

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Overview

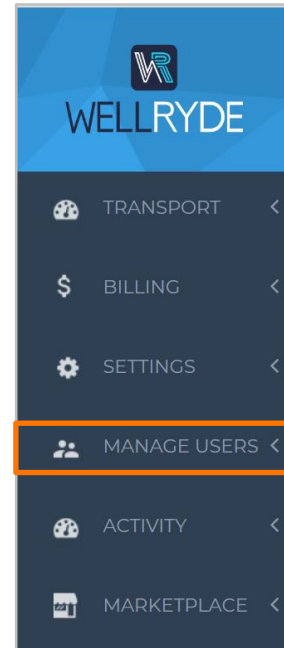
This job aid explains how to manage vehicles using the WellRyde Dispatch portal. You can complete the following tasks using this job aid. Click on any of the links below:

- [Navigating to Vehicle Management](#)
- [Adding Vehicle Types](#)
- [Editing Vehicle Types](#)
- [Adding a new vehicle](#)
- [Disabling/Enabling/Deleting a Vehicle](#)
- [Reviewing Vehicle Details](#)
- [Editing an Existing Vehicle Details](#)
- [Managing Vehicle Documents](#)

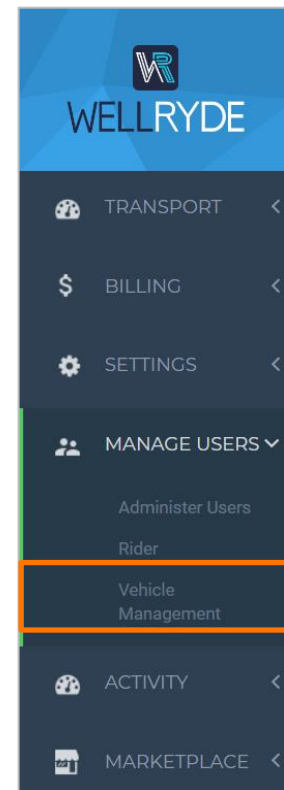
# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Navigating to Vehicle Management

1. In the WellRyde Dispatch Portal, vehicles are added and managed through Manage Users on the Home Page. Once you log into the Dispatch Portal, navigate to the menu on the left side of the screen and click **Manage Users** to display the drop-down menu.



2. From the list of options, click **Vehicle Management** to access the vehicles.



# WellRyde Dispatch Portal – Managing Vehicles Part 1

The Vehicle Management page displays.

Home / Vehicle Management

WELLRYDE ModivCare Testing LLC | Kristina Forester

Search Current View Default Filter Edit Delete Make Default + Add New View

Vehicle Name Owner Type Vehicle Owner Vehicle Type  
 Vehicle Country Year Make Model  
 Vehicle Identification Number (VIN) Partner Code

Search Reset

4 Vehicles Add Vehicle(s) Rule Formatter Column Search Export Refresh List Settings

Enable Disable Delete Vehicle(s) Showing 4 of 4 Results per page: 50

Vehicle Name	Owner Type	Vehicle Owner	Vehicle Type	Vehicle Country	Year	Make	Model	Vehicle Identical	Last Known Driver	Vehicle Created D...	Vehicle Status
001			Sedan					001		Mon, Jun 14 2021 ...	Enabled
789			Van					789		Mon, Jun 14 2021 ...	Enabled
456			Van					456		Mon, Jun 14 2021 ...	Enabled
123			Sedan					123		Mon, Jun 14 2021 ...	Enabled

