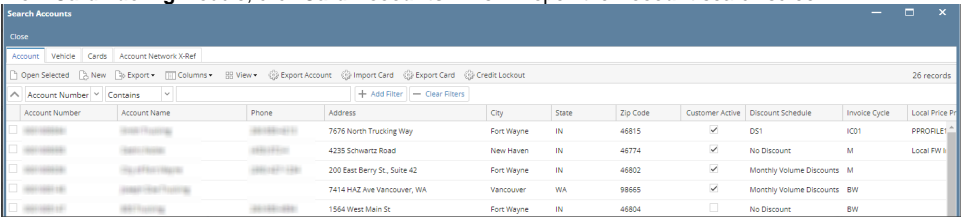


How to Add a Vehicle on Card Account

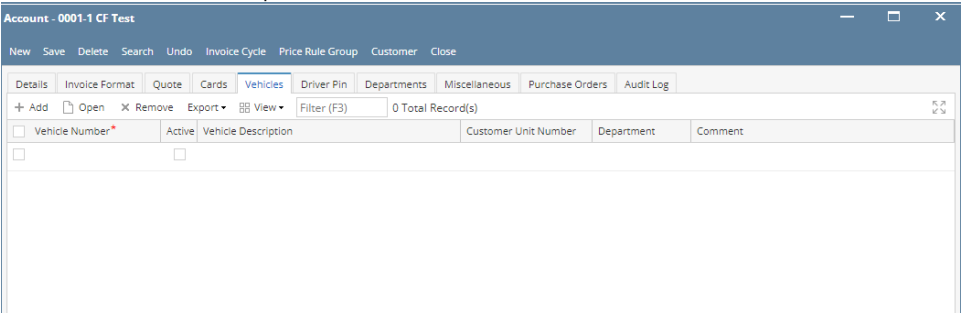
1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.



Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
00000001	Card Fueling	00000001	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE...
00000002	Card Fueling	00000002	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local FW...
00000003	Card Fueling	00000003	200 East Berry St., Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
00000004	Card Fueling	00000004	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
00000005	Card Fueling	00000005	1564 West Main St	Fort Wayne	IN	46804	✗	No Discount	BW	

2. Select a card account. Click **Open Selected** toolbar button. This will open the selected card account.
[blocked URL](#)

3. Click **Vehicles** tab. This will open the **Vehicles** tab screen.



Vehicle Number	Active	Vehicle Description	Customer Unit Number	Department	Comment

4. Click **Add** grid button. This will open the **Vehicle** detail screen.

Vehicle -

New Save Delete Undo Close

Details Audit Log

Vehicle Details

Vehicle Number *

Customer Unit Number

Vehicle Description

License Plate Number

Department

Card for Own Use ☐

Expense Item

Active ☒

Comment

Service Reminders

Days Between Service

Miles Between Service

Last Reminder Mileage (Odometer)

Last Reminder Date

Last Reminder Service Date

Last Service Mileage (Odometer)

Last Reminder Message

? 2.79s Ready Page 1 of 1 Refresh

5. Fill in the **Vehicle Number**, **Vehicle Description**, and **Customer Unit Number** fields. Fill out other fields as needed. Click **Save** toolbar button.

Vehicle - VEHCL001

New Save Delete Undo Close

Details Audit Log

Vehicle Details

Vehicle Number

* VEHCL001

Customer Unit Number

001

Vehicle Description

Vehicle Test

License Plate Number

Department

Card for Own Use

☐

Expense Item

Active

☒

Comment

Service Reminders

Days Between Service

0

Miles Between Service

0

Last Reminder Mileage (Odometer)

0

Last Reminder Date

Last Reminder Service Date

Last Service Mileage (Odometer)

0

Last Reminder Message

?

2.79s
Saved
Page 1 of 1
Refresh

6. Click **Close** toolbar button. This will close the **Vehicle** detail screen and will return to **Vehicles** tab screen. New **Vehicle** entry will be added on the grid.

Vehicle - VEHCL001

New

Save

Delete

Undo

Close

Details

Audit Log

Vehicle Details

Vehicle Number

* VEHCL001

Customer Unit Number

001

Vehicle Description

Vehicle Test

License Plate Number

Department

Card for Own Use

☐

Expense Item

Active

☒

Comment

Service Reminders

Days Between Service

0

Miles Between Service

0

Last Reminder Mileage (Odometer)

0

Last Reminder Date

Last Reminder Service Date

Last Service Mileage (Odometer)

0

Last Reminder Message

? ? ? 2.79s

Saved

Page 1 of 1

Refresh

Account - 0001-1 CF Test

New

Save

Delete

Search

Undo

Invoice Cycle

Price Rule Group

Customer

Close

Details

Invoice Format

Quote

Cards

Vehicles

Driver Pin

Departments

Miscellaneous

Purchase Orders

Audit Log

+ Add

Open

X Remove

Export

BB View

Filter (F3)

1 Total Record(s)

Vehicle Number*	Active	Vehicle Description	Customer Unit Number	Department	Comment
<input type="checkbox"/> VEHCL001	<input checked="" type="checkbox"/>	Vehicle Test	001		
<input type="checkbox"/>	<input type="checkbox"/>				