

Link: https://help.gpsinsight.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

You can edit vehicle details or transfer a device to a different vehicle.

Edit Vehicle Details

When you register a new vehicle, basic vehicle information is required. After registration, you can edit any of the basic vehicle information, as well as additional settings. You cannot, however, edit the serial number. See transferring a device (below) to move a device to another vehicle.

To edit a vehicle:

- 1. From the map, Search Results tab, or Vehicles tab, click the vehicle that you want to edit.
- 2. From the Vehicle Card, click **Edit**.
- 3. The following additional fields are available to modify:

Field Name	Description
Runtime	The number of engine hours.
Phone Number	The phone number used to contact the vehicle / driver. (Used with alerts and messaging.)
Email	The email address used to contact the vehicle / driver. (Used with alerts and messaging.)
Alert Preference	Select the preferred method(s) of communication for the vehicle.

1. Click Save.

Transfer a Device

If you need to transfer a device from one vehicle to another, the existing registration (associated with the old VIN) will be deleted.

• To transfer a device:

- 1. From the menu, click **More**.
- 2. Click **Transfer Device**.
- 3. In the Serial Number drop-down, choose the device you want to transfer.
- 4. Enter the remaining fields for the new vehicle to which you are transferring the device.
- 5. Click Save.



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You can edit vehicle details, transfer a device to a different vehicle, or request deactivation.

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Request Deactivation for a Device

Technical Support can deactivate a device remotely. Deactivation requests are processed at the end of the month.

To deactivate a device:

- 1. From the menu, click **More**.
- 2. Click Request Deactivation.
- 3. Select the vehicle(s) to include in the request, and click **Next**.
- 4. Enter a reason for the deactivation, and click **Save**.

A copy of the deactivation request will be sent to the email address on file for your account. You cannot modify the deactivation request in the web interface once the request has been made. If you need to make changes, please contact Support.

The Manage Vehicles page provides a comprehensive view of the information for a specific vehicle and allows you to add and edit additional vehicle information beyond what you entered during the vehicle registration process. You can also update vehicle settings by way of spreadsheet import.

Filter the Vehicle List

If your vehicle list is long, you can use filter options to isolate a subset of vehicles.

To filter the vehicle list:

1. From the portal, hover over the **Account** menu, click **Manage Vehicles**, and click **Open**.

The Manage Vehicles and Groups page opens in a new browser tab.

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:
- ALL GROUPS
Search:

* for wildcard
filter

- 1. Choose from the following filter options:
 - Deactivated: Vehicles that have been marked as inactive.
 - Fuel Card: Vehicles that have a fuel card assigned.
 - **Garmin:** Vehicles that are equipped with a Garmin device.
 - **Polygon:** Paste the KML from Google Earth to isolate vehicles with locations inside of a particular



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geographic region.

- Vehicle Group: Vehicles that belong to a particular vehicle group.
- Search: Vehicles that match a description. Use * as a wild card before or after a string of characters.
- **Show All** Select the check box to show all vehicle records on a single page (may take more time to load).
- 2. Click Filter.

The vehicle list shows only the vehicles that match your filter criteria.

Edit Vehicle Details

The vehicle information reflects the values you entered during registration. Additional fields that were not available on the registration form include: Fuel Type, Fuel Capacity, and Hide Location.

To edit vehicle details:

1. From the portal, hover over the **Account** menu, click **Manage Vehicles**, and click **Open**.

The Manage Vehicles and Groups page opens in a new browser tab.

Tip! You can also export vehicle information from the bottom of this page or update vehicle details in a batch process using spreadsheet import.

1. Locate the vehicle you want to modify, and click **Edit** (

🛲 Vehicle I	List					C
View a full list of	your vehicles. Click on value	es in the Vehicle,	VIN, Driver, or Odometer	columns to edit th	he values.	T
Vehicle	VIN	Serial #	Driver	Reported	Odometer	
31 FLATBED	1HTSCABM9VH450	433109	FREG, RYAN 600	4 days ago ⁰ C	230,156 mi	
42 FLATBED	1HTSCABMXYH217	433109	VANS, BRIAN 210	4 days ago ⁰ C	146,303 mi.	X a i
_						

OR

If you are making a change to the VIN or Vehicle Label, you can click on the vehicle label or VIN you would like to change from the Vehicle List then enter your change and click **ok** (*You are not required to complete the following steps if you are changing the VIN or Vehicle Label this way*).

