

VIN VIEWS

PLANNING VIEW JOB AID

This job aid shows how to use planning vin views in the RunBuggy platform.

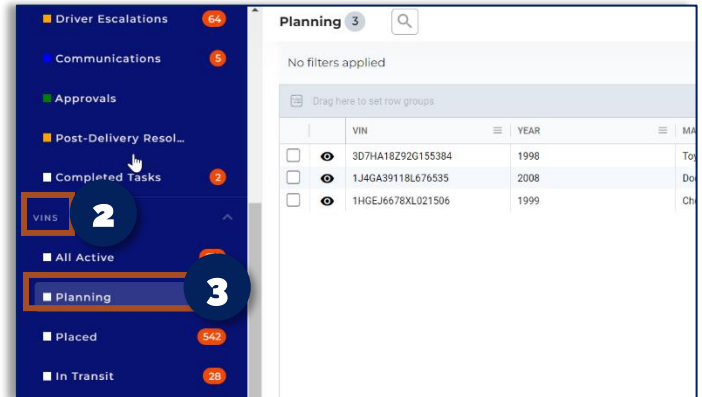
NAVIGATE TO VIN VIEWS

1. From the left side menu, click the hamburger icon located at the top of screen to expand menu

Expanded menu appears.

2. Scroll down to the VINS area
3. Click the Planning tab

Planning VINs screen will display.



TO CREATE AN ORDER IN PLANNING VINS VIEW

1. Select vehicles
2. Click Create Order

A Create Order pop-up screen will display.

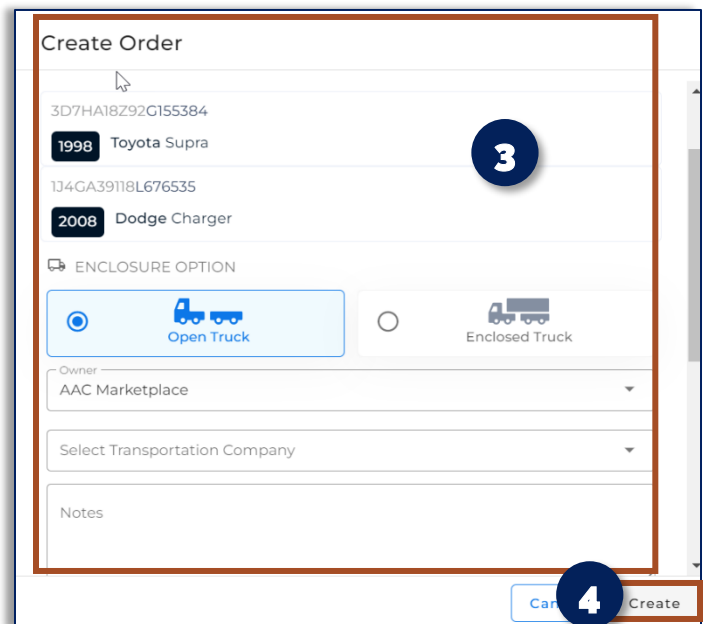
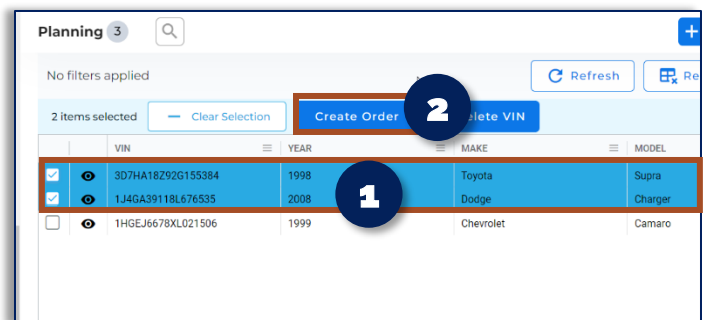
3. Enter in order information



NOTE: Make sure to scroll to the bottom of page to ensure all information is entered.

4. Click **Create** once completed

A **green box** will appear when new order created successfully.



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TO REMOVE A VEHICLE

1. **Select** vehicles to remove
2. **Click** Delete VIN

A confirmation pop-up box will appear.

3. Click **Confirm** to delete the data

A **green box** will appear when deleted successfully.

