearance
<input type="checkbox"/>	<u>AF23164</u> 		Replace hydraulic oil and hydraulic oil filter
<input type="checkbox"/>	<u>GM4500D</u>		Torque set screws securing drive shafts to gear boxshafts driven pulleys Make sure belts are properly tensioned
<input type="checkbox"/>	<u>JAKE01</u> 		Inspect engine oil level before each use

Figure 43

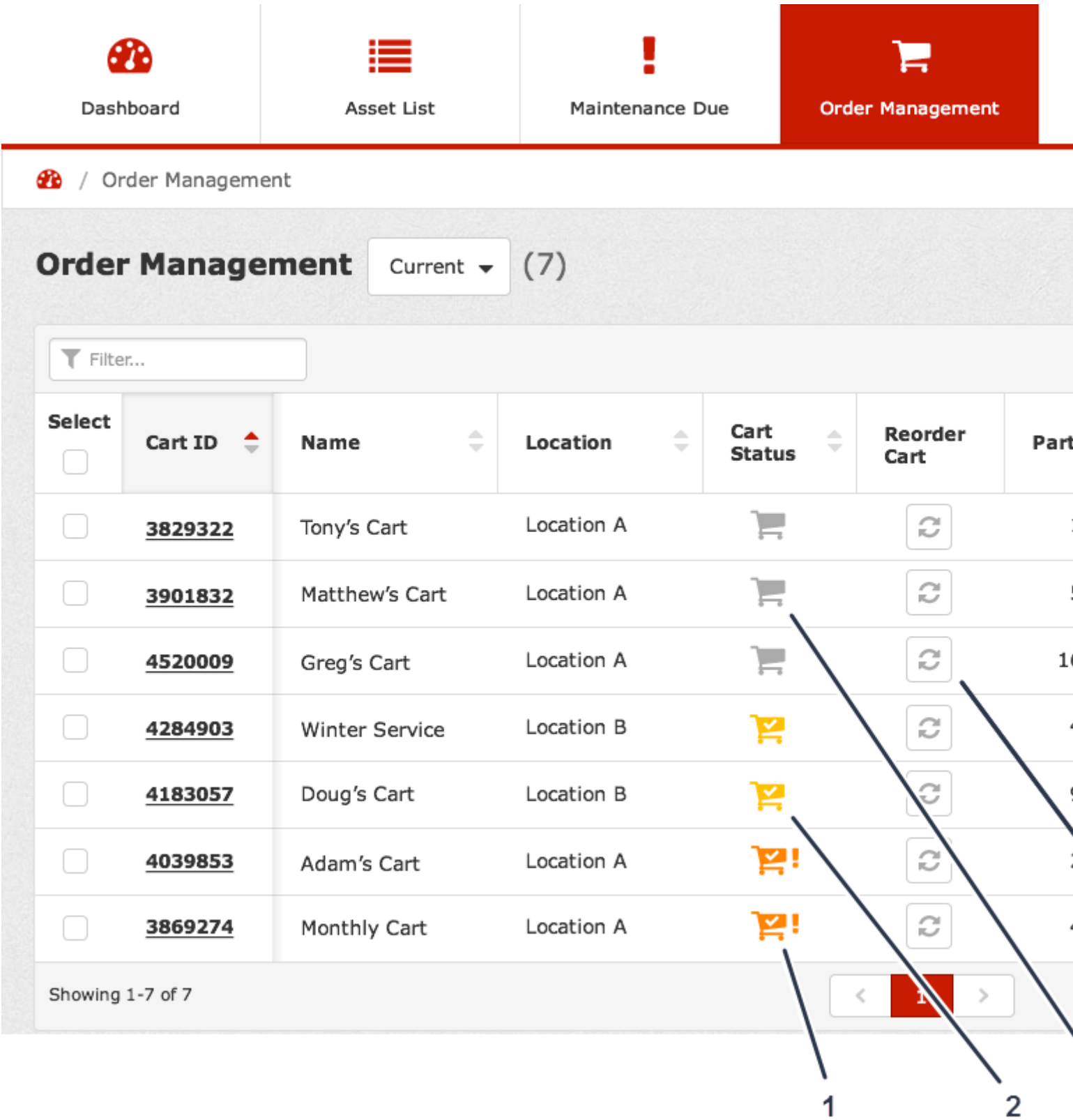
g247760

Order Management

The **Order Management** tab allows you to view the following information for current or past orders:

- **Cart ID**—click the Cart ID to view all the particular information that cart ([Figure 44](#)).
- **Name**—tells you to whom the cart belongs ([Figure 44](#))
- **Location**—states the location of the cart ([Figure 44](#))
- **Cart Status**—tells you whether a cart is still being compiled, if a cart is ready to order, or if the cart is awaiting approval from the supervisor ([Figure 44](#))
- **Reorder Cart**—click the reorder cart icon to order the same parts again ([Figure 44](#)).
- **Parts**—states the total number of parts in the order ([Figure 44](#))
- **Total Cost**—states the total cost of the parts in the order ([Figure 44](#))
- **Created By**—states who created the order ([Figure 44](#))
- **Date Modified**—states the date that the order was last modified ([Figure 44](#))

If you want to delete a cart, select the cart, and click **Delete Selected** ([Figure 44](#)).



Parts Inventory

The **Parts Inventory** tab allows you to view the following information for the parts in your inventory:

- **Part Number**—states the part number that you want to order ([Figure 45](#))
Click the “i” icon next to a part number for additional information. The part you have in your inventory may have been superseded, cross-referenced, discontinued, etc. ([Figure 45](#)).
- **Status**—tells you whether or not you have the required parts in your inventory, if you need to order parts, or if the parts have been ordered but are in process ([Figure 45](#))
- **Make**—lists the manufacturer of the part ([Figure 45](#))
- **Description**—provides a description of the part ([Figure 45](#))
- **Cost Per Unit of Measure**—states how much each part costs ([Figure 45](#))
- **Quantity in Stock**—states how many of that particular part that you have in your inventory ([Figure 45](#))
- **Unit of Measure**—provides how the part is measured (i.e., each, fl oz, mg, gram, etc.); refer to [Figure 45](#)
- **Subtotal**—states the subtotal cost of the parts ([Figure 45](#))
- **Bin Number**—enter the bin number where you want the part located ([Figure 46](#)).
- **Location**—states the location in which the parts exist ([Figure 46](#))
- **Needed for Open Work Orders**—tells you the quantity of the parts you need to fulfill the current open work orders ([Figure 46](#))
- **Available**—states the total quantity of the part currently available ([Figure 46](#))
- **Needed for Maintenance Due**—tells you the quantity of the parts you need to fulfill for the machines due for maintenance ([Figure 46](#))
- **On Order**—states the quantity of the parts you currently have on order, but are in your inventory yet ([Figure 46](#))
- **Last Used Date**—states the date that the parts were last used for maintenance ([Figure 46](#))
- **Show Related Assets**—click the icon to view related assets ([Figure 46](#)).



Dashboard



Asset List



Maintenance Due



Order Management

/ Parts Inventory

Parts Inventory

Part Groups



Stock Parts



(27)

Filter...

Select	Part Number	Status	Make	Description	Cost Per	Meas
<input type="checkbox"/>	<u>99-9874</u>		NAPA	Gold Filter	\$	
<input type="checkbox"/>	<u>1356</u>		NAPA	Oil Filter Michael	\$	
<input type="checkbox"/>	<u>12-7008</u>		Toro	Filter - Hydraulic Oil	\$	
<input type="checkbox"/>	<u>12-11111</u>		Shell Oil	15W-40	\$	
<input type="checkbox"/>	<u>110-2548</u>		Toro	Hydraulic Filter	\$	
<input type="checkbox"/>	<u>104-0451</u>		Toro	TIRE-TURF, TRAC	\$	
<input type="checkbox"/>	<u>s998-14-001</u>		Mobil 1	Engine Oil, SAE 30 SH, SJ	\$	
<input type="checkbox"/>	<u>SAE30SHSJ</u>		Toro	Engine Oil, SAE 30 CF, CF4	\$	
<input type="checkbox"/>	<u>SAE30</u>		Mobil 1	REAR ENGINE MOUNT ASM	\$	

1

2

3

Figure 45

g248466

1. Click the "i" icon next to a part number for additional information.
2. Icon indicating that you parts have been ordered but are in process
3. Icon indicating that you need to order the parts



Dashboard



Asset List



Maintenance Due



Order Management

/ Parts Inventory

Parts Inventory

Part Groups



Stock Parts



(27)

Filter...

Select	Part Number	Bin Number	Location	Needed for Open Work Orders	Available
<input type="checkbox"/>	<u>99-9874</u>	CLC-02	Location A	<u>3.00</u>	5.00
<input type="checkbox"/>	<u>1356</u>		Location B	<u>1.50</u>	15.50
<input type="checkbox"/>	<u>12-7008</u>		Location A	0	0
<input type="checkbox"/>	<u>12-11111</u>	BB02	Location A	0	0
<input type="checkbox"/>	<u>110-2548</u>		Location A	<u>2.00</u>	0
<input type="checkbox"/>	<u>104-0451</u>	01-063	Location B	0	15.00
<input type="checkbox"/>	<u>s998-14-001</u>	01-124	Location B	0	0

g248467

Figure 46


Select the parts that you want to order, and click **Order Selected** to order the selected parts (Figure 47).


If you want to delete parts, select the parts, and click **Delete Selected** (Figure 47).

<input type="checkbox"/>	<u>110-2548</u> ⓘ	↓	Mobil 1	TIRE-TURF, TRAC
<input type="checkbox"/>	<u>104-0451</u>	↓	Toro	Engine Oil, SAE 30 SH, SJ
<input type="checkbox"/>	<u>s998-14-001</u>		Mobil 1	Engine Oil, SAE 30 CF, CF4
<input type="checkbox"/>	<u>SAE30SHSJ</u>		Mobil 1	REAR ENGINE MOUNT ASM
<input type="checkbox"/>	<u>SAE30</u>		Toro	KIT-GREASABLE ASM
<input type="checkbox"/>	<u>RP2000</u>		Toro	PO-17
<input type="checkbox"/>	<u>CLC0001</u> ⓘ		Toro	Best Oil
<input type="checkbox"/>	<u>110-2548</u>		Toro	KIT-GREASABLE ASM

Showing 1-20 of 27

< 1 2

 Order Selected

 Delete Selected

1

2

Figure 47

g248468


1. Click to order the selected parts.

2. Click to delete the selected parts.


Reports

The **Reports** tab (Figure 48) allows you to generate the following types of reports:


- Asset Utilization
- Location Maintenance Cost
- Maintenance Due and Parts Needed
- Part Orders Placed
 - Option 1—by carts
 - Option 2—by part numbers
- Total Cost of Ownership




Dashboard



Asset List



Maintenance Due

 / Reports

Generate Reports


Report Type *

Asset Utilization ▼

Location *

Select One ▼

Asset Type *

 Equipment ▼

Group *

Nothing selected ▼



Asset Status *


Select One ▼

Asset Id *

Nothing selected ▼

Date Range *

03/23/2017  to 03/23/2018 

 Generate Report

g250257

Figure 48

To generate a report, refer to [Generating Reports \(page 129\)](#).

Wireless

The **Wireless** tab allows you to view the following information for base stations/repeaters:

- **Base Station/Repeater ID**—states the identification number of the base station/repeater ([Figure 49](#))
- **Status**—tells you if the base station/repeater is not connected or is out of range ([Figure 49](#))
- **Location**—states the location in which the base station/repeater exists ([Figure 49](#))
- **Last Update Received**—states when the base station/repeater most recently received an update ([Figure 49](#))

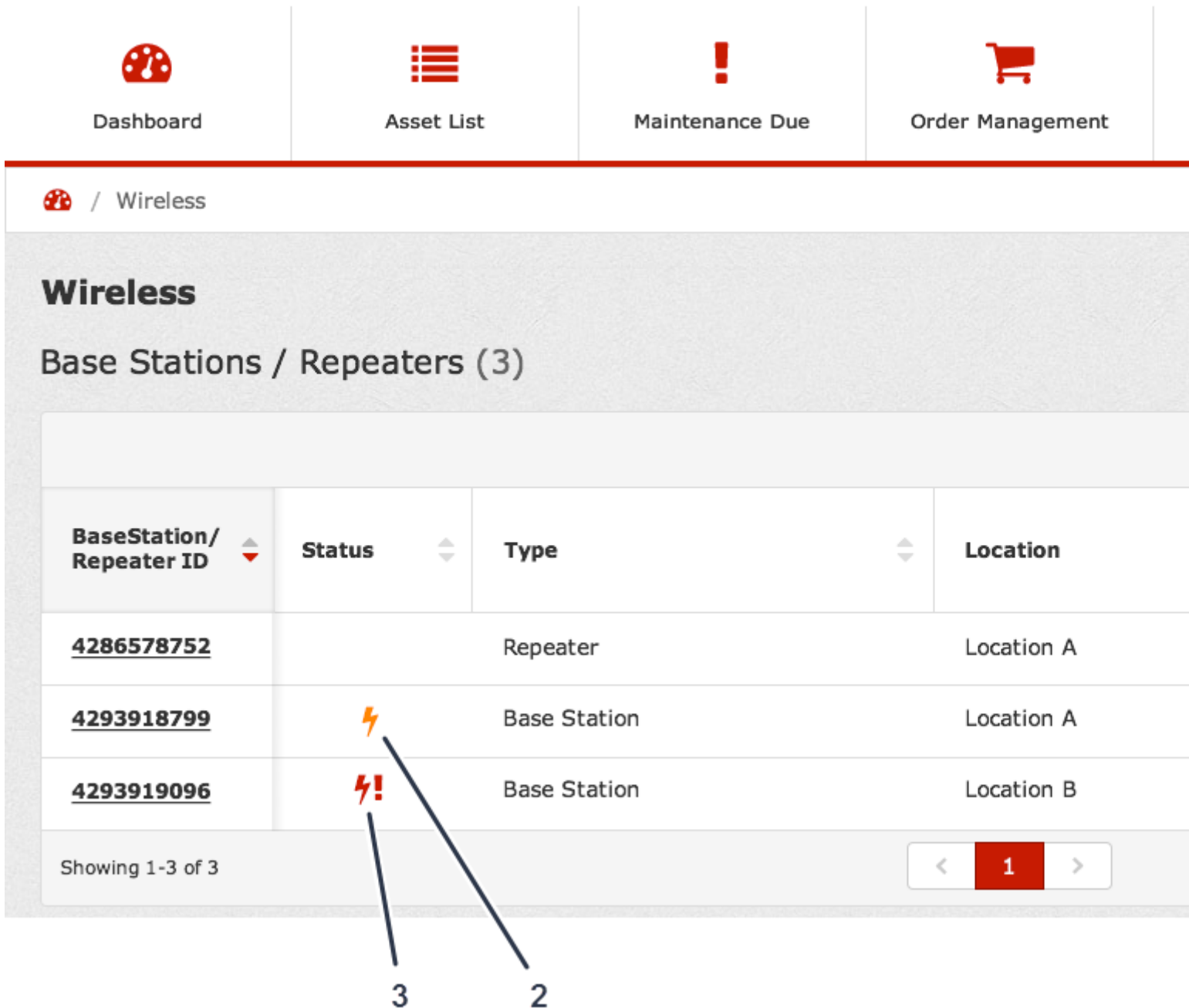


Figure 49

g248491

1. Click to add a base station or repeater.
2. Indicates that a firmware update is needed.
3. Indicates that a base station or repeater is not communicating.

The **Wireless** tab also allows you to view the following information for assigned or unassigned wireless hour meters:




- **Wireless Hour Meter ID**—states the identification number of the wireless hour meter (Figure 50)
- **Active or Inactive**—states whether the wireless hour meter is active or inactive (Figure 50)
- **Status**—tells you if the base station/repeater is not connected or is out of range (Figure 50)

- **Asset Type**—tells you which type of asset the wireless hour meter is paired with (Figure 50)
- **Group**—states the group in which the base station/repeater exists (Figure 50)
- **Asset ID**—state the asset ID associated with the wireless hour meter (Figure 50)
- **Meter Reading**—provides the current wireless hour meter reading (Figure 50)
- **Last Update Received**—states when the wireless hour meter most recently sent an update (Figure 50)

Wireless Hour Meters

Assigned

(6)

Wireless Hour Meter ID	Active or Inactive?	Status	Asset Type	Group
5539582034	Active		Equipment	Equipment Group 1
5102393534	Active		Equipment	Equipment Group 2
7115802139	Active		Equipment	Equipment Group 1
7169022319	Active		Equipment	Equipment Group 3
7310298478	Inactive		Equipment	Equipment Group 1
7684048378	Inactive		Equipment	Equipment Group 1

Showing 1-6 of 6

<

1

>

3

2

Figure 50

g248492

1. Click to add a wireless hour meter.

2. Indicates that a firmware update is needed.

3. Indicates that the wireless hour meter is not communicating.

To add a base station/repeater, click **Add Base Station/Repeater ID** (Figure 49); refer to [Adding a Base Station/Repeater \(page 90\)](#).

To add a wireless hour meter, click **Add Wireless Hour Meter** (Figure 50); refer to [Adding a Wireless Hour Meter \(page 92\)](#).

Accessing the myTurf Help Center

From the top of the myTurf page, regardless of whether you are logged in or not, you can click **Site Help** to access the **myTurf Help Center** (Figure 51).



Figure 51

g373190

Using the **myTurf Help Center**, you can view the full manual, how-to guides, video training, and frequently asked questions (Figure 52).

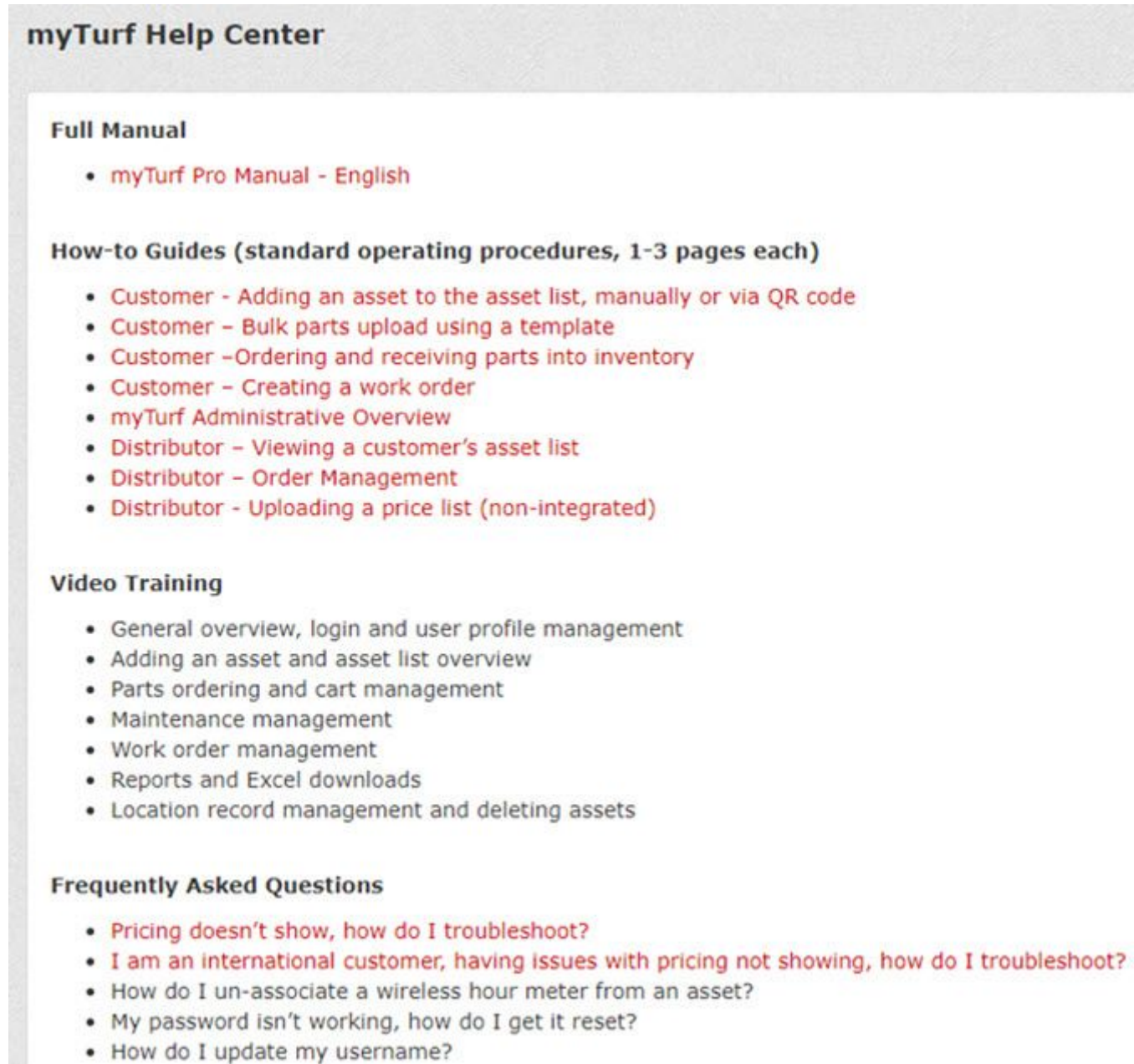


Figure 52

g373191

Editing Parts Groups

Location administrators can create, delete (if there are no associated parts only), and edit (change the name) of **Parts Groups**.

- 1. From the Location Record, click Asset Groups (Figure 53).



Figure 53

g357484

- 2. At the bottom of the screen, click **Create New Part Group** or click the **Edit** icon next to the **Part Group** (Figure 54).

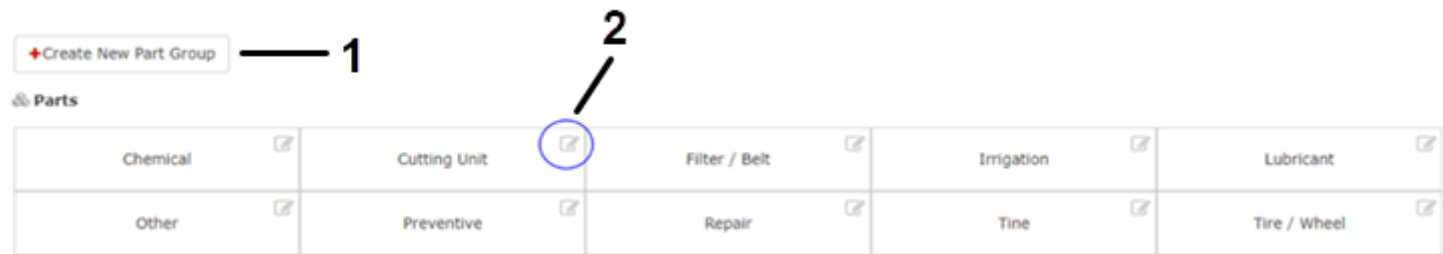


Figure 54

g357486

- 1. Click to create a new part group.
- 2. Click to edit a part group.

- 3. To create a new part group, enter the **Group Name** and click **Create** (Figure 55).

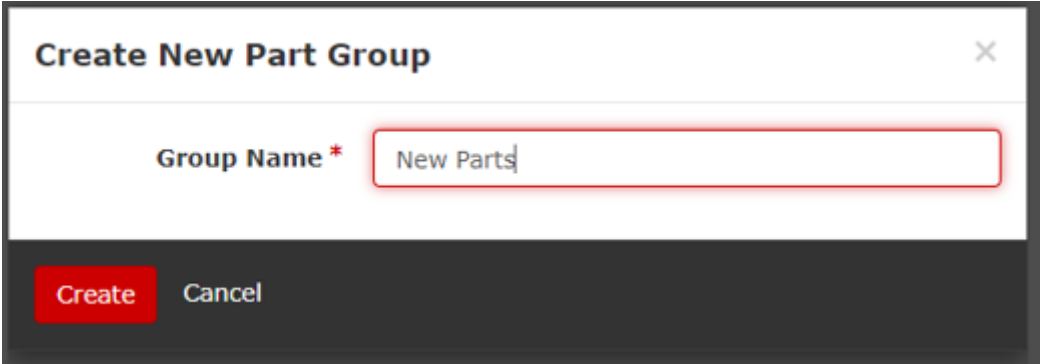


Figure 55

g357485

- 4. To edit or delete a **Part Group**, enter the **Group Name** and click **Save** or click the trash can icon to delete the group (Figure 56 and Figure 57).

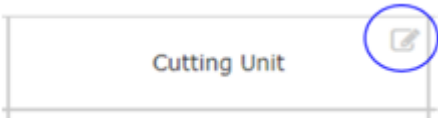
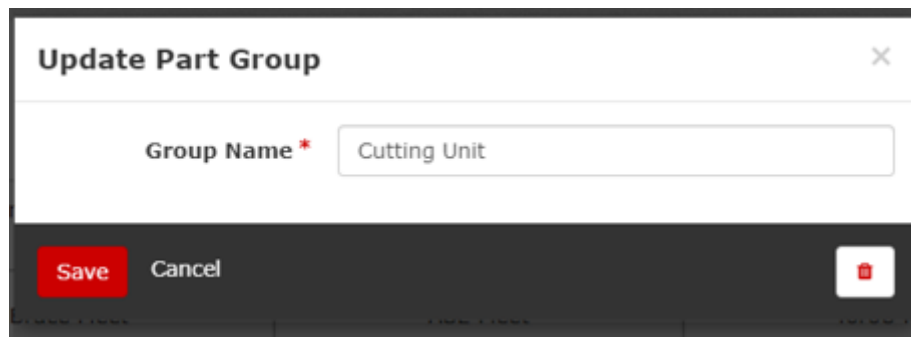


Figure 56

g357488



Update Part Group

Group Name * Cutting Unit

Save Cancel

g357487

Figure 57

Updating Parts Groups

1. From the **Parts Inventory**, select the parts ([Figure 58](#)).
2. Click **Update Group** at the bottom of the page to move the selected parts from one group to another group ([Figure 58](#)).

Dashboard

Asset List

Maintenance Due

/ Parts Inventory

Parts Inventory

Part Groups

Stock Parts (276)

Filter...

