

How To – Vehicles/Equipment

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Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.

User Rights for Vehicles/Equipment:

- **isTransportationAdmin** - Add/Edit/Deactivate vehicle fleet entries PLUS Add/Edit/Delete vehicle maintenance and fueling log records. This user has full control over all vehicles in the fleet. Grant this right to only trusted transportation administrative users. Users with this right can modify vehicle inventory and maintenance/fueling entries created by any user using **TRANSPORTATION>Vehicles/Equipment**. This is typically the transportation director and business manager.
- **isTransportationStaff** - Add/Edit vehicle maintenance and fueling log entries but NOT delete. This is much more restrictive since this user can't modify vehicle inventory. Users with this right can add entries to vehicle maintenance and fueling log using **TRANSPORTATION>Vehicles/Equipment** and edit entries they create but not entries created by others. Users with this right can't delete any entry, including entries created by themselves. These restrictions are necessary to reduce vehicle maintenance and fuel database impact from accidental or malicious modifications.

How To Use Vehicles/Equipment:

1. Users having the right **isTransportationAdmin** will put vehicles in the vehicle fleet database using **TRANSPORTATION>Vehicles/Equipment**. Be sure to keep this database current (unavailable, removed from fleet, etc.) and mark items as unavailable when items are disposed of and no longer property of the district.
2. Users having the right **isTransportationAdmin** or **isTransportationStaff** will put maintenance and fueling records in the vehicle maintenance and fuel database using **TRANSPORTATION>Vehicles/Equipment**.