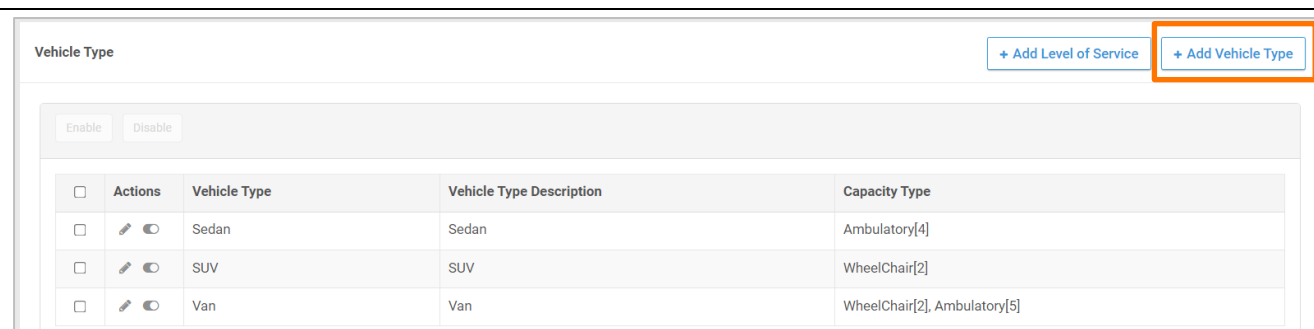
Showing 4 of 4 Results per page: 50

Powered By nuVizz Copyright © 2021 nuVizz, Inc. Help

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Adding Vehicle Types

- To add a vehicle type, from the Manage Vehicle Types screen, click **+Add Vehicle Type**.



- The Create Vehicle Type window displays. Complete the following fields to create the vehicle type in the portal:

- Vehicle Type:** Enter a name for the vehicle.
- Description:** Enter a description for the vehicle. The description can be the same as the vehicle type.
- Assignment Type:** Do not edit this field.
- Capacity Type:** Select the appropriate capacity type.
- Max Seats:** Enter the total number of seats per the chosen capacity type.
- Cost per hour:** No information is required in this field.
- Cost per mile:** No information is required in this field.

**Note:** Cost per hour and cost per mile are not required. They are helpful to include when using the route workbench to show how cost-effective a vehicle is.

- Vehicle Icon:** Select a vehicle icon for the vehicle.

- Click **Create** to add the new vehicle type.

**Create Vehicle Type**

a. Vehicle Type\*

b. Description\*

c. Assignment Type\*  People

**PEOPLE**  
Select all levels of service this vehicle supports. Then specify the maximum number of seats for each level of service.

d. Capacity Type\*  Regular  WheelChair  Stretcher  Ambulatory  Ambulatory

e. Max Seats

f. Cost per hour

g. Cost per mile

Vehicle Icon

## WellRyde Dispatch Portal – Managing Vehicles Part 1

### Adding Vehicle Types

**Note:** While vehicle types are helpful in defining member capacity, you cannot have the same vehicle type with multiple configurations. For instance, if you have an SUV vehicle type with a capacity for 2 wheelchairs, you cannot create another vehicle type of SUV with a capacity for 3 wheelchairs. You must give it a unique vehicle type name to account for both of the different capacities.

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Editing Vehicle Types

1. You can edit vehicle types and define their specific capacity levels as your fleet of vehicles grows. While on the Vehicle Management page within the Dispatch Portal, click **Settings** and then **Manage Vehicle Types**.

The screenshot shows the '2 Vehicles' management interface. At the top right, the 'Settings' button is highlighted with an orange box. A dropdown menu is open, showing 'Manage Vehicle Types', 'Manage Documents', and 'Add Vehicle Type'. An orange arrow points from the 'Settings' button to the 'Manage Vehicle Types' option. Below the menu, there are buttons for 'Enable', 'Disable', and 'Delete Vehicle(s)'. The main table lists two vehicles with columns for Driver, Vehicle Name, Vehicle Identification Number, Vehicle Type, License Plate, Vehicle Status, and Max Seats.

Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
Admin User	001	001	Sedan		Disabled	
Admin User	123	123	Sedan		Disabled	

2. To edit an existing vehicle type, click the **pencil icon** under the Actions column.

A vehicle type is the generic category of the vehicle like an SUV, van, or sedan. It also determines the capacity the vehicle can hold. For example, the vehicle type helps to define how many wheelchairs can fit in each type of vehicle. Additional vehicle types can be added to ensure all vehicle capacities are captured.

