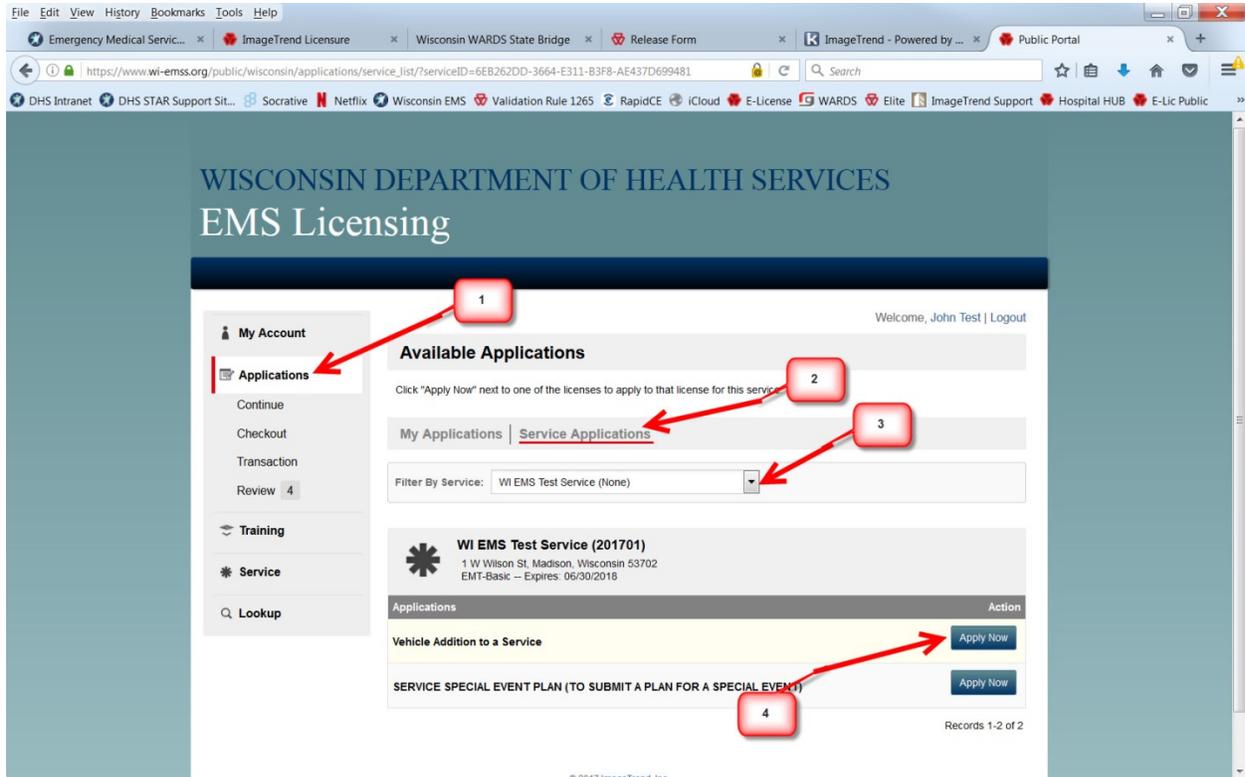


Adding a Vehicle to a Service in WARDS Elite

Only personnel with Service Director, Ass't. Service Director or WARDS Contact Permission Level are able to add or update service vehicle information. This is only completed in that individual's E-Licensing account.



After logging into your E-Licensing account please follow these steps:

1. Click the *Applications* tab in the left-hand column.
2. Choose *Service Applications*.
3. Confirm the correct service is chosen. If you are an administrator for multiple services you are able to use the drop-down field to change the service as needed.
4. Click the *Apply Now* button for the application.

This will open the following webpage. To add a new vehicle, click the **Add (5)** button. Or if you need to update an existing vehicle, click on the line showing the vehicle you plan to change **(6)**.

Be sure to click Save before continuing to another tab to save your changes.

