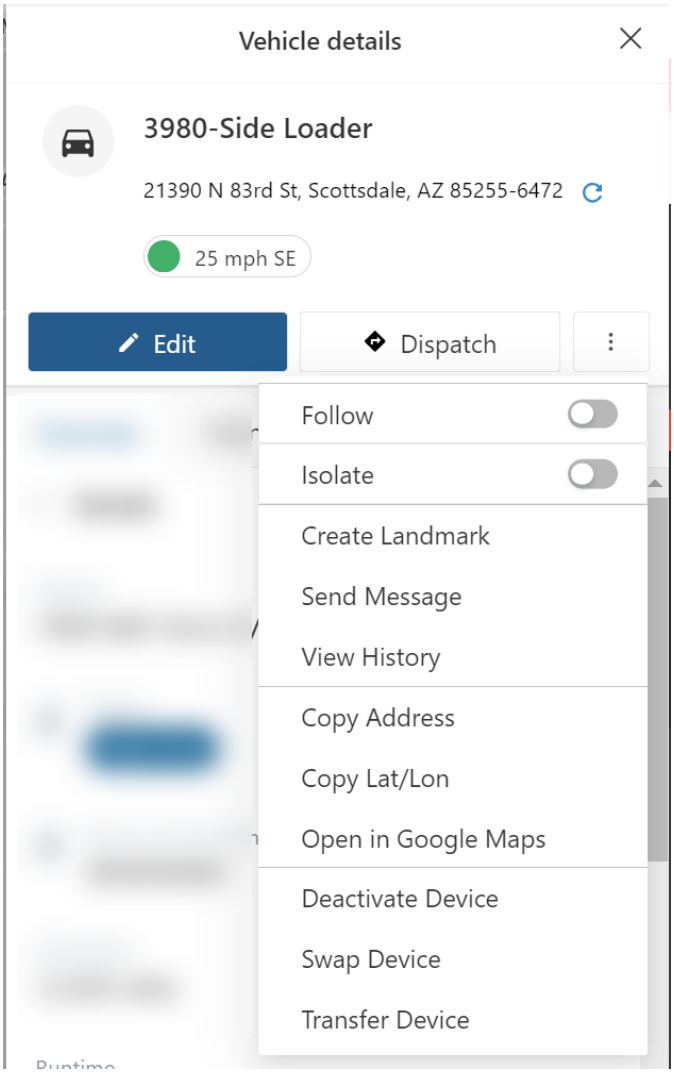
Vehicle Card Header

Link: https://help.gpsinsight.com/docs/about-the-map-page/available-map-cards/using-the-vehicle-card/vehicle-card-header/ Last Updated: January 4th, 2023

From the Vehicle Card Header, you can perform multiple tasks, including:

- Edit a vehicle
- Send a dispatch
- Follow a vehicle
- Isolate a vehicle
- Create a landmark
- Send a message
- View history
- Copy an Address
- Copy Lat/Long
- Open location in Google Maps
- Deactivate device
- Swap device
- Transfer device



Editing a Vehicle

You can edit vehicle information including vehicle details, mileage and engine hours, fuel info, contact info, and vehicle groups.

How to edit a vehicle:

1. From the Vehicle Card, click **Edit**.

   The Edit Vehicle page appears.
2. Under the Details section, complete the following fields:
   - Vehicle Label
   - Device Serial Number

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3. Under the Vehicle Details section, complete the following fields:
    - VIN
    - Year (Optional)
    - Make (Optional)
    - Model (Optional)
    - Color (Optional)
4. Use the drop-down to select an icon.
5. Use the drop-down to select a country.
6. Use the drop-down to select a license state.
7. Enter in the vehicle's license plate.
8. If applicable, use the toggle to change the entity type from vehicle to asset (optional).
9. Under the Mileage & Engine Hours section, enter in odometer (required) and runtime (optional).
10. Under Fuel Info section, use the drop-down to select fuel type and enter in fuel capacity, engine size (L).

    The Idle GPH will populate automatically once the Fuel Capacity and Engine Size (L) fields are completed.
11. Under the Contact Info section, enter in phone, email and select an alert preference (Email or SMS).
12. Under the Vehicle Groups section, use the drop-down to select a vehicle group (if applicable).
13. Click **Save**.

