

Appendix E

Changing a Vehicle's Number

You may find it necessary to renumber a vehicle's number for a particular reason. When you do this, all field trips and other references to that vehicle are changed as well.

WARNING: Make sure you have a current backup of your T.O.M. database BEFORE using the Vehicle Renumber maintenance routine. (See *Chapter 10 – Backing Up and Restoring* in the *T.O.M. User Guide*.) Also, make sure you are the ONLY person using T.O.M.

To access the Vehicle Renumber maintenance routine open the Maintain menu, then click Vehicle Renumber (Figure E-1). The Vehicle Renumber Warning screen (Figure E-2) will be displayed.

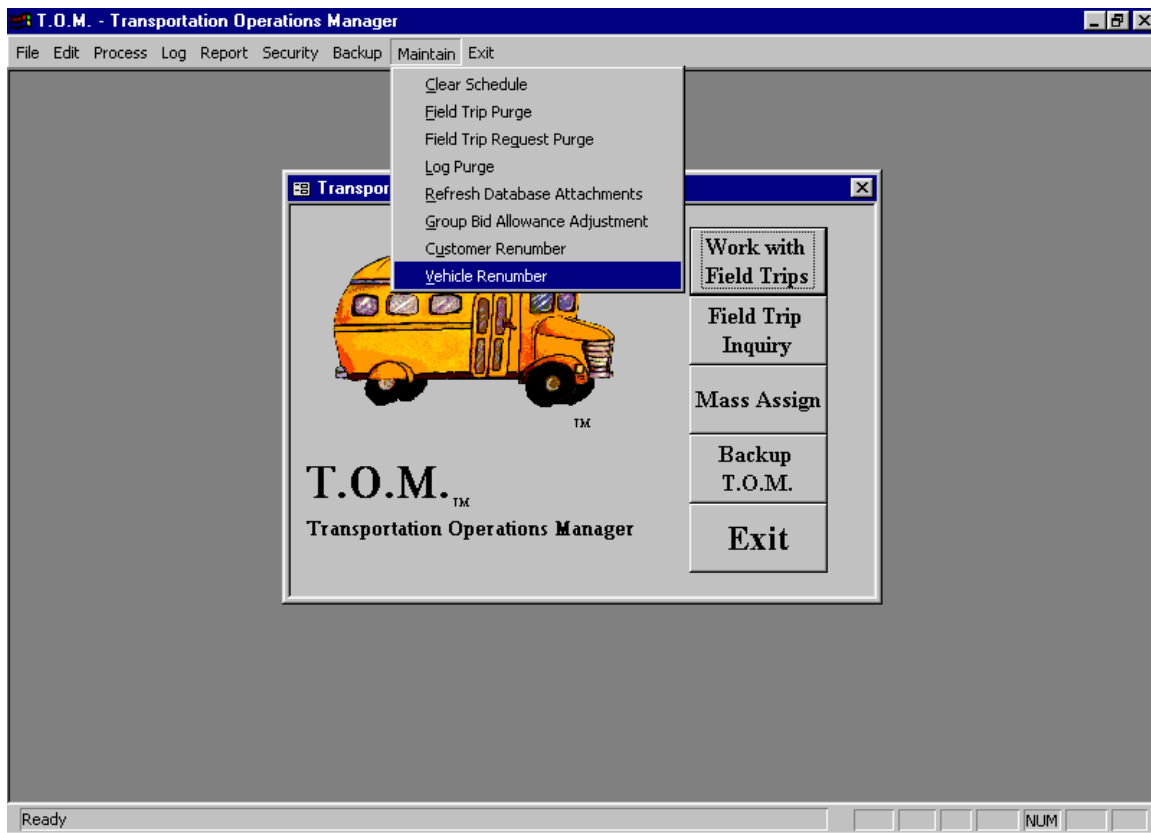


