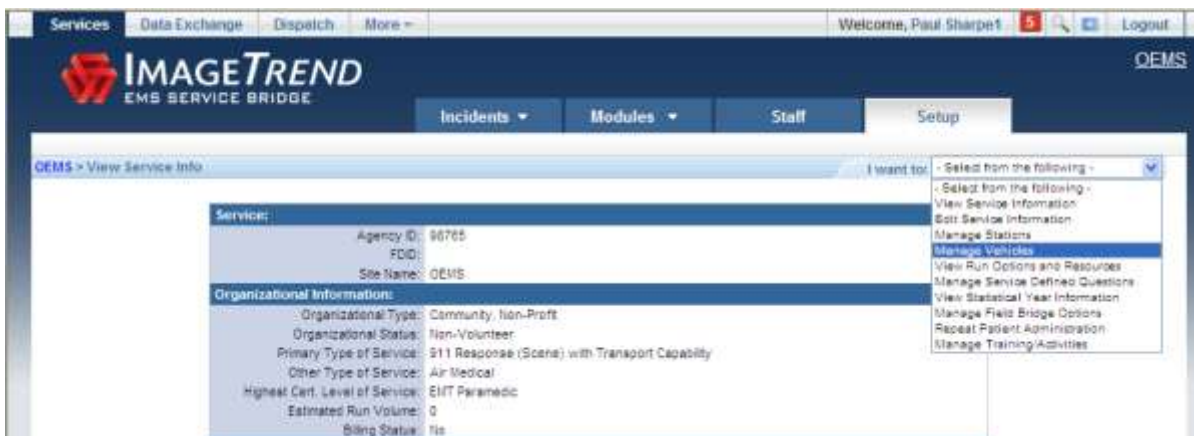


## Adding or Updating an EMS Vehicle in VPHIB

- 1) To add a new or additional EMS vehicle to your agency's VPHIB account log onto VPHIB
- 2) Click on the Setup tab



- 3) On the View Service Info page, in the I Want to box, click on Manage Vehicles



- 4) On the View Vehicle Info Page, click on the Add a Vehicle button



- 5) The View Vehicle Info page will open. Fill out the vehicle info fields and click OK. The version 2 Virginia Data Dictionary requires that the unit/vehicle number, unit call sign, vehicle type (default for EMS reports), and model year be reported. It is encouraged that all fields be completed.

The screenshot shows the 'View Vehicle Info' form in the IMAGE TREND EMS SERVICE BRIDGE application. The form is titled 'OEMS > View Vehicle Info' and includes a search dropdown. The form is organized into several sections:

- Vehicle Information:** Contains fields for Sort Order, Unit/Vehicle Number (with a note: 'NOTE: This is the unique ID number of the unit which is specific for each vehicle; typically the VIN associated with the vehicle.'), Unit Call Sign (with a note: 'NOTE: This is the EMS unit number used to dispatch and communicate with the unit. For example, Medic 11.'), and Default for EMS Reports (set to 'Not Recorded').
- Station:** Contains a dropdown for 'At Station' currently set to 'Station 1'.
- Purchase Information:** Contains fields for Purchase Date, Initial Cost (\$0.00), Make, Model, Year, and Serial Number.
- Vehicle Status:** Contains a status selection with radio buttons for 'Active' (selected) and 'Inactive'.

At the bottom of the form are 'OK' and 'Cancel' buttons, and a note: '\* Required Fields'.

- 6) To update an existing unit: On the View Vehicle Info page click on the Edit button next to the vehicle you wish to update. When the current info shows, click on the Edit button and then complete as you would a new vehicle.

**Note:** If you want to remove a vehicle we recommend inactivating the unit rather than deleting it. Inactivating the unit will remove it from showing a choice when entering run information, but allow you to recall the information on the unit.

Vehicle Information	
Sort Order:	0
Unit/Vehicle Number:	Medic 51
Default for EMS Reports:	Ambulance
Station	
At Station:	Station 2
Purchase Information	
Purchase Date:	01/12/2010
Initial Cost:	\$146,250.00
Make:	International
Model:	
Year:	2010
Serial Number:	1FH28003291
Vehicle Status	
Status:	Active

**Edit**