

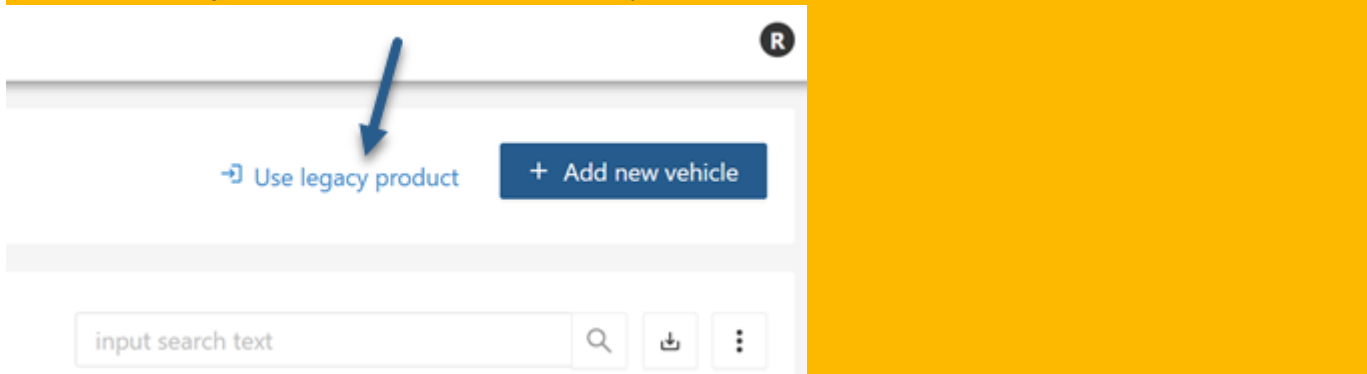
The Admin: Vehicles tab, available from the Admin page of the Fleet Tracking Portal, offers a centralized location to view, search, filter, and edit vehicles with greater speed and accuracy.

Vehicle Name	VIN	Serial no. (device)	Driver Name	Vehicle Groups	Vehicle Hierarchy	Last Reported Communic...	Engine Hours	ADU: (Average Daily Use)	Odometer	Actions
21 29 test	8TSAE24232929135358	8TSAE24232929135358	adam adamacdo	2 Groups	0 Nodes	an hour ago	840 hrs	17.3 mi / 4.99 hours	6326.5 mi	[edit] [delete]
2266-01	516RM3H96FL025986	4572266528	--	3 Groups	5 Nodes	a year ago	2,782 hrs	1.1 mi / 0.06 hours	89189.0 mi	[edit] [delete]
2279-01	1FTPW14325KF06336	3672012520	--	10 Groups	6 Nodes	20 hours ago	1,491 hrs	12.1 mi / 0.65 hours	60916.7 mi	[edit] [delete]
2279-02	1HGCM56886A076628	4572257709	--	5 Groups	4 Nodes	8 months ago	3,021 hrs	0.4 mi / 0.01 hours	204877.0 mi	[edit] [delete]
8002-03	2C3CDXG00H121120	3672033857	Adam Varner	10 Groups	5 Nodes	an hour ago	1,834 hrs	36.5 mi / 1.3 hours	57797.8 mi	[edit] [delete]
8002-04	1C4BJWDG0L704435	4674158529	Aimee LeSueur	14 Groups	8 Nodes	4 hours ago	3,705 hrs	14.0 mi / 0.85 hours	125103.8 mi	[edit] [delete]
8002-05	3VVDX7820PM300845	4572070716	Tyler Mortensen	5 Groups	1 Node	an hour ago	1,024 hrs	35.8 mi / 1.35 hours	29563.3 mi	[edit] [delete]
8019-02	5GZCZ534865842028	4572059781	Trent Anderson	13 Groups	4 Nodes	11 minutes ago	1,990 hrs	77.5 mi / 3.09 hours	214072.3 mi	[edit] [delete]
8019-04	5TDKXDC485105522	4572072163	--	13 Groups	11 Nodes	2 years ago	2,330 hrs	--	237903.0 mi	[edit] [delete]
8021-02	1GCG5CE3G1142845	4572113888	Sean Hogan	8 Groups	4 Nodes	2 hours ago	1,748 hrs	18.2 mi / 0.82 hours	106870.8 mi	[edit] [delete]
8051 KORE USG Test 510...	3672254577	3672254577	--	1 Group	0 Nodes	a month ago	50 hrs	2.3 mi / 0.1 hours	137401.7 mi	[edit] [delete]
8051-20	TEST	3672172084	Razvan P	2 Groups	1 Node	7 months ago	2,171 hrs	--	268049.0 mi	[edit] [delete]

Note: A user must have Vehicle Admin permission enabled to access this tab.

In this guide, you'll learn how to navigate the Vehicle Admin page, use its key tools and filters, and make updates to vehicle information with confidence. Whether you manage a small fleet or a large operation, these instructions will help ensure your fleet data stays organized, accurate, and up to date.

Note: You may use the **Use legacy product** button to navigate to the Vehicle Admin page in Classic Portal to manage items such as Attributes, Switch, Diagnostic Data, Driver History, Hierarchy, Vehicle Recall data, etc. This button is only available and accessible to Enterprise/Advanced Administration users.

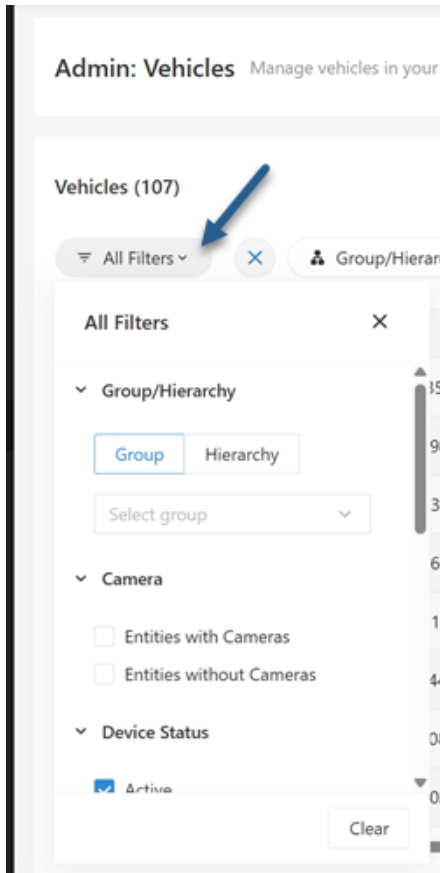


Viewing the Table

Vehicle information is presented in a default table layout displaying Vehicle Name, VIN, Serial no. (device), Year, Make, Model, Driver Name, Odometer, Engine Hours, ADU: (Average Daily Use), and Last Reported Communication.