The screenshot shows the 'Vehicle Type' management interface. At the top right, there are buttons for '+ Add Level of Service' and '+ Add Vehicle Type'. Below these are 'Enable' and 'Disable' buttons. The main table lists three vehicle types with columns for Actions, Vehicle Type, Vehicle Type Description, and Capacity Type. An orange arrow points to the pencil icon in the Actions column for the 'Sedan' row.

Actions	Vehicle Type	Vehicle Type Description	Capacity Type
<input type="checkbox"/>	Sedan	Sedan	Ambulatory[4]
<input type="checkbox"/>	SUV	SUV	WheelChair[2]
<input type="checkbox"/>	Van	Van	WheelChair[2], Ambulatory[5]

- 3.

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Editing Vehicle Types

4. Scroll down to capacity type and **change the 4 to a 3** under ambulatory. This means there are 3 potential seats for members in this vehicle.

**Note:** Vehicle capacity is used for automatic scheduling purposes.

5. Click **Update** to update the maximum number of seats.

✕

### Edit Vehicle Type

Vehicle Type\*

Description\*

Assignment Type\*  People

**PEOPLE**  
Select all levels of service this vehicle supports. Then specify the maximum number of seats for each level of service.

Capacity Type*	Max Seats
<input checked="" type="checkbox"/> Ambulatory	<input type="text" value="4"/>
<input type="checkbox"/> Regular	<input type="text"/>

Capacity Type*	Max Seats
<input checked="" type="checkbox"/> Ambulatory	<input type="text" value="3"/>
<input type="checkbox"/> Regular	<input type="text"/>

Cost per hour  Cost per mile

Vehicle Icon

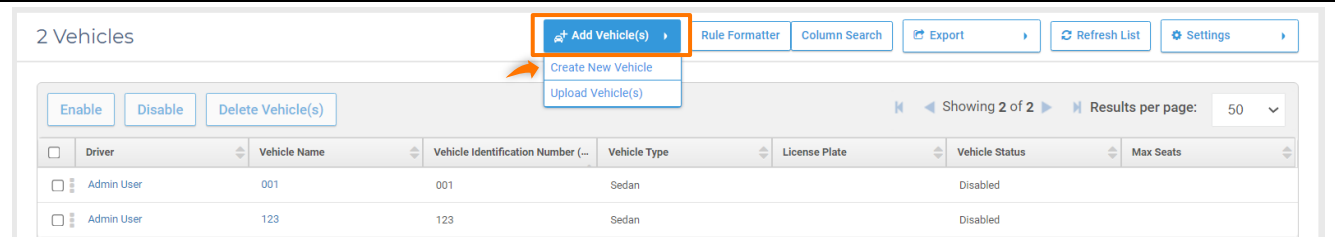
\*Updating the costs will reflect only on newly created or calculated trips and routes.

Cancel
Update

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Adding a New Vehicle

1. You might encounter a time when you need to add a new vehicle to the Dispatch Portal for non Modivcare credentialed vehicles. To manually add a new vehicle, from the Vehicle Management page, click **+Add Vehicle(s)** and then **click Create New Vehicle**.



The screenshot shows a web interface for managing vehicles. At the top, there are several buttons: 'Add Vehicle(s)', 'Rule Formatter', 'Column Search', 'Export', 'Refresh List', and 'Settings'. The 'Add Vehicle(s)' button is highlighted with a red box, and a dropdown menu is open below it, showing 'Create New Vehicle' and 'Upload Vehicle(s)'. Below the buttons, there are 'Enable', 'Disable', and 'Delete Vehicle(s)' buttons. A table below shows two vehicles with columns for Driver, Vehicle Name, Vehicle Identification Number, Vehicle Type, License Plate, Vehicle Status, and Max Seats. The table shows two rows of data, both with 'Admin User' as the driver and 'Sedan' as the vehicle type.

2. This screen allows you to enter information about the vehicle you are adding. Complete the following fields to add a new vehicle:
  - a. **Vehicle Name:** Enter the last 6 digits of the vehicle’s VIN you are adding to the system.
  - b. **Vehicle Type:** Select the appropriate vehicle type from the drop-down list.

