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# Vehicles/Call Signs Maintenance

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## Purpose

The purpose of the document is to cover how to add vehicles, edit vehicles and inactivate vehicles that are no longer in service. This document will also cover how to add call signs, edit, activate, inactivate and delete call signs.

## Who can add vehicles and call signs?

People with EMS Agency Administrator level access can add this information.

## Special Note

**\*\* VEHICLES THAT ARE NO LONGER IN SERVICE SHOULD BE MARKED AS INACTIVE. NEVER DELETE A VEHICLE. VEHICLES SHOULD BE REVIEWED ON AN ANNUAL BASIS\*\*.**

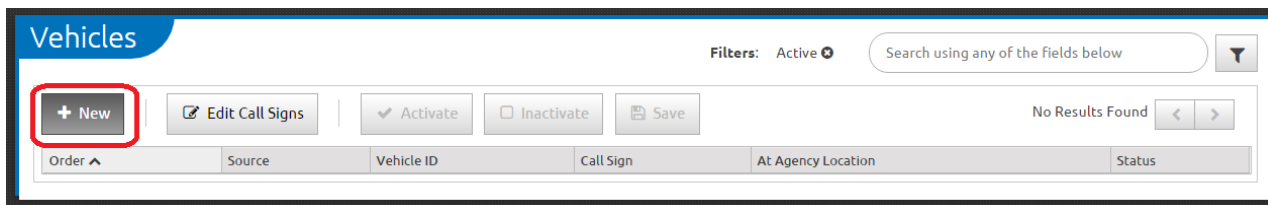
## Vehicles

### Setting up a new vehicle

To set up a vehicle, after logging in to the Virginia Elite system, select Resources and choose Vehicles & Call Signs from the menu choices:



To create a vehicle entry, select the “+ New” button.



The screenshot shows the 'Vehicle Information' form with the following fields:

- Active: Yes/No toggle
- Unit/Vehicle #: Text input field (highlighted with a red box)
- Default Call Sign: Select Call Sign... dropdown with a 'Create' link
- Vehicle Type: Select Vehicle Type.. dropdown
- Vehicle Resource And Category Type: None dropdown
- Vehicle Mutual Aid Response Type: None dropdown
- At Agency Location: Select Location... dropdown
- Purchase Date: mm/dd/yyyy text input
- Initial Cost: \$ text input
- Make: Text input
- Model: Text input
- Year: Text input with a calendar icon
- VIN: Text input
- State of Registration: Select State... dropdown
- Primary Role of This Unit: Text input
- Level of Care of This Unit: Text input

On the Vehicle Information screen, fill in the following fields:

- Unit/Vehicle #
- Vehicle Type
- Year (year of the vehicle)
- Purchase Date
- Initial Cost
- Make
- Model
- Year
- VIN
- State of Registration

If you need or want to add a call sign from within the Vehicle Information screen, here are the steps on how to do this:

In the Default Call Sign field, if there are none available in the drop down list, select Create:

This close-up shows the 'Default Call Sign' field with a dropdown menu. The 'Create' link is highlighted with a red box.

On the next screen, enter in the call sign for the vehicle and select the check mark button:

Vehicle Information

Active  Yes  No

Unit/Vehicle #

Default Call Sign

This will assign a default call sign to the vehicle.

After filling in the information, click on the green Save button at the top right.



If the vehicle information needs to be reviewed or changed, click on the appropriate Vehicle ID to open the Vehicle Information screen:

Vehicles Filters: Active Search using any of the fields below Go

+ New Edit Call Signs Activate Inactivate Save 1 - 1 of 1

Order	Source	Vehicle ID	Call Sign	At Agency Location	Status
0	OEMS Rescue Squad #2	1256			Active

1 - 1 of 1

When the Vehicle Information screen comes up, make the needed changes and select the green Save button as described earlier in this section.