Select	Part Number	Status	Make	Description	Cost Per Unit Of Measure
<input checked="" type="checkbox"/>	<u>123</u>		Turco		\$ 0.00
<input checked="" type="checkbox"/>	<u>92-456788</u>		Toro	Spanish Part ES-es description	\$ 4,444.00
<input type="checkbox"/>	<u>302-5</u>		Toro	Spanish Part ES-es	\$ 0.00
<input type="checkbox"/>	<u>12354</u>		Toro	Spanish Part ES-es test	\$ 0.00
<input type="checkbox"/>	<u>ZWP1F000U</u>		Toro	WASHER-PLAIN	\$ 0.46
<input type="checkbox"/>	<u>PartForDemo</u>		Toro		\$ 0.00

Order Selected
 Delete Selected

Update Group

g373157

Figure 58

- In the pop-up screen, select the new **Part Group** and click **Save** (Figure 59).

Update Group

Part Group *

Filter / Belt

Save

Cancel

Figure 59

g373158

Creating an Address for Ordering Parts

- From the **Dashboard**, click **Admin**, located in the upper, right corner of the screen ([Figure 60](#)).

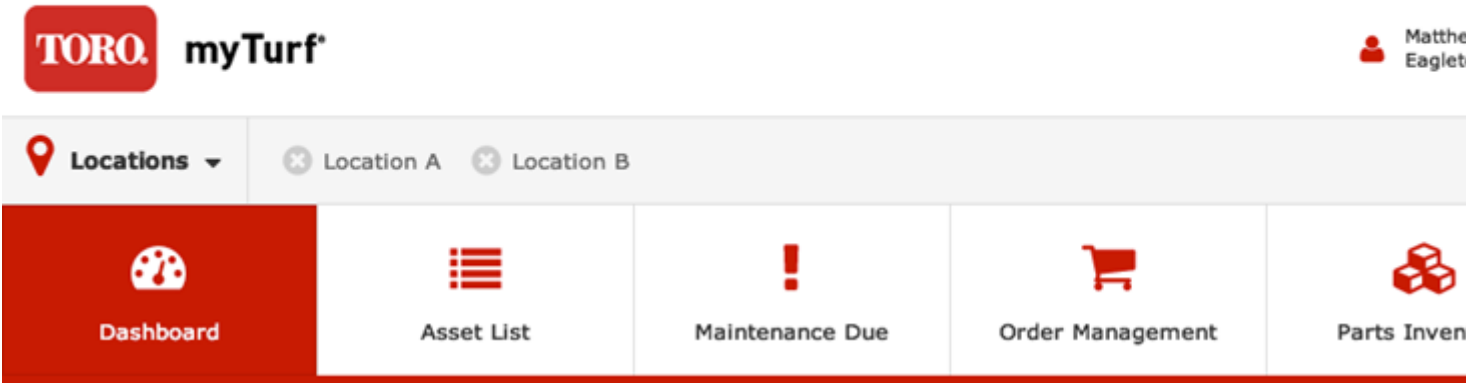



Figure 60

g245241

- Click Admin.
- Click the **Edit Location** Icon ([Figure 61](#)).

 / admin

Administration

Organization Details

Organization Name


TORO Customer Demo1


Type

Commercial Customer

Administrators

myturfdistadm

 Manage Locations (5)

 Create New Location





	Location Name
<div>1 </div>	Australia
	Bobby's Golf Resort
	calderon1
	Demo Location 1

Figure 61

g246195

1. Click to edit the location.

3. From the **Location Record**, click **Parts Ordering** ([Figure 62](#)).

Location Details

Location Administrators

Subscription

U.S. Tax Exempt
Organization

Subscription Invoice
Contact Info


Subscription Invoice
Address


Labor Wage and Fuel


Locale Settings

1 —

 Users

 Asset Groups

 Parts Ordering

 Delete Location

Save

Figure 62

g248504

1. Click Parts Ordering.

4. From the **Manage Parts Ordering** screen, click **Create New Address** ([Figure 63](#)).

Manage Parts Ordering - Australia

Distributor Details

Distributor Name *

Dealer - Parts Ordering


Dealer - Service Requests

Parts Ordering Confirmation Email

Confirmation Email *

Ordering Addresses Details

1

 Create New Address



Edit Address	Address Details
	Address 1234 Australia Sydney, SA 55444
	Address 1234 Australia Madrid, SPP 55444

Figure 63

g248505

1. Click to create a new address for ordering.

5. Fill out the **Create New Address** form, and click **Create** to complete the process (Figure 64).

Create Address

1

Address Type *

☒ Ship-To

☒ Primary

☒ Bill-To

☐ Primary

☒ Sold-To

☐ Primary

Country *

Location Name

Address Line 1

Address Line 2

City / Town *

State / Province / Region *

Zip / Postal Code *

2

☒ Request Address Verification

3

Save

Cancel

Figure 64

g248507

1. Select the boxes that apply to the address.
2. Check the box to request address verification.
3. Click to save the address.

Editing an Address for Ordering Parts

1. From the **Dashboard**, click **Admin**, located in the upper, right corner of the screen ([Figure 60](#)).
2. Click the **Edit Location** Icon ([Figure 61](#)).
3. From the **Location Record**, click **Parts Ordering** ([Figure 62](#)).
4. From the **Manage Parts Ordering** screen, click the **Edit Address** icon ([Figure 65](#)).

Manage Parts Ordering - Australia

Distributor Details

Distributor Name *

Dealer - Parts Ordering



Dealer - Service Requests

Parts Ordering Confirmation Email

Confirmation Email *

Ordering Addresses Details

 Create New Address

Edit Address	Address Details
	Address 1234 Australia Sydney, SA 55444
	Address 1234 Australia Madrid, SPP 55444

1

Figure 65

g248508

1. Click the icon to edit the address.

5. Fill out the **Edit Address** form, and click **Save** after you make the changes ([Figure 66](#)).

Note: You can delete the address by clicking the trash can icon ([Figure 66](#)).

Edit Address

1

Address Type *

☒ Ship-To

☒ Primary

☐ Bill-To

☐ Primary

☐ Sold-To

☐ Primary

Country *

Australia

Location Name

Address

Address Line 1

1234 Australia

Address Line 2

City / Town *

Sydney

State / Province / Region *

SA

Zip / Postal Code *

55444

2

☒ Request Address Verification

3

Save

Cancel

g248519

Figure 66

1. Select the boxes that apply to the address.
2. Check the box to request address verification.
3. Click to save the address changes.
4. Click to delete the address.

Ordering Parts for Repair

- 1. Click the **Asset List** tab.
- 2. Click the desired **Asset ID** (Figure 67).
- 3. Click **Master Parts Viewer** (Figure 67).

Note: You can also access the **Master Parts Viewer** from the **Asset Overview**.

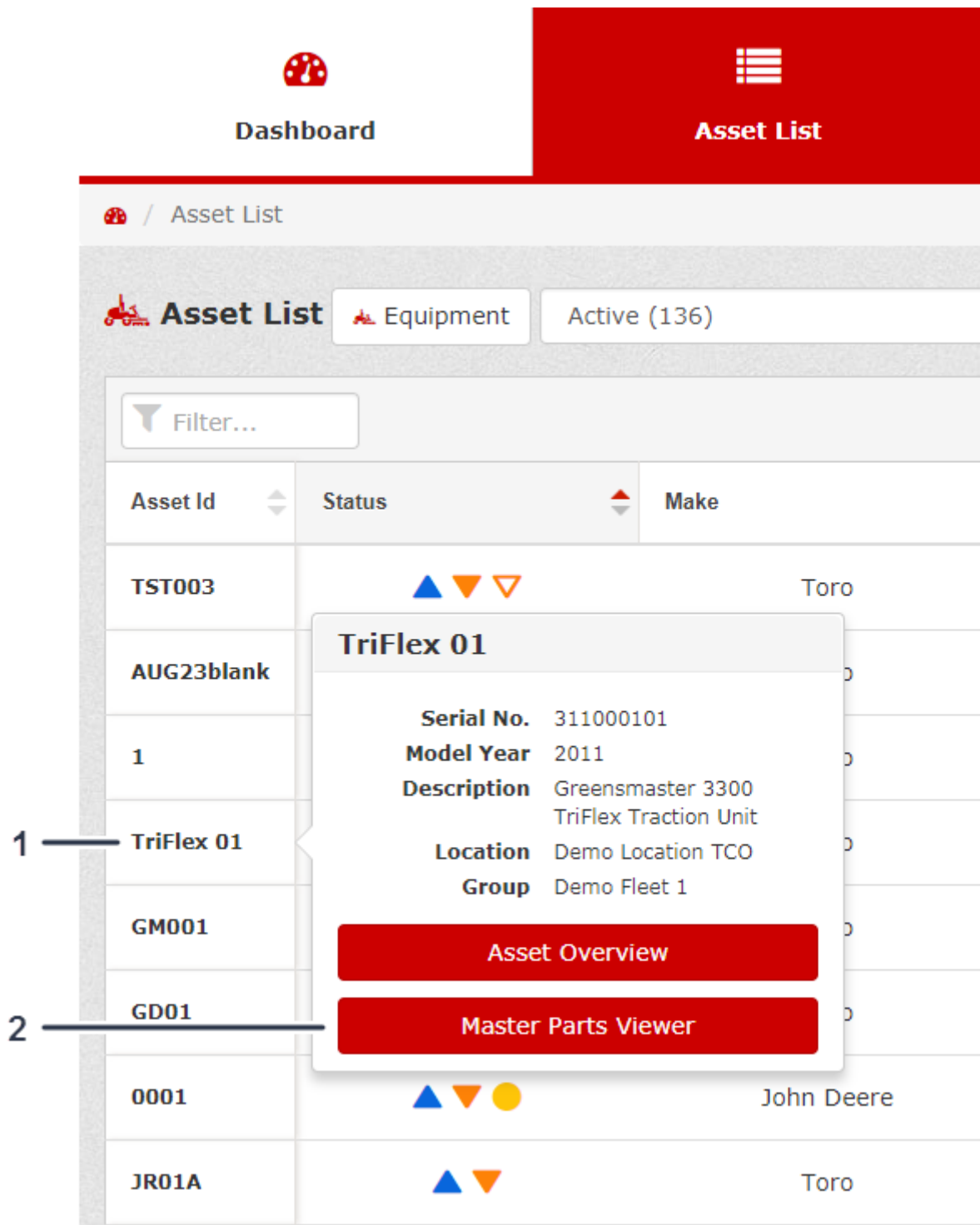


Figure 67

g248520

- 1. Click the Asset ID.
- 2. Click to view the Master Parts Viewer.
- 4. Find the appropriate assembly drawing that includes the part(s) you need (Figure 68).

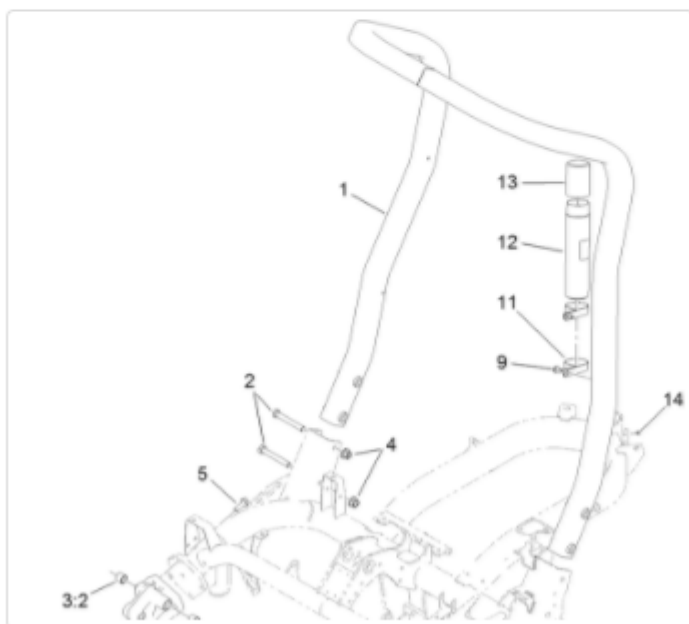
Greensmaster 3300 TriFlex Traction Unit

Model Number: 04510 [Change](#)

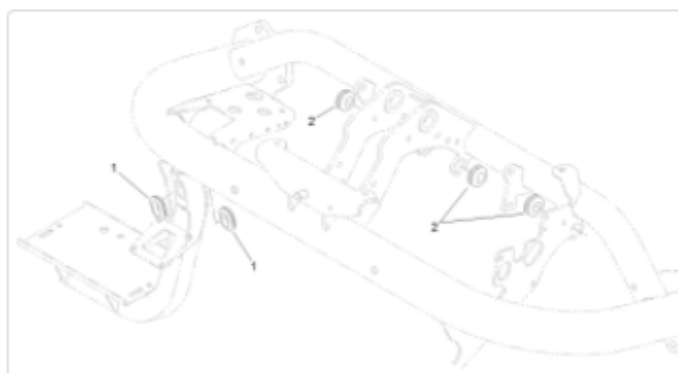
Serial Number: 311000001 - 311000001

Parts

Search for a part within assembly drawings:



Roll-Over Protection System Assembly



Brake Cable Grommet Assembly

Figure 68



g248551

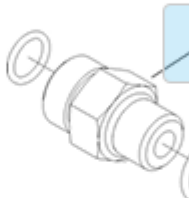
5. After you find the parts you need, select them on the left side of the assembly drawing and click **Add to Cart** ([Figure 69](#)).

Groundsmaster 4500-D

Model Number: 30873 [Change](#) Serial Number: 316000001 - 316999999 [Change](#)

3 Way Manifold Valve Assembly (121-3077)

Select	#	Part	Quantity
<input checked="" type="checkbox"/>	<u>2</u>	125-7554 VALVE-SOLENOID	1
<input checked="" type="checkbox"/>	<u>2:1</u>	125-7561  SEAL KIT	1
<input type="checkbox"/> 	<u>3</u>	115-8733 SCREW -HSH	2
<input checked="" type="checkbox"/>	<u>4</u>	340-2 FITTING-HYD, STRAIGHT	1
<input checked="" type="checkbox"/>	<u>4:1</u>	237-22 O-RING	1
<input checked="" type="checkbox"/>	<u>4:2</u>	237-42 O-RING	1
<input checked="" type="checkbox"/>	<u>5</u>	92-9258 ADAPTER-CHECK	1
<input checked="" type="checkbox"/>	<u>6</u>	340-86 FITTING-TEE	1



1

2



Add to Cart

6. After you receive the message indicating that you successfully added the parts, click your **Shopping Cart** (Figure 70).

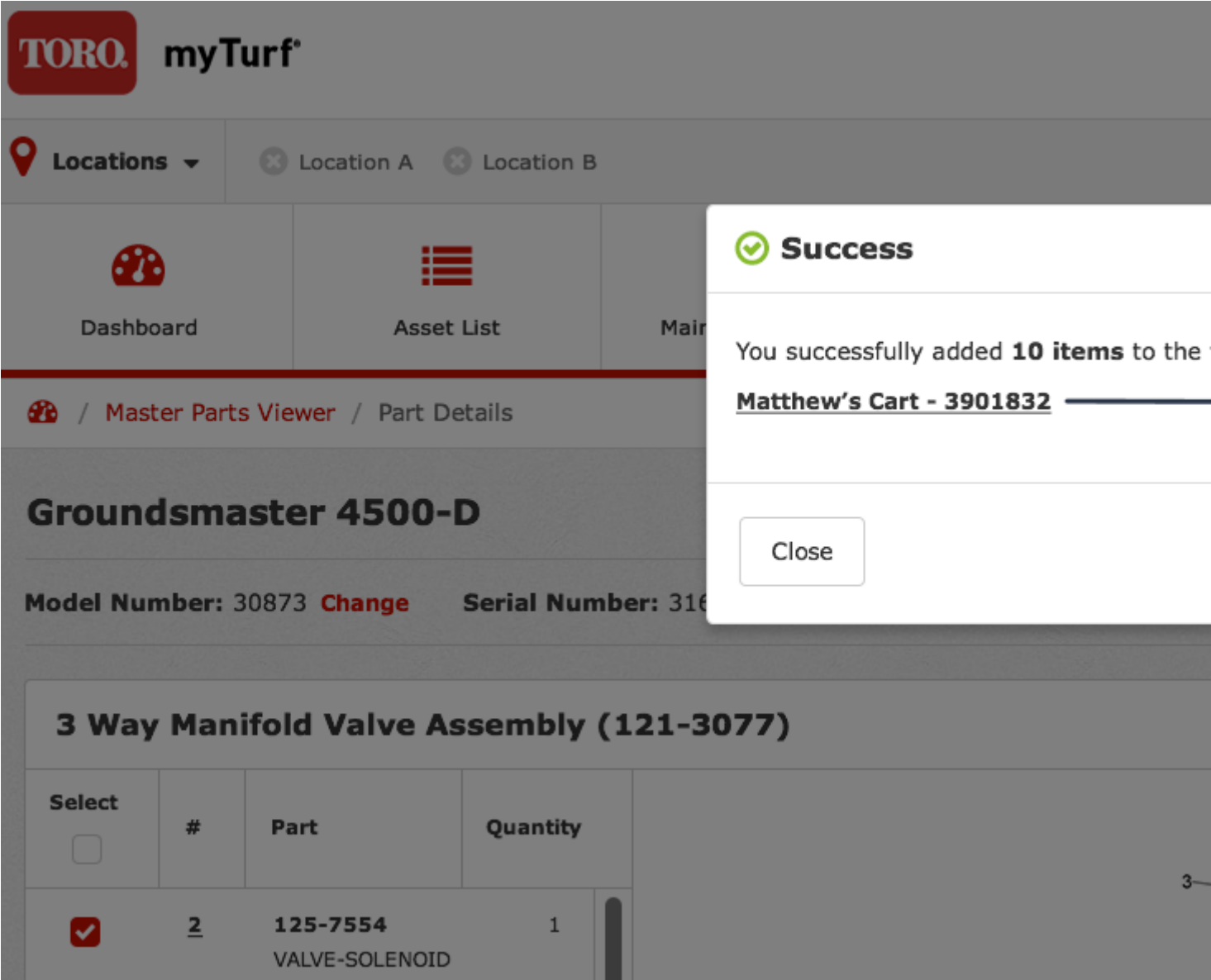


Figure 70

g248596

1. Click your shopping cart.
7. Review the parts and the quantities of the parts in your **Shopping Cart**, and ensure that they are correct (Figure 71).
If you want to delete any parts from your cart, select them on the left side, and click **Delete Selected**.
8. Click **Prepare Order** and fill out the necessary information (Figure 71).

01. Build and Review Cart

(4) joshCart31 - 9bc8cc42


Name:

Location: Demo Location TCO

Created By: Toro User

Created

Select <input type="checkbox"/>	Part Number	Notes	Make	Description
<input type="checkbox"/>	240-5	<input type="checkbox"/>	TORO	GROMMET
<input type="checkbox"/>	115-4654	<input type="checkbox"/>	Toro	DECAL-SHROUD
<input type="checkbox"/>	115-4754	<input type="checkbox"/>	Toro	MYTURF WIREL
<input type="checkbox"/>	115-9543	<input type="checkbox"/>	Toro	MYTURF REPEA

 Delete Selected

6

Figure 71

To add parts by **Bulk Upload**, do the following:

- A. Click **Add Parts** (Figure 72).
- B. Click **Bulk Upload** (Figure 72).

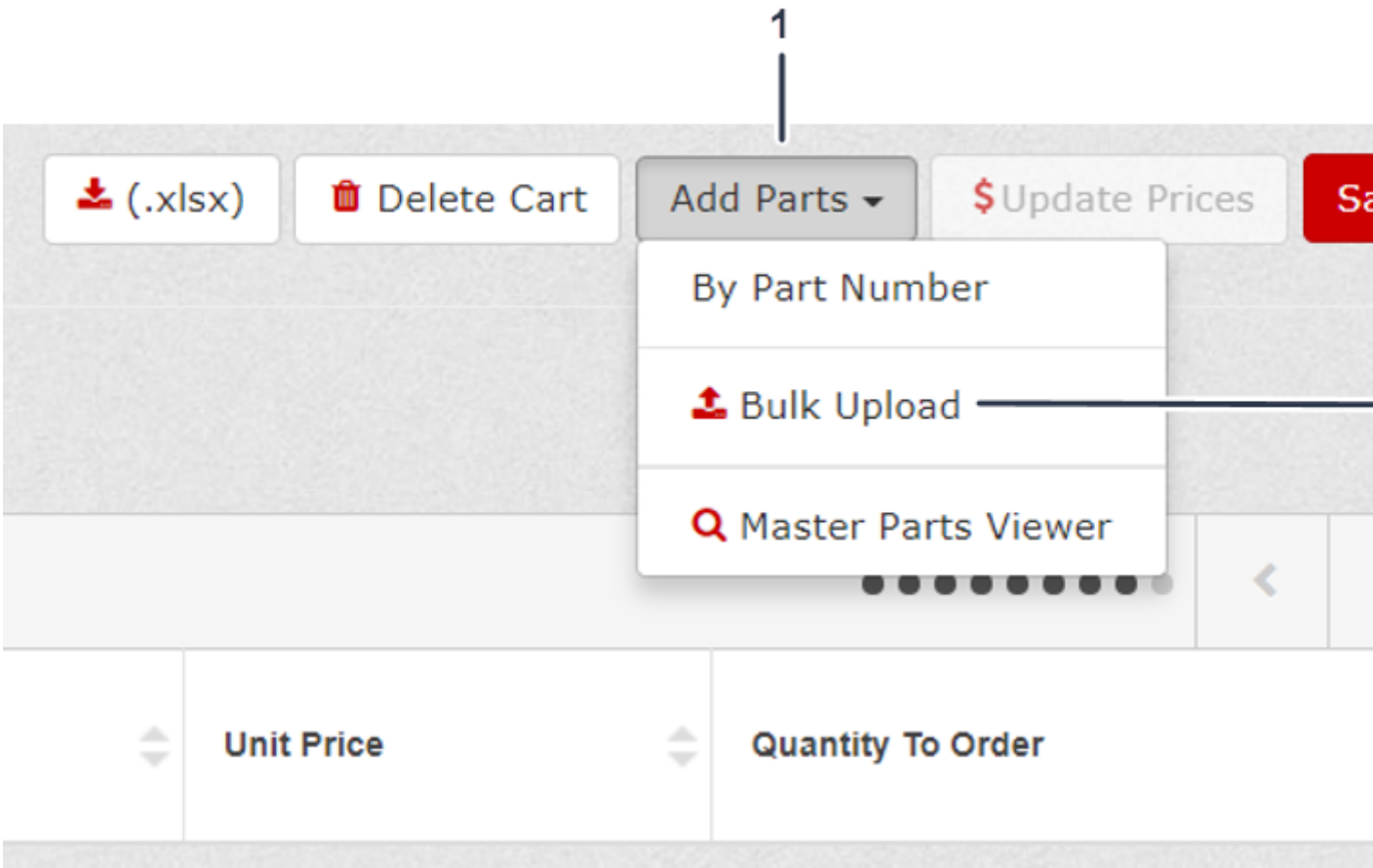


Figure 72

g279883

- 1. Click to add parts to the cart.
- 2. Click to upload parts in bulk.

C. In the **Bulk Order Upload**, click and download the **Bulk Part Order Template** (Figure 73).

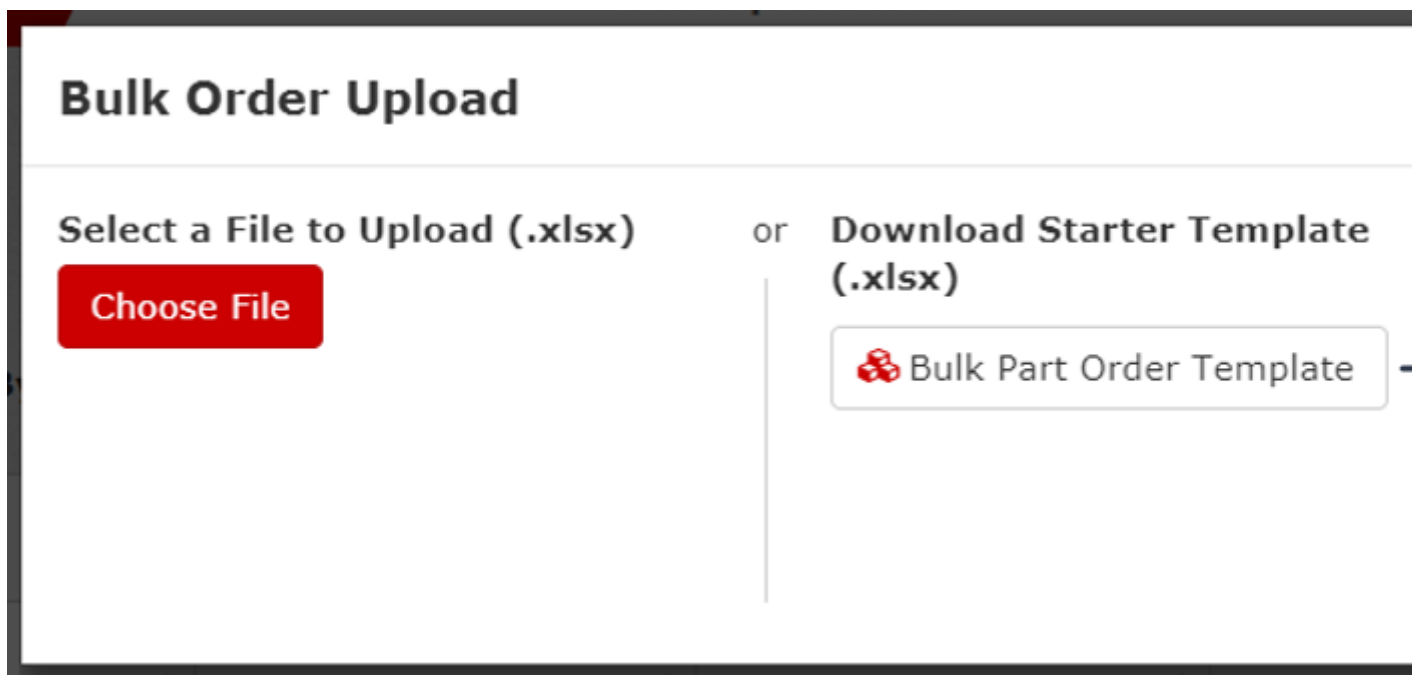


Figure 73

g279884

1. Click to download the template.

D. Fill out the spreadsheet and save it to your computer ([Figure 74](#)).

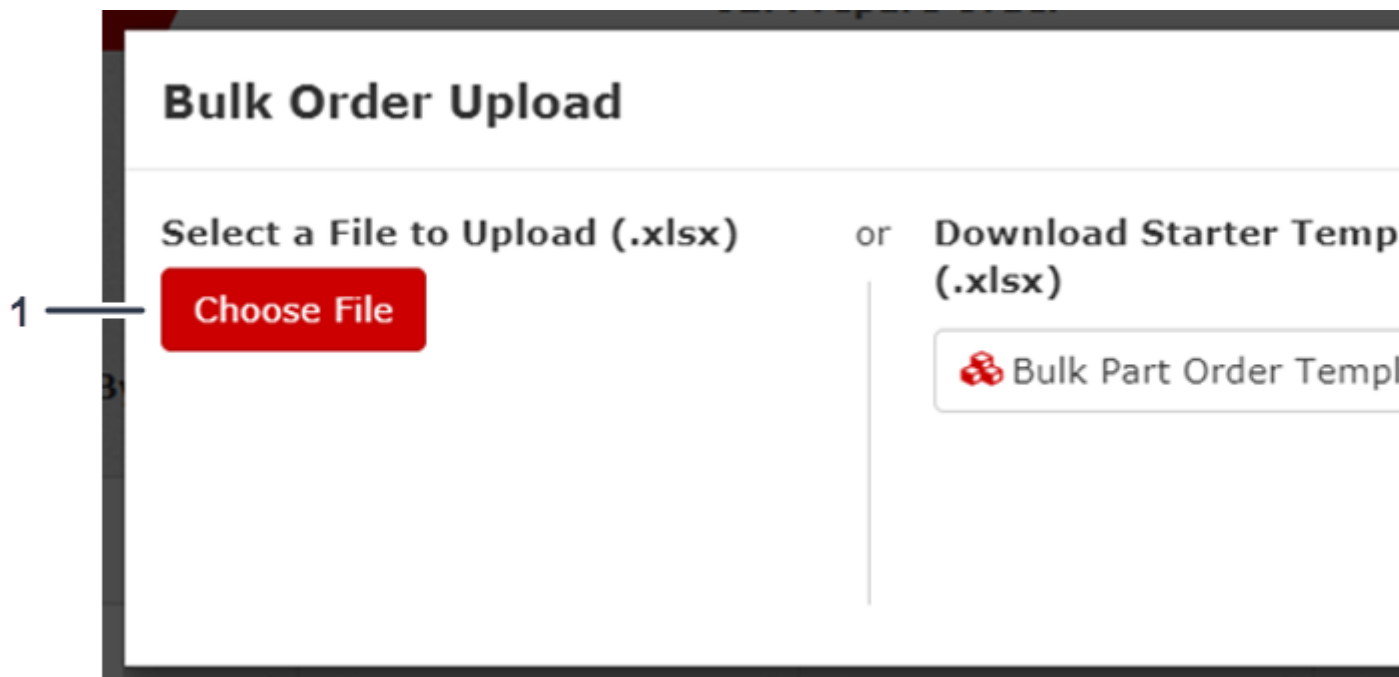
Note: Do not exceed 50 line items.

