GateKeeper Vendor Site User Guide

Benefits of GateKeeper Commercial Vehicle Management:

1. Provides real time information to support operator’s decisions on vehicles, drivers, vehicle operational read events, and trip charges.

System Requirements:

1. Vendor website is designed to work with the Google Chrome or MS Internet Explorer browser.
2. Pop ups must be allowed. If the pop-up blocker is on, you can log on but after your select reports or calendar, the reports or calendar won’t pop-up if the pop-up blocker is on. See instructions below for turn off pop-up blocker.

Main Functions:

1. How to login
2. How to view account information
3. How to add additional user to your account
4. How to run Trip Detail Report:

1. How to login:
   1. In internet Explorer, type or copy into browser, https://oakgtvendor.portoakland.com/GSIVendor/LogOnForm.aspx
   2. In User Name field, type username
   3. In Password field, type password
   4. Select the Login button

Sample of Login Page:
How to view account information:

1. Account page is the default page to display
2. Expand tabs by clicking the “+” icon next to Address, Driver, and Contacts. Sort information in screen such as Driver and Vehicle by clicking the column heading that is associated with it, “D/V”. 

Sample of Account Information Page:

How to add additional user to your account:

1. Navigate to Account page will is the default page to display
2. In menu bar, select Manage, Add Account User
3. Populate with user and password parameters
4. Select Create User
How to run Trip Detail Report:

1. In menu bar, select Reports
2. In reports drop down menu select Trip Charges Detail.
3. Select Continue button.
4. Complete Form and select View Report button
5. Review report.

**OAK: Trip Charges Detail**

**Date Range:** 02/01/2020 00:00:00 to 02/13/2020 23:59:59  
**Driver/Vehicle:** All Drivers/Vehicles  
**Show $0 Value Trips?** Yes

<table>
<thead>
<tr>
<th>Vehicle: av275</th>
<th>Trip Start</th>
<th>Trip End</th>
<th>Trip Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>02/04/2020 06:58:13</td>
<td>02/04/2020 06:59:13</td>
<td>$3.70</td>
</tr>
<tr>
<td></td>
<td>02/04/2020 07:50:49</td>
<td>02/04/2020 07:50:49</td>
<td>$3.70</td>
</tr>
<tr>
<td></td>
<td>02/06/2020 07:15:13</td>
<td>02/06/2020 07:15:13</td>
<td>$3.70</td>
</tr>
<tr>
<td></td>
<td>02/09/2020 07:25:52</td>
<td>02/09/2020 07:25:52</td>
<td>$3.70</td>
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<tr>
<td></td>
<td>02/11/2020 07:15:14</td>
<td>02/11/2020 07:15:14</td>
<td>$3.70</td>
</tr>
</tbody>
</table>

**Driver/Vehicle Total:** Trips: 5 $18.50

**Report Total:** Trips: 5 $18.50