

# Transferring, Deactivating or Swapping a Device

Link: <https://help.gpsinsight.com/docs/about-vehicles/transferring-or-deactivating-a-device/> Last Updated: October 18th, 2016

If you need to retire a vehicle and replace it with another one, you can transfer the device to the new vehicle. Alternatively, if you're not replacing the vehicle or no longer need the vehicle in the fleet, you can deactivate the device or submit for a return authorization.



**Note.** Historical data moves with a device. If you install a device in another vehicle under a different department, the new department users could see the old historical data on the new vehicle.

## Transfer a Device

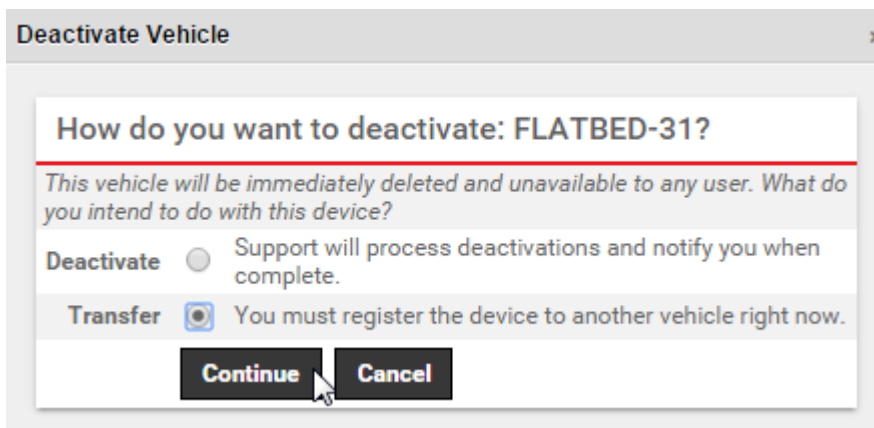
Transferring a device to another vehicle requires you to register the device to another vehicle immediately after making the selection to transfer.

### ► To transfer the device to another vehicle:

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. Locate the vehicle you want to modify, and click **Delete** (🗑️).
2. In the Deactivate Vehicle window, choose the **Transfer** option, and click **Continue**.



1. Enter the **information** for the new vehicle, and click **Register Vehicle**.

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### Deactivate Vehicle

**Information on New Vehicle Registration**

Serial Number \*

Vehicle Label \*

VIN \*

Initial Odometer \*  mi.

Initial Run Time  hrs. *Only relevant for assets, service reminders, or frequent idling*

Country \*

License State \*

License Plate

Color

Model Year

Make

Model

Engine Size (L)  =  Idle GPH <sup>o</sup> Only  
*relevant for fuel usage and GHG*

This vehicle uses inputs.

\* required

**Register Vehicle**

Enter a label for the new vehicle along with the appropriate vehicle information and registration is complete. **close**

## Deactivate a Device

Deactivating a device requires action from the **Support** team. The deactivation form in the portal automatically notifies Support of the request. Support will notify you when your deactivation request is complete. Please note that devices remain on the account until the end of the month. Request by the 26th of each month to avoid an additional month of billing.



**Tip!** If you need to uninstall a device and install it in a new vehicle during the **SAME** month, rather than deactivate, simply **hide the vehicle's visibility** until you're ready to transfer it to the new vehicle.

### ► To deactivate a device:

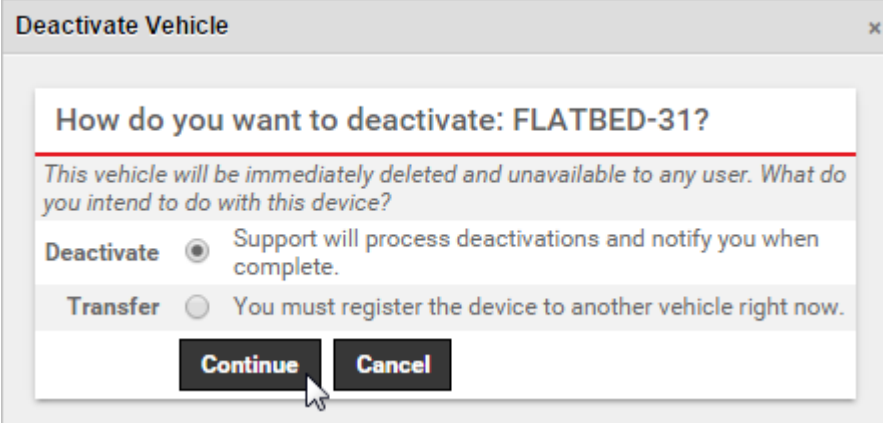
1. From the portal, hover over the **Account** menu, click **Manage Vehicles**, and click **Open**.

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

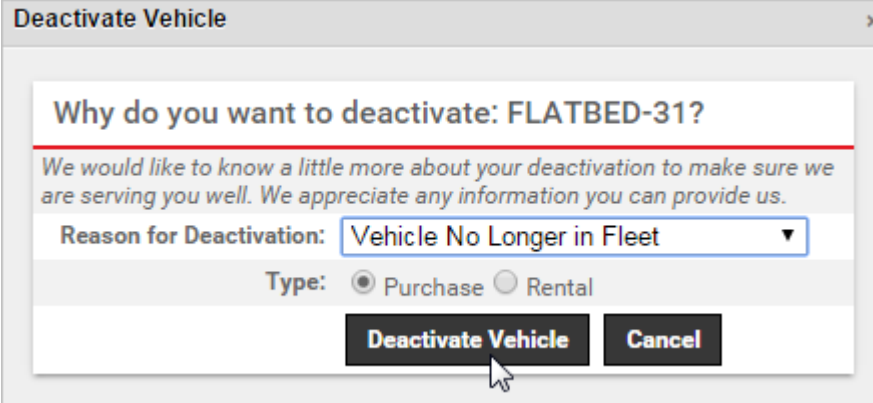
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1. Locate the vehicle you want to modify, and click **Delete** (🗑️).
2. In the Deactivate Vehicle window, choose the **Deactivate** option, and click **Continue**.