	A	B	C	D
1	Part Number*	Part Make*	Description	Quantity To Order
3	115-4754	Toro	Wireless Hour Meter	5.00
4	115-9542	Toro	Base Station	1.00
5	115-9543	Toro	Repeater	1.00

Figure 74

g279885

E. In the **Bulk Order Upload**, click **Choose File** and upload your saved file ([Figure 75](#)).



g279886

Figure 75

1. Click to select and upload your saved file.
-
9. After reviewing the payment and shipping information, click **Review and Place Order** ([Figure 76](#)).



01. Build and Review Cart

Prepare Order

Payment and Other Information

Order Method *	<input type="text"/>
Purchase Order Number *	test31
Payment Type *	Account
Phone Number	<input type="text"/>
Email Address	torodemo1@MyTurf.com

Shipping Information

Shipping Method	<input type="text" value="Standard"/>
Ship When Complete	<input type="checkbox"/> 
Request Ship By	<input type="text" value="3/6/2018"/> 

Bill To

Demo Location 1
Demo Location 1
Bloomington, Minnesota 55420

Figure 76


g248599

1. After verifying the payment and shipping information, click Review and Place Order.


10. Ensure that all the details are correct, then either click **Place Order** or select **Mark for Approval** (for supervisor approval) and click **Place Order**.

Receiving Parts into Inventory


1. Click the **Order Management** tab ([Figure 77](#)).
2. Select **Purchased** orders to view the orders that were placed, but you have not received, and orders that you received ([Figure 77](#)).
3. After receiving your parts, click the **Receive Parts** icon to view the parts from that order ([Figure 77](#)).




Dashboard



Asset List



Maintenance

 / Order Management

Order Management

Purchased

1 Month

Filter...

Select	Order Number	Name	Location
<input type="checkbox"/>	511034	2-13 Hort Test	Demo Loca
<input type="checkbox"/>	521033	2-14 parts inventory	Demo Loca
<input type="checkbox"/>	666046	Test Cart 1234	Demo Loca
<input type="checkbox"/>	676001	CART PROD TWO	Demo Loca
<input type="checkbox"/>	701011	Brian Test 1	Demo Loca
<input type="checkbox"/>	526009	Non Toro Parts	Demo Locat
<input type="checkbox"/>	6001	CART PROD	Demo Locat


 Delete Selected

Figure 77

g248686

1. Select purchased orders.
2. Select the order you want to place.
3. Select the location you want to place the order.
4. Icon indicating that the order is placed, but not received into your inventory.

4. Select the parts you received, then, if necessary, adjust the **Part Group** they belong to, the cost, and/or the quantity of each part received (Figure 78).

Note: You can also adjust the shipping and tax costs before adding the parts to your inventory.

Receive Parts from 2-14 parts inventory - 521033

Filter

Select	Parts Number	Parts Make	Description	Location	Part C
1 <input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	69-9800	Toro	TIRE (31X13.5-15) 8-PLY	Demo Location 1	Tir

Showing 1-1 of 1

< 1 >

Shipping

\$ 20.00

Tax

\$ 6.75

2 Cancel

Figure 78

g248687

1. Select the parts you received.
2. Add the parts to your inventory.

5. Click **Add to Inventory** to add the selected parts to your inventory (Figure 78).

Note: If this was done properly, you should receive a message indicating that you successfully received the parts into your inventory.

Adding a Parts Inventory to a Task

To quickly load large parts inventories to a **Task Record**, you can upload a **Part Inventory** using the **Add Part** feature.

1. From a **Task Record**, click **Add Part**, then click **Part Inventory** (Figure 79).

The **Add Parts to Task** screen will display with a subset of **Parts Data**, including the **Part Number**, **Status**, **Make**, **Description**, **Cost per Unit of Measure**, **Quantity in Stock**, and **Unit of Measure** (Figure 80).

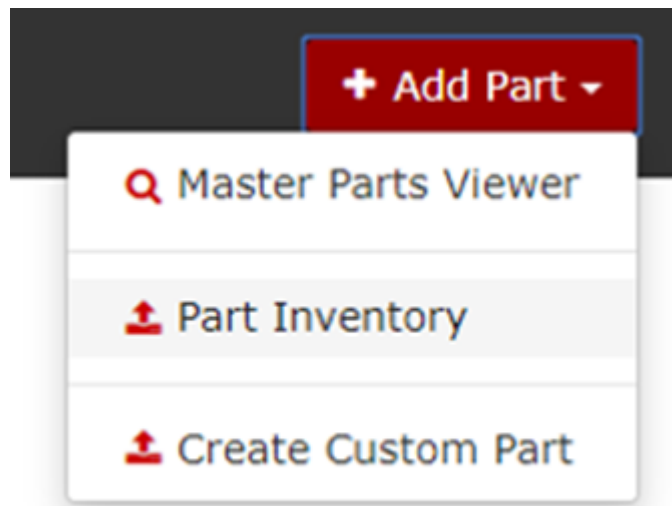


Figure 79

g357577

Add Parts to Task



Part Inventory

Part Groups



Stock Parts (68)



Toro

.....



Select	Part Number	Status	Make	Description	Cost Per Unit Of Measure	Quantity In Stock	Unit Of Measure
<input type="checkbox"/>	93-2467		TORO	TUBE - ROLLER, REAR	68.96	-2.00	EA
<input type="checkbox"/>	108-3841		Toro	Filter	6.91	17.00	
<input type="checkbox"/>	107-7817		Toro	Engine Oil Filter	5.86	0.00	EA
<input type="checkbox"/>	86-3010		Toro		10.23	27.00	
<input type="checkbox"/>	69-9800		TORO	TIRE (31X13.5-15) 8-PLY	222.79	5.50	EA
<input type="checkbox"/>	130-2424		Toro	BRACKET-EXHAUST	0.00	1.00	
<input type="checkbox"/>	12-7008		Toro	Filter - Hydraulic Oil	19.85	0.00	EA
<input type="checkbox"/>	110-2548		Toro	CABLE-CLUTCH	80.72	0.00	EA
<input type="checkbox"/>	104-0451		Toro	TIRE-TURF, TRAC	55.00	0.00	EA
<input type="checkbox"/>	93-8634		TORO	AIR FILTER ASM	84.53	1.00	EA

Showing 1-10 Of 54

1 2 3 4 5 6

Show 10 All

Add to Task Cancel

g357578

Figure 80

- Once you find the part you want to add, select the part and click **Add to Task** (Figure 81).

12-7008

.....



Select	Part Number	Status	Make	Description	Cost Per Unit Of Measure	Quantity In Stock	Unit Of Measure
<input checked="" type="checkbox"/>	12-7008		Toro	Filter - Hydraulic Oil	19.85	5.00	EA

Showing 1-1 Of 1

1

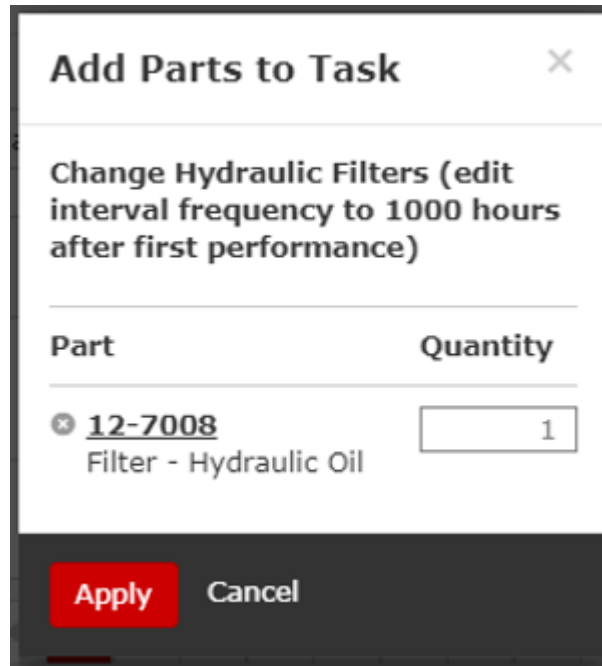
Show 10

Add to Task Cancel

g357579

Figure 81

3. From the pop-up screen enter the **Quantity** and click **Apply** ([Figure 82](#)).



Part	Quantity
⊗ 12-7008 Filter - Hydraulic Oil	1

Figure 82

g357580

4. Click **Save**.

Receiving Multiple Orders

This feature allows you to select multiple carts and change their status to **Received** (but does not add the parts to **Inventory**) at the same time.

1. In **Order Management**, select **Purchased** ([Figure 83](#)).
2. Select the carts you want to **Mark As Received** ([Figure 83](#)).
3. Click **Mark As Received** ([Figure 83](#)).

1

Order Management

Purchased All (82)

Filter...

Select	Order Number	Name	Location	Status	Reorder Cart	Receive Parts
<input type="checkbox"/>	2106002	Cart111	Demo Location TCO			
<input checked="" type="checkbox"/>	2106004	Cartdaves1217part	Demo Location TCO			
<input type="checkbox"/>	2106005	joshCart445	Demo Location TCO			
<input type="checkbox"/>	2116001	davies2	Demo Location TCO			
<input checked="" type="checkbox"/>	2116002	CartDavies3	Demo Location TCO			
<input type="checkbox"/>	2116003	CartDavies4	Demo Location TCO			
<input type="checkbox"/>	2116005	joshCart392	Demo Location TCO			
<input checked="" type="checkbox"/>	2116007	Cart 12182018	Demo Location TCO			
<input type="checkbox"/>	2121001	NRSCart	Demo Location TCO			
<input type="checkbox"/>	2136001	Cart 122020180157	Demo Location TCO			

showing 61-70 of 82

1 2 3 4 5 6 7

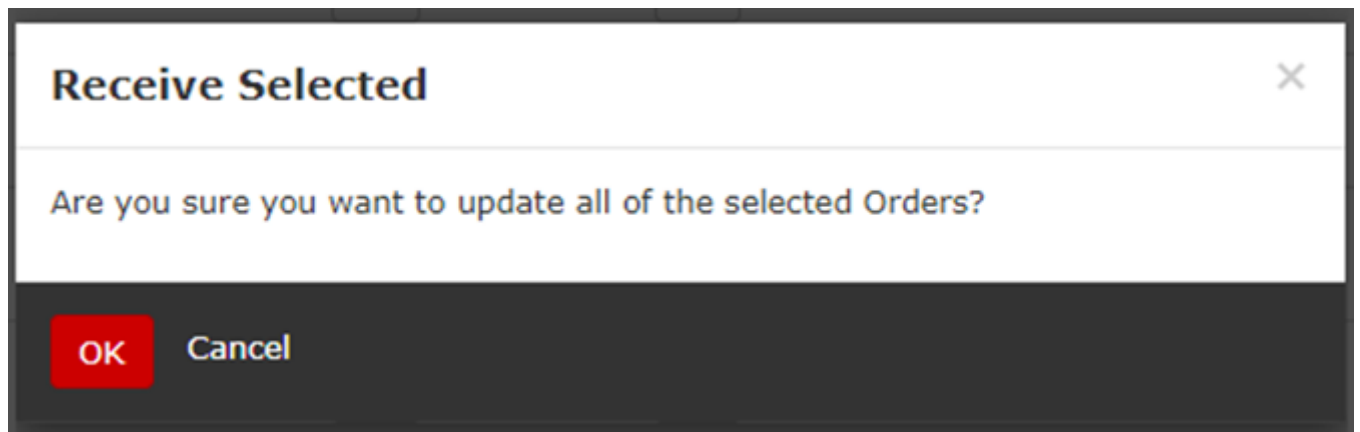
Delete Selected Mark As Received

2

Figure 83

g357323

1. Select Purchased from the drop-down menu.
2. Click to mark the orders as received.
3. From the **Receive Selected** pop-up, click **OK** (Figure 84).



g357322

Figure 84

Assigning a Wireless Hour Meter

1. Click the **Wireless** tab ([Figure 85](#)).
2. Under **Wireless Hour Meters**, select **Unassigned** from the drop-down ([Figure 85](#)).
3. Click the desired **Wireless Hour Meter ID** ([Figure 85](#)).

Dashboard

Asset List

Maintenance

/ Wireless

Wireless

Base Stations / Repeaters (1)

Base Station / Repeater ID	Status
<u>4293918799</u>	

Showing 1-1 of 1

Wireless Hour Meters

Unassigned (2)

Wireless Hour Meter ID	Active Or Inactive?	Assigned Or Unassigned
<u>29163</u>		Unassigned
<u>29131</u>		Unassigned

Showing 1-2 of 2

Figure 85

g248703

1. Select Unassigned from the drop-down.
2. Select the wireless hour meter ID.

4. From the **Wireless Hour Meter Record**, select the **Location**, **Asset Type**, **Group**, and **Asset ID** that you would like to assign the wireless hour meter with ([Figure 86](#)).
5. Enter the **Meter Reading** shown on your wireless hour meter ([Figure 86](#)).

Wireless Hour Meter Record

Properties

Meter ID 29163

i The ID of your device can be found on the back panel.

Meter Reading 290 Hours

Last Update Received 4/11/2017

Assignment

Location * Demo Location TCO

Asset Type * Equipment

Group * Toro Sample Fleet

Asset Id Unassigned

1 **Meter Reading** 290

Activation Status

☒ Active ☐ Inactive

i If you make a Wireless Hour M meter.

Maximum Duration Between Updates 1 days

i After how many days would you like myTurf to tell you a Wireless Hour Meter has not reported in 2 days, my

Figure 86

g248704

1. Enter the meter reading shown on your wireless hour meter.

- 6. Enter the desired **Maximum Duration Between Updates** (Figure 87).
- 7. Click **Assign/Update Wireless Hour Meter** (Figure 87).
Note: Prior to assigning or updating the wireless hour meter, park the machine within range of the wireless hour meter, and ensure that it is in the ON position.
- 8. Click **Send Test Signal** to test the connection (Figure 87).
- 9. After successful connection, click **Save** on the right side of the screen (Figure 87).

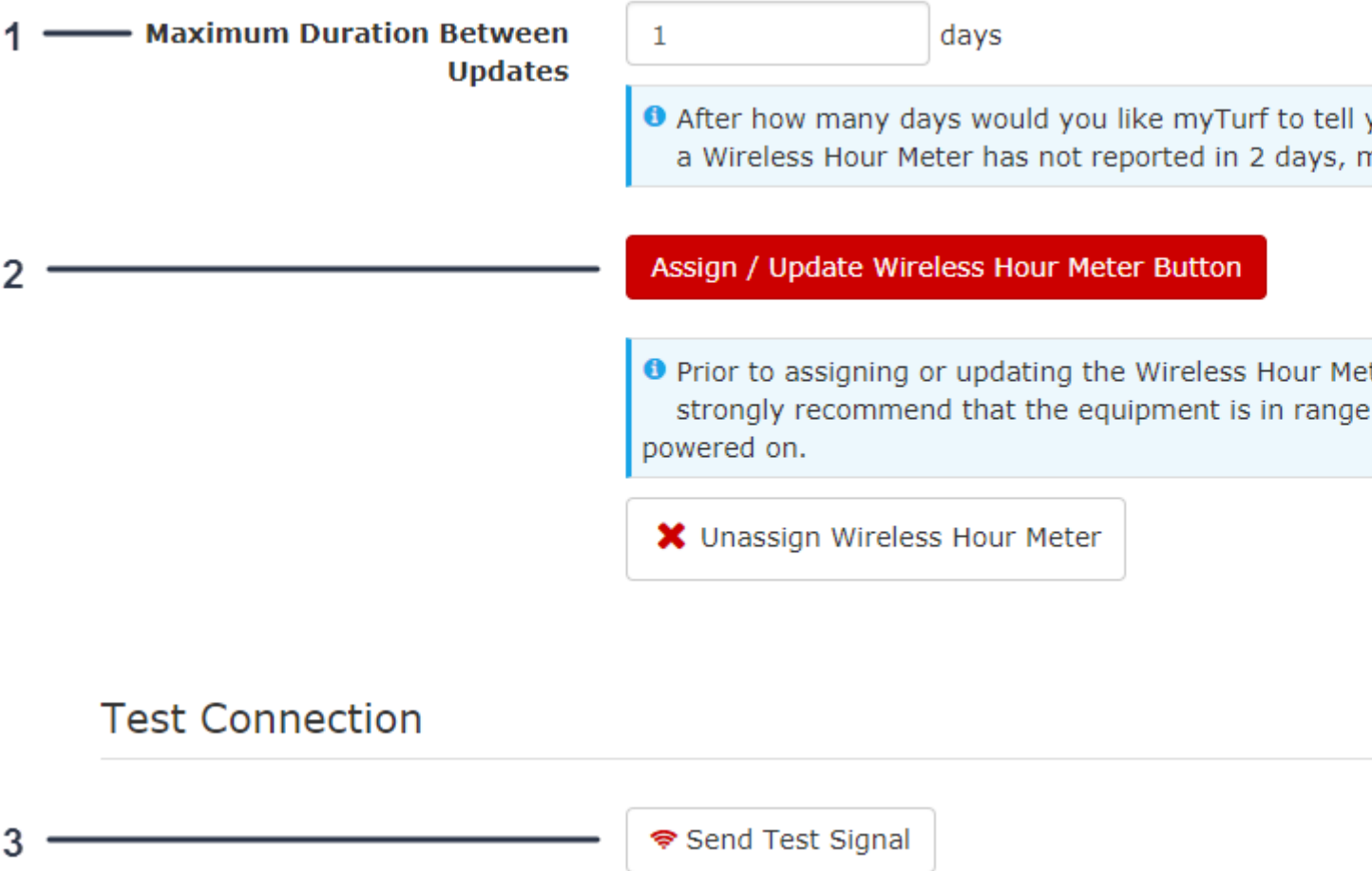


Figure 87

g248707

- | | |
|---|---|
| 1. Set the maximum duration between updates. | 3. Click to test the signal of the wireless hour meter. |
| 2. Click to assign or update the wireless hour meter. | 4. Click to save the wireless hour meter. |

Adding a Base Station/Repeater

- 1. Click the **Wireless** tab.
- 2. Click **Add Base Station/Repeater** (Figure 88).

Wireless

Base Stations / Repeaters (1)

BaseStation / Repeater ID	Status
<u>4293918799</u>	
Showing 1-1 of 1	

Wireless Hour Meters All (10)

Wireless Hour Meter ID	Active Or Inactive?	Assigned Or Unassigned?
<u>290</u>	Active	Assigned
<u>6749</u>	Active	Assigned
<u>29163</u>		Unassigned

Figure 88

g249050

3. Select the **Type**, enter the base station or repeater **ID**, and assign the **Location** for base station or repeater (Figure 89).
4. Click **Create** (Figure 89).

Create New Base Station / Repeater

1

Type *

Base Station

2

Id *

The ID of your device can be found on the back panel.

3

Location *

Demo Location TCO

4

Create

Cancel

Figure 89

g249049

1. Select whether it is a base station or repeater.
2. Enter the ID.
3. Select the location for the wireless hour meter.
4. Click to create the new base station or repeater.

Adding a Wireless Hour Meter

1. Click the **Wireless** tab.
2. Click **Add Wireless Hour Meter** ([Figure 88](#)).
3. Enter the **Wireless Hour Meter ID** and assign the **Location** for the wireless hour meter ([Figure 90](#)).
4. Click **Create** ([Figure 90](#)).

Create New Wireless Hour Meter

1

Wireless Hour Meter ID *

The ID of your device can be found on the back panel

2

Location *

Demo Location 1

3

Create

Cancel

g249051

Figure 90







1. Enter the ID.

2. Select the location for the wireless hour meter.

3. Click to create the new wireless hour meter.

Filtering the Wireless Hour Meter IDs

From the **Wireless Hour Meters** screen, enter the wireless hour meter ID or asset ID to filter the results (Figure 91).

Wireless Hour Meters All (57)				
Filter...				
Wireless Hour Meter ID	Active Or Inactive?	Assigned Or Unassigned?	Status	Source
64654564		Unassigned		Manually Entered
30527		Unassigned		Automatically Detected
7292020		Unassigned		Manually Entered
6751		Unassigned		Automatically Detected
31624		Unassigned		Automatically Detected
30316		Unassigned		Automatically Detected
6563		Unassigned		Automatically Detected
30525	Active	Assigned		

g361493

Figure 91

Managing Attachments

1. Click the **Asset List** tab.
2. Click the desired **Asset ID** and click **Asset Overview** (Figure 92).

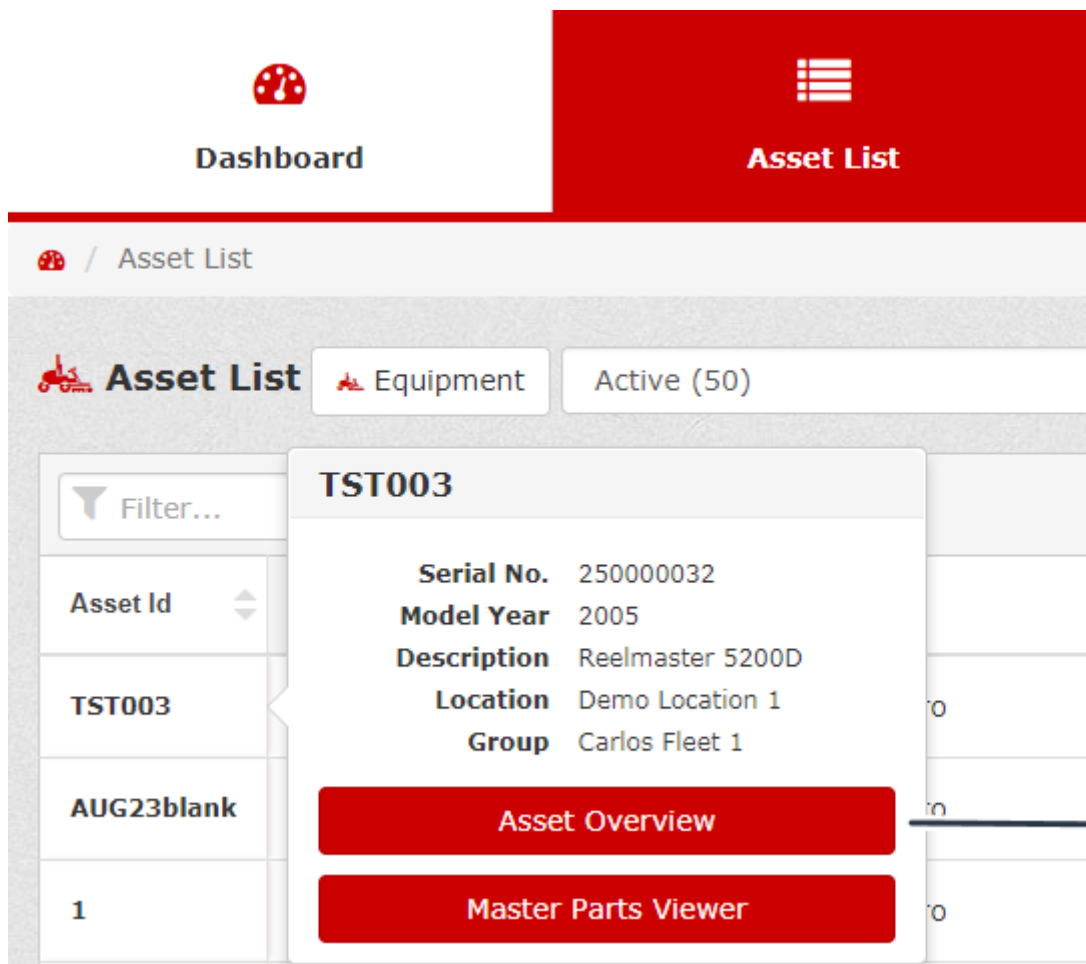


Figure 92

g246282

1. Click to view the asset overview.
3. Click **Manage Attachments** ([Figure 93](#)).

Asset Overview - TriFlex 01 ☐ Mark Unit Unavailable

Status

Active

Make

Toro

Model

04510

Location

Demo Location TCO

Group

Demo Fleet 1

Warranty Expiration Date

Serial No.

