



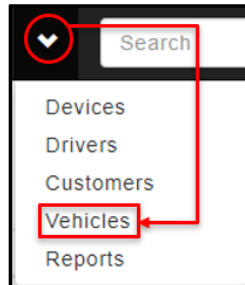
## VEHICLE ADMIN












### HOW TO ADD AND EDIT VEHICLES

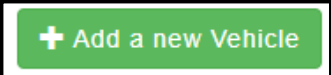
2020

## Vehicle Admin

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



	deliveree	Home	Deliveries		<input type="text" value="Search Today's Deliveries"/>
<h2>Vehicle Admin</h2>					
<div><div> Add a new Vehicle</div><div>View Inactive Vehicles</div></div>					
#	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”.


### Add New Vehicle

Enter the Vehicle Details

Registration

Vehicle Type

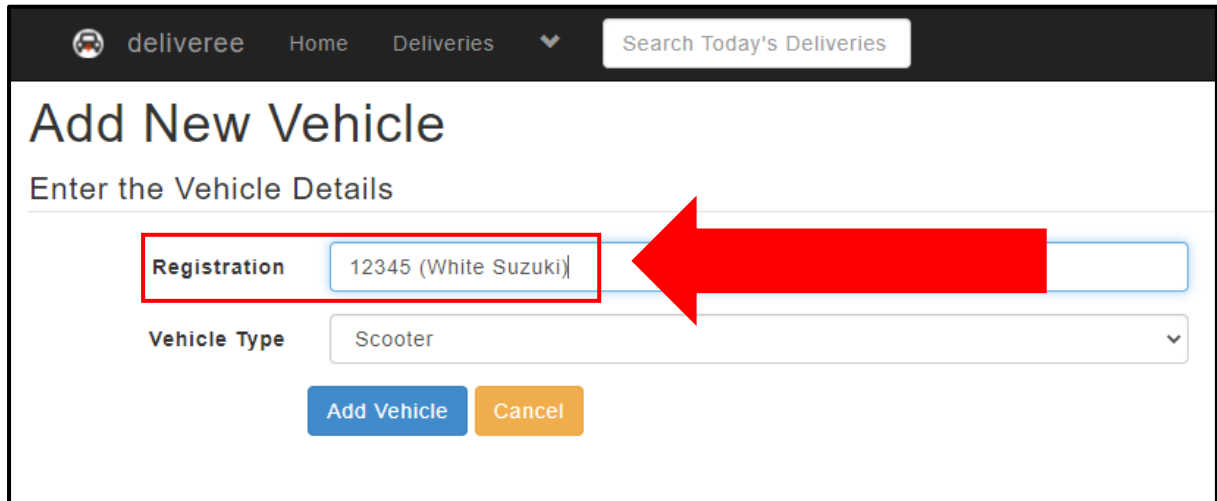
Scooter



Add Vehicle

Cancel

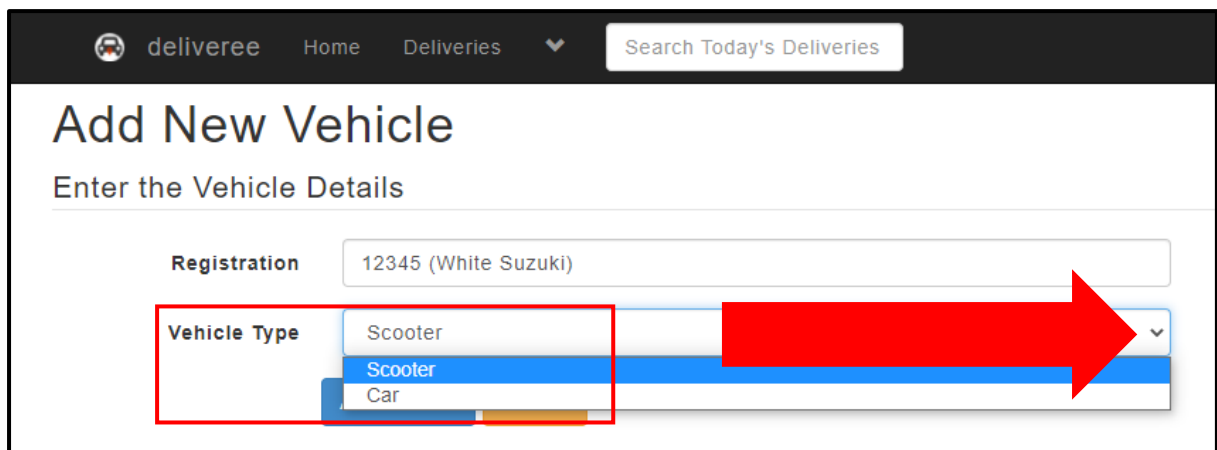
Type in the Registration number. You can also add in a vehicle description if you like, for example the vehicle Make and Model and the colour.