**Note:** Add an additional information about the vehicle as needed.
3. Click **Create** Vehicle.



# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Adding a New Vehicle

Home / Vehicle Management / Create New Vehicle [Create Vehicle](#) [Cancel](#)

**Vehicle Details**  
\* Indicates required details

**a.**

<p><b>Vehicle Name *</b> <input type="text"/></p> <p><b>Business Partner</b> --Select One-- <input type="text"/></p> <p><b>Owner Type</b> --Select One-- <input type="text"/></p> <p><b>Vehicle Owner :</b> --Select One-- <input type="text"/></p> <p><b>License Plate</b> <input type="text"/></p> <p><b>License Plate State</b> <input type="text"/></p> <p><b>License Plate Expiry</b> <input type="text" value="mm/dd/yyyy"/></p> <p><b>Product Type Exceptions</b> <input type="checkbox"/> HAZMAT <input type="checkbox"/> Climate Control</p>	<p><b>Vehicle Picture</b> <input type="text" value="Select file"/></p> <p><b>Vehicle Status :</b> Enabled <input type="text"/></p> <p><b>Country</b> <input type="text"/></p> <p><b>Year :</b> --none-- <input type="text"/></p> <p><b>Make</b> <input type="text"/></p> <p><b>Model</b> <input type="text"/></p> <p><b>Color</b> <input type="text"/></p> <p><b>VIN</b> <input type="text"/></p> <p><b>Registration Nbr</b> <input type="text"/></p>
---	---

**Level of Service / Capacity**

**b.**

**Vehicle Type :** Sedan

**Assignment Type** People

**PEOPLE**  
Select all levels of service this vehicle supports. Then specify the maximum number of seats for each level of service.

Capacity Type*	Max Seats
Ambulatory	<input type="text" value="4"/>

## Disabling/Enabling/Deleting a Vehicle

1. In addition to editing an existing vehicle or creating a new one, you can also disable or delete vehicles from the Vehicle Management screen.

There might be a time when you need to disable a vehicle in WellRyde so your drivers cannot connect trips to it in the mobile app. Typically, this is recommended for vehicles in the shop or not in service.

To disable a vehicle, select the **check box** next to the vehicle's name on the vehicle list, then click **Disable**.

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Disabling/Enabling/Deleting a Vehicle

4 Vehicles 
[Add Vehicle\(s\)](#) | [Rule Formatter](#) | [Column Search](#) | [Export](#) | [Refresh List](#) | [Settings](#)

Selected Vehicles(1)

[Enable](#) | [Disable](#) | [Delete Vehicle\(s\)](#)
Showing 4 of 4 | Results per page: 50

<input type="checkbox"/>	Vehicle Name	Owner Type	Vehicle Owner	Vehicle Type	Vehicle Identificat...	Vehicle Status	Vehicle Country	Year	Make	Model	Last Known Driver
<input checked="" type="checkbox"/>	001			Sedan	001	Enabled					Anne O'Neill
<input type="checkbox"/>	789			SUV	789	Enabled					Kristina Fores...
<input type="checkbox"/>	456			Van	456	Enabled					Ryan Doe
<input type="checkbox"/>	123			Sedan	123	Disabled					

2. A confirmation message displays asking, “Do you want to disable the selected vehicle?” Click **Yes** to disable the vehicle.

Disable Vehicle

Do you want to disable the selected vehicle?

[Cancel](#) | [Yes](#)

You will know the vehicle has been successfully disabled by looking at the “Vehicle Status” column and seeing “Disabled”.

If a driver tries to connect to a disabled vehicle in the mobile app, they will receive a message that says the “vehicle is not found”.

4 Vehicles 
[Add Vehicle\(s\)](#) | [Rule Formatter](#) | [Column Search](#) | [Export](#) | [Refresh List](#) | [Settings](#)

[Enable](#) | [Disable](#) | [Delete Vehicle\(s\)](#)
Showing 4 of 4 | Results per page: 50

<input type="checkbox"/>	Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
<input type="checkbox"/>	Admin User	001	001	Sedan		Disabled	
<input type="checkbox"/>	Admin User	789	789	SUV		Enabled	
<input type="checkbox"/>	Admin User	456	456	Van		Enabled	
<input type="checkbox"/>	Admin User	123	123	Sedan		Disabled	

3. To re-enable a disabled vehicle when it’s ready to be on the road again, click the check box next to the vehicle’s name and then click **Enable**.

