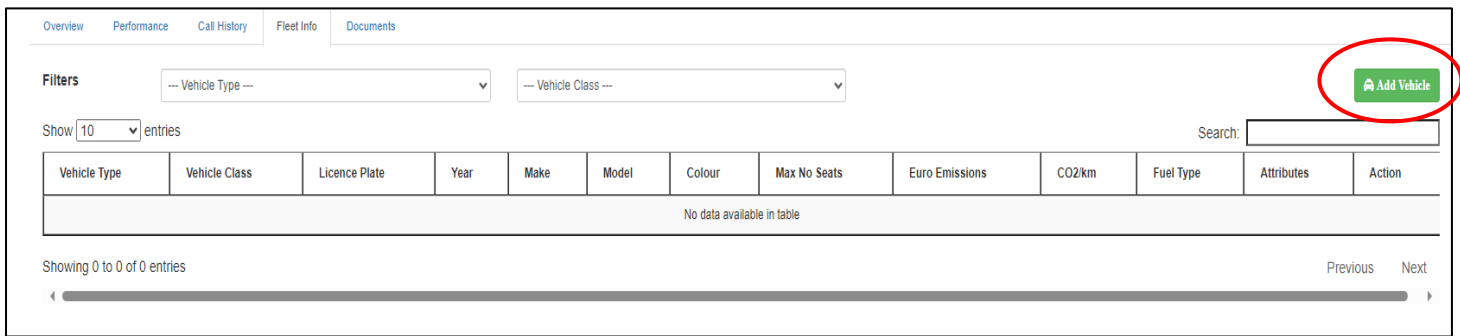


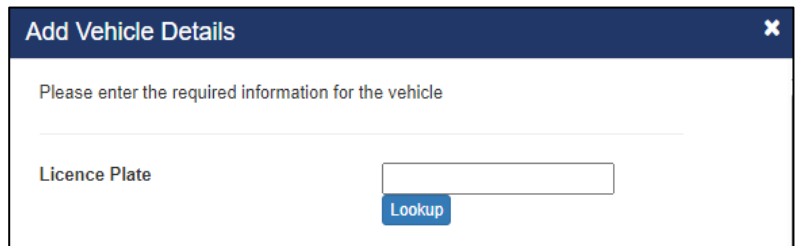
Fleet information Guide

Select the **Fleet Info Tab** on the dashboard and press the **Green Add Vehicle Button** as indicated below:



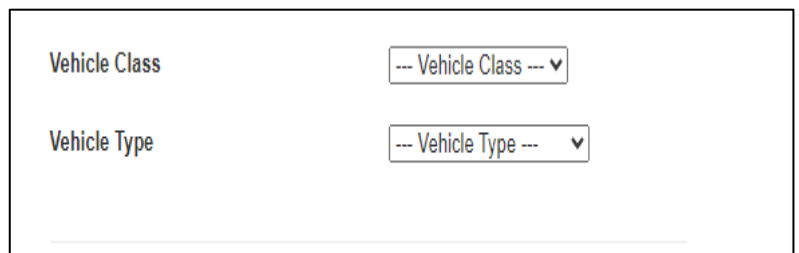
The screenshot shows the 'Fleet Info' tab selected in the top navigation bar. Below the navigation bar, there are filters for 'Vehicle Type' and 'Vehicle Class', both set to '--- Vehicle Type ---'. A search bar is on the right. A table with columns: Vehicle Type, Vehicle Class, Licence Plate, Year, Make, Model, Colour, Max No Seats, Euro Emissions, CO2/km, Fuel Type, Attributes, and Action is shown. The table is empty with the message 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' links. A green 'Add Vehicle' button with a car icon is circled in red in the top right corner.

Insert the vehicle registration and select the **Lookup** Button this will find your vehicle and bring up the vehicle details.



