

# 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:

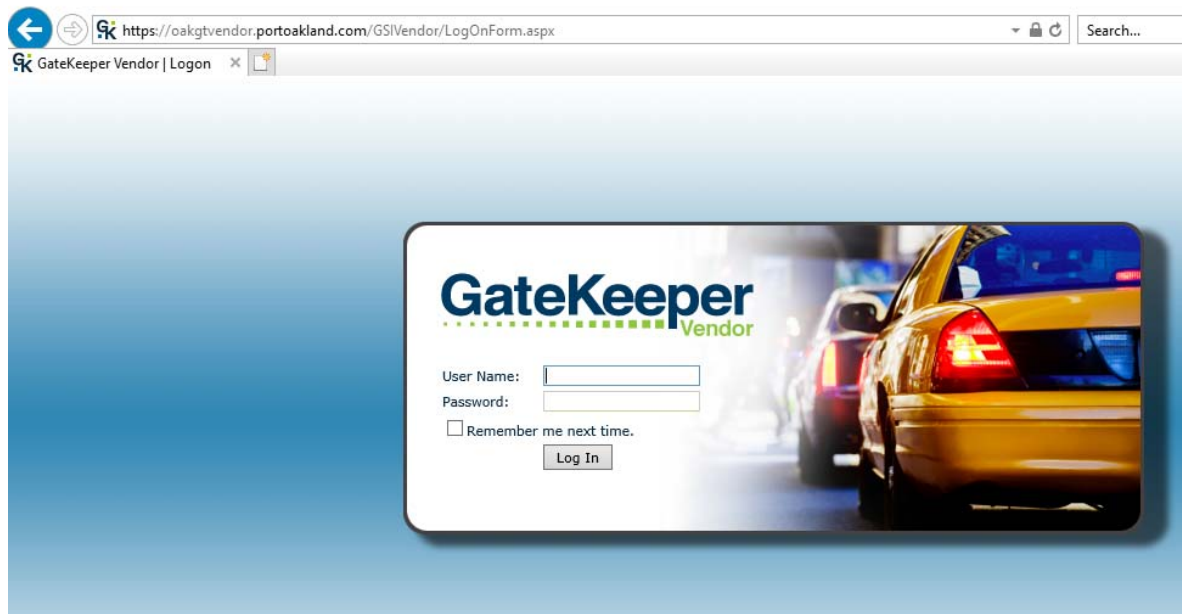
1. Vendor website is designed to work with the Google Chrome or MS Internet Explorer browser.
2. Pop ups must be allowed. If the pop-up blocker is on, you can log on but after your select reports or calendar, the reports or calendar won't pop-up if the pop-up blocker is on. See instructions below for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

The screenshot shows the GateKeeper Vendor interface for account 'GateKeeper Test 3'. It includes a navigation bar with 'Account', 'Reports', and 'Manage' tabs. Below the navigation bar, there are links for 'Read Events' and 'Trips'. A message states: 'Data changes will be submitted for review. They will not be visible until approved.' The account details are as follows:

Billing Type:	Invoiced	Account Type:	Taxicab
Operator Type:	Taxicab NON-AFV	Service Type:	Taxi
Suspension Exempt:	No	Expired Permit Suspension Exempt:	No
Insurance Suspension Exempt:	No	Account ID:	000003
Low/No Balance Thresh.:	\$6.70/3.35	Contract/Agreement:	
Color Scheme:		PUC Number:	
PUC Expiration:	Not Set		

Below the details, there are expandable sections for 'Addresses', 'Drivers/Vehicles', 'Insurance', 'Contacts', and 'Attachments'. The 'Drivers/Vehicles' section is expanded and shows a table with columns: ID, D/V, Service Type, Operator Type, Access ID, and Last Read. The table contains three records:

ID	D/V	Service Type	Operator Type	Access ID	Last Read
GateKeeper Test 3 1		Charter	Charter AFV	OAK.00002084	07/19/2019 12:26:20 PM
GateKeeper Test 3 avi275		Taxi	Taxicab NON-AFV	OAK.00000275	02/13/2020 11:10:10 AM
GateKeeper Test 3 avi276		Taxi	Taxicab AFV	OAK.00003968	02/13/2020 10:05:02 AM

At the bottom of the Drivers/Vehicles section, it says 'Show Page: 1 (Total Records Found: 3)' and 'Export To Excel Show Records Per Page: 10'.

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

The screenshot shows the 'Add User' form in the GateKeeper Vendor interface. It includes the GateKeeper Vendor logo at the top. The form has the following fields:

- User Name:
- Password:
- Confirm Password:
- E-mail:

At the bottom right of the form is a 'Create User' button.

## How to run Trip Detail Report:

1. In menu bar, select Reports
2. In reports drop down menu select Trip Charges Detail.



Account Reports Manage

### Report Selection

Select a report:

- <Select Report>
- Plaza Sequence
- Transactions by Vehicle
- Trip Charges Detail
- Trip Charges Summary
- Trip Detail Total Charges By Driver/Vehicle
- Trips and Read Events

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3. Select Continue button.



Account Reports Manage

### Report Selection

Select a report: Trip Charges Detail

**Report Name: Trip Charges Detail**

List of individual Trips and Trip Charge totals by each Driver/Vehicle.

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4. Complete Form and select View Report button



Start Date Range:   Start Time:

End Date Range:   End Time:

Driver/Vehicle:  Show \$0 Value Trips?

Page Break After Driver/Vehicle?

[Email Report](#)

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

Vehicle: avi275

Trip Start	Trip End	Trip Cost
02/04/2020 06:59:13	02/04/2020 06:59:13	\$3.70
02/04/2020 07:50:49	02/04/2020 07:50:49	\$3.70
02/06/2020 07:15:13	02/06/2020 07:15:13	\$3.70
02/09/2020 07:25:52	02/09/2020 07:25:52	\$3.70
02/11/2020 07:15:14	02/11/2020 07:15:14	\$3.70
<b>Driver/Vehicle Total:</b>	<b>Trips: 5</b>	<b>\$18.50</b>

Report Total: Trips: 5 \$18.50