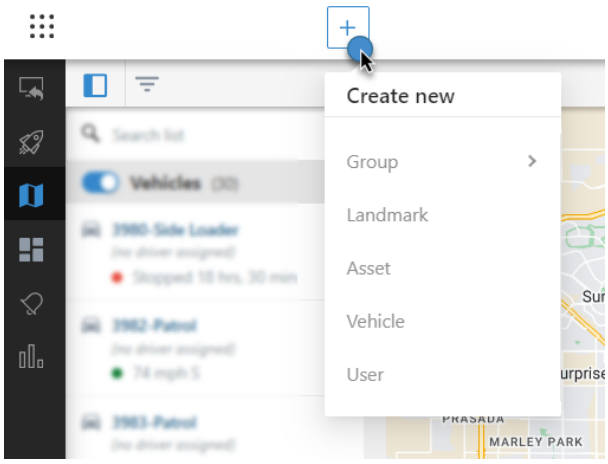
Adding Groups, Landmark, Assets, Users, & Vehicles

Link: https://help.gpsinsight.com/docs/about-the-new-portal/adding-groups-landmark-users-vehicles/ Last Updated: December 13th, 2022

You can add a group (landmark and vehicle), landmark, asset, user, and vehicle directly from the Map page.

Note. You can only add one group, landmark, asset, user, or vehicle at a time.



Adding a Group

How to add a group:

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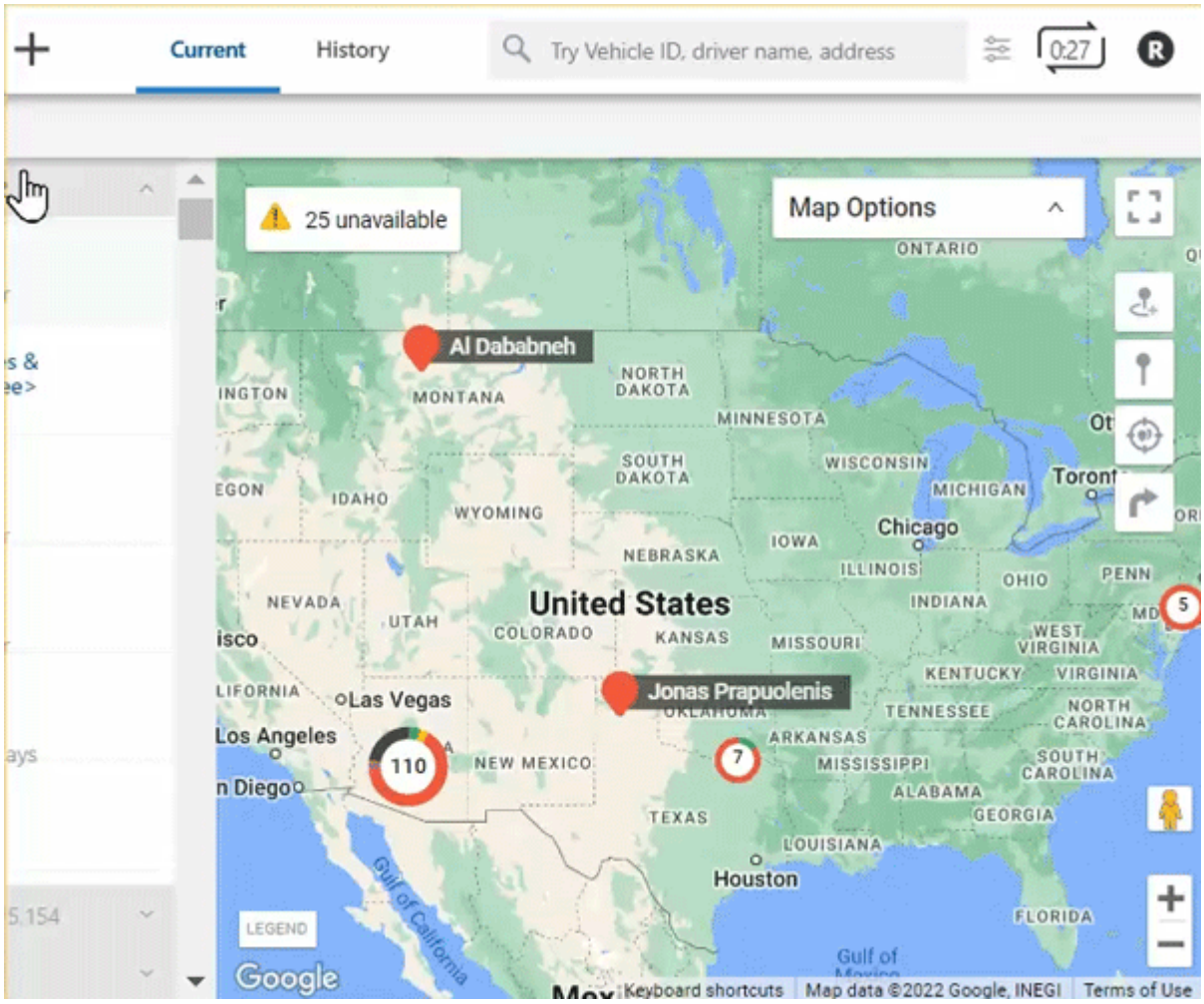