The screenshot shows the 'Add New Vehicle' form. At the top, there is a navigation bar with a delivery icon, the text 'deliverree', and links for 'Home' and 'Deliveries'. A search bar on the right says 'Search Today's Deliveries'. The main heading is 'Add New Vehicle' followed by the sub-heading 'Enter the Vehicle Details'. The 'Registration' field contains the text '12345 (White Suzuki)' and is highlighted with a red rectangular box. A large red arrow points from the right towards this box. Below the registration field is a 'Vehicle Type' dropdown menu currently set to 'Scooter'. At the bottom are two buttons: 'Add Vehicle' in blue and 'Cancel' in orange.

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

Car or scooter can be chosen.




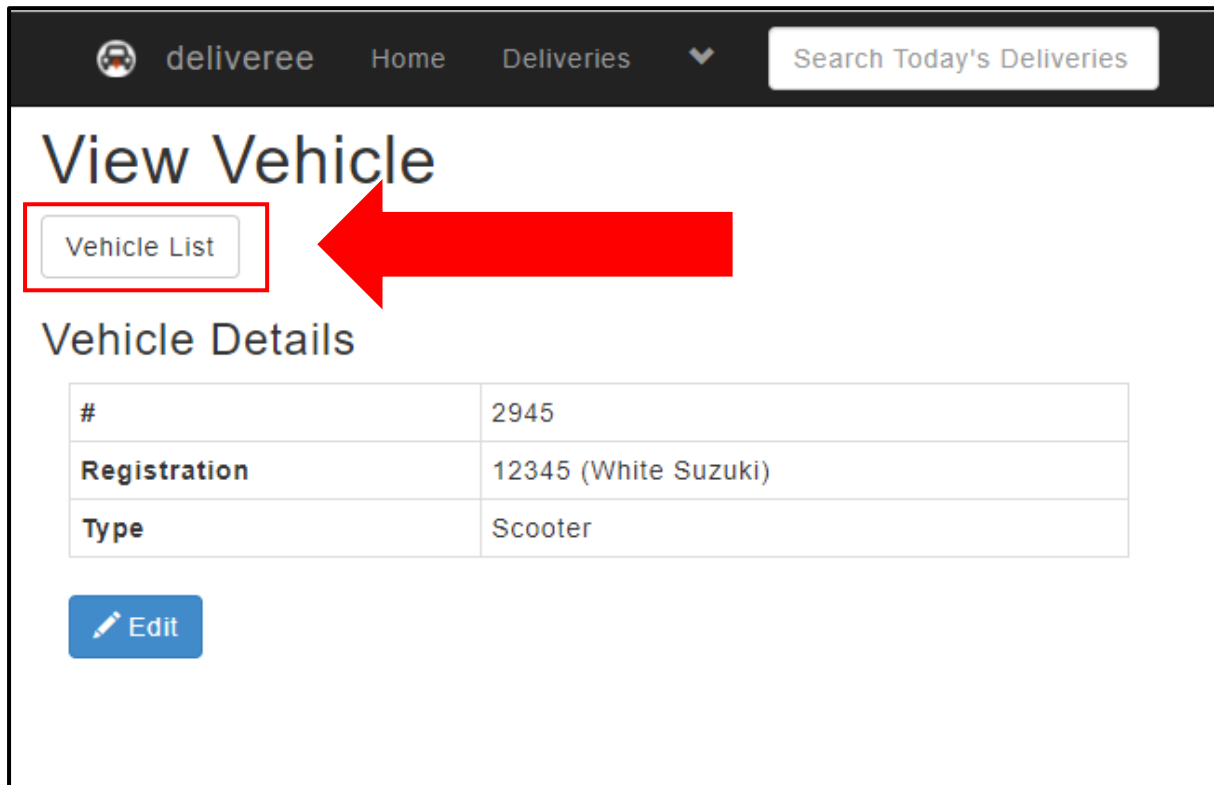
This screenshot shows the same 'Add New Vehicle' form, but the 'Vehicle Type' dropdown menu is open. The dropdown list shows 'Scooter' (which is highlighted in blue) and 'Car'. The entire dropdown menu area is enclosed in a red rectangular box. A large red arrow points from the right towards the dropdown menu. The 'Registration' field still contains '12345 (White Suzuki)'. The 'Add Vehicle' and 'Cancel' buttons are still visible at the bottom.