Figure E-1. Accessing the Vehicle Renumber Screen

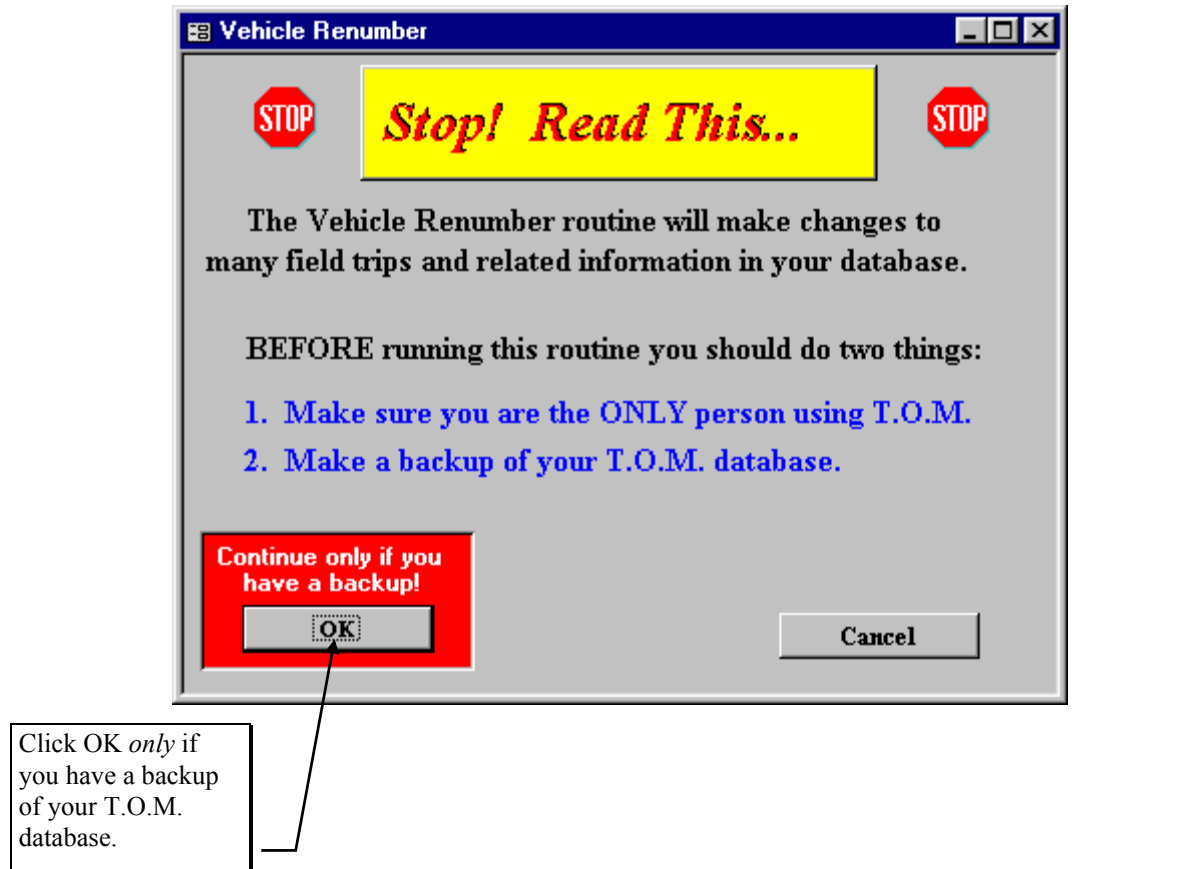


Figure E-2. Be Sure to Follow These Precautions Before Completing the Vehicle Renumber Routine

If you have a current backup and are sure you are the ONLY person using T.O.M., click the OK button to continue. The Vehicle Renumber screen (Figure E-3) will be displayed.

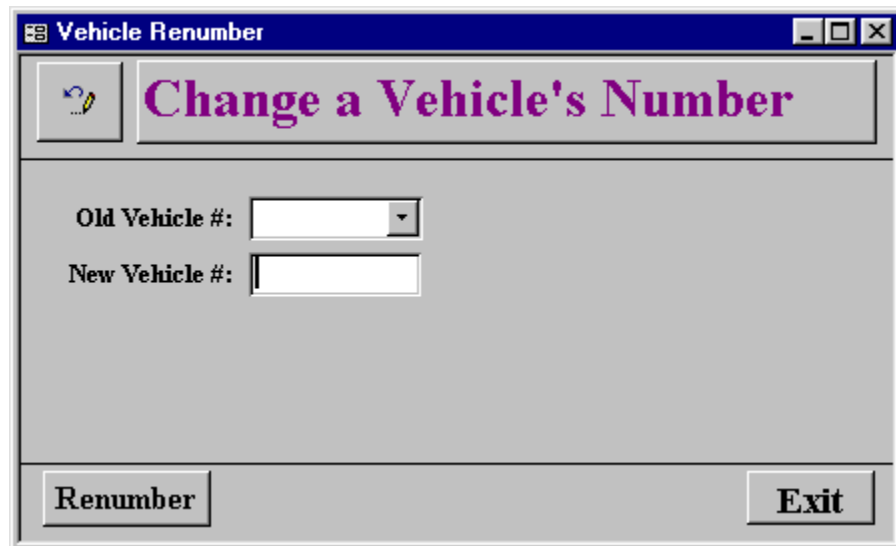


Figure E-3. The Vehicle Renumber Screen



The first step is to select the existing (old) vehicle number. You can simply type it in the Old Vehicle # field or click the drop-down arrow and select it from the list of existing vehicles. Use the scroll bar to view more vehicles in the list.

