

How to Add Vehicle Usage Information?

From the Main Menu, under the Billing heading, select “Vehicle Usage.” That will bring you to a Vehicle Usage page for your agency and will show a listing of all your vehicles.

To enter usage for vehicles, click on the “Add Vehicle Usage” button located between the Search Criteria section and the listings of the vehicles for this business unit. (You can use the “Edit Usage” link in the Action column to modify usage already entered.)

Once the “Add Vehicle Usage” button is clicked, you are advanced to the Add Vehicle Usage screen where you can add the information for the vehicle usage. Note: The required day field is looking only for the specific day of the month (1 through 30, 31 depending on the month) and not the complete date format (01/01/2010), as that information is already known and displayed at the top of the page.