



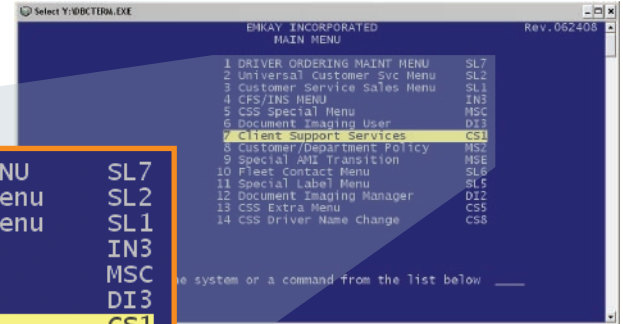
HOW TO UPDATE VEHICLE CENTER

HOW TO UPDATE VEHICLE BILL SORTS

- 1** From the main menu **SELECT** option 7 “**CLIENT SUPPORT SERVICES CS1**”.

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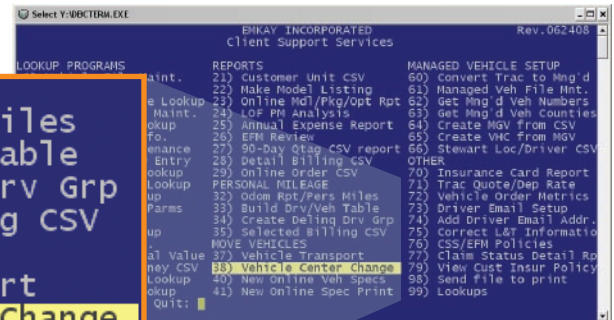
1 DRIVER ORDERING MAINT MENU      SL7
2 Universal Customer Svc Menu      SL2
3 Customer Service Sales Menu      SL1
4 CFS/INS MENU                     IN3
5 CSS Special Menu                 MSC
6 Document Imaging User            DI3
7 Client Support Services           CS1
8 Customer/Department Policy       MS2
9 Special AMI Transition           MSE
  
```



- 2** Then, **SELECT** option 38 “**VEHICLE CENTER CHANGE**”.

```

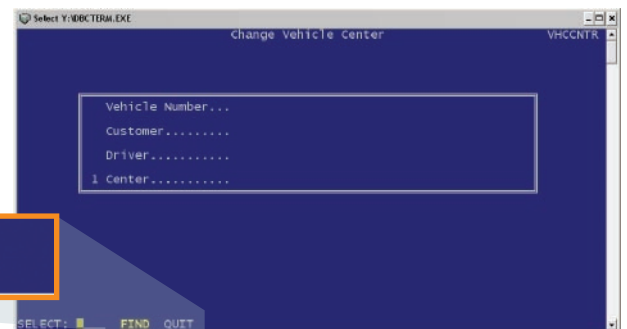
PERSONAL MILEAGE
32) Odom Rpt/Pers Miles
33) Build Drv/Veh Table
34) Create Deling Drv Grp
35) Selected Billing CSV
MOVE VEHICLES
37) Vehicle Transport
38) Vehicle Center Change
40) New Online Veh Specs
41) New Online Spec Print
  
```



- 3** Press the **RIGHT ARROW KEY** until you have selected “**FIND**” and press **<ENTER>**.

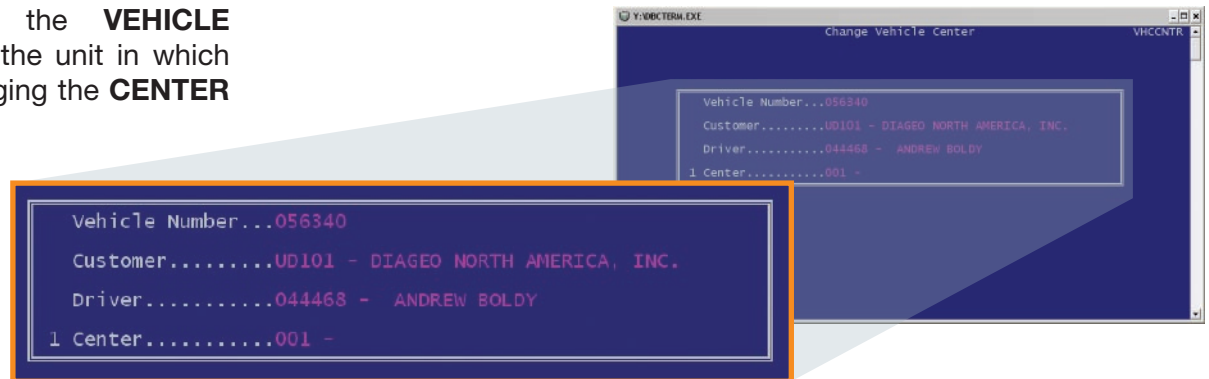
```

