

# Managing Groups, Landmarks, Assets, Users, & Vehicles

Link: <https://help.gpsinsight.com/docs/about-the-new-portal/managing-groups-landmarks-assets-users-vehicles/> Last Updated: January 6th, 2023

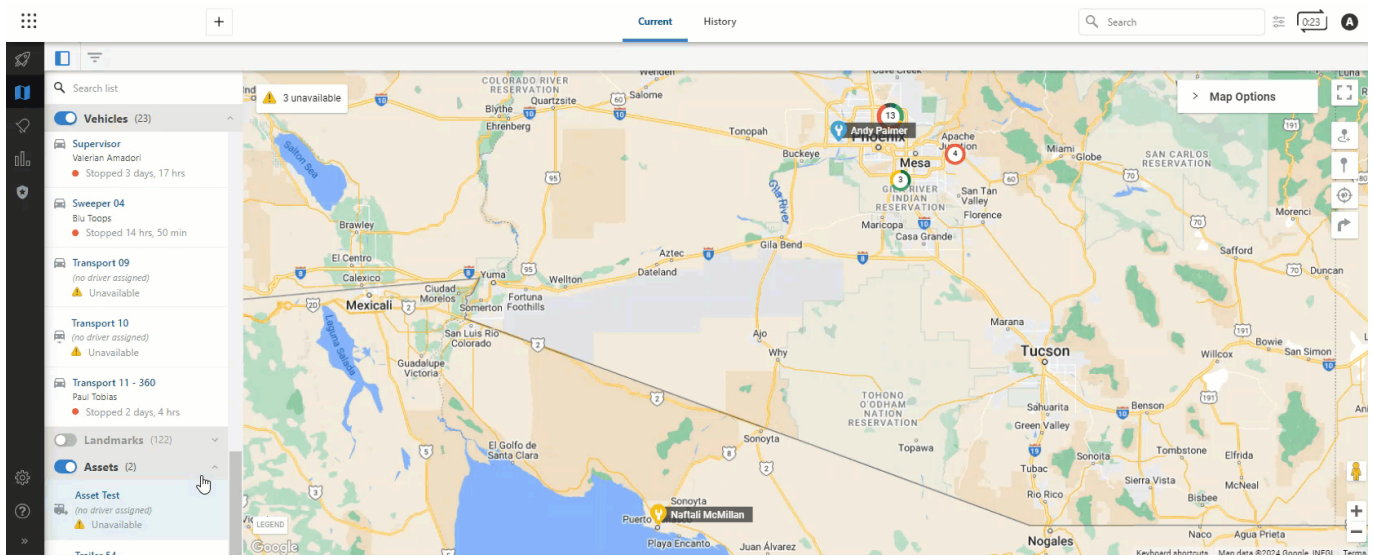
You can edit and/or delete a group (landmark and vehicle), landmark, user, asset (edit only) and vehicle (edit only) directly from the Map page.



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

## Editing a Group, Landmark, User, Asset, or Vehicle

### ► How to edit:



1. To edit, simply locate the group, landmark, user, asset, or vehicle that you would like to edit using the Search bar at the top of the map or the Map List/Map List filter.

The corresponding Card (Landmark/Vehicle Group Card, Landmark, User, Asset or Vehicle) will display.

2. Click **Edit**.
3. Enter your edits and click **Save**.

Edits to the corresponding Card are saved.