1. From the Map, click the + icon (+).

   A drop-down window appears.

2. Hover your mouse over or click **Group**, then click **Landmark Group** or **Vehicle Group**.

   Depending on your selection, the New Landmark Group or New Vehicle Group card appears.

3. Enter a name for the new group under “Group Name.”

4. Use the Search field to search for landmarks or vehicles to select or select landmarks or vehicles by scrolling through the list.

5. Click **Save**.

   A pop-up message appears confirming that the new group was saved successfully.

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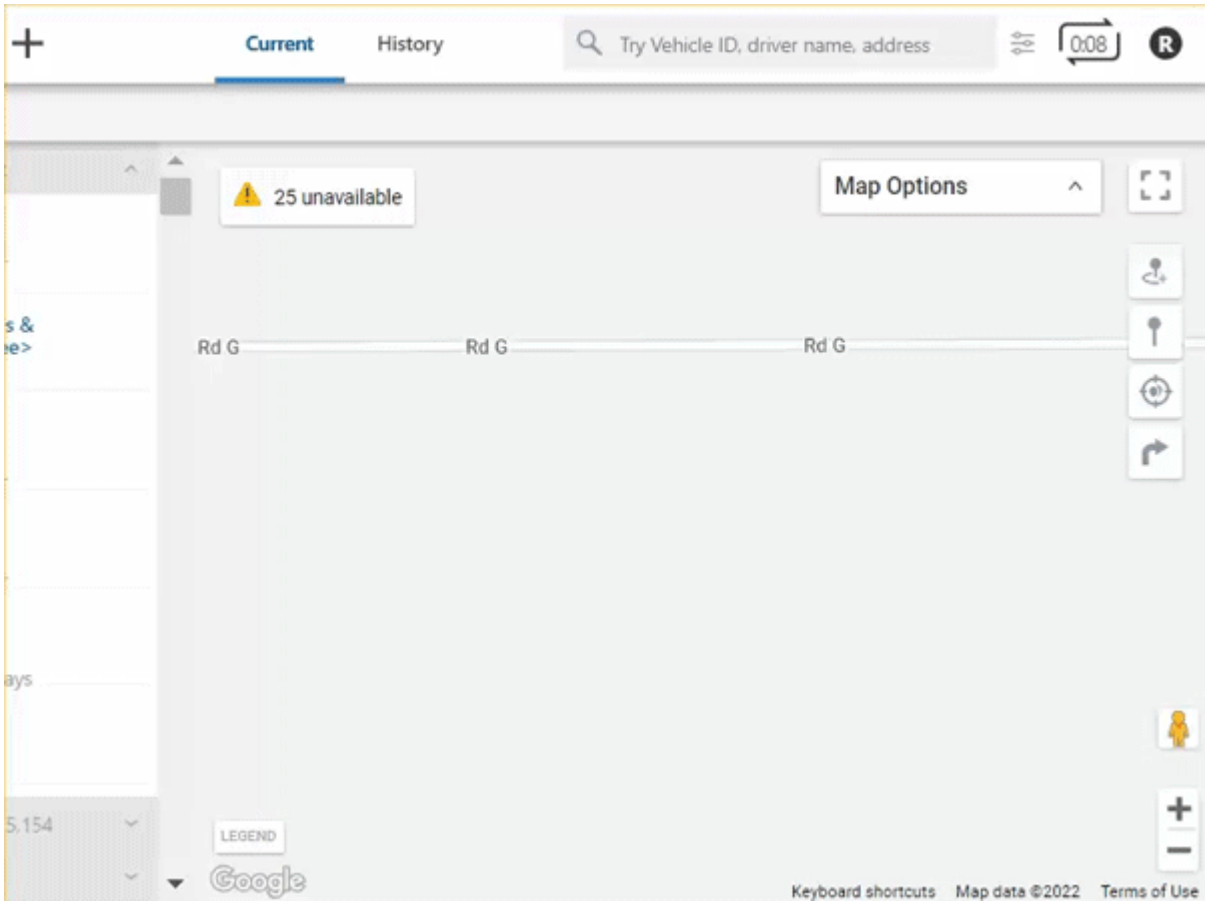
Adding a Landmark