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Disabling/Enabling/Deleting a Vehicle

4 Vehicles 
[Add Vehicle\(s\)](#) | [Rule Formatter](#) | [Column Search](#) | [Export](#) | [Refresh List](#) | [Settings](#)

Selected Vehicles(1)

[Enable](#) | [Disable](#) | [Delete Vehicle\(s\)](#)
Showing 4 of 4 | Results per page: 50

<input type="checkbox"/>	Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
<input checked="" type="checkbox"/>	Admin User	001	001	Sedan		Disabled	
<input type="checkbox"/>	Admin User	789	789	SUV		Enabled	
<input type="checkbox"/>	Admin User	456	456	Van		Enabled	
<input type="checkbox"/>	Admin User	123	123	Sedan		Disabled	

4. A confirmation message displays asking, “Do you want to enable the selected vehicle?” Click **Yes** to enable the vehicle.

Enable Vehicle

Do you want to enable the selected vehicle?

[Cancel](#) | [Yes](#)

Notice the vehicle status has been updated to enabled.

4 Vehicles 
[Add Vehicle\(s\)](#) | [Rule Formatter](#) | [Column Search](#) | [Export](#) | [Refresh List](#) | [Settings](#)

[Enable](#) | [Disable](#) | [Delete Vehicle\(s\)](#)
Showing 4 of 4 | Results per page: 50

<input type="checkbox"/>	Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
<input type="checkbox"/>	Admin User	001	001	Sedan		Enabled	
<input type="checkbox"/>	Admin User	789	789	SUV		Enabled	
<input type="checkbox"/>	Admin User	456	456	Van		Enabled	
<input type="checkbox"/>	Admin User	123	123	Sedan		Disabled	

5. While you also have the capacity to delete vehicles, you can only do so to vehicles with no trip history. To delete a vehicle, select the **check box** next to the vehicle’s name, then click **Delete Vehicle(s)**.

4 Vehicles 
[Add Vehicle\(s\)](#) | [Rule Formatter](#) | [Column Search](#) | [Export](#) | [Refresh List](#) | [Settings](#)

Selected Vehicles(1)

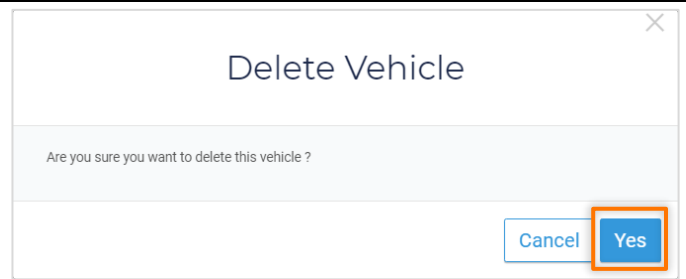
[Enable](#) | [Disable](#) | [Delete Vehicle\(s\)](#)
Showing 4 of 4 | Results per page: 50

<input type="checkbox"/>	Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
<input type="checkbox"/>	Admin User	001	001	Sedan		Enabled	
<input type="checkbox"/>	Admin User	789	789	SUV		Enabled	
<input type="checkbox"/>	Admin User	456	456	Van		Enabled	
<input checked="" type="checkbox"/>	Admin User	123	123	Sedan		Disabled	

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Disabling/Enabling/Deleting a Vehicle

6. A confirmation message displays asking: “Are you sure you want to delete this vehicle?” Click **Yes** to delete the vehicle from the system.



Notice, the vehicle has been deleted.