311000101


Description


Greensmaster 3300 TriFlex Traction Unit


Data Code


04510311000101


Resources


 Maintenance Schedule


 Maintenance History

 Master Parts Viewer

 Parts Catalog (.pdf) (1)

 Service Bulletins (2) 0

 Service Manuals (4)


 Operator Manuals (12)

 Utili


Total Ope

Wireles

Unassigne


 To assi

 Main

 Tasks A

 Parts Or

 Mainten

 Ass


 Manage

Figure 93

g249409

1. Click Manage Attachments.
4. Select the attachments that you want to assign to the asset (Figure 94).
5. Click **Save** to assign the attachments (Figure 94).

Manage Attachments

Asset ID

TriFlex 01

Serial No.

Make

Toro

Location

Model

04510

Group

To assign attachments select from the list below.

⚙ Attachments: Demo Location TCO (11)

Attachment - BI

ATTRM CU# 01 Toro (03636)

GM Cutting Units

GM CU# 01 Toro (30834)

GM CU# 02 Toro (30834)

GM CU# 03 Toro (30834)

GM CU# 04 Toro (30834)

GM CU# 05 Toro (30834)

Reelmaster Cutting Units

Assigned Attachments

✖ ATTRM CU# 01 Toro

✖ GM CU# 01 Toro (30

✖ GM CU# 04 Toro (30

1

2

Save

Cancel

Figure 94

g249460

1. Select the attachments you want to assign.
2. Click Save to assign the attachments.

Managing the Preventive Maintenance Schedule

When you load an asset into myTurf, the **Preventive Maintenance Schedule** for that asset automatically populates.

Accessing the Maintenance Schedule

You can access the **Maintenance Schedule** in the following 2 ways:

- From the **Asset Overview** of an asset, click **Maintenance Schedule** (Figure 95).

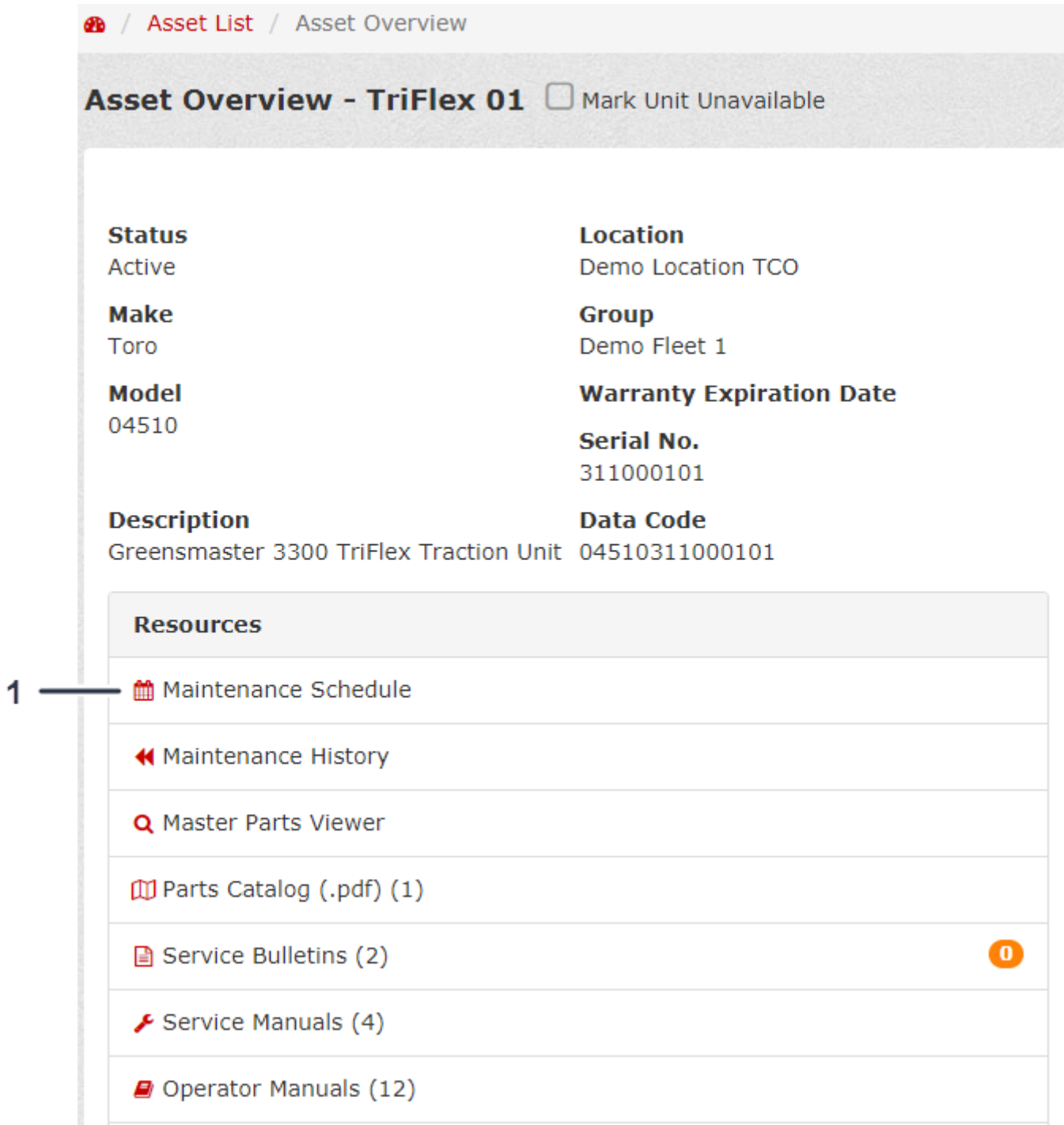


Figure 95

g249520

- Click to access the Maintenance Schedule.
-
- From the **Asset List**, click on the **Status** for the asset, and click **Maintenance Schedule** (Figure 96).

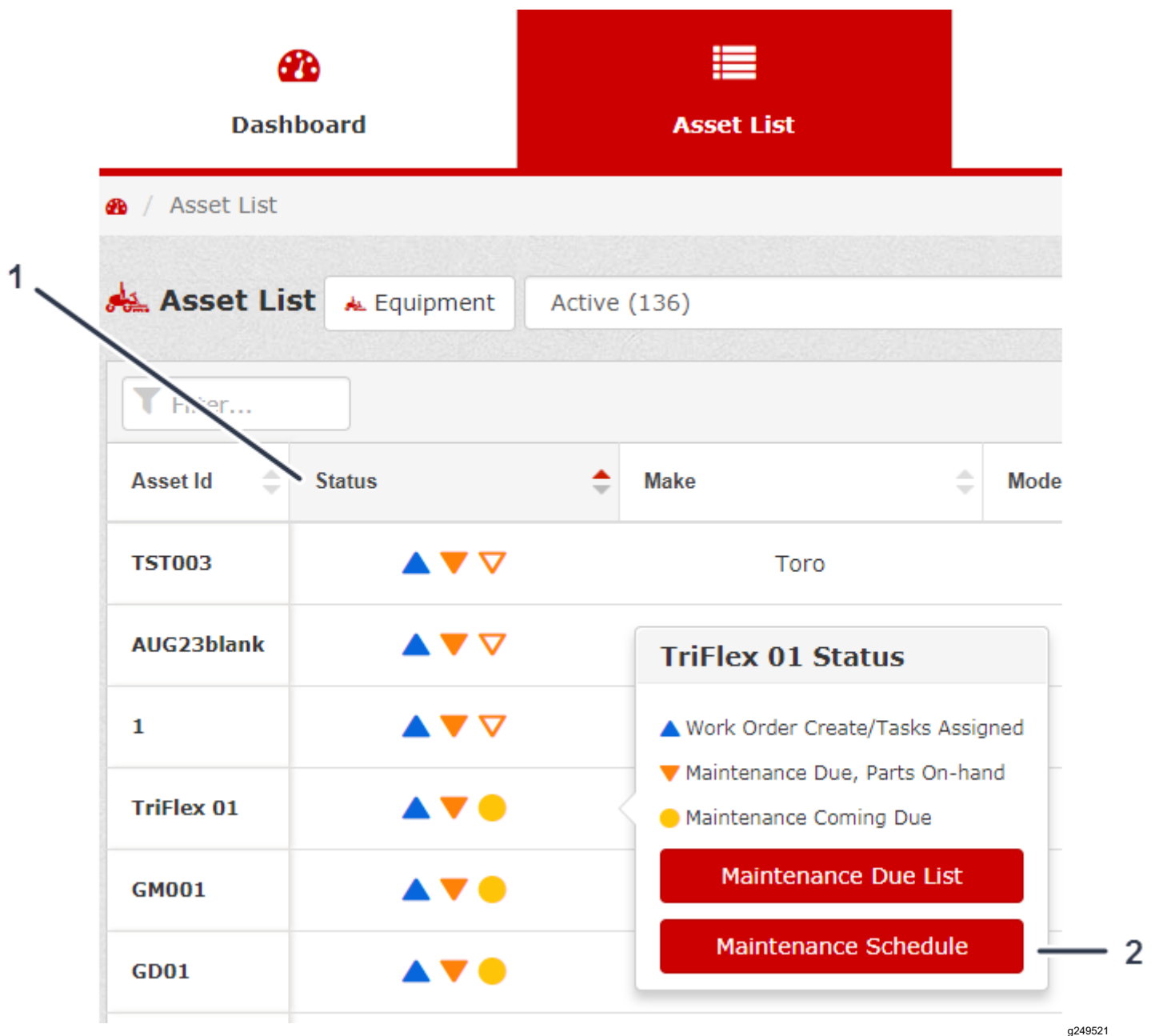


Figure 96

g249521

1. Click on the status for the asset.

2. Click to access the Maintenance Schedule.

Downloading a Maintenance Schedule

Click the **Download (.xlsx)** button to download your **Preventive Maintenance Schedule**.

Adding a Maintenance Task

If there are maintenance tasks not listed in the Preventive Maintenance Schedule, you can manually add them.

When adding a maintenance task, you can choose one of the following task types:

- Scheduled Maintenance
- As Needed Inspection
- Daily Checks
- Break-In Maintenance

Copying a Maintenance Task

You can copy a maintenance task to your asset from another asset in your fleet by clicking **Copy Schedule** from the **Preventive Maintenance Schedule** screen ([Figure 97](#)).

Resetting the Preventive Maintenance Schedule

You can reset the **Preventive Maintenance Schedule** to the Toro default schedule by clicking **Reset to Default** from the **Preventive Maintenance Schedule** screen ([Figure 97](#)).

Editing a Maintenance Task

1. From the **Preventive Maintenance Schedule** screen, click the **Task Record** icon ([Figure 97](#)).

Preventive Maintenance Schedule - TriFlex 01

Make

Toro

Mod

0451

Current Operating Hours

0 hr

Loca

Dem






Tasks (25)

Scheduled Maintenance (18)

As Needed Inspections (0)

Daily

Filter...

Select	Task Record	Status	Description
<input type="checkbox"/>		●	Replace Hydraulic Tank Breather
<input type="checkbox"/>		▲	Replace engine oil
<input type="checkbox"/>		▲	Inspect torque of wheel lug nuts
<input type="checkbox"/>		●	Inspect reel bearing preload adjustment
<input type="checkbox"/>		●	Replace spark plug(s)

1

Figure 97

g249599

- Click the Task Record icon.
- From the **Task Record** screen, you can turn the **Task** to the ON or OFF position, edit the **Task Type**, **Sub Type**, **Description**, **Parts Needed** for the task (you can add or delete parts here), **Interval Type**, **Interval**, when the task is **Next Due**, and you can attach a file for the task ([Figure 98](#)).
- After you edit the task, click **Save** ([Figure 98](#)).

Task

On

Off

Task Type *

Preventive Maintenance ▼

Sub Type *

Scheduled Maintenance ▼

Description *

Replace engine oil

Parts Needed

Select


☐


Make

Parts M

☐

Edit

 Delete Selected

 On/Off Selected

Interval Type

By Utilization ▼

Interval

50

Operating Hour ▼

Last Performed

0.0 hr

Next Due

0.0 hr

Make Due M

File Attachment
(.pdf, .jpg or .png)

Choose File

Multi-Selecting a Make Due Now Maintenance Schedule

This functionality in the **Preventive Maintenance Schedule** allows you to select multiple **Tasks** and make them all due now at the same time.

If you are starting from the **Asset—Maintenance Due**, do the following:

- 1. Click **View Maintenance Schedule** (Figure 99).

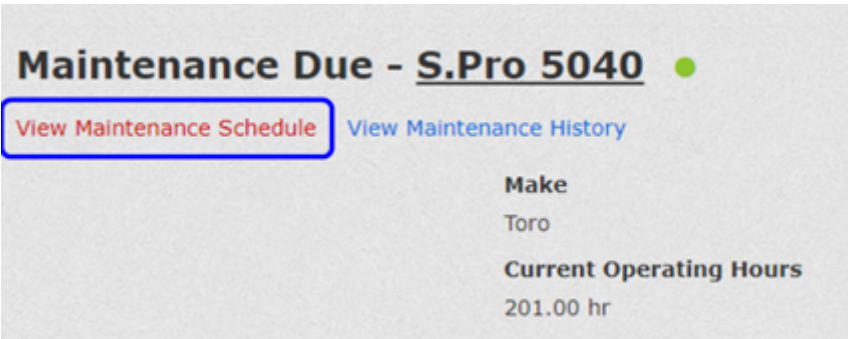


Figure 99

g356856

- 2. From the new **Maintenance Schedule** tab, select the tasks that you want to **Make Due Now**, and click **Make Due Now** (Figure 100).

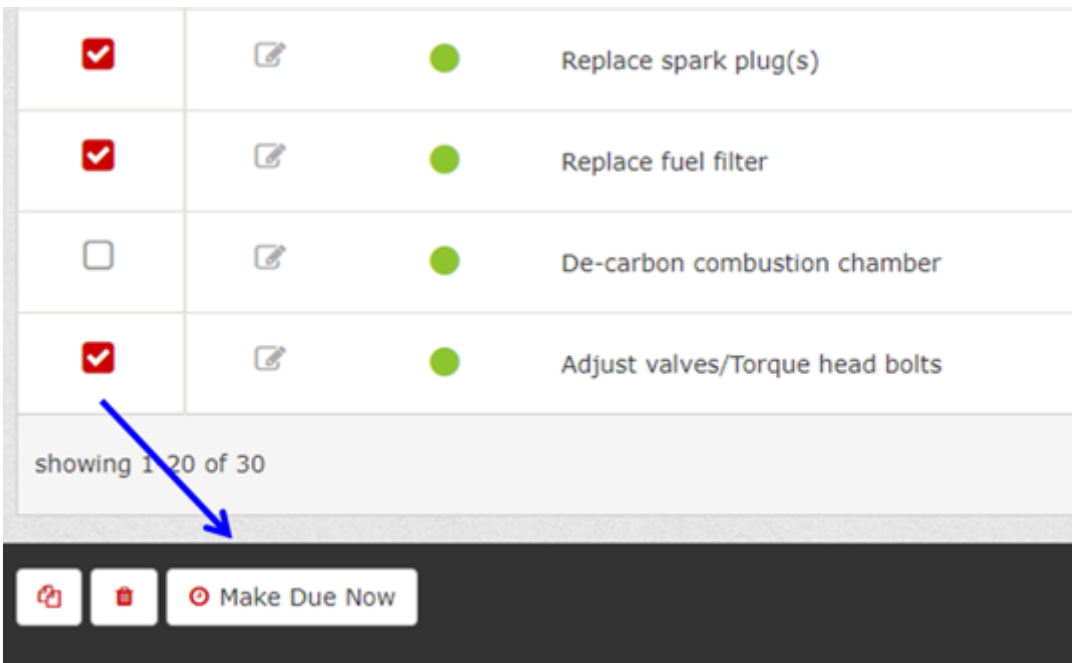


Figure 100

g356853

- 3. Click **Continue** (Figure 101).

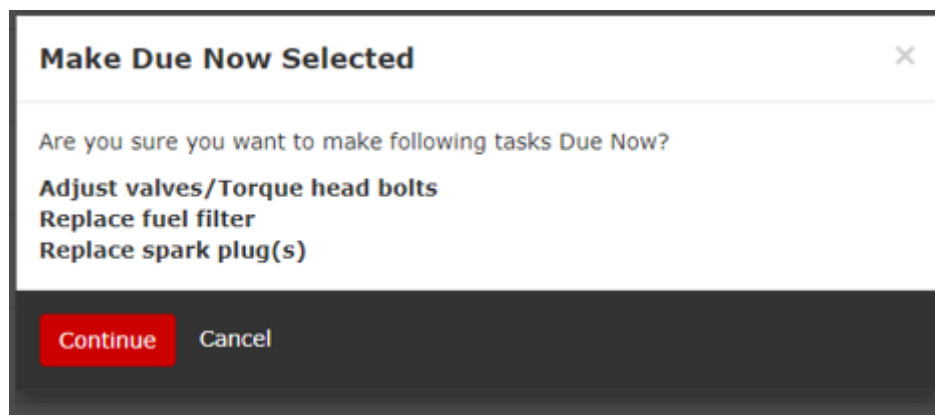


Figure 101

g356855

Note: You will automatically return to the **Asset—Maintenance Due** screen with the **Due Now** tasks visible (Figure 102).

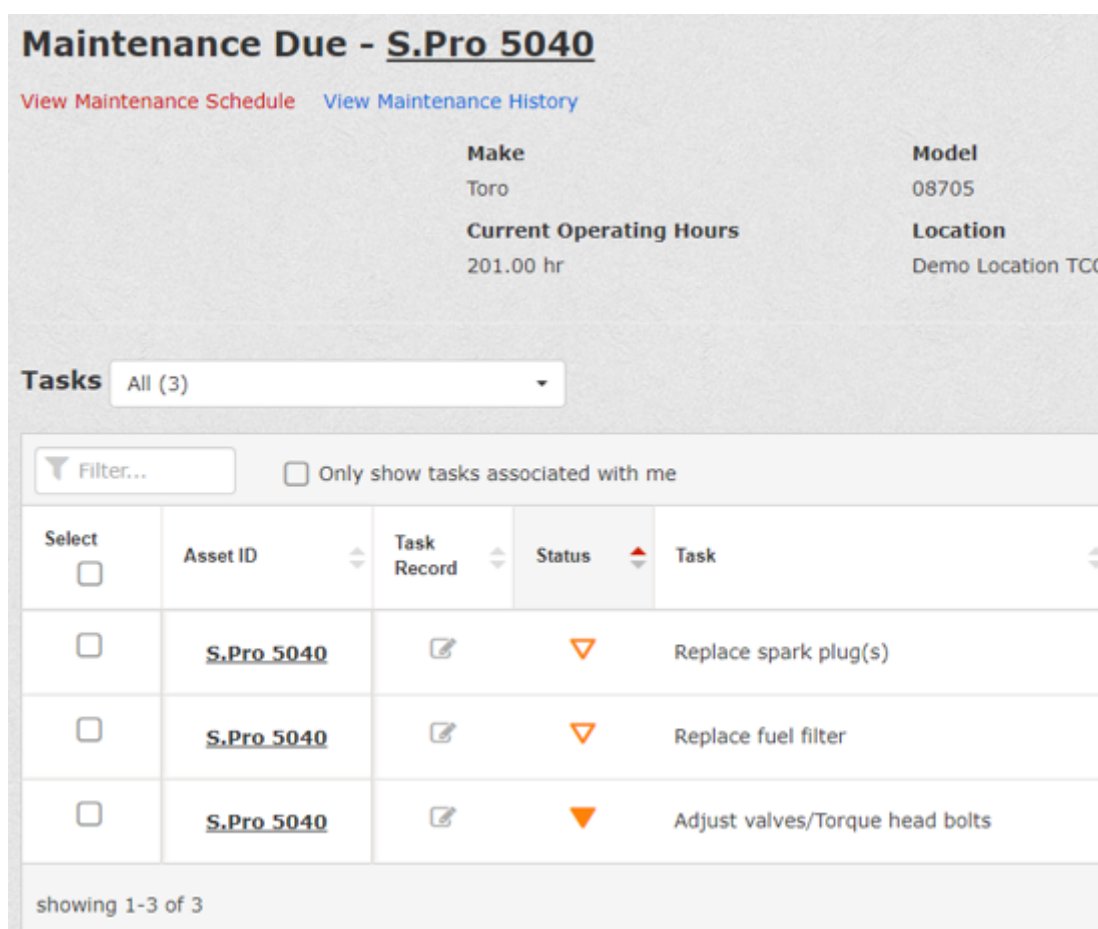


Figure 102

g356854

Changing the Selected Asset in Maintenance Due

The **Change Asset** drop-down menu allows you to switch the **Maintenance Due** list of a different **Asset** without returning to the **Asset List**.

From the **Maintenance Due** menu, click the **Change Asset** drop-down menu (Figure 103) and select the **Asset ID** of the **Asset** that you want to change to in **Maintenance Due** (Figure 104).

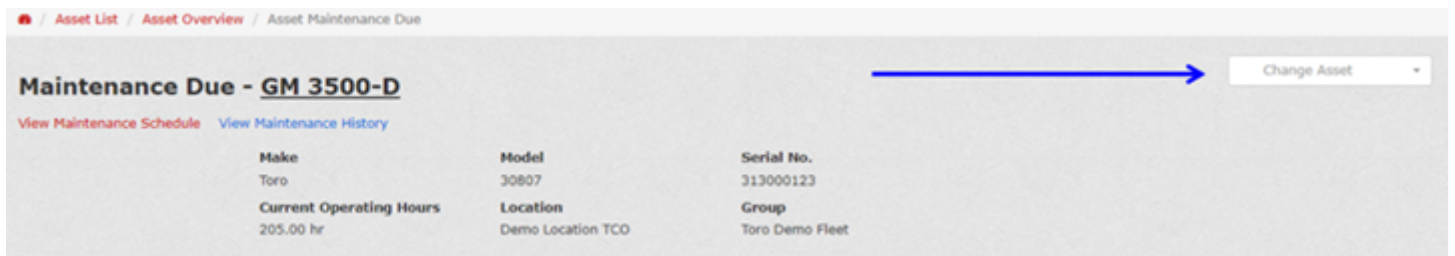


Figure 103

g357495

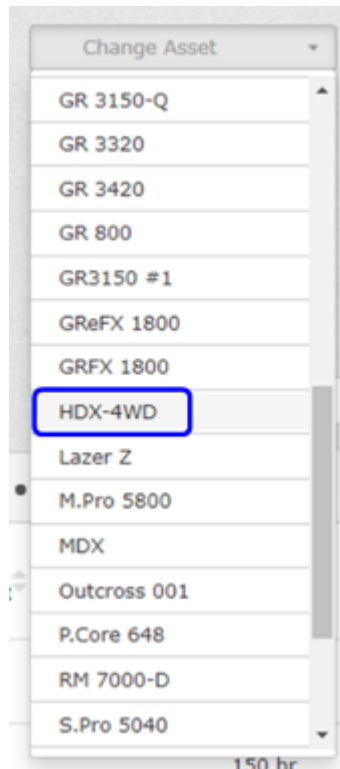


Figure 104

g357496

Updating the Parts Prices for a Maintenance Task

While in the work order for a specific maintenance task, click **Update Prices** to update the prices for the parts used in the maintenance task ([Figure 105](#)).

Preventive - Break-In Maintenance

Tasks (1)

☐ Torque the wheel lug nuts.

Labor (0)

No labor assigned

Parts (4)

Update Prices

Part Number	Make	Description	Bin Number	Quantity Needed	Quantity Used	Unit Of Measure	Cost Per Unit Of Measure
95-8999	Toro	SWITCH	H 208	1.00	1.00	EA	\$ 22.05
99-2063	Toro	LINK ASM		1.00	1.00	EA	\$ 24.40
99-7108	Toro	STARTER GENERATOR		1.00	1.00	EA	\$ 290.82
YZ80859	Toro	SHAFT		1.00	1.00	EA	\$ 66.10

Figure 105

Managing Work Orders

Adding Maintenance Labor

- From the **Dashboard**, click **Admin**, located in the upper, right corner of the screen (Figure 106).

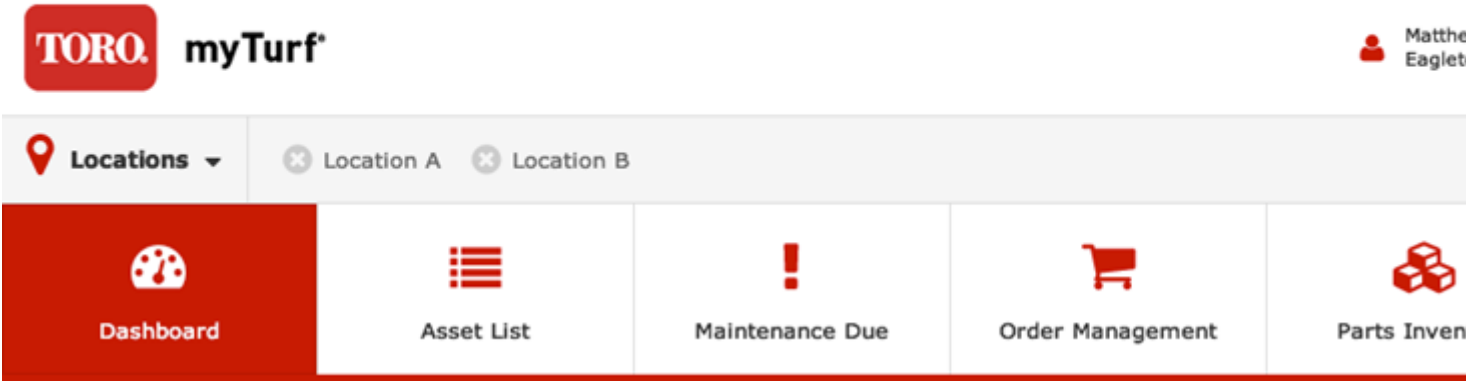



Figure 106

- Click Admin.
- Click the **Edit Location** Icon (Figure 107).

 / admin

Administration

Organization Details

Organization Name


TORO Customer Demo1


Type





Commercial Customer

Administrators

myturfdistadm

 Manage Locations (5)

 Create New Location

	Location Name
	Australia
	Bobby's Golf Resort
	calderon1
	Demo Location 1

1



Australia



Bobby's Golf Resort



calderon1



Demo Location 1


Figure 107

g246195

1. Click to edit the location.
3. From the **Location Record**, click **Add New Labor** (Figure 108).
4. Enter the individual's name and their wage per hour (Figure 108).

