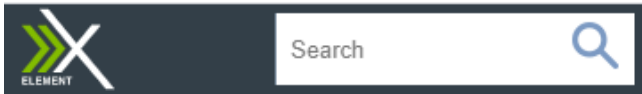


Xcelerate | Search for Vehicles & Drivers



In this document you will learn how to use Search to find the information you need.

Search Options



Clients with one Client Number will see this search option



Clients with access to multiple client numbers can search across all Client Numbers (All Clients), or click the 'All Clients' dropdown menu to select the specific Client Number

If your Search (Settings/Preferences) is set to Smart Search, there are a variety of search options:

For a Vehicle

- Client-Unit Number
- Vehicle status
- Breakdown
- Client Asset ID
- Product Class
- Product Sub-Class
- Vehicle Description
- Series
- VIN
- Fuel Type
- Gross Vehicle Weight (GVW)
- Tag Number
- Title Number
- Garaged Address

For a Driver

- Driver First and Last Name
- Breakdown
- Breakdown Name
- Employee ID
- Email
- Alternate E-mail
- Primary Home Phone
- Primary Business Phone
- Secondary Home Phone
- Primary Address
- Business Address
- Mailing Address

If your Search (Settings/Preferences) is set to Quick Search, your search options are: Vehicle Number, Driver Last Name

Whichever way you search and select the driver and/or the vehicle, the Vehicle Driver Detail (VDD) page now opens containing two tabs:

1. **Vehicle** information displays in the left (blue) tab
2. **Driver** information displays in the right (green) tab

Click either tab to view the vehicle or driver information in more detail.



TIP!

Another search option available is the keyword search. It's a 'wildcard' search when you don't have all the specific driver or vehicle information that you wish to use in your search. When searching by a vehicle number, you can also type an asterisk (*) in front a vehicle number to search a vehicle, without the need to remember the leading zeros (e.g., *14166). Additionally, if you have access to multiple client numbers, the search (without a client number selection) feature will 'search' across all vehicles under your access.