



Notes

- New vehicles are active by default. Only active vehicles show on incidents and visits.
- Add the vehicle and apparatuses used during incidents (EMS) and visits (MIH) to the Vehicles list.
- **Required Permissions:** *Resources > Vehicles and Call Signs = Add¹*

How to Add a Vehicle (*Resources > Vehicles & Call Signs*)

1. From the Vehicles list page, click New
2. Complete the vehicle’s fields

Fields of Importance	
Active	Yes = vehicle appears for selection. No = vehicle does not appear for selection
Unit/ Vehicle # <i>dVehicle.01</i>	A unit or vehicle number is required if you are entering a vehicle into the system. For vehicles that do not have a unit or vehicle number click the icon for alternate options.
Default Call Sign <i>dVehicle.03</i>	Select a call sign from the drop down or create one by selecting the Create link. Enter a new call sign and click to Save. Call signs created automatically appear in your agency's Call Signs list. MUST match as received from CAD.
Vehicle Type <i>dVehicle.04</i>	Select the vehicle type from the drop down list. Click the icon to select a not value
At Agency Location	The location where the vehicle resides. These are the agencies from your Agency Locations resource (<i>Resources > Agency Locations</i>). Select the MAIN station/company a unit is associated with.

3. Click Save

¹ For permission group changes, contact EMSOP official