

## SECTION 3: MAINTAIN FLEET

### TRANSACTION TYPE SELECTION:

**Main Menu**

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dotdmr processing on behalf of TEST EMV FLEET - F049

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This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

Create Fleet

Maintain Fleet

Forms and reports

Bank account information

**Navigation tip:** To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**

**Note:** This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

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**Maintain Fleet:** Select to perform various tasks related to your fleet.

- a. Add/Remove vehicles from fleet
- b. Update fleet information, unit number, vehicle kept in
- c. View vehicles in fleet
- d. Remove fleet
- e. Renew fleet registration
- f. Reprint Certificate of Registrations for renewals already processed

Click **Next**

**Select Fleet**

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dotdmar processing on behalf of TEST EMV FLEET - F049

A  
 TEST FLEET A  
 TEST FLEET 1

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Select fleet to maintain. Click **Select Fleet**

**Maintain Fleet Menu**

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dotdmar processing on behalf of TEST EMV FLEET - F049 : TEST FLEET A

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Add Vehicle to Fleet  
 Remove Vehicle from Fleet  
 Update Fleet Information  
 Renew Fleet Registrations  
 Remove Fleet  
 Reprint Certificate of Registration    Reference Number   
 Update Unit Number  
 Update Vehicle kept in Details  
 View Fleet Vehicles

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**Maintain Fleet Menu:** Select processing transaction to perform or **Return to Menu**.

Additional processing instructions for **Maintain Fleet Menu** can be found in the User Manual, Section 3: A-I:

- Add Vehicle to Fleet (3A)
- Remove Vehicle from Fleet (3B)
- Update Fleet Information (3C)
- Renew Fleet Registrations (3D)
- Remove Fleet (3E)
- Reprint Certificate of Registration (3F)
- Update Unit Number (3G)
- Update Vehicle kept in Details (3H)
- View Fleet Vehicles (3I)