

Student Vehicle Information

Schools can use the **Student vehicle** screen to enter or delete student vehicle information including assigned parking space numbers. Multiple vehicles can be attached to a student record.

Navigation: Start Page > Select Student > Custom Screens > Student Vehicles

Adding Vehicle Information

1. Search for and find desired student.

Start Page > Student Selection > Quick Lookup

Quick Lookup

Mouse, Minnie 11 12345 316

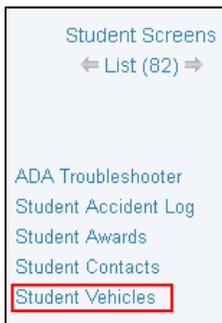
Quick Lookup Standards Grades

Exp	Last Week		This Week				Course	F1	Absences		Tardies	
	M	T	W	H	F	Q1			13-14	Q1	13-14	
1(A-B)							ANALYTIC GEOMETRY/TRIGONOMETRY		0	0	0	0
2(A-B)							ANATOMY & PHYSIOLOGY (HONORS)		0	0	0	0
3(A)							AP ENGLISH LANGUAGE AND COMPOSITION		0	0	0	0
4(A-B)							CHEMISTRY (HONORS)		0	0	0	0
3(B)							ADVANCED PLACEMENT UNITED STATES HISTORY		0	0	0	0
Attendance Totals									0	0	0	0

2. Under **Information** click **Custom Screens**.



3. Click **Student Vehicles**.



Student Vehicle Information

4. Click **New Record**.



Start Page > Student Selection > Student Student Vehicles

Student Vehicles

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New Record

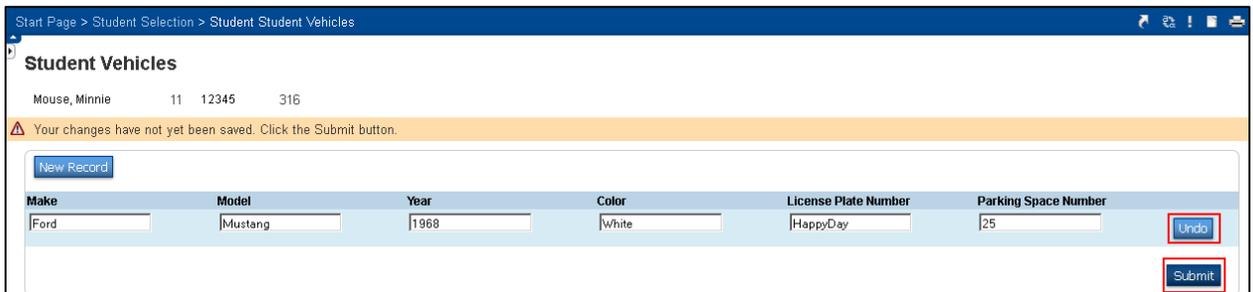
Make	Model	Year	Color	License Plate Number	Parking Space Number
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Submit

5. Complete required fields:

- a. **Make** = Make of the vehicle
- b. **Model** = Model of the vehicle
- c. **Year** = Year of the vehicle
- d. **Color** = Color of the vehicle
- e. **License Plate Number** = License Plate number on the car
- f. **Parking Space Number** = Number assigned by school

Note: To remove the vehicle information without saving, click the **Undo** button prior to clicking **Submit**.



Start Page > Student Selection > Student Student Vehicles

Student Vehicles

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⚠ Your changes have not yet been saved. Click the Submit button.

New Record

Make	Model	Year	Color	License Plate Number	Parking Space Number
Ford	Mustang	1968	White	HappyDay	25

Undo

Submit

6. Click **Submit**.

7. Repeat Steps 4-6 to add additional vehicles to this student.

Student Vehicle Information

Deleting Vehicle Information

1. On the **student vehicles** screen, click Delete next to the vehicle record to be removed.

Start Page > Student Selection > Student Student Vehicles

Student Vehicles

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[New Record](#)

Make	Model	Year	Color	License Plate Number	Parking Space Number	
Ford	Mustang	1968	White	HappyDay	25	Delete Record
Chew	Suburban	2001	Blue	ABC-1234	25	Delete Record

[Submit](#)

2. Click **Confirm Delete**.

[New Record](#)

Make	Model	Year	Color	License Plate Number	Parking Space Number	
Ford	Mustang	1968	White	HappyDay	25	Cancel Delete Confirm Delete
Chew	Suburban	2001	Blue	ABC-1234	25	Delete Record

[Submit](#)

3. Click **Submit**.

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