

Managing Groups, Landmarks, Assets, Users, & Vehicles

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

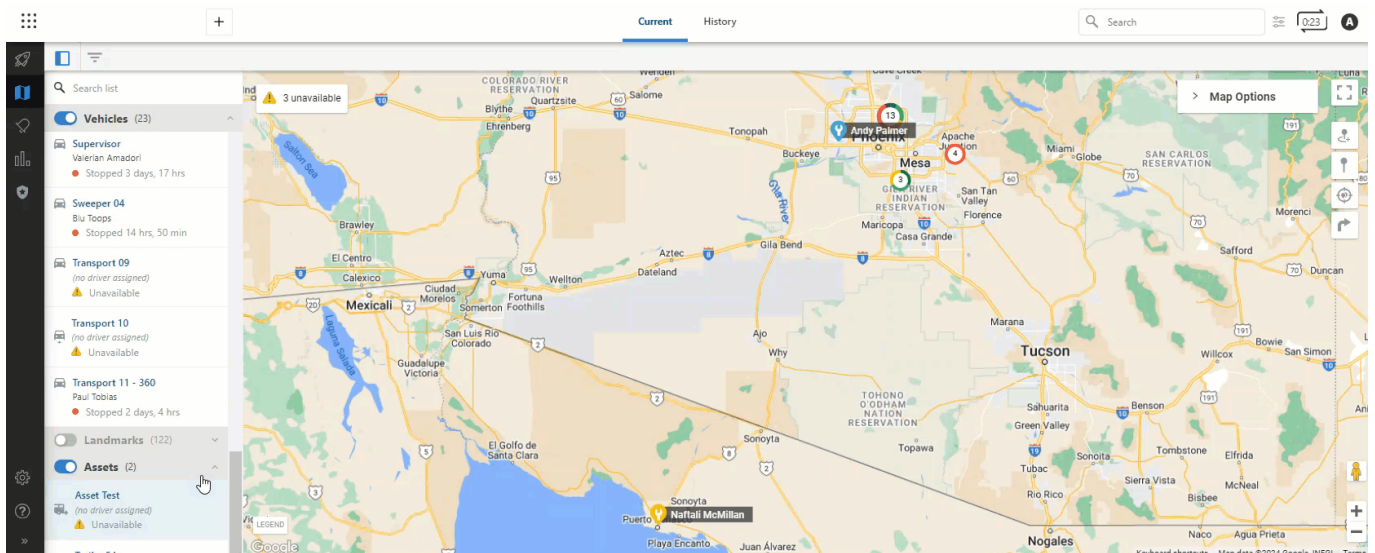
You can edit and/or delete a group (landmark and vehicle), landmark, user, asset (edit only) and vehicle (edit only) directly from the Map page.



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.