To save this vehicle click

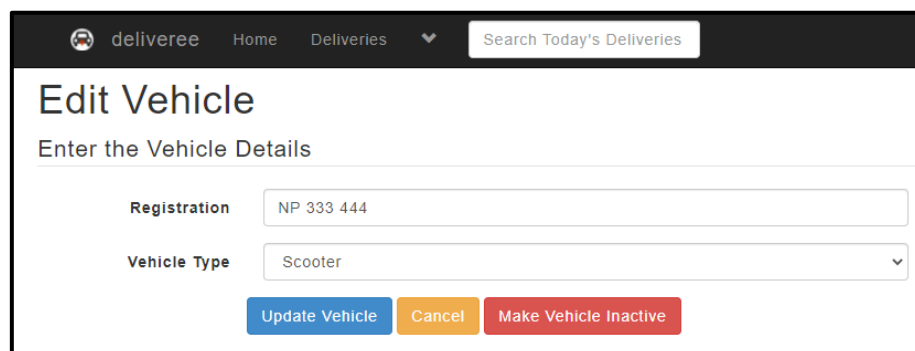
**Add Vehicle**

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

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.



The screenshot shows the 'Edit Vehicle' page in the deliveree app. The header includes the deliveree logo, 'Home', 'Deliveries', and a search bar. The main heading is 'Edit Vehicle'. Below it, the text 'Enter the Vehicle Details' is displayed. There are two input fields: 'Registration' with the value 'NP 333 444' and 'Vehicle Type' with the value 'Scooter'. At the bottom, there are three buttons: 'Update Vehicle' (blue), 'Cancel' (yellow), and 'Make Vehicle Inactive' (red).

Update Vehicle

Cancel

Click [Update Vehicle](#) to save changes. Or click [Cancel](#) to be taken back to the vehicle list.