_ FIND QUIT
  
```

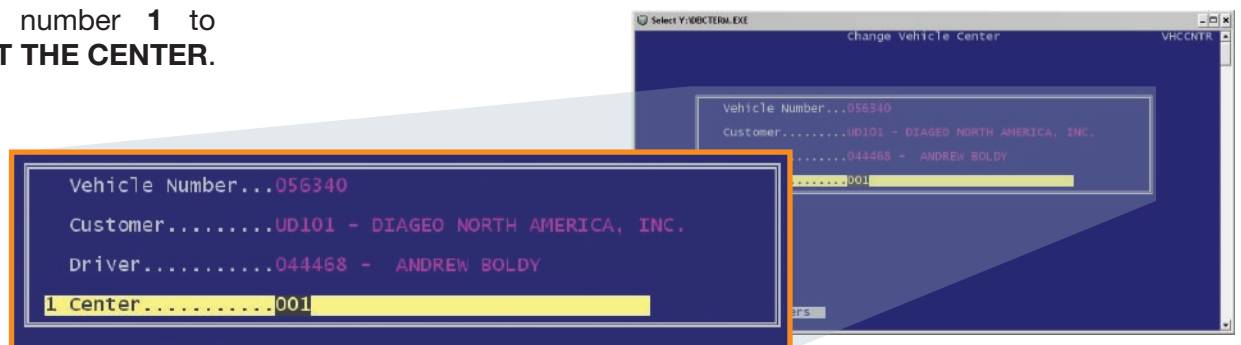


HOW TO UPDATE VEHICLE BILL SORTS

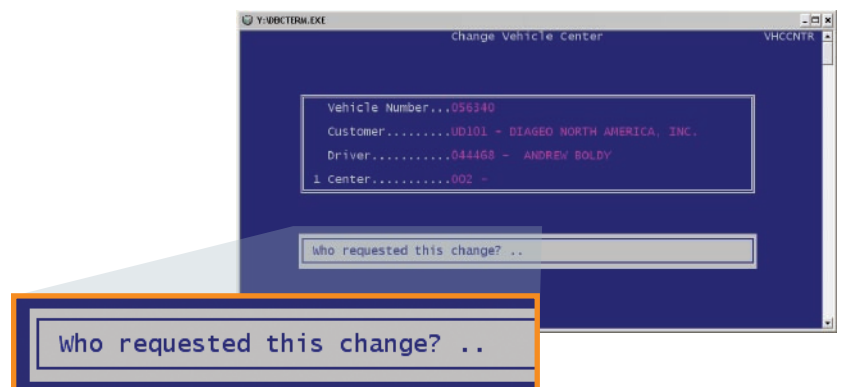
- 4** Next, input the **VEHICLE NUMBER** of the unit in which you are changing the **CENTER NUMBER** for.



- 5** TYPE the number **1** to **HIGHLIGHT THE CENTER**.



- 6** Enter the new **CENTER NUMBER** and press **<ENTER>**. A prompt will then appear inquiring as to **WHO REQUESTED THE CHANGE**. INPUT the name of the person requesting the change. This will leave a note in the **F8 NOTES** to show when the change was made, what the center was changed from and to, and **WHO REQUESTED THE CHANGE**.



NOTES