				-	
8005-Volt2 of	k l	ok 4642068939	not set 🛛 🚚 2 grp 🎙	🚠 0 node 🛛 🖛 Nov 14 ⁰ C	19 mi. 🗙 🖋 🗣 🏛
cancel	cancel				

The Edit Vehicle Details page appears.



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Device Info	ø Edit V	/ehicle Details	s V	ehicle Grou	ıp Membership		0
Load the vehicle in this page to edit vehicle-specific	Set details	about this vehicle.	Vehic	le groups to w	hich this vehicle belongs. Th	his affects use	r visibility
details.	Vehicle:	8000		Vehicle		Users	
Vehicle: 8000	VIN:	deco		EHICLES		'I users ⁰	
Device Type: PNP-3100VB		deuc	Add To	o: <u>Vehicle Group</u>			
Serial Number:	License Number:		1.0.0		- he and the		
Part Number: LMU30C5VBZ3-GPS01	License		Hier	rarchy Men	nbership		
Registered: Apr 5, 2017	State:		Hierar	rchy trees and	nodes which contain this ve	hicle.	
First Reported: May 4, 2017 (4 weeks)	Country:	United States			NO HIERARCHY ASSIGN	ED	
Vahiele Leastien	Year:	2013	Add To	o: <u>Hierarchy</u>			
Vehicle Location							
N Scottsdale Rd, Scottsdale, AZ 85255 5/16/17 8:07	Make:	Hyundai	Driv	ver History			
Traffic	Model:	Elantra	Assia	nments of diffe	erent drivers to this vehicle. I	Most recent fi	rst.
Map Satellite	Color:	Black			NO DRIVERS ASSIGNE		
	Engine		Assign	New: <u>Driver</u>			
	Size (L):						
	Fuel Type:	Unleaded T	Swi	tch Inputs			4
<u> </u>	Fuel		Innut	's assigned to t	this vehicle.		
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(10) Antikel Way	Hide		Assian	: Input		Define	New: Swi
Loop 101 Free	Location:						
Loop 101 Frontage Rd +	ELD:		Dia	gnostic Dat	ta		
8		ADMIN OPTIONS show/hide		-	stic data for this vehicle.		
itte -		Submit Changes	most	recent diagnos Code	stic data for this vehicle. Value	First	Last
Google Map data ©2017 Google Terms of Us			Engin	e Speed		0 05/04/17	
- Terms of a service word in the service of the ser	-			ie Speed nal Battery Volt		0 05/04/17	
Known Odometer Waypoints	Run Time	e Adjustment	C Fuel L			2 05/04/17	
	_	-	Dual 4	.evel Remainin		0 05/04/17	
Increase the accuracy of your odometer readings by	Enter a new	cks active-time to measure vehicle run til Run Time (lifetime) to establish an adju:				1 05/04/17	
entering the known odometer at a specific point in time. This should be done at least quarterly.	baseline for t		Inst S			0 03/21/17	
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New Date: 5/16/2017 9:57 AM	R	un Time (lifetime) 13.8 hours	Max D	Decel		0 05/04/17	
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Odometer: 77417.3 Save Waypoint		Submit Change	Max S Miles			0 03/21/17 0 03/21/17	
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Tip! If you want to quickly switch to another vehicle from this page, use the Vehicle drop-down.

- 1. From the Edit Vehicle Details grid, add or edit information.
- 2. When finished modifying vehicle details, click **Submit Changes**.

Editing Vehicle Recall Data

The Vehicle Recall Data section shows issued recalls for the selected vehicle. You may filter this list by Dismissed or Repaired status by using the corresponding checkboxes. You may also collapse the filter function by clicking on *filter*.

How to edit the Vehicle Recall Data list:



Link: https://help.gpsinsight.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

1. Under the Actions column, click on the ellipses button corresponding to the recall component you would like to edit.

A pop-up appears with the available edits (Dismiss and Mark as Repaired).

Vehicle Recall Data					
Issued recalls for th	nis vehicle.		▼ filter		
	Dismissed:	Repaired: 🗖	filter		
Component	Date	Con/Rem/Sum	Actions		
ENGINE AND EN	2007-11-13	Con/Rem/Sum			
EXTERIOR LIGH	2007-10-24	Con/Rem/Sum	Disr	niss	
ENGINE AND EN	2006-06-20	Con/Rem/Sum	Mark as	Repaired	
SUSPENSION:R	2006-02-12	Con/Rem/Sum			

2. Click on the applicable edit option.

The edit is made and the component is automatically removed from the visible list of issued recalls.

