Depot Setup – Add a Vehicle

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Learning Objectives

In this training session, you will:

• Add a vehicle
Depot Setup – Access Vehicles / Assets

Perform the following steps to add a vehicle.
1. Click the **Settings** icon.
2. Click the **Administration** menu.
3. Click the **Vehicles / Assets** submenu.
4. Click the **Add New Vehicle or Asset** button.
Depot Setup – Add a Vehicle

1. Click the Group (Fleet) drop-down arrow and select the applicable fleet.
2. Click the Weight Type drop-down arrow and select the type.
3. Select the applicable Classification option.
4. Enter the Name of the unit.
5. Click the Registration State drop-down arrow and select the state.
6. Enter the Registration Plate information.
7. Enter the **Make** of the vehicle.
8. Enter the **Model** information.
9. Enter the **Year** of the vehicle.
10. Click the **Axles** drop-down arrow and select the number of axles.
11. Enter the **VIN** information.
12. (optional) Enter the **Asset Code** information.
13. (optional) Enter the **Cost Center** information.
14. Click the **Add Vehicle** button.
Learning Summary

In this training session, you:

• Added a vehicle
THANK YOU