Editing a Vehicle

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.

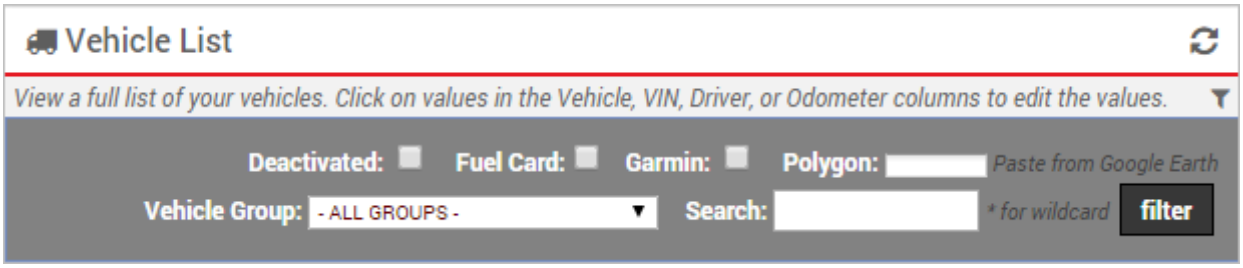
Filter the Vehicle List

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.



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

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.

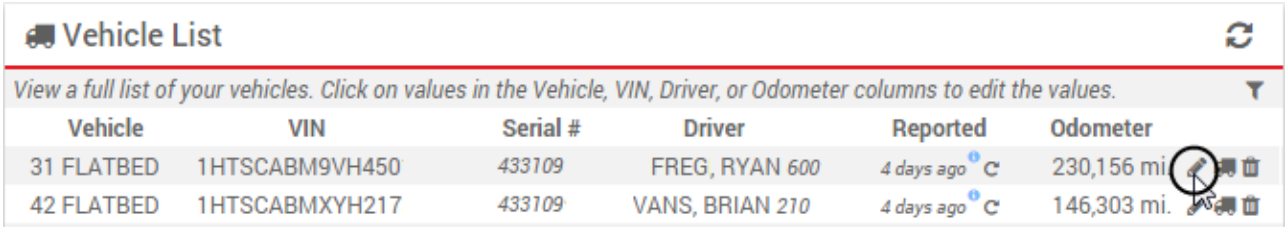
To edit vehicle details:

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** ( )



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).*

The Edit Vehicle Details page appears.

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**.

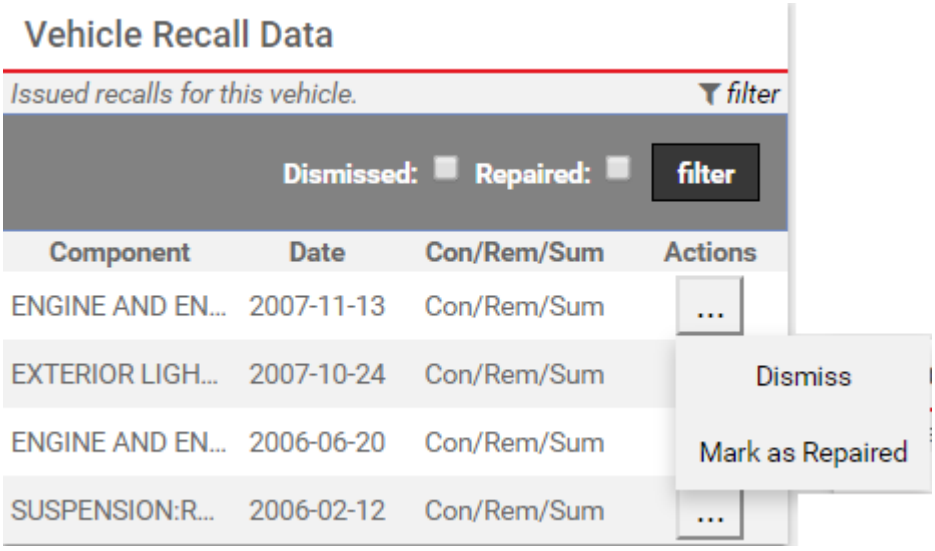
Editing Vehicle Recall Data

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:

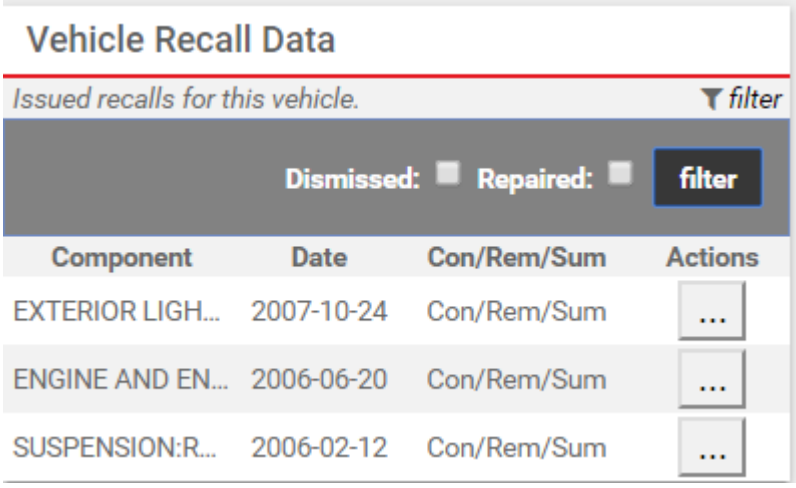
1. Under the Actions column, click on the ellipses button corresponding to the recall component you would like to edit.

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



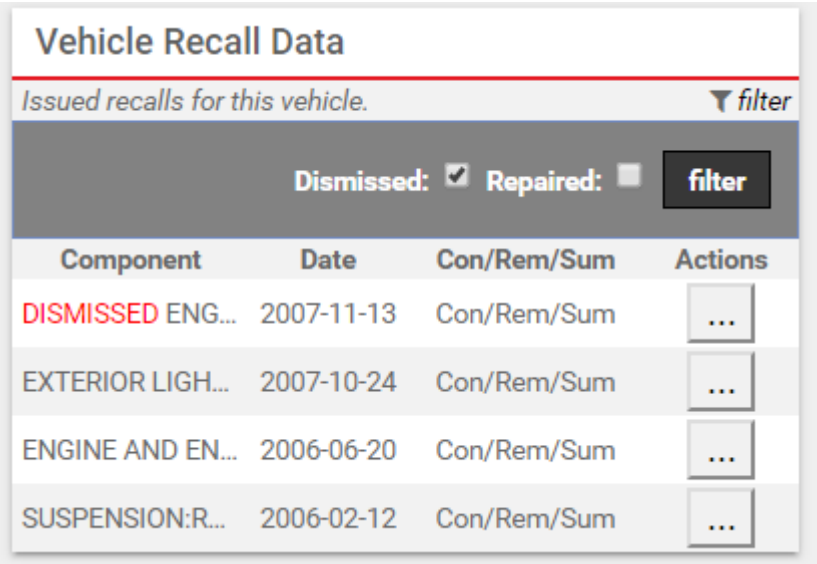
2. Click on the applicable edit option.

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

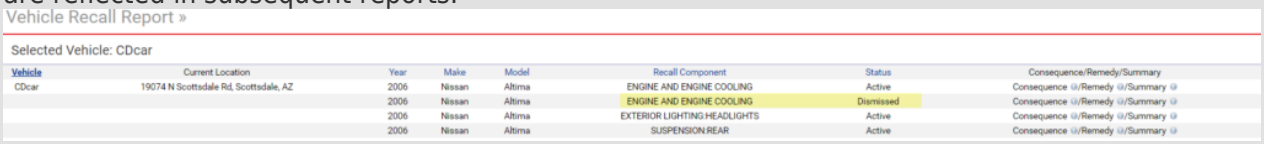


3. To see edited issued recalls, click the checkboxes next to **filter** and click **filter**.

   Edited recalls for the vehicle appear.



