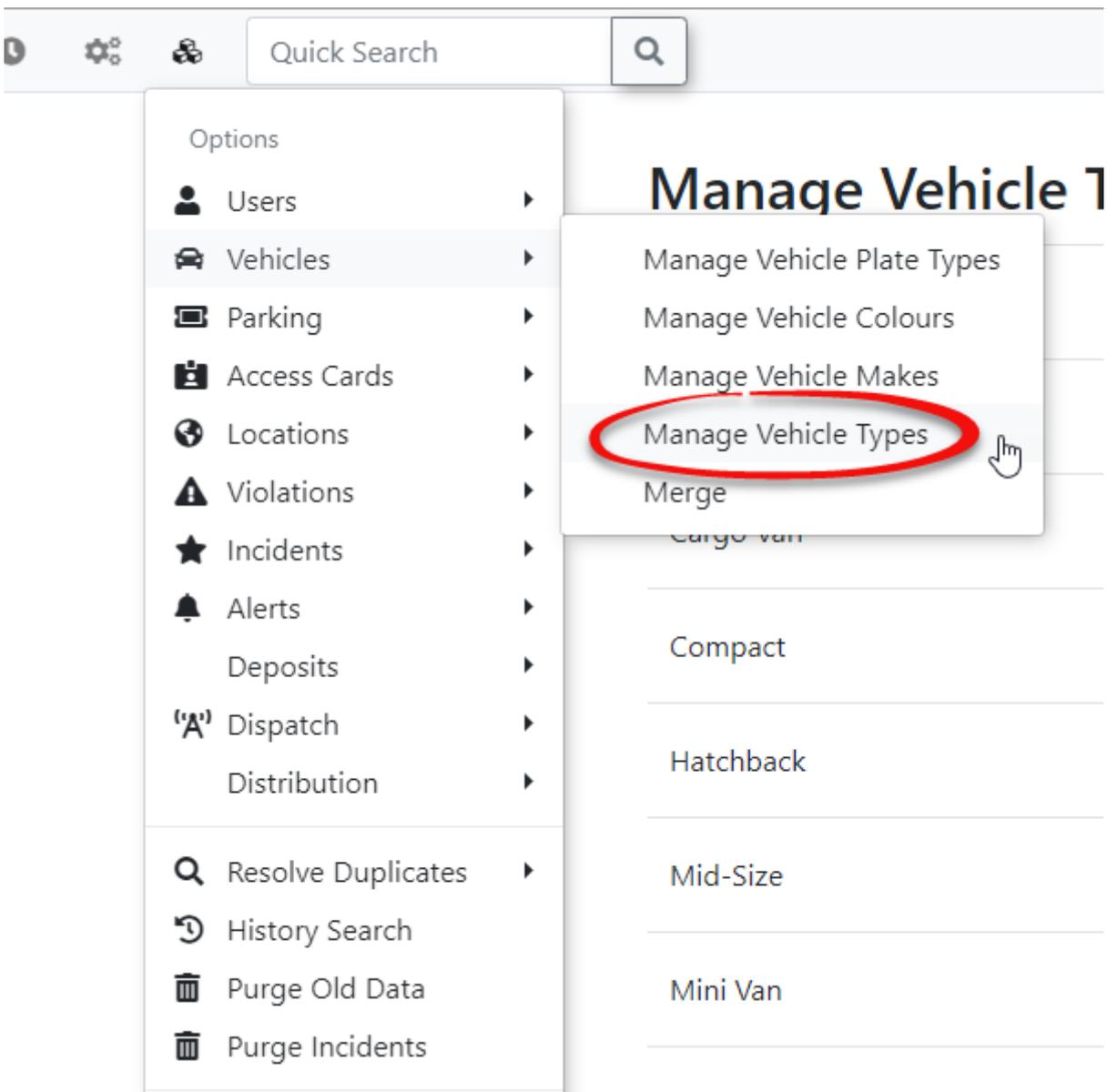


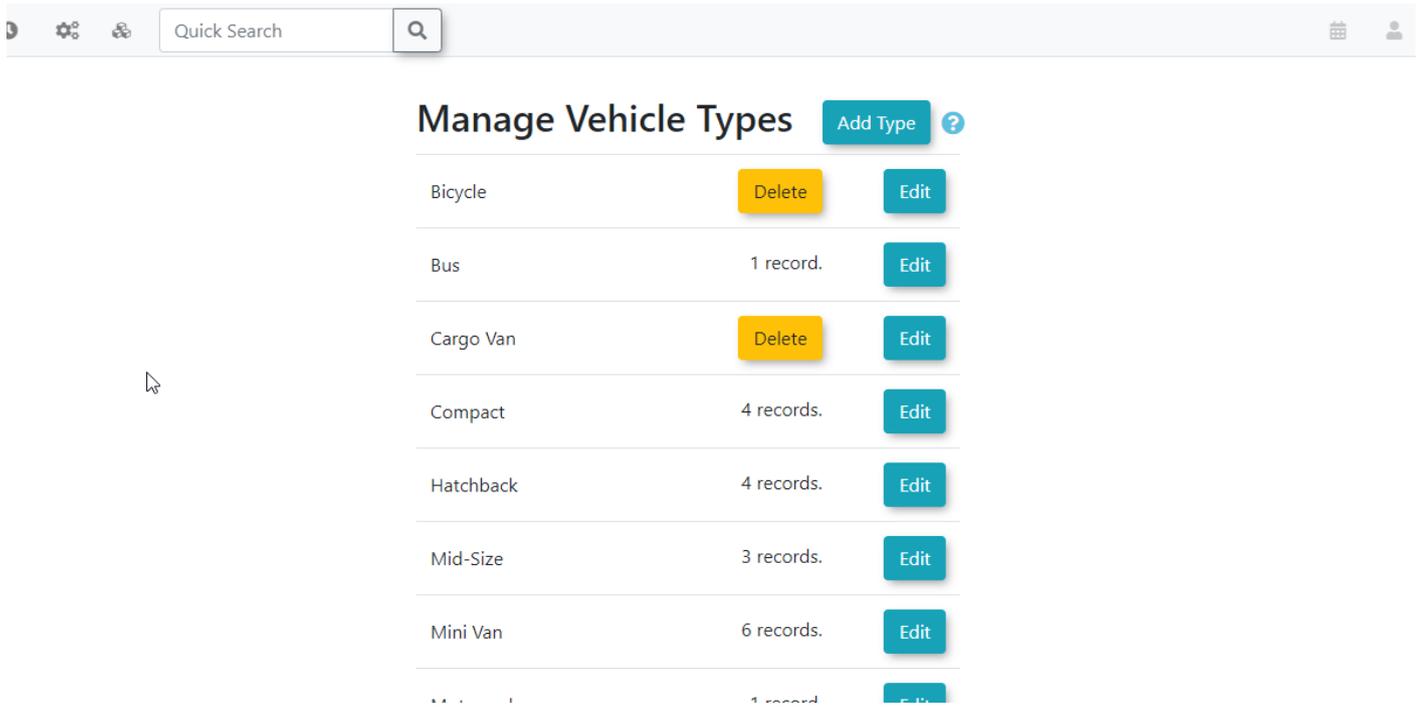
Vehicle Types

Managing Vehicle Types

Click **Admin Options**, **Vehicles** followed by **Manage Vehicle Types**.



The **Manage Vehicle Types** page displays with all of the available choices.