Using Table Filters

Filters can be used to display the vehicle data you need to know using the Filter drop-down.



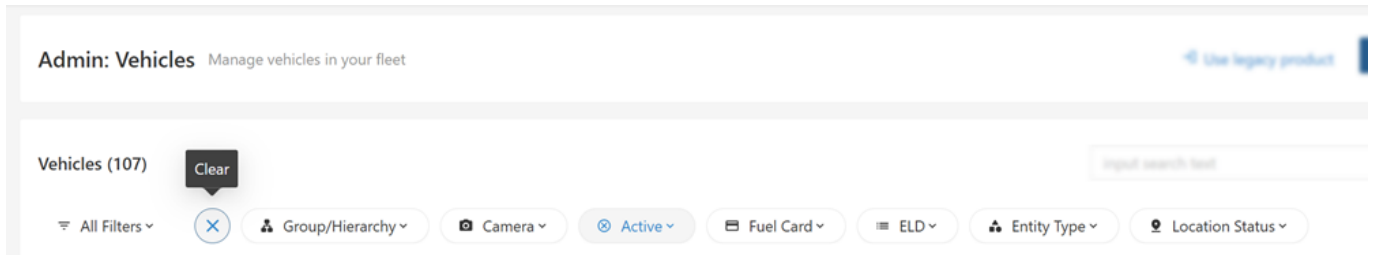
Available filters include:

- Group/Hierarchy
- Camera (with or without)
- Device Status (active or deactivated)
- Fuel Card (fuel card or no fuel card)
- Entity Type (vehicle or asset)
- Location Status (hidden or visible)

To apply a filter(s), simply click the down arrow to expand the filter drop-down and check the box next to the applicable filter(s). Checked filters will be automatically applied to the table.

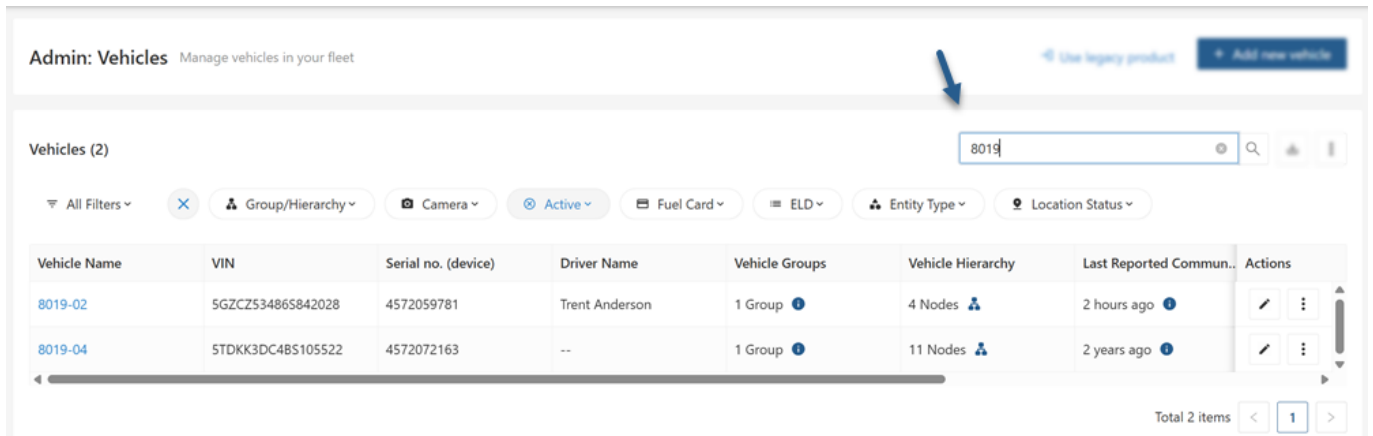
To remove a filter(s), you can use the filter drop-down to uncheck the box next to the applicable filter(s), click the **X** to the right of the filter drop-down to clear all applied filters.

Note: You can click the **x** next to an applied Device Status filter.



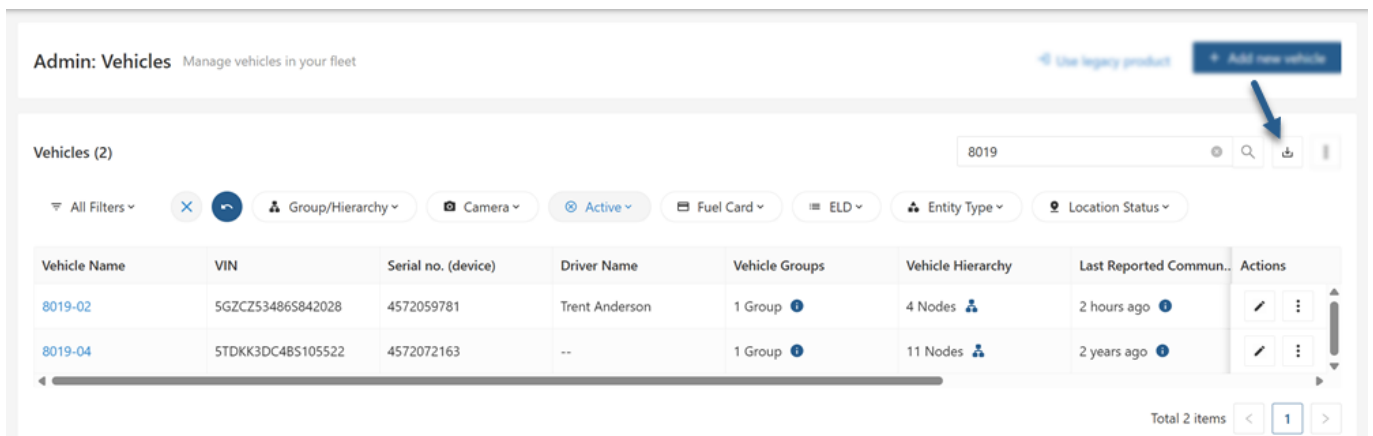
Using the Search field

You can easily search for a vehicle or asset in the table using the Search field. Start typing in the field, and the system will automatically begin narrowing the table data to fit your entered search.