4 Vehicles 
[+ Add Vehicle\(s\)](#)
[Rule Formatter](#)
[Column Search](#)
[Export](#)
[Refresh List](#)
[Settings](#)

Selected Vehicles(1)

[Enable](#)
[Disable](#)
[Delete Vehicle\(s\)](#)
Showing 4 of 4 Results per page: 50

<input type="checkbox"/>	Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
<input type="checkbox"/>	Admin User	001	001	Sedan		Enabled	
<input type="checkbox"/>	Admin User	789	789	SUV		Enabled	
<input type="checkbox"/>	Admin User	456	456	Van		Enabled	

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Reviewing Vehicle Details

- To view the specific details for a vehicle, search for or find the vehicle's name within the vehicle list. Then, either click on the vehicle's name or the three vertical dots next to the name. Click the **three vertical dots** to display the menu.

2 Vehicles

[Add Vehicle\(s\)](#)
[Rule Formatter](#)
[Column Search](#)
[Export](#)
[Refresh List](#)
[Settings](#)

[Enable](#)
[Disable](#)
[Delete Vehicle\(s\)](#)

Showing 2 of 2 | Results per page: 50

Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
Admin User		001	Sedan		Disabled	
Admin User	123	123	Sedan		Disabled	

Showing 2 of 2 | Results per page: 50

- Select **Details** to view the vehicle's details.

2 Vehicles

[Add Vehicle\(s\)](#)
[Rule Formatter](#)
[Column Search](#)
[Export](#)
[Refresh List](#)
[Settings](#)

[Enable](#)
[Disable](#)
[Delete Vehicle\(s\)](#)

Showing 2 of 2 | Results per page: 50

Vehicle Identification Number (...)	Driver	Vehicle Type	License Plate	Vehicle Status	Max Seats
001	Admin User	Sedan		Disabled	
123	Admin User	Sedan		Disabled	

Showing 2 of 2 | Results per page: 50

The vehicle's profile page provides additional insight into the year, make, model, color, assigning type, vehicle details, level of service and capacity and maintenance information of the vehicle.

WELLRYDE | ModivCare Testing LLC |

Home / Vehicle Management / 001

**001**  
Created On: Mon, Jun 14 2021 22:35:34  
Disabled

[Edit Vehicle](#)

**Vehicle Details**

Company : ModivCare Testing LLC  
 Owner Type :  
 Vehicle Owner :  
 Vehicle Type : Sedan  
 Country :  
 Last Known Driver : Anne O'Neill  
 License Plate :  
 License Plate State :  
 License Plate Expiry :  
 VIN : 001  
 Registration Nbr :

**Level of Service / Capacity**

PEOPLE	
Level of Service	Max Seats
Ambulatory	4.0

**Maintenance**

Last Maintenance :  
 Inspection Exp. :  
 Last Inspection :  
 CDL Required : false

Powered By nuVizz  
Copyright © 2021 nuVizz, Inc.

[Help](#)

# WellRyde Dispatch Portal – Managing Vehicles Part 1

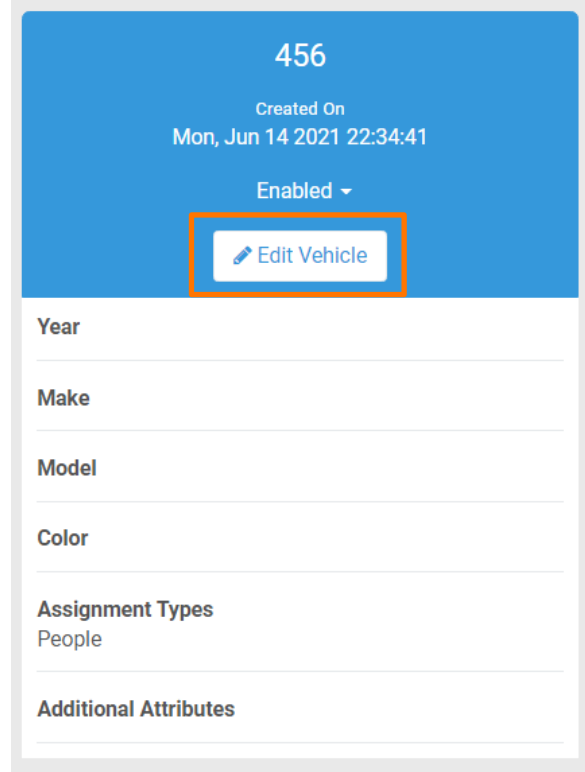
# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Editing an Existing Vehicle Details

## WellRyde Dispatch Portal – Managing Vehicles Part 1

1. On the vehicle's profile page, you can edit and manage the vehicle's record. Click **Edit Vehicle**.

**Note:** When importing credentialed vehicles, WellRyde will automatically bring over the vehicle's name and full vehicle identification number (VIN) from Circulation, but not the vehicle's capacity.