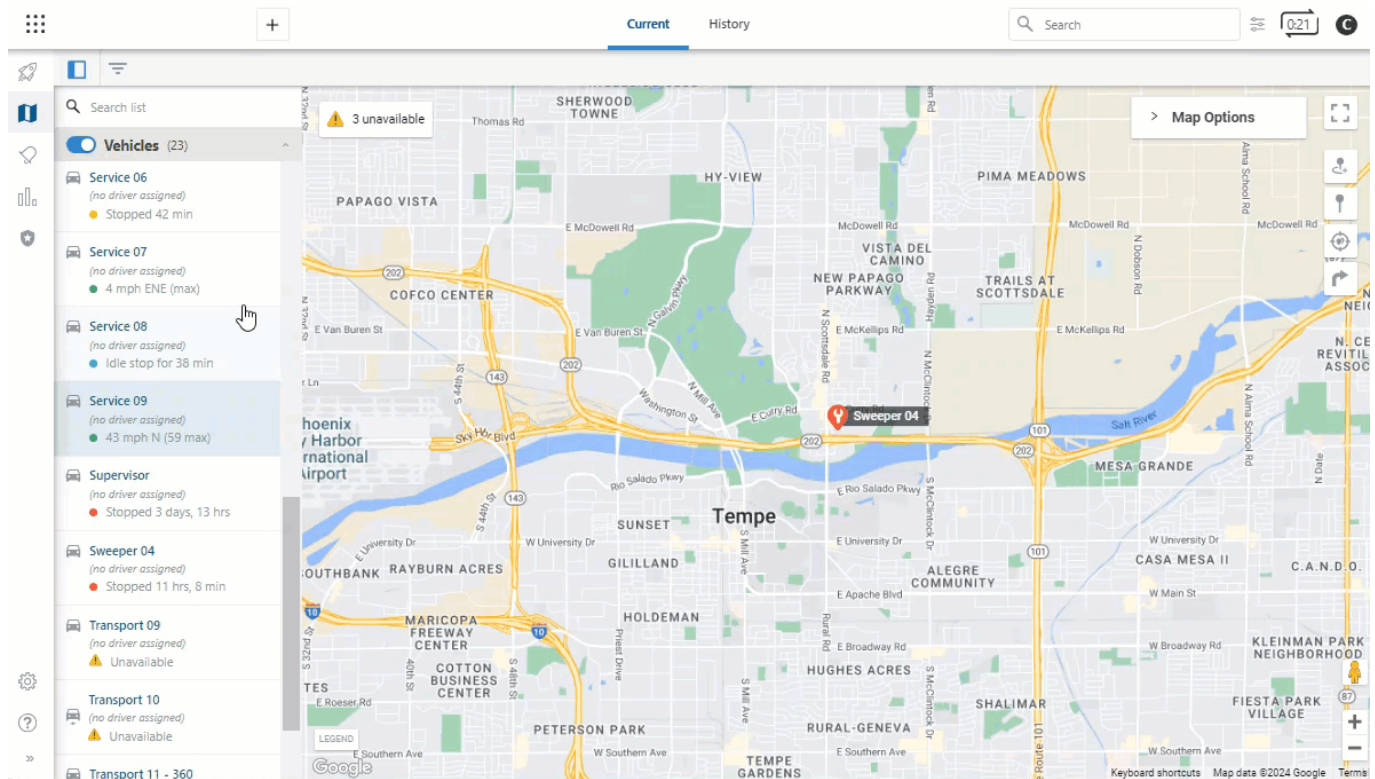
## Changing an Entity Type

You can change the entity type for a vehicle to an asset or vice-versa.

### ► How to change an entity type:

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1. To edit, simply locate the asset or vehicle that you would like to change using the Search bar at the top of the map or the Map List/Map List filter.

The corresponding Card (Asset or Vehicle) will display.

2. Click **Edit**.
3. Scroll to the Change entity type (optional) section, select the desired entity type (Asset or Vehicle).
4. Click **Save**.

The entity type is changed and the entity will display under the applicable Map List.

## Deleting a Group or Landmark

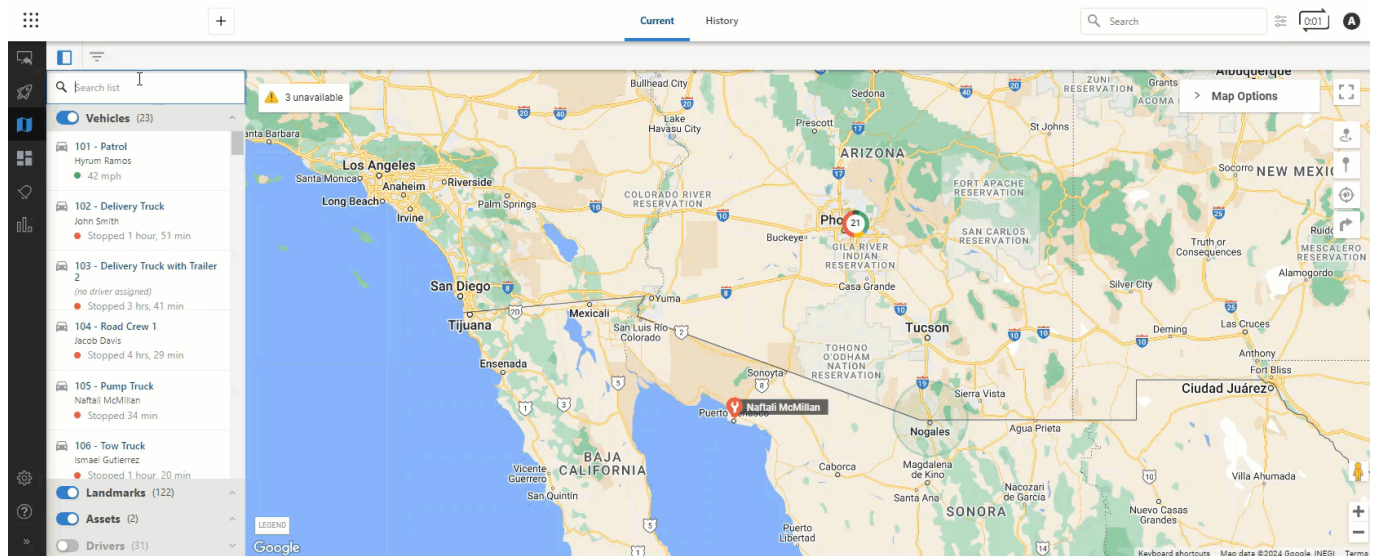


**Note.** Vehicles and assets cannot be deleted; however, users with Vehicle Admin permissions can submit a request to **deactivate** the device. Deactivations are processed at the end of the month, after which the device is removed from registered devices and is no longer visible on the Map page.

### ► How to Delete:

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1. To delete, simply locate the group or landmark that you would like to delete using the Search bar at the top of the map or the Map List/Map List filter.

The corresponding Card (Landmark/Vehicle Group Card or Landmark) will display.

2. Click **Delete**.

A pop-up appears asking you to confirm you would like to make the deletion.

3. Click **Yes, Delete** to delete the entry or **No, Cancel** to exit without making a change.

If you deleted the entry, a success message appears confirming the entry has been deleted.