Downloading a .CSV

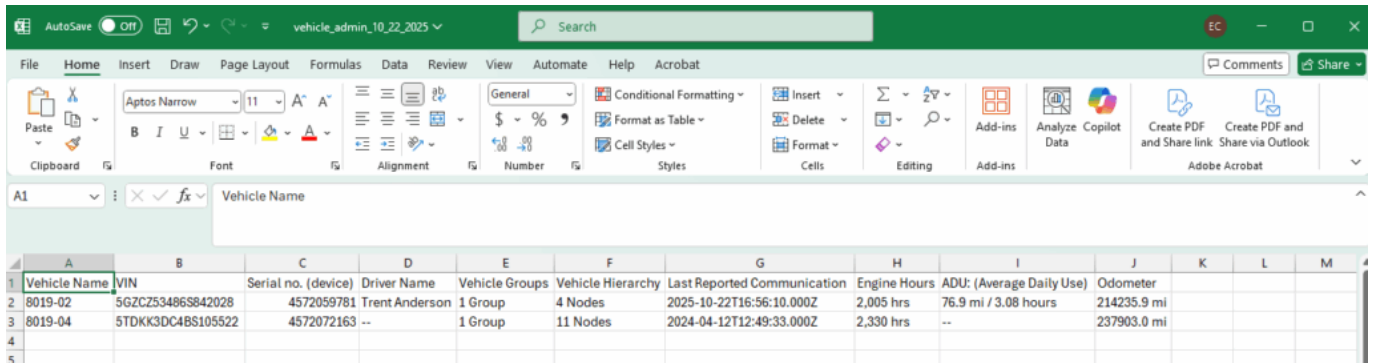
You can download a .csv file of the table's **current** content/display by clicking the Download button.



The .csv file will honor any applied filters, searches, or table column adjustments.

Using the Admin: Vehicles Tab

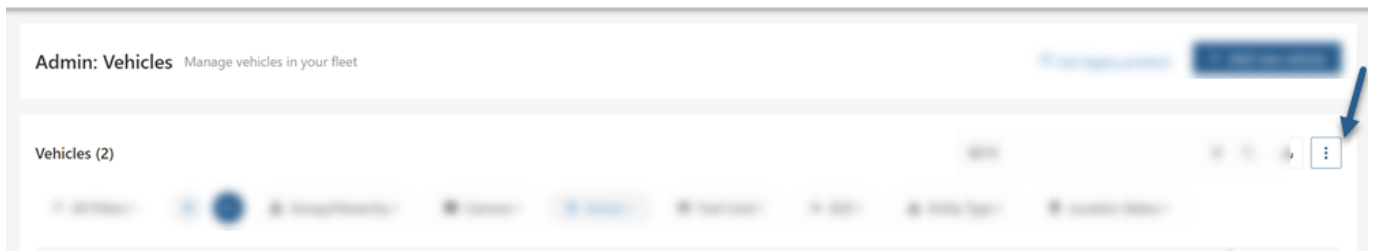
Link: <https://help.gpsinsight.com/docs/about-the-admin-page/using-the-admin-vehicles-tab/> Last Updated: November 11th, 2025



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Vehicle Name	VIN	Serial no. (device)	Driver Name	Vehicle Groups	Vehicle Hierarchy	Last Reported Communication	Engine Hours	ADU: (Average Daily Use)	Odometer			
2	8019-02	5GZCZ53486S842028	4572059781	Trent Anderson	1 Group	4 Nodes	2025-10-22T16:56:10.000Z	2,005 hrs	76.9 mi / 3.08 hours	214235.9 mi			
3	8019-04	5TDKK3DC4BS105522	4572072163	--	1 Group	11 Nodes	2024-04-12T12:49:33.000Z	2,330 hrs	--	237903.0 mi			
4													
5													

Editing Table Columns

You can configure your Admin: Vehicles table by using the Edit Table Columns button.



To edit the table columns, click the **Edit Table Columns** button, then click the box to check or uncheck a column and click **Save**. Checked columns will appear on the table.

Note: Column availability is determined by your plan (including add-ons). Example: If you are on the Fleet Essentials plan, you would not be able to view/add the Vehicle Hierarchy column unless you have the Advanced Administration add-on. If you would like to learn more, please contact your Account Manager.

Edit Table Columns ×

- Vehicle Name
- VIN
- Serial no. (device)
- Year
- Make
- Model
- Driver Name
- Odometer
- Engine Hours
- ADU: (Average Daily Use)
- Last Reported Communication
- Vehicle Groups
- Vehicle Hierarchy
- Fuel Type
- Plate

Note: Table column configurations are saved in your browser's cookies and will stay the same each time you log in, as long as you use the same browser. If you switch to a different browser or computer, your table will reset to the default column configuration.

Managing Entities

You can add a new vehicle, edit a vehicle/asset, and manage devices from the Admin: Vehicle tab.

Adding a New Vehicle

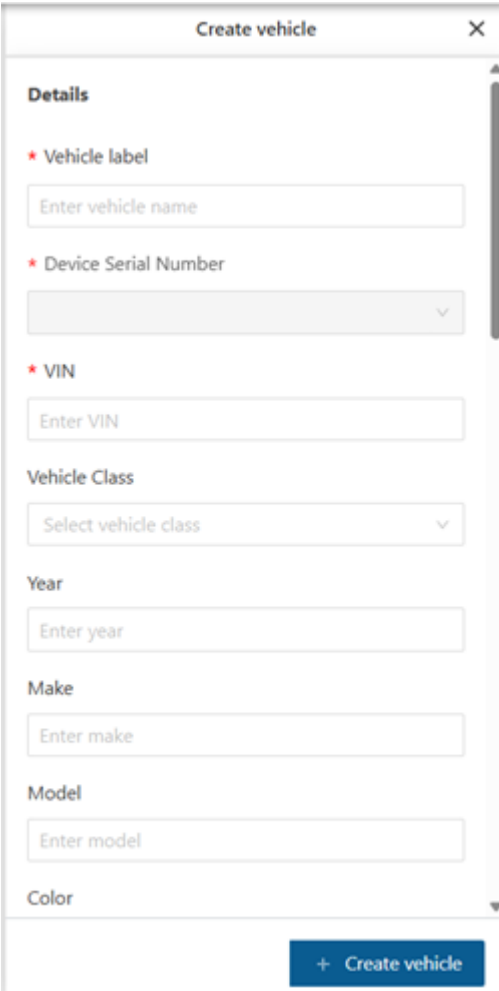
You can easily create a new vehicle for your fleet from this tab.

