

Link: https://help.responsiblefleet.com/docs/about-gps-insight-manager/manager-app-filters/ Last Updated: February 9th, 2023

You can easily adjust the vehicles, assets, landmarks, and drivers shown on the map page of the Manager App by using the Filters feature.

**Note.** Driver and Hierarchy features referenced in this article are available to customers with Driver Management (Driver feature) and Advanced Administration (Hierarchy feature). If you would like to learn more, please contact your Account Manager.

### **Opening the Filter Feature**

1. From the Map page, tap the Filter icon.



The Filters page opens.



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	Filters	Clear
Vehicles & Assets	Landmarks	Drivers
Hide unavailable		
Hide out of range		
Only show vehicles	& assets in landmar	ks
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### **Filtering Vehicles & Assets**

You can filter vehicles and assets shown on the map by Hierarchy, Group, and Status.



Link: https://help.responsiblefleet.com/docs/about-gps-insight-manager/manager-app-filters/ Last Updated: February 9th, 2023

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Additionally, you can hide vehicles and assets that are unavailable, out-of-range, or select to show only vehicles and assets within a landmark by tapping the applicable checkbox(es) and then tap **Apply**. To clear these filter options, tap the applicable checkbox(es) again and then tap **Apply**.



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10:39 -
Filters Clear
Vehicles & Assets Landmarks Drivers
Hide unavailable
Hide out of range
Only show vehicles & assets in landmarks
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Cancel

#### Filtering by Hierarchy or Group

You can filter vehicles and assets on your map by hierarchy or group using the Filter feature.

**Note.** For the purposes of this section, we have provided screenshots of the process to select and apply a hierarchy filter; however, the process to select and apply a group is identical.

#### How to filter by hierarchy or group:

1. From the Filters – Vehicles & Assets page, tap the box under Hierarchy or Group.





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The Hierarchy or Group Filter page appears.





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0	Note. Tap Cancel if you	u would like to exit the filter page at a	any time.

2. Locate the hierarchy/hierarchies or group/groups you would like to see on the map by using the Search field or scrolling down through the hierarchy list (if applicable).





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0	Note. Depending on the	e number of branches (nodes) withir	a hierarchy or groups within

group, you may need to tap the > button to see nested branches or groups.

- 3. Tap the checkbox next to the hierarchy/hierarchies or group/groups you would like shown on the map.
- 4. Tap **Done**.

Note. Tap Clear to remove checked filters.

The Filter page appears displaying your selected hierarchy/hierarchies or group/groups.





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5. Tap Apply.



#### **Filtering by Status**

You can filter vehicles and assets shown on the map by vehicle/asset status.

#### How to filter by vehicle/assets status:

Note. Tap **Cancel** if you would like to exit the filter page at any time.

- 1. From the Filters Vehicles & Assets page, scroll down to see all available Status filter options.
- 2. Tap the box next to the status or statuses of vehicles/assets to check the box.



Link: https://help.responsiblefleet.com/docs/about-gps-insight-manager/manager-app-filters/ Last Updated: February 9th, 2023

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Out of Range >= 30 days				
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Cancel		Apply		

3. Tap Apply.



### **Filtering Landmarks**

You can filter landmarks shown on the map by group from the Filters page.

#### How to filter landmarks on the map:

1. From the Filters page, tap **Landmarks**.

	Filters	Clear
Vehicles	Landmarks	Drivers



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**Note.** Tap **Cancel** if you would like to exit the filter page at any time.

The Filters – Landmarks page appears.

2. Tap the box under Group.

The Group filter page appears.

3. Locate the group you would like to see on the map by using the Search field or scrolling down through the landmark group list (if applicable).

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#### 4. Tap **Done**.

The Filter page appears displaying your selected group/groups.





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5. Tap Apply.



#### **Filtering Drivers**

You can filter landmarks shown on the map by hierarchy and/or group from the Filters page.

**Note.** For the purposes of this section, we have provided screenshots of the process to select and apply a hierarchy filter; however, the process to select and apply a group is identical.

#### How to filter by hierarchy or group:

1. From the Filters page, tap **Drivers**.



Link: https://help.responsiblefleet.com/docs/about-gps-insight-manager/manager-app-filters/ Last Updated: February 9th, 2023

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The Hierarchy and Group Filter page appears.

2. Locate the hierarchy/hierarchies or group/groups you would like to see on the map by using the Search field or scrolling down through the hierarchy list (if applicable).

Note. Depending on the number of branches (nodes) within a hierarchy or groups within a group, you may need to tap the > button to see nested branches or groups.

3. Tap the checkbox next to the hierarchy/hierarchies or group/groups you would like shown on the map.



Link: https://help.responsiblefleet.com/docs/about-gps-insight-manager/manager-app-filters/ Last Updated: February 9th, 2023

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0	Note. Tap Clear	to remove checked	filters.		

The Filter page appears displaying your selected hierarchy/hierarchies or group/groups.



Link: https://help.responsiblefleet.com/docs/about-gps-insight-manager/manager-app-filters/ Last Updated: February 9th, 2023

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5. Tap <b>Apply</b> . <b>Note.</b> The shown at t	e number of filters selected for each category (vehicles, landmarks, or drivers) is the top of the Filter page.

### **Removing Filters**

You can remove filters on the map to see your entire fleet. To remove selected filters, open the applicable filters again, tap **Clear**, then tap **Apply** to again see all your vehicles on the Map.