Labor Wage and Fuel

Maintenance Labor (4)

 Due to Privacy concerns, you may need to attain permission from personnel to assign a persona






Delete	Last Name	First
	User	
	Johnson	
	Anderson	
	User	
	Smith	
	Washington	

Figure 108

g249602

1. Click to add new labor.
5. Click **Save** on the right side of the screen.

Creating a Work Order

1. Click the **Maintenance Due** tab (Figure 109).
2. Select the **Task** in the list that you need to create a work order for, and click **Create Work Order** (Figure 109).

Dashboard

Asset List

Maintenance

/ Maintenance

Maintenance Due

Equipment

All (825)

Filter...

☐ Only show tasks associated with me

Select	Asset ID	Status	Task
<input checked="" type="checkbox"/>	WM 3300	▼	Hydraulic or Pneumatic - Hydraulic Hose - Any - R
<input type="checkbox"/>	WHM01	▼	Replace engine oil filter
<input type="checkbox"/>	WHM01	▼	Check cutting unit drive belt adjustment
<input type="checkbox"/>	WHM01	▼	Check air filter, dust cup, & baffle
<input type="checkbox"/>	WHM01	▼	Clean under cutting unit belt covers
<input type="checkbox"/>	WED1	▼	Change brake fluid
<input type="checkbox"/>	WED0	▲	Replace thermostat(s)

Order Parts

Create Work Order

Print Work Orders

Figure 109

g249607

1. Select the task.
2. Click to create the new work order.

3. Complete the **Create New Work Order** form by selecting the individual that you want to assign the work order to and click **Save to Work Order** ([Figure 110](#)).

Create New Work Order

Asset ID

WM 3300

Location

Demo Location TCO

Tasks

Hydraulic or Pneumatic - Hydraulic Hose - Any - Remove & Replace

Assign Labor

Local

Distributor

Dealer

Select All

Deselect All

Service Tech # 2	Turf Star Distributor	Brian
Karen G.	Stephen Rice	John
Service Intern	Bobby Technician	Toro

Save to Work Order

Cancel

1

2

Figure 110

g249608

1. Click to save the work order.
2. Select the individual to assign them to the work order.

Completing a Work Order

Completing a Work Order by Work Order List

1. After creating the work order, select **Work Order List** ([Figure 111](#)).

2. Click a work order number ([Figure 111](#)).

The screenshot shows a web interface for 'Maintenance Due'. At the top, there is a breadcrumb 'Maintenance'. Below it, the main heading is 'Maintenance Due' with a red tractor icon. To the right of the heading is a button labeled 'Equipment' and a dropdown menu showing 'All (331)'. Below the heading, there is a 'Filter...' button with a funnel icon. To the right of the filter button are two checkboxes: 'Only show tasks associated with me' (unchecked) and 'Work Order List' (checked). Below these elements is a table with two columns: 'Select' and 'Asset ID'. The table contains four rows, each with a checkbox in the 'Select' column and an 'Asset ID' in the 'Asset ID' column.

Select	Asset ID
<input type="checkbox"/>	
<input type="checkbox"/>	TXTPDS1
<input type="checkbox"/>	BI022020180410
<input type="checkbox"/>	112820170833

g250274

Figure 111

1. Select Work Order List.
 2. Click the work order number.
-
3. Check the tasks completed in the work order, enter the time the individual spent on the task, enter any associated miscellaneous costs, and record any equipment downtime that occurred during the task ([Figure 112](#)).
 4. Click **Complete/Incomplete** ([Figure 112](#)).

Work Order - 100000474

Status: Date Opened: 2/20/2018 Days Open: 1 Date Completed:

BI022020180410

Make	Model	Description	Serial Number
Toro	07387	Workman HDX-D 4-Wheel Drive Utility Vehicle with Bed	316000546

Preventive - Break-In Maintenance

Tasks (1)

- 1 — ☒ Change the high-flow hydraulic fluid filter (TC models only).

Parts (0)

Summary of Costs

Preventive - Break-In Maintenance

Parts

\$0.00

Labor

\$112.50

TOTAL

Parts

Labor

✓ Complete/Incomplete

— Remove Selected

2

112 3

Misc

\$

Equip

5. Enter the updated **Utilization** and click **Complete/Incomplete** ([Figure 113](#)).

Update Utilization [X]

1 ——— **Utilization ***

i Update utilization on this asset?

2 ———

g250276

Figure 113

1. Update the utilization.
2. Click to complete the work order.

Completing a Work Order by Task List

1. After creating the work order, click the **Work Order** number on the right side of the screen ([Figure 114](#)).

Dashboard

Asset List

Maintenance Due

/ Maintenance

Maintenance Due
Equipment
All (825)

Filter...
☐ Only show tasks associated with me

Select	Asset ID	Status	Task
<input type="checkbox"/>	WM 3300		Hydraulic or Pneumatic - Hydraulic Hose - Any - Remove
<input type="checkbox"/>	WHM01		Replace engine oil filter
<input type="checkbox"/>	WHM01		Check cutting unit drive belt adjustment

g249634

Figure 114

1. Click the work order number.
2. Check the tasks completed in the work order, enter the time the individual spent on the task, enter any associated miscellaneous costs, and record any equipment downtime that occurred during the task (Figure 115).
3. Click **Complete/Incomplete** to complete the work order (Figure 115).
- Note:** You will receive a message indicating that you updated the work order and when you return to the screen, the completed tasks will have green check marks next to them.

Work Order - 701842

Status: Date Opened: 3/15/2018 Days Open: 1 Date Completed:

WM 3300 Down for Maintenance / Repair

Make	Model	Description	Serial Number
Toro	07362	Workman 3300-D Utility Vehicle with Bed	290000118

Repair - Wear and Tear

Tasks (1)

1 — ☒ Hydraulic or Pneumatic - Hydraulic Hose - Any - Remove & Replace

Parts (0)

Summary of Costs

Repair - Wear and Tear

Parts

\$0.00

Labor

\$45.00

TOTAL

Parts

Labor

☒ Complete/Incomplete

☐ Remove Selected

2

115 3

4. Enter the updated **Utilization** and click **Complete/Incomplete** ([Figure 116](#)).

Update Utilization

1 **Utilization *** 5

Update utilization on this asset?

2 **Complete/Incomplete** Cancel

Figure 116

g250276

1. Update the utilization.
2. Click to complete the work order.

Closing a Work Order

After completing the work order, click **Close Work Order** ([Figure 115](#)).

Managing the Maintenance Schedule for an Asset

Accessing the Maintenance Schedule

1. From the **Asset List**, click the **Asset ID** of the asset you want to manage, and click **Asset Overview** ([Figure 117](#)).

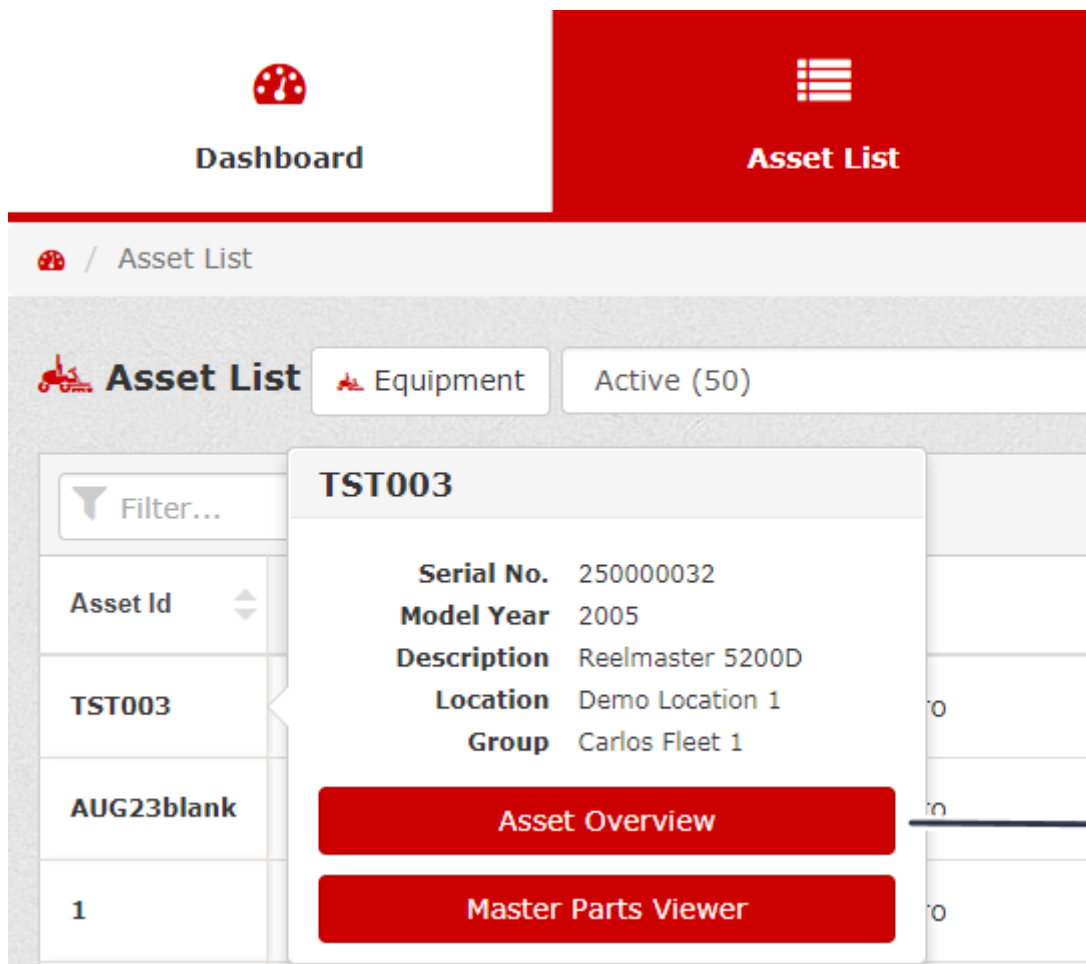


Figure 117

g246282

1. Click to view the asset overview.
2. From the **Asset Overview**, click **Maintenance Schedule** ([Figure 118](#)).

Asset Overview - TriFlex 01 ☐ Mark Unit Unavailable

Status

Active

Make

Toro

Model

04510

Description

Greensmaster 3300 TriFlex Traction Unit

Location

Demo Location TCO

Group

Demo Fleet 1

Warranty Expiration Date

Serial No.


311000101


Data Code


04510311000101


Resources


1

 Maintenance Schedule


 Maintenance History

 Master Parts Viewer

 Parts Catalog (.pdf) (1)

 Service Bulletins (2)

0

 Service Manuals (4)

 Operator Manuals (12)

Figure 118

g249520

1. Click to access the Maintenance Schedule.

Adding a Task to the Maintenance Schedule

1. From the **Maintenance Schedule**, click **Add a Task** (Figure 119).

Preventive Maintenance Schedule - TriFlex 01

Make

Toro

Model

04510

Current Operating Hours

0 hr

Location

Demo Location

Tasks (25)

Scheduled Maintenance (18)

As Needed Inspections (0)

Daily Checks (0)

Filter...







Select	Task Record	Status	Description
<input type="checkbox"/>			Replace Hydraulic Tank Breather
<input type="checkbox"/>			Replace engine oil
<input type="checkbox"/>			Inspect torque of wheel lug nuts

Figure 119

g250002

1. Click to add a new task.
2. Fill out the **Create New Task** form ([Figure 120](#)).
3. Click **Save** to add the task to your maintenance schedule ([Figure 120](#)).

Create New Task

Task Type *

Preventive Maintenance ▾

Sub Type *

Scheduled Maintenance ▾

Description *

Parts Needed

You can manage parts after you create this task.

Interval Type

By Utilization ▾

Interval

0

Operating Hour ▾

Next Due

0.0

hr

Make "Due Now"

File Attachment
(.pdf, .jpg or .png)

Choose File

1 —→

Save

Cancel

g250003

Figure 120

1. Click save to create the new task.

Copying a Maintenance Schedule to Other Equipment Assets

Note: Performing this task deletes any maintenance schedule and replaces it with a copy of the current maintenance schedule that you copy.

1. From the **Maintenance Schedule**, click **Copy Schedule** ([Figure 121](#)).

Preventive Maintenance Schedule - TriFlex 01

Make

Toro

Model

04510

Current Operating Hours

0 hr

Location

Demo Location

Tasks (25)

Scheduled Maintenance (18)

As Needed Inspections (0)

Daily Checks (0)

Filter...







Select	Task Record	Status	Description
<input type="checkbox"/>			Replace Hydraulic Tank Breather
<input type="checkbox"/>			Replace engine oil
<input type="checkbox"/>			Inspect torque of wheel lug nuts

Figure 121

g250004

1. Click to copy a schedule.
2. Select the asset **Location** and **Group** from which you want to copy the schedule (Figure 122).
3. Select the machine from which you want to copy the schedule (Figure 122).
4. After selecting the machine, click **Replace Selected** (Figure 122).

2

1



g250005

An asset can have 1 of the following 3 statuses:

-
- 122

- **Retired**—describes an asset that is no longer active. You can still use the data of a retired asset in reports. Retired assets may still physically exist at your location, but is not in current use. You will not receive any maintenance alerts pertaining to a retired asset.
- **Scrapped/Sold/Lease Returned**—describes an asset that is no longer in your possession. After a designated date, this asset will be deleted from your inventory and will no longer be available in reports.

From the any group of assets, you can select 1 of the 3 statuses. Within the **Asset List**, you can select from a drop-down list which asset state you want to view (Figure 123).

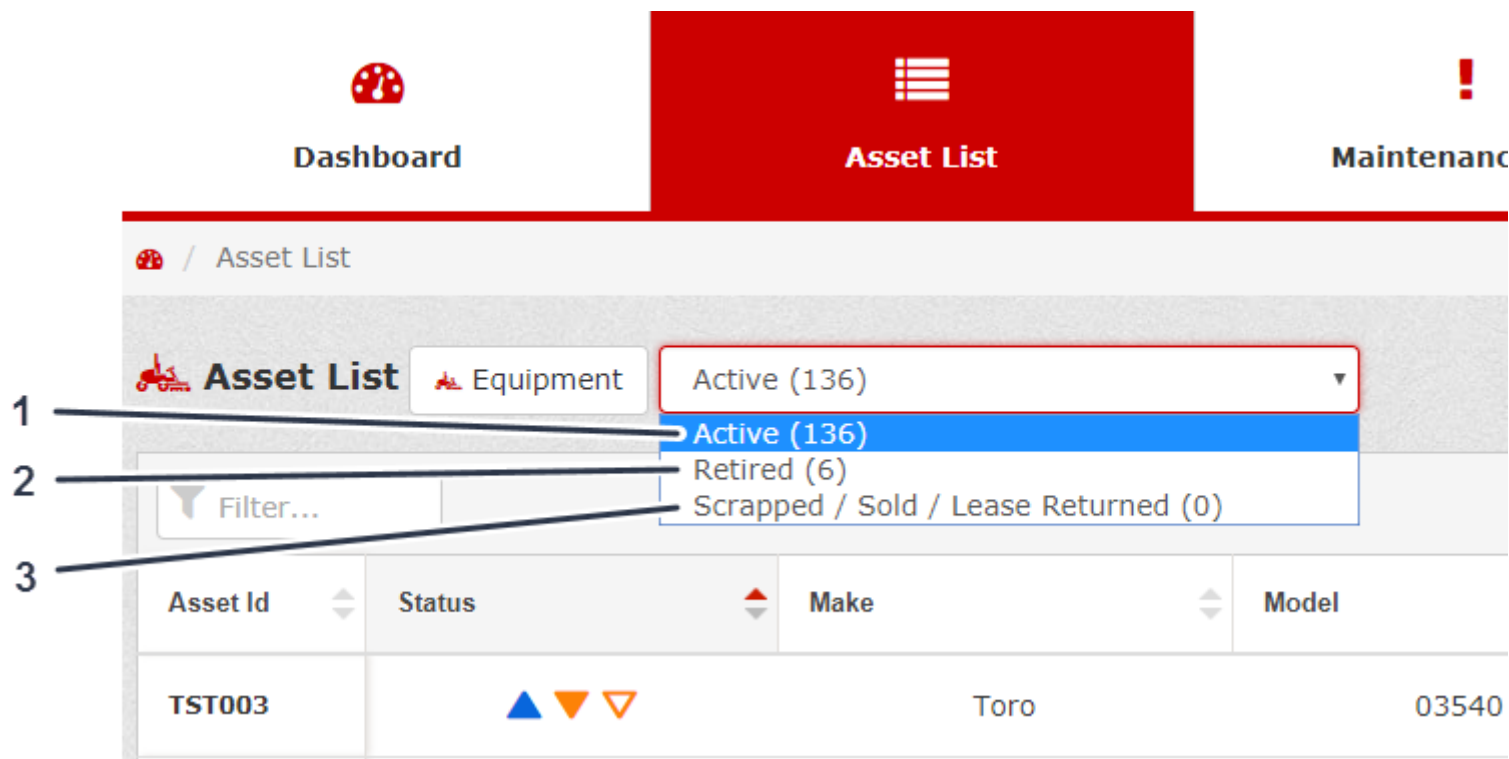


Figure 123

1. Active
2. Retired
3. Scrapped/Sold/Lease Returned

To retire an asset, select the desired asset in the **Asset Record**, then select **Retired** from the **Status** drop-down list (Figure 124). Save the edits to the **Asset Record**.

Asset Record - TriFlex 01

Basic Information






	Asset Type *	 Equipment ▼
1	Status *	Retired ▼
2	Date Retired *	03/20/2018 
	Location Assignment *	Demo Location TCO ▼
	Group Assignment *	Demo Fleet 1 ▲
	Asset ID *	TriFlex 01
	Make *	Toro 
	Model *	04510 
	Model Year	2011
	Serial Number *	311000101
	Description *	Greensmaster 3300 TriFlex Traction U
	Date Of Acquisition *	05/05/2011 

Figure 124

g250009

1. Select Retired from the drop-down list.

2. Select the date on which you want to retire the asset.

To delete an asset, select the desired asset in the **Asset Record**, then select **Scrapped/Sold/Lease Returned** from the **Status** drop-down list ([Figure 125](#)). Save the edits to the **Asset Record**.

Note: It is recommended that you set the **Asset End Date** as January 1 of the following year, but you can set it for the day, if desired.

Asset Record - TriFlex 01

Basic Information






1		Asset Type *	 Equipment ▼
2		Status *	Scrapped / Sold / Lea ▼
		Asset End Date *	03/20/2018 
		Location Assignment *	Demo Location TCO ▼
		Group Assignment *	Demo Fleet 1 ▲
		Asset ID *	TriFlex 01
		Make *	Toro 
		Model *	04510 
		Model Year	2011
		Serial Number *	311000101
		Description *	Greensmaster 3300 TriFlex Traction Un
		Date Of Acquisition *	05/05/2011 

Figure 125

g250010

1. Select Scrapped/Sold/Lease Returned from the drop-down list.
2. Select the date on which you want to remove the asset.

Tracking Fuel Usage and Cost

You can track fuel usage/cost for your equipment. This data is included in both the **Utilization Report** and the **Total Cost of Ownership** report.

There are 2 primary ways to track your fuel usage for equipment:

- Entry of **Fuel Fill** (fill-up) amounts or update of **Fuel Used Year-to-Date (YTD)**
- Use of an estimated amount/operating hour

Setting up the Location for Fuel Tracking

To set up fuel tracking, fill out the **Fuel Cost** table in your **Location Record** (Location Administration). In the table, you can update the **Unit of Measure** for each fuel type and the **Fuel Cost per Unit of Measure** ([Figure 126](#)).

1

Fuel Type	Unit Of Measure
Unleaded Gas / Petrol	<input type="text" value="Gal"/>
Diesel	<input type="text" value="Gal"/>
Biodiesel	<input type="text" value="Gal"/>
Ethanol	<input type="text" value="Gal"/>
LPG - Propane	<input type="text" value="Gal"/>
CNG - Natural Gas	<input type="text" value="Lbs"/>
Electric	<input type="text" value="KWh"/>
Other	<input type="text" value="UoM"/>

Figure 126

g250022

1. Enter the Unit of Measure.
2. Enter the Fuel Cost per Unit of Measure.

Setting up Fuel Tracking for an Asset

1. From the **Asset Overview**, navigate to the **Asset Record** for which you would like to set up fuel tracking.

2. From the **Asset Record**, navigate to the **Fuel Tracking** section ([Figure 127](#)).

Fuel Usage

Fuel Type	Unleaded ▼
Fuel Tracking Method	Fuel Fill ▼
Fuel Fill	<input type="text"/> gal
Fuel Usage YTD	0.00 gal

Figure 127

g250023

3. Select the method that you want to use for fuel tracking.

- **Average Fuel Usage:**

Enter the **Fuel Per Utilization** and **Fuel Usage Year-to-Date (YTD)** as shown in [Figure 128](#).

Note: The system automatically increments the Fuel Usage Year-to-Date (YTD) as the asset accrues operating hours or miles/km. This provides an estimated fuel usage.

Fuel Usage

1	Fuel Type	Unleaded ▼
2	Fuel Tracking Method	Average Fuel Usage ▼
3	Fuel Per Utilization	0.00 gal
4	Fuel Usage YTD	0.00 gal

Figure 128

g250024

- | | |
|--|---|
| 1. Select the Fuel Type. | 3. Enter the Fuel Per Utilization. |
| 2. Select Average Fuel Usage for the Fuel Tracking Method. | 4. Enter the Fuel Usage Year-to-Date (YTD). |

- **Fuel Fill:**

Enter the **Fuel Fill** and **Fuel Usage Year-to-Date (YTD)** as shown in [Figure 129](#).

Note: The fill amount increments the Fuel Usage Year-to-Date (YTD) by that amount.

Fuel Usage

1	Fuel Type	<input type="text" value="Diesel"/>
2	Fuel Tracking Method	<input type="text" value="Fuel Fill"/>
3	Fuel Fill	<input type="text" value=""/> gal
4	Fuel Usage YTD	<input type="text" value="0.00"/> gal

g250025

Figure 129

1. Select the Fuel Type.
2. Select Fuel Fill for the Fuel Tracking Method.
3. Enter the amount of filled.
4. Enter the Fuel Usage Year-to-Date (YTD).


Generating Reports

Note: If your selected report has no data, a spreadsheet does not generate.


1. Click the **Reports** tab ([Figure 130](#)).
2. Select which **Report Type** you want to generate, the **Location**, **Asset Type**, **Group**, **Asset ID**, and **Date Range** ([Figure 130](#)).

Note: If you select **Asset Utilization**, **Location Maintenance Cost**, or **Maintenance Due and Parts Needed** as the **Report Type**, you can select 1, multiple, or all **Groups** or **Asset IDs** ([Figure 131](#) and [Figure 132](#)).


Note: You can select from 5 types of reports; refer to [Reports \(page 54\)](#).




Dashboard



Asset List



Maintenance Du

 / Reports

Generate Reports


Report Type *

Asset Utilization ▼

Location *

Select One

Asset Type *

 Equipment

Group *

Nothing selected



Asset Status *

Select One ▼


Asset Id *

Nothing selected

Date Range *

03/23/2017  to 03/23/2018 

1

 Generate Report

g250258

Figure 130

1. After making all the selections, click Generate Report.

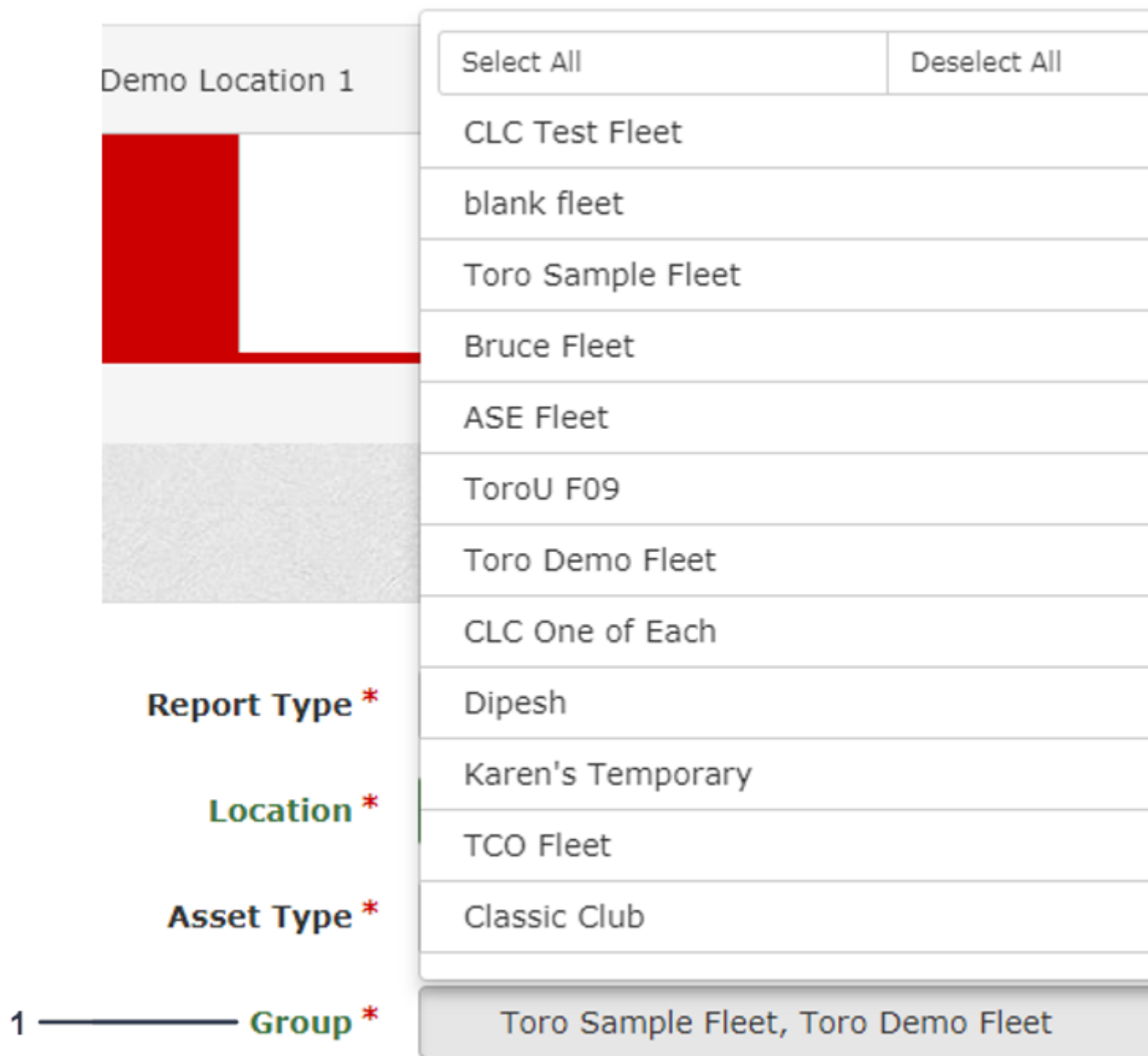


Figure 131

g250112

1. Click Group to get the list of all available groups.
2. Multiple groups selected

Report Type *

Location *

Asset Type *

Group *

1 — Asset Id *

Select All

Deselect All

FWY 01

GM 3500-D

GM360 GIS

GM5900-1

GM5900-2

GM5910 GIS

GR 1000

GR 3150-Q

GR 3320

GR 3420

GR 800

GReFX 1800

GM5900-1, GM5900-2

Figure 132

g250113

1. Click Asset ID to get the list of all available assets.
2. Multiple Asset IDs selected

3. Click **Generate Report** (Figure 130).

Note: After you click **Generate Report**, the report generates as a spreadsheet.