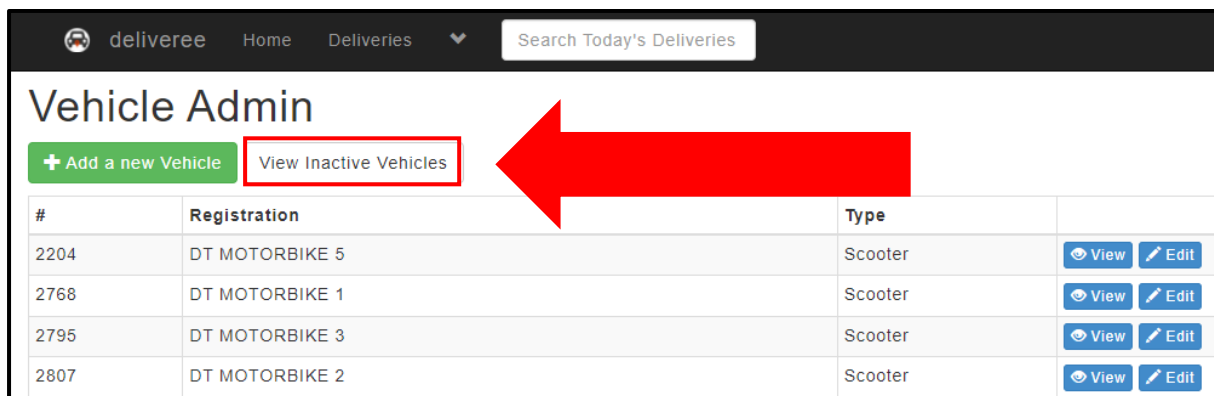
*If a vehicle is stolen, damaged or replaced, Deliverie Operators can mark a vehicle inactive.*

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.

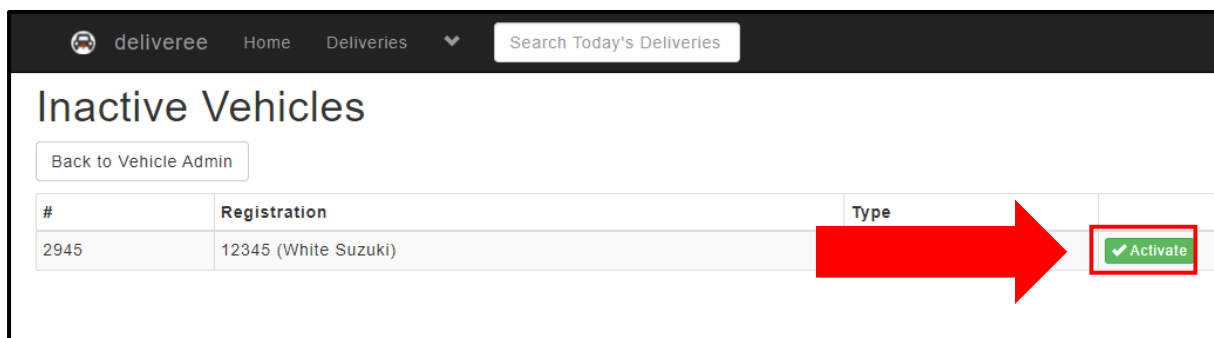


The screenshot shows the 'Vehicle Admin' page with a navigation bar at the top containing 'deliveriee', 'Home', 'Deliveries', and a search bar. Below the navigation bar, there are two buttons: '+ Add a new Vehicle' and 'View Inactive Vehicles'. The 'View Inactive Vehicles' button is highlighted with a red box. A large red arrow points from this button towards the right. Below the buttons is a table with columns: '#', 'Registration', 'Type', and actions. The table contains four rows of data, each with a 'View' and 'Edit' button.

#	Registration	Type	
2204	DT MOTORBIKE 5	Scooter	<a href="#">View</a> <a href="#">Edit</a>
2768	DT MOTORBIKE 1	Scooter	<a href="#">View</a> <a href="#">Edit</a>
2795	DT MOTORBIKE 3	Scooter	<a href="#">View</a> <a href="#">Edit</a>
2807	DT MOTORBIKE 2	Scooter	<a href="#">View</a> <a href="#">Edit</a>

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 with a navigation bar at the top containing 'deliveriee', 'Home', 'Deliveries', and a search bar. Below the navigation bar, there is a 'Back to Vehicle Admin' button. Below this is a table with columns: '#', 'Registration', 'Type', and actions. The table contains one row of data, with an 'Activate' button highlighted by a red box. A large red arrow points from this button towards the left.

#	Registration	Type	
2945	12345 (White Suzuki)		<a href="#">Activate</a>