

# WellRyde Volunteer Driver – Managing Vehicles – Part 1

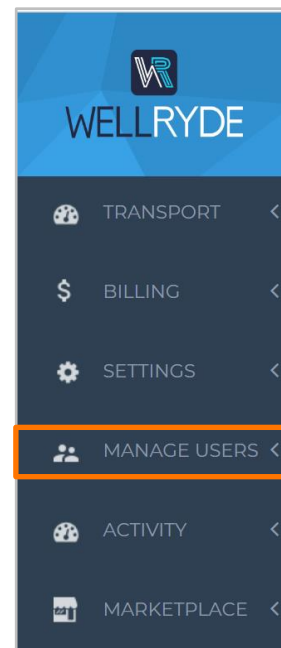
## Overview

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](#)
- [Importing Vehicles](#)
- [Exporting Vehicle Lists](#)

## Navigating to Vehicle Management

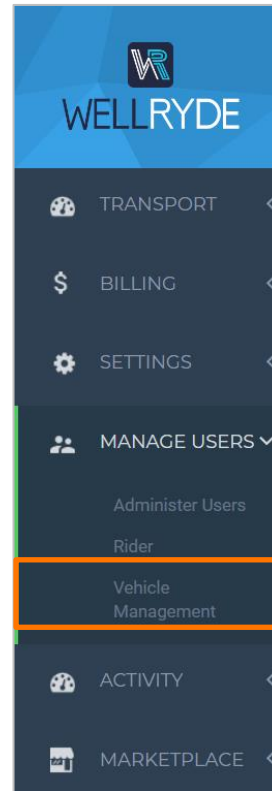
1. In the WellRyde Dispatch Portal, vehicles are added and managed through Manage Users on the Home Page. Once you log into the Dispatch Portal, navigate to the menu on the left side of the screen and click **Manage Users** to display the drop-down menu.



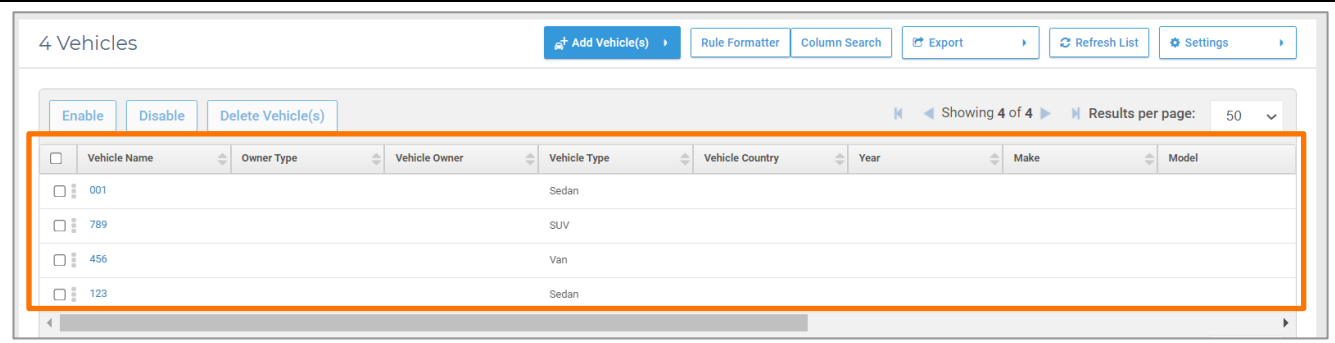
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## Navigating to Vehicle Management

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



The list of vehicles displays.



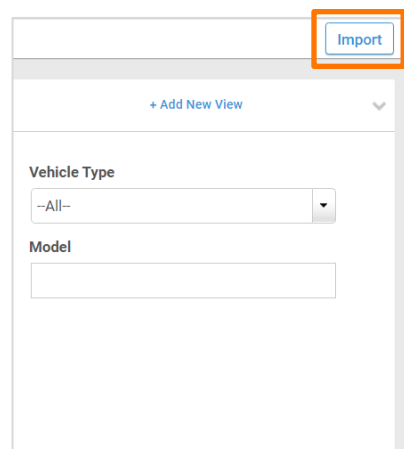
The screenshot shows the WellRyde web application interface. At the top, there is a header with the text '4 Vehicles' and several action buttons: 'Add Vehicle(s)', 'Rule Formatter', 'Column Search', 'Export', 'Refresh List', and 'Settings'. Below the header is a table with columns: 'Vehicle Name', 'Owner Type', 'Vehicle Owner', 'Vehicle Type', 'Vehicle Country', 'Year', 'Make', and 'Model'. The table contains four rows of data, each with a checkbox on the left. The table is highlighted with an orange rectangular border.