How to add a landmark:



1. From the Map, click the + icon (+).

   A drop-down window appears.

2. Click **Landmark**.

   The New Landmark card appears.

3. Select Circle or Polygon as the shape of your landmark.

   Note. Polygons allow you to define a more precise boundary by tracing an outline around a specific area (up to 256* vertices). Polygon landmarks are more often used when the exclusion or inclusion of specific perimeters is important, such as when sending alerts when a vehicle enters or exits a specific location.

4. In the Landmark Name text field, enter a name for the landmark.

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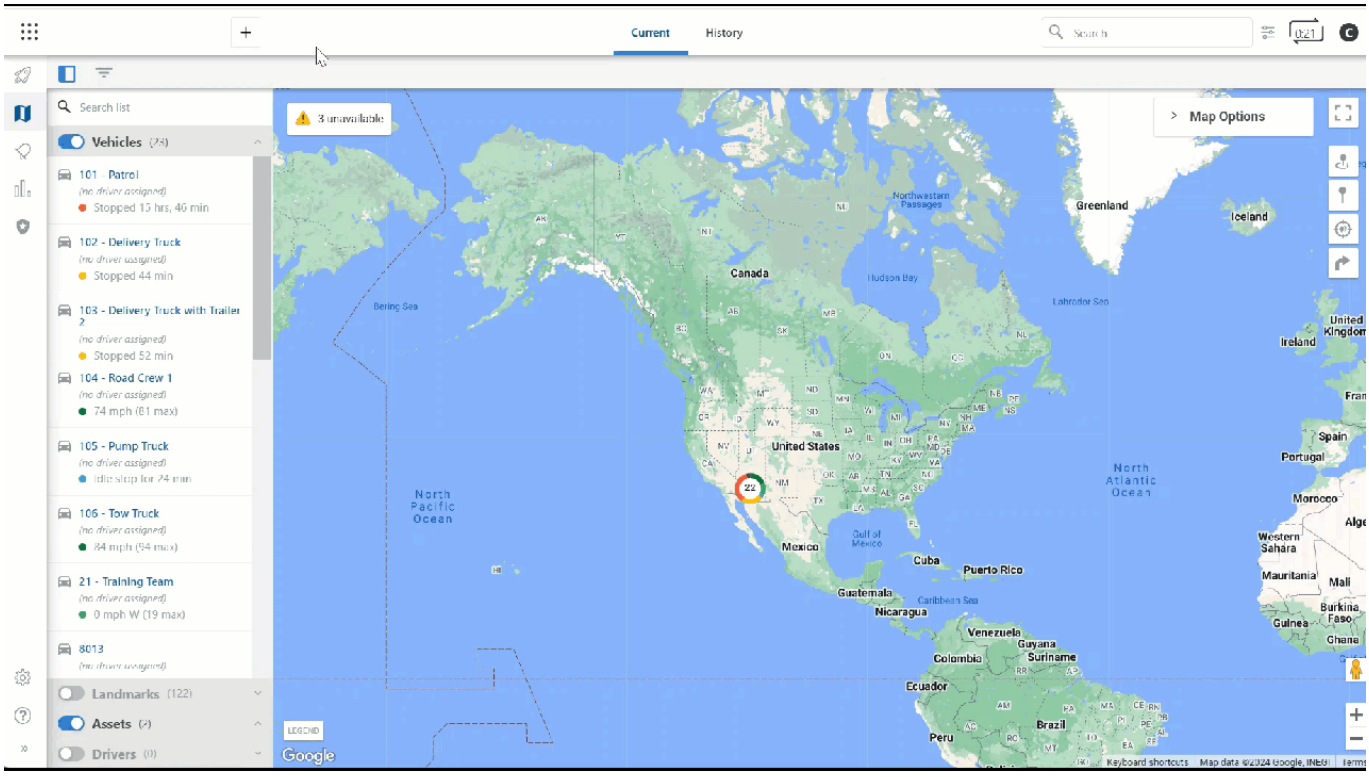
5. Select a color for the landmark.
6. Optional: Enter Address Details (Street, City, State, Country, Zip).
7. If you have selected Circle as your landmark shape, you will have the option to enter the radius of the circle in feet/meters (If lat/long coordinates are not entered then the default size is 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.

Adding an Asset

Note. To add an asset, the asset must be tracked with a GPS device. If you would like to equip your asset with a GPS device, please contact your Account Manager for assistance.

How to add an asset:



1. From the Map, click the + icon (+).

A drop-down window appears.

2. Hover your mouse over or click **Asset**.

   The Create New Asset pop-up appears.

3. Enter information for the asset in the available fields:
   - Asset Label (Required)
   - VIN or Serial Number (Required)
   - Year
   - Make
   - Model
   - Color
   - Icon (select option from drop-down)
   - Country (Required)
   - License State (select option from drop-down)
   - License Plate
   - **Device:** Device Serial Number (Required)
   - **Mileage and Runtime:** Odometer (Required) and Engine Hours
   - **Fuel Info:** Fuel Type, Fuel Capacity, Engine Size (L), Idle GPH
   - **Contact Info:** Phone, Email, Alert Preference (Email and/or SMS)
   - Asset Groups (select using drop-down)

4. Click **Create and Register Asset**

   A pop-up message appears confirming that the new asset was saved successfully.

Note. We recommending creating a Vehicle Group of your assets to simplify and organize any asset-specific reporting needs.

Adding a User

How to add a user:

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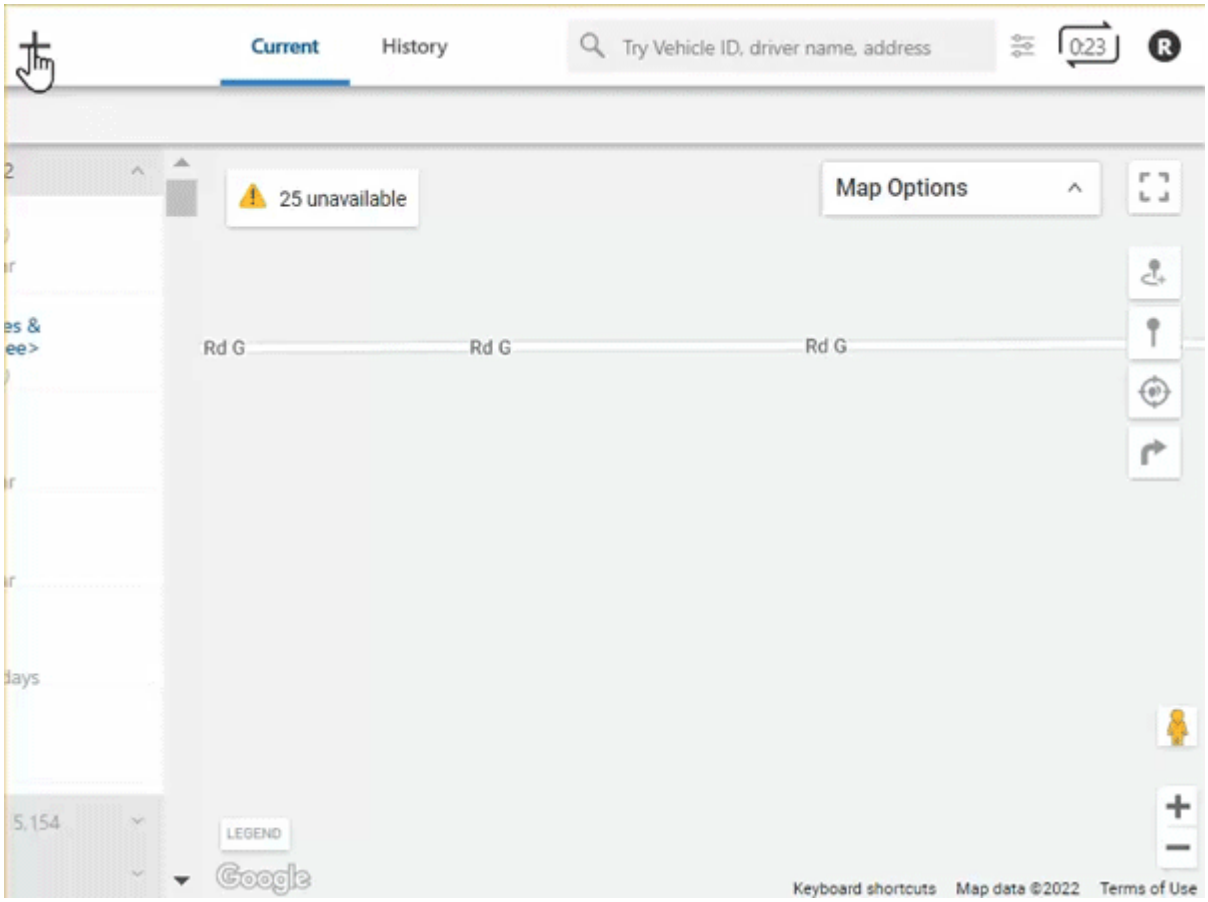

1. From the Map, click the + icon (+).

   A drop-down window appears.

2. Click **User**.

   The New User card appears.

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

   - Username
   - Email
   - First Name
   - Last Name
   - Phone (Optional)
   - Address (Optional)
   - State (Optional)