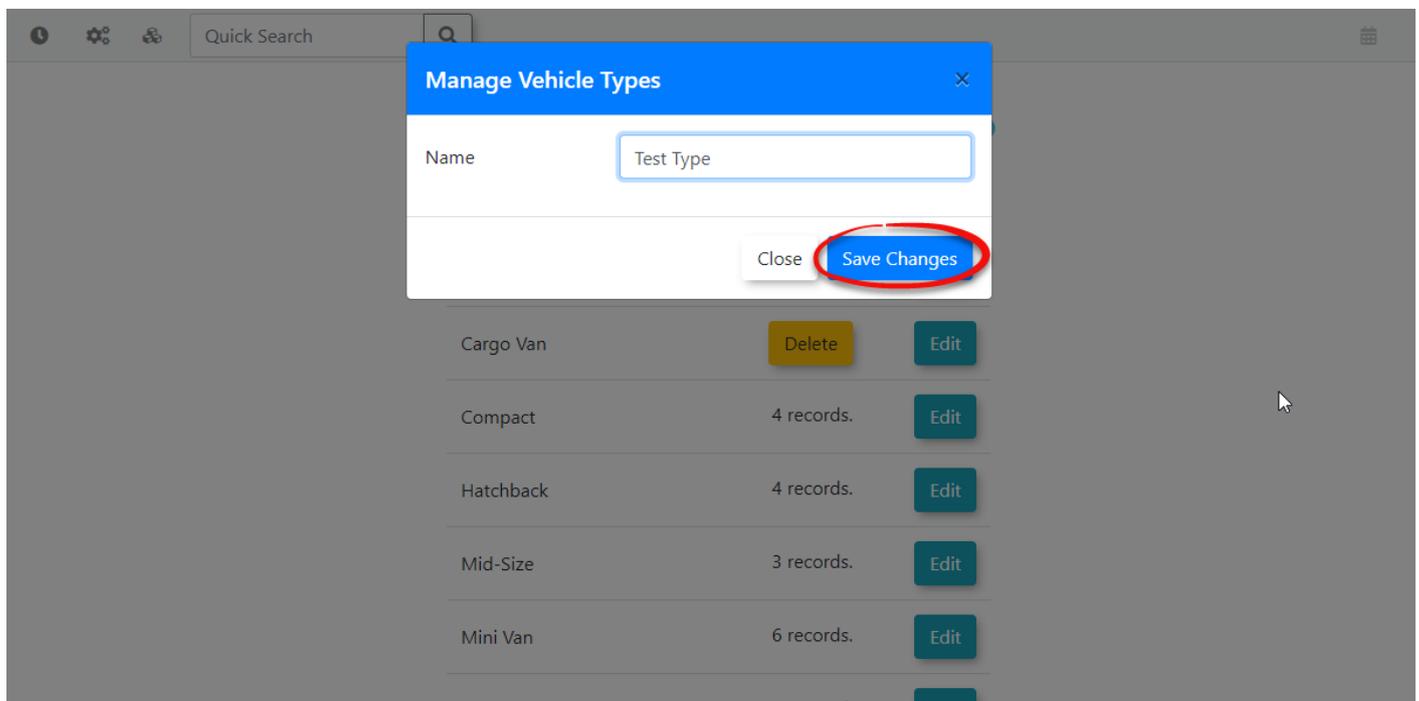


The screenshot shows the 'Manage Vehicle Types' page. At the top, there is a 'Quick Search' bar and an 'Add Type' button. Below this is a table listing various vehicle types. Each row includes the vehicle type name, the number of records (or a 'Delete' button), and an 'Edit' button.

Vehicle Type	Records / Action	Action
Bicycle	Delete	Edit
Bus	1 record.	Edit
Cargo Van	Delete	Edit
Compact	4 records.	Edit
Hatchback	4 records.	Edit
Mid-Size	3 records.	Edit
Mini Van	6 records.	Edit
...	1 record.	Edit

Adding Vehicle Types

To add a new vehicle type click **Add Type** and complete the required field followed by **Save Changes**.

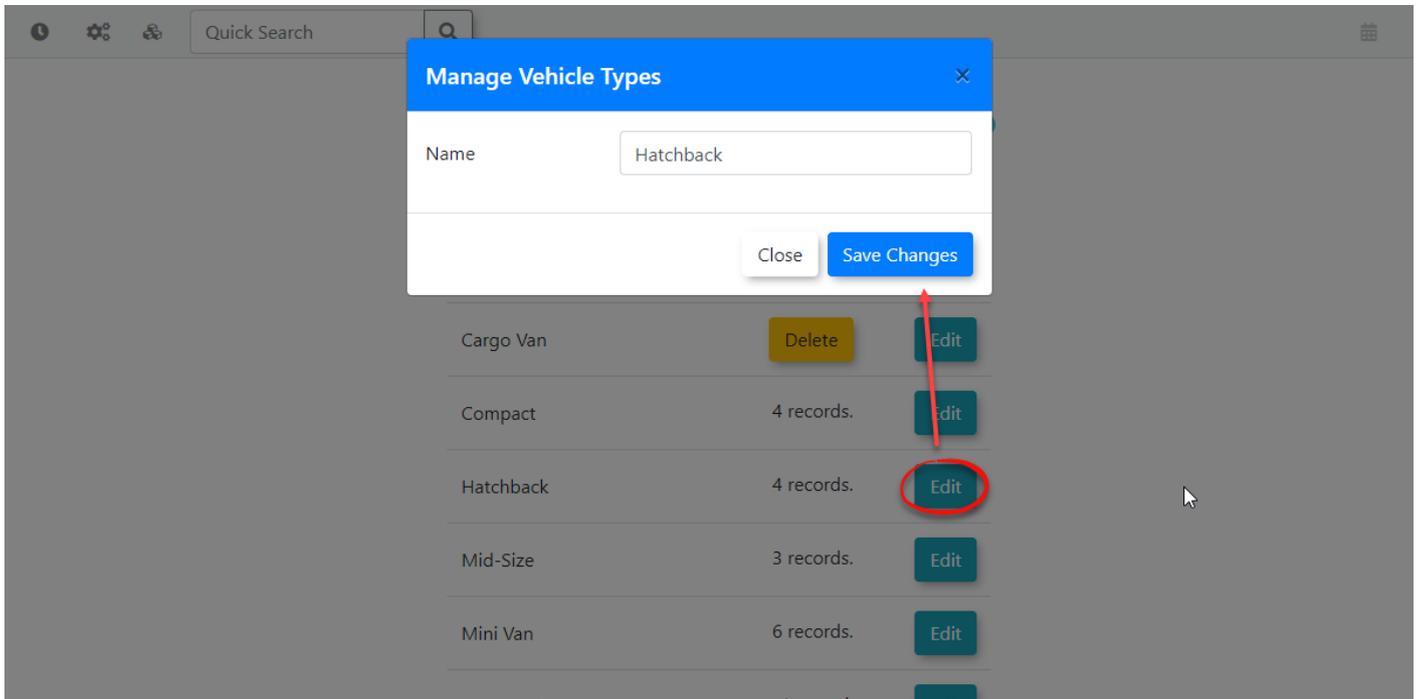


The screenshot shows the 'Add Type' modal form. The 'Name' field contains 'Test Type'. The 'Save Changes' button is highlighted with a red circle.