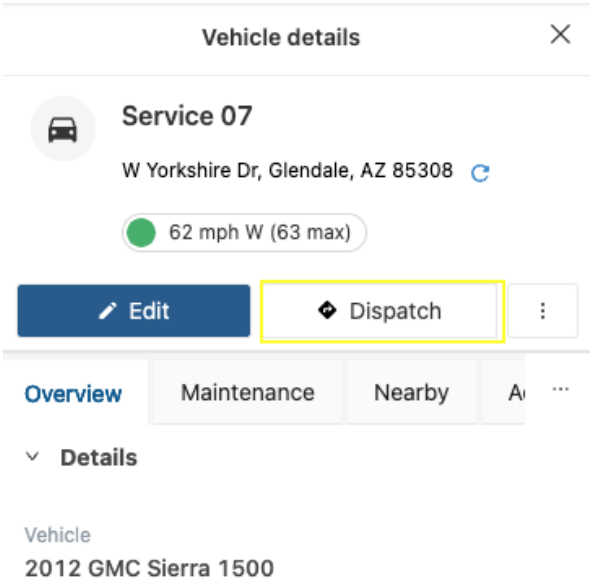
Sending a Dispatch

You can send directions to a landmark, address, Point of Interest, or even another vehicle using the Dispatch button.

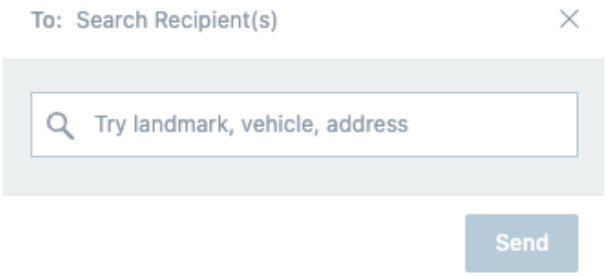
SMS messages will be sent from 477-477 (GPSGPS). Emails will be sent from alerts@[provider].com. Drivers can open the dispatched route and invoke turn-by-turn directions using Google (web-based app), iPhone (native mapping app), or iOS-Google (Google Maps iOS app).

How to send a dispatch:

1. From the Vehicle Card, click **Dispatch**.



The **Dispatch** window appears.



2. In the recipient field, enter the name of the vehicle or driver to which you would like to dispatch.
3. In the search/text field, enter a landmark, driver, vehicle ID, or address to which you would like to dispatch the selected address.
4. Click **Send**.

   The dispatch is sent.

