

Activate a Vehicle

Last Modified on 19/02/2021 1:39 pm GMT

Permissions

You will require an Access Role with the following permissions:

- Employees

1. Navigate from the Home page to **Administrative Settings | User Management | Employees**.

Employees

Search Options

Enter surname of employee (or lead characters) Username

Role

Signoff Group








Default Department


Default Costcode

2. Search for the employee.

Employees

Display Filter

    	Username ▲	Title (Mr/Mrs/Dr)	First Name	Surname	Group Name
   	Alex	Mr	Alex	Earle	Text Test

3. Click  next to the employee. This will open the Employee Details menu.

4. Click **Vehicles** from the Page Options menu.

Page Options





- [Employee Details](#)
- Vehicles**
- [Pool Vehicles](#)
- [Corporate Cards](#)
- [Work Addresses](#)
- [Home Addresses](#)


Page Options

- [New Vehicle](#)

Employee: Alex
Employee Details

Vehicles

 	Vehicle Type ▲	Make	Model	Registration Number	Vehicle Start Date	Vehicle End Date	Vehicle Status
 	Car	VAUXHALL	ASTRA	YX06XCS	09/03/2020		<input checked="" type="checkbox"/>

- Click  next to the vehicle which needs activation.
- Scroll down to the General Details section and select the check box for 'Vehicle is Active'.


Note: This vehicle may already be active depending on your configuration. This can be caused by the following:


- 'Activate vehicle when employee adds own' option is enabled
- 'Vehicles are not active if the date is outside of the start and end date' is enabled


General Details

Unit of Measure ▼

Vehicle is active

 Exempt from 'Home to Location' Mileage

Start Date  12

End Date  12

- Enter any other details such as the **Start Date** and **Vehicle Journey Rates** which will determine when the car can be used from and the rate of reimbursement.
 - Click **Activate**.
 - Click **Save**.
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