
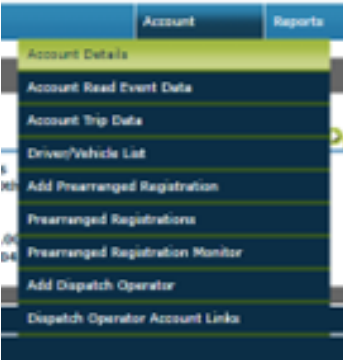
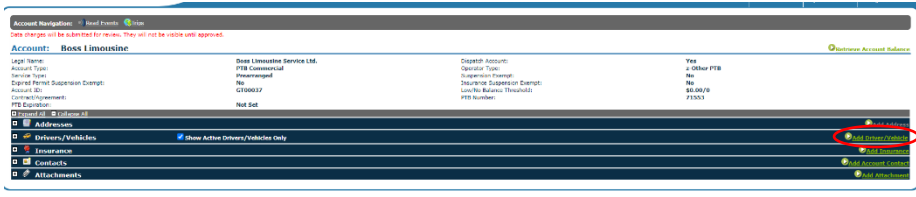




Vehicle Fleet Management

Adding a New Vehicle

Steps	Examples																																
<p>Log into GateKeeper Vendor https://yvr.qtcvms.com/GSIVendor</p>	 <p>The screenshot shows the GateKeeper Vendor login interface. It features the logo at the top, followed by input fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Password?' link. The background shows a yellow taxi.</p>																																
<p>Under "Account" select <i>Account Details</i></p>	 <p>The screenshot shows a vertical menu under the 'Account' tab. The 'Account Details' option is highlighted in green. Other options include 'Account Read Event Data', 'Account Trip Data', 'Driver/Vehicle List', 'Add Prearranged Registration', 'Prearranged Registrations', 'Prearranged Registration Monitor', 'Add Dispatch Operator', and 'Dispatch Operator Account Link'.</p>																																
<p>Select <i>Add Driver/Vehicle</i></p>	 <p>The screenshot shows the 'Account Details' page for 'Booze Limousine'. It contains a table with account information and a sidebar with navigation options. The 'Add Driver/Vehicle' option in the sidebar is circled in red.</p> <table border="1"><thead><tr><th colspan="2">Account: Booze Limousine</th><th colspan="2">Dispatch Account</th></tr></thead><tbody><tr><td>Legal Name:</td><td>Booze Limousine Service Ltd.</td><td>Operator Type:</td><td>YVR</td></tr><tr><td>Account Type:</td><td>PTB Commercial</td><td>Suspension Flag:</td><td>X Other PTB</td></tr><tr><td>Service Year:</td><td>Prearranged</td><td>Insurance:</td><td>Yes</td></tr><tr><td>Driver Permit Suspension Exempt:</td><td>No</td><td>Insurance Suspension Exempt:</td><td>No</td></tr><tr><td>Account ID:</td><td>C100012</td><td>Dispatch Number/Threshold:</td><td>910010</td></tr><tr><td>Company/Department:</td><td></td><td>PTB Number:</td><td>71551</td></tr><tr><td>PTB Expiration:</td><td>NIS 5d</td><td></td><td></td></tr></tbody></table>	Account: Booze Limousine		Dispatch Account		Legal Name:	Booze Limousine Service Ltd.	Operator Type:	YVR	Account Type:	PTB Commercial	Suspension Flag:	X Other PTB	Service Year:	Prearranged	Insurance:	Yes	Driver Permit Suspension Exempt:	No	Insurance Suspension Exempt:	No	Account ID:	C100012	Dispatch Number/Threshold:	910010	Company/Department:		PTB Number:	71551	PTB Expiration:	NIS 5d		
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Account ID:	C100012	Dispatch Number/Threshold:	910010																														
Company/Department:		PTB Number:	71551																														
PTB Expiration:	NIS 5d																																



Enter the following information:

- Vehicle Number – fleet number or License Plate Number (LPN)
- Vehicle Type – select based on seat range
- Vehicle Make
- Vehicle Model
- Year
- License Plate
- LicenSe Plate State – select province from pull-down menu
- Color
- Capacity
- Vehicle VIN – **last 6 digits only**
- Fuel Type – select from pull-down menu
- Tag Master Transponder – leave blank

Create New Driver/Vehicle

Vehicle Number:	<input type="text"/>
Vehicle Type:	Cargo > 1 Ton <input type="button" value="v"/>
Vehicle Make:	<input type="text"/> <input type="button" value="v"/>
Vehicle Model:	<input type="text"/> <input type="button" value="v"/>
Year:	<input type="text"/>
License Plate:	<input type="text"/>
License Plate State:	British Columbia <input type="button" value="v"/>
Color:	<input type="text"/>
Capacity:	0 <input type="button" value="v"/>
Vehicle VIN:	<input type="text"/>
Fuel Type:	Hybrid <input type="button" value="v"/>
Tag Master Transponder:	<input type="text"/>