How to Add a New Vehicle

1. From the Admin: Vehicle tab, click + **Add new vehicle**.



The Create vehicle drawer appears.

A screenshot of the 'Create vehicle' drawer. It has a title bar with 'Create vehicle' and a close button. The form is divided into sections: 'Details' with fields for 'Vehicle label' (required), 'Device Serial Number' (required, dropdown), and 'VIN' (required). Below this is the 'Vehicle Class' section with a dropdown. Then 'Year', 'Make', 'Model', and 'Color' sections, each with an input field. At the bottom is a blue button labeled '+ Create vehicle'.

2. In the Details section, complete the following fields:

Note: Fields marked with a red * are required.

- **Vehicle label:** Enter a name for the vehicle
- **Device Serial Number:** Use the drop-down to locate the device's serial number

- **VIN:** Enter the vehicle's VIN
- **Vehicle Class:** Use the drop-down to select light-duty, medium-duty, or heavy-duty
Note: This will adjust the g-force sensitivity settings (configuration) of the device.
- **Year:** Enter the vehicle's model year
- **Make:** Enter the vehicle's model make
- **Model:** Enter the vehicle's model
- **Color:** Enter the color of the vehicle
- **Icon:** Use the drop-down to select an icon to represent the vehicle on the Map page
- **Country:** Use the drop-down to select the country the vehicle is registered in
- **License State:** Enter the vehicle's license plate state
- **License Plate:** Enter the vehicle's license plate's unique combination

3. In the Mileage & Engine Hours section, complete the following fields:

Note: Fields marked with a red * are required.

- **Odometer:** Enter the vehicle's current odometer value
- **Engine Hours:** Enter the vehicle's current engine hours

4. In the Fuel Info section, complete the following fields:

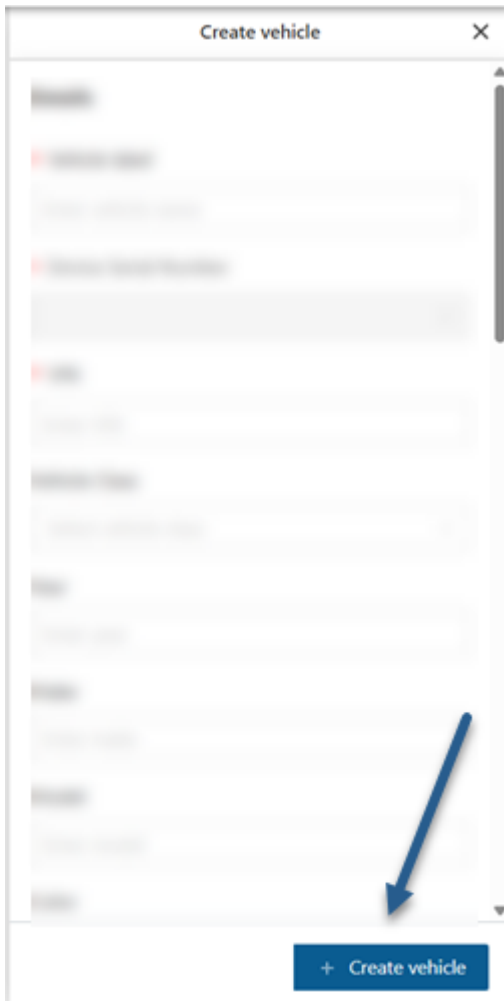
- **Fuel Type:** Use the drop-down to select the type of fuel used for the vehicle
- **Fuel Capacity:** Enter the amount of fuel the vehicle's tank can hold
- **Engine Size:** Enter the total volume of all the engine's cylinders in liters
- **Idle GPH:** Enter the gallons per hour used while the vehicle's engine is idling

5. In the Contact Info section, complete the following fields:

- **Phone:** Enter the phone number associated with the vehicle's contact
- **Email:** Enter the email associated with the vehicle's contact
- **Alert Preference:** Check the box to select email and/or SMS as the preferred alert type

6. In the Vehicle groups section, click in the field to select a vehicle group.

7. Click + **Create vehicle**.



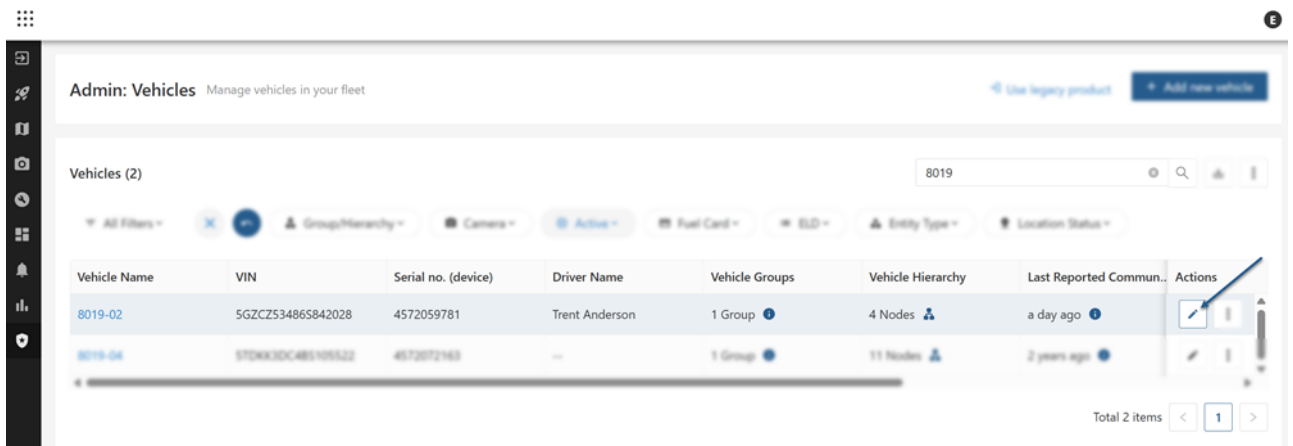
Managing Vehicles & Devices

From the Actions column of the Admin: Vehicles tab, you can edit a vehicle and/or make changes to a vehicle's device.