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

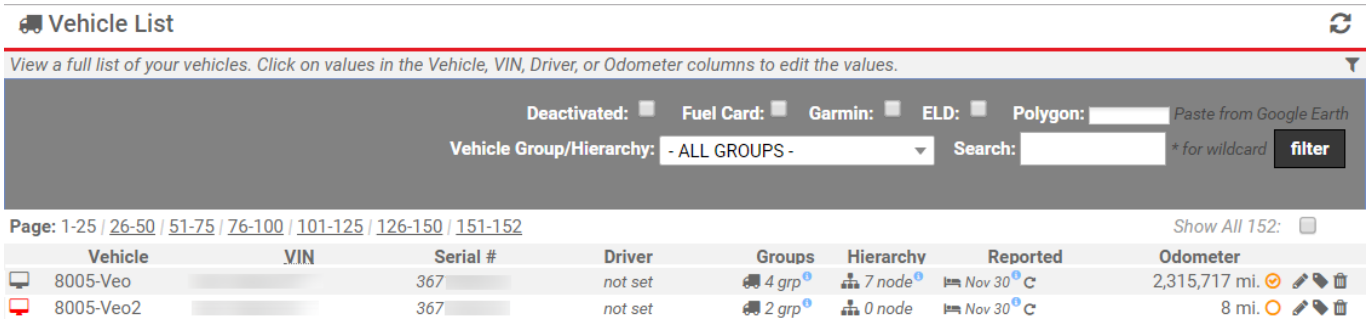


Editing a Vehicle Label with an Attached Logging Device

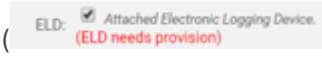
If you have provisioned a tablet in a vehicle and you make a change to the vehicle label by following the instructions provided above, you are required to reprovision the tablet. A warning icon (Vehicle List) or message (Edit Vehicle Details) as described below appears to notify you that the tablet must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

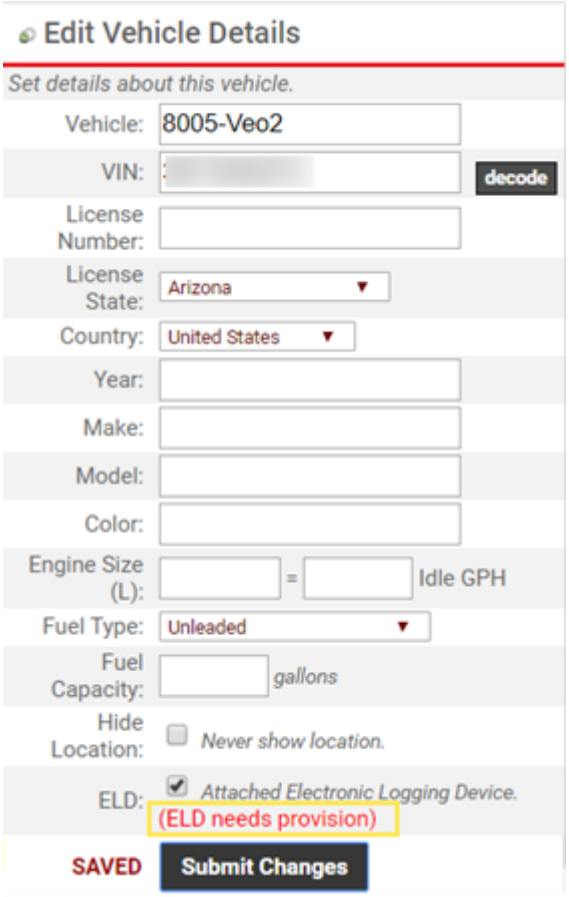
Vehicle List Warning:

- 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.



Edit Vehicle Details Warning:

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



More reference materials:

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

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