### Activating and inactivating vehicles

To activate or inactivate a vehicle entry, click on the line in question to highlight the entry which will make the Activate and Inactivate buttons available (unless a line is highlighted, these options are grayed out):

Vehicles Filters: Active Search using any of the fields below Go

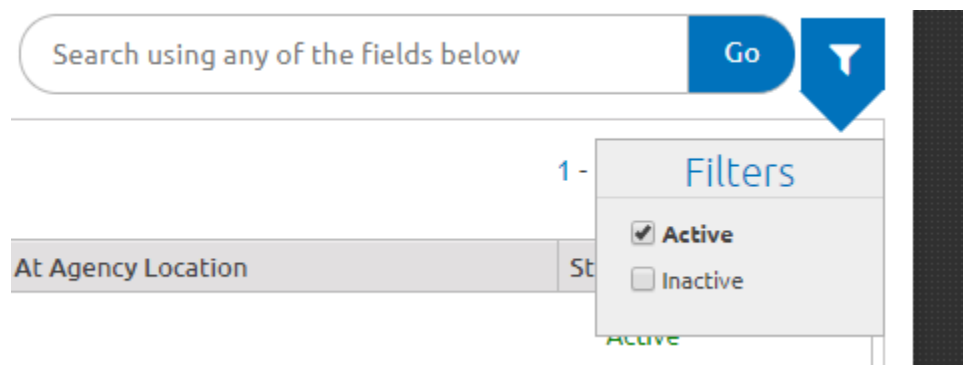
+ New Edit Call Signs **Activate** Inactivate Save 1 - 1 of 1

Order	Source	Vehicle ID	Call Sign	At Agency Location	Status
0	OEMS Rescue Squad #2	1256			Active

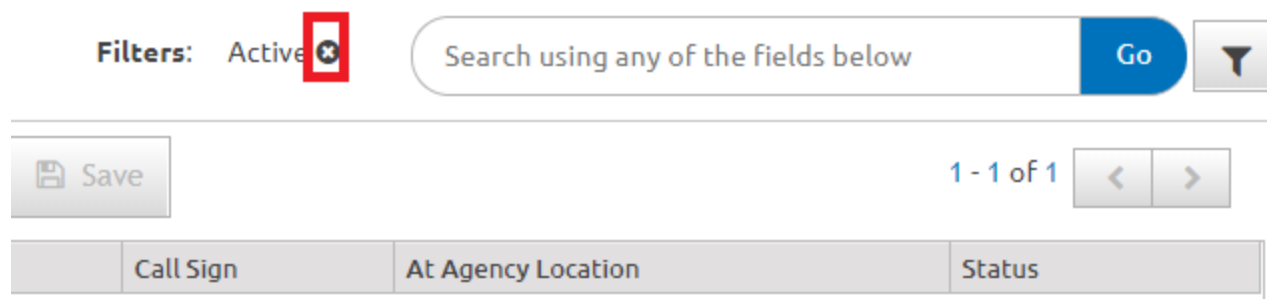
1 - 1 of 1

Once the select is highlighted, click on the required button to change the vehicles status. If the entry was highlighted in error, just click the line again to remove the highlight.

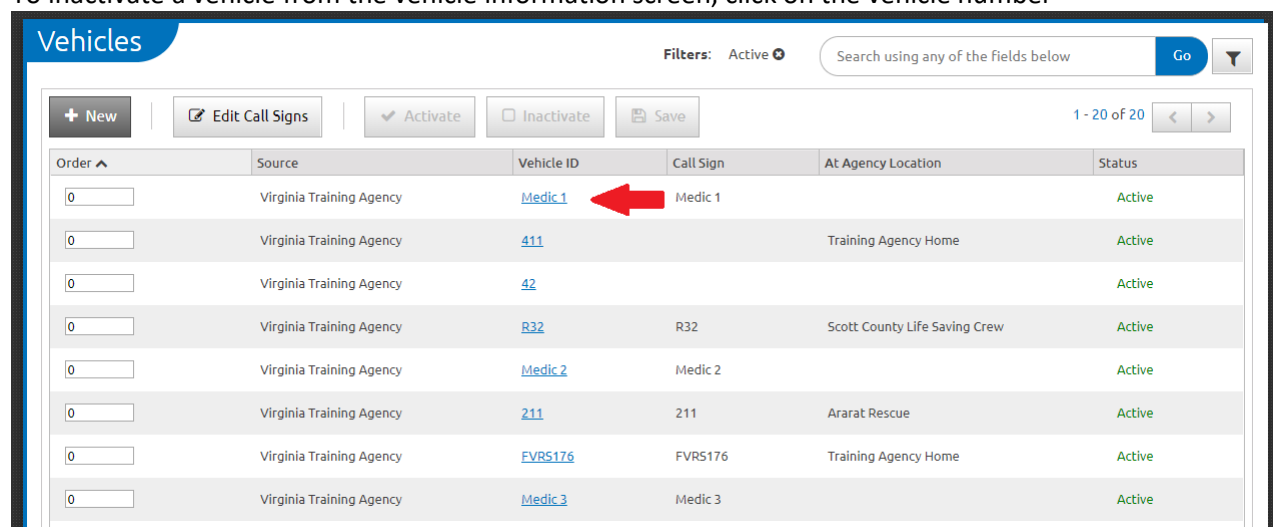
Since the Vehicles screen always defaults to active vehicles, to see any inactive vehicles, just click on the filter option and set the needed filters there:



To see a list of both active and inactive vehicles at the same time, click on the X to clear all filters:



To inactivate a vehicle from the vehicle information screen, click on the vehicle number



Then Select “No” by the active tab and save

The screenshot shows a web form titled "Vehicle Information". At the top right, there are buttons for "Back", "More", and "Save". The "Active" field has two tabs: "Yes" and "No", with a red arrow pointing to the "No" tab. The "Vehicle Type" dropdown is set to "Ambulance". Other fields include "Unit/Vehicle #", "Default Call Sign", "Vehicle Resource And Category Type", "Vehicle Mutual Aid Response Type", "At Agency Location", "Purchase Date", "Initial Cost", "Make", "Model", "Year", "VIN", and "State of Registration". A red arrow points to the "Save" button.

This will complete the inactivation of the vehicle

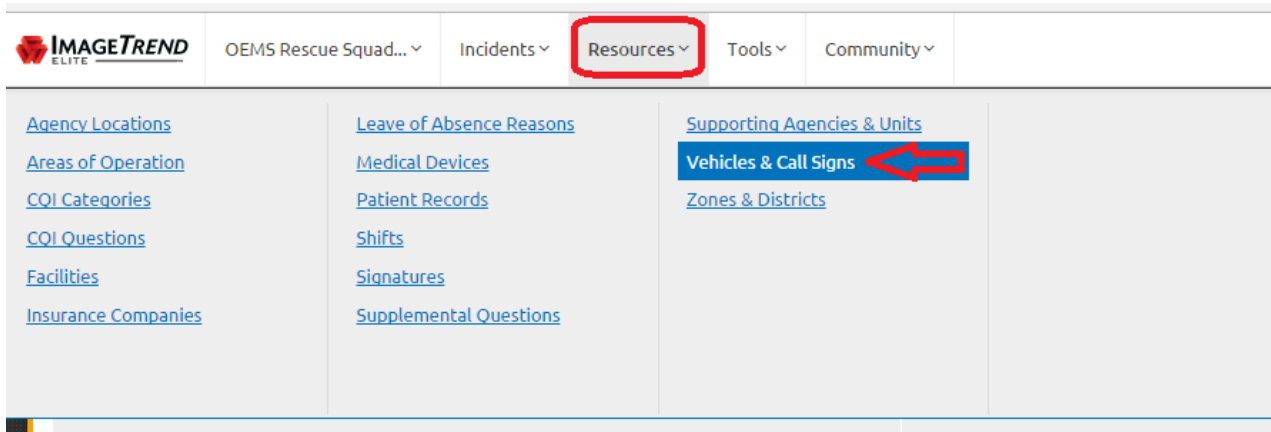


## Call Signs

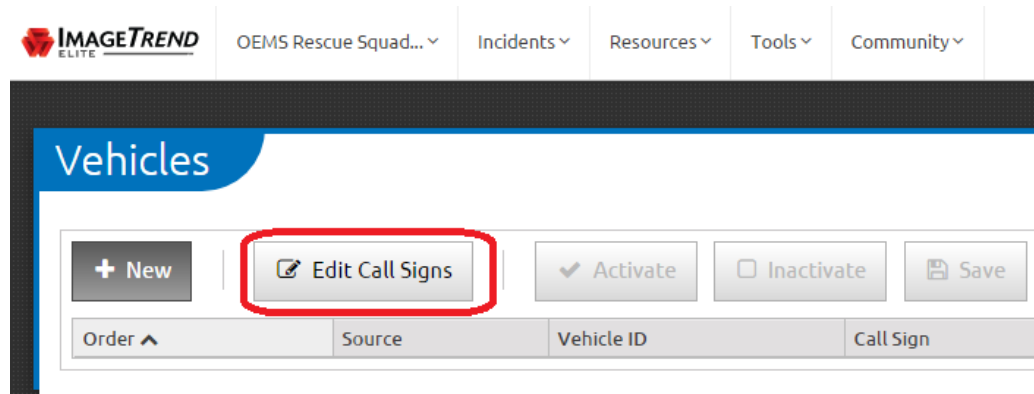
### Adding call signs

To create or edit a call sign outside of the Vehicle Information screen, follow these steps:

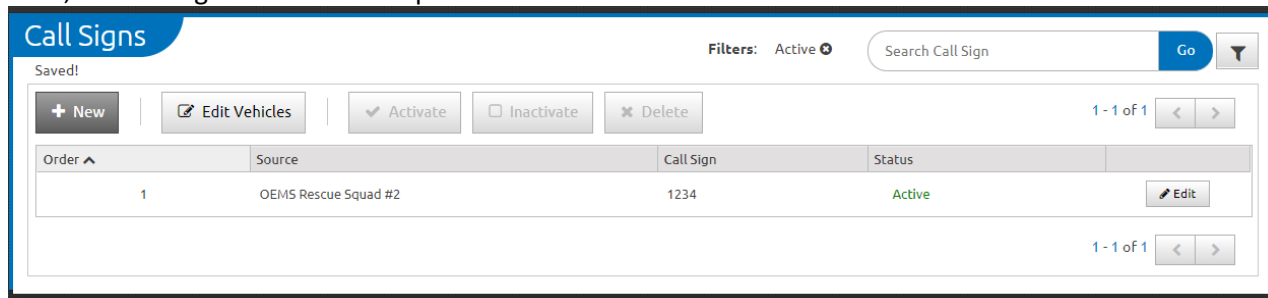
First, select Resources and then choose Vehicles & Call Signs:



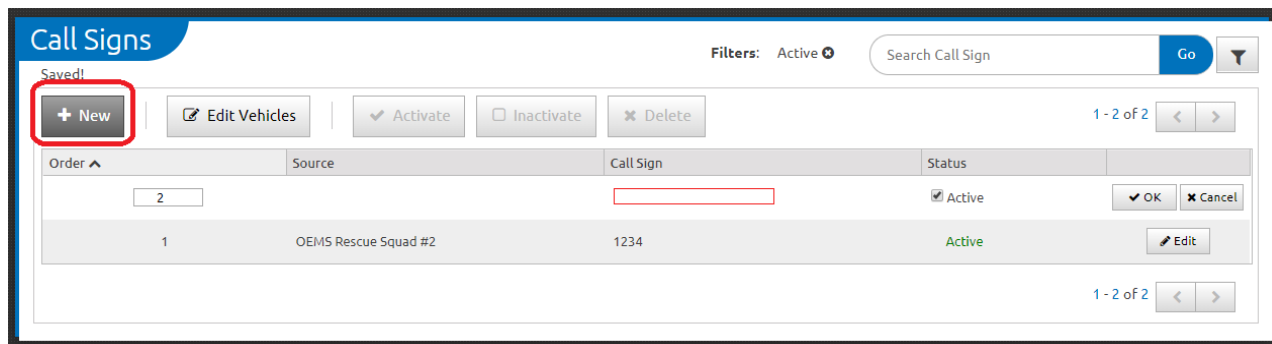
When the Vehicles list comes up, select the “Edit Call Signs” button:



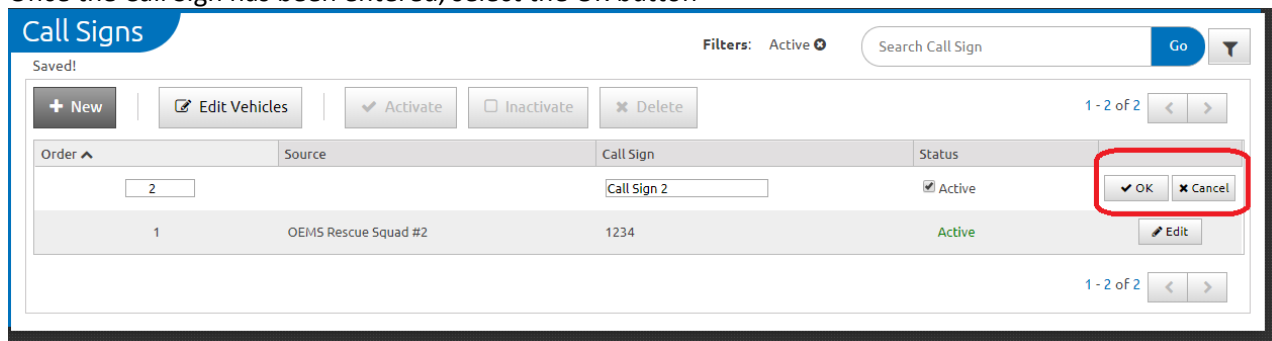
Now, the Call Sign screen comes up:



To create a new Call Sign, click on the New button to create a new entry and fill in the Call Sign information in the field marked in red.



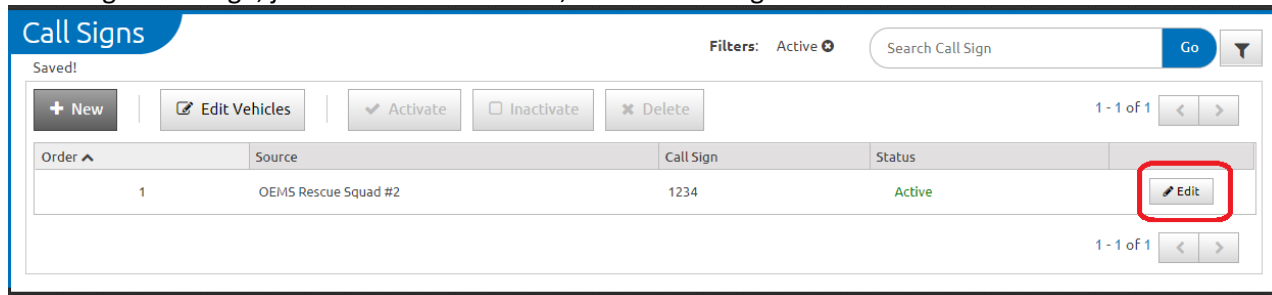
Once the Call Sign has been entered, select the OK button



Use the Cancel button if you clicked the New button in error to remove the blank entry.

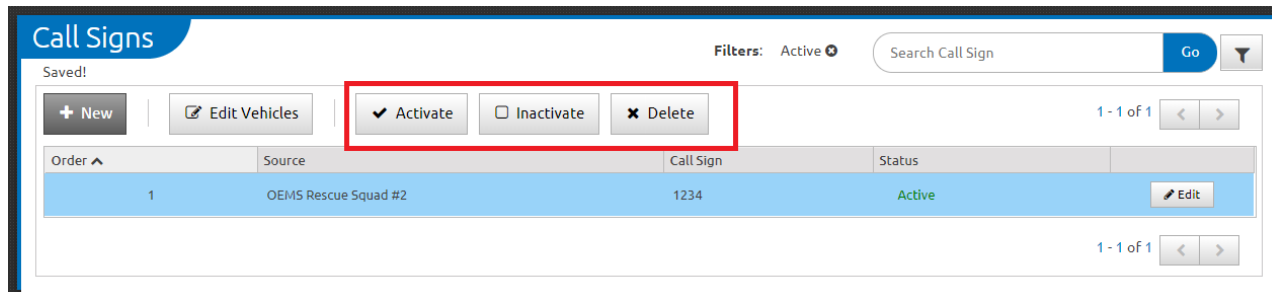
### Editing Call Signs

To change a Call Sign, just click the Edit button, make the changes and click the OK button as shown above.



## Activating, inactivating and deleting call signs

To activate, inactivate, or delete a Call Sign, click anywhere on the row to highlight the entry to be addressed as this will make the “grayed out” buttons available to use:



Once available, click on the appropriate button. If the line is highlighted in error, click it again to remove the highlight.

## Questions

If you have any questions on this document, please contact support via email: [support@oemssupport.kayako.com](mailto:support@oemssupport.kayako.com)