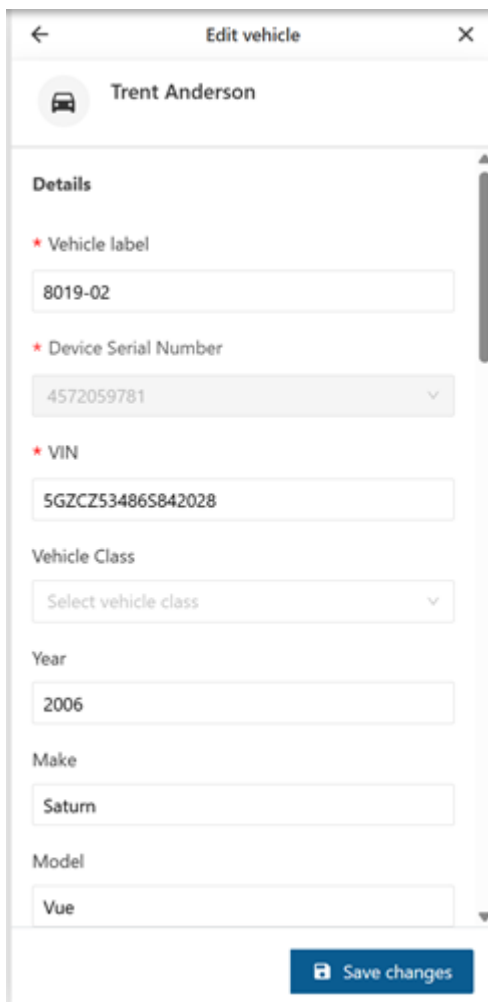
Note: Not all accounts include the ability to deactivate, swap, or transfer devices. If you don't see these options, it may be due to your contract terms. Please contact your Account Manager for details.

How to Edit a Vehicle

1. From the Admin: Vehicle tab, locate the row of the vehicle you would like to edit in the table and click the Edit icon under the Actions column in that row.



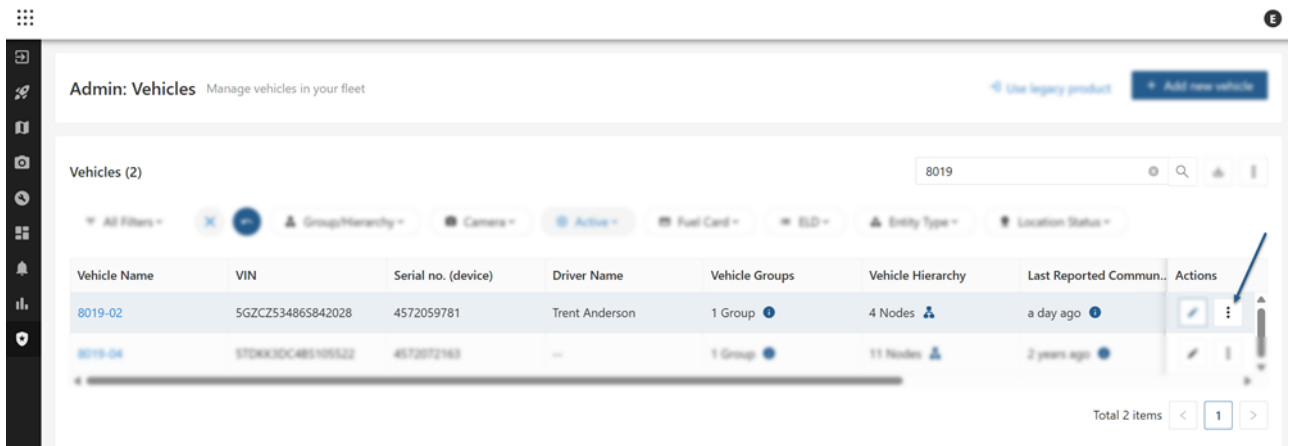
The Edit vehicle drawer appears.



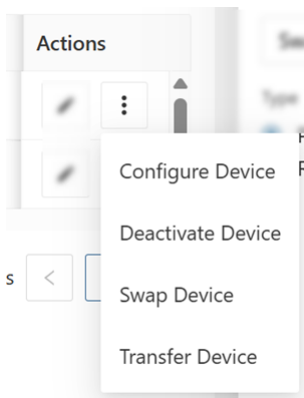
2. Make your changes in the corresponding available fields.
Note: You cannot edit the vehicle's device serial number. This field will be greyed out.
3. Click **Save changes**.

How to Configure a Device

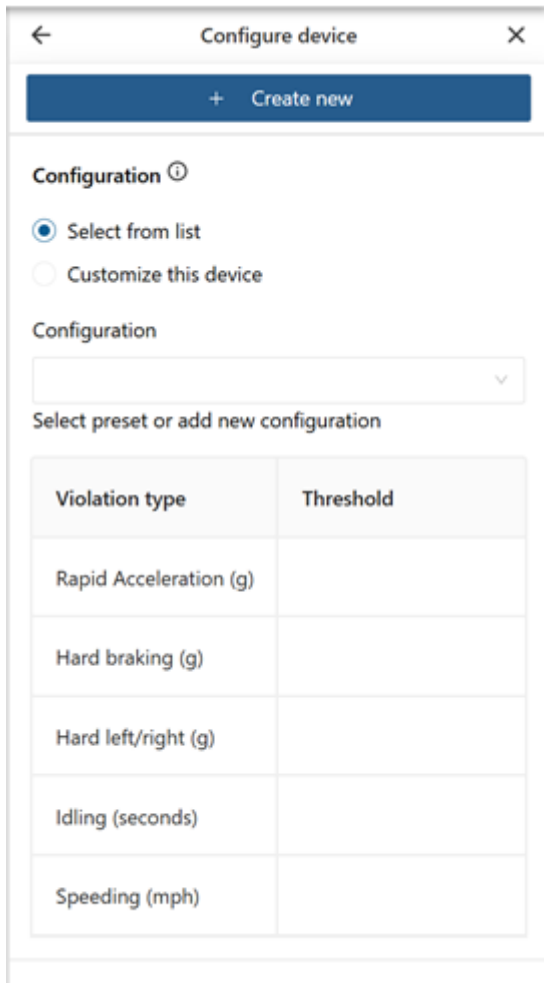
1. From the Admin: Vehicle tab, locate the row of the vehicle you would like to edit in the table and click the Overflow icon under the Actions column in that row.