Select *Next*



Enter the following information:

- Service Type – select “**Prearranged**” from pull-down menu
- Operator Type – select category that seems like the closest description of your business
- On Demand Dispatch – uncheck
- Prearranged Dispatch – check
- Dispatch Name – **re-enter License Plate Number (LPN)**
- Dispatch Priority – Normal
- Insurance Type – select Vehicle
- Issuer Name – who issued insurance – i.e. ICBC
- Policy Number – Registration Number from ICBC insurance
- Effective Date – from vehicle insurance
- Expiration Date – from vehicle insurance
- Policy Comment

Create New Driver/Vehicle

Boss Limousine - B-14

Service Type:

Operator Type:

On Demand Dispatch:

Prearranged Dispatch:

Dispatch Name:

Dispatch Priority:

Insurance Type:

Insurer Name:

Policy Number:

Effective Date:

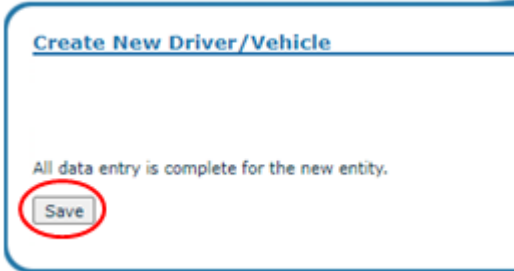
Expiration Date:

Policy Comment:

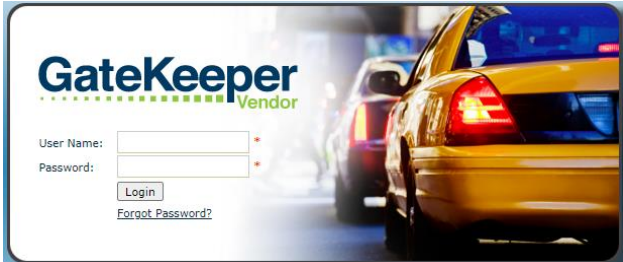
Note: When vehicle is covered by Account Insurance, that same information is not required on each vehicle.

Select *Next*



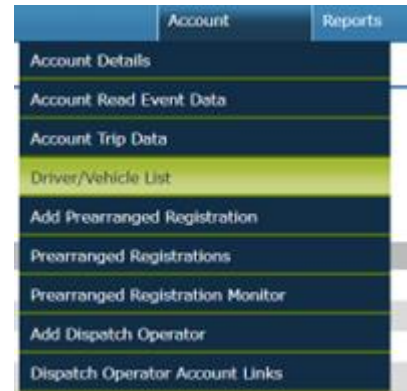
<p>Select Save</p>	
<p>Within 48 business hours, an e-mail notification of the status of the vehicle will be sent. If the addition is rejected, the e-mail notification should contain a reason why.</p> <p>If the addition is approved, the e-mail notification will note that the vehicle is suspended until valid proof of insurance has been uploaded.</p>	

Adding Valid Proof of Insurance

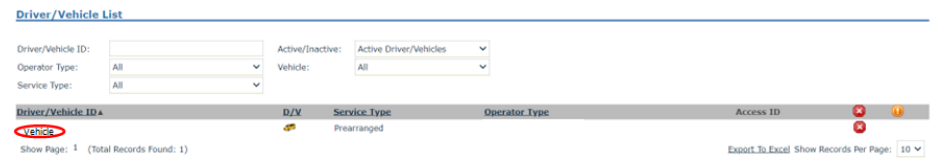
Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.qtcvms.com/GSIVendor</p>	



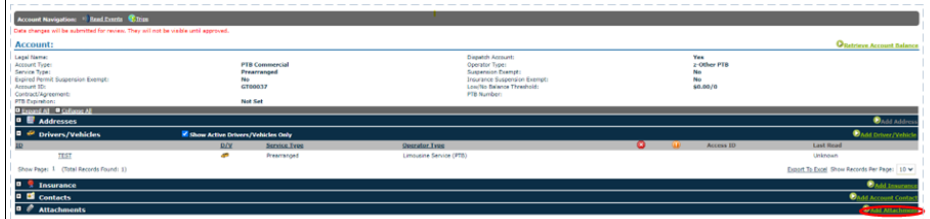
Under "Account" select *Driver/Vehicle List*



Select vehicle to upload vehicle insurance pdf for.