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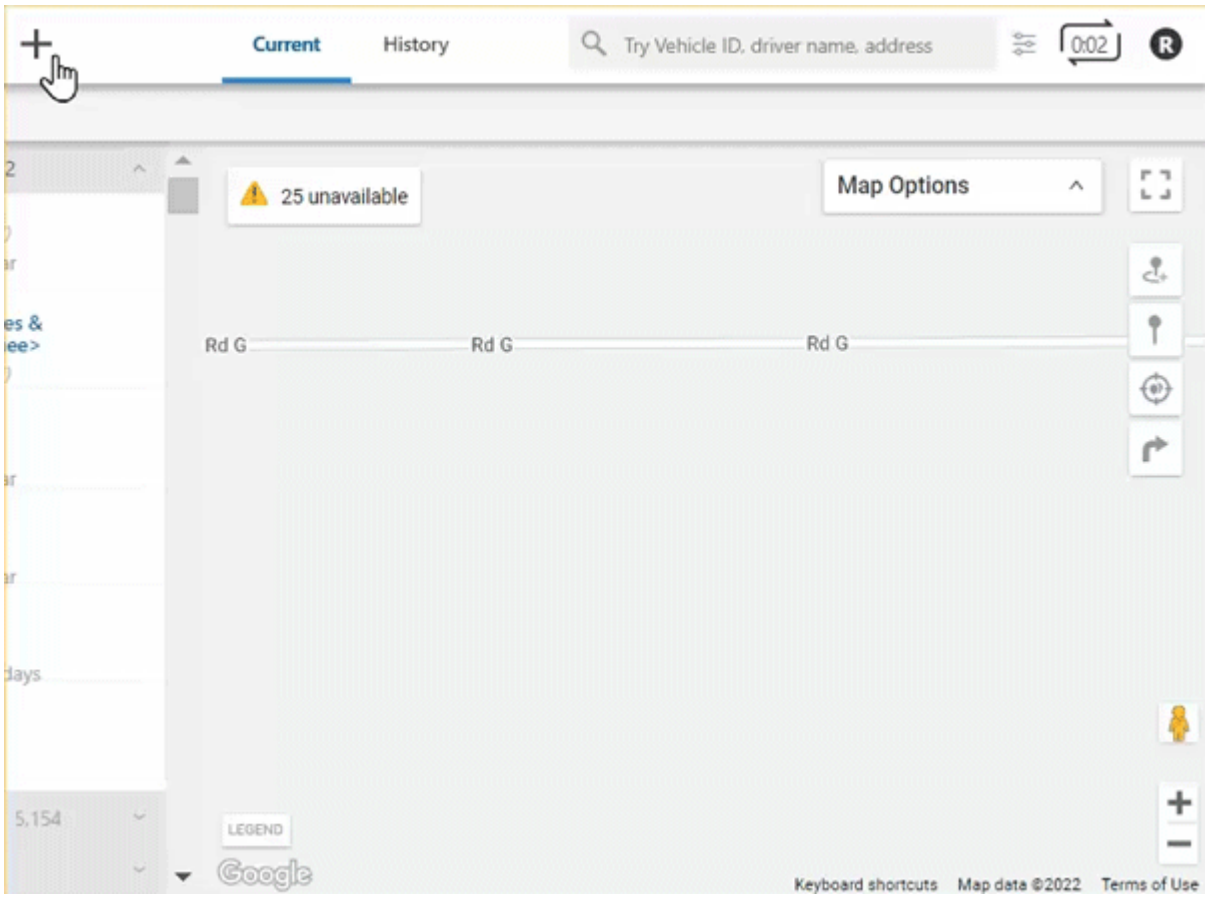
- Zip (Optional)

4. Use the drop-down under Country to select a country.
5. Use the drop-down under Country to select a timezone.
6. In the Vehicle Groups section, use the drop-down to select a vehicle group.
7. Click **Create**.

   The User is created and the corresponding User Card appears.

Adding a Vehicle

How to add a vehicle:



1. From the Map, click the + icon (+).

   A drop-down window appears.
2. Click **Vehicle**.

The New Vehicle card appears.

3. Under the Details section, complete the following fields:
    - Vehicle Label
    - Device Serial Number

4. Under the Vehicle Details section, complete the following fields:
    - VIN
    - Year (Optional)
    - Make (Optional)
    - Model (Optional)
    - Color (Optional)

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. Under the Mileage & Engine Hours section, enter in odometer (required) and runtime (optional).
9. 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.
10. Under the Contact Info section, enter in phone, email and select an alert preference (Email or SMS).
11. Under the Vehicle Groups section, use the drop-down to select a vehicle group (if applicable).
12. Click **Save**.

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