



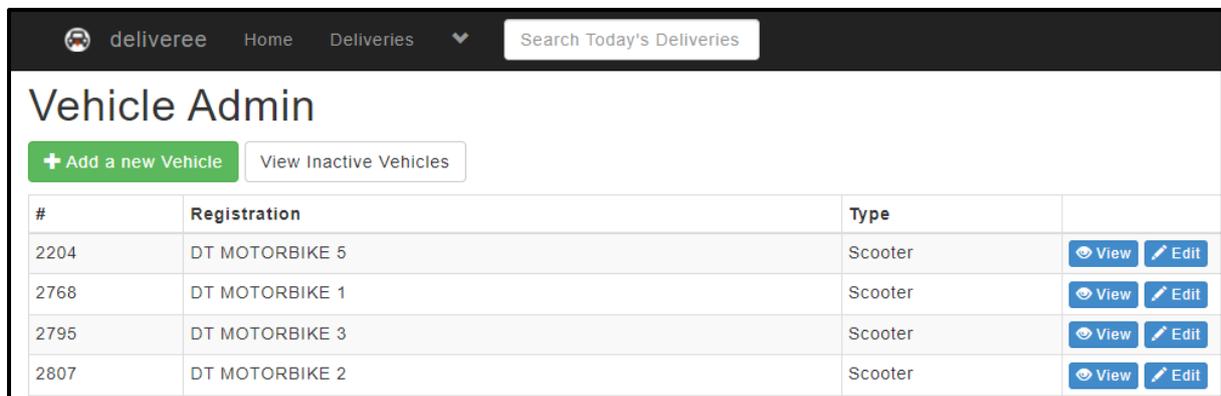
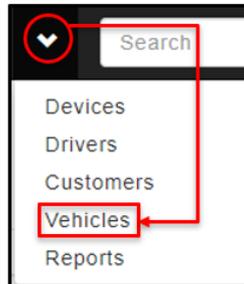
VEHICLE ADMIN

HOW TO ADD AND EDIT VEHICLES

2020

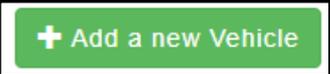
Vehicle Admin

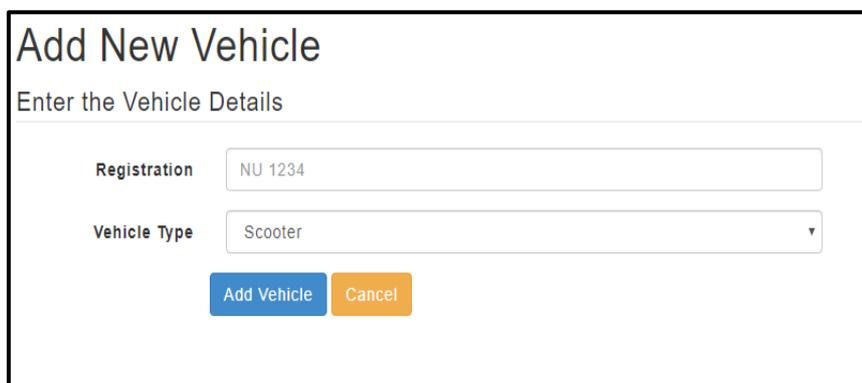
To view/add or edit any vehicle details, select  on the top left-hand side, then > VEHICLES



The screenshot shows the 'Vehicle Admin' dashboard. At the top, there is a navigation bar with the 'deliverree' logo, 'Home', 'Deliveries', and a search bar for 'Today's Deliveries'. Below the navigation bar, the title 'Vehicle Admin' is displayed. There are two buttons: '+ Add a new Vehicle' (green) and 'View Inactive Vehicles' (white). Below these buttons is a table with the following data:

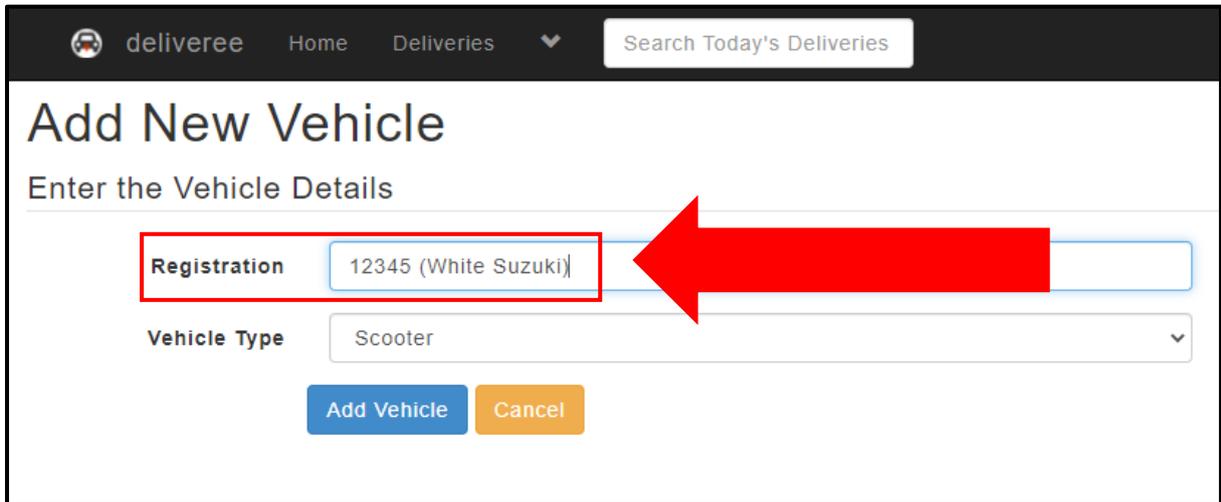
#	Registration	Type	
2204	DT MOTORBIKE 5	Scooter	View Edit
2768	DT MOTORBIKE 1	Scooter	View Edit
2795	DT MOTORBIKE 3	Scooter	View Edit
2807	DT MOTORBIKE 2	Scooter	View Edit

To add a new vehicle, select  then add in the registration and select the vehicle type from the dropdown. Then select "Add Vehicle".



The screenshot shows the 'Add New Vehicle' form. The title is 'Add New Vehicle' and the subtitle is 'Enter the Vehicle Details'. There are two input fields: 'Registration' with the value 'NU 1234' and 'Vehicle Type' with the value 'Scooter'. Below the input fields are two buttons: 'Add Vehicle' (blue) and 'Cancel' (orange).

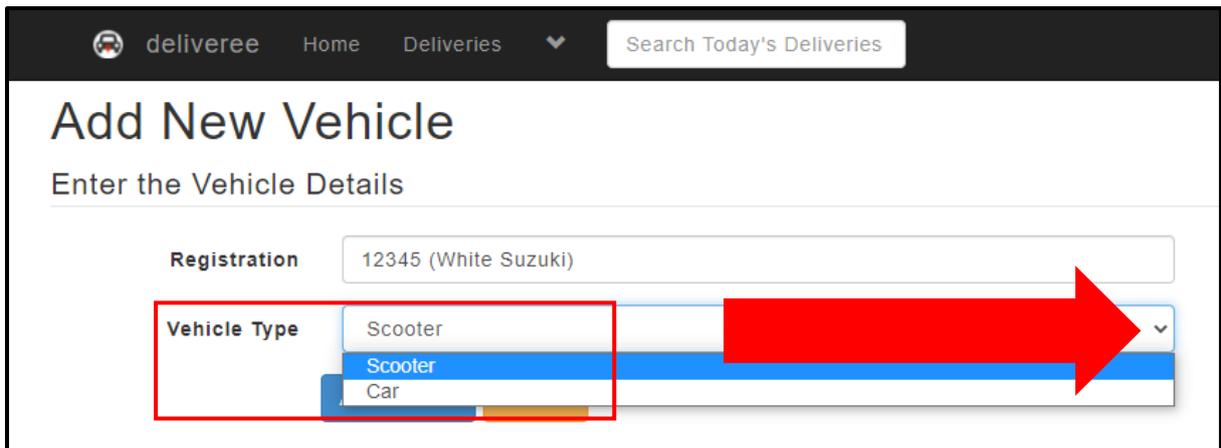
Type in the Registration number. You can also add in a vehicle description if you like, for example the vehicle Make and Model and the colour.



The screenshot shows the 'Add New Vehicle' form in the Deliveriee application. The form is titled 'Add New Vehicle' and 'Enter the Vehicle Details'. It contains a 'Registration' field with the text '12345 (White Suzuki)' and a 'Vehicle Type' dropdown menu set to 'Scooter'. Below the form are two buttons: 'Add Vehicle' (blue) and 'Cancel' (orange). A red box highlights the 'Registration' field, and a large red arrow points from the right towards it.

From the drop-down, you can select vehicle type:

Car or scooter can be chosen.