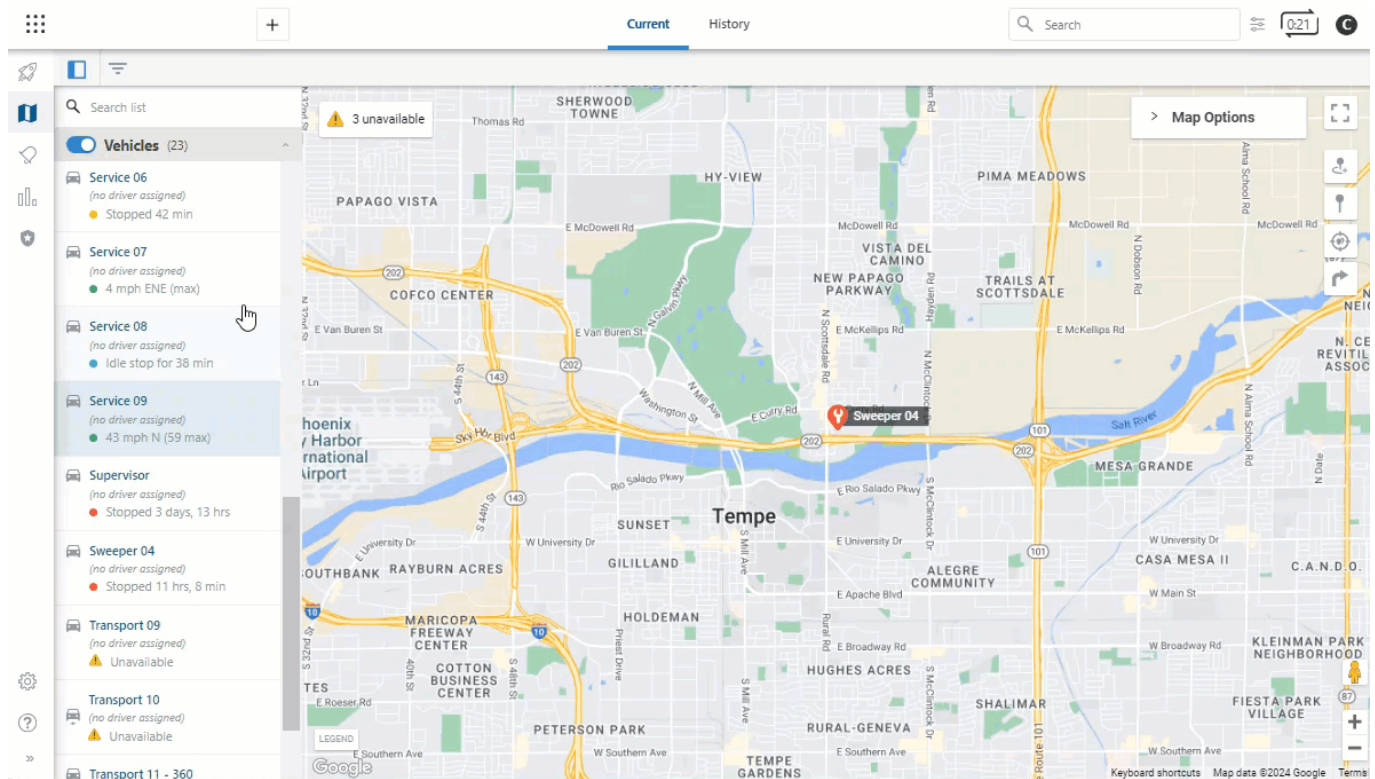
Changing an Entity Type

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

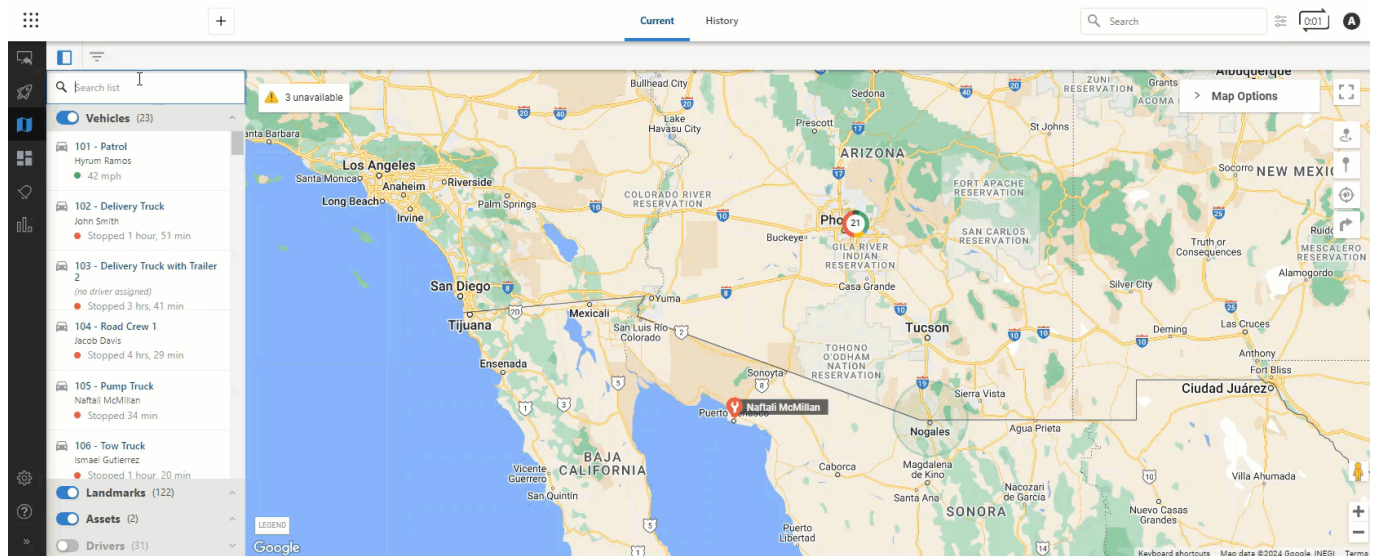


Note. Vehicles and assets cannot be deleted; however, users with Vehicle Admin permissions can submit a request to **deactivate** the device. Deactivations are processed at the end of the month, after which the device is removed from registered devices and is no longer visible on the Map page.

► 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.