1. Choose a **Reason for Deactivation**.
2. Choose whether you own or rent the device.
3. Click Deactivate Vehicle.



Your request is put in progress (as indicated by the grayed out trash icon on the vehicle). You'll receive a confirmation email within a few business days when the deactivation has been complete. The device will no longer appear on maps or in reports.

## ► To view historical data for a deactivated device:

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. From the Filter area, select the **Deactivated** check box, and click **Filter**.

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2. From the list of deactivated vehicles, locate the vehicle you want to modify, and click **Include in reports for 4 hours** (🗑️).

The vehicle now appears in the Vehicle list when the “Deactivated” filter is removed. It will appear in reports for the next four hours or until you click the green icon (🟢) to expire the status.

## More reference materials:

- Need to correct vehicle info? Check out [Editing a Vehicle](#).

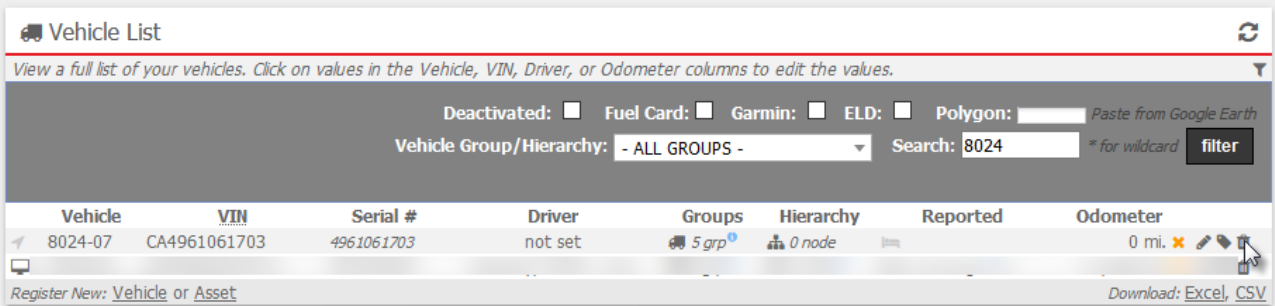
## Swap a Device

Swap allows users to quickly swap a new device serial number into an existing vehicle/asset registration. This feature is valuable for instances where devices are upgraded or replaced through RA.

By selecting Swap, the user will have the option to copy the full vehicle profile (vehicle info, associated groups and hierarchy, attributes, inputs, current driver assignment, and scheduled alerts and reports).

### ▶ To swap a device:

1. In the Vehicle List, navigate to the vehicle you would like to swap.
2. Click on the trash icon.



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:  ELD:  Polygon:  Paste from Google Earth

Vehicle Group/Hierarchy: - ALL GROUPS - Search: 8024 \* for wildcard filter

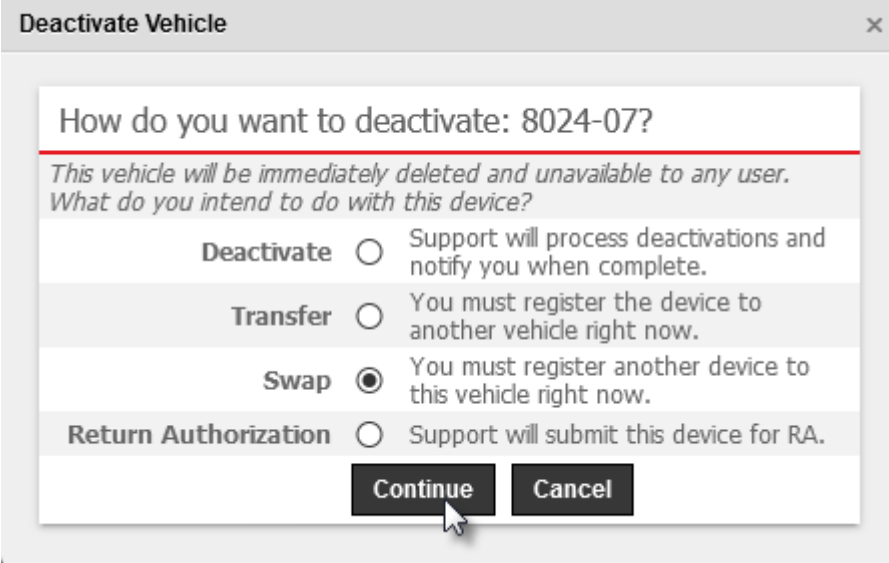
Vehicle	VIN	Serial #	Driver	Groups	Hierarchy	Reported	Odometer
8024-07	CA4961061703	4961061703	not set	5 grp	0 node		0 mi.

Register New: [Vehicle](#) or [Asset](#) Download: [Excel](#), [CSV](#)

3. Select Swap then click Continue.

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4. Choose whether you want the vehicle profile copied or not. Choosing to copy the profile is generally not recommended if you want to reset all settings and associations for registration from scratch.
5. Click on Swap Device.

