

AIRDAT Onboard

Viewing and adding fleet

May 2023



1. **Search Fleet**
2. **View vehicle details**
3. **Delete Fleet**
4. **Add new fleet**
5. **Run fleet reports**
6. **Application help**

1 Search your fleet

View your fleet information and update vehicle details.

Search fleet
Search by fleet id or licence plate no

Filter
Filter to view specific makes/models or types of fleet

View fleet lists
Click the buttons to view lists of fleet and permits

View details
Click **Fleet ID /Licence** to view and update details

← Back

Fleet

Search for fleet ID, licence number or company name...

Filter

+ Add fleet

Permits to review Recently approved Impounded fleet Defective fleet All fleet

Fleet ID/Licence	Company	Make/model		
406	BlackwoodIT	Mini Cooper Permits: 0 Defects: 0	No	Action
456	BlackwoodIT	Land Rover Discovery 2 Permits: 1 Defects: 0	No	Action
BTD456	BlackwoodIT	Mini Cooper Permits: 1 Defects: 0	No	Action

Vehicle and ground service equipment must be included in your fleet before you can apply for an Airside Vehicle Permit.

2 View vehicle details

Check vehicle details. If your vehicle **does not** have a current permit, update details or delete from fleet.

Fleet Item details

Fleet Item type	Registration number or Fleet ID
Vehicle	BTD456
Make	Model
Mini	COOPER
Engine Size(cc)	Fuel Type
1600	Petrol
Date of manufacture	
January	2003
Notes	
<input type="text"/>	
<input type="button" value="Delete"/>	<input type="button" value="Update"/>

Registration number

The vehicle licence plate no. If it does not have a licence plate, the fleet id.

Engine size

Initially set to 1000

Fuel type

Initially entered as petrol.

Date

Initially set to January

3 Update or delete fleet

! If your vehicle **does** have a current permit, you cannot update the details or delete a vehicle.

If you want to delete a vehicle before the permit has expired, contact the ADVP office and ask them to archive existing permit and delete your vehicle. adp@aucklandairport.co.nz

Fleet Item details

Fleet Item type	Registration number or Fleet ID
<input type="text" value="Vehicle"/>	<input type="text" value="BTD456"/>
Make	Model
<input type="text" value="Mini"/>	<input type="text" value="COOPER"/>
Engine Size(cc)	Fuel Type
<input type="text" value="1600"/>	<input type="text" value="Petrol"/>
Date of manufacture	
<input type="text" value="January"/>	<input type="text" value="2003"/>
Notes	
<input type="text"/>	

4 Add new fleet

Check your existing fleet before you add new fleet.

Add fleet
Add Fleet for new vehicles or equipment

The screenshot shows a web application interface for fleet management. On the left, there is a sidebar with a 'Back' button and a 'Fleet' button (highlighted with a red box). The main content area features a search bar for fleet ID, licence number, or company name, and a 'Filter' button. Below the search bar are five tabs: 'Permits to review', 'Recently approved', 'Impounded fleet', 'Defective fleet', and 'All fleet' (which is selected). The 'All fleet' tab displays a table with the following data:

Fleet ID/Licence	Company	Make/model	Warning	Action
406	BlackwoodIT	Mini Cooper Permits: 0 Defects: 0	No	Action
456	BlackwoodIT	Land Rover Discovery 2 Permits: 1 Defects: 0	No	Action
BTD456	BlackwoodIT	Mini Cooper Permits: 1 Defects: 0	No	Action


In the top right corner of the interface, there is a blue button labeled '+ Add fleet'.

4 Add new fleet

When you add a new vehicle or piece of equipment, first search the registration details.

Fleet item type


Please select fleet item type that you would like to add.



Vehicles
Cars, vans and trucks

Fleet Type

Choose to add a vehicle or ground equipment



Equipment
Steps, GPU's & other non self propelled items.

Search by Registration Number or Fleet ID

Search for fleet

Enter registration number and **Search**. If a match is found in carjam, details are displayed.

Your Registration or Fleet ID could not be found, please enter the details manually

Registration number/Fleet ID

Make

Model

Fuel type

Engine size

Date of Manufacture

Notes

Add new vehicle

Complete vehicles details. **Save** or Save and Permit

5 Run fleet reports

Run and export reports of your fleet items

The screenshot shows a software interface with a dark blue header and a white sidebar on the left. The sidebar contains five menu items: 'Dashboard' (clock icon), 'Applications' (rocket icon), 'Fleet' (truck icon), 'Company' (building icon), and 'People' (group of people icon). At the bottom of the sidebar is a 'Reports' section with a bar chart icon, which is highlighted with a red border. The main content area has a white background and is titled 'Fleet item reports'. It features a search bar with the placeholder text 'Search for a report...'. Below the search bar, there are three report cards, each with an icon, a title, a description, and a right-pointing arrow:

- Fleet item report**: A report showing all fleet items at the airport, filtered by company and vehicle configuration.
- Fleet item overview report**: Charts providing an insight into the make up and configuration of fleet items being used across the airport.
- Permit report**: An overview of fleet items with associated permits at the airport.

6 Application help

- For enquiries about your application (you are unsure of what information need to provide) use comments to contact the Airside Driver Vehicle Permit Office.

[Applications](#) | [View Milestone](#) | [Comments](#)

The screenshot displays the AIRDAT application interface. On the left is a navigation sidebar with icons for Dashboard, Applications (highlighted with a red box), Fleet, Company, People, and a signal strength indicator. The main content area is split into two panels. The left panel, titled 'Tell us about your Airside Operation: this milestone is used to let Auckland Airport know where and how you will work airside.', contains two text input fields: 'What is the nature of your work airside? *' and 'What areas will you require access to? *'. The right panel, titled 'Comments', shows a comment from 'Test AVP-Approver (Airport)' with a green 'TA-A' status indicator. The comment text is 'Great application Elaine!' and the timestamp is '06 Apr 2023 07:34'. Below the comment is a text input field (highlighted with a red box) and a blue send button with a paper plane icon.

- For technical issues, for example the website is down, please contact AIRDAT using the support button located at the top right of the AIRDAT website.