2. Click **Configure Device** from the options shown.



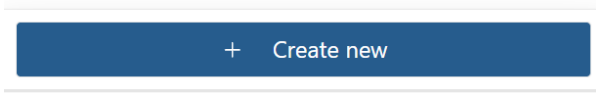
The Configure device drawer appears.



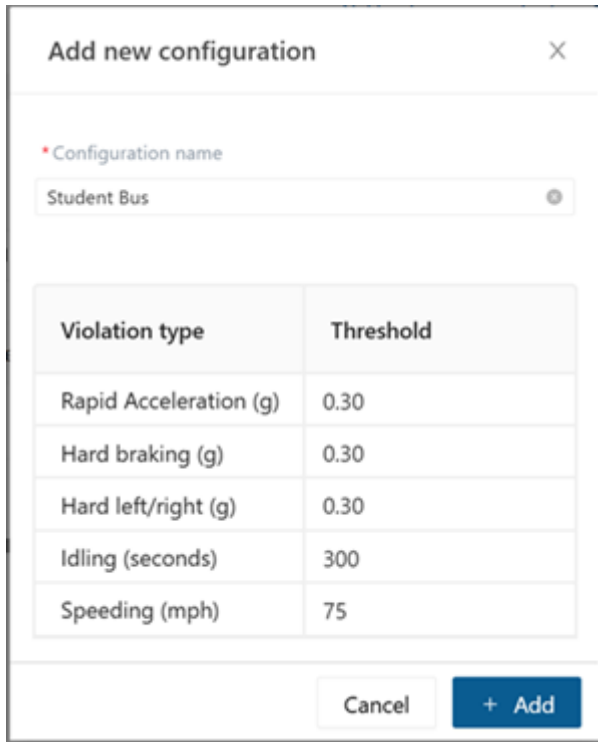
3. You can create a new device configuration, selecting from your current list, or customizing a configuration for the device as a "one-off."

- **Creating a New Configuration:**

- Click + **Create new**.



An Add new configuration pop-up appears.



Violation type	Threshold
Rapid Acceleration (g)	0.30
Hard braking (g)	0.30
Hard left/right (g)	0.30
Idling (seconds)	300
Speeding (mph)	75

- Under Configuration name, enter a name for the new configuration. **This field is required.**
- Enter thresholds for applicable Violation types using the up/down arrows or manual entry.
- Click **+ Add**.
- You can then select the newly created configuration from the list (see the 'Selecting from List' steps below).

- **Selecting from List:**

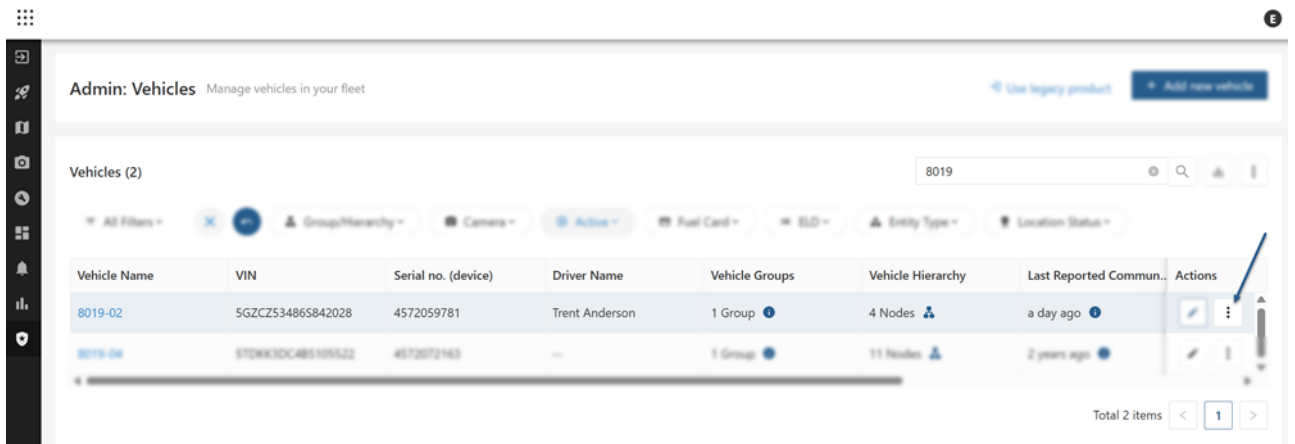
- Ensure the "Select from list" option is selected under Configuration.
- Use the drop-down menu to locate the configuration you would like to apply to the vehicle's device, and then click to select it.
- Click **Apply config**.

- **Customizing the Configuration:**

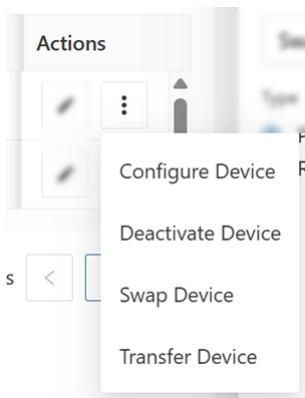
- Click the button next to "Customize this device."
- Enter thresholds for applicable Violation types using the up/down arrows or manual entry.
- Click **Apply config**.

How to Deactivate a Device

1. From the Admin: Vehicle tab, locate the row of the vehicle you would like to edit in the table and click the Overflow icon under the Actions column in that row.




2. Click **Deactivate Device** from the options shown.



The Deactivate vehicle drawer appears, asking you to select an option from the drop-down list for your reason for deactivating.

← Deactivate vehicle ×

 8019-04

Why do you want to deactivate vehicle "8019-04"?