Generating an Asset Utilization Report

1. Select **Asset Utilization** as the **Report Type** (Figure 133).
2. Select the **Location**, **Asset Type**, **Group**, **Asset Status**, **Asset ID**, and **Date Range** (Figure 133).
3. Click **Generate Report** (Figure 133).

After you generate an **Asset Utilization** report, a spreadsheet generates with the Asset Code (Asset ID), Make, Model, Serial Number, Group, Utilization within Date Range, Fuel Usage within Date Range, Operating Labor Cost, Fuel Total Cost, Total Labor Cost, and Total Cost (Labor + Fuel).

Generate Reports

Report Type * Asset Utilization ▼

Location * Demo Location 1

Asset Type * Equipment

Group * Nothing selected

Asset Status * Active ▼

Asset Id * Nothing selected

Date Range * 03/23/2017 📅 to 03/23/2018 📅

Generate Report 2

g250261

Figure 133

1. Select Asset Utilization.
2. Click to generate the report.

Generating a Location Maintenance Cost Report

1. Select **Location Maintenance Cost** as the **Report Type** (Figure 134).
2. Select the **Location**, **Asset Type**, **Group**, **Asset Status**, **Asset ID**, **Task Type**, and **Date Range** (Figure 134).
3. Click **Generate Report** (Figure 134).

After you generate a **Location Maintenance Cost** report, a spreadsheet generates with the Asset Code (Asset ID), Preventive Maintenance Parts Cost, Preventive Labor Cost, Repair Part Cost, Repair Labor Cost, General Parts Cost, General Labor Cost, Miscellaneous Cost, Downtime Days, and Report Totals.

Generate Reports

Report Type * Location Maintenance Cost ▼

Location * Demo Location 1

Asset Type * 🔧 Equipment

Group * Nothing selected

Asset Status * Active ▼

Asset Id Nothing selected

Task Type *

- ☐ Preventive Maintenance
- ☒ Repair - Wear and Tear
- ☐ Repair - Warranty
- ☒ Repair - Negligence
- ☒ General

Date Range * 03/23/2017 📅 to 03/23/2018 📅

📄 Generate Report 2

g250260

Figure 134

1. Select Location Maintenance Cost.
2. Click to generate the report.

Generating a Maintenance Due and Parts Needed Report

1. Select **Maintenance Due and Parts Needed** as the **Report Type** (Figure 135).
2. Select the **Location**, **Asset Type**, **Group**, **Asset Status**, **Asset ID**, **Interval Type (Utilization or Date)**, and **Due Within (Operating Hour, Mile, or Kilometer)** as shown in Figure 135.
3. Click **Generate Report** (Figure 135).

After you generate a **Location Maintenance Cost** report, a spreadsheet generates with the Asset Code (Asset ID), Make, Model, Serial Number, Current Utilization (total), Task, Task Type, Next Due (utilization or date), Parts Needed, and Quantity Available.

Generate Reports

The screenshot shows a web interface for generating reports. It features several filter fields, each with a red asterisk indicating it is required. The fields are: 'Report Type' (a dropdown menu currently showing 'Maintenance Due and Parts Needed'), 'Location' (a dropdown menu showing 'Select One'), 'Asset Type' (a dropdown menu showing 'Equipment' with a small red icon), 'Group' (a dropdown menu showing 'Nothing selected'), 'Asset Status' (a dropdown menu showing 'Select One'), and 'Asset Id' (a dropdown menu showing 'Nothing selected'). Below these is a section titled 'Select Maintenance Due By' containing 'Interval Type' (a dropdown menu showing 'By Utilization') and 'Due Within' (a numeric input field showing '0' and a unit dropdown menu showing 'Operating Hour'). At the bottom of the form is a prominent red button labeled 'Generate Report' with a small icon to its left. To the right of the button is a horizontal line followed by the number '2'.

Figure 135

g251220

1. Select Maintenance Due and Parts Needed.
2. Click to generate the report.

Generating a Parts Orders Placed Report

For Purchased Carts

1. Select **Parts Orders Placed** as the **Report Type** (Figure 136).
2. Select the **Location**, **Date Range**, and **View By Purchased Carts** (Figure 136).
3. Click **Generate Report** (Figure 136).

After you generate a **Parts Orders Placed** report, a spreadsheet generates with the Cart Name, Order Number, Date Placed, Created By (user), Number of Parts (total number of items in the cart), Part Total Cost, Shipping Cost, Tax Cost, and Summary (report totals).

The screenshot shows a web form for generating a report. It includes the following elements:

- Report Type ***: A dropdown menu with "Part Orders Placed" selected. A line points from the number "1" to this dropdown.
- Location ***: A dropdown menu with "Select One" selected.
- Date Range ***: Two date input fields. The first contains "03/20/2017" and the second contains "03/20/2018", separated by a "to" label. Each field has a calendar icon. A line points from the number "2" to the "Purchased Carts" radio button.
- View By ***: Two radio buttons. The first is labeled "Purchased Carts" and is selected. The second is labeled "Part Numbers".
- Generate Report**: A red button with a document icon. A line points from the number "3" to this button.

g250146

Figure 136

1. Select Parts Orders Placed.
2. Select View By Purchased Carts.
3. Click to generate the report.

For Part Numbers

1. Select **Parts Orders Placed** as the **Report Type** (Figure 137).
2. Select the **Location**, **Date Range**, and **View By Part Numbers** (Figure 137).
3. Click **Generate Report** (Figure 137).

After you generate a **Parts Orders Placed** report, a spreadsheet generates with the Make, Part Number, Description, Quantity Ordered, Unit Price Cost, Extended Total (part quantities cost), and Summary (report totals).

Report Type * Part Orders Placed 1

Location * Select One

Date Range * 03/20/2017 to 03/20/2018

View By * ☐ Purchased Carts
☒ Part Numbers 2

Generate Report 3

g250147

Figure 137

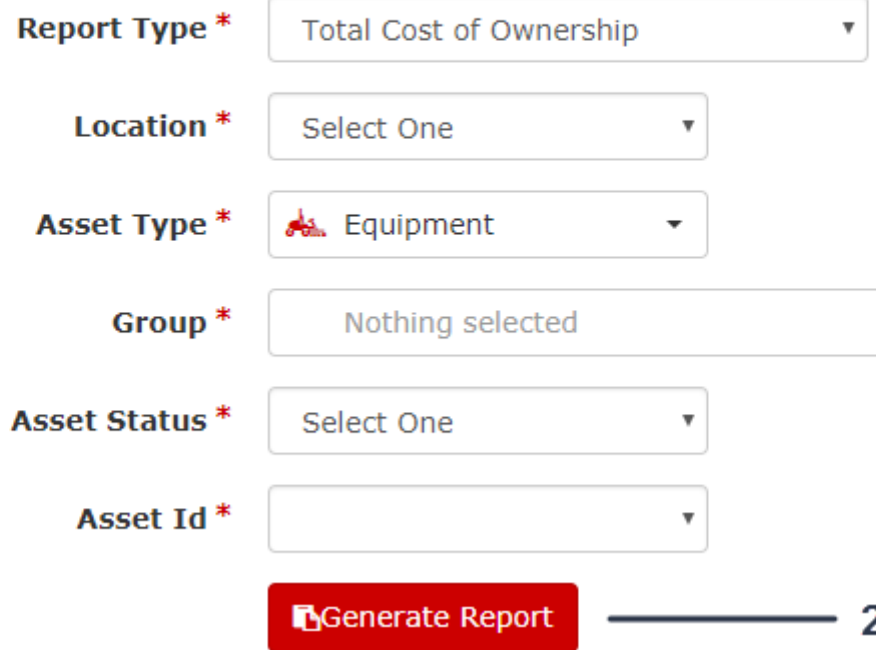
1. Select Parts Orders Placed.
2. Select View By Part Numbers.
3. Click to generate the report.

Generating a Total Cost of Ownership Report

1. Select **Total Cost of Ownership** as the **Report Type** (Figure 138).
2. Select the **Location**, **Asset Type**, **Group**, **Asset Status**, and **Asset ID** (Figure 138).
3. Click **Generate Report** (Figure 138).

After you generate a **Total Cost of Ownership** report, a spreadsheet generates with full details of what an asset cost in total.

Generate Reports



The screenshot shows a web interface for generating reports. It features several dropdown menus and a text input field, each with a red asterisk indicating a required field. The fields are: 'Report Type' (set to 'Total Cost of Ownership'), 'Location' (set to 'Select One'), 'Asset Type' (set to 'Equipment' with a red icon), 'Group' (set to 'Nothing selected'), 'Asset Status' (set to 'Select One'), and 'Asset Id' (empty). Below these fields is a red button labeled 'Generate Report' with a document icon. A horizontal line with the number '2' is positioned to the right of the button.

g250263

Figure 138


1. Select Total Cost of Ownership.
2. Click to generate the report.


Generating a Parts Optimization Report

1. Select **Parts Optimization** as the **Report Type** ([Figure 139](#)).
2. Select the **Location**, the **Group(s)** you want to view, and **Date Range** ([Figure 139](#)).
3. Click **Generate Report** ([Figure 139](#)).



After you generate a **Parts Optimization** report, a spreadsheet generates with the full details.

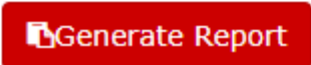
Generate Reports

Report Type * Parts Optimization 

Location * Demo Location TCO 

Group * Filter / Belt, Lubricant

Date Range * 01/07/2018  to 01/07/2019 

 2

g280658

Figure 139

1. Select Parts Optimization.
2. Click to generate the report.

Generating a Closed Work Order by Labor Report

The purpose of this report is to determine whom worked on which assets and the time and cost incurred from that work.

1. Select **Closed Work Order by Labor** as the **Report Type** (Figure 140).
2. Select the **Location**, **Laborer**, **Asset Type**, **Group(s)** you want to view, the **Asset Status**, **Asset ID**, and **Date Range** (Figure 140).
3. Click **Generate Report** (Figure 140).

After you generate a **Closed Work Order by Labor** report, a spreadsheet generates with the full details.

1 — **Report Type ***

Closed Work Orders by Labor ▼


Location *

Demo Location TCO ▼

Laborer *

[All Historical]

Asset Type *

 Equipment

Group *

Toro Demo Fleet

Asset Status *

Active ▼

Asset Id *

5010-H #1

Date Range *

03/11/2019



to

03/11/2020



2 —



Generate Report

Figure 140

g324053

1. Select Closed Work Order by Labor.

2. Click to generate the report.

Generating a Parts Used in Maintenance Report

1. Select **Parts Used in Maintenance Report** as the **Report Type** (Figure 141).
2. Select the **Location**, **Asset Type**, **Group**, **Asset Status**, **Asset ID**, and **Date Range** (Figure 141).
3. Click **Generate Report** (Figure 141).

Figure 141

g357586

Generating a Fuel Usage Log

1. Select the **Fuel Type** and enter the **Total Fuel** and **Fuel Fill** (Figure 142).

Figure 142

g357328

2. Click **Download Fuel Usage Log** (Figure 142) and a report generates (Figure 143).

	A	B	C	D	E	F
1	Date	Amount Incremented	Unit of Measure	Fuel Cost per Unit of Measure	Subtotal Cost of Fuel	Cumulative Total
2	8/28/2020 4:35:53 PM -05:00	7	Gal	\$3.99	\$27.93	74.5
3	8/31/2020 4:36:59 PM -05:00	7	Gal	\$3.99	\$27.93	81.5
4	9/1/2020 4:42:27 PM -05:00	8.4	Gal	\$3.99	\$33.51	89.9

g357327

Figure 143

Creating a One-Time Preventive Maintenance Task

The one-time preventive maintenance task allows you to create a task that logs costs as preventive maintenance, but does not record the task as a recurring task in the **Asset Preventive Maintenance Schedule**. The task is designed to track items, such as preventive maintenance, but are not part of the standard scheduled maintenance tasks. The one-time preventive maintenance task functions similarly to **Repair** or **General** tasks, in that it due immediately upon creation and it has no interval.

1. From the **Asset Overview** of an asset, click **Maintenance Schedule** ([Figure 144](#)).

Asset Overview - TriFlex 01 ☐ Mark Unit Unavailable

Status

Active

Make

Toro

Model

04510

Description

Greensmaster 3300 TriFlex Traction Unit

Location

Demo Location TCO

Group

Demo Fleet 1

Warranty Expiration Date

Serial No.


311000101


Data Code


04510311000101


Resources


1

 Maintenance Schedule


 Maintenance History

 Master Parts Viewer

 Parts Catalog (.pdf) (1)

 Service Bulletins (2)

0

 Service Manuals (4)

 Operator Manuals (12)

Figure 144

g249520

1. Click to access the Maintenance Schedule.
2. Click **Add a Task** (Figure 145).

Preventive Maintenance Schedule - TriFlex 01

Make

Toro

Model

04510

Current Operating Hours

0 hr

Location

Demo Location

Tasks (25)

Scheduled Maintenance (18)

As Needed Inspections (0)

Daily Checks (0)

Filter...







Select	Task Record	Status	Description
<input type="checkbox"/>			Replace Hydraulic Tank Breather
<input type="checkbox"/>			Replace engine oil
<input type="checkbox"/>			Inspect torque of wheel lug nuts

Figure 145

g250002

1. Click to add a task.
3. Under the **Task Type**, select **Preventive Maintenance** (Figure 146).
4. Under the **Sub Type**, select **One Time** (Figure 146).
5. Fill out the **Create New Task** form and click **Save** (Figure 146).

Create New Task

1 ————— Task Type *

2 ————— Sub Type *

Description *

Parts Needed

File Attachment
(.pdf, .jpg or .png)

3 —————

Save Cancel

Choose File

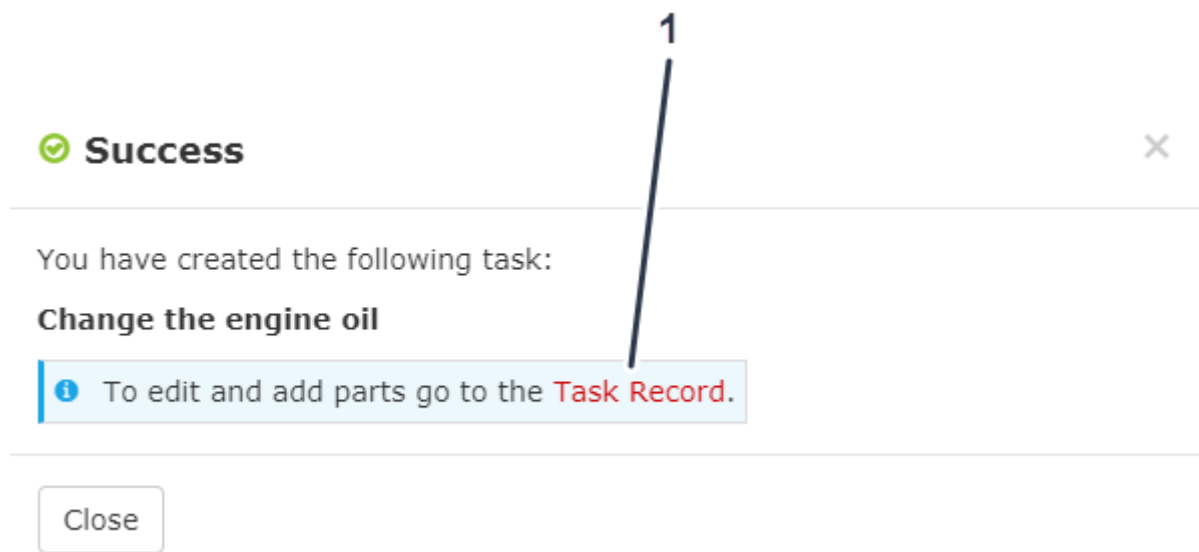
g280417

Figure 146

1. Select the task type as preventive maintenance.
2. Select the sub type as one time.
3. Click to save the new task.

If you want to add parts to the **One Time** task, do the following:

- A. From the **Success** screen, click **Task Record** ([Figure 147](#)).



g280418

Figure 147

1. Click to access the task record.

B. Fill out the task record, add parts, and click **Save** (Figure 148).

Task Record

Task Type *

Preventive Maintenance ▾

Sub Type *

One Time ▾

Description *

Change the engine oil

Parts Needed

Select



Make

🗑 Delete Selected

🔘 On/Off Se

File Attachment
(.pdf, .jpg or .png)

Choose File

Figure 148

g280419

1. Click to add parts.

2. Click to save the task record.

Adding Multiple Custom Parts to a Task

From the **Add Part** drop-down, you can create multiple custom parts for a **Task Record**.

1. From the **Task Record**, click **Add Part**, and click **Create Custom Part** ([Figure 149](#)).

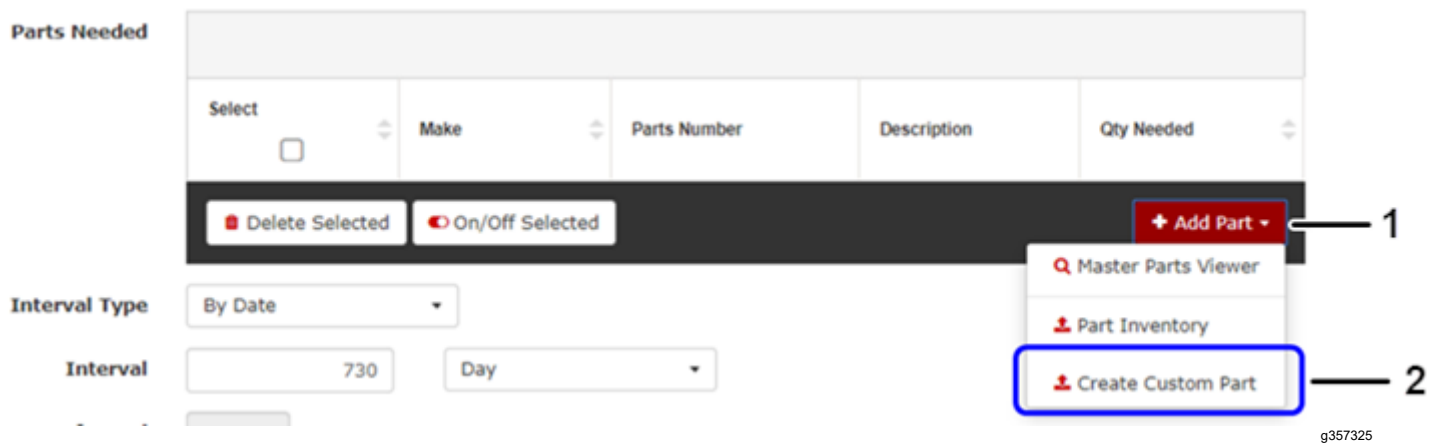


Figure 149

1. Click the Add Part drop-down menu.
2. Click to create a custom part.

2. Enter the **Part Number**, **Make**, **Description**, and **Quantity Needed** for each custom part (Figure 150). Click **Add Part** to add another part to the **Add Parts Task** list (Figure 150).
3. Click **Add to Task** (Figure 150).

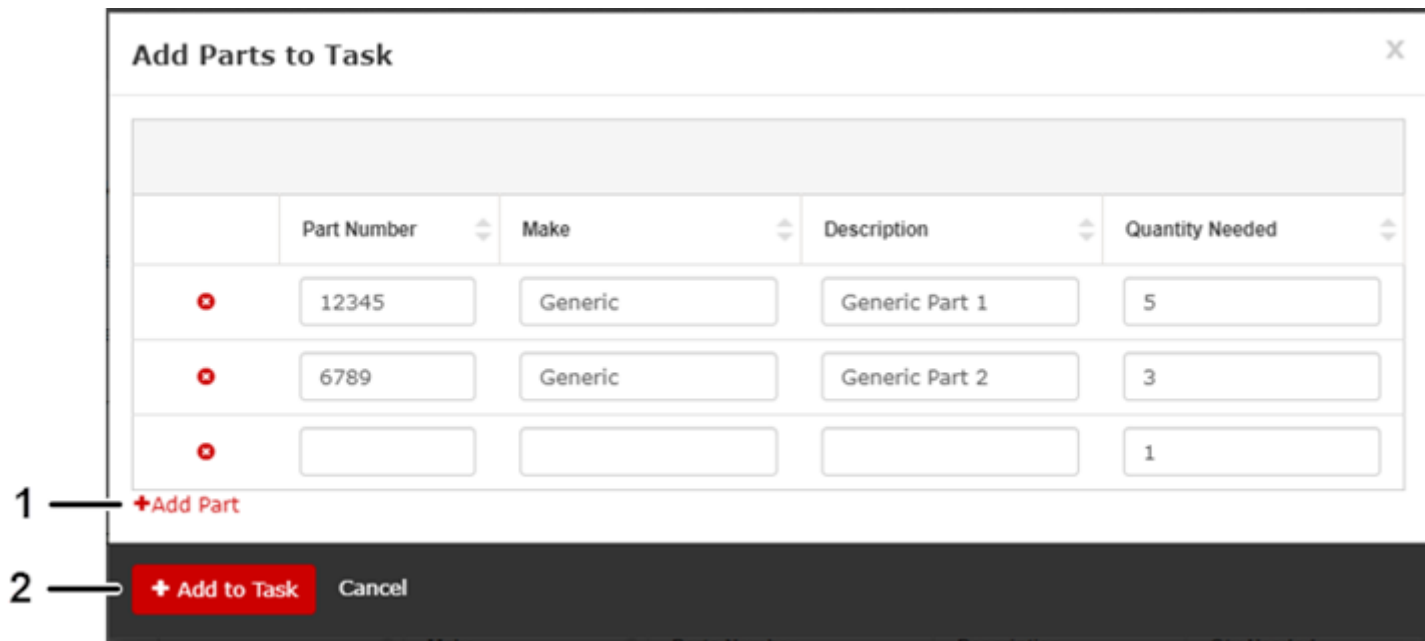



Figure 150


1. Click to add another custom part.
2. Click to add the custom parts to the task.

Adding Parts to a Work Order


1. Click the **Maintenance Due** tab (Figure 151).
2. Click the desired **Work Order** (Figure 151).




Dashboard




Asset List




Maintenance Due


 / Maintenance



Maintenance Due







 Equipment

All (24)

 Filter...

☐ Only show tasks associated with me

☐ Work Order List

Select	Asset ID	Status	Task
<input type="checkbox"/>	Greens #1		Clean carburetor
<input type="checkbox"/>	Greens #1		Clean carburetor
<input type="checkbox"/>	Greens #1		Clean fuel cup & screen
<input type="checkbox"/>	Greens #1		Clean fuel cup & screen
<input type="checkbox"/>	Greens #1		Replace engine oil
<input type="checkbox"/>	Greens #1		Replace engine oil

g280621

Figure 151

1. Click the work order.

3. Click **Add Parts** (Figure 152).

Note: After clicking **Add Parts**, a new one-time preventive maintenance task with the description “Parts Replaced” appears.

Work Order - 169675

Status: Open Date Opened: 21/06/2012 Days Open: 2391 Date Completed: Com

Greens #1

Make	Model	Description	Serial Number	Utilization
Toro	04040	Greensmaster Flex 2100 Traction Unit	312000102	115.00

Preventive - Scheduled Maintenance

Tasks (10)

- ☐ Clean air cleaner @ interval/more often in dusty, dirty conditions
- ☐ Clean carburetor
- ☐ Clean fuel cup & screen
- ☐ Inspect intake & exhaust valves/Adjust as needed

✓ Complete/Incomplete

— Remove Selected

g280622

Figure 152

1. Click to access the task record and add parts.

4. Fill out the **Task Record** and add the parts to the work order (Figure 153).

Note: You can add parts to the **Task Record** using the standard **Master Parts Viewer**, **Part Inventory**, or **Create Custom Part** (Figure 153).

5. After you add the parts to the **Work Order**, click **Save**, then **Close** (Figure 153).

Task Record

Task Type *

Preventive Maintenance ▾

Sub Type *

One Time ▲

Description *

Parts Replaced

Parts Needed

Select



Make



Delete Selected



On/Off Selected

File Attachment
(.pdf, .jpg or .png)

Choose File

Figure 153

g280623

1. Click to add parts to the work order.
2. Save the changes.
3. Close the work order.

Creating and Using Carts

Creating a Cart to Use

1. Click **Order Parts**, located in the upper, right corner of the screen (Figure 154).
2. Click **Create New Cart** at the bottom of the menu (Figure 154).