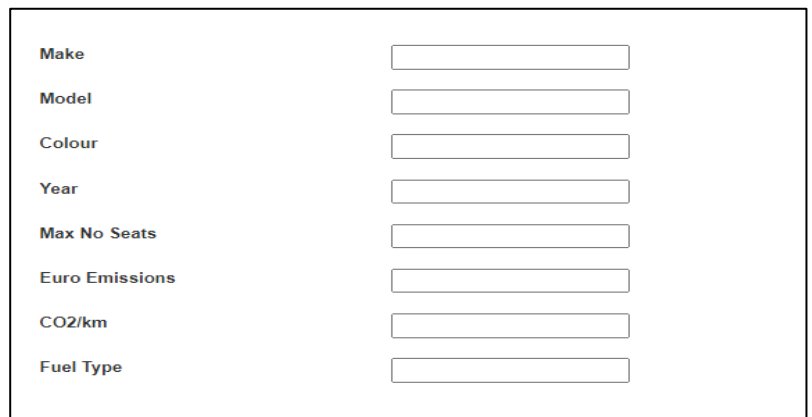
The screenshot shows the 'Add Vehicle Details' form. It has a title bar with a close button. Below the title bar, it says 'Please enter the required information for the vehicle'. There is a text input field for 'Licence Plate' and a blue 'Lookup' button next to it.

Please then select Vehicle Class (**Standard, Executive, Luxury, Heritage, Wheelchair**) and Vehicle Type (**Saloon, MPV, Black Cab, Minibus, Mini Coach, Midi Coach, Low floor Bus, Single Decker Bus, Coach, Double Decker Bus, Double Decker Coach**).



The screenshot shows a form with two dropdown menus. The first is labeled 'Vehicle Class' and has a value of '--- Vehicle Class ---'. The second is labeled 'Vehicle Type' and has a value of '--- Vehicle Type ---'.

Ensure that all details have been found from the lookup button. If this is not the case, please complete manually.



The screenshot shows a form for manual entry of vehicle details. It has labels for 'Make', 'Model', 'Colour', 'Year', 'Max No Seats', 'Euro Emissions', 'CO2/km', and 'Fuel Type', each followed by a text input field.

Fleet information Guide

Once complete select any General Attributes ensuring that all fields are completed with yes or no (**Wi-Fi, Air con, Toilet, Seat Belts, Tables, Leather Seats, Plug Socket/USB Ports**).

Some of these questions may have been prepopulated so please check the answers and update where necessary.

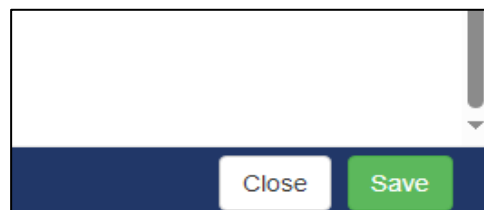
<u>General Attributes</u>	
Wifi	--- Please Select --- ▼
Air Con	--- Please Select --- ▼
Toilet	--- Please Select --- ▼
Seat Belts	--- Please Select --- ▼
Tables	--- Please Select --- ▼
Leather Seats	--- Please Select --- ▼
Plug Socket / USB Ports	--- Please Select --- ▼

Please then select any Accessibility Attributes ensuring that all fields are completed with yes or no (**Wheelchair Accessible, On-board Visual System, On-Board Audio System, Audio Induction Loop, Front Destination Displays, Side Destination Displays, Conformity Certificate**).

If your vehicle isn't wheelchair accessible, please ensure you enter no in the drop-down box.

<u>Accessibility Attributes</u>	
Wheelchair Accessible	--- Please Select --- ▼
On-board Visual System (Internal)	--- Please Select --- ▼
On-board Audio System (Internal)	--- Please Select --- ▼
Audio Induction Loop	--- Please Select --- ▼
Front Destination Displays (External)	--- Please Select --- ▼
Side Destination Displays (External)	--- Please Select --- ▼
Conformity Certificate	--- Please Select --- ▼

REMEMBER TO SAVE THE INFORMATION BEFORE CLOSING

A screenshot of the bottom of a web form. It features a dark blue footer bar with two buttons: a white 'Close' button and a green 'Save' button.

Please send over any Certificate of Conformity for any vehicles over 22 seats that are wheelchair accessible. Where this isn't available, please provide either COIF or LOLER Certificate.

fts.compliance@firsttravelsolutions.com

N.B. Single Decker & Double Decker Buses do not require coif details if they are wheelchair accessible but should be marked as PSVAR in the vehicle class. Only coach vehicles over 22 seats require the certificate of conformity information entered.

We appreciate that your fleet may contain many vehicles and that this takes time to enter.

KEEPING YOUR PORTAL INFORMATION UP TO DATE IS IMPORTANT ESPECIALLY CONTACTS AND FLEET.