To ensure we correctly process your deactivation and keep your account in good health, please select from the following options.

Reason

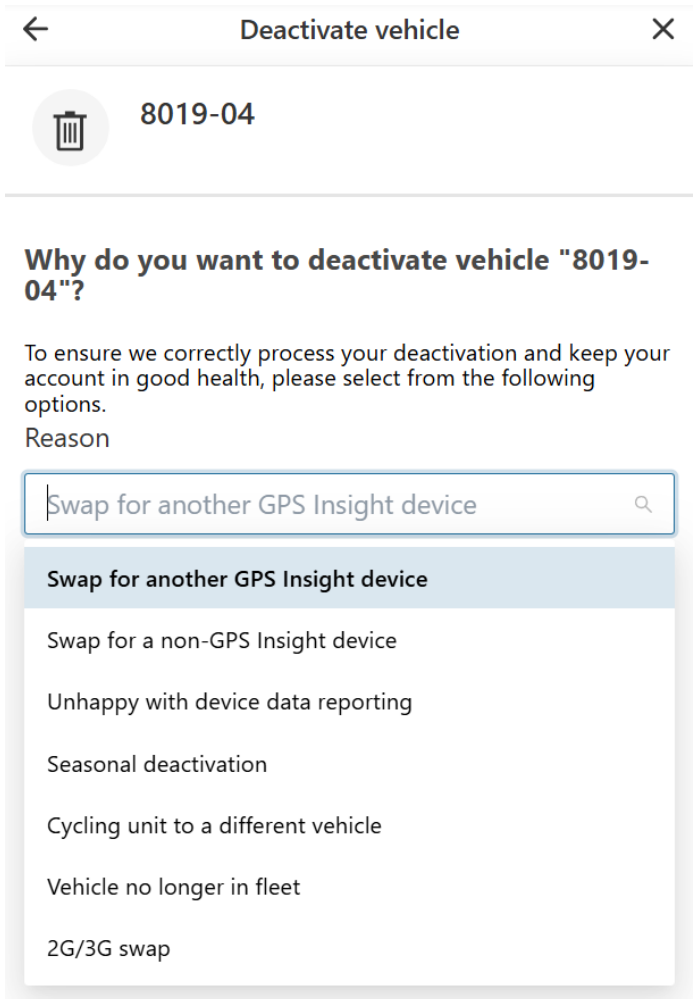
Type

Purchase

Rental

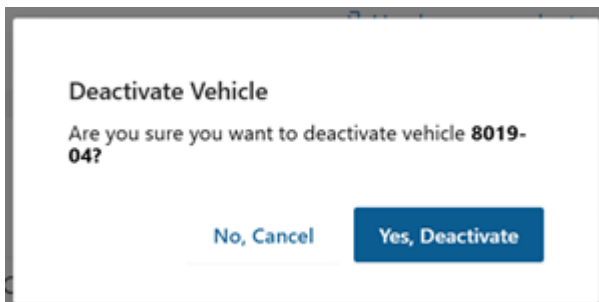
 Deactivate device

3. Use the drop-down to select the reason.



4. Under Type, select whether the device is purchased or a rental using the button next to the applicable type.
5. Click **Deactivate device**.

A pop-up appears asking you to confirm you'd like to deactivate the vehicle.



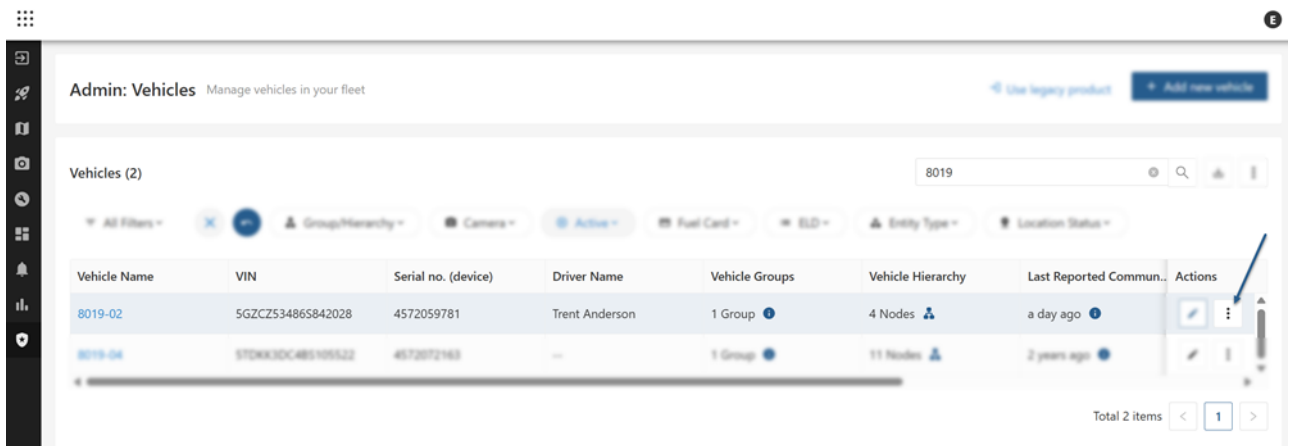
6. Click **Yes, Deactivate** to deactivate the vehicle or **No, Cancel** to exit the pop-up.

If you clicked **Yes, Deactivate**, a pop-up appears confirming that the request has been submitted. An email is sent to you with additional directions.

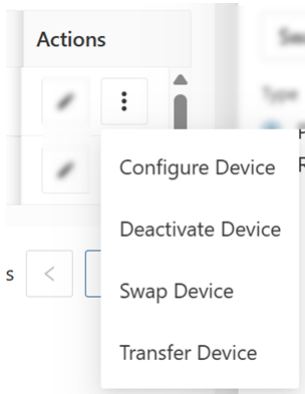
How to Swap a Device

You can swap a device from the Admin: Vehicles tab. Swap allows users to quickly swap a new device serial number into an existing vehicle/asset registration. This feature is valuable for instances where devices are upgraded or replaced through Return Authorization.

1. From the Admin: Vehicle tab, locate the row of the vehicle you would like to edit in the table and click the Overflow icon under the Actions column in that row.




2. Click **Swap Device** from the options shown.



The Swap device drawer appears.

