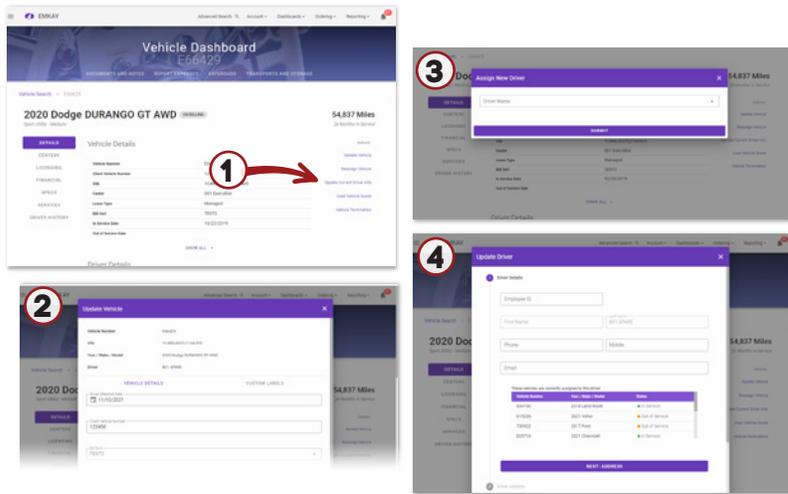




Change Driver and/or Vehicle Info

Our Vehicle Dashboard is the hub for managing each vehicle's information, including driver assignments.

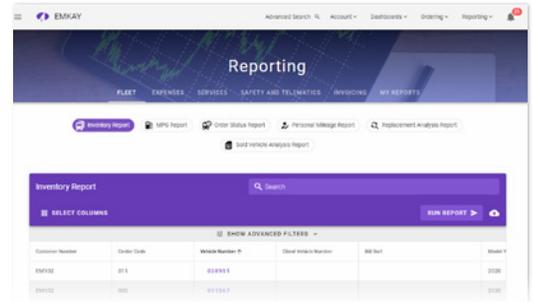
- Select the Vehicle Dashboard from the Dashboards tab of the main menu
- Search for the vehicle by vehicle number, driver last name, plate or last 8 of the VIN
- From the Actions section on the right side of the page select Update Vehicle to change the client vehicle number, bill sort, cost center, plate info or custom client use fields
- From the Actions section on the right side of the page select Reassign Vehicle to change the driver assignment from one driver to another
- From the Actions section on the right side of the page select Update Current Driver Info to change a driver's address, email, phone number or employee ID



Order Status Report

With manufacturers updating our system daily, check the Order Status Report for the most up-to-date information on the build of your vehicles.

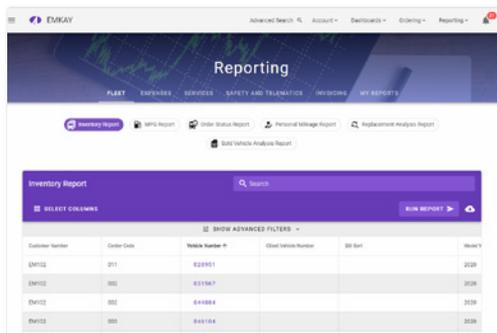
- Select Fleet Reports from the reporting tab of the main menu
- Select the Fleet tab and choose Order Status Report
- Select Run Report
- Once generated, the fields in the report can be reordered or removed from the report by selecting Select Columns from the purple header
- If needed, narrow your search by year, make, model and cost center by selecting Show Advanced Filters from the header
- To download the report into Excel, select the cloud with the downward facing arrow from the right side of the purple header



Inventory Report

A quick generating report to show all of the current vehicles in the fleet and their associated information.

- Select Fleet Reports from the Reporting tab of the main menu
- Select the Fleet tab and choose Inventory Report
- Once generated, the fields in the report can be reordered or removed from the report by selecting Select Columns from the purple header
- If needed, narrow your search by year, make, model and cost center by selecting Show Advanced Filters from the header
- To download the report into Excel, select the cloud with the downward facing arrow from the right side of the purple header



Add New Driver

Need to add a driver to the system? The EMKAY site allows you to do this in a flash!

- Select Account from the main menu
- Select the Fleet tab and choose Manage Drivers
- Select Add New Driver from the purple header
- Input the driver's current information and submit

