

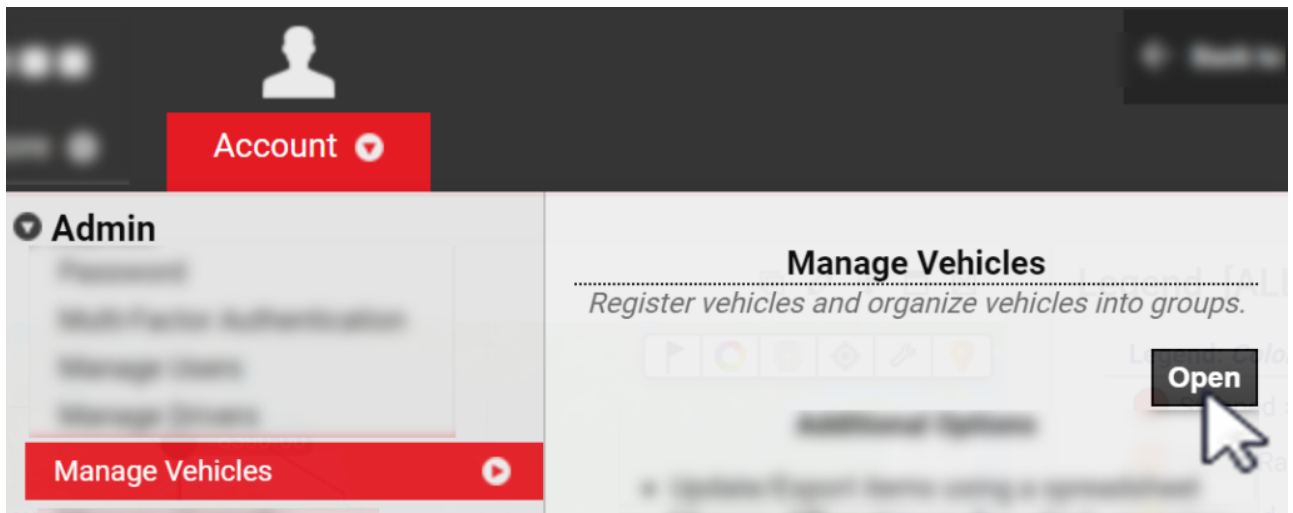
How to Run a Report Including a Deactivated Vehicle

Link: <https://help.gpsinsight.com/deep-dive/how-to-run-a-report-including-a-deactivated-vehicle/> Last Updated: May 13th, 2021

If you are looking to run a report that includes one or more deactivated vehicle(s), please use the following instructions.

How to run a report with a deactivated vehicle:

1. In Classic Portal, hover your mouse over “Account” until the drop-down menu appears.
2. In the drop-down menu, click **Manage Vehicles**.
A “Manage Vehicles” sub-list appears to the right.
3. Click **Open**.



The “Manage Vehicles and Groups” page appears.

4. In the Vehicle List section, check the checkbox next to “Deactivated” then click **Filter**.

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GPSINSIGHT Manage Vehicles and Groups
GPS Insight - erica.cinner

Users Drivers Vehicles Hierarchy

Vehicle List

View a full list of your vehicles. Click on values in the Vehicle, VIN, Driver, or Odometer columns to edit the values.

Deactivated: Fuel Card: Garmin: Polygon: Paste from Google Earth

Vehicle Group/Hierarchy: Search: * for wildcard **filter**

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 ...36 Show All 877:

Vehicle	VIN	Serial #	Driver	Groups	Hierarchy	Reported	Odometer
			not set	not set	not set		21,650 mi.
			not set	not set	not set		0 mi.
# &*()_+ -0987654321qwertyuiop 'lkjhgfdsazxcvbnm,. asdfaksjghas			not set	not set	not set		0 mi.
010957			not set	not set	not set		17,538 mi.
0_8496-02			not set	not set	not set		4,647 mi.
1 SPOT			not set	not set	not set		0 mi.
1-8002-03			not set	1 grp	5 node	28 seconds ago	77,816 mi. ✖
103-SEDL4			not set	not set	not set		437,475 mi.
111111			not set	not set	not set		0 mi.
1234567890 - North White South Ford Sunnyside			not set	not set	not set		169,686 mi.
133			not set	not set	not set		5,899 mi.
16			not set	not set	not set		64,732 mi.
18			not set	not set	not set		0 mi.
19			not set	not set	not set		0 mi.
1900 motion			not set	not set	not set		0 mi.
2009_Prius			not set	not set	not set		16,316 mi.
2268			ASSIGNED	1 grp	0 node	49 minutes ago	4,915 mi. ○
2276-01			not set	1 grp	1 node		0 mi. ✖
2276-02			not set	1 grp	1 node	Jan 26	310,000 mi. ○
2279-01			not set	1 grp	0 node	2 hours ago	45,413 mi. ○
2279-02			not set	1 grp	0 node	10 hours ago	177,356 mi. ○
2279-03			not set	1 grp	0 node	14 hours ago	0 mi. ✖
2279-04		0	not set	1 grp	0 node	15 minutes ago	0 mi. ✖
2279-05			not set	1 grp	0 node	7 days ago	0 mi. ✖
2323			not set	not set	not set		49,157 mi.

Register New: [Vehicle](#) or [Asset](#) Download: [Excel](#), [CSV](#)

5. Click on the Plug icon () for the vehicle(s) that you would like to include in a report(s).

Note. The associated vehicle will be included in reports for four (4) hours after clicking on the Plug icon.