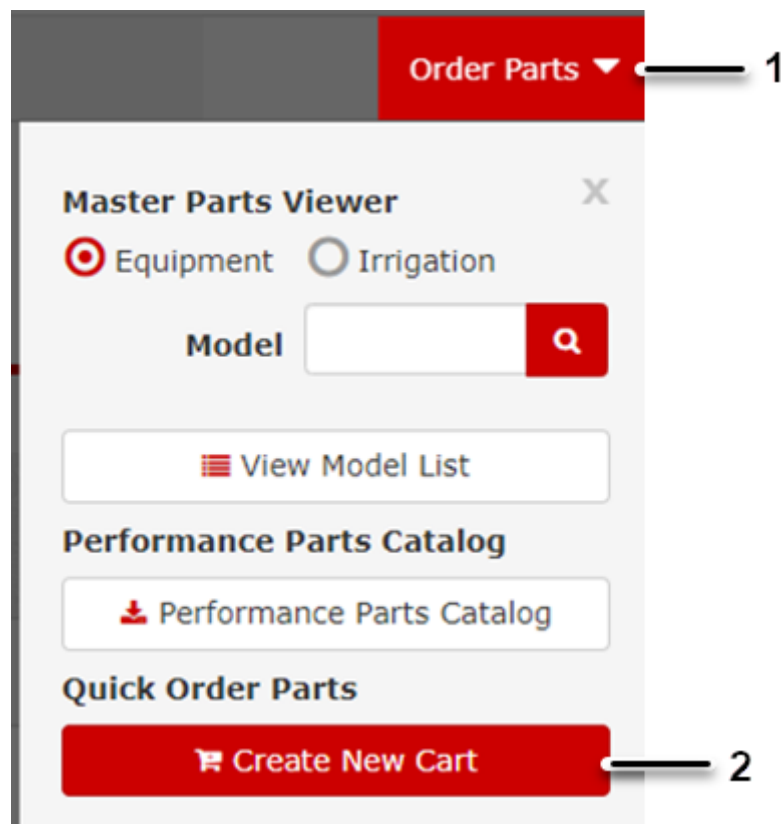


Figure 154

g323288

1. Click order parts.
 2. Click to create a new cart.
-
3. Select the desired **Location** for the cart, edit the **Cart Name**, and click **Create** (Figure 155). This creates the cart and start the ordering process; refer to [Using a Cart](#) (page 155).

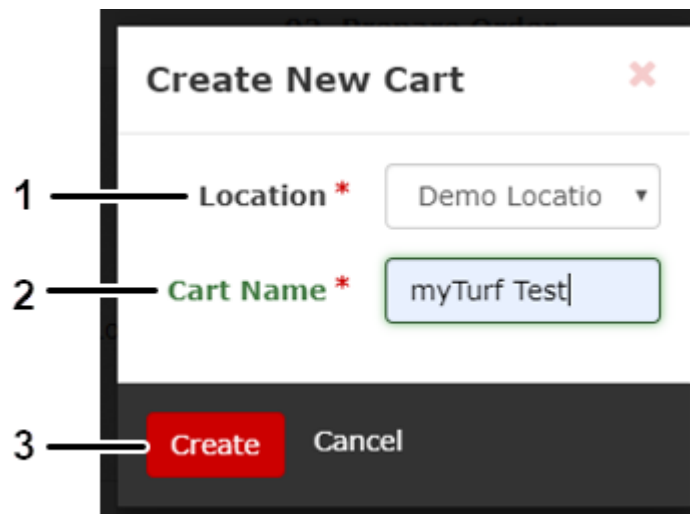


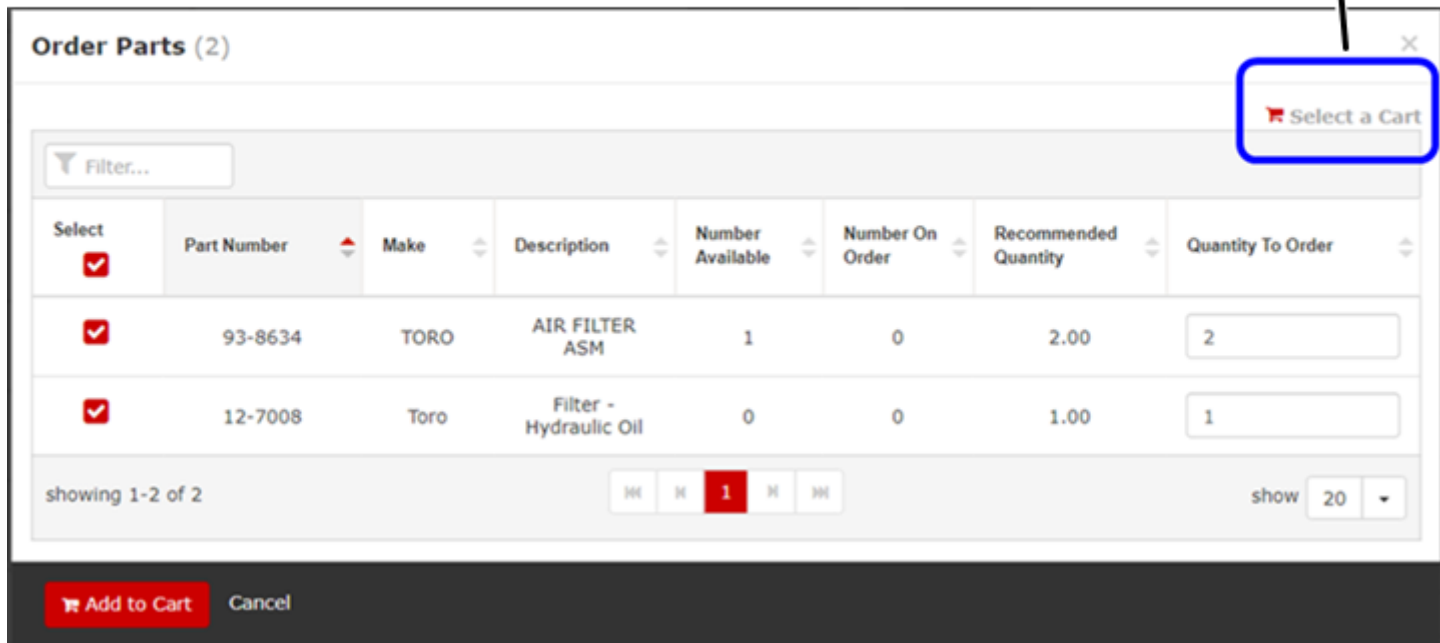
Figure 155

g323583

1. Select the desired location.
 2. Edit the cart name.
 3. Click to create the cart.
-

Creating a Cart in Parts Inventory and Maintenance Due

1. If you want to create and select a new cart, click **Select a Cart** in the upper, right corner of the ordering screen ([Figure 156](#)).



The screenshot shows a web application window titled "Order Parts (2)". In the top right corner, there is a button labeled "Select a Cart" with a red shopping cart icon, which is highlighted by a blue rectangular box. A handwritten number "1" with an arrow points to this button. Below the button is a search bar labeled "Filter...". The main area contains a table with the following columns: "Select", "Part Number", "Make", "Description", "Number Available", "Number On Order", "Recommended Quantity", and "Quantity To Order". There are two rows of data in the table, both with checked checkboxes in the "Select" column. The first row has Part Number 93-8634, Make TORO, Description AIR FILTER ASM, Number Available 1, Number On Order 0, Recommended Quantity 2.00, and Quantity To Order 2. The second row has Part Number 12-7008, Make Toro, Description Filter - Hydraulic Oil, Number Available 0, Number On Order 0, Recommended Quantity 1.00, and Quantity To Order 1. At the bottom of the table, it says "showing 1-2 of 2". To the right of this, there are navigation buttons: "«", "«", "1", "»", "»". Further right is a "show" label followed by a dropdown menu set to "20". At the very bottom of the window, there are two buttons: "Add to Cart" (with a red shopping cart icon) and "Cancel".

Select	Part Number	Make	Description	Number Available	Number On Order	Recommended Quantity	Quantity To Order
<input checked="" type="checkbox"/>	93-8634	TORO	AIR FILTER ASM	1	0	2.00	2
<input checked="" type="checkbox"/>	12-7008	Toro	Filter - Hydraulic Oil	0	0	1.00	1

showing 1-2 of 2

« « 1 » »

show 20 ▼

Add to Cart Cancel

Figure 156

g357321

1. Click Select a Cart.
2. Select **Create New Cart** and click **Apply** ([Figure 157](#)).

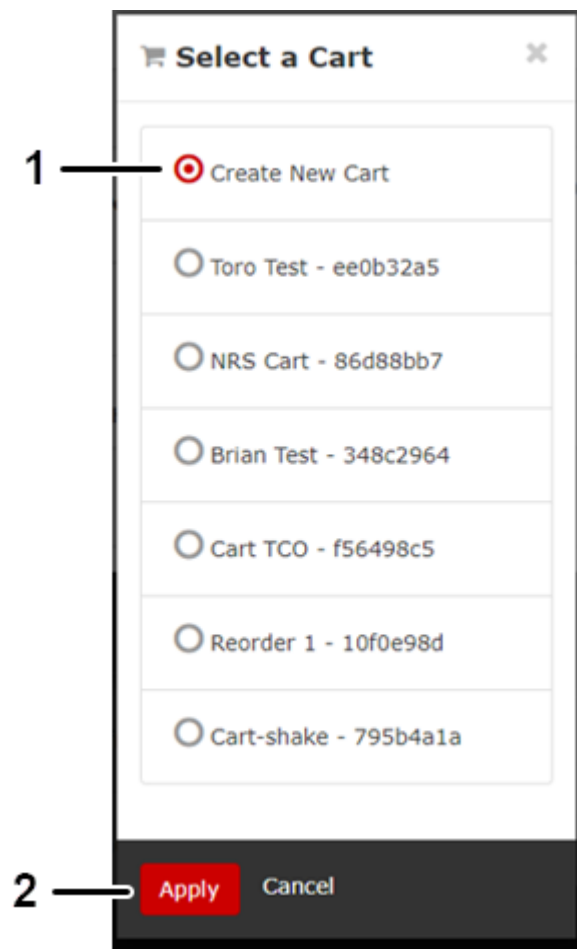
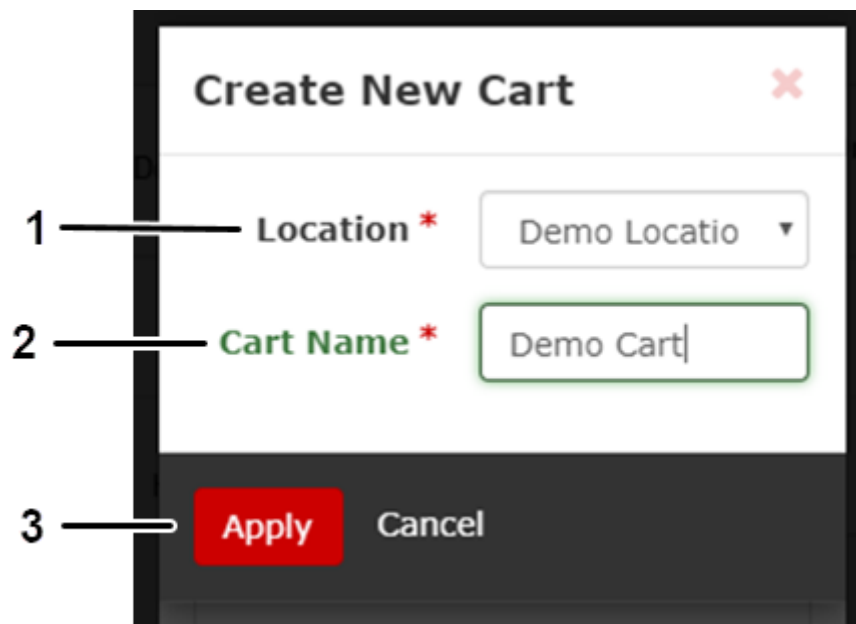


Figure 157

g357320

1. Select to create a new cart.
 2. Click to apply the selection.
-
3. Select the **Location** for the cart and enter the **Cart Name** ([Figure 158](#)).
 4. Click **Apply** ([Figure 158](#)).



g357319

Figure 158

1. Select a location.
2. Enter the cart name.
3. Click to apply the cart.

Using a Cart

After creating a cart, you can add parts from multiple locations.

From the **Build and Review Cart** screen, click **Add Parts** ([Figure 159](#)).

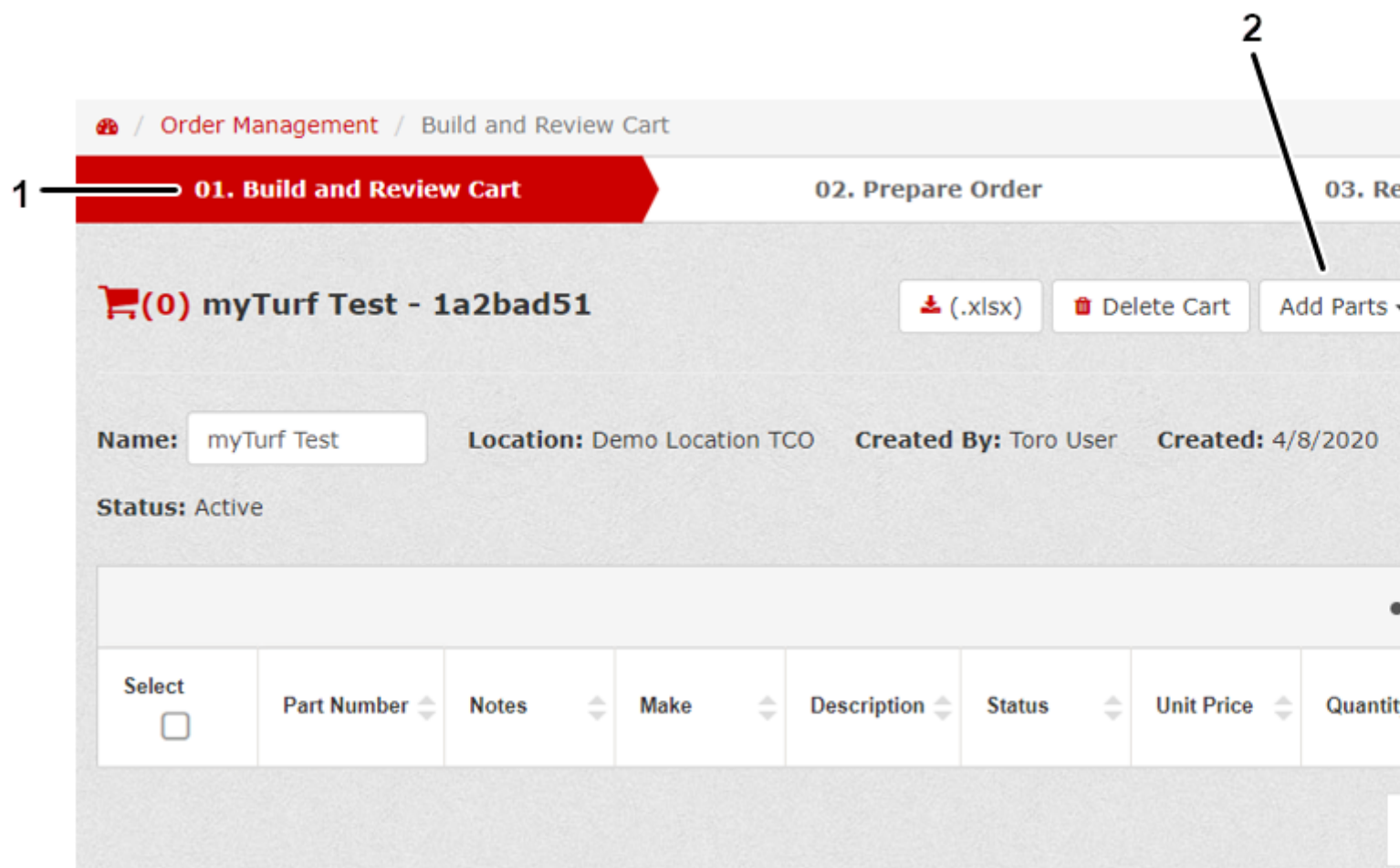


Figure 159

1. Build and Review Cart screen

2. Click to add parts.

Note: You can add parts **By Part Number** (if you know the part number), **Bulk Upload** by Excel spreadsheet, **Parts Inventory**, or by searching the **Master Parts Viewer** as shown in [Figure 160](#).

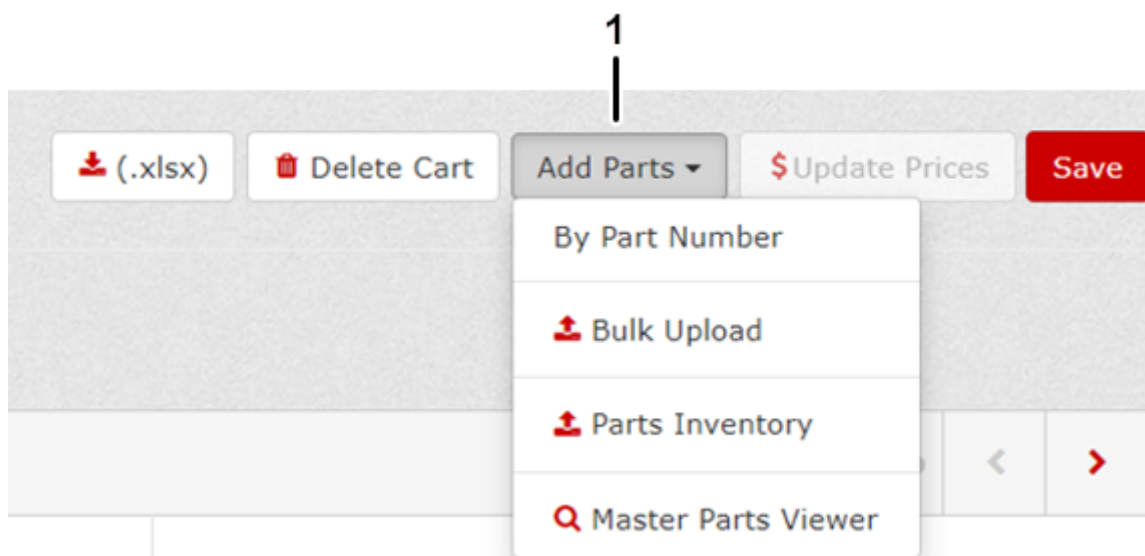


Figure 160

1. Click to add parts by part number, bulk upload, through part inventory, or master parts viewer.

Note: If you leave the **Build and Review Cart** screen, the cart follows you ([Figure 161](#)) to continue adding parts to the cart. This can be done from the **Master Parts Viewer**, **Parts Inventory**, or **Maintenance Due List**.

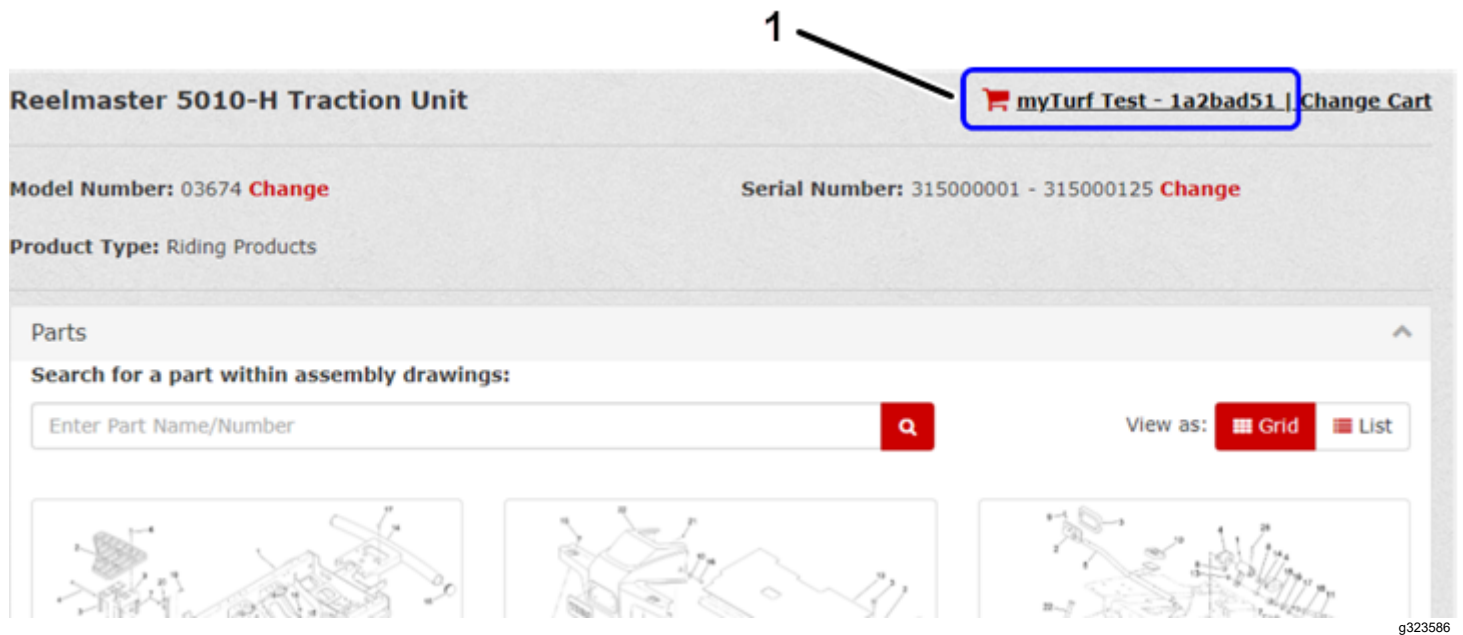


Figure 161

1. Example of a cart following you through adding parts.

Choosing a Different Cart

There are 2 ways to choose a different cart than the cart you are currently using:

- Click the **Order Management** tab and click the cart you want to use ([Figure 162](#)).

When you enter the **Build and Review Cart** screen, the cart follows you to continue adding parts to the cart.

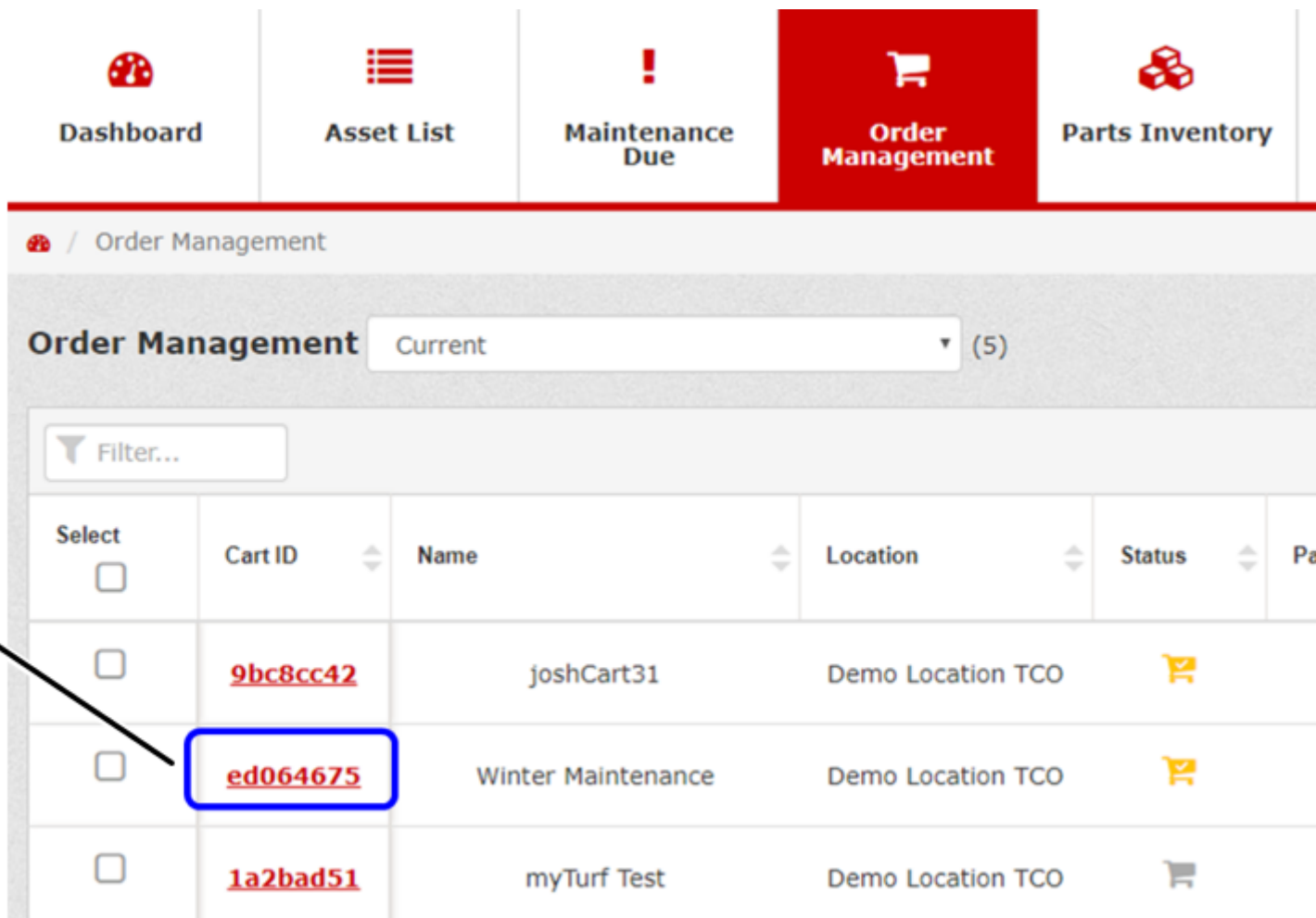
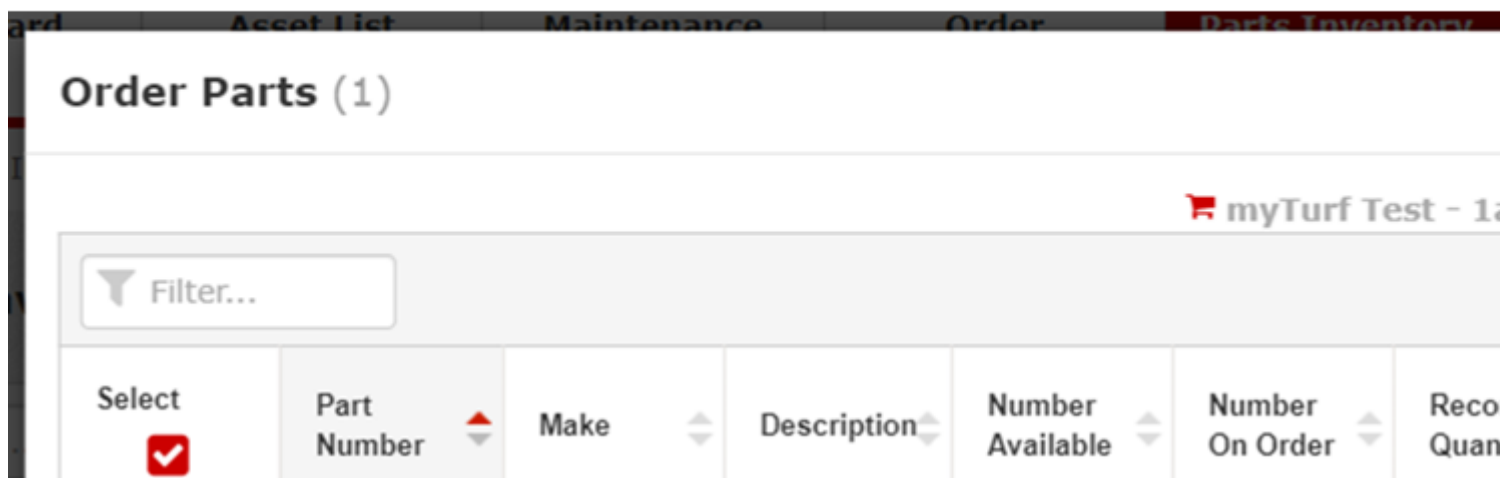