456

Created On  
Mon, Jun 14 2021 22:34:41

Enabled ▾

[Edit Vehicle](#)

Year

Make

Model

Color

Assignment Types  
People

Additional Attributes




# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Editing an Existing Vehicle Details

- The Vehicle Details page displays. This is where you would modify the vehicle's information. After the vehicle's information is modified, click **Save Changes** to update the vehicle's record in WellRyde.

**WELLRYDE** Home / Vehicle Management / Edit Vehicle Save Changes Delete Vehicle Cancel

**Vehicle Details**  
\* Indicates required details


Vehicle Name \* 001 Vehicle Picture  Change

Owner Type -- Select One --

Vehicle Owner: -- Select One --

License Plate

License Plate State

License Plate Expiry  mm/dd/yyyy

Product Type Exce...  HAZMAT  Climate Control

Last Known Driver Anne O'Neill

Vehicle Status: \* Disabled

Country

Year: --none--

Make

Model

Color

VIN 001

Registration Nbr

**Level of Service / Capacity**


Vehicle Type: Sedan


Assignment Type People


**PEOPLE**  
Select all levels of service this vehicle supports. Then specify the maximum number of seats for each level of service.

Capacity Type*	Max Seats
Ambulatory	4

**Maintenance**

Last Maintenance  mm/dd/yyyy




Last Inspection  mm/dd/yyyy

Inspection Exp.  mm/dd/yyyy

CDL Required  OFF

**Documents**

**Registration**

Registration	Issue Date	Expiry Date	
	 mm/dd/yyyy	 mm/dd/yyyy	 Upload Document

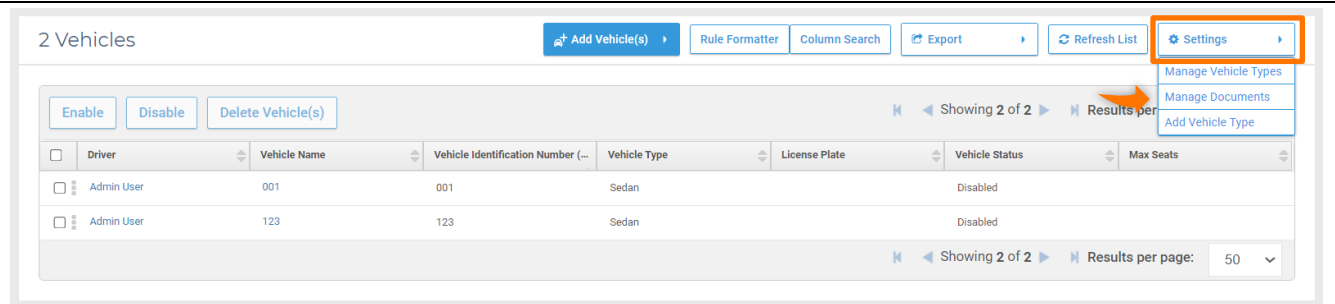
Powered By

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Managing Vehicle Documents

1. Finally, you most likely have documents you have collected for all the vehicles your drivers use daily, including registration, insurance, emissions testing, and last maintenance documents. You can store all these documents in the vehicle's profile, so they are easy to access when you need them.