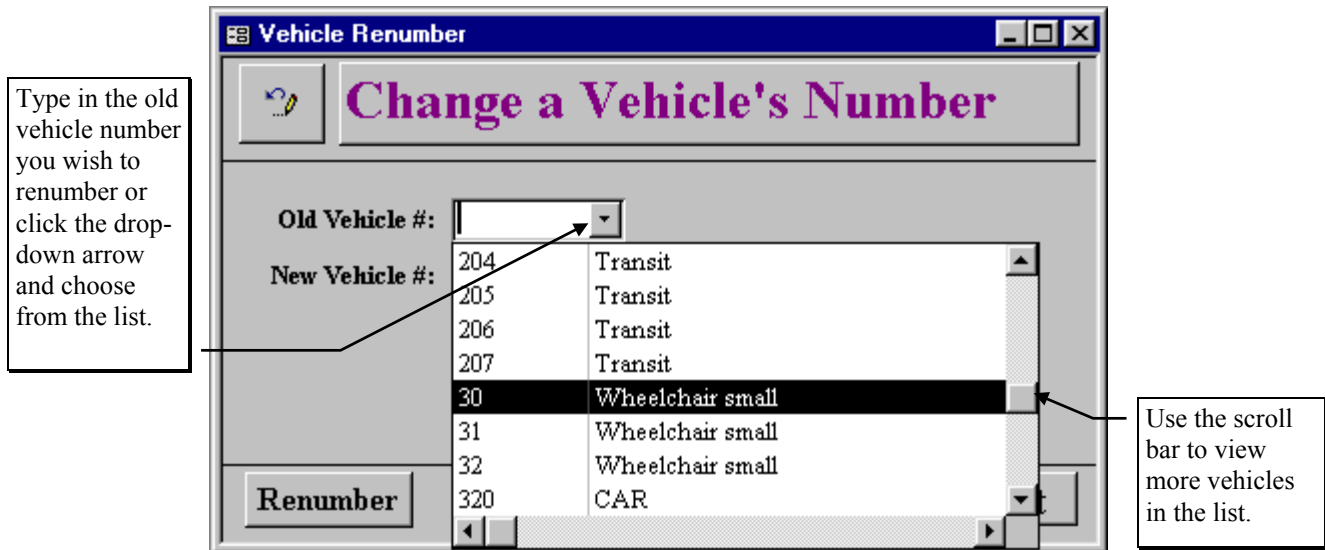


Figure E-4. Selecting the Old Vehicle Number

The next step is to type in the new vehicle number in the New Vehicle # field and click the Renumber button. T.O.M. will change the vehicle number and have all the field trips and other references to that vehicle change as well.

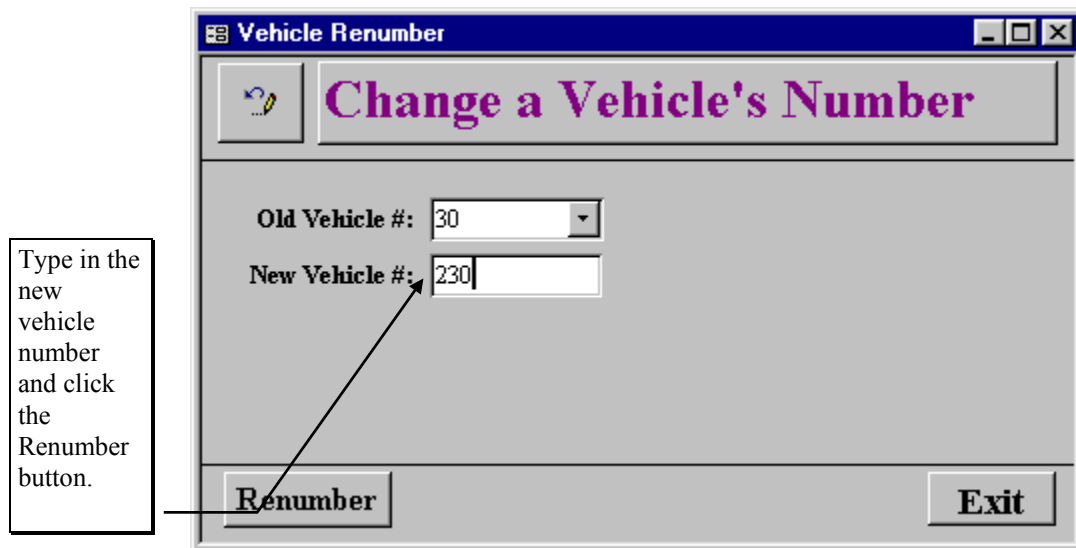


Figure E-5. Changing to the New Vehicle Number

When the renumbering is complete, T.O.M. will display "Vehicle renumbering complete!" on the screen.

You can repeat these steps if you wish to renumber additional vehicle numbers.



Vehicle Renumber

Change a Vehicle's Number

Old Vehicle #: 30

New Vehicle #: 230

Vehicle renumbering complete!

Renumber **Exit**

You can renumber as many vehicles as you wish. When you are finished, click the Exit.

Figure E-6. Vehicle Renumbering is Complete