

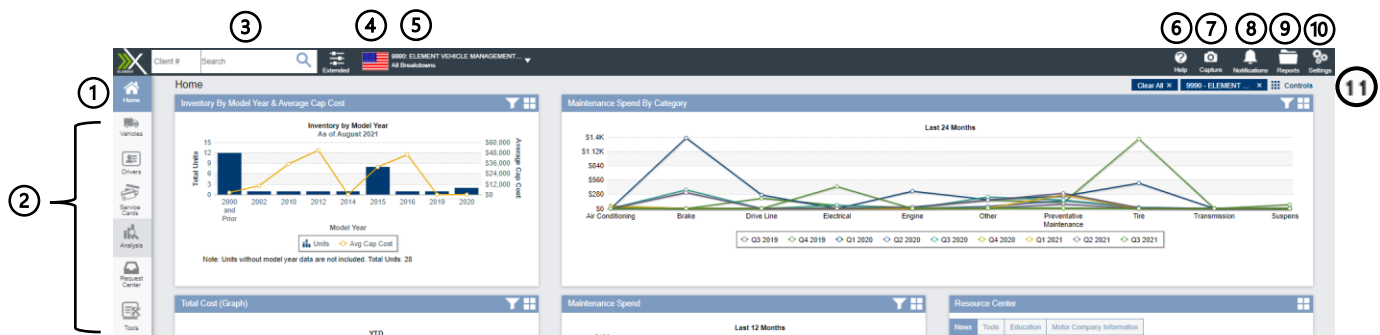
Xcelerate | What is Xcelerate?



Getting Started | Xcelerate is an intuitive, simple, and responsive web and mobile based tool to assist you with easy access to critical tasks, reporting and analytics. Xcelerate includes many features and tools to support efficient day to day fleet activities as well as visibility to data and analytics to support key decisions and actions. Xcelerate is the digital version of your vehicles, drivers, and fleet transactions.

Site Overview

Xcelerate features may vary based on enrolled programs and access rights



1. **Home**
Return to the home page **any time** by clicking Home
2. **Menu Bar**
 - a. **Vehicles**
Add a Vehicle, review/update vehicle information, order a vehicle, view preventive maintenance information, Remarketing functions, access Accidents/CEI or Telematics
 - b. **Drivers**
Review/update driver information
 - c. **Service Cards**
View a Service Card Summary, Manage Service Cards & PINS (u.s.)
 - d. **Analysis**
Access the Report Center to find, generate and schedule reports, view billing summary, download invoices, and view Dashboards
 - e. **Request Center**
Case management center; submit and view status of cases
 - f. **Tools**
Inventory management tools to support high volume transactions
3. **Search**
Retrieve data based on a variety of search options. Whichever way you search and select the driver and/or the vehicle, the Vehicle Driver Detail (VDD) page opens containing two tabs:
 1. Vehicle information displays in the left (blue) tab
 2. Driver information displays in the right (green) tab

Tip: Refer to Xcelerate | Search for Vehicles & Drivers (Xcelerate HELP)

4. Extended Search

Extended Search provides additional vehicle, driver, and breakdown search options in Xcelerate. When accessing Extended Search, the Inventory tab results display by default. Click the Driver List tab to view driver results, or the More tab for additional options including Fuel transactions, Maintenance, and Accidents as a sample. You can select from additional search criteria by selecting + More. Also adjust data fields in the results by selecting  Add/Remove.

5. Country

Select flag to select country for the fleet account you would like to view.

Client/Breakdown

Selection of client number(s) and/or breakdown

Tip: Refer to Xcelerate | Client & Breakdown Selection (Xcelerate HELP)

6. Help

Xcelerate Help provides self-help options in the form of Documents, Tutorials, and FAQs. Link to [Register for Online Training](#) is in Help in the upper right-hand corner.

7. Capture

The Xcelerate Capture is a tool integrated into Xcelerate that gives you the ability to capture screen shots and enter notes for those screen shots.

8. Notifications & Reminders

Notifications are cue that you have setup to be notified of one or more events.

Reminders are self-created 'to do' for a unit or driver.

9. Reports

Access to recently run reports for quick access. The Report Center tab contains the status of all reports that you have run and are ready to be exported. To access **Report Center**, click **Analysis < Report Center** from the side menu.

10. Settings

Settings provide you with additional options and setting for your Xcelerate account

- Preferences – You can set your personal preferences
- Notification Settings – You can view the notification settings
- Security – You can update your security settings (e.g., change password, etc.)
- Technical Support – Learn how to contact our Client Technology Services Web Support team for assistance using Xcelerate

Based on your provisioning to Xcelerate you may also see some of the following:

- Manage Custom Fields
- Manage Policy Documents

11. Control

Control establishes data sets (where you can combine client numbers or sets of breakdowns) and manages **Widgets**. **Widgets** are multi-functional and customizable visuals of information that display on the Xcelerate home page. Select Widgets under the Controls section to personalize your selection of Widgets on your home screen.

TIP!

Xcelerate sessions will time out after 60 minutes of inactivity. The site will 'pop a reminder' message to alert you before logging you out. You will have an option to keep the session active or logout.