Vehicle Addition to a Service

This form is to add both ambulances and support vehicles to your service. Complete this information as thoroughly as possible. Once completed this vehicle will be added to your WARDS Elite Account for use on Run Reports.

To add a vehicle: click the **'Add'** button, fill out your vehicle information, and click **'Update'** to save that vehicle information. If you are only entering one vehicle, you can then click the **'Submit'** button at the bottom of the page to complete your application. If you need to enter more than one vehicle, BEFORE clicking the **'Submit'** button, repeat the the above procedure by clicking the **'Add'** button again, fill out your vehicle information, and click **'Update'** to save that vehicle information. When all changes ae complete, you can then click the **'Submit'** button.

To modify an existing vehicle: first click on the vehicle you need to change. The fields you can change will be displayed below. Make the necessary changes then click **'Update'** to save the changes. Lastly, click the **'Submit'** button at the bottom of the page to complete your application.

Call Sign	Year	Make	Model	Unit Number	VIN #	Active Status
Squad 51	2008	Ford	F-150	468	FDE8765EX5789	Yes

* Username :

* Password :

Submit

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If updating an existing vehicle as soon the vehicle is clicked (6) it will populate the fields as shown below. To add a new vehicle you will need to enter the information identified below.

The screenshot shows a 'Service Vehicles' form with the following fields and callouts:

- 7**: Points to the red asterisk (*) next to the 'Call Sign' field.
- 8**: Points to the highlighted 'Year' field (2016).
- 9**: Points to the highlighted 'VIN #' field (FDE9362SX2387).
- 9**: Points to the 'Active' drop-down menu.
- 10**: Points to the 'Update' button.

Call Sign	Year	Make	Model	Unit Number	VIN #	Active Status
Squad 51	2008	Ford	F-150	468	FDE8765EX5789	Yes

Service Vehicles

* Call Sign: Rescue15

Year: 2016

* Make: Ford

Model: F-350

* Unit Number: 469

VIN #: FDE9362SX2387

Search by VIN

Active: - Active -

* Type: Ambulance

Purchase Date: / / Today

Location: - Location -

License/Tag #: 66254

Update Cancel

Any fields that have a red asterisk (*) are required fields (7). Highlighted fields (8) are strongly recommended. The *Active* drop-down field (9) will default to Active status. After the needed information has been entered in the fields click the *Update* (10) button.

This will provide a list of the current vehicles that will be added or updated to your service E-Licensing vehicle list.

Be sure to click Save before continuing to another tab to save your changes.

Vehicle Addition to a Service

This form is to add both ambulances and support vehicles to your service. Complete this information as thoroughly as possible. Once completed this vehicle will be added to your WARDS Elite Account for use on Run Reports.

To add a vehicle click the 'Add' button, fill out your vehicle information, and click 'Update' to save that vehicle information. If you are only entering one vehicle, you can then click the 'Submit' button at the bottom of the page to complete your application. If you need to enter more than one vehicle, BEFORE clicking the 'Submit' button, repeat the the above procedure by clicking the 'Add' button again, fill out your vehicle information, and click 'Update' to save that vehicle information. When all changes ae complete, you can then click the 'Submit' button.

To modify an existing vehicle first click on the vehicle you need to change. The fields you can change will be displayed below. Make the necessary changes then click 'Update' to save the changes. Lastly, click the 'Submit' button at the bottom of the page to complete your application.

Call Sign	Year	Make	Model	Unit Number	VIN #	Active Status
Squad 51	2008	Ford	F-150	468	FDE8765EX5789	Yes
Rescue15	2016	Ford	F-350	469	FDE9362SX2387	Yes

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If you need to add any further vehicles or change another existing vehicle you can repeat either of the processes noted above. Once the list of vehicles is acceptable you will need to electronically sign your application with your E-Licensing Username and Password (11) then click the *Submit* (12) button.

This will complete the process by updating your service E-Licensing account then syncing those vehicles to your WARDS Elite account. Note, if E-Licensing is experiencing heavy traffic the syncing process could take an hour or more to complete. Once it has completed, those vehicles will then be available to add to a run report in WARDS Elite.