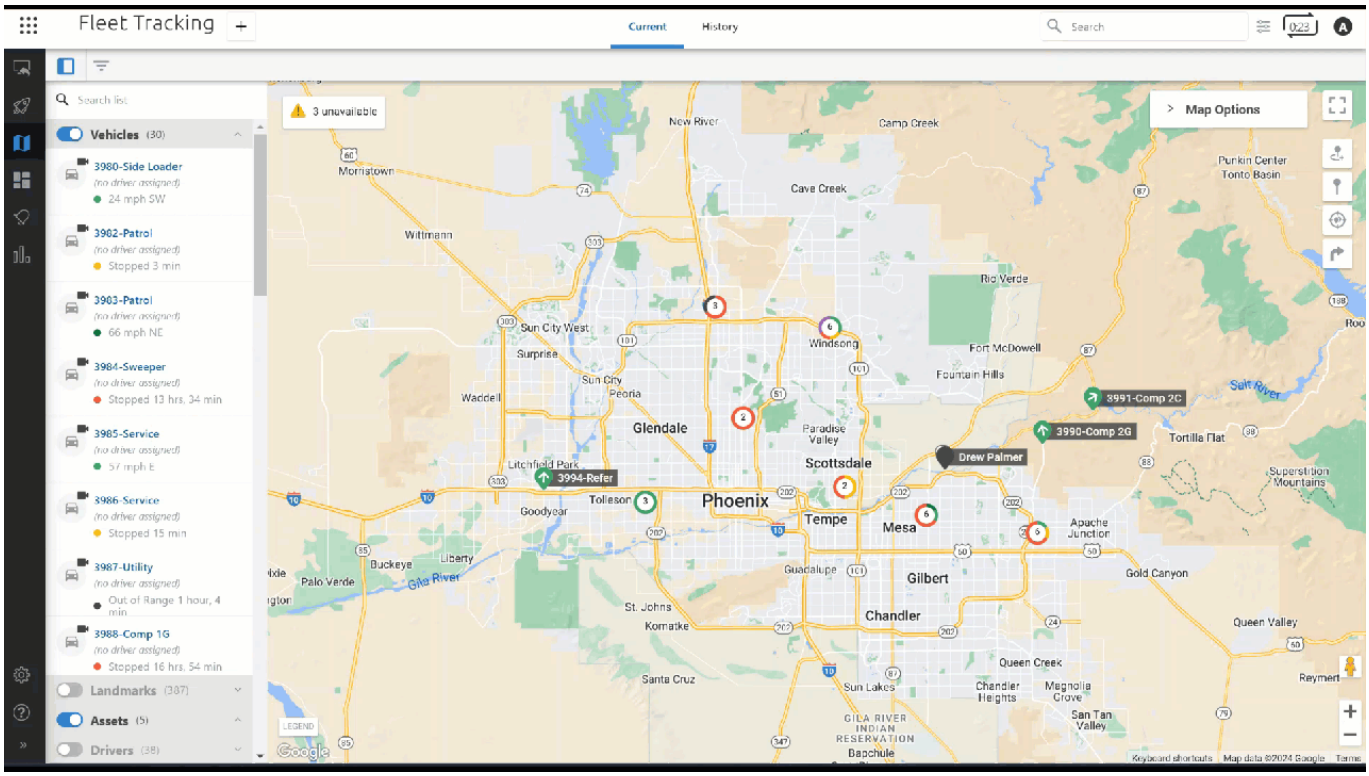
Following a Vehicle

You can follow a vehicle on the map directly from the Vehicle Card. This feature allows you to keep the map focused on an individual vehicle providing you with a ‘real-time’ view of the vehicle as it moves along its route (like Uber or helicopter mode).

How to follow a vehicle:

Vehicle Card Header

Link: https://help.gpsinsight.com/docs/about-the-map-page/available-map-cards/using-the-vehicle-card/vehicle-card-header/ Last Updated: January 4th, 2023



1. From the Vehicle Card, click the overflow icon ( ).
2. Click the toggle next to Follow.

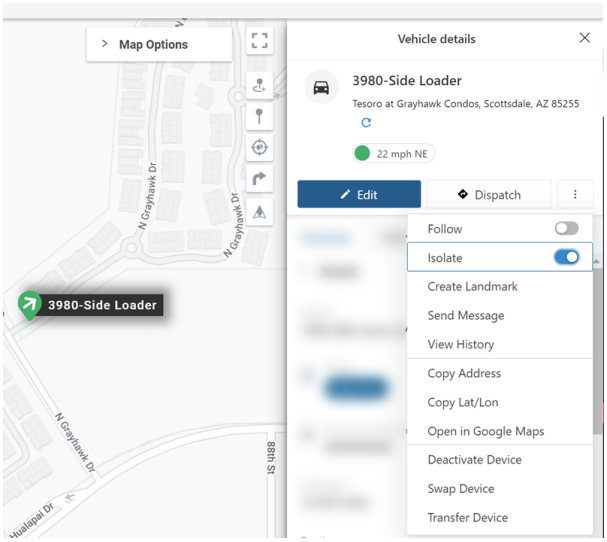
   A box appears at the top of the map confirming that you are following the vehicle as the map focuses over the vehicle.
3. To stop following the vehicle, click the toggle next to Follow to toggle off the feature.

Isolating a Vehicle

The Isolate toggle hides all other vehicles on the map and focuses the map on the selected vehicle when toggled on.

How to isolate a vehicle:

1. From the Vehicle Card, click the overflow icon ( ).
2. Click the toggle next to Isolate.



3. To stop following the vehicle, click the toggle next to Isolate to toggle off the feature.

Creating a landmark

You can create a landmark directly from the Vehicle Card using the vehicle's location as the landmark center.

1. From the Vehicle Card, click the overflow icon ( ).
2. Click **Create Landmark**.

   The New Landmark Card appears.
3. Select **Circle** or **Polygon** for the shape of your landmark.
4. In the Landmark Name text field, enter a name for the landmark.
5. Select a color for the landmark.
6. Optional: Enter Address Details (Street, City, State, Country, Zip).
7. If you have selected Circle as your landmark shape, you will have the option to enter the radius of the circle in feet/meters (If lat/long coordinates are not entered then the default size is 750 feet or 228.5999926848002 meters).
8. Optional: Use the drop-down window to select a Landmark Group.
9. Click **Create**.

   The Landmark is created and the corresponding Landmark Card appears.