Vehicle Name	Owner Type	Vehicle Owner	Vehicle Type	Vehicle Country	Year	Make	Model
<input type="checkbox"/> 001			Sedan				
<input type="checkbox"/> 789			SUV				
<input type="checkbox"/> 456			Van				
<input type="checkbox"/> 123			Sedan				

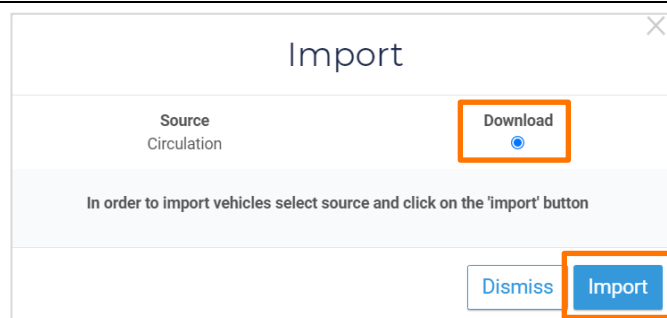
## WellRyde Volunteer Driver – Managing Vehicles – Part 1

### Importing Vehicles

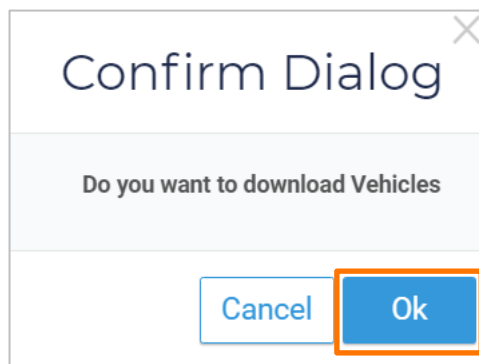
1. To import vehicles, click the **Import** button in the top right corner of the portal to import ModivCare’s credentialed vehicles on the vehicles list.



2. If you receive the message “In order to import vehicles select source and click on the ‘import’ button,” click **Download** and then the **Import** button.



3. The confirmation dialog box displays asking “Do you want to download Vehicles?” Click **Ok**.



4. Request submitted successfully appears on the screen, and an updated list of the credentialed vehicles displays in the vehicles list.

This screen also provides you with several options to search, filter, and view vehicles. The page will automatically default to the Default Filter view, which can be found at the top of the Vehicles page and is the same for every new user in WellRyde and cannot be edited.

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## Importing Vehicles

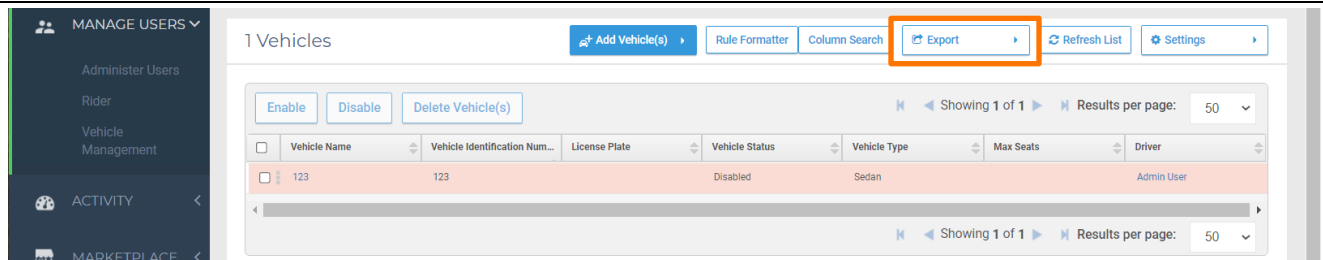
The screenshot displays the WellRyde Vehicle Management interface. At the top right, a green notification box states "Request submitted successfully". Below this is a search and filter form with fields for Vehicle Name, Owner Type, Vehicle Owner, Vehicle Type, Vehicle Country, Year, Make, Model, Vehicle Identification Number (VIN), and Partner Code. A "4 Vehicles" section contains a table with the following data:

Vehicle Name	Owner Type	Vehicle Owner	Vehicle Type	Vehicle Country	Year	Make	Model	Vehicle Identificat...	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

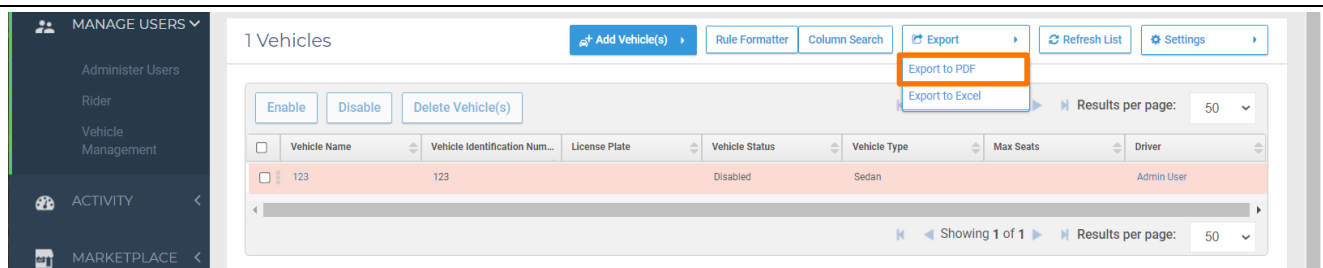
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## Exporting Vehicle List

1. After searching for and defining your vehicle list and applying any rule formatting necessary, you can easily export the vehicle list from the Dispatch Portal. From the Vehicle Management screen, click **Export** to display the dropdown menu options.

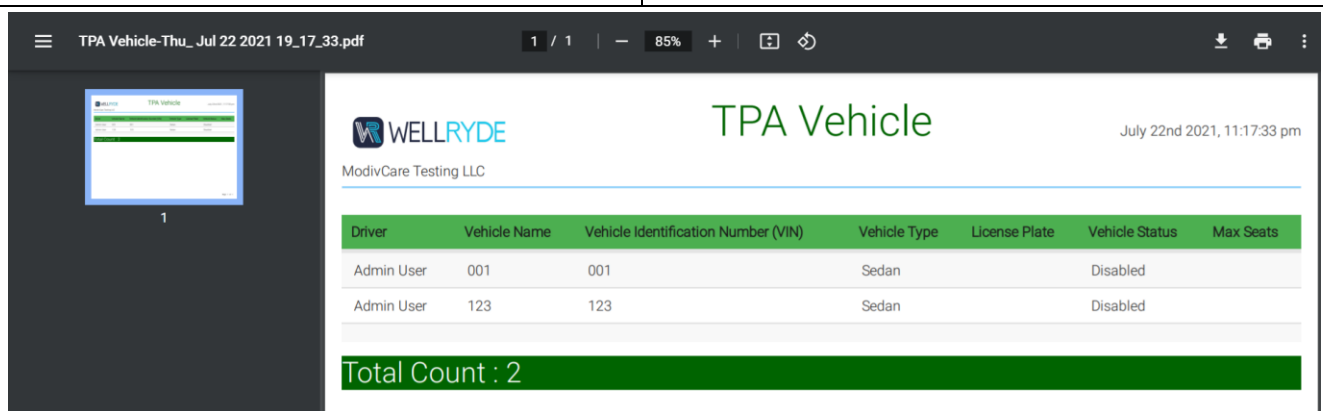


2. You can either export the list to PDF or Excel. Click **Export to PDF**.



3. The document will download to the Downloads folder on your computer. Below is an example of an opened PDF.

TPA Vehicle-Thu\_J....pdf



**Note:** Follow the same steps to export to Excel.