Figure 162

g323588

1. Click the cart you want to use.

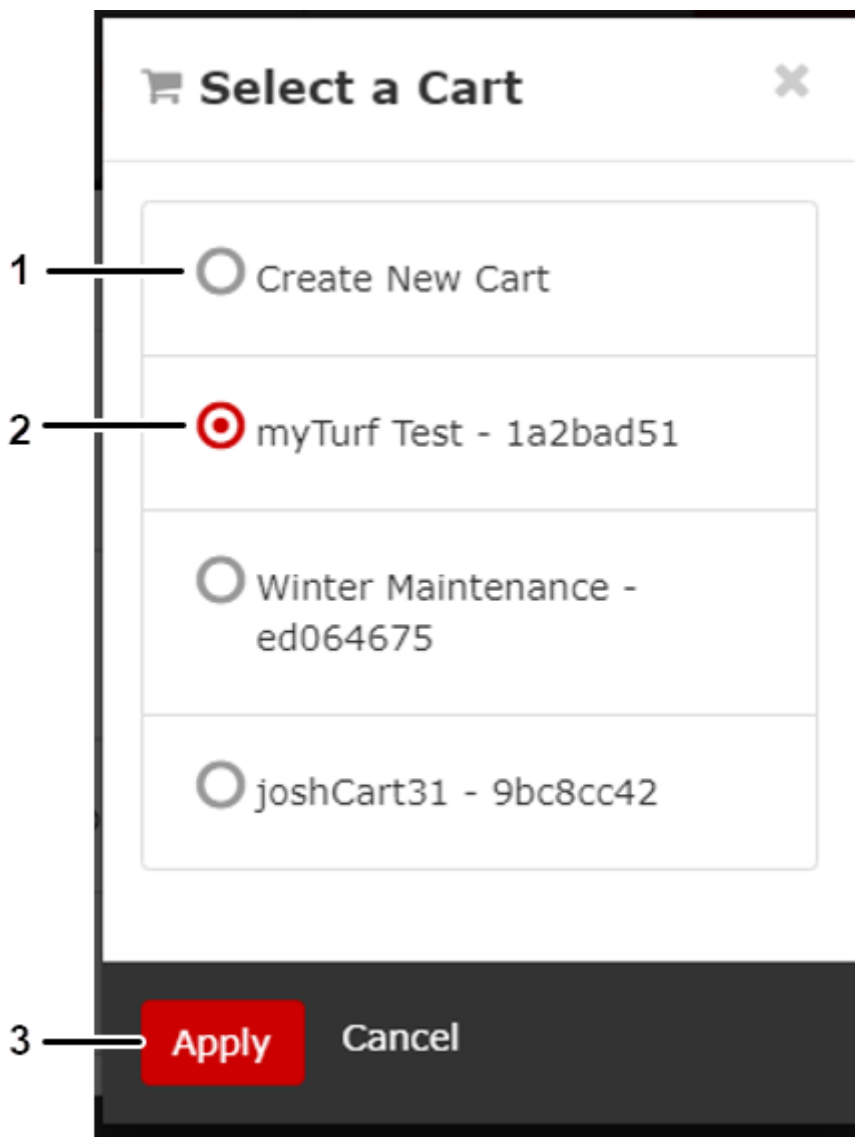
- When you go through the ordering process in the **Master Parts Viewer**, **Parts Inventory**, or **Maintenance Due List**, click **Change Cart** (Figure 163).
When you click **Change Cart**, you can either create a new cart or select an existing cart (Figure 164).



g323589

Figure 163

1. Click to change the cart to create a new cart or select an existing cart.



g323590

Figure 164

1. Select to create a new cart.
2. Select an existing cart.
3. Click apply to select the desired cart.

Downloading End-User Parts

In **Asset Overview Resources**, click **End User Parts** ([Figure 165](#)) to view a list of Toro-designated end user parts for the machine model number and serial number.

From this list, you can add parts to a cart or download a spreadsheet of the parts list.

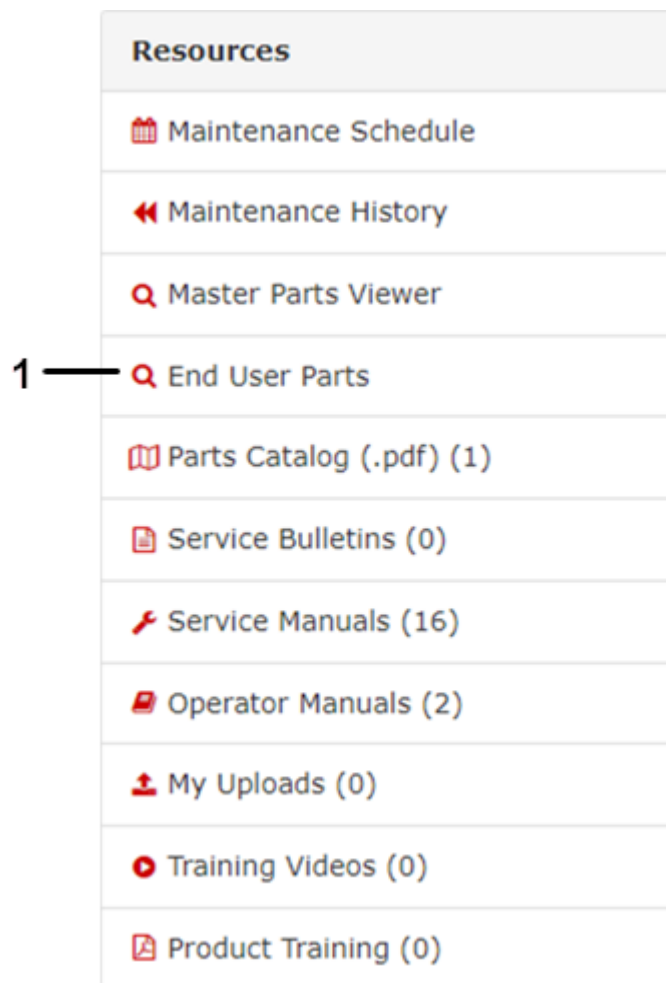


Figure 165

g330050

1. Click End User Parts.

Ordering End-User Parts

1. Ensure that the correct cart is selected or create a new cart ([Figure 166](#)).
2. Select the part(s) that you want to order ([Figure 166](#)).
3. Click **Add to Cart** ([Figure 166](#)).

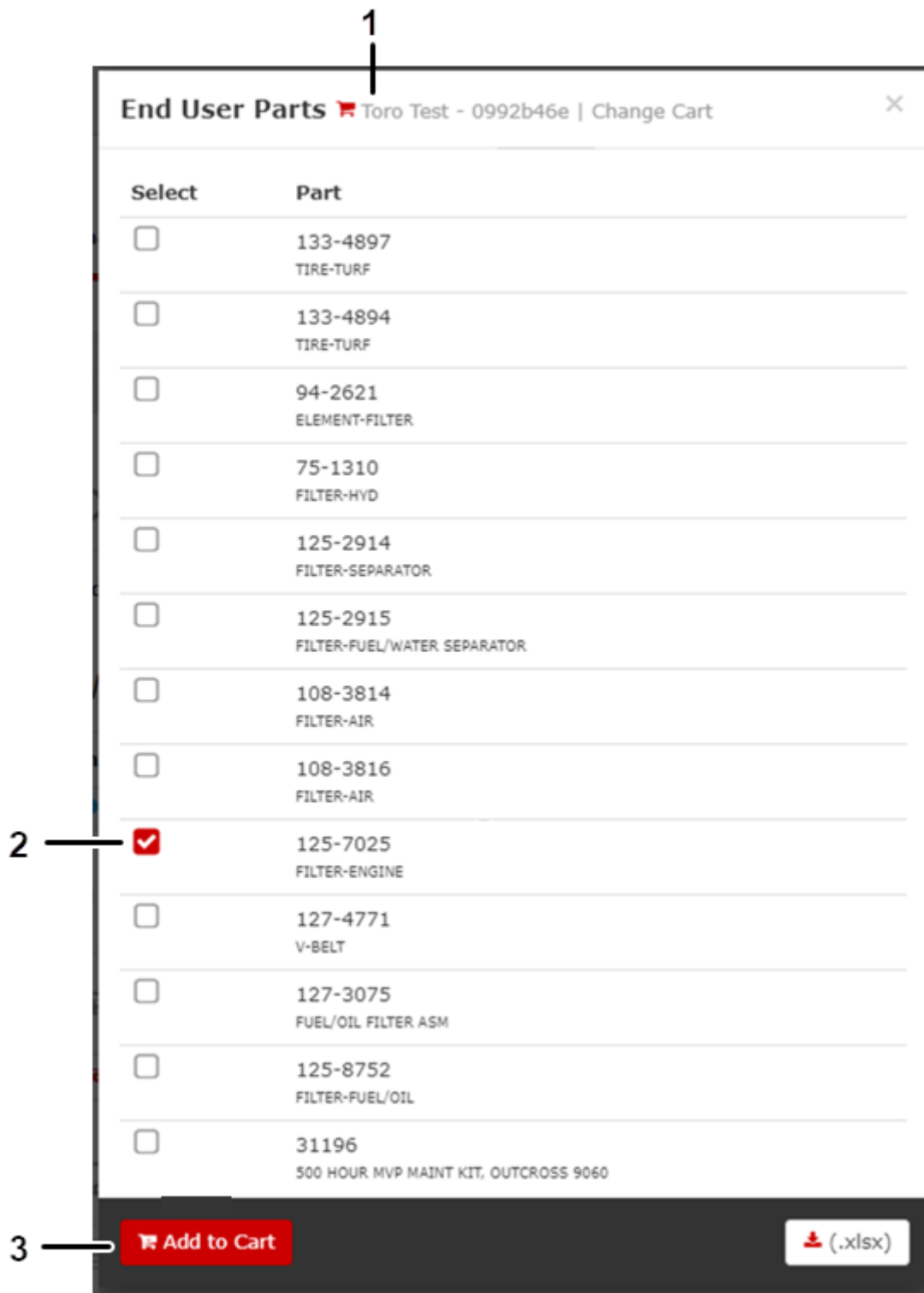


Figure 166

g330051

1. Ensure that the correct cart is selected or create a new cart.
2. Select the part(s) that you want to order.
3. Click to add the part(s) to the cart.

4. After the next screen appears, enter the quantity of the part and click **Add to Cart** (Figure 167).

Note: If this was done properly, you should receive a message indicating that you successfully added the end-user parts to the cart.

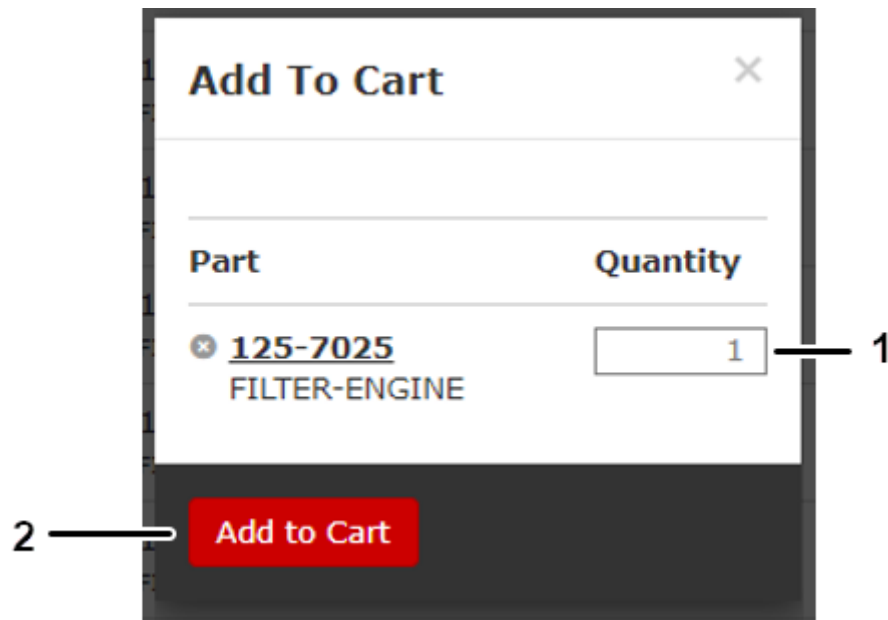


Figure 167

g330052

1. Enter the quantity of the part.
2. Click to add the part(s) to the cart.

Downloading a Spreadsheet of End-User Parts

1. In **Asset Overview Resources**, click **End User Parts** (Figure 165).
2. Click **Download .xlsx**, located in the lower, right corner of the screen (Figure 168).

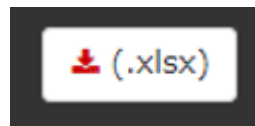


Figure 168

g330053

Note: The system will download an Excel file of the end-user parts list (Figure 169).

	A	B	C
1	Part Number	Part Description	Part Class Description
2	133-4897	TIRE-TURF	TIRES
3	133-4894	TIRE-TURF	TIRES
4	94-2621	ELEMENT-FILTER	FILTER (HYDRAULIC)
5	75-1310	FILTER-HYD	FILTER (HYDRAULIC)
6	125-2914	FILTER-SEPARATOR	FILTER, WATER
7	125-2915	FILTER-FUEL/WATER SEPARATOR	FILTER (FUEL)
8	108-3814	FILTER-AIR	FILTER (AIR)
9	108-3816	FILTER-AIR	FILTER (AIR)
10	125-7025	FILTER-ENGINE	FILTER (ENGINE OIL)
11	127-4771	V-BELT	BELT
12	127-3075	FUEL/OIL FILTER ASM	FILTER (FUEL)
13	125-8752	FILTER-FUEL/OIL	FILTER (FUEL)
14	31196	500 HOUR MVP MAINT KIT, OUTCROSS 9060	MVP KITS-ROUTINE MAINT

Figure 169

g330054

Accessing an Asset Overview using a QR Code



Figure 170

g357492

1. Using your mobile device, click **Scan** in the **Help Menu** (Figure 171).



Figure 171

g357490

2. When myTurf requests access your mobile device, click **Allow** (Figure 172).

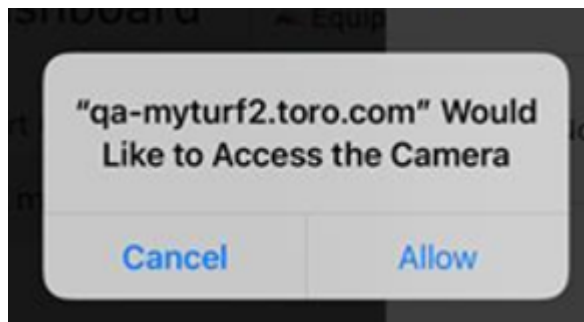


Figure 172

g357489

-
3. Scan the **QR Code** (Figure 173).

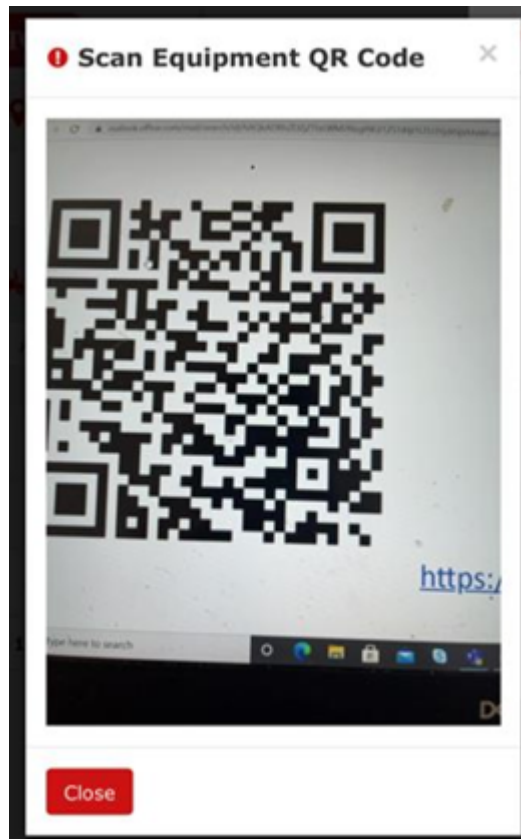


Figure 173

g357493

-
- If the **Equipment** exists as an **Asset** in the authorized **Location(s)** for the user, you will be directed to the **Asset Overview** for that Asset. This enables quick access to **Resources**, updating operating hours, etc. (Figure 174).

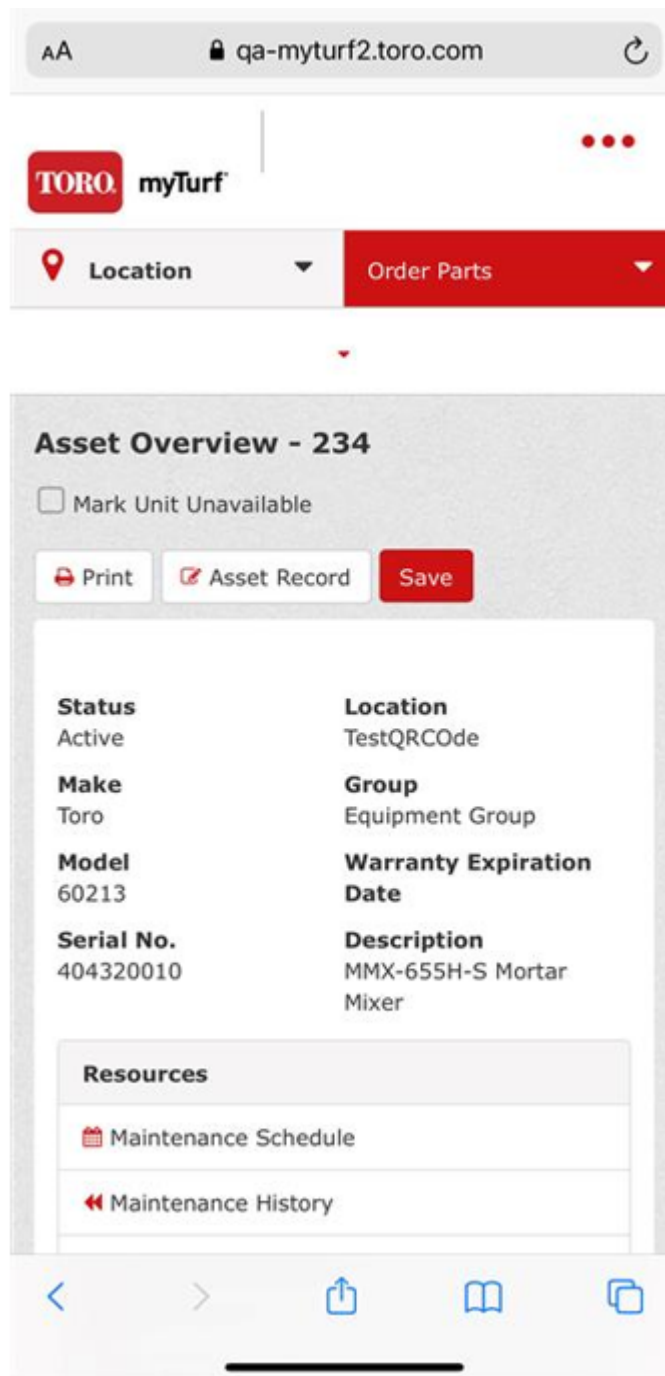
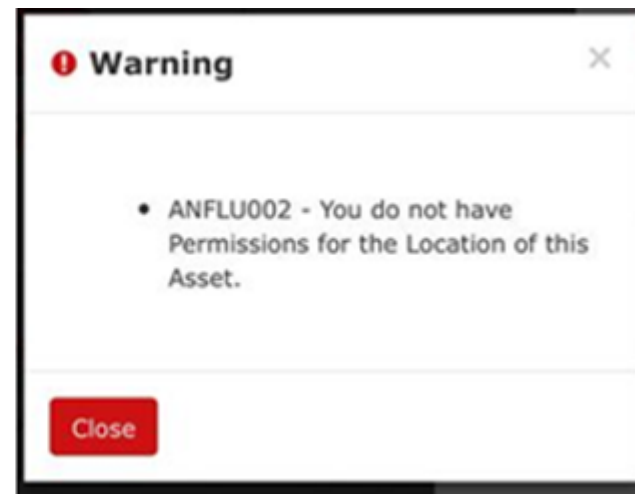
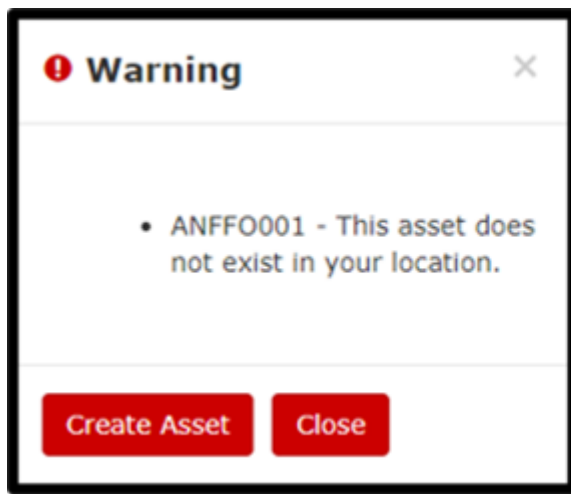


Figure 174

g357491

- If the **Equipment** does not exist in the **Organization** or if the user does not have access to the **Location** in which the asset is located, myTurf delivers a warning message with the option to **Create Asset** (Figure 175).



g357583

Figure 175

If you click **Create Asset**, you will be directed to the **Add Asset** screen ([Figure 176](#)).
Enter all the **Asset** information and click **Create Asset** ([Figure 176](#)).

Select one ▼

Asset status is required

Location Assignment *


Select one ▼

Group Assignment *


Nothing selected ▼

Asset ID *

Make *

Toro 

Model *

38701 

Model Year

Serial Number *

408724271

Description *

Figure 176

g357582

Allowing Access for a Distributor to View a Customer Asset List

For a distributor to be able to view their customer’s asset list, that customer need to allow the distributor permission to view their assets.

- 1. To grant permission, the customer needs to log in and click the **Admin** menu at the top of the screen.
- 2. From the **Distributor Permissions** screen, click **I authorize my distributor to view my asset list** and click **Save** (Figure 177).

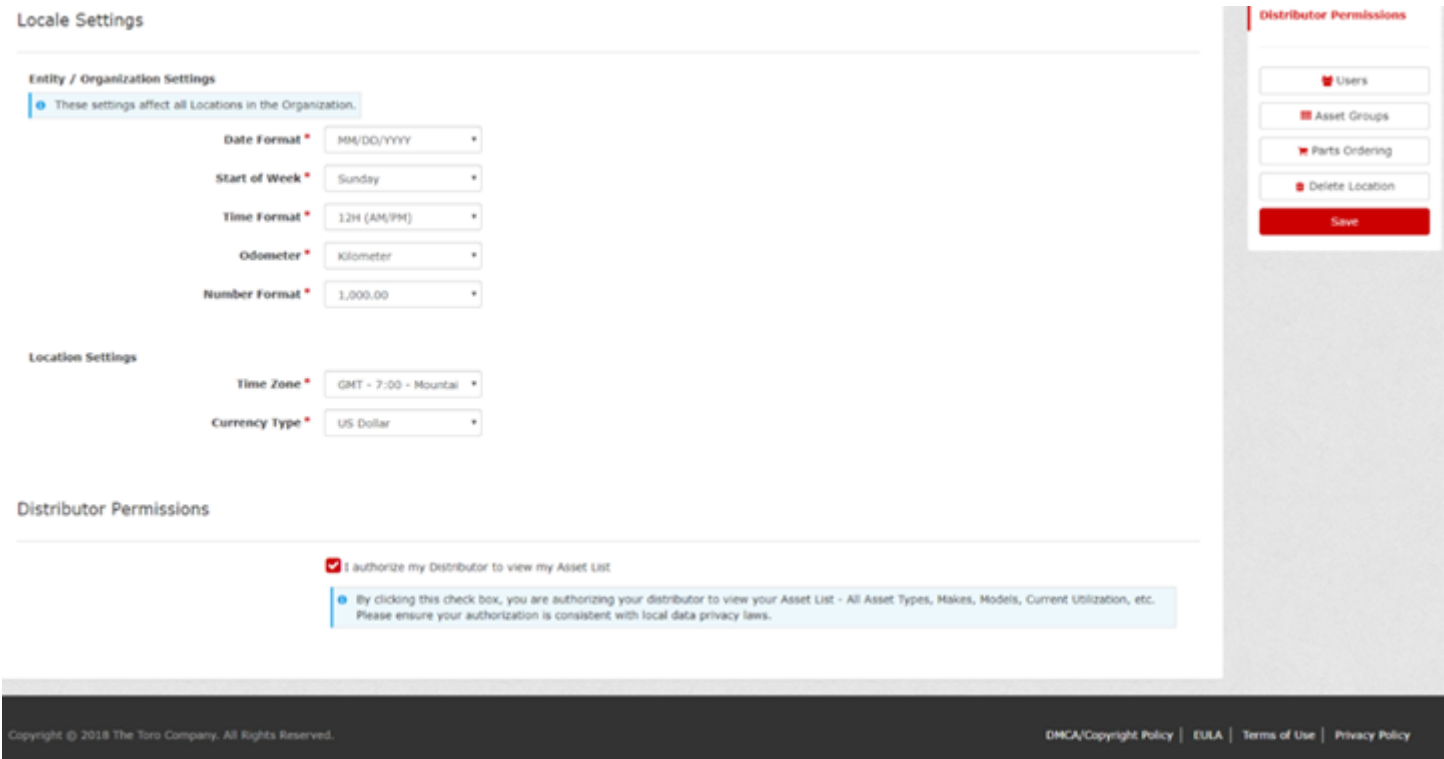


Figure 177

g357585