Select *Add Attachment*



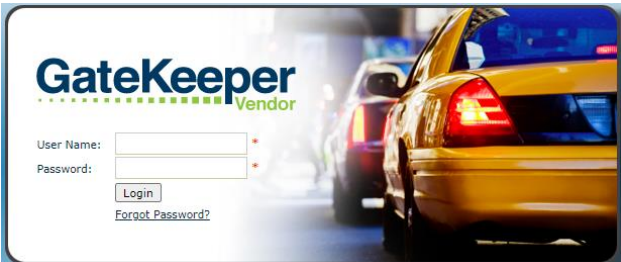


<p>Confirm Vehicle Insurance is selected.</p>	<p>Add Attachment</p> <p>Data changes will be submitted for review. They will not be visible until approved.</p> <p>Vehicle: Vehicle Attachment Type: Vehicle Insurance</p> <p>Comment:</p> <p>Select a file to upload.: Choose File No file chosen</p> <p>Upload and Save</p>
<p>Select <i>Choose File</i></p> <p>Select pdf to be uploaded and select <i>Open</i></p>	<p>Vehicle: Vehicle Attachment Type: Vehicle Insurance</p> <p>Comment:</p> <p>Select a file to upload.: Choose File No file chosen</p>
<p>Select <i>Upload and Save</i></p>	<p>Add Attachment</p> <p>Data changes will be submitted for review. They will not be visible until approved.</p> <p>Vehicle: Vehicle Attachment Type: Vehicle Insurance</p> <p>Comment:</p> <p>Select a file to upload.: Choose File Vehicle Insurance.pdf</p> <p>Upload and Save</p>



<p>Green text will display noting that the file has been uploaded and is pending approval.</p>	<p>Add Attachment</p> <p>Data changes will be submitted for review. They will not be visible until approved.</p> <p>File has been uploaded and is waiting for approval. It will not be visible until approved.</p> <p>Vehicle:</p> <p>Vehicle Attachment Type: <input type="text" value="Vehicle Insurance"/></p> <p>Comment: <input type="text"/></p> <p>Select a file to upload.: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="Upload and Save"/></p>
<p>E-mail notification will be issued if the insurance is rejected; the reason for rejection should be in the email. If the upload is approved, e-mail notification will be issued, and the vehicle may commence trip requests.</p> <p>Note: Vehicle will not show in fleet list until YVRAA PGT approves the addition. Insurance upload will not show until approved.</p>	<p>AVI Change Review - New Vehicle Attachment</p> <p> systemalert@gksys.com To</p> <p>Caution: Email was sent from an external sender. Please use caution when opening attachments, clicking links, or responding.</p> <p>The Vehicle Attachment that was requested by bsnw on 10/25/2023 11:18:02 AM for _____ has been accepted at 10/25/2023 11:28:05 AM.</p>

Edit an Existing Vehicle

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.qtcvms.com/GSIVendor</p>	

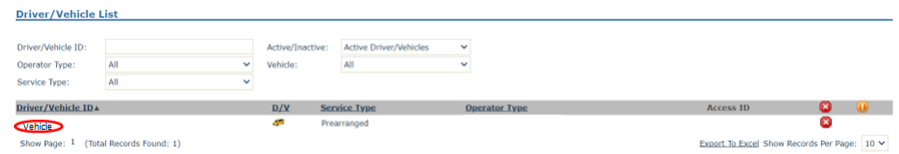


Under "Account" select *Driver/Vehicle List*

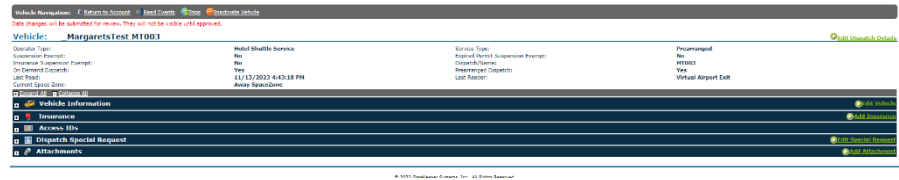


Select vehicle to edit.

Note: use filters to show inactive vehicles.



Selecting the vehicle will open the Vehicle page.



Edit Dispatch Details:

Ensure Prearranged Dispatch checked.
Update License Plate Number (LPN) under Dispatch Name.
Select *Save* to submit changes for approval.

Edit Driver/Vehicle

On Demand Dispatch:
Prearranged Dispatch:
Dispatch Name:

Save Cancel



Edit Vehicle:

Can be used to update the following information:

- Year
- Vehicle Make
- Vehicle Model
- Vehicle VIN (last 6 digits only)
- Capacity
- Color
- License Plate
- License Plate State (province)
- Vehicle Type
- Fuel Type

Note: Vehicle number cannot be changed.