← Swap device ×

 2279-02

Swap information from vehicle "2279-02" to a new device.


Select a new device serial number to complete the swap.

- Device Serial Number

Select Device Serial Number ▾

Copy Vehicle Profile

- Copy group and tree memberships, attributes, inputs, alerts, scheduled reports, and current driver assignments.

 Swap device

3. Use the drop-down to select a new device serial number.



4. Use the check box under Copy Vehicle Profile to copy any group/tree memberships, attributes, inputs, alerts, scheduled reports, and current driver assignments to the new device.
Note: *If this box is not checked, none of the above data is copied over to the new device, and if required, will need to be entered again.*

5. Click **Swap device**.

A pop-up appears asking you to confirm you would like to swap the device.

6. Click **Yes, Swap**.

Note: *Swapping a device requires action from the Support team. The Swap Form in the portal automatically notifies Support of the request. Support will notify you when your swap request is complete. Please note that devices remain on the account until the end of the month. Request by the 26th of each month to avoid an additional month of billing.*

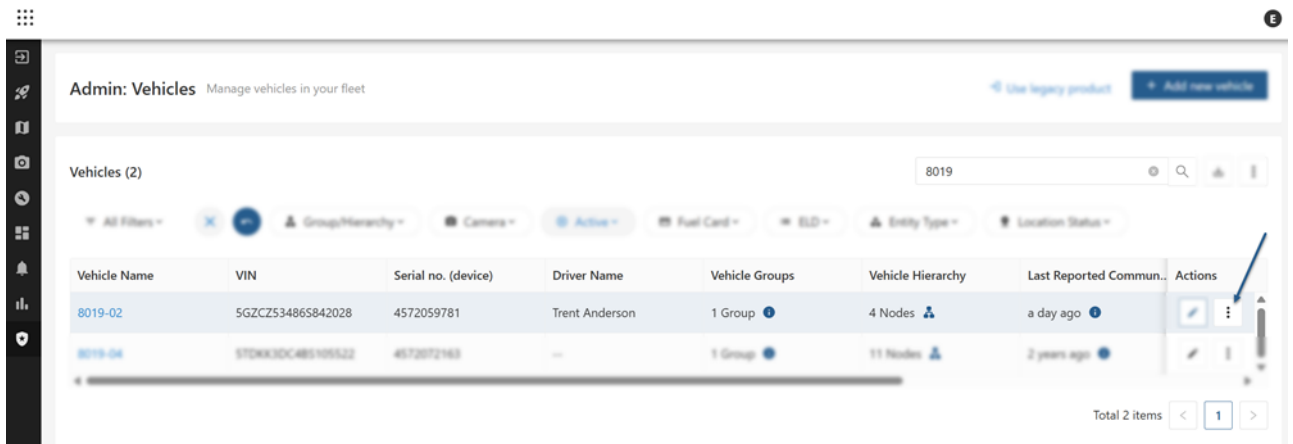
How to Transfer a Device

You may transfer a device to a different vehicle. This may be helpful if you are retiring the vehicle from the fleet or if you are rotating vehicles based on seasonal/situational use.

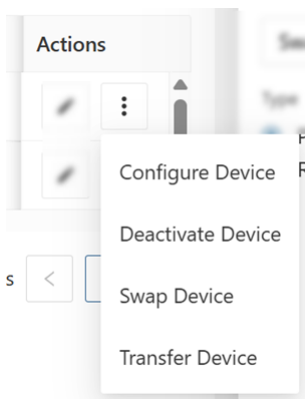
Note: *Transferring a device to another vehicle requires you to register the device to another vehicle*

immediately after making the selection to transfer.

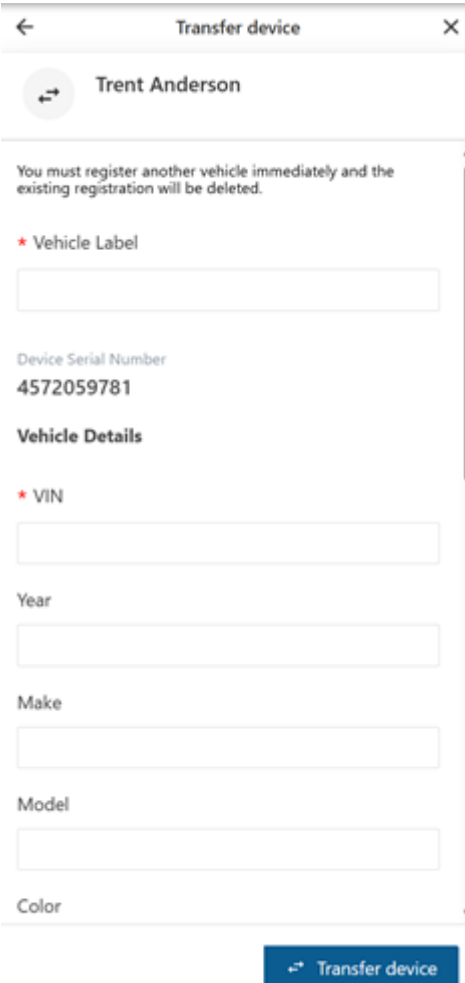
1. From the Admin: Vehicle tab, locate the row of the vehicle you would like to edit in the table and click the Overflow icon under the Actions column in that row.




2. Click **Transfer Device** from the options shown.



The Transfer device drawer appears.



← Transfer device ×

 Trent Anderson

You must register another vehicle immediately and the existing registration will be deleted.

* Vehicle Label

Device Serial Number
4572059781

Vehicle Details


* VIN

Year

Make

Model

Color



3. As you are required to register the device, enter the following information:

Note: Fields marked with a red * are required.

- Vehicle Label
- VIN
- Year
- Make
- Model
- Color
- Icon (Use the drop-down to make a selection)
- Country (Use the drop-down to make a selection)
- License State (Use the drop-down to make a selection)
- License Plate
- Odometer

- Engine Hours
- Fuel Type
- Fuel Capacity
- Engine Size (L)
- Idle GPH

4. Click **Transfer**.

A pop-up appears asking you to confirm you would like to transfer the device.

5. Click **Yes, Transfer**.

If successful, a pop-up appears confirming the device has been successfully transferred.