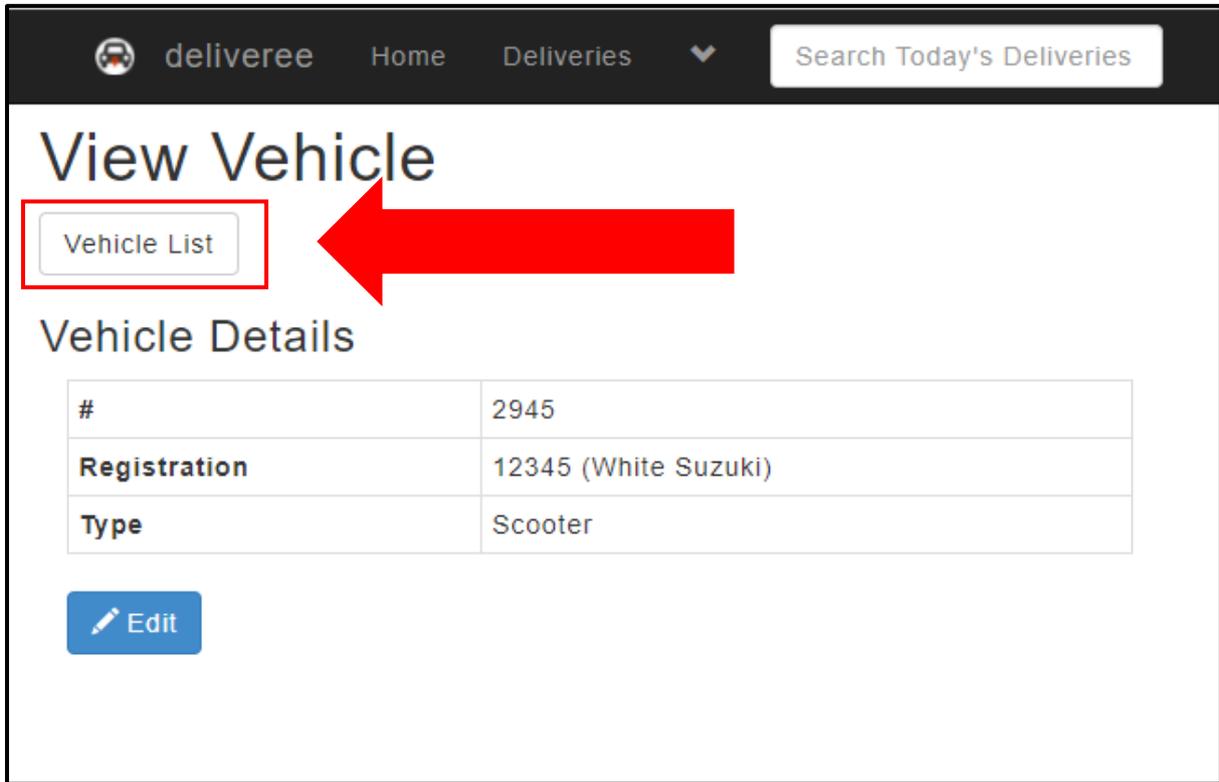
The screenshot shows the 'Add New Vehicle' form with the 'Vehicle Type' dropdown menu open. The dropdown menu displays three options: 'Scooter', 'Scooter', and 'Car'. The first 'Scooter' option is highlighted in blue. A red box highlights the dropdown menu, and a large red arrow points from the right towards it.

To save this vehicle click 

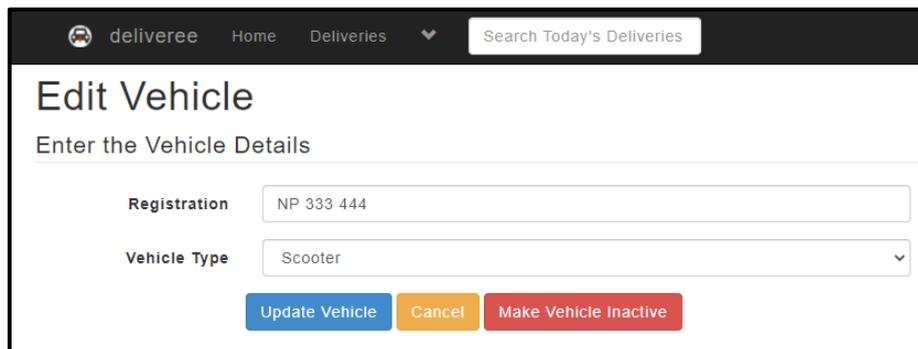
You will then be taken to a screen where you can view vehicle information.

Vehicle List

If you click on you will be taken back to vehicle admin.



If you Click  you can change the vehicle type or the registration number.



Update Vehicle

Cancel

Click **Update Vehicle** to save changes. Or click **Cancel** to be taken back to the vehicle list.