Sending a Message

How to send a message:

Vehicle Card Header

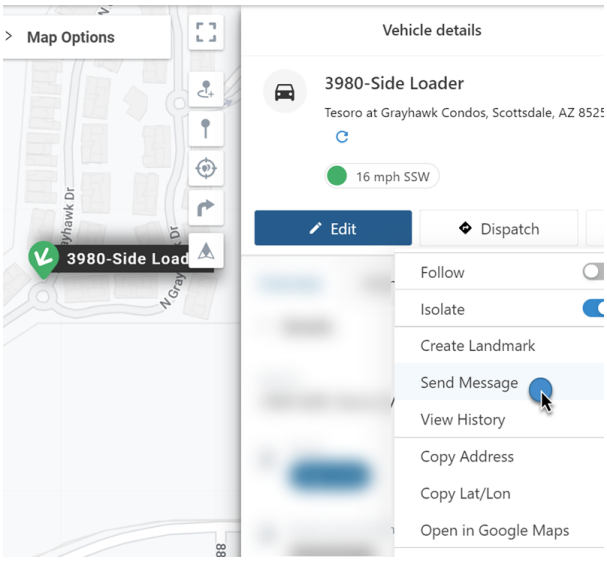
Link: https://help.gpsinsight.com/docs/about-the-map-page/available-map-cards/using-the-vehicle-card/vehicle-card-header/ Last Updated: January 4th, 2023

Note. To send a message from the Vehicle Card, the applicable vehicle **must** have valid vehicle contact information associated with the vehicle. For instructions on entering/updating vehicle contact information, see Messaging from the Vehicle Card.

1. From the Vehicle Card, click the overflow icon ( ).

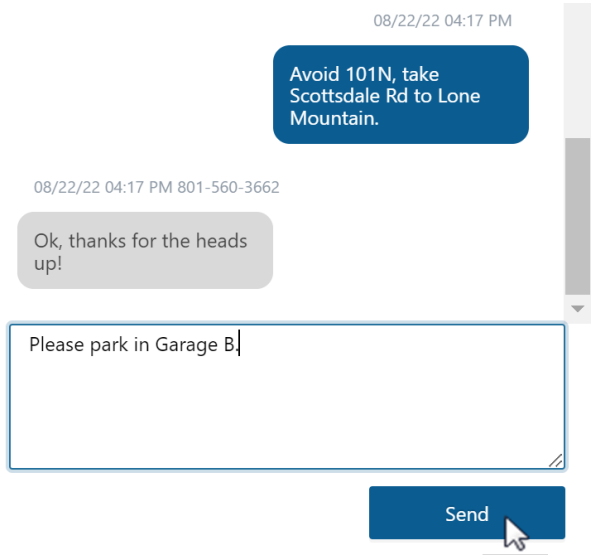
   A menu appears.

2. Click **Send Message**.



   The Messaging page appears. You can view all messages sent to/received from this vehicle contact from this page. All messages display time and date stamps.

3. Enter your message and click **Send**.



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Note. You can adjust the size of the text field by clicking on the bottom left-hand corner of the box and dragging down to expand.

Viewing History

How to view history:

1. From the Vehicle Card, click the overflow icon ( ).

   A pop-up window appears.

2. Click **View History**.

   The History tab appears. History is displayed for the current date. The playback bar will appear at the bottom of the map with the selected vehicle(s) daily trip history.

3. Click the Play button ( ) to playback the vehicle(s) trip history for the current date.

4. If you would like to change the playback speed, click the settings button ( ) in the right corner of the playback bar.
   You can adjust the speed at: Normal, 2x, 4x, 8x, 16x and 32x.

Note. If you would like to change the date, click the calendar button ( ) or date arrows to choose a specific date to view trip history.

Copying the Address

How to copy the address location:

1. From the Vehicle Card, click the overflow icon ( ).

   A pop-up window appears.

2. Click **Copy Location**.

   The location is copied to your system's clipboard. Use may paste this location in within the Portal or externally (e.g., separate browser tab, etc.).

Copying the Lat/Lon Coordinates

How to copy lat/lon coordinates:

1. From the Vehicle Card, click the overflow icon ( ).

   A pop-up window appears.

2. Click **Copy Lat/Lon**.

   The address is copied to your system's clipboard. You may paste this address within the Portal or externally (e.g., separate browser tab, etc.).

Opening the Location in Google Maps

How to view the location in Google Maps:

1. From the Address Card,click the overflow icon ( ).

   A pop-up window appears.

2. Click **Open in Google Maps**.

   A separate browser tab opens displaying the location in Google Maps.

Deactivating, Swapping, and Transferring a Device

You can transfer, swap, and/or deactivate a device from the Vehicle Card Header in case you need to retire a vehicle and replace it with another one or no longer need the vehicle in the fleet.

Note. To perform a device transfer, swap, or deactivation, the user must have Vehicle Admin permission.

Please refer to Managing Devices: Transfer, Swap, and Deactivate for step-by-step instructions.

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