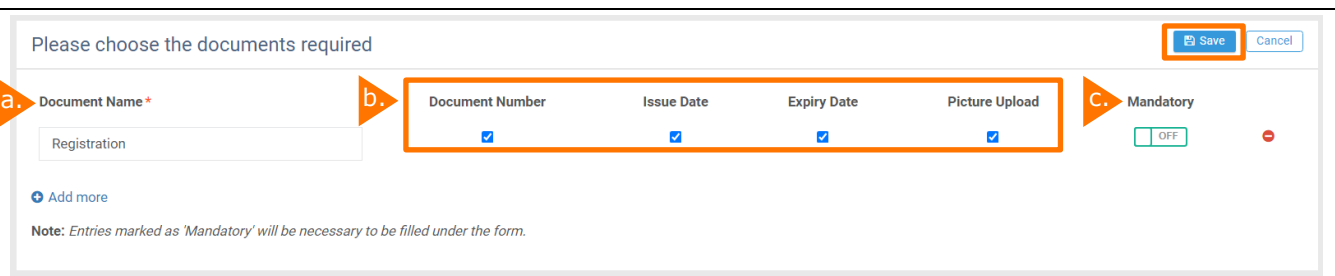
First, you must define the documents to upload in the system and then identify the type of information you should enter for each document. For example, to define a vehicle's registration from the Vehicle Management screen, click **Settings** to access the drop-down menu and then click **Manage Documents**.



2. To identify the type of information to enter from the vehicle's registration, complete the following fields:

- a. **Document Name:** Enter **Registration** for the document name.
- b. Select the fields of information to capture from the vehicle's registration. Click the check box next to each of the fields:
  - i. Document Number
  - ii. Issue Date
  - iii. Expiry Date
  - iv. Picture Upload
- c. Click **Mandatory** to make the document mandatory(required) for all the vehicles.

3. Click **Save**.



4. To enter a vehicle's registration, select the vehicle for which you would like to enter registration information.

# WellRyde Dispatch Portal – Managing Vehicles Part 1

## Managing Vehicle Documents

4 Vehicles 
[Add Vehicle\(s\)](#) | [Rule Formatter](#) | [Column Search](#) | [Export](#) | [Refresh List](#) | [Settings](#)

Selected Vehicles(1)

[Enable](#) | [Disable](#) | [Delete Vehicle\(s\)](#)
Showing 4 of 4 | Results per page: 50

<input type="checkbox"/>	Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
<input checked="" type="checkbox"/>	Admin User	001	001	Sedan		Enabled	
<input type="checkbox"/>	Admin User	789	789	SUV		Enabled	
<input type="checkbox"/>	Admin User	456	456	Van		Enabled	
<input type="checkbox"/>	Admin User	123	123	Sedan		Disabled	

5. To access the vehicle’s profile, click the **three dots** next to the check box to display the menu options and then click **Edit**.

4 Vehicles 
[Add Vehicle\(s\)](#) | [Rule Formatter](#) | [Column Search](#) | [Export](#) | [Refresh List](#) | [Settings](#)

Selected Vehicles(1)

[Enable](#) | [Disable](#) | [Delete Vehicle\(s\)](#)
Showing 4 of 4 | Results per page: 50

<input type="checkbox"/>	Driver	Vehicle Name	Vehicle Identification Number (...)	Vehicle Type	License Plate	Vehicle Status	Max Seats
<input checked="" type="checkbox"/>	Admin User	001	001	Sedan		Enabled	
<input type="checkbox"/>	Admin User	789	789	SUV		Enabled	
<input type="checkbox"/>	Admin User	456	456	Van		Enabled	
<input type="checkbox"/>	Admin User	123	123	Sedan		Disabled	

6. The Edit Vehicle page displays. Scroll down to the Documents section at the bottom of the page. Complete the following fields. Enter the information for these fields, which is found on the vehicle’s registration document:

- a. Registration
- b. Issue Date
- c. Expiry Date
- d. Upload Document

7. Click **Save Changes** to save the information. The Save Changes button is in the top right-hand corner of the screen.

**Note:** When a document is deemed mandatory, you cannot save unless all the required fields are complete.

Home / Vehicle Management / Edit Vehicle 
[Save Changes](#) | [Delete Vehicle](#) | [Cancel](#)

---

### Documents

#### Registration

a. Registration
b. Issue Date
c. Expiry Date
d. Upload Document

mm/dd/yyyy
mm/dd/yyyy
Upload Document