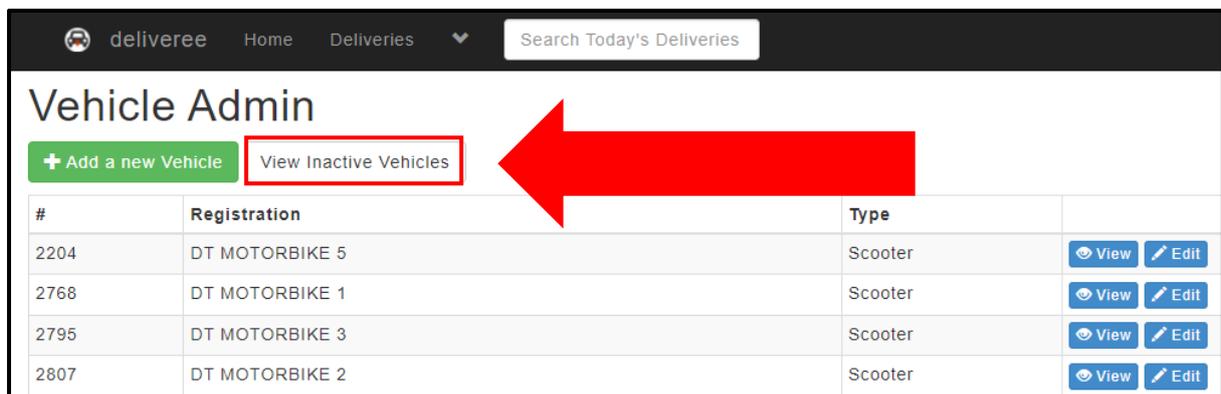
If a vehicle is stolen, damaged or replaced, Deliverree Operators can mark a vehicle inactive.

Make Vehicle Inactive

Here you can click **Make Vehicle Inactive** to remove the vehicle from your current fleet list.

The vehicle will not be deleted, only made inactive and can be viewed for Vehicle admin.

Click “view inactive vehicles” to see all archived vehicles.

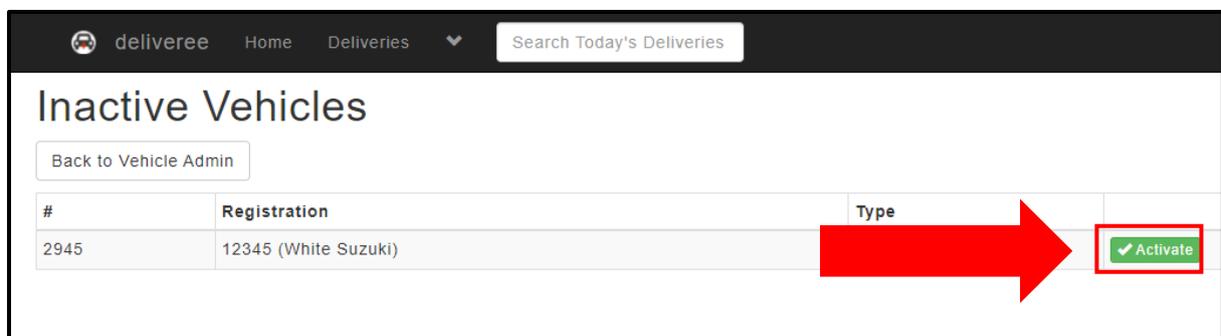


The screenshot shows the 'Vehicle Admin' page in the Deliverree system. At the top, there is a navigation bar with the Deliverree logo, 'Home', 'Deliveries', and a search bar for 'Today's Deliveries'. Below the navigation, the page title is 'Vehicle Admin'. There are two buttons: '+ Add a new Vehicle' and 'View Inactive Vehicles'. The 'View Inactive Vehicles' button is highlighted with a red box, and a large red arrow points from it towards the right. Below the buttons is a table with columns for '#', 'Registration', 'Type', and actions. The table contains four rows of scooter data.

#	Registration	Type	
2204	DT MOTORBIKE 5	Scooter	View Edit
2768	DT MOTORBIKE 1	Scooter	View Edit
2795	DT MOTORBIKE 3	Scooter	View Edit
2807	DT MOTORBIKE 2	Scooter	View Edit

Here you will see all inactive vehicles:

If a vehicle is only temporarily inactive for example if it has gone in for a service, you can mark the vehicle inactive and then reactivate it by clicking **Activate** on the right-hand side.



The screenshot shows the 'Inactive Vehicles' page in the Deliverree system. At the top, there is a navigation bar with the Deliverree logo, 'Home', 'Deliveries', and a search bar for 'Today's Deliveries'. Below the navigation, the page title is 'Inactive Vehicles'. There is a 'Back to Vehicle Admin' button. Below the button is a table with columns for '#', 'Registration', 'Type', and actions. The table contains one row of data for a white Suzuki scooter. The 'Activate' button in the actions column is highlighted with a red box, and a large red arrow points from it towards the right.

#	Registration	Type	
2945	12345 (White Suzuki)		Activate