Vehicle Type	Records / Action	Action
Cargo Van	Delete	Edit
Compact	4 records.	Edit
Hatchback	4 records.	Edit
Mid-Size	3 records.	Edit
Mini Van	6 records.	Edit
...	1 record.	Edit

Editing Types

To edit vehicle types click the **Edit** button next to the type you wish to make updates to. This will open a new modal window allowing you to change the existing name for that vehicle type.

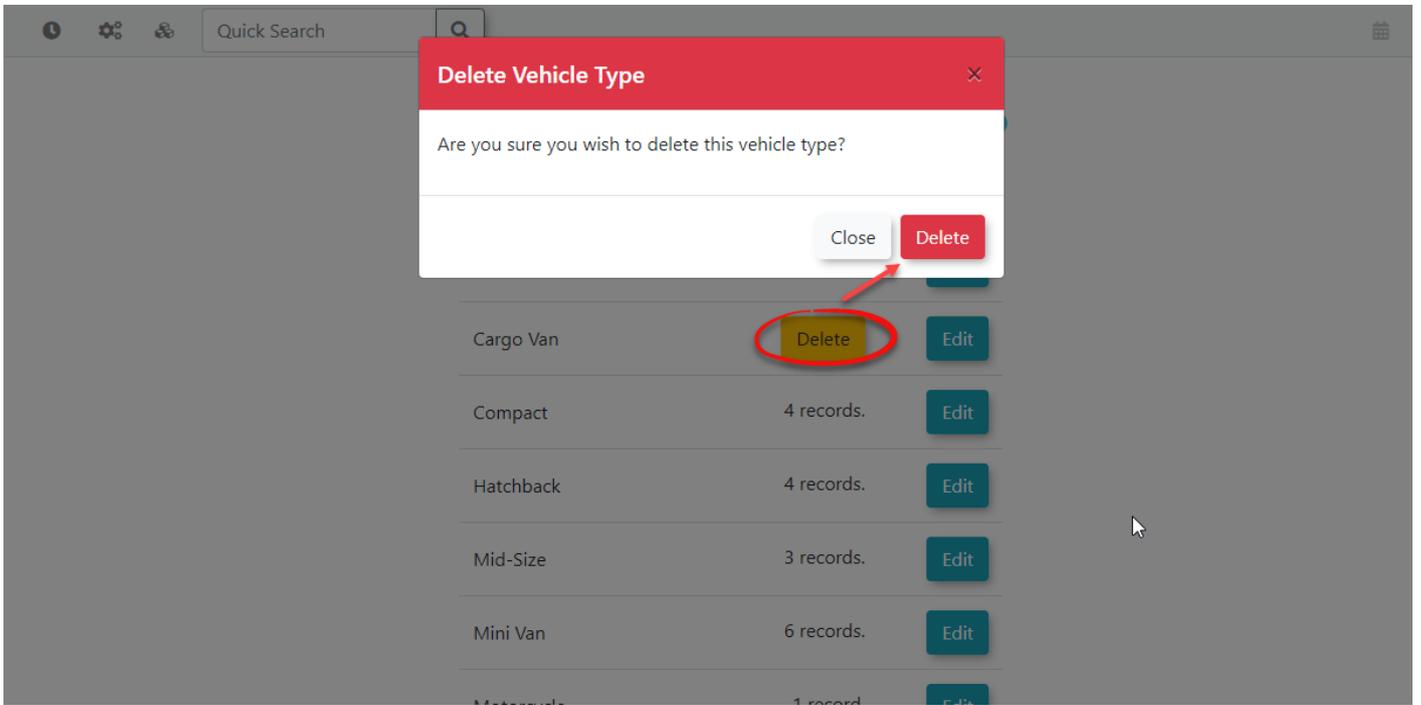


Deleting Vehicle Types

To delete vehicle types simply click the **Delete** button next to the type you wish to remove from the list. A modal window will appear asking you if you are sure you wish to delete this item.

Important

In order to delete vehicle types it must not be used in the system. Admins will first need to make sure that no users are using this type before it can be removed. This is to prevent vehicles from having blank information by deleting these types while they're in use.



Revision #2

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