Vehicle Recall Data					
Issued recalls for th	his vehicle.		▼ filter		
	Dismissed	l: 🗖 Repaired: 🗖	filter		
Component	Date	Con/Rem/Sum	Actions		
EXTERIOR LIGH	2007-10-24	Con/Rem/Sum			
ENGINE AND EN	2006-06-20	Con/Rem/Sum			
SUSPENSION:R	2006-02-12	Con/Rem/Sum			

3. To see edited issued recalls, click the checkboxes next to **filter** and click **filter**.

Edited recalls for the vehicle appear.



Link: https://help.gpsinsight.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

Vehicle Recall Data					
Issued recalls for th	nis vehicle.		▼ filter		
	Dismissed	: 🗹 Repaired: 📕	filter		
Component	Date	Con/Rem/Sum	Actions		
DISMISSED ENG	2007-11-13	Con/Rem/Sum			
EXTERIOR LIGH	2007-10-24	Con/Rem/Sum			
ENGINE AND EN	2006-06-20	Con/Rem/Sum			
SUSPENSION:R	2006-02-12	Con/Rem/Sum			

Note. Any edits made to recalls issued for the selected vehicle on the Edit Vehicle Details page	ge
are reflected in subsequent reports.	

elected Vehi							
ehicle	Current Location	Year	Make	Model	Recall Component	Status	Consequence/Remedy/Summary
Dear	19074 N Scottsdale Rd, Scottsdale, AZ	2006	Nissan	Altima	ENGINE AND ENGINE COOLING	Active	Consequence @/Remedy @/Summary @
		2006	Nissan	Altima	ENGINE AND ENGINE COOLING	Dismissed	Consequence @/Remedy @/Summary @
		2006	Nissan	Altima	EXTERIOR LIGHTING:HEADLIGHTS	Active	Consequence @/Remedy @/Summary @
		2006	Nissan	Altima	SUSPENSION:REAR	Active	Consequence @/Remedy @/Summary @

Editing a Vehicle Label with an Attached Logging Device

If you have provisioned a tablet in a vehicle and you make a change to the vehicle label by following the instructions provided above, you are required to reprovision the tablet. A warning icon (Vehicle List) or message (Edit Vehicle Details) as described below appears to notify you that the tablet must be reprovisioned.

Vehicle List Warning:

- From the Vehicle List, a red warning icon () appears in the Vehicle List window (next to the newly edited vehicle label) indicating that the tablet must be reprovisioned.
- If the icon is grey, the tablet has been successfully provisioned.

0							Vehicle List
,		ie values.	ter columns to edit ti	Driver, or Odome	lues in the Vehicle, VIN,	ehicles. Click on va	ew a full list of your v
Paste from Google Earth	LD: Polygon:	armin: 🔳 E	Fuel Card: 📕 G	Deactivated: 🔳			
* for wildcard filter	Search:	~	- ALL GROUPS -	roup/Hierarchy:	Vehicle G		
Show All 152:					<u>25 126-150 151-152</u>	<u>-75 76-100 101-1</u>	ge: 1-25 / <u>26-50</u> / <u>51-</u>
	Dementeral	Hierarchy	Groups	Driver	Serial #	VIN	Vehicle
Odometer	Reported	nierarcity			Serial #	_M.U.N	
Odometer 2,315,717 mi. ⊘ 🖋 🗣 🏛	Nov 30 ⁰ C	A 7 node	a grp ⁰	not set	367	_M.10	8005-Veo

Edit Vehicle Details Warning:

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Link: https://help.gpsinsight.com/docs/about-vehicles/editing-a-vehicle/ Last Updated: February 7th, 2019

• From the Edit Vehicle Details page, a warning message (ELD: Attached Electronic Logging Device.) appears in the Edit Vehicle Details window (next to ELD) once you have clicked **Submit Changes** and saved the edited vehicle label.

ø Edit Vehicle Details				
Set details abo	ut this vehicle.			
Vehicle:	8005-Veo2			
VIN:	decode			
License Number:				
License State:	Arizona 🔻			
Country:	United States 🔹			
Year:				
Make:				
Model:				
Color:				
Engine Size (L):	= Idle GPH			
Fuel Type:	Unleaded 🔻			
Fuel Capacity:	gallons			
Hide Location:	Never show location.			
ELD:	Attached Electronic Logging Device. (ELD needs provision)			
SAVED	Submit Changes			

More reference materials:

• Need to correct vehicle info? Check out Transferring or Deactivating a Device.