Once edits are made, select **Save** to submit changes for approval.

Edit Vehicle

Vehicle Number:	<input type="text" value="TEST"/>
Year:	<input type="text"/>
Vehicle Make:	<input type="text"/>
Vehicle Model:	<input type="text"/>
Vehicle VIN:	<input type="text"/>
Capacity:	<input type="text" value="0"/>
Color:	<input type="text"/>
License Plate:	<input type="text"/>
License Plate State:	<input type="text" value="British Columbia"/>
Vehicle Type:	<input type="text" value="Seats 07-11"/>
Fuel Type:	<input type="text" value="EV"/>
Tag Master Transponder:	<input type="text"/>

Add Insurance:

Can be used to update the vehicle insurance:

- Insurance Type – select vehicle
- Insurer Name – i.e. ICBC
- Policy Number - Registration Number from ICBC insurance
- Effective Date
- Expiration Date
- Policy Comment

Once edits are made, select **Save** to submit changes for approval.


Edit Insurance

Insurance Type:	<input type="text" value="Vehicle"/>
Insurer Name:	<input type="text"/>
Policy Number:	<input type="text"/>
Effective Date:	<input type="text" value="Not Set"/>
Expiration Date:	<input type="text" value="Not Set"/>
Policy Comment:	<input type="text"/>


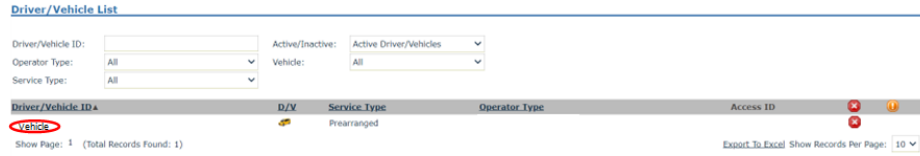
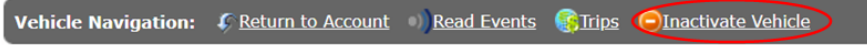



<p>Add Attachment: Can be used to upload updated vehicle insurance</p>	<p>Add Attachment</p> <hr/> <p>Data changes will be submitted for review. They will not be visible until approved.</p> <p>Vehicle: Vehicle Attachment Type: <input type="text" value="Vehicle Insurance"/></p> <p>Comment: <input type="text"/></p> <p>Select a file to upload.: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="Upload and Save"/></p>
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Remove a Vehicle

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.qtcvms.com/GSIVendor</p>	 <p>The screenshot shows the GateKeeper Vendor login interface. It features the logo 'GateKeeper Vendor' at the top. Below the logo are two input fields: 'User Name:' and 'Password:'. There is a 'Login' button and a 'Forgot Password?' link. The background of the login page shows a yellow taxi cab.</p>



<p>Under "Account" select <i>Driver/Vehicle List</i></p>	
<p>Select vehicle to remove from fleet.</p>	
<p>Select <i>Inactivate Vehicle</i>.</p>	 <p>Data changes will be submitted for review. They will not be visible until approved.</p>
<p>Select <i>OK</i></p>	<p>yvr.qa.gksys.com says</p> <p>Are you sure you want to initiate an inactivation of this Vehicle?</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>A message will appear to note that the inactivate vehicle request has been submitted for approval.</p>	 <p>Inactivation has been requested.</p>



Once approved by YVRAA PGT, an email will be issued confirming inactivation and the vehicle will show as inactive.

AVI Change Review - Vehicle

 systemalert@gksys.com
To

Caution: Email was sent from an external sender. Please use caution when opening attachments, clicking links, or responding.

The following changes were requested by bsnow on 11/21/2023 8:58:44 AM and were reviewed on 11/21/2023 9:01:09 AM. The results of the review follow.

Accepted: Inactivation of ' ' ,

Drivers/Vehicles		Close Active Drivers/Vehicles Only			Add Drivers/Vehicles	
ID	ICV	Vehicle Type	Driver/Char Type	Account ID	Last Read	
		Prearranged	Tour/Charter Group PTB		10/10/2023 2:18:02 PM	
		Prearranged	Tour/Charter Group PTB		10/10/2023 2:18:04 PM	
		Prearranged	Tour/Charter Group PTB		10/10/2023 2:18:43 PM	
		Prearranged	Tour/Charter Group PTB		10/10/2023 2:18:57 PM	
		Prearranged	Tour/Charter Group PTB		10/10/2023 2:19:08 PM	
		Prearranged	Tour/Charter Group PTB		10/10/2023 2:19:58 PM	
		Prearranged	Tour/Charter Group PTB		10/10/2023 2:23:30 PM	

Show Page: 1 (Total Records Found: 7